



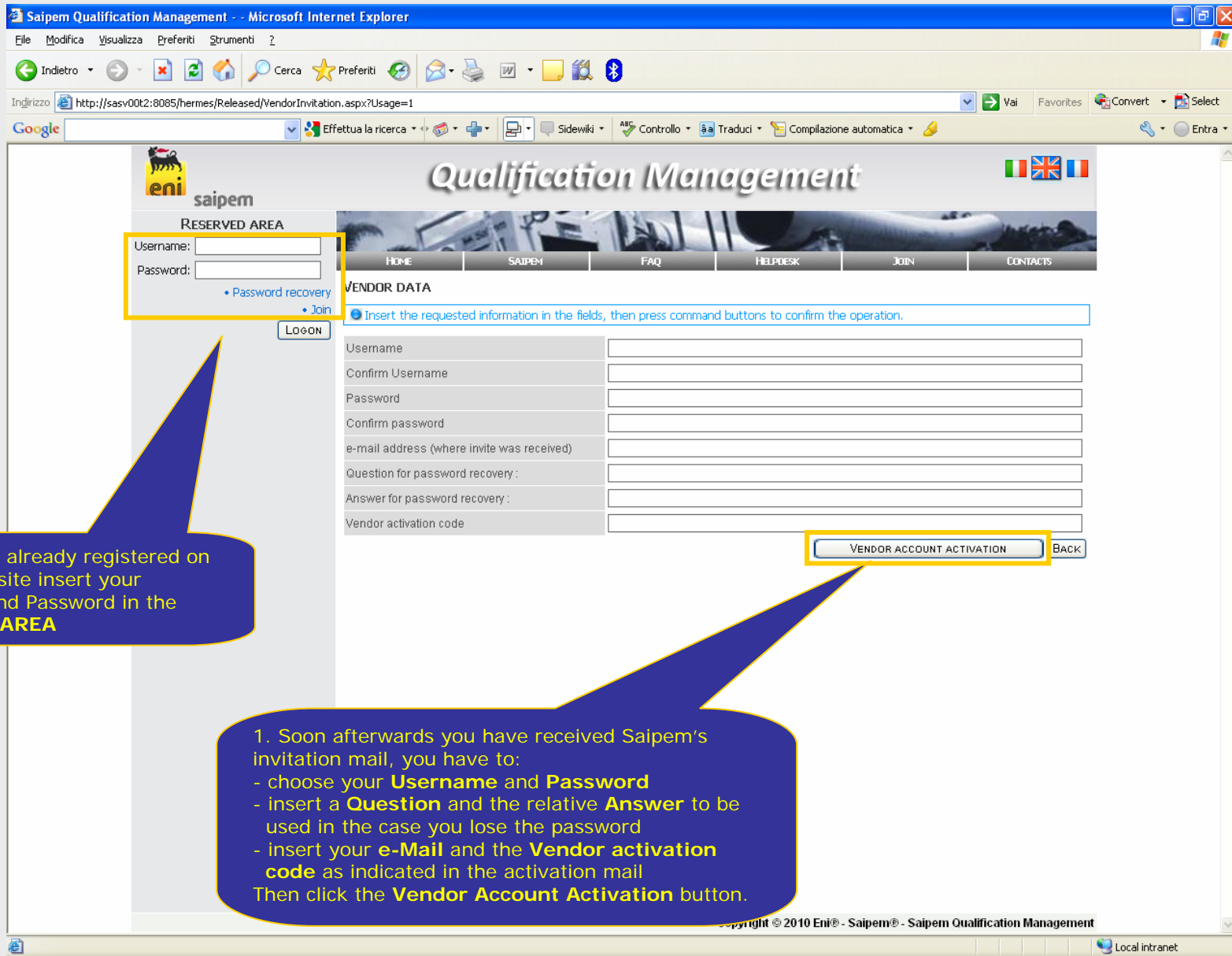
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Qualification Process

QUALIFICATION MANAGEMENT

USER GUIDE

The Complete **Oil & Gas** Service Provider



Qualification Management

RESERVED AREA

Username:

Password:

[Password recovery](#)

[Join](#)

LOGIN

VENDOR DATA

Insert the requested information in the fields, then press command buttons to confirm the operation.

Username

Confirm Username

Password

Confirm password

e-mail address (where invite was received)

Question for password recovery:

Answer for password recovery:

Vendor activation code

VENDOR ACCOUNT ACTIVATION BACK

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Local intranet

2. If you are already registered on Saipem website insert your Username and Password in the **RESERVED AREA**

1. Soon afterwards you have received Saipem's invitation mail, you have to:

- choose your **Username** and **Password**
- insert a **Question** and the relative **Answer** to be used in the case you lose the password
- insert your **e-Mail** and the **Vendor activation code** as indicated in the activation mail

Then click the **Vendor Account Activation** button.



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Microsoft Internet Explorer window: Saipem Qualification Management - Home

Indirizzo: http://sasv00t2:8085/hermes/Released/Home.aspx

Qualification Management

RESERVED AREA
User: **alek_B3**
Group: **WebUsers [30]**
Time: **00:05:44**
[MyAccount](#)
[LOG OFF](#)

HOME SAIPEM FAQ HELPDESK JOIN CONTACTS

WELCOME TO QUALIFICATION MANAGEMENT

We have implemented a registration and vendor qualification system called **Qualification Management**. This system allows the vendors already working with us to update their Company information and provides a new registration form to those who want to present themselves and begin a relationship with us.

To download the application user guide in PDF format, click on this link

Vendor presentation process status

ATTENTION! There are some data and documents that you have to provide before proceeding with the RELEASE.
Here below the complete list

Attachments :	<ul style="list-style-type: none">COMPANY PROFILE MissingPROJECTS AND CLIENT REFERENCE LIST MissingVENDOR DECLARATION Missing
---------------	---

Welcome alek_B3 ,

These are the **vendor** data Linked to your user account:

company	: PROVA-AK
address	: via prova
city	: prova
country	: Azerbaijan

[MODIFY COMPANY DATA](#)

Vendor qualification status

process status	: Opened
opening date	: 7/9/2010

- [SELECT COMMODITY CODES](#)
- [COMPILE THE VENDOR QUESTIONNAIRE](#)
- [VENDOR DOCUMENTS MANAGEMENT](#)
- [RELEASE THE VENDOR PRESENTATION](#)

3. Click this link to view the list of the commodity codes requested for the qualification process

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Saipem Qualification Management - Vendor Identification - Microsoft Internet Explorer

Indirizzo: http://sasv00t2:8085/hermes/Released/VendorIdentification.aspx?ID_Qualification=3129&Usage=28&Checksum=2933286c2ac12933c7

Qualification Management

RESERVED AREA
User: **alek_83**
Group: **WebUsers [30]**
Time: **00:14:40**
[MyAccount](#)
[LOGOFF](#)

HOME SAIPEM FAQ HELPDESK JOIN CONTACTS

VENDOR TAG

Select from the tree view below; a Class of Goods, then a General Characteristic of the Class, and then the Detail of the Characteristic. Click save when completed to record the information.

Merchandise classes

- MATERIAL
- SERVICE

Merchant classes Search

Description (also partial) of merchant class:

[Click here to start the search](#)

[Click here to return back to general structure](#)

Merchant typology Legend:

- Dealer/Reseller
- Stockist
- Producer of goods and/or services
- Trading House

General notes

[SAVE](#) [BACK](#)

Merchant classes list requested for qualification process

Merchant class	Annotations	Vendor type	Core Business
ICS (DCS, ESD AND FIRE&GAS SYSTEMS)		Producer of goods and/or services	0

Operazione completata

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4. It's possible to add commodity codes in the qualification process searching them with a literal description and then act with a double click on the commodity code tree

5. Hereby is reported a complete list of all the commodity codes involved in the process



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Saipem Qualification Management - Home - Microsoft Internet Explorer

Indirizzo <http://sasv00t2:8085/hermes/Released/Home.aspx>

Qualification Management

RESERVED AREA
User: **alek_B3**
Group: **WebUsers [30]**
Time: **00:05:44**
[MyAccount](#)
[LOG OFF](#)

HOME SAIPEM FAQ HELPDESK JOIN CONTACTS

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Vendor presentation process status

ATTENTION! There are some data and documents that you have to provide before proceeding with the RELEASE.
Here below the complete list

Attachments :	<ul style="list-style-type: none">COMPANY PROFILE MissingPROJECTS AND CLIENT REFERENCE LIST MissingVENDOR DECLARATION Missing
---------------	---

Welcome **alek_B3**,

These are the **vendor** data Linked to your user account:

company	: PROVA-AK
address	: via prova
city	: prova
country	: Azerbaijan

[MODIFY COMPANY DATA](#)

Vendor qualification status

process status	: Opened
opening date	: 7/9/2010

[SELECT COMMODITY CODES](#)

[COMPILE THE VENDOR QUESTIONNAIRE](#)

[VENDOR DOCUMENTS MANAGEMENT](#)

[RELEASE THE VENDOR PRESENTATION](#)

6. Click this link to start to fill in the on line questionnaire

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Saipem Qualification Management - Questionnaires Editor - Microsoft Internet Explorer

Indirizzo http://sasv00t2:8085/hermes/Released/QuestionnairesEditor.aspx?ID_Qualification=3129&Checksum=286c2b6826de2933c7

Qualification Management

RESERVED AREA
User: **alek_b3**
Group: **WebUsers [30]**
Time: **00:28:33**
[MyAccount](#)
[LOGOFF](#)

HOME SAIPEM FAQ HELPDESK JOIN CONTACTS

QUALIFICATION QUESTIONNAIRES INDEX

Complete list of questionnaires

Questionnaire name	Last compilation date	
<input checked="" type="checkbox"/> General data <u>Sections not compiled</u> : Company details; Fiscal data; e-commerce; Secondary locations; Qualified suppliers; Company capability; Geographical areas of interest; Patents and licenses;	Friday, July 09, 2010 2:54 PM	
<input checked="" type="checkbox"/> Financial data <u>Sections not compiled</u> : Company capital; Ownership structure; Company assets and properties; Parent companies; Shareholdings in other companies; Last three years turnover; Cashflow and profits; Bank references;	Friday, July 09, 2010 2:54 PM	
<input checked="" type="checkbox"/> Commercial data <u>Sections not compiled</u> : References, qualifications with Eni group; Main references list; Commercial prospect;	Friday, July 09, 2010 2:54 PM	
<input checked="" type="checkbox"/> Organization and ICT <u>Sections not compiled</u> : Total number of employees and organization description; Company management; Company structure; Structure relating to competences; Structure relating to school title; General questions about compliance; ICT - Hardware and software;	Friday, July 09, 2010 2:54 PM	
<input checked="" type="checkbox"/> QA/QC - HSE - Procurement <u>Sections not compiled</u> : Certifications Quality Management Systems (ISO 9001 and/or others); Quality assurance and management system; QA and QC organization; Health & Safety (HS); HS- Other Information; Statistical data on safety; Certifications H&S (OHSAS 18001 and/or others); Environment (E); ISO 14001 or others certificates; Procurement activities; Procurement: other data;	Friday, July 09, 2010 2:54 PM	
<input checked="" type="checkbox"/> Design, production and services <u>Sections not compiled</u> : Design and production; Services; Risk Management;	Friday, July 09, 2010 2:54 PM	

[BACK](#)

Legenda

- Questionnaire partially compiled
- Questionnaire completely compiled
- PDF report available with questionnaire data

7. Click this button to open each of the required part of the questionnaire

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Saipem Qualification Management - Questionnaire Edit - Microsoft Internet Explorer

Indirizzo http://sasv00t2:8085/thermes/Released/QuestionnaireEdit.aspx?ID_Questionnaire=17813&Usage=2&Checksum=0fbc0fbc10a04c

Qualification Management

RESERVED AREA
User: **alek_83**
Group: **WebUsers [30]**
Time: **00:31:15**
[MyAccount](#)
[LOGOFF](#)

HOME SAIPEM FAQ HELPDESK JOIN CONTACTS

GENERAL DATA

Insert the requested information in the fields, then press command buttons to confirm the operation.

Last input date: Friday, July 09, 2010 2:54 PM

Operators name and surname (*)	<input type="text"/>
Role inside your company	<input type="text"/>
Membership department	<input type="text"/>
Telephone number (*)	<input type="text"/>
Fax number	<input type="text"/>
e-mail address (*)	<input type="text"/>

(*) Mandatory Field

[SAVE](#) [BACK](#)

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8. Compile this fields to identify the person who is going to fill in each part of questionnaire then click the **Save** button



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Qualification Management - SectionGeneralA - Microsoft Internet Explorer

Indirizzo: http://sasv00t2:8085/thermes/Released/SectionGeneralA.aspx?ID_Section=113253&Usage=2&Checksum=0a900b940a900a5c34

Qualification Management

RESERVED AREA
User: alek_83
Group: WebUsers [30]
Time: 00:43:55
MyAccount
LOGOFF

HOME SAIPEM FAQ HELPDESK JOIN CONTACTS

GENERAL DATA - COMPANY DETAILS

Insert the requested information in the fields, then press command buttons to confirm the operation.

**ATTENTION: please insert here only data of the REGISTERED OFFICE.
Please use the specific section of general questionnaire to fill in data of other locations.**

Company name	PROVA-AK
Short name	
Legal form (*)	SRL
Company type (*)	Private
Establishment year (*)	2010
Parent company	
Address (*)	via prova
Postal Code (*)	
City (*)	prova
Province or State	-
Country (*)	Azerbaijan
Telephone number (*)	00000000
Fax number (*)	
e-mail address (*)	alessandro.kossuth@saipem.eni.it

(*) Mandatory Field

GO BACK TO THE LIST OF QUESTIONNAIRES SAVE **NEXT SECTION**

Sections list

- Company details
- Fiscal data
- e-commerce
- Secondary locations
- Qualified suppliers
- Company capability
- Geographical areas of interest
- Patents and licenses

Legenda

- Not mandatory section partially compiled
- Mandatory section not yet compiled completely
- Section completely compiled
- Current section
- Notes for vendor inserted by Saipem Vendor Management

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9. Use this box or the **Next Section** button to go through each section of the questionnaire



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Indirizzo <http://sasv00t2:8085/hermes/Released/Home.aspx>

Qualification Management

RESERVED AREA
User: **alek_B3**
Group: **WebUsers [30]**
Time: **00:05:44**
[MyAccount](#)
[LOGOFF](#)

HOME SAIPEM FAQ HELPDESK JOIN CONTACTS

WELCOME TO QUALIFICATION MANAGEMENT

We have implemented a registration and vendor qualification system called **Qualification Management**. This system allows the vendors already working with us to update their Company information and provides a new registration form to those who want to present themselves and begin a relationship with us.

To download the application user guide in PDF format, click on this link

Vendor presentation process status

ATTENTION! There are some data and documents that you have to provide before proceeding with the RELEASE.
Here below the complete list

Attachments :	<ul style="list-style-type: none">COMPANY PROFILE MissingPROJECTS AND CLIENT REFERENCE LIST MissingVENDOR DECLARATION Missing
---------------	---

Welcome **alek_B3** ,

These are the **vendor** data Linked to your user account:

company	: PROVA-AK
address	: via prova
city	: prova
country	: Azerbaijan

[MODIFY COMPANY DATA](#)

Vendor qualification status

process status	: Opened
opening date	: 7/9/2010

[SELECT COMMODITY CODES](#)
[COMPILE THE VENDOR QUESTIONNAIRE](#)
[VENDOR DOCUMENTS MANAGEMENT](#)
[RELEASE THE VENDOR PRESENTATION](#)

10. Click this link to manage/attach the necessary documents for the qualification process

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Saipem Qualification Management - Documents Editor - Microsoft Internet Explorer

Indirizzo http://sasv00t2:8085/hermes/Released/DocumentsEditor.aspx

Qualification Management

RESERVED AREA
User: **alek_83**
Group: **WebUsers [30]**
Time: **00:58:13**
[MyAccount](#)
[LOGOFF](#)

HOME SAIPEM FAQ HELPDESK JOIN CONTACTS

VENDOR DOCUMENTS INDEX

Archived items list [Add row](#)

Visible	Document name / description

[BACK](#)

Download documents

- [Saipem S.p.A. "Code of Ethics"](#)
Adobe Acrobat PDF document
- [Informative on vendor declaration](#)
Adobe Acrobat PDF document
- [Model 231](#)
Adobe Acrobat PDF document
- [Dichiarazione del fornitore](#)
Si richiede cortesemente di inviare via posta la copia in originale della Dichiarazione del fornitore e copia del CCIAA con il documento di dicitura Nulla Osta Antimafia (per fornitori italiani) al seguente indirizzo del ns ufficio di Bucarest: Messrs. Saipem S.p.A. - MIROM s.a. Vendor Management - Corporate Procurement Department Stirbei Voda Street 26-28 District no.1, zip code 10113 Bucarest, Romania. (Documento Acrobat Reader pdf)
- [Vendor declaration](#)
We kindly require to send the original of Vendor Declaration to our office in Bucharest: Messrs. Saipem S.p.A. - MIROM s.a. Vendor Management - Corporate Procurement Department Stirbei Voda Street 26-28 District no.1, zip code 10113 Bucarest, Romania. (Document Acrobat Reader pdf)
- [Dichiarazione relativa ai Requisiti di Ordine Generale rev_1](#)
- [Dichiarazione relativa ai Requisiti di Ordine Speciale rev_1](#)
- [Legge n. 68 del 12 marzo 1999](#)
- [Dichiarazione ai sensi del D.LGS. 8108 e s.m.i.](#)

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Operazione completata Local intranet

11. Click the **Add row** button to attach a document

Saipem Qualification Management - Document Edit - Microsoft Internet Explorer

Indirizzo <http://sasv00t2:8085/hermes/Released/DocumentEdit.aspx?Usage=1&Checksum=21ab22fd244f25a1a9>

Qualification Management

RESERVED AREA
User: **alek_83**
Group: **WebUsers [30]**
Time: **01:12:37**
[MyAccount](#)
[LOGOFF](#)

HOME SAIPEM FAQ HELPDESK JOIN CONTACTS

INSERT A NEW DOCUMENT

Insert the requested information in the fields, then press command buttons to confirm the operation.

Typology	-
Document name / description	
Field of Activity	Materials
Issue date	7/9/2010
Expiration Date	
Document files	<input type="text"/> <input type="text"/> <input type="button" value="Sfogl..."/> <input type="button" value="upload"/>

12. Attach each document selecting its typology, description, field of activity. Click the 'Sfogl...ia' button to search the document on your PC. Then click the **Upload** button. Finally click the **Insert** button

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Operazione completata Local intranet

Saipem Qualification Management - Documents Editor - Microsoft Internet Explorer

Indirizzo: http://sasv00t2:8085/hermes/Released/DocumentsEditor.aspx

Qualification Management

RESERVED AREA
 User: **alek_83**
 Group: **WebUsers [30]**
 Time: 01:20:57
[MyAccount](#)
[LOGOFF](#)

HOME SAIPEM FAQ HELPDESK JOIN CONTACTS

VENDOR DOCUMENTS INDEX

Archived items list [Add row](#)

Visible	Document name / description		
	Typology : LAST 3 YEARS FINANCIAL REPORTS		
<input checked="" type="checkbox"/>	FINANCIAL REPORT		
	Typology : CHAMBRE OF COMMERCE CERT.		
<input checked="" type="checkbox"/>	CCOC		
	Typology : COMPANY PROFILE		
<input checked="" type="checkbox"/>	COMPANY PROFILE		

[BACK](#)

Download documents

- [Saipem S.p.A. "Code of Ethics"](#)
Adobe Acrobat PDF document
- [Informative on vendor declaration](#)
Adobe Acrobat PDF document
- [Model 231](#)
Adobe Acrobat PDF document
- [Dichiarazione del fornitore](#)
Si richiede cortesemente di inviare via posta la copia in originale della Dichiarazione del fornitore e copia del CCIAA comprensivo di dicitura Nulla Osta Antimafia (per fornitori italiani) al seguente indirizzo del ns ufficio di Bucarest: Messrs. Saipem S.p.A. c/o EMIROM s.a. Vendor Management - Corporate Procurement Department Stirbei Voda Street 26-28 District no.1, zip code 10113 Bucharest, Romania. (Documento Acrobat Reader pdf)
- [Vendor declaration](#)
We kindly require to send the original of Vendor Declaration to our office in Bucharest: Messrs. Saipem S.p.A. c/o EMIROM s.a. Vendor Management - Corporate Procurement Department Stirbei Voda Street 26-28 District no.1, zip code 10113 Bucharest, Romania. (Document Acrobat Reader pdf)
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- [Legge n. 68 del 12 marzo 1999](#)
- [Dichiarazione ai sensi del D.LGS. 8108 e s.m.i.](#)

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Operazione completata Local intranet

13. Hereby is reported a list of all the documents attached in the process. Click the **Back** button to return to the main page



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Saipem Qualification Management - Home - Microsoft Internet Explorer

Indirizzo <http://sasv00t2:8085/hermes/released/Home.aspx>


Qualification Management

RESERVED AREA
User: **alek_B3**
Group: **WebUsers [30]**
Time: **00:03:42**
[MyAccount](#)
[LOG OFF](#)

HOME SAIPEM FAQ HELPDESK JOIN CONTACTS

WELCOME TO QUALIFICATION MANAGEMENT

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To download the application user guide in PDF format, click on this link

Vendor presentation process status
All pending activities are completed. Now it's possible to release data.

Welcome alek_B3 ,

These are the **vendor** data Linked to your user account:

company	: PROVA-AK
address	: via prova
city	: prova
country	: Azerbaijan

[MODIFY COMPANY DATA](#)

Vendor qualification status

process status	: Opened
opening date	: 7/9/2010

[SELECT COMMODITY CODES](#)
[COMPILE THE VENDOR QUESTIONNAIRE](#)
[VENDOR DOCUMENTS MANAGEMENT](#)
[RELEASE THE VENDOR PRESENTATION](#)

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14. Once attached all the documents and filled in all the questionnaire click the **Release** button to submit your data