

VoB – FENDI Vendor OnBoarding Portal Supplier Handbook

FENDI
ROMA

[Italiano](#) [English](#) [中文](#)



LOGIN AREA

USERNAME

PASSWORD

[Forgot your password?](#)

DOCUMENTS

[Suppliers' manual](#)

CONTACTS

[Supplier Assistance \(see Jaggaer Advantage\)](#)
[Request OnLine Assistance](#)

ACCESS FENDI USERS

[ACCESS FENDI USERS](#)

POWERED BY JAGGAER - SYSTEM REQUIREMENTS

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1. Introduction

In this handbook will be explained the functionalities and the processes available in Fendi VoB Portal for Supplier. The document is focused on the following issues:

- Fendi VoB Portal Home Page
- Dashboard overview
- Strong authentication
- Onboarding process
- How to view/edit the data provided (general company data and classification)
- How to change bank data
- Fendi evaluation completed and feedback received
- Rules for specific fields

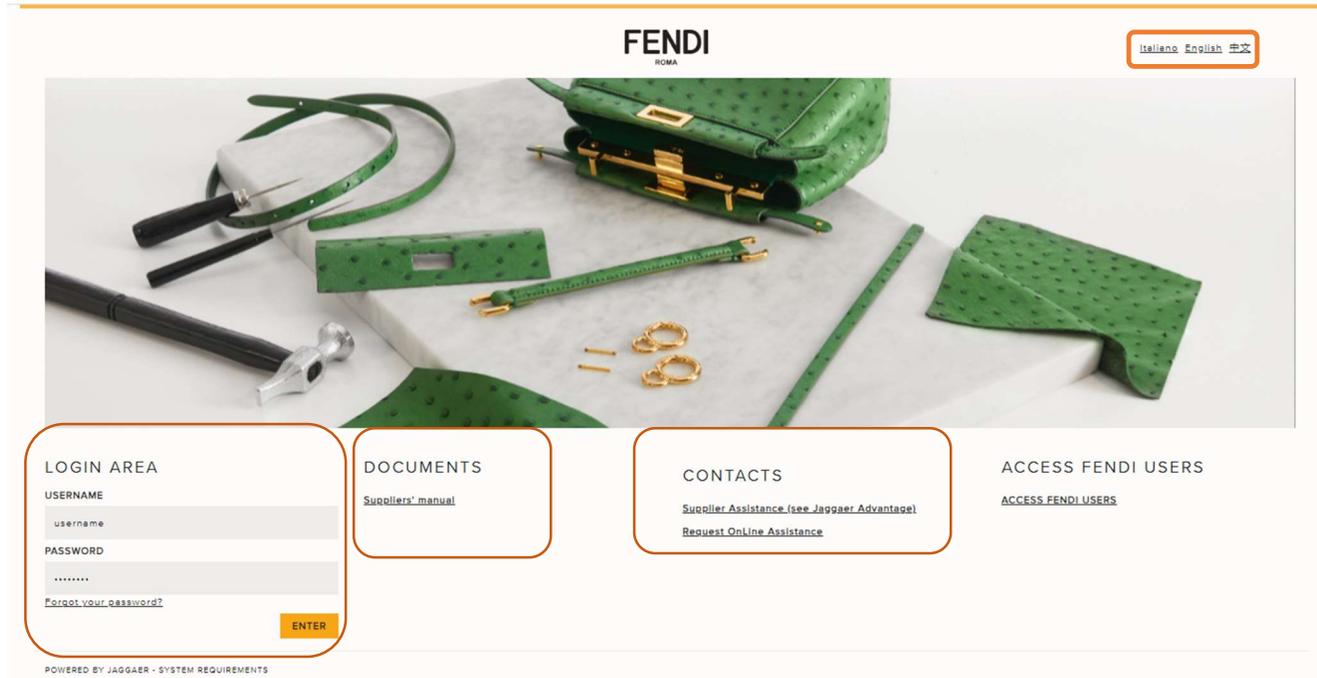
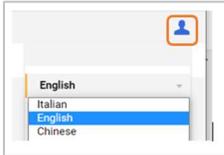
2. Fendi VoB Portal Home Page

The url to access at Fendi Vendor OnBoarding Portal is <https://vob.fendi.com>

The home page of the portal is divided in three main sections:

- **Login area:** allow supplier to enter username and password to login to the Fendi VoB Portal and to request for a new password
When entering a username and password, the supplier should delete the example of the portal and verify that there are no spaces at the beginning and end of the username and password that is entered.
- **Documents:** allow supplier to download the suppliers' manual of Fendi Vendor Portal
- **Contacts:** provide Fendi contacts in case of support
- **Language:** at the top right corner of the home page supplier can select the language. The VoB portal is available in **Italian, English** and **Chinese**. Clicking on the language name the supplier selects the preferred language.

After the login supplier can change the language by clicking on the blue icon at the top right corner of each page.



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Italiano English 中文

LOGIN AREA
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POWERED BY JAGGAER - SYSTEM REQUIREMENTS

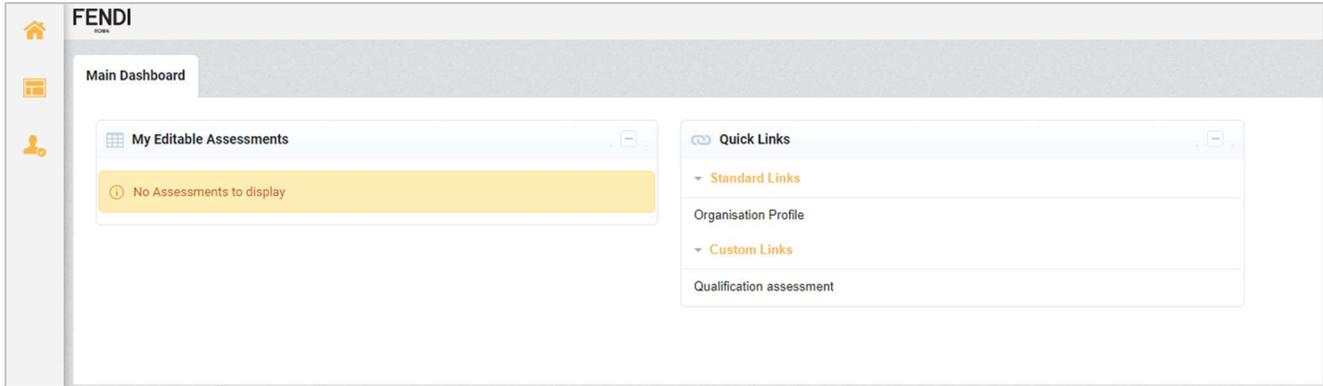
3. Dashboard overview

The supplier dashboard has different sections:

My Editable Assessment: supplier can easily access to the documentation requested by Fendi

Quick Links - Organization Profile: supplier can directly access to the company information in order to view/change data

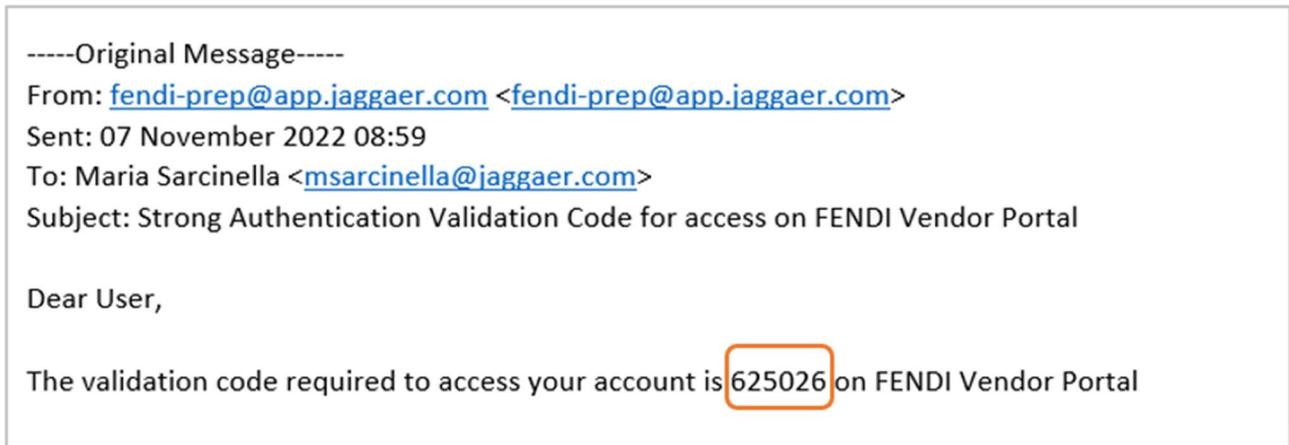
Qualification Assessment: supplier can directly access to view the list of codification/extension process managed by Fendi legal entities.



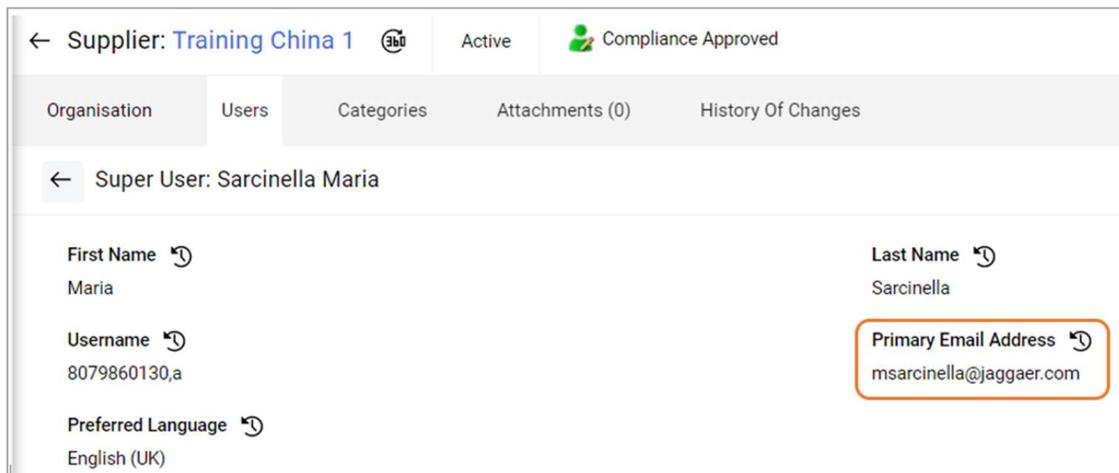
4. Strong authentication

The supplier to login to the portal must insert his credentials in the home page of the portal: username and password. Since there is a strong authentication system in place, after entering his credentials the platform requires to enter the OTP code to finalize the login. It means that the supplier will receive by EMAIL the OTP code (6 numbers) to enter in the platform for proceeding.

If the supplier doesn't receive the email with the OTP immediately, should not close the portal, but check the junk mailbox or wait a few minutes before initiating a new OTP request.



The email is sent automatically to the email address indicated by the supplier in the Super User section of the registration form.



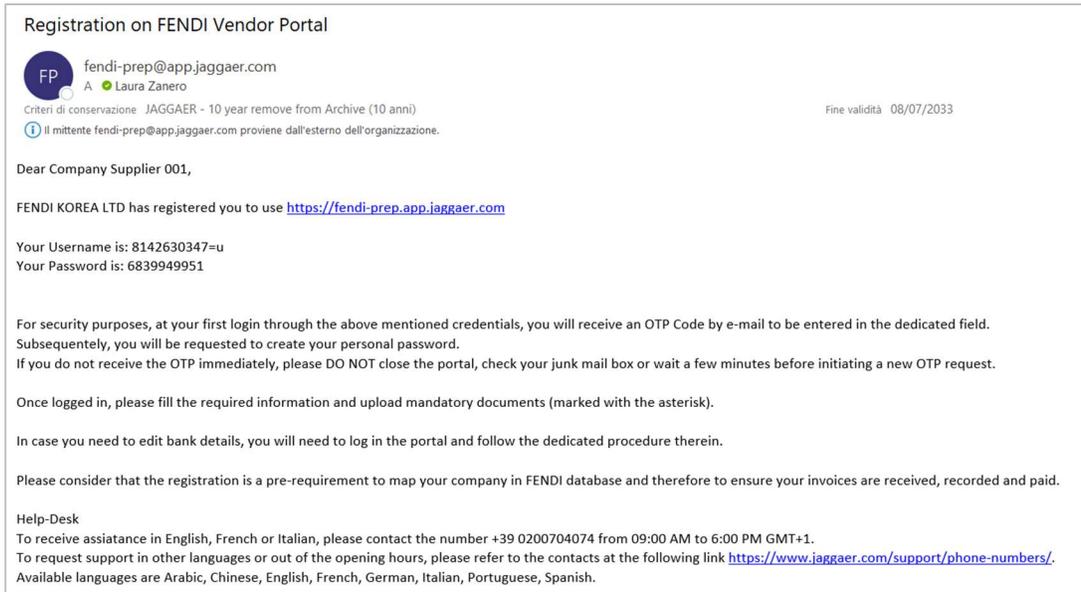
The strong authentication process should be managed by supplier at every login.

5. Onboarding process

5.1. First access to Fendi VoB Portal

The process starts from Fendi user that manages the registration in Fendi VoB Portal by inserting few company information such as Company name, email of the contact person and language.

After that supplier receives the registration email with his credentials: username and password.



The supplier will enter them in the Fendi VoB Portal home page <https://vob.fendi.com> in the Login Area section.



Immediately supplier will receive by email the OTP code to enter in the "OTP Token Required" field.

If the supplier doesn't receive the email with the OTP immediately, should not close the portal, but check the junk mailbox or wait a few minutes before initiating a new OTP request.

FENDI ROMA

OTP Token Required

Token Number

Submit Cancel

Then supplier can click on “Submit” to proceed.

FENDI ROMA

OTP Token Required

Token Number

Submit Cancel

At the first login to Fendi VoB Portal supplier has to accept the “Platform - Terms of Use” in order to proceed. Supplier has to click “I agree” and then “Next”.

The acceptance is requested only one time. All three documents have to be accepted:

- Platform Terms of use
- LVMH Code of Conduct
- Supplier’s Code of Conduct

PLATFORM – TERMS OF USE

1. Terms and Conditions of Use

These terms and conditions of use (hereinafter, the “Terms of Use”) regulate your use of the platform hosted at the URL <http://vob.fendi.com>, including all its forms dedicated to and reserved for registered users (hereinafter, the “Platform”). The Platform is customized and licensed for use by Bravofashion Italia S.p.A., with registered office in Piazza della Repubblica No.2, 24122 – Bergamo, to the benefit of Fendi S.r.l., with registered office in Palazzo della Civiltà Italiana, Quadrato della Concordia No. 3, 00144 – Roma, Italy (hereinafter referred to as, “Fendi”, “we”, “us” or “our”) and on its Affiliates, meaning any company authorized to sell FENDI products, directly or indirectly, controlled by LVMH Moët Hennessy – Louis Vuitton S.E.

In welcoming you to the Platform, we invite you to carefully review these Terms of Use before continuing to access or use the same. These Terms of Use apply to all suppliers and/or potential suppliers invited by Fendi and/or its Affiliates on the Platform (hereinafter, referred to as, the “User”). By accessing and/or using the Platform you confirm your acceptance of these Terms of Use and your agreement to be bound by them. If you do not agree with and/or accept these Terms of Use, you cannot use this Platform and we thus invite you to immediately discontinue your access and/or use.

2. Purposes and Functionalities of the Platform

We use the Platform, (i) to check, analyse and storage all documents and requirements required by Fendi and/or its Affiliates in order to be accepted and onboarded as authorized supplier; (ii) for tender purposes. Your submission, signature, download, upload, of specific data and/or documents during the onboarding and/or tender processes, as well as, Fendi’s and/or its Affiliates’ check and/or analysis of such data and/or documents provided by Users during the onboarding and/or tender processes, don’t bind Fendi and/or its Affiliates to any obligation to the Users nor to execute any contract, agreement, deal, offer, with the Users nor to award any tender to Users, until written acceptance provided by Fendi. Fendi will send an email of acceptance or reject to each Users at the end of the onboarding/tender process, after verifying that all

[Download Platform Terms of Use](#)

I agree

LVMH’s Code of Conduct

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15 COMMITMENT TO PROTECT THE ENVIRONMENT

17 WINNING THE TRUST OF CUSTOMERS

18 WINNING THE CONFIDENCE OF SHAREHOLDERS

[Code of Conduct](#)

I agree

Supplier’s Code of Conduct

The LVMH Group (the “LVMH Group”) comprises exceptional Maisons that design, create, manufacture and/or sell high quality products or services. The LVMH Group attaches great importance to ensuring that its suppliers (including, but not limited to service providers, distributors, manufacturers, brands, as well as any third party which has a relationship with any entity within the LVMH Group) and their subcontractors (collectively, “Suppliers”) share a set of common rules, practices, and principles with the LVMH Group with respect to labor standards and social responsibility, protection of the environment, and ethics and business integrity.

Consequently, the LVMH Group establishes and promotes exemplary relations with all its Suppliers anchored in responsibility, fairness, and integrity.

The LVMH Group therefore requires its Suppliers to respect the principles set forth in this Supplier Code of Conduct (“Code”) and to ensure that their own suppliers do the same in the conduct of their activities for the LVMH Group.

In the conduct of its activities, the LVMH Group is committed to complying with all applicable laws, regulations, and national and international conventions, as well as with best practices, in particular with regards to labor standards and social responsibility protection of the environment, and ethics and business integrity.

The LVMH Group expects its Suppliers to apply the same respect for applicable laws, regulations, conventions, and ethics and business principles in the management of their own companies. Hence, the LVMH Group requires strict compliance with these standards by its Suppliers.

When national legislation or other applicable regulations and this Code address the same topics with different standards, the highest standards and the most restrictive provisions shall apply.

[Supplier’s Code of Conduct](#)

I agree

At the first login supplier is also requested to change his password that must:

- Contains at least 8 characters
- be different from the username
- be different from the previous 4 passwords

Then click on Submit

Specify a new Password in order to proceed

✖ For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click "Submit" to continue.

i Passwords must contain at least 8 characters
Password must be different from login
New password must be different from the previous 4 passwords

New Password

Confirm Password

5.2. Registration data

The first step of the Fendi VoB Portal onboarding process is to fill in the Registration Data form.

To fill in the Registration Data form has to search his Company profile in order to automatically pre fill in some fields of the form with company and additional information already active in Cribis database.

To search supplier has to fill in Company Name and Country fields and click on **Search**. The other fields can be filled in in order to refine the results in Cribis database.

FENDI 08:36 Central European Time DST

Search your Company data in Cribis D&B

Display/Hide Filter

LOOKUP FILTER

Duns

Name/Company Name

Business Id

Address

City

ZIP Code

Country

District

ATTENTION:

PLEASE FILL IN THE FORM with "Name/Company Name" and "Country" and then click "Search".

1. Once found within the database, you should search and select yourself and click on "Download data";
2. Next, click on "Update the registration form" to continue with your registration.

The platform will display the records found in Cribis database. Supplier has to select the correct one, in case there are more than 1 records, and click on **Download data** or **Update the Registration Form**.

Returned list of matching suppliers							
Crif	Name/Company Name	Tax Code	Vat Code	Address	City	ZIP Code	Prov. Descr.
1	ITE2180907S0001	DIMOREGALLERY SRL	08829850968	08829850968	VIA SOLFERINO 11	MILANO	20121 Milano

If supplier will not find his company in Cribis database no data will be pre-filled in and supplier will have to fill in all requested data. It will be sufficient to click on the button to proceed manually in filling in the registration form.

[Skip Lookup And Start Registration](#)

Supplier will see that the following fields have been already pre-filled in by Fendi user, but they can be modified:

- Company name
- Email
- Preferred language
- Time zone

FENDI 08:57 Central European Time DST

Registration Data

Index

- Main Organisation Data
 - Registration Data
- Onboarding Pages
 - Fendi North America Inc. documents acknowledge and acceptance
 - Administrative Contacts
 - Fendi North America Inc. Billing Currency
 - Payment method
 - Number of Bank Accounts
 - Payment Terms
 - Withholding tax - Fendi North America
- Category Selection
 - Select Categories: 1
- Registration Confirmation
 - Status Summary

Organisation Details

- Country: --
- Organisation Legal Structure: --
- ZIP code:
- District: --
- PEC email (only for Italian supplier):
- Company Registration Number / Extra EU Tax ID:

User Details

- Company Name (only Latin alphabet): Test Supplier
- Legal address (special characters are not admitted e.g. #, @, etc.):
- City:
- Web site:
- Business ID Cribis:
- DUNS Number (automatically populated by the system):
- First Name:
- Last Name:
- Username (please do not forget your username): 3310991634+n
- Mobile (please enter "+ country code" and "your mobile phone number" with no spaces):
- Primary Email Address **IMPORTANT**: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple:
- Preferred Language: English (UK)

The username is automatic generated by the platform and it is a sequence of letters, numbers and symbol (i.e. 9905573257+h) and it can be changed by supplier.

Supplier can overwrite data imported by Cribis, if they are not correct, otherwise just proceed with the completion of the form.

NOTE: The field “Company Registration Number/Extra EU Tax ID” will be automatically populated with the Cribis code for Italian supplier and the DUNS Number for the foreign suppliers. Supplier doesn’t have to cancel or overwrite this field.

It is important to remind that all fields marked with red asterisk are mandatory * to proceed.

With regard to company identification code fields:

- Fiscal code: is only for Italian company
- VAT Number: is only for Italian company
- EU VAT Number: is mandatory for all company with registered office in Europe
- Company registration number/Extra EU Tax ID: is mandatory for all company with registered office extra Europe

Organisation Details

* Country UNITED STATES	* Company Name (only Latin alphabet) Test Supplier
* Organisation Legal Structure Private Limited Company (Ltd)	* Legal address (special characters are not admitted e.g. #, @, etc.) 3020 Carrington Mill Blvd
* ZIP code 27560	* City Morrisville
* District North Carolina	Web site
PEC email (only for Italian supplier)	Business ID Cribis
* Company Registration Number / Extra EU Tax ID 733241952	DUNS Number (automatically populated by the system)

User Details

* First Name Roger	* Last Name Smith
* Username (please do not forget your username) 3310991634<n	* Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces) +122852222
* Primary Email Address <i>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</i> roger.smith@gmail.com	* Preferred Language English (UK)

When the form is completed click on **Save and Continue**.

5.3. Basic Profile Forms

The second step of the onboarding process is the completion of the Basic Profile Forms.

First supplier has to download, read, understand and accept the **Privacy Policy** by selecting **I confirm** in the drop down menu and then click on .

Fendi North America Inc. documents aknowledge and acceptance

FENDI NORTH AMERICA INC. DOCUMENTS AKNOWLEDGE AND ACCEPTANCE				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Fendi North America Inc. - Privacy policy	* I acknowledge having downloaded, read and understood the present "Privacy Policy".	<input type="text" value="I confirm"/> Instructional Attachment Available	Supplier

The next step is the **Administrative Contacts** form where supplier is requested to fill in all mandatory information to proceed.

Administrative Contacts

ADMINISTRATIVE CONTACTS				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Administration point of contact name	* Please, fill-in the name of administration point of contact	<input type="text" value="William"/> <small>Characters available 1993</small>	Supplier
2	Administration point of contact surname	* Please, fill-in the surname of administration point of contact	<input type="text" value="Moore"/> <small>Characters available 1995</small>	Supplier
3	Administration point of contact telephone	* Please, fill-in the phone of administration point of contact	<input type="text" value="+156529888"/> <small>Characters available 1990</small>	Supplier
4	Administration point of contact mail	* Please, fill-in the email of administration point of contact (only one contact email)	<input type="text" value="william.moore@gmail.com"/> <small>Characters available 1977</small>	Supplier
5	Legal representative of the company	* Please, fill-in the legal representative of the company	<input type="text" value="Paul Harrison"/> <small>Characters available 1987</small>	Supplier

The next step is the **Billing Currency** form where supplier has to select the billing currency from the drop down menu.

Fendi North America Inc. Billing Currency

FENDI NORTH AMERICA INC. BILLING CURRENCY				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Fendi North America Inc. - Invoice currency	* Please, fill-in the billing currency	<input type="text" value="US Dollar"/>	Supplier

The next step is the **Payment method** form, applicable only for Fendi North America, where supplier has to indicate the "Payment method". According to Fendi legal entity there are other forms that the supplier is requested to fill in (see Specific Forms chapter).

Payment method

PAYMENT METHOD				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Payment method	* Please, fill-in the payment method	Check	Supplier

In case of check the supplier has to fill in also the **Check delivery method** form.

Check delivery method

CHECK DELIVERY METHOD				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Check delivery method	* Choose the check delivery method	Fedex check to vendor	Supplier

Then the **“Number of bank data”** form where according to the number of bank data specified by supplier (from 1 to a maximum of 10) the same number of forms have to be filled in.

Number of Bank Accounts

NUMBER OF BANK ACCOUNTS				
	QUESTION	DESCRIPTION	RESPONSE	
1	Number of Bank Data	* Please indicate how many bank data you want to activate (MIN 1 - MAX 10)		

In case of one bank data supplier, will select 1 in the drop down menu.

Number of Bank Accounts

NUMBER OF BANK ACCOUNTS				
	QUESTION	DESCRIPTION	RESPONSE	
1	Number of Bank Data	* Please indicate how many bank data you want to activate (MIN 1 - MAX 10)	1	

With regard to the first bank account supplier has to specify the **Bank nationality** selecting the right option from the menu and then click Confirm.

Bank nationality 1

BANK NATIONALITY				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Bank nationality	* Bank Data 1. Please, fill-in the bank nationality	UNITED STATES	Supplier

[Confirm](#)

In the next form called Bank Data 1 supplier has to provide all bank details related to bank data 1 such as: ABA Code for American bank data, bank letterhead, bank address, SWIFT code etc.

ABA Code 1

BANK DATA 1				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ABA Code 1	* Please, fill-in the ABA code. It must be long 9 digits	021000021 <small>Characters available 1991</small>	Supplier
2	Bank certification IBAN/ account number 1	* Please, attach the bank letterhead. The file extension should be PDF or JPG.	FILE DI TEST.docx 12 KB	Supplier
3	Bank name 1	* Please, fill-in the bank name	JP Morgan Chase <small>Characters available 1985</small>	Supplier
4	Bank address 1	* Please, fill-in the bank address	270 park ave south NY NY 10004 <small>Characters available 1970</small>	Supplier
5	Account currency 1	* Please, fill-in the account currency	US Dollar	Supplier
6	Account Number 1	* Please, fill-in the account number	530046075 <small>Characters available 1991</small>	Supplier
7	SWIFT 1	* Please specify the SWIFT. It must be long 11 digits, if not please add up XXX in the last 3 digits e.g HSBCHKHHXXX	CHASUS33XXX <small>Characters available 1989</small>	Supplier
8	Account holder name 1	* Is the account holder name equal to the company/professional name?	Yes	Supplier

Moreover in case of account holder name different from company/professional name supplier has to provide detailed reason filling in the **Bank Data 1 – Account Holder** form.

Account Holder 1

BANK DATA 1 - ACCOUNT HOLDER				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Reason 1	* Please provide detailed reasons why company/professional name does not match the account holder name.	Because ... <small>Characters available 1989</small>	Supplier
2	Supporting documentation 1	Please attach an official document to explain the reason for the difference between the company name and bank account holder (i.e.: Chamber of Commerce certificate)	Drop File or Browse	Supplier

In same cases, depending on goods/service categories selected by Fendi user (at the starting point of the process) supplier has to fill in the **3rd party security policy** form providing the requested attachment.

3rd party security policy

3RD PARTY SECURITY POLICY				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	3rd party security policy form	* Please attach the 3rd party security policy form	Drop File or Browse Download Template	Supplier

The last form is the **Payment Terms** and it is only readable to inform supplier about the payment terms defined by Fendi user.

Payment Terms				
▼ PAYMENT TERMS				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Payment terms for Fendi North America Inc.	Please select the payment terms	60 days invoice date	Buyer

5.4. Specific Forms

During the onboarding process, the supplier has to fill in some forms that vary according to the Fendi legal entity.

For **Fendi Japan/Korea/Taiwan/China** legal entities the supplier has to fill in also the **Company info Alphabet** form. Below an example of the content of the “Company Info – Japanese Alphabet”.

COMPANY INFO - JAPANESE ALPHABET		
	QUESTION	DESCRIPTION
	Company Name	* Please, fill-in your company name in Japanese alphabet
	Address	* Please, fill-in your address in Japanese alphabet
	City	* Please, fill-in your city name in Japanese alphabet
	Account Holder	* Please specify the Account Holder name in Japanese Alphabet

For **Fendi North America** the supplier has to fill in the **Withholding Tax** form.

Withholding tax - Fendi North America				
▼ COUNTRY OF RESIDENCE - UNITED STATES OF AMERICA				
▼ COUNTRY OF RESIDENCE - UNITED STATES OF AMERICA				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Country of residence United States of America	* Are you located in United States?	<input type="text"/>	Supplier

▼ WITHHOLDING TAX - FENDI NORTH AMERICA				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Withholding tax - North America	* Please, indicate if your company is subjected to 1099 legislation	<input type="text"/>	Supplier
2	W-9 Form	* Attach the W-9 form. If it is not available, you can fill in and download the form on www.IRS.gov website	<input type="text"/> Drop File or Browse	Supplier

For Fendi Spain

WITHHOLDING TAX - FENDI RETAIL SPAIN S.L.U.				
WITHHOLDING TAX - FENDI RETAIL SPAIN S.L.U.				
		QUESTION	DESCRIPTION	RESPONSE
1		Fendi Retail Spain S.L.U. - Withholding Tax	* Indicate whether your company is subject to withholding tax	No

For Fendi France

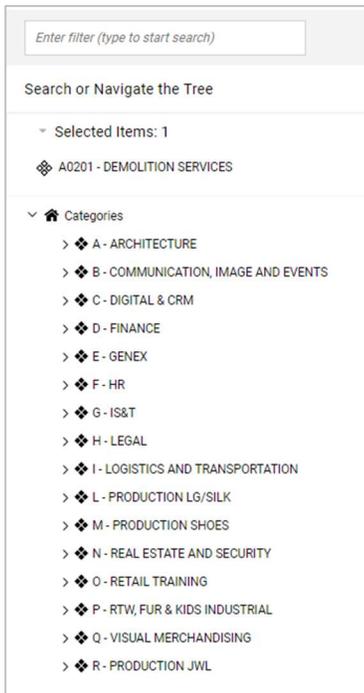
WITHHOLDING TAX - FENDI FRANCE S.A.S.				
WITHHOLDING TAX - FENDI FRANCE S.A.S.				
		QUESTION	DESCRIPTION	RESPONSE
1		Fendi France S.A.S. - Withholding Tax	* Indicate whether your company is subject to withholding tax	No

For **Fendi Philippines** the supplier has to fill in specific forms related to the taxation issue.

Additional info for Fendi Philippines Corp.				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Country of residence Philippines	* Are you located in Philippines?	No	Supplier
SALES INVOICE/BILLING STATEMENT				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Sales Invoice/Billing statement	* Pleasee attach a Sample of your Sales Invoice/Billing statement	Sample Invoice.pdf 125 KB	Supplier
VENDOR TYPE FOR NON RESIDENT SUPPLIER - FENDI PHILIPPINES CORP.				
VENDOR TYPE FOR NON RESIDENT SUPPLIER - FENDI PHILIPPINES CORP.				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Type of vendor - non resident	* Are you registering a corporate or an individual?	Corporate	Supplier
NATURE OF SUPPLY FOR CORPORATE SUPPLIER NON RESIDENT - FENDI PHILIPPINES CORP.				
NATURE OF SUPPLY FOR CORPORATE SUPPLIER NON RESIDENT - FENDI PHILIPPINES CORP.				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Nature of supply for Corporate supplier - non resident	* Will you supply Goods or Services?		Supplier

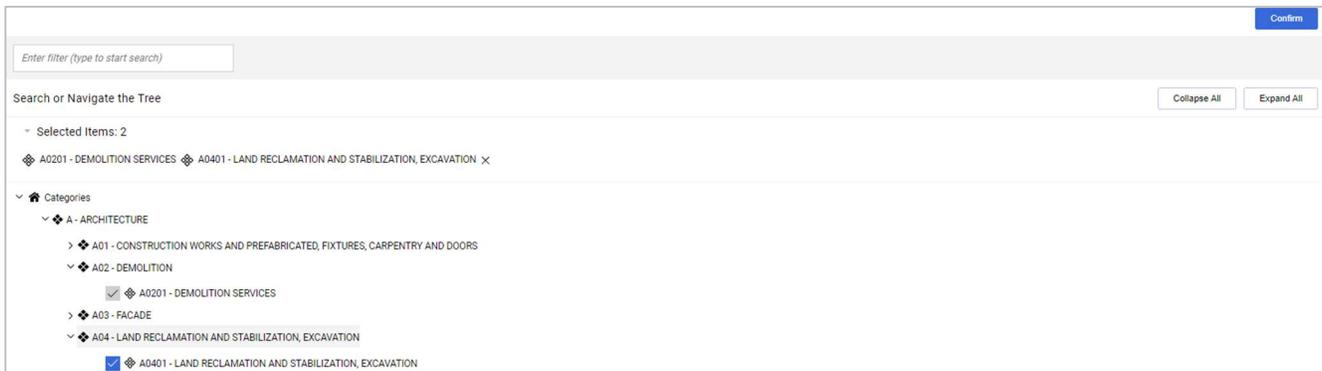
5.5. Category selection

The third step of the process is the category selection. Supplier will find the category previously selected by Fendi. In the printscreen below for example the category selected by Fendi is Demolition Services. The supplier will view the category selected by Fendi but he cannot delete it.



Anyway supplier can add new categories selecting them from the category tree. There are different level of categories and supplier can choice only the last available level.

In the example below supplier has added the category “Land Reclamation and stabilization, excavation” by putting a flag in the square near the category code and name. Then click on Confirm.



5.6. Category forms

After the category selection step some specific forms will appear. This chapter will show an example of Category form related to Fendi Srl for the category “Gloves”.

CATEGORY SPECIFIC DOCUMENTATION - ADDENDUM CASCADE - FENDI S.R.L. - SAMPLE				
ADDENDUM CASCADE - SAMPLE				
	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	Addendum Cascade	Attached, the Addendum Cascade, just for your reference. Acceptance and signature of the latter will be required on a later stage, only in case of your onboarding for Production phase.	↓	Supplier

LG/SILK PERFORMANCE TECH. SHEET & DECLARATION OF ACCEPT. - SAMPLE				
LG/SILK Performance Tech. Sheet & Declaration of Accept. - Sample				
	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	LG/SILK - Performance Technical Sheet and related Declaration of Acceptance	Attached, the Performance Technical Sheet and related Declaration of Acceptance, just for your reference. Acceptance and signature of the latter will be required on a later stage, only in case of your onboarding for Production phase.	↓	Supplier

The category forms are present mainly for Fendi Srl and Fendi Italia Srl.

5.7. Onboarding process completed

The last step of the onboarding process is the confirmation page where the platform shows the list of forms filled in with the green icon. The supplier can click on Close the exit.

Registration Confirmation Close

✔ The Registration Process is complete. Your account has been activated and an email sent to confirm this.
Log in with your Username and Password to access the platform.

Registration Summary

Registration Data	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Fendi North America Inc. documents knowledge and acceptance	✔ All data complete
Administrative Contacts	✔ All data complete
Fendi North America Inc. Billing Currency	✔ All data complete
Payment method	✔ All data complete
Check delivery method	✔ All data complete
Number of Bank Accounts	✔ All data complete
Bank nationality 1	✔ All data complete
ABA Code 1	✔ All data complete
3rd party security policy	✔ All data complete
Payment Terms	✔ All data complete
Withholding tax - Fendi North America	✔ All data complete
Select Categories	✔ Categories selected 2

Supplier will receive the email confirming the end of the onboarding process. Fendi will evaluate all the documentation received and will provide a feedback.

Supplier Account Activation on FENDI Vendor Portal



fendi-prep@app.jaggaer.com

A ● Laura Zanero

Criteria di conservazione JAGGAER - 10 year remove from Archive (10 anni)

① Il mittente fendi-prep@app.jaggaer.com proviene dall'esterno dell'organizzazione.

① Le interruzioni di riga in eccesso sono state rimosse dal messaggio.

Dear Supplier,

Your account has been activated on FENDI Vendor Portal and your onboarding request has been take over.

You can now use your Username and Password to access all the available areas of the platform.

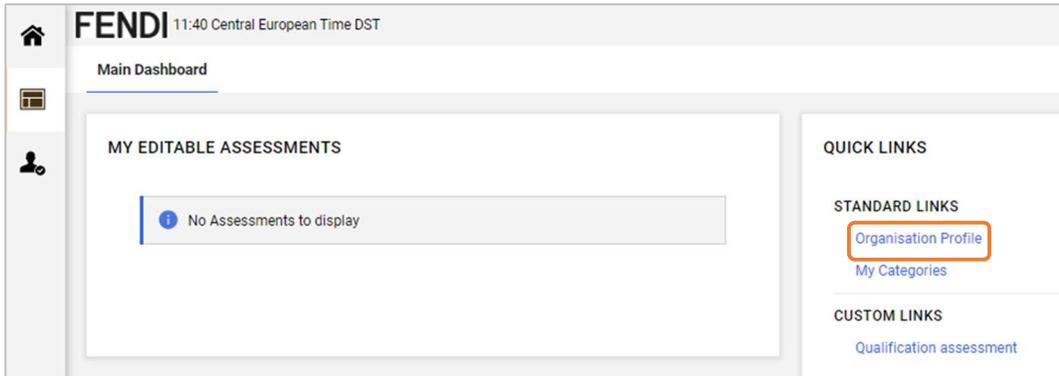
As a reminder the Username you selected is: 3310991634<n The site address is: <https://fendi-prep.app.jaggaer.com>

FENDI reserves the right to evaluate the submitted request and, at its own discretion, communicate its decision of acceptance or rejection of your onboarding request.

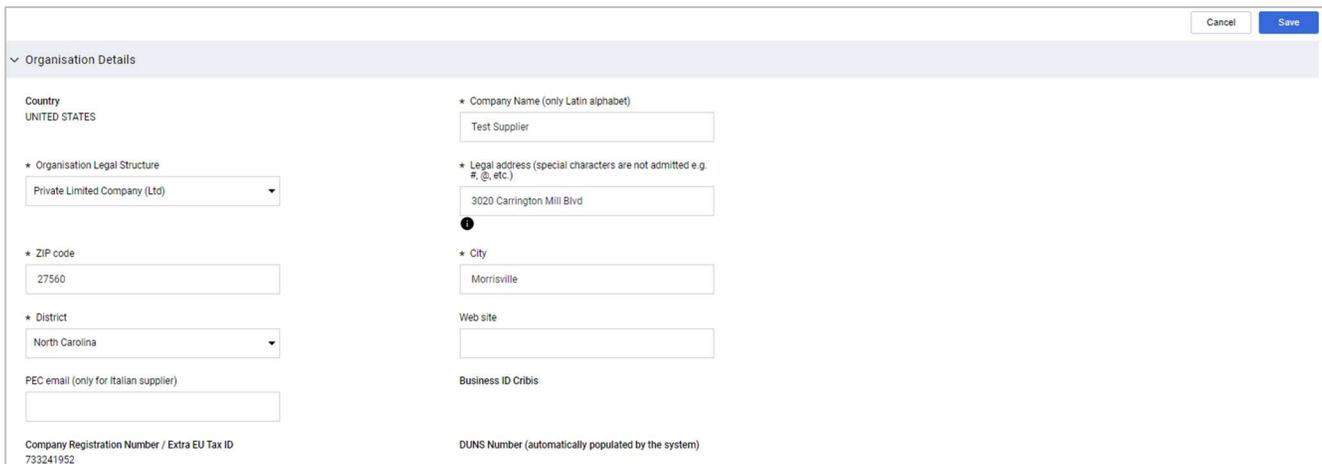
Note: Your platform access credentials can be accessed via the Username or Password recovery area on the login page.

6. How to view and edit the information provided

Supplier can always access to all data provided during the onboarding process clicking on Organization Profile.

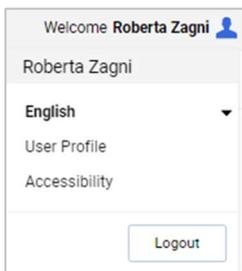


Supplier will be automatically addressed to **Registration Data** section where all the basic company information has been previously filled in. Supplier clicking on the icon  can change some data.

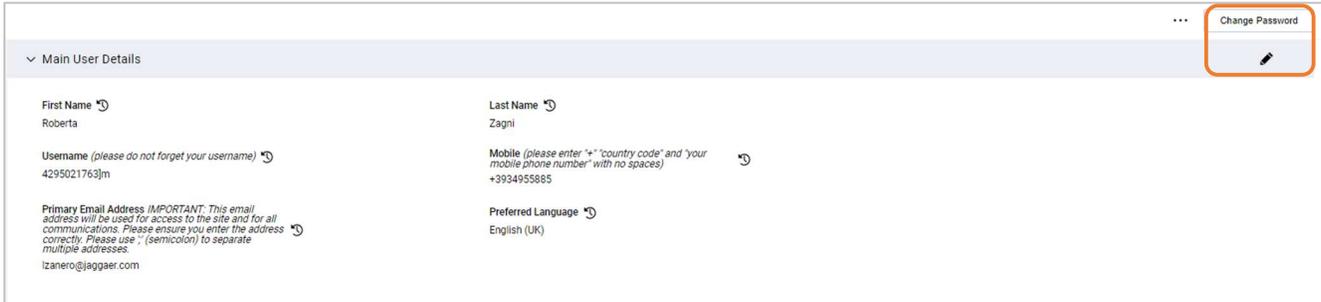
The screenshot shows the 'Organisation Details' form. It contains several fields for company information. On the left side, there are fields for 'Country' (UNITED STATES), 'Organisation Legal Structure' (Private Limited Company (Ltd)), 'ZIP code' (27560), 'District' (North Carolina), and 'PEC email (only for Italian supplier)'. At the bottom left, it shows 'Company Registration Number / Extra EU Tax ID' as 733241952. On the right side, there are fields for 'Company Name (only Latin alphabet)' (Test Supplier), 'Legal address (special characters are not admitted e.g. #, @, etc.)' (3020 Carrington Mill Blvd), 'City' (Morrisville), 'Web site', 'Business ID Cnabis', and 'DUNS Number (automatically populated by the system)'. There are 'Cancel' and 'Save' buttons at the top right.

When the modifications are completed click on Save.

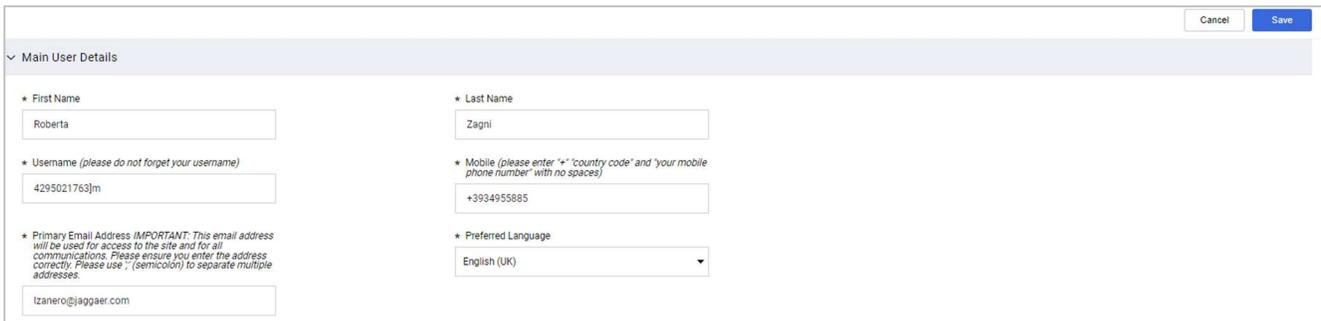
To change the main user contacts supplier can click on the  icon at the top right of the page and then click on User Profile.



Here supplier can click on  to change the Main User Details or click on Change Password to change his password.



He can modify the value of the fields and then click on Save.



In the section called **Profile Data** supplier can view all the information provided in the different form during the onboarding process. To view the information supplier can click on the form name and open it.

Organisation Profile

Registration Data **Profile Data** Buyer Attachments Status Summary Responses History of Changes

Enter Filter (type to start search)

Showing Result 1 - 7 of 7 Show: 50

	PHASE	TITLE	COMPLETION
1	Onboarding	Fendi SRL documents aknowledge and acceptance	✓
2	Onboarding	Administrative Contacts	✓
3	Onboarding	Fendi SRL Billing Currency	✓
4	Onboarding	Number of Bank Accounts	✓
5	Onboarding	Bank nationality 1	✓
6	Onboarding	IBAN 1	✓
7	Onboarding	Payment Terms	

All data contained in the form will be visible, but supplier is not allowed to change them (see Administrative Contacts form in the printscreen below).

ADMINISTRATIVE CONTACTS			
	QUESTION	DESCRIPTION	RESPONSE
1	Administration point of contact name	* Please, fill-in the name of administration point of contact	William
2	Administration point of contact surname	* Please, fill-in the surname of administration point of contact	Moore
3	Administration point of contact telephone	* Please, fill-in the phone of administration point of contact	+158525888
4	Administration point of contact mail	* Please, fill-in the email of administration point of contact (only one contact email)	william.moore@gmail.com
5	Legal representative of the company	* Please, fill-in the legal representative of the company	Paul Harrison

In the **Status Summary** section supplier can view the platform access status which is Active when the onboarding process is completed. This area provides also an overview of the onboarding/category forms completion (the icon  means that all forms have been completed).

Organisation Profile

Registration Data Profile Data Buyer Attachments **Status Summary**

Questions & Organisation Status

Platform Access Status
Active

Onboarding Page Status
 Status Complete

Category Form Status
 Status Complete

In the **Response** section supplier can view the entire list of information provided.

Organisation Profile

Registration Data Profile Data Buyer Attachments Status Summary **Responses** History of Changes

Enter Filter (type to start search)

Showing Result 1 - 23 of 23

	TITLE ↑	TYPE	DATE LAST MODIFIED	DATE LAST CONFIRMED	CONFIRMED IN	RESPONSE
1	3rd party security policy form	Single Attachment	05/10/2023	05/10/2023	3rd party security policy	 FILE DI TEST.docx
2	ABA Code 1	Text	05/10/2023	05/10/2023	ABA Code 1	021000021
3	Account currency 1	Option List	05/10/2023	05/10/2023	ABA Code 1	US Dollar
4	Account holder name 1	Option List	05/10/2023	05/10/2023	ABA Code 1	Yes
5	Account Number 1	Text	05/10/2023	05/10/2023	ABA Code 1	530046075
6	Administration point of contact mail	Text	05/10/2023	05/10/2023	Administrative Contacts	william.moore@gmail.com
7	Administration point of contact name	Text	05/10/2023	05/10/2023	Administrative Contacts	William
8	Administration point of contact surname	Text	05/10/2023	05/10/2023	Administrative Contacts	Moore
9	Administration point of contact telephone	Text	05/10/2023	05/10/2023	Administrative Contacts	+158525888
10	Bank address 1	Text	05/10/2023	05/10/2023	ABA Code 1	270 park ave south NY NY 10004

To view the classification supplier has to go to **My Categories** section of the portal. Here supplier will only view, not modify, all the categories associated to his company.

FENDI 15:05 Central European Time DST

My Categories

Enter Filter (type to start search)

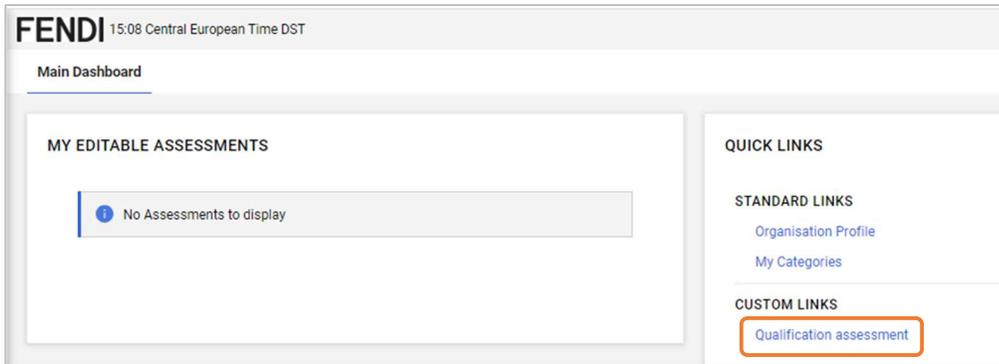
My Organisation

- Organisation Profile
- My Categories**
- Assessments

CODE	TITLE
A0201	DEMOLITION SERVICES
A0401	LAND RECLAMATION AND STABILIZATION, EXCAVATION

7. How to change bank data

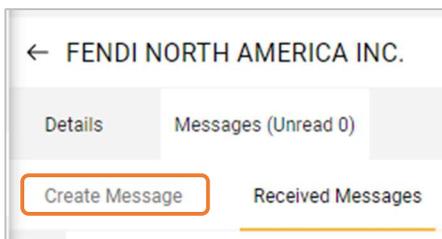
If supplier needs to change bank data he has to ask permission to Fendi since they are sensitive information. To send the request to Fendi the supplier has to login to Fendi VoB Portal click on Qualification Assessment.



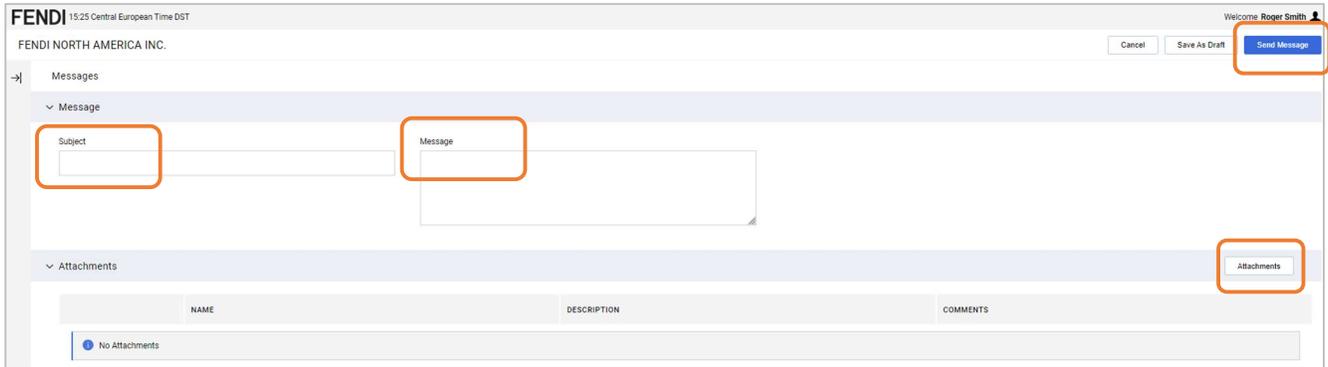
Qualification Assessment section includes the list of all codification/extension processes managed by the different Fendi legal entities. Supplier has to click on the Legal Entity name (in case there are more than one select the appropriate one).

	ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	STATUS
1	asm_101514	FENDI NORTH AMERICA INC.		Codified

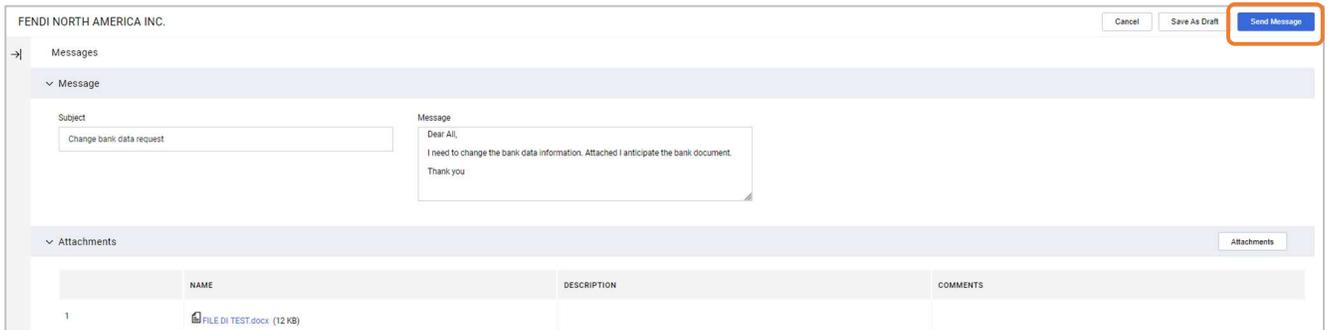
Then click on Messages and then Create Message.



Supplier has to fill in the Subject and Description field specifying which bank data he wants to change and, optionally, insert attachment.



Once filled in supplier can click on Send Message.



After that supplier will be addressed to the list of sent messages.



Automatically Fendi local finance user will receive a notification about supplier request. After that Fendi user will send the bank data form to supplier in order to allow the modifications.

Supplier will be immediately notified by email where a direct link is there.

Qualification Assessment Form Review Requested by Buyer Organisation FENDI NORTH AMERICA INC. on FENDI Vendor Portal

 fendi-prep@app.jaggaer.com
 A  Laura Zanero

Criteria di conservazione: JAGGAER - 10 year remove from Archive (10 anni) Fine validità: 02/10/2033

 Il mittente fendi-prep@app.jaggaer.com proviene dall'esterno dell'organizzazione.

Dear Test Supplier,

FENDI NORTH AMERICA INC. has requested to verify and complete the data in the Qualification Assessment Forms on the FENDI Vendor Portal.

To access the Questions of the Forms click the following link and enter Username and Password: <https://fendi-prep.app.jaggaer.com/esop/guest/login.do?quv=45134657018B00C295F>

If you do not remember your login credentials, please contact helpdesk who will send again the credentials back to you.
 You will find the helpdesk contact numbers at the bottom of the email.

Please find below the steps to follow within the portal:

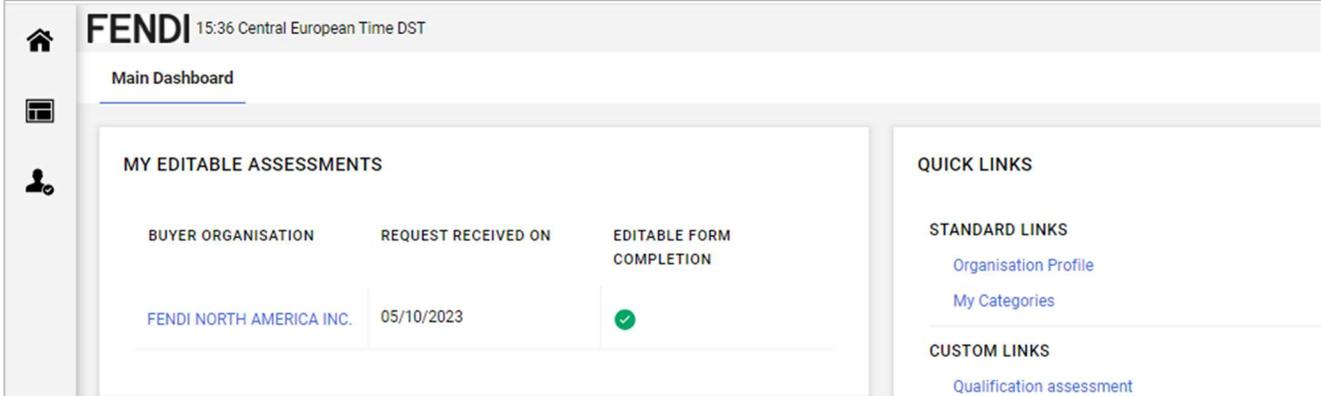
- Click on the Fendi company indicated in blue color
- Click Editable Valuations
- Click on Editable Category Form
- Select the forms for which the modification is required and proceed to complete the data
- Click 'Send Form to evaluator' for Editable Category Forms and Editable Evaluation Forms, in order to complete the process

Please consider that the data update are mandatory and necessary to be able to subsequently register and pay the related invoices.

Helpdesk contact numbers:
 To receive assistance in English, French or Italian, please contact the number +39 0200704074 from 09:00 AM to 6:00 PM GMT+1.
 For support in other languages or out of GMT+1 time zone, please refer to the contacts at the following link <https://www.jaggaer.com/support/phone-numbers/>
 The supported languages are Arabic, Chinese, English, French, German, Italian, Portuguese, and Spanish.

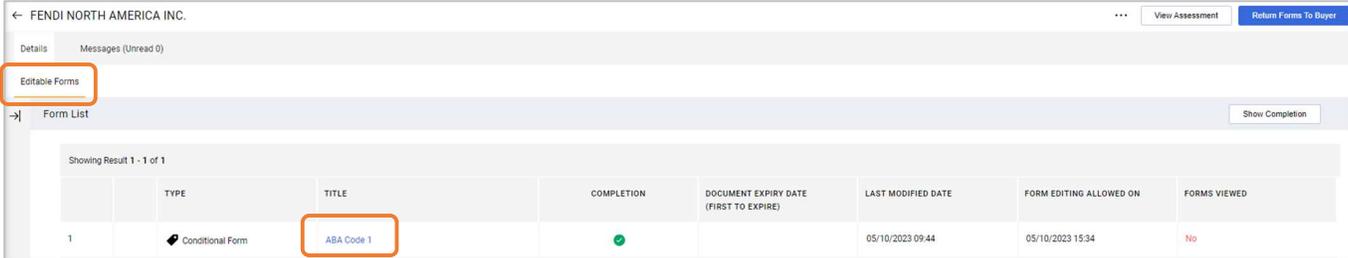
Clicking on the link the supplier will land at the login page where he has to insert username and password.

In case supplier wants to access to Fendi VoB Portal from the home page, not using the email link, after the login he has to click on the process mentioned under “My Editable Assessment” section.



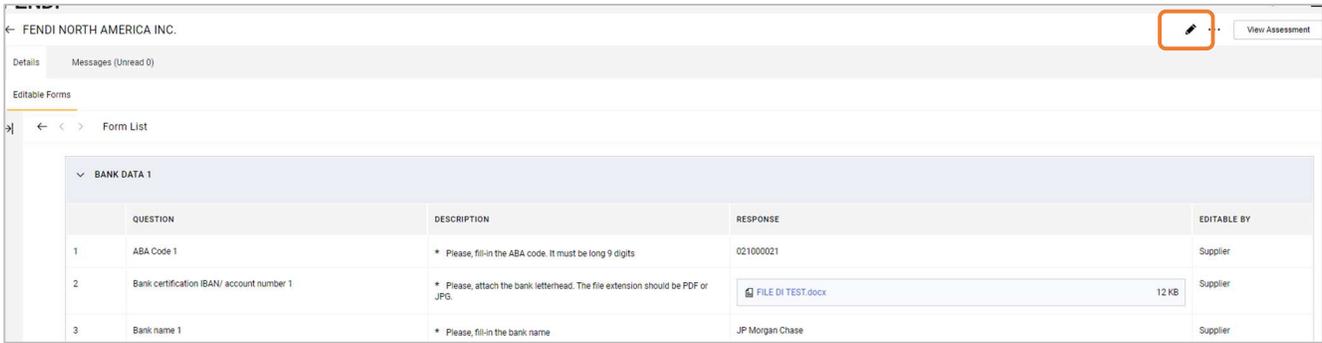
Using the email link, after the login supplier has to click on OK to view the forms and proceed with the modifications.

Supplier will see the list of forms received by Fendi and clicking on the form name can manage the modifications.



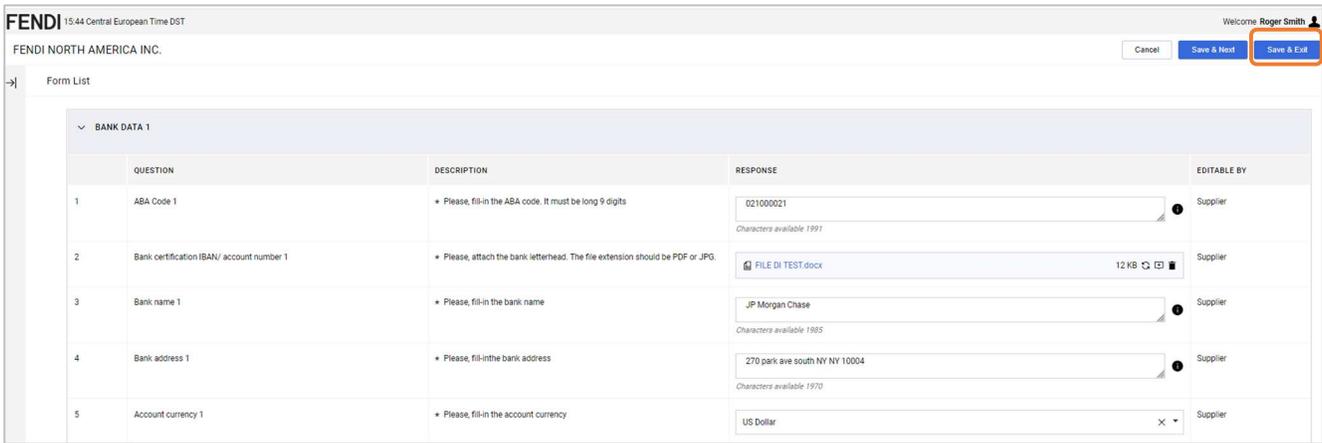
TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
Conditional Form	ABA Code 1	Completed		05/10/2023 09:44	05/10/2023 15:34	No

Clicking on  the form content can be modified.



	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ABA Code 1	* Please, fill-in the ABA code. It must be long 9 digits	021000021	Supplier
2	Bank certification (BAN/ account number 1	* Please, attach the bank letterhead. The file extension should be PDF or JPG.	 FILE DI TEST.docx 12 KB	Supplier
3	Bank name 1	* Please, fill-in the bank name	JP Morgan Chase	Supplier

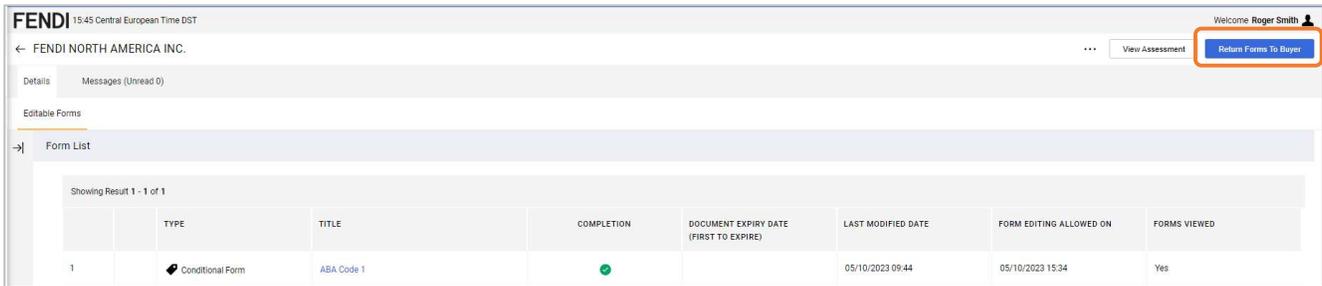
If the modifications to the first form are completed supplier can click on “Save and Exit” to go back to the form list otherwise he can click on “Save and Next” to move directly to the following form.



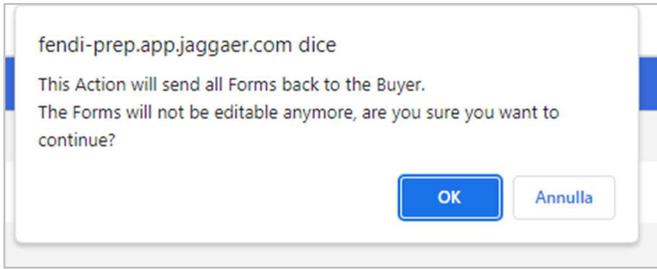
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ABA Code 1	* Please, fill-in the ABA code. It must be long 9 digits	021000021 <small>Characters available: 1997</small>	Supplier
2	Bank certification (BAN/ account number 1	* Please, attach the bank letterhead. The file extension should be PDF or JPG.	 FILE DI TEST.docx 12 KB	Supplier
3	Bank name 1	* Please, fill-in the bank name	JP Morgan Chase <small>Characters available: 1985</small>	Supplier
4	Bank address 1	* Please, fill-in the bank address	270 park ave south NY NY 10004 <small>Characters available: 1970</small>	Supplier
5	Account currency 1	* Please, fill-in the account currency	US Dollar	Supplier

When all modifications are completed supplier has to send them to Fendi by clicking on “Return Forms to Buyer” and then “OK”. From that moment all forms will not be visible to supplier anymore.

If the supplier doesn't click on “Return Forms to Buyer” Fendi user will not be notified and the forms will not be visible.

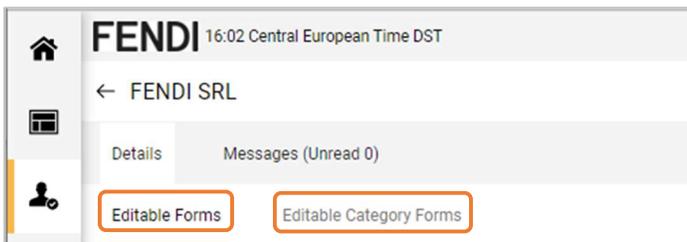


	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	 Conditional Form	ABA Code 1			05/10/2023 09:44	05/10/2023 15:34	Yes

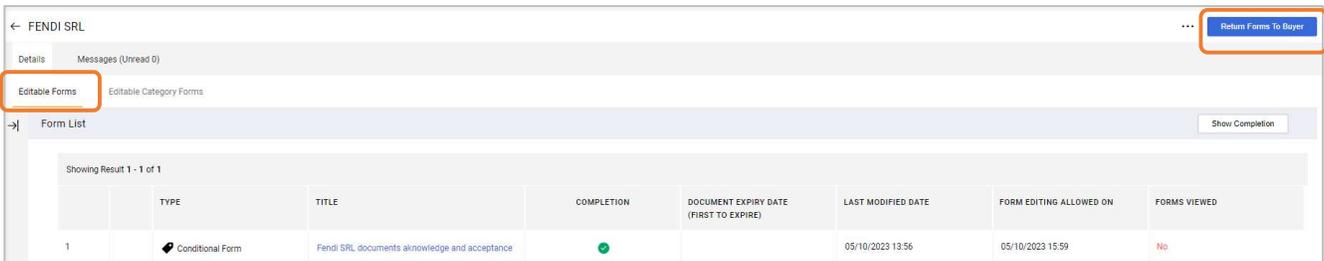


If Fendi user sends to supplier both **onboarding** and **category forms**, the supplier after clicking on Editable Assessment will see two sections:

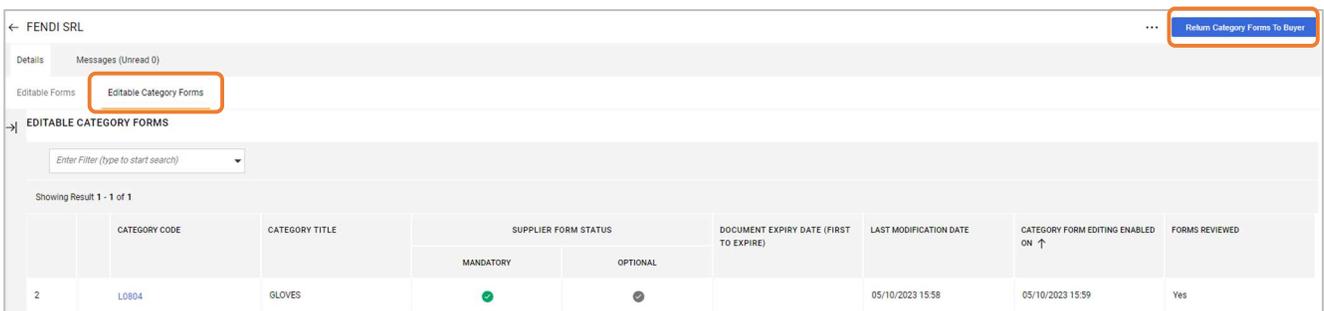
- **Editable Forms** (*onboarding forms*)
- **Editable Category Forms**



After completing/updating all the mandatory information supplier has to send the forms by clicking on **“Return Forms to Buyer”** to send back the onboarding forms.



And then on **“Return Category Forms to Buyer”** to send back the category forms.



8.Fendi evaluation completed

When Fendi has completed its internal evaluation related to the codification/extension process supplier will receive a notification by email.

The goal of the notification is to inform the supplier when a specific process comes to an end. There are 3 notifications that the supplier can receive:

- to inform about the codification process
- to inform about the extension process (when a supplier is already codified but he has been extended to another Fendi legal entity)
- to inform about bank data update

Codified

-----Original Message-----

From: fendi-prep@app.jaggaer.com <fendi-prep@app.jaggaer.com>

Sent: 25 June 2020 11:37

To: Maria Sarcinella <msarcinella@jaggaer.com>

Subject: Status Change to Assessment by Buyer Organisation FENDI SRL

Dear Supplier,

This is to inform you that Buyer Organisation FENDI SRL has modified the Status of the Qualification Assessment.

New Assessment Status: Codified

Buyer Comment (optional): Automatically generated notification for Transition Vendor Approved & Codified Step 04 - VENDOR CODE CREATION - HQ VMD SPECIALIST

Extended

-----Original Message-----

From: fendi-prep@app.jaggaer.com <fendi-prep@app.jaggaer.com>

Sent: 19 June 2020 15:32

To: Maria Sarcinella <msarcinella@jaggaer.com>

Subject: Status Change to Assessment by Buyer Organisation FENDI SRL

Dear Supplier,

This is to inform you that Buyer Organisation FENDI SRL has modified the Status of the Qualification Assessment.

New Assessment Status: Extended

Buyer Comment (optional): Automatically generated notification for Transition Go To End Process Step 08 - VENDOR CODE EXTENSION - HQ VMD SPECIALIST

Updated

-----Original Message-----

From: fendi-prep@app.jaggaer.com <fendi-prep@app.jaggaer.com>

Sent: 16 June 2020 17:13

To: Maria Sarcinella <msarcinella@jaggaer.com>

Subject: Status Change to Assessment by Buyer Organisation FENDI NORTH AMERICA INC.

Dear Supplier,

This is to inform you that Buyer Organisation FENDI NORTH AMERICA INC. has modified the Status of the Qualification Assessment.

New Assessment Status: Updated

Buyer Comment (optional): Automatically generated notification for Transition Vendor Updated Step 13 - VENDOR CHANGE - HQ VMD SPECIALIST

9. Rules for specific fields

In some questions there are specific rules set up by Fendi in order to guide the supplier during the answering process.

The rules oblige the supplier to reply according to a certain format. Here the list of fields with the rules.

FIELD	RULES
Administration point of contact mail	It must be an email address (i.e. robert.smith@yahoo.com)
Administration point of contact name	It must contain only letters
Administration point of contact telephone	Only "+" followed by numbers
Administration point of contact surname	It must contain only letters
ABA Code 1	It must be long 9 digits
CNAPS code 1	CNAPS (China national advanced Payment System) CODE it must be long 12 digits
Bank Key 1	It must be long 7 digits
Bank Key 1	It must be long 6 digits, composed from the bank code (3 digits) and the branch code (3 digits)
Bank Key 1	It must be long 4 digits
Bank Key 1	It must be 9 digits long. It is composed from the bank code (4 digits) and the branch code (5 digits)
Bank Key 1	It must be from 3 to 6 digits long. It is composed from the mandatory bank code (3 digits) and the branch code that is optionally (3 digits)
Bank Key 1	It must be long 6 digits, composed from the bank code (3 digits) and the branch code (3 digits)
Bank Key 1	It must be long 6 digits
Bank Key 1	It must be long 11 digits
Bank Key 1	It must be long 3 digits
Bank Key 1	It must be long 8 digits
Bank Key 1	It must be long 6 digits
RCBIC Code 1	It must be long 9 digits.
Zengin code 1	It must be long 7 digits. It is composed from bank code (4 digits) branch code (3 digits).
IBAN 1	There are different rules according to the Bank Nationality (i.e. the Italian IBAN format should be IT + 2 numbers + 1 letter + 10 numbers + 12 letters or numbers)
Account Number 1	Only numbers and letters are allowed
Bank address 1	It must contain only letters
Bank name 1	It must contain only letters
SWIFT 1	It must be long 11 digits, if not please add up XXX in the last 3 digits e.g. HSBCHKHXXXX
CLABE Code 1	CLABE (Clave Bancaria Estandarizada) code composed of 18 digits
Legal representative of the company	It must contain only letters
Company Address	Letters and numbers are allowed. Special characters such as ? ! * # are not allowed.
Company identification number	For Italy and all the European countries there are specific rules.