

## International Onboarding Invite Process

### Supplier Onboarding Invitation

The supplier receives the email below and clicks on Click here to onboard now or uses the provided link to initiate the onboarding process.

**From:** [Company Name ] <noreply\_verifications@eft.eftsure.com.au>  
**Sent:** Friday, 31 October 2025 8:21 AM  
**To:** suppliername <suppliername@gmail.com.au>  
**Subject:** [Company Name]: Payee Onboarding Invitation



**eftsure**

### Welcome Onboard!

Dear Accounts Receivable at [Supplier Name],

You have been invited by [Company Name] to be onboarded in their system

[Click here to onboard now](#)

or copy and paste the following url into your web browser:

<https://prodtest.eftsure.com.au/invite/83AFB8D6-CBB5-4075-A06D-98F56415B8C7>

THIS EMAIL ADDRESS IS NOT MONITORED.


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[Privacy Policy for Customers and Suppliers](#)

[Unsubscribe](#) or [Need help](#)

## Supplier Onboarding Form – Registration

The supplier completes the registration page. If the supplier is already registered with Eftsure, they will enter their email and password.


**Company**

Dear Accounts Receivable of **[Supplier Name]**, please create a User Account to register as a supplier to **[Company Name]**.

Country

United States

I don't have an TIN (Tax Identification Number)

TIN\*

TIN of your company

Trading Name\*

Trading Name

Will you be providing international bank details\*

Will you be providing international bank details

First name\*

Accounts Receivable

Surname\*

Surname

Email

SOK@gmail.com

**Not your email address?**

Create password

Creating a password will allow you to log back in to review information

Create password

**i** Password must be at least 10 characters long, with at least one of the following:

- One lowercase character
- One uppercase character
- One number
- One of these special characters  
\_!@#\$%&\*
- 10 characters minimum
- New passwords match

Confirm password

Confirm password

By proceeding, I acknowledge that I have read and agree to the [Eftsure Privacy Policy](#).

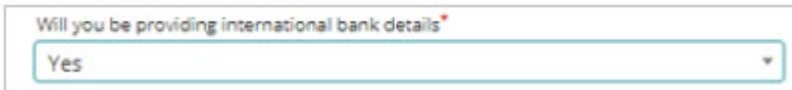
Back

Register

eftsure

The **country** shown in the registration page was selected by you when submitting the invitation; suppliers can change it if needed.

**Note:** Suppliers must select **Yes** to this question to provide their international bank account details. If the supplier selects No, they will be asked to provide the BSB and the bank account number.

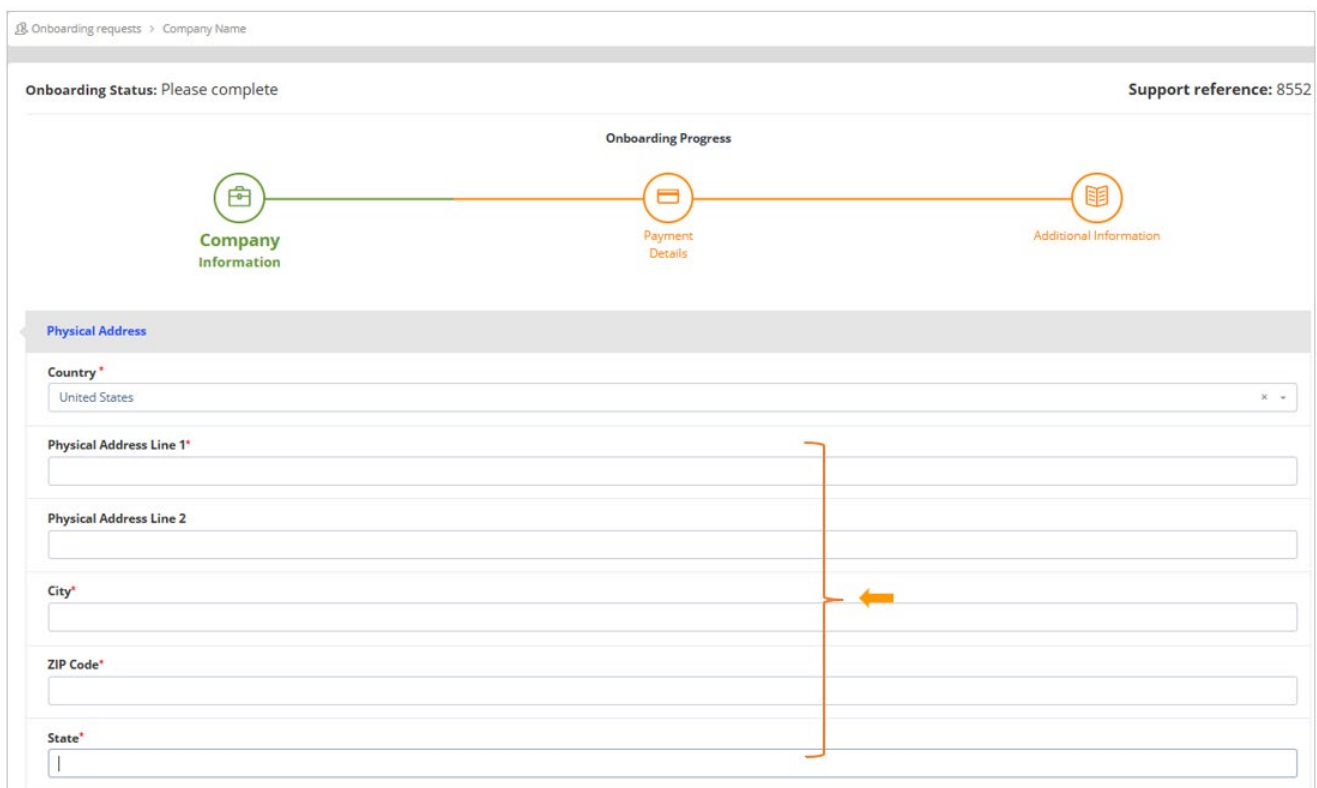


Will you be providing international bank details\*

Yes

## Supplier Onboarding Form – Company Information

The Supplier completes the Physical Address, Post Address, Company Registration and Other Information details.



Onboarding requests > Company Name

Onboarding Status: Please complete Support reference: 8552

Onboarding Progress

Company Information Payment Details Additional Information

Physical Address

Country\*  
United States

Physical Address Line 1\*

Physical Address Line 2

City\*

ZIP Code\*

State\*

**Postal Address**

Same As Physical Address

---

**Company Registration**

**TIN**  
-

**Organization Name**  
Trading Name

---

**Other Information**

**Email Address \***  
company@gmail.com

**Landline Phone Number \*\***  
United States (+1) 3369860674

**Mobile Phone Number \*\***  
United States (+1)

**\*\*\* Please enter either Landline Phone Number or Mobile Phone Number. At least one phone number is required.**

**Fax Number**

**Website Address**

## Supplier Onboarding Form – Payment Details

If the supplier selects a country during registration, that country will automatically appear in the international bank account section. If not, the supplier can manually choose a country from the Bank Account Country drop-down list.

The supplier enters the bank account details.

Onboarding requests > [Company Name 1]

Onboarding Status: Please complete

Onboarding Progress

Company Information

Payments Details

---

**Payment Information**

-- Select a payment type --

[Add another payment type and continue](#) [Remove selected payment type](#)

**International bank account**

**Bank Account Country \***  
United States

**Currency \***  
USD

**Payment Type**  
SWIFT

**Account Name \***

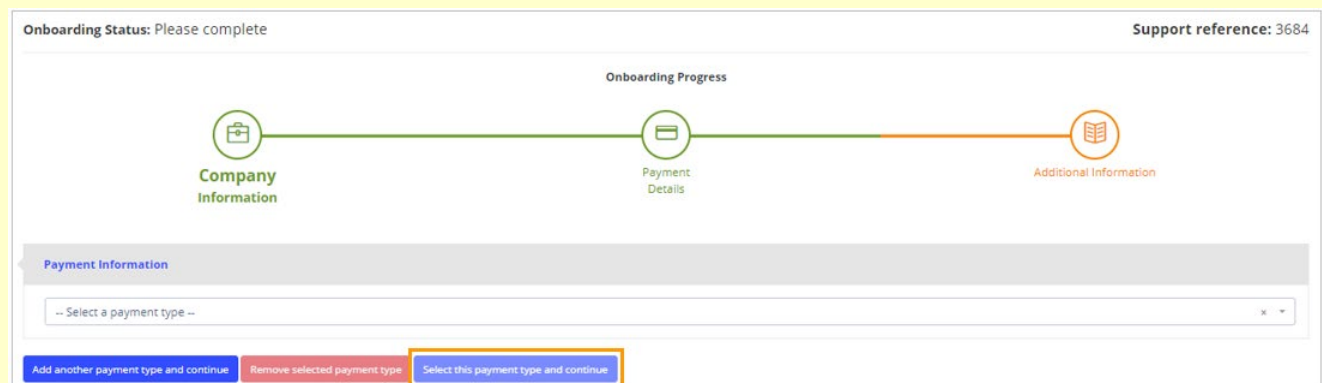
**Account Number \***

**SWIFT Code \***

**Bank Name \***

**Click Finish**

Note: The supplier who has previously used Eftsure can select a payment type they have previously used from the drop-down list and click Select this payment type and continue, or add a new payment type.



Onboarding Status: Please complete Support reference: 3684

Onboarding Progress

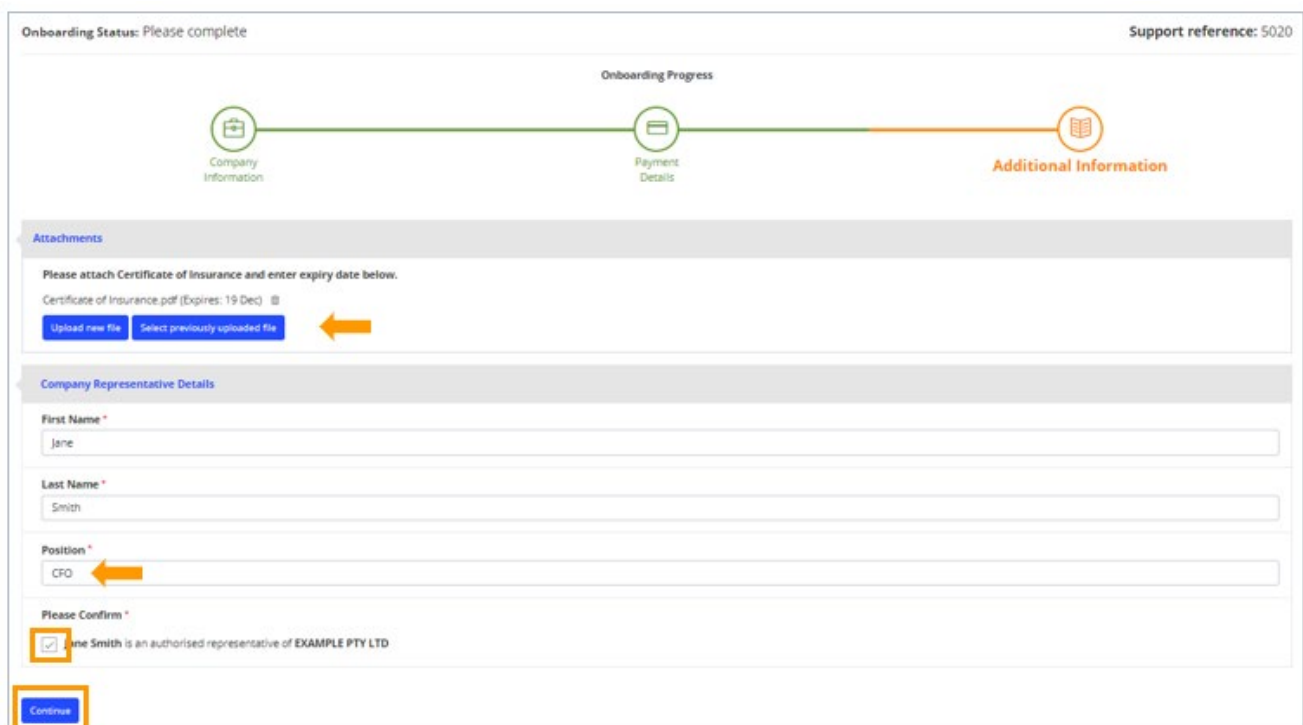
Company Information — Payment Details — Additional Information

**Payment Information**

-- Select a payment type --

### Supplier Onboarding Form – Customer Requested Additional Information

The supplier completes the Additional Information section. These are specific additional information that you may request on your onboarding form. This may include documentation requirements, acceptance of your Terms & Conditions, invoices, and other relevant details.



Onboarding Status: Please complete Support reference: 5020

Onboarding Progress

Company Information — Payment Details — Additional Information

**Attachments**

Please attach Certificate of Insurance and enter expiry date below.

Certificate of Insurance.pdf (Expires: 19 Dec)

**Company Representative Details**

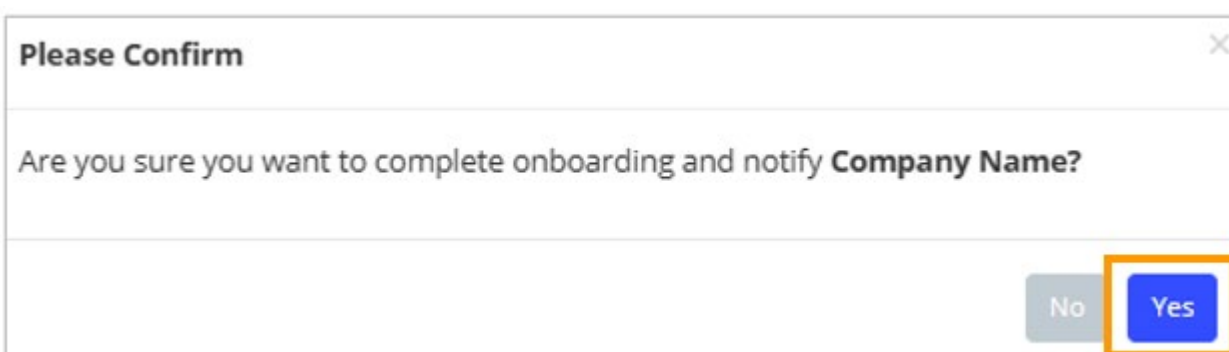
First Name \*

Last Name \*

Position \*

Please Confirm \*

Jane Smith is an authorised representative of EXAMPLE PTY LTD




**Please Confirm**

Are you sure you want to complete onboarding and notify **Company Name**?

**Onboarding Status:** Awaiting verification (Not verified yet) **Support reference:** 2602

**Onboarding Progress**



**Finished**

Thank you for completing the process , Eftsure may call you to confirm the details you have provided. Reference number: **2602**

[Finish](#)

**Company**

**Thank You.** We have noted your new details, and will communicate them to **[Company Name 1]**.

**Trading name/Personal name**  
Trading Name

**Country of Bank**  
United States

**Currency**  
USD

**Bank Name**  
US

**Account Number**  
3259685

**Account name**  
Ana Ogier

**SWIFT code**  
NATAAU3303M

**Country Specific Account Code Type**  
11

**Country Specific Account Code**  
NATAAU3303M

Please note: Eftsure verification staff will contact you by phone to provide you with a verification code to enter into the system. Once you receive the call, please log back in using your username and password and enter the provided code to complete the process.

**Important: Please notify your nominated references that Eftsure may call them to verify your contact details.**

**If the supplier does not open the email invitation to onboard, reminder emails will be sent:**

- 1st Email reminder: After 1 business day
- 2nd Email reminder: After 2 business days
- 3rd Email reminder: After 6 business days (4 days after 2nd email reminder)

**For more information:**

Visit: [www.nhvr.gov.au](http://www.nhvr.gov.au)

Subscribe: [www.nhvr.gov.au/subscribe](http://www.nhvr.gov.au/subscribe)

Email: [info@nhvr.gov.au](mailto:info@nhvr.gov.au)

Phone: 13 NHVR (13 64 87)\*

\*Standard 13 call charges apply. Please check with your phone provider.

This information in this document is only a guide and should not be relied upon as legal advice.

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