Requesting a Target Self Assessment (VFA) in Inspectorio – Business Partners

QAFA (version 2)
Production

Owner Organization
Target Retailer ABC

Publish Date
03-Sep-201

1 Assessment Information

* Workflow	QAFA Workflow	* Reason ⓘ	Initial
* Assessment Type	Self Assessment	Due date	Select date

Assessment Type = Self Assessment

2 Requester ⓘ The organization requesting the assessment or verification

Requester = Business Partner

Requester Information

ID	V3
Name	Target Vendor Chi
Organization Type	Partner
Address	
Country	
Province	
City	
Zip / Postal Code	

Requester Contact Person **Fill in Business Partner Contact information**

* Name	Business Partner Contact Name
* Title	Title
* Email Address	VendorChi@vendor.com
* Phone Number	555-1212

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Requestee = Factory to be evaluated

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Requestee = Factory to be evaluated

3	Requestee	ⓘ The organization being evaluated / audited

* Select Requestee   Target Factory Chi 1

Requestee Information	**Verify factory information**
ID	F11
Name	Target Factory Chi 1
Organization Type	Factory
Address	Yaowanvillage
Country	China
Province	Jiangsu
City	Yangzhou
Zip / Postal Code	88888

Requestee Contact Person   **Fill in Factory Contact information**

* Name   Factory Contact Name

* Title   Title

* Email Address   FactoryChi1@factory.com

* Phone Number   555-1111

* Speak English   ● Yes   ○ No

Requesting a Target Self Assessment (VFA) in Inspectorio – Business Partners

Executor = Business Partner (Same as Requester)

4 Executor ⓘ The organization executing the assessment / verification

Select "Same as Requester"

*Select Executor: Target Vendor Chi ▾

◉ Same as Requester   ◯ Same as Requestee

Executor Information   **Verify Business Partner information is showing**

ID	V3
Name	Target Vendor Chi
Organization Type	Partner
Address	
Country	
Province	
City	
Zip / Postal Code	

Executor Contact Person   **Edit as necessary**

Name	Business Partner Contact Name
Title	Title
Email Address	VendorChi@vendor.com
Phone Number	555-1212

Review all information is correct prior to hitting Request.
This request page can not be edited after Request has been confirmed.