ASTALDI

Astaldi Vendor Management

July, 2018

How to manage SAP Ariba Network for Suppliers

July, 2018

Astaldi Vendor Management

Dear Supplier,

This Manual provides a user friendly walkthrough detailing how to apply to Astaldi's Vendor List trhough the SAP Ariba system.

For technical assistance please contact Ariba Support via the system Help Center (top right corner of the system homepage).

For non-technical clarifications (such as categories, questionnaires' content, etc.), please contact Astaldi at "vendor.management@astaldi.com".

Astaldi Vendor Management Process

The process provides for two phases: **Registration** and **Qualification** (optional).

To complete a phase, it's required to fill and submit a Questionnaire: both Registration and Qualification Questionnaires are available in three languages (English, Italian and Spanish).

Please note that the Questionnaire language depends on the browser language set. In case you are using a different language from the three aforementioned, please note that the questionnaire will be shown in English.

Any communication towards Astaldi shall be either in English, Spanish or Italian.

Please note that it is suggested to use Chrome as browser to perform activities on Ariba.

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Supplier Registration (1/10)

1.1 Email

ASTALDI

Astaldi Vendor List - Invitation to Register

Dear Test
Astaldi invites you to register within its Vendor List using the new Ariba Sourcing portal.

To start, you must create a free Ariba account. If the company Test already has an Ariba account, please login using your account user name and password.

After signin up/in Ariba, you must enter the registration data and select the product categories for which you are asking to be included in Astaldi Vendor List. A maximum of ten (10) categories can be selected. Registration applications containing more than ten categories will be returned for the necessary amendments. The list of main references for each of the selected categories shall be attached.

Your registration application will be examined by Astaldi and you may be subsequently invited to fill-in a qualification questionnaire.

You have fifteen (15) days, from receipt of this mail, to complete the registration.

The registration process and subsequent qualification (if any) are free of charge.

To sign up/in Ariba Click Here.

Best regards,
Astaldi - Vendor Management

Step	Description
1.1	This email is received in order to register as Astaldi Supplier. Please read carefully, then click on the button **Click Here** to start the sign up and then the Registration to Ariba. Please note that you have 15 days to complete the Registration Questionnaire.
1.2	Click on **Sign up** to start the Registration on the Ariba Sourcing. In case you already have an account, please click on **Log in**.

1.2 Ariba Sourcing

Welcome,

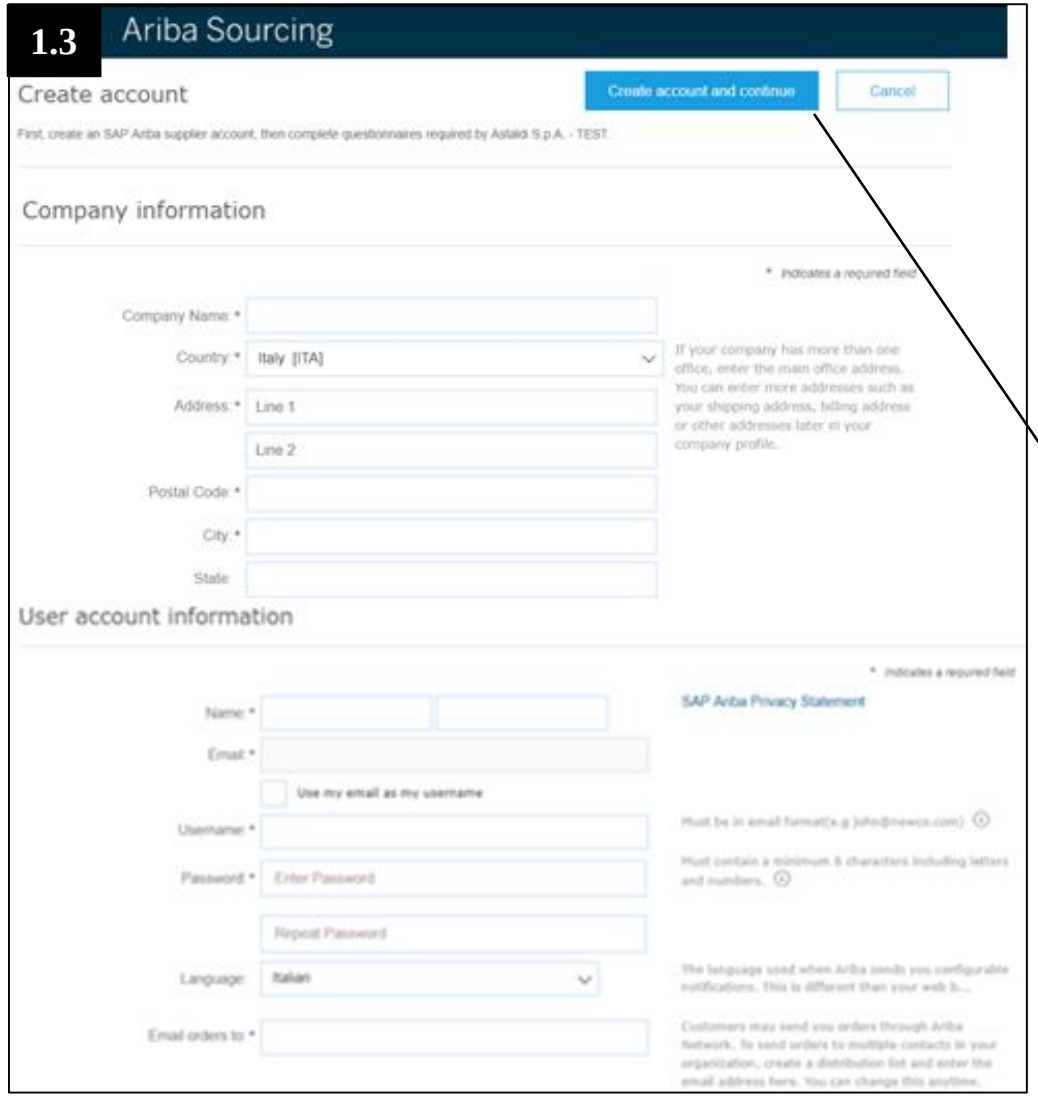
Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. **Astaldi S.p.A. - TEST** has invited you to a sourcing event.

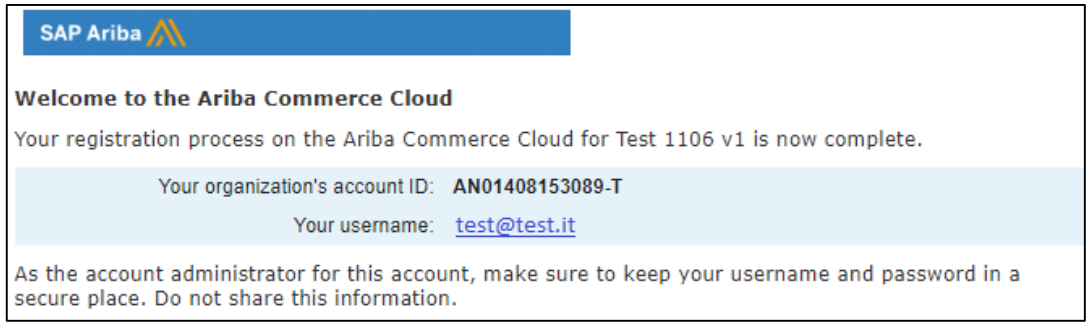
New to the Ariba Network? Sign up to register your user account. **Sign up**

Already have an account? **Log in**

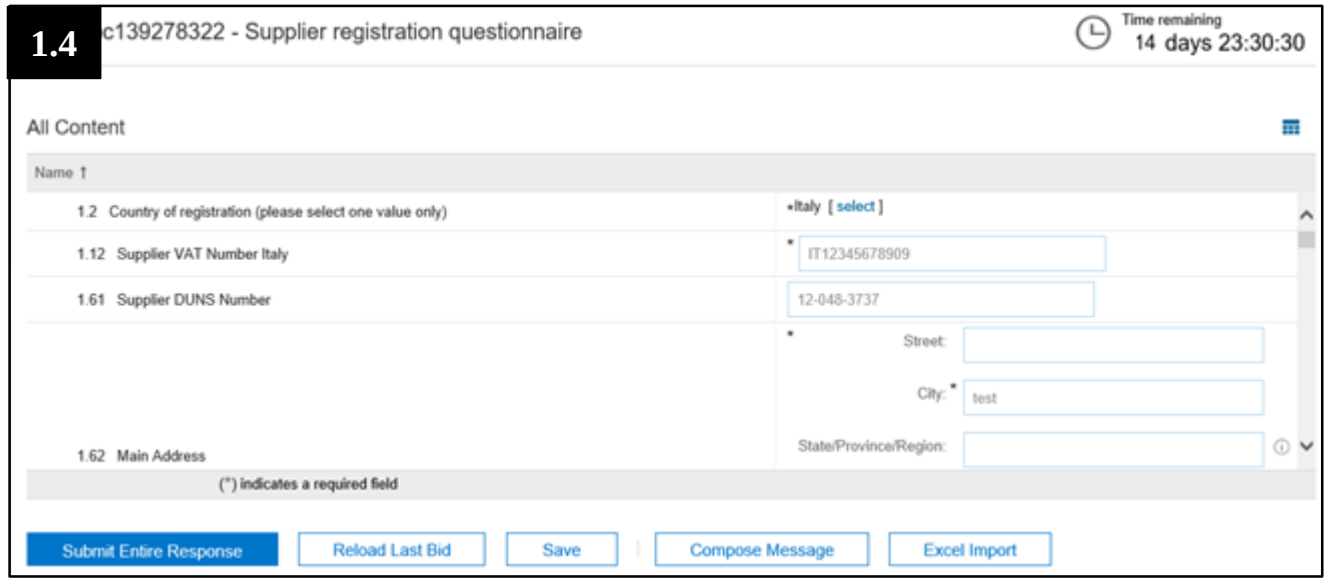
Supplier Registration (2/10)



Step	Description
1.3	Please note that you will be requested to fill two different questionnaires: 1. The first one is required to create an account on the Ariba Network site; 2. The second one will be used to apply and register as Astaldi Supplier. To create an account on the Ariba Network, insert the required information: • **Company Name** • **Country** • **Address** • **Postal Code** • **City** • **Name** • **Email** • **Username** • **Password** • **Email orders to**

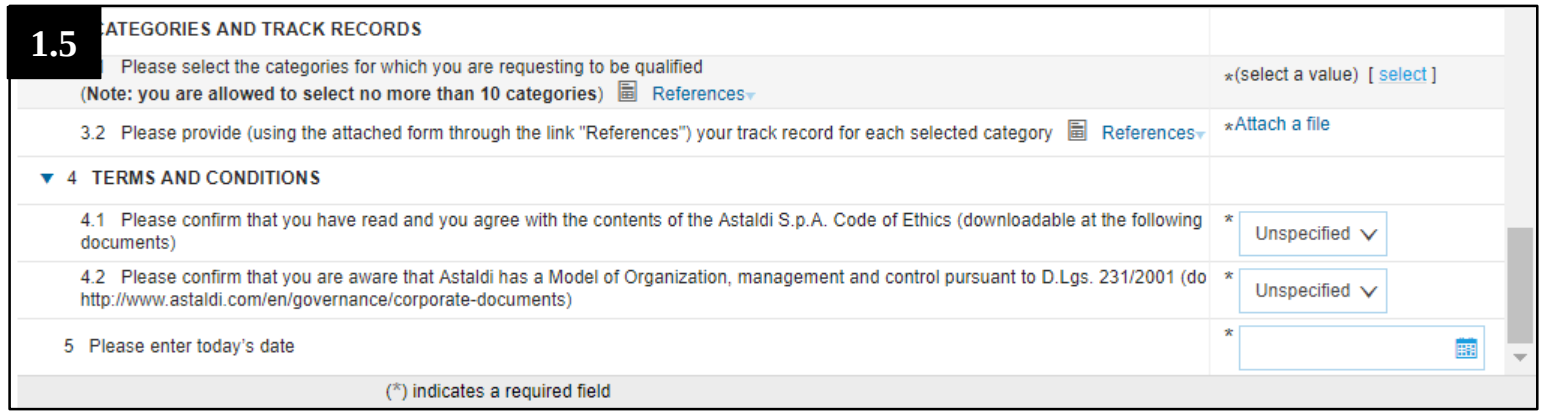


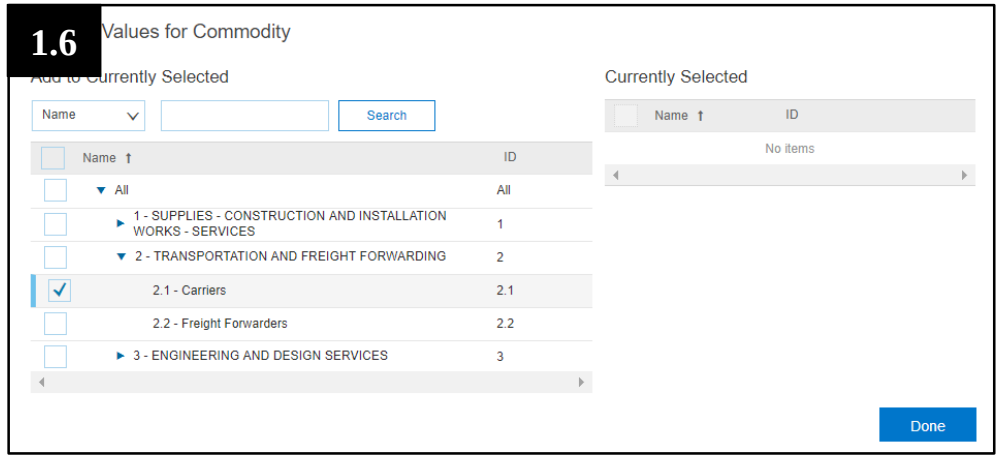
Supplier Registration (3/10)



Step	Description
1.4	In order to apply to be registered as Astaldi Supplier, please fill in the required fields in the Registration Questionnaire, click on **Save**

Supplier Registration (4/10)

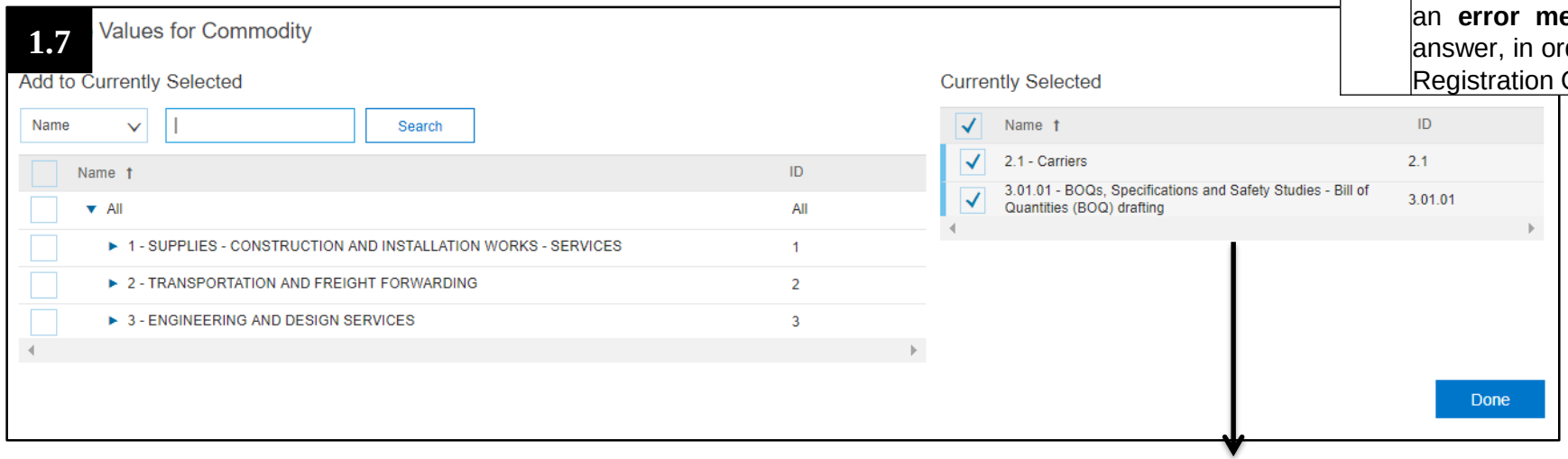


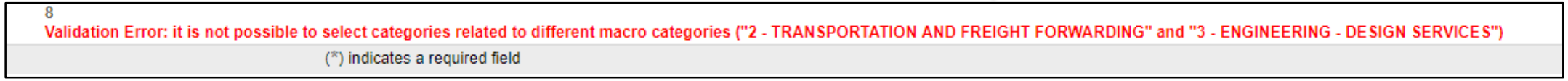


Step	Description
1.5	When selecting the categories you are requesting to be qualified, click on **References** to download the list of categories, then click on **select**.
1.6	To select, please explode the Main Category by clicking on the **blue arrow** on the left, than flag the desired category / categories. Please note that **<u>a maximum of 10 categories can be selected</u>**. In case you select more than 10 categories, the registration will be discarded. A track record (in the format dowloadable from the questionnaire) shall be provided for each selected category.

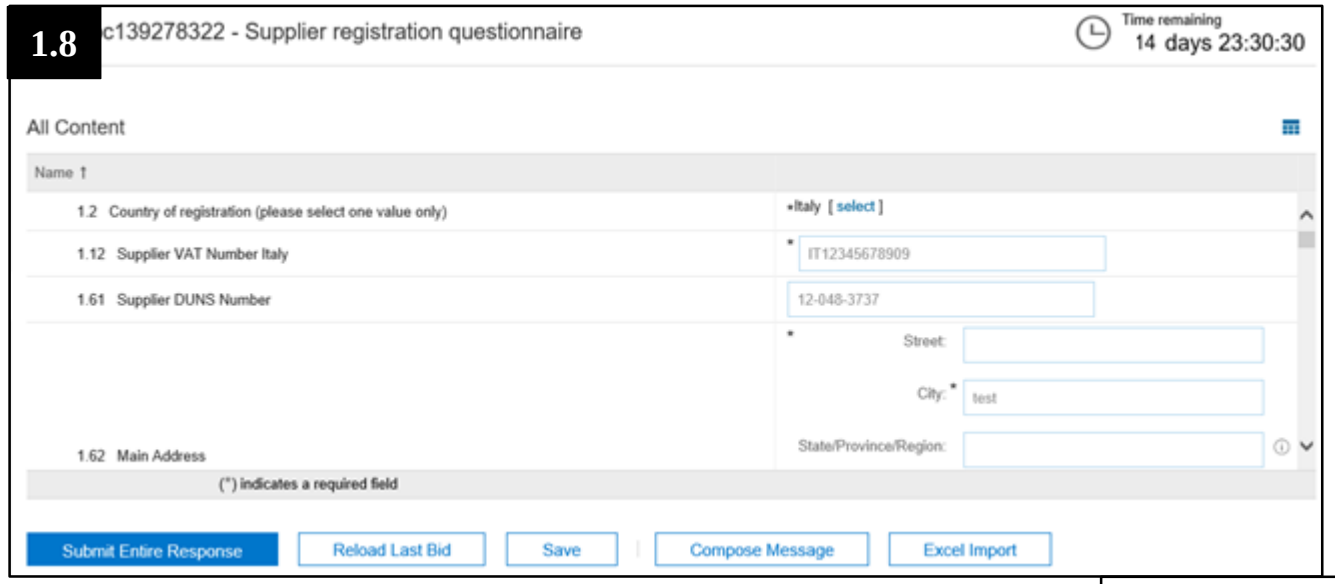
Supplier Registration (5/10)

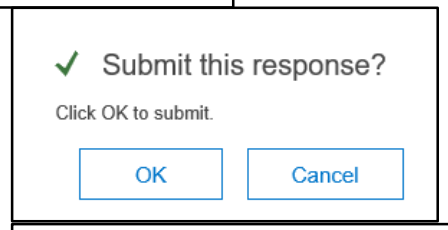
Step	Description
1.7	Please also note that it's required to select only categories nested under the same Main Category. As per images, if you select categories related to different macro categories, for instance *2.1 – Carriers* and *3.01.01 – BOQS, Specifications and Safety Studies*, at the end of the questionnaire you will find an **error message**. Then, it's required to edit the answer, in order to proceed with the submission of the Registration Questionnaire.

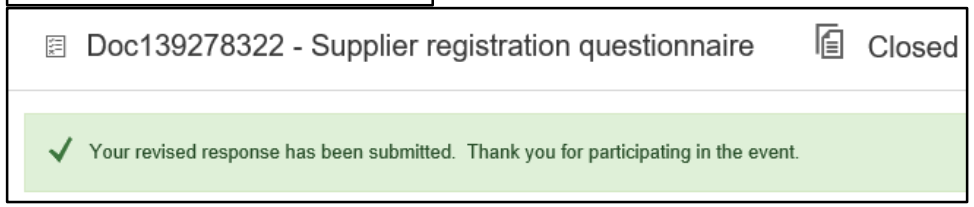




Supplier Registration (6/10)







Step	Description
1.8	When the Questionnaire has been completely filled in, click on **Submit Entire Response**. Please note that it's recommended to **Save** while filling the Questionnaire in order to do not lose any insertion. A green popup will be shown to confirm the submission of the response.

Supplier Registration (7/10)

1.9 Email

ASTALDI

Astaldi Vendor List - Registration - Action needed: provide clarification/additional information

Dear Test

Astaldi has reviewed your registration data and requires the following clarifications/additional information:

Please insert the DUNS Number

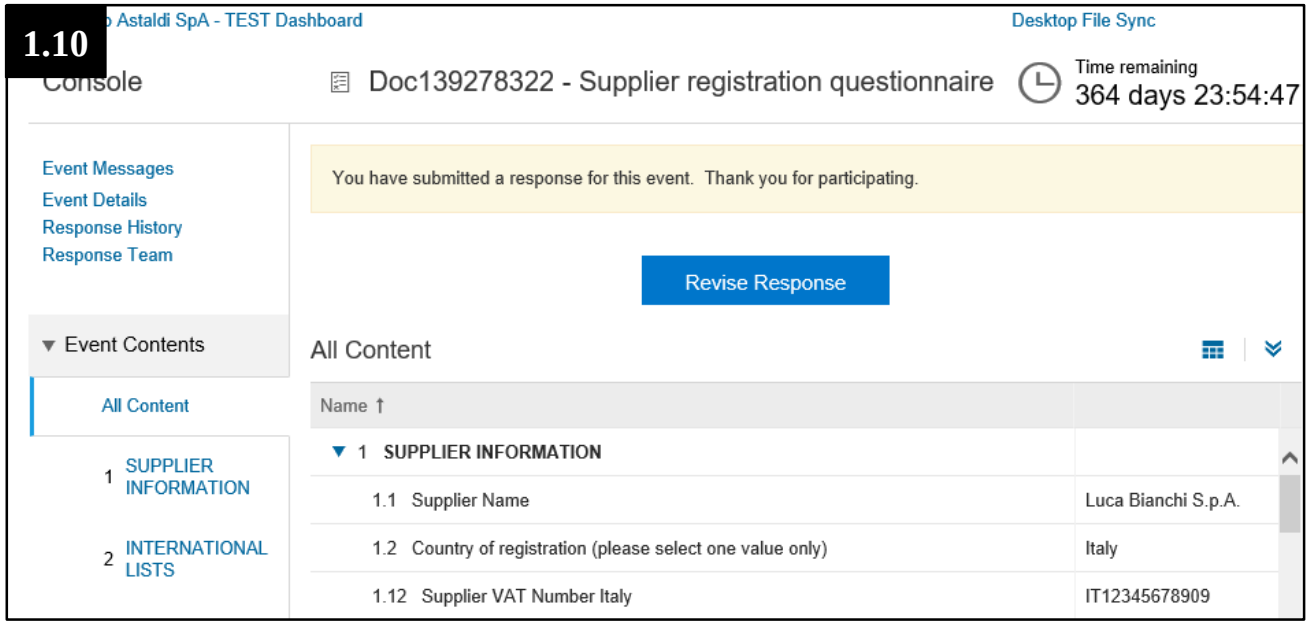
To provide the requested clarifications/additional information, Click Here to access the system.

1

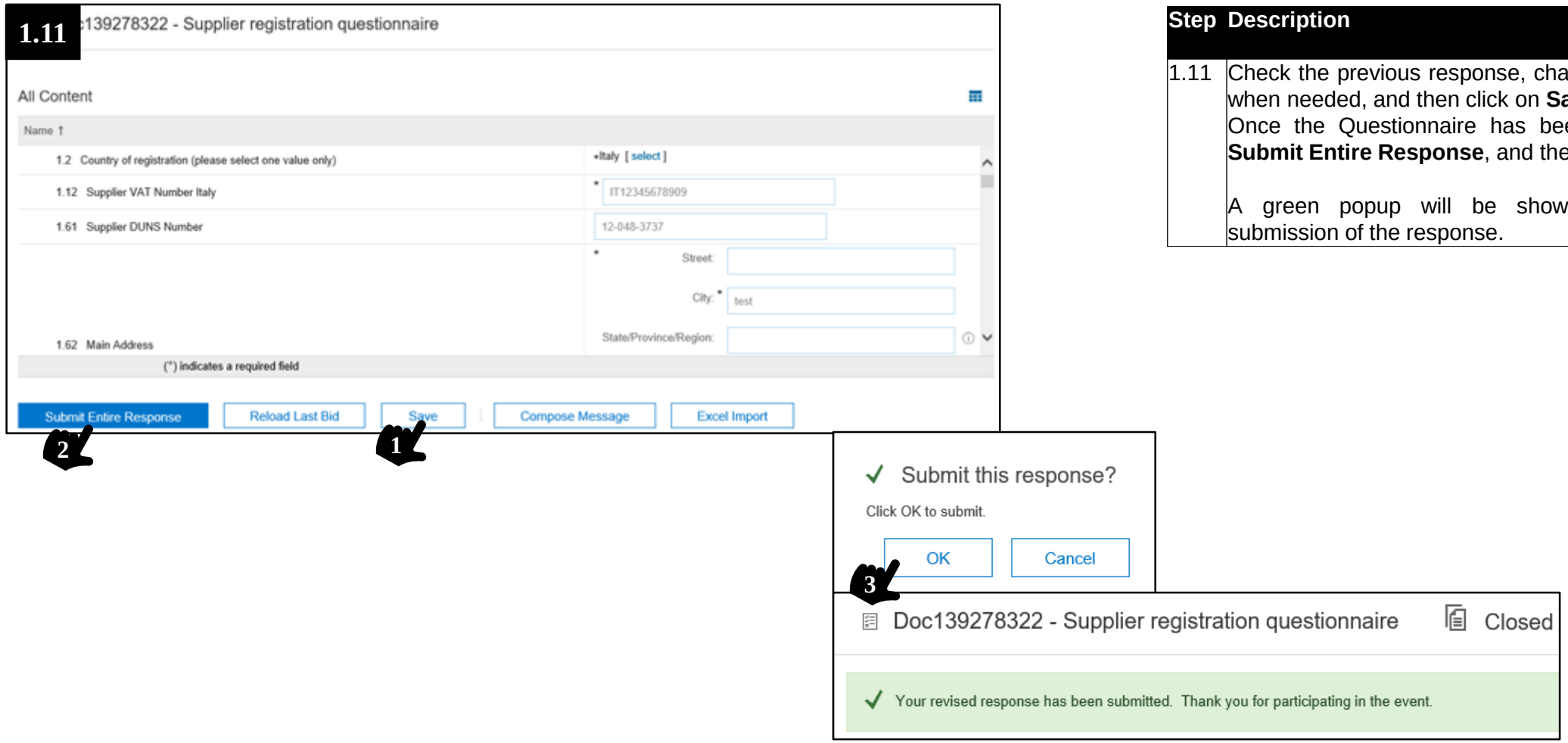
Best regards
Astaldi - Vendor Management

Step	Description
1.9	It's possible that, in certain cases, Astaldi would require additional information or clarifications. From this email, log in to Ariba.
1.10	Once logged in, click on **Revise Response**.

1.10

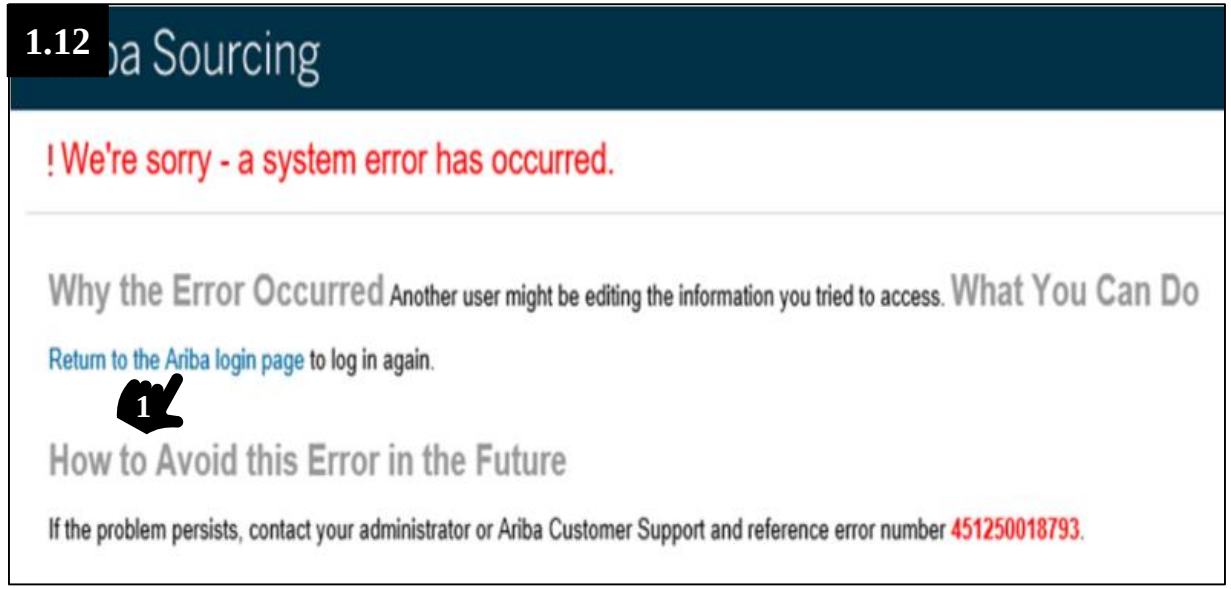


Supplier Registration (8/10)



Step	Description
1.11	Check the previous response, change the information when needed, and then click on **Save**. Once the Questionnaire has been saved, click on **Submit Entire Response**, and then on **OK**. A green popup will be shown to confirm the submission of the response.

Supplier Registration (9/10)



Step	Description
1.12	In case, during the submission of the Registration Questionnaire the system returns this error, the solution is to delete temporary files and cache from the browser, restart it, and submit again the questionnaire.

Supplier Registration (10/10)

1.13 Email

Astaldi Vendor List – Submission of registration data

Dear Test,

Your registration data has been submitted and will be reviewed by Astaldi.

To check your registration status, Click Here.

Best regards,
Astaldi - Vendor Management

Step	Description
1.13	When the Registration Questionnaire has been submitted, this email will confirm the end of the Registration process. Please be aware that no further actions are required, as Astaldi is proceeding with the validation of the Registration.
1.14	This email confirms that the Registration phase has been completed, and a Qualification process could follow.

1.14 Email

Astaldi Vendor List - Completion of the registration process

Dear Test

Please be aware that the registration process has been completed. A qualification questionnaire might follow.

Thank you for your cooperation.

Best Regards
Astaldi - Vendor Management

Supplier Qualification (1/7)

2.1 Email

ASTALDI

Astaldi Vendor List - Invitation to Qualify

Dear Test

We would like to inform you that you have been registered and you are invited to fill-in the qualification questionnaire for the following categories in order to become an Astaldi's qualified supplier:

1.01.01 - Steel for Reinforced Concrete - Supply of steel rebars for reinforced concrete.

Upon receiving your qualification questionnaire, Astaldi will examine the documentation and information provided and Test will be entered in Astaldi's Vendor List, if your application is successful.

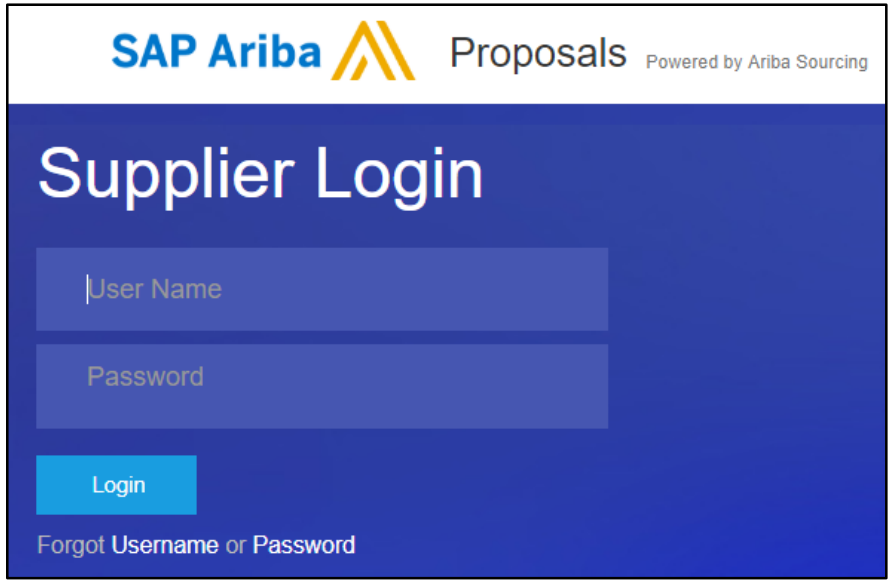
You have forty-five (45) days, from receipt of this mail, to fill-in the qualification questionnaire.

Click Here to fill-in the
questionnaire

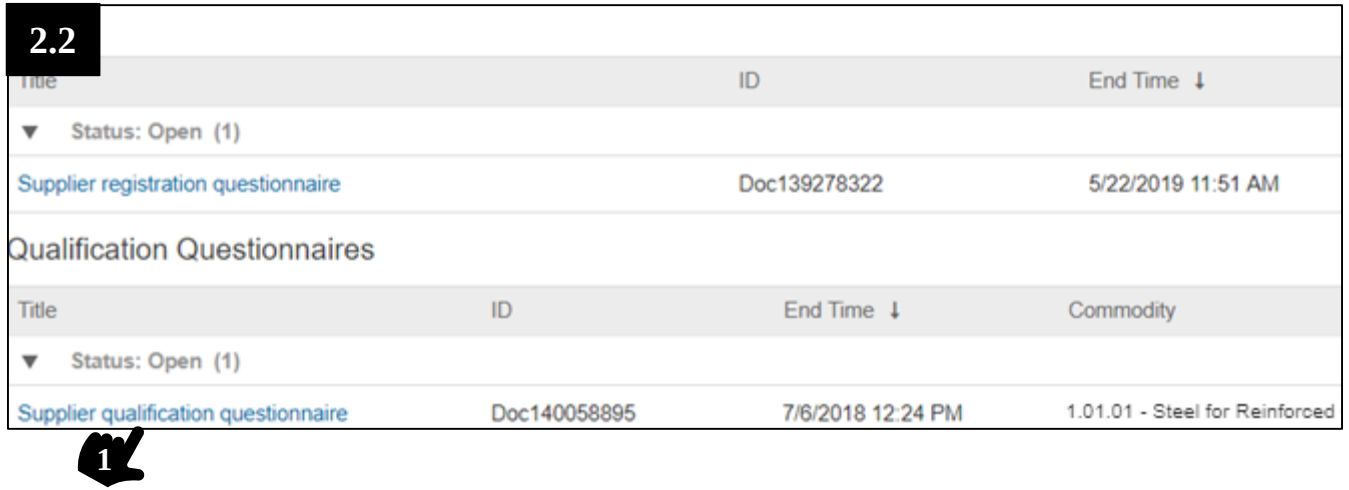
1

Best regards,
Astaldi - Vendor Management

Step	Description
2.1	When the Registration has been approved, Astaldi may start the Qualification process. From this email, please click on **Click Here** to log in to the Ariba site. Please note that you will have 45 days to complete the Qualification Questionnaire.

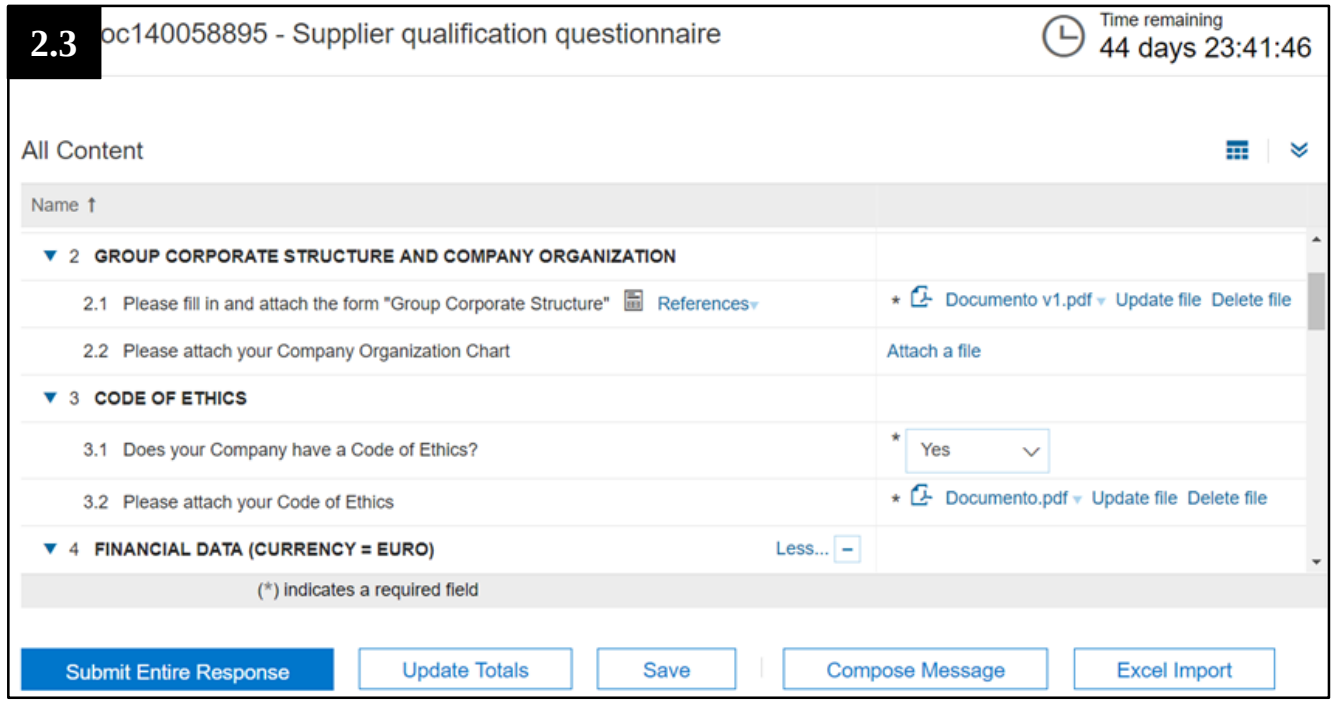


Supplier Qualification (2/7)



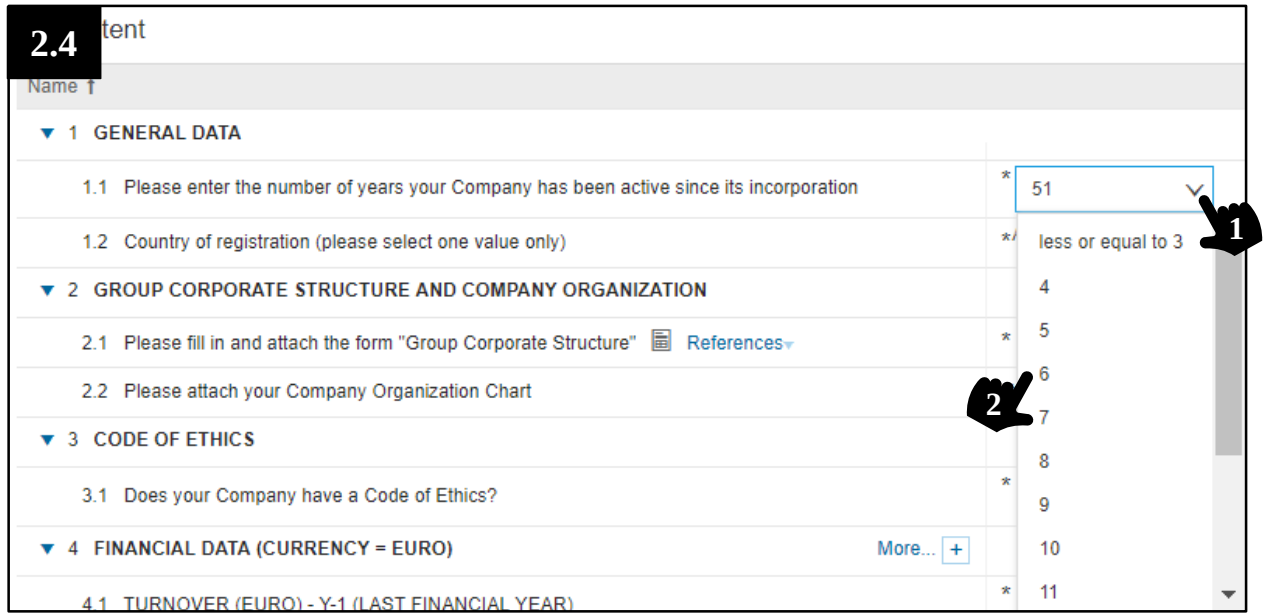
Step	Description
2.2	Please click on **Supplier qualification questionnaire** to open the form

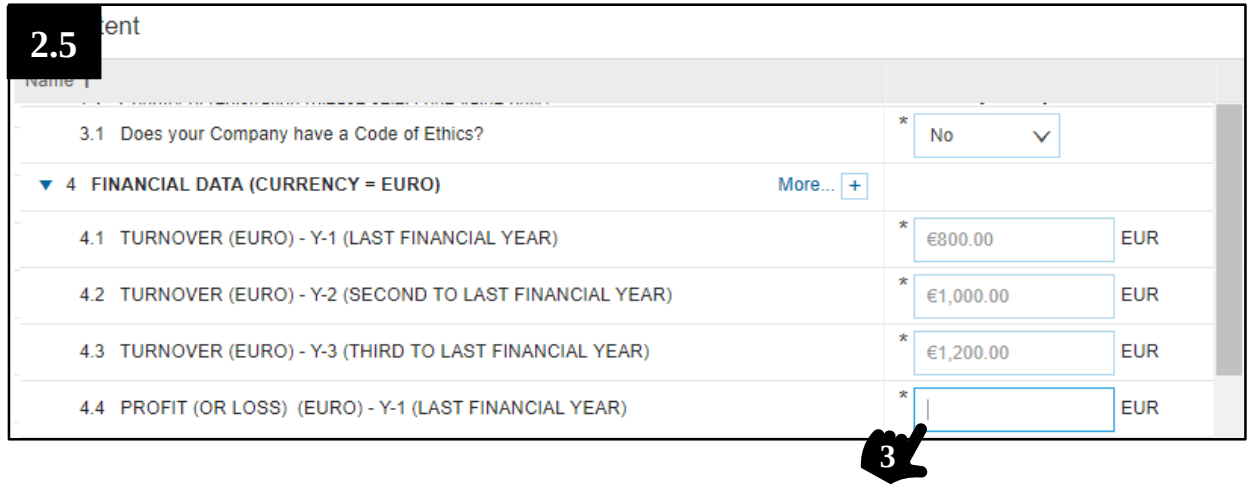
Supplier Qualification (3/7)



Step	Description
2.3	Please fill in the required fields and save during the insertion. As per following slides, there are different types of answers to be provided.

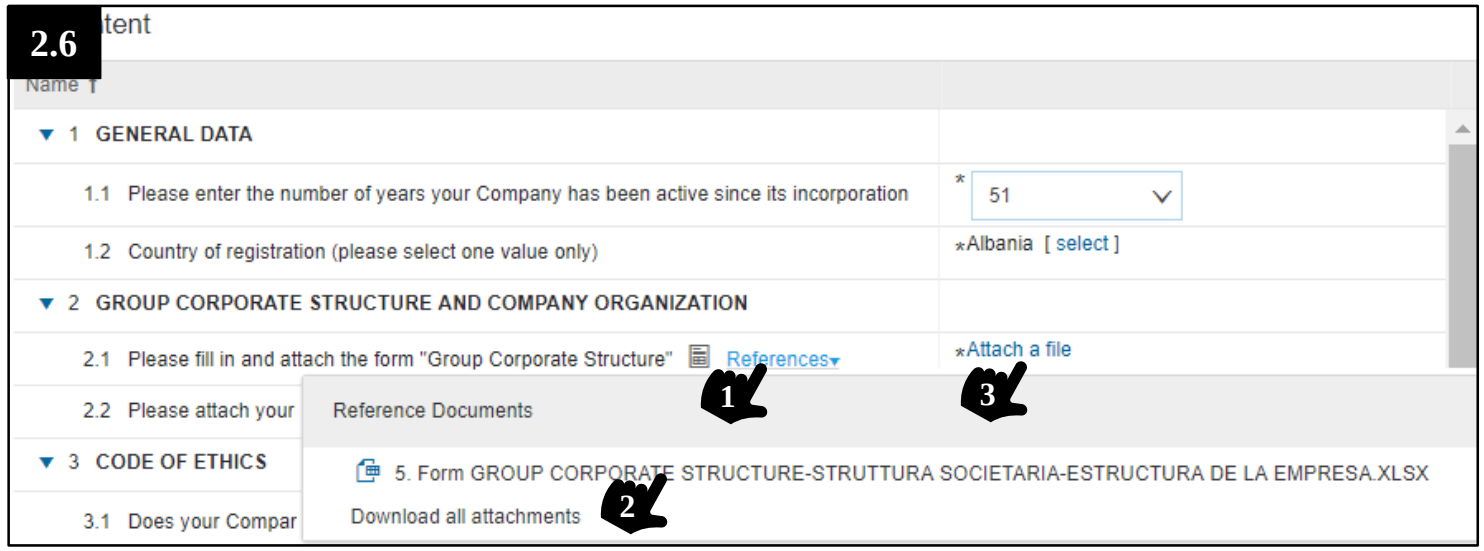
Supplier Qualification (4/7)



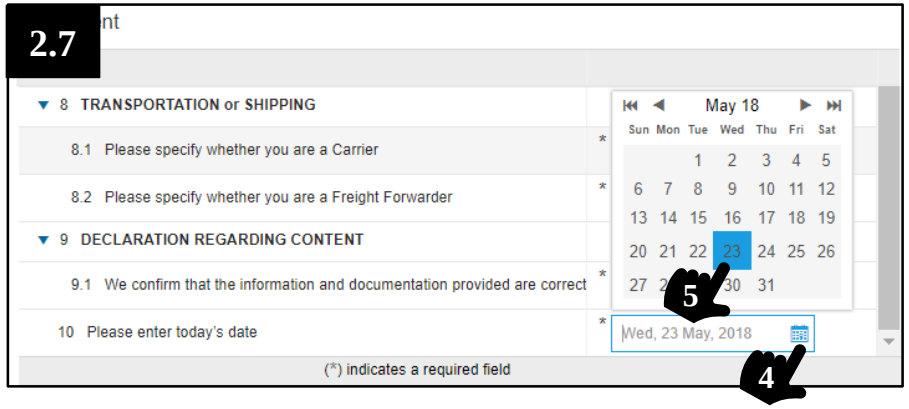


Step	Description
2.4	In case of answers with a list of choices, please use the drop down menu, and select the value of interest.
2.5	Insert the desired number: the system will automatically apply the proper format.

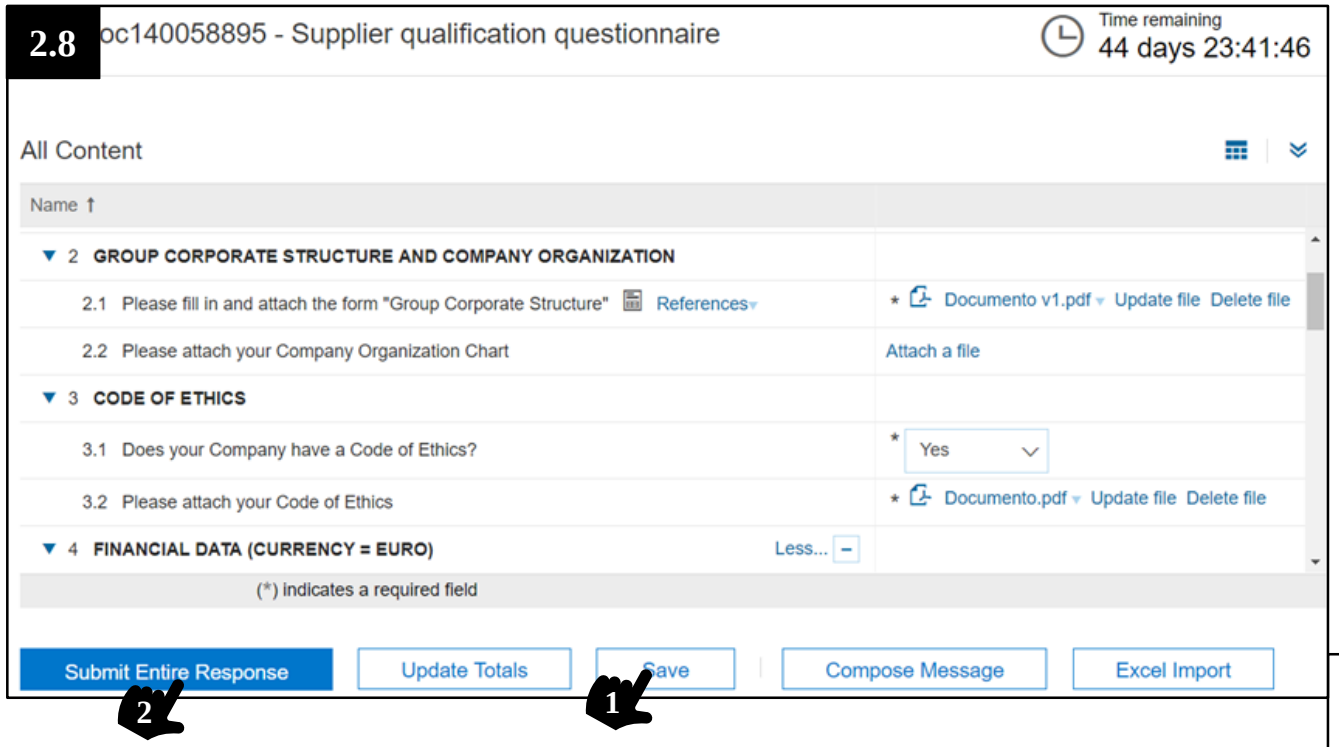
Supplier Qualification (5/7)



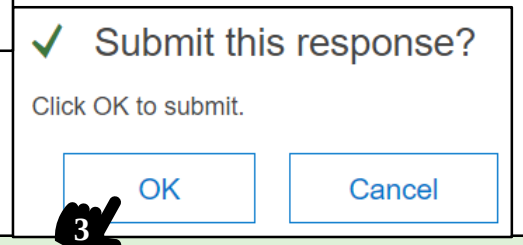
Step	Description
2.6	Please note that it's required to download the **Reference Documents**, edit it, and then upload it by clicking on **Attach a file**
2.7	To insert a date, please click on the **calendar icon**, then select the date

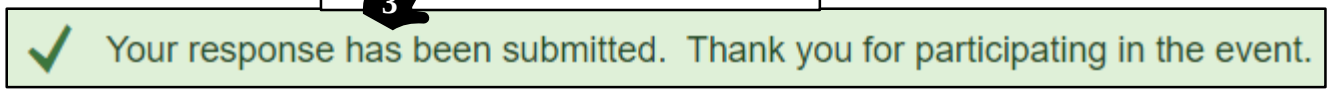


Supplier Qualification (6/7)



Step	Description
2.8	When the Questionnaire has been completely filled in, please click on **Save**, then on **Submit Entire Response** and confirm by clicking on **OK.**





Supplier Qualification (7/7)

2.9 Email

Astaldi Vendor List - Completion of the qualification process

Dear Test 0406 v6,

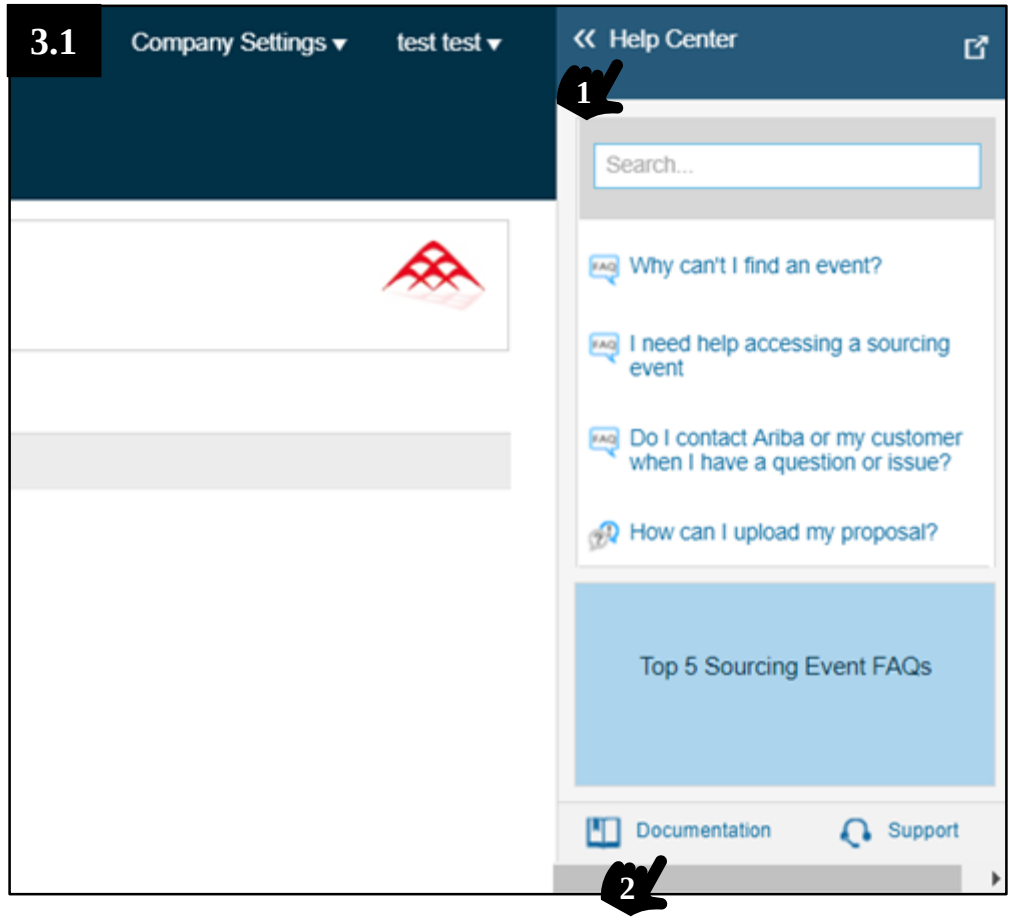
Please be aware that the qualification process has been completed.

Thank you for your cooperation.

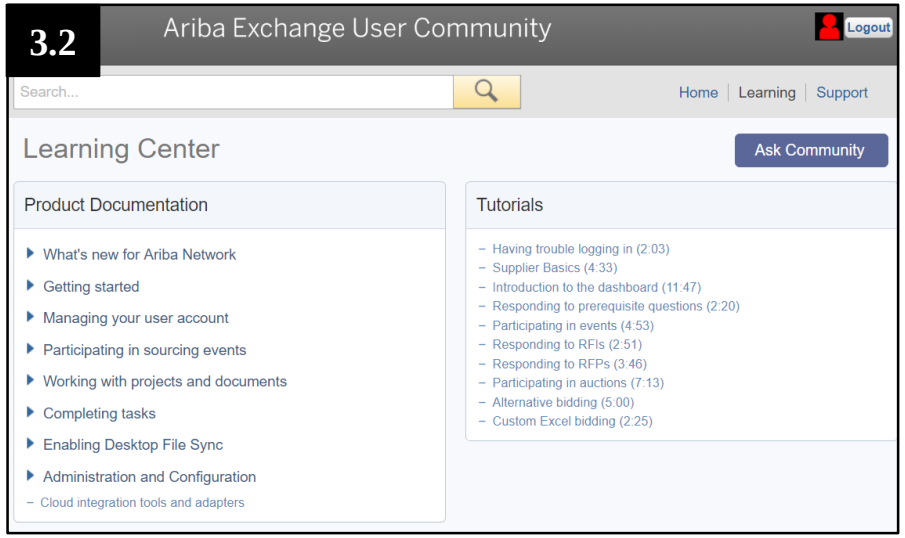
Best Regards
Astaldi - Vendor Management

Step	Description
2.9	Once the form has been submitted, this email notifies that Astaldi is performing the qualification evaluations. No more actions are required; in case of email for additional information, please refer to point 1.5 of the presentation

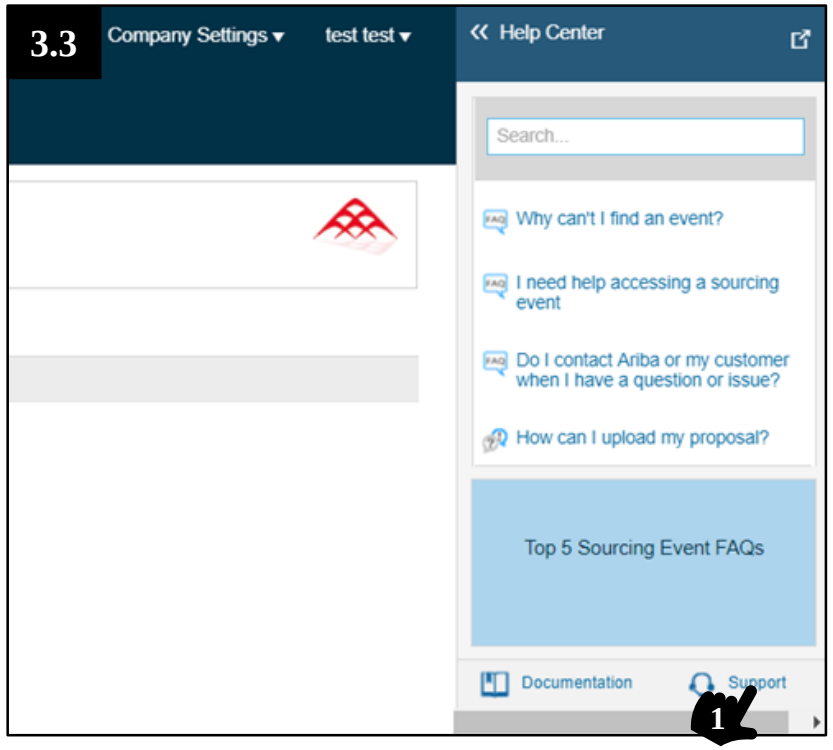
Support Documentation (1/3)

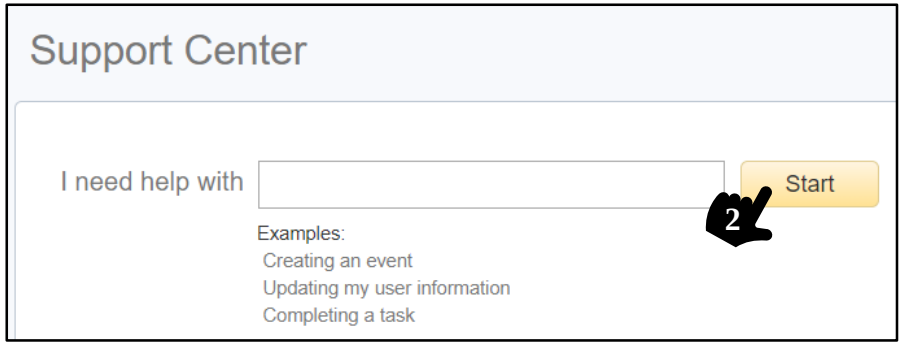


Step	Description
3.1	From the **Help Center**, it's possible to perform a free search.
3.2	From the **Learning Center**, it's possible to download manuals and documentation.

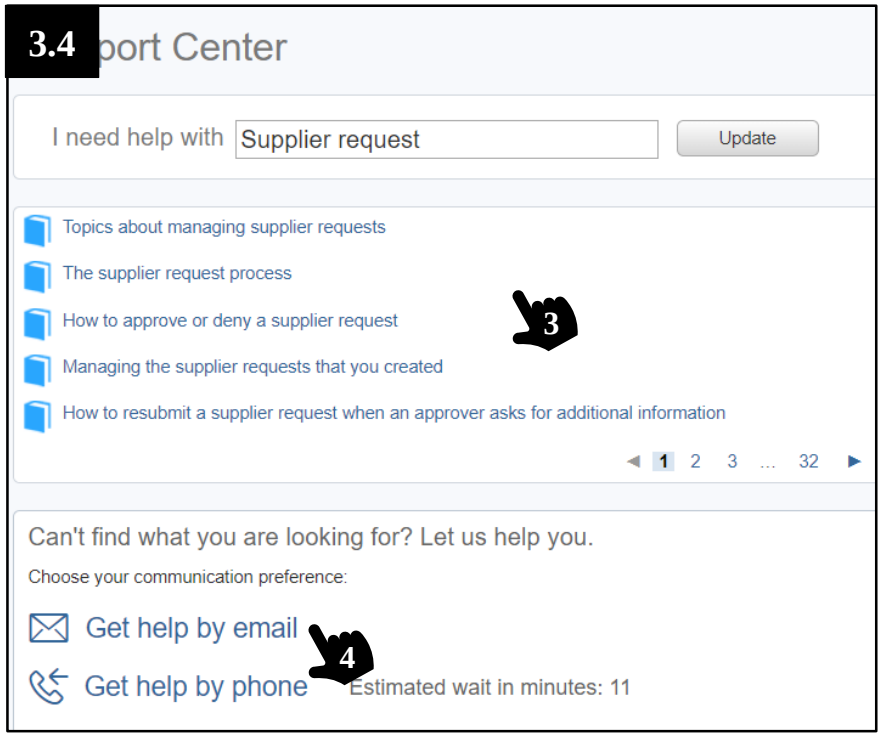


Support Documentation (2/3)

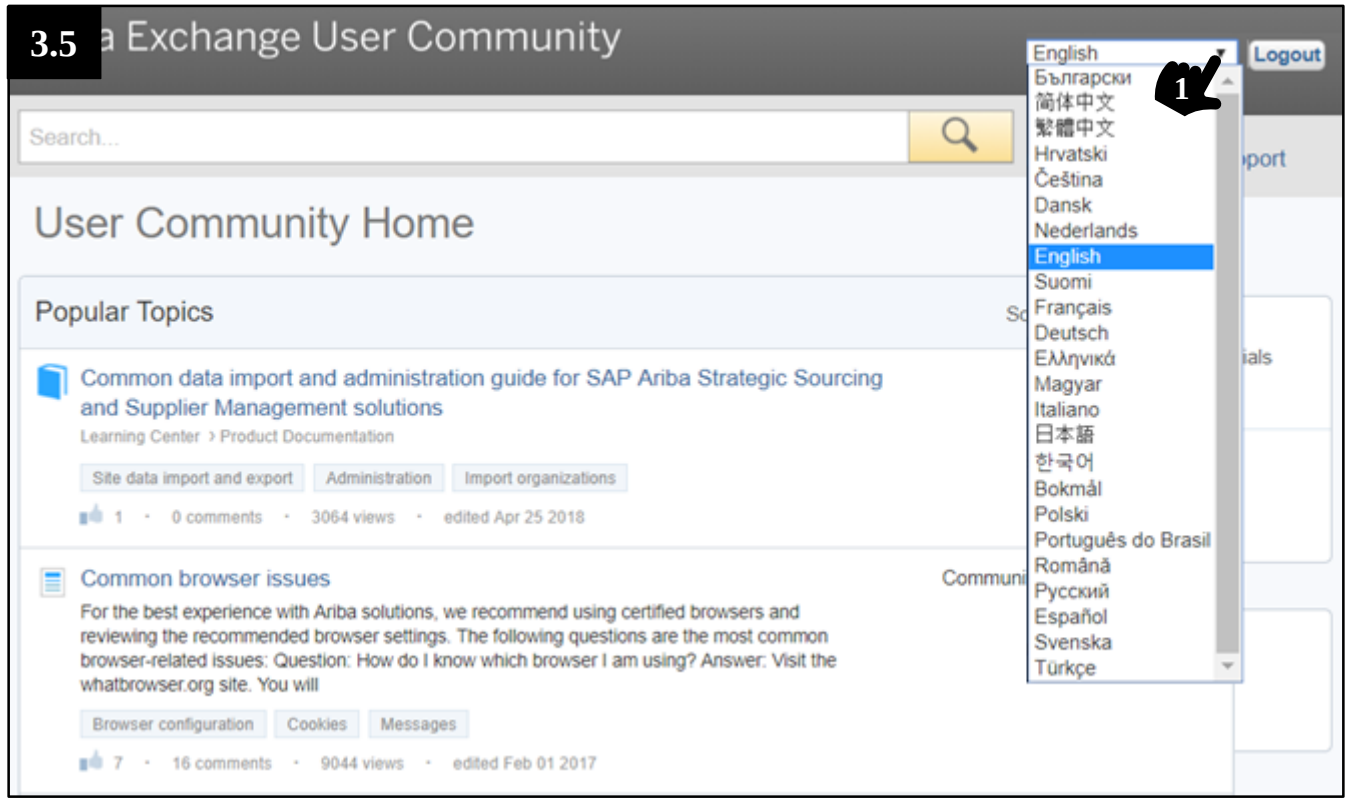




Step	Description
3.3	From the **Help Center**, it's also possible to click on **Support**.
3.4	By inserting the topic you are looking for (for instance, *Supplier request*), and clicking **Start**, it's possible to access to documentation or to ask for help, via email or by phone (with estimated waiting time).

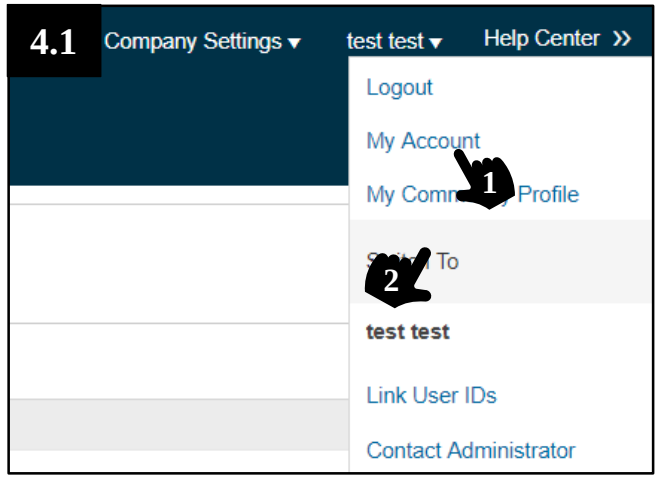


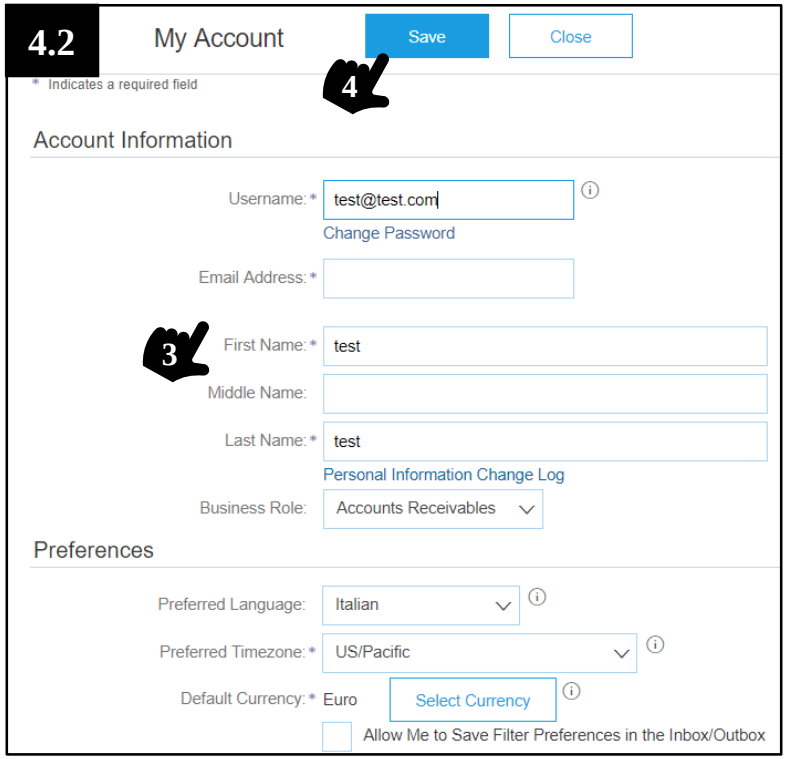
Support Documentation (3/3)



Step	Description
3.5	Clicking on the arrow, it's possible to expand the list of languages.

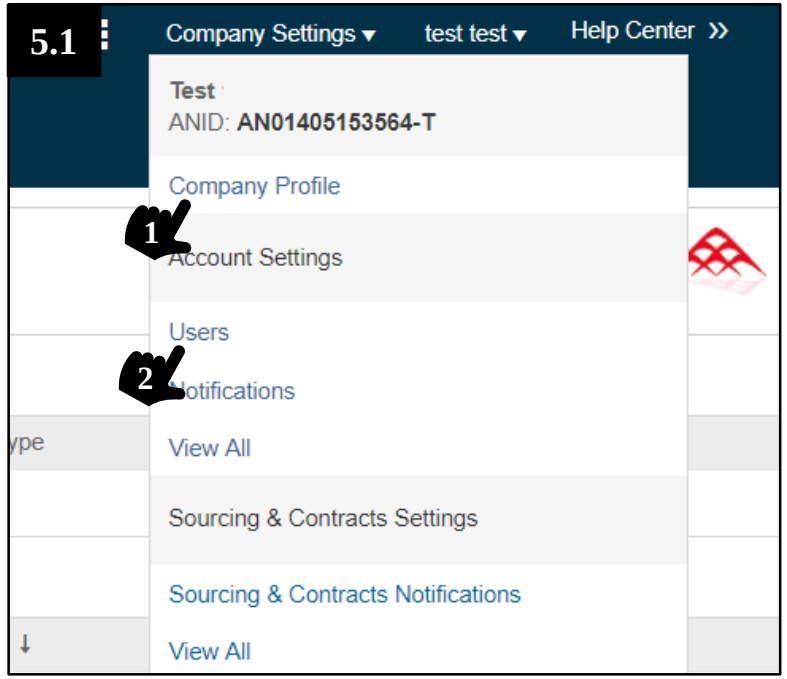
Supplier Account Management





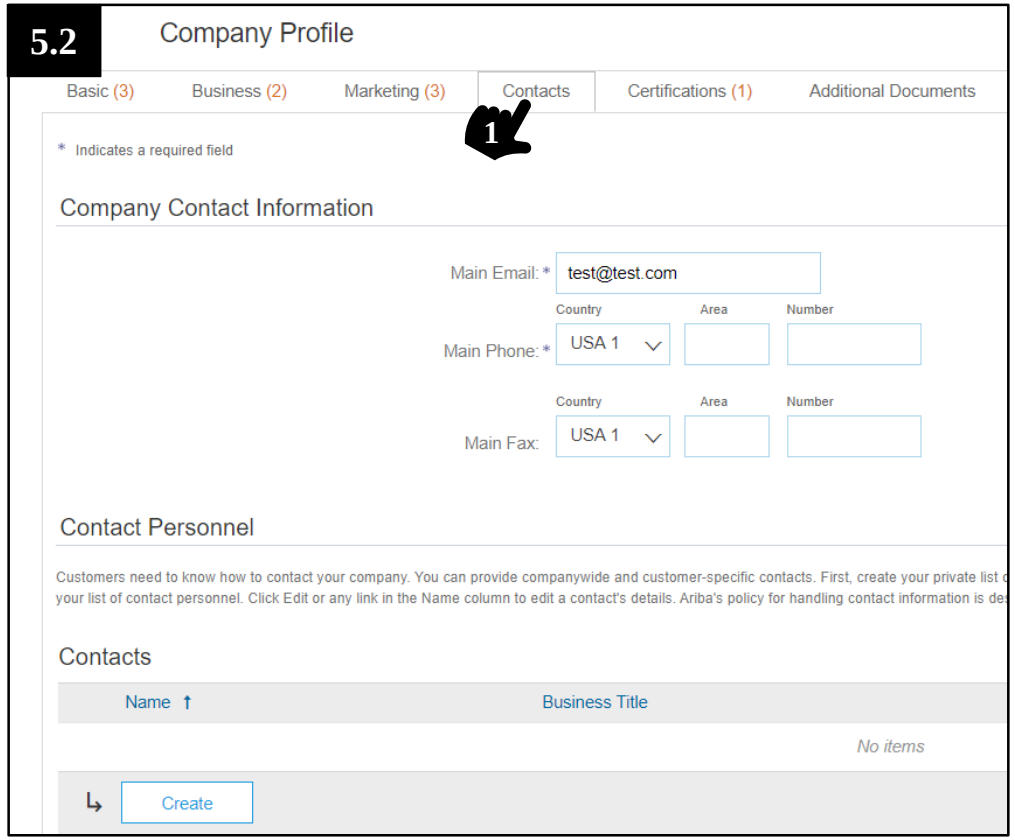
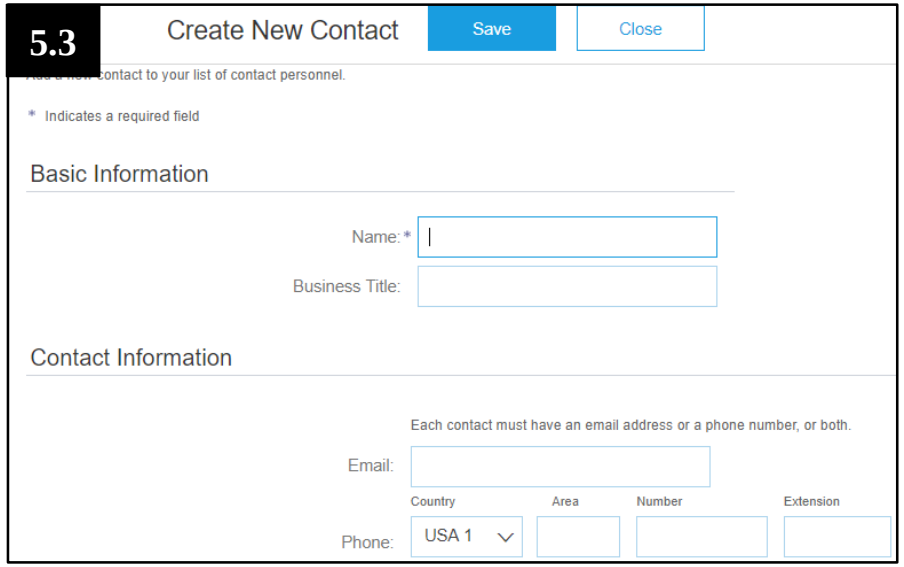
Step	Description
4.1	By clicking on your name, it's possible to edit / view account information.
4.2	Click on **My Account**, to change Username, First and Last Name, etc., than **Save**.

Company Profile Management (1/2)



Step	Description
5.1	From **Company Settings**, clicking on **Company Profile**, it's possible to manage the Company information.

Company Profile Management (2/2)



Step	Description
5.2	From **Company Profile**, click **Create**.
5.3	Insert the required information, than **Save**.