

|  |  |
| --- | --- |
| Document | SUPPLIER REGISTRATION MANUAL |
| Author | JAGGAER S.A. |
| Client | ENAGÁS |



# HISTORY OF CHANGES

|  |  |  |
| --- | --- | --- |
| **Rev. n°** | **Date** | **Notes** |
| 0 | 03/08/2022 | First Version. Jaggaer Supplier Registration |

INDEX

[1. HISTORY OF CHANGES 1](#_Toc110344238)

[2. INTRODUCTION 3](#_Toc110344239)

[3. JAGGAER PLATFORM SUPPLIER REGISTRATION 3](#_Toc110344240)

[ANNEX I 10](#_Toc110344241)

[ANNEX II 17](#_Toc110344242)

# INTRODUCTION

The purpose of this manual is to show which are the steps that the Supplier will have to follow to register in Jaggaer's platform.

# JAGGAER PLATFORM SUPPLIER REGISTRATION

To begin the Supplier registration within the Enagás platform, the following steps must be followed:

* 1. The registration and access page will be the following: <https://enagas.bravosolution.com/web/login.html>. By clicking on "Register here", the Supplier will be able to begin the registration of its company in the Enagás Portal:

Interfaz de usuario gráfica, Texto, Aplicación, Correo electrónico

Descripción generada automáticamente

* 1. Next, the data of the company and the main user must be completed. All fields marked with an asterisk \* are mandatory fields required to complete the process.

IMPORTANT: the email associated to the main user will be the same one that receives both the access credentials and all invitations to bids.

Interfaz de usuario gráfica

Descripción generada automáticamente con confianza media

Interfaz de usuario gráfica

Descripción generada automáticamente con confianza media

* 1. Once all registration is complete, click on "Save”:

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

* 1. After clicking on save, the system will automatically send an email with the access credentials:

Captura de pantalla de un celular con texto

Descripción generada automáticamente

* 1. Likewise, the system will require the Financial Data to be completed:

**NOTE**: in section 5 the tax identification card must be attached where the following is shown: company name, tax address and CIF code or VAT NUMBER:

Interfaz de usuario gráfica, Aplicación, Correo electrónico

Descripción generada automáticamente

* 1. Once the financial fields have been completed, depending on whether IBAN or NO IBAN is available, the corresponding data must be indicated. It will be mandatory to attach the bank ownership certificates issued by the bank; other documents such as bank statements, screenshots of the bank's website and similar **will not be valid**.

NOTE: In **Annex I**, at the end of this document, more information on IBAN and NO IBAN fields is provided.

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

* 1. Also, *depending* on whether the supplier is **an individual entrepreneur (self-employed)** or not, the supplier will be required to fill in an additional form. Regarding this point, it will be mandatory to attach the form 036/037 or a certificate issued by the tax agency where the heading of the economic activity, name and surname, ID card number and tax domicile are shown:

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

* 1. On the other hand, only in those cases in which the **supplier is not national**, it will also be required to complete an additional form. See **Annex II**.

Interfaz de usuario gráfica, Aplicación

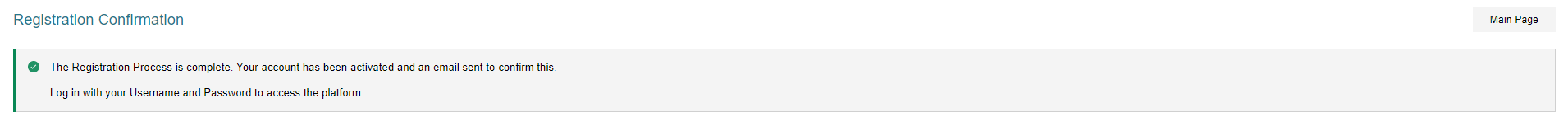
Descripción generada automáticamente

* 1. Finally, at least one category must be selected from the category tree. To do this, click on the different arrows to display the different subcategories according to the corresponding group. By clicking on the corresponding box, the option can be checked. Finally, click on "Confirm":

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

* 1. Once the registration is completed and all required fields are filled in, the account will be activated:



Interfaz de usuario gráfica, Texto, Aplicación, Correo electrónico

Descripción generada automáticamente

**IMPORTANT NOTE**

In the case of a **change of tax address and company name**, the initial registration data must be changed in JAGGAER and the tax identification card with the new data must be attached again. **In case of a change of VAT number, the supplier must register a new supplier** with the new VAT number.

For **bank account modifications**, the new bank ownership certificate must always be attached.

## ANNEX I

**REGISTRATION BANK DETAILS BY COUNTRY**

* ***IBAN (International Bank Account Number***)

The IBAN field is an alphanumeric number that can be up to 34 characters long.

Normally, the supplier will have the bank information and will have to fill in the bank details depending on whether IBAN is available or not. In the Jaggaer platform, and if the IBAN option is chosen, it should be in the format detailed in the attached table according to the supplier's country:

**Country table implementing IBAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Countries** | **Country Code** | **SEPA** | **Long** | **Sample** |
| Albania | AL | No | 28 | AL35202111090000000001234567 |
| Andorra | AD | No | 24 | AD1400080001001234567890 |
| Azerbaijan | AZ | No | 28 | AZ96AZEJ00000000001234567890 |
| Bahrain | BH | No | 22 | BH02CITI00001077181611 |
| Belgium | BE | Yes | 16 | BE71096123456769 |
| Bosnia and Herzegovina | BA | No | 20 | BA275680000123456789 |
| Brazil | BR | No | 29 | BR1500000000000010932840814P2 |
| British Virgin Islands | VG | No | 24 | VG21PACG0000000123456789 |
| Bulgaria | BG | Yes | 22 | BG18RZBB91550123456789 |
| Costa Rica | CR | No | 22 | CR37012600000123456789 |
| Denmark | DK | Yes | 18 | DK9520000123456789 |
| Germany | DE | Yes | 22 | DE91100000000123456789 |
| Dominican Republic | DO | No | 28 | DO22ACAU00000000000123456789 |
| El Salvador | SV | No | 28 | SV43ACAT00000000000000123123 |
| Estonia | EE | Yes | 20 | EE471000001020145685 |
| Faroe Islands | FO | Yes | 18 | FO9264600123456789 |
| Finland | FI | Yes | 18 | FI1410093000123458 |
| France | FR | Yes | 27 | FR7630006000011234567890189 |
| Georgia | GE | No | 22 | GE60NB0000000123456789 |
| Gibraltar | GI | Yes | 23 | GI04BARC000001234567890 |
| Greece | GR | Yes | 27 | GR9608100010000001234567890 |
| Greenland | GL | Yes | 18 | GL8964710123456789 |
| Great Britain | GB | Yes | 22 | GB98MIDL07009312345678 |
| Guatemala | GT | No | 28 | GT20AGRO00000000001234567890 |
| Iraq | IQ | No | 23 | IQ20CBIQ861800101010500 |
| Ireland | IE | Yes | 22 | IE64IRCE92050112345678 |
| Iceland | IS | Yes | 26 | IS030001121234561234567890 |
| Israel | IL | No | 23 | IL170108000000012612345 |
| Italy | IT | Yes | 27 | IT60X0542811101000000123456 |
| Jordan | JO | No | 30 | JO71CBJO0000000000001234567890 |
| Kazakhstan | KZ | No | 20 | KZ563190000012344567 |
| Qatar | QA | No | 29 | QA54QNBA000000000000693123456 |
| Kosovo | XK | No | 20 | XK051212012345678906 |
| Croatia | HR | Yes | 21 | HR1723600001101234565 |
| Kuwait | KW | No | 30 | KW81CBKU0000000000001234560101 |
| Latvia | LV | Yes | 21 | LV97HABA0012345678910 |
| Lebanon | LB | No | 28 | LB92000700000000123123456123 |
| Liechtenstein | LI | Yes | 21 | LI7408806123456789012 |
| Lithuania | LT | Yes | 20 | LT601010012345678901 |
| Luxembourg | LU | Yes | 20 | LU120010001234567891 |
| Malta | MT | Yes | 31 | MT31MALT01100000000000000000123 |
| Mauritania | MR | No | 27 | MR1300020001010000123456753 |
| Mauritius | MU | No | 30 | MU43BOMM0101123456789101000MUR |
| Macedonia | MK | No | 19 | MK07200002785123453 |
| Moldova | MD | No | 24 | MD21EX000000000001234567 |
| Monaco | MC | Yes | 27 | MC5810096180790123456789085 |
| Montenegro | ME | No | 22 | ME25505000012345678951 |
| Netherlands | NL | Yes | 18 | NL02ABNA0123456789 |
| Norway | NO | Yes | 15 | NO8330001234567 |
| Austria | AT | Yes | 20 | AT483200000012345864 |
| Pakistan | PK | No | 24 | PK36SCBL0000001123456702 |
| Palestine | PS | No | 29 | PS92PALS000000000400123456702 |
| Poland | PL | Yes | 28 | PL10105000997603123456789123 |
| Portugal | PT | Yes | 25 | PT50002700000001234567833 |
| Romania | RO | Yes | 24 | RO09BCYP0000001234567890 |
| Saint Lucia | LC | No | 32 | LC14BOSL123456789012345678901234 |
| San Marino | SM | Yes | 27 | SM76P0854009812123456789123 |
| Sao Tome and Principe | ST | No | 25 | ST23000200000289355710148 |
| Saudi Arabia | SA | No | 24 | SA4420000001234567891234 |
| Sweden | SE | Yes | 24 | SE1412345678901234567890 |
| Switzerland | CH | Yes | 21 | CH5604835012345678009 |
| Serbia | RS | No | 22 | RS35105008123123123173 |
| Seychelles | SC | No | 31 | SC52BAHL01031234567890123456USD |
| Slovak Republic | SK | Yes | 24 | SK8975000000000012345671 |
| Slovenia | SI | Yes | 19 | SI56192001234567892 |
| Spain | ES | Yes | 24 | ES1000492352082414205416 |
| Timor Leste | TL | No | 23 | TL380080012345678910157 |
| Turkey | TR | No | 26 | TR320010009999901234567890 |
| Czech Republic | CZ | Yes | 24 | CZ5508000000001234567899 |
| Tunisia | TN | No | 24 | TN4401000067123456789123 |
| Ukraine | UA | No | 29 | UA903052992990004149123456789 |
| Hungary | HU | Yes | 28 | HU93116000060000000012345676 |
| United Arab Emirates | AE | No | 23 | AE460090000000123456789 |
| Belarus | BY | No | 28 | BY86AKBB10100000002966000000 |
| Cyprus | CY | Yes | 28 | CY21002001950000357001234567 |

The supplier or requesting unit must copy and paste the complete IBAN (with the number of characters shown in the table) into the IBAN field of the Jaggaer platform. It is important that this code is complete, in other words, if only the numbers are given but the letters of the country are not indicated, an error will occur, and the supplier will not be able to be created. The complete IBAN code must always be indicated (the table detailed above will help in case of doubt, but it will always be the supplier who will have to include or provide the complete information).

Gráfico

Descripción generada automáticamente con confianza baja

* ***NO IBAN***

If the supplier does not have an IBAN and has a bank account format other than the IBAN structure, "**NO IBAN**" must always be indicated in the platform, and depending on the country, it will be completed in one way or another.

We detail a small guide by countries with which ENAGAS normally works.

We would like to emphasize that the purpose of this platform is for the supplier to fill in these data and not the requesting units, but in the exceptional case that suppliers have to be registered by Enagas or the suppliers have doubts on how to fill in these fields, the detailed indications will help both parties.

In JAGGAER, when selecting the NO IBAN option, the bank data record will appear with the fields in the attached screenshot:

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

Depending on the country we will indicate the information in a different way, but the "Country Bank" field will always have to be selected from the drop-down list that appears.

**1.Country Bank**: select the applicable one from the drop-down list.

**2.Bank key (Routing/Transit Number)**: this field will always be filled in.

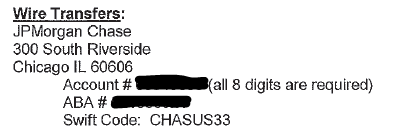
**3.Control Key**: this field will only be filled in a few times (currently used for very few countries).

**4.Account Number**: this field will always be filled in.



***UNITED STATES***

Normally the documentation they send includes:



La The information in the "Account" field is what would be included in Jaggaer's item 4 "Bank Account" and the information in the ABA field (also called Routing Number or Transit) is what would be included in Jaggaer's item 2, in item 1 US would be chosen from United States and Jaggaer's item 3 does not apply in this case. As mentioned above, this field will rarely be filled in. Therefore, the information with USA would be as follows:

1. Country Bank: **US**
2. Bank Key (Routing/Transit Number): **Provider documentation information that appears in the ABA or Routing Number description.**
3. Control Key: **Not applicable**
4. Bank Account: **Supplier documentation information that appears in Account or Account Number description.**



***AUSTRALIA***

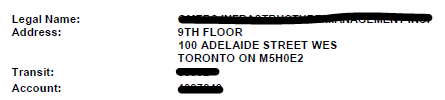
The way to register the information will be **practically the same as in the United States** with the difference that in field 2 of Jaggaer, you would have to include the information of the Australian supplier that appears in the description BSB or Bank Code. And the country selection will also be different.





***CANADA***

Same process as USA and Australia with the only **change in the description of Jaggaer point 2**, in this case they call it "**Transit**". Field 1 country will always be changed to the country that applies, in this case Canada, we omit the country information from now on, but please remember this point.





***CHILE***

Normally, Chile usually provides a bank account with the following structure: XXX-XX-XXXXX-X. The first three digits, that is, the first three X's, would correspond to **field 2 Bank Key (Routing/Transit Number**) and the rest of the digits would be unified and included in **field 4 Account Number**, that is:

1. País Country Bank: **CL**
2. Bank Routing/Transit Number: **first three digits XXX**
3. Control Key: **empty**
4. Account Number: **rest of digits without hyphens, XXXXXXXXXX**

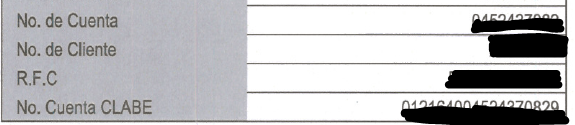




***MEXICO***

As in the previous cases, and we emphasize this point since there is no strict rule for all banks, the information that appears in Account No. /Account /Account Number... is what will generally always appear in field 4 of Jaggaer.

In the case of Mexico, we detail formats from different banks where the “No. de cuenta” is indicated (with 10 digits) and the field “No. Cuenta CLABE” contains the complete bank information including the “No. de cuenta” in the first field, that is, it is repeated in the last field. In these cases, the numbers that coincide with the “No. de cuenta” would remain in field 4 of Jaggaer and the rest of the numbers that appear in the last field, after extracting the “No. de cuenta”, would go in field 2 of Jaggaer:



1. Country Bank: **MX**
2. Bank Key (Routing/Transit Number): **digits left over from the left of the CLABE Account No. field without taking into account the repeats in the Account No. field (XXXXXXX).**
3. Control Key: **Empty**.
4. Account Number: **first digits of the first field (Account No. XXXXXXXXXXXXXXXX)**

In a different bank, the information appears the same way, the “No. de cuenta” would go in field 4 of Jaggaer and the information in CLABE again includes the “No. de cuenta” so the digits to the left of the “No. de cuenta” is the information that would go in field 2.



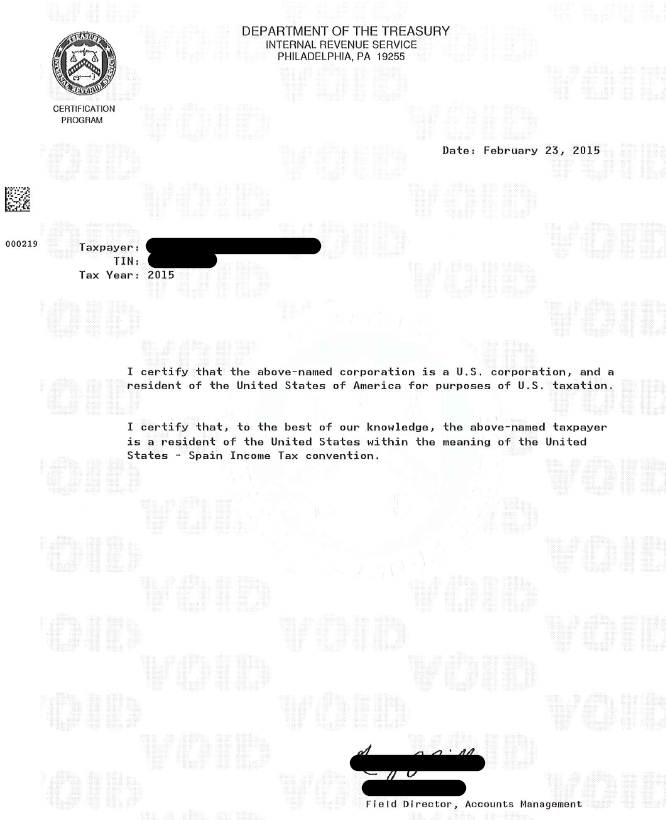
1. Country Bank: **MX**
2. Bank Key (Routing/Transit Number): **left digits without taking into account the repeated digits of the Account No. field (XXXXXX).**
3. Control Key: **Empty**.
4. Account Number: **first digits of the first field (Account No. XXXXXXXXXXXXXXXX)**

## ANNEX II

**TAX RESIDENCE CERTIFICATE FOR NON-NATIONAL SUPPLIERS**

The tax residence certificate for non-national suppliers may vary depending on the country of origin. This information is required by the Tax Department. As an example, we detail three models from the United States, the United Kingdom and the Netherlands.

**UNITED STATES**



**UNITED KINGDOM**



**NETHERLANDS**

