

# How to update a settlement bank account, ABN, and contact information

Once a supplier has been registered for the supplier portal, they receive an email from Workday containing a link to set their portal password.

Once the password is set up, the supplier is taken to the Supplier Portal home screen to begin adding in their:

- Bank Settlement Account details
- ABN
- Contact Information

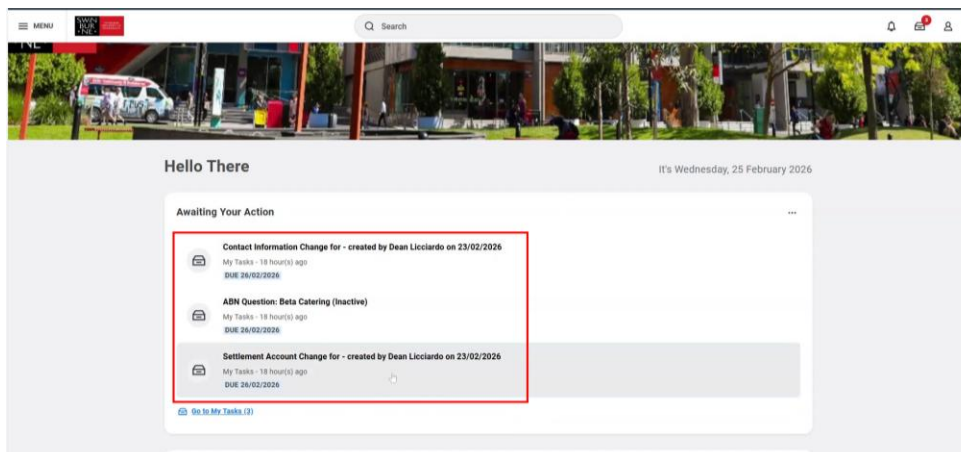
This guide shows suppliers how to update their settlement bank account, ABN, and contact information in the Supplier Portal.

## Step 1:

A list of three tasks displays in the 'Awaiting Your Action' section of the home screen.

1. Contact Information Change
2. ABN Question
3. Settlement Account Change

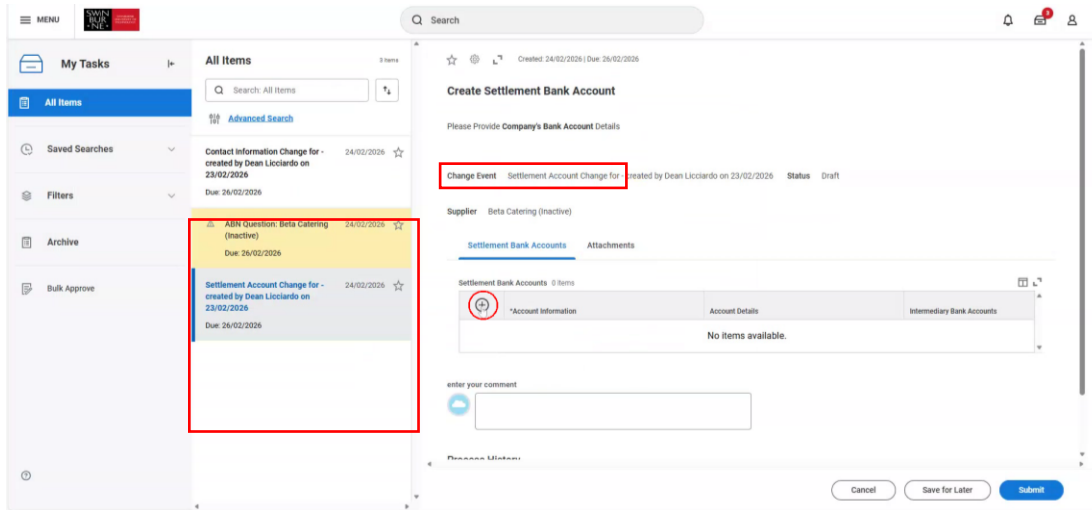
Click **any of the three tasks** to open it. In this example, I'll start by entering Bank Settlement Account details.



**Step 2:**

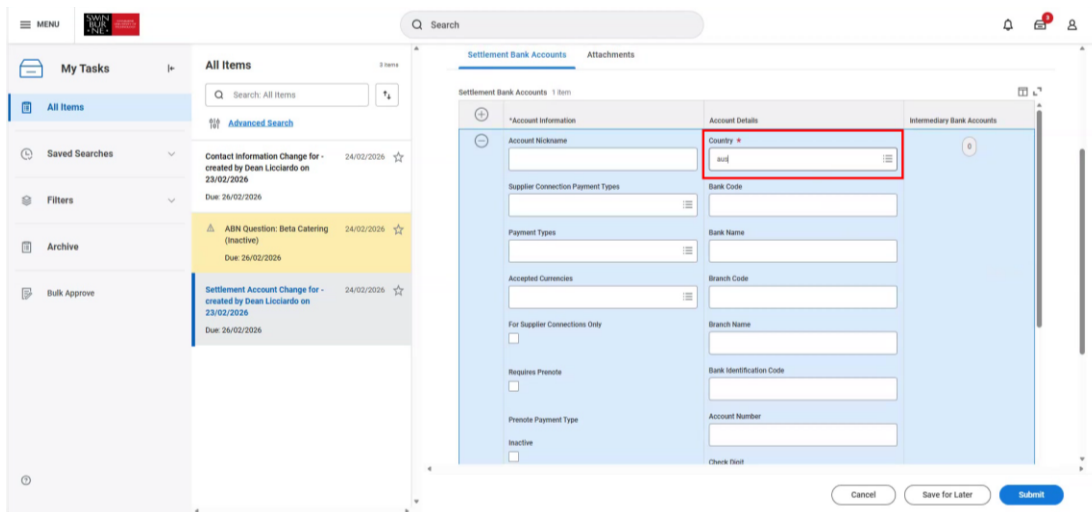
You're taken to your Inbox, where all three tasks display. The screen defaults to 'Create Settlement Bank Account' as we had previously selected the 'Settlement Account Change' task.

Click the '+' icon under the 'Settlement Bank Accounts' section to add a new account and begin adding the **supplier's bank details**.



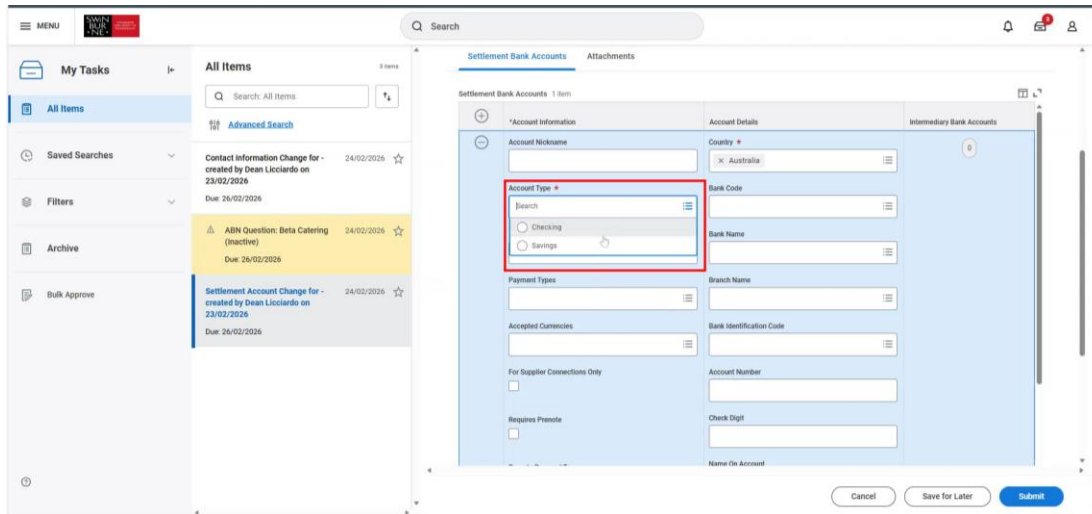
**Step 3:**

In the 'Country' field, type **Australia**, press **Enter** and select '**Australia**' from the search results.



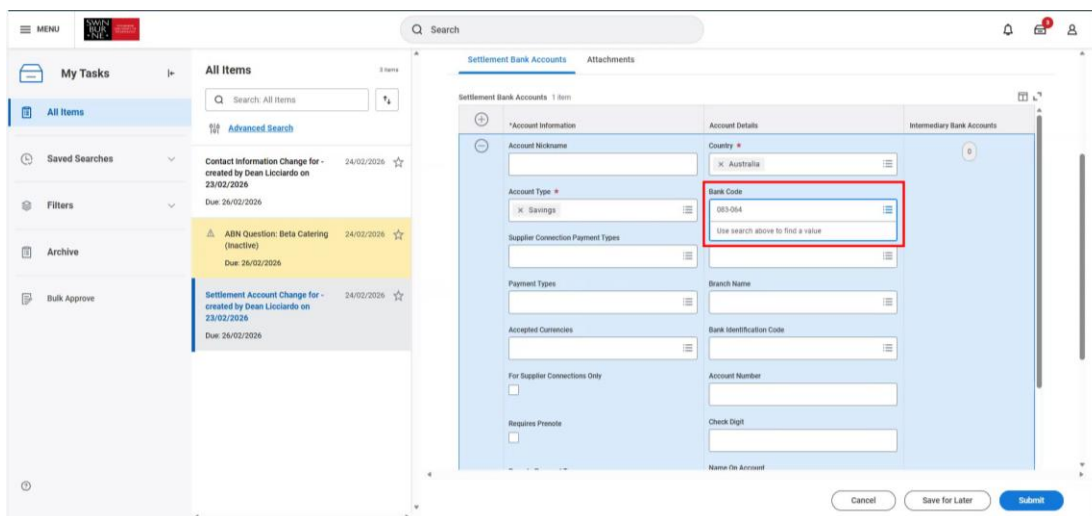
**Step 4:**

In the 'Account Type' field, select either 'Savings' or 'Checking', as applicable.



**Step 5:**

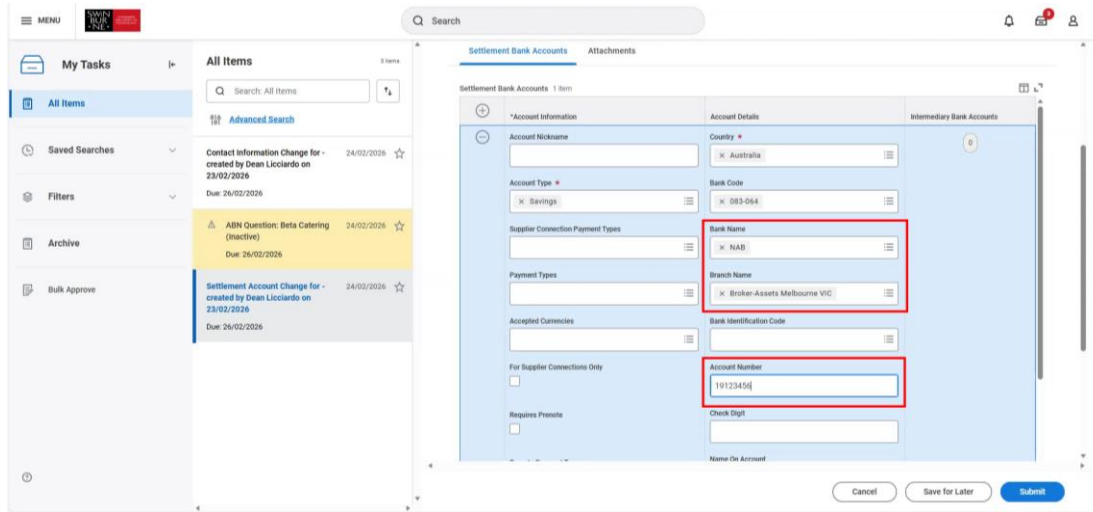
In the 'Bank Code' field, type the **BSB number** of the account. For example, '083-064' and press **Enter**.



**Step 6:**

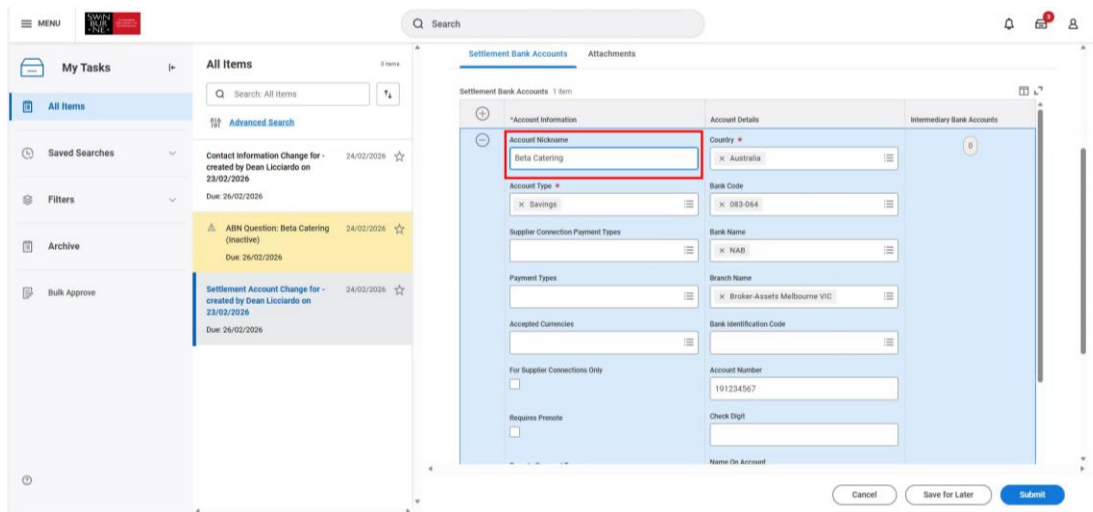
The 'Bank Name' and 'Branch Name' fields should auto-populate once the Bank Code (BSB) is populated. If they don't, you'll need to use the **search functionality** in each field, or **type** the name (or part thereof), press **Enter** and select from the search results.

In the 'Account Number' field, type the **account number**. For example, '191234567'



**Step 7:**

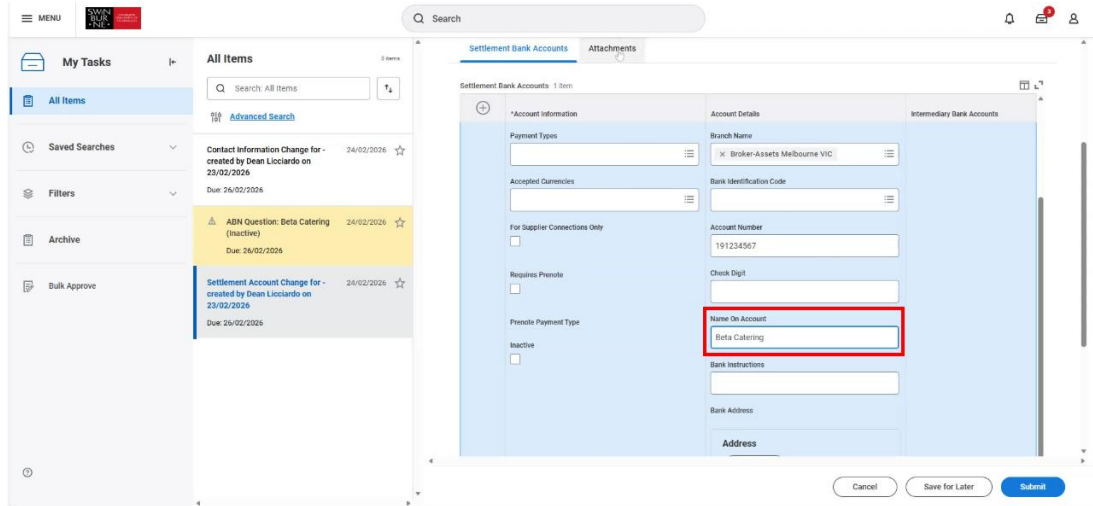
In the 'Account Nickname' field, type the **name** you want to record as the **nickname for the account**. For example, 'Beta Catering'.



**Step 8:**

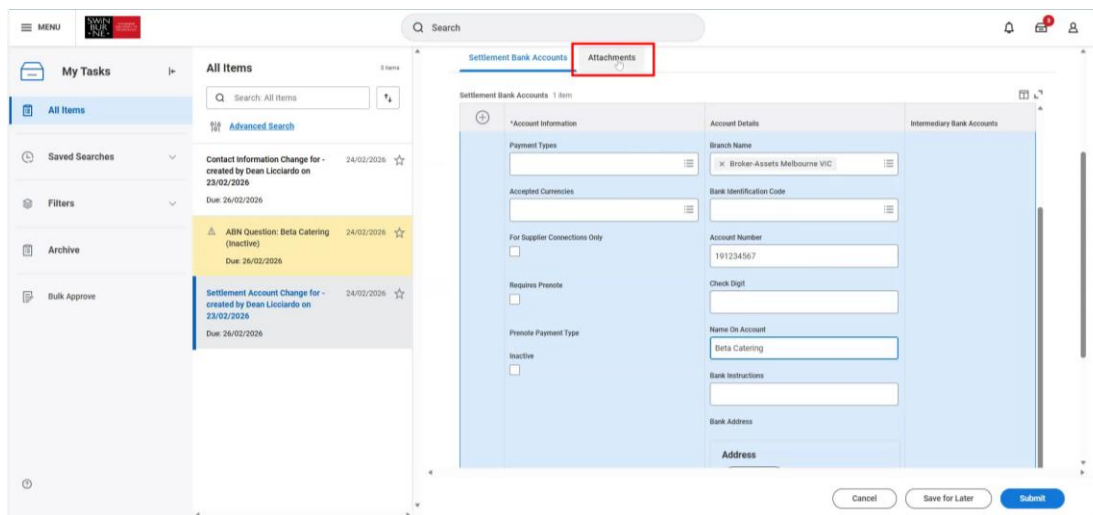
Scroll down to view additional fields.

In the 'Name on Account' field, type the **name of the account**. For example, 'Beta Catering'.



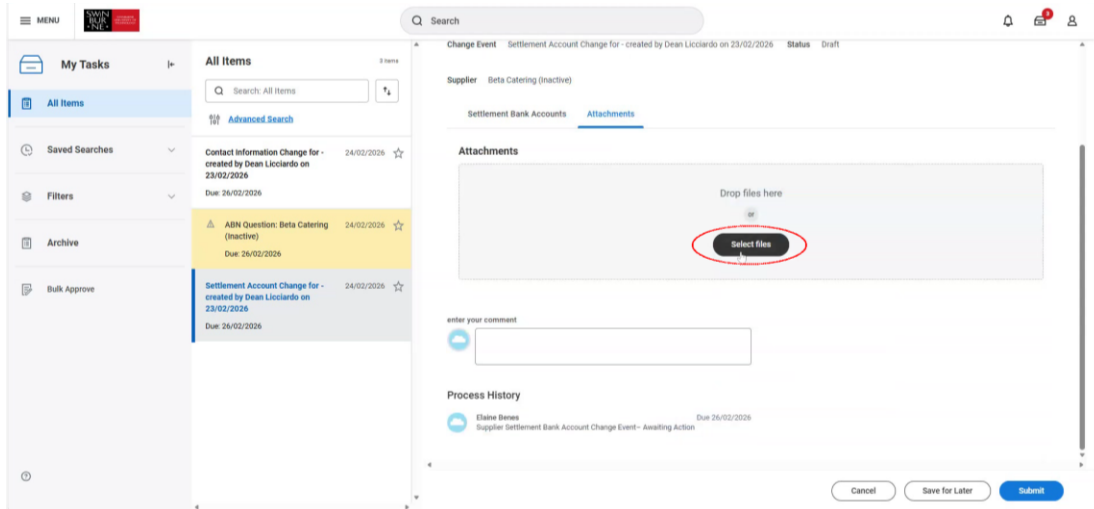
**Step 9:**

Click the 'Attachments' tab to add **supporting documentation** to verify the bank account details.



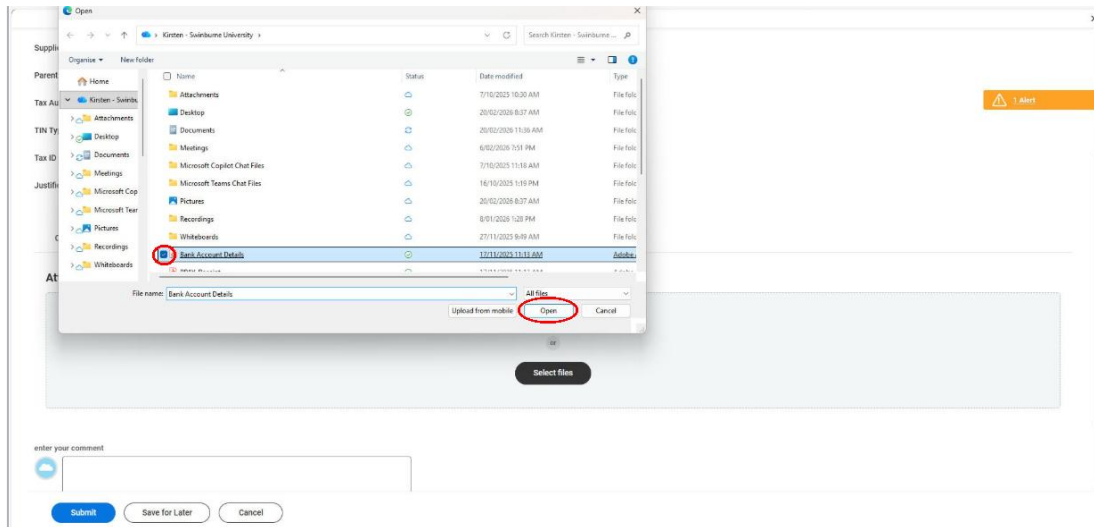
**Step 10:**

Click **'Select files'** to upload supporting documentation.



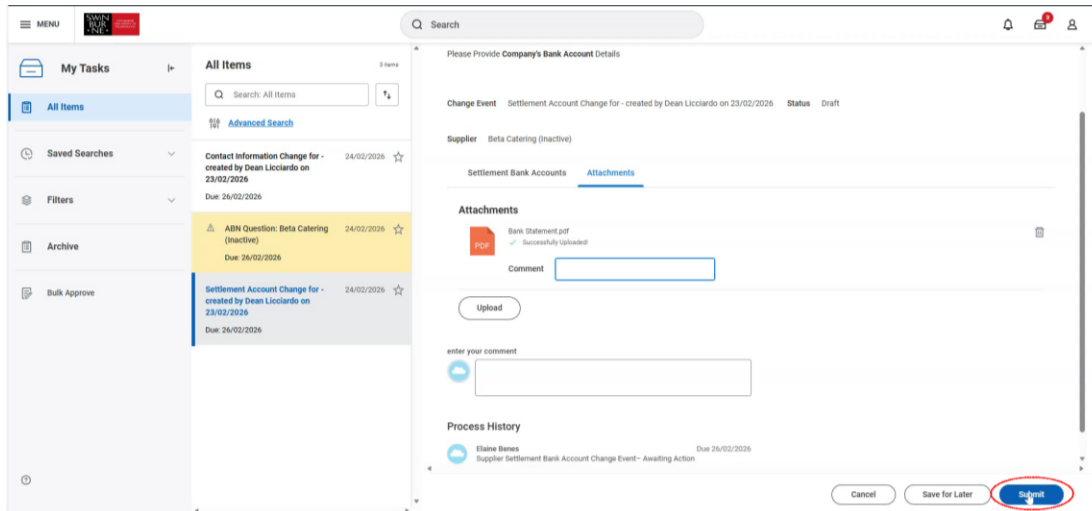
**Step 11:**

Select the **document** from your files and click **'Open'**.



**Step 12:**

Click '**Submit**' to finalise the settlement bank account changes.

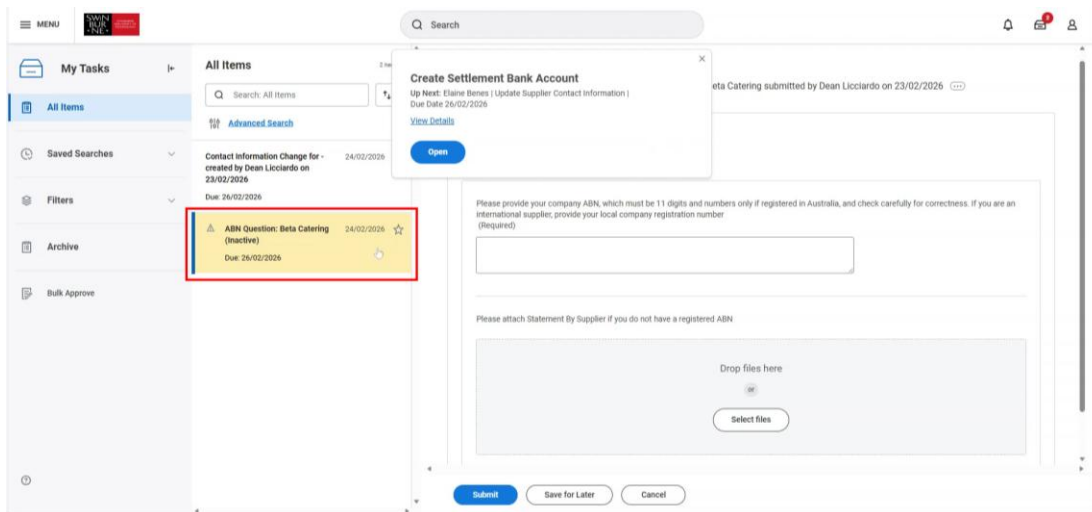


**Step 13:**

A **success notification** displays, advising the 'Settlement Bank Account' information has been updated.

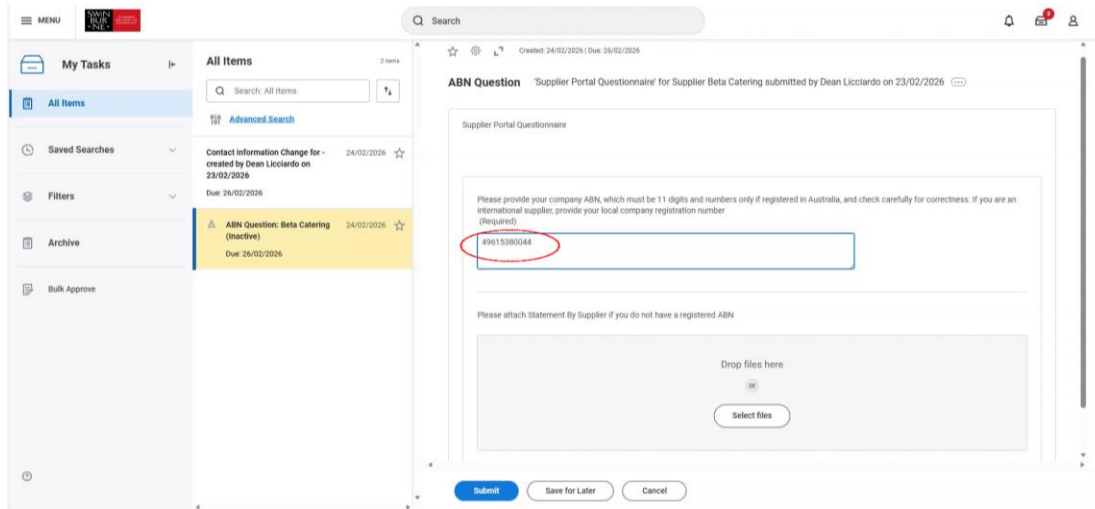
Now **action your next task** in your inbox.

Click the '**ABN Question**' task in your inbox to begin actioning the task.



**Step 14:**

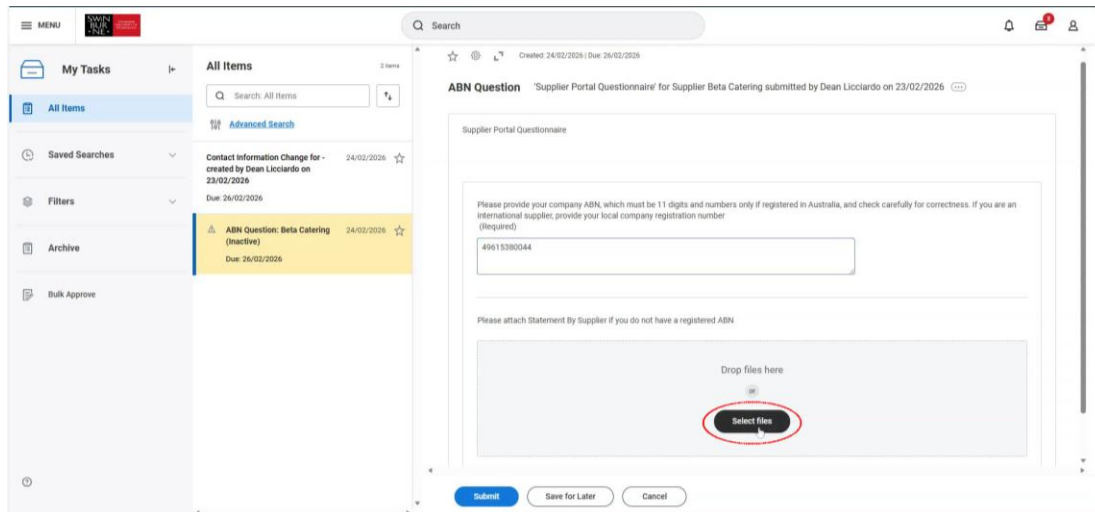
In the 'ABN' field, type your business' **ABN**. For example, 49615380044.



**Step 15:**

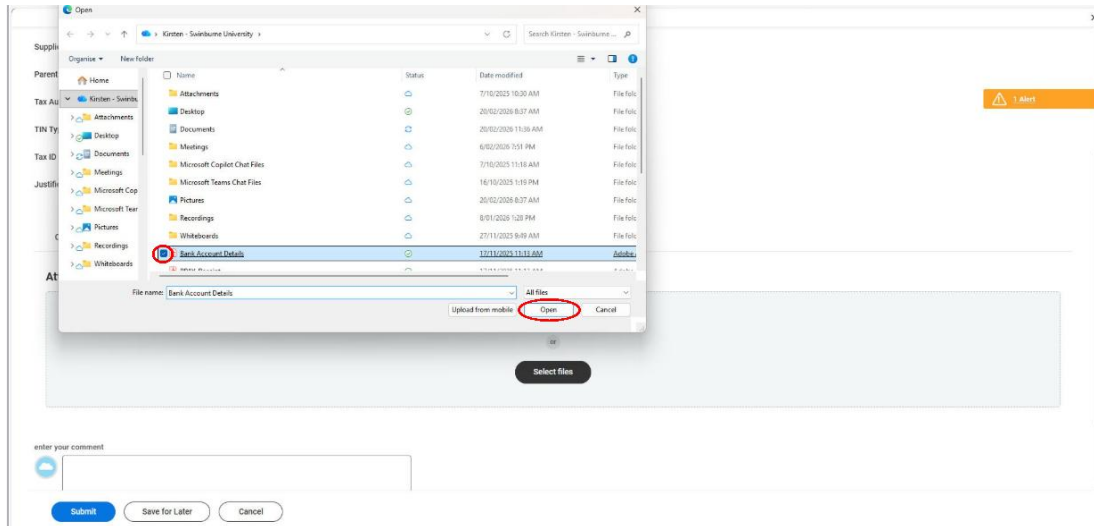
If you do not have an ABN, you'll need to **provide one of your supplier statements**, otherwise you'll be charged 'Withholding' tax.

Click '**Select files**' to attach one of your supplier statements.



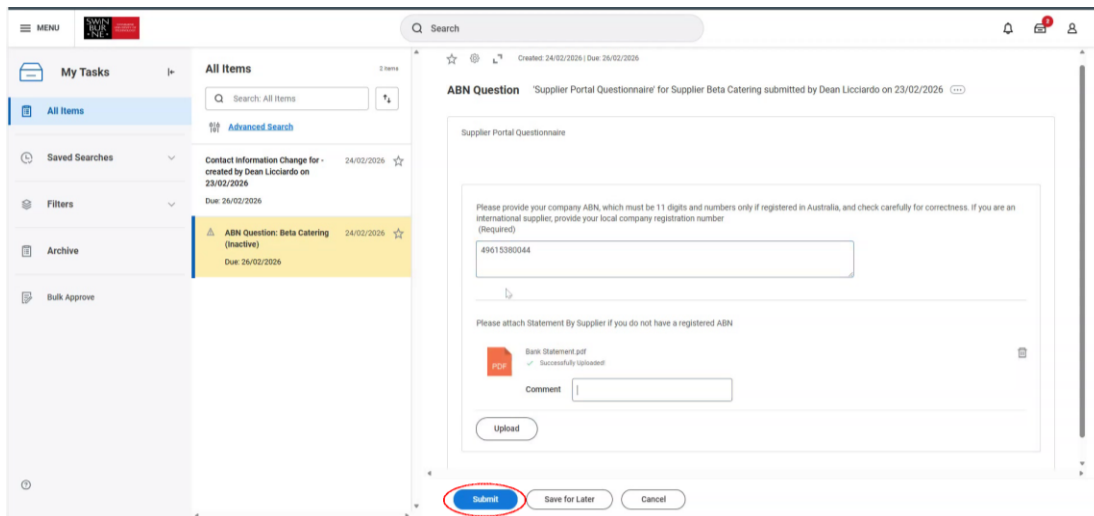
**Step 16:**

Select the **file** you want to attach and click **'Open'**.



**Step 17:**

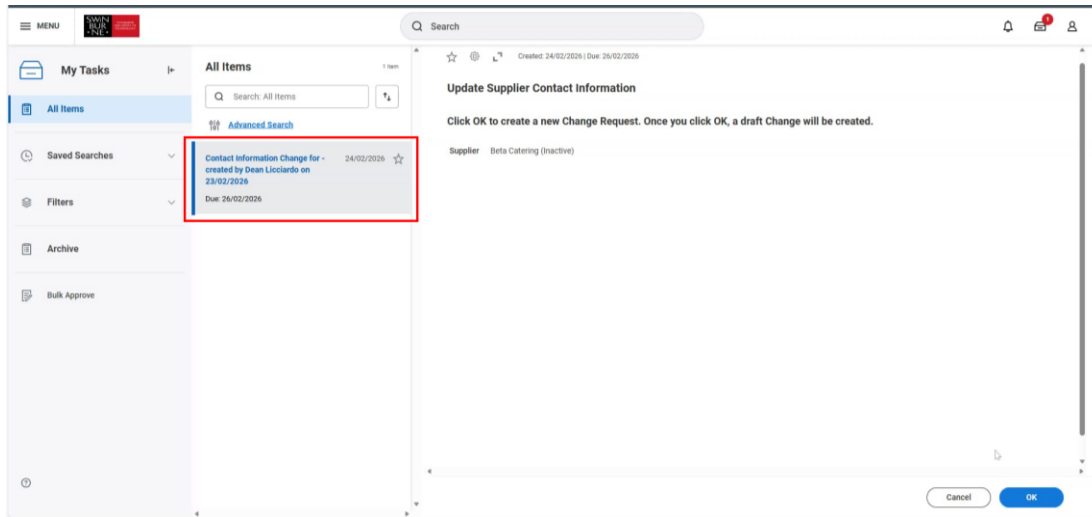
Click **'Submit'** to finalise the ABN details for your business.



**Step 18:**

Select the **remaining task** in your inbox, the 'Contact Information Change' task to action it.

This task allows you to update your supplier contact information.



**Step 19:**

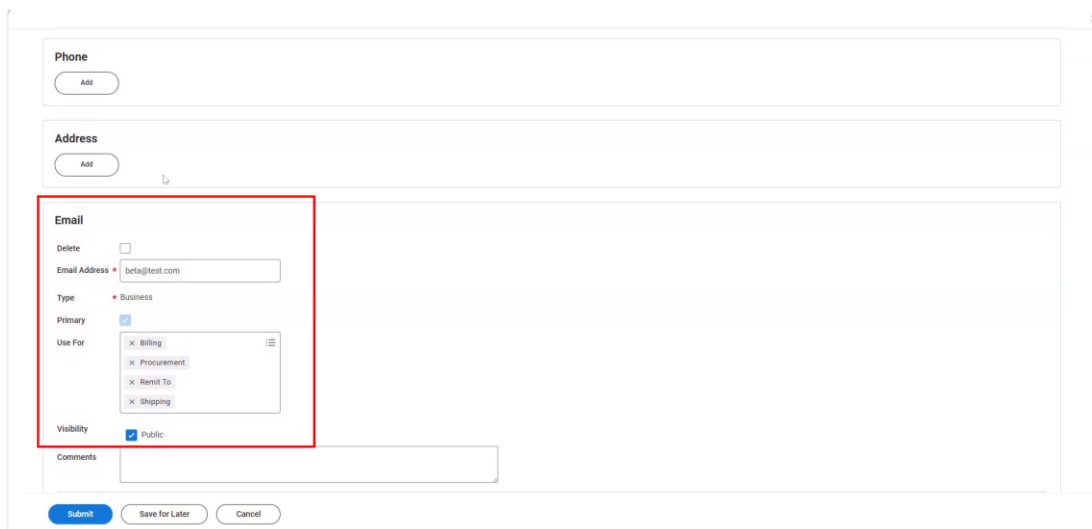
The 'Update Supplier Contact Information' screen displays.

Scroll down to the 'Email' section and **verify the details are correct**. You must ensure **'Procurement'** is selected in the 'Use for' field.

If the details are not correct, **edit as required**.

If you need to add an additional email, click **'Add'** to begin adding a secondary email and its information.

**Note:** If there is more than one email contact, you must tick the **'Primary'** checkbox for the primary email contact.



**Step 20:**

Scroll up to the 'Address' field.

Ensure the 'Country' field auto-populates to 'Australia'.

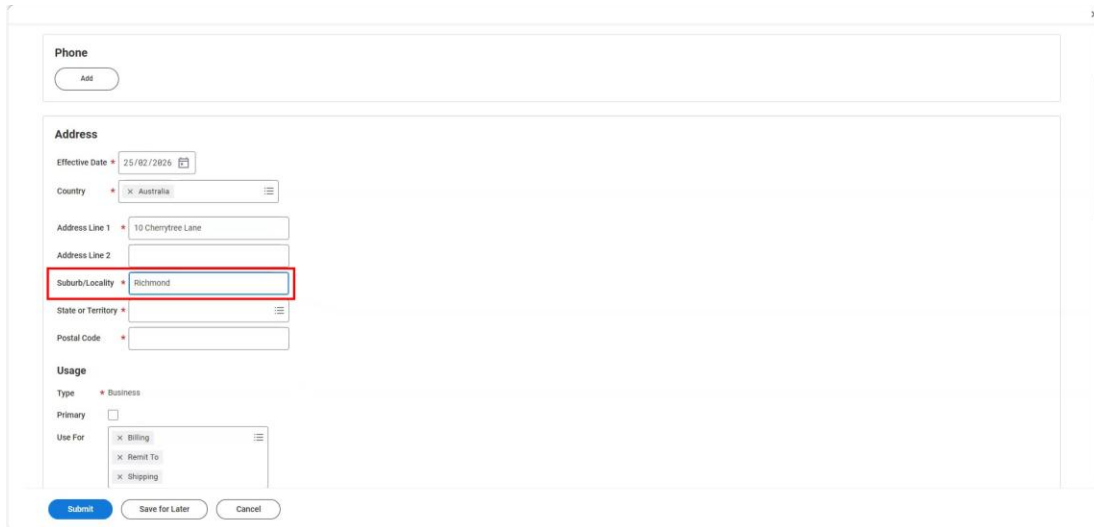
In the 'Address Line 1' field, type the **supplier's street address**.



The screenshot shows a form with a 'Phone' section at the top and an 'Address' section below. The 'Address' section includes fields for 'Effective Date' (25/02/2026), 'Country' (Australia), 'Address Line 1' (10 Cherrytree Lane), 'Address Line 2', 'Suburb/Locality', 'State or Territory', and 'Postal Code'. Below these is a 'Usage' section with 'Type' (Business), 'Primary' checkbox, and 'Use For' options (Billing, Remit To, Shipping). The 'Address Line 1' field is highlighted with a red box.

**Step 21:**

In the 'Suburb/Locality' field, type the **suburb**.



The screenshot shows the same form as in Step 20, but now the 'Suburb/Locality' field is highlighted with a red box and contains the text 'Richmond'. The 'Address Line 1' field still contains '10 Cherrytree Lane'.

**Step 22:**

In the 'State or Territory' field, select the **state** or **territory**.



The screenshot shows a form with the following fields and values:

- Phone: Add
- Address:
  - Effective Date: 25/02/2026
  - Country: Australia
  - Address Line 1: 10 Cherrytree Lane
  - Address Line 2: (empty)
  - Suburb/Locality: Richmond
  - State or Territory: (dropdown menu open, showing options: Australian Capital Territory, New South Wales, Northern Territory, Queensland, South Australia, Tasmania, Victoria, Western Australia. Victoria is highlighted)
  - Postal Code: (empty)
- Usage:
  - Type: Business
  - Primary: (checkbox unchecked)
  - Use For: (checkbox checked) Billing, (checkbox checked) Remit To, (checkbox checked) Shipping

Buttons at the bottom: Submit, Save for Later, Cancel

**Step 23:**

In the 'Postal Code' field, type the **post code**.



The screenshot shows the same form as Step 22, but with the 'Postal Code' field highlighted in red and containing the value '3121'.

The form fields and values are:

- Phone: Add
- Address:
  - Effective Date: 25/02/2026
  - Country: Australia
  - Address Line 1: 10 Cherrytree Lane
  - Address Line 2: (empty)
  - Suburb/Locality: Richmond
  - State or Territory: Victoria
  - Postal Code: 3121
- Usage:
  - Type: Business
  - Primary: (checkbox unchecked)
  - Use For: (checkbox checked) Billing, (checkbox checked) Remit To, (checkbox checked) Shipping

Buttons at the bottom: Submit, Save for Later, Cancel

**Step 24:**

Tick the **'Primary'** checkbox to indicate this is the primary address for the supplier.

The screenshot shows a form titled 'Address' with the following fields and options:

- Effective Date: 25/02/2026
- Country: Australia
- Address Line 1: 10 Cherrytree Lane
- Address Line 2: (empty)
- Suburb/Locality: Richmond
- State or Territory: Victoria
- Postal Code: 3121
- Usage: Business
- Primary:  (highlighted with a red box)
- Use For: Billing, Remit To, Shipping

Buttons at the bottom: Submit, Save for Later, Cancel.

**Step 25:**

In the 'Use For' field, click into the field and select **'Procurement'** from dropdown list.

The screenshot shows the same 'Address' form as in Step 24, but with the 'Use For' dropdown menu open. The 'Procurement' option is selected and highlighted in blue. The 'Primary' checkbox remains checked and highlighted with a red box.

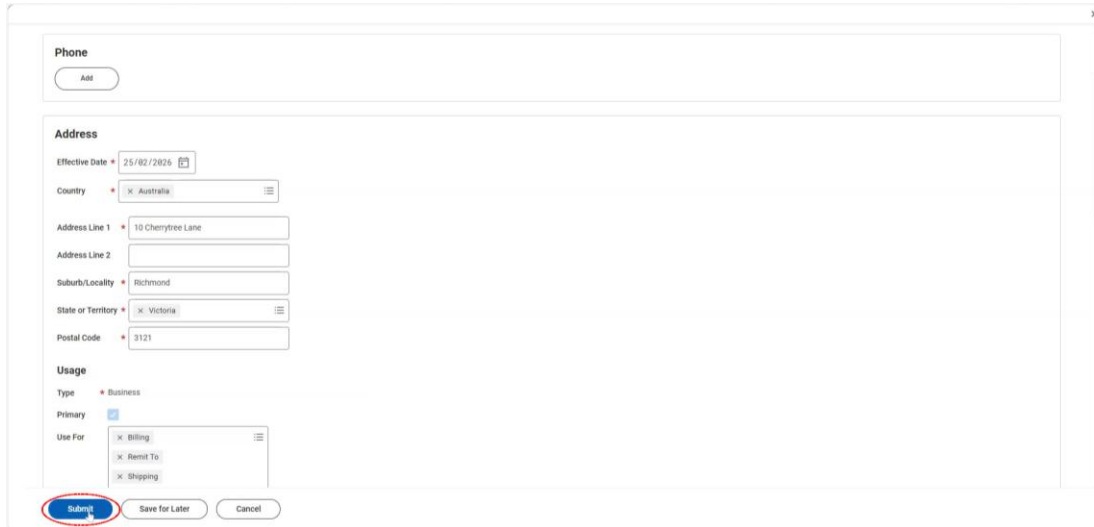
The 'Use For' dropdown menu includes the following options:

- Billing
- Other - Business
- Postal Address
- Procurement (selected)
- Remit To
- Shipping
- Street Address
- Tax Reporting

Buttons at the bottom: Submit, Save for Later, Cancel.

**Step 26:**

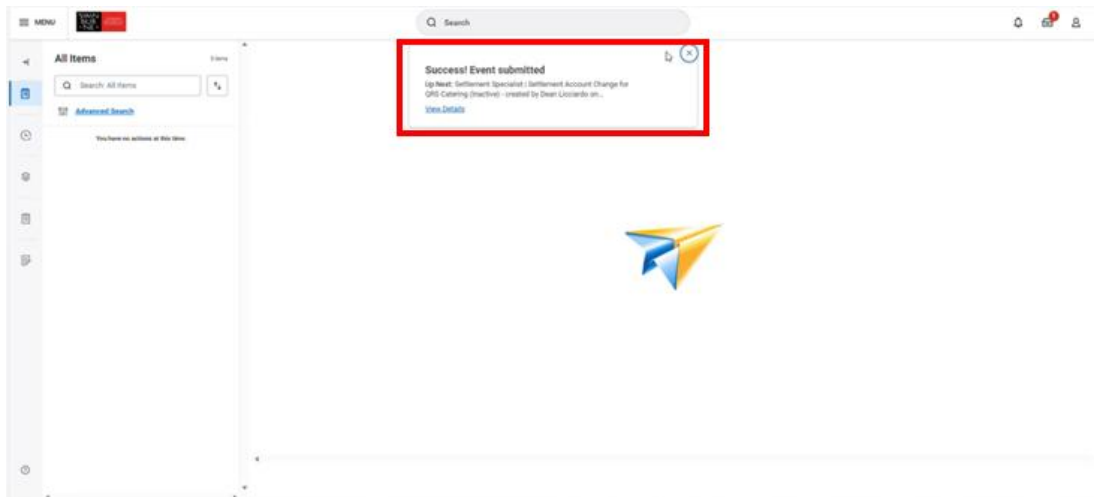
Click '**Submit**' to update the supplier contact information.



The screenshot shows a form titled 'Phone' and 'Address'. The 'Address' section includes fields for 'Effective Date' (25/02/2026), 'Country' (Australia), 'Address Line 1' (10 Cherrytree Lane), 'Address Line 2', 'Suburb/Locality' (Richmond), 'State or Territory' (Victoria), and 'Postal Code' (3121). The 'Usage' section includes 'Type' (Business), 'Primary' (checked), and 'Use For' (Billing, Remit To, Shipping). The 'Submit' button is circled in red.

**Step 27:**

A **success notification** displays, advising the request has gone for approval to Swinburne Finance.



**Note:**

Once approved, the approval tasks will appear in the supplier's Workday inbox, indicating the supplier is now active in the Supplier Portal.