New “Albo Fornitori di Gruppo”

SAP Ariba (SLP) Supplier Manual
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1. **Supplier Qualification Process on the Ariba Network Portal**

On 22.09.2022, all suppliers were informed about the adoption of the new Ariba Network portal for qualification management to replace the Highway to Procurement portal:

**New Supplier Register for Autostrade Group- let’s get ready for change!**

Dear Suppliers, Autostrade Group is setting up a new Supplier Register!

The main new features: Qualification for one or more Group companies; Qualification for invitation to private and/or public tender procedures; Vendor Rating and Vendor Monitoring based on Performance, Economic-financial, Reputational and ESG indicators. The web site to proceed with the Self-Application on the new Register is the following:

https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fautostrade-prod.sourcing.eu.ariba.com%2Fad%2FselfRegistration&amp;data=05%7C01%7CE.Gheller%40tecnimont.it%7C0eaa0753fcde47d29fb008daa1277056%7C7cc918885aa049e5a83622cd2eeae0f%7C0%7C0%7C637999488001131659%7CUknown%7C7CTWfpbGZsb3d8eyjWljojMC4wLjAwMDAlLCJlIjoiV2luMzIiLCJBiIiI6Ik1haWwiLCJXCI6Mn0%3D%7C3000%7C7%7C%7C&amp;sdata=MoB4RoY3dEWhw8InwQvcPOOGldxCmbsrpeoy6I65S8%3D&amp;reserved=0

and will be effective from 30/09/2022. The current HWTP portal will remain active for tender and procurement procedures. When the new Register becomes active, the old one will no longer be available for new applications, it will be kept operative to terminate the ongoing qualification processes and allow the Purchasing structures to consult the Register of Qualified Suppliers while waiting for the new Register to be sufficiently populated. When the old Register will be definitively closed, it will only be possible to be invited to tenders after being qualified in the new Register. If you have product categories in QUALIFIED status in the old Register, you will see them migrate automatically to the new Register for Autostrade per l’Italia S.p.A. and for the public process only. You will be able to access the new Register and complete your application for the other Group Companies and/or for the private process. Those who have categories in status NEGATIVELY EVALUATED, SUSPENDED and EXPIRED will no longer see these categories in the new Register, but will be able to reapply (provided they meet the requirements). Categories in the status of NEW CANDIDATE, UNDER EVALUATION, REQUEST FOR INTEGRATION, TO BE EVALUATED will be completed by ASPI's Vendor Management team in the old Register. The transition to the new Register will be an impactive process for both the Autostrade Group and our Suppliers. Everyone’s cooperation will be needed! Thank you in advance for your time!

VMS Team

The Highway to Procurement (HWTP) portal will be used to participate in public or private procurement procedures from 30.09.2022, and the Ariba Network portal to manage the qualification process.

The supplier Qualification process for Autostrade per l’Italia on the new Ariba Network portal involves three basic steps:

1. **Application** – collects the Economic Operator’s general personal data
2. **Registration** – registration on the Ariba Network portal and filling in the Registration Questionnaire that collects the most detailed data on the Economic Operator and the product categories and Legal Entity for which they wish to qualify
3. **Qualification** – filling out of one or more Legal Entity and Product Category Specific Qualification Questionnaires collecting data about the leading contracts and certifications

New Supplier Self-Application Form

To join Autostrade per l'Italia's Group Supplier Register you first need to go to the Autostrade website on the Supplier Register and Purchasing Portal page at the following link:

[https://www.autostrade.it/it/albo-fornitori-e-portale-acquisti](https://www.autostrade.it/it/albo-fornitori-e-portale-acquisti) (in Italian)

[https://www.autostrade.it/en/albo-fornitori-e-portale-acquisti](https://www.autostrade.it/en/albo-fornitori-e-portale-acquisti) (in English)
1. First, click on **HOW TO ENROLL** at the bottom of the page.

2. Then click on **REGISTER** at the bottom of the page. At this point, you can access the **Self-Application Form** (also accessible from the following link: [http://autostrade-prod.sourcing.eu.ariba.com/ad/selfRegistration](http://autostrade-prod.sourcing.eu.ariba.com/ad/selfRegistration)).

   If you can't view the page correctly, try to open the link in an incognito page.

   We recommend to use these browsers:
   - Google Chrome (88 or later)
   - Microsoft Edge (88 or later)
   - Mozilla Firefox (87 or later)
   - Apple Safari (15 or later)
Self-application form is structured as below:

1. In **Section 1** there are warnings:
   
a) **Please proceed with the following form only if** you were not qualified on the previous platform. (Suppliers who had a status of qualification visible on the old HWTP portal were automatically migrated to Ariba Network, they do not have to fill in the Self-Application Form)

b) **In addition, please submit the form only once**: a confirmation notification will be sent to the email address provided within a few minutes.

c) For support, contact **supporto.albo@autostrade.it**.

2. In **Section 2** the supplier needs to read the Regulations and Conditions of Use of the Portal, accept the privacy policy, the Code of Ethics and the Autostrade Group’s Anti-Corruption Policy

3. **Section 3** requires the personal data of the economic operator.
• If you are an **Italian physical person**, the following fields must be completed:

![Screen capture of SAP Ariba interface showing the fields to be filled in for a physical person.]

- In field 3.2 First Name Surname avoid entering special characters or commas:

  In field 3.8 Country Head Office select **Italy** only, then uncheck "All" and "Europe".

![Screen capture of SAP Ariba interface showing the fields for country selection.]

If the physical person does not have a VAT number, enter the tax code again in field 3.11.

• If you are an **Italian legal entity**, the following fields must be completed:

![Screen capture of SAP Ariba interface showing the fields to be filled in for a legal entity.]

- **If you are an Italian legal entity**, the following fields must be completed:
• If you are a **Foreign physical person**, the following fields must be completed:
If you are a **foreign legal entity**, the following fields must be completed:

In field 3.6 Legal Form, select “SOGGETTO ESTERO”.

If the legal entity has an external Legal Head Office Country, but an Italian Head Office Country, then fill in all three fields Fiscal Code, VAT Number and VAT Number:

Continue filling in the remaining fields of the self-application form:

In field **3.16 Email** you must enter the email address associated with your existing Ariba Network account (if you have one), or the email address you wish to use for registration on the Ariba Network portal (next step).
Once you have clicked on **Submit**, 2 emails arrive at the specified email address within a few minutes:

**d) Subject:** Group Supplier Register is examining the application

Dear ‘Economic Operator’,

Group Supplier Register received the application and will examine it for approval.

The reply will be sent to the ‘email address entered’.

This message was sent by SAP Ariba on behalf of the Group Supplier Register.

**e) Subject:** Supplier Account Enablement on HighWay To Procurement Portal

Dear Supplier,

Your Account has been Enabled on the HighWay To Procurement Portal.

You can use your username and password to access all areas of the platform.

The username you entered is: ‘email address entered’ The site address is: [https://autostrade.bravosolution.com](https://autostrade.bravosolution.com)

Note: your platform access credentials can be entered in the Dedicated Area on the login page.

Warning, this is an automated email, please do not reply, the mailbox is not monitored.

If you have any questions, please log on to the [https://autostrade.bravosolution.com](https://autostrade.bravosolution.com) portal and select “Request Online Assistance” or contact the Support Service on +39 02 12 41 21 393 operating from Monday to Friday from 9 a.m. to 6 p.m.

Best regards.

The first email informs that Autostrade is verifying that the economic operator is not already present on the SAP Ariba system, while the second one informs that the account has also been enabled on the Highway To Procurement portal, in use for the management of tenders following qualification.

If, however, the economic operator has been migrated from the Highway to Procurement portal or has already filled in the self-application form in the past, he will receive the following email:

**f) Subject:** Group Supplier Register rejected the application

Dear ‘Economic Operator’,

Group Supplier Register rejected the application.

Reason for rejection:

New registration not necessary. Economic Operator previously qualified in the Register and already migrated automatically or already a candidate.

If you have any questions, please do not reply to this message and contact [supporto.albo@autostrade.it](mailto:supporto.albo@autostrade.it).

This message was sent by SAP Ariba on behalf of the Group Supplier Register.

In this case:

Check the mailbox used in the Highway To Procurement portal to see if you have received an email inviting you to register on the Ariba Network portal with the following subject:

**Invitation: register to become a supplier in the Group Supplier Register**
a) If Yes, click on the link “Click here to create an account now” and check if the link works, then proceed with registration. If the following screen does not appear, the link has expired and you should contact supporto.albo@autostrade.it to request a new registration link to the Ariba Network portal.

b) If No, contact supporto.albo@autostrade.it to request the registration link to the Ariba Network portal.

2 REGISTRATION ON THE Ariba NETWORK PORTAL

To manage commercial relations with the Autostrade per l'Italia group and to register in the Group Supplier Register, the economic operator must necessarily create an account on the Ariba Network portal.

2.1 NEW SUPPLIERS

Within 1 working day, the new Self-Applicant Economic Operator receives an email invitation to register on the Ariba Network portal with the following subject: Invitation: register to become a supplier in the Group Supplier Register.

Registration as a supplier in the Group Supplier Register

Dear user,

User Qualification # invited to register to become a supplier for the Group Supplier Register. To get started, create a free Ariba Network account. Group Supplier Register uses Ariba Network to qualify suppliers. If the “Economic Operator” already has an Ariba Network account, log in using the account username and password.

Click here to create an account now.
Please note that the free basic account is sufficient to manage this qualification and therefore no upgrade to the enterprise version is necessary.

Click here to view the Autostrade Group Supplier Register Regulation.

If you need to view the Supplier Manual on the ASPI website [https://www.autostrade.it/it/albo-fornitori-e-portale-acquisti](https://www.autostrade.it/it/albo-fornitori-e-portale-acquisti) (scroll down the page until you see ASPI_Manual Supplier Portal Ariba Network v.03.pdf) or for clarification send an email to supporto.albo@autostrade.it

Kind regards

Group Supplier Register

Clicking on the invitation link opens the following screen on your browser:

- **Click on Register** if you don’t have an Ariba Network account
- **Click on Login** if you already have and use an Ariba Network account for other clients
2.1.1 **REGISTER**

Enter the required data in the following sections:

In this section, the economic operator must enter the **Username** and **Password** he wishes to use to access the Ariba Network portal. The e-mail address is the same as the one indicated in the self-application phase and can also coincide with the username.
In the field **Categories of products and services** select one or more general categories, by clicking on **Browse**, which best represent the economic operator's activity. The specific categories of Autostrade per l'Italia are not required at this stage.

After completing the form, the economic operator accepts the platform's terms of use and the SAP Ariba privacy policy and clicks on **Create an account and continue**.

If the system detects an existing account, the following window is displayed:

You can proceed with account creation by clicking on **Review Account** and on **Continue with Account Creation**.

After doing so, you will be redirected to the Autostrade per l'Italia Group Registration Questionnaire for your account.

### 2.1.2 Login

Log in with your credentials to be redirected to the Autostrade per l'Italia Group Registration Questionnaire.

### 2.2 Suppliers Qualified on the Highway to Procurement Portal and Migrated to the Ariba Network Portal

All Economic Operators with at least one qualified product category were migrated to the new Ariba Network portal. In particular, the following have been migrated:

- Master data
- Product categories in qualified status at the date of migration and respective ranges

You must first check the Qualification Status on the HWTP portal.

If the qualification status is not visible in the "My Categories" section, you can proceed to complete the application form (section 2).

On 09.11.2022, the email containing the invitation to register on the Ariba Network portal was massively sent to the email address in use on the HWTP portal.

Please check that you have received this email and click on the link "Click here to create an account now" and verify if the link works, then proceed with registration. If the following screen does not appear, the link has expired and you should contact supporto.albo@autostrade.it to request a new registration link to the Ariba Network portal.

If the invitation email was never received, contact supporto.albo@autostrade.it to request the registration link to the Ariba Network portal.

Proceed as described in section 3.1.1 or 3.1.2.
3 REGISTRATION QUESTIONNAIRE

The Registration Questionnaire for the Group Supplier Register must be filled in by both self-applicant and migrated Economic Operators from the HWTP portal.

To access the Registration Questionnaire for the Group Supplier Register:

1. On the top left, click on Business Network and then on Ariba Proposals & Questionnaires

![Image of Business Network screenshot]

2. Identify the Group Supplier Register section if there is more than one client

3. Click on the blue entry Registration Questionnaire

![Image of Registration Questionnaire screenshot]

For a better view of the registration questionnaire in its totality, it is recommended to click on the arrows in the top on the right:

![Image of registration questionnaire with arrows]
The Registration Questionnaire consists of 13 sections:

1. **Declarations**

![Image of the Declarations section]

Click on References to download the Group Works, Services and Supplies Register Regulation and the Group Register_Portal_Inscription_Data

2. **Company data** (partly pre-filled)

![Image of the Company data section]
3. Qualification

Migrated Economic Operators must enter the product categories they are already qualified for. You can also add or remove a product category later by editing field 4.1.

Click on the blue triangles at the top levels of the tree to correctly insert a category from the last level of the product tree. The categories which are not separable, namely which do not have the blue triangle next to them, are those which can be selected.

4. Goods group

5. Supplier general data
If the economic Operator belongs to an RTI or a consortium, it is necessary to specify the companies or consortia respectively and the percentage shares up to 100%.

6. **Self-declarations**

7. **Geographical Coverage**

Multiple selection is permitted.

8. **Sustainability**
Registration on the Open-es portal is free and mandatory (also for physical persons). You can contact Open-Es support at info@openes.io

9. Administrative data

10. IBAN
11. Financial data

For the categories belonging to Engineering Services, there are also fields relating to the turnover for the fourth- and fifth-last approved accounting year.

12. Further declarations

13. Signatory and declarations
It is necessary to download the declaration of truthfulness, fill it in and tick both boxes at the bottom of the page, digitally sign the document and reattach it to point 13.6 of the registration questionnaires.

If you accidentally delete the pdf, contact supporto.albo@autostrade.it for a new copy.

You can save the registration questionnaire as a draft and resume filling it in later. Sometimes you need to complete some mandatory fields required by the system or correct “problems” before saving the draft or sending the questionnaire.
Once you have successfully completed the registration questionnaire, click on the **Send** button and confirm submission to the system by clicking **OK**.

![Image of the send button](image)

The registration questionnaire is successfully sent when the following confirmation message is shown highlighted in green:

![Confirmation message](image)

As a confirmation of submission, the system sends an email with the subject **Confirmation: registration sent for approval.**

Dear “Economic Operator”,

Group Supplier Register has received the data for registration and will review it for approval.

Check your registration status by logging in to the Supplier Portal of the Group Supplier Register.

Click here

Kind regards

Group Supplier Register

### 3.1 Registration Questionnaire Status

The registration questionnaire can be found in different **states** depending on the stage of progress. The following are shown below:

<table>
<thead>
<tr>
<th>State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invited</td>
<td>The supplier was invited to fill in the registration questionnaire and has not yet completed/sent it.</td>
</tr>
<tr>
<td>In registration</td>
<td>The registration questionnaire is currently being filled out/saved in draft form.</td>
</tr>
<tr>
<td>Pending approval</td>
<td>The questionnaire is in the charge of the evaluator, waiting to be examined and evaluated.</td>
</tr>
<tr>
<td>Registered</td>
<td>The registration questionnaire was approved.</td>
</tr>
<tr>
<td>Rejected</td>
<td>The registration questionnaire was rejected.</td>
</tr>
<tr>
<td>Pending resubmit</td>
<td>The registration questionnaire was sent back to the supplier. The supplier must make any additions/adjustments and send the questionnaire back to the same evaluator.</td>
</tr>
</tbody>
</table>
You can view the status of your registration questionnaire in the **Status** column:

The evaluation of a registration questionnaire takes between 2-3 working days.

### 3.2 REGISTRATION COMPLETED

Once the evaluation of the registration questionnaire is successful, the economic operator receives an email with the subject: **Supplier registration approved by Group Supplier Register**

Dear “Economic Operator”,

Your registration has been approved.

You will soon receive questionnaires to start the qualification process in your selected product categories.

Click here to access the registration questionnaire

Click here

Kind regards

Group Supplier Register

If the qualification questionnaires have not been received, send a message to the team (section 4.5).

### 3.3 REGISTRATION REJECTED

When the evaluation of the registration questionnaire fails, the economic operator receives an email with the subject: **Registration in the Group Supplier Register was rejected.**

Dear “Economic Operator”,

After review of the submitted data, the registration was rejected for the following reason: __

For further information or any questions please refer to the section “How to create a message for ASPI team” in the Ariba Network Portal Provider Manual.

Best regards

For any doubts or clarifications, please send a message to the team (section 4.7). Only upon request and if deemed appropriate, the team may request an update of the rejected questionnaire.

### 3.4 REQUEST FOR REGISTRATION QUESTIONNAIRE INTEGRATIONS/MODIFICATIONS

The system automatically checks some data in the registration questionnaire and then returns it to the supplier so that the appropriate modifications can be made in the case of:
• The product category(ies) selected in 4.1 do not belong to the last level of detail of the product tree;

In this case, you receive an email with the subject **Requested action: Check/provide further data for registration in the Group Supplier Register**

Hello “Economic Operator”,
Group Supplier Register has reviewed your registration and needs some verification/additional data before approval. Please check/provide the data described in the comments below.

Comments:
Dear supplier, it is only possible to apply for detailed product categories (last level of the tree, marked with a 4-character identification number for Works and * characters for other categories, e.g. FF01AA02).
If, however, macro-categories have been selected, it will be necessary to make modifications by entering in point 4.1 GOODS GROUP of the Registration Questionnaire, the product category(ies) relating to the last level (4/8 characters). Only after the correct entry will it be possible to proceed further with the qualification process.
Go to the registration questionnaire to provide this data and update your answers.

Click here
For support, please contact supporto.albo@autostrade.it

Best Regards
Group Supplier Register

• The IBAN indicated in section 10 is not corresponding with the company name/name and surname of the physical person. The Economic Operator receives the following email with the subject:

**Action requested: provide further data for registration in the Group Supplier Register**

Hello “Economic Operator”,
Group Supplier Register has reviewed your registration and needs some verification/additional data before approval. Please check/provide the data described in the comments below.

Comments:
Invalid IBAN. Please check if this is correct
Please go to the registration questionnaire to provide this data and update your answers.

Click here
For support, please contact supporto.albo@autostrade.it

Best Regards
Group Supplier Register

• The file "Declaration of truthfulness.pdf" in point 13.6 is not digitally signed or the signature is not verified. When this check fails, the Economic Operator receives the following email with the subject: **Requested action: Check/provide further data for registration in the Group Supplier Register**

Hello “Economic Operator”,
Group Supplier Register has reviewed your registration and needs some verification/additional data before approval. Please check/provide the data described in the comments below.

Comments:
Invalid digital signature. Please check the correctness

Please go to the registration questionnaire to provide this data and update your answers.

Click here

For support, please contact supporto.albo@autostrade.it

Best Regards

Group Supplier Register

Foreign suppliers are more exposed to signature failure as many formats are not recognised, so it is recommended to contact supporto.albo@autostrade.it and request the entry of the Economic Operator in the so-called “white list”.

In the case of a positive outcome of the automatic checks, the entire registration questionnaire is evaluated by the evaluator. Again, if modifications or additions are necessary, you will receive an email detailing the adjustments to be made.

**Requested action: Check/provide further data for registration in the Group Supplier Register**

Hello “Economic Operator”,

Group Supplier Register has reviewed your registration and needs some verification/additional data before approval. Please check/provide the data described in the comments below.

Comments:

_________

We look forward

Best regards

To provide this data or to supplement/amend the answers to the questionnaire:

1. Enter Ariba Network with your credentials ([Ariba Network for suppliers](#))
2. On the top left, click on **Business Network** and then on **Ariba Proposals & Questionnaires**

![Business Network and Ariba Proposals](image)

3. Identify the **Group Supplier Register** section if there is more than one client

4. Click on the blue entry **Registration Questionnaire**

![Registration Questionnaire](image)

5. Click on **Revise response** to change the registration questionnaire

![Revise response](image)

Change the affected data and resubmit the questionnaire.
3.5 **REGISTRATION QUESTIONNAIRE UPDATE: PRODUCT CATEGORIES, EXPIRED DOCUMENTS, PERSONAL DATA MODIFICATION, IBAN MODIFICATION, TURNOVERS**

Answers to the registration questionnaire can only be updated when the status of the questionnaire is: **Pending resubmit** or **Registered**. You can’t make any changes when the status is **Pending approval**.

It is essential to update the questionnaire in the case of:

- change of personal data
- change of company name
- insertion of new product categories or removal of product categories
- change of IBAN
- replacement of expired documents (e.g.: Chamber of Commerce Visura, DURC)

To provide this data or to supplement/amend the answers to the questionnaire:

1. Enter Ariba Network with your credentials ([Ariba Network for suppliers](#))

![Login fornitore](image)

2. On the top left, click on **Business Network** and then on **Ariba Proposals & Questionnaires**

![Business Network](image)

3. Identify the **Group Supplier Register** section if there is more than one client

4. Click on the blue entry **Registration Questionnaire**
6. Click on Revise response to change the registration questionnaire.

Change the data of interest and resubmit the questionnaire, which will change its status to Pending Approval.

- In case of approval, you receive an email with the subject: Approved: Registration Questionnaire Updates

  Dear "Economic Operator",
  
  Group Supplier Register has approved the updates to the Registration Questionnaire sent by __ on __/__/__.

  Kind regards

  The SAP Ariba Team

- In case of rejection, you receive an email with the subject: Rejected: Registration Questionnaire Updates

  Dear "Economic Operator",
  
  Group Supplier Register has rejected the updates to the Registration Questionnaire sent by __ on __/__/__.

  To review your response, please click here

  Kind regards

  The SAP Ariba Team

### 3.6 Expired Qualification Questionnaire

When the following, yellow-highlighted message appears when accessing the registration questionnaire, a message should be sent to the team (section 4.7) explicitly requesting the
reopening. This happens when a long time passes between the invitation to register and the filling in of the questionnaire.

### 3.7 HOW TO CREATE A MESSAGE FOR ASPI TEAM

In case you need to contact the team for support or clarification regarding the registration questionnaire:

1. Enter the Registration questionnaire
2. Click on **Event Messages**
3. Click on **Compose Message**
4. Write the message into the text box and click on **Send**
4 QUALIFICATION QUESTIONNAIRE

The Group Supplier Register Qualification Questionnaire(s) shall be received by the Economic Operators following the approval of the Registration Questionnaire (section 4.2).

For each company/public or private company and product category selected respectively in sections 3.1 and 4.1 of the Registration Questionnaire, you will receive an email with the following subject:

User Qualification # of the Group Supplier Register invites you to participate in the "Legal Entity" Prequalification process

Dear "Economic Operator",

Please complete the Registered questionnaires and submit them by the specified dates.

The questionnaires are necessary to complete the "Legal Entity" Prequalification process. Thank you for taking the time to complete the questionnaires.

Process summary
Process: "Legal Entity" qualification
Category: "Product category"
Region:
Business Unit:
Material: Not applicable
Process owner: User Qualification #

Message:

<table>
<thead>
<tr>
<th>Questionnaire summary</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Assignee</td>
<td>Response deadline</td>
</tr>
<tr>
<td>Legal Entity Questionnaire Name</td>
<td>Economic Operator</td>
<td>Date and time</td>
</tr>
</tbody>
</table>
Click here to view the process.

Kind regards

The SAP Ariba team

The Qualification Questionnaires are of 6 types with reference to the 3 macro-categories of membership and Legal Entity Public or Private:

- Services and Supplies – Legal Entity Public
- Services and Supplies – Legal Entity Private
- Works – Legal Entity Public
- Works – Legal Entity Private
- Engineering Services – Legal Entity Public
- Engineering Services – Legal Entity Private

To access the Group Supplier Register Qualification Questionnaire:

1. Click on the link “Click here” including into the e-mail to be directly redirected to the specific qualification questionnaire by product and Legal Entity
   Or
2. Enter the Ariba Network Portal with your credentials
3. On the top left, click on Business Network and then on Ariba Proposals & Questionnaires
4. Identify the Group Supplier Register section if there is more than one client
5. Scroll down the page to the Supplier Life Cycle Processes section
6. Locate the Legal Entity and the product category related to the qualification questionnaire you wish to complete and click View in the last column on the right.

7. Click on the name of the qualification questionnaire in blue. At this stage you can also see the status of the qualification questionnaire in the right-hand column and the end time. As soon as qualification questionnaires are sent out, they have a duration of 60 days.

For a better view of the qualification questionnaire in its totality, it is recommended to click on the arrows in the top right-hand corner:

The purpose of the Qualification Questionnaire is to include the qualification range for which the Economic Operator intends to qualify, the specific reference(s), the flagship contract(s) and certification(s) it holds (SOA, ISO 9001, ISO 14001, etc.). As for the registration questionnaire, it is necessary to download the declaration of truthfulness in the DECLARATION OF TRUTHFULNESS section, fill it in and tick both boxes at the bottom of the page, digitally sign the document and attach it again in the last field of the qualification questionnaire.
If the pdf is accidentally deleted, contact supporto.albo@autostrade.it for a new copy.

It is possible to save the qualification questionnaire as a draft and resume filling it in later. Sometimes it is necessary to complete some mandatory fields required by the system or to correct "problems" before saving a draft or sending the questionnaire.

Once you have successfully completed the qualification questionnaire, click on the **Send** button and confirm sending to the system by clicking **OK**.
4.1 QUALIFICATION QUESTIONNAIRE STATUS

The qualification questionnaire can be found in different states depending on the stage of progress. The following are shown below:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not responded</td>
<td>The qualification questionnaire has yet to be completed or is in the process of being completed and has not yet been sent.</td>
</tr>
<tr>
<td>Pending approval</td>
<td>The qualification questionnaire is in the charge of the evaluator or the Qualification Manager. It must be examined and evaluated.</td>
</tr>
<tr>
<td>Pending resubmit</td>
<td>The qualification questionnaire was sent back to the supplier who will have to make the additions/modifications and send the questionnaire back.</td>
</tr>
<tr>
<td>Approved</td>
<td>The qualification questionnaire was approved by the Qualification Manager.</td>
</tr>
<tr>
<td>Rejected</td>
<td>The qualification questionnaire was rejected by the Qualification Manager.</td>
</tr>
</tbody>
</table>

To view the status of a specific qualification questionnaire:

1. Enter the Ariba Network portal with your credentials
2. On the top left, click on Business Network and then on Ariba Proposals & Questionnaires
3. Identify the Group Supplier Register section if there is more than one client
4. Scroll down the page to the Supplier Life Cycle Processes section
5. Locate the Legal Entity and the product category related to the qualification questionnaire you wish to complete and click View in the last column on the right.

6. View the Status Column.

### 4.2 Qualification Process Status

Until the qualification range is assigned by the Qualification Manager, the qualification process assumes the status: In Progress.

You can view the status of the qualification process migrated from the HWTP portal by accessing the Ariba Network portal >> Business Network >> Ariba Proposals & Questionnaires >> Group Supplier Register >> Supplier Lifecycle Processes section >> Public Autostrade per l'Italia Qualification >> Status column.

You can view the process status of new qualifications initiated on the Ariba Network portal by logging into Ariba Network >> Business Network >> Ariba Proposals & Questionnaires >>
4.3 QUALIFICATION REGISTERED

When the evaluation of the qualification questionnaire is successful, the economic operator receives an email with the subject: Approved: questionnaire "Services and Supplies/Works/Engineering Services Legal Entity sent to Group Supplier Register

Dear "Economic Operator",

Group Supplier Register has approved the completed questionnaire.

Questionnaire summary

Questionnaire name: Questionnaire Name – Legal Entity

A notification will be sent if action is needed for other activities.

This questionnaire is part of the following processes:

<table>
<thead>
<tr>
<th>Process name</th>
<th>Process type</th>
<th>Material</th>
<th>Product category</th>
<th>Region</th>
<th>Department</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Entity Prequalification</td>
<td>Legal Entity Qualification</td>
<td>Product category</td>
<td>UT#</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Kind regards

The SAP Ariba Team

The qualification process involves the awarding of a qualification range [€] per specific product category and Legal Entity, from among those Registered below:
### LAVORI (LL) FORNITURE E SERVIZI (FF-SS) SERVIZI DI INGNERIA (SI)

<table>
<thead>
<tr>
<th>Qualified 150.000 €</th>
<th>Qualified 75.000 €</th>
<th>Qualified 75.000 €</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified 258.000 €</td>
<td>Qualified 150.000 €</td>
<td>Qualified 150.000 €</td>
</tr>
<tr>
<td>Qualified 516.000 €</td>
<td>Qualified 214.000 €</td>
<td>Qualified 214.000 €</td>
</tr>
<tr>
<td>Qualified 1.033.000 €</td>
<td>Qualified 500.000 €</td>
<td>Qualified 500.000 €</td>
</tr>
<tr>
<td>Qualified 1.500.000 €</td>
<td>Qualified 2.000.000 €</td>
<td>Qualified 2.000.000 €</td>
</tr>
<tr>
<td>Qualified 2.582.000 €</td>
<td>Qualified 5.000.000 €</td>
<td>Qualified 5.000.000 €</td>
</tr>
<tr>
<td>Qualified 3.500.000 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualified 5.350.000 €</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Following the aforementioned email approving the qualification questionnaire, another one will arrive indicating the conclusion of the qualification process, with the subject: **Group Supplier Register: Qualification process completed**

Dear "Economic Operator",

We confirm the conclusion of the following process:

**Process Summary**
- **Process:** Legal Entity Qualification
- **Category:** Product category
- **Qualification status:** Qualified "Legal Entity" (EUR qualification range) - (FF-SS/LL/SI)
- **Comments:** ______

You can review the details by going to the process details page [Click here](#).

Kind regards

The SAP Ariba team

Each qualification is valid for three years. One month before expiry, an email is sent as a reminder to apply for renewal.

### 4.4 Qualification Rejected

When the evaluation of the qualification questionnaire fails, the economic operator receives an email with the subject: **Rejecte**: questionnaire "Services and Supplies/ Works/Engineering Services Legal Entity sent to Group Supplier Register**

Dear "Economic Operator",

After reviewing the data, Group Supplier Register has decided to reject the questionnaire.

**Questionnaire Summary**
- **Questionnaire name:** Questionnaire Name – Legal Entity
Following the aforementioned rejection email of the qualification questionnaire, another one will arrive indicating the end of the qualification process, with the subject: **Group Supplier Register: Qualification Process Completed**

Dear “Economic Operator”,

We confirm the conclusion of the following process:

**Process Summary**
- **Process:** Qualification Legal Entity
- **Category:** Product Category
- **Qualification Status:** Negatively evaluated/Suspended
- **Comments:**

You can review the details by going to the process details page Click here

Kind regards

The SAP Ariba team

In this case, one of two qualification states will be awarded:

- Negatively evaluated
- Suspended

### 4.5 REQUEST FOR QUALIFICATION QUESTIONNAIRE INTEGRATIONS/MODIFICATIONS

The system automatically checks some of the data in the qualification questionnaire and then returns it to the supplier so that the appropriate modifications can be made if:

- The file "Declaration of truthfulness.pdf" at the last point of the questionnaire is not digitally signed or the signature is not verified. When this check fails, the Economic Operator receives the following email with the subject: **Requested action: provide further data to Group Supplier Register**

Dear “Economic Operator”,

Group Supplier Register has reviewed the questionnaire and asks for further data.

**Questionnaire summary**

- **Questionnaire name:** Questionnaire Name – Legal Entity
- **Comments:** Invalid digital signature. Please check for correctness

For further information or any questions, please contact Group Supplier Register.

Click here to view the questionnaire.

This questionnaire is part of the following process:
In the case of a positive outcome of the automatic check, the evaluation of the entire qualification questionnaire by the evaluator takes place. Also in this case, if modifications or additions are necessary, you will receive an email with details of the adjustments to be made with the subject:

**Requested action: provide further data to Group Supplier Register**

Dear “Economic Operator”,

Group Supplier Register has reviewed the questionnaire and asks for further data.

**Questionnaire summary**

**Questionnaire name:** Questionnaire Name– Legal Entity

**Comments:**

For further information or any questions, please contact Group Supplier Register.

Click here to view the questionnaire.

This questionnaire is part of the following process:

<table>
<thead>
<tr>
<th>Process name</th>
<th>Process type</th>
<th>Material</th>
<th>Product</th>
<th>Region</th>
<th>Department</th>
<th>Owner</th>
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<td>Legal Entity Qualification</td>
<td></td>
<td>Product category</td>
<td></td>
<td></td>
<td>UT#</td>
</tr>
</tbody>
</table>

Kind regards

The SAP Ariba Team

To provide this data or to supplement/modify the answers to the qualification questionnaire:

1. Enter the Ariba Network portal with your credentials
2. On the top left, click on **Business Network** and then on **Ariba Proposals & Questionnaires**
3. Identify the **Group Supplier Register** section if there is more than one client
4. Scroll down the page to the **Supplier Life Cycle Processes** section
5. Locate the Legal Entity and the product category related to the qualification questionnaire you wish to complete and click View in the last column on the right.

6. Click on the name of the qualification questionnaire in blue.

7. Click on Revise response.

4.6 QUALIFICATION QUESTIONNAIRE UPDATE: QUALIFICATION RANGE MODIFICATION, EXPIRED CERTIFICATES UPDATE

Answers to the qualification questionnaire can only be updated when the status of the questionnaire is: Pending resubmit, Approved or Rejected. No modifications can be made when the status is Pending approval.

It is essential to update the questionnaire in the case of:
- change of qualification range
- loss of economic and financial requirements
- updating expired certifications

To provide this data or to supplement/modify the answers to the qualification questionnaire, please refer to section 4.5.

4.7 QUALIFICATION QUESTIONNAIRE EXPIRED

When you access the qualification questionnaire and you are not allowed to complete it because the expiry date has passed, you should send a message to the team (section 4.8) explicitly requesting that the qualification questionnaire be reopened. In fact, the questionnaire expires after 60 days of inactivity from the date the questionnaire was sent out.

4.8 HOW TO CREATE A MESSAGE FOR ASPI TEAM

In case you need to contact the team for support or clarification regarding the registration questionnaire:

1. Enter the Registration Questionnaire
2. Click on Event Messages
3. Click on Compose Message
4. Write your message in the text box and click on Send

5 FAQ

5.1 General Information About Supplier Registration

5.1.1 How, When and Why Can I Receive an Invitation to Register on SAP Ariba from Autostrade Per l'Italia?

From October 2022, Autostrade per l'Italia invites its suppliers to register on SAP Ariba.

You will receive the corresponding invitation by e-mail.

5.1.2 Do I Need to Create an Account on SAP Ariba to Work with Autostrade Per l'Italia?

Yes. With the introduction of the new qualification process, the SAP Ariba account and registration as a supplier with Autostrade per l'Italia are prerequisites for future collaboration with Autostrade per l'Italia itself and group companies and for participation in our tenders.
5.1.3 I ALREADY HAVE AN ACCOUNT IN SAP Ariba. DO I HAVE TO REGISTER ANYWAY?
Yes. The SAP Ariba account is the first stage of registration. In the second phase you must answer the registration questionnaire from Autostrade per l'Italia on SAP Ariba and submit it.

5.1.4 CAN I CONTINUE TO PARTICIPATE IN AUTOSTRADE PER L'ITALIA TENDERS IF I DON'T REGISTER?
No, in this case you can no longer participate in Autostrade per l'Italia tenders.

5.1.5 WHICH E-MAIL ADDRESS IS REQUIRED FOR REGISTRATION?
It is important that the Autostrade per l'Italia registration invitation is sent to the same e-mail address as your current SAP Ariba account. If you do not yet have an Ariba account, it must be the e-mail address you intend to register the account with. We recommend using a generic address. If you wish to change the e-mail address for the invitation later, please send your request by e-mail to supporto.albo@autostrade.it

5.2 DOCUMENTATION UPDATE

5.2.1 I RECEIVED NOTIFICATIONS OF EXPIRED DOCUMENTS ON THE HWTP PORTAL. DO I HAVE TO UPDATE THEM?
No, all documentation must be entered and renewed in the new Ariba Network portal.