DANIELI

EASYBUY
SUPPLIER SOURCING GUIDE

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

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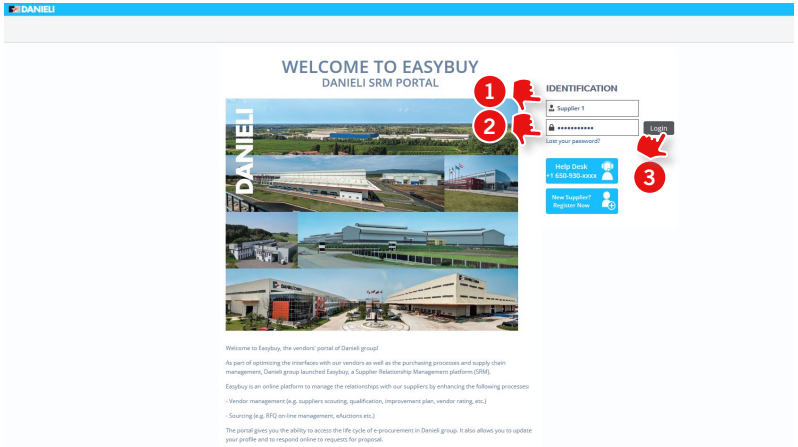
   - > SUBMIT A BID
     (FREE ISSUE GRID)

STEP 1

Supplier receives the invitation to access in EasyBuy portal via notification email

By clicking on the link, Supplier lands on the login page:

1. Insert Username
2. Insert Password
3. Click on “login” button

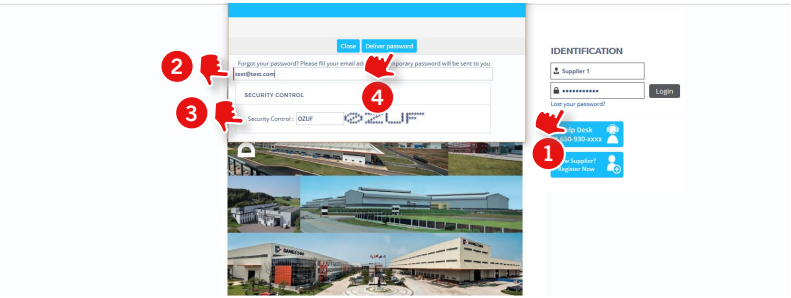


STEP 2

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.

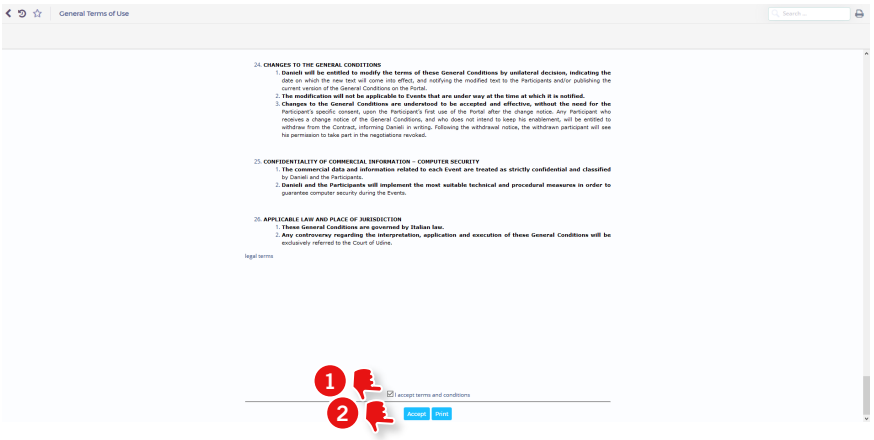


STEP 3

When a Supplier Contact access to the platform for the first time, He/She has to accept “Danieli General Terms & Conditions”

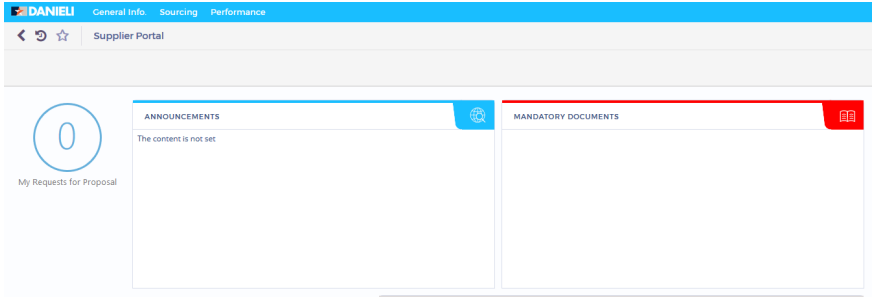
It’s important to read and scroll all the document, then:

1. Check “I accept terms and conditions”
2. Click on “Accept” button



STEP 4

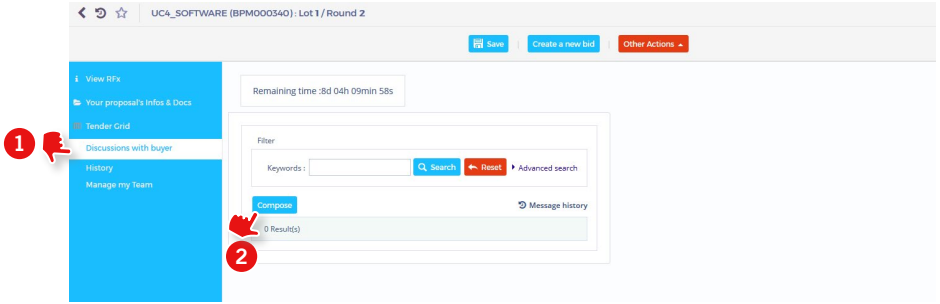
Supplier lands on his homepage with tailored menu and relevant information



SEND / REPLY A MESSAGE TO DANIELI

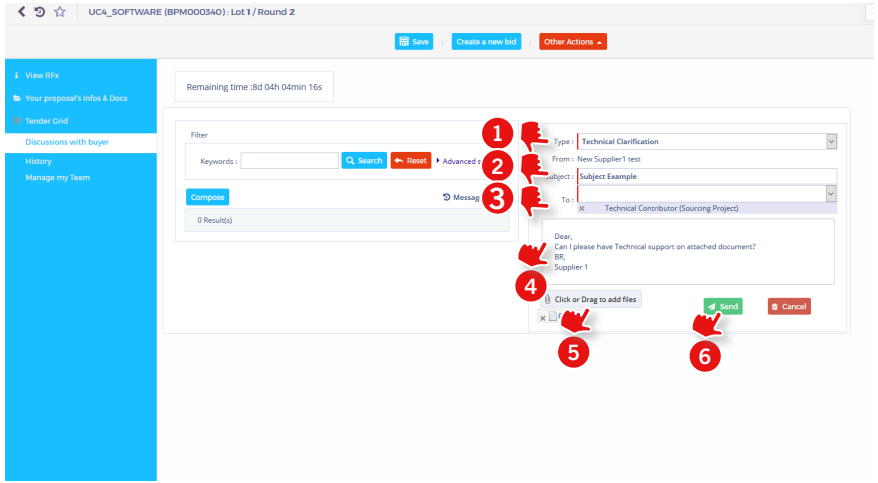
STEP 1

1. Click on “Discussion with buyer” step to send a message to buyer or other users involved into the Sourcing Project
2. Click on “Compose” button



STEP 2

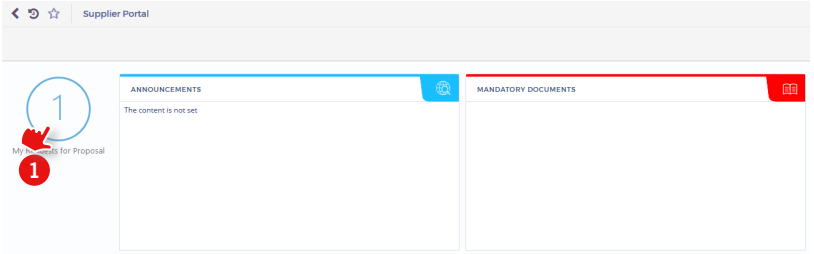
1. Insert the message type: (e.g. Technical Clarification, Commercial Clarification, etc.)
2. Insert the message subject in “Subject” field (Please, remember to insert a subject coherent to your business needs)
3. In “To” dropdown list field, select the message recipient
4. Insert the text message in the box below
5. Attach a Document (optional)
6. Click on “Send” button



OPEN TENDER GRID TO SUBMIT A BID

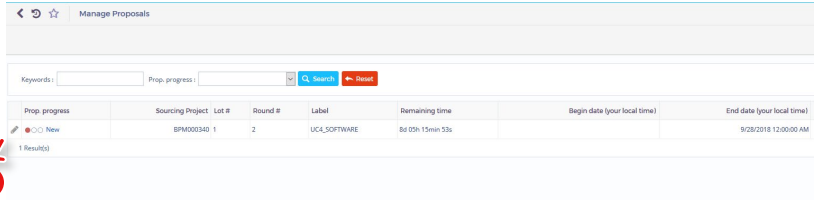
STEP 1

1. Click on “My Requests for Proposal” number



STEP 1

1. Access to tender by clicking on the pencil icon



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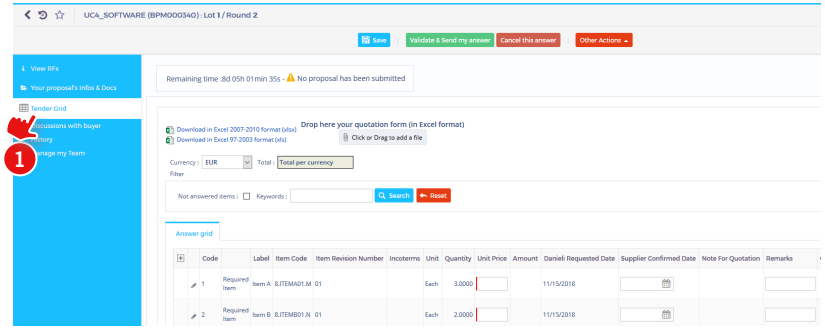
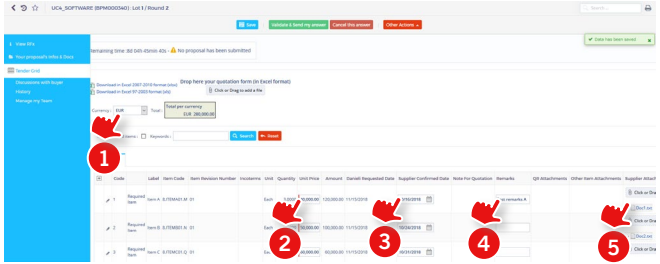


STEP 1

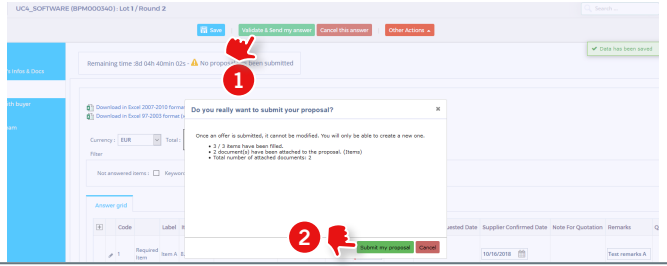
1. Check the Currency allowed for in present bid. In case of multiple currency allowed, select the preferred one.

   Per each item line, fill in following columns values:
2. Unit Price
3. Supplier confirmed Date
4. Remarks (optional)
5. Supplier Attachments (optional)



STEP 2

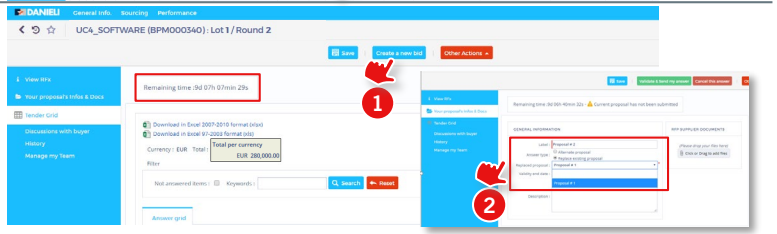
1. Click on “Validate & Send my Answer”
2. Click on “Submit my proposal”



STEP 3

Until Sourcing Event is open (remaining time is available), Supplier can submit other offers in the same round as follow:

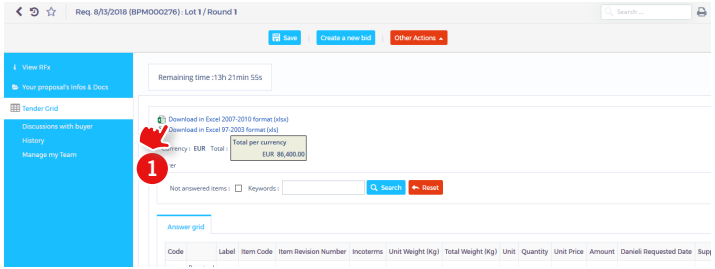
1. Click on “Create a new bid” button.
2. In opened popup “Your proposal’s Infos & Docs” select:
   >“Alternate proposal” to submit an alternative proposal to the previous
   >“Replace Existing proposal” to replace previous proposal selecting it
   Then, repeat previous Step 1 and Step 2.



> SUBMIT A BID VIA EXPORT / IMPORT TENDER GRID IN EXCEL FILE

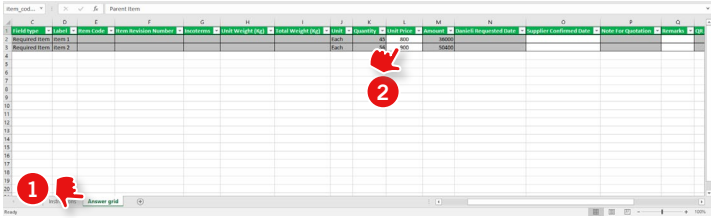
STEP 1

1. Click on “Download in Excel 2007-2010 format (xlsx)” to download the tender Grid



STEP 2

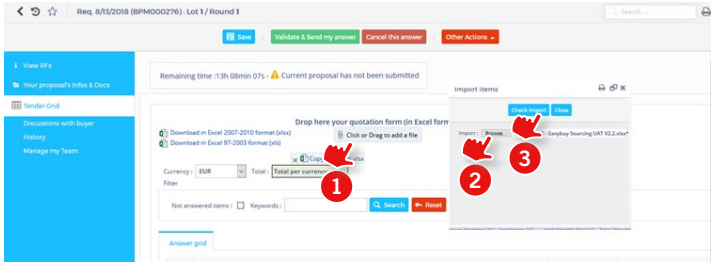
1. Open the downloaded document and “*Answer Grid*" sheet
2. Fill in blank column values with requested value. Especially to “Unit Price” and “Supplier Confirmed Date” then save and close the Excel document



STEP 3

1. Click or Drag the Excel file into the dedicated “Drop here your quotation form (in Excel format)” button
2. Click on “Browse” button and select the Excel document to import
2. Click on “Check Import” button then “Save and Close” to upload the Grid

Check updates, validate and submit the proposal



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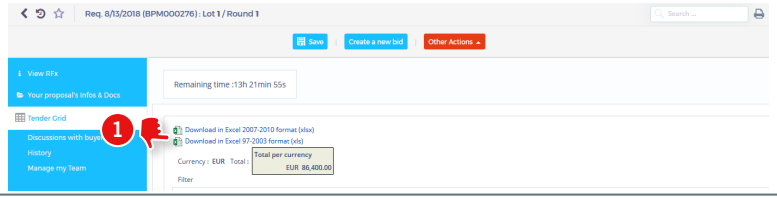
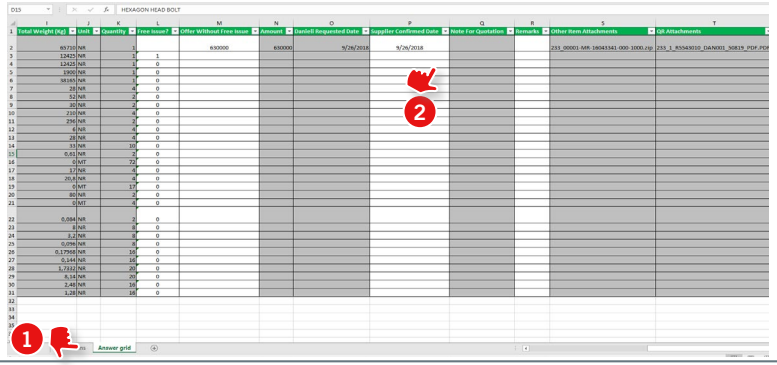


STEP 2

1. Open the downloaded document and “*Answer Grid*" sheet
2. Fill in blank cells with requested values, pay attention to following columns:
   - > *Free issue?:* Fill this value **only per each subitem**, select “1” if the item should be considered as Free Issue (provided by “Danieli”). Otherwise select “0” if it’s included in the total offer.
   - > *Offer Without Free Issue:* Fill this value **only for the main item**. It represents the unit price of the main item (including all items not considered free issue).

Save and close the Excel document



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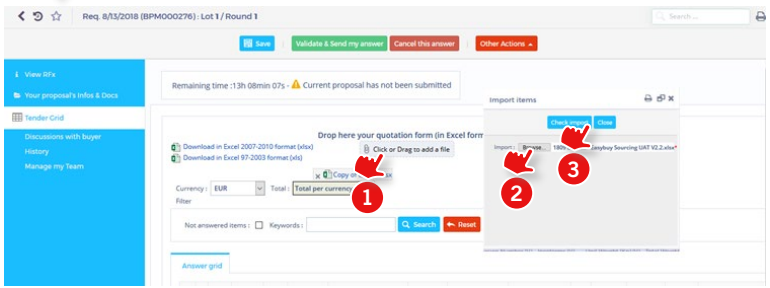

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