



Presidenza del Consiglio dei Ministri

Registration process



Registration process

To be able to participate to bid requests issued for the Covid emergency in Italy, every vendor have to register to the vendor portal.

The registration process is composed by 3 macro-step

- 1. Submit basic company info in the registration portal
- 2. Create a user account or use an existing Microsoft/Office 365 user account
- 3. Complete the registration process by submitting company info and procurement items the vendor is able to deliver



Submit basic company info

The registration process starts by connecting to the url:

https://Registrationcovid.invitalia.it



Submit basic company info

The vendor must fill the form and press the send button

Company name

Basic info of company representative

Presidenza der	l'Consiglio dei Ministri

Language

📰 English

COMMISSARIO STRAORDINARIO PER L'ATTUAZIONE E IL COORDINAMENTO DELLE MISURE SANITARIE DI CONTENIMENTO E CONTRASTO DELL'EMERGENZA EPIDEMIOI OGICA COVID. 19

Supplier registration

Please fill the following form to start the confirmation process as supplier for covid emergency in Italy

Compan

Supplier registration

Name			

Contact person

Email		
First name		
Last name		

Send



Submit basic company info

Once the form is submitted, the portal will inform the user that he will receive a main within 5 minutes to continue the registration process

Supplier registration

Registration successful. An email will be sent to you in the next 5 minutes to continue with the next steps of the registration process.



Submit basic company info

The mail contains a link to the supplier registration process portal

Dear supplier,

Click on the following link

Supplier registration portal

to complete the registration process. Please take note that your Username to access the portal is the email address to which this notice is addressed.

In case of technical issues, please contact Covid Emergency Technical Support



Presidenza del Consiglie dei Ministri

COMMISSARIO STRAORDINARIO PER L'ATTUAZIONE E IL COORDINAMENTO DELLE MISURE SANITARIE DI CONTENIMENTO E CONTRASTO DELL'EMERGENZ EPIDEMICLOGICA COVID-19

Link to start the registration process



SURE DI CONTENIMENTO E CONTRASTO DEI L'EMERG

Create a user account or use an existing one

If the submitted email is already registered as Microsoft account or Microsoft Office 365 tenant, the vendor have to submit the credentials associated to that email. Othrwise, the account creation process will start. User experience may vary depending on the user location.

The last step of the process is granting the permissions request by the Vendor portal.

Microsoft Create account	 Microsoft ← invsupp4@gmail.com Create account We need just a little more info to set up your 	6	Microsoft account Verify your email address To finish setting up your Microsoft account, we just need to make sure this email address is yours. To verify your email address use this security code [400]	
Looks like you don't have an account with us. We'll create one for you using invsupp4@gmail.com.	account. Country/region Italy ~ Birthdate October ~ 14 ~ 1978 ~		If you didn't request this code, you can safely ignor this email. Someone else might have typed your email address by mi Thanks, The Microsoft account team	Grant the permissions to the app
Microsoft ← invsupp4@gmail.com Create a password Liter the password you would like to use with your account. Show password 			Microsoft invsupp4@gmai.com Verify email Deter the cod we sent to invsupp4@gmail.com. If you didn't get the email, check your junk folder or try again. 1400 1400 Choosing Next means that you agree to the Microsoft Services Apreement and privacy and cockes statement.	 Microsoft Insupp4@gmail.com Review permissions Insupp4@gmail.com Microsoft Insupp4@gmail.com Microsoft Review permissions Insupp4@gmail.com Microsoft Review permissions Insupp4@gmail.com Microsoft Review permissions Insupp4@gmail.com Microsoft Review permissions Insupp4@gmail.com Insupp4@gmail.com Microsoft Microsoft Review permissions Insupp4@gmail.com Microsoft Microsoft Insupp4@gmail.com Insupp4@gmail.com<



Complete the registration process

Press next at the welcome page

50	2 :::	Finance and Operations COM $ ho$ \Box $$	
20	≡	Vendor registration	
-	ŵ		0
in.	☆		
12	Ŀ	Complete the registration process. Click Next to continue.	
C.			
E	⊞		
1 Star			
•			
		Back Next Cancel	



Complete the registration process

Please specify the state in which the company operates

Vendor registration

Country/region

Select the country or region from where you conduct business, and then click Next

₽ ita	
Country/region	Long name
ITA	Italian Republic





Complete the registration process

Accepts the terms and conditions required to become a registered vendor

Vendor registration

Terms and conditions

Il contratto si intende concluso sia per il compratore che per il venditore, nel momento in cui il venditore carica sulla piattaforma telematica la lettera di commessa sottoscritta per accettazione. The contract shall not be binding and effective until it has been undersigned by both seller and buyer and uploaded into the telematic platform by the seller per accettare - to agree







Complete the registration process

Verify the name of the company and add a physical address for it.

Moreover, specify the main email address of the company. The address will be used to notify new bid invitations and purchase orders.

ny and			Constant of the second second
nail			?
lidii	Charles and the second		New address
address	- O. O. S.		Location ID 000001410
rs l		0	TestSupplier
	GENERAL INFORMATION Name		Purpose Business V
	Test-Company Email mainemail@testcompany.com		Country/region
	ADDRESS INFORMATION		ZIP/postal code 51100 V
· · · · · ·	Name or description Address Purpose F	Primary ↓	Street
× •	(v)	how here.	Via <u>roma</u> 10
			MONTALE ~
			OK Cancel
. ,		Back Next Cancel	8 2



Complete the registration process

Verify the name and surname of the first contact of the company. In general, this is the user that has started the registration process.

ndor registration							
ontact information	on						
irst name	Middle n	ame	Last name	Email		Telephone	
First-Name			Last-Name	invsupp4	@gmail.com		
ADDRESS INFORMATIO	N						
<mark>+ Add</mark>	More options N	Address		Purpose	Prima	ry ↓	
			We didn't find an	ything to show here.			
							Back
							Duck



Complete the registration process

Type the VAT number or USCI code linked to the company.

Optionally you can specify a fiscal code

l code		Constant of
	Vendor registration	
fiscal	Business information	
	Tax exempt number * Fiscal code	
In Linn		
·		
X		
8		

Cance

Back



Complete the registration process

The user can specify one or more procurements items the company sells.

The vendor can can add single items or whole categories.

It is strongly suggested to specify at least one category.

Select procurement categories	for the prc
✓ Procurement category	
We didn't find anything to show here.	

	Select procurement categories for the proc
	+ Add category ~ 🗊 Remove
	Procurement categories
	₽ Filter
	Categoria di approvvigionamento
	Fligth service
	▲ Industry
	MM
	Sanitary proective items
	CAL
	CAM
1	Cancel

	Select procurement categories for the			
2	+ Add category 🖌 📋 Remove			
	\checkmark	Procurement category		
		Sanitary proective items		

proc

Select procurement categories for the prc

+ Add category \checkmark 📋 Remove

Procurement category
 Sanitary proective items

ECOTP



Residenza del Consiglio dei Ministri Delle Misure o contrasto dell'energenza Delle Misure o contrasto dell'energenza Enterminetto e contrasto dell'energenza Enterminetto e contrasto dell'energenza

Press finish to confirm all info submittend.

Once confirmed, the user will not be able to change procurement info.

The Vendor portal will allow however to change company info like addresses. Vendor registration

Submit registration

When you have submitted your registration, you cannot modify the information. Click Finish to submit.





Complete the registration process

Once the registration process completes, the registration portal will show a final message to the user

Vendor registration

The registration process has completed successfully. In a few minutes you'll be able to access to the Supplier portal at the following link: https://commissario.operations.dynamics.com/

Il processo di registrazione è terminato correttamente. Tra pochi minuti potrà accedere al portale fornitori al seguente link: https://commissario.operations.dynamics.com/



Complete the registration process

Once the registration process has completed successfully, a mail with the link to the vendor portal is sent to the user

Dear supplier,

thank you for completing the registration.

You'll soon receive an invitation to make your supply offers and/or donations through the Supplier portal.

Please take note that your Username to access the portal is the email address to which this notice is addressed.

In case of technical issues, please contact Covid Emergency Technical Support.

Link to the vendor portal

Presidenza del Consiglio dei Ministri

COMMISSARIO STRAORDINARIO PER L'ATTUAZIONE E IL COORDINAMENTO DELLE MISURE SANITARIE DI CONTENIMENTO E CONTRASTO DELL'EMERGENZA EPIDEMICIOGICA COVID - 19