Supplier Details

LOGO
A·W·E·S·O·M·E

Call: 1-654-123-0987
Email: info@companyname.com
Location, City, State, zip code 0000

FOR CHANGE BANKING DETAILS

EXAMPLE OF SUPPLIER LETTERHEAD FOR CHANGE BANKING

To: DOW Chemicals

Subject: Change Banking Details

To whom it may concern, please accept this as confirmation for change banking details for (Company Name)

Old Banking Details (Which is to be removed from system)

- **Bank Name:**
- **Bank Account No:**
- **IBAN Details (For EMEAI Region):**
- **Routing/ABA No/sort code (For NAA Region):**
- **Bank key or (Branch Code & Bank Code) For APAC Region:**
- **IFSC Code (For Indian suppliers):**
- **Swift Code/BIC Code (International):**

Select the one which is applicable as per region

New Banking Details (Which is to be added in the system)

- **Bank Name:**
- **Bank Account No:**
- **IBAN Details (For EMEAI Region):**
- **Routing/ABA No/sort code (For NAA Region):**
- **Bank key or (Branch Code & Bank Code) For APAC Region:**
- **IFSC Code (For Indian suppliers):**
- **Swift Code/BIC Code (International):**
- **Preferred payment transfer method:** ACH/Wire/Cheque/Virtual Card

Select the one which is applicable as per region

Authorized Signature or Stamp

*****Important Notes**

1. To change a bank in a vendor code the document provided must have a clear description of the old banking/new banking and must be dated within 2 years of today's date
2. Letterhead must reflect the creditor (PI) and/or Central vendor (VN) address location that will be receiving the payment.
3. Document must be signed or stamped & document must be non-editable PDF copy.

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