

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

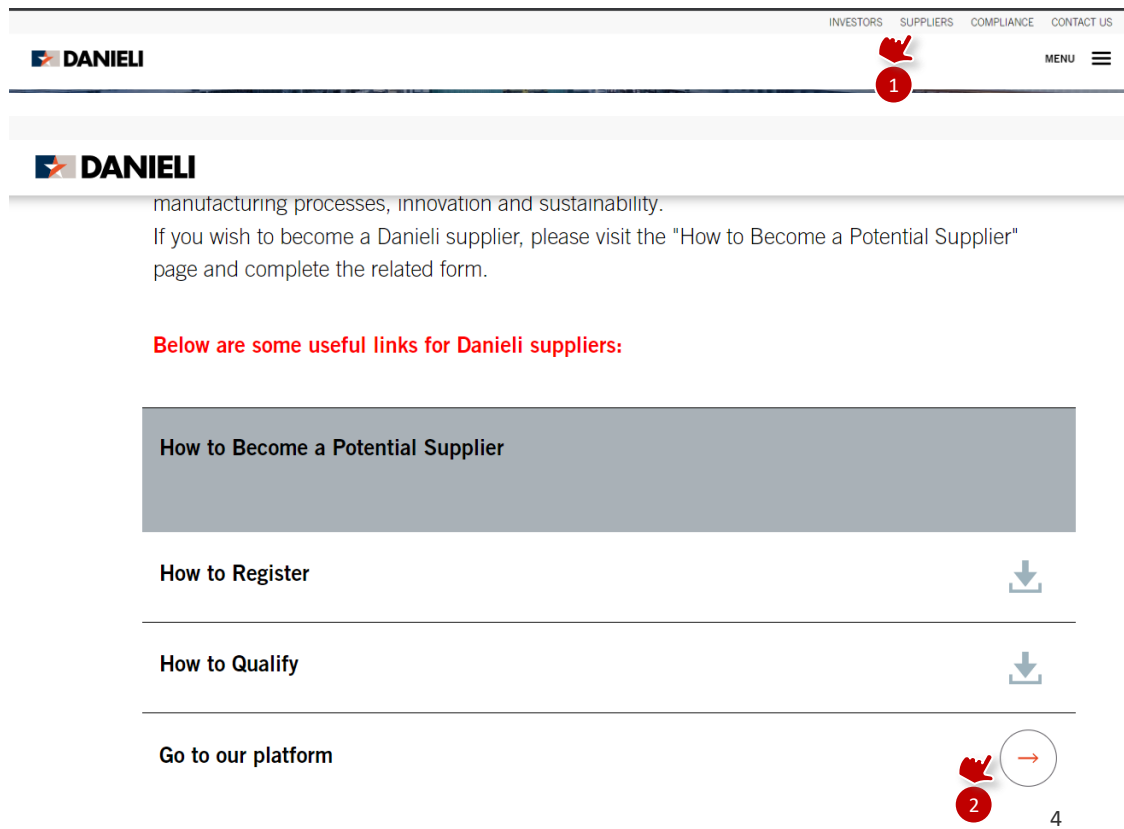
1. **SUPPLIER
SELF REGISTRATION**
 - > Access to EasyBuy
 - > Registration request
in EasyBuy
2. **SUPPLIER CREATION**
3. **CHANGE REQUEST**

SUPPLIER SELF REGISTRATION

STEP 1

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

1. Click on “Suppliers” button on the top right part of the screen
2. In “Procurement” popup window, expand the section “How to Become a Potential Supplier” and click on “Go to our platform” link to access to EasyBuy



The screenshot shows the Danieli website's header with navigation links: INVESTORS, SUPPLIERS, COMPLIANCE, and CONTACT US. A red hand icon with the number 1 points to the SUPPLIERS link. Below the header, the Danieli logo is displayed. The main content area features a section titled "How to Become a Potential Supplier" with a description: "manufacturing processes, innovation and sustainability. If you wish to become a Danieli supplier, please visit the 'How to Become a Potential Supplier' page and complete the related form." Below this, a red heading states "Below are some useful links for Danieli suppliers:". A list of links follows: "How to Register", "How to Qualify", and "Go to our platform". Each link has a download icon (a square with a downward arrow) to its right. A red hand icon with the number 2 points to the "Go to our platform" link, which also has a red arrow icon next to it. The page number 4 is visible in the bottom right corner.

INVESTORS SUPPLIERS COMPLIANCE CONTACT US

DANIELI

1

DANIELI

manufacturing processes, innovation and sustainability.
If you wish to become a Danieli supplier, please visit the "How to Become a Potential Supplier" page and complete the related form.

Below are some useful links for Danieli suppliers:

How to Become a Potential Supplier

How to Register

How to Qualify

Go to our platform

2

4



STEP 2:

In the opened registration form, fill in:

1. Company information
 - Company Name (Supplier field)
2. Address
 - Country
3. Help us identify your company
 - Supplier VAT number / Tax Registration Number (e.g. IT12345678911 for Italy, CN123456789876543212 for China, etc.)
4. Contact Information
 - First Name
 - Last Name
 - Position
 - Email
 - Password
5. First time registration? Please tell us more
 - Commodities
6. Code of Conduct, Code of Ethics and Terms and Conditions of use of EasyBuy
7. Security Control
 - Please type exactly security control code. "Ø" is "zero", whereas "O" is an alphabetical letter
8. Click on the button "Registration Request"

Company information

Supplier ^①*

Legal Form ^①

Company Web Site

Address

Map Satellite

Address Type

Address Line 1 ^①

Search for an address...

Address Complement

Zip Code City en

Country* State/Province

Orphan fields

txtAddrLine3 [custom]

Help us identify your company

Supplier VAT Number ^①*

DUNS ^③

Contact Information

First Name* Last Name*

Position* Email*

Password* Confirm password*

✓ Passwords should match.

✗ Password must contain at least 1 digit(s)

✗ Password must contain at least 1 non-alphanumeric character(s)

✗ Password must contain at least 6 characters

The Code of Ethics, the Code of Conduct for Suppliers and the terms and Conditions of use of Easybuy contain the principles that suppliers undertake to observe in their business relations with Danieli Group companies. Danieli considers it absolutely essential that its suppliers guarantee, in addition to technical and professional requirements, the maintenance of strict ethical standards, the same that inspire the Danieli way of doing business.

By submitting the registration request, I declare that I've read the Code of Ethics, the Code of Conduct for Suppliers and the terms and Conditions of use of Easybuy

☐ I've read the Code of Conduct*

☐ I've read the Code of Ethics*

☐ I've read the Terms and Conditions of use of Easybuy*

Terms and Conditions of use of EasyBuy

Security Control

DWAX

Retype Characters Here

First time registration ? Please tell us more

Regions Served

Commodities ^①*

NAICS Code

Comment

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

2. SUPPLIER CREATION

- > Access to EasyBuy
- > Fill in mandatory information in “Company 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

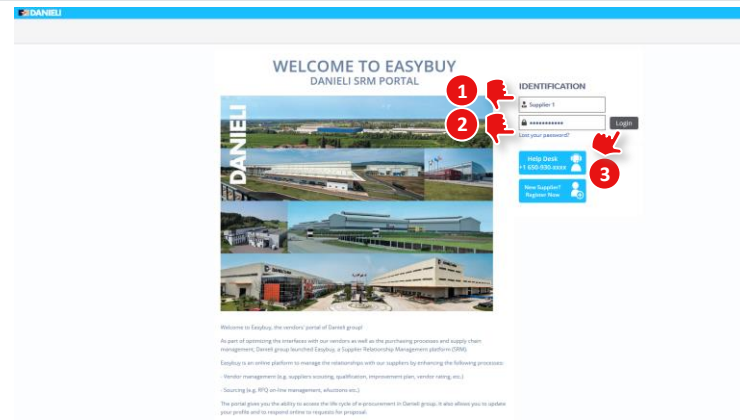
SUPPLIER CREATION

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

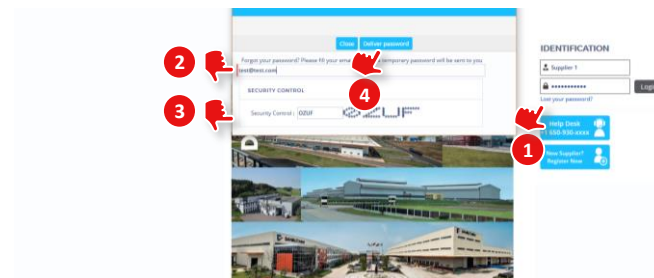


STEP 2

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 confirm that will read and understand the "Danieli General Conditions of Supply" in the subsequent page.

It's important to read the page and then:

- 1 Check "I got it"
- 2 Click on "Acknowledge" button

Please check the box in order to proceed

DANIELI GENERAL CONDITIONS OF SUPPLY

Dear Supplier,

Danieli modified the General Conditions of Supply GCS-DAN-G-2022. They have been published on Library Repository. By ticking the box, you declare you have read the new clause 16.14 and understand its content.

This notice does not apply to Transport and Logistic Services Suppliers.

1 ☒ I got it

2 [Acknowledge](#) [Print](#)

STEP 4

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

< ↻ ☆

Supplier Portal

Q Search

The updated GCS-DAN-G-2022 are available in the Library Repository on the right here below

Validations

See 1 result

Process	Object	Action	Due date
Supplier Creation VF	TEST SUP (ITALY)	Supplier Data Completion	

Danieli Library Repository

- General Conditions of Supply 9/18/2023
- Documents for companies operating within the Danieli plants 6/2



General Info menu
to access Company Profile or
Information Requests

Access to contact profile
main information

The screenshot shows the Danieli Supplier Portal. At the top is a blue navigation bar with the Danieli logo and tabs for 'General Info.', 'Sourcing', and 'Performance'. A red line points from the 'General Info.' tab to the text 'General Info menu to access Company Profile or Information Requests'. On the right of the navigation bar, there is a user profile icon labeled 'Test S.' and a bell icon. A red line points from the bell icon to the text 'Access to contact profile main information'. Below the navigation bar is a search bar and a 'Supplier Portal' header. The main content area has a message: 'The updated GCS-DAN-G-2022 are available in the Library Repository on the right here below'. There are three main sections: 1. 'Validations' section containing a table with columns 'Process', 'Object', 'Action', and 'Due date'. A red line points from the table to the text 'In case of validation step involvement, related process and link will appear in this box. During the Registration process the supplier is requested to click on this link in order to add missing Company Information'. 2. 'Danieli Library Repository' section containing a list of documents. 3. 'My Request for Proposal' section showing a count of '0'. A red line points from this section to the text 'Number of Request for proposal in which Supplier is involved to'. At the bottom, there is a 'My Open Scheduled Task List' section. A red line points from this section to the text 'In case a task is assigned, it is shown in this box with access link and related information'. A red starburst with the word 'NEW' is in the bottom left corner.

Prepared 1/0

DANIELI

General Info. Sourcing Performance

< ⌂ ☆ Supplier Portal

Search

The updated GCS-DAN-G-2022 are available in the Library Repository on the right here below

Validations See 1 result

Process	Object	Action	Due date
Supplier Creation VF	TEST SUP (ITALY)	Supplier Data Completion	

Danieli Library Repository

- General Conditions of Supply 9/18/2023
- Documents for companies operating within the Danieli plants 6/28/2022

0
My Request for Proposal

My Open Scheduled Task List Go to page

In case of validation step involvement, related process and link will appear in this box. During the Registration process the supplier is requested to click on this link in order to add missing Company Information

Number of Request for proposal in which Supplier is involved to


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

NEW

STEP 1

In Supplier homepage, “My validation in progress” box:

- 1 Click on “Supplier Creation” workflow label to jump on the supplier page

Validations				See 1 result
Process	Object	Action	Due date	
Supplier Creation VF	1  TEST SUP (ITALY)	Supplier Data Completion		

STEP 2

- 1 In “Company Information” tab, fill in at least mandatory fields:
- 2 > PEC Email (only for Italian Suppliers)
Address information (if not filled in before):
 - > Address type (e.g. *Headquarter*)
 - > Address Line 1
 - > Zip Code
 - > City
 - > Country
 - > State/Province (*If required*)

Company Information


Compliance

Bank Details

Contacts

Pre-Qualification Questionnaires

Documents & Certs.

1 

Status


Supplier Data Completion

Company Name ① *

TEST SUP

Company Pec *

DUNS

2 

① - Please add at least one bank account information in 'Bank details' tab

① - Missing Mandatory Document(s)

Address Type ① *

Address Line 1 ① *

Search for an address...

Address Complement

Zip Code *

City *

Country *

ITALY

State/Province *

STEP 1

1 In “Corporate Settings” section, fill in at least mandatory fields:

- > Last Year Annual Revenue (€)
- > Last Year Annual Revenue with Danieli (€)
- > Company Ownership Type
- > Legal Structure

2 Click on “Save”

The screenshot displays the 'Company Information' tab in the EASYBUY system. The left sidebar contains navigation options: Compliance, Bank Details, Contacts, Pre-Qualification Questionnaires, and Documents & Certs. The main content area is divided into two sections. The top section, 'Company Information', includes fields for 'Place Of Registration' and 'Shared Capital'. The bottom section, 'Corporate Settings', contains several mandatory fields marked with an asterisk (*): 'Last Year Annual Revenue (€)' (filled with 1900000), 'Last Year Annual Revenue with Danieli (€)' (filled with 111110), 'Company Ownership Type' (set to 'Privately held'), 'Legal Structure' (set to 'Consortium'), 'NAICS Code', and 'Year Founded'. A red arrow and the number '1' point to the 'Last Year Annual Revenue (€)' field. Another red arrow and the number '2' point to the 'Save' button in the top right corner. A 'Submit for Approval' button is also visible.

STEP 1

In "Bank Details" tab:

- 1 Click on "Add Banking Info."
- 2 In the popup window, fill in mandatory information:
 - > Bank Account Owner
 - > 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"

*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 1

Click on "Documents & Certs." Tab

- 1 In "Legal Documents" section, click on "+" button to add mandatory "Certificate of Incorporation"
In the opened popup window, fill in:
 - 2 > 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*

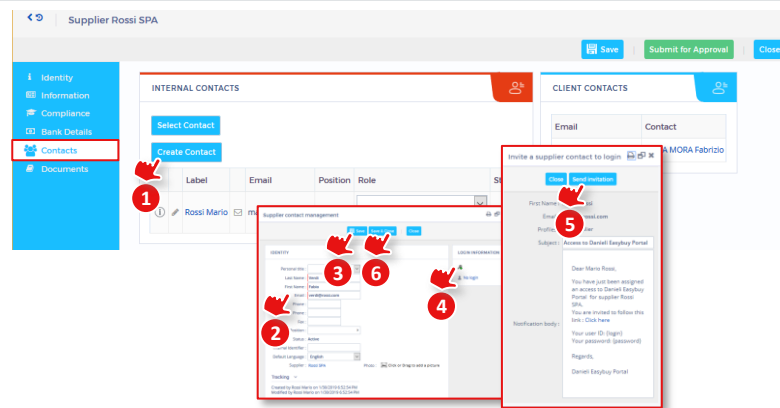
Edit document : Legal Documents

STEP 1

OPTIONAL:

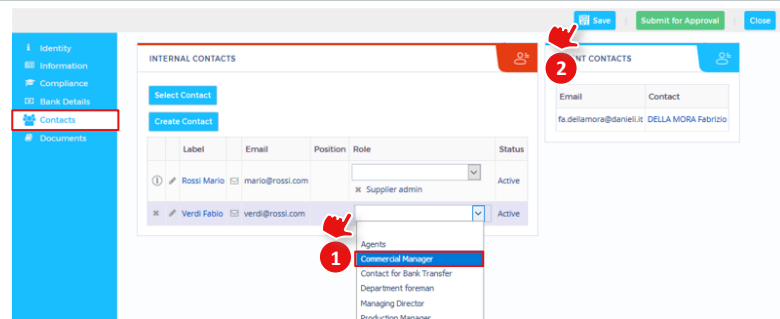
Click on "Contacts" Tab to eventually add other Contacts

- 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
- 6 A popup window saying "The invitation to register has been sent to the contact" appears
- 7 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"



1. SUPPLIER
SELF REGISTRATION

2. SUPPLIER CREATION

3. CHANGE REQUEST

- > Create a change request to
modify Supplier Information
- > Keep track of change requests

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 “Company Information” tab of the opened popup window, fill in mandatory field “Reason for change request”
- 3 Modify all the fields that should to be updated (*It is also possible to add new bank accounts*)
- 4 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.

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 EASYBUY system interface, illustrating the steps to create and submit a change request.

Top Screenshot: Company Info TEST SUP (ITALY / Cagliari / Cagliari)

- Step 1:** A red arrow points to the "Create a change request" button in the top right corner.
- Step 2:** A red arrow points to the "Reason for change request" field in the "Change request" section, which is highlighted in red and marked as mandatory.
- Step 3:** A red arrow points to the "Save" button in the top right corner.
- Step 4:** A green arrow points to the "Submit CR for Approval" button in the top right corner.
- Step 5:** A red arrow points to the "Cancel" button in the top right corner.

Bottom Screenshot: Company Information

- Step 1:** A red arrow points to the "Create a change request" button in the top right corner.
- Step 2:** A red arrow points to the "Reason for change request" field in the "Change request" section, which is highlighted in red and marked as mandatory.
- Step 3:** A red arrow points to the "Save" button in the top right corner.
- Step 4:** A green arrow points to the "Submit CR for Approval" button in the top right corner.
- Step 5:** A red arrow points to the "Cancel" button in the top right corner.

STEP 1

In the “Change Log” tab, it is possible to access the change request log, displaying all the change request processes in progress, completed or cancelled for the supplier.

The change request status is displayed on the related column. You can enter and modify change requests still in “Initialized” status. To access a change request:

1 Click on the pencil icon

2 Take action on the data you want to change and click on “Submit CR for Approval” to confirm your changes and send them for approval

Change request

Created on	Requester	Reason	Status	Modified on	Approver	
11/14/2023	Alessandro De Marchi	w	Initialized	11/14/2023	Alessandro De Marchi	Cancel
11/6/2023						
11/6/2023						
11/6/2023						
11/6/2023						
11/6/2023						
11/6/2023						
11/6/2023						
11/6/2023						
11/6/2023						
11/6/2023						

9 Result(s)

Supplier change request: SUP000550 - Squadra Srl

Save & Close Save Close

Cancel Submit CR for Approval

Orphans address_edit_control
Orphans supplier_identity

Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

Corporate Information

Company Ownership Type*
Privately held

Last Year Annual Revenue (€)
1000000

Last Year Annual Revenue with Danieli (€)
1000000

Legal Structure
Limited Liability Limited Partnership (LLLP)

Supplier Information

Blacklist Responsible

Company Name* Squadra Srl Tax ID Number* IT08075001103

Company Pec Squadra.srl@pwc.com

Year of Foundation Website NAICS Code

Alerts / Messages

Supplier payment or order address is not correct, please update the address

No categories selected for qualification

Contacts
Contact

Add a Message...
Add a Message...

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