

AE VENDOR HUB

The Ansaldo Energia Group sourcing platform

Guide for Vendor Registration and Qualification

last update: 07/12/2018





Introduction

Ansaldo Energia Group has launched AE Vendor Hub to enable on-line collaboration with all Vendors for qualification processes.

This guide explains which kind of information is requested by Ansaldo Energia Group during registration phase and how to answer to any on-line qualification request.

If you have already worked with Ansaldo Energia Group, some of your Company data have already been transferred into AE Vendor Hub platform and you will have a dedicated path for on-line registration. Learn more by reading this document.

If you have never worked with Ansaldo Energia Group, you will be able to register your Company as explained in this guide.

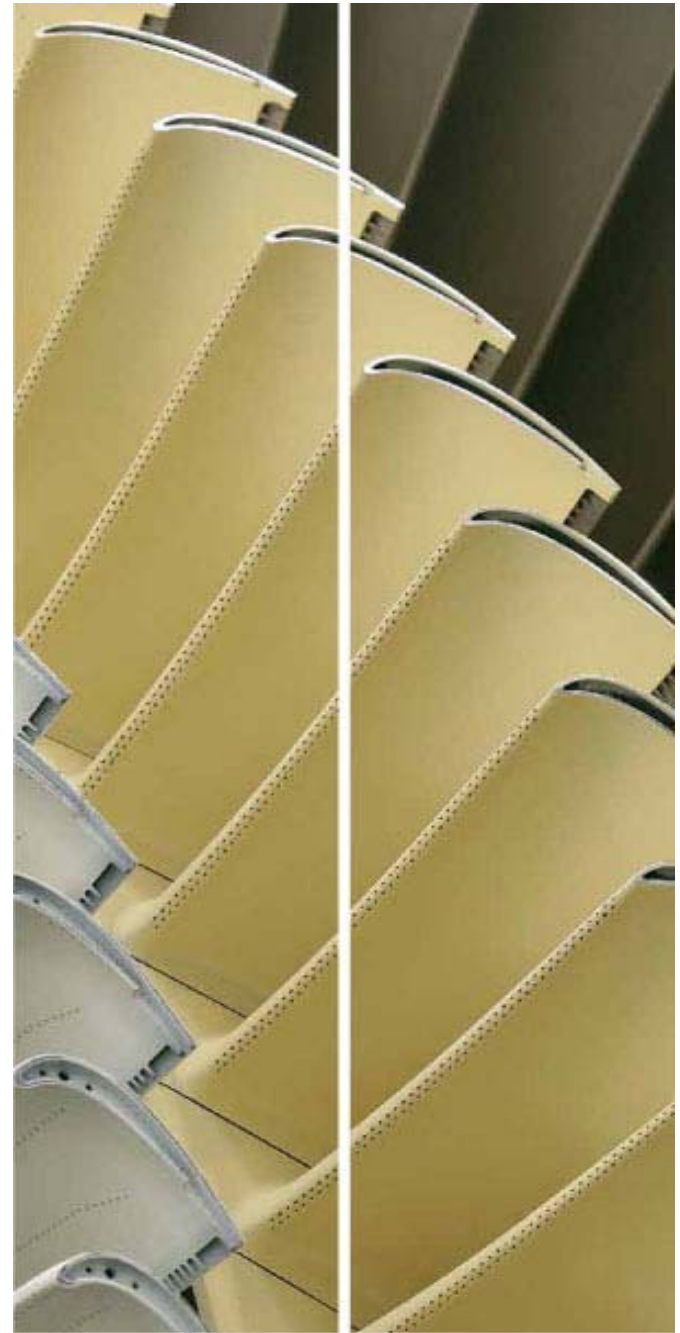


Vendor registration & on-boarding

Each Vendor has to provide a set of information during the Registration phase before getting full access to AE Vendor Hub.

Area	Content Description
Acceptance page	Includes general conditions of AE Vendor Hub, Code of Ethics, Privacy Policy
Company master data	Requires to fill in Vendor name, company identifiers (Fiscal code, EU VAT, Tax ID), address...
Master user data	Asks for User(s) who will manage Qualification: email(s), user name, language,...
EHS prerequisites	Includes some preliminary EHS questions
General information	Collects some company information such as spoken languages, reference,...
Main activities	Allows the selection of main activities you want to apply for. They will be used to identify Categories to be copied into the text of the Non Disclosure Agreement.
NDA (Non Disclosure Agreement)	Shows the NDA template, which must be filled in with NDA Categories and then signed by legal representative of your Company.

Vendor Registration





Registration Process for Vendors already working with Ansaldo Energia Group

If you have already worked with Ansaldo Energia Group, you should have received an e-mail with credentials to access AE Vendor Hub.

Click on <https://Vendorhub.ansaldoenergia.com> and follow the instructions.

Select navigation language

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

EN IT

If you have not received such e-mail, contact the AE Vendor Hub support team

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

Self-Registration Process for New Vendors

If you have never worked with Ansaldo Energia Group and want to register on AE Vendor Hub, go to <https://Vendorhub.ansaldoenergia.com> and click on “Supplier Registration”

The screenshot shows the AE Vendor Hub login page. At the top left is the ANSALDO ENERGIA logo. At the top right, there are language selection buttons for 'EN' and 'IT', with a callout box pointing to them that says 'Select navigation language'. The main content area has a blue header with the text 'Welcome to AE Vendor Hub the Ansaldo Energia Group Sourcing Platform'. Below this are two input fields for 'USERNAME' and 'PASSWORD', followed by a red 'ENTER' button. A link 'Forgot password or username?' is located below the password field. At the bottom left, there is a link 'Not yet registered? Please click here' with a red callout box pointing to it that says 'Supplier Registration'. At the bottom right, there is a blue box with contact information: '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'. A callout box above this box says 'If you need assistance, contact AE Vendor Hub support team'. The background of the page features a 3D rendering of a turbine engine.

Read carefully the REGISTRATION PHASE INSTRUCTIONS
before filling in the requested information

The screenshot shows a registration interface with a progress bar at the top. The first step, 'Company and User details', is highlighted with a blue circle containing the number '1' and a red dashed box. A red arrow points from the instruction box above to this step. The main content area contains the following text:

REGISTRATION PHASE INSTRUCTIONS (read carefully):

For your initial registration please fill in all mandatory fields and follow the instructions below.
If some of your data is already populated, we kindly ask you to check and correct the information if necessary.
The rules to be applied are the following:

Vendor Name:

- Insert maximum 35 characters. Use common acronyms for legal structure (Ltd, Inc., A.G., GmbH, S.A., S.p.A., S.r.l, ...)
- For self-employed person fill in with Surname and Name separated with spacing.

Vendor Name – other:

- Use ONLY if your Vendor Name exceeds 35 characters, indicating in this field ONLY secondary and additional information useful for identification.
- For self-employed person leave this field empty.

EU VAT / Tax ID:

- If your EU VAT / Tax ID is already preloaded with a dummy value, you must provide the correct value in the next page during registration.
- If your EU VAT / Tax ID is preloaded with a wrong value or has to be changed, please send an email with your full company details to AEVendorhub.administration@ansaldoenergia.com
- for US companies, insert Taxpayer Identification Number (TIN) with the following format: xx-xxxxxxx

On the right side of the form, there are three buttons: 'Save' (green), 'Close' (red with an 'X'), and 'Reset' (blue with a circular arrow).

Fill in **Company Data** (All fields marked with * are mandatory)

Registration Data

* Headquarter Country	UNITED KINGDOM
* Vendor Name (see above instructions)	Test Vendor FZ LTD
Vendor Name - other (optional - see above instructions)	
Fiscal Code (Please fill in if available. Mandatory for Italian companies)	
* EU VAT Number (only for EU countries -> first digits should contain country code: IT, DE, SP, ...)	GB1234324314
Company registration number/Tax ID (only for non-EU countries)	
* Address (Headquarter)	Street 1
* House Number (Headquarter)	1
* City (Headquarter)	City
* Province (Headquarter)	Aberdeen City
* Postal Code (Headquarter)	12345
* Organisation Email Address	company@mail.com
* Main Organisation Phone Number	+442342141410
* Organisation Fax Number (insert 'Not available' if you do not have fax number)	+442342141499
* Web site (insert 'Not available' if you do not have web site)	www.mycompanysite.com

If you have already worked with Ansaldo Energia Group, at least one of your Company identifiers has been pre-filled in AE Vendor Hub.

In case your Company identifier is not populated with a valid value and the system does not ask you to provide the correct value in a follow up dedicated form, please write an e-mail with your full Company details to:

AEVendorhub.administration@ansaldoenergia.com

If you have never worked with Ansaldo Energia Group, you are asked to fill in at least one Company identifier marked with *:

- **EU VAT number** for Companies with headquarter located in EU countries
- **Company registration number/Tax ID** for Companies with headquarter not located in EU countries.

Note that Italian Companies should also fill in the **Fiscal Code**.

Fiscal Code (Please fill in if available. Mandatory for Italian companies)	<input type="text"/>
* EU VAT Number (only for EU countries -> first digits should contain country code: IT, DE, SP, ...)	<input type="text" value="DE00000000"/>
Company registration number/Tax ID (only for non-EU countries)	<input type="text"/>

Mandatory field for a EU Company

Fiscal Code (Please fill in if available. Mandatory for Italian companies)	<input type="text"/>
EU VAT Number (only for EU countries -> first digits should contain country code: IT, DE, SP, ...)	<input type="text"/>
* Company registration number/Tax ID (only for non-EU countries)	<input type="text" value="12-1234567"/>

Mandatory field for a non-EU Company

Fill in **User Details**
(fields marked with * are mandatory)

Click here
to proceed

Save & Continue

User Details

* Username (please do not forget your username)	vp52
* User Last Name	<input type="text"/>
* User First Name	<input type="text"/>
* User E-mail Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.	m.smith@mycompany.com; department@mycompany.com
* User Phone Number	01020304050
User Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	+123456789
* Preferred language for use in system interface	English (UK) ▼
* Time Zone	(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome ▼

All messages from AE Vendor Hub to your Company are sent to this user.

Check the e-mail addresses if already pre-filled and insert more than one if needed separate by “;”

As soon as Company and User Details are confirmed, you'll receive an e-mail from AE VENDOR HUB with Username and Password.

Answer all Environmental, Health and Safety preliminary questions.

Click here to proceed

Registration Form: EHS PRE-REQUISITES

Registration

Company and User details

Registration Forms

Registration Confirmation

Save & Continue

Download & review NDA categories

EHS pre-requisites

Pre-requisites nr.1	* Are you compliant with all regulations concerning employment contracts, personal accident insurance, social security and/or (if any) pension plan schemes?	<input type="button" value="v"/>
Pre-requisites nr.2	* Are your premises and external sites regularly compliant with the defined uses and required certifications ?	<input type="button" value="v"/>
Pre-requisites nr.3	* Do you comply with all environmental regulations concerning air emissions, waste disposal and water discharge?	<input type="button" value="v"/>
Pre-requisites nr.4	* Do you perform Environmental, Health and Safety assessment of your processes? Do you provide your employees with necessary control measures, PPE and tools, as for your EHS Assessment ?	<input type="button" value="v"/>
Pre-requisites nr.5	* Are hazardous substances (if any) used following internal procedures and relevant SDS, providing all necessary precaution and prevention prescriptions?	<input type="button" value="v"/>

Complete the form by filling in all the required information: please make sure that the Company Headed Paper or the Fiscal Document that is attached shows your key Company data inserted previously. (Fields marked with * are mandatory)

Registration Form: **ADDITIONAL REGISTRATION FORM** 2

Registration

Company and User details → **Registration Forms** → Registration Confirmation

[Save & Continue](#) [Cancel](#)

[Download & review NDA categories](#)

Click here to proceed →

General Information

Spoken languages	* Please select your spoken languages	<input checked="" type="checkbox"/> Italian <input checked="" type="checkbox"/> English <input type="checkbox"/> German <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Other
Spoken languages - Other	If "other", please specify	<input type="text"/> ↓ <small>Characters available 2000</small>
Company Headed Paper	* Please attach your Company Headed paper or a fiscal document that shows your key company data (example for US Companies: W9 form)	+ Click to attach file <input type="text"/> ↓

References

Main Customers	* Does the Company already supply Ansaldo Energia Italy or other Companies of Ansaldo Group?	↓
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Click on the zip file to download Ansaldo Energia Category Tree file and NDA template.

Registration Form: MAIN ACTIVITY

Registration

2

Company and User details | **Registration Forms** | Registration Confirmation

Save & Continue | Cancel

Download & review NDA categories

Main Activities

Instructions

Ansaldo Energia Group needs to know for which categories your company wants to apply for and requires you to sign a Non Disclosure Agreement in English (NDA) that contains your company's data and the categories you have selected.

On the 'Main Activities' question, please click on the zip file to download the word file of Ansaldo's Category Tree and the NDA template.

Review Ansaldo's Category Tree in the word file and search for the NDA Class categories you want to apply for. NDA Class categories are located at the last level of the category tree.

In the next screens you will be asked to select each level of the category tree that contain the NDA class categories you want to apply for.

If you log out and need to complete the NDA class selection later on, you can log in again with the user and password you received after first page completion (company and user details)

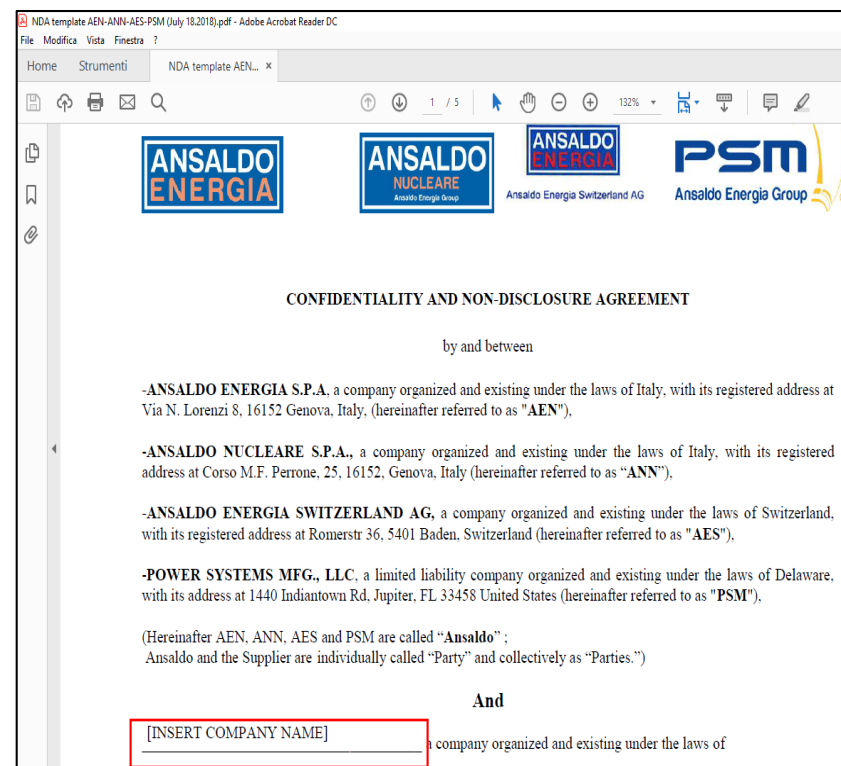
Main activities * Please select one or more classes

- Class 1 - GOODS FOR MACHINES AND PLANTS
- Class 2 - WORKS (CONSTRUCTION/OUTSOURCED WORKS)
- Class 3 - SERVICES
- Class 4 - OTHER GOODS
- Category Tree & NDA template.zip

In the Category Tree file, identify all the NDA class categories you want to apply for. They are located at the last level of each node.

B	C	D
Level 1	Level 2	Level 3
Services		
	Engineering	
		Design Services - Civil works
		Design Services - Mechanical works
		Design Services - Electrical works
		Design Services - I&C
		Design Services - Assembly
		Design Services - Process
		Design Services - Software
		Design Services - System
		Design Services - Equipment
		OP. 6 O.V.P. Manual
		Certif. Instructions
		Design Services - Customer Samples
	Specialist services and Commissioning	
		Legal Activities
		Medical Services
		TECHNICAL SERVICES
		ORGANIZATION, COMMERCIAL, MANAGING ADVISORS
		Training and Education Services
		CONSTRUCTION SUPERVISION SERVICES
		Expediting Services
		QUALITY CONTROL SERVICES

Review NDA content



You will be able to finalize the NDA document once you have selected all desired NDA class categories.

Select Categories you want to apply for and click on **“Save & Continue”** to proceed

You can click on **“Cancel”** to exit the registration process. All information saved in the previous steps will be available when you login again.

Registration Form: MAIN ACTIVITY

Registration

Company and User details → Registration Forms → Registration Confirmation

Save & Continue Cancel

Download & review NDA categories

Main Activities

Ansaldo Energia Group needs to know for which categories your company wants to apply for and requires you to sign a Non Disclosure Agreement in English (NDA) that contains your company's data and the categories you have selected.

On the 'Main Activities' question, please click on the zip file to download the word file of Ansaldo's Category Tree and the NDA template.

Review Ansaldo's Category Tree in the word file and search for the NDA Class categories you want to apply for. NDA Class categories are located at the last level of the category tree.

In the next screens you will be asked to select each level of the category tree that contain the NDA class categories you want to apply for.

If you log out and need to complete the NDA class selection later on, you can log in again with the user and password you received after first page completion (company and user details)

Main activities * Please select one or more classes

- Class 1 - GOODS FOR MACHINES AND PLANTS
- Class 2 - WORKS (CONSTRUCTION/OUTSOURCED WORKS)
- Class 3 - SERVICES
- Class 4 - OTHER GOODS

Category tree and NDA template.zip

Registration Forms: Main Activity – 4/4

Select category class at each level and click on **“Save & Continue”** to proceed

Registration Form: MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS

Registration

Company and User details → Registration Forms → Registration Confirmation

Class 1 - GOODS FOR MACHINES AND PLANTS

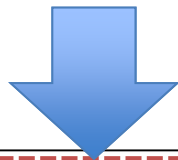
Class 1 - GOODS FOR MACHINES AND PLANTS

Please select one or more sub-classes

- Class 1.1 - STEEL STRUCTURES
- Class 1.2 - MECHANICAL COMPONENTS
- Class 1.3 - ELECTRO-INSTRUM. COMPONENTS
- Class 1.4 - RAW MATERIAL & SUB_ASSEMBLY
- Class 1.5 - PIPING AND COMPONENTS
- Class 1.6 - VALVES

Save & Continue | Cancel

Download & review NDA categories



NDA class is the last level for the selected parent category class. Click on **“Save & Continue”** to proceed

Registration Form: MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES

Registration

Company and User details → Registration Forms → Registration Confirmation

Class 1.1 - STEEL STRUCTURES

Class 1.1 - STEEL STRUCTURES

Please select one or more NDA class

- NDA Class - HEAVY CARPENTRY STRUCTURES (FABRICATED STRUCTURES)
- NDA Class - MEDIUM CARPENTRY STRUCTURES (FABRICATED STRUCTURES)
- NDA Class - LIGHT CARPENTRY STRUCTURES (FABRICATED STRUCTURES)
- NDA Class - WALLS AND FENCES
- NDA Class - PIPELINES, ROLLINGS
- NDA Class - VALVES SILENCERS (ENCLOSURES)

Save & Continue | Cancel

Download & review NDA categories

Click on “Download & review NDA categories” to export the Word file containing the NDA Class Categories previously selected

Registration Form: NDA MANAGEMENT

Registration

Company and User details → **Registration Forms** → Registration Confirmation

Save & Continue Cancel

Download & review NDA categories

NDA

The vendor is kindly requested to:

- 1) Click on 'NDA class list summary' link to download the word file with the list of the NDA Class categories.
- 2) Review Ansaldo Energia Group Category Tree and make sure you have selected all your selections, you can click on 'Registration Forms' menu and select 'MAIN ACTIVITIES' containing main activities and related NDA Class categories.
- 3) On the following "signed NDA" field: click on "download template" to download the NDA document template.
- 4) fill in the NDA document with the following information:
 - Company's details
 - NDA Class categories (please copy and paste the NDA Class descriptions in English)
- 5) Print the NDA document that has to be signed by a legal representative
- 6) Upload the signed NDA

The buyer is kindly requested to review NDA content and fill in the expiry date. If NDA

Instructions to fill in and upload NDA document

Signed NDA * Please read the above instructions and upload the signed NDA

NDA validation (filled in by Ansaldo Energia Group) Is the NDA validated?

NDA notes Notes filled in by Ansaldo Energia Group and shared with Vendor

ANSALDO ENERGIA

LIST OF SELECTED PRODUCTS/SERVICES TO BE COPIED TO NDA

The following list is a summary of selected products and/or services
You are kindly asked to copy and paste the english version of this list into the Annex 1 section of the NDA document.

NDA Class - HEAVY CARPENTRY STRUCTURES (FABRICATED STRUCTURES)
NDA Class - MEDIUM CARPENTRY STRUCTURES (FABRICATED STRUCTURES)

Traduzione in italiano (NON copiare nell'NDA)
La seguente lista riporta un riassunto delle categorie selezionate da inserire nell'Annex 1 dell'NDA

Vi preghiamo di copiare ed incollare solo la versione in lingua inglese della lista nella sezione dedicata nel documento NDA.

If you wish to add other NDA Class categories you can click on the ‘registration forms’ menu and select the Main Category parent you want to review.

Registration Form: NDA MANAGEMENT

Registration

Company and User details

Registration Forms

- EHS PRE-REQUISITES
- ADDITIONAL REGISTRATION FORM
- MAIN ACTIVITY
- NDA MANAGEMENT
 - MAIN ACTIVITY - Class 1 - GOODS FOR MACHINE...
 - MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES

Registration Confirmation

Save & Continue Cancel

Download & review NDA categories

NDA

The vendor is kindly requested to:

- Click on 'Download & review NDA categories' link to download the NDA categories that you have previously selected.
- Review Ansaldo Energia Group Category Tree and make sure you have selected all the NDA Class categories that apply to your business. If you need to modify your selections, you can click on 'Registration Forms' menu and select 'MAIN ACTIVITY' form. Starting from this form, you can review and modify all the forms containing main activities and related NDA Class categories.
- On the following "signed NDA" field: click on "download template" to download the NDA template (if you have not yet downloaded it).
- fill in the NDA document with the following information:
 - Company's details
 - NDA Class categories (please copy and paste the NDA Class descriptions in English from the downloaded Word file)
- Print the NDA document that has to be signed by a legal representative
- Upload the signed NDA

Instructions to fill in and upload NDA document

The buyer is kindly requested to review NDA content and fill in the expiry date. If NDA is not valid, it must be returned to the Vendor.

If you modify NDA Class categories, make sure that you export again the updated Word file by clicking on “Download & review NDA categories” before you go to the next steps.



Registration Forms: NDA Management – 3/4

Fill in the NDA document
with Company data

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

by and between

-ANSALDO ENERGIA S.P.A. a company organized and existing under the laws of Italy, with its registered address at Via N. Lorenzi 8, 16152 Genova, Italy, (hereinafter referred to as "AEN"),

-ANSALDO NUCLEARE S.P.A., a company organized and existing under the laws of Italy, with its registered address at Corso M.F. Perrone, 25, 16152, Genova, Italy (hereinafter referred to as "ANN"),

-ANSALDO ENERGIA SWITZERLAND AG, a company organized and existing under the laws of Switzerland, with its registered address at Romerstr 36, 5401 Baden, Switzerland (hereinafter referred to as "AES"),


-POWER SYSTEMS MFG., LLC, a limited liability company organized and existing under the laws of Delaware, with its address at 1440 Indiantown Rd, Jupiter, FL 33458 United States (hereinafter referred to as "PSM"),

(Hereinafter AEN, ANN, AES and PSM are called "Ansaldo";
Ansaldo and the Supplier are individually called "Party" and collectively as "Parties.")

And

[INSERT COMPANY NAME] company organized and existing under the laws of

Copy the NDA Class categories in the
dedicated section of the NDA document



LIST OF SELECTED PRODUCTS/SERVICES TO BE COPIED TO NDA

The following list is a summary of selected products and/or services
You are kindly asked to copy and paste the english version of this list into the Annex 1 section of the NDA document.

NDA Class - HEAVY CARPENTRY STRUCTURES (FABRICATED STRUCTURES)
NDA Class - MEDIUM CARPENTRY STRUCTURES (FABRICATED STRUCTURES)

Make sure the NDA document is signed by your legal representative and
scan the document (pdf format recommended)

Attach the NDA document

Registration Form: NDA MANAGEMENT

Registration

Company and User details **Registration Forms** Registration Confirmation

Save & Continue
X Cancel

[Download & review NDA categories](#)

NDA

The vendor is kindly requested to:

- 1) Click on 'Download & review NDA categories' link to download the word file with the list of the NDA Class categories you have previously selected.
- 2) Review Ansaldo Energia Group Category Tree and make sure you have selected all the NDA Class categories that apply to your business. If you need to modify your selections, you can click on 'Registration Forms' menu and select 'MAIN ACTIVITY' form. Starting from this form, you can review and modify all the forms containing main activities and related NDA Class categories.
- 3) On the following "signed NDA" field: click on "download template" to download the NDA template (if you have not yet downloaded it).
- 4) fill in the NDA document with the following information:
 - Company's details
 - NDA Class categories (please copy and paste the NDA Class descriptions in English from the downloaded Word file)
- 5) Print the NDA document that has to be signed by a legal representative.
- 6) Upload the signed NDA

The buyer is kindly requested to review NDA content and fill in the expiry date. If NDA is not valid, it must be returned to the Vendor.

Signed NDA * Please read the above instructions and upload the signed NDA

+ Click to attach file
D Download Template

Expiring on:

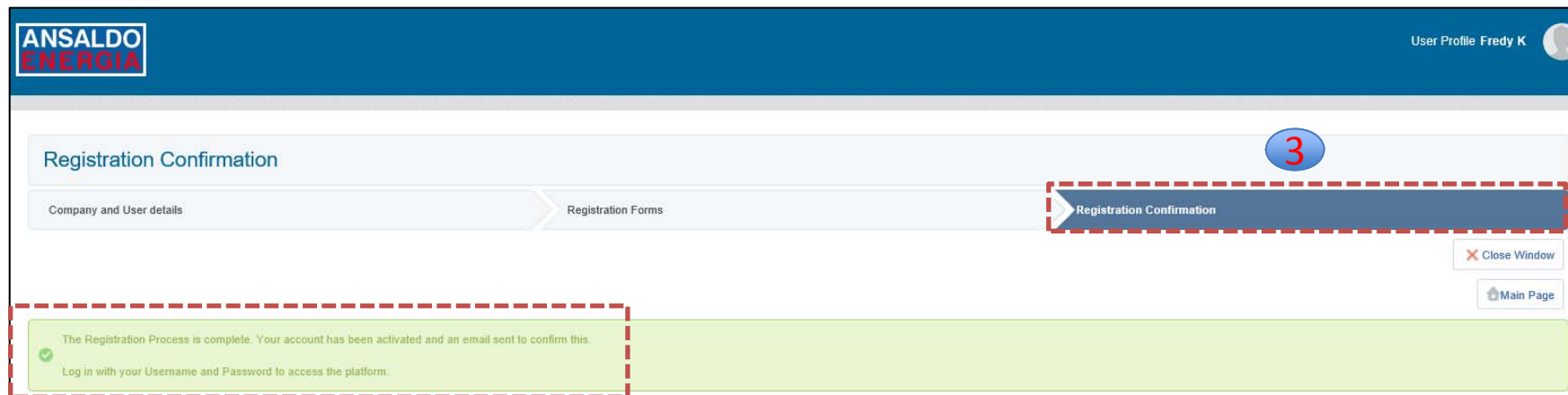
Attachments

① Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.

① File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Select a File to Upload

If you have completed all forms, a system message informs you that the registration process is completed as displayed below



If some forms are not completed, the system highlights what is missing and you will have to click on the form to fill in all mandatory questions.

When you want to login again, insert «Username» and «Password» received in the e-mail



At first login you are asked to change the password that was initially generated for your account. Select a new password by following the rules indicated in the instructions box.

Specify a new Password in order to proceed

For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.

Passwords must contain at least 8 characters
Password must be different from login!
The new password must be different from the previous 3 passwords
Warning! Your password must contain both alphabetic and numeric characters, and must contain at least one of the following special characters: \!@#\$%^&*()_-=+~`{|}~<*>?^&#€[]#@;,:_<->'

New Password

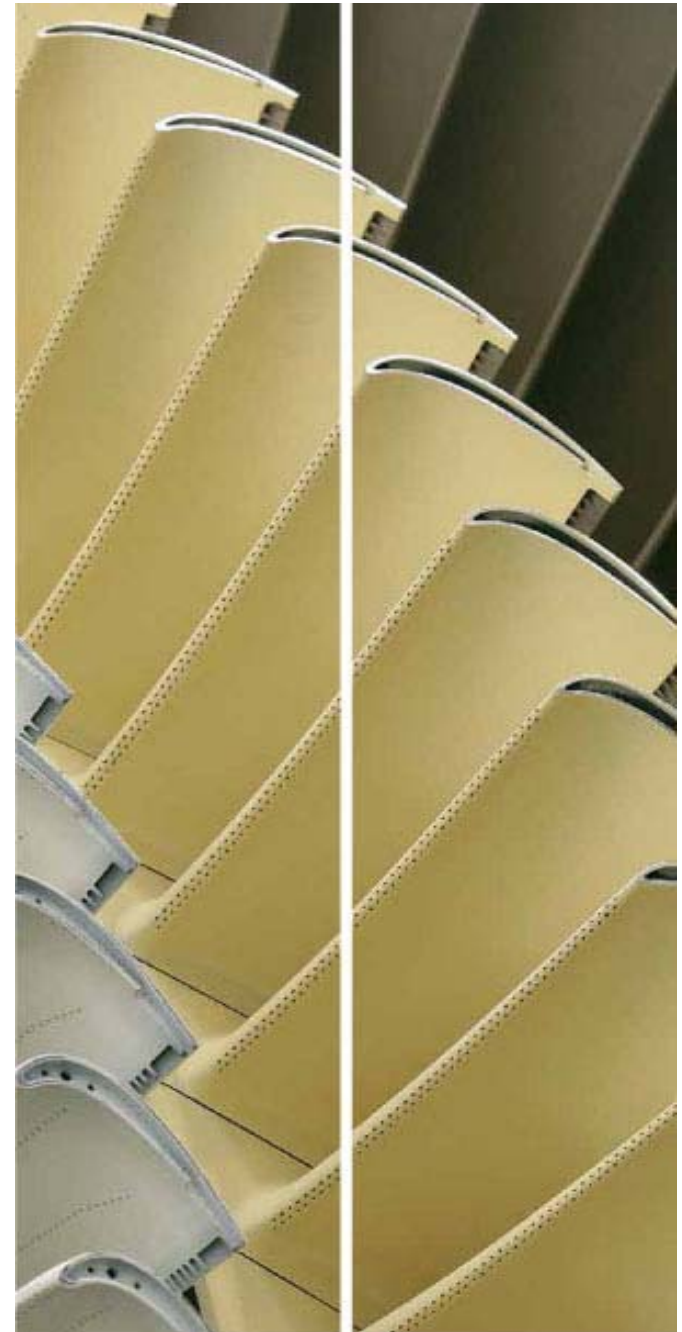
Confirm Password

Submit
Cancel

Click on "Submit" to complete the procedure to change password

Please note that, at the first login, you have to read and agree with 3 documents related to Ansaldo Energia Group rules and codes: the general conditions of utilization of AE Vendor Hub, the Code of Ethics and the Privacy Policy

Respond to Qualification requests from Ansaldo Energia Group



ANSALDO ENERGIA GROUP may request you to complete additional information related to your Company and your services/products.

In this case, you will receive an e-mail from AE Vendor Hub containing a direct link to access the editable forms. You can access the forms in two ways as described below.

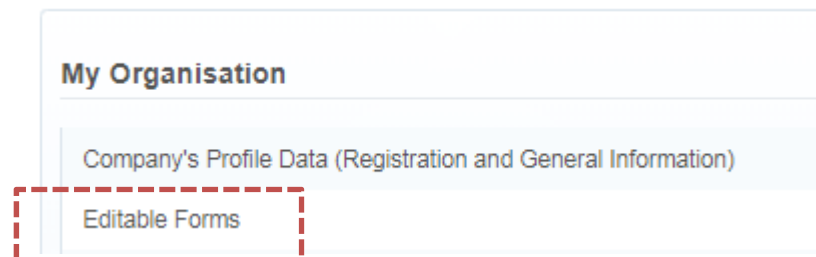
1

Click on the link
received in the e-mail



2

Connect to AE Vendor Hub homepage
and access to 'Editable forms'



Login page

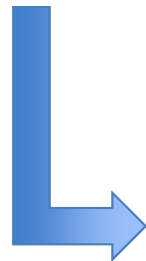
Username

Password

Submit

[Request New Password](#)

Enter Username and Password to access the Form Questions



Login page

Username
f02

Password
.....

Request New Pa

Message from webpage

Ansaldo Energia Group has requested you update or review Forms.
Click 'OK' to Go directly to Editable Forms

OK Cancel

Click on "OK" to go directly to Editable Forms



Access Editable Forms from the AE Vendor Hub Homepage 2

Welcome to AE Vendor Hub
the Ansaldo Energia Group Sourcing Platform

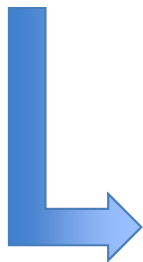
USERNAME

PASSWORD

[Forgot password or username?](#)

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

Enter Username and Password to access the Form Questions



ANSALDO ENERGIA User Profile ADAM SMITH

Welcome

Dashboard

- Main Dashboard

Sourcing

- Procurement Dossiers
- RFIs
- RFQs
- POs

My Organisation

- Company's Profile Data (Registration and General Information)
- Editable Forms**

Click on "Editable Forms"

Fill in of Editable Forms - 1/5

Click on the editable form

Company's Name	Request Received On	Editable Form % Completion
1 ANSALDO ENERGIA GROUP	19/11/2018 17:17	10%

If form completion is **100%** you have to update/confirm; if completion is between **0-99%** you have to fill in some information for the first time

Click on the first Form to open and answer to the form questions

Title	Vendor Form Status	Document Expiry Date (First to Expire)	Last Modification Date	Form Editing Allowed on	Forms Viewed
1 GENERAL INFORMATION	27% 14%		19/11/2018 16:48	19/11/2018 17:17	No

You can answer to the questions that are available in the different forms only if you access questions from Editable forms request

Click on **“Edit”** to be able to fill in, update or confirm Responses.

Form Title: GENERAL INFORMATION

Title	Description	Response
Company Tax Certificate Number	* If US company, please provide Company Tax Certificate Number. Otherwise insert "N.A."	
Year company formed	* Please, provide the foundation year of the Company	
Controlled Companies	* Please, provide the list of the controlled companies	
DUNS number	* Are you registered to Dun & Bradstreet? If yes, please provide DUNS-Number. Otherwise "N.A."	
Cerved number	* Are you registered to Cerved? If yes, please provide registration Number. Otherwise "N.A."	

Editable Forms may be one or more. You are kindly requested to go through each single form and to fill in, review and/or update all questions. When the form has been completed, save changes and go to the next form.

Editable Qualification Forms

Buyer Organisation: ANSALDO ENERGIA GROUP

Click on "Save and Continue" to open and reply on the next question forms

Save and Continue X Cancel

Form Information

Last Vendor Modification Date

Editable Forms

Form Editing
Editable by Vendor

Current Editing Allowed
19/11/2018 15:20 Last Editing Stopped

Form Title: GENERAL INFORMATION

Form Description

1. GENERAL INFORMATION

Title	Description	Response
Company Tax Certificate Number	* If US company, please provide Company Tax Certificate Number. Otherwise insert "N.A."	XXX

You are kindly requested to complete all forms sent by Ansaldo Energia Group. Before you can return the forms to Ansaldo Energia Group, you have to access and review each form.

If you see **100%** you have to update/confirm; if you see from **0-99%** you have to fill in some information for the first time

Title	Vendor Form Status		Document Expiry Date (First to Expire)	Last Modification Date	Form Editing Allowed on	Forms Viewed
	Mandatory	Optional				
1 GENERAL INFORMATION	100%	0%		19/11/2018 16:20	19/11/2018 15:20	Yes
2 GENERAL INFORMATION - ISO 14001	0%				19/11/2018 15:20	Yes
3 GENERAL INFORMATION - ISO 9001	0%				19/11/2018 15:20	No
4 GENERAL INFORMATION - OHSAS 18001	0%				19/11/2018 15:20	No
5 GENERAL INFORMATION - ISO 3834-2	0%				19/11/2018 15:20	No
8 GENERAL INFORMATION - ISO 37001	0%				19/11/2018 15:20	No
7 GENERAL INFORMATION - Company Details_GOODS	0%	0%			19/11/2018 15:20	No
8 GENERAL INFORMATION - Other certifications	0%				19/11/2018 15:20	No
9 GENERAL INFORMATION - Quality Control		0%			19/11/2018 15:20	No
10 GENERAL INFORMATION - Quality Management	100%			19/11/2018 16:20	19/11/2018 15:20	No
11 GENERAL INFORMATION - Welding	0%				19/11/2018 15:20	No

Total 37 Page 1 of 1

16:30 WET - Western Europe Time Help

ANSALDO ENERGIA User Profile: Fredy K

Editable Qualification Forms

[Back to List](#)

Request sent from: ANSALDO ENERGIA

Request Received On: 19/11/2018 15:20

Return Status: Forms To Be Returned to Ansaldo Energia Group

Details Messages (Unread 0)

Editable Forms

Editable Forms

Note

All mandatory fields are populated on editable forms.

Click on "Return Forms to Ansaldo Energia Group" if you have already reviewed/completed the forms.

If you have been asked to update these information, please click on "Review Forms" to update/review fields.

Return Forms to Ansaldo Energia Group
Review Forms

Vendor Form Status		Document Expiry Date (First to Expire)	Last Modification Date	Form Editing Allowed on	Forms Viewed
Mandatory	Optional				
100%	0%		19/11/2018 16:20	19/11/2018 15:20	Yes
100%		19/11/2019	19/11/2018 16:24	19/11/2018 15:20	Yes
100%		20/11/2019	19/11/2018 16:24	19/11/2018 15:20	Yes

Once all mandatory fields are populated, and all Forms are reviewed, click on "Return Forms to Ansaldo Energia Group"

ANSALDO ENERGIA User Profile: Fredy K

Editable Qualification Forms

Enter Filter (type to start search)

No Assessments to display

Once all forms have been sent back to Ansaldo Energia Group, the list of editable Forms is empty