

EASYBUY SUPPLIER GUIDE HOW TO REGISTER

Supplier Relationship Management platform (SRM)
Last Update: September 2025

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



EASYBUY



DANIELI TEAM
A CENTURY
OF PARTNERSHIP
EXPERIENCE

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

1. SUPPLIER
SELF REGISTRATION

> Access to EasyBuy

> Registration request
in EasyBuy



SUPPLIER SELF REGISTRATION

2. SUPPLIER CREATION

3. CHANGE REQUEST

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 navigation bar with the following items: INVESTORS, SUPPLIERS, COMPLIANCE, CONTACT US, and a MENU icon. A red hand cursor with a '1' in a circle points to the SUPPLIERS button. Below the navigation bar, the Danieli logo is displayed. The main content area contains the text: "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 text, a red heading reads: "Below are some useful links for Danieli suppliers:". A list of links is provided, each with a download icon: "How to Become a Potential Supplier", "How to Register", "How to Qualify", and "Go to our platform". A red hand cursor with a '2' in a circle points to the "Go to our platform" link, which has a right-pointing arrow icon next to it. A page number '4' is visible in the bottom right corner.

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"

The screenshot shows the registration form with the following elements highlighted by red boxes and numbers:

- 1:** Supplier field in the Company information section.
- 2:** Country dropdown in the Address section.
- 3:** Supplier VAT Number field in the Help us identify your company section.
- 4:** Password field in the Contact Information section.
- 5:** Commodities dropdown in the First time registration? Please tell us more section.
- 6:** Checkboxes for Code of Conduct, Code of Ethics, and Terms and Conditions of use of EasyBuy.
- 7:** Security Control code input field.
- 8:** Registration request button.

Once Self Registration is completed, it is displayed the following message:



Thank you for your interest in becoming a qualified supplier for our group.
You will receive an e-mail informing you about next steps.

Best Regards,
Danieli Easybuy Portal

↩ Go back to login page



OPTION 1:

Self Registration is ok, you will receive the following message, asking you to access EasyBuy and fill in the related registration questionnaire
Proceed with the following slide for further instructions

Dear

We kindly ask you to compile the following questionnaire at link below.

Access link: [/buyer/danieli/rtayw4/hw23e/loag/roy/ln/act/answer_messages/2224](#)

Best Regards
Danieli Easybuy Portal

This is an automatically generated e-mail, please do not reply
Click [here](#) to manage your notifications settings.

OPTION 2:

In case of existing Supplier, you will receive the following message. Please contact Danieli Vendor Management Department for further information

Dear

Thank you for your interest in becoming a qualified supplier for our group. Upon reviewing our database, we have found that your company is already registered. As such, there is no need to proceed with a new registration process.

If you need any additional information or assistance, please feel free to reach out at the following contact: vendor.management@danieli.it

Best Regards

Danieli Easybuy Portal




1. SUPPLIER
SELF REGISTRATION

SUPPLIER CREATION

2. SUPPLIER CREATION



- > Access to EasyBuy
- > Answer to Onboarding Questionnaire 
- > 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

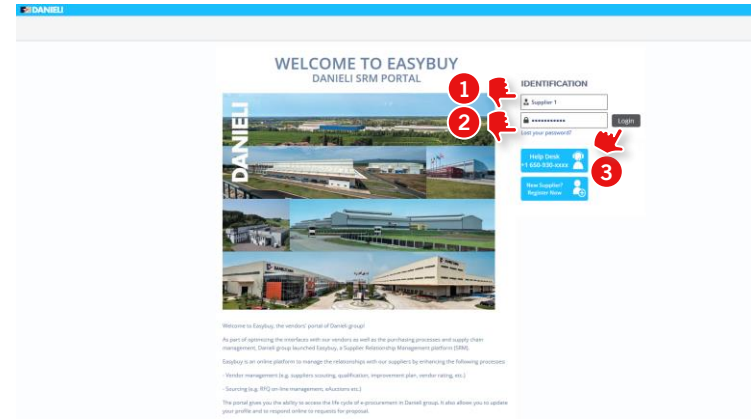
3. CHANGE REQUEST

STEP 1

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

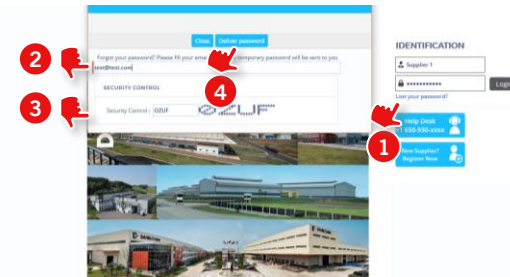
By clicking on the notification link (or alternatively by Danieli official website), Supplier lands on the login page:

- 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's Supplier Privacy Notice" 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'S SUPPLIER PRIVACY NOTICE

By proceeding, I declare that I've read and understood the Privacy Notice regarding the processing of personal data, pursuant to Article 13 of Regulation (EU) 2016/679 (GDPR)

For more details, please refer to the [Privacy Notice](#).

I got it

Acknowledge Print

STEP 4

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

Supplier Portal

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
Full Risk Assessment	Onboarding Questionnaire - Supplier Test Registration	Gather Information	

Danieli Library Repository

- General Conditions of Supply 9/18/2023
- Documents for companies operating within the Danieli plants 6/1



General Info menu to access Company Profile or Information Requests

Access to contact profile main information

The screenshot shows the Danieli Supplier Portal interface. At the top, there is a blue navigation bar with the Danieli logo and menu items: 'General Info.', 'Sourcing', and 'Performance'. A red dot is placed on the 'General Info.' menu item, with a line pointing to the text 'General Info menu to access Company Profile or Information Requests'. On the right side of the navigation bar, there is a user profile icon and the text 'Test S.'. A red line connects this area to the text 'Access to contact profile main information'. Below the navigation bar, the page title is 'Supplier Portal'. The main content area contains several sections: 1. A message: 'The updated GCS-DAN-G-2022 are available in the Library Repository on the right here below'. 2. A 'Validations' section with a table:

Process	Object	Action	Due date
Full Risk Assessment	Onboarding Questionnaire - Supplier Test Registration	Gather Information	

 A red dot is placed on the 'Onboarding Questionnaire - Supplier Test Registration' object, with a line pointing to the text 'The first required action it's to fill in the related "Onboarding Questionnaire". Click on the object to proceed'. 3. A 'Danieli Library Repository' section with a list:

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

 4. A 'My Request for Proposal' section with a circular icon containing the number '0'. A red dot is placed on this icon, with a line pointing to the text 'Number of Request for proposal in which Supplier is involved to'. 5. A 'My Open Scheduled Task List' section with a 'Go to page' link. A red dot is placed on this section, with a line pointing to the text 'In case a task is assigned, it is shown in this box with access link and related information'. At the bottom left, there is a red circular stamp that says 'UPDATED'.

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

The first required action it's to fill in the related "Onboarding Questionnaire". Click on the object to proceed

Number of Request for proposal in which Supplier is involved to



STEP 1

In Supplier homepage, “Validation” box:

- 1 Click on “Onboarding Questionnaire - xxx” object label to jump on the questionnaire

Validations See 1 result			
Process	Object	Action	Due date
Full Risk Assess	1 Onboarding Questionnaire - Supplier Test Registration	Gather Information	

STEP 2

- 1 In the “Overview” tab, carefully read the questionnaire instructions
- 2 Click on “Access questionnaire” button

Answer Questionnaire : Onboarding Questionnaire Close Submit

1

Overview

Onboarding Assessment 0/25

White Collar Crimes Assessment 0/76

Response Overview

Operational Instructions for the Onboarding Questionnaire

- Accessing the Questionnaire:**
 - Click the green button to access the online questionnaire.
 - Alternatively, download the Excel sheet containing the questions.
- Fill in the Questionnaire:**
 - Answer all the questions in the questionnaire.
 - If you choose to use the Excel sheet, make sure to fill in all the required sections. The Excel file contains three sheets: the first with instructions and the other two with questions, which are mandatory to complete.
- Uploading the Questionnaire:**
 - Once you have completed the Excel sheet, upload the completed document using the designated upload function, make sure to click the green button “submit” above on the page.
 - If you complete the questionnaire online, once finished, make sure to save it and to send it via the green button “submit” above on the page.

Thank you for your cooperation. The accuracy and transparency of your responses are essential to ensure an effective onboarding process.

Supplier
Supplier Test Registration

Answered by
Supplier Test Reg.

Answer Questionnaire

2 Access Questionnaire OR Download in Excel 2007-2010 format (xlsx)
Download in Excel 97-2003 format (xls)

@ Click or Drag to add a file

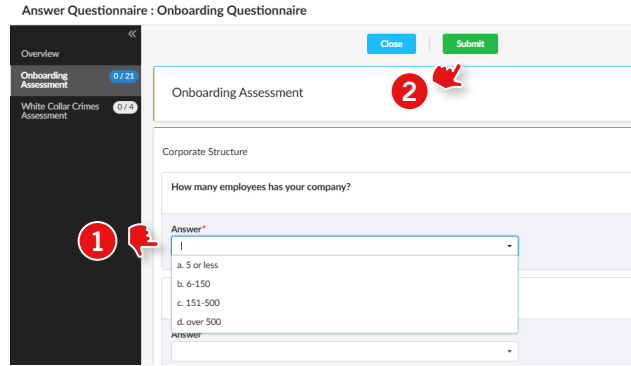
Gather Information Under Review Close Assessment



STEP 3 (Option 1 – Answer online)

In each of both questionnaire sessions:

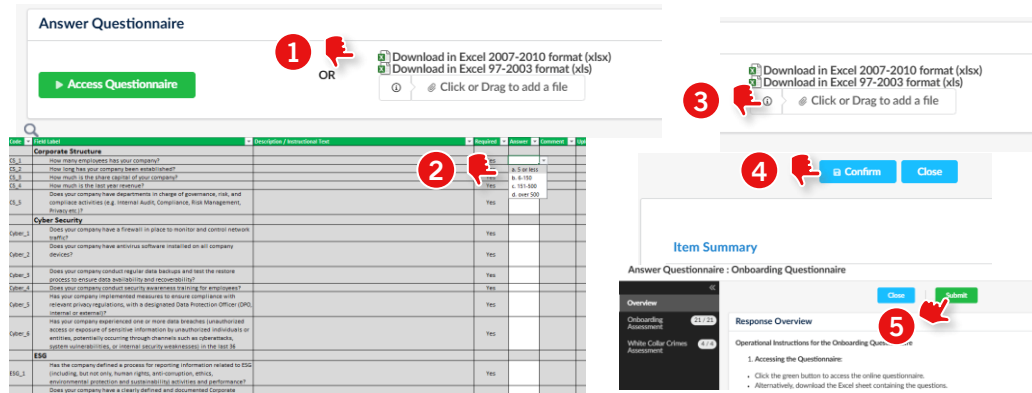
- 1 Answer all mandatory questions, selecting the value from the related dropdown list
- 2 Once everything is completed, click on “Submit” green button



STEP 3 (Option 2 – download the excel template)

In the “overview” tab:

- 1 Click on “Download in Excel 2007-2010 format (xlsx)” button
- 2 Open the related excel file and fill in all the question by selecting the related value in column “E – Answer” in both sheets
- 3 Upload the answered excel file in the related box
- 4 Click on "Confirm" in the pop-up window to confirm the upload
- 5 Once everything is completed, click on “Submit” green button



STEP 4

The first step of submitting onboarding questionnaire is fully completed. User who filled in the questionnaire, should receive the following notification by email

Dear

Thank you for your interest in becoming a qualified supplier for our group.

Your request is currently under a first phase of evaluation.
In the next days you will receive an e-mail informing you about next steps. Please check out also your spam email.

Best Regards
Danieli Easybuy Portal

This is an automatically generated e-mail, please do not reply
Click [here](#) to manage your notifications settings.

SCENARIO 1 (Onboarding accepted)

In case the Onboarding is accepted, Supplier is authorized to proceed on further steps (see next chapter of this manual) and receive the following notification email

Dear

In order to complete Registration in Easybuy,
Please click on link below, check your data and provide at least mandatory information (marked in red) and documents.

Access link : {url}

For further information on registration process please download the Supplier Registration Manual by clicking on link below:
[Supplier Registration Manual](#)

Once completed, please submit them for Danieli approval

Best Regards,
Danieli Easybuy Portal



SCENARIO 2 (Onboarding rejected)

In case the Onboarding is rejected, Supplier is not authorized to proceed on further steps and registration process ends. Supplier should receive the following notification email

Dear

Following our thorough analysis, we regret to inform you that your company has not been included in the supplier list of the Danieli Group.


Thank you for your understanding.

Best regards
Danieli Easybuy Portal

STEP 1

In Supplier homepage, “Validations” 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


In “Company Information” tab, fill in at least mandatory fields:


- 1 > PEC Email (only for Italian Suppliers)
- 2 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 

2 

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

1  - Missing Mandatory Document(s)

Company

Status
Supplier Data Completion

Company Name [Ⓢ]*
TEST SUP

Company Pec*

DUNS

Address Type [Ⓢ]*

Address Line 1 [Ⓢ]*
Search for an address...

Address Complement

Zip Code* City*
 en

Country* State/Province*
 ITALY

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

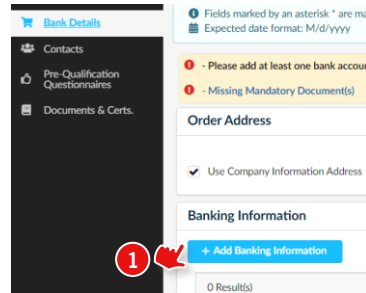
- 2 Click on “Save”

The screenshot shows the 'Company Information' tab with a sidebar menu on the left containing: Compliance, Bank Details, Contacts, Pre-Qualification Questionnaires, and Documents & Certs. The main content area is divided into sections: 'Company Information' (with fields for Place Of Registration and Shared Capital), and 'Corporate Settings' (with fields for Last Year Annual Revenue (€)*, Last Year Annual Revenue with Danieli (€)*, Company Ownership Type*, Legal Structure*, NAICS Code, and Year Founded). A red circle with the number '1' and an arrow points to the 'Last Year Annual Revenue (€)*' field, which contains the value '1900000'. Another red circle with the number '2' and an arrow points to the 'Save' button in the top right corner. The 'Legal Structure*' dropdown is set to 'Consortium', and the 'Company Ownership Type*' dropdown is set to 'Privately held'.

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 (if applicable, not mandatory)

- 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*

Company Info TEST SUP (ITALY / Cagliari / Cagliari)

Save Submit for Approval

11/2/2023 Archived Documents Search Reset

Legal Documents

Add Legal Documents

Att.	Document Type	Document Name	Begin Date
+	Certificate of Incorporation *		

1 (results)

Edit document : Legal Documents

Save Save & Close Close Archive

Document

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

3

Description

Document Type * Certificate of Incorporation Status Draft

Document Name en Begin Date *

Document * Expiration Date

2 Link to external document

Document's owner SUPCONTACT test Validity

Follow up

Notification Date

Date Archived

Request Date

Comments

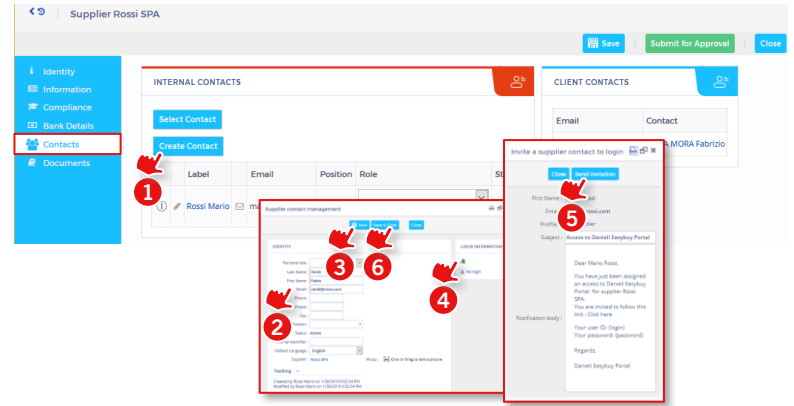
STEP 1

OPTIONAL:

Click on "Contacts" Tab to eventually add other Contacts

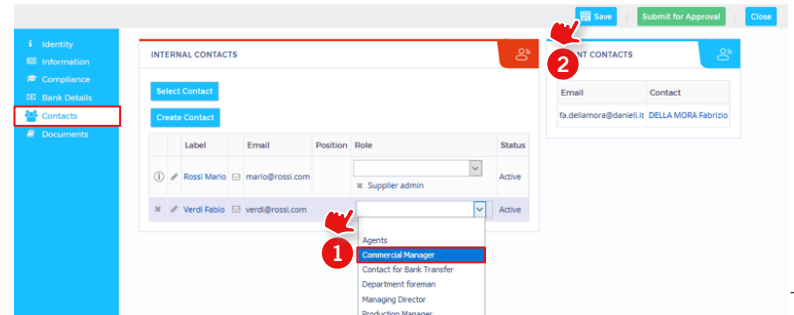
- 1 Click on "Create Contact" button in Internal Contacts section
- 2 Fill in mandatory information in pop-up screen:
 - > Last Name
 - > First Name
 - > Email
- 3 Click on "Save"
- 4 In Login Information section Click on "key with green plus" icon
- 5 Click on "Send invitation" to send username and 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 in "Internal contacts" box, "Email" column



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 a web application interface for managing company information. The top screenshot shows the 'Company Information' tab with a 'Create a change request' button highlighted by a red arrow and the number 1. The bottom screenshot shows the same form with various fields filled out, including 'Reason for change request' (highlighted with a red arrow and number 2), and buttons for 'Save', 'Cancel', and 'Submit CR for Approval' (highlighted with a green arrow and number 4).

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

The screenshot displays the 'Change request' management interface. On the left is a navigation menu with 'Change Log' selected. The main area shows a table of change requests. A red arrow labeled '1' points to a pencil icon in the first row. A second red arrow labeled '2' points to the 'Submit CR for Approval' button in the form below.

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						

Supplier change request: SUP00550 - Squadra Srl

Buttons: Save & Close, Save, Close, Cancel, Submit CR for Approval

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: [Dropdown]

Company Name*: Squadra Srl Tax ID Number*: IT08075001103

Company Pec: Squadra.srl@pwc.com

Year of Foundation: [Field] Website: [Field] NAICS Code: [Field]

Alerts / Messages:

- Supplier payment or order address is not correct, please update the address
- No categories selected for qualification

Contacts: [Dropdown]

Add a Message... [Field] [Send] [Close]

EASYBUY SUPPLIER GUIDE HOW TO REGISTER

Supplier Relationship Management platform (SRM)

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



EASYBUY



DANIELI TEAM
A CENTURY
OF PARTNERSHIP
EXPERIENCE