



VoB – FENDI Vendor OnBoarding Portal


FENDIベン^Vダー・オン^oボー^Bディング・ポータル

Supplier Handbook 取引業者様向けハンドブック

FENDI

ROMA

[Italiano](#) [English](#)



<p>LOGIN AREA</p> <p>USERNAME</p> <input type="text"/> <p>PASSWORD</p> <input type="password"/> Forgot your password?	<p>DOCUMENTS</p> <p><u>Suppliers' manual</u></p>	<p><u>CONTACTS</u></p> <p><u>IT Support</u></p> <p><u>Functional Support</u></p>	<p>ACCESS FENDI USERS</p> <p><u>ACCESS FENDI USERS</u></p>
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ENTER

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1.Introduction はじめに

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: このハンドブックは Fendi VoB ポータルの機能やプロセスを取引業者様にご説明するためのものです。主に以下の点についてご説明します。

- Fendi VoB Portal Home Page [Fendi VoB ポータルのホーム画面](#)
- Dashboard overview [ダッシュボード概要](#)
- Strong authentication [二段階認証](#)
- Onboarding process [登録プロセス](#)
- How to view/edit the data provided (general company data and classification)
[データ（会社情報、カテゴリー）の閲覧／編集方法](#)
- How to change bank data [銀行情報の変更方法](#)
- Fendi evaluation completed and feedback received [フェンディ社内のレビューとフィードバック](#)

2. Fendi VoB Portal Home Page Fendi VoB ポータルのホーム画面

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

Fendi VoB ポータルは <https://vob.fendi.com> からアクセスしてください。

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

ホームページは主に3つのセクションに分かれています：

- **Login area:** allow supplier to enter username and password to login to the Fendi VoB Portal and to request for a new password **LOGIN AREA (ログインエリア)** : ユーザーネームとパスワードを入力して Fendi VoB ポータルにログインできます。パスワードの変更もここから行えます。
- **Documents:** allow supplier to download Fendi VoB Portal manual **DOCUMENTS (ドキュメント)** : Fendi VoB ポータルのマニュアルをダウンロードできます。
- **Contacts:** provide Fendi contacts in case of support **CONTACTS (連絡先)** : サポートが必要な時の連絡先が分かります。

FENDI
ROMA

Italiano English

LOGIN AREA

USERNAME
guru_prep

PASSWORD

[Forgot your password?](#)

ENTER

DOCUMENTS

[Seller's Manual](#)

CONTACTS

[IT Support](#)
[Functional Support](#)

POWERED BY JAGGAER - SYSTEM REQUIREMENTS

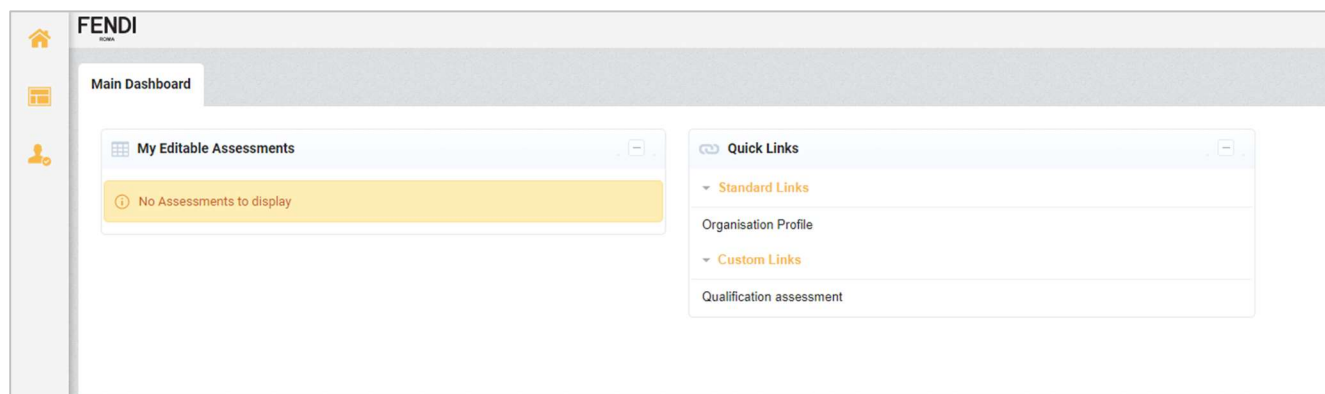
3. Dashboard overview ダッシュボードの概要

The supplier dashboard has different sections: 取引業者様のダッシュボードには次のセクションがあります：

My Editable Assessment: supplier can easily access to the documentation requested by Fendi
My Editable Assessment (編集可能な査定)：フェンディが提出をお願いしている書類にアクセスできます

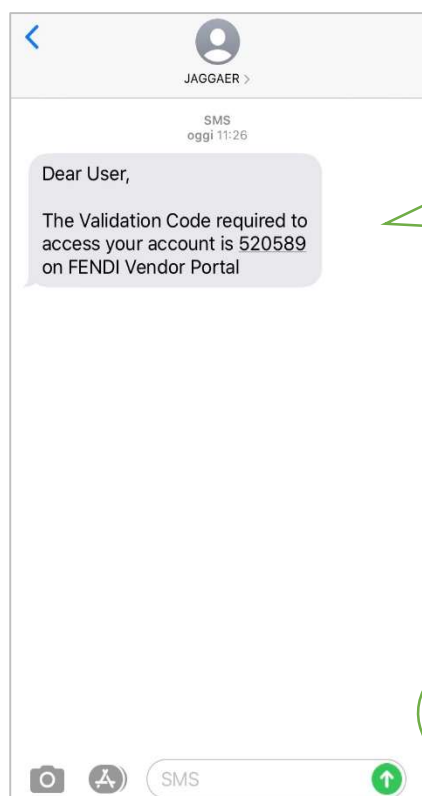
Quick Links - Organization Profile: supplier can directly access to the company information in order to view/change data
Quick Links (クイックリンク) - Organization Profile (組織プロフィール)：会社情報に直接アクセスでき、情報を閲覧／編集できます。

Qualification Assessment: supplier can directly access to view the list of codification/extension process managed by Fendi legal entities.
Qualification Assessment (資格査定)：各国のフェンディのデータ変更プロセスのリストに直接アクセスできます。



4.Strong authentication 二段階認証

The supplier to login to the portal has to 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 SMS the OTP code (6 numbers) to enter in the platform for proceeding. ログインするには、ポータルのホーム画面でユーザー名とパスワードを入力してください。二段階認証を採用しているため、ユーザー名とパスワードを入力後、OTP コードの入力が求められます。SMS（ショートメッセージ）で届いた OTP コード（6桁の数字）を入力し、ログインを完了させてください。



ユーザー様

Fendi VoB ポータルのアカウントにアクセスするための検証コードは 520589 です。

The SMS is sent automatically to the mobile number indicated by the supplier in the Super User Details section of the registration form.

SMS（ショートメッセージ）は“**Super User Details**（ユーザーの詳細情報）”に入力した携帯番号宛に送信されます。

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

ログインするたびに、この認証プロセスを経る必要があります。

Super User Details		
First Name		ppp
Last Name		pp
Username <small>(please do not forget your username)</small>		sellerzanero
Mobile <small>(please enter "+" "country code" and "your mobile phone number" with no spaces)</small>		+393495442702
Email <small>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.</small>		msarcinella@jaggaer.com
Preferred Language		Italiano
Time Zone		(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome

5. Onboarding process 登録プロセス



5.1. First access to Fendi VoB Portal Fendi VoB ポータルへの初回アクセス

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, mobile number of the contact person and language. Fendi VoB ポータルの登録を行う担当者様にはまず、所属する企業の会社情報（会社名、担当者のメールアドレス、携帯番号、使用言語など）を入力していただきます。


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

その後、下記のような登録メールが届きます。メールにはユーザー名とパスワードが書かれています。

Registration on FENDI Vendor Portal

 fendi-prep@app.jaggaer.com
To  Maria Sarcinella

Retention Policy 18 Month Retention (1 year, 6 months) Expires 30/12/2021

 You forwarded this message on 01/07/2020 18:22.

Wed 01/07/2020 16:21

← Reply ← Reply All → Forward ...

Dear Supplier01,

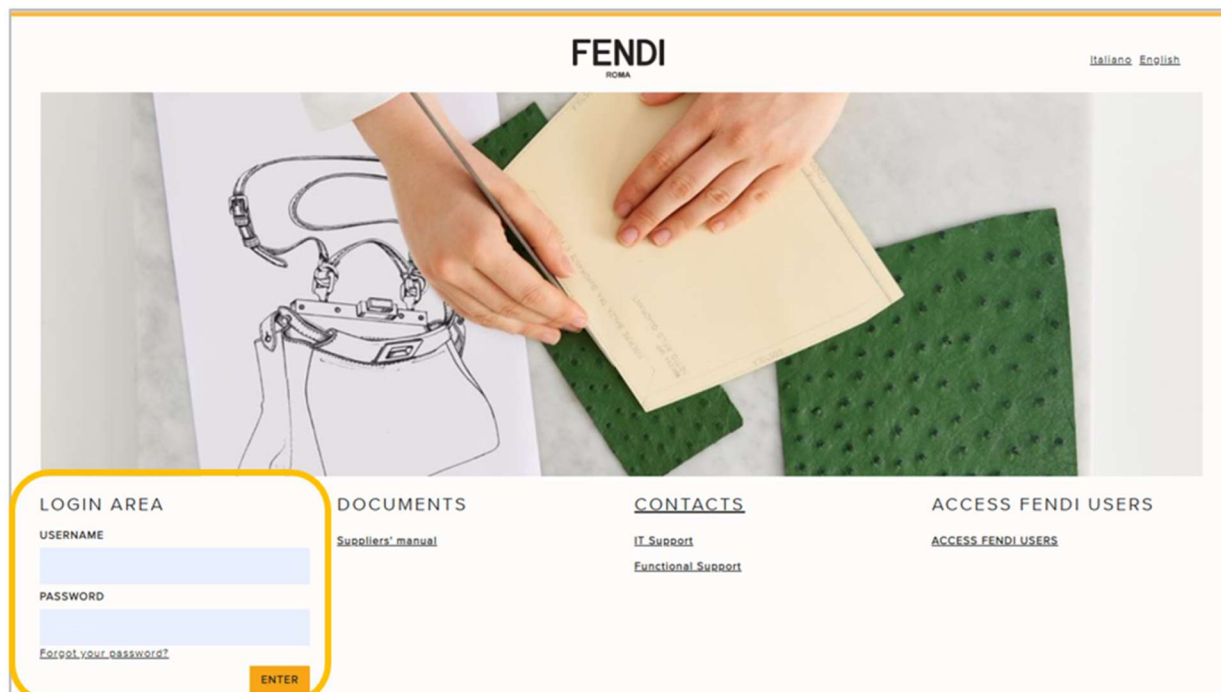
The Buyer Organisation FENDI NORTH AMERICA INC. has registered you to use <https://fendi-prep.app.jaggaer.com>

Your Username is: 8261327928/d
Your Password is: 5597519304

（左記メール訳） Supplier01 様
フェンディ北米のバイヤーオーガナイゼーションは、Supplier01 様を <https://fendi-prep.app.jaggaer.com> に登録しました。
ユーザーネーム：8261327928/d
パスワード：5597519304

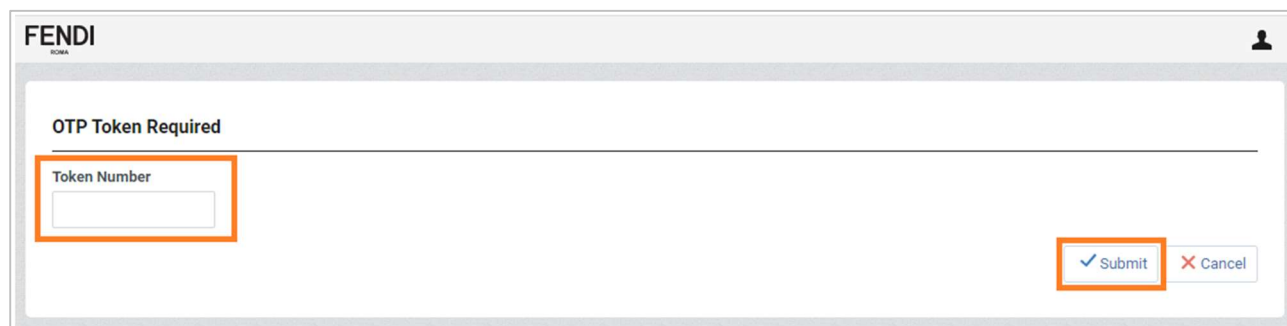
The supplier will enter them in the Fendi VoB Portal home page

<https://vob.fendi.com> in the Login Area section. メールを受信したら、<https://vob.fendi.com> にアクセスして、“**LOGIN AREA**（ログインエリア）”にユーザー名とパスワードを入力してください。



Immediately supplier will receive by SMS the OTP code to enter in the “OTP Token Required” field.

入力が終わったらすぐに、SMS に OTP コードが届きますので“OTP Token Required (OTP コード入力)”の“Token Number (OTP コード)”の枠の中に 6 桁の数字を入力してください。



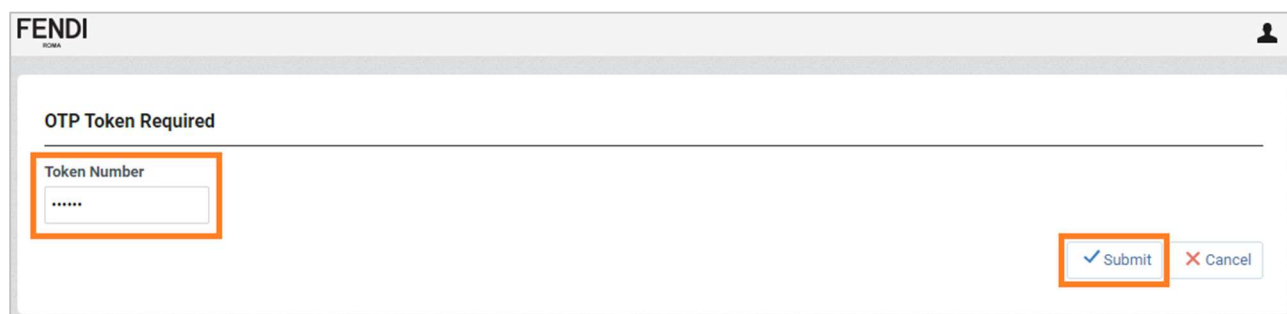
FENDI

OTP Token Required

Token Number

Submit Cancel

Then supplier can click on “Submit” to proceed. その後、“Submit (送信する)”をクリックしてください。



FENDI

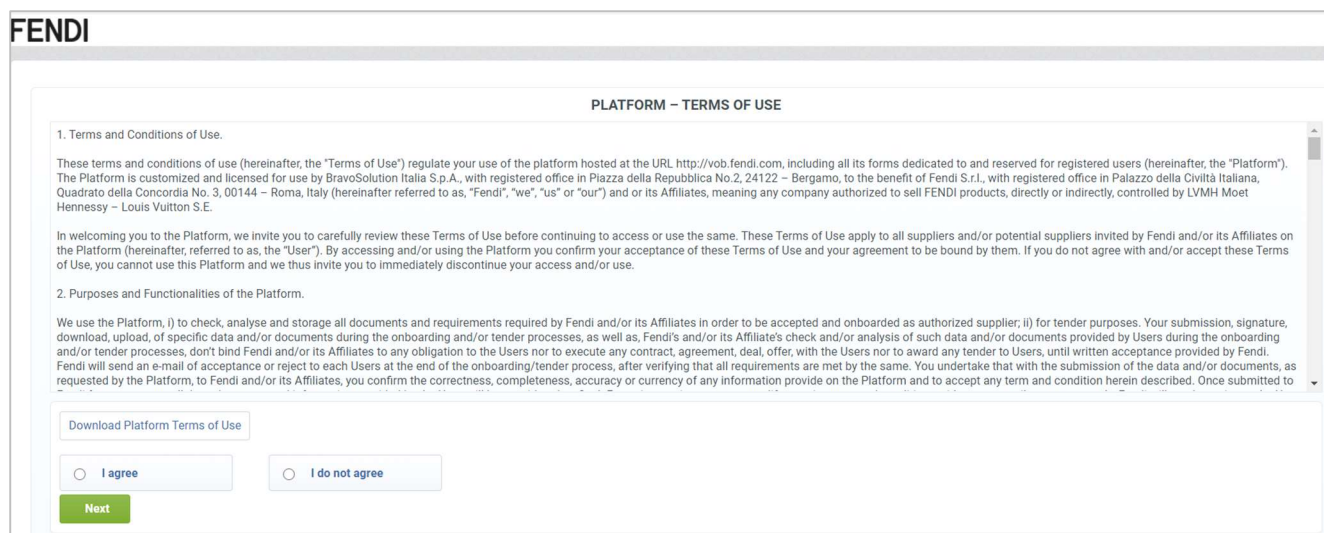
OTP Token Required

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”. Fendi VoB ポータルに初めてログインする際は、“Platform - Terms of Use (プラットフォームの免責条項)”に同意いただく必要があります。“I agree (同意する)”と“Next (次へ)”を順番にクリックしてください。

The acceptance is requested only one time. このプロセスは初回のみです。



FENDI

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 BravoSolution 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 or 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 Affiliate's 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 e-mail of acceptance or reject to each Users at the end of the onboarding/tender process, after verifying that all requirements are met by the same. You undertake that with the submission of the data and/or documents, as requested by the Platform, to Fendi and/or its Affiliates, you confirm the correctness, completeness, accuracy or currency of any information provide on the Platform and to accept any term and condition herein described. Once submitted to

Download Platform Terms of Use

☐ I agree ☐ I do not agree

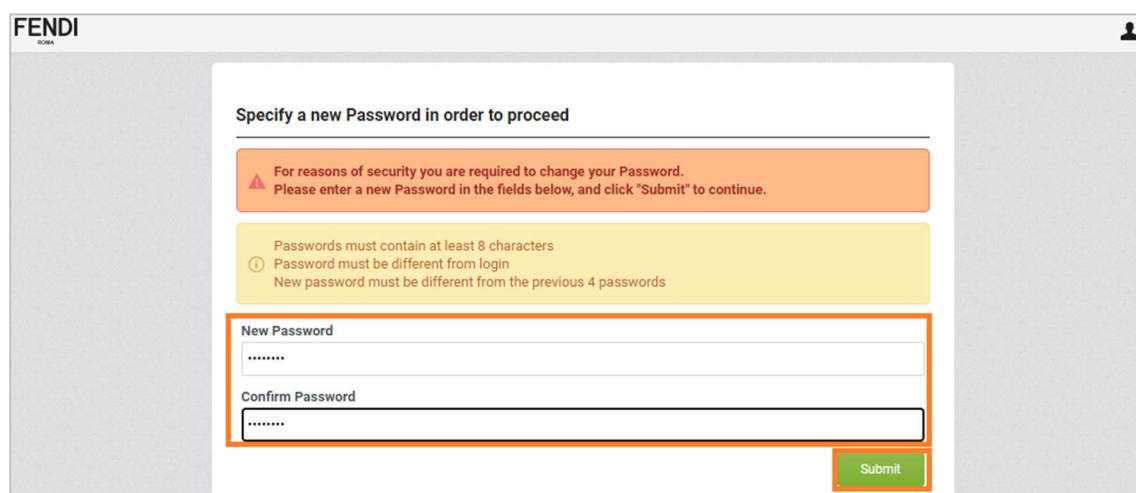
Next

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

また、初めてログインする際は、パスワードを変更する必要があります。“**New Password（新しいパスワード）**”と“**Confirm Password（確認用パスワード）**”の枠の中にご自分で決めたパスワードを入力してください。パスワード作成のルールは以下の通りです。

- Contains at least 8 characters 8文字以上にする
- be different from the username ユーザー名と同じは不可
- be different from the previous 4 passwords 過去に使用した（4つ前までの）パスワードは不可

Then click on Submit 入力が終わったら、“**Submit（送信する）**”をクリックしてください。

The screenshot shows the FENDI VoB Portal interface. At the top left is the FENDI logo. The main content area has a heading "Specify a new Password in order to proceed". Below this is an orange warning box with a triangle icon: "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." Below the warning is a yellow box with password rules: "Passwords must contain at least 8 characters", "Password must be different from login", and "New password must be different from the previous 4 passwords". There is an icon of a person in a circle next to the first rule. Below these are two input fields: "New Password" and "Confirm Password", both with masked text (dots). A green "Submit" button is at the bottom right of the form area.

5.2. Registration data 登録データ

The first step of the Fendi VoB Portal onboarding process is to fill in the Registration Data form. It is divided in 2 sections: Organization Details and User Details. Fendi VoB ポータルの登録プロセスの1つ目のステップは **Registration data（登録データ）** の入力です。2つのセクションに分かれています。

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

下記の項目はあらかじめ入力されていますが、変更が可能です。

- Company name 会社名
- Mobile 携帯番号
- Email メールアドレス
- Preferred language 希望する言語
- Time zone タイムゾーン

FENDI

Registration Data

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Save & Continue

Organisation Details

Country

Company Name

Supplier01

Organisation Legal Structure

Legal address

ZIP code

City

District

Web site

PEC email (only for Italian supplier)

Fiscal Code (mandatory for Italian natural persons)

VAT Number (mandatory for Italian legal entities)

EU VAT Number

Company Registration Number / Extra EU Tax ID

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. “Username (ユーザー名)”の枠には、仮のユーザー名が表示されます。仮のユーザー名はアルファベット、数字、記号の組み合わせ（9905573257+h など）になっていますが、ご希望に応じて変更が可能です。

User Details

First Name

Last Name

Username

(please do not forget your username)

9905573257+h

Mobile

(please enter "+" "country code" and "your mobile phone number" with no spaces)

+393495442702

Email

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.

lzanero@jaggaer.com

Preferred Language

English (UK)

Time Zone

(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome

The supplier to fill in the Registration Data form has to search his Company profile by clicking on **“Search your Company data in Cribis D&B”**, in order to automatically pre fill in some fields of the form with company and additional information already active in Cribis database. [Registration data（登録データ）](#)を入力するにはまず、**“Search your Company data in Cribis D&B（Cribis D&B で御社のデータを検索する）”**をクリックして、御社のプロフィールを検索してください。プロフィールが見つければ、Cribis のデータベース内にある御社の情報がプログラムによって自動的にインポートされます。

The screenshot shows the 'Registration Data' form with a modal window open. The modal contains the following text: 'Please, click on “Search your Company data in Cribis D&B”, in order to start the automatic compiling of your Vendor form with data available on Cribis D&B's database. Missing information should be integrated by you.' Below the text is a button labeled 'Search your Company data in Cribis D&B'. The background form shows fields for 'Organisation Details' such as Country, Company Name, Organisation Legal Structure, Legal address, ZIP code, and City.

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. 御社のプロフィールを検索するには、[Company name\(会社名\)](#)と [Country（国）](#) 入力し、**“Search（検索する）”**をクリックします。[Cribis データベース](#)に入力したい情報があれば、[ここでその他の情報を入力してください。](#)

The screenshot shows the search results for company data in Cribis D&B. The 'Lookup Filter' section includes fields for Duns, Business Id, City, Country, Name/Company Name, Address, ZIP Code, and District. The search results show the following data: Name/Company Name: DIMOREGALLERY SRL, Address: VIA SOLFERINO 11, ZIP Code: 20121, District: Milano. A 'Search' button is highlighted with an orange box. A message on the right says: 'We invite you to fill in the form with, “Name/Company Name” and “Country” and click on “Search”. Once find into the database, you should search and select yourself and click on “Download data”, then, 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**. [Cribis のデータベース内の記録が表示されます](#)。1つ以上の記録がある場合は、正しいものを選択し、**“Download data（データをダウンロードする）”**または **Update the Registration Form（登録フォームをアップデートする）**をクリックしてください。

Search your Company data in Cribis D&B

Lookup Filter Display/Hide filter Close

☐ Duns

☒ Business Id
08829850968

☒ City
MILANO

☒ Country
ITALY

☒ Name/Company Name
DIMOREGALLERY SRL

☒ Address
VIA SOLFERINO 11

☒ ZIP Code
20121

☒ District

We invite you to fill in the form with "Name/Company Name" and "Country" and click on "Search". Once find into the database, you should search and select yourself and click on "Download data", then, click on "Update the registration form" to continue your registration.

Update the registration form Search

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

Automatically supplier is addressed back to the Registration Data form where some fields of the Organization Details section are already pre filled in. [すると自動的に Registration data（登録データ）にジャンプします。](#) 組織の詳細セクションのいくつかはプログラムによって自動入力されています。

Supplier can overwrite data imported by Cribis, if they are not correct, otherwise just proceed with the completion of the form. [Cribis からインポートされたデータは上書きすることができます。](#) 間違った情報があれば修正し、なければ作業を終了します。

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. [Cribis のデータベース内に御社のプロフィールが見つからない場合は、自動入力されませんので、入力をお願い致します。](#)

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.

[イタリアの企業様の場合、"Company Registration Number/Extra EU Tax ID（企業登録番号／追加 EU 税金 ID）"の箇所が、それ以外の国の取引業者様の DUNS ナンバーは、Cribis のコードで自動的に追加されます。取引業者様はこの箇所をキャンセルしたり、上書きしたりする必要はありません。](#)

It is important to remind that all fields marked with red asterisk are mandatory ***** to proceed. [アスタリスク*が付いている項目は必ず入力をしてください。](#)

With regard to company identification code fields:

[Company Identification code（企業 ID コード）](#)については以下を参照ください。

- Fiscal code: is only for Italian company [Fiscal code](#) はイタリア企業のみ入力してください。
- VAT Number: is only for Italian company [VAT Number](#) は イタリア企業のみ入力してください。
- EU VAT Number: is mandatory for all company with registered office in Europe [EU VAT Number](#) は ヨーロッパ全域の企業が入力してください。

- Company registration number/Extra EU Tax ID: is mandatory for all company with registered office extra Europe [Company registration number/Extra EU Tax ID](#) はヨーロッパ以外の企業が入力してください。

FENDI

Registration Data

Registration Data
Basic Profile Forms
My Category Selection
Registration Confirmation

Save & Continue

Organisation Details

* Country
UNITED STATES

* Company Name
Supplier01

* Organisation Legal Structure
Corporation

* Legal address
5th Ave

* ZIP code
123

* City
New York

* District
New York

Web site

PEC email (only for Italian supplier)

Fiscal Code (mandatory for Italian natural persons)

VAT Number (mandatory for Italian legal entities)

EU VAT Number

* Company Registration Number / Extra EU Tax ID
1234566

*日本では該当無い項目ですので Not applicable とご入力ください

User Details

* First Name
John

* Last Name
Green

* Username
(supplier01)
supplier01

* Mobile
(please enter "+" "country code" and "your mobile phone number" with no spaces)
+393407977682

* Email
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.
msarcinella@jaggaer.com

* Preferred Language
English (UK)

* Time Zone
(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome

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

入力が終わったら、“[Save and Continue（保存して続ける）](#)”をクリックしてください。

5.3. Basic Profile Forms 基本プロフィール入力

The second step of the onboarding process is the completion of the Basic Profile Forms. 登録プロセスの2つ目のステップは、“**Basic Profile Forms (基本プロフィールフォーム)**”の入力です。

First supplier has to download, read, understand and accept the following 2 documents:

まず、以下の2つの文書をダウンロードしてください。ご一読いただき、問題がなければ同意してください。

- Supplier Code of Conduct [Supplier Code of Conduct \(取引業者様行動準則\)](#)
- Code of Conduct [Code of Conduct \(行動準則\)](#)

Supplier can download the document clicking on the file (i.e. Supplier Code of Conduct USA)

ファイル名をクリックするとダウンロードができます。(例：[Supplier Code of Conduct USA \(取引業者様 行動準則 米国版\)](#))

Then he has to accept its content selecting **I confirm** in the drop down menu.

続いて、右手のドロップダウンメニューから“**I confirm (確認しました)**”を選んで同意してください。

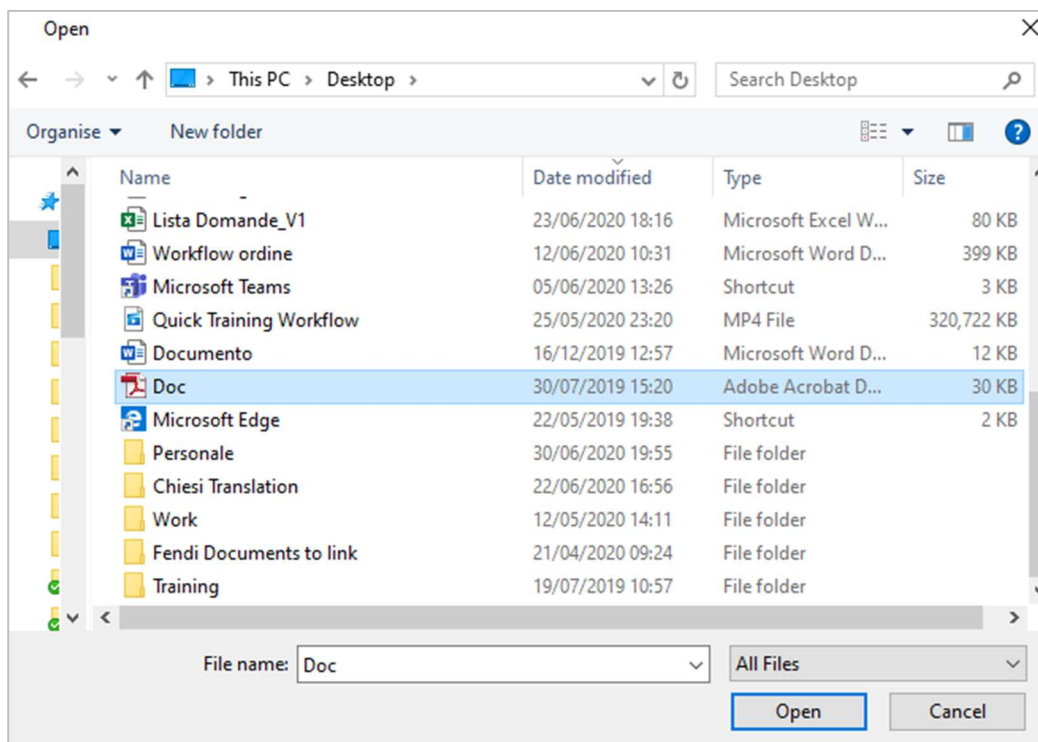
Then click on **Save and Continue**. 続いて“**Save and Continue (保存して続ける)**”をクリックします。

The next step is the **Additional Information** form where supplier is requested to fill in all mandatory information to proceed. It's divided in different sections (i.e. Additional Information, Administration contact, Billing data etc) and all of them have to be duly filled in. When finish click on **Save & Continue**. 次のステップは **Additional Information（追加情報）** の入力です。必須項目にご入力ください。Additional Information（追加情報）、Administration contact（連絡窓口）、Billing data（請求書作成情報）など複数のセクションに分かれています。入力が終わったら“**Save and Continue（保存して続ける）**”をクリックします。

If at the Business Continuity Plan and DarkBeam Data Risk Assessment questions the supplier answered “Yes” the additional forms with attachment are requested. To attach the file supplier has to click on **Click to attach file**. **Business Continuity Plan（事業継続プラン）** や **DarkBeam Data Risk Assessment（DarkBeam データリスク査定）** の質問に Yes と答えた場合は、補足資料を添付する必要がありますので、“**Click to Attach file(ファイルを添付する)**”をクリックしてください。

Then click on Select a File to Upload 次に“**Select a File to Upload**（アップロードするファイルを選択する）”をクリックします。

Select the file to upload on Fendi VoB Portal and click on Open Fendi VoB ポータルにアップロードするファイルを選択し、“**Open（開く）**”をクリックします。



Then on Confirm 最後に“Confirm（確認しました）”をクリックします。

Confirm
Cancel

Attachments

Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading.

i The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.

アップロードするファイルを選択してください。添付ファイルのサイズは最高 50MB ですが、2 MB 以下を推奨します。

i File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg 左記の拡張子は不可です

Replace Attachment
Remove Attachment

Attachments

#	Type	File Name	Size
1	PDF	Doc.pdf	29.9 kb

Attachment Description

Characters available 2000

The file uploaded will be visible on the screen and supplier can proceed by clicking on Save & Continue

アップロードしたファイル名が画面に表示されます。“Save & Continue（保存して続ける）”をクリックして次に進みます。

The screenshot shows the 'Basic Profile Form: Business Continuity Plan' registration page. At the top, there's a progress bar with four steps: 'Registration Data', 'Basic Profile Forms' (which is the active step), 'My Category Selection', and 'Registration Confirmation'. Below the progress bar are 'Save & Continue' and 'Cancel' buttons. The main section is titled 'Business Continuity Plan'. It contains a label 'Business Continuity Plan - Attachment', a red asterisk warning 'Please attach the Business Continuity Plan' with a Japanese note below it, and a file upload area. The upload area shows a file named 'Doc.pdf (30 KB)' with a refresh icon and a delete icon. The entire file upload area is highlighted with an orange rectangle.

The next step is the **Payment method** form, applicable only for Fendi North America, where supplier has to indicate the “Payment method” and the “Check delivery method”.

次のステップは **Payment method（支払い方法）** の入力です。フェンディ北米のテリトリーの取引業者様のみ “Payment method（支払い方法）”と “Check delivery method（小切手郵送方法）”の両方をご入力ください。

The screenshot shows the 'Basic Profile Form: Payment method' registration page. It has a similar layout to the previous form, with a progress bar showing 'Basic Profile Forms' as the active step. The main section is titled 'Payment method'. It contains two fields: 'Payment method' with a red asterisk warning 'Indicate the payment method' and a dropdown menu currently set to 'Check'; and 'Check delivery method' with a red asterisk warning 'Choose the check delivery method' and a dropdown menu currently set to 'Fedex check to vendor'.

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.

続いて、指定の銀行の数を“**Number of bank data（銀行数）**”の 1～10の中から選択します。銀行の数だけ、支払い方法をご入力いただく必要があります。

FENDI

▼ Basic Profile Form: Number of bank data

Registration

Registration Data → **Basic Profile Forms** → My Category Selection → Registration Confirmation

Save & Continue Cancel

Number of bank data

Number of Bank Data ★ Please specify how many bank data you want to fill in.

1 2 3 4 5 6 7 8 9 10

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^ Top

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

指定銀行が1つの場合は、ドロップダウンメニューから1を選択します。

FENDI

▼ Basic Profile Form: Number of bank data

Registration

Registration Data → **Basic Profile Forms** → My Category Selection → Registration Confirmation

Save & Continue Cancel

Number of bank data

Number of Bank Data ★ Please specify how many bank data you want to fill in.

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 Save & Continue.

次に指定銀行の国籍を“**Bank nationality（銀行の国籍）**”の中から選んだあと、“**Save & Continue（保存して続ける）**”をクリックして次に進みます。

FENDI

▼ Basic Profile Form: Bank nationality 1

Registration

Registration Data → **Basic Profile Forms** → My Category Selection → Registration Confirmation

Save & Continue Cancel

Bank nationality

Bank nationality ★ Bank Data 1. Indicate the bank nationality

UNITED STATES

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

次に“**Bank Data 1（銀行のデータ 1）**”には、銀行 1 に関するすべての銀行情報を入力してください。銀行の ABA Code（ABA コード（9 桁の番号））、レターヘッド、住所、SWIFT コードなどです。

FENDI

▼ Basic Profile Form: ABA Code 1

Registration

Registration Data Basic Profile Forms My Category Selection Registration Confirmation

Save & Continue Cancel

Bank Data 1

ABA Code 1 * Indicate the ABA code. It must be long 9 digit. 123467897
ABA コード（米国の銀行のみ） Characters available 1991

Bank certification IBAN/ account number 1 * Attach the bank letterhead Doc.pdf (30 KB)

IBAN コード／口座番号

Bank name 1 * Indicate the bank name Bank of America
銀行名 Characters available 1984

Bank address 1 * Indicate the bank address 50 Bayard St, New York, NY 10013, Stati Uniti
銀行の住所 Characters available 1954

Account currency 1 * Indicate the account currency US Dollar X v

通貨単位

Account Number 1 * Please indicate the account number 12345
口座番号 Characters available 1995

SWIFT 1 * Please specify the SWIFT WEDR34
SWIFT コード（日本の銀行に適用） Characters available 1994

Account holder name 1 * Is the account holder name equal to the company/professional name? No v

口座名義

*口座名義は企業名／屋号と同じですか？

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. 尚、口座名義が企業名／屋号と違う場合は、その理由を説明するため、“**Bank Data 1（銀行 1 のデータ）**”の“**Account Holder（口座名）**”のところに理由を記入してください。

In some 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.

(プロセスの最初に) フェンディが選択した取引業者様の goods/service (商品／サービス) のカテゴリーによっては、“**3rd party security policy Form (サードパーティーセキュリティ方針フォーム)**”をダウンロードして記入し、ファイルをアップロードする必要があります。

The last form is the **Payment Terms** and it is only readable to inform supplier about the payment terms defined by Fendi user. 最後に“**Payment Terms (支払い条件)**”ですが、これは取引業者様にお読みいただくためにご用意したものです。入力箇所はありません。

▼ Basic Profile Form: Payment Terms

Registration

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Save & Continue

Cancel

Payment Terms		
Payment terms for Fendi Srl	Select the payment terms	
Payment terms for Fendi Italia Srl	Select the payment terms	
Payment terms for Fendi North America Inc.	Select the payment terms	10 days invoice date
Payment terms for Fendi Canada Inc.	Select the payment terms	
Payment terms for Outshine Mexico	Select the payment terms	
Payment terms for Support Retail Mexico	Select the payment terms	
Payment terms for Fendi Australia Pty. Ltd	Select the payment terms	
Payment terms for Fendi Japan K.K. フェンディジャパンの支払い条件	Select the payment terms	支払い条件を選択する
Payment terms for Fendi Netherlands B.V.	Select the payment terms	

Supplier that will be working with Fendi Japan K.K. legal entity has to fill in also the **Company info - Japanese Alphabet** form. The content of the form is the following: フェンディジャパン株式会社の取引業者様には、“**Company info - Japanese Alphabet（会社情報-日本語版）**”も入力をお願いいたします。記入内容は Company Name（会社名）、Address（住所）、City（所在都市）、Account Holder（口座名義）です。

Company info - Japanese Alphabet

	Question	Description
1	Company Name	<div> <div>★ Please, fill-in your company name in Japanese alphabet</div> <div>★半角英数カタカナで会社名をご記入ください</div> </div>
2	Address	<div> <div>★ Please, fill-in your address in Japanese alphabet</div> <div>★半角英数カタカナで住所をご記入ください</div> </div>
3	City	<div> <div>★ Please, fill-in your city name in Japanese alphabet</div> <div>★半角カタカナで所在地の都市名をご記入ください</div> </div>
4	Account Holder	<div> <div>★ Please specify the Account Holder name in Japanese</div> <div>★半角英数カタカナで口座名義をご記入ください 以下入力例（カタカナ小文字は不可） フェンディ・ジャパン株式会社 → フェンディ'ジャパン(カ)</div> </div> <div> <div>株式会社は以下省略可能 社名の前であれば カ 社名の後であれば カ 有限会社はそれぞれ(ユまたはヨ)</div> <div>Account Holder（口座名義）は左記 全銀仕様データレコードに準拠した 使用可能文字にてご記入ください</div> </div>

全銀仕様データレコード使用可能文字

0 1 2 3 4 5 6 7 8 9（数字）

ABCDEFGHIJKLMNOPQRSTUVWXYZ（英大文字）

アイウエオカキクケコシスセソタチツテトナニホヘロミムメモヤユリルレロラン（カタカナ）

・濁点

・半濁点

（）丸括弧

「」かぎ括弧

/ スラッシュ

ー ハイフン（ー長音とは違いますのでご注意ください）

・ ビリオド

¥ 円マーク

スペース

※ 使用可能文字はすべて半角です。

5.4. Category selection カテゴリー選択

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 Artist. The supplier will view the category selected by Fendi but he cannot delete them. 3つ目のステップは **Category (カテゴリー)** 選択です。画面を開くと、フェンディが予め選択したカテゴリーが表示されます。下のスクリーンショットでは、フェンディが選んだカテゴリーは **ARTIST (アーティスト)** になっています。取引業者様は閲覧することはできますが、削除することはできません。

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. For example in the printscreen below supplier cannot choose the category Celebrities because there is another sub level available which is Artist or Talent.

ただし、カテゴリーツリーから新たなカテゴリーを追加することは可能です。カテゴリーには複数の層があり、取引業者様が選択できるのは、最下層だけです。例えば下のスクリーンショットを例にとると、取引業者様が **CELEBRITIES (セレブリティ)** を選択することはできません。選択できるのは、その下の層の **ARTIST (アーティスト)** か **TALENT (タレント)** だけです。

In the example below supplier has added the category Talent by putting a flag in the square near the category code and name. Then click on Confirm.

下のスクリーンショットでは、**TALENT (タレント)** が追加されています。追加するにはカテゴリーコードとカテゴリー名の左にあるボックスにチェックを入れ、“**Confirm (確認する)**”をクリックします。

Categories

Registration

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Confirm

Cancel

Search or Navigate the Tree

Enter filter (type to start search)

Selected Items: 2

Remove All

Expand All

Collapse All

Categories

A - ARCHITECTURE

B - COMMUNICATION, IMAGE AND EVENTS

B01 - CELEBRITIES

B0101 - ARTIST

B0102 - TALENT

5.5. Specific forms 個別フォーム

After the category selection step some specific forms will appear such as **Withholding Tax**, applicable only for Fendi North America and Fendi Japan. Supplier has to fill in all mandatory information and then click **Save & Continue**. カテゴリー選択の下には、“**Withholding Tax（源泉所得税）**”など個別フォームが用意されています。このセクションはフェンディ北米とフェンディジャパンの取引業者様専用です。必要な情報をすべて入力して、“**Save & Continue（保存して続ける）**”をクリックしてください。

FENDI

ROMA

Category Form

Registration

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Save & Continue

Cancel

Form: Withholding tax - Fendi North America

Category linked

Withholding tax - Fendi North America

※このサンプルは北米のものです

	Label	Description	Response
1	Withholding tax	* Indicate if your company is subjected to 1099 legislation	Yes ▾
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	<div>Doc.pdf (30 KB)</div> <div> <div></div> <div></div> <div></div> </div> <div></div>

5.6. Onboarding process completed 登録プロセスの完了

The last step of the onboarding process is the confirmation page where the platform shows the list of forms filled in. 登録プロセスの最後のステップは登録内容の確認です。Registration Confirmation(登録確認)の画面に、すでに入力したフォームのリストが表示されます。

Completion Status (Mandatory Questions for Registration)	
Registration Data	✓
Fendi North America Inc. document acceptance	✓
General information	✓
Payment method	✓
Number of bank data	✓
3rd party security policy	✓
Payment Terms	✓
Business Continuity Plan	✓
DarkBeam Data Risk Assessment	✓
Bank nationality 1	✓
ABA Code 1	✓
Account Holder 1	✓
My Category Selection	✓ 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. 登録プロセスが完了すると、確認メールが届きます。その後、フェンディ社内で内容を精査し、取引業者様にフィードバックをお送りします。

Supplier Account Activation on FENDI Vendor Portal



fendi-prep@app.jaggaer.com

To Maria Sarcinella

Retention Policy 18 Month Retention (1 year, 6 months)

Expires 01/01/2022

Reply

Reply All

Forward

...

Fri 03/07/2020 11:57

Dear Supplier,

Your account has been activated on FENDI Vendor Portal

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: supplier01

The site address is: <https://fendi-prep.app.jaggaer.com>

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

取引業者様、

Fendi VoB ポータル内の御社のアカウントは正常にアクティベートされました。

ユーザーネームとパスワードを使ってプラットフォームにアクセスできます。

御社のユーザーネーム: supplier01

サイトの URL : <https://fendi-prep.app.jaggaer.com>

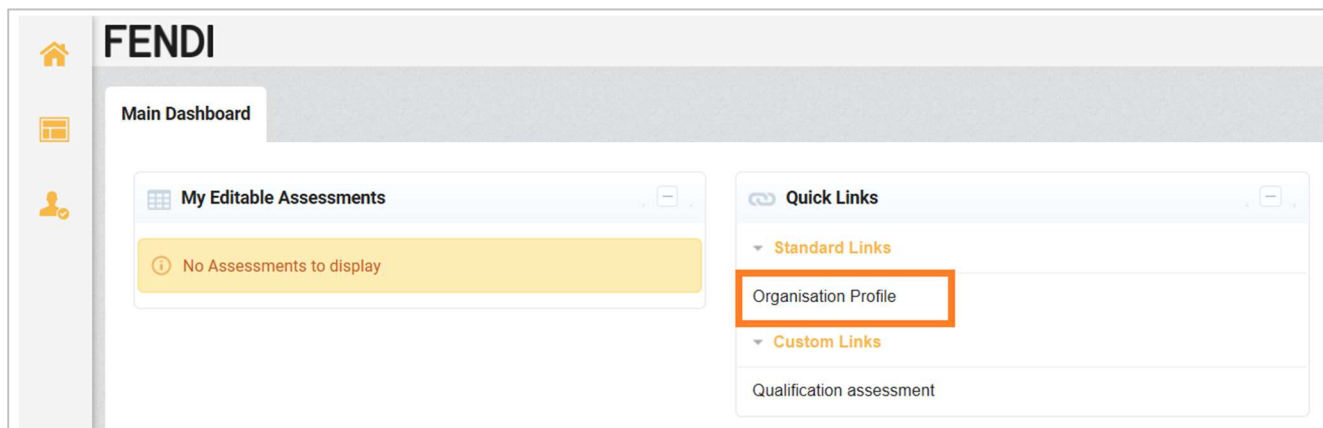
注) ユーザーネームやパスワードを忘れた場合は、ログインページで復旧が可能です。

6. How to view and edit the information provided

データの閲覧／編集方法

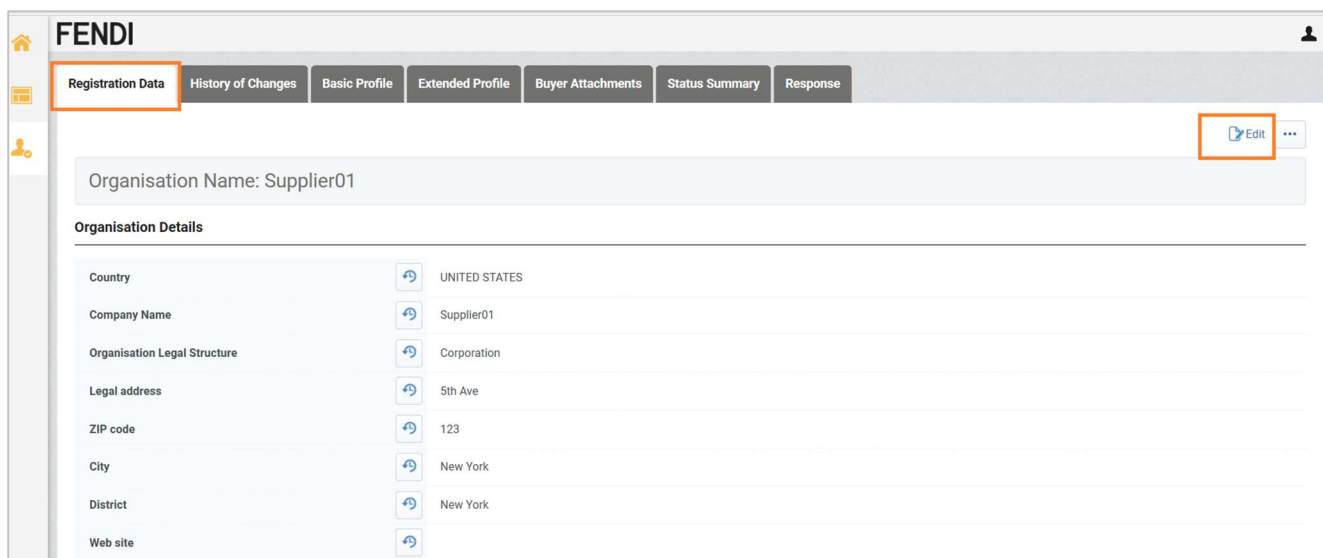
Supplier can always access to all data provided during the onboarding process clicking on Organization Profile.

登録プロセスで提出したすべてのデータにアクセスするには、ダッシュボードの“**Organization Profile**（組織プロフィール）”をクリックしてください。



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

過去に入力した組織の基本情報が閲覧できる **Registration Data**(登録データ)に誘導されます。“**Edit**（編集する）”をクリックすると、情報を編集できます。



When the modifications are completed click on Save.

編集が終わったら“**Save**（保存する）”をクリックします。



FENDI


Organisation Name: Supplier01

[Save](#) [Cancel](#)

Organisation Details

* Country	UNITED STATES
* Company Name	Supplier01
* Organisation Legal Structure	Corporation
* Legal address	5th Ave
* ZIP code	123
* City	New York
* District	New York
Web site	
PEC email (only for Italian supplier)	

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. 御社の窓口の連絡先を変更する場合は、画面右上の  のアイコンをクリックし、**“User Profile (ユーザープロフィール)”** をクリックします。



John Green

English

User Profile

Accessibility and Legend

16:20 CET - Central Europe Time
DST

[Logout](#)

Here supplier can click on Edit to change the Super User Details or click on Change Password to change his password. 次の画面で**“Edit (編集する)”** をクリックして、ユーザーの詳細情報を編集します。
“Change Password (パスワードを変更する)” をクリックすると、パスワードを変更できます。

[Change Password](#)

User: John Green

[Edit](#)

Super User Details

First Name	John
Last Name	Green
Username <small>(please do not forget your username)</small>	supplier01
Mobile <small>(please enter "+" "country code" and "your mobile phone number" with no spaces)</small>	+393495442702
Email <small>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.</small>	msarcinella@jaggaer.com
Preferred Language	English (UK)
Time Zone	(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome

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

編集が終わったら“Save(保存する)”をクリックしてください。

User: John Green

Save Cancel

Super User Details

* First Name John

* Last Name Green

* Username supplier01
(please do not forget your username)

* Mobile
(please enter "+" "country code" and "your mobile phone number" with no spaces) +393495442702

* Email
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. msarcinella@jaggaer.com

* Preferred Language English (UK)

* Time Zone (GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome

In the section called **Basic Profile** supplier can view all the information provided in the different form during the onboarding process. “**Basic Profile (基本プロフィール)**” のタブを開くと、登録プロセスで入力した情報を確認できます。

Registration Data History of Changes Basic Profile Extended Profile Buyer Attachments Status Summary Response					
Title	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date	Order
	Mandatory	Optional			
Fendi North America Inc. documents acknowledgement and acceptance	✓			03/07/2020 11:42	1
Additional information	✓	0%		03/07/2020 11:45	2
Business Continuity Plan	✓			03/07/2020 11:47	3
DarkBeam Data Risk Assessment	✓			03/07/2020 11:47	4
Payment method	✓			03/07/2020 11:48	5
Number of Bank Accounts	✓			03/07/2020 11:48	6
Bank nationality 1	✓			03/07/2020 11:49	7
ABA Code 1	✓			03/07/2020 11:51	8
Account Holder 1	✓	0%		03/07/2020 11:53	9
3rd party security policy	✓			03/07/2020 11:54	10
Payment Terms					11

To view the information supplier can click on the form name and open it.

閲覧するには、**Title (タイトル)** の下にある項目名をクリックします。

Registration Data History of Changes Basic Profile Extended Profile Buyer Attachments Status Summary Response					
Title	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date	Order
	Mandatory	Optional			
Fendi North America Inc. documents acknowledgement and acceptance	✓			03/07/2020 11:42	1
Additional information	✓	0%		03/07/2020 11:45	2
Business Continuity Plan	✓			03/07/2020 11:47	3
DarkBeam Data Risk Assessment	✓			03/07/2020 11:47	4
Payment method	✓			03/07/2020 11:48	5

All data contained in the form will be visible but supplier is not allowed to change them.

すると、それぞれに入力した内容が表示されますが、変更することはできません。

FENDI

Back to List

Basic Profile Details: Additional information

< >

Additional information

Company Presentation	Attach the company's presentation	(no file attached)
Offices/plants	* Detail the number and the location of headquarter, subsidiaries and plants	12
Number of Luxury & Fashion clients	Indicate how many clients of Luxury and Fashion business do you have in your portfolio	
Legal representative of the company	* Indicate the legal representative of the company	John Green

Administration contact

Administration point of contact name	* Indicate the name of administration point of contact	Thomas
Administration point of contact surname	* Indicate the surname of administration point of contact	Smith
Administration point of contact telephone	* Indicate the phone of administration point of contact	+39393939393
Administration point of contact mail	* Indicate the email of administration point of contact	thomas.smith@mail.com

In the **Extended Profile** section supplier can view all the forms that he can edit autonomously.

“**Extended Profile (その他のプロフィール)**”のタブを開くと編集可能なフォームのリストが表示されます。

FENDI

Registration Data History of Changes Basic Profile **Extended Profile** Buyer Attachments Status Summary Response

Title	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date	Order
	Mandatory	Optional			
General information	✓	0%		03/07/2020 11:45	1
Business Continuity Plan	✓			03/07/2020 11:47	2
DarkBeam Data Risk Assessment	✓			03/07/2020 11:47	3
Payment method	✓			03/07/2020 11:48	4
Withholding tax - Fendi North America	✓			03/07/2020 11:56	5

To edit some information supplier has to click on the file name and then on Edit.

情報を編集するには、まず項目名をクリックして“**Edit (編集する)**”をクリックします。

FENDI

Back to List

Extended Profile Details: General information

< >

General information

Company Presentation	Attach the company's presentation	(no file attached)
Offices/plants	* Detail the number and the location of headquarter, subsidiaries and plants	12
Number of Luxury & Fashion clients	Indicate how many clients of Luxury and Fashion business do you have in your portfolio	
Legal representative of the company	* Indicate the legal representative of the company	John Green


Administration contact


Administration point of contact name	* Indicate the name of administration point of contact	Thomas
Administration point of contact surname	* Indicate the surname of administration point of contact	Smith
Administration point of contact telephone	* Indicate the phone of administration point of contact	+39393939393
Administration point of contact mail	* Indicate the email of administration point of contact	thomas.smith@mail.com

Edit

Supplier can modify the data and then click Save & Continue.

編集が終わったら“Save & Continue（保存して続ける）”をクリックしてください。

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 basic/extended forms completion and classification (the icon  means that all forms/classification have been completed).

“**Status Summary（ステータスサマリー）**”のタブを開くと、プラットフォームへのアクセスのステータスを閲覧できます。登録プロセスが完了すると **Active（アクティブ）** になります。このページでは、基本／その他のフォームの完了／未完了とカテゴリーを確認できます。（のアイコンが付いていれば、フォーム／カテゴリーの入力は完了しています）

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

“**Response（レスポンス）**”のタブを開くと、入力した情報がすべて表示されます。

FENDI						
Registration Data History of Changes Basic Profile Extended Profile Buyer Attachments Status Summary Response						
<input type="text" value="Enter Filter (type to start search)"/>						
	Title	Type	Date Last Modified	Date Last Confirmed	Confirmed In	Response
1	3rd party security policy form	Single Attachment	03/07/2020	03/07/2020	3rd party security policy	Doc.pdf (30 KB)
2	ABA Code 1	Text	03/07/2020	03/07/2020	ABA Code 1	123467897
3	Account currency 1	Option List	03/07/2020	03/07/2020	ABA Code 1	US Dollar
4	Account holder name 1	Option List	03/07/2020	03/07/2020	ABA Code 1	No
5	Account Number 1	Text	03/07/2020	03/07/2020	ABA Code 1	12345
6	Administration point of contact mail	Text	03/07/2020	03/07/2020	Additional information	thomas.smith@mail.com
7	Administration point of contact name	Text	03/07/2020	03/07/2020	Additional information	Thomas
8	Administration point of contact surname	Text	03/07/2020	03/07/2020	Additional information	Smith
9	Administration point of contact telephone	Text	03/07/2020	03/07/2020	Additional information	+3939393939393
10	Bank address 1	Text	03/07/2020	03/07/2020	ABA Code 1	50 Bayard St, New York, NY 10013, Stati Uniti
11	Bank certification IBAN/ account number 1	Single Attachment	03/07/2020	03/07/2020	ABA Code 1	Doc.pdf (30 KB)

To view the classification supplier has to go to **My Categories** section of the portal.

カテゴリーを閲覧するには“**My Categories (マイカテゴリー)**”をクリックします。

FENDI						
Registration Data History of Changes Basic Profile Extended Profile Buyer Attachments Status Summary Response						
<div> My Organisation <ul style="list-style-type: none"> Organisation Profile My Categories Assessments </div>						
	Supplier Data Status	Document Expiry Date (First to Expire)	Last Modified Date	Order		
	Mandatory	Optional				
	✓	0%	03/07/2020 11:45	1		
	✓		03/07/2020 11:47	2		
	✓		03/07/2020 11:47	3		
Payment method	✓		03/07/2020 11:48	4		
Withholding tax - Fendi North America	✓		03/07/2020 11:56	5		

Here supplier will view all the categories associated to his company.

“**My Categories (マイカテゴリー)**”では、御社のカテゴリーを確認できます。

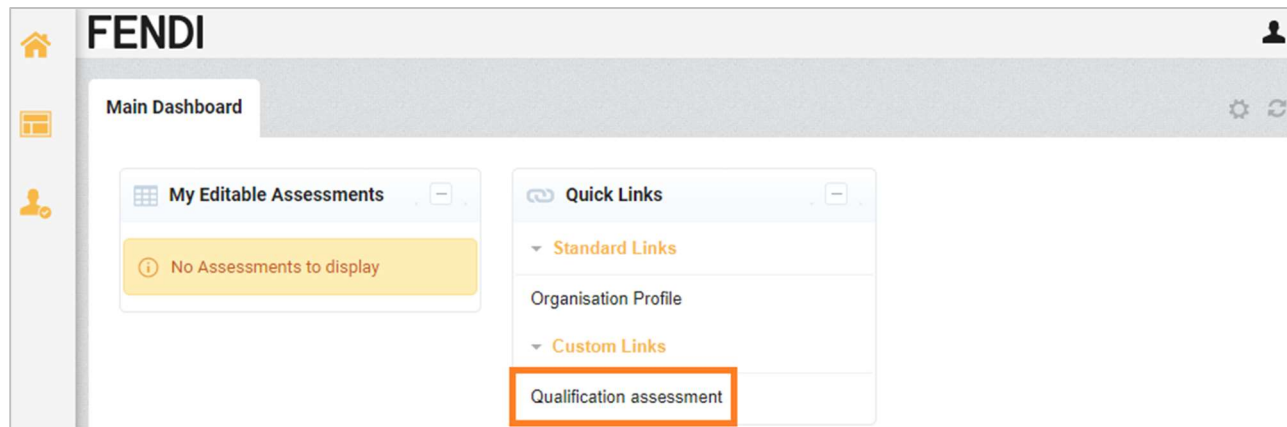
FENDI		
My Categories		
<input type="text" value="Enter Filter (type to start search)"/>		
Code	Title	Classified On
1 B0101	ARTIST	01/07/2020 16:44:37
2 B0102	TALENT	03/07/2020 11:55:48
Total 2		Page 1 of 1

To summarize supplier can change anytime the following information just clicking on Edit and following the procedure explained above: つまり、取引業者様が自ら編集／変更できるのは以下の2つです。 “**Edit (編集する)**”をクリックして、先述の通り、編集してください。

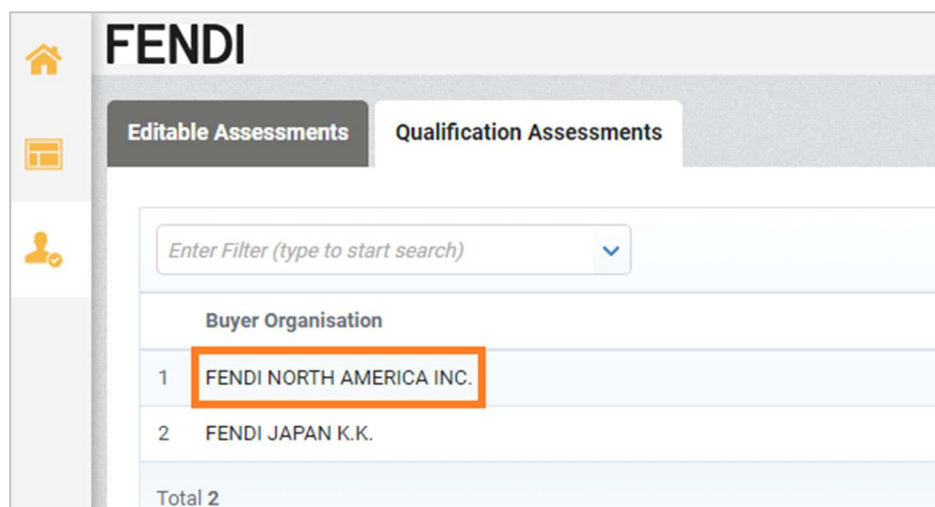
- **Registration Data form** [登録データ](#)
- **Extended Profile forms** [その他のプロフィール](#)

7.How to change bank data 銀行情報の変更方法

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. 銀行情報を変更したい場合は、フェンディの許可を得る必要があります。許可申請は Fendi VoB ポータルにログインして、“[Qualification assessment（資格査定）](#)”をクリックしてください。



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). [Qualification assessment（資格査定）](#) のセクションには、各国の変更プロセスのリストが表示されます。取引先の法人名（フェンディジャパンなら FENDI JAPAN K.K.）を選択してください。



Then click on Messages and then Create Message.

“[Messages（メッセージ）](#)”のタブを開いて、“[Create Message（メッセージを作成する）](#)”をクリックしてください。

FENDI

Editable Assessments Qualification Assessments

← Back to List

▼ Buyer Organisation: FENDI NORTH AMERICA INC.
Status: Updated

Details **Messages (Unread 0)**

Create Message Received Messages Sent Messages Draft Messages

Supplier has to fill in the Subject and Description field specifying which bank data he wants to change and, optionally, insert attachment. “**Subject (題名)**”の欄にメッセージの題名と“**Message (メッセージ)**”の欄にどの銀行の情報を変更したいのかを明記してください。“**Attachments (添付)**”をクリックして、ファイルを添付することも可能です。

▼ Buyer Organisation: FENDI NORTH AMERICA INC.
Status: Updated

Send Message Save as Draft Cancel

Message

Subject

Message

Attachments Attachments

Name	Description	Comments
No Attachments		

Once filled in supplier can click on Send Message.
入力が終わったら“**Send Message (メッセージを送信)**”をクリックします。

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

Sent: 07 July 2020 17:05

To: Maria Sarcinella <msarcinella@jaggaer.com>

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

Dear Supplier01,

The Buyer Organisation FENDI NORTH AMERICA INC. has requested that you complete any required data and review Qualification Assessment Forms on FENDI Vendor Portal

Assessment Group Name: Qualification Assessment

Buyer Comment (optional):

To access the Form Questions (provided your access allows you) click the following link and enter your Username and Password <https://fendi-prep.app.jaggaer.com/esop/guest/login.do?gyu=74715227017329CDB9E8>

Or browse as follows:

- Connect to <https://fendi-prep.app.jaggaer.com>
- Enter your Username and Password
- Select Assessments in the My Organisation area
- Click Editable Assessments
- Select the Forms to be reviewed and completed
- Click 'Return Forms to Buyer' to send the Forms back to the Buyer.

Supplier01 様

フェンディ北米のバイヤーオーガナイゼーションが、Fendi VoB ポータル上の Qualification assessment (資格査定) フォームへの入力をリクエストしています。

Assessment Group Name (査定グループ名) : Qualification assessment (資格査定)

バイヤーオーガナイゼーションのコメント (オプション) :

フォームにアクセスするには、次のリンクをクリックし、ユーザーネームとパスワードを入力してください

<https://fendi-prep.app.jaggaer.com/esop/guest/login.do?gyu=74715227017329CDB9E8>

下記からもアクセスは可能です。

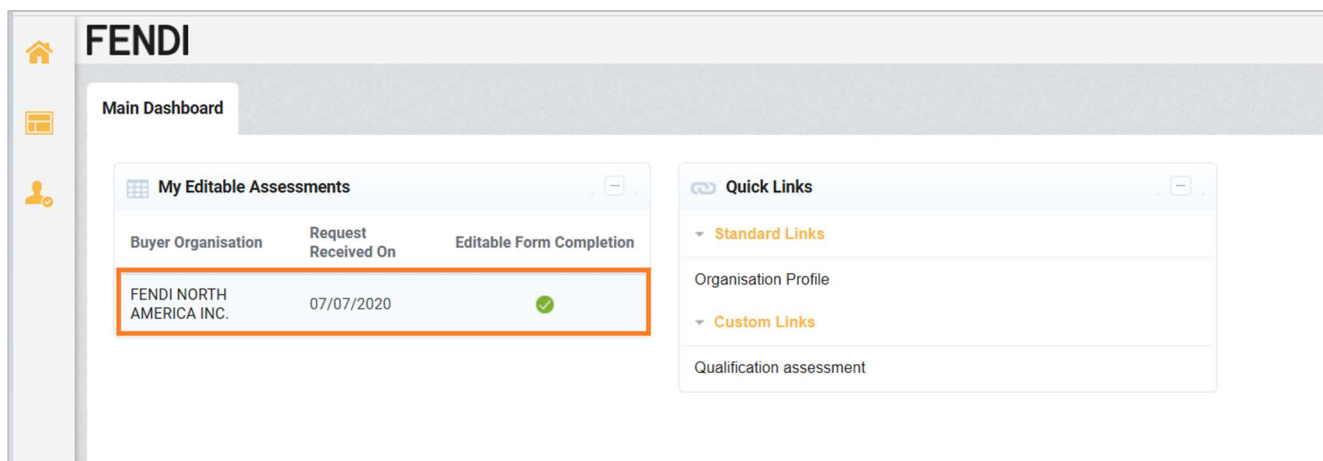
- <https://fendi-prep.app.jaggaer.com/> にアクセス
- ユーザーネームとパスワードを入力
- My organization (マイ組織) エリアで Assessment (査定) を選択
- Editable Assessments (編集可能な査定) をクリック
- 該当のフォームを選択
- "Return Forms to Buyer (バイヤーにフォームを戻す)" をクリックして、バイヤーにフォームを送信

これは取引先がフェンディ北米の場合サンプルです

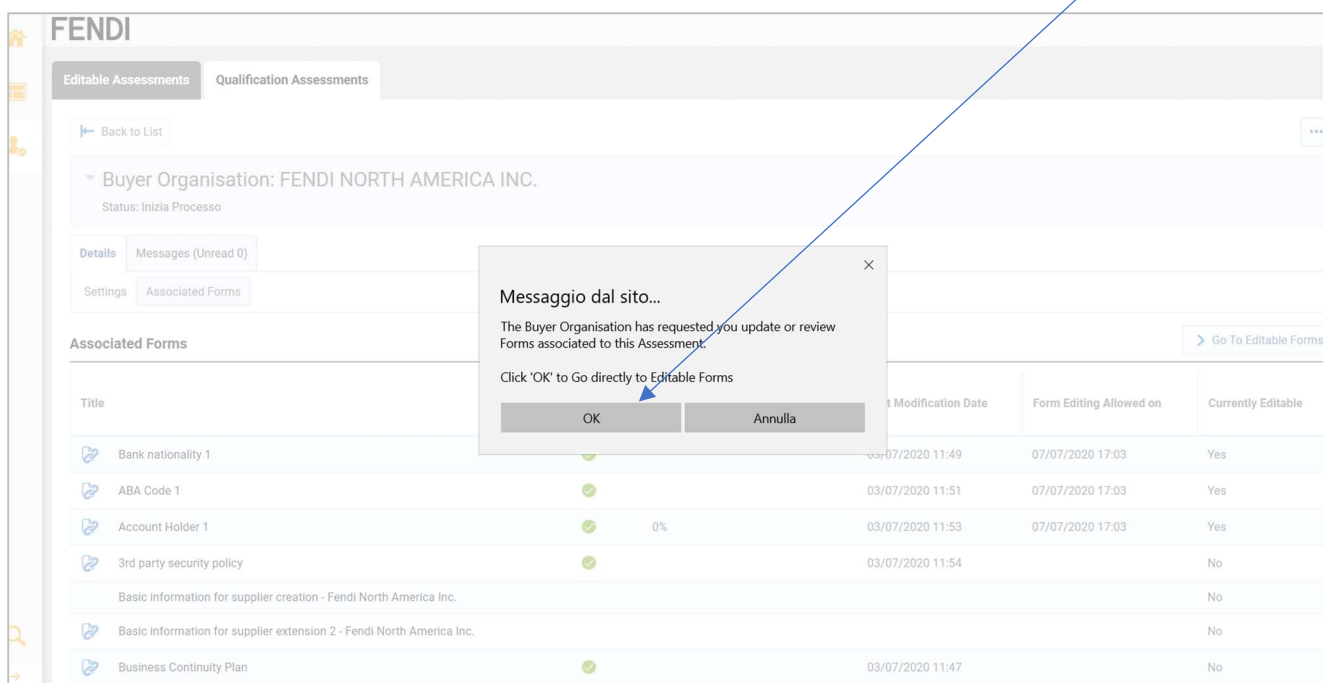
Clicking on the link the supplier will land at the login page where he has to insert username and password.
メール内のリンクをクリックすると、ログインページが開きますのでユーザーネームとパスワードを使ってログインしてください。

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.

上記リンクを使用せず、Fendi VoB ポータルのホーム画面からアクセスする場合は、ログインしてから
"My Editable Assessment (編集可能な査定)" の下に書かれているプロセスをクリックしてください。



Using the email link, after the login supplier has to click on OK to view the forms and proceed with the modifications. メール内のリンクを使う場合は、ログインした後、ポップアップウインドウの OK をクリックしてフォームにアクセスし、内容を変更してください。



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

フェンディが受け取ったフォームのリストが表示されます。変更したい項目名をクリックしてください。

Editable Assessments **Qualification Assessments**

[Back to List](#) ...

▼ Request by Buyer Organisation: FENDI NORTH AMERICA INC.
Request Received On: 07/07/2020 17:03
Return Status: **Forms To Be Returned To Buyer**

Details Messages (Unread 0)

Editable Forms

Editable Forms [Return Forms To Buyer](#)

	Title	Supplier Form Status		Document Expiry Date (First to Expire)	Last Modification Date	Form Editing Allowed on	Forms Viewed
		Mandatory	Optional				
1	Bank nationality 1	✓			03/07/2020 11:49	07/07/2020 17:03	No
2	ABA Code 1	✓			03/07/2020 11:51	07/07/2020 17:03	No
3	Account Holder 1	✓	0%		03/07/2020 11:53	07/07/2020 17:03	No

Total 3 Page 1 of 1

Clicking on Edit the form content can be modified. 内容を変更するには“**Edit（編集する）**”をクリックします。

Editable Assessments **Qualification Assessments**

[Back to List](#) ...

▼ Buyer Organisation: FENDI NORTH AMERICA INC.
Status: Inizia Processo

Details Messages (Unread 0)

Editable Forms

[Back](#) [Previous](#) [Next](#) [Forward](#) [Edit](#)

Form Information

Last Supplier Modification Date
03/07/2020 11:49

Editable Forms

Form Editing
Editable by Supplier ●

Current Editing Allowed
07/07/2020 17:03 Last Editing Stopped

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 Continue” to move directly to the following form.

1つ目のフォームの変更が終わったら、“**Save and Exit（保存して終了する）**”をクリックします。別のフォームを続けて変更したい場合は、“**Save and Continue（保存して続ける）**”をクリックして、次のフォームの変更に進んでください。

Buyer Organisation: FENDI NORTH AMERICA INC.
Status: Inizia Processo

Save and Exit Save and Continue Cancel

Form Information

Last Supplier Modification Date
03/07/2020 11:49

Editable Forms

Form Editing
Editable by Supplier ●

Current Editing Allowed
07/07/2020 17:03 Last Editing Stopped

Form Title: Bank nationality 1

Form Description

Bank nationality

Title	Description	Response
-------	-------------	----------

When all modifications are completed supplier has to send them to Fendi by clicking on **“Return Forms to Buyer”**. From that moment all forms will not be visible to supplier anymore. すべての変更が完了したら、**“Return Forms to Buyer（バイヤーにフォームを戻す）”**をクリックします。それ以降、フォームは閲覧さえできなくなります。

Fendi user will see and evaluate the bank modifications applied in the forms. If further corrections are required Fendi will send back the form once again. その後、フェンディが銀行情報変更の内容を確認し、もし修正が必要な場合は、再度同じ手順で修正を依頼します。

FENDI

Editable Assessments Qualification Assessments

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Request by Buyer Organisation: FENDI NORTH AMERICA INC.
Request Received On: 07/07/2020 17:03
Return Status: Forms To Be Returned To Buyer

Details Messages (Unread 0)

Editable Forms

Editable Forms

Note
All Forms have been reviewed and all mandatory fields completed
Return all listed Forms to the Buyer or go back to the Forms and Return them later

Return Forms to Buyer No, I will do it later

Return Forms To Buyer

Title	Supplier Form Status	Mandatory	Optional	Form Editing Allowed on	Forms Viewed
1 Bank nationality 1	●			03/07/2020 11:49	07/07/2020 17:03
2 ABA Code 1	●			03/07/2020 11:51	07/07/2020 17:03
3 Account Holder 1	●	0%		03/07/2020 11:53	07/07/2020 17:03
Total 3					Page 1 of 1

8. Fendi evaluation completed フェンディ社内のレビュー完了

When Fendi has completed its internal evaluation related to the codification/extension process supplier will receive a notification by email. データ変更後、フェンディ社内のレビューが完了すると、メールが届きます。

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: メールをお送りする目的は、ある特定のプロセスが終了したことをお知らせするためです。受け取るメールの種類は3種類です。

- to inform about the codification process 変更完了に関するお知らせ
- to inform about the extension process (when a supplier is already codified but he has been extended to another Fendi legal entity) 拡大に関するお知らせ（取引業者様の取引先が増えた場合（別の国のフェンディ法人と取引を開始した場合など））
- to inform about bank data update 銀行情報のアップデートに関するお知らせ

Codified 変更完了に関するお知らせ

-----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 拡大に関するお知らせ

-----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 アップデートに関するお知らせ

-----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