

# **Trevi ERP Transformation Supplier Manual**

## **SAP Ariba Supplier Qualification process**

*Last update: June 2024*

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# 1 Self-Registration to become a TREVI Group Supplier

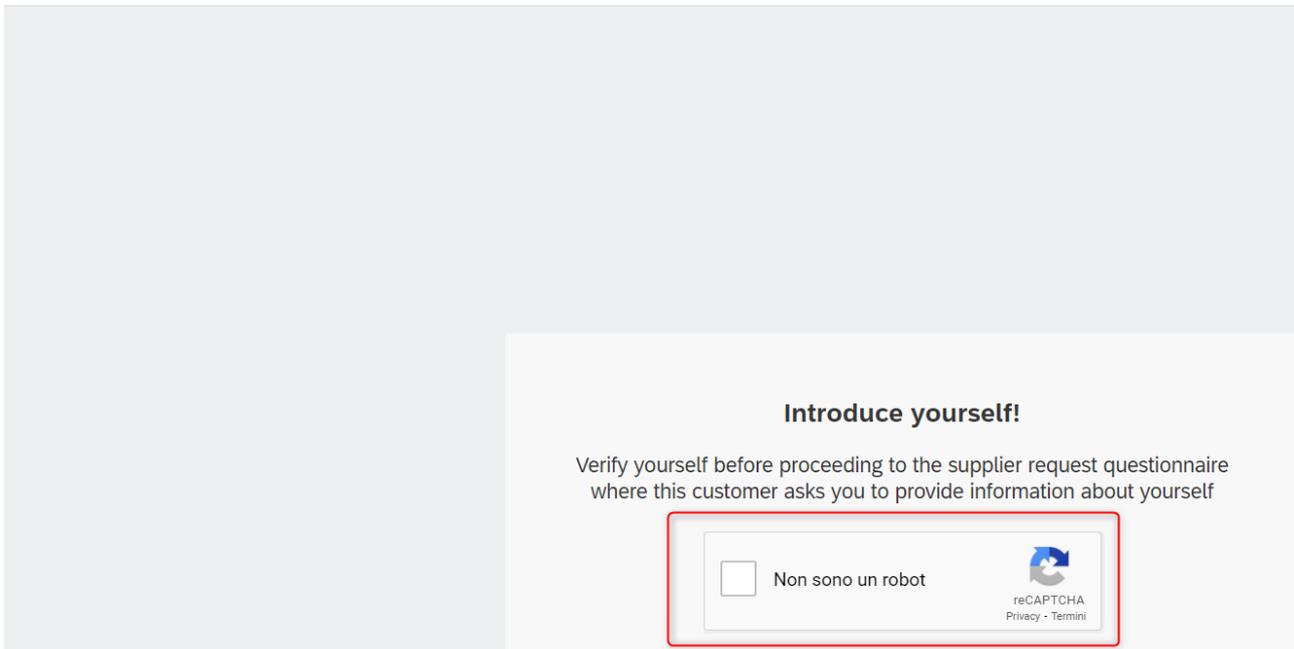
To apply to become a TREVI Group Supplier, the supplier must connect to the official website via the following Link:

<http://trevigroup.supplier-eu.ariba.com/ad/selfRegistration/ c /C7>

Tick the box "I'm not a robot"

**Gruppo TREVI**

Sito di prova



**Introduce yourself!**

Verify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself

Non sono un robot

reCAPTCHA  
Privacy - Termini

Fill in the self-Registration questionnaire by filling in all the fields, those marked with \* are mandatory fields.

### Supplier self-registration request form

#### GENERAL INFORMATION

Company name (line 1) \*

Company name (line 2)

Address \* +

Street \* ?

House Number ?

Postal Code \* ?

City \* ?

Country/Region \* ?

Fiscal ID (ex. VAT Number) \*

#### CONTACT DATA

Vendor contact name \*

Vendor contact surname \*

Vendor contact email address \*

Vendor contact language \*

#### COMPANY SELECTION

Which company do you want to register for? \*

Click **Submit**.

At this point, the supplier must wait for the self-registration to be approved by TREVI Group and the invitation to register to become a TREVI Group supplier to be sent.

## 2 Access to SAP Business Network

When TREVIgroup approves the Self-Registration request, the supplier will receive the following e-mail.

Invitation: Register to become a supplier with TreviGroup - TEST Posta in arrivo x

 **aribasystem** <s4system-prodeu+trevigroup-T.Doc2037945579@eusntp.ariba.com>  
a me ▾

 Traduci in italiano x

TreviGroup - TEST

Register as a supplier with TreviGroup - TEST  
Hello!

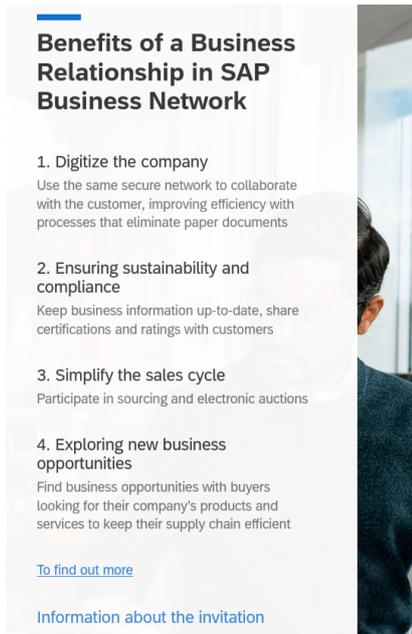
aribasystem has invited you to register to become a supplier with TreviGroup - TEST. Start by creating an account with Ariba Network.

TreviGroup - TEST uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If JB Supplier already has an account with SAP Business Network, sign in with your username and password.

[Click Here](#) to create account now

Best Regards,  
TreviGroup - TEST

Using the "Click Here" link, the supplier can proceed to create an SAP Business Network account by clicking on **Create new account** ([Go to section 2.1](#)) or login by clicking on **Use existing account** ([Go to section 2.2](#)) if they already have an account.

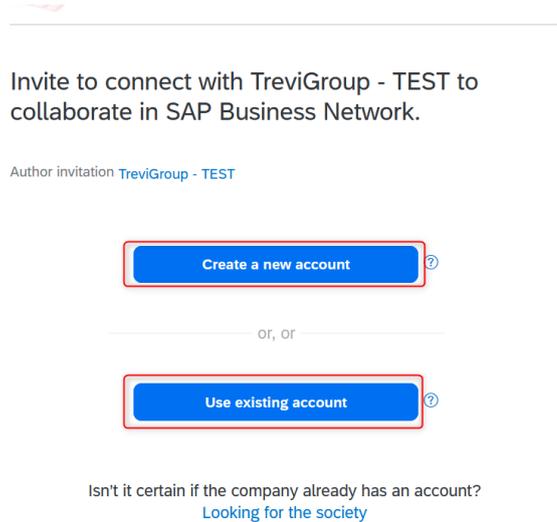


**Benefits of a Business Relationship in SAP Business Network**

- 1. Digitize the company**  
Use the same secure network to collaborate with the customer, improving efficiency with processes that eliminate paper documents
- 2. Ensuring sustainability and compliance**  
Keep business information up-to-date, share certifications and ratings with customers
- 3. Simplify the sales cycle**  
Participate in sourcing and electronic auctions
- 4. Exploring new business opportunities**  
Find business opportunities with buyers looking for their company's products and services to keep their supply chain efficient

[To find out more](#)

[Information about the invitation](#)



Invite to connect with TreviGroup - TEST to collaborate in SAP Business Network.

Author invitation [TreviGroup - TEST](#)

[Create a new account](#) ?

or, or

[Use existing account](#) ?

Isn't it certain if the company already has an account?  
[Looking for the society](#)

## 2.1 Account Creation

To create an SAP Business Network account, the supplier must fill in the fields on the account creation page, the mandatory ones are marked with \*.

### Company information [?](#)

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name \*

Country/Region \*

Address line 1 \*

Address line 2

Address line 3

Address line 4

City \*

State \*

State \*

Postal code \*

### Administrator account information [?](#)

First name \*

Last name \*

Email \*

Use my email as my username

Password \*

Repeat password \*

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

Non sono un robot



reCAPTCHA  
Privacy - Termini

Create account

After clicking on Create Account, enter the product categories and the shipping or service locations by clicking on right on "Browse".

## Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

Add

or

Browse

Ship-to or Service Locations

Add

or

Browse

Submit

Remind me later

Don't show this to me again

These categories are those related to SAP Business Network and do not correspond to the product and services categories of TREVI Group.

You can skip this step by clicking on "Remind me later" or "Don't Show me Again".

Select the categories corresponding to your Business

Click on the '>' arrow to select the desired product category

Click on any further arrows to reach the level of detail that corresponds to your activity

Click on "+" to add the products and services selected.

Browse Product and Service Categories Didn't find what you were looking for? [Try Search »](#)

My Selections (1)

Boys boots [\(View\)](#)

[Remove](#)

[Cancel](#) [OK](#)

The selected product categories will be visible in "My Selections".

To remove a category from the selected ones, select it and then click on 'Remove'.

Click on "OK" to continue and confirm the selected categories.

## 2.2 Login

If the supplier already has a SAP Business Network account, he can log in by entering his Username and Password.



## Sign in to connect with TreviGroup - TEST

Username \*

[Forgot username?](#)

Password \*

[Forgot password?](#)

Connect

The supplier, in order to continue, must accept the Terms of Use

Accept Terms of Use



Please check the following box to proceed.

 I have read and agree with the [Terms of Use](#)

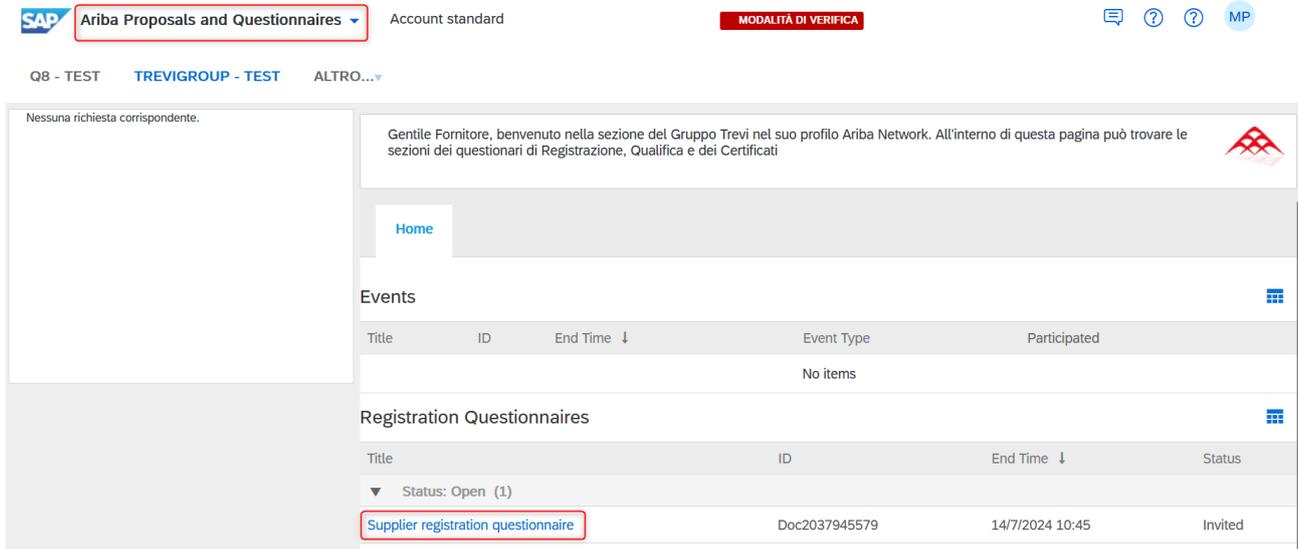
You must accept Terms of Use

Note: Additional user permissions will become available, please assign accordingly to user in your account.

Proceed

### 3 Supplier Registration

After logging in, Supplier can view the Registration questionnaire on the main page, under **Ariba Proposals and Questionnaires**

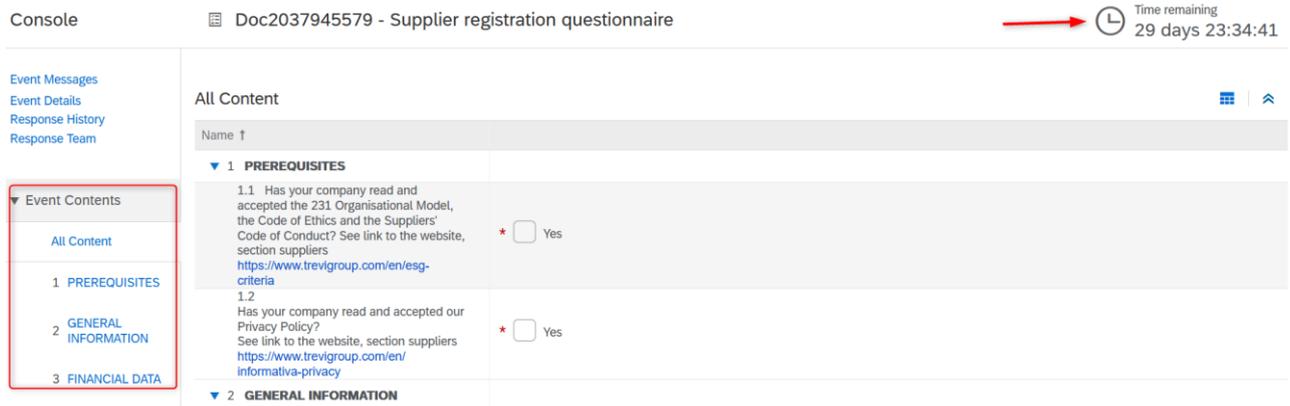


To access the questionnaire and fill it out, the supplier must click on the title of the Questionnaire.

#### 3.1 Filling in and Sending the Registration Questionnaire

Within the questionnaire there will be, in addition to the content, the remaining time for completion.

After filling out the questionnaire, the supplier can submit it for approval by clicking **Submit entire response** and wait for it to be Approved or Rejected.



<ul style="list-style-type: none"> <li>All Content</li> <li>1 PREREQUISITES</li> <li>2 GENERAL INFORMATION</li> <li>3 FINANCIAL DATA</li> </ul>	<p>employees in the last fiscal year</p> <p>2.14 Enter the total number of workers in the last fiscal year (if it's not available insert 0)</p> <p>2.15 Have you ever worked with our company (or companies of our Group) in the past?</p> <p>2.17 Enter the company name of the main customers served in the last 3 years in the construction or machinery sector</p> <p>2.18 Please attach valid Chamber of Commerce certificate</p> <p><b>3 FINANCIAL DATA</b></p> <p>3.1 Turnover of the last year (the reference currency is EUR, if it's not available insert 0)</p> <p>3.2 Turnover of the second last year (the reference currency is EUR, if it's not available insert 0)</p> <p>3.3 Turnover of the third last year (the reference currency is EUR, if it's not available insert 0)</p>	<p><input type="text"/></p> <p>* <input type="text"/></p> <p>* Unspecified ▾</p> <p>* <input type="text"/></p> <p>Attach a file</p> <p>* <input type="text"/></p> <p>* <input type="text"/></p> <p>* <input type="text"/></p>
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(\*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import

To confirm the submission of the questionnaire, the supplier must click **OK**.

**Submit this response?**

Click OK to submit.

OK
Cancel

When TREVIgroup approves the registration questionnaire, the supplier receives the following e-mail

Approved: Supplier registration with TreviGroup - TEST Posta in arrivo x

**Ariba Administrator** <no-reply@eusmtp.ariba.com>  
a me ▾

TreviGroup - TEST

Hello JB Supplier,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with TreviGroup - TEST.

[Click Here](#)

Sincerely,  
TreviGroup - TEST

## 3.2 Edit Registration Questionnaire

The supplier may, at any time, update the Registration questionnaire.

The supplier must select '**Ariba Proposals & Questionnaires**' from the drop-down menu and click on the registration questionnaire to edit it.

The screenshot shows the SAP Ariba interface. At the top, there is a navigation bar with the SAP logo, a dropdown menu set to 'Ariba Proposals and Questionnaires', and a 'Standard Account' label. A red 'TEST MODE' button is visible. On the right, there are icons for chat, help, and user profile (MP). Below the navigation bar, there are tabs for 'Q8 - TEST', 'TREVIGROUP - TEST', and 'MORE...'. The main content area is divided into two sections. The left section shows 'There are no matched postings.' The right section contains a welcome message: 'Dear Supplier, welcome in the Trevi Group section within your Ariba Network profile. Inside this page you can find the section for the Registration and Qualification questionnaires and the section for the Certificates'. Below this, there is a 'Home' button and an 'Events' section with a table showing 'No items'. The 'Registration Questionnaires' section is active, displaying a table with columns: Title, ID, End Time, and Status. A dropdown menu is set to 'Status: Open (1)'. One item is listed: 'Supplier registration questionnaire' with ID 'Doc2037945579', End Time '8/7/6107 13:37', and Status 'Registered'. The 'Supplier registration questionnaire' link is highlighted with a red box.

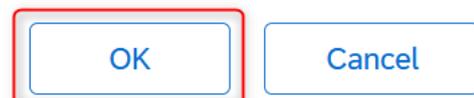
Click on **Revise Response**

The screenshot shows the SAP Ariba interface. At the top, there is a console with a message: 'You have submitted a response for this event. Thank you for participating.' Below this, there is a blue button labeled 'Revise Response' with a red box around it. The main content area is divided into two sections. The left section shows 'Event Contents' with a dropdown menu set to 'All Content'. Below this, there is a list of prerequisites: '1 PREREQUISITES', '2 GENERAL INFORMATION', and '3 FINANCIAL DATA'. The 'PREREQUISITES' section is expanded, showing two items: '1.1 Has your company read and accepted the 231 Organisational Model, the Code of Ethics and the Suppliers' Code of Conduct? See link to the website, section suppliers' with a 'Yes' status, and '1.2 Has your company read and accepted our Privacy Policy? See link to the website, section suppliers' with a 'Yes' status. The 'Revise Response' button is highlighted with a red box.

A pop-up appears, advising that a response has already been sent to that event. Click on "OK".

### Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.



The supplier can now make changes to the Questionnaire and submit it again for approval by clicking on **Submit Entire Response**

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 PREREQUISITES
- 2 GENERAL INFORMATION
- 3 FINANCIAL DATA

All Content

Name ↑

▼ 1 PREREQUISITES	
1.1 Has your company read and accepted the 231 Organisational Model, the Code of Ethics and the Suppliers' Code of Conduct? See link to the website, section suppliers <a href="https://www.trevigroup.com/en/esg-criteria">https://www.trevigroup.com/en/esg-criteria</a>	* <input checked="" type="checkbox"/> Yes
1.2 Has your company read and accepted our Privacy Policy? See link to the website, section suppliers <a href="https://www.trevigroup.com/en/privacy-policy">https://www.trevigroup.com/en/privacy-policy</a>	* <input checked="" type="checkbox"/> Yes

(\*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

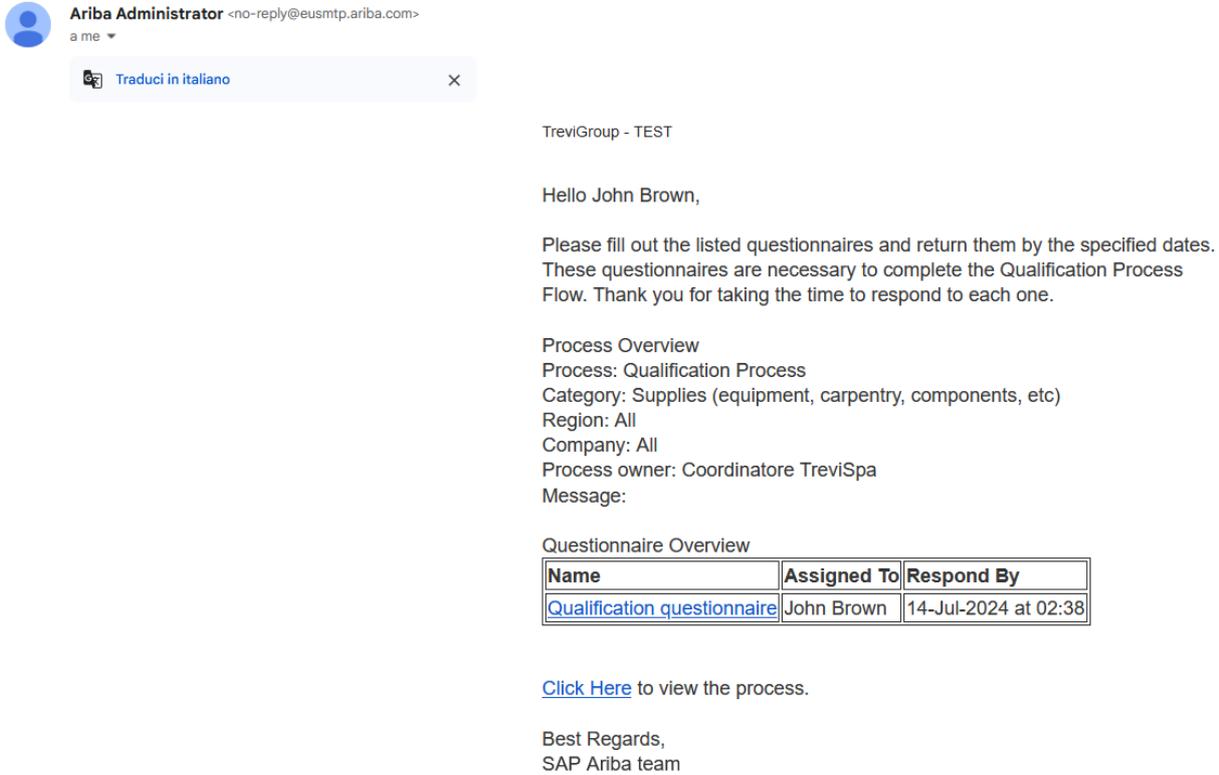
To confirm and sending the questionnaire for approval, the supplier must click **OK**.

✓ Submit this response?

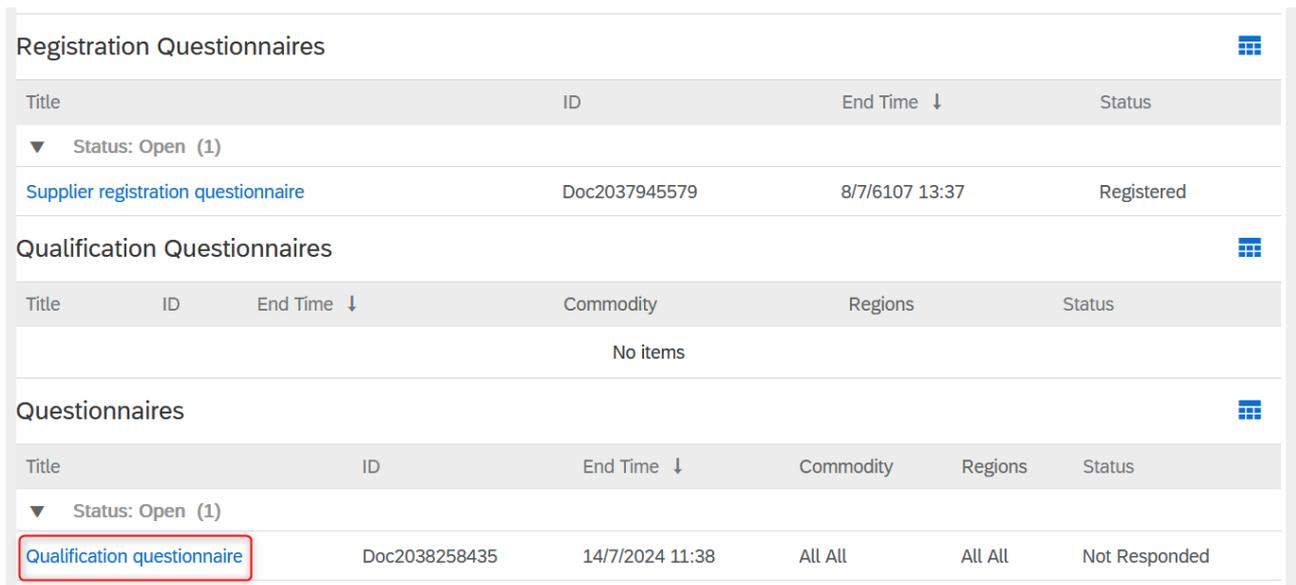
Click OK to submit.

## 4 Supplier Qualification

If TREVI Group initiates a Qualification process for the Supplier, the Supplier receives the following e-mail



The supplier can access the qualification questionnaire by clicking on the link within the **Qualification questionnaire** email or from their main page



### 4.1 Completion and Submission of the Qualification Questionnaire

Within the Questionnaire, in addition to the content, the supplier has the remaining time to respond.

Console Doc2038258435 - Qualification questionnaire Time remaining  
29 days 23:45:24

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

Name ↑	
1 What type of product/service does your company provide?	* Supplies (equipment, carpentry, components, etc) ↓
2 ENVIRONMENT	
2.1 ENVIRONMENT	
2.1.1 Is your company ISO 14001 (Environment) certified or equivalent (e.g., EMAS)?	* Unspecified ↓
2.2 ENERGY	
2.2.1 Is your company ISO 50001 (Energy) certified?	* Unspecified ↓
2.3 GREENHOUSE GAS	
2.3.1 Is your company ISO 14064 (Greenhouse Gas) certified?	* Unspecified ↓
3 SOCIAL	

By answering positively to questions related to certifications, the supplier must include, in addition to the attachment containing the certification, also the expiration date of the certification.

2.1 ENVIRONMENT	
2.1.1 Is your company ISO 14001 (Environment) certified or equivalent (e.g., EMAS)?	* Yes ↓
2.1.2 Please attach ISO 14001 (Environment) certificate or equivalent (e.g., EMAS)	
2.1.2.1 Expiry Date	* <input type="text"/>  ←
2.1.2.2 Attachment	* Attach a file

By clicking on **Attach a file**, the supplier can select the file to be added to the questionnaire by clicking on **the Browse** button and then clicking on **OK**.

Add Attachment OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Sfogli... ISO14001.docx  
Or drop file here

OK Cancel

By answering "No" to questions about certifications, the supplier must answer alternative questions that will appear if the certification is answered negatively.

Some questions represent binding minimum requirements for the successful completion of the Qualification.

3 SOCIAL	
3.1 HEALTH AND SAFETY	
3.1.1 Is your company ISO 45001 (Health and Safety) certified?	* No ↓
3.1.3 Has your company identified the figures with health and safety responsibilities (Employer, PPSM, Competent Doctor)?	* No ↓
3.1.4 Attention! If you answer NO to the previous question, It will not be possible to accept the qualification	
3.1.5 Does your company assess and control risks related to its business?	* Yes ↓

After filling out the qualification questionnaire, click on **Submit Entire Response**

▼ 4.5 PRIVACY	
4.5.1 If your company processes Personal Data of the Trevi Group, is a system in place to protect them in accordance with GDPR REG EU 2016/679?	* Yes
▼ 5 SENDER INFORMATION	
5.1 I confirm that the information entered on this Portal for the purpose of qualification is true, accurate and complete to the best of my knowledge	* <input checked="" type="checkbox"/> Yes
5.2 I confirm that I am duly authorised to complete the qualification process on behalf of my Company	* <input checked="" type="checkbox"/> Yes
(*) indicates a required field	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 2px solid red; padding: 2px;"><b>Submit Entire Response</b></div> <div>Save draft</div> <div>Compose Message</div> <div>Excel Import</div> </div>	

Confirm the submission of the Questionnaire by clicking **OK**.

✓ **Submit this response?**

Click OK to submit.

OK

Cancel

The supplier receives the following e-mail when TREVI Group approves the Qualification questionnaire:

Process update: TreviGroup - TEST changed the status for Qualification Process Flow

Posta in arrivo x



**Ariba Administrator** <no-reply@eusmtp.ariba.com>  
a me ▾

12:07 (2 minuti fa)

TreviGroup - TEST

Hello John Brown,

You can review the details by going to the Process detail page [Click Here](#) .  
If you have any questions, please contact the process owner.

Process Overview

Process: Qualification Process

Category: Supplies (equipment, carpentry, components, etc)

Region: All

Company: All

New Decision: Qualification approved

Process owner: Coordinatore TreviSpa

Best,  
SAP Ariba team

## 4.2 Edit Qualification Questionnaire

The supplier may, at any time, update the Qualification Questionnaire, for example to upload an updated certification when its expiration date is coming.

The supplier must select '**Ariba Proposals & Questionnaires**' from the drop-down menu and click on the Qualification Questionnaire to edit it.

SAP Ariba Proposals and Questionnaires Standard Account TEST MODE

Q8 - TEST TREVIGROUP - TEST MORE...

There are no matched postings.

Dear Supplier, welcome in the Trevi Group section within your Ariba Network profile. Inside this page you can find the section for the Registration and Qualification questionnaires and the section for the Certificates

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc2037945579	8/7/6107 13:37	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Qualification questionnaire	Doc2038258435	8/7/6107 14:14	All All	All All	Approved

## Click on Revise Response

Console

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

2 ENVIRONMENT  
3 SOCIAL  
4 GOVERNANCE  
5 SENDER INFORMATION

If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do not need to change any of your current answers, your customer cannot complete their evaluation until you re-submit the questionnaire.

Revise Response

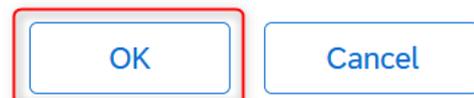
All Content

Name ↑	
1 What type of product/service does your company provide?	Supplies (equipment, carpentry, components, etc)
▼ 2 ENVIRONMENT	
▼ 2.1 ENVIRONMENT	
2.1.1 Is your company ISO 14001 (Environment) certified or equivalent (e.g., EMAS)?	Yes
▼ 2.1.2 Please attach ISO 14001 (Environment) certificate or equivalent (e.g., EMAS)	
2.1.2.1 Expiry Date	Mar 30, 2025

A pop-up appears, advising that a response has already been sent to that event. Click on "OK".

## ⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.



The supplier can now make changes to the Questionnaire and submit it again for approval by clicking on **Submit Entire Response**

Console

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 2 ENVIRONMENT
- 3 SOCIAL
- 4 GOVERNANCE
- 5 SENDER INFORMATION

All Content

Name ↑

1	What type of product/service does your company provide?	* Supplies (equipment, carpentry, components, etc) ↓
▼ 2	<b>ENVIRONMENT</b>	
▼ 2.1	<b>ENVIRONMENT</b>	
2.1.1	Is your company ISO 14001 (Environment) certified or equivalent (e.g., EMAS)?	* Yes ↓
▼ 2.1.2	<b>Please attach ISO 14001 (Environment) certificate or equivalent (e.g., EMAS)</b>	
2.1.2.1	Expiry Date	* Mon, 30 Jun, 2025 📅
2.1.2.2	Attachment	* 📎 ISO14001.docx ↓ Update file Delete file

(\*) indicates a required field

**Submit Entire Response** | Reload Last Bid | Save draft | Compose Message | Excel Import

To confirm and sending the questionnaire for approval, the supplier must click **OK**.

✓ Submit this response?

Click OK to submit.

OK | Cancel