Italgas

Suppliers Manual
For the **Qualification** phase
on **IT4Buy** by Ariba Network

IT**4Buy**

1 Qualification Contribution

To ensure the efficiency of the qualification process, Italgas asks the supplier for a contribution to be paid at the time of the application for a new qualification and upon renewal of the same.

Before completing the Qualification Questionnaire, you will receive an **email** with the **instructions for paying** the contribution to be carried out by bank transfer with specification of the reason for payment indicated in the text of the email.

NOTE: *Failure to pay the contribution by the deadlines set will result in the non-acceptance or non-renewal of the qualification with the consequent exclusion from the Vendor List of the Italgas Group.*
The amounts paid will not be returned if the qualification is suspended or revoked.

Clicking on the link in the email inviting you to proceed with qualification, will bring you to the **questionnaire page**. Fill in the required fields on the form. Fields marked * are mandatory.

<Go back to IT4BUY - TEST Dashboard   Desktop File Sync

Console   📋 **Doc845848597 - Qualification Questionnaire**

🕐 Time remaining
59 days 23:50:08

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

6   Smart section

55   Additional comments

All Content

Name ↑	
1 Indicate the legal form of the company	* Unspecified ⌄
3 Are you a Start-up? ⓘ	* Unspecified ⌄
4 Are you an innovative SME?	* Unspecified ⌄
5 Do you have at least one branch in Italy? ⓘ	* Unspecified ⌄
▼ 6 **Smart section**	
6.3 You declare that you are in compliance with tax and fiscal obligations	* Unspecified ⌄
6.4 ORGANIZATION CHART - attach flowchart with the organizational structure of the company	*Attach a file
6.5 You confirm that you have read, accepted and are committed to respecting the Ethics	* Unspecified ⌄

(*) indicates a required field

Submit Entire Response   Save draft | Compose Message   Excel Import

The Qualification Questionnaire page also offers various features that make the experience more user-friendly.

Desktop File Sync

Console

📋 Doc845848597 - Qualification Questionnaire

🕐 Time remaining
59 days 23:50:08

1

Event Messages
Event Details
Response History
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2

▼ Event Contents

    All Content

6   Smart section

55   Additional comments

All Content

Name ↑

1 Indicate the legal form of the company	*	Unspecified ⌄
3 Are you a Start-up? ⓘ	*	Unspecified ⌄
4 Are you an innovative SME?	*	Unspecified ⌄
5 Do you have at least one branch in Italy? ⓘ	*	Unspecified ⌄
▼ 6 Smart section		
6.3 You declare that you are in compliance with tax and fiscal obligations	*	Unspecified ⌄
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6.5 You confirm that you have read, accepted and are committed to respecting the Ethics	*	Unspecified ⌄

(*) indicates a required field

Submit Entire Response	Save draft	Compose Message	Excel Import

3   **4**

1. Timer:
At the top right of the page, you can see the time avalaible for completing the questionnaire

2. 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

3. Save Draft:
This button will allow you to save the questionnaire, in case you need totake a brake and complete it later

4. Compose message:
This feature allows you to write and send a messages directly to the Italgas operators, if you need to supplement your answers to the questionnaire or request information.

3 **Submission of the Qualification Questionnaire**

Once you have completed all the fields, click on the **«Submit Entire Response»** button at the bottom of the page to confirm the questionnaire.

<Go back to IT4BUY - TEST Dashboard

Desktop File Sync

Console

📇 Doc845848597 - Qualification Questionnaire

🕐 Time remaining
59 days 23:50:08

Event Messages
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All Content

6 Smart section

55 Additional comments

All Content

Name ↑	
1 Indicate the legal form of the company	* Unspecified ⌄
3 Are you a Start-up? ⓘ	* Unspecified ⌄
4 Are you an innovative SME?	* Unspecified ⌄
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▼ 6 **Smart section**	
6.3 You declare that you are in compliance with tax and fiscal obligations	* Unspecified ⌄
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6.5 You confirm that you have read, accepted and are committed to respecting the Ethics	* Unspecified ⌄

(*) indicates a required field

Submit Entire Response   Save draft   Compose Message   Excel Import

Once you have submitted the questionnaire, the page will show a **summary** of the information you have entered. In addition, a **confirmation message** will tell you if the questionnaire was submitted successfully:

Ariba Sourcing

Company Settings ▾   Mario Rossi ▾   Feedback   Help ▾   Messages »

< Go back to IT4BUY - TEST Dashboard

Desktop File Sync

Console

Doc845994973 - Registration Supplier Questionnaire

Pending Approval

✓ Your response has been submitted. Thank you for participating in the event.

Event Messages
Event Details
Response History
Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

6   Smart section

55   Additional comments

All Content

Name ↑	
1 Indicate the legal form of the company	* Unspecified ▾
3 Are you a Start-up? ⓘ	* Unspecified ▾
4 Are you an innovative SME?	* Unspecified ▾
5 Do you have at least one branch in Italy? ⓘ	* Unspecified ▾
▼ 6 **Smart section**	
6.3 You declare that you are in compliance with tax and fiscal obligations	* Unspecified ▾
6.4 ORGANIZATION CHART - attach flowchart with the organizational structure of the company	*Attach a file
6.5 You confirm that you have read, accepted and are committed to respecting the Ethics	* Unspecified ▾

Compose Message

At the top right of the page you can also see the **status** of your qualification questionnaire

5

Completing the Modular questionnaire

To complete the process, Italgas requires some **documents needed** to assess the Qualification.

These documents must be attached on the IT4Buy platform using the so-called **Modular Questionnaire**.

Once you have completed and submitted the Qualification questionnaire, you will receive an **email** requesting the necessary documentation for the Goods Category(s) you wish to qualify for and the relevant deadline for uploading it.

IT4Buy

Gentle supplier,
The Italgas qualification team invited you to upload the following certificate:

Certificate: ISO 45001 (Occupational Health and Safety Management System)
Response deadline: Wed, Jan 26, 2022

Send questionnaire

We remind you that if you want to see the complete situation of the modular questionnaires requested, you can view it on your main page. To access your main page click on "Return to the IT4BUY dial", after having opened the link indicated above.

Best regards
Italgas SpA

Using the **link** in the email, you can directly access the modular questionnaire and upload the documentation requested

Click on the link in the email to access the modular questionnaire page. Follow the instructions on the page to attach the documentation requested.

Once you have completed the entire form, click **"Submit Entire Response"** to confirm.

Desktop File Sync

Console

▤ Doc844929810 - ISO 50001 (Energy Management System)

Time remaining
28 days 02:42:39

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 ISO 50001 (System of ...

All Content

Name ↑		
▼ 1 ISO 50001 (Energy Management System)		
1.1 Issued by ⓘ	*	
1.2 Release date	*	📅
1.3 Expiry date	*	📅
1.4 Attach certificate	*Attach a file	
(*) indicates a required field		

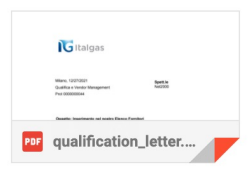| Submit Entire Response | Save draft | Compose Message | Excel Import |

5 Qualification Result

At this point, Italgas will verify the information you entered in the Qualification Questionnaire and the documentation attached in the Modular questionnaire.

Once the checks have been completed, you will receive an **email** informing you of the result of Qualification. Attached to the email, you will also receive the **Letter of Qualification**, which is an official document certifying the result of the process.

Dear Supplier,
we are happy to inform you that your qualification request has been approved. Therefore, you are now a qualified supplier for the following Product Groups: [BB04AC01] HOT WATER HEAT GENERATORS FOR
   SIZE REDUCTION SAMPLE SYSTEMS AND INTERMEDIATE REDUCTION SYSTEMS

The qualification letter is attached.
Welcome on board!
Kind regards.
Italgas Spa

PDF qualification_letter....

Re: Insertion in our Supplier List

Dear Supplier,

we hereby inform you the positive outcome of the Qualification process, carried out according to the criteria

established by the current procedure for the qualification of suppliers. The above refers exclusively to your inclusion in Italgas Group's Vendor List from which candidates for tenders may be selected.

It does not imply any obligation or commitment on our part to award contracts, nor does it entitle you to any services on any basis.

The following areas for improvement were found from the documentation analysed or the technical inspection performed during the qualification process:

- **Environment**

  N/D

- **Technical Area**

  N/D

- **Organisation**

  N/D

- **HSQ Area**

  N/D

We reserve the right to verify implementation of your improvement plans.

It is understood that inclusion in the Italgas Group's Vendor List will be valid until 29/12/2024. Upon expiry, your company may remain on our list only if it has been found to be eligible at the end of the qualification renewal process, which will be initiated by us upon your specific confirmation on the IT4Buy system.

In this regard, we would like to point out that upon expiry of qualification, if the Supplier has not submitted a request for Renewal within the time and in the manner

In the letter, you will find summary of the Goods Category(s) for which you have qualified, the expiry date of your qualification and any limitations and/or areas for improvement found during verification (or Audit, if required by your Goods Category).