

## HOW TO ADD OR UPDATE YOUR REMIT TO DETAILS TO YOUR TUNGSTEN NETWORK ACCOUNT

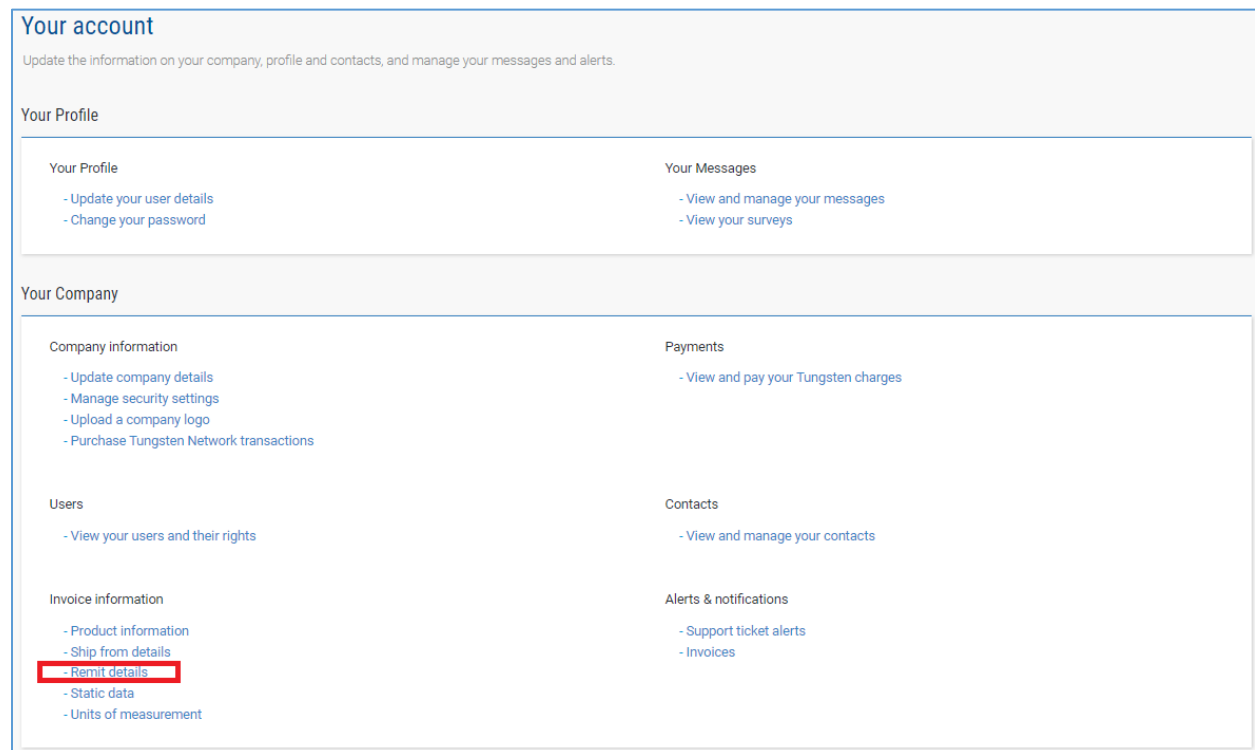
This guide will show you how to add and update your remit details on your webform account. If you use integrated solution and need assistance with updating your remit to details on your invoices please contact the Tungsten network support team.

Please note you must also notify buyer directly if your Bank details have changed.

1. Log on to the Tungsten Network Portal at [www.tungsten-network.com/login](http://www.tungsten-network.com/login)
2. Once you have logged in click on Your Account on the top right hand corner of the page



3. Select Remit Details under the Invoice information section



4. Enter your Remit to address and click Save.


### Remit details

Your account > Invoice information: Remit details

Remit to: address information    Remit to: bank information

Company name\*

Country\*

Name\* 

Address 1\*

Address 2

Address 3

Address 4

Post code\*


**SAVE**    **DELETE**

- 5.

5. Next click on the Remit to: Bank Information tab

### Remit details

Your account > Invoice information: Remit details


 Remit data address has been updated. Please inform your customer.

Remit to: address information

Remit to: bank information

Company name\*

Country\*

Name\* 

Address 1\*

Address 2

Address 3

Address 4

Post code\*

SAVE

DELETE

6. Click on Add Bank Account

Bank accounts

Bank account details	Edit	Delete
No records found.		
Page size: 10		Displaying page 1 of 1, items 0 to 0 of 0
<b>ADD BANK ACCOUNT</b>		

Bank settings

Bank setting details	Buyer Name	Currency	Delete
No records found.			
Page size: 10		Displaying page 1 of 1, items 0 to 0 of 0	
<b>ADD BANK SETTING</b>			

7. Add your Bank and account details and click save

**Remit details**

Your account > Invoice information: Remit details

Remit to: address information | **Remit to: bank information**

Bank name\*  
Testbank

Address\*  
7 Test Street

Sort code ⓘ

Bank account number\*  
123456

Account name\*  
Unilever Supplier

Swift code/BIC  
ABCDGB22

IBAN  
GB29 TEST 1234 4321 1234 12

Payee identifier reference ⓘ  
Unilever test supplier

**SAVE** | CANCEL

## 8. Your Bank details are now saved

### Remit details

[Your account](#) > Invoice information: Remit details

✔ You have deleted your bank remittance details. Please inform your buyer that your details have changed.

Remit to: address information

Remit to: bank information

#### Bank accounts

Bank account details	Edit	Delete
Testbank 7 Test Street		

⏪ < 1 > ⏩
Page size: 10
Displaying page 1 of 1, items 1 to 1 of 1

ADD BANK ACCOUNT

#### Bank settings

Bank setting details	Buyer Name	Currency	Delete
Testbank 7 Test Street	ANY	ANY	

⏪ < 1 > ⏩
Page size: 10
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ADD BANK SETTING

9. You can add additional Bank account details if you wish by clicking Add Bank Account. And you can also create Bank Settings, by clicking on Add Bank Setting. This allows you to set which bank account details should apply to which of your customers.

### Remit details

[Your account](#) > Invoice information: Remit details

Remit to: address information

Remit to: bank information

#### Bank settings

Bank account details	Buyer Name	Currency	Delete
Testbank 7 Test Street	ANY	ANY	

⏪ < 1 > ⏩
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Bank account details

Buyer Name

Currency

SAVE

CANCEL





10. You can also amend or delete bank account details any time by clicking on Your Account --> Remit details-->Remit Bank Information and then using the Edit / Delete buttons

Remit details

[Your account](#) > Invoice information: Remit details

Remit to: address information    Remit to: bank information

Bank accounts

Bank account details	Edit	Delete
Testbank ABC 3 Bank Street		
Testbank 7 Test Street		

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**ADD BANK ACCOUNT**

Bank settings

Bank setting details	Buyer Name	Currency	Delete
Testbank 7 Test Street	ANY	ANY	

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**Further resources for Unilever suppliers using Tungsten Network:**

**Unilever's microsite on the Tungsten Network:** <https://www.tungsten-network.com/unilever/>

**Further guides for Unilever suppliers:** <https://www.tungsten-network.com/customer-campaigns/Unilever/faqs-and-documentation/>

**Tungsten Network support phone numbers:** <https://www.tungsten-network.com/customer-campaigns/unilever/support/>

**Tungsten Network FAQ's:** <https://www.tungsten-network.com/faqs/>