10

RENK Supplier Portal - External Guide

Banking Information

RENK

Login

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

Enter your login details (login and password) and press the Enter key or click on Login. This will take you to your start page.
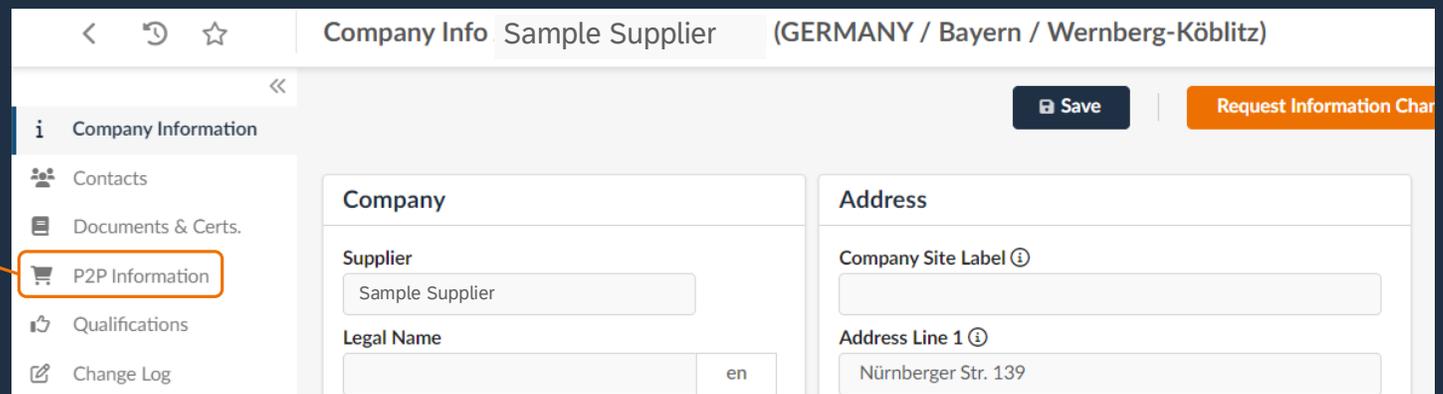
If you have lost your login password, you can request a new temporary password.
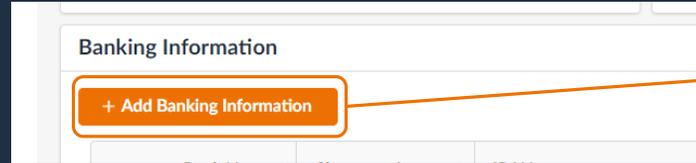
RENK

P2P-Information

The first step is to open your company profile. To access it, you can choose between **"General information"** and **"Company profile"**
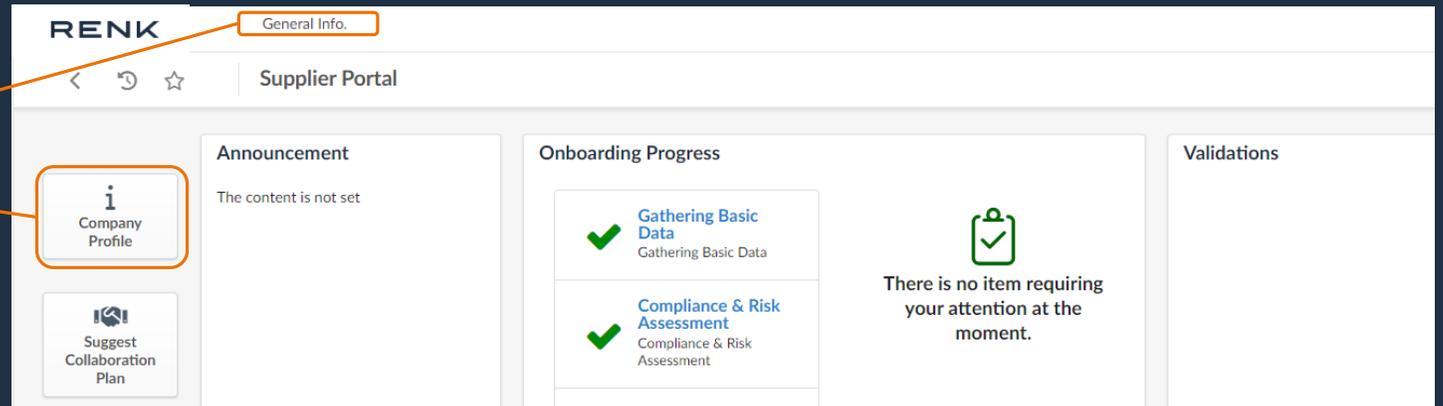
Next, you should open your P2P information.

RENK

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

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.

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

RENK

QR Payments Switzerland

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 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.

RENK

Process overview

Workflow

You will find further information on the process under this symbol.
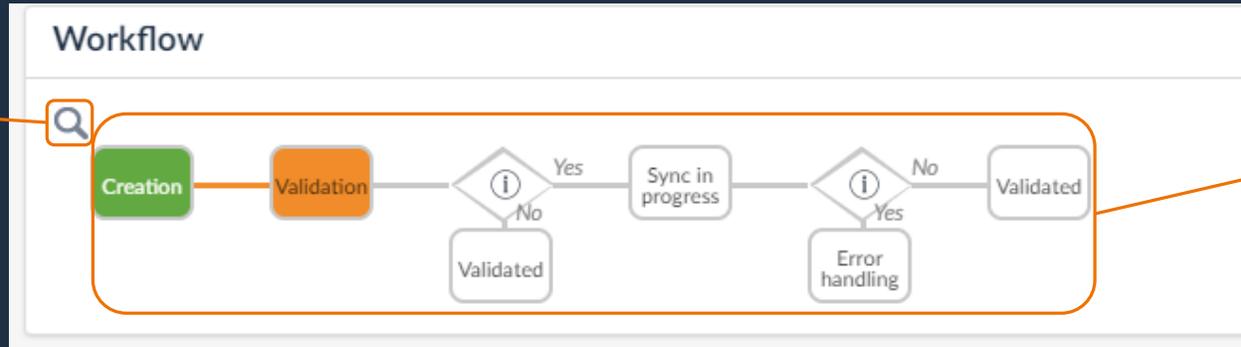
Here you can also track the current status of your banking information during the process.

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.

Approval History

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)

RENK

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 AMENT plastics GmbH

💾 Save   **Edit**

Country
GERMANY

Currency
EUR

Bank Name
Commerzbank

BIC/SWIFT
COBADEFFXXX

Bank Branch Address

Clearance Agency

RENK SITE ⓘ
RENK GMBH WERK AUGSBURG, RENK GMBH WERK HANNOVER

Bank Account Validation Document

☐ Default

📄 Bank Validation Document.docx

Name on Account
Sample Supplier

IBAN ⓘ *
DE28 7604 0061 0520 0167 00

☐ 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.

RENK

Change banking information - Example: Change name on account

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

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

For existing banking information, you can add the missing RENK locations via editing. Alternatively, you can create new banking information.
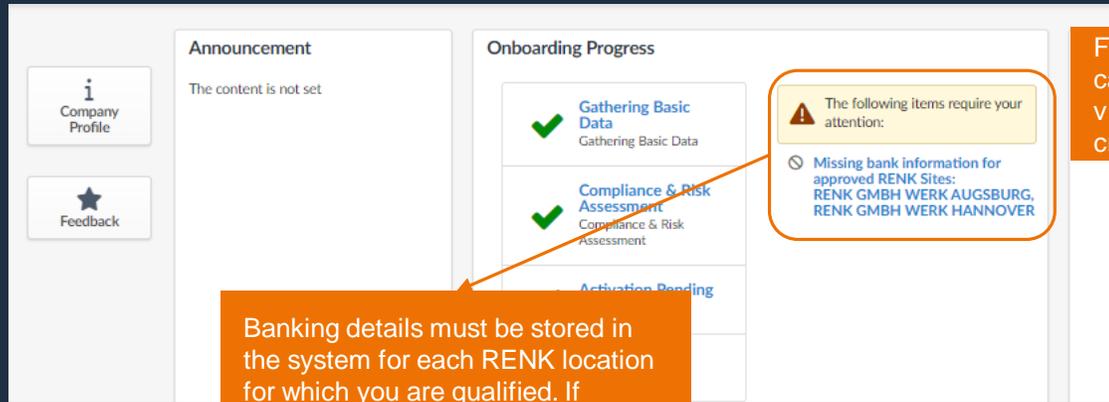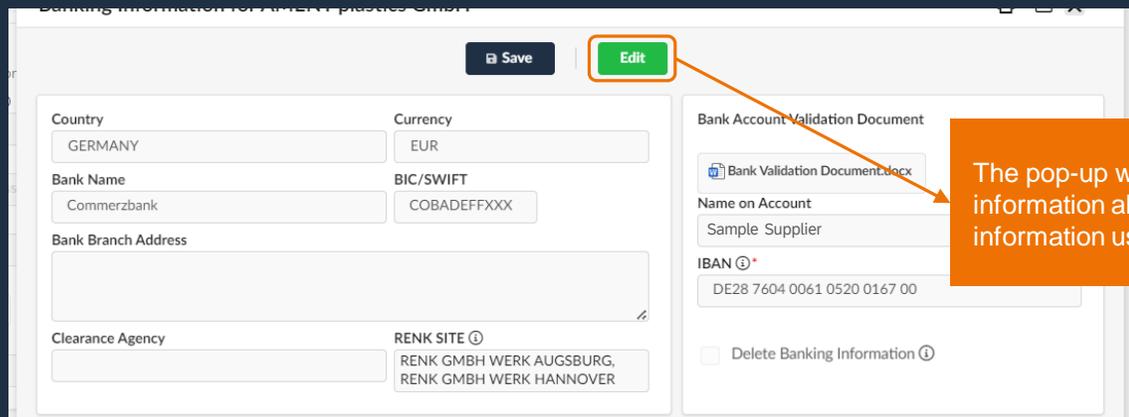
Banking details must be stored in the system for each RENK location for which you are qualified. If banking information is missing for one or more RENK locations, this message will appear.
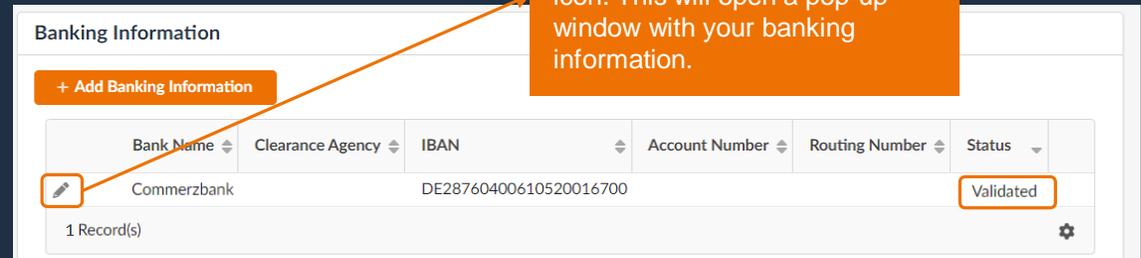
To edit your existing banking information, select the pencil icon. This will open a pop-up window with your banking information.

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

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

Then submit the changes for approval.

RENK

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 AMENT plastics GmbH

💾 Save   **Edit**

Country
GERMANY

Currency
EUR

Bank Name
Commerzbank

BIC/SWIFT
COBADEFFXXX

Bank Branch Address

Clearance Agency

RENK SITE ⓘ
RENK GMBH WERK AUGSBURG, RENK GMBH WERK HANNOVER

Bank Account Validation Document

☐ Default

📄 Bank Validation Document.docx

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.

RENK

Deletion of banking information

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.

! **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.**

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