



**Suppliers Manual**  
for the Registration phase  
on **IT4Buy** by Ariba Network



## 1 Ariba Network Account Creation

The second phase in the qualification process is Registration.

In order to use the Italgas procurement platform, IT4Buy, you must create an **Ariba Network** account.

Ariba Network is the digital marketplace used by Italgas to manage sourcing and procurement activities and to collaborate with suppliers.

To create your account, click on the **link** you received in the Application confirmation email:

The logo for IT4Buy, with 'IT' in grey and '4Buy' in blue.

### Register as a supplier with IT4BUY - TEST

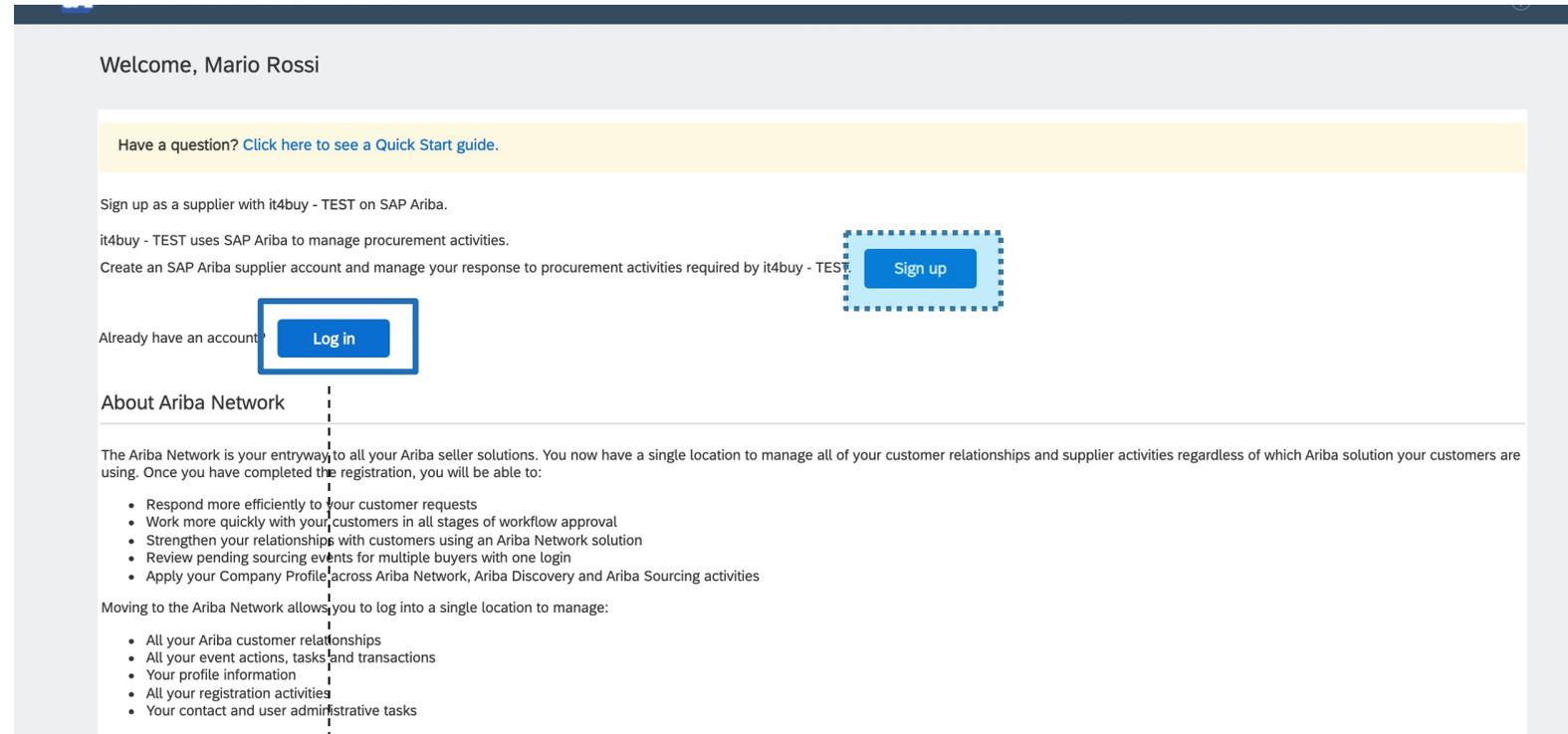
Hello!

Net1000 has invited you to register to become a supplier with IT4BUY - TEST. Start by creating an account with Ariba Network. It's free.

IT4BUY - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Net1000 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

By clicking on the link, you will come to this page where you can create your Ariba Network account. Click the «**Sign up**» button to fill out the registration form



If you already have an Ariba Network account, you can click on the "Login" button to enter your credentials and access the system directly

Fill in the required fields in the Account Creation form. Fields marked with \* are mandatory.

**Create account**

Create account and continue
Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by it4buy - TEST.

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### Company information

\* Indicates a required field

Company Name:\*

Country/Region:\*

Address:\*

City:\*

State:\*

Zip:\*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

### User account information

In the form you will also be asked to insert the **Production and Service Categories**.

The production and service categories are NOT necessary for Italgas qualification, but they are used for registration on Ariba Network.

Tell us more about your business

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Product and Service Categories:\*   -or- [Browse](#)

Ship-to or Service Locations:\*   -or- [Browse](#)

Tax ID:  Enter your nine-digit Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

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I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

**NOTE:** *These categories are NOT the same as the Italgas Goods Categories. Therefore, you will not find exact correspondence between the "Categories of products and services" of Ariba Network and the Italgas Goods Categories. Simply select the category that most closely resembles your business activity.*

To select the relevant Category, click on the **"Browse"** button:

The screenshot shows a form with the following fields and buttons:

- Product and Service Categories:** Input field with "Add" and "Browse" buttons.
- Ship-to or Service Locations:** Input field with "Add" and "Browse" buttons.
- Tax ID:** Input field with "Optional" text and a note: "Enter your nine-digit Company Tax ID number."
- DUNS Number:** Input field with "Optional" text and a note: "Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with '-T' in test account."

A dashed line points from the "Browse" button in the "Product and Service Categories" section to a blue-bordered box containing the word "Browse".

I have read and agree to the [Terms of Use](#)

A list of predefined categories will open, from which you can select the relevant activity. If you don't find your category in the list, you can click on the **"Search"** tab and run a search:

The screenshot shows the "Product and Service Category Selection" dialog box with the following elements:

- Search/Browse tabs:** The "Search" tab is selected and highlighted with a dashed blue box.
- Instructions:** "Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes."
- Category List:** A list of categories on the left:
  - Agricultural & Fishing Machinery >
  - Agricultural & Fishing Services >
  - Apparel, Luggage & Personal Care >
  - Chemicals >
  - Cleaning Supplies >
  - Computer Hardware, Software & Telecom >
  - Construction & Maintenance Services >
  - Construction Materials >
- Category Content:** Three empty boxes on the right, each containing the text "No items".
- My Selections (0):** A section at the bottom with a "Remove" button and a box containing "No items".
- Buttons:** "Cancel" and "OK" buttons at the bottom right.

You can also select the Category that is closest to your business by clicking on **"Add"**. The system will provide a number of suggestions which you can select if you wish:

The image shows a two-part screenshot of a web form titled "Tell us more about your business".

The left part shows the input field "Product and Service Categories:\*" with a blue dashed border. To its right is an "Add" button.

The right part shows the same form after the "Add" button is clicked. The "Product and Service Categories:\*" field now contains the text "therm". To the right of the field is an "Add" button, followed by "-or-" and a "Browse" button. Below the field, a dropdown menu is open, showing two suggestions: "Thermal transfer industrial printing services" and "Thermal generators".

**NOTE:**

*If you choose this procedure, you will have to wait for Ariba Network to approve the category you have entered. The operation may take some time. For this reason, **we recommend using the procedure described on the previous page***

The Ship-to or Service Location is the **country** where you run your business.

As with the production categories, there are two ways to enter this information.

You can add it by typing it in the text field and then clicking on "Add", or by clicking on "Browse" and choosing an activity from the given list:

Ship-to or Service Locations:\*   -or- [Browse](#)

United States Suggestions

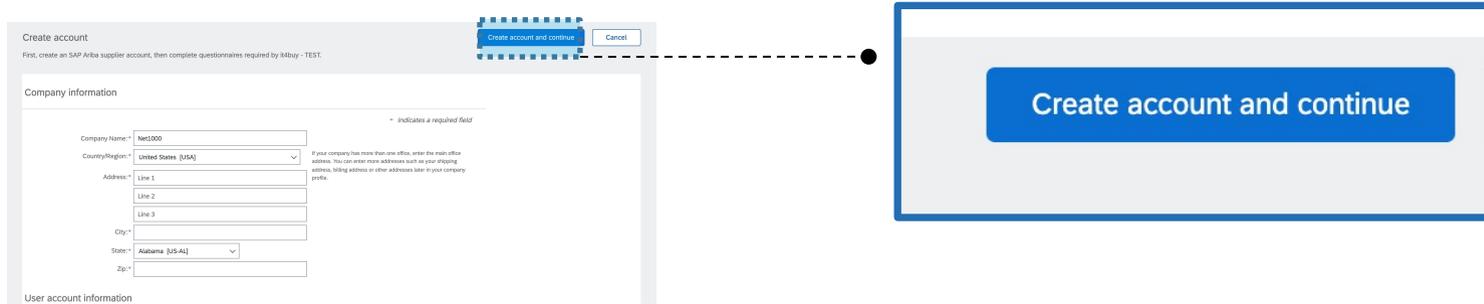
Tax ID:

If, for example, you run your business in several countries, you can select more than one:

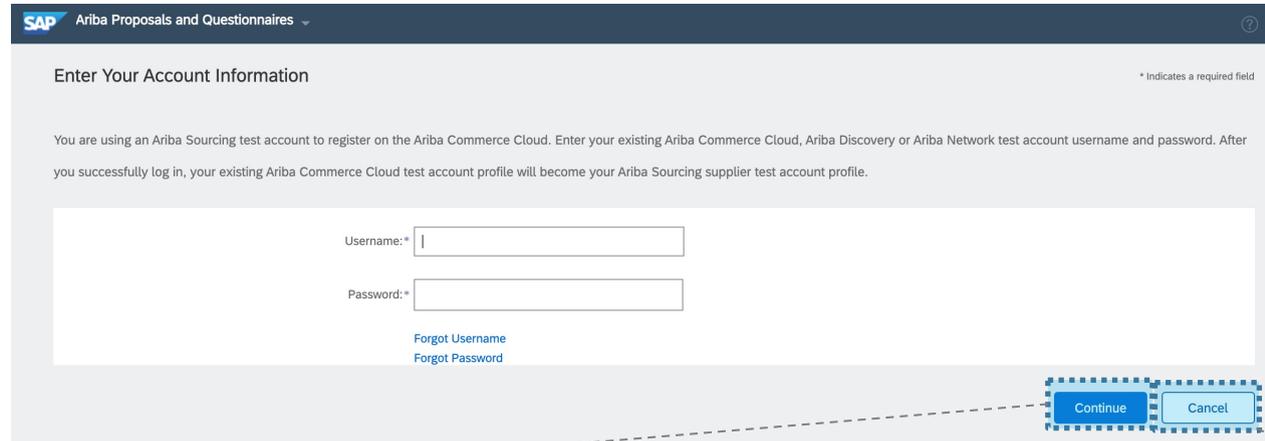
Ship-to or Service Locations:\*   -or- [Browse](#)

United States X

Once you have filled out the entire form, click on the **"Create an Account and Continue"** button:



If your email is already registered on Ariba Network, the system will notify you:



If you remember your existing account credentials, you can enter them and click **"Continue»**.

Otherwise, click on **"Cancel»** and a new account will be created.

At the end of the Ariba Network Account Creation process, you will receive a **confirmation email**:



**Welcome to Ariba Commerce Cloud**

The Ariba Commerce Cloud for Net2000 registration process is now complete.

Organization Account ID: **AN11015009708-T**

Username: [test-mario.rossi](#)

As the administrator of this account, keep your username and password in a safe place and do not share this information.

If you signed up after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Vendor Collaboration Console provides a central point of management for all Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers may request that you provide additional profile information as part of their supplier profile questionnaire. When accessing customer-required fields for a specific buyer, a pop-up page will appear with the buyer's name and required fields.

You can immediately perform administrative and configuration tasks such as creating users and completing the company profile. If the Account Administrator role is not your role, you can transfer this role at any time to another person in your organization whose role is more compatible with that of Account Administrator.

**It is useful to know:**

The Ariba Commerce Cloud account is a central access point to the vendor-facing features of the following Ariba solutions:

- Ariba Discovery™ (Lead)
- Ariba Sourcing™ (Offers)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders and invoices)

**NOTE:** Remember to keep a note of your credentials.  
You'll need them to access the system.

## 2 Completion of the Italgas Registration Questionnaire

Once you have created your Ariba Network account, you will be redirected to the **Registration** page to be added to the **Italgas** Vendor List.

Fill in the required fields in the Registration form. Fields marked \* are mandatory:

< Go back to IT4BUY - TEST Dashboard Desktop File Sync

Console Doc845994973 - Registration Supplier Questionnaire Time remaining  
29 days 23:19:11

Event Messages

Event Details

Response History

Response Team

---

▼ Event Contents

All Content

2 General informations

5 Contacts

6 Certifications

7 Bank information

8 Corporate-Financial Data ...

General informations (Section 1 of 5) Next »

Name ↑

▼ 2 General Information

2.1 Company name \*

Country:  ⓘ

Tax Name	TaxType	Tax Number
USA: Social Security Number	Organization	<input type="text"/>
USA: Employer ID Number	Organization	<input type="text"/>

(\*) indicates a required field

In the Registration Questionnaire you will also find a section for entering your Banking information:

7 **Banking Information** [Add Banking Information](#) (0) Less...

**ATTENTION!** with reference to bank details, the following fields must be filled in:

- village
- Iban code

The aforementioned fields must be filled in avoiding to leave white spaces.  
Otherwise it will not be possible to proceed with registration in the ITALGAS register.

To fill in the banking information click on the link *"Add Banking information"*

From the page that opens, click on the *"Add Banking information"* button:

[All Content](#) > 7 Banking Information

Banking Information (0)

Name ↑

No items

[Add Banking Information](#) (\*) indicates a required field

The **mandatory** fields to fill out are:

Go back to IT4BUY - TEST Dashboard Desktop File Sync

[Save](#) [Cancel](#)

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 7 Banking Information

Banking Information (1)

Name 1

Banking Information # 1 Delete

Bank Type: Domestic  **1**

Country: (no value)  **2**

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key / ABA Routing Number:

Account Number:

IBAN Number:  **3**

SWIFT Code:

Bank Control Key: No Choice

Bank account information

Please attach a bank reference  [Attach a file](#)

[Add an additional Banking Information](#)

(\*) indicates a required field

- 1.** Bank Type
- 2.** Country
- 3.** IBAN Number
- 4.** Bank Reference  
(to be attached)

Ignore the other fields on the form and when you have finished, click the **"Save"** button at the top right of the page

# 3 Features of the Italgas Registration Questionnaire

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

The screenshot shows the 'Registration Supplier Questionnaire' page for document ID 'Doc845994973'. At the top right, a timer indicates 'Time remaining: 29 days 23:19:11' (Callout 1). On the left, a navigation menu is visible with 'Event Contents' expanded to show 'General informations' (Callout 2). The main form area is titled 'General informations' and includes sections for '2.1 Company name' (with a text input field containing 'Net1.000') and '2.2 Tax information' (with a dropdown for 'Country: United States (US)' and a table for tax details). At the bottom, a row of buttons includes 'Submit Entire Response' (Callout 3), 'Save draft', 'Compose Message' (Callout 4), and 'Excel Import'. A note at the bottom of the form states '(\*) indicates a required field'.

### 1. Timer:

At the top right of the page, you can see the time available 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 to take a break and complete it later

### 4. Compose message:

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

## 4 Submission of the Registration 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 Doc845994973 - Registration Supplier Questionnaire ⌚ Time remaining  
29 days 23:19:11

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

2 General informations

5 Contacts

6 Certifications

7 Bank information

8 Corporate-Financial Data ...

### General informations (Section 1 of 5) Next >

Name ↑

▼ 2 General Information

2.1 Company name \* Net1000

2.2 Tax information \*

Tax Name	TaxType	Tax Number
USA: Social Security Number	Organization	<input type="text"/>
USA: Employer ID Number	Organization	<input type="text"/>

(\*) 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:

The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with the Ariba Sourcing logo, a grid icon, and links for Company Settings, Mario Rossi, Feedback, Help, and Messages. Below the navigation bar, there is a breadcrumb trail: < Go back to IT4BUY - TEST Dashboard. On the right side of the breadcrumb trail, there is a link for Desktop File Sync. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Console' section with a document icon, followed by 'Doc845994973 - Registration Supplier Questionnaire' and 'Pending Approval'. The main panel has a 'Event Messages' section with a green confirmation message: 'Your response has been submitted. Thank you for participating in the event.' Below this is an 'All Content' section with a table of questionnaire items. The table has a 'Name' column and a 'Content' column. The first row is '1 Please complete the registration questionnaire. Fields marked with \* are required'. The second row is '2 General Information', which is expanded to show '2.1 Company name' (Net1000) and '2.2 Tax information'. The '2.2 Tax information' row has a sub-table with columns for 'Tax Name', 'TaxType', and 'Tax Number'. The sub-table contains two rows: 'USA: Social Security Number' (Organization) and 'USA: Employer ID Number' (Organization, 12-3456789). At the bottom of the main panel, there is a 'Compose Message' button.

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 2 General informations
- 5 Contacts
- 6 Certifications
- 7 Bank information
- 8 Corporate-Financial Data ...

All Content

Name ↑										
1	Please complete the registration questionnaire. Fields marked with * are required									
2	General Information									
2.1	Company name Net1000									
2.2	Tax information Country: United States (US) ⓘ <table border="1"> <thead> <tr> <th>Tax Name</th> <th>TaxType</th> <th>Tax Number</th> </tr> </thead> <tbody> <tr> <td>USA: Social Security Number</td> <td>Organization</td> <td></td> </tr> <tr> <td>USA: Employer ID Number</td> <td>Organization</td> <td>12-3456789</td> </tr> </tbody> </table>	Tax Name	TaxType	Tax Number	USA: Social Security Number	Organization		USA: Employer ID Number	Organization	12-3456789
Tax Name	TaxType	Tax Number								
USA: Social Security Number	Organization									
USA: Employer ID Number	Organization	12-3456789								

Compose Message

If Italgas asks you to change some information, you will see a "Review Answer" button which will allow you to modify the data entered, and you can use it also if you realise you have filled in some fields incorrectly.

You will also receive an **email**, further confirming that the Registration questionnaire has been submitted:

## IT4Buy

Hello Mario Rossi,

IT4BUY - TEST has received your registration information and will review it for approval.

To check your registration status, log in to the IT4BUY - TEST supplier portal.

[Click Here](#)

Sincerely,  
IT4BUY - TEST

Using the **link** in the email, you can log in to IT4Buy and access your Personal Area.

## 4 Registration result

At this point, Italgas will verify the information you entered in the Registration Form.

Once the information has been checked, you will receive an **email** informing you of the result of your application:

# IT4Buy

Hello Mario Rossi,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with IT4BUY - TEST.

[Click Here](#)

Sincerely,  
IT4BUY - TEST

Subsequently, you will receive a further **email**, containing a summary of the Goods Categories for which you would like to qualify and the **link** for completing the Qualification Questionnaire



**Qualification questionnaire to become a qualified supplier with IT4BUY - TEST**

Hello!

Now that Net1000 is registered as a supplier with IT4BUY - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- [SS04AB71] SERVIZI SPECIALISTICI IN AMBITO CYBER SECURITY in Italia

[Click Here](#) to fill out the questionnaire