



FACILITY DISCLOSURE AND MAINTENANCE GUIDE

For non-Retail Link Markets

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Facility Disclosure

Add a new facility to your Supplier Profile

Facility Social Compliance Audit Status

Review facility audit status, audit assessment
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FACILITY DISCLOSURE

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Purpose: Add a new facility to your Supplier Profile.

Contact your Responsible Sourcing regional manager to fill out the **Manual Disclosure form**.

Manual Disclosure Form Data

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	English	To be filled in English Only
Flipkart Supplier Details	Do you already have a current Supplier ID in Retail Link?	
	Supplier ID	
	Supplier/Vendor Name (in English)	
	Supplier Address	
	Vendor Nbr	
	Supplier Contact Person	
	Supplier Email Address	
	Supplier Telephone No.	
	Fax No.	



INSTRUCTIONS:

Do you have a current Supplier ID in Retail Link?	Do you have a current Supplier ID in Retail Link? 8-digit number created by Flipkart for each supplier. Supplier ID is allocated by the Supplier Management team and is separate from the Vendor Nbr.
Supplier ID	
Vendor Name (English)	Name for the 9-digit supplier number.
Supplier Address	Full street address of supplier location.
Vendor Nbr	6-digit number assigned that uniquely identifies a purchase or expense vendor that supplies products for Flipkart. This number is in the Supplier Agreement. If you have a 9-digit number please input the first 6-digits.
Retail Market	RETAIL MARKET is the Flipkart Market which your company supplies to. Select one from the list. If you supply various markets, select the one that asked you to complete this form.
Supplier Contact Person	Name of the supplier contact person.
Supplier Email	To include multiple entries please separate by using the semi-colon (Ex. John Smith; Jane Smith; Devon Smith) Email address to contact the Supplier.
Supplier Telephone No.	To include multiple entries please separate by using the semi-colon (Ex. John_Smith@msn.com; Jane_Smith@gmail.com; Devon_Smith@yahoo.com) Provide country code first in parenthesis () followed by the number. For Example: (91)80-5555-0000 (502)5555-0000
Fax No.	Provide country code first in parenthesis () followed by the number. For Example: (91)80-5555-0000 (502)5555-0000 If you do NOT have a fax number, please input: (000)000-0000

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Manual Disclosure form (continued)

Retail Market, Brand & Buyer Details	Retail Market	
	Brand Name of the Product being sold to Flipkart and its subsidiaries (Insert "NonBranded" where no brand identification is referenced)	
	Flipkart and its subsidiaries Buyer's Name	
	Dept Nbr	
	Major Product (Apparel, Home, Hardlines, Food, etc.)	

KEY DEFINITION:

Flipkart and its Subsidiaries Private label. Where the product is for sale by Flipkart Group, disclose the factory if it is: • Engaged in primary or subcontracted production involving substantial transformation into the product Flipkart Group sells; • Used for Flipkart Group-related production by a Flipkart Group designated or Flipkart Group nominated supplier; or • Engaged in processing or augmenting the product after it is produced, where Flipkart Group Private Brand identification is visible at the time of the processing or augmentation. Where the product is for sale by any Flipkart Group International retail market, or to be sold by Flipkart Group through a Flipkart e-Commerce platform, disclose the factory if it is: Used in connection with the production of Private Brand Merchandise, Exclusive Brand Merchandise, or Direct Import Merchandise, AND It is: • Engaged in primary or subcontracted production involving substantial transformation into the product Flipkart Group sells; • Used for Flipkart Group-related business by a Flipkart designated or Flipkart Group nominated supplier; or • Engaged in processing or augmenting the product after it is produced, where Flipkart Group Private Brand identification is visible at the time of the processing or augmentation.

INSTRUCTIONS:

Brand Name of the Product being sold to Flipkart and its subsidiaries (if available. Insert "NonBranded" where no brand identification is referenced)	A name given by the maker to a product or range of products, especially a trademark. If you don't have a trademark, input "Non-branded"
Flipkart and its subsidiaries Buyer's Name	The first and last name of the Buyer who is responsible for negotiating items to be sold at Flipkart.
Dept Nbr	Flipkart Accounting Department Number for an item (For example: 05-Electronics). If the Market you serve does not use Accounting Department Numbers, input the name of the department. (For example: Bath)
Major Product Division	Major product division that you supply to Flipkart. Select from the list. Examples: Food Fresh Food Apparel Home Hardlines GNFR (goods not for resale)

FACILITY DISCLOSURE

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Facility information. Add up to 10 facilities in the same Manual Disclosure form. Once completed, send it to your RS manager to complete the disclosure process.

Factory Details		
Factory #1	Factory ID (If Existing in Retail Link)	
	Factory Type (Primary or Secondary)	
	Factory Sub Type	
	Operational Type	
	Start Month	
	End Month	
	Factory Name	
	Factory Address	
	City	
	State / Province	
	Country	
	Factory Contact Person	
	Factory Phone #	
	Factory Email Address	
	Factory Fax #	
	Postal Code	
	Total Number Of Employees	
	Flipkart and its subsidiaries Private Label	
	A scanned copy of the Factory's business license is included in the response.	
	Certified I certify that an employee of my company or a qualified 3rd party social compliance auditor has visited this factory, and, to the best of my knowledge, the factory operates consistently with Flipkart and its subsidiaries Standards for Suppliers. I also understand that I am responsible for maintaining my factory list and keeping it current by disclosing all facilities that produce product for Flipkart and its subsidiaries.	

INSTRUCTIONS:

Factory ID (If Existing in Retail Link)	8-digit Flipkart system assigned identification number of a factory producing merchandise for Flipkart
Factory Type (Primary or Secondary)	PRIMARY FACTORY: Any factory where the substantial transformation of the product takes place resulting in finished merchandise. COMPONENT FACTORY: Any factory where a component of the final product is produced.
Factory Sub Type	Select factory subtype where the final product is produced. (Example - Manufacturer, Warehouse, Packhouse, etc.)
Operational Type	Factory operational type, whether Year long or Seasonal
Start Month	If factory operational type is seasonal start and end month to be selected accordingly.
End Month	If factory operational type is seasonal start and end month to be selected accordingly.
Factory Name	Full name of factory as it appears registered with local authorities.
Factory Address	Full street address of factory location.
City	Name of city where factory is located.
State / Province	Name of State, Department or Province where factory is located.
Country	Country where factory is located.
Factory Contact Person	FACTORY CONTACT PERSON is the person within the factory that will act as main contact for Flipkart business and has contact with the Supplier. Please input first and last name.
Factory Phone #	Provide country code first in parenthesis () followed by the number. For Example: (91)80-5555-0000 (502)5555-0000
Factory Contact Email Address	Email address to contact the Factory. To include multiple entries please separate by using the semi-colon (Ex. John_Smith@msn.com; Jane_Smith@gmail.com; Devon_Smith@yahoo.com)
Factory Fax #	Provide country code first in parenthesis () followed by the number. For Example: (91)80-5555-0000 (502)5555-0000 If you do NOT have a fax number, please input: (000)000-0000
Postal Code	Code of letters and/or digits used as part of a postal address. Also called postcode. If your country does NOT use postal code, please input: 00000
Total Number Of Employees	Total number of employees

Provide one of the following documents for the facility: Business License, Tax ID Certificate, Food Safety Certificate (all pages), Utility Bill (electric, water, gas), or other local government-issued document. **IMPORTANT:** The **Name** and **Address** in the document must match the facility name and address submitted.

FACILITY SOCIAL AUDIT STATUS

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Purpose: Review facility audit status, audit assessment and due dates.

Contact your Responsible Sourcing regional manager for a full list of your facilities.

KEY DEFINITIONS:

Audit Due: The Facility is required to submit a social audit to Responsible Sourcing. A valid audit report must be submitted within **120 days from the request date** to avoid inactivation.

Example: Request Date 01/22/19, Audit Due Date 05/20/19.

Follow-Up Audit: The facility's current social audit needs renewed. A new valid audit report should be submitted before the expiration date to avoid inactivation.

Inspected: A valid audit report has been submitted and is under review.

ES Audit – Category 1 – Country Deferred: No social audit is required for the present year.



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