

SUPPLIER: ADD OR UPDATE BANK INFORMATION

Introduction

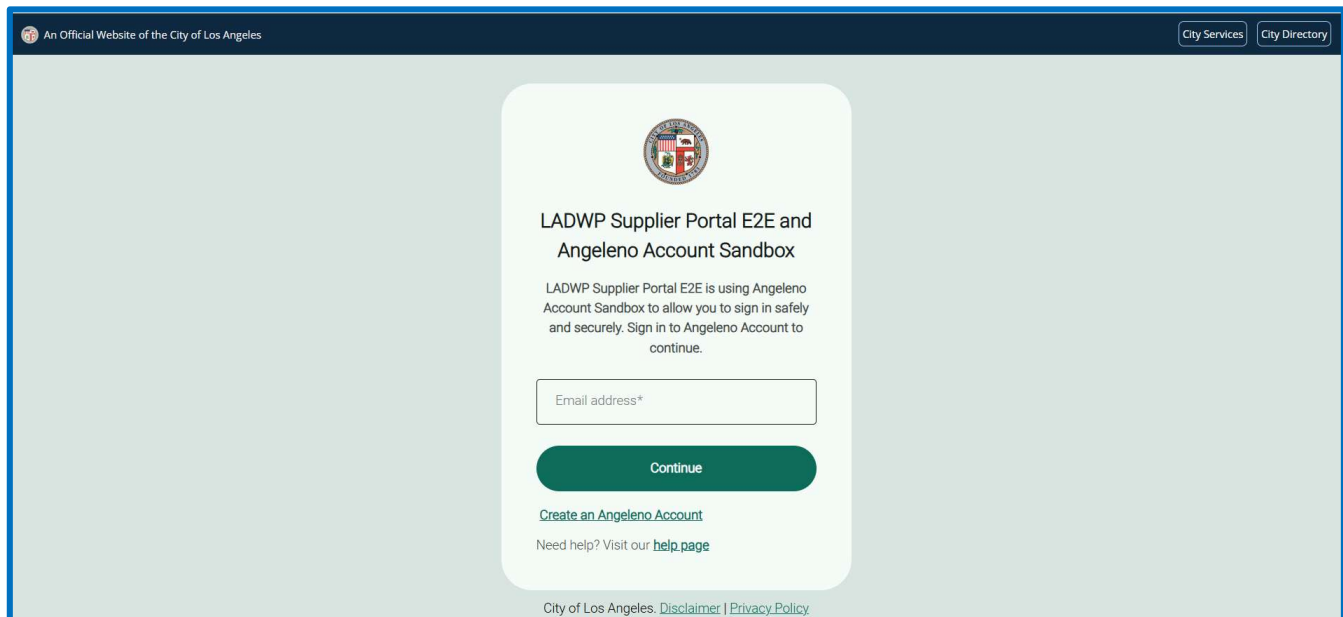
Suppliers can update their banking information to receive electronic payments (EFT/ACH).

Security Role

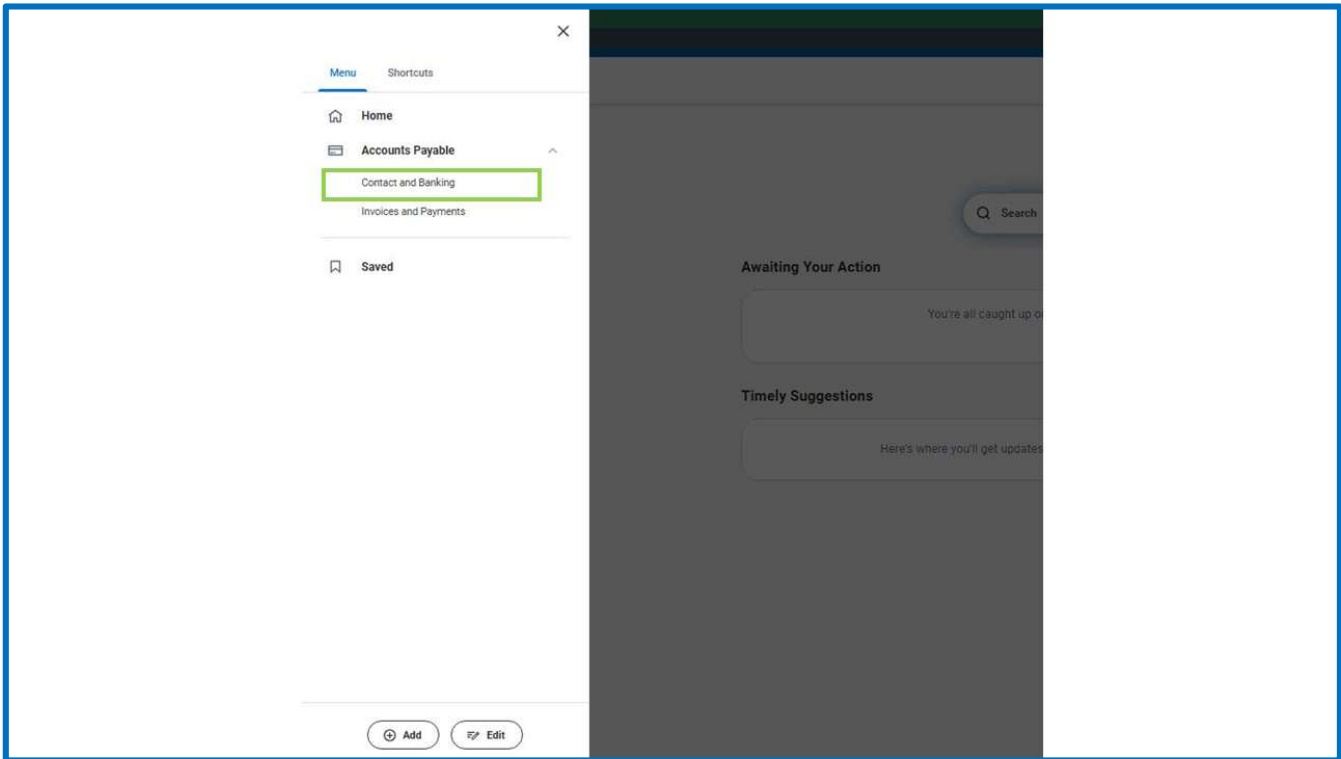
- Supplier – External Supplier Portal User.

Add/Update Bank Information

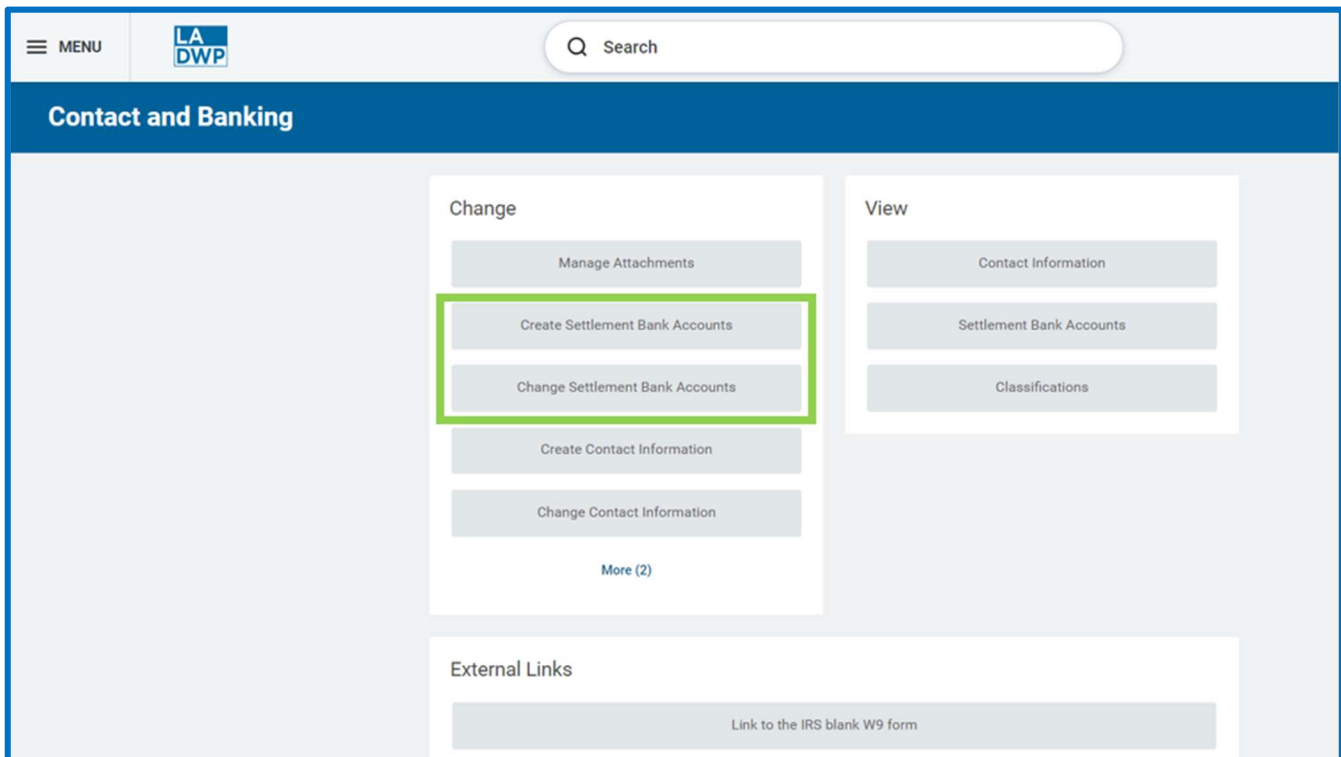
1. Sign in to the **Workday Supplier Portal** through Angeleno log in using your credentials.



2. From the **Menu** at the top left, navigate to the **Contact and Banking** dashboard



3. To make changes to an existing bank account or add a new bank account, navigate to the **Change** section and select either **Change Settlement Bank Accounts** or **Create Settlement Bank Accounts** depending on if you are changing or adding banking information.



- 4. The supplier information will be displayed, allowing the supplier to make changes to the bank information.

Create Settlement Bank Account 016/101

Change Event Settlement Account Change for Acme Solutions LLC - created by John Rahm on 03/02/2026 Status Draft

Supplier Acme Solutions LLC

Settlement Bank Accounts Attachments

Settlement Bank Accounts 1 item

⊕	*Account Information	Account Details	Intermediary Bank Accounts
⊖	<p>Account Nickname Acme Checking</p> <p>Account Type *</p> <p>Supplier Connection Payment Types x ACH</p> <p>Payment Types x ACH</p>	<p>Country * x United States of America</p> <p>Routing Transit Number * 1234567789</p> <p>Bank Name * Bank of America</p> <p>Bank Identification Code</p>	<p>0</p>

- 5. In the **Settlement Bank Accounts** grid and under the **Account Details** column, suppliers are able to use the **Comments** field to provide an email address to receive EFT remittance notifications.

Supplier Acme Solutions LLC

Settlement Bank Accounts Attachments

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⊕	*Account Information	Account Details	Intermediary Bank Accounts
		<p>Country</p> <p>Primary <input type="checkbox"/></p> <p>Comments use this email for remittance - Jrahm@acmesolutions.com</p> <p>Remove</p> <p>Add</p>	

Submit Save for Later Cancel

6. Finally, click the **Submit** button to save the added/updated banking information.

