THE CAREPORT

ADR Aeroporti di Roma

Suppliers Manual

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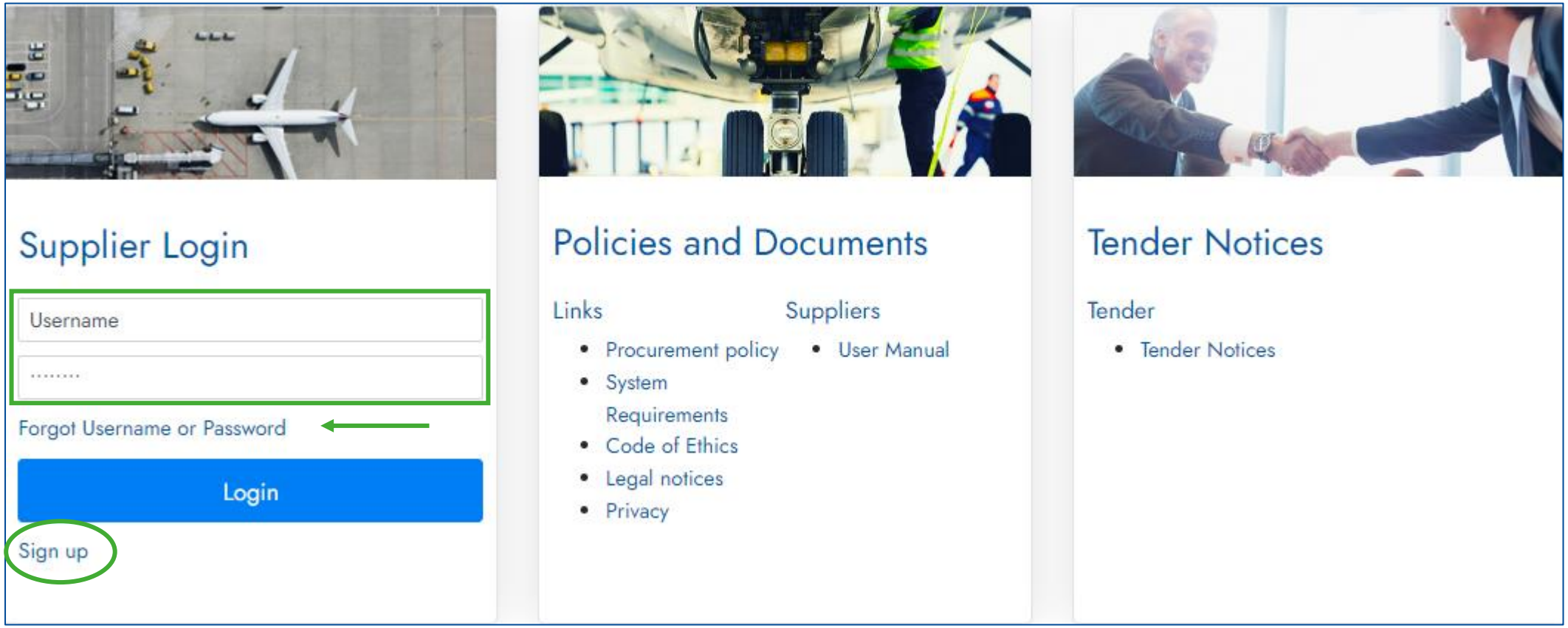
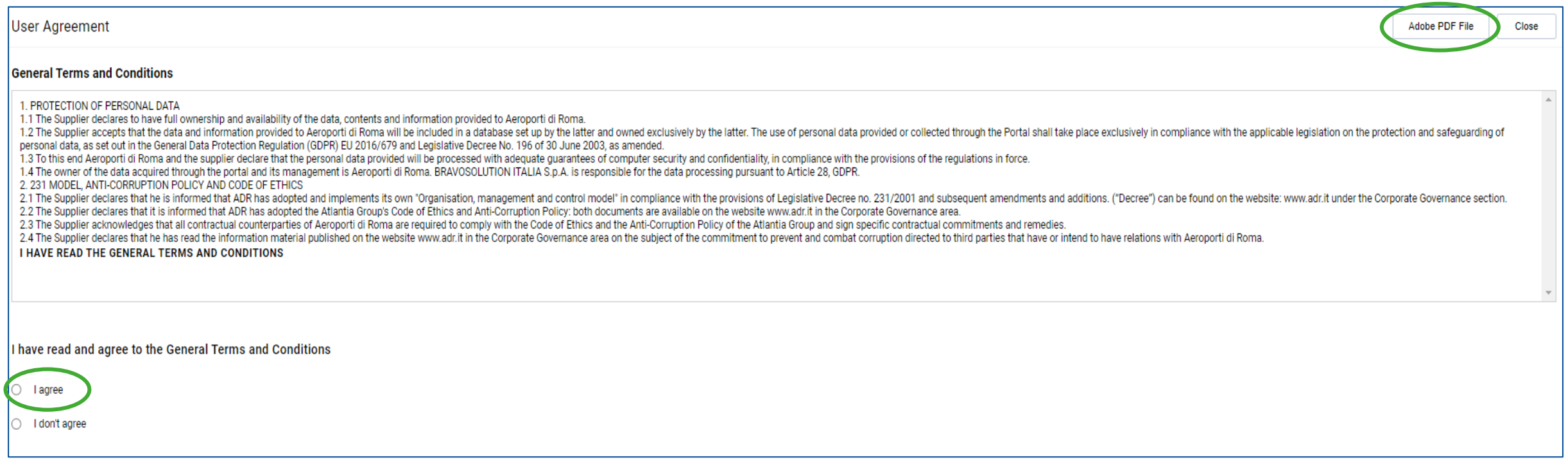
PORTAL ACCESS

To register for the Aeroporti di Roma Supplier Register portal, click on «Sign up».
Otherwise, if you are already registered, type the Username and Password received by e-mail in the appropriate area.
Click on «Forgot Username and Password» to retrieve your access credentials.

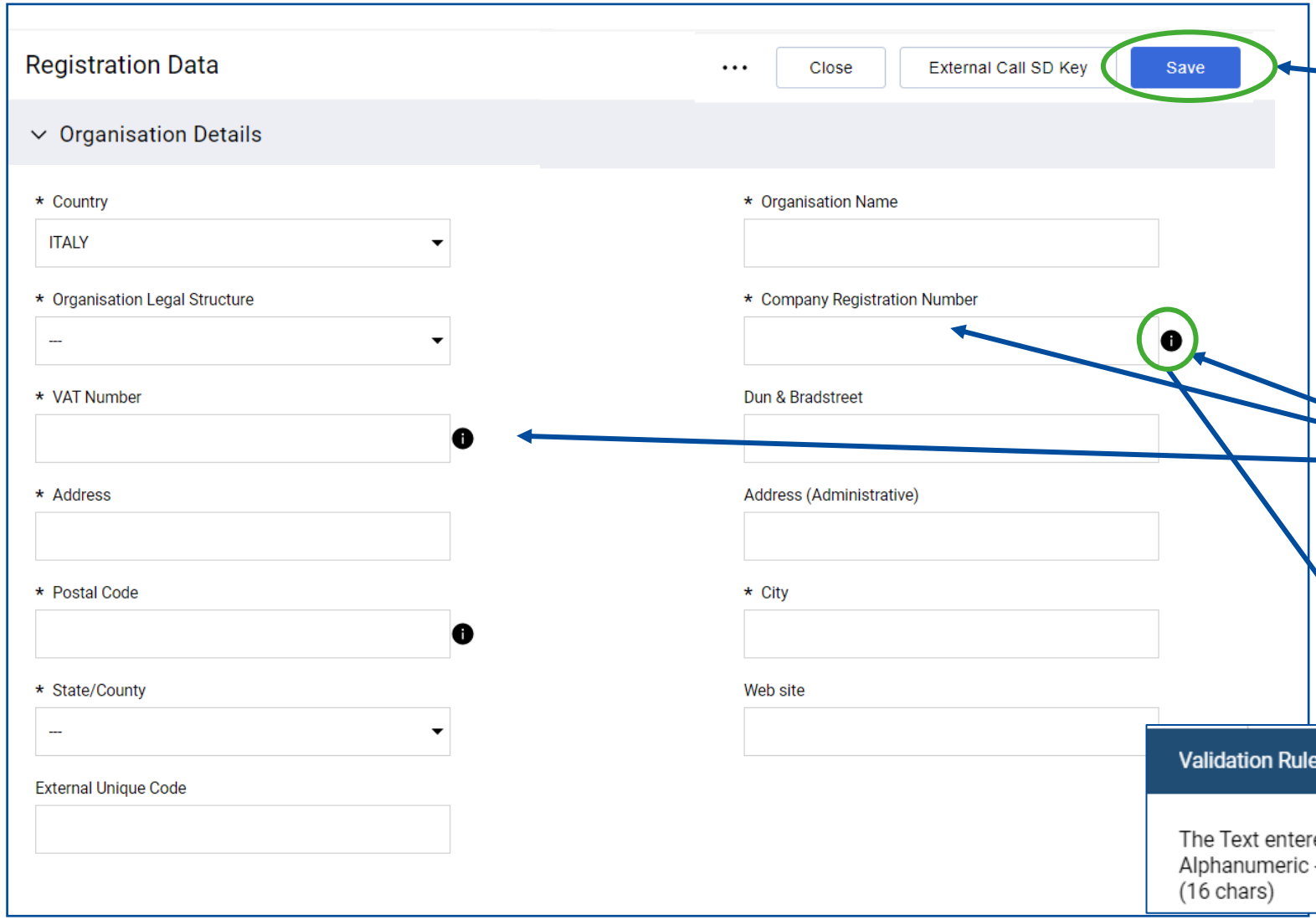


DOCUMENTS ACCEPTANCE



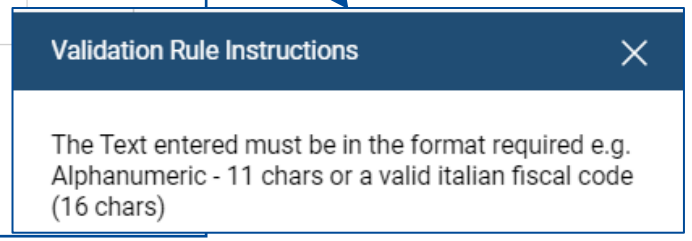
Once you have undertaken the registration process, you will need to accept the documents that will be presented on the first screen. Then click on «I agree».
It is also possible to view documents in Pdf format and save them locally.

ONBOARDING COMPLETION PHASE



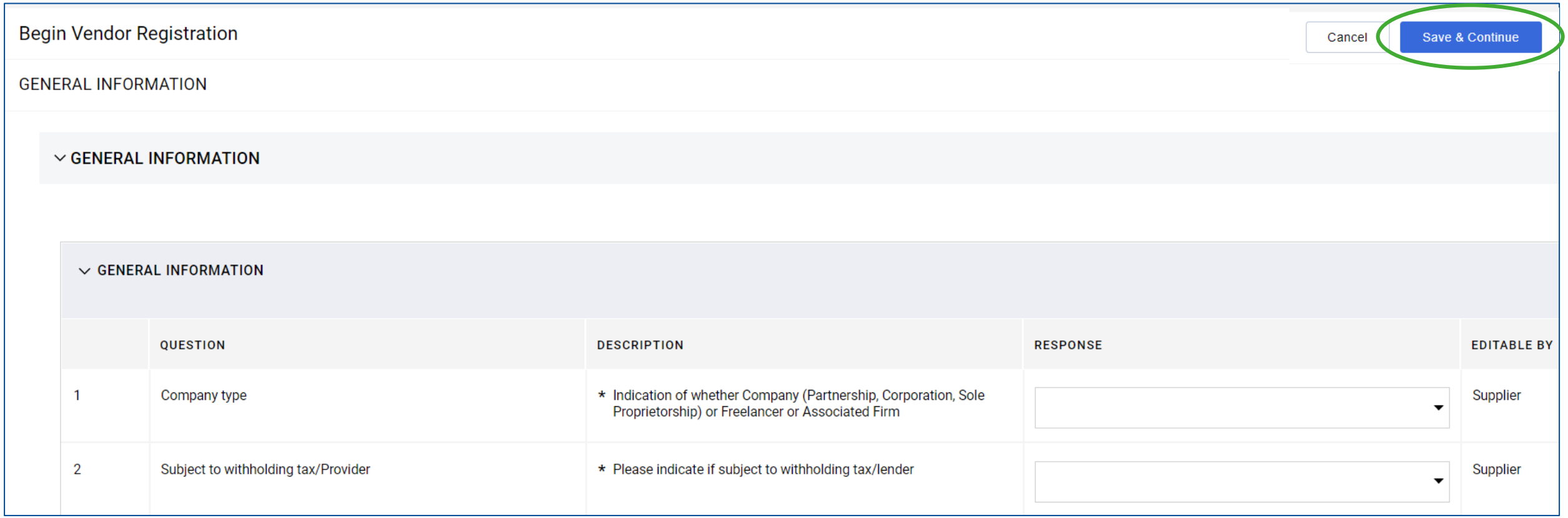
When you have finished filling in the form, click on «Save».

Please complete the registration form by filling in all mandatory fields marked with '*'.
By clicking on the icon, pop-up appears containing instructions on how to fill in the field.



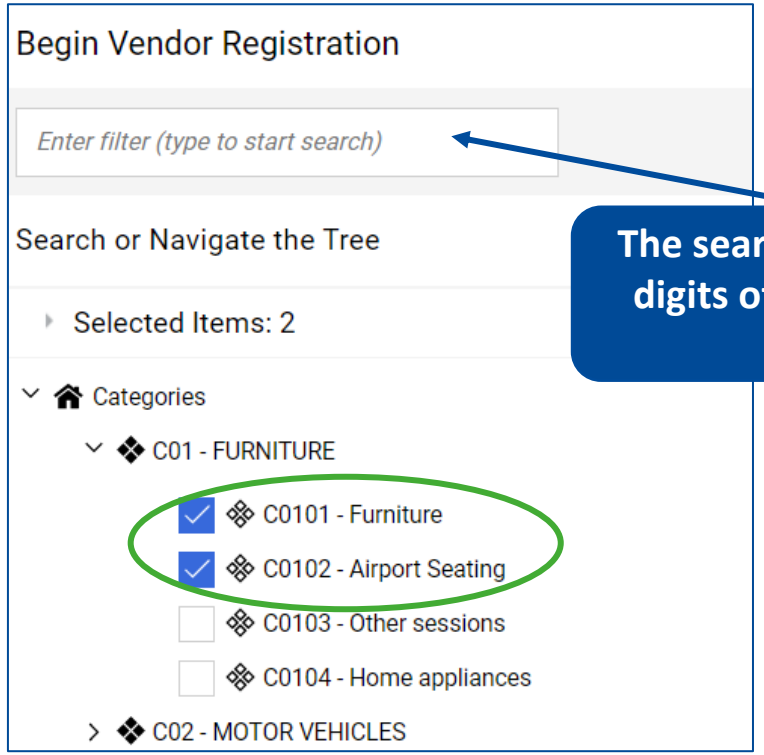
ONBOARDING COMPLETION PHASE

Complete the registration process by filling in the additional mandatory fields that will appear in the General Information form. Then click on «Save & Continue» to save the information entered and move on to the next step.



PRODUCT CATEGORY SELECTION

The last step of the registration process is the mandatory selection of at least one product category. The product categories can be selected from the drop-down menu. The chosen categories will constitute a supplier selection criterion for the ADR user within a project.



The search can be facilitated by typing the first 3 digits of the category you wish to search in the search filter.

Click on «Confirm» to end the selection and proceed with the authorisation.

ABILITATION

After selecting the product categories and completing all mandatory fields within the registration forms, the supplier receives an **authorisation e-mail** at the address indicated during Onboarding.
He then receives a second e-mail containing the **password** that must be changed the first time he logs into the platform.
N.B. The **email address** can be changed at any time and coincides with the **username** requested by the portal during login. By modifying the emali address, will be modified also the username automatically.

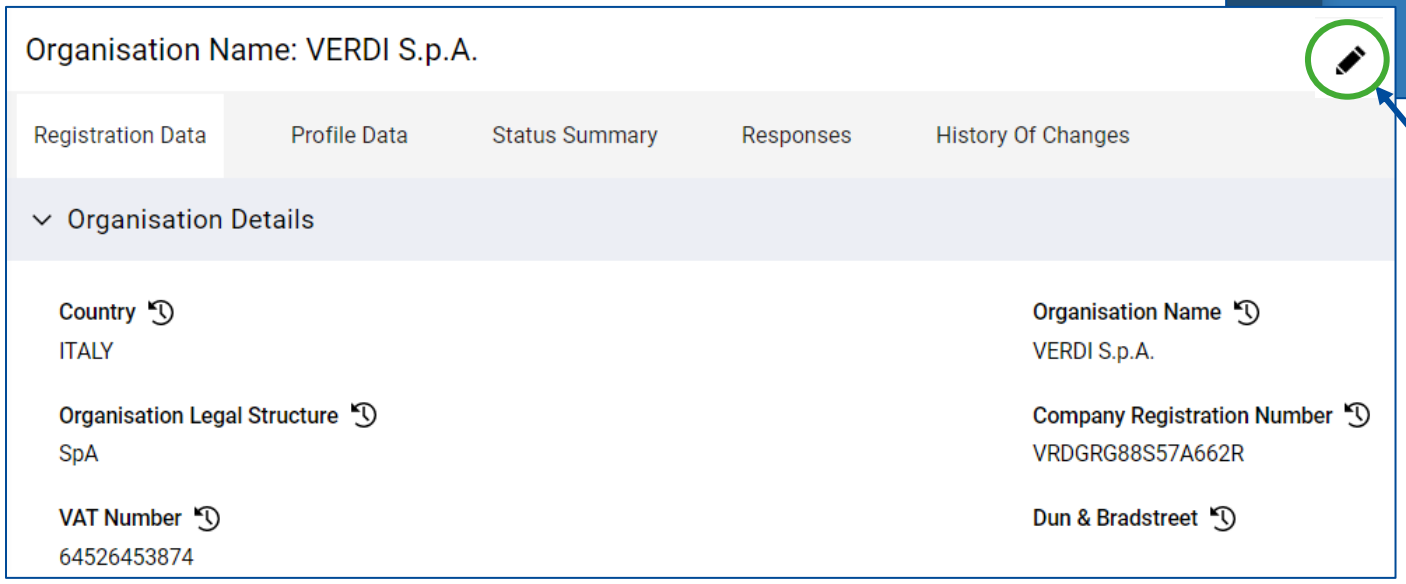
Only after having achieved qualification will the supplier be able to start the process of **sending a request for qualification** or be able to **participate in a public tender.**

If the supplier does not log in for **three years** (inactive supplier), it will be **automatically deactivated** by the portal. A deactivated supplier can no longer log into the portal and cannot be involved in any negotiation events. An **external (off-platform) communication** to an ADR user will be required to request reactivation of the user.
The supplier who is about to be deactivated receives an automatic alert from the portal informing him of the day on which his user is scheduled to be deactivated.
When the supplier logs into the portal, the 3-year count starts again from zero.

SUPPLIER PROFILE ACCESS

After logging into the platform for the first time, the authorised supplier can access the «My Organisation» section via the side navigation bar to view the Registration Data and Profile Data entered during Onboarding.

Registration Data

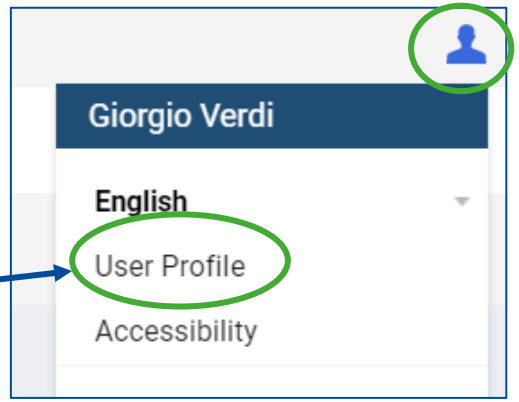


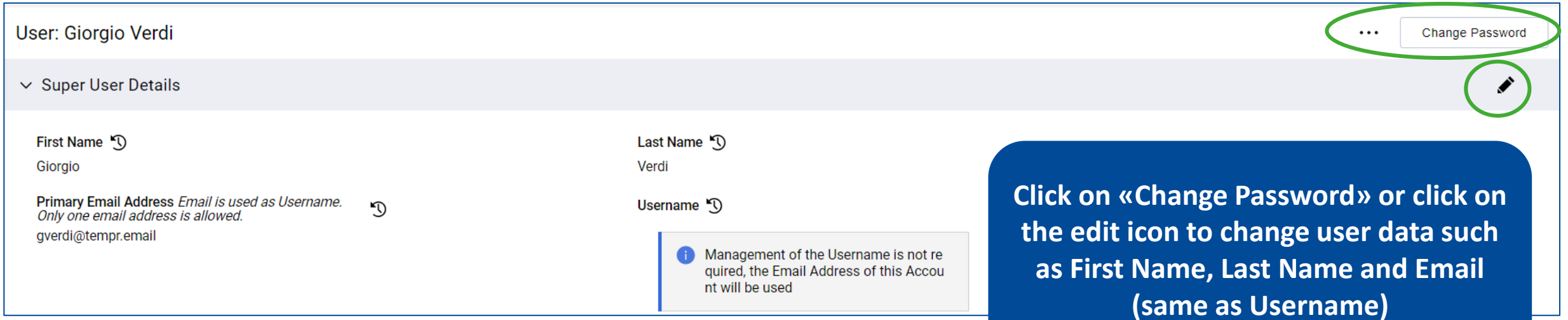
Click on the pencil icon to edit the information.

SUPPLIER PROFILE ACCESS

By clicking on the icon in the top right-hand corner, you can proceed to change your access data such as username and password.

Click on «User Profile».

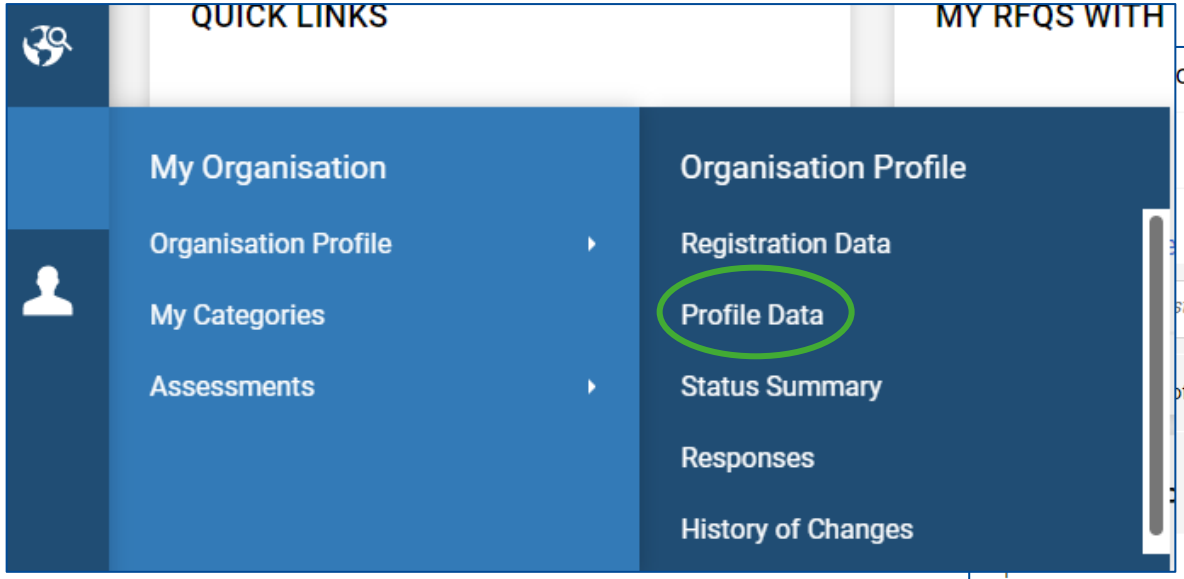


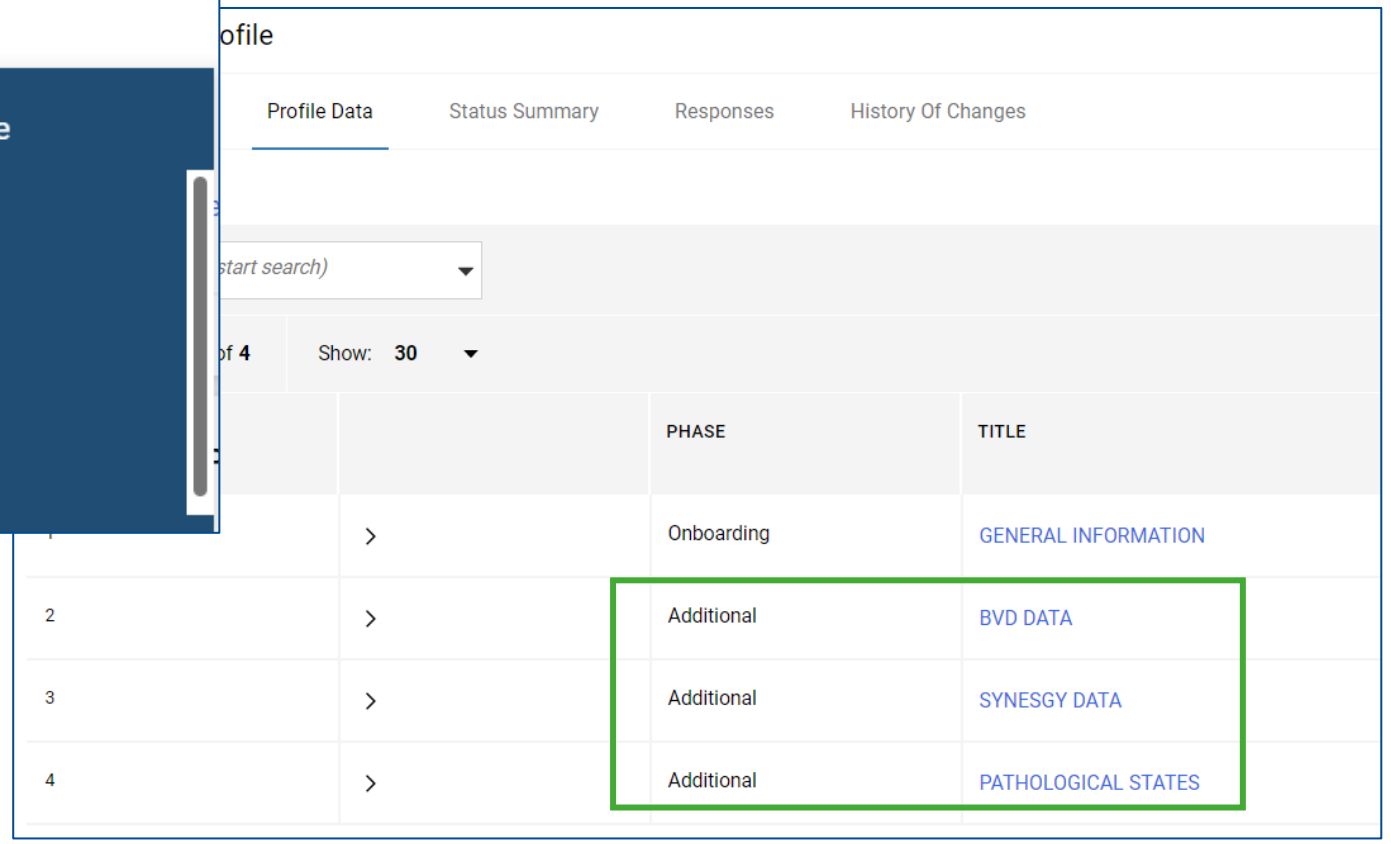


Click on «Change Password» or click on the edit icon to change user data such as First Name, Last Name and Email (same as Username)

SUPPLIER PROFILE ACCESS

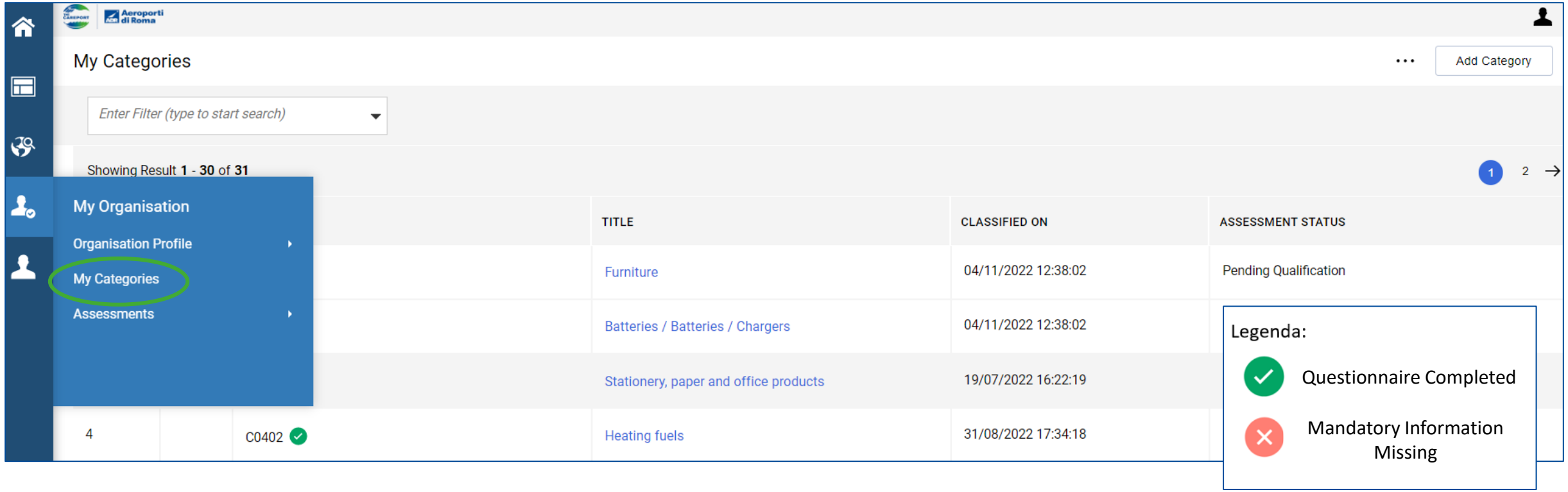
Once you logged in, clicking on «Profile Data» you have access to further information associated with your profile.





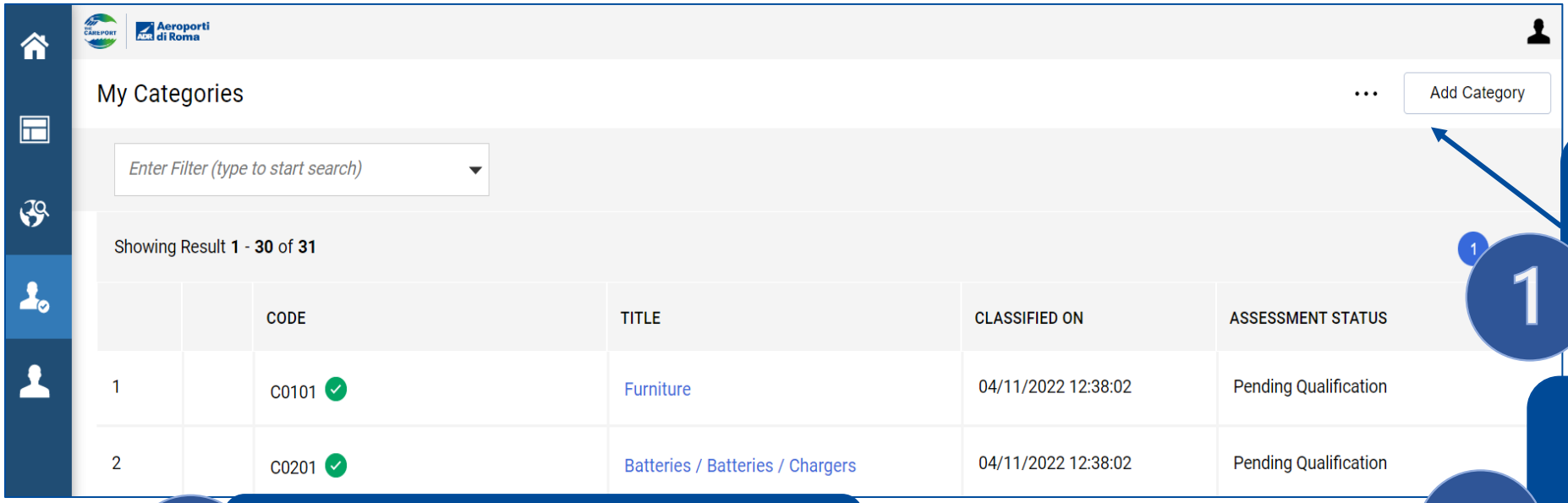
SENDING A REQUEST FOR QUALIFICATION

In order to submit a qualification request, it will be necessary to fill in questionnaires related to the categories selected during onboarding. To access the categories section click on «My Organisation» from the navigation bar and then «My Categories».



Clicking on the category name (in blue) will allow you to proceed directly to filling in the questionnaires or editing them.
It is also possible in this section to add new product categories.

SENDING A REQUEST FOR QUALIFICATION

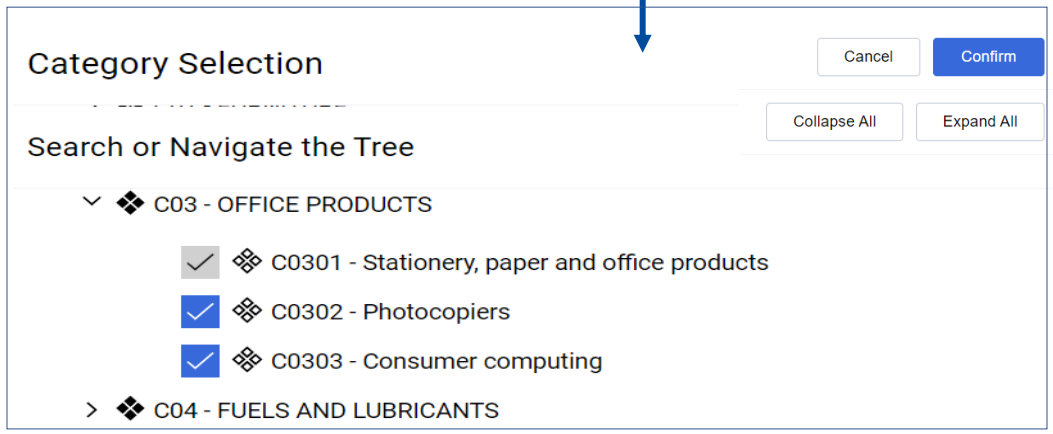


1

To add new categories click on «Add Category».

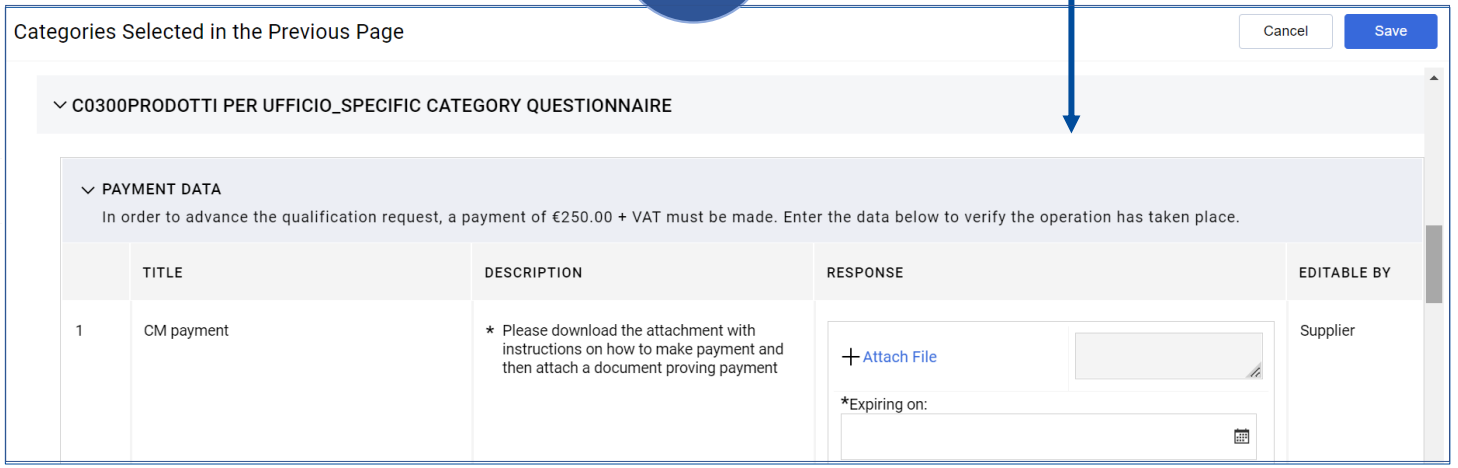
2

Select categories and click on «Confirm».



3

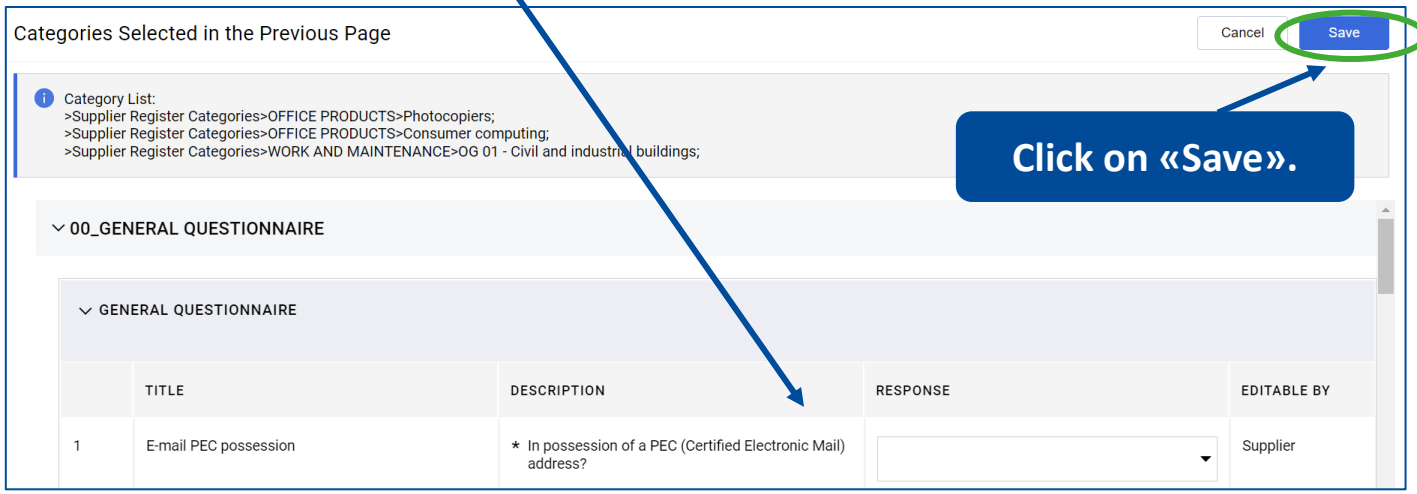
Fill in the missing fields of the questionnaire and save



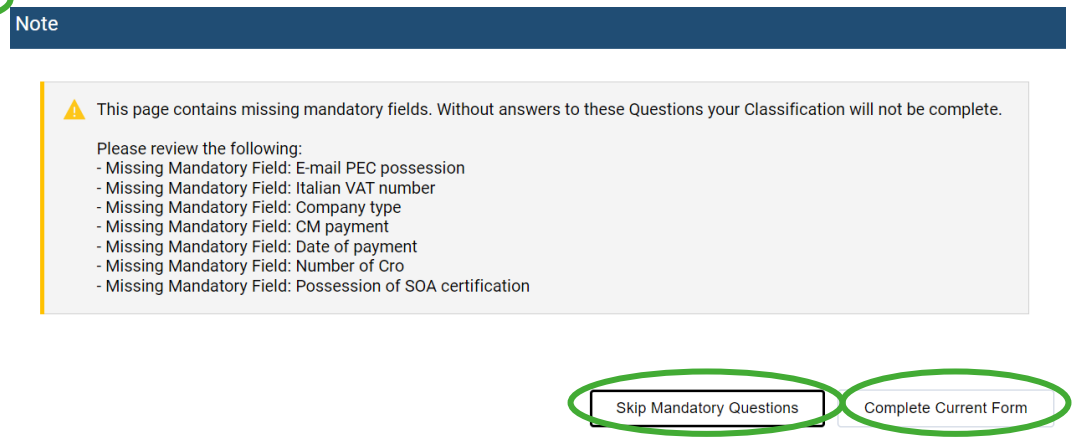
SENDING A REQUEST FOR QUALIFICATION

To submit your request, you must fill in all mandatory fields in the category questionnaires according to the description.

If there are mandatory questions that are not filled in after saving, it is possible to leave the questionnaire as a draft. A pop-up notification will indicate that the supplier cannot proceed to send the qualification request. Click on «Skip Mandatory Questions» to leave the questionnaire in draft or click on «Complete current form» to complete the fields and send the request.



Click on «Save».



N.B. Subsequent evaluation by the ADR user will be by macro-category of the selected sub-categories.

INTEGRATION/AMENDMENT OF QUALIFICATION QUESTIONNAIRES

After the request has been sent, the questionnaire is immediately editable by the supplier. Changes made by the supplier will then be subject to validation.

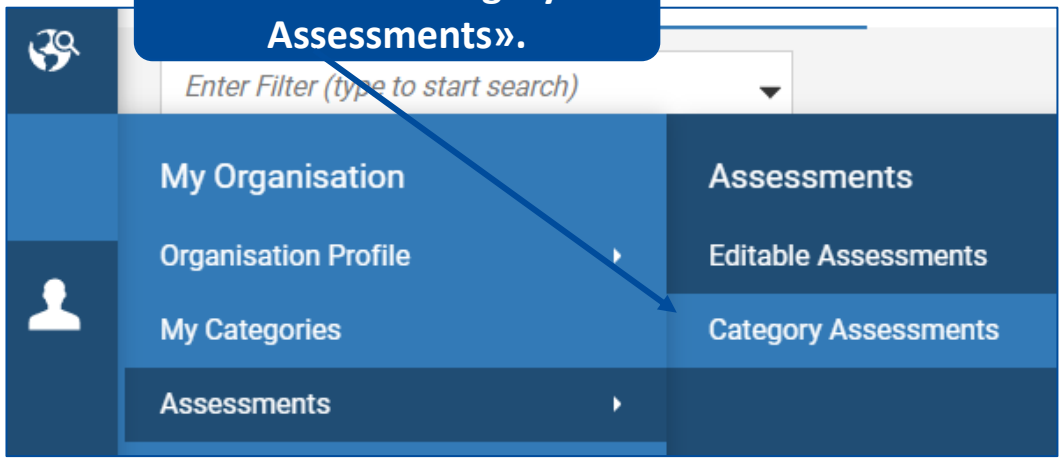
The qualification has a duration of **3 years**
After 2 years and 11 months, the supplier will receive an alert notifying it of the change to the new status «Expiring Qualification» as the payment document is about to expire.
It is possible to enter a new document, but this will not guarantee immediate renewal of the qualification. All changes will have to be verified by the internal user who, following validation of the data provided, will change the qualification status.

In general, the supplier will be notified 30 days before the due date of the documents entered. A second alert will be sent at the deadline.

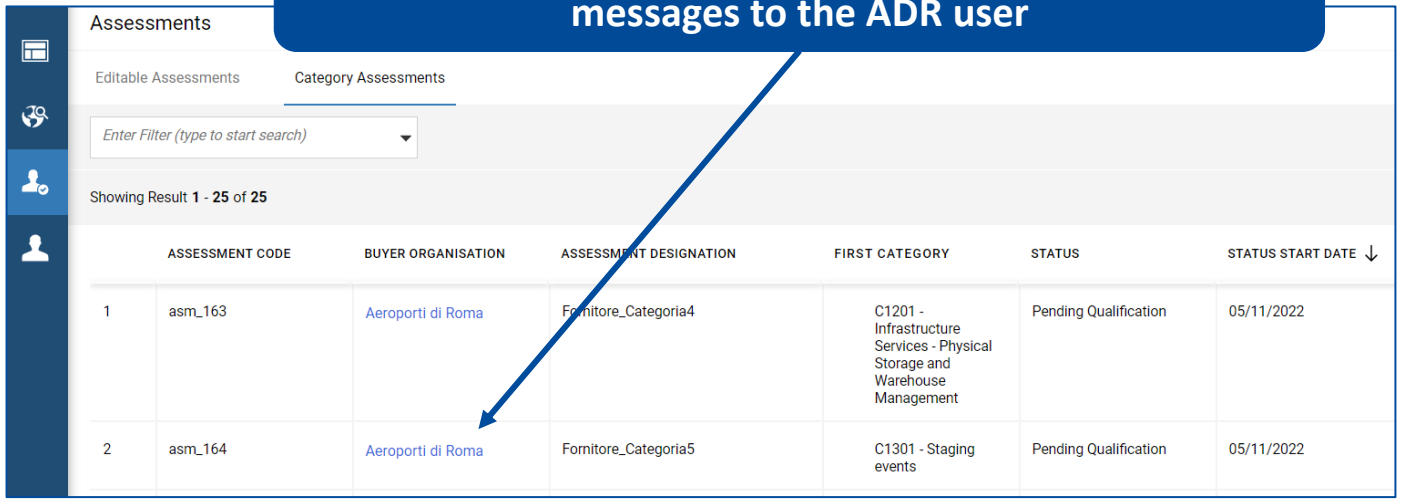
INTEGRATION/AMENDMENT OF QUALIFICATION QUESTIONNAIRES

The supplier has the possibility to send explanations and clarifications to ADR internal users via the message area within each evaluation.

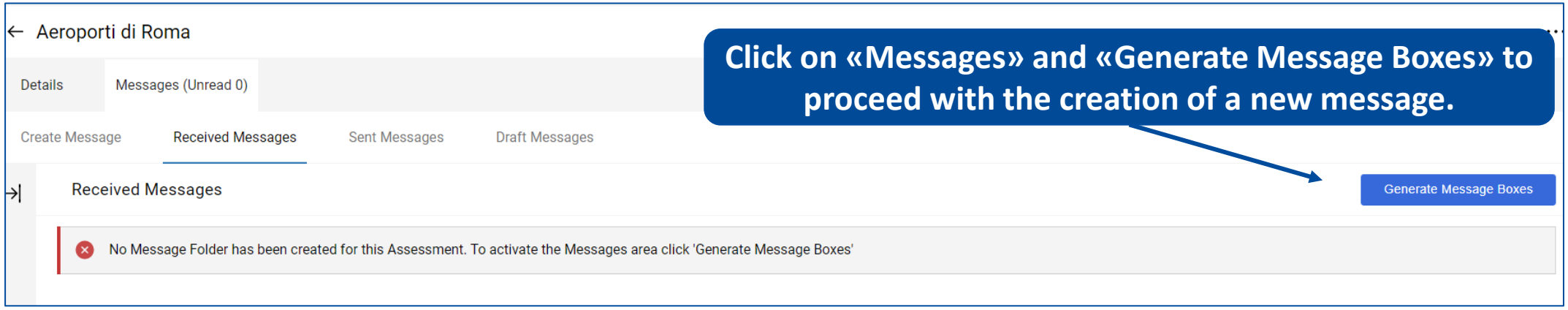
Click on «Category Assessments».



Click on the evaluation about which you want to send messages to the ADR user



Click on «Messages» and «Generate Message Boxes» to proceed with the creation of a new message.



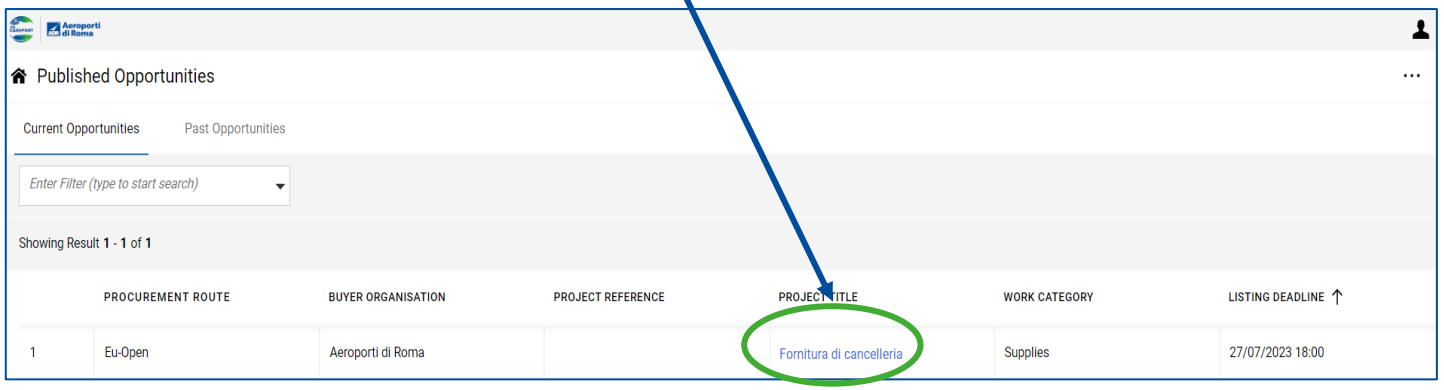
PARTICIPATION IN TENDERS

Participation in a tender can take place in two ways:

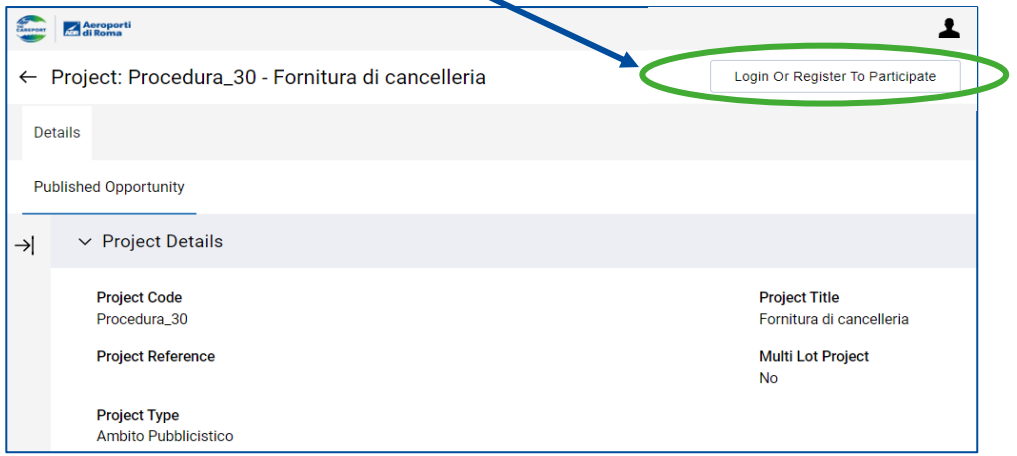
- **Public tender**: open to all suppliers. It can be viewed via the homepage of the ADR supplier portal by clicking on the «Tender Notices» section. The supplier will display the Published Opportunities and their details. He will then have to login or register on the platform.
- **Invitation Tender**: invited suppliers receive an email notification containing the link and directions to participate

Public tender

Click on the tender of interest to view details

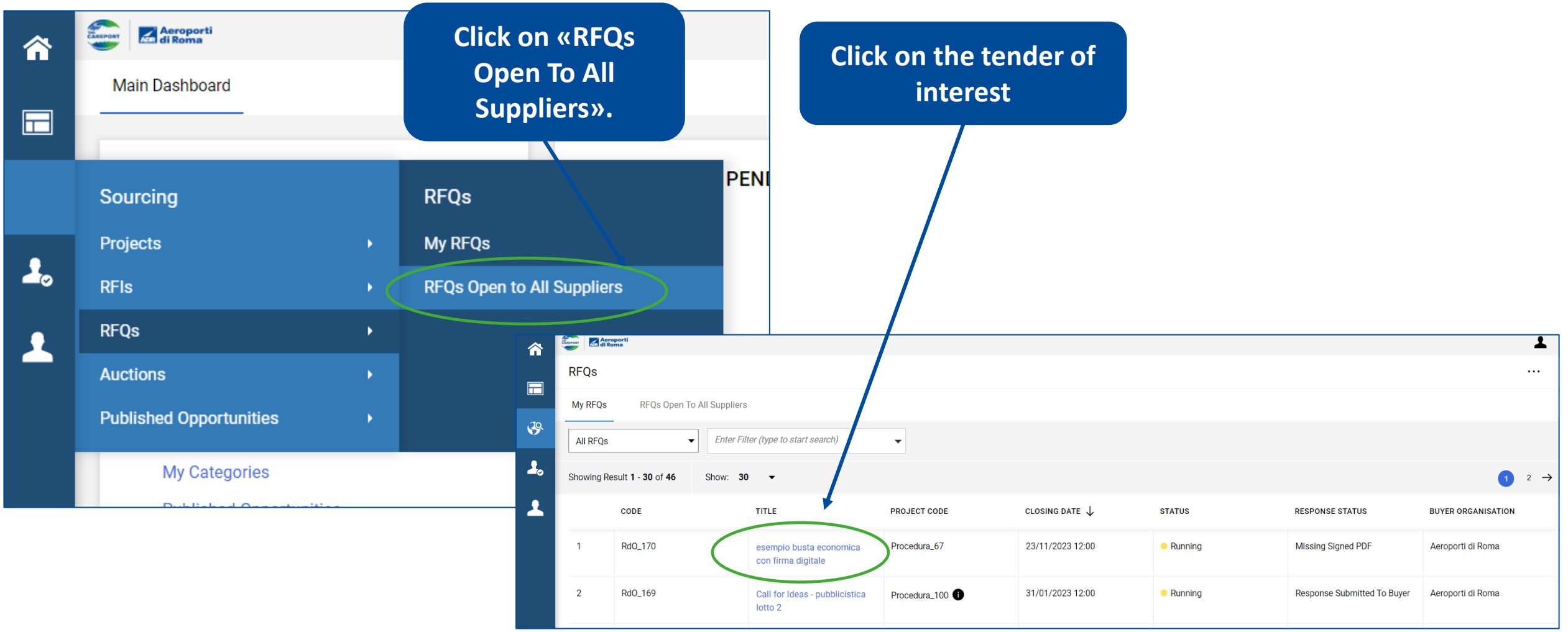


Click on «Login Or Register To Participate».

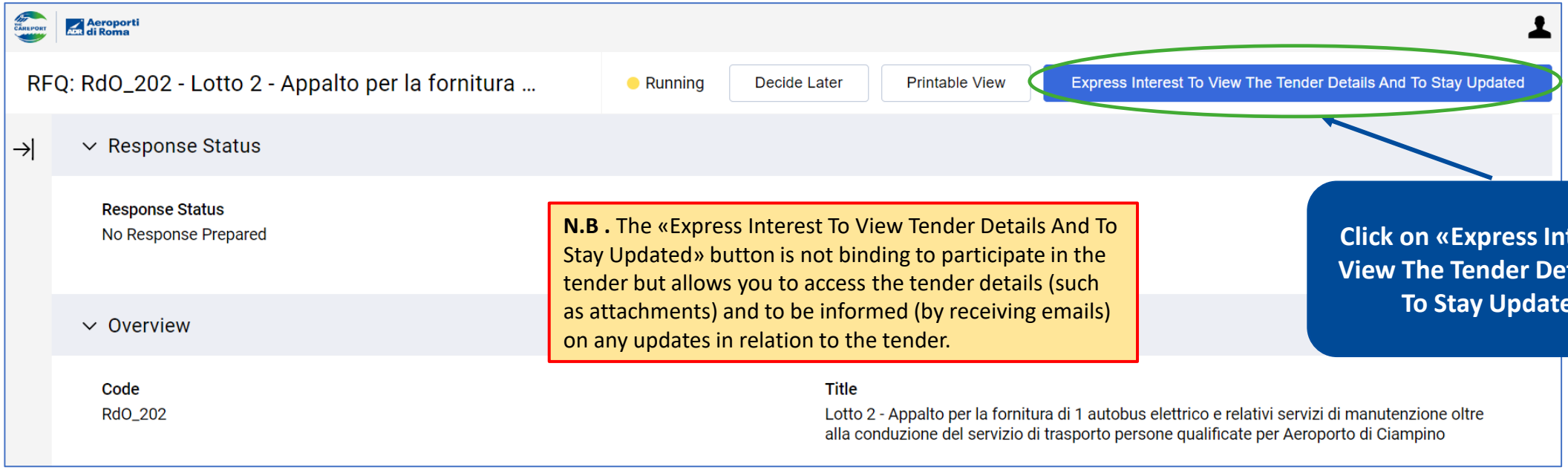


PARTICIPATION IN TENDERS

Once logged into the platform, you can access the **public tender** via the side navigation bar by clicking on «RFQs Open To All Suppliers».



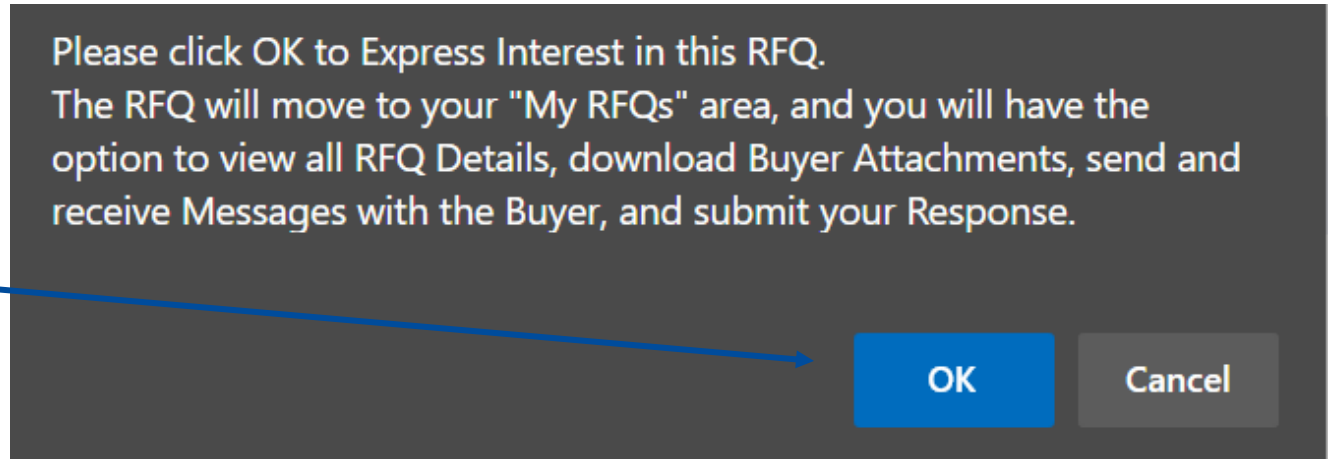
PARTICIPATION IN TENDERS



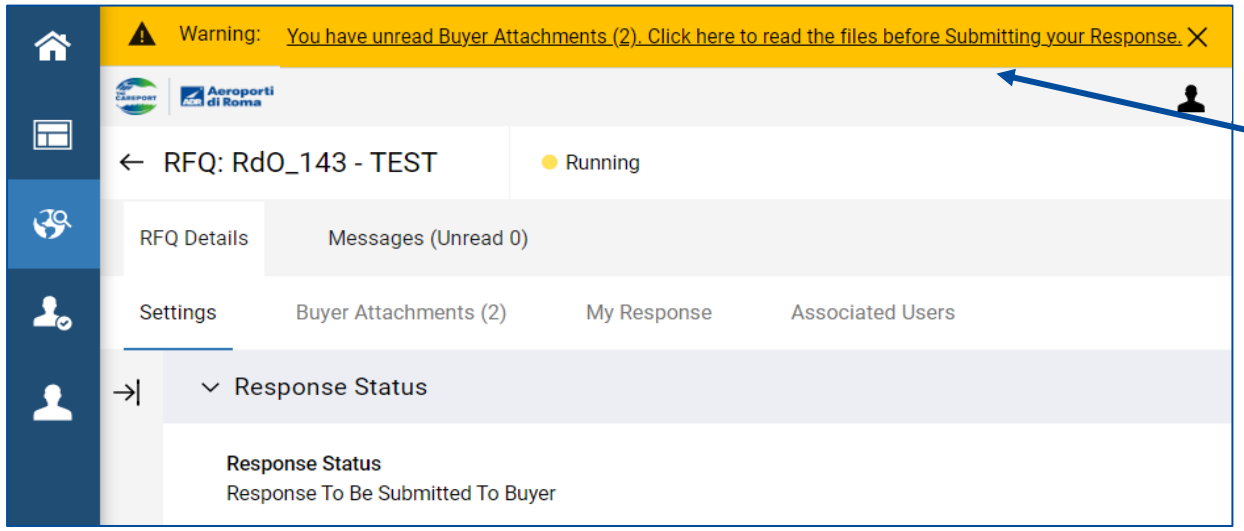
N.B . The «Express Interest To View Tender Details And To Stay Updated» button is not binding to participate in the tender but allows you to access the tender details (such as attachments) and to be informed (by receiving emails) on any updates in relation to the tender.

Click on «Express Interest To View The Tender Details And To Stay Updated»

A pop-up notification will appear, click «OK».

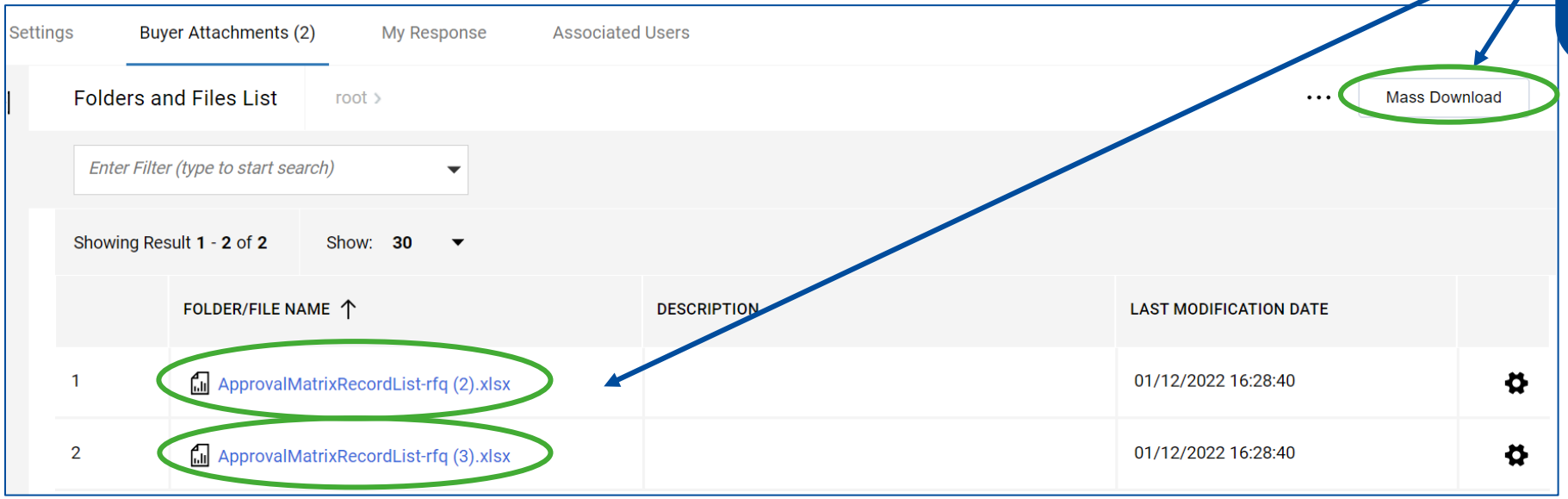


PARTICIPATION IN TENDERS



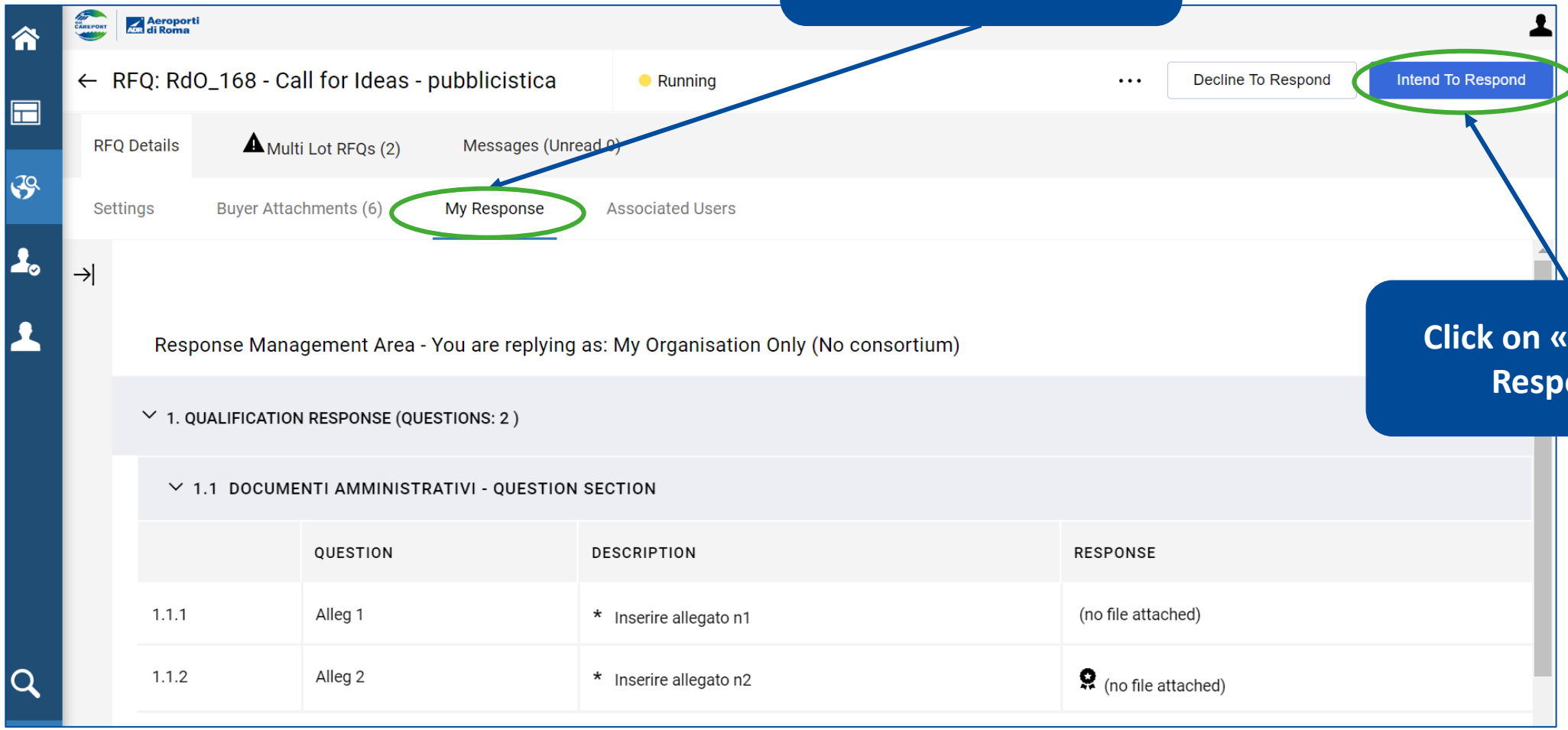
Click on the link to view the attachments

Click on «Massive Download» or click on individual attachments



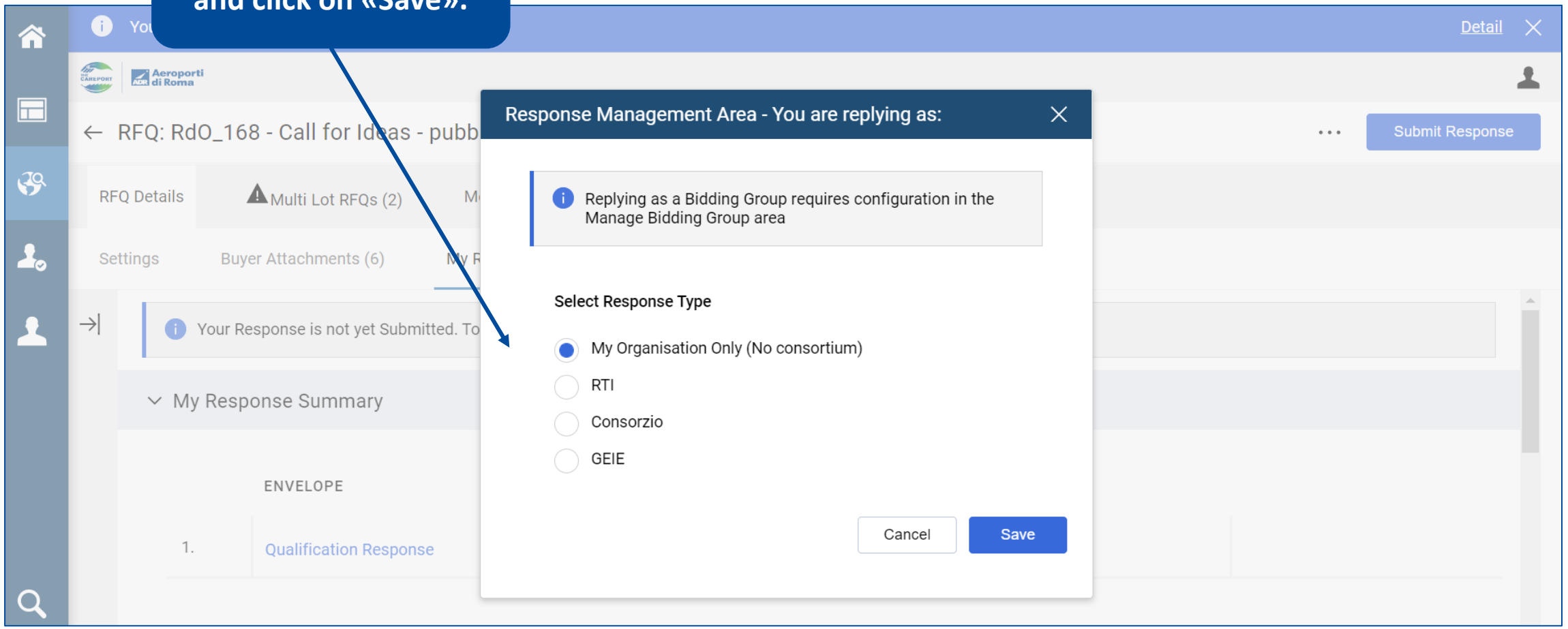
PARTICIPATION IN TENDERS

Click on the «My Response» tab



Click on «Intend To Respond»

Select the correct field and click on «Save».

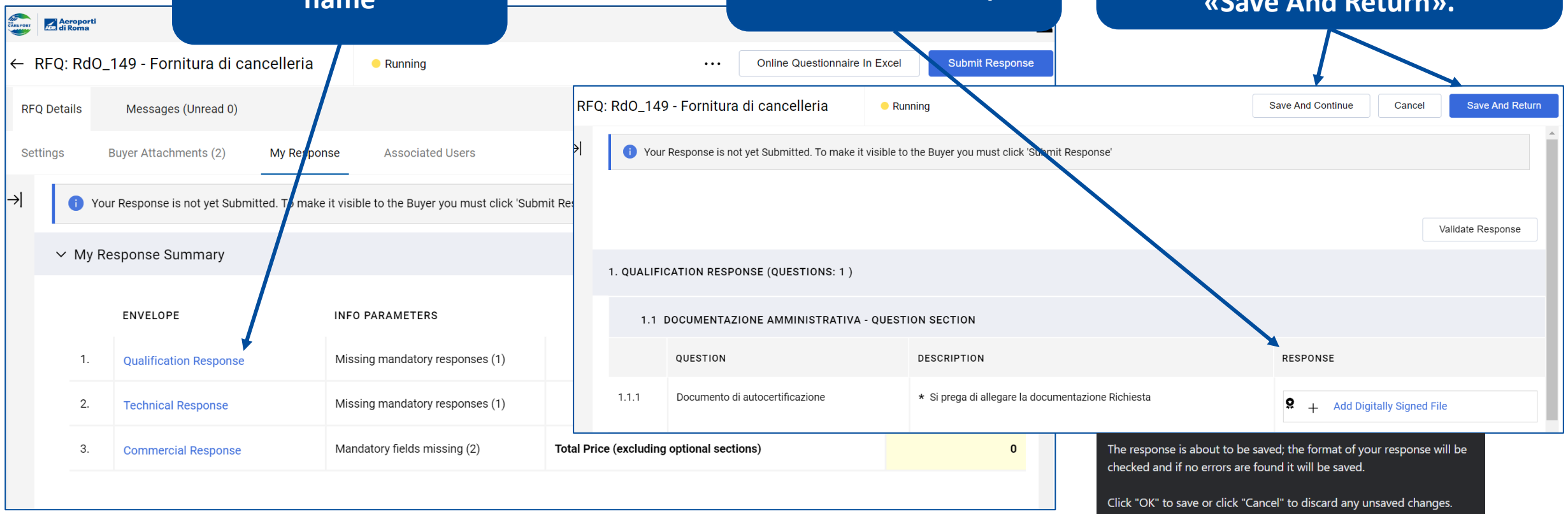


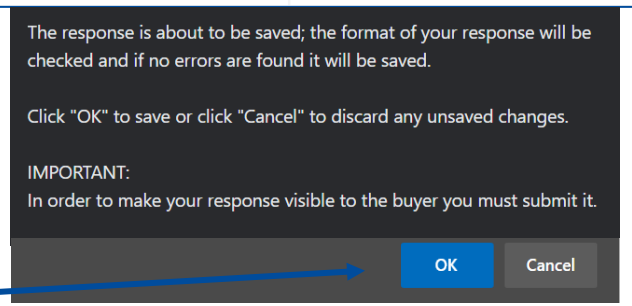
PARTICIPATION IN COMPETITION

Click on the envelope name

Answer the questions inside the envelope

Click on «Save And Continue» to stay on the page, or click on «Save And Return».





A pop-up notification informs you that you must publish your answer after saving

Click on «OK».

PARTECIPATION IN COMPETITION

Enter the economic offer requested in the description taking into consideration the unit of measurement

3. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 1)

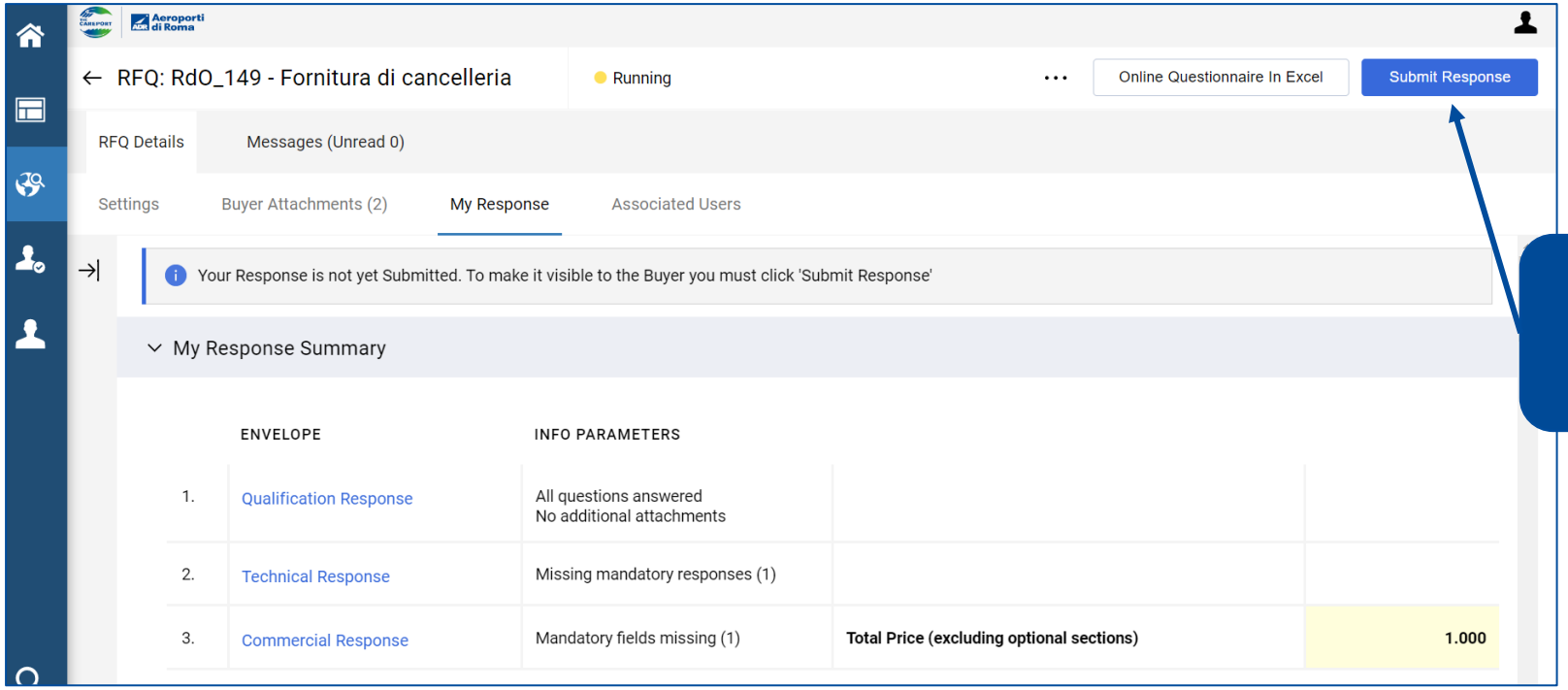
3.1 OFFERTA ECONOMICA - PRICE SECTION

	CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
3.1.1		* Inserisci percentuale di ribasso per item x	Percentuale	1	20	0
					Section Sub Total	0

N.B. «Unit price» and «Price» represent the offer being entered on the basis of the unit of measurement entered by the buyer. For example, in this case it is required to enter the discount percentage with respect to the starting price, therefore 20 corresponds to the 20% discount to be applied to the starting price, it does not indicate the price.

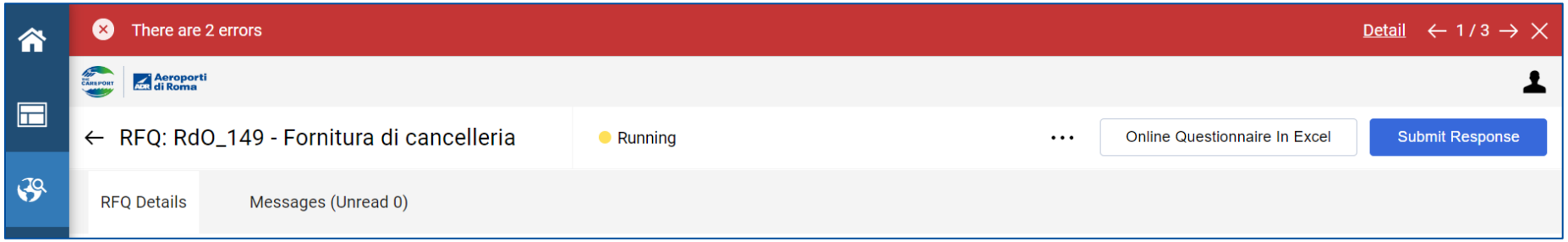
Value calculated by the platform, not fillable.

PARTICIPATION IN TENDERS



After replying to all the envelopes present, click on «Submit Response».

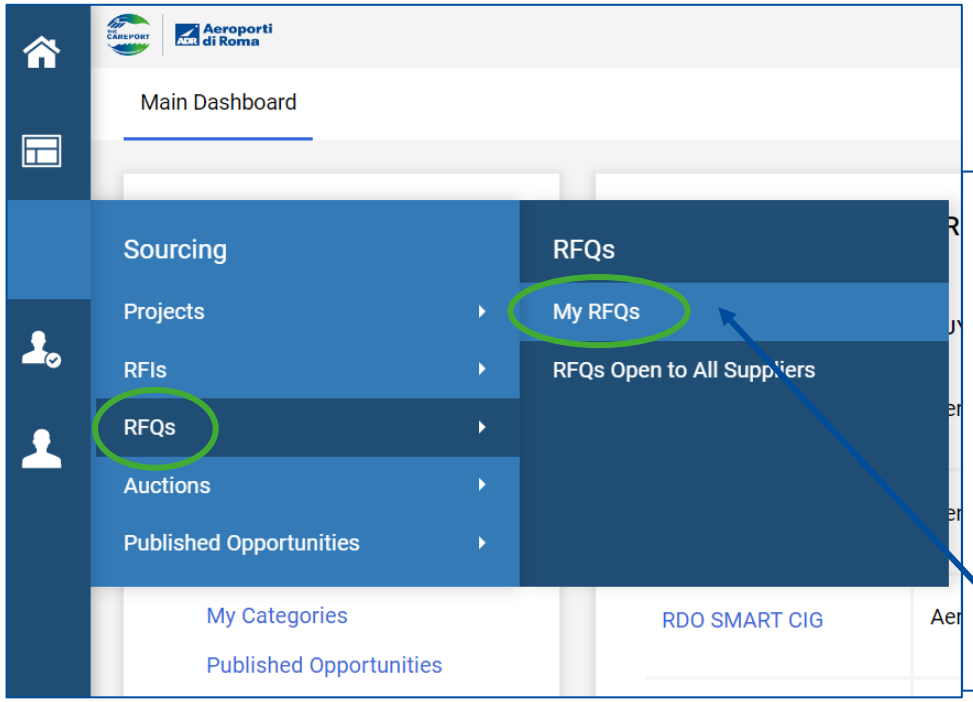
If errors are present, this will be indicated in the top bar.

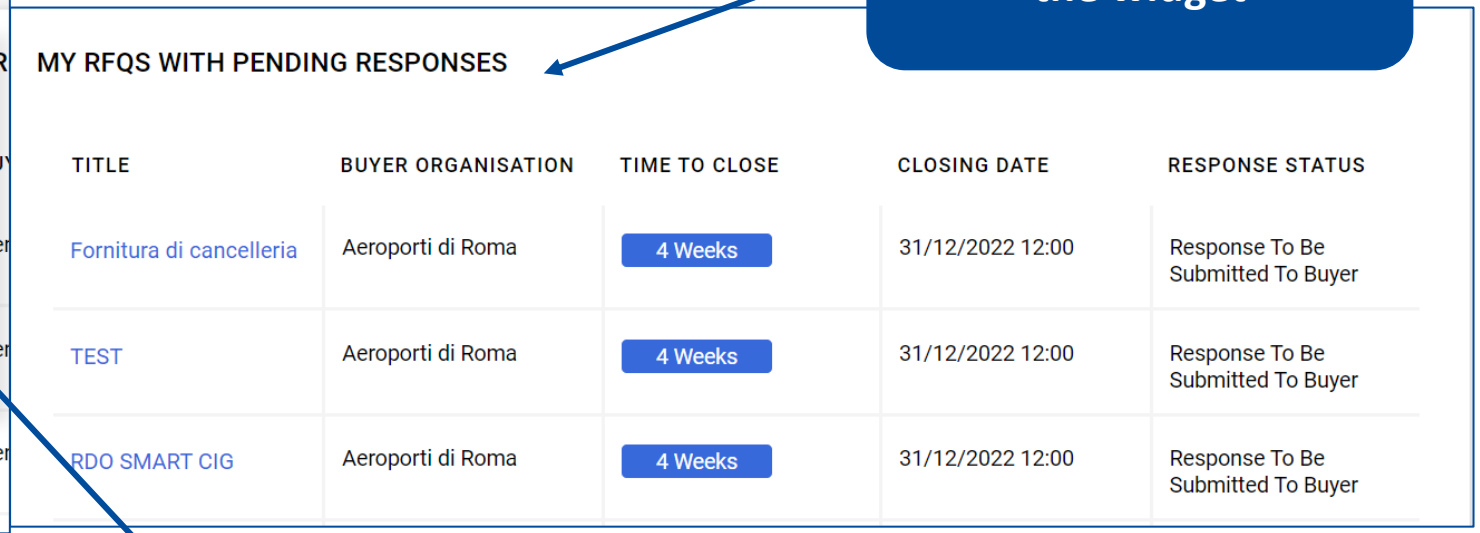


N.B. The tender you responded to, which was previously viewable by clicking on the «RFQs Open To All Suppliers» section of the sidebar, is now moved to «My RFQs».

Invitation race

By accessing the platform, it is possible to view the tenders to which the supplier has been invited, either via the widget on the homepage or via the «Sourcing» section in the navigation bar.

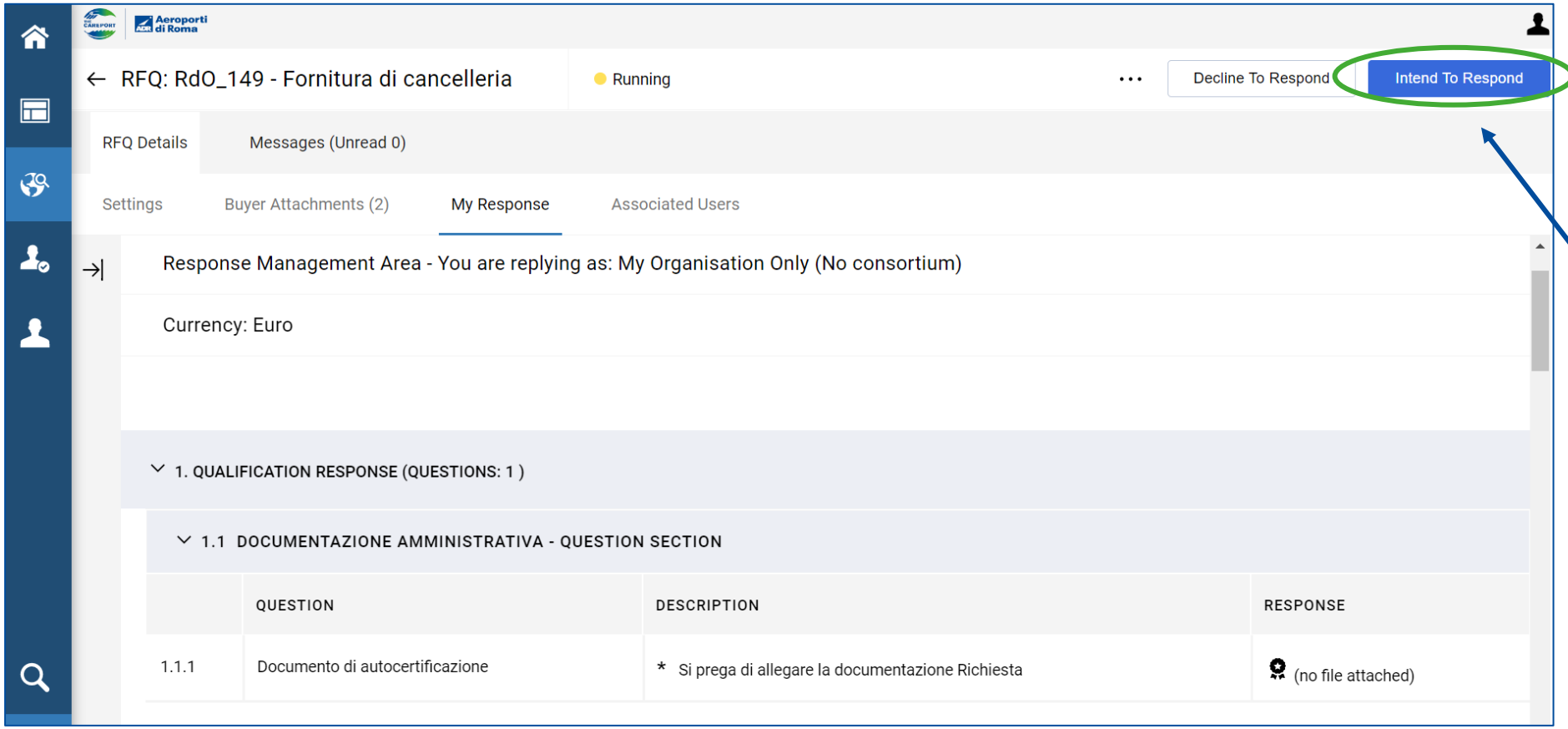




Click on the race within the widget

Alternatively, click on the «Sourcing» section, click on «RFQs», click on «My RFQs» and finally click on the tender on the page that opens

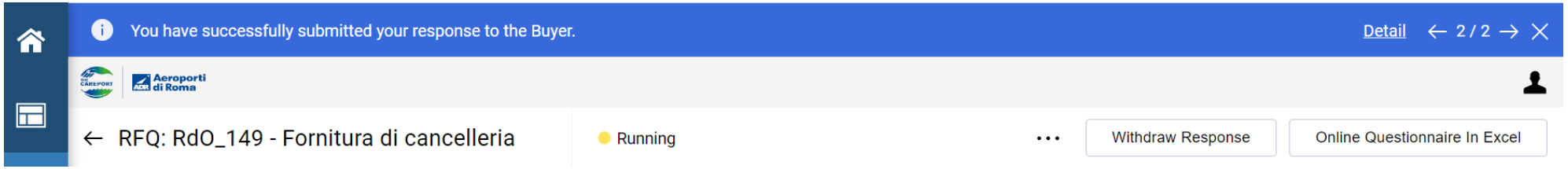
PARTICIPATION IN TENDERS



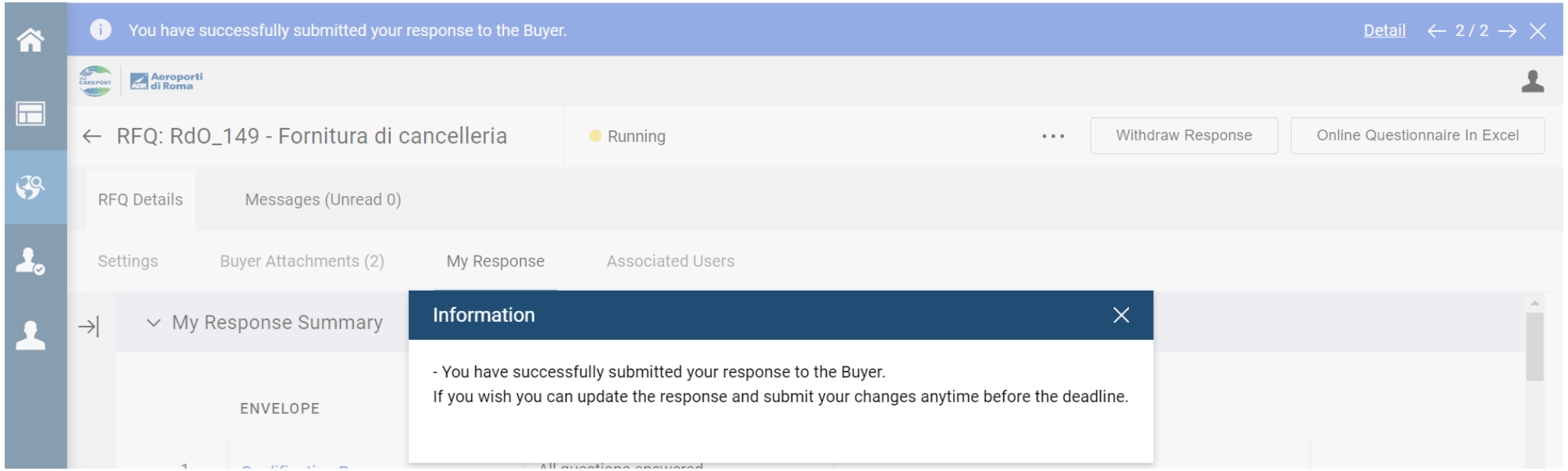
Click on "Intention To Respond

The procedure will be similar to that seen for public tenders.

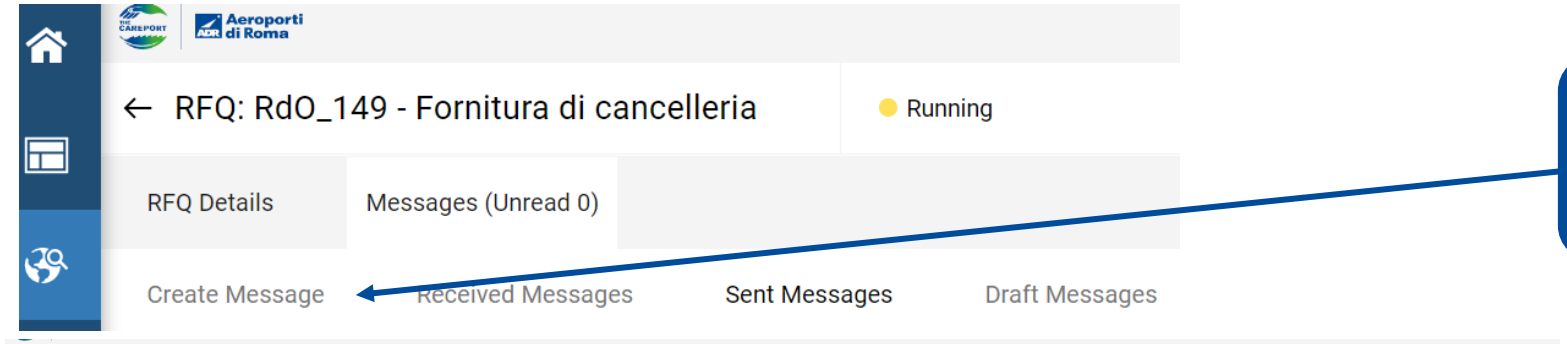
The correct sending of the answer is indicated in the upper bar.



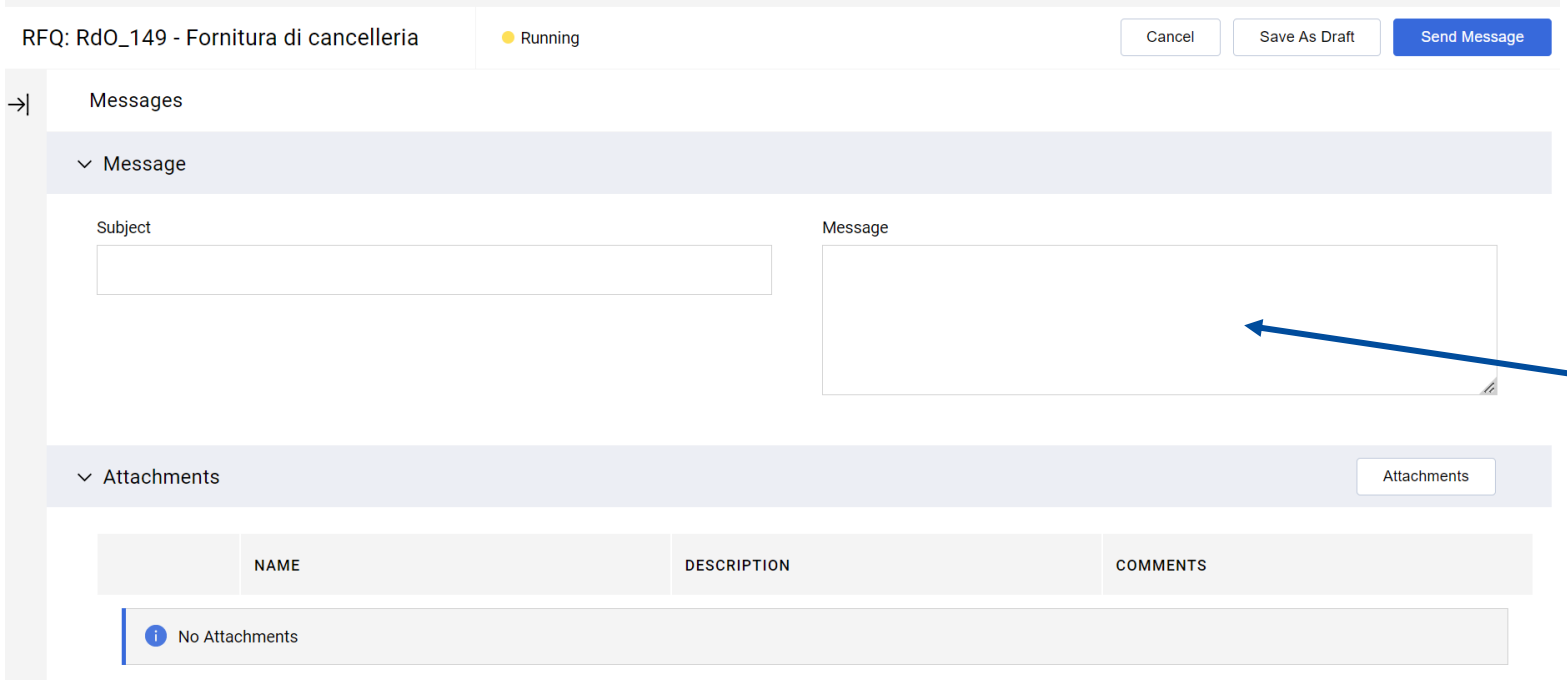
By clicking on 'Detail' you will be notified of the possibility to edit your answer. It will also be possible to withdraw the answer sent.



You can access the message area to create new messages and view previously sent/received messages.



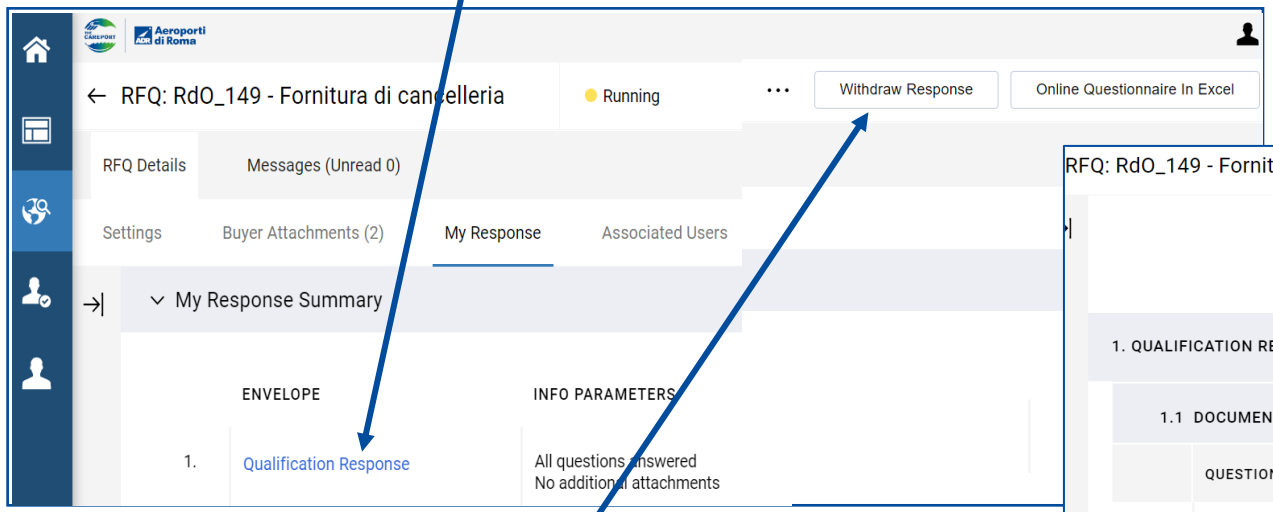
Click on «Create Message»



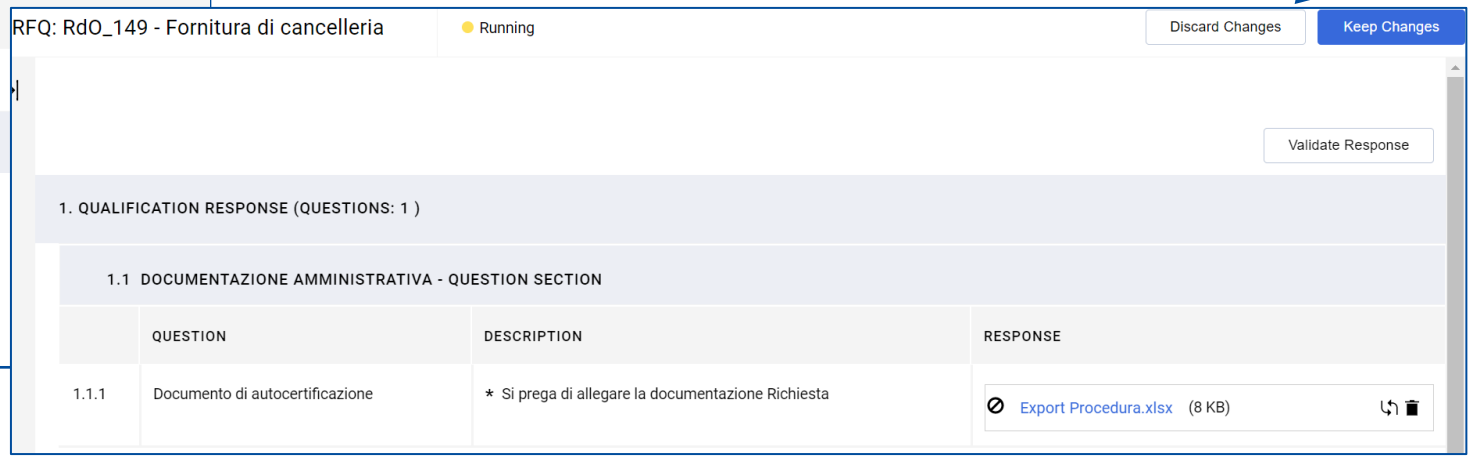
Fill in the fields and click on «Send Message».

PARTICIPATION IN TENDERS

To edit, click on the envelope within which you want to make the change

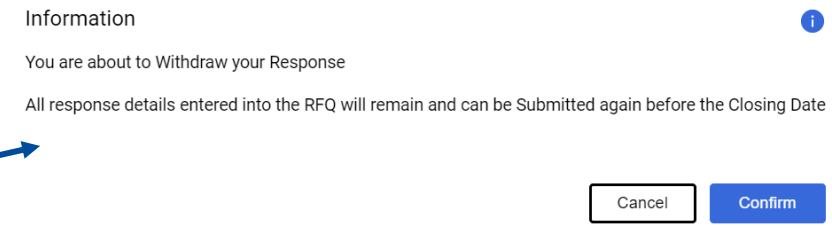


Edit the answer and click on «Keep Changes».



If you wish to withdraw your answer, click on «Withdraw Answer».

By clicking on «Withdraw Response», the pop-up indicates that the data previously entered can be used in the future



Click on «Confirm».