

2.3 Supplier input for Digitized Supplier Setup Form

Procurement Systems Training Homepage

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This page outlines the details on the Supplier actions required for the Digitized Supplier Setup Form (SSF Form).

Log into MyShop S20

For instructions on how to log into the system, please refer to [1.1 Basic settings and navigation](#).¹

¹ <https://atlas.apps.csinfra.net/confluence/display/ELEARNING/1.1+Basic+settings+and+navigation>

1 Step 1 - New User login step

For a new user as the Supplier SSF Admin, you need to be familiarized with the General Terms of Use.

Also, you need to acknowledge the acceptance of the terms & conditions, Click on the Check box of "*I accept the Terms & Conditions*"

Click on *Acknowledge* button

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General Terms of Use

You have to accept the terms and conditions in order to continue.

I understand that it is prohibited to enter information that directly or indirectly reveals the identity or existence of a bank client or other details regarding potential, existing or terminated client relationship.

I have also read and understood the Credit Suisse Code of Conduct, and by clicking the validate button, I agree to adhere terms and conditions.

CS employees, please refer to Internal Global Sourcing Policy GP-00202
CS Supplier Code of Conduct: <https://www.credit-suisse.com/en/about-us/responsibility/banking/suppliers.html>

By providing your Information (as defined below) you agree that, for the purpose of maintenance and administration of the business relationship with you/your company, including account management and invoice payment, the Credit Suisse legal entity to which you are providing products or services is entitled to make accessible within Credit Suisse Group Affiliates worldwide any:

- (i) contractual agreement for services or products;
- (ii) invoices contact information and invoices payment information, including your/your company's legal name, physical mailing address, email address, tax ID, VAT ID, and other banking details, as well as
- (iii) further information on the business relationship for services or products with you (collectively "Information").

Such Information may also be made accessible or be transferred to Credit Suisse Group Affiliates or a third party (located globally) that are charged with specific administration and management services, such as payments, as well as general IT or other support services, to the extent necessary for such Affiliate or third party to fulfil its administrative and management, or support services, functions. As such, the Information may be available in countries, which do not have an equivalent level of data protection as the local law of the Credit Suisse legal entity to which you are providing products or services, providing always that Credit Suisse has taken measures to comply with any applicable local laws, including but not limited to any legislation relating to the protection of your personal data thereunder.

Your Personal Data will be processed and stored for as long as it is necessary in order to fulfill contractual, legal, statutory or regulatory obligations imposed on Credit Suisse. Your Personal Data will be kept for the period required by law and the specific retention period will depend on the type of data, the purpose for its collection and Credit Suisse's legal obligations. If the Personal Data is no longer required in order to fulfill contractual, legal, statutory or regulatory obligations, it may be deleted, unless further processing is required in accordance with specific records retention requirements set by financial, commercial and tax legislation or due to a legal hold, such as retention obligations due to e.g. a litigation or a regulatory investigation/proceeding.

If you:

- (i) have any questions about the way that we collect and use your Information;
- (ii) want to withdraw your consent;
- (iii) wish to make a complaint in relation to the use of your Information; or
- (iv) wish to exercise your potential rights regarding access to the Information, rectification, opposition, restriction of processing, portability and/or deletion.

please contact the Credit Suisse Group Data Protection Officer at data.protection@credit-suisse.com. We will respond to your request/complaint within the timeframe specified in any applicable law, or otherwise within a reasonable time.

I accept the terms and conditions

Acknowledge Print



2 Step2 - Company Information

After Buyer submits the request and finishes all actions as per [2.2 Buyer input for Digitized Supplier Setup Form²](#), Supplier will need to take next actions.

After logging in SSF Admin will need to access the document pending their action.

All in progress documents which require completion can be found under **Validations** section on the homepage. To open the document click the *pencil* icon.

The screenshot shows the 'Home page - Supplier' interface. At the top, there are four circular progress indicators for 'RFP in Progress', 'Manage my Auctions', 'Manage my Contracts', and 'Manage my Invoices', each with a '0' inside. Below these, the 'Validations' section is highlighted, showing a table with 2 results. The table has columns for 'Assigned to', 'Type of Request', 'Label', 'Task to Perform', and 'Forwarded on'. Two rows are visible, both for 'Supplier Activation Workflow_V2'. The first row is assigned to 'Johnson c.s. (FRANCE)' and the second to 'Test Attorney'. A red box highlights the pencil icon in the 'Assigned to' column of the first row.

Assigned to	Type of Request	Label	Task to Perform	Forwarded on
	Supplier Activation Workflow_V2	Johnson c.s. (FRANCE)	Supplier Information Request	9/19/2022
	Supplier Activation Workflow_V2	Test Attorney	Supplier Information Request	9/30/2022

In the newly opened **Company Information** tab Supplier needs to fill out the mandatory fields.

² <https://atlas.apps.csintra.net/confluence/display/ELEARNING/2.2+Buyer+input+for+Digitized+Supplier+Setup+Form>

Company Info

Save Save & Close Reject Request Submit for Review

Company Information

Procure to Pay

Documents & Certs.

Collaborators

Registered Address of Supplier

Name - Additional

Address line 1 *

Address line 2

Address Line 3

Address Line 4

Country * State

City * Zip Code

Prefix * Phone Number *

Email ID *

Basic Company Info

Supplier Legal Entity Name *

Status

Is Trading Name/ Doing Business As Name Different from Legal Entity Name? *

Is Company Registration Number applicable? *

Is VAT/GST Registration Applicable? *

Web Site

Any Other Tax ID applicable? *

Warnings:

- Address Details are mandatory. Kindly Add Purchase Order and Remittance Address
- Banking Details are mandatory. Kindly update under Procure to Pay tab
- Supplier bank details are not linked against location number # 1. Kindly update under Procure to Pay tab

While filling out, depending on your answers new fields may appear. Please fill them out accordingly.

Company Info

Save Save & Close Reject Request Submit for Review

Registered Address of Supplier

Name - Additional

Address line 1 * [ⓘ]
Lettenholzstrasse 57

Address line 2 [ⓘ]

Address Line 3

Address Line 4

Country * State
SWITZERLAND

City * Zip Code
Zürich 8038

Prefix * Phone Number *
+41 113 355 788

Email ID *
johnaa@adams.adams.c...

Basic Company Info

Supplier Legal Entity Name *
Test Attorney

Status
Awaiting Supplier Action

Is Trading Name/ Doing Business As Name Different from Legal Entity Name? *
No

Is Company Registration Number applicable? *
Yes

Company Registration Number * [ⓘ]
123456789

Is VAT/GST Registration Applicable? *
Yes

VAT/GST Registration number * [ⓘ]
123.456.789

Web Site

Any Other Tax ID applicable? *
Yes

Other Tax ID *
Siret number for France

Other Tax ID Number *
223344

Add Purchase Order/Remittance Address

0 Result(s)

After filling out all mandatory fields, click **Save**

After saving, you will need to scroll down and click **+Add Purchase Order/Remittance Address** button.

Here you need to once again fill out **Address Data** fields and click **Save & close**.

Company Info

Address Data 🖨️ 🗑️ ✕

Save **Save & close**

Status Validated	Supplier Status Awaiting Supplier Action
Address Line 1 * Lettenholzstrasse 57	Supplier ID Test Attorney
Address Line 2 	
Address Line 3 	Address line 4
Country * SWITZERLAND ▼	State ▼
City * Zürich	Pin Code
Pre-fix * +41	Phone Number * 113 355 788
Email * johnaa@adams.adams.com	

3 Step 3 - Procure to Pay data

For your next steps you will need to go to **Procure to Pay** tab and click **+ Add Banking Information** button.

Company Info

Save Save & Close Reject Request Submit for Review

Information

Please update your company banking information in "Add Banking Information" tab.

After updating the banking information, please Save and then navigate to "Currency and Country" details and map your Purchase Order and Remittance address, Banking Information and Save the record.

Please note :- Mapping above information is mandatory in order to make a successful payment.

Banking Information

+ Add Banking Information

0 Result(s)

Bank Account & Address Mapping

Address Details	Bank Information	Credit Suisse Bill to Currency	ID	Credit Suisse Bill to Country	Bank Name	Remittance Address	Location Description	Location Sequence Number	Order Address
		CHF	143	SWITZERLAND				1	

1 Result(s)

Here you will need to fill out the mandatory fields, depending on your answers new fields may appear. Please fill them out accordingly.

Banking Information

Save Save & close

Banking Information

Supplier Status
Awaiting Supplier Action

Bank Name *
Swiss Bank

Supplier Beneficiary Account Number *
123456789

Supplier Beneficiary Account Name * ⓘ
Johnson Ltd.

Branch Name *
Swiss Bank, Zürich Branch

Branch ID

Bank Country *
SWITZERLAND

Account Type

BIC/Swift Code

Bank ID ⓘ

Is QR IBAN Applicable? *

Banking Information 🖨️ 📄 ✕

Save
Save & close

Is QR IBAN Applicable? *

Yes

QR IBAN

CH

Is IBAN Applicable ? *

Yes

IBAN

IBAN Country code	IBAN key	IBAN - BBAN Code
CH	10	123456789123456

Is Intermediary Bank Details Applicable? *

Yes

Intermediary Bank Details

Bank Name

Swiss Bank

Bank ID/ABA number

123456789

BIC/Swift Code

789

After filling out the form, press **Save & close**.

After Banking Information was added by Supplier they need to map Bank Account with currency. Multiple Bank Locations can be added and mapped with different currencies.

Go to **Bank Account & Address Mapping** section and click **Edit**.

Select appropriate details using drop down lists and click **Save & close**. Those details should match **Address Data** from the Step 1.

After successful saving the **Bank Account & Address Mapping** section should show an additional information.

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Home Page

Company Info Search ...

Save Save & Close Reject Request Submit for Review

Company Information

Procure to Pay

Documents & Certs.

Collaborators

the record.

Please note :- Mapping above information is mandatory in order to make a successful payment.

Banking Information

+ Add Banking Information

Bank Name	Bank Account Number	Account Number	Routing Number	Status	Supplier Beneficiary Account Name	Bank Country	Beneficiary Account Name in Local Lang
UBS Swiss	011623852957			Validated	Corvex Account	SWITZERLAND	

1 Result(s)

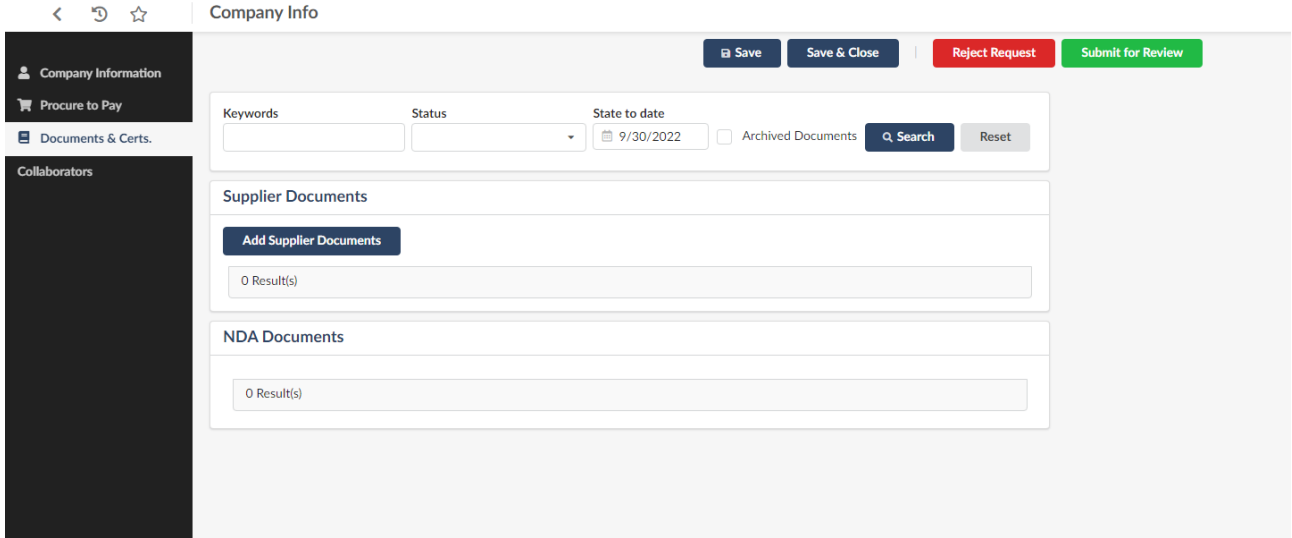
Bank Account & Address Mapping

Address Details	Bank Information	Credit Suisse Bill to Currency	ID	Credit Suisse Bill to Country	Bank Name	Remittance Address	Location Description	Location Sequence Number	Order
		CHF	148	SWITZERLAND	UBS Swiss		CHF-CHE-CHE-	1	Schw Stras

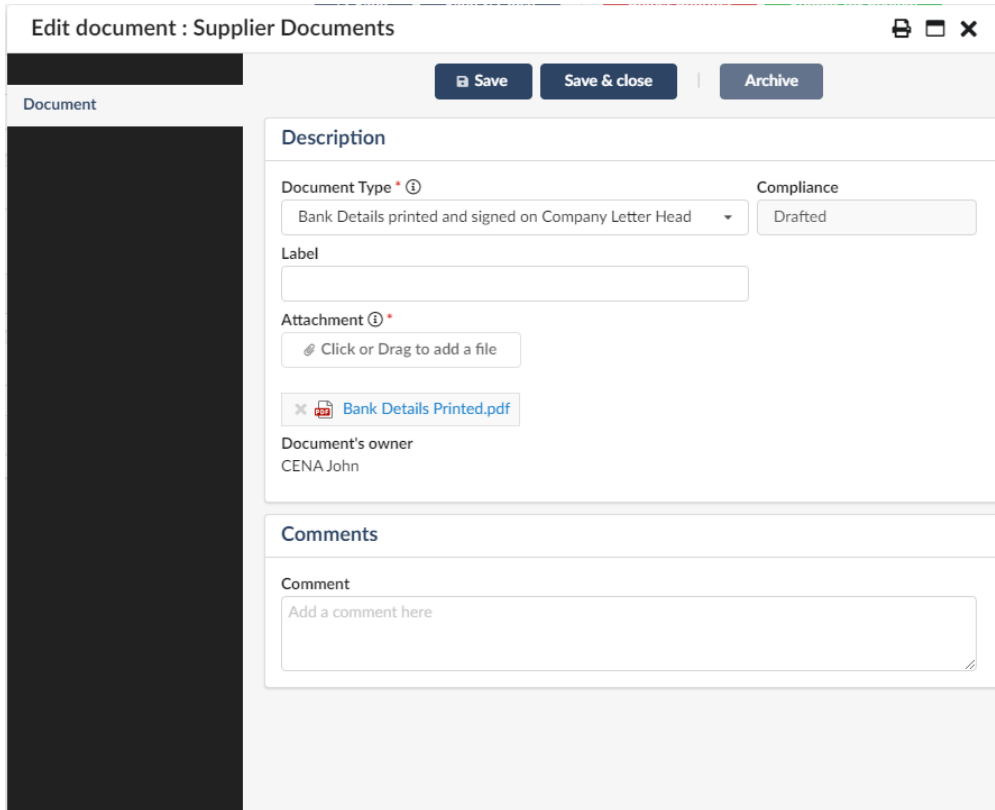
1 Result(s)

4 Step 4 - Mandatory documents

Now you will need to go to **Documents & Certs.** tab, and click **Add Supplier Documents.**



Here you will need to choose the appropriate **Document Type**, and add it as an attachment.



After you add all the necessary documents, click **Save & close.**

When your page refreshes, click **Submit for Review**.

Home Page ☆ Company Info

Save Save & Close Reject Request Submit for Review

Keywords Status State to date 9/30/2022 Archived Documents Search Reset

Supplier Documents

Add Supplier Documents

Att.	Document type	Title	Begin validity date	End validity date	Owner	Status	Validity
			Bank Details printed and signed on Company Letter Head		John Cena	X	●

1 Result(s) ⚙️

NDA Documents

0 Result(s)

5 NOTE!

Only Bidder IDs created post Digitized Supplier Onboarding Go-Live date - post [1st October week 2022](#) can be converted into Supplier ID using digitized onboarding process via MyShop S20.

Converting the Bidder records created before the 1st of Oct 2022 into Supplier IDs should be requested via Snow ticket.