

Access Request Form Instructional Guide For Gap Inc. Vendor Portal

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Gap Inc. Portal Access Form Guide

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Application Security Contact.

Each vendor needs to designate an **'APPLICATION SECURITY CONTACT'**.

The Application Security Contact will be responsible for:

- o Specifying who should have access to the requested Gap Inc. Portal applications
- o Ensuring any additional users are genuine employees of your company
- o Submitting any additional user registration forms directly through the portal

During your initial access to the Gap Inc. Vendor Portal, your Application Security Contact is defaulted to the individual who has been identified within your company as the Primary Contact for Gap Inc. Once you have been granted access to the Vendor Profile application to manage your profile information, this Primary Contact (i.e. initial designated Application Security Contact) can change and update the Application Security Contact details for your company.

The Gap Inc. Application Registration form can only be submitted by your company's Application Security Contact.

Completing the Gap Inc Application Registration Form

1. Click the excel icon to open form
2. Click **<Enable Macros>** when opening the workbook.
3. Save the workbook to your computer with the naming convention Gap_Portal_”Your Company Name”.xls.
Example File Name: Gap_Portal_ACME Mills.xls
4. Open the document from its saved location
5. Enter access details.
6. Fields with a red asterisk (*) must be filled out by the applicant.
7. A single form can be used to request access for multiple individuals. Each individual requesting access will be listed on a separate row.
8. A separate row must be filled out for each application being requested. For individuals needing access to both Vendor Profile and GSL, data for that individual must be input twice.

EXAMPLE

* Request Date	* Application	* Request Type	Request Type Comments	* First Name	* Last Name	* Work Email	* Work Phone (Country Code Required)	Gap Portal ID (if exists)
10/23/2006	Vendor Profile	Add	New User	Sara	Ming	sara_ming@acme.com	001-662194010987	
10/23/2006	GSL	Add	New User	Sara	Ming	sara_ming@acme.com	001-662194010987	
10/24/2006	Vendor Profile	Add	New User	Lee	Finn	lee_finn@acme.com	001-662194010632	
10/25/2006	GSL	Add	New User	Anna	Song	anns_song@acme.com	001-662194010508	
10/26/2006	GSL	Remove	Terminated	Jerry	Cann	jerry_cann@acme.com	001-662194018546	vp3431456

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9. Some fields in the form have drop-down-values. Only values listed in the drop downs can be selected.

EXAMPLE

* Company Physical Address	Country	* Vendor Type
8 Gold Fish Lane ,Wang Fu Jing, Beijing - 100006		
8 Gold Fish Lane ,Wang Fu Jing, Beijing - 100006	TRINIDAD AND TOBAGO;TT	
8 Gold Fish Lane ,Wang Fu Jing, Beijing - 100006	TUNISIA;TN	
8 Gold Fish Lane ,Wang Fu Jing, Beijing - 100006	TURKEY;TR	
8 Gold Fish Lane ,Wang Fu Jing, Beijing - 100006	TURKMENISTAN;TM	
8 Gold Fish Lane ,Wang Fu Jing, Beijing - 100006	TURKS AND CAICOS ISLANDS;T	
8 Gold Fish Lane ,Wang Fu Jing, Beijing - 100006	TUVALU;TV	
8 Gold Fish Lane ,Wang Fu Jing, Beijing - 100006	UGANDA;UG	
8 Gold Fish Lane ,Wang Fu Jing, Beijing - 100006	UKRAINE;UA	
8 Gold Fish Lane ,Wang Fu Jing, Beijing - 100006	TURKEY;TR	Mill

10. Fields that do not have drop-downs are free text. Examples of how to fill in these fields can be displayed by mousing over the red flag in the right hand corner.

EXAMPLE

* Work Phone (Country Code Required)	Example: 011-662-940- 0387 for Thailand	Vendor ID
001-662194010987		2000018

11. The “Security Group and GPO” fields at the end of the form should NOT to be filled out by the vendor. The access form should be submitted by the Primary/Application Security Contact without entering this information. A Gap Inc. business partner will be responsible for entering this information.

Gap Inc Use Only	Gap Inc Use Only	Gap Inc Use Only
* Vendor Profile Security Group	* GSL Security Group	* GPO Approved
To be completed by Gap GPO Only	To be completed by Gap GPO Only	To be completed by Gap GPO Only

12. Once the form is completed, forward the form to your Primary/Application Security Contact. If you are your company’s designated Primary/Application Security Contact, click the “List Mailbox to Email” button and submit the form to the email address (s) indicated in the pop up window. **Note: Your company name and its primary sourcing office should be indicated in the Subject Line of the email**



(Vendor Primary/Application Security Contact Use Only)

Field Definitions

- Request Date (required)
 - Enter date of Vendor Portal access form submission
- Application (required)
 - Select the application to which you would like to have access. **Note: A separate row must be filled out for each application being requested. For individuals needing access to both Vendor Profile and GSL, data for that individual must be input twice.**
 - Gap Source Library (GSL)
 - Vendor Profile
- Request Type (required)
 - **ADD:** New request for user access to specified application
 - **REMOVE:** Remove user’s access from specified application

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- Request Type Comment
 - Reason/comments for request type specified
- First Name (required)
 - Vendor employee first name
- Last Name (required)
 - Vendor employee last name
- Work Email (required)
 - Vendor employee company email address. **Note: A unique email is required for each user on the form**
- Work Phone (required)
 - Vendor employee work phone number **Note: country code must be included**
- Gap Portal ID
 - User ID entered to access the Gap Inc. Vendor Portal
- Vendor ID
 - Vendor's Gap Inc Vendor Profile ID
- Company Legal Name (required)
 - Vendor's Legal Name
- Company Address (required)
 - Vendor's Physical Location Address
- Country
 - Country of the Vendor's Physical Location
- Vendor Type (required)
 - **Buying Agent:** Select this value if you are a Buying Agent for Gap Inc.
 - **New Manufacturer:** Select this value if you are a Manufacturing Vendor and there is **NO individual within your company who has access** to the Gap Inc. Vendor Portal
 - **Existing Manufacturer:** Select this value if you are a Manufacturing Vendor and **1 or more individuals within your company already has access** to the Gap Inc. Vendor Portal
 - **Mill:** Select this value if you are a Mill Vendor
 - **Trim:** Select this value if you are a Trim Supplier or a Lab
 - **Packaging:** Select this value if you are a Packaging Supplier or a Lab
- Gap Inc. Business Contact (required)
 - Gap Inc. Business Partner who vendor has established relationship with
- Gap Sourcing Office (required)
 - Vendor's primary Gap Inc sourcing office

Rejected Forms

If your Access Request Form has been rejected, you will receive a message will indicating why the form has been rejected.

- If specific fields in the form need to be updated, please make necessary updates, click the "List Mailbox to Email" button, and resubmit form to the mailbox(s) indicated.
- For all additional questions, please follow up with your local **IT Help Desk**

North Asia Helpdesk (Hong Kong)	(852) 2272-6818
South Asia Helpdesk (Singapore)	(65) 6734-0388 x7818
India Helpdesk (New Delhi)	(91) 11-4182-2222 x2818
Mediterranean Helpdesk (Istanbul)	(90) 212-393-4003 or (90) 212-393-4080
Korea Helpdesk (Seoul)	(82) 2-6733-6333
Americas Helpdesk (Miami)	(001) 305-476-7500 (Option 0)
Gap Inc. United States Helpdesk	(1) (800) 333-7899 x28000 or (1) (916) 630-8000