



# Platform Registration Manual

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  - in response to Rdl/Rdl for all
  - in response to RoO/Ro for all

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/en/supplier-portal)  
«<https://milanairports.com/en/supplier-portal>»  
To register on the portal, click 'New Registration'.

### Naviga la sezione

#### SEA Suppliers Portal

- [Sourcing platform](#)
- [Qualification systems](#)
- [Supplier platform](#)
- [Contractual documentation](#)
- [Courtesy translation](#)
- [Registration Documents](#)
- [User Guidelines](#)

## SEA suppliers portal



» [Access to the reserved area](#)

» **New registration**

SEA considers its suppliers to be key partners. The main areas of focus are:

- > Sustainable Procurement Policy, SEA's commitment to creating a sustainable supply chain;
- > [Supplier Code of Conduct](#), sharing principles for developing a sustainability journey with all suppliers;
- > [Open-es](#), a shared platform on sustainability experiences open to all suppliers.

Watch the webinar video at the following [link](#).

### Login Page

Username

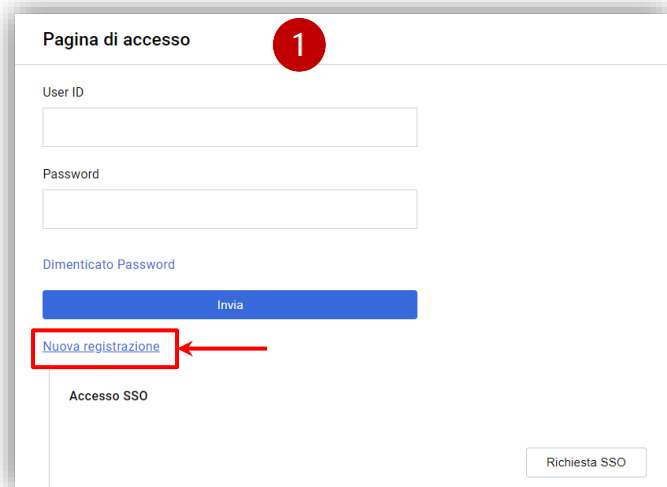
Password

[Forgot Password](#)

[New Registration](#)

Below are the steps for a new registration:

- Log on to [seamilano \(bravosolution.com\)](https://seamilano.bravosolution.com)
- Click '**New Registration**' (1).
- Complete the 'CAPTCHA' security verification by entering the confirmation flag (this may include an image verification)(2).
- Read and accept the terms and conditions of use.
- Click the '**Come In**' button to proceed with registration (3).



**Pagina di accesso** 1

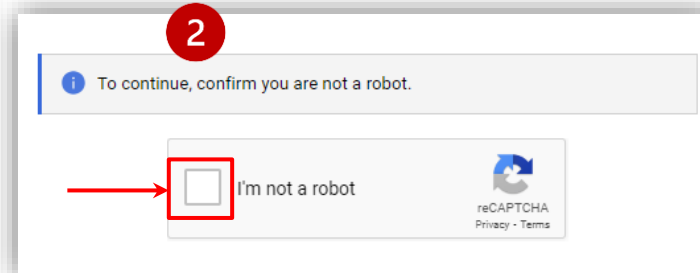
User ID

Password

[Dimenticato Password](#)

[Nuova registrazione](#)


[Accesso SSO](#)

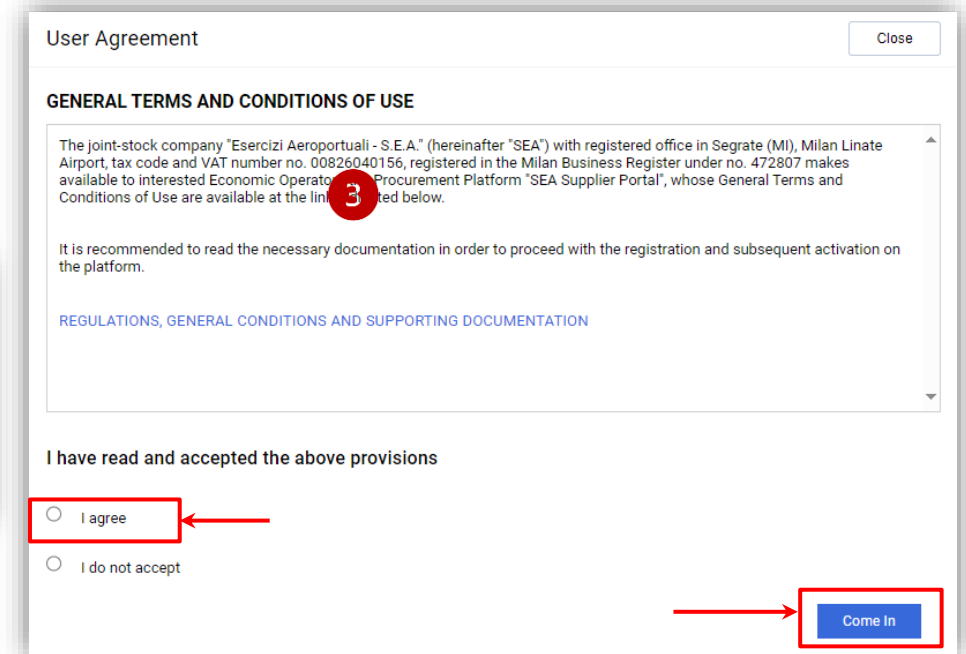


2

1 To continue, confirm you are not a robot.

I'm not a robot

  
reCAPTCHA  
Privacy - Terms



User Agreement

**GENERAL TERMS AND CONDITIONS OF USE**

The joint-stock company "Esercizi Aeroportuali - S.E.A." (hereinafter "SEA") with registered office in Segrate (MI), Milan Linate Airport, tax code and VAT number no. 00826040156, registered in the Milan Business Register under no. 472807 makes available to interested Economic Operators the Procurement Platform "SEA Supplier Portal", whose General Terms and Conditions of Use are available at the link indicated below.

It is recommended to read the necessary documentation in order to proceed with the registration and subsequent activation on the platform.

[REGULATIONS, GENERAL CONDITIONS AND SUPPORTING DOCUMENTATION](#)

I have read and accepted the above provisions

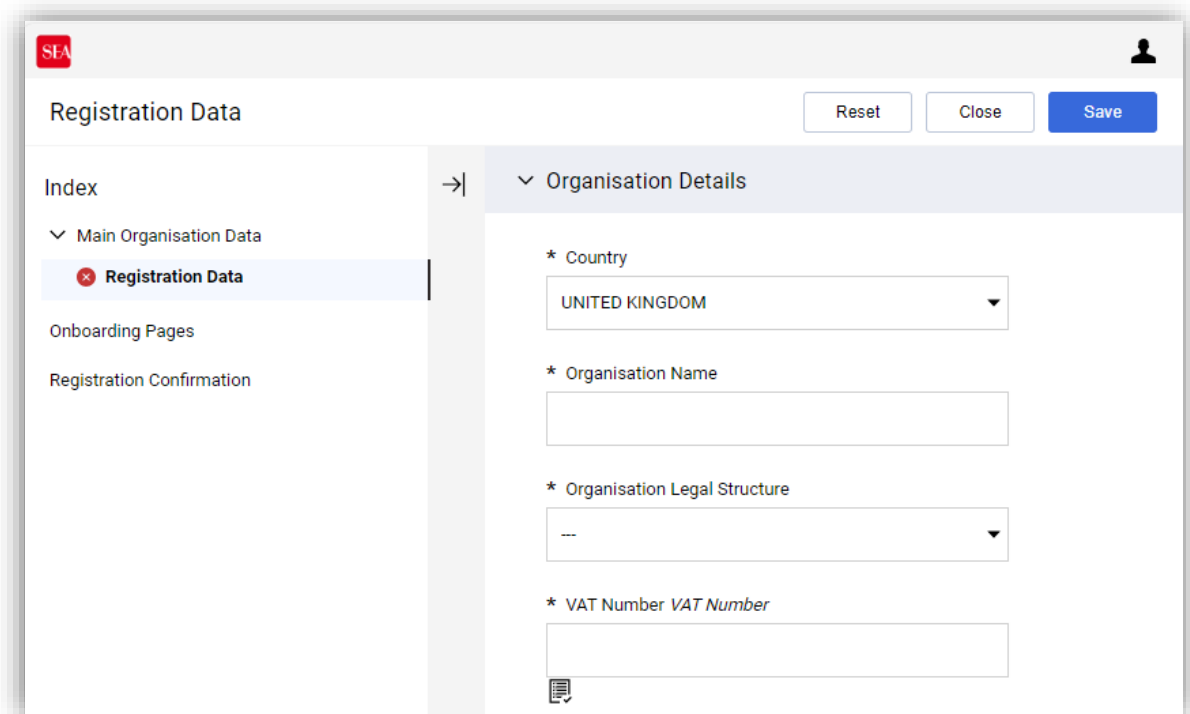
I agree

I do not accept

After confirming the conditions of use, you will be directed to the page for filling in the master data.

The data to be filled in are divided into three sections:

- a) **Main organisation** data: this section contains the company's data and the data of the master user operating on behalf of the company on the portal;
- b) **Onboarding pages**: this section is divided into :
  - a) **Supplementary Registration Data**: the information required for participate in qualifications or competitions;
  - b) **Compulsory Documentation**: the documents required for portal use, and the "General Terms and Conditions of Use" document, to be attached later, digitally signed.
- c) **Registration Confirmation**: a section summarising your answers



The screenshot shows the 'Registration Data' form in the SEA portal. The form is titled 'Registration Data' and has three buttons: 'Reset', 'Close', and 'Save'. The form is divided into three sections: 'Main Organisation Data', 'Registration Data', and 'Onboarding Pages'. The 'Registration Data' section is currently active and shows the following fields:

- Country**: A dropdown menu with 'UNITED KINGDOM' selected.
- Organisation Name**: A text input field.
- Organisation Legal Structure**: A dropdown menu with '---' selected.
- VAT Number**: A text input field with the label 'VAT Number'.

The 'Onboarding Pages' section is also visible and contains a 'Registration Confirmation' link.



The 'Main Organisation Data' section contains the master data of the company and the user, to be filled in.

- a) Proceed to complete the '**Registration Data**' form:
  - Some fields are mandatory and are marked with an '\*' (1).
  - The system performs automatic checks on the uniqueness of the **VAT** and **Tax Code** fields;
  - All communications for access to the portal will be sent to the user's e-mail address, indicated in the **Main user e-mail address** field(2);
  - The username required to access the portal is the username indicated in the **Username** field (3);
- b) Click the '**Save**' button .

Upon saving the data, you will be directed to the next section, '**Onboarding page**', where you can proceed to fill in the data.

Additionally, you will receive an e-mail containing a link to access the portal.

NB. In the event that the VAT number and tax code are already present in the portal, the user may contact the Help Desk service to request further information on how to proceed (5);



Organisation Details

\* Country  
UNITED KINGDOM

\* Organisation Legal Structure **1**

Company Registration Number

\* City

\* Postal Code

Organisation Email Address

\* Organisation Name

\* VAT Number VAT Number

\* VAT Number VAT Number **5**

GB

An Organisation with the same VAT Number already exists, this must be unique

\* Main Organisation Phone Number

Organisation Fax Number

User Details

\* First Name

\* Telephone

\* Primary Email Address **2**  
*IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.*

\* Username (please do not forget your username) **3**

\* Time Zone  
BST/GMT - Greenwich Mean Time (Europe/Lon)

\* Last Name

\* Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)

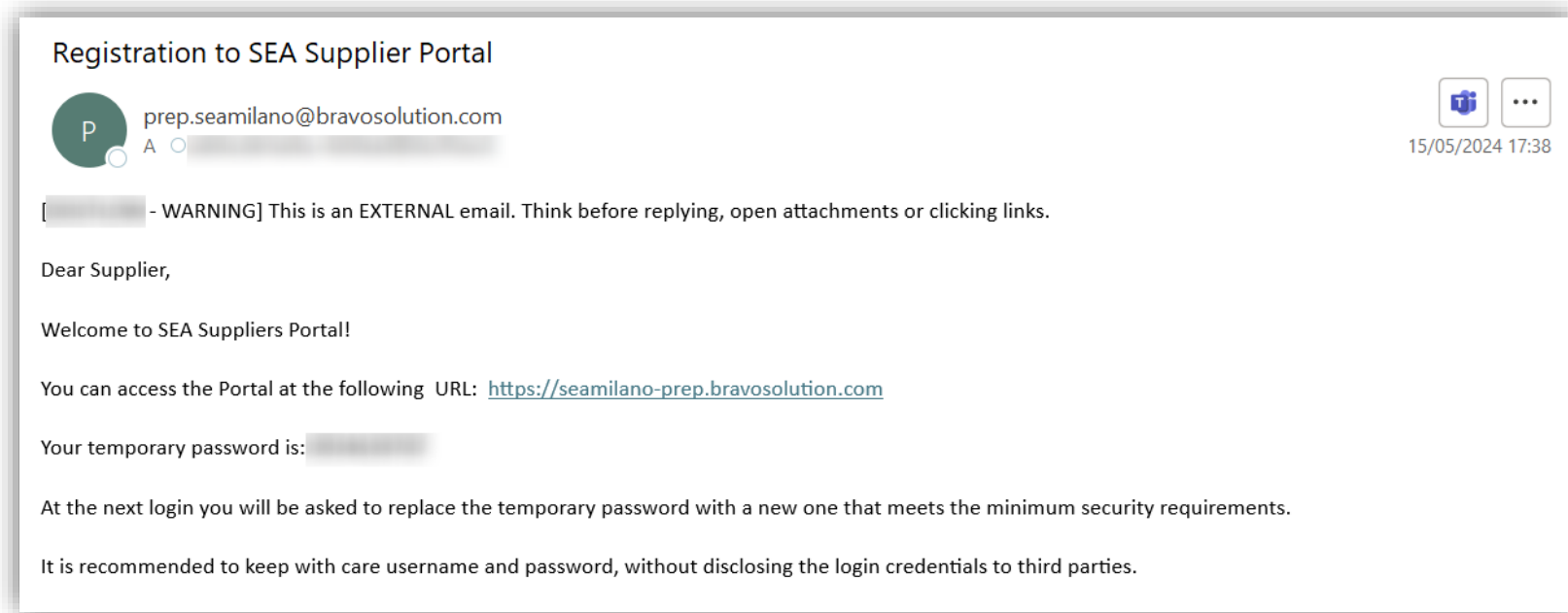
PEC

Add

\* Preferred Language  
English (UK)

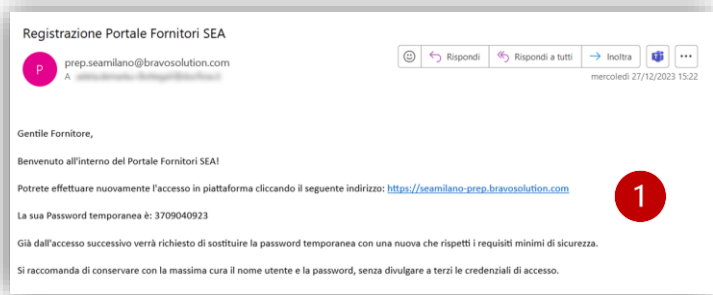
After completing the 'Registration Data' form, you will receive a confirmation e-mail containing a link and the initial password to access the platform.

Once logged in for the first time, the user will be asked to change the initial password. The new password will be used for subsequent login procedures.



Below are the steps to access the platform for the first time:

- Select the link received in the e-mail (1) ;
- Enter the **UserID** (the Username entered in the 'User Information' form)
- Enter the Password (the password you received in the e-mail);
- Click the '**Send**' button (2);
- Enter a new password and click the '**Submit**' button (3).



Login Page

User ID

Password

Forgot Password

Send

New Registration

Accesso SSO

SSO Request

Links

Current Opportunities

Past Opportunities

Specify a new Password in order to proceed

For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click "Submit" to continue.

Passwords must contain at least 12 characters  
 Password must be different from login  
 New password must be different from the previous 10 passwords  
 Passwords must contain both alphabetic and numeric characters, including at least one of the following special characters: \!£\$%&/()=?'^€[]#@,;:~><\*+  
 The Password must contain lower and upper case characters

New Password

Confirm Password

Cancel Submit

### Instructions for choosing a new password

- The password entered must match in the 2 boxes
- The password must contain at least 12 characters
- Passwords must contain both alphabetic and numeric characters, including at least one of the following special characters: \!£\$%&/()=?'^€[]#@,;:~><\*+,
- Passwords must contain upper and lower case characters





The 'onboarding pages' section contains the information that needs to be filled out in order to be able to participate in qualification or competitions.

The compilation of the data is divided into two sections 'Additional Registration Data' and 'Required Documentation'.

- a) Proceed to complete the 'Additional Registration Data' form:
  - The fields **Group VAT No.**, **Industrial Group** and **Withholding Tax (1)** require additional compilation details (2);
  - Some fields are mandatory and are marked with an '\*' symbol.
- b) Click the '**Confirm**' button in the top right-hand corner (3).

Begin Vendor Registration 3 Confirm

Index → Additional Registration Data

- Main Organisation Data
  - Registration Data
- Onboarding Pages
  - Additional Registration Data**
  - Required Documentation
- Registration Confirmation
  - Status Summary

GENERAL INFORMATION				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ITALIAN/FOREIGN COMPANY	* Is your company headquartered in Italy?	<input type="text"/>	Supplier
2	YEAR OF COMMENCEMENT OF ACTIVITY	* Indicate the year in which the company started operations	Select an Option (Single selection)	Supplier
3	COMPANY TYPE	* Indicate to which type of company your company belongs.	<input type="text"/>	Supplier
4	GROUP VAT NUMBER	* Does your company adhere to the VAT Group tax regime?	<input type="text"/>	Supplier
5	INDUSTRIAL GROUP	* Does your company belong to an Industrial Group?	<input type="text"/>	Supplier
6	WEBSITE	Indicate the company's website	<input type="text"/>	Supplier

Characters available 2000

2 NATURAL PERSON

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	NATURAL PERSON	* Are you a natural person?	<input type="text"/>	Supplier

GROUP VAT NUMBER

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GROUP VAT NUMBER (DETAIL)	* Enter your group VAT registration number	<input type="text"/>	Supplier

Characters available 2000

MEMBERSHIP OF THE INDUSTRIAL GROUP

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	TPOLOGY OF INDUSTRIAL GROUP	* Indicate the type of company covered by your company within the Industrial Group	<input type="text"/>	Supplier

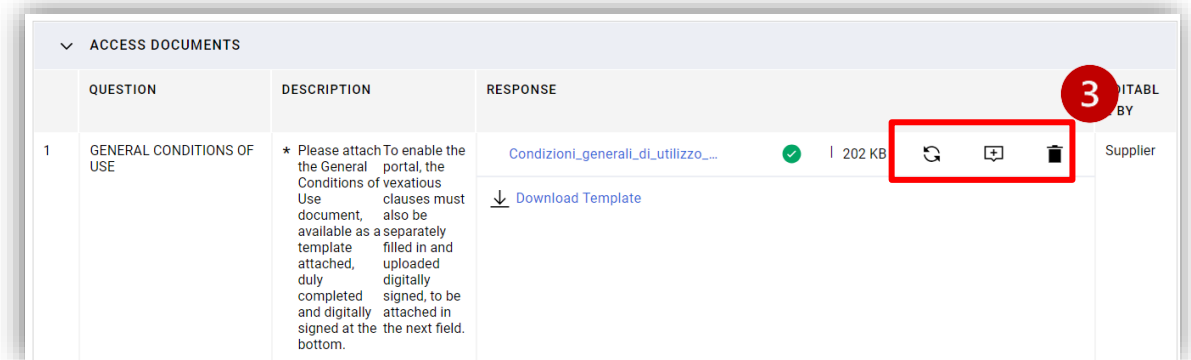
The Compulsory Documents section contains the documents required for the use of the portal and the "General Terms and Conditions of Use" document, which must be digitally signed and attached with a digital signature or holographic signature.

- c) Download the documentation by clicking "**Download Template**": Inside the downloaded file is the «*General Conditions of Use*» document.
- c) Click «**Drop Digitally Signed File or...**» (1) to attach the digitally signed or holographically signed «*General Conditions of Use*» document;
- d) Click the '**Confirm**' button in the top right-hand corner (2).

The user can continue to update the document via the icons to the right of the attached file (3):

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

The system checks the presence of the digital signature and indicates with the icon "🚫", if the attached file does not have a digital signature.



The **Status Summary** section provides a summary of your answers, with each section indicated by an icon:

- ✓ when all fields , both mandatory and optional, have been filled in;
- ⊖ when all mandatory fields have been filled in;
- ✗ when the mandatory fields have not yet been filled in.

In order to actually access the Portal, it is necessary to wait for the activation e-mail.

### Registration Confirmation Close

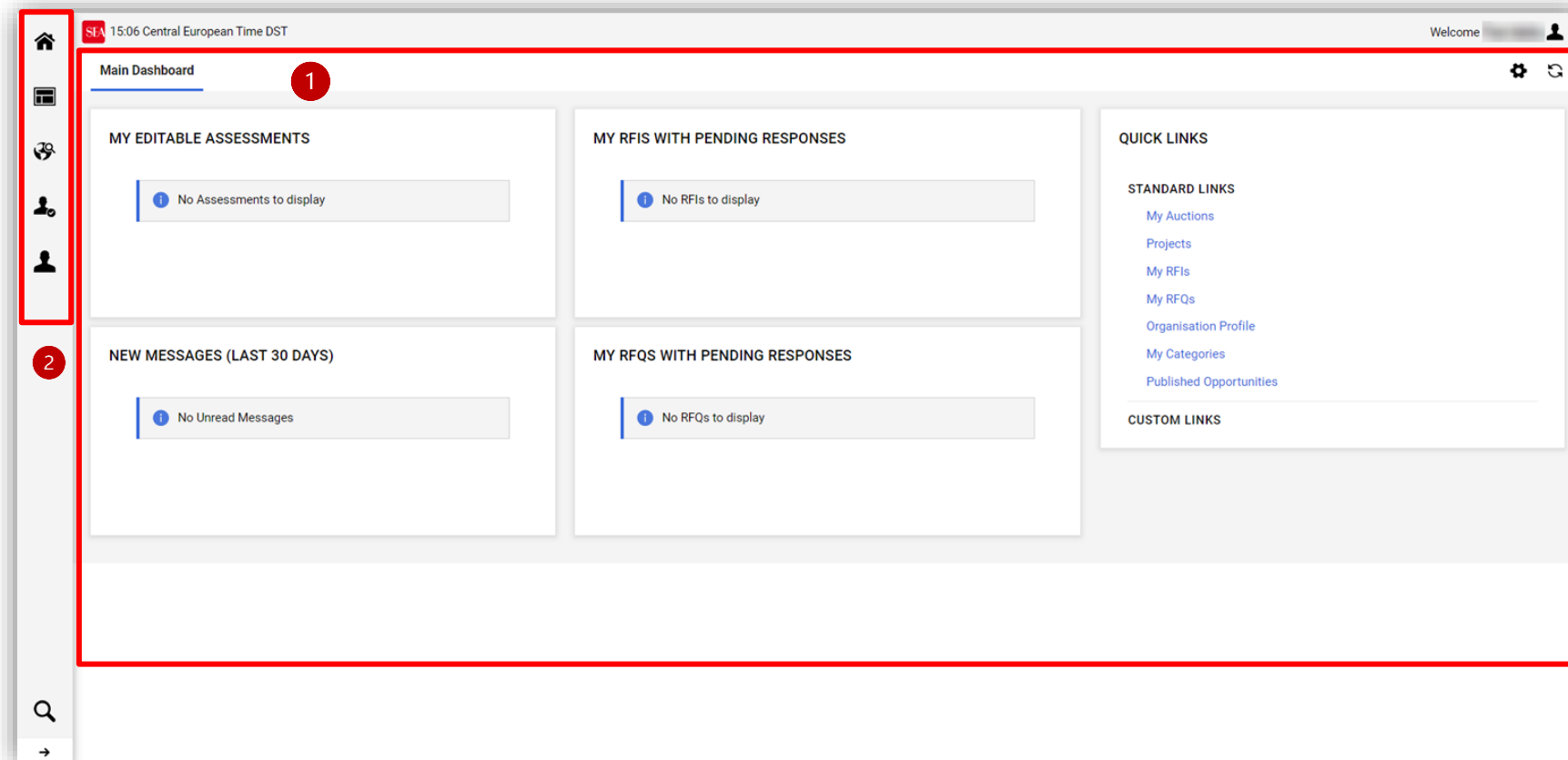
✓ The Registration phase of your account is complete. The activation of your account will be communicated to you via email. You will be able to access your account with your Username and Password once your account has been activated.

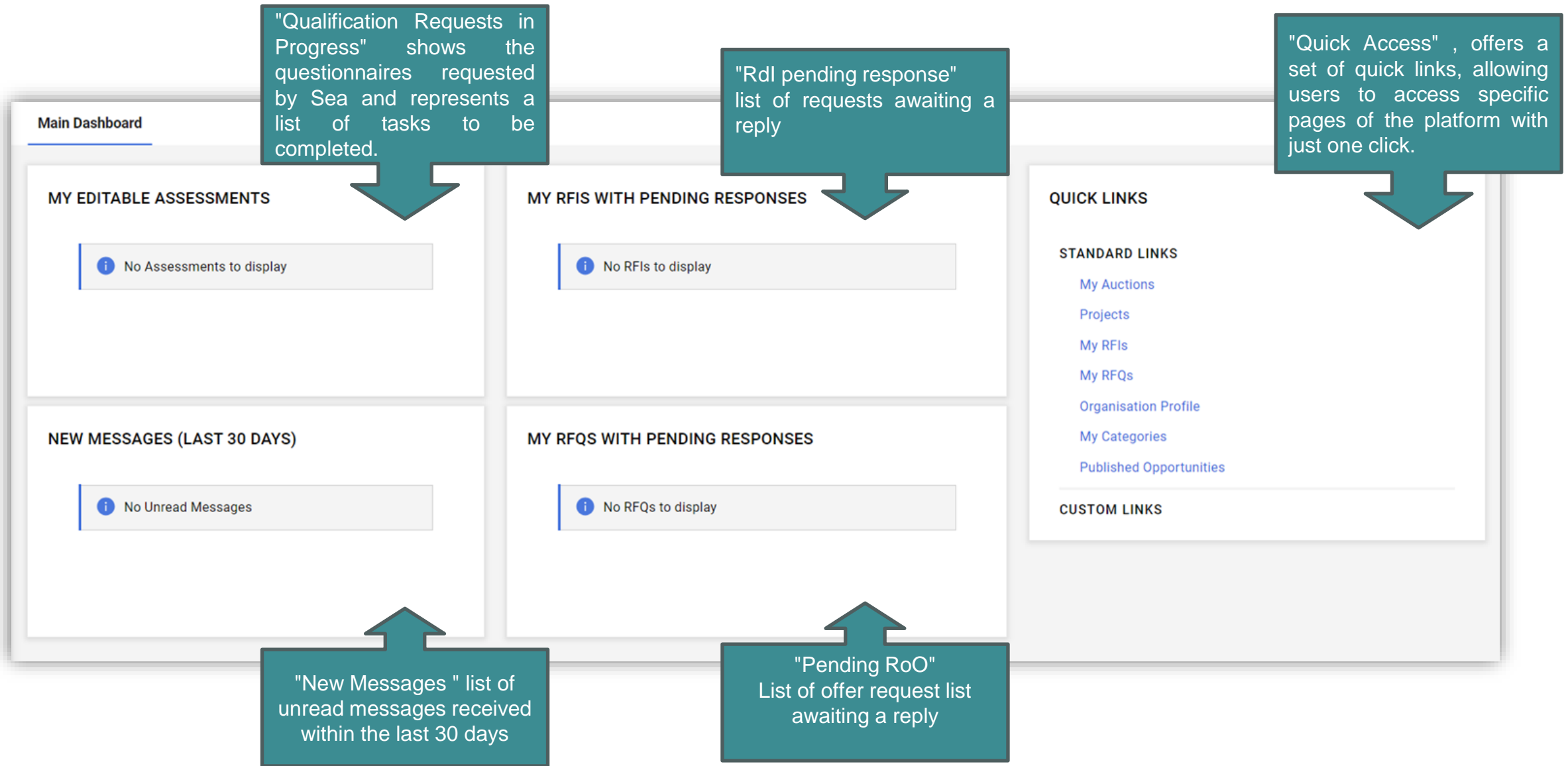
#### Registration Summary

	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
<a href="#">Registration Data</a>	⊖ <i>Missing Responses: Optional 4</i>
<a href="#">Additional Registration Data</a>	⊖ <i>Missing Responses: Optional 1</i>
<a href="#">Mandatory documentation</a>	✓ <i>All data complete</i>






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).
- Various icons are available in the sidebar, allowing the user to access the different areas of the application (2).







-  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.

# Management and setting up of RTI: comparison between new and previous modalities

## Previous mode

### Establishment of RTI for 'participation in tender'

The OE creates its own anagram in the system as 'RTI' indicating the components in the company name

The OE applies as an 'RTI' and enters as such and participates in the 'open to all' RTI (first tender phase)

The RTI pre-qualified and admitted to the next phase is invited to the RFO as RTI (second phase of the tender)

The RTI responds to the RFQ

The RTI is evaluated and eventually awarded the tender

## New mode

### RTI definition directly 'in the tender'

The OE registers as an individual company and/or decides (if already registered) to participate in a tender

The OE applies individually by entering as such and participating in the 'open to all' Rol (first phase of the tender)

The EO, before submitting its reply, declares its willingness to participate as an RTI as principal and invites the principals

The OE, having received confirmation from the principals, submits a bid to the RFQ 'open to all' (first tender phase)

The EO pre-qualified and admitted to the next stage is invited to the RFQ as the principal of the RTI (second stage of the tender)

The OE responds to the RFQ as agent of the RTI

The EO as lead contractor RTI is evaluated and eventually awarded the tender

The method for responding to RFIs and RFQs by an RTI has been adapted to the tool made available on the platform.

Comparing the current method of creating and responding to RFIs/RFQs with the newly introduced one, the main difference lies in how the Economic Operator (EO) presents themselves to respond to the RFI/RFQ.

It is no longer necessary to create a new RTI profile to participate in RFIs/RFQs.

The EO participates "individually," declaring their intention to respond as a group of companies in an RTI when responding to the RFI/RFQ, and specifying and inviting their principals, as the lead company.

# Managing and Forming an RTI in Response to an RFI “RFIs open to all suppliers”

Access to the RFI's open to all

The screenshot shows the SEA Sourcing interface. In the left-hand navigation menu, the 'RFIs' section is expanded, and 'RFIs Open to All Suppliers' is highlighted with a red box and a red arrow. Below the menu, the details for 'RFI: rfi\_22 - RFI on Subscription' are displayed. The 'Response Status' is 'No Response Prepared'. The 'Overview' section shows the following details:

Code	rfi_22	Title	RFI on Subscription
Description		Supplier Access	RFI Open to All Suppliers
Test RFI	No	Buyer Organisation	SEA MILANO SPA
Allow Bidding Group Response	Yes		
Categories	A01AG01		
Date & Time Information			
Options for viewing Responses	Sealed (parallel opening)		
Closing - Date	24/05/2024 12:00	Publication - Date	22/05/2024 10:31:59
		Number of Hours before Closing Time to block Expressions of Interest	0
Awarding Strategy			
Supplier Response Ranking	No Ranking		

"Expression of Interest (EoI)"

NB: The EO declares their intention to respond but has not yet indicated whether they will respond as an individual company or as part of an RTI.

The screenshot shows the RFQ details page for 'RFQ: rfq\_363'. The 'My Response' section is active, and a red box highlights the 'Submit Response' button. A message states: "Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'". Below this, the 'My Response Summary' table is displayed:

	ENVELOPE	INFO PARAMETERS	
1.	Qualification Response	All questions answered No additional attachments	
2.	Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections) 0

Below the table, the 'Response Management Area' is visible, indicating that the response is configured to be on behalf of a Bidding Group. A red error message states: "Your Response is configured to be on behalf of a Bidding Group, there are currently no active Bidding Group Members, access Response Management Area to configure the Bidding Group." The currency is set to EUR.



# Managing and Forming an RTI in Response to an RFI “RFIs open to all suppliers”

← RFI : rfi\_22 - Rfl on Subscription Running Submit Response

RFI Details Messages (Unread 0)

Settings Buyer Attachments (1) My Res

→

Your Response is not yet Sub

My Response Summary

ENVELOPE

1. Qualification Respon

Response Management Area

1. QUALIFICATION RESPONSE (C

1.1 ADDITIONAL ATTACHMENTS AREA

Response Management Area - You are replying as:

Replies as a Bidding Group requires configuration in the Manage Bidding Group area

Select Response Type

- My Organisation Only (No consortium)
- Single company with another entity
- Temporary groupings of competitors, established or in the process of being established; associated professionals
- Consortia between production and labor cooperative companies; consortia between artisan businesses
- Stable consortia, also established in the form of consortium companies
- Ordinary consortia of competitors
- Aggregations between companies adhering to the network contract
- GEIE

Cancel Save

NB. The default choice for EO participation is as an individual company (sole proprietors, including artisans, and companies, including cooperatives; individual professionals, professional partnerships, and engineering companies). Participation in an RTI requires the explicit selection of a different option/type.

Selection of the **group** type 'RTI' (Temporary groupings of competitors, established or to be established...) in order to be able to proceed with the invitation of the principals

# Managing and Forming an RTI in Response to an RFI “RFIs open to all suppliers”

← RFI : rfi\_22 - RfI on Subscription Running ... Submit Response

RFI Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

→|

ENVELOPE	INFO PARAMETERS
1. <a href="#">Qualification Response</a>	All questions answered No additional attachments

Response Management Area - You are replying as: Temporary groupings of competitors, established or in the process of being established; associated professionals ✎

✘ Your Response is configured to be on behalf of a Bidding Group, there are currently no active Bidding Group Members, access Response Management Area to configure the Bidding Group.

## Offer Group Management

Before the EO can respond as the lead company of an RTI, they must invite the principals to participate, with an invitation from the RFI.

← Bidding Group Structure ✎

Response Management Area - You are replying as:  
Temporary groupings of competitors, established or in the process of being established; associated professionals

Group Leader Quota (unallocated)  
100%

Overall Notes (visible to Buyer)

Bidding Group Members Add Group Member

RFI : rfi\_22 - RfI on Subscription Running Cancel Save

→| ▼ Bidding Group Member

Registration Status  
Registered

\* Organisation Name [ ]

\* Email [ ]

Invitation Message

Characters available 2000

## Invitation to the Principal

The EO addresses the invitation to a recipient (Company Name, email address). NB: Only principals with a user account and registered on the portal will be able to confirm the invitation. The company name of the principal is entered by the lead company.

# Managing and Forming an RTI in Response to an RFI “RFIs open to all suppliers”

← RFI : rfi\_22 - RFI on Subscription Running Submit Response

RFI Details Messages (Unread 0)

Settings Buyer Attachments (1) **My Response** Associated Users

ENVELOPE INFO PARAMETERS

1. [Qualification Response](#) All questions answered  
No additional attachments

Response Management Area - You are replying as: Temporary groupings of competitors, established or in the process of being established; associated professionals

✖ Your Response is configured to be on behalf of a Bidding Group, there are currently no active Bidding Group Members, access Response Management Area to configure the Bidding Group.

Bidding Group Members Add Group Member

	ORGANISATION NAME	CONTACT INFO	INVITATION STATUS	INVITATION DATE	LEGAL REPRESENTATIVE	QUOTA (PERCENTAGE)	NOTES	ACTIONS
1	Ashtead Group plc	adela.demarku+Ashtead@docflow.it	Pending	22/05/2024 11:46				↩

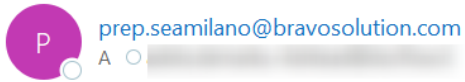
**Before submitting an offer and defining the RTI roles/participation percentages, the lead company must wait for responses from the principals.**

Mandatory response:  
The EO accessing their own response, cannot yet submit an answer, as they are waiting the feedback from the principals

Mandatory Monitoring Dashboard  
The EO, by accessing their response, can monitor the feedback from the principals.

# Managing and Forming an RTI in Response to an RFI “RFIs open to all suppliers”

Invitation to participate in a Group of Offers of Hero Italia S.p.A for RDI - Request for information - rfi 22 on seamilano



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

Dear User,

You have been invited to participate in a Group of Offers by Hero Italia S.p.A for the following RDIs - Request for information on seamilano

Code: rfi\_22

Titolo: Rfi on Subscription

Closing Date: 24 May, 2024 - 12:00 (Central European Time DST)

The Bidding Group Manager added the following message to the invitation:

If you are already a registered user on the Platform, click on the following link, enter your Username and Password to manage your invitation <https://seamilano-prep.bravosolution.com/esop/guest/login.do?qvu=49056896018F9FB216FF>

If you are not a registered user, please use the following link to create a new registration <https://seamilano-prep.bravosolution.com>

Once you have your login details, go back to this email alert and use the link above "Invitation Quick View" to manage your Offer Group invitation

## Invitation from the mandatory

The principal recipient receives an email invitation to participate in the RFI from the lead company.

By clicking on the link in the invitation, they can access the platform to express their consent (or to register beforehand, if they do not yet have a user account and login credentials).

# Managing and Forming an RTI in Response to an RFI “RFIs open to all suppliers”

If you are already a registered user on the Platform, click on the following link, enter your Username and Password to manage your invitation  
<https://seamilano-prep.bravosolution.com/esop/guest/login.do?qvu=49056896018F9FB216FF>

The screenshot shows the login page on the left with fields for 'User ID' and 'Password', and a blue 'Invia' button. On the right, the 'RFIs' section displays a table of 'RFI Bidding Group Invitations'. The table has columns: INVITATION SENT BY, INVITATION DATE, INVITATION STATUS, RFI TITLE, RFI STATUS, RFI CLOSING DATE, and RESPONSE STATUS. A single row is visible with the following data:

INVITATION SENT BY	INVITATION DATE	INVITATION STATUS	RFI TITLE	RFI STATUS	RFI CLOSING DATE	RESPONSE STATUS
[Redacted]	22/05/2024 10:46:39	Accepted	Rfi on Subscription	Running	24/05/2024 11:00:00	Response To Be Submitted To Buyer

Acceptance of invitation by the Principal

The principal, by clicking on the invitation link and accessing the portal, finds the confirmation page.

- by clicking on **Accept**, the principal confirms its participation in the RTI
- by clicking on **Reject** and providing a mandatory comment, the participation in the RTI is not pursued.

Invitations to participate in the Offer Group are visible in a dedicated list “RFI Bidding Group Invitations”.

The screenshot shows the confirmation page for 'RFQ: rfi\_22 - Rfi on Subscription'. At the top right, there are buttons for 'Cancel', 'Decline', and 'Accept'. The 'Accept' button is highlighted with a red box. Below, the 'Bidding Group Invitation' details are shown:

- Invitation Sent By:** [Redacted]
- Sent From User:** [Redacted]
- Invitation Date:** 22/05/2024 10:46:39
- Invitation Message:** [Redacted]
- RFI Code:** rfi\_22
- RFI Title:** Rfi on Subscription
- Closing Date:** 24/05/2024 11:00:00

Below the details, there is a note: "A comment is mandatory when the invitation is Declined". A text area for 'Comment' is provided at the bottom, with a character count of 2000.

# Managing and Forming an RTI in Response to an RFI “RFIs open to all suppliers”

RFQ: rfi\_22 - Rfl on Subscription ● Running

→| Withdraw Cancel

∨ Bidding Group Invitation

Invitation Sent By	Sent From User
Invitation Date 22/05/2024 10:46:39	Invitation Message
RFI Code rfi_22	RFI Title Rfl on Subscription
Closing Date 24/05/2024 11:00:00	

∨ Membership Details

Percentage Share of Participation	Legal Representative
-----------------------------------	----------------------

Notes

## Possible Withdrawal of Participation

The principal may in any case withdraw from participation and decline the invitation as long as no answer has been submitted by the lead company.

The '**Withdraw**' button cancels the participation and communicates the refusal of the invitation to the lead company.


After the lead company submits a response, participation can be revoked, but only until the expiry of the RFI.

# Managing and Forming an RTI in Response to an RFI “RFIs open to all suppliers”

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

My Response Summary

ENVELOPE	INFO PARAMETERS
1. <a href="#">Qualification Response</a>	All questions answered No additional attachments

Response Management Area - You are replying as: Temporary groupings of competitors, established or in the process of being established; associated professionals 


**x** Verify the Quota entered for each Bidding Group Member. The assigned Quota must be between 0 and 100, access the Response Management Area to complete the Bidding Group configuration.

Fiscal Code  VAT Number (Please enter N/A if not applicable)

Address   \* Quota (percentage share of participation)

Legal Representative  Notes

Bidding Group Members Add Group Member

	ORGANISATION NAME		CONTACT INFO	INVITATION STATUS	INVITATION DATE	LEGAL REPRESENTATIVE	QUOTA (PERCENTAGE SHARE OF PARTICIPATION)	NOTES	ACTIONS
1	Ashtead Group plc	☰	Group Ashtead	Accepted	22/05/2024 11:46				

The lead company accesses each member of the RTI group by clicking on the corresponding line and defines the Quota % for the principals who have confirmed the invitation.

NB. The % of the parent company is updated accordingly

The lead company may in turn "Recall" the invitation to a principal, governing the definition of RTI, at any time, as long as it has not already submitted a reply.

Using the arrow, you can 'Recall the invitation of group users', cancelling the participation of the principals.

# Managing and Forming an RTI in Response to an RFI “RFIs open to all suppliers”

The screenshot shows the RFI response interface for 'RFI : rfi\_22 - Rfl on Subscription'. The status is 'Running'. A blue 'Submit Response' button is highlighted with a red box in the top right corner. Below the navigation tabs, there is a message: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. The 'My Response Summary' section shows the response management area: 'Response Management Area - You are replying as: Temporary groupings of competitors, established or in the process of being established; associated professionals'. A red box highlights a message: 'You configured 1 Bidding Group Members. Your Quota is 55.0'. Below this, there is a section for '1. QUALIFICATION RESPONSE (QUESTIONS: 0)' with a red box around the edit icon. At the bottom, there is a section for '1.1 ADDITIONAL ATTACHMENTS AREA'.

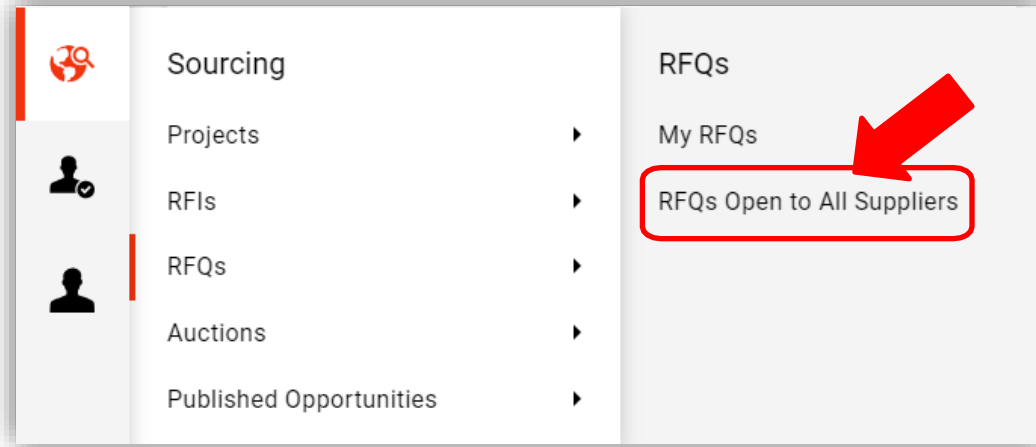
Once the percentage of RTI members (and consequently the percentage as the lead company) is defined, the lead company can submit their response.

By clicking on the section of the RFI, they can then send a reply using the **'Submit Response'** button



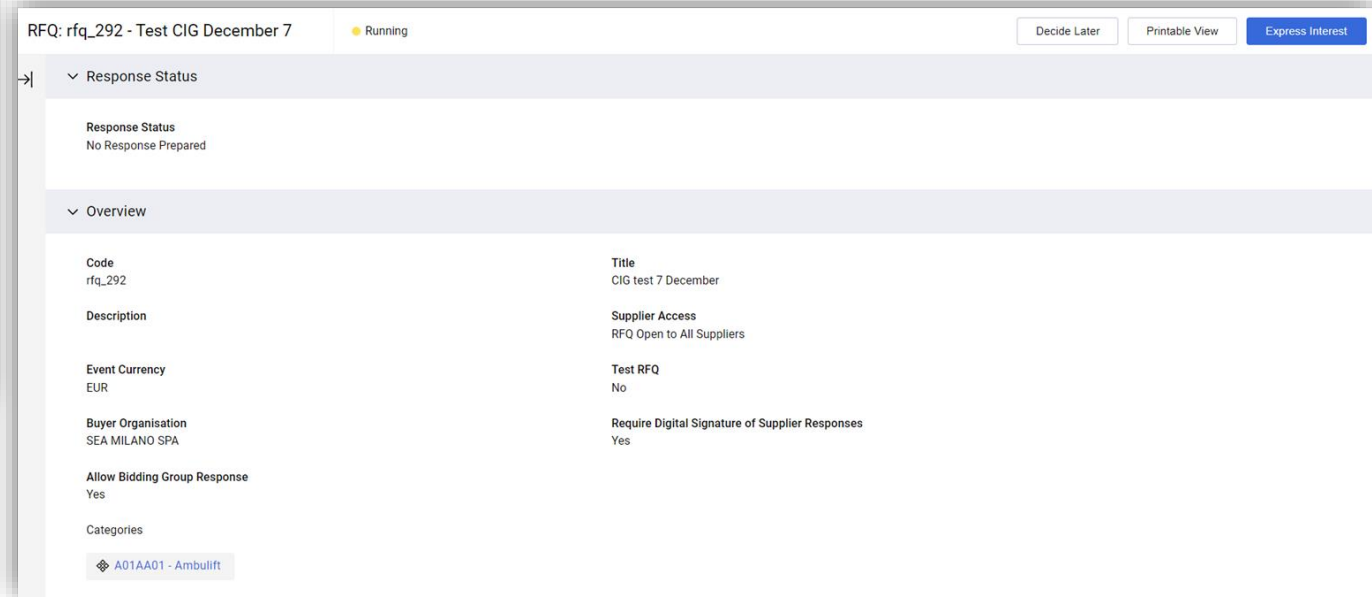
# Managing and Forming an RTI in Response to an RFQ “RQIs open to all suppliers”

Access to the RFQs 'open to all



## Expression of Intention to Respond (**Express Interest**)

NB: The EO declares their intention to respond but has not yet indicated whether they will respond as RTI.



# Managing and Forming an RTI in Response to an RFQ “RQIs open to all suppliers”

Intention to respond to the "open to all" tender and type selection  
Response Group

The screenshot shows the SEA platform interface for an RFQ titled "rfq\_292 - Test CIG 7 dicembre". The status is "Running". In the top right corner, there are two buttons: "Decline To Respond" and "Intend To Respond". A red arrow points to the "Intend To Respond" button. Below this, a dialog box titled "Response Management Area - You are replying as:" is open. It contains an information message: "Replying as a Bidding Group requires configuration in the Manage Bidding Group area". Under the heading "Select Response Type", there are several radio button options. The option "Temporary groupings of competitors, established or in the process of being established; associated professionals" is selected and highlighted with a red box and a red arrow. Other options include "My Organisation Only (No consortium)", "Single company with another entity", "Consortia between production and labor cooperative companies; consortia between artisan businesses", "Stable consortia, also established in the form of consortium companies", "Ordinary consortia of competitors", "Aggregations between companies adhering to the network contract", and "GEIE". At the bottom of the dialog box are "Cancel" and "Save" buttons.

NB: The default option for EO participation is as an individual company (sole proprietors, including artisans, and companies, including cooperatives; individual professionals, professional partnerships, and engineering firms). Participation in an RTI requires the explicit selection of a different option/type

Selection of the **group** type 'RTI' (Temporary groupings of competitors,...) in order to be able to proceed with the invitation of the principals

# Managing and Forming an RTI in Response to an RFQ “RQIs open to all suppliers”

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

Response Management Area - You are replying as: Raggruppamenti temporanei di concorrenti, costituiti o costituendi; professionisti associati

Your Response is configured to be on behalf of a Bidding Group, there are currently no active Bidding Group Members, access Response Management Area to configure the Bidding Group.

## Offer Group Management

Before the EO can respond as the lead company of an RTI, they must invite the principals to participate, with an invitation from the RFQ.

RFQ: rfq\_363 - Running

Bidding Group Structure

Response Management Area - You are replying as: Temporary groupings of competitors, established or in the process of being established; associated professionals

Group Leader Quota (unallocated) 100%

Overall Notes (visible to Buyer)

Bidding Group Members

Add Group Member

Bidding Group Member

Registration Status Registered

\* Organisation Name

\* Email

Invitation Message

Characters available 2000

## Invitation to the Principal

The EO addresses the invitation to a recipient (Company Name, email address). NB: Only principals with a user account and registered on the portal will be able to confirm the invitation. The company name of the principal is entered by the lead company.

# Managing and Forming an RTI in Response to an RFQ “RQIs open to all suppliers”

← RFQ: rfq\_363 - ● Running ... Online Questionnaire In Excel Submit Response

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) **My Response** Associated Users

→|

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

My Response Summary

ENVELOPE	INFO PARAMETERS		
1. Qualification Response	All questions answered No additional attachments		
2. Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections)	0

Response Management Area - You are replying as: Temporary groupings of competitors, established or in the process of being established; associated professionals ✎

✘ Your Response is configured to be on behalf of a Bidding Group, there are currently no active Bidding Group Members, access Response Management Area to configure the Bidding Group. Add Group Member

	ORGANISATION NAME	CONTACT INFO	INVITATION STATUS	INVITATION DATE	LEGAL REPRESENTATIVE	QUOTA (PERCENTAGE SHARE OF PARTICIPATION)	NOTES	ACTIONS
1			Pending	22/05/2024 14:19				↶

Mandatory response The EO accessing their own response, cannot yet submit it, as they are waiting for feedback from the principals (members of the offer group).

Monitoring dashboard of the mandatory  
The EO accessing their response monitors the feedback from the principals

Before being able to submit an offer and define the RTI participation roles/percentages, the principal must await feedback from the principals

# Managing and Forming an RTI in Response to an RFQ “RQIs open to all suppliers”

Invitation to participate in a Group of Offers of [REDACTED] for RDO - Request for Quotation - rfq\_363 on seamilano



prep.seamilano@bravosolution.com

A [REDACTED]

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

Dear User,

You have been invited to participate in a Group of Offers by [REDACTED] for the following RFQs - Request for Quotation on seamilano

Code: rfq\_363

Title: [REDACTED]

Closing Date: 24 May, 2024 - 12:00 (Central European Time DST)

The Bidding Group Manager added the following message to the invitation:

If you are already a registered user on the Platform, click on the following link, enter your Username and Password to manage your invitation <https://seamilano-prep.bravosolution.com/esop/guest/login.do?qvu=63200752018FA03E4025>

If you are not a registered user, please use the following link to create a new registration <https://seamilano-prep.bravosolution.com>

Once you have your login details, go back to this email alert and use the link above "Invitation Quick View" to manage your Offer Group invitation

Invitation from the mandatory  
The sending agent receives an e-mail invitation to participate in the Rol from the principal

By clicking on the link in the invitation, you can log in to give your consent (or to register, previously, if you do not yet have a user name and access credentials)

# Managing and Forming an RTI in Response to an RFQ “RQIs open to all suppliers”

If you are already a registered user on the Platform, click on the following link, enter your Username and Password to manage your invitation  
<https://seamilano-prep.bravosolution.com/esop/guest/login.do?qvu=63200752018FA03E4025>

The screenshot shows the platform's interface. On the left, a 'Login Page' is highlighted with a red box. The main navigation menu is open, and 'RFQ Bidding Group Invitations' is highlighted with a red box. A red arrow points to a table row with the status 'Response To Be Submitted To Buyer'.

ON STATUS	RFQ TITLE	RFQ STATUS	RFQ CLOSING DATE	RESPONSE STATUS
		Running	24/05/2024 12:00:00	Response To Be Submitted To Buyer

Acceptance of the contractor's invitation The principal, by clicking on the invitation link and accessing the portal, finds the confirmation page.

- by clicking on **Accept**, the principal confirms its participation in the RTI
- by clicking on **Reject** and indicating the comment, no further participation in RTI is possible

The screenshot shows the RFQ details page for 'rfq\_363'. The 'Accept', 'Decline', and 'Cancel' buttons are highlighted with a red box. A red box highlights a mandatory comment field for declining the invitation.

RFQ: rfq\_363 · Running

Cancel Decline Accept

Invitation Sent By  
 Invitation Date: 22/05/2024 13:19:45  
 RFQ Code: rfq\_363  
 Closing Date: 24/05/2024 11:00:00

Sent From User  
 Invitation Message  
 RFQ Title

**i** A comment is mandatory when the invitation is Declined

Comment

Invitations to participate in the Offer Group are visible in a dedicated list (those awaiting a response are in "Pending" status).

# Managing and Forming an RTI in Response to an RFQ “RQIs open to all suppliers”

RFQ: rfq\_363 - ● Running

→

Withdraw

▼ Bidding Group Invitation

Invitation Sent By	Sent From User
Invitation Date 22/05/2024 14:55:38	Invitation Message
RFQ Code rfq_363	RFQ Title
Closing Date 24/05/2024 12:00:00	

▼ Membership Details

Percentage Share of Participation	Legal Representative
Notes	

## Possible Withdrawal of Participation

The principal may, at any time before the lead company submits a response, withdraw from participation and decline the invitation.

The '**Withdraw**' button cancels the participation, and notifies the lead company of the refusal. After the lead company submits a response, participation can be revoked, but only until the RFQ deadline.

The details and quota % defined by the mandatory are visible by accessing the ["Invitation from the Offer Group to an RFQ"](#).

RFQs

My RFQs RFQs Open to All Suppliers RFQ Bidding Group Invitations

Sourcing RFQs

Projects My RFQs

RFIs RFQs Open to All Suppliers

RFQs RFQ Bidding Group Invitations

Auctions

Published Opportunities


ON STATUS	RFQ TITLE	RFQ STATUS	RFQ CLOSING DATE	RESPONSE STATUS
			24/05/2024 12:00:00	Response To Be Submitted To Buyer

# Managing and Forming an RTI in Response to an RFQ “RQIs open to all suppliers”

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

My Response Summary

	ENVELOPE	INFO PARAMETERS		
1.	<a href="#">Qualification Response</a>	All questions answered No additional attachments		
2.	<a href="#">Commercial Response</a>	Mandatory fields missing (1)	<b>Total Price (excluding optional sections)</b>	0

Response Management Area - You are replying as: Temporary groupings of competitors, established or in the process of being established; associated professionals 

**x** Verify the Quota entered for each Bidding Group Member. The assigned Quota must be between 0 and 100, access the Response Management Area to complete the Bidding Group configuration.

The principal accesses each member of the RTI group by clicking on the corresponding line and defines the Quota % for the principals who have confirmed the invitation.

NB. The % of the parent company is updated accordingly

Fiscal Code	VAT Number (Please enter N/A if not applicable)
Address	* Quota (percentage share of participation)
Legal Representative	Notes

The lead company can "Recall" the invitation to a principal, managing the composition of the RTI, at any time, as long as it has not already submitted a reply.

Bidding Group Members Add Group Member

	ORGANISATION NAME		CONTACT INFO	INVITATION STATUS	INVITATION DATE	LEGAL REPRESENTATIVE	QUOTA (PERCENTAGE SHARE OF PARTICIPATION)	NOTES	ACTIONS
1			Test Adela	Accepted	22/05/2024 13:55				

By using the arrow icon, the lead company can "Recall invitations of Group users," canceling the participation of the principals.



# Managing and Forming an RTI in Response to an RFQ “RQIs open to all suppliers”

The screenshot displays the interface for responding to an RFQ (rfq\_363). The status is 'Running'. A blue 'Submit Response' button is highlighted in the top right corner. Below the navigation tabs, a message states: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. The 'My Response Summary' section shows the response management area with the text: 'Response Management Area - You are replying as: Temporary groupings of competitors, established or in the process of being established; associated professionals'. A red box highlights a message: 'You configured 1 Bidding Group Members. Your Quota is 55.0'. The currency is set to EUR. At the bottom, a section titled '1. QUALIFICATION RESPONSE (QUESTIONS: 0)' is visible, with a red box highlighting a 'Submit Response' button.

Once the % of the members in RTI (and consequently the % as group leader) has been defined, the agent may submit its answer.

By clicking on the sections of the RFQ, they can then submit their response using the "Submit Response" button.

# Offer Group in response to RFQ/"RFQs open to all

← Bidding Group Structure

Response Management Area - You are replying as: Temporary groupings of competitors, established or in the process of being established; associated professionals	Group Leader Quota (unallocated) 100%
Response Management Area - You are replying as: Stable consortia, also established in the form of consortium companies	Group Leader Quota (unallocated) 100%
Response Management Area - You are replying as: Ordinary consortia of competitors	Group Leader Quota (unallocated) 100%
Response Management Area - You are replying as: GEIE	Group Leader Quota (unallocated) 100%
Response Management Area - You are replying as: Single company with another entity	Group Leader Quota (unallocated) 100%

Bidding Group Members

Add Group Member

All types other than "Individual entrepreneurs, including artisans, and companies, including cooperatives; individual professionals, professional partnerships, engineering companies' require the mandatory configuration of an Offer Group in order to respond.