



Visa Supplier Registration Questionnaire Instructions

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Introduction

This work instruction provides a comprehensive guide for completing the Supplier Registration Questionnaire required to become a registered supplier for VISA. It outlines the steps and requirements to ensure accurate and complete submission through the Ariba Business Network.

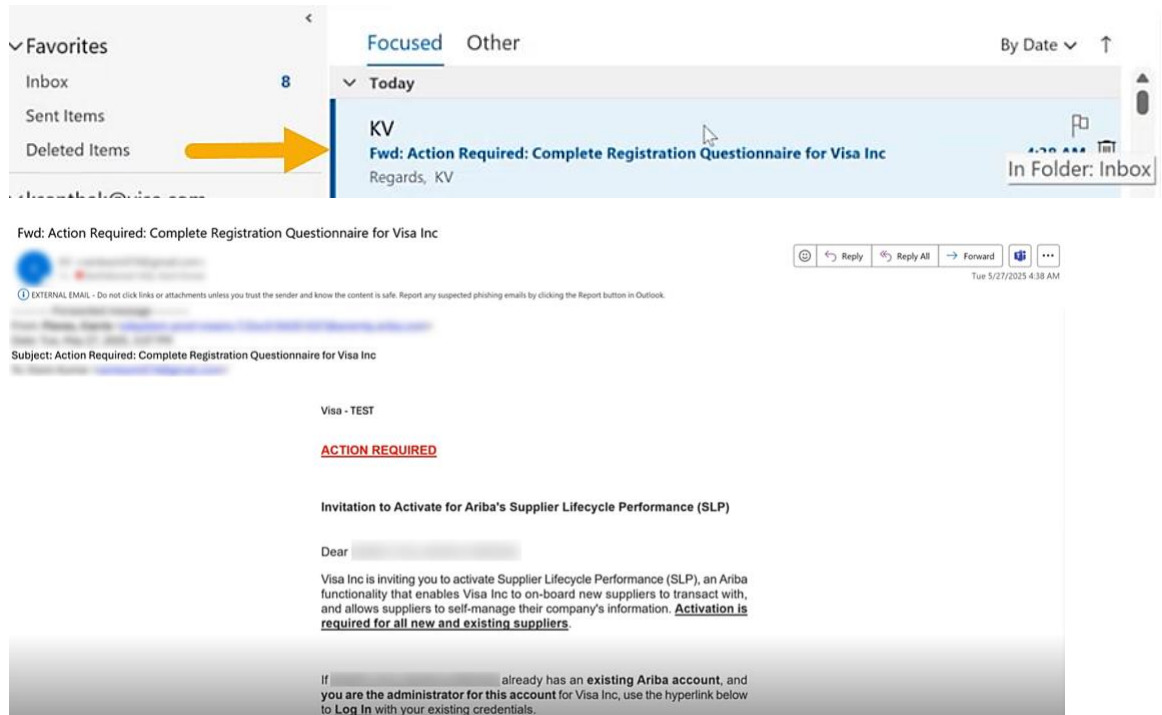
You will learn how to:

- Access your Ariba Business Network account and locate the Supplier Registration Questionnaire landing page.
- Fill out the General Information section.
- Respond to Legal and Additional Information sections, including compliance with the VISA Supplier Code of Conduct.
- Provide accurate Tax Information and Diversity Information.
- Enter Bank Account details, including country-specific requirements and mandatory fields for vendors.
- Identify and input required ID numbers and Accounts Receivable contact information.
- Complete and submit the questionnaire, including how to handle errors while submitting.
- Update information when necessary, after submitting a supplier registration questionnaire.

Ariba Business Network Account

Once the Data Maintenance approver sends the invitation to register via email, as the supplier, you will need to follow certain steps to complete the registration process.

1. Check your registered email and select the invitation email.



2. Select the Click Here button found at the bottom of the email to create an account.

Please refer to the following guide if you need assistance completing your questionnaire.

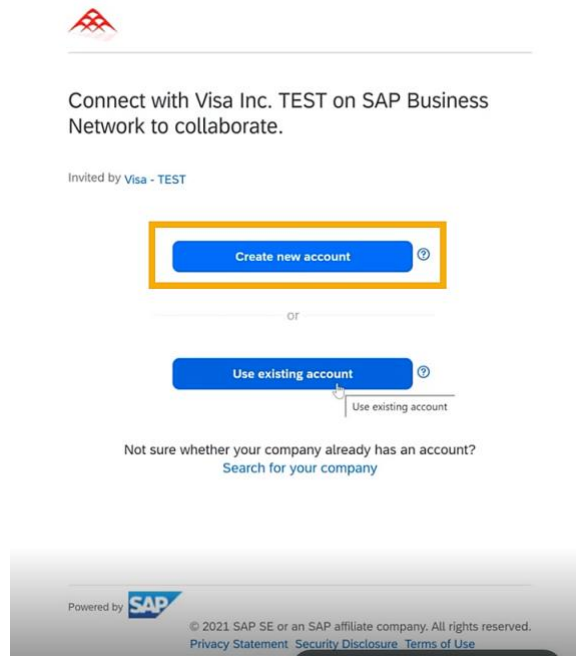
[Help document url](#)

I

[Click Here](#) to create account now

3. You will be redirected to the Ariba landing page where you can create a new account by clicking Create new account.

If you have an existing account in Ariba, please select Use existing account. Login from your existing account and skip to the section: [Supplier Registration Questionnaire Landing Page](#).



4. Complete or update the required information and accept the Terms of Use and Privacy Statement.

Create an account to connect and collaborate
with Visa Inc. TEST on SAP Business Network

Company information ⓘ

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

☒ I have read and agree with the [Terms of Use](#).

☒ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

5. Finally, answer the CAPTCHA and click Create account.

☒ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Create account

6. Check your email for confirmation and follow the next steps provided. These steps will also be discussed below in detail.

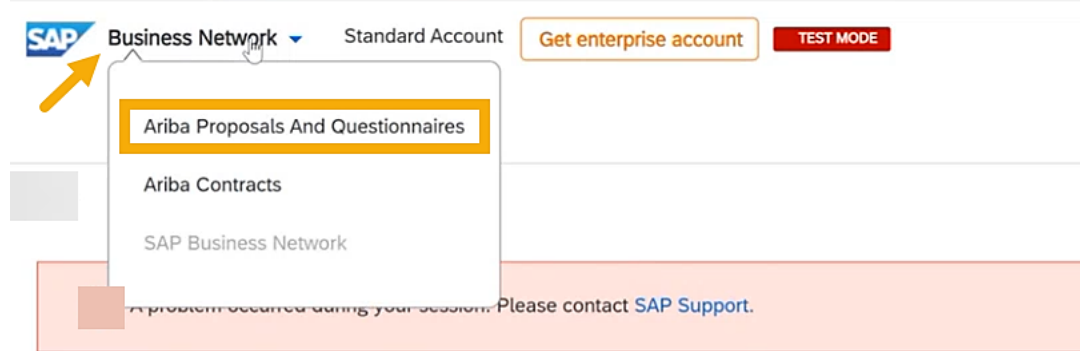
Please confirm your email address

Check your email at [redacted] and follow the steps in the email to confirm your email address in the next **72 hours**.

[> If you did not receive the email:](#)

Supplier Registration Questionnaire Landing Page

1. Sign in to your SAP business network, open the Business Network menu, and select Ariba Proposals and Questionnaires.



2. Select the Supplier registration questionnaire under the Registration Questionnaire section.

Visa - TEST Requested Profile

All required customer requested fields have been completed.
View customer requested fields >

Public Profile Completeness

19%
Enter commodities to reach 35% >

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc5184351037	6/3/2025 4:37 AM	Invited

3. The questionnaire contains six events under Event Contents for which you are required to review or provide information.

Ariba Sourcing | Company Sourcing | Kavin Kumar | Feedback | Help | Messages

© back to Visa - TEST Dashboard | Doc5184351037 - Supplier registration questionnaire | Desktop File Sync | Time remaining: 6 days 23:54:29

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 General Information
- 2 Legal Question
- 3 Additional Information
- 4 Tax Information
- 5 Diversity Information
- 6 Bank Accounts

All Content

▼ 1 General Information

1.1 Supplier Legal Name

1.2 Address

1.3 Contact First Name

1.4 Contact Last Name

1.5 Contact Email

1.6 Contact Phone

1.7 Type Of Business

▼ 2 Legal Question

2.1 Litigation

2.1.1 Do you have any open regulatory or litigation matters?

2.2 Conflict Of Interest

2.2.1 To the best of your knowledge, does any Visa or its affiliates' employee, contractor or consultant have any ownership interest of Share greater in the supplier either directly or indirectly?

▼ 3 Additional Information

3.1 Purchase Order Email

3.2 Preferred Currency

3.3 Supplier Capabilities

BOB'S COLLISION & REPAIR

Show More

Street: 58 Birchwood Ave House Number:

Street 2:

Street 3:

District:

Postal Code: 10801-6819 City: New Rochelle

Country/Region: United States (US) State/Province/Region: New York (NY)

Kavin

Kumar

kavink074@gmail.com

9819123456

Unspecified

Unspecified

Unspecified

Unspecified

Unspecified

Unspecified

Unspecified

Notes:

- All information from the original request is included in the questionnaire, but the attachments cannot be carried over.
- The questionnaire is available for 7 days upon invitation. If you haven't completed it yet before the invitation expires, you need to reach out to your contact from Visa to resend the link.

a. General Information

This section captures the supplier's basic profile:

- Supplier Legal Name (mandatory)
- Street Address, City, State, Postal Code, Country (mandatory)
- Contact Name
- Email Address (mandatory)

- Contact Number
- Type of Business (mandatory)

1 General Information

1.1 Supplier Legal Name * ⓘ

ENTER SUPPLIER LEGAL NAME

1.2 Address *

+

Street ⓘ

Legal Address

Street 2 ⓘ

Street 3 ⓘ

Postal Code ⓘCity ⓘ

Country/Region ⓘState/Province/Region * ⓘ

United StatesCalifornia (CA)

1.3 Contact First Name

Supplier Contact First Name

1.4 Contact Last Name

ABC

1.5 Contact Email *

SupplierContactemail@xxxx.com

1.6 Contact Phone

1.7 Type Of Business *

Corporation

b. Legal Question

Focused on compliance and legal risk:

- Litigation Disclosure: “Do you have any open regulatory or litigation matters?”
- Summary of Legal Matters: Free-text field for listing and describing open cases
- Conflict of Interest: “Does any Visa employee, contractor, or consultant have $\geq$ 5% ownership in the supplier?”

The screenshot shows a web form titled "2 Legal Question". It contains two main sections: "2.1 Litigation" and "2.2 Conflict Of Interest".

2.1 Litigation

2.1.1 Do you have any open regulatory or litigation matters?

2.1.2 Please list these matters and provide a short 2-3 sentence summary of each open matter. If you have several similar matters you may describe them together in one description.

2.2 Conflict Of Interest

2.2.1 To the best of your knowledge, does any Visa or its affiliates' employee, contractor or consultant have any ownership interest of 5% or greater in the supplier either directly or indirectly?

c. Additional Information

This section helps assess supplier scale and operational reach.

- Purchase Order Email
- Preferred Currency
- Supplier Capabilities
- Countries where your company operates

- Number of employees
- Annual revenue
- Industries currently serviced

✓ 3 Additional Information

- 3.1 Purchase Order Email ⓘ
- 3.2 Preferred Currency ⓘ
- 3.3 Supplier Capabilities
- 3.4 Supplier Capabilities Other
- 3.5 What countries is your company currently doing business in?
- 3.6 How many employees does your company employ?
- 3.7 What is your company's annual revenue?
- 3.8 What industries is your company currently servicing?

d. Tax Information

- Tax ID (country-specific)
- Attach tax certificate
- Attach W9 (or W8 BEN E for foreign vendors) – must be signed & dated within the last 24 months
- Subject to 1099 reporting under U.S. tax regulations? (Yes/No)
- Is 1099 reporting address different from main business address? (Yes/No)
- Provide 1099 address (if applicable)

4 Tax Information

4.1 Tax

4.2 Attach tax certificate ⓘ

4.3 Attach your most recent W9 (W8-BEN-E if foreign vendor). The form must be signed & dated within the last 24 months. ⓘ

4.4 Is your company subject to 1099 reporting under U.S. tax regulations?

4.5 Is your 1099 reporting address different from your main business address?

4.6 Please provide the 1099 address

4 Tax Information

4.1 Tax *

Country/Region *

Canada

Tax Name	Tax Type	Tax Number
Canada: Goods and Service Tax (GST) No OR Harmoni...	Organization	Tax Number
Canada - Company Registration Number	Organization	Tax Number

4.2 Attach tax certificate * ⓘ

Upload File

52.9 kb Sample Form: B01.jpg X

4.3 Attach your most recent W9 (W8-BEN-E if foreign vendor). The form must be signed & dated within the last 24 months. ⓘ

Upload File

Notes:

- Provide the Tax Number (Tax ID) whenever possible. This applies to all countries (i.e., Brazil, US, India).
- If Tax Number is not available, enter the Company Registration Number instead.

e. Diversity Information

- Are you a diverse supplier? (Yes/No)
- Do you track Second Tier diverse supplier spend and provide quarterly reporting?
- What is your diversity classification?
- Are you certified?
- Upload certification
- Clarify if not certified
- ESG program existence
- Carbon emissions reporting
- Net zero goal
- EcoVadis Scorecard
- ESG assessment from recognized organizations
- Additional ESG assessment details
- MSME qualification
- Upload MSME certificate

5 Diversity Information

5.1 Are you a diverse supplier?

5.2 Does your company track Second-Tier diverse supplier spend and is able to provide this quarterly reporting to Visa?

5.3 What is your diversity?

5.4 Are you Certified?

5.5 Please identify where you have and upload your Certification ⓘ

5.6 Please provide clarity on not having certification

5.7 Does your organization have an environment, social and governance program?

5.8 Does your organization (or Group) calculate and report their Carbon emissions?

5.9 Does your organization have a net zero goal?

5.10 Do you have an EcoVadis Scorecard?

5.11 Do you have environment, social and governance assessment from one of the following organizations?

5.12 Provide additional details on ESG assessment

5.13 Do you qualify for MSME (Micro, Small and Medium Enterprises)

5.14 Please provide a copy MSME Certificate

Notes:

- Fields in this section will appear or expand only if you answer “Yes” to certain questions.
- ESG and carbon-related questions reflect Visa’s sustainability goals.
- MSME certification mainly applies in specific regions and is applicable in countries such as India.

f. Bank Accounts

- Bank Type (e.g., Domestic)
- Country/Region
- Bank Name
- Bank Branch
- Street, City, State/Province/Region, Postal Code
- Account Holder Name (required)
- Bank Legal Entity Number (required)
- Other Account Number
- Bank Key

6.1.1 To avoid delays in onboarding or payment processing, please ensure you provide all required bank details. This includes the Bank Account Number, Bank Key, Account Number, Bank Name, and Bank Address, even if these fields are marked as not mandatory or if you have an IBAN or SWIFT code. Instruction to complete bank information: Please be aware that if your bank account is located outside of the country of incorporation or if payments are requested to be made into accounts owned by third parties, an additional verification step will be conducted. This process may include verifying the bank account details, understanding the rationale behind the payment arrangement, reviewing other relevant documentation and any other steps that Visa considers appropriate. *

Bank Type
Domestic

Country/Region *
China

Bank Name

Bank Branch

Street

City

State/Province/Region

Postal code

Account holder name *

ⓘ This field is required

Bank key/IBAN routing number *

ⓘ Either account number and bank key are mandatory or IBAN is mandatory

Account number *

ⓘ Either account number and bank key are mandatory or IBAN is mandatory

SWIFT

Bank control key

6.1.2 Remittance Email Address *

6.1.3 Bank Currency *

6.1.4 Bank attachments * ⓘ

Upload File

Notes:

- Please ensure that the designated fields are completed in accordance with the [Mandatory bank fields for vendors per region and country \(Section i.\)](#).
- For compliance, ensure consistency between supplier location and bank location.

g. Additional Entity Addresses

Fill out this section to provide additional addresses if your organization operates from multiple locations (e.g., headquarters, branch offices, billing address, etc.). You may add more than one entry if needed.

1. Click on Add Additional Entity Addresses.

The screenshot shows the 'All Content' form in the SAP Ariba console. The form is divided into several sections: General Information, Legal Question, Additional Information, Tax Information, Diversity Information, Bank Accounts, and Additional Entity Addresses. The 'Additional Entity Addresses' section is highlighted with a red box. The form contains various fields for company information, tax details, and diversity information. The 'Additional Entity Addresses' section is currently empty, showing 'Add Additional Entity Addresses (0) More...'. The form also includes a sidebar with navigation links and a bottom bar with action buttons like 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

2. You will be redirected to the page to add an entry. Select Add new to proceed.

The screenshot shows the 'Additional Entity Addresses (0)' page. The page has a header with a back arrow and the text '< Back'. Below the header is a table with columns 'Address' and 'Address Sequence ID (Please select...)'. The 'Add new' button is highlighted with a red box. The page is currently empty, showing 'Additional Entity Addresses (0)'.

3. Fill out the following fields:
- Street Address
 - City Address
 - State/Province/Region Address
 - Postal Code
 - Country/Region

All Content > 9 Additional Entity Addresses

Additional Entity Addresses (1)

Name: 1

Additional Entity Addresses #1 Delete

Address

Street:

Street 2:

Street 3:

City:

State/Province/Region:

Postal Code:

Country/Region: (no value)

Address Sequence ID (Please select a unique Address Sequence ID from the dropdown list. This ID helps us map each address to the correct local company code in our internal systems. If you're unsure which ID to choose, refer to the address type or location guidance provided by your internal contact.)

(*) indicates a required field

4. Click on Save to submit your response.

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

All Content > 9 Additional Entity Addresses

Additional Entity Addresses (1)

Name: 1

Additional Entity Addresses #1 Delete

Address

Street:

Street 2:

Street 3:

City:

State/Province/Region:

Postal Code:

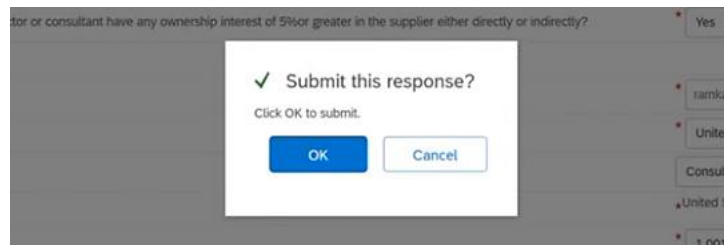
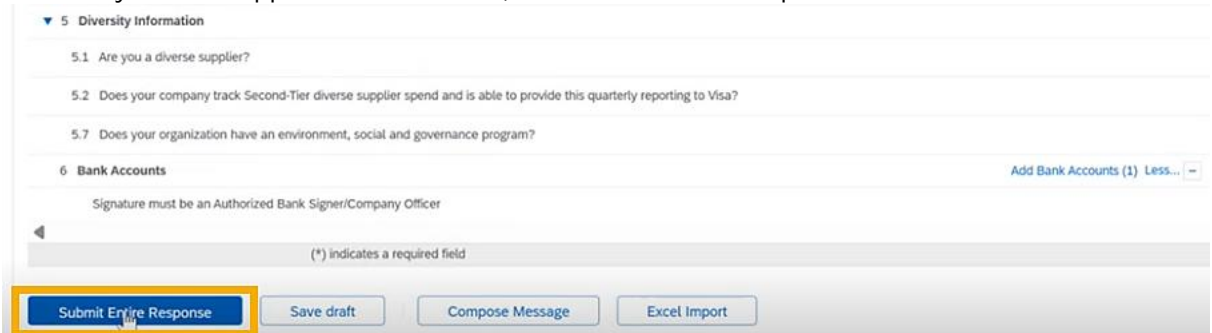
Country/Region: (no value)

Address Sequence ID (Please select a unique Address Sequence ID from the dropdown list. This ID helps us map each address to the correct local company code in our internal systems. If you're unsure which ID to choose, refer to the address type or location guidance provided by your internal contact.)

(*) indicates a required field

h. Completing the questionnaire

After you have supplied all information, click Submit Entire Response then select OK.



- At this point, the supplier can only review their submitted answers in the questionnaire and cannot make revisions.
- The Data Maintenance team would now be notified that you have submitted the questionnaire. This department will review your form and contact your organization if there is any missing information.

i. Error while submitting

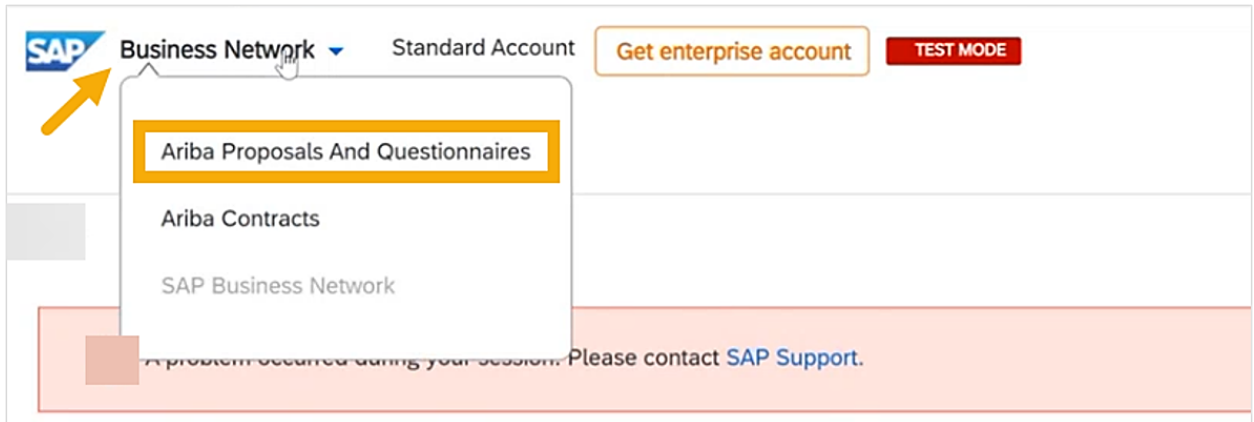
If the data entered is incorrect when submitted, an error will appear at the top of the page indicating both the number and location of errors.

**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.

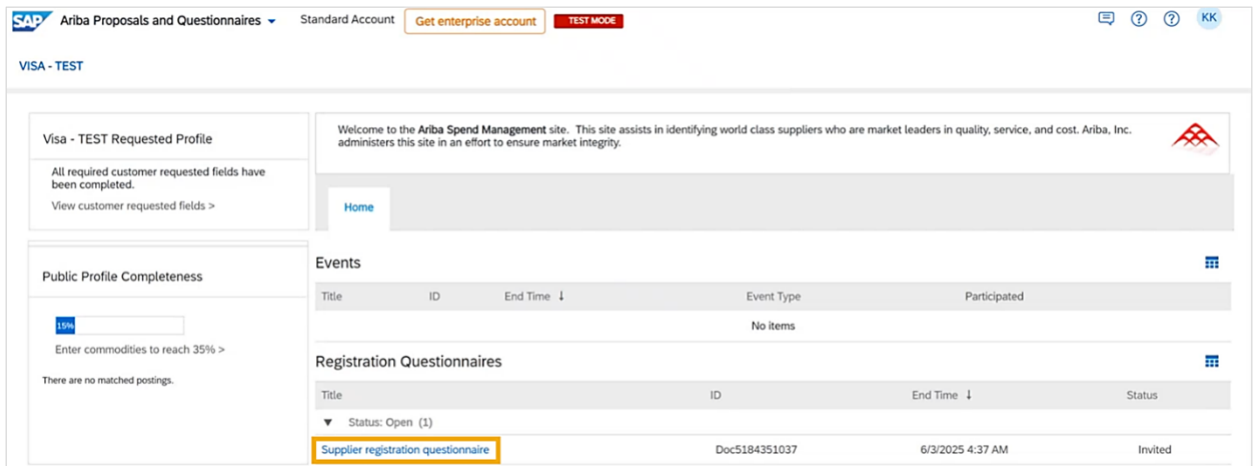
Please resolve the error and re-submit. If you do not resolve the error the form can't be submitted.

j. Updating information

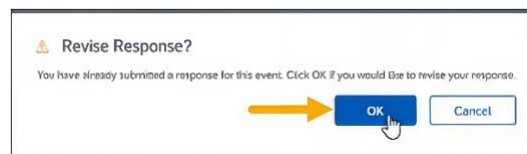
1. Within your Ariba portal, open the dropdown menu under Business Network and select Ariba Proposals and Questionnaires.



2. Select the Supplier registration questionnaire under the Registration Questionnaire section.

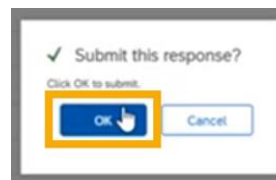


3. Click on Revise Response, then select OK.



4. Update the necessary information.

5. Once all updates are done, select Submit Entire Response, and click OK.



k. Mandatory bank fields for vendors per region and country

Notes:

- Even if the fields are marked as not mandatory, please ensure you provide all required bank details such as the Bank Name, Bank Address, Account Number, and Bank Key.
- Do not enter special characters (including accented letters or symbols) when filling out banking or supplier information fields. Use only standard English letters, numbers, and spaces. If your information contains special characters, provide the closest equivalent using standard characters.
- The State/Province/Region field must contain no more than 6 characters.

6.1.1 To avoid delays in onboarding or payment processing, please ensure you provide all required bank details. This includes the Bank Account Number, Bank Key, Account Number, Bank Name, and Bank Address, even if these fields are marked as not mandatory or if you have an IBAN or SWIFT code. Instruction to complete bank information Please be aware that if your bank account is located outside of the country of incorporation or if payments are requested to be made into accounts owned by third parties, an additional verification step will be conducted. This process may include verifying the bank account details, understanding the rationale behind the payment arrangement, reviewing other relevant documentation and any other steps that Visa considers appropriate.*

Bank Type	
Country/Region *	
Bank Name	
Bank Branch	
Street	
City	
State/Province/Region	
Postal code	
Account holder name *	
✖ This field is required	
Bank key/ABA routing number *	
✖ Either account number and bank key are mandatory or IBAN is mandatory	
Account number *	
✖ Either account number and bank key are mandatory or IBAN is mandatory	
SWIFT	
Bank control key	

Mandatory fields for vendors in ASPAC**Australia**

	Field Name	Sample Value	Field Explanation
1	Bank Name	Commonwealth Bank	Name of bank
2	Bank Branch	Sydney Main Branch	Branch of account
3	Street	48 Martin Place	Street address of bank
4	City	Sydney	City address of bank
5	State/Province/Region	New South Wales	State/Province/Region address of bank
6	Postal Code	2000	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	062000	6-digit BSB code
9	Account Number	12345678	Bank account number
10	SWIFT	CTBAAU2S	Bank SWIFT code

Bangladesh – for SCB Bank

	Field Name	Sample Value	Field Explanation
1	Bank Name	Standard Chartered Bank	Name of bank
2	Bank Branch	Dhaka Main Branch	Branch of account
3	Street	67 Gulshan Avenue	Street address of bank
4	City	Dhaka	City address of bank
5	State/Province/Region	Dhaka	State/Province/Region address of bank
6	Postal Code	1212	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	SCBLBDDX	Bank SWIFT code
9	Account Number	1234567890	Bank account number
10	SWIFT	SCBLBDDX	Bank SWIFT code

Bangladesh – *for non-SCB Bank*

	Field Name	Sample Value	Field Explanation
1	Bank Name	Dutch Bangla Bank	Name of bank
2	Bank Branch	Motijheel Branch	Branch of account
3	Street	47 Motijheel Commercial Area	Street address of bank
4	City	Dhaka	City address of bank
5	State/Province/Region	Dhaka	State/Province/Region address of bank
6	Postal Code	1000	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	DBBLBDDH	Bank SWIFT code
9	Account Number	9876543210	Bank account number
10	SWIFT	DBBLBDDH	Bank SWIFT code

Cambodia, Malaysia, Mongolia, Myanmar, Philippines, Sri Lanka

	Field Name	Sample Value	Field Explanation
1	Bank Name	BDO Unibank	Name of bank
2	Bank Branch	Makati Main Branch	Branch of account
3	Street	7899 Makati Avenue	Street address of bank
4	City	Makati	City address of bank
5	State/Province/Region	Metro Manila	State/Province/Region address of bank
6	Postal Code	1200	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	BNORPHMM	Bank SWIFT code
9	Account Number	1234567890	Bank account number
10	SWIFT	BNORPHMM	Bank SWIFT code

China

	Field Name	Sample Value	Field Explanation
1	Bank Name	Bank of China	Name of bank
2	Bank Branch	Beijing Main Branch	Branch of account
3	Street	1 Fuxingmen Nei Avenue	Street address of bank
4	City	Beijing	City address of bank
5	State/Province/Region	Beijing	State/Province/Region address of bank
6	Postal Code	100818	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	104100000004	CNAPS bank code
9	Account Number	1234567890123456	Bank account number
10	SWIFT	BKCHCNBJ	Bank SWIFT code

Hong Kong, Korea

	Field Name	Sample Value	Field Explanation
1	Bank Name	HSBC	Name of bank
2	Bank Branch	Central Branch	Branch of account
3	Street	1 Queen's Road Central	Street address of bank
4	City	Hong Kong	City address of bank
5	State/Province/Region	Hong Kong	State/Province/Region address of bank
6	Postal Code	0000	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	004	3-digit bank code
9	Account Number	123456789012	Bank account number
10	SWIFT	HSBCHKHHHKH	Bank SWIFT code

India

	Field Name	Sample Value	Field Explanation
1	Bank Name	State Bank of India	Name of bank
2	Bank Branch	Mumbai Main Branch	Branch of account
3	Street	11 Sansad Marg	Street address of bank
4	City	Mumbai	City address of bank
5	State/Province/Region	Maharashtra	State/Province/Region address of bank
6	Postal Code	400001	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	SBIN0000691	IFSC code
9	Account Number	12345678901	Bank account number
10	SWIFT	SBININBBXXX	Bank SWIFT code

Indonesia, Taiwan, Thailand

	Field Name	Sample Value	Field Explanation
1	Bank Name	Bangkok Bank	Name of bank
2	Bank Branch	Silom Branch	Branch of account
3	Street	333 Silom Road	Street address of bank
4	City	Bangkok	City address of bank
5	State/Province/Region	Bangkok	State/Province/Region address of bank
6	Postal Code	10500	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	0021234	3-digit bank code + 4-digit branch code
9	Account Number	1234567890	Bank account number
10	SWIFT	BKKBTHBK	Bank SWIFT code

Japan

	Field Name	Sample Value	Field Explanation
1	Bank Name	MUFG Bank	Name of bank
2	Bank Branch	Tokyo Main Branch	Branch of account
3	Street	271 Marunouchi	Street address of bank
4	City	Tokyo	City address of bank
5	State/Province/Region	Tokyo	State/Province/Region address of bank
6	Postal Code	1008388	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	0005123	4-digit bank code + 3-digit branch code
9	Account Number	1234567	Bank account number
10	SWIFT	BOTKJPJT	Bank SWIFT code
11	Bank Control Key	01	Check digit

New Zealand

	Field Name	Sample Value	Field Explanation
1	Bank Name	ANZ Bank	Name of bank
2	Bank Branch	Auckland Main Branch	Branch of account
3	Street	23-29 Albert Street	Street address of bank
4	City	Auckland	City address of bank
5	State/Province/Region	Auckland	State/Province/Region address of bank
6	Postal Code	1010	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	010203	6-digit sort code
9	Account Number	1234567890123	Bank account number
10	SWIFT	ANZBNZ22	Bank SWIFT code

Pakistan

	Field Name	Sample Value	Field Explanation
1	Bank Name	BDO Unibank	Name of bank
2	Bank Branch	Makati Main Branch	Branch of account
3	Street	7899 Makati Avenue	Street address of bank
4	City	Makati	City address of bank
5	State/Province/Region	Metro Manila	State/Province/Region address of bank
6	Postal Code	1200	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	BNORPHMM	Bank SWIFT code
9	Account Number	1234567890	IBAN
10	SWIFT	BNORPHMM	Bank SWIFT code

Singapore

	Field Name	Sample Value	Field Explanation
1	Bank Name	DBS Bank	Name of bank
2	Bank Branch	Raffles Place Branch	Branch of account
3	Street	6 Shenton Way	Street address of bank
4	City	Singapore	City address of bank
5	State/Province/Region	Singapore	State/Province/Region address of bank
6	Postal Code	068809	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	7171 001	4-digit bank code + 3-digit branch code
9	Account Number	1234567890	Bank account number
10	SWIFT	DBSSSGSG	Bank SWIFT code

Vietnam

	Field Name	Sample Value	Field Explanation
1	Bank Name	Vietcombank	Name of bank
2	Bank Branch	Hanoi Main Branch	Branch of account
3	Street	198 Tran Quang Khai	Street address of bank
4	City	Hanoi	City address of bank
5	State/Province/Region	Hanoi	State/Province/Region address of bank
6	Postal Code	100000	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	01207001	CITAD code
9	Account Number	1234567890123456	Bank account number
10	SWIFT	BFTVVNVX	Bank SWIFT code

Mandatory fields for vendors in Europe

United Kingdom (Scotland, England, Wales, Northern Ireland) – *for GBP currency*

	Field Name	Sample Value	Field Explanation
1	Bank Name	Barclays Bank	Name of bank
2	Bank Branch	London Main Branch	Branch of account
3	Street	1 Churchill Place	Street address of bank
4	City	London	City address of bank
5	State/Province/Region	Greater London	State/Province/Region address of bank
6	Postal Code	E14 5HP	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	203253	Sort code
9	Account Number	12345678	IBAN
10	SWIFT	203253	Sort code

United Kingdom (Scotland, England, Wales, Northern Ireland) – *for all non-GBP currencies*

	Field Name	Sample Value	Field Explanation
1	Bank Name	Barclays Bank	Name of bank
2	Bank Branch	London Main Branch	Branch of account
3	Street	1 Churchill Place	Street address of bank
4	City	London	City address of bank
5	State/Province/Region	Greater London	State/Province/Region address of bank
6	Postal Code	E14 5HP	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	203253	Sort code
9	Account Number	GB29BARC20325312345678	IBAN
10	SWIFT	BARCGB22	Bank SWIFT code

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Vatican City

	Field Name	Sample Value	Field Explanation
1	Bank Name	Erste Bank	Name of bank
2	Bank Branch	Vienna Main Branch	Branch of account
3	Street	Am Stadtpark 9	Street address of bank
4	City	Vienna	City address of bank
5	State/Province/Region	Vienna	State/Province/Region address of bank
6	Postal Code	1030	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	20111	Branch code
9	Account Number	AT611904300234573201	IBAN
10	SWIFT	GIBAATWWXXX	Bank SWIFT code

Mandatory fields for vendors in US and LAC

United States

	Field Name	Sample Value	Field Explanation
1	Bank Name	JP Morgan Chase	Name of bank
2	Bank Branch	New York Main Branch	Branch of account
3	Street	270 Park Avenue	Street address of bank
4	City	New York	City address of bank
5	State/Province/Region	NY	State/Province/Region address of bank
6	Postal Code	10017	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	021000021	ABA routing number
9	Account Number	9876543210	Bank account number
10	SWIFT	CHASUS33	Bank SWIFT code

Canada

	Field Name	Sample Value	Field Explanation
1	Bank Name	Royal Bank of Canada	Name of bank
2	Bank Branch	Toronto Main Branch	Branch of account
3	Street	200 Bay Street	Street address of bank
4	City	Toronto	City address of bank
5	State/Province/Region	Ontario	State/Province/Region address of bank
6	Postal Code	M5J2W7	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	000300012	9-digit bank code/transit code (must add preceding "0" if needed)
9	Account Number	9876543210	Bank account number
10	SWIFT	ROYCCAT2	Bank SWIFT code

Argentina

	Field Name	Sample Value	Field Explanation
1	Bank Name	Banco de la Nacion Argentina	Name of bank
2	Bank Branch	Microcentro	Branch of account
3	Street	Av Rivadavia 325	Street address of bank
4	City	Buenos Aires	City address of bank
5	State/Province/Region	Buenos Aires	State/Province/Region address of bank
6	Postal Code	C1002AAF	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	BNAARBAAXXX	11-digit SWIFT code
9	Account Number	285059094009041234567891	22-digit CBU number
10	SWIFT	BNAARBAAXXX	Bank SWIFT code

Brazil

	Field Name	Sample Value	Field Explanation
1	Bank Name	Banco do Brasil	Name of bank
2	Bank Branch	Brasilia Central Branch	Branch of account
3	Street	Setor Bancario Sul, Quadra 1, Bloco G	Street address of bank
4	City	Brasilia	City address of bank
5	State/Province/Region	Distrito Federal	State/Province/Region address of bank
6	Postal Code	70073900	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	0001	Agency number (4-digit branch identifier)
9	Account Number	9876543	Bank account number
10	SWIFT	0001	Agency number (4-digit branch identifier)

Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, Guatemala, Panama, Puerto Rico, Venezuela

	Field Name	Sample Value	Field Explanation
1	Bank Name	Banco de Chile	Name of bank
2	Bank Branch	Santiago Main Branch	Branch of account
3	Street	Paseo Ahumada 251	Street address of bank
4	City	Santiago	City address of bank
5	State/Province/Region	Region Metropolitana	State/Province/Region address of bank
6	Postal Code	8320000	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	CHCLCLRMXXX	11-digit SWIFT code
9	Account Number	9876543210	Bank account number
10	SWIFT	CHCLCLRMXXX	Bank SWIFT code

Mexico

	Field Name	Sample Value	Field Explanation
1	Bank Name	BBVA Mexico	Name of bank
2	Bank Branch	Mexico City Main Branch	Branch of account
3	Street	Paseo de la Reforma 510	Street address of bank
4	City	Mexico City	City address of bank
5	State/Province/Region	Ciudad de Mexico	State/Province/Region address of bank
6	Postal Code	06600	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	BCMRXMMXXX	11-digit SWIFT code
9	Account Number	123456789012345678	18-digit CLABE
10	SWIFT	BCMRXMMXXX	Bank SWIFT code

Spain

	Field Name	Sample Value	Field Explanation
1	Bank Name	Banco Santander	Name of bank
2	Bank Branch	Madrid Main Branch	Branch of account
3	Street	Paseo de la Castellana 24	Street address of bank
4	City	Madrid	City address of bank
5	State/Province/Region	Comunidad de Madrid	State/Province/Region address of bank
6	Postal Code	28046	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	BSCHEMMXXX	11-digit SWIFT code
9	Account Number	ES9121000418450200051332	24-digit IBAN
10	SWIFT	BSCHEMMXXX	Bank SWIFT code

Peru

	Field Name	Sample Value	Field Explanation
1	Bank Name	Banco de Credito del Peru	Name of bank
2	Bank Branch	Lima Main Branch	Branch of account
3	Street	Av Las Camelias 750	Street address of bank
4	City	Lima	City address of bank
5	State/Province/Region	Lima Province	State/Province/Region address of bank
6	Postal Code	15073	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	BCPLPEPLXXX	11-digit SWIFT code
9	Account Number	00212345678901234567	20-digit CCI number
10	SWIFT	BCPLPEPLXXX	Bank SWIFT code

Mandatory fields for vendors in CEMEA

Central and Eastern Europe: Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Serbia, Ukraine

Middle East: Bahrain, Cyprus, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, Syria, United Arab Emirates, Yemen

Africa: Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic, Chad, Comoros, Congo (Democratic Republic of the Congo), Congo (Republic of the Congo), Côte d'Ivoire, Djibouti, Egypt, Equatorial Guinea, Eritrea, Eswatini (formerly Swaziland), Ethiopia, Gabon, Gambia, Ghana, Guinea-Bissau, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Tunisia, Uganda, Zambia, Zimbabwe

	Field Name	Sample Value	Field Explanation
1	Bank Name	Banka Kombetare Tregtare	Name of bank
2	Bank Branch	Tirana Main Branch	Branch of account
3	Street	Rruga e Vilave, Lundër 1	Street address of bank
4	City	Tirana	City address of bank
5	State/Province/Region	Tirane	State/Province/Region address of bank
6	Postal Code	1045	Postal code of bank
7	Account Holder Name	Test Vendor Registration	Name of supplier
8	Bank Key/ABA Routing Number	NCBAALTX	Bank SWIFT code
9	Account Number	9876543210	IBAN
10	SWIFT	NCBAALTX	Bank SWIFT code

Note: After filling out all required fields, continue with the questionnaire by referring to section [g. Additional Entity Addresses](#).