



Suppliers Manual

for the Application phase

on **IT4Buy** by Ariba Network



IT4Buy

1

Filling in the Application Questionnaire

Application is the first phase of the qualification process. This section will guide you in gathering all the information necessary to fill in the **application questionnaire**.

First of all, click on [this link](#).

Fill in the required fields in the Application Form. Fields marked with * are mandatory:

Supplier Self-Registration Request Form

Please complete the Application form. The fields marked with * are mandatory

Company Name *

Type of company *

Legal form of the Company *

Are you a start-up? * ?

☐ Yes ☐ No

START-UP Definition established no longer than 5 years ago;annual turnover under 5 million euros;does not distribute profits;corporate purpose the development and marketing of innovative products or services with high technological value;not established by merger, corporate demerger or following sale of company or business unit; finally, the innovative content of the undertaking is identified by at least one of the three following criteria: at least 15% of the annual turnover and costs, whichever is greater, is attributable to research and development;the total workforce is formed of at least 1/3 of graduate students, PhD students or researchers, or at least 2/3 of shareholders or collaborators of any kind with a master's degree;the undertaking is holder, custodian or licensee of registered patent (industrial property) or holder of registered original computer programme.

Are you an Innovative SME? * ?

☐ Yes ☐ No

SME Definition: fewer than 250 employees;annual turnover not exceeding € 50 million;budget not exceeding € 43 million. The innovative SME is a limited company, including those incorporated as cooperatives, with the following requisites: not listed on a regulated market;not simultaneously registered in the special section of innovative start-ups. The innovative content is identified as having at least 2 of the following 3 subjective requisites: has incurred spending in R&D and innovation equal to at least 3% of the production turnover and cost, whichever is greater;employs highly qualified personnel (at least 1/5 PhD students, graduate students or researchers, or at least 1/3 with master's degree);is holder, custodian or licensee of at least one patent or holder of registered software

Name of the contact person * ?

Surname of the contact person * ?

If anything is unclear you can use the **help** buttons alongside the questions. Moving the mouse over **?** will make a short explanation appear:

Type of company *

Legal form of the company *

Are you a start-up? * ?

Refer to Italian Legislative Decree no. 179/2012, art. 25, subsection 2 for the definition of a start-up

NOTE ON THE CHOICE OF GOODS CATEGORY:

If you want to apply for more than one Goods Category Group, make sure to enter them all in this step (as shown in the example below):

GOODS CATEGORY SELECTION

Select the Goods Category(-ies) *



[BB01AA01] TUBI SAL... ×

[BB01AB06] VALVOLE... ×

NOTE! If you do not know which Goods Category to use, [click here](#) to identify the most suitable one

Once you have completed the entire questionnaire, click on the **"Submit"** button at the bottom of the page:

[Human Rights Policy](#) (see section Business Partners) *

NOTE! It is necessary to read and accept the Human Rights Policy (see section Business Partners) for your qualification. If you do not, your application will be rejected.

Have you completed the CRIF ESG questionnaire? If you have not, **CLICK HERE** to access the questionnaire! If you already have it, attach the certification of CRIF ESG completion. CAREFUL! The CRIF Certificate is mandatory in order to accept your candidacy. Any document loaded not referring to CRIF Certificate will cause rejection your Candidacy. *

Upload File

Submit

Cancel

2

Confirmation of Application Submission

Once you have submitted your application, a **confirmation message** will appear with a summary of the application form you have just completed. If you wish, you can also keep a copy by clicking the *"Print"* button:

Your request for registration as a supplier with IT4BUY - TEST is complete.

The IT4BUY - TEST supplier management team will review your request details and make a decision on your request.
Decision will be sent to your email at

Supplier self-registration request form

Print

Please fill in the Application form.
Fields marked with * are required

Company Name Net1000

Company type Foreign

You will also receive an **email** informing you that the questionnaire has been sent correctly:

IT4BUY - TEST is reviewing your registration request

Ariba Administrator <no-reply@eusmtp.ariba.com>

a me ▾

Hello Net1000,

IT4BUY - TEST has received your registration request and will review it for approval.
Their response will be emailed to mario.rossi.net3000@gmail.com.

If you have any questions, please don't reply to this email but instead contact IT4BUY - TEST directly.

This email has been sent to you on behalf of IT4BUY - TEST by SAP Ariba.

3 Application Result

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

Once the information has been checked, you will receive an **email** informing you of the result of your application. If your application is successful, the email will also contain a **link** to proceed with the second step of the process, i.e. registration:



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

NOTE:

*If you did not receive the email,
**remember to always check your
spam folder as well***