

# SAP Ariba Supplier Registration Questionnaire Work instructions

## Contents

Introduction.....	3
1. Supplier Registration Questionnaire 1st screen .....	4
2. VAT numbers .....	6
3. DUNS number.....	7
4. ABN AMRO Supplier Code of Conduct.....	7
5. How to provide your bank information .....	8
6. Add Bank Account.....	9
7. Domestic vendors (Vendors based in Netherlands) .....	9
8. Foreign vendors (Vendors based outside Netherlands) .....	11
9. Completing Supplier Registration Questionnaire .....	12
10. Errors while submitting .....	13
Mandatory bank fields for Foreign Vendors per country .....	14
<i>I. Mandatory fields for vendors in Germany.....</i>	<i>14</i>
<i>II. Mandatory fields for vendors in Belgium.....</i>	<i>14</i>
<i>III. Mandatory fields for vendors in France.....</i>	<i>14</i>
<i>IV. Mandatory fields for vendors in UK.....</i>	<i>15</i>
<i>V. Mandatory fields for vendors in Greece.....</i>	<i>15</i>
<i>VI. . Mandatory fields for vendors in USA .....</i>	<i>15</i>
<i>VII. Mandatory fields for vendors in Switzerland .....</i>	<i>15</i>
<i>VIII. Mandatory fields for vendors in Spain .....</i>	<i>16</i>
<i>IX. Mandatory fields for vendors in Italy.....</i>	<i>16</i>
<i>X. Mandatory fields for vendors in India.....</i>	<i>16</i>
<i>XI. Mandatory fields for vendors in Singapore.....</i>	<i>16</i>
<i>XII. Mandatory fields for vendors in Austria .....</i>	<i>17</i>
<i>XIII. Mandatory fields for vendors in Denmark .....</i>	<i>17</i>
<i>XIV. Mandatory fields for vendors in Iceland .....</i>	<i>17</i>
<i>XV. Mandatory fields for vendors in Norway .....</i>	<i>17</i>
<i>XVI. Mandatory fields for vendors in Poland.....</i>	<i>18</i>
<i>XVII. Mandatory field for vendors in Portugal.....</i>	<i>18</i>
<i>XVIII. Mandatory fields for vendors in Sweden. ....</i>	<i>18</i>

## Introduction

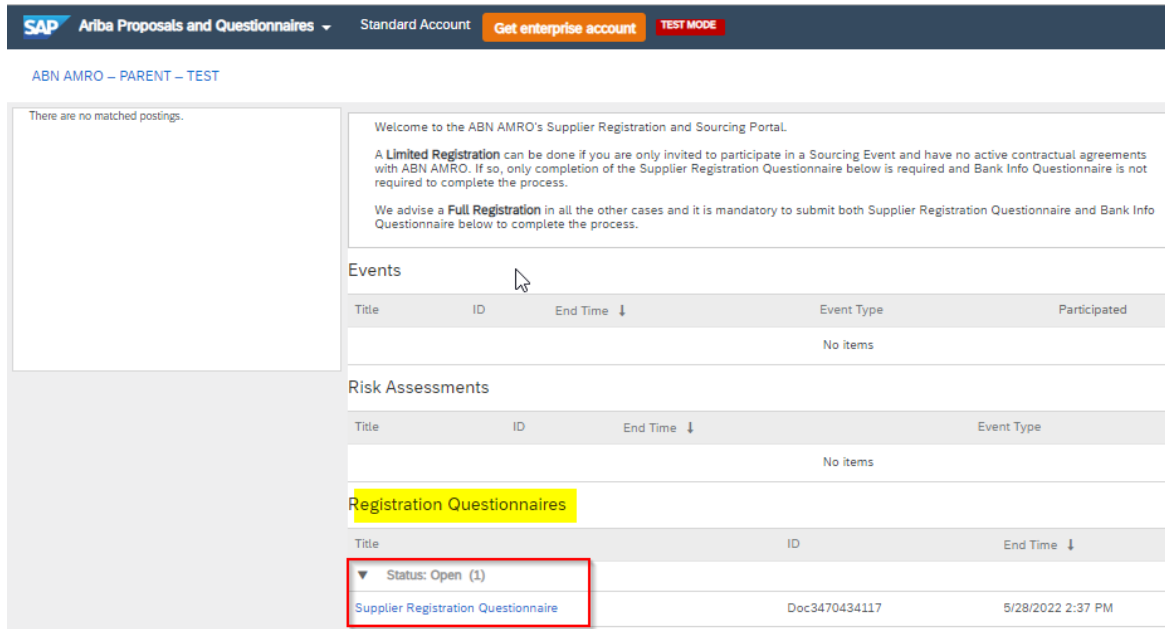
This work instruction will help to explain how to fill in the Supplier Registration Questionnaire from ABN AMRO. In order to become a registered supplier for ABN AMRO, your organization needs to provide certain information in the Supplier Registration Questionnaire.

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**.



The screenshot shows the SAP Ariba Supplier Registration and Sourcing Portal. The header includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The user is logged in as 'ABN AMRO - PARENT - TEST'.

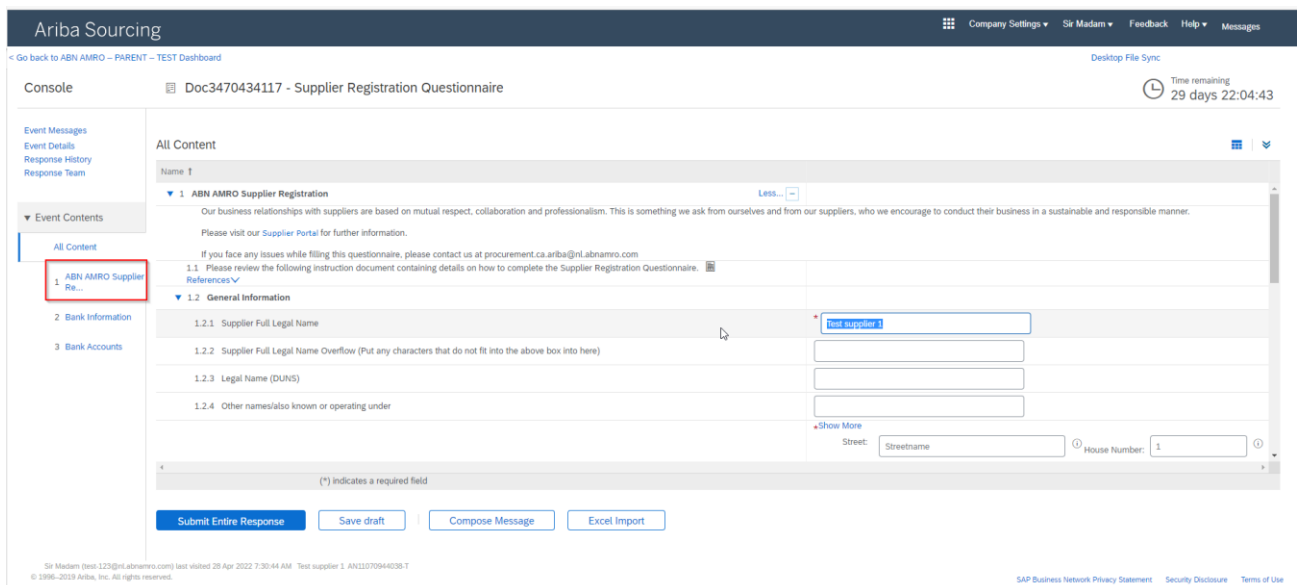
On the left, a message states: 'There are no matched postings.'

The main content area contains a welcome message: 'Welcome to the ABN AMRO's Supplier Registration and Sourcing Portal. A **Limited Registration** can be done if you are only invited to participate in a Sourcing Event and have no active contractual agreements with ABN AMRO. If so, only completion of the Supplier Registration Questionnaire below is required and Bank Info Questionnaire is not required to complete the process. We advise a **Full Registration** in all the other cases and it is mandatory to submit both Supplier Registration Questionnaire and Bank Info Questionnaire below to complete the process.'

Below the welcome message are three sections:

- Events**: A table with columns 'Title', 'ID', 'End Time ↓', 'Event Type', and 'Participated'. It shows 'No items'.
- Risk Assessments**: A table with columns 'Title', 'ID', 'End Time ↓', and 'Event Type'. It shows 'No items'.
- Registration Questionnaires**: A table with columns 'Title', 'ID', and 'End Time ↓'. It shows a dropdown menu for 'Status: Open (1)' with one item: 'Supplier Registration Questionnaire' (ID: Doc3470434117, End Time: 5/28/2022 2:37 PM). This item is highlighted with a red box.

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 where 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.

\* Country:  ⓘ

Tax Name	TaxType	Tax Number
Netherlands: VAT Registration Number	Organization	<input type="text"/>
Netherlands: Company Registration Number	Organization	<input type="text"/>

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).

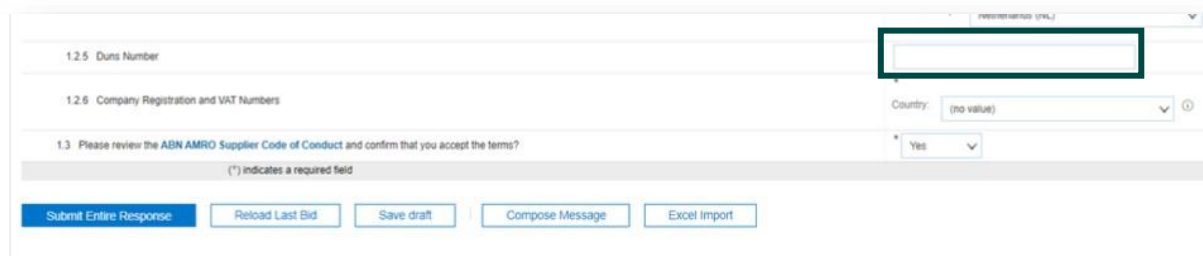
\* Country:  ⓘ

Tax Name	TaxType	Tax Number
USA: Social Security Number	Organization	<input type="text"/>
USA: Employer ID Number	Organization	<input type="text"/>
USA: Company Registration Number	Organization	<input type="text"/>
USA: Unique Form Identifier	Organization	<input type="text"/>
USA: GIIN Number	Organization	<input type="text"/>

### 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).

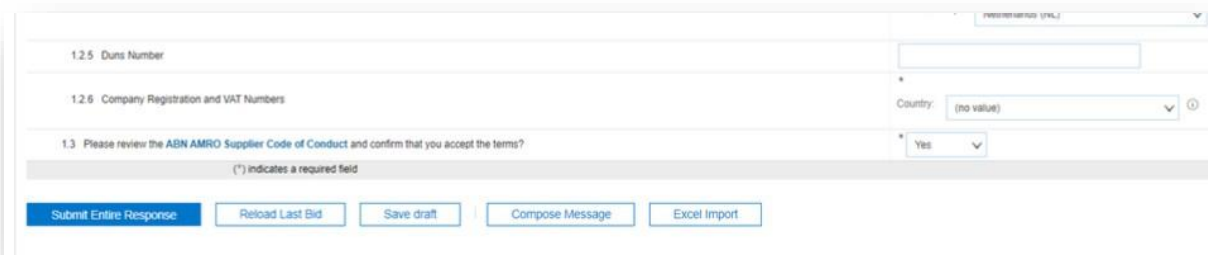
*If you are already a supplier with ABN AMRO, this field will be pre-populated with characters ( for example 12-123-1231). In order to submit your questionnaire, you will have to remove the hyphens (for example 121231231).*



The screenshot shows a web form with several sections. Section 1.2.5 is labeled 'Duns Number' and contains a text input field that is highlighted with a red rectangular box. Section 1.2.6 is 'Company Registration and VAT Numbers' and includes a 'Country' dropdown menu currently set to '(no value)'. Section 1.3 asks the user to review the ABN AMRO Supplier Code of Conduct and confirm acceptance, with a 'Yes' dropdown menu. At the bottom, there are five buttons: 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A note below the buttons states '(\*) indicates a required field'.

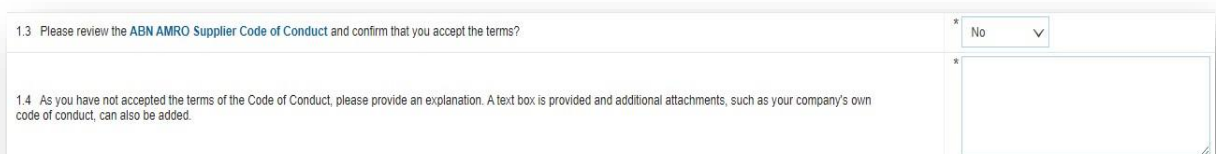
### 4. ABN AMRO Supplier Code of Conduct

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.



This screenshot is identical to the previous one, but the 'Yes' dropdown menu in section 1.3 is now set to 'No'. This indicates that the user has chosen not to accept the terms of the Supplier Code of Conduct.

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).

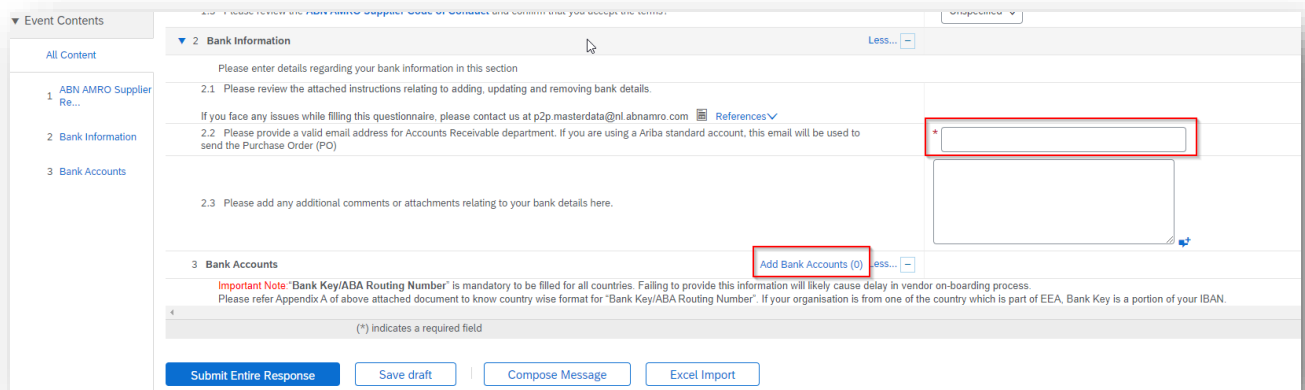


This close-up shows the 'No' selection in the dropdown menu for section 1.3. Below the dropdown, a text box is provided for the user to explain their reasons for not accepting the terms. The text box is currently empty. A note below the text box reads: '1.4 As you have not accepted the terms of the Code of Conduct, please provide an explanation. A text box is provided and additional attachments, such as your company's own code of conduct, can also be added.'

## 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.



The screenshot displays the 'Bank Information' section of the ABN AMRO Supplier portal. The page is divided into three main sections: '2 Bank Information', '3 Bank Accounts', and a footer with navigation buttons. The '2 Bank Information' section contains instructions for entering bank details and a mandatory email address field for the Accounts Receivable department. The '3 Bank Accounts' section includes a link to 'Add Bank Accounts (0)'. The footer contains buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

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**’.



\* Bank Type: Domestic ▾  
Bank Id: NL00  
Country: Netherlands

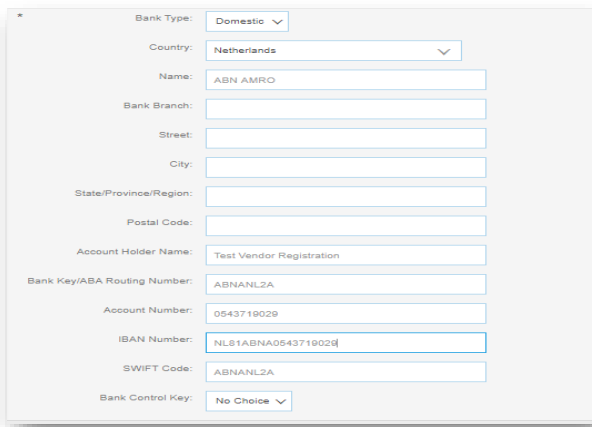
The following fields are mandatory for Netherlands’ bank accounts:

**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:

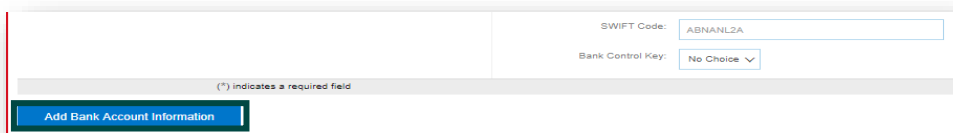


A screenshot of a form for entering bank account details. The fields are as follows:

- Bank Type: Domestic (dropdown)
- Country: Netherlands (dropdown)
- Name: ABN AMRO (text input)
- Bank Branch: (text input)
- Street: (text input)
- City: (text input)
- State/Province/Region: (text input)
- Postal Code: (text input)
- Account Holder Name: Test Vendor Registration (text input)
- Bank Key/ABA Routing Number: ABNANL2A (text input)
- Account Number: 0543719029 (text input)
- IBAN Number: NL81ABNA0543719029 (text input)
- SWIFT Code: ABNANL2A (text input)
- Bank Control Key: No Choice (dropdown)

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

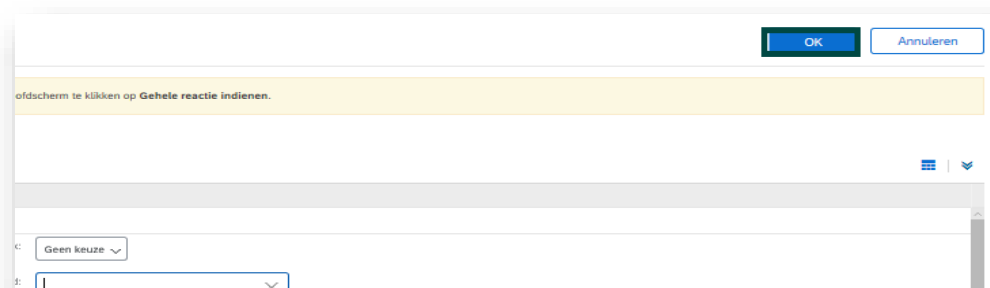
If there are more Bank Accounts you want to add, you can click on the button **Add Bank Account Info** which is on the left bottom of your screen. A second screen will show up where you can provide Bank Details.



A screenshot of a form showing the bottom section. It includes:

- SWIFT Code: ABNANL2A (text input)
- Bank Control Key: No Choice (dropdown)
- A note: (\*) indicates a required field
- A blue button labeled "Add Bank Account Information" at the bottom left.

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



A screenshot of a confirmation screen. At the top right, there are two buttons: "OK" (highlighted in blue) and "Annuleren". Below the buttons is a yellow banner with the text "ofdscherm te klikken op Gehele reactie indienen." At the bottom, there are two dropdown menus: the first is labeled "c" and contains "Geen keuze", and the second is labeled "f" and contains a single character.

## 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.

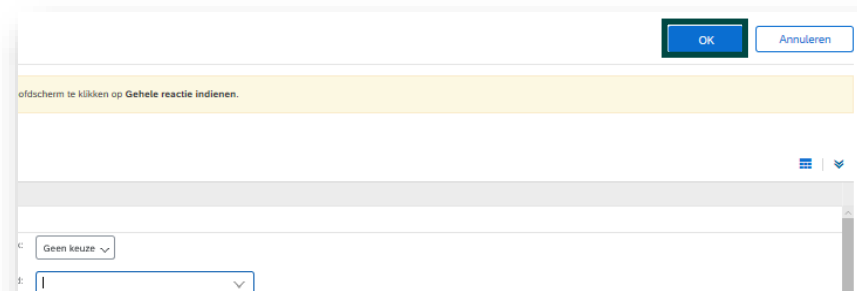
In the section below you can also provide optional fields like **Name, Branch, Street, City, State/Province/Region, Postal Code** of your bank.

Name:	<input type="text"/>
Bank Branch:	<input type="text"/>
Street:	<input type="text"/>
City:	<input type="text"/>
State/Province/Region:	<input type="text"/>
Postal Code:	<input type="text"/>
Account Holder Name:	<input type="text" value="thirdtrialbank"/>

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.

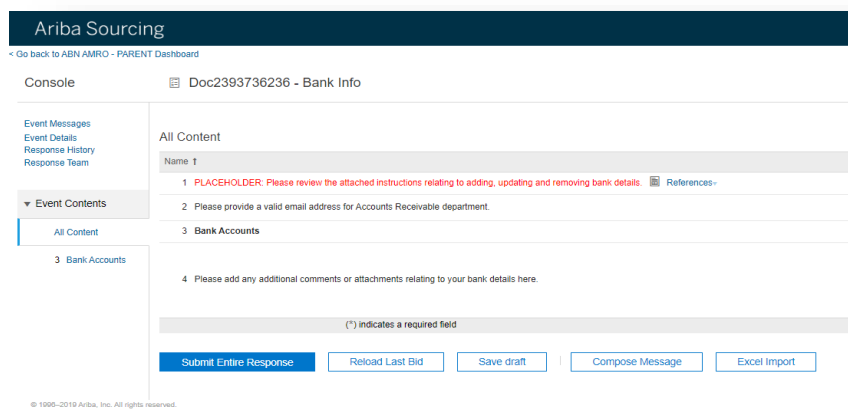


Once you have completed you can click on the **“OK”** button which is on the right top of your screen.



### 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.



 There are 2 problems that require completion or correction in order to complete your request.  
Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed.

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	CRBAGRAAXX	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	CH590024024045959900H	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	BSCHEM	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	00000000512	Bank account number
5	IBAN	IT90A034940160000000000512	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	PT50003506230000128809095	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