

10

RENK Supplier Portal - **External Guide**

Banking Information

Login

This link will lead you to the login page: <https://supplier-portal.renk.com>

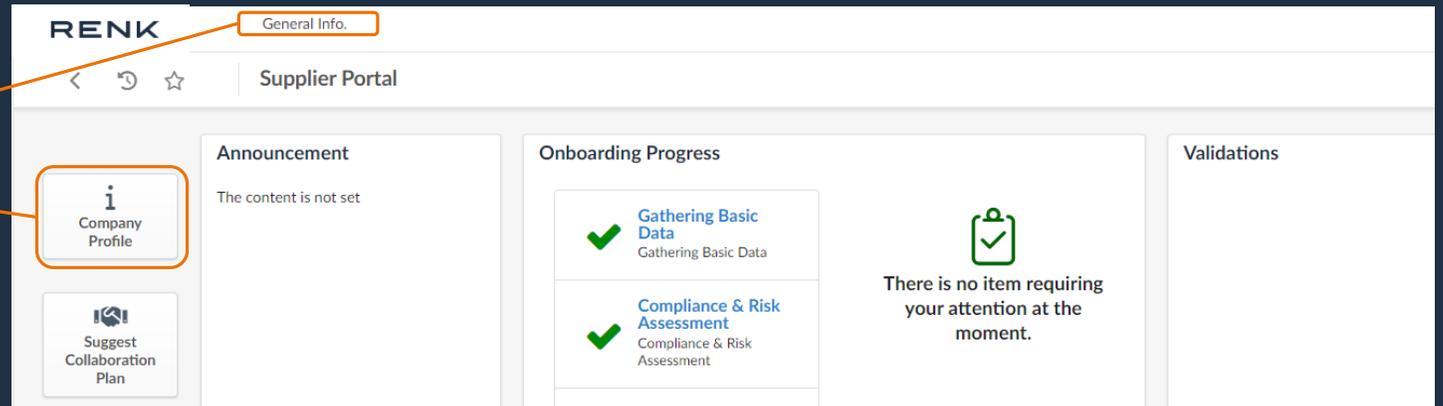
The screenshot shows the login interface of the RENK Supplier Portal. On the left is a banner with the RENK logo and a building image. The main content area is titled "IDENTIFICATION" and contains a login form with two input fields: "Login*" (with a person icon) and "Password*" (with a key icon). A "Login" button is positioned to the right of the password field. Below the form is a "Lost your password?" link. Further down, there are links for "New Supplier? Register Now" and "Support & Self-Service Page".

Callout 1 (top right): Enter your login details (login and password) and press the Enter key or click on Login. This will take you to your start page.

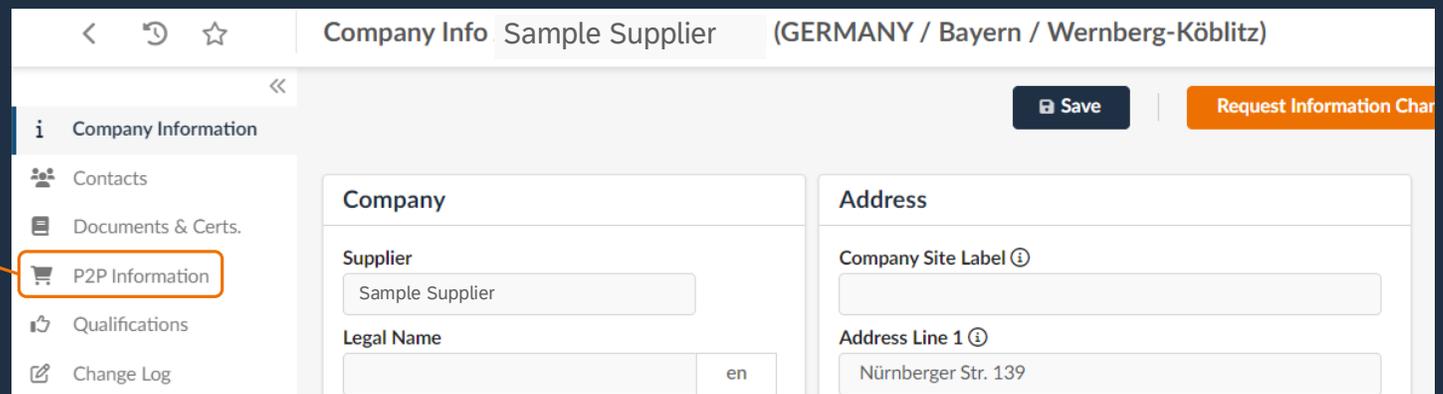
Callout 2 (bottom right): If you have lost your login password, you can request a new temporary password.

P2P-Information

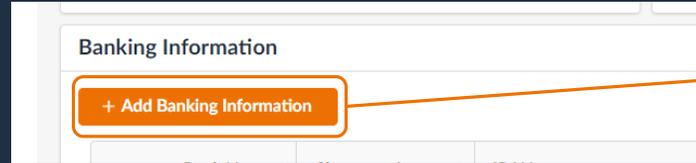
The first step is to open your company profile. To access it, you can choose between "General information" and "Company profile"



Next, you should open your P2P information.



Add new banking information



Select the "Add Banking Information" button to open a pop-up window in which you can enter your information.

Example banking information Germany:

The pop-up window must be filled with the following information:

- Country
- Bank Name
- Bank Account Validation Document
- Name on Account
- IBAN
- Etc.

Example banking information for US:

The pop-up window must be filled with the following information:

- Country
- Bank Name
- Bank Account Validation Document
- Account number
- Routing number
- Etc.

Note: The required banking information changes automatically depending on the country selected. However, please fill in the banking information as detailed as possible to allow for swift processing by RENK.

Assignment of RENK location

A screenshot of a web form for entering banking information. The form includes fields for Country (GERMANY), Currency (EUR), Bank Name (Commerzbank), BIC/SWIFT (COBADEFFXXX), Bank Branch Address, Clearance Agency, Bank Account Validation Document (Bank Validation Document.docx), Name on Account (Sample Supplier), and IBAN (DE28 7604 0061 0520 0167 00). A 'Save' button is highlighted with an orange box at the top right of the form.

After entering your banking information, you can save your data using the "Save" button.

In the next step, you can select the "RENK SITE" (RENK location) to which you want to assign this banking information.

It is possible to assign several RENK sites to each banking information.

A screenshot of the same banking information form, but with an additional 'RENK SITE' dropdown menu added at the bottom. The dropdown is highlighted with an orange box. The 'Submit for approval' button is now visible at the top right of the form.

Note: The qualification of the RENK Site must be approved and completed before you can select it or before it is visible to you.

QR Payments Switzerland

The screenshot shows a web form for entering banking information. At the top, there are three buttons: 'Save' (dark blue), 'Submit for approval' (green), and 'Audit Trail' (orange). The form is divided into several sections:

- Country***: A dropdown menu with 'SWITZERLAND' selected.
- Currency**: A dropdown menu with 'CHF' selected.
- Bank Name***: A text input field containing 'Raiffeisen'.
- BIC/SWIFT**: A text input field containing 'RAIFCH22XXX'.
- Bank Branch Address**: A large empty text area.
- Clearance Agency**: A dropdown menu with 'RENK-MAAG GMBH' selected.
- Bank Account Validation Document***: A section with a file upload button 'Click or Drag to add a file' and a 'Default' checkbox. A file named 'Bank Validation.docx' is shown as uploaded.
- Name on Account***: A text input field containing 'Sample Supplier'.
- IBAN ⓘ***: A text input field containing 'CH26 3080 8005 5828 1234 0'.
- Delete Banking Information ⓘ**: A checkbox that is currently unchecked.

If you have selected "SWITZERLAND" as the country and "RENK MAAG GMBH" as the RENK site, it is necessary to use a QR-IBAN.

This is not necessary for other countries and RENK sites. Please use your normal IBAN in these cases.

If you have selected "RENK MAAG GMBH" as RENK Site and the bank country Switzerland, please enter your QR-IBAN in the "IBAN" field.

! Note: The QR-IBAN differs from the IBAN only by a different institution identification (IID), the QR-IID. The QR-IID has a value range between 30000 and 31999.

Submit banking information for approval

Save your entries again using the "Save" button.

As soon as all the information has been entered and saved, you can submit your application via "Submit for approval".

You will then receive confirmation of your entries. You can then close the pop-up window.

The screenshot shows a form with the following fields: Country (GERMANY), Currency (EUR), Bank Name (Commerzbank), BIC/SWIFT (COBADEFFXXX), Bank Branch Address, Clearance Agency, RENEK SITE (RENEK GMBH WERK AUGSBURG), Bank Account Validation Document (Bank Validation Document.docx), Name on Account (Sample supplier), and IBAN (DE28 7604 0061 0520 0167 00). The 'Save' and 'Submit for approval' buttons are highlighted with orange boxes.



The screenshot shows a confirmation pop-up window with a green background and a 'Save' button. The text inside the pop-up reads: 'Data has been saved' and 'Validated successfully'. The background form is partially visible.

Banking Information

+ Add Banking Information

Bank Name	Clearance Agency	IBAN	Account Number	Routing Number	Status
Commerzbank		DE28760400610520016700			In progress

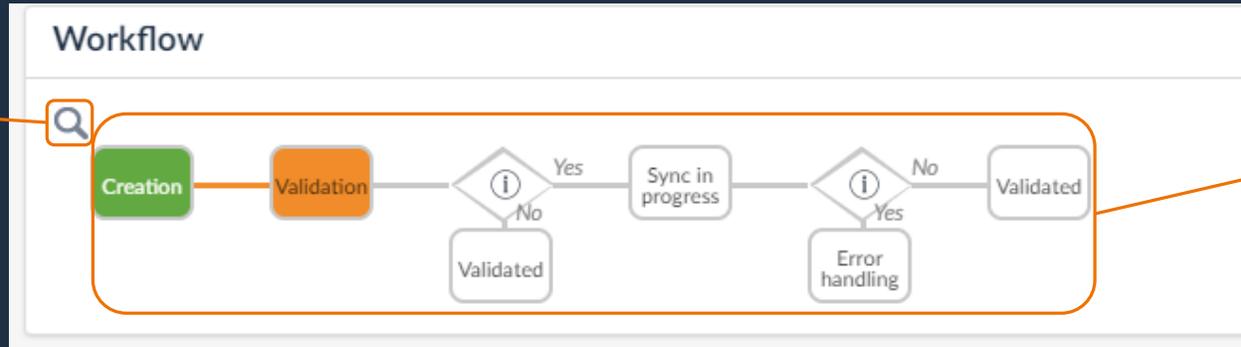
The submitted banking details are now visible under "Banking information".

The status of the banking information is "In progress" until it has been approved by RENK.

! Note: You also have the option of entering multiple banking details. Please only use this option if it is absolutely necessary.

Process overview

You will find further information on the process under this symbol.



Here you can also track the current status of your banking information during the process.

Here you will find the name of the process step.

Here you will find the name of the person who initiated the process step or who is responsible for the process step.

Here you will find information on when the process step was created and edited.

Here you will find further information on the status of the process step.

Activity	Name	Delegate to	Created on (UTC+1)	Validated on (UTC+1)	State	Due date (UTC+1)	Initial performer
Validation	Martin Test		20.11.2023 12:51:06		●○○		Martin Test
Creation	Max MUSTERMANN		20.11.2023 12:50:28	20.11.2023 12:51:06	○○●		Max MUSTERMANN

6 Record(s)

Change of banking information

The banking information can be changed using the edit button. To do this, select the pencil icon. This will open a pop-up window with your banking information.

Banking Information

[+ Add Banking Information](#)

Bank Name	Clearance Agency	IBAN	Account Number	Routing Number	Status
Commerzbank		DE28760400610520016700			Validated

1 Record(s)

The "Validated" status indicates that your bank information has been approved by RENK.

Banking information for **AMERIT** - please confirm

Country GERMANY	Currency EUR	Bank Account Validation Document <input type="checkbox"/> Default Bank Validation Document.docx
Bank Name Commerzbank	BIC/SWIFT COBADEFFXXX	
Bank Branch Address <input type="text"/>		Name on Account Sample Supplier
Clearance Agency <input type="text"/>	RENK SITE RENK GMBH WERK AUGSBURG, RENK GMBH WERK HANNOVER	IBAN DE28 7604 0061 0520 0167 00
<input type="checkbox"/> Delete Banking Information		

The pop-up window shows the bank information that has already been released. You can adjust this information using the Edit button.

Change banking information - Example: Change name on account

The screenshot shows a web form for updating banking information. At the top, there are two buttons: 'Save' and 'Submit for approval'. The form is divided into several sections: 'Country*' (GERMANY), 'Currency' (EUR), 'Bank Name*' (Commerzbank), 'BIC/SWIFT' (COBADEFFXXX), 'Bank Branch Address', 'Clearance Agency', and 'RENK SITE'. A 'Bank Account Validation Document*' section includes a file upload area with 'Bank Validation Document.docx' and an 'IBAN*' field containing 'DE28 7604 0061 0520 0167 00'. The 'Name on Account*' field, which currently contains 'Sample Supplier', is highlighted with an orange rectangular box.

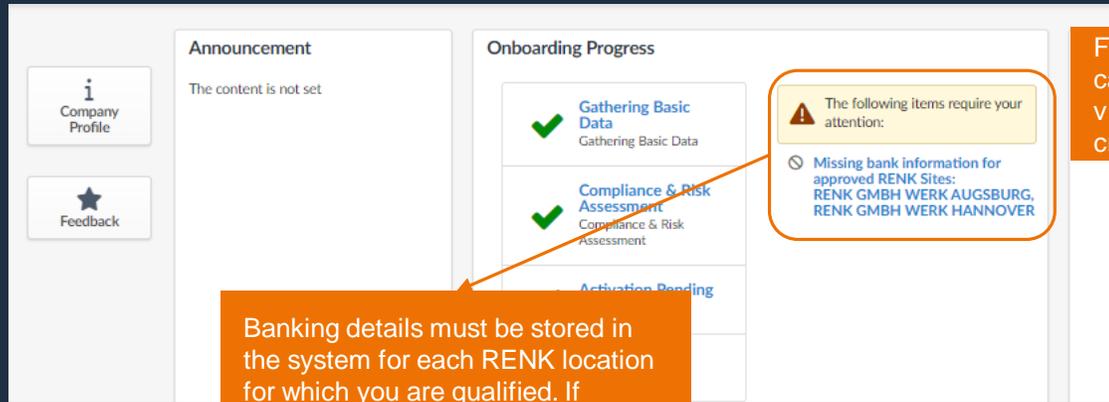
By clicking on the desired field, you can make changes to the information.



This screenshot shows the same banking information form as the previous one, but with the 'Name on Account' field updated to 'Sample Supplier LLC'. The 'Submit for approval' button at the top right is now highlighted with an orange rectangular box. The 'IBAN*' field remains 'DE28 7604 0061 0520 0167 00'.

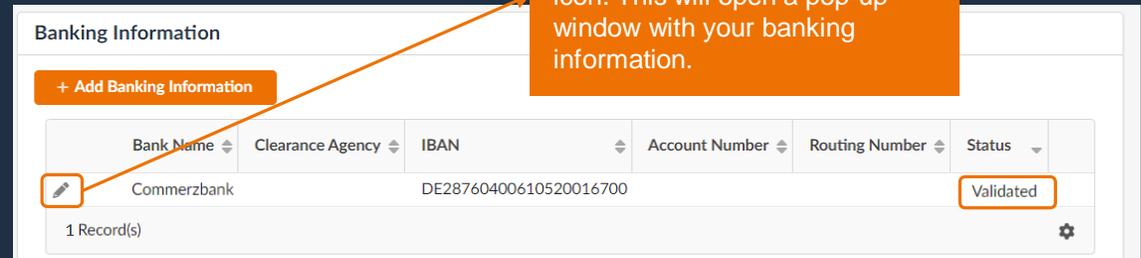
Once you have edited your information, you must confirm it and resubmit it for approval. To do this, click on the "Submit for approval" button.

Banking details for several RENK sites

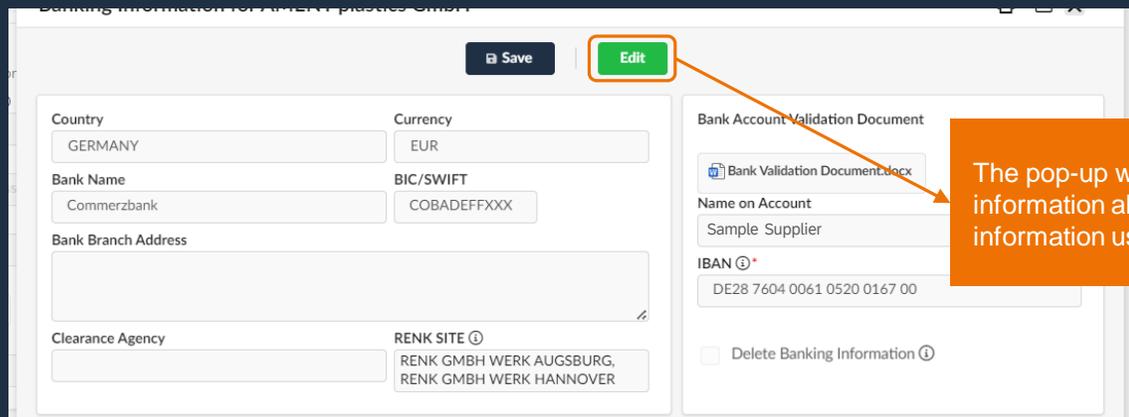


Banking details must be stored in the system for each RENK location for which you are qualified. If banking information is missing for one or more RENK locations, this message will appear.

For existing banking information, you can add the missing RENK locations via editing. Alternatively, you can create new banking information.



To edit your existing banking information, select the pencil icon. This will open a pop-up window with your banking information.



The pop-up window shows the banking information already stored. You can adjust this information using the Edit button.

Banking details for several RENK sites

Banking Information for test USA + FR

Save Submit for approval

Bank Information

Country* UNITED STATES Currency USD

Bank Name* Bank US BIC/SWIFT* USBKUS44XXX

Bank Branch Address

Clearance Agency

RENK SITE

- RENK FRANCE S.A.S.
- RENK GMBH WERK AUGSBURG
- RENK GMBH WERK HANNOVER

Workflow See All

Use the drop-down menu to select the other RENK locations that are available.

Banking Information for test USA + FR

Save Submit for approval

Bank Information

Country* UNITED STATES Currency USD

Bank Name* Bank US BIC/SWIFT* USBKUS44XXX

Bank Branch Address

Clearance Agency

RENK SITE

- RENK FRANCE S.A.S.
- RENK GMBH WERK AUGSBURG
- RENK GMBH WERK HANNOVER

Account Information

Bank Account Validation Document* Click or Drag to add a file Default

Bank Validation Document.docx

Name on Account* II

Account Number* 1234567890 Routing Number* 021000021

Delete Banking Information

Then submit the changes for approval.

Deletion of banking information

The banking information can be deleted using the edit button. To do this, select the pencil icon. This will open a pop-up window with your banking information.

Banking Information

+ Add Banking Information

Bank Name	Clearance Agency	IBAN	Account Number	Routing Number	Status
Commerzbank		DE28760400610520016700			Validated

1 Record(s)

Banking Information for [Supplier Name]

Save Edit

Country: GERMANY Currency: EUR

Bank Name: Commerzbank BIC/SWIFT: COBADEFFXXX

Bank Branch Address: [Empty]

Clearance Agency: [Empty] RENK SITE: RENK GMBH WERK AUGSBURG, RENK GMBH WERK HANNOVER

Bank Account Validation Document: Bank Validation Document.docx (Default)

Name on Account: Sample supplier LLC

IBAN: DE28 7604 0061 0520 0167 00

Delete Banking Information

The pop-up window shows the banking information that has already been released. You can adjust this information using the Edit button.

Deletion of banking information

The screenshot shows a form for managing banking information. At the top, there are two buttons: 'Save' and 'Submit for approval'. The 'Submit for approval' button is highlighted with an orange box. Below the buttons, the form contains several fields: 'Country*' (GERMANY), 'Currency' (EUR), 'Bank Name*' (Commerzbank), 'BIC/SWIFT' (COBADEFFXXX), 'Bank Branch Address', 'Clearance Agency', 'RENK SITE*' (with options for AUGSBURG and HANNOVER), 'Bank Account Validation Document*' (with a file upload area), 'Name on Account*' (Sample Supplier LLC), and 'IBAN*' (DE28 7604 0061 0520 0167 00). At the bottom of the form, there is a checkbox labeled 'Delete Banking Information' which is checked and highlighted with an orange box. An orange arrow points from this checkbox to the 'Submit for approval' button.

To delete your banking details, please check the "Delete banking information" box. Then click on the "Submit for approval" button.

RENK will now check the deletion of your banking details.

After successful deletion, the bank account automatically disappears from your list.

The screenshot shows a section titled 'Banking Information' with a search icon. Below the title is a button labeled 'Add Banking Info.' and a table showing '0 Record(s)'. An orange box highlights the 'Banking Information' title and the 'Add Banking Info.' button. An orange arrow points from the text box on the left to the 'Add Banking Info.' button.

Note: Please only use the function for deleting banking details if the bank account has been closed and you have already created a replacement. If you would like to change an existing bank account, please edit it accordingly and then resubmit it for checking and approval.