GItalgas

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.

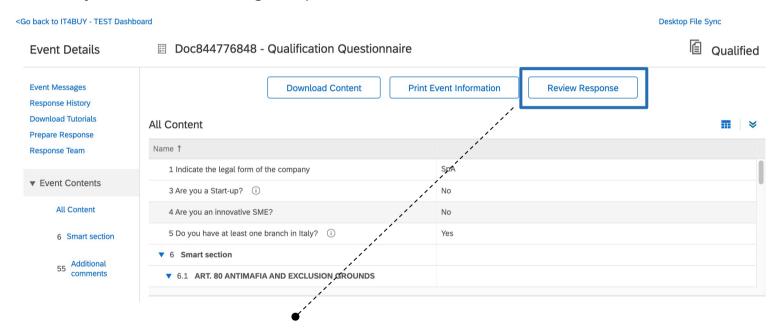
You can then access the IT4Buy platform and start the Renewal process.





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 precompiled. 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.



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