EASYBUY
SUPPLIER GUIDE
HOW TO REGISTER

Supplier Relationship Management platform (SRM)

DANIELI / SINCE 1914
PASSION TO INNOVATE
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DANIELI TEAM
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EXPERIENCE

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

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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

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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"

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

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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**
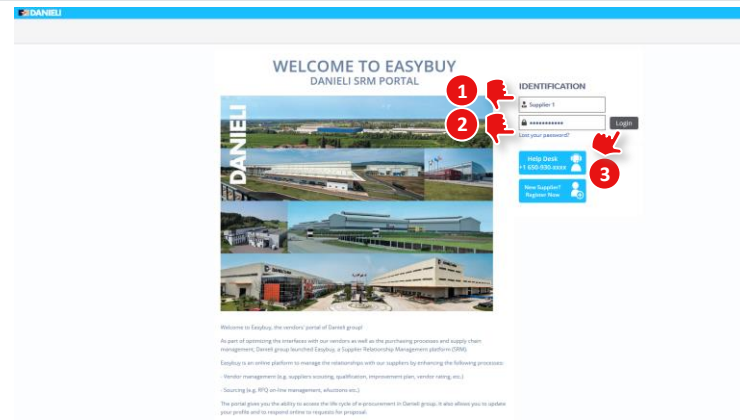
3. **CHANGE REQUEST**

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
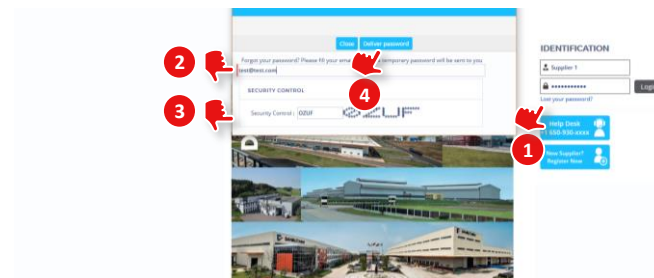
3   Click on "login" button

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

STEP 4

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

General Info menu
to access Company Profile or
Information Requests

Access to contact profile
main information

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

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*)

ℹ Company Information
🎓 Compliance
🛒 Bank Details
👥 Contacts
🏛 Pre-Qualification Questionnaires
📖 Documents & Certs.

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

❗ - Missing Mandatory Document(s)

Company

Status
Supplier Data Completion

Company Name ℹ *
TEST SUP

Company Pec *

DUNS

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Address Type ℹ *

Address Line 1 ℹ *
Search for an address...

Address Complement

Zip Code * | **City** * | en

2

Country * | **State/Province** *
ITALY ✕ ▾ | ▾

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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"

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*

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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
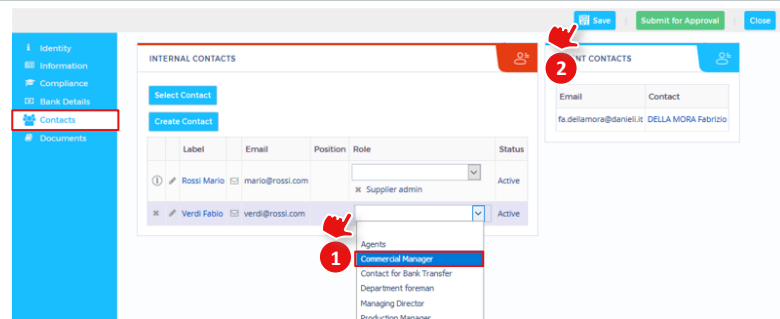
STEP 1

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

Click on "Send invitation" to send username and password

5 A popup window saying "The invitation to register has been sent to the contact" appears

Click on "Save & Close". Supplier contact e-mail will appear

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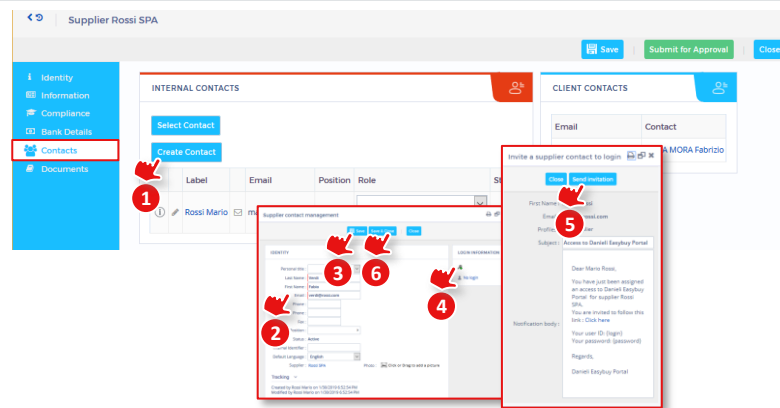
STEP 2

1 In "Role" field, you should assign a role to new created contact
Example: "Commercial Manager"

2 Click on "Save"

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CHANGE REQUEST

> CREATE A CHANGE REQUEST TO MODIFY SUPPLIER INFORMATION

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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

NEW

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

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