

ELECTRONIC FUNDS TRANSFER (EFT) FORM SUBMITTAL PROCEDURE

Log into iSupplier portal with your username and password.

1. Open **iSupplier Home**

- Either via the icon



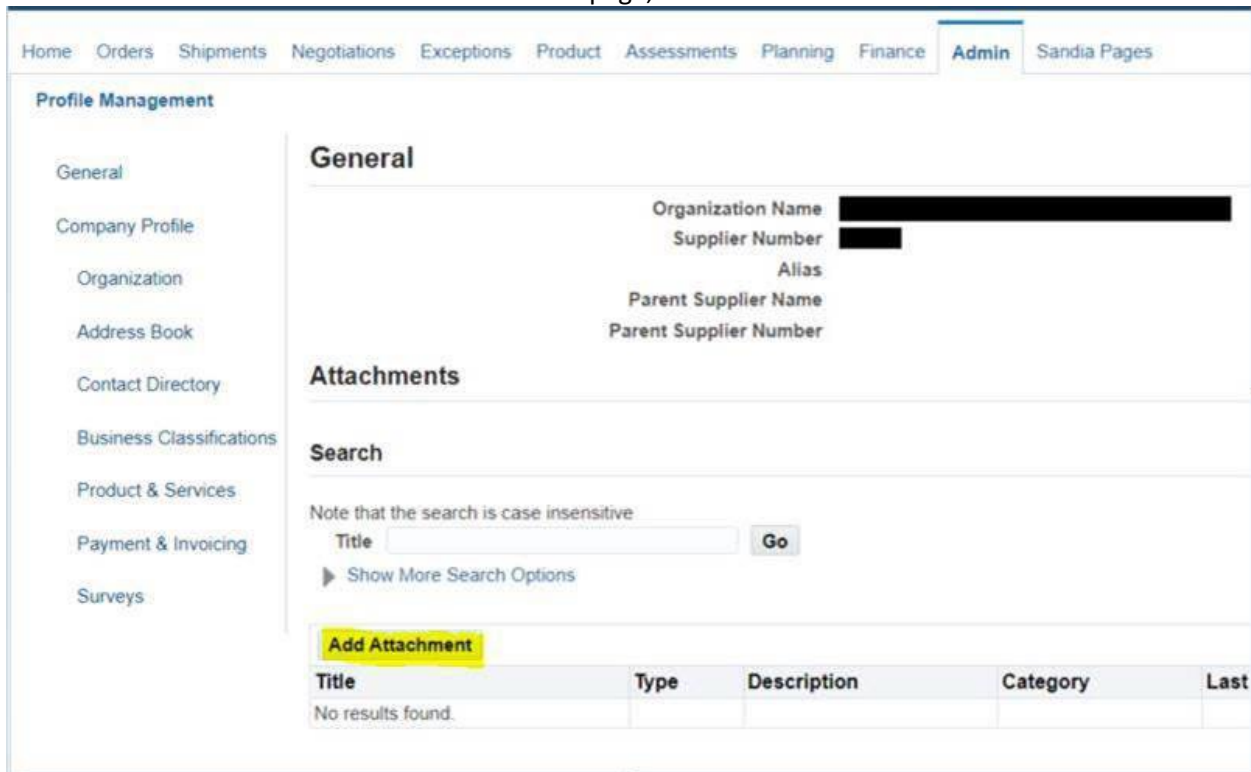
- Or via the navigation menu in the top-left of the screen



2. Once on the iSupplier Home page, select the **Admin** tab.



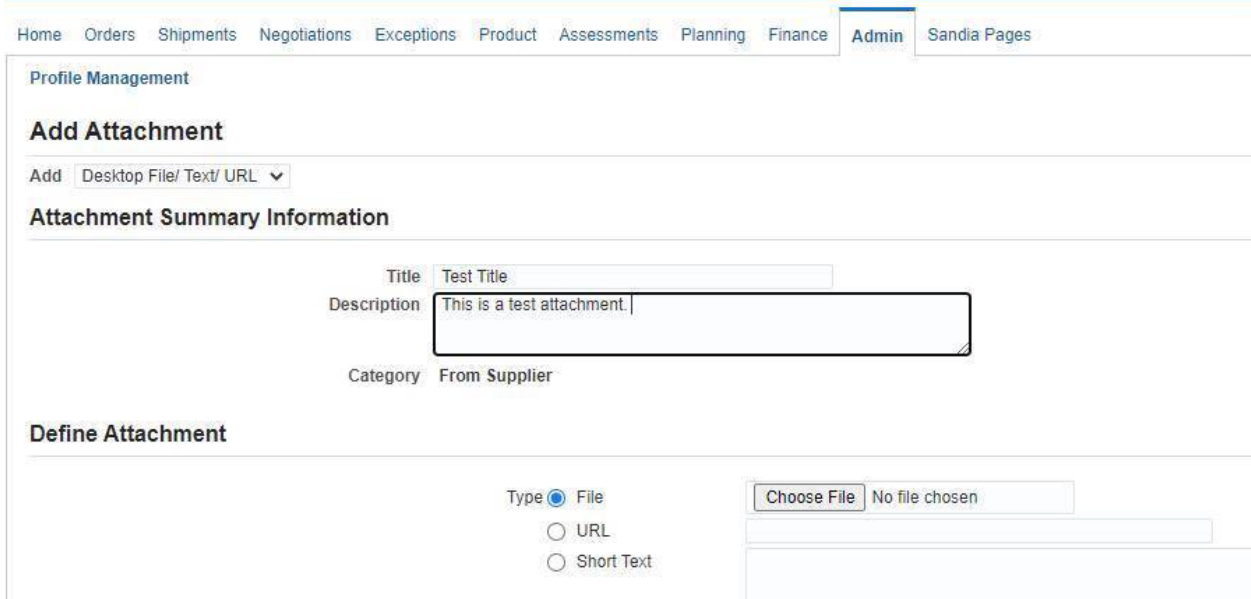
3. In the **Attachments** section at the bottom of the page, select **Add Attachment**.



The screenshot shows the iSupplier Home Admin page. The 'Admin' tab is selected in the top navigation bar. On the left, the 'Profile Management' sidebar is visible with various options. The main content area is titled 'General' and contains fields for Organization Name, Supplier Number, Alias, Parent Supplier Name, and Parent Supplier Number. Below this is the 'Attachments' section, which includes a search bar and a table. The 'Add Attachment' button is highlighted in yellow. The table has columns for Title, Type, Description, Category, and Last. The text 'No results found.' is displayed in the table.

Title	Type	Description	Category	Last
No results found.				

- In the Add Attachment page, **Input a Title**, and a **Description** for the attachment.



- In the Define Attachment section of the same page, click **Choose File**.


Define Attachment

Type ☒ File

Choose File No file chosen

- Choose the correct file from your system.

- Click **Apply** in iSupplier.



The new attachment should be visible in the Attachments section of the admin page.

- Once it is attached, send an **email** to isupplier@sandia.gov with the supplier name, TIN or supplier number notifying us that it has been submitted.

9. The process is complete, and you will receive a confirmation email from iSupplier notifying you that it has been recorded.

Home Orders Shipments Negotiations Exceptions Product Assessments Planning Finance **Admin** Sandia Pages

Profile Management

General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Payment & Invoicing
Surveys

General

Organization Name
Supplier Number
Alias
Parent Supplier Name
Parent Supplier Number

Attachments
Search

Note that the search is case insensitive:

Title

► [Show More Search Options](#)

Add Attachment | ...

Title ▲	Type ▲	Description ▲	Category ▲	Last Updated By ▲
Test Title	File	This is a test attachment.	From Supplier	