

APAC - Vendor bank account maintenance

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1. Objective and Scope

This OP shows how to maintain bank details for APAC countries. This is performed in PF1_050 for standard and miscellaneous vendors. Employee vendors will need to maintain bank details in productions system either PF1_020 or WP1_400 directly.

***Please note that there are few cases that vendor's country might be different from bank's country. Countries in this OP is based on bank's country location not vendor location.*

2. Context and definitions

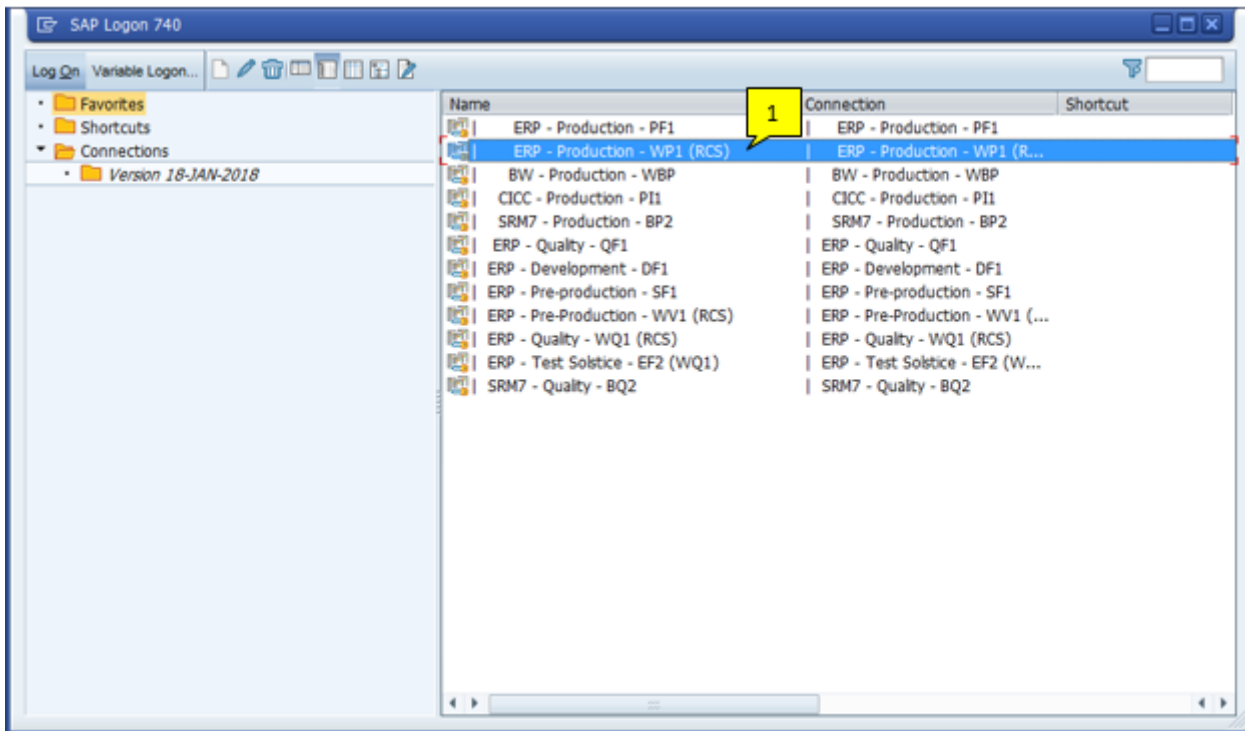
In order to update bank account into vendor, there are mandatory requirement you will need to have.

- **Supporting document for bank details:** it is provided by requester via Vendor workflow or FreshDesk)
- **Bank county:** the location of bank which can be same as or different from vendor's country
- **Bank control key/bank key:** it is a code to represent bank name, bank branch, SWIFT code and mandatory fields that is required to make payment successfully. Each country has its own codification
- **Bank account**
- **Account holder:** this is a beneficially name of bank account. It can be different from vendor name
- **Account key:** this field is for JP vendor
- **Partner bank type:** This the field indicating currency to be paid for that bank account

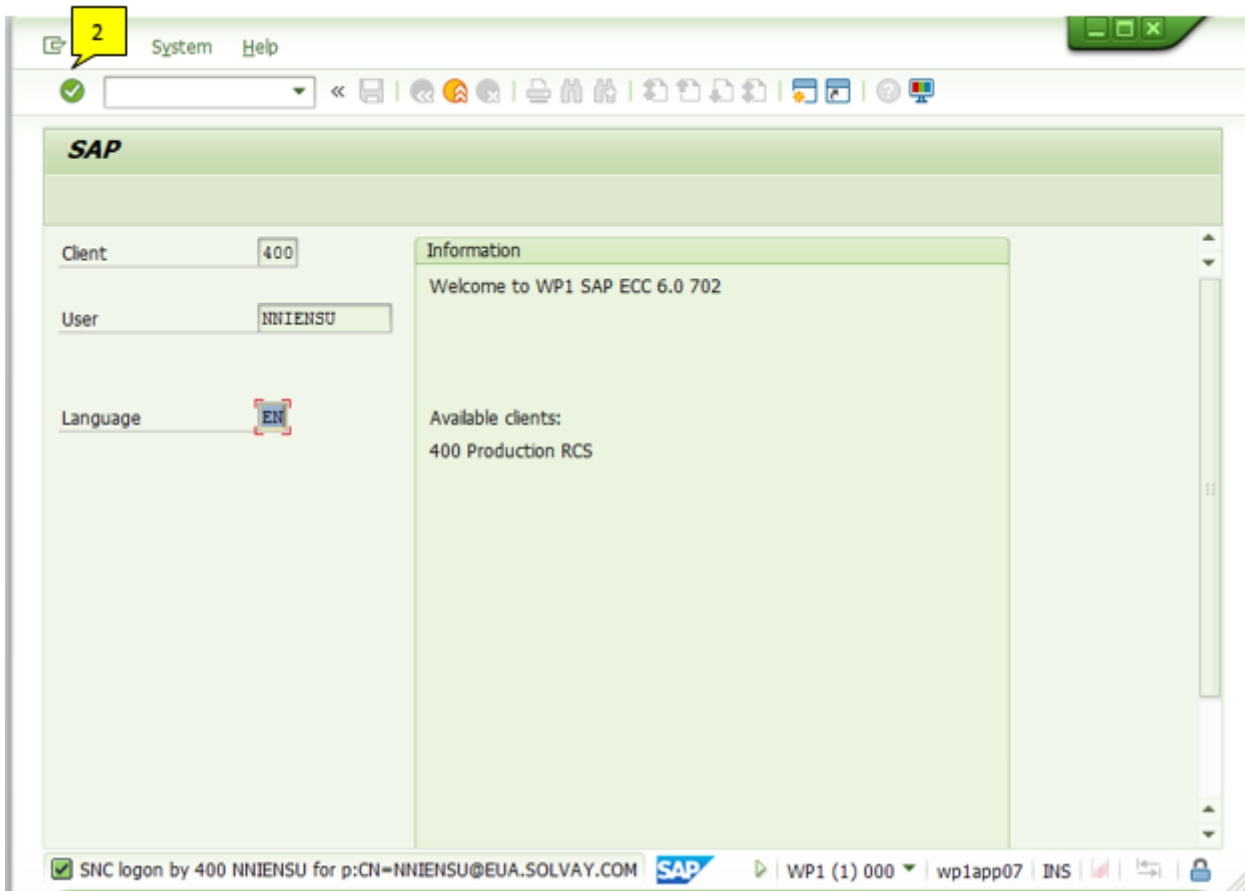
3. How to find PRS vendor code

Due to the fact that RCS vendor code might be different from PRS vendor code. Especially, the existing vendor code. Some requesters might advise RCS vendor code so you need to find PRS vendor code to update bank details in PF1_050. There are several ways to find PRS vendor code from RCS vendor code.

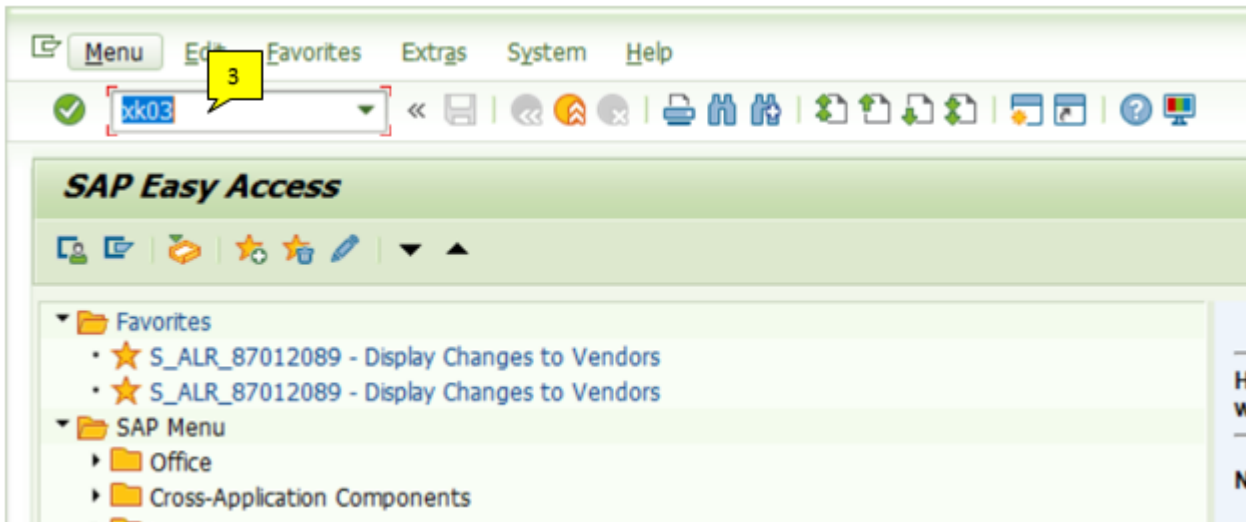
3.1 Find RCS vendor code from WP1_400



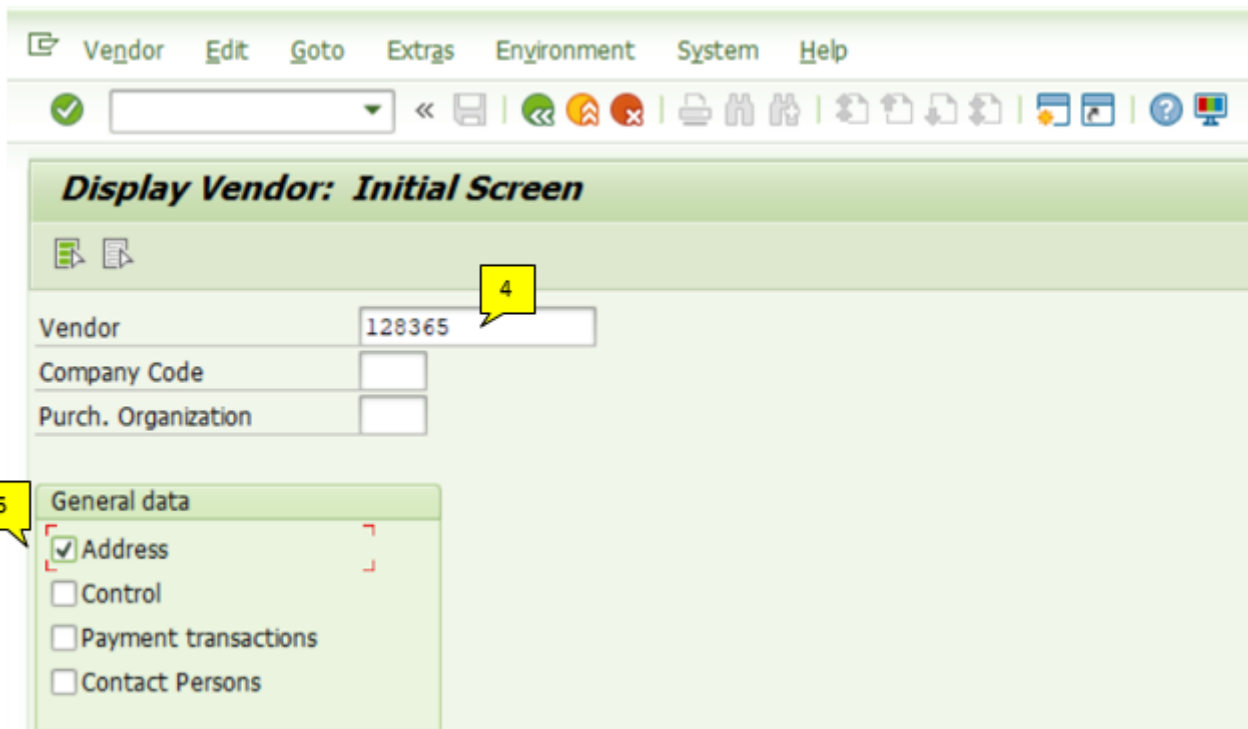
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – WP1" by double clicking on the ERP – Production icon ERP - Production - WP1 (RCS)		



#	Main activities	Tips/Best practices	Key points
2	Click or press "Enter" on keyboard"		



#	Main activities	Tips/Best practices	Key points
3	Insert T-code "XK03" and press "Enter" on your keyboard		



#	Main activities	Tips/Best practices	Key points
4	Insert RCS vendor code in 'Vendor' field		
5	Insert tick mark on 'Address' field and press "Enter" on your keyboard		

Vendor

Additional Data

Name

Title

Name

Search Terms

Search term 1/2

Street Address

#	Main activities	Tips/Best practices	Key points
6	Click Additional Data		

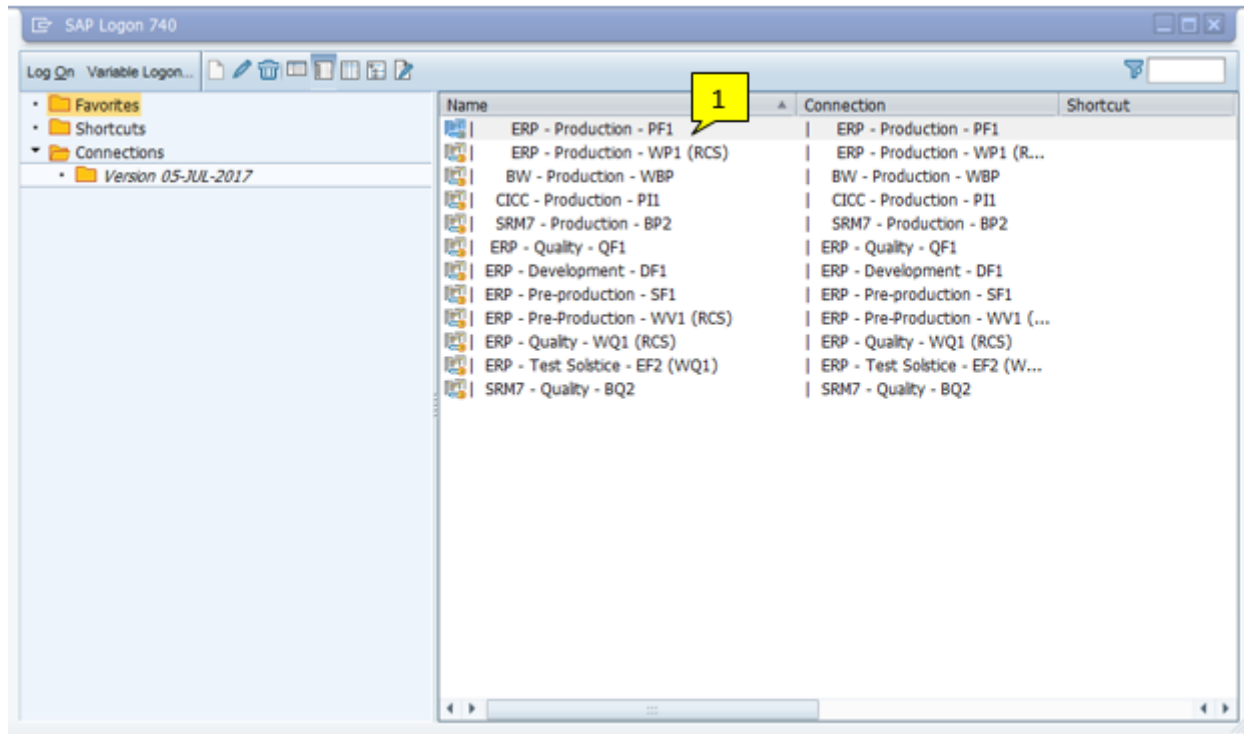
Vendor SHANGHAI YOUTAI CHEMICAL CO LTD SHANGHAI

Solvay Cross.Reference

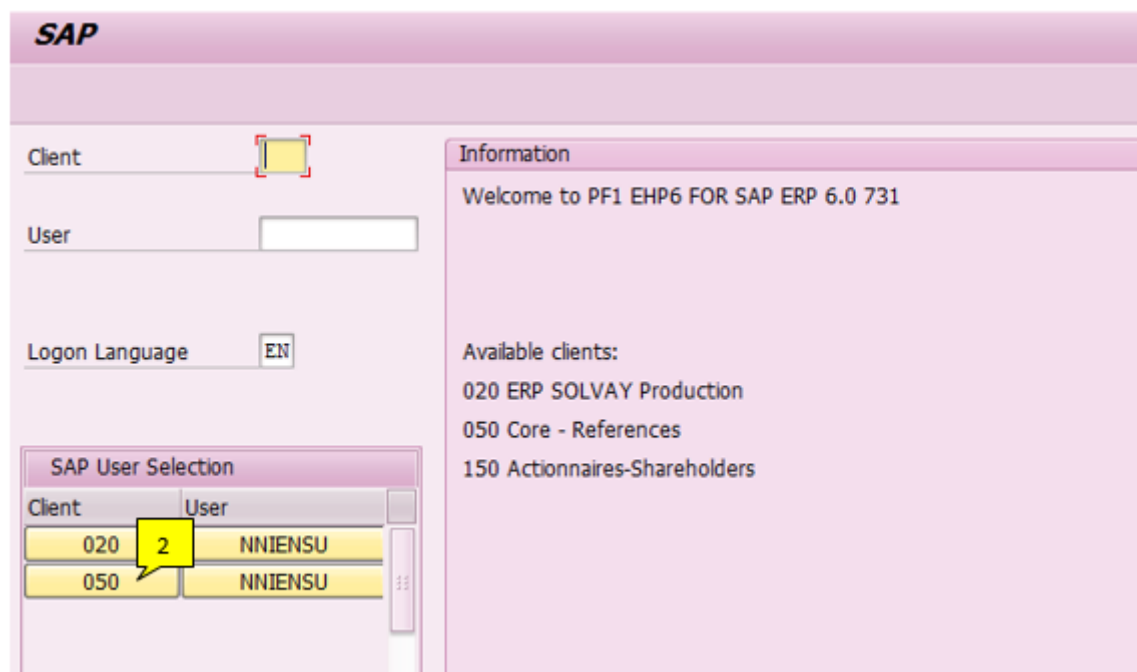
PRS Vendor code	4004749
PRS Main Payee	
RCS Vendor Code	128365
Transfer RCS	<input checked="" type="checkbox"/> Full Gen.replication
RHO Vendor Code	
Transfer RHO	<input type="checkbox"/>

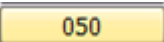
#	Main activities	Tips/Best practices	Key points
7	Click "Solvay Cross.Reference" tab	You can see PRS vendor code for this vendor	

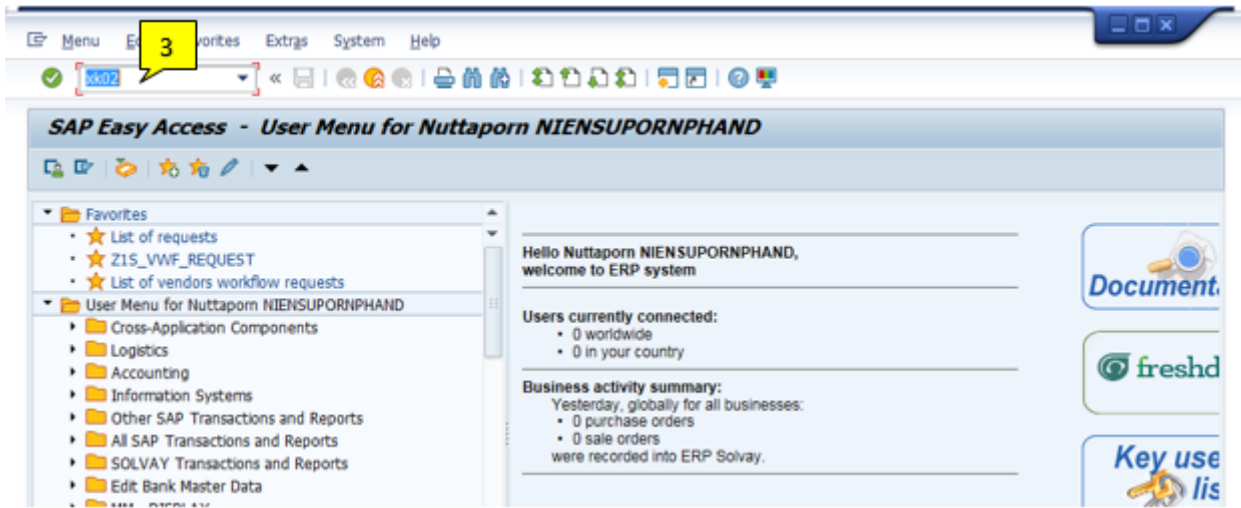
3.2 Find RCS vendor code from PF1_050



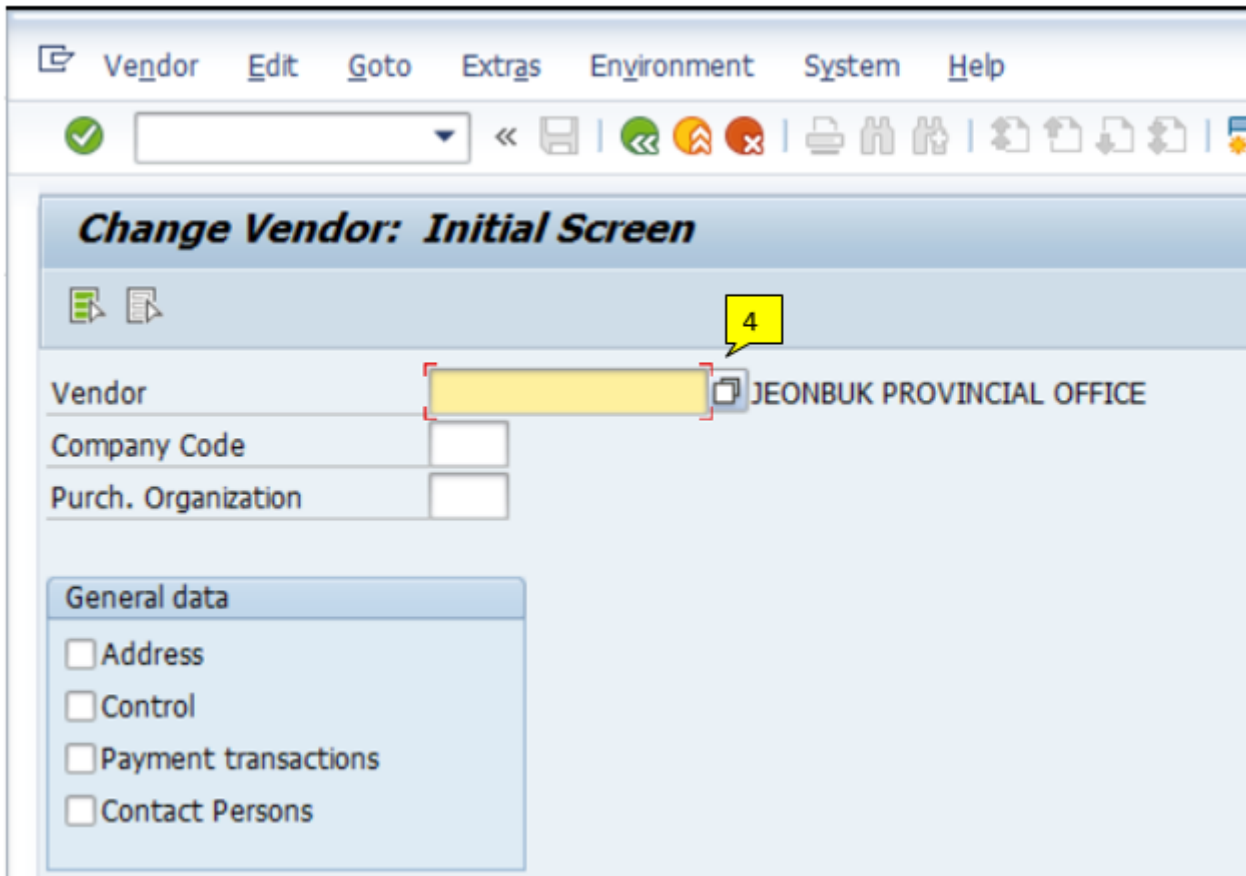
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 		




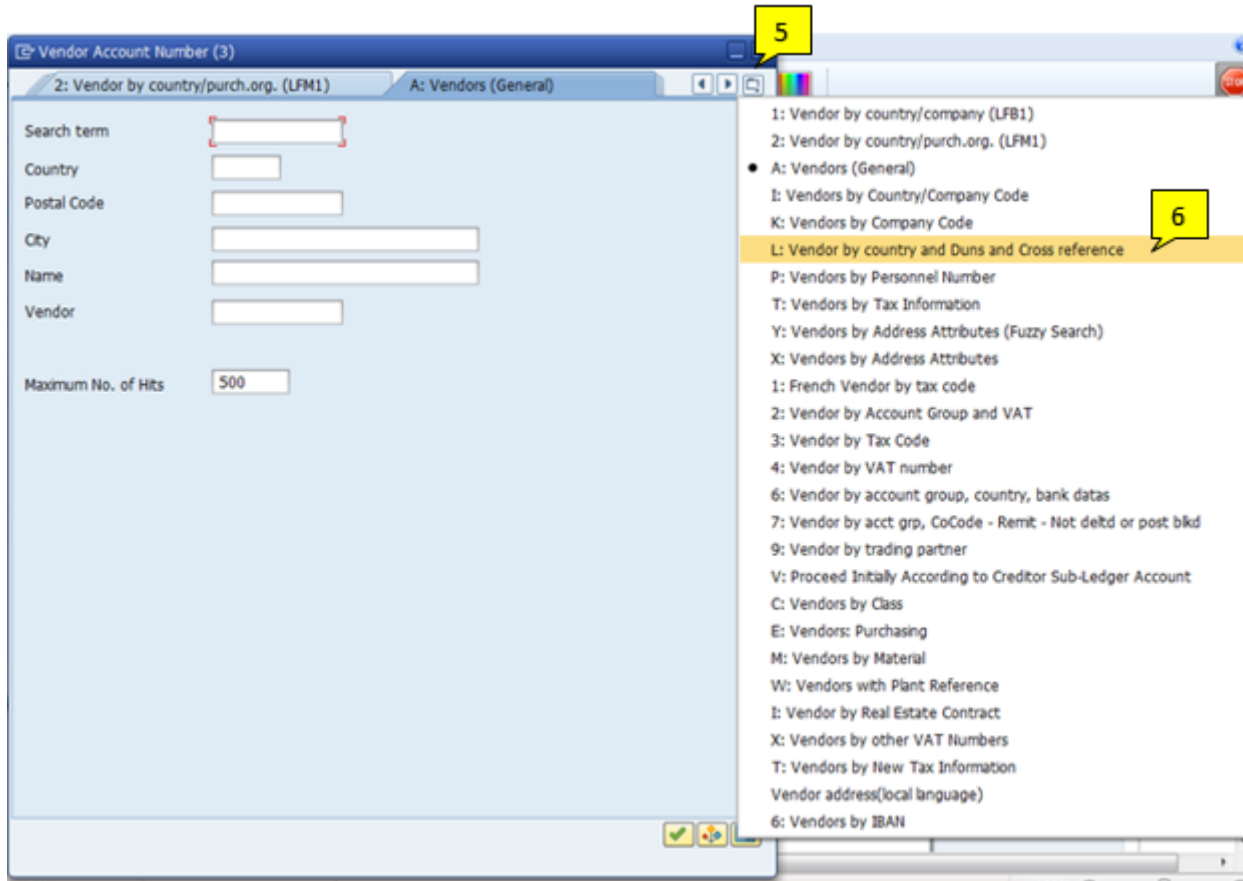
#	Main activities	Tips/Best practices	Key points
2	Click 		




#	Main activities	Tips/Best practices	Key points
3	Put T-code "xk02" and press "Enter" on the keyboard		



#	Main activities	Tips/Best practices	Key points
4	Click  to expand the search		



#	Main activities	Tips/Best practices	Key points
5	Click 		
6	Select "L: Vendor by country and Duns and Cross reference"		

Vendor Account Number (3)

L: Vendor by country and Duns and Cross reference P: Vendors by Personn...

Country

Search term

Name

City

Vendor

DUNS direct code

DUNS global ultimate

Group (PUR) code

RCS Vendor code 7

RHO Vendor Code

Account group

Deletion flag

Maximum No. of Hits

8

#	Main activities	Tips/Best practices	Key points
7	Put RCS vendor code in "RCS vendor code"		
8	Click		

Vendor Account Number (3) 1 Entry found

L: Vendor by country and Duns and Cross reference P: Vendors by Personnel Number T: Vendors by Tax Information

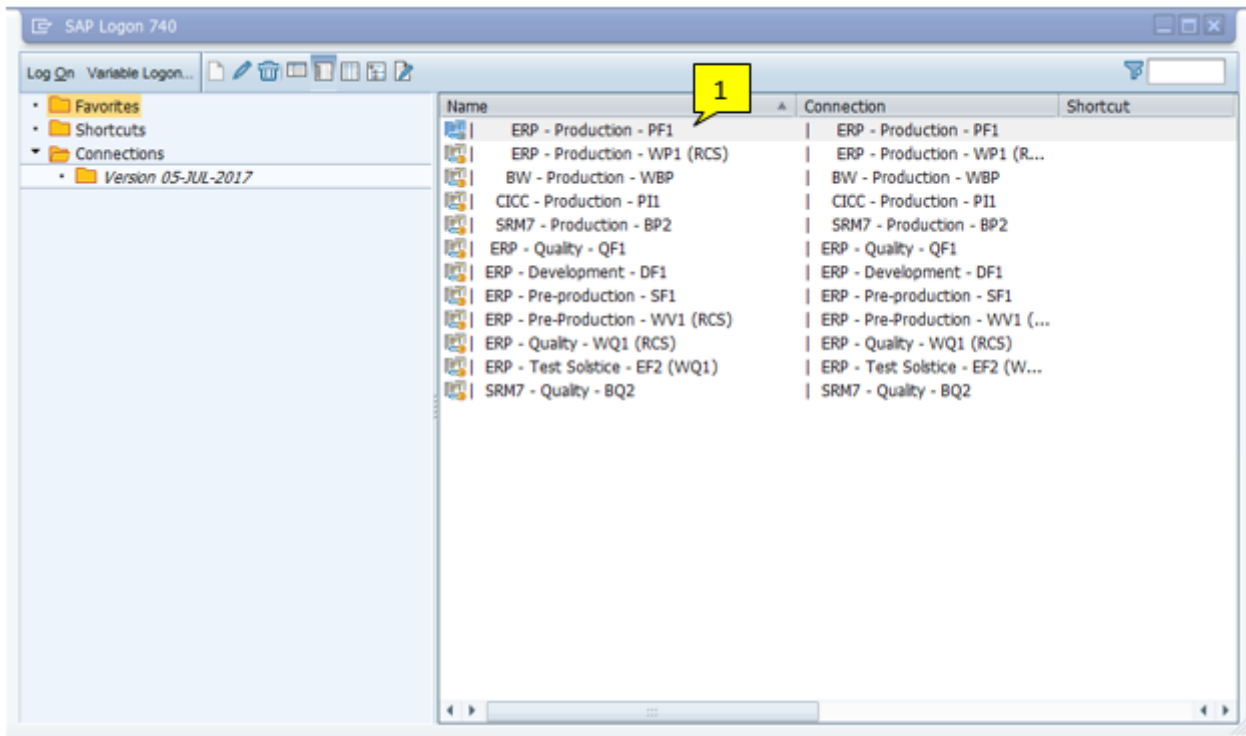
9

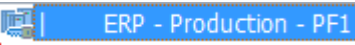
City	SearchTerm	Name 1	City	Vendor	DUNSDirCod	DUNSGlult	Group(PUR)	RCS VenCod	RHO VenCod	Group Delf
IN	METTLER	METTLER-TOLEDO INDIA PRIV	MUMBAI	4200266	676119777		90696071	133140	Z910	<input type="checkbox"/>

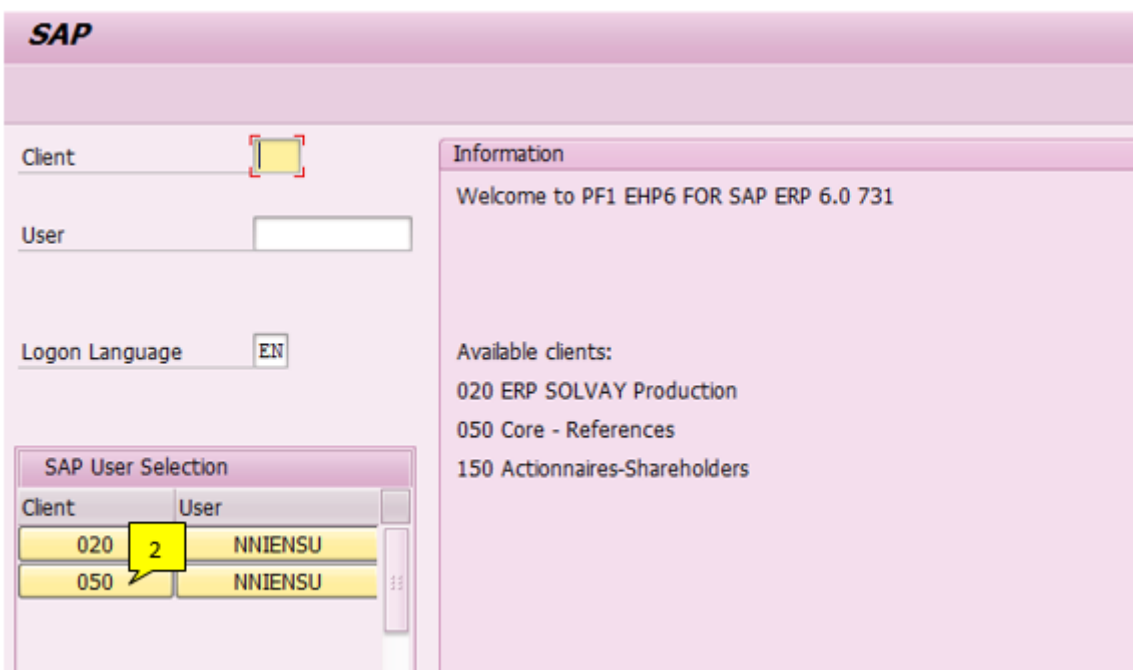
#	Main activities	Tips/Best practices	Key points
9	PRS vendor code will be in 'Vendor'		

4. Bank details maintenance

4.1 Thailand and Korea

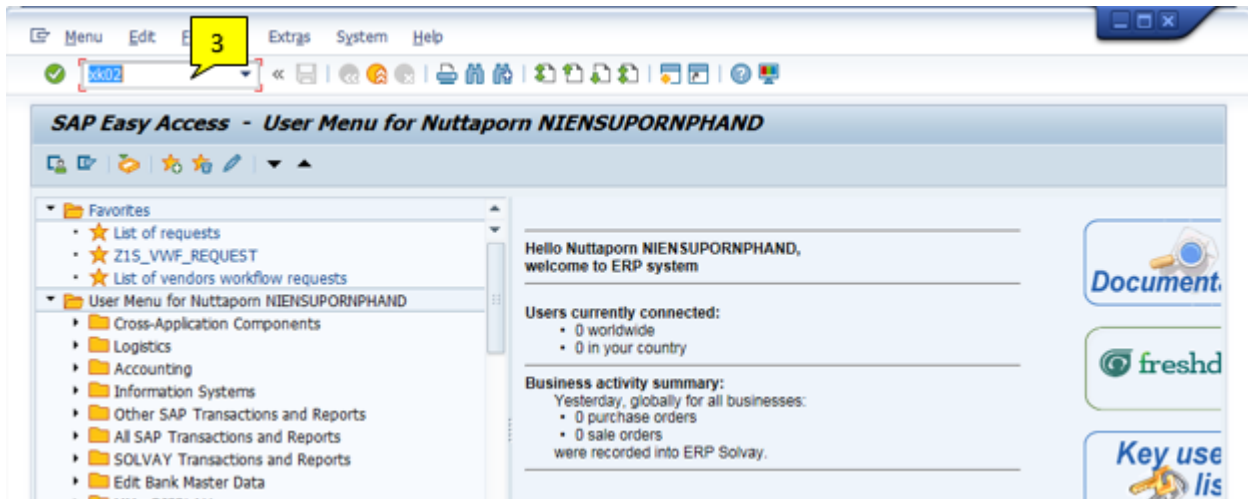


#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 		

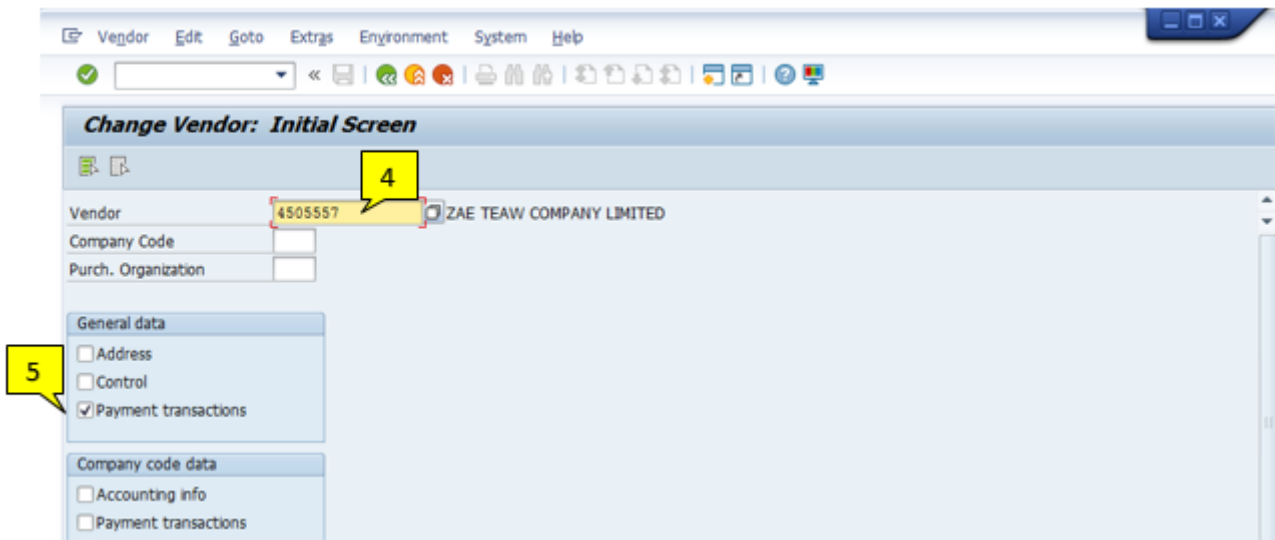


#	Main activities	Tips/Best practices	Key points
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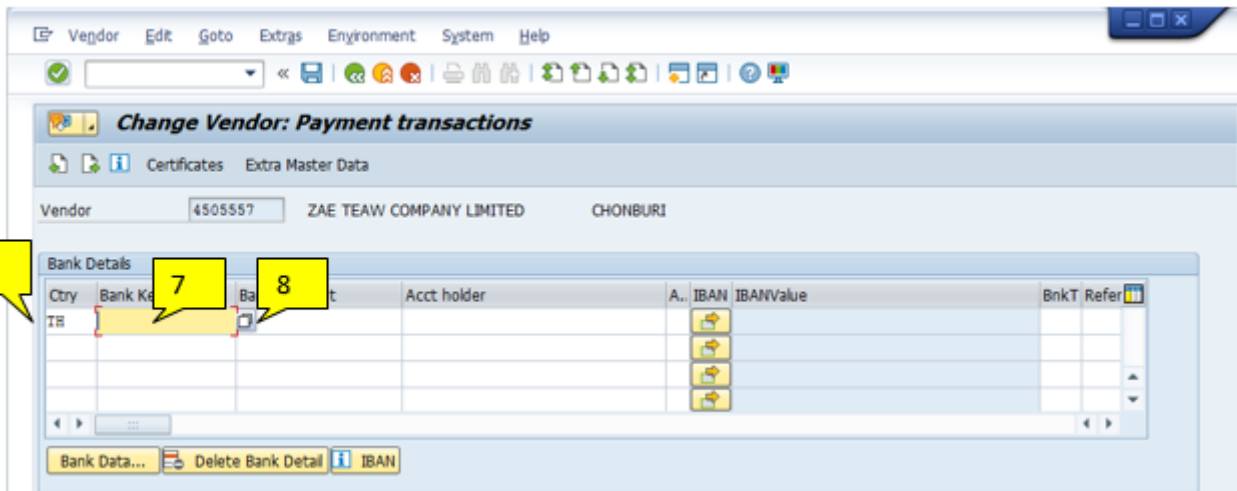
2	Click	050	
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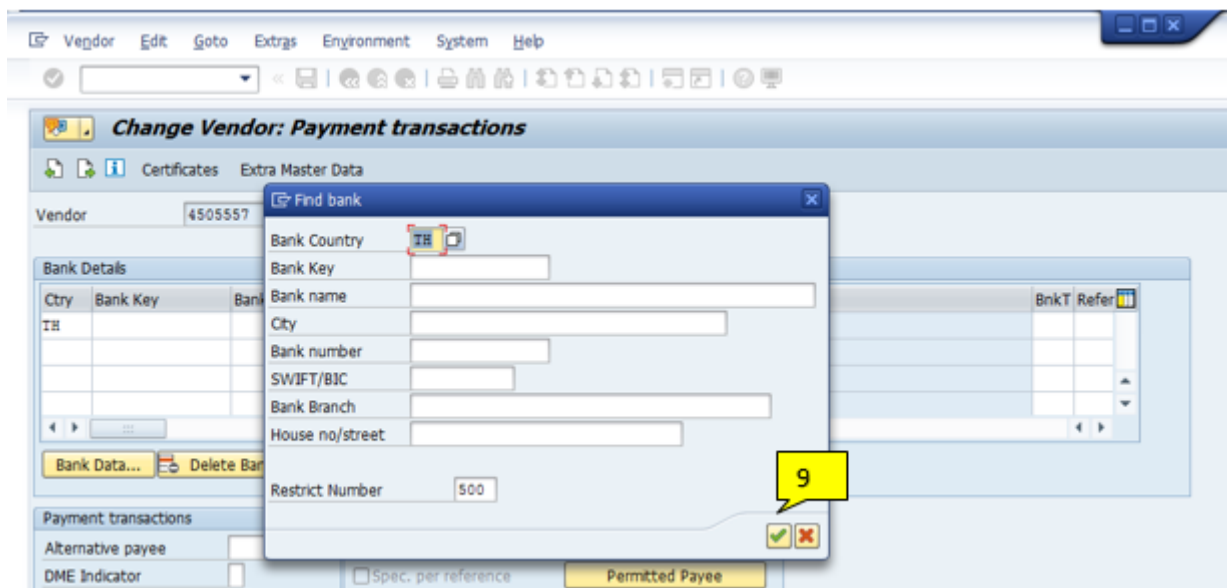
#	Main activities	Tips/Best practices	Key points
3	Put T-code "xk02" and press "Enter" on the keyboard		



#	Main activities	Tips/Best practices	Key points
4	Put "PRS" vendor code in 'Vendor' field		
5	Put tick mark on 'Payment transactions' and press "Enter" on your keyboard		



#	Main activities	Tips/Best practices	Key points
6	Put bank country in Ctry	If you are doing on TH bank , please put TH If you are doing on KR bank, please put KR	
7	Click blank field in 'Bank Key'		
8	Click 		



#	Main activities	Tips/Best practices	Key points
9	Click 		


Bank Data (3) 457 Entries found

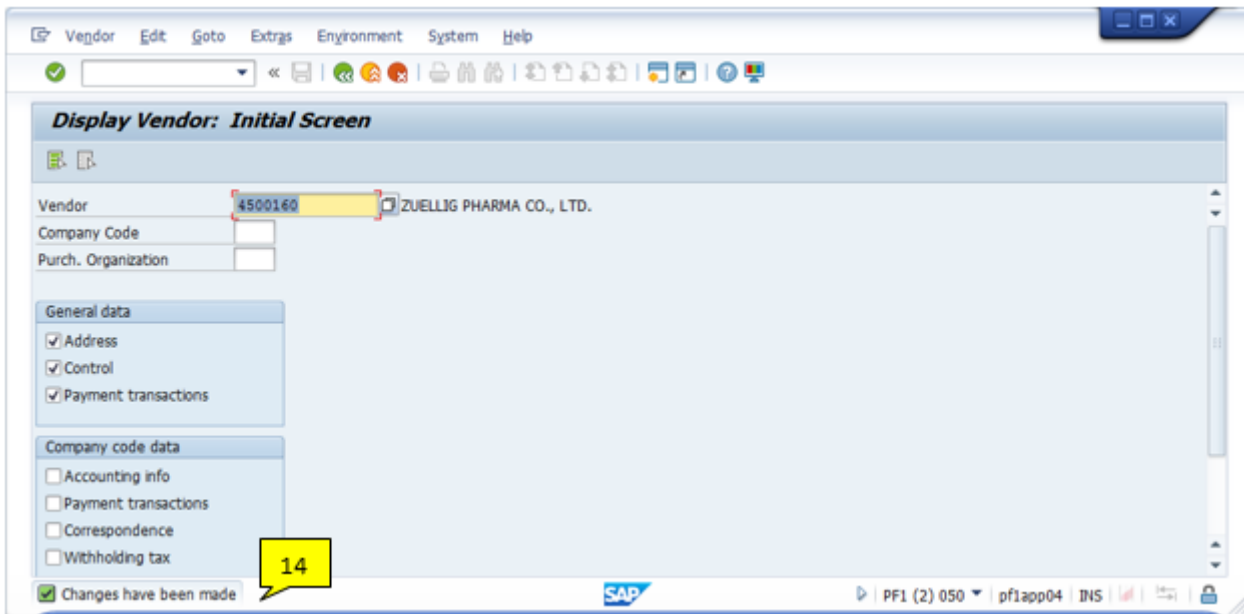
Ctry	Bank Key	Name of bank	House number and street	City	Bank Branch	SWIFT/BIC	Bank number
TH	001	THE HONG KONG AND SHANGHAI BANKING CORPORATION	HSBC BUILDING 968 RAMA IV ROAD	BANGKOK 10500		HSBCTHKK	001
TH	00123	KASIKORN BANK PUBLIC COMPANY LIMITED		THAILAND	THAILAND	KASITHEK	00123
TH	0020000	BANGKOK BANK PUBLIC COMPANY LTD.				BKKBTHKK	
TH	0040000	KASIKORN BANK PUBLIC COMPANY LIMITED				KASITHEK	
TH	0050001	ABN-AMRO N.V.				ABNATHKK	
TH	0060000	KRUNG THAI BANK PUBLIC COMPANY LTD.				KRTHTHKK	
TH	0080001	JPMORGAN CHASE BANK, BANGKOK BRANCH				CHASTHEK	
TH	0100001	THE BANK OF TOKYO-MITSUBISHI UFJ, LTD. BANGKOK BRANCH				BOTKTHKK	
TH	0110000	TMB BANK PUBLIC COMPANY LIMITED.				THBKTHKK	
TH	0140000	SIAM COMMERCIAL BANK PUBLIC COMPANY LTD.				SICOTHKK	
TH	0150000	SIAM CITY BANK LTD.				SITYTHKK	
TH	0170001	CITIBANK N.A.				CITITHKK	
TH	0180001	SUMITOMO MITSUI BANKING CORPORATION				SMBCTHKK	
TH	0200000	STANDARD CHARTERED BANK (THAI) PUBLIC COMPANY LTD.				SCBLTHKK	
TH	0220000	CMB BANKTHAI PUBLIC COMPANY LIMITED				UBOBTTHKK	
TH	0240000	UNITED OVERSEAS BANK (THAI) PUBLIC COMPANY LIMITED				UOVBTHKK	
TH	0250000	BANK OF AYUDHAYA PUBLIC COMPANY LTD.				AYUDTHKK	
TH	0260001	THE INTERNAT. COMMERCIAL BANK OF CHINA PUBLIC COMPANY LTD. SOUTH SATHORN RD.		BANGKOK		BKCHTHKK	
TH	0260509	THE INTERNATIONAL COMMERCIAL BANK OF CHINA				ICBKTHKK	
TH	0270001	BANK OF AMERICA NATIONAL ASSOCIATION				BOFATHKK	

#	Main activities	Tips/Best practices	Key points
10	Double click on name of bank you want	Once you double click on the chosen bank key, the bank key will automatically appear in 'Bank key' field	Codification of TH bank key is always 7 digits of number

Vendor: 4505557 ZAE TEAW COMPANY LIMITED CHONBURI

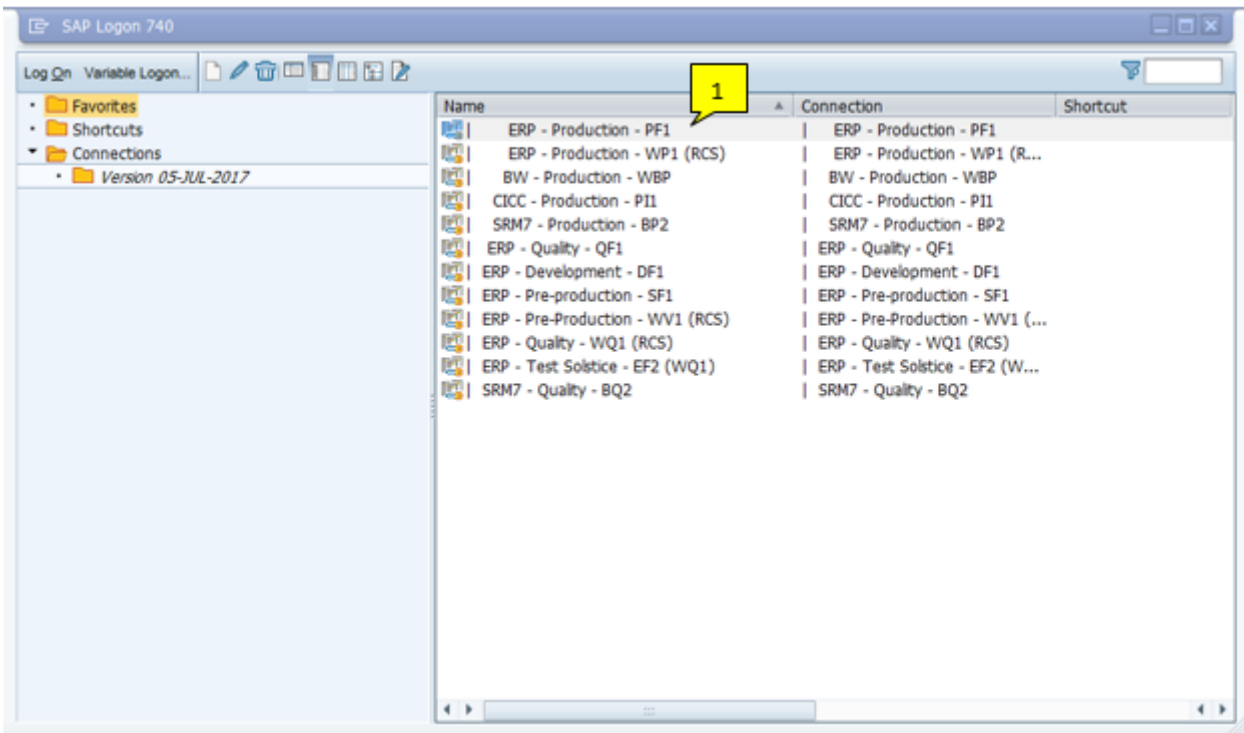
Ctry	Bank Key	Bank Account	Account holder	A. IBAN	IBANValue	BnkT	Refer
TH	0040000	1471066512				THB1	

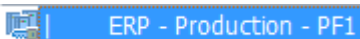
#	Main activities	Tips/Best practices	Key points
11	Put bank account in 'Bank Account' field		You can find bank number from the supporting document
12	Put currency n 'BnkT' field	Format will be currency + number e.g. THB1 or KRW1 New bank details will always end with 1	BnkT is a running code If there is THB1 in the system, you need to change THB1 to THB2 and update new bank as THB1 It can be other currencies such as USD1, EUR1, etc. depending on currency in purchasing organization
13	Click  to save		

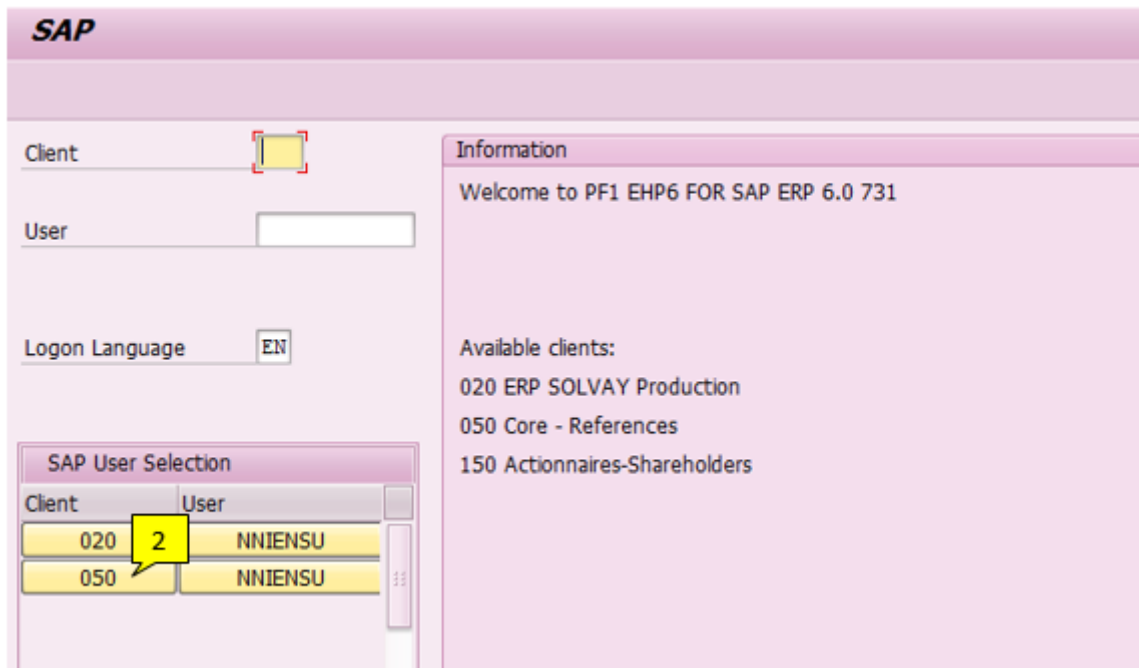


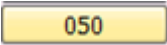
#	Main activities	Tips/Best practices	Key points
14	The system will show status to confirm bank details have been maintained		

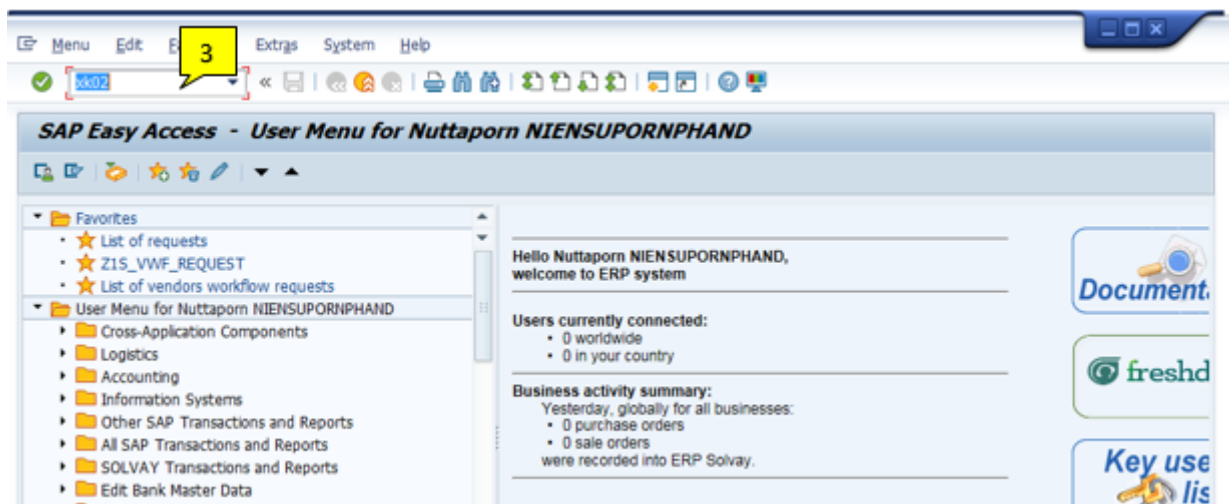
4.2 China



#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 		



#	Main activities	Tips/Best practices	Key points
2	Select Client "050" by clicking 		



#	Main activities	Tips/Best practices	Key points
3	Put T-code "xk02" and press "Enter" on the keyboard		

Display Vendor: Initial Screen

Vendor: 4200266 SZENSE AIR AROMA PTE LTD

Company Code: []

Purch. Organization: []

General data

Address

Control

Payment transactions

#	Main activities	Tips/Best practices	Key points
4	Put "PRS" vendor code in 'Vendor' field		
5	Tick only "Payment transactions" and press "Enter" on your keyboard		

Change Vendor: Payment transactions

Vendor: 4009469 SHANGHAI WEI QI MECHANICAL AND SHANGHAI


Bank Details

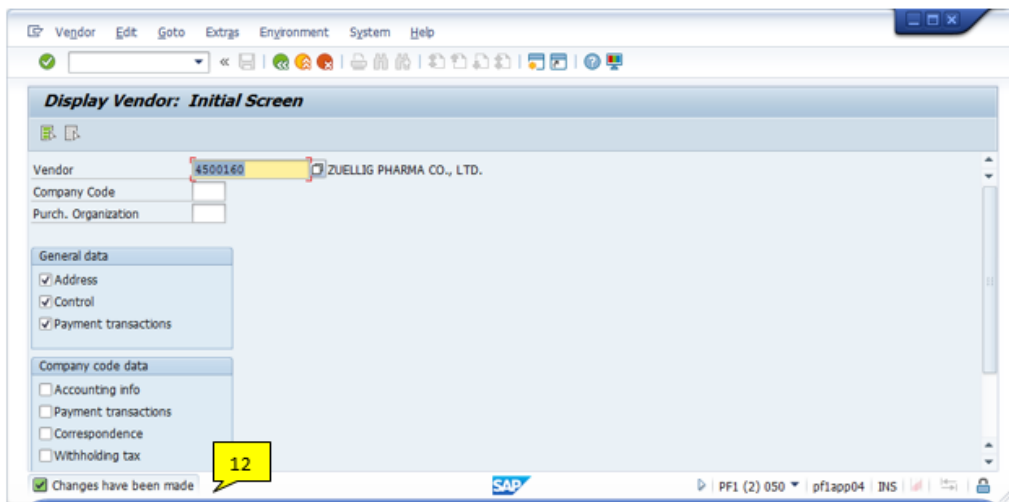
Ctry	Bank Key	Bank Account	Acct holder	AK	IBAN	IBANValue	BrkT	Reference
CN	CNICBR00404							

Bank Data... Delete Bank Detail IBAN

#	Main activities	Tips/Best practices	Key points
6	Insert "CN" in Ctry		
7	Put "Bank key" in Bank key field	<p>CN bank keys are in the sheet APAC CN bank key</p> <p>If you cannot find bank key in the google sheet</p> <p>It can be 2 scenarios:</p> <ol style="list-style-type: none"> 1. The bank key has not created in SAP system. You will need to create bank key 2. The bank key was created in SAP system but details are not updated, you will need to update the correct CN name and CNAPs code which are mandatory for CN bank key 	<p>The correct bank key format is country + the first 4 digits of SWIFT code + 5 digits of running number</p>

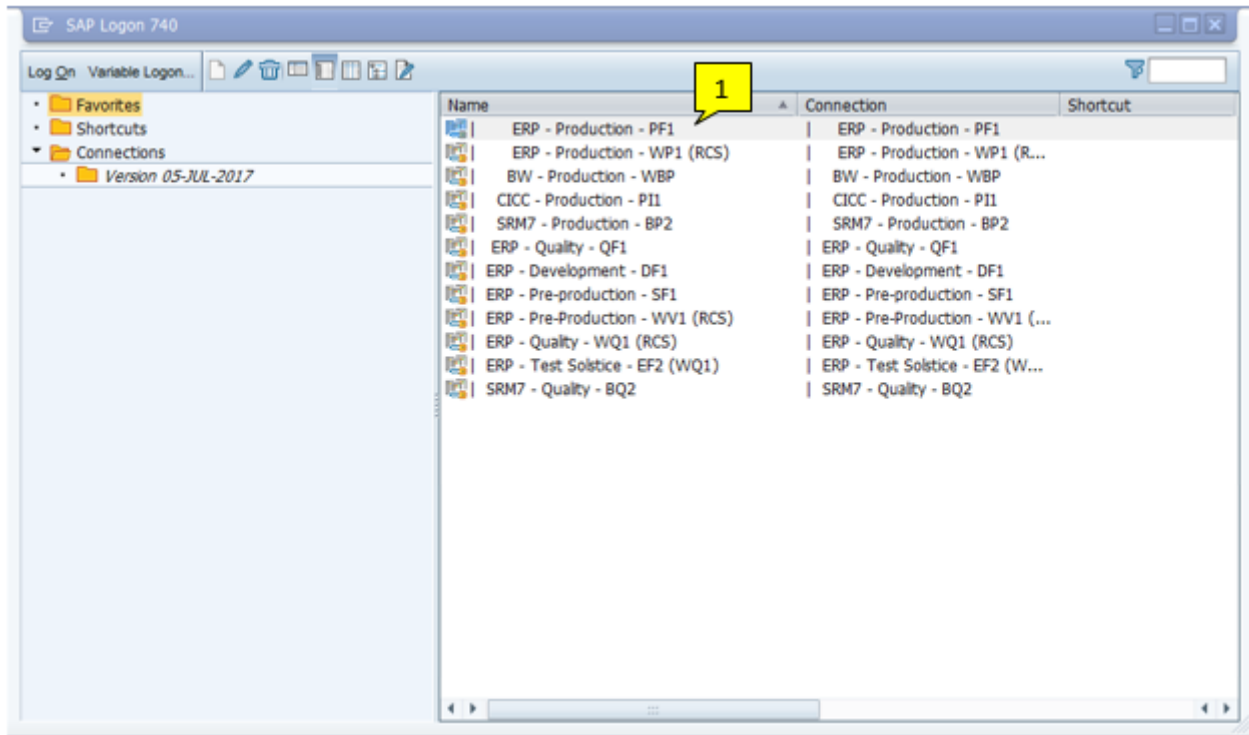


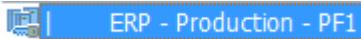
#	Main activities	Tips/Best practices	Key points
8	Put bank account in "Bank Account" field	If the length of bank account is longer than 18 digits, please put extra digit from 19 th in "Reference details" field #8a	
9	Insert beneficiary name in "Acct holder" field	Normally, it is vendor's name in CN version If it is cross boarder payment, it can be EN version	
10	Insert "CNY1" in "BnkT" field	BnkT is a running code so if there is CNY1 in the system, you can use CNY2 in the system It can be other currencies such as USD1, EUR1, etc. depending on currency in purchasing organization	
11	Click  to save		

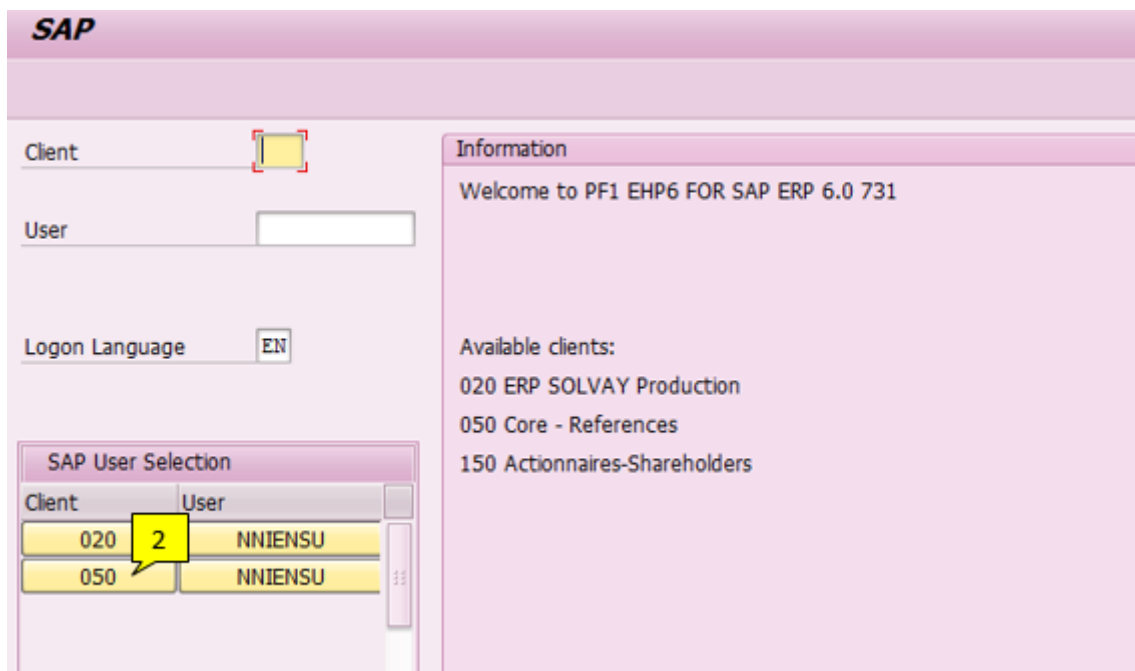


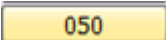
#	Main activities	Tips/Best practices	Key points
12	The system will show status to confirm bank details have been maintained		

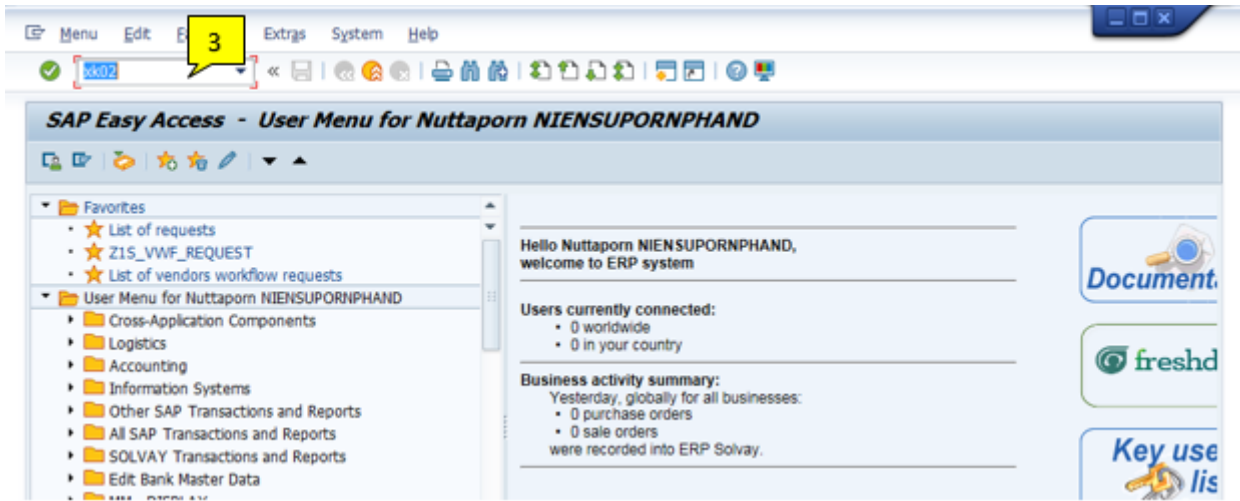
4.3 Japan



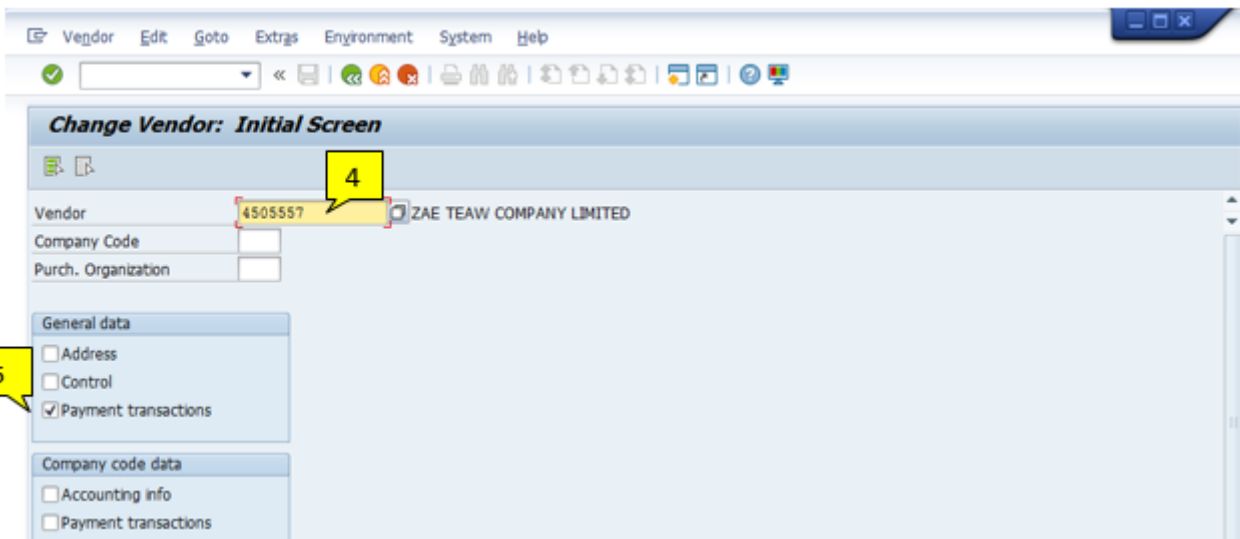
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 		



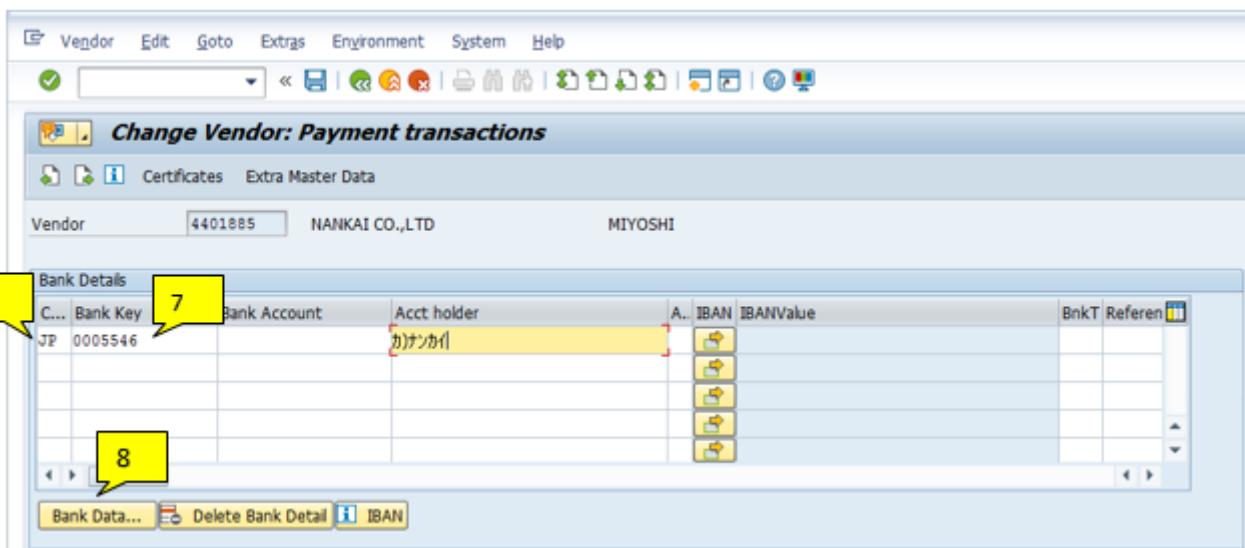
#	Main activities	Tips/Best practices	Key points
2	Select Client "050" by clicking 		



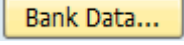
#	Main activities	Tips/Best practices	Key points
3	Put T-code "xk02" and press "Enter" on the keyboard		

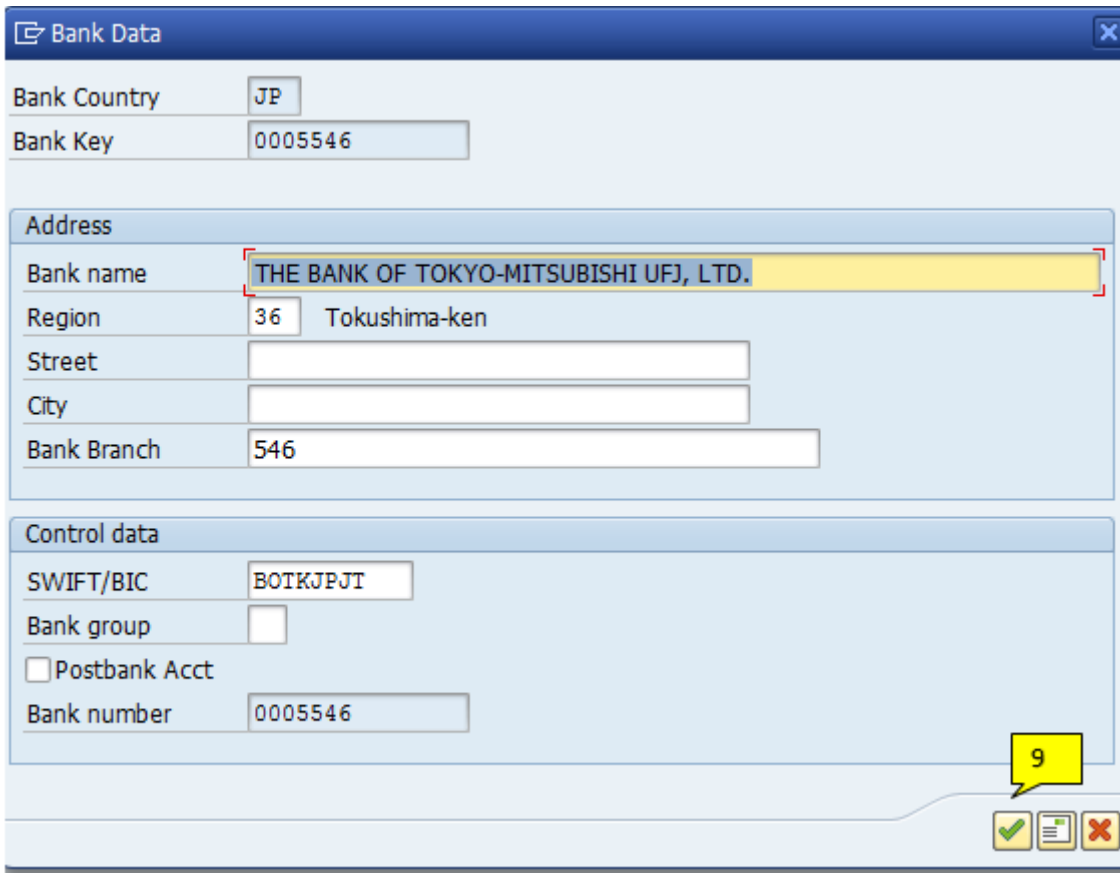



#	Main activities	Tips/Best practices	Key points
4	Put "PRS" vendor code in Vendor field		
5	Tick only "Payment transactions" and press "Enter" on keyboard		

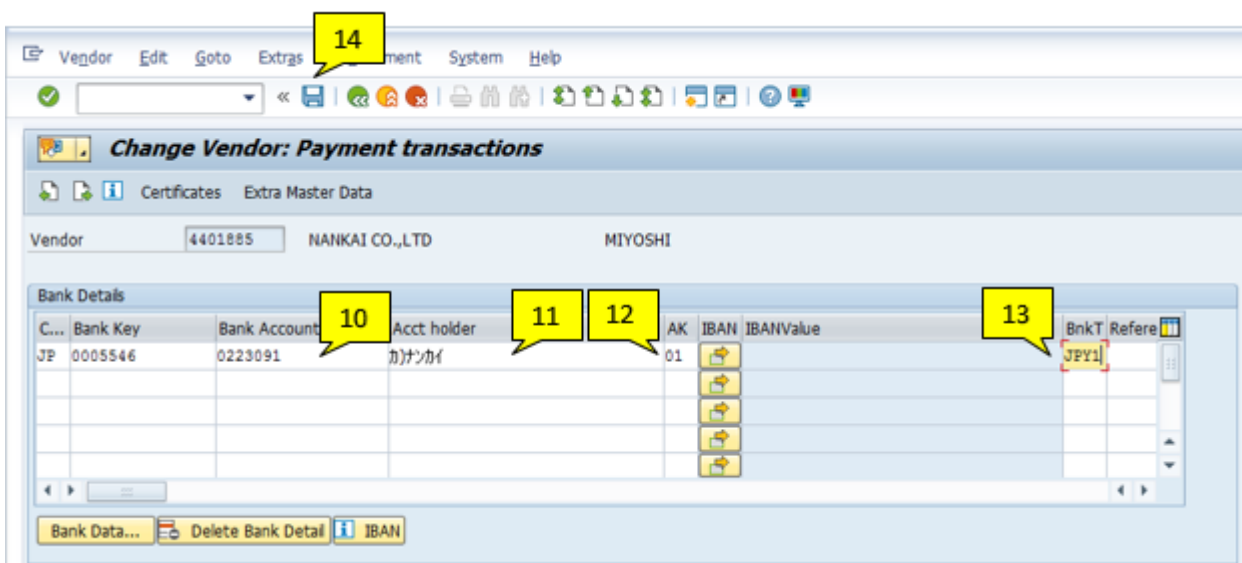


#	Main activities	Tips/Best practices	Key points
6	Put "JP" in Ctry		


7	Insert bank key in 'Bank key' field		JP bank key must be 7 digits contains 4 digits of bank code and 3 digits of bank branch Bank key will be provided by requester in a template
8	Click 		

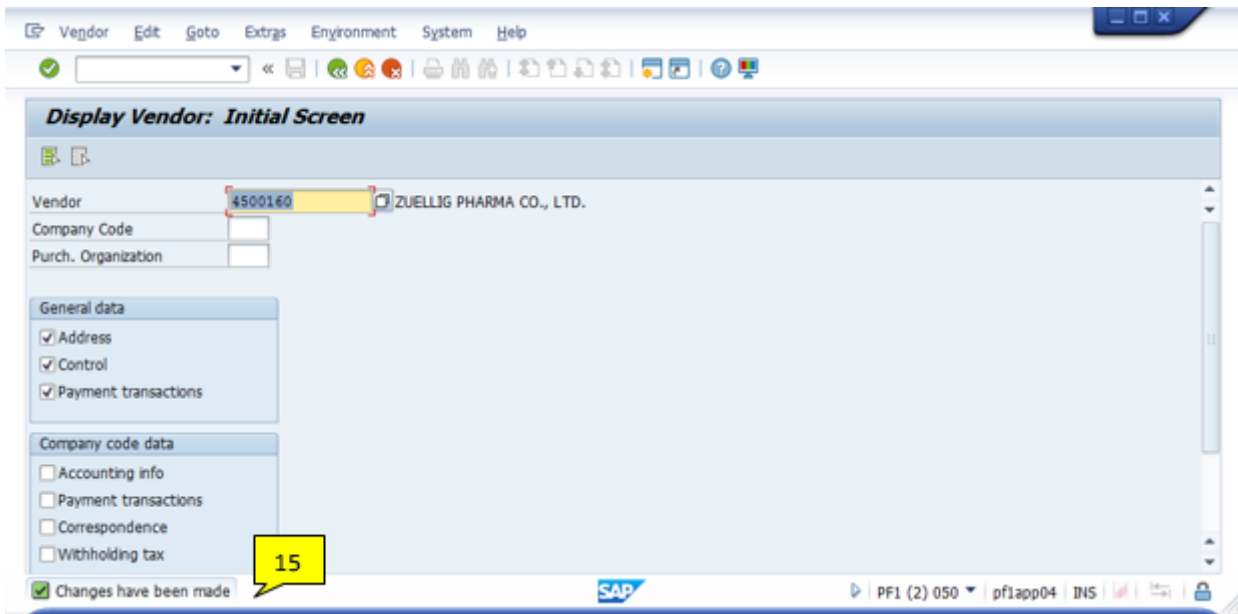



#	Main activities	Tips/Best practices	Key points
9	After check bank details, Click 		Bank details must contain bank name, branch code and Swift code If this window is blank, this means that you have to create bank key



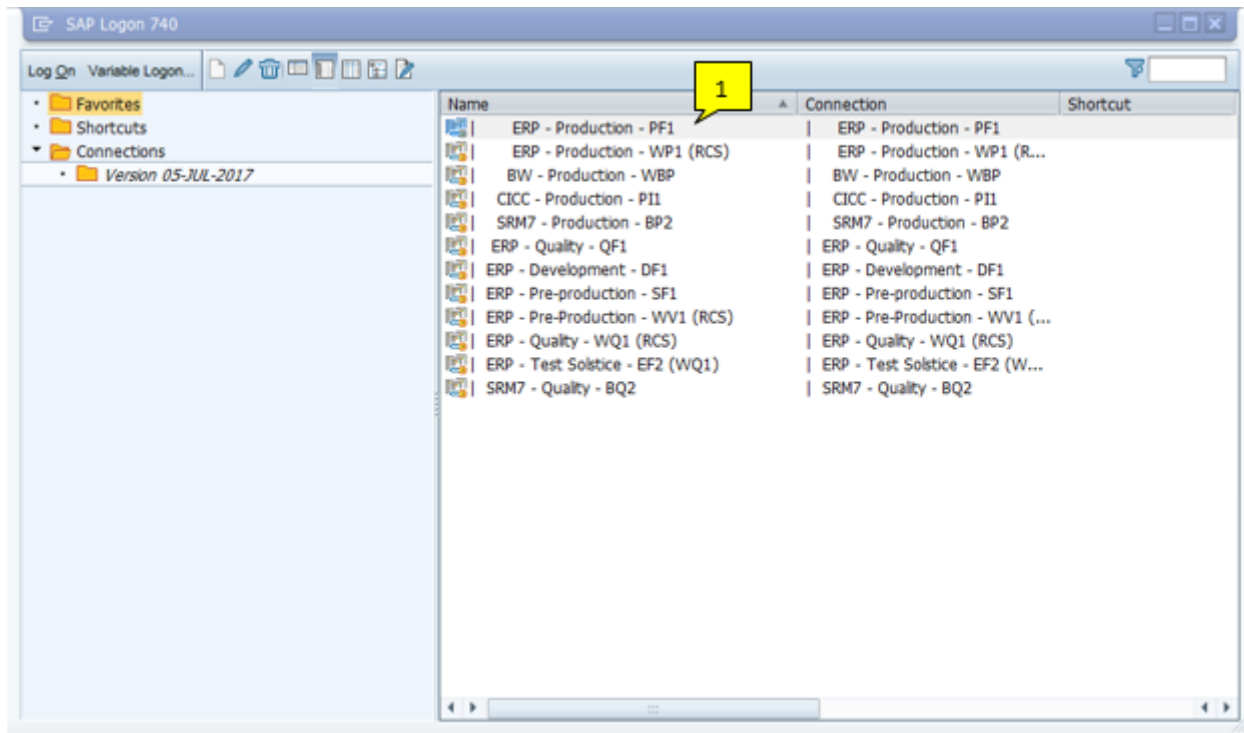
#	Main activities	Tips/Best practices	Key points

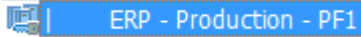
10	Insert bank account in 'Bank Account field'		Provided in the template and please check against supporting document
11	Insert Account holder	Must be half Katakana format	Provided in the template
12	Insert either "01" or "02" in 'AK' field		Provided in the template 01 = saving account 02 = current account
13	Put "JPY1" in 'BnkT' field	New bank details will always end with 1	BnkT is a running code If there is JPY1 in the system, you need to change JPY1 to JPY2 and update new bank as JPY1 It can be other currencies such as USD1, EUR1, etc. depending on currency in purchasing organization
14	Click  to save		

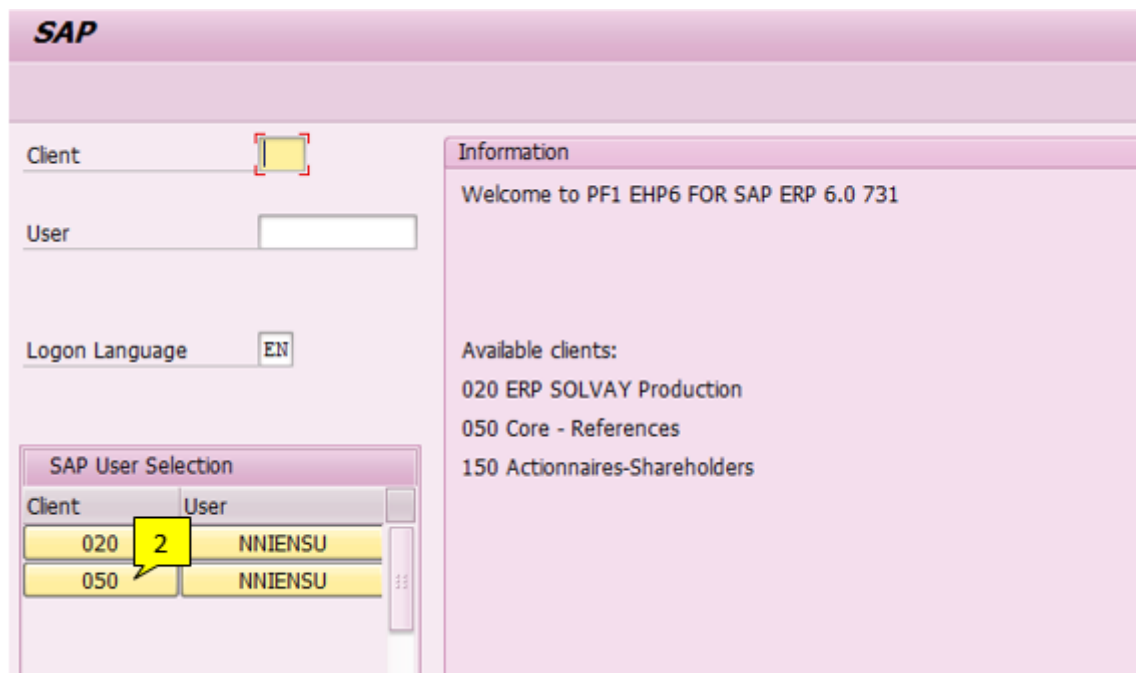


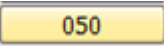
#	Main activities	Tips/Best practices	Key points
15	The system will show status  Changes have been made to confirm bank details have been maintained		

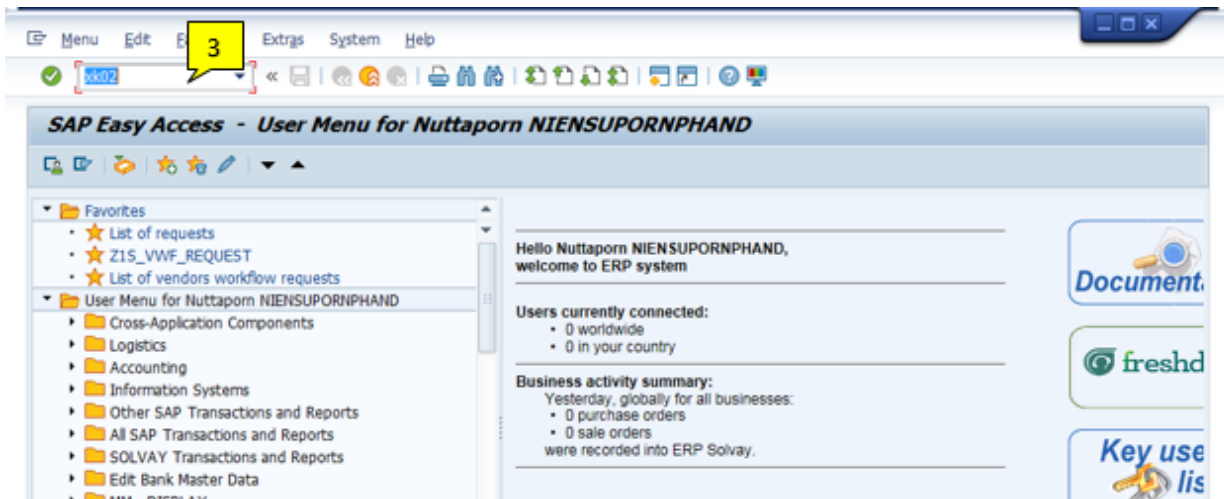
4.4 Other countries



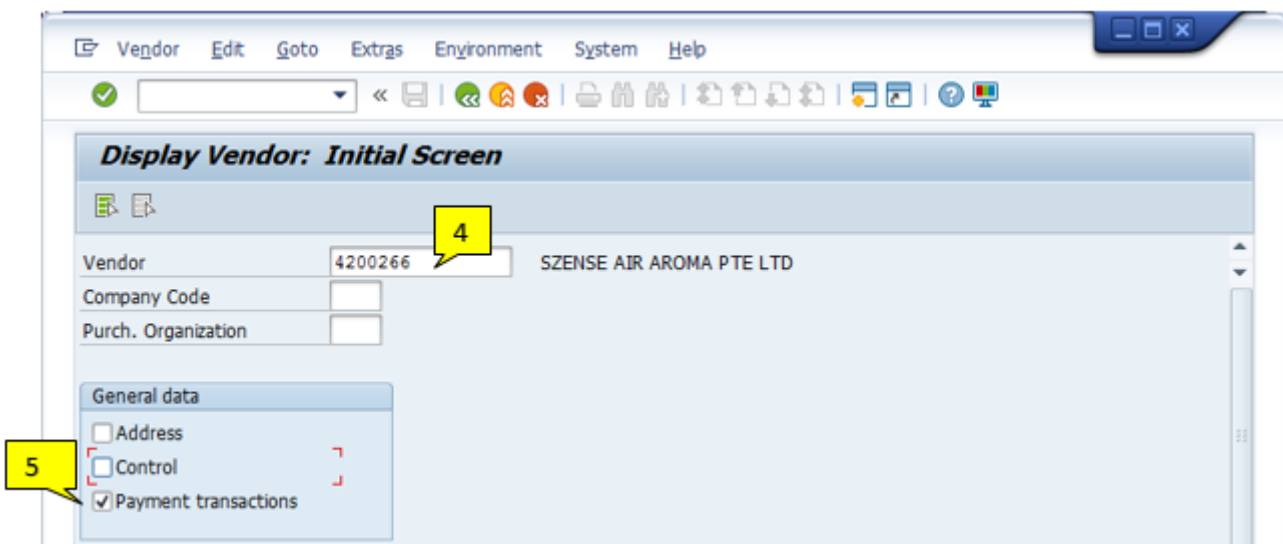
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 		



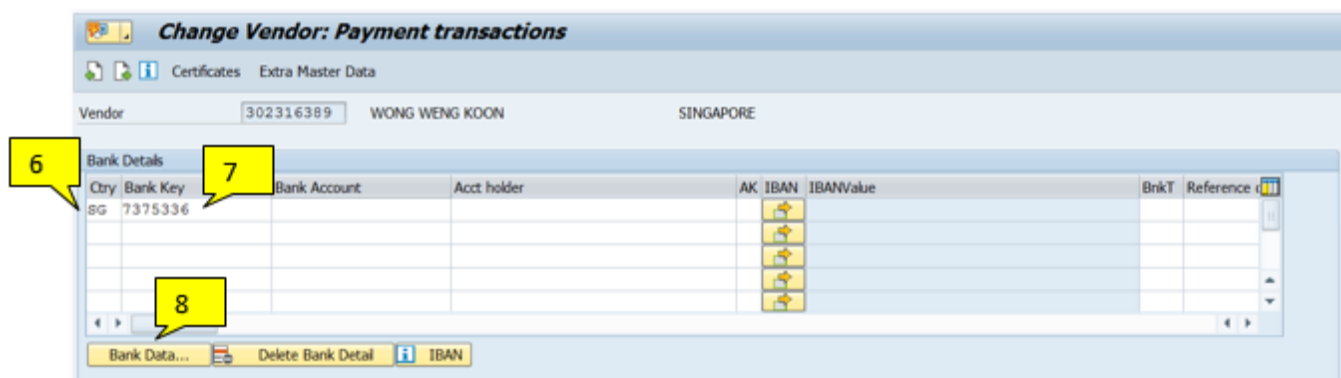
#	Main activities	Tips/Best practices	Key points
2	Click 		



#	Main activities	Tips/Best practices	Key points
3	Put T-code "xk02" and press "Enter" on the keyboard		



#	Main activities	Tips/Best practices	Key points
4	Put "PRS" vendor code in Vendor field		
5	Tick only "Payment transactions" and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
6	Put bank country code	e.g. SG, AU, TW, etc.	
7	Put bank key	Different countries have their own codification, please see appendix 1	
8	Click "Bank Data" to check whether bank details are correct or not		If there is nothing maintained in bank data, this means you need to create bank key Please see SOP bank key creation in the link below

Bank Data

Bank Country:

Bank Key:

Address

Bank name:

Region: Central Singapore

Street:

City:

Bank Branch:

Control data


SWIFT/BIC:

Bank group:

Postbank Acct

Bank number:





9

#	Main activities	Tips/Best practices	Key points
9	After check bank details, Click 		Bank details must contain bank name, branch name and Swift code If this window is blank, this means that you have to create bank key

Change Vendor: Payment transactions


Vendor: WONG WENG KOON SINGAPORE

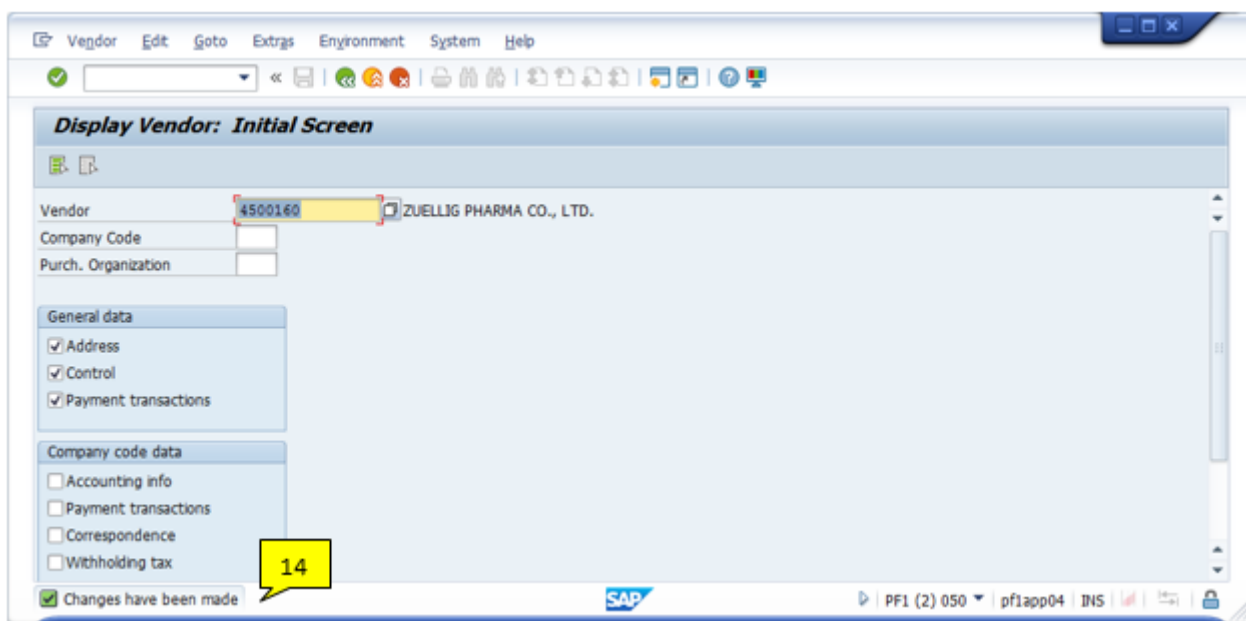
Bank Details


Ctry	Bank Key	Bank Account	Acct holder	AK	IBAN	IBANValue	BrnkT	Reference details	D.	SWIFT/BIC	Name of bank
SG	7375336	3881038488	WONG WENG KOON				SGD1		<input type="checkbox"/>		
									<input type="checkbox"/>		
									<input type="checkbox"/>		
									<input type="checkbox"/>		

Bank Data... Delete Bank Detail IBAN

#	Main activities	Tips/Best practices	Key points

10	Put bank account in "Bank Account" field	<p>Rules for adding A/C no for SG</p> <p>DBS: 7171081 –Bank account has 9 digits, maintain 9 digits</p> <p>DBS: 7171XXX – Bank account has 10 digits, maintain 10 digits (first 3 digits out of 10 are branch code)</p> <p>HSBC: 7232XXX – Bank account to be maintained 9 digits</p> <p>OCBC: 7339XXX – Bank account to be maintained 9 digits</p> <p>Other banks: Bank account to be maintained as provided</p> <p>No space or hyphen (-) inside bank account.</p> <p>Rules for adding A/C for NZ</p> <p>Bank account must be 12 digits. If provided bank has less than 12 digits, you will need to add one 0 (zero) at the beginning and from 3rd digits from right until account number has 12 digits</p> <table border="1"> <thead> <tr> <th>provided bank account</th> <th>bank account to be in SAP</th> </tr> </thead> <tbody> <tr> <td>009439400</td> <td>000943940000</td> </tr> <tr> <td>0341958061</td> <td>030419580061</td> </tr> </tbody> </table>	provided bank account	bank account to be in SAP	009439400	000943940000	0341958061	030419580061	
provided bank account	bank account to be in SAP								
009439400	000943940000								
0341958061	030419580061								
11	Put beneficiary name in "Acct holder" field	Please see appendix which country you need to maintain account holder field							
12	Put currency n 'BnkT' field	New bank details will always end with 1	<p>BnkT is a running code</p> <p>If there is SGD1 in the system, you need to change SGD1 to SGD2 and update new bank as SGD1</p> <p>It can be other currencies such as USD1, EUR1, etc. depending on currency in purchasing organization</p>						
13	Click  to save								



#	Main activities	Tips/Best practices	Key points
14	The system will show status  Changes have been made to confirm bank details have been maintained		

Appendix

Country	Bank key	Bank account	Account holder
AU	- BSB code (XXXYZZ) - 6 numeric digits contain bank code (XXX), state code (Y) and branch code (ZZ)	- No spaces or hyphens https://searchmybank.com/Australia	Vendor's name or beneficially name

NZ	- BSB code (XXYYYY) - 6 numeric digits contain bank code (XX) and branch code (YYYY)	- No spaces or hyphens https://searchmybank.com/NewZealand Bank account must be 12 digits. If provided bank has less than 12 digits, you will need to add one 0 (zero) at the beginning and from 3 rd digits from right until account number has 12 digits	Vendor's name or beneficially name
ID	- 7 numeric digits (XXXXYYY) contain bank code (XXX) and branch code (YYYY)	- No spaces or hyphens https://www.sinaryuda.web.id/e-currency/bank-code-indonesia-paypal.html	Vendor's name or beneficially name
TH	- 7 numeric digits - Please see tab TH bank key	- Thai bank and Bank of America: 10 digits - Government Saving Bank: 11 digits - foreign bank: 11 digits	(Blank)
SG	- ACH bank and branch code (XXXXYYY) - 7 numeric digits contain bank code (XXXX) and Branch code (YYY)	- DBS with branch 081 > 9 digits - DBS with other branch codes > 10 digits - HSBC and OCBC > 9 digits - Other banks: maintained as provided - No spaces or hyphens https://www.uobgroup.com/assets/pdfs/global/achcode.pdf	Vendor's name or beneficially name
KR	- 3 numeric digits - Please see tab KR bank key	- No spaces or hyphens	(Blank)
JP	- 7 numeric digits (XXXXYYY) contain bank code (XXXX) and branch code (YYY)	- Must be 7 digits - If less than 7 digits, add 0 before bank account until it has 7 digits - Need to specify saving account (01) and current account (02) in AK field (BKONT) - Please see JP bank tab http://zengin.ajtw.net/	- Half katakana format (provided by requester)
CN	- Bank key generated by SBS BKK	- Maintain first 18 digits in bank account field, any extra digits are maintained in reference details field (BKREF) - No spaces or hyphens	- Vendor's name in Chinese
IN	- IFSC code - 11 alphanumeric digit	- No spaces or hyphens https://ifsc.bankifsc.com/	if beneficially name is different from vendor's name
TW	- 7 numeric digits (XXXXYYY) contain bank code (XXX) and branch code (YYYY)	- No spaces or hyphens	- Vendor's name in Chinese
Other countries	SWIFT code	- No spaces or hyphens	Vendor's name or beneficially name