



Presidenza del Consiglio dei Ministri

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

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Registration process



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EPIDEMIOLOGICA COVID-19

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



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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

Supplier registration English Language


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Supplier registration

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

Company

Name

Contact person

Email

First name

Last name

Send



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Submit basic company info

Once the form is submitted, the portal will inform the user that he will receive a mail 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.



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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](#).

Link to start the registration process



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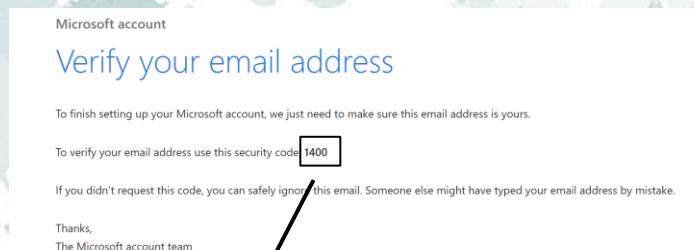
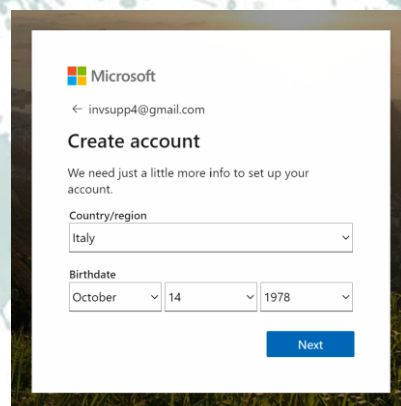
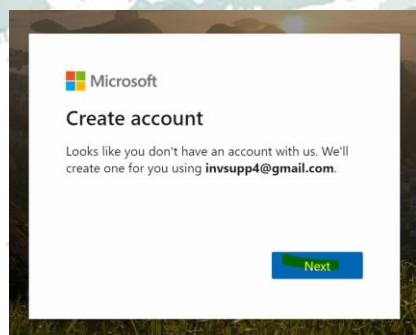
COMMISSARIO STRAORDINARIO PER L'ATTUAZIONE E IL COORDINAMENTO
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Create a user account or use an existing one

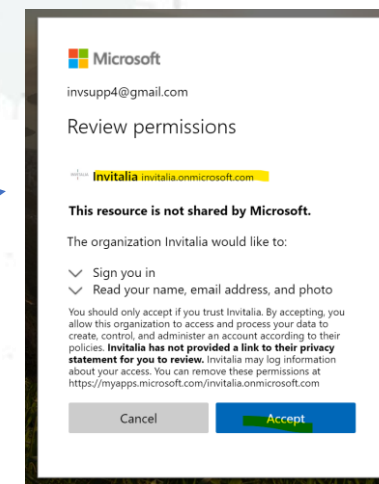
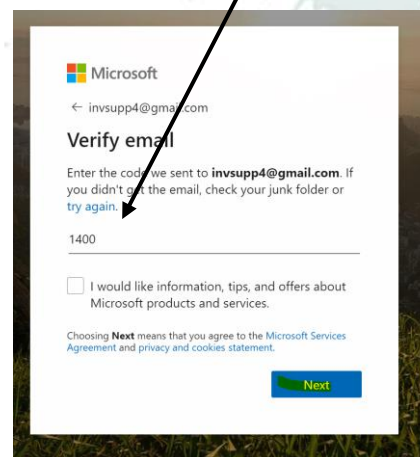
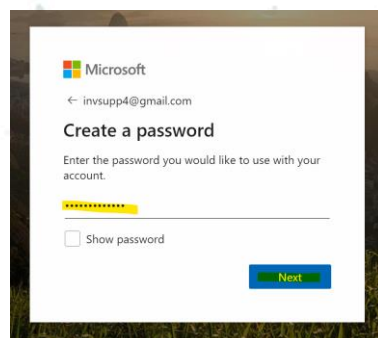
If the submitted email is already registered as Microsoft account or Microsoft Office 365 tenant, the vendor have to submit the credentials associated to that email. Otherwise, the account creation process will start.

User experience may vary depending on the user location.

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

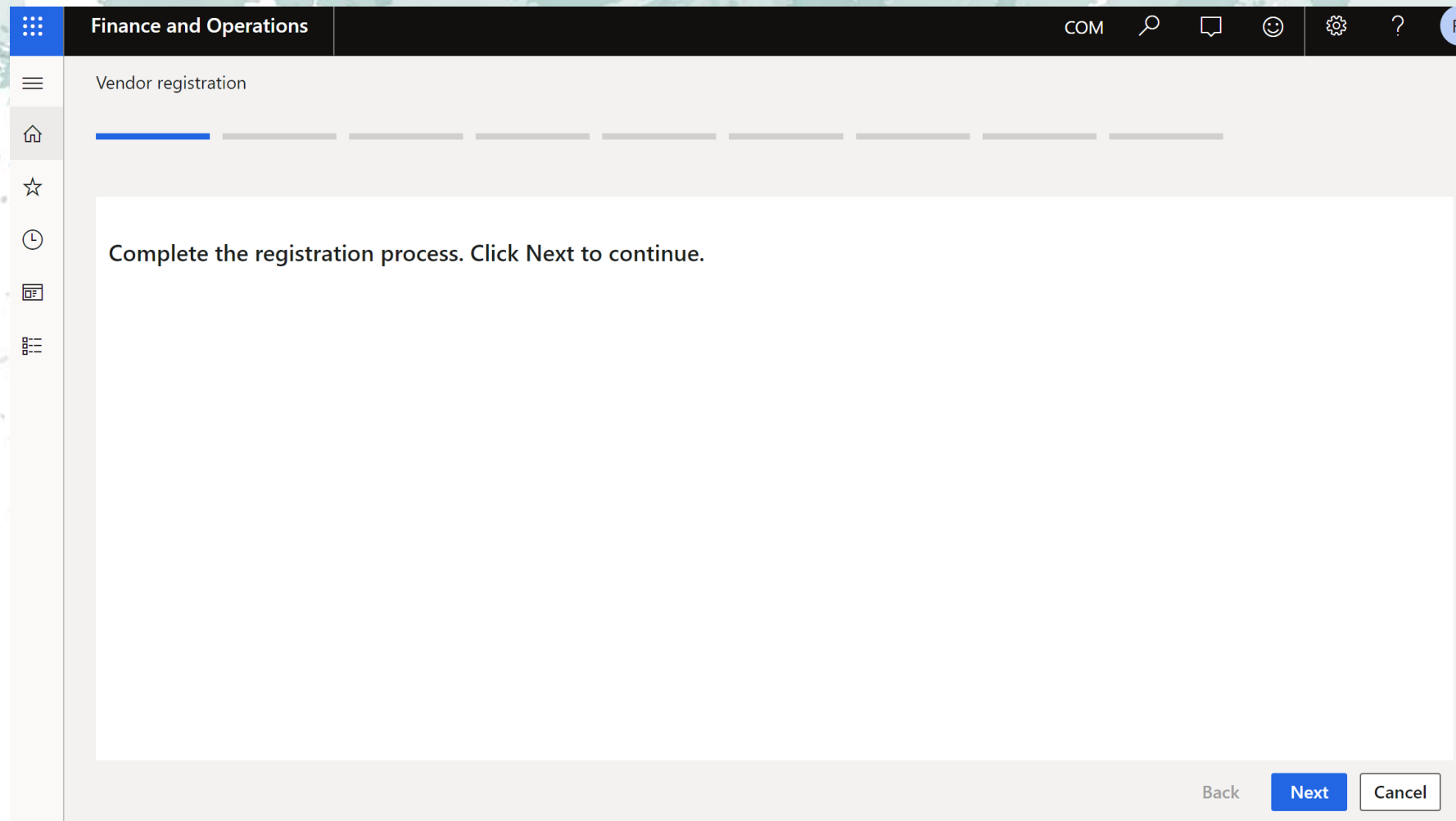


Grant the permissions to the app



Complete the registration process

Press next at the welcome page



Finance and Operations

COM

Vendor registration

Complete the registration process. Click Next to continue.

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

Back

Next



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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

☒ Yes

Back

Next

Cancel

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.


GENERAL INFORMATION

Name
Test-Company

Email
mainemail@testcompany.com

ADDRESS INFORMATION

+ Add Edit More options

Name or description	Address	Purpose	Primary ↓
 We didn't find anything to show here.			

Back Next Cancel

New address

Location ID
000001410

Name or description
TestSupplier

Purpose
Business

Country/region
ITA

ZIP/postal code
51100

Street
Via roma 10

City
MONTALE

OK Cancel

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.

Vendor registration

Contact information


GENERAL INFORMATION

First name Middle name Last name Email Telephone

First-Name Last-Name invsupp4@gmail.com

ADDRESS INFORMATION

+ Add Edit More options

Name or description	Address	Purpose	Primary ↓
 <p>We didn't find anything to show here.</p>			

Back Next

Complete the registration process

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

Optionally you can specify a fiscal
code

Vendor registration

Business information

Tax exempt number

*

Fiscal code

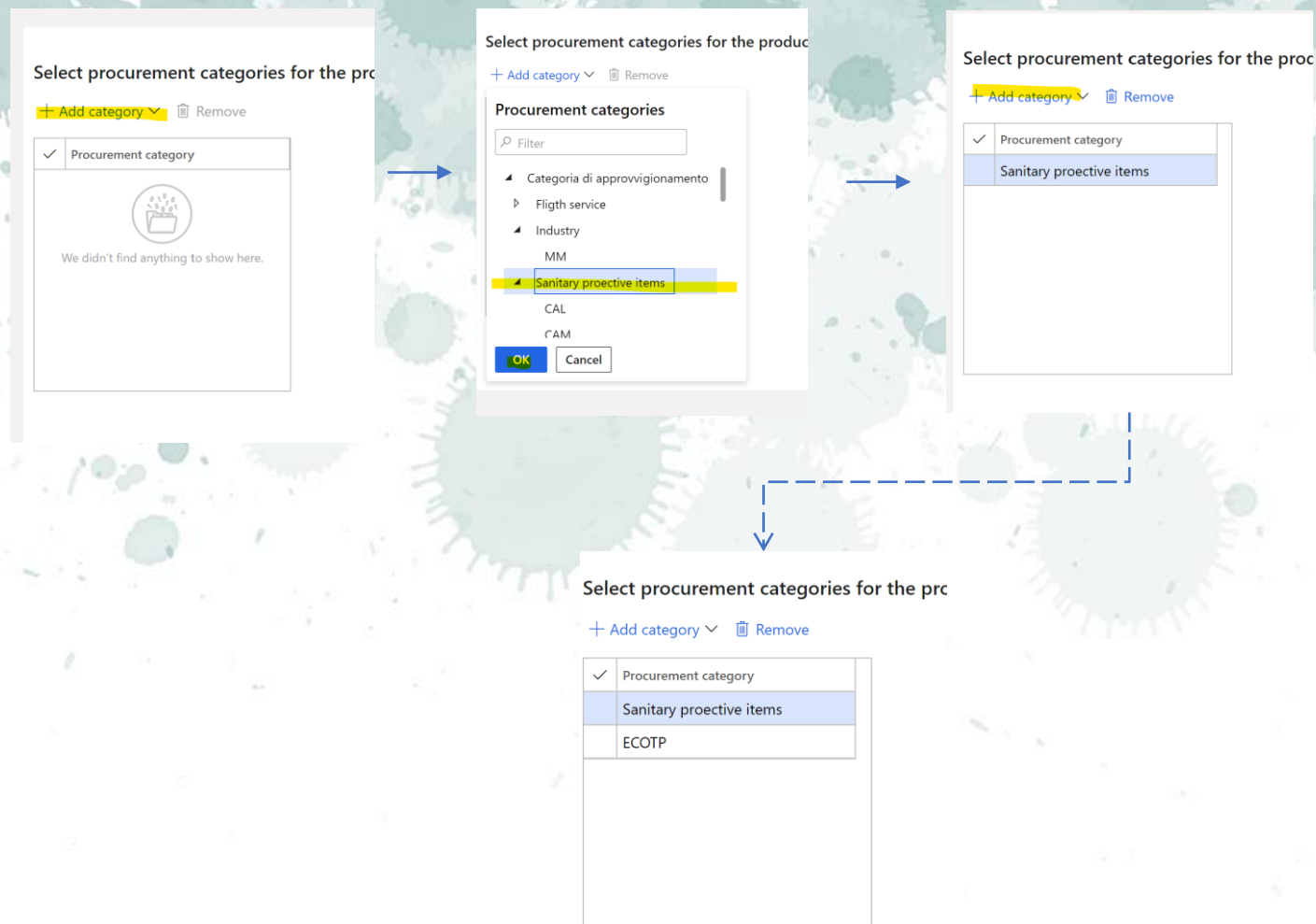
Back Next Cancel

Complete the registration process

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

The vendor can add single items or whole categories.

It is strongly suggested to specify at least one category.



Complete the registration process

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.

Back Finish



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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