Partner Registration books

For our user : supplier

Our main goal is to :

improve supplier experience from its self registration by itself and allows him to have a single access log in as soon as he creates its account.

From this Onboarding Portal (Adeo Global) all different features planned with Subset 2 will be inside this Portal.

Supplier user will be able to navigate in this Onboarding Portal (Adeo Global) in order to :

- candidate to other BU
- review its candidature on products he would like to offer
- follow up its candidature and its status
- manage its company data
- manage its contact data

At this level, supplier user will modify all its company data & contacts for all BUs and its data will be spread at target in all systems.

Supplier can see its status of candidature and waits for Product manager to contact him.
During this time he can complete its documents for his candidature to be valuable, update its contacts and company data, or products offering at any time in an autonomous way.
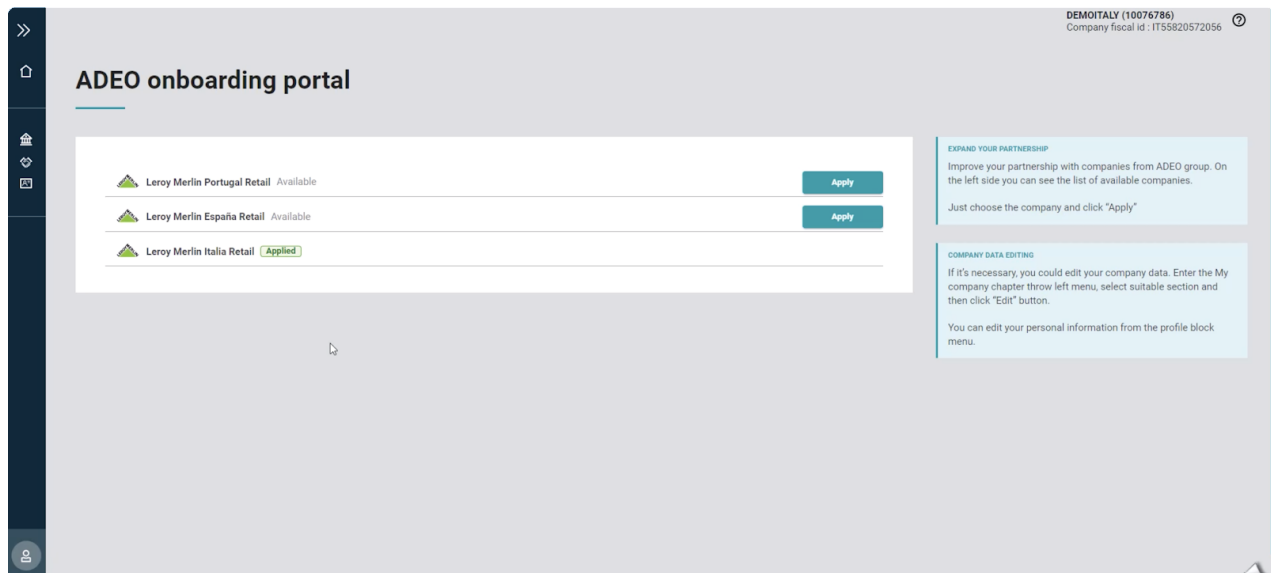
As a partner

Create an account

To create an account and become an ADEO partner with one or more Business Unit, it is necessary to provide three types of information:

- desired partnership
- main contact
- company identity

ⓘ
The registration form is available in different languages. The selection will be enriched as the onboarding of the different BUs progresses. English language is defined by default..

ⓘ
Different tooltips are integrated next to some fields in order to give you a definition of what is expected.

ⓘ
Most of the fields are required. Otherwise, a "- optional" mention is present to the right of the label.

In the header of each page is the FAQ which can answer the main questions that a partner may ask during his onboarding.

New partner registration

To create partner account and get an access to the Partner you should complete the form below.
If you have already an account, please log here

Partnership

The user must choose a first BU to start onboarding.

This modal is not displayed when the user comes from a BU site. Indeed, in their "Become partner" landing page, each BU adds business unit (BU) and business type (BT) parameters on the link to the form.

ⓘ When the user has finished the onboarding process, he can add other BUs.

⚠ The list of BUs present in this modal is enriched as the BUs deploy Subset 2.

Personal data

New partner registration

To create partner account and get an access to the Partner you should complete the form below.
If you have already an account, please log here

Personal Data

Email
We will sent you an email to continue your registration.

Duplicate the email for confirmation

Civility
Mr ⌄

First name

Last name

Job title

Your phone
Main phone
🇪🇸 +34 ⌄ 810 12 34 56

Extension
If exists

To register, it's necessary to provide **one contact**.

⚠️ The user cannot copy/paste his email in order to be sure that he is not mistaken. Indeed, if he is wrong then he will not be able to create another account because his company will already be registered with the wrong email as administrator.

ⓘ "Preferred language" is use for define the user interface language on the Prospect Portal and Supplier Portal.

ⓘ The telephone code will be defined according to the chosen partnership

✅ After saving this registration form, the contact will have an user account to access the next steps which requires authentication. He will receive three email.

first : contains login and Hylia URL to generate the password second :

with temporary access code, to confirm the login owner

third : confirmation email with summary and link to continue onboarding

Company data

Your company data

Fiscal country ⓘ
-- Choose an option -- ⌄

Fiscal ID ⓘ

Legal company name

The **Fiscal ID is the main data** because it validates that the registration of this company as a prospect is possible or not.

Fiscal ID in Russia and Kazakhstan is for example INN (RU : 10 to 12 digits and KZ : 12 digits) or in main European countries VAT number.

If expected format (pattern) of Fiscal ID according to its country is not matching with the official corresponding one, therefore supplier won't be able to go on further steps.

(i) The pattern of this data is different depending on the country where the company is registered.

(i) Russian specificity: we use a Russian government API to automatically fill the company name, based on the fiscal ID entered.

Data processing agreement

☐ I agree with the rules of personal data storage and processing

Create an account

all fields must be filled in

RGDP

The general conditions of use can be consulted by clicking on the link.

Within these conditions is the content on personal data and the process for making a deletion request.

(i) *When all the mandatory fields have been entered and the RGPD checkbox has been activated then the [Create an account] button will automatically activate in order to validate the registration.*

Registration results

Depending on the data that the user will enter, it's possible to have different confirmation pages:

Success

Account creation is validated.

The account was created

We've sent you an email to create your password and continue your registration.
Check your inbox, if no email there, try to lookup in Spam.

The partner and the contact(s) have been created in the database.

Contacts will receive an email with their user accesses (login and password) so that they can continue the partner journey by connecting to the registration form.

Failure

Account creation failed.

Unable to create an account

Your company with this Partner Fiscal ID already exists in our partner pool.

If you have already an account in our partner pool, you can log in you.
If you need access to Partner portal, please send request for access to your company administrator.

Register for another company   Ask an access   Login on portal

This means that the **Fiscal Id is already known in our database** *(Referential or Supplier portal)*. It's not possible to re-register the company.

The user can come back to the self-registration form to create another partner.

The user has the option of logging into the company account if they already have an account. They will be offered the forgotten password option if they can no longer remember their login details.

Otherwise he can also send an email to the administrator of the company account to add him as a contact.

Finally, he can contact the platform support to report a bug with the link in the FAQ.

> *In some very specific cases, we will not have an action for the user because his company is known already, but he doesn't have an account or administrator. This is particularly the case for partners who have been entered directly into SSM or candidate partners.*

Registration form

Following the registration of the partner and his contacts, each user can connect to the onboarding form.

ⓘ
> Contacts receive an email when they have created an account in order to access this registration form. More details

Welcome page

From this home page, we introduce the onboarding steps.

- this steps that can be completed in 5 minutes.
- this steps that allow the PM to have all the necessary information in order to make its pre-selection of prospects.

ⓘ
> The number of steps is depending of the different condition. More details

⚠
> A step is saved when the user clicks the [Next] button.

On this first page, there is a reminder of the information entered during registration.

His identity is repeated at the bottom left. From this menu, he can log out.

ⓘ The menu is enriched as the onboarding progresses. In the case of a first connection following the creation of a partner account then the "My company" tab is not present. It is displayed after the partner has met several conditions. More details

An FAQ is available to help the user complete the form and prepare the information that will be requested. This FAQ is present on all pages in Partner Registration platform.

Business type

SCREENSHOT

⚠ We display this step only when the BU selected for the Partnership offer 1P and 3P. If the BU don't propose 3P (marketplace), then this step is by-passed.

This first step allows the user to enter:

- what type of partnership he wishes to carry out

Headquarter address

SPANISH COMPANY (10700830)
Company fiscal id : EST12121212

Fill in the address exactly as it is in your legal documents

Headquarter legal address

Address
We'll try to find your address and fill in the fields below automatically

🔍 Rúa de Romil, 32, 36202 Vigo, Pontevedra, Spain

Country	ZIP code
Spain ⌄	36202

Province	City
Galicia	Vigo

Street name, building number

32 Rúa de Romil

Headquarter phone
Main phone

Extension
If exists

🇪🇸 +34 ⌄ | 810891282

Company legal name

Legal ID ⓘ
That identifier assigned by a government agency

Legal form ⓘ

E28939823	SA

Company legal name
This is the name that is on all your legal official documents that you will provide to us

SPANISH COMPANY

Actual (physical) headquarter address

☐ Actual (physical) headquarter address is the same like legal address

Address
We'll try to find your address and fill in the fields below automatically

🔍 Rúa de San Clemente, 32, 15705 Santiago de Compostela, La Coruña, Spain

Country	ZIP code
Spain ⌄	15705

Province	City
Galicia	Santiago de Compostela

Street name, building number

32 Rúa de San Clemente

Headquarter phone
Main phone

Extension
If exists

🇪🇸 +34 ⌄ | 810987321

Next

In this step, the partner will have to fill different information about the head office of his company.

- **Address & phone number** of the headquarter are required
- **Legal ID and Legal form** has a format that varies depending on the country entered when creating the account.
- (Optional) **Physical headquarter address**

ⓘ

First Address field allows to enter all of the postal details quickly.

The helper-address functionality takes care of standardizing the address by integrating each data in the correct field and completing those not mentioned. The user always has the hand to make a change if necessary.

⚠️   If Partner Registration knows the pattern of the legal ID or the selection of legal forms then a compliance check is applied.

ⓘ   Russian specificity: we use a Russian government API to automatically fill in the company fields, based on the fiscal ID entered.

ⓘ   Company legal name is editable when the partner is "draft" but not when the partner pass "prospect".

Partner Type

In this step, the partner will mention what type of business he has in the context of retail.

ⓘ
This data is mandatory in order to allow the PM to search by partner type.

     When hovering over the values, a definition is visible in a tooltip.

Factory

Fill in your factory data. Either you can own one and/or several, either it can be a subcontractor.

Factory 1

🗑 Remove the factory

Factory legal country

Spain ▾

Factory legal ID ⓘ
Enter legal ID and click Search for load the data

11111111111111

Change legal ID

Factory legal name

Factory A

Address
We'll try to find your address and fill in the fields below automatically

🔍 Casa del Gallo, 11, 35017 Las Palmas de Gran Canaria, Las Palmas, Spain

Country   ZIP code

Spain ▾   35017

Province   City

Canarias   Las Palmas de Gran Canaria

Street name, building number

11 Casa del Gallo

Number of employees   Preferred language

From 1 to 50 ▾   Spanish ▾

Factory phone   Extension
Main phone   If exists

🇪🇸 +34 ▾ 810129871   [ ]

Factory link ⓘ

Daughter ▾

⊕ Add factory

Previous   **Next**

In this step, the partner can create and/or associate with one or more factories.

Factory Legal ID is data that must be unique and may have a pattern for some countries. But not all.

Therefore, a search is performed when it is entered in order to validate whether it is already registered in our database.

- if it's unknown, the partner can complete the postal details on the same operation as he did for the headquarter step. He must then complete the phone number, preferred language and number of employees
- if it's known, then we display the data that we have in the database

⚠ Since the data is used by at least one other partner, it's not possible for him to modify the data. Even if he may have been the first creator of the factory registration, the other partner will see the fields locked.

>> In the 2 cases above, the partner must inform this **factory link** *(Factory "daughter" ; "Subcontractor". To know "Second tier subcontractor" is use to link a factory with a factory, so it's not necessary in this step)*.

Warehouse

Indicate your warehouse information. If you haven't warehouse just click Next button

Warehouse 1

🗑 Remove the warehouse

Address
We'll try to find your address and fill in the fields below automatically

🔍 Start typing an address and select from the suggestion list

Country
-- Choose an option --

ZIP code

Province

City

Street name, building number

Warehouse phone
Main phone

Extension
If exists

⊕ Add warehouse

Previous   Next

This step is completely optional because not all partners necessarily have warehouses. However, he can fill in as many as he wants.

ⓘ

The necessary data is limited to the address block which resumes the operation described in the headquarter step.

Nomenclature

Specify the products you offer

Your selected goods:

HAMMER ⊗   BATHTUB SCREEN ONE PANEL ⊗   RULER AND FLEXIBLE RULE ⊗

What else products do you offer

🔍 Search a category

Previous   Next

In this step, the partner will inform which type(s) of product he wishes to offer via the ADEO network.

The user must enter keywords in the search bar.
A model suggestion is then proposed to him so that he can select a result.

The partner is not limited in the number of models chosen.

He has the possibility of deleting each model thanks to the cross in the capsule.

ⓘ

The Back Partner Registration converts the models selected by the Partner into Local Departments for each Business Relationship. We use the Sequoya API.

The Product manager will therefore see local Departments in the Collaborator Front.

⚠

When user delete a model saved, Back don't delete the departments linked in the materialGroups. Indeed, if a partner has one modelId with a referenced department ; when user delete this model and add another model, so the partner or businessRelationship status risk to pass "referenced" to "prospect". It's not possible, so we keep the department.

Additional information

This step is to allow partner to show its added value like:

- Company presentation
- Product catalog
- Product price proposal
- URL links to share

It gathers all in one page which is not mandatory but highly recommended to do.

For PM it helps to gather at once all first screening commercial documents that should allow him to select some prospect to further steps.

The authorized files are:

  formats: PDF; DOC; DOCX; XLS; XLSX; PTP; PTPX

  size: 20mo maximum

We store each file as soon as the user uploads a document.

Success onboarding

Your application to Leroy Merlin España Retail has been accepted

Our managers will review your product range.

With a positive decision, we will invite you to participate in the procurement procedures.

OK
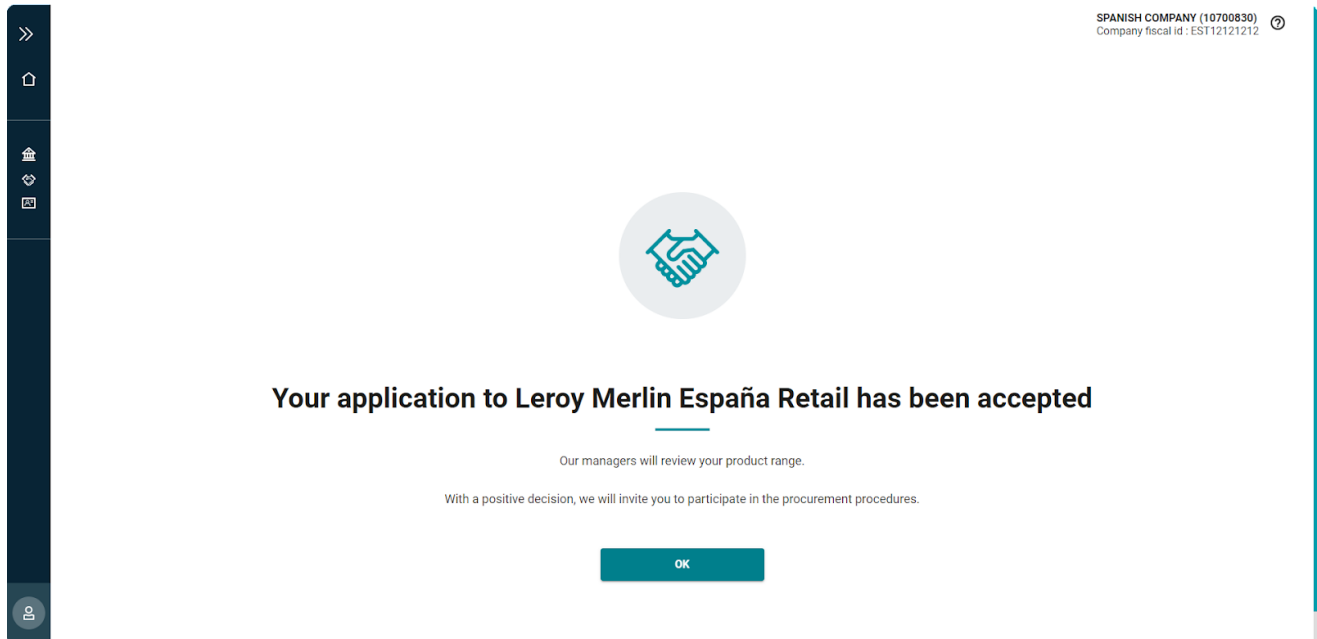
When the user has completed all the onboarding steps, he will move to "prospect" status and will have access to the Prospect portal.

(i) In the case where the BU allows the partner to onboard on 1P and 3P then the end of onboarding page can be dedicated to the Marketplace or push the 3P offer at the end of a 1P onboarding.

(i) Russian specificity: a respectability check is carried out on Russian partners at the end of onboarding. It may therefore have a different final page depending on the result of SPARK. It can be rejected, in progress or validated.

Onboarding portal

Authentification

A user who created an account with the Self-registration form, automatically has access to the Prospect Portal in order to complete his onboarding process. This access will have been sent to him by email when he has successfully completed his registration and has received the confirmation page.

⚠ Only the contacts of a partner created with the Self-registration form or by the Supplier Platform can connect. A contact entered in SSM by a PM will not have access.

ⓘ Currently, the user will be redirected to the appropriate interface depending on the partner status:

"draft" : onboarding process

"prospect" : prospect portal

"referenced" : supplier platform.

Homepage

This page gives information on ADEO vision.

ⓘ This ADEO Page is administrated by Supplier Portal team.

My company > Global information

Global information

General information about your company

Fiscal country
Spain

Fiscal ID
EST12121212

Legal ID
E18927122

Company legal name
SPANISH COMPANY

Legal form
SA

ADEO code
10700830

All the main information provided during registration is presented on this page:

- Company legal name

- Legal ID

- Legal form

- Company fiscal ID

- Company legal country

- ADEO Code (uniquePartnerId)

⚠️ These contents are not editable. If you need to modify one or more of these data then it's necessary to make a new Partner registration.

My company > Other pages

The different pages in the prospect portal correspond to the different steps of the onboarding process.

Each has a "read only" mode and an "edited" mode. In order to switch from one to the other, you must use the [Edit // Save] button. When it's possible, user can read, update, remove the data.

In order to know the different rules of each step, we invite you to consult the steps of the Registration form:

- Partner type

- Product categories

- Headquarter

- Factory

- Warehouse

- Documents

ⓘ
     All information about the editability of each page in the accessibility rule.

Contact management & Personal data

This page allows you to add, modify and delete a contact.

ⓘ
     This ADEO Page is administrated by Supplier Portal team.

Terms of service

User can read the currently version of the terms of services and cookies conten