



# **OPERATIONAL INSTRUCTIONS FOR REGISTERED SUPPLIERS ON HOW TO EDIT USER PROFILE**

21/06/2019



MEDIOBANCA



# AGENDA

1. Changes and updates to supplier information
2. Changes/updates to Registration data



MEDIOBANCA

# CHANGES AND UPDATES TO SUPPLIER INFORMATION



# CHANGES AND UPDATES TO SUPPLIER INFORMATION

Click on “Classification” in order to modify/update the category classification (1). Then the categories list will be shown(2).

**MEDIOBANCA** LOG OUT

## IN Mediobanca

**Negotiation Area**

- Tender
- Request for Information
- Request for Quotation
- Dynamic Negotiation

**Qualification Area**

- **Classification**
- Category Tree

1

2

Add Category

### My Categories

Enter Filter (type to start search) ▾

Category Code	Title	Classified On	Completion Status
1 CM 01.01.02	DRAWERS	01/07/2019 18:30:02	

Total 1

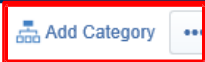
Page 1 of 1

4



# NEW CATEGORY CLASSIFICATION (1/2)

Click Add Category to view the category tree. Each Category may have levels of subcategories. Then follow the steps explained in the following slide



## My Categories

Category Code	Title	Classified On	Completion Status
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1	CM 01.01.02
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Total 1

Confirm Current Selection Cancel

Free Text Search  Search

Deselect All Display Selected Only Expand All Collapse All

- Categories (selected items: 1)
  - VM - REGISTER OF SUPPLIERS
    - CM 01 - FURNISHINGS
      - CM 01.01 - OFFICE FURNISHINGS
        - CM 01.01.01 - CUPBOARDS
        - CM 01.01.02 - DRAWERS
        - CM 01.01.03 - DESKS
      - CM 01.02 - SEATING
        - CM 01.02.01 - SOFAS
        - CM 01.02.02 - ARMCHAIRS
        - CM 01.02.03 - CHAIRS

# NEW CATEGORY CLASSIFICATION (2/2)


To search for categories, use the Free Text Search feature by entering a keyword or category code, then click Search (1), otherwise You can use Expand All (2) to control all subcategories in the tree.

Select the appropriate category or categories (at leaf level)(3) and click Confirm Current Selection(4).

The screenshot shows a 'Tree Navigation' interface. At the top right, there is a green button labeled 'Confirm Current Selection' and a 'Cancel' button, with a red box and the number '4' highlighting them. Below this is a 'Free Text Search' section with a text input field containing 'dra' and a 'Search' button, highlighted with a red box and the number '1'. To the right of the search section are three buttons: 'Deselect All', 'Display Selected Only', and 'Expand All', with a red box and the number '2' highlighting the 'Expand All' button. The main area displays a tree structure of categories. The 'Expand All' button is highlighted with a red box and the number '2'. The tree shows a hierarchy: 'Categories (selected items: 1)' > 'VM - REGISTER OF SUPPLIERS' > 'CM 01 - FURNISHINGS' > 'CM 01.01 - OFFICE FURNISHINGS' > 'CM 01.01.02 - DRAWERS'. The 'CM 01.01.02 - DRAWERS' item is selected, indicated by a checkmark and a yellow highlight, and is enclosed in a red box with the number '3'. At the bottom left, there is a small box containing the number '6'.


# CHANGES/UPDATES TO CATEGORY CLASSIFICATION (1/2)

Select the appropriate category in order to modify/update the data of a category form (1)

 Add Category ⋮

### My Categories

Enter Filter (type to start search) ▼

Category Code	Title	Classified On	Completion Status
1 CM 01.01.02	DRAWERS	01/07/2019 18:30:02	

Total 1 Page 1 of 1

# CHANGES/UPDATES TO CATEGORY CLASSIFICATION (2/2)

Click Edit, make the necessary changes and finally click on "Save" (2)

2

Form Title: OFFICE FURNISHINGS - DRAWER UNITS

## DETAILED INFORMATION

Title	Description	Response
1 Supplier brands	* Indicate the supplier brands available	<input type="text"/> <small>Characters available 2000</small>
2 Territorial cover	* Indicate how the company is present on the territory	<input type="checkbox"/> with outlets <input type="checkbox"/> with agents <input type="checkbox"/> with commercial
3 On-line management	* Indicate if available on-line	<input type="checkbox"/> catalogs <input type="checkbox"/> order management
4 Continuity of supply	* Indicate the minimum number of years for which products stay in the catalogue	<input type="text"/> 123 ✓
5 Lead terms	* Indicate average lead terms in days	<input type="text"/> <small>Characters available 2000</small>
6 Installation/assembly	* Indicate the method of installation/assembly	<input type="checkbox"/> Direct <input type="checkbox"/> Subcontracting
7 Guarantee	* Indicate the terms and conditions of the guarantee	<input type="text"/> <small>Characters available 2000</small>



# CHANGES/UPDATES TO REGISTRATION DATA



# CHANGES/UPDATES TO REGISTRATION DATA (1/3)

Click on “Registration Data” in order to modify/update User profile data.



The screenshot displays the Mediobanca user interface. At the top left is the Mediobanca logo and the text 'MEDIOBANCA' with a 'LOG OUT' button. The main content area is titled 'IN Mediobanca' and is divided into two columns: 'Negotiation Area' and 'Qualification Area'. The 'Negotiation Area' includes links for Tender, Request for Information, Request for Quotation, and Dynamic Negotiation. The 'Qualification Area' includes links for Classification and Category Tree. To the right of these columns is an illustration of two 3D figures shaking hands. At the bottom, there is a dark blue box containing two sections: 'User Profile' and 'Supplier assistance'. The 'User Profile' section has three links: 'Registration Data' (highlighted with a red box), 'Modify password', and 'User Rights'. The 'Supplier assistance' section provides contact information for the Operations Centre, including telephone, fax, and email addresses. At the very bottom, there is a copyright notice and a disclaimer.

**MEDIOBANCA** LOG OUT

## IN Mediobanca

**Negotiation Area**

- Tender
- Request for Information
- Request for Quotation
- Dynamic Negotiation

**Qualification Area**

- Classification
- Category Tree

**User Profile**

- Registration Data**
- Modify password
- User Rights

**Supplier assistance**

Need help in using the portal's instruments and functions?  
**Contact the Operations Centre:**  
Tel: +39 02 266002 691 \*\*  
Fax: +39 02 266 002 242  
email: in.mediobanca@bravosolution.com

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\*\* Telephone calls may be recorded to ensure the most security and transparency of operations and to monitor quality services.

# CHANGES/UPDATES TO REGISTRATION DATA (2/3)

Click Edit and make the necessary changes.

Registration Data | History of Changes | Basic Profile | Status Summary | Response History

Organisation Name: \*\*\*\* Test fornitore IT

[Edit](#)

### Organisation Details

Organisation Name	**** Test fornitore IT
Organisation Legal Structure	SpA
Company Registration Number	11111333329
VAT Number	11111333329
Main Organisation Phone Number	+
Address	,
Postal Code	,
City	,
State/County	Bergamo
Country	ITALY
Web site	

# CHANGES/UPDATES TO REGISTRATION DATA (3/3)

Click “Save” in order to save the changes.

Click “Save” in order to save the changes

Organisation Name: \*\*\*\* Test fornitore IT

Save

Cancel

## Organisation Details

Organisation Name	**** Test fornitore IT
Organisation Legal Structure	SpA
* Company Registration Number	<input type="text" value="11111333329"/>
* VAT Number	<input type="text" value="11111333329"/>
* Main Organisation Phone Number	<input type="text" value="+"/>
* Address	<input type="text" value=""/>
* Postal Code	<input type="text" value=""/>
* City	<input type="text" value=""/>
* State/County	<input type="text" value="Bergamo"/>
* Country	<input type="text" value="ITALY"/>
Web site	<input type="text" value=""/>