



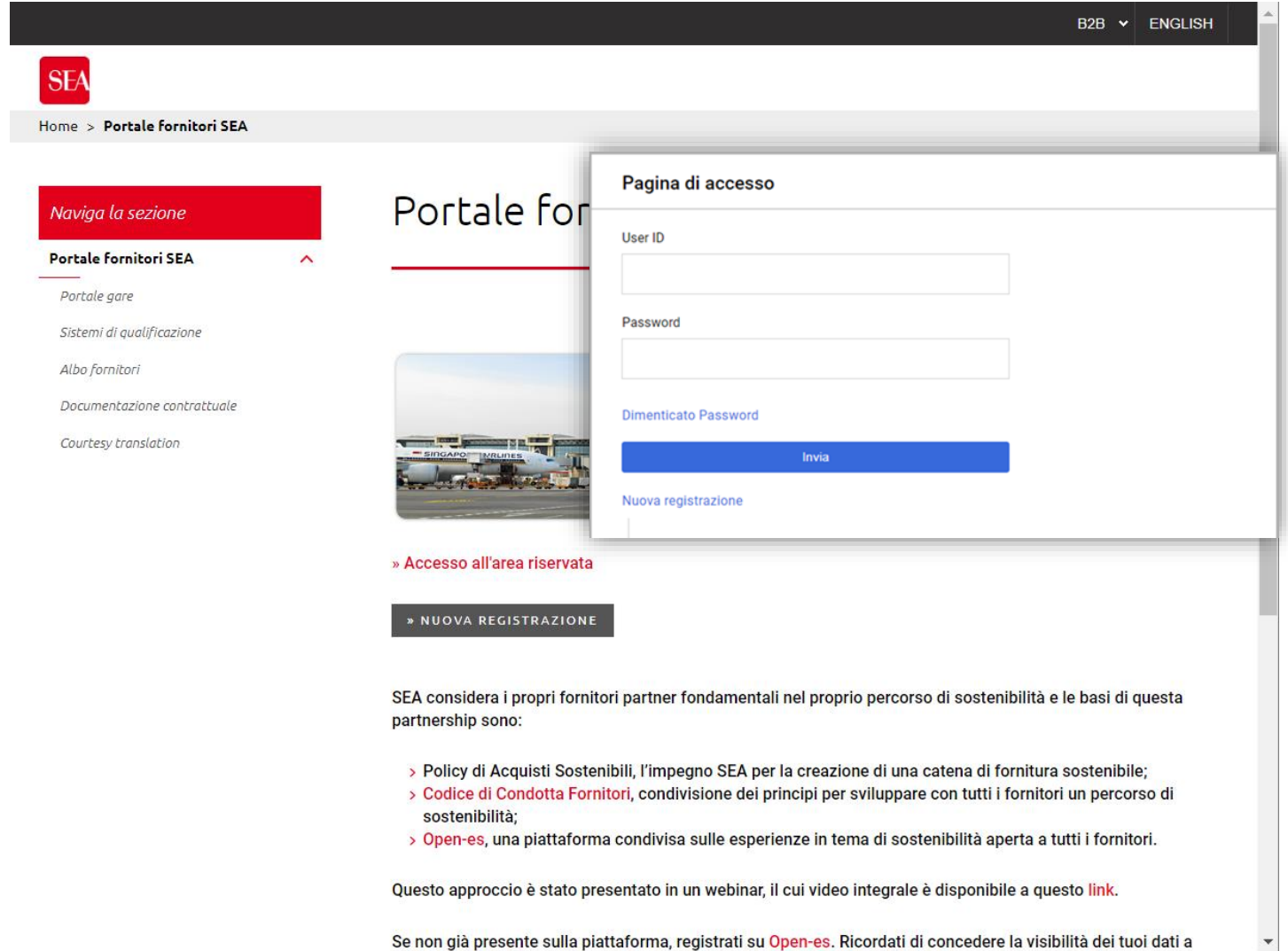
Qualification Manual

I.	Portal login page	p.3
II.	Homepage	p.4
III.	Qualification Process	p.8
IV.	a) Verification of the Status of Category Qualifications	p.14
V.	b) Verification of expiring qualifications or documents expired/due for replacement	p.16
VI.	c) Response to expression of interest in renewing qualifications	p.19
VII.	d) Updating of category questionnaires	p.21
VII.	e) Update of general questionnaires	p.25
VII.	f) Application for qualification on new categories	p.29
VII.	(g) Near-expired or expired category documents	p.33

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

You can reach the portal via the following URL: [Supplier Portal Platform](https://milanairports.com/it/portale-fornitori)
"https://milanairports.com/it/portale-fornitori»

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



B2B ENGLISH

SEA

Home > Portale fornitori SEA

Naviga la sezione

Portale fornitori SEA ^

Portale gare

Sistemi di qualificazione

Albo fornitori

Documentazione contrattuale

Courtesy translation

Portale fornitori

Pagina di accesso

User ID

Password

[Dimenticato Password](#)

Invia

[Nuova registrazione](#)

[» Accesso all'area riservata](#)

[» NUOVA REGISTRAZIONE](#)

SEA considera i propri fornitori partner fondamentali nel proprio percorso di sostenibilità e le basi di questa partnership sono:

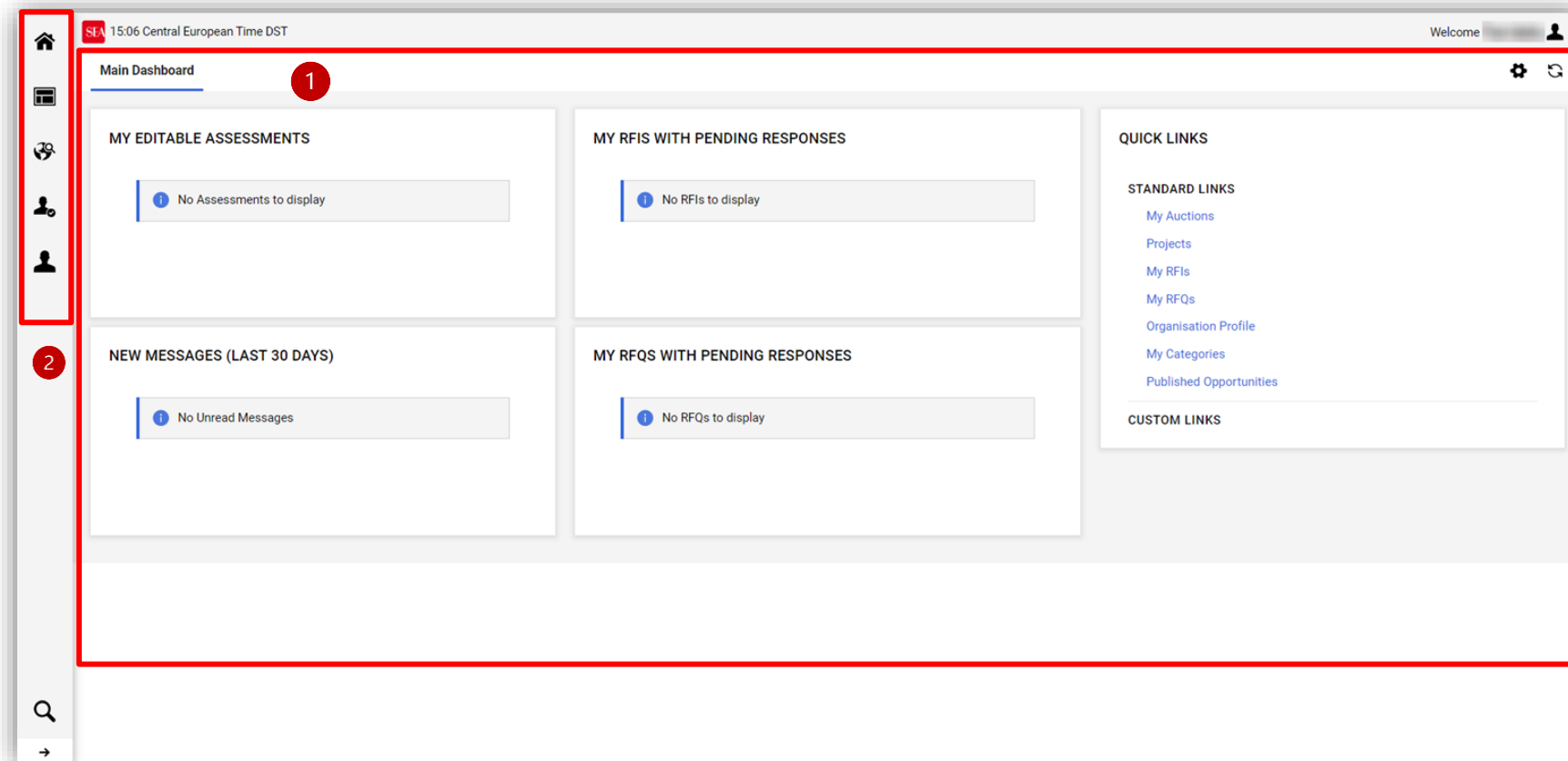
- > Policy di Acquisti Sostenibili, l'impegno SEA per la creazione di una catena di fornitura sostenibile;
- > **Codice di Condotta Fornitori**, condivisione dei principi per sviluppare con tutti i fornitori un percorso di sostenibilità;
- > **Open-es**, una piattaforma condivisa sulle esperienze in tema di sostenibilità aperta a tutti i fornitori.

Questo approccio è stato presentato in un webinar, il cui video integrale è disponibile a questo [link](#).

Se non già presente sulla piattaforma, registrati su **Open-es**. Ricordati di concedere la visibilità dei tuoi dati a

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).



"Qualification Requests in Progress" shows the questionnaires requested by Sea and represents a list of tasks to be completed.

"RdI pending response" list of requests awaiting a reply

"Quick Access" , offers a set of quick links, allowing users to access specific pages of the platform with just one click.

The screenshot shows the 'Main Dashboard' of the Suppliers Portal. It features four main content areas: 'MY EDITABLE ASSESSMENTS', 'MY RFIS WITH PENDING RESPONSES', 'NEW MESSAGES (LAST 30 DAYS)', and 'MY RFQS WITH PENDING RESPONSES'. Each area contains a message box indicating 'No [Assessments/RFIs/Unread Messages/RFQs] to display'. A red box highlights the 'MY EDITABLE ASSESSMENTS' section, with a 'New' badge next to it. A 'QUICK LINKS' sidebar on the right lists 'STANDARD LINKS' (My Auctions, Projects, My RFIs, My RFQs, Organisation Profile, My Categories, Published Opportunities) and 'CUSTOM LINKS'. Annotations with arrows point to these sections, explaining their functions.

"New Messages " list of unread messages received within the last 30 days

"Pending RoO" List of offer requests awaiting a reply.



1. Clicking the icon on the main screen updates the homepage, while clicking on any other page redirects you back to the homepage.



2. Allows access to the editing section of the main screen.



3. It allows access to the area of Tender Notices, RoO, RoI and Auctions.



4. It allows access to the company profile, evaluation and category area.

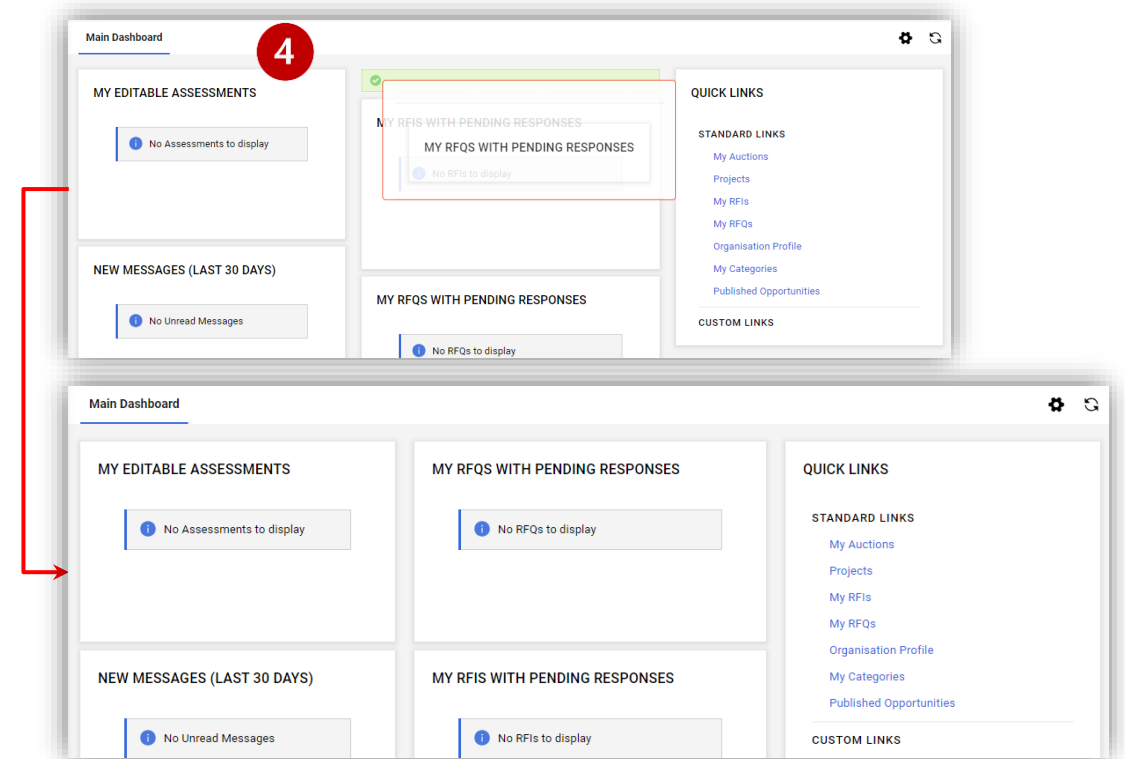
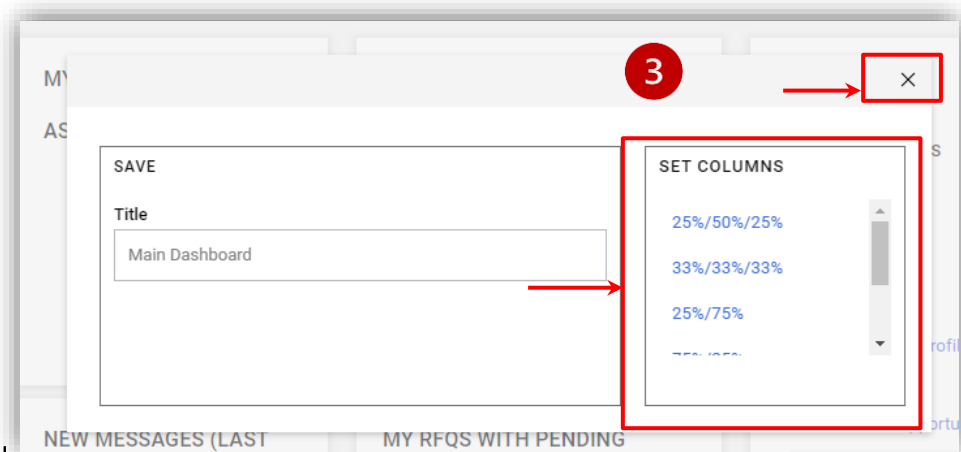
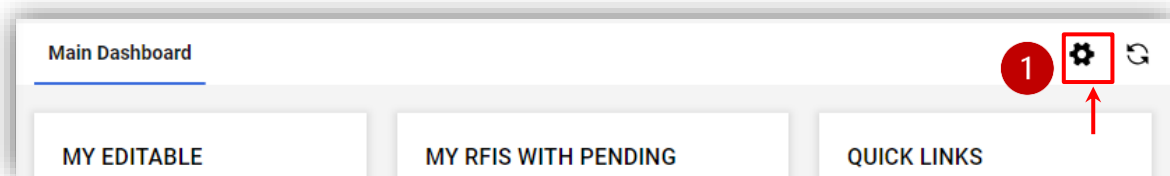
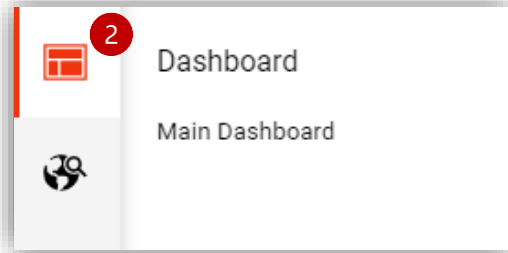


5. Allows access to the user management and setting area.

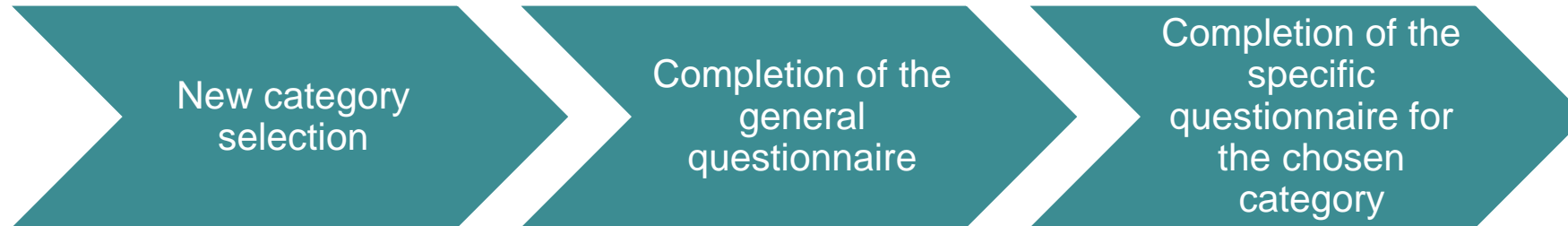
The Dashboard section (2) allows the user to customize the main screen.

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.



The steps required to qualify in a category:



The steps required to renew qualification in a category:

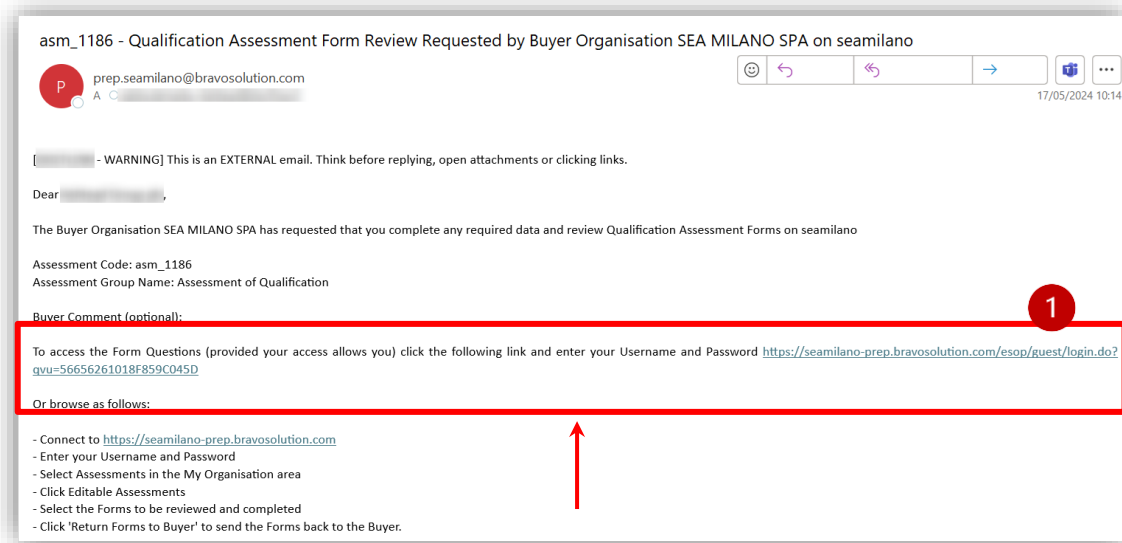


New

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%	

A red box highlights the 'SEA MILANO SPA' entry, with a red circle containing the number '2' next to it. A red arrow points to the entry.

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'.

New

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

Follow the steps below to answer the questionnaire:

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

The screenshot shows the SEA MILANO SPA interface. The top navigation bar includes a back arrow, the company name 'SEA MILANO SPA', and buttons for 'View Assessment' and 'Return Forms To Buyer'. Below the navigation bar, there are tabs for 'Details' and 'Messages (Unread 0)'. The main content area is titled 'Editable Forms' and contains a 'Form List' table. The table has columns for 'TYPE', 'TITLE', 'COMPLETION', 'DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)', 'LAST MODIFIED DATE', 'FORM EDITING ALLOWED ON', and 'FORMS VIEWED'. The first row of the table is highlighted with a red box and a red arrow pointing to it, with a red circle containing the number '1' next to the arrow. The title of this row is 'QUEST. GEN. (part 1) (GENERAL ORDER REQ / CODE OF CONDUCT / TAX REGULATION)'. The second row is 'QUEST. GEN. (part 2) (CCIAA / REGISTER / FORM 231 / CODE OF ETHICS)', the third is 'QUEST. GEN. (part 3) (SUBSTANCE BALANCE / RSPP / HUMAN DIRECTION / INT. CONV.)', and the fourth is 'QUEST. GEN. (part 4) (CERTIFICATIONS)'. Below the table, there is a section for 'QUESTION EVALUATION GEN. (SUBST. BAL. / RSPP / HUMAN DIRECT. / INT. CONV.)'. This section has a back arrow, navigation arrows, and a 'View Assessment' button. A red circle containing the number '2' is next to a red arrow pointing to a pencil icon in the top right corner of this section. Below this, there is a section for '00G - SUSTAINABILITY REPORT' and a table with columns for 'QUESTION', 'DESCRIPTION', 'RESPONSE', and 'EDITABLE BY'. The first row of this table is '1 | SUSTAINABILITY / SOCIAL REPORT | * Have you drawn up a Sustainability / Social Report? | Supplier'.


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

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

New

- 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

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.	Requisiti di ordine generale (3)....  47 KB    Download Template *Expiring on: 12/05/2027	Supplier

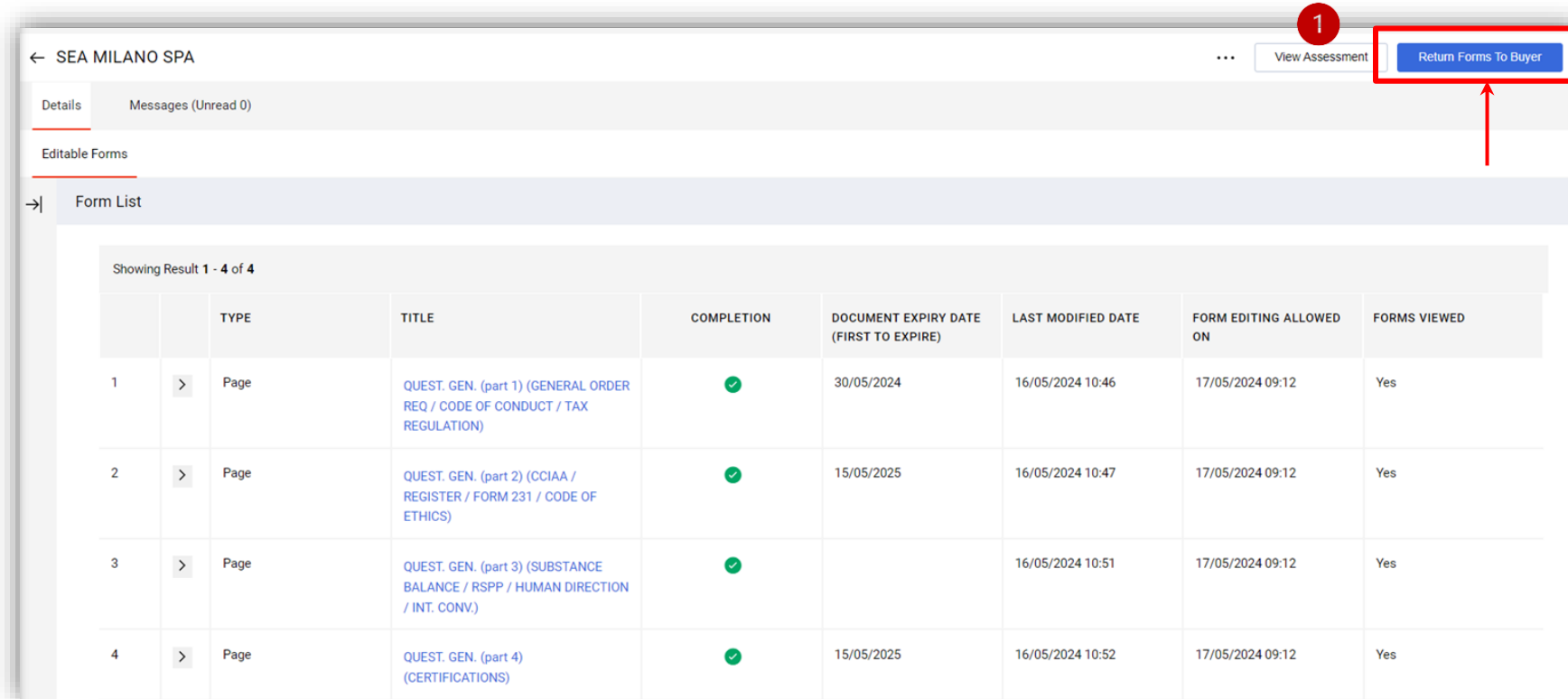
The user can continue to update the document via the icons to the right of the attached file (2):

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

New

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




New

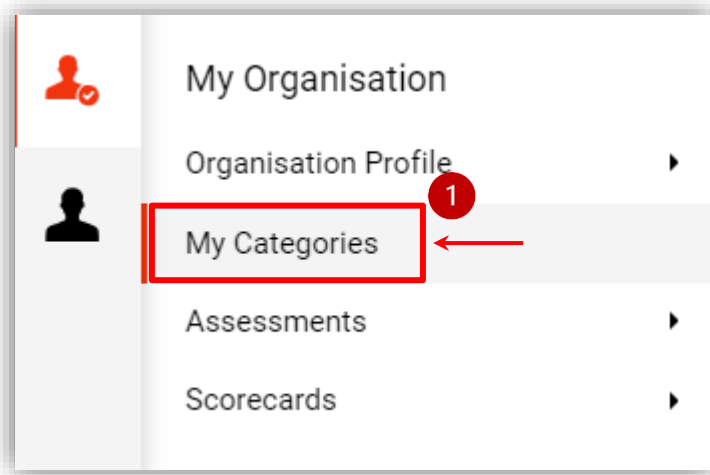
The supplier involved in a qualification process may proceed as follows :

- 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**

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 filter, a table with 4 columns, and an 'Add Category' button. The table shows one result with 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.




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.

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

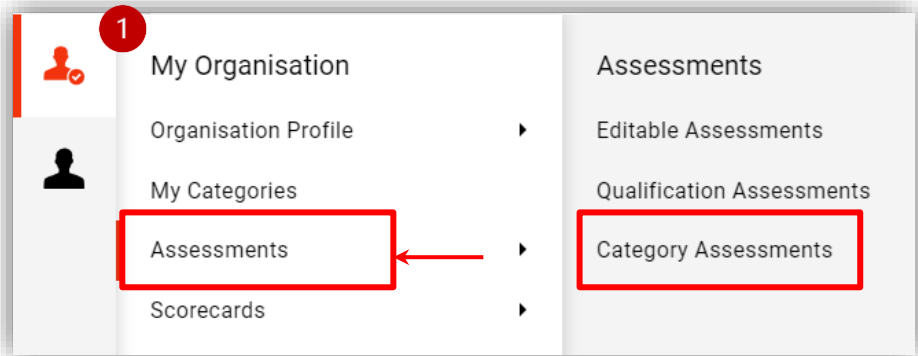
	CODE	TITLE	CLASSIFIED ON	ASSESSMENT STATUS
1	A01AA01 	Ambulift	08/05/2024 09:34:10	In Evaluation
2	A01AB01 	Snow groomer	08/05/2024 01:41:46	Qualified (Supplier Register)
3	B01AH02 	Unarmed surveillance	09/05/2024 16:01:57	Qualified (Supplier Register)
4	B03ACN1 	Ancillary services to engineering and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



	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 09:34:10	Expired (Supplier Register)

← SEA MILANO SPA

Details Messages (Unread 0)

Settings Associated Forms Associated Classifications

→ ASSOCIATED CLASSIFICATIONS

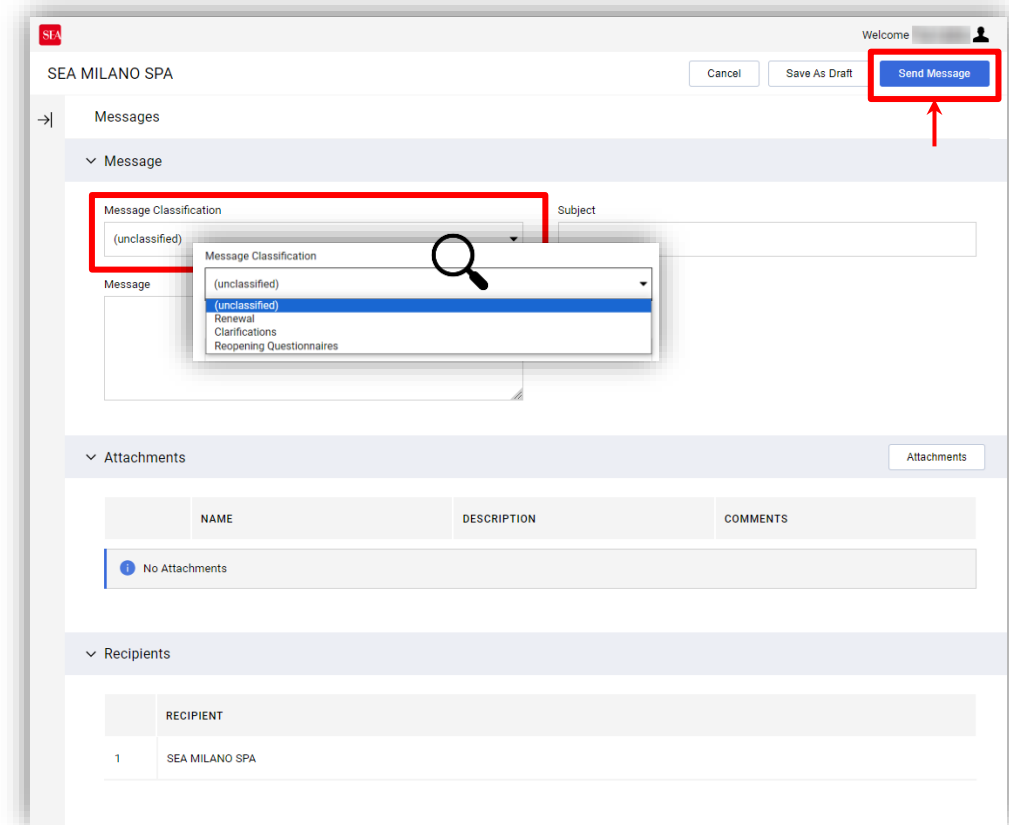
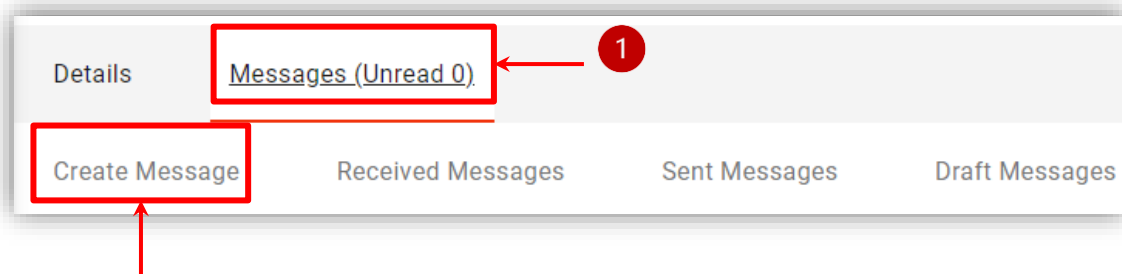
Showing Result 1 - 1 of 1

	DELETED	CATEGORY CODE ↑	CATEGORY TITLE	SUPPLIER FORM STATUS	
				MANDATORY	OPTIONAL
1		B01AH02	Unarmed surveillance	✓	✓

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).

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	Page	RENEWAL				17/05/2024 11:34	No

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%	

← SEA MILANO SPA View Assessment

Details Messages (Unread 0)

Editable Forms **3**

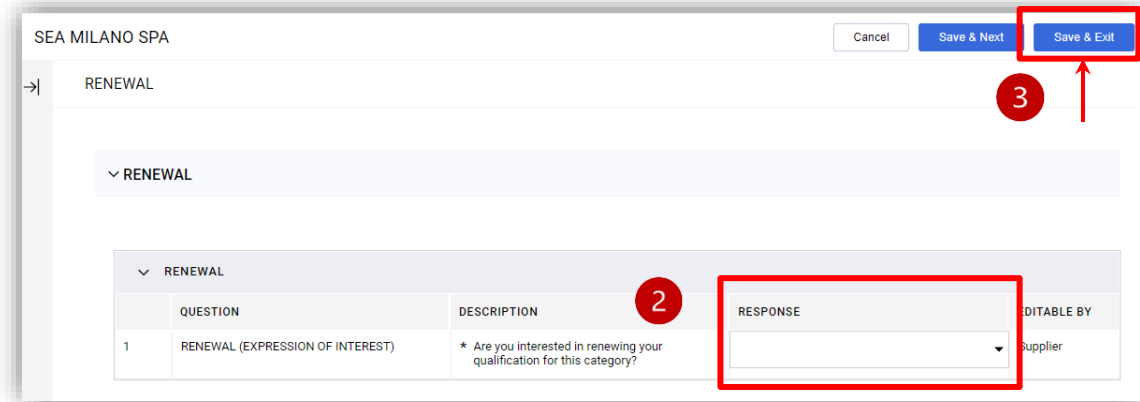
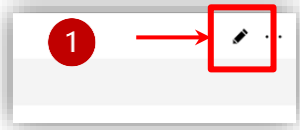
→| ← < > RENEWAL

∨ 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).



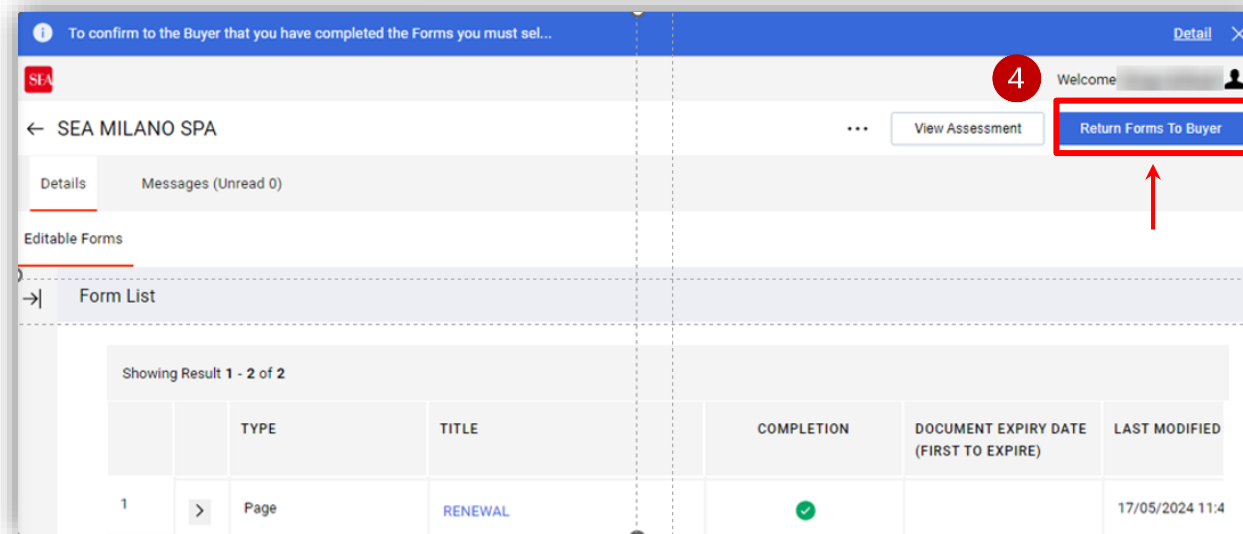
SEA MILANO SPA

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 X

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

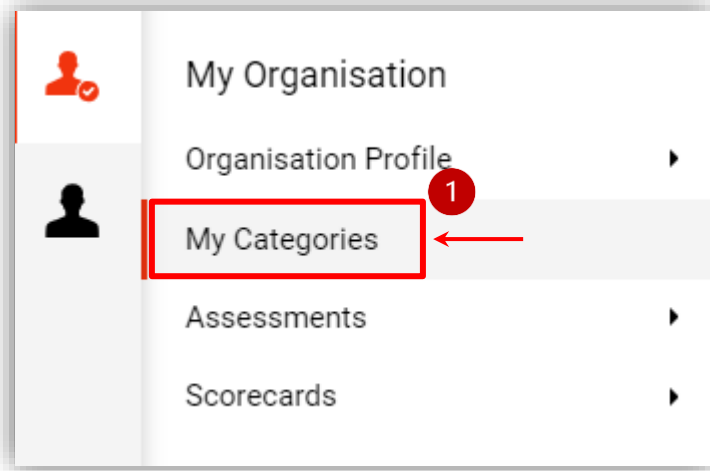
	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED
1	Page	RENEWAL	✓		17/05/2024 11:4

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



The image shows a table titled 'My Categories' with a search filter and an 'Add Category' button. The table contains 4 rows of data. A red circle '2' highlights the table header.

	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)

The image shows the detail page for the category 'A01AA01 - AMBULIFT - 1 - EQUIPMENT QUESTIONNAIRE AIRPORT/MOTOR VEHICLES'. The page includes a breadcrumb trail and a section titled 'TURNOVER / REFERENCES' with a red circle '3' highlighting it. Below this section is a table with 4 columns: TITLE, DESCRIPTION, RESPONSE, and EDITABLE BY.

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

▼ 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

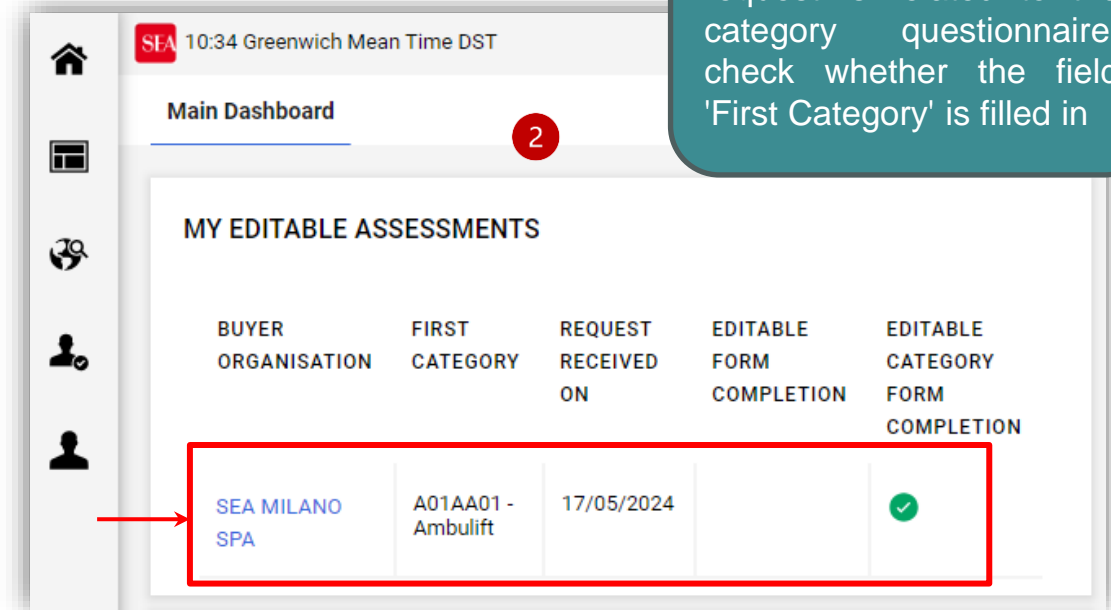
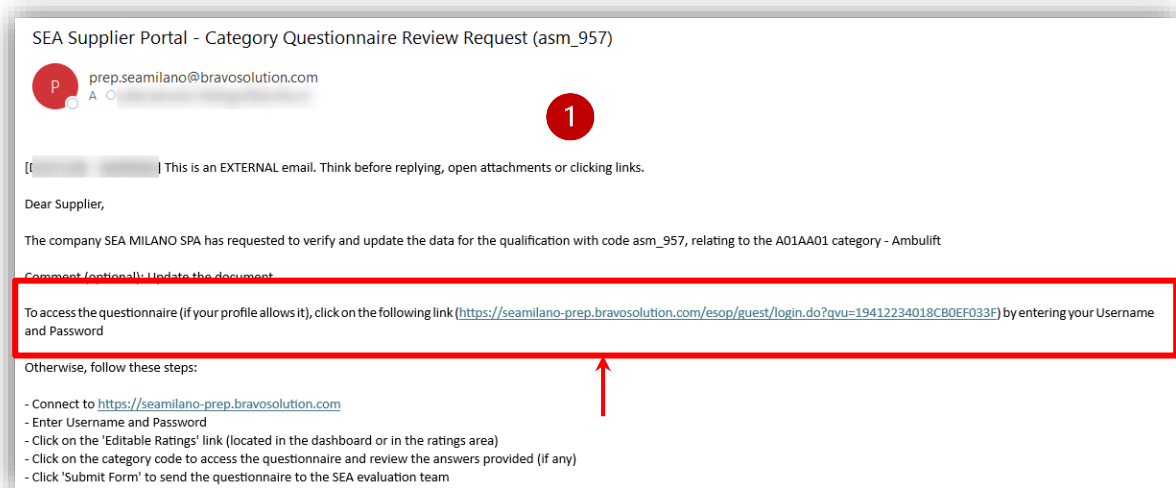
Nb. When the new classification is displayed with the icon «» , it indicates that the mandatory questions of the questionnaire have not been completed. Once these questions are answered, the classification will appear with the icon «», indicating their completion.

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


Cancel Save

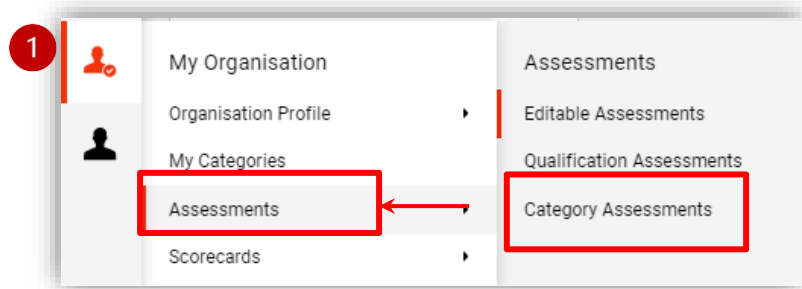
e) Update of general questionnaires

New

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:

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



	ASSESSMENT CODE	BUYER ORGANISATION	ASSESSMENT DESIGNATION	FIRST CATEGORY	STATUS	FORMS EDITABLE
1	asm_1188	SEA MILANO SPA	TEST	A01AA01 - Ambulift	Qualified (Supplier Register)	

	DELETED	CATEGORY CODE ↑	CATEGORY TITLE	SUPPLIER FORM STATUS		DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFICATION DATE	CLASSIFIED ON	CURRENTLY EDITABLE
				MANDATORY	OPTIONAL				
1		A01AA01	Ambulift	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17/05/2024 09:40	15/05/2024	No	

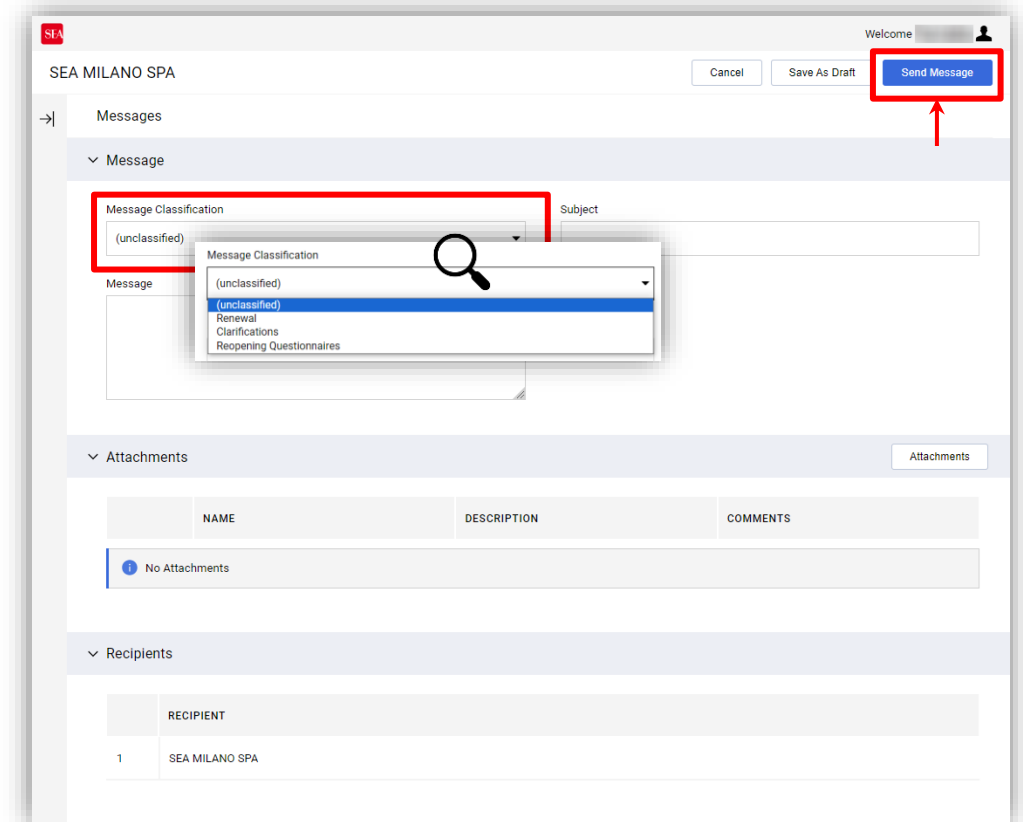
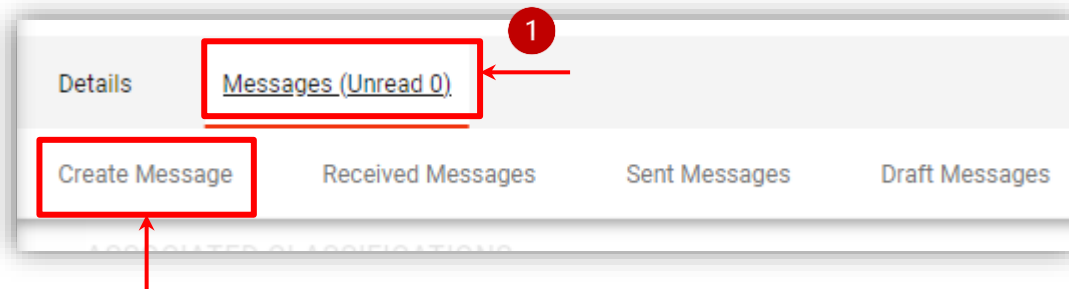
e) Update of general questionnaires

New

- 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

New

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).

asm_1186 - Qualification Assessment Form Review Requested by Buyer Organisation SEA MILANO SPA on seamilano

prep.seamilano@bravosolution.com **1**

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

Dear [redacted]

The Buyer Organisation SEA MILANO SPA has requested that you complete any required data and review Qualification Assessment Forms on seamilano

Assessment Code: asm_1186
Assessment Group Name: Assessment of Qualification

Buyer Comment (optional):

To access the Form Questions (provided your access allows you) click the following link and enter your Username and Password <https://seamilano-prep.bravosolution.com/esop/guest/login.do?quu=56656261018F859C045D>

Or browse as follows:

- Connect to <https://seamilano-prep.bravosolution.com>
- Enter your Username and Password
- Select Assessments in the My Organisation area
- Click Editable Assessments
- Select the Forms to be reviewed and completed
- Click 'Return Forms to Buyer' to send the Forms back to the Buyer.

MY EDITABLE ASSESSMENTS **2**

BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION	EDIT CATION FORI COM
SEA MILANO SPA		17/05/2024		

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

New

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	FC
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

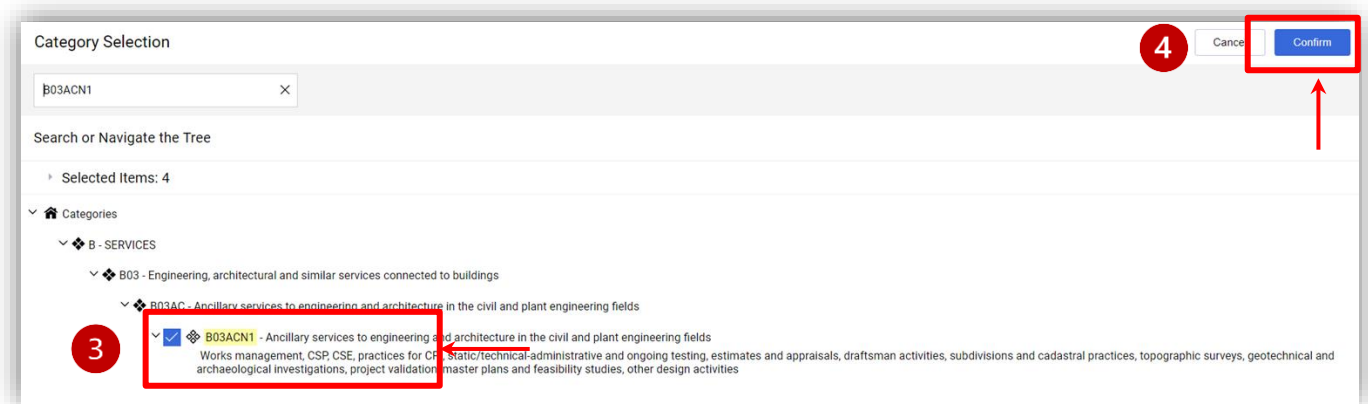
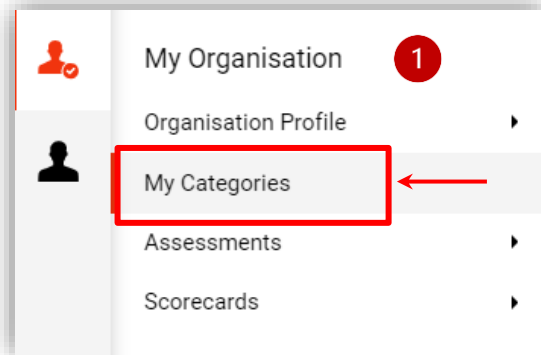
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	GENERAL ORDER REQUIREMENTS	* You are required to download the attached form (General requirements), fill it in and digitally sign it. Enter the expiration date as 6 months from the	VMPGSEACTLoadExportData-e... 33 KB Template Available	Supplier

Cancel Save & Next Save & Exit

f) Application for qualification on new categories

How to apply for a new 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.



f) Application for qualification on new categories

- 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).

The category will now be visible in the '*My Categories*' section, where you can view its details and edit your answers.

NB. REMEMBER to first complete and submit the General Questionnaire available in the appropriate 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 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.	<input type="text"/>	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.	<input type="text"/>	▼ Supplier
3	REFERENCES (A01AA01)	Do you have references regarding the selected category?	<input type="text"/>	▼ 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

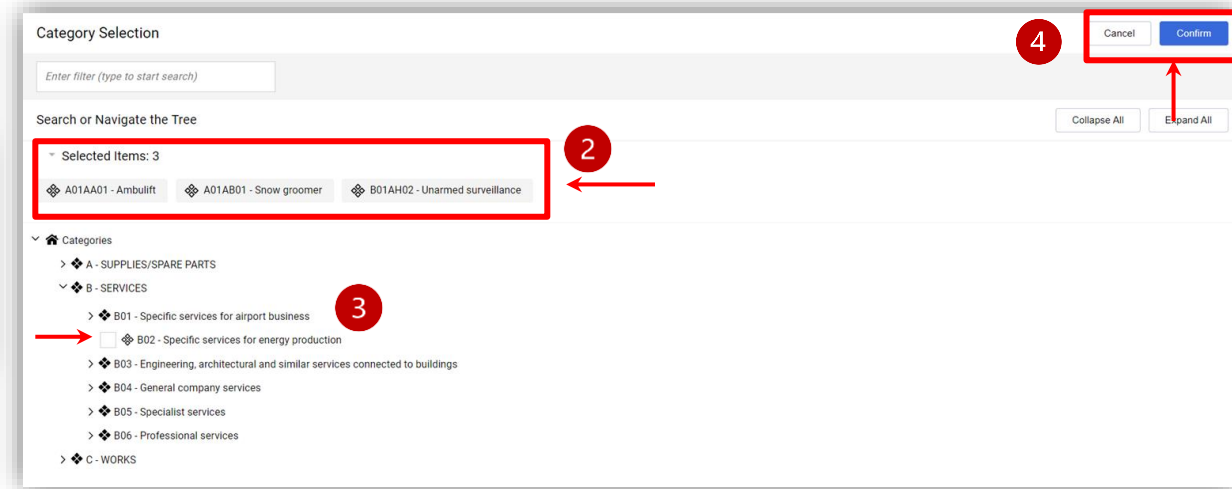
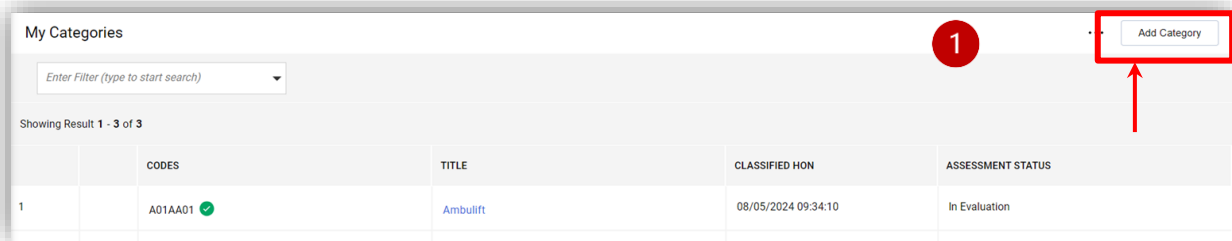
⚠ **ATTENTION:** before completing this category questionnaire, it is important to have completed the general questionnaires accessible from the supplier homepage (Qualification Requests in Progress). Failure to complete the general questionnaires **PRECLUDES THE POSSIBILITY** of obtaining the category 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?	<input type="text"/>	▼ Supplier

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).



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).

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

REMEMBER to send (3) the questionnaire concerned to SEA for re-evaluation AFTER you have also sent the general questionnaire

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. ⚠

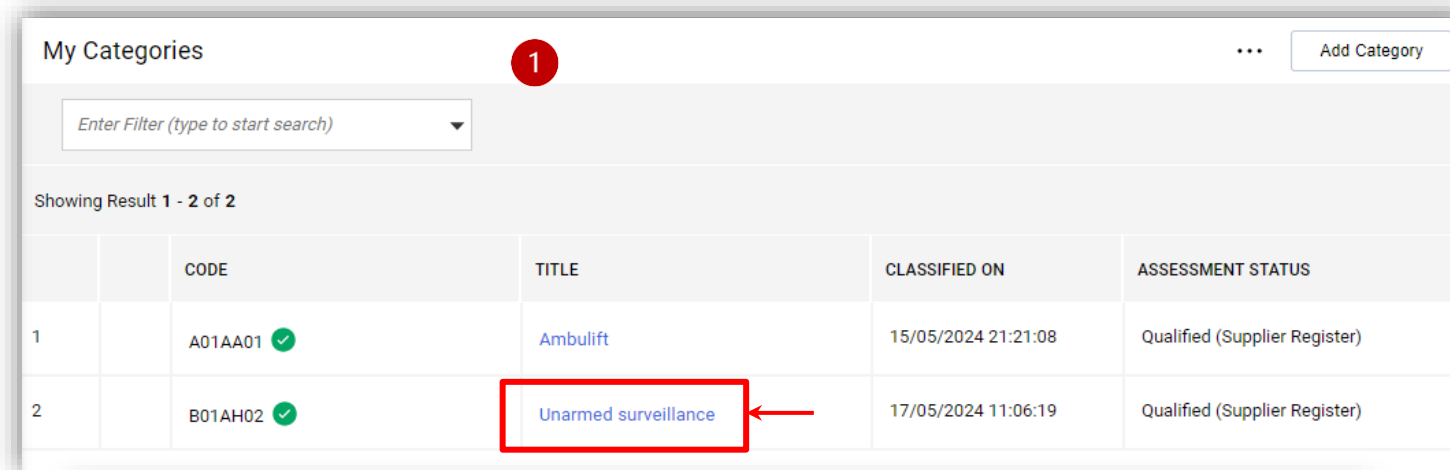
	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	SPECIFIC TURNOVER - LAST THREE YEARS (A01AA01)	* Indicate the average turnover in Euros of the A01AA01 - Ambulift category in the last three years.	<input type="text"/>	Supplier
2	PERCENTAGE IMPACT ON TOTAL TURNOVER (A01AA01)	* Indicate the percentage of incidence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

1

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).

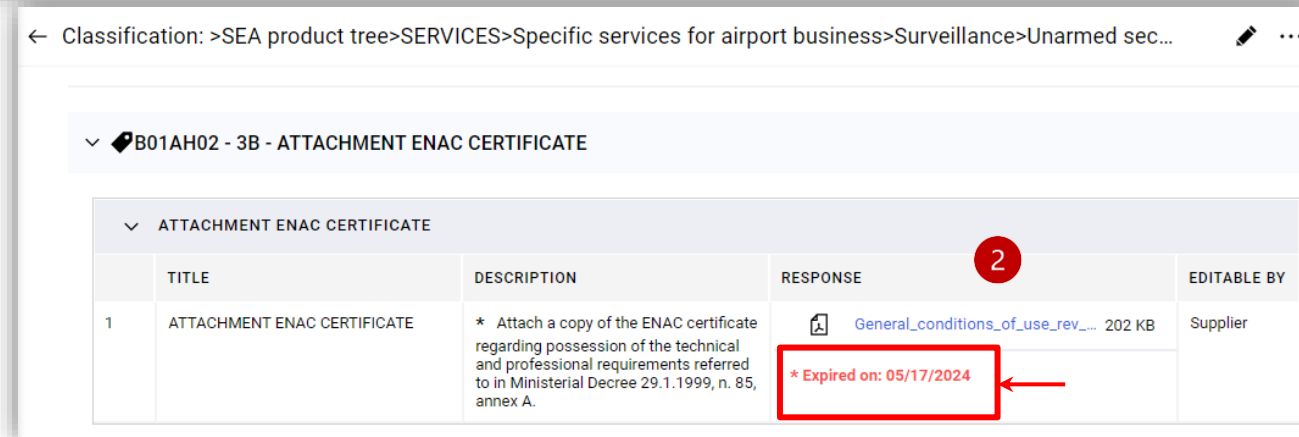


My Categories ... Add Category

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	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

New

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

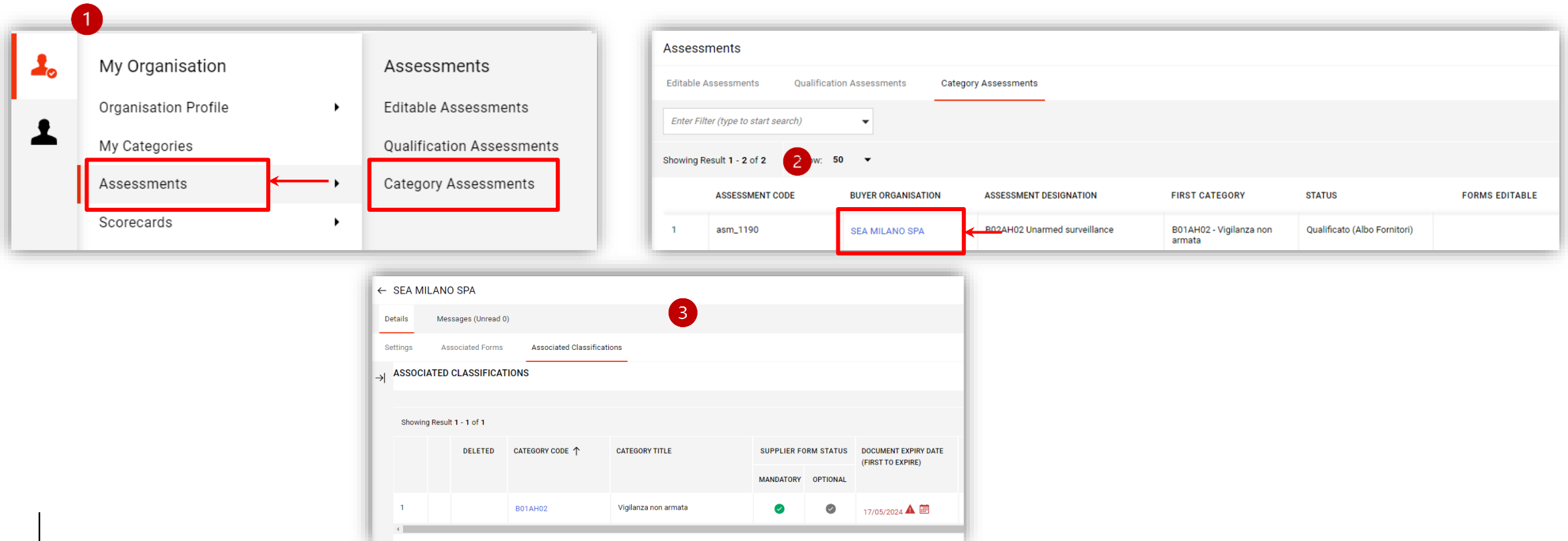
g) Expiring or expired category documents

New

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 navigation process through the SEA system interface:

- Step 1:** In the sidebar, the "Assessments" menu item is highlighted with a red box and a red arrow pointing to the "Category Assessments" option in the main content area, which is also highlighted with a red box.
- Step 2:** The "Assessments" page is shown with the "Category Assessments" tab selected. A table lists assessment records. The "BUYER ORGANISATION" column for the first record, "SEA MILANO SPA", is highlighted with a red box and a red arrow.
- Step 3:** The detail view for "SEA MILANO SPA" is shown. The "Associated Classifications" tab is selected. A table lists associated classifications. The first row, with "B01AH02" and "Vigilanza non armata", is highlighted with a red box and a red arrow.

ASSESSMENT CODE	BUYER ORGANISATION	ASSESSMENT DESIGNATION	FIRST CATEGORY	STATUS	FORMS EDITABLE
1	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 ⚠ 📅

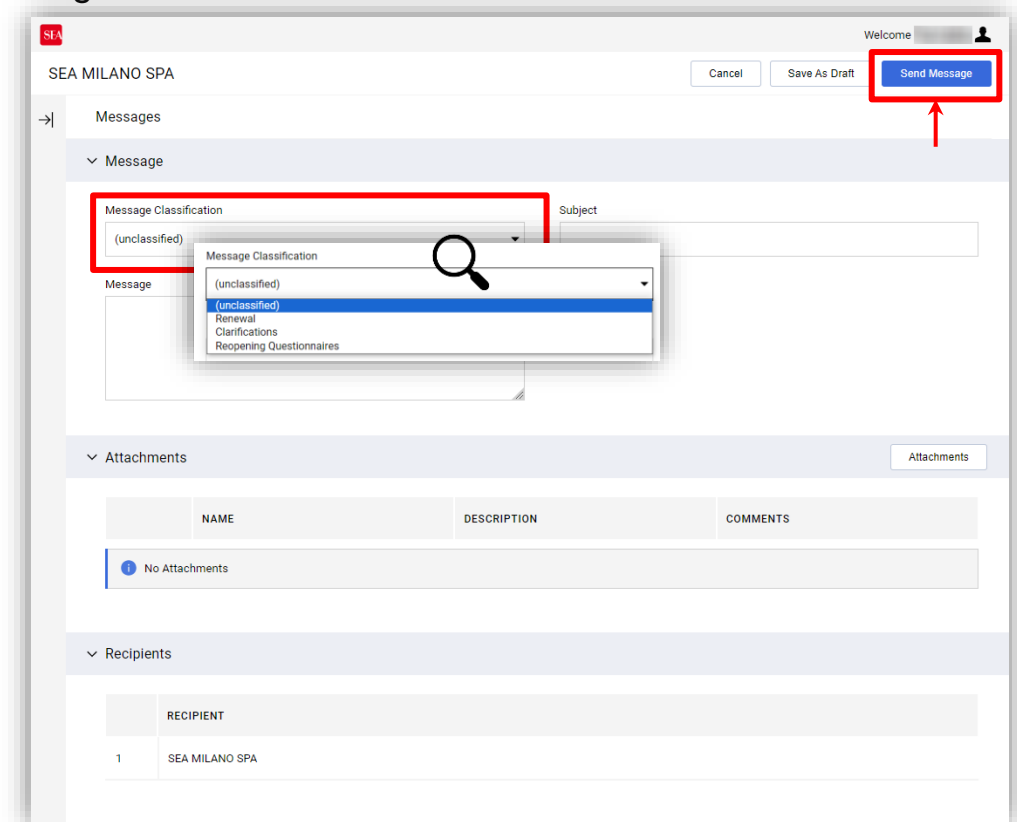
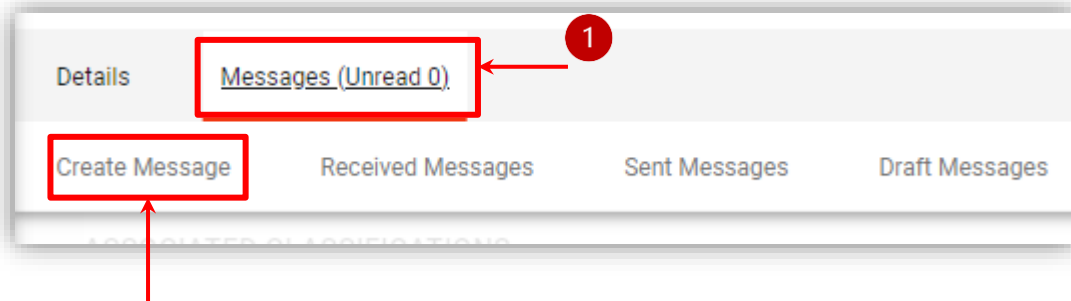
g) Expiring or expired category documents

New

- 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.		Supplier

Dettagli Messaggi (Non Letti 0)

Impostazioni Form Associate Categorie Associate

Classificazioni Associate

Inserisci Filtro (digita per iniziare la ricerca)

Visualizzazione risultati 1 - 1 di 1

	ELIMINATA	Codice Categoria ↑	Descrizione Categoria	Stato Form Fornitore		Data Scadenza Documento (Il Primo che Scade)	Data Ultima Modifica	Classificato II	Form Modificabile
				Obbligatorio	Non Obbligatorio				
1		B01AH02	Vigilanza non armata			09/05/2025	09/05/2024 17:31	09/05/2024	No

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.		Supplier

4

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

SEA 11:55 Greenwich Mean Time DST Welcome

← SEA MILANO SPA ... **Return Category Forms To Buyer**

6

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