

# Pernod Ricard Purchasing Portal Registration Guide



Pernod Ricard Iberia



# 1. Supplier registration

The supplier will be registered in the PERNOD RICARD Purchasing Portal, whose url is:

[www.suppliers.pernod-ricard-iberia.com](http://www.suppliers.pernod-ricard-iberia.com)

Click on *New Registration*:



 Pernod Ricard Iberia

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## Welcome to the Pernod Ricard Iberia Purchases Portal

The platform enables management and collaboration among the company's professionals and suppliers in a website environment. It provides a simple, secure, transparent medium to handle purchase activities, cutting down on time and effort while building up stable commercial relationships. Before registering, please read the Pernod Ricard Code of Business Conduct carefully. The link is available on this page.

[New Registration](#)

[Registration Guide](#)  
[Pernod Ricard Code of Business conduct](#)

**Private area access**

Username

Password

[Forgot your password?](#)

**Helpdesk**

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Phone: +34 91 787 02 25  
Email: [helpdesk@bravosolution.es](mailto:helpdesk@bravosolution.es)

## 1.1. Pernod Ricard purchase policy acceptance

**User Agreement**

**PERNOD RICARD IBERIA PURCHASE POLICY**

**Purpose**  
 The Purchase Policy of PERNOD RICARD ESPAÑA, S.A. and of PERNOD RICARD PORTUGAL, S.A. (hereinafter PR España and PR Portugal and, jointly, PR Iberia) has two main objectives:

- to establish a balanced collaboration framework with the suppliers, that sponsors stable trade relations under the framework of standardisation of processes in coherence with the values of PR Iberia; and
- to facilitate the employees of PR Iberia the necessary tools and guidelines to undertake the purchases of goods and services for their areas of responsibility.

In addition, the purpose of these guidelines is to act as standards to simplify and facilitate the contracting process and, at the same time, to foster elements of equity, prudence and probity in the contracting of the respective products or services.

PR Iberia grants prime importance to responsible management and consequently establishes a system of evaluation and management of suppliers that incorporates aspects concerning ethical, social and environmental behaviour. In line with this aspect, it is fundamental, before initiating any contracting process, to respect the guidelines marked by the. This document sets out the group's standards with regard to anti-competition, bribery, money laundering, use of privileged information conducts, conflicts of interests, data protection, use of digital means and social networks and asset protection. The purpose is to collaborate with those suppliers that work with the best practices in questions of Corporate Social Responsibility (CSR).

**Scope of application**  
 This Purchase Policy is of compulsory implementation for all the company's suppliers and employees that intervene, at any time, in any of the processes of registration, standardisation, negotiation, contracting or exchange of products or services.

**Principles**

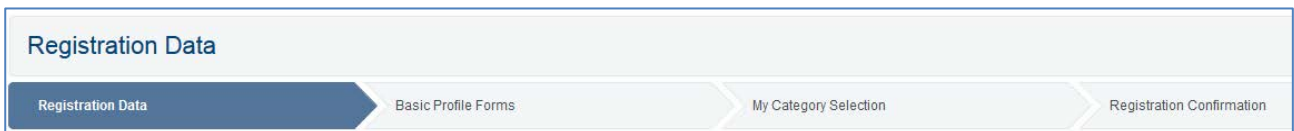
**I have read and agree**

I agree
  I do not agree

Next

## 1.2. Complete the information on the Registration Data

The following page will be open, showing the steps to complete the registration:



**REGISTRATION DATA:** In this first step the supplier will complete the following fields of the registration form taking into account the fields that are mandatory, which are identified with a (\*).

- Organisation Details

Organisation Details	
* Country	<input type="text" value="UNITED KINGDOM"/>
* Organisation Name	<input type="text"/>
* Organisation Legal Structure	<input type="text" value="---"/>
* Company Registration Number	<input type="text"/>
* Address	<input type="text"/>
* Postal Code	<input type="text"/>
* City	<input type="text"/>
* State/County	<input type="text" value="---"/>
* Main Organisation Phone Number	<input type="text"/>
Organisation Fax Number	<input type="text"/>
* Organisation Email Address	<input type="text"/>
Comercial Name	<input type="text"/>
Web site	<input type="text"/>

NOTE: It is important to look at the field descriptions and to meet the specified character length.

- User Details

User Details	
* Last Name	<input type="text"/>
* First Name	<input type="text"/>
* Email Address <b>IMPORTANT:</b> This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.	<input type="text"/>
* Phone Number	<input type="text"/>
* Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	<input type="text"/>
Fax Number	<input type="text"/>
* Username (please do not forget your username)	<input type="text"/>
* Preferred language for use in system interface	<input type="text" value="---"/>
* Time Zone	<input type="text" value="---"/>

Then click on Save.

At the end of the basic registration, the supplier will receive the user and the passwords by e-mail to avoid losing their data in case of the end of the session.

Dear Proveedor Test,

Welcome to Pernod Ricard.

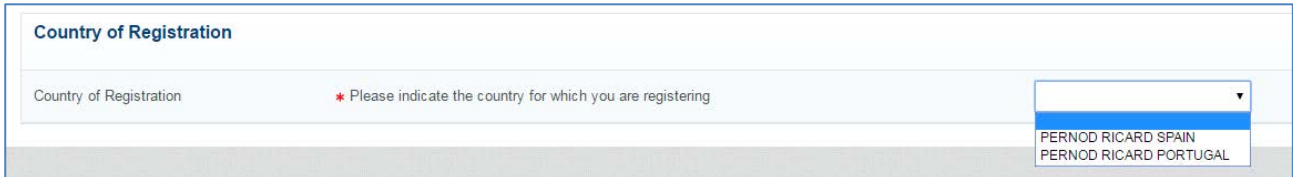
You have now successfully registered to use <https://pernodricard-prep.bravosolution.com>

Your Password is: 8362475424

Pernod Ricard

### 1.3. Complete the Basic Profile Forms

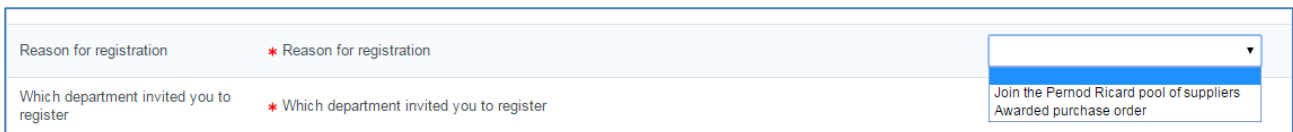
Once this first basic registration is completed, you must choose which company you are registering for.



Subsequently you will have to complete the following process composed of 4 simple steps that will allow you to provide the necessary information for your registration.



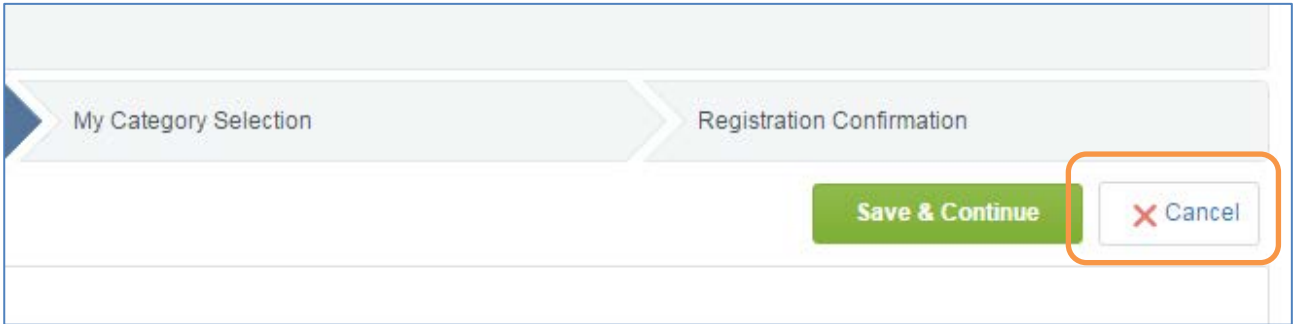
In this first part (1/4) There are 2 internal data that will complement the Purchasing Manager of PERNOD RICARD and that can be consulted later. (Group Company and Form of Payment)  
First of all you must indicate the reason for registration in Pernod Ricard.



Choosing the first option to form part suppliers Pernod Ricard does not imply the approval of the supplier, the Purchasing Manager will decide when begins this process.

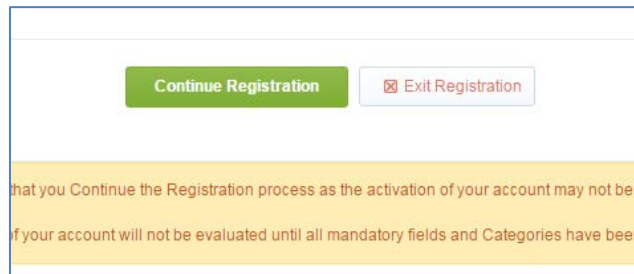
The choice of awarded purchase Request will be chosen when the supplier will issue a bill shortly to Pernod Ricard.

**IMPORTANT NOTE:** In case you want to go back to a form, you will click on "Cancel" and leave the "Registration"



My Category Selection      Registration Confirmation

Save & Continue      Cancel

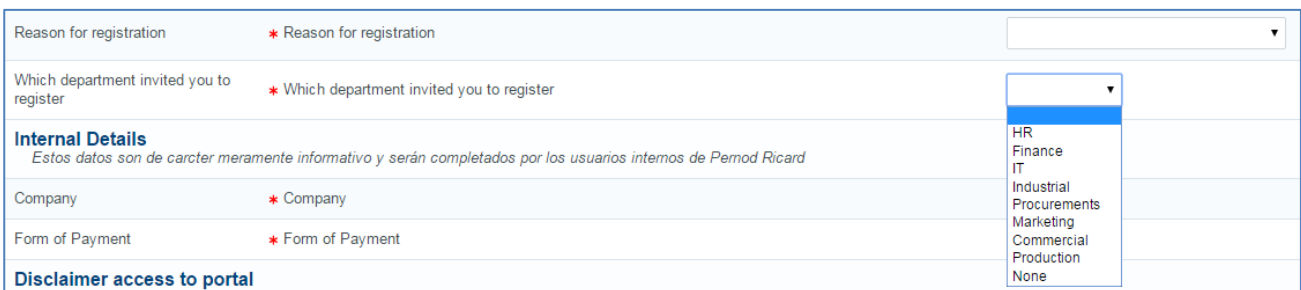


Continue Registration      Exit Registration

that you Continue the Registration process as the activation of your account may not be e  
f your account will not be evaluated until all mandatory fields and Categories have been

And you will enter again with the password that has received you by email. Re-entering you will start from the first form.

The second question will refer to the department that has invited you to register at Pernod Ricard.



Reason for registration      \* Reason for registration

Which department invited you to register      \* Which department invited you to register

**Internal Details**  
*Estos datos son de carcter meramente informativo y serán completados por los usuarios internos de Pernod Ricard*

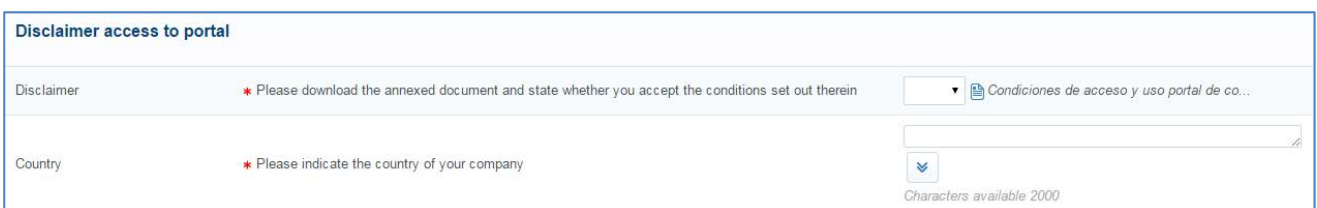
Company      \* Company

Form of Payment      \* Form of Payment

**Disclaimer access to portal**

- HR
- Finance
- IT
- Industrial Procurements
- Marketing
- Commercial Production
- None

Subsequently it will have to accept the attached document in which establish the conditions of access and the Portal use.



**Disclaimer access to portal**

Disclaimer      \* Please download the annexed document and state whether you accept the conditions set out therein

Country      \* Please indicate the country of your company

Characters available 2000

In addition, you can enter the certificate of bank ownership. (Non-mandatory field)

Bank Details	
Accountholder certificate	Please attach your accountholder certificate (IMPORTANT: The Pernod Ricard contact must be notified of any future changes)
	<input type="text"/> <input type="button" value="+ Click to attach file"/>
Address of Bank	If it is not a Spanish bank, please indicate the postal address
	<input type="text"/> <small>Characters available 2000</small>
IBAN	IBAN - This field will be completed by the buyer. IMPORTANT: The purchases manager must be notified of any change

In case of a bank data modification, it is of **vital importance** to notify the contact of PERNOD RICARD to proceed with its modification.

Click on *Save & Continue*. And you will complete the second part of Additional Data.

In this section (2/4) you must provide information regarding the activity and positioning of your company

Identification of Activities	
What is the main business activity of the company?	Please indicate the company's principal business activity
	<input type="text"/> <small>Characters available 2000</small>
What are its principal goods or services? (strategic orientation)	Please indicate the principal goods or services it provides
	<input type="text"/> <small>Characters available 2000</small>
To what companies in the spirits sector or similar to Pernod Ricard has it provided or does it provide services?	Please indicate the companies in the spirits sector or similar to Pernod Ricard to which you have provided or provide services
	<input type="text"/> <small>Characters available 2000</small>
Delegations	Please indicate delegations
	<input type="text"/> <small>Characters available 2000</small>
Liability Policy	Are you obliged to have a liability policy to perform your business?
	<input type="text"/>
Supplier of Alcoholic Beverages	• Please indicate whether you are a supplier of alcoholic beverages
	<input type="text"/>
Have you ever worked for Pernod Ricard España or any other company in the group? Specify department or brand	Please indicate whether you have ever worked for Pernod Ricard España or any company in its group
	<input type="text"/> <small>Characters available 2000</small>





Functional document: Suppliers Registration

Turnover		
Approximate turnover penultimate year closed	Please indicate the approximate turnover of the penultimate year closed	<input type="text"/> 123
Approximate turnover last year closed	Please indicate the approximate turnover of the last year closed	<input type="text"/> 123
Approximate amount invoiced to PRE last fiscal year ( 1 July - 30 June)	Please indicate the approximate amount invoiced to PRE in the last fiscal year ( 1 July - 30 June)	<input type="text"/> 123
Employees		
Approximate number of employees on permanent contracts	Please indicate the approximate number of employees on permanent contracts in the company	<input type="text"/> 123
Approximate number of subcontracted/freelance employees in the company	Please indicate the approximate number of subcontracted/freelance employees in the company	<input type="text"/> 123
Approximate number of employees on permanent contracts in the previous year	Please indicate the approximate number of employees on permanent contracts in the previous year	<input type="text"/> 123
Net worth		
Approximate Total Assets of the company	Please indicate the approximate Total Assets of your company	<input type="text"/> 123
Indicate the approximate capital of the company	Please state the approximate capital of the company	<input type="text"/> 123
Other Details		
Certificate of no debts outstanding to the Social Security Treasury	Please indicate if you have the certificate proving that you have no debts outstanding to the Social Security Treasury	<input type="text"/>
Organisation chart of the company	Please attach the organisation chart of the company	+ Click to attach file <input type="text"/> <input type="button" value="v"/>
Do you have any relationship with any employee of Pernod Ricard España? If yes, give details	Please indicate whether you have any relationship with any employee of Pernod Ricard España	<input type="text"/> Characters available 2000
Presentation of the company		
Presentation of the company	Please attach a presentation of your company, with the following contents: History Situation on the market Clients Turnover Capacities	+ Click to attach file <input type="text"/> <input type="button" value="v"/> Expiring on: dd/mm/yyyy <input type="button" value="calendar"/>
Financial Reports		
External Financial Audit	* Are you obliged to have external audits?	<input type="text"/>
QSE (Quality Security Environment)		
ISO/OHSAS certifications	* Please state whether you have any of these certifications	<input type="text"/>
Annex ISO/OHSAS	If yes, please attach the certificate in a .zip o .rar file	+ Click to attach file <input type="text"/> <input type="button" value="v"/> Expiring on: dd/mm/yyyy <input type="button" value="calendar"/>
Other certifications	Please state whether you have any other certifications	<input type="text"/>
Annex Other certifications	If yes, please attach the certificate in a .zip o .rar file	+ Click to attach file <input type="text"/> <input type="button" value="v"/> Expiring on: dd/mm/yyyy <input type="button" value="calendar"/>
Food Safety Registration	Please indicate whether the company has Food Safety Registration	<input type="text"/>
Attach Food Safety Registration certificate	If yes, please attach the certificate in a .zip o .rar file	+ Click to attach file <input type="text"/> <input type="button" value="v"/>

- If you are a supplier of alcoholic beverages, you will need to enter the CAE

**CAE**

CAE \* Please introduce your Economic Activity Code (CAE)  ↓

Characters available 2000

- If you are required to have an external financial audit, you must attach the Informa / D & B Report

**Informa/D&B**

Informa/D&B Report \* Please attach the report downloaded from Informa  ↓

+ Click to attach file

Expiring on: dd/mm/yyyy

Part (3/4): RSC. A basic pillar for Pernod Ricard Spain.

**CSR Commitment**

CSR commitment \* Please download the letter "Download Template" and attach the CSR commitment acceptance document signed  ↓

+ Click to attach file   
 Download Template

**(Corporate Social Responsibility)**

Does your company have an ethical code and a good governance code? Please state whether your company has an ethical code and a good governance code

Do you have an environmental responsibility policy? Please state whether your company has an environmental responsibility policy

Do you have an occupational hazard prevention policy and keep it up to date? Please state whether your company has an occupational hazard prevention policy and keeps it up to date

EcoVadis report Please attach your EcoVadis scoring report, if you have one  ↓

+ Click to attach file   
 Expiring on: dd/mm/yyyy

**Assessment of technical security measures of service providers**

Access to personal data \* In your relationship with Pernod Ricard, do you expect to have access to personal data of Pernod Ricard as processor or transferee?

If you answer "Yes" in the question referred to "Access to Personal Data" you will have to answer an additional form that will appear at the end of the whole:



Functional document: Suppliers Registration

Security policy requirements or procedures		
<i>if not applicable (N/A), leave blank</i>		
Confidentiality Agreements	Does your organisation require all employees to sign confidentiality agreements?	<input type="text"/>
Subcontracted firm	Please name any firm subcontracted to provide the service contemplated in this questionnaire. (This may include providers of accommodation, printing, document storage, call centres, IT support services, etc.)	<input type="text"/> <small>Characters available 2000</small>
Security Policy	Does your organisation have a documented security policy that includes procedures to secure your corporate website and physical security for your installations?	<input type="text"/>
Disidentification	Does your organisation use disidentification, or "scrub" procedures, or "scrub" for PERNOD RICARD data to be used in test or development environments?	<input type="text"/>
Response procedure	Does your organisation have an incident response procedure, whereby you would contact PERNOD RICARD in the event of a security incident affecting information of PERNOD RICARD or the IT systems of PERNOD RICARD?	<input type="text"/>
Website Security Requirements		
<i>Answer Yes/No; if not applicable (N/A), leave blank</i>		
Pernod Ricard Website Connection	Do the members of your organisation connect remotely to the PERNOD RICARD website to provide system support or updates, such as patches or swift problem-solving?	<input type="text"/>
Downloading of Copies	Does PERNOD RICARD send you or allow you to download copies of system files or data bases for test or review processes?	<input type="text"/>
Downloading of Copies (2)	If so, how are the data secured in this process?	<input type="text"/>

In section (4/4) the supplier will indicate if he is going to deliver some good or service, or both, and in each case will sign general conditions of purchase.

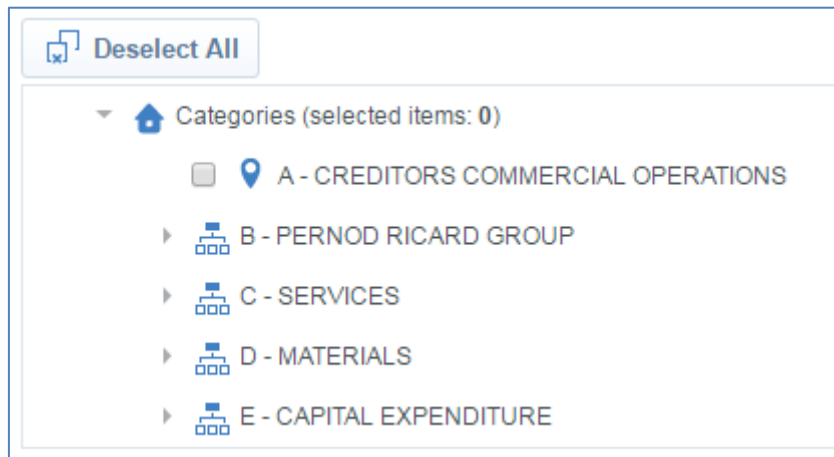
General Purchasing Conditions		
In view of your business activity, do you expect to deliver goods to any of our facilities?	* Please state yes or no	<input type="text"/>
Comments		
Comments	Comments	<input type="text"/> <small>Characters available 2000</small>

General Conditions for Goods		
General Conditions for Purchasing Goods	* Please download the general conditions, sign them and upload again	<input type="text"/> <input type="button" value="+ Click to attach file"/> <input type="button" value="Download Template"/>

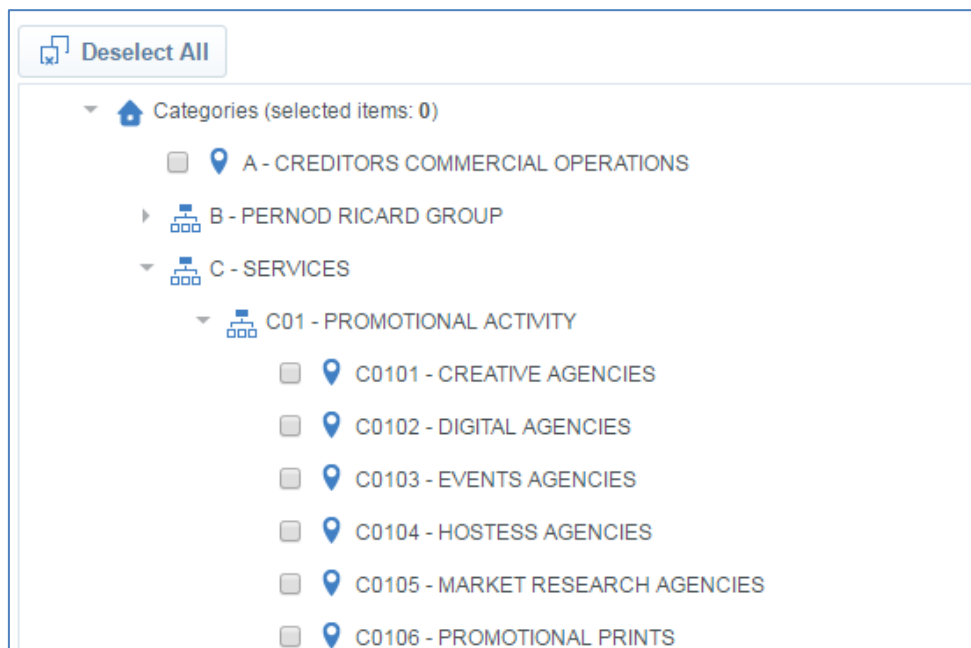
## 1.4. Select the corresponding categories



Then, the supplier will select the services and supplies that he can make and supply to PERNOD RICARD, by displaying the different tree categories and selecting the corresponding one.

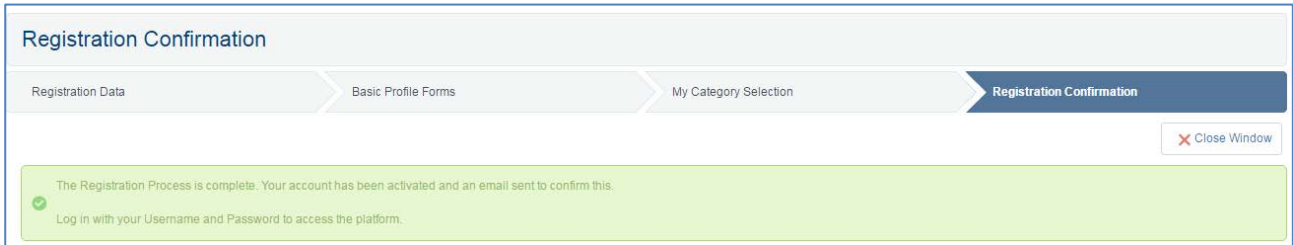


You will select the categories and click on *Confirm Current Selection*.



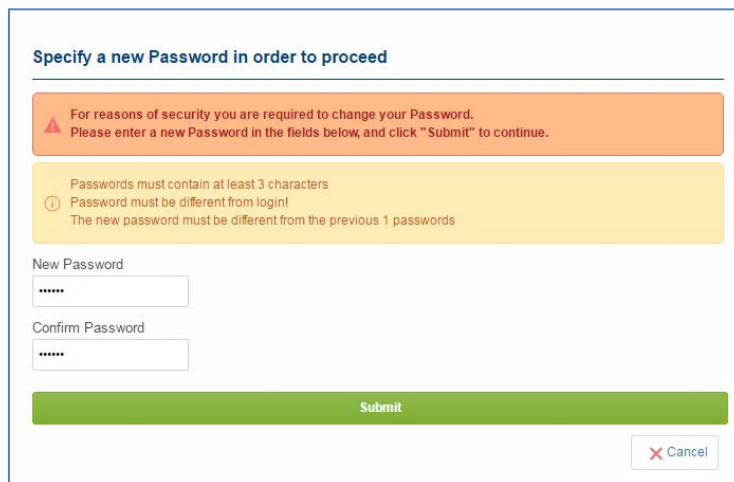
The supplier will have to complete the specific information of the selected categories, in those cases where it corresponds. There are several categories in which you do not have to fill in specific information.

Once the information is complete, click on *Save & Continue* to complete the registration process.

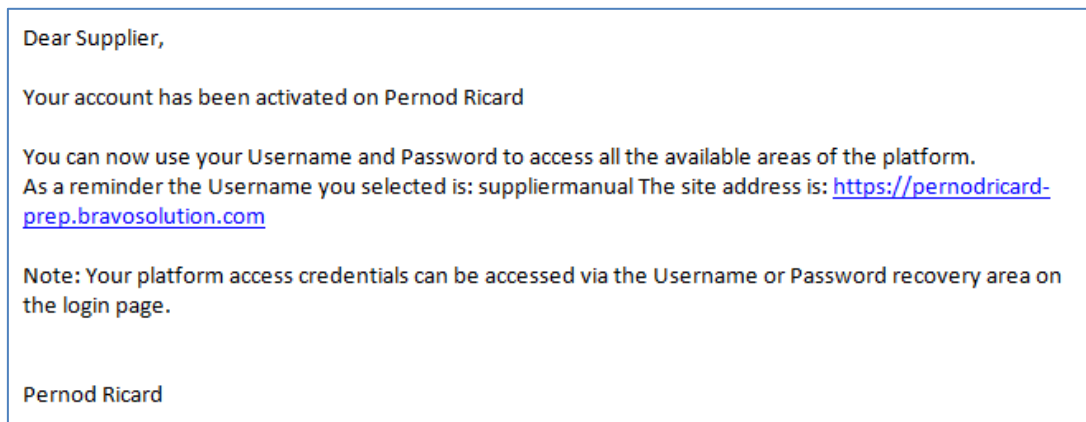


**NOTE: Until all data has been completed, the supplier will not be registered**

The supplier will have received his username and password once you have completed the initial registration form in order to access the purchasing platform. The next time you want to enter the platform you must change your password and set a new one:



Once all the additional forms of registration have been completed, the supplier will receive an email, to the email address indicated on the registration, informing him of this action.



Dear Supplier,

Your account has been activated on Pernod Ricard

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: [suppliermanual](#) The site address is: <https://pernodricard-prep.bravosolution.com>

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

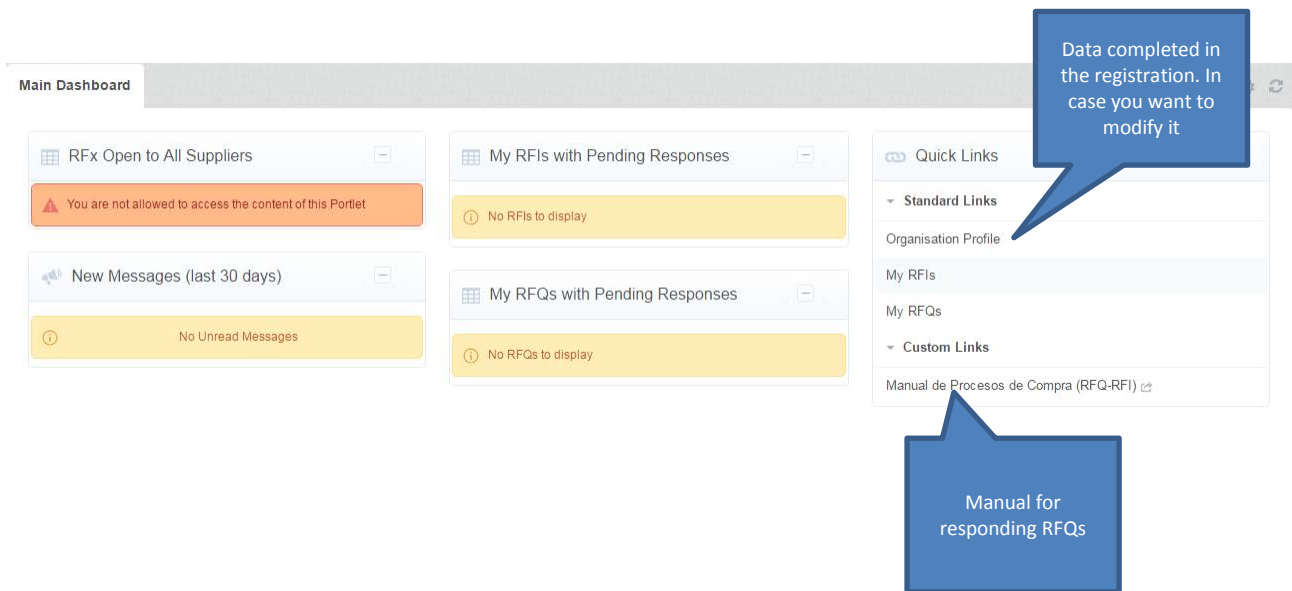
Pernod Ricard

## 2. Supplier Homologation

Once you have registered, the Pernod Ricard Purchasing Manager will be able to initiate the supplier approval process. Being registered on the platform does not imply that the supplier is able to start working with him. You can spend some time during the review of the information and the homologation of the data.

## 3. Dashboard

When the registration has been completed, access to the main Dashboard where you find the following sections and quick links and where we can access the data we have completed during registration and a manual to respond to RFQs should they have been invited to participate.



The screenshot shows the 'Main Dashboard' interface. It features several widgets: 'RFx Open to All Suppliers' with an error message, 'New Messages (last 30 days)' showing no unread messages, 'My RFIs with Pending Responses' and 'My RFQs with Pending Responses' both showing 'No RFIs to display' and 'No RFQs to display' respectively. On the right, a 'Quick Links' sidebar includes 'Standard Links' (Organisation Profile, My RFIs, My RFQs) and 'Custom Links' (Manual de Procesos de Compra (RFQ-RFI)). Two blue callout boxes are present: one pointing to 'Organisation Profile' with the text 'Data completed in the registration. In case you want to modify it', and another pointing to the 'Manual de Procesos de Compra' link with the text 'Manual for responding RFQs'.