



Supplier Collaboration Portal

Operative Manual – Vendor Qualification

Version 2.0

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Introduction

The **Pirelli Supplier Collaboration Portal** (in the following 'Pirelli Portal') is an internet portal dedicated to the companies whose activities are related to the fields of interest for Pirelli, and who are willing to join the vendor pool already existing or to consolidate the commercial relationships already established with Pirelli.

Through the completion of **questionnaires specific for each product/service categories**, the suppliers will be given the opportunity to be registered in the corresponding Pirelli **Vendor List**, hence assuming the status '*Qualified Vendor*' for the specific category. .

In particular, the Pirelli Portal will allow:

- **The new suppliers ('prospect') willing to join Pirelli**

to apply as potential products/services suppliers, according to the requirements and quality/sustainability standards established by Pirelli.

- **To the suppliers already joining Pirelli**

to auto-certify the specific competencies and specializations, according to the requirements established by Pirelli, expressed through questions aimed to gather the informations and the documentation relative to the supplies.

This manual is dedicated to the following vendors:

- ☐ vendors **already joining** the Pirelli suppliers pool
- ☐ vendors who **passed the self-application phase** and **has been subsequently invited by Pirelli** to carry out the Qualification phase.

1. Start the Qualification process (1/2)

Qualification Process: compiled Questionnaire

Created CFX Remote

Dear Marisa Defumi (Company KAISER+KRAFT S.P.A./BLOCCATO),

Pirelli informs you that yours / your Company profile has been considered appropriate for inclusion in the Pirelli Vendor List for Product / Service Category "Italy Services (Professional)" (Country IT - Italy).

Please, be advised that to finalize the process it is still necessary to proceed to the compilation of the Qualification Questionnaire for the Category indicated, available on the Supplier Portal of Pirelli. In the same Questionnaire, you must attach all the documentation expected as mandatory for the specific Qualification process.

The link to access the Supplier Portal is the following:

<http://space.it.pirelli.com:50200/irjportal?fr=1>

UserID to be used for the first and subsequent accesses is as follows:

CPCEFULMA01

The password is as follows:

+4\$<K@A3

At first login you will be asked to change it.

The password chosen must have a minimum length of 8 characters, cannot be the same of the userID (or have the same 3 consecutive characters) and will expire in 90 days. When this limit is reached, the system will prompt you to update the password.

We take this opportunity to extend our best regards.

Pirelli Vendor Support Team

Automatically generated e-mail. Please do not reply to the address sender.

For any information or requests for clarification, please write to: Vendor.Support@pirelli.com

- ❑ The Qualification process for a certain product/service category starts when a vendor is invited to complete a specific questionnaire through an e-mail similar to the following
- ❑ The e-mail contains all the informations to **access the Pirelli Supplier Portal**:

PRODUCT/SERVICE CATEGORY AND COUNTRY

LINK TO THE PORTAL

USER ID

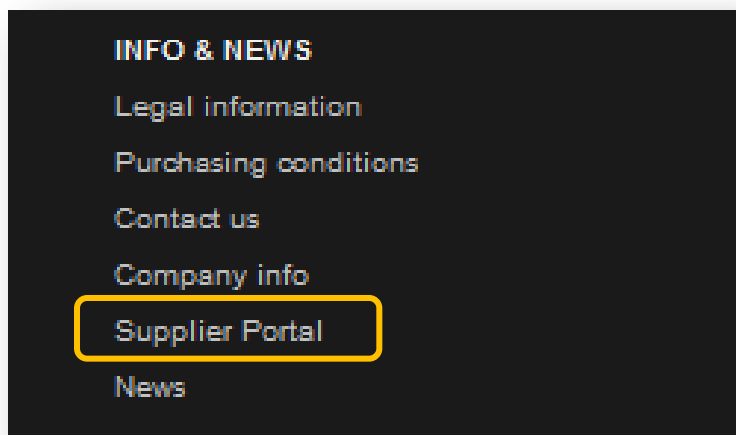
PASSWORD FOR THE FIRST ACCESS

E-mail address available to the vendor to ask for support during the Qualification process

1. Start the Qualification process (2/2)

The Supplier Portal is accessible through the Pirelli internet website, at the following link:
<http://www.pirelli.com>

From the home page of the website, clicking on the link “Business Partners” (in the lower right corner) it is possible to access an informative page containing the basic instructions and links useful for the first completion and the following updates of the Qualification questionnaire of interest:

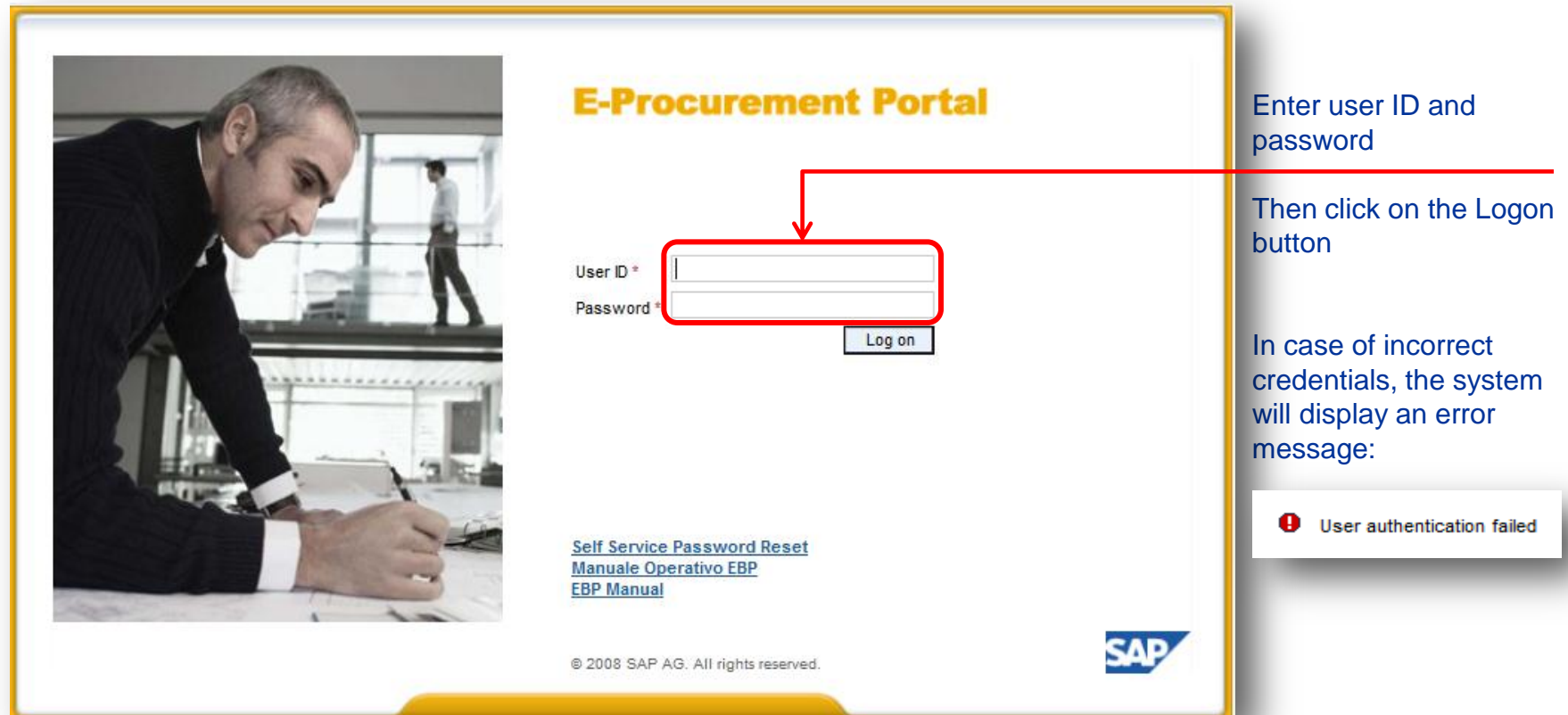


In the page, two links are available:

- **“First Registration”**: link to the initial page for the completion of the **Self-Application questionnaire** (page of no interest for those already owning a user ID and a password)
- **“Access to the Supplier Portal”**: link to the logon page. Entering the access credentials, it is possible to compile/update the **Qualification questionnaire** of interest.

2. First access to the system (1/2)

To access the Pirelli Supplier Portal it is necessary to enter the **user ID** and the **first access password** received by e-mail:



E-Procurement Portal

User ID *

Password *

Log on

[Self Service Password Reset](#)
[Manuale Operativo EBP](#)
[EBP Manual](#)


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SAP

Enter user ID and password

Then click on the Logon button

In case of incorrect credentials, the system will display an error message:

 User authentication failed



It is advisable to use the key-combinations to copy (CTRL+C) and paste (CTRL+V) the credentials received by the e-mail, in order to avoid typing errors.

2. First access to the system (2/2)

At the first access, the user **must modify** the password received by e-mail choosing a new one. For security issues, in fact, the system will inform that the initial password is **expired**, and hence no longer usable:

The **new password**:



- Must be at least 8-char long
- Will be valid for 90 days, starting from the vendor's first authenticated connection to the portal. After that period, the system will ask to change the password.
- Cannot be identical to the user ID assigned to the vendor
- Cannot have more than 3 consecutive chars derived from the user's account name or from the name displayed.
- Will be blocked after 5 failed attempts to logon. In this case the user must contact the Pirelli Vendor Support Team for the unlock of the userID and the eventual reset of the password.



The new password can be used for each subsequent access, up to the new expiring date.

3. Home Page and Navigation Panel (1/2)

When the logon procedure is completed, the system will display the Home Page of the Portal, composed of a “**Navigation Panel**” (on the left) with the available functionalities, and an area dedicated to the chosen functionality (on the right).

The screenshot shows the SAP Qualification Questionnaire portal home page. The page is divided into a left navigation panel and a main content area. The navigation panel includes a 'Detailed Navigation' section with links to 'Qualification Questionnaire', 'Vendor Rating Report', 'Follow-up', and 'Report RMQ'. Below this is a 'Portal Favorites' section. The main content area displays an 'Introduction' section with a form for selecting country, language, and product/service category. A 'Go to questionnaire' button is at the bottom. Annotations include: a red box around the 'Search' and 'Advanced Search' buttons with a callout stating 'Simple and Advanced Search: The searching functionalities are inactive'; a red box around the 'Help' and 'Log Off' links in the top right corner with a callout explaining their functions; a red box around the 'Qualification Questionnaire' link in the navigation panel with a callout labeled 'Naviagation Panel'; and a red box around the 'Go to questionnaire' button with a callout labeled 'Chosen functionality'.

Welcome Marisa Defulvi

Search Advanced Search

Home Overview

Qualification Questionnaire

Detailed Navigation

- Qualification Questionnaire
- Vendor Rating Report
- Follow-up
- Report RMQ

Portal Favorites

Navigation Panel

Chosen functionality

Simple and Advanced Search:
The searching functionalities are inactive

Help Log Off

Help: clicking on the link it is possible to access the generic online help of the SAP application

Logoff: to be used in order to close the application

Introduction

Choose the Country where you wish to supply: *

Choose your communication Language: EN English

Choose the Product / Service Category you wish to supply: *

To download application handbook, please click on the following link:
[User's Guide - Qualification](#)

Go to questionnaire

3. Home Page and Navigation Panel (2/2)

To display all the Vendor Lists for which he is activated, the vendor can enter preliminarily the Country of interest. Afterwards, through the search help of the field "Select Product/Service Category you are willing to supply", it is possible to display all the Vendor Lists and open the relative Qualification questionnaire.

The screenshot shows the Pirelli system home page. At the top, a welcome message for 'Marisa Defulvi' is displayed. Below it, there is a search bar and a navigation panel. The navigation panel has a 'Detailed Navigation' section with a list of items: 'Qualification Questionnaire', 'Vendor Rating Report', 'Follow-up', and 'Report RMQ'. A red box highlights the 'Qualification Questionnaire' item, and a red arrow points to it from a text box. The main content area is titled 'Qualification Questionnaire' and contains an 'Introduction' section. It has three dropdown menus: 'Choose the Country where you wish to supply: *' (set to 'IT'), 'Choose your communication Language: *' (set to 'EN'), and 'Choose the Product / Service Category you wish to supply: *' (set to 'M...'). A red box highlights the 'Go to questionnaire' button, and a red arrow points to it from a text box. Two modal windows are shown. The first is titled 'Self-Registration / Qualification Questio...' and contains a table with columns 'C...' and 'Name', showing a row with 'IT' and 'Italy'. The second is titled 'Self-Registration / Qualification Questionnaire' and contains a table with columns 'C...', 'In...', 'ICode Description', and 'IC Additional Info', showing a row with 'IT', 'M...', 'Italy Services (Professional)', and 'Italy Services Questionnaire for Professional'. Red arrows point from the text boxes to the 'Go to questionnaire' button and the modal windows.

Welcome Marisa Defulvi

Search Advanced Search

Home Overview

Qualification Questionnaire

Detailed Navigation

- Qualification Questionnaire
- Vendor Rating Report
- Follow-up
- Report RMQ

Portal Favorites

Introduction

Choose the Country where you wish to supply: *

Choose your communication Language: * English

Choose the Product / Service Category you wish to supply: *

To download application handbook, please click on the following link:
[User's Guide - Qualification](#)

Go to questionnaire

Self-Registration / Qualification Questio...

C...	Name
IT	Italy

OK Cancel

Self-Registration / Qualification Questionnaire

C...	In...	ICode Description	IC Additional Info
IT	M...	Italy Services (Professional)	Italy Services Questionnaire for Professional

OK Cancel

The user can click on the arrow to hide the Navigation panel and have a full view of the chosen functionality

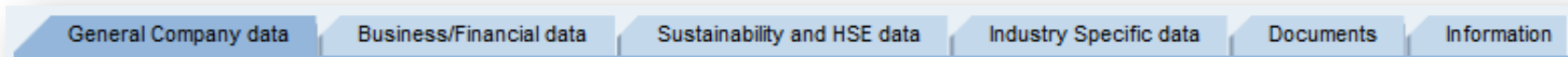
Clicking on this button, the user can expand the window. Alternatively, to display an extended description, it is possible to place the pointer over the description (without clicking)

Clicking on this button it is possible to access the following screens and proceed with the completion of the questionnaire relative to the selected Vendor List

4. Qualification Questionnaire: starting the completion (1/2)

To proceed with the completion of the questionnaire, click on the button 

The Qualification questionnaire is **organized into six areas**: (in the following “tabs”):



☐ **General Company data**

This tab reports the fiscal data of the company, the address of the legal and operative base of the company (if the two are different) and the personal data of the Contact Person.

The data in this section will be retrieved by the system from the Self-Application questionnaire, and cannot be modified by the user

☐ **Business / Financial data**

The informations required in this tab allow to characterize the vendor in terms of company dimension, products/services of interest and the reference markets

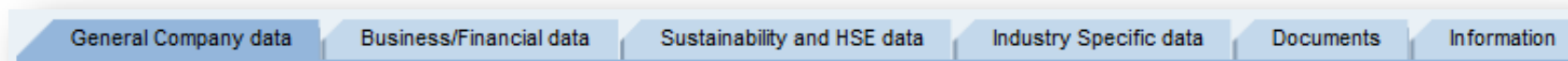
☐ **Sustainability and HSE data**

This tab is devoted to the gathering of informations about the company approach to social responsibility, health, safety and environment issues

☐ **Industry Specific data**

In this tab the user is required to give informations about the company management of the activities provided, the resources employed and the quality system in use.

4. The Qualification questionnaire: starting the completion (2/2)



☐ Documents

In this tab the vendor can:

- Display the list of the mandatory/optional documents necessary for the Qualification process
- Access the exchange area (for the specific Vendor List) where it is possible to upload the required documentation

☐ Information

In the last tab it is possible to specify other product/service categories or countries of interest of the Vendor, in terms of potential supply relationship with Pirelli.



It is suggested to read **preliminarily** all the questions of the questionnaire, in order to gather all the necessary informations (even those not available yet) **before** proceeding with the completion.

To avoid the loss of the data inserted (due to *time-out* of the system), **save frequently the questionnaire** clicking on the button "Save".

5. The Qualification questionnaire: the «General Company data» tab (1/3)

The «General Company data» tab is organized as shown below:

General Company data | Business/Financial data | Sustainability and HSE data | Industry Specific data | Documents

General data

Company name: D.O.C. SERVICE SRL/BLOCCATO
Language: IT
Tax number: 09353840151

Registered office data

City: CINISELLO BALSAMO (MI)
Country: IT
Street: VIA VITTORIO ALFIERI,9 House number:
Postal code: 20092
Tel. Number: +390266012537

Head office data

City:
Country: IT
Street: House number:
Postal code:
Tel. Number:

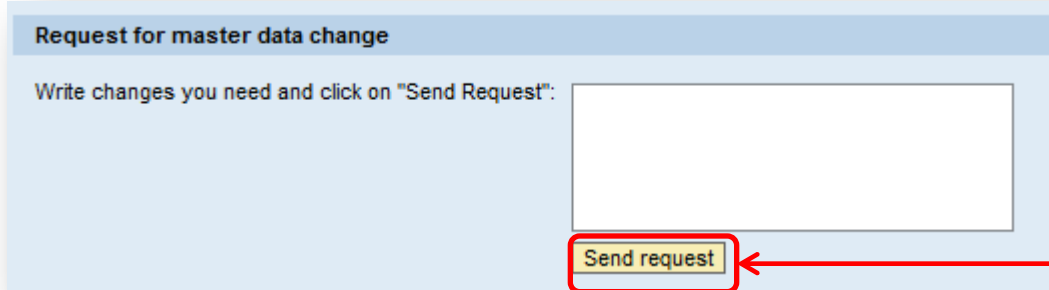
Contact person data

Title: Mr.
Name: Alberto
Last name: Manfredi
E-mail: amanfredi@test.com
Tel. Number: +39555121061616
Mobile number:
Fax number:
Country: IT
Language: EN
Function and Role in the Company: * Amministratore
Is the specified contact person entitled to act for and on behalf of the Company represented (power of attorney)? * Yes
Power of attorney value limit: 100 000.00 EUR

In this section are reported the personal data of the user (Contact Person) compiling/updating the questionnaire on account of the company or as an independent professional

5. The Qualification questionnaire: the «General Company data» tab (2/3)

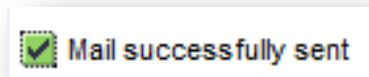
In the the «General Company data» tab a section is provided where the vendor can notify to Pirelli all the eventual changes in the personal data stored in the system (e.g. e-mail, telephone, fax, etc...):



The screenshot shows a web form titled "Request for master data change". Below the title, there is a text instruction: "Write changes you need and click on 'Send Request':". To the right of this text is a large, empty rectangular text box. Below the text box is a yellow button with the text "Send request". A red rectangular box highlights the button, and a red arrow points from the explanatory text on the right towards the button.

To proceed with the modification of the personal data, the user must enter the new data in the text box and click on this button.

In case of success, at the end of the sending process the following message will be shown:



5. The Qualification questionnaire: the «General Company data» tab (3/3)

Compliance clauses

In the the «General Company data» tab is provided a section where the user can declare to have read and accepted the general conditions established by Pirelli as far as Sustainability and Supply are concerned.

The documentation to be consulted for an aware choice can be found by clicking on the links reported near each requirement:

Compliance with Pirelli policies

- ☒ I have read and accept the Terms of Sustainability stated by Pirelli, accessible via the following link: *
[Sustainability clauses](#)
- ☒ I have read and accept the General Conditions of Supply stated by Pirelli, accessible via the following link
[Purchasing General Conditions](#)



- ☐ The acceptance of the clauses relative to Sustainability is mandatory, while accepting the General Supply Conditions contributes to the Qualification score.
- ☐ The acceptance given in this phase is non-reversible and will be considered valid in all the future commercial relationships with Pirelli.

In general, the fields marked with a red star (*) **must** be filled in.

If one of more fields are left empty or if the values entered do not comply with the format of the field (for instance, a text in a 'data' or 'numeric' field), the system will display an error message.

The errors can be removed entering or correcting the requested informations.

5. The Qualification questionnaire: «Business / Financial data» tab (1/2)

The screenshot shows the 'Business/Financial data' tab of a qualification questionnaire. The main form has several sections: 'Turnover', 'Group membership', 'Affiliate / Consociate', 'Subsidiaries', 'WEB-SITE address', and 'Type of activity'. A red box highlights the 'Business/Financial data' tab in the top navigation bar. Another red box highlights the 'EUR' currency selection button in the 'Group turnover AP' field. A third red box highlights the 'Subsidiaries name' and 'Sector of business' fields. A fourth red box highlights the 'Type of activity' dropdown menu. A red arrow points from the 'EUR' button to a pop-up window titled 'Delimitazioni: Lista valori generale'. This window shows a list of currencies with their codes and names. A red arrow points from the 'Subsidiaries name' field to a text box labeled 'Modificable text string'. A red arrow points from the 'Type of activity' dropdown to a box containing 'Producer' and 'Vendor' options. Below this box, text explains that the vendor activates the multiple choice menus through a button.

General Company data **Business/Financial data** Sustainability and HSE data Industry Specific data Documents Information

Turnover

Amount:

Group membership

Name of group membership:

Sector of business:

Group turnover AP:

Affiliate / Consociate

Affiliate / Associate name:

Sector of business:

Subsidiaries

Subsidiaries name:

Sector of business:

WEB-SITE address

Url:

Type of activity

Producer
Vendor

Delimitazioni: Lista valori generale

Visualizzare i criteri di ricerca Lista valori personale Parametrizzazione...

Aggiungere alla lista valori personale

Di...	Testo esteso
AED	Dirham Emirati Arabi Uniti
AFA	Afgani Afganistan
ALL	Lek Albania
AMD	Dram Armenia
ANG	Fiorino Antille Olandesi
AOK	Angolan Kwanza
AON	New Kwanza
AOR	Kwanza Reajustado Angola
ARP	Argentinian Peso
ARS	Peso Argentino

OK Interrompere

List of the possible "Currencies" the vendor can select from

Modificable text string

The vendor activates the multiple choice menus through the button

Then, selects the item of interest

5. The Qualification questionnaire: «Business / Financial data» tab (2/2)

Description of principal Products / Services

Short Description

Number of employees

No.:

Turnover in past three years

Year of operation 1:

Turnover in year 1: EUR

Year of operation 2:

Turnover in year 2: EUR

Year of operation 3:

Turnover in year 3: EUR

Results of past three years (EBIT)

Year of operation 1:

EBIT Year of operation 1: EUR

Year of operation 2:

EBIT Year of operation 2: EUR

Year of operation 3:

EBIT Year of operation 3: EUR

Breakdown of Sales by Geographic Area

Geographic Area 1

% of total SALES Area 1

% value:

Geographic Area 2

% of total SALES Area 2

% value:

Geographic Area 3

% of total SALES Area 3

% value:

Geographic Area 4

Western Europe
Eastern Europe
Asia
Africa
North America
Central America and the Caribbean
South America
Oceania

2000
2001
2002
2003
2004
2005
2006
2007
2008
2009

Modifiable textbox

The vendor activates the multiple choice menus through the button

Then selects the geographical area of interest among those available

From the menu of the field "Year", using the vertical scroll bar it is possible to search the desired year

5. The Qualification questionnaire: the «Sustainability and HSE data» tab (1/3)

The screenshot shows a web interface for a qualification questionnaire. At the top, there are five tabs: 'General Company data', 'Business/Financial data', 'Sustainability and HSE data' (highlighted with a red box), 'Industry Specific data', 'Documents', and 'Information'. Below the tabs, the section is titled 'SOCIAL ASPECTS'. It contains six questions, each with a dropdown menu for the answer:

- Does your company check workers' age before hiring them and make sure that all workers are of the legal minimum age?
Yes
- Does your Company certify that all its workers have a written contract and work voluntarily?
Yes
- Does your company respect workers' right of free association and participation in trade union activities?
Yes
- Does your Company certify that it pays salaries which comply with the minimum standards established by law, where defined?
Yes
- Does your company respect and apply legislative/contractual provisions regarding working hours, overtime and rest periods?
No
- Does your company monitor working hours to prevent excessive overtime?
Yes

A red box highlights the dropdown arrow of the last question, with a red arrow pointing to the instruction text below.

Click on the button  to activate the multiple choice menus.
Then click on the item of interest to select it.

5. The Qualification questionnaire: the «Sustainability and HSE data» tab (2/3)

• HEALTH AND SAFETY

Injuries in past three years

Year 1: * ▼

No. of injuries in year 1: *

Brief description of year 1

Year 2: * ▼

No. of injuries in year 2: *

Brief description of year 2

Year 3: * ▼

No. of injuries in year 3: *

Brief description of year 3

- 2000
- 2001
- 2002
- 2003
- 2004
- 2005
- 2006
- 2007
- 2008
- 2009

From the menu of the field "Year" use the vertical scroll bar to select the desired year.

The fields of the kind *Box* allow to enter long descriptions. These descriptions must be at most 1000-char long (the eventual exceeding part will not be saved in the system)

The fields of the kind *String* are dedicated to short descriptions, and the system does not activate in this case a vertical scroll bar when the entered text exceeds the visible area

5. The Qualification questionnaire: the “Sustainability and HSE data” tab (3/3)

The “Sustainability and HSE data” tab requires to provide a detailed documentation in the following situations:

If you have a certified Environmental Management System, attach the certificate

If there have been injuries, attach detailed documentation

In these cases, if the conditions are fulfilled, the user must attach the relative documentation, as explained in the slides of this manual dedicated to the “Document” tab.

General Company data Business/Financial data Sustainability and HSE data Industry Specific data **Documents** Information

Dear Supplier,
With reference to the work which will be tendered in the current year, please note that, in order to be allowed to begin work, you must submit the following documentation (completed and signed), which must be promptly updated in case of changes or anyway if deadlines are reached. Prior to receiving the award of the contract and before starting the work, you must also agree on a meeting with our Technical Department responsible for the contract, for the definition of the modalities of cooperation and coordination of the activities for preventing accidents at work, and the processing of a document for risk assessment for interference (DUVRI, para. 26 of Legislative Decree No. 81/08).

Required Documentation

Document	Mandatory	Document Type Explanation	Document Status
IT3 - Reg. in Professional Orders/Regis.	<input checked="" type="checkbox"/>	Attach a file containing a certificate attesting to the professional's registration in the Professional Order/Register for the appropriate profession	
IT4 - Professional qualifications	<input checked="" type="checkbox"/>	Attach a .zip file listing the professional qualifications of company staff: CSP (coordinator of engineering), CSE (coordinator of execution), etc.	
IT6 - Declar. in lieu of notarial deed	<input checked="" type="checkbox"/>	Attach a file containing a declaration in lieu of notarial deed for companies or professionals. The documentation to be completed can be downloaded at the following address: http://www.pirelli.com/tyre/www/en/site/supplier_collaboration.html	
IT7 - Civil Liability Policy	<input checked="" type="checkbox"/>	Civil liability insurance policy, complete with receipt for payment of annual premium for the current year	
DOC1 - Registry of injuries	<input type="checkbox"/>	Attach a file containing detailed information on injuries in the past 4 years	
DOC2 - H&S Certificate	<input type="checkbox"/>	Attach a file attesting that your organisation uses or is developing a Health & Safety management system	
DOC3 - Registry environmental accidents	<input type="checkbox"/>	Attach a file containing detailed information on accidents causing damage to the environment in the past 4 years	
DOC4 - Environmental certificate	<input type="checkbox"/>	Attach a file attesting that your organisation uses or is developing an Environment Management System	

In the list of the documents related to the specific Qualification process, the documentation required in the “Sustainability and HSE Data” tab and “Specific Data of the Activity” tab is indicated as **optional**.

5. The Qualification questionnaire: the “Documents” tab

Required Documentation			
Document	Mandatory	Document Type Explanation	Document Status
IT1 - Chamber of Commerce registration	<input checked="" type="checkbox"/>	Attach a file containing the Certificate attesting to the company's registration with the Chamber of Commerce	
IT4 - Professional qualifications	<input checked="" type="checkbox"/>	Attach a .zip file listing the professional qualifications of company staff: CSP (coordinator of engineering), CSE (coordinator of execution), etc.	
IT5 - D.U.R.C.	<input checked="" type="checkbox"/>	Attach single insurance contribution payment certificate (D.U.R.C.) for each month of contributions. The document must be updated once every quarter.	
IT6 - Declar. in lieu of notarial deed	<input checked="" type="checkbox"/>	Attach a file containing a declaration in lieu of notarial deed for companies or professionals. The documentation to be completed can be downloaded at the following address: http://www.pirelli.com/tyre/ww/en/site/supplier_collaboration.html	
IT7 - Civil Liability Policy	<input checked="" type="checkbox"/>	Civil liability insurance policy, complete with receipt for payment of annual premium for the current year	
IT11 - Notification of hiring	<input checked="" type="checkbox"/>	Copies of notifications of hiring sent to the Provincial Labour Office for your employees working in the Pirelli plant.	
IT12 - Extract from Single Book	<input checked="" type="checkbox"/>	Extract from the Single Book for employees who work for Pirelli under the contract of tender. The document must pertain to each month for which contributions are paid and must be sent every three months.	
DOC1 - Registry of injuries	<input type="checkbox"/>	Attach a file containing detailed information on injuries in the past 4 years	
DOC2 - H&S Certificate	<input type="checkbox"/>	Attach a file attesting that your organisation uses or is developing a Health & Safety management system	
DOC3 - Registry environmental accidents	<input type="checkbox"/>	Attach a file containing detailed information on accidents causing damage to the environment in the past 4 years	
DOC4 - Environmental certificate	<input type="checkbox"/>	Attach a file attesting that your organisation uses or is developing an Environment Management System	
DOC5 - Quality Certificate	<input type="checkbox"/>	Attach a file attesting that your organisation has implemented and maintains an adequate Quality Management System	
DOC6 - Other documents	<input type="checkbox"/>	Use this document category to attach files which cannot be classified in the other categories. If you have more than one document, save them in a .zip file and then attach the file	
Attach document			

The **flag** indicates that the document is mandatory

Code and short description of the document

Detailed description of the document

Through this link the vendor can access the area dedicated to the **documental exchange**

To each document attached to the questionnaire can be assigned one of the following **statuses**:

NEW: presented, together with the mandatory informations about document type, releasing authority and expiring date

NOT COMPLETED: presented, but without the mandatory informations about document type, releasing authority and expiring date

ACCEPTED: document examined successfully by the company functions in charge of the validation

REJECTED: document considered not valid by the company functions in charge of the validation

EXPIRED: document no more valid, since the validity period has expired

5. The Qualification questionnaire: the “Documents” tab

Access to the documental exchange area (1/2)

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ENGLISH - German version below

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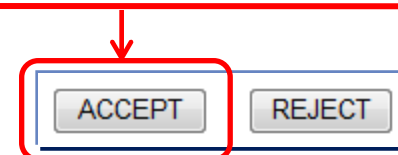
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When the Contact Person accesses for the first time the questionnaire, he must accept the Copyright SAP (in english and german).

Scroll the document down and select **ACCEPT**



5. The Qualification questionnaire: the "Documents" tab

Access to the documental exchange area (2/2)

Once the Copyright has been accepted, the vendor can access the documental exchange area represented by folders (one for each country) and can insert and manage the documentation relative to the Qualification process.

This documentation is accessible only to the authorized company functions and in any case only in display mode.

The screenshot shows the Pirelli web interface. The top navigation bar includes the Pirelli logo and the text 'Collaboration on the Web'. Below this is a secondary navigation bar with links: Home, Refresh, Search, Favorites, Settings, Help, and Logout. The main content area is titled 'Folder IT' and shows the current path: '0000086530 - D.O.C. SE... > DOC > IT'. A sidebar on the left shows a tree view with 'DOC' and 'IT' folders. A red box highlights the 'IT' folder, with an arrow pointing to it from the text 'Code identifying the vendor and the country'. The main area displays a table of documents. A red box highlights the table, with an arrow pointing to it from the text 'List of the documents uploaded by the vendor'.

Code identifying the vendor and the country

Folder IT

Current Path: 0000086530 - D.O.C. SE... > DOC > IT

To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*.

Name	Current Version	Status	Changed by	Changed on
IT1 - Chamber of Commerce registration	IT1 - Chamber of Commerce registration.docx (14KB)	NEW	Alberto Manfredi	18.01.2013 13:32:37
IT11 - Notification of hiring	IT11 - Notification of hiring.doc (14KB)	NEW	Alberto Manfredi	18.01.2013 13:37:00
IT12 - Extract from Single Book	IT12 - Extract from Single Book.doc (14KB)	NEW	Alberto Manfredi	18.01.2013 13:37:38
IT4 - Professional qualifications	Qualification Process.docx (19KB)	NEW	Alberto Manfredi	18.01.2013 13:33:38
IT5 - D.U.R.C.	IT5 - D.U.R.C.doc (14KB)	NEW	Alberto Manfredi	18.01.2013 13:35:04
IT6 - Declar. in lieu of notarial deed	IT6 - Declar. in lieu of notarial deed.docx (14KB)	NEW	Alberto Manfredi	18.01.2013 13:35:44
IT7 - Civil Liability Policy	IT7 - Civil Liability Policy Versione Aggiornata.docx (14KB)	NEW	Alberto Manfredi	18.01.2013 13:36:21

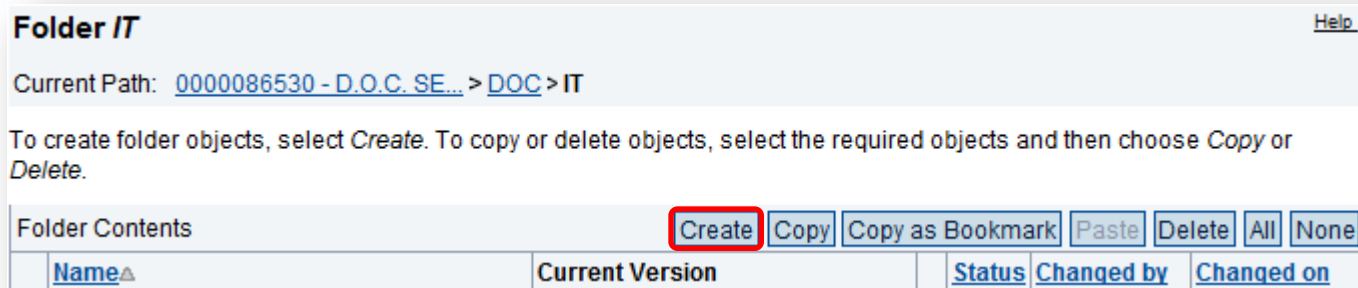
List of the documents uploaded by the vendor

5. The Qualification questionnaire: the “Documents” tab

Uploading a new document (1/8)

To submit a new document the following steps are required:

1) Click on the button “Create”:



Folder IT [Help](#)

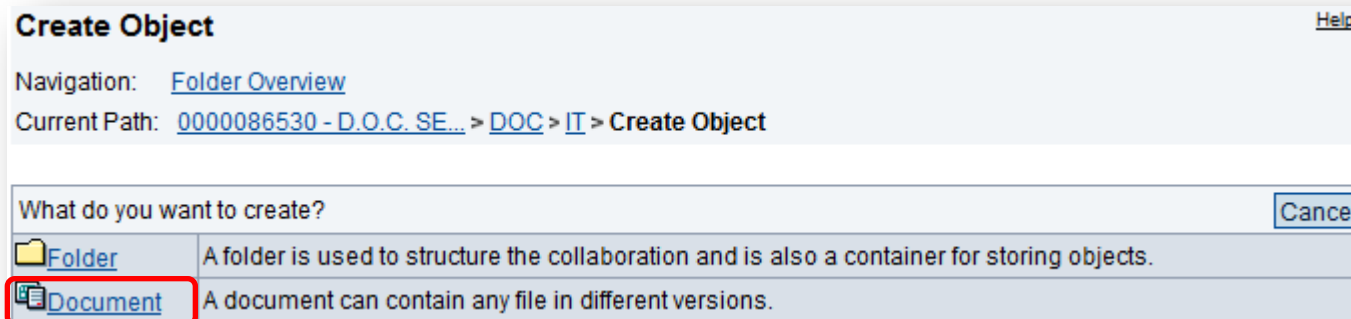
Current Path: [0000086530 - D.O.C. SE...](#) > [DOC](#) > [IT](#)

To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*.

Folder Contents

	Create	Copy	Copy as Bookmark	Paste	Delete	All	None
Name ▲	Current Version	Status	Changed by	Changed on			

2) Click on the link “Document”:





Create Object [Help](#)

Navigation: [Folder Overview](#)

Current Path: [0000086530 - D.O.C. SE...](#) > [DOC](#) > [IT](#) > Create Object

What do you want to create? [Cancel](#)

 Folder	A folder is used to structure the collaboration and is also a container for storing objects.
 Document	A document can contain any file in different versions.

5. The Qualification questionnaire: the “Documents” tab

Uploading a new document (2/8)

3) In the Create Document tab, it is possible to overwrite the default description Doc. New in the field Name with a short description of the document.

Create Document[Help](#)

Navigation: [Folder Overview](#)

Current Path: [0000049638 - CGT AUROM...](#) > [DOC](#) > [IT](#) > **Create Document**

Create Document

Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose *Next*.

Name

Doc. nuovo *

Description

PGP Documents

☐ You are only allowed to use PGP files in this document.

Categorization

Certificate ▼

☒ Upload Local File

☐ Create File Later

Continue

Cancel

5. The Qualification questionnaire: the “Documents” tab

Uploading a new document (3/8)

It would be appropriate, in order to facilitate the immediate identification of the document by the buyer approver, enter the name assigned to the document in the Documents tab, for example:

Required Documentation			
Document	Mandatory	Document Type Explanation	Document Status
IT1 - Chamber of Commerce registration	<input checked="" type="checkbox"/>	Attach a file containing the Certificate attesting to the company's registration with the Chamber of Commerce	
IT2 - Authorisations under DM 37/08	<input checked="" type="checkbox"/>	Attach a file containing authorisations under DM 37/08 pertinent to the service provided	
IT3 - Reg. in Professional Orders/Regis.	<input checked="" type="checkbox"/>	Attach a file containing a certificate attesting to the professional's registration in the Professional Order/Register for the appropriate profession	
IT5 - D.U.R.C.	<input checked="" type="checkbox"/>	Attach single insurance contribution payment certificate (D.U.R.C.) for each month of contributions. The document must be updated once every quarter.	

Create Document [Help](#)

Navigation: [Folder Overview](#)

Current Path: [0000049638 - CGT AUROM...](#) > [DOC](#) > [IT](#) > Create Document

Create Document

Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose *Next*.

Name

IT1 - Chamber of Commerce registration *

Description

PGP Documents

☐ You are only allowed to use PGP files in this document.

Categorization

Certificate ▾

☒ Upload Local File

☐ Create File Later

Continue

Cancel

Click on the link Continue

5. The Qualification questionnaire: the “Documents” tab

Uploading a new document (4/8)

4) Search the file on your computer through the link “Browse...”:

Create Version

Navigation: [Version Overview](#)

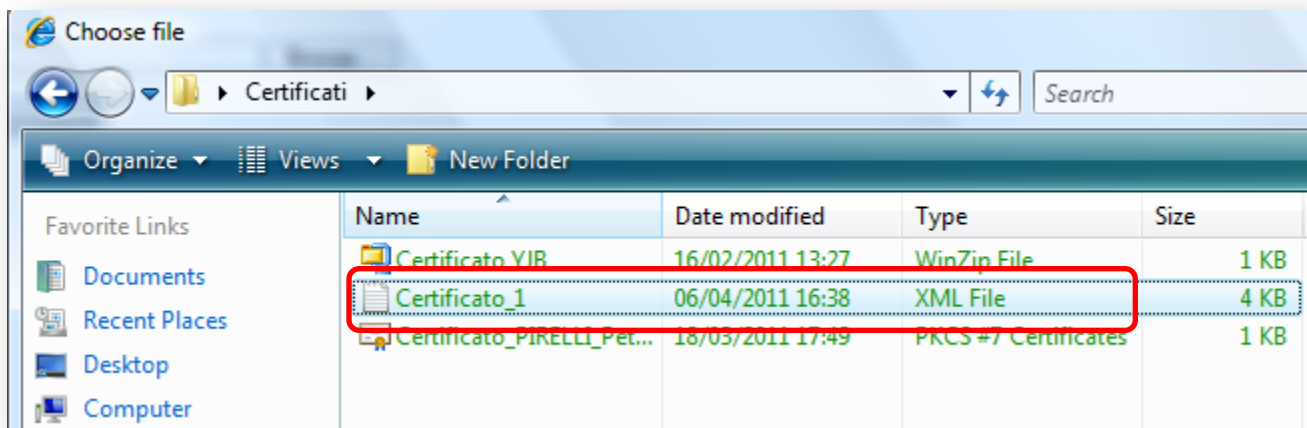
Current Path: [0000049638 - CGT AUROM...](#) > [DOC](#) > [IT](#) > [IT1 - Chamber of Comme...](#) > **Create Version**

To select the required file, choose *Browse* and then *Save*.

Browse...

Save **Cancel**

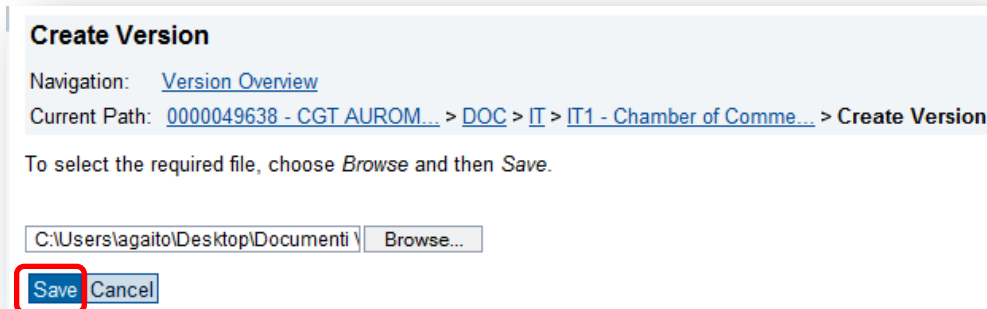
5) Double-click on the desired file:



5. The Qualification questionnaire: the “Documents” tab

Uploading a new document (5/8)

6) Click on the button “Save”:



Create Version

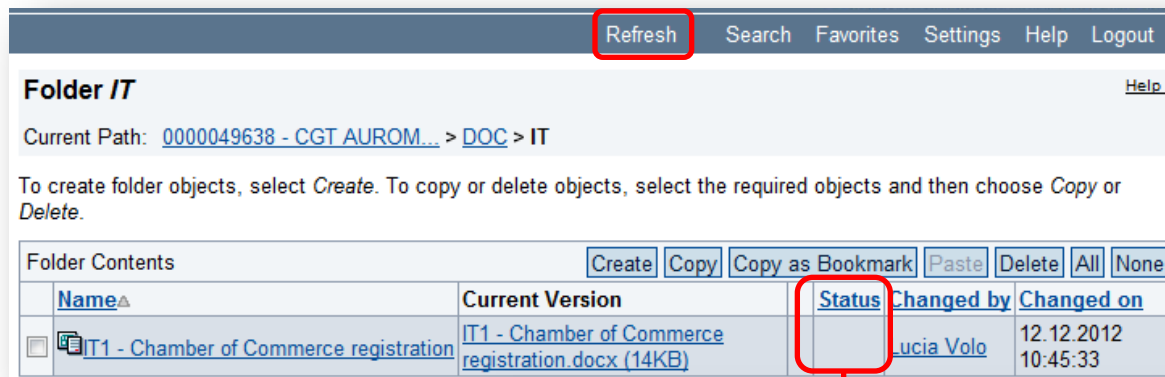
Navigation: [Version Overview](#)

Current Path: [0000049638 - CGT AUROM...](#) > [DOC](#) > [IT](#) > [IT1 - Chamber of Comme...](#) > Create Version

To select the required file, choose *Browse* and then *Save*.

7) The next screen shows the following situation:

(Optional step) Clicking on the link “Refresh” it is possible to display the status assigned by the system to the document just uploaded:



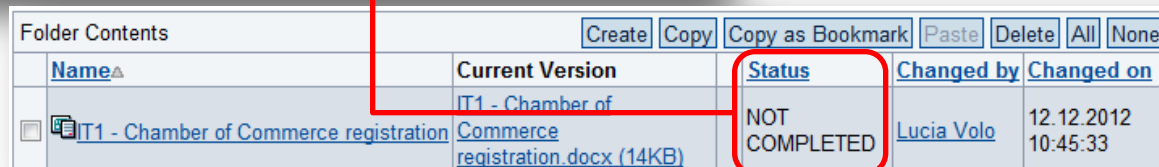
Folder IT [Help](#)

Current Path: [0000049638 - CGT AUROM...](#) > [DOC](#) > [IT](#)

To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*.

Folder Contents

	Name▲	Current Version	Status	Changed by	Changed on
<input type="checkbox"/>	IT1 - Chamber of Commerce registration	IT1 - Chamber of Commerce registration.docx (14KB)		Lucia Volo	12.12.2012 10:45:33



Folder Contents


	Name▲	Current Version	Status	Changed by	Changed on
<input type="checkbox"/>	IT1 - Chamber of Commerce registration	IT1 - Chamber of Commerce registration.docx (14KB)	NOT COMPLETED	Lucia Volo	12.12.2012 10:45:33

5. The Qualification questionnaire: the "Documents" tab

Uploading a new document (6/8)

- 8) The status **NOT COMPLETED** indicates that some mandatory data for the specific document are still missing, for instance the document type, the releasing authority or the expiring date.

To enter these informations, click on the name of the document just uploaded:

	IT1 - Chamber of Commerce registration	IT1 - Chamber of Commerce registration.docx (14KB)	NOT COMPLETED	Lucia Volo	12.12.2012 10:45:33
---	--	--	---------------	----------------------------	---------------------

Certificate
Choose **Save** to save changes made to the name or description (or alias if available).

Name

IT1 - Chamber of Commerce registration *

Certificate

Select a document type

Issuing Authority

Expiration Date

 * DD.MM.YYYY

Status

NOT COMPLETED

Authorization

Administration

Save

Authorizations

Notifications

Revoke Assignment

Additional Functions

Cancel

Current Version
To change the file of the current version, click the hyperlink. Use the right-hand mouse button to save the file to your hard disk. Make your changes and save them. To upload the changed file back into the cFolders application, choose **Browse...** and then **Save**. The existing file is then overwritten.

Download/Open

[IT1 - Chamber of Commerce registration.docx \(14KB\)](#)

Upload

Browse...

Save

Cancel

Select a version name to process this version of the document. Click **Create** to create a new version of the document.

Versions

Create

Name	File	File Size	Description	Redlining Layers	Changed by	Changed on
Version 1	IT1 - Chamber of Commerce registration.docx	13.811		-	Lucia Volo	12.12.2012 10:45:32

5. The Qualification questionnaire: the "Documents" tab

Uploading a new document (7/8)

From the menu relative to the field "Certificate" select the document type and specify the releasing authority and the expiring date:

Certificate IT1 - Chamber of Commerce registration [Help](#)

Navigation: [Folder Overview](#)

Current Path: [0000049638 - CGT AUROM...](#) > [DOC](#) > [IT](#) > IT1 - Chamber of Comme...

Certificate

Choose Save to save changes made to the name or description (or alias if available).

Name	IT1 - Chamber of Commerce registration *
Certificate	Select a document type
Issuing Authority	Select a document type *
Expiration Date	IT1 - Chamber of Commerce registrati
Status	IT2 - Authorisations under
Authorization	IT3 - Reg. in Professional Orders/Regist
	IT4 - Professional qualifi
	IT5 - D.U.R.C.
	IT6 - Declaration in lieu of notarial d
	IT7 - Civil Liability Policy
	IT8 - Operative Safety Plan
	IT9 - Declaration of Responsibility for

[Save](#) [Authorizations](#)

Certificate IT1 - Chamber of Commerce registration

Navigation: [Folder Overview](#)

Current Path: [0000049638 - CGT AUROM...](#) > [DOC](#) > [IT](#) > IT1 - Chamber of Comme...

Certificate

Choose Save to save changes made to the name or description (or alias if available).

Name	IT1 - Chamber of Commerce registration *
Certificate	IT1 - Chamber of Commerce registrati
Issuing Authority	Chamber of Commerce *
Expiration Date	31.12.2013 * DD.MM.YYYY
Status	NOT COMPLETED
Authorization	Administration

[Save](#) [Authorizations](#) [Notifications](#) [Revoke Assignment](#) [Additional Functions](#) [Cancel](#)

5. The Qualification questionnaire: the “Documents” tab

Uploading a new document (8/8)

9) At the end of the process, click on the button “Save”. The document will be automatically set in the status NEW:

Certificate IT1 - Chamber of Commerce registration [Help](#)

Navigation: [Folder Overview](#)

Current Path: [0000049638 - CGT AUROM...](#) > [DOC](#) > [IT](#) > IT1 - Chamber of Comme...

Certificate

Choose Save to save changes made to the name or description (or alias if available).

Name *

Certificate

Issuing Authority *

Expiration Date * DD.MM.YYYY

Status

Authorization



The status NEW indicates that the document will be examined by the competent Pirelli function.



If in the system already exists a document of the same kind, the **data will not be saved**, and the following error message will be displayed:

Navigation: [Folder Overview](#)

Current Path: [0000086530 - D.O.C. SE...](#) > [DOC](#) > [IT](#) > IT1

Error: Attention! document of type 'IT1-ChamberofCommerceregistration' was already inserted!

Otherwise, the upload process **ends successfully** and the system will display the following message:

Navigation: [Folder Overview](#)

Current Path: [0000086530 - D.O.C. SE...](#) > [DOC](#) > [IT](#) > DOC5 - Quality Certifi...

Data was saved

5. The Qualification questionnaire: the “Documents” tab

Uploading a new version of an existing document (1/3)

To submit a new version of an existing document, in the status EXPIRED or REJECTED the steps required are the following:

1) From the document list, click on the document to update:

Contenuto cartella		Creare	Copiare	Copiare come bookmark	Inserire	Cancellare	Tutti	Ness.
Nome▲	Versione attuale	Stato		Autore modifica		Data modifica		
<input type="checkbox"/> IT1 - Iscrizione Camera di Commercio	IT1 - Iscrizione camera di Commercio.doc (14KB)	ACCEPTED		Oreste Nisi		29.11.2012 14:09:37		
<input type="checkbox"/> IT11 - Comunicazione di assunzione	IT11 - Comunicazione di assunzione.doc (14KB)	ACCEPTED		Oreste Nisi		30.11.2012 10:45:28		
<input type="checkbox"/> IT12 - Estratto del Libro Unico	IT12 - Estratto del Libro Unico.doc (14KB)	ACCEPTED		Oreste Nisi		30.11.2012 10:45:43		
<input type="checkbox"/> IT4 - Titoli professionali	IT4 - Titoli professionali.doc (14KB)	ACCEPTED		Oreste Nisi		30.11.2012 10:43:39		
<input type="checkbox"/> IT5 - DURC	IT5 - D.U.R.C.doc (14KB)	REJECTED		Oreste Nisi		30.11.2012 10:44:38		
<input type="checkbox"/> IT6 - Dichiar. sostitutiva Atto Notorio	IT6 - Dichiar. sostitutiva Atto Notorio.doc (14KB)	ACCEPTED		Oreste Nisi		30.11.2012 10:44:56		
<input type="checkbox"/> IT7 - Polizza Responsabilità Civile	IT7 - Polizza Responsabilità Civile.doc (14KB)	ACCEPTED		Oreste Nisi		30.11.2012 10:45:11		

2) In the detailed view, click on the button “Create”:

Versions							Create
Name	File	File Size	Description	Redlining Layers	Changed by	Changed on	
Version 1	IT5 - D.U.R.C.doc	13.811		-	Alberto Manfredi	18.01.2013 13:35:04	

5. The Qualification questionnaire: the “Documents” tab

Uploading a new version of an existing document (2/3)

3) Give a name to the document and click on the button “Continue”:

Create Version

Navigation: [Version Overview](#)

Current Path: [0000086530 - D.O.C. SE...](#) > [DOC](#) > [IT](#) > [IT5 - D.U.R.C.](#) > [Create Version](#)

Create Version

Enter the name and a description Specify whether the associated file is to be uploaded or created from the file storage and then choose *Next*.

Name *

Description

☐ Copy the Current File

☒ Upload Local File

[Continue](#) [Cancel](#)

It is possible to overwrite the default description with a short description of the new version

4) Load the new version of the document by selecting the file from your PC.

5. The Qualification questionnaire: the “Documents” tab

Uploading a new version of an existing document (3/3)

- 5) At the end of the process, the document will be automatically set in the status NEW and the file just uploaded will become the new active version of the document (it is not necessary to click on “Save”):

Certificate **IT5 - D.U.R.C.**

[Help](#)Navigation: [Folder Overview](#)Current Path: [0000086530 - D.O.C. SE...](#) > [DOC](#) > [IT](#) > **IT5 - D.U.R.C.**

Certificate

Choose **Save** to save changes made to the name or description (or alias if available).

Name	<input type="text" value="IT5 - D.U.R.C."/> *
Certificate	<input type="text" value="IT5 - D.U.R.C."/> ▼
Issuing Authority	<input type="text" value="Ente"/> *
Expiration Date	<input type="text" value="31.12.2013"/> * DD.MM.YYYY
Status	NEW
Authorization	<input type="text" value="Administration"/>

[Save](#) [Authorizations](#) [Notifications](#) [Revoke Assignment](#) [Additional Functions](#) [Cancel](#)

Versions

[Create](#)

Name	File	File Size	Description	Redlining Layers	Changed by	Changed on
IT05 - Durc Versione aggiornata	IT5 - D.U.R.C. V (2).doc	13.811		-	Alberto Manfredi	29.01.2013 10:06:00
Version 1	IT5 - D.U.R.C.doc	13.811		-	Alberto Manfredi	18.01.2013 13:35:04



The status NEW indicates that a new version of the document will be examined by the competent Pirelli functions

New version of the document (active version)



The versions previously uploaded are still available and can be opened by the vendor at any moment.

5. The Qualification questionnaire: the "Documents" tab

Delete a document (1/2)

It is possible to delete documents in status NEW loaded in cFolders, in the case where the associated questionnaire has not yet been submitted.

To delete the document enter the flag "v", and click "Delete":

Folder IT [Help](#)

Current Path: [0000049640 - C.V.A. NI...](#) > [DOC](#) > [IT](#)

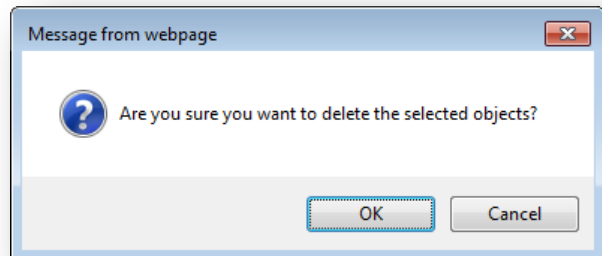
To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*.

Folder Contents

	Name	Current Version	Status	Changed by	Changed on
<input checked="" type="checkbox"/>	IT5 - D.U.R.C.	IT5 - D.U.R.C V(2).doc (14KB)	NEW	Alberto Manfredi	29.01.2013 10:23:28

Buttons: [Create](#) [Copy](#) [Copy as Bookmark](#) [Paste](#) **Delete** [All](#) [None](#)

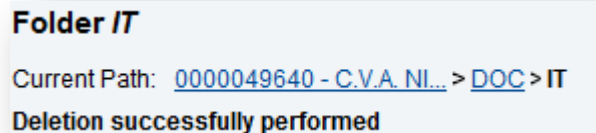
Click OK:



5. The Qualification questionnaire: the "Documents" tab

Delete a document (2/2)

You will see the error message:



Folder IT
Current Path: [0000049640 - C.V.A. NI...](#) > [DOC](#) > IT
Deletion successfully performed

If the documents status is NEW or NOT COMPLETED, but the questionnaire is submitted, you will see the message:

It is not possible to delete the document" ..." Because The questionnaire has Already been submitted.

If documents are selected with status other than NEW or NOT COMPLETED, it shows the message:

It is not possible to delete the document "... " due to its state, please only choose documents with status NEW or NOT COMPLETED.

5. The Qualification questionnaire: the “Documents” tab

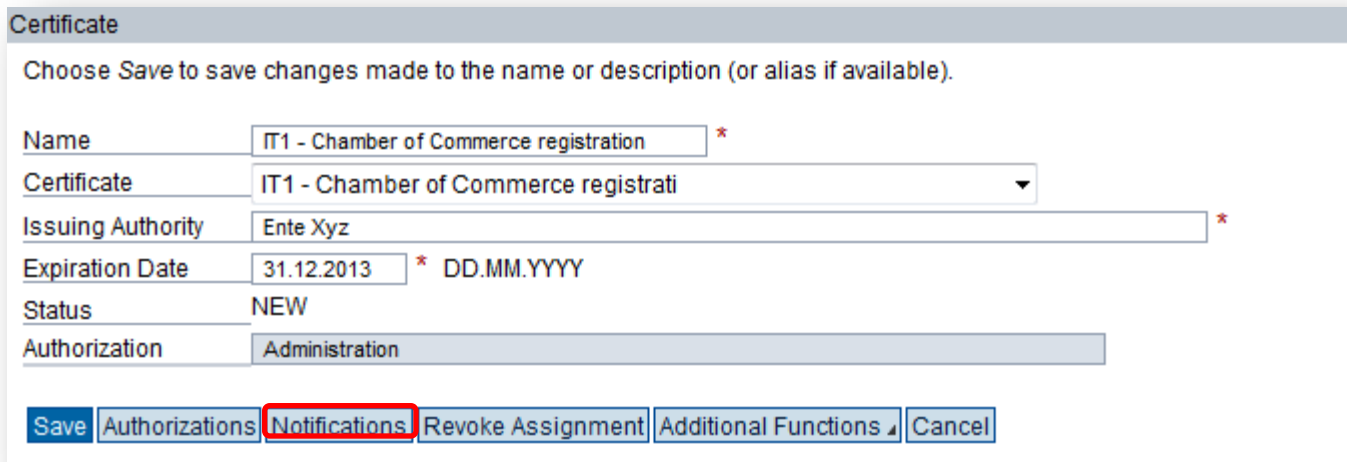
Sending a message to the competent Pirelli referent (1/4)

The user can transmit e-mail communications to the Pirelli referent directly from the detailed view of a document.

This functionality can be used to make easier the communication between Vendors and the Pirelli responsible for the Qualification process.

The steps to send the message are the following:

- 1) In the detailed view of the document, click on the button “Messages”:



Certificate

Choose Save to save changes made to the name or description (or alias if available).

Name *

Certificate

Issuing Authority *

Expiration Date * DD.MM.YYYY

Status

Authorization



It is not necessary to send a message after the submission of a new document or a new version of an already existing one. In this case, in fact, the system automatically sends an e-mail to the Pirelli responsible for the approval of the document. Instead, this functionality can be used to transmit other communications related to the specific document (e.g. changes of the previous version, etc...)

5. The Qualification questionnaire: the “Documents” tab

*Sending a message to the competent *Pirelli* referent (2/4)*

- 2) The system displays the summary view with the history of the messages sent/received about the specific document:

Notifications for IT1 - Chamber of Commerce registration [Help](#)

Navigation: [Certificate](#)

Current Path: Collaboration > [DOC](#) > [IT](#) > **IT1 - Chamber of Comme.** > Received Notifications

Select Received Notifications

Notification Filter: Unread

Time Period: [] To [29.01.2013] DD.MM.YYYY

[Select](#)

Number of Notifications: 0 [Create](#) [Hide](#) [Delete](#)

	P...	S...	Subject	Sender	Sent on▲
Empty					

- 3) In this view it is possible to display the received messages, set the searching criteria, sort the messages, etc...
To create a new message, click on the button “Create”:

Number of Notifications: 0 [Create](#) [Hide](#) [Delete](#)

	P...	S...	Subject	Sender	Sent on▲
Empty					

5. The Qualification questionnaire: the "Documents" tab

Sending a message to the competent Pirelli referent (3/4)

- 4) Enter the subject and the text of the message. Then, select the receiver and finally click on the button "Send":

Create Notification

Current Path: Collaboration > [DOC](#) > [IT](#) > [IT1 - Chamber of Comme...](#) > Create Notification

Create Notification

Priority ☐ High

Subject *

Comment

Recipient

<input checked="" type="checkbox"/>	Acq. per ICT Utente Test
<input checked="" type="checkbox"/>	Acq. per MKTG Utente Test
<input checked="" type="checkbox"/>	Acq. per SS Utente Test
<input type="checkbox"/>	Acq. per Serv. Industriali Utente Test
<input type="checkbox"/>	Alberto Manfredi

All None

Subject of the message

Text of the message

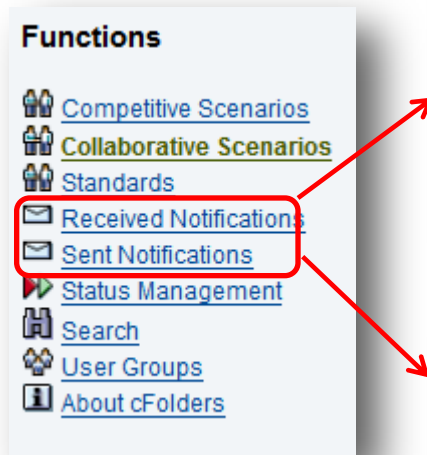
List of the possible receivers.
Select the users who will receive the message.

Do not select the user ...Client 800

5. The Qualification questionnaire: the “Documents” tab

*Sending a message to the competent *Pirelli* referent (4/4)*

From the menu of the application (available by clicking on the button [Home](#) on the upper left corner) it is possible to choose “Sent Messages” or “Received Messages” to check the exchange of the messages with Pirelli:



Received Notifications Sergio Pitt [Help](#)

Select Received Notifications

Collaboration

Notification Filter

Time Period To DD.MM.YYYY

[Select](#)

Number of Notifications: 0 [Hide](#) [Delete](#)

	P...	S...	Subject	Sender	Sent on ▲
Empty					

Sent Notifications Sergio Pitt [Help](#)

Select Sent Notifications

Collaboration

Notification Filter

Time Period To DD.MM.YYYY

[Select](#)

Number of Notifications: 0 [Hide](#) [Delete](#)

	P...	Subject	Sent on ▲
Empty			



If the filter is set on “Not read”, all the previous messages will not be displayed

5. The Qualification questionnaire: the “Information” tab

Original status	New status	Change date	Time modified
	Under qualification	18.01.2013	14:18:58

The tab “Information” of the Qualification questionnaire contains an additional section (if compared to the Self-Application questionnaire). This tab is relative to the changes of the status of the Vendor related to the specific Vendor List (identified by the combination Country – Product/Service Category)

Each vendor can be in one of the following statuses:


- **NEW** – Assigned by the system to those vendors whose score in the Self-Application phase was higher than the minimum threshold
- **REJECTED** – Assigned automatically by the system if the vendor’s score is lower than the minimum Qualification score (or assigned by the Buyer considering not to qualify the vendor for the specific Vendor List)
- **UNDER QUALIFICATION** – Assigned to a vendor during the Qualification phase (Qualification questionnaire not submitted yet)
- **WAITING** – This status is assigned to the vendor after the submission of the Qualification questionnaire (the vendor is waiting for the approval of the document)
- **QUALIFIED NOT VERIFIED** – Assigned to the vendor after passing the Qualification (exceeding the minimum Qualification score and approval of the documents submitted) but not validated yet by the Buyer
- **QUALIFIED VERIFIED** – It is the status assumed by the vendor explicitly validated by the reference Buyer
- **SUSPENDED** – Is the status assumed by the vendor who has been suspended by the Buyer. A vendor in this status is temporarily non-usable for the specific Vendor List
- **UN-HOMOLOGATED** – This status is assigned by the Buyer to a vendor in “black list”. This status is valid on all Vendor Lists and is non-reversible.

6. The Qualification questionnaire: control and submission

During the completion of the questionnaire, it is possible to control at any moment the correctness and completeness of the documents submitted. To start the control of the document, click on the button


Check

If no errors are found, the system confirms that the control ended successfully, displaying the following message:

 CHECK successfully completed

When the information entered are thought to be definitive, proceed with the submission of the application request by clicking on the button **Submit** and wait for the ending of the control and transmission proceses.

If no errors are found, the system confirms that the transmission process ended successfullly with the following message:

 Your Qualification request has been submitted

In the Qualification questionnaire (differently from the Self-Application questionnaire) it is possible to **save a draft** of the entered data at any moment. In this way, the vendor could submit the questionnaire afterwards.


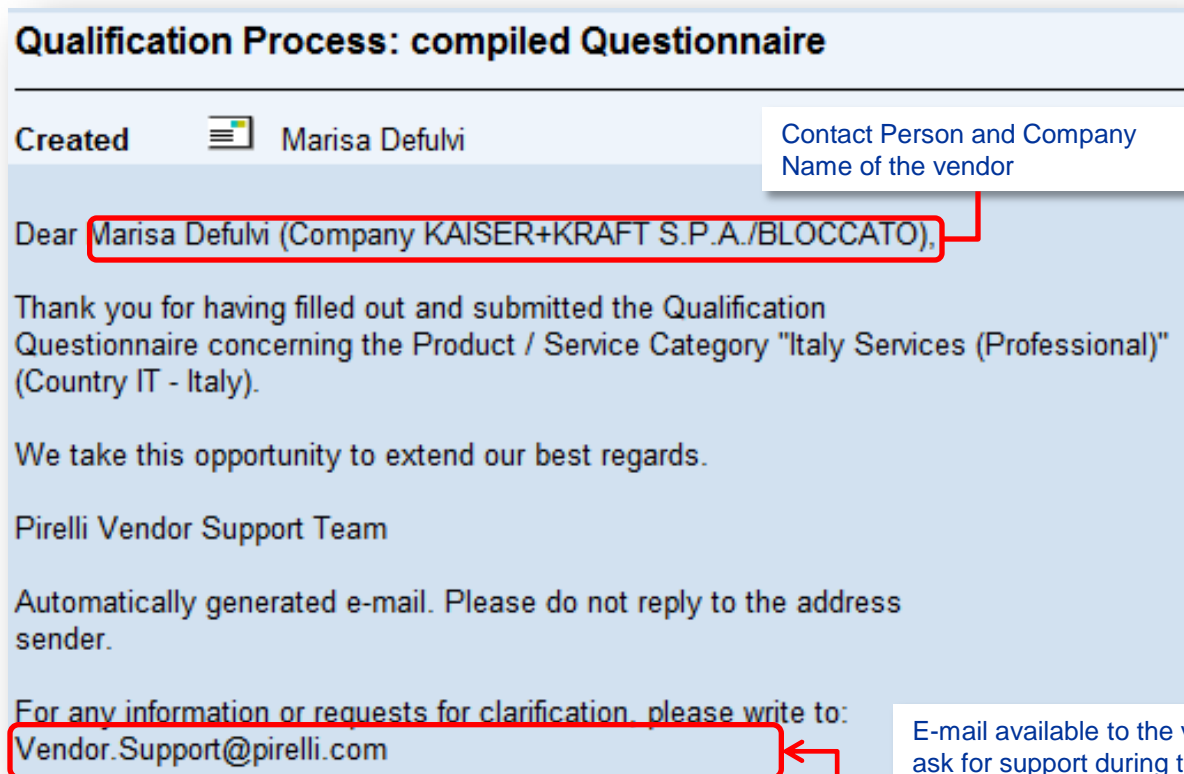
To save the changes, click on the button **Save**

If no errors are found, the system confirms that the data have been saved with the following message:

 Questionnaire stored in the database

7. Notification of the receipt of the questionnaire

When the questionnaire is submitted by the vendor, the system computes automatically the **Qualification score**. If the score obtained is **higher than the minimum threshold** established by Pirelli for the Qualification process, the Contact Person of the vendor receives an e-mail similar to the following:



To be qualified, the vendor must have a qualification score higher than the minimum score and all the mandatory documents submitted must be approved by the competent Pirelli functions.
See next slide.

E-mail available to the vendor to ask for support during the Qualification process

8. Notification of the result of the process: obtaining the Qualification

If the score obtained is **higher than the minimum threshold** and **all the mandatory documentation has been approved**, the Contact Person specified in the questionnaire is informed about **the positive result** of the process with an e-mail similar to the following:

Contact Person and Company
Name of the vendor

E-mail available to the vendor to
ask for support during the
Qualification process

Qualification Process: positive closing communicat

Created  SYPALLAFR0

Dear Ariel LUEDI (Company HYBRIS AG),

we are pleased to inform you that the Qualification process ended positively and you / your Company have been included in Pirelli Vendor List for the Product / Service Category "Italian ICT Services (SW Sale and Remote Assistance Company)" (Country PAN - Italy).

We take this opportunity to extend our best regards.

Pirelli Vendor Support Team

Automatically generated e-mail. Please do not reply to the address sender.

For any information or requests for clarification, please write to:
Vendor.Support@pirelli.com



When both the conditions are fulfilled, (exceeding of the minimum score and approval of the documentation submitted) the vendor assumed automatically the status QUALIFIED (NOT VERIFIED) for the specific Vendor List

8. Notification of the result of the process: failing the Qualification

If the score obtained is **lower than the minimum threshold**, the Contact Person specified in the questionnaire is informed about the **failing of the qualification** with a an e-mail similar to the following:

Qualification Process: communication of results

Created  Alberto Manfredi

Dear Alberto Manfredi (Company D.O.C. SERVICE SRL/BLOCCATO),

According to the information submitted in the Questionnaire for the Product / Service Category "Italy Services (Engineering Company / Consulting)" (Country IT - Italy), we are sorry to inform you that the Qualification score achieved by you / your Company was found to be lower than the minimum Qualification score threshold stated by Pirelli.

We thank you for your interest and take this opportunity to extend our best regards.

Pirelli Vendor Support Team

Automatically generated e-mail. Please do not reply to the address sender.

For any information or requests for clarification, please write to:
Vendor.Support@pirelli.com

8. Notification of the result of the process: changes of the vendor status

If any of the **documents** submitted by the vendor during the Qualification procedure are expired or some **changes to the questionnaire caused the lowering of the score below the minimum threshold**, the user receives an e-mail similar to the following:

Qualification Process: status change communication

Created  Alessandra Gaito

Dear mario bar (Company Ditta test trad),

please note that, due to the effect of changes in the Questionnaire (e.g. expiry of documentary requirements, etc...), yours / your Company Qualification status for Product / Service Category "Italian Marketing Services (Service Company)" (Country IT - Italy) has moved from QUALIFIED to UNDER QUALIFICATION / WAITING.

To verify the reasons for such change, please connect to the supplier Portal of Pirelli (<http://space.it.pirelli.com:50200/irj/portal?f=1>) to check information and documentary requirements defined for the reference Category of the Questionnaire.

We take this opportunity to extend our best regards.

Pirelli Vendor Support Team

Automatically generated e-mail. Please do not reply to the address sender.

For any information or requests for clarification, please write to:
Vendor.Support@pirelli.com