



THE SACHA SUPPLIER PORTAL GUIDE (V1.2)

Version	Date	Drafted by	Comment
V1.0	09/03/2021	LL / CL	Creation
V1.1	18/11/2024	KJ	Suppression LIF
V1.2	19/12/2025	AM / LL	Link to activate account

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1. Logging into the Supplier portal

1.1. Receiving a notification

You are a supplier of the Banque de France and you have received an email like this from the following sender:

Banque de France - Portail SACHA <no-reply@oalia.com>

Dear Sir or Madam,

The Banque de France Procurement Directorate has just activated your user account in its Information System. Your login ID is: [admin.contact]

[Click here to log into the application](#) and set your password. Please note that this link will expire on: 03/01/2026

Through the portal, you will be able to view the administrative information entered for your company.

If necessary, you will also be able to view orders placed by the Banque de France.

If you have any questions about this portal, please contact the administrator at the following address: 1199-assistancepap-UT@banque-france.fr

Yours faithfully,

The Procurement Administrator.

Accessing the application

This notification invites you to log on to the SACHA Supplier portal, where you may:

- find administrative information concerning your company;
- retrieve purchase orders (POs) sent to you by the Banque de France Procurement Directorate's order centre.

1.2. Getting onto the portal and setting your password

To log into the SACHA Supplier portal, you must first click on the link in the email:

[Click here to log into the application](#)

You will be taken to this new screen where you can set your password:

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BANQUE DE FRANCE
EUROSYSTÈME **PORTAIL FOURNISSEUR**

! Veuillez saisir votre nouveau mot de passe.

Mot de passe *

Confirmation du mot de passe *

Se connecter

A propos de la gestion du mot de passe

VOTRE MOT DE PASSE DOIT RESPECTER LES RÈGLES SUIVANTES

1. Longueur minimale : 12 caractères
2. Doit contenir au moins une lettre majuscule, une lettre minuscule, un chiffre et un caractère spécial
3. Ne doit pas contenir votre nom ni votre prénom

You must enter a new password of your choice, following the capitalisation guidelines described in the pop-up at the top left of the screen, then confirm it and click on “Log in”.

1.3. Reinitialising your account

The account activation link is only valid for 15 days.

If this period has expired, you may reset your account by clicking on "Forgotten your password? Click here“:

Powered by Oalia SRM360™

BANQUE DE FRANCE
EUROSYSTÈME **PORTAIL FOURNISSEUR**

Utilisateur *

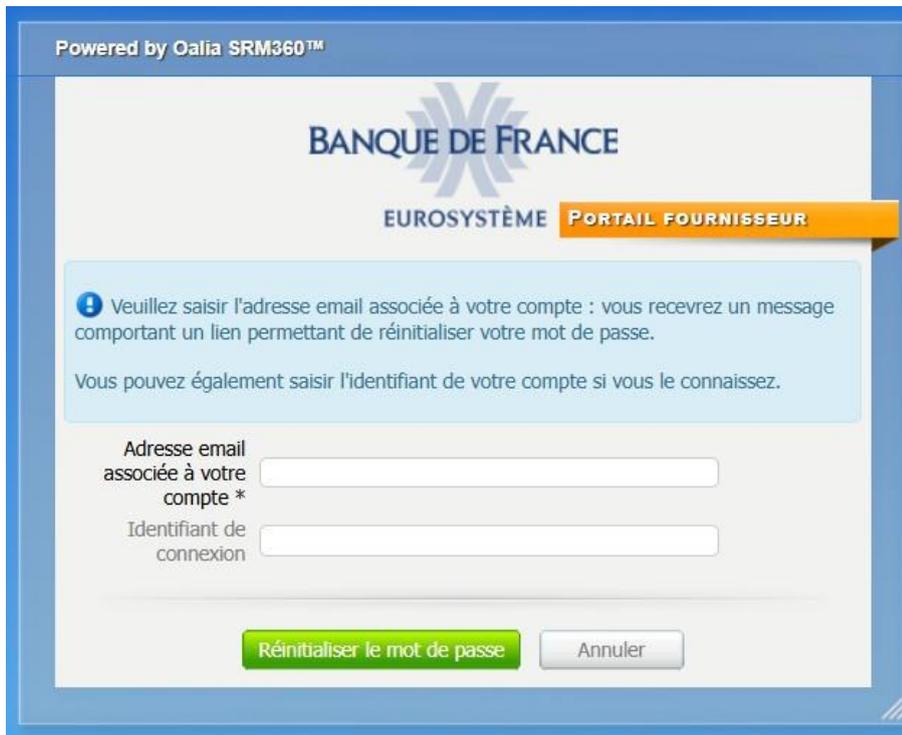
Mot de passe *

Vous avez oublié votre mot de passe ? Cliquez ici.

Pas encore fournisseur ? Faites-vous connaître.

Se connecter

You will be taken to the following screen. Only complete the “email address associated with your account” field and then click on “Reset password”:



Powered by Oalia SRM360™

BANQUE DE FRANCE
EUROSYSTÈME **PORTAIL FOURNISSEUR**

ⓘ Veuillez saisir l'adresse email associée à votre compte : vous recevrez un message comportant un lien permettant de réinitialiser votre mot de passe.
Vous pouvez également saisir l'identifiant de votre compte si vous le connaissez.

Adresse email associée à votre compte *

Identifiant de connexion

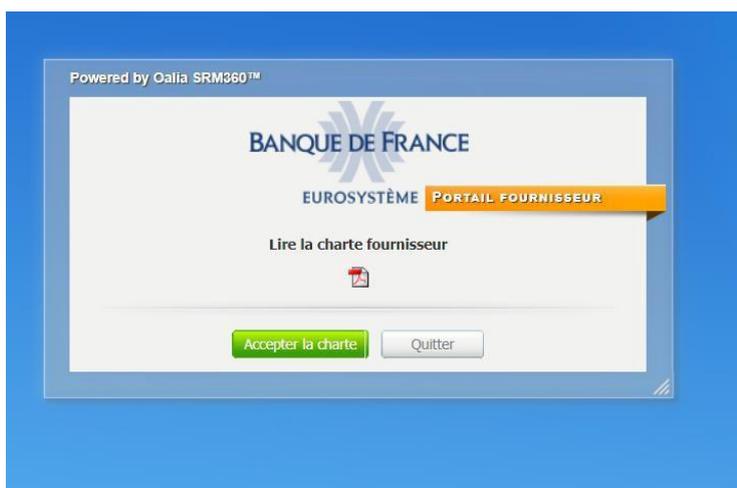
Then follow the steps described in points 1.1 and 1.2 above.

Be sure to keep your login ID and password to be able to log into the Supplier portal in the future.
Allow 30 minutes between each password reset.

1.4. First-time logging into the Supplier portal

The Supplier Charter must be accepted

You must read and accept the Supplier Charter in this screen:



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BANQUE DE FRANCE
EUROSYSTÈME **PORTAIL FOURNISSEUR**

Lire la charte fournisseur

1.5. If you forget your password

If you forget or lose your password, you can reset your account by clicking on “Forgotten your password? Click here”:

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BANQUE DE FRANCE
EUROSYSTÈME PORTAIL FOURNISSEUR

Utilisateur *

Mot de passe *

[Vous avez oublié votre mot de passe ? Cliquez ici.](#)
Pas encore fournisseur ? Faites-vous connaître.

You will be taken to the following screen. Only complete the “email address associated with your account” field and then click on “Reset password”:

Powered by Oalia SRM360™

BANQUE DE FRANCE
EUROSYSTÈME PORTAIL FOURNISSEUR

i Veuillez saisir l'adresse email associée à votre compte : vous recevrez un message comportant un lien permettant de réinitialiser votre mot de passe.

Vous pouvez également saisir l'identifiant de votre compte si vous le connaissez.

Adresse email associée à votre compte *

Identifiant de connexion

Then follow the steps described in points 1.1 and 1.2 above.

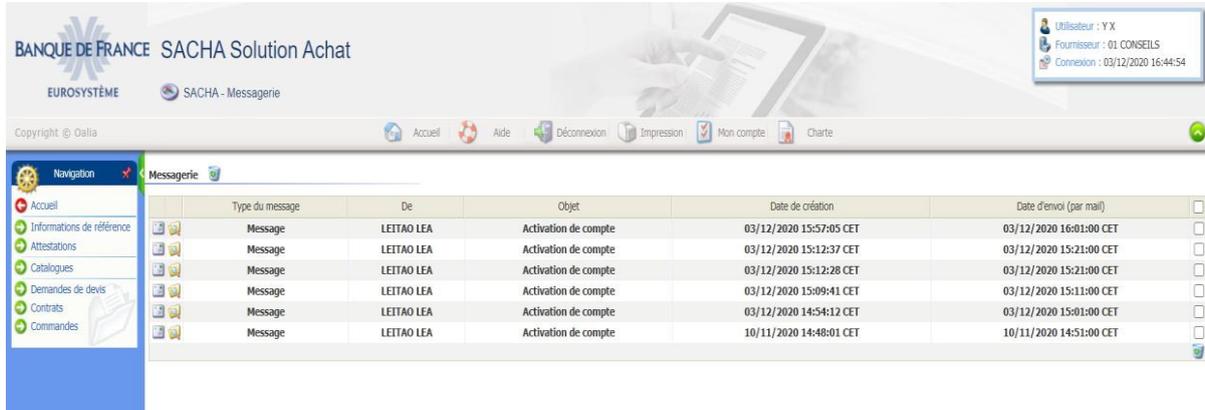
Be sure to keep your login ID and password to be able to log into the Supplier portal in the future.

Allow 30 minutes between each password reset.

2. What can you find on the portal?

2.1. Presentation of the Home Page

You will be taken to the following Home Page screen which displays your messages:



There is a navigation menu on the left-hand side of the page, allowing you to access your reference information, requests for quotes, contracts and orders concerning your company:



In the centre of the page, you will find two key icons:

Click on  to read the message.

Click on  to access and download a file.

An icon for managing and deleting your messages appears on the right hand side:



2.2. Reference information

In the reference information section, three main tabs allow you to view or modify data concerning your company.

2.2.1. Administrative information



You may view the information provided by the Banque de France for your company, such as the company name, address, the SIREN identification number for French companies, SIRET number (French business ID) and intra-community VAT number.

To modify this information, see “Section [4. In the event of problems or a modification request](#)”.

2.2.2. Payment information

You may view your company's bank details in the tab below:



If you are the “payment notification contact” (information in the “contacts” tab) for your company and have received an update request in your inbox, you may view your bank details. If this information is no longer relevant, refer to “Section [4. In the event of problems or a modification request](#)” of this guide and send us your updated bank details.

2.2.3. Contacts

2.2.3.1. Updating contacts

Click on the “contacts” tab to view the list of contacts registered for your company:



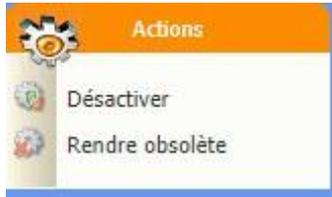
1 - adding a contact:

Click on the green circle to add a contact:



2 - deactivating a contact:

Click on the person's name and then deactivate them by clicking on the "Actions" icon.



NB:

The number of contacts is limited. Please deactivate any unnecessary contacts.

You cannot delete contacts, you can only deactivate them or mark them as obsolete (once a contact has been marked as obsolete, it cannot be reactivated).

Some email services are protected by anti-spam software and block messages from external mailing lists. In this case, it may be necessary to submit another address that is not blocked or to unblock messages from the sender: Banque de France - Portail SACHA <no-reply@oalia.com >.

2.2.3.2. Adding attachments

Any contact at your institution may add new attachments

To add attachments:



Click on:  and save the document you wish to share with the Banque de France.

3. Purchase orders (POs)

You may retrieve your purchase orders and associated **commitment numbers** via a notification or via the "navigation" menu, under "Orders".

3.1. Via a notification

You are notified by email when the Banque de France sends a purchase order or a request for a quote, similar to the example below:

De : no-reply@ogifa.com
 Envoyé : 2022-06-13 11:41:06
 A :
 CC :
 Objet : Commande ref. CMD_2022_007107 - Diffusion du bon de commande 'Commande initiale'

Bonjour,

La commande ref. CMD_2022_007107 vous est transmise. Le bon de commande 'Commande initiale' est disponible dans votre espace fournisseur.

Cordialement,

<https://fournisseurs-socba.banque-france.fr>



In the portal's messaging system, click on:  to open and download the purchase order sent to you.

3.2. Via the “navigation” menu

Go to the navigation menu in “Orders” to view a list of your purchase orders with the Banque de France.



In the “Order reference” column, search for the order reference sent to you via the notification.

Bons de commande											
Référence de la commande	Référence du contrat	Date de transmission	Date de 1er accès	Date de prise en compte	Date d'annulation	Acte	Document	Montant total HT	Montant total TTC	Confirmer prise en compte	Documents complémentaires
CMD_2023_011376		31/10/2023	31/10/2023	31/10/2023		Commande initiale	CMD_2023_011376 - Commande initiale.pdf	30 000,00 EUR	36 000,00 EUR		
CMD_2023_011375		31/10/2023				Commande initiale	CMD_2023_011375 - Commande initiale.pdf	5 000,00 EUR	6 000,00 EUR	✓	
CMD_2023_011374		30/10/2023				Commande initiale	CMD_2023_011374 - Commande initiale.pdf	3 000,00 EUR	3 600,00 EUR	✓	
CMD_2023_011373		30/10/2023				Commande initiale	CMD_2023_011373 - Commande initiale.pdf	1 000,00 EUR	1 200,00 EUR	✓	
CMD_2023_011371		23/10/2023				Commande initiale	CMD_2023_011371 - Commande initiale.pdf	1 995,84 EUR	2 395,01 EUR	✓	
CMD_2023_011366		19/10/2023				Commande initiale	CMD_2023_011366 - Commande initiale.pdf	260,00 EUR	312,00 EUR	✓	
CMD_2023_011361		03/10/2023				Commande initiale	CMD_2023_011361 - Commande initiale.pdf	1 000,00 EUR	1 200,00 EUR	✓	1
CMD_2023_011354		21/09/2023				Commande initiale	CMD_2023_011354 - Commande initiale.pdf	1 200,00 EUR	1 440,00 EUR	✓	
CMD_2023_011353		19/09/2023				Commande initiale	CMD_2023_011353 - Commande initiale.pdf	1 000,00 EUR	1 200,00 EUR	✓	
CMD_2023_011347		06/09/2023				Commande initiale	CMD_2023_011347 - Commande initiale.pdf	100,00 EUR	120,00 EUR	✓	
CMD_2023_011342		05/09/2023				Commande initiale	CMD_2023_011342 - Commande initiale.pdf	1 000,00 EUR	1 200,00 EUR	✓	
CMD_2023_011340		05/09/2023				Commande initiale	CMD_2023_011340 - Commande initiale.pdf	100,00 EUR	120,00 EUR	✓	
CMD_2023_011337		04/09/2023				Commande initiale	CMD_2023_011337 - Commande initiale.pdf	100,00 EUR	120,00 EUR	✓	
CMD_2023_011329		28/08/2023				Commande initiale	CMD_2023_011329 - Commande initiale.pdf	4 000,00 EUR	4 800,00 EUR	✓	1
CMD_2022_008425	DMA_2022_000399	19/07/2022		25/07/2022		Commande initiale	CMD_2022_008425 - Commande initiale.pdf	115 500,00 EUR	138 600,00 EUR	✓	

In the “Document” column, click on the PDF icon and the purchase order will open. Click on the “Confirm acceptance” column.

4. In the event of problems or a modification request

If you encounter any problems using the Supplier portal, you can contact the following address:

1199-ASSISTANCEPAP-UT@banque-france.fr

You will also find useful information on the Banque de France website in the “Procurement” section: [You are a supplier | Banque de France](#).