

# FENDI VoB供应商入驻门户

供应商手册



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## 1.简介

本手册将解释FENDI VoB供应商门户的功能和流程。该文件主要针对以下问题:

- FENDI VoB门户网站
- 主页概述
- 双重认证
- 注册流程
- 如何查看/编辑所提供的数据(一般公司数据和分类)
- 如何更改银行数据
- 完成FENDI评估并收到反馈

## 2. FENDI VoB门户网站

FENDI供应商入驻门户的网址为<u>https://vob.fendi.com</u>

该门户网站的页面分为三个主要部分:

- 登录区:用于供应商输入用户名和密码以登录FENDI VoB门户,并请求获取新密码
- 文件:用于供应商下载FENDI VoB门户手册
- 联系我们:在需要支持时,可以联系Fendi的方式
- 语言:供应商可以在登陆界面的右上角选择语言。VoB 门户网站提供意大利语、英语和中文版本。单击语 言名称选择首选语言。

登录后,供应商可以通过单击页面右上角的蓝色图标来更改语言。



			Italiang English
LOGIN AREA	DOCUMENTS	CONTACTS	ACCESS FENDI USERS
USERNAME	Suppliers' manual	IT Support Functional Support	ACCESS FENDI USERS
PASSWORD			
Forgel vowr. password?	ENTER		

## 3.主页概述

供应商主页有不同部分:

我的可编辑的评估表:供应商可轻松获取FENDI要求的文件

快速链接-组织档案:供应商可获取公司信息,以查看/更改数据

Qualification assessment:供应商可直接查看由FENDI法律实体管理的编纂/扩展程序清单

My Editable Assessments	. E .	C Quick Links	. E.
No Assessments to display		✓ Standard Links	
		Organisation Profile	
		- Custom Links	
		Qualification assessment	
EENDI 10:52 CET - Central Europe Time			পণায়েন্টান হয
モアン 10:52 CET - Central Europe Time 主界面			欢迎访问 aa
<b>ENDI</b> 10:52 CET - Central Europe Time 主界面 我的可编辑的评估	快速链接		欢迎访问 aa
ENDI 10:52 CET - Central Europe Time 主界面 我的可编辑的评估	快速链接标准链接		欢迎访问 aa

## 4.双重认证

供应商要登录门户,必须在门户主页上输入用户名和密码。在认证系统下,供应商输入用户名和密码后,平台会要求输入OTP代码以完成登录。因此,供应商会通过短信收到一条OTP代码(6位数字)。供应商需在平台上输入该代码,以进行操作。

<	9	
	JAGGAER >	
	SMS oggi 11:26	
Dear Us	er,	
The Val access on FENI	dation Code required to your account is <u>520589</u> DI Vendor Portal	

该短信会自动发送到供应商在注册表的用户资料中指定的手机号码。

First Name	9	ppp
Last Name	Ð	pp
Username (please do not forget your username)	Ð	sellerzanero
Mobile		
(please enter "+" "country code" and "your mobile phone number" with no spaces)	Ð	+393495442702
Email		
IMPORTANT: This email address will be used for access to		
the site and for all communications. Please ensure you	9	msarcinella@jaggaer.com
enter the address correctly. Please use ;' (semicolon) to separate multiple addresses.		
Preferred Language	9	Italiano
Time Zone	0	(OMT + 100) OFT/Optical Europe Time). Develop Budgeset Oppications Modeld Davis De

∨ 超级用户详情		
名 <b>5</b> aa	姓 🕥 bb	
用户名 <i>(请不要忘记您的用户名) 5</i> 7853366903 <d< td=""><td>移动电话 <i>(请输入"+""国家编码"和"您的移动电话号 码",中间没有空格)</i> +8612345678</td><td>Ð</td></d<>	移动电话 <i>(请输入"+""国家编码"和"您的移动电话号 码",中间没有空格)</i> +8612345678	Ð
主要电子邮箱 重要:这个邮件地址将用于在平台上进 行信息的交流,请确保您输入的地址是准确的,请用	选定语言 🕤 中文 (CN)	
供应商在每次登录时都应完成双重认证过程。		

FENDI

## 5.注册流程

## 5.1. 首次访问FENDI VoB门户

该过程由FENDI各部门的用户发起,该用户在FENDI VoB网站中插入一些公司信息,如公司名称、联系人电子邮件地址、联系人、手机号码和语言,以完成注册。

此后,供应商会收到带有用户名和密码的注册电子邮件。

Registration on FENDI Vendor Portal					
fendi-prep@app.jaggaer.com			Keply All	$\rightarrow$ Forward	
To O Maria Sarcinella Retention Policy 18 Month Retention (1 year, 6 months) (1) You forwarded this message on 01/07/2020 18:22.	Expires 30/12/2021			Wed 01/07/20	20 16:21
Dear Supplier01,					
The Buyer Organisation FENDI NORTH AMERICA INC. has registered you to use https://	fendi-prep.app.jaggaer.com	m			
Your Username is: 8261327928/d Your Password is: 5597519304					

### 供应商需要在FENDI VoB首页https://vob.fendi.com的"登录区"输入这些信息。



然后,供应商将立即通过短信收到OTP代码,该代码需要输入到"OTP Token Required"栏中。

FENDI	T
OTP Token Required	
	✓ Submit × Cancel

#### 输入后,供应商可点击"提交"以继续操作。

FENDI		T
OTP Token Required		
Token Number		
		Submit Cancel

首次登录FENDI VoB门户时,供应商必须接受"平台-使用条款"才能继续。供应商必须点击"我同意",然后点击"下一步"。

#### 只需接受一次。

		PLATFORM – TERMS OF USE
. Terms and Conditions of Use.		
These terms and conditions of use (he The Platform is customized and license Quadrato della Concordia No. 3, 00144 Hennessy – Louis Vuitton S.E.	reinafter, the "Terms of Use") regulate your use o ed for use by BravoSolution Italia S.p.A., with reg – Roma, Italy (hereinafter referred to as, "Fendi"	f the platform hosted at the URL http://vob.fendi.com, including all its forms dedicated to and reserved for registered users (hereinafter, the "Platform") istered office in Plazza della Repubblica No.2, 24122 – Bergamo, to the benefit of Fendi S.r.I., with registered office in Platzzo della Civittà Italiana, "we", "us" or "our") and or its Affiliates, meaning any company authorized to sell FENDI products, directly or indirectly, controlled by LVMH Moet
n welcoming you to the Platform, we in he Platform (hereinafter, referred to as if Use, you cannot use this Platform ar	wite you to carefully review these Terms of Use I , the "User"). By accessing and/or using the Plat Id we thus invite you to immediately discontinue	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 o form 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 your access and/or use.
Purposes and Functionalities of the	Platform.	
Ve use the Platform, i) to check, analys lownload, upload, of specific data and ind/or tender processes, don't bind Fe endi will send an e-mail of acceptance	e and storage all documents and requirements i for documents during the onboarding and/or ten ndi and/or its Affiliates to any obligation to the U or reject to each Users at the end of the onboar I/or its Affiliates, you confirm the correctness, co	equired by Fendi and/or its Affiliates in order to be accepted and onboarded as authorized supplier, ii) for tender purposes. Your submission, signature der 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 sers nor to execute any contract, agreement, deal, offer, with the Users nor to award any tender to Users, until written acceptance provided by Fendi ding/tender process, after verifying that all requirements are met by the same. You undertake that with the submission of the data and/or documents, mpleteness, accuracy or currency of any information provide on the Platform and to accept any term and condition herein described. Once submitted
equested by the Platform, to Fendi and		
equested by the Platform, to Fendi and Download Platform Terms of Use		

在首次登录时,供应商还应更改其密码,该密码格式必须为:

- 至少包含8个字符
- 与用户名不同
- 与最近使用的4个密码不同

然后点击"提交"

	2
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.	
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. 注册资料

### 从这一步开始,所有的信息都必须用英文填写,只有5.3最后部分的《公司信息-汉字表格》使用中文填写。

FENDI VoB门户入驻流程的第一步是填写注册资料表。该表分为两部分:公司详情和用户详情。

供应商将看到,以下字段已由FENDI用户预先填写,但可以修改:

- 公司名称
- 手机
- 电子邮件
- 首选语言
- 时区

1107 m			
Registration Data			
Registration Data Bas	c Profile Forms	My Category Selection	Registration Confirmation
			Save & Continue
Organisation Details			
Country		v	
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 El Tay ID			

FEND	FENDI 11:18 CET - Central Europe Time						
组织名称	: Training Chir	na 2					
注册数据	属性数据	买方附件	公司信息	问题	变更历史		
∨ 企业详	情						
国家 🅥 CHINA						公司名称 与 Training China 2	
企业法定约 有限合伙?	吉构 🍤 公司 - Limited Partne	ership				法定地址(不接受特殊字符,如#、@等) 🕥 Room XX, No. X XX Rd, Haidian District, Beijing 🌓	
邮政编码 100120	Ð					城市名称 🍤 Beijing	
地区 🕤 Beijing						网站 🕤	
PEC电子的	邓件 (仅适用于意大利	利供应商) 🅤				企业ID Cribis 为	
公司注册- 123	号/欧盟外税号 🍤					DUNS号码(由系统自动填入) 🍤	

用户名由平台自动生成,由字母、数字和符号组成(如9905573257+h),供应商可自行更改。

User Details	
* First Name	
Last Name	
Username     (please do not forget your username)	9905573257+h
<ul> <li>Mobile         <ul> <li>(please enter "+" "country code" and "your mobile phone number" with no spaces)</li> </ul> </li> </ul>	+393495442702
<ul> <li>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.</li> </ul>	Izanero@jaggaer.com
Preferred Language	English (UK) 🗸
* Time Zone	(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome 🛩

#### ∨ 超级用户详情

名り

aa

用户名 (请不要忘记您的用户名) 🕤 7853366903<d

主要电子邮箱 重要:这个邮件地址将用于在平台上进行信息的交流,清确保您输入的地址是准确的,请用 🕚 ";"来分隔多个地址。 姓 🕥 bb

移动电话 ( *请输入 "+""国家编码"和"您的移动电话号* 仍 *码", 中间没有空格)* +8612345678

选定语言 **⑤** 中文 (CN) 供应商在填写注册资料表时,必须点击"在Cribis D&B中搜索您的公司数据"来搜索其公司资料,以便在表格的某些字段中自动预填写公司和 Cribis 数据库中已激活的其他信息。

Registration Data			
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			Save & Continue
Organisation Details			Search your Company data in Cribis D&B 📾
* Country	automatic compiling of your Ver 	mpany data in Cribis D&B', in order to start the ndor form with data available on Cribis D&B's should be integrated by you.	
* Company Name	Jaggae	r Company data in Cribis D&B 🛤	
* Organisation Legal Structure	-		
* Legal address			
* ZIP code			
* City			

为了搜索,供应商必须填写公司名称和国家字段并点击**搜索**。也可填写其他字段,以便在Cribis数据库中细化搜索结果。

okup Filter				S Display/Hide filter 8 Clot		
Duns		Name/Company Name		We invite you to fill in the form with, "Name/Company Name" and "Country		
		DIMOREGALLERY SRL		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		
Business Id		Z Address		registration form to continue with your registration.		
08829850968		VIA SOLFERINO 11				
City		ZIP Code				
MILANO		20121				
Country		District				
ITALY	~	Milano	~			

该平台将显示Cribis数据库中查找到的记录。如果搜索结果中显示的记录超过1条,则供应商必须选择正确的记录, 并点击**下载数据**或**更新注册表**。

ookup Filter							& Display/Hid	e filter 8 Close
Duns Business Id 08829850968 City		Name/Company Name DIMOREGALLERY SRL			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			
		Address			"Update the registration form" to continue with your registration.			tration.
		VIA SOLFERINO 11						
		ZIP Code						
MILANO		20121						
• Country		Z District						
ITALY	~			~				
turned list of matching su	ppliers						Update the registration	Q Search
Crif	Name/Company Name	Tax C	ode	Vat Code	Address	City	ZIP Code P	rov. Descr.

供应商会自动返回注册资料表,其中组织详情部分的一些字段已经预先填好。

如果数据不正确,供应商可以将由Cribis导入的数据覆盖;如果正确,则可继续填写表格。

如果供应商在Cribis数据库中找不到其公司,则系统不会预先填写数据,供应商必须填写所有必填数据。

### <u>注意: "公司注册号/欧盟附加税号"一栏将自动填入意大利供应商的Cribis代码或外国供应商的DUNS号码。供</u> 应商不必取消或修改该字段。

需要提醒的是,所有标有红色星号(\*)的字段均为必填字段,填写后方可继续操作。

关于公司识别代码字段:

- 财政代码: 仅适用于意大利公司
- 增值税号: 仅适用于意大利公司
- 欧盟增值税号:所有在欧洲注册的公司均必须填写
- 公司注册号/欧盟附加税号:所有在欧洲注册的公司均必须填写

NDI San			1
Registration Data			
Registration Data Basic Pro	ofile Forms	My Category Selection	Registration Confirmation
Organisation Details			Save & Continue
* 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		
er Details			
	194 s		
irst Name	John		
ast Name	Green		
please do not forget your username)	supplier01		
Nobile [please enter "+" "country code" and "your mobile phone number" with no spaces)	+393407977682		
mail MPORTANT: 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 Ti	me), Brussels, Budapest, Copenhagen, Madrid	Paris, Rome 🗸

## 表格填写完成后,点击"保存并继续"。

组织名称:Training China 2		取消	保存
∨ 企业详情			
国家	* 公司名称		
CHINA	Training China 2		

\_\_\_\_\_

E.

Registration Data				
Registration Data	Basic Profile Forms	My Category Selection	Registration Co	onfirmation
				Save & Continue
Organisation Details				
* Country		UNITED STATES	~	
* Company Name		Supplier01		

## 5.3. 基本资料表

注册程序的第二步是完成基本资料表。

首先,供应商必须下载、阅读、理解并接受以下两个文件:

- 供应商行为准则
- 行为准则

供应商可以点击文件(即《中国供应商行为准则》)以下载该文件。

<ul> <li>Basic Profile Form: Registration</li> </ul>	Fendi North America Inc. documents aknowledge and	acceptance	
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			Save & Continue X Cancel
Fendi North America Inc. doc	uments aknowledge and acceptance		
Supplier's Code of Conduct	• I acknowledge having downloaded, read and understood the present "Supplier's Coo	✓ Fendi North America Inc Supplier Code	
Code of Conduct	Lacknowledge basing downloaded read and understood the present "Code of Cond	<ul> <li>Fendi North America Inc Code of Condu.</li> </ul>	

#### ← 〈 〉 文件确认和接受

✔ 文件确认	和接受		
	问题	说明	回复
1	供应商行为准则	* 我确认已下载、阅读并理解了此《供应简行为准则》;而且,我确 认完全接受该准则。	我确认
2	芬廸(上海) 南业有限公司 - 隐私政策	* 我确认已下载、阅读并理解此《隐私政策》。	我确认 

### 然后必须接受其内容,在下拉菜单中选择"**我确认**"。

Registration	. Fendi North America inc. documents aknowledge and a	cceptance	
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			Saven & Continue
Fendi North America Inc. do	cuments aknowledge and acceptance		
Supplier's Code of Conduct	• I acknowledge having downloaded, read and understood the present "Supplier's Code	of Conduct" and I confirm to accept it entirely	I confirm 🛩 Fendi North America Inc Supplier Code
code of Conduct	Conduct   I acknowledge having downloaded, read and understood the present "Code of Conduct" and I confirm to accept it entirely		I confirm 🗸 Fendi North America Inc Code of Condu

然后点击"**保存并继续**"。

<ul> <li>Basic Profile Form Registration</li> </ul>	Fendi North America Inc. documents aknowledge and	acceptance	
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
Fendi North America Inc. do	cuments aknowledge and acceptance		Save & Continue X Cancel
Supplier's Code of Conduct	• I acknowledge having downloaded, read and understood the present "Supplier's C	l confirm 🛩 Fendi North America Inc Supplier Code	
Code of Conduct	• I acknowledge having downloaded, read and understood the present 'Code of Cor	I confirm 🗸 Fendi North America Inc Code of Condu	

下一步是填写**补充信息表**。供应商必须填写所有必填项,方可继续操作。该表包含多个部分(即附加信息、行政 联系人、账单数据等),所有项目均必须妥善填写。完成后点击"**保存并继续**"。

<ul> <li>Basic Profile Form: Additional Registration</li> </ul>	al information			
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirm	ation
				Save & Continue X Cancel
Additional information				
Company Presentation	Attach the company's presentation		+ Click to attach file	1.
Offices/plants	Ffices/plants     Detail the number and the location of headquarter, subsidiaries and plants		12	
e mesa parta			Characters available 1998	
Number of Luxury & Fashion clients	Please, fill-in how many clients of Luxury and Fashion business do you hav	e in your portfolio		1
			Characters available 2000	
Legal representative of the company	Please, fill-in the legal representative of the company		Sarah Brown	le le
Administration contact			Characters available 1989	
Administration contact				
Administration point of contact name	Please, fill-in the name of administration point of contact		Robert	
			Characters available 1994	
Administration point of contact surname	<ul> <li>Please, fill-in the surname of administration point of contact</li> </ul>		Jason	1
			Characters available 1995	
Administration point of contact telephone	<ul> <li>Please, fill-inthe phone of administration point of contact</li> </ul>		+1235258964	1

#### 组织档案

← 〈 〉 行政联络人

∨ 行政联纲	<b>洛</b> 人		
	问题	说明	回复
1	行政联络人姓名	* 请填写行政联络人姓名	111
2	行政联络人姓氏	* 请填写行政联络人姓氏	111
3	行政联络人电话	* 请填写行政联络人电话	12345678
4	行政联络人邮件	* 请填写行政联络人电子邮件 (仅填写一个联络人电子邮件)	111@111.com
5	公司法定代表人	* 请填写公司法定代表人	111

如果供应商对于业务连续性计划和DarkBeam数据风险评估问题回答"是",则需要提供附加表格和附件。提供附加文件时,供应商必须点击"添加附件"。

<ul> <li>Basic Profile Form: Bus Registration</li> </ul>	siness Continuity Plar	1			
Registration Data	Basic Profile Forms	My Cat	egory Selection	Registration Confirmation	
				Save & Continue	× Canc
Business Continuity Plan					

然后点击"选择要上传的文件"

				× Cance
tta	chment	s		
<b>(</b> )	Select a The plat attachm	n attachment to form allows ind ents to 2MB or	o upload. Please keep attachments to a manageable size in order to facilitate downlo lividual attachments up to a maximum size of 50 MB but it is recommended that you less.	oading. J keep
<b>(</b> )	File exte	nsions not perr	nitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg	
			Selec	rt a File to Upload
ttac	chments			
#	Туре	File Name	Size	
			Use the button to Upload or DRAG and DROP into this area	

## 选择要上传至FENDI VoB门户的文件,并点击"打开"

→ 👻 🛧 🤜 > This PC > Desktop >	v ℃	Search Desktop	م
Irganise 🔻 New folder		BEE	- 🔳 🤅
^ Name	Date modified	Туре	Size
Lista Domande_V1	23/06/2020 18:16	Microsoft Excel W	80 KB
Workflow ordine	12/06/2020 10:31	Microsoft Word D	399 KB
🗊 Microsoft Teams	05/06/2020 13:26	Shortcut	3 KB
Quick Training Workflow	25/05/2020 23:20	MP4 File	320,722 KB
Documento	16/12/2019 12:57	Microsoft Word D	12 KB
Doc 🔁	30/07/2019 15:20	Adobe Acrobat D	30 KB
🔁 Microsoft Edge	22/05/2019 19:38	Shortcut	2 KB
Personale	30/06/2020 19:55	File folder	
Chiesi Translation	22/06/2020 16:56	File folder	
Work	12/05/2020 14:11	File folder	
Fendi Documents to link	21/04/2020 09:24	File folder	
Cara Training	19/07/2019 10:57	File folder	
<mark>e</mark>			>
File name: Doc	~	All Files	~

然后点击"确认"

			Confirm X Cancel
Atta	achmen	ts	
()	Select a The plat attachn	n attachment to upload. Please keep attachments to a manageable size in order to facilita fform allows individual attachments up to a maximum size of 50 MB but it is recommende tents to 2MB or less.	ate downloading. ed that you keep
()	File exte	ensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg	
		Replace Attachment	Remove Attachment
Attac	chments		
#	Туре	File Name	Size
1	PDF	Doc.pdf	29.9 kb
Attac	chment D	escription	
Chara	acters ava	ilable 2000	

上传的文件将在屏幕上显示,供应商可点击"保存并继续"

NDI			
<ul> <li>Basic Profile Form</li> <li>Registration</li> </ul>	: Business Continuity Pla	an	
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
Business Continuity Plan			Save & Continue X Cance
Business Continuity Plan - Attachm	ent * Please attach the Busines	s Continuity Plan	

下一步是填写付款方式表格,这一步仅适用于FENDI北美地区,供应商必须指明"付款方式"和"支票交付方式"。

<u>N</u> DI			
<ul> <li>Basic Profile Form Registration</li> </ul>	n: Payment method		
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
Payment method			Save & Continue X Canc
Payment method	* Indicate the payment method	Check	•
Check delivery method	* Choose the check delivery method	Fedex check to	o vendor 🗸

然后是填写"银行数据数量"表格,根据供应商指定的银行数据数量(从1到最多10个),必须填写相同数量的表格。

← く > 银行账户数量

∨ 银行账户	2数量		
	问题	说明	回复
1	银行数据数量	* 请说明您想激活多少银行数据 (最小1-最大10)	1

Registration				
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation	
			Save & Continue	× Cance
Number of bank data				
Number of Bank Data	* Please specify how many ba	ank data you want to fill in.		~
			12	
RIGHT 2000 - 2020 JAGGAER ~			3 4	

### 如果供应商只有一个银行数据,应在下拉菜单中选择"1"。

NDI			
<ul> <li>Basic Profile Form</li> <li>Registration</li> </ul>	: Number of bank data		
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			Save & Continue X Cance
Number of bank data			
Number of Bank Data	* Please specify how many ba	ink data you want to fill in.	1 💙

对于第一个银行账户,供应商必须指定银行的国籍,从菜单中选择合适的选项,然后点击"保存并继续"。

< > 银行所属国家1

✔ 银行所属	<b>尾国家</b>		
	问题	说明	回复
1	银行所属国家	* 银行数据1.请填写银行所属国家	中国

NDI			
<ul> <li>Basic Profil</li> <li>Registration</li> </ul>	e Form: Bank nationality 1		
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			Save & Continue X Cance
Bank nationality			
Bank nationality	* Bank Data 1. Indicate the bank nationality	UNITED STATES	× ~

在名为"银行数据1"的下一个表格中,供应商必须提供与银行数据1有关的所有银行详情,例如: CNAPS代码 (银行行号)、银行地址、SWIFT代码、银行开户证明等。

<ul> <li>Basic Profile Form: Registration</li> </ul>	ABA Code 1	
Registration Data	Basic Profile Forms	My Category Selection Registration Confirmation
Bank Data 1		Save & Continue X Cance
ABA Code 1	* Indicate the ABA code. It must be long 9 digit.	123467897  Characters available 1991
Bank certification IBAN/ account number 1	* Attach the bank letterhead	Doc.pdf (30 KB)
Bank name 1	* Indicate the bank name	Bank of America
Bank address 1	* Indicate the bank address	50 Bayard St. New York, NY 10013, Stati Uniti Characters available 1954
Account currency 1	* Indicate the account currency	US Dollar 🗙 🗸
Account Number 1	★ Please indicate the account number	12345 Characters available 1995
SWIFT 1	* Please specify the SWIFT	WEDR34 Characters available 1994
Account holder name 1	Is the account holder name equal to the company/professional name?	No 🗸

#### ← < > CNAPS代码1

#### 银行数据1

✔ 银行数据	론1		
	问题	说明	回复
1	CNAPS代码1	* 请填写CNAPS (中国现代化支付系统) 代码,该代码必须为12位数 字	531290000012
2	银行证明iBAN/账号1	* 请附上银行证明/开户许可证	Doc.pdf (30 KB)
3	银行名称1	* 请填写银行名称	CITIBANK (CHINA) CO., LTD.
4	银行地址1	* 请填写银行地址	11
5	账户币种1	* 请填写账户币种	人民币
6	账号1	* 请填写账号	1783641204
7	SWIFT 1	* 请说明SWIFT	CITICNSXXXX
8	账户持有人名称/姓名1	* 账户持有人名称/姓名是否与公司名称/自然人姓名一致?	是

此外,如果账户持有人姓名与公司名称/专业人员姓名不一致,则供应商必须在**银行数据1-账户持有人**表格中提供详细原因。

IDI						
<ul> <li>Basic Prof Registration</li> </ul>	file Form: Accou	nt Holder 1				
Registration Data		Basic Profile Forms	My Category	Selection	Registration Confirmation	
					Save & Continue	× Canc
Bank Data 1 - Aco	count Holder					
Bank Data 1 - Aco	* Please provide detai	led reasons why company/profe	essional name does not	Because of		
Bank Data 1 - Ace	count Holder * Please provide detail match the account hol	led reasons why company/profe der name.	essional name does not	Because of Characters available 1987		1

在同样情况下,根据FENDI用户选择的商品/服务类别(在流程开始时),供应商必须填写**第三方安全政策**表格,提供所要求的附件。

ĮDI			
<ul> <li>Basic Profile Form Registration</li> </ul>	n: 3rd party security policy		
Registration Data	Basic Profile Forms My	Category Selection	Registration Confirmation
			Save & Continue X Canc
3rd party security policy			
3rd party security policy form	★ Please attach the 3rd party security policy form	Doc.pdf (30 KB)	h

## 最后一份表格是**付款条件**,仅可用于向供应商告知由FENDI用户定义的付款条件。

Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			Save & Continue X Cance
Payment Terms			
Payment terms for Fendi Srl		Select the payment terms	
Payment terms for Fendi Italia Sr		Select the payment terms	
Payment terms for Fendi North A	merica Inc.	Select the payment terms	10 days invoice date
Payment terms for Fendi Canada	Inc.	Select the payment terms	
Payment terms for Outshine Mex	ico	Select the payment terms	
Payment terms for Support Retai	Mexico	Select the payment terms	
Payment terms for Fendi Australi	a Pty. Ltd	Select the payment terms	
Payment terms for Fendi Japan k	K.	Select the payment terms	

#### ← < > CNAPS代码1

#### 银行数据1

✔ 银行数据	<b>度1</b>		
	问题	说明	回复
1	CNAPS(7591	* 请填写CNAPS (中国现代化支付系统) 代码,该代码必须为12位数 字	531290000012
2	银行证明IBAN/账号1	* 请附上银行证明/开户许可证	Doc.pdf (30 KB)
3	银行名称1	* 请填写银行名称	CITIBANK (CHINA) CO., LTD.
4	银行地址1	* 请填写银行地址	11
5	账户币种1	* 请填写账户币种	人民币
6	账号1	* 请填写账号	1783641204
7	SWIFT 1	* 请说明SWIFT	CITICNSXXXX
8	账户持有人名称/姓名1	* 账户持有人名称/姓名是否与公司名称/自然人姓名一致?	륜

## 与芬廸(上海)商业有限公司合作的中国大陆供应商还必须用中文填写公司信息-汉字表格。该表格的内容如下:

←	< > 公司	<b>间信息-汉字</b>		
	∨ 公司信息	·汉字		
		问题	说明	回复
	1	公司名称	* 请使用汉字填写您的公司名称	北京XX公司
	2	法定地址	* 请使用汉字填写您的法定地址	北京路
	3	城市名称	* 请使用汉字填写您的城市名称	北京
	4	Account Holder	* Please specify the Account Holder name in Chinese Alphabet	北京XX公司

## 5.4. 品类选择

该流程的第三步是品类选择。供应商将找到FENDI之前选择的类别。例如,在下面的屏幕截图中,FENDI选择的 类别是艺术家。供应商将查看FENDI选择的类别,但不能删除这些信息。

<ul> <li>Categories</li> <li>Registration</li> </ul>			
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
Search or Navigate the Tree	(h)		
<ul> <li>Selected Items: 1</li> </ul>			
			Expand All
Categories Categories A - ARCHITECTURE B - COMMUNICATION,	IMAGE AND EVENTS		
<ul> <li>B01 - CELEBRITIES</li> <li>B0101 - ARTIST</li> </ul>			
□ 💡 B0102 - TALENT			

任何情况下,供应商可以从类别栏中选择并添加新的类别。类别包含多个级别,供应商只能选择最末级可用级别。 例如,在下面的屏幕截图中,供应商不能选择"名人"类别,因为还有更低的可选子级别,即"艺术家"或"人 才"。

在下面的示例中,供应商在类别代码和名称附近的方格中放置了一个标识,来添加"人才"类别。然后点击"确 认"。

Registration Data     Basic Profile Forms       Search or Navigate the Tree     Enter filter (type to start search)       Selected Items: 2	My Category Selection Registration Confirm X Can Confirm X Can the Confirm Con
Search or Navigate the Tree   Enter filter (type to start search)     Selected Items: 2     The move All     Categories	Confirm X Can t Can t Confirm t Can t Can Can Can Can Can Can Can Can Can Can
Enter filter (type to start search)  Selected Items: 2  Categories	Expand All Collapse A
Enter filter (type to start search) Selected Items: 2 Remove All Categories	🚦 Expand All 🛔 Collapse A
Selected Items: 2 Remove All	
Categories	Expand All
1 Categories	
A - ARCHITECTURE	
* 📇 B - COMMUNICATION, IMAGE AND EVENTS	
The Bon - CELEBRITIES	
2 9 B0101 - ARTIST	

## 5.5. 特定表格

完成品类选择后,将出现一些特定表格,如**预扣税**,<u>仅适用于FENDI北美和FENDI日本</u>。供应商必须填写所有必填 信息,然后点击"保存并继续"。

	I								2
v	Category Registration	Form							
F	Registration Data		Basic Profile For	rms	My Category Sel	lection	Registration Cor	firmation	
							Save & Cor	ntinue	× Cancel
Q F	orm: Withho	ding tax - Fendi	North America						
-) C:	ategory linked	ding tax - Fendi	North America				 		
+ C	orm: Withhol ategory linked thholding tax -	ding tax - Fendi Fendi North Ameri	North America						
⊕ C:	ategory linked thholding tax -	ding tax - Fendi Fendi North Ameri Description	North America			Response			
<pre>     F     C:     Wit     I </pre>	ategory linked thholding tax - Label Withholding tax	Fendi North Ameri Description * Indicate if your	North America	o 1099 legislation		Response Yes 🗸			

## 5.6. 入驻完成

入驻流程的最后一步是确认页面,平台会显示所填表格的列表。

<u>N</u> DI			
Registration Confir	mation		
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			✿Main Pag
<ul> <li>The Registration Process is</li> <li>Log in with your Username :</li> </ul>	complete. Your account has been activate and Password to access the platform.	d and an email sent to confirm this.	
egistration Summary		Completion Status (Mandatory Questions	for Registration)
Registration Data		0	
Fendi North America Inc. docum	ent acceptance	0	
General information		0	
Payment method		0	
lumber of bank data		0	
rd party security policy		0	
ayment Terms		0	
Business Continuity Plan		0	
arkBeam Data Risk Assessmen	t	0	
Bank nationality 1		0	
ABA Code 1		0	
Account Holder 1		0	

注册数据 属性数据	买方附件 公司信息 问	题 变更历史				
						显示完成
输入监控器 (开始搜索类型)	-					
显示结果 1 - 10 / 10 显示: 5	0 🗸					
		1) fig	名称	完成	文件到期日期 (首先到期)	末次修改日期
1	>	登录	文件确认和接受	0		09/11/2022 08:15
2	>	登录	其他信息			09/11/2022 08:16
3	>	登录	行政联络人	0		09/11/2022 08:17
4	>	登录	计费币种	0		09/11/2022 08:18
5	>	登录	公司信息·汉字	0		09/11/2022 08:42
6	>	登录	营业执照	0		09/11/2022 08:51
7	>	登录	银行账户数量	0		09/11/2022 08:42
8	>	登录	银行所属国家1	0		09/11/2022 08:43
9	>	登录	CNAPS代码1	0		09/11/2022 09:02
10	>	登录	付款条件			

### 供应商将收到确认入驻流程结束的电子邮件。FENDI将评估收到的所有文件并提供反馈。

Supplier Account Activation on FENDI Vendor Portal					
fendi-prep@app.jaggaer.com		← Reply	« Reply All	$\rightarrow$ Forward	
To O Maria Sarcinella				Fri 03/07/20	20 11:57
Retention Policy 18 Month Retention (1 year, 6 months)	Expires 01/01/2022				
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 As a reminder the Username you selected is: supplier01 The site address is: <u>https://fendi-prep.app.jaggaer.com</u>	e platform.				
Note: Your platform access credentials can be accessed via the Username or Passwor	rd recovery area on the login	page.			

## 6.如何查看和编辑所提供的信息

供应商可随时点击"公司资料"以访问注册过程中提供的所有数据。

	*	FENDI			
		Main Dashboard			
	1.	My Editable Assessment	з ,  — ,	C Quick Links	, <b>-</b> ,
		(i) No Assessments to display		<ul> <li>Standard Links</li> <li>Organisation Profile</li> <li>Custom Links</li> <li>Qualification assessment</li> </ul>	
 ^^	FEND	10:52 CET - Central Europe Time		欢迎访问 aa bb 💄	
	主界面			<i>8</i> 0	
<b>1</b> °	我的可	可编辑的评估 无评估显示	快速链接 概准链接 组织档案 我的品类		
			定制化链接 Qualification assessment		

供应商将自动跳转到注册资料部分,所有公司基本信息都已预先填写。供应商可点击"编辑"以修改某些数据。

ENDI	
Registration Data History of Changes	Basic Profile Extended Profile Buyer Attachments Status Summary Response
	C≱ Edit
Organisation Name: Suppli	er01
Organisation Details	
Country	UNITED STATES
Company Name	Supplier01
Organisation Legal Structure	Corporation
Legal address	Sth Ave
ZIP code	<b>9</b> 123
City	New York
District	New York
Website	

FENDI 06:04 CET - Central Europe Time			欢迎访问 aa bb 上
组织名称:Training China 2			
注册数据 属性数据 买方附件	公司信息 问题 变更历	ŧ	
∨ 企业详情			
国家 <sup>1</sup> D CHINA		公司名称 🕲 Training China 2	
企业法定结构 🕤 有限合伙公司 - Limited Partnership		法定地址(不接受符殊字符,如#、@噂) 🍤 Room XX, No. X XX Rd, Haidian District, Beijing 🌓	
邮政编码 🔊 100120		城市名称 <sup>1</sup> 3 Beijing	
地区 <b>*</b> 3 Beijing		网si D	
PEC电子邮件(仅适用于意大利供应商) 🕤		企业/up Cribis 了	
公司注册号/欧盟外税号 🍤 123		€ (人員統自动填入) €	
修改完成后,请点击	"保存"。		

ENDI		
Organisation Name: Supplier01	1	
		Save X Canc
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 $\sim$	
Web site		
PEC email (only for Italian supplier)		

组织名称:Training China 2			取消	保存
∨ 企业详情				
国家 CHINA	* 公司名称 Training China 2			
* 企业法定结构 有限合伙公司 - Limited Partnership     ▼	* 法定地址(不接受特殊字符,如#、@等) Room XX, No. X XX Rd, Haidian District, Beijing	0		

如需改变主要用户联系方式,供应商可点击页面右上方的 📥 图标,然后点击"用户资料"。

	<u>+</u>
John Green	1
English	~
User Profile	
Accessibility	and Legend
16:20 CET - Ce DST	entral Europe Time
	Logout
	Logout 欢迎访问 <b>aa bb</b>
aa bb	Logout 欢迎访问 aa bb
aa bb CN	Logout 欢迎访问 aa bb
aa bb CN 用户资料	Logout 欢迎访问 aa bb
aa bb CN 用户资料 可访问性	Logout 欢迎访问 aa bb ,

在此,供应商可点击"编辑"来修改"超级用户资料",或点击"更改密码"以修改密码。

		Change Password
User: John Green		
Super User Details		()>Edit
First Name	Ð	John
Last Name	Ð	Oreen
Username (please do not forget your username)	Ð	supplier01
Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)	9	+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.	Ð	msarcinella@jaggaer.com
Preferred Language	Ð	English (UK)
Time Zone	Ð	(BMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome

FENDI 06:23 CET - Central Europe Time		Xci	迎访问 aa bb 💄
用户: aa bb			更改密码
∨ 超级用户详情			
名 ① aa 用户名 <i>(靖不要忘记您的用户名)</i> ①	姓 <b>①</b> bb 移动电话 (诗秘人)**"国家编码"和"您的移动电话号 母",中国设有空格)	Э	
7853366903 <d 主要电子邮箱 重要:这个邮件地址将开于在平台上说 了通道自改变。 新确能复输人的地址是准确的, 谢用   <b>①</b> :</d 	は、 本部に24557 法定语言 つ 中文 (CN)		

供应商可以修改这些字段的数值,然后点击"保存"。

User: John Green				
			Save	X Cano
Super User Details				
* First Name	John			
* Last Name	Green			
<ul> <li>Username (please do not forget your username)</li> </ul>	supplier01			
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), B	srussels, Budapest, Copenhagen, Madrid, Paris, Rome 🛩		
: aa bb			取演	Ø
级用户详情				
文 文	*	: t#		
aa		bb		
用户名 (请不要忘记您的用户名)	*	* 移动电话 (清榆入*+**国家编码*和*您的移动电话号码*, 力间没有六格)		
7853366903 <d< td=""><td></td><td>+8612345678</td><td></td><td></td></d<>		+8612345678		
主要电子邮箱 里要:这个邮件地址将用于在平台上进行 信息的交流,清确保您输入的地址是准确的,请用";"来	*	• 选定语言		
护阔多个地址。		由文 (CN)		

在基本资料部分,供应商可以查看注册过程中在不同表格中提供的所有信息。

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

注册数据 属性数据	买方附件 公司信息 问	题 变更历史				
						显示完成
輸入监控器 (开始搜索类型)	•					
显示结果 1 - 10 / 10 显 5 示: 5	0 🗸					
		阶段	名称	完成	文件到期日期 (首先到期)	末次修改日期
1	>	登录	文件确认和接受	0		09/11/2022 08:15
2	>	登录	其他信息			09/11/2022 08:16
3	>	登录	行政联络人	0		09/11/2022 08:17
4	>	登录	计费币种	0		09/11/2022 08:18
5	>	登录	公司信息-汉字	0		09/11/2022 08:42
6	>	登录	营业执照	0		09/11/2022 08:51
7	>	登录	银行账户数量	0		09/11/2022 08:42
8	>	登录	银行所属国家1	0		09/11/2022 08:43
9	>	登录	CNAPS代码1	0		09/11/2022 09:02
10	>	登录	付款条件			

## 供应商可以点击表格名称并打开表格,以查看这些信息。

	Buyer Attaciments State		y Response		
itio	Supplier Dat	ta Status	Document Expiry Date (First to Expire)	Last Modified Date	Order
itte	Mandatory	Optional	/	Last mounted Date	order
Fendi North America Inc. documents aknowledge and acceptance	0			03/07/2020 11:42	1
dditional information	0	0%		03/07/2020 11:45	2
Business Continuity Plan	0			03/07/2020 11:47	3
DarkBeam Data Risk Assessment	0			03/07/2020 11:47	4
Payment method				03/07/2020 11:48	5

注册数据 属性数据	买方附件 公司信息	问题 变更历史							
						显示完成			
输入监控器 (开始搜索类型)	協入监控署(开始搜索実型)								
显示结果1-10/10 显 50 ▼ 示: 50 ▼									
		阶段	名称	完成	文件到期日期 (首先到期)	末次修改日期			
1	>	登录	文件确认和接受	0		09/11/2022 08:15			
2	>	登录	其他信息			09/11/2022 08:16			
3	>	登录	行政联络人	0		09/11/2022 08:17			
4	>	登录	计费币种	0		09/11/2022 08:18			
5	>	登录	公司信息-汉字	0		09/11/2022 08:42			
6	>	登큧	营业执照	0		09/11/2022 08:51			
7	>	登录	银行账户数量	0		09/11/2022 08:42			
8	>	登录	银行所属国家1	0		09/11/2022 08:43			
9	>	登录	CNAPS代码1	0		09/11/2022 09:02			
10	>	登录	付款条件						

## 表格中包含的所有数据均是可见的,但供应商不能改变这些数据。

FENDI		
Here Back to List		
Basic Profile Details: Addition	al 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	+3939393939393
Administration point of contact mail	* Indicate the email of administration point of contact	thomas.smith@mail.com

#### ← 〈 〉 行政联络人

∨ 行政联络	ă٨			
	问题	说明	回复	可编辑的
1	行政联络人姓名	* 请填写行政联络人姓名	111	供应商
2	行政联络人姓氏	* 请填写行政联络人姓氏	111	供应商
з	行政联络人电话	* 请填写行政联络人电话	12345678	供应商
4	行政联络人邮件	* 请填写行政联络人电子邮件 (仅填写一个联络人电子邮件)	111@111.com	供应商
5	公司法定代表人	* 请填写公司法定代表人	111	供应商

### 在**扩展资料**部分,<u>供应商可以查看所有可自主编辑的表格</u>。

FENDI				
Registration Data History of Changes Basi	c Profile Extended Profile Buyer Attac	hments Status Summary Response		
				•
Title	Supplier Data Sta	Document Expiry Date (First to Expire)	Last Modified Date	Order
	Mandatory Opt	ional		
General information	<b>o</b> 0	90 10	03/07/2020 11:45	1
Business Continuity Plan	0		03/07/2020 11:47	2
💝 DarkBeam Data Risk Assessment	0		03/07/2020 11:47	3
Payment method	0		03/07/2020 11:48	4
🔀 Withholding tax - Fendi North America	0		03/07/2020 11:56	5

要编辑某些信息,供应商必须点击文件名,然后点击"编辑"。

ñ	FENDI		4
	Here Back to List		
2.	Extended Profile Details: Gen	eral information	
	< >		🕞 Edit
	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	+3939393939393
	Administration point of contact mail	Indicate the email of administration point of contact	thomas.smith@mail.com

供应商可以修改数据,然后点击"保存并继续"。

NDI			
Extended Profile Details:	General information		
			Save and Continue X Cano
General information			
Company Presentation	Attach the company's presentation	+ Click to attach file	~
Offices/plants	Detail the number and the location of headquarter, subsidiaries and plants	13	~
		Characters available 1998	
Number of Luxury & Fashion clients	Indicate how many clients of Luxury and Fashion business do you have in your portfolio		~
		Characters available 2000	
egal representative of the company	<ul> <li>Indicate the legal representative of the company</li> </ul>	John Green	~
	a new second	Characters available 1990	
Administration contact			
		Thomas	~
administration point of contact name	Indicate the name of administration point of contact	Characters available 1993	

在**状态摘要**部分,供应商可以查看平台访问状态,当注册完成后,平台访问状态显示为**激活**。该区域还提供了基本 /扩展表格完成情况和分类的概述(图标**叉**意味着所有表格/分类已经完成)。

Registration Data	History of Changes	Basic Profile	Extended Profile	Buyer Attachments	Status Summary	Respon
Questions & O	rganisation Status					
Platform Access	Status				Basic Profile Que	stions
Active					0	
Extended Profile	Questions				Classification Que	estions
					0	

L	组织档案						
	注册数据	属性数据	买方附件	公司信息	问题	变更历史	
	~ 企业状	态详情					
	平台过程 已激活	状态					
l	登记贝ඛ	状态 式					
	类别表格 ✔ 已完成	σŻ					

在回复部分,供应商可以查看所提供的全部信息列表。

FE	NDI					
Regi	istration Data History of Changes B	asic Profile Extend	ed Profile Buyer	Attachments Status	Summary Response	
	Enter Filter (type to start search)	~				
	Title	- Туре	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
1	0 Bank address 1	Text	03/07/2020	03/07/2020	ABA Code 1	50 Bayard St, New York, NY 10013, Stati L
1	1 Bank certification IBAN/ account number 1	Single Attachment	03/07/2020	03/07/2020	ABA Code 1	Doc.pdf (30 KB)

要查看分类,供应商必须进入门户我的类别部分。

*	FENDI					-
=	Registration Data History of Changes	Basic Profile Extended Profile Buyer	Attachmen	ts Status Summary Response		
1.	My Organisation					
1	Organisation Profile +	Supplier Dat	ta Status	Document Expiry Date (First to Expire)	Last Modified Date	Order +
	My Categories	Mandatory	Optional			
	Assessments	0	0%		03/07/2020 11:45	1
		0			03/07/2020 11:47	2
		0			03/07/2020 11:47	3
	Payment method	0			03/07/2020 11:48	4
	没 Withholding tax - Fendi North America	0			03/07/2020 11:56	5



在这里,供应商可以查看与其公司相关的所有类别。

*	FENDI			
-	My Categories			
*	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

### FENDI 06:33 CET - Central Europe Time

我的品类			
输入监控器 (开	(始搜索类型)		
显示结果 1 - 2 / 2	2		
	代码	标题	末次修改日期
1	A0101	工业	02/11/2022 17:19:46
2	A0102	门店	02/11/2022 17:19:46

综上所述,供应商可随时更改以下信息,只需点击"编辑"并按照上述程序操作即可。

- 注册资料表
- 扩展资料表格

## 7.如何更改银行数据

如果供应商需要更改银行数据,则必须征得FENDI的同意,因为这些属于敏感信息。如需向FENDI发出请求,供应商必须登录FENDI VoB门户,点击"资格评估"。

A	FENDI		Ŧ
	Main Dashboard		00
1.	My Editable Assessments	Quick Links _ □ .	
	(i) No Assessments to display	✓ Standard Links	
		Organisation Profile	
		Qualification assessment	

资格评估部分提供了由不同的FENDI法律实体管理的所有编辑/扩展流程的列表。供应商必须点击法律实体名称(如果有多个法律实体,请选择适当的法律实体名称)。

*	FENDI				
-	Editable Assessments	Qualification Assess	ments		
2.	Enter Filter (type to sta	rt search)	~		
	Buyer Organisatio	n			
	1 FENDI NORTH AM	ERICA INC.			
	2 FENDI JAPAN K.K.				
	Total 2				
可编辑的评估	资质评估 				
输入监控器 (开	始搜索类型) ▼				
显示结果 1 - 1 / 1					
	评估代码 买方	组织	第一品类	状态	表单可编辑
1	asm_54908 FEN	IDI (SHANGHAI) CO., LTD.		已编纂	

然后点击"信息",再点击"创建信息"。

	*	FENDI					1
		Editable Assessments	Qualification Ass	essments			
	1.	Here Back to List				•	••
		<ul> <li>Buyer Org Status: Updated</li> </ul>	anisation: FEN	IDI NORTH A	MERICA INC		
		Details Message	s (Unread 0) Received Messages S	Sent Messages Dr	aft Messages		
←	FEN	IDI (SHANGHAI)	CO., LTD.				
ì	羊情	信息(Unread 0)					
N T T	新建信息	息 收到的信息	已发信息	信息草稿			
→	~	/ 组织详情					
		评估代码 asm_54908				买方组织 FENDI (SHANGHAI) CO., LT[	).
	~	/ 概述					
		状态 已编簝					

供应商必须填写主题和描述字段,指定其想要更改的银行数据,并可选择插入附件。

<ul> <li>Buyer Organisa</li> <li>Status: Updated</li> </ul>	tion: FENDI NORTH	AMERICA INC.			
			Send Message	Save as Draft	× Cancel
Nessage					
ubject		Message			6
ttachments		-		Ø	Attachments
Name	Description		Comments		
(i) No Attachments					
NDI (SHANGHAI) CO., LTD.				取消	保存为草稿 发送
信息					
✓ 信息 主题	信息				
			li li		
✓ 附1年					Pt:14
名称 ① 元附件		描述	Ŧ	12	
∨ 收件人					
应件人					

填写完毕后,供应商可以点击"发送信息"。

v	Buyer Orga Status: Updated	anisation: FENDI NORTH /	AMERICA INC.			
Aess	age				Send Message	Save as Draft X Cancel
ubjec	rt		Mes	ssage		
Bank	Data Update		Go	od morning,		
			Th	anks, een John		
						h
ttac	hments					Attachments
	Name		Descrip	otion	Comments	
1	Doc.pdf (30	KB)				
Atta	chments: 1					
	Recipient					
1	FENDI NORTH A	MERICA INC.				
END	I (SHANGHAI) C	0., LTD.				取消 保存为草稿 发送
	信息					
	∨ 信息					
	主题 Bank data update	9	信息 Hello, I need to updat	e our bank data	<i>I</i>	
	~ 附件					附件
		名称	描述		评论	
	1	П				
	附件: 1					
	~ 收件人					
	11 - 12 -					
	收件人					

之后,供应商将被列入已发送信息的列表中。

FENDI				
Editable Assessments Qualification Assessments				
H- Back to List				
<ul> <li>Buyer Organisation: FENDI NOI Status: Updated</li> </ul>	RTH AMERICA INC.			
Details Messages (Unread 0)				
Create Message Received Messages Sent Messa	ges Draft Messages			
⊘ Sent Messages				
				Create
Enter Filter (type to start search)				
Recipient	Date	Subject	Read by Recipient	Replies
1 FENDI NORTH AMERICA INC.	09/07/2020 16:24	Bank Data Update	0	0

← FEN	IDI (SHA	NGHAI) CO., LTD.					
详情	信息(U	nread 0)					
新建信息	息 收	到的信息 已发信息 信息罩	稿				
$\rightarrow$	已发信息					•	•••
	輸入监控	醫 (开始搜索类型)					
	显示结果 1	- 1 / 1					
		收件人	日期	主题	收件人已读	回复	
	1	FENDI (SHANGHAI) CO., LTD.	10/11/2022 06:38	Bank data update	0	0	

FENDI本地财务用户将自动收到关于供应商请求的通知。然后,FENDI用户将向供应商发送银行数据表格,以允许其进行修改。供应商将立即收到电子邮件通知,其中包含一个直接链接。

From: <u>fendi-prep@app.jaggaer.com</u> < <u>fendi-prep@app.jaggaer.com</u> > Sent: 07 July 2020 17:05 To: Maria Sarcinella < <u>msarcinella@jaggaer.com</u> > 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?qvu=74715227017329CDB9E8
Or browse as follows:
- Connect to <u>https://fendi-prep.app.jaggaer.com</u> - Enter your Username and Password - Select Assessments in the My Organisation area - Click Editable Assessments - Select the Forms to be reviewed and completed - Click Kitavr Forms to Buyer' to send the Forms back to the Buyer.

点击该链接后,供应商将进入登录页面,并须输入用户名和密码。

如果供应商希望从主页进入FENDI VoB门户,而不使用电子邮件链接,则须在登录后在"我的可编辑评估表"部分点击所提到的程序。

Main	n Dashboard				
1					
E	My Editable Asses	ssments	. E .	C Quick Links	. 🗆 .
8	Buyer Organisation	Request Received On	Editable Form Completion	✓ Standard Links	
F	FENDI NORTH AMERICA INC.	07/07/2020	0	Organisation Profile Custom Links	
				Qualification assessment	

如果供应商使用电子邮件链接,则须在登录后点击"确定"以查看表格并进行修改。

<u> </u>	FEN	DI					
_ [		Assessments Qualification Assessments					
	<b> ←</b> B	ack to List					***
-	▼ E	Buyer Organisation: FENDI NORTH AMER	RICA INC.				
	Detail	Is Messages (Unread 0)			×		
	Setti	ngs Associated Forms	Messaggio dal sito				
	Associated Forms		The Buyer Organisation has requested you update or review Forms associated to this Assessment.				> Go To Editable Forms
			Click 'OK' to Go directly to Editable Forms				
	Title		ОК	Annulla	t Modification Date	Form Editing Allowed on	Currently Editable
	0	Bank nationality 1	~		vər07/2020 11:49	07/07/2020 17:03	Yes
	02	ABA Code 1	0		03/07/2020 11:51	07/07/2020 17:03	Yes
	62	Account Holder 1	O%		03/07/2020 11:53	07/07/2020 17:03	Yes
	02	3rd party security policy	0		03/07/2020 11:54		No
		Basic Information for supplier creation - Fendi North America Inc.					No
2	00	Basic information for supplier extension 2 - Fendi North America I	nc.				No
<del></del>	62	Business Continuity Plan	0		03/07/2020 11:47		No

供应商将看到FENDI收到的表格列表,点击表格名称可进行修改。

Editable Assessments Qualificati	on Assessments				
₩ Back to List					
<ul> <li>Request by Buyer O Request Received On: 07/07/202</li> <li>Return Status: Forms To Be Return</li> </ul>	rganisation: FENDI NC <sup>0 17:03</sup> Irmed To Buyer	RTH AMERICA INC	2.		
Details Messages (Unread 0) Editable Forms Editable Forms					Return Forms To Buyer
Title	Supplier Form Status Mandatory Optional	Document Expiry Date (First to Expire)	Last Modification Date	Form Editing Allowed on	<ul> <li>Forms Viewed</li> </ul>
1 💝 Bank nationality 1	0		03/07/2020 11:49	07/07/2020 17:03	No
2 🔗 ABA Code 1	0		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

点击"编辑"可对表格内容进行修改。

Editable Assessments Qualification Assessments	
I← Back to List	
<ul> <li>Buyer Organisation: FENDI NORTH AMERICA INC.</li> <li>Status: Inizia Processo</li> </ul>	
Details Messages (Unread 0)	
Editable Forms	
- < >	[ <b>⊅</b> 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

完成第一个表格的修改后,供应商可点击"保存并退出"以回到表格列表,也可点击"保存并继续"以直接进入下一个表格。

Buyer Organisation: F	ENDI NORTH AMERICA INC.		_		
			Save and Exit	✓ Save and Continue	× Cancel
Form Information					2
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 D	escription	Response			

完成所有修改后,供应商须点击"**将表格返回给购买方**",以将其发送给FENDI。此后,供应商将无法继续查看 所有表格。

FENDI用户将看到并评估应用于表格的银行修改信息。如需进一步更正,FENDI将再次返回表格。

FENDI						
Editable Assessments Qualificatio	n Assessments					
H- 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)		Note				
Editable Forms		O 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 Buy	
	Supplier Form Stat	Return Forms to Buyer	× No, I will do it later		1	
Title				Form Edition Allowed on	Earme Viewad	
Title	Mandatory Optio	21rus		Form Editing Allowed on	<ul> <li>Forms Viewed</li> </ul>	
Title 1 🔗 Bank nationality 1	Mandatory Optic	211us	03/07/2020 11:49	Form Editing Allowed on 07/07/2020 17:03	Forms Viewed Yes	
Title       1     Image: Bank nationality 1       2     Image: ABA Code 1	Mandatory Option	Dinar	03/07/2020 11:49	Form Editing Allowed on 07/07/2020 17:03 07/07/2020 17:03	Forms Viewed      Yes	
Title       1     2       ABA Code 1       3     2       Account Holder 1	Mandatory Option	0 m.	03/07/2020 11:49 03/07/2020 11:51 03/07/2020 11:53	Form Editing Allowed on           07/07/2020 17:03           07/07/2020 17:03           07/07/2020 17:03	<ul> <li>Forms Viewed</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	

## 8.FENDI评估完成

当FENDI完成与编辑/扩展程序有关的内部评估时,供应商将通过电子邮件收到一份通知。

该通知旨在在某一特定程序结束时通知供应商。供应商可以收到3种类型的通知:

- 关于编辑的通知
- 关于扩展过程的通知(当供应商已经编辑被扩展到另一个FENDI法律实体时)
- 关于银行数据更新的通知

#### 已编辑



#### 已扩展

-----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

#### 已更新

-----Original Message-----From: <u>fendi-prep@app.jaggaer.com</u> <<u>fendi-prep@app.jaggaer.com</u>> Sent: 16 June 2020 17:13 To: Maria Sarcinella <<u>msarcinella@jaggaer.com</u>> 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