Supplier Details Change Request



Request to Update Details Email

The supplier receives the email to update their details.





Dear Accounts Receivable at Test NZ Supplier Manually,

North Sydney Store has received a request to update your details.

For North Sydney Store to ensure your new details are valid we require you to please enter them into the Eftsure system for verification.

Update your details

or copy and paste the following url into your web browser: https://portal.eftsure.com.au/invite/(04113F38-CC4A-4F83-B6AE-9326B988274D)

Note, If your details have not changed and this is an unexpected request, please contact Eftsure support at support@eftsure.com.au

eftsure

Start Change of Details Workflow

The supplier enters their details to create an account with Eftsure.

Country	
New Zealand	
GST Number	
GST Number of your company	
I don't have an NZBN	
NZBN	
NZBN of your company	
Main Trading Name*	
Please enter a valid NZBN	
First name*	
Accounts	
Surname*	
Surname	
Email	
hamilton@hotmail.com	
Not your email address? Create password Creating a password will allow you to log back in t Create password	o review information
• Password must be at least 10 the following:	characters long, with at least one of
One lowercase character One uppercase character One number	One of these special character @#\$&* 10 characters minimum New passwords match
Confirm password	
Confirm password	

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Change of Details Workflow-Company Information

The supplier provides information regarding Physical and Postal address, Country, and Company Registration and GST number

boarding Status: Change Request Pending		Support reference: 1
Company Information	Payment Details	Additional Information
Physical Address	Presentation last modified: 30 June	
Physical Address Line 1 *		
101-135 Street		
Physical Address Line 2		
City / Suburb *		
Auckland Central		
Post Code *		
1010		
State * Auckland		
Postal Address		
Same As Physical Address		
Country		
Country *		
New Zealand		х *
Company Registration		
NZBN*		
94290		
Entity Name		
NZ Supplier Pty Ltd		
GST Number		
GST Number		

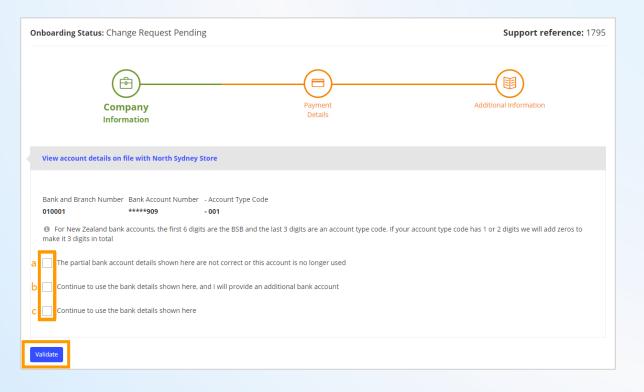
Change of Details Workflow-Company Information (Cont.)

Complete Trading Name Information and Other Information sections, then click Continue

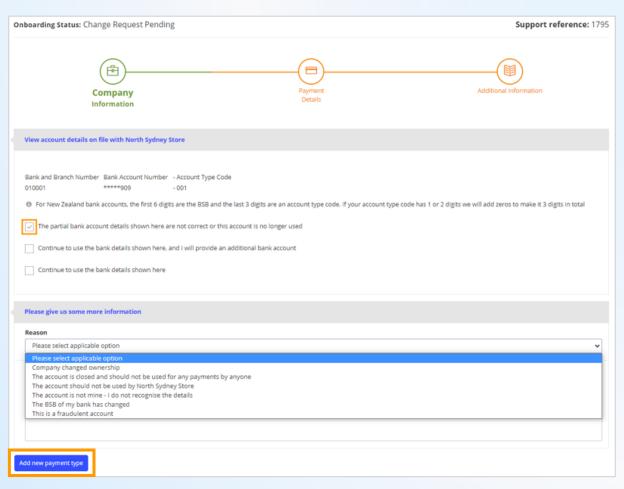
_	
	Trading Name Information
	Trading Name/Personal Name *
	NZ Supplier Pty Ltd
	Other Trading Names
	Other Information
	Email Address *
	testnz@suppliermanual.com
	Landline Phone Number **
	23789076574786
	Mobile Phone Number **
	** Please enter either Landline Phone Number or Mobile Phone Number. At least one phone number is required.
Fax Number	
	Website Address
	Continue

From here, the supplier can:

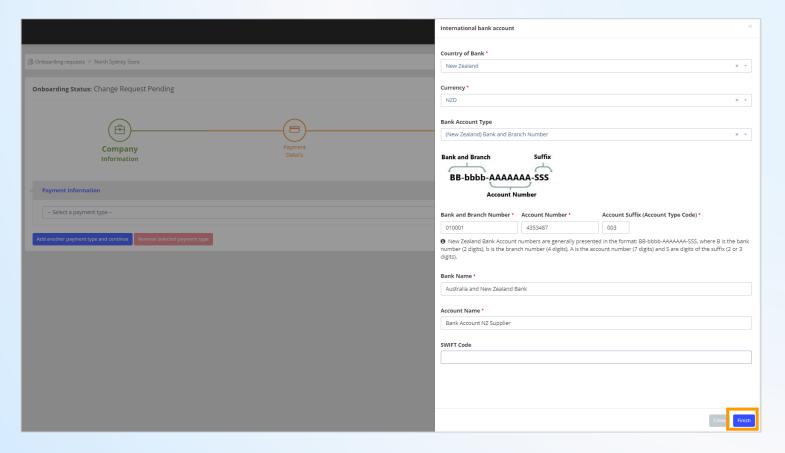
- a) Indicate that the partial bank account details shown here are not correct or this account is no longer used.
- b) Indicate that they continue using the bank details shown here and will provide an additional bank account.
- c) Indicate that they continue to use the bank details shown here.



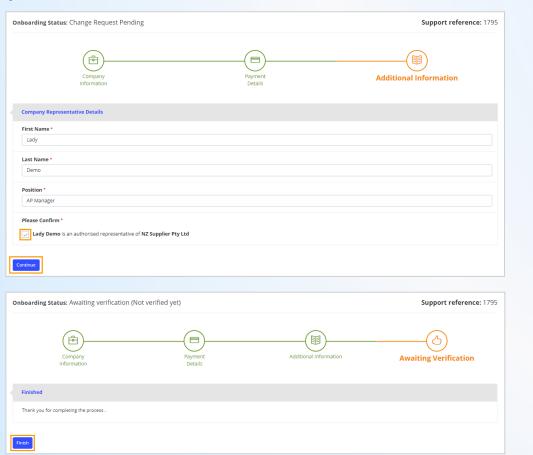
a) The partial bank account details shown here are not correct or the account is no longer used

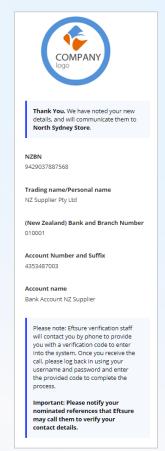


a) The partial bank account details shown here are not correct or the account is no longer used (cont.)

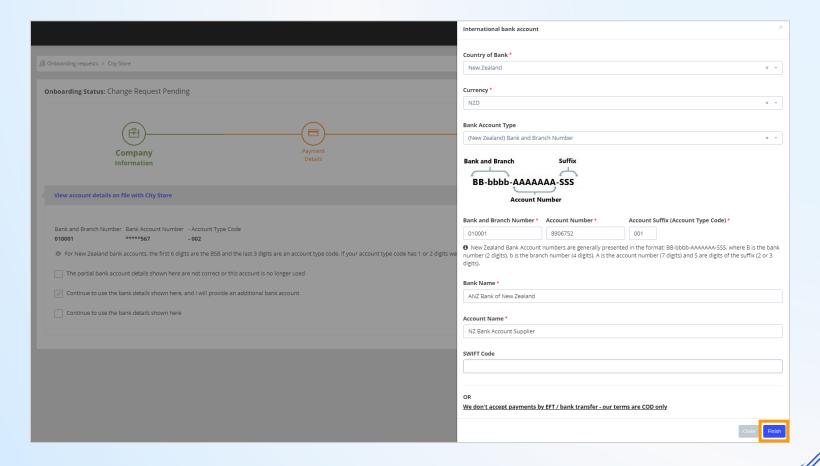


a) The partial bank account details shown here are not correct or the account is no longer used (cont.)

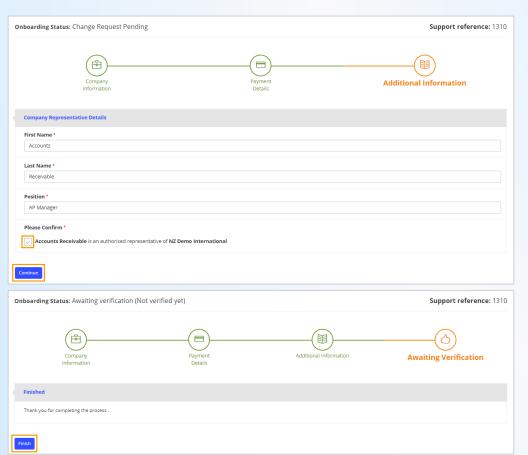


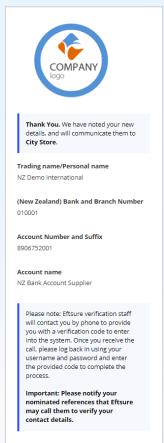


b) Continue to use the bank details shown here, and I will provide an additional bank account

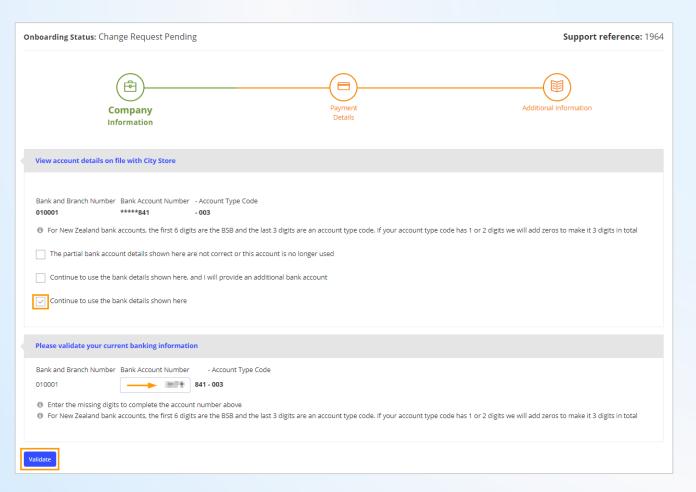


b) Continue to use the bank details shown here, and I will provide an additional bank account (Cont.)

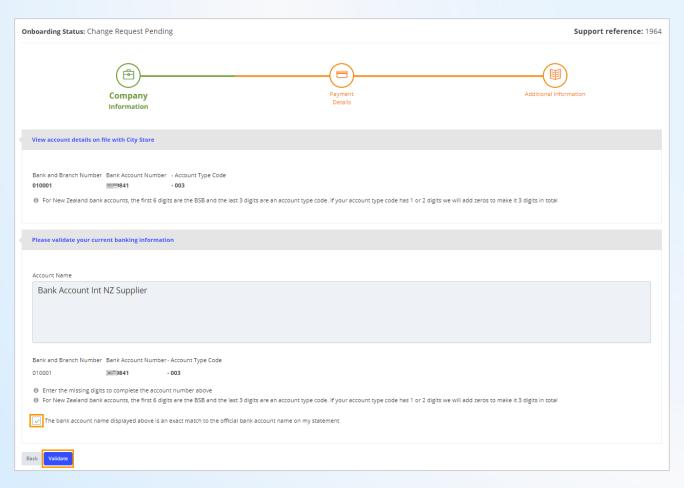




c) Continue to use the bank details shown here



c) Continue to use the bank details shown here (Cont.)



c) Continue to use the bank details shown here (Cont.)

