EASYBUY SUPPLIER GUIDE HOW TO QUALIFY

Supplier Relationship Management platform (SRM)

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







- 1. SUPPLIER QUALIFICATION
- 2. IMPROVEMENT PLAN

1. SUPPLIER QUALIFICATION

> Complete qualification questionnaire and submit it for approval

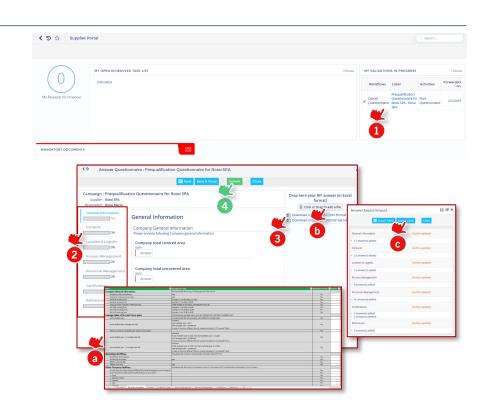
2. IMPROVEMENT PLAN

SUPPLIER QUALIFICATION

STEP 1

- 1 In Supplier homepage, "My validation in progress" box, click on link related to "Qualification Questionnaire".
- Complete at least all mandatory fields (marked in red) in all questionnaire sections
- 3 Alternatively download the questionnaire in Excel file by clicking on "excel" icon
 - a Fill in all answers in column D "Answer" for each excel sheet of the questionnaire
 - Once Completed, in the field "Drop here your RFI answer (in Excel format)", drag and drop the Excel file properly filled
 - In the opened popup window click on "Save and Close"
- When all sections are properly populated, click on "Submit" button on the header, confirm it and close the popup page

A notification will be sent to Category Manager to review it.



- 1. SUPPLIER QUALIFICATION
- 2. IMPROVEMENT PLAN
 - > Monitor an Improvement Plan

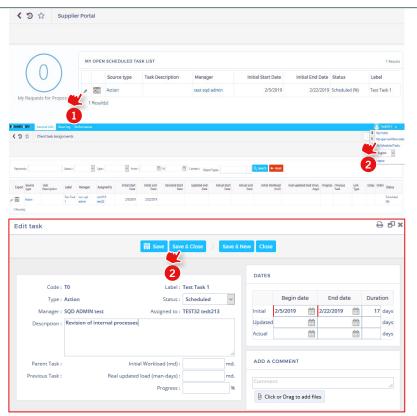
IMPROVEMENT PLAN

STEP 1

- 1 When Danieli SQD inspector assigned a task to Supplier, it's shown in Supplier homepage, "My Open Scheduled Task list". Click on the pencil icon to open the task assigned and see details
- Alternatively, click on your Contact Name on the right part of the header, and select "My Scheduled Tasks".

The Task popup window will appear with following information:

- > Label: task title
- > Assigned to: task responsible
- > Initial: task begin and end date
- 3 It's possible to add more information on assigned task (example: add a comment, attach a document, etc.) then click on "Save & Close"



EASYBUY SUPPLIER GUIDE HOW TO QUALIFY

Supplier Relationship Management platform (SRM)

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





