



# **A2A Group's Suppliers Portal Manual**

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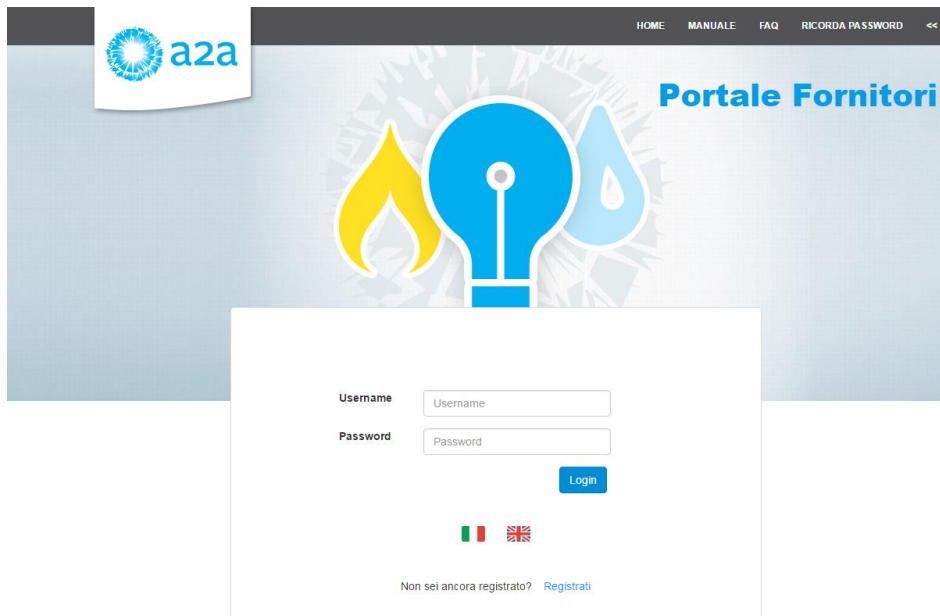
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## 1. MINIMUM SYSTEM REQUIREMENTS

Settings	Technical Requirements
Browser	Internet Explorer vers. 10+; Chrome vers 10+; Firefox vers. 10+
Operating System	Microsoft Windows 7, Microsoft Windows 8, Microsoft Window 10, Mac, Linux
Screen resolution	1280 x 768

## 2. ACCESSING THE SUPPLIERS PORTAL



To access the Suppliers Portal, the user must connect to the URL <https://portalefornitori.a2a.eu> and enter his or her access credentials (username and password) on the login page:



**Figure 1 - Accessing the Suppliers Portal**

If you do not have access credentials, you will need to register by clicking on the “**Register**” link

Username   
 Password

Non sei ancora registrato? [Registrati](#)

**Figure 2 – Registration**

You will need to complete the following steps to register with the Suppliers Portal:

- a) Enter your information
- b) Sign the Terms and Conditions (please note that a digital signature is necessary)
- c) Wait for your registration to be validated

### 2.1. ENTERING YOUR INFORMATION

By clicking on “Register” you will be taken to the following page:

**Registrazione nuovo fornitore**

> Anagrafica 0.00%

I campi con \* sono obbligatori

Nome \*       Cognome \*   
 Email \*       Email PEC \*   
 Ragione sociale \*

**Sede legale \***  
 ITALY    Selezione regione    Selezione provincia    Selezione città  
 CAP    Indirizzo    Numero civico

P.IVA       Codice Fiscale

Sei un prestatore professionale soggetto a ritenuta d'acconto? \*

Legale rappresentante/procuratore \*       Codice Fiscale

Password       Reinscrisci password

**Informativa ex art. 13 Decreto Legislativo n. 196 del 30 giugno 2003” Codice in materia di protezione dei dati personali**

Il D. Lgs. n. 196/03 (di seguito “Codice Privacy”), contiene disposizioni dirette a garantire che il trattamento dei dati personali si svolga nel rispetto dei diritti, delle libertà fondamentali, nonché della dignità della persona, con particolare riferimento a riservatezza e identità personale.

**1. Finalità del trattamento**  
In adempimento agli obblighi di cui all’art. 13 del Codice Privacy, La Informiamo che AZA S.p.A. e le Società con essa in rapporto di controllo e collegamento ai sensi dell’art. 2359 c.c., in qualità di Titolari, svolgono il

Il sottoscritto dichiara:  
 (\*) di aver letto attentamente la sopra riportata Informativa resa ai sensi dell’art. 13 del Decreto Legislativo n. 196 del 30 giugno 2003 “Codice in materia di protezione dei dati personali”

**Figure 3 - Information**

These will be your access credentials for the Suppliers Portal

The user must complete all mandatory fields (indicated with a “\*”), view the Notice pursuant to Art. 13 of Legislative Decree No. 196 of June 30, 2003 (“Personal Data Protection Code”), check the appropriate box, and continue with the registration process by clicking on the “NEXT” button.

Please note that your access credentials to the Suppliers Portal will be:

- **Username: the user’s e-mail address, as entered during the registration process**
- **Password: the password chosen during the registration process**

The system will check the e-mail address entered by sending a confirmation e-mail.

#### Registrazione nuovo fornitore

Registrazione E' stata inviata una email di verifica

Figure 4 - E-mail confirmation message

The user must access the e-mail address indicated during the registration phase and click on the link in the message received to validate registration of company information.

L'utenza è stata attivata

Vai alla pagina di login

Figure 5 - Account activation

Log in by clicking on the button “GO TO THE LOGIN PAGE” or by directly accessing the portal <https://portalefornitori.a2a.eu/> in order to complete registration and enter your access credentials (username and password)

Username	<input type="text" value="Username"/>
Password	<input type="password" value="....."/>
	<input type="button" value="Login"/>



Non sei ancora registrato? [Registrati](#)

Figure 6 – Login

## 2.2. SIGNING THE TERMS AND CONDITIONS

To complete your registration, you must accept the Terms and Conditions.

Indicate whether the legal representative has a digital signature by selecting “YES” or “NO”.

**Dati personali**

ANAGRAFICA   DOWNLOAD REGOLAMENTO   UPLOAD REGOLAMENTO   CONFERMA REGISTRAZIONE

> Download regolamento

Possiedi la firma digitale?

Sì  
No

Indietro   Avanti

Figure 7 – Do you have a digital signature?

If a digital signature is available, you must:

1. download the Terms and Conditions by clicking on the link (Figure 8);
2. apply the legal representative’s digital signature to the Terms and Conditions;
3. upload the digitally signed Terms and Conditions by clicking on “Select File” (Figure 9).

**Dati personali**

ANAGRAFICA   DOWNLOAD REGOLAMENTO   UPLOAD REGOLAMENTO   CONFERMA REGISTRAZIONE

> Download regolamento

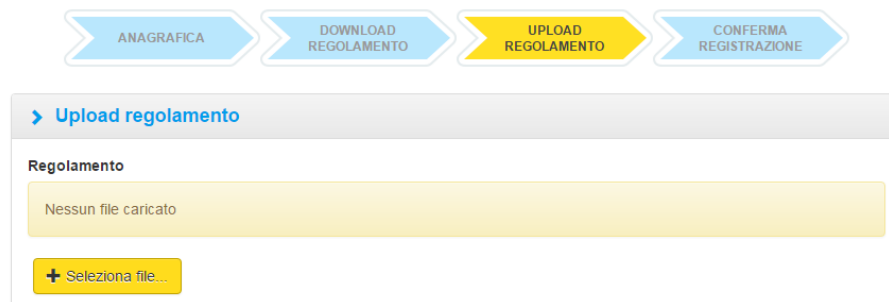
Per proseguire è necessario scaricare il regolamento di accesso al portale e inviarlo non appena firmato manualmente

 [Regolamento di accesso al portale](#)

Indietro   Avanti

Figure 8 - Downloading the Terms and Conditions

**Dati personali**

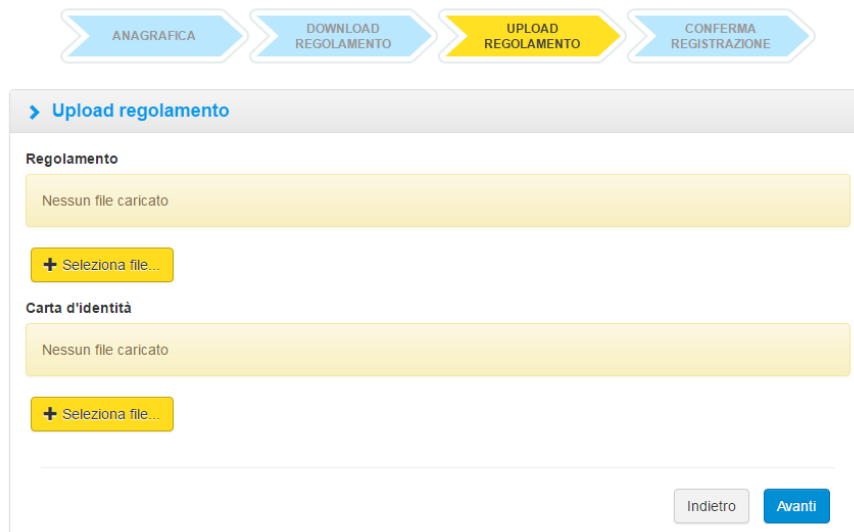


**Figure 9 - Uploading the Terms and Conditions with digital signature**

Please note: If you do not have a digital signature, please contact A2A by sending an e-mail to the following address: [qualifica.fornitori@a2a.eu](mailto:qualifica.fornitori@a2a.eu), requesting waiver of the use of the digital signature and specifying the reasons.

In this case, it will be necessary to download the Terms and Conditions (Figure 8), apply the legal representative's handwritten signature and attach the signed document together with the signatory's identity card in the specific section.

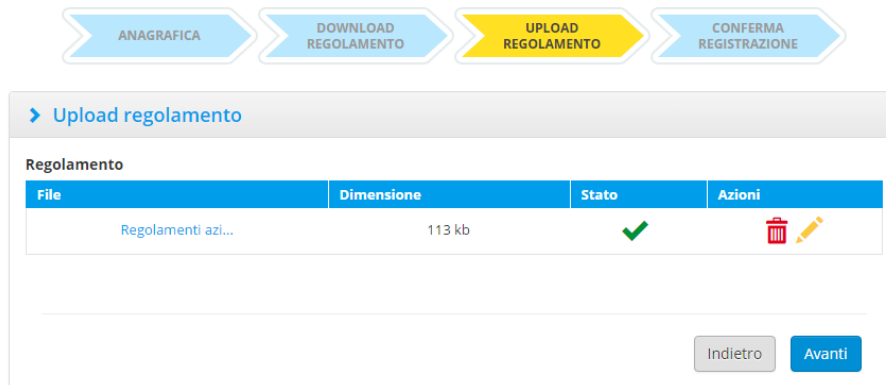
**Dati personali**



**Figure 10 - Uploading the Terms and Conditions with handwritten signature and identity card**

If the Terms and Conditions have been uploaded with a digital signature, the system will verify the validity of the signature.

**Dati personali**



File	Dimensione	Stato	Azioni
Regolamenti azi...	113 kb	✓	🗑️ ✎️

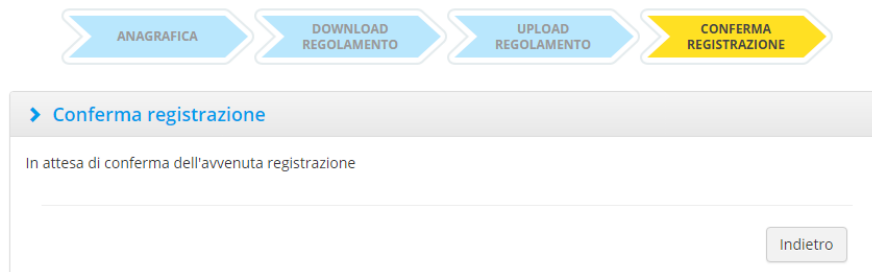
**Figure 11 - Digital signature validity check**

Please note: you cannot continue with the registration procedure if the digital signature is invalid.

The uploaded document may be replaced using the ✎️ key, or deleted using the 🗑️ key, after which a new file must be uploaded

Clicking on the “*NEXT*” button will allow you to complete the registration process.

**Dati personali**



**Figure 12 - Confirmation of registration**

**2.3. VALIDATION OF REGISTRATION**

After your information has been verified and the Terms and Conditions uploaded, an e-mail will be sent to the address indicated during the registration process confirming that your registration has been validated.

At this point, you can access the login page of the Suppliers Portal and activate the available features after entering your access credentials



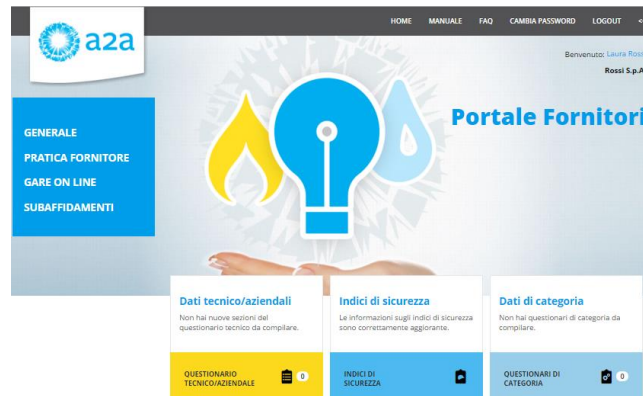


Figure 13 - Home page

Please note: If the user does not remember his or her password, a new password may be requested by click on "Change password" and following the instructions provided.



Figure 14 – Change password

### 3. QUALIFICATION MANAGEMENT

Once the registration process has been completed, the user may access all of the features offered by the A2A Group's Suppliers Portal:

- **GENERAL** INFORMATION ABOUT THE SUPPLIER
- MANAGEMENT OF **QUALIFICATIONS** (Supplier File)
- ACCESS TO THE **ONLINE BIDDING** PLATFORM
- **SUB-CONTRACTING** APPLICATION



In this chapter, we will focus on the first two sections of the menu (“GENERAL” and “SUPPLIER FILE”).

#### 3.1. GENERAL SECTION

By clicking on “GENERAL”, the user can access various management features of the Suppliers Portal useful to the user who registered the company



Figure 15 – GENERAL Section

## GENERAL - PERSONAL DATA

The first section concerns the PERSONAL DATA upon registration: the personal data used to register the company may be viewed

### Dati personali

100.00%

**> Anagrafica**

<b>Nome</b>	<b>Cognome</b>					
Paolo	Sassi					
<b>Email</b>	<b>Email PEC</b>					
rossi@gmail.com	rossi@legalmail.com					
<b>Ragione sociale</b>						
ROSSI & C. SPA						
<b>Sede legale</b>						
Nazione	Regione	Provincia	Città	CAP	Indirizzo	Civico
ITALY	Toscana	Firenze	Firenzeuola	50100	VIALE DEL MARE	5
<b>P.IVA</b>		<b>Codice Fiscale</b>				
13161430155		13161430155				
<b>Sei un prestatore professionale soggetto a ritenuta d'acconto?</b>						
No						
<b>Legale rappresentante/procuratore</b>						
Nome	Cognome	Codice Fiscale				
Claudio	Rossi	RSSCLD65187J987J				

Figure 16 – GENERAL Section – Personal Data

## GENERAL – NOTES AND DOCUMENTS

This section allows the user to view the notes and documents that A2A sends to the supplier during the qualification process

### Note e documenti

**> Note**

Testo	Autore	Data Inserimento	Allegati	Azioni
nota nr. 1 per il fornitore	-	15/05/2016	Per test PF.docx	

**> Documenti**

File	Dimensione	Descrizione
Per test PF.doc...	12 kb	Lettera nr. 1 per il fornitore

Figure 17 – GENERAL Section – Notes and Documents

**GENERAL – CREATE A NEW USER ACCOUNT**

The user who registered the company on the SUPPLIERS PORTAL is termed a “master user” and may in turn designate other company users who may access one or all areas of the Suppliers Portal, i.e. the QUALIFICATION area, ONLINE BIDDING area and SUB-CONTRACTING area.

To create a new user account, simply indicate the new user’s name, surname and e-mail address and assign one or more of the established roles.


The new registered user will receive an e-mail notification containing the indications for access to the SUPPLIERS PORTAL




Figure 18 – GENERAL Section – Create a new user account


By clicking on “Create another user” new user accounts may be created. By clicking on “Go to the list of users” the users already created, with the respective roles assigned to them, may be viewed


**Elenco utenti**

▼ Lista utenti fornitore 

Nome	Cognome	Email	Stato	Elenco Profili	Azioni
Paolo	Sassi	rossi@gmail.com	Abilitato	Master GestoreGare	
CLAUDIO	VERDI	VERDI@ROSSI.COM	Abilitato	GestoreGare	  

**Figure 19 – GENERAL Section – List of users**

The user may modify user data by selecting the  icon, delete a user by selecting  or disable a registered user by selecting the  icon.

New users may also be added by clicking on the icon: 

**GENERAL - SIGNED TERMS AND CONDITIONS**

In this section, the user may download the Terms and Conditions signed by the legal representative during the process of registering the company.

### 3.2. SUPPLIER FILE SECTION

In the **SUPPLIER FILE** section, the user may apply for new qualifications, update company information and view category questionnaires and safety indicators (where present). The user may also view the list of valid and/or expiring and/or not granted qualifications and the product or service categories suggested by A2A as potentially of interest to the supplier.



Figure 20 - SUPPLIER FILE section

The information to be reported through the SUPPLIER PORTAL to obtain a qualification varies according to the category of product or service for which qualification is requested. For each product category, a personalised questionnaire has been prepared according to the associated risk class (for example, if a product or service category that affects safety has been selected, accident indicators will be required, or if the product or service category selected has an impact on the environment, completion of the environmental questionnaire will be required, etc.).

When the user selects one or more product or service categories for which qualification is being applied, a file composed of the following sections is opened:

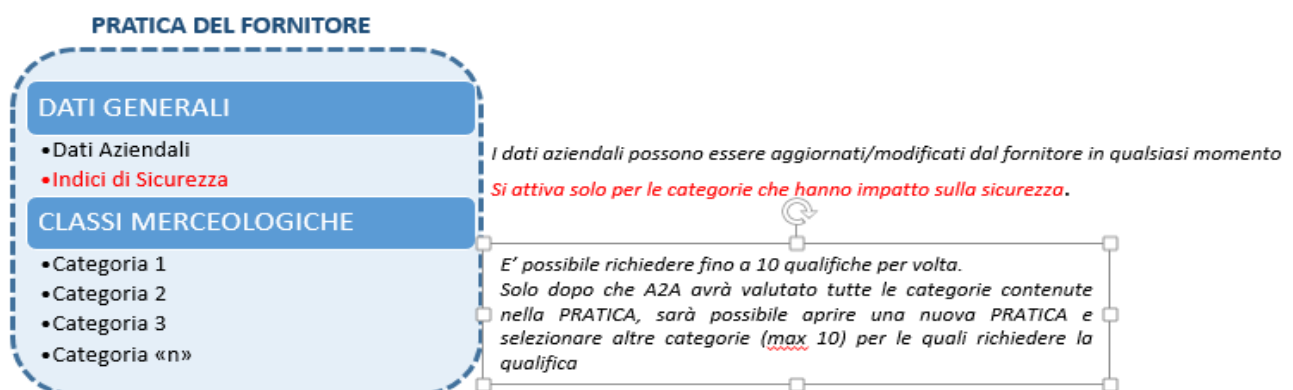


Figure 21 - SUPPLIER FILE - Structure

A maximum of ten categories may be selected for each File. A File cannot be submitted unless all of the associated questionnaires have been completed.

The File is closed when the evaluation process for all associated questionnaires has been completed by A2A.

Suppliers who were previously registered with the A2A Group's old platform will find the previously published information in the sections "COMPANY DATA" and "QUALIFICATION ARCHIVE". The missing information will need to be entered when first accessing the New SUPPLIERS PORTAL.

Suppliers applying for the first time or interested in applying for a new qualification must click on "SUPPLIER FILE" and then on "NEW QUALIFICATION" to select the product or service categories for which to submit their qualification applications:



Figure 22 – SUPPLIER FILE – Apply for a new qualification

Scroll through the product or service category tree and select the category of interest.

### Nuova qualifica

» Nuova richiesta di qualifica

Ricerca...

- » CC - Cessioni
- » CO - Consulenze
- ▼ FF - Forniture
  - » FF01 - Automazione e strumentazione
  - » FF02 - Forniture Chimiche
  - » FF03 - Forniture Elettriche ed Elettroniche
  - » FF04 - Forniture informatiche e macchine per ufficio
  - » FF05 - Forniture Materie Prime e Derivati
  - » FF06 - Forniture Meccaniche
  - » FF07 - Forniture Mezzi di trasporto e sollevamento
  - » FF08 - Forniture per centrali di produzione
  - » FF09 - Forniture per impianti ciclo idrico
  - » FF10 - Forniture per impianti tecnologici
  - » FF11 - Forniture per Logistica e Facility Management
  - » FF12 - Forniture per officine e squadre operative
  - » FF13 - Forniture per Reti Distribuzione
  - » FF14 - Forniture per Servizi ambientali
  - ▼ FF15 - Forniture per ufficio e promozionali
    - ▼ FF1501 - Materiali per uffici
      - FF1501010 - Cancelleria e piccole attrezzature da ufficio
    - » FF1502 - Prodotti promozionali
    - » FF1503 - Stampati e moduli
  - » FF16 - Forniture Vestiario, Antinfortunistica e Sicurezza
  - » FF17 - Realizzazione Impianti completi
  - » FF18 - Tubazioni, valvole, flange, raccorderia, guarnizioni
- » LL - Lavori
- » NN - Noleggi
- » PP - Prestazioni professionali
- » SS - Servizi

Figure 23 – Selection of product or service categories from the tree



Categories may also be located by entering a keyword into the search field.

### Nuova qualifica



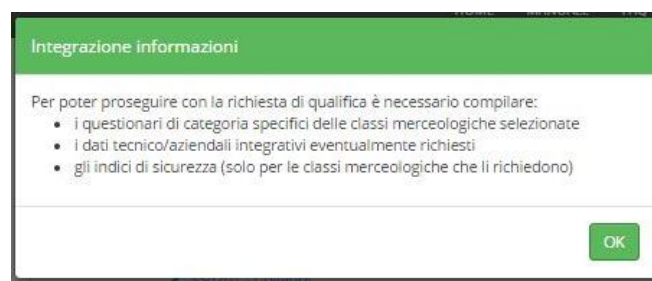
> Nuova richiesta di qualifica

cancelleria Esplora risultati (1)

- > CC - Cessioni
- > CO - Consulenze
- ▼ FF - Forniture
  - > FF01 - Automazione e strumentazione
  - > FF02 - Forniture Chimiche
  - > FF03 - Forniture Elettriche ed Elettroniche
  - > FF04 - Forniture informatiche e macchine per ufficio
  - > FF05 - Forniture Materie Prime e Derivati
  - > FF06 - Forniture Meccaniche
  - > FF07 - Forniture Mezzi di trasporto e sollevamento
  - > FF08 - Forniture per centrali di produzione
  - > FF09 - Forniture per impianti ciclo idrico
  - > FF10 - Forniture per impianti tecnologici
  - > FF11 - Forniture per Logistica e Facility Management
  - > FF12 - Forniture per officine e squadre operative
  - > FF13 - Forniture per Reti Distribuzione
  - > FF14 - Forniture per Servizi ambientali
  - ▼ FF15 - Forniture per ufficio e promozionali
    - ▼ FF1501 - Materiali per uffici
      - FF1501010 - Cancelleria e piccole attrezzature da ufficio
      - > FF1502 - Prodotti promozionali
      - > FF1503 - Stampati e moduli
    - > FF16 - Forniture Vestiario, Antinfortunistica e Sicurezza
    - > FF17 - Realizzazione Impianti completi
    - > FF18 - Tubazioni, valvole, flange, raccorderia, guarnizioni
- > LL - Lavori
- > NN - Noleggi
- > PP - Prestazioni professionali
- > SS - Servizi

Figure 24 – Selection of product or service categories using a search keyword

When the user clicks on “CONTINUE”, the following pop-up page will be displayed with a summary of the additional information to be provided in order to proceed with the request.



**Integrazione informazioni**

Per poter proseguire con la richiesta di qualifica è necessario compilare:

- i questionari di categoria specifici delle classi merceologiche selezionate
- i dati tecnico/aziendali integrativi eventualmente richiesti
- gli indici di sicurezza (solo per le classi merceologiche che li richiedono)

OK

Figure 25 – Summary of information

When the user clicks on “OK”, the FILE is displayed with:

- the **GENERAL INFORMATION**
- the **CATEGORIES** for which qualification is sought

**Riepilogo Pratica**

> **Dati Generali**

	Data invio	Stato	Completamento	Azioni
Dati aziendali	-	Bozza	0%	

> **Classi Merceologiche**

Codice C.M.	Classe merceologica	Data invio	Stato	Completamento	Azioni
FF1501010	Cancelleria e piccole attrezzature da ufficio	-	Bozza	0%	 

Figure 26 – File Summary

Categories may be added by clicking on “NEW QUALIFICATION” from the menu. The new category selected will be added to the file summary.

**Riepilogo Pratica**

> **Dati Generali**

	Data invio	Stato	Completamento	Azioni
Dati aziendali	-	Bozza	0%	

> **Classi Merceologiche**

Codice C.M.	Classe merceologica	Data invio	Stato	Completamento	Azioni
FF1501010	Cancelleria e piccole attrezzature da ufficio	-	Bozza	0%	 
SS0304010	Fornitura, stampa e piegatura di bollette	-	Bozza	0%	 

Figure 27 - File Summary with new category

### 3.2.1. COMPANY INFORMATION QUESTIONNAIRE

The following information is presented in the Company Information box:

**Riepilogo Pratica**

> Dati Generali





	Data invio	Stato	Completamento	Azioni
Dati aziendali	-	Bozza	0%	

Figure 28 – Company Information

- **Date sent:** the date the questionnaire was sent to A2A.
- **Status:** the status of the questionnaire:
  - **Draft:** the questionnaire still needs to be completed by the supplier (for example, it may be in draft form because A2A returned the questionnaire previously submitted to request clarification).
  - **Completed:** the questionnaire has been fully completed, but not yet sent to A2A.
  - **Sent:** the questionnaire has been sent to A2A.
  - **Approved:** the company's information has been approved by A2A as sent.
- **Completion:** A progress bar can be used to view the state of completion of the questionnaire.
- **Actions:** The actions that the user can take will be shown:
  - Update the company data entered if they have not yet been approved by A2A (  icon)
  - View the data entered and/or approved (  icon)
  - View the notes entered by A2A (  icon)

To complete the COMPANY INFORMATION, click on  ;

The sections to be completed according to the previously selected product or service classes will be displayed. For each of these, the status of completion of the questionnaire will be indicated:

### Dati aziendali

> Anagrafica	0.00%
> Struttura organizzativa	8.00%
> Attività	0.00%
> Fatturato	0.00%
> Qualità	0.00%
> Responsabilità sociale	0.00%

Figure 29 – COMPANY INFORMATION Questionnaires

By opening the various sections the user can view the questionnaires to be completed. For example, the following is the questionnaire displayed when the user clicks on “COMPANY DETAILS”

#### Dettaglio Dati Aziendali

▼ Anagrafica 100.00%

C.I.A.	Ragione sociale		
FD48076	ROSSI &C. SPA		
P.IVA	Codice fiscale		
13161430155	IT13161430155		
Indirizzo email utente	Email PEC		
rossi@gmail.com	rossi@legalmail.com		
Anno di costituzione *			
2000			
Sede Legale			
ITALY	Toscana	Firenze	Frenzuola
50100	VIALE DEL MARE	5	
Telefono *	Fax		
03045235	294587204		
Sito web			
www.rossi.com			
Sedi operative			


Figure 30 – COMPANY DETAILS

When each questionnaire is saved, the system will calculate the percent completion.

### Dati aziendali

> Anagrafica	100.00%
> Struttura organizzativa	80.00%
> Attività	25.00%
> Fatturato	100.00%
> Qualità	0.00%
> Responsabilità sociale	0.00%

Figure 31 – Completion of the questionnaires

Through the (  ) feature the user can verify whether there are any “mandatory” fields of the questionnaire that have not yet been completed. When all mandatory information has been entered, a pop-up will be displayed with the success message:

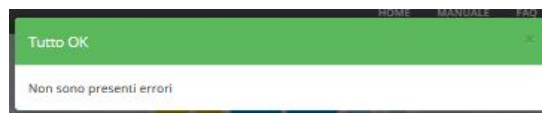



Figure 20 - Success message

The user will be able to monitor the completion status of the entire file as the various questionnaires are completed.

### Riepilogo Pratica

> Dati Generali					
	Data invio	Stato	Completamento	Azioni	
Dati aziendali	-	Bozza	50%		





> Classi Merceologiche					
Codice C.M.	Classe merceologica	Data invio	Stato	Completamento	Azioni
FF1501010	Cancelleria e piccole attrezzature da ufficio	-	Bozza	0%	 
SS0304010	Fornitura, stampa e piegatura di bollette	-	Bozza	0%	 

Figure 33 – File Summary – % completion

The completion of Company Information questionnaires will be marked by the change of status (from “*draft*” to “*complete*”) and the progress bar, which will turn green.

### Riepilogo Pratica


> Dati Generali				
	Data invio	Stato	Completamento	Azioni
Dati aziendali	-	Completi	100%	

Figure 34 – Complete COMPANY INFORMATION

## 3.2.2. SAFETY INDICATOR QUESTIONNAIRE

If one or more categories that have an impact on safety have been selected, the supplier will be asked to complete a specific questionnaire containing accident indicators

### Riepilogo Pratica




> Dati Generali				
	Data invio	Stato	Completamento	Azioni
Dati aziendali	-	Completi	100%	
Indici di sicurezza	-	Bozza	66%	

Figure 35 – SAFETY INDICATORS Questionnaire

To complete the SAFETY INDICATORS, click on  and complete the questionnaire (when you first log in you will be asked to enter the information for the past three years). The questionnaire must be updated each year with the information concerning the previous year drawn from the accident register. Information about accidents from previous years will be recorded.

### Indici di sicurezza

> Aggiorna indici infortunistici ⓘ

Numero voce INAIL	Tasso medio INAIL	Tasso Applicabile INAIL
<input type="text" value="3310"/>	<input type="text" value="1,30"/>	<input type="text" value="1,10"/>

Anno	N. Dipendenti Iscritti nel Libro Unico Lavoro	N. ore lavorate	N. infortuni	N. infortuni mortali	Giorni Assenza Infortunio Anno	Non Disponibile
<input type="text" value="2015"/>	<input type="text" value="130"/>	<input type="text" value="228800"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="23"/>	<input type="checkbox"/>
<input type="text" value="2014"/>	<input type="text" value="120"/>	<input type="text" value="200000"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="12"/>	<input type="checkbox"/>
<input type="text" value="2013"/>	<input type="text" value="123"/>	<input type="text" value="220000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>

Figure 36 – Update of accident indicators

The Safety Indicator table contains the following columns:

- Year: displays the past three years
- No. employees enrolled: displays the number of employees enrolled in the single payroll
- No. hours worked: displays the number of hours worked during the year
- No. accidents: the number of accidents recorded during the year
- No. fatal accidents: displays the number of fatal accidents during the year
- Days of absence: displays the day of absence due to accident for the year



### 3.2.3. CATEGORY QUESTIONNAIRES

The Product or Service Classes table contains the following columns:

- Class Code: displays the code for the selected product or service class
- Product or Service Class: displays the description of the selected product or service class
- Date sent: indicates the date on which the category questionnaire was sent
- Status: the status of the questionnaire:
  - **Draft**: the questionnaire still needs to be completed by the supplier (for example, it may be in draft form because A2A returned the questionnaire previously submitted to request clarification).
  - **Completed**: the questionnaire has been fully completed, but not yet sent to A2A.
  - **Sent**: the questionnaire has been sent to A2A.
- Completion: A progress bar can be used to view the state of completion of the questionnaire.
- Actions: The actions that the user can take will be shown:
  - ✓ display the questionnaire for the product or service class sent (📄 icon)
  - ✓ complete the questionnaire for the product or service class (🔧 icon)
  - ✓ update the questionnaire for the product or service class (⚙️ icon)
  - ✓ delete the qualification request for the product or service class (🗑️ icon)
  - ✓ display the notes on category questionnaires (📅 icon)

To complete the CATEGORY questionnaires, click on 🔧

### Riepilogo Pratica

> Dati Generali				
	Data invio	Stato	Completamento	Azioni
Dati aziendali	-	Completi	100%	
Indici di sicurezza	-	Completi	100%	



> Classi Merceologiche					
Codice C.M.	Classe merceologica	Data invio	Stato	Completamento	Azioni
LL0201010	Demolizioni e smontaggi carpenterie e tubazioni	-	Bozza	0%	 

Figure 37 – CATEGORY Questionnaires

The Category Questionnaire will be opened: complete the required fields (those marked with “\*”) and then click on the “Save” button.

### Questionari di categoria

> LL0201010 - Demolizioni e smontaggi carpenterie e tubazioni 0.00%

**% fatturato su questa categoria \***  
 Indicare la % di incidenza della categoria merceologica in oggetto rispetto all'importo totale del vostro fatturato annuo.  
 (per esempio 10%: significa che il 10% del vostro fatturato annuo viene realizzato sulla categoria merceologica in oggetto)

%

**Referenze**  
 Inserire una referenza recente e significativa, coerente con la categoria merceologica oggetto di qualifica, indicando l'azienda cliente e una descrizione sintetica del contratto, che permetta di chiarire il tipo di attività svolta

**Committente \***

**Descrizione sintetica ordine \***

**Data inizio esecuzione \***  dal  **Data fine esecuzione** al

**Importo dell'ordine/contratto**  € **Luogo di esecuzione \***

**Referente \***  
 inserire il riferimento commerciale dell'azienda cliente o in alternativa un riferimento generico che consenta l'inequivoca e diretta reperibilità della funzione, ufficio o reparto aziendale al quale rivolgersi per una eventuale verifica della referenza indicata (es. Responsabile Ingegneria, Direttore lavori, Ufficio Acquisti, Ufficio Gare).

Nome  Cognome  Funzione/Area di riferimento  
 Tel.  Email

Figure 38 – CATEGORY Questionnaires to be completed

When all questionnaires in the supplier's FILE have been completed (100%), the “SEND” button is activated, allowing the supplier to send the qualification application to A2A.



### Riepilogo Pratica

> Dati Generali					
	Data invio	Stato	Completamento	Azioni	
Dati aziendali	-	Completi	100%	✎	
Indici di sicurezza	-	Completi	100%	✎	

> Classi Merceologiche					
Codice C.M.	Classe merceologica	Data invio	Stato	Completamento	Azioni
LL0201010	Demolizioni e smontaggi carpenterie e tubazioni	-	Completa	100%	📄 🗑️

Invia

Figure 39 – SUPPLIER FILE complete

### 3.2.4. PRODUCT OR SERVICE CLASS SUGGESTION

A2A can suggest a new product or service class to the supplier for which to apply for qualification. In such cases, the supplier will find the category suggested in the FILE, in the specific section PRODUCT OR SERVICE CATEGORY SUGGESTIONS.

### Riepilogo Pratica

> Dati Generali					
	Data invio	Stato	Completamento	Azioni	
Dati aziendali	-	Bozza	50%	✎	


> Classi Merceologiche					
Codice C.M.	Classe merceologica	Data invio	Stato	Completamento	Azioni
FF1501010	Cancelleria e piccole attrezzature da ufficio	-	Bozza	0%	📄 🗑️
SS0304010	Fornitura, stampa e piegatura di bollette	-	Bozza	0%	📄 🗑️


  

> Suggerimenti categorie merceologiche		
Codice C.M.	Descrizione	Azioni
NN0101060	Noleggio autoveicoli con autista	📦

Figure 40 – CATEGORY suggestion

The PRODUCT OR SERVICE CATEGORY SUGGESTIONS box contains the following columns:

- **Class Code:** displays the code for the class for which A2A has suggested that the supplier apply for qualification.
- **Description:** displays the description of the product or service class suggested by A2A.
- **Action:** by clicking on  , the user accepts the product or service class suggested by A2A

If the supplier intends to accept the suggestion and request qualification for the new product or service class, the user simply clicks on  and the new category will be added after those previously selected and awaiting completion.

The success message is shown below:



Figure 41 – Product or service class suggestion accepted by the supplier

The application for qualification for the product class suggested is added to the File. The supplier must complete the appropriate category questionnaire.

**Riepilogo Pratica**

Il suggerimento è stato accettato e la richiesta di qualifica creata

> **Dati Generali**


	Data invio	Stato	Completamento	Azioni
Dati aziendali	-	Bozza	47%	
Indici di sicurezza	-	Bozza	0%	

> **Classi Merceologiche**

Codice C.M.	Classe merceologica	Data invio	Stato	Completamento	Azioni
FF1501010	Cancelleria e piccole attrezzature da ufficio	-	Bozza	0%	 
NN0101060	Noleggio autoveicoli con autista	-	Bozza	0%	 
SS0304010	Fornitura, stampa e piegatura di bollette	-	Bozza	0%	 

Figure 42 – Product or service class suggestion accepted by the supplier

The product classes suggested by A2A may also be viewed by selecting the specific feature from the menu.

To accept A2A's suggestion and apply for qualification for a category, simply click on , complete the appropriate Category Questionnaire and send it to A2A



**Portale Fornitori**

Home / Pratica fornitore / Suggerimenti Categorie Merceologiche

**Suggerimenti Categorie Merceologiche**

> Suggerimenti categorie merceologiche

Codice C.M.	Descrizione	Data accettazione	StatusLabel	Azioni
FF0201010	Additivi per gasolio, olio combustibile e carbone		Nuovo	

Figure 43 – Suggestion of Product or Service Class from the menu



Home / Pratica fornitore / Suggerimenti Categorie Merceologiche

**Suggerimenti Categorie Merceologiche**

> Suggerimenti categorie merceologiche

Codice C.M.	Descrizione	Data accettazione	StatusLabel	Azioni
FF0101010	Analizzatori di prodotti della combustione		Nuovo	

Figure 44 – Page of categories suggested by A2A

### 3.2.5. Unlocking of Questionnaires

During the questionnaire assessment phase (company information, safety indicators, categories), A2A may request additional information or clarification. In such cases the supplier will receive an e-mail notification indicating the questionnaire that has been “unlocked” and the reasons for requesting the information.

By accessing the file, the supplier may view the reason why the questionnaire was “unlocked” by selecting the icon



## Riepilogo Pratica

> **Dati Generali**

	Data invio	Stato	Completamento	Azioni
Dati aziendali	22/05/2016	Approvati	100%	
Indici di sicurezza	22/05/2016	Approvati	100%	

> **Classi Merceologiche**

Codice C.M.	Classe merceologica	Data invio	Stato	Completamento	Azioni
FF1501010	Cancelleria e piccole attrezzature da ufficio	22/05/2016	Inviata	100%	
NN0101060	Noleggio autoveicoli con autista	22/05/2016	Inviata	100%	
NN0101070	Noleggio autovetture breve termine	25/05/2016	Bozza	100%	

>

× **Note sui questionari di categoria**

Codice C.M.	Motivo	Data inserimento	Autore	Nota
NN0101070	SbloccoQuestionarioCategoria	25/05/2016 23:04		inserire una referenza recente e significativa


**Figure 45 – Unlocking of the CATEGORY Questionnaire**

The user must then access the questionnaire, change the requested information and then send the modified questionnaire back to A2A.

### 3.2.6. QUALIFICATION ARCHIVE

To access this feature, click on the menu item Qualification Archive, which is located under the Supplier File item. This feature may be used to view the status of all qualifications for which applications have been submitted:

- ✓ Qualifications approved (with an indication of the start and end date of validity of qualification status)
- ✓ Qualifications pending approval (with an indication of the date on which the application for qualification was sent)
- ✓ Qualifications rejected (with an indication of the date on which a new application for qualification may be submitted)
- ✓ Qualifications expired



**GENERALE**

**PRATICA FORNITORE**

NUOVA QUALIFICA

DATI AZIENDALI

INDICI DI SICUREZZA

QUESTIONARI DI CATEGORIA

**ARCHIVIO QUALIFICHE**

SUGGERIMENTI CATEGORIE MERCEOLOGICHE

**GARE ON LINE**

SUBAFFIDAMENTI

#### Archivio qualifiche

> Qualifiche approvate

Codice C.M.	Classe merceologica	Data inizio validità	Data fine validità	Stato
CO0101030	Consulenze Informatiche	12/04/2016	05/05/2019	Qualificato
FF0301010	Cabine elettriche prefabbricate	12/04/2016	05/05/2019	Qualificato
FF0311020	Generatori	08/04/2016	07/04/2019	Qualificato
LL0802010	Manutenzione ordinaria applicativi software	08/04/2016	07/04/2019	Qualificato
PP0101020	Certificazioni e revisioni contabili	07/04/2016	07/04/2019	Qualificato

> Richieste di qualifica inviate / in approvazione

Codice C.M.	Classe merceologica	Data invio richiesta	Stato
CO0101040	Consulenze Legali	30/03/2016	Inviata
FF0101010	Analizzatori di prodotti della combustione	11/04/2016	Inviata
FF0201010	Additivi per gasolio, olio combustibile e carbone	11/04/2016	Inviata
FF0302030	Cavi elettrici MT	30/03/2016	Inviata
FF0401030	Personal computers, server e terminali	07/04/2016	Inviata
FF0401040	Sistemi speciali multimediali e per l'utenza	11/04/2016	Inviata
FF1701010	Impianti antintrusione e videosorveglianza	16/03/2016	Inviata
PP0102140	Prest.Serv.Prof. Informatica	25/03/2016	Inviata

> Richieste di qualifica rifiutate

Codice C.M.	Classe merceologica	Data fine validità	Data possibilità riquifica	Stato
CO0101010	Consulenze Amministrative	12/04/2019	12/04/2019	Non Qualificato

> Qualifiche scadute

Nessuna qualifica scaduta

**Figure 21 - Page of the product or service class archive**

## 4. SUB-CONTRACTING

By using the “Sub-contracting” feature, suppliers with a contract with the A2A Group may submit an electronic application for authorisation of sub-contracting.

The steps of applying for sub-contracting are as follows:

- a) creation of company details entry for the sub-contractor;
- b) completion and submission of the sub-contracting application (a digital signature is necessary);
- c) submission of the required documents;

an extension may also be requested for previously authorised sub-contracting.

The user who requests sub-contracting through the portal will receive notifications by e-mail containing the instructions for moving from one phase to the next.

### 4.1. CREATION OF A SUB-CONTRACTOR

In order to be able to apply for sub-contracting, an entry must be created in the company details file for the sub-contractor for which approval is sought.

Click on the menu option Creation of a sub-contractor, enter the company details for the sub-contractor and then click on the “SAVE” button.



**Creazione subfornitore**

> Anagrafica 0.00%

i campi con \* sono obbligatori

P.IVA \*  Ragione sociale \*

Sede legale \*

ITALY  Selezione regione  Selezione provincia  Selezione città


CAP  Indirizzo  Numero civico

Figure 22 - Creation of a sub-contractor

If the sub-contractor was already created during previous sub-contract assignments, the entry created will be available, and modifiable, where necessary, in the section “List of sub-contractors”



Figure 23 - List of sub-contractors

A new supplier may also be created from the “List of sub-contractors” page by clicking on the icon (  )

#### 4.2. COMPLETION OF THE SUB-CONTRACTING APPLICATION

To apply for a new sub-contracting assignment, click on the menu item *New sub-contracting application* and enter the requested data:

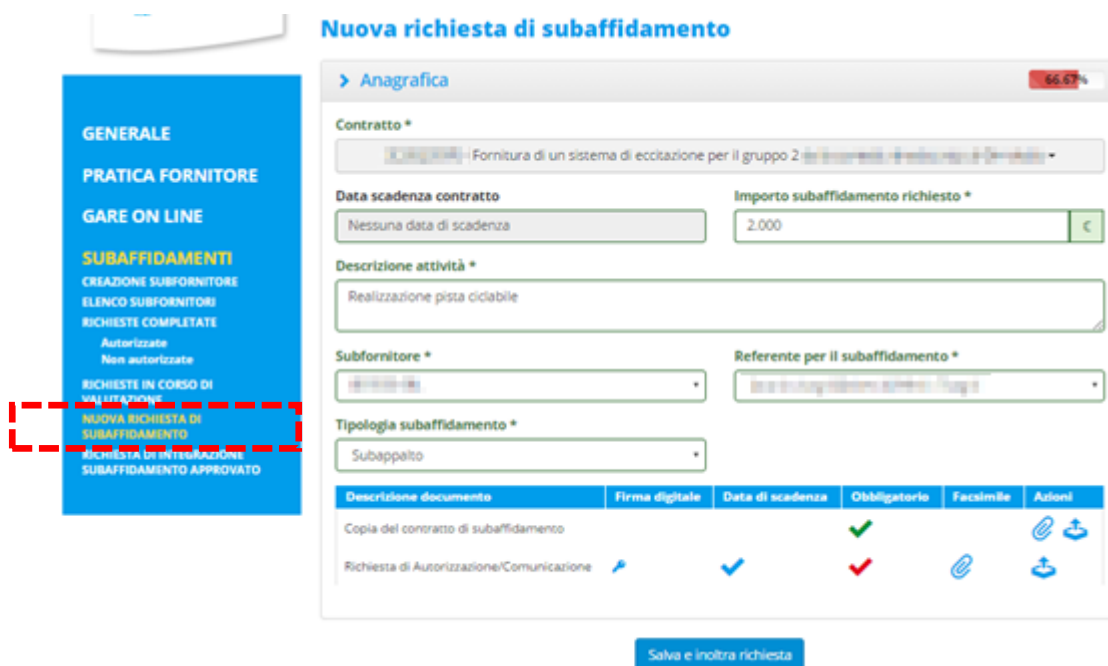


Figure 24 - New sub-contracting application

A progress bar is displayed on the upper right to show the percent completion of the sheet.




The user must select the contract for which sub-contracting is being applied from a pull-down menu, indicate the amount of sub-contracting and describe the activities/work sub-contracted.


Through a pull-down menu, the user can select the previously created sub-contractor and indicate the user from the supplier who will be the liaison for the sub-contracting application (the system proposes users from the supplier registered with the Portal).





The user must also indicate the type of sub-contracting being applied for (sub-contracting proper, lease and labour, etc.). Depending on the type of sub-contracting being applied for, the system will request that one or two documents be provided to submit the application to A2A.


For each document requested, it will be clarified whether:

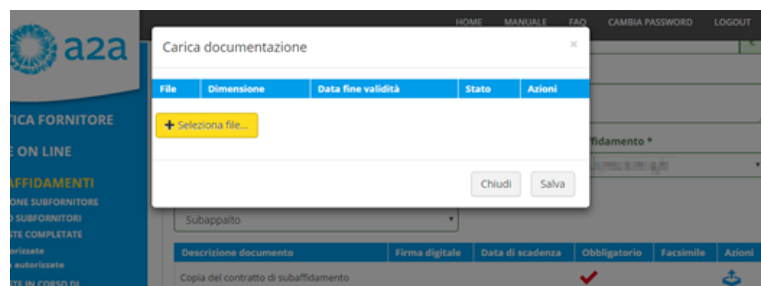
- ✓ it must be digitally signed (  );
- ✓ it is mandatory (  );
- ✓ there is a facsimile to be downloaded (  ).

In some cases, two keys appear (  ): in this case, the document to be uploaded must contain not only the supplier's digital signature, but also the sub-contractor's digital signature.

The “**Actions**” column contains the actions that the user may take:

- ✓ Upload the document (  )
- ✓ View the document uploaded (  )

When the user clicks on  a pop-up such as the following will be displayed:



**Figure 50 - Documentation entry pop-up**

Click on “SELECT A FILE” and upload the desired file from your PC. An example is shown below:





**Figure 25 - Uploading documentation**

The pop-up displays some information, such as the name of the file, its size, its expiry date (not always mandatory), its status and the type of actions that may be taken.

The status indicates whether uploading of the document was successful ( ✓ ) and thus whether the user may save it by clicking on "SAVE".

If the red icon ( ✗ ) appears in the "status" column, the document must be uploaded again.

Another document may be added by clicking on the "SELECT A FILE" BUTTON and selecting another file from your PC.

To delete a document that has been uploaded from the list, click on the icon  or replace the document by clicking on the icon .

Descrizione documento	Firma digitale	Data di scadenza	Obbligatorio	Facsimile	Azioni
Copia del contratto di subaffidamento			✗		
Richiesta di Autorizzazione/Comunicazione		✓	✗		

**Figure 52 – Documents to be uploaded and mandatory fields**

The flag icon ( ✗ ) turns green ( ✓ ) when the mandatory document has been properly uploaded.

The sub-contracting application may be submitted when all flag icons for mandatory documents are green.

When this happens, the button "SAVE AND SUBMIT APPLICATION" will be enabled, allowing the sub-contracting application to be submitted to A2A.

When the user clicks on "SEND FILE" the following message will be displayed at the top of the window:

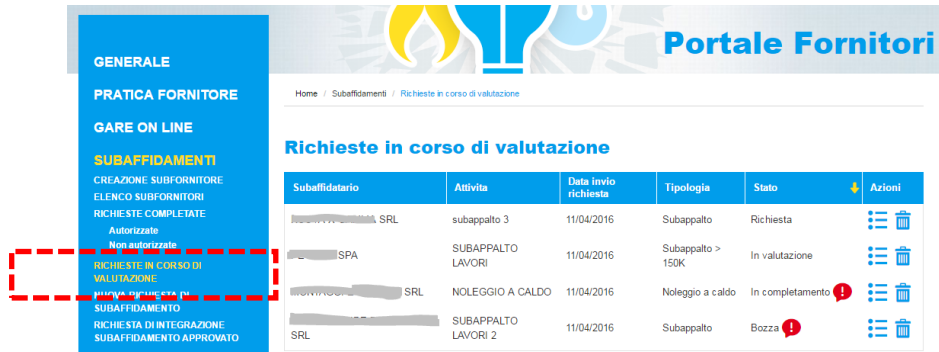
**Nuova richiesta di subaffidamento**



**Figure 53 – Success message**

### 4.3. APPLICATIONS UNDER EVALUATION

The file just sent may be viewed by clicking on the section “Applications under evaluation”.




Subaffidatario	Attività	Data invio richiesta	Tipologia	Stato	Azioni
[REDACTED] SRL	subappalto 3	11/04/2016	Subappalto	Richiesta	[Menu] [Trash]
[REDACTED] SPA	SUBAPPALTO LAVORI	11/04/2016	Subappalto > 150K	In valutazione	[Menu] [Trash]
[REDACTED] SRL	NOLEGGIO A CALDO	11/04/2016	Noleggio a caldo	In completamento <span style="color:red">!</span>	[Menu] [Trash]
[REDACTED] SRL	SUBAPPALTO LAVORI 2	11/04/2016	Subappalto	Bozza <span style="color:red">!</span>	[Menu] [Trash]



Figure 54 – Applications under evaluation

The following statuses are possible for each sub-contracting application:

- **Application:** The sub-contracting application has been properly submitted to A2A;
- **Draft:** The sub-contracting application has been returned to the supplier. In this case, a notice will be highlighted with the reasons for returning the application. The supplier may re-submit the application after making the requested changes;
- **Pending completion:** The supplier must complete the application with the documents indicated by A2A;
- **Under evaluation:** The Supplier has sent the requested documents, which are being evaluated by A2A.

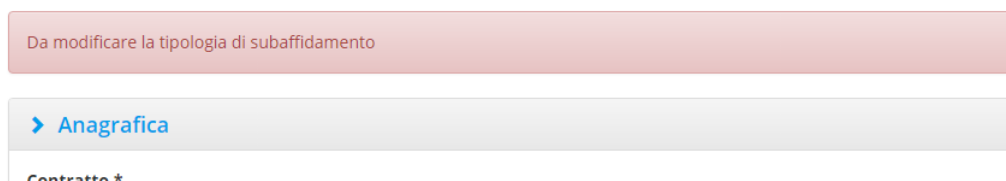
The “status” column may also display the icon indicating that notes are present (  ): when the pointer is placed on the icon, a tooltip is displayed showing the note from A2A.

In the “actions” column the user may also:

- ✓ delete the file by clicking on the icon; 
- ✓ access the details of the application to take the actions requested by A2A by clicking on the icon. 

Entering into the details of the application, the user may view the notes sent by A2A at the top of the page or directly in the list of requested documents.

#### Richieste in corso di valutazione



Da modificare la tipologia di subaffidamento

> Anagrafica

Contratto \*

Figure 55 – Display of notes/warnings (1)

**Documenti richiesti:**








Descrizione documento	Firma digitale	Data di scadenza	Obbligatorio	Facsimile	Stato	Azioni
Copia del contratto di subaffidamento			✓		KO !	 
Richiesta di Autorizzazione/Comunicazione		✓	✓			
Dichiarazione ex art. 47 DPR 445/2000						

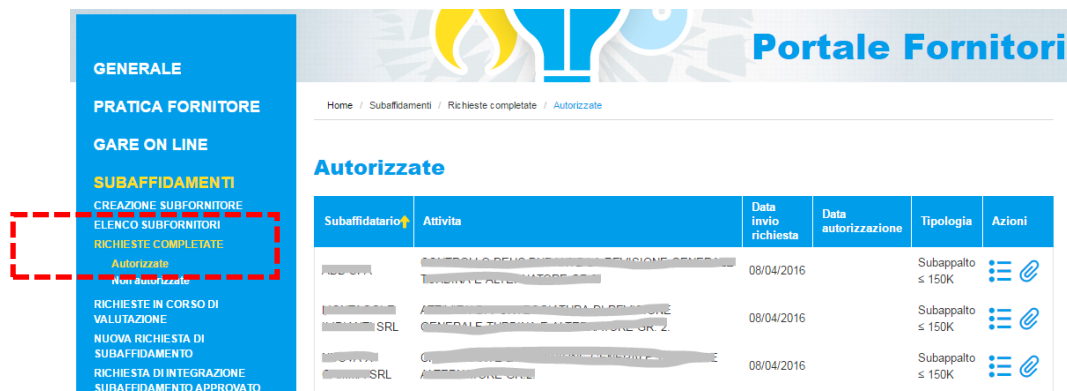
Figure 56 – Display of notes/warnings (2)

#### 4.4. APPLICATIONS COMPLETED (AUTHORISED/NOT AUTHORISED)

In this section, the user may view the sub-contracting applications that have or have not been authorised.

By clicking on the yellow arrow, the user can change the order (increasing/decreasing) according to which the table is displayed.

By clicking on the icon  the user may download the authorisation (or non-authorisation) letter issued by A2A.



**Portale Fornitori**

Home / Subaffidamenti / Richieste completate / Autorizzate

**Autorizzate**


Subaffidatario	Attività	Data invio richiesta	Data autorizzazione	Tipologia	Azioni
XXXXXXXXXX	GENERALI - SERVIZIO DI MANUTENZIONE GENERALE	08/04/2016		Subappalto ≤ 150K	 
XXXXXXXXXX SRL	GENERALI - SERVIZIO DI MANUTENZIONE GENERALE	08/04/2016		Subappalto ≤ 150K	 
XXXXXXXXXX SRL	GENERALI - SERVIZIO DI MANUTENZIONE GENERALE	08/04/2016		Subappalto ≤ 150K	 

Figure 57 – Sub-contracting applications authorised

#### 4.5. APPLICATION FOR EXTENSION OF APPROVED SUB-CONTRACTING

To apply for an extension of an already authorised sub-contracting application, click on “APPLICATION FOR EXTENSION OF APPROVED SUB-CONTRACTING”.

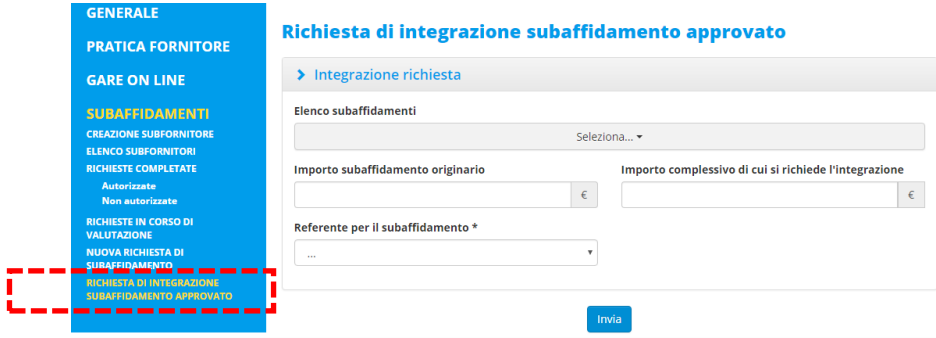
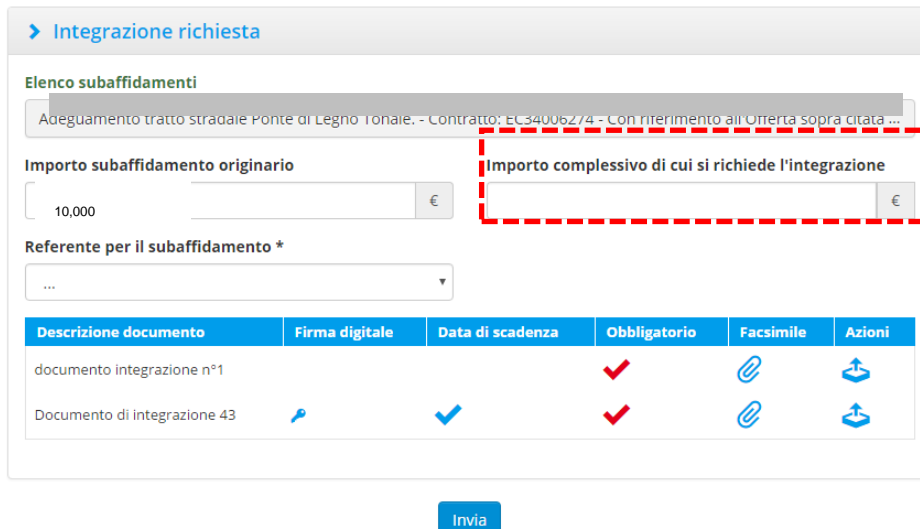







Figure 58 - Application for extension

Already authorised sub-contracting may be viewed by selecting the “List of sub-contracts” pull-down menu and selecting that for which the extension is requested. The system will suggest the amount of the original sub-contract.

Indicate the new total amount including the additional amount (i.e., amount already authorised plus the additional amount applied for).



Descrizione documento	Firma digitale	Data di scadenza	Obbligatorio	Facsimile	Azioni
documento integrazione n°1			✓		
Documento di integrazione 43		✓	✓		

**Enter the amount  
already authorised  
+  
the additional  
amount applied for**

Figure 59 - Sample of documentation for extension

## 5. CONTACT INFORMATION

To request assistance with the user of the Suppliers Portal, you may contact i-Faber's Sales & Customer Support at the following addresses:

e-mail: **acquisti.gruppoa2a@i-faber.com**  
Tel: **++39 02 8683.8479**



***The service is available from Mondays to  
Wednesday,  
8:30 AM to 6:00 PM***