



eftsure Portal Guide

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Verification status

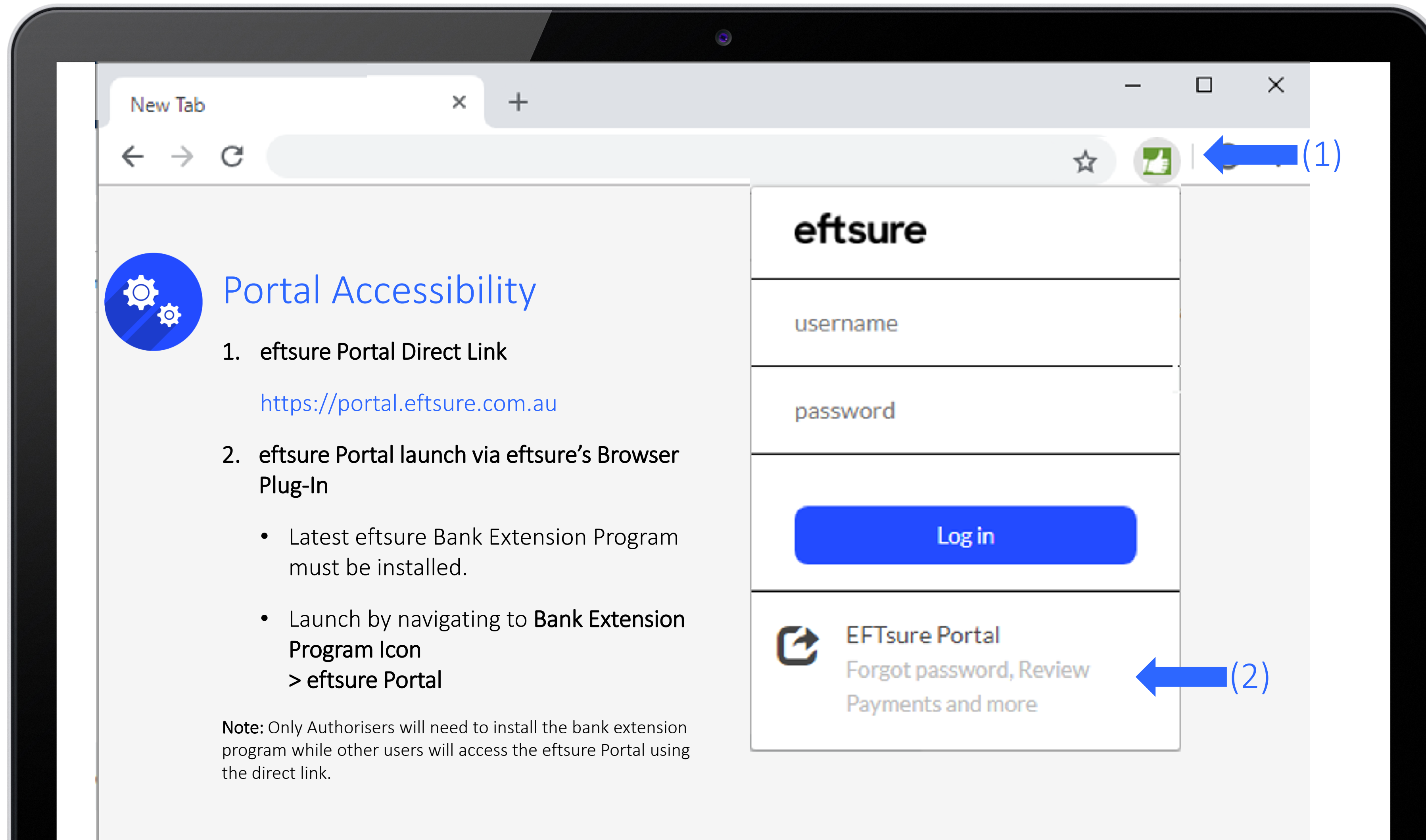
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eftsure Portal



User Management

Overview

New User Creation

Defining User Roles

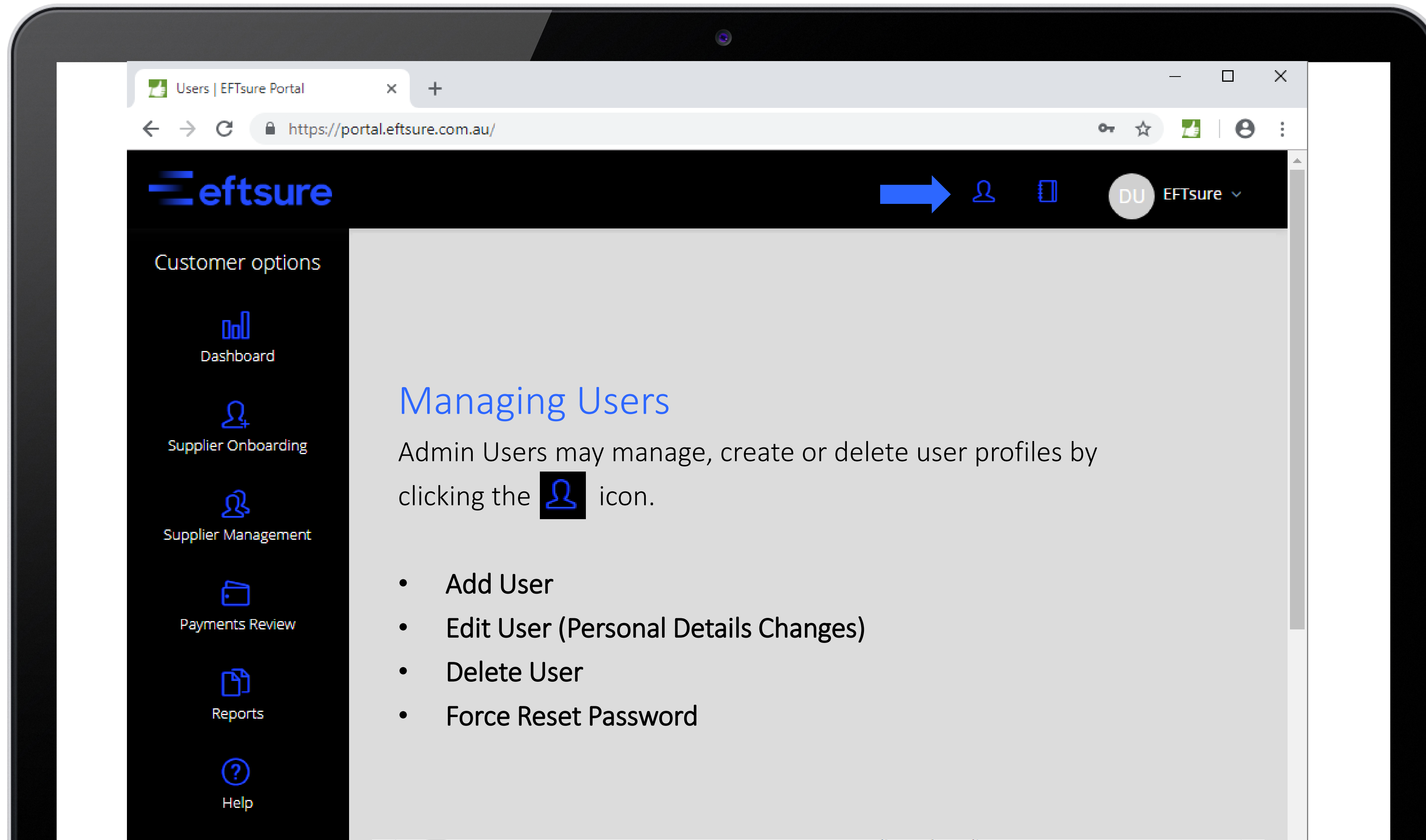
User Management (Create, Edit & Delete)

Profile Management

Password Reset



User Management



Creating New Users

Users | EFTsure Portal

https://portal.eftsure.com.au/user/list

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Customer options

Dashboard

Supplier Onboarding

Supplier Management

Payments Review

Reports

Help

Users

(1) Click to Create User →

(2) → + Add user

	User	Username	Roles	Actions
DU	Demo User	demo231	Supplier Onboarding, Supplier Self-Certification, Supplier Management	<div></div>
DU	Demo User (You)	demo_user	Supplier onboarding, Supplier Onboarding, Customer Admin	<div></div>
TU	Test User	user231	Authoriser, Supplier Onboarding, Customer Admin	<div></div>
MT	myUser Test	myuser231	Authoriser	<div></div>
NU	New User	Newuser	AP Payment Review, Supplier Onboarding, Supplier Management	<div></div>

Showing 1 to 5 of 12 items

5 items per page

1

2

3

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Creating New Users

Defining User Roles

User Roles identifies the user’s permission to access certain functions. These can be updated both for existing and new users.

Users who **maintain supplier data** would normally be given Supplier Management, Supplier Onboarding, Supplier Self-Certification and Notifications

Users who generate payments file would have access to AP Payment Review.

Important Note: Users with **Customer Administrative** privileges are created by eftsure upon customer’s request. This user will have access to all functionalities.

Kindly contact eftsure should you require additional admin and supplier on-boarding privileges.

Add New User

First name *

Last name *

Email address *

Username *

Mobile number

Role(s) *

Position

Cancel Save Changes

(1) Populate User Details

(2) Define Roles

(3) Input Position

(4)

User Matrix Role

	Supplier Management - Edit	Supplier Management - Update A/C No.	SM – Send verification requests and set payment limits	Check ABA Payment Files	Bank extension access	Request/Approve Self-Certifications	Reports - Payment	Reports - Suppliers	Supplier Management - Ready Only	Supplier Onboarding - Edit Form	Supplier Onboarding - Send Invites	Supplier Onboarding - Accept Invites	Supplier Onboarding - Read Only	No access to Employee Account Details	Customer Setup	Maintain users	Notifications - Onboarding Invites	Notifications - Onboarding Timeouts	Notifications - Incorrect details	Notifications - Supplier data updated	Notifications - Document Expiry
Customer Admin	x		x	x	x		x	x							x	x					
Supplier Management	x		x		x			x													
Supplier Management Account Details	x	x	x		x			x													
AP Payment Review	x			x	x		x														
Audit Payment Reports					x		x														
Authoriser					x		x	x													
Customer Company Setup					x										x						
Customer Extension Only					x																
Supplier Onboarding					x					x	x	x									
Supplier Onboarding AP					x						x	x									
Supplier Onboarding AP Limited					x						x										
Supplier Read-only					x				x					x							
Payment Read-only					x																
Supplier Management Limited			x		x			x													
Supplier Self-Certification						x															
No access to Employee Records														x							
Notifications																	x	x	x	x	x

User Roles



Administrator

Duty:

User Management

Permissions:

All functionalities

Maintain users

Generate Reports

Description:

User has access to all functionality and can add/remove/edit users. Only eftsure has the ability to add Admin Users.



Supplier Management

Duty:

Supplier Management

Permissions:

Send Verification Emails (New Suppliers)

Specify Payment Limits

Add Comments

Generate Reports

Description:

User has access to the supplier management functionality.



AP Payment review

Duty:

Payment Management

Permissions:

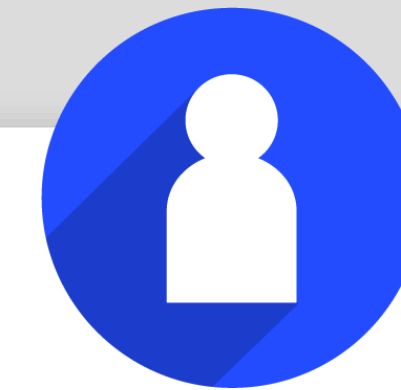
Check ABA Payment Files

Add Comments

Generate Reports

Description:

User has the ability to load ABA payment files and add comments to payments.



Audit Payments Report

Duty:

Reports

Permissions:

Generate Payment Reports

Description:

User has access to reports relevant to authorising payments.

User Roles



Authoriser

Duty:

Authorise Payments

Permissions:

Generate Reports

Description:

User has access to reports relevant to authorising payments.



Customer Company Setup

Duty:

Customer Setup

Permissions:

Customer Setup

Description:

User has access to initial customer set up on the portal



Customer Extension Only

Duty:

Bank Extension

Permissions:

Bank Extension Access

Description:

User has access to the Bank extension.



Supplier On-Boarding

Duty:

On-Boarding Management

Permissions:

On-Boarding Invitation

On-Boarding Reports

Description:

User has access to Supplier Onboarding functionality. These users can invite and accept new suppliers to submit details and become eftsure verified prior to when payment is due. Manages invitation templates.

User Roles



Supplier On-boarding AP

Duty:

On-Boarding AP

Permissions:

On-Boarding Invites

Description:

User has access to Supplier Onboarding functionality. These users can invite and accept new suppliers to submit details and become eftsure verified prior to when payment is due.



Supplier On-boarding AP Limited

Duty:

On-Boarding AP

Permissions:

On-Boarding Invites

Description:

User has access to send Onboarding Invites only. They can't accept onboarding invites.



Supplier Read-only

Permissions:

Read-only access to:
Supplier management
Supplier Onboarding

Description:

User will have read-only access to the Supplier Management and Supplier Onboarding



Payment Read-only

Permissions:

Bank Extension

Description:

User has the access to the Bank extension.

User Roles



Supplier Certification

Duty:

Self-Certification Management

Permissions:

Request to Self-Certify a Supplier

Approve Self-Certification Request

Description:

User has access to Supplier Self-Certification functionalities.

Users granted with this role can request and approve self-certification for suppliers.

~can be assigned to multiple users segregating roles into self-certify requestor and approver.

*This is only applicable for customers requesting multiple signatures for self-certification implemented for them.
Please contact eftsure should you wish to implement this.*



Notifications Role

Permissions:

Receives notifications regarding:

Onboarding invites

Reported incorrect details

Update supplier details

Description:

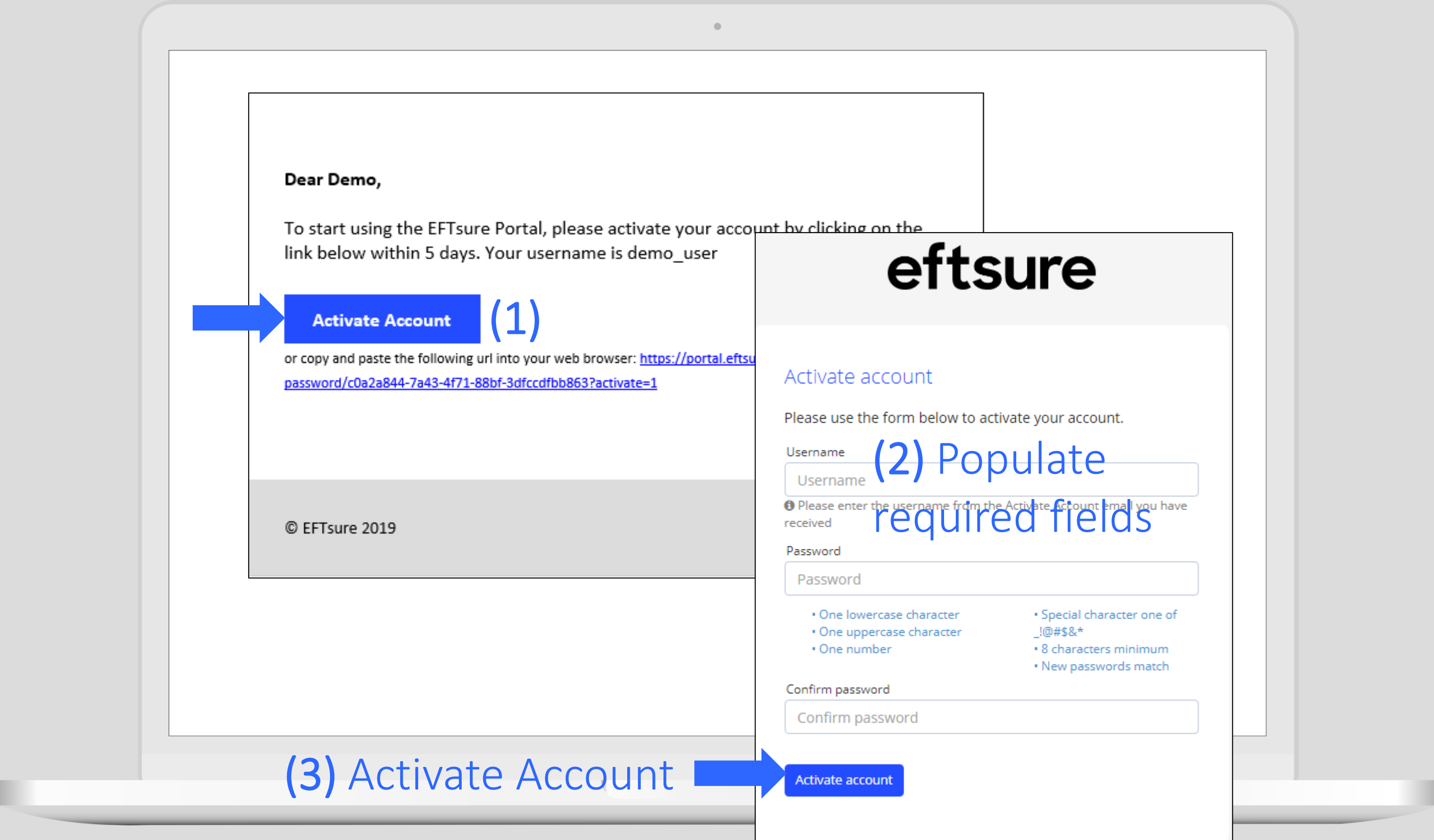
Assigning this role to users will enable them to receive notifications related to portal activities.

Creating New Users

New User Profiles

Once user/s are created, the system will send to the nominated email address instructions as to how the user can activate their account.

Password rules must be taken into account while changing the password for new profiles.



User Management – Edit and Delete Users

Users | EFTsure Portal

https://portal.eftsure.com.au/user/list

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Customer options

Dashboard

Supplier Onboarding

Supplier Management

Payments Review

Reports

Help

(1) Click to Manage Users

DU EFTsure

Users

+ Add user

	User	Username	Roles	Actions
DU	Demo User	demo231	Supplier Onboarding, Supplier Self-Certification, Supplier Management	<div><div>Edit</div><div></div><div></div></div>
DU	Demo User (You)	demo_user	Supplier onboarding, Supplier Onboarding, Customer Admin	<div><div></div><div></div><div></div></div>
TU	Test User	user231	Authoriser, Supplier Onboarding, Customer Admin	<div><div></div><div></div><div>Delete</div></div>
MT	myUser Test	myuser231	Authoriser	<div><div></div><div></div><div></div></div>
NU	New User	Newuser	AP Payment Review, Supplier Onboarding, Supplier Management	<div><div></div><div></div><div></div></div>

Showing 1 to 5 of 12 items

5

items per page

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1


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3


>

Edit or Delete

Editing Users

Clicking the “Pencil Icon”  beside any user enables editing user profiles.

Deleting Users

Clicking the “Bin Icon”  deletes the user profile.

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User Management – Force Reset Password

Users | EFTsure Portal

https://portal.eftsure.com.au/user/list

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(1) Click to Manage Users

DU EFTsure

Customer options

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Users

+ Add user

	User	Username	Roles	Actions
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DU	Demo User (You)	demo_user	Supplier onboarding, Supplier Onboarding, Customer Admin	
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MT	myUser Test	myuser231	Authoriser	
NU	New User	Newuser	AP Payment Review, Supplier Onboarding, Supplier Management	

Showing 1 to 5 of 12 items

5

 items per page

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Force Reset Password

Password Reset

Password reset can be performed by clicking the “Lock Icon” beside the user entry.

This forces resetting of password for any locked accounts or those that could no longer access portal due to forgotten passwords.

User Management – Force Reset Password

Reset password

Once requested, the system will send to the nominated email address instructions as to how the user can reset the password.

Password rules must be taken into account while changing the password.

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Reset password

Please use the form below to reset your account password.

Username

New password

- One lowercase character
- One uppercase character
- One number
- Special character one of _!@#\$%&*
- 8 characters minimum
- New passwords match

Confirm new password

(1) Populate

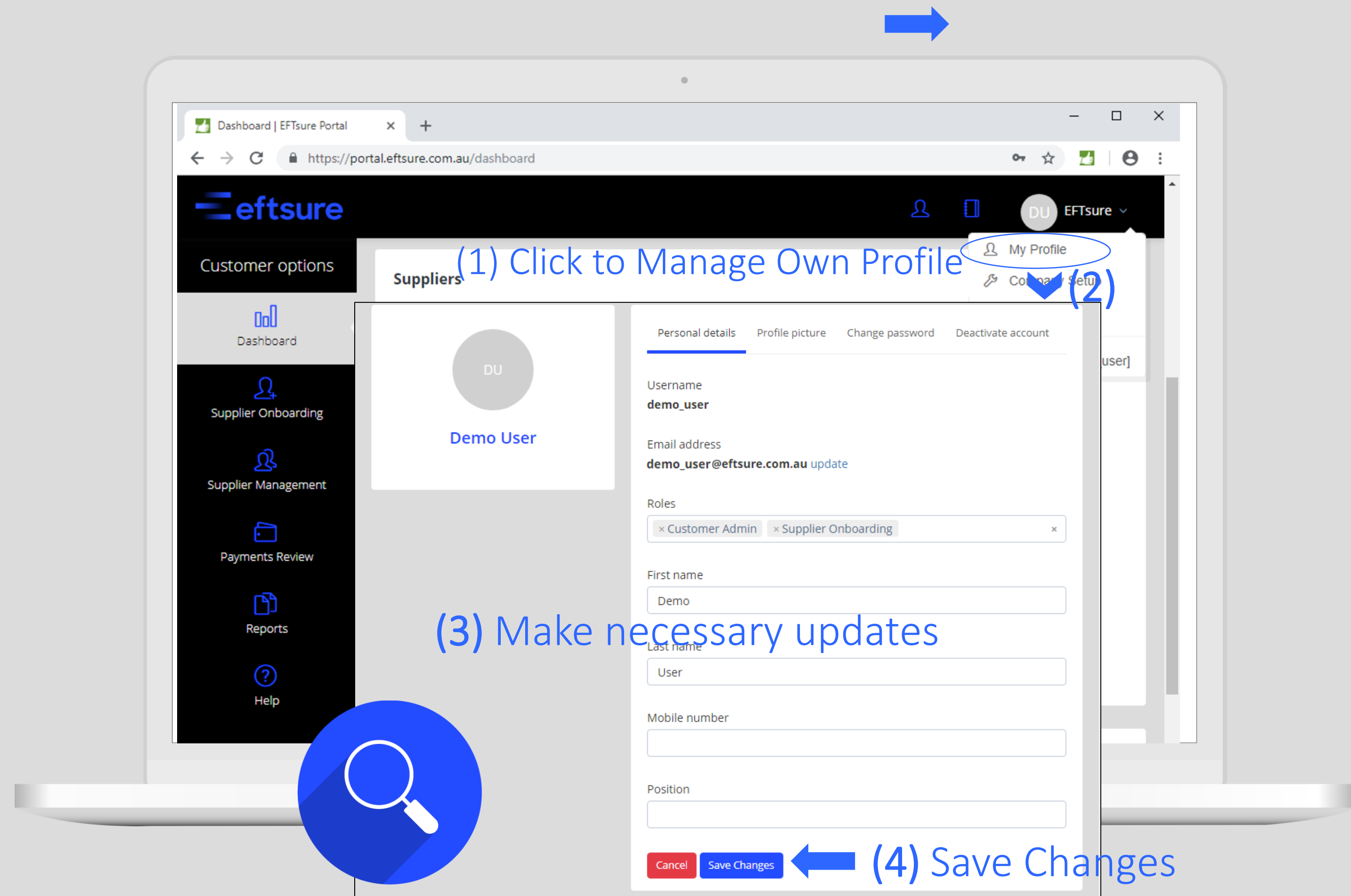
(2) Reset password

Profile Management

Managing Own Profile

Updates to your own profile such as user details and notifications can be actioned by clicking on the Logged-In profile on the top right corner of the screen under Customer Name.

Users may also opt to add profile picture, change their own password and also deactivate their account.



Payments review

Overview

Verification Status

Status Quick Guide

Payment Filter / Search Functions

Adding Comments

Loading Payment Files (ABA)



Verification Status

Verification Status



Supplier Verified with Correct Details or Cross-Matched



Self-Certified (additional information available on Self-Certification section of this document)



Not yet Verified / New Supplier



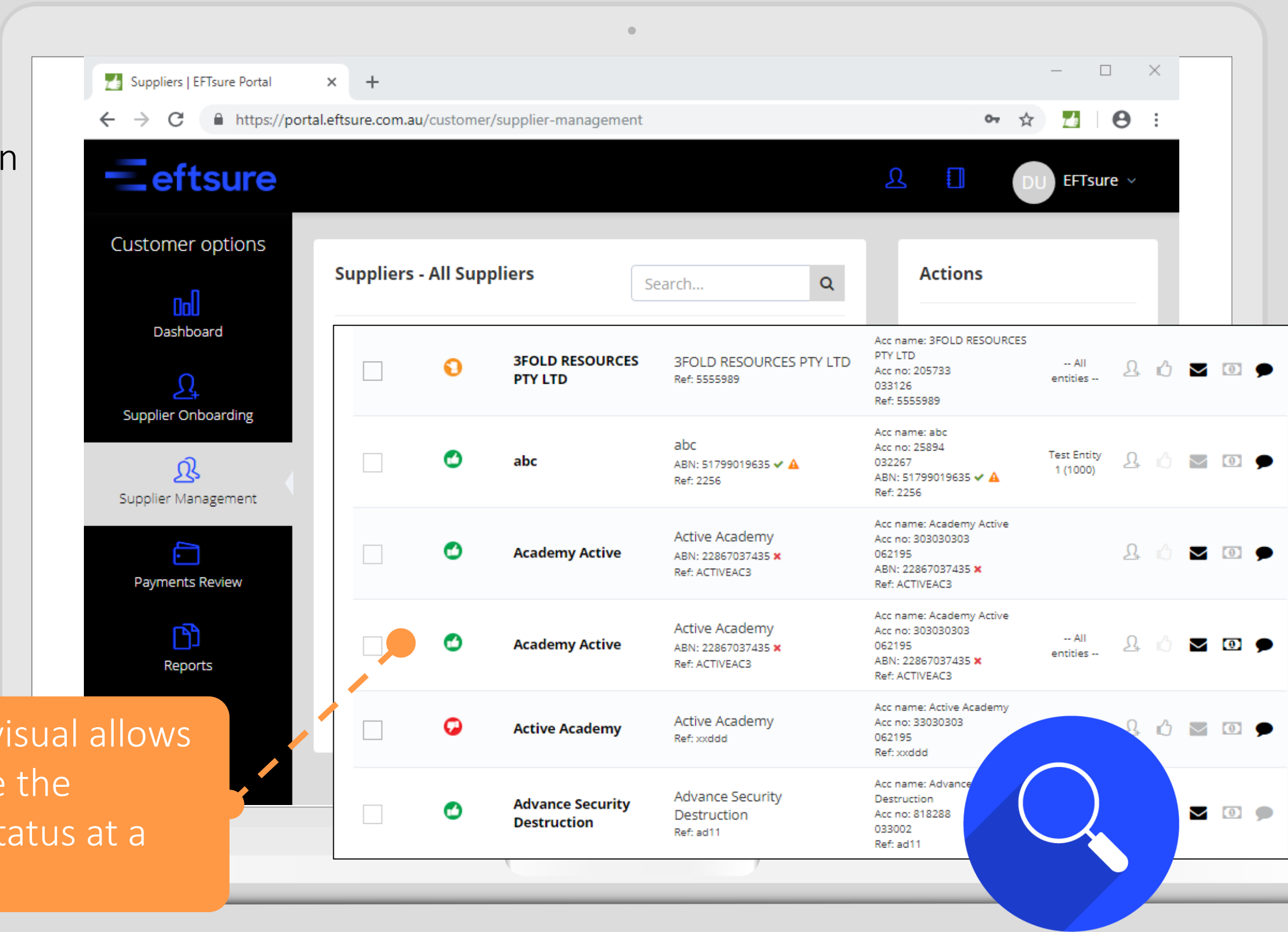
Supplier Verified with Incorrect Details. This requires further review.



Inactive Suppliers

Quick Tip: Review and revisit supplier entries whose details are not yet verified, verified with incorrect details or has recently changed their details prior to making any payment. Please see Supplier Management’s verification status actions on [p.47](#)

eftsure’s visual allows you to see the supplier status at a glance



Payments Review Interface

Interface

Search...

Searches entries matching the inputted field.



Payments Review supports adding comments for each supplier entry. Clicking triggers comment input.

-- All entities --

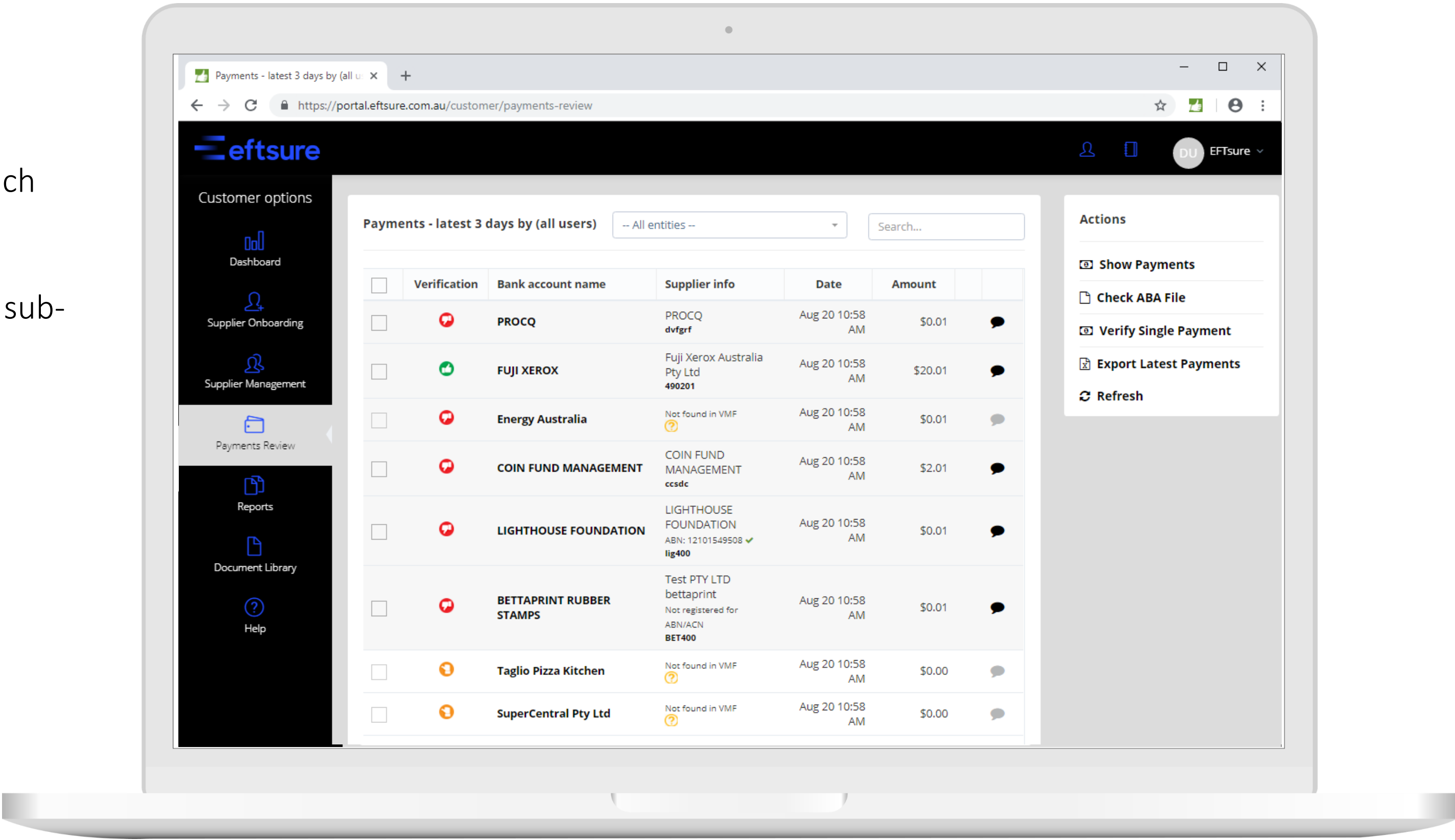
Entity Selection – applicable for companies utilising sub-entities or divisions to filter payments list.

20

Items per Page

< 1 >

Page Navigation



Payments Review Interface

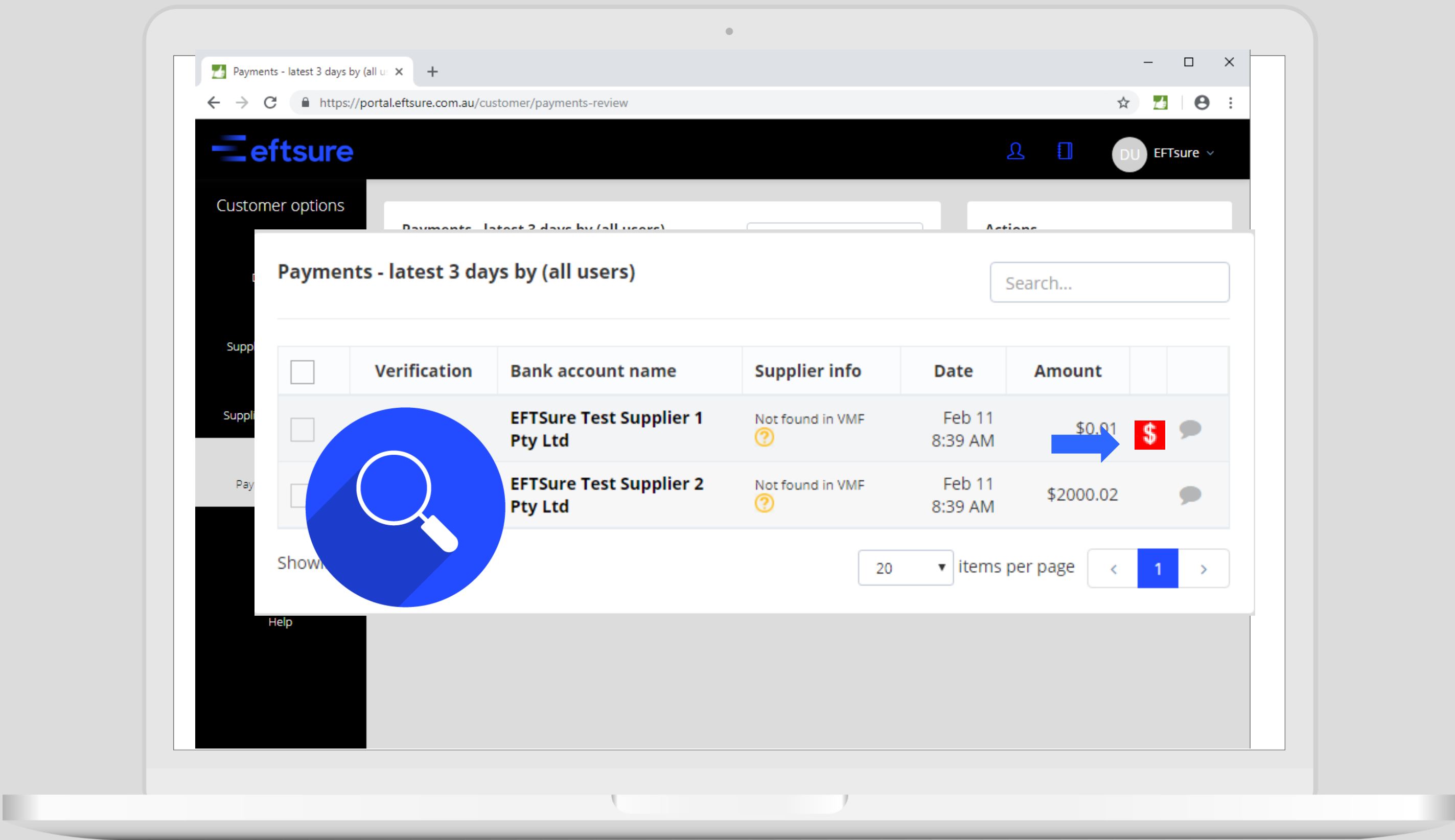
Payment Limit, Out of Range Payment and Duplicate Payment Alerts



Payment Review includes alerts that notifies users for loaded payment entries that are found to be “Duplicate” payments.

Payment Review also displays Payment Limit Alert for entries exceeding the values set as a Payment Limit for a specific supplier entry. This feature also alerts for payments which exceed by 20% the previous maximum amount paid to an account.

For additional information on Payment Limits, please see Supplier Management – Setting Payment Limits Module.

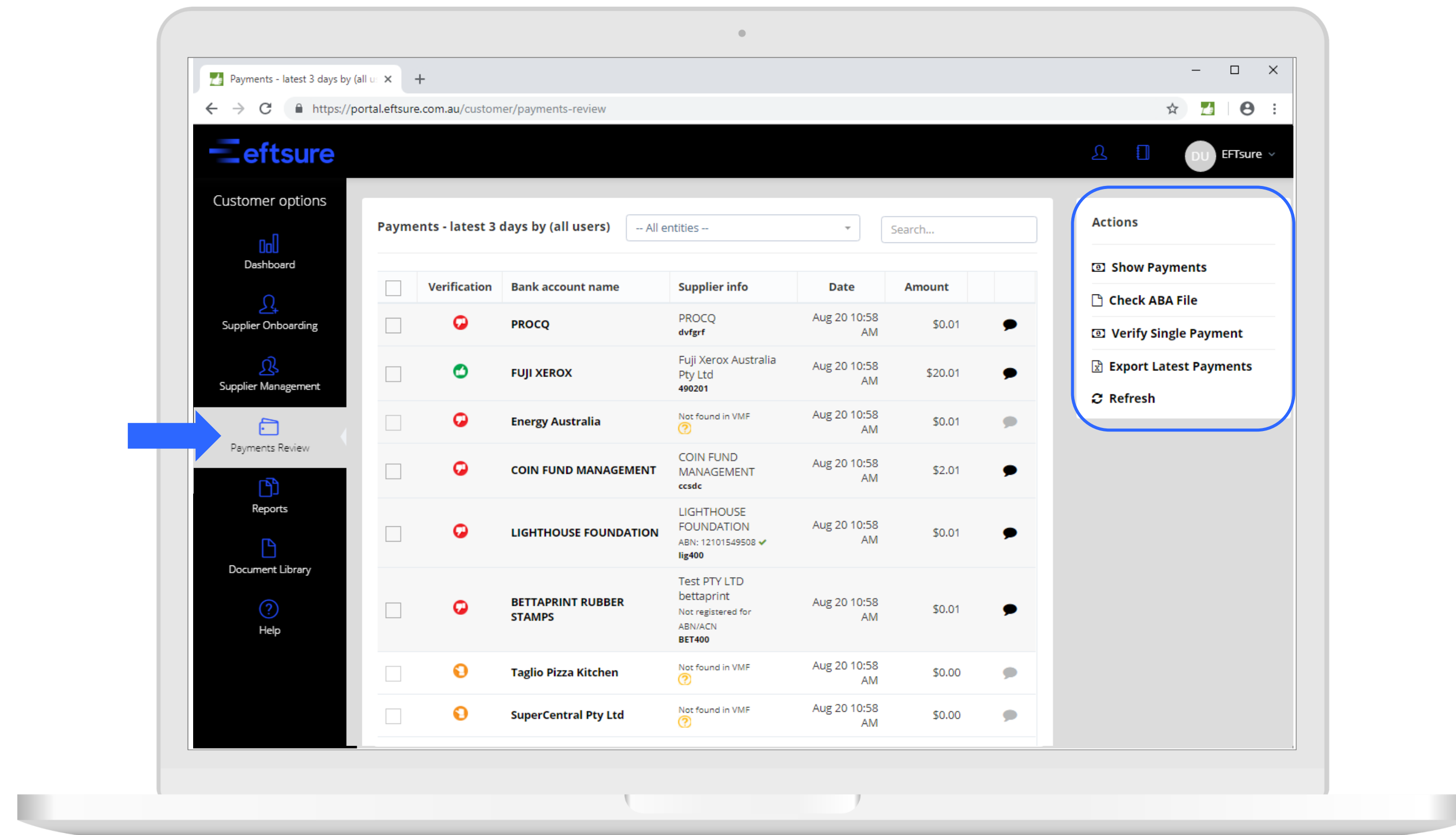


Payments Review

Payments Review


The eftsure Portal separates supplier management functionalities with Payments related functionalities with respect to permissions granted for each user.

Payments Review enables the user to load ABA files, verify a single payment or export the currently loaded file to Excel.




Payments Review


Payments Filter


 **Show Payments**


Select Payments


Verification Status

☒  Review


☒  Not verified yet


☒  Verified

☒  Self-certified

☒  Inactive

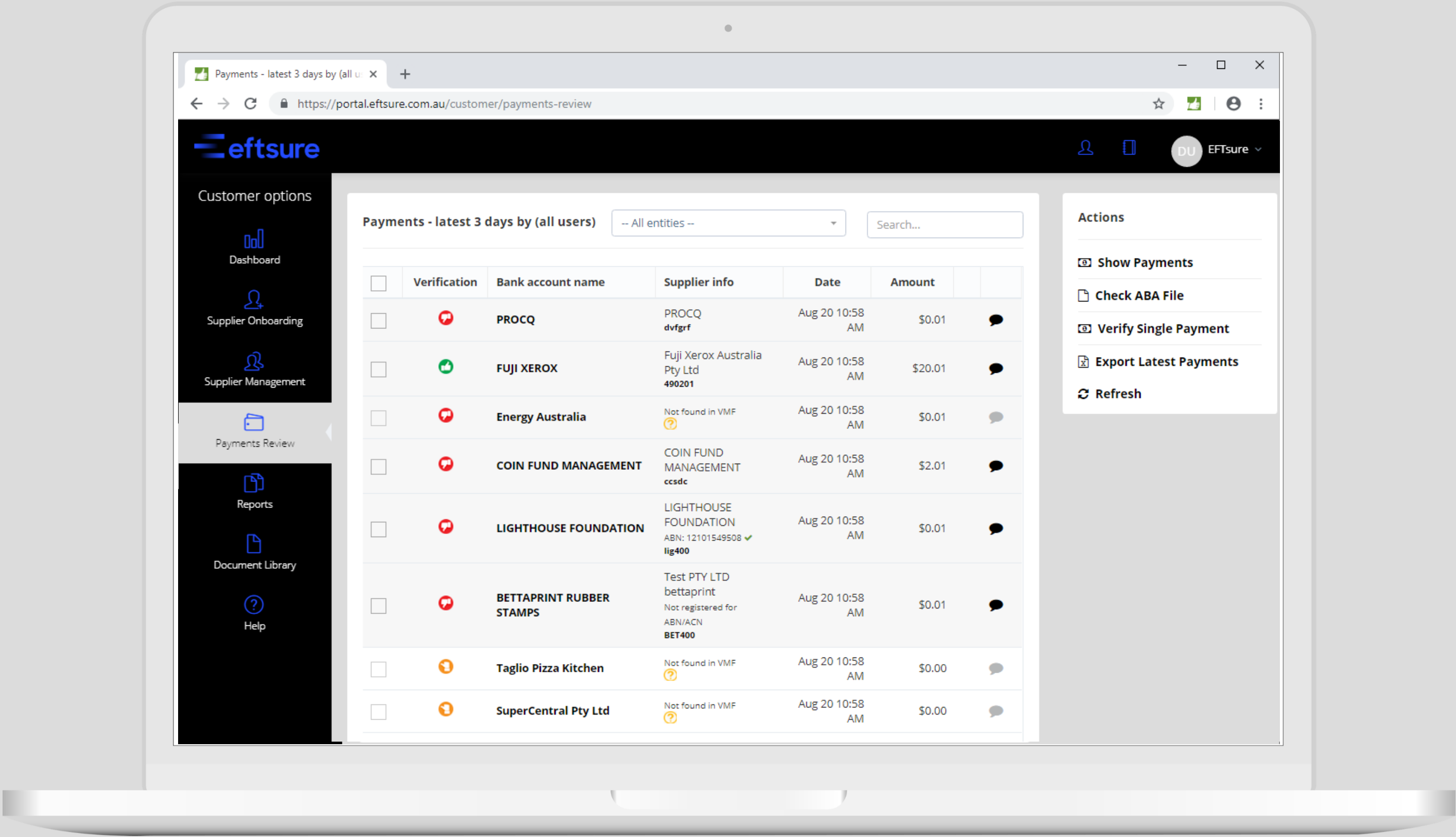
ABN Status

☒  Valid

☒  Invalid

☒ Not Provided

Show Payments function enables filtering payments according to the entry's verification status.



Payments Review – Loading ABAs from File

Load ABA File

Users may load ABA files directly within the portal to view verification status for all suppliers listed on the payment file.

The screenshot displays the EFTsure 'Payments Review' interface. A sidebar on the left contains navigation links: Dashboard, Supplier Onboarding, Supplier Management, Payments Review (highlighted with a blue arrow labeled (1)), Reports, Document Library, and Help. The main content area shows a table of payments with columns for Verification, Bank account name, Supplier info, Date, and Amount. A modal window titled 'Check ABA File' is open, featuring an 'Entity' dropdown menu (set to '-- All entities --') and a 'Select ABA File' button (indicated by a blue arrow labeled (3) 'Locate File'). A 'Check' button is visible at the bottom right of the modal, with a blue arrow labeled (4) pointing to it. The 'Actions' panel on the right includes options like 'Show Payments', 'Check ABA File' (indicated by a blue arrow labeled (2)), 'Verify Single Payment', 'Export Latest Payments', and 'Refresh'.

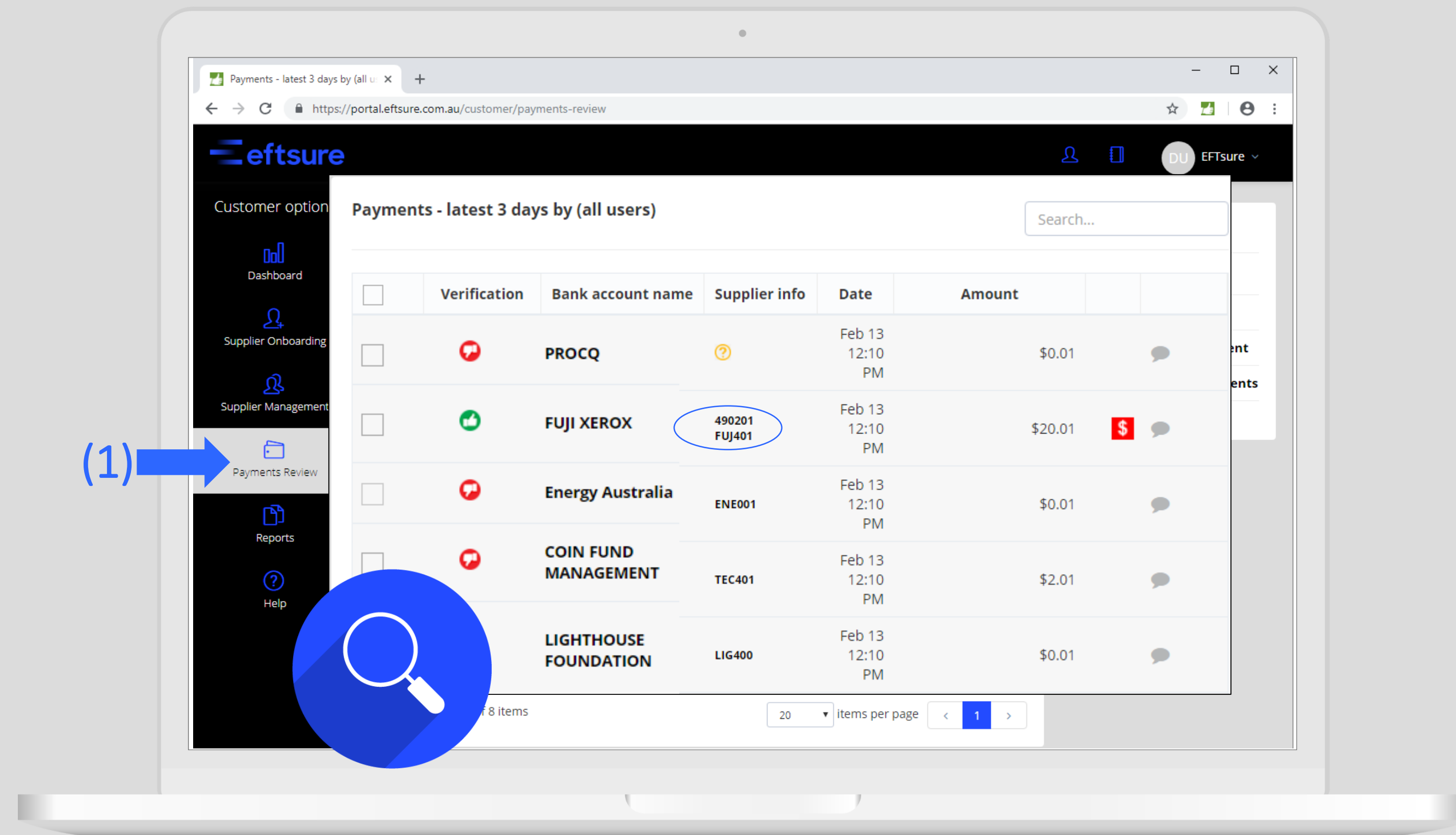
Verification	Bank account name	Supplier info	Date	Amount
<input type="checkbox"/>	PROCQ	PROCQ dvfgrf	Aug 20 10:58 AM	\$0.01
<input type="checkbox"/>	FUJI XEROX	Fuji Xerox Australia Pty Ltd 490201	Aug 20 10:58 AM	\$20.01
<input type="checkbox"/>	Energy Australia	Not found in VMF	Aug 20 10:58 AM	\$0.01
<input type="checkbox"/>	COIN FUND MANAGEMENT	COIN FUND MANAGEMENT ccscdc	Aug 20 10:58 AM	\$2.01
<input type="checkbox"/>	LIGHTHOUSE FOUNDATION	LIGHTHOUSE FOUNDATION ABN: 1210154950 lig400		
<input type="checkbox"/>	BETTAPRINT RUBBER STAMPS	Test PTY LTD bettaprint Not registered for ABN/ACN BET400		
<input type="checkbox"/>	Taglio Pizza Kitchen	Not found in VMF		
<input type="checkbox"/>	SuperCentral Pty Ltd	Not found in VMF		

Payments Review – Handling duplicates

After scanning an ABA file, supplier reference codes which have the same account number and BSB number will be listed. Clicking on the reference codes will take you to the supplier management screen to take relevant action. Following screenshots show how duplicates can be handled.

Suppliers - All Suppliers			
490201			
<input type="checkbox"/>	Verification	Bank account name	Supplier info
<input type="checkbox"/>		FUJI XEROX	Fuji Xerox Australia Pty Ltd Ref: 490201

Suppliers - All Suppliers			
FUJ401			
<input type="checkbox"/>	Verification	Bank account name	Supplier info
<input type="checkbox"/>		FUJI XEROX	FUJI XEROX AUSTRALIA PTY LTD ABN: 63000341819 ✓ Ref: FUJ401



Report generation

Overview

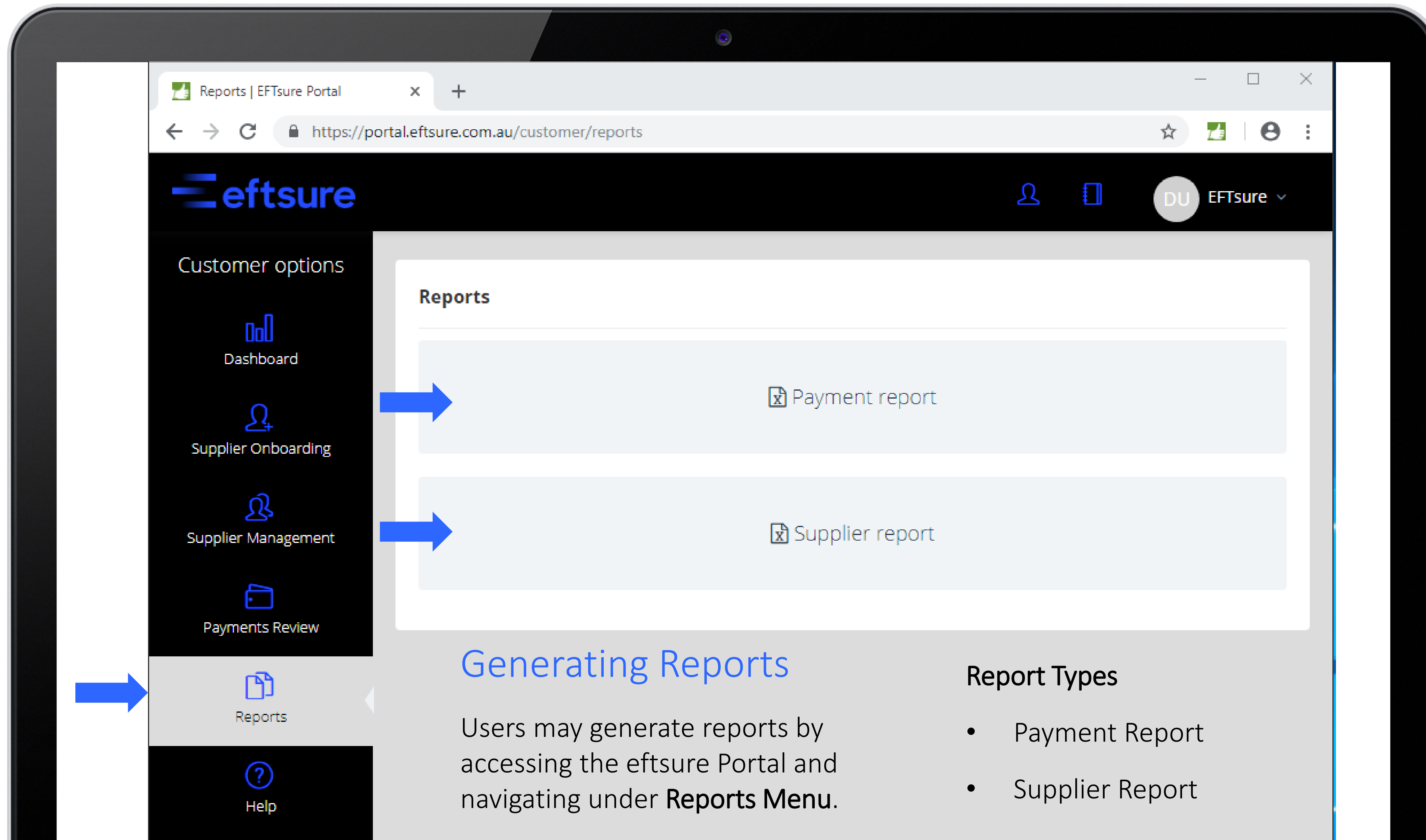
Generating Payments Report

Generating Supplier Report

Generating Pending Certification Report



Reports



The screenshot shows the EFTsure Portal interface. The browser address bar displays 'https://portal.eftsure.com.au/customer/reports'. The left sidebar contains a 'Customer options' menu with icons for Dashboard, Supplier Onboarding, Supplier Management, Payments Review, Reports, and Help. The 'Reports' menu item is highlighted with a blue arrow. The main content area is titled 'Reports' and contains two report type buttons: 'Payment report' and 'Supplier report', both with blue arrows pointing to them. Below the 'Reports' section, the text 'Generating Reports' is followed by instructions: 'Users may generate reports by accessing the eftsure Portal and navigating under Reports Menu.' To the right, under the heading 'Report Types', a list includes 'Payment Report' and 'Supplier Report'. The EFTsure logo is in the bottom right corner.

Reports | EFTsure Portal

https://portal.eftsure.com.au/customer/reports

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Customer options

- Dashboard
- Supplier Onboarding
- Supplier Management
- Payments Review
- Reports**
- Help

Reports

- Payment report
- Supplier report

Generating Reports

Users may generate reports by accessing the eftsure Portal and navigating under **Reports Menu**.

Report Types

- Payment Report
- Supplier Report

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Payment Reports

The screenshot displays the EFTsure Portal interface for generating payment reports. The browser address bar shows the URL `https://portal.eftsure.com.au/customer/reports`. The left sidebar contains navigation options: Dashboard, Supplier Onboarding, Supplier Management, Payments Review, Reports, and Help. The main content area is titled "Reports" and lists two report types: "Payment report" and "Supplier report". A modal window titled "Payment report" is open, showing filters for "Year" (set to 2019) and "Month" (set to Feb). Below the filters, a note states: "Payment Reports generated are filtered by Year and Month upon selection." At the bottom of the modal, there is a "Download" button.

(1) → Reports

(2) → Payment report

(4) 2019

(5) Feb

(6) → Download

Payment Report

eftsurre		Report prepared by: demo_user Report date: 23/08/2019, 07:34:30			
Last Activity/Payn	Account Name	Amount	Verification Description	Verification Comment	GST Reg
8/20/2019 10:58	PROCQ	\$0.01	Supplier reported account details are incorrect	30/5/19 11:48 supplier: Reported account details incorrect	
8/20/2019 10:58	FUJI XEROX	\$20.01	Supplier verified	06/5/19 15:04 admin231: Added supplier record	
8/20/2019 10:58	Energy Australia	\$0.01	BSB not recognized BSB not recognized		
8/20/2019 10:58	COIN FUND MANAGEMENT	\$2.01	Supplier reported account details are incorrect	30/5/19 10:16 supplier: Reported account details incorrect 30/5/19 10:13 supplier: Reported account details incorrect 30/5/19 10:11 supplier: Reported account details incorrect	
8/20/2019 10:58	LIGHTHOUSE FOUNDATION	\$0.01	Supplier reported account details are incorrect	02/7/19 02:20 supplier: Reported account details incorrect	Yes
8/20/2019 10:58	BETTAPRINT RUBBER STAMPS	\$0.01	Account details previously updated to: 082-916 085214	17/6/19 03:18 demo_user: Updated account details 17/6/19 03:18 demo_user: Accepted account details reported by supplier 28/3/19 02:53 supplier: Reported account details incorrect 05/3/19 03:08 admin231: test (1 more approval required for Customer certification) 05/3/19 03:07 admin231: (Customer certification cancelled) 07/11/18 10:11 test231: Approved (Customer certification completed) 07/11/18 10:10 admin231: I have checked the details. Please approve. (1 more approval required for Customer certification)	

Supplier Report

Reports | EFTsure Portal

https://portal.eftsure.com.au/customer/reports

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Customer options

Dashboard

Supplier Onboarding

Supplier Management

Payments Review

Reports

Help

Reports

Payment report

Supplier report

Supplier Reports generated are based on the parameter specified upon generation.

Select Suppliers

Supplier Type

Accessed today

Accessed in the last two days

Accessed in the last three days

Accessed in the last week

Accessed in the last fortnight

Accessed in the last month

All suppliers

Recently updated

Not paid since

Reported changed details

Updated supplier details audit

Suppliers without supplier reference

Load supplier references from file

Verification Status

☒ Review

☒ Not verified yet

☒ Verified

☒ Self-certified

☐ Inactive

ABN Status

☒ Valid

☒ Invalid

☒ Not Provided

Domestic Or International

Both

(3) Select Parameter

Download

Supplier Report (All Suppliers)

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Report prepared by: demo_user
Report date: 23/08/2019, 07:39:05

Last Activity/Paym	Account Name	Verification Description	Verification Comment	GST Registered
5/9/2019 13:37	3FOLD RESOURCES PTY LTD	Supplier not verified yet 0 request emails sent	09/5/19 03:37 demo_user: test (1 more approval required for Customer certification)	
8/8/2019 12:32	abc	Supplier verified	08/8/19 02:32 admin231: Accepted account details reported by supplier 18/7/19 09:44 supplier: Verified account details 23/5/19 10:49 supplier: Verified account details 23/5/19 10:17 admin231: test (1 more approval required for Customer certification) 10/5/19 14:14 admin231: Added supplier record	Yes
7/22/2019 13:26	Academy Active	Supplier verified	22/7/19 15:09 admin231: Added supplier record	No
5/10/2019 11:17	Academy Active	Supplier verified	12/4/19 07:51 admin231: cvxcvxc 28/2/19 09:08 supplier: Verified account details 20/2/19 09:38 eftsure.denis: Added supplier record	No
5/23/2019 9:10	Active Academy	Verified Name is ACA ABC Branch Code and Account Number are correct	23/5/19 11:10 supplier: Verified account details 23/5/19 11:07 admin231: test (1 more approval required for Customer certification)	
8/7/2019 10:45	Advance Security Destruction	Supplier verified		
6/14/2019 6:23	Advisian Pty Ltd	Supplier verified	14/6/19 08:22 supplier: Verified account details	
	ALL SYDNEY DISTRIBUTORS	Supplier verified		No
	AMPERSAND EXECUTIVE PTY LTD	Supplier verified		Yes
3/7/2019 7:25	Andrew O'Brien	Cross-matched with other customers		
5/10/2019 15:19	ANSARADA PTY LTD	Supplier verified		Yes
5/10/2019 11:23	ARA Fire Protection Services Pty Ltd	Supplier verified	10/5/19 13:23 admin231: Added supplier record	Yes
5/22/2019 14:59	Area Contractin'g	BSB not recognized	22/5/19 16:59 admin231: Updated account details 01/5/19 15:36 admin231: Added supplier record	Yes

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Supplier Management

Overview

Supplier List Display Option

Export Function

Supplier Details Update Functionality

Create Supplier Functionality

Email Address Update Functionality

Payment Limits

Adding Comments

Sending Verification Email Requests

Self-Certification

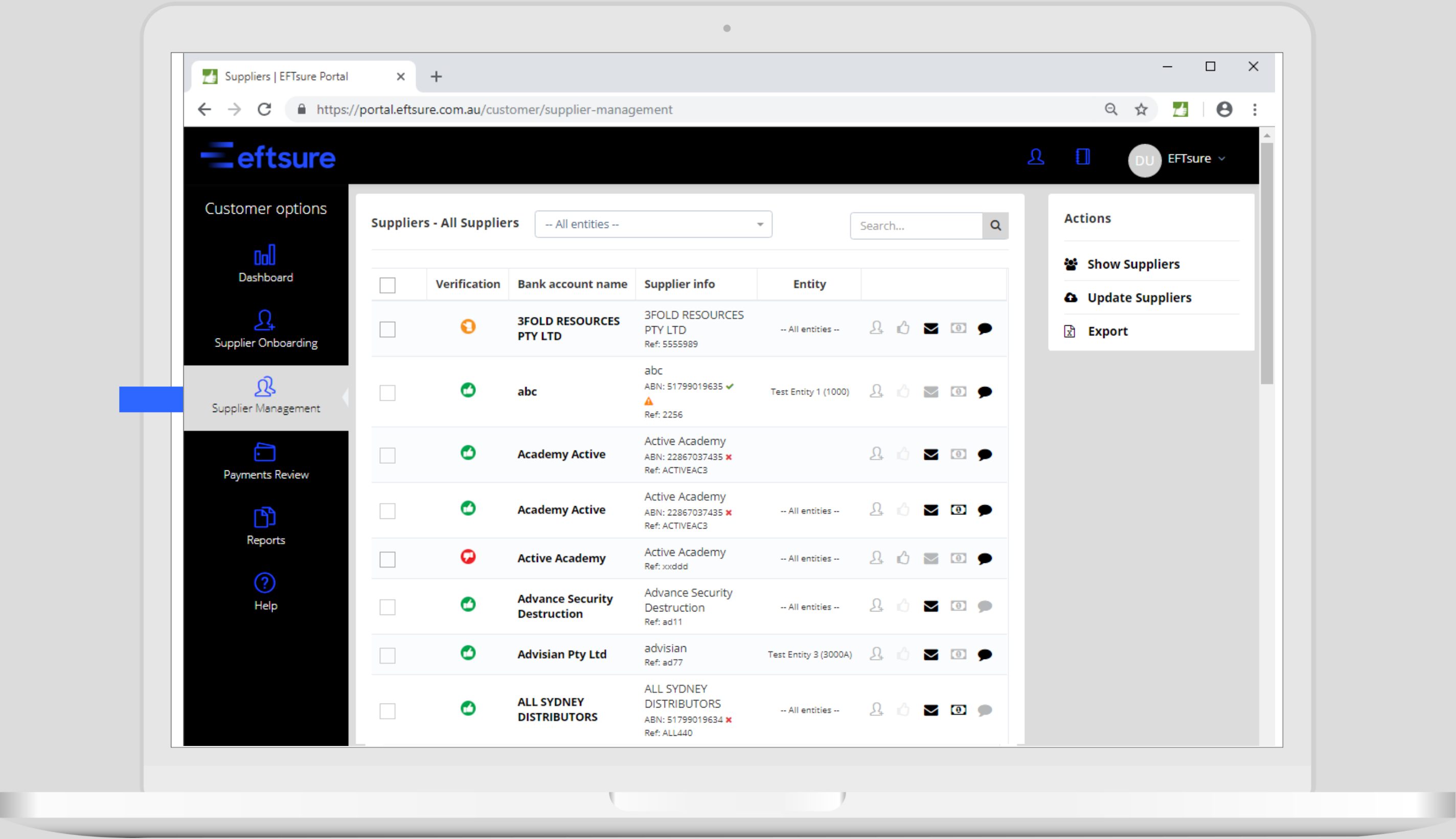
Change Requests



Supplier Management

To fully utilise the eftsure Portal and browser plug-in capabilities, maintainers are advised to perform a review and update suppliers' information.

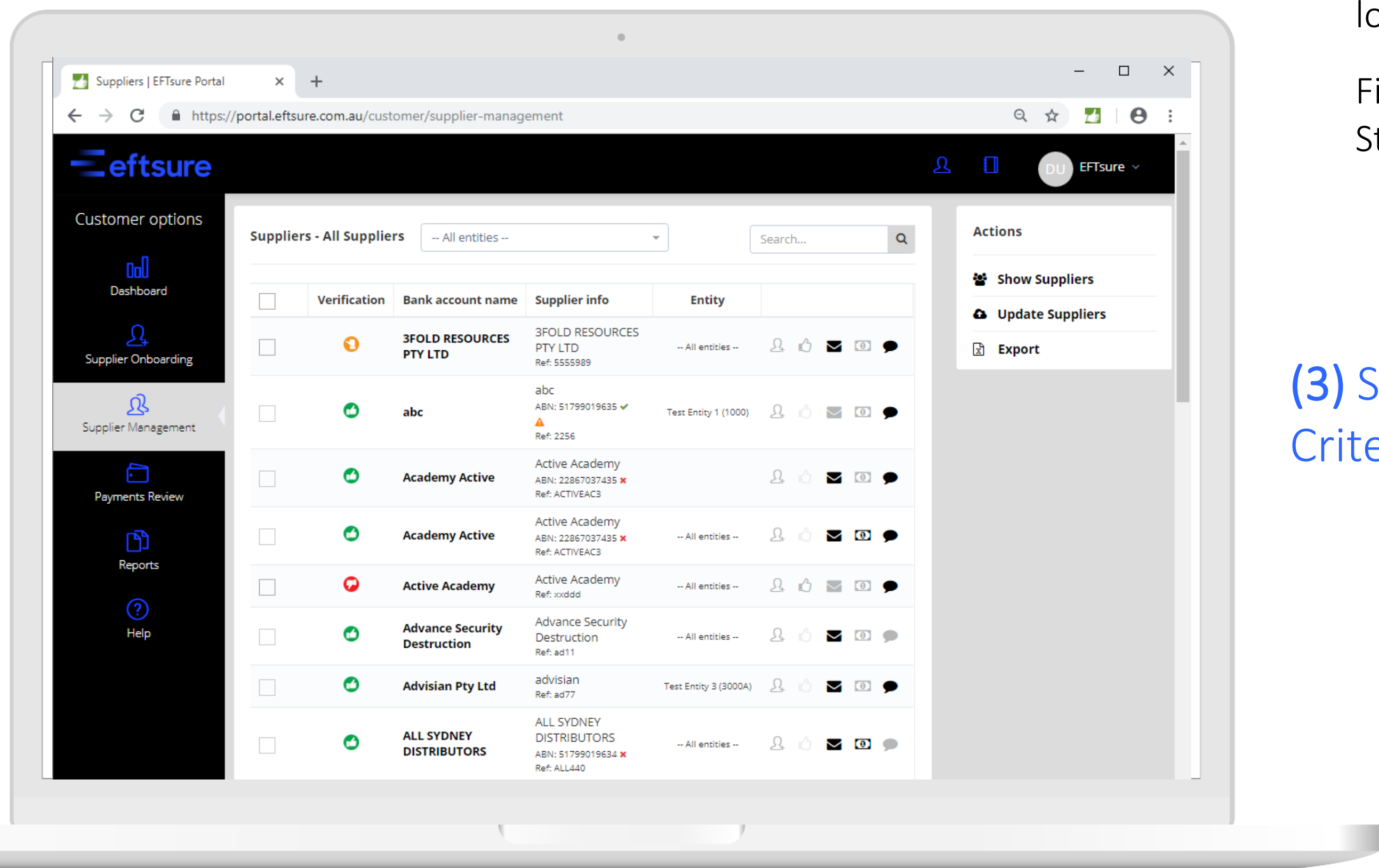
This section provides functionality for updating email addresses, updating payment details for outdated information, setting payment limits, adding comments and even self-certification of suppliers.



Supplier Management

Supplier type selection allows suppliers to be displayed based on “Accessed” criteria, pending certification approval, All Suppliers or loaded suppliers from file.

Filters may also be applied based on Verification and/or ABN Statuses.



(3) Select Criteria

Supplier Type

☐ Accessed today

☐ Accessed in the last two days

☐ Accessed in the last three days

☐ Accessed in the last week

☐ Accessed in the last fortnight

☐ Accessed in the last month

☒ All suppliers

☐ Recently updated

☐ Not paid since

☐ Reported changed details

☐ Updated supplier details audit

☐ Suppliers without supplier reference

☐ Suppliers pending certification approval

☐ Load supplier references from file

Verification Status

☒ Review

☒ Not verified yet

☒ Verified

☒ Self-certified

☐ Inactive

ABN Status

☒ Valid

☒ Invalid

☒ Not Provided

Domestic Or International

Both

(5)

Show

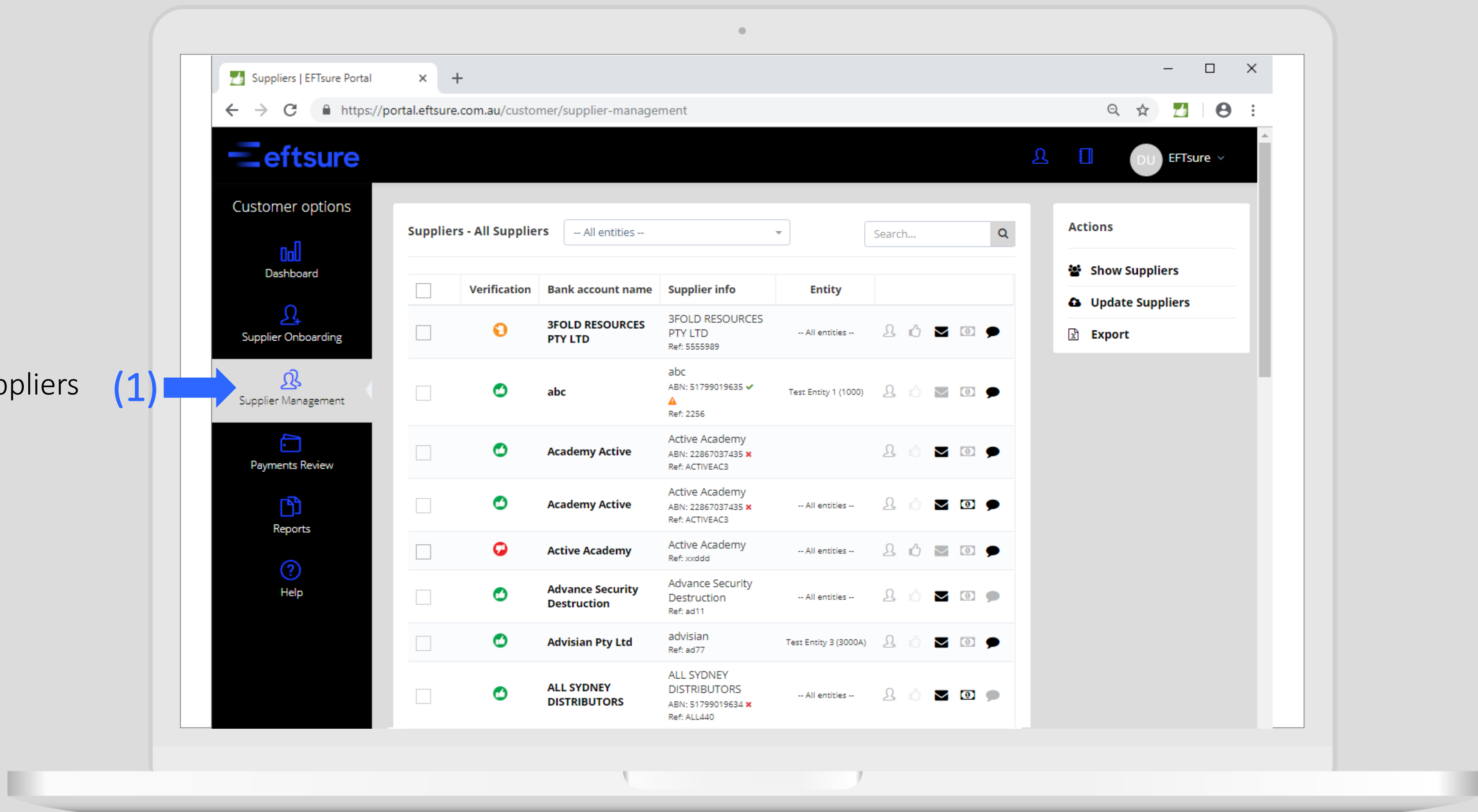
(4) Apply Status Filters

Supplier Management

Export Function

Export function allows the user to export the actively loaded supplier list and generate a Suppliers Report File in Excel Format

(1) →



Supplier Management

Suppliers | EFTsure Portal

https://portal.eftsure.com.au/customer/supplier-management

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Customer options

Dashboard

Supplier Onboarding

Supplier Management

Payments Review

Reports

Help

Suppliers - All Suppliers

-- All entities --

Search...

	Verification	Bank account name	Supplier info	Entity	
<input type="checkbox"/>		3FOLD RESOURCES PTY LTD	3FOLD RESOURCES PTY LTD Ref: 5555989	-- All entities --	
<input type="checkbox"/>		abc	abc ABN: 51799019635 Ref: 2256	Test Entity 1 (1000)	
<input type="checkbox"/>		Academy Active	Active Academy ABN: 22867037435 Ref: ACTIVEAC3	-- All entities --	
<input type="checkbox"/>		Academy Active	Active Academy ABN: 22867037435 Ref: ACTIVEAC3	-- All entities --	
<input type="checkbox"/>		Active Academy	Active Academy Ref: xxxddd	-- All entities --	
<input type="checkbox"/>		Advance Security Destruction	Advance Security Destruction Ref: ad11	-- All entities --	
<input type="checkbox"/>		Advisian Pty Ltd	advisian Ref: ad77	Test Entity 3 (3000A)	
<input type="checkbox"/>		ALL SYDNEY DISTRIBUTORS	ALL SYDNEY DISTRIBUTORS ABN: 51799019634 Ref: ALL440	-- All entities --	

Actions

Show Suppliers

Update Suppliers

Export

(1)

(2)

Update Supplier

You may have made some recent changes to your Accounting Software for cases where your suppliers have notified you of outdated details, suppliers verified as “Incorrect” and now have their updated account details.

These changes can be consolidated and uploaded to eftsure’s portal to sync data and then invite your suppliers to re-verify the details that have just been updated.

Supplier Management

Update Supplier

A supplier file containing updated supplier details is required to be uploaded and should be in CSV Format.

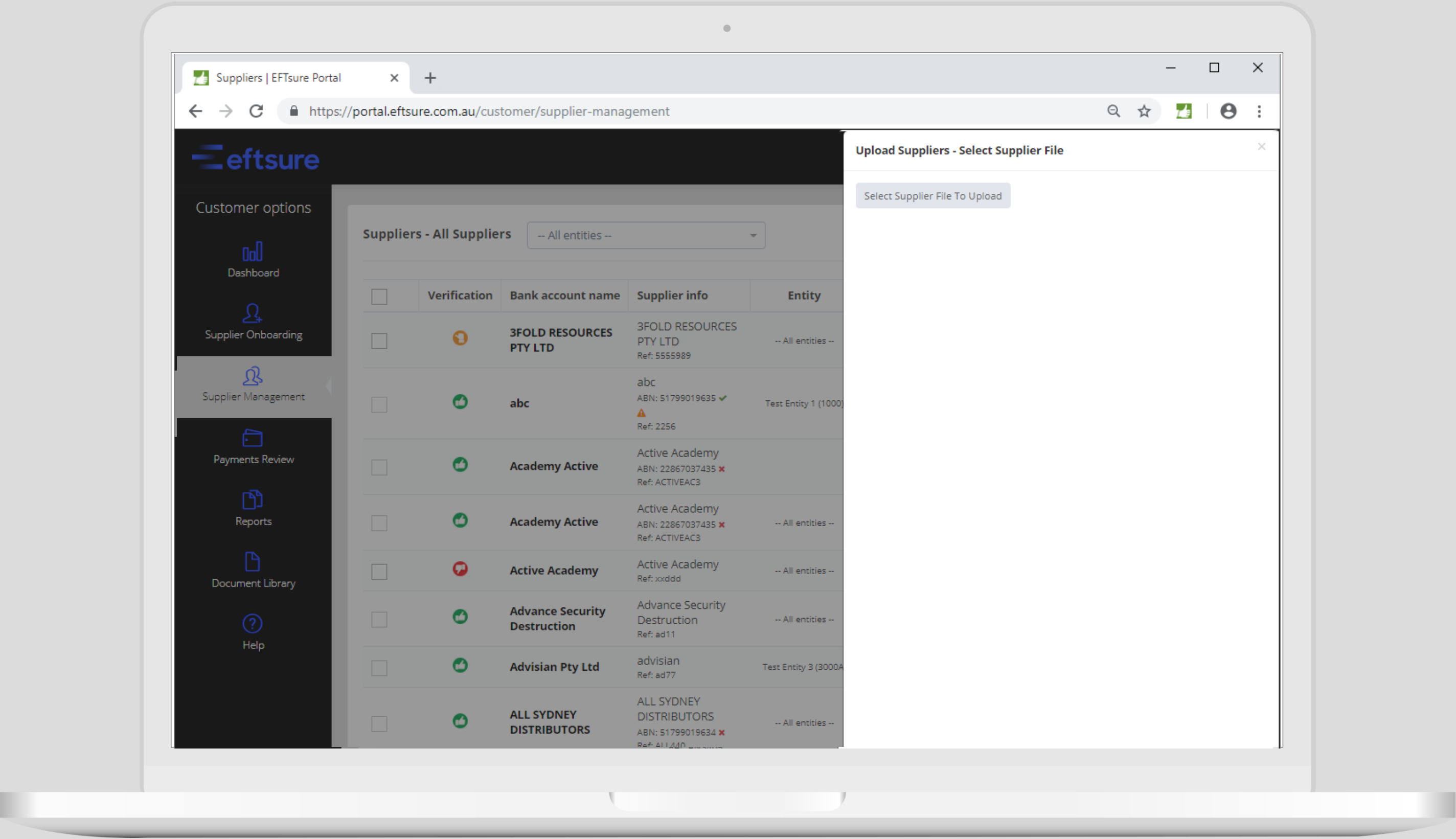
Once the file is selected for upload, the user is prompted with options to map the CSV column headers with Supplier Fields.

Important:

A delimited file is not standardised and may vary depending on the source system thus users need to match column fields on their loaded file with the system's field column to ensure accuracy.

This is done by manually mapping supplier fields.

Please contact eftsure support for a copy of import template file for reference.



Supplier Management

Update Supplier

Select column values on the drop-down boxes and map each of your Supplier Fields.

Optional Fields Include

1. Entity ID – if you are set up with entities/divisions you will need to enter in your Entity Code.
2. Inactive – identifies suppliers that are no longer actively receiving payments or rendering services to the organisation.

Important Note: Inactive entries may be tagged with value of “1”, “Yes” or “Y” and those that are active can be left blank.

The screenshot displays the EFTsure Supplier Management interface. On the left, a sidebar contains navigation options: Dashboard, Supplier Onboarding, Supplier Management (highlighted), Payments Review, Reports, Document Library, and Help. The main area shows a table of suppliers with columns for Verification, Bank account name, and a list of suppliers including 3FOLD RESOURCES PTY LTD, abc, Academy Active, and ALL SYDNEY DISTRIBUTORS. Overlaid on the right is a dialog box titled 'Upload Suppliers - Map File Columns'. This dialog has two columns: 'eftsure Columns' and 'Customer CSV Columns'. The 'eftsure Columns' column lists fields: Supplier Name, Account Name, BSB, Account Number, Email, Supplier Ref, ABN, Entity Id, and Inactive. The 'Customer CSV Columns' column shows corresponding dropdown menus for each field. A blue magnifying glass icon is positioned over the 'Entity Id' and 'Inactive' fields. A blue arrow points from the 'Preview Suppliers' button at the bottom right of the dialog to the text '(5)'. The text '(4) Map each entry' is written in blue above the dialog box.

(4) Map each entry

(5) → Preview Suppliers

Supplier Management

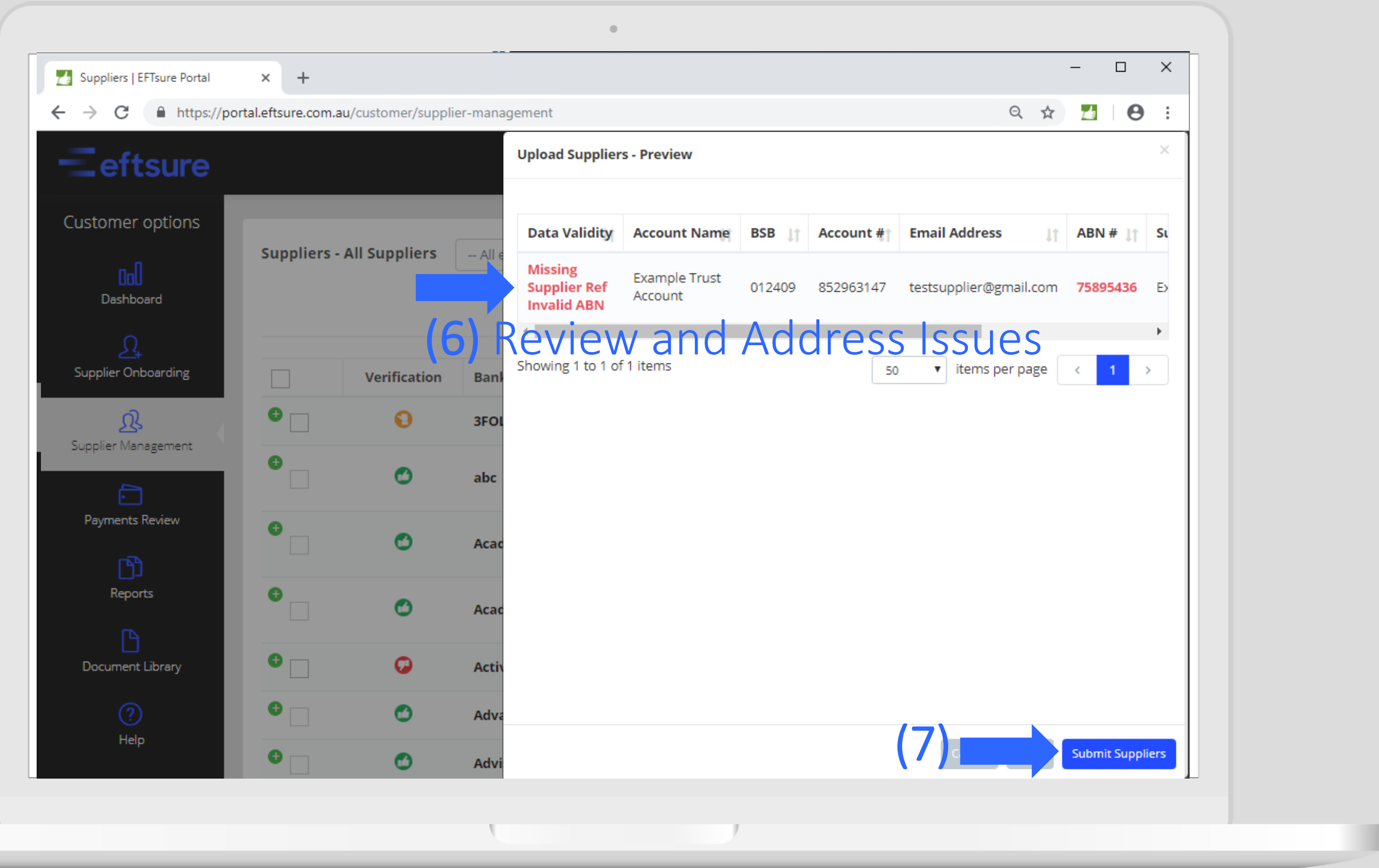
Update Supplier

Previewing suppliers allows users to see impacted data and any relevant issues prior to executing the changes.

Common issues may include alerts for invalid ABNs, invalid file format, invalid email, invalid BSBs, etc.

Issues will appear in **Red**.

Once issues are addressed, clicking “Update Suppliers” triggers the changes.



Supplier Management

Suppliers | EFTsure Portal

https://portal.eftsure.com.au/customer/supplier-management

eftsure

Customer options

Dashboard

Supplier Onboarding

Supplier Management

Payments Review

Reports

Help

Suppliers - Without Supplier Reference

-- All entities --

Search...

	Verification	Bank account name	Supplier info
<input checked="" type="checkbox"/>		Andrew O'Brien	Andrew O'Brien
<input checked="" type="checkbox"/>		Area Contracting	Area Contracting ABN: 15146197122
<input checked="" type="checkbox"/>		Area Contracting	Area Contracting ABN: 15146197122
<input checked="" type="checkbox"/>		Curby's Trophies Engraving & Name Badges	Curby's Trophies Name Badges
<input checked="" type="checkbox"/>		Curby's Trophies Engraving & Name Badges	Curby's Trophies Name Badges
<input checked="" type="checkbox"/>		DIMENSION DATA AUSTRALIA P/L	DIMENSION DATA P/L

Supplier found in VMF

BSB

032108

Bank Account Number

123463

Account Name

Andrew O'Brien

Supplier Name

Andrew O'Brien

Supplier Reference

Entity Id

-- All entities --

(4)

Continue

Update Supplier

After scanning an ABA file in the portal, if it is not an existing supplier record a question mark (?) will be displayed as the supplier reference code. This could be a new supplier or changed account details of an existing supplier. Users can directly update the reference code and ABN in Supplier Management and this will automatically merge with the existing record where relevant.

Supplier Management

(1)

Supplier Management

Suppliers - All Suppliers

	Verification	Bank account name	Supplier info	Entity
<input type="checkbox"/>		Eftsure	Eftsure ABN: not registered Ref: S5eftsure99	Test Entity 1 (1000)

Showing 1 to 1 of 1 items

Actions

Create Supplier

Create Supplier

Populate the details

Supplier Name

Entity

Supplier Email *

Country*

Supplier Reference

Bank Name

Account Name *

(Australia) BSB Number *

Bank Account Number *

ABN / ACN

(3)

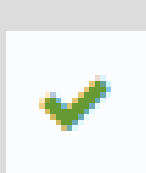
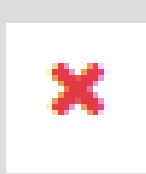
Create Supplier

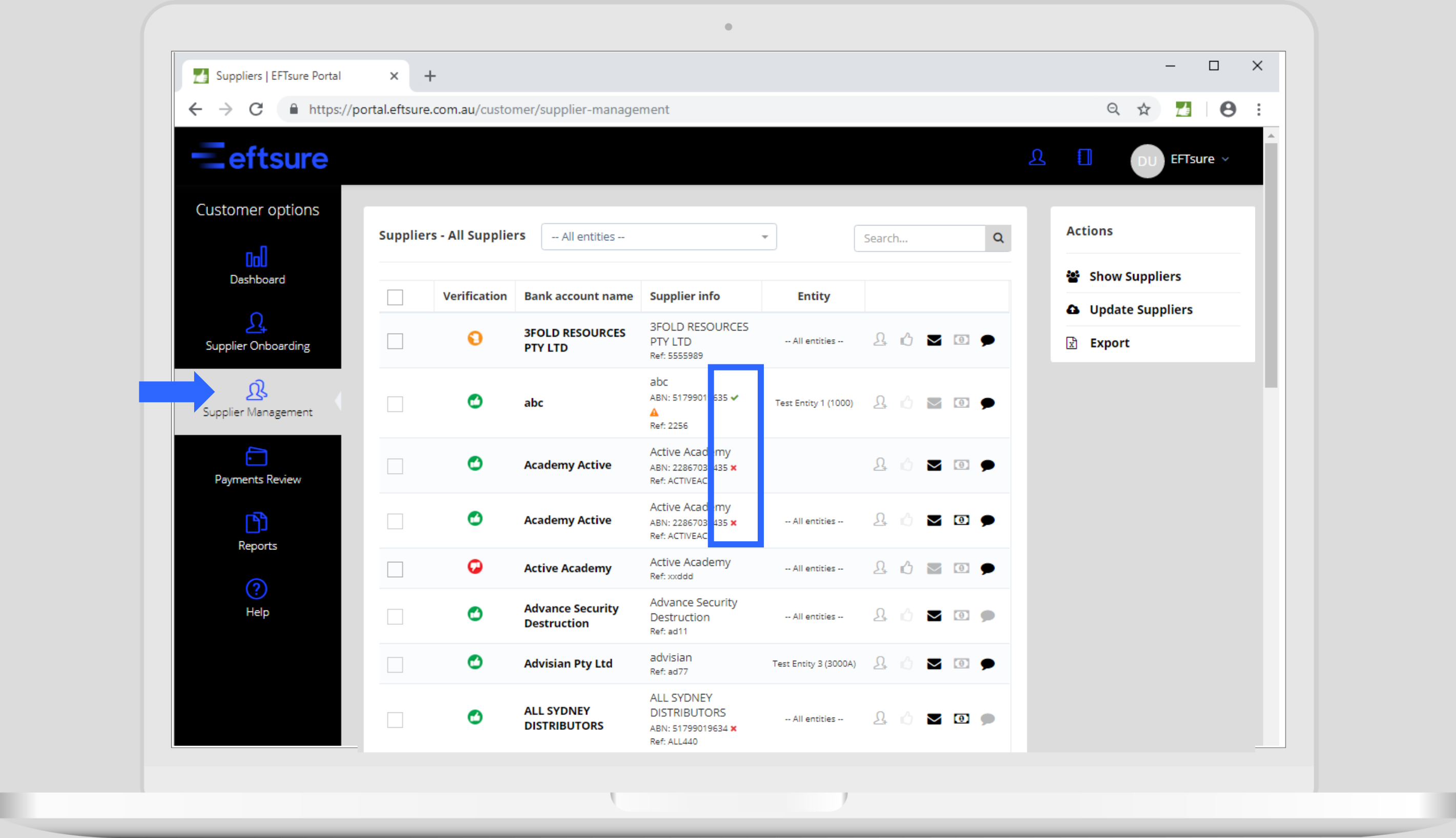
Create Supplier

Users who have ‘Supplier Management Account Details’ role can individually create new suppliers directly within Supplier Management.

Supplier Management

Supplier Management interface allows the users to view ABR and GST status of the suppliers. Under the ABR status column:


-  Green tick indicates valid ABN and GST registered.
-  Red cross indicates invalid ABN and GST not registered.




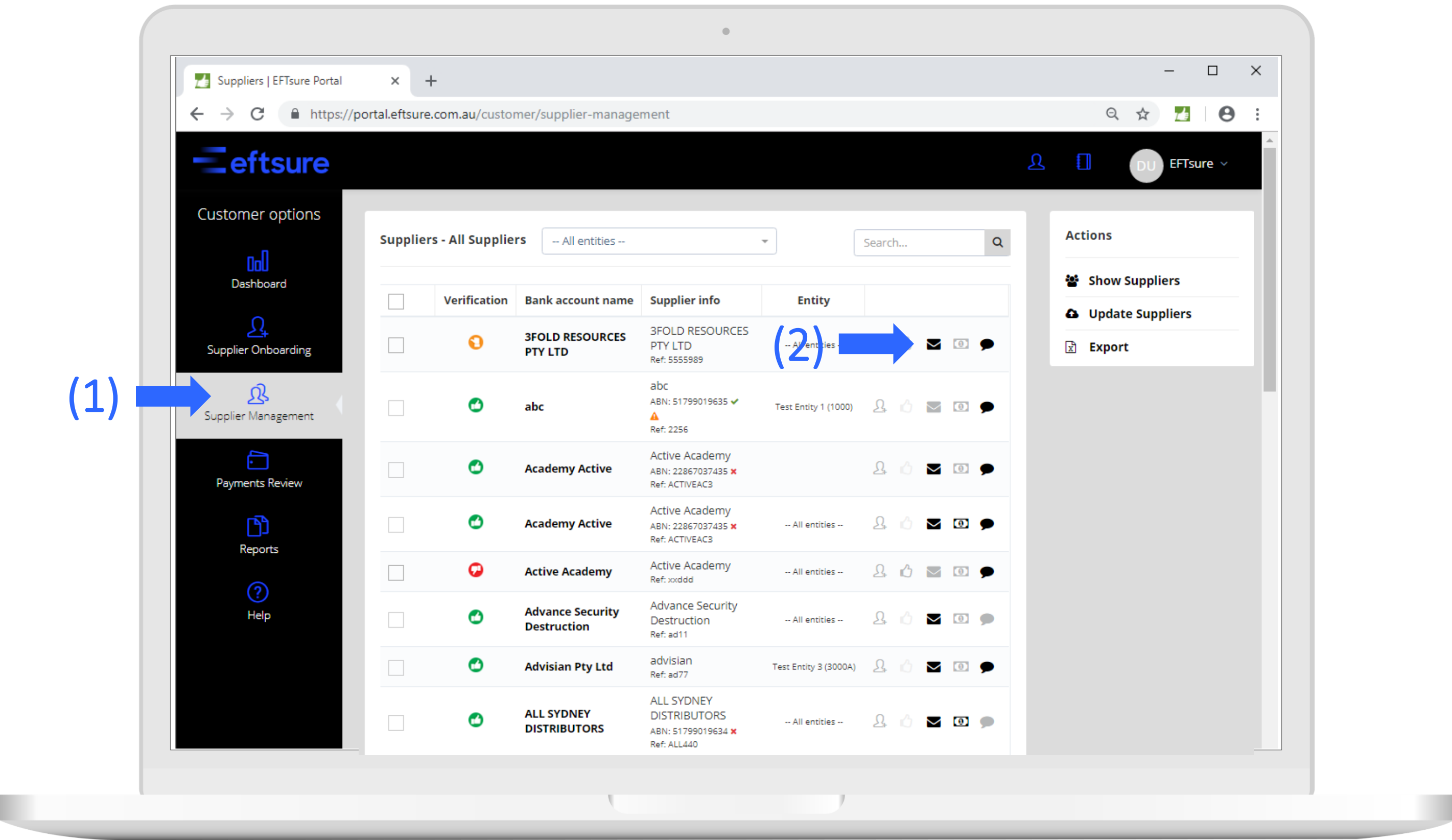
Supplier Management

Updating Supplier Email Address

Nominated email address for a supplier can be updated using the eftsure Portal's Supplier Management Functionality.

Email addresses can be added by clicking on the  icon for each supplier entry.

Supplier entries with assigned email addresses are marked with 

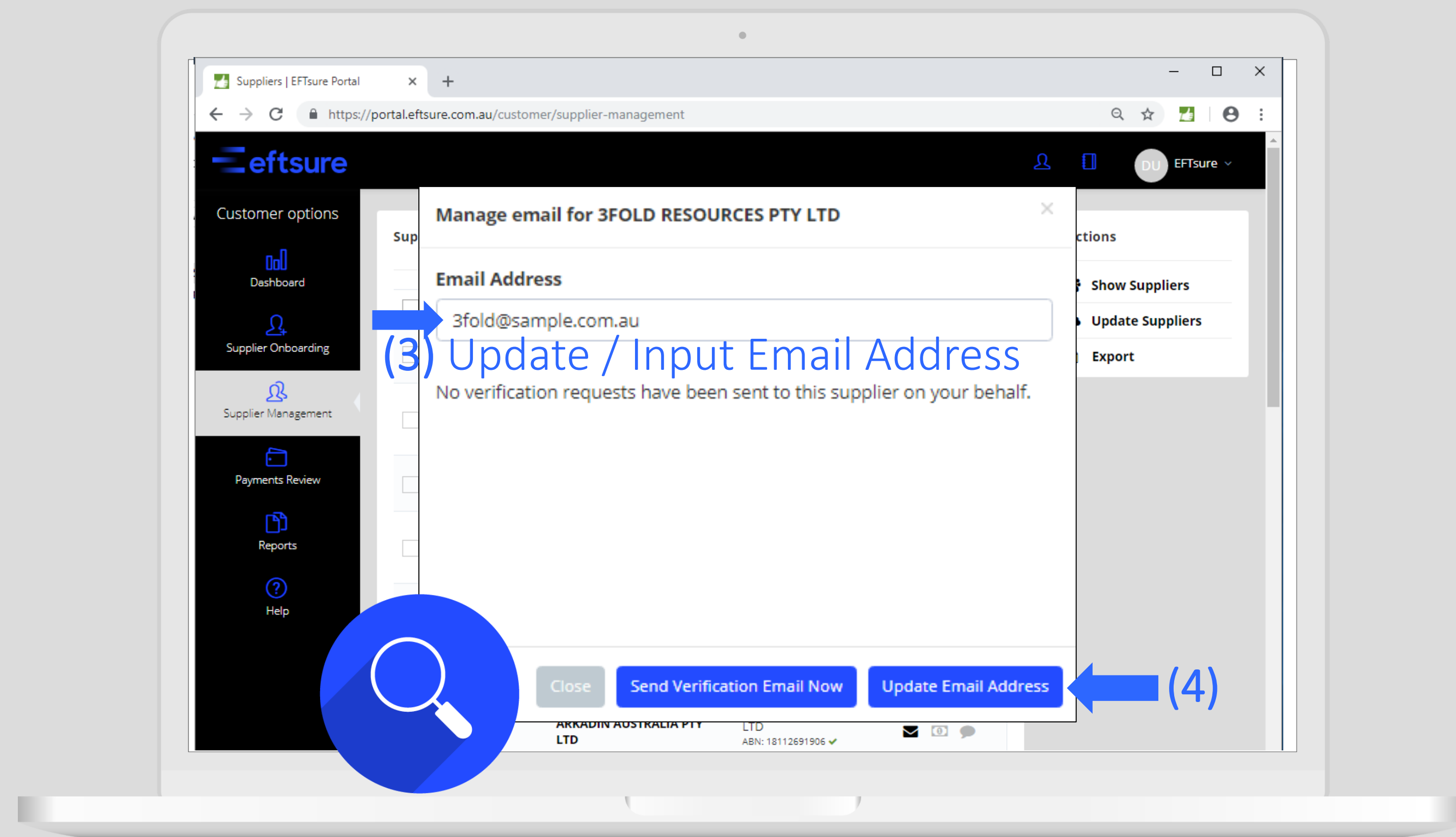


Supplier Management

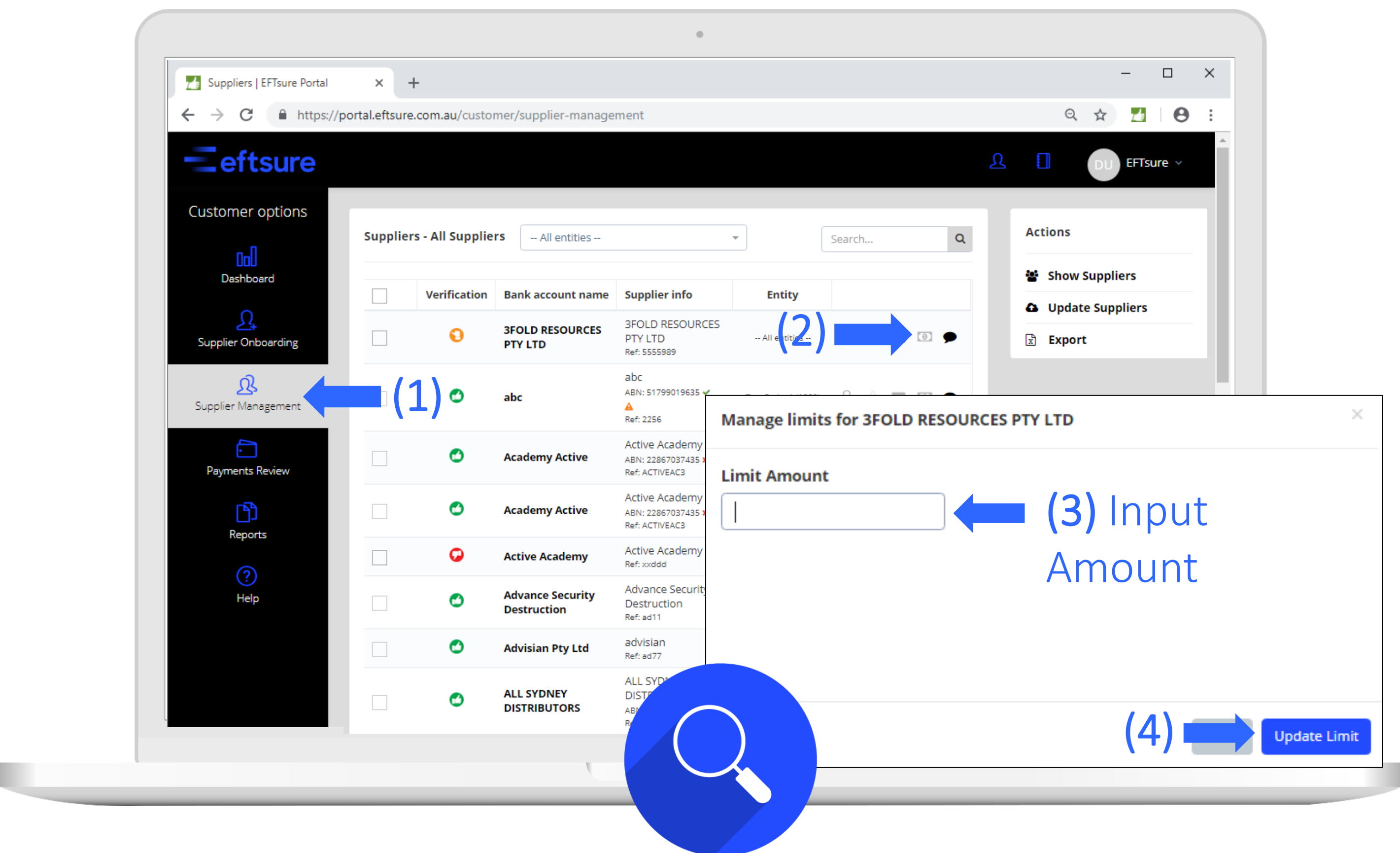
Updating Supplier Email Addresses

Maintaining authorised email addresses for your suppliers ensures that the verification email will be sent to a legitimate supplier accounts contact.

Users will be informed upon email entry in case there has been previous verification requests sent to the target supplier entry.



Supplier Management



Updating Payment Limit

Payment limits can be set to notify users whenever the payment amount exceeds the specified value. For cases that no payment limit is specified, the system will automatically notify the user for payments exceeding 20% more than the previous maximum payment made for this supplier. Limits are in AUD currency.

Setting amount is done by clicking  and setting an amount.


Supplier Management

The screenshot shows the EFTsure Supplier Management interface. The left sidebar contains navigation links: Dashboard, Supplier Onboarding, Supplier Management (highlighted with a blue arrow and label (1)), Payments Review, Reports, and Help. The main content area displays a table of suppliers. The first row is for '3FOLD RESOURCES PTY LTD'. A blue arrow and label (2) point to the comment icon in the 'Entity' column of this row. A modal window titled 'Please enter comment for 3FOLD RESOURCES PTY LTD' is open, showing a 'Comments Log' and a 'New Comment' text input field. A blue arrow and label (3) point to this input field. At the bottom right of the modal, a blue arrow and label (4) point to the 'Post Comment' button.

Verification	Bank account name	Supplier info	Entity
<input type="checkbox"/>	3FOLD RESOURCES PTY LTD	3FOLD RESOURCES PTY LTD Ref: 5555989	-- All entities --
<input type="checkbox"/>	abc	abc ABN: 51799019635 Ref: 2256	Test Entity 1 (1000)
<input type="checkbox"/>	Academy Active	Active Academy ABN: 22867037435 Ref: ACTIVEAC3	-- All entities --
<input type="checkbox"/>	Academy Active	Active Academy ABN: 22867037435 Ref: ACTIVEAC3	-- All entities --
<input type="checkbox"/>	Active Academy	Active Academy Ref: xxxddd	-- All entities --
<input type="checkbox"/>	Advance Security Destruction	Advance Security Destruction Ref: ad11	-- All entities --
<input type="checkbox"/>	Advisian Pty Ltd	advisian Ref: ad77	Test Entity 3 (3000A)
<input type="checkbox"/>	ALL SYDNEY DISTRIBUTORS	ALL SYDNEY DISTRIBUTORS ABN: 51799019634 Ref: ALL440	-- All entities --

Adding Comments

Comments allow users to add descriptive information regarding a specific supplier entry visible to other users as well. This works well to assist maintenance users and approvers in the course of payment reviews.

Adding a comment is done by clicking , inputting text and posting comments.

Supplier Management

Suppliers | EFTsure Portal

https://portal.eftsure.com.au/customer/supplier-management

eftsure

Customer options

Dashboard

Supplier Onboarding

Supplier Management

Payments Review

Reports

Help

Suppliers - All Suppliers

-- All entities --

Search...

	Verification	Bank account name	Supplier info	Entity	
<input type="checkbox"/>		3FOLD RESOURCES PTY LTD	3FOLD RESOURCES PTY LTD Ref: 5555989	(2) →	✉
<input type="checkbox"/>		abc	abc ABN: 51799019635 ✓ Ref: 2256		
<input type="checkbox"/>		Academy Active	Active Academy ABN: 22867037435 ✗ Ref: ACTIVEAC3		
<input type="checkbox"/>		Academy Active	Active Academy ABN: 22867037435 ✗ Ref: ACTIVEAC3		
<input type="checkbox"/>		Active Academy	Active Academy Ref: xxxddd		
<input type="checkbox"/>		Advance Security Destruction	Advance Security Destruction Ref: ad11		
<input type="checkbox"/>		Advisian Pty Ltd	advisian Ref: ad77		
<input type="checkbox"/>		ALL SYDNEY DISTRIBUTORS	ALL SYDNEY DISTRIBUTORS ABN: 51799019634 ✗ Ref: ALL440		

Actions

Show Suppliers

Update Suppliers

Export

Manage email for 3FOLD RESOURCES PTY LTD

Email Address

3fold@sample.com.au

No verification requests have been sent to this supplier on your behalf.

(3) →

Send Verification Email Now

Update Email Address

Sending Verification Emails

Users can send verification email requests to suppliers who haven't completed verification, those who advised of incorrect details thus requiring them to re-verify the recently updated supplier record to ensure accuracy.

Supplier entries should have submitted a valid email address before this feature is enabled.

Supplier Management

Self-Certification



Supplier not yet verified?



Red Statuses?



What to do?

We have been paying into this account as per their invoice (or any submitted supporting documents & bank certificates) and suppliers are indeed receiving the payments.

Accounts Payable Users may have come across supplier entries whose details are not yet verified or marked with a red thumbs.

There may be cases where the supplier has yet to complete the verification process via eftsure for a particular reason (e.g. security policies from the supplier end, prefers a different way of verifying, etc.) and that the customer's Accounts Payable Department is aware and is confident that the details they hold are correct thus they are still in Red or Orange thumbs and may be eligible for self-certification.

eftsure Portal via Supplier Management allows ADMIN users to request these suppliers to be Certified after they reviewed record as per their internal control process.

Self-Certified supplier entries are tagged with




Supplier Management

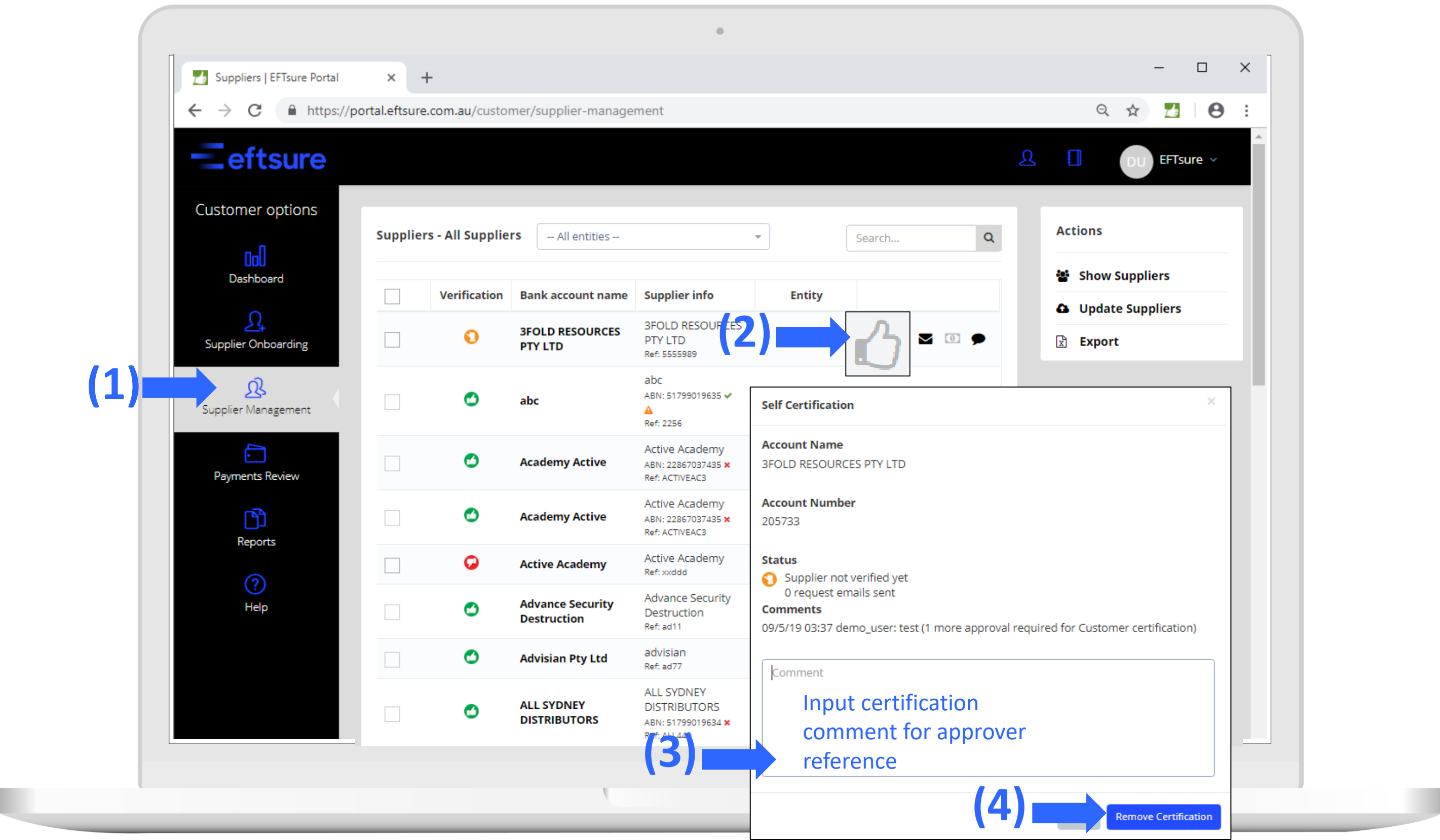
Certification Requests

This process requires 2 or more user approvals to successfully complete certification. The two signature process is an option which can be turned on or off.

Eligible supplier entries for self-certification are marked with 

Users may perform single self-certification or multiple / bulk self-certification requests.

Clicking  for selected supplier entries triggers the certification request.








Supplier Management

Certification Approval

Once the request has been submitted for approval, other users who have the Self-Certification role will be prompted with a list of suppliers pending certification approvals under Supplier Management Screen.

To initiate approval, click  and review details.

Suppliers - Pending Approval					
		-- All entities --		Search...	
<input type="checkbox"/>	Verification	Bank account name	Supplier info	Entity	
<input type="checkbox"/>		Active Academy	Active Academy Ref: xxxddd	-- All entities --	   
Showing 1 to 1 of 1 items					
20 items per page << < 1 > >>					

(1)



Self Certification


Account Name

Active Academy

Account Number

33030303

Status



Verified Name is ACA ABC
Branch Code and Account Number are correct

Comments

23/5/19 11:10 supplier: Verified account details
23/5/19 11:07 admin231: test (1 more approval required for Customer certification)

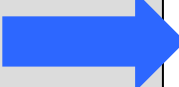
Comment

(3) Approve

Certify

Remove Certification

(2) Input approver comments



(3) Approve

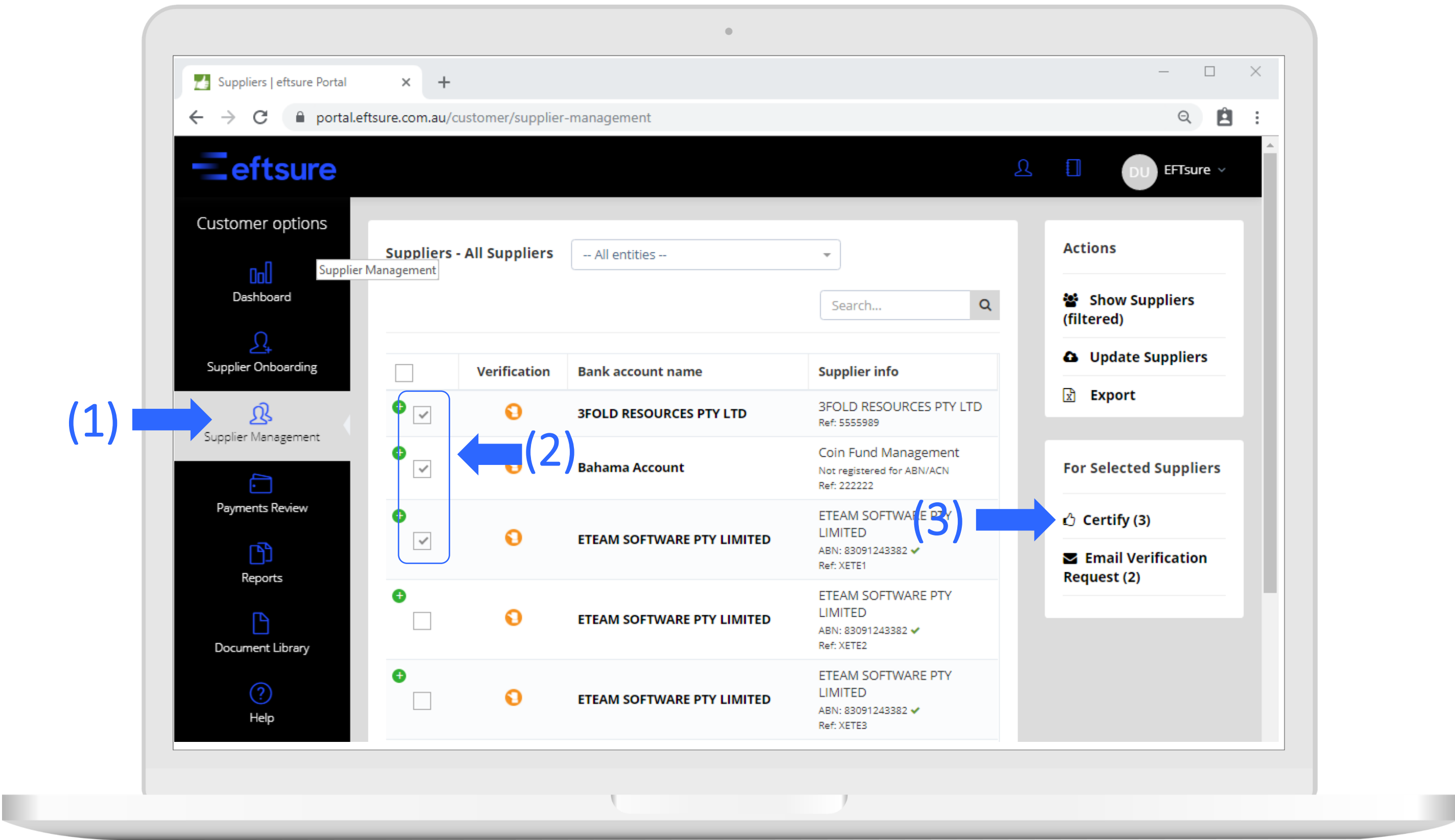


Supplier Management

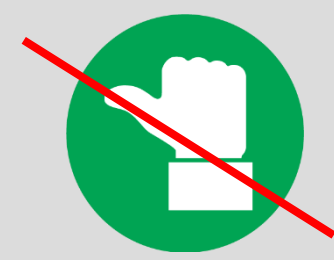
Multiple Certification Requests (bulk)

Selecting multiple suppliers triggers bulk certification requests.

Clicking  **Certify** for selected supplier entries triggers the certification request.



Supplier Management



Cancelling Certification

Certified suppliers can be updated to remove certification and update the status to its previous state.

Removing certification requires Admin privileges.

Suppliers | eftsure Portal

portal.eftsure.com.au/customer/supplier-management

eftsure

Customer options

Dashboard

Supplier Onboarding

Supplier Management

Payments Review

Reports

Document Library

Help

Suppliers - All Suppliers

-- All entities --

Search...

	Verification	Bank account name	Supplier info	Entity	
<input type="checkbox"/>		MALLESONS STEPHEN JACQUES	MALLESONS STEPHEN JACQUES ABN: 22041424954 Ref: MALL01	Test Entity 1 (1000)	(2)
<input type="checkbox"/>		abc	abc ABN: 51799019635 Ref: 2256	Test Entity 1 (1000)	
<input type="checkbox"/>		Academy Active	Active Academy ABN: 22867037435 Ref: ACTIVEAC3	-- All entities --	
<input type="checkbox"/>		Academy Active	Active Academy ABN: 22867037435 Ref: ACTIVEAC3	-- All entities --	
<input type="checkbox"/>		Active Academy	Active Academy Ref: xxxddd	-- All entities --	
<input type="checkbox"/>		Advance Security Destruction	Advance Security Destruction Ref: ad11	-- All entities --	
<input type="checkbox"/>		Advisian Pty Ltd	advisian Ref: ad77	Test Entity 3 (3000A)	
<input type="checkbox"/>		ALL SYDNEY DISTRIBUTORS	ALL SYDNEY DISTRIBUTORS ABN: 51799019634 Ref: ALL440	-- All entities --	

Actions

Show Suppliers

Update Suppliers

Export

Self Certification

Account Name

MALLESONS STEPHEN JACQUES

Account Number

457251299

Status

Self-certified

Comments

06/3/19 11:07 msc123@uowmail.edu.au: Approved (Customer certification completed)
06/3/19 11:01 admin231: The account details are correct. (1 more approval required for Customer certification)


Comment

(3) Input certification cancellation comment for reference


(4)

Supplier Management

Change Request

If a supplier's details have changed, you may now send them a change request directly from Supplier Management. Click on the  icon to show the request window.

You may also select which 'Sections to Update' on the form for the supplier to fill out.



Customer options

Dashboard

Supplier Onboarding

Supplier Management






Payments Review

Suppliers - All Suppliers

-- All entities --

eftsure

Q

	Verification	Bank account name	Supplier info	
<input type="checkbox"/>				
<input type="checkbox"/>		EFTsure	eftsure ABN: 21168403736 ✓ Ref: eft100	<div></div>

Showing 1 to 1 of 1 items

20 items per page

<< < 1 > >>

Actions

Show Suppliers (filtered)

Update Suppliers

Export

Contact Last Name *

Email Address *

Contact Mobile Phone Number

Please make sure the mobile number is correct - it will be used to send a security code to the supplier to complete the onboarding.

Supplier Landline Number

Supplier EFT details provision options: *

☒ Get EFT details directly from bank

☒ Enter EFT details

☒ Allow international bank accounts

☒ Allow cash/cheque/other

Onboarding Form

Default

Sections To Update: *

Australian Business Registry Information

Trading Name Information

Payment Information

Growth Wage Rates

Letter Head

References

Message

CancelContinue

Supplier Management

Verification Pending Status

When a change request is sent to existing suppliers the verification status will change to orange thumb status with the description 'Verification status is pending Onboarding'.

eftsure

Customer options

Dashboard

Supplier Onboarding

Supplier Management

Payments Review

Suppliers - All Suppliers

-- All entities --

eftsure

Q

	Verification	Bank account name	Supplier info	
<input type="checkbox"/>		EFTsure	eftsure ABN: 21168403736 ✓ Ref: eft100	

Showing 1 to 1 of 1 items

20 items per page

<< < 1 > >>

Actions

Show Suppliers (filtered)

Update Suppliers

Export

eftsure

Customer options

Dashboard

Supplier Onboarding

Supplier Management

Payments Review

Suppliers - All Suppliers

-- All entities --

Search... x Q

	Verification	Bank account name	Supplier info	Entity	
<input type="checkbox"/>		Eftsure	Eftsure ABN: not registered Ref: eft100	Test Entity 1 (1000)	

Showing 1 to 1 of 1 items

20 items per page

<< < 1 > >>

Actions

Show Suppliers (filtered)

Update Suppliers

Create Supplier

Export

Verificaion status is pending onboarding
07/8/20 15:28 : Verification status pending onboarding
07/8/20 15:28 admin231: Added supplier record

Supplier Management Tips



Red Thumb

Supplier verified account details are Incorrect

Customer needs to contact supplier, confirm new account details, update their records, update eftsure

Account name is different from verified account name

Customer to update their records and update eftsure OR Self Certify



Orange Thumb

New Suppliers or Not yet Verified

Send verification email to supplier OR Self Certify OR set to inactive if you are no longer dealing with the supplier



Green Thumb

Supplier Verified Account

Customers may opt to maintain non-account number related details such as setting limits, keeping the accounts email up to date or even add comments / descriptions to maximise portal's features.

Supplier Onboarding



Supplier Onboarding Solution

Vendor Management Challenges

- Manual supplier onboarding and data entry takes time, is inefficient and costly
- Verifying supplier data to ensure accuracy is difficult
- Continuous data verification is required
- Changes to supplier information need to be tracked
- Alerts are required for compliance and governance



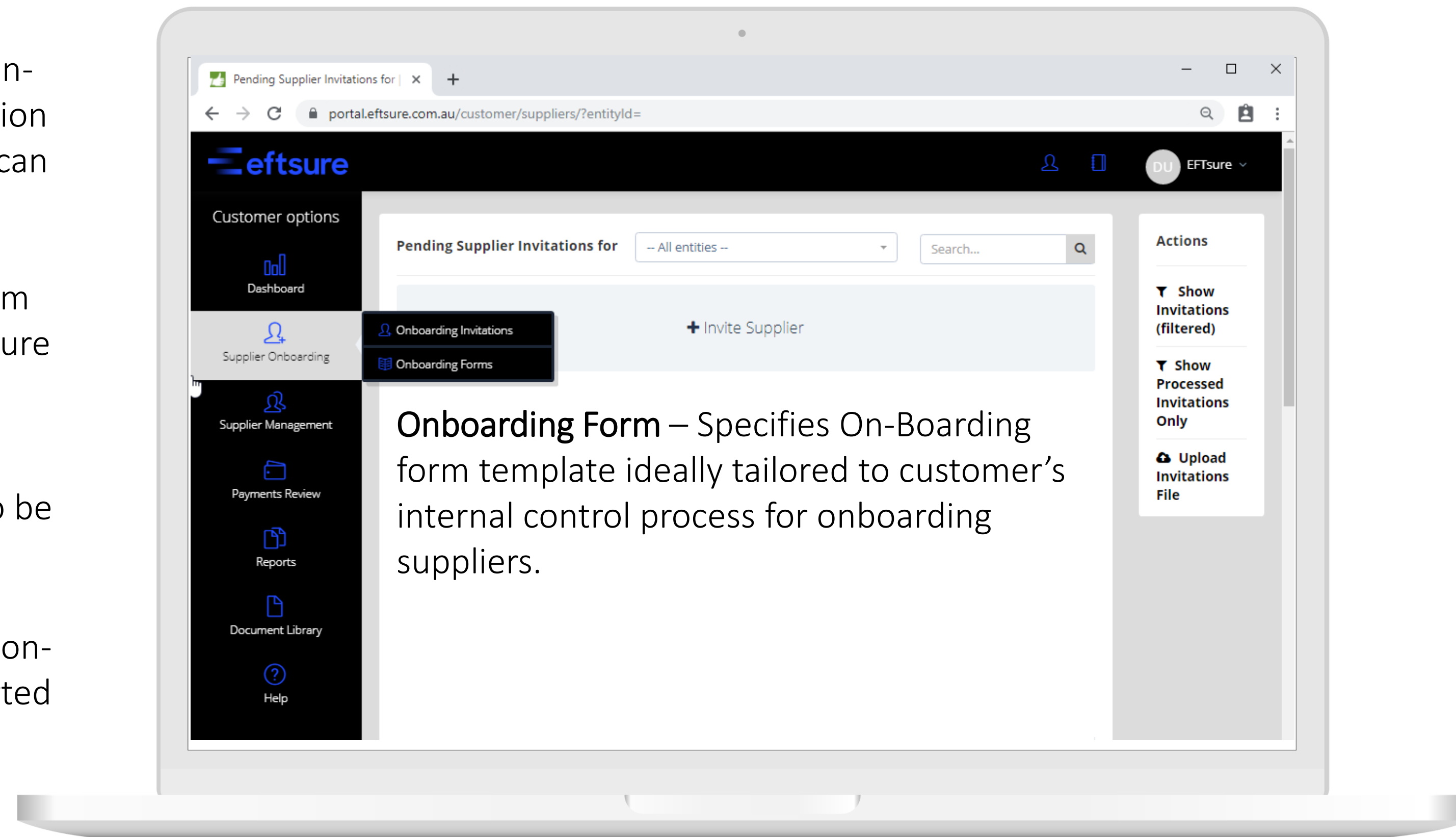
Supplier Onboarding

Supplier Onboarding

This functionality will streamline the process of supplier onboarding for seamless supplier management and verification by inviting new suppliers to complete their details. Users can also access new supplier details of suppliers who have reported their details as incorrect during the verification process. eftsure then verifies the details and provides them to you for update in your system in PDF or CSV form. eftsure also has API calls available for integration. Please contact your Customer Success Manager for further information.

This feature requires Supplier On-Boarding Permissions to be provided by eftsure upon request.

Onboarding Invitations – lists down all active supplier onboarding invitations sent and suppliers who **have** reported their details are incorrect during the verification process.



Supplier Onboarding Form Creation

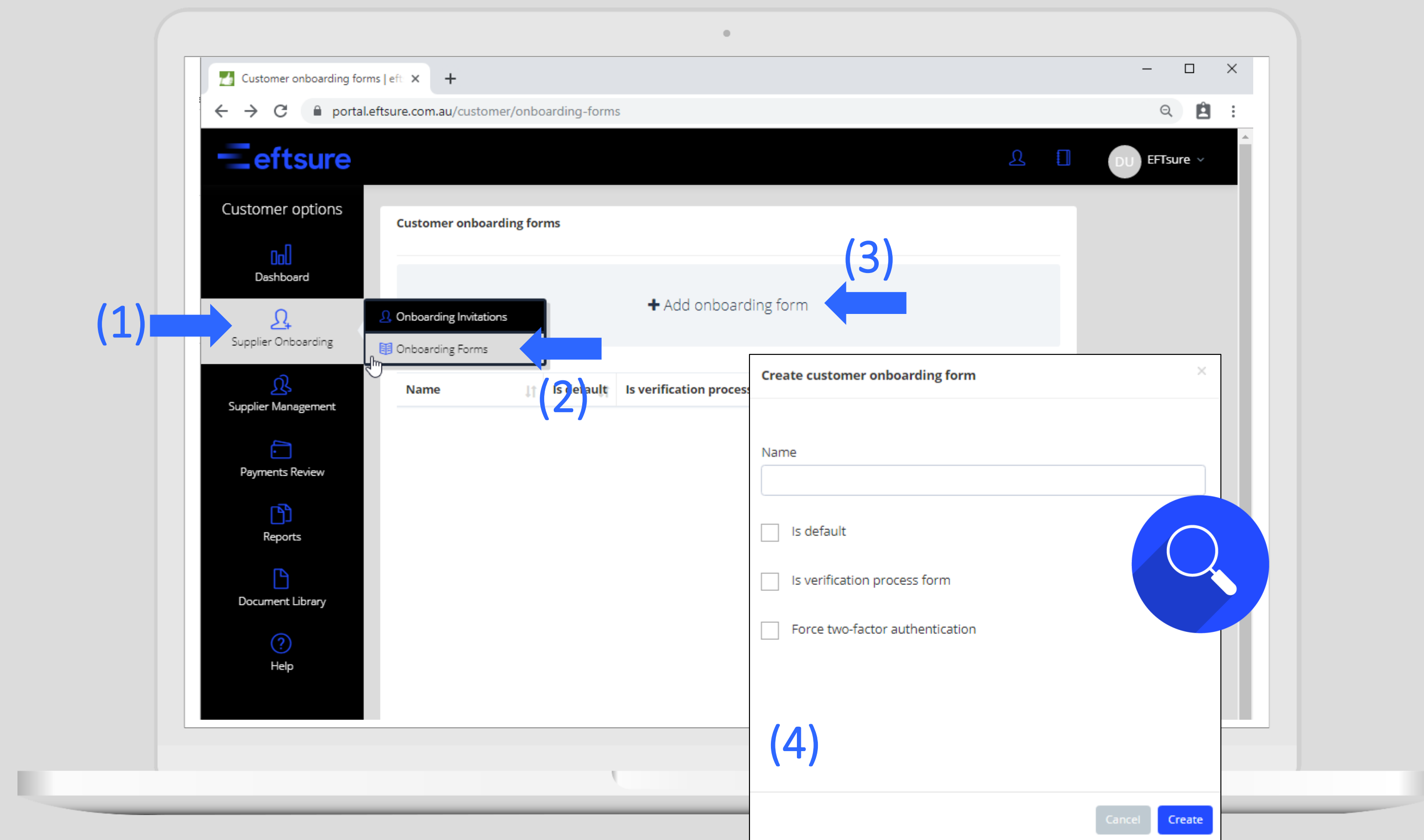
Onboarding Form

Users with Supplier Onboarding role can customize the onboarding form template prior to sending Supplier Onboarding Invitations.

This template provides a default set of fields and also allows users to create customer fields to request any information which may be particular to their organisation.

Important Note:

Changes will not be available to supplier until form is Published.



Onboarding Form and Customisations

Customise Form

+ Custom Section

+ Short Text Entry (Textbox)

+ Long Text Entry (Textarea)

+ Number Entry (Numberbox)

+ Single Selection (Radio)

+ Single Selection (Combo box)

+ Multiple Selection (Checkbox)

+ Multiple Selection (Combo box)

+ Date Entry

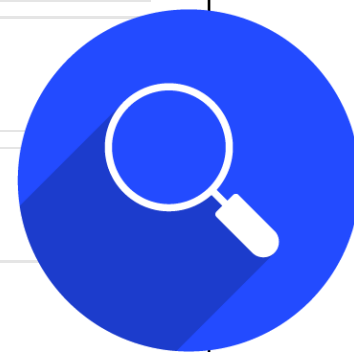
+ File upload

Preview

Publish

ⓘ

 changes will not be available to supplier until form is published.



Onboarding Form

The Onboarding Form by default includes the following information to be populated by the supplier upon on-boarding request.

- Australian Business Registry Information – this includes supplier entity information to include their name, GST Registration, ABN and entity type.
- Trading Name
- Physical Address
- Postal Address
- Other Company Information – includes contact details and website information
- Payment Information – includes Bank Account Details

With respect to your internal control process, this can be tailored as per the fields you require upon supplier on-boarding.

You can drag or double click the fields on the left to the on-boarding form to add custom sections on your Supplier Onboarding Form.

Onboarding Form and Customisations

You can **drag** or **click** the fields on the right of the onboarding form to add custom sections on your Supplier Onboarding Form. The custom section can either be Textbox for text input, **Radio** for single item selection, **Checkbox** for multiple item selection or File Upload to enable additional attachments required from your suppliers.

The screenshot displays the Eftsure onboarding form customization interface. The main form area shows a 'Sample Custom Section' containing two items: 'Sample Short Text Entry' (Id: 2777) and 'Sample File Upload' (Id: 2779). A magnifying glass icon is overlaid on the 'Sample File Upload' item. To the right, the 'Customise Form' panel lists various field types: '+ Custom Section', '+ Short Text Entry (Textbox)', '+ Long Text Entry (Textarea)', '+ Number Entry (Numberbox)', '+ Single Selection (Radio)', '+ Single Selection (Combo box)', '+ Multiple Selection (Checkbox)', '+ Multiple Selection (Combo box)', '+ Date Entry', and '+ File upload'. A dashed orange line connects the 'Short Text Entry (Textbox)' option in the panel to the 'Sample Short Text Entry' field in the form. Another dashed orange line connects the 'File upload' option in the panel to the 'Sample File Upload' field in the form. At the bottom of the panel are 'Preview' and 'Publish' buttons, and a note stating 'changes will not be available to supplier until form is published.'

Onboarding Form and Customisations

Special Formatting Instructions

The following table includes the instructions to add special formatting to the onboarding form.

Type of Formatting	Instructions	Example
Underline	Add two 'underlines' before and after text	__Underline__
Italics	Add asterisk before and after text	*italics*
Emojis	Enter colon at beginning and end of type of emoji	:smiley: :worried: :sunglasses: :confused:
Link to website	Include text to show in form in square brackets and include URL afterwards in round brackets	[eftsure](https://eftsure.com.au)

Example Editing Form

≡ Special Formatting Examples

≡ __Underline__ *Italics* :smiley: [eftsure](https://eftsure.com.au)

Example Previewing Form

Special Formatting Examples

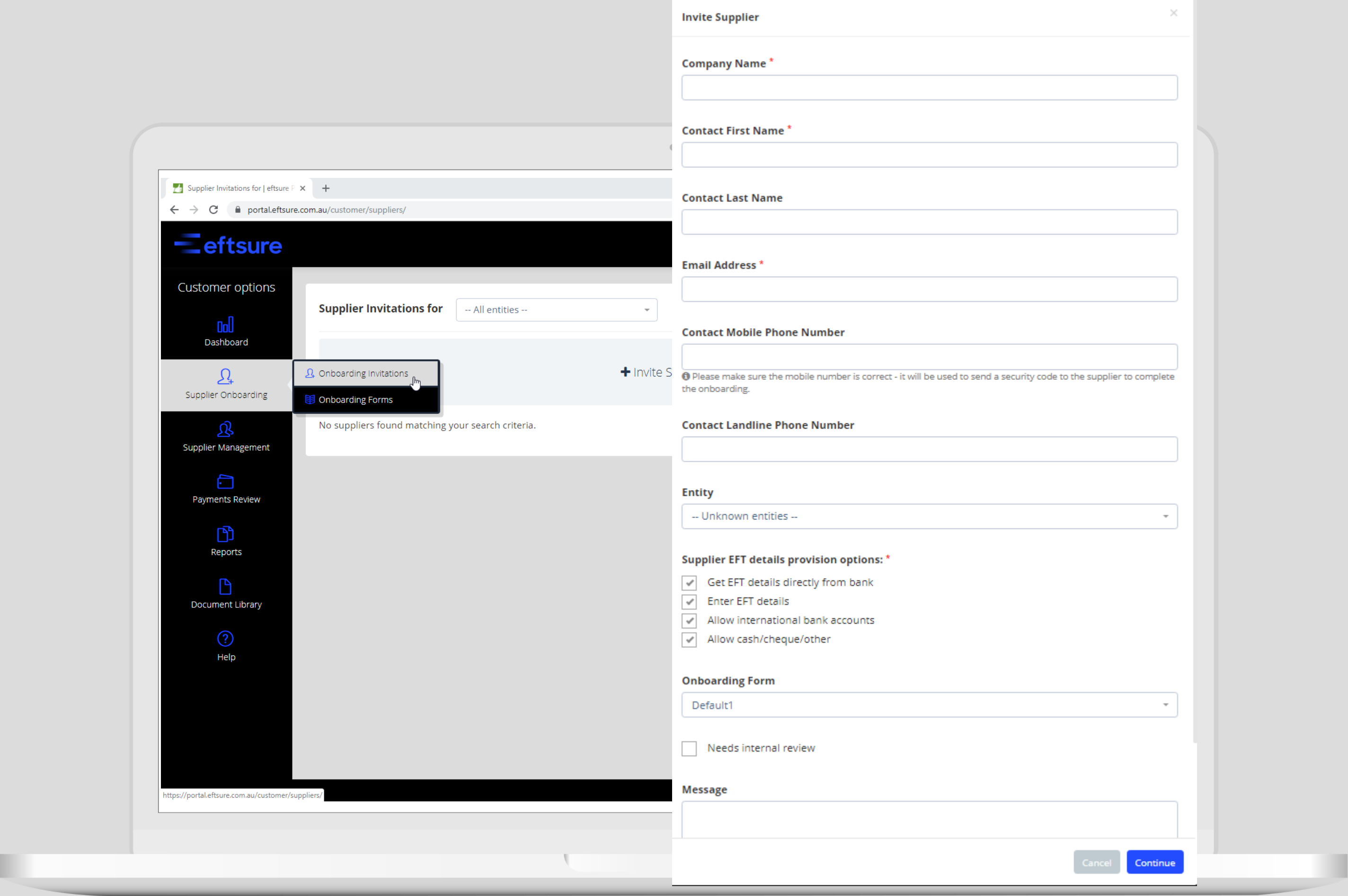
Underline *Italics* 😊 [eftsure](#)

Inviting Suppliers

Supplier Invitation

Once your onboarding template has been published you may now invite your suppliers.

Inviting suppliers enables them to complete their details & undergo a 2-Factor SMS Authentication.



Inviting Suppliers

SMS to suppliers

If a mobile number is provided while sending the onboarding invite / Change request below text message can be sent to the vendor automatically to encourage them to complete the form. This is a configuration and is not sent by default. Please contact eftsure if you would like to set this up for your organization.

“eftsure in conjunction with the Company Name have emailed you an onboarding invitation to confirm your bank details. It is noted that the Company name cannot raise payment to suppliers without this process being complete. Please call [customer] on [xxxxxxxxxx] should you require further clarification of this process.”

The screenshot displays the eftsure Supplier Invitations interface. On the left is a sidebar with navigation options: Customer options (Dashboard), Supplier Onboarding (Onboarding Invitations, Onboarding Forms), Supplier Management, Payments Review, Reports, Document Library, and Help. The main content area shows 'Supplier Invitations for' with a dropdown set to '-- All entities --' and a '+ Invite S' button. Below this, it states 'No suppliers found matching your search criteria.' An 'Invite Supplier' modal form is open on the right, containing the following fields and options:

- Company Name *** (text input)
- Contact First Name *** (text input)
- Contact Last Name** (text input)
- Email Address *** (text input)
- Contact Mobile Phone Number** (text input, highlighted with a red border and a note: 'Please make sure the mobile number is correct - it will be used to send a security code to the supplier to complete the onboarding.')
 - Contact Landline Phone Number** (text input)
- Entity** (dropdown menu, currently set to '-- Unknown entities --')
- Supplier EFT details provision options: ***
 - ☒ Get EFT details directly from bank
 - ☒ Enter EFT details
 - ☒ Allow international bank accounts
 - ☒ Allow cash/cheque/other
- Onboarding Form** (dropdown menu, currently set to 'Default1')
 - ☐ Needs internal review
- Message** (text input)

At the bottom right of the modal are 'Cancel' and 'Continue' buttons.

Inviting Suppliers

Invite Supplier

Company Name *

Contact First Name *

Contact Last Name

Email Address *

Contact Mobile Phone Number

Please make sure the mobile number is correct - it will be used to send a security code to the supplier to complete the onboarding.

Contact Landline Phone Number

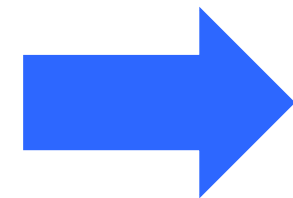
Entity

-- Unknown entities --

Supplier EFT details provision options: *

Cancel

Continue



Supplier Landline Number

Supplier EFT details provision options: *

☒ Get EFT details directly from bank

☒ Enter EFT details

☒ Allow cash/cheque payments

#INVOICENUMBER

15

#INVOICEAMOUNT

100

#INVOICEDescription

Payment Protection Services

Message

Dear supplier,

In order for us to set you up as a new supplier and make accurate and efficient payments, please can you complete this form. Just so that you know this is a legitimate email, we have received your invoice number

#INVOICENUMBER(15) for the value of #INVOICEAMOUNT(100) this is regarding

#INVOICEDescription(Payment Protection Services) Please note that this is a necessary step before any payments can be made, so your prompt attention to this request will be highly appreciated. Please do not hesitate to contact me if you have any query.

Would you like to save this message as a template?

☒ Save this message as a template

Input Fields :

Input fields can be added to the form by using '#' in the 'Message' section.

Eg: #INVOICENUMBER

You can enter the values in the input field which will be populated in the message.

To save the template for future use click on 'Would you like to save this message as a template?'

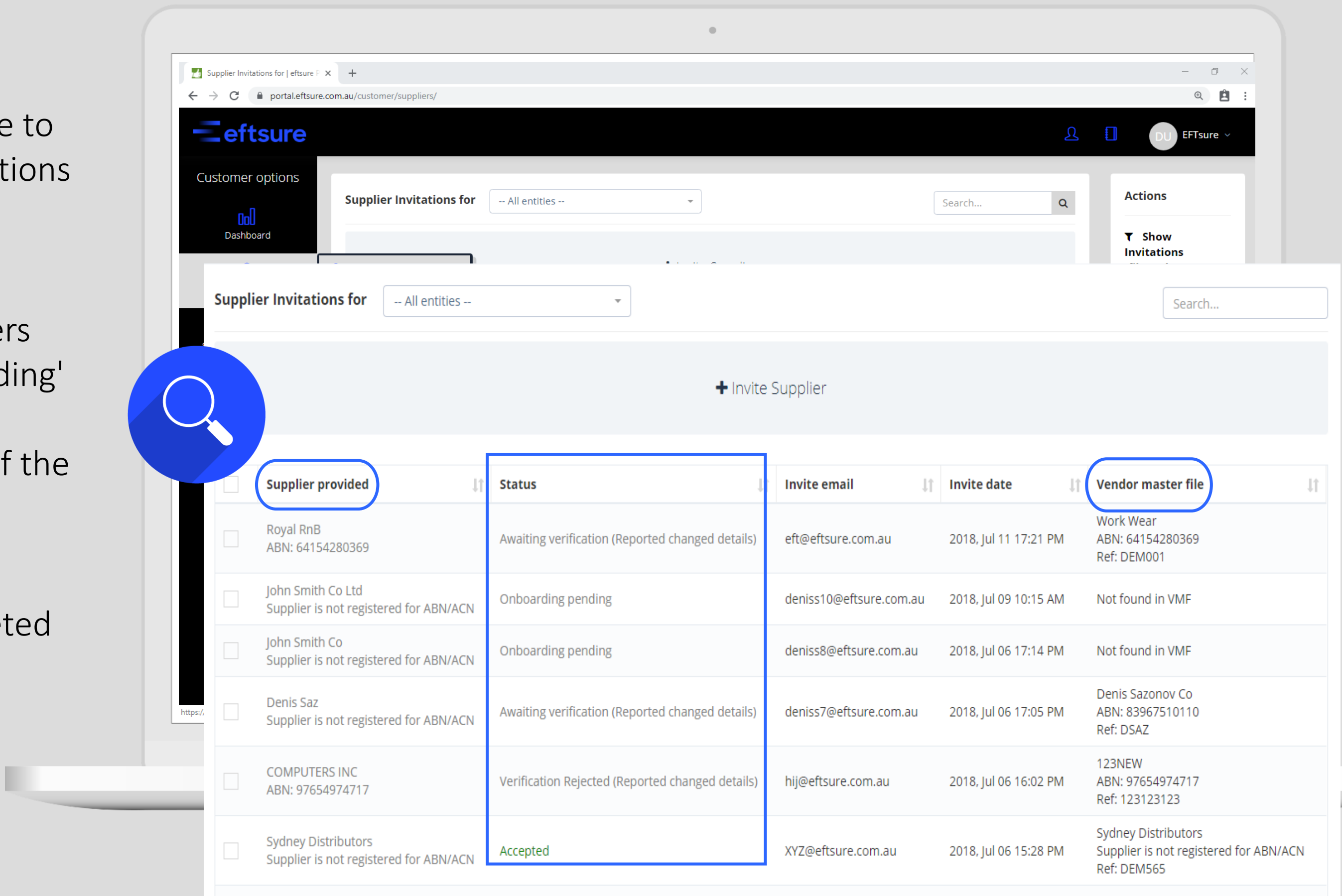
Managing Invitations

Active Invitations

Users with access to the Supplier Onboarding Functionality will be able to track the status of invitations they have sent on the Onboarding Invitations Page. This is accessed by navigating to Supplier Onboarding Menu > Onboarding Invitations.

In addition to this, users can access updated account details of suppliers who have reported their details are incorrect. In the 'Supplier Onboarding' section, the Supplier Name and ABN entered by the supplier when completing the form is shown under the heading 'Supplier Provided'. If the supplier already exists in the VMF and is completing the verification process, Name, ABN and Reference code from VMF will be displayed.

Supplier Onboarding with Accepted status are those that have completed the onboarding process and whose details have been reviewed and Approved by the Reviewer.



Supplier Invitations for -- All entities --					Search...	Actions
Supplier provided					Invite email	Invite date
Status					Vendor master file	
<input type="checkbox"/>	Royal RnB ABN: 64154280369	Awaiting verification (Reported changed details)	eft@eftsure.com.au	2018, Jul 11 17:21 PM	Work Wear ABN: 64154280369 Ref: DEM001	
<input type="checkbox"/>	John Smith Co Ltd Supplier is not registered for ABN/ACN	Onboarding pending	deniss10@eftsure.com.au	2018, Jul 09 10:15 AM	Not found in VMF	
<input type="checkbox"/>	John Smith Co Supplier is not registered for ABN/ACN	Onboarding pending	deniss8@eftsure.com.au	2018, Jul 06 17:14 PM	Not found in VMF	
<input type="checkbox"/>	Denis Saz Supplier is not registered for ABN/ACN	Awaiting verification (Reported changed details)	deniss7@eftsure.com.au	2018, Jul 06 17:05 PM	Denis Sazonov Co ABN: 83967510110 Ref: DSAZ	
<input type="checkbox"/>	COMPUTERS INC ABN: 97654974717	Verification Rejected (Reported changed details)	hij@eftsure.com.au	2018, Jul 06 16:02 PM	123NEW ABN: 97654974717 Ref: 123123123	
<input type="checkbox"/>	Sydney Distributors Supplier is not registered for ABN/ACN	Accepted	XYZ@eftsure.com.au	2018, Jul 06 15:28 PM	Sydney Distributors Supplier is not registered for ABN/ACN Ref: DEM565	

Managing Invitations

Awaiting SMS code Entry

This status reflects an onboarding entry whose supplier has already begun the onboarding application but has yet to complete the required SMS Code Entry.

The onboarding process utilises 2-factor authentication which requires the invited supplier to input a code sent to their mobile number upon their request to submit the updated onboarding form back to the requesting customer.

Clicking an entry triggers invitation management and entitles the user to perform specific actions with the entry like resending invitation, etc.

<input type="checkbox"/>	Supplier	↕	Status
(1) <input type="checkbox"/>	AARON DELL PTY LTD		Awaiting SMS code entry
<input type="checkbox"/>	PROCQ PTY LTD		Accepted
<input type="checkbox"/>	AAA Supplier		Onboarding pending
<input type="checkbox"/>	7NEWS		Please review



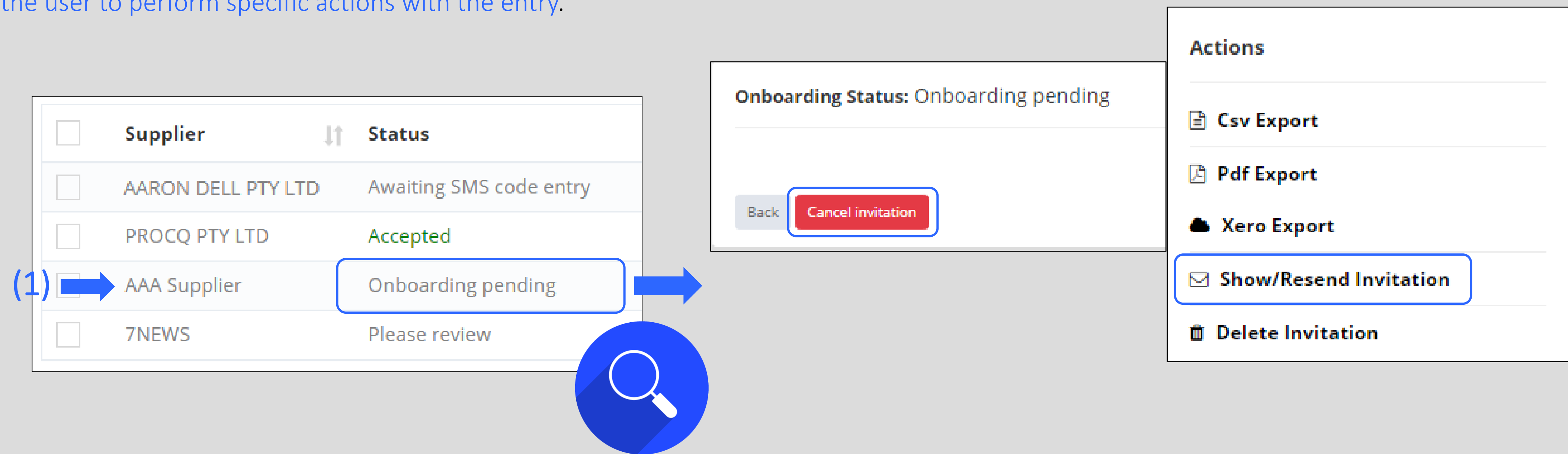
Managing Invitations

Onboarding Pending

This status reflects an onboarding entry whose supplier has yet to initiate the onboarding process by creating a supplier account

Clicking an entry triggers invitation management and entitles the user to perform specific actions with the entry.

Users can **Cancel** onboarding request OR “**Resend the Invite**” to trigger resending of the supplier onboarding request to nominated supplier contact.



Managing Invitations

Delete Supplier Onboarding Invitations

Users can delete supplier onboarding invitations by clicking on an invite and click on delete invitation as shown below:

(1) ➡

<input type="checkbox"/>	Company name	Status	Invite email	Invited by	Supplier info
<input type="checkbox"/>	Sample Onboarding Co	Onboarding pending	newtest231@gmail.com	Demo User Sep 24 10:31 AM	Entity: Test Entity 1 (1000) Onboarding Form: Default1 10

Onboarding Status: Onboarding pending

Support reference: 2051

Invited supplier has not registered yet.

Back

Cancel invitation

Actions

✉ Show/Resend Invitation

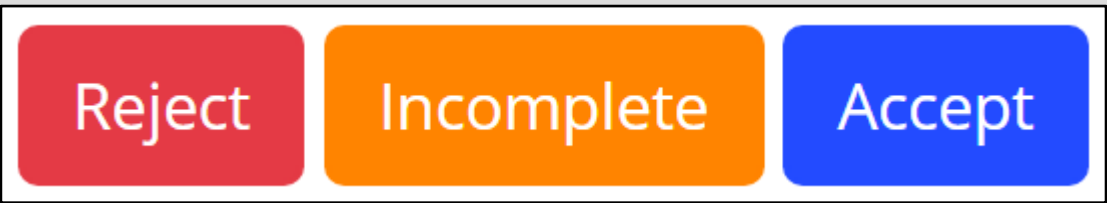
🗑 Delete Invitation

(2) ➡

Managing Invitations

Onboarding Review and Approval

Review phase reflects on-boarding phase for an entry whose supplier has initiated onboarding, completed onboarding form update and requested form review to the requesting customer.



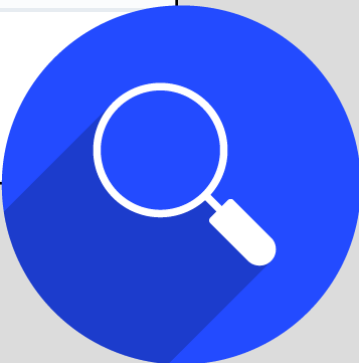
Managing invitations that have a status of “Please Review” requires the user to either “**Reject**”, “**Accept**” or tag the updated on-boarding form with “**Incomplete**” details thus returning to the supplier to fill-in the missing information.

All onboarding invitations must be reviewed and accepted to complete the process.

Clicking an entry triggers invitation management and entitles the user to perform specific actions with the entry

(1) →

<input type="checkbox"/>	Company name ↑↓	Status
<input type="checkbox"/>	Company ABC Not registered for ABN/ACN	Please review (sms code not entered)
<input type="checkbox"/>	New onboarding Not registered for ABN/ACN	Incomplete



Managing Invitations

Awaiting Verification (Reported Changed Details)

Users can send verification emails to suppliers who have not verified yet. If the supplier reports that the details you have on record are incorrect and provides the updated account details, 'Awaiting verification (Reported Changed Details)' status will be displayed. The thumb will turn to red in Supplier management when the supplier reports details as incorrect.

The status will be updated to 'Please Review' when eftsure has completed the phone verification.

By clicking on the supplier details you will be able to access the changed account details. Only after you have accepted the verified details the thumb will turn to green in 'Supplier Management'

Clicking an entry triggers invitation management and entitles the user to perform specific actions with the entry like Accepting new details, etc.

Supplier provided	Status
Royal RnB ABN: 64154280369	Awaiting verification (Reported changed details)
John Smith Co Ltd Supplier is not registered for ABN/ACN	Onboarding pending
John Smith Co Supplier is not registered for ABN/ACN	Onboarding pending
Denis Saz Supplier is not registered for ABN/ACN	Awaiting verification (Reported changed details)



Managing Invitations

Invitation Reviews

On the course of the onboarding process for entries whose suppliers have already initiated the form updates or has already requested form review, the user may opt to generate a document in the following formats.

- CSV (delimited file)
- PDF

Generating details in these formats enables ease of review and easy update of the details or incorporation to the customer’s accounting system once it has been Accepted.

Clicking an entry triggers invitation management and entitles the user to perform specific actions with the entry.

Actions

Csv Export

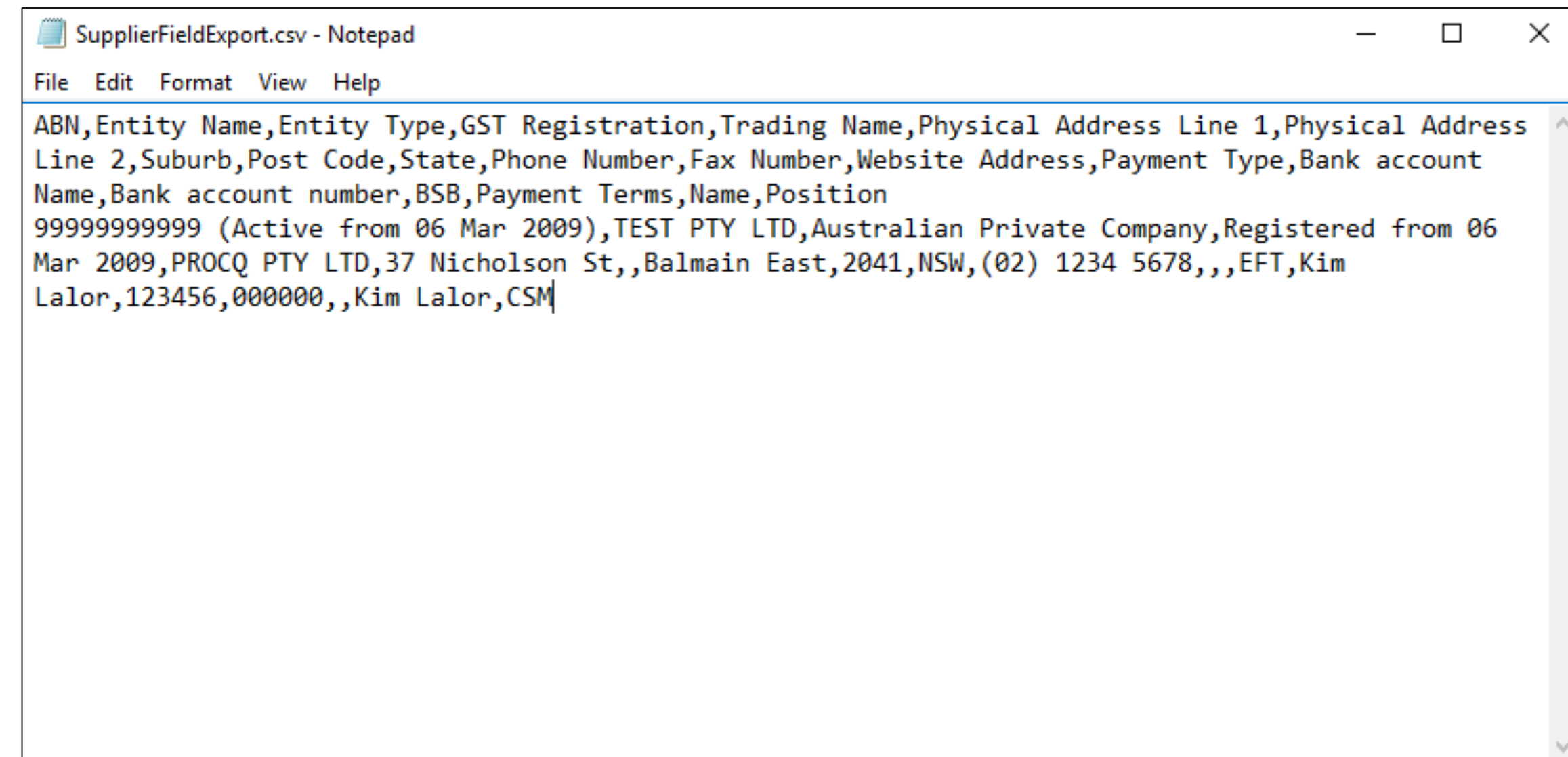
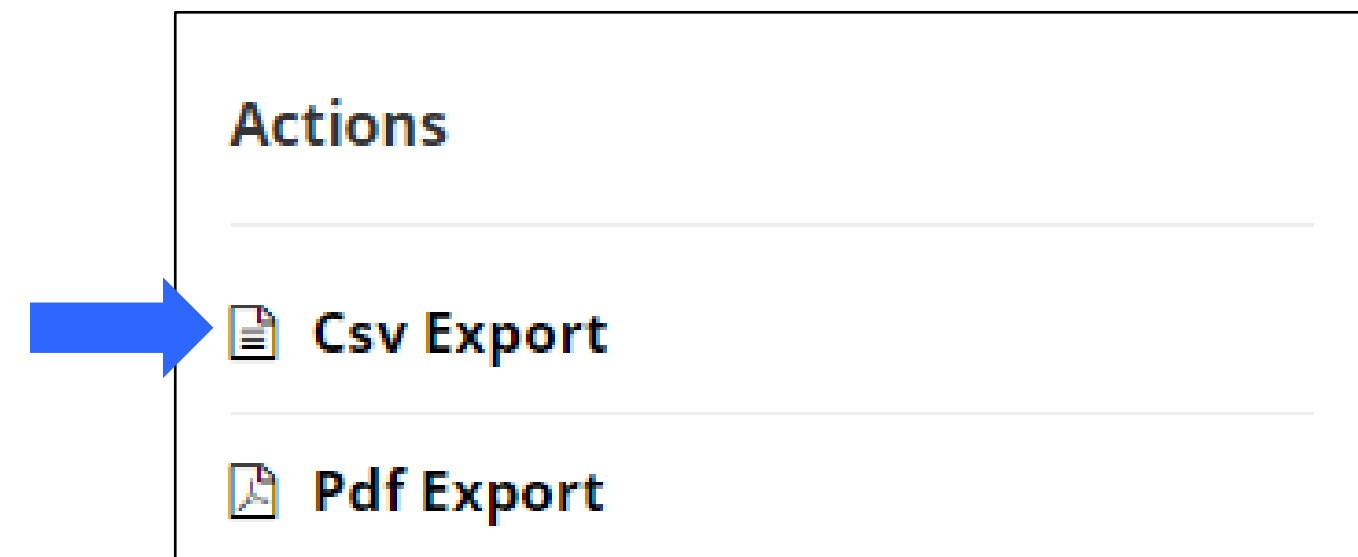
Pdf Export

<input type="checkbox"/>	Company name	Status
(1) <input type="checkbox"/>	Company ABC Not registered for ABN/ACN	Please review (sms code not entered)
<input type="checkbox"/>	New onboarding Not registered for ABN/ACN	Incomplete



Managing Invitations

Exported Onboarding Form
CSV File

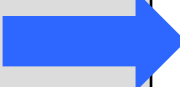


Managing Invitations

Exported Onboarding Form
PDF

Actions

Csv Export

 Pdf Export

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Company ABC

ENTITY: Test Entity 1 (1000)

SMS CODE NOT ENTERED - No Customer Supplied Number

COMPANY REPRESENTATIVE

NAME

Test

REPRESENTATIVE LAST NAME

test

REPRESENTATIVE POSITION

test

TRADING NAME INFORMATION

MAIN TRADING NAME

Company ABC

SUPPLIER REFERENCE

2256

PHYSICAL ADDRESS

PHYSICAL ADDRESS LINE 1

NEW ADDRESS

Override Physical Addr 2

-

CITY / SUBURB

Suburb

POST CODE

2000

STATE

NSW

TEST HEADER

Australia

OTHER COMPANY INFORMATION

Landline Phone Number

-

FAX NUMBER

-

Website Address

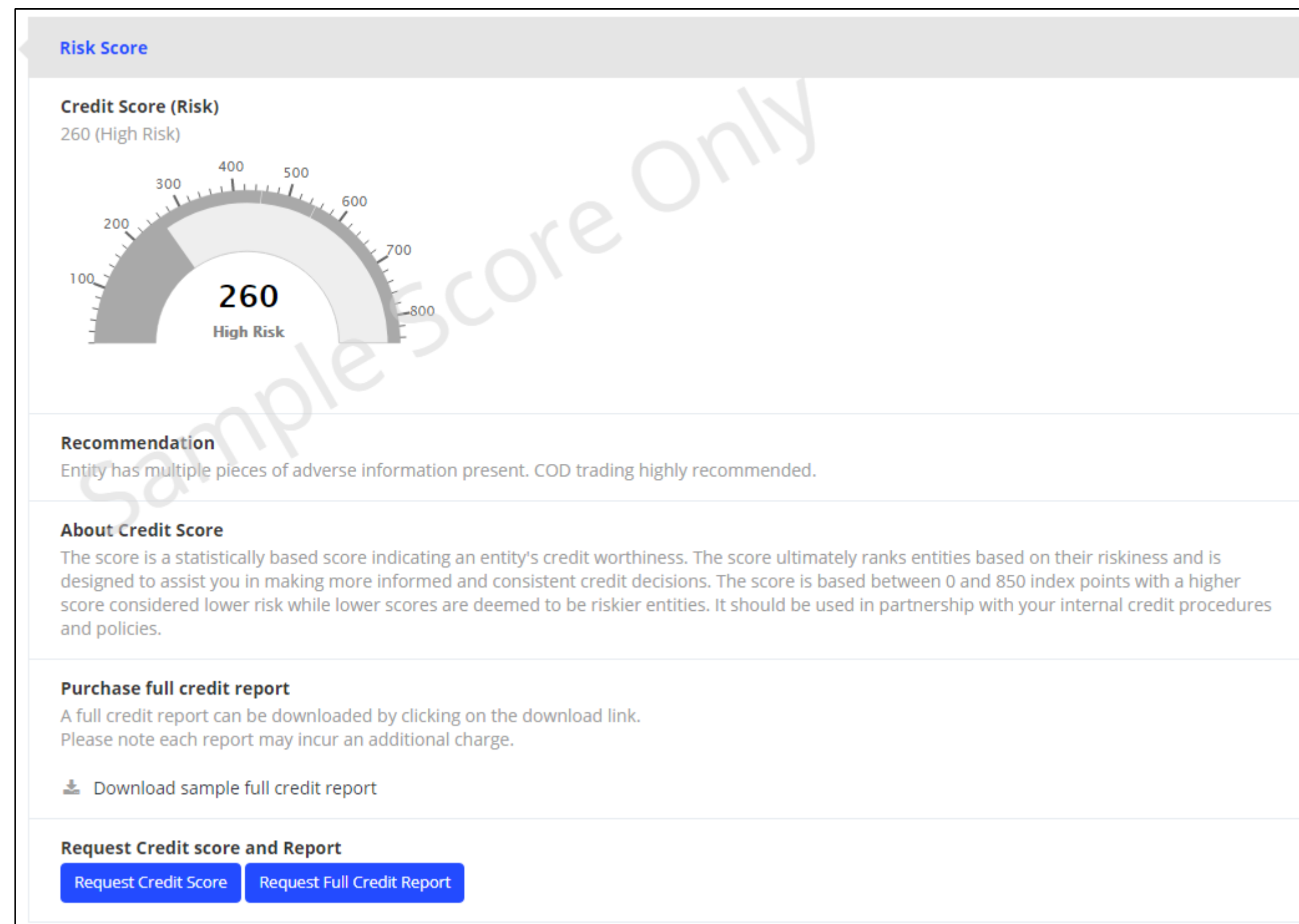
-

Mobile Phone Number

-

Managing Invitations

Credit Score (Risk)



The Supplier Onboarding Form includes **Credit Watch Information**. Users will be able to see their supplier's credit score on the eftsure Portal. Credit score indicates an entity's credit worthiness. The score is based between 0 and 850 points. Higher score is considered lower risk and lower scores are deemed to be riskier entities. This is designed to assist users in making informed decisions.

Supplier Onboarding – Document Upload

Customers can now upload documents like invoices to be used as a reference when inviting a supplier for onboarding.

In the form, you can upload a new file, or select a previously uploaded one.

Additional information (Internal use only) This will NOT be sent to the supplier

Invoices

Please do not send to suppliers

Upload new file

Select previously uploaded file (2)

(1)

Cancel

Continue

Please note that the files uploaded in the form are not sent to the suppliers.

Existing Documents

Select previously uploaded file

Document Title	Expiry Date
<input type="radio"/> Test File	-
<input type="radio"/> test55	-
<input type="radio"/> test6	-
<input type="radio"/> Text	-

Showing 1 to 4 of 4 items

<

1

>

Cancel

Select

Document Upload

Upload new file

Title

Expiration Date

Entering an expiration date here will trigger emails to yourself and customer notifying you that this document is about to expire or has expired. If this is not relevant please leave blank.

File

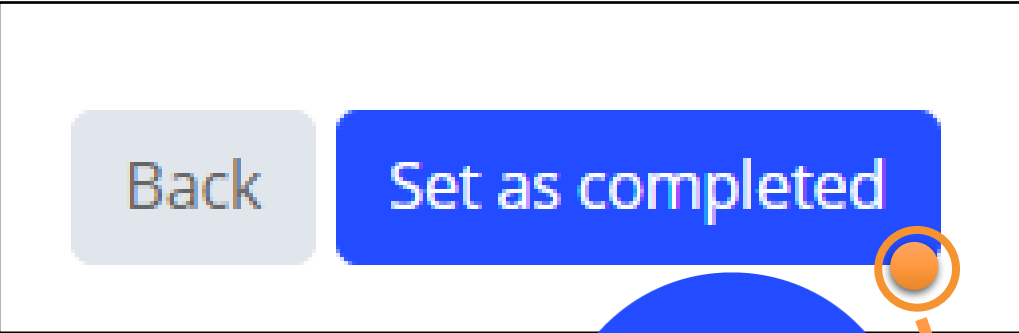
Select file

Cancel

Upload

Supplier Onboarding – Set as Processed

Accepted onboarding requests can now be tagged as processed by clicking on the “Set as completed” button.



Actions

Show Invitations (filtered)

Show Processed Invitations Only

Upload Invitations File

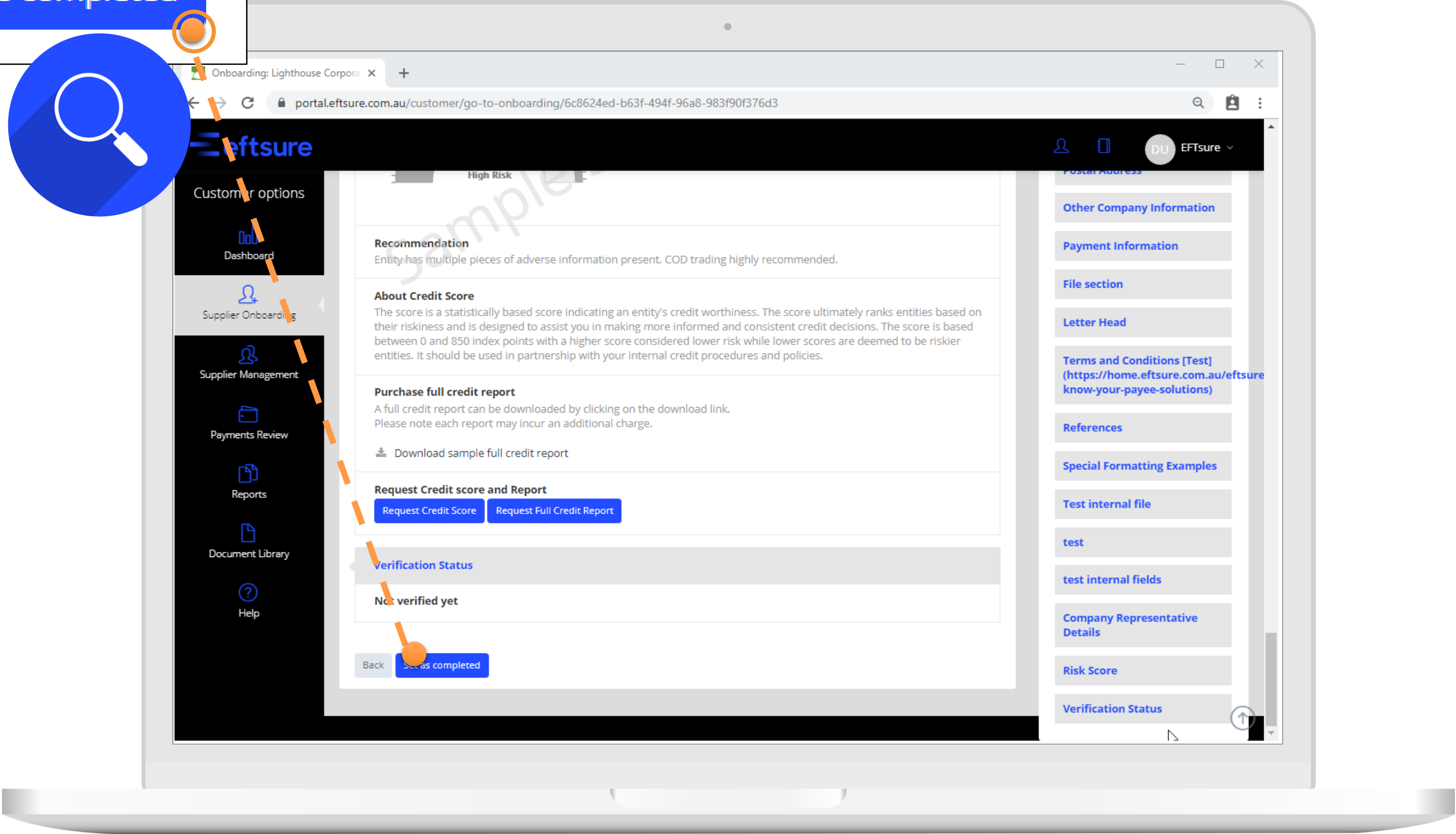
For Selected Invitations

Csv Export (20)

Pdf Export (20)

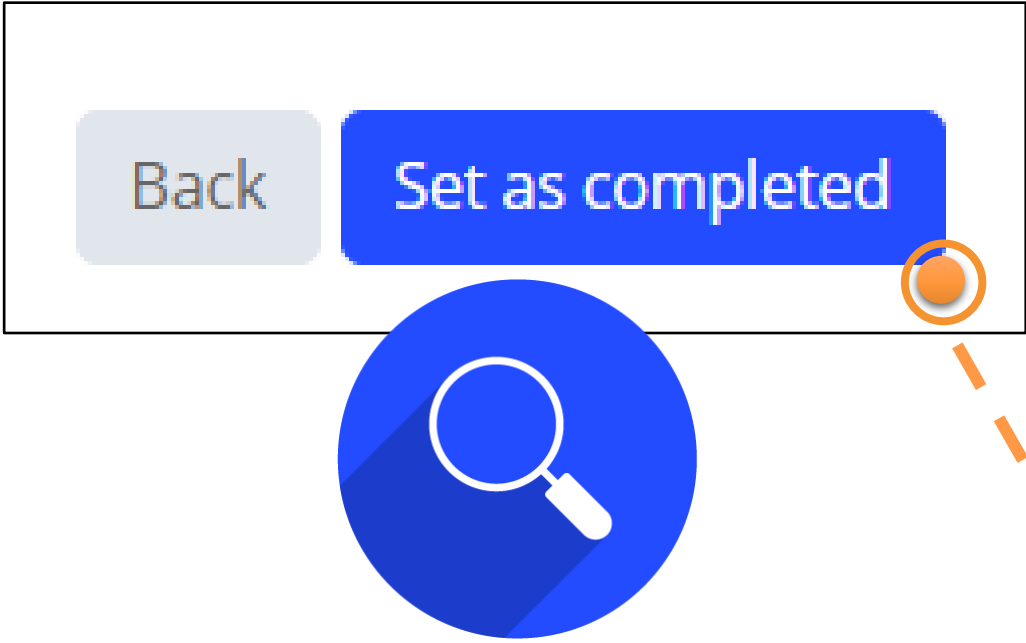
Xero Export (20)

Manage Suppliers (17)



Supplier Onboarding – Set as Processed

Accepted onboarding requests can now be tagged as **processed** by clicking on the “Set as completed” button.



Actions

Show Invitations (filtered)

Show Processed Invitations Only

Upload Invitations File

You may also filter the list of processed onboardings and export them.

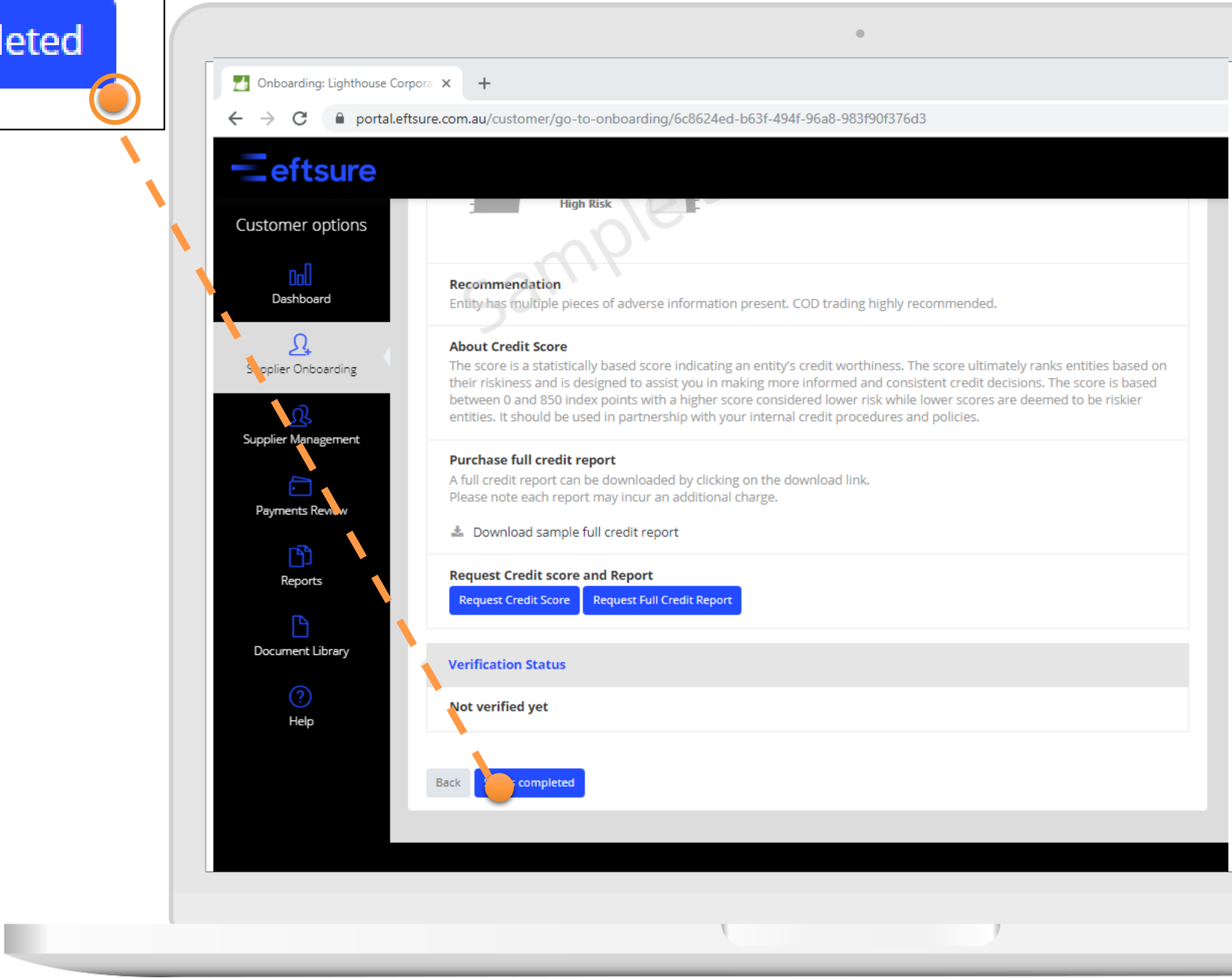
For Selected Invitations

Csv Export (20)

Pdf Export (20)

Xero Export (20)

Manage Suppliers (17)



Supplier Onboarding – International Suppliers

The Supplier Onboarding supports capture of International Supplier details.

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Customer options

Dashboard

Supplier Onboarding

Supplier Management

Payments Review

Reports

Document Library

Help

Supplier Invitations for

-- All entities --

Company name

Status

Invite email

WORK WEAR ALICE SPRINGS

Awaiting verification

pp@eftsure.com

Showing 1 to 1 of 1 items

+ Invite Supplier

Invite Supplier

Company Name *

Contact First Name *

Contact Last Name *

Email Address *

Contact Mobile Phone Number

Please make sure the mobile number is correct - it will be used to send a security code to the supplier to complete the onboarding.

Supplier Landline Number

Supplier EFT details provision options: *

☒ Get EFT details directly from bank

☒ Enter EFT details

☒ Allow international bank accounts

☒ Allow cash/cheque/other

Onboarding Form

Default

Cancel

Continue

New filtering options have been added, allowing customers to filter by domestic or international suppliers.

Supplier filter

ABN / ACN

Name

WORK WEAR

Status

× Awaiting verification

Invited By

Date invited

Any time

Domestic Or International

Both

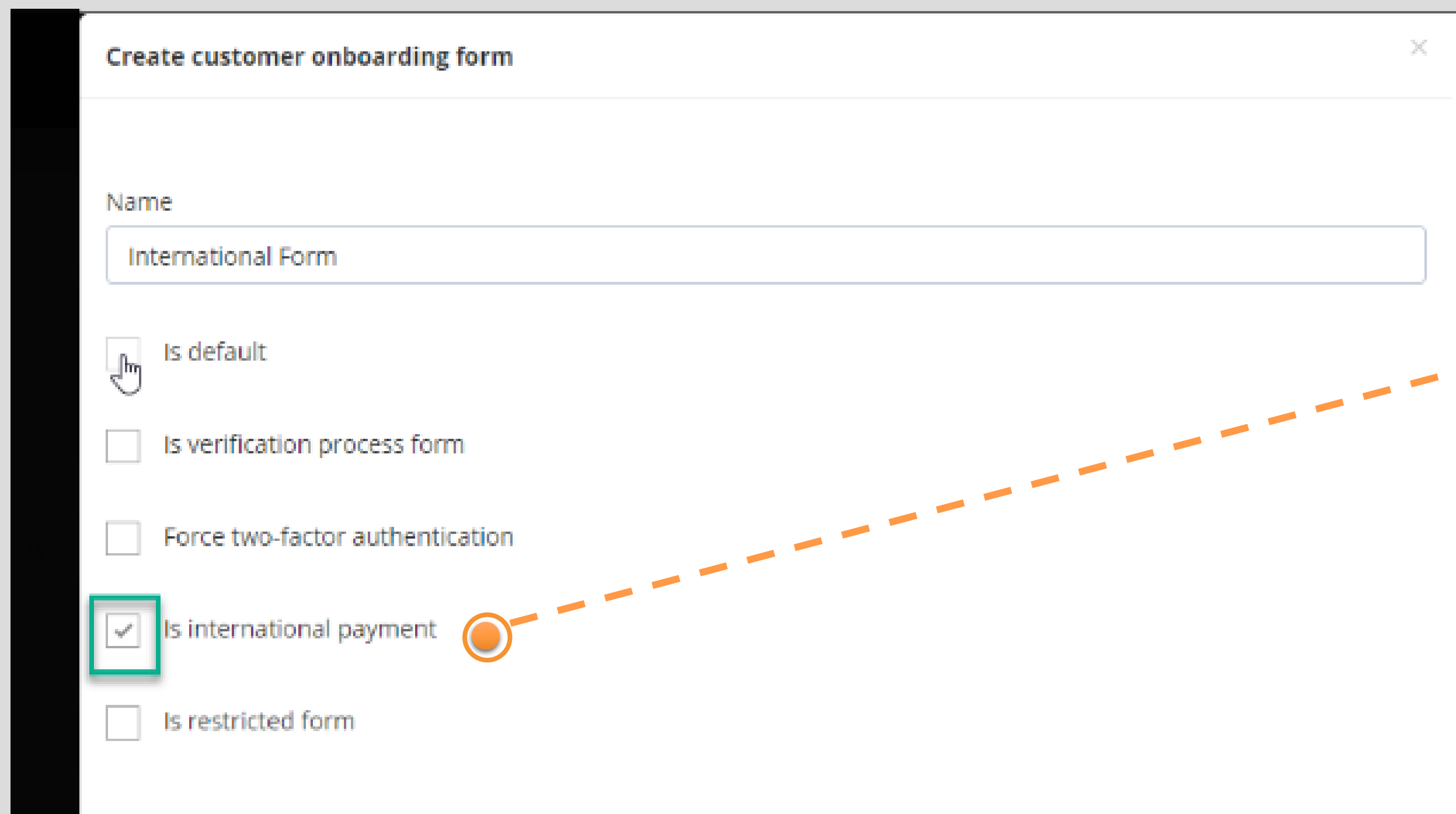
Both

Domestic Only

International Only

Supplier Onboarding – International Module

Customers who have the international module configured in their set up can onboard their international suppliers via the portal and have eftsure verify the payment details. The process from our customers' perspective will be similar to when onboarding domestic suppliers but with a few slight differences which are outlined in the following pages.



Create customer onboarding form

Name

International Form

☒ Is default

☐ Is verification process form

☐ Force two-factor authentication

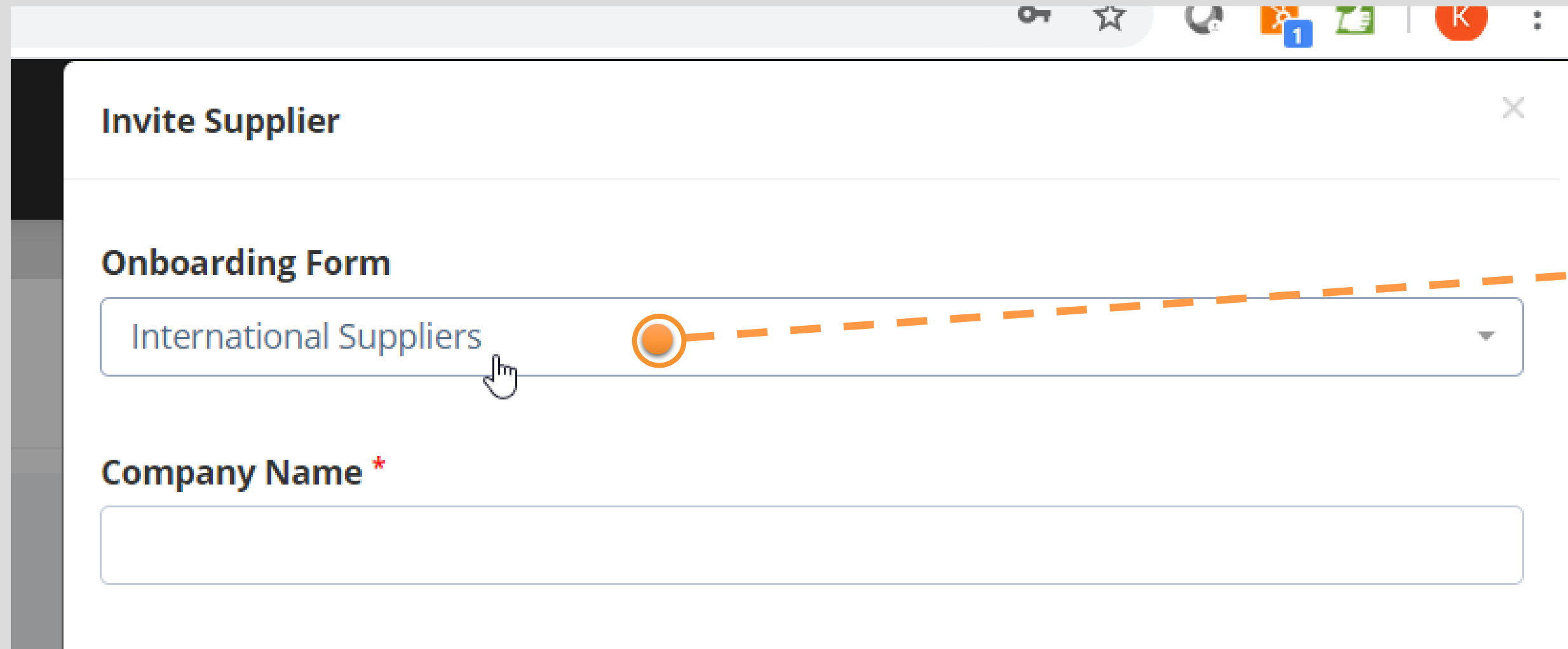
☒ Is international payment

☐ Is restricted form

Users will need to create a separate onboarding form to invite international vendors to onboard. When creating the form the option '**Is international payment**' needs to be selected.

Supplier Onboarding – International Module (cont.)

Customers send off the onboarding invite to the international supplier, making sure the international onboarding form is selected. The remainder of the process to onboarding International Suppliers is the same as for domestic suppliers. Once the invite has been sent, the supplier logs in, completes the details and eftsure will phone the supplier to verify the details.



Invite Supplier

Onboarding Form

International Suppliers

Company Name *

Select the form which has been created for International Suppliers

Supplier Onboarding – International Module (cont.)

International suppliers are presented with additional fields to complete The additional payment fields below will be activated for the supplier to complete.

Onboarding Status: Please complete

Company Information

Country

Country *
United Kingdom of Great Britain

Company Registration

Company Registration Number *

Entity Name
Mahoney's Garden Center

Trading Name Information

Trading Name/Personal Name *
Mahoney's Garden Center

Other Trading Names

Physical Address

Physical Address Line 1 *

Physical Address Line 2

City / Suburb *

Post Code *

State *

Address details completed by suppliers

Additional International bank account fields provided for supplier to complete based on their Country of Bank and Country Specific Account Code Type selected.

International bank account

Country of Bank *
United Kingdom of Great Britain

Currency *
GBP

Country Specific Account Code Type
(Europe and UK) IBAN Number

(Europe and UK) IBAN Number

Bank Name *

Account Name *

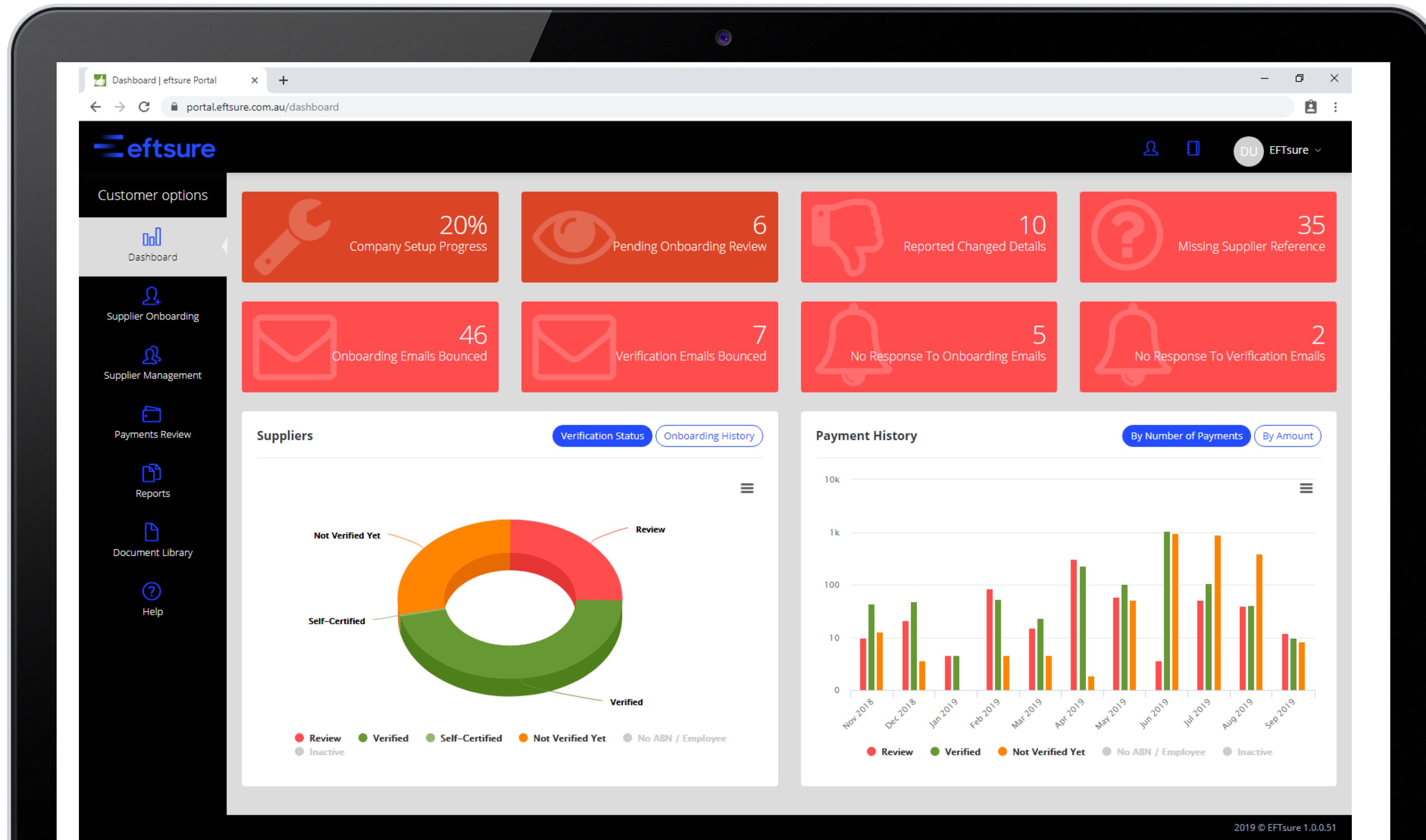
SWIFT Code

Close

Finish

Dashboard

The dashboard includes graphical information about verification status and payment histories. Clicking a graph data will route you to bounded information (e.g. “Review” bar will route you to suppliers who verified with incorrect details.)



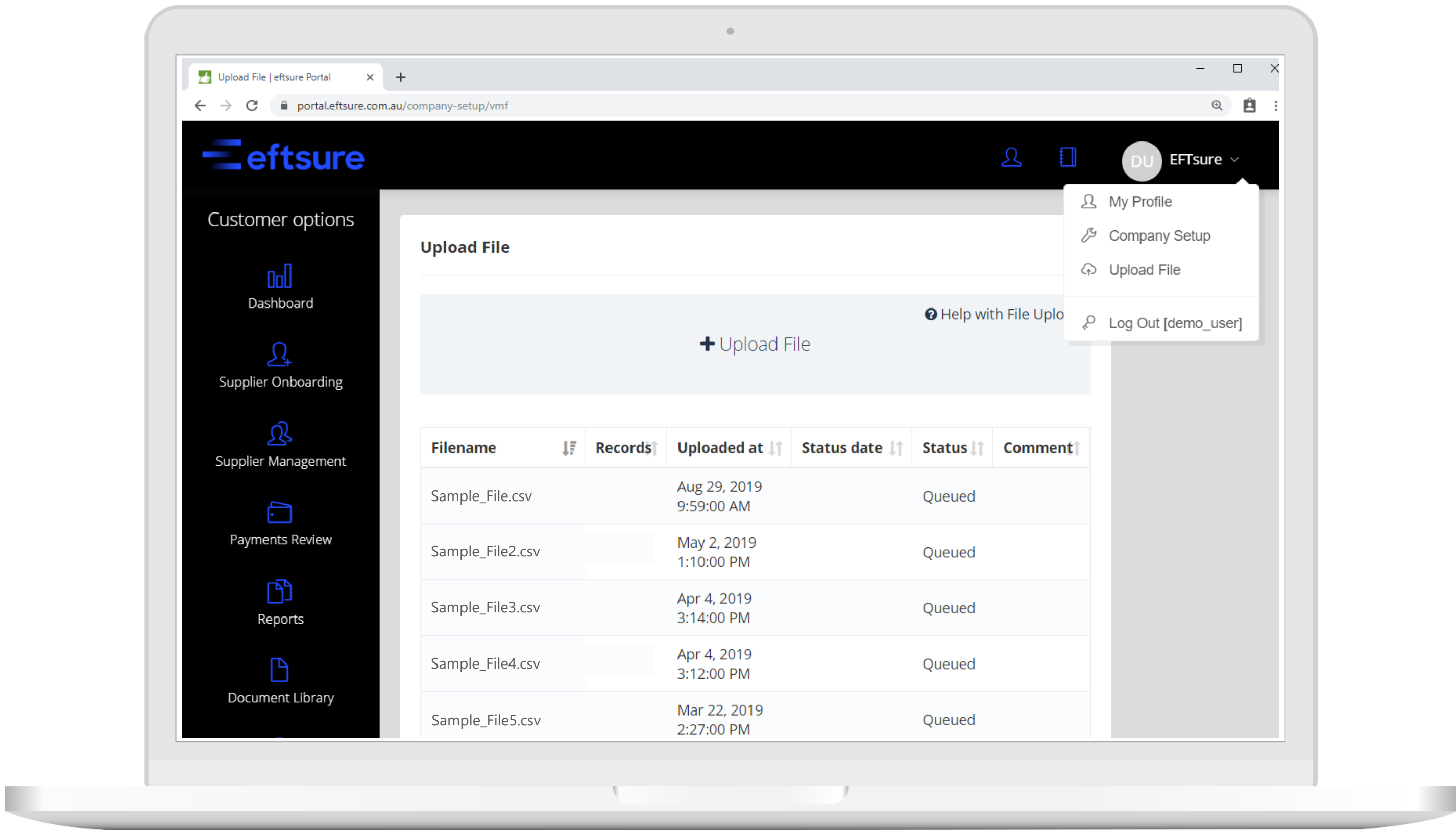
Company Administration



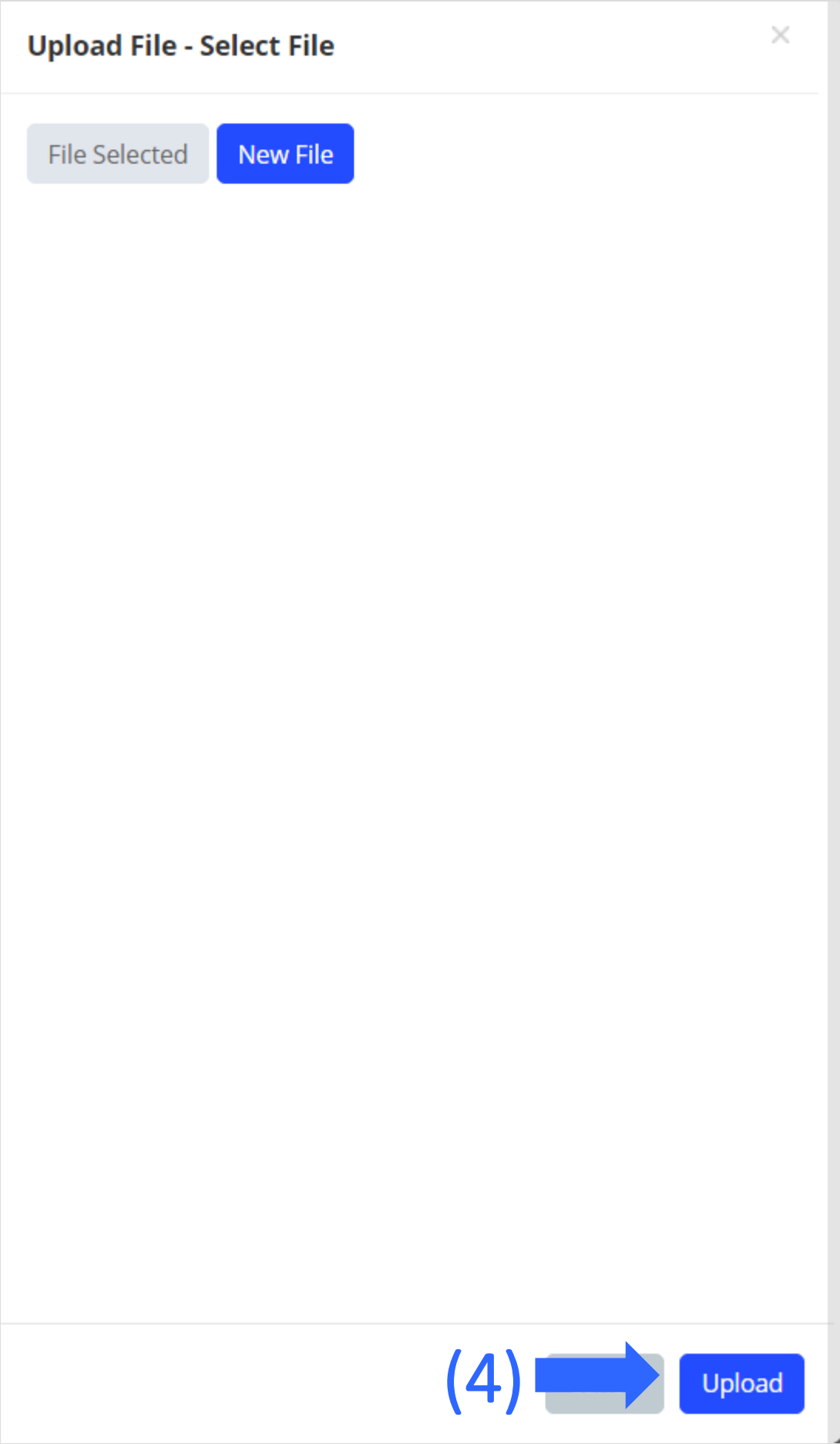
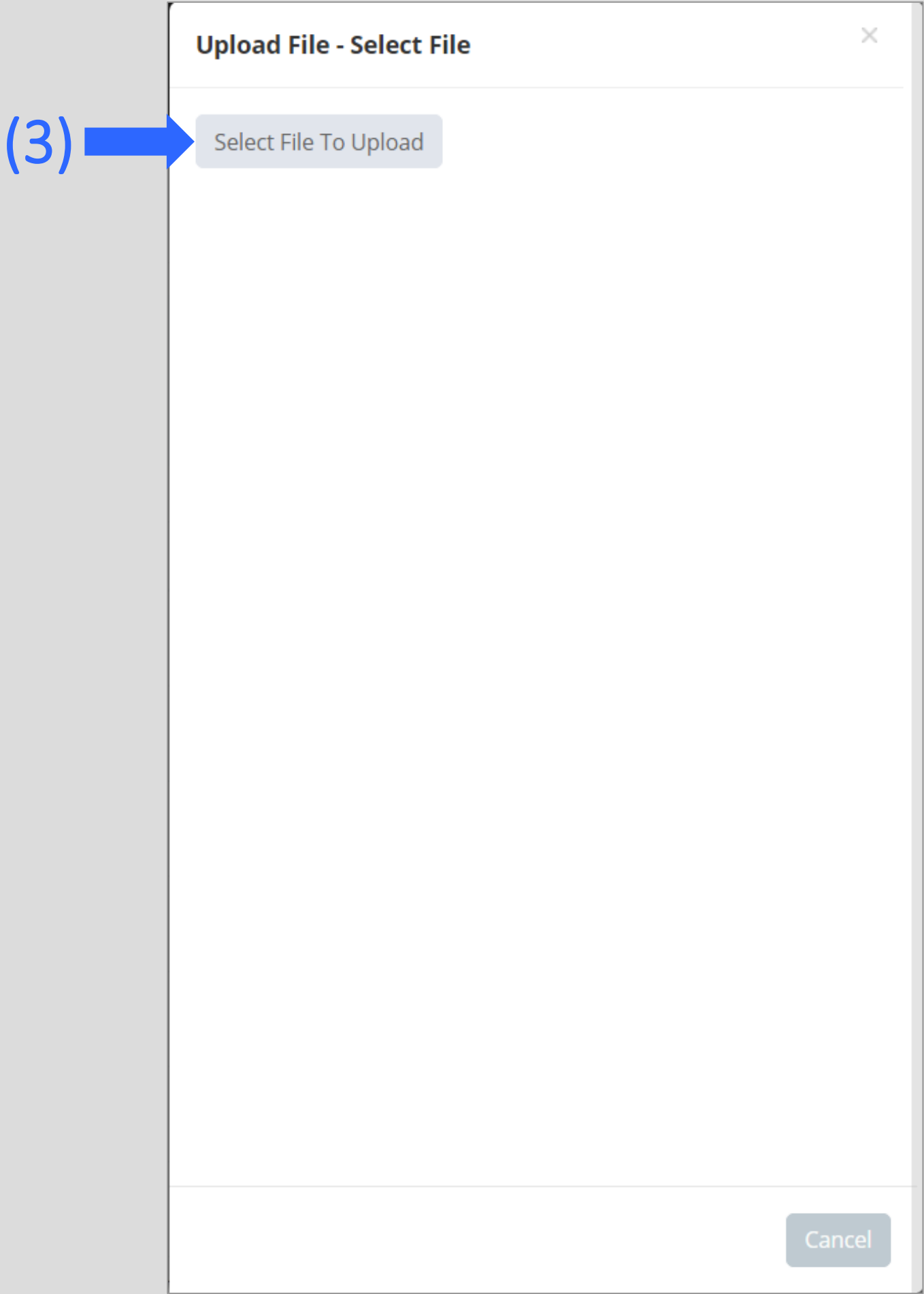
Company Administration

VMF Upload

To send your VMF or a new list of suppliers to eftsure you can upload it using 'Upload File' feature on the portal. Once you have sent it through to eftsure we will import it to our database. This feature will allow you to securely send VMFs without having to email.



Company Administration



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