



## WELCOME TO NATCO'S GLOBAL MARKETPLACE

### MANUAL FOR NEW USER REGISTRATION (FRANCESCA'S)

- 1) Access the GMP via this address: <http://gmp.natcoglobal.com/francescas>
- 2) If you are a new user, please click **Signup for new account** in the following screen

francesca's

Login

Username

Password

☐ Remember me on this computer

Sign In

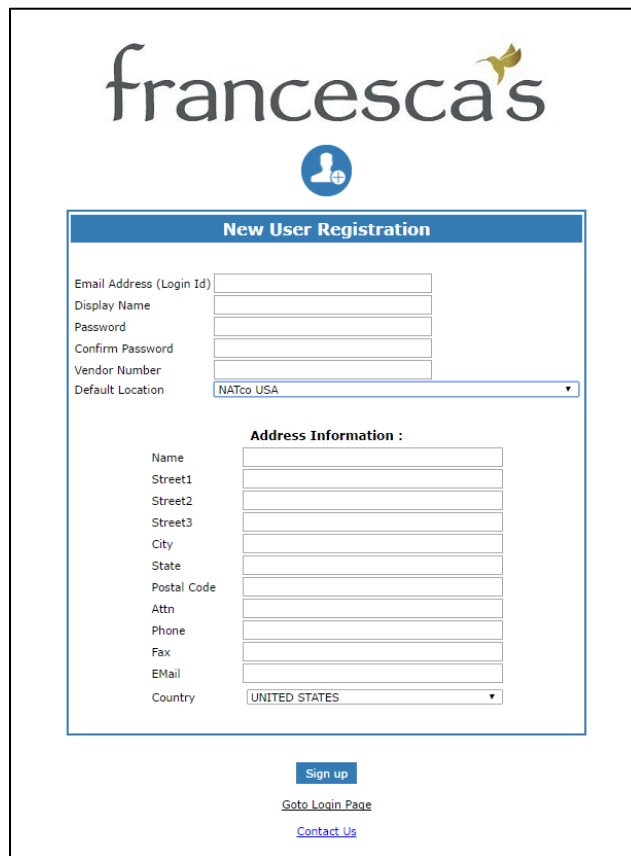
[Signup for new account](#)

[Download Registration Instructions](#) | [Contact Us](#)

NATco Global Market Place

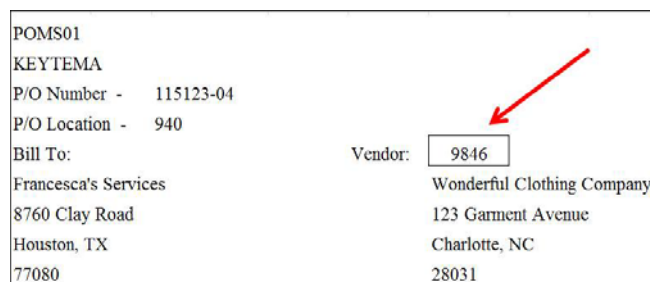
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3) Proceed to fill in the required information in the following **New User Registration** window.



The screenshot shows the 'New User Registration' form for Francesca's. At the top is the Francesca's logo. Below it is a blue circle with a white person icon and a plus sign. The form has a blue header bar with the text 'New User Registration'. The form fields are: Email Address (Login Id), Display Name, Password, Confirm Password, Vendor Number, and Default Location (a dropdown menu showing 'NATco USA'). Below these is a section titled 'Address Information :' with fields for Name, Street1, Street2, Street3, City, State, Postal Code, Attn, Phone, Fax, EMail, and Country (a dropdown menu showing 'UNITED STATES'). At the bottom of the form are three links: 'Sign up', 'Goto Login Page', and 'Contact Us'.

- **Email Address** - Enter your email address, which will be your user ID
- **Display Name** - This will be how your name will be displayed on a the website
- **Password** - Create a password
- **Confirm Password** - Reenter your password
- **Vendor Number** - Enter your Francesca's vendor number. Please note that you must have a valid vendor number in order to register as a user in the Global MarketPlace. The number can be located in the upper left hand corner of your Francesca's purchase order.



The screenshot shows a purchase order form. On the left side, the text reads: POMS01, KEYTEMA, P/O Number - 115123-04, P/O Location - 940, Bill To: Francesca's Services, 8760 Clay Road, Houston, TX 77080. On the right side, the text reads: Vendor: 9846, Wonderful Clothing Company, 123 Garment Avenue, Charlotte, NC 28031. A red arrow points to the '9846' in the Vendor field.

- **Default Location** - In the drop menu, select the preferred print location where your orders will be produced. Current available options for Francesca's vendors are (1) **NATco Shanghai** and (2) **NATco USA**
  - **Address Information** - Complete the contact information fields
- 4) Once you have completed entering all registration details, please click the **Sign Up** button. A window will be displayed that validates that your account has been created. A confirmation message will also be sent to your registered email address.
  - 5) Once you have completed the customer registration process, return back to the login page and proceed to enter your **username (login ID)** and **password** in order to access the dashboard page for Francesca's.

## **NATco Customer Support**

We value your business here at NATco, and we work hard to make your order experience seamless and easy. We are here to help, so please contact our customer care team immediately if you have any problems with the website of your order.

### **Contact Information in the United States:**

Email: [francescas-supportUS@natcoglobal.com](mailto:francescas-supportUS@natcoglobal.com)

Phone: 1-818-409-0019

**[www.natcoglobal.com](http://www.natcoglobal.com)**

