



Suppliers Manual For Qualification Renewal on **IT4Buy** by Ariba Network



1 Qualification expiry notice

Italgas will notify you when your qualification is about to expire and inform you how to renew it.

You can then access the IT4Buy platform and start the Renewal process.

2 Renewal Process

The Renewal process requires **checking** and **reviewing** your Qualification Questionnaire.

When you access the qualification questionnaire from your Personal Area, you will find the fields already pre-compiled. All you need to do is make sure that the information you have provided is still valid, changing it where necessary before re-submitting the questionnaire.

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Event Details Doc844776848 - Qualification Questionnaire Qualified

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6 Smart section

55 Additional comments

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Name ↑	
1 Indicate the legal form of the company	SpA
3 Are you a Start-up? ⓘ	No
4 Are you an innovative SME?	No
5 Do you have at least one branch in Italy? ⓘ	Yes
▼ 6 Smart section	
▼ 6.1 ART. 80 ANTIMAFIA AND EXCLUSION GROUNDS	

To change your answers to the questionnaire, click the **"Review Response"** button.

If you documentation has expired at the time of renewal, you will need to upload the updated version.

You will also be asked to renew payment of the qualification contribution and re-compile the sustainability questionnaire