



**Supplier Registration and Information
Update Guide on the Purchasing Portal of
Banco Sabadell Group.**



Índice

1. Supplier Registration and Qualification Assessment	3
1.1. Supplier Registration	3
1.1.1. Complete the Registration Form	3
1.1.2. Complete the Requirements Form.....	4
1.1.3. Select the Corresponding Categories	5
1.1.4. Registration Summary	6
1.2. Supplier Qualification Assessment	8
1.2.1. Review, Modify, and/or Complete the Form	9
2. Information Update (profile parameters that need to be updated).....	10
3. Support Center	12

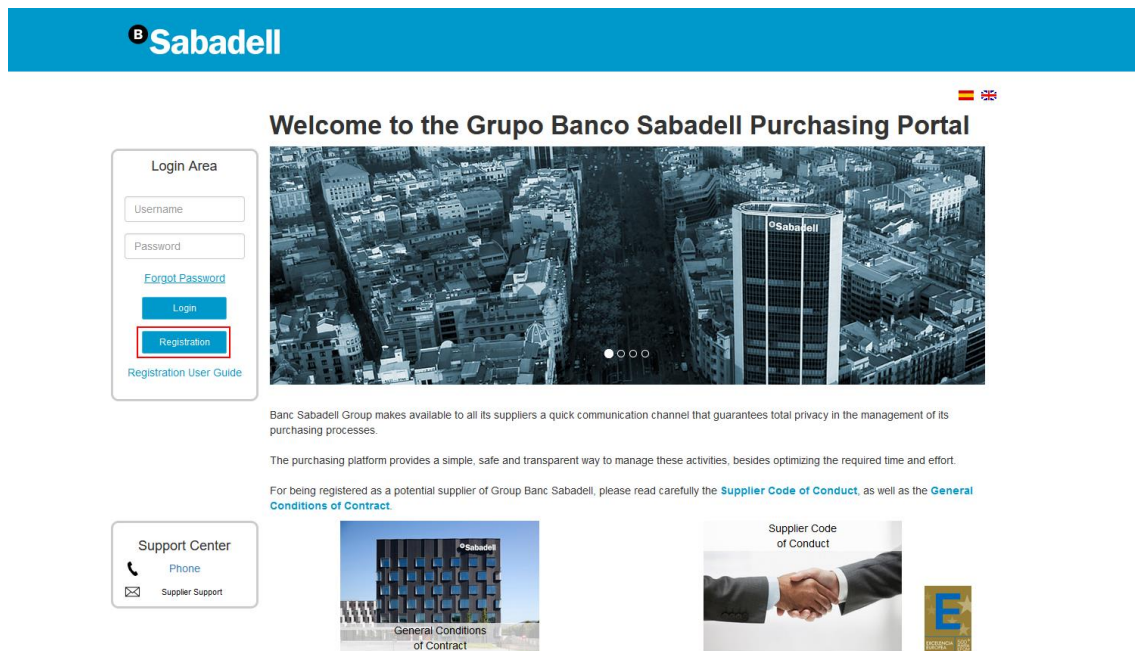
1. Supplier Registration and Qualification Assessment

1.1. Supplier Registration

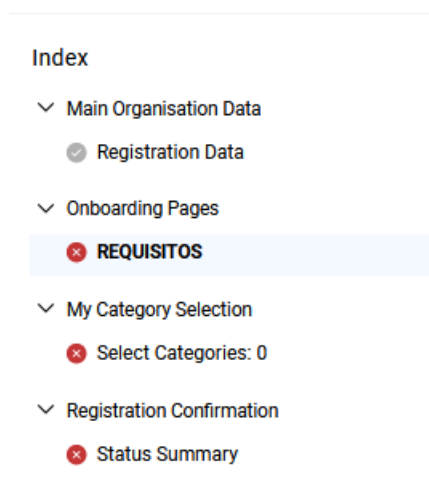
The registration process will be carried out on the Purchasing Portal of Banco Sabadell Group through the URL:

<https://bancsabadell.bravosolution.com>

To initiate the registration, you will need to click on the "Registration" button:



Clicking on "Registration" will display the first screen of the registration process and, on the left, an index with all the pages that compose it. Through this index, you can navigate from one page to another. It also displays the status of each page in terms of completed data:



1.1.1. Complete the Registration Form

The first step is to complete the registration form. Mandatory registration fields are marked with an asterisk (*).

The form is divided into two sections:

- **Organisation Details:**

▼ Organisation Details

<p>* Country <input type="text" value="UNITED KINGDOM"/></p> <p>* Organisation Legal Structure <input type="text" value="---"/></p> <p>* Organisation Email Address <input type="text"/></p> <p>Web site <input type="text"/></p> <p>Postal Code <input type="text"/></p> <p>* State/County <input type="text" value="---"/></p>	<p>* Organisation Name <input type="text"/></p> <p>* Company Registration Number <input type="text"/></p> <p>* Main Organisation Phone Number <input type="text"/></p> <p>* Address <input type="text"/></p> <p>* City <input type="text"/></p> <p>Organisation Fax Number <input type="text"/></p>
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- **User Details:**

▼ User Details

<p>Title <input type="text" value="---"/></p> <p>* First Name <input type="text"/></p> <p>* Telephone <input type="text"/></p> <p>* Username (please do not forget your username) <input type="text"/></p> <p>Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity). <input type="text"/></p> <p>* Time Zone <input type="text" value="BST/GMT - Greenwich Mean Time (Europe/L)"/></p>	<p>* Last Name <input type="text"/></p> <p>* Primary Email Address <i>IMPORTANT. This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ; (semicolon) to separate multiple addresses.</i> <input type="text"/></p> <p>Role within Organisation <input type="text" value="---"/></p> <p>User Verification Question <i>Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)</i> <input type="text"/></p> <p>* Preferred Language <input type="text" value="---"/></p>
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Once all the data on this page is completed, it must be saved, and you will navigate to the next screen.

1.1.2. Complete the Requirements Form

Next, you must complete the Requirements form. In this form, all fields are mandatory, and depending on the answers given, new questions will be enabled. The form is divided into 2 sections:

- **Supplier Code of Conduct:** you must accept Banco Sabadell's Supplier Code of Conduct or, if you have your own code of conduct, indicate this option in the dropdown. In this case, a new field will appear to attach it:

- Acceptance of Banco Sabadell's Code of Conduct:

▼ SUPPLIERS CODE OF CONDUCT

▼ SUPPLIERS CODE OF CONDUCT			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Suppliers Code of conduct	* Do you agree with the "Supplier Code of conduct of Banco Sabadell Group"? <input type="text" value="I have read and accept"/>	Supplier
		↓ Instructional Attachment Available	

○ Own Code of Conduct:

SUPPLIERS CODE OF CONDUCT			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Suppliers Code of conduct	<input type="checkbox"/> I have my own Code of Conduct Instructional Attachment Available	Supplier

SUPPLIERS CODE OF CONDUCT			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Organization's Ethics and Integrity	<input type="checkbox"/> Drop File or Browse	Supplier

- **Requirements:** within the Requirements form, among other questions, you will have to indicate whether the business activity is carried out in a corporate form (Company) or as an individual entrepreneur (Self Employed). In the case of being a company, new questions will be enabled:

REQUIREMENTS			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	General Terms and Condition for Contracting	<input checked="" type="checkbox"/> I have read and accept Instructional Attachment Available	Supplier
2	Connections to Banco Sabadell Group	No	Supplier
3	True and accurate information	Yes	Supplier
4	Disqualification due to falsehood	Yes	Supplier
5	Providing documentation	Yes	Supplier
6	Notifications involving homologation	Yes	Supplier
7	Consequences of falsehood	Yes	Supplier
8	Company or Self Employed?	Company	Supplier

BASIC INFORMATION - COMPANY			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company representation		Supplier
2	Presentation of the company	<input type="checkbox"/> Drop File or Browse	Supplier
3	Do you consolidate your annual accounts with a Parent Company?		Supplier

ACHILLES REPRO			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Is your organization registered on the Achilles Repro platform?	<input type="checkbox"/> I have read and accept Instructional Attachment Available	Supplier

Depending on the answers given, more questions will be enabled within this form.

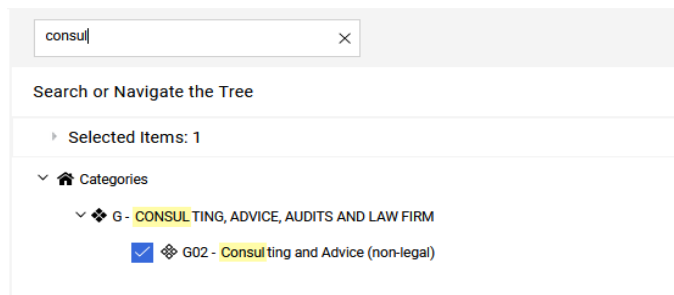
When all questions are answered, the responses must be confirmed.

1.1.3. Select the Corresponding Categories

Next, you will select the categories in which your activity is classified. The selection can be done in two ways:

- Expanding the category tree:
 - > ❖ A - WORKS ON PROPERTY AND FACILITIES
 - > ❖ B - MAINTENANCE OF PROPERTIES AND FURNITURE
 - > ❖ C - GENERAL SERVICES FOR OFFICES AND CORPORATE CENTER
 - > ❖ D - PHYSICAL SECURITY, CONCIERGE, TRANSPORTATION AND CASH HANDLING
 - > ❖ E - PRINTING SERVICES
 - > ❖ F - MARKETING, COMMUNICATION AND EVENTS
 - ▼ ❖ G - CONSULTING, ADVICE, AUDITS AND LAW FIRM
 - ❖ G01 - Audits and Certification Entities
 - ❖ G02 - Consulting and Advice (non-legal)
 - ❖ G03 - Legal advice
 - ❖ G04 - Market Studies
 - > ❖ H - INFORMATION AGGREGATION SERVICES
 - > ❖ I - EMPLOYEE MANAGEMENT
 - > ❖ J - INSURERS
 - > ❖ K - NOTARIES
 - > ❖ L - APPRAISAL COMPANIES
 - > ❖ M - DEFAULT RECOVERY AND NON-PAID MANAGEMENT
 - > ❖ N - BANKING OPERATIONS AND SERVICES BACK OFFICE
 - > ❖ O - CUSTOMER TELEPHONE SERVICE (Call Center)
 - > ❖ P - ELECTRONIC PAYMENT SERVICES, BANK CARDS AND POS's
 - > ❖ Q - TECHNOLOGY

- Performing a search in the box at the top:



If it is more convenient, you have the option to collapse or expand the entire tree using the buttons on the right.



Once the category/categories are selected, confirmation is required.

1.1.4. Registration Summary

On this screen, a registration summary will be displayed, indicating whether all mandatory fields are completed and how many optional fields are pending. If everything is correct, it will be indicated with a green check on each page, and a message will be displayed with the next steps based on the answers given during the process.

Dear User,
 Registration on our Banco Sabadell Supplier and Purchasing Management Portal has been successfully completed.
 If in the process you have indicated:

- "Yes" to being registered in Achilles Repro, we will proceed to verify this registration with that platform to obtain the approval status.
- "No" to being registered in Achilles Repro but have authorized us to send your contact details to that platform, they will contact you from msabadell@achilles.com to initiate the approval process.
- "Do not accept" to undergo approval in Achilles Repro, we will review the registration and contact you from the mailbox 0901gesti@ndeprovedores@ancsabadell.com.

Banco Sabadell activates approval processes in cases where there is a consensual initiative with the units that make up the group. A unilateral registration process will not imply its activation.

Registration Summary	
	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	Missing Responses: Optional 6
REQUIREMENTS	Missing Responses: Optional 2
Select Categories	Categories selected 1

If any information is missing, it will be indicated with a red cross and a message stating that the registration process is not complete:

The Registration phase of your account is not complete. Please log in to complete the missing data.
 The Activation of your account will be evaluated once all required fields and Category information have been provided.

Registration Summary	
	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	Missing Responses: Optional 6
REQUIREMENTS	Missing Responses: Mandatory 3 / Optional 2
Select Categories	Categories selected 1

You will have completed the registration process and will have received a confirmation email with your password to access the purchasing portal.

Registration on Portal de compras de Banco Sabadell
 <bancsabaddell@bravosolution.com>
 jueves, 16 de noviembre de 2023 18:05:41

Dear Test 18 Homologación,


Welcome to Portal de compras de Banco Sabadell


You have now successfully registered to use <https://bancsabaddell-prep.bravosolution.com>

Your Password is: 0432555413

The next time you want to enter the platform, you will need to change your password and set a new one:

Specify a new Password in order to proceed

 For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click "Submit" to continue.



 Passwords must contain at least 3 characters
Password must be different from login
New password must be different from the previous 1 passwords


New Password


Confirm Password

Once you have completed the registration, you will be awaiting activation by the supplier assessment managers of Banco Sabadell Group. Please note that registration does not guarantee assessment or participation in a bidding process, as it is subject to activation by Banco Sabadell Group.

In case you are enabled, you will receive an email to the email address you provided during your registration.

Information Regarding Account Access on Portal de compras de BancoSabadell  

 <bancsabadell@bravosolution.com>

 viernes, 17 de noviembre de 2023 12:49:59

Dear User,

Your account has been enabled by Sabadell_BS on Portal de compras de Banco Sabadell

To access your account click the following link: <https://bancsabadell-prep.bravosolution.com/esop/guest/login.do?quv=076037100188DD1D41F7>

The link can be used only once and is valid for a limited time (it will expire in a few hours).

1.2. Supplier Qualification Assessment

Once the supplier assessment managers of Banco Sabadell Group initiate the supplier assessment process, they may require the supplier to review, modify, and/or complete the data form. To do this, they will send a series of forms that will appear in the Editable Assessments section. When this happens, you will receive an email from which you can directly access the evaluation by entering their username and password:

asm_77 - Qualification Assessment Form Review Requested by BuyerOrganisation Sabadell_BS on Portal de compras de Banco Saba...

<bancsabadel@bravosolution.com>

viernes, 17 de noviembre de 2023 12:52:59

Dear Test 18 Homologación,

The Buyer Organisation Sabadell_BS has requested that you complete any required data and review Qualification Assessment Forms on Portal de compras de Banco Sabadell

Assessment Code: asm_77

Assessment Group Name: Evaluación de Homologación


Buyer Comment (optional):

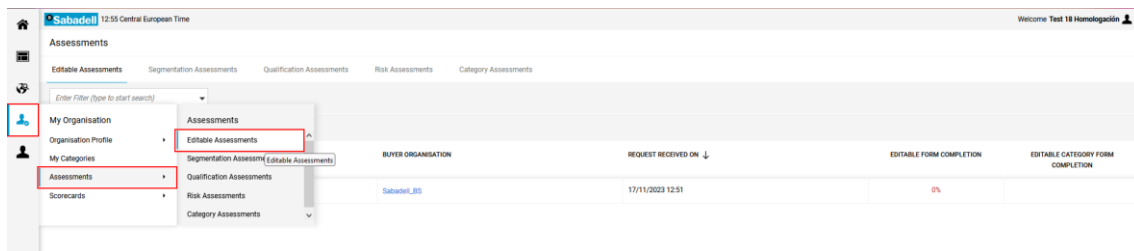
To access the Form Questions (provided your access allows you) click the following link and enter your Username and Password <https://bancsabadel-prep.bravosolution.com/esop/guest/login.do?quv=849539500188DD1F9979>

Or browse as follows:

- Connect to <https://bancsabadel-prep.bravosolution.com>
- Enter your Username and Password
- Select Assessments in the My Organisation area
- Click Editable Assessments
- Select the Forms to be reviewed and completed
- Click 'Return Forms to Buyer' to send the Forms back to the Buyer.

If you do not access from the email but from the Home form (<https://bancsabadel.bravosolution.com>), you will have to follow the following steps to reach the editable evaluation:

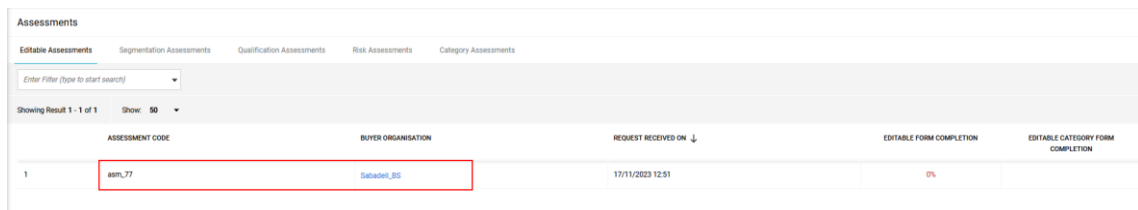
- Select My Organization  within the menu.
- Select Assessments.
- Select Editable Assessments.



1.2.1. Review, Modify, and/or Complete the Form

Once you have accessed Editable Evaluations, you must follow these steps to modify and/or complete the forms:

- Click on the evaluation:



- All editable forms will be displayed. You must select the first one:

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Conditional Page	Extended Assessment - Company	●			17/11/2023 12:51	No
2	Conditional Page	Extended Assessment - Company (2)	●			17/11/2023 12:51	No
3	Conditional Page	Extended Assessment - Company (3)	●			17/11/2023 12:51	No

- Click on the pencil-shaped button to Edit:



- When ALL questions have been completed, you can take the following actions:
 - Save & Next: save the answers and navigate to the next editable form.
 - Save & Exit: save the answers and return to the list of editable forms.



When all forms have been completed, you must click on "Return Forms to Buyer" for review:



*** IMPORTANT:** For the information entered in the forms to be valid, **ALL** questions must be answered, regardless of whether they are marked as mandatory or not. If not, the supplier assessment managers of Banco Sabadell Group may request you to complete your response again and they won't be able to evaluate you as a supplier until you then.

2. Information Update (profile parameters that need to be updated)

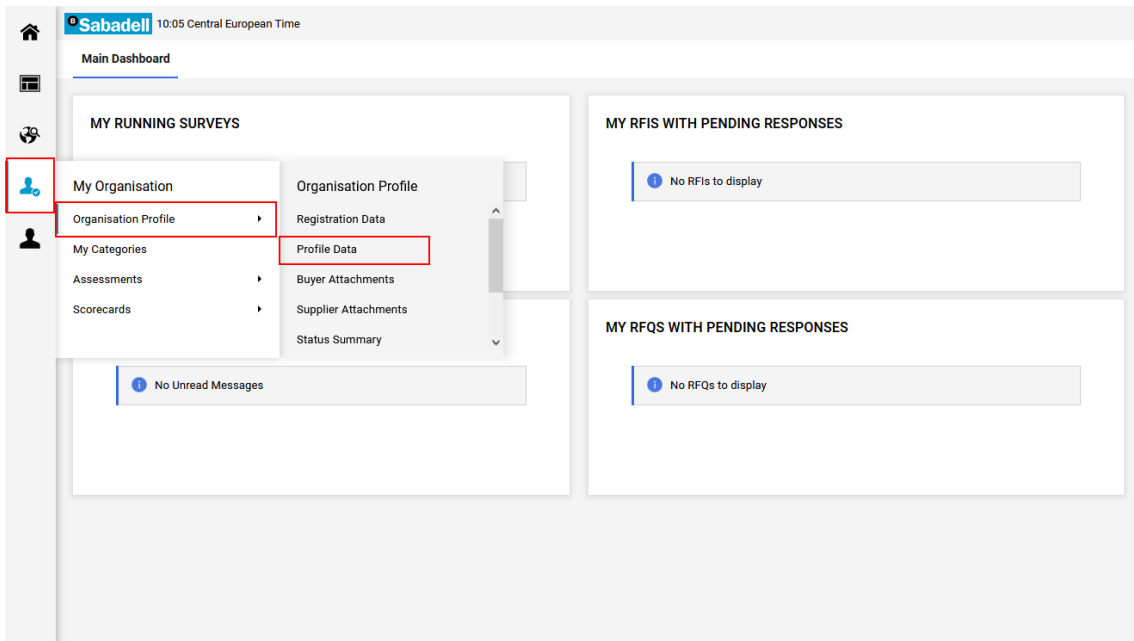
The platform generates automatic notifications for the expiration of certain provided information so that you can keep it updated at all times.

To update the information of documents in your profile that have expired (or need updating), you should follow the following steps, which will allow you to access the forms containing those parameters to update.

Once you have accessed the platform:

- Select My Organization  within the menu.

- Select Organization Profile.
- Select Profile Data.



Once inside "Profile Data," the associated forms will be displayed. Pay attention to the column "Document expiry date (first to expire)," where the form(s) with expired parameter(s) will be indicated with an alert and the date in RED.

Organisation Profile

Registration Data **Profile Data** Buyer Attachments Supplier Attachments Status Summary Responses History of Changes

Enter Filter (type to start search)

Showing Result 1 - 4 of 4 Show: 50

	PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	Onboarding	REQUIREMENTS	✖		22/01/2024 16:03
2	Additional	Extended Assessment - Company	✖	01/02/2023 ⚠	26/01/2024 09:56
3	Additional	Extended Assessment - Company (2)	✖		
4	Additional	Extended Assessment - Company (3)	✖		

You should click on the "Name" of the form to be updated:

Organisation Profile

Registration Data **Profile Data** Buyer Attachments Supplier Attachments Status Summary Responses History of Changes


Enter Filter (type to start search)

Showing Result 1 - 4 of 4 Show: 50

	PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	Onboarding	REQUIREMENTS	✖		22/01/2024 16:03
2	Additional	Extended Assessment - Company	✖	01/02/2023 ⚠	26/01/2024 09:56
3	Additional	Extended Assessment - Company (2)	✖		
4	Additional	Extended Assessment - Company (3)	✖		

And once inside, look for the expired parameter(s). These are identified by a red alert on the expiration date:

Organisation Profile			
← > Extended Assessment - Company			
5	TGSS	<p>As the completion date, include the expiration date specified in the certificate. Upon expiration, it is necessary to review and update the document.</p> <p>* Please attach the Certificate of being up-to-date with the TGSS payments.</p> <p>A valid certificate from the General Treasury of Social Security indicating that the applicant is up-to-date with Social Security obligations.</p> <p>As the completion date, include 6 months from the date of issuance of the certificate. The purpose of this date is for you to provide the updated document upon expiration.</p>	<p>DEUDA_DICIEMBRE_SS.pdf 113 KB Supplier</p> <p>*Expired on: 01/02/2023</p>
6	Civil Responsibility Policy	<p>* Please attach a copy of the Civil Responsibility Policy arising from operations or a document accrediting the regulating company.</p> <p>We understand this as a copy of the insurance contract with its general and specific conditions or an express certificate from the insurance company justifying the coverage limits and the payment of compensation for bodily, material, or property damage caused to third parties that may be the fault of the insured or the persons for whom they are responsible, due to events arising from their private or professional life.</p> <p>As the completion date, please incorporate the expiration date specified in your policy. The purpose of this date is for you to provide the updated document upon its expiration.</p>	<p>2021 Certificado RCP 2021-202... 158 KB Supplier</p> <p>*Expired on: 01/07/2023</p>
7	Receipt of payment CR Policy	<p>* Please attach the receipt of payment CR Policy.</p> <p>We understand this as the document, insurer's certificate, invoice, or bank receipt that certifies the payment of the previously referenced policy and its validity.</p> <p>As the completion date, please incorporate the expiration date specified on the payment receipt of your policy. The purpose of this date is for you to provide the updated document upon its expiration.</p>	<p>2021 Certificado RCP 2021-202... 158 KB Supplier</p> <p>*Expired on: 01/07/2023</p>

To update them, you should click on the pencil-shaped icon  located at the top right of the screen:

Organisation Profile			
← > Extended Assessment - Company			
5	TGSS	<p>As the completion date, include the expiration date specified in the certificate. Upon expiration, it is necessary to review and update the document.</p> <p>* Please attach the Certificate of being up-to-date with the TGSS payments.</p> <p>A valid certificate from the General Treasury of Social Security indicating that the applicant is up-to-date with Social Security obligations.</p> <p>As the completion date, include 6 months from the date of issuance of the certificate. The purpose of this date is for you to provide the updated document upon expiration.</p>	<p>DEUDA_DICIEMBRE_SS.pdf 113 KB Supplier</p> <p>*Expired on: 01/02/2023</p>
6	Civil Responsibility Policy	<p>* Please attach a copy of the Civil Responsibility Policy arising from operations or a document accrediting the regulating company.</p> <p>We understand this as a copy of the insurance contract with its general and specific conditions or an express certificate from the insurance company justifying the coverage limits and the payment of compensation for bodily, material, or property damage caused to third parties that may be the fault of the insured or the persons for whom they are responsible, due to events arising from their private or professional life.</p> <p>As the completion date, please incorporate the expiration date specified in your policy. The purpose of this date is for you to provide the updated document upon its expiration.</p>	<p>2021 Certificado RCP 2021-202... 158 KB Supplier</p> <p>*Expired on: 01/07/2023</p>
7	Receipt of payment CR Policy	<p>* Please attach the receipt of payment CR Policy.</p> <p>We understand this as the document, insurer's certificate, invoice, or bank receipt that certifies the payment of the previously referenced policy and its validity.</p> <p>As the completion date, please incorporate the expiration date specified on the payment receipt of your policy. The purpose of this date is for you to provide the updated document upon its expiration.</p>	<p>2021 Certificado RCP 2021-202... 158 KB Supplier</p> <p>*Expired on: 01/07/2023</p>

The editable form will be displayed, with the parameters to be updated highlighted in a red box:

Organisation Profile				Cancel	Save
Extended Assessment - Company					
		<p>applicant is up-to-date with their tax obligations, in accordance with the provisions of Article 74.1 of the General Regulation of actions and procedures for tax management and inspection, and the development of common rules for the procedures for the application of taxes, approved by Royal Decree 1065/2007, of July 27.</p> <p>As the completion date, include the expiration date specified in the certificate. Upon expiration, it is necessary to review and update the document.</p>	*Expiring on:	01/02/2024	
5	TGSS	<p>* Please attach the Certificate of being up-to-date with the TGSS payments.</p> <p>A valid certificate from the General Treasury of Social Security indicating that the applicant is up-to-date with Social Security obligations.</p> <p>As the completion date, include 6 months from the date of issuance of the certificate. The purpose of this date is for you to provide the updated document upon expiration.</p>	<p>DEUDA_DICIEMBRE_SS.pdf 113 KB Supplier</p> <p>*Expiring on:</p>	01/02/2023	
6	Civil Responsibility Policy	<p>* Please attach a copy of the Civil Responsibility Policy arising from operations or a document accrediting the regulating company.</p> <p>We understand this as a copy of the insurance contract with its general and specific conditions or an express certificate from the insurance company justifying the coverage limits and the payment of compensation for bodily, material, or property damage caused to third parties that may be the fault of the insured or the persons for whom they are responsible, due to events arising from their private or professional life.</p> <p>As the completion date, please incorporate the expiration date specified in your policy. The purpose of this date is for you to provide the updated document upon its expiration.</p>	<p>2021 Certificado RCP 2021-202... 158 KB Supplier</p> <p>*Expiring on:</p>	01/07/2023	
7	Receipt of payment CR Policy	<p>* Please attach the receipt of payment CR Policy.</p> <p>We understand this as the document, insurer's certificate, invoice, or bank receipt that certifies the payment of the previously referenced policy and its validity.</p> <p>As the completion date, please incorporate the expiration date specified on the payment receipt of your policy. The purpose of this date is for you to provide the updated document upon its expiration.</p>	<p>2021 Certificado RCP 2021-202... 158 KB Supplier</p> <p>*Expiring on:</p>	01/07/2023	

Once you have entered the new information, if applicable, as well as the new end date, you must save by clicking on the "Save" button at the top right to update the information.

3. Support Center

Remember that on the main page of the portal, you have the contact information for the Support Center to address any inquiries or doubts that may arise:

Welcome to the Grupo Banco Sabadell Purchasing Portal

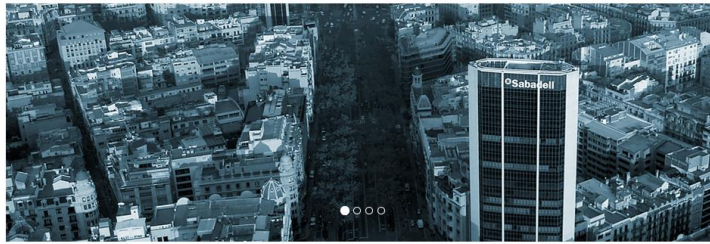
Login Area

Username

Password

[Forgot Password](#)

[Registration User Guide](#)



Banc Sabadell Group makes available to all its suppliers a quick communication channel that guarantees total privacy in the management of its purchasing processes.

The purchasing platform provides a simple, safe and transparent way to manage these activities, besides optimizing the required time and effort.

For being registered as a potential supplier of Group Banc Sabadell, please read carefully the [Supplier Code of Conduct](#), as well as the [General Conditions of Contract](#).

Support Center

- Phone
- Supplier Support

