



# Information Bulletin

To all agents and suppliers

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## Creation and modification of your of Bank Details

We want to stress to suppliers how important it is for us to obtain their bank details at the very **start of the purchasing process** so we can create their SAQ supplier account.

The information must be sent to us:

- For **store network products**, as soon as the first purchase intent for one of the supplier's products is issued;
- For **private orders**, at the same time as the new supplier information form. The document should be emailed to [demande.commande.privee@saq.qc.ca](mailto:demande.commande.privee@saq.qc.ca)

Delays are possible for some suppliers because, in some countries, many hoops must be jumped through to obtain bank details.

To send us your bank details, fill out the [Bank Details – Creation New Supplier](#) form and email it to [ComptabiliteFournisseurs@saq.qc.ca](mailto:ComptabiliteFournisseurs@saq.qc.ca). Note that only the new supplier is authorized to send the bank details to the SAQ.

Sending us this information promptly means payment in the form of a bank transfer will be issued in 48 to 72 hours instead of a surface-mailed bank draft, which may take up to 30 days, as noted in the [Terms and Conditions of the Purchase Order and Shipping Instructions](#) (section 7 – Payment) included with the purchase order.

## Updating bank details

To change your bank details, please fill out the [Bank Details – Modification](#) form.

## Important

If your SAQ supplier name is not the same as the name you use for your bank account, please refer to the [Procedure for Changing a Product's Supplier](#).

For more information, please contact  
our Business Relations Assistance Service (SARA),  
through [Contact SARA](#) or at 514 254-2711.