



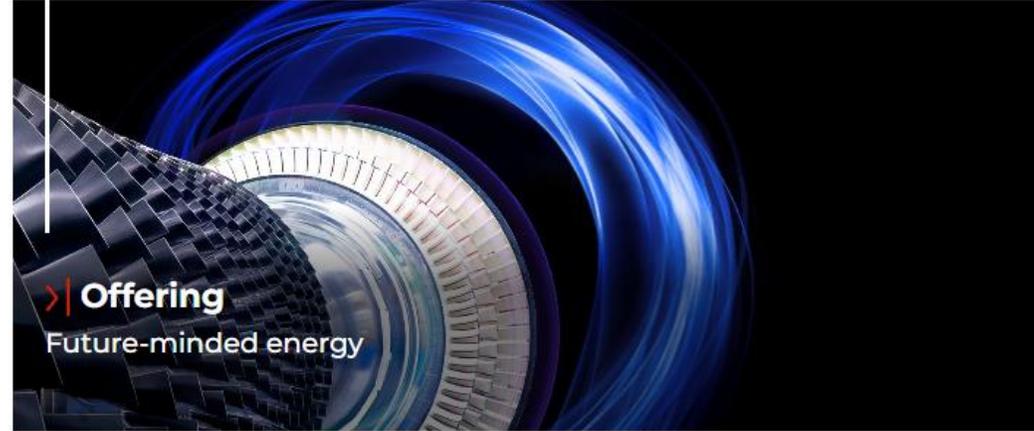
**Energy** as it is,  
and as it will be

***AE VENDOR HUB***

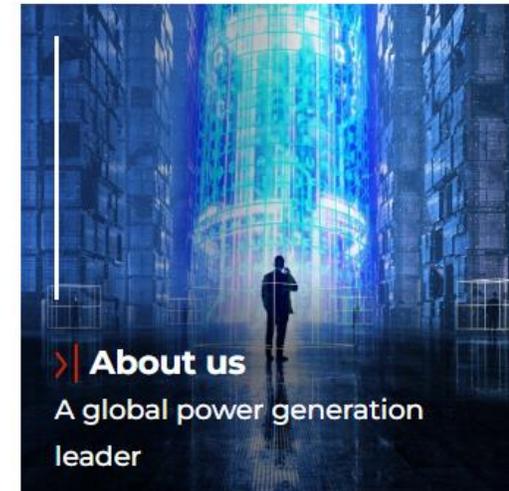
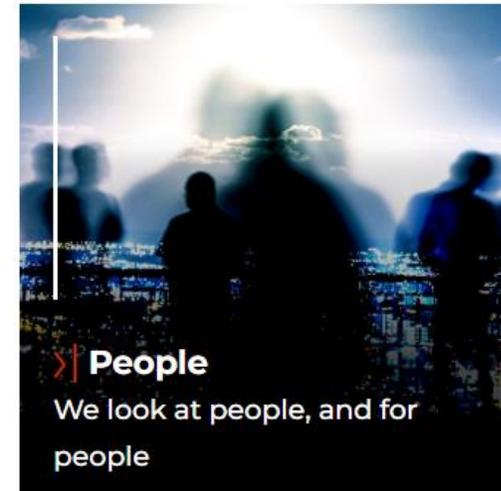
***The Ansaldo Energia Group sourcing platform***

**Guide for Vendor Registration and Qualification**

*Last Updated: 23/04/2025*



## INTRODUCTION



## 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.

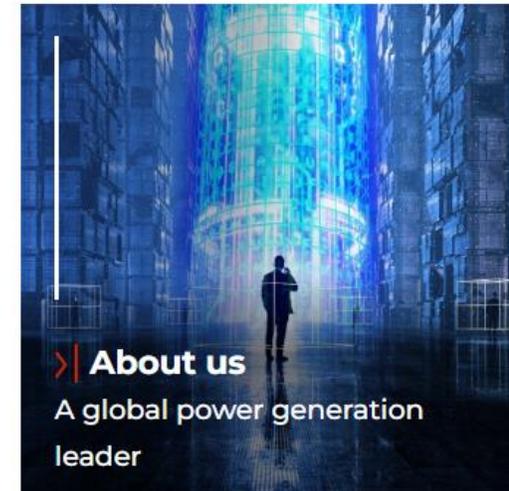
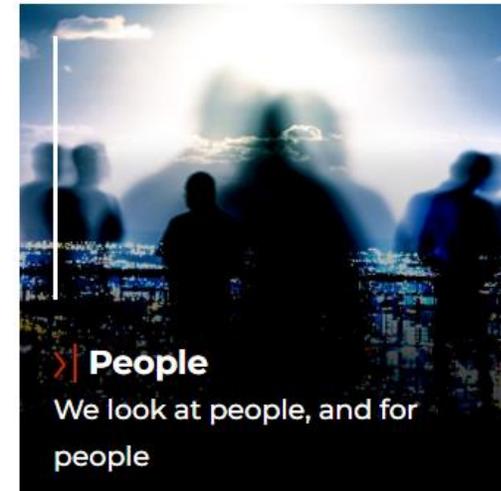
## VENDOR REGISTRATION & ON-BOARDING

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

AREA	CONTENT DESCRIPTION
<b>Acceptance Page</b>	Includes general conditions of AE Vendor Hub, Code of Ethics, Privacy Policy
<b>Company Master Data</b>	Requires to fill in Vendor name, company identifiers (Fiscal code, EU VAT, Tax ID), address...
<b>Master User Data</b>	Asks for User(s) who will manage Qualification: email(s), username, language,...
<b>EHS Prerequisites</b>	Includes some preliminary EHS questions
<b>General Information</b>	Collects some company information such as spoken languages, reference,...
<b>Main activities</b>	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.
<b>NDA (Non-Disclosure Agreement)</b>	Shows the NDA template, which must be filled in with NDA Categories and then signed by legal representative of your Company.



## VENDOR REGISTRATION



## SUPPLIERS ALREADY REGISTERED AND PRESENT IN THE PLATFORM

The screenshot shows the top navigation bar with the Ansaldo Energia logo on the left and the text "Fit for transition" followed by language selection buttons "IT" and "EN" on the right. The main content area features a dark background with a globe and network lines. The text "Welcome to AE Vendor Hub the Ansaldo Energia Group Sourcing Platform" is displayed. Below this is a login form with fields for "USERNAME" and "PASSWORD", a "login" button, and a "Forgot password or username?" link. A "NOT YET REGISTERED?" section contains a "supplier registration" button. At the bottom, there is a support contact section with phone numbers and links to download guides.

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Fit for transition IT | EN

Welcome to AE Vendor Hub  
the Ansaldo Energia Group Sourcing Platform

USERNAME

PASSWORD

> | enter

Forgot password or username?

NOT YET REGISTERED?

> | supplier registration

For any support or assistance please contact us:  
Phone number (Italy): +39 02 12 41 21 302  
International Phone numbers: [view list](#)  
or click here to fill in the assistance form: [on-line form](#)

Download here the "Vendor guide for Registration and Qualification"  
Download here the "Vendor Guide for RFQ and PO Management"  
Download here the "Vendor Guide for Export Control Form (ECF) Management"

Enter your login credentials received via e-mail from Group Ansaldo Energia.  
Click on <https://Vendorhub.ansaldoenergia.com> and follow the instructions

Select the navigation language

If you did not receive the email, check in **SPAM** before contacting the **AE Vendor Hub** support team

## SELF-REGISTRATION PROCESS FOR NEW VENDORS

The screenshot shows the top navigation bar with the Ansaldo Energia logo on the left and the text "Fit for transition" followed by language selection buttons "IT" and "EN" on the right. The main content area features a dark background with a globe and network lines. On the right side, there is a login form with fields for "USERNAME" and "PASSWORD", a "login" button, and a link for "Forgot password or username?". Below the login form is a "NOT YET REGISTERED?" section with a "supplier registration" button. At the bottom right, there is a support contact section with phone numbers and links to download various guides. Three red-bordered callout boxes provide instructions: one points to the "supplier registration" button, another points to the support contact information, and a third points to the language selection buttons.

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Select the navigation language

Welcome to AE Vendor Hub  
the Ansaldo Energia Group Sourcing Platform

USERNAME

PASSWORD

> | enter

[Forgot password or username?](#)

NOT YET REGISTERED?

> | supplier registration

For any support or assistance please contact us:  
Phone number (Italy): +39 02 12 41 21 302  
International Phone numbers: [view list](#)  
or click here to fill in the assistance form: [on-line form](#)

[Download here the "Vendor guide for Registration and Qualification"](#)  
[Download here the "Vendor Guide for RFQ and PO Management"](#)  
[Download here the "Vendor Guide for Export Control Form \(ECF\) Management"](#)

For new vendors who have never registered in **AE Vendor Hub platform**, click on «**Supplier Registration**» and follow the instructions

If you need support or assistance, please contact the **AE Vendor Hub support team**

## REGISTRATION DATA: COMPANY AND USER DETAILS

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

The screenshot shows a web application interface for registration. At the top left, it displays 'ansaldo | energia' and the time '15:20 Central European Time DST'. The main heading is 'Registration Data'. On the right side, there are three buttons: 'Reset', 'Close', and 'Save'. A sidebar on the left contains an 'Index' with the following items: 'Main Organisation Data', 'Company and User details' (highlighted with a red circle), 'Onboarding Pages', and 'Registration Confirmation'. A red arrow points from the 'Company and User details' item to a large red-bordered box containing the 'REGISTRATION PHASE INSTRUCTIONS (read carefully):'. This box contains the following text: '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-xxxxxx (where n is 1-9) • for Swiss companies, insert Swiss Tax Registration number with the following format: CHE-nnn.nnn.nnn XXXX (where XXXX can be MWST or TVA or IVA, n is 1-9)'. Another red arrow points from the 'Index' box to a separate red-bordered box at the bottom left containing the text 'The preview index of the registration pages'.

The preview index of the registration pages

## REGISTRATION DATA: COMPANY DETAILS (1/3)

Enter the Company Data. Please note that all fields marked with (\*) are mandatory.

ansaldo | energia 22:32 Central European Time DST

Registration Data

Index

- Main Organisation Data
- Company and User details**
- Onboarding Pages
- Registration Confirmation

→|

<p>* Headquarter Country</p> <input type="text" value="--"/>	<p>* Vendor Name (see above instructions)</p> <input type="text"/>
<p>Vendor Name - other (optional - see above instructions)</p> <input type="text"/>	<p>Fiscal Code (Please fill in if available. Mandatory for Italian companies)</p> <input type="text" value="04281081163"/>
<p>EU VAT Number (only for EU countries -&gt; insert code without spaces; first digits should contain country code: IT, DE, SP, ...)</p> <input type="text"/>	<p>EU VAT Group Number This field must be filled in only if your company is a member of a VAT Group in Europe. First digits should contain country code: IT, DE, SP, ... No spaces allowed. Italian Vendors must insert the same value also in EUVAT field.</p> <input type="text"/>
<p>* Company registration number/Tax ID (only for non-EU countries)</p> <input type="text"/>	<p>* Address (Headquarter)</p> <input type="text"/>

Close Save

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](mailto:AEVendorhub.administration@ansaldoenergia.com)



## REGISTRATION DATA: COMPANY DETAILS (3/3)



### Registration Data

Reset

Close

Save

#### Index

▼ Main Organisation Data

✖ Company and User details

Onboarding Pages

Registration Confirmation



\* Company registration number/Tax ID  
(only for non-EU countries)

\* House Number (Headquarter)

\* Province (Headquarter)

\* Organisation Email Address

\* Organisation Fax Number  
(insert 'Not available' if you do not have fax number)

\* Address (Headquarter)

\* City (Headquarter)

\* Postal Code (Headquarter)

\* Main Organisation Phone Number

\* Web site  
(insert 'Not available' if you do not have web site)

Complete the remaining mandatory fields marked with (\*) for Company registration, whether EU or Non-EU

## REGISTRATION DATA: USER DETAILS

Enter the User Data in all mandatory fields marked with (\*)

ansaldo | energia 22:32 Central European Time DST

Registration Data Reset Close Save

Index

- Main Organisation Data
- Company and User details**
- Onboarding Pages
- Registration Confirmation

→| User Details

* Username <i>(please do not forget your username)</i>	* User Last Name
<input type="text"/>	<input type="text"/>
* User First Name	* User E-mail Address <i>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.</i>
<input type="text"/>	<input type="text"/>
* User Phone Number	User Mobile Number <i>(please enter "+" "country code" and "your mobile phone number" with no spaces)</i>
<input type="text"/>	<input type="text"/>
* Preferred Language	* Time Zone
<input type="text" value="---"/>	CEST/CET - Central European Time (Europe/Bri)

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

As soon as Company and User Details are confirmed, you'll receive an e-mail from **AE Vendor Hub** with Username and Password

Click on «**Save**» to proceed

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

## REGISTRATION FORMS: EHS PRE-REQUISITES

ansaldo | energia 11:51 Central European Time DST User Profile **Samuele Test**

**Begin Vendor Registration** Download & Review NDA Categories [Confirm](#)

**Index** → | **EHS PRE-REQUISITES**

- ▼ Main Organisation Data
  - Company and User details
- ▼ Onboarding Pages
  - **EHS PRE-REQUISITES**
  - ADDITIONAL REGISTRATION FORM
  - MAIN ACTIVITY
  - NDA MANAGEMENT
- ▼ Registration Confirmation
  - Status Summary

▼ EHS PRE-REQUISITES

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Pre-requisites nr.1	* Are you compliant with all applicable labour and social security regulations (e.g., if and to the extent applicable: employment contracts, personal accident insurance, social security and/or pension plan schemes)?		▼ Vendor
2	Pre-requisites nr.2	* Are your plants, premises and external sites compliant with the intended uses and relevant permits?		▼ Vendor
3	Pre-requisites nr.3	* Do you comply with all environmental regulations applicable to your activities concerning air emissions, waste disposal and water discharge?		▼ Vendor
4	Pre-requisites nr.4	* Do you perform Environmental, Health and Safety assessments of your processes? Do you apply necessary control measures, and provide your employees with PPE and tools as per your EHS Assessment? If you are wholly exempted by applicable regulations, please answer Yes		▼ Vendor
5	Pre-requisites nr.5	* Are hazardous substances (if any) used following applicable regulations, internal procedures and relevant Safety Data Sheet (SDS), providing all necessary precaution and prevention prescriptions? If you don't use any hazardous substance, please answer Yes		▼ Vendor

Click on «**Confirm**» to proceed

Answer all **Environmental, Health and Safety** preliminary questions

## REGISTRATION FORMS: ADDITIONAL REGISTRATION FORM (1/2)

ansaldo | energia 11:24 PM Central European Time DST User Profile Manuale Inglese

Begin Vendor Registration Download & Review NDA Categories [Confirm](#)

Index → | ADDITIONAL REGISTRATION FORM

- ▼ Main Organization Data
  - Company and User details
- ▼ Onboarding Pages
  - EHS PRE-REQUISITES
  - **ADDITIONAL REGISTRATION FORM**
  - MAIN ACTIVITY
  - NDA MANAGEMENT
- ▼ Registration Confirmation
  - Status Summary

▼ GENERAL INFORMATION

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Spoken languages	* Please select your spoken languages	<input type="checkbox"/> Italian <input type="checkbox"/> English <input type="checkbox"/> German <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Other	Supplier
2	Spoken languages - Other	If "other", please specify	<input type="text"/> <small>Characters available 2000</small>	Supplier
3	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)	<input type="button" value="Drop File or Browse"/>	Supplier

▼ REFERENCES

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Main Customers	* Does the Company already supply Ansaldo Energia Italy or other Companies of Ansaldo Group?	<input type="text"/>	Supplier
2	Main Customers - Yes	If "yes", please specify Component-Activity/Year/Results	<input type="text"/> <small>Characters available 2000</small>	Supplier
3	Other Main Customers	* Please specify name/component-activity/year of your main customers different from Ansaldo Energia group companies	<input type="text"/> <small>Characters available 2000</small>	Supplier

Click on  
«**Confirm**» to  
proceed

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 FORMS: ADDITIONAL REGISTRATION FORM (2/2)

ansaldo | energia 11:24 PM Central European Time DST User Profile Manuale Inglese

Begin Vendor Registration Download & Review NDA Categories **Confirm**

Index → | ADDITIONAL REGISTRATION FORM

companies Characters available 2000

LEGAL ENTITY

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Legal entity	* Please specify if you are self-employed person with or without VAT or representing a company, association, etc.		Supplier
2	WithHolding Tax	* Is your Company subject to WithHolding Tax?		Supplier

Click on «Confirm» to proceed

Fill in the remaining fields marked with (\*)

## HQ OR SUBSIDIARY

ansaldo energia 11:53 Central European Time DST User Profile **Samuele Test**

Begin Vendor Registration Download & Review NDA Categories **Confirm**

Index →| HQ OR SUBSIDIARY

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  - Company and User details
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  - ADDITIONAL REGISTRATION FORM
  - HQ OR SUBSIDIARY**
  - MAIN ACTIVITY
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	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Subsidiary / HQ information	* Please select: * "Headquarters" if you are registering as Headquarter (recognized as Invoicing Party) * "Subsidiary" if you are registering a subsidiary but invoicing party is the Headquarter	<input type="text"/>	Vendor

**Insert the correct information that represents your company**

**Click on «Confirm» to proceed**

## REGISTRATION FORMS: MAIN ACTIVITY (1/4)

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Begin Vendor Registration Download & Review NDA Categories **Confirm**

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  - HQ OR SUBSIDIARY
  - MAIN ACTIVITY**
  - NDA MANAGEMENT
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	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Instructions	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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)</p>		Integration Only
2	Main activities	* Please select one or more classes	<input type="checkbox"/> Class 1 - GOODS FOR MACHINES AND PLANTS <input type="checkbox"/> Class 2 - WORKS (CONSTRUCTION/OUTSOURCED WORKS) <input type="checkbox"/> Class 3 - SERVICES <input type="checkbox"/> Class 4 - OTHER GOODS	Vendor

Click on «Confirm» to proceed

Select the categories for which you wish to apply

\*Next slide

\*Instructional attachment to learn about Ansaldo Energia Group's product categories and the Non-Disclosure Agreement (NDA) model

## REGISTRATION FORMS: MAIN ACTIVITY (2/4)

Below all the information needed to finalize the NDA after selecting the categories (NDA class) in the relevant questionnaires in the previous point.\*

Level 1	Level 2	Level 3	Level 4
Other goods			
	Consumables		
		CIVIL CONSTRUCTION MATERIALS	
		THERMAL INSULATION AND REFRACTORY MATERIALS	
		CONTAINERS, WOOD AND OTHER MATERIALS FOR PACKAGING	
		PAINTS AND DILUENTS	
		GLUE, MASTIC	
		OILS AND FUELS	
		RUBBER, PLASTIC AND FIBERGLASS MATERIALS	
		FOUNDRY MATERIALS (EXCLUDING RAW MATERIALS)	
		WELDING CONSUMABLES	
		CONTROL AND ANALYSIS MATERIALS	
		TECHNICAL GASES	
		CLEANING PRODUCTS	
		MEDICINES, CHEMICAL AND PHARMACEUTICAL PRODUCTS	
		SAFETY EQUIPMENT	
		OFFICE EQUIPMENTS	
		PAPER, PRINTS AND OFFICE CONSUMABLES	
		BOOKS, LEAFLETS	
		GIFTS	



Review the contents of the **NDA attachment** and then attach in the **Registration Form: NDA Management** (see slide 24)

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

\*Previous slide

## REGISTRATION FORMS: MAIN ACTIVITY (3/4)

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Begin Vendor Registration Download & Review NDA Categories [Confirm](#)

Index → | MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS

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- ▼ Onboarding Pages
  - EHS PRE-REQUISITES
  - ADDITIONAL REGISTRATION FORM
  - HQ OR SUBSIDIARY
  - MAIN ACTIVITY
  - ✘ MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS
  - NDA MANAGEMENT
- ▼ Registration Confirmation
  - ✘ Status Summary

▼ CLASS 1 - GOODS FOR MACHINES AND PLANTS

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Class 1 - GOODS FOR MACHINES AND PLANTS	* Please select one or more sub-classes  <input type="checkbox"/> Class 1.1 - STEEL STRUCTURES <input type="checkbox"/> Class 1.2 - MECHANICAL COMPONENTS <input type="checkbox"/> Class 1.3 - ELECTRO-INSTRUM. COMPONENTS <input type="checkbox"/> Class 1.4 - RAW MATERIAL & SUB_ASSEMBLY <input type="checkbox"/> Class 1.5 - PIPING AND COMPONENTS <input type="checkbox"/> Class 1.6 - VALVES <input type="checkbox"/> Class 1.7 - COMPONENTS FOR ELECTROCHEMICAL AND ENERGY STORAGE SYSTEM <input type="checkbox"/> Class 1.8 - COMPONENTS FOR WIND TURBINES	Vendor

Click on «Confirm» to proceed

At each level select the macro-categories of your interest

## REGISTRATION FORMS: MAIN ACTIVITY (4/4)

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Begin Vendor Registration Download & Review NDA Categories **Confirm**

Index → | MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES

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  - HQ OR SUBSIDIARY
  - MAIN ACTIVITY
  - MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS
  - **MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES**
  - NDA MANAGEMENT
- ▼ Registration Confirmation
  - Status Summary

▼ CLASS 1.1 - STEEL STRUCTURES				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Class 1.1 - STEEL STRUCTURES	* Please select one or more NDA class	<input type="checkbox"/> NDA Class - HEAVY CARPENTRY STRUCTURES (FABRICATED STRUCTURES) <input type="checkbox"/> NDA Class - MEDIUM CARPENTRY STRUCTURES (FABRICATED STRUCTURES) <input type="checkbox"/> NDA Class - LIGHT CARPENTRY STRUCTURES (FABRICATED STRUCTURES) <input type="checkbox"/> NDA Class - WALLS AND FENCES <input type="checkbox"/> NDA Class - PIPELINES, ROLLINGS <input type="checkbox"/> NDA Class - VALVES SILENCERS (ENCLOSURES)	Vendor

Click on «**Confirm**» to proceed

Select one or more NDA classes: NDA class is the last level for the selected parent category class

## REGISTRATION FORMS: NDA MANAGEMENT (1/4)

Once all categories have been selected, click on «**Download & Review NDA Categories**» to export the word file containing the previously selected NDA Classes.

ansaldo | energia 11:54 Central European Time DST User Profile **Samuele Test**

**Begin Vendor Registration** Download & Review NDA Categories Confirm

**Index** → | **NDA MANAGEMENT**

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  - EHS PRE-REQUISITES
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  - HQ OR SUBSIDIARY
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  - MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS
  - MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES
  - **NDA MANAGEMENT**
- ▼ Registration Confirmation
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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.

2	Signed NDA	* Please read the above instructions and upload the signed NDA	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Drop File or Browse <span style="float: right;">8 KB</span></p> <p>Download Template</p> <p>Expiring on: <input style="width: 100%;" type="text"/></p> </div>	Vendor
3	NDA validation (filled in by Ansaldo Energia Group)	Is the NDA validated?		Buyer
4	NDA notes	Notes filled in by Ansaldo Energia Group and shared with Vendor		Buyer

Click on  
 «**Download & Review NDA Categories**» to download the NDA

## REGISTRATION FORMS: NDA MANAGEMENT (2/4)

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.

ansaldo | energia 11:53 Central European Time DST User Profile **Samuele Test**

**Begin Vendor Registration** [Download & Review NDA Categories](#) [Confirm](#)

**Index** → | **MAIN ACTIVITY**

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  - Company and User details
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  - HQ OR SUBSIDIARY
  - **MAIN ACTIVITY**
  - NDA MANAGEMENT
- ▼ Registration Confirmation
  - Status Summary

▼ MAIN ACTIVITIES				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Instructions	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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)</p>		Integration Only
2	Main activities	* Please select one or more classes	<input type="checkbox"/> Class 1 - GOODS FOR MACHINES AND PLANTS <input type="checkbox"/> Class 2 - WORKS (CONSTRUCTION/OUTSOURCED WORKS) <input type="checkbox"/> Class 3 - SERVICES <input type="checkbox"/> Class 4 - OTHER GOODS	Vendor

Instructional Attachment Available [↓](#)

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)

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



### 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 - DESIGN SERVICES - CIVIL WORKS  
NDA Class - PACKINGS

### 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.

NDA Class - PROGETTAZIONE OPERE CIVILI  
NDA Class - IMBALLAGGI



NDA STANDARD\_ANSALDO - SUPPLIER.pdf

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

Fill in the NDA document with Company data

## REGISTRATION FORMS: NDA MANAGEMENT (4/4)

ansaldo | energia 11:54 Central European Time DST User Profile **Samuele Test**

**Begin Vendor Registration** Download & Review NDA Categories [Confirm](#)

**Index**

- ▼ Main Organisation Data
  - Company and User details
- ▼ Onboarding Pages
  - EHS PRE-REQUISITES
  - ADDITIONAL REGISTRATION FORM
  - HQ OR SUBSIDIARY
  - MAIN ACTIVITY
  - MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS
  - MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES
  - **NDA MANAGEMENT**
- ▼ Registration Confirmation
  - Status Summary

→| **NDA MANAGEMENT**

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.

2	Signed NDA	<p>★ Please read the above instructions and upload the signed NDA</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Drop File or <a href="#">Browse</a> <span style="float: right;">8 KB</span></p> <p><a href="#">Download Template</a></p> </div> <p>Expiring on: <input style="width: 100%;" type="text"/></p>	Vendor
3	NDA validation (filled in by Ansaldo Energia Group)	Is the NDA validated?	Buyer
4	NDA notes	Notes filled in by Ansaldo Energia Group and shared with Vendor	Buyer

Attach the NDA document in the appropriate section

## REGISTRATION CONFIRMATION: STATUS SUMMARY

A message with a **green check mark** will appear when the **registration process has been completed**. On the other hand, if the mandatory questions has not been filled, the system will highlight **incomplete forms**, and you will be able to click on the indicated form to complete all mandatory questions.

ansaldo | energia 12:09 Central European Time DST User Profile **Samuele Test** 

### Registration Confirmation

Close

**Warning!** Your account cannot be activated due to a non-compliant response to one or more of the Profile Questions

#### Registration Summary

	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
<a href="#">Company and User details</a>	⚠ <i>Missing Responses: Optional 5</i>
<a href="#">EHS PRE-REQUISITES</a>	✅ <i>All data complete</i>
<a href="#">ADDITIONAL REGISTRATION FORM</a>	⚠ <i>Missing Responses: Optional 2</i>
<a href="#">HQ OR SUBSIDIARY</a>	✅ <i>All data complete</i>
<a href="#">MAIN ACTIVITY</a>	✅ <i>All data complete</i>
<a href="#">MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS</a>	✅ <i>All data complete</i>
<a href="#">MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES</a>	✅ <i>All data complete</i>
<a href="#">NDA MANAGEMENT</a>	✅ <i>All data complete</i>

Click on «Close» to close the page

Index

- Company and User details
- EHS PRE-REQUISITES
  - ADDITIONAL REGISTRATION FORM
  - HQ OR SUBSIDIARY
  - MAIN ACTIVITY
  - MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS
  - MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES
  - NDA MANAGEMENT
- Status Summary

## FIRST LOGIN - PASSWORD CHANGE

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**.<sup>★</sup>

The screenshot shows a web browser window with the URL 'ansaldo | energia' and the time '02:52 PM Central European Time DST'. The user profile is 'Manuale Inglese'. The main content area displays a form titled 'Specify a new Password in order to proceed'. The form contains the following elements:

- A red box with a star icon containing the following text:
  - 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
  - New password must be different from the previous 3 passwords
  - Passwords must contain both alphabetic and numeric characters, including at least one of the following special characters: \!E\$%&/()-?'\*€[]#@,;:-><+\*
- Two input fields: 'New Password' and 'Confirm Password'.
- Two buttons: 'Cancel' and 'Submit'.

A red box highlights the instructions and the input fields. A red arrow points from the 'Submit' button to a separate text box on the right.

Insert the New Password and Confirm Password, click on «**Submit**» to complete the password change procedure

## VENDOR ACCEPTANCE OF AE GROUP RULES AND CODES

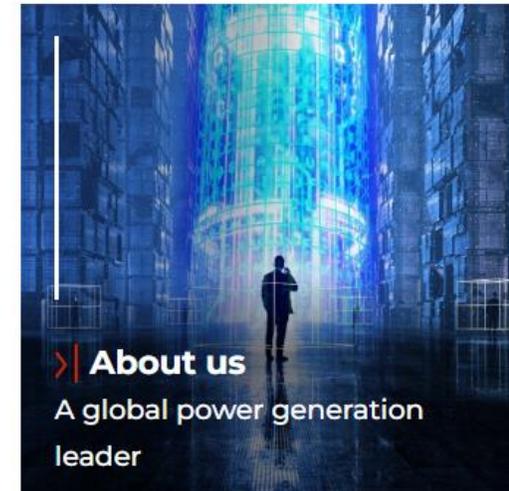
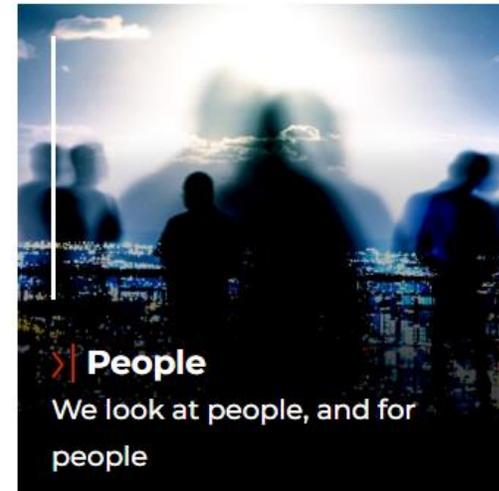
Please note that, at the first login, you have to read and agree with 3 documents related to Ansaldo Energia Group rules and codes by flagging on «I agree»<sup>★</sup>: The general conditions of utilization of **AE Vendor Hub**, the Code of Ethics and the Privacy Policy

The screenshot displays the registration flow on the Ansaldo Energia Vendor Hub. It shows three sequential steps where the user must agree to terms:

- Step 1: GENERAL CONDITIONS AE VENDOR HUB SOURCING PLATFORM UTILIZATION**. The user clicks "I have read and agree to" with a red star icon.
- Step 2: Code of ethics**. The user clicks "I have read and accept th" with a red star icon.
- Step 3: Privacy Policy**. The user clicks "I have read and accept the Privacy Policy" with a red star icon.

At the bottom of the Privacy Policy section, a red box highlights a "Next" button. A red arrow points from this button to a larger red box containing the text "Click on «Next» to proceed".

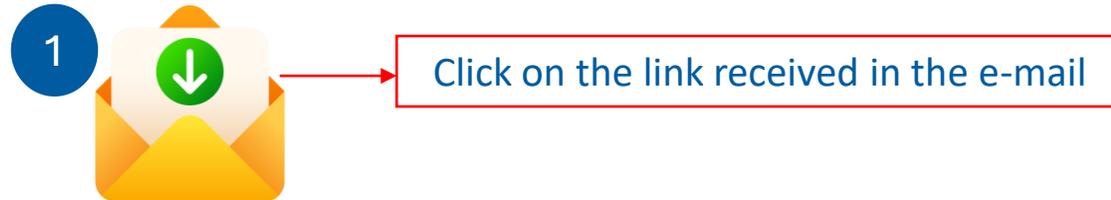
**RISpond TO QUALIFICATION  
REQUEST FROM ANSALDO  
ENERGIA GROUP**



## INFORMATION REQUEST 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**.



ansaldo | energia 02:53 PM Central European Time DST User Profile Manuale Inglese

Welcome

Type to search in menu

**2** My Organization

Company's Profile Data (Registration and General Information)

Editable Forms

Scorecards

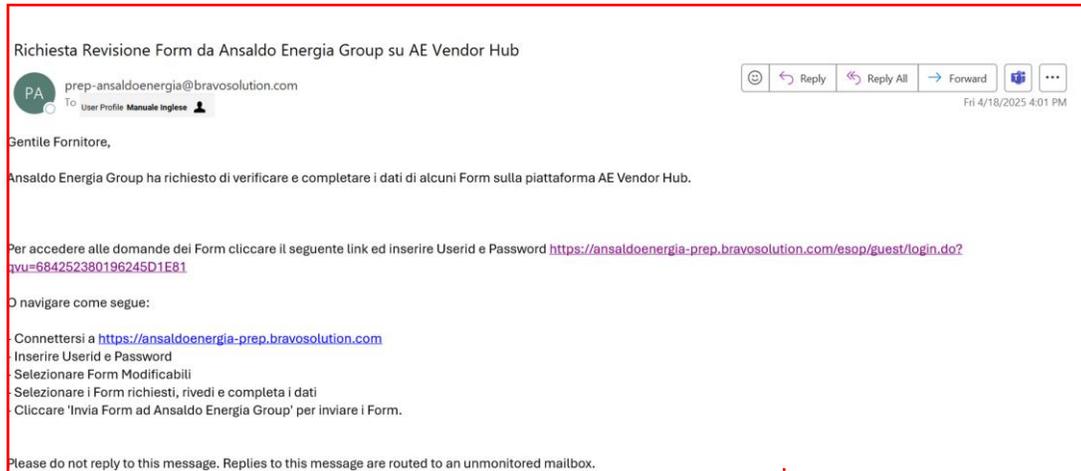
Development Actions

Connect to **AE Vendor Hub** homepage and access to «**Editable Forms**»

The screenshot shows the user interface of the ANSALDO ENERGIA GROUP system. At the top, there is a header with the logo, time, and user profile. Below the header, there is a 'Welcome' message and a search bar. The main content area is divided into several sections: 'Dashboard', 'Sourcing', 'My Organization', and 'User Management'. The 'My Organization' section is highlighted with a blue circle containing the number '2'. Within this section, the 'Editable Forms' option is highlighted with a red box. A red arrow points from this box to a red-bordered box containing the text 'Connect to AE Vendor Hub homepage and access to Editable Forms'.

## ACCESS EDITABLE FORMS FROM THE E-MAIL LINK - THE FIRST WAY (1/2)

To update or review the **Forms required by Ansaldo Energia Group**, with the first modality you access via the link that arrives via e-mail; by clicking the link you land on the **Login Page**.



Login Page

Username

Password

[Forgot Password](#)

Insert your Username and Password to access the questionnaire forms and click on «**Submit**»

## ACCESS EDITABLE FORMS FROM THE E-MAIL LINK - THE FIRST WAY (2/2)

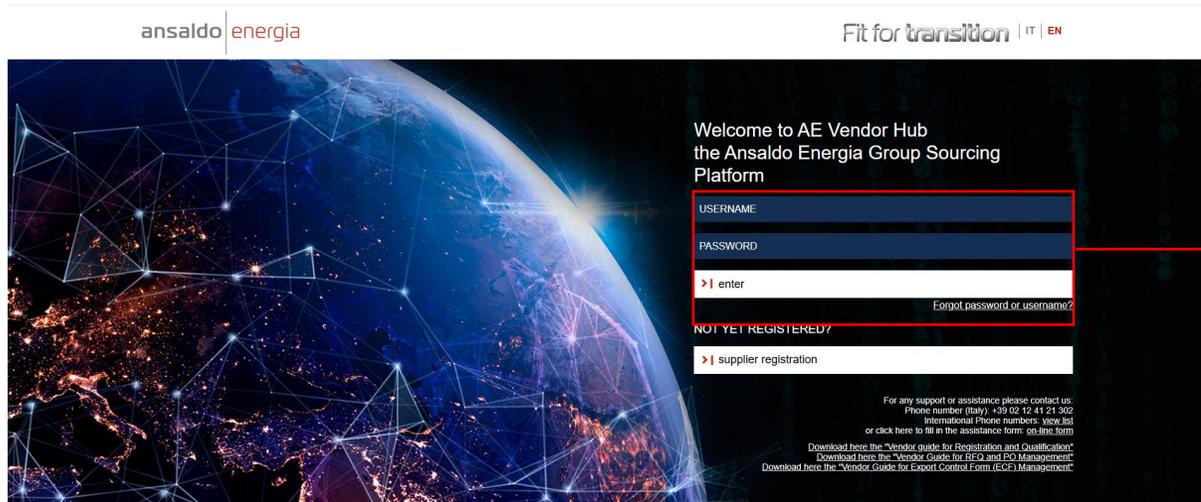
When logging into the platform, this pop-up message appears, by clicking on «OK» allows you to see the Forms below. The Forms with the **green check mark** do not need to be changed, while the Forms with the **red check mark** need to be updated.

The screenshot shows the Ansaldo Energia Group portal interface. A notification pop-up is displayed in the center, stating: "ansaldoenergia-prep.bravosolution.com says Ansaldo Energia Group has requested you to update or review forms. Click 'OK' to go directly to Editable Forms." The pop-up has "OK" and "Cancel" buttons. A hand cursor is pointing at the "OK" button.

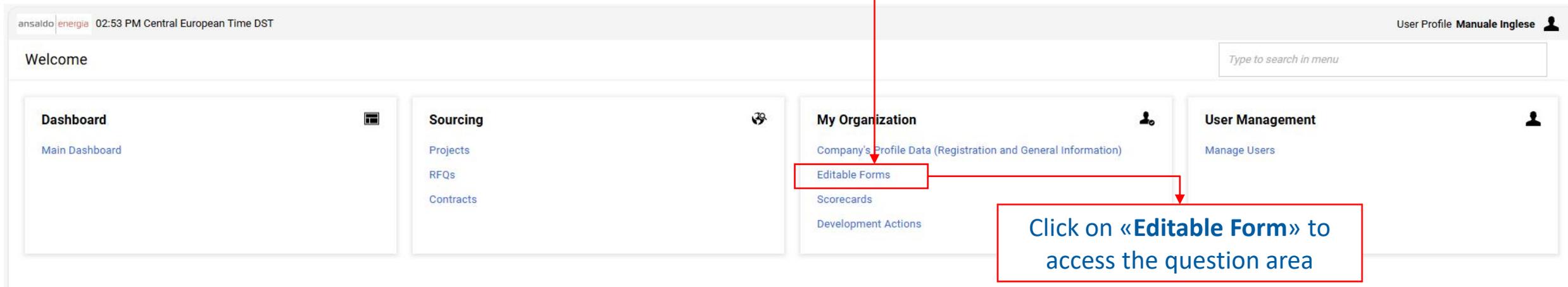
The background interface shows the "Forms List" section. The table displays 6 forms with the following data:

		TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	CURRENTLY EDITABLE
1		Form	ADDITIONAL REGISTRATION FORM	✗		18/04/2025 16:24	18/04/2025 15:59	Yes
2		Form	COMMERCIAL QUALIFICATION VALIDATION	✓		11/04/2025 12:30		No
3		Form	DETAILS FOR VENDOR SAP CODE CREATION	✓		11/04/2025 12:30		No
4		Conditional Form	GENERAL INFORMATION	✓		11/04/2025 14:43		No
5		Conditional Form	GENERAL INFORMATION - Company Details_GOODS	✓		11/04/2025 14:43		No
6		Conditional Form	GENERAL INFORMATION - Company Details_Production Sites_GOODS_1	✓		11/04/2025 14:44		No

## ACCESS EDITABLE FORMS FROM THE AE VENDOR HUB HOMEPAGE - THE SECOND WAY



Insert Username  
and Password to  
access the Form  
Questions and  
click on «Enter»



Click on «**Editable Form**» to  
access the question area

## FILL IN THE EDITABLE FORMS (1/4)

ansaldo | energia 17:42 Central European Time DST User Profile **Samuele Test** 

**Editable Forms**

Editable Forms

Filters:

Showing Result 1 - 1 of 1    Show: 20

	ASSESSMENT CODE	COMPANY'S NAME	REQUEST RECEIVED ON ↓	EDITABLE FORM % COMPLETION	EDITABLE MG FORMS COMPLETION
1	asm_776	ANSALDO ENERGIA GROUP	18/04/2025 15:59	90%	

Click on the Editable Form

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

## FILL IN THE EDITABLE FORMS (2/4)

**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.

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

ansaldo | energia 17:49 Central European Time DST User Profile **Samuele Test**

← ANSALDO ENERGIA GROUP Return Forms To Ansaldo Energia Group

Details Messages (Unread 0)

Editable Forms

→ Forms List Show Completion

Showing Result 1 - 5 of 5

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Form	<a href="#">ADDITIONAL REGISTRATION FORM</a>	✘		18/04/2025 16:24	18/04/2025 15:59	Yes
2	Form	<a href="#">MAIN ACTIVITY</a>	✔		11/04/2025 11:54	18/04/2025 15:59	Yes
3	Conditional Form	<a href="#">MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS</a>	✔		11/04/2025 11:54	18/04/2025 15:59	No
4	Conditional Form	<a href="#">MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES</a>				2025 15:59	No

Click on the questionnaire in order to access and answer the questions

## FILL IN THE EDITABLE FORMS (3/4)

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Spoken languages	* Please select your spoken languages	Supplier
2	Spoken languages - Other	If "other", please specify	Supplier
3	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)	Supplier

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Main Customers	* Does the Company already supply Ansaldo Energia Italy or other Companies of Ansaldo Group?	Supplier
2	Main Customers - Yes	If "yes", please specify Component-Activ	Supplier
3	Other Main Customers	* Please specify name/component-act different from Ansaldo Energia group co	Supplier

1  
Click on «Edit» to be able to fill in, update or confirm Responses

3  
After updating the questionnaire, click on «Save & Next» to access and answer the next form or «Save & Exit» to exit

2

## FILL IN THE EDITABLE FORMS (4/4)

1

ansaldo | energia 18:12 Central European Time DST

User Profile **Samuele Test**

Return Forms To Ansaldo Energia Group

Details Messages (Unread 0)

Editable Forms

Forms List Show Completion

Showing Result 1 - 5 of 5

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Form	ADDITIONAL REGISTRATION FORM	✓		18/04/2025 18:12	18/04/2025 15:59	Yes
2	Form	MAIN ACTIVITY	✓		11/04/2025 11:54	18/04/2025 15:59	Yes
3	Conditional Form	MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS	✓	11/04/2025 11:54	11/04/2025 11:54	18/04/2025 15:59	Yes
4	Conditional Form	MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES	✓	11/04/2025 11:54	11/04/2025 11:54	18/04/2025 15:59	Yes
5	Form	NDA CHECK	✗				

The percentage of completion is 100% with the check mark in green

The percentage of completion is 0-99% with the check mark in red

2

To confirm to the Buyer that you have completed the Forms you must select 'Return Forms to Buyer'

ansaldo | energia 18:13 Central European Time DST

User Profile **Samuele Test**

Return Forms To Ansaldo Energia Group

Details Messages (Unread 0)

Editable Forms

Forms List

Showing Result 1 - 5 of 5

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Form	ADDITIONAL REGISTRATION FORM	✓		18/04/2025 18:12	18/04/2025 15:59	Yes
2	Form	MAIN ACTIVITY	✓		11/04/2025 11:54	18/04/2025 15:59	Yes
3	Conditional Form	MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS	✓	11/04/2025 11:54	11/04/2025 11:54	18/04/2025 15:59	Yes
4	Conditional Form	MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES	✓	11/04/2025 11:54	11/04/2025 11:54	18/04/2025 15:59	Yes
5	Form	NDA CHECK	✓		18/04/2025 18:13	18/04/2025 15:59	Yes

## SEND FORMS BACK TO ANSALDO ENERGIA GROUP (1/2)

All required forms must be completed in order to be sent to **Ansaldo Energia Group**.

The screenshot shows a user interface for the Ansaldo Energia Group. At the top, a blue notification bar states: "To confirm to the Buyer that you have completed the Forms you must select 'Return Forms to Buyer'". Below this, the user profile "Samuele Test" is visible. The main content area is titled "ANSALDO ENERGIA GROUP" and contains a "Forms List" section. A table displays five forms, all with a completion status of 100% (indicated by green checkmarks). A button labeled "Return Forms To Ansaldo Energia Group" is located in the top right corner of the forms list area.

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
	Form	ADDITIONAL REGISTRATION FORM	✓		18/04/2025 18:12	18/04/2025 15:59	Yes
	Form	MAIN ACTIVITY	✓		11/04/2025 11:54	18/04/2025 15:59	Yes
3	Conditional Form	MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS	✓		11/04/2025 11:54	18/04/2025 15:59	Yes
4	Conditional Form	MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES	✓		11/04/2025 11:54	18/04/2025 15:59	Yes
5	Form	NDA CHECK	✓		18/04/2025 18:13	18/04/2025 15:59	Yes

This message appears only if the percentage of **completion is 100%** with all required fields filled and completed

Click on «**Return Forms to Ansaldo Energia Group**» to send the forms to the buyer

## SEND FORMS BACK TO ANSALDO ENERGIA GROUP (2/2)

ansaldoenergia-prep.bravosolution.com says

This Action will send all Forms back to the Buyer.  
The Forms will not be editable anymore, are you sure you want to continue?

OK Cancel

Click on «OK» to confirm the submission of the forms, which will no longer be editable

Showing Result 1 - 5 of 5

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Form	ADDITIONAL REGISTRATION FORM	✓		18/04/2025 18:12	18/04/2025 15:59	Yes
2	Form	MAIN ACTIVITY	✓		11/04/2025 11:54	18/04/2025 15:59	Yes
3	Conditional Form	MAIN ACTIVITY - Class 1 - GOODS FOR MACHINES AND PLANTS	✓		11/04/2025 11:54	18/04/2025 15:59	Yes
4	Conditional Form	MAIN ACTIVITY - Class 1.1 - STEEL STRUCTURES	✓		11/04/2025 11:54	18/04/2025 15:59	Yes

ansaldo | energia 18:37 Central European Time DST

User Profile Samuele Test

Editable Forms

Editable Forms

Filters: Enter Filter (type to start search)

No Assessments to display

Once the forms are returned to Ansaldo Energia Group, the list of editable forms will be empty