



Supplier Collaboration Portal

Operative Manual – Vendor Self-Registration

Version 1.0

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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 different 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 asset/service suppliers, according to the requirements and quality/sustainability standards required 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 information and the documentation related to the suppliers.

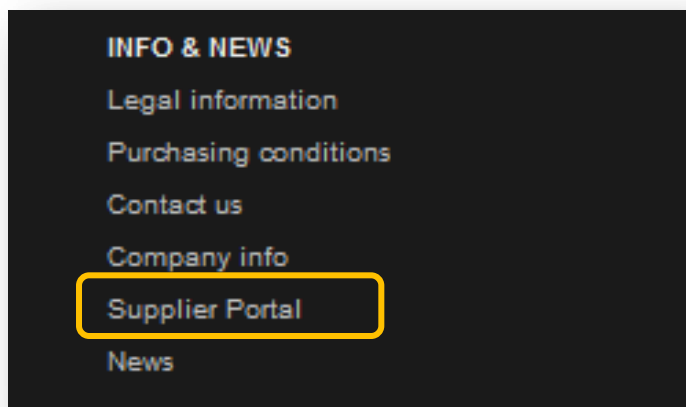
This manual is dedicated to the suppliers **willing to present an application** for a specific supply type and are **not already present in the Pirelli supplier pool**.

1. Access to the portal

The vendors willing to establish commercial relationship with Pirelli can present an application through the Pirelli internet page at the following address:

<http://www.pirelli.com>

In the home page, click on the link 'Business Partner' (in the lower right corner) to access the informative page containing the basic information and the useful links to start the self-registration process and manage the following activities necessary to complete the Qualification process.



In the page two links are provided:

- **“First registration”**: link to the page dedicated to the completion of the **self-registration questionnaire**
- **“Access to the Supplier Portal”**: link to the authentication page of the system. Here, entering the access credentials (userID and password), it is possible to complete/update the **Qualification questionnaire** of interest.

2. The self-registration questionnaire: access page

Clicking on the link “First registration” the following page will be displayed, from where it is possible to access the **self-registration Questionnaire**:



PIRELLI

Introduzione

Selezionare il Paese dove si desidera fornire: *

Selezionare la Categoria Prodotto / Servizio che si desidera fornire: *

Per consultare e scaricare il Manuale d'Uso dell'applicazione, cliccare sul seguente link:
[Manuale Utente - Autocandidatura](#)

Vai al Questionario

The self-registration questionnaire is the tool provided by Pirelli to gather the personal data and contacts of the vendor as well as all the information considered significant in order to give a first evaluation about the eligibility of the vendor.

2. The self-registration questionnaire: selection of Country/Category

In this view, two search help buttons are available. Through the buttons it is possible to select the country and the category of products/services for which the vendor is applying.

The main interface shows the Pirelli logo and the title "Introduzione". It contains two required fields: "Selezionare il Paese dove si desidera fornire: *" and "Selezionare la Categoria Prodotto / Servizio che si desidera fornire: *". Each field has a search help button (magnifying glass icon). A red arrow points from the search help button of the "Paese" field to a window titled "Questionario di Autocandidatura / Qual...". This window shows a list with "IT" selected under the "P..." column and "Italia" in the "Definizione" column. Another red arrow points from the search help button of the "Categoria" field to a window titled "Questionario di Autocandidatura / Qualifica". This window shows a list of categories with "IT" selected under the "P..." column. Both windows have "OK" and "Interrompere" buttons. A blue box with "OK" is shown next to the "OK" button in the "Qualifica" window.

Select the Country of interest among those for which there exist an open Vendor List and click on the button **OK**

Select the Category of product/service of interest among those open for the selected country and click on the button **OK**



To maximize the windows and have a full view of the descriptions, click on the button



2. The self-registration questionnaire: access to the completion

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

The self-registration questionnaire is organized in four data areas (in the following, “tabs”):



General Company data

In this tab is necessary to enter the fiscal data of the company, the address of the legal and operative base (if the two are different) and the personal data of the Contact Person.

The tab can be completed only during the self-registration phase, and it is no modifiable afterwards.

Sustainability and HSE data

It is the tab to gather the information about the the company approach to issues regarding social responsibility, health, safety and environment.

Industry Specific data

In this tab it is necessary to insert the information about the company management regarding the performances, the resources employed and the quality system in use.

Information

In the last tab it is possible to specify other categories/countries of interest to the vendor, for a possible supply relationship with Pirelli.



It is suggested to **read preliminarily** all the questions of the questionnaire. This is in order to gather all the needed information (even those not yet available) **before** proceeding with the completion of the questionnaire. Note in fact, that the self-registration process **does not allow to save a draft** of the provided data.

2. The self-registration questionnaire: the “General Company data” tab


Function buttons

Controlla Invia

Dati Aragrafici e Amministrativi | Sostenibilità e Dati HSE | Dati Specifici dell'Attività | Dati Informativi

Dati generali


Ragione sociale: *

Lingua: * 

Partita IVA: *

Dati sede legale

Città: *

Paese: * 

Via: * Num. Civico: *

Codice Postale: *

Numero Telefono: *

Clicking on the button above it is possible to activate a menu to search the values in the personal data stored in the system

The fields marked with a red star (*) **must** be filled in.

If one or more of the mandatory fields are not completed or if the data inserted are not compatible with the format of the field (e.g. a text in a 'date' or 'numeric' field) the system will display an error message.

These errors can be removed adding or correcting the requested information.

2. The self-registration questionnaire: the “General Company data” tab

Contact Person data

The Contact Person is, first of all, the person who fills in the questionnaire. Moreover, he represents the reference for the exchange of communications with Pirelli and the subject who will receive the credentials to access the system and finalize the Qualification process, in case the vendor profile was of interest for Pirelli.

In this section of the “General Company data” tab, the person (Contact Person) acting on account of the company or as an independent professional, must fill in his own personal data.

The screenshot shows a web form titled "Dati persona di contatto". The form contains the following fields:

- Intestazione: * (dropdown menu)
- Nome: * (text input)
- Cognome: * (text input)
- E-mail: * (text input)
- Numero Telefono: * (text input)
- Cellulare: (text input)
- Numero Fax: (text input)
- Paese: * (dropdown menu with a copy icon)
- Lingua: * (dropdown menu with a copy icon)
- Funzione aziendale e ruolo ricoperto: * (text input)
- La persona di contatto indicata ha la procura legale ad agire in nome e per conto della Società rappresentata?:

Red arrows point from the explanatory text to the form fields: one to the title, one to the "Funzione aziendale e ruolo ricoperto" field, and one to the radio button.

The Contact Person must specify the function he/she belongs to and the role covered in the company (e.g. Commercial Department, Sales Responsible-Italy...)

The Contact Person must flag this field when answering this question if he/she is entitled to act on account of the company he is representing

2. The self-registration questionnaire: the “General Company data” tab

Compliance clauses

In the “General company data” there is a specific section where it is possible to declare the reading and acceptance of the general conditions established by Pirelli as far as sustainability and supply are concerned.

The documentation to be consulted for an aware choice is available by clicking on the links reported next to each question.

Conformità ai requisiti Pirelli

- Dichiaro di aver letto e accettato le clausole di Sostenibilità di Pirelli, disponibili al seguente indirizzo: *
http://www.pirellityre.com/en_IT/browser/attachments/pdf/PolicyHSE_CSR_en.pdf
- Dichiaro di aver letto e accettato le Condizioni Generali di fornitura Pirelli, disponibili al seguente indirizzo:
http://www.pirelli.com/default/mediaObject/pirellityre/techimage/ww/en/MRO_Equipment_new/original/MRO_Equipment_new.pdf



- It is mandatory to accept the clauses about Sustainability, while the acceptance of the General Supply Conditions – though not mandatory – contributes to the self-registration score
- The acceptance given in this phase is not reversible and will be considered valid in all the subsequent relationships with Pirelli

2. The self-registration questionnaire: the “Sustainability and HSE Data” tab

Dati Anagrafici e Amministrativi **Sostenibilità e Dati HSE** Dati Specifici dell'Attività Dati Informativi

• ASPETTI SOCIALI

L'azienda verifica l'età dei lavoratori prima dell'assunzione e si accerta che tutti i propri dipendenti possiedano l'età minima definita dalla legge?

▼

L'azienda certifica che tutti i lavoratori siano dotati di contratto di lavoro scritto e che lavorino su basi volontarie?

▼

L'azienda rispetta il diritto dei lavoratori di libera associazione e di partecipazione ad attività sindacali?

▼

L'azienda certifica che gli stipendi rispettino gli standard minimi stabiliti dalla legge, se definiti?

▼

L'azienda rispetta ed applica le previsioni legislative/contrattuali in tema di orario di lavoro, straordinari e periodi di riposo?

▼

L'azienda si assicura che le pratiche disciplinari, se ce ne sono, rispettano le clausole di legge?

▼

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

2. The self-registration questionnaire: the “Sustainability and HSE Data” tab

• SALUTE E SICUREZZA

Infortuni degli ultimi tre anni

Anno 1: * ▼

Nr infortuni anno 1: *

Breve descrizione anno 1

Anno 2: * ▼

Nr infortuni anno 2: *

Breve descrizione anno 2

Anno 3: * ▼

Nr infortuni anno 3: *

Breve descrizione anno 3

Indice di frequenza infortuni degli ultimi tre anni [IF = numero di infortuni * 1000000 / (ore lavorate)]

Anno 1: * ▼

Valore indice IF: *

2000 ▲

2001

2002

2003

2004

2005

2006

2007

2008

2009 ▼

In the menus of the field “Year”, use the vertical scroll bar to search the desired year.

The fields of the kind *Box* allow to insert extended description. These descriptions can have length up to 1000 chars (the eventual exceeding text will not be saved on the system)

The field of the kind *String* are dedicated to shorter descriptions, and the system in this case will not activate a vertical scroll bar when the inserted text exceeds the visible area.

2. The self-registration questionnaire: the “Company specific Data” tab

Dati Anagrafici e Amministrativi | Sostenibilità e Dati HSE | **Dati Specifici dell'Attività** | Dati Informativi

• VALUTAZIONE DELLA GESTIONE D'IMPRESA CON RIFERIMENTO ALL'ATTIVITA' SVOLTA

Contratto Nazionale di Appartenenza

Indicare il Contratto Nazionale di Appartenenza: *

Estremi del certificato di iscrizione alla Camera di Commercio e Industria

Rilasciato da: *

In data: * 


Breve descrizione dell'attività registrata

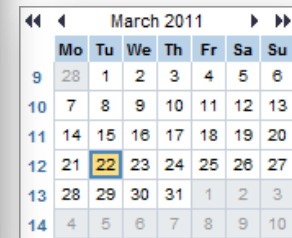
• FORZA LAVORO

Dichiarazione di regolarità contributiva

Nr iscrizione INPS: *

Nr iscrizione INAIL: *

Clicking on the button  a window will open, where it is possible to select the desired date



March 2011							
Mo	Tu	We	Th	Fr	Sa	Su	
9	28	1	2	3	4	5	6
10	7	8	9	10	11	12	13
11	14	15	16	17	18	19	20
12	21	22	23	24	25	26	27
13	28	29	30	31	1	2	3
14	4	5	6	7	8	9	10

2. The self-registration questionnaire: the “Informative Data” tab

The screenshot displays the 'Dati Informativi' tab of a self-registration questionnaire. The main interface has four tabs: 'Dati Anagrafici e Amministrativi', 'Sostenibilità e Dati HSE', 'Dati Specifici dell'Attività', and 'Dati Informativi' (highlighted with a red box). Below the tabs are two sections: 'Altri Prodotti / Servizi che potrei fornire...' and 'Altri Paesi che potrei fornire...'. Each section contains five input fields, each with a search help icon (a magnifying glass) to its right. Red boxes highlight these icons, and red arrows point from them to two search windows.

The first search window, titled 'Industry Code: Lista valori generale', shows a search criteria button, a checked box for 'I dati inseriti sono corretti e completi', an 'Aggiungere alla lista valori personale' button, and a table with the following data:

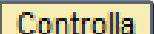
..	DESCRIPTION
M...	Servizi Italia (Società Ingegneria / Consulenza)
M...	Servizi Italia (Professionista)
M...	Servizi Italia (Società Appaltatrice di Servizi)
M...	Servizi Italia (Società Appaltatrice di Lavori - Singola)
M...	Servizi Italia (Società Appaltatrice di Lavori - Multipla)

The second search window, titled 'Codice paese: Lista valori generale', shows a search criteria button, an 'Aggiungere alla lista valori personale' button, and a table with the following data:

Paese
ALL
IT


Clicking on the search help button near the fields Product/Service Category, two windows will be opened, and the vendor can search and select the items of interest among those activated by Pirelli

2. The self-registration questionnaire: control and submission


During the completion of the questionnaire, it is possible to control in any moment the correctness and completeness of the data filled. To start this control, click on the button 

If no errors are detected, the system will confirm that the control ended correctly, displaying the following message:

 I dati inseriti sono corretti e completi

When the information given are considered definitive, proceed with the submission of the application clicking on the button  and wait for the control and transimission processes to end.

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

 La richiesta di candidatura è stata inoltrata



Note that the self-registration process does not allow to save a draft of the inserted data. Moreover, if the sending procedure ends successfully, **is not possible to proceed with new submissions**

3. Notification of the result of the process: eligibility case

Once the self-registration questionnaire has been submitted, the system automatically calculates the score of the vendor according to the answers given and verifies that this score exceeds the minimum threshold established for the self-registration.

If the score obtained is higher than the threshold, the Contact Person specified in the questionnaire is informed of the successful result of the process with an e-mail similar to the following:


Contact Person and Company Name of the vendor

E-mail address available for the vendor to ask for support during the self-registration procedure



Passing the self-registration process **does not imply** that the Vendor is automatically added to the Vendor List for the specific product/service category. Actually, it is up to Pirelli to examine this possibility and finally start the subsequent Qualification phase.

Processo di Autocandidatura: comunicazione esito

Creato  ANON1

Gent. **Mattia Fedele (ditta cargo spa),**

con la presente confermiamo la ricezione della candidatura Sua / della Sua Azienda per la Categoria di Prodotto / Servizio "Servizi Italia (Società Ingegneria / Consulenza)" (Paese IT - Italia) e La ringraziamo per l'interesse dimostrato.

Pirelli si riserva comunque di valutare le informazioni trasmesse per un'eventuale prosecuzione del processo di Qualifica, anche in funzione delle esigenze attuali o future di allargamento del parco fornitori.

Cogliamo l'occasione per porgere distinti saluti.

Pirelli Vendor Support Team

Mail generata automaticamente. Si prega di non rispondere all'indirizzo mittente.

Per eventuali informazioni o richieste di chiarimento, scrivere a: Vendor.Support@pirelli.com


3. Notification of the result of the process: non-eligibility case

If the score obtained is **lower** than the score threshold, the Contact Person receives an e-mail similar to the following, to notify that the profile of the vendor is considered non-eligible for Pirelli:

Contact Person and Company
Name of the Vendor

E-mail address available for the
vendor to ask for support during
the self-registration procedure

Processo di Autocandidatura: comunicazione esito

Creato  ANON1

Gent **lucia sirton (ditta Action spa),**

con riferimento alla candidatura Sua / della Sua Azienda per la Categoria di Prodotto / Servizio "Servizi Italia (Società Ingegneria / Consulenza)" (Paese IT - Italia), siamo spiacenti di comunicarLe che il profilo non è risultato idoneo alle attuali esigenze di Pirelli.

Nel ringraziarLa comunque per l'interesse dimostrato, cogliamo l'occasione per porgere distinti saluti.

Pirelli Vendor Support Team

Mail generata automaticamente. Si prega di non rispondere all'indirizzo mittente.

**Per eventuali informazioni o richieste di chiarimento, scrivere a:
Vendor.Support@pirelli.com**