



Suppliers Manual



PORTAL ACCESS & DOCUMENT ACCEPTANCE



**ONBOARDING COMPLETION PHASE, CATEGORY SELECTION AND
ABILITATION**



SUPPLIER PROFILE ACCESS



SENDING A REQUEST FOR QUALIFICATION



INTEGRATION/AMENDMENT OF QUALIFICATION QUESTIONNAIRES






PARTICIPATION IN TENDERS



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.

						
<h3>Supplier Login</h3> <div><input type="text" value="Username"/> <input type="password" value="*****"/></div> <div>Forgot Username or Password</div> <div>Login</div> <div>Sign up</div>	<h3>Policies and Documents</h3> <table><thead><tr><th>Links</th><th>Suppliers</th></tr></thead><tbody><tr><td><ul style="list-style-type: none">• Procurement policy• System Requirements• Code of Ethics• Legal notices• Privacy</td><td><ul style="list-style-type: none">• User Manual</td></tr></tbody></table>	Links	Suppliers	<ul style="list-style-type: none">• Procurement policy• System Requirements• Code of Ethics• Legal notices• Privacy	<ul style="list-style-type: none">• User Manual	<h3>Tender Notices</h3> <div>Tender<ul style="list-style-type: none">• Tender Notices</div>
Links	Suppliers					
<ul style="list-style-type: none">• Procurement policy• System Requirements• Code of Ethics• Legal notices• Privacy	<ul style="list-style-type: none">• User Manual					

**User Agreement**

Adobe PDF File

Close

General Terms and Conditions**1. PROTECTION OF PERSONAL DATA**

1.1 The Supplier declares to have full ownership and availability of the data, contents and information provided to Aeroporti di Roma.

1.2 The Supplier accepts that the data and information provided to Aeroporti di Roma will be included in a database set up by the latter and owned exclusively by the latter. The use of personal data provided or collected through the Portal shall take place exclusively in compliance with the applicable legislation on the protection and safeguarding of personal data, as set out in the General Data Protection Regulation (GDPR) EU 2016/679 and Legislative Decree No. 196 of 30 June 2003, as amended.

1.3 To this end Aeroporti di Roma and the supplier declare that the personal data provided will be processed with adequate guarantees of computer security and confidentiality, in compliance with the provisions of the regulations in force.

1.4 The owner of the data acquired through the portal and its management is Aeroporti di Roma. BRAVOSOLUTION ITALIA S.p.A. is responsible for the data processing pursuant to Article 28, GDPR.

2. 231 MODEL, ANTI-CORRUPTION POLICY AND CODE OF ETHICS

2.1 The Supplier declares that he is informed that ADR has adopted and implements its own "Organisation, management and control model" in compliance with the provisions of Legislative Decree no. 231/2001 and subsequent amendments and additions. ("Decree") can be found on the website: www.adr.it under the Corporate Governance section.

2.2 The Supplier declares that it is informed that ADR has adopted the Atlantia Group's Code of Ethics and Anti-Corruption Policy: both documents are available on the website www.adr.it in the Corporate Governance area.

2.3 The Supplier acknowledges that all contractual counterparties of Aeroporti di Roma are required to comply with the Code of Ethics and the Anti-Corruption Policy of the Atlantia Group and sign specific contractual commitments and remedies.

2.4 The Supplier declares that he has read the information material published on the website www.adr.it in the Corporate Governance area on the subject of the commitment to prevent and combat corruption directed to third parties that have or intend to have relations with Aeroporti di Roma.

I HAVE READ THE GENERAL TERMS AND CONDITIONS

I have read and agree to the General Terms and Conditions

☒ I agree☐ I don't agree

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.



Registration Data

...

Close

External Call SD Key

Save

Organisation Details

* Country

ITALY

* Organisation Legal Structure

* VAT Number

* Address

* Postal Code

* State/County

External Unique Code

* Organisation Name

* Company Registration Number


Dun & Bradstreet

Address (Administrative)

* City

Web site

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.

Validation Rule Instructions

The Text entered must be in the format required e.g. Alphanumeric - 11 chars or a valid italian fiscal code (16 chars)



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.

Begin Vendor Registration

Cancel

Save & Continue

GENERAL INFORMATION

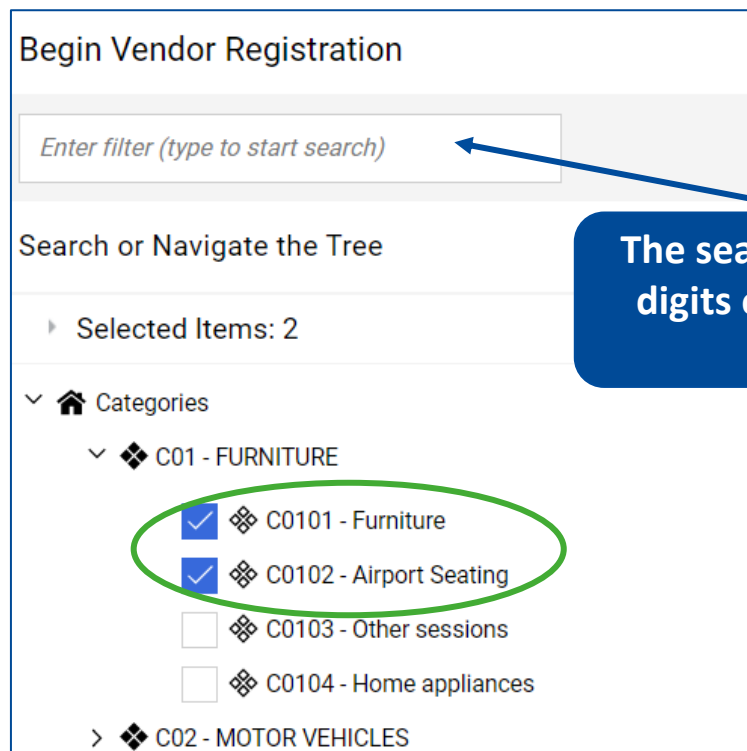
▼ GENERAL INFORMATION

▼ GENERAL INFORMATION

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company type	* Indication of whether Company (Partnership, Corporation, Sole Proprietorship) or Freelancer or Associated Firm	<input type="text"/>	Supplier
2	Subject to withholding tax/Provider	* Please indicate if subject to withholding tax/lender	<input type="text"/>	Supplier



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 screenshot shows the 'Begin Vendor Registration' interface. At the top is a search filter input field with the placeholder text 'Enter filter (type to start search)'. Below this is a section titled 'Search or Navigate the Tree' which includes a 'Selected Items: 2' indicator. Under the 'Categories' section, the 'C01 - FURNITURE' category is expanded, showing four sub-items: 'C0101 - Furniture' (checked), 'C0102 - Airport Seating' (checked), 'C0103 - Other sessions' (unchecked), and 'C0104 - Home appliances' (unchecked). The 'C0101' and 'C0102' items are circled in green. Below this, the 'C02 - MOTOR VEHICLES' category is partially visible.

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



A close-up of the bottom right corner of the registration form, showing two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a green oval.

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



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 email 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.



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.

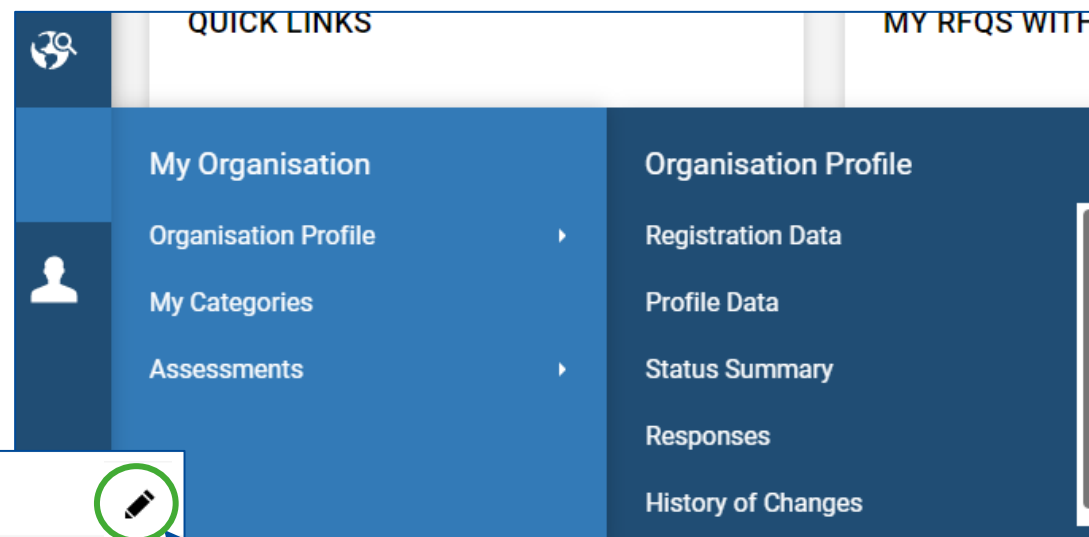
Registration Data

Organisation Name: VERDI S.p.A.

Registration Data | Profile Data | Status Summary | Responses | History Of Changes

Organisation Details

Country ⓘ ITALY	Organisation Name ⓘ VERDI S.p.A.
Organisation Legal Structure ⓘ SpA	Company Registration Number ⓘ VRDGRG88S57A662R
VAT Number ⓘ 64526453874	Dun & Bradstreet ⓘ

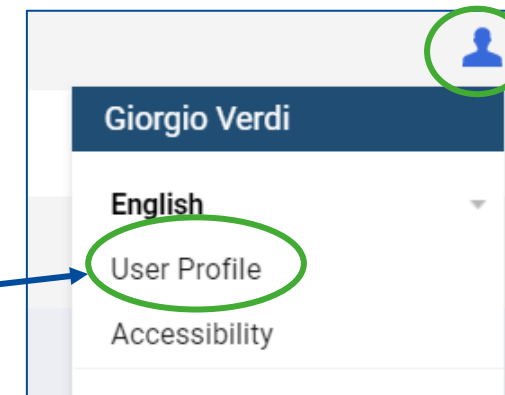


Click on the pencil icon to edit the information.



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».



User: Giorgio Verdi

... Change Password

▼ Super User Details

First Name ⓘ

Giorgio

Primary Email Address *Email is used as Username. Only one email address is allowed.* ⓘ

gverdi@tempr.email

Last Name ⓘ

Verdi

Username ⓘ

i Management of the Username is not required, the Email Address of this Account will be used

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)



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

QUICK LINKS

MY RFQS WITH

My Organisation

Organisation Profile

My Categories

Assessments

Organisation Profile

Registration Data

Profile Data

Status Summary

Responses

History of Changes

Profile

Profile Data | Status Summary | Responses | History Of Changes

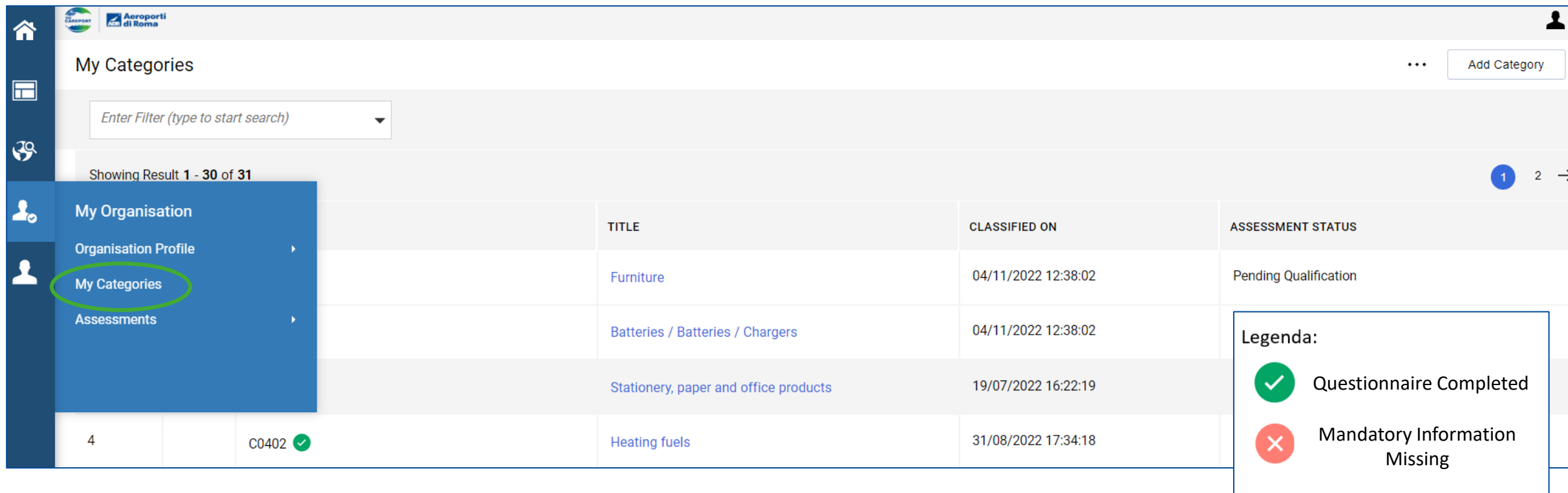
start search)

of 4 | Show: 30

		PHASE	TITLE
	>	Onboarding	GENERAL INFORMATION
2	>	Additional	BVD DATA
3	>	Additional	SYNESGY DATA
4	>	Additional	PATHOLOGICAL STATES



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».



The screenshot shows the 'My Categories' section of a web application. On the left, a navigation menu is open, highlighting 'My Categories' with a green circle. The main area displays a table of categories with columns for 'TITLE', 'CLASSIFIED ON', and 'ASSESSMENT STATUS'. A search filter is at the top, and a legend box on the right explains the status icons: a green checkmark for 'Questionnaire Completed' and a red X for 'Mandatory Information Missing'.

TITLE	CLASSIFIED ON	ASSESSMENT STATUS
Furniture	04/11/2022 12:38:02	Pending Qualification
Batteries / Batteries / Chargers	04/11/2022 12:38:02	
Stationery, paper and office products	19/07/2022 16:22:19	
Heating fuels	31/08/2022 17:34:18	

Legenda:

- ✓ Questionnaire Completed
- ✗ Mandatory Information Missing

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.

The screenshot shows the 'My Categories' interface. At the top right, there is an 'Add Category' button. A blue callout box with the number '1' points to this button, containing the text: 'To add new categories click on «Add Category».' Below the button is a table with columns: CODE, TITLE, CLASSIFIED ON, and ASSESSMENT STATUS. Two rows are visible: one for 'Furniture' (CODE C0101) and one for 'Batteries / Batteries / Chargers' (CODE C0201). A blue callout box with the number '2' points to the table, containing the text: 'Select categories and click on «Confirm».' At the bottom right, a blue callout box with the number '3' points to the 'Add Category' button, containing the text: 'Fill in the missing fields of the questionnaire and save'.

	CODE	TITLE	CLASSIFIED ON	ASSESSMENT STATUS
1	C0101	Furniture	04/11/2022 12:38:02	Pending Qualification
2	C0201	Batteries / Batteries / Chargers	04/11/2022 12:38:02	Pending Qualification

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.

Categories Selected in the Previous Page

Category List:
>Supplier Register Categories>OFFICE PRODUCTS>Photocopiers;
>Supplier Register Categories>OFFICE PRODUCTS>Consumer computing;
>Supplier Register Categories>WORK AND MAINTENANCE>OG 01 - Civil and industrial buildings;


00_GENERAL QUESTIONNAIRE

GENERAL QUESTIONNAIRE

	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	E-mail PEC possession	* In possession of a PEC (Certified Electronic Mail) address?	<input type="text"/>	Supplier

Click on «Save».

Note

 This page contains missing mandatory fields. Without answers to these Questions your Classification will not be complete.

Please review the following:

- Missing Mandatory Field: E-mail PEC possession
- Missing Mandatory Field: Italian VAT number
- Missing Mandatory Field: Company type
- Missing Mandatory Field: CM payment
- Missing Mandatory Field: Date of payment
- Missing Mandatory Field: Number of Cro
- Missing Mandatory Field: Possession of SOA certification

[Skip Mandatory Questions](#)

[Complete Current Form](#)

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



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**

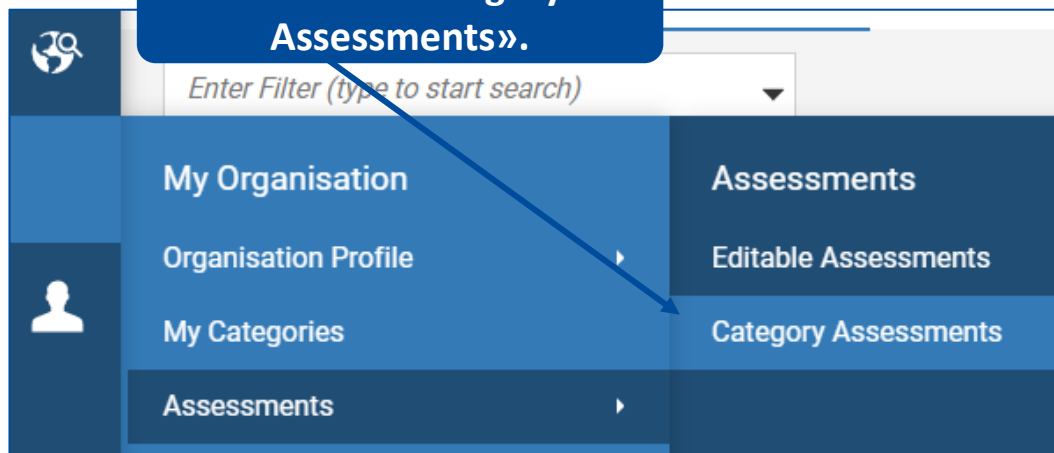
After 2 years and 11 months, the supplier will receive an alert notifying it of the change to the new status «Expiring Qualification» as the payment document is about to expire. It is possible to enter a new document, but this will not guarantee immediate renewal of the qualification. All changes will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



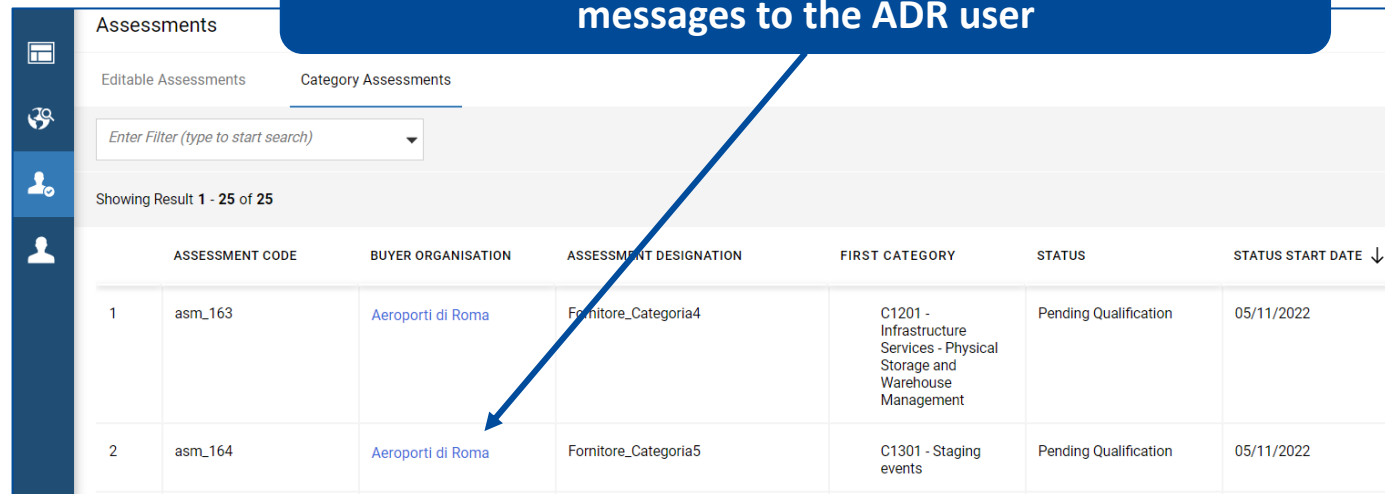
In general, the supplier will be notified 30 days before the due date of the documents entered. A second alert will be sent at the deadline.

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



Assessments						
Editable Assessments Category Assessments						
Enter Filter (type to start search)						
Showing Result 1 - 25 of 25						
	ASSESSMENT CODE	BUYER ORGANISATION	ASSESSMENT DESIGNATION	FIRST CATEGORY	STATUS	STATUS START DATE ↓
1	asm_163	Aeroporti di Roma	Fornitore_Categoria4	C1201 - Infrastructure Services - Physical Storage and Warehouse Management	Pending Qualification	05/11/2022
2	asm_164	Aeroporti di Roma	Fornitore_Categoria5	C1301 - Staging events	Pending Qualification	05/11/2022

← Aeroporti di Roma

Details

Messages (Unread 0)

Create Message

Received Messages

Sent Messages

Draft Messages

→

Received Messages

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

Generate Message Boxes

✖ No Message Folder has been created for this Assessment. To activate the Messages area click 'Generate Message Boxes'



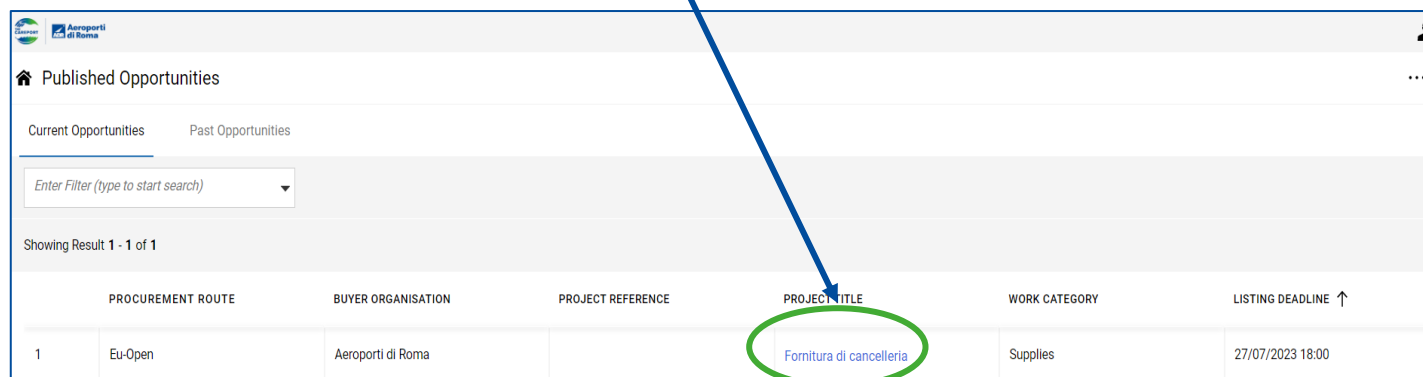
Participation in a tender can take place in two ways:

- **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

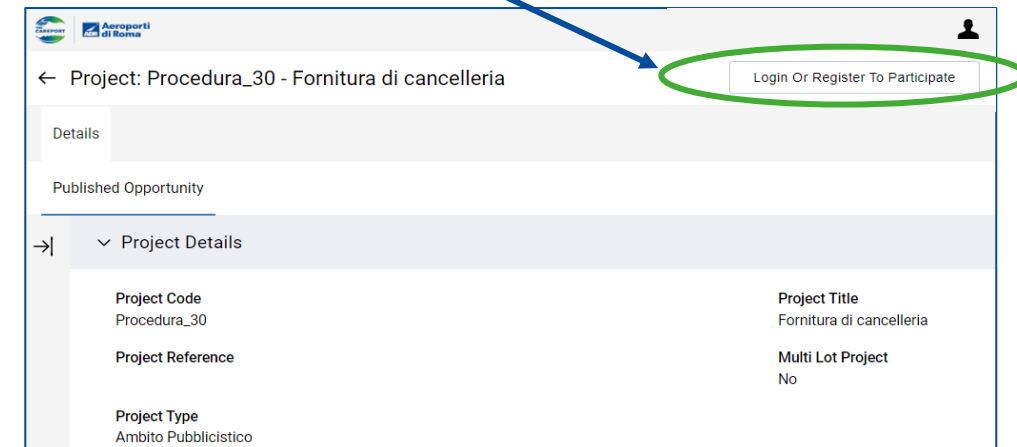
Public tender

Click on the tender of interest to view details

Click on «Login Or Register To Participate».



	PROCUREMENT ROUTE	BUYER ORGANISATION	PROJECT REFERENCE	PROJECT TITLE	WORK CATEGORY	LISTING DEADLINE ↑
1	Eu-Open	Aeroporti di Roma		Fornitura di cancelleria	Supplies	27/07/2023 18:00



← Project: Procedura_30 - Fornitura di cancelleria

Details

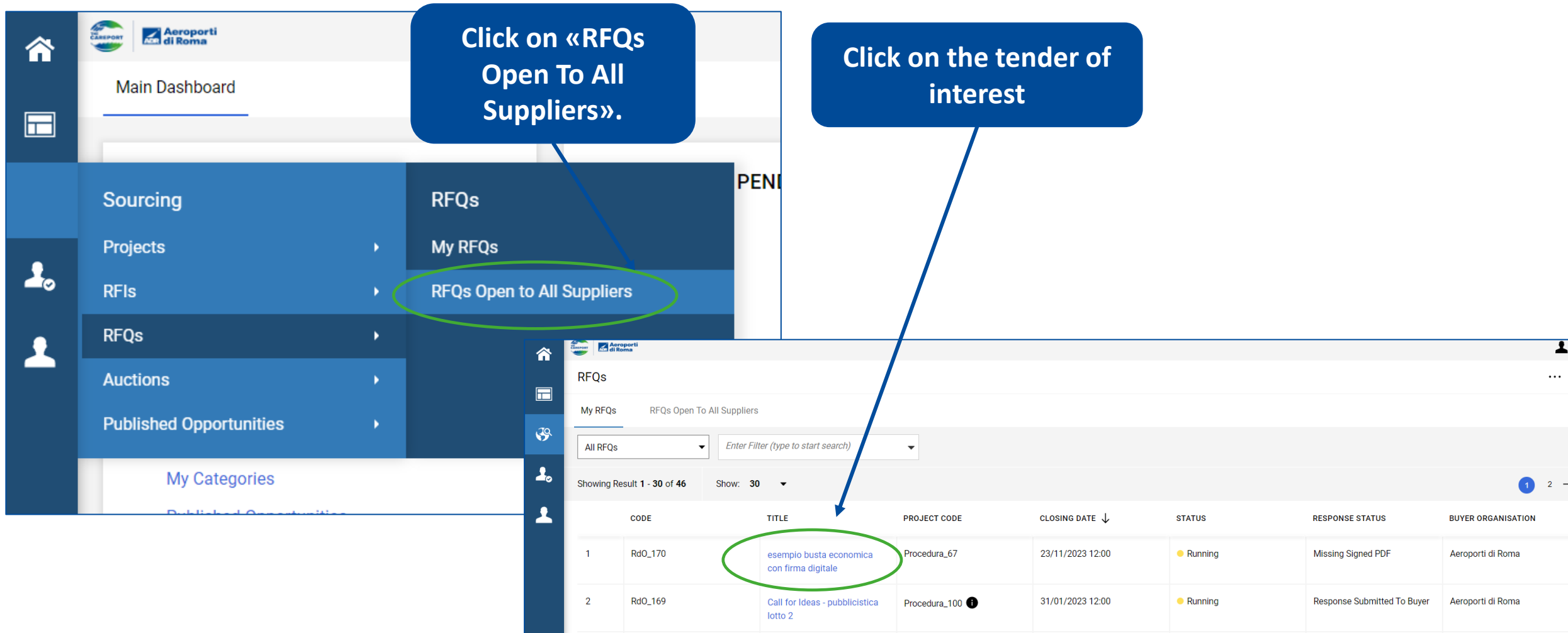
Published Opportunity

→ Project Details

Project Code Procedura_30	Project Title Fornitura di cancelleria
Project Reference	Multi Lot Project No
Project Type Ambito Pubblicitico	



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



Click on «RFQs Open To All Suppliers».

Click on the tender of interest

Main Dashboard

Sourcing

Projects

RFIs

RFQs

Auctions

Published Opportunities

My Categories

RFQs



My RFQs

RFQs Open to All Suppliers

Showing Result 1 - 30 of 46

	CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	RdO_170	esempio busta economica con firma digitale	Procedura_67	23/11/2023 12:00	Running	Missing Signed PDF	Aeroporti di Roma
2	RdO_169	Call for Ideas - pubblicitaria lotto 2	Procedura_100	31/01/2023 12:00	Running	Response Submitted To Buyer	Aeroporti di Roma





**Aeroporti
di Roma**

RFQ: RdO_202 - Lotto 2 - Appalto per la fornitura ...
● Running
Decide Later
Printable View
Express Interest To View The Tender Details And To Stay Updated

→|

Response Status
No Response Prepared

Overview

Code
RdO_202

Title
Lotto 2 - Appalto per la fornitura di 1 autobus elettrico e relativi servizi di manutenzione oltre alla conduzione del servizio di trasporto persone qualificate per Aeroporto di Ciampino

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».

Please click OK to Express Interest in this RFQ.
The RFQ will move to your "My RFQs" area, and you will have the option to view all RFQ Details, download Buyer Attachments, send and receive Messages with the Buyer, and submit your Response.

OK

Cancel



Warning: You have unread Buyer Attachments (2). [Click here to read the files before Submitting your Response.](#) X

← RFQ: RdO_143 - TEST ● Running

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response Associated Users

→| ▾ Response Status

Response Status
Response To Be Submitted To Buyer

Click on the link to
view the attachments





Click on «Massive
Download» or click on
individual attachments

Settings Buyer Attachments (2) My Response Associated Users

Folders and Files List root >

Enter Filter (type to start search) ▾

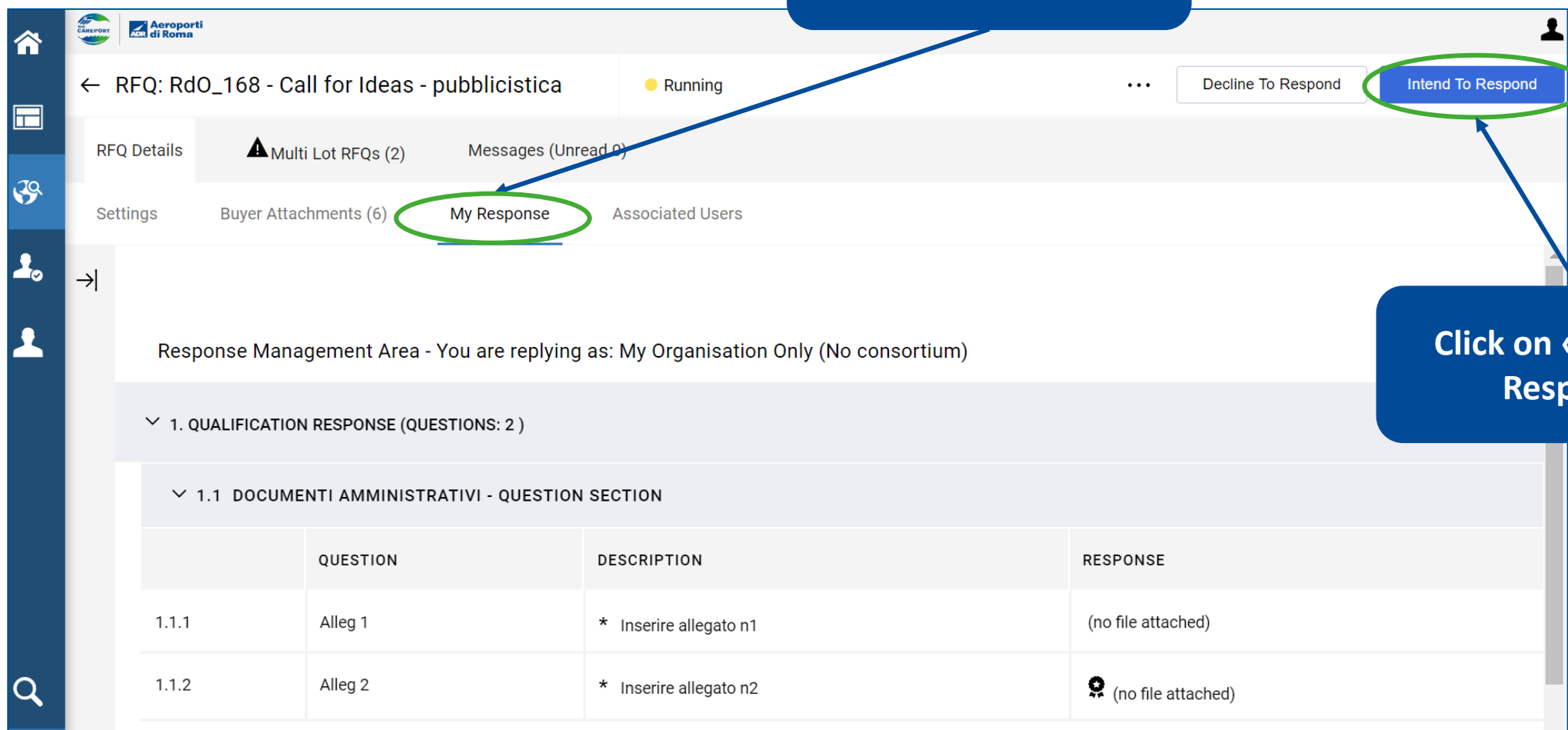
Showing Result 1 - 2 of 2 Show: 30 ▾

	FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE	
1	 ApprovalMatrixRecordList-rfq (2).xlsx		01/12/2022 16:28:40	
2	 ApprovalMatrixRecordList-rfq (3).xlsx		01/12/2022 16:28:40	

... [Mass Download](#)



Click on the «My Response» tab



← RFQ: RdO_168 - Call for Ideas - pubblicitica ● Running ... Decline To Respond Intend To Respond

RFQ Details ⚠ Multi Lot RFQs (2) Messages (Unread 0)

Settings Buyer Attachments (6) My Response Associated Users

→|

Response Management Area - You are replying as: My Organisation Only (No consortium)

✓ 1. QUALIFICATION RESPONSE (QUESTIONS: 2)

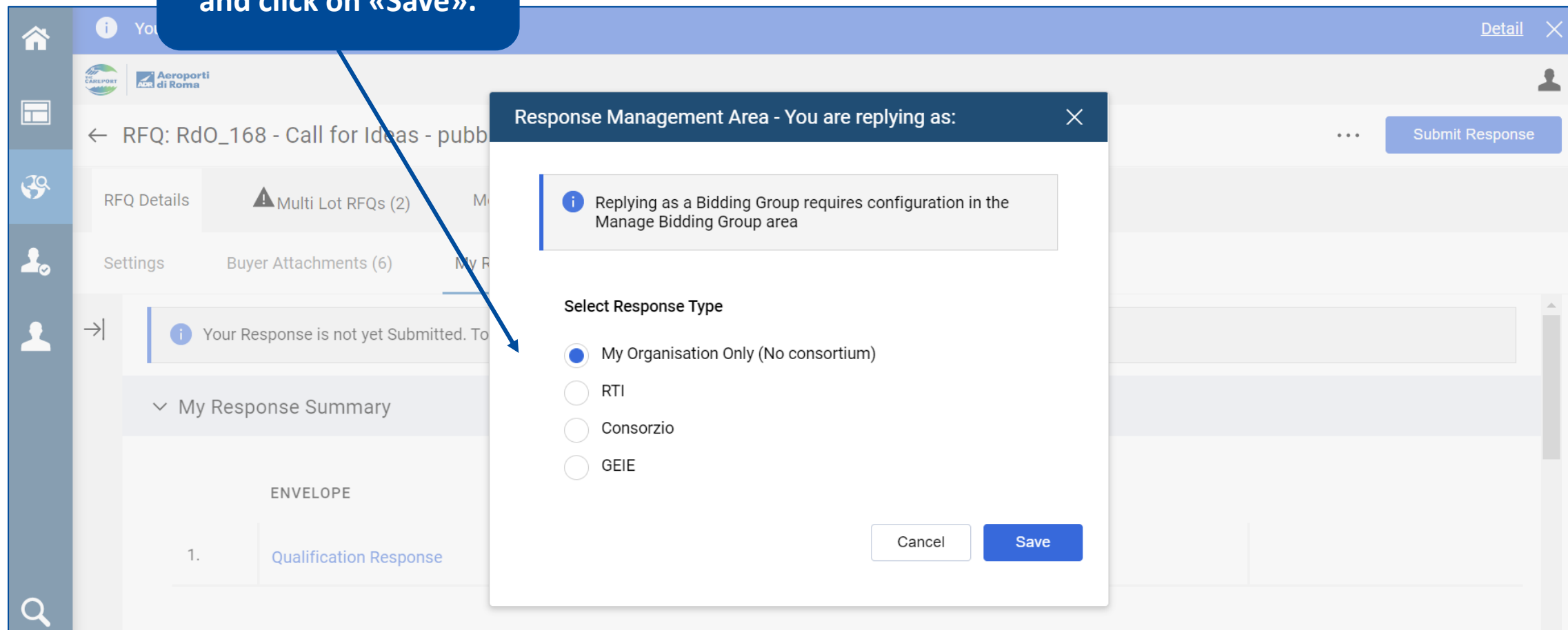
✓ 1.1 DOCUMENTI AMMINISTRATIVI - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.1.1	Alleg 1	* Inserire allegato n1	(no file attached)
1.1.2	Alleg 2	* Inserire allegato n2	🔒 (no file attached)

Click on «Intend To Respond»



Select the correct field
and click on «Save».



The screenshot shows the Aeroporti di Roma tender management interface. A modal dialog titled "Response Management Area - You are replying as:" is open. The dialog contains an information message: "Replying as a Bidding Group requires configuration in the Manage Bidding Group area". Below this, there is a section titled "Select Response Type" with four radio button options: "My Organisation Only (No consortium)" (selected), "RTI", "Consortio", and "GEIE". At the bottom of the dialog are "Cancel" and "Save" buttons. In the background, the main interface shows the RFQ details for "RFQ: RdO_168 - Call for Ideas - pubb". A blue arrow points from the text box above to the "Save" button in the modal dialog.

Detail ✕

RFQ: RdO_168 - Call for Ideas - pubb

RFQ Details ⚠ Multi Lot RFQs (2) M

Settings Buyer Attachments (6) My R

→ | i Your Response is not yet Submitted. To

My Response Summary

ENVELOPE

1. Qualification Response

Response Management Area - You are replying as: ✕

i Replying as a Bidding Group requires configuration in the Manage Bidding Group area

Select Response Type

☒ My Organisation Only (No consortium)

☐ RTI

☐ Consortio

☐ GEIE

Cancel Save

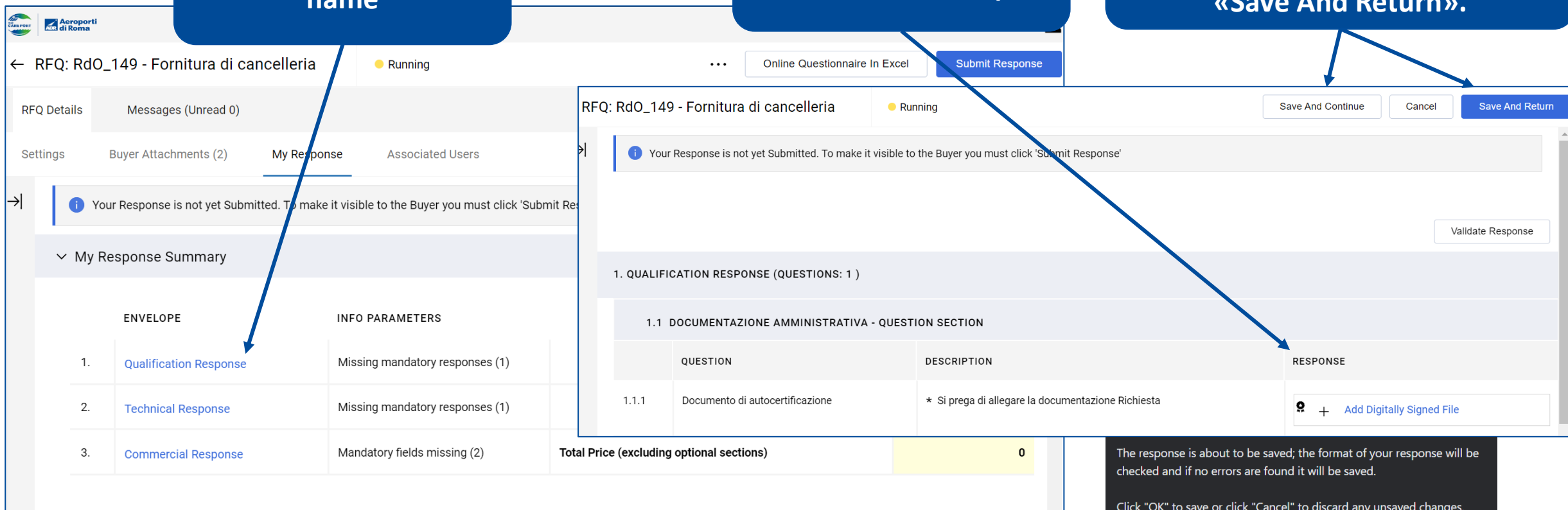
Submit Response



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».



The screenshot shows the 'My Response' section for RFQ: RdO_149 - Fornitura di cancelleria. The interface includes a sidebar with 'My Response Summary' and a main area with a table of envelopes and a detailed question section.

ENVELOPE	INFO PARAMETERS
1. Qualification Response	Missing mandatory responses (1)
2. Technical Response	Missing mandatory responses (1)
3. Commercial Response	Mandatory fields missing (2)

Total Price (excluding optional sections) 0

1. QUALIFICATION RESPONSE (QUESTIONS: 1)

1.1 DOCUMENTAZIONE AMMINISTRATIVA - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1	Documento di autocertificazione	* Si prega di allegare la documentazione Richiesta

Buttons: Save And Continue, Cancel, Save And Return, Submit Response, Validate Response.

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

Click on
«OK».

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:

In order to make your response visible to the buyer you must submit it.

OK

Cancel



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

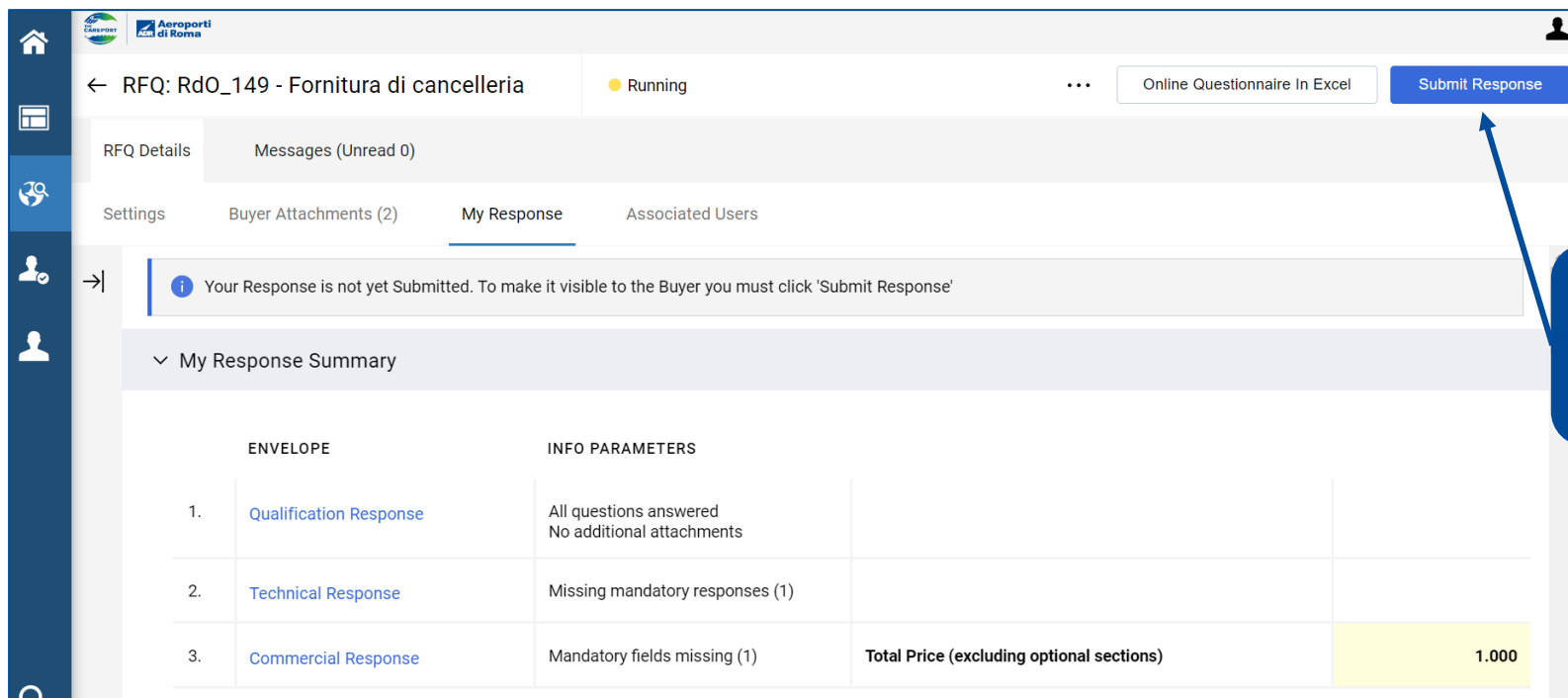
3. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 1)

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.

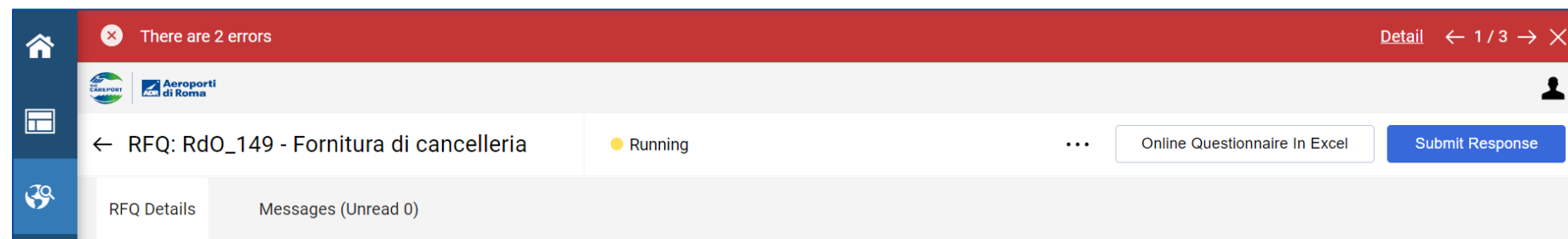
Value calculated by the platform, not fillable.

	ENVELOPE	INFO PARAMETERS		
1.	Qualification Response	All questions answered No additional attachments		
2.	Technical Response	Missing mandatory responses (1)		
3.	Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections)	1.000

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

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

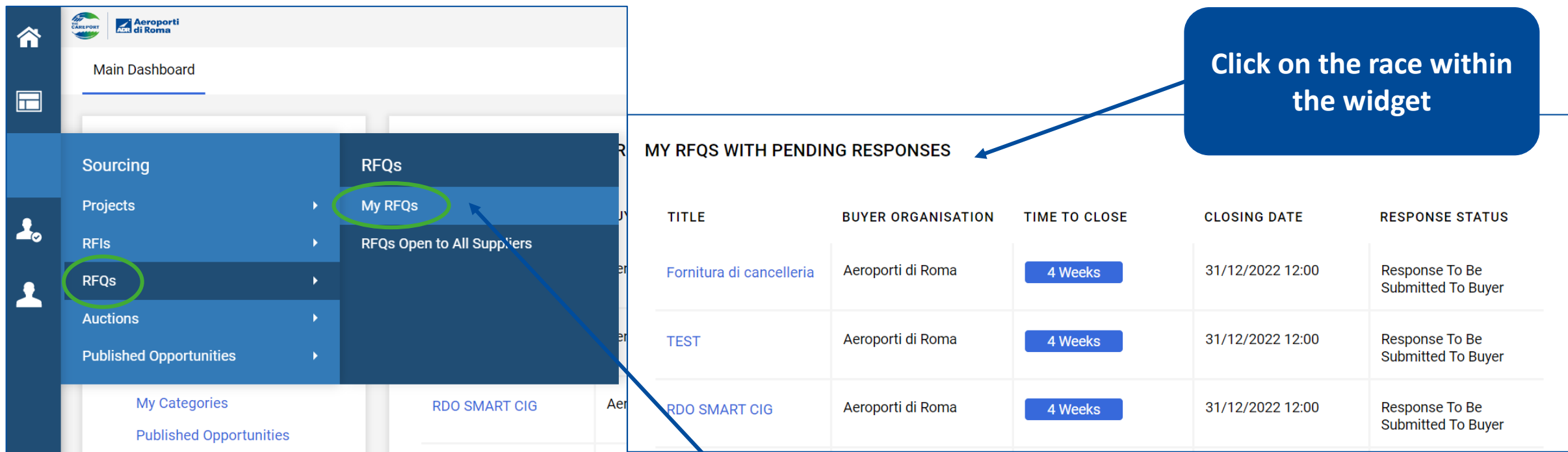


N.B. The tender you responded to, which was previously viewable by clicking on the «RFQs Open To All Suppliers» section of the sidebar, is now moved to «My RFQs».



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.

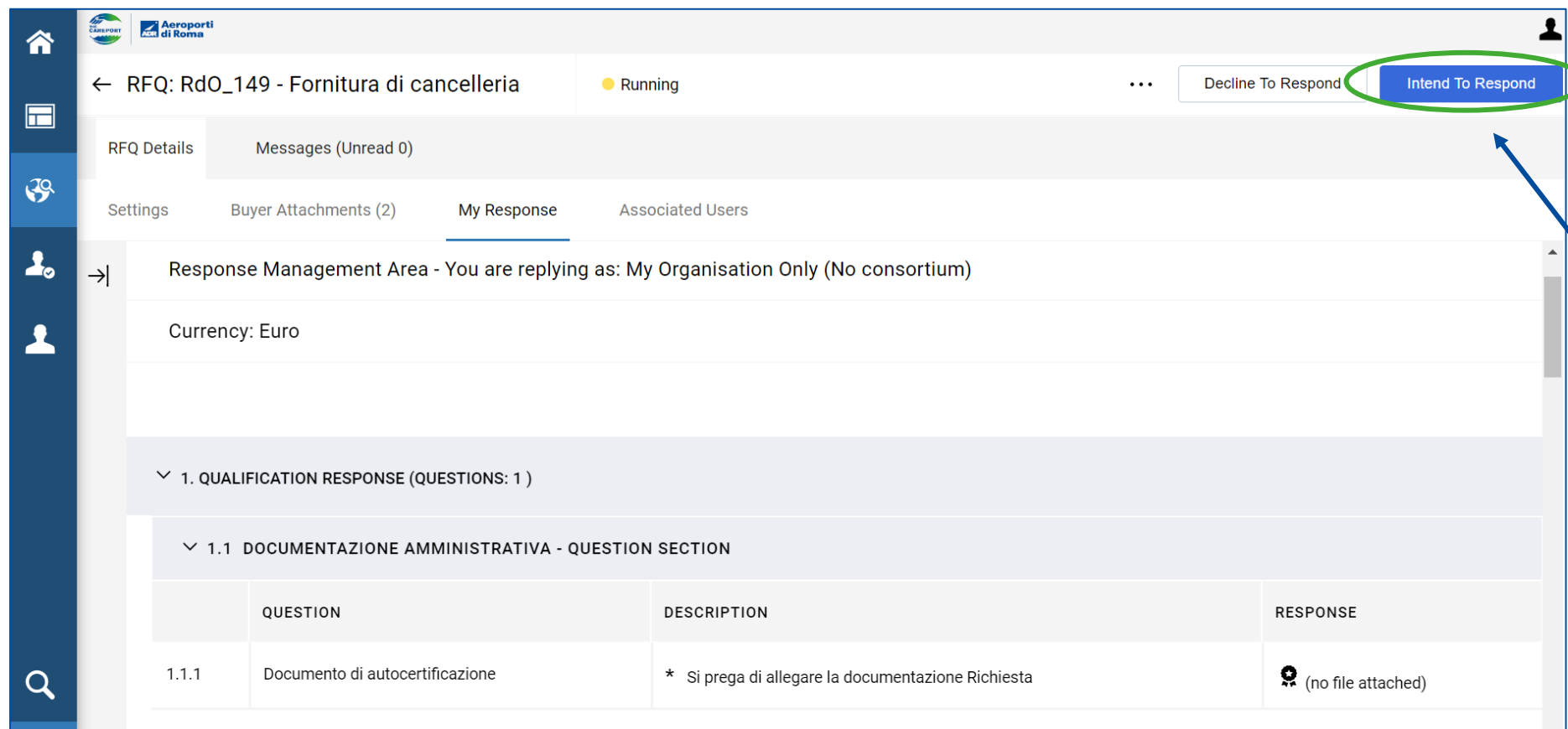


The screenshot shows the platform's interface. On the left, a navigation menu is visible with the following items: Home, Main Dashboard, Sourcing, Projects, RFIs, RFQs (highlighted with a green circle), Auctions, and Published Opportunities. A sub-menu for RFQs is also shown, containing 'My RFQs' (highlighted with a green circle) and 'RFQs Open to All Suppliers'. A blue callout box with an arrow points to the 'My RFQs' item, stating: "Click on the race within the widget".

On the right, a table titled "MY RFQS WITH PENDING RESPONSES" displays the following data:

TITLE	BUYER ORGANISATION	TIME TO CLOSE	CLOSING DATE	RESPONSE STATUS
Fornitura di cancelleria	Aeroporti di Roma	4 Weeks	31/12/2022 12:00	Response To Be Submitted To Buyer
TEST	Aeroporti di Roma	4 Weeks	31/12/2022 12:00	Response To Be Submitted To Buyer
RDO SMART CIG	Aeroporti di Roma	4 Weeks	31/12/2022 12:00	Response To Be Submitted To Buyer

A blue callout box with an arrow points to the first row of the table, stating: "Alternatively, click on the «Sourcing» section, click on «RFQs», click on «My RFQs» and finally click on the tender on the page that opens".

← RFQ: RdO_149 - Fornitura di cancelleria ● Running ... Decline To Respond Intend To Respond

RFQ Details Messages (Unread 0)


Settings Buyer Attachments (2) **My Response** Associated Users

→| Response Management Area - You are replying as: My Organisation Only (No consortium)

Currency: Euro

∨ 1. QUALIFICATION RESPONSE (QUESTIONS: 1)

∨ 1.1 DOCUMENTAZIONE AMMINISTRATIVA - QUESTION SECTION

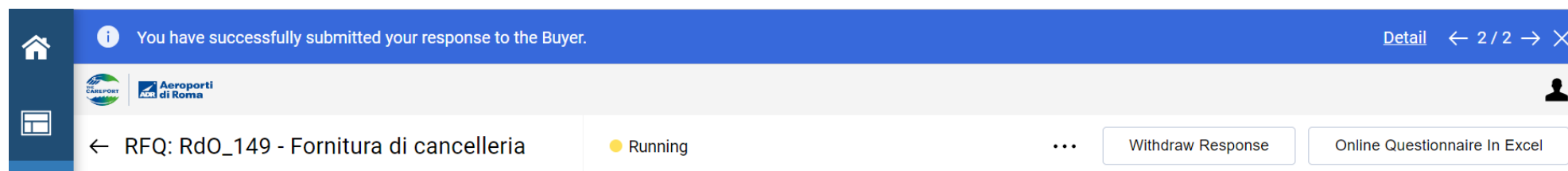
	QUESTION	DESCRIPTION	RESPONSE
1.1.1	Documento di autocertificazione	* Si prega di allegare la documentazione Richiesta	 (no file attached)

Click on "Intention To Respond"

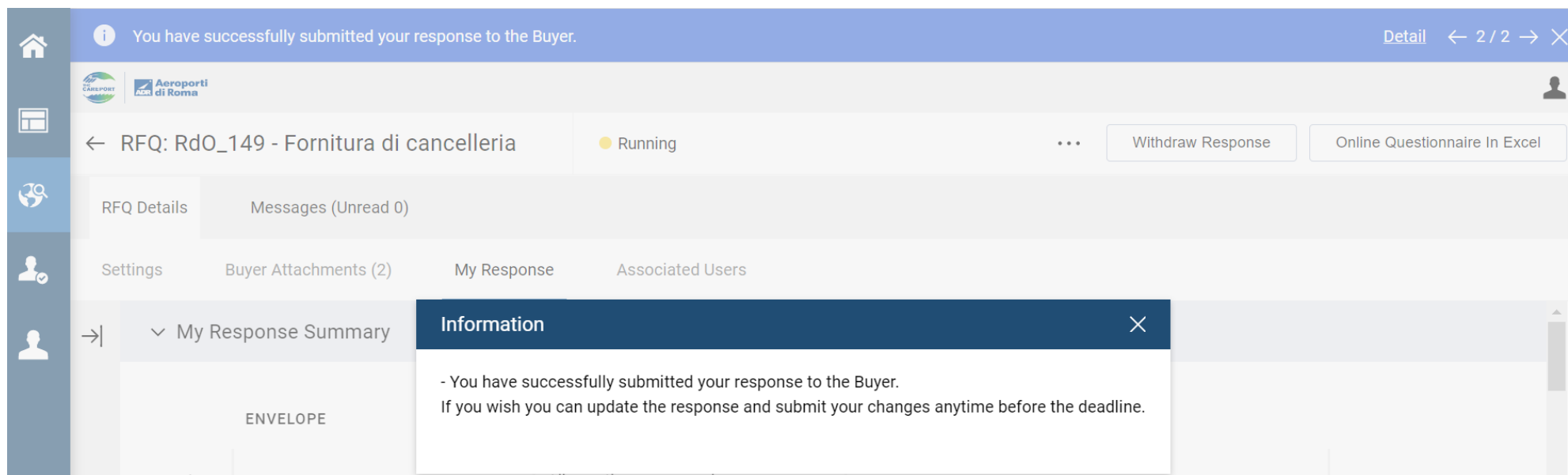
The procedure will be similar to that seen for public tenders.



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

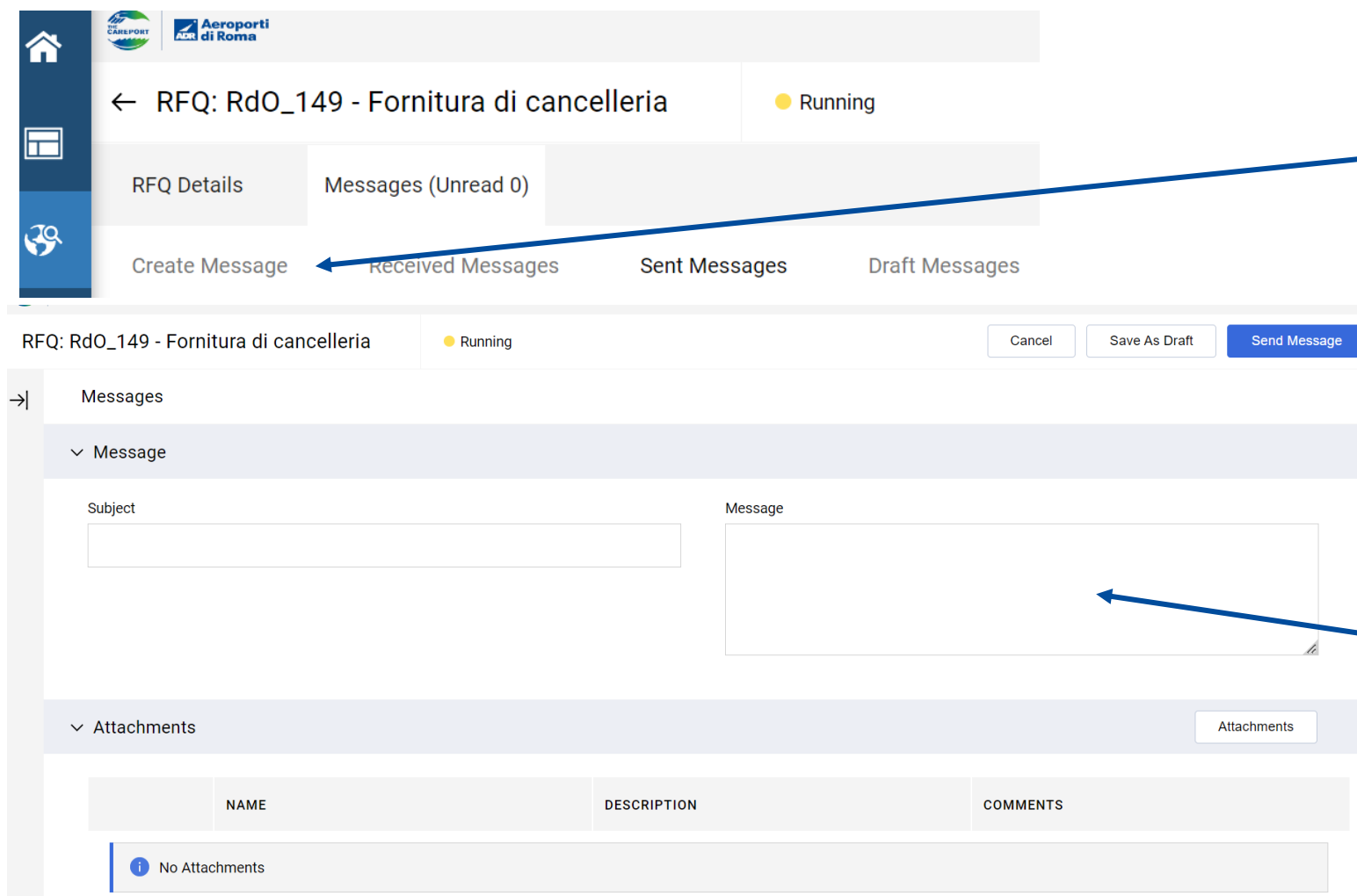


By clicking on 'Detail' you will be notified of the possibility to edit your answer. It will also be possible to withdraw the answer sent.





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



The screenshot shows the Aeroporti di Roma tender management interface. At the top, there's a header with the Aeroporti di Roma logo and the title "PARTICIPATION IN TENDERS". Below the header, the main content area displays the tender details for "RFQ: RdO_149 - Fornitura di cancelleria" with a status of "Running". The interface includes a sidebar with navigation icons and a top navigation bar with tabs for "RFQ Details", "Messages (Unread 0)", "Received Messages", "Sent Messages", and "Draft Messages". The "Messages (Unread 0)" tab is selected, and the "Create Message" button is highlighted. Below the tabs, there's a form for creating a new message. The form includes a "Subject" field, a "Message" text area, and an "Attachments" section. The "Send Message" button is visible in the top right corner of the form. A blue callout box points to the "Create Message" button, and another blue callout box points to the "Message" text area.

RFQ: RdO_149 - Fornitura di cancelleria Running

RFQ Details Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages

RFQ: RdO_149 - Fornitura di cancelleria Running Cancel Save As Draft Send Message

Messages

Message

Subject

Message

Attachments

NAME	DESCRIPTION	COMMENTS
No Attachments		

Click on «Create Message»

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



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

Edit the answer and click on «Keep Changes».

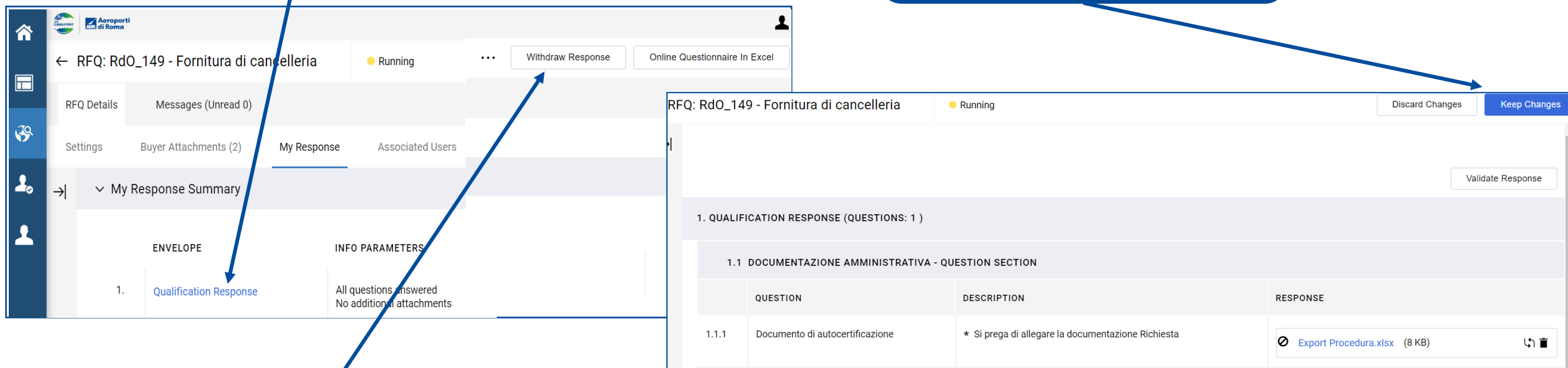
If you wish to withdraw your answer, click on «Withdraw Answer».

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

Click on «Confirm».

Information
You are about to Withdraw your Response
All response details entered into the RFQ will remain and can be Submitted again before the Closing Date

Cancel Confirm



RFQ: RdO_149 - Fornitura di cancelleria

Running

Withdraw Response

Online Questionnaire In Excel

RFQ Details

Messages (Unread 0)

Settings

Buyer Attachments (2)

My Response

Associated Users

My Response Summary

ENVELOPE

1. Qualification Response

INFO PARAMETERS

All questions answered
No additional attachments

RFQ: RdO_149 - Fornitura di cancelleria

Running

Discard Changes

Keep Changes

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 1)

1.1 DOCUMENTAZIONE AMMINISTRATIVA - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.1.1	Documento di autocertificazione	* Si prega di allegare la documentazione Richiesta	Export Procedura.xlsx (8 KB)