

FAQ

MONCLER PROCUREMENT PORTAL REGISTRATION

1) Should I have to accept all the General Conditions?

Yes, you have. The conditions refer to the general usage condition of the procurement portal; they do not refer to any agreement/actual contract between you and Moncler.

If you do not agree with some of the conditions, you are allowed to specify the reason in the following page.

2) May I modify my answers after registration?

Yes, it is possible for the most part of the data; there are some fields (eg. "Organization Name", "Organization Legal Structure" and "User Name") that cannot be modified.

3) How can I proceed if I miss one or more information required during registration?

You have to fill all the mandatory fields in the "Registration Data" section in order to move on to the next step of the registration process.

You can complete mandatory fields in the "Basic Profile Forms" section even later, as they do not preclude the completion of the registration process.

Please note, we recommend you to fill all the mandatory fields as soon as possible.

4) Whom may I contact for support?

Please write an e-mail to procurement@moncler.com.

5) How can I proceed if I forgot my password?

You can click on "Forgot your password?" and follow the procedure for password recovering.

6) Once I have filled in all mandatory fields, may I access to the platform?

Not yet. Moncler will analyse your registration request and then will activate your profile on the procurement portal.

You may have been already "Activated" by Moncler directly. In such a case once you filled in all mandatory fields you can directly access to the home page of the Procurement Portal.

7) REGISTRATION DATA – DUN & BRADSTREET CODE: What is the DUN & BRADSTREET CODE?

The Dun & Bradstreet code is a unique identification code. It is composed by 9 figures and assigned to each company belonging to the Dun & Bradstreet database.

This code has become the standard to identify all the companies operating at global level.

If your company is listed in the Dun & Bradstreet database, please enter it in the proper field.

8) BASIC PROFILE FORMS: What documents should I attach during the registration process?

Please find herein the list of documents requested during the registration process in Moncler Procurement Portal:

- For Italian companies is required a copy of CCIAA.
- For foreign companies is required the official certificate that contains date of establishment of the company, activity, administrative offices, local units, key economic and administrative information, main charges. In case this document does not exist in your country attach a self-certification
- Company presentation
- Last available Balance Sheet account
- List of each offices/plants with addresses and the business type (i.e. commercial, production, sales, delegation)
- Copy of certifications owned (ISO 9001 – Quality; ISO 14001 – Environmental; OHSAS 18001 – Health and Safety; SA8000 – Social Responsibility; ISO 26000 – Social Responsibility; WRAP; Blue Sign; OEKO Tex; Other). Please zip them in a unique folder

9) BASIC PROFILE FORMS – FINANCIAL INFORMATION: my organization is not available to release data belonging to the BALANCE SHEET on Moncler Procurement Portal.

Please enter “0” (zero) in the relevant fields requiring the exact value of last turnover. Please upload a file in “Sheet Accounts” field, explaining the reason why you do not provide the information.

Please note, Moncler is very careful about economic sustainability of its partners and encourages you to fill these fields.

10) BASIC PROFILE FORMS – REFERENCES: my organization is not available to release information about REFERENCES/OTHER CLIENTS on Moncler Procurement Portal.

Please explain the reason why you do not provide the information, writing it directly on “Main Clients – Footwear and Clothing” field.

Please note that Moncler considers this information very important.

11) BASIC PROFILE FORMS – ORGANIZATION: my organization output are not physically quantifiable since they are services or similar. How do I answer to questions in “Organization” section in “Basic Profile Forms”?

Please enter “N.A.” or “0” (zero) to “Property of Assets/Tools Required for the Performance of Activities” and to “Production/Activity Volumes (Referred to Last Year).”

12) REGISTRATION DATA: Moncler has already registered my organization in the portal (I have received a username via e-mail to access to my profile) but one or more data of the "Organization Details" section must be updated/are not coherent with current data:

In case the following data must be updated, follow the indications:

- **E-mail address**: it is possible to modify it by clicking on "Edit" button on the top-right of "Registration Data" page. Then please click on "Save"
- **Organization Name / Organization Legal Structure**: **these fields cannot be modified**. In case these data are not coherent with the current ones of your Organisation, **we ask you to complete a NEW REGISTRATION**. In this case, we kindly ask to notify us when you complete the new registration process, sending an e-mail to procurement@moncler.com.
Follow this link for a new registration: <https://moncler-group-procurement.bravosolution.com/web/login.html>

Username: please note that username cannot be changed