



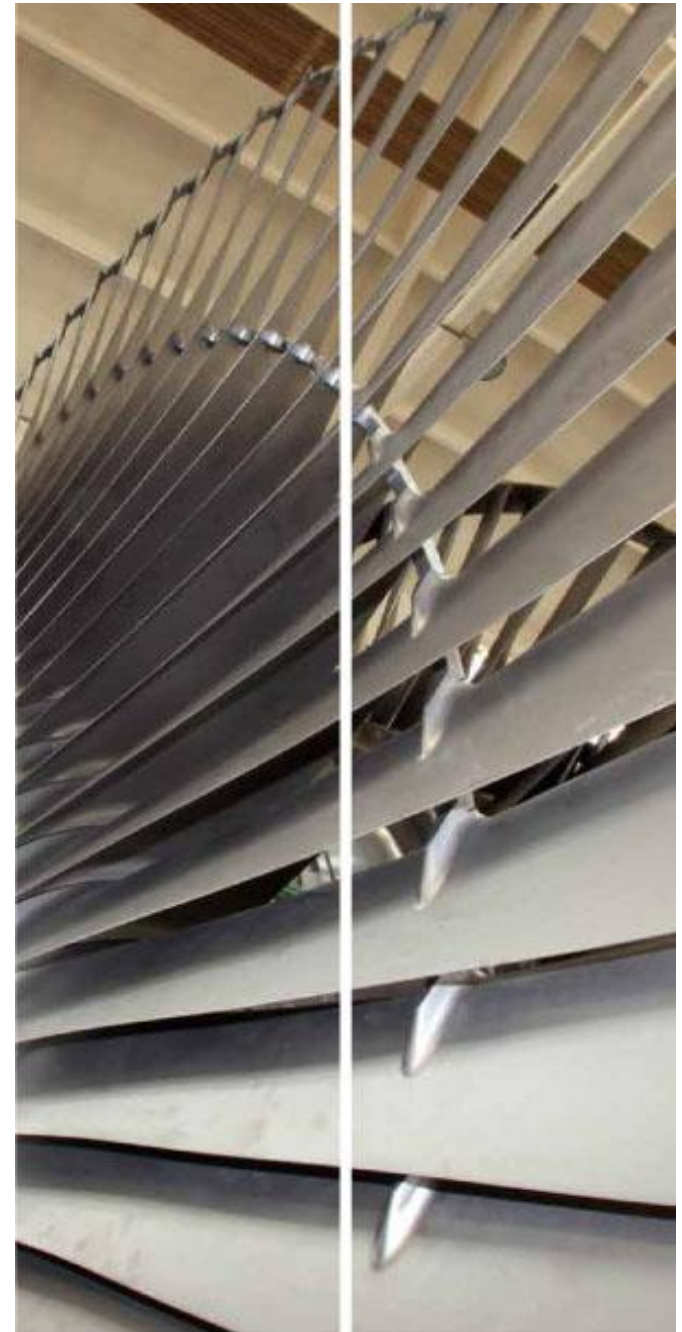
***AE VENDOR HUB***  
***The Ansaldo Energia Group Vendor Management Platform***

**Sourcing Vendor Guide – RFQ and PO Management**

last update: 20/01/2020



## Introduction





## Premises

Starting from **December 2018**, AE Vendor Hub is the platform used by Ansaldo Energia Group to manage the **on-boarding and the qualification processes** of the Vendors.

AE Vendor Hub is now also used by Ansaldo Energia to **manage Request for Quotations and Purchase Orders** and is the official way to communicate and interact with Vendors. Technical and contract documentation will be shared on Vendor Hub.

This Vendor User Manual describes the main methods of participation and response to online negotiations published by Ansaldo Energia Group on the AE Vendor Hub portal. It explains where to find the documentation of interest according to the processes applied.

In order to know steps to follow to register your Company on AE Vendor Hub, please download the "Vendor guide for Registration and Qualification" available within the Home Page of the Vendor Hub <https://vendorhub.ansaldoenergia.com/web/index.html>



## Procurement Processes managed in AE Vendor Hub

The AE Vendor Hub is the new tool used by Ansaldo Energia to process and share online all information related to the purchase of goods, services and works:

### Ansaldo

- Publishing of Request of Quotations (RfQ) and Request of Information (RfI) with all related documentation
- Provision of Purchase Orders (PO) with all related documentation
- Use of the Message Area

### Vendor

- Replies to Request of Quotations (RfQ) and to Request of Information (RfI)
- Documentation download
- Purchase Order download (PO)
- Use of the Message Area
- Upload of Purchase Order acceptance (if requested)

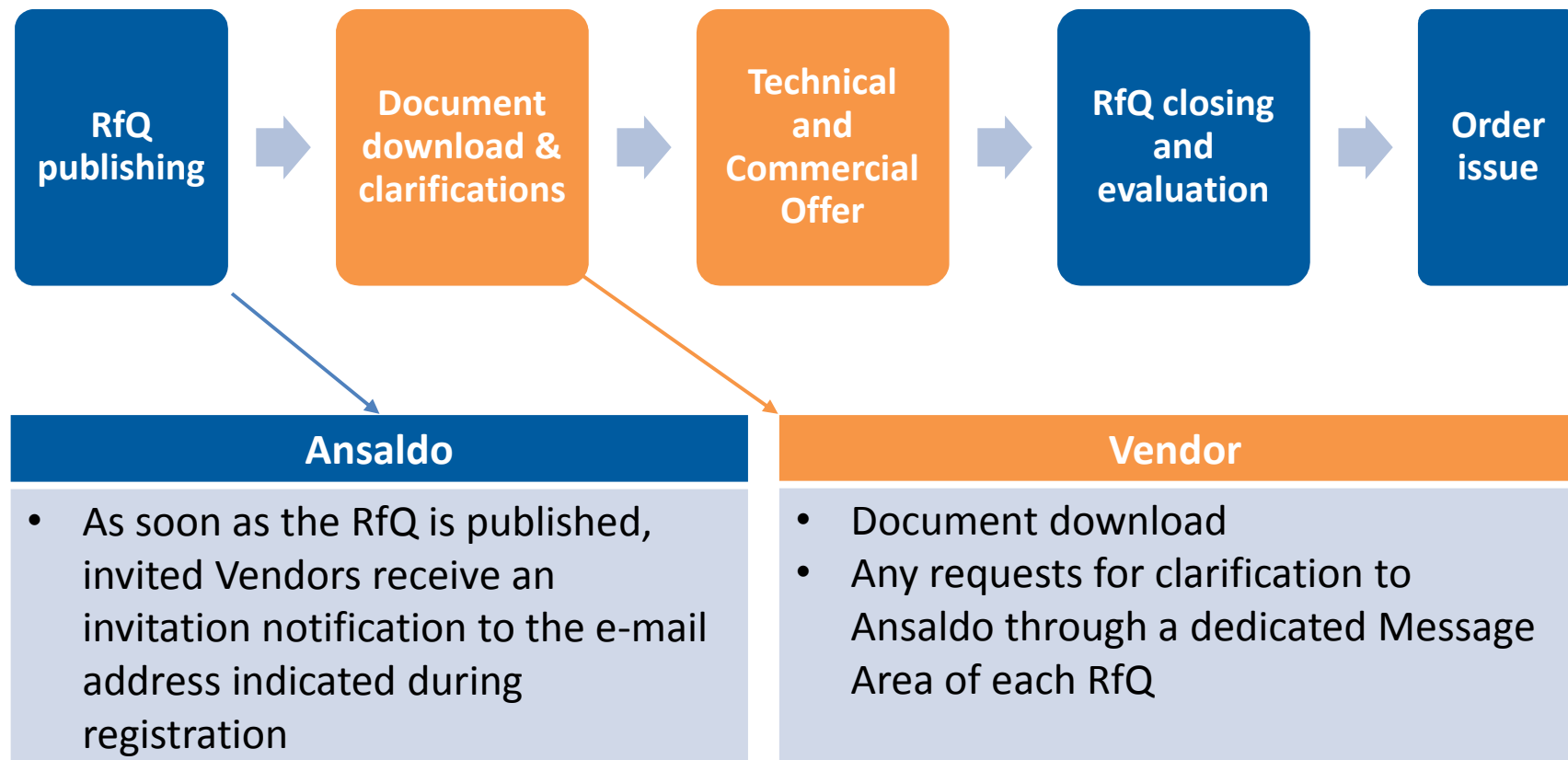
## Sourcing Area: the main purchasing objects

The Vendor may be involved by Ansaldo Energia to interact with some purchasing objects. Main features are summarized within the table below.

Object	Description
<b>Procurement Dossier (D)</b>	A Procurement Dossier is a folder containing purchasing objects (Request for Quotations / Information, Auctions, Purchase Orders).
<b>Request for Quotation (RFQ)</b>	Requests for Quotation are electronic documents that the buyer sends to the Vendors to collect quotes. It contains technical and economical characteristics, as well as the supply / contract conditions of the requested product or service; Requests for Quotation can be divided into 3 main reply-sections or envelopes (hazardous materials, technical, prices); they can be carried out in several rounds and / or economic bids.
<b>Request for Information (RFI)</b>	Requests for Information are structured in a similar way to RFQs and can be used as a market research tool.
<b>Purchase Order (PO)</b>	Vendors awarded with Purchase Orders will be able to interact with these purchasing objects by downloading the contractual documentation and attaching the acceptance of the Purchase Order duly signed.
<b>Dynamic Negotiation (Auction)</b>	Dynamic Negotiations represent a possible economic awarding method corresponding to the final phase of a Request for Quotation. The invited Vendors will be asked to enter their offers in real time through an electronic auction monitor.

## PO awarding managed through on-line RfQ (1/2)

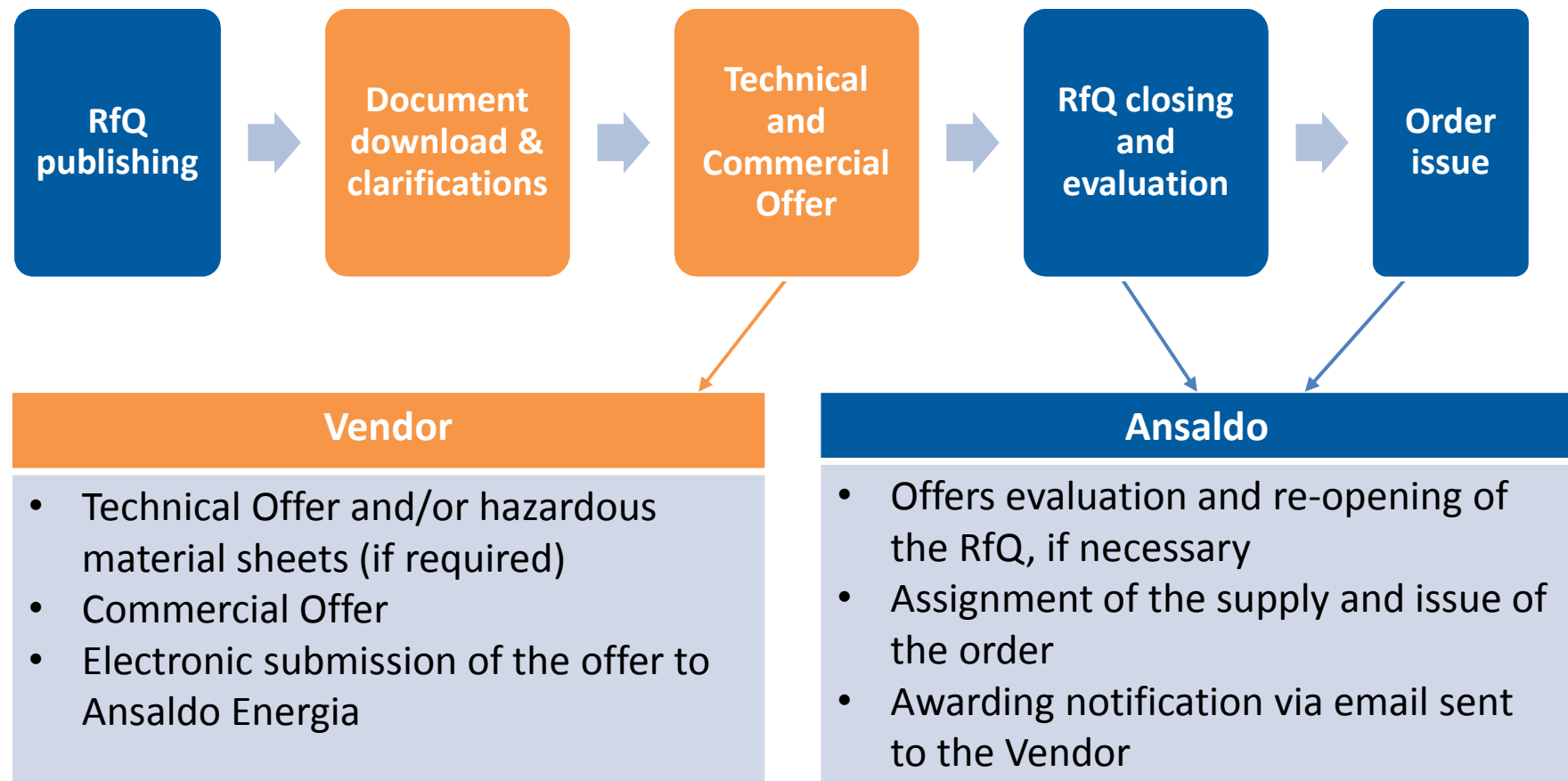
The main activities carried out through AEVH during the negotiation and awarding phases are summarized below:





## PO awarding managed through on-line RfQ (2/2)

The main activities carried out through AEVH during the negotiation and awarding phases are summarized below:





## Access to Ansaldo Energia Vendor Hub

In order to access to RfQs and Purchase Orders details, you must login Vendor Hub using the credentials that were sent to you after the registration phase.

**ANALDO  
ENERGIA**

EN IT

Welcome to AE Vendor Hub  
the Ansaldo Energia Group Sourcing Platform

USERNAME

PASSWORD

[Forgot password or username?](#) **ENTER**

[Not yet registered? Please click here](#) **SUPPLIER REGISTRATION**

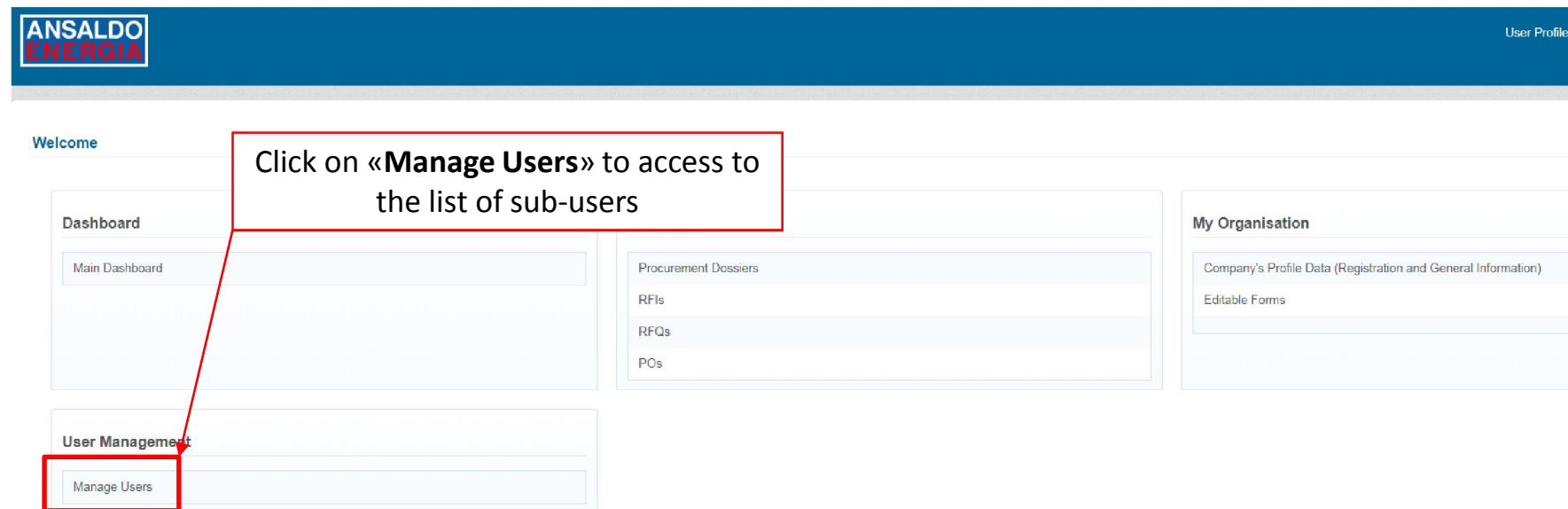
Insert **Username** and **Password**  
and click on **Enter**

For any support or assistance please contact us:  
Phone number (Italy): +39 02 266 002 635  
International Phone numbers: [view list](#)  
or click here to fill in the assistance form: [on-line form](#)

- [View Video Tutorials](#)
- [Download here the "Vendor guide for Registration and Qualification"](#)

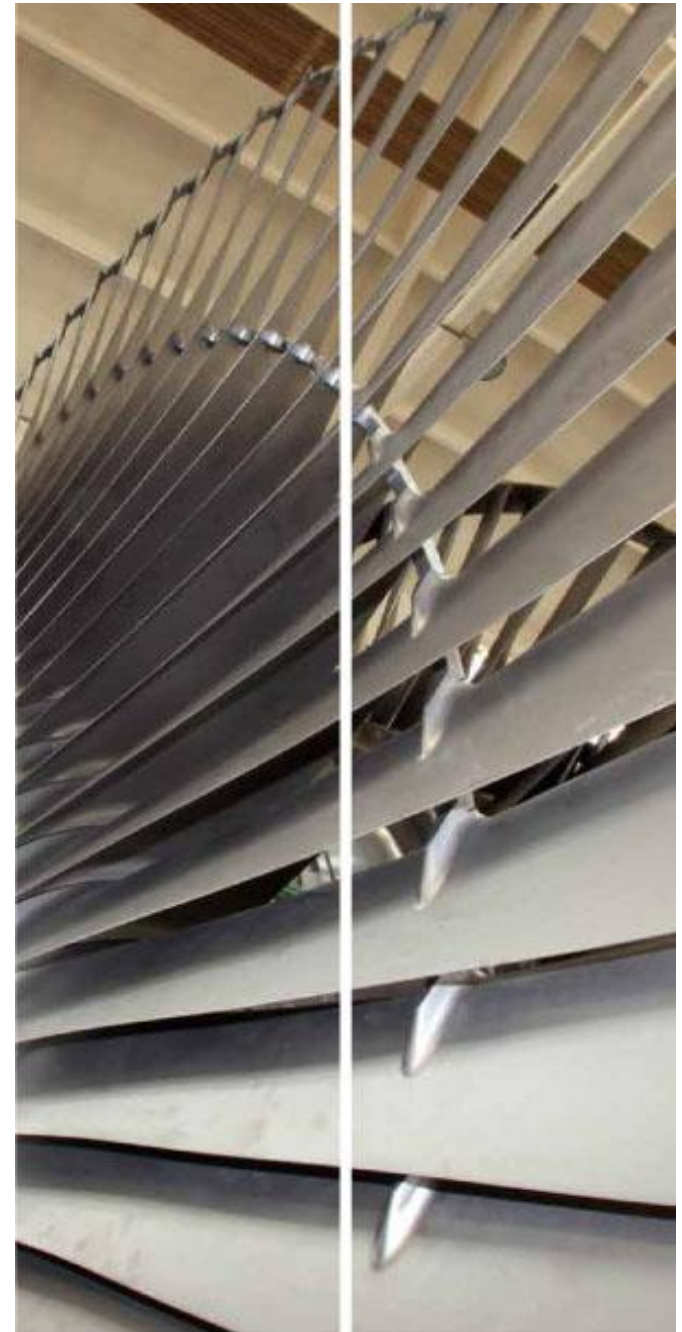


The Vendor's main account who registered on AE Vendor Hub has the possibility to create sub-users with a dedicated access (username and password) to the platform. This action is necessary, for example, if the main account wants to delegate some sourcing activities (RfQ and PO) to other colleagues or company's departments.



To better understand how and why it is necessary to manage sub-users, please refer to the Vendor Manual “AE Vendor Hub\_Vendor Guide - user management” available in AEVH Home Page.

## Purchase Orders



# ANSALDO ENERGIA Purchase Orders (PO)

When a Purchase Order is issued, the master user associated to the vendor company profile will receive an e-mail notice. If a default sub-user for PO has been created, he will also receive the e-mail. SAP PO print out and related documentation can be downloaded by the user(s).

The screenshot shows the ANSALDO ENERGIA dashboard. At the top is the company logo. Below it is a 'Welcome' message. The dashboard is divided into three main sections: 'Dashboard' (containing 'Main Dashboard'), 'Sourcing' (containing 'Procurement Dossiers', 'RFIs', 'RFQs', and 'POs'), and 'My Organisation' (containing 'Company's Profile Data (Registration and General Information)' and 'Editable Forms'). A red box highlights the 'POs' link in the Sourcing section, with a red arrow pointing to it from a callout box that says 'Click on «POs» to access to the list of your Purchase Orders'.

The screenshot shows the 'My POs' page. It has a sidebar with navigation icons. The main area has a filter bar with 'Filter By: ---' and a search input 'Enter Filter (type to start search)'. Below the filter bar is a table with the following columns: PO Code, SAP Number, Vendor Name, Buyer, Contract Type, Currency, Procurement Dossier Code, PO SAP No. + Revision, and Status. A red box highlights the first row of the table, with a red arrow pointing to it from a callout box that says 'Within the Area «My POs», click on the line to access the details of the «PO»'.

	PO Code	SAP Number	Vendor Name	Buyer	Contract Type	Currency	Procurement Dossier Code	PO SAP No. + Revision	Status
1	P10000147	4500245411/000	ANSALDO ENERGIA GROUP	Buyer Training	AE Vendor Hub		PRC_196		Active

Total 1 Page 1 of 1

Within the Attachment Area it is possible to select and download files saved in folders by clicking on «**Mass Download**».

PO: P10000356 - 3900001335/000  
Procurement Dossier: D10000278- 2019-11-12 Gerry PO

Info & Attachments PO Details Messages (Unread 0)

Setting Attachments (4) Associated Users

Visible to Seller (4)

Path: root >

Enter Filter (type to start search)

Folder/File Name	Description	Last Modification Date
1 SAP PO Print (2)	SAP PO Print	12/12/2019 09:55:09
2 Technical Attachments (0)	Technical Attachments	12/12/2019 10:00:03
3 Export Control.pdf		11/12/2019 21:46:09
4 Service General Conditions.pdf		17/12/2019 15:52:15

Mass Download

Order PDF

## PO – Upload of the signed copy of the Purchase Order acceptance (only if required by the buyer)

Where requested, you have to upload a signed copy of the Purchase Order.

Back to List

PO: P10000147  
Procurement Dossier: PRC

Active

Info & Attachments PO Details Messages (Unread 0)

PO Details PO Items

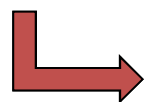
PO data coming from SAP

PO Number	PO Number	4500245411
SAP PO Version	SAP PO Version	000

Acceptance Letter

Order Acceptance Signed Please attach the Order Acceptance duly signed (no file attached)

Click on «**Edit**» to reply to the questions



PO: P10000147  
Procurement Dossier: PRC

Active

Save and Notify Buyer Cancel

PO data coming from SAP

PO Number	PO Number	4500245411
SAP PO Version	SAP PO Version	000

Acceptance Letter

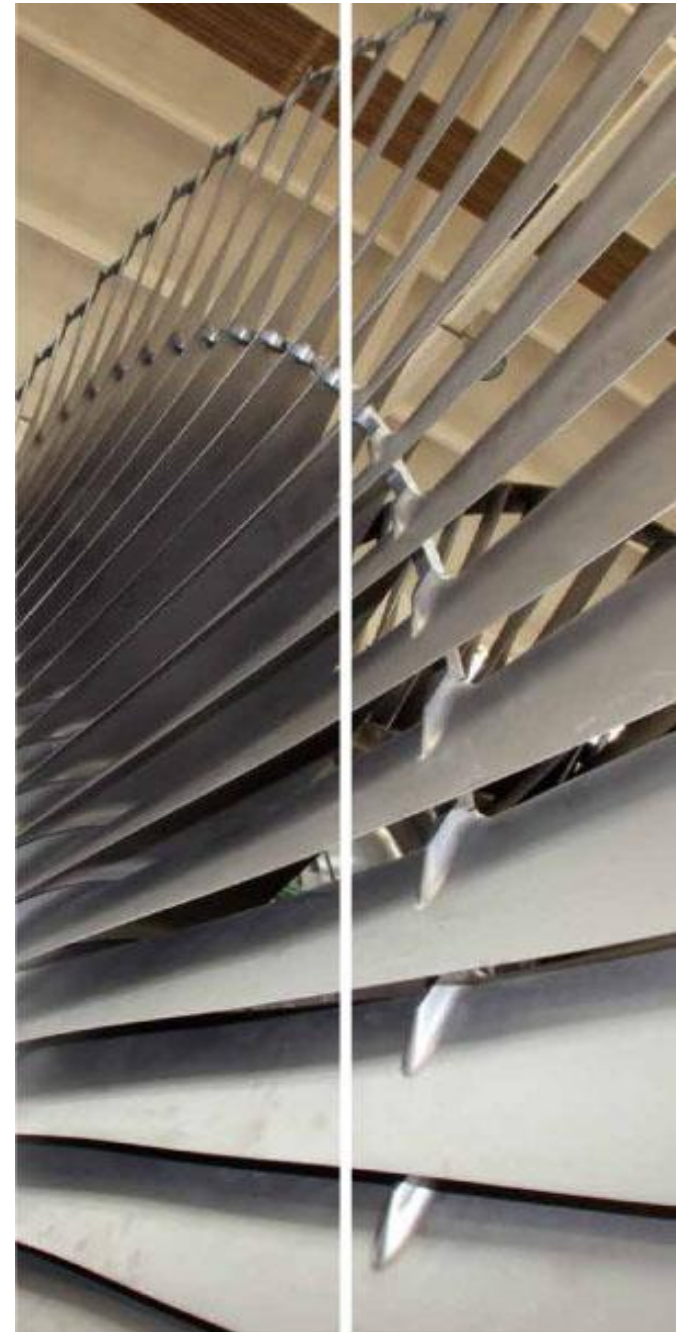
Order Acceptance Signed Please attach the Order Acceptance duly signed Test Document.docx (0 KB)

Click on «**Save and Notify Buyer**» to send your reply to Ansaldo



## Request for Quotation

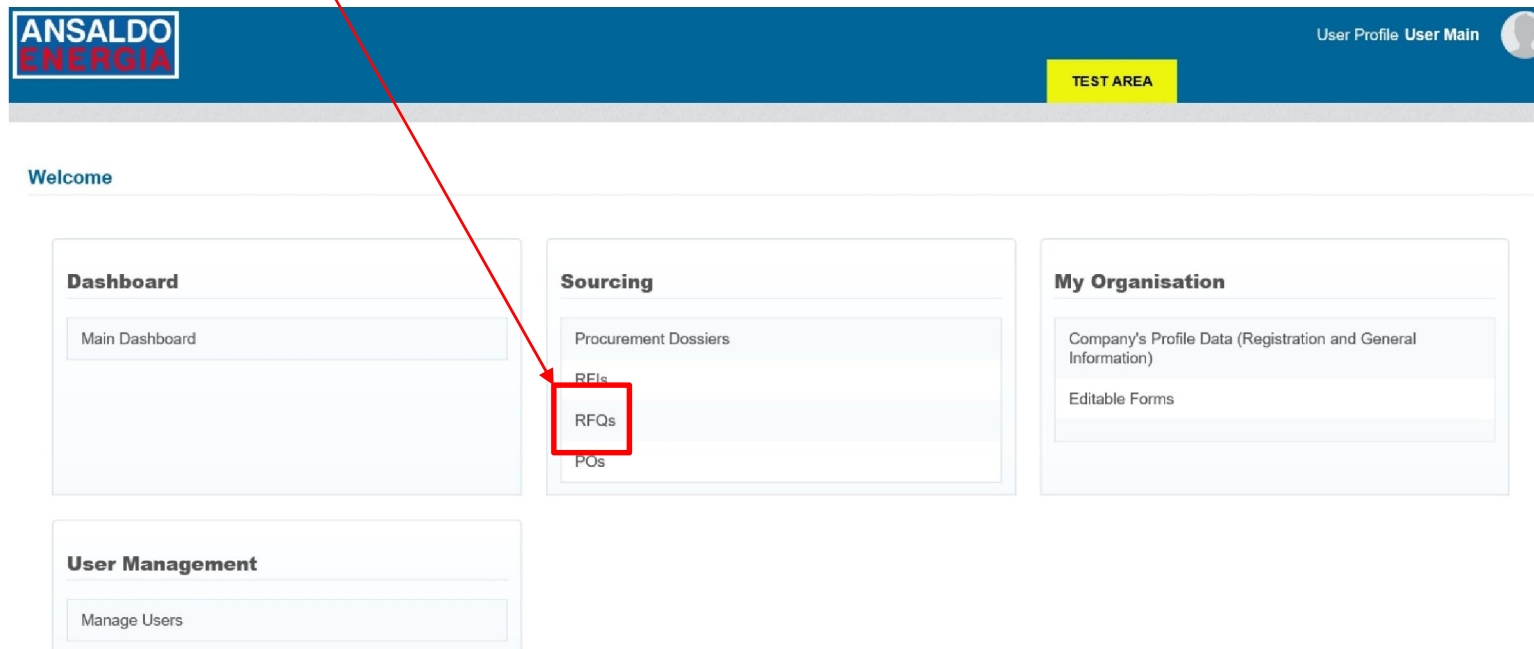
How to reply and to send it back to the Buyer



When your Company is invited to participate to a new Request for Quotation, you'll be noticed by an email.

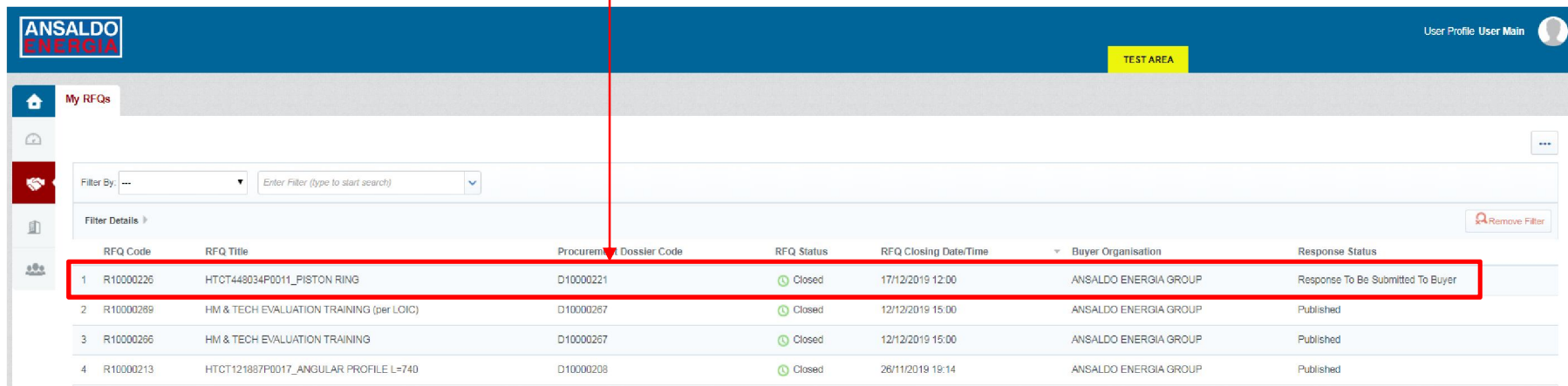
You can click on the link present in the email and access directly to the details of this new RfQ, or you can access Vendor Hub and check the entire list of your RfQs.

Click on «**RFQs**» to access to the list of Request for Quotations



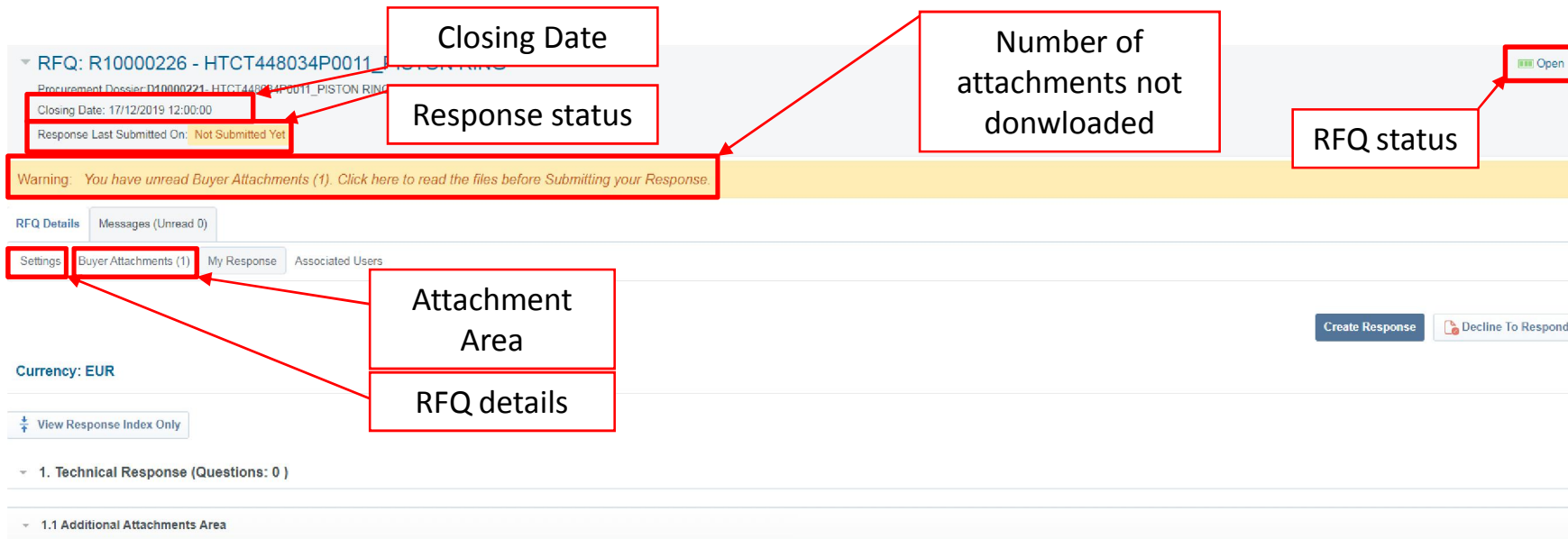
Within the Area «**My RFQs**» it is possible to check the list of all RFQs where you have been invited. “Open” RFQs means you can send your offer. After the deadline, the RFQs are “Closed”.

Click on the line of the «**RFQ**» to access to the details



RFQ Code	RFQ Title	Procurement Dossier Code	RFQ Status	RFQ Closing Date/Time	Buyer Organisation	Response Status
1 R10000226	HTCT448034P0011_PISTON RING	D10000221	Closed	17/12/2019 12:00	ANSALDO ENERGIA GROUP	Response To Be Submitted To Buyer
2 R10000269	HM & TECH EVALUATION TRAINING (per LOIC)	D10000267	Closed	12/12/2019 15:00	ANSALDO ENERGIA GROUP	Published
3 R10000266	HM & TECH EVALUATION TRAINING	D10000267	Closed	12/12/2019 15:00	ANSALDO ENERGIA GROUP	Published
4 R10000213	HTCT121887P0017_ANGULAR PROFILE L=740	D10000208	Closed	26/11/2019 19:14	ANSALDO ENERGIA GROUP	Published

Each RFQ consists of several sections and contains all the useful information for submitting technical and economical offers.

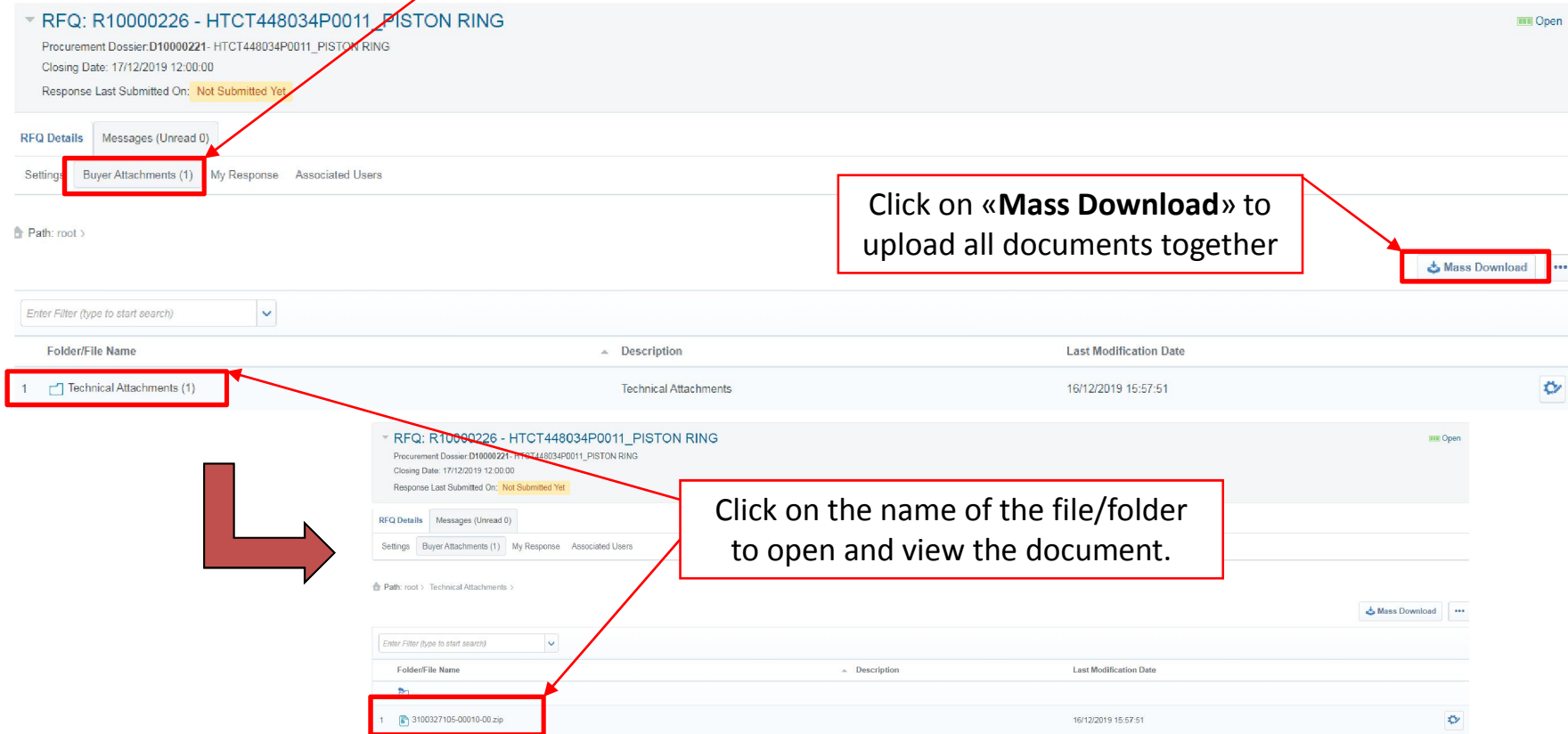


The screenshot shows the 'RFQ Details' page for RFQ: R10000226 - HTCT448034P0011. The page is divided into several sections, with red boxes and arrows highlighting specific areas:

- Closing Date:** 17/12/2019 12:00:00
- Response status:** Not Submitted Yet
- Number of attachments not downloaded:** 1
- RFQ status:** Open
- Warning:** You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.
- Attachment Area:** Buyer Attachments (1)
- RFQ details:** Settings, Messages (Unread 0), My Response, Associated Users
- Buttons:** Create Response, Decline To Respond
- Currency:** EUR
- View Response Index Only:** View Response Index Only
- 1. Technical Response (Questions: 0)**
- 1.1 Additional Attachments Area**

If the RFQ requires the management of «Hazardous Material», you'll find the dedicated section/envelope on top of Technical and/or Commercial Envelope

Click on «**Buyer Attachment**» to view and download the documents uploaded by the buyer.



RFQ: R10000226 - HTCT448034P0011\_PISTON RING

Procurement Dossier: D10000221- HTCT448034P0011\_PISTON RING

Closing Date: 17/12/2019 12:00:00


Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

Path: root >

Enter Filter (type to start search)

Folder/File Name	Description	Last Modification Date
1  Technical Attachments (1)	Technical Attachments	16/12/2019 15:57:51

Click on «**Mass Download**» to upload all documents together

Mass Download

Click on the name of the file/folder to open and view the document.

RFQ: R10000226 - HTCT448034P0011\_PISTON RING

Procurement Dossier: D10000221- HTCT448034P0011\_PISTON RING

Closing Date: 17/12/2019 12:00:00


Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

Path: root > Technical Attachments >

Enter Filter (type to start search)

Folder/File Name	Description	Last Modification Date
1  3100327105-00010-00.zip		16/12/2019 15:57:51



Once you have downloaded and analyzed the documentation related to the RfQ, click on «**Create Response**» to start preparing your offer or on «**Decline to Respond**» in case you're not interested in sending an offer.

RFQ: R10000226 - HTCT448034P0011\_PISTON RING

Procurement Dossier: D10000221- HTCT448034P0011\_PISTON RING

Closing Date: 17/12/2019 12:00:00

Response Last Submitted On: Not Submitted Yet

Open

Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.

RFQ Details

Messages (Unread 0)

Settings

Buyer Attachments (1)

My Response

Associated Users

Create Response

Decline To Respond

Currency: EUR

View Response Index Only

1. Technical Response (Questions: 0 )

1.1 Additional Attachments Area

Click on «**Edit Response**» for each RFQ's envelope to reply to the requests

Currency: EUR

[View Response Index Only](#)

1. Technical Response (Questions: 1)

1.1 TECHNICAL DOCUMENTATION - Question Section

Question	Description	Response
1.1.1 Technical Documentation	Please attach technical specs of your products.	(no file attached)

1.2 Additional Attachments Area

No Attachments

2. Commercial Response (Items: 1, Questions: 3)

2.1 NOTES - Price Section

Note	Note Details
2.1.1 Delivery (Days From Order confirmation)	In case of difference between the RFQ delivery date and the proposed date in your offer, please Insert in the column named "Delivery" the maximum number of estimated days from order confirmation. Failure to complete the column or the absence of comments will be deemed tacit acceptance of the RFQ dates.

2.2 PRICES BREAKDOWN WORKSHEET - Question Section

Question	Description	Response
2.2.1 Prices Breakdown Worksheet	Please attach the Prices Breakdown Worksheet in excel format duly filled.	(no file attached)

2.3 OFFER VALIDITY EXPIRY DATE - Question Section

Question	Description	Response
2.3.1 Offer Validity Expiry Date	Please select the Offer Validity Expiry Date	
2.3.2 Offer Validity Expiry Date - Notes	Please insert, if necessary, any notes regarding the Offer Validity	

[Edit Response](#)

[Edit Response](#)

20

Click on the link «**Click to attach file**» to upload the document requested (example: technical specifications to be attached in the «technical response»)

RFQ: R10000226 - HTCT448034P0011\_PISTON RING Open

Procurement Dossier: D10000221 - HTCT448034P0011\_PISTON RING  
Closing Date: 17/12/2019 12:00:00  
Response Last Submitted On: Not Submitted Yet

Edit Mode

Save and Return Save and Continue Cancel Response Check

1. Technical Response (Questions: 1 )

1.1 TECHNICAL DOCUMENTATION - Question Section	
Question	Description
1.1.1 Technical Documentation	<span>★</span> Please attach technical specs of your products.

Response

+ Click to attach file

Add/View Attachments

If this feature is enable in the configuration of the RfQ, it is possible to add attachments clicking on «**Add/View Attachments**».

▼ RFQ: R10000226 - HTCT448034P0011\_PISTON RING Open

Procurement Dossier: D10000221 - HTCT448034P0011\_PISTON RING  
Closing Date: 17/12/2019 12:00:00  
Response Last Submitted On: Not Submitted Yet

Edit Mode

Save and Return Save and Continue Cancel

Response Check

1. Technical Response (Questions: 1)

1.1 TECHNICAL DOCUMENTATION - Question Section		
Question	Description	Response
1.1.1	Technical Documentation	<p>★ Please attach technical specs of your products</p> <p>+ Click to attach file</p>

Add/View Attachments

It is possible to check the completeness of the response by clicking on «**Response Check**». Click on «**Save and Continue**» to save newly entered answers

RFQ: R10000226 - HTCT448034P0011\_PISTON RING

Procurement Dossier: D10000221 - HTCT448034P0011\_PISTON RING

Closing Date: 18/12/2019 18:00:00

Response Last Submitted On: Not Submitted Yet

Edit Mode

ansaldoenergia-prep.bravosolution.com dice

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:  
In order to make your response visible to the buyer you must submit it.

OK Annulla

Save and Return Save and Continue Cancel Response Check

1. Technical Response (Questions: 1)

1.1 TECHNICAL DOCUMENTATION - Question Section

Question	Description	Response
1.1.1 Technical Documentation	Please attach technical specs of your products.	Tech Specs.docx (0 KB)

1.2 Additional Attachments Area

1 TEST ATTACHMENT.docx (0 KB)

Add/View Attachments

16:36

Click on «**Save and Return**» and on «**OK**» to save all changes and exit the RfQ.



Click on «**Edit Response**» within the Commercial Response section

Currency: EUR

[New Response Index Only](#)

1. Technical Response (Questions: 1) [Edit Response](#)

1.1 TECHNICAL DOCUMENTATION - Question Section

Question	Description	Response
1.1.1 Technical Documentation	Please attach technical specs of your products	(no file attached)

1.2 Additional Attachments Area

No Attachments

2. Commercial Response (Items: 1, Questions: 3) [Edit Response](#)

2.1 NOTES - Price Section

Note	Note Details
2.1.1 Delivery (Days from Order confirmation)	In case of difference between the RFQ delivery date and the proposed date in your offer, please insert in the column named "Delivery" the maximum number of estimated days from order confirmation. Failure to complete the column or the absence of comments will be deemed tacit acceptance of the RFQ dates.

2.2 PRICES BREAKDOWN WORKSHEET - Question Section

Question	Description	Response
2.2.1 Prices Breakdown Worksheet	Please attach the Prices Breakdown Worksheet in excel format duly filled.	(no file attached)

2.3 OFFER VALIDITY EXPIRY DATE - Question Section

Question	Description	Response
2.3.1 Offer Validity Expiry Date	Please select the Offer Validity Expiry Date	
2.3.2 Offer Validity Expiry Date - Notes	Please insert, if necessary, any notes regarding the Offer Validity	

For each item you have to insert the unit price according to the currency of the RfQ.

RFQ: R10000226 - HTCT448034P0011\_PISTON RING

2. Commercial Response (Items: 1, Questions: 3)

Open

Save and Return

Save and Continue

Cancel

## 2.1 NOTES - Price Section

Note Note Details

2.1.1 Delivery (Days From Order confirmation) In case of difference between the RFQ delivery date and the proposed date in your offer, please insert in the column named "Delivery" the maximum number of estimated days from order confirmation. Failure to complete the column or the absence of comments will be deemed tacit acceptance of the RFQ dates.

## 2.2 PRICES BREAKDOWN WORKSHEET - Question Section

Question Description Response

2.2.1 Prices Breakdown Worksheet ★ Please attach the Prices Breakdown Worksheet in excel format duly filled. [+ Click to attach file](#)

## 2.3 OFFER VALIDITY EXPIRY DATE

Question Description

2.3.1 Offer Validity Expiry Date ★ Please Expiry Date

2.3.2 Offer Validity Expiry Date - Notes Please in regarding

## 2.4 Default Section Name - Price

Item Code Description

2.4.1 HTCT448034P0011

If a file name is indicated in this description, you will find the corresponding .zip in the "Technical Attachment" section of the Attachments Area

★ AGQ\_ZNB\_3100327105\_00010 PISTON RING -File: 3100327105-00010-00 - PISTON RING ; ANELLO PISTONE ; KOLBENRING

Quantity Unit Price Price Delivery Date

GB - SUPPLIER'S INSPECTIONS AND TESTS AND CERTIFICATION REQUESTED ALL TESTS INDICATED IN THE DRAWINGS AND/OR SPECIFICATIONS ATTACHED TO THE ORDER MUST BE PERFORMED

each

2

Unit Price

Price

Delivery Date

Delivery Date Comment

Delivery (No. of Days from Order Acceptance)

0

04/01/2020

N. 512

If it is not possible to deliver an item by the requested delivery date, you can enter an alternative date, if this possibility has been configured by the Buyer.

# Request for Quotation – Save the Commercial Response

After you have finished to insert your replies, click on «**Save and Return**» and on «**OK**» to save your changes

RFQ: R10000226 - HTCT448034P0011\_PISTON RING

2. Commercial Response (Items: 1, Questions: 3)

ansaldoenergia-prep.bravosolution.com dice

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.



IMPORTANT:  
In order to make your response visible to the buyer you must submit it.

**OK** **Cancel**



**2.1 NOTES - Price Section**

Note	Note Details
2.1.1 Delivery (Days From Order confirmation)	In case of difference between the RFQ delivery date and the proposed date, the supplier must indicate the number of estimated days from order confirmation. Failure to complete the column or the absence of comments will be deemed as a non-compliance.




**2.2 PRICES BREAKDOWN WORKSHEET - Question Section**

Question	Description	Response
2.2.1 Prices Breakdown Worksheet	★ Please attach the Prices Breakdown Worksheet in excel format duly filled.	TEST ATTACHMENT.docx (0 KB)  

**2.3 OFFER VALIDITY EXPIRY DATE - Question Section**

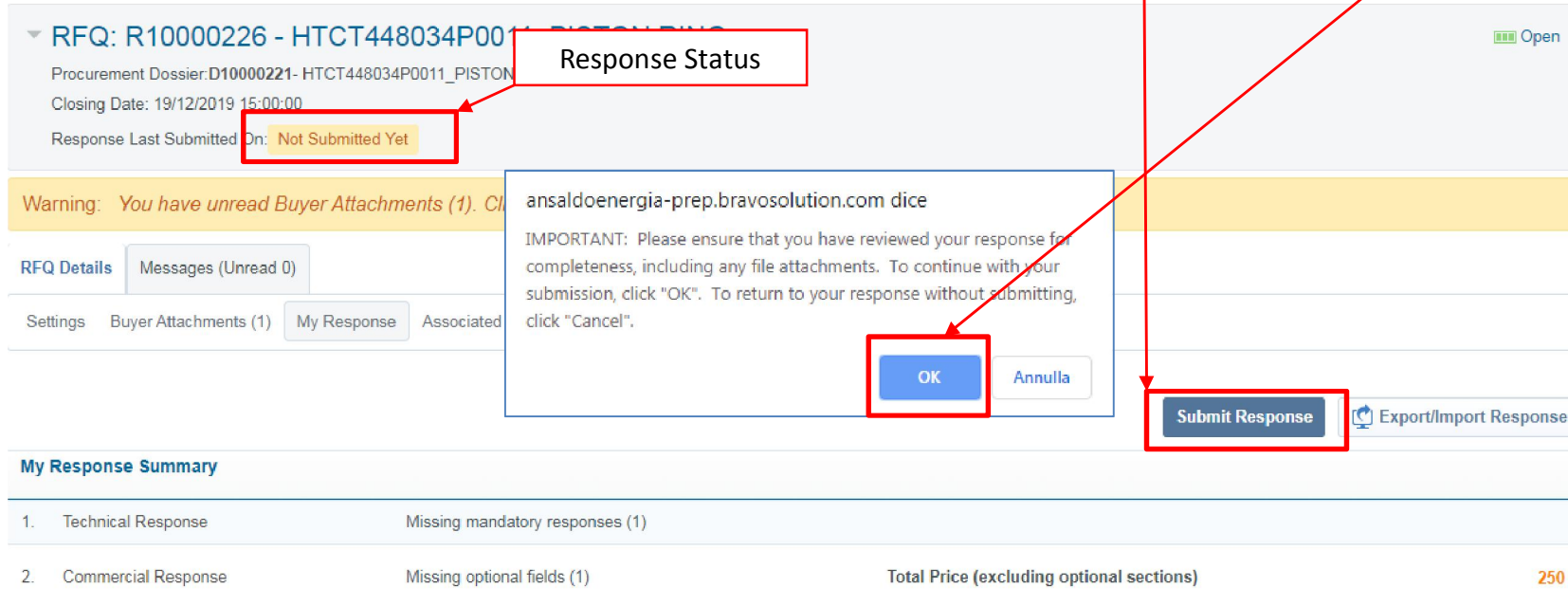
Question	Description	Response
2.3.1 Offer Validity Expiry Date	★ Please select the Offer Validity Expiry Date	31/01/2020 
2.3.2 Offer Validity Expiry Date - Notes	Please insert, if necessary, any notes regarding the Offer Validity	<input type="text"/>  <small>Character counter 2000</small>

**2.4 Default Section Name - Price Section**

Item Code	Description	Item Remarks	Unit of Measurement	Quantity	Unit Price	Price	Delivery Date	Delivery Date Comment	Delivery (No. of Days from Order Acceptance)
2.4.1 HTCT448034P0011	★ AGQ_ZNB_3100327105_00010 PISTON RING - File: 3100327105-00010-00 - PISTON RING ; ANELLO PISTONE ; KOLBENRING	Quality control level. GB - SUPPLIER'S INSPECTIONS AND TESTS AND CERTIFICATION REQUESTED ALL TESTS INDICATED IN THE DRAWINGS AND/OR SPECIFICATIONS ATTACHED TO THE ORDER MUST BE PERFORMED	each	2	125 	0	04/01/2020	we confirm a new delivery date  <small>N. 482</small>	65 

**Save and Return** **Save and Continue** **Cancel**

In order to submit your response to the Buyer, click on «**Submit Response**» and on «**OK**»



**RFQ: R10000226 - HTCT448034P0011 - PISTON** Open

Procurement Dossier: D10000221- HTCT448034P0011\_PISTON

Closing Date: 19/12/2019 15:00:00

Response Last Submitted On: **Not Submitted Yet**

**Warning:** You have unread Buyer Attachments (1). Click here to view.

ansaldoenergia-prep.bravosolution.com dice

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

**OK** **Annulla**

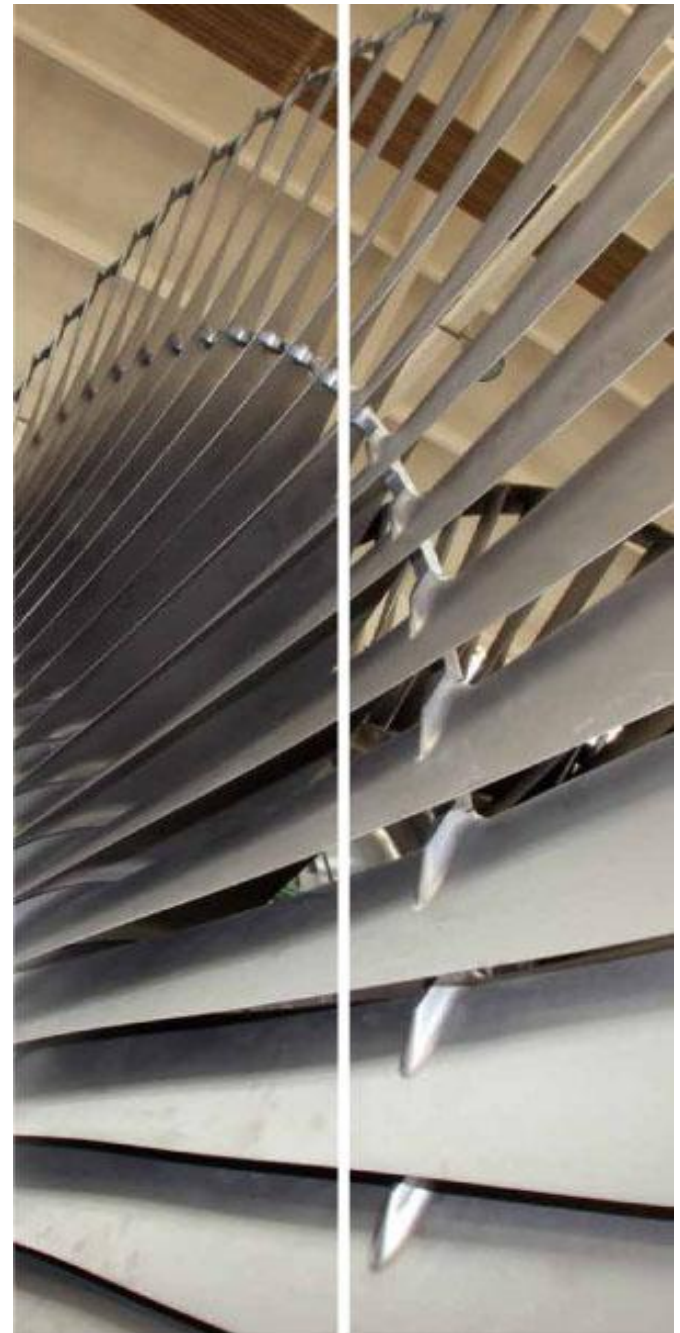
**Submit Response** **Export/Import Response**

**My Response Summary**

1. Technical Response	Missing mandatory responses (1)	
2. Commercial Response	Missing optional fields (1)	Total Price (excluding optional sections) <b>250</b>

If you need further details on information to be managed on the responses and to how surf Vendor Hub, please refer to the Vendor Manual “AE Vendor Hub Sourcing Vendor Guide” available on VH Home Page.

## Request for Quotation - Message Area -





## Request for Quotation – Message Area

Each RfQ has a dedicated **Message Area** used to send messages to Ansaldo related to the single RfQ.



The screenshot shows the 'Message Area' for RfQ: R10000226 - HTCT448034P0011\_PISTON RING. The interface includes a 'Create Message' button, a 'Sent Messages' tab, and a 'Send Message' button. A 'Warning' banner indicates unread buyer attachments. A 'Create' button is also visible in the top right corner.

Annotations and instructions:

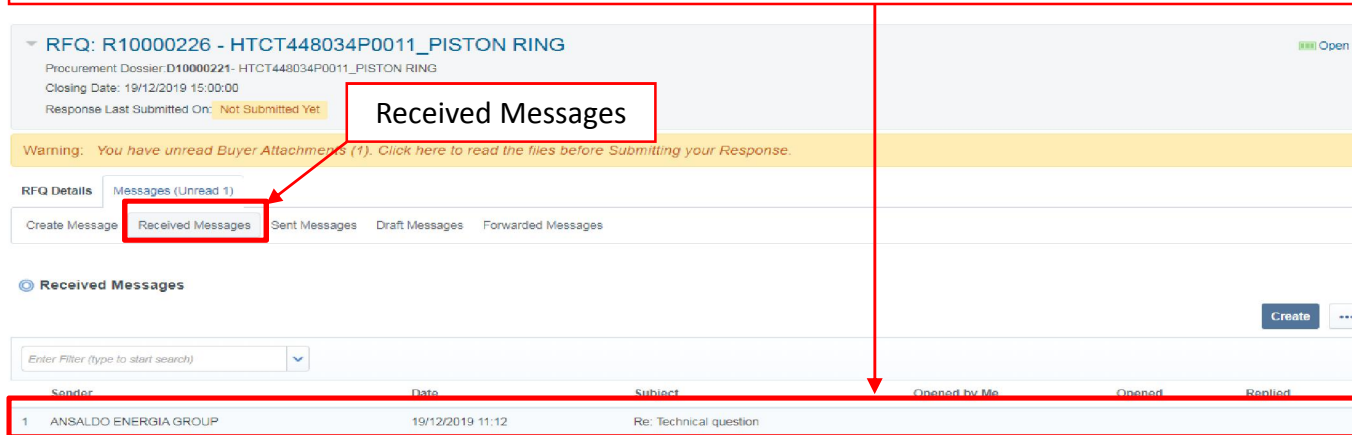
- Message Area**: Points to the top section of the interface.
- Sent Messages**: Points to the 'Sent Messages' tab.
- Click on «Create» to create a new message**: Points to the 'Create' button in the top right corner.
- Click on «Send Message» after you have written our message and attached attachments (if necessary)**: Points to the 'Send Message' button.
- List of sent message**: Points to the table listing sent messages.

The table below shows the list of sent messages:

Recipient	Date	Subject	Read by Recipient	Replies
1 ANSALDO ENERGIA GROUP	19/12/2019 11:04	Technical question	0	0

# Request for Quotation – Received Message

To open and read a message received by Ansaldo, access the «**Received Messages**» area and click on the message.



**Received Messages**

RFQ: R10000226 - HTCT448034P0011\_PISTON RING  
Procurement Dossier: D10000221- HTCT448034P0011\_PISTON RING  
Closing Date: 19/12/2019 15:00:00  
Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.

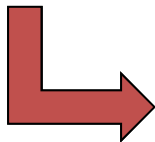
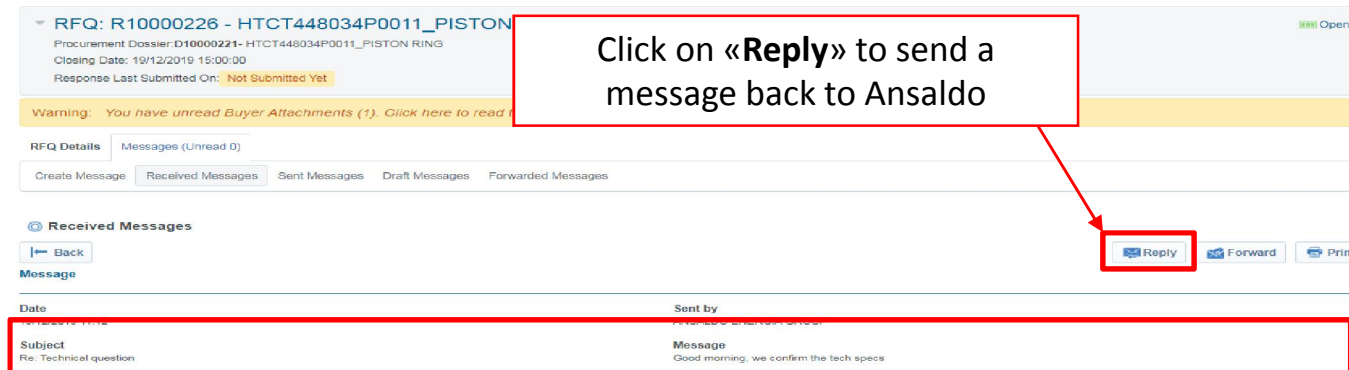
RFQ Details Messages (Unread 1)

Create Message **Received Messages** Sent Messages Draft Messages Forwarded Messages

**Received Messages**

Enter Filter (type to start search)

	Sender	Date	Subject	Opened by Me	Opened	Replied
1	ANSALDO ENERGIA GROUP	19/12/2019 11:12	Re: Technical question			

RFQ: R10000226 - HTCT448034P0011\_PISTON RING  
Procurement Dossier: D10000221- HTCT448034P0011\_PISTON RING  
Closing Date: 19/12/2019 15:00:00  
Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.

RFQ Details Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages Forwarded Messages

**Received Messages**

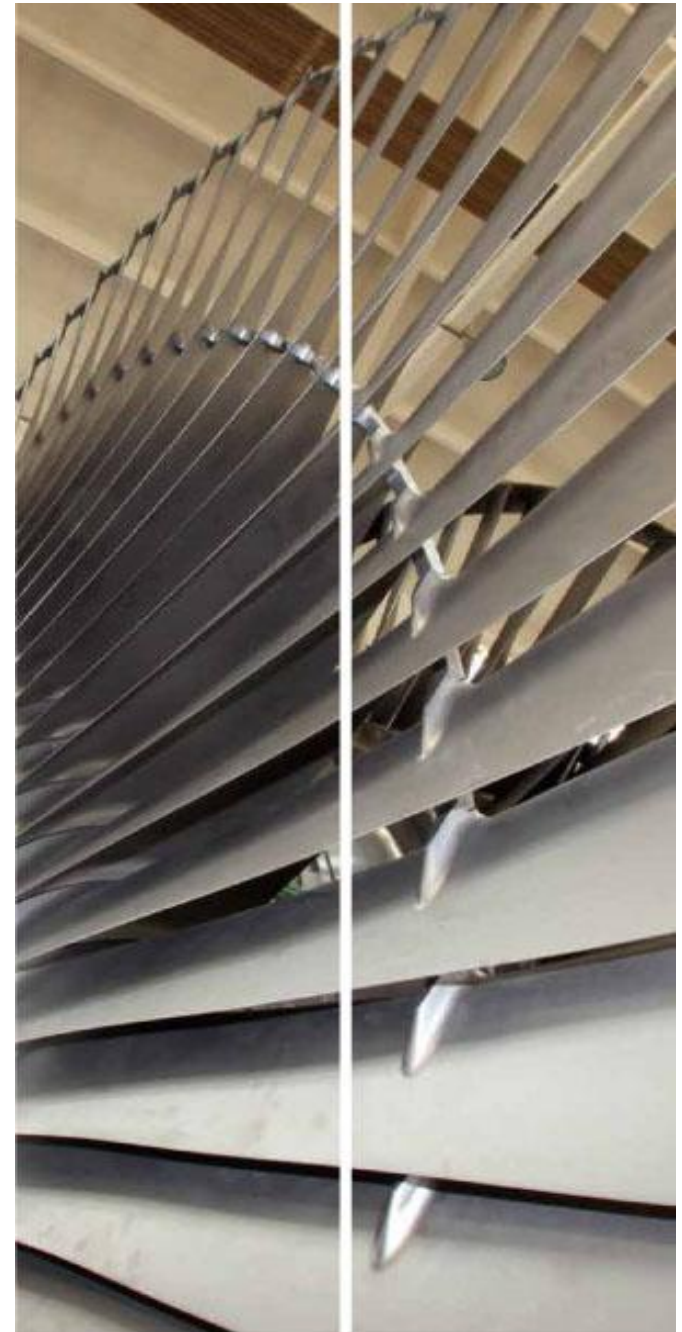
[Back](#)

**Message**

Date	Sent by	Message
19/12/2019 11:12	ANSALDO ENERGIA GROUP	Good morning, we confirm the tech specs

[Reply](#) [Forward](#) [Print](#)

## **Request for Quotation - Vendor's User Management -**



## Vendor's sub users invited to the RfQ (1/2)

The user who received the invitation to participate in the RFQ can extend the right to reply to other sub users of the Company. These sub users have to be previously created by the main user of the Vendor's account.

RFQ: R10000226 - HTCT448034P0011\_PISTON RING

Procurement Dossier: D10000221- HTCT448034P0011\_PISTON RING

Closing Date: 19/12/2019 15:00:00

Response Last Submitted On: Not Submitted Yet

Open

Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.

RFQ Details

Messages (Unread 0)

Settings

Buyer Attachments (1)

My Response

Associated Users

+ Add

...

	Last Name	First Name	Email	Division Name	Role Name
1	Utente	Sub 2	sottoutente_2_@azienda.it	Unit 2	
2	Utente	Sub 1	sottoutente_1_@1azienda1.it	Unit 1	

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## Vendor's sub users invited to the RfQ (2/2)

RFQ: R10000226 - HTCT448034P0011\_PISTON RING  
Procurement Dossier: D10000221 - HTCT448034P0011\_PISTON RING  
Closing Date: 19/12/2019 15:00:00  
Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response **Associated Users**

**+ Add**

RFQ: R10000226 - HTCT448034P0011\_PISTON RING  
Procurement Dossier: D10000221 - HTCT448034P0011\_PISTON RING  
Closing Date: 19/12/2019 15:00:00  
Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.

Select Users to add to the User Rights List

Quick Selection by Name Type to search in full users list **Select with Search Criteria**

RFQ: R10000226 - HTCT448034P0011\_PISTON RING  
Procurement Dossier: D10000221 - HTCT448034P0011\_PISTON RING  
Closing Date: 19/12/2019 15:00:00  
Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.

Select Users to add to the User Rights List

Enter Filter (type to start search)

**Select All** **Deselect All**

	Name	Division	User Department	Phone Number
<input checked="" type="checkbox"/>	...	...	...	0001

ansaldoenergia-prep.bravosolution.com dice  
The selected users will be added. Click "OK" to proceed.

**OK**

Within the «Associated Users» area the invited user has the right to add other colleagues to view/reply to the RfQ by clicking on «Add»

Type the name of the user you want to add or click on «Select with Search Criteria con Criteri di Ricerca»

Select the user(s) you want to be invited. Click on «Save» and on «OK».