

### Supplier Reverse Factoring Guide



### Contents

- 01. What is the Supplier Reverse Factoring service? Can I access it without being a customer?
- 02. How do I register?
- 03. How do I access my Private Area?
- 04. What is the Private Area Home? How do I select the language?
- 05. How do I identify myself in the Private Area? Identification process What information do I need if I identify myself through Supplier Reverse Factoring?
- 06. How does Reverse Factoring work?
- 07. How do I request Advance Payments?
- 08. How do I see the Advance Payments made?
- 09. Can I cancel an Advance Payment?
- 10. What can I do in "Client contracts"?
- 11. How do I sign a contract?
- 12. How do I see Statistics by client?



### 01. What is the Supplier Reverse Factoring service?

With the **Supplier Reverse Factoring service**, you will be able to see the volume of payments that each of your clients has sent, collect payment early for invoices assigned by them to BBVA, to get immediate liquidity, or wait for payment on the due date.

## Can I access it without being a customer?

You can access the Reverse Factoring process without being a customer, through the Reverse Factoring for non-customers space, within the Private Area of bbva.es, or at this url: <u>https://www.bbva.es/en/empresas/</u>productos/financiacion/anticipo-proveedores.html

Before starting the process, you need to register by clicking the **<Register>** button.





### 02. How do I register?

The use of the feature is subject to the use of Google's services.

#### In order to register, you will need:

- **1** Document type: we allow CIF, NIF (Self-Employed) and tax ID for companies not resident in Spain.
- 2 Document number.
- **3** Email, which will be your username for login.
- 4 Password: between 8 and 10 characters.

в	B	V/	۸

isk you for the following data to give you access to hem for commercial purposes that you have not p		
Document type *	~	
locument number		Your privacy is important
mail (user)		We are going to give you information adapted to your company, that is why we prefer that you see it in a private and secure area. You will be able to access it even if you are not a customer.
lepeat email		
assword		
Must be between 8 and 10 characters, not match the usernal	me or contain "BBVA".	
I have read, understand and accept the Terms a	nd Conditions	

Access to Confirming suppliers for non-customers



When finished, **we will send you an email, which you must validate** to be able to access your Private Area. Remember to check your spam folder in case you have not received the email.

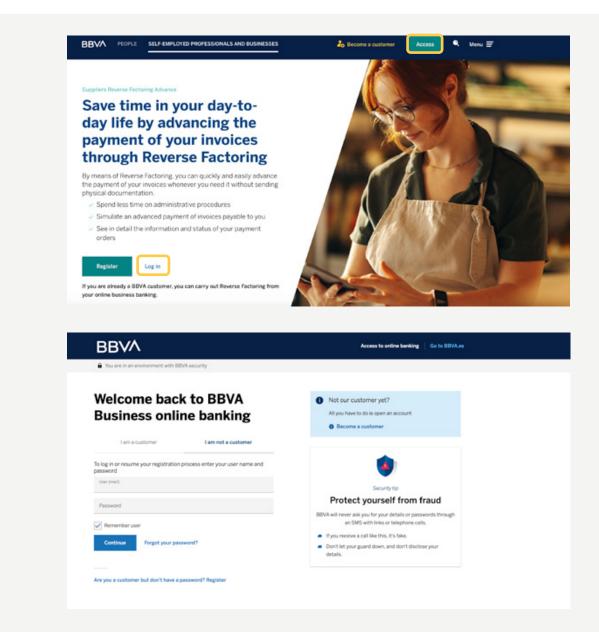
BBV∕A
Validation of your email
You have generated a username and password to see what BBVA can offer you company. To confirm that it is you, we need you to validate the email:
Validate email
Remember how to access on future occasions
BBVA
Your email is now validated, you can
access your private space.
Continue



### 03. How do I access my Private Area?

Once you are registered, you will be able to access the Reverse Factoring for non-customers space from your Private Area. **There are two ways you can access it:** 

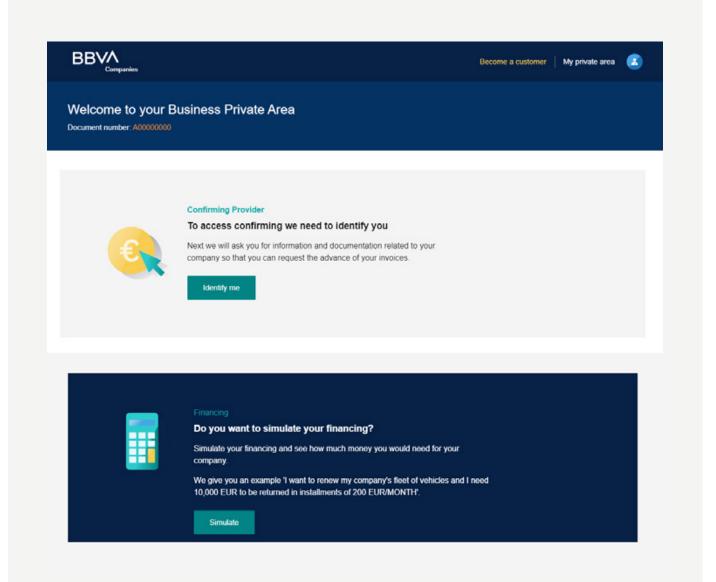
From the **<Log in>** link from the advance payments landing page or from the "Access" button in the top navigation bar at bbva.es in the "SELF-EMPLOYED PROFESSIONALS AND BUSINESSES" section, selecting the "I am not a customer" option.





## 04. What is the Private Area Home?

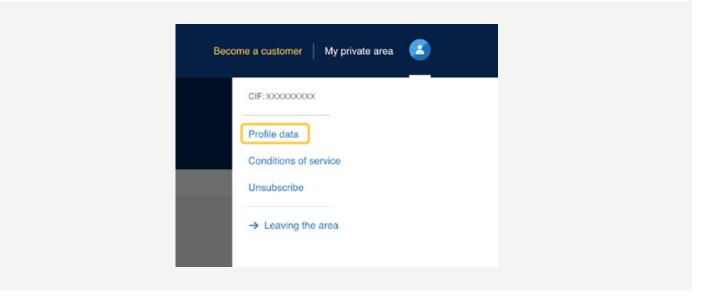
It is a space where you will find **personalized information depending on the process you have used**. If it is your first login, you need to identify yourself.





#### How do I select the language?

The Private Area is available in 6 languages: Spanish, Catalan, English, French, Italian and Portuguese. To change the language in which the portal is displayed, click on the icon in the upper right corner and select <**Profile data**>.



Use the third tab **<Language>** and select the desired language from the drop-down menu.

	v



## 05. How do I identify myself in the Private Area?

#### You will need:

**1 Tax identification number:** the NIF of the company representative that is completing the process, or passport if the company is non-resident.

**2** Mobile phone: it is required for signing contracts and for requesting advance payments, since you will receive a single-use code by SMS to confirm the transaction.

3 Full name.

Personal information				
		0	Why do we ask you for the NIF or NIE? For security reasons it is necessary to identify the owner representative or administrator.	
Prefijo Spoin 0034 ¥	Business mobile phone	0	Need help? The contact telephone number is 91 224 98 02	
Forename(s)				
First sumame	Second sumame			
Continue				



### Identification process

#### You will then be able to choose between two identification methods:

1 Digital certificate from the FNMT or Izenpe: for this identification method you will need to use Self-Signature. Individual certificates will not be used. This identification method is not available for companies not resident in Spain.

2 Supplier Reverse Factoring Information: if you do not have a digital certificate, or simply prefer to use another access method, you can use Reverse Factoring information for identification.

The contact telephone number is 91 224 98 02 The contact telephone	AV6		Verifying your identity
BBVA we adapt to your needs, which is why we give you the choice between the wing options to complete your identification: Celf-signature and digital certificate currently you can use the Sole or Joint Administrator Certificate and the egal Entity Certificate, issued by the FNMT Provider confirming data currently you can use any invoice from the last year of any of your clients the pay through Confirming BBVA	ow do you want to identify yourself?		
Currently you can use the Sole or Joint Administrator Certificate and the ogal Entity Certificate, issued by the FNMT	BBVA we adopt to your needs, which is why we give you the choice between the owing options to complete your identification:	•	e number is 91 224 98 02
Currently you can use the Sole or Joint Administrator Certificate and the ogal Entity Cortificate, issued by the FNMT	0		
egal Enlity Contificate, issued by the FNMT  Provider confirming data Currently you can use any invoice from the last year of any of your clients the pay through Confirming BBVA			
Provider confirming data currently you can use any invoice from the last year of any of your clients who pay through Confirming BBVA	Logal Entity Cartificate, issued by the FNMT		
Currently you can use any invoice from the last year of any of your clients the pay through Confirming BBVA	0		
vho pay through Confirming BBVA	Provider confirming data		
Continue	Currently you can use any invoice from the last year of any of your clients who pay through Confirming BBVA		
	Continue		



#### What information do I need if I identify myself through Reverse Factoring?

### The Reverse Factoring information that you will need for identification is:

1 **Reverse Factoring contract number:** enter the complete contract exactly as it appears in the document. The hyphens separating the digits will autocomplete.

2 Invoice number: please use an invoice that is less than 12 months old to be valid for the identification process.

3 Invoice payment date.

4 Invoice amount.

5 Currency: Euros by default.

BBVA		Venfying your identity	
	1 Back		
Confirming Provider In order to identify yourself through the of your invoices from the last year on h Confirming contract number	Confirming provider, you need to have one and.	In the a email, t	e does the contract number appear? assignment document that you received by the Reference field appears, with the format XXXX-XXXX-XXXXXXXXXXXXXXXXXXXXXXXXXXX
You will find this information in the credit a Invoice number	issignment document that you received by email.	Need	helo?
Invoice namber	<b>a</b>	-	ntact telephone number is 91 224 98 02
The invoice payment date must be less the			
Invoice amount	Invoice currency * EUR (Euro)		
Finish			
You can also identify yourself by Se	r-signature and Digital certificate		



# 06. How does Reverse Factoring work?

Once you are registered and access the Private Area Home, you will be able to access the Reverse Factoring process, where you will see 3 tabs. The **<Reverse Factoring invoices>** tab will appear by default, and within it invoices that can be collected early grouped by client (options marked by default).

#### You can also choose the display by combining these other options:

1 Invoice type: can be collected early, can be collected early after deadline, past due and collected early.

**2** Group: by clients, due dates and payment orders.

and the second second					
LECT INVOICE TYPE					
Advance payment	Unanticipate	d Overdue	Paid in adva	ance	
ow grouped by:					
Customer contract (1)	Due dat	Paymment or	dens		
	es of the same currer	rcy. To view other invoice groups	of a different ourrency	y, open the advanced search and	
Advanced search					0 B
EUR X Clear filters					
CLIENT 1		CLIENT 2		CLIENT 3	
X0000000X					
Contract reference		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		300000000	
				Contract reference	
182-3999-517-2230654					
182-3999-517-2230654 No. of invoices	san braskdown	Contract reference		182-3999-517-2726706	
No. of invoices 6	see breakdown	Contract reference 182-3999-517-1953854		No. of invoices	see breakdown
No. of invoices 6 Nominal amount	18.605,53 EUR	182-3999-517-1963854 No. of invoices	see breakdown	No. of involces 5	
No. of invoices 6 Nominal amount Advance payment amount	18.605,53 EUR 18.310,32 EUR	182-3999-517-1963854 No. of invoices 1		No. of invoices 5 Nominal amount	2.363,66 EUR
No. of involces 6 Nominal amount Advance payment amount Interest	18.605,53 EUR 18.310,32 EUR 272,72 EUR	182-3999-517-1963854 No. of invoices 1 Nominal amount	1.018,03 EUR	No. of involces 5 Nominal amount Advance payment amount	2.354,73 EUR
No. of invoices 6 Nominal amount Advance payment amount Interest Fees and commissions	18.605,53 EUR 18.310,32 EUR 272,72 EUR 18.59 EUR	182-3999-517-1963854 No. of invoices 1 Nominal amount Advance payment amount	1.018,03 EUR 1.010,62 EUR	No. of involces 5 Nominal amount Advance payment amount Interest	2.363,66 EUR 2.354,73 EUR 1,78 EUR
No. of involces 6 Nominal amount Advance payment amount Interest Fees and commissions INA/SCOM (21%)	18.605,53 EUR 18.310,32 EUR 272,72 EUR 18.59 EUR 3.90 EUR	182-3999-517-1963854 No. of invoices 1 Nominal amount Advance payment amount Interest	1.018,03 EUR 1.010,62 EUR 3,78 EUR	No. of involces 5 Nominal amount Advance payment amount Interest Fees and commissions	2.363,66 EUR 2.354,73 EUR 1,78 EUR 5.91 EUR
No. of involces 6 Nominal amount Advance payment amount Interest Fees and commissions INA/SCOM (21%) AER	18.605,53 EUR 18.310,32 EUR 272,72 EUR 18.59 EUR 3.90 EUR 7,171194 %	182-3999-517-1953854 No. of invoices 1 Nominal emount Advance payment amount Interest Foes and commissions	1.018,03 EUR 1.010,62 EUR 3,78 EUR 3,00 EUR	No. of involces 5 Nominal amount Advance payment amount Interest Piece and commissions INV/SCOM (21%)	2.363,66 EUR 2.354,73 EUR 1.78 EUR 5.91 EUR 1.24 EUR
No. of involces 6 Nominal amount Advance payment amount Interest Fees and commissions INA/SCOM (21%)	18.605,53 EUR 18.310,32 EUR 272,72 EUR 18.59 EUR 3.90 EUR	182-3999-517-1963854 No. of invoices 1 Nominal amount Advance payment amount Interest	1.018,03 EUR 1.010,62 EUR 3,78 EUR	No. of involces 5 Nominal amount Advance payment amount Interest Fees and commissions	2.363,66 EUR 2.354,73 EUR 1,78 EUR 5.91 EUR

Press <Sign advance payment> to create an advance payment for this invoice group.



By selecting **See breakdown>** on the previous screen, you will see all the invoices from the previous group. From here you can request an advance payment, with the **Pay in advance**> option for the invoices you select.

Pay in advance any simulati	00.10			Showing the invoice 6 by contra
INVOICE NO	CUSTOMER -	DUED. +	CONTRACT -	AMOUNT -
22007518 Invoice	CLIENT 1 XXXXXXXXXX	25 May 2024	182-3999-517-2230654	16.102,35 EUR
23006079-RI Issuite	CLIENT 2 XXXXXXXXXX	10 March 2004	182-3999-517-2230654	717,82 EUR
I1942/2023 Invoice	CLIENT 3 XXXXXXXXXX	10 March 2024	182-3999-517-2230654	193,32 EUR
23006163-RI Invoice	CLIENT 4 XXXXXXXXXXX	25 March 2024	182-3999-517-2230654	1.204,81 EUR
23006303-RI Invoice	CLIENT 5 X00000000	25 March 2024	182-3999-517-2230654	272.26 EUR
23006893-P8 Invoice	CLIENT 6	25 April 2024	182-3999-517-2230654	114,97 EUR
Total nominal amount				18 005 53 EUR

If you uncheck all group options, you will see a list **of all invoices for all clients.** At any time, you can also **export** the invoice view that you have defined **to PDF/Excel**.

SELE	CT INVOICE TYPE						
	Advance payment	Unanticipated	Overdue	Paid in advance			
Show	prouped by:						
C	Customer contract	Due dates	Paymment ord	lers			
	Select one or more inv	s voices to simulate and process the	oir advance payment			t(s) advance payment	
			pir advance payment		imulate and proc	t(s) advance payment ess advance payment AMOUNT -	
	Select one or more inv rows selected	voices to simulate and process the			imulate and proc	ess advance payment	
	Select one or more inv rows selected INVOICE NO 103/2024	customer -	REMITTANCE NO	Cancel # S     DUE D. +     OFFER END D. +     22 Apr	status +	ess advance payment AMOUNT -	
	Select one or more inv rows selected INVOICE NO 103/2024 Invoice 11942/2023	CUSTOMER - CUSTOMER - CLIENT 1 x000000000 CLIENT 2	REMITTANCE NO 3840163	Cancel # S     DUE D OFFER END D     22 Apr     2004 10 Mar	imulate and processors of a status - Anticipatable	AMOUNT - 3.822,23 EUR 193,32 EUR	
•	Select one or more inv rows selected INVOICE NO 103/2024 Invoice 11942/2023 Invoice 1394	CLIENT 2 CLIENT 2 CLIENT 2 X00000000 CLIENT 2	REMITTANCE NO. + 3840163 3845504	© Cancel 4£ 5 DUE D. + OFFER END D. + 22 Apr 2004 10 Mar 2004 25 Jun	STATUS - Anticipatable Anticipatable	AMOUNT - 3.822,23 EUR 193,32 EUR	
•	Select one or more inv rows selected INVOICE NO 103/2024 Invoice 11342/2023 Invoice 11342 Invoice 114118/2023	CLENT 4	REMITTANCE NO 3840163 3845504 3859442	O Cancel -E S           DUE D. +         OFFER END D. +           22 Apr 2014         24           10 Mar 2014         25 Jun 2014           25 Mar         25 Mar	STATUS - Anticipatable Anticipatable Anticipatable	ess advance payment AMOUNT - 3.822,23 EUR 193,32 EUR 57.123,46 EUR	
•	Select one or more inv rows selected INVOICE NO 103/2024 Invoice 1334 Invoice 14118/2023 Invoice 14113/2023	CLIENT 3 SOCOCOCC CLIENT 5	PREMITTANCE NO 3840163 3845504 3859442 3858121	Cancel 42 S DUE D OFFER END D 22 Apr 2024 2024 25 Jun 2024 25 Mar 2024 15 Apr	Imulate and processors of the second status - Anticipatable Anticipatable Anticipatable Anticipatable Anticipatable	AMOUNT - 3.822.23 EUR 193,32 EUR 57.123,46 EUR 571,86 EUR	



Use the **<Advanced search>** option to narrow your search using different variables.

Customer contract () Due date	s Paymme			
R Advanced search				O Export
Search for invoices by:				×
Customer name or tax ID code	~	Contract reference		~
Remittance number	Invoice number			
Amounts				
Minimum amount EUR	Maximum amount	EUR	Currency EUR	
Range of expiry dates				
Search Clear filters				

If you click on an invoice from the list, you will display the **details of the specific invoice.** 

ş	Select one or more invoi	ces to simulate and pro	cess their ad	vance payment		Displaying 10 of	44 invoice result	(s) advance payme	nt
0 rd	ows selected					🔕 Cancel 🗄 Si	mulate and proce	ss advance payme	
	INVOICE NO. +	CUSTOMER -		REMITTANCE NO. ~	DUE D	OFFER END D. +	STATUS -	AMOUNT -	
	103/2024 Invoice	CLIENT 1 X00000000X		3840163	22 Apr 2024		Anticipatable	3.822,23 EUR	I
									×
	nvoice details								
1	nvoice reference	Document type Invoice	Contract rel 182-3999-5						
	ssue date 18 Dec 2023	Payment order	Payment da 22 Apr 2024						
	11942/2023 Invoice	CLIENT 2 X000000000		3845504	10 Mar 2024		Anticipatable	193,32 EUR	1
_	1334	CLIENT 3		3859442	25 Jun		Anticipatable	57.123,46 EUR	1



### 07. How do I request Advance Payments?

To request an advance payment, you must have previously **signed the** credit assignment **contract** for each client. If the contract is not signed, you can do so in the advance payment request process itself, as a mandatory step prior to said request. By pressing **<Sign advance payment>**, the calculator will open which you will use to request the advance payment in just three steps. In the process, you will see the **terms** and the **net amount** that will be credited to your account.

You can open it to see the details of the settlement and the net amount.

3.757,55 EUR	
Total net amount	<del>6</del> 07
Total nominal amount	3.822,23 EUR
Invoice total	1 invoices
Transaction cost	64,68 EUR
Credit account	ESXX XXXX XXXX XX XXXXXXXXXXXX
_ CLIENT 1	Net 2 252 55 500
Valid contract	Net amo. 3.757,55 EUR
Valid contract Settlement details	Net amo. 3.757,55 EUR
	Net amo. 3.757,55 EUR 182-3999-517-3394858
Settlement details	
Settlement details Contract reference	182-3999-517-3394858
Settlement details Contract reference Currency	182-3999-517-3394858 EUR
Settlement details Contract reference Currency Nominal amount	182-3999-517-3394858 EUR 3.822,23 EUR
Settlement details Contract reference Currency Nominal amount Interest	182-3999-517-3394858 EUR 3.822,23 EUR 53,11 EUR
Settlement details Contract reference Currency Nominal amount Interest Fees and commissions	182-3999-517-3394858 EUR 3.822,23 EUR 53,11 EUR 9,56 EUR



If you prefer, you can also collect payment early by selecting some or all of the invoices, up to a maximum of 150, as long as the status of the invoices is **Anticipatable** and they belong to the same client.

Once the invoices have been selected, press <Simulate and process advance payment>.

	Select one or mo	ore invoices to simulate and process	their advance payment		Displaying 10 of	42 invoice result	t(s) advance paymer	nt
2 1	ows selected	Total nominal amount 291,40 EUF	ı		😣 Cancel 🗄 Sir	nulate and proce	ess advance paymer	nt
-	INVOICE NO. +	CUSTOMER -	REMITTANCE NO. *	DUE D. 👻	OFFER END D	STATUS -	AMOUNT ~	
	103/2024 Invoice	CLIENT 1 XXXXXXXXXX	3840163	22 Apr 2024		Anticipatable	3.822,23 EUR	ł.
	11942/2023 Invoice	CLIENT 2 300000000	3845504	10 Mar 2024		Anticipatable	193,32 EUR	1
	1334 Invoice	CLIENT 3	3859442	25 Jun 2024		Anticipatable	57.123,46 EUR	÷
	14118/2023 Invoice	CLIENT 4	3858121	25 Mar 2024		Anticipatable	571,86 EUR	:



#### 08. How do I see the Advance Payments made?

To see transactions carried out, go to **Advance payments made**. You can filter by **Type of advance payment**: **onetime, automatic and cancelled**, and narrow your search with the **<Advanced search>** option, as well as export the displayed information to PDF/Excel. For each advance payment, you can see the breakdown of the constituent invoices and their terms, and download the settlement of the advance payment and its invoices in PDF format.

	SELECT THE TYPE OF	Automati		celled							
	Advanced search								0	Export	
	EUR X Clear	filters									
								ng 10 of 35 advance		esult(s)	
	ADVANCE PRYMENT + 9000137	PAVML DATE +	EFFECTIVE DATE + 22 Nov	CUSTOMER +	INVOICE NO. +	TYPE -		NCY - NETNOMN	727,92 EUR		
	9369623	2022 15 Sep	2102 15 Sep	CLIENT 2		Cne-off			4.759,52 EUR 915,84 EUR		
		2023	2023	1000000000				3	1,480,27 EUR		
	9323139	20 Jul 2023	20 Jul 2023	CLIENT 3 100000000	3	Cno-off			507,66 EUR		
	9024290	12 Dec 2022	12 Dec 2022	CLIENT 4	2	One-off			ice breakdow ract condition		
	8962571	26 Oct 2022	26 Oct 2022	CLIENT S	4	Cno-off	EUR	View cut informat			
	8844056	10 <b>C</b> 2505	26 Jul 2022	CLIENT 6 x000000000	5	Cne-off	EUR		d settlement		
	8844054	26 Jul 2022	26 Jul 2022	CLIENT 7 1000000000	1	Cne-off	EUR		912,03 EUR	-1	
	9539877	10 Jan 2024	10 Jan 2024	CLIENT 8 10000000000	1	<b>One-off</b>	EUR		607,40 EUR 610,42 EUR	1	
	9355506	17 Aug 2023	17 Aug 2023	CLIENT 9 xxxxxxxxxx		Cne-off	EUR		608.31 EUR 610.42 EUR	1	
	9278064	19 Jun 2023	19 Jun 2023	CLIENT 10	1	Cne-off	EUR		608,36 EUR 610.42 EUR	1	
Advance paym											
CUSTOMER -	REFEREN		VALUE DATE	*	TYPE +			STATUS +		CURRENCY +	
CLIENT 1 X00000000X	182-3995	-517-177207	20 Jul 2023		One-off		F	Posted		EUR	
INVOICE NO. +	REFERD	ICE -	PA	VMENT D	DAYS -	FØ	E -	INTEREST +	S INTEREST		NOMINAL -
22003436 Invoice			25 201	Oct	97	3	3,86	96,14	5,80 %		6.156,21
6161/2023			25 20	Sep 13	67	10	0,38	196,87	5,80 %		18.250,27
Invoice			25 20	Jul 23	5		3,08	0,45	5,80 %		560,80
Invoice 11267/2020 Invoice											



### 09. Can I cancel an Advance Payment?

1 To cancel an advance payment, use the <Cancel advance payment> option that will appear on the right in each of the advance payments shown in the list, as long as they have **Can be cancelled** status.

2 To see **cancelled** advance payments, use the corresponding filter at the top of the list.

ice total 1 invoices saction cost 100,32 EUR
noice total 1 invoices ansaction cost 100,32 EUR
ansaction cost 100,32 EUR
edit account ESXX XXXX XXXX XX XXXXXXXXX
+ DDD DD DD Valid contract Net amo. 2.132,68 EUR



# 10. What can I do in "Client contracts"?

In this option you will be able to **sign your contracts with clients and see statistical information**. You will be shown the list of clients who pay you through BBVA Confirming with the status of the contract (**unsigned - SF**, **one-time advance payment - AP**, **automatic overall advance payment - AG**), payment account, etc.

#### 11. How do I sign a contract?

Select the contract for which you want to complete the process, and you will be able to see the terms of the contract, statistical information on the invoices assigned for that client in this contract and **<Sign contract**>.

Rever	se factoring invoices		Advance paymen	its made	Customer contracts	
Advanced se	arch					0 E
CUSTOMER -	REFERENCE	CREDIT ACCOUNT	STATUS +	SIGNATURE DATE +	TYPE OF ADVANCE PAYMENT + CHANNEL	Ŧ
CLIENT 1	0182-3999-051	ESXX XXXX XXXX	Pending signature			
CLIENT 2 X00000XXXX	0182-3999-051	ESXX XXXX XXXX XXXX	Pending signature		See contract cond	tions
CLIENT 3 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	0182-3999-051	ESXX XXXX XXXXX	Pending signature		View customer information	_
CLIENT 4 xxxxxxxxxxx	0182-3999-051	ESXX XXXX XXXX	Pending signature		Sign contract	
CLIENT 5 xxxxxxxxxxxxxxxxx	0182-3999-051	ESXX XXXX XXXX	Pending signature			
CLIENT 6	0182-3999-051	ESXX XXXX XXXX	Pending signature			
	fi Tr	You are signing the or CLIENT 1 he advance payment contract is o coasionally need to sign additiona ferent currencies or for a specific	nly signed once by each client. I contracts if new involces you a	You may dvance are in		
		Continue				



Two options will appear depending on the type of advance payments:

1 Automatic Advance Payment: all orders received from the client will be funded automatically.

2 **One-Time Advance Payment:** for each order issued by your client you must indicate which invoices you want to collect early.

1 de 2 Setting	
Before signing the contract, select the type of advance payment you want to establish for the invoices you receive from CLIENT 1	<b>I</b>
Select the type of advance payment Automatic: The financing of the invoices you receive is processed automatically.	Use the automatic advance payment for easy and convenient invoice management. With the automatic advance, invoices will be financed and paid automatically without you having to do anything else to manage them.
Prompt: Advance the invoices you want whenever you want, through your private area.	
Continue Exit	

Once you have selected the advance payment method, you will reach a screen where you can **download the contract to see its terms.** When you have downloaded it, a checkbox will be enabled to confirm you have read its terms and conditions.

As soon as you tick the checkbox, a one-time password will be sent to the mobile phone indicated in the identification process, and after entering the password received in the corresponding field, the **<Continue>** button will be enabled and you will have completed the contract signing process.

BBVA Companies		Signatura de contracte cessió de crédit sense resources
	T Former	
2 of 2 Contract signature		✓ Summary of conditions
To sign the contract, you must obtain the documentation and accept the terms	and conditions.	
CONTRACTUAL DOCUMENTATION		
Title of the service contract Product contract continuing with the client that you have passed the invoice	nioad pendent	
I have agreed, understood and accepted the terms and conditions.		



You will be able to **change** a specific contract from **one-time advance payment to automatic**, by re-signing the contract from this menu option.

COSTONER +	HELENEHUE	CHEDIT ACCOUNT	annina +	SIGNATIONE DATE Y	TTPE OF AUTAINE PATH	COMPANYEL *
CLIENT 1 X000000000	0182-3999-051	ESXX XXXX XXXX	Pending signature			
CLIENT 2 200000000	0182-3999-051	ESXX XXXX XXXX	Signed	18 Sep 2023	One-off	HOST
CLIENT 3 XXXXXXXXXXX	0182-3999-051	ESXX XXXX XXXX	Pending signature			See contract conditions View customer
CLIENT 4	0182-3999-051	ESXX XXXX XXXX	Pending signature			information
CLIENT 5 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	0182-3999-051	ESXX XXXX XXXX	Pending signature			Switch to automatic contract
CLIENT 6 X000000000	0182-3999-051	ESXX XXXX XXXX XXXX	Pending signature			
CLIENT 7 300000000	0182-3999-051	ESXX XXXX XXXX	Signed	06 Nov 2023	One-off	WEB
CLIENT 8 XXXXXXXXXX	0182-3999-051	ESXX XXXX XXXX	Pending signature			
CLIENT 9 300000000	0182-3999-051	ESXX XXXX XXXX	Pending signature			



# 12. How do I see Statistics by client?

From this option you will be able to see historical aggregated data for your clients, see the amounts assigned/collected early/not collected early per client for the last 12 months of the year and the current month.

CLIEN X0000	00000X	0182-3999-051					
CLIEF			ESXX XXXX XXXX	Pending signature			
	~~~~	0182-3999-051	ESXX XXXX XXXX	Signed	18 Sep 2023	One-off	HOST
XXXXXX	ENT 3 000000	0182-3999-051	ESXX XXXX XXXX	Pending signature			See contract cond View customer
	ENT 4 000000	0182-3999-051	ESXX XXXX XXXX XXXX	Pending signature			information
	ENT 5 000000	0182-3999-051	ESXX XXXX XXXX	Pending signature			Switch to automat
	ENT 6 000000	0182-3999-051	ESXX XXXX XXXX	Pending signature			
	NT 7 CODOC	0182-3999-051	ESXX XXXX XXXX	Signed	06 Nov 2023	One-off	WEB
	ENT 8	0182-3999-051	ESXX XXXX XXXX XXXXX	Pending signature			
	mer info	0182-3999-051	ESXX XXXX XXXX XXXX	Pending signature			
	mer info		ESXX XXXX XXXX	Pending signature		REFERENCE	
Custon	mer info					REFERENCE 0182-3999-0517-00000000	3394858
CUSTOMER CLIENT 1	mer info		CIF				3394858
CUSTOMER CLIENT 1 Statistics	mer info	ormation	CIF	ĸ	JULT ASSIGNED		
CUSTOMER CLIENT 1 Statistics	mer info	ormation	CIF	K	UNT ASSIGNED	0182-3999-0517-0000000	NON-ANTICIPATED
CUSTOMER CLIENT 1 Statistics		ormation	CIF	К АМО 26		0182-3999-0517-00000003	NON-ANTICIPATED 8.923,



### Supplier Reverse Factoring Guide