

CSP – Update of Supplier Information



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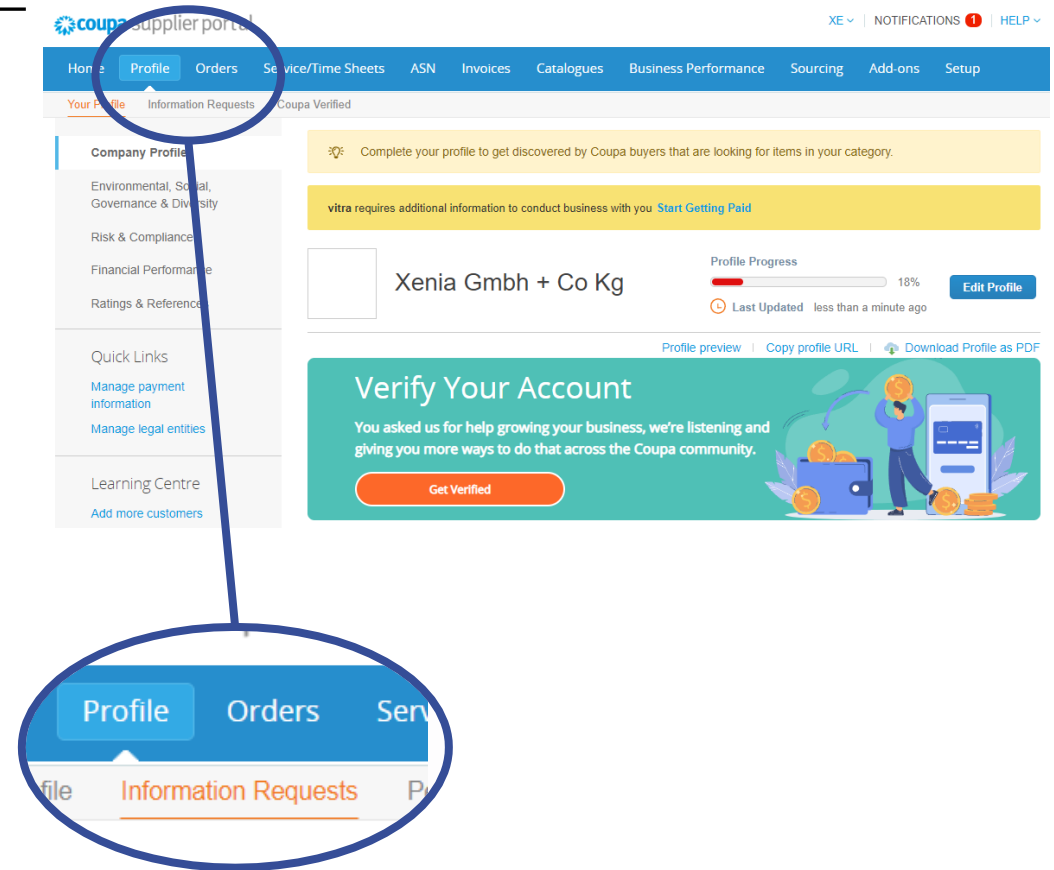
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Supplier Information Form

If information needs to be updated, this can be done in the Supplier Information Form.

In the public profile, found in "Your profile", there is no need to update information, because Vitra cannot see this information.

You can reach the supplier information form via "Profile" and "Information Request"



Update information

Via «profile» und «information request» you will find the Supplier Information form (see example on the right).

There are two cases, when information needs to be updated.

- Vitra has sent a request to update your information: in the e-mail is described what exactly needs to be updated. Most commonly it will be about certificates or other documents and conformities.
- You want to update your information proactively: you can do this in the existing form or ask your strategic buyer to send a new form.

vitra

Profile vitra

✓ We have auto-filled some information from your Public Profile.



Supplier Information Xenia Lea 1 GmbH

WELCOME TO THE VITRA SUPPLIER DATA UPDATE PROCESS

Vitra – a family-owned company for over 80 years – believes in enduring relationships with customers, employees, designers and partners. Our company stands for sustainable growth and the mission to increase the value of good design through outstanding products. To produce durable products, we believe in the need for an elaborate development phase, top quality materials and extensive testing procedures. Trusting business relationships, that satisfy our high quality demands, sustainable use of materials and capacity for innovation, are essential for our supply chain management. We selected Coupa as our business spend management platform. Coupa is a cloud-based software that fosters efficient collaboration between customers and suppliers.

Today we are contacting you to ask you to review and update the data we hold about you. If there is any incorrect or outdated data or expired certificates, please amend or update the outdated information/certificates directly in this form. Thank you for helping us keep your company data up to date.

Data Update

In order to update your information, you need to select “Data Update” at the first question of the form.

Now you can indicate if you are proactively updating your data or if Vitra has requested you to do so. In whatever case, you can select which date you want to update.

If Vitra has requested to update the data, the e-mail you received will exactly describe what needs to be updated.

Now you can update your information.

FORM RESPONSE TYPE

IMPORTANT: BEFORE YOU START TO ENTER DATA, MAKE SURE TO SELECT WHETHER YOU ARE DOING AN INITIAL DATA SUBMISSION OR A DATA UPDATE. THIS SELECTION DETERMINES THE FIELDS THAT WILL BE DISPLAYED TO YOU!

SUPPLIERS THAT JUST CREATED THE CSP-ACCOUNT OR SUPPLIERS WITH EXISTING CSP-ACCOUNT THAT WAS JUST LINKED WITH VITRA: PLEASE SELECT "INITIAL DATA SUBMISSION"

SUPPLIERS THAT ALREADY COMPLETED THE INITIAL DATA SUBMISSION: PLEASE SELECT "DATA UPDATE"

* Form Response Type Initial Data Submission
 Data Update

Please select the section you would like to change data in!

SUPPLIERS THAT ALREADY COMPLETED THE INITIAL DATA SUBMISSION: PLEASE SELECT "DATA UPDATE"

* Form Response Type Initial Data Submission
 Data Update

* What is the reason for the update? Vitra sent an information request by e-mail
 We would like to update our information proactively

Please select the section you would like to change data in!

* Update Sections 1. Company Information
 2. Documents & Declarations
 3. Certificates

1. Company Information allows you to update company address, contacts, PO-Email, communication language as well as bank account details
 2. Documents & Declarations opens another selection field to choose from. (This option must normally only be used upon request by Vitra)
 3. Certificates allows you to update expired or add new certificates