



Suppliers Manual

for management of the
Personal Area

on **IT4Buy** by Ariba Network



IT4Buy

If you have completed the Registration phase, you will always access your Personal Area on IT4Buy via [this link](#)

Type the credentials used to create your Ariba Network account into the Login template:

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

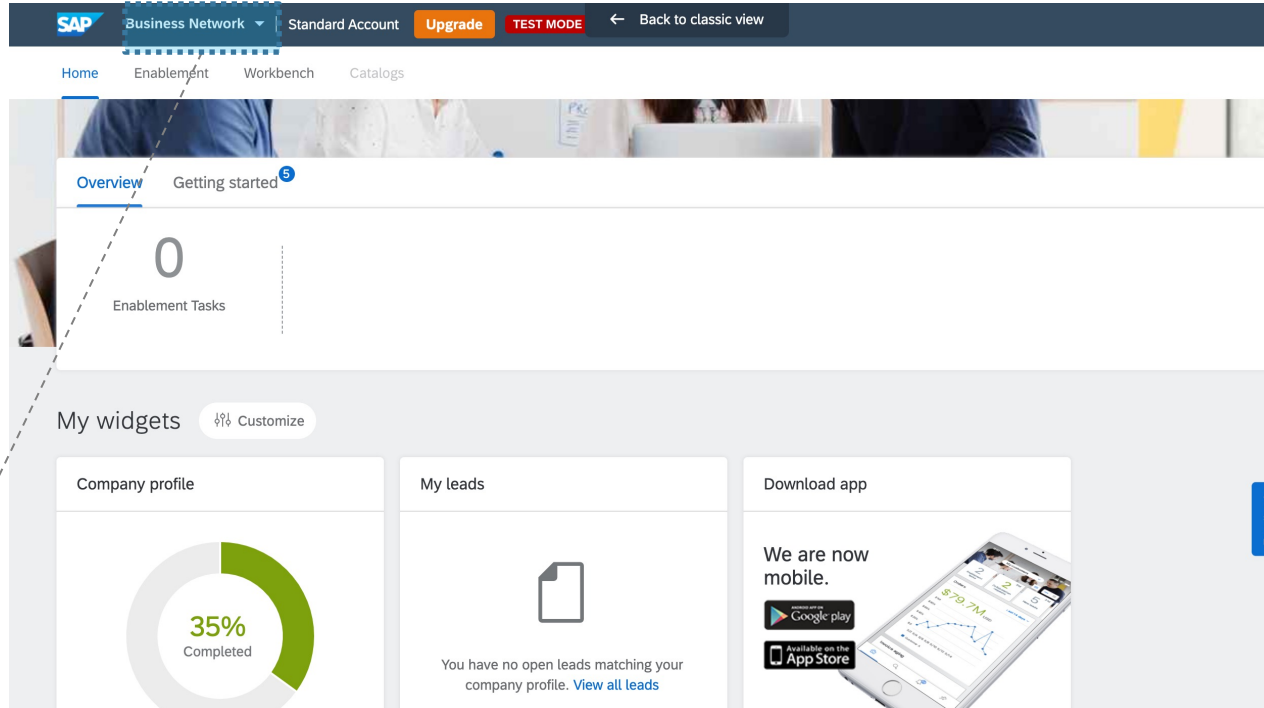
Keep your business growing and on track

SAP Supplier Financing can address your working capital needs. With up to 100% in payment upon approval, it's simplifies the borrowing process. Available now on your supplier portal and for companies based in USA.

[Learn More](#)

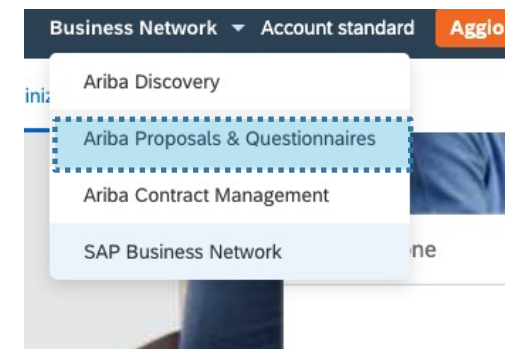
If you have lost your credentials, you can click on this link to recover them

Once you have entered your credentials, you will reach this page:



Click on the menu item «**Business Network**».

From the drop-down menu select «**Ariba Proposals and Questionnaires**»:



At this point you have reached your Personal Area, where you can consult all the questionnaires you have filled in for the Italgas qualification process.

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

| Title | ID | End Time ↓ | Event Type | Participated |
|----------|----|------------|------------|--------------|
| No items | | | | |

Registration Questionnaires

| Title | ID | End Time ↓ | Status |
|---|--------------|-------------------|------------|
| ▼ Status: Aperto (1) | | | |
| Questionario Fornitore di Registrazione | Doc844756674 | 1/19/6105 4:22 PM | Registered |

Qualification Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|---|--------------|--------------------|------------------------------|------------|-----------|
| ▼ Status: Completato (1) | | | | | |
| Questionario di Qualifica | Doc844776848 | 12/27/2021 2:25 PM | [BB04AC01] GENERATORI TER... | ITA Italia | Qualified |

Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|--|--------------|-------------------|------------|------------|---------------|
| ▼ Status: Aperto (11) | | | | | |
| ISO 9001 (Sistema di Gestione Qualità) | Doc844947991 | 1/26/2022 2:32 PM | (no value) | (no value) | Not Responded |

The features include one for **customising the display** of items on the page. Click on the grid symbol on the right of each section. A menu will open where you can select the display options:

There are no matched postings.

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Events

| Title | ID | End Time ↓ | Event Type | Participated |
|----------|----|------------|------------|--------------|
| No items | | | | |

Registration Questionnaires


| Title | ID | End Time ↓ |
|---|--------------|-------------------|
| ▼ Status: Aperto (1) | | |
| Questionario Fornitore di Registrazione | Doc844756674 | 1/19/6105 4:22 PM |

Qualification Questionnaires

| Title | ID | End Time ↓ | Commodity |
|---|--------------|--------------------|--|
| ▼ Status: Completato (1) | | | |
| Questionario di Qualifica | Doc844776848 | 12/27/2021 2:25 PM | [BB04AC01] GENERATORI TER... View more |

Questionnaires

| Title | ID | End Time ↓ | Commodity | Re |
|--|--------------|-------------------|------------|------------|
| ▼ Status: Aperto (11) | | | | |
| ISO 9001 (Sistema di Gestione Qualità) | Doc844947991 | 1/26/2022 2:32 PM | (no value) | (no value) |
| Questionario SOA - OS19 | Doc844947979 | 1/26/2022 2:32 PM | (no value) | (no value) |



Show / Hide Columns

☒ Title

☒ ID

☐ Event State

☒ End Time

☐ Status

☒ Event Type

☒ Participated

Group by Column

☐ Title

☐ ID

☐ End Time

☐ Event Type

☐ Participated

Grouping Expansion

☒ Collapse All

☐ Expand All

Instead, by clicking on one of the questionnaires, you can see details of all the information you entered:

There are no matched postings.

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Events

| Title | ID | End Time ↓ | Event Type | Participated |
|----------|----|------------|------------|--------------|
| No items | | | | |

Registration Questionnaires

| Title | ID | End Time ↓ | Status |
|---|--------------|-------------------|------------|
| ▼ Status: Aperto (1) | | | |
| Questionario Fornitore di Registrazione | Doc844756674 | 1/19/6105 4:22 PM | Registered |

Qualification Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|---|--------------|--------------------|------------------------------|------------|-----------|
| ▼ Status: Completato (1) | | | | | |
| Questionario di Qualifica | Doc844776848 | 12/27/2021 2:25 PM | [BB04AC01] GENERATORI TER... | ITA Italia | Qualified |

Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|--|--------------|-------------------|------------|------------|---------------|
| ▼ Status: Aperto (11) | | | | | |
| ISO 9001 (Sistema di Gestione Qualità) | Doc844947991 | 1/26/2022 2:32 PM | (no value) | (no value) | Not Responded |

The **details of the questionnaire** selected shows a summary of all the answers provided and a series of features:

The screenshot shows the 'Event Details' page for a questionnaire titled 'Doc844776848 - Questionario di Qualifica'. The page is divided into a left sidebar and a main content area. The sidebar contains links for 'Event Messages', 'Response History', 'Download Tutorials', 'Prepare Response', 'Response Team', and 'Event Contents'. The 'Event Contents' section is expanded, showing 'All Content', '6 Sezione Smart', and '55 Commenti aggiuntivi'. The main content area has a top bar with a 'Qualified' status icon and three buttons: 'Download Content', 'Print Event Information', and 'Review Response'. Below this is a table titled 'All Content' with columns for 'Name' and 'Answer'. The table contains several rows of questions and answers. At the bottom, there is an 'Event Overview and Timing Rules' section with details about the owner, event type, publish time, and due date.

1. Questionnaire Status: Qualified

2. Event Messages: Event Messages

3. Event contents: Event Contents

4. Download content: Download Content

5. Print event information: Print Event Information

6. Review Response: Review Response

| Name ↑ | Answer |
|--|--------|
| 1 Indicare la forma giuridica della società | S.p.A. |
| 3 Sei una Start-up? ⓘ | No |
| 4 Sei una PMI innovativa? | No |
| 5 Hai almeno una Sede in Italia? ⓘ | Yes |
| ▼ 6 Sezione Smart | |
| ▼ 6.1 ART. 80 ANTIMAFIA E MOTIVI DI ESCLUSIONE | |

Event Overview and Timing Rules

Owner: Project Owner ⓘ

Event Type: Survey

Publish time: 12/27/2021 2:19 PM

Due date: 12/27/2021 2:25 PM

Currency: European Union Euro

Mario Rossi (test-mario.rossi.net3000@gmail.com) last visited 28 Dec 2021 2:21:35 AM Net2000 AN11015009708-T
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1. Questionnaire Status:

From here you can monitor the status of your questionnaire

2. Event Messages:

From here you can see all the messages you have sent to Italgas operators with regard to the questionnaire

3. Event contents:

You can browse the various sections of the questionnaire by clicking on the items in the menu on the left of the page

4. Download content:

This button allows you to download the completed questionnaire in Excel format

5. Print event information:

This button allows you to download the completed questionnaire in Word format

6. Review Response:

This button allows you to modify the answers to the questionnaire (**NOTE:** you may only modify answers if requested to do so by Italgas)

NOTE:

To be implemented in the future: option to download the questionnaire in PDF format