



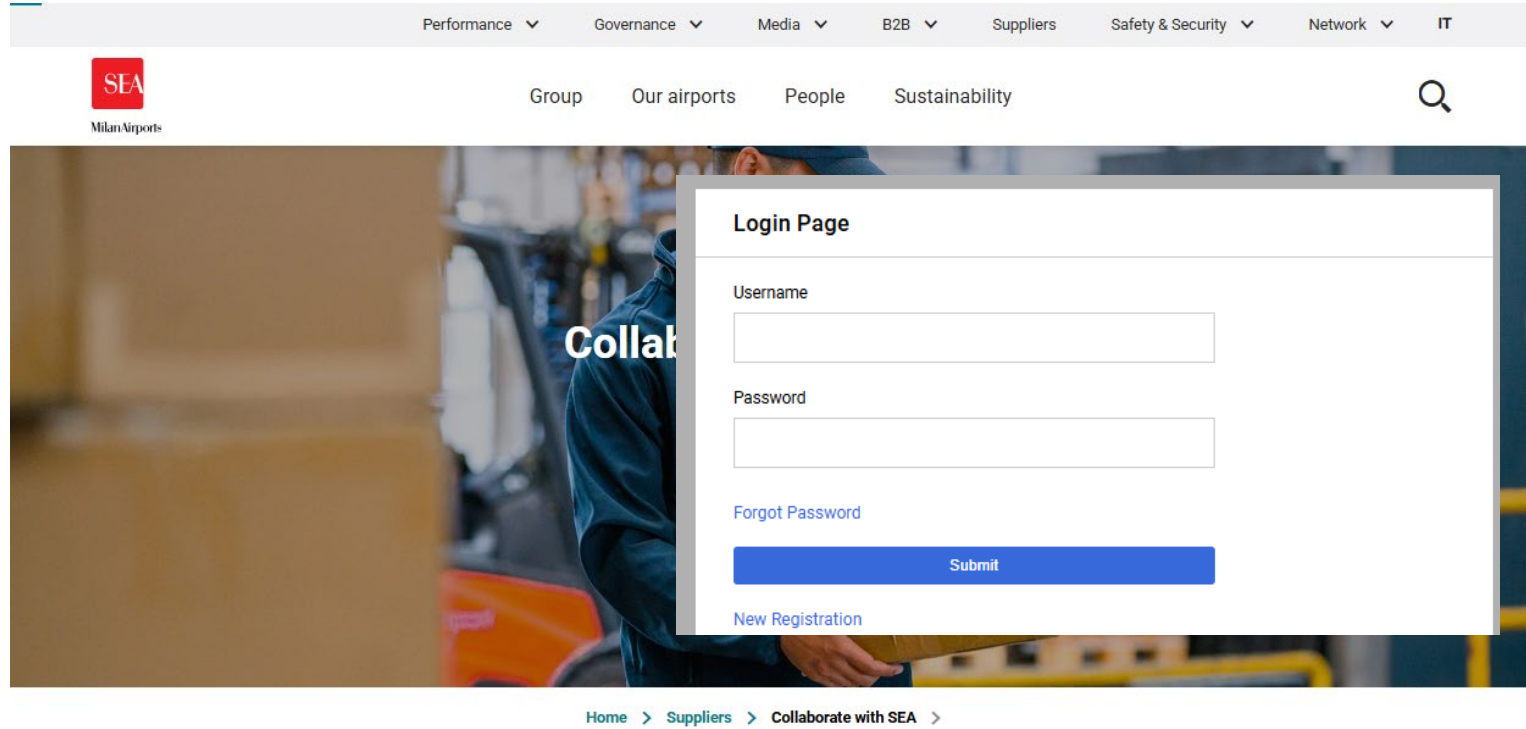
Qualification Manual

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To access the different sections, click on the table of contents.

You can reach the portal via the following URL: [Collaborate with SEA | SEA Corporate](#)

- To log in, enter your credentials and click 'Submit'.



Performance Governance Media B2B Suppliers Safety & Security Network IT

SEA
Milan Airports

Group Our airports People Sustainability

Collaborate

Login Page

Username

Password

[Forgot Password](#)

[Submit](#)

[New Registration](#)

[Home](#) > [Suppliers](#) > [Collaborate with SEA](#) >

Are you already registered on the supplier platform?

[Log in to the supplier platform](#)

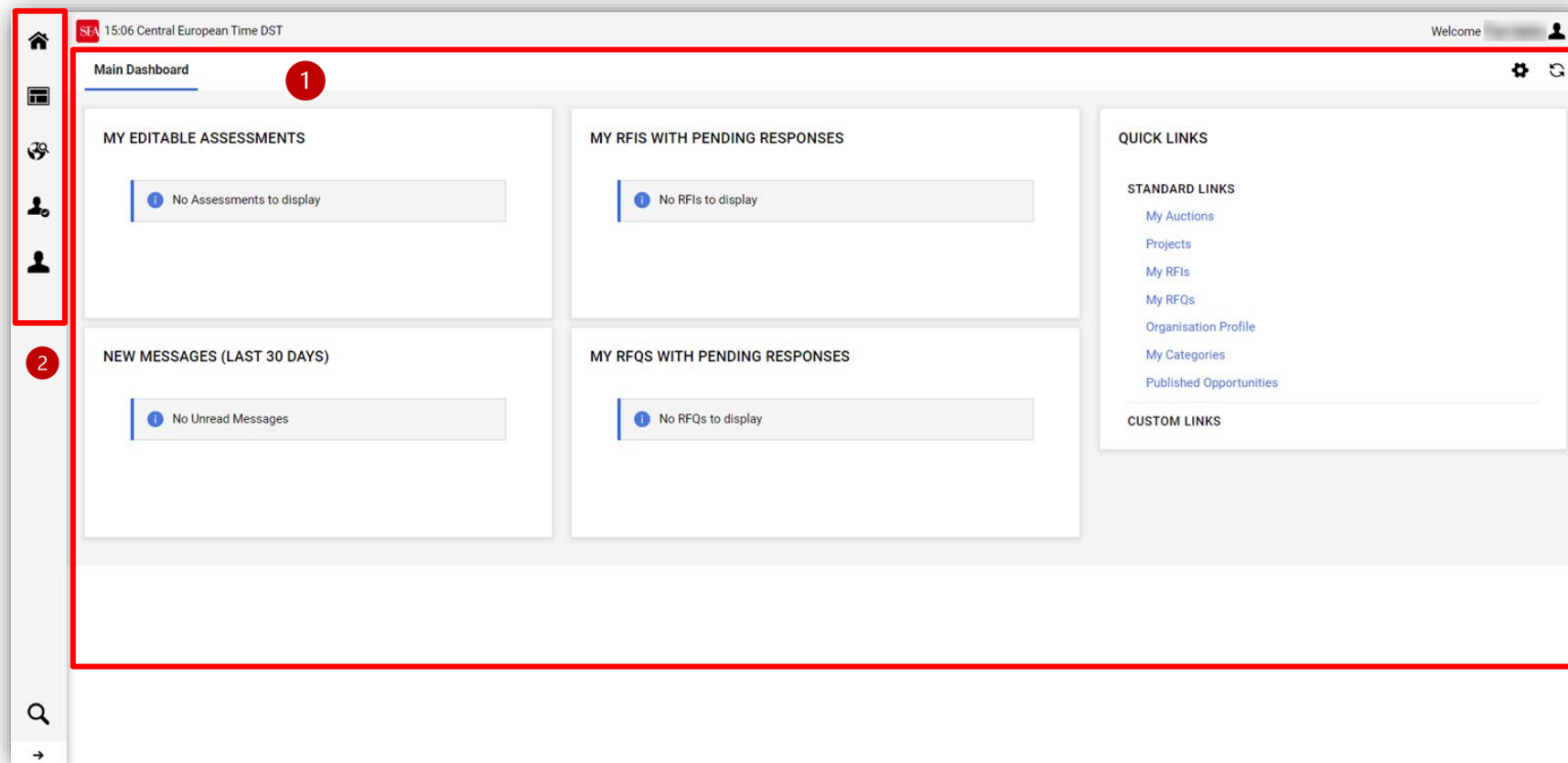
If you need help, you can view all the manuals [here](#).

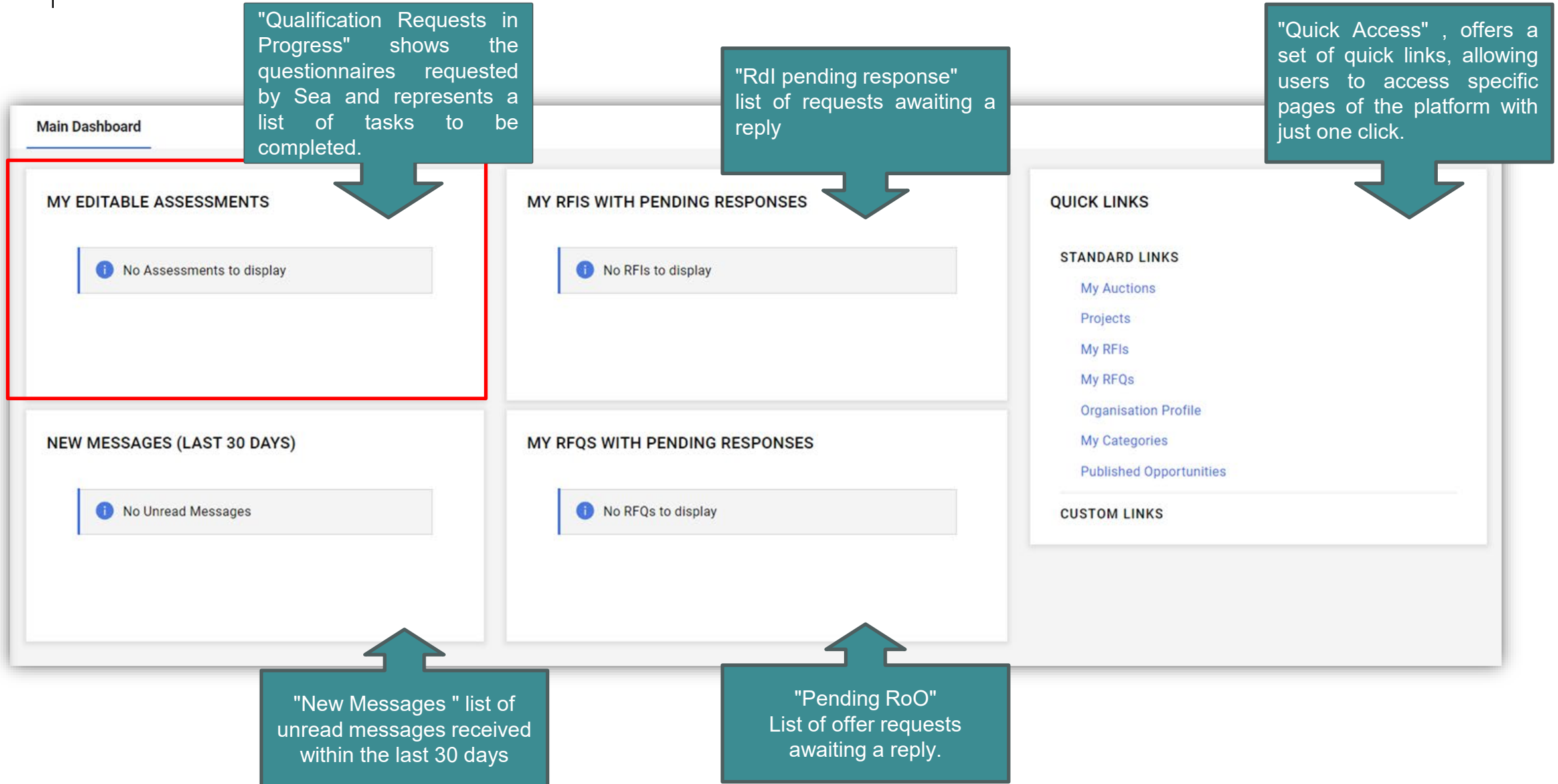


Do you want to collaborate with SEA and are not yet registered on the

After logging in, the user is directed to the main portal screen, which displays a list of all the activities assigned and visible to the user.

- The central part of the screen, *Main Dashboard*, consists of thematic sections called 'Widgets' containing quick links to the different parts of the portal (1).
- In the sidebar, are available various icons, that allow the user to navigate to different areas of the application (2).





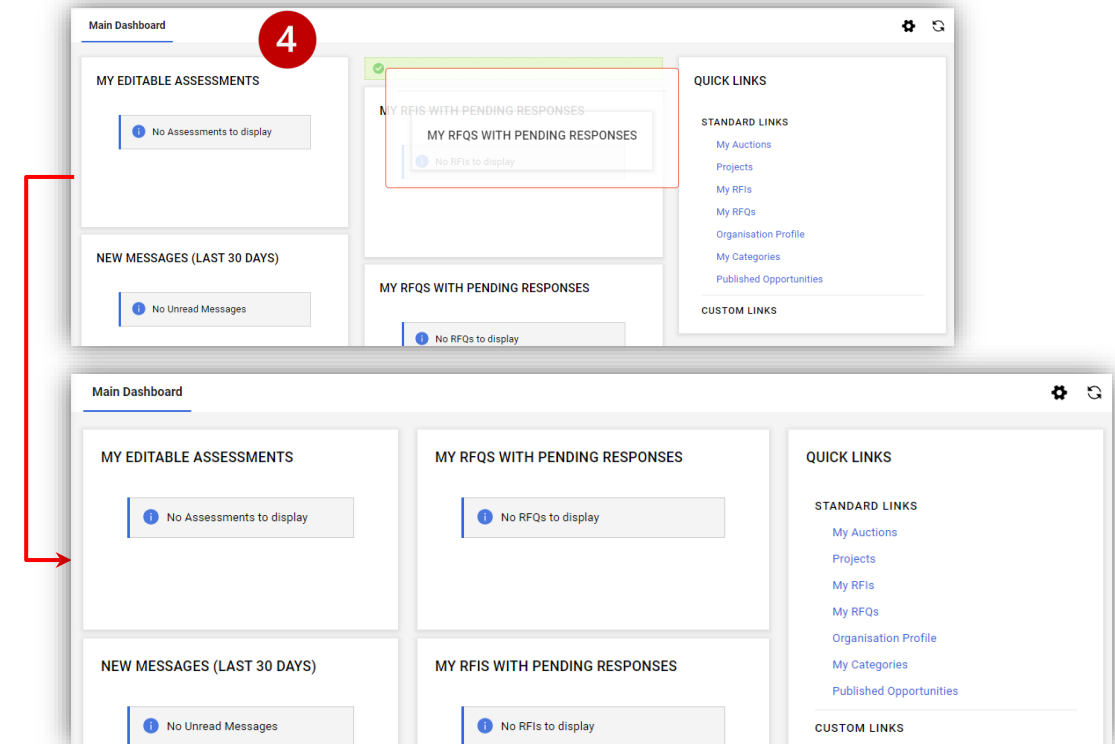
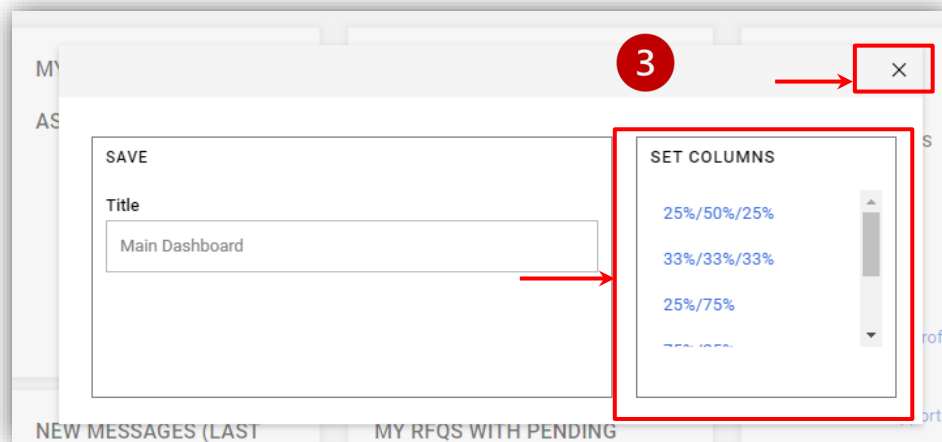
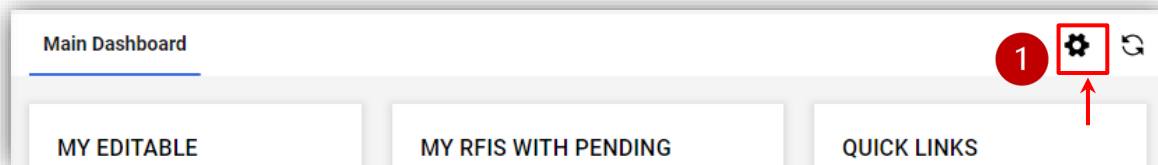
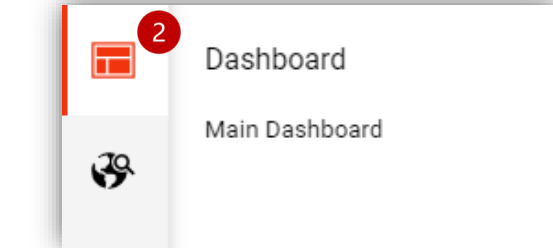


1 	1. Clicking the icon on the main screen updates the homepage, while clicking on any other page redirects you back to the homepage.
2 	2. Allows access to the editing section of the main screen.
3 	3. It allows access to the area of Tender Notices, RoO, RoI and Auctions.
4 	4. It allows access to the company profile, evaluation and category area.
5 	5. Allows access to the user management and setting area.

The Dashboard section (2) allows the user to customize the main screen.

Below are the steps for customizing and ordering the 'Main Dashboard' :

- a) Navigate to 'Configuration' (2).
- b) Click on the settings icon located at the top right(1);
- c) Continue with the modifications:
 - a) Set the size of the widgets and close the screen by clicking on the 'x' (3) ;
- d) To reorder the widgets: hover over the widget title and drag the widget rectangle to the desired position.

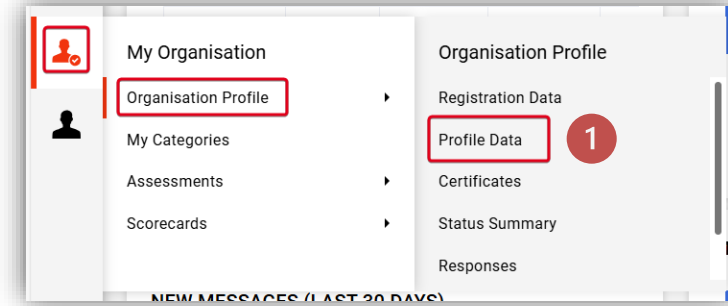


Qualification Procedure – Application for Sourcing/Qualification participation

If not indicated during the initial registration phase, the authorized user can express their preference to participate in competitions/Albo qualification even later.

1. Access the Profile: Navigate to Organisation Profile > Profile Data (1).
2. Modify Participation: Enter "Additional Registration Data" (2) and use the pencil icon (3) to edit the participation responses.
3. Save Changes: Select "Yes" (4) for the request SOURCING / QUALIFICATION PROCESS PARTICIPATION and click on «Save» (5).

The "Mandatory Documentation" section will appear in the profile.



Organisation Profile

Additional Registration Data

6	WEBSITE	Indicate the company's website	Supplier
---	---------	--------------------------------	----------

Characters available 2000

PARTICIPATION

Question	Description	Response	Editable By
1	SOURCING / QUALIFICATION PROCESS PARTICIPATION	Yes	Supplier
2	INNOVATIVE PROJECT PARTICIPATION	Yes	Supplier

Organisation Profile

Registration Data **Profile Data** Certificates Status Summary Responses History of Changes

Filters: Enter Filter (type to start search)

Showing Result 1 - 4 of 4 Show: 50

	Phase	Title	Completion	Document Expiry Date (First To Expire)
1	> Onboarding	Additional Registration Data	✓	

	Phase	Title	Completion
1	> Onboarding	Additional Registration Data	✓
2	> Onboarding	Mandatory Documentation	✓

Organisation Profile

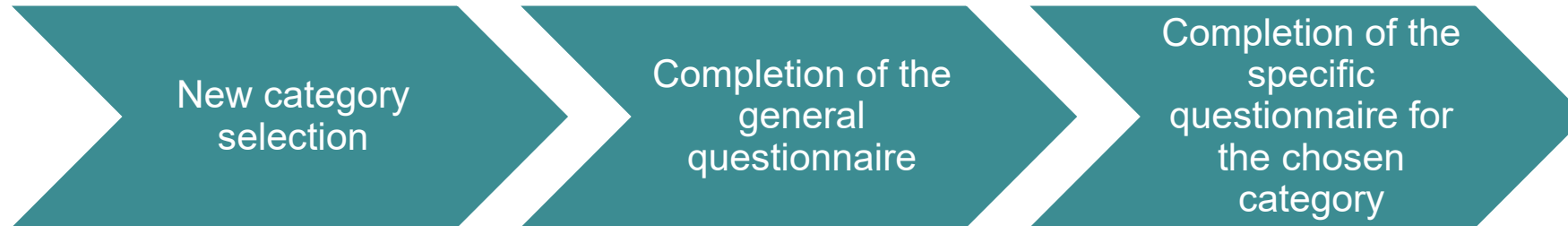
← < > Additional Registration Data

GENERAL INFORMATION

3

Welcome [User Name]

The steps required to qualify in a category:



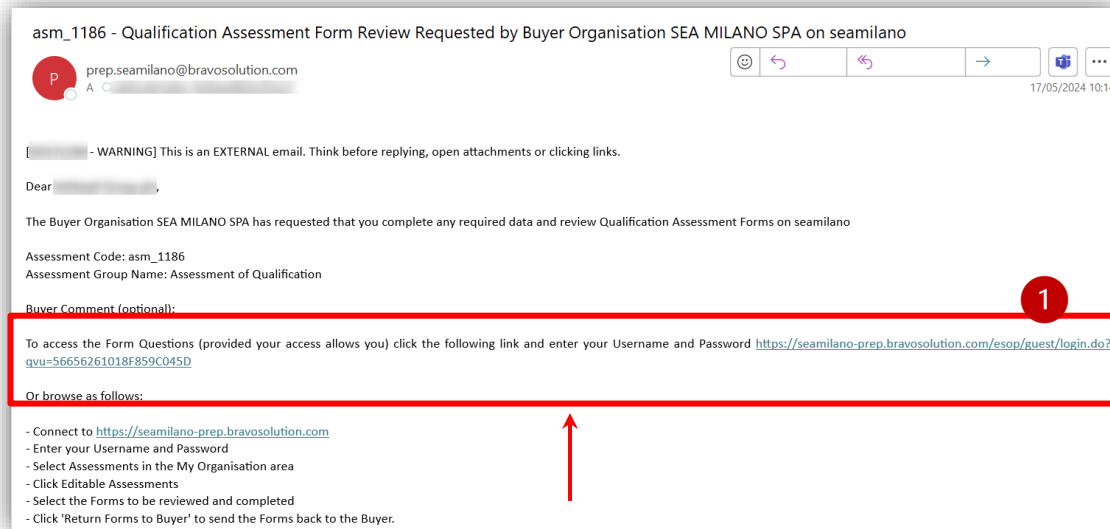
The steps required to renew qualification in a category:



Immediately after being enabled to the platform, a request is generated to fill out the General Questionnaire, which is necessary for the completion of the qualification process.

here are two methods to access the questionnaire:

- a) Using the link received in the notification e-mail (1).
- b) Navigating to the 'Ongoing Qualification Requests' section on the homepage, then clicking on the name of the evaluating company (highlighted in blue) (2).



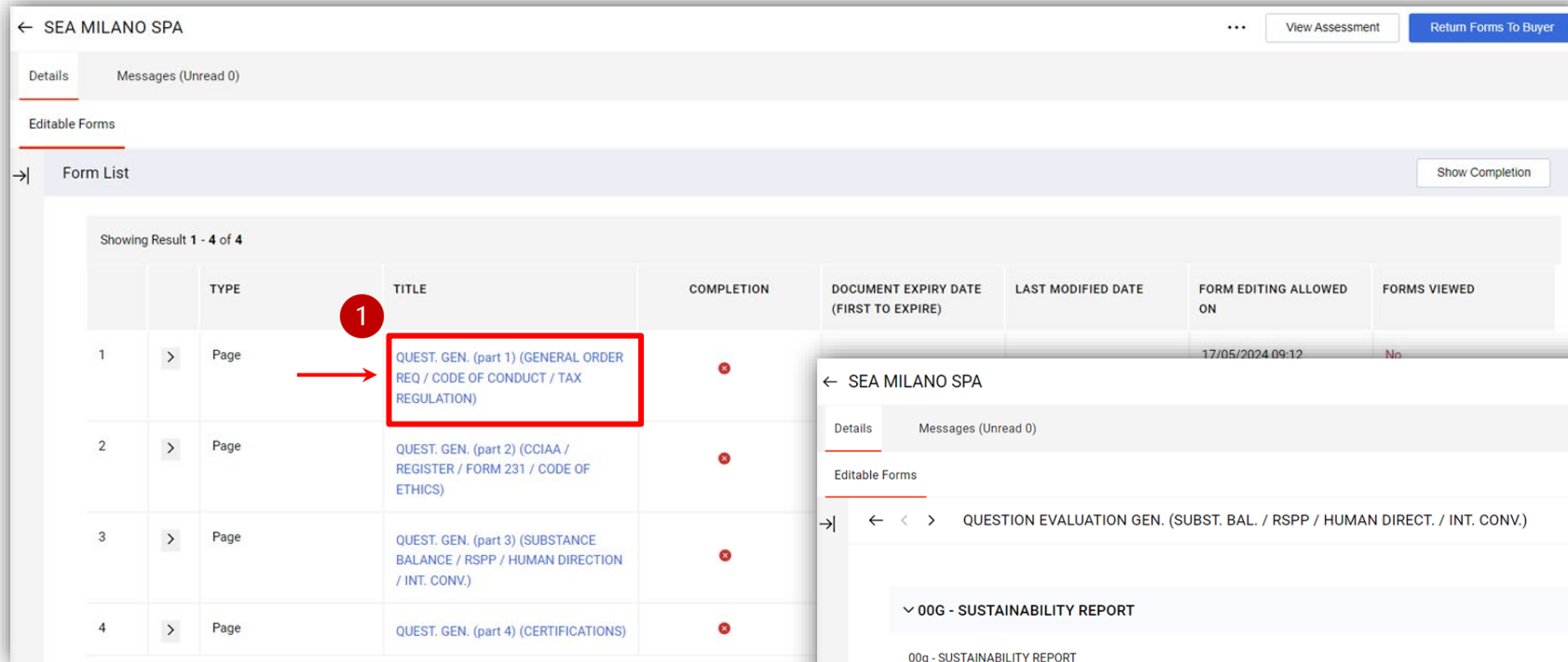
MY EDITABLE ASSESSMENTS				
BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
SEA MILANO SPA		15/05/2024	0%	

To identify whether the request pertains to the General Questionnaire, it's important to verify that only the following three fields are completed: 'Buyer organization', 'Request received on', and 'Editable form completion'.

The 'General Questionnaire' detail page displays the general questionnaire to be completed.

Follow the steps below to answer the questionnaire:

- a) Click on the name of the questionnaire (1)
- b) Then, click on the pencil icon, which will open the editing mask (2).



← SEA MILANO SPA

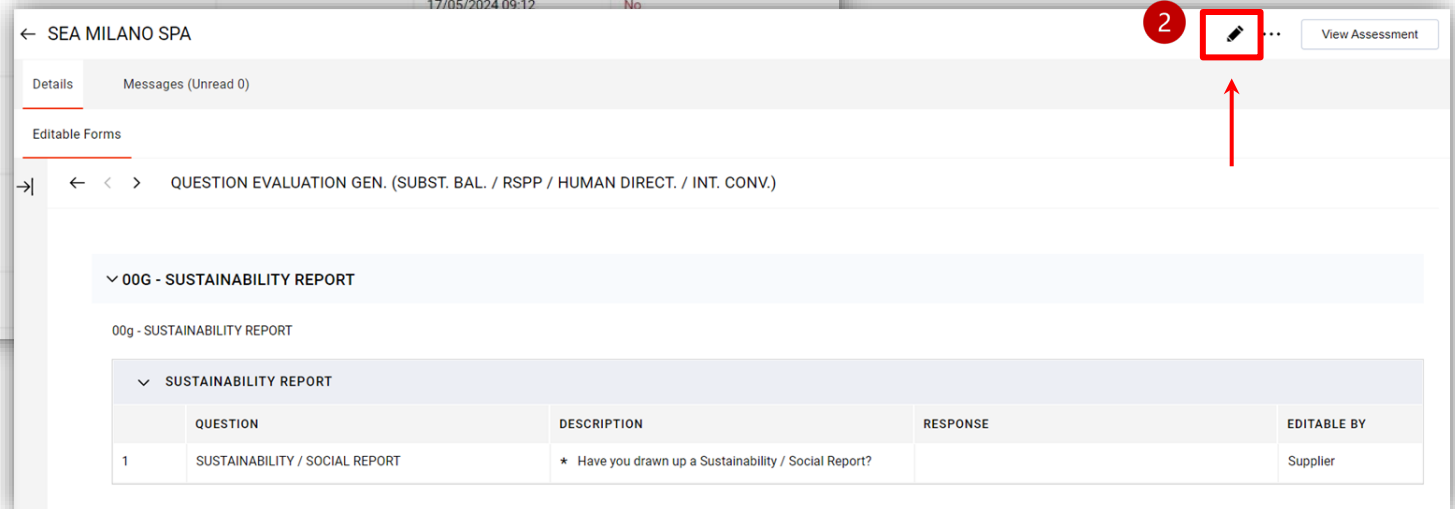
Details Messages (Unread 0)

Editable Forms

→ Form List Show Completion

Showing Result 1 - 4 of 4

		TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	>	Page	QUEST. GEN. (part 1) (GENERAL ORDER REQ / CODE OF CONDUCT / TAX REGULATION)				17/05/2024 09:12	No
2	>	Page	QUEST. GEN. (part 2) (CCIAA / REGISTER / FORM 231 / CODE OF ETHICS)					
3	>	Page	QUEST. GEN. (part 3) (SUBSTANCE BALANCE / RSPP / HUMAN DIRECTION / INT. CONV.)					
4	>	Page	QUEST. GEN. (part 4) (CERTIFICATIONS)					



← SEA MILANO SPA

Details Messages (Unread 0)

Editable Forms

→ < > QUESTION EVALUATION GEN. (SUBST. BAL. / RSPP / HUMAN DIRECT. / INT. CONV.)

View Assessment

00G - SUSTAINABILITY REPORT

00g - SUSTAINABILITY REPORT

▼ SUSTAINABILITY REPORT

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	SUSTAINABILITY / SOCIAL REPORT	* Have you drawn up a Sustainability / Social Report?		Supplier

- c) Continue with filling out the questionnaire:
- Some questions require attaching a document and specifying the expiration date in the relevant fields: click on the paperclip icon (1) to add the document.
- c) To save the compilation, select 'Save and Exit (3)'.

GENERAL REQUIREMENTS				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GENERAL ORDER REQUIREMENTS	★ You are required to download the attached form (General requirements), fill it in and digitally sign it. Enter the expiration date as 6 months from the date of signing the subsequently reattached document.	 ~~Drop Digitally Signed File or ...~~ Download Template	Supplier

SEA MILANO SPA

Cancel Save & Next **Save & Exit** 3

QUESTION EVALUATION GEN. (GENERAL ORDER REQ / CODE OF CONDUCT / TAX REGULATION)

00A - GENERAL ORDER REQUIREMENTS

00a - GENERAL ORDER REQUIREMENTS

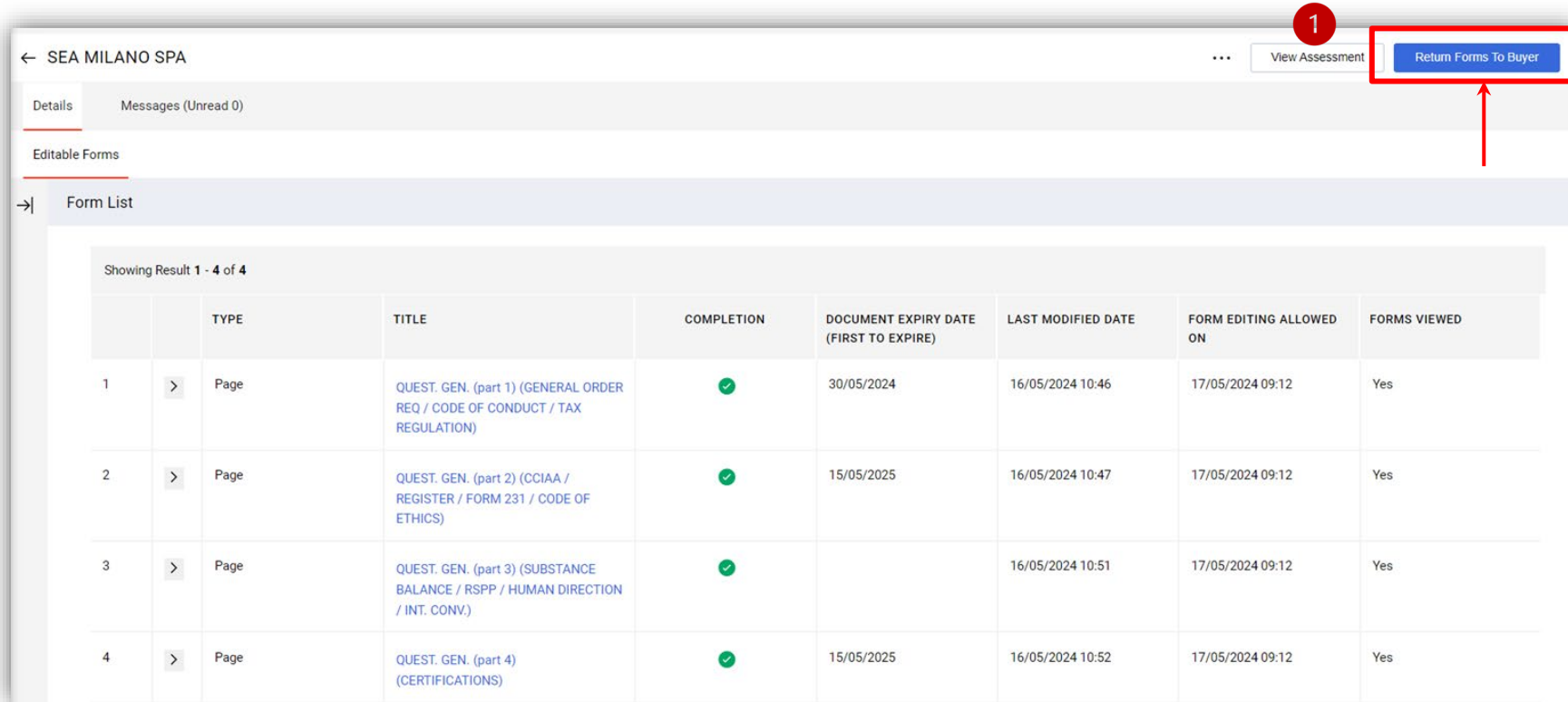
GENERAL REQUIREMENTS				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GENERAL ORDER REQUIREMENTS	★ You are required to download the attached form (General requirements), fill it in and digitally sign it. Enter the expiration date as 6 months from the date of signing the subsequently reattached document.	 47 KB    Requisiti di ordine generale (3)... Download Template *Expiring on: 12/05/2027	Supplier

The user can continue to update the document via the icons to the right of the attached file (2):

- Replace the attached file
- Add a comment
- Delete the attached file

e) Once you have completed all questionnaires, select '**Return Forms To Buyer**' to send your answers to Sea (1).

Note: Once questionnaires have been submitted, they will no longer be visible. To update the questionnaires, you will need to make a request. (see slide '[e\) updating general questionnaires](#)').



← SEA MILANO SPA

... View Assessment **Return Forms To Buyer**

Details Messages (Unread 0)

Editable Forms

→ Form List

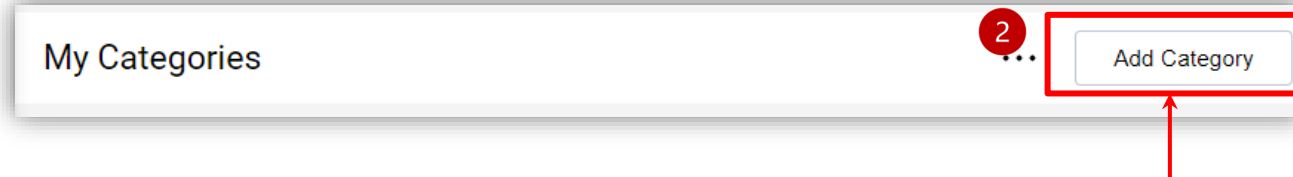
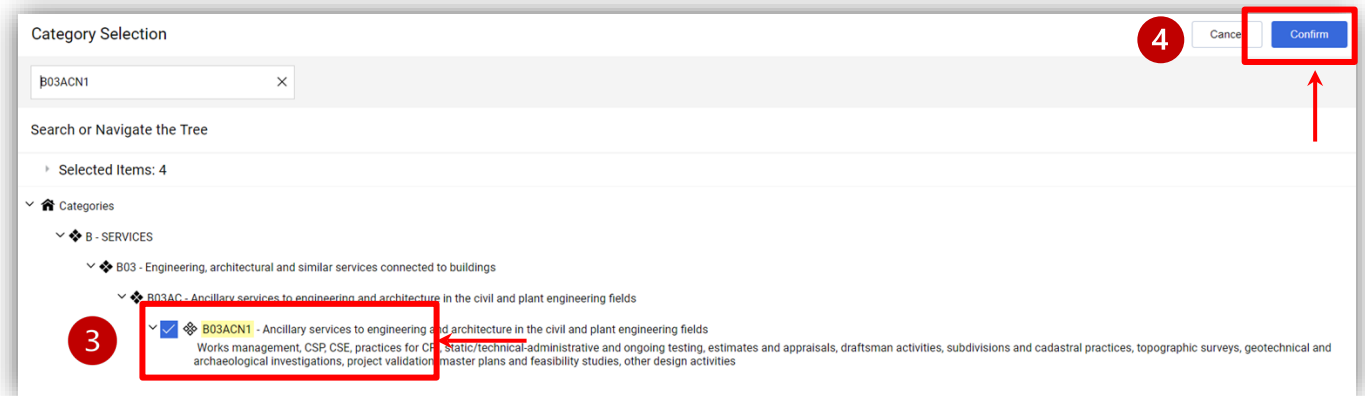
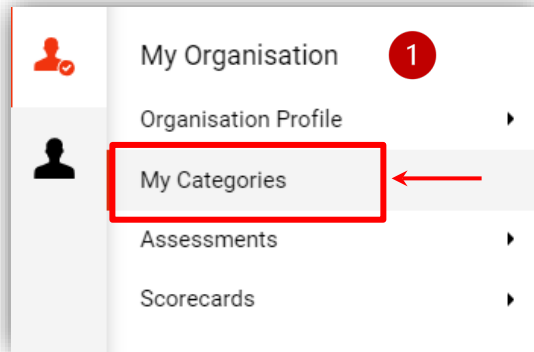
Showing Result 1 - 4 of 4

		TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	>	Page	QUEST. GEN. (part 1) (GENERAL ORDER REQ / CODE OF CONDUCT / TAX REGULATION)	✓	30/05/2024	16/05/2024 10:46	17/05/2024 09:12	Yes
2	>	Page	QUEST. GEN. (part 2) (CCIAA / REGISTER / FORM 231 / CODE OF ETHICS)	✓	15/05/2025	16/05/2024 10:47	17/05/2024 09:12	Yes
3	>	Page	QUEST. GEN. (part 3) (SUBSTANCE BALANCE / RSPP / HUMAN DIRECTION / INT. CONV.)	✓		16/05/2024 10:51	17/05/2024 09:12	Yes
4	>	Page	QUEST. GEN. (part 4) (CERTIFICATIONS)	✓	15/05/2025	16/05/2024 10:52	17/05/2024 09:12	Yes

Submission for category qualification

How to apply for a Category:

- Select the Icon «» in the sidebar. In the opened menu, select "**My Categories**"(1).
- On the right side of the screen, click on the "**Add category**" button (2).
- From the list of available categories, select the desired category (3).
- Click on the '**Confirm**' button (4) to complete the application process.



Submission for category qualification

- e) Answer the category questionnaire. (Note: In all sections of the questionnaire there is a cross-reference for filling in the general questionnaire in order to obtain the category qualification).
- f) Click on '**Save**' to save your answers (2).

Classification: >SEA product tree>SUPPLIES/SPARE PARTS>Equipment and vehicles specific to the airport business and related maintenance>Ambulift>Ambulift

1 [Save](#)

▼ A01AA01 - AMBULIFT - 1 - EQUIPMENT QUESTIONNAIRE AIRPORT/MOTOR VEHICLES

▼ **TURNOVER / REFERENCES**
Pursuant to articles 46 and 47 of Presidential Decree no. 445/2000, aware of the criminal sanctions provided for in article 76 in the case of false declarations, preparation or use of false documents, the applicant provides exhaustive and truthful answers, attaching, where required, the relevant documentation

⚠ **ATTENTION:** before completing this category questionnaire, it is important to have completed the general questionnaires accessible from the supplier homepage (Qualification Requests in Progress). Failure to complete the general questionnaires PRECLUDES THE POSSIBILITY of obtaining the category qualification. ⚠

	Title	Description	Answer	Editable by:
1	SPECIFIC TURNOVER - LAST THREE YEARS (A01AA01)	* Indicate the average turnover in Euros of the A01AA01 - Ambulift category in the last three years.		Supplier
2	PERCENTAGE IMPACT ON TOTAL TURNOVER (A01AA01)	* Indicate the percentage of incidence of the average turnover of the selected product category in relation to the average global turnover of the last three financial years.		Supplier
3	REFERENCES (A01AA01)	Do you have references regarding the selected category?		Supplier

▼ A01AA01 - AMBULIFT - 2 - EQUIPMENT QUESTIONNAIRE AIRPORT/MOTOR VEHICLES

▼ **PRESENTATION**
Pursuant to articles 46 and 47 of Presidential Decree no. 445/2000, aware of the criminal sanctions provided for in article 76 in the case of false declarations, preparation or use of false documents, the applicant provides exhaustive and truthful answers, attaching, where required, the relevant documentation

⚠ **ATTENTION:** before completing this category questionnaire, it is important to have completed the general questionnaires accessible from the supplier homepage (Qualification Requests in Progress). Failure to complete the general questionnaires PRECLUDES THE POSSIBILITY of obtaining the category qualification. ⚠

	Title	Description	Answer	Editable by:
1	COMPANY PRESENTATION (A01AA01)	* Do you want to attach a presentation document of the company activities carried out/products handled in relation to the relevant category selected?		Supplier

Submission for category qualification – Qualification process (if applicable)

For specific categories, the questionnaire assesses the **eligibility** for the Qualification System (QS).

Two automatic scenarios:

CASE A: NOT ELIGIBLE for the Qualification System

You are informed that you do not meet the requirements for the qualification system, but you can still proceed with the standard registration to the **Supplier Register**.

To continue, please check the **«Acknowledgment»** box to confirm that you have read the outcome.

CASE B: SQ EU Qualification 02, Choice of Participation (Yes/No)

Once eligibility is confirmed, you are required to specify **your intention to participate or not participate** in the Qualification System for that category. The selection is necessary to complete the procedure.

Title	Description	Response	Editable By
1 SQ EU QUALIFICATION 02	* Would you like to access the Design Services Qualification System and/or ancillary services to engineering and architecture in the civil and plant engineering field (infra "SQ UE 02") referred to in the call published in the "Business Opportunities" section at the link https://milanairports.com/it/fornitori/opportunita-di-business?	Supplier	



Title	Description	Response	Editable By
1 SUITABILITY FOR THE QUALIFICATION SYSTEM	* ⚠ The economic operator does not meet the economic-financial capacity requirement necessary to join the qualification system, which is reserved only for operators with a turnover ≥ € 430,000. ONLY THE APPLICATION FOR REGISTRATION IN THE REGISTER WILL BE EVALUATED.	☐ Acknowledgment	Supplier

If you choose to join, you will access the Qualification System questionnaires, which consist of a series of specific requirements.

If these questionnaires reveal that the requirements are not met, you will be informed that you are not eligible for the Qualification System and ONLY THE REGISTRATION APPLICATION TO THE REGISTER WILL BE EVALUATED.

At this point, click on the "Acknowledgment" field to confirm that you have read the information and to proceed.



Title	Description	Response	Editable By
1 ! ALERT !	* ! PLEASE NOTE ! You are not eligible for the Qualification System. ONLY THE APPLICATION FOR REGISTRATION IN THE REGISTER WILL BE EVALUATED.	☐ Acknowledgment	Supplier

Submission for category qualification

The category will now be visible in the "My Categories" section, where you can also view its details and modify the responses if necessary.

Once all the responses have been provided, the icon next to the category "Code" will turn green and the status will then change to 'Under Review'.

At that point, the qualification will be created, and the applications will enter the review phase to verify their compliance.

My Categories					...	Add Category
Filters: Enter Filter (type to start search)						
Showing Result 1 - 2 of 2						
		Code	Title	Classified On	Assessment Status	
1		A01AA01 	Ambulift	05/11/2025 13:02:36		

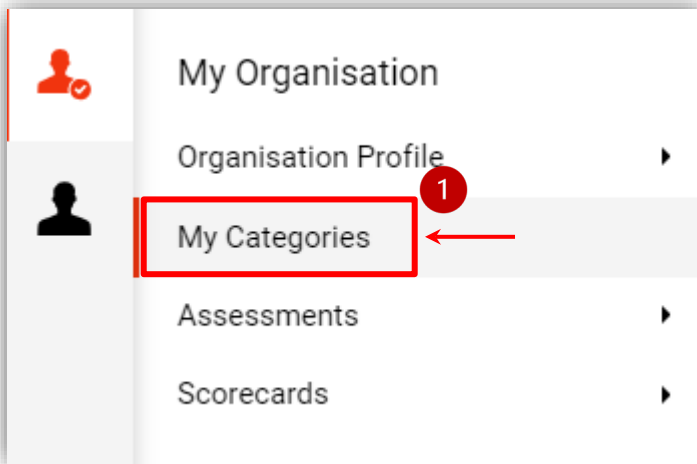
The supplier involved in a qualification process may proceed as follows :

- a) **Checking the Status of Category Qualifications:** check the status of their current qualifications via the platform
- b) **Verification of expiring or expired qualifications**
- c) **Response to expression of interest in qualification renewal**
- d) **Updating of category questionnaires:** replacement and/or updating of expiry dates of certificates and answers to questionnaires
- e) **Update of general questionnaires:** replacement and/or updating of expiry dates of certificates and answers to questionnaires
- f) **Application for qualification on new categories:** apply for new qualifications
- g) **Expiring or expired category documents**
- h) **Excluded Category: Request to Reapply to Sea**

a) Checking the Status of Category Qualifications

How can I check the status of the category:

- Select the a icon in the sidebar ‘  ’.
- In the opened menu, select '**My Categories**' (1).
- In the '*My Categories*' screen displayed, you can find the current status of the categories in the '*Assessment Status*' field (2).



A screenshot of the 'My Categories' screen. It features a search bar at the top with the placeholder text 'Enter Filter (type to start search)'. Below the search bar, it says 'Showing Result 1 - 4 of 4'. A table displays the following data:

	CODE	TITLE	CLASSIFIED ON	ASSESSMENT STATUS
1	A01AA01 	Ambulift	08/05/2024 09:34:10	In Evaluation

The 'ASSESSMENT STATUS' column header and the 'In Evaluation' value are highlighted with a red box and a red arrow pointing to it, with a red circle containing the number '2' next to it.

a) Checking the Status of Category Qualifications

What are the possible statuses attributed to the category :

- **Assessment status not visible:** The questionnaires have not yet been filled in or the qualification has not yet been created.
- **In Evaluation:** The qualification has been created, and the application is currently being evaluated, where the answers given in the questionnaires are checked for compliance.
- **Qualified:** You are qualified for the category for which you are applying.
- **Not Qualified:** You are not qualified for the category.
- **Expired:** The qualification has expired.
- **Excluded:** The category is excluded. Changes to the questionnaire do not affect its qualification status. To reapply, submit a request through the messaging area.

b) Verification of expiring or expired qualifications

How to identify expiring or expired qualifications:

- Access the 'My Categories' section: Select the Icon in the sidebar '  ' and click on 'My Categories' (1).
- In the 'Valuation Status' box, the category is indicated as '**Expired(...)**'.

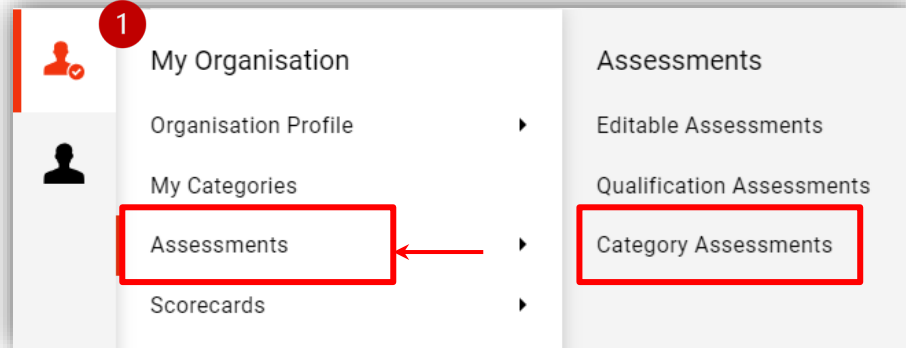
My Categories						...	Add Category
Enter Filter (type to start search)							
Showing Result 1 - 4 of 4							
		CODE	TITLE	CLASSIFIED ON	ASSESSMENT STATUS		
1		A01AA01 	Ambulift	08/05/2024 09:34:10	In Evaluation		
2		A01AB01 	Snow groomer	08/05/2024 01:41:46	Qualified (Supplier Register)		
3		B01AH02 	Unarmed surveillance	09/05/2024 16:01:57	Qualified (Supplier Register)		
4		B03ACN1 	Ancillary services to engineering and architecture in the civil and plant engineering fields	16/05/2024 14:16:34	Expired (Supplier Register)		

b) Verification of expiring or expired qualifications

What to do when the qualification is expiring or expired:

a) Inform Sea that you wish to renew your qualification:

- a) Access the "*Category Assessments*" section: Select the Icon in the sidebar «  » and click on « **Assessments** » and then on "**Category Assessments**" (1).
- b) Locate and select the expired or expiring qualification (2) to access its detail section (3).



Assessments

Editable Assessments

Qualification Assessments

Category Assessments

Filters:

Enter Filter (type to start search)

Showing Result 1 - 5 of 5

Show: 50

	Assessment Code	Buyer Organisation	Assessment Designation	First Category	Status
1	asm_36334	SEA MILANO SPA	B03ACN1	B03AC22 - Static tests, tests in progress and technical-administrative tests	Expired (SQ Qualified)
2	asm_36416	SEA MILANO SPA	B01AH02	B01AH02 - Unarmed Surveillance	Under Evaluation

Details

Messages (Unread 0)

Settings

Associated Forms

Associated Classifications

3

→

ASSOCIATED CLASSIFICATIONS

Filters:

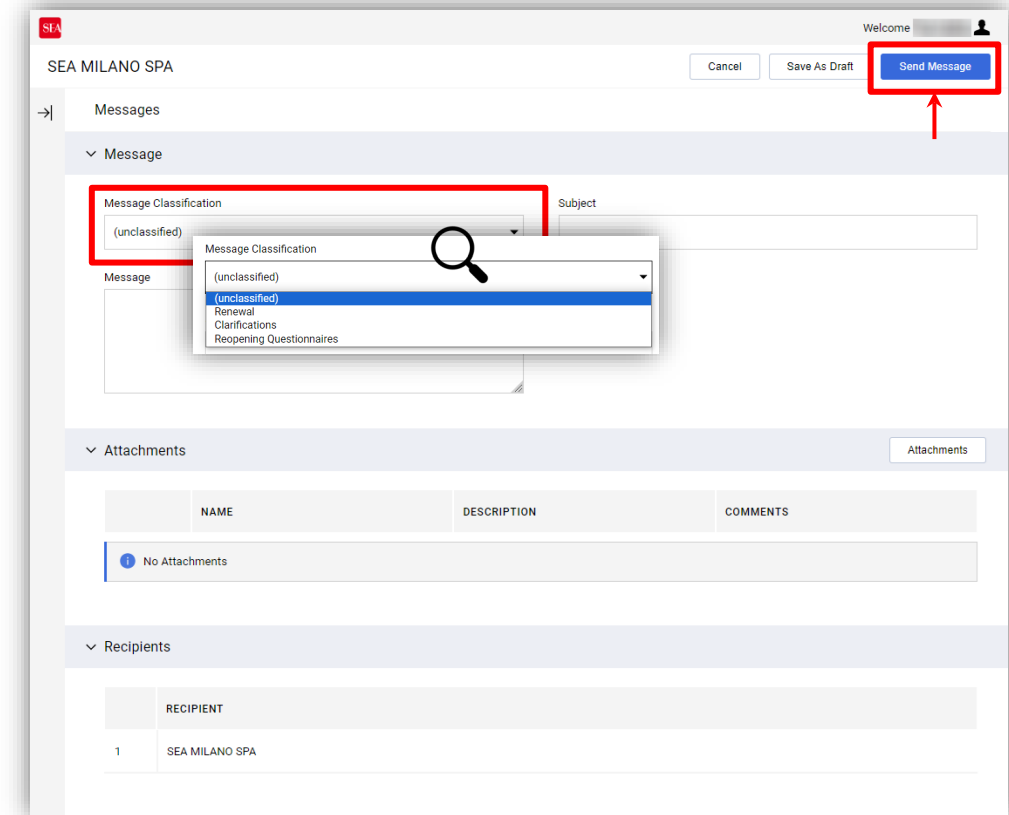
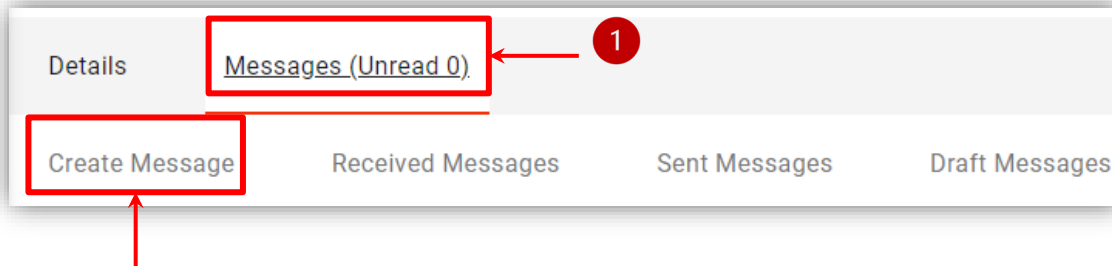
Showing Result 1 - 1 of 1

	DELETED	Category Code ↑	Category Title	Supplier Form Status		Document Expiry Date (First To Expire)
				Mandatory	Optional	
1		B01AH02	Unarmed Surveillance			28/01/2026

b) Verification of expiring or expired qualifications

- c) Select '**Messages (Unread...)**' and then '**Create Message**' (1);
- d) Proceed with the compilation of the message:
 - c) Indicates "**Renewal**" or "**Reopening Questionnaires**" for the "*Message Classification*" field;
 - d) Indicate the subject and message, if necessary you can attach a document by clicking on the '**Attachments**' button;
- e) Select '**Send Message**' in the top right-hand corner to proceed with sending.

The sent message will be visible in the '*Sent Messages*' section



c) Response to expression of interest in qualification renewal

After sending the renewal request, Sea sends a confirmation form.

How to reply to the 'Renewal (*Expression of Interest*)' form:

- Access the renewal form: select the required form (1) in the 'My Editable Assessments' box on the homepage.
- When the form opens, select the form (2) to access the details (3).

MY EDITABLE ASSESSMENTS 1

BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION	EI C. F. C.
SEA MILANO SPA	B01AH02 - Unarmed surveillance	17/05/2024	0%	

Editable Forms

Form List Show Completion

Showing Result 1 - 2 of 2 2

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1		RENEWAL				17/05/2024 11:34	No

← SEA MILANO SPA View Assessment

Details Messages (Unread 0)

Editable Forms 3

← < > RENEWAL

▼ RENEWAL

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	RENEWAL (EXPRESSION OF INTEREST)	* Are you interested in renewing your qualification for this category?		Supplier

c) Response to expression of interest in qualification renewal

- c) Select the pencil in the top right-hand corner (1) and proceed to the answer (2).
- d) Click on the '**Save & Exit**' button in the top right-hand corner (3).
- e) Finally, click on the «**Return Forms To Buyer**» button to confirm to Sea that you have responded(4).

1



SEA MILANO SPA

Cancel Save & Next **Save & Exit** 3

RENEWAL

RENEWAL

QUESTION	DESCRIPTION	2	RESPONSE	EDITABLE BY
1 RENEWAL (EXPRESSION OF INTEREST)	* Are you interested in renewing your qualification for this category?			Supplier

To confirm to the Buyer that you have completed the Forms you must sel... Detail

SEA Welcome 4

← SEA MILANO SPA View Assessment **Return Forms To Buyer**

Details Messages (Unread 0)

Editable Forms

Form List

Showing Result 1 - 2 of 2

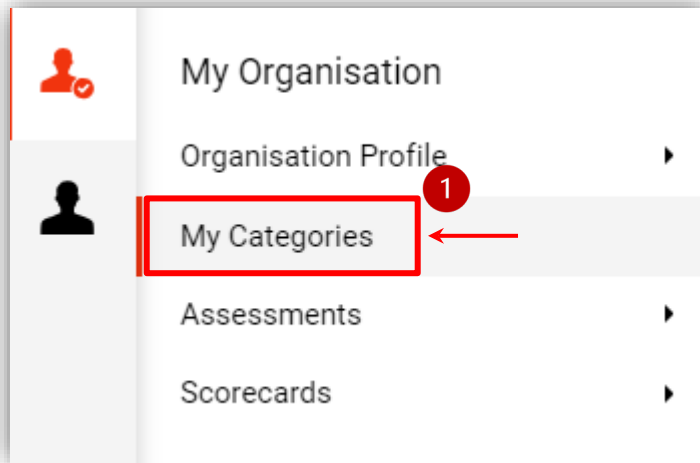
	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED
1	Page	RENEWAL	✓		17/05/2024 11:4

d) Updating of category questionnaires

How to proceed to update the category questionnaires:

- Access the "My Categories" section Select the Icon in the sidebar and click on **Categories'** (1).
- Choose the category for which you wish to complete or modify the questionnaire (2) .
- Once the category has been selected, access the corresponding detail area (3).

NB. REMEMBER to have first filled in and submitted the **General Questionnaire** available in the appropriate link in the 'Ongoing Qualification Requests' dashboard



My Categories 2 ... Add Category

Enter Filter (type to start search) ▼

Showing Result 1 - 4 of 4

	CODE	TITLE	CLASSIFIED ON	ASSESSMENT STATUS
1	A01AA01	Ambulift	08/05/2024 09:34:10	In Evaluation
2	A01AB01	Snow groomer	08/05/2024 01:41:46	Qualified (Supplier Register)
3	B01AH02	Unarmed surveillance	09/05/2024 16:01:57	Qualified (Supplier Register)
4	B03ACN1	Ancillary services to engineering and architecture in the civil and plant engineering fields	16/05/2024 14:16:34	Expired (Supplier Register)

← Classification: >SEA product tree>SUPPLIES/SPARE PARTS>Equipment and vehicles specific to the airport business and related maintenance>Ambulift>Ambulift ...

▼ A01AA01 - AMBULIFT - 1 - EQUIPMENT QUESTIONNAIRE AIRPORT/MOTOR VEHICLES

3 ▼ **TURNOVER / REFERENCES**

Pursuant to articles 46 and 47 of Presidential Decree no. 445/2000, aware of the criminal sanctions provided for in article 76 in the case of false declarations, preparation or use of false documents, the applicant provides exhaustive and truthful answers, attaching, where required, the relevant documentation

ATTENTION: before completing this category questionnaire, it is important to have completed the general questionnaires accessible from the supplier homepage (Qualification Requests in Progress). Failure to complete the general questionnaires PRECLUDES THE POSSIBILITY of obtaining the category qualification.

	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	SPECIFIC TURNOVER - LAST THREE YEARS (A01AA01)	* Indicate the average turnover in Euros of the A01AA01 - Ambulift category in the last three years.		Supplier
2	PERCENTAGE IMPACT ON TOTAL TURNOVER (A01AA01)	* Indicate the percentage of incidence of the average turnover of the selected product category in relation to the average global turnover of the last three financial years.		Supplier
3	REFERENCES (A01AA01)	Do you have references regarding the selected category?		Supplier

d) Updating of category questionnaires

d) Click on the pencil icon in the top right-hand corner, to access the questionnaire editing mask (1).

e) After making the desired changes, click on the 'Save' button in the top right-hand corner (2).

NB. REMEMBER to have first filled in and submitted the General Questionnaire, available through the link in the 'Ongoing Qualification Requests' dashboard

← Classification: >SEA product tree>SUPPLIES/SPARE PARTS>Equipment and vehicles specific to the airport business and related maintenance>Ambulift>Ambulift

1

✎

✓ A01AA01 - AMBULIFT - 1 - EQUIPMENT QUESTIONNAIRE AIRPORT/MOTOR VEHICLES

✓ TURNOVER / REFERENCES

Pursuant to articles 46 and 47 of Presidential Decree no. 445/2000, aware of the criminal sanctions provided for in article 76 in the case of false declarations, preparation or use of false documents, the applicant provides exhaustive and truthful answers, attaching, where required, the relevant documentation

⚠ ATTENTION: before completing this category questionnaire, it is important to have completed the general questionnaires accessible from the supplier homepage (Qualification Requests in Progress). Failure to complete the general questionnaires PRECLUDES THE POSSIBILITY of obtaining the category qualification. ⚠

	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	SPECIFIC TURNOVER - LAST THREE YEARS (A01AA01)	* Indicate the average turnover in Euros of the A01AA01 - Ambulift category in the last three years.		Supplier
2	PERCENTAGE IMPACT ON TOTAL TURNOVER (A01AA01)	* Indicate the percentage of incidence of the average turnover of the selected product category in relation to the average global turnover of the last three financial years.		Supplier
3	REFERENCES (A01AA01)	Do you have references regarding the selected category?		Supplier

2

Cancel Save

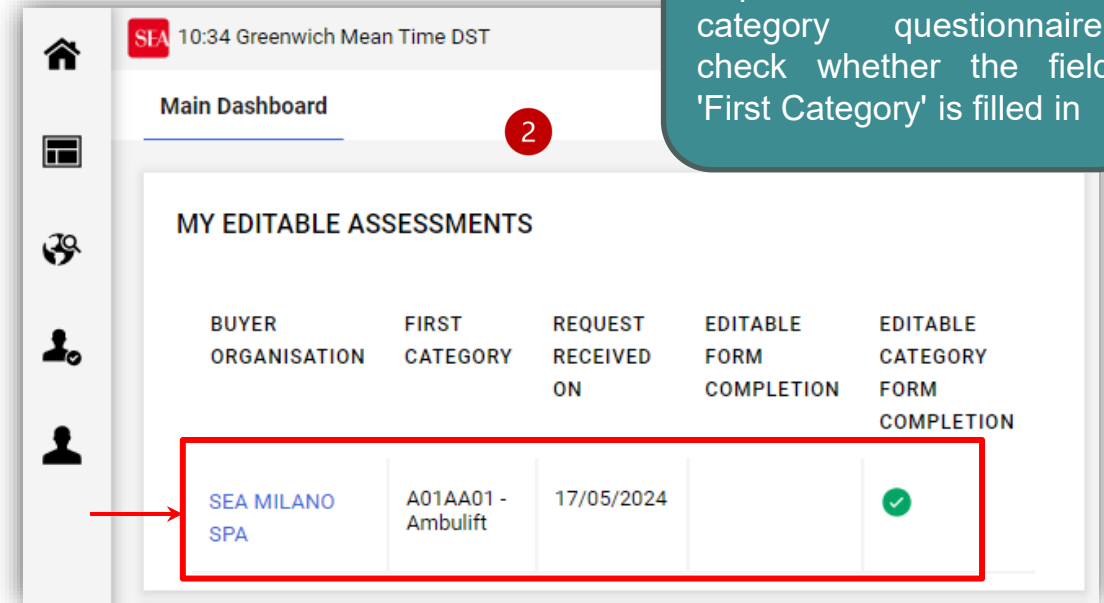
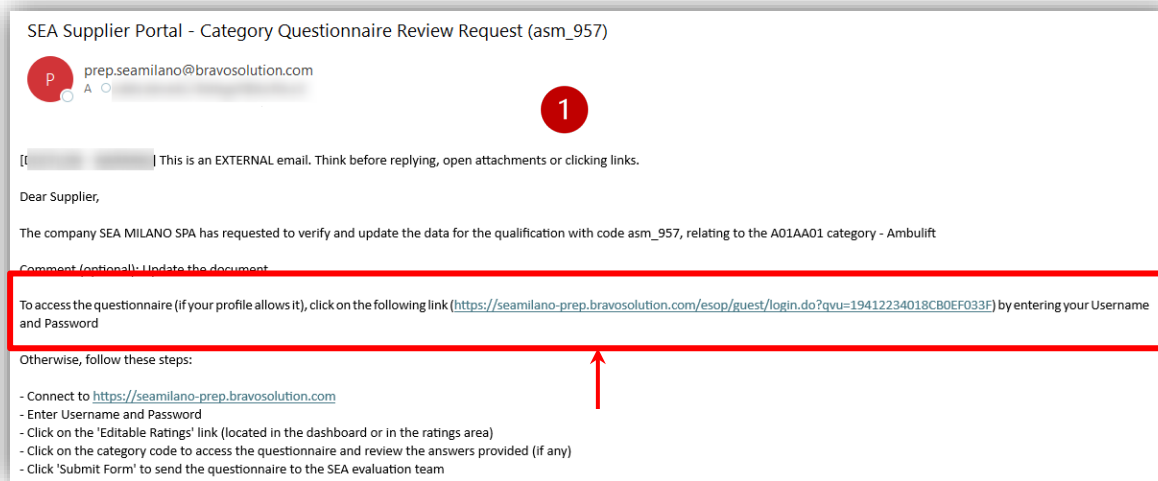
Nb. When the new classification is displayed with the icon «✕», it indicates that the mandatory questions of the questionnaire have not been completed. Once these questions are answered, the classification will appear with the icon «✓», indicating their completion.

d) Update of Category Questionnaires: Request for Revision of Category Questionnaires

How to Respond to a Request to Review Category Questionnaires:

a) Access the questionnaire in question:

- i. *Quick Access from the Mail:* Click on the link provided in the mail to be directed directly to the questionnaire (1).
- ii. *Portal Access:* On the portal homepage, go to the '**Current Qualification Requests**' box and select the category (2).



d) Update of Category Questionnaires: Request for Revision of Category Questionnaires

Once within the category:

- b) Select the pencil icon to open the editing mask (1).
- c) Make the required changes and press the '**Save**' button to save the changes (2).
- d) Finally, click on the '**Return Category Form to Buyer**' button to confirm the changes to the category form (3).

← SEA MILANO SPA

Details Messages (Unread 0)

Editable Category Forms

→| ← Forms List

▼ B01AH02 - 1 - GENERIC QUESTIONNAIRE/MISCELLANEOUS

Pursuant to articles 46 and 47 of Presidential Decree no. 445/2000, aware of the criminal sanctions provided for in article 76 in the case of false declarations, preparation or use of false documents, the applicant provides exhaustive and truthful answers, attaching, where required, the relevant documentation

▼ TURNOVER / REFERENCES				
	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	SPECIFIC TURNOVER - LAST THREE YEARS (B01AH02)	* Indicate the average turnover in Euros of the B01AH02 - Unarmed surveillance category in the last three years.	1,200	Supplier
2	PERCENTAGE INCIDENCE ON TOTAL TURNOVER (B01AH02)	* Indicate the percentage of incidence of the average turnover of the selected product category in relation to the	Less than 10%	Supplier

To confirm to the Buyer that you have completed the Category Forms you...

SEA 11:55 Greenwich Mean Time DST

Welcome

← SEA MILANO SPA

Details Messages (Unread 0)

Editable Category Forms

→| EDITABLE CATEGORY FORMS

Enter Filter (type to start search)

Showing Result 1 - 1 of 1

	CATEGORY CODE	CATEGORY TITLE	SUPPLIER FORM STATUS		DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFICATION DATE	CATEGORY FORM EDITING ENABLED ON ↑	FORMS REVIEWED
			MANDATORY	OPTIONAL				
2	B01AH02	Unarmed surveillance	✓	✓	16/05/2025	17/05/2024 11:54	17/05/2024 11:53	Yes

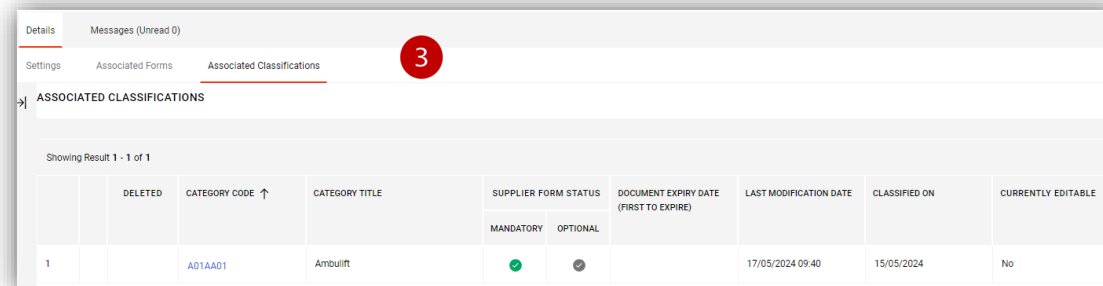
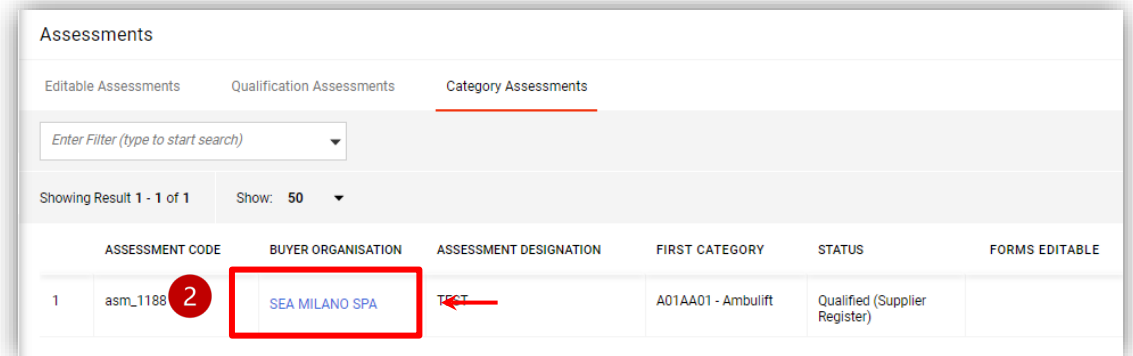
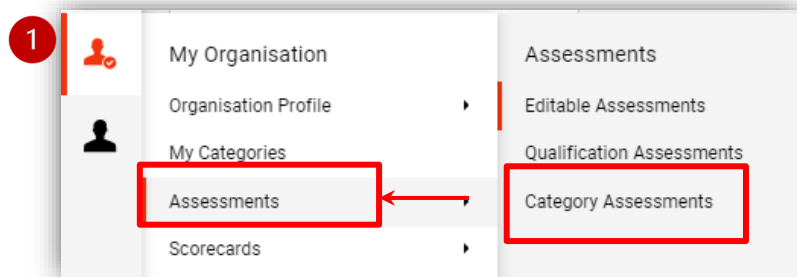
2 Cancel Save

e) Update of general questionnaires

What to do in order to update the documents in the general questionnaire:

a) As the general questionnaire is linked to the individual category, it is necessary to inform Sea that you want to renew your qualification:

- a) Access the "*Category Assessments*" section: Select the Icon in the sidebar «  » and click on «**Assessments**» and then on "**Category Assessments**" (1).
- b) Locate and select a category qualification (2) to access its detail section (3).

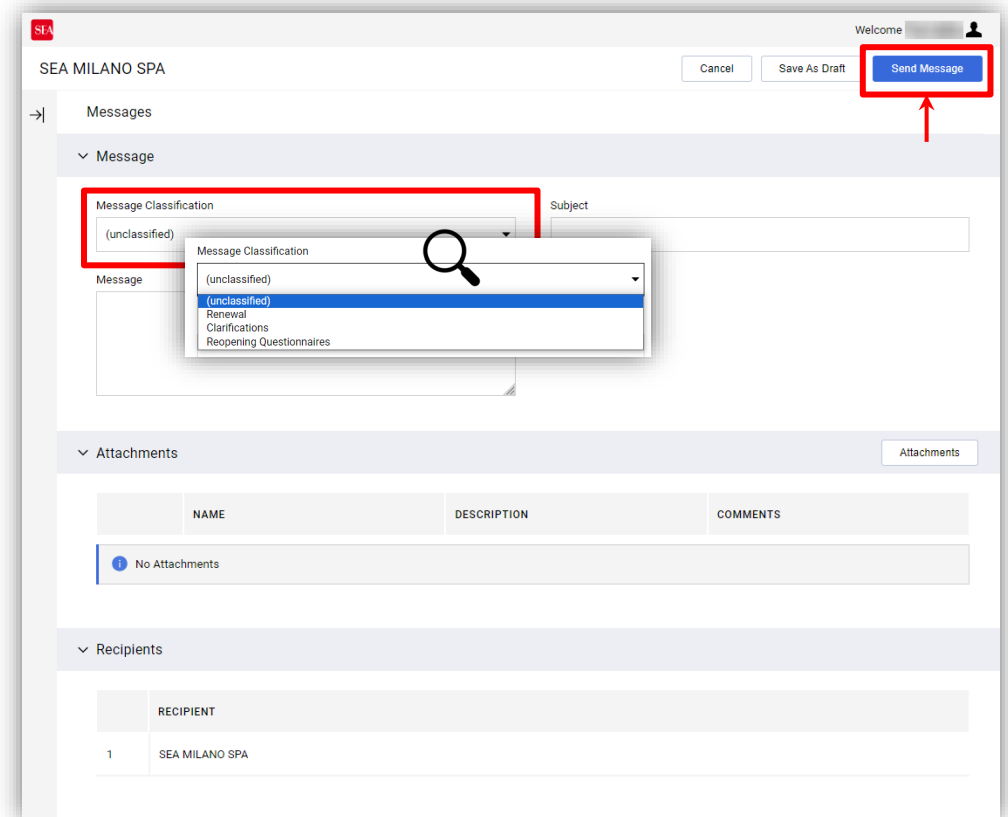
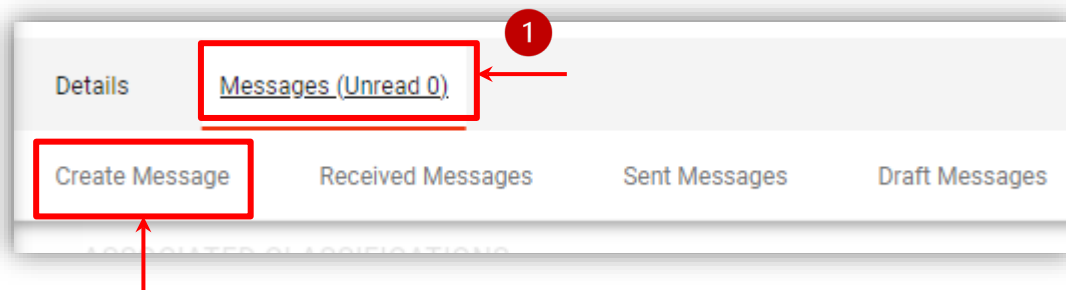


e) Update of general questionnaires

- c) Select '**Messages (Unread...)**' and then '**Create Message**' (1).
- d) Proceed with the compilation of the message:
 - c) Indicates "**Renewal**" or "**Reopening Questionnaires**" for the "*Message Classification*" field;
 - d) Indicate the subject and message, if necessary you can attach a document by clicking on the '**Attachments**' button;
- e) Select '**Send Message**' in the top right-hand corner to proceed with sending.

The sent message will be visible in the '*Sent Messages*' section

In conclusion, wait for the General Questionnaire Review request.

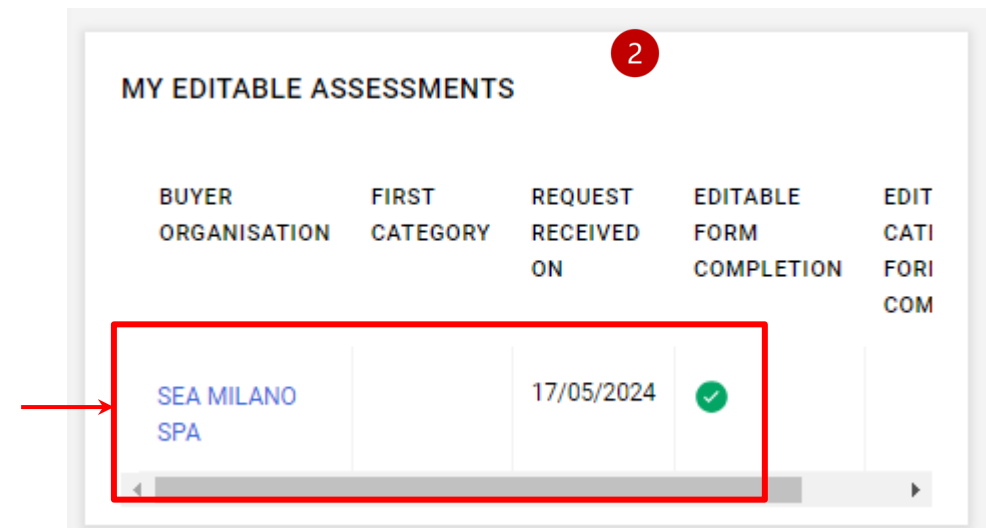
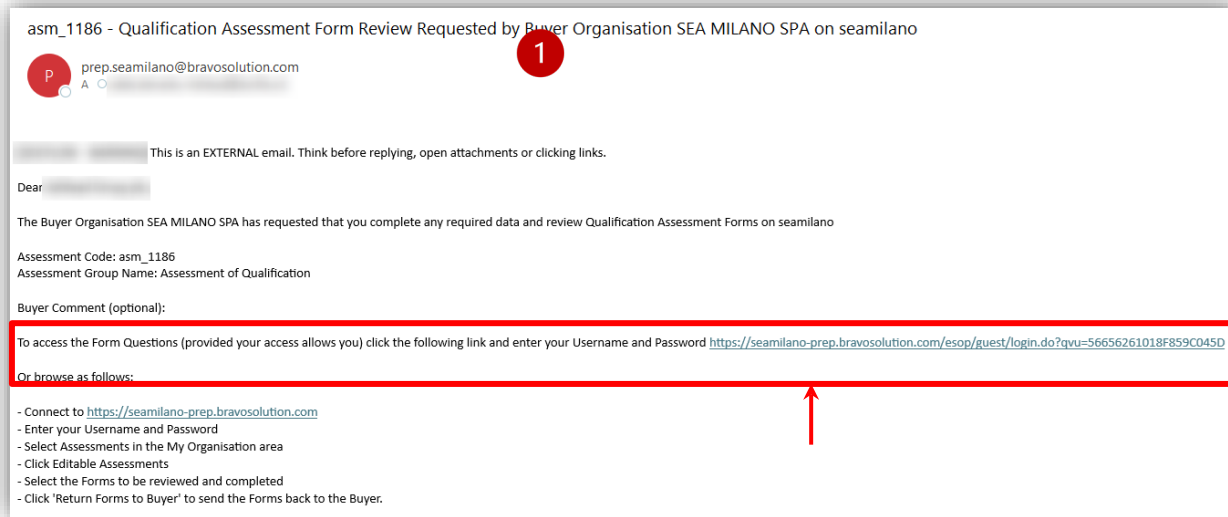


e) Update of General Questionnaires: Request for Revision of General Questionnaires

How to respond to a request to review general questionnaires:

a) Access the questionnaire in question:

- i. *Quick Access from the Mail:* Click on the link provided in the mail to be directed directly to the questionnaire (1).
- ii. *Access via Portal:* On the portal homepage, go to the '**My editable assessments**' box and select the evaluating company (2).



e) Update of General Questionnaires: Request for Revision of General Questionnaires

Once within the category:

- b) Select the questionnaire (1) and then the pencil icon to open the editing mask (1).
- c) Make the required changes and press the '**Save and Exit**' button to save the changes (2).
- d) Finally, click on the '**Return Forms To Buyer**' button to send the updated questionnaire to Sea (3).

← SEA MILANO SPA

Details Messages (Unread 0)

Editable Forms

→| Form List

Showing Result 1 - 1 of 1

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	F
1	Page	QUESTION EVALUATION GEN. (GENERAL ORDER REQ / CODE OF CONDUCT / TAX REGULATION)		30/05/2024	16/05/2024 10:46	17/05/2024 10:51	Y

Return Forms To Buyer

← SEA MILANO SPA

Details Messages (Unread 0)

Editable Forms

→| < > QUESTION EVALUATION GEN. (GENERAL ORDER REQ / CODE OF CONDUCT / TAX REGULATION)

00A - GENERAL ORDER REQUIREMENTS

00a - GENERAL ORDER REQUIREMENTS

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GENERAL ORDER REQUIREMENTS	* You are required to download the attached form (General requirements), fill it in and digitally sign it. Enter the expiration date as 6 months from the	Supplier

Cancel Save & Next Save & Exit

f) Application for qualification on new categories

Even if you already have a current category qualification, you can apply for other existing qualifications :

- Access the 'My Categories' section: Select the icon in the sidebar  and click on 'My Categories';
- Select 'Add Category', top right (1);
- In the selection mask, you will find the 'Selected Items' section, where all the product categories you have applied for in the past are listed (2);
- From the list of available categories, select the desired new category (3);
- Click on the 'Confirm' button in the top right-hand corner, to complete the application process (4).

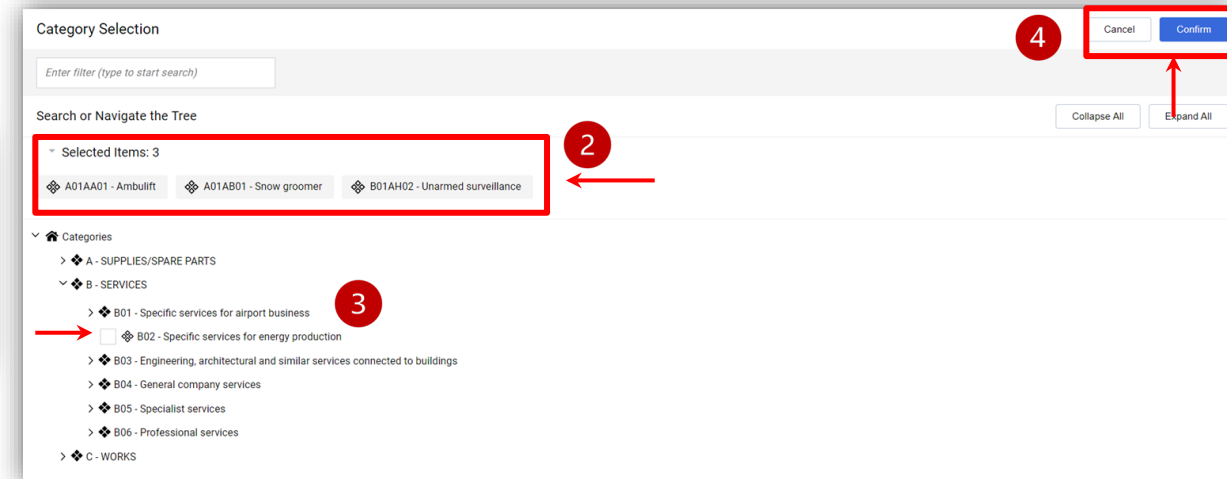


My Categories

Enter Filter (type to start search)

Showing Result 1 - 3 of 3

	CODES	TITLE	CLASSIFIED HON	ASSESSMENT STATUS
1	A01AA01 	Ambulift	08/05/2024 09:34:10	In Evaluation



Category Selection

Enter filter (type to start search)

Search or Navigate the Tree

Selected Items: 3

- A01AA01 - Ambulift
- A01AB01 - Snow groomer
- B01AH02 - Unarmed surveillance

Categories

- > A - SUPPLIES/SPARE PARTS
- > B - SERVICES
 - > B01 - Specific services for airport business
 - > ☒ B02 - Specific services for energy production
 - > B03 - Engineering, architectural and similar services connected to buildings
 - > B04 - General company services
 - > B05 - Specialist services
 - > B06 - Professional services
- > C - WORKS

Cancel Confirm

f) Application for qualification on new categories

- f) Continue with the completion of the Questionnaire: The questionnaire to be completed will open (1). In the event of a classification after the first one, the general questionnaire will be updated with the new category .
- g) Click the '**Save**' button at the top right to save your answers (2).

Classification: >SEA product tree>SUPPLIES/SPARE PARTS>Equipment and vehicles specific to the airport business and related maintenance>Ambulift>Ambulift

Cancel Save

2

▼ A01AA01 - AMBULIFT - 1 - EQUIPMENT QUESTIONNAIRE AIRPORT/MOTOR VEHICLES

▼ TURNOVER / REFERENCES

Pursuant to articles 46 and 47 of Presidential Decree no. 445/2000, aware of the criminal sanctions provided for in article 76 in the case of false declarations, preparation or use of false documents, the applicant provides exhaustive and truthful answers, attaching, where required, the relevant documentation

3

⚠ ATTENTION: before completing this category questionnaire, it is important to have completed the general questionnaires accessible from the supplier homepage (Qualification Requests in Progress). Failure to complete the general questionnaires PRECLUDES THE POSSIBILITY of obtaining the category qualification. ⚠

	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	SPECIFIC TURNOVER - LAST THREE YEARS (A01AA01)	* Indicate the average turnover in Euros of the A01AA01 - Ambulift category in the last three years.	1	Supplier
2	PERCENTAGE IMPACT ON TOTAL TURNOVER (A01AA01)	* Indicate the percentage of incidence of the average turnover of the selected product category in relation to the average global turnover of the last three financial years.	▼	Supplier
3	REFERENCES (A01AA01)	Do you have references regarding the selected category?	▼	Supplier

f) Application for qualification on new categories - Qualification Systems (if applicable)

For specific categories, the questionnaire assesses the **eligibility** for the Qualification System (QS).

Two automatic scenarios:

CASE A: NOT ELIGIBLE for the Qualification System

You are informed that you do not meet the requirements for the qualification system, but you can still proceed with the standard registration to the **Supplier Register**.

To continue, please check the «**Acknowledgment**» box to confirm that you have read the outcome.

CASE B: SQ EU Qualification 02, Choice of Participation (Yes/No)

Once eligibility is confirmed, you are required to specify **your intention to participate or not participate** in the Qualification System for that category. The selection is necessary to complete the procedure.

QUALIFICAZIONE			
Title	Description	Response	Editable By
1	SQ EU QUALIFICATION 02	* Would you like to access the Design Services Qualification System and/or ancillary services to engineering and architecture in the civil and plant engineering field (infra "SQ UE 02") referred to in the call published in the "Business Opportunities" section at the link https://milanairports.com/it/fornitori/opportunita-di-business?	Supplier

ALERT			
Title	Description	Response	Editable By
1	SUITABILITY FOR THE QUALIFICATION SYSTEM	* ⚠ The economic operator does not meet the economic-financial capacity requirement necessary to join the qualification system, which is reserved only for operators with a turnover ≥ € 430,000. ONLY THE APPLICATION FOR REGISTRATION IN THE REGISTER WILL BE EVALUATED.	☐ Acknowledgment

If you choose to join, you will access the Qualification System questionnaires, which consist of a series of specific requirements.

If these questionnaires reveal that the requirements are not met, you will be informed that you are not eligible for the Qualification System and ONLY THE REGISTRATION APPLICATION TO THE REGISTER WILL BE EVALUATED.

At this point, click on the "Acknowledgment" field to confirm that you have read the information and to proceed.

ELIGIBILITY FOR THE QUALIFICATION SYSTEM			
Title	Description	Response	Editable By
1	! ALERT !	* ! PLEASE NOTE ! You are not eligible for the Qualification System. ONLY THE APPLICATION FOR REGISTRATION IN THE REGISTER WILL BE EVALUATED.	☐ Acknowledgment

f) Application for qualification on new categories

The category will now be visible in the "My Categories" section, where you can also view its details and edit the responses if necessary.

Once all the responses have been provided, the icon next to the Category Code will turn green, and the status will subsequently change to 'Evaluation'.

At that point, the qualification will be created, and the applications will enter the review phase to verify their compliance.

My Categories					
Filters: Enter Filter (type to start search)					
Showing Result 1 - 2 of 2					
		Code	Title	Classified On	Assessment Status
1		A01AA01 	Ambulift	05/11/2025 13:02:36	Candidato

g) Expiring or expired category documents

How to proceed when documents are about to expire or have expired:

- Check the content of the e-mail to identify the documents concerned and the expiry date indicated.
- In the 'My Categories' section, select the category identified with the expired documents, and access the category details (1). Here you will be able to locate expired documents marked *'*Expired on:[dd/mm/year]'* (2).

My Categories 1 ... Add Category

Enter Filter (type to start search) ▼

Showing Result 1 - 2 of 2

	CODE	TITLE	CLASSIFIED ON	ASSESSMENT STATUS
1	A01AA01 ✓	Ambulift	15/05/2024 21:21:08	Qualified (Supplier Register)
2	B01AH02 ✓	Unarmed surveillance	17/05/2024 11:06:19	Qualified (Supplier Register)

← Classification: >SEA product tree>SERVICES>Specific services for airport business>Surveillance>Unarmed sec... ✎ ...

▼  B01AH02 - 3B - ATTACHMENT ENAC CERTIFICATE

▼ ATTACHMENT ENAC CERTIFICATE

	TITLE	DESCRIPTION	RESPONSE 2	EDITABLE BY
1	ATTACHMENT ENAC CERTIFICATE	* Attach a copy of the ENAC certificate regarding possession of the technical and professional requirements referred to in Ministerial Decree 29.1.1999, n. 85, annex A.	 General_conditions_of_use_rev_... 202 KB * Expired on: 05/17/2024	Supplier

g) Expiring or expired category documents

What happens when the documents of a specific category are about to expire or have expired:

When a category document is nearing expiry, you will receive an email notification with detailed instructions on how to proceed.

You can identify documents that are about to expire or have expired thanks to the indications in the e-mail or by looking at the 'Associated Classifications' mask, here in the category detail, the field 'Document Expiry Date (First to Expire)' is indicated with the attention triangle '⚠'.



SEA Supplier Portal - Expired Documentation

prep.seamilano@bravosolution.com

This is an EXTERNAL email. Think before replying, open attachments or clicking links.

Dear Supplier,

The purpose of this email is to inform you that one or more documents have expired.
A single expired response may invalidate your ability to continue your activities on the portal, so it is recommended that you update the required documentation immediately.

Below is the list of expired documents (with indication of their expiry date):

ANNEX UNI 10891:2000 – Expiry Date 14 May, 2024
PREFECTURAL AUTHORIZATION ATTACHMENT – Expiration Date 16 May, 2024
E.N.A.C. Certificate Attachment – Expiry Date 15 May, 2024

To view and update the documentation:

- Click on the link <https://seamilano-prep.bravosolution.com>
- Enter Username and Password
- In the My Categories section, select the category to which the document refers (if the document is common to more than one category, the update will affect all the categories for which you have applied for the qualification process)
- Upload new document and its expiration date

Details Messages (Unread 0)									
Settings Associated Forms Associated Classifications									
→ ASSOCIATED CLASSIFICATIONS									
Showing Result 1 - 1 of 1									
	DELETED	CATEGORY CODE ↑	CATEGORY TITLE	SUPPLIER FORM STATUS		DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFICATION DATE	CLASSIFIED ON	CURRENTLY EDITABLE
				MANDATORY	OPTIONAL				
1		B01AH02	Unarmed surveillance	✓	✓	17/05/2024 ⚠	17/05/2024 11:07	17/05/2024	No

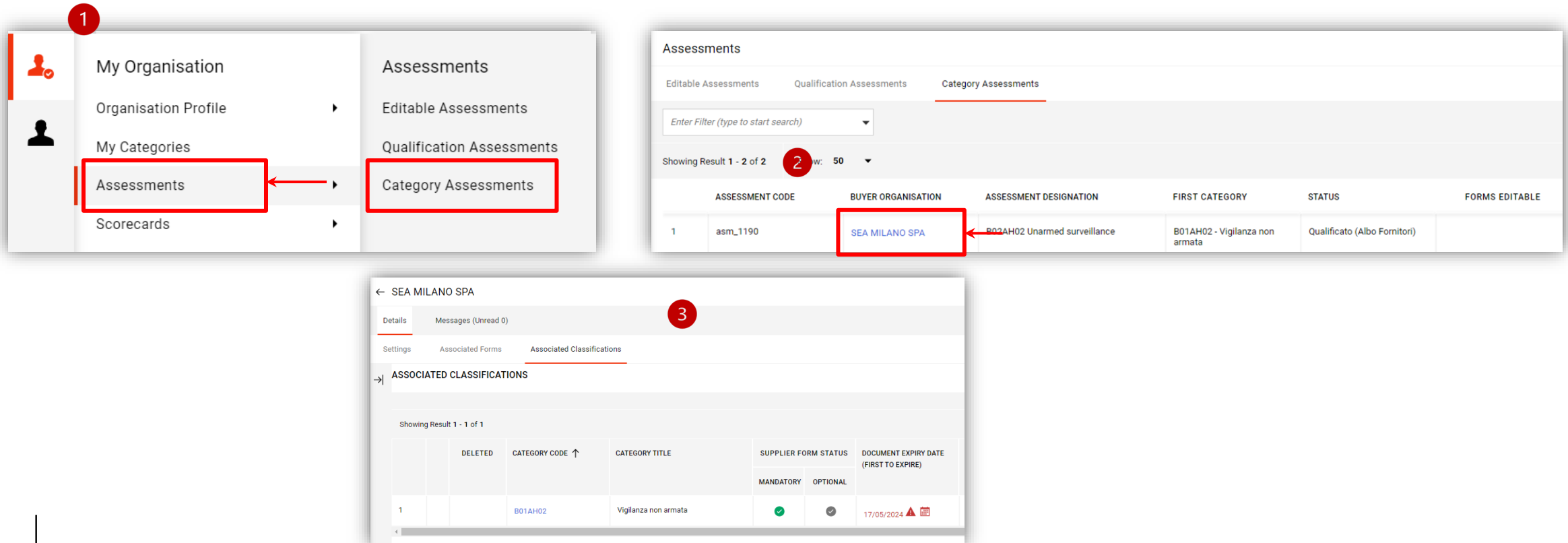
g) Expiring or expired category documents

What to do in order to update the documents in the questionnaires:

a) As the questionnaires are linked to the individual category, it is necessary to inform Sea that you want to update qualification documents:

a) Access the "Category Assessments" section: Select the Icon in the sidebar «  » and click on «**Assessments**» and then on "**Category Assessments**" (1).

b) Locate and select the category assessments (2) to access its detail section (3).



The screenshot illustrates the steps to access and view category assessments in the SEA system. It is divided into three numbered sections:

- Navigation:** The sidebar on the left shows the 'Assessments' menu item highlighted with a red box and a red arrow pointing to it. A red circle with the number '1' is next to the sidebar.
- Assessments List:** The 'Assessments' page shows a table of assessments. The 'Category Assessments' tab is selected. A red box highlights the 'SEA MILANO SPA' entry in the 'BUYER ORGANISATION' column, with a red arrow pointing to it. A red circle with the number '2' is next to the table.
- Assessment Details:** The details page for 'SEA MILANO SPA' is shown. The 'Associated Classifications' tab is selected. A red box highlights the 'B01AH02' entry in the 'CATEGORY CODE' column, with a red arrow pointing to it. A red circle with the number '3' is next to the details page.

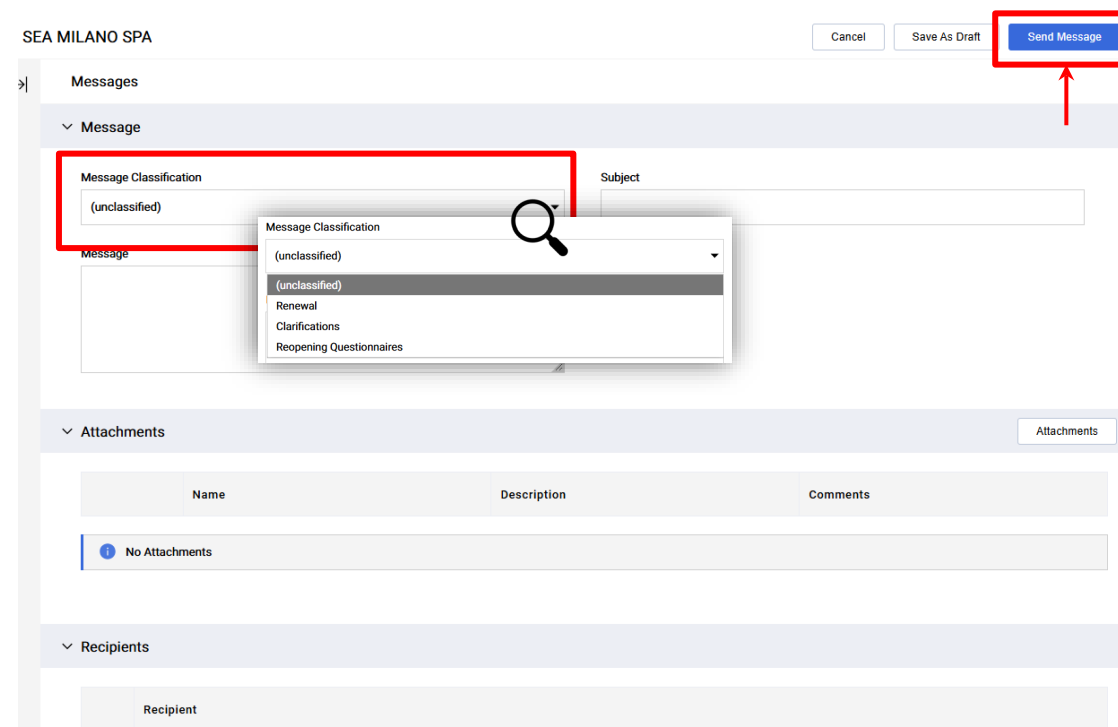
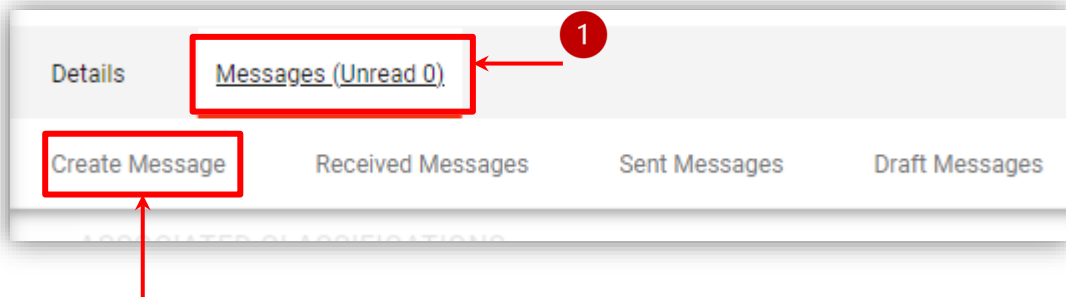
ASSESSMENT CODE	BUYER ORGANISATION	ASSESSMENT DESIGNATION	FIRST CATEGORY	STATUS	FORMS EDITABLE	
1	asm_1190	SEA MILANO SPA	B02AH02 Unarmed surveillance	B01AH02 - Vigilanza non armata	Qualificato (Albo Fornitori)	

DELETED	CATEGORY CODE ↑	CATEGORY TITLE	SUPPLIER FORM STATUS	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	
			MANDATORY	OPTIONAL	
1	B01AH02	Vigilanza non armata			17/05/2024

g) Expiring or expired category documents

- c) Select '**Messages (Unread...)**' and then '**Create Message**' (1).
- d) Proceed with the compilation of the message:
 - c) Indicates "**Renewal**" or "**Reopening Questionnaires**" for the "*Message Classification*" field
 - d) Indicate the subject and message, if necessary you can attach a document by clicking on the '**Attachments**' button
- e) Select '**Send Message**' in the top right-hand corner to proceed with sending.

The sent message will be visible in the '*Sent Messages*' section
In conclusion, wait for the General Questionnaire Review request.



g) Expiring or expired category documents

- c) Once you have received the questionnaires, click, **via the 'My editable assessments' dashboard**, on the line of the questionnaire or **on the link in the email** you will receive and then on the pencil icon to access the edit mask (3). Proceed with document editing (4).
- d) Select the **'Save'** button to confirm your changes (5).
- e) Updated documents, in the «*Editable category forms*» section , within the category detail, the field "Document Expiry Date (First to Expire)" is updated and the warning triangle is no longer visible.

REMEMBER to send (6) the relevant questionnaire to SEA for its re-evaluation: click on the button «**Return Category Form to Buyer**».

← Classification: >SEA product tree>SERVICES>Specific services for airport business>Surveillance>Unarmed security

3

▼ B01AH02 - 3B - ATTACHMENT ENAC CERTIFICATE

▼ ATTACHMENT ENAC CERTIFICATE

	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	ATTACHMENT ENAC CERTIFICATE	* Attach a copy of the ENAC certificate regarding possession of the technical and professional requirements referred to in Ministerial Decree 29.1.1999, n. 85, annex A.	202 KB * Expired on: 05/16/2024	Supplier

Details Messages (Unread 0)

Settings Associated Forms Associated Classifications

ASSOCIATED CLASSIFICATIONS

Filters: Enter Filter (type to start search)

Showing Result 1 - 1 of 1

	DELETED	Category Code ↑	Category Title	Supplier Form Status	Document Expiry Date (First To Expire)	Last Modification Date	Classified On	Category Form Editing Enabled On	Currently Editable
1		B01AH02	Unarmed Surveillance	Mandatory	28/01/2026	27/01/2026 16:31	27/01/2026	27/01/2026 16:34	Yes

5 Cancel **Save**

▼ ATTACHMENT ENAC CERTIFICATE

	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	ATTACHMENT ENAC CERTIFICATE	* Attach a copy of the ENAC certificate regarding possession of the technical and professional requirements referred to in Ministerial Decree 29.1.1999, n. 85, annex A.	202 KB *Expiring on: 16/05/2024	Supplier

4

To confirm to the Buyer that you have completed the Category Forms you...

11:55 Greenwich Mean Time DST

SEA MILANO SPA

6 **Return Category Form to Buyer**

Details Messages (Unread 0)

Editable Category Forms

Enter Filter (type to start search)

Showing Result 1 - 1 of 1

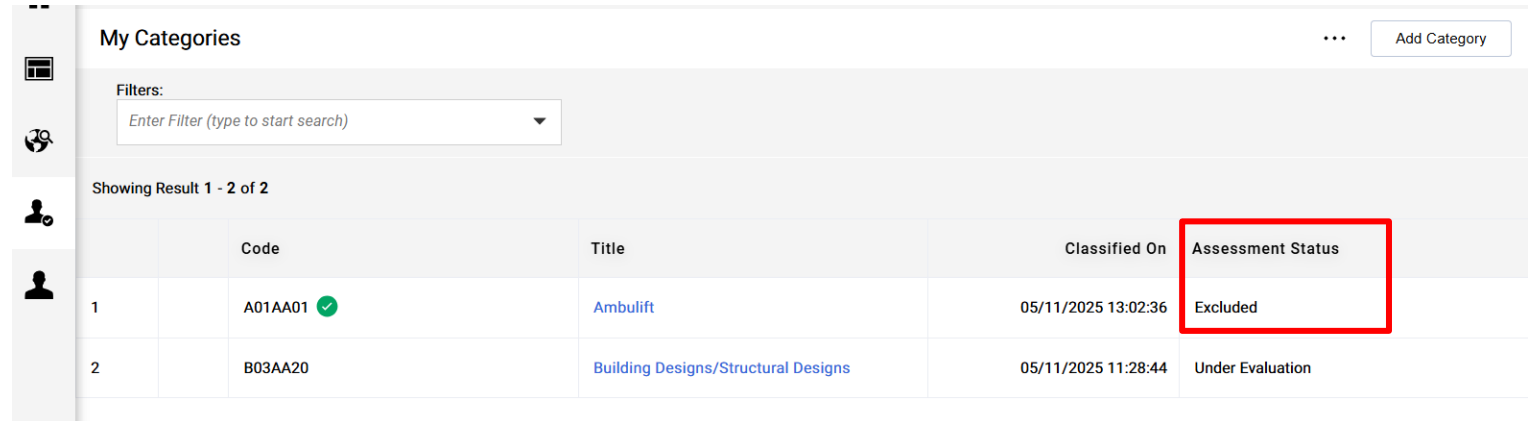
	CATEGORY CODE	CATEGORY TITLE	SUPPLIER FORM STATUS	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFICATION DATE	CATEGORY FORM EDITING ENABLED ON	FORMS REVIEWED
2	B01AH02	Unarmed surveillance	Mandatory	16/05/2025	17/05/2024 11:54	17/05/2024 11:53	Yes

h) Excluded Category: Request to Reapply to Sea

What to know and how to proceed

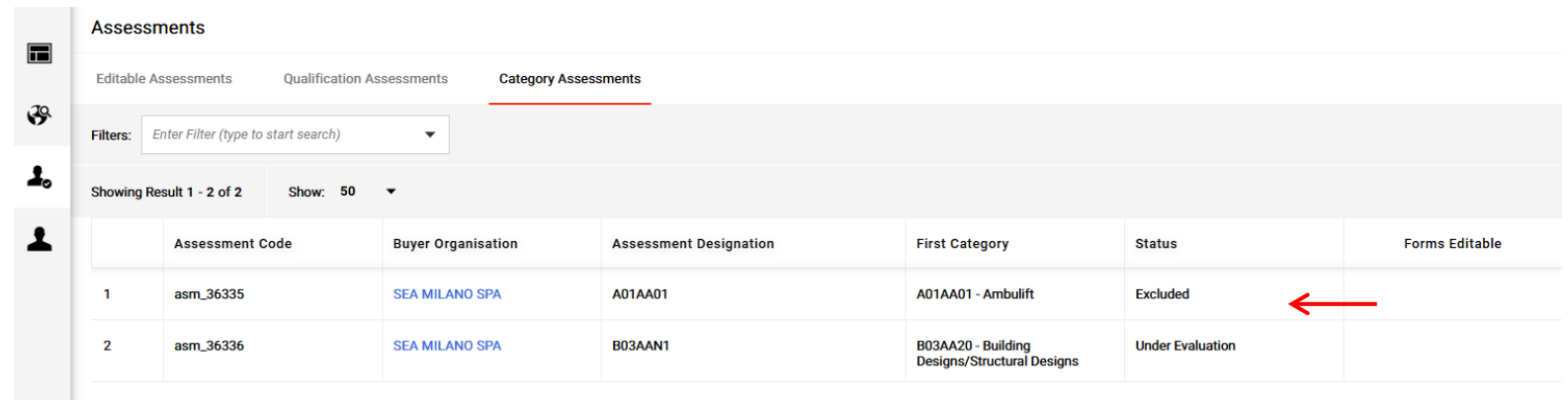
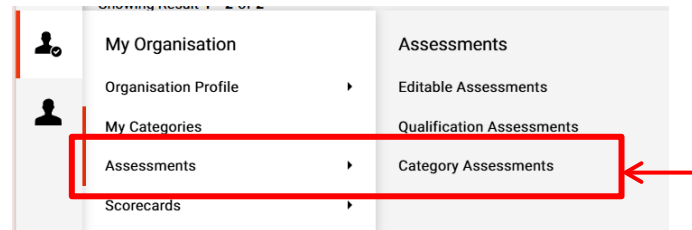
- Under "My Categories", check the "Assessment Status" field.
- If the category is "Excluded", changing the questionnaire does not change its qualification status.
- Go to Profile > Assessments > Category Assessments and open the relevant assessment.
- In the Messaging area, ask SEA to reopen your application. You cannot restart the process yourself.

Before updating the questionnaire, ask SEA to reopen your application.



The screenshot shows the 'My Categories' page. It has a sidebar with icons for a dashboard, a globe, a group of people, and a single person. The main content area is titled 'My Categories' and includes a filter dropdown with the text 'Enter Filter (type to start search)'. Below the filter, it says 'Showing Result 1 - 2 of 2'. There is a table with two rows. The first row has a green checkmark icon next to the code 'A01AA01'. The 'Assessment Status' column for the first row is highlighted with a red box and contains the word 'Excluded'. The second row has the code 'B03AA20' and the status 'Under Evaluation'.

	Code	Title	Classified On	Assessment Status
1	A01AA01 ✓	Ambulift	05/11/2025 13:02:36	Excluded
2	B03AA20	Building Designs/Structural Designs	05/11/2025 11:28:44	Under Evaluation



The screenshot shows the 'Assessments' page. It has a sidebar with icons for a dashboard, a globe, a group of people, and a single person. The main content area is titled 'Assessments' and has three tabs: 'Editable Assessments', 'Qualification Assessments', and 'Category Assessments' (which is selected). Below the tabs is a filter dropdown with the text 'Enter Filter (type to start search)'. Below the filter, it says 'Showing Result 1 - 2 of 2' and 'Show: 50'. There is a table with two rows. The first row has the code 'asm_36335', the buyer organisation 'SEA MILANO SPA', the assessment designation 'A01AA01', the first category 'A01AA01 - Ambulift', and the status 'Excluded'. The second row has the code 'asm_36336', the buyer organisation 'SEA MILANO SPA', the assessment designation 'B03AA01', the first category 'B03AA20 - Building Designs/Structural Designs', and the status 'Under Evaluation'. A red arrow points to the 'Excluded' status in the first row.

	Assessment Code	Buyer Organisation	Assessment Designation	First Category	Status	Forms Editable
1	asm_36335	SEA MILANO SPA	A01AA01	A01AA01 - Ambulift	Excluded	
2	asm_36336	SEA MILANO SPA	B03AA01	B03AA20 - Building Designs/Structural Designs	Under Evaluation	

h) Excluded Category: Request to Reapply to Sea

Request, complete and submit the questionnaire

- 1** In the Messaging area, send your request to SEA. A subject and message are required. Classification and attachments are optional.
- 2** Check "Received messages" for replies from SEA. Your request remains available in "Sent messages".
- 3** Once SEA approves your request to reapply, you will receive an email. The questionnaire will appear under "Pending qualification applications".
- 4** Open the request, update your answers and documents, then select "Return Category Form to Buyer".

SEA can reassess your application only after you submit the questionnaire.

