

EASYBUY SUPPLIER GUIDE HOW TO REGISTER

Supplier Relationship Management platform (SRM)

DANIELI / SINCE 1914
PASSION TO INNOVATE
AND PERFORM
IN THE METALS INDUSTRY



EASYBUY



- 1. SUPPLIER
SELF REGISTRATION**
- 2. SUPPLIER CREATION**
- 3. CHANGE REQUEST**

1. SUPPLIER
SELF REGISTRATION

- > Access to EasyBuy
- > Registration request
in EasyBuy

2. SUPPLIER CREATION

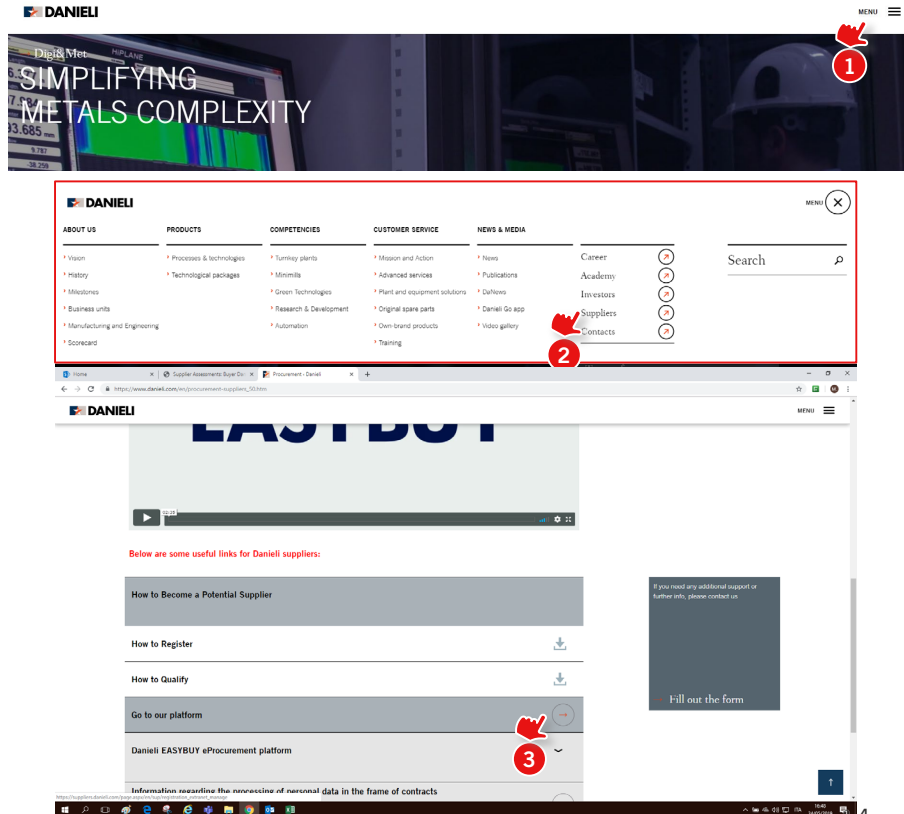
3. CHANGE REQUEST

SUPPLIER SELF REGISTRATION

STEP 1

Access to EasyBuy through Danieli official website:
www.danieli.com

- 1 Click on “Menu” button on the top right part of the screen
- 2 Click on “Suppliers”
- 3 In “Procurement” popup window, click on “How to become a potential Supplier”, then “Go to our platform” link to access to EasyBuy



STEP 2

In the opened registration form, fill in:

- 1 Company and Address information
 - > Company Name
 - > Address Label (e.g. *Headquarter*)
 - > Address Line1
 - > Zip code
 - > City
 - > Country
 - > State/Province (*where applicable*)
- 2 Other information
 - > Supplier VAT number / Tax Registration Number
(e.g. *IT12345678911 for Italy, CN123456789876543212 for China, etc.*)
 - > First & Last Name
 - > Email
 - > Password
 - > Confirm password
 - > Commodities (*you could supply*)
- 3 Security Control Characters
- 4 Click on "Registration Request" button

The screenshot shows the 'Supplier registration' form. Red boxes and callouts highlight the following sections:

- Callout 1:** Points to the 'COMPANY INFORMATION' and 'ADDRESS' sections. The 'COMPANY INFORMATION' section includes fields for Company Name, Legal Name, Legal Form, and Company Web Site. The 'ADDRESS' section includes fields for Address Label, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Zip Code, City, and Country.
- Callout 2:** Points to the 'CONTACT INFORMATION' and 'GOODS/PRODUCTS OFFERED' sections. The 'CONTACT INFORMATION' section includes fields for First Name, Last Name, Email, Position, Password, and Confirm password. The 'GOODS/PRODUCTS OFFERED' section includes fields for NAICS Code, Commodities, and a Comment.
- Callout 3:** Points to the 'SECURITY CONTROL' section, which includes a 'Security Control' field with a 'vsejo' logo and a 'Register Characters Here' link.
- Callout 4:** Points to the 'Registration request' button at the top right of the form.

NOTE: In case of existing email contact, Supplier can't finalize "Registration Request". Please contact Danieli Vendor Management Department for further information

1. SUPPLIER
SELF REGISTRATION

SUPPLIER CREATION

2. SUPPLIER CREATION

- > Access to EasyBuy
- > Fill in mandatory information in “Identity” tab
- > Fill in mandatory information in “Information” tab
- > Fill in mandatory information in “Bank Details” tab
- > Optional: fill in mandatory information in “Contacts” tab
- > Upload mandatory documents in “Documents” tab and submit it for Danieli approval

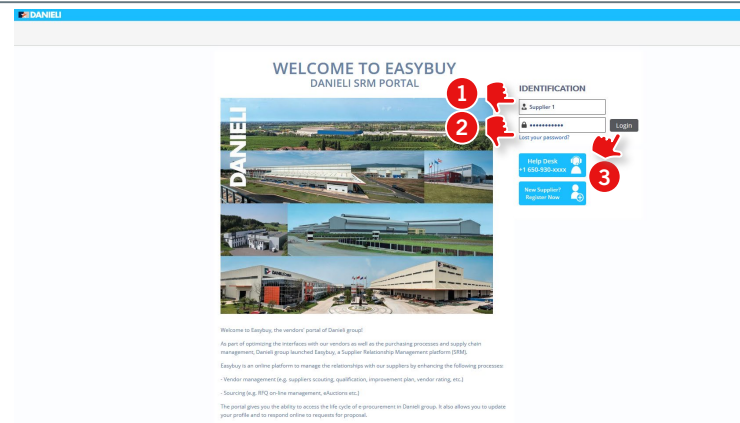
3. CHANGE REQUEST

STEP 1

Supplier receives the invitation to access in EasyBuy portal via notification email.

By clicking on the notification link (or alternatively by Danieli official website), Supplier lands on the login page:

- 1 Insert Username
- 2 Insert Password
- 3 Click on “login” button

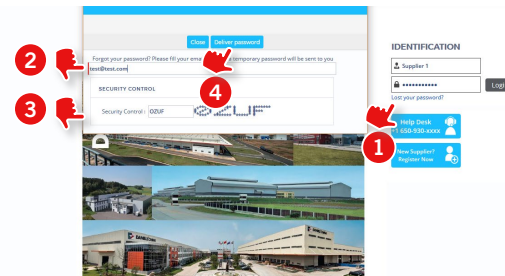


STEP 2

In case of Supplier forget the password:

- 1 Click on “Lost your password?”
- 2 Insert Supplier personal email
- 3 Fill in the right “Security Control”
- 4 Click on “Deliver Password” button

The system automatically send an email with new temporary password to be changed at the first access into the platform.

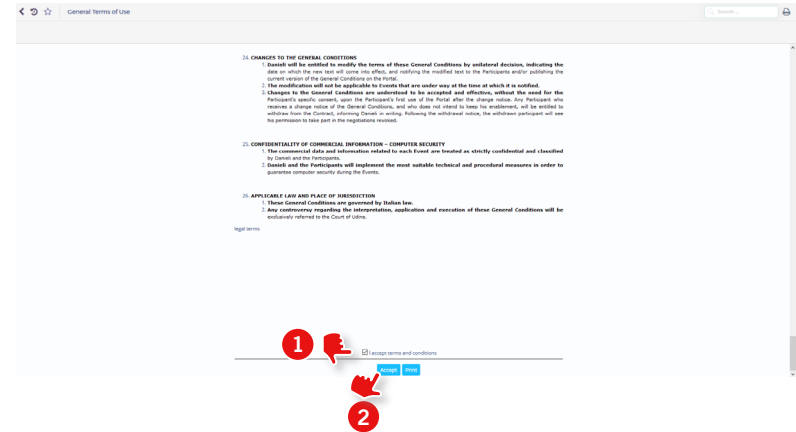


STEP 3

When a Supplier Contact access to the platform for the first time, He / She has to accept “Danieli General Terms & Conditions”

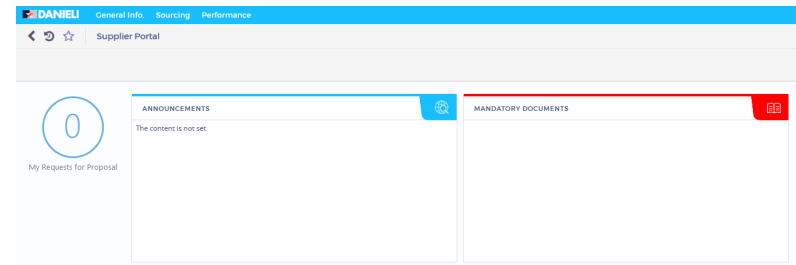
It's important to read and scroll all the document, then:

- 1 Check “I accept terms and conditions”
- 2 Click on “Accept” button



STEP 4

Supplier lands on his homepage with tailored menu and relevant information.



General Info menu to access Company Profile or Information Requests

In case a task is assigned, it is shown in this box with access link and related information

Access to contact profile main information

The screenshot shows the Danieli Supplier Portal interface. At the top is a blue navigation bar with the Danieli logo and tabs for 'General Info', 'Sourcing', and 'Performance'. Below this is a grey bar with navigation icons and the text 'Supplier Portal'. On the right of the grey bar is a search bar and a user profile dropdown labeled 'Contact Name'. The main content area is divided into several sections. On the left, there is a circular badge with the number '0' and the text 'My Requests for Proposal'. Below this is a section titled 'MY VALIDATIONS IN PROGRESS' with '0 Results'. In the center, there is a section titled 'MY OPEN SCHEDULED TASK LIST' with '0 Result(s)'. On the right, there is a section titled 'MANDATORY DOCUMENTS' with a red banner alert stating 'There are missing mandatory documents : Please click here to add missing documents'. Red lines connect the annotations to specific elements: from the 'General Info' tab to the top navigation bar; from the 'MY OPEN SCHEDULED TASK LIST' section to the central content area; from the user profile dropdown to the top right; from the '0' badge to the 'My Requests for Proposal' text; from the 'MY VALIDATIONS IN PROGRESS' section to the bottom left; from the 'MANDATORY DOCUMENTS' section to the bottom right; and from the 'Access to contact profile main information' text to the user profile dropdown.

Number of Request for proposal in which Supplier is involved to

In case of validation step involvement, related process and link will appear in this box

If there are missing Mandatory documents in EasyBuy, an alert is shown in this box with related access link

STEP 1

In Supplier homepage, "My validation in progress" box:

- 1 Click on "Supplier Creation" workflow label to jump in Supplier page, "Identity" tab

STEP 2

- 1 In "Identity" tab, fill in at least mandatory fields:
 - > Pec Email (only for Italian Suppliers)
- 2 Address information:
 - > Address Label (e.g. *Headquarter*)
 - > Address Line 1
 - > Zip Code
 - > City
 - > Country
 - > State/Province (If required)
- 3 Click on "Save"

The screenshot shows the 'Supplier Portal' interface. At the top, there's a navigation bar with 'Supplier Portal'. Below it, a section titled 'MY OPEN SCHEDULED TASK LIST' shows '0 Result(s)'. A section titled 'MY REQUESTS FOR PROPOSAL' also shows '0 Result(s)'. A section titled 'MY VALIDATIONS IN PROGRESS' shows '1 Result'. A table lists the validation: 'Supplier Creation' for 'Rossi SPA (ITALY)' with 'Data Completion from Supplier' on '1/30/2019'. A red arrow points to this table with annotation '1'. Below the table, there's a 'REQUEST FOR INFORMATION UPDATE' section with '0 Result(s)'. An 'ALERTS' section shows 'Missing Mandatory Document(s)' and 'DUNS number missing (Tab Information)'. The 'COMPANY' section has fields for 'Status: Supplier Data Completion', 'Company Name: Rossi SPA', 'Legal Name', 'Pec Email', 'Web Site', and 'Comment'. A red arrow points to the 'Pec Email' field with annotation '1'. The 'ADDRESS' section has fields for 'Address Label', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Address Line 4', 'Zip Code', 'City', 'Country' (set to 'ITALY'), and 'State/Province'. A red box highlights the 'ADDRESS' section with annotation '2'. A red arrow points to the 'Save' button in the top right corner with annotation '3'.

STEP 1

- 1 In “Information” tab, fill in at least mandatory fields:
 - > Last Year Annual Revenue (€)
 - > Last Year Annual Revenue with Danieli (€)
 - > Company Ownership Type
- 2 Click on “Save”

The screenshot displays the 'Information' tab of the supplier creation process. The sidebar on the left contains the following tabs: Identity, Information (highlighted with a red box), Compliance, Bank Details, Contacts, and Documents. The main content area is divided into four sections:

- CORPORATE SETTINGS:** Contains fields for Legal Structure (Società a Responsabi...), NAICS Code, Year of Foundation, Last Year Annual Revenue (€), Last Year Annual Revenue with Danieli (€) (indicated by red arrow 1), and Company Ownership Type.
- PAYMENT ADDRESS:** Contains fields for Address Label, Address Line 1 through 4, Zip Code, City, and Country.
- GOVERNMENT OR 3RD PARTY IDS:** Contains fields for Country (ITALY), P. IVA (IT12562837672), Fiscal Code, DUNS, and SDI ID.
- ADMINISTRATIVE ADDRESS:** Contains fields for Address Label, Address Line 1 through 4, Zip Code, City, and Country.

At the top right, there are two buttons: 'Save' (blue) and 'Submit for Approval' (green). Red arrow 2 points to the 'Save' button.

STEP 1

In "Bank Details" tab:

- 1 Click on "Add Banking Info."
- 2 In the opened popup window, fill in mandatory information:
 - > Bank Name
 - > Bank Agency
 - > Bank Address
 - > Bank City
 - > Bank Zip Code
 - > Bank Country
 - > Bank Province (If required)
 - > Account Currency
 - > SWIFT / BIC Code
 - > Flag "Default" as default bank account
 - > Flag to certify statements: "We certify..."
 - > Bank Account*
- 3 Click on "Save & Close"

Supplier Rossi SPA

Save Save & Close Submit for Approval Close

Identity Information Compliance **Bank Details** Contacts Documents

BANKING INFO

Add Banking Info

0 Result(s)

ALERTS

Missing Mandatory Document(s)

DUNS number missing (Tab Information)

Bank Information

Save Save & Close

BANKING INFO

Supplier Rossi SPA

Bank Name

Bank Agency

Bank Address

Bank City

Bank Zip Code

Bank Country

Account Currency

SWIFT / BIC Code

Default

Bank Account

We certify that the beneficiaries and other references of the bank account hereby indicated are true and correct. The references provided are strictly related to the party who performed the obligations towards Danieli Group Company. We commit ourselves to modify the information immediately in this portal in case any change occurs.

Status: Activated

*According to selected Bank Country, related Bank Account is required, example:

- > IBAN for Countries that support that bank account number
- > ABA for United States
- > RIB for India
- > CLABE Code for Mexico
- > INN & VO Code for Russian Federation
- > "Bank Account" (standard field) for other Countries

STEP 2

- 1 In "Bank Details" tab, click on "Save"
- 2 Bank information will appear

Supplier Rossi SPA

Save Submit for Approval Close

Identity Information Compliance **Bank Details** Contacts Documents

BANKING INFO

Add Banking Info

Default	Bank Name	Bank Agency	Bank Country	Bank City	Bank Address	Bank City	Bank ZIP Code	Account Currency	SWIFT / BIC Code	IBAN Country code	IBAN key	IBAN - IBAN Code	Bank Account
<input checked="" type="checkbox"/>	Bank	Ag.7	ITALY	Milano	Via milano	Milano	02100	EUR Euro	NPSHJ533	IT	50	N0542811101000000123456	

1 Result(s)

ALERTS

Missing Mandatory Document(s)

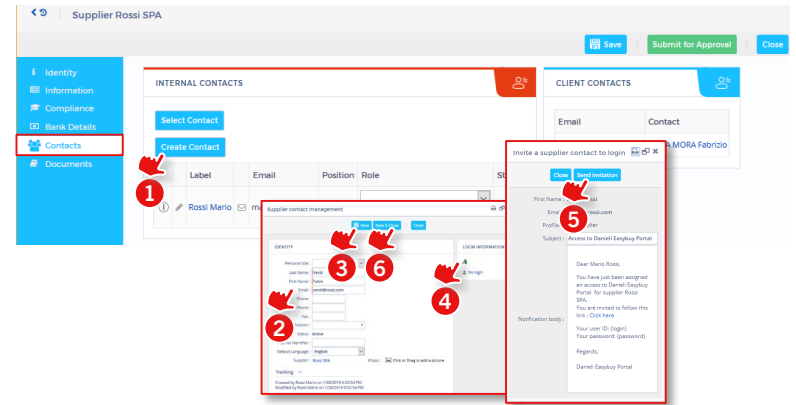
DUNS number missing (Tab Information)

STEP 1

OPTIONAL:

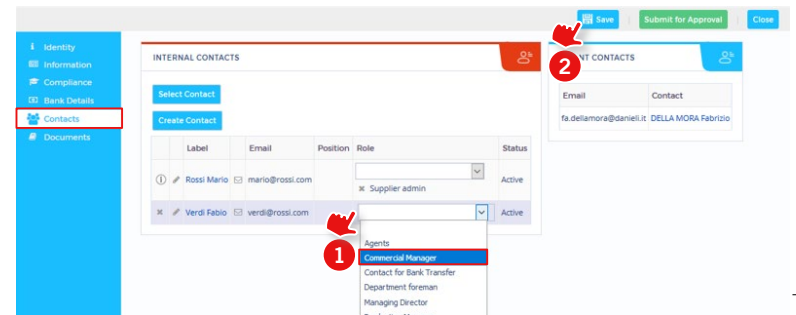
Click on "Contacts" Tab to eventually add other Contacts

- 1 Click on "Create Contact" button in Internal Contacts section
 - 2 Fill in mandatory information in pop-up screen:
 - > Last Name
 - > First Name
 - > Email
 - 3 Click on "Save"
 - 4 In Login Information section Click on "key with green plus" icon
 - 5 Click on "Send invitation" to send username and password
- A popup window saying "The invitation to register has been sent to the contact" appears
- 6 Click on "Save & Close". Supplier contact e-mail will appear



STEP 2

- 1 In "Role" field, you should assign a role to new created contact
Example: "Commercial Manager"
- 2 Click on "Save"



STEP 1

Click on "Documents" Tab

- 1 In "Legal Documents", click on "+" button to add mandatory "Certificate of Incorporation"
- 2 In the opened popup window, fill in:
 - > Name: *document name*
 - > In Document field drag and drop Certificate of Incorporation
 - > Begin date
 - > Expiration date
- 3 Click on Save and Close

NOTE: in "Certifications" section, Supplier should attach required certifications. In "Company Profile & Other Documents" supplier should attach Company's brochure

- 4 Click on **"Submit for Approval"** to send back the creation form to Danieli for approval*.

**In case of Danieli refusal, Supplier receives a new notification to check information/documents provided. Please provide missing information and submit again for Danieli approval*

The screenshot displays the 'Supplier Rossi SPA' interface. On the left, a sidebar contains navigation links: Identity, Information, Compliance, Bank Details, Contacts, and Documents (highlighted with a red box and a red arrow labeled '1'). The main area shows the 'LEGAL DOCUMENTS' section with a table containing one entry: 'Certificate of Incorporation'. A red arrow labeled '2' points to the '+' button to add a new document. A red arrow labeled '3' points to the 'Save & Close' button in the 'Edit document' popup window. A red arrow labeled '4' points to the 'Submit for Approval' button at the top right of the main interface.

1. SUPPLIER
SELF REGISTRATION

2. SUPPLIER CREATION

3. CHANGE REQUEST

- > Create a change request to
modify Supplier Information

CHANGE REQUEST

STEP 1

Once registration is completed, in case of change request, access to your company profile through the homepage (General Info, Company Profile):

- 1 Click on “Create a Change Request” on the header
- 2 In “Identity” tab of the opened popup window, fill in mandatory field “Reason for change request”
- 3 Modify all the fields that should be updated (*It is also possible to add new bank accounts*)
- 3 Click on “Submit CR for Approval”

A notification will be sent to Danieli Vendor Management department for Approval

- 5 In case of error, (example: change request not needed), click on “Cancel” button to delete it.

Attention: also in this case it's necessary to fill “Reason for change request” mandatory field

Once Supplier Change Request has been approved or rejected by Danieli Vendor Management department, a notification email will be sent to Supplier

The image displays two screenshots of the 'Supplier Rossi SPA' interface. The top screenshot shows the 'REQUEST FOR INFORMATION UPDATE' form. It has a sidebar with tabs: Identity, Information, Compliance, Bank Details, Contacts, and Documents. The main form has sections for 'COMPANY' (Status: Activated, Company Name: Rossi SPA, Legal Name) and 'ADDRESS' (Address Label: Headquarter, Address Line 1: Via Udine, Address Line 2). A 'Create a change request' button is highlighted with a red arrow and a red circle with the number 1. The bottom screenshot shows the 'Supplier change request: Rossi SPA' form. It has a sidebar with the same tabs. The main form has a 'CHANGE REQUEST' section with a 'Reason for change request' field highlighted by a red arrow and a red circle with the number 2. Below this is an 'ALERTS' section with a message: 'Missing Mandatory Document(s)'. The 'COMPANY' section shows 'Status: Initialized', 'Company Name: Rossi SPA', 'Legal Name', 'Pec Email: rossi@pec.it', 'Web Site', and 'Comment'. The 'ADDRESS' section shows 'Address Label: Headquarter', 'Address Line: Via Udine', 'Address Line 4', 'Zip Code: 33122', 'City: Udine', 'Country: ITALY', and 'State/Province: Udine'. Buttons 'Save', 'Cancel', and 'Submit CR for Approval' are at the top right, with 'Cancel' highlighted by a red arrow and a red circle with the number 5, and 'Submit CR for Approval' highlighted by a green arrow and a green circle with the number 4. A red circle with the number 3 highlights the 'Submit CR for Approval' button.

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