



INSTRUCTIONS OPÉRATIONNELLES POUR LES NOUVEAUX FOURNISSEURS

21/06/2019

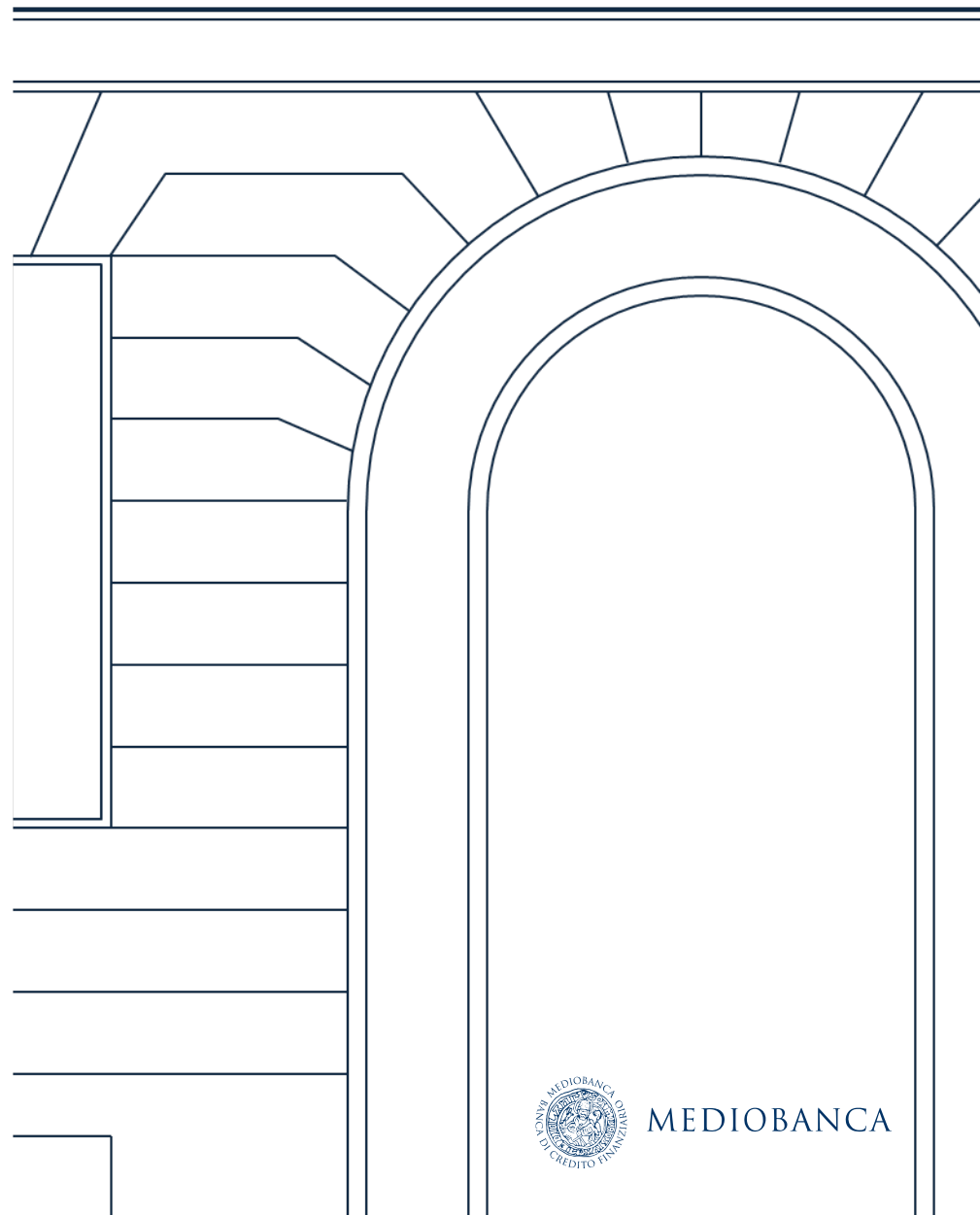


MEDIOBANCA



PROGRAM ME

1. **Inscription sur le portail**
2. **Modifications et mises à jour des informations du fournisseur**



MEDIOBANCA

INSCRIPTION SUR LE PORTAIL



INSCRIPTION SUR LE PORTAIL

Les nouveaux fournisseurs doivent s'inscrire sur la plateforme pour être pris en compte pour des activités d'approvisionnement. Il suffit de suivre les étapes suivantes :

1. Accéder au site Internet <https://www.in.mediobanca.com>
2. Sur la page de demande de connexion, cliquez sur *S'inscrire maintenant* pour accéder à la page d'inscription.

VEUILLEZ NOTER : il est nécessaire de disposer d'un appareil pour la génération d'une signature numérique pour charger le document sur le portail. Ils sont identifiés par le symbole suivant :

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 02 266 002 242
email: 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.

CONTRAT DE CONNEXION

Le fournisseur doit lire et accepter les *informations concernant le traitement des données personnelles et les Conditions générales et réglementations de participation*. Ces deux documents peuvent être téléchargés en 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

COMPILATION DES DONNÉES D'INSCRIPTION

Remplissez les champs obligatoires (marqués par un astérisque rouge *). Confirmez ensuite en cliquant sur *Sauvegarder*

Registration Data

Save Close

Reset

Organisation Details

* Organisation Name	<input type="text"/>
* Organisation Legal Structure	-- <input type="button" value="v"/>
* 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="button" value="v"/>
* Country	UNITED KINGDOM <input type="button" value="v"/>
Web site	<input type="text"/>

CONDIZIONI GÉNÉRALES D'ACHAT ET DONNÉES DE FACTURATION

Remplissez les champs obligatoires (marqués par un astérisque rouge *). Confirmez ensuite en cliquant sur *Sauvegarder*

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

CLASSIFICATION DE CATÉGORIE

Lorsque vous avez terminé de remplir le formulaire d'inscription, l'arbre des catégories peut être affiché pendant le processus d'accueil

Pour rechercher des catégories, utilisez la caractéristique de recherche libre en entrant un mot clé ou un code de catégorie, puis cliquez sur Rechercher (1), sinon, vous pouvez utiliser Tout développer (2) pour voir toutes les sous-catégories de l'arbre.

Sélectionnez la ou les catégorie(s) appropriées (au niveau des feuilles) (3) et cliquez sur Confirmer la sélection actuelle

(4) Registration

4

Confirm Current Selection

Cancel

1

Free Text Search

Search

office

2

Deselect All

Display Selected Only

Expand All

Collapse All

Categories (selected items: 0)

VM - REGISTER OF SUPPLIER

CM 01 - FURNISHINGS

CM 01.01 - OFFICE FURNISHINGS

CM 07 - OFFICE PRODUCTS

CM 14 - OUTSOURCING SERVICES

CM 14.04 - POST OFFICE MANAGEMENT

CM 14.05 - BACK OFFICE SERVICES

3

L'ACCEPTATION DE DOCUMENTS SUR LE PROFIL D'UN FOURNISSEUR

Lorsque la compilation du formulaire d'inscription est terminée, remplissez le formulaire « 01_Origine fournisseur » (1)

Save & Continue

Cancel

Form: 01_Supplier origin

+ Category linked

Italian or Foreign supplier

Italian or Foreign supplier

Label	Description	Response
1 Italian or Foreign supplier	* Are you Italian or Foreign supplier	Foreign Italian Foreign

Cliquez sur
Étranger si
vous êtes un
fournisseur
étranger

1

Si vous sélectionnez Étranger, remplissez le formulaire « 02_Document acceptance_FR » (2)

Form: 02_Document Acceptance_ENG

+ Category linked

Documents acceptance

Documents acceptance

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


Téléchargez,
remplissez, signez
numériquement et
chargez les
Conditions
générales et les
Clauses restrictives

L'ACTIVATION DE VOTRE COMPTE NE SERA ÉVALUÉE QUE LORSQUE TOUS LES CHAMPS ET CATÉGORISATIONS NÉCESSAIRES SERONT FOURNIS SOUS 24 HEURES

INFORMATIONS GÉNÉRALES FOURNISSEUR

À chaque fois que des fournisseurs ajoutent de nouvelles catégories, ils doivent remplir le formulaire « Fournisseur étranger_ Informations générales ». Si les fournisseurs ajoutent deux catégories ou plus, ils ne doivent compléter ce formulaire qu'une seule fois.

 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"/> Characters available 2000

COMPILATION CATÉGORIE INFORMATION

Les organismes d'achat peuvent associer des formulaires à des catégories spécifiques dans l'arbre des catégories. Lorsque vous sélectionnez des catégories, vous pouvez arriver sur une page pour compléter le formulaire de catégorie associé (à cette catégorie). Saisissez les réponses à toutes les questions obligatoires (astérisques rouges), puis cliquez sur « Sauvegarder et continuer ».

LA CLASSIFICATION DE L'ARBRE DE CATÉGORIE PEUT ÊTRE EFFECTUÉE PENDANT OU APRÈS LE PROCESSUS D'INSCRIPTION

Save & Continue

Cancel

Form: FACILITY MANAGEMENT - CLEANING AND PORTERAGE SERVICES

+ Category linked

CATEGORY INFORMATION - CLEANING AND PORTERAGE SERVICES		
Label	Description	Response
1 2016 specific turnover	* Indicate the turnover (€) relative to the specific product category for 2016.	<input type="text"/> 123 ✓
2 2015 specific turnover	* Indicate the turnover (€) relative to the specific product category for 2015.	<input type="text"/> 123 ✓
3 Percentage turnover with Mediobanca Group	* Indicate the % of turnover with the Mediobanca Group with respect to total turnover (enter numerical values only; do not use the % symbol)	<input type="text"/> 123 ✓
4 Specific references	* Indicate at least three of the main references relating to the specific category of the last three years, detailing clients and individual contracts.	<input type="text"/> ↓ Characters available 2000

COMPILATION CATÉGORIE INFORMATION

Cette alerte apparaît en cas de champs obligatoires manquants.

The screenshot shows a web interface for Mediobanca. A prominent yellow alert box with a red border is centered on the screen. The alert is titled 'Note' and contains the following text:

This page contains missing mandatory fields. Without answers to these Questions your registration will not be complete and your account may be not activated. It is recommended that you complete the current form before continuing.

Please review the following:

- Missing Mandatory Field: 2016 specific turnover
- Missing Mandatory Field: 2015 specific turnover
- Missing Mandatory Field: Percentage turnover with Mediobanca Group
- Missing Mandatory Field: Specific references
- Missing Mandatory Field: 2016 specific turnover
- Missing Mandatory Field: 2015 specific turnover for the category "Civil cleaning service"
- Missing Mandatory Field: Activities
- Missing Mandatory Field: Service management
- Missing Mandatory Field: GT&Cs
- Missing Mandatory Field: Restrictive clauses_ENG

Other errors not listed...


This can be completed at a later date, use your Username and Password to log in and complete the missing information

At the bottom of the alert box are two buttons: 'Complete Current Form' and 'Skip and Go to Next Form'. To the right of the alert box, there are 'Save & Continue' and 'Cancel' buttons. Below the alert box, a form field is visible with a red triangle warning icon and the text: 'Indicate the % of turnover with the Mediobanca Group with respect to total turnover (enter numerical values only; do not use the % symbol)'. The background shows parts of the registration form, including the 'MEDIOBANCA' logo and various input fields.


CONFIRMATION D'INSCRIPTION

Une fois le formulaire de profil de base complété, un mot de passe temporaire vous est envoyé par e-mail. Utilisez l'identifiant utilisateur que vous avez indiqué lors de l'inscription et le mot de passe temporaire pour vous connecter la première fois (identifiant et mot de passe).

VEUILLEZ NOTER : REMPLIR LE FORMULAIRE « 02_ACCESSIONE DOCUMENTI » EST OBLIGATOIRE POUR ACTIVER VOTRE COMPTE (voir diapositive 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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MODIFICATIONS ET MISES À JOUR DES INFORMATIONS DU FOURNISSEUR



CHANGEMENT DE MOT DE PASSE LORS DU PREMIER ACCÈS

Il est obligatoire d'entrer un nouveau mot de passe lorsque vous vous connectez pour la première fois. Suivez les 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

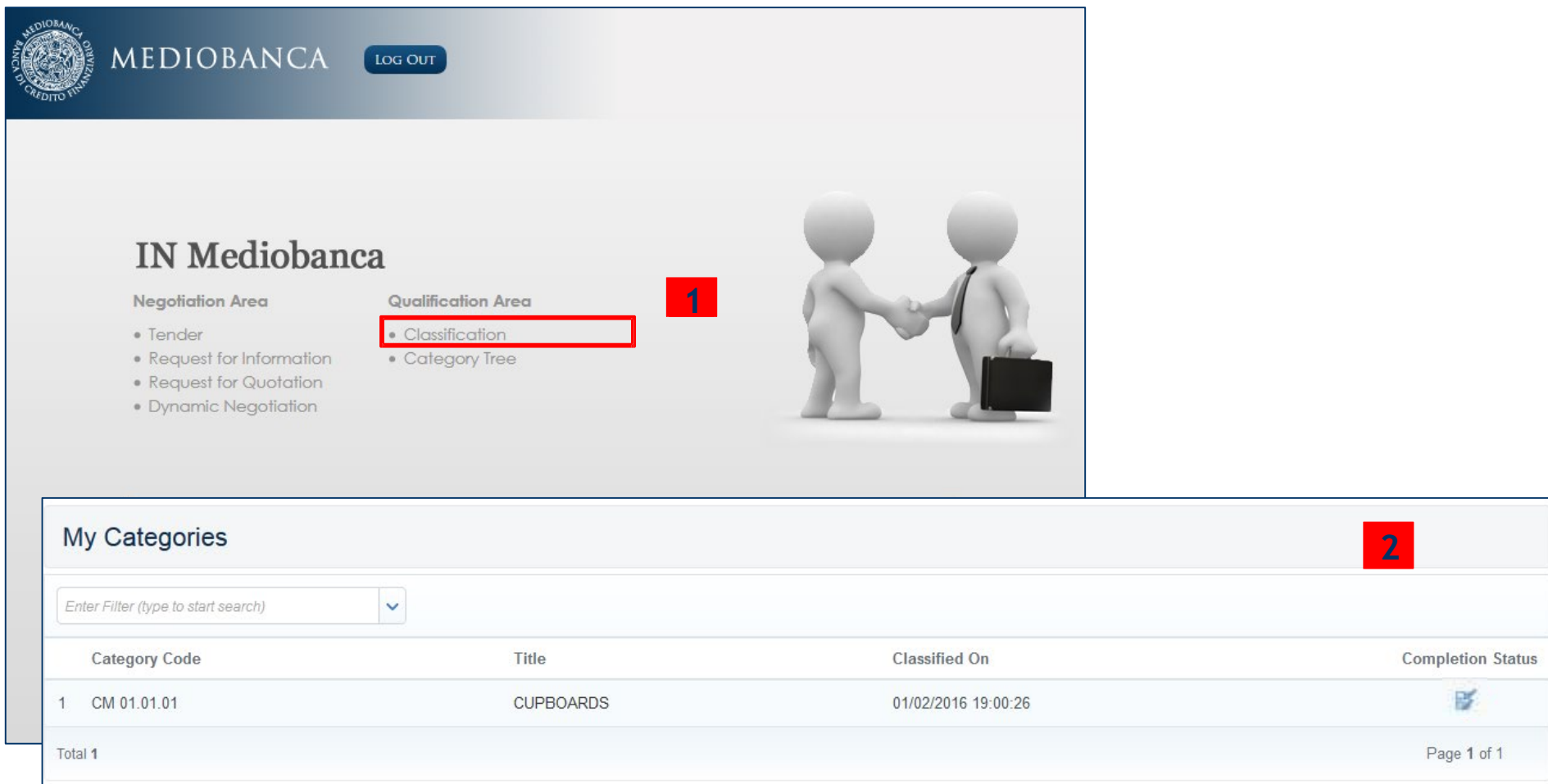
New Password

Confirm Password


Entrez un nouveau mot de passe et confirmez. Puis cliquez sur Envoyer.

CHANGEMENTS ET MISES À JOUR DES INFORMATIONS SUR LE PORTAIL

Cliquez sur « Classification » pour modifier/mettre à jour la classification de catégorie (1). Ensuite, la liste des catégories apparaît (2).




The screenshot displays the Mediobanca portal interface. At the top left is the logo of Banca Mediobanca Organismo di Credito Finanziario. The header includes the text 'MEDIOBANCA' and a 'LOG OUT' button. The main content area is titled 'IN Mediobanca' and is divided into two sections: 'Negotiation Area' and 'Qualification Area'. The 'Qualification Area' contains a list of items, with 'Classification' highlighted by a red box and a red '1' next to it. Below this is an illustration of two 3D figures shaking hands. A second red box with a '2' is placed over the 'My Categories' section, which features a search filter and a table of categories.

Category Code	Title	Classified On	Completion Status
1 CM 01.01.01	CUPBOARDS	01/02/2016 19:00:26	

Total 1 Page 1 of 1

NOUVELLE CLASSIFICATION DE CATÉGORIE

Cliquez sur Ajouter catégorie pour voir l'arbre des catégories. Chaque catégorie peut avoir des niveaux de sous-catégories. Suivez ensuite les étapes expliquées dans la diapositive 9



My Categories

Enter Filter (type to start search) ▼

Category Code	Title	Classified On	Completion Status
1 CM 01.01.01			
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


MODIFICAZIONI/MISES À JOUR DE LA CLASSIFICATION DE CATÉGORIE (1/2)

Sélectionnez la catégorie appropriée pour modifier/mettre à jour les données d'un formulaire de catégorie (1)

 Add Category 

My Categories

Enter Filter (type to start search) 

Category Code	Title	Classified On	Completion Status
1 CM 01.01.01	CUPBOARDS	01/02/2016 19:00:26	

Total 1 Page 1 of 1

MODIFICATIONS/MISES À JOUR DE LA CLASSIFICATION DE CATÉGORIE (2/2)

Cliquez sur Éditer, effectuez les changements nécessaires et cliquez sur « Sauvegarder » (2)

[← Back to List](#)



Classification: >>REGISTER OF SUPPLIERS>FURNISHINGS>OFFICE FURNISHINGS>CUPBOARDS

2

Form Title: OFFICE FURNISHINGS

[Edit](#)

CATEGORY INFORMATION - OFFICE FURNISHINGS

	Title	Description	Response
1	2016 specific turnover	* Indicate the turnover (€) relative to the specific product category for 2016.	
2	2015 specific turnover	* Indicate the turnover (€) relative to the specific product category for 2015.	
3	Percentage turnover with Mediobanca Group	* Indicate the % of turnover with the Mediobanca Group with respect to total turnover (enter numerical values only; do not use the % symbol)	
4	Specific references	* Indicate at least three of the main references relating to the specific category of the last three years, detailing clients and individual contracts.	

Form Title: OFFICE FURNISHINGS - CUPBOARDS

DETAILED INFORMATION

	Title	Description	Response
1	Supplier brands	* Indicate the supplier brands available	

MODIFICATIONS/MISES À JOUR DES DONNÉES D'INSCRIPTION (1/3)

Cliquez sur « Données d'inscription » pour modifier/mettre à jour les données du profil utilisateur.



The screenshot displays the Mediobanca user interface. At the top left is the Mediobanca logo and the text 'MEDIOBANCA' next to a 'LOG OUT' button. The main heading is 'IN Mediobanca'. Below this, there are two columns of menu items: 'Negotiation Area' (Tender, Request for Information, Request for Quotation, Dynamic Negotiation) and 'Qualification Area' (Classification, Category Tree). To the right is an illustration of two 3D figures shaking hands. At the bottom, a dark blue box contains two sections: 'User Profile' with links for 'Registration Data' (highlighted with a red box), 'Modify password', and 'User Rights'; and 'Supplier assistance' with contact information for the Operations Centre. The footer contains copyright and service information.

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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MODIFICAZIONI/MISES À JOUR DES DONNÉES D'INSCRIPTION (2/3)

Cliquez sur Éditer et apportez les changements nécessaires.

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

Organisation Name: **** Test fornitore IT

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	

MODIFICAZIONI/MISES À JOUR DES DONNÉES D'INSCRIPTION (3/3)

Cliquez sur « Sauvegarder » pour enregistrer les modifications.

Cliquez sur
« Sauvegarder »
pour enregistrer
les modifications

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	Bergamo <input type="button" value="v"/>
* Country	ITALY <input type="button" value="v"/>
Web site	<input type="text"/>