Supplier Portal: manage supplier information including bank information

February 2026

LSEG

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Introduction

This guide displays the tasks to:

- Complete additional questionnaires (if applicable)
- Add bank account details to the Spend Approved Supplier.

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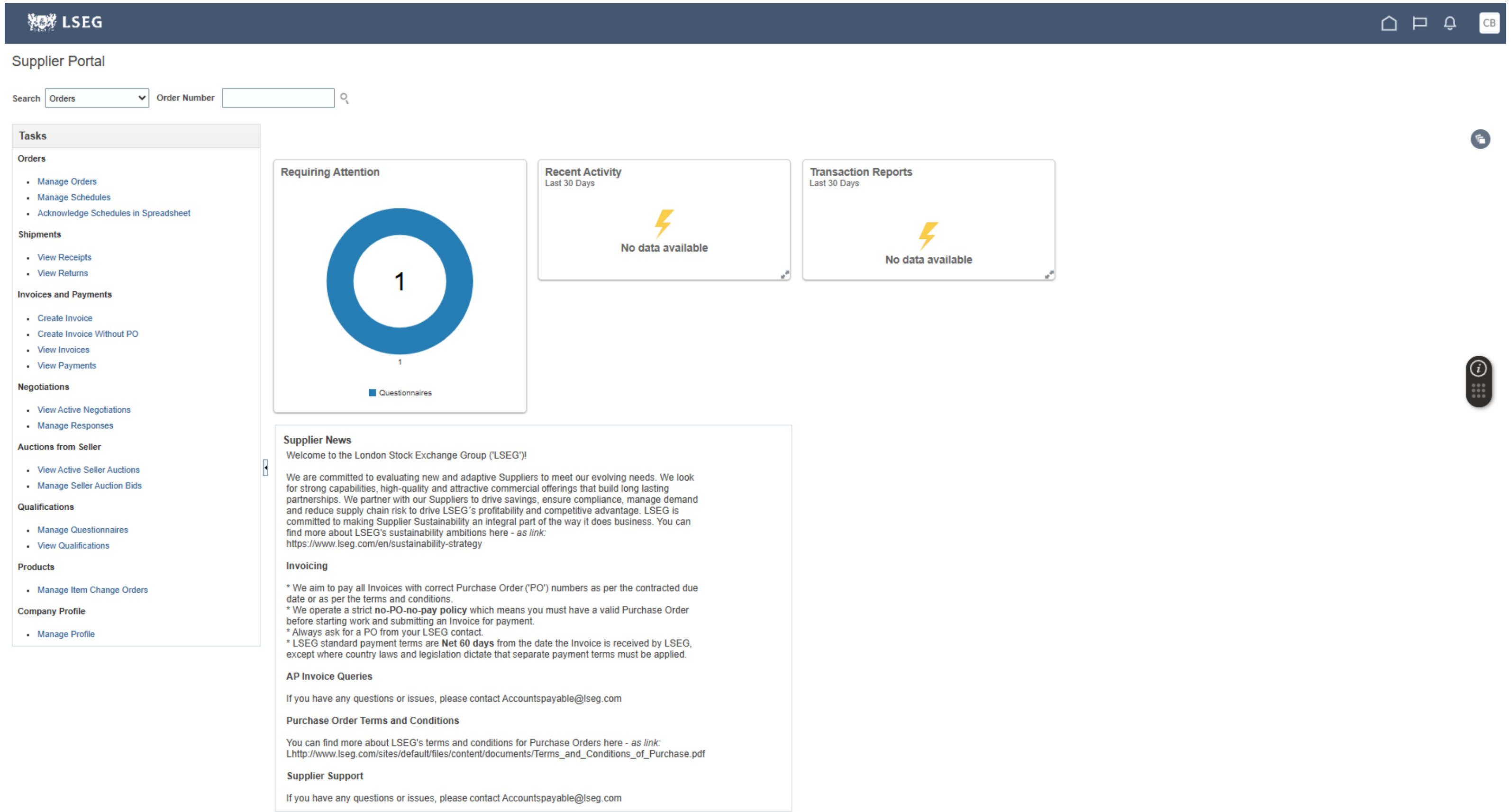

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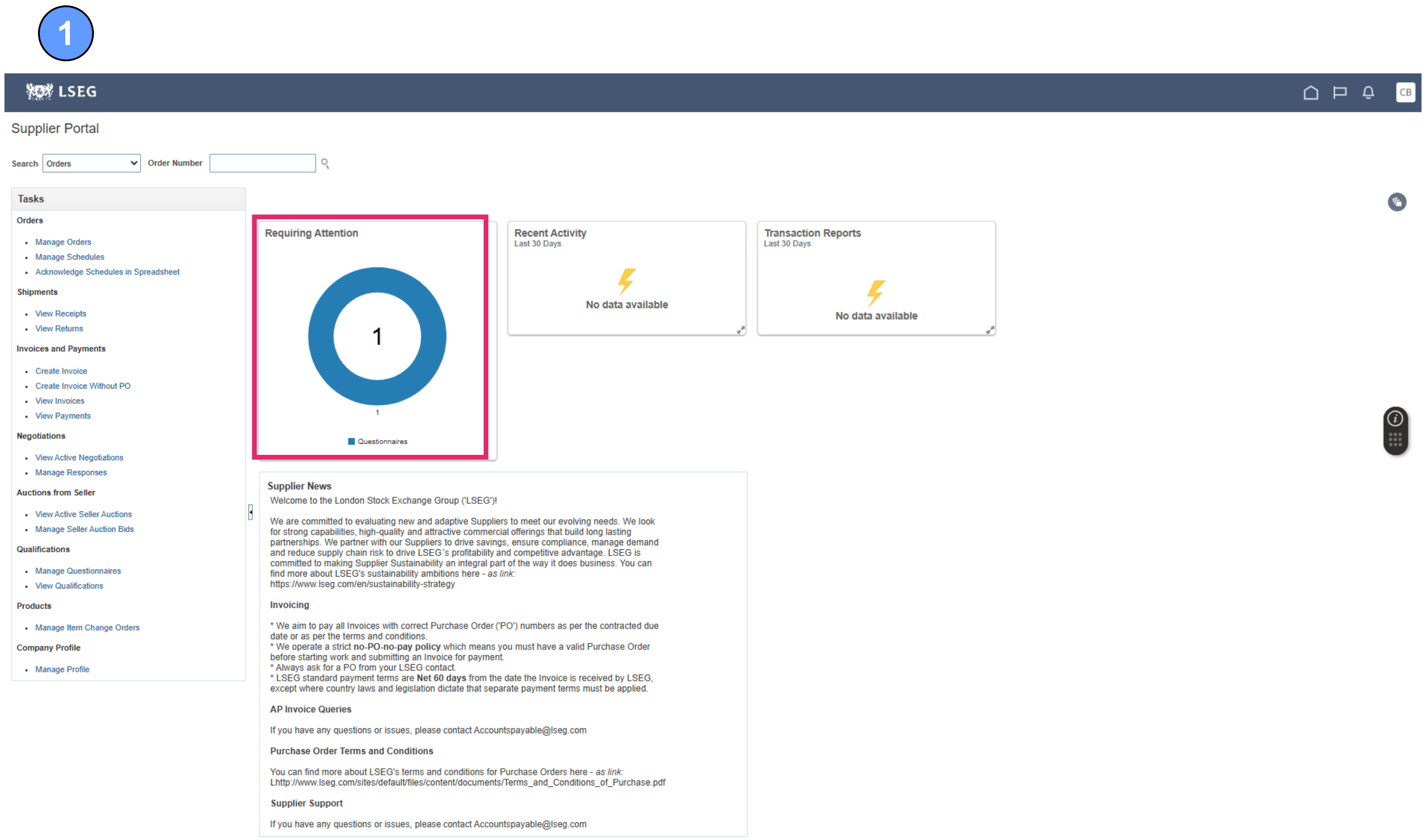
1. Complete Additional Questionnaires

- Navigation - Complete the Questionnaire(s) requiring attention if applicable by clicking on the **Blue** icon **“Requiring Attention”**
- The manage Questionnaires page will open displaying outstanding Questionnaires



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2. Complete Additional Questionnaires

- Click on the **Questionnaire Title** hyperlink to open the questionnaire

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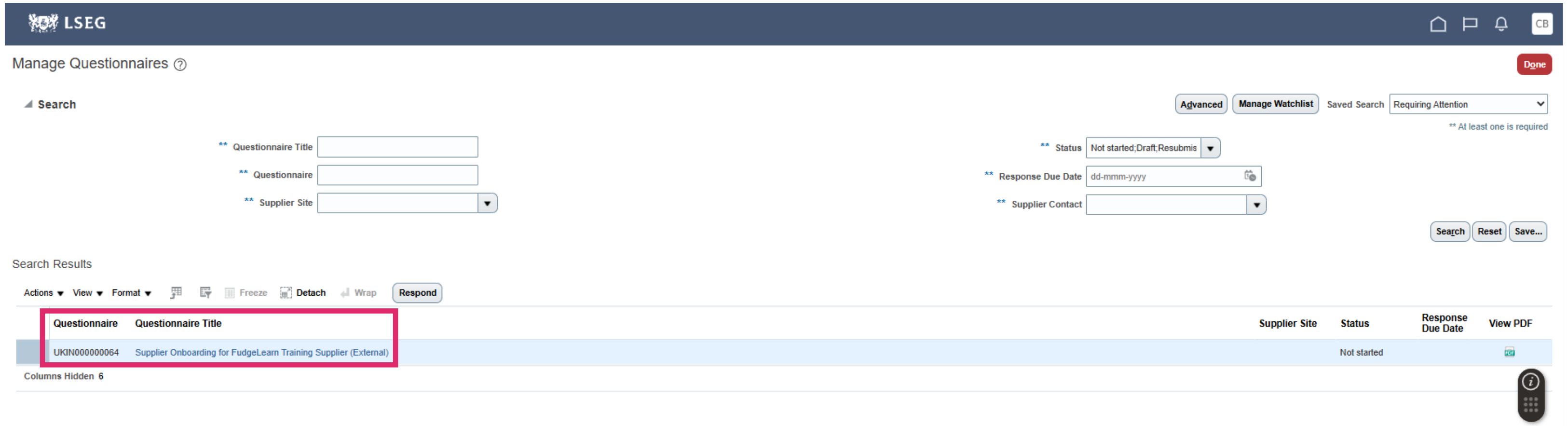

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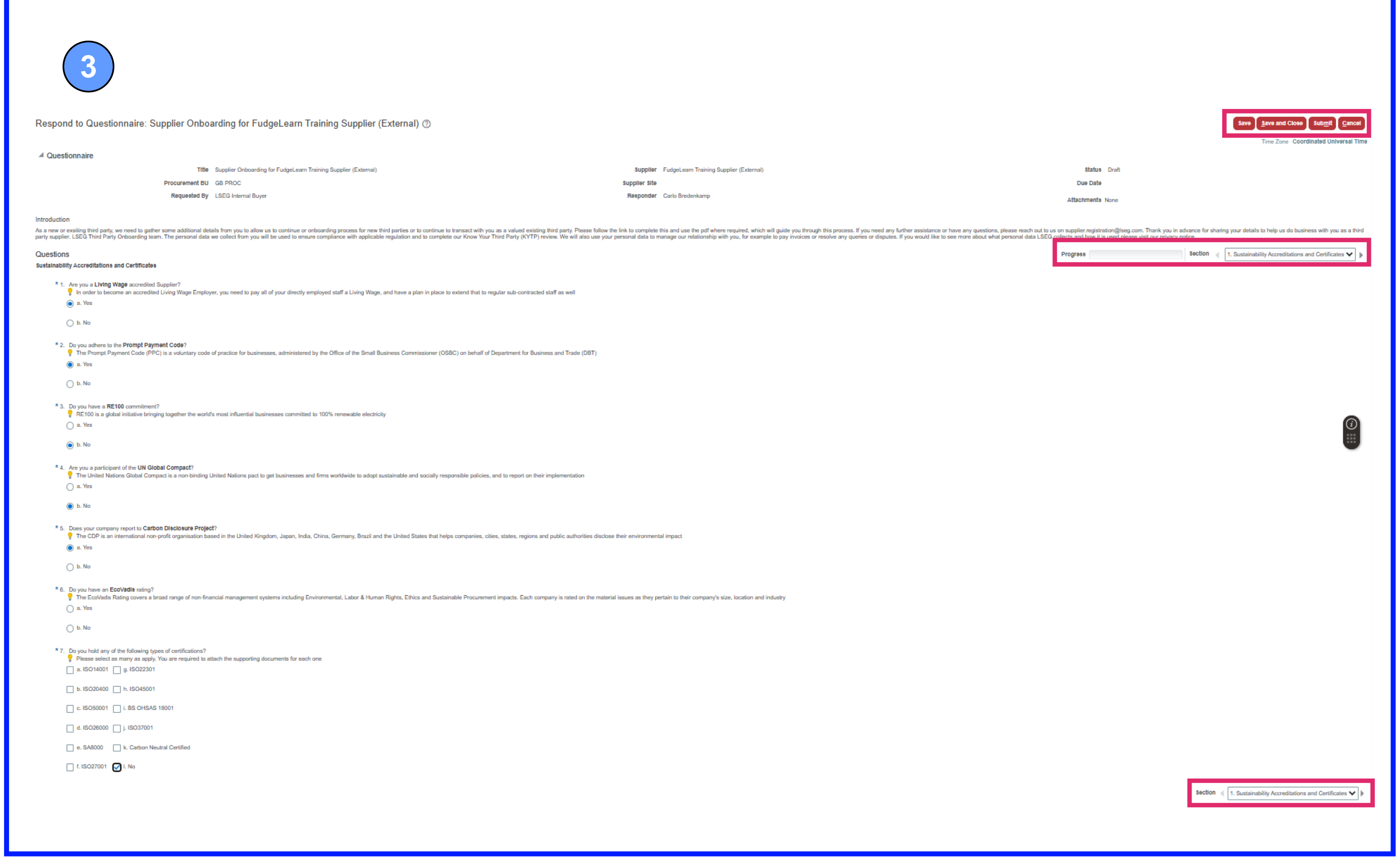
3. Complete Additional Questionnaires

- Complete all required questions in all sections
- **Select "Submit"** when completed
- **Click "OK"** on the confirmation message

Please note: The Questionnaire may consist of more than one section



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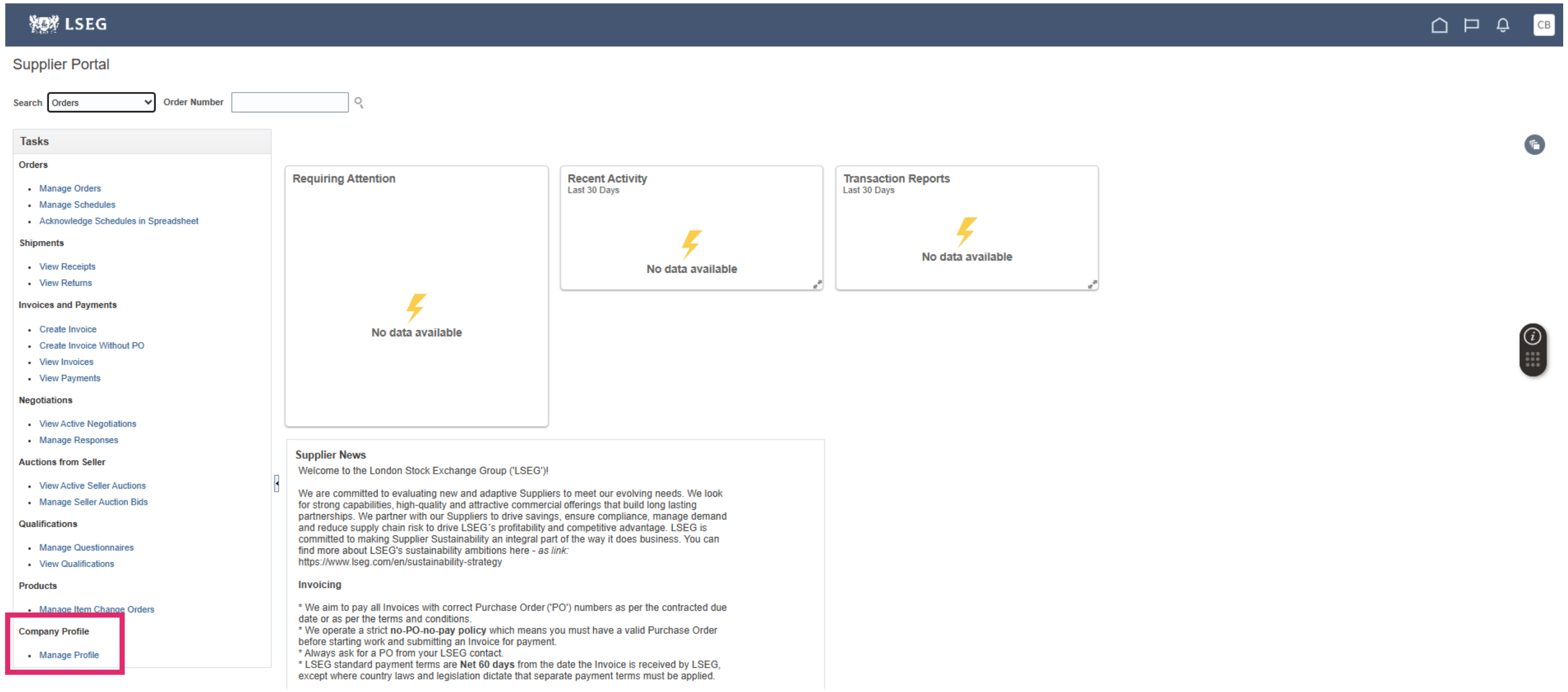
Introduction

This guide displays the task to add Supplier bank account details.

1. Add Bank Account Details

- Navigation - **Select** the **Manage Profile** Hyperlink in the Task panel under Company Profile



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2. Add Bank Account Details

- Navigation - **Click** on **“Edit”** and confirm Change Request generated
- Enter the Required **Change Description**
- Select the **Payments** TAB
- Select the **Bank Accounts** TAB
- **Click** on the **“+”** icon to Create a Bank Account
- Enter Bank Account Information
- Click on **“Attachments +”** to attach account verification document
- **Click “OK”**

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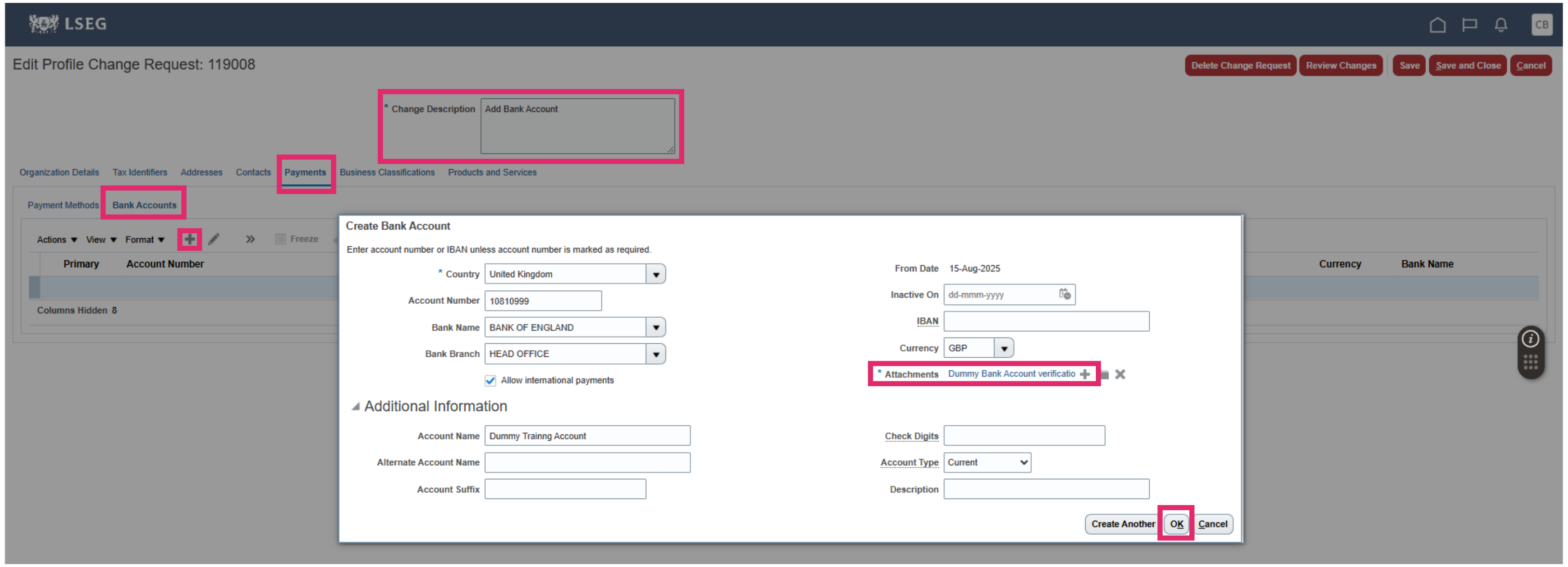

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3. Add Bank Account Details

- Click “Save and Close”