

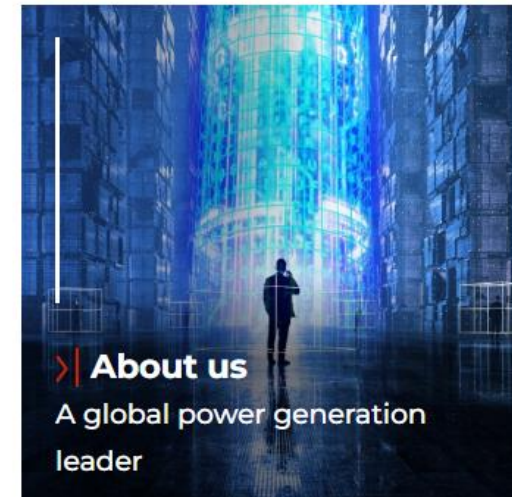
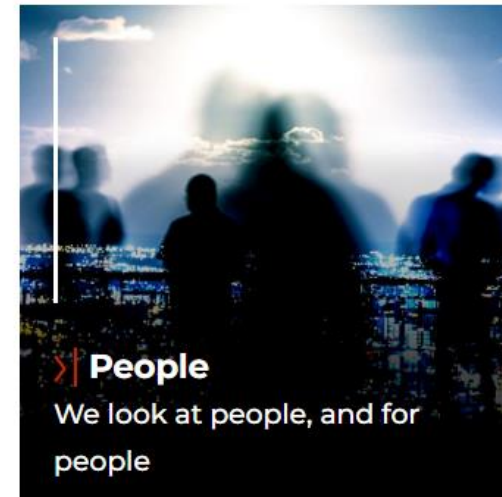
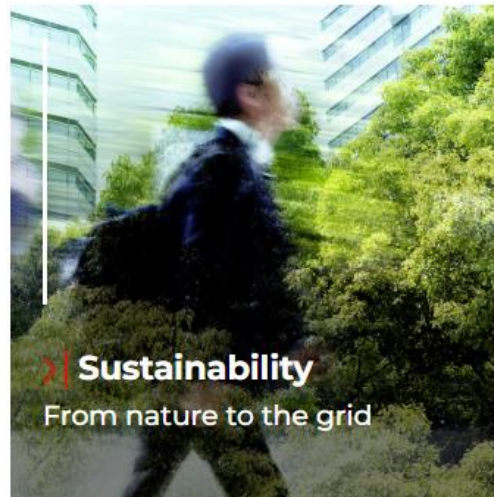
Energy as it is,
and as it will be

AE VENDOR HUB
The Ansaldo Energia Group Vendor Management Platform

Vendor User Manual - Sourcing

Last Updated: 25/03/2025

INTRODUCTION



Starting from **December 2018**, **AE Vendor Hub** is the platform used by Ansaldo Energia Group to manage the **on-boarding and the qualification processes** of the Vendors.

Starting from **January 2020**, **AE Vendor Hub** is also used by Ansaldo Energia to **manage Request for Quotations and Purchase Orders** and is the official way to communicate and interact with Vendors. Technical and contract documentation will be shared on Vendor Hub.

This Vendor User Manual describes the main methods of participation and response to online negotiations published by Ansaldo Energia Group on the **AE Vendor Hub** portal. It explains where to find the documentation of interest according to the processes applied.

In order to know steps to follow to register your Company on **AE Vendor Hub**, please download the «Vendor guide for Registration and Qualification» available within the Home Page of the Vendor Hub <https://vendorhub.ansaldoenergia.com/web/index.html>

PROCUREMENT PROCESSES MANAGED IN AE VENDOR HUB

The **AE Vendor Hub** is the new tool used by Ansaldo Energia to work and share online all information related to the purchase of goods, services and/ or work:

ANSALDO

- Publishing of Request of Quotation (RFQ) and Request of Information with all related documentation
- Provision of Purchase Orders (PO) with all related documentation
- Use of the Message Area

VENDOR

- Replies to Request of Quotations (RFQ) and to Request of Information (RFI)
- Documentation download
- Purchase Order download (PO)
- Use of the Message Area
- Upload of Purchase Order acceptance (if requested)

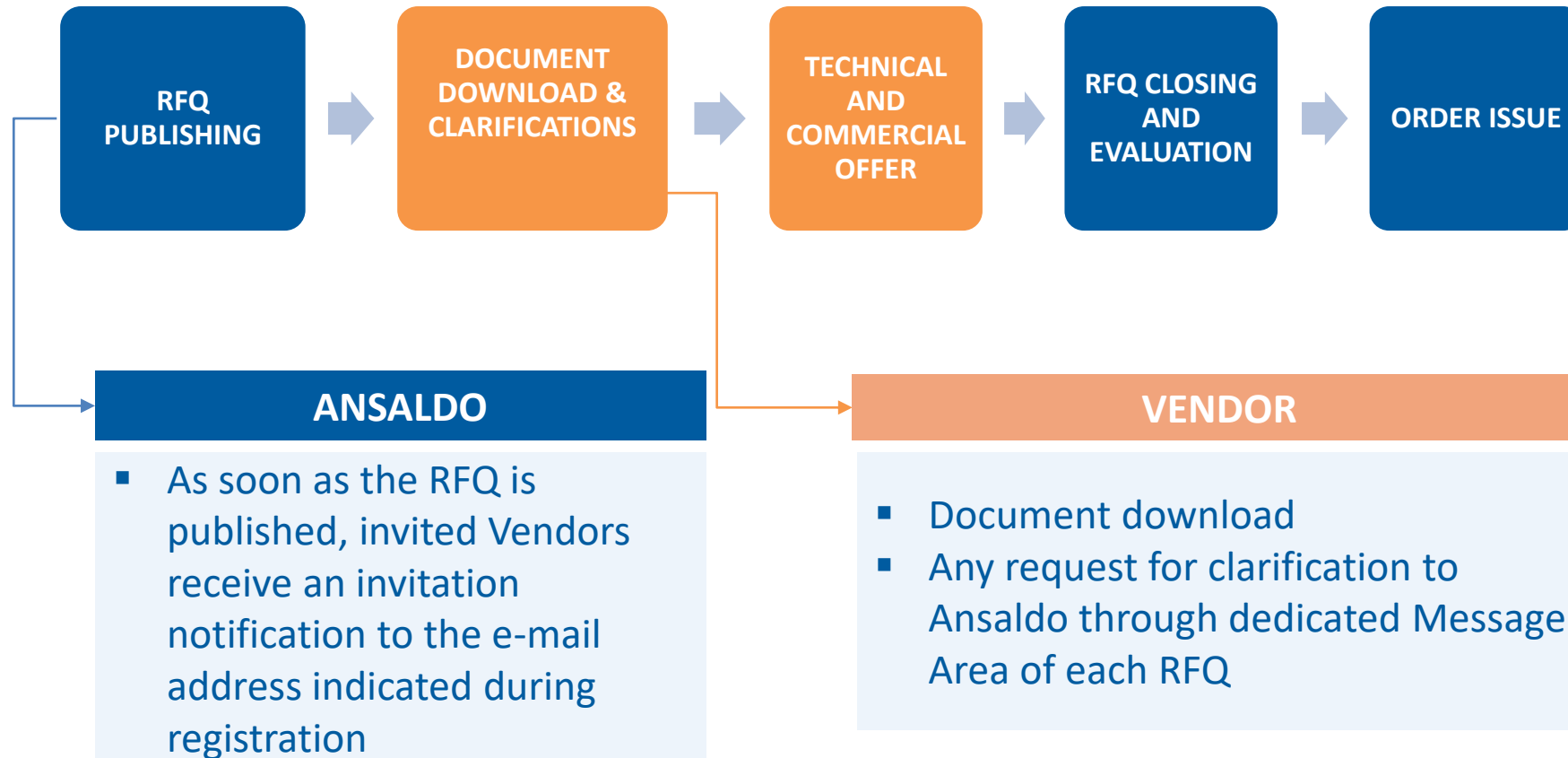
SOURCING AREA: THE MAIN PURCHASING OBJECTS

The Vendor may be involved by Ansaldo Energia to interact with some purchasing objects. Main features are summarized within the table below.

OBJECT	DESCRIPTION
Procurement Dossier (D)	A Procurement Dossier is a folder containing purchasing objects (Request for Quotations/ Information, Auctions, Purchase Orders).
Request for Quotation (RFQ)	Requests for Quotation are electronic documents that the buyer sends to the Vendors to collect quotes. It contains technical and economical characteristics, as well as the supply/ contract conditions of the requested product or service; Requests for Quotation can be divided into 3 main reply-sections or envelopes (hazardous materials, technical, prices); they can be carried out in several rounds and/ or economic bids.
Request for Information (RFI)	Requests for Information are structured in a similar way to RFQs and can be used as a market research tool.
Purchase Order (PO)	Vendors awarded with Purchase Orders will be able to interact with these purchasing objects by downloading the contractual documentation and attaching the acceptance of the Purchase Order duly signed.
Dynamic Negotiation (Auctions)	Dynamic Negotiations represent a possible economic awarding method corresponding to the final phase of a Request for Quotation. The invited Vendors will be asked to enter their offers in real time through an electronic auction monitor.

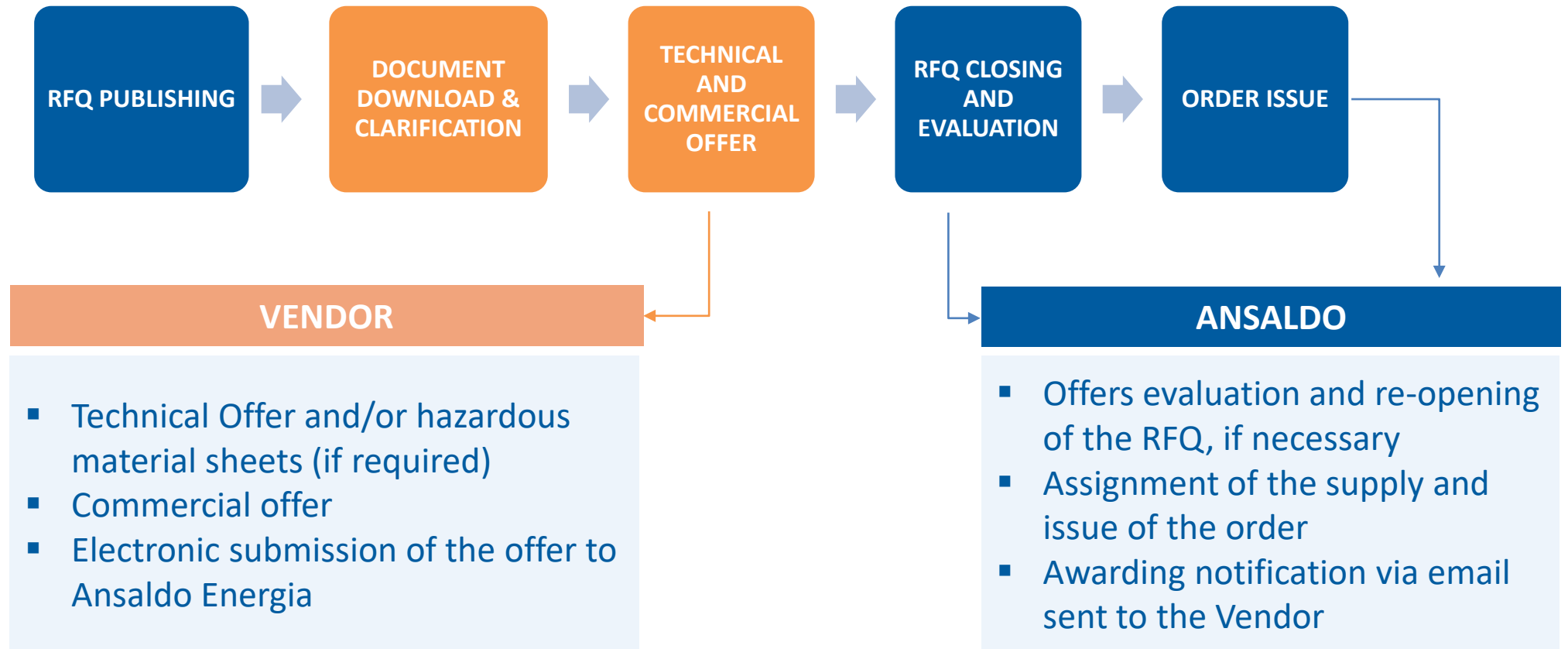
PO AWARDING MANAGED THROUGH ON-LINE RFQ (1/2)

The main activities carried out through **AE Vendor Hub** during the negotiation and awarding phases are summarized below:



PO AWARDING MANAGED THROUGH ON-LINE RFQ (2/2)

The main activities carried out through **AE Vendor Hub** during the negotiation and awarding phases are summarized below:



ACCESS TO ANSALDO ENERGIA VENDOR HUB

In order to access to **RFQs** and Purchase Orders details, you must login Vendor Hub using the credentials that were sent to you after the registration phase.

ansaldo | energia

Fit for transition | IT | EN

Welcome to AE Vendor Hub
the Ansaldo Energia Group Sourcing Platform

Insert **Username** and **Password** and click on **Enter**

uat_sourcing03

.....

> | enter

[Forgot password or username?](#)

NOT YET REGISTERED?


> | supplier registration

For any support or assistance please contact us:
Phone number (Italy): +39 02 12 41 21 302
International Phone numbers: [view list](#)
or click here to fill in the assistance form: [on-line form](#)


[Download here the "Vendor guide for Registration and Qualification"](#)
[Download here the "Vendor Guide for RFQ and PO Management"](#)
[Download here the "Vendor Guide for Export Control Form \(ECF\) Management"](#)

CREATION OF A VENDOR SUB-USER


The Vendor's main account who registered on **AE Vendor Hub** has the possibility to create sub-users with a dedicated access (username and password) to the platform. This action is necessary, for example, if the main account wants to delegate some sourcing activities (**RFQ and PO**) to other colleagues or company's departments.

ansaldo | energia 16:21 Central European Time User Profile User Main 

Welcome Type to search in menu

Dashboard 

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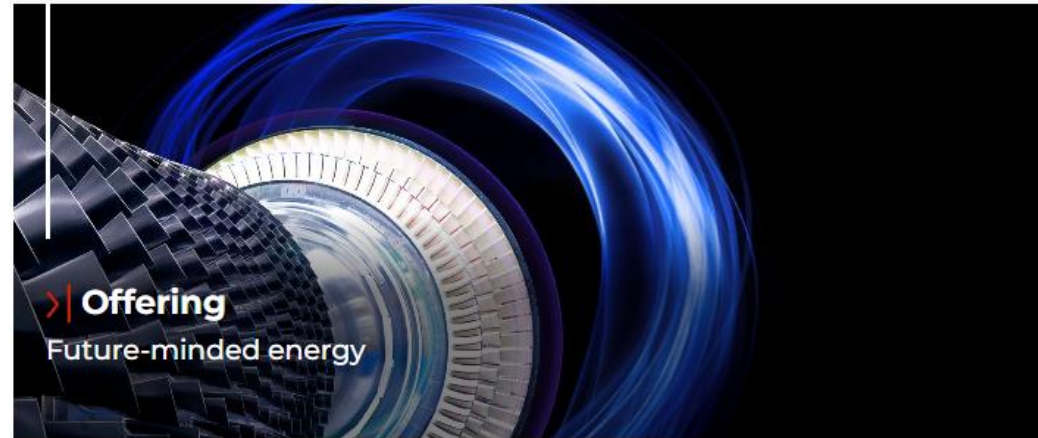
[Collaboration Plans \(ECF\)](#)

User Management 

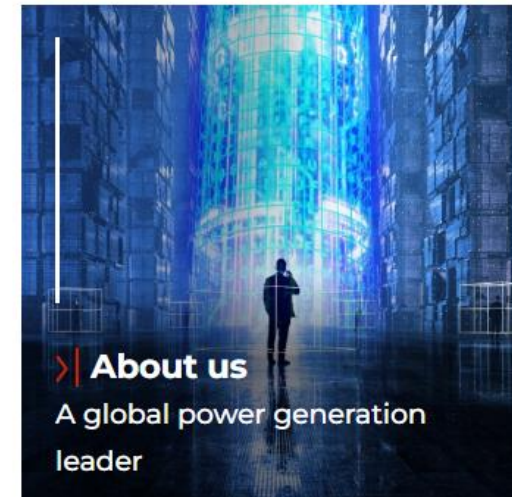
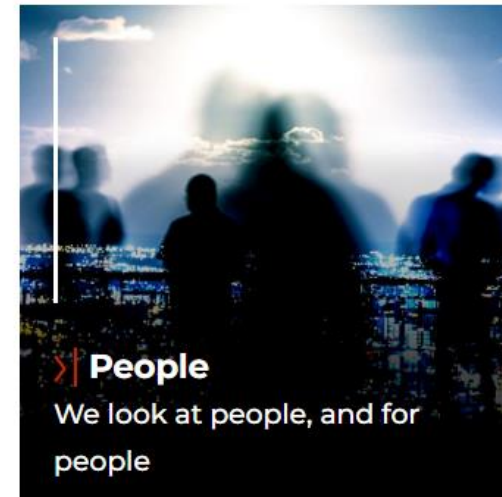
[Manage Users](#)

Click on «**Manage Users**» to access to the list of sub-users*

**To better understand how and why it is necessary to manage sub-users, please refer to the Vendor Manual «AE Vendor Hub Sourcing Vendor Guide» available on VH Home Page.*



PURCHASE ORDERS



PURCHASE ORDERS (PO)

When a Purchase Order is issued, you'll be notified through an email.
You'll be able to download the PO and all the related documentation on **AE Vendor Hub**.

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User Profile User Main

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Manage Users

Click on «PO» to access to the list of your Purchase Orders

Within the Area «My Pos», click on the line to access the details of the «PO»

ansaldo | energia 16:28 Central European Time

User Profile User Main

POs

My POs

Filters: Enter Filter (type to start search)

Filter By: All POs

Showing Result 1 - 20 of 271

	PO CODE	SAP NUMBER	VENDOR NAME	BUYER	CONTRACT TYPE	CURRENCY	PROCUREMENT DOSSIER CODE	PO SAP NO. + REVISION	STATUS
1	P10104600	3700030414/00000000	ANSALDO ENERGIA GROUP	P86 Buyer	Sent From SAP	EUR	D10000001		Active
2	P10104599	4600003422/00000000	ANSALDO ENERGIA GROUP	P86 Buyer	Sent From SAP	EUR	D10000001		Active
3	P10104598	3600065010/00000000	ANSALDO ENERGIA GROUP	P86 Buyer	AE Vendor Hub		D10000647		Active
4	P10104597	3600064978/00000002	ANSALDO ENERGIA GROUP	P86 Buyer	Sent From SAP	EUR	D10000001		Active
5	P10104596	3600065009/00000000	ANSALDO ENERGIA GROUP	P86 Buyer	AE Vendor Hub		D10000645		Active

PURCHASE ORDER - ATTACHMENT AREA

ansaldo | energia 07:40 Central European Time

← PO: P10000137 - 4500245410/000 ● Active

Info & Attachments PO Details Messages (Unread 0)

Settings Attachments (7) Associated Users Actions (0)

Visible to Seller (7)

- ✕ Busta Tecnica
- ✕ Parametri Economici
- ✕ Parametri Tecnici
- ✕ Stampa PO SAP
- ✕ Technical Attachments

Folders and Files List

Visible to Seller (7)

Filters: Enter Filter (type to start search)

Showing Result 1 - 7 of 7 Show: 20

	FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE	
1	✕ Busta Tecnica (1)		27/05/2019 14:28:04	...
2	✕ Parametri Economici (1)			...
3	✕ Parametri Tecnici (1)			...
4	✕ Stampa PO SAP (1)			...
5	✕ Technical Attachments (1)	Technical Attachments	31/05/2019 14:45:01	...
6	📄 Condizioni Generali di Servizio.pdf		27/05/2019 14:28:01	📄 ...
7	📄 Export Control.pdf		27/05/2019 14:28:01	📄 ...

User Profile User Main

Mass Download

Within the Attachment Area it is possible to select and download files saved in folders by clicking on «Mass Download»

The preview of the attached area of Folder/File Name, you can also see it on the right

It is possible to click on the name of the folder to open and check files

Order in PDF format

PO - UPLOAD OF THE SIGNED COPY OF THE PURCHASE ORDER ACCEPTANCE (1/2)

Where requested, you have to upload a signed copy of the Purchase Order.

ansaldo | energia 09:29 Central European Time User Profile User Main

← PO: P10104589 - 3600065002/00000000 Active

Info & Attachments PO Details Messages (Unread 0)

PO Details PO Items

→|

To reply and/or edit the questions, click on the «Pencil» icon

After you have signed the acceptance of the Purchase Order, you can upload the document within the area «PO Details»

ACCEPTANCE LETTER			
QUESTION	DESCRIPTION	VALUE	EDITABLE BY
Order Acceptance Signed	Please attach the Order Acceptance duly signed	(no file attached)	Vendor
	Selezionare "Accettazione Completa" se il testo dell'ordine è accettato completamente. "Accettazione Parziale" se alcuni punti non vengono accettati	Accettazione Completa	Vendor
	DESCRIPTION	VALUE	EDITABLE BY
	Signed PO	(no file attached)	Buyer
QUESTION	DESCRIPTION	VALUE	EDITABLE BY
PO Number	PO Number	3600065002	Integration Only
SAP PO Version	SAP PO Version	00000000	Integration Only
Contract reference	Contract reference (only for PO related to Agreement)		Integration Only

PO - UPLOAD OF THE SIGNED COPY OF THE PURCHASE ORDER ACCEPTANCE (2/2)

ansaldo | energia 09:37 Central European Time

User Profile User Main

PO: P10104589 - 3600065002/00000000

Active

Cancel Save And Notify Buyer

→|

ACCEPTANCE LETTER

QUESTION	DESCRIPTION	VALUE	EDITABLE BY
Order Acceptance Signed	Please attach the Order Acceptance duly signed	<div>Lettera di Accettazione firmata... 26 KB</div>	Vendor
Vendor Level of Acceptance	Selezionare "Accettazione Completa" se il testo dell'ordine è accettato completamente. "Accettazione Parziale" se alcuni punti non vengono accettati	Accettazione Completa	Vendor

SIGNED PO

QUESTION	DESCRIPTION	EDITABLE BY
Signed PO	Signed PO	Buyer

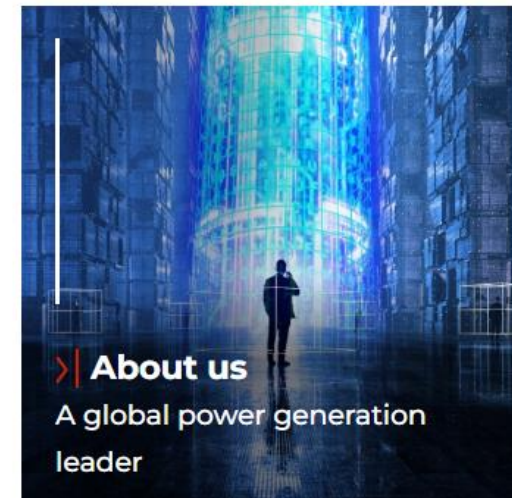
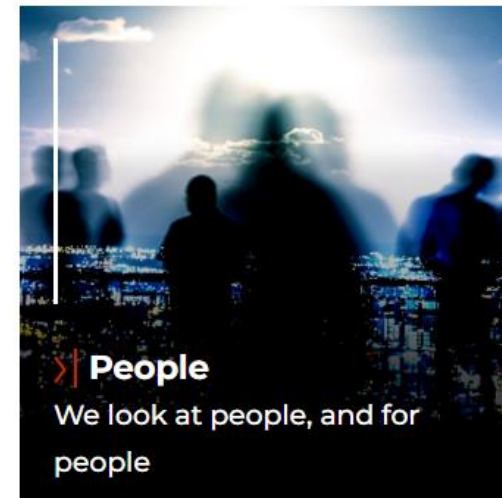
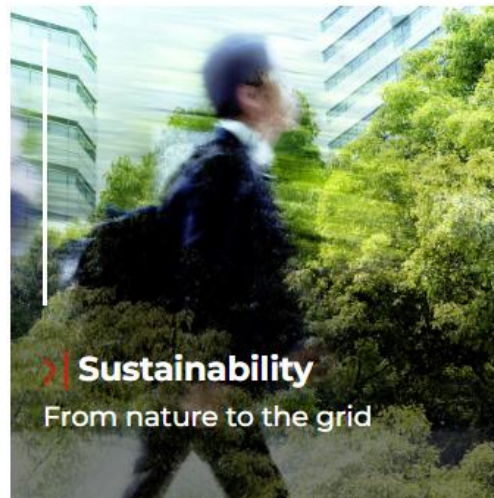
DATA FROM SAP

QUESTION	DESCRIPTION	EDITABLE BY
PO Number	PO Number	Integration Only
SAP PO Version	SAP PO Version	Integration Only
Contract reference	Contract reference (only for PO related to Agreement)	Integration Only

After the Purchase Order Acceptance is uploaded, click on «Save and Notify Buyer» to send the response to Ansaldo


REQUEST FOR QUOTATION

HOW TO REPLY AND TO SEND IT BACK TO THE
BUYER




REQUEST FOR QUOTATION AREA (RFQ)


When your Company is invited to participate to a **new Request for Quotation**, you'll be noticed by an email. You can click on the link present in the email and access directly to the details of this new **RFQ**, or you can access **AE Vendor Hub** and check the entire list of your **RFQs**.

ansaldo | energia 16:21 Central European Time User Profile User Main 

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Click on «**RFQs**» to access to the list of Request for Quotations

REQUEST FOR QUOTATION (RFQ)

Within the Area «My RFQs» it is possible to check the list of all RFQs where you have been invited. «Open» RFQs means you can send your offer. After the deadline, the RFQs are «Closed».

ansaldo | energia08:35 Central European Time

User Profile User Main

RFQs

My RFQs

Filters: Enter Filter (type to start search)

Filter By: All RFQs

Showing Result 1 - 20 of 220

Show: 20

1 2 ... 11 →

	RFQ CODE	RFQ TITLE	PROCUREMENT DOSSIER CODE	RFQ CLOSING DATE/TIME ↓	RFQ STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	R10000182	9101N12521P1_ANELLO TENUTA ST.1 IN SETTORI	D10000170	20/12/2030 19:00	Open	Published	ANSALDO ENERGIA GROUP
2	R10000539	FULLTENDER2-TEST-SEQIS25022025	D10000647	25/02/2025 16:20	Closed	Published	ANSALDO ENERGIA GROUP
3	R10000538	RFQ-FULLTENDERTEST1-SEQIS24022025	D10000645	24/02/2025 18:01	Closed	Published	ANSALDO ENERGIA GROUP
4	R10000537	2025_02_11_RFQ TEST	D10000644	19/02/2025 10:00	Closed	Response To Be Submitted To Buyer	ANSALDO ENERGIA GROUP
5	R10000533	2025_01_RFQ TEST	D10000642	18/02/2025 12:35	Closed	Published	ANSALDO ENERGIA GROUP
6	R10000531	TEST MULTI_SEZIONE 001_2025	D10000640	08/01/2025 16:38	Closed	Published	ANSALDO ENERGIA GROUP

Click on the line of the «RFQ» to access to the details

REQUEST FOR QUOTATION - RFQ DETAILS

Each RFQ consists of several sections and contains all the useful information for submitting technical and economical offers.

The screenshot shows the 'RFQ Details' page for RFQ: R10000182 - 9101N12521P1_ANELLO TENUTA ST.1 IN SETTORI. The page is divided into several sections:

- RFQ status**: Indicated by a yellow dot and the text 'Open'.
- RFQ* details**: The main title of the page.
- Attachment Area**: A section containing 'Buyer Attachments (1)' and 'Technical Attachments'.
- Buyer Attachments (1)**: A section containing a list of attachments.
- Technical Attachments**: A section containing a list of technical attachments.

Annotations on the screenshot include:

- A red box labeled 'RFQ status' with an arrow pointing to the 'Open' status.
- A red box labeled 'Attachment Area' with an arrow pointing to the 'Buyer Attachments (1)' section.
- A red box labeled 'RFQ* details' with an arrow pointing to the main title.
- A red box with text: 'Click on «**Buyer Attachments**» to view and download the documents uploaded by the Buyer and there may be also multiple folders attached in the Buyer Attachments area'.

The 'Buyer Attachments (1)' section displays a table with the following data:

FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE
1	Technical Attachments (1)	05/11/2019 13:01:43

If the **RFQ requires the management of «Hazardous Material», you'll find the dedicated section/envelope on top of Technical and/or Commercial Envelope.*

REQUEST FOR QUOTATION - BUYER ATTACHMENT

ansaldo | energia 09:52 Central European Time User Profile User Main

← RFQ: R10000533 - 2025_01_RFQ TEST Open

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response Associated Users





Buyer Attachments (2)

Folders and Files List

Buyer Attachments (2)

Filters: Enter Filter (type to start search)

Showing Result 1 - 2 of 2 Show: 20

	FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE	
1	 Condizioni Generali di Servizio.pdf		24/01/2025 16:36:56	 ...
2	 Export Control.pdf		24/01/2025 16:36:56	 ...

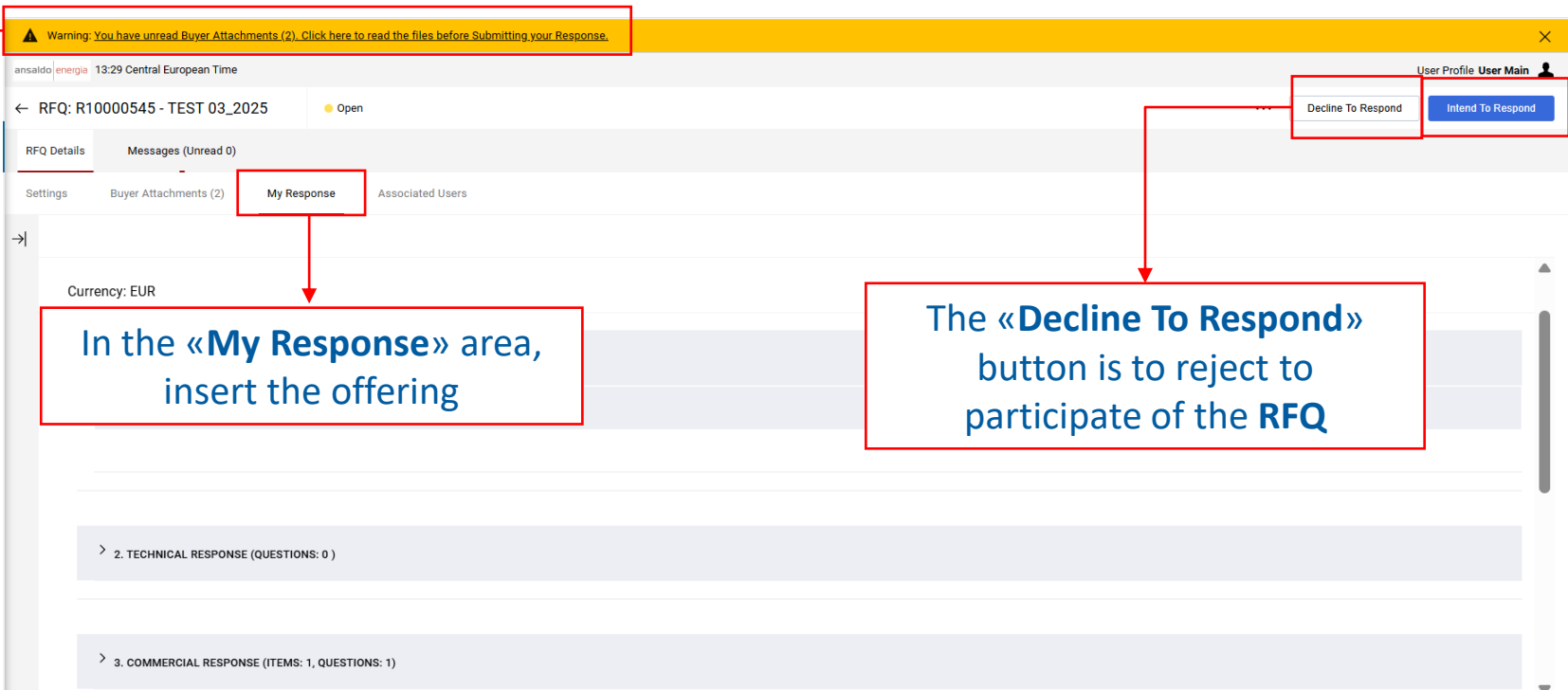
Mass Download

It is possible to select and massively download the contents of the folders by clicking on «**Mass Download**»

Click on the name of the «**Folder/ File Name**» to open and view the document

REQUEST FOR QUOTATION - VENDOR'S RESPONSE (1/3)

After downloading and analyzing the requested documentation, click on «**My Response**» area to enter and present the offering, or reject (click on the Decline To Respond button) in case of not participation of the RFQ, otherwise click on the «**Intend To Respond**» button.



The screenshot shows the 'RFQ: R10000545 - TEST 03_2025' page. At the top, a yellow warning banner states: 'Warning: You have unread Buyer Attachments (2). Click here to read the files before Submitting your Response.' The page has a navigation bar with 'RFQ Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (2)', 'My Response', and 'Associated Users'. The 'My Response' tab is selected. Below the navigation bar, there are sections for '2. TECHNICAL RESPONSE (QUESTIONS: 0)' and '3. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 1)'. On the right side, there are two buttons: 'Decline To Respond' and 'Intend To Respond'.

This message appears only if the attachments have not yet been read before responding to the RFQ

In the «**My Response**» area, insert the offering

The «**Decline To Respond**» button is to reject to participate of the RFQ

The «**Intend To Respond**» button is for the interest for the RFQ

REQUEST FOR QUOTATION - VENDOR'S RESPONSE (2/3)

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16:46 Central European Time

User Profile User Main

← RFQ: R10000533 - 2025_01_RFQ TEST

Open

...

Online Questionnaire In Excel

Submit Response

RFQ Details

Messages (Unread 0)

Settings

Buyer Attachments (4)

My Response

Associated Users

→|

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

ENVELOPE		INFO PARAMETERS
1.	Technical Response	Missing mandatory responses (4)
2.	Commercial Response	Mandatory fields missing (1)


Total Price (excluding optional sections)

Currency: EUR

Click on the **Technical or Commercial Response** to which you want to respond first

REQUEST FOR QUOTATION - VENDOR'S RESPONSE (3/3)

Another alternative to proceed in answering the **Technical or Commercial Response**, scroll down the page and on the right click on the «**Pencil**» icon.

ansaldo | energia 16:46 Central European Time User Profile User Main 

← RFQ: R10000533 - 2025_01_RFQ TEST ● Open ... Online Questionnaire In Excel Submit Response

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (4) My Response Associated Users

→|

> 1. TECHNICAL RESPONSE (QUESTIONS: 6) ✎

> 1.1 INFORMAZIONI GENERALI - QUESTION SECTION

> 1.2 TEMPI DI LAVORI - QUESTION SECTION

> 2. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 0) ✎

> 2.1 OFFERTA ECONOMICA - PRICE SECTION

Open the
Response
area to
enter
and/or edit
the
response

REQUEST FOR QUOTATION - INSERT TECHNICAL RESPONSE AND ATTACHMENTS

ansaldo | energia 17:07 Central European Time

User Profile User Main

RFQ: R10000533 - 2025_01_RFQ TEST



Open

Save And Continue Cancel Save And Return

Response Check

1. TECHNICAL RESPONSE (QUESTIONS: 5)

1.1 INFORMAZIONI GENERALI - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 GARANZIE E COPERTURA ASSICURATIVA	* Confermare di essere in possesso di una polizza assicurativa, se si allegare tale polizza alla domanda successiva.	Yes
1.1.2 ALLEGARE LA POLIZZA ASSICURATIVA	* Si prega di allegare la propria polizza assicurativa in corso di validità.	 Polizza assicurativa.png 490 KB
1.1.3 OSSERVAZIONI	Qualora la vostra risposta è negativamente alla domanda 1.1.1, si prega di esprimere sinteticamente le vostre motivazioni.	N.A.
1.1.4 ALLEGARE LA CARTA DI IDENTITA'	* Si prega di allegare la carta d'identità	 490 KB

1.2 TEMPI DI LAVORI - QUESTION SECTION

QUESTION	DESCRIPTION
1.2.1 TEMPISTICHE DEI LAVORI	* Avete preso visione e accettate le ter

Character counter 1996

2

It is possible to check the whole of the response by clicking on the «Response Check» button

1

Enter all the information including the attachments

3

Click on «Save and Continue» and then «Save and Return» to validate all the responses

4

ansaldoenergia-prep.bravosolution.com dice

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

Annulla

REQUEST FOR QUOTATION - INSERT COMMERCIAL RESPONSE AND ATTACHMENTS

ansaldo | energia 17:19 Central European Time

RFQ: R10000533 - 2025_01_RFQ TEST ● Open

User Profile User Main

★ Save And Continue Cancel ★ Save And Return

Response Check Refresh

TOTAL PRICE (EXCLUDING OPTIONAL SECTIONS) 0

Currency: EUR

2. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 0)

2.1 OFFERTA ECONOMICA - PRICE SECTION

	CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE	DELIVERY DATE COMMENT
2.1.1	BEST & FINAL	* Inserire il totale della vostra ultima e migliore offerta per il ristorante in oggetto	Value/val.	1	15000	0	
Section Sub Total						0	

Character counter 512

Add/View Attachments

2

It is possible to check the whole of the response by clicking on the «Response Check» or «Refresh» button to update

3

Click on «Save and Continue» and then «Save and Return» to validate all the responses

1

Insert the economic offer and any attachment

4

ansaldoenergia-prep.bravosolution.com dice

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

Annulla

REQUEST FOR QUOTATION - INSERT COMMERCIAL RESPONSE AND DETAILS

ansaldo | energia 17:37 Central European Time User Profile User Main

RFQ: R10000537 - 2025_02_11_RFQ TEST Open

Save And Continue Cancel Save And Return

Response Check Refresh

Currency: EUR TOTAL PRICE (EXCLUDING OPTIONAL SECTIONS) 5.000

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

3.1 NOTE DI COMPILAZIONE - PRICE SECTION

NOTE	NOTE DETAILS
3.1.1 Consegna (Numero Giorni da conferma ordine)	In caso di differenza tra la data di consegna della RDO e la data proposta in offerta si prega di inserire nella colonna denominata "Consegna (Numero Giorni da conferma ordine)" il numero massimo di giorni dalla conferma dell'ordine per l'effettuazione della consegna. La mancata compilazione della colonna o l'assenza di commenti saranno ritenuti tacita accettazione delle date.

3.2 OFFERTA ECONOMICA - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
3.2.1 Allegato Offerta Economica	* Allegare debitamente compilato il form di quotazione proposto. L'offerta dovrà obbligatoriamente contenere importo e data di consegna di ciascun item richiesto.	Output_vendor_check_qual.xlsx 7 KB

3.3 NOME DI DEFAULT DELLA SEZIONE - PRICE SECTION

CODE	DESCRIPTION	REMARKS	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE	DELIVERY DATE	DELIVERY DATE COMMENT	CONSEGNA (NUMERO GIORNI DA CONFERMA ORDINE)
3.3.1 000000000546191010	* AGQ_YNB_2100054624_00010 ACIDO DI FISSAGGIO BI-COMPONENTE -File: 2100054624-00010-00 - ACIDO DI FISSAGGIO BI-COMPONENTE: TWO-PART LIQUID FIXER	PELLICOLE RADIOGRAFICHE INDUSTRIALI E MATERIALI PER LO SVILUPPO ACIDO DI FISSAGGIO BI-COMPONENTE PER IMPIEGO UNIVERSALE IN CONFEZIONI DA 5 LITRI (PARTE A) E 1,25 LITRI (PARTE B)	each	5	1.000	5.000	06/05/2025	Character counter 512	
Section Sub Total						5.000			

If a file name is mentioned in this column, you will find the relevant zip in the «**Technical Attachments**» section of the **Buyer Attachments** area

For each item, enter the unit price in the currency of the **RFQ**

If it is not possible to deliver an item by the **requested delivery date**, you can propose another date, if it has been configured by the Buyer

REQUEST FOR QUOTATION - SUBMIT RESPONSE

ansaldoenergia-bravosolution.com dice

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

OK Annulla

Submit Response

To send the response to the Buyer, click on «Submit Response» and then on «OK»

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

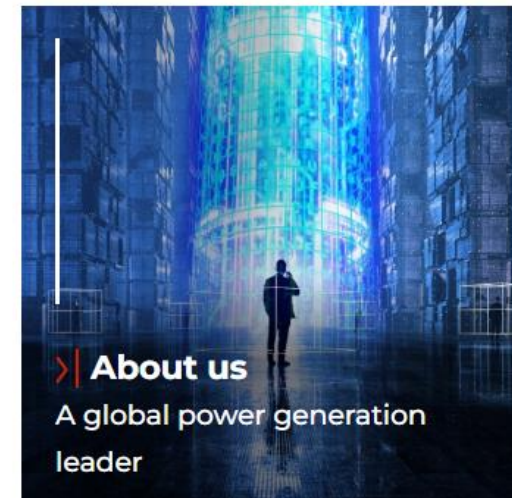
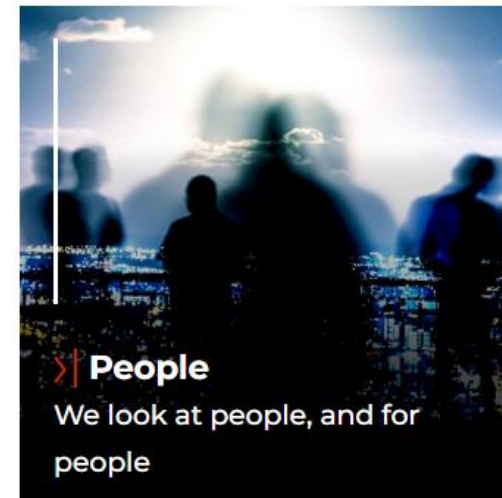
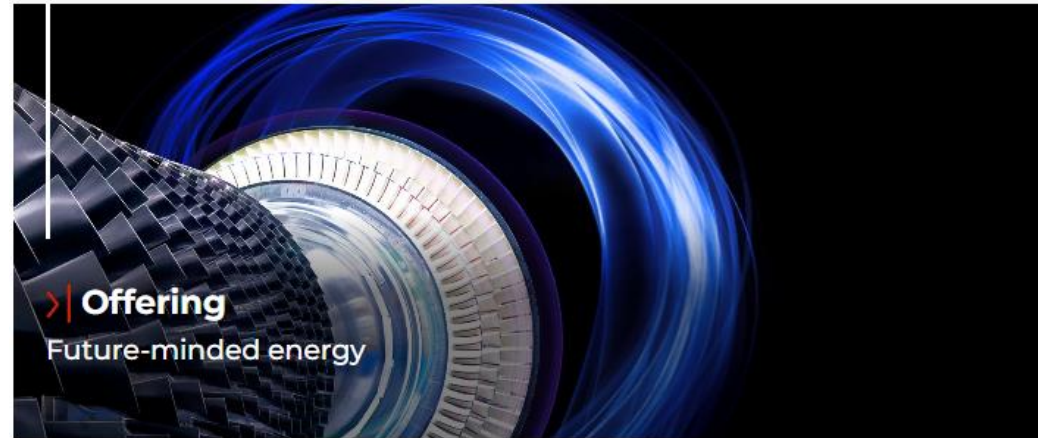
My Response Summary

	ENVELOPE	INFO PARAMETERS	
1.	Technical Response	All questions answered	
2.	Commercial Response	All quoted items completed No additional attachments	Total Price (excluding optional sections) 150.000

Currency: EUR

If you need further details on information to be managed on the responses and to browse on Vendor Hub, please refer to the Vendor Manual «AE Vendor Hub Sourcing Vendor Guide» available on VH Home Page.

REQUEST FOR QUOTATION - MESSAGE AREA -



REQUEST FOR QUOTATION - MESSAGE AREA

The screenshot shows the 'REQUEST FOR QUOTATION - MESSAGE AREA' interface. At the top, there is a header bar with 'ansaldo | energia' on the left, '18:50 Central European Time' in the center, and 'User Profile User Main' with a user icon on the right. Below the header, there is a breadcrumb trail: '← RFQ: R10000533 - 2025_01_RFQ TEST' followed by a yellow dot and the word 'Open'. The main content area has a tabbed interface with 'RFQ Details' and 'Messages (Unread 0)'. The 'Messages (Unread 0)' tab is active and contains sub-tabs: 'Create Message', 'Received Messages', 'Sent Messages', 'Draft Messages', and 'Forwarded Messages'. The 'Draft Messages' sub-tab is selected, showing a list of draft messages. A search filter is present: 'Filters: Enter Filter (type to start search)'. On the right side of the 'Draft Messages' list, there is a 'Print' icon (a printer) and a 'Create' button. Red arrows point from the 'Messages (Unread 0)' tab to a box labeled 'Message Area', from the 'Sent Messages' and 'Draft Messages' sub-tabs to a box labeled 'Sent Messages and Draft Messages', and from the 'Print' icon and 'Create' button to a box containing instructions.

Message Area

Sent Messages and Draft Messages

Click on «**Create**» to create a message, and for any message to be printed and/or saved as a PDF, click on the «**Print**» icon

REQUEST FOR QUOTATION - CREATION OF A MESSAGE

ansaldo | energia 18:56 Central European Time

RFQ: R10000533 - 2025_01_RFQ TEST Open

Cancel Save As Draft **Send Message**

→| Messages

Message

Subject

RFQ DATE POSTPONE

Message

Good morning,
Is it possible to postpone the deadline of the RFQ to the next day, like on Tuesday.

Looking forward,
Thank you,
Best Regards.

Attachments

NAME

No Attachments

ansaldo | energia 19:03 Central European Time

← RFQ: R10000533 - 2025_01_RFQ TEST Open

RFQ Details

Messages (Unread 0)

Create Message

Received Messages

Sent Messages

Draft Messages

Forwarded Messages

→| Sent Messages

Filters: Enter Filter (type to start search)

Showing Result 1 - 2 of 2

	RECIPIENT	DATE	SUBJECT	READ BY RECIPIENT	REPLIES
1	ANSALDO ENERGIA GROUP	23/03/2025 19:03	RFQ DATE POSTPONE	0	0
2	ANSALDO ENERGIA GROUP	05/02/2025 17:23	DOMANDA DI CHIARIMENTO	1	1

Write the text in the appropriate fields and attach any attachments if necessary, and then click «Send Message»

List of messages sent

REQUEST FOR QUOTATION - RECEIVED MESSAGE

ansaldo | energia 23:27 Central European Time User Profile User Main

← RFQ: R10000533 - 2025_01_RFQ TEST ● Open

RFQ Details **Messages (Unread 1)**

Create Message **Received Messages** Sent Messages Draft Messages Forwarded Messages

→| Received Messages Print ... Create

Filters:

Showing Result 1 - 2 of 2

	SENDER	DATE	SUBJECT	OPENED BY ME	OPENED	REPLIED
1	ANSALDO ENERGIA GROUP	23/03/2025 23:26	Re: RFQ DATE POSTPONE			

To read the message click on the line in the «**Received Messages**» section

Received Messages

ansaldo | energia 23:30 Central European Time User Profile User Main

← RFQ: R10000533 - 2025_01_RFQ TEST ● Open

RFQ Details **Messages (Unread 0)**

Create Message **Received Messages** Sent Messages Draft Messages Forwarded Messages

→| ← Messages Print Forward Reply

Message

Date
23/03/2025 23:26

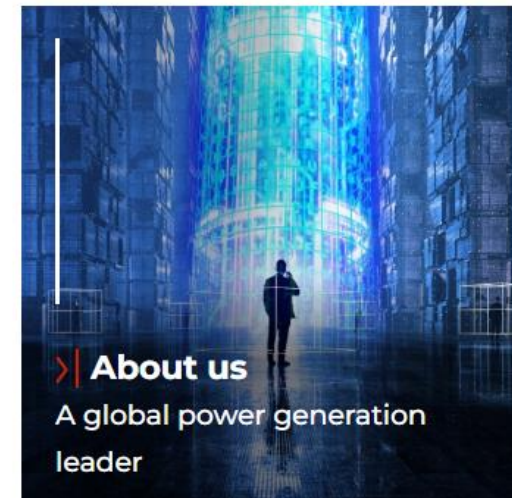
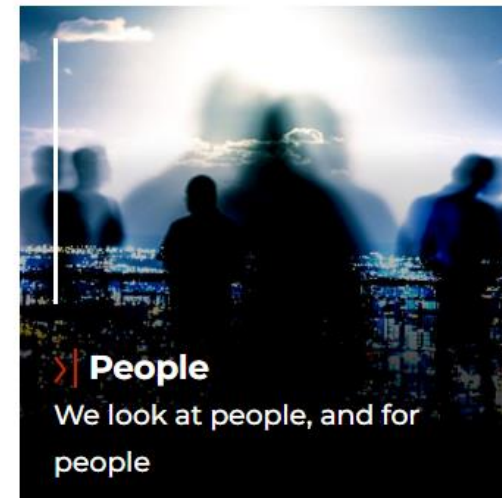
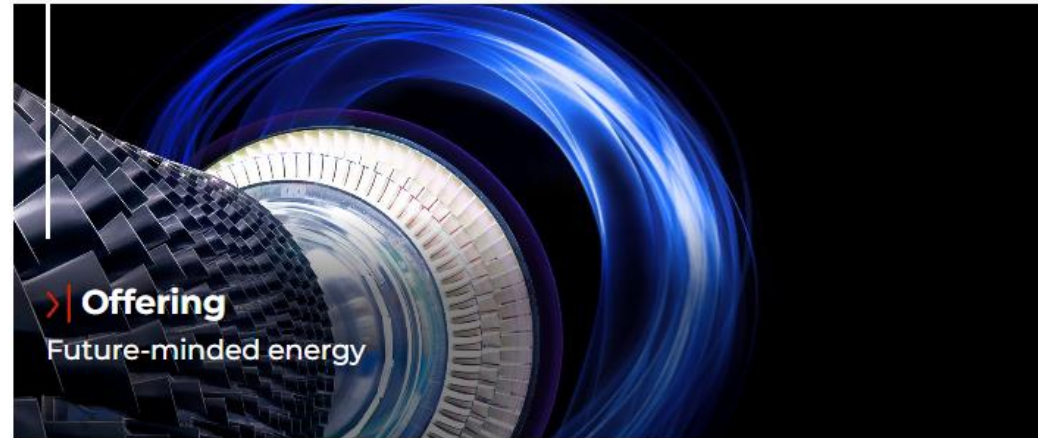
Subject
Re: RFQ DATE POSTPONE

Sent by
ANSALDO ENERGIA GROUP

Message
Good morning,
The RFQ can be postponed only for one day, in a short time, we will communicate the new deadline of the RFQ.

Best Regards.


To reply to the message, click on «**Reply**» or «**Forward**» to forward the message to a different recipient or on the «**Print**» icon to print and/or save as a PDF of the message



REQUEST FOR QUOTATION - VENDOR'S USER MANAGEMENT -

VENDOR'S SUB USERS INVITED TO THE RFQ (1/2)


The user who received the invitation to participate in the **RFQ** can extend the right to reply to other sub users of the Company. These sub users have to be previously created by the main user of the Vendor's account.

ansaldo | energia 23:46 Central European Time User Profile User Main 

← RFQ: R10000533 - 2025_01_RFQ TEST ● Open

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (4) My Response **Associated Users**

→| User List +  ...

Showing Result 1 - 1 of 1 Show: 20 ▼

	LAST NAME ↑	FIRST NAME	EMAIL	DIVISION		ROLE
1	Utente	Sub 1	sottoutente_1_@1azienda1.it;;mlomazzi@jaggaer.com	Unit 1		

Within the «**Associated Users**» area, the user who has been invited can invite other users to view/respond to the **RFQ** by clicking on the “+” icon to add or remove them with the «**Trash**» icon

VENDOR'S SUB USERS INVITED TO THE RFQ (2/2)

ansaldo | energia 23:51 Central European Time

User Profile User Main

RFQ: R10000533 - 2025_01_RFQ TEST

● Open

Cancel

→| Select Users to add to the User Rights List

Quick Selection by Name

sub

Select with Search Criteria

Sub4 user - lrobert@jaggaer.com

Sub 2 Utente - sottoutente_2_@azienda.it;aachilli@jaggaer.com;mlomazzi@jaggaer.com

Enter the user's name in the blank field or click on «Select with Search Criteria»

Select the users and click «Save» and then click «OK»

RFQ: R10000533 - 2025_01_RFQ TEST

● Open

Cancel

Save

→| Select Users to add to the User Rights List

Quick Selection by Name

sub

Remove All

	LAST NAME	FIRST NAME	EMAIL	DIVISION	ROLE	
1	user	Sub4	lrobert@jaggaer.com	Division	Sottoutente	
2	Utente	Sub 2	sottoutente_2_@azienda.it;aachilli@jaggaer.com;mlomazzi@jaggaer.com	Unit 2		

ansaldoenergia-prep.bravosolution.com dice

The selected users will be added. Click "OK" to proceed.

OK

Annulla

Quick Selection by Name

Type to search in full users list

Remove All

	LAST NAME	FIRST NAME	EMAIL	DIVISION	ROLE	
1	user	Sub4	lrobert@jaggaer.com	Division	Sottoutente	
2	Utente	Sub 2	sottoutente_2_@azienda.it;aachilli@jaggaer.com;mlomazzi@jaggaer.com	Unit 2		