

# Process Vendor Onboarding

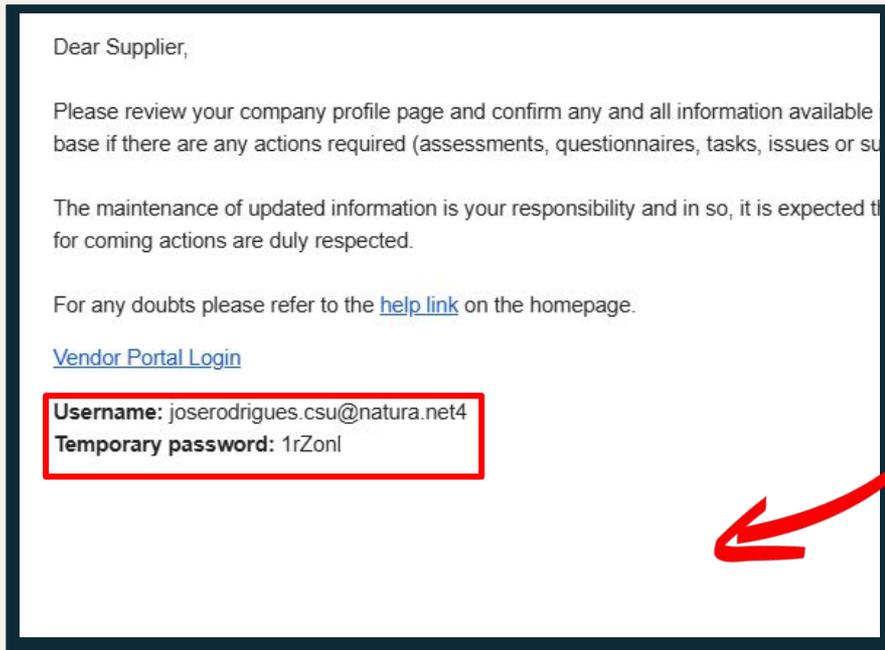
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# Registration Step

**The invitation to access the platform will be sent to the supplier's email address.**

(You will receive an email from the @service-now.com domain with the platform access link, username, and password.)



## What to look for in the email:

- **Sender:** Plataforma de Atendimento Natura &Co
- **Domain:** @service-now
- **Access Link:** Search for "Vendor Portal Login"
- **Access:** Temporary Login and Password

**If you forget your password, reset it using the option**



### Log in

  
  
    
[Forgot Password ?](#)  
  
[Use external login](#)

**You can change the language using this option.**



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## Change password

Username:

joserodrigues.csu@natura.net3

Current Password:

Password requirements:

- Minimum of 8 characters
- Maximum of 40 characters
- At least 1 lowercase letter(s)
- At least 1 capital letter(s)
- Hair minus 1 digit(s)

New Password:

Confirm new password:

To send

**After logging in, you must  
reset your password.**



**Note: In the 'Current  
Password' field, you must  
enter the same password you  
used to log in.**

When accessing the platform, go to the tasks tab and enter the task named "Supplier registration access task".



Questionnaires	Tasks	QMS Audit Report
AINST0735692	VRT0123964	No records found.
AINST0735693	VRT0123965	

Process steps

- Factory Required
- Task for accessing the supplier registration form.
- [QMS] - Risk assessment
- Evaluate questionnaire submission
- [Responsible Procurement] - Minimum

16.67% Full progress

VRT0123964

### Task for accessing the supplier registration form.

Description

Task for accessing the supplier registration form.

Comments

Type your message here... To send

System  
40 behind  
Dear supplier, please access the following link and fill in all the required information (\*) to complete your registration:  
[Click here](#)

System  
40 behind  
VRT0123964 Created

Complete the registration form and then click to submit so that the documents can be reviewed.

## Supplier Registration

### Basic Information

\* Supplier's Country

\* Supplier Classification ?

Document Type

\* Enterprise

Supplier's CNPJ

Check the box if your tax identification number above does NOT match your company's.

### Supplier Category

To send

### Necessary information

Supplier's Country    Supplier Classification

Enterprise

Please provide your company's annual revenue.    Two

POCKET    Country/Region

Follow the progress on the task's homepage; there you will be notified if your registration has been approved or if you need to make corrections.

VRT0123964

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🕒 4D behind  
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VRT0123964 Created



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Thanks

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