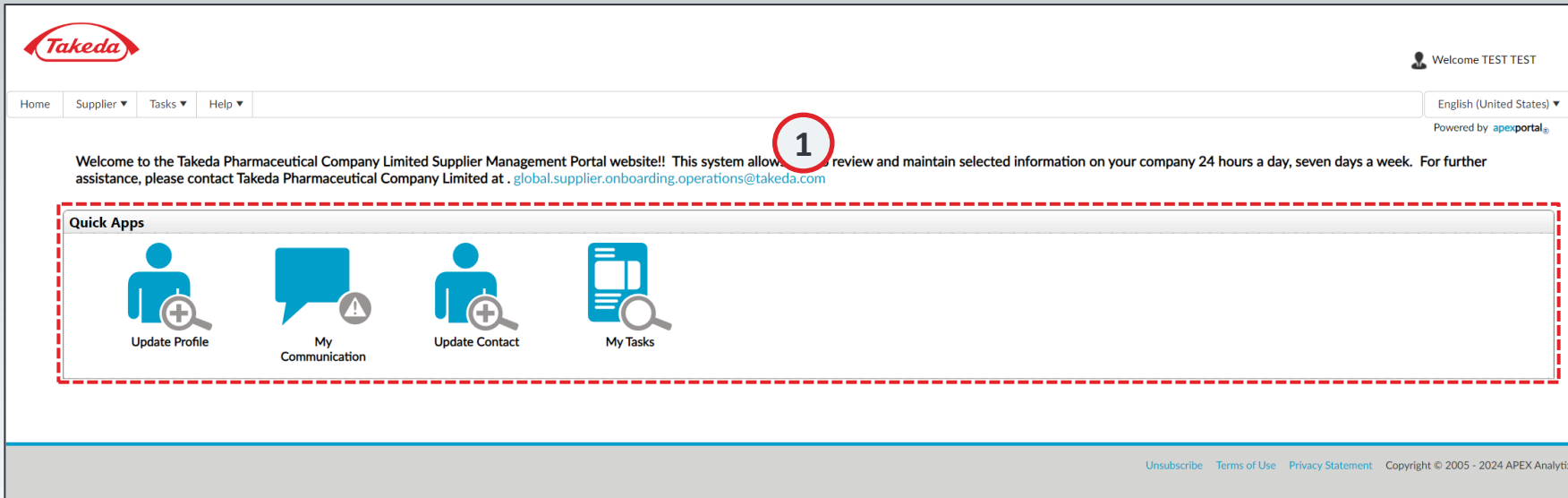


QRG 如何更新第三方個人資料





1 供應商快速應用程式

完成初始註冊後，供應商可以存取「快速應用程式」來執行其個人資料中的一系列任務。

- **更新個人資料：**「更新個人資料」功能允許供應商修改初始註冊期間提供的詳細信息，例如：公司地址、銀行帳戶等。
- **我的通訊：**這使供應商能夠透過Apex入口網站與武田代表進行通訊。
- **更新聯絡人：**提供快速編輯或新增聯絡人記錄的捷徑。
- **我的任務：**透過“我的任務”，供應商可以存取已分配給他們的所有任務。

供應商 更新個人資料 初始註冊資料



2

Complete
Incomplete

- Supplier Agreement
- Registration Checklist
- Business Information
- Business Address
- Account Information
- Tax Information
- Business Size and Diversity
- Insurance Information
- Business Biography
- Scope 3 Questionnaire
- IPC and Data Privacy
- Document Upload
- Review and Submit

3

Account Information

Bank Information

Add Bank Account

	Bank Name	Country	Currency Type	Account Type	Delete
Edit	WELLS FARGO BANK NATIONAL ASSOCIATION	United States			Delete

4

<< Previous

Next >>

Save Draft

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2 檢查清單

選擇「更新個人資料」後，您將被會看到初始註冊的資料。利用左側清單瀏覽不同的內容；在此範例中，將以「帳戶資訊」表單為例。

3 新增銀行帳戶

「新增」功能可讓您使用更多詳細資訊來補充現有資訊。例如，您可以新增一個銀行帳戶。

4 更新銀行帳戶

「編輯」功能可讓您修改現有資訊；在此範例中，將以「更新現有帳號」為例。

供應商 更新個人資料 更新初始註冊資料



5

Banking Information

Address:

* Bank Country:

Payment Currency:

* ABA Routing Number:

Bank Swift Code:

* Account Number:

* Please make sure Account Holder Name should not to exceed more than 60 Characters

* Account Holder:

Bank Name:

Bank Street Name:

Bank City:

Bank Country/District:

Bank State/Region:

Bank Postal Code:

Account Type:

Remit Email Address:

Do you have Intermediary Banking?:

6

Takeda

Welcome TEST TEST

Home Tasks Help English (United States) Powered by apexportal

Complete Incomplete

- Supplier Agreement
- Registration Checklist
- Business Information
- Business Address
- Account Information
- Tax Information
- Business Size and Diversity
- Insurance Information
- Business Biography
- Scope 3 Questionnaire
- IPC and Data Privacy
- Document Upload
- Review and Submit

Account Information

Banking Information

Add Bank Account

Bank Name	Country	Currency Type	Account Type	Delete
WELLS FARGO BANK NATIONAL ASSOCIATION	United States			Delete
WELLS FARGO BANK NATIONAL ASSOCIATION	United States		CHECKING	Delete

<< Previous Next >> Save Draft

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7

Takeda

Welcome TEST TEST

Home Supplier Tasks Help English (United States) Powered by apexportal

Complete Incomplete

- Supplier Agreement
- Registration Checklist
- Business Information
- Business Address
- Account Information
- Tax Information
- Business Size and Diversity
- Insurance Information
- Business Biography
- Scope 3 Questionnaire
- IPC and Data Privacy
- Document Upload
- Review and Submit

Review and Submit

Please hit the **SUBMIT** button to finalize your information for approval.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with QA Takeda, and its affiliates.

For any questions please contact QA Takeda support at or email us at SMB.vendor.query@takeda.com

<< Previous Save Draft Submit

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5

詳細表格

無論是「新增」還是「編輯現有記錄」，該過程都會在註冊期間反映初始內容。填寫完必要的欄位後，按一下“確定”繼續。

6

檢查清單項目

修改檢查清單項目後，後續項目將被標記為未完成。檢查每個後續項目的正確性，如果檢查了所有項目的正確性，請點擊“下一步”繼續完成。

7

審核並提交

確保每個不完整的項目都經過徹底檢查以確保正確性。確認項目的正確性後，點擊“下一步”繼續，系統將自動在清單上將該項目標記為「完成」。審核所有項目後，點擊「審核並提交」頁面上的“提交”以完成您的更新。

謝謝！

