

SAP BUSINESS NETWORK

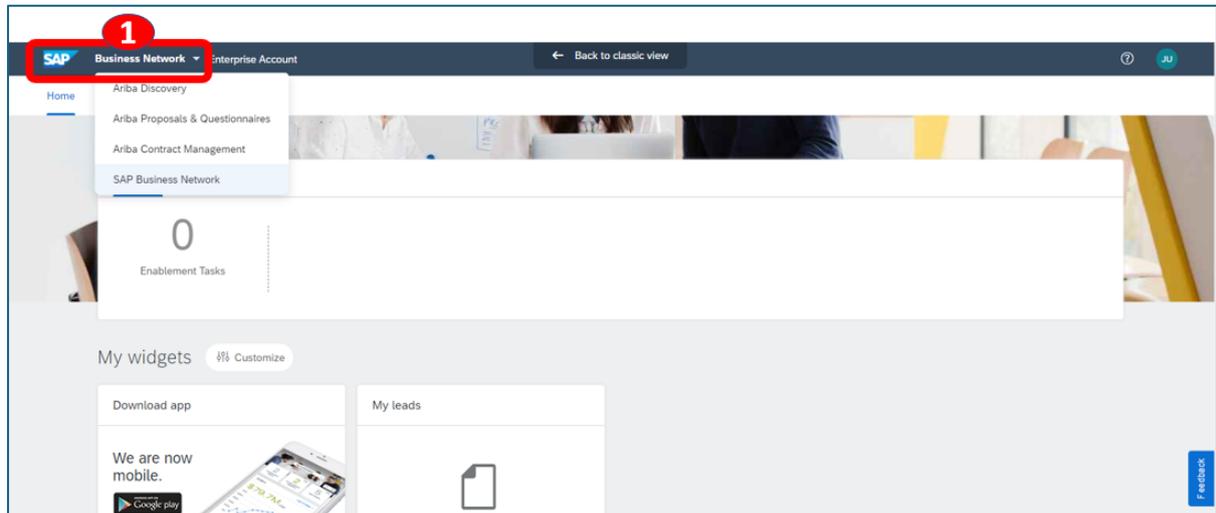
Update Bank Details Instructions

August 2024

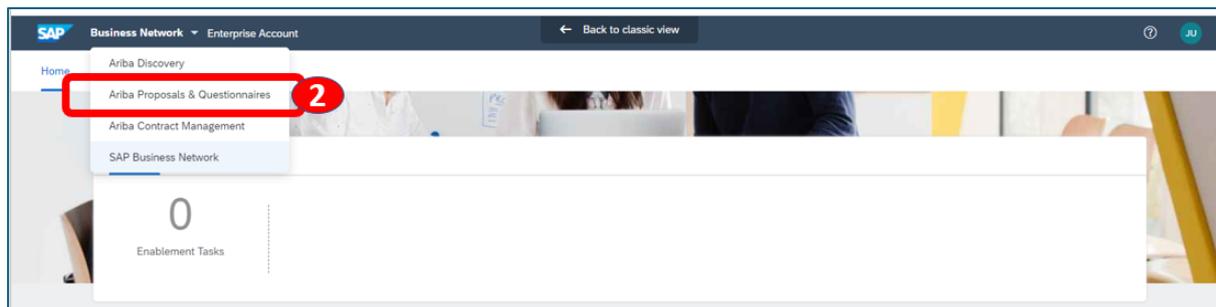


Supplier will need to access their SAP Business Network Account and then complete the following steps:

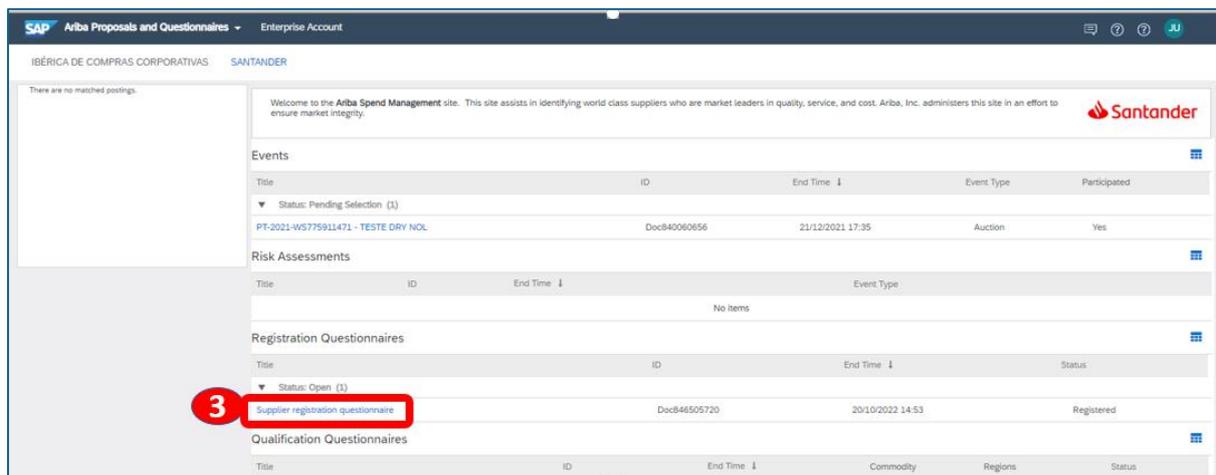
1: Click on the Business Network on the Left-Hand Side



2: Click on Ariba Proposals & Questionnaires



3: Select the Supplier Registration Questionnaire





4: Click on 'Revise Response' and Amend

The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with 'Ariba Sourcing' on the left and 'Company Settings', 'Jennyfer Uran Mesa', 'Feedback', and 'Help' on the right. Below the navigation bar, there is a console area with 'Doc846505720 - Supplier registration questionnaire' and a 'Time remaining' indicator showing '285 days 21:02:54'. A yellow notification banner states 'You have submitted a response for this event. Thank you for participating.' Below this, there is a 'Revise Response' button highlighted with a red circle and the number 4. The main content area shows a table of responses with columns for 'Name' and 'Answer'. The table includes sections for 'Privacy Policy', 'Corporate Group', and 'Bank Information'. A 'Compose Message' button is located at the bottom left of the table.

5: Bank Details

A detailed look below, on how to review Bank Details, the Supplier needs to ensure they **attach either a Bank Letter or a Bank Statement from the last 3 months:**

- a) Bank Certification Evidence/Attachment - showing the Bank Account Name, Sort Code and Account Number, SWIFT code and IBAN Account Number so we can confirm that the bank account does belong to your company. The document should not be older than 3 months.
- b) Swift Code/BIC Code
- c) Bank Key/ABA Routing number – this is Sort Code with no hyphens, punctuations, or spaces.
- d) IBAN Number – only in those countries where IBAN applies.
- e) Bank Account holder's Name – this should be their own bank account, must be only letters, and must follow their Legal Name.
- f) Account Number
- g) Region: please include the Region/County that applies to the bank account address
USA has no IBAN.
No Bank Key



Registration

*Mandatory fields

Country: Select from the drop-down the country to which your bank or bank account belongs

Bank key: the unique identifier of the bank entity must be indicated

Account Number: It is a unique string of numbers (and letters depending on the country) that identifies the owner of an account and grants access to it

IBAN: International bank account number. Only those countries that have an IBAN number.

Bank Control key: The bank control key identifies the type of account of the provider (savings, etc.) or the control digit that has the account number or IBAN.

This control key is only applicable for bank accounts/IBAN belonging to the following countries: Argentina, Spain, France, India, Italy, Japan, Mexico, Portugal, USA, Venezuela, South Africa.

Bank Type: No Choice v

Country: (no value) v

Bank Name:

Bank Branch:

*) indicates a required field

Account Holder Name:

Bank Key/ABA Routing Number: 01549586

Account Number: 3779785255

IBAN Number: ES8901549586453779785255

SWIFT Code:

Bank Control Key: Control Key [45] v

Registration

*Bank control key

France, Spain, Mexico, Portugal and Italy:
It is a verification key for the combination bank code and bank account number.

USA, South Africa, Argentina, Venezuela and India
The type of account for each country is indicated.

Japan
In Japan the contents of the field indicate the account class

Account Holder Name:

Bank Key/ABA Routing Number: 01549586

Account Number: 3779785255

IBAN Number: ES8901549586453779785255

SWIFT Code:

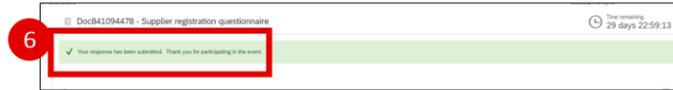
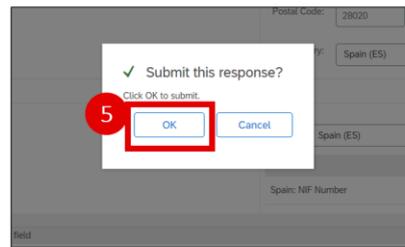
Bank Control Key: Control Key [45] v



Registration

Registration Questionnaire

- 5 Click "OK" to confirm sending your answers.
- 6 The systems confirms the submission of the registration questionnaire.
- 7 The status remains in "Pending approval" until it is approved.



Title	ID	End Time	Status
Status: Finalizado (1)			
Supplier registration questionnaire	Doc841094478	12/22/2021 10:55 AM	Pending Approval

6: Once amended click on 'Submit Entire Response'

Console Doc846505720 - Supplier registration questionnaire

Time remaining: 285 days 20:46:58

All Content

Name	Value
1 If you are a Supplier from Santander Group, leave the answer as 'Yes'. In case you are not the Supplier, please indicate 'No' to start the process.	Yes
2 Privacy Policy	Yes
3 Corporate Group	Yes
3.1 Does your Company belongs to a Corporate Group?	Yes
3.2 Indicate Company Group	Grupo Santander

(*) indicates a required field

Submit Entire Response (5) | Reload Last Bid | Save draft | Compose Message | Excel Import