

EASYBUY SUPPLIER GUIDE HOW TO QUALIFY

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

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".
- 2 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
- b Once Completed, in the field "Drop here your RFI answer (in Excel format)", drag and drop the Excel file properly filled
- c In the opened popup window click on "Save and Close"
- 4 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.

The screenshot shows the Supplier Portal interface. At the top, there's a navigation bar with 'Supplier Portal' and a search bar. Below that, there are two main sections: 'MY OPEN SCHEDULED TASK LIST' and 'MY VALIDATIONS IN PROGRESS'. The 'MY VALIDATIONS IN PROGRESS' section shows a table with one entry: 'Danieli Questionnaire for Rossi SPA - Rose' with a status of 'Start' and a date of '2/1/2019'. A red circle '1' is placed over this entry. Below this, there's a 'MANDATORY DOCUMENTS' section. The main part of the screenshot is the 'Answer Questionnaire' form for 'Prequalification Questionnaire for Rossi SPA'. The form has a header with 'Save', 'Save & Close', 'Submit', and 'Close' buttons. A green arrow points to the 'Submit' button, labeled with a red circle '4'. Below the header, there's a 'Drop here your RFI answer (in Excel format)' field, labeled with a red circle '3'. To the right of this field is a 'Download in Excel format' button, labeled with a red circle '2'. Below the 'Drop here your RFI answer' field, there's a 'Save & Close' button, labeled with a red circle 'a'. The form itself is divided into several sections: 'General Information', 'Company General Information', 'Company total covered area', 'Company total uncovered area', 'Certifications', 'References', 'Company total covered area', and 'Company total uncovered area'. Each section has a 'Section updated' button. A red circle 'c' is placed over the 'Section updated' button for the 'General Information' section. At the bottom of the form, there's a 'Save & Close' button, labeled with a red circle 'c'. A red circle 'b' is placed over the 'Drop here your RFI answer' field. A red circle 'a' is placed over the 'Save & Close' button at the bottom of the form.

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
- 2 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"

Supplier Portal

MY OPEN SCHEDULED TASK LIST 1 Results

Source type	Task Description	Manager	Initial Start Date	Initial End Date	Status	Label
Action		test sqd admin	2/5/2019	2/22/2019	Scheduled (R)	Test Task 1

My Requests for Proposals 1 Results

Client task Assignments

Keywords: Status: Type: Item: Contact: Object Types:

Expert	Source type	Task Description	Label	Manager	Assigned to	Initial Start Date	Initial End Date	Invited Start Date	Updated end date	Actual Start Date	Actual End Date	Initial workload (md)	Real updated load (man-days)	Progress	Previous Task	Link type	Delay	Order	Status	
	Action		Test Task 1	test sqd admin	test32 tedt213	2/5/2019	2/22/2019													Scheduled (R)

Edit task

Code: T0 Label: Test Task 1
 Type: Action Status: Scheduled
 Manager: SQD ADMIN test Assigned to: TEST32 tedt213
 Description: Revision of internal processes

Parent Task: Initial Workload (md): md.
 Previous Task: Real updated load (man-days): md.
 Progress: %

DATES

	Begin date	End date	Duration
Initial	2/5/2019	2/22/2019	17 days
Updated	<input type="text"/>	<input type="text"/>	days
Actual	<input type="text"/>	<input type="text"/>	days

ADD A COMMENT

Comment

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