SAP Ariba Supplier Registration Questionnaire Work instructions

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Introduction

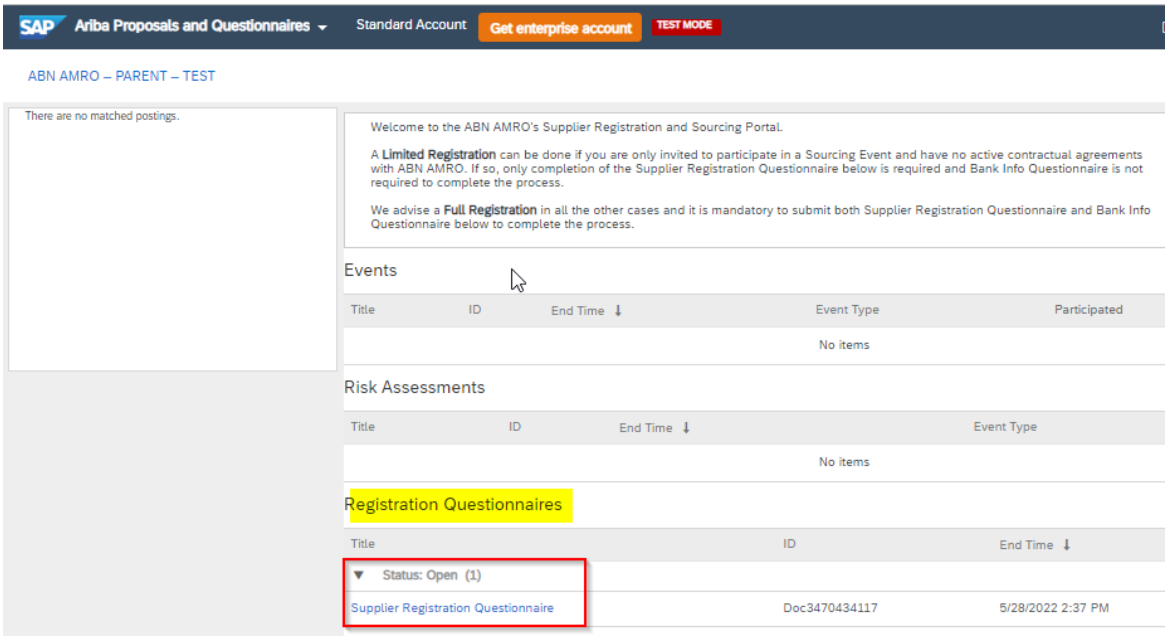
This work instruction will help to explain how to fill in the Supplier Registration Questionnaire from ABN AMRO. In order to become a registered supplier for ABN AMRO, your organization needs to provide certain information in the Supplier Registration Questionnaire.

This work instruction will explain in detail how to fill in your Supplier Registration Questionnaire:

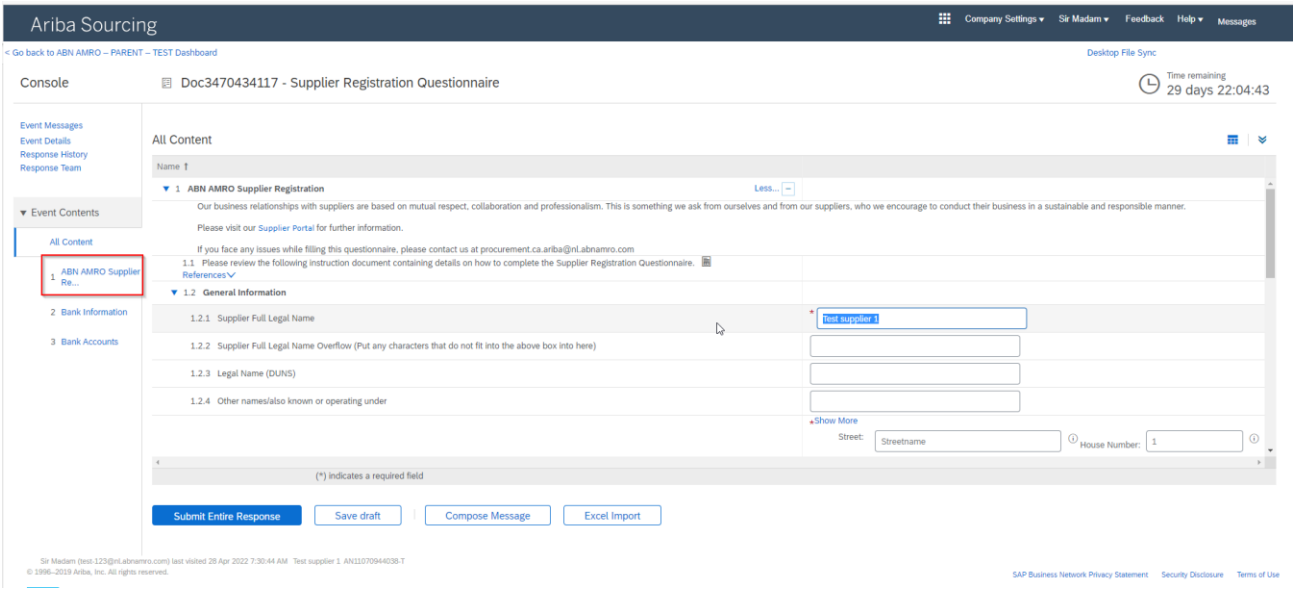
- Where you can find the Registration Questionnaire.
- Which fields are mandatory to fill.
- How to provide your company name.
- How to provide your DUNS number.
- How to comply with ABN AMRO Supplier Code of Conduct.
- Which ID numbers you need to provide.
- Accounts Receivable contact.
- Adding Bank Accounts, including rules related to field entry and country specific requirements.
- Mandatory fields for Domestic and Foreign based vendors.
- How to submit your Supplier Registration Questionnaire.

1. Supplier Registration Questionnaire 1st screen

If you go to your SAP Ariba account, you will see that there are two steps that you need to complete to register yourself as a supplier for ABN AMRO: **Supplier Registration Questionnaire**.



Once you click on **Supplier Registration Questionnaire**, you will see the screen below.

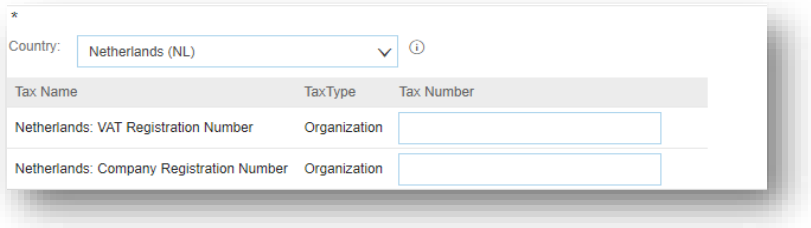


In the section **All Content** you will see all the questions of the Supplier Registration Questionnaire. These questions are about your company details.

On the right side you will see the fields were you can provide your answers. The fields which are marked with an asterisk (*) are mandatory. In the **Supplier Full Legal Name** (1.2.1) field you can provide the official legal name of your organisation. In case the legal name is longer than 40 characters, you can use the extra characters in the field of 1.2.2. You can use the field of 1.2.3 for your trading name.

2. VAT numbers

In the section VAT you can provide your **VAT number** and your **Company Registration Number.** The VAT number is your organizations taxpayer reference. The Company Registration Number is the unique number of your organization which is registered in Chamber of Commerce and it is mandatory for organization which is based in The Netherlands.



For US based companies, you can provide multiple ID numbers. Please fill in what is applicable. You can provide the following ID numbers:

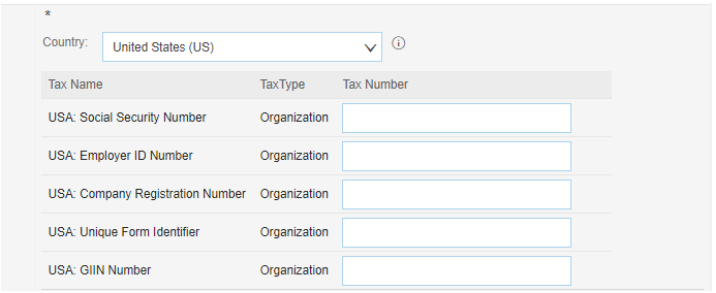
Social Security Number: This is a nine-digit number that the U.S. government issues to all U.S. citizens

Employee ID number: This is an unique nine-digit **number** assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of **identification**.

Company Registration number: The Company Registration Number is the unique number of your organization which is registered in Chamber of Commerce.

Unique Form Identifier: This is a ten-digit number provided by the IRS for organizations to report the number and amount of payments to foreign persons.

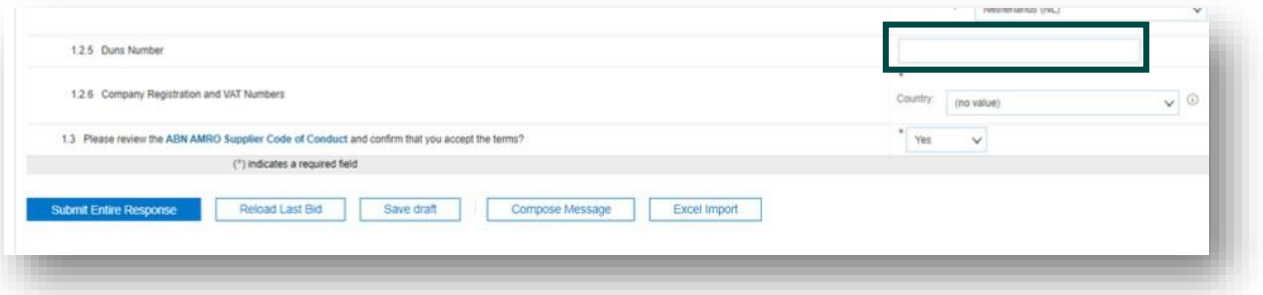
GIIN Number: This a worldwide reference number provided by the IRS for some organizations (for example Banks).



3. DUNS number

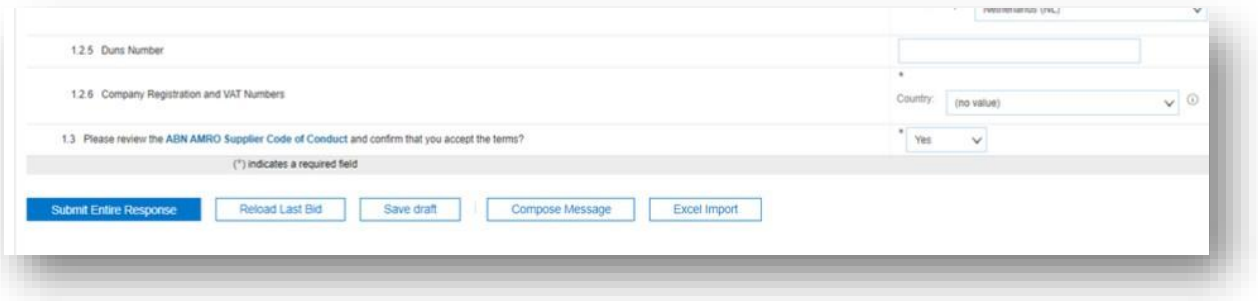
In the screen below you will see a field where you need to provide your **DUNS number** (this your Duns & Bradstreet number).

If you are already a supplier with ABN AMRO, this field will be pre-populated with characters (for example 12-123-1231). In order to submit your questionnaire, you will have to remove the hyphens (for example 121231231).

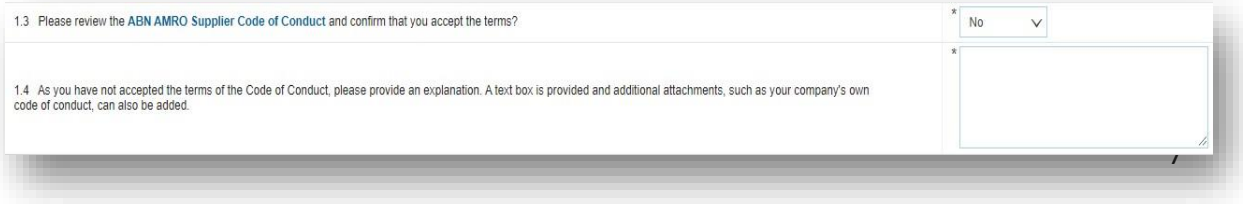


4. ABN AMRO Supplier Code of Conduct

In the field **Confirmation of ABN AMRO Supplier Code of Conduct** you can answer **Yes** or **No.** If you click on **ABN AMRO Supplier Code of Conduct** you can view our Supplier Code of Conduct in PDF.



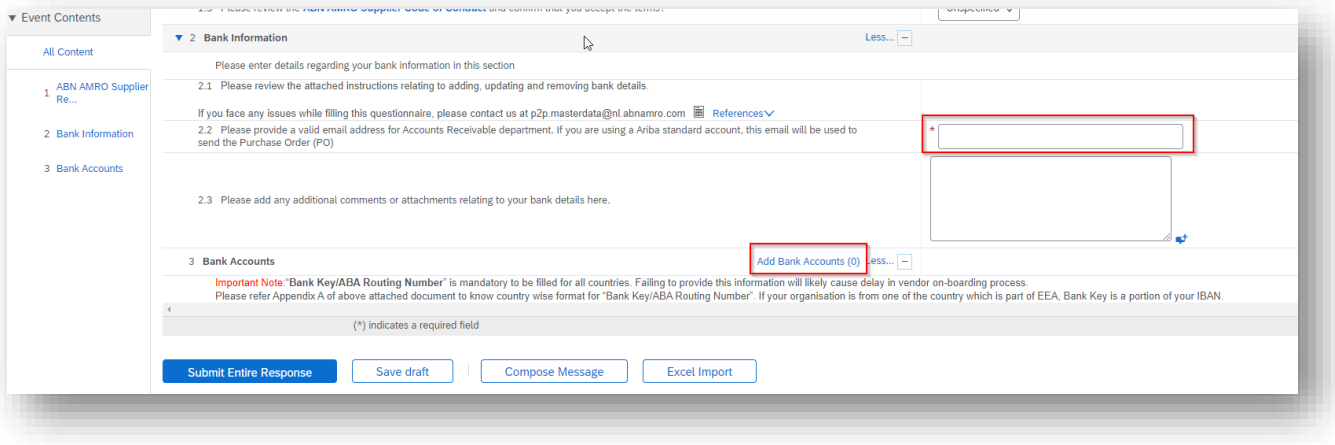
If you do not agree with the ABN AMRO Supplier Code of Conduct, you will see a text box below, where you have to explain the reasons why you do not agree with our Supplier Code of Conduct. You can also attach files in this text (for example adding your own Code of Conduct).



5. How to provide your bank information

Once you click on **Bank Info**, you will see the following screen. In the section **All Content** you will see all the steps you need to do in order to complete your Bank info.

There is a field where you can provide the **e-mail address** of your Account Receivable department. This field is mandatory, the e-mail address is needed for the correspondence between our Purchase-2-Pay department and your Account Receivable department to be able to receive Purchase orders.



On the middle right of the screen you will see the link **Add Bank Accounts**. Click on the this link and it will bring you to the **Add Bank Accounts** screen (see section 2). We will explain the Add Bank Account screen in the next section.

6. Add Bank Account

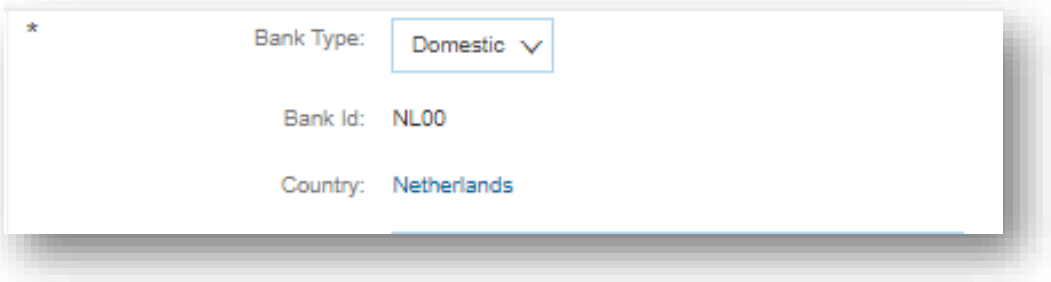
Important Note: "**Bank Key/ABA Routing Number"** is mandatory to be filled for all countries. Failing to provide this information will likely cause delay in vendor onboarding process.

Please refer **Appendix A** to know country wise format for **"Bank Key/ABA Routing Number".**

7. Domestic vendors (Vendors based in Netherlands)

If you click on **Add Bank Account**, you will see the screen below. In this screen you have to provide the Bank Account Details of your organization. This section will explain what information needs to be filled in each field. Based on the country where your bank is located, some of the fields are mandatory.

In **Bank Type** you can choose **Domestic**. Choose the country as **'Netherlands'.**



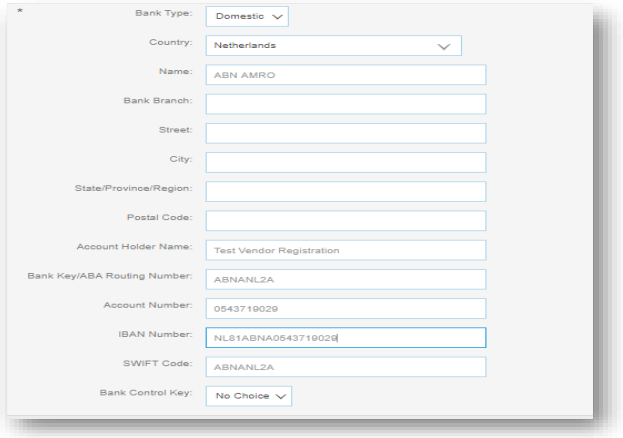
The following fields are mandatory for Netherlands' bank accounts:

Table 2.1 Mandatory fields for Domestic Vendors

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	ABN AMRO	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	ABNANL2A	BIC code of the bank
4	**Bank Account Number**	0543719029	Bank account number
5	**IBAN**	NL81ABNA0543719029	IBAN
6	**SWIFT Code/BIC**	ABNANL2A	BIC code of the bank

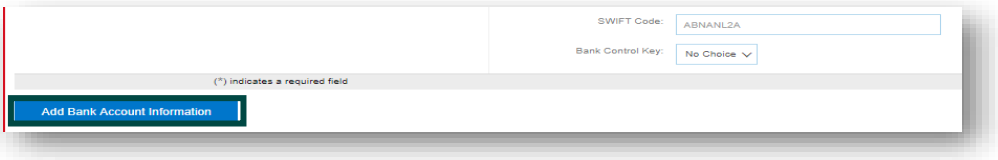
PS: BIC code of the bank goes twice in the two fields (**Bank Key/ABA Routing Number, SWIFT Code/BIC).**

A sample bank account data is shown in the below picture:

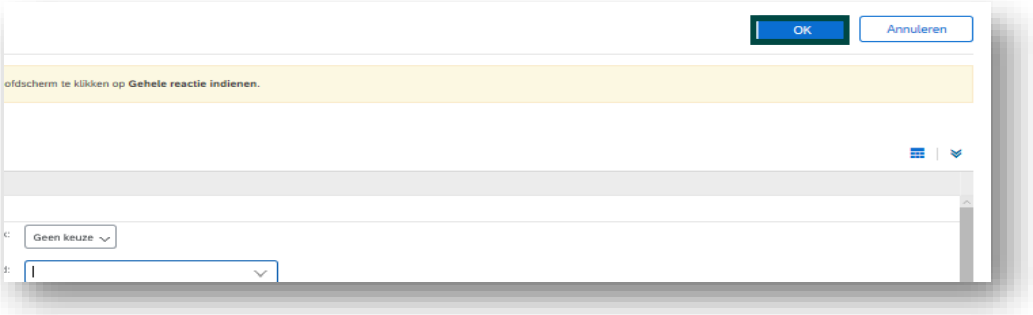


Be aware that there is a check between **Account Number field**, **BIC** and **IBAN** (International Bank Account Number) field.

If there are more Bank Accounts you want to add, you can click on the button **Add Bank Account Info** which is on the left bottom of your screen**.** A second screen will show up where you can provide Bank Details.



Once you have completed you can click on the "**OK"** button which is on the right top of your screen.



8. Foreign vendors (Vendors based outside Netherlands)

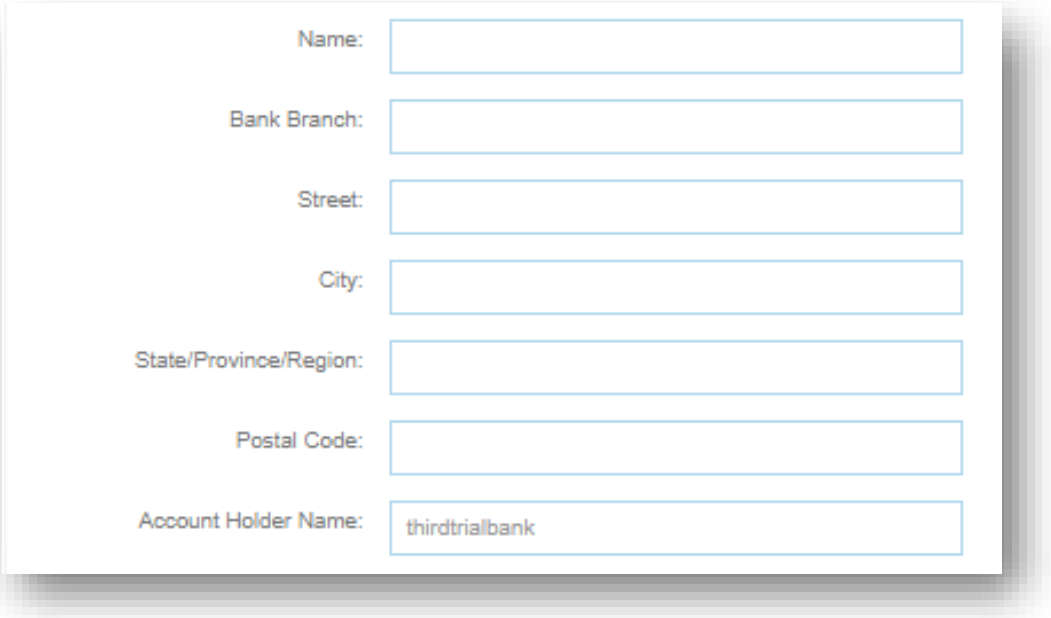
In **Bank Type** choose **Foreign**.

If you choose **Foreign**, you can choose the country where your bank is located.

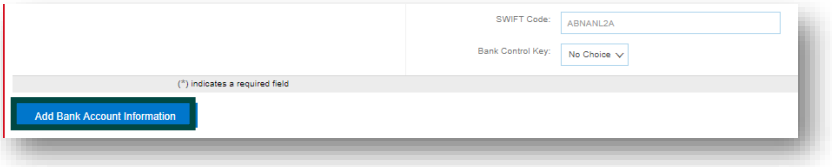
The country where your bank is located, will decide which fields are mandatory to fill in. In table 1.1 you will find an overview of the fields that are mandatory based upon the country where your bank is located.

In appendix A you will find the mandatory fields for foreign vendors per country.

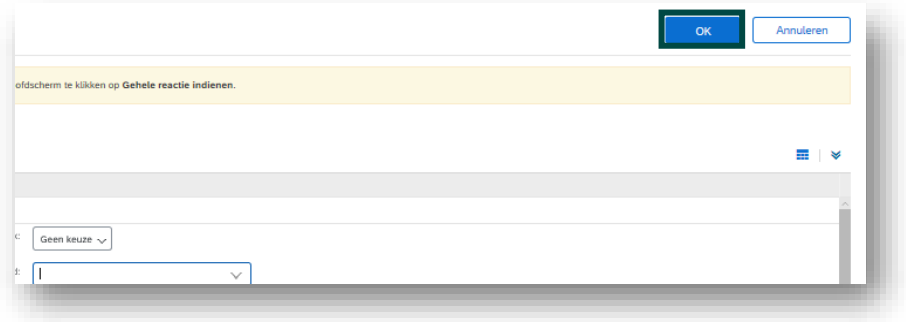
In the section below you can also provide optional fields like **Name**, **Branch, Street**, **City**, **State/Province/Region**, **Postal Code** of your bank.



If there are more Bank Accounts you want to add, you can click on the button **Add Bank Account Info** which is on the left bottom of your screen**.** A second screen will show up where you can provide Bank Details.

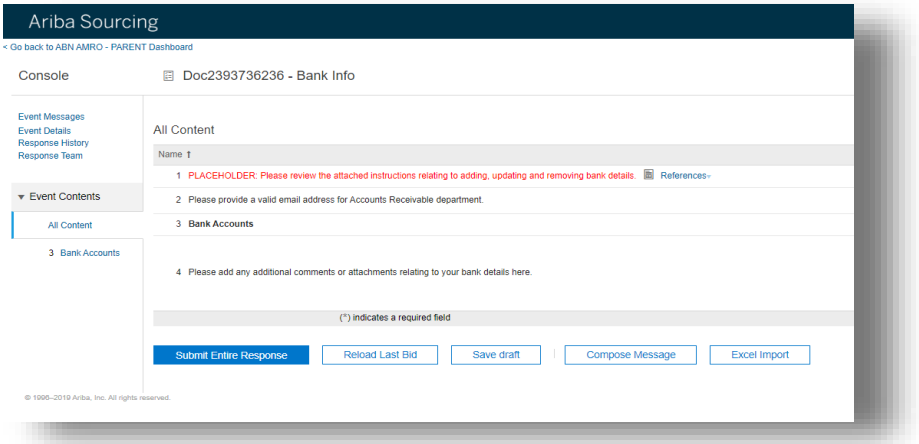


Once you have completed you can click on the "**OK"** button which is on the right top of your screen.



3. Completing Supplier Registration Questionnaire

If you have completed the Supplier Registration Questionnaire, you can click on **Submit Entire Response.** Once you have submitted, your form will be send to our Operation Procurement Department of ABN AMRO. This department will review your form and contact your organization if there is some missing information.



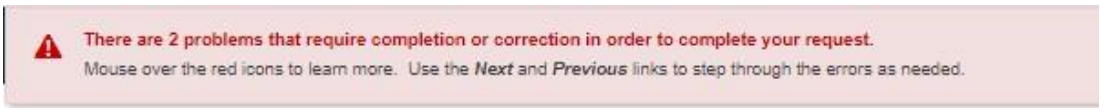
With the **Save draft** button you can save your information which you have provided without sending it.

If you want to send a message, to ask for more information, you can use the **Compose Message** button. This message will be send to our Operational Procurement Department which can provide you with a response.

You can use the **Excel Import** button if you want to upload multiple accounts from an excel file. Once you have uploaded your excel file, you have to check whether Bank Account Details fields are correctly filled in (see Section 2 were we explain Bank Account Details).

4. Errors while submitting

If, at the moment of submitting, the data entry is incorrect, an error might appear at the top of the page. This error message does not only indicate how many errors have been found, but also details where the error occurs.



Please resolve the error and re-submit. If you do not resolve the error the form can't be submitted.

Appendix A
Mandatory bank fields for Foreign Vendors per country

I. *Mandatory fields for vendors in Germany*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	Deutsche Bank	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	37040044	Bank Key / Bank Identifier
4	**Bank Account Number**	0532013000	Bank account number
5	**IBAN**	DE89370400440532013000	IBAN
6	**SWIFT Code/BIC**	DEUTDEFF500	SWIFT/ BIC code of the bank

II. *Mandatory fields for vendors in Belgium*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	ING Belgium	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	363	Bank Key / Bank Identifier
4	**Bank Account Number**	363-1234567-13	Bank account number
5	**IBAN**	BE08363123456713	IBAN
6	**SWIFT Code/BIC**	BBRUBEBB	SWIFT/ BIC code of the bank

III. *Mandatory fields for vendors in France*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	BNP Paribas SA	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	3000402605	Bank Key / Bank Identifier
4	**Bank Account Number**	00012003050	Bank account number
5	**IBAN**	FR7630004026050001200305070	IBAN
6	**SWIFT Code/BIC**	BNPAFRPP	SWIFT/ BIC code of the bank
7	**Bank Control Key**	70	Check digit

IV. *Mandatory fields for vendors in UK*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	HSBC Bank PLC	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	400515	Bank Key / Sort Code
4	**Bank Account Number**	35091948	Bank account number
5	**IBAN**	GB19MIDL40051535091948	IBAN
6	**SWIFT Code/BIC**	MIDLGB22	SWIFT/ BIC code of the bank

V. *Mandatory fields for vendors in Greece*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	Alpha Bank	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	01403590	Bank Key / Bank Identifier
4	**Bank Account Number**	359002220001500	Bank account number
5	**IBAN**	GR8701403590359002220001500	IBAN
6	**SWIFT Code/BIC**	CRBAGRAAXXX	SWIFT/ BIC code of the bank

VI. *. Mandatory fields for vendors in USA*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	JP Morgan Chase	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	071000013	Routing Number
4	**Bank Account Number**	5310314	Bank account number
6	**SWIFT Code/BIC**	CHASUS33	SWIFT/ BIC code of the bank

VII. *Mandatory fields for vendors in Switzerland*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	UBS SA	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	00240	Bank Key / Bank Identifier
4	**Bank Account Number**	24045959900H	Bank account number
5	**IBAN**	CH5900240240459599 00H	IBAN
6	**SWIFT Code/BIC**	UBSWCHZH80A	SWIFT/ BIC code of the bank

VIII. *Mandatory fields for vendors in Spain*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	BANCO SANTANDER	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	00496702	Bank Key / Bank Identifier
4	**Bank Account Number**	2416075865	Bank account number
5	**IBAN**	ES3700496702612416075865	IBAN
6	**SWIFT Code/BIC**	BSCHESMM	SWIFT/ BIC code of the bank
7	**Bank Control Key**	61	Check digit

IX. *Mandatory fields for vendors in Italy*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	JP Morgan Chase	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	0349401600	Bank Key / Bank Identifier
4	**Bank Account Number**	000000000512	Bank account number
5	**IBAN**	IT90A0349401600000000000512	IBAN
6	**SWIFT Code/BIC**	CHASITMX	SWIFT/ BIC code of the bank
7	**Bank Control Key**	A	Check digit

X. *Mandatory fields for vendors in India*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	HDFC Bank	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	HDFCINBBXXX	SWIFT Code
4	**Bank Account Number**	15772320000162	Bank account number
5	**SWIFT Code/BIC**	HDFCINBBXXX	SWIFT/ BIC code of the bank

XI. *Mandatory fields for vendors in Singapore*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	ANZ Bank	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	7931051	Bank code + Branch code
4	**Bank Account Number**	1013233391	Bank account number
5	**SWIFT Code/BIC**	ANZBSGSX	SWIFT/ BIC code of the bank

XII. *Mandatory fields for vendors in Austria*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	ERSTE BANK	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	20111	Bank Key / Bank Identifier
4	**Bank Account Number**	30001042696	Bank account number
5	**IBAN**	AT112011130001042696	IBAN
6	**SWIFT Code/BIC**	GIBAATWW	SWIFT/ BIC code of the bank

XIII. *Mandatory fields for vendors in Denmark*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	DEN DANSKE BANK	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	3000	Bank Key / Bank Identifier
4	**Bank Account Number**	3001036496	Bank account number
5	**IBAN**	DK3330003001036496	IBAN
6	**SWIFT Code/BIC**	DABADKKK	SWIFT/ BIC code of the bank

XIV. *Mandatory fields for vendors in Iceland*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	BANK OF AMERICA	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	990061	Bank Key / Bank Identifier
4	**Bank Account Number**	54878097	Bank account number
5	**IBAN**	IE93BOFA99006154878097	IBAN
6	**SWIFT Code/BIC**	BOFAIE3X	SWIFT/ BIC code of the bank

XV. *Mandatory fields for vendors in Norway*

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	DNB	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	1503	Bank Key / Bank Identifier
4	**Bank Account Number**	15030825191	Bank account number
5	**IBAN**	NO2815030825191	IBAN
6	**SWIFT Code/BIC**	DNBANOKK	SWIFT/ BIC code of the bank

XVI. Mandatory fields for vendors in Poland

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	BANK POLSKA	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	12402063	Bank Key / Bank Identifier
4	**Bank Account Number**	1111001036860394	Bank account number
5	**IBAN**	PL79124020631111001036860394	IBAN
6	**SWIFT Code/BIC**	PKOPPLPW	SWIFT/ BIC code of the bank
7	**Bank Control Key**	79	Check digit

XVII. Mandatory field for vendors in Portugal

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	PT bank	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	00350623	Bank Key / Bank Identifier
4	**Bank Account Number**	00001288090	Bank account number
5	**IBAN**	PT5000350623000012880909 5	IBAN
6	**SWIFT Code/BIC**	CGDIPTPL	SWIFT/ BIC code of the bank
7	**Bank Control Key**	95	Check digit

XVIII. Mandatory fields for vendors in Sweden.

#	Field Name	Sample Value	Field Explanation
1	**Bank Name**	SKANDINAVISKA ENSKILDA	Name of bank
2	**Account Holder Name**	Test Vendor Registration	Name of beneficiary
3	**Bank Key/ABA Routing Number**	5231	Bank Key / Bank Identifier
4	**Bank Account Number**	52311075888	Bank account number
5	**IBAN**	SE4150000000052311075888	IBAN
6	**SWIFT Code/BIC**	ESSESESS	SWIFT/ BIC code of the bank