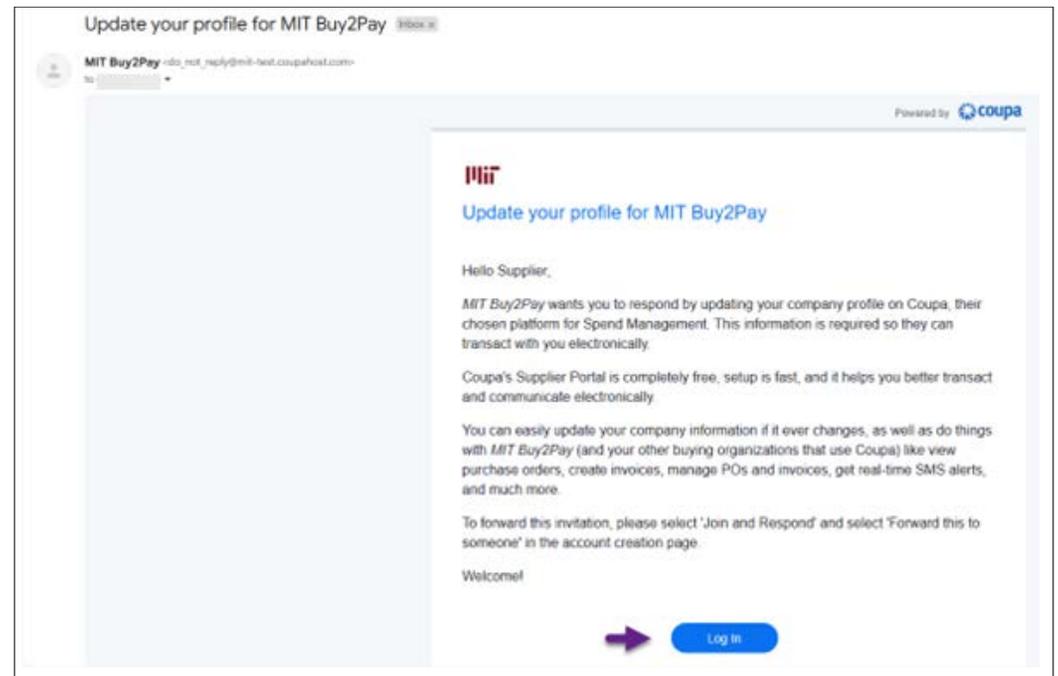
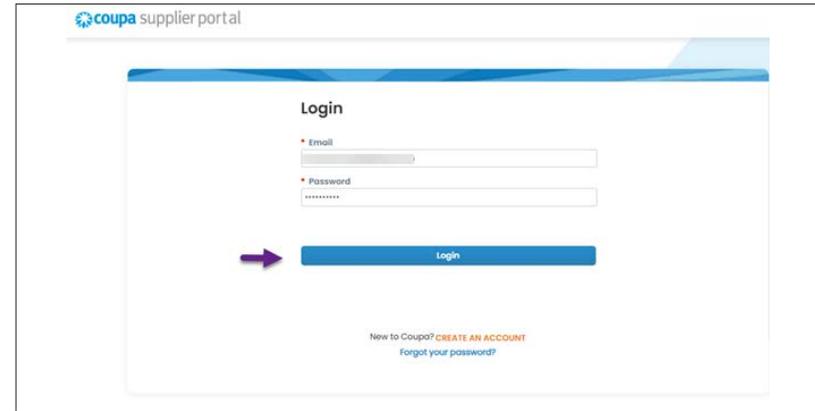


Updating Supplier Bank Details in the Coupa Supplier Portal

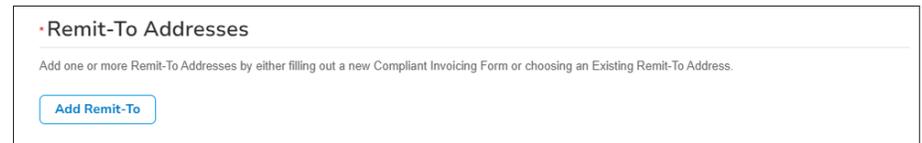
1. Contact the Supplier Management Team at supplier_contact@mit.edu to request a change to your Remit-To banking details.
2. Receive an email to **update your profile for MIT Buy2Pay.**
3. Open the email and click **Log in.**



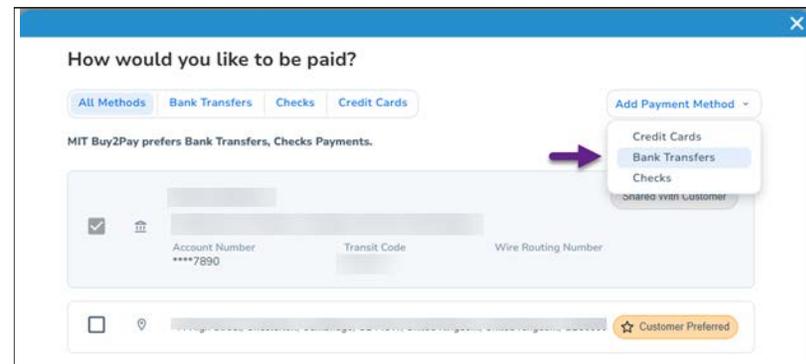
4. Log in with the username and password you used to create your account.



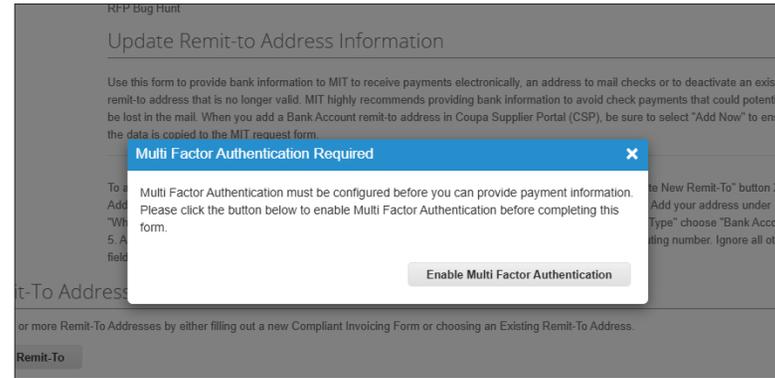
5. Click the **Add Remit-To** button to add new banking details. After adding the new payment (Remit-To) information, you will be instructed how to make your old Remit-To account inactive.



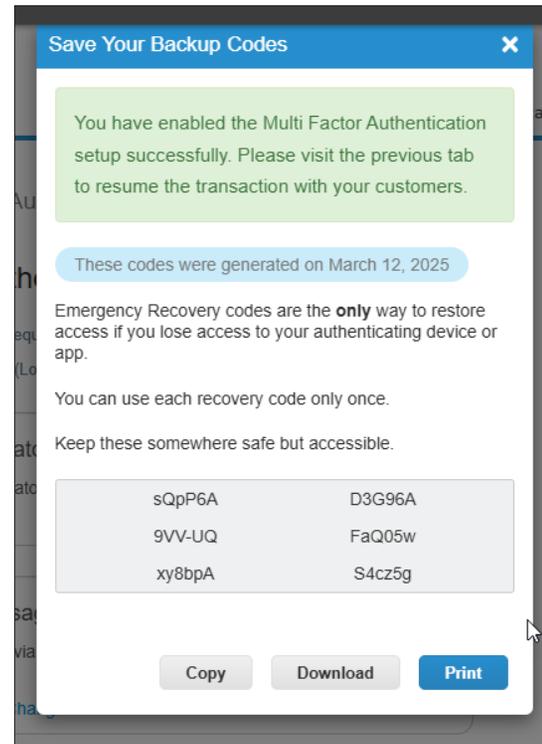
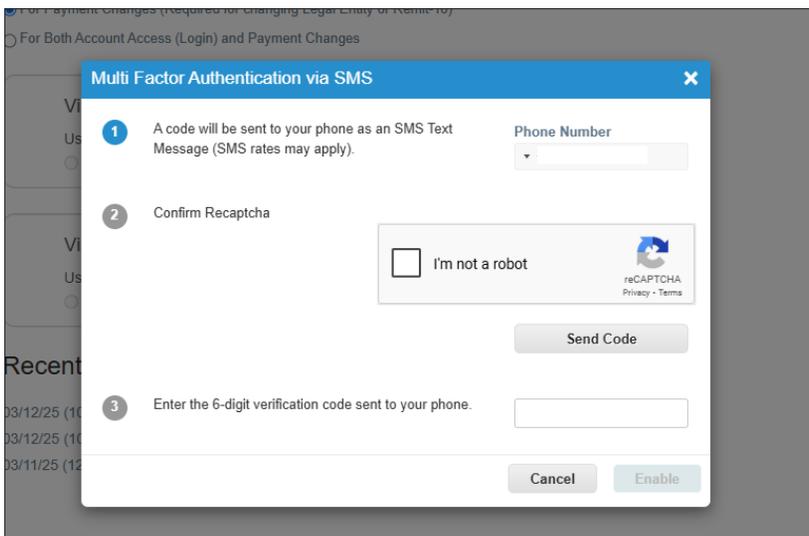
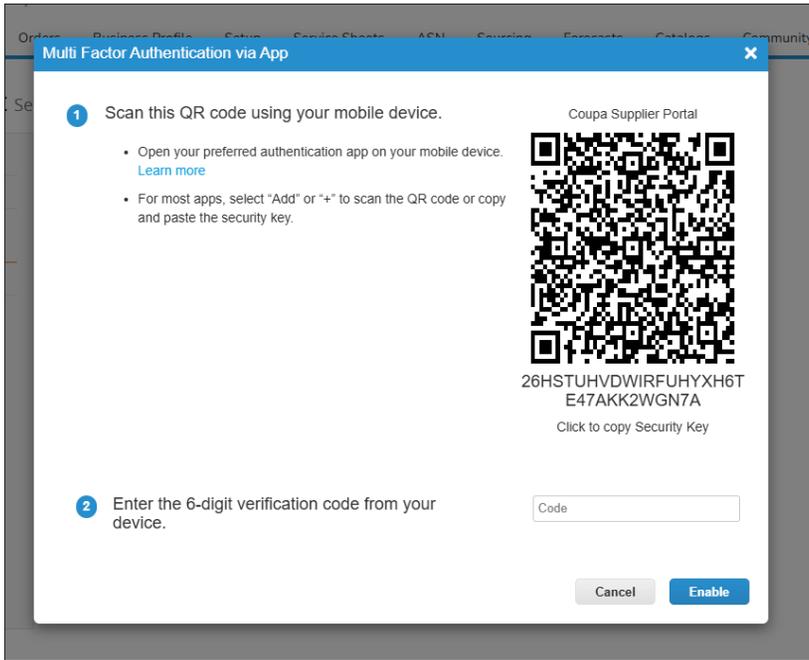
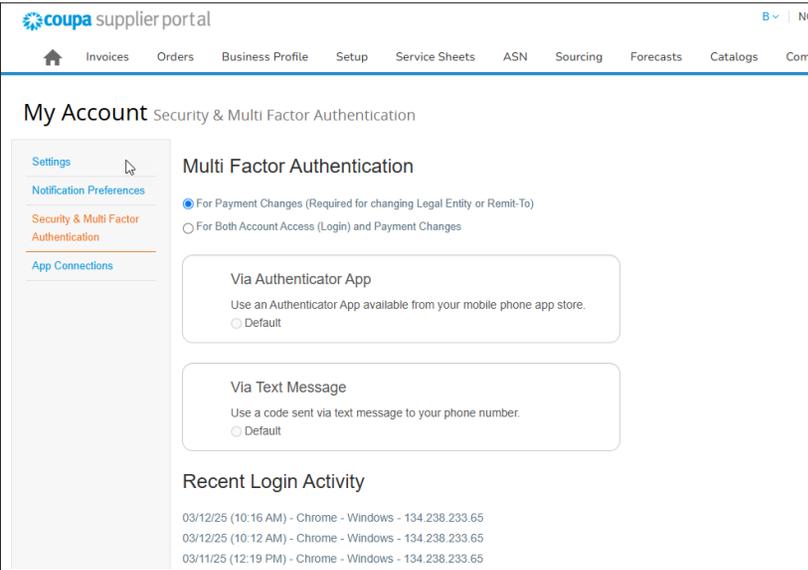
6. Click **Add Payment Method** and select **Bank Transfer**.



7. If you have already enabled multi-factor authentication, skip to Step 10. Otherwise, click **Enable Multi Factor Authentication**. (This will open a new tab in your web browser)



8. Click **Cancel**. Then select **Via Text Message**, enter your phone number, complete the Recaptcha verification, and click **Send Code**.



9. Go back to the **Bank Transfers** tab, and the bank fields should be present and editable. (If they are not, close the Enable Multi Factor Authentication window and repeat Steps 5–6.)

10. Add Payment Method details.

Complete all necessary information to complete an international wire transfer.

*Note: Example payment information is for international wire payments to the United Kingdom. The details required to process wire payments varies based on the payee's country.

Payment Method Name: Nickname for payments

Bank Account Country/Region: Automatically populated based on account details provided

Bank Account Currency: Automatically populated based on payee's country's currency. **Currency can be changed to US dollars (USD), and MIT prefers to pay in USD.**

Beneficiary Name: Enter manually

Bank Name: Enter manually

Account Number: Enter manually

Confirm Account Number: Enter manually

IBAN: Enter manually

Confirm IBAN: Enter manually

Routing (Bank Code) Number: Select Sort Code and enter manually

If you expect to receive international payments, check **My company expects international payments** and enter your bank's **SWIFT/BIC Code**.

Click **Save**.

Add Payment Method [Close]

Bank Transfer
Please enter the following information to receive Bank Transfer payments.

* Payment Method Name ⓘ
RFP Payments from MIT

* Bank Account Country/Region: United Kingdom | * Bank Account Currency: USD

Beneficiary Name: Abby WIRE | Bank Name: [Redacted]

Account Number: [Redacted] | Confirm Account Number: [Redacted]

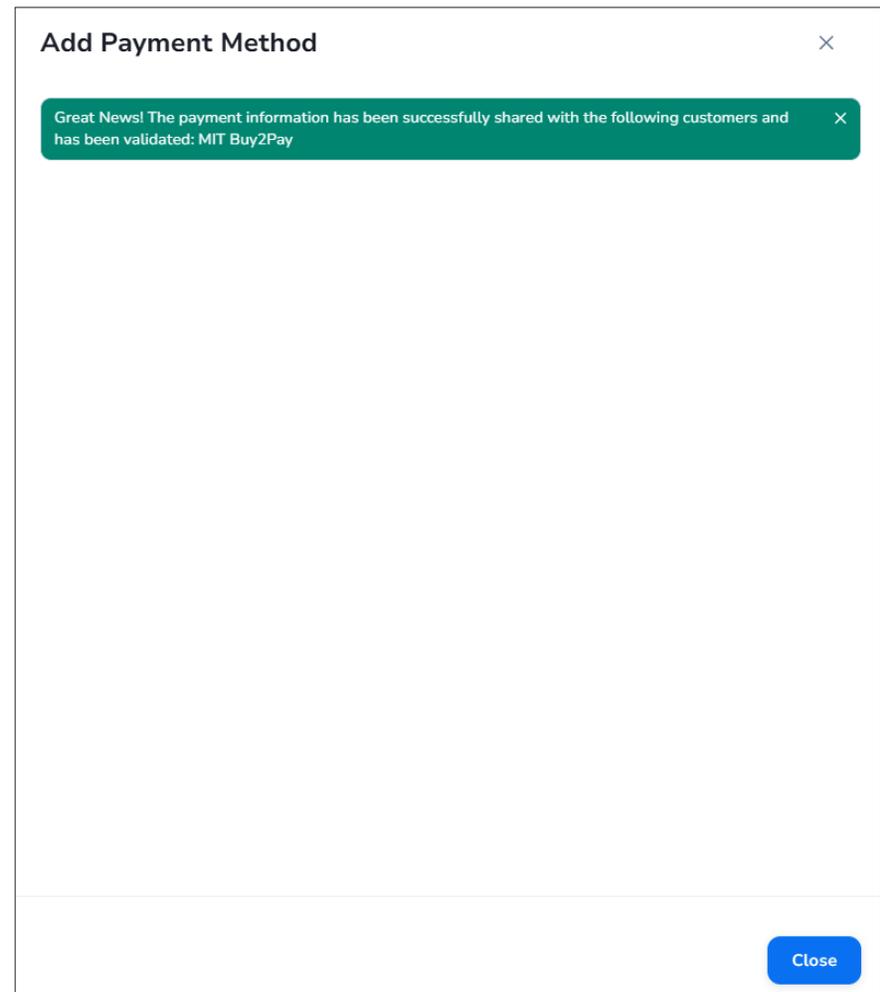
IBAN: G [Redacted] | Confirm IBAN: C [Redacted]

Routing (Bank Code) Number: Sort Code [Redacted]

My company expects to receive urgent/wire payments | * SWIFT/BIC Code: [Redacted]

[Cancel] [Save]

11. After successfully adding your payment method, click **Close**.



12. Verify the details of your **Remit-To Address**.

Remit-To Address

Please deactivate any existing banking information by marking the remit-to as Inactive before adding any new banking details. ✖

Active
Active

* Bank Country/Region
United Kingdom

* Beneficiary Name
Abby WIRE

* Bank Name

Bank Account Number
****891

IBAN Number
*****891

If your country uses an IBAN (International Bank Account Number) please ensure its populated in the above field

Bank Routing Number

Bank Code

BSB Number

IFSC

Sort Code
***276

Transit Number And Institution Number

SWIFT Code (BIC)
*****24A

13. Select Yes if your bank can **receive payments in US dollars (USD) via wire transfer**. Select No if your bank cannot accept payments in USD via wire transfer, and specify a **Currency Preference**.

* Can your bank receive United States Dollars (USD) via wire transfer?
 Yes
 No

* Can your bank receive United States Dollars (USD) via wire transfer?
 Yes
 No

* Currency Preference

Select USD

GBP | United Kingdom | British Pound (GBP)

14. If you are using an **Intermediary Bank**, enter the Intermediary Bank Name, Intermediary SWIFT/ BIC Code, and Intermediary Bank Account.

* Are You Using an Intermediary Bank?
 Yes
 No

* Are You Using an Intermediary Bank?
 Yes
 No

* Intermediary Bank Name

* Intermediary SWIFT Code (BIC)

Intermediary Bank Account

15. Make sure you mark your previous Remit-To Address with previous banking details as **Inactive**, and click **Submit for Approval**.

16. Supplier update registration status will be **Pending Approval**.

The screenshot shows the MIT Supplier Management System interface. At the top, there are navigation tabs: Business Profile, Legal Entities, Payment Methods, Information Requests, and Performance Evaluation. The main header displays 'MIT Buy2Pay' and a 'Select Customer' dropdown menu with 'MIT Buy2Pay' selected. A green notification bar at the top states 'Your information has been submitted' with a close button. Below this, there is a 'View All Responses' link and a card titled 'Update Remit-to-Address (Wire) V4' featuring a photo of a building. At the bottom, the 'Supplier Information' section shows 'Abby WIRE' and a status indicator for 'Pending Approval'.

Once MIT Supplier Management Team approves the change and it has integrated to the financial systems the Request for Payments & Reimbursements process can be completed.

If you need assistance with updating your Remit-to details email supplier_contact@mit.edu or B2P@mit.edu.

The screenshot shows the 'Remit-To Address' form. At the top, there is a header 'Remit-To Address' and a sub-header 'Please deactivate any existing banking information by marking the remit-to as inactive before adding any new banking details.' A purple arrow points to the 'Active' dropdown menu, which is currently set to 'Inactive'. Below this, there are several input fields: 'Bank Country/Region' (United Kingdom), 'Beneficiary Name' (Abby WIRE), 'Bank Name', 'Bank Account Number' (ending in 990), 'IBAN Number' (ending in 990), 'Bank Routing Number', 'Bank Code', 'BSB Number', 'IFSC', 'Sort Code' (ending in 276), 'Transit Number And Institution Number', and 'SWIFT Code (BIC)' (ending in 26A). At the bottom, there are two radio button questions: 'Can your bank receive United States Dollars (USD) via wire transfer?' and 'Are You Using an Intermediary Bank?'. A purple arrow points to the 'Submit for Approval' button at the bottom right of the form.