

EXTRANET REGISTRATION GUIDE

Welcome to the step-by-step guide that will help you create a declarant account and setting up your company.

BEFORE YOUR BEGIN:

Make sure that you will be the declarant for your company.

As a reminder, the declarant:

- Submits the items sold declarations for his company;
- Is the only one with an account on the extranet and is the main contact for Refashion;
- Receives all informational emails;
- Assigns other roles.



Go to adherent.refashion.fr

Re_fashion
L'Association des Entrepreneurs de la Mode à l'Échelle

Our sites:

1 To regularize your situation and obtain your UIN : create an account

2 **CREATE AN ACCOUNT**

You already have an account
Please enter your login information.

Email of the applicant/declarant *

Password *

☐ Remember me [Forgotten password?](#)

LOGIN

Create your account

Declarant contact details ⓘ
Please input the information which will enable us to identify you as a relevant contact for the company.

Civility: ☐ Mrs ☐ Mr

First name **3** Last name

Email address Email address confirmation

Password Confirm password

The password must contain at least 8 characters including an upper case, a lower case, a number and a special character.

Job title *

Do you want to register one or several companies ? **4**

☒ One company ☐ Several companies

Confirm **5**

Create your account

As the person who is declaring, you are the main contact within your company. You will be the only person with an extranet account in order to be able to complete your annual declaration for products placed onto the market. You will receive all information by email.

We draw your attention to the importance of the exactness of the information entered, because this will be electronically transmitted into your membership contract. Before registering as a new producer, check beforehand that you meet the rules of eligibility.

- 1** Check the language of the extranet in the top right corner.
Please note, if you want to access the English version, make sure to do so before starting your registration by clicking on the flag in the top right corner.

- 2** Click on "create an account".

Step 1: create your declarant account

BEFORE YOU BEGIN:

Check your company's eligibility.

Reminder: You are considered a "producer" or "market placement entity" if:

- You manufacture, import, assemble, or introduce;
- For the first time into the national market (mainland France and territorial collectivities);
- New clothing textiles, household linens, and/or footwear, where the end user is the consumer.

- 3** If you are the declarant and your company is subject to registration, provide the requested information.
**Fields marked with an asterisk must be filled out in order to proceed to the next step.*
- 4** Indicate whether you are the declarant for one company or several companies.
- 5** Click on "Confirm" to proceed to the next step.

Step 2: information on your company

Add a company

Company information:

Country * **6** Sweden **7.1** SE VAT number * **7.1**

Name of the company *

Brand name **7.1**

Legal status: Personne morale de droit étranger, no...

Website

Company information:

Country * China **7.2** National Identification * **7.2**

Name of the company *

Brand name **7.2**

Legal status: Personne morale de droit étranger, no...

Website

Banking information / IBAN **8**

Account owner

IBAN

SWIFT

List of commercial brands linked to the company (also if the brand has the same name as the group)

Brand name **9**

Brand name

Please fill in your bank details if you wish. These are mandatory if you wish to benefit from eco-modulations. Eco-contributions are still due by credit card or bank transfer.

Once the “add a company” page is displayed:

- 6** Start by selecting the country where your company is based and the name of your company.
- 7.1** **For European companies**, enter your VAT number with the corresponding country code (without spaces or special characters).
Ex: SE for Sweden, GB for Great Britain.
- 7.2** **For companies outside Europe**, enter your National identification number (without spaces).
- **Your information is automatically registered!**
We invite you to review and complete or make any change if necessary.
- 8** (Optional) You have the option to add your bank details. This information is mainly used by Refashion to regularize the balances of fund calls.
- This information does not allow Refashion to make any withdrawals.**
It is not required to complete your registration.
- 9** If you are a group and own several brands, you can add them just below the company block.

Step 3: information on your company activity

Activity * **10**

Please input information concerning your company's activity.

☐ Manufacturer/Order giver ☐ Wholesaler / Importer ☐ Retailer / Importer ☒ Distributor

The activities of my companies apply to the following sectors :

☐ Food supermarkets ☐ Markets and fairs

☐ Non-food supermarkets ☐ Specialized retail (personal equipment)

☐ Department stores ☐ Specialized retail (home equipment)

☐ City center stores ☐ Remote sales (Internet catalog)

☐ Direct sales

☐ Independents

The main activity :

Select

Year of start of activity in the sector concerned * **11**

Select

Are you a marketplace? * **12**

No

Do you sell on a marketplace? *

Yes

- 10** Select the company's activity type.
- In the case of a distributor: you must select the different sectors in which the company applies. Then, if there is more than one choose the main one.
- 11** Select the starting date of the activity in the sector.
Please note that we're not asking you to enter the date the company was founded, but rather the date sales began in France.
(Click on the **(i)** for more explanations)
- 12** For the question “are you a marketplace?”
- If you are not a marketplace but only sell on a marketplace, answer “NO” to this question.
 - Then, answer “YES” to the next question and select the marketplaces where you are listed.

Step 4: roles to be assigned on the Extranet

Role/Function of the Declarant ⓘ *

! Please enter a minimum of 2 contacts **13**

You are the signatory for this contract ? * ☐ Yes ☐ No

You are the person that receive invoices ? * ☐ Yes ☐ No

Are you responsible for sustainability/quality? * ☐ Yes ☐ No
☐ No sustainability/quality manager

Other useful contact

Title * ☐ Mr ☐ Mrs

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First name *

Last name *

Email address *

Email address confirmation *

Job title *

Telephone number *

Second telephone number ⓘ

+44 7400 123456

+44 7400 123456

< Previous

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Confirm

Concerning the roles to be assigned:

- The signatory: will be the only one who can sign the contract member.
- The person in charge of receiving invoices: will receive the invoices to be paid and the reminders in case of unpaid invoices.
- The sustainability/quality manager: will be our contact about eco-modulation.

13 Enter the details of the contacts associated with these roles in your company.
It is possible that the declarant fulfills other roles in addition to his declarant status.

14 If you are declarant, signatory, in charge of the invoices and sustainability manager, you must add at least one contact with no particular role.

15 Once information has been entered, click on "Confirm".

Congratulations, your registration is now complete!

It will now be validated by Refashion.

Once the registration is validated, the declarant will be notified by email.

Go to our tutorial about "Signing the contract".

CONTACT

For more information, please visit:

- Our website: <https://pro.refashion.fr/en/marketer>
- Our [FAQ](#) / category Member-Brand name

For any questions, contact us:

- +33 1 89 16 94 06 from Monday to Friday, 9am to 5pm
- [Contact Form](#)

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