

# Onboarding Invite

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# Supplier Onboarding Invitation

**Step 1:** Open the Onboarding Invitation email and click on **Click here to onboard now** to start the process.



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## Welcome Onboard!

Dear Lady Demo at Test Company Int Pty Ltd,

You have been invited by North Sydney Store to be onboarded in their system

**Click here to onboard now**

or copy and paste the following url into your web browser: <https://portal.eftsure.com.au/invite/{3D8587CB-EC45-4108-A6E3-EC34D4948602}>

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[Privacy Policy for Customers and Suppliers](#)  
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# Supplier Onboarding Form – Registration

**Step 2:** Input the GST number of your company

**Step 3:** Tick if you do not have an NZBN

**Step 4:** Input your NZBN, Main Trading Name, First and Last Name

**Step 5:** Specify if you will be providing international bank details.

Your email address is prepopulated, this will be your username the next time you log in

**Step 6:** Create a password ensuring it meets the password requirements

**Step 7:** Confirm your password and click **Register**

*Items with an asterisk (\*) are required fields*

Dear Lady Demo of **Test Company Int Pty Ltd**, please create a User Account to register as a supplier to **North Sydney Store**.

Country  
New Zealand

GST Number  
GST Number of your company

I don't have an NZBN (Australian Business Number)

NZBN  
NZBN of your company

Main Trading Name\*  
-- Please enter a valid ABN/ACN --

Will you be providing international bank details\*  
Will you be providing international bank details

First name\*  
Lady Demo

Surname\*  
Surname

Email  
test@intsupplier.com  
**Not your email address?**

Create password  
Creating a password will allow you to log back in to review information  
Create password

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

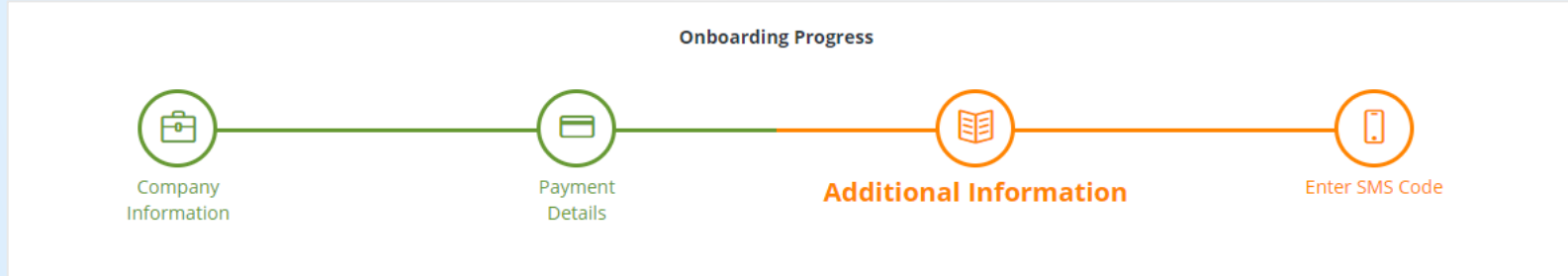
- One lowercase character
- One uppercase character
- One number
- One of these special characters \_!@#%\$&\*
- 10 characters minimum
- New passwords match

Confirm password  
Confirm password

[Back](#) [Register](#)

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# Supplier Onboarding Form- Onboarding Progress



This indicates your Onboarding progress. You can click on any of the sections to go back and make changes once that section is completed.

**Green** – Completed

**Orange** – In Progress/Incomplete

*Note: The Enter SMS Code section will only appear if the Customer has entered a mobile phone number for a Supplier on the invite, as this triggers an optional layer of security to help ensure the person who is completing the form is the intended recipient.*

# Supplier Onboarding Form – Company Information

Step 8: Complete the Physical and  
Postal Address section

**Physical Address**

**Country \***  
New Zealand

**Physical Address Line 1 \***  
123 Main Street, Christchurch

**Physical Address Line 2**

**City / Suburb \***  
Northwood

**Post Code \***  
8051

**State \***  
Christchurch

**Postal Address**

Same As Physical Address

# Supplier Onboarding Form – Company Information (Cont.)

**Step 9:** Complete the **New Zealand Business Registry Information** if applicable

**Step 10:** Provide your company's **GST** number

**Step 11:** Complete **Trading Name Information**

**Step 12:** Complete the **Other Information** section

Click **Continue**

The screenshot displays a web form with the following sections and fields:

- New Zealand Business Registry Information:** Includes a checkbox for "NZBN" which is checked.
- GST Number:** A text input field for the GST Number.
- Trading Name Information:** Includes a text input field for "Trading Name/Personal Name" with the value "Test company supplier NZ", and another text input field for "Other Trading Names".
- Other Information:** Includes text input fields for "Email Address" (test2nz@supplieremail.com), "Landline Phone Number \*\*", "Mobile Phone Number \*\*" (139995632337465), "Fax Number", and "Website Address".

At the bottom left of the form is a blue "Continue" button.

# Supplier Onboarding Form – Payment Details

**Step 13:** Complete the mandatory fields, including your Bank and Branch Number, Account Number and Account Suffix

**Step 14:** Provide your Bank Name and Bank Account Name as stated in your bank statement

Click **Finish** to send payment details

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 \*  
010001    1234567

Account Suffix (Account Type Code) \*  
002

📌 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 New Zealand

Account Name \*  
Test Supplier NZ Bank Account

SWIFT Code

Close    **Finish**


# Supplier Onboarding Form – Payment Details (Cont.)


Supplier payment information will be added to the supplier record.


**Step 15:** To use the selected payment type, Click **Select this payment type and continue**

**Onboarding Status:** Please complete **Support reference:** 5476

**Onboarding Progress**

  
**Company  
Information**

  
Payment  
Details

  
Additional  
Information

**Payment Information**

Test Supplier NZ Bank Account ACC:1234567002 x ▾

Add another payment type and continue

Remove selected payment type

Select this payment type and continue



# Supplier Onboarding Form – Customer Requested Additional Information

Complete the Additional Information section. The Customer may require specific additional information. This could be documentation requirements, agreeing to their Terms & Conditions, invoices, etc. Any additional requirements from the Customer will appear in this section.

**Step 16:** Supplier will be required to provide contact details for two other customers they trade with.

As part of Eftsure's verification process for international suppliers, those customers will be contacted to confirm phone and address details only.

We recommend advising the nominated people that Eftsure may contact them.

**Onboarding Status:** Please complete **Support reference:** 5476

**Onboarding Progress**

Company Information      Payment Details      **Additional Information**

**Reference Company Information**

Please enter the contact details of 2 other (*preferably Australian*) customers you trade with for us to contact as part of our verification process. The questions we ask these customers are used to confirm your phone and address details only. Please advise the nominated people that we may be in contact with them.

**Reference Company Name \***

**Reference Company Registration Number \***

\* Please ensure you enter the correct reference Registration number for your reference company in order to eliminate any delays to the payment process.

# Supplier Onboarding Form – Customer Requested Additional Information (Cont.)

Step 17: Complete Company Representative Details section

And click **Continue**

### Company Representative Details

**First Name \***  
Accounts

**Last Name \***  
Receivable

**Position \***  
AP Manager

**Please Confirm \***  
 Accounts Receivable is an authorised representative of Test company supplier NZ

**Continue**

# Supplier Onboarding Form – Awaiting Verification

Once finalised, the Onboarding Form will go to our Verifications Team to verify your details and you will receive the following email.

We may call you to Verify the provided details. If we do, the caller will provide the reference number outlined in the email you receive.

**Onboarding Status:** Awaiting verification (Not verified yet) **Support reference:** 5476

**Onboarding Progress**

```
graph LR; A[Company Information] --- B[Payment Details]; B --- C[Additional Information]; C --- D[Awaiting Verification]; style A stroke:#008000; style B stroke:#008000; style C stroke:#008000; style D stroke:#FF8C00;
```

**Finished**

Thank you for completing the process .

**Finish**



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**Thank you for your response**

Dear Accounts Receivable at Test company supplier NZ,

Thank you for your submission, please advise your team that you may be called to verify these details. The caller will provide reference 5476 which will allow you to ensure that the caller is from eftsure.