Update Preferred Payment Method

About this Guide

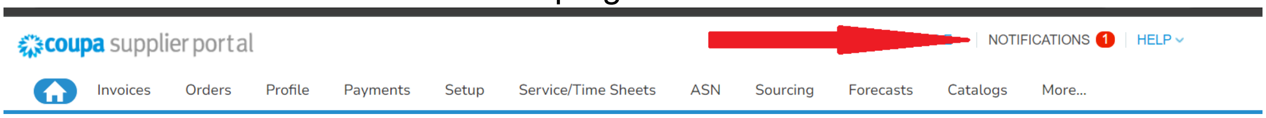
This guide is intended to show suppliers how to update/change their preferred payment method. Please see the following steps below on how to change your preferred payment method.

This guide contains the following sections:

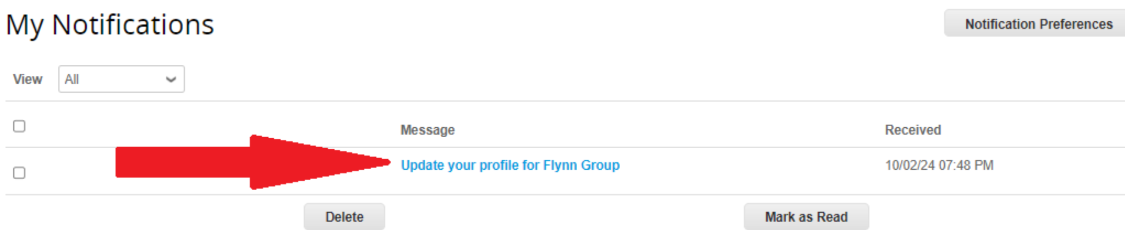
Completing an Information Change Request

Completing the Information Request Form:

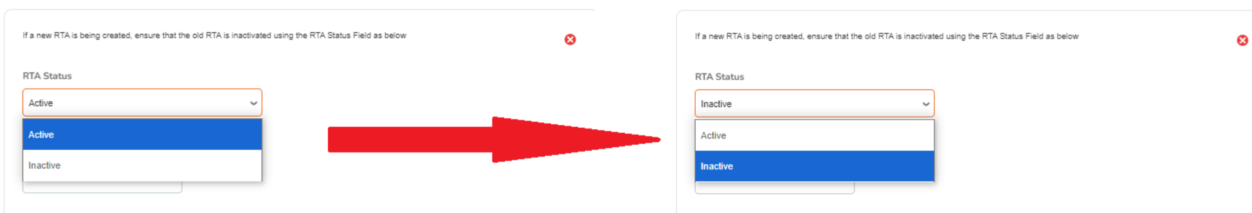
1.) Click the word Notifications in the top right corner



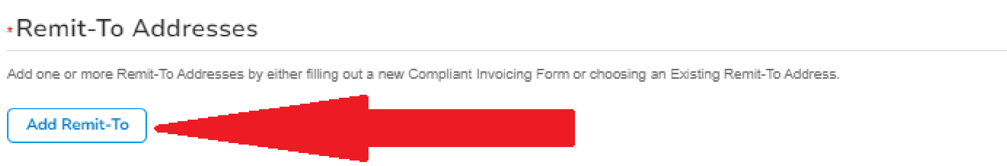
2.) Click on the Message in blue labeled "Update your profile for Flynn Group"



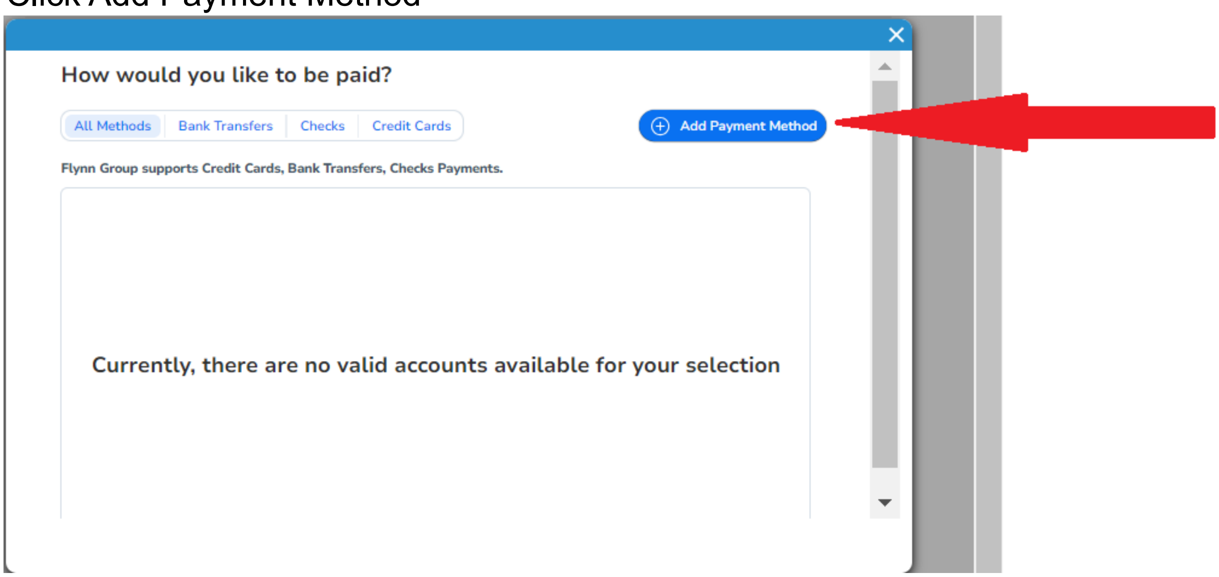
3.) Under the current RTA status change the status from active to inactive



4.) Click the Add Remit to button

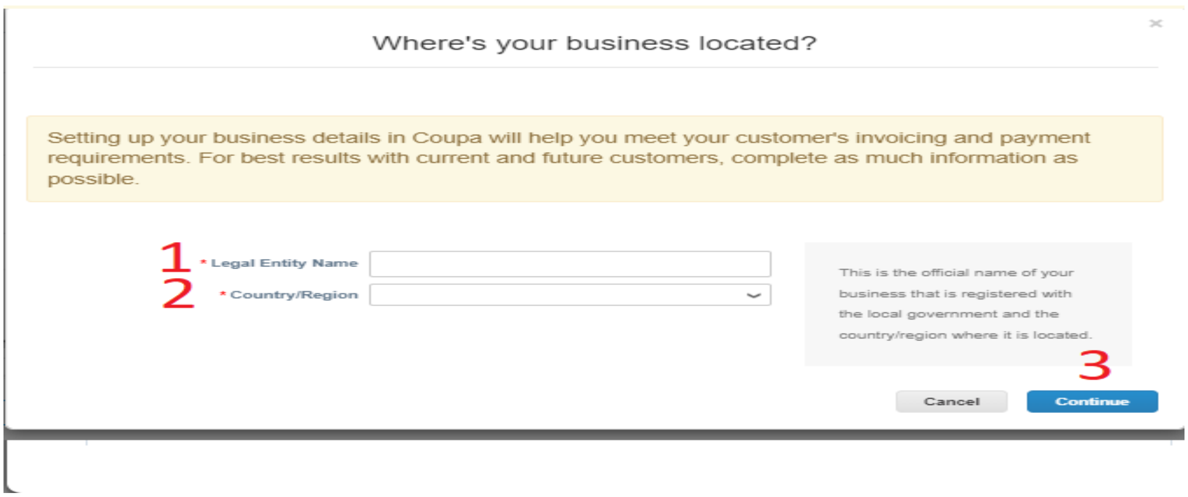


5.) Click Add Payment Method

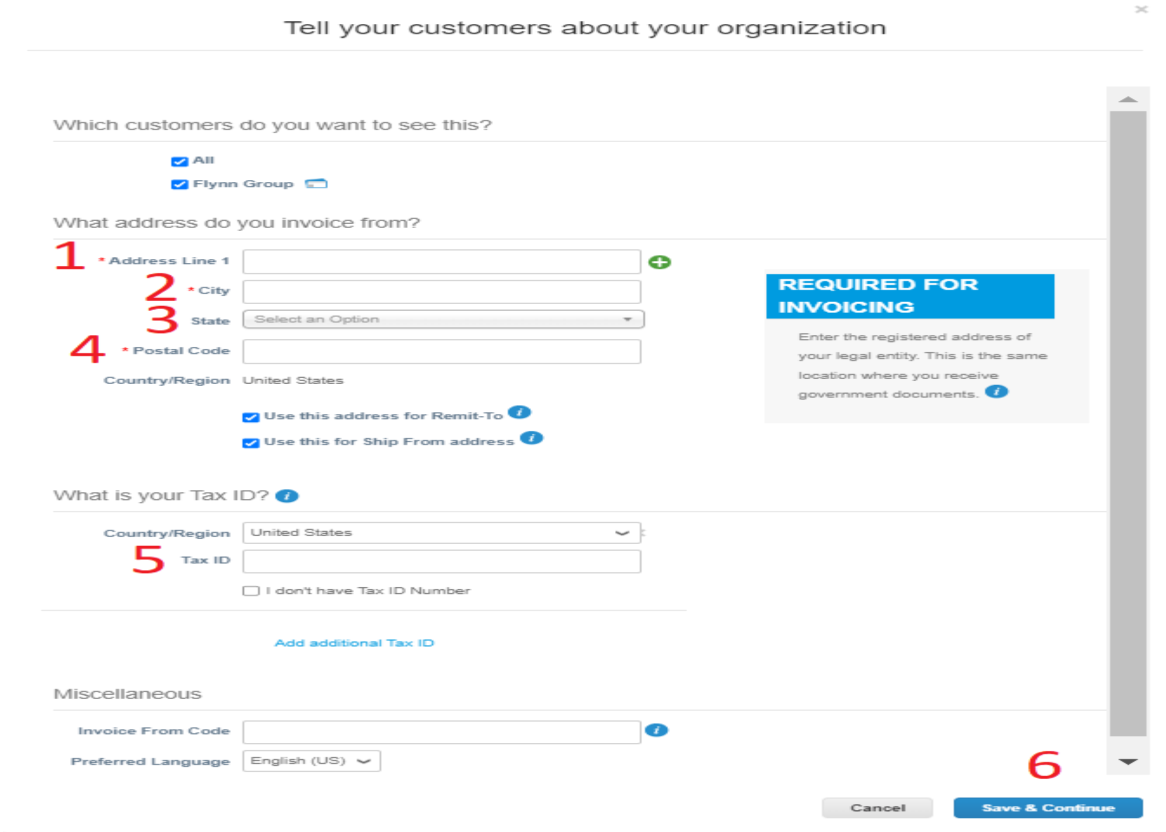


6.) If you have your multiple authentication option turned on, please enter the 6- digit code sent to the Authenticator App/phone number provided when you created your account or use the authenticator app and click ok.

7.) Under Where's your business located?, enter your business's legal name in the box located the right of Legal Entity Name. Click on the drop-down box located the right of County/Region, scroll down and click on United States, click continue

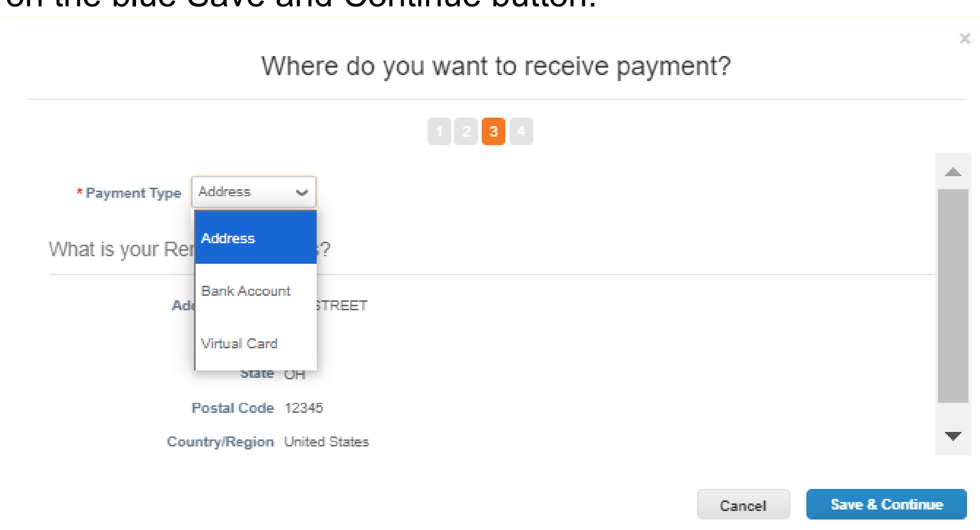


8.) Under the page labeled Tell your customers about your organization. Enter in your remit address, if your computer auto populates your address you will need to manually select the State option, enter in your tax ID with dashes. Once entered click the blue Save and Continue button.

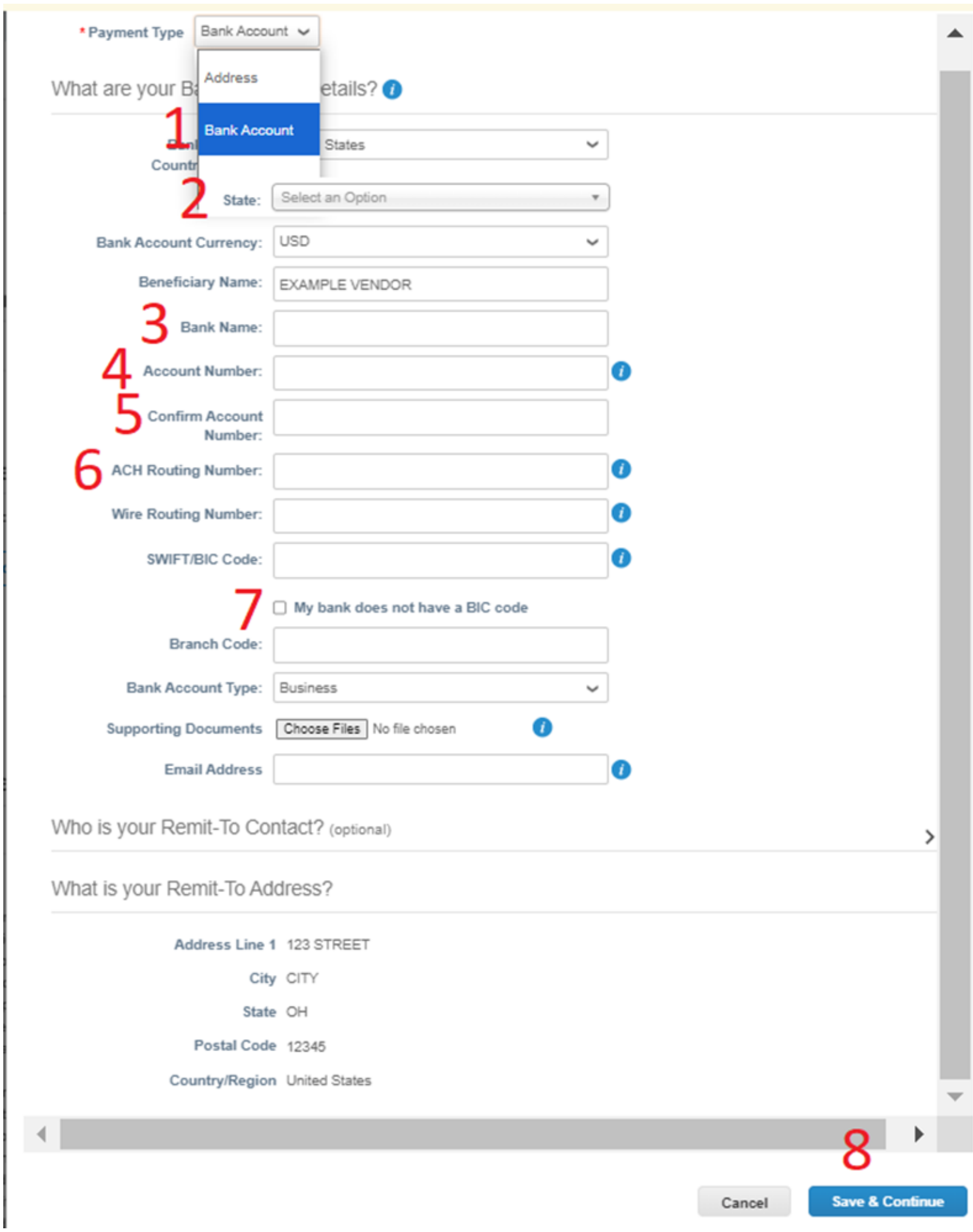


9.) On the page labeled Where do you want to receive payment:

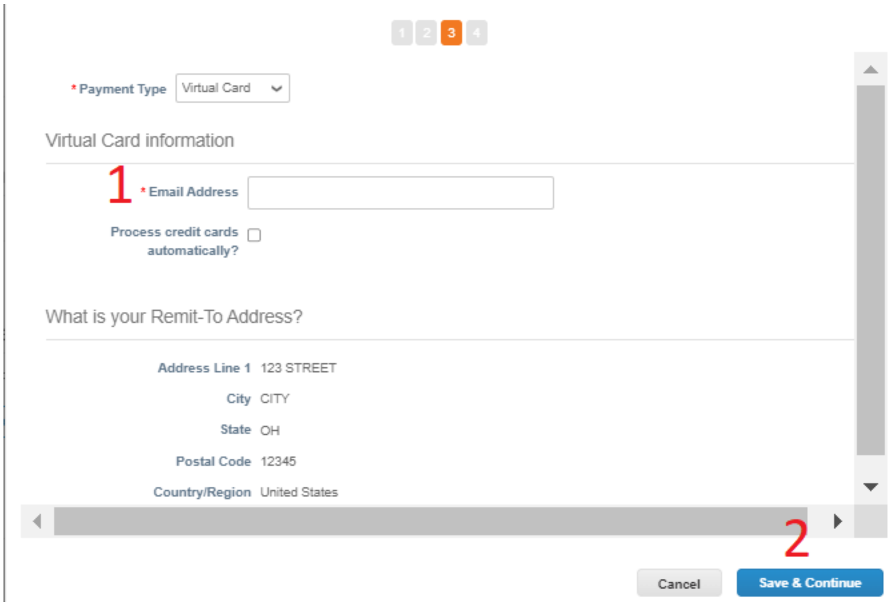
a. **To switch to check payment**, click on the drop down located next to Payment type and click on **Address**. If Remit Address if correct click on the blue Save and Continue button.



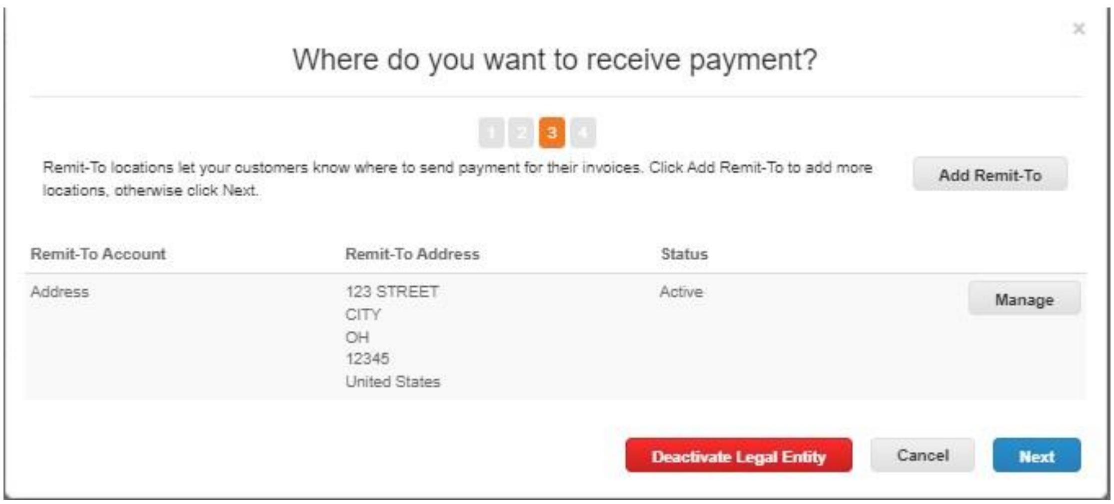
b. **To switch to ACH payment**, click on the drop down located next to Payment type and click on **Bank Account**. Enter the state where your bank is located, Bank's name, account number, confirm account number, ACH routing number. If you do not have access to your bank's Wire/SWIFT information, please click on the check box labeled "My bank does not have a BIC code. Once the information has been filled out, click on the blue Save and Continue button.



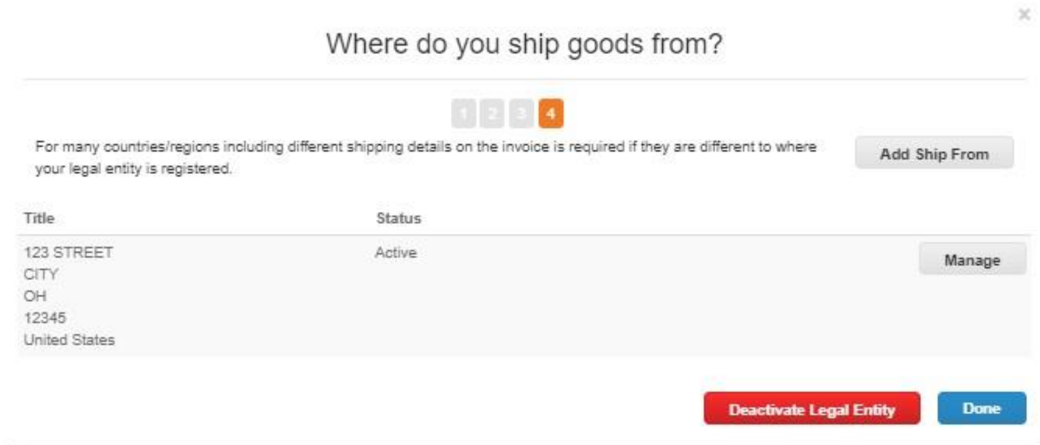
c. **To switch to virtual credit card**, click on the drop down located next to Payment type and click on **Virtual Card**. Enter a remit email address in the box located the right of Email Address. If your company processes credit cards automatically, please click the appropriate check box. Once the information has been filled out, click on the blue Save and Continue button.



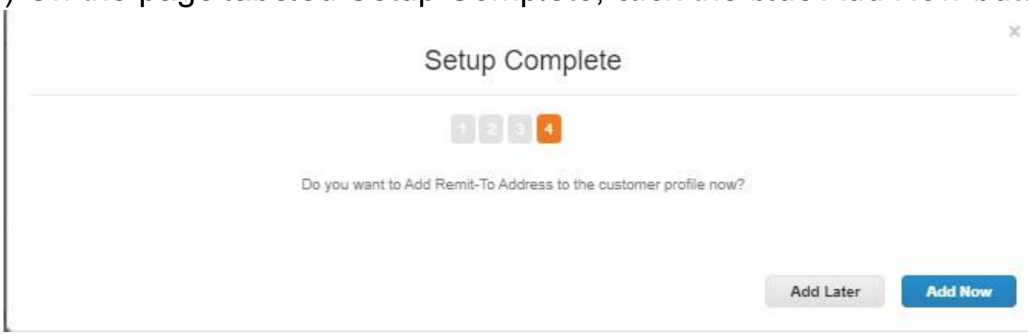
10.) On the page labeled Where do you want to receive payment, click the blue Next button.



11.) On the page labeled Where do you want to ship goods from, click the blue Done button.

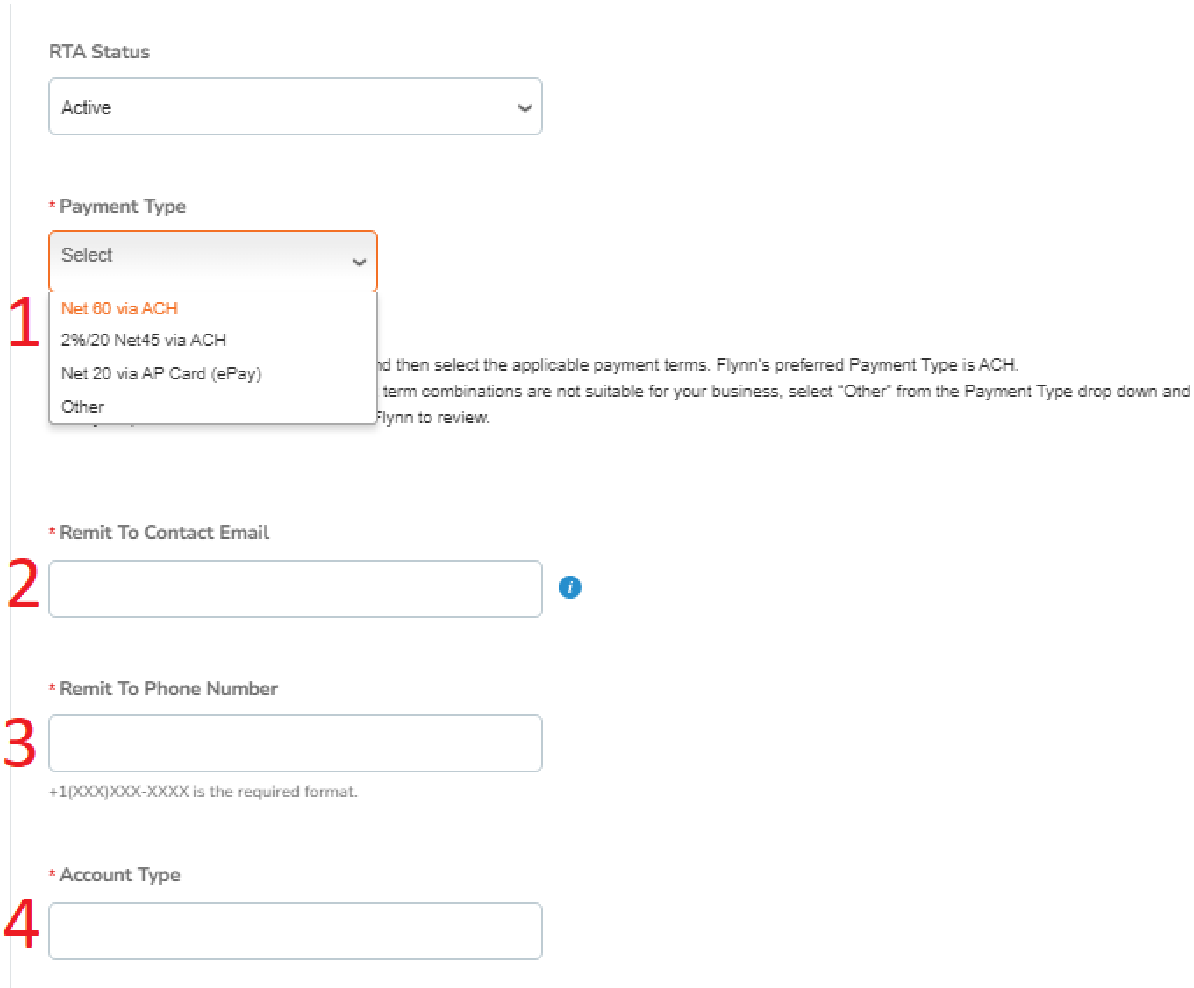


12.) On the page labeled Setup Complete, click the blue Add Now button.



13.) Under the Remit-to Address now that a remit address has been entered, click on the drop down located under payment type:

a. **To switch to payment via ACH**
   i. Click on the drop down under Payment Type
   ii. Select from the two available terms options.
   iii. Under Remit To Contact Email enter a good remit email address.
   iv. Under Remit To Phone Number, enter a good phone number in the format +1(XXX)XXX-XXXX.
   v. Under Account Type, enter either Checking or Savings
   vi. Check the box, labeled “Does the vendor accept these conditions?”



b. **To switch to payment via ePay**

  i. Click on the drop down under Payment Type, select the option Net 20 via AP Card (ePay)

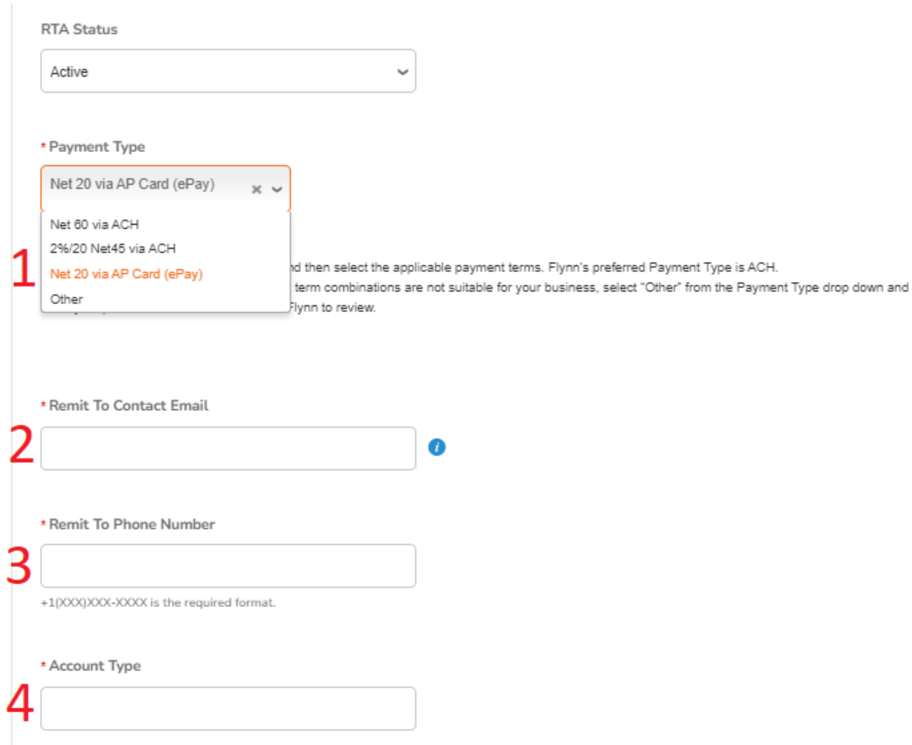
  ii. Under Remit To Contact Email enter a good remit email address.

  iii. Under Remit To Phone Number, enter a good phone number in the format +1(XXX)XXX-XXXX.

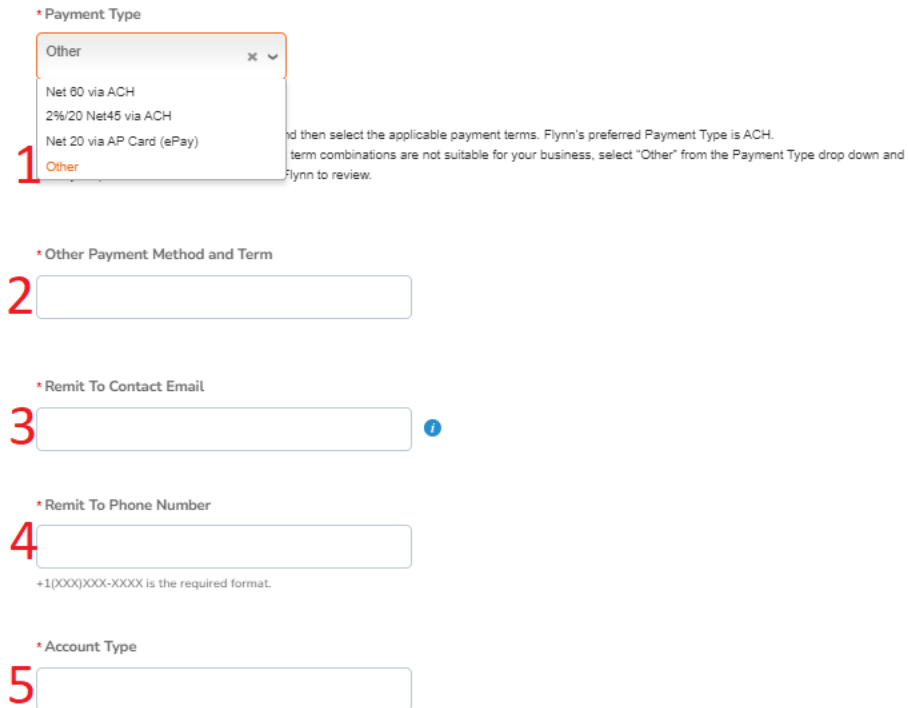
  iv. Under Account Type, enter either Checking or Savings.

  v. Check the box, labeled “Will the vendor have the ability to accept MasterCard Payments?”

  vi. Check the box, labeled “Does the vendor accept these conditions?”

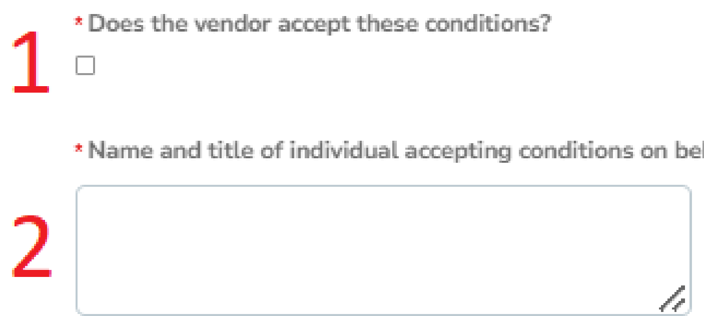


c. **To switch to payment via check, select Other.**
   i. Click on the drop down under Payment Type, select the option Other
   ii. Under Other Payment Method and Term, type in Check at preferred terms.
   iii. Under Remit To Contact Email enter a good remit email address.
   iv. Under Remit To Phone Number, enter a good phone number in the format +1(XXX)XXX-XXXX.
   v. Under Account Type, enter either Checking or Savings.



Completing the Information Request Form: Indemnification

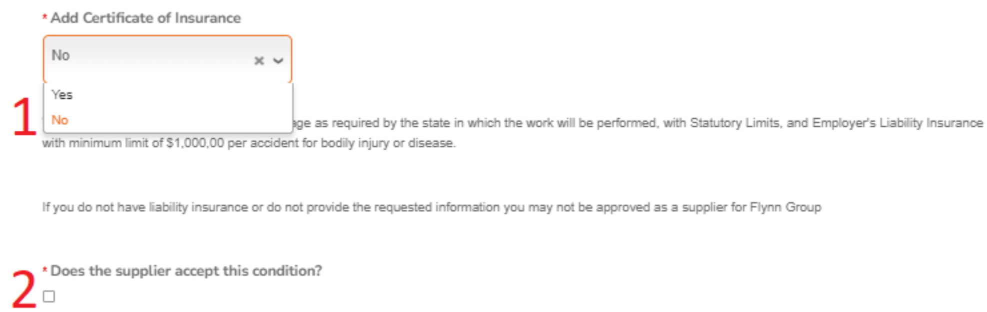
1.) Review the Indemnification section
   a.) Click the box located under Does the vendor accept these conditions?
   b.) Enter your name and position in the text box below Name and title of individual accepting conditions on behalf of vendor



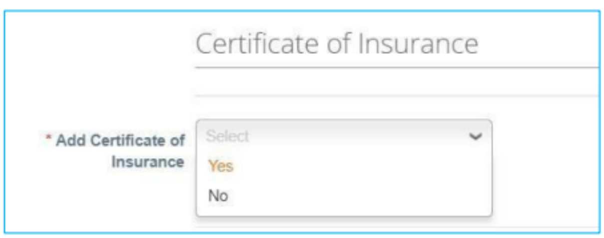
Completing the Information Request Form: Certificate of Insurance

1.) After filling out the Remit-To Address, you will need to add a **Certificate of Insurance** if applicable.

   a. If you do not have Certificate of Insurance
      1. Select No drop the drop down
      2. Click the check box labeled “Does the supplier accept this condition?”



   b. If you do have a Certificate of Insurance select **Yes** and fill out the required information.
      Please have Certificate Holder listed as:
      Flynn Restaurant Group
      Attn: Risk
      6200 Oak Tree Blvd Suite 250
      Independence, OH 44131

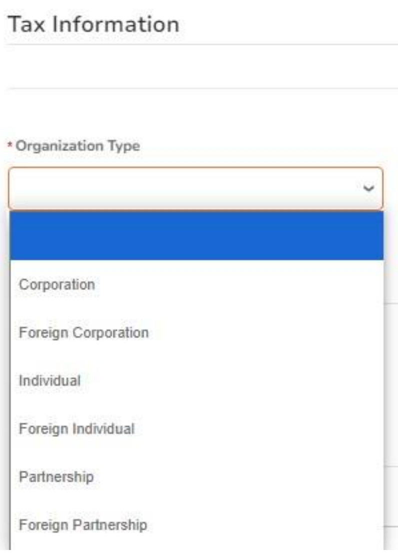


Note that if you do not have a certificate of insurance you may not be approved as a supplier for Flynn. Please coordinate directly with Flynn for this matter.

Completing the Information Request Form: Tax Information

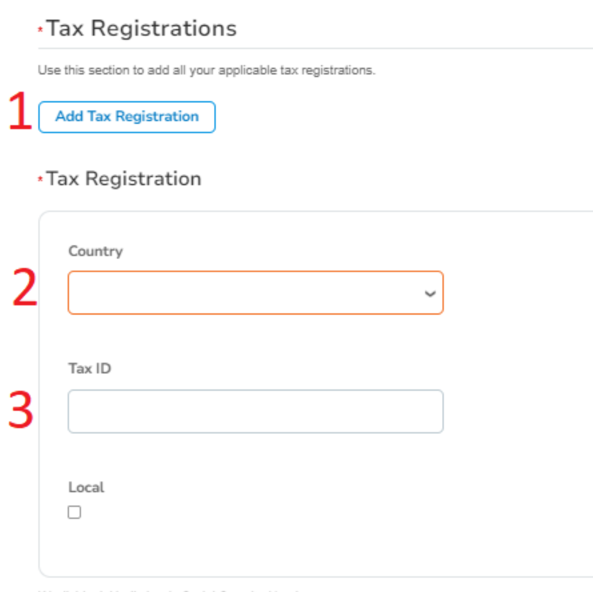
1.) The next fields you need to complete are the Tax Information/Registration fields.

2.) Under **Tax Information**, choose the type of organization that you have by clicking on the drop down below "**Organization Type**" (i.e., corporation, individual, partnership, etc).



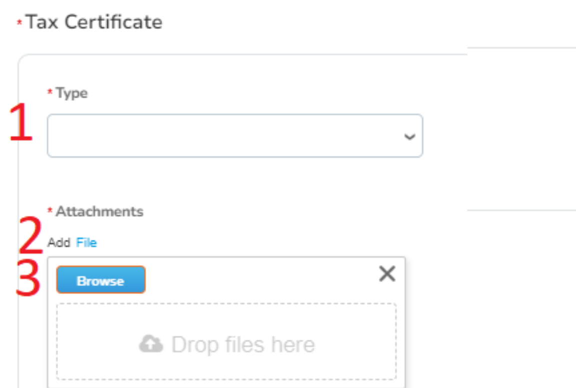
3.) **Tax Registration**

   a. Click Add Tax Registration
   b. Select United States from the drop down located to the right of County
   c. Enter your tax ID or Social Security number with dashes, is the text box located to the right of Number



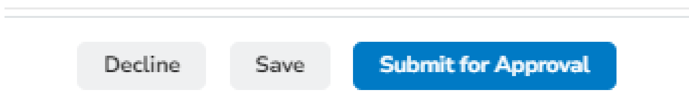
4.) **Tax Certificate**

a. Select your tax type (W8 or W9)
b. Click on the blue word File
c. Click the blue word Browse to find your copy of your W8 or W9 to upload into Coupa



Submitting the Information Request Form

1.) Once all information is completed, scroll to the bottom and click Submit for approval.



Once the Flynn team approves your account change it will reflect on your account. Ensure that all information is filled out in full and correctly to avoid delays and refusals. Note that although some Information is optional, Flynn strongly recommends you fill out all of the fields for a better user experience.