

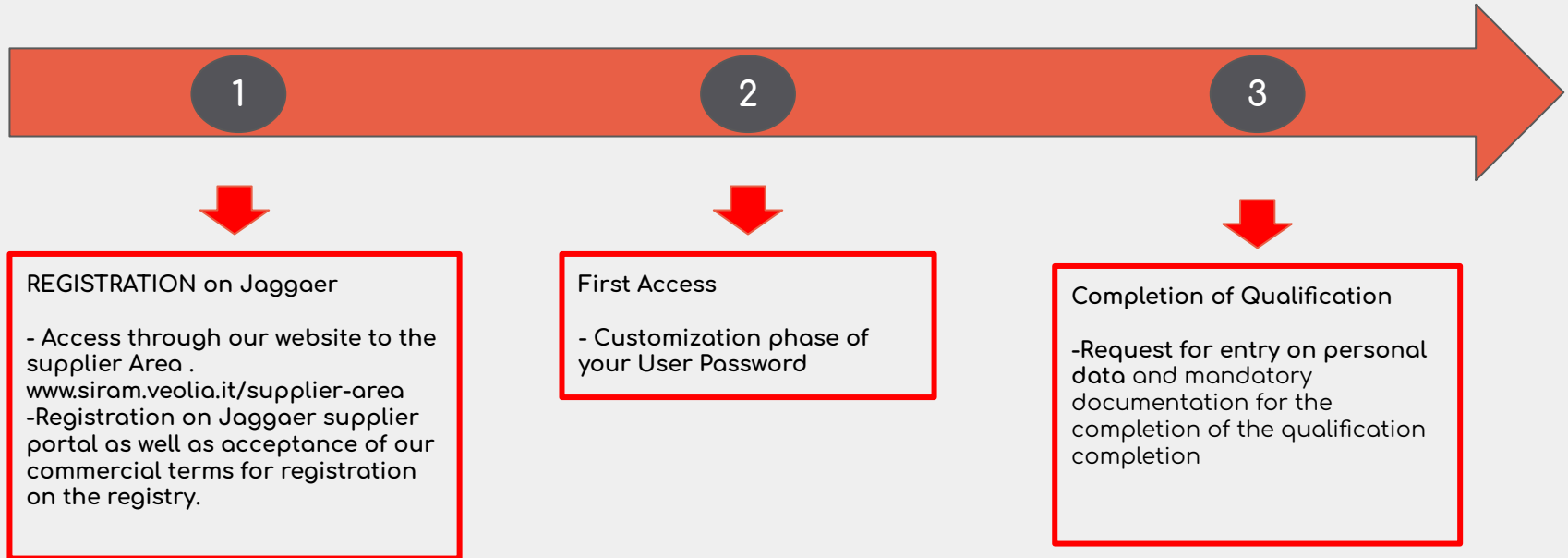
SIRAM  VEOLIA



Jaggaer Portal -  
Supplier Manual for  
Self-Application -  
March 2024

# Operating Instructions for Supplier Self-Application

## Qualification Steps on the Jaggaer Portal





# 1. Registration on Jaggaer

## Starting proceed for registration:

On the home page (1) Select the language (2) click on : “New Registration”

**SIRAM VEOLIA**

Main objectives of the Siram Veolia Official Suppliers Portal are the streamlining, optimization and integration of Siram Procurement System.

The platform offers a more interactive access to processes involving suppliers, facilitating and strengthening the relationship between the Siram Veolia group and the suppliers themselves, expanding the supply chain and consolidating the transparency of the purchasing process.

### Login Area

Username

Password

Forgot password?

**New registration**

Enter

Reserved Area Documents Help Desk

Powered by JAGGAER | System Requirements

Language

# Complete all tabs related to “Registration Data” listed under “Index”

## Enter all registration data, company information



### Registration Data

Reset

Close

Save

#### Index

▼ Main Organization Data

✖ Registration Data

Onboarding Pages

My Category Selection

Registration Confirmation



▼ Organization Details - Data cannot be changed after confirmation, please contact [portale.fornitori@veolia.com](mailto:portale.fornitori@veolia.com)

\* Country

UNITED STATES

\* Organization Name

\* Fiscal Code  
(FC for Italy and other European Countries or Company ID Number for other cases)

EU VAT Number




\* Web Site  
(if not available insert "NA")

\* Administrative E-mail Address for payments. Please use ; (semicolon) to separate multiple addresses.

## Fill in the registration fields: User information

Once on the data entry is completed, click the “save” button

SIRAM 

Registration Data Reset Close Save

Index → | **User Details**

- Main Organization Data
- Registration Data**
- Onboarding Pages
- My Category Selection
- Registration Confirmation

**Title**

**\* Last Name**

**\* Telephone**

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

**\* Time Zone**


**\* First Name**

**\* Primary Email Address *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.***

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

**\* Preferred Language**

**PEC**

  
[Add](#)



## Insert the company presentation:

click on the paperclip icon (📎) or “Browse” to insert the presentation.

Once the document is attached proceed with “confirm”

### Begin Vendor Registration



Confirm

#### Index



00 SIRAM/SVIB -PRESENTAZIONE AZIENDALE\_AUTOCANDIDATURA

#### ▼ Main Organization Data

✔ Registration Data

#### ▼ Onboarding Pages

✘ 00 SIRAM/SVIB -PRESENTAZIONE AZIENDALE\_AUTOCANDIDATURA



✘ 00 SIRAM/SVIB - CONDIZIONI COMMERCIALI

#### ▼ My Category Selection

✘ Select Categories: 0

#### ▼ Registration Confirmation

✘ Status Summary

▼ PRESENTAZIONE AZIENDALE				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Presentation/Brochure	* Please include a company presentation/brochure describing the company's business.	 Drop File or <a href="#">Browse</a> 	Supplier



# Operational instructions for accepting the qualification fee:

Download the “instruction attachment” template (1); once filled out and signed, it must be reattached by selecting “browse” (2). Once upload to the system, click on “confirm” (3)

*If you answer “NO”, it won't be possible to proceed with the qualification*

## Begin Vendor Registration



Confirm

### Index



00 SIRAM/SVIB - CONDIZIONI COMMERCIALI

#### Main Organization Data

Registration Data

#### Onboarding Pages

00 SIRAM/SVIB - PRESENTAZIONE AZIENDALE\_AUTOCANDIDATURA

00 SIRAM/SVIB - CONDIZIONI COMMERCIALI


#### My Category Selection

Select Categories: 0

#### Registration Confirmation

Status Summary

#### CONDIZIONI COMMERCIALI DI ADESIONE AL PORTALE FORNITORI

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	 Do you accept the terms and conditions and undertake to pay them?	* Acceptance of Terms & Conditions (attached) and commitment to payment. You will receive the invoice for the payment of the fee after the Qualification ATTENTION: by selecting NO, the registration on the Portal will be "not completed" and you will not be able to proceed with the Qualification.	Si <a href="#">↓ Instructional Attachment Available</a>	Supplier



#### 00 SIRAM/SVIB - CONDIZIONI SELLER FEE PORTALE FORNITORI ACCETTATE

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Inserire le condizioni commerciali firmate	* Per procedere nella registrazione è necessario allegare le condizioni commerciali firmate per accettazione	 Drop File or <a href="#">Browse</a> 	Supplier



# Select the product categories:

Identify the main category in which your company operates

## Begin Vendor Registration

Confirm

### Index

▼ Main Organization Data

✓ Registration Data

▼ Onboarding Pages

✓ 00 SIRAM/SVIB - PRESENTAZIONE AZIENDALE\_AUTOCCANDIDATURA

✓ 00 SIRAM/SVIB - CONDIZIONI COMMERCIALI

▼ My Category Selection

✗ Select Categories: 0

▼ Registration Confirmation

✗ Status Summary

Enter filter (type to start search)










### Search or Navigate the Tree

Collapse All

Expand All

Selected Items: 0

▼  Categories

- >  01 - Forniture Operative, Materiali ed Attrezzature
- >  02 - Subaffidamenti, subappalti, prestazioni terze Industriali e Tecniche
- >  03 - Attrezzature e Materiali Mobili
- >  04 - Energia, carburanti e combustibili e prodotti chimici
- >  05 - Consulenze e Prestazioni Intellettuali
- >  06 - Spese generali
- >  07 - Telecomunicazione
- >  08 - Gestione immobili
- >  09 - Royalties, tasse, brevetti

# Insertion of categories:

expand the “tree” to choose the relevant categories (1), select the categories (2), click confirm (3)

The screenshot displays the 'Begin Vendor Registration' page. On the left, a navigation menu includes 'Main Organization Data', 'Onboarding Pages', 'My Category Selection', and 'Registration Confirmation'. The 'My Category Selection' section shows 'Select Categories: 0'. The main area features a search bar and a tree view of categories. A red arrow labeled '1' points to the expanded 'Categories' section. A red arrow labeled '2' points to the selected '010101 - Protezione Antincendio' category. A red arrow labeled '3' points to a 'Confirm' button in the top right corner.

SIRAM VEOLIA

Begin Vendor Registration

Enter filter (type to start search)

Search or Navigate the Tree

Collapse All Expand All

Selected Items: 1

- 010101 - Protezione Antincendio X

Categories

- 01 - Forniture Operative, Materiali ed Attrezzature
  - 0101 - Sistemi di protezione fissi
    - 010101 - Protezione Antincendio
    - 010102 - Attrezzatura anti inquinamento
    - 010103 - Altra attrezzatura di sicurezza
  - 0102 - Attrezzature a noleggio per cantieri e presidi (di tipo fisso)
  - 0103 - Contatori
  - 0104 - Tubi e giunti
  - 0105 - Valvole e Flapper
  - 0106 - Sistemi di collegamento

Confirm

At the end of data completion, the system will display the Registration Result; click “close” to confirm the self-application request

## Registration Confirmation

Close

### Index

✓ Main Organization Data

✓ Registration Data

✓ Onboarding Pages

✓ 00 SIRAM/SVIB -PRESENTAZIONE AZIENDALE\_AUTOCANDIDATURA

✓ 00 SIRAM/SVIB - CONDIZIONI COMMERCIALI

✓ My Category Selection

✓ Select Categories: 1

✓ Registration Confirmation

✓ **Status Summary**

✓ The Registration Process is complete. Your account has been activated and an email sent to confirm this. Login with your Username and Password to access the platform.

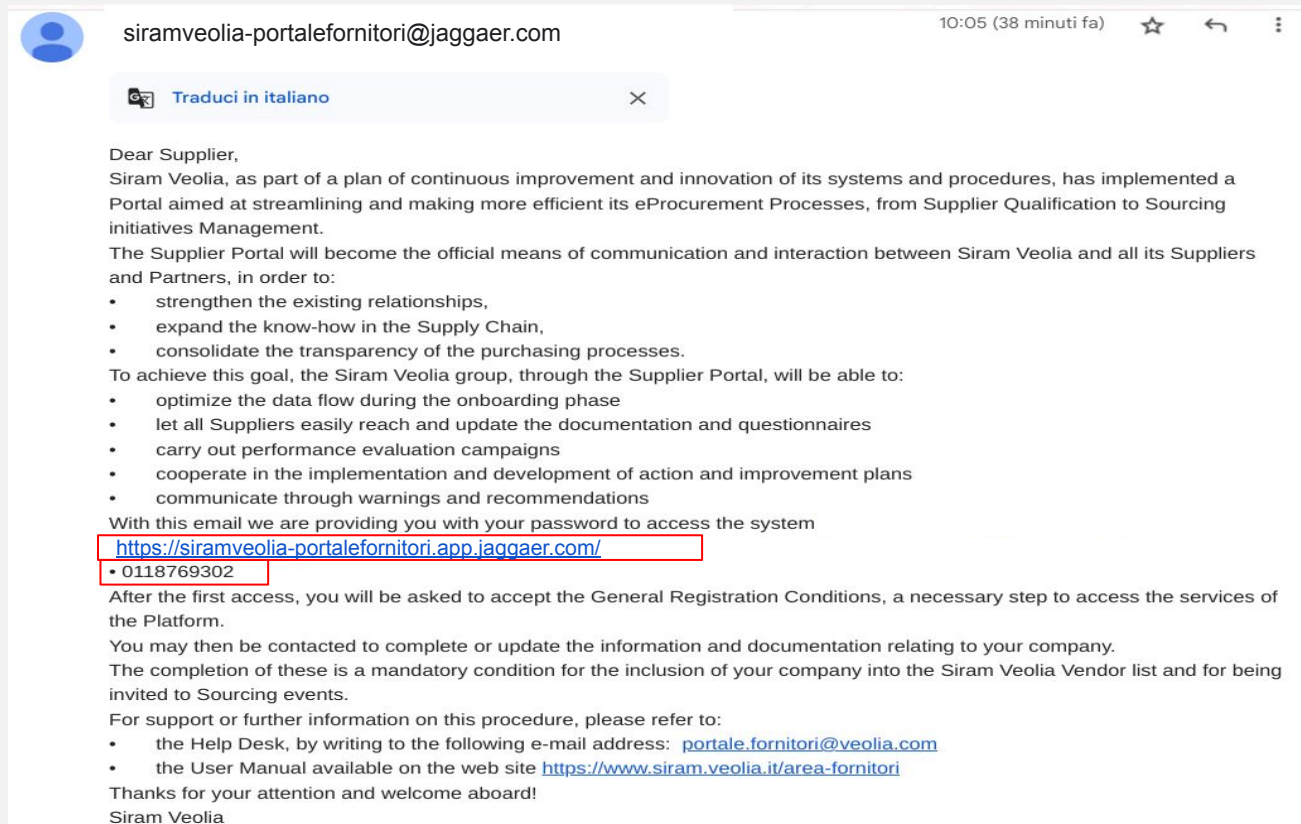
### Registration Summary

	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	✓ All data complete
00 SIRAM/SVIB -PRESENTAZIONE AZIENDALE_AUTOCANDIDATURA	✓ All data complete
00 SIRAM/SVIB - CONDIZIONI COMMERCIALI	✓ All data complete
Select Categories	✓ Categories selected 1



## 2. FIRST ACCESS to the portal and customization of your account

# Registration Email from Siram Veolia: Click on the link to access the portal



siramveolia-portalefornitori@jaggaer.com 10:05 (38 minuti fa) ☆ ↶ ⋮

Traduci in italiano ✕

Dear Supplier,

Siram Veolia, as part of a plan of continuous improvement and innovation of its systems and procedures, has implemented a Portal aimed at streamlining and making more efficient its eProcurement Processes, from Supplier Qualification to Sourcing initiatives Management.

The Supplier Portal will become the official means of communication and interaction between Siram Veolia and all its Suppliers and Partners, in order to:

- strengthen the existing relationships,
- expand the know-how in the Supply Chain,
- consolidate the transparency of the purchasing processes.

To achieve this goal, the Siram Veolia group, through the Supplier Portal, will be able to:

- optimize the data flow during the onboarding phase
- let all Suppliers easily reach and update the documentation and questionnaires
- carry out performance evaluation campaigns
- cooperate in the implementation and development of action and improvement plans
- communicate through warnings and recommendations

With this email we are providing you with your password to access the system

<https://siramveolia-portalefornitori.app.jaggaer.com/>

- 0118769302

After the first access, you will be asked to accept the General Registration Conditions, a necessary step to access the services of the Platform.

You may then be contacted to complete or update the information and documentation relating to your company.

The completion of these is a mandatory condition for the inclusion of your company into the Siram Veolia Vendor list and for being invited to Sourcing events.

For support or further information on this procedure, please refer to:

- the Help Desk, by writing to the following e-mail address: [portale.fornitori@veolia.com](mailto:portale.fornitori@veolia.com)
- the User Manual available on the web site <https://www.siram.veolia.it/area-fornitori>

Thanks for your attention and welcome aboard!

Siram Veolia



Perform the first login using the password generated by the system, as indicated in the registration email received

**SIRAM VEOLIA**

Main objectives of the Siram Veolia Official Suppliers Portal are the streamlining, optimization and integration of Siram Procurement System.

The platform offers a more interactive access to processes involving suppliers, facilitating and strengthening the relationship between the Siram Veolia group and the suppliers themselves, expanding the supply chain and consolidating the transparency of the purchasing process.

**Login Area**

Username

Password

[Forgot password?](#)

[New registration](#)

Enter

Reserved Area Documents Help Desk

Powered by JAGGAER | System Requirements Language





# Accept “Terms and Conditions for Registration, Access, and Use of the Siram supplier portal”, then click on “Accept”

## TERMS AND CONDITIONS OF THE SIRAM SUPPLIERS' PORTAL REGISTRATION, ACCESS AND UTILIZATION

### 1. WHEREAS AND GENERAL PRINCIPLES

SIRAM S.p.A., with sole shareholder and subject to the direction and coordination of Veolia Energie International S.A., with registered office in Via Anna Maria Mozzoni, 12 – Milan, has created – for itself and in the interest of the other companies belonging to the SIRAM Group (i.e. subsidiaries directly or indirectly controlled by SIRAM, as per article 2359, comma 1, number 1, and comma 2 c.c. of the Italian Civil Code, and hereinafter jointly referred to as “SIRAM”) – a web portal (hereinafter referred to as “SIRAM Suppliers Portal” or simply the “Portal”) for the purpose of managing online negotiations, information exchange, and commercial relationships between SIRAM and third parties that, within the scope of their entrepreneurial, institutional, or professional activity, are interested in submitting an application to be included – to the full and indisputable discretion of SIRAM – in the vendor management system (albo fornitori) for actual and/or potential suppliers accredited by SIRAM (hereinafter, “Suppliers”).

In particular, the SIRAM Suppliers Portal allows, among other online functions:

- 1) The definition and the management of the vendor management system;
- 2) The management of Suppliers' qualification processes;
- 3) The selection of the Suppliers and the definition of supply contracts, also by means of online negotiations (hereinafter defined as “Events”) including, by way of mere example, requests for information, requests for quotation, and online bids (the latter hereinafter, “Auctions”);
- 4) The management of Suppliers' performance assessment processes.

The Portal is based upon a technological platform developed and created by Bravosolution S.p.A. (hereinafter, in short, the “Platform”) branded and licensed to SIRAM, which can be accessed at the following web address [https://siramveolia-portalefornitori.app.jaggaer.com/web\\_en/login.html](https://siramveolia-portalefornitori.app.jaggaer.com/web_en/login.html).

The access and registration to the Portal by the Suppliers, as well as any possible subsequent acceptance of their application, their assessment, and their insertion in the SIRAM Suppliers Portal by SIRAM do not constitute any contractual proposal as per articles 1326 ss. of the Italian Civil Code, and do not imply any whatsoever commitment by SIRAM nor the acknowledgement of any right and/or expectation and/or concession to the Supplier to receive assignments, calls for bid, and/or subscription of

[Download User Agreement](#)

I agree

I do not agree


[Next](#)




# Insert new password



## 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 8 characters  
Password must be different from login  
New password must be different from the previous 1 passwords

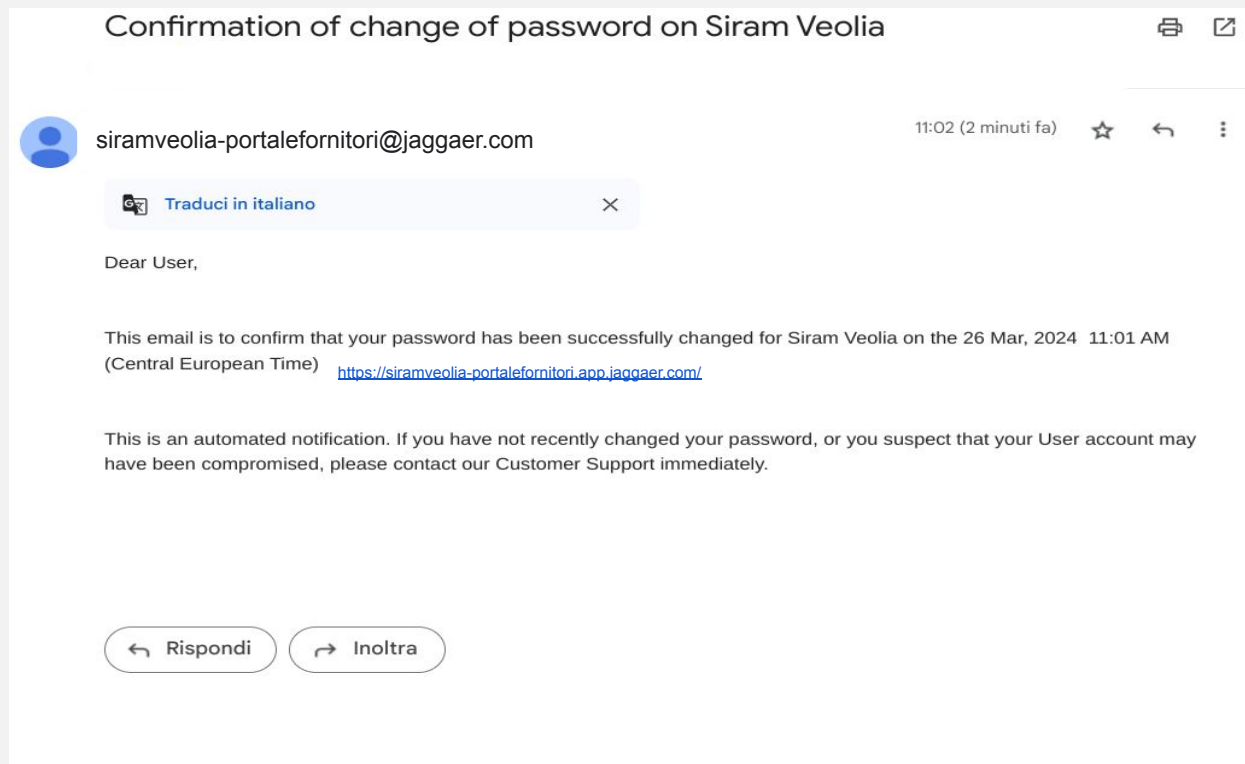
New Password

Confirm Password

Cancel

Submit

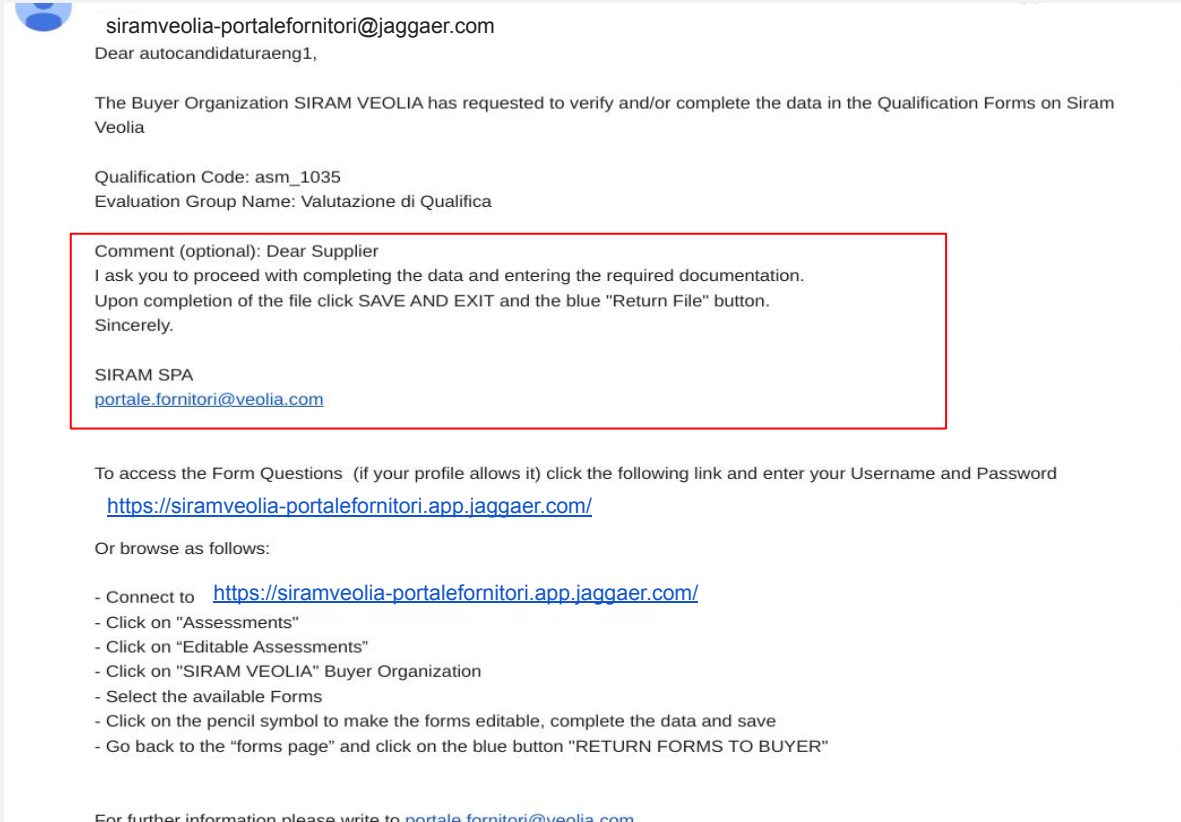
Will receive a confirmation email that your password has been successfully changed.



### 3. COMPLETION OF THE QUALIFICATION

operational instructions for qualification  
completion with data and documentation

# Following our internal evaluation, you will receive on email, a request for “ Form Review Qualification Completion with Data and Documentation



From the Homepage, navigate to the section labeled “My Company” and click on the option “DATA and DOCUMENTATION INSERTION


Welcome

Type to search in menu

### Sourcing

- Projects
- RFIs
- RFQs

### My Organization

- Organization Profile
- Traffic Light Summary
- Categories
- Assessments 
- Scorecards
- Development Actions

### User Management

- Manage Users

Under Editable Evaluations and Evaluating Company, click on the blue text “*SIRAM VEOLIA*”

SIRAM VEOLIA

### Assessments

Editable Assessments    Qualification Assessments

Enter Filter (type to start search)

Showing Result 1 - 1 of 1

	ASSESSMENT CODE	BUYER ORGANIZATION	FIRST CATEGORY	REQUEST RECEIVED ON ↓	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
1	asm_859	SIRAM VEOLIA		09/22/2022 04:16 PM	0%	



Click on the blue text of each numbered module, for exemple *02 GENERAL INFO SUPPLIER COMPANY*

SIRAM VEOLIA

← SIRAM VEOLIA

Return Forms To Buyer

Editable Forms

Forms List

Show Completion

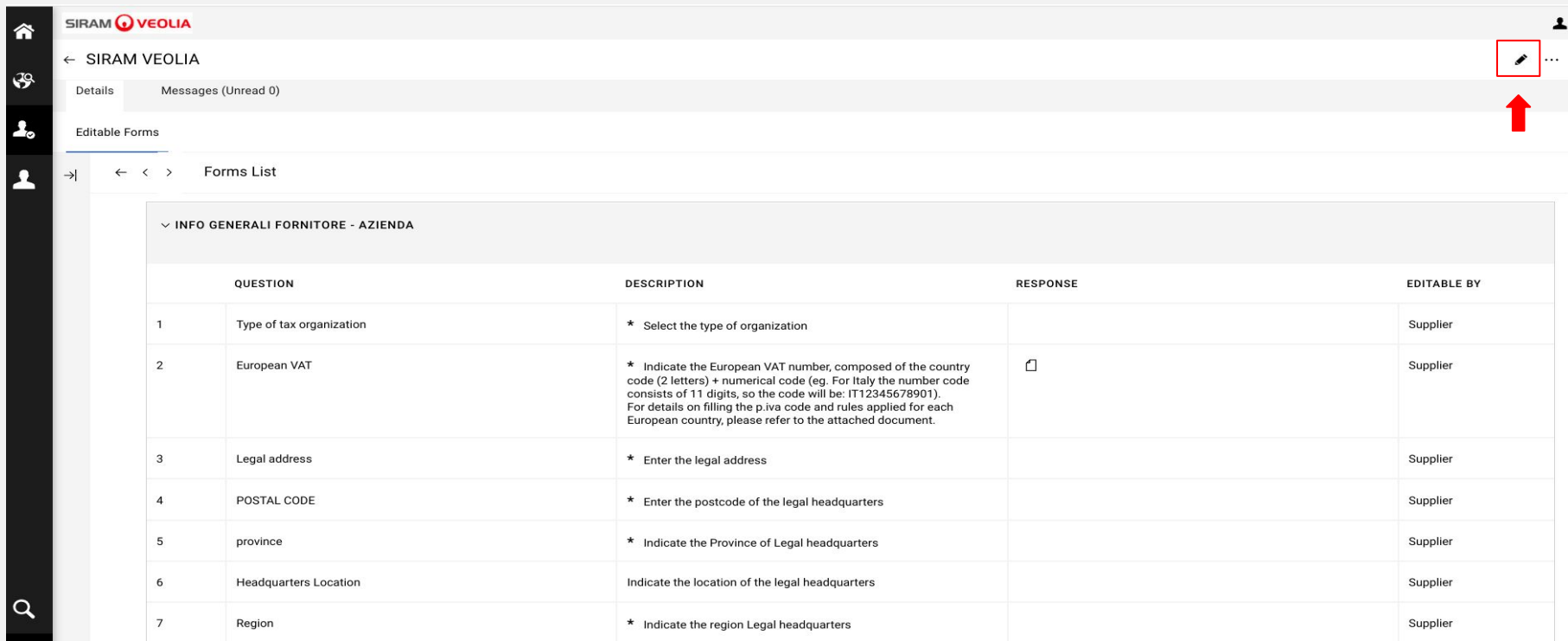
Showing Result 1 - 7 of 7

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	> Page	00 SIRAM/SVIB - CONDIZIONI COMMERCIALI	✓		09/22/2022 06:25 PM	09/22/2022 04:16 PM	Yes
2	Form	02 SIRAM - INFO GENERALI FORNITORE - AZIENDA	✗			09/26/2022 03:12 PM	No
3	Conditional Form	02A PARTITA IVA	✗			09/26/2022 03:12 PM	No
4	Form	04 SIRAM - INFO GENERALI FORNITORE - SEDI OPERATIVE	✗			09/26/2022 03:12 PM	No
5	Form	05 INFO BANCARIE	✗			09/26/2022 03:12 PM	No
6	Form	06 INFO GENERALI FORNITORE - UTENTE	✗			09/26/2022 03:12 PM	No
7	Conditional Form	07A SIRAM - Fornitore Materiali e Servizi - DOCUMENTAZIONE	✗			09/26/2022 03:12 PM	No





Click on the pencil icon in the top right corner to switch the form to EDIT mode



SIRAM VEOLIA

← SIRAM VEOLIA

Details Messages (Unread 0)

Editable Forms


Forms List

▼ INFO GENERALI FORNITORE - AZIENDA

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Type of tax organization	* Select the type of organization		Supplier
2	European VAT	* Indicate the European VAT number, composed of the country code (2 letters) + numerical code (eg. For Italy the number code consists of 11 digits, so the code will be: IT12345678901). For details on filling the p.iva code and rules applied for each European country, please refer to the attached document.	<input type="checkbox"/>	Supplier
3	Legal address	* Enter the legal address		Supplier
4	POSTAL CODE	* Enter the postcode of the legal headquarters		Supplier
5	province	* Indicate the Province of Legal headquarters		Supplier
6	Headquarters Location	Indicate the location of the legal headquarters		Supplier
7	Region	* Indicate the region Legal headquarters		Supplier



Once the form is completed, click on the “save button”, proceeding to the next module.

SIRAM  SIRAM VEOLIA Cancel **Save & Next** Save & Exit










Forms List

1	Type of tax organization	* Select the type of organization	Company	Supplier
2	European VAT	* Indicate the European VAT number, composed of the country code (2 letters) + numerical code (eg. For Italy the number code consists of 11 digits, so the code will be: IT12345678901). For details on filling the p.iva code and rules applied for each European country, please refer to the attached document.	<input type="text" value="FR00000000000"/> <small>Characters available 1987</small> <a href="#">EU VAT Number Validation Rules.xlsx</a>	Supplier
3	Legal address	* Enter the legal address	<input type="text" value="9-15 RUE MAURICE MALLET"/> <small>Characters available 1977</small>	Supplier
4	POSTAL CODE	* Enter the postcode of the legal headquarters	<input type="text" value="92130"/> <small>Characters available 1995</small>	Supplier
5	province	* Indicate the Province of Legal headquarters	<input type="text" value="JSSY LES MOULINEAUX CEDX"/> <small>Characters available 1976</small>	Supplier
6	Headquarters Location	Indicate the location of the legal headquarters	<input type="text" value="JSSY LES MOULINEAUX CEDX"/> <small>Characters available 1976</small>	Supplier
7	Region	* Indicate the region Legal headquarters	<input type="text" value="Regione non italiana"/> <span>✕</span> <span>▼</span>	Supplier













Documents marked with an asterisk (\*) in the “description section” are mandatory. Download and complete the required templates. Once all mandatory documentation is inserted, click on “save & next” or “Save & exit”

→ Forms List

DOCUMENTAZIONE				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Siram General Conditions	* Please download, fill in with date and any other information, sign, seal and re-attach Siram General Conditions included in the Template field of this parameter	<p> Drop File or <a href="#">Browse</a></p> <p> <a href="#">Download Template</a></p>	Supplier
2	Siram_ SA8000 Statement	* Please download, copy and paste on your letterhead, fill in, sign, seal and re-attach the document attached to this parameter (SA8000 statement)	<p> Drop File or <a href="#">Browse</a></p> <p> <a href="#">Download Template</a></p>	Supplier
3	Traceability flows - Declaration Signature Legal representative_Siram	* Please download the document Traceability flows - Declaration Signature of Legal representative attached in the Template of the current parameter, and upload it signed and stamped	<p> Drop File or <a href="#">Browse</a></p> <p> <a href="#">Download Template</a></p>	Supplier
4	(A)Extract from Business Register (Company details) . (B)Bylaws (for associations)- (C)Chamber of Commerce- (D)VAT registration form	* Please attach (A)Extract from Business Register (Company details)- (B)Bylaws (for associations)- (C)Chamber of Commerce- (D)VAT registration form	<p> Drop File or <a href="#">Browse</a></p>	Supplier
5	Legal Representative ID	* Please attach the Legal Representative ID	<p> Drop File or <a href="#">Browse</a></p>	Supplier
6	DURC (Certification of labour compliance)	Please attach DURC (Certification of labour compliance)	<p> Drop File or <a href="#">Browse</a></p>	Supplier

REMEMBER : For some documents , the expiration date to be entered is determined by the subscription date + 3 years

→| Forms List

15	Codice Etico	* Si prega di prendere visione ed accettare il documento "Codice Etico" che trovate qui allegato	Si	Supplier
16	Prescrizioni QAS e responsabilità sociale	* Si dichiara di aver preso visione e di accettare le prescrizioni qualità, ambiente, sicurezza e responsabilità sociale definite nel Sistema di Gestione Integrato di Siram S.p.A. scaricabile al seguente indirizzo web <a href="http://www.siram.veolia.it/profilo/certificazioni">www.siram.veolia.it/profilo/certificazioni</a>		Supplier
17	Declaration of Conflict of interest - third parties	* Please download the document Declaration of Conflict of interest - third parties attached in the Template of the current parameter, and upload it signed and stamped	<p> <a href="#">Documento senza titolo.docx</a> 6 KB   </p> <p>*Expiring on: <input type="text" value="04/30/2024"/> </p>	Supplier
18	SIRAM - Modello di organizzazione, gestione e controllo	* Si prega di prendere visione ed accettare il documento "Modello di organizzazione, gestione e controllo" che trovate qui allegato	Si	Supplier
19	Informativa sul trattamento dei Dati Personali	<p>* Si prega di scaricare il documento (Informativa sul trattamento dei Dati Personali) nel campo Template del presente parametro, di timbrarlo, firmarlo, e di riallegarlo.</p> <div style="border: 1px solid red; padding: 5px;"> <p>DATA DI SCADENZA: Data di sottoscrizione documento + 3 anni; Esempio: Se la data di sottoscrizione del documento è il 01/01/2024, la DATA DI SCADENZA da inserire è: 01/01/2027</p> </div>	<p> <a href="#">Documento senza titolo.docx</a> 6 KB   </p> <p><a href="#">Download Template</a></p> <p>*Expiring on: <input type="text" value="04/30/2024"/> </p>	Supplier

If the forms are completed correctly, all flags will be green, you can submit THE APPLICATION by clicking on the appropriate button.

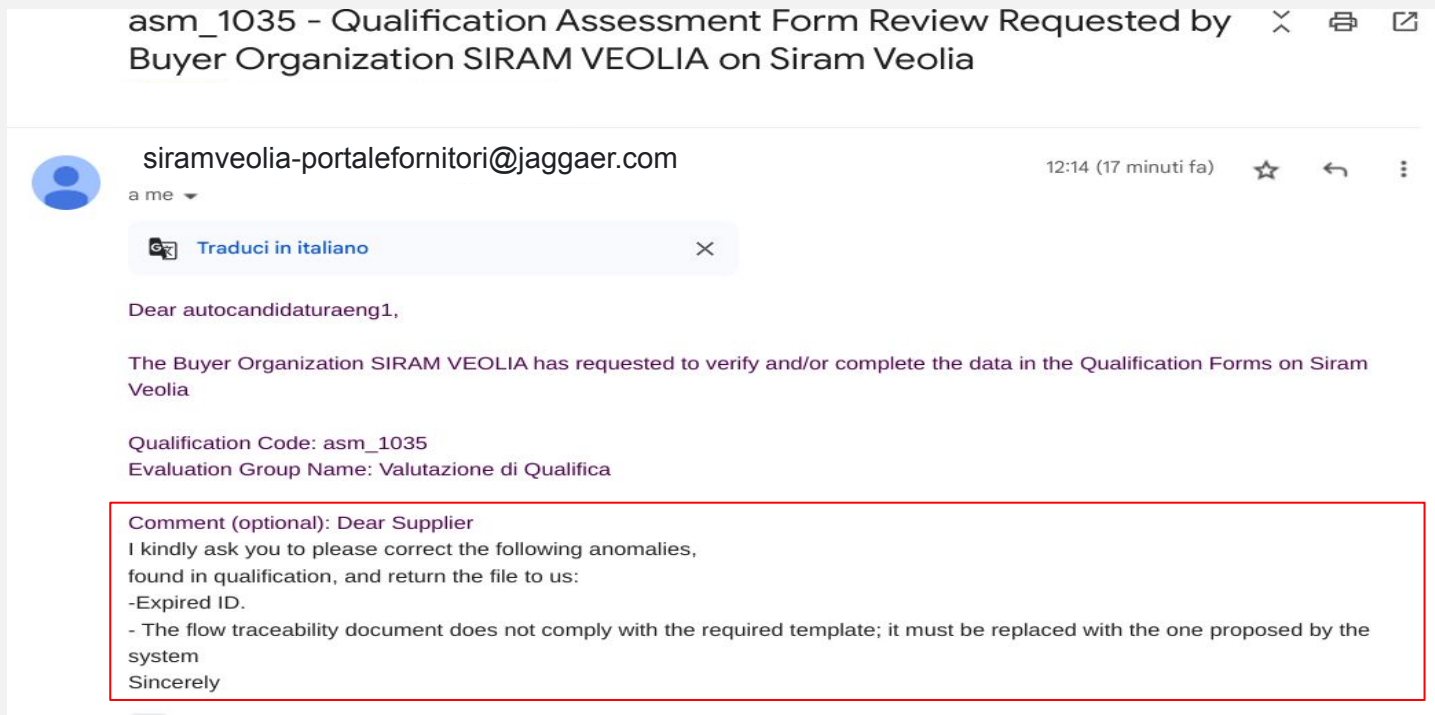
The screenshot displays the SIRAM VEOLIA application interface. At the top, there is a navigation bar with the SIRAM VEOLIA logo and a user profile icon. Below the navigation bar, there are tabs for 'Details', 'Messages (Unread 0)', and 'Editable Forms'. The 'Editable Forms' tab is active, showing a 'Forms List' section. The list contains 9 items, each with a 'COMPLETION' status indicated by a green circle. A red box highlights the 'Return Forms To Buyer' button in the top right corner, and a red arrow points to it.

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	> Page	00 SIRAM/SVIB - CONDIZIONI COMMERCIALI	●		09/22/2022 06:25 PM	09/22/2022 04:16 PM	Yes
2	Form	02 SIRAM - INFO GENERALI FORNITORE - AZIENDA	●		09/26/2022 03:50 PM	09/26/2022 03:12 PM	Yes
3	Conditional Form	02A PARTITA IVA	●		09/26/2022 03:50 PM	09/26/2022 03:12 PM	Yes
4	Conditional Form	03Z INFO GENERALI FORNITORE - AZIENDA - DETTAGLIO COMUNE EXTRA ITALIA	●		09/26/2022 03:52 PM	09/26/2022 03:12 PM	Yes
5	Form	04 SIRAM - INFO GENERALI FORNITORE - SEDI OPERATIVE	●		09/26/2022 03:52 PM	09/26/2022 03:12 PM	Yes
6	Form	05 INFO BANCARIE	●		09/26/2022 03:52 PM	09/26/2022 03:12 PM	Yes
7	Conditional Form	05A IBAN PAESI EU	●		09/26/2022 03:54 PM	09/26/2022 03:12 PM	Yes
8	Form	06 INFO GENERALI FORNITORE - UTENTE	●		09/26/2022 03:54 PM	09/26/2022 03:12 PM	Yes
9	Conditional Form	07A SIRAM - Fornitore Materiali e Servizi - DOCUMENTAZIONE	●	03/26/2023	09/26/2022 04:01 PM	09/26/2022 03:12 PM	Yes



## Potential email requesting form review - Data and Documents modification:

You may receive a new mail requesting you to correct any anomalies in the data and/or documentations you have entered. The details of the corrections to be made are listed in the mail below the optional message. To access the form, log in to the portal with your credentials (see page 23)



asm\_1035 - Qualification Assessment Form Review Requested by Buyer Organization SIRAM VEOLIA on Siram Veolia

siramveolia-portalefornitori@jaggaer.com  
a me

12:14 (17 minuti fa)

Traduci in italiano

Dear autocandidaturaeng1,

The Buyer Organization SIRAM VEOLIA has requested to verify and/or complete the data in the Qualification Forms on Siram Veolia

Qualification Code: asm\_1035  
Evaluation Group Name: Valutazione di Qualifica

Comment (optional): Dear Supplier  
I kindly ask you to please correct the following anomalies, found in qualification, and return the file to us:

- Expired ID.
- The flow traceability document does not comply with the required template; it must be replaced with the one proposed by the system

Sincerely



# DATA AND DOCUMENTATION UPDATE DURING THE QUALIFICATION PERIOD

# Operational instructions for data and documentation modifications

Once you have been qualified as a new supplier to Siram, your profile can be updated by you at any time by entering through “COMPANY PROFILE”

Welcome

Type to search in menu

## Sourcing

[Projects](#)

[RFIs](#)

[RFQs](#)

## My Organization

[Organization Profile](#)

[Traffic Light Summary](#)

[Categories](#)

[Assessments](#)

[Scorecards](#)

[Development Actions](#)

## User Management

[Manage Users](#)



# Operational instructions for Data and Documentations modifications

General data can be modified under "Registration Data". Click on the pencil icon to prepare data for editing. Other Data and Documentations can be updated/viewed under "Data Update /visualisation, then clicking on the blue text of each numbered module e.g, "02 SUPPLIER-COMPANY GENERAL INFO, and then on the pencil icon in the top right corner to prepare the module for editing

The screenshot displays the SIRAM VEOLIA portal interface. At the top, the organization name is 'autocandidaturaeng1'. Below this, there are several tabs: 'Registration Data' (highlighted with a red box and arrow), 'Profile Data', 'Status Summary', 'Responses', and 'History of Changes'. A 'Quick Navigation' menu is visible on the left, with 'Organization Details - Data cannot be ch...' selected. The main content area shows 'Organization Details' with the following information:

Country	ITALY	Organization Name	autocandidaturaeng1
Account ID	613816	Fiscal Code (FC for Italy and other European Countries or Company ID Number for other cases)	09236123456
EU VAT Number	IT09236123456	Web Site (if not available insert "NA")	www.
Administrative E-mail Address for payments. Please use ";" (semicolon) to separate multiple addresses.	mail@mail.com		

Below this, the 'Main User Details' section is partially visible, showing fields for Title, First Name, Last Name, and Primary Email Address.

*For any doubt or request of informations please  
write to:*

*[portale.fornitori@veolia.com](mailto:portale.fornitori@veolia.com)*

THANK YOU!  
Siram Purchasing Office