

# Supplier Details Change Request

eftsure



## Request to Update Details Email

The supplier receives the email to update their details.



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**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/04113F3B-CC4A-4F83-86AE-9326B9B8274D>

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

# Start Change of Details Workflow

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

Dear Accounts of **Hamilton South**, please create a User Account to register as a supplier to **Ana's Demo Customer**.

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 to review information

Create password

**i** Password must be at least 10 characters long, with at least one of the following:

- One lowercase character
- One uppercase character
- One number
- One of these special characters  
\_!@#%&\*
- 10 characters minimum
- New passwords match

Confirm password  
Confirm password

Back Register

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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

Onboarding Status: Change Request Pending Support reference: 1795

Company Information      Payment Details      Additional Information

Presentation last modified: 30 June

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**Physical Address**

Physical Address Line 1 \*  
101-135 Street

Physical Address Line 2

City / Suburb \*  
Auckland Central

Post Code \*  
1010

State \*  
Auckland

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**Postal Address**

Same As Physical Address

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**Country**

Country \*  
New Zealand

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**Company Registration**

NZBN \*  
94290

Entity Name  
NZ Supplier Pty Ltd

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**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 \***

**Other Trading Names**

**Other Information**

**Email Address \***

**Landline Phone Number \*\***

**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:

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

Onboarding Status: Change Request Pending Support reference: 1795



Company Information      Payment Details      Additional Information

[View account details on file with North Sydney Store](#)

Bank and Branch Number	Bank Account Number	- Account Type Code
010001	*****909	- 001

For New Zealand bank accounts, the first 6 digits are the BSB and the last 3 digits are an account type code. If your account type code has 1 or 2 digits we will add zeros to make it 3 digits in total

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

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

c  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

Onboarding Status: Change Request Pending Support reference: 1795

**Company Information**      Payment Details      Additional Information

[View account details on file with North Sydney Store](#)

Bank and Branch Number   Bank Account Number   - Account Type Code  
010001                      \*\*\*\*\*909                      - 001

For New Zealand bank accounts, the first 6 digits are the BSB and the last 3 digits are an account type code. If your account type code has 1 or 2 digits we will add zeros to make it 3 digits in total

The partial bank account details shown here are not correct or this account is no longer used

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

Continue to use the bank details shown here

[Please give us some more information](#)

**Reason**

Please select applicable option

**Please select applicable option**

Company changed ownership

The account is closed and should not be used for any payments by anyone

The account should not be used by North Sydney Store

The account is not mine - I do not recognise the details

The BSB of my bank has changed

This is a fraudulent account

[Add new payment type](#)

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

The screenshot shows a web interface for onboarding a new bank account. The main page has a breadcrumb 'Onboarding requests > North Sydney Store' and a status 'Onboarding Status: Change Request Pending'. A progress bar shows 'Company Information' as the current step and 'Payment Details' as the next step. The 'Payment Information' section is active, showing a dropdown menu with '-- Select a payment type --' and two buttons: 'Add another payment type and continue' and 'Remove selected payment type'.

The modal window, titled 'International bank account', contains the following fields and information:

- Country of Bank \***: New Zealand
- Currency \***: NZD
- Bank Account Type**: (New Zealand) Bank and Branch Number
- Bank and Branch** and **Suffix**: A diagram shows the account number format **BB-bbbb-AAAAAA-SSS**. Brackets indicate that 'BB-bbbb' is the **Bank and Branch**, 'AAAAAA' is the **Account Number**, and 'SSS' is the **Suffix**.
- Bank and Branch Number \***: 010001
- Account Number \***: 4353487
- Account Suffix (Account Type Code) \***: 003
- Bank Name \***: Australia and New Zealand Bank
- Account Name \***: Bank Account NZ Supplier
- SWIFT Code**: (empty field)

At the bottom right of the modal, there are 'Close' and 'Finish' buttons. The 'Finish' button is highlighted with an orange border.



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

Onboarding Status: Change Request Pending Support reference: 1795

Company Information      Payment Details      **Additional Information**

**Company Representative Details**

**First Name \***

**Last Name \***

**Position \***

**Please Confirm \***  
 Lady Demo is an authorised representative of NZ Supplier Pty Ltd

**Continue**

Onboarding Status: Awaiting verification (Not verified yet) Support reference: 1795

Company Information      Payment Details      Additional Information      **Awaiting Verification**

**Finished**

Thank you for completing the process .

**Finish**



**Thank You.** We have noted your new details, and will communicate them to **North Sydney Store.**

**NZBN**  
9429037887568

**Trading name/Personal name**  
NZ Supplier Pty Ltd

**(New Zealand) Bank and Branch Number**  
010001

**Account Number and Suffix**  
4353487003

**Account name**  
Bank Account NZ Supplier

Please note: Eftsure verification staff will contact you by phone to provide you with a verification code to enter into the system. Once you receive the call, please log back in using your username and password and enter the provided code to complete the process.

**Important: Please notify your nominated references that Eftsure may call them to verify your contact details.**



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

Onboarding requests > City Store

Onboarding Status: Change Request Pending

Company Information

Payment Details

View account details on file with City Store

Bank and Branch Number	Bank Account Number	Account Type Code
010001	*****567	-002

The partial bank account details shown here are not correct or this account is no longer used

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

Continue to use the bank details shown here

### International bank account

Country of Bank \*  
New Zealand

Currency \*  
NZD

Bank Account Type  
(New Zealand) Bank and Branch Number

Bank and Branch      Suffix  
BB-bbbb-AAAAAA-SSS  
Account Number

Bank and Branch Number \*    Account Number \*    Account Suffix (Account Type Code) \*

010001    8906752    001

New Zealand Bank Account numbers are generally presented in the format: BB-bbbb-AAAAAA-SSS, where B is the bank number (2 digits), b is the branch number (4 digits), A is the account number (7 digits) and S are digits of the suffix (2 or 3 digits).

Bank Name \*  
ANZ Bank of New Zealand

Account Name \*  
NZ Bank Account Supplier

SWIFT Code

OR  
**We don't accept payments by FFT / bank transfer - our terms are COD only**

Close    Finish

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

Onboarding Status: Change Request Pending Support reference: 1310

Company Information — Payment Details — **Additional Information**

**Company Representative Details**

**First Name \***

**Last Name \***

**Position \***

**Please Confirm \***  
 Accounts Receivable is an authorised representative of NZ Demo International

**Continue**

Onboarding Status: Awaiting verification (Not verified yet) Support reference: 1310


Company Information — Payment Details — Additional Information — **Awaiting Verification**

**Finished**

Thank you for completing the process.

**Finish**





**COMPANY**  
logo

**Thank You.** We have noted your new details, and will communicate them to **City Store.**

**Trading name/Personal name**  
NZ Demo International

**(New Zealand) Bank and Branch Number**  
010001

**Account Number and Suffix**  
8906752001

**Account name**  
NZ Bank Account Supplier

Please note: Eftsure verification staff will contact you by phone to provide you with a verification code to enter into the system. Once you receive the call, please log back in using your username and password and enter the provided code to complete the process.

**Important: Please notify your nominated references that Eftsure may call them to verify your contact details.**



## c) Continue to use the bank details shown here

Onboarding Status: Change Request Pending

Support reference: 1964



Company  
Information



Payment  
Details



Additional Information

[View account details on file with City Store](#)

Bank and Branch Number   Bank Account Number   - Account Type Code  
**010001                    \*\*\*\*\*841                    - 003**

For New Zealand bank accounts, the first 6 digits are the BSB and the last 3 digits are an account type code. If your account type code has 1 or 2 digits we will add zeros to make it 3 digits in total

The partial bank account details shown here are not correct or this account is no longer used

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

Continue to use the bank details shown here

[Please validate your current banking information](#)

Bank and Branch Number   Bank Account Number   - Account Type Code  
010001                                         **841 - 003**

Enter the missing digits to complete the account number above

For New Zealand bank accounts, the first 6 digits are the BSB and the last 3 digits are an account type code. If your account type code has 1 or 2 digits we will add zeros to make it 3 digits in total

[Validate](#)

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

**Onboarding Status:** Change Request Pending **Support reference:** 1964

**Company Information**      Payment Details      Additional Information

[View account details on file with City Store](#)

Bank and Branch Number   Bank Account Number   - Account Type Code  
010001      841      -003

ⓘ For New Zealand bank accounts, the first 6 digits are the BSB and the last 3 digits are an account type code. If your account type code has 1 or 2 digits we will add zeros to make it 3 digits in total

[Please validate your current banking information](#)

Account Name

Bank Account Int NZ Supplier

Bank and Branch Number   Bank Account Number - Account Type Code  
010001      3841      -003

ⓘ Enter the missing digits to complete the account number above

ⓘ For New Zealand bank accounts, the first 6 digits are the BSB and the last 3 digits are an account type code. If your account type code has 1 or 2 digits we will add zeros to make it 3 digits in total

The bank account name displayed above is an exact match to the official bank account name on my statement

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

**Onboarding Status:** Change Request Pending **Support reference:** 1964

Company Information      Payment Details      **Additional Information**

**Company Representative Details**

**First Name \***  
Accounts

**Last Name \***  
Receivable

**Position \***  
AP Manager

**Please Confirm \***  
 Accounts Receivable is an authorised representative of Int NZ Supplier

**Continue**

**Onboarding Status:** Awaiting verification (Not verified yet) **Support reference:** 1964

Company Information      Payment Details      Additional Information      **Awaiting Verification**

**Finished**

Thank you for completing the process. Eftsure may call you to confirm the details you have provided. Reference number: 1964.

**Finish**



**Thank You.** We have noted your new details, and will communicate them to **City Store.**

**Trading name/Personal name**  
Int NZ Supplier

**(New Zealand) Bank and Branch Number**  
010001

**Account Number and Suffix**  
841003

**Account name**  
Bank Account Int NZ Supplier

