



Luxottica e-Procurement Portal: Suppliers' Qualification – User guide

Introduction

This document explains how to correctly and completely carry out registration and qualification process on the new Luxottica e-Procurement Portal.

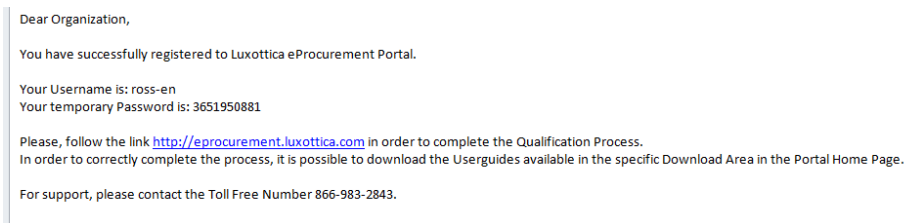
The registration process of Luxottica suppliers involves the following steps:

1. First access into Luxottica e-Procurement Portal
2. Filling in and updating the pre-qualification data
3. Selection of the product categories and filling in the product category's qualification form
4. Completing and modifying the registration data
5. Updating Data
6. Operational support

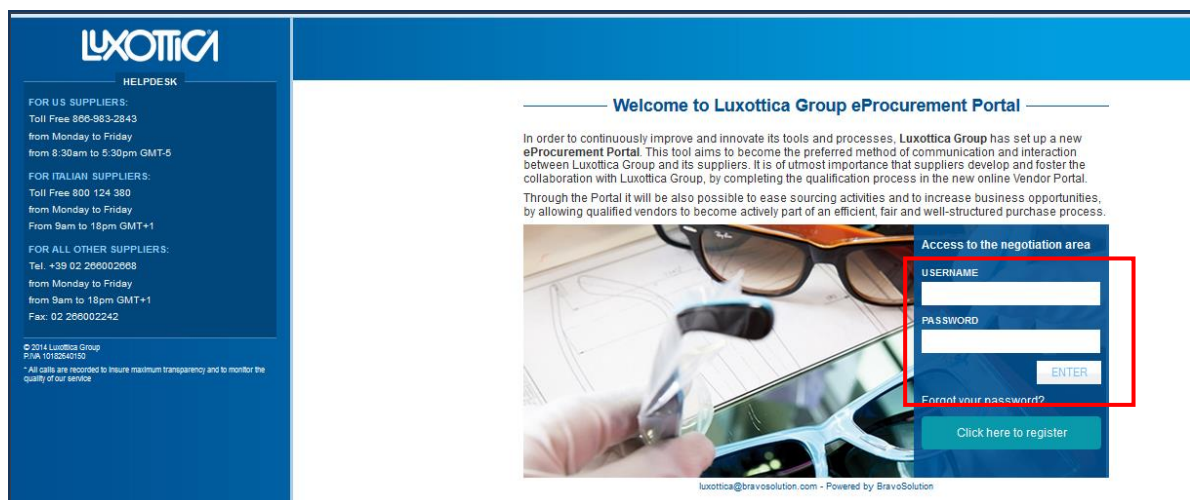
1. First access into Luxottica e-Procurement Portal

Once received the automatic e-mail regarding the Registration on the new eProcurement Portal:

- Click on the link <http://eprocurement.luxottica.com/web-en/login.html>



- You'll be asked to enter your username and password received.

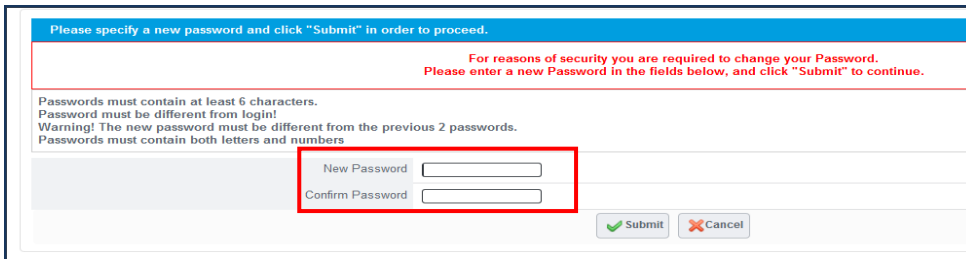


Once you've clicked on "Enter", you'll be asked to agree with Portal Regulations, General Terms & Conditions and Luxottica Ethical Code. Once you have confirmed your acceptance, you should click on

“Next”.



Then, you'll be asked to change your temporary password with another one.



2. Filling in and Updating the Pre-qualification Data

At this point, you will be asked to insert all the pre-qualification data required. Then click “Save and continue”

3. Selection of the product categories and filling in the product category's qualification form

Then you need to select and add the product categories.

By clicking on “Add Category” you may access the category list.

You can now select the product categories you are interested in by:

- clicking on “Expand Category Tree”: in this way, you will see the whole list of the available categories and manually choose your categories;
- Searching for a category writing a key word in the box “Category Description”: clicking on “Search” the portal will highlight the results which include the key word you have searched.

Please select the product category/categories you are interested in by clicking on the corresponding box and, once you’ve completed your choices, click on “Select”.

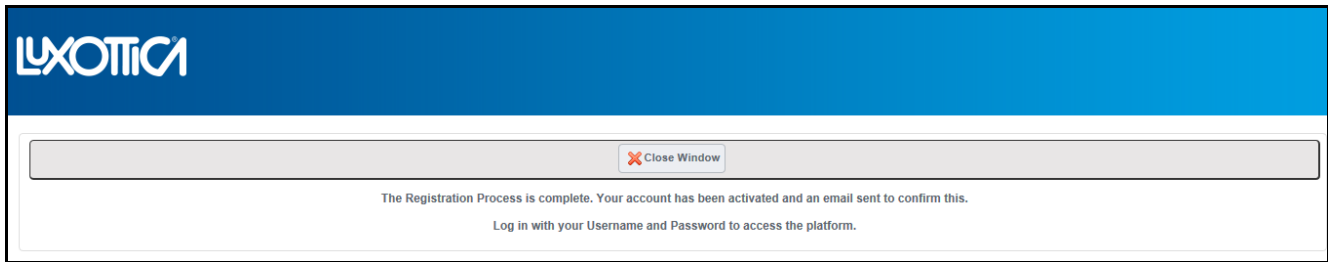
Depending on the categories selected, the system will show a set of specific questions you need to answer in order to complete the whole qualification process.

Proceed fill in the questionnaire, then click on “Save and continue”

Label	Description	Response
1	Brand	Is the service provided with respect to one or more car brands?
2	In-plant Service	Can you provide an in-plant service or identify a Luxottica dedicated team?
3	Report	Can you implement reporting systems based on customers' requirements?
4	Garage location	The list of affiliate garages can guarantee a full coverage of national area?
5	Insurance services	Can you provide insurance services based on Luxottica standard (civil responsibility for third parties and passengers, full comprehensive coverage, theft and fire, natural disaster and social political events, etc)?
6	Courtesy car	In case of events that make the rental vehicle unusable (i.e. repair, accidents, maintenance operations, theft), can you provide a courtesy/substitute vehicle?
7	Courtesy car type	In case of events that make the rental vehicle unusable (i.e. repair, accidents, maintenance operations, theft), which types of courtesy/substitute vehicles can you provide?

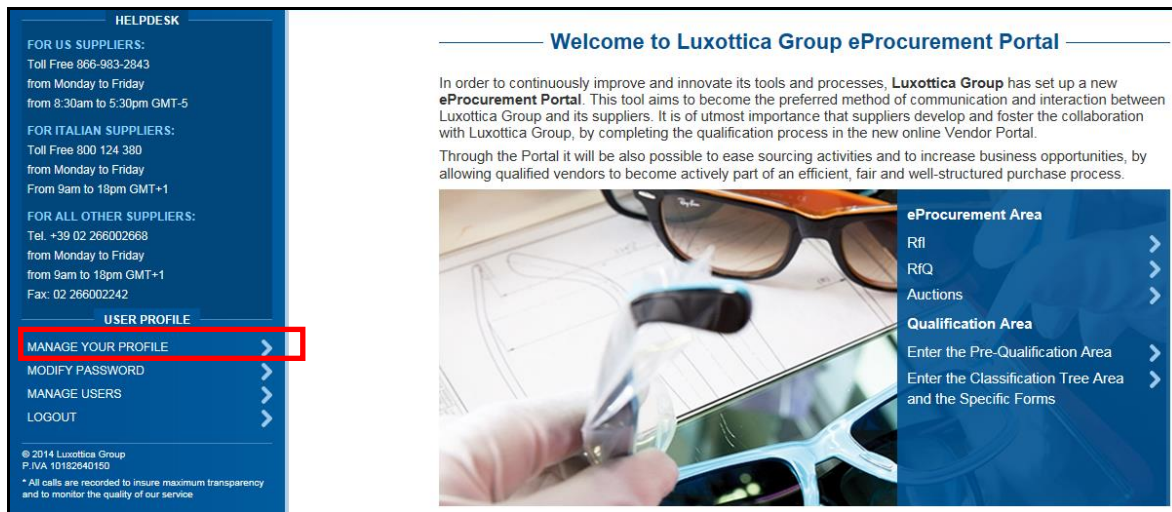
Please note that your application will be considered only after you complete all the Pre-qualification data, the categories classification and the category qualification forms.

Once you have completed the registration process, you’ll receive the following confirmation message on the portal and a confirmation email.

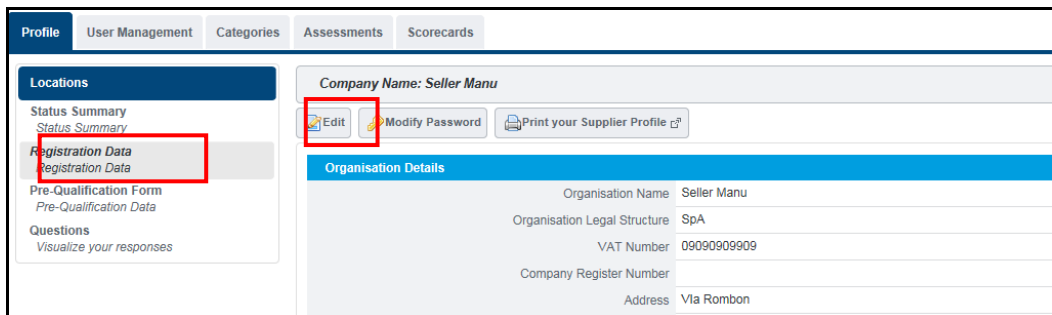


4. Completing and modifying the registration data

Access the portal entering your username and password, then select “Manage your profile”



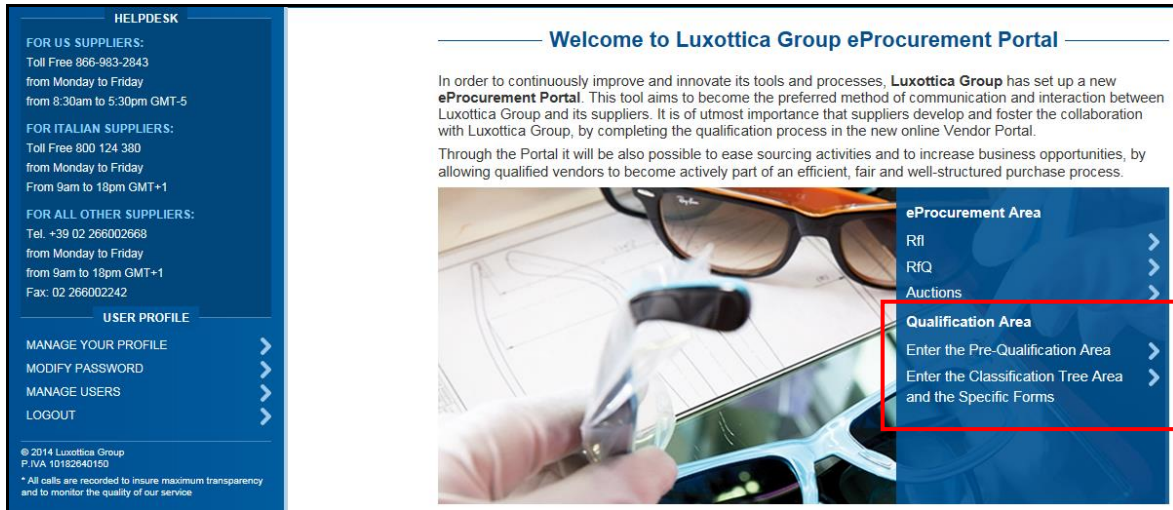
In the “Registration Data” click on “Edit” and you will be able to modify your responses. In order to save your responses or your changes click on “Save”.



5. Updating Data

Through the eProcurement Area you can manage the sourcing events you may be invited to participate (Requests for Information, Requests for Quotation, Auctions). Through the section named “Qualification Area” you can manage the whole qualification process. From this section, it’s possible to:

- a) Fill in/update the Pre-Qualification Form,
- b) Select/edit the product categories
- c) Fill in/update the Qualification forms, if available for the chosen product categories.



- a) Fill in/update the Pre-Qualification Form
Select “Enter the Pre-Qualification Area”, click on the row named “Pre-Qualification” in order to access the form’s details and then consult or edit it.

Title	Supplier Data Status	Document Expiry Date (First to Expire)	Last Modified Date	Order of Presentation
PRE QUALIFICATION	Mandatory: 100% Optional: 35%		14/09/2015	1
Total: 1		Page 1 of 1		

Click on “Edit” and you will be able to modify your responses. In order to save your responses or your changes click on “Save”.

Profile | User Management | Categories | Assessments | Scorecards

Locations
 Status Summary
 Status Summary
 Registration Data
 Registration Data
 Pre-Qualification Form
 Pre-Qualification Data
 Questions
 Visualize your responses

Profile Details
 Print your Supplier Profile

Back Previous Next **Edit**

COMPANY INFORMATION

First year of activity	* Please, indicate the first year of activity	2.000
Group/Holding 1	* Are you member of a holding company or group?	Yes
Group/Holding 2	If yes, specify which one	xxx
Informative brochure	Please, attach an informative brochure	Documento.pdf (79 KB)

CONTACT DETAILS

Unique Representative for Luxottica	* Can you identify a single worldwide account for Luxottica Group?	Yes
Contact Person 1	* Please, Indicate Name and Last name of Sales Contact for Luxottica	rossella
Contact Person 2	* Please, Indicate the mobile phone of Sales Contact for Luxottica	089

b) Select/edit the product categories

Select “Enter the Classification Tree Area and the Specific Forms”: you will be redirected in the “Categories” area where you may add one or more product categories you are interested in. By clicking on “Add Category” you may access the category list and add the categories as explained in the paragraph n°3 of this document.

Profile | User Management | **Categories** | Assessments | Scorecards

Locations
 Current Categories
 Current Categories

Search/Filter **Add Category** Export List to Excel

Category Code	Title	Classified On	Assessment Status	Completion Status
1 03-a 001	Canteen	17/02/2015 15:46:49	Qualified	
2 03-a 002	Catering Services	17/02/2015 15:46:49	Qualified	
3 12-e 001_b	Market Research	12/05/2015 18:17:36	Assessment Status not visible	
4 12-j 001	Sponsorship of event or celebrity	12/05/2015 18:17:36	Not Qualified	

c) Fill in/update the Qualification forms

If you need to modify a qualification form, enter the “Classification Tree Area and the Specific Forms”, select the row you are interested in:

Profile | User Management | **Categories** | Assessments | Scorecards

Locations
 Current Categories
 Current Categories

Search/Filter **Add Category** Export List to Excel

Category Code	Title	Classified On	Assessment Status	Completion Status
1 03-a 001	Canteen	17/02/2015 15:46:49	Qualified	

Then click on “Edit” and insert your answers.

Classification: >Suppliers Classification>INDIRECT Division Suppliers>Facility Management>Canteen>Canteen

Remove Category Print

Edit

Form Title: QUALIFICATION CANTEEN

QUALIFICATION CANTEEN

Title	Description
1 Training	* Are annual training plans in place for your employees?
2 Quality Report	* Is users quality perception monitored through formal reports?
3 Resources Management	* Are you able to increase the number of resources dedicated to the provision of the service, should a greater volume of work be necessary?
4 Contract Duration	* State the minimum contract duration you are willing to have
5 SA Certification	* Are you SA 8000/AA1000-certified? (certification related to work conditions and supply chain management)
6 ISO Certification	* Are you ISO 26000-certified? (certification related to company social responsibility)

If you want to delete a category, click on “Remove Category”

Please note that modification/ consultation of the Qualification forms or the elimination of one or more categories is always possible entering the “Classification” area and selecting the ow of the interested category.

6. Operational support

In order to get support in the use of the platform, you may call the Operations Center at the following contacts:

FOR US SUPPLIERS:

Toll-free Number 866-983-2843
Monday to Friday
from 8:30 am to 5:30 pm GMT -5

FOR ITALIAN SUPPLIERS:

Tel. 1-484-648-1853
Monday to Friday
H24

FOR ALL THE OTHER SUPPLIERS:

Tel. +39 02 00 70 42 59
Monday to Friday
from 9 am to 6 pm GMT +1
E-mail: luxottica@bravosolution.com

The Operations Center gives technical support (i.e. how to access the portal, to save the data, to upload documents, etc).