Supplier Portal : **How to Set up your account**

Accessing Bank page | Entering data | Sending data

To begin, please **log in to the Saint-Gobain Portal:**
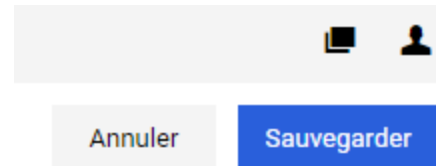**https://login.supplierportal.saint-gobain.com/**

1 After successfully logging in, locate and click on the **"Supplier Portal"** option
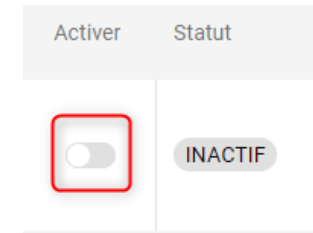
2 Once you are on the bank account page, simply **click on the "+" symbol** located in **the top right corner** to add a new bank account

3 Fill in the form with **your bank information and** click **on save** once done

4 To **activate** the bank account, **tick the checkbox/button** associated with it

5 The **bank account status** will change to **"LOCKED,"** indicating that it has been sent.