

Hitri referenčni vodnik

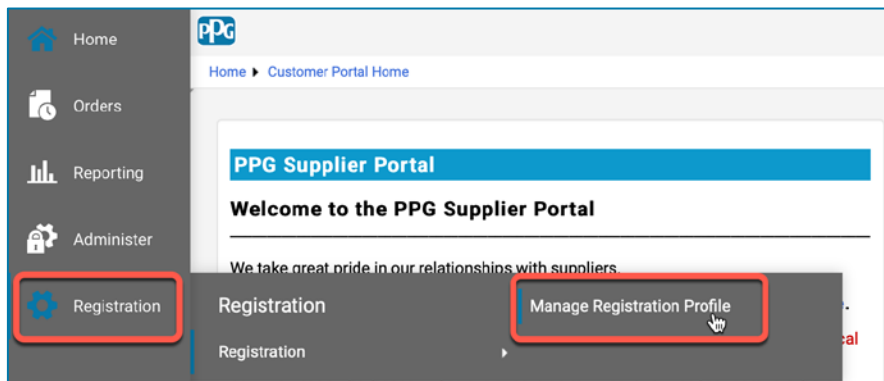
Posodabljanje bančnih informacij

Za spremembo bančnih podatkov se morajo dobavitelji prijaviti v svoj račun ePro/Jaggaer. Za posodobitev bančnih podatkov mora imeti posameznik, ki izvaja spremembo, ustrezna dovoljenja sistema.

- Pri skrbniku računa preverite, ali so vaša dovoljenja pravilno nastavljena.
- Če ne veste, kdo je vaš skrbnik računa, stopite v stik s [podporo Jaggaer](#).

Posodabljanje bančnih informacij

Na začetnem zaslonu PPG uporabite navigacijski meni na levi in izberite **Registration – Registration – Manage Registration Profile (Registracija – Registracija – Upravljanje registracijskega profila)**.



S to izbiro se odpre kontrolni seznam za registracijo. Izberite **Payment Information (Podatki o plačilu)** za kakršne koli spremembe bančnih podatkov.

Supplier Number:JA_266872
[Change Supplier](#)

Registration Complete for:
PPG Supplier Portal

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Payment Information** ✓
- Tax Information ✓

Payment Information ?

Information on this page is used to determine how and where you will receive payment. PPG's preferred payment method is Direct Deposit (ACH), and, therefore, banking information is required. Any other payment method should be approved in advance by PPG before completing your registration. Otherwise, the registration may be returned, which will delay the setup process. Please be sure to enter an Electronic Remittance Email if you wish to receive email notifications regarding payments including invoice, date, and amount.

If you need to change existing banking information, please add new payment information and mark the old information inactive instead of overwriting the existing information. Please do not mark duplicate payment information or payment information that appears to have the "wrong" payment type as inactive without discussing with your PPG Procurement contact first. These provide specific functionality within PPG systems, and deactivating them could prevent or delay payments.

Title	Payment Type	Currency	Active	
Business Bank Account	Direct Deposit (ACH)	USD	Yes	1 <input type="button" value="Edit"/>
Check	Check	USD	Yes	<input type="button" value="Edit"/>

[Add Payment Information](#)

1. Kliknite **Edit (Uredi)**, da trenutni bančni račun označite kot neaktiven.

POMEMBNO! Ne spreminjajte obstoječega načina plačila/računa. Označite stari račun kot neaktiven in [Add Payment Information \(Dodaj informacije o plačilu\)](#), da ustvarite zapis za nove/posodobljene podatke.

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Edit Payment Information

Only associated countries are displayed.

Payment Title *

Country *

Payment Type *

Direct Deposit Format

Remittance Address *

Electronic Remittance Email

Currency *

Contact Name

Purpose

Active Yes No 2

Bank Account

Country *

Bank Name *

* Required to Complete Registration 3

2. V razdelku **Edit Payment Information (Uredi podatke o plačilu)** preklopite oznako **Active (Aktivno)** iz Yes (Da) v »No« (Ne).
3. Kliknite **Save Changes (Shrani spremembe)**.

Računi, označeni kot neaktivni, so na seznamu podatkov o plačilu zatemnjeni.

Title	Payment Type	Currency	Active
Check	Check	USD	Yes
Business Bank Account	Direct Deposit (ACH)	USD	No

Zdaj lahko dodate posodobljene podatke o plačilu. Če gumb **Add Payment Information (Dodaj podatke o plačilu)** ni viden, nimate dovoljenj sistema za posodobitev bančništva (glejte zgoraj).

Add Payment Information 4

- Direct Deposit (ACH)
- Credit Card
- Check
- Wire Transfer

4. Kliknite **Add Payment Information (Dodaj podatke o plačilu)** in izberite ustrezno vrsto računa.

Vsaka vrsta računa zahteva posebne podatke. Izpolnite vsa zahtevana polja (označena z ★).

Ko so izpolnjena vsa zahtevana polja, kliknite **Save Changes (Shrani spremembe)**.

* Required to Complete Registration

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Posodabljanje bančnih informacij

Novi podatki o plačilu so zdaj aktivni na seznamu plačil.

Title ▾	Payment Type	Currency	Active
Check	Check	USD	Yes
New Chase Bank Details	Direct Deposit (ACH)	USD	Yes
Business Bank Account	Direct Deposit (ACH)	USD	No

Vse bančne dodatke/spremembe bo preveril PPG, zahtevano spremeno dokumentacijo pa je treba priložiti, preden lahko shranite spremembe.

Additional Questions

Banking/Payment Documents

Please attach documentation with bank details in non-rewritable format (preferably PDF). Acceptable documents include: bank statement/confirmation/certificate (not older than 3 months), invoice showing bank details, official letter with signature on company letterhead or voided check.

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Two (2) banking/payment documents at minimum are required.

Banking Document 1



Select file

Drop file to attach, or browse.

Banking Document 2

Select file

Drop file to attach, or browse.

Kot je navedeno v navodilih na zaslonu, priložite dva dokumenta, ki potrjujeta bančne podatke. To vključuje:

- Bančni izpisek/potrdilo/certifikat (ne sme biti starejši od 3 mesecev)
- Račun, ki prikazuje bančne podatke
- Uradno pismo s podpisom v glavi pisma podjetja
- Razveljavljen ček

Save Changes

Ko so datoteke, potrebne za preverjanje, naložene, kliknite **Save Changes (Shrani spremembe)**.