

FEDRIGONI

Jaggaer SRM Vendor Master Data Module

SUPPLIER MANUAL SUPPLIER



Index

- 1 **Registration invitation and portal access**
- 2 **Mandatory data compiling for activation (onboarding)-for new suppliers**
- 3 **Credential activation**
- 4 **Access after credential activation**
- 5 **Message area**
- 6 **Completion of commodity questionnaires**
- 7 **Modification of dataset (for Supplier already in the platform)**
•

1. Registration invitation and portal access- for new suppliers

- In order to access the Fedrigoni procurement portal you will receive an email inviting you to register on the portale with the assignment of a username and password that can be changed at the first login.

Dear Company Test SA,

The Buyer Organisation FEDRIGONI GROUP has registered you to use [https://urldefense.com/v3/_https://fedrigonigroup-portal-prep.app.jaggaer.com_!!Hn7u1Q!VOAyIOI8LSrsJmNmEKUaL2x_vKfOofvqZtRwytZ13MijQNFCuk_Q4L_q8Fexe-YUejB8kzC2Uesp7chtzo6g9H3egXXioUArWdg\\$](https://urldefense.com/v3/_https://fedrigonigroup-portal-prep.app.jaggaer.com_!!Hn7u1Q!VOAyIOI8LSrsJmNmEKUaL2x_vKfOofvqZtRwytZ13MijQNFCuk_Q4L_q8Fexe-YUejB8kzC2Uesp7chtzo6g9H3egXXioUArWdg$)

Your Username is: 0170667929!z

Your Password is: 6989706008

Best regards,

Fedrigoni Group

← Reply

→ Forward

FEDRIGONI

en **it** es cn pt pl

LANGUAGE SELECTION

The screenshot shows a login interface with a background of colorful paper scraps. The page title is "Login". There are two input fields: the first contains the username "federico" and the second contains a masked password ".....". Below the password field is a link for "Forgot your password?". A black "ENTER" button is positioned to the right of the password field. Red callout lines connect the language selection area, the password field, and the "Forgot your password?" link to their respective labels on the right.

CREDENTIALS INSERTION

CREDENTIALS RECOVERY

- Change password during first access.
- You will receive a confirmation mail after the password change was performed successfully.

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.

i Passwords must contain at least 8 characters
Password must be different from login
New password must be different from the previous 1 passwords

New Password

Confirm Password

2. Mandatory data compiling for first activation (onboarding)

- Navigation index with indication of data completion.

FEDRIGONI

Close Save & Continue

Registration Data

Index

- Main Organisation Data
- Registration Data**
- Onboarding Pages
 - SUPPLIER INFORMATION
 - FEDRIGONI SPA _ Finance information details
- Registration Confirmation
 - Status Summary

→| Organisation Details

* Country	FRANCE	* Organisation Name	Company Test SA
* Organisation Legal Structure	Société en commandité	* EU VAT	FR12345678911
Fiscal Code		* Address	Rue Sant Maur 48
* City	Paris	* State/County	Paris
* Postal Code	75011	DUNS Number	
DUNS Name			

User Details

* First Name		* Last Name	
* Username <i>IMPORTANT: you will need it for the next accesses to the site maximum length: 256 characters</i>	01706670201	* Telephone	

- Pre-filled data provided by Fedrigoni already filled in and editable (e.g. Country, EUVAT).
- You have to fill in mandatory data "*" of Organization to finalize the registration.
- Click "Save &Continue".

Registration Data

Close

Save & Continue

Index

Main Organisation Data

Registration Data

Onboarding Pages

SUPPLIER INFORMATION

FEDRIGONI SPA _ Finance information details

Registration Confirmation

Status Summary



Organisation Details

* Country

ITALY

* Organisation Legal Structure

Fiscal Code



* City

* Postal Code

DUNS Name

* Organisation Name

Test 08042024

* EU VAT

IT12319181818



* Address

* State/County

Monza Brianza

DUNS Number

- Pre-filled data provided by Fedrigoni already filled in and editable (e.g. username, email).
- You have to fill in mandatory data "*" of User to finalize the registration.
- Click "Save&Continue".

Registration Data Close **Save & Continue**

index →

- ✓ Main Organisation Data
- Registration Data**
- ✓ Onboarding Pages
 - SUPPLIER INFORMATION
 - FEDRIGONI SPA - Finance information details
- ✓ Registration Confirmation
 - Status Summary

✓ User Details

* First Name

* Last Name

* Username *IMPORTANT: you will need it for the next accesses to the site maximum length: 256 characters*

* Primary Email Address *IMPORTANT: This email address will be used for all site communications. Please ensure you enter the address correctly*

* Telephone

* Preferred Language

* Time Zone

N:B if needed, In the case of a country belonging to the EU, you can enter an EUVAT number of a country other than the one selected by selecting the option highlighted.

FEDRIGONI

New Supplier Registration

Cancel

Save

Organisation Details

* Country

ITALY

* Organisation Name

Test BIP

Organisation Legal Structure

Select whether the PIVA refers to a country different from the one selected or a legal f...

- Società Cooperativa Consortile
- Associazione
- Ente
- Fondazione
- Istituto Religioso
- Società costituita in base a leggi di un altro stato
- Società tra Professionisti
- Persona Fisica
- Società europea (SE)
- Società a responsabilità limitata semplificata
- Rete di Impresa
- Legal Italy
- Società Consortile a Responsabilità Limitata
- Consorzio stabile
- Società Consortile a Responsabilità Limitata Semplificata
- Società Consortile in Accomandita Semplice
- Società Consortile in Accomandita per Azioni
- Società Consortile in Nome Collettivo
- Società Consortile Agricola

Select whether the PIVA refers to a country different from the one selected or a legal form different from the previous ones

* EU VAT

Main User Section

Define Main Supplier Account User

- Example of error reporting during data entry.

✖ There are 4 errors Detail ✕

FEDRIGONI 👤

Registration Data Close Save & Continue

Index

- Main Organisation Data
- Registration Data**
- Onboarding Pages
 - ✖ SUPPLIER INFORMATION
 - ✖ FEDRIGONI SPA _ Finance information details
- Registration Confirmation
 - ✖ Status Summary

→| Organisation Details

* Country	<input type="text" value="FRANCE"/>	* Organisation Name	<input type="text" value="Company Test SA"/>
* Organisation Legal Structure	<input type="text" value="Société en commandité"/>	* EU VAT	<input type="text" value="FR123456789"/> <small>The Text entered in 'EU VAT' is not in the correct format</small>
Fiscal Code	<input type="text"/>	* Address	<input type="text" value="Rue Sant Maur 48"/>
* City	<input type="text" value="Paris"/>	* State/County	<input type="text" value="Paris"/>
* Postal Code	<input type="text" value="75011"/>	DUNS Number	<input type="text"/>
DUNS Name			

Updating the navigation index

- **Attention to e-mail(business) and e mail (administration), fields used in the ERP system also for order submission. For any doubts, please contact the usual procurement contact**

FEDRIGONI

Begin Vendor Registration

Index

▼ Main Organisation Data

● Registration Data

▼ Onboarding Pages

✖ **SUPPLIER INFORMATION**

✖ FEDRIGONI SPA _ Finance information details

▼ Registration Confirmation

✖ Status Summary

→|

SUPPLIER INFORMATION

▼ SUPPLIER INFORMATION			
	QUESTION	DESCRIPTION	RESPONSE
1	Phone number (business)	* Please insert business phone number	<input type="text"/> <small>Characters available 2000</small>
2	Email (business)	* Please insert business Email	<input type="text"/> <small>Characters available 2000</small>
3	Alternative Phone number (business)	Phone number (business)	<input type="text"/> <small>Characters available 2000</small> Supplier
4	Alternative Email (business)	Email (business)	<input type="text"/> <small>Characters available 2000</small> Supplier
5	Phone number (administration)	* Please insert administration phone number	<input type="text"/> <small>Characters available 2000</small> Supplier
6	Email (administration)	* Please insert administration Email	<input type="text"/> <small>Characters available 2000</small> Supplier
7	Alternative Phone number (administration)	Phone number (administration)	<input type="text"/> <small>Characters available 2000</small> Supplier
8	Alternative Email (administration)	Email (administration)	<input type="text"/> <small>Characters available 2000</small> Supplier
9	Nature of the supplier	* Please select nature of the supplier	<input type="text"/> Supplier

Possibility of confirming entries and continuing at a later date

Presence of a formal validation rule for the data entered

Index →| FEDRIGONI SPA _ Finance information details

- Main Organisation Data
 - Registration Data
- Onboarding Pages
 - SUPPLIER INFORMATION
 - FEDRIGONI SPA _ Finance information details**
 - Registration Confirmation
 - Status Summary

FEDRIGONI SPA_ SEPA AREA MEMBERSHIP_MAIN				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	FEDRIGONI SPA_SEPA area membership (main)	* Please indicate whether you are part of the SEPA area to receive payments	DIFFERENT PAYMENT METHOD HAS BEEN AGREED YES NO DIFFERENT PAYMENT METHOD HAS BEEN AGREED PAYMENT METHOD NO LONGER IN USE	Supplier

- Regarding financial information, you need to declare using a single choice menu :
 - if you are part of SEPA area, choosing option "YES" or "NOT", and fulfil relevant dataset;
 - if different payment method (not a bank transfer) are been agreed with Fedrigoni choosing option "DIFFERENT METHOD HAS BEEN AGREED ";
 - potential validity end of financial information previously fulfilled choosing option "PAYMENT METHOD NO LONGER IN USE".

- Option "YES" chosen and relevant information requested.

Index

- Main Organisation Data

- Registration Data

- Onboarding Pages

- SUPPLIER INFORMATION

- FEDRIGONI SPA _ Finance information details**

- Registration Confirmation

- Status Summary



FEDRIGONI SPA _ Finance information details

FEDRIGONI SPA_ SEPA AREA MEMBERSHIP_MAIN				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	FEDRIGONI SPA_SEPA area membership (main)	* Please indicate whether you are part of the SEPA area to receive payments	YES	Supplier

FEDRIGONI SPA _ MAIN BANK ACCOUNT INFORMATION (SEPA AREA)_MAIN				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	FEDRIGONI SPA_IBAN (main)	* Please insert IBAN code	<input type="text"/>	Supplier
			<i>Characters available 2000</i>	
2	FEDRIGONI SPA_SEPA AREA_BIC/Swift code (main)	* Please insert the main BIC/SWIFT code	<input type="text"/>	Supplier
			<i>Characters available 2000</i>	
3	FEDRIGONI SPA_SEPA AREA_Bank account owner (main)	* Please insert the main bank account owner	<input type="text"/>	Supplier
			<i>Characters available 2000</i>	
4	FEDRIGONI SPA_SEPA AREA_Bank name (main)	* Please insert the main bank name	<input type="text"/>	Supplier
			<i>Characters available 2000</i>	
5	FEDRIGONI SPA_Bank declaration (main)	* Please attach bank declaration related to the	<input type="file"/> Drop File or Browse	Supplier

- Option "NO" chosen and relevant information requested.

Index → FEDRIGONI SPA _ Finance information details

- Main Organisation Data
 - Registration Data
- Onboarding Pages
 - SUPPLIER INFORMATION
 - FEDRIGONI SPA _ Finance information details**
- Registration Confirmation
 - Status Summary

FEDRIGONI SPA_ SEPA AREA MEMBERSHIP_MAIN				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	FEDRIGONI SPA_SEPA area membership (main)	* Please indicate whether you are part of the SEPA area to receive payments	NO	Supplier

FEDRIGONI SPA _ MAIN BANK ACCOUNT INFORMATION (NO SEPA AREA)				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	FEDRIGONI SPA_Bank account (main)	* Please insert the main bank account	<input type="text"/> <i>Characters available 2000</i>	Supplier
2	FEDRIGONI SPA_NO SEPA AREA_Bank account owner (main)	* Please insert the main bank account owner	<input type="text"/> <i>Characters available 2000</i>	Supplier
3	FEDRIGONI SPA_NO SEPA AREA_Bank name (main)	* Please insert the main bank name	<input type="text"/> <i>Characters available 2000</i>	Supplier
4	FEDRIGONI SPA_NO SEPA AREA_BIC/Swift code (main)	* Please insert the main BIC/SWIFT code	<input type="text"/> <i>Characters available 2000</i>	Supplier
5	FEDRIGONI SPA_Bank declaration (main)	* Please attach bank declaration related to the truthfulness of main payment details provided	Drop File or Browse	Supplier

- By selecting «DIFFERENT METHOD HAS BEEN AGREED» it's not necessary to fill other data

Index →| FEDRIGONI SPA _ Finance information details

- ✓ Main Organisation Data
 - ✓ Registration Data
- ✓ Onboarding Pages
 - ✗ SUPPLIER INFORMATION
 - ✗ FEDRIGONI SPA _ Finance information details**
 - ✓ Registration Confirmation
 - ✗ Status Summary

FEDRIGONI SPA_ SEPA AREA MEMBERSHIP_MAIN				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	FEDRIGONI SPA_SEPA area membership (main)	* Please indicate whether you are part of the SEPA area to receive payments	DIFFERENT PAYMENT METHOD HAS BEEN AGREED ▾	Supplier

- First set of financial information must be filled in. In any case you can add further financial information choosing option "YES" and fill in the data that will appear subsequently.

1106A

1

Please fill in if you need to add a bank account

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	FEDRIGONI SPA_SEPA area membership (2ND)	* Please indicate whether you are part of the SEPA area to receive payments	YES YES NO PAYMENT METHOD NO LONGER IN USE	Supplier

✓ FEDRIGONI SPA _ 2ND BANK ACCOUNT INFORMATION (SEPA AREA)_2ND

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	FEDRIGONI SPA_IBAN (2ND)	Please insert IBAN code	<input type="text"/> <i>Characters available 2000</i>	Supplier
2	FEDRIGONI SPA_SEPA AREA_BIC/Swift code (2ND)	Please insert the BIC/SWIFT code (2ND)	<input type="text"/> <i>Characters available 2000</i>	Supplier
3	FEDRIGONI SPA_SEPA AREA_Bank account owner (2ND)	Please insert the bank account owner (2ND)	<input type="text"/> <i>Characters available 2000</i>	Supplier
4	FEDRIGONI SPA_SEPA AREA_Bank name (2ND)	Please insert the bank name (2ND)	<input type="text"/> <i>Characters available 2000</i>	Supplier
5	FEDRIGONI SPA_Bank declaration (2ND)	Please attach bank declaration related to the truthfulness of 2nd payment details provided	<input type="file"/> Drop File or Browse	Supplier

Main Organisation Data
 ✓ Registration Data

Onboarding Pages
 ✗ SUPPLIER INFORMATION
 ✗ **FEDRIGONI SPA _ Finance information details**

Registration Confirmation
 ✗ Status Summary

- Choosing option "PAYMENT METHOD NO LONGER IN USE" the mandatory financial information previously filled in for the SEPA circuit or the NON-SEPA circuit will be deleted and you could add, if necessary, an alternative set of financial data.

Index → FEDRIGONI SPA _ Finance information details

- ✓ Main Organisation Data
 - ✓ Registration Data
- ✓ Onboarding Pages
 - ✗ SUPPLIER INFORMATION
 - ✗ **FEDRIGONI SPA _ Finance information details**
- ✓ Registration Confirmation
 - ✗ Status Summary

FEDRIGONI SPA_ SEPA AREA MEMBERSHIP_MAIN				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	FEDRIGONI SPA_SEPA area membership (main)	* Please indicate whether you are part of the SEPA area to receive payments	PAYMENT METHOD NO LONGER IN USE	Supplier

FEDRIGONISPA_2ND_ADDITIONAL_BANK_REFERENCE				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	FEDRIGONI SPA_ADDITIONAL BANK ACCOUNT (2ND)	* Is it necessary to add a second bank reference?	Yes	Supplier

3. Credential activation



- Once all the mandatory data has been filled in, registration is completed and your credentials are activated.

Completion of registration with the entry of all data "*"

Reporting through specific notification

FEDRIGONI

Registration Confirmation Close

Index

- Main Organisation Data
 - Registration Data
- Onboarding Pages
 - SUPPLIER INFORMATION
 - FEDRIGONI SPA _ Finance information details
- Registration Confirmation
 - Status Summary**

✓ The Registration Process is complete. Your account has been activated and an email sent to confirm this.
Log in with your Username and Password to access the platform.

Registration Summary

Registration Data	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	✓ Missing Responses: Optional 3
SUPPLIER INFORMATION	✓ Missing Responses: Optional 4
FEDRIGONI SPA _ Finance information details	✓ All data complete

- Mail of activation or credentials enabling access to all areas of competence on the Fedrigoni portal will be send to email address inserted in "User" area of registration.
- Follow the link and log in with your updated registration data.

Dear Supplier,

Your account has been activated on Fedrigoni Procurement Portal

You can now use your Username and Password to access all the available areas of the platform.

As a reminder the Username you selected is: chiaraames

The site address is: https://urldefense.com/v3/_https://fedrigonigroup-portal-prep.app.jaggaer.com_!!Hn7u1Q!THCz1SU-1alfgHAPOcInl s-TofZ-yUZlkqW_b6q4juXN8PBlahWmOEl1mmUImvFzfrCav1sN-RadgCEPFFBy6Z7X7NGjzonyWIS

Note: Your platform access credentials can be accessed via the Username or Password recovery area on the login page.

Best regards,

Fedrigoni Group

← Reply

→ Forward

4. Access after credential activation



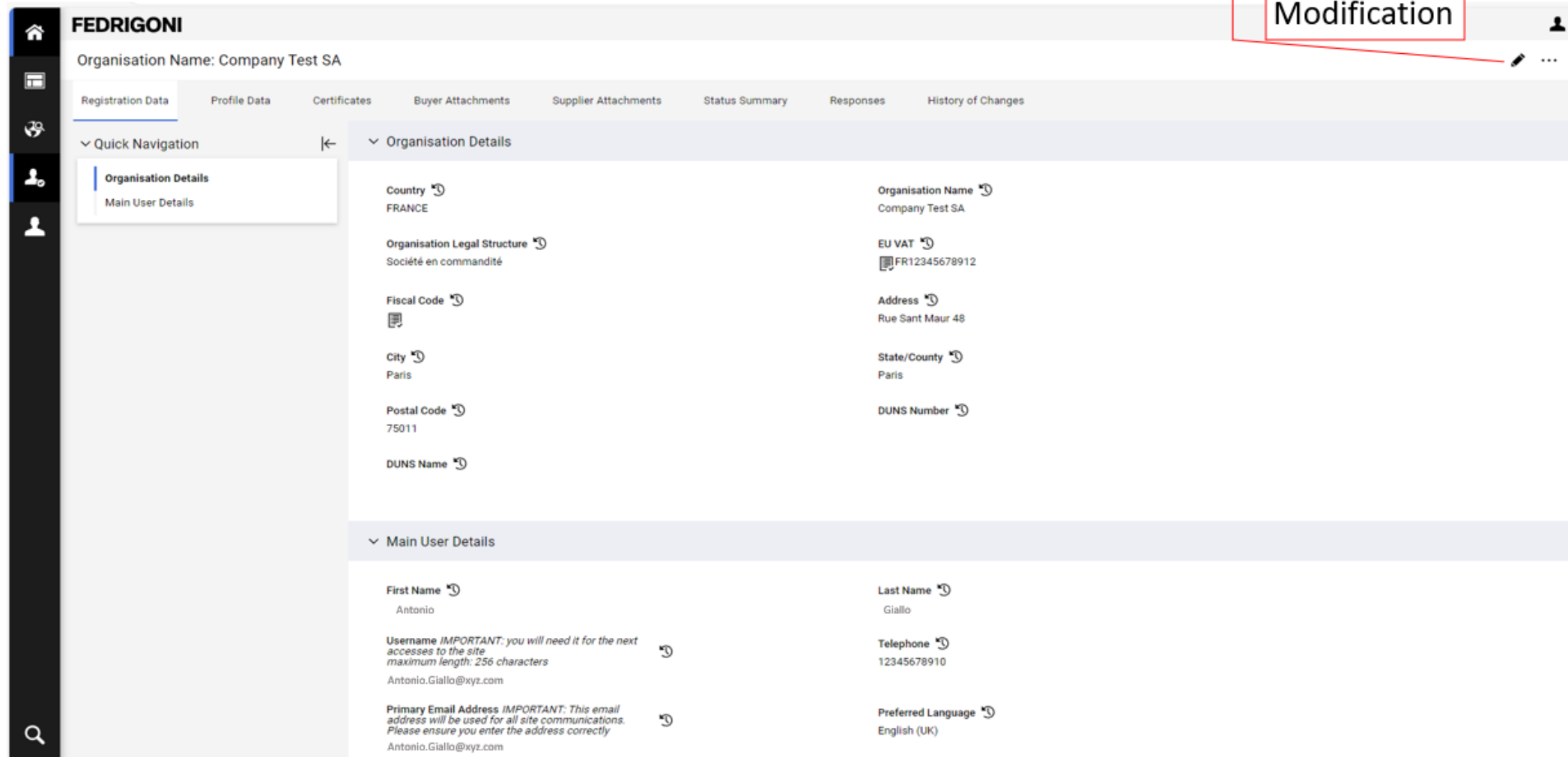
Access trough “Main Dashboard” and link to access data

The screenshot shows the 'FEDRIGONI' Main Dashboard. The top navigation bar includes a home icon, the company name 'FEDRIGONI', and a 'Main Dashboard' link. The main content area is divided into three sections: 'MY EDITABLE ASSESSMENTS', 'NEW MESSAGES (LAST 30 DAYS)', and 'QUICK LINKS'. The 'QUICK LINKS' section is further divided into 'STANDARD LINKS' and 'CUSTOM LINKS'. The 'STANDARD LINKS' list includes 'Projects', 'My RFIs', 'My RFQs', 'Organisation Profile', 'My Categories', and 'Published Opportunities'. The 'CUSTOM LINKS' section is currently empty. A dark navigation bar on the left side of the dashboard is open, showing a tree structure of options: 'My Organisation', 'Organisation Profile', 'My Categories', 'Assessments', 'Scorecards', and 'Development Actions'. The 'Organisation Profile' option is expanded, showing sub-items: 'Registration Data', 'Profile Data', 'Certificates', 'Buyer Attachments', and 'Supplier Attachments'. Red boxes highlight the 'Main Dashboard' link, the 'Organisation Profile' link in the 'QUICK LINKS' section, and the 'Organisation Profile' sub-item in the left navigation bar. Red lines connect these highlighted elements to the text boxes.

Access browsing navigation bar:

- data compiled during registration (basic information as organisation name, address etc.)
- data compiled during registration (additional information as financial data)

- "Registration Data" page.
- Chance to switch in edit mode.



The screenshot displays the 'FEDRIGONI' supplier profile page. The top navigation bar includes a home icon, the company name 'FEDRIGONI', and a 'Modification' button highlighted with a red box. Below the navigation bar, the 'Organisation Name: Company Test SA' is displayed. The main content area is divided into several sections: 'Registration Data', 'Profile Data', 'Certificates', 'Buyer Attachments', 'Supplier Attachments', 'Status Summary', 'Responses', and 'History of Changes'. The 'Organisation Details' section is expanded, showing fields for Country (FRANCE), Organisation Legal Structure (Société en commandité), Fiscal Code, City (Paris), Postal Code (75011), DUNS Name, Organisation Name (Company Test SA), EU VAT (FR12345678912), Address (Rue Sant Maur 48), State/County (Paris), and DUNS Number. The 'Main User Details' section is also expanded, showing fields for First Name (Antonio), Last Name (Giallo), Username (Antonio.Giallo@xyz.com), Telephone (12345678910), Primary Email Address (Antonio.Giallo@xyz.com), and Preferred Language (English (UK)).

Modification

Organisation Name: Company Test SA

Registration Data Profile Data Certificates Buyer Attachments Supplier Attachments Status Summary Responses History of Changes

Quick Navigation Organisation Details Main User Details

Organisation Details

Country FRANCE Organisation Name Company Test SA

Organisation Legal Structure Société en commandité EU VAT FR12345678912

Fiscal Code Address Rue Sant Maur 48

City Paris State/County Paris

Postal Code 75011 DUNS Number

DUNS Name

Main User Details

First Name Antonio Last Name Giallo

Username *IMPORTANT: you will need it for the next accesses to the site maximum length: 256 characters* Antonio.Giallo@xyz.com Telephone 12345678910

Primary Email Address *IMPORTANT: This email address will be used for all site communications. Please ensure you enter the address correctly* Antonio.Giallo@xyz.com Preferred Language English (UK)

- Difference between editable registration data and non-editable data (Organisation name) for which it is necessary to request Fedrigoni authorization.

FEDRIGONI 👤

Organisation Name: Company Test SA Cancel Save

Quick Navigation |< Organisation Details

Organisation Details

* Country	FRANCE	Organisation Name	Company Test SA
* Organisation Legal Structure	Société en commandité	* EU VAT	FR12345678912
Fiscal Code		* Address	Rue Sant Maur 48
* City	Paris	* State/County	Paris
* Postal Code	75011	DUNS Number	
DUNS Name			

Non-editable fields

Editable fields

- Additional profile data.
- Click on form title to access specific profile data.

FEDRIGONI

Organisation Profile

Registration Data **Profile Data** Certificates Buyer Attachments Supplier Attachments Status Summary Responses History of Changes

Show Completion

Enter Filter (type to start search)

Showing Result 1 - 4 of 4 Show: 30

		PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	>	Onboarding	SUPPLIER INFORMATION	✓		08/04/2024 12:05
2	>	Onboarding	FEDRIGONI SPA _ Finance information details	✓		08/04/2024 12:13
3	>	Additional	FEDRIGONI SPA _Procurement details			

- Assessments area to manage profile data changes and messages with Fedrigoni.

The screenshot displays the FEDRIGONI Main Dashboard. On the left, a dark navigation sidebar contains icons for home, dashboard, and search, along with a user profile icon. The main content area is divided into two sections: 'MY EDITABLE ASSESSMENTS' and 'NEW MESSAGES (LAST 30 DAYS)'. The 'NEW MESSAGES' section shows a notification: 'No Unread Messages'. A red box highlights the 'Assessments' menu item in the sidebar, which has opened a sub-menu with three options: 'Assessments', 'Editable Assessments', and 'Qualification Assessments'. A red line connects this sub-menu to a text box on the right.

Access Assessments:

- Qualification Assessments (messages management)
- Editable Assessments (specific area for modifications made available by Fedrigoni or requested)

5. Message area

- Access the "Qualification Assessment".


The screenshot shows the 'Assessments' page for 'FEDRIGONI'. The page has a sidebar with navigation icons and a main content area. The main content area has a header with 'FEDRIGONI' and a user icon. Below the header, there are tabs for 'Assessments', 'Editable Assessments', and 'Qualification Assessments'. The 'Qualification Assessments' tab is active. There is a search filter input field with the placeholder text 'Enter Filter (type to start search)'. Below the search field, it says 'Showing Result 1 - 1 of 1' and 'Show: 30'. The main content is a table with the following columns: 'ASSESSMENT CODE', 'BUYER ORGANISATION', 'STATUS', 'STATUS START DATE', and 'FORMS EDITABLE'. The table has one row with the following data: '1', 'asm_183', 'FEDRIGONI GROUP', 'N/A', and '08/04/2024'. The 'BUYER ORGANISATION' cell is highlighted with a red box.

	ASSESSMENT CODE	BUYER ORGANISATION	STATUS	STATUS START DATE ↓	FORMS EDITABLE
1	asm_183	FEDRIGONI GROUP	N/A	08/04/2024	

Access "Messages" (Received, Sent, Draft, Forwarded) and then on "Create message" in order to create a new message.

The screenshot shows the 'Messages' page for 'FEDRIGONI'. The page has a sidebar with navigation icons and a main content area. The main content area has a header with 'FEDRIGONI' and a user icon. Below the header, there is a navigation menu with 'Messages (Unread 0)' highlighted. Below the menu, there are tabs for 'Create Message', 'Received Messages', 'Sent Messages', 'Draft Messages', and 'Forwarded Messages'. The 'Create Message' tab is active. Below the tabs, there is a section for 'Organisation Details' with the following fields: 'Assessment Code' (asm_183) and 'Buyer Organisation' (FEDRIGONI GROUP). Below the 'Organisation Details' section, there is a section for 'Overview' with the following fields: 'Status' and 'Status Start Date'.

- Sending a message to Fedrigoni:
 - Fill out the subject and the message.
 - Add attachments if you need.
 - Click on "Sent message".

FEDRIGONI 

FEDRIGONI GROUP Cancel Save As Draft Send Message


→| Messages

Message

Subject: Modification

Message: Iban needs to be changed

Attachments Attachments

	NAME	DESCRIPTION	COMMENTS
	No Attachments		

Recipients

	RECIPIENT
1	FEDRIGONI GROUP

6. Completion of category questionnaires

- If Fedrigoni requests the compilation of specific data relating to product categories, a classification notification will be sent.

Dear Pia Schuhmann (Test BIP),

A Buyer authorised to update your Classifications has made the following changes on Fedrigoni Procurement Portal:

Category Selected GMD0701 - Liner Film - PET Not Siliconized Category Selected GMD0702 - Liner Film - PET Siliconized

To access your Profile:

- Connect to <https://urldefense.com/v3/https://fedrigonigroup-portal-prep.app.jaggaer.com;!!Hn7u1Q!QmTORw8NB2Lac-l6aTc2agFSaKOafXY7AiPvt1jsj0B8YFipp0pgQ:OgBLqyahYx2qyp5XHELIHbWaDwMhxcoptAo85AMXHdngS>
- Enter your Username and Password
- Go to My Categories in the My Organisation area

Best regards,

Fedrigoni Group

- As well as a notification on how to access the specific area where the data must be filled in:

Dear Test BIP,

The Buyer Organisation FEDRIGONI GROUP has requested that you verify and update data in the Category Specific Forms on Fedrigoni Procurement Portal

Assessment Code: asm_162
Dimension: Qualification
Assessment Group Name: Qualification Assessment

Buyer Comment (optional):

To access the questions (provided your access allows you) click the following link and enter your Username and Password https://urldefense.com/v3/https://fedrigonigroup-portal-prep.app.jaggaer.com/esop/guest/login.do?vuu=19097738018F28C96ADD;!!Hn7u1Q!UqME3B7DiFnbQrS5CONKKUjGqjifDNryrb29ufn8-5EUKnSW4jNDSUETcM_CaO9PY4dyFAzEN0QmH6EICT8P0j3ebgkqBRJQ5

Or browse as follows:

- Connect to https://urldefense.com/v3/https://fedrigonigroup-portal-prep.app.jaggaer.com;!!Hn7u1Q!UqME3B7DiFnbQrS5CONKKUjGqjifDNryrb29ufn8-5EUKnSW4jNDSUETcM_CaO9PY4dyFAzEN0QmH6EICT8P0j3ebgkqBRJQ5
- Enter your Username and Password
- Go to Assessments in the My Organisation Area
- Click Editable Assessments
- Select the required Forms complete and review
- Click 'Return Forms to Buyer' to send the Forms back to the Buyer

GMD0701 Liner Film - PET Not Siliconized
GMD0702 Liner Film - PET Siliconized

Best regards,

Fedrigoni Group



- To access the compilation area, log in via the dashboard in the "My Editable Assessments" area:

The screenshot shows the FEDRIGONI Main Dashboard. The 'MY EDITABLE ASSESSMENTS' section is highlighted with a red box. It contains a table with the following data:

BUYER ORGANISATION	ASSESSMENT GROUP NAME
FEDRIGONI GROUP	evm.admin/company.CMAddNewBuyerCompany.defaultRNCODE.C

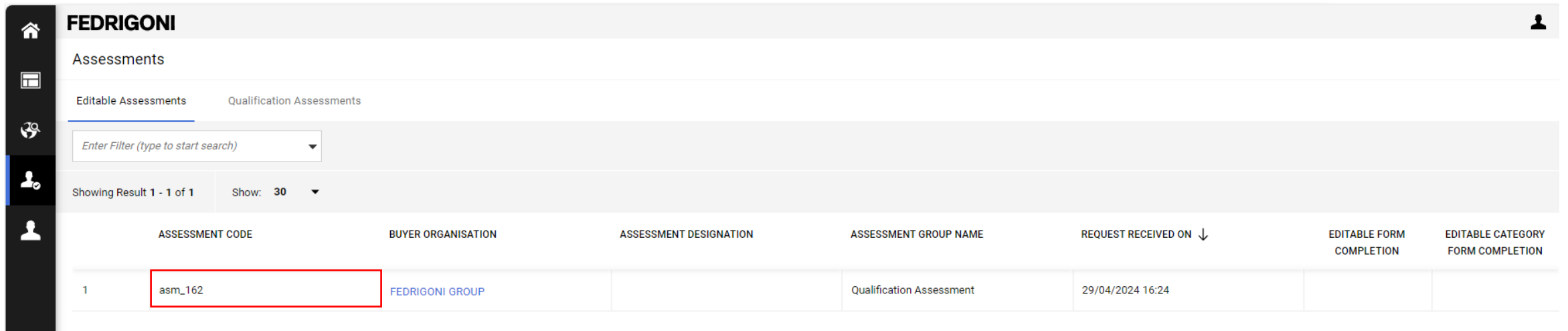
Other sections on the dashboard include 'NEW MESSAGES (LAST 30 DAYS)' with a table showing one assessment: 'Qualification Test BIP' by 'FEDRIGONI GROUP', and 'QUICK LINKS' with standard links like 'Projects', 'My RFIs', 'My RFQs', 'Organisation Profile', 'My Categories', and 'Published Opportunities'.

- Or by navigating from the menu on the left "Editable Assessments".

The screenshot shows the FEDRIGONI Main Dashboard with the navigation menu on the left open. The 'Assessments' menu item is expanded, and 'Editable Assessments' is highlighted with a red box. The menu items are:

- My Organisation
 - Organisation Profile
 - My Categories
 - Assessments
 - Editable Assessments
 - Qualification Assessments
 - Scorecards
 - Development Actions

- If you used «Editable Assessments» area to access now click on the assessment code.



FEDRIGONI

Assessments

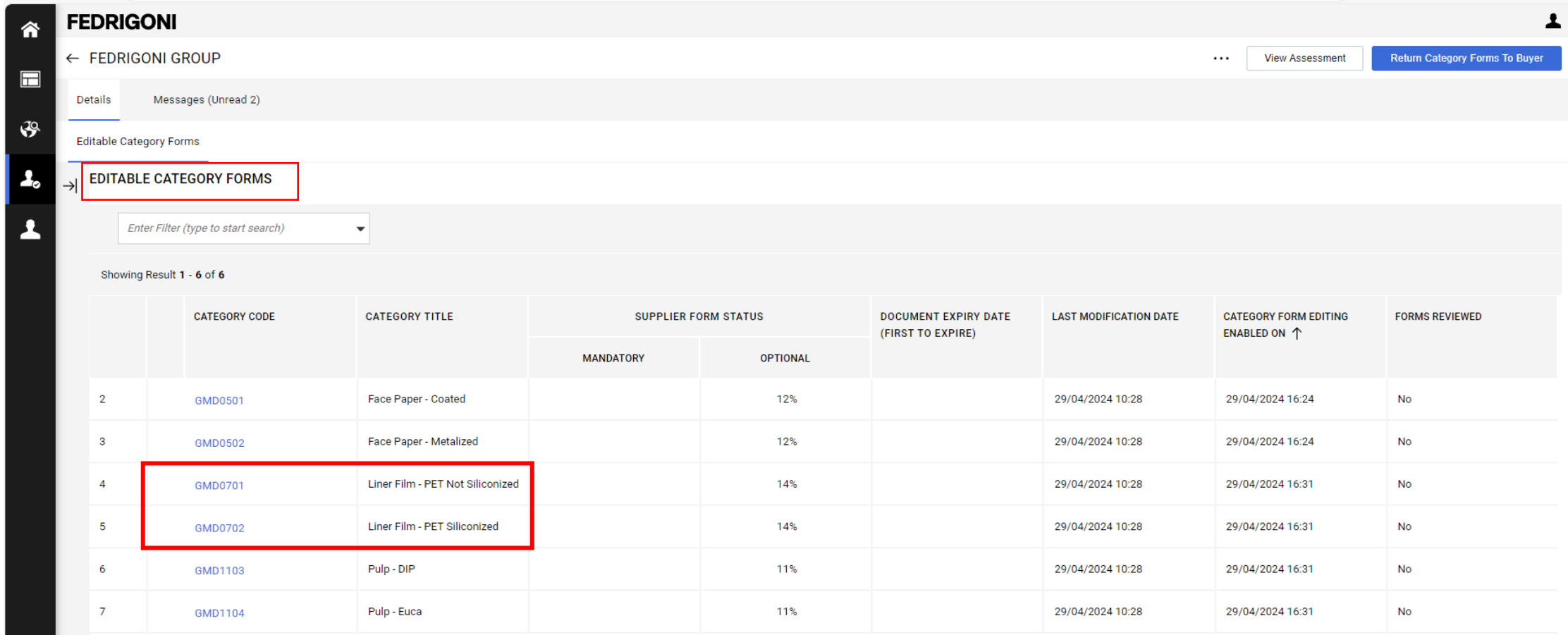
Editable Assessments Qualification Assessments

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 30

	ASSESSMENT CODE	BUYER ORGANISATION	ASSESSMENT DESIGNATION	ASSESSMENT GROUP NAME	REQUEST RECEIVED ON ↓	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
1	asm_162	FEDRIGONI GROUP		Qualification Assessment	29/04/2024 16:24		

- Click on the category code to start filling in the questionnaire with the data requested by Fedrigoni.



FEDRIGONI

← FEDRIGONI GROUP

View Assessment Return Category Forms To Buyer

Details Messages (Unread 2)

Editable Category Forms

→ EDITABLE CATEGORY FORMS

Enter Filter (type to start search)

Showing Result 1 - 6 of 6

	CATEGORY CODE	CATEGORY TITLE	SUPPLIER FORM STATUS		DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFICATION DATE	CATEGORY FORM EDITING ENABLED ON ↑	FORMS REVIEWED
			MANDATORY	OPTIONAL				
2	GMD0501	Face Paper - Coated		12%		29/04/2024 10:28	29/04/2024 16:24	No
3	GMD0502	Face Paper - Metalized		12%		29/04/2024 10:28	29/04/2024 16:24	No
4	GMD0701	Liner Film - PET Not Siliconized		14%		29/04/2024 10:28	29/04/2024 16:31	No
5	GMD0702	Liner Film - PET Siliconized		14%		29/04/2024 10:28	29/04/2024 16:31	No
6	GMD1103	Pulp - DIP		11%		29/04/2024 10:28	29/04/2024 16:31	No
7	GMD1104	Pulp - Euca		11%		29/04/2024 10:28	29/04/2024 16:31	No

- Data entry - All fields optional. Then click on "Save".

Submission to Fedrigoni upon completion of the data entry.

FEDRIGONI

Classification: >Category Tree>Cotton>Cotton linters pulp 1st cut

Cancel Save

			<input type="checkbox"/> NONE	
2	Other Certifications	Do you have other certifications?	Yes	Supplier
3	FOOD SUPPLY CHAIN CERTIFICATION	<p>Your company:</p> <p>A) Has certifications for the food supply chain (BRC IOP/IFS packaging / Others)</p> <p>B) DOESN'T have food certifications but HAS a risk analysis system (HACCP), GMP and health and hygiene requirements and provides products for the food chain, equipped with the relative declaration of conformity / product conformity verification</p> <p>C) DOESN'T have food certifications, DOESN'T have a risk analysis system (HACCP), GMP and health and hygiene requirements but provides products for the food chain, equipped with the relative declaration of conformity / product conformity verification</p> <p>D) DOESN'T have food certifications, DOESN'T have a risk analysis system (HACCP), GMP and health and hygiene requirements, provides products for the food chain, WITHOUT the relative declaration of conformity / product conformity verification</p> <p>E) DOESN'T have food certifications, HAS a risk analysis system (HACCP), GMP and health and hygiene requirements and provides products for the food chain, WITHOUT the relative declaration of conformity / product conformity verification</p> <p>F) doesn't have a business based on feed supply chain (N/A)</p>	A)	Supplier

▼ CYBER SECURITY

	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	Cyber Security	<p>Indicate which activities your company manage for the Fedrigoni Group:</p> <p>A) provides IT (Information Technology) or OT (Operational Technology) products and/or services (Examples of IT assets: Application, Cloud Services, Software Development, IT systems, etc.);</p> <p>B) has privileged access to IT or OT assets (e.g. applications, systems) (Privileged access is aimed to perform functions that ordinary/standard users are not authorized to perform);</p> <p>C) needs to process personal data to deliver the supply (Personal data are any information that relates to an identified or identifiable a particular person. Examples of personal data are: HR data (e.g. health data of employees, curricula vitae), Marketing data (e.g. information about customers, customers' list), Finance data (e.g. active invoices, information about suppliers), Legal data (e.g. contracts with customers, contracts with suppliers));</p>	<p><input checked="" type="checkbox"/> A) provides IT (Information Technology) or OT (Operational Technology) products and/or services</p> <p><input type="checkbox"/> B) has privileged access to IT or OT assets</p> <p><input checked="" type="checkbox"/> C) needs to process personal data to deliver the supply</p> <p><input type="checkbox"/> D) accesses or processes Fedrigoni Group's confidential information</p> <p><input type="checkbox"/> E) none of the above</p>	Supplier



- To send the data to Fedrigoni, click on the appropriate send button.

Sent to Fedrigoni upon completion

FEDRIGONI

← FEDRIGONI GROUP

Details Messages (Unread 2)

Editable Category Forms

→ EDITABLE CATEGORY FORMS

Enter Filter (type to start search)

Showing Result 1 - 6 of 6

	CATEGORY CODE	CATEGORY TITLE	SUPPLIER FORM STATUS		DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFICATION DATE	CATEGORY FORM EDITING ENABLED ON ↑	FORMS REVIEWED
			MANDATORY	OPTIONAL				
2	GMD0501	Face Paper - Coated		12%		29/04/2024 10:28	29/04/2024 16:24	No
3	GMD0502	Face Paper - Metalized		12%		29/04/2024 10:28	29/04/2024 16:24	No
4	GMD0701	Liner Film - PET Not Siliconized		14%		29/04/2024 10:28	29/04/2024 16:31	No
5	GMD0702	Liner Film - PET Siliconized		14%		29/04/2024 10:28	29/04/2024 16:31	Yes
6	GMD1103	Pulp - DIP		11%		29/04/2024 10:28	29/04/2024 16:31	No
7	GMD1104	Pulp - Euca		11%		29/04/2024 10:28	29/04/2024 16:31	No

View Assessment Return Category Forms To Buyer



- To proceed, you must click "OK" on the warning pop-up.
- Once the forms have been submitted, the "Editable Assessments" will no longer be available.

The screenshot displays the FEDRIGONI portal interface. A warning pop-up is visible in the center, stating: "fedrigonigroup-portal-prep.app.jaggaer.com dice It is not possible to return the Forms to Fedrigoni. All listed Forms must be reviewed (click on each single row) even if the Form is completed yet. Please be sure that all mandatory fields are completed." with an "OK" button.

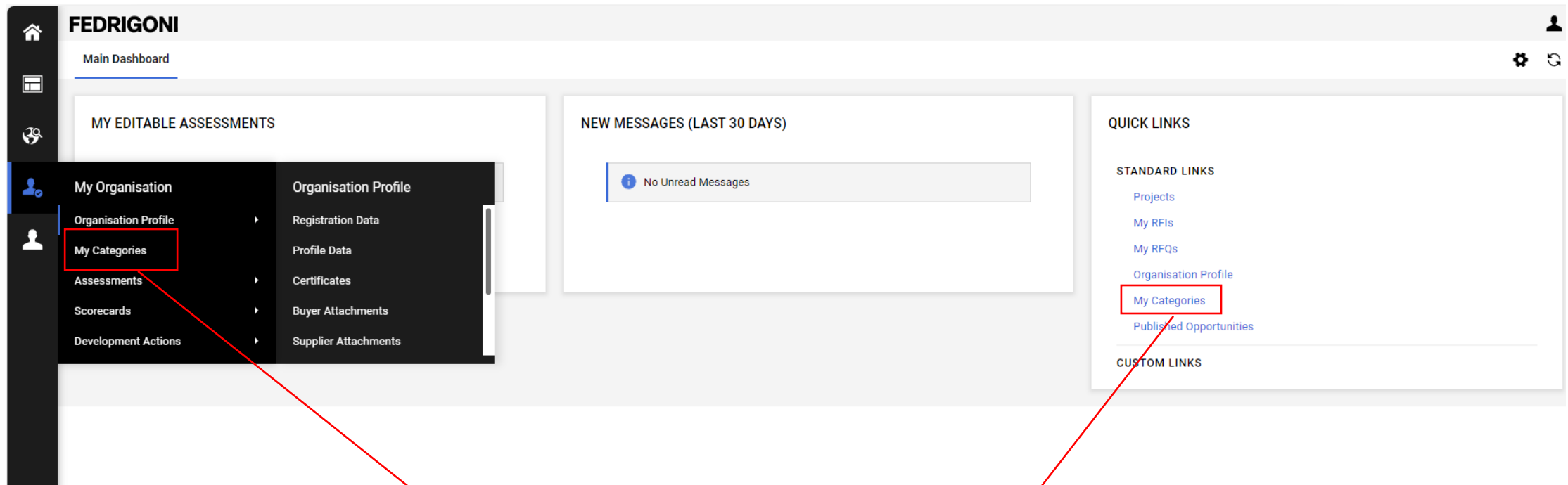
The main content area shows the "EDITABLE CATEGORY FORMS" section. It includes a search filter and a table with the following data:

	CATEGORY CODE	CATEGORY TITLE	SUPPLIER FORM STATUS		DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFICATION DATE	CATEGORY FORM EDITING ENABLED ON ↑	FORMS REVIEWED
			MANDATORY	OPTIONAL				
2	GMD0501	Face Paper - Coated		75%		29/04/2024 16:50	29/04/2024 16:24	Yes
3	GMD0502	Face Paper - Meta						
4	GMD0701	Liner Film - PET N						
5	GMD0702	Liner Film - PET S						
6	GMD1103	Pulp - DIP						
7	GMD1104	Pulp - Euca						

Below the table, the "Assessments" section is visible, showing "Editable Assessments" and "Qualification Assessments" tabs. A search filter is present, and a red box highlights a message: "No Assessments to display".



- When the compilation via the "Editable Assessments" area is no longer available, access to the product categories via the "My Categories" area.



Access to the
Category area and
associated data

7. Modification of dataset (for supplier already in the platform)

- Following activation on the portal, general data can be accessed and edited using the "Organisation Profile" area.
- Many data can be modified independently, for some the authorisation of Fedrigoni is required.

The screenshot displays the FEDRIGONI Main Dashboard. The top navigation bar includes the FEDRIGONI logo, a home icon, and a user profile icon. Below the navigation bar, the dashboard is divided into several sections:

- MY EDITABLE ASSESSMENTS**: A section for managing assessments.
- NEW MESSAGES (LAST 30 DAYS)**: A section showing a message status of "No Unread Messages".
- QUICK LINKS**: A section containing two sub-sections:
 - STANDARD LINKS**: Includes links for Projects, My RFIs, My RFQs, Organisation Profile, My Categories, and Published Opportunities.
 - CUSTOM LINKS**: A section for custom links.

The left sidebar menu is expanded, showing the following items:

- My Organisation (highlighted with a red box)
- Organisation Profile (sub-menu item)
- My Categories
- Assessments
- Scorecards
- Development Actions

The sub-menu for Organisation Profile includes:

- Registration Data
- Profile Data
- Certificates
- Buyer Attachments
- Supplier Attachments

- All "Registration Data" is editable except for the Organisation Name.
- Proceed with the change and click "Save".

FEDRIGONI

Organisation Name: Test BIP

Registration Data | Profile Data | Certificates | Buyer Attachments | Supplier Attachments | Status Summary | Responses | History of Changes

Quick Navigation | Organisation Details

Country: ITALY | Organisation Name: Test BIP

Organisation Legal Structure: SpA | EU VAT: IT03976470967

Fiscal Code: 03976470967 | Address: Piazza san babila

City: Milano | State/County: Milano

Postal Code: 20122

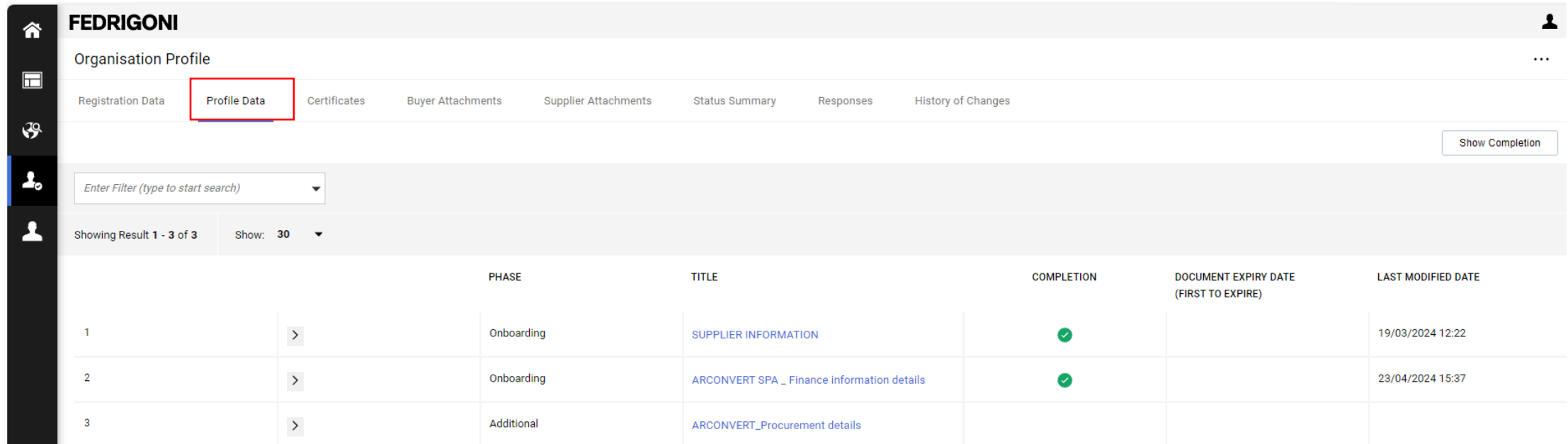
DUNS Name: [Empty]

Editable data

Non-editable data

Save

- The "Profile Data" can only be changed independently through the "Supplier Information" form.
- Modification of financial data requires the authorisation of Fedrigoni.



FEDRIGONI

Organisation Profile

Registration Data **Profile Data** Certificates Buyer Attachments Supplier Attachments Status Summary Responses History of Changes


Show Completion


Enter Filter (type to start search)

Showing Result 1 - 3 of 3 Show: 30


	PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	Onboarding	SUPPLIER INFORMATION	✓		19/03/2024 12:22
2	Onboarding	ARCONVERT SPA _ Finance information details	✓		23/04/2024 15:37
3	Additional	ARCONVERT_Procurement details			


- Click on "Supplier Information" to open the modification area of the generic information.


FEDRIGONI 






Organisation Profile 

Registration Data Profile Data Certificates Buyer Attachments Supplier Attachments Status Summary Responses History of Changes





Enter Filter (type to start search) 

Showing Result 1 - 3 of 3 Show: 30 


		PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1		Onboarding	SUPPLIER INFORMATION			19/03/2024 12:22
2		Onboarding	ARCONVERT SPA _ Finance information details			23/04/2024 15:37
3		Additional	ARCONVERT_Procurement details			

- Edit the Form with generic information. Proceed with the modification and click "Save".

FEDRIGONI Organisation Profile 

← < > SUPPLIER INFORMATION 





	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Phone number (business)	* Please insert business phone number	02 99999	Supplier
2	Email (business)	* Please insert business Email	claudia.pezzoni@bip-group.com	Supplier
3	Alternative Phone number (business)	Phone number (business)		Supplier
4	Alternative Email (business)	Email (business)		Supplier
5	Phone number (administration)	* Please insert administration phone number	02	Supplier
6	Email (administration)	* Please insert administration Email	claudia.pezzoni@bip-group.com	Supplier
7	Alternative Phone number (administration)	Phone number (administration)		Supplier
8	Alternative Email (administration)	Email (administration)		Supplier
9	Nature of the supplier	* Please select nature of the supplier		Supplier

FEDRIGONI Organisation Profile 

Cancel **Save**

SUPPLIER INFORMATION

- Attention to e-mail(business) and e-mail (administration), fields used in the ERP system also for order submission. For any doubts, please contact the usual procurement contact

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Phone number (business)	* Please insert business phone number	02 99999 <small>Characters available 1992</small>	Supplier
2	Email (business)	* Please insert business Email	 claudia.pezzoni@bip-group.com <small>Characters available 1971</small>	Supplier
3	Alternative Phone number (business)	Phone number (business)	<small>Characters available 2000</small>	Supplier
4	Alternative Email (business)	Email (business)	 <small>Characters available 2000</small>	Supplier
5	Phone number (administration)	* Please insert administration phone number	02 <small>Characters available 1998</small>	Supplier
6	Email (administration)	* Please insert administration Email	 claudia.pezzoni@bip-group.com <small>Characters available 1971</small>	Supplier
7	Alternative Phone number (administration)	Phone number (administration)	<small>Characters available 2000</small>	Supplier
8	Alternative Email (administration)	Email (administration)	 <small>Characters available 2000</small>	Supplier
9	Nature of the supplier	* Please select nature of the supplier	Company	Supplier

- Modification of financial data is not permitted on a stand-alone basis.

FEDRIGONI 

Organisation Profile 

← < > ARCONVERT SPA_ Finance information details

∨ ARCONVERT SPA_ SEPA AREA MEMBERSHIP_MAIN

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ARCONVERT SPA_SEPA area membership (main)	* Please indicate whether you are part of the SEPA area to receive payments	DIFFERENT PAYMENT METHOD HAS BEEN AGREED	Supplier

- To request the modification of data that cannot be changed, **it is necessary to send a request to your Fedrigoni Point of contact** , that will ask to open the module to be edited
- Alternatively, you can send a request to Fedrigoni using the "Qualification Assessments" area and send a message using the methods described in the relevant chapter.(see slide 31)

The screenshot displays the FEDRIGONI web application interface. The main content area shows the 'Assessments' section with two tabs: 'Editable Assessments' and 'Qualification Assessments'. The 'Qualification Assessments' tab is selected and highlighted with a red box. Below the tabs is a search filter input field with the placeholder text 'Enter Filter (type to start search)'. The interface also shows a sidebar with navigation options: 'My Organisation', 'Organisation Profile', 'My Categories', 'Assessments', 'Scorecards', and 'Development Actions'. The 'Assessments' option in the sidebar is expanded, showing 'Assessments', 'Scorecards', and 'Development Actions'. The 'Qualification Assessments' option is highlighted with a red box. Below the sidebar, the main content area displays a table of assessment results. The table has the following columns: 'ASSESSMENT CODE', 'BUYER ORGANISATION', 'STATUS', 'STATUS START DATE', and 'FORMS EDITABLE'. The first row of the table is highlighted with a red box and contains the following data: '1', 'asm_162', 'FEDRIGONI GROUP', 'N/A', and '29/04/2024'. The 'FORMS EDITABLE' column for this row contains a checkmark.

ASSESSMENT CODE	BUYER ORGANISATION	STATUS	STATUS START DATE	FORMS EDITABLE	
1	asm_162	FEDRIGONI GROUP	N/A	29/04/2024	✓

- If Fedrigoni agrees to the requested change, a notification will be sent regarding the possibility of proceeding on the portal according to the instructions indicated. (see slide 14 how to fill financial information)

Dear Test BIP,

The Buyer Organisation FEDRIGONI GROUP has requested that you verify and update data in the Category Specific Forms on Fedrigoni Procurement Portal

Assessment Code: asm_162

Dimension: Qualification

Assessment Group Name: Qualification Assessment

Buyer Comment (optional):

To access the questions (provided your access allows you) click the following link and enter your Username and Password [https://urldefense.com/v3/ https://fedrigonigroup-portal-prep.app.jaggaer.com/esop/guest/login.do?qvu=19097738018F28C96ADD ;!!Hn7u1Q!UbMTHumcNHtinLW7I8TsgTB7sg1jPuoh0FVud4FpcQ3yJW418SCKjc863aXE YTF1NEHqUyMzTBLX52yFdB-vqq0YfzeSnhEkjY\\$](https://urldefense.com/v3/https://fedrigonigroup-portal-prep.app.jaggaer.com/esop/guest/login.do?qvu=19097738018F28C96ADD;!!Hn7u1Q!UbMTHumcNHtinLW7I8TsgTB7sg1jPuoh0FVud4FpcQ3yJW418SCKjc863aXE YTF1NEHqUyMzTBLX52yFdB-vqq0YfzeSnhEkjY$)

Or browse as follows:

- Connect to [https://urldefense.com/v3/ https://fedrigonigroup-portal-prep.app.jaggaer.com ;!!Hn7u1Q!UbMTHumcNHtinLW7I8TsgTB7sg1jPuoh0FVud4FpcQ3yJW418SCKjc863aXE YTF1NEHqUyMzTBLX52yFdB-vqq0YfzeArkF3ko\\$](https://urldefense.com/v3/https://fedrigonigroup-portal-prep.app.jaggaer.com;!!Hn7u1Q!UbMTHumcNHtinLW7I8TsgTB7sg1jPuoh0FVud4FpcQ3yJW418SCKjc863aXE YTF1NEHqUyMzTBLX52yFdB-vqq0YfzeArkF3ko$)

- Enter your Username and Password

- Go to Assessments in the My Organisation Area

- Click Editable Assessments

- Select the required Forms complete and review

- Click 'Return Forms to Buyer' to send the Forms back to the Buyer

GMD1103 Pulp - DIP

GMD1104 Pulp - Euca

Best regards,

Fedrigoni Group



- To access the compilation area, go via the dashboard to the "Editable Assessments" area or navigate to the menu on the left.
- Click on the Editable Forms to proceed with changes.

FEDRIGONI

Assessments

Editable Assessments Qualification Assessments

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 30

	ASSESSMENT CODE	BUYER ORGANISATION	ASSESSMENT DESIGNATION	ASSESSMENT GROUP NAME	REQUEST RECEIVED ON ↓	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
1	asm_162	FEDRIGONI GROUP		Qualification Assessment	29/04/2024 16:24		

My Organisation

- Organisation Profile
- My Categories
- Assessments
- Scorecards
- Development Actions

Assessments

- Editable Assessments
- Qualification Assessments




- Enter the necessary changes and click "Save & Exit" or "Save & Next" if there is more than one form.

Organisation Profile

Cancel

Save

SUPPLIER INFORMATION

▼ SUPPLIER INFORMATION				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Phone number (business)	* Please insert business phone number	02 99999 <small>Characters available 1992</small>	Supplier
2	Email (business)	* Please insert business Email	 Marc.Rossi@xyz.com <small>Characters available 1971</small>	Supplier
3	Alternative Phone number (business)	Phone number (business)	 <small>Characters available 2000</small>	Supplier
4	Alternative Email (business)	Email (business)	 <small>Characters available 2000</small>	Supplier
5	Phone number (administration)	* Please insert administration phone number	02 <small>Characters available 1998</small>	Supplier
6	Email (administration)	* Please insert administration Email	 Marc.Rossi@xyz.com <small>Characters available 1971</small>	Supplier

- To complete the submission to Fedrigoni, it is necessary to click on the corresponding button as indicated in the portal notice.

The screenshot displays the Fedrigoni portal interface. At the top, a blue banner contains a notification: "To confirm to the Buyer that you have completed the Forms you must sel..." with a "Detail" link and a close icon. Below this, the "FEDRIGONI" header is visible, followed by a navigation bar with a back arrow and "FEDRIGONI GROUP". On the right side of the navigation bar, there are two buttons: "View Assessment" and "Return Forms To Buyer", with the latter highlighted by a red border. The main content area is divided into sections: "Details" and "Messages (Unread 0)", "Editable Forms", and "Form List". The "Form List" section shows a table with one row of data. An "Information" dialog box is overlaid on the table, containing the text: "- To confirm to the Buyer that you have completed the Forms you must select 'Return Forms to Buyer'".

		TYPE		MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEW
1	>	Page	SUPPLIER INFORMATION	19/03/2024 12:22	30/04/2024 10:42	Yes

- Confirm the operation by clicking on "OK". The forms will then no longer be available in the "Editable Evaluations" area.

The screenshot displays the FEDRIGONI portal interface. At the top, a navigation bar includes the logo and a user profile icon. Below this, a breadcrumb trail shows 'FEDRIGONI GROUP' and 'EDITABLE CATEGORY FORMS'. A search filter is present above a table of category forms. A modal dialog box is open, displaying an error message: 'fedrigonigroup-portal-prep.app.jaggaer.com dice It is not possible to return the Forms to Fedrigoni. All listed Forms must be reviewed (click on each single row) even if the Form is completed yet. Please be sure that all mandatory fields are completed.' with an 'OK' button. In the background, the 'EDITABLE CATEGORY FORMS' table is visible, showing columns for Category Code, Category Title, Supplier Form Status (Mandatory/Optional), Document Expiry Date, Last Modification Date, Category Form Editing Enabled On, and Forms Reviewed. Below the table, a message states 'Showing Result 1 - 6 of 6'. A second screenshot, partially overlapping the bottom of the first, shows the 'Assessments' section with a search filter and a red-bordered message box containing a warning icon and the text 'No Assessments to display'.

	CATEGORY CODE	CATEGORY TITLE	SUPPLIER FORM STATUS		DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFICATION DATE	CATEGORY FORM EDITING ENABLED ON ↑	FORMS REVIEWED
			MANDATORY	OPTIONAL				
2	GMD0501	Face Paper - Coated		75%		29/04/2024 16:50	29/04/2024 16:24	Yes
3	GMD0502	Face Paper - Metalized		75%		29/04/2024 16:50	29/04/2024 16:24	No
4	GMD0701	Liner Film - PET Not Siliconized		75%		29/04/2024 16:49	29/04/2024 16:31	Yes
5	GMD0702	Liner Film - PET Sil						
6	GMD1103	Pulp - DIP						
7	GMD1104	Pulp - Euca						



- When the compilation via the "Modifiable Assessments" area is no longer available, access to data consultation can take place in the "Qualification Assessments" area.

The screenshot displays the FEDRIGONI web application interface. The main content area shows the 'Assessments' section with two tabs: 'Editable Assessments' and 'Qualification Assessments'. The 'Qualification Assessments' tab is selected and highlighted with a red box. Below the tabs is a search filter with the text 'Enter Filter (type to start search)'. The interface also shows 'Showing Result 1 - 1 of 1' and 'Show: 30'. A table of assessment results is displayed below, with the first row highlighted by a red box. The table has columns for 'ASSESSMENT CODE', 'BUYER ORGANISATION', 'STATUS', 'STATUS START DATE', and 'FORMS EDITABLE'.

	ASSESSMENT CODE	BUYER ORGANISATION	STATUS	STATUS START DATE ↓	FORMS EDITABLE
1	asm_162	FEDRIGONI GROUP	N/A	29/04/2024	✓

For further questions: your usual
Fedrigoni contact and
srmsupport@fedrigoni.com

FEDRIGONI

Thank you!

