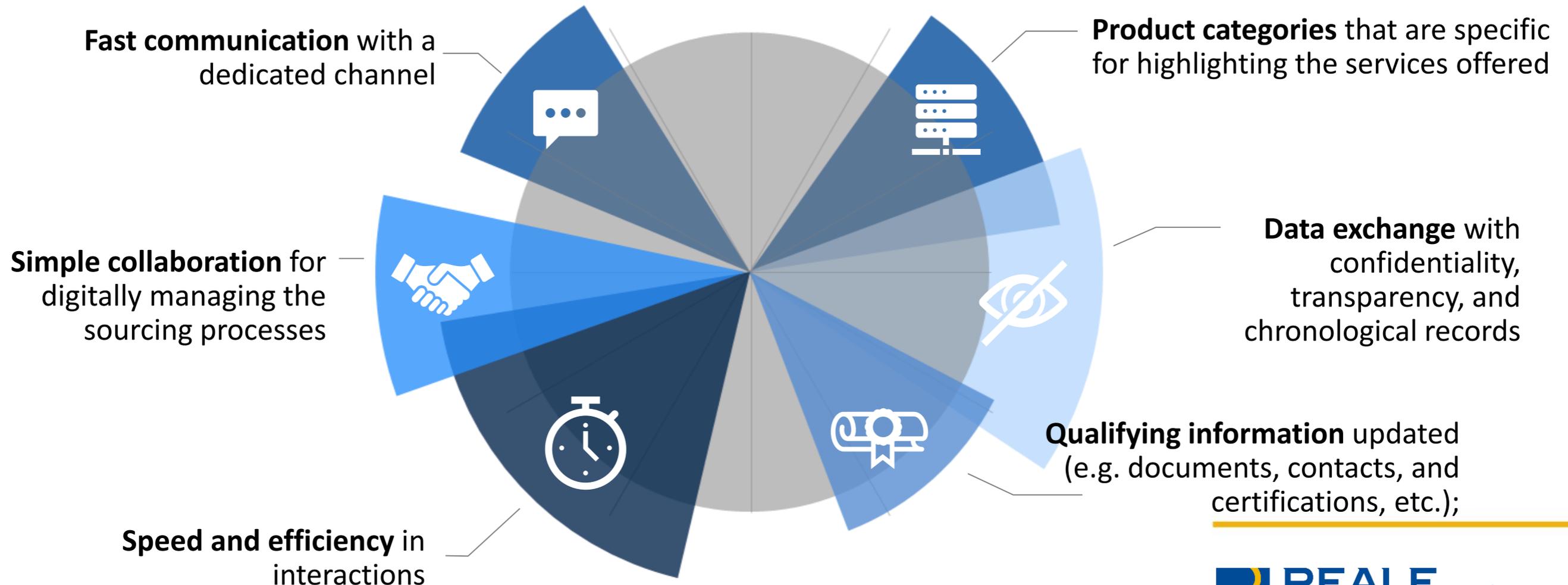


BUYZONE

Reale Group Suppliers Portal



BuyZone is the Procurement Portal for Reale Group that is dedicated to managing purchasing processes and interacting with Suppliers.



REGISTRATION AND QUALIFYING PROCESS

**MANDATORY
REGISTRATION DATA**

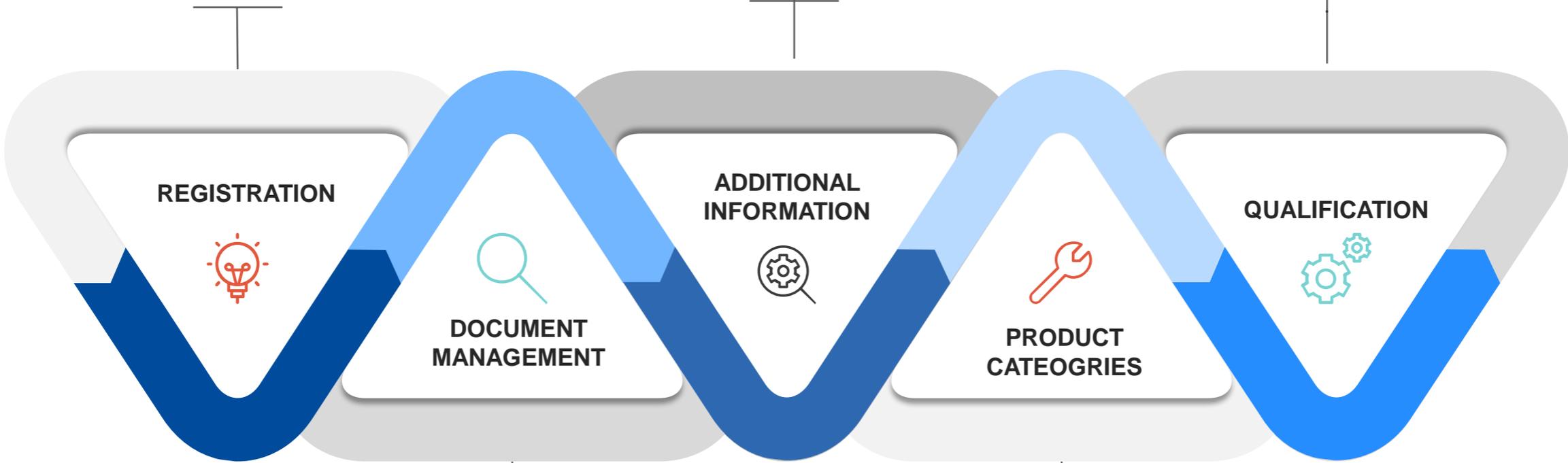
Identifying and company data,
tax data, banking and
payment data

**ADDITIONAL
REGISTRATION DATA**

Cloud data management,
Information Security, Data
protection, etc.

ASSESSMENT

The Suppliers Registry
assesses the qualifying
process and the outcome
will be communicated on the
platform through different
“statuses”



REGISTRATION



**DOCUMENT
MANAGEMENT**



**ADDITIONAL
INFORMATION**



**PRODUCT
CATEGORIES**



QUALIFICATION



DOCUMENTS

Acknowledgement and acceptance of
Reale Group documents
Signing the T&C
Optional Documents (certifications,
etc.)

CLASSIFICATION

I identify what I offer so that
buyers can search for me and
I attach the DURC or
replacement self-declaration

ONBOARDING

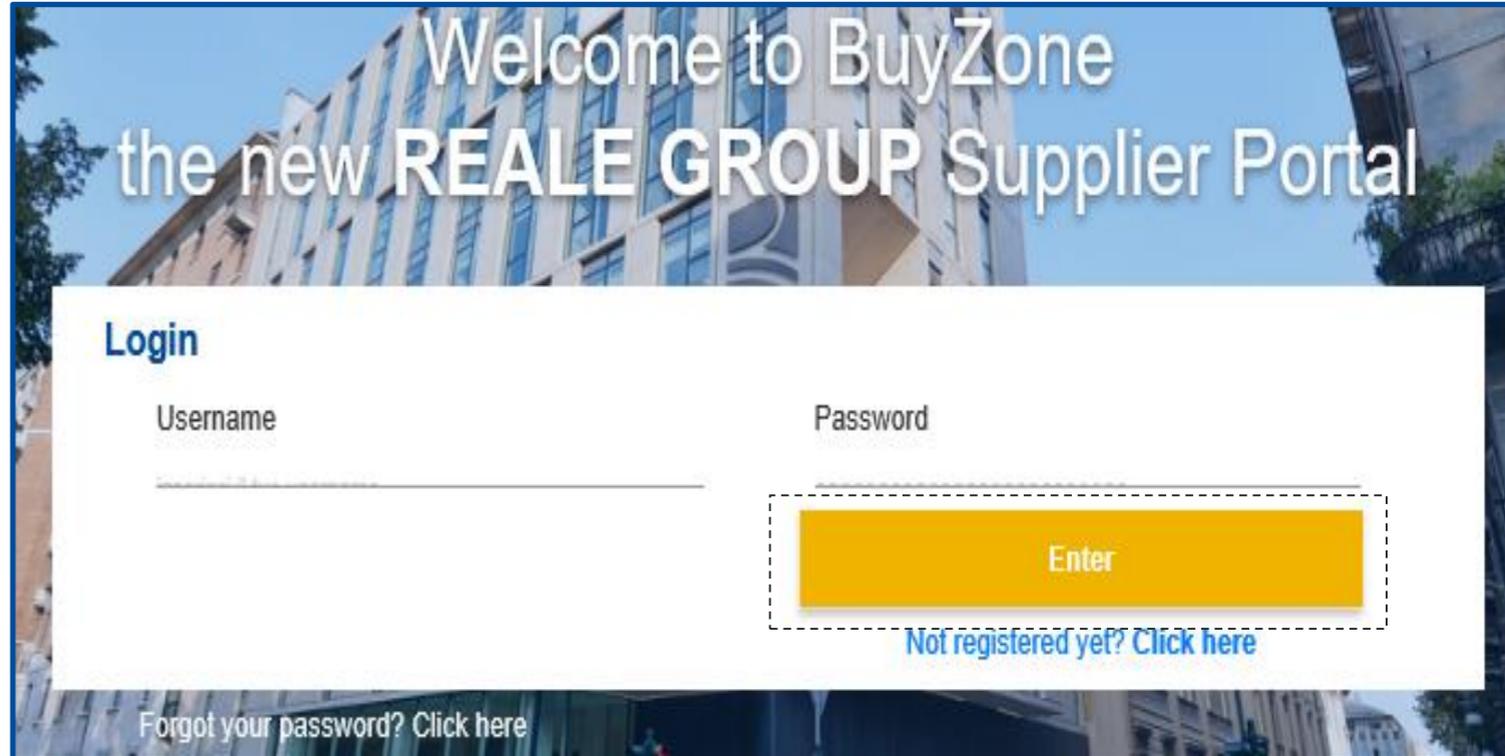
To obtain your access credentials, you need to register on www.eprocurement.realegroup.eu

In the registration form, you will need to fill in all the mandatory data and confirm acknowledgement and acceptance of the documents that regulate the use of the platform and govern the relationship with Reale Group, such as the conduct and ethics codes.

It is important to complete the additional information necessary for the successive steps: qualifying and scouting for specific sourcing initiatives. To that end, a section for introducing the company, with a searchable field based on TAGs that are inserted, is included among the general information.



The supplier's failure to update their data for more than **two years** will lead to the expiry of their registration.



For access, the supplier will receive the following credentials:

USERNAME – the same as your email address

PASSWORD – to be changed on the first access

PRODUCT CLASSIFICATION

The **Product Classification** consists in selecting the goods/services within the Tree that the supplier is able to offer Reale Group.

Based on the categories selected, additional information or specific documentation for the sector may be requested, such as certifications or eligibility declarations.

The correct selection of the product categories is **important** both for the **completeness of qualifying data** and for **increasing your chances** of being identified during **scouting** for specific contractual initiatives.

The screenshot displays a hierarchical tree of product categories. The main tree is as follows:

- Categories
 - 1 - MARKETING & ADVERTISING
 - 2 - TRAVEL AND EVENTS
 - 3 - REAL ESTATE
 - 4 - GENERAL SERVICES (Services needed for Company running)
 - 5 - EMPLOYEE-RELATED SERVICES
 - 6 - PROFESSIONAL SERVICES
 - 7 - EXTERNAL SERVICES (Outsourcing of core services)
 - 8 - ICT - INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 - 9 - PARTNERSHIP
 - 10 - CORPORATE VENTURING

A sub-menu for category 1 is open, showing the following sub-categories:

- Categories
 - 1 - MARKETING & ADVERTISING
 - 1.1 - MERCHANDISING & FIDELITY
 - 1.2 - SPONSOR

SUPPLIER DASHBOARD

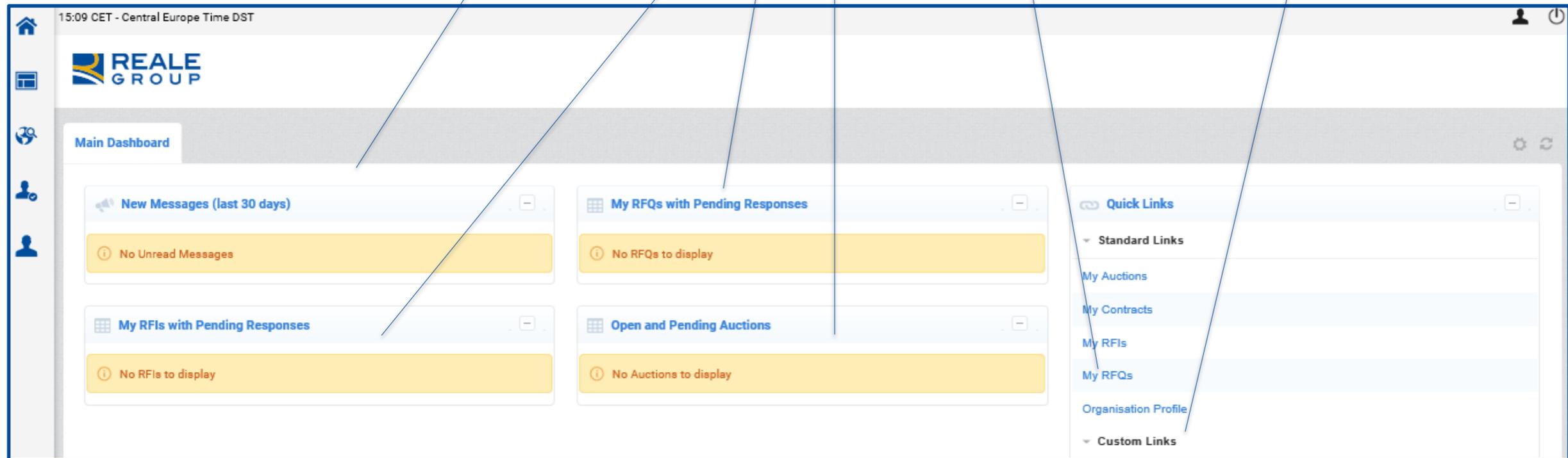
On the supplier's main page, there is a dashboard with quick access links for all the portal's functions and to access:

Messages

Current requests

Offers

Qualifying Status



SUPPLIER'S PROFILE

By selecting the “Company Profile” item from the menu, you can check your qualifying status and whether there is any need to update or supplement data or documents.

The suppliers are required to periodically check their data and documents and to keep them updated. Automatic notifications, in case of expiry, will be sent for this reason.

Should you fail to update, your qualifying status will be changed.

Registration Data		History of Changes		Basic Profile		Extended Profile		Status Summary		Response	
Title	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date	Order						
	Mandatory	Optional									
Subscription of the General Conditions of Use of the Portal	100%			20/05/2020 12:07	1						
Supplier Nationality	100%				2						
General Information	100%	20%		20/05/2020 12:09	3						
Iban - possession	100%				4						
Iban	100%				5						
General Information Italian Supplier	100%			20/05/2020 12:11	6						
Code of Conduct	100%			20/05/2020 12:11	7						
Documents acknowledgement	100%			20/05/2020 12:11	8						
Total 8					Page 1 of 1						

Qualifying Status	
Qualified	Onboarding Process successfully completed
Under Evaluation	The evaluation group is working on it
Not Qualified	Onboarding Process not completed yet
Not Compliant	Expired documents need to be updated

SOURCING AND MESSAGES

In the sourcing module, you can display the offer invitations (RDO) or requests for information (RDI) to which to respond; you can see what the parameters of the request received are via the presence, or lack thereof, of the qualifying, technical, and financial folders; you can interact with the buyer via the messaging system inside each RDI/RDO, and upload the necessary attachments.

The screenshot displays the REALE GROUP Sourcing and Messages interface. The top navigation bar shows the time as 15:19 CET - Central Europe Time DST and the REALE GROUP logo. The left sidebar contains a menu with options: Sourcing, Projects, RFIs, RFQs, Auctions, and Contracts. The main content area is divided into two sections: RFQs and My RFQs. The RFQs section is expanded to show a list of response sections: 1. Qualification Response (Questions: 0), 2. Technical Response (Questions: 1), 2.1 Documenti Tecnici - Question Section, 3. Commercial Response (Items: 1, Questions: 0), and 3.1 Offerta Economica - Price Section. A 'View Response Details' button is visible above the list. The Messages section is also expanded to show a list of message actions: Create Message, Received Messages, Sent Messages, and Draft Messages. The Messages section is currently active, showing 'Messages (Unread 1)'.

OFFERS 1/2

Summary of my offers

Code	Title	Project Code	Status	Closing Date	Buyer Organisation	Response Status	
1	r_67	Stampanti Laser per agenzie	tender_19	Closed: To Be Evaluated	17/03/2020 12:11	Reale Group	Response Submitted To Buyer
2	r_58	duplicatest qualificato fucsia	p_25	Closed: Awarded	10/03/2020 16:40	Reale Group	Response Successful 🏆
3	r_57	app rma testcollettivo 10.03	p_25	Closed: To Be Evaluated	10/03/2020 15:49	Reale Group	No Response Prepared
4	BZ_52	RFP per acquisto laptop	tender_20	Closed: To Be Evaluated	06/03/2020 10:00	Reale Group	Response Submitted To Buyer



Offer outcomes

RFQ: BZ_52 - RFP per acquisto laptop
Project: tender_20 - Acquisti ICT RFP testcollettivo
Response Last Submitted On: 05/03/2020 16:17:30

Warning: You have unread Buyer Attachments (2). Click here to read the files before Submitting your Response.

RFQ Details Messages (Unread 2) Settings Buyer Attachments (2) My Response Associated Users

Do I have messages to read?

Do I have attachments to read?

Where do I insert my data in order to respond?

OFFERS 2/2

RFQ: BZ_52 - RFP per acquisto laptop
 Project: tender_20- Acquisti ICT RFP testcollettivo
 Response Last Submitted On: 05/03/2020 16:17:30

Warning: You have unread Buyer Attachments (2). Click here to read the files before Submitting your Response.

RFQ Details Messages (Unread 2)

Settings Buyer Attachments (2) My Response Associated Users

Technical response

Where do I insert the amount?

2. Technical Response (Questions: 1)

2.1 Documenti Tecnici - Question Section

Question	Description	Response
2.1.1 Busta tecnica	* descrizione caratteristiche prodotti	Moduli per DICHIARAZIONE DEL POSSESSO DE... (338 KB)

3. Commercial Response (Items: 1, Questions: 0)

3.1 Offerta Economica - Price Section

Code	Description	Remarks	Unit of Measurement	Quantity	Unit Price	Price	Comments
3.1.1	* prodotto 1		CAD	500	1.200	600.000	
Section Sub Total						600.000	

Financial response

My Response Summary

1. Qualification Response	All questions answered
2. Technical Response	All questions answered
3. Commercial Response	All quoted items completed

HELP AND FAQ

If you need to, you can consult the FAQs or contact help with the contact details on the homepage.

Need Help?

You can contact our Support Service by phone:

Phone number: +39 011-431.4151

Monday-Thursday 8.30-12.30 and 14.00-18.00;

Friday 8.30-12.30

Or

[Send an e-mail](#)

If you need more informations

- ✓ [FAQ](#) [Read more >](#)
- ✓ [Download documents](#) [Read more >](#)
- ✓ [Read manual](#) [Read more >](#)
- ✓ [More on Reale Group](#) [Read more >](#)