

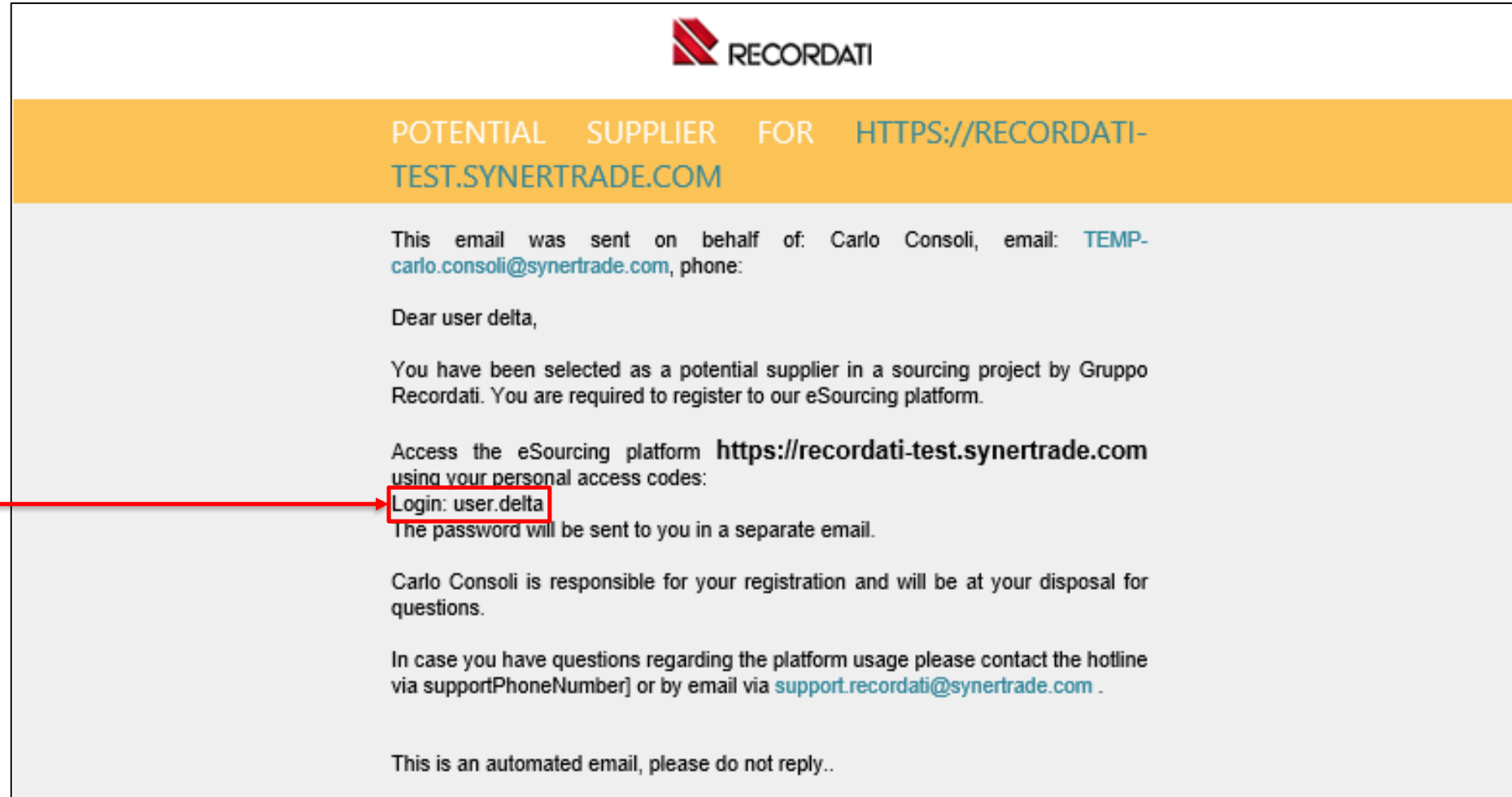


SynerTrade Recordati SpA

User Guide Supplier

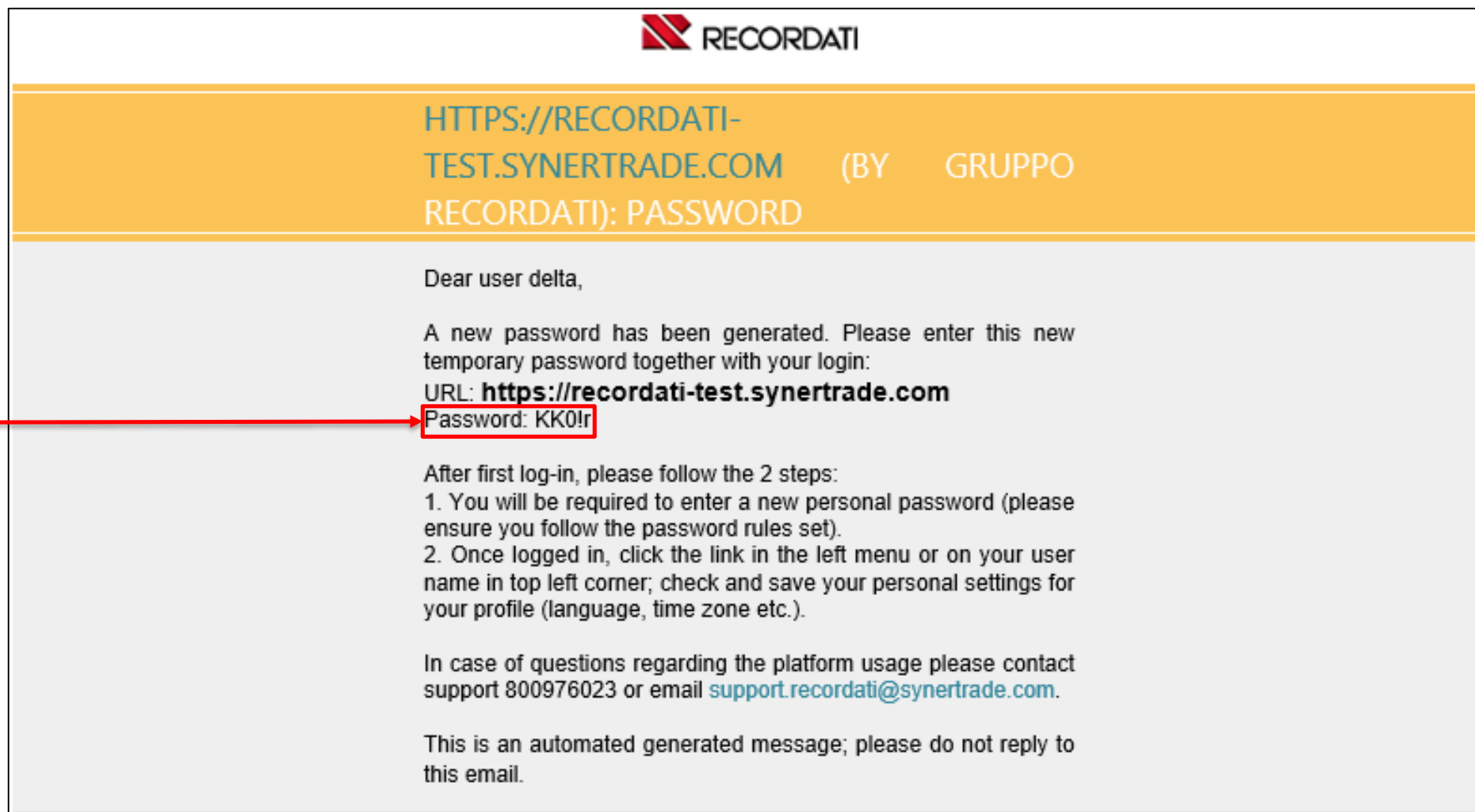
You has been selected as a potential supplier.

In order to access to the platform the system sends to you two different email in which you can find your credentials.



This is your
login

In the second email you can find your temporary password, which will be changed after the first login to the platform.

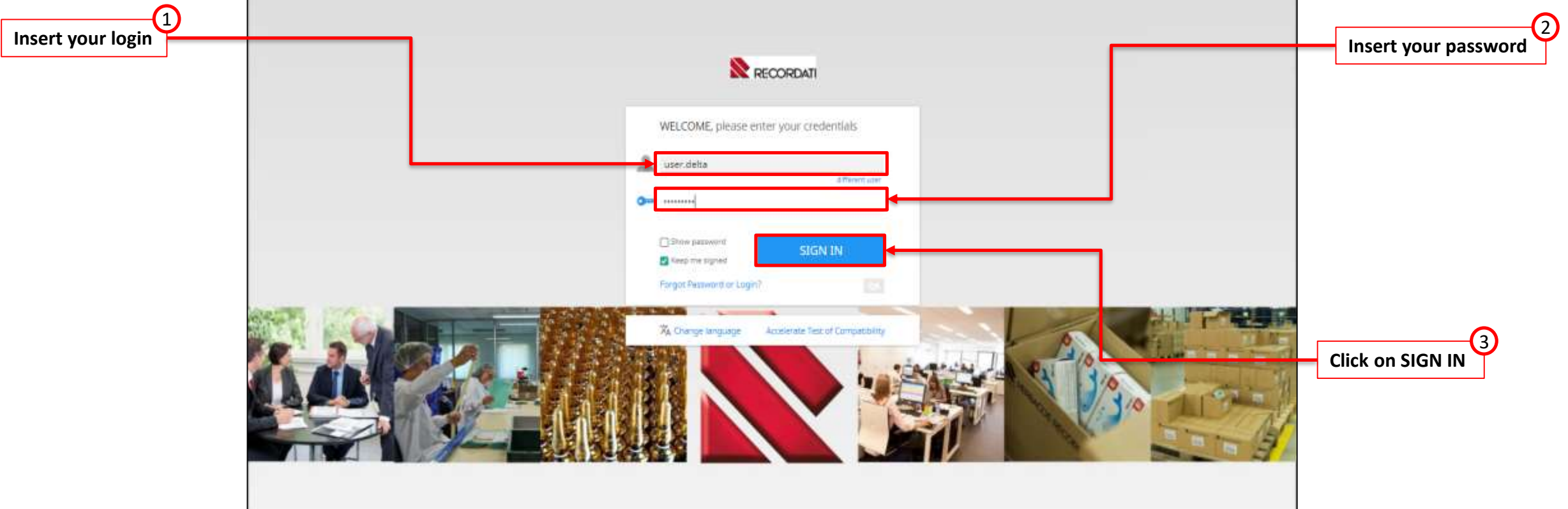


Temporary
password

1. Access to the platform

To access to the platform clicking on the link: <https://recordati.synertrade.com>

Use Login and Password sent by email



This is the Welcome page of the Supplier Self Registration process.

To start the process, first of all you have to click on NEXT button to check if your company data are in the BVD System

RECORDATI Supplier Self Registration Status: Not submitted
Support: please click [HERE](#)

[WELCOME PAGE](#) [COMPANY & CONTACT](#) [COMPANY CONTACTS](#) [QUESTIONNAIRE](#) [COMPANY BANK ACCOUNTS](#) [CERTIFICATE OVERVIEW](#) [DOCUMENTS](#) [MANUFACTURING SITES](#) [SEND REGISTRATION](#) [LOG OUT](#)

Welcome to Supplier Self Registration (SSR)

The following screens will guide you through the registration process step by step. It will take a few minutes to complete the registration. It is recommended to consult, in the various folders, the notes in the Question Point (?) in the upper right.

For assistance with registration please contact support:
Tel: +33 (0)9 75 18 44 85
E-Mail: support.recordati@synertrade.com
Monday - Thursday, 8 am - 6 pm
Friday, 8 am - 4 pm.

Please review the following documents:

- [English - XLR8 Supplier User Guide](#)
- [French - XLR8 Supplier User Guide](#)
- [Italian - XLR8 Supplier User Guide](#)

To continue with the BVD search, click on the "Next" button.

[NEXT](#)

Here it is possible to find a User Guide in different languages

3. Research on the BVD Database

RECORDATI Supplier Self Registration Status: Not submitted
Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT COMPANY CONTACTS QUESTIONNAIRE COMPANY BANK ACCOUNTS CERTIFICATE OVERVIEW DOCUMENTS MANUFACTURING SITES SEND REGISTRATION LOG OUT

BVD SEARCH

The following screens will guide you through the registration process step by step

For assistance with registration please contact support:
Tel: +33 (0)9 75 18 44 85
E-Mail: support.recordati@synertrade.com
Monday - Thursday, 8 am - 6 pm
Friday, 8 am - 4 pm.

Company / Surname

Country

VAT Number

[CLOSE](#) [NEXT](#)

[NEXT](#)

1
Insert your Company Name

2
Choose the country

3
Insert your VAT Number

4
Click on NEXT

3. Research on the BVD Database

The screenshot shows the RECORDATI Supplier Self Registration interface. A modal dialog titled "BVD Match" is open, displaying a table of BVD entries. The dialog has "Next", "Back", and "Close" buttons at the top. A red box highlights the "Next" button, with an arrow pointing to it from a callout box labeled "2". Another red box highlights the table, with an arrow pointing to it from a callout box labeled "1". The table lists 7 entries with columns for NO., a checkbox, BVDID, and NAME. The background interface shows a navigation bar with tabs like WELCOME PAGE, COMPANY & CONTACT, COMPANY CONTACTS, QUESTIONNAIRE, COMPANY BANK ACCOUNTS, CERTIFICATE OVERVIEW, DOCUMENTS, MANUFACTURING SITES, SEND REGISTRATION, and LOG OUT. The status bar at the top right indicates "Status: Not submitted" and "Support: please click HERE".

NO.	<input type="checkbox"/>	BVDID	NAME
1	<input type="checkbox"/>	IT06266680013	MIRTO 92 SOCIETA' A RESPONSABILITA' LIMITATA
2	<input type="checkbox"/>	IT01633420169	MAFFIOLETTI SAS DEI F.LLI MAFFIOLETTI MAC
3	<input type="checkbox"/>	IT01190300085	PLUMBAGO SNC DI GUILIO PRETI & C. (Alias:)
4	<input type="checkbox"/>	IT01036630075	MARTA MARKET SNC DI GALLINO FABRIZIO &
5	<input type="checkbox"/>	IT06711130010	LA TARTARUGA SNC DI SPERANDIO LOUIS & C
6	<input type="checkbox"/>	IT01642950594	GENTILI NANDO & C. SAS (Alias: CARREFOUR)
7	<input type="checkbox"/>	IT01739540027	P.M. ALIMENTARI DI VIGLIANI MARISA & C SN

1
Select your own branch among the ones in the list

2
Click on NEXT

If you are not in the BVD system, leave all the checkboxes unselected and click on NEXT to proceed with the process

5. Company & Contacts

In this first step you are required to fill all the fields with your company and personal data.

***The fields underlined in RED are mandatory.**

The screenshot shows the Synertrade registration form. The 'COMPANY DATA' section has fields for Company Name, Address, City, Country, VAT Number, and Website. The 'TAX DATA AND CURRENCY' section has fields for Tax Code, VAT Number, PEC, Currency, and a checkbox for withholding tax. A red box highlights the 'NEXT' button at the bottom right of the form.

ATTENTION

- **TAX CODE** : Do not insert spaces and insert the Tax Validation Number of your country (e.g. for Italy the Fiscal Code, for Spain the NIF Number, for France SIRET Number etc.)
- **VAT Number** : Do not insert spaces and for the CEE countries do not insert the country code prefix (e.g. IT123456789 is not accepted, 123456789 is accepted)

After the compilation of this form, to go ahead click on NEXT

6. Company Contacts

The second step of this process is the COMPANY CONTACTS.

Here it is possible to find a contact created by the system according to the data inserted in the previous Tab.

1 To generate a new contact click on the **New Contact** button.

The screenshot shows the 'Supplier Self Registration' page. A red box highlights the 'New Contact' button. Below it is a table with columns: NO., CONTACT TYPE, FIRST NAME, LAST NAME, DEFAULT CONTACT, EMAIL ADDRESS, TELEPHONE, MOBILE/CELL, LANGUAGE, CREATED, CREATED BY, LAST CHANGE, and LAST CHANGED BY. The first row of the table is highlighted in red.

NO.	CONTACT TYPE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	MOBILE/CELL	LANGUAGE	CREATED	CREATED BY	LAST CHANGE	LAST CHANGED BY
1	Legal	user	delta		delta.contact@synertrade.com			English (UK)	01.10.2020 16:50	Celia Corral	28.10.2020 09:45	user delta

ATTENTION

Remember to enter the **Contact Type** (e.g Sales, Legal etc..) also for the contact already present. Otherwise you will not be able to finalize the registration.

2 A new row appears on the table and you have to fill in all the information requested

The screenshot shows the 'New contact' form. A red box highlights the 'CONTACT TYPE' dropdown menu, which has 'Legal' and 'Sales' options. Below it is a table with columns: NO., CONTACT TYPE, FIRST NAME, LAST NAME, DEFAULT CONTACT, EMAIL ADDRESS, TELEPHONE, MOBILE/CELL, LANGUAGE, CREATED, CREATED BY, LAST CHANGE, and LAST CHANGED BY. The first row of the table is highlighted in red.

NO.	CONTACT TYPE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	MOBILE/CELL	LANGUAGE	CREATED	CREATED BY	LAST CHANGE	LAST CHANGED BY
1	Legal	user	delta		Synertradetest@gmail.com	234		English (UK)	01.10.2020 11:04	user delta	01.10.2020 11:04	user delta
2	Legal											

3 Click here to save the inserted information

In the Questionnaire Tab it is possible to find all the questionnaire that the buyer uploaded for the Supplier Self Registration.

**Click on the
questionnaires
to show them**

7. Questionnaire: Code of Ethics

To upload your answers click on Publish


Click here to download the Code of Ethics

RECORDATI Supplier Self Registration Status: Not submitted
Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT COMPANY CONTACTS QUESTIONNAIRE COMPANY BANK ACCOUNTS CERTIFICATE OVERVIEW DOCUMENTS MANUFACTURING SITES SEND REGISTRATION LOG OUT

1 - CODE OF ETHICS

Back to Overview **Publish** Cancel Export Print

LEVEL	QUESTION	ANSWER
1	CODE OF ETHICS	
1.1	Please download the "Code of Ethics" of the Recordati Group	Code-of-Ethics-Recordati-G 
1.2	The Supplier undertakes to accept "Code of Ethics" of the Recordati Group, that the Supplier declares to know and adopt	<input type="radio"/> ACCEPT

Click here to accept the Code of Ethics conditions

7. Questionnaire: General Questionnaire

To upload your answers click on Publish

2

Fill all the questions in the questionnaire

1

RECORDATI Supplier Self Registration

WELCOME PAGE COMPANY & CONTACT COMPANY CONTACTS

GENERAL QUESTIONNAIRE

Back to Overview Publish Cancel Export Print

22.09.2020 15:16, Published by Sofia Banchemo

LEVEL	QUESTION
1	GENERAL COMPANY DATA
1.1	

RECORDATI Supplier Self Registration

WELCOME PAGE COMPANY & CONTACT COMPANY CONTACTS GENERAL QUESTIONNAIRE

Back to Overview Publish Cancel Export Print

22.09.2020 15:16, Published by Sofia Banchemo

LEVEL QUESTION

1 GENERAL COMPANY DATA

1.1

1.2

1.3

1.4

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1.100

Here you are required to insert one or more company bank accounts.

RECORDATI

Supplier Self Registration

Status: Not submitted
Support: please click [HERE](#)

WELCOME PAGE

COMPANY & CONTACT

COMPANY CONTACTS

QUESTIONNAIRE

COMPANY BANK ACCOUNTS

CERTIFICATE OVERVIEW

DOCUMENTS

MANUFACTURING SITES

SEND REGISTRATION

LOG OUT

This is step 5/9. Please indicate your company's bank accounts.
After you have saved your data, click "Next" to continue your registration Gruppo Recordati.

1

Click on New to create a new bank account

Search

Advanced search

Show full list

New

NO.	<input type="checkbox"/>	<div><div></div><div></div></div>	DEFAULT	BANK COUNTRY	BANK KEYS	BANK ACCOUNT NUMBER	BANK CONTROL KEY	IBAN	BANK SWIFT CODE	BANK NAME	HOUSE NUMBER AND STREET	BANK CITY	BANK AC
1	<input type="checkbox"/>	<div><div></div><div></div></div>	<input type="checkbox"/>	Italy									
2	<input type="checkbox"/>	<div><div></div><div></div></div>	<input type="checkbox"/>	Italy									
3	<input type="checkbox"/>	<div><div></div><div></div></div>	<input type="checkbox"/>	Italy									

In case you have more than one bank account, click on this button to select the default one

8. Company Bank Account

A new row is created and you have to fill the fields with the relative data

NO.	<input type="checkbox"/>	<input type="checkbox"/>	DEFAULT	BANK COUNTRY	BANK KEYS	BANK ACCOUNT NUMBER	BANK CONTROL KEY	IBAN
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Italy				

If case you insert an IBAN, please pay attention to the correctness of the latter.

Click here to save the information

ATTENTION
Please insert the mandatory fields:
BANK NAME and **CERTIFICATION OF COMPANY BANK ACCOUNT ON LETTERHEAD**

BANK NAME	HOUSE NUMBER AND STREET	BANK CITY	BANK ACCOUNT HOLDER	BANK BRANCH	INSERT FULL DATA FOR PAYMENT BY MEANS OF A INTERMEDIARY BANK	CERTIFICATION OF COMPANY BANK ACCOUNT ON LETTERHEAD

In this Tab you are required to upload your certificates

To create a new certification on the system click on New

1

[illegible]

9. Certificate Overview

A new row is created and has to be filled with the relative data ²

New

NO.			CERTIFICATE NAME	DOCUMENTS/COMMENTS	VALID FROM	VALID UNTIL	STATUS	REMINDE ME PRIOR TO CERTIFICATE EXPIRATION	(X DAYS BEFORE EXPIRATION)	REMINDE ME AS CERTIFICATE EXPIRES	COMMENT
1			others	0					90		

To upload documents click on this button. Your document list will appear ³

If the document you need is not in the list, click on Advanced Upload ⁴

Click on Upload ⁶

Select the document on your PC ⁵

Documents list

Search All

Advanced Upload

NO.		NAME	TYPE	EXPIRED	BUYER ACCESS	DOCUMENT LINK	DOCUMENT OWNER	USER TYPE	COMPANY	COMMENT	LAST CHANGE

0 Records exist Show 10 Records

recordati-test.synertrade.com/ngp411/actions/company/certificate/CertificatesDocumentsMain.do?hdObjectId=c79047d346163cd59d8f359d34d1a4...

Back to overview Upload

UPLOAD DOCUMENT

NO.	TYPE	NAME OF THE DOCUMENT / LINK	CONTENT	COMMENT	STATUS
1	File		Nessun file selezionato		
2	File		Nessun file selezionato		
3	File		Nessun file selezionato		
4	File		Nessun file selezionato		
5	File		Nessun file selezionato		

In this Tab it is possible to upload some other documents

RECORDATI Supplier Self Registration Status: Not submitted
Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT COMPANY CONTACTS QUESTIONNAIRE COMPANY BANK ACCOUNTS CERTIFICATE OVERVIEW **DOCUMENTS** MANUFACTURING SITES SEND REGISTRATION LOG OUT

This is step 7/8. Please upload your documents.
After you have saved your data, click "Finish" to send the data to the Gruppo Recordati.

Advanced Upload

DOCUMENTS

No records found

PREVIOUS **NEXT**

Click on Advanced Upload

Select the document on your PC

Click on Upload

recordati-test.synertrade.com/ngp411/actions/company/certificate/CertificatesDocumentsMain.do?hdObjectId=c79047d346163cd59d8f359d34d1a4...

Back to overview **Upload**

UPLOAD DOCUMENT

NO.	TYPE	NAME OF THE DOCUMENT / LINK	CONTENT	COMMENT	STATUS
1	File		Scogli file Nessun file selezionato		
2	File		Scogli file Nessun file selezionato		
3	File		Scogli file Nessun file selezionato		
4	File		Scogli file Nessun file selezionato		
5	File		Scogli file Nessun file selezionato		

Here there is the possibility to add one or more manufacturing sites

To add a new one click on New

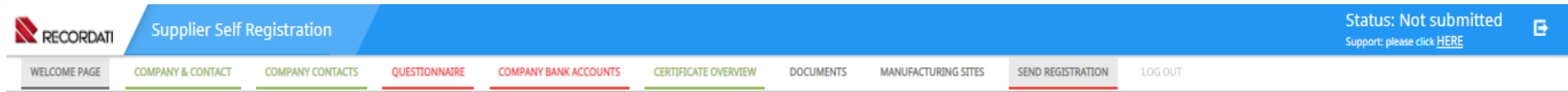
[illegible]

A new line is created and has to be filled

New						
NO.	<input checked="" type="checkbox"/>	++	MANUFACTURING SITE	SITE ADDRESS	PRODUCT DESCRIPTION	
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	New manufacturing site	Via Mazzini, 20100, Milano		

To save the information click on this button 2

This is the final Tab in which it is possible to send the registration



Terms & Conditions

To complete the registration process and to send your own registration to Recordati Group, please click on "Accept". To stop the registration process, click on "Reject".

PREVIOUS ACCEPT REJECT

Click on ACCEPT if you want to send the registration data

Click on REJECT if you want to cancel your registration

SUPPLIER									
ID	Visualizations (TABS)	Not Submitted	Submitted	Registered	Qualified	Changed Bank Account	Rejected	To Be Requalified	Registered - Requalification
ID_1	Company Detailed Information	WRITE	NA	READ	READ	READ	NA	READ	READ
ID_2	Material Groups	READ	NA	READ	READ	READ	NA	READ	READ
ID_3	SAP Business Units	READ	NA	READ	READ	READ	NA	READ	READ
ID_4	Company Contacts	WRITE	NA	READ	READ	READ	NA	WRITE	READ
ID_5	Additional Information	WRITE	NA	READ	READ	READ	NA	WRITE	READ
ID_6	Company bank Accounts	WRITE	NA	READ	WRITE	READ	NA	READ	READ
ID_7	Certificates	WRITE	NA	READ	READ	READ	NA	WRITE	READ
ID_8	Manufacturing Sites	WRITE	NA	READ	READ	READ	NA	WRITE	READ
ID_9	Documents	WRITE	NA	READ	READ	READ	NA	WRITE	READ
ID_10	Document Aggregation	NO RIGHT	NA	READ	READ	READ	NA	NO RIGHT	READ