

TRAINING GUIDE - REGISTER SUPPLIER BANK DETAILS

Lamprell Energy Limited  
Procurement and Supply Chain



Version:

1.0

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# Bank and Payment Details

## Introduction

This document aims to guide existing and potential suppliers, both local and international, in the submission/updating of their bank account details.

Self-service Bank Detail page enables you to enter banking and payment information using the pre-defined list of banks and branches.

You need to follow this guide step by step while entering/ updating bank details as this could cause delay in payment if you do not enter information correctly.

## 1. Enter Bank Details

If you are prospective supplier and registering yourself with Lamprell on first time then you will have to enter details mentioned in the following screenshot along with 'Bank Details' tab.

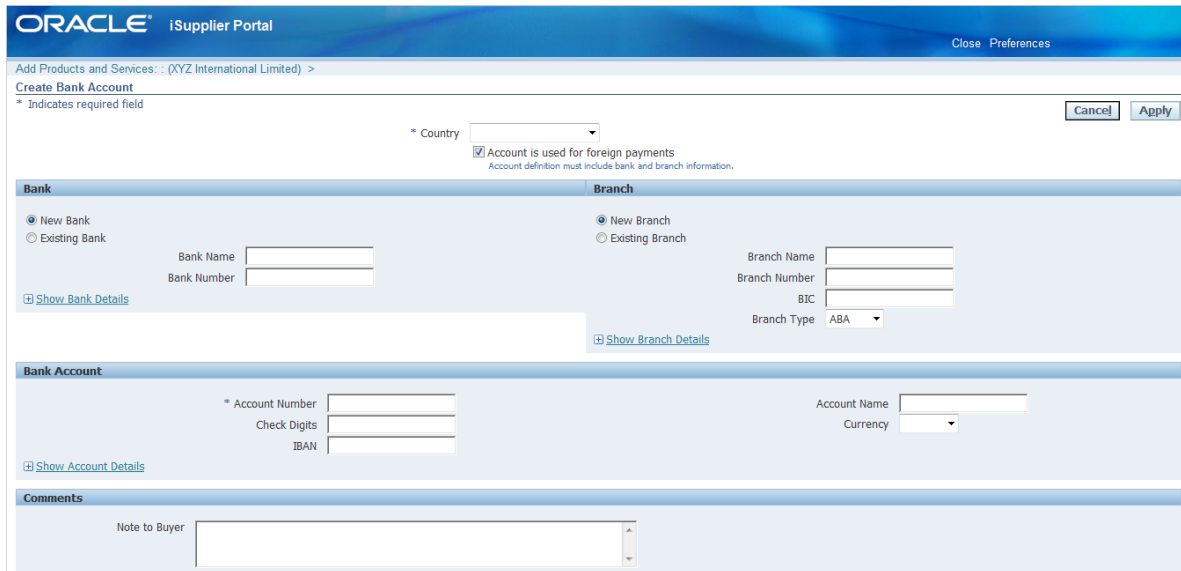
Business Classifications									
Certificate Name	Copy Attached	Certificate Number	Certifying Agency	Expiration Date					
ISO Certifications	<input type="checkbox"/>	999	ISO	31-Dec-2016 00:00:00					
Insurance Certification	<input type="checkbox"/>								
Other Certifications	<input type="checkbox"/>								
Registration Certifications	<input type="checkbox"/>								
Trade License	<input checked="" type="checkbox"/>	1234567	UAE	31-Dec-2016 00:00:00					
✓ TIP Date format example: 17-Sep-2015									
Products and Services									
At least one entry is required as "Category.Sub category" — You acknowledge that you have reviewed the categories listed within this Lamprell Energy Ltd Vendor Registration System (VRS) and have identified your organisation within the relevant category correctly. Suppliers should note that the information they provide in this VRS shall be the basis on which Lamprell Energy Ltd will determine their suitability to participate in potential procurement opportunities. While the information contained in this VRS is believed to be correct at the time of issue Lamprell Energy Ltd will not accept any liability in any circumstances for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability howsoever arising in relation to any statement, opinion or conclusion contained in, or any omission from, this VRS and in respect of any other written or oral communication transmitted (or otherwise made available) to any supplier. Neither the VRS, nor any of the information presented in it, should be regarded as a commitment or representation on the part of Lamprell Energy Ltd (or any other person) to enter into a contractual arrangement.									
<input type="button" value="Create"/>									
Code	Products and Services	Delete							
101	Plates	<input type="button" value="Delete"/>							
102	Beam	<input type="button" value="Delete"/>							
Banking Details									
At least one entry is required.									
<input type="button" value="Create"/>									
Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove	
No results found.									
<input type="button" value="Save For Later"/>					<input type="button" value="Back"/>		Step 2 of 3		<input type="button" value="Next"/>

In case you are existing supplier already registered with Lamprell and using iSupplier portal, in such case you need to access the bank details window by following the below mentioned steps:

1. Login into iSupplier Portal.
2. Go to 'Supplier Profile and Tax Details' responsibility.
3. Click on 'Banking Details' tab.
4. Either click on 'Update' button against the existing bank account details appearing;  
or
5. Press 'Create' button to enter new Bank Account details.

In both aforementioned cases you will come to the following windows to enter Bank and Account Details:

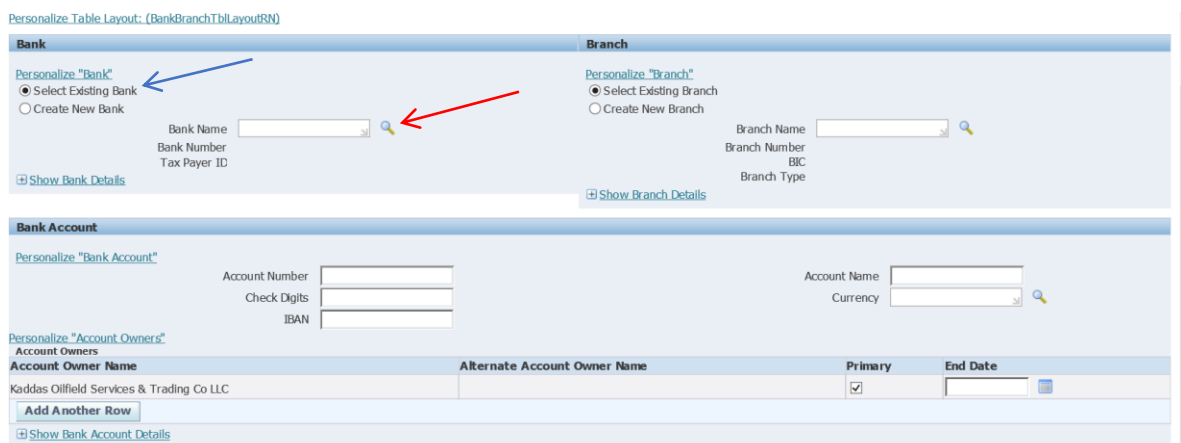
1. Click on Create button under 'Bank Details' Tab
2. Select the country where the bank exist and check the option whether this bank account will be used to make foreign payments.



**Notes:**

You should always first go for 'Select Existing Bank' options to select Bank name from predefined list of banks. Because in most of the cases Bank name already available in our database.

3. After selecting existing bank option, click on torch icon which will open up new window where you can search your bank.



4. Enter bank name in the search field and click on Go button.

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

**Results**

Personalize Table: (ExtBankAccountsRN)

Select	Quick Select	Bank Name	Bank Number	Bank Institution Type	Country
	No search conducted.				

[About this Page](#)

5. Once you click on the Go button, the bank account will appear on the line.


**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

**Results**

Personalize Table: (ExtBankAccountsRN)

Select	Quick Select	Bank Name	Bank Number	Bank Institution Type	Country
<input type="radio"/>		Zions First National Bank		Bank	United States

[About this Page](#)

6. Click on Quick select link to select the bank.


**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

**Results**

Personalize Table: (ExtBankAccountsRN)

Select	Quick Select	Bank Name	Bank Number	Bank Institution Type	Country
<input type="radio"/>		Zions First National Bank		Bank	United States

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7. Similarly if you have an existing branch, then select existing branch option and click on torch.

**Bank**

Personalize "Bank"

Select Existing Bank  
 Create New Bank

Bank Name:

Bank Number  
Tax Payer ID

**Branch**

Personalize "Branch"

Select Existing Branch  
 Create New Branch

Branch Name:

Branch Number  
BIC  
Branch Type

---

**Bank Account**

Personalize "Bank Account"

Account Number:   
Check Digits:   
IBAN:

Account Name:   
Currency:

Personalize "Account Owners"

Account Owner Name	Alternate Account Owner Name	Primary	End Date
Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>

8. Enter branch name in search field and click on Go button.

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By:

**Results**

Personalize Table: (ExtBankBranchesRN)

Select	Quick Select	Branch Name	Branch Number	BIC	Branch Type	Bank Name	Bank Number	Country
		No search conducted.						

[About this Page](#)

9. The branch details will appear on the line. If you don't know the branch name then just click on the go button to view all the branches.

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By:

**Results**

Personalize Table: (ExtBankBranchesRN)

Select	Quick Select	Branch Name	Branch Number	BIC	Branch Type	Bank Name	Bank Number	Country
<input type="radio"/>	<input type="button" value="Quick Select"/>	ZFNBUS55	ZFNBUS55		SWIFT	Zions First National Bank		United States

[About this Page](#)

10. Click on Quick select link to select the bank branch. Branch name is defined as swift code.

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

---

**Results**

Personalize Table: (ExtBankBranchesRN)

Select	Quick Select	Branch Name	Branch Number	BIC	Branch Type	Bank Name	Bank Number	Country
<input type="radio"/>		ZFNBUS55	ZFNBUS55		SWIFT	Zions First National Bank		United States

[About this Page](#)

- If you have IBAN then you must enter IBAN into both 'Account Number' as well as 'IBAN' field. You will only be required to enter account number into 'Account Number' field if you do not have IBAN, in such case your account number will be used for payments irrespective of the detail you enter on IBAN field.
- Enter the Account Name which is your 'Account Title' and the currency of the account.

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank	Branch
<p>Personalize "Bank"</p> <p><input checked="" type="radio"/> Select Existing Bank <input type="radio"/> Create New Bank</p> <p>Bank Name: <input type="text" value="CitiBank N.A."/></p> <p>Bank Number: <input type="text"/></p> <p>Tax Payer ID: <input type="text"/></p> <p><a href="#">Show Bank Details</a></p>	<p>Personalize "Branch"</p> <p><input checked="" type="radio"/> Select Existing Branch <input type="radio"/> Create New Branch</p> <p>Branch Name: <input type="text" value="CITIUS33"/></p> <p>Branch Number: <input type="text" value="CITIUS33"/></p> <p>BIC: <input type="text"/></p> <p>Branch Type: <input type="text" value="SWIFT"/></p> <p><a href="#">Show Branch Details</a></p>
<p><b>Bank Account</b></p> <p>Personalize "Bank Account"</p> <p>Account Number: <input type="text" value="AE113x2xxx00231575690"/></p> <p>Check Digits: <input type="text"/></p> <p>IBAN: <input type="text" value="AE113x2xxx00231575690"/></p> <p>Account Name: <input type="text"/></p> <p>Currency: <input type="text"/></p> <p>Personalize "Account Owners"</p>	

- Click on apply button.

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank	Branch								
<p>Personalize "Bank"</p> <p><input checked="" type="radio"/> Select Existing Bank <input type="radio"/> Create New Bank</p> <p>Bank Name: <input type="text" value="CitiBank N.A."/></p> <p>Bank Number: <input type="text"/></p> <p>Tax Payer ID: <input type="text"/></p> <p><a href="#">Show Bank Details</a></p>	<p>Personalize "Branch"</p> <p><input checked="" type="radio"/> Select Existing Branch <input type="radio"/> Create New Branch</p> <p>Branch Name: <input type="text" value="CITIUS33"/></p> <p>Branch Number: <input type="text" value="CITIUS33"/></p> <p>BIC: <input type="text"/></p> <p>Branch Type: <input type="text" value="SWIFT"/></p> <p><a href="#">Show Branch Details</a></p>								
<p><b>Bank Account</b></p> <p>Personalize "Bank Account"</p> <p>Account Number: <input type="text" value="AE113x2xxx00231575690"/></p> <p>Check Digits: <input type="text"/></p> <p>IBAN: <input type="text" value="AE113x2xxx00231575690"/></p> <p>Account Name: <input type="text"/></p> <p>Currency: <input type="text"/></p> <p>Personalize "Account Owners"</p> <table border="1"> <thead> <tr> <th>Account Owner Name</th> <th>Alternate Account Owner Name</th> <th>Primary</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Kaddas Oilfield Services &amp; Trading Co LLC</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Add Another Row"/></p> <p><a href="#">Show Bank Account Details</a></p>		Account Owner Name	Alternate Account Owner Name	Primary	End Date	Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>
Account Owner Name	Alternate Account Owner Name	Primary	End Date						
Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>						

## In case where you are unable to find your relevant Bank Name or Branch Name

1. If you do not find your bank enlisted through existing bank option, then you can create new bank by selecting 'Create New Bank' option.

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank	Branch								
Personalize "Bank" <input type="radio"/> Select Existing Bank <input checked="" type="radio"/> Create New Bank * Bank Name <input type="text"/> Bank Number <input type="text"/> Tax Payer ID <input type="text"/> <input type="button" value="Show Bank Details"/>	Personalize "Branch" <input checked="" type="radio"/> Select Existing Branch <input type="radio"/> Create New Branch Branch Name <input type="text"/> Branch Number <input type="text"/> BIC <input type="text"/> Branch Type <input type="text"/>								
Bank Account Personalize "Bank Account" Account Number <input type="text"/> Check Digits <input type="text"/> IBAN <input type="text"/> Account Name <input type="text"/> Currency <input type="text"/>									
Personalize "Account Owners" Account Owners <table border="1"> <thead> <tr> <th>Account Owner Name</th> <th>Alternate Account Owner Name</th> <th>Primary</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Kaddas Oilfield Services &amp; Trading Co LLC</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <input type="button" value="Add Another Row"/> <input type="button" value="Show Bank Account Details"/>		Account Owner Name	Alternate Account Owner Name	Primary	End Date	Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>
Account Owner Name	Alternate Account Owner Name	Primary	End Date						
Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>						

2. Enter Bank Name, Bank Number (optional) and Tax Payer ID (optional).

Bank

Bank	Branch								
Personalize "Bank" <input type="radio"/> Select Existing Bank <input checked="" type="radio"/> Create New Bank * Bank Name <input type="text" value="Habib Bank Limited - HBL"/> Bank Number <input type="text" value="09337328"/> Tax Payer ID <input type="text"/> <input type="button" value="Show Bank Details"/>	Personalize "Branch" <input checked="" type="radio"/> Select Existing Branch <input type="radio"/> Create New Branch Branch Name <input type="text"/> Branch Number <input type="text"/> BIC <input type="text"/> Branch Type <input type="text"/>								
Bank Account Personalize "Bank Account" Account Number <input type="text"/> Check Digits <input type="text"/> IBAN <input type="text"/> Account Name <input type="text"/> Currency <input type="text"/>									
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Account Owner Name	Alternate Account Owner Name	Primary	End Date						
Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>						


3. Even though you selected existing bank option, there could be a possibility that you are unable to find your bank account branch in existing branch option. In such case you can select 'Create New Branch' option to create new branch.

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank	Branch								
Personalize "Bank" <input type="radio"/> Select Existing Bank <input checked="" type="radio"/> Create New Bank * Bank Name <input type="text" value="Habib Bank Limited - HBL"/> Bank Number <input type="text" value="09337328"/> Tax Payer ID <input type="text"/> <input type="button" value="Show Bank Details"/>	Personalize "Branch" <input type="radio"/> Select Existing Branch <input checked="" type="radio"/> Create New Branch * Branch Name <input type="text"/> Branch Number <input type="text"/> BIC <input type="text"/> Branch Type <input type="text" value="ABA"/>								
Bank Account Personalize "Bank Account" Account Number <input type="text"/> Check Digits <input type="text"/> IBAN <input type="text"/> Account Name <input type="text"/> Currency <input type="text"/>									
Personalize "Account Owners" Account Owners <table border="1"> <thead> <tr> <th>Account Owner Name</th> <th>Alternate Account Owner Name</th> <th>Primary</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Kaddas Oilfield Services &amp; Trading Co LLC</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <input type="button" value="Add Another Row"/> <input type="button" value="Show Bank Account Details"/>		Account Owner Name	Alternate Account Owner Name	Primary	End Date	Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>
Account Owner Name	Alternate Account Owner Name	Primary	End Date						
Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>						



4. Enter branch name (branch name should be the swift code) , branch number (optional) and BIC.

Allow International Payments 

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank	Branch
Personalize "Bank" <input type="radio"/> Select Existing Bank <input checked="" type="radio"/> Create New Bank  * Bank Name <input type="text" value="Habib Bank Limited - HBL"/> Bank Number <input type="text" value="09337328"/> Tax Payer ID <input type="text"/> <a href="#">Show Bank Details</a>	Personalize "Branch" <input type="radio"/> Select Existing Branch <input checked="" type="radio"/> Create New Branch  * Branch Name <input type="text" value="HBL- Ajman UAE"/> Branch Number <input type="text" value="H3214"/> BIC <input type="text"/> Branch Type <input type="text" value="ABA"/> <a href="#">Show Branch Details</a>

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Bank Account

Personalize "Bank Account"

Account Number  Account Name

Check Digits  Currency

IBAN

Personalize "Account Owners"

Account Owners

Account Owner Name	Alternate Account Owner Name	Primary	End Date
Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>

[Add Another Row](#)

[Show Bank Account Details](#)

[Cancel](#) [Apply](#)

5. Select branch type from the drop down list and select the relevant branch type.

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank	Branch
Personalize "Bank" <input type="radio"/> Select Existing Bank <input checked="" type="radio"/> Create New Bank  * Bank Name <input type="text" value="Habib Bank Limited - HBL"/> Bank Number <input type="text" value="09337328"/> Tax Payer ID <input type="text"/> <a href="#">Show Bank Details</a>	Personalize "Branch" <input type="radio"/> Select Existing Branch <input checked="" type="radio"/> Create New Branch  * Branch Name <input type="text" value="HBL- Ajman UAE"/> Branch Number <input type="text" value="H3214"/> BIC <input type="text"/> Branch Type <input type="text" value="ABA"/> <a href="#">Show Branch Details</a>

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Bank Account

Personalize "Bank Account"

Account Number  Account Name

Check Digits  Currency

IBAN

Personalize "Account Owners"

Account Owners

Account Owner Name	Alternate Account Owner Name	Primary	End Date
Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>

[Add Another Row](#)

[Show Bank Account Details](#)

[Cancel](#) [Apply](#)

**Note:** Bank details and branch details are optional; you can enter these details if required.

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank	Branch								
Personalize "Bank" <input type="radio"/> Select Existing Bank <input checked="" type="radio"/> Create New Bank * Bank Name: <input type="text" value="Habib Bank Limited - HBL"/> Bank Number: <input type="text" value="09337328"/> Tax Payer ID: <input type="text"/> <input checked="" type="checkbox"/> Show Bank Details	Personalize "Branch" <input type="radio"/> Select Existing Branch <input checked="" type="radio"/> Create New Branch * Branch Name: <input type="text" value="HBL- Ajman UAE"/> Branch Number: <input type="text" value="H3214"/> BIC: <input type="text"/> Branch Type: <input type="text" value="SWIFT"/> <input checked="" type="checkbox"/> Show Branch Details								
<b>Bank Account</b> Personalize "Bank Account" Account Number: <input type="text"/> Check Digits: <input type="text"/> IBAN: <input type="text"/> Account Name: <input type="text"/> Currency: <input type="text"/>									
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Account Owner Name	Alternate Account Owner Name	Primary	End Date						
Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>						

- If you have IBAN then you must enter IBAN into both 'Account Number' as well as 'IBAN' field. You will only be required to enter account number into 'Account Number' field if you do not have IBAN, in such case your account number will be used for payments irrespective of the detail you enter on IBAN field.

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank	Branch								
Personalize "Bank" <input checked="" type="radio"/> Select Existing Bank <input type="radio"/> Create New Bank Bank Name: <input type="text" value="CitiBank N.A."/> Bank Number: <input type="text"/> Tax Payer ID: <input type="text"/> <input checked="" type="checkbox"/> Show Bank Details	Personalize "Branch" <input checked="" type="radio"/> Select Existing Branch <input type="radio"/> Create New Branch Branch Name: <input type="text" value="CITRUS33"/> Branch Number: <input type="text" value="CITRUS33"/> BIC: <input type="text"/> Branch Type: <input type="text" value="SWIFT"/> <input checked="" type="checkbox"/> Show Branch Details								
<b>Bank Account</b> Personalize "Bank Account" Account Number: <input type="text" value="AE113x2xxx00231575690"/> Check Digits: <input type="text"/> IBAN: <input type="text" value="AE113x2xxx00231575690"/> Account Name: <input type="text"/> Currency: <input type="text"/>									
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Account Owner Name	Alternate Account Owner Name	Primary	End Date						
Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>						

- Click on apply button.

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank	Branch								
<p>Personalize "Bank"</p> <p><input checked="" type="radio"/> Select Existing Bank <input type="radio"/> Create New Bank</p> <p>Bank Name: CitiBank N.A. <input type="text"/></p> <p>Bank Number: <input type="text"/></p> <p>Tax Payer ID: <input type="text"/></p> <p><a href="#">Show Bank Details</a></p>	<p>Personalize "Branch"</p> <p><input checked="" type="radio"/> Select Existing Branch <input type="radio"/> Create New Branch</p> <p>Branch Name: CITIUS33 <input type="text"/></p> <p>Branch Number: CITIUS33 <input type="text"/></p> <p>BIC: <input type="text"/></p> <p>Branch Type: SWIFT <input type="text"/></p> <p><a href="#">Show Branch Details</a></p>								
Bank Account									
<p>Personalize "Bank Account"</p> <p>Account Number: AE113x2xxx00231575690 <input type="text"/></p> <p>Check Digits: <input type="text"/></p> <p>IBAN: AE113x2xxx00231575690 <input type="text"/></p> <p>Account Name: <input type="text"/></p> <p>Currency: <input type="text"/></p> <p>Personalize "Account Owners"</p> <p>Account Owners</p> <table border="1"> <thead> <tr> <th>Account Owner Name</th> <th>Alternate Account Owner Name</th> <th>Primary</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Kaddas Oilfield Services &amp; Trading Co LLC</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><a href="#">Add Another Row</a></p> <p><a href="#">Show Bank Account Details</a></p>		Account Owner Name	Alternate Account Owner Name	Primary	End Date	Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>
Account Owner Name	Alternate Account Owner Name	Primary	End Date						
Kaddas Oilfield Services & Trading Co LLC		<input checked="" type="checkbox"/>	<input type="text"/>						
<p><input type="button" value="Cancel"/> <input type="button" value="Apply"/></p>									

**Note:** Once you submit your bank details, it will go to relevant authority in Lamprell for approval. You must upload your supporting document for bank account details through attachment tab.

After reviewing the bank details with original documents attached, respective authority will either approve or reject the bank details entered.

Only after such approval, payment will be made against your bank account.

## 2. FAQs

**Is it possible to delete the existing bank account before proceeding with creation of new account in the same currency?**

No. End date need to be updated against the existing in-active account. Else, there is a chance for making payment to the in-active account.

**Is IBAN Mandatory for Local Vendors?**

Yes, IBAN is mandatory for all local vendor payments. If you have IBAN then you must enter IBAN into ‘Account Number/IBAN’ field. You will only be required to enter account number into ‘Account Number/IBAN’ field if you do not have IBAN, in such case your account number will be used for payment transfers.

**How many characters are to be in a SWIFT Code?**

8 or 11 characters. Last 3 characters represent branch code and is optional.

**Are vendors notified of approval or rejection of bank update?**

Yes. Once you submit your bank details, it will go to relevant authority in Lamprell for approval. You must upload your supporting document for bank account details through attachment tab. After reviewing the bank details with original documents attached, respective authority will either approve or reject the bank details entered. Vendors get email notifications regarding approval or rejection. Only after approval, payment will be made against your bank account.

**What needs to be updated under the field “Branch name”?**

If you don’t know the branch name, just click on the go button to view all the branches. Click on Quick select link to select the bank branch. Branch name is defined as swift code.

**What option to select when bank account branch is not available in the drop down listing?**

Even though you selected existing bank option, there could be a possibility that you are unable to find your bank account branch in existing branch option. In such case you can select ‘Create New Branch’ option to create new branch.

**When can you create a new swift code/bank name?**

A new bank name/swift code has to be created only if it is not available in the existing Lists.

**Is Intermediate bank account is mandatory for all suppliers**

No. If necessary, a supplier can create an intermediate bank account.