



# OPERATIONAL INSTRUCTIONS FOR NEW SUPPLIERS

21/06/2019



MEDIOBANCA



# AGENDA

1. **Registration on the Portal**
2. **Changes and updates to supplier information**



MEDIOBANCA

# REGISTRATION ON THE PORTAL



# REGISTRATION ON THE PORTAL

New Suppliers must register on the platform to be considered for sourcing events, simply follow the following steps:

1. Access to the webpage <https://www.in.mediobanca.com>
2. On the application login page, click *Register now* in order to access the Registration data page.

**PLEASE NOTE** it is necessary to have a device for the generation of Digital Signature to complete document upload on the Portal. They are identified by the following symbol: 



**Enter IN Mediobanca**

username

password

>>

[Forgot your password?](#)  
[Register now](#)

**Supplier assistance**

Need help in using the portal's instruments and functions?  
Contact the Operations Centre:  
Tel: +39 02 266002 691\*\*  
Fax: +39 02 264 002 242  
email: [in.mediobanca@bravosolution.com](mailto:in.mediobanca@bravosolution.com)

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

# LOGIN CONTRACT

The supplier has to read and agree to the *information on processing of personal data* and *Terms and Conditions and Regulations for participating*. Both documents can be downloaded as PDF.

## User Agreement

Information notice required under Articles 13 and 14 of Regulation (EU) 2016/679 and national regulations in force on personal data protection

In accordance with Regulation (EU) 2016/679 (the "GDPR Regulation", or the "GDPR") and the national regulations currently in force on the protection of personal data (jointly with the GDPR, the "Data Privacy Regulations"), Mediobanca – Banca di Credito Finanziario S.p.A., with registered office at Piazzetta Enrico Cuccia 1, Milan, Italy (the "Bank", or the "Controller"), in the capacity of Data Controller, is required to provide an information notice on the use of personal data.

Personal data held by the Bank is generally collected directly from the data subject and may occasionally be supplied by third parties (e.g. Mediobanca Group companies, archives and public registers).

### a) Purposes, obligatory provision of data, and methods of processing

All personal data shall be processed, in accordance with the provisions of the law and any confidentiality obligations in force, for purposes strictly related and functional to the management of relations with suppliers, and in particular for the following purposes:

I. Purposes connected to the obligations required by law, regulations, EU directives and provisions issued by the competent authorities or supervisory and control bodies. The provision of personal data for such purposes is obligatory. The legal ground for such process is compliance with the legal obligations to which the Bank is subject.

II. Purposes related and functional to the performance of contractual and pre-contractual obligations in connection with the establishment and execution of the supply relationship with Mediobanca and/or the Mediobanca Group companies. The provision of personal data for such purposes is obligatory because it is necessary for the contractual relationship with Mediobanca and/or the Mediobanca Group companies to be established. The legal ground for such process is the need to establish and manage the contractual relation with the Bank.

Personal data will be processed using manual, IT and electronic tools based on criteria closely related to the purposes stated above and, without prejudice to the foregoing, in such a way as to guarantee the security and confidentiality of the data in accordance with the Data Privacy Regulations.

### INFORMATION ON PROCESSING OF PERSONAL DATA

After reading as above mentioned, the user gives his consent and processing to the use of personal data by Mediobanca, fully aware of penalties and methods of treatment. The user is also respectful of the rules on privacy treatment.

I AGREE

I DO NOT AGREE

### General Terms and Conditions and Regulations governing participation

I have read and agree to the Terms and Conditions and Regulations for participating

I AGREE

I DO NOT AGREE

Next

# REGISTRATION DATA COMPILATION

Fill in all the mandatory fields (marked with a red asterisk \*). Then confirm by clicking on Save

### Registration Data

**Save** **Close**  
**Reset**

#### Organisation Details

* Organisation Name	<input type="text"/>
* Organisation Legal Structure	<input type="text" value="--"/>
* Company Registration Number	<input type="text"/>
* VAT Number	<input type="text"/>
* Address (Administrative)	<input type="text"/>
* Main Organisation Phone Number	<input type="text"/>
* Address	<input type="text"/>
* Postal Code	<input type="text"/>
* City	<input type="text"/>
* State/County	<input type="text" value="--"/>
* Country	<input type="text" value="UNITED KINGDOM"/>
Web site	<input type="text"/>

# PURCHASE GENERAL CONDITIONS AND BILLING DATA

Fill in all the mandatory fields (marked with a red asterisk \*). Then confirm by clicking on Save

## Basic Profile Form: Purchase General conditions and billing data

Registration

Save & Continue

Cancel

### Condizioni Generali di Acquisto e dati per la fatturazione

GENERAL PURCHASE CONDITIONS	* Please attach the digitally signed General Conditions of Purchase	Allegato x.docx (12 KB) Download Template
GENERAL PURCHASE CONDITIONS - Binding clause	* Please attach the Digitally signed binding clause document	Allegato x.docx (12 KB) Download Template
PAYMENT METHODS	* Please specify the payment methods	60 gg Characters available 1994
IBAN	* Please insert the the 27 alphanumeric characters IBAN Code	2345 Characters available 1996

# CATEGORY CLASSIFICATION

When the Registration form filling has ended, the category tree can be displayed during the onboarding process

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 displays the 'Categories' section for 'Registration'. At the top, a search bar labeled 'Free Text Search' contains the text 'office' and a 'Search' button, highlighted with a red box and labeled '1'. To the right, a green 'Confirm Current Selection' button and a grey 'Cancel' button are highlighted with a red box and labeled '4'. Below the search bar, a 'Deselect All' button is on the left, and 'Display Selected Only', 'Expand All', and 'Collapse All' buttons are on the right. The 'Expand All' button is highlighted with a red box and labeled '2'. The category tree below shows a hierarchy: 'VM - REGISTER OF SUPPLIER' > 'CM 01 - FURNISHINGS' > 'CM 01.01 - OFFICE FURNISHINGS', 'CM 07 - OFFICE PRODUCTS', and 'CM 14 - OUTSOURCING SERVICES'. Under 'CM 14', two items are listed: 'CM 14.04 - POST OFFICE MANAGEMENT' and 'CM 14.05 - BACK OFFICE SERVICES'. The 'CM 14.04' item is highlighted with a red box and labeled '3'. The words 'OFFICE' in the highlighted items are also highlighted in yellow.



# THE ACCEPTANCE OF PROFILE DOCUMENT FOR A FOREIGN SUPPLIER

When the Registration form compilation has ended, fill in the «01\_Supplier origin» form (1)

**Save & Continue**

**Form: 01\_Supplier origin**

+ Category linked

Italian or Foreign supplier <i>Italian or Foreign supplier</i>		
Label	Description	Response
1 Italian or Foreign supplier	* Are you Italian or Foreign supplier	Foreign <b>1</b>

Click on Foreign if you are a Foreign supplier

Foreign  
Italian  
Foreign

**1**

If you selected Foreign, fill in the « 02\_Document acceptance\_ENG» form (2)

**Form: 02\_Document Acceptance\_ENG**

+ Category linked

Documents acceptance <i>Documents acceptance</i>		
Label	Description	Response
1 GT&Cs	* Please attach here a zip file containing GT&Cs scanned with copy of ID card of your legal representative	+ Click to attach file Download Template
2 Restrictive clauses_ENG	* Attach here the zip file containing document Restrictive clauses scanned with copy of ID card of your legal representative	+ Click to attach file Download Template

**2**

Download, fill in, digitally sign and upload the General Terms and Conditions and Restrictive clauses



**THE ACTIVATION OF YOUR ACCOUNT WILL BE EVALUATED ONLY WHEN ALL REQUIRED FIELDS AND CATEGORIZATION WILL BE PROVIDED. WITHIN 24 HOURS**

# SUPPLIER GENERAL INFORMATION

Every time suppliers add a new category they have to complete “Foreign Supplier\_General Information” form. If suppliers add two or more categories, they have to complete this form only once.

## Form: 03\_Foreign Supplier\_General Information

+ Category linked

General Information		
General Information		
Label	Description	Response
1 Full company name	* Give the full company name (including legal form)	<input type="text"/> Characters available 2000
2 Group to which the Company belongs	* Is the company part of a group? If Yes, please enter the Group's name and registered office	<input type="text"/> Characters available 2000
3 Parent company	Indicate the company name of the parent company	<input type="text"/> Characters available 2000
4 Parent company VAT no	Please enter the Parent company VAT no	<input type="text"/> Characters available 2000
5 Group market	Is the Group diversified? In which sectors does it operate?	<input type="text"/>

# CATEGORY INFORMATION COMPILATION

Buyer organizations can associate forms to specific categories in the category tree. As you make category selections, you may be taken to a page to complete the associated category form (associated to that category). Enter responses for all the mandatory questions (red asterisk) then click «Save and Continue».

**CATEGORY TREE CLASSIFICATION MAY BE COMPLETED DURING OR AFTER THE REGISTRATION PROCESS**

Save Cancel

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"/> <small>123</small>
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>

# CATEGORY INFORMATION COMPILATION

This alert is shown in case of missing mandatory fields.

Form Title: OFFICE FURNISHINGS

Save Cancel

**CATE**

**Note**

This page contains missing mandatory fields. Without answers to these Questions your Classification will not be complete.

Please review the following:

- Missing Mandatory Field: Supplier brands
- Missing Mandatory Field: Territorial cover
- Missing Mandatory Field: On-line management
- Missing Mandatory Field: Continuity of supply
- Missing Mandatory Field: Lead terms
- Missing Mandatory Field: InstallationVassembly
- Missing Mandatory Field: Guarantee
- Missing Mandatory Field: GT&Cs
- Missing Mandatory Field: Restrictive clauses\_ENG
- Missing Mandatory Field: Full company name

Other errors not listed...

Complete Current Form Skip Mandatory Questions

Form T

**DETAILED INFORMATION**

Response


111111	123	
111111	123	
enter numerical values only;	1	123
ast three years, detailing	1	

Characters available 1999


# REGISTRATION CONFIRMATION

Once you have completed the basic profile form, you will be emailed a temporary password. Use the user name you entered during registration and the temporary password to log in for the first time (username e password).

**PLEASE NOTE: FILLING IN THE «02\_ACCETTAZIONE DOCUMENTI» FORM IT IS MANDATORY IN ORDER TO ACTIVATE YOUR ACCOUNT (see Slide 10).**

 **MEDIOBANCA**

## Registration Confirmation

 Warning! Dear Supplier, you still not complete all the data required during the registration phase. Please login again into the system and complete the missing data. The Activation of Your account will be evaluated only when all required fields and categorization will be provided. In specific please insert the "GT&Cs" and "Restrictive Clauses" in order to get activated.

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# CHANGES AND UPDATES TO SUPPLIER INFORMATION



# PASSWORD CHANGE ON FIRST ACCESS

It is mandatory to enter a new password when you log in the first time. Follow the following instructions:

**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 4 characters  
ⓘ Password must be different from login!  
The new password must be different from the previous 3 passwords

New Password

Confirm Password

**Enter a new password and confirm it. Then click on Submit.**

# CHANGES AND UPDATES TO THE INFORMATION OF THE PORTAL

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

Add Category

### My Categories

Enter Filter (type to start search)

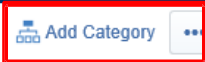
Category Code	Title	Classified On	Completion Status
1 CM 01.01.02	DRAWERS	01/07/2019 18:30:02	

Total 1 Page 1 of 1



# NEW CATEGORY CLASSIFICATION

Click Add Category to view the category tree. Each Category may have levels of subcategories. Then follow the steps explained in slide 9



## My Categories

Category Code	Title	Classified On	Completion Status
---------------	-------	---------------	-------------------

1	CM 01.01.02
---	-------------

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


# 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 (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	11111333329
* VAT Number	11111333329
* Main Organisation Phone Number	+
* Address	'
* Postal Code	'
* City	'
* State/County	Bergamo
* Country	ITALY
Web site	