



Guide for registration to an Operators List

July 2020

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Information

Version

Version	Date	Text edited
1.0	23/11/17	First version of the document
2.0	16/03/2020	Example tab updated and typing errors are corrected. The paragraph "5 Registration renewal" is added.
3.0	01/07/2020	The paragraph "1.1 Browsing the platform" is added.

Purpose

The document aims to describe how an economic operator can register to an operator list using the "Appalti&Contratti e-Procurement" platform.

References

References
1. Technical procedures for using the electronic platform and access the reserved area

Definitions – acronyms – glossary

Procurement Platform	The system (software and hardware) through which it is possible to carry out tender procedures entirely managed digitally in compliance with the provisions of the "Codice dei contratti pubblici" (Dlgs 50/2016)
Errore. L'origine r iferimento non è stata trovata.	Explicit reference to the name of the Contracting Authority digital platform
Digital, telematic Platform	Synonym of "Procurement platform"
Procurement Portal	A procurement platform component offering specific functions for economic operators
Economic operator	Please refer to the definition given in "Codice degli appalti pubblici" (Dlgs 50/2016)
Tender, procedure	Tenders, public or reserved, published and completed on the procurement platform
User	The economic operator "user" of the telematic, digital platform

1 Prerequisites

To access the telematic platform "Appalti&Contratti e-Procurement" you must have already signed in and received the login credentials to access the reserved area of the Procurement Portal.

To know the technical procedures, how to sign in and access the telematic platform **Appalti&Contratti e-Procurement**, please refer to the "Technical procedures for using the electronic platform and access the reserved area" manual that you can find in the section "Attachments" as shown below.



16/05/2022 14:35 A A A GRAPHICS TEXT HIGH CONTRAST SITE MAP SEARCH: OK

You are here: Home » Information » Access to reserved area

- Reserved Area
- Login
- Information
 - Access to reserved area
 - Instructions and manuals
 - F.A.Q.
 - Accessibility
 - Cookies

Access to reserved area

The use of the online platform is subject to registration of the economic operator's registry in order to obtain the credentials to access the Reserved Area of the Procurement Portal where the functions to interact with the Contracting Authority are available.

The following document describes the requirements and technical methods for registration, access and use of the telematic platform.

Documents

[Technical methods for the use of the online platform and access to the Reserved Area of the Procurement Portal](#)

1.1 Browsing the platform

To navigate contents and pages use contextual instructions, functions and menus:

- Acts Of Contracting Authorities And Contracting Entities Separately For Each Procedure
 - Resolutions to contract or equivalent act
 - Tenders and procedures in progress
 - Expired tenders and procedures
 - Public notices in progress
 - Expired public notices
 - Award notices, results and assignments
- Economic Operators List
 - Announcements and notices for registration
 - Award results

Tender base amount : 1.250.000,00 €
Date of publication : 21/04/2022
Expiration date : 01/07/2022 by 17:00
Procedure reference : G00627
Tender status : In progress

→ Lots
→ Acts and documents (art.29 c.1 Legislative Decree 50/2016)

Tender documentation

- Bando di gara
- Capitolato

Documentation required to competitors

Administrative envelope

- ↓ Istanza di partecipazione
atto costitutivo

Economic envelope

- Offerta economica

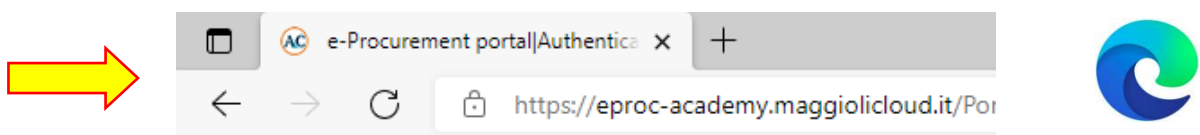
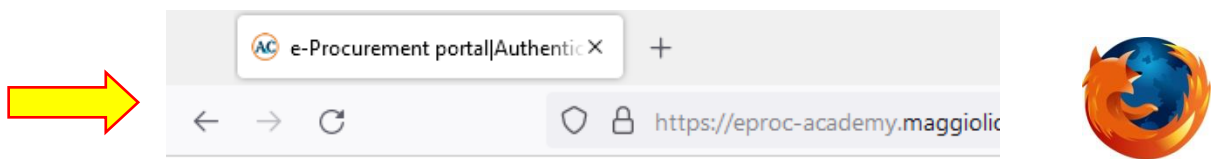
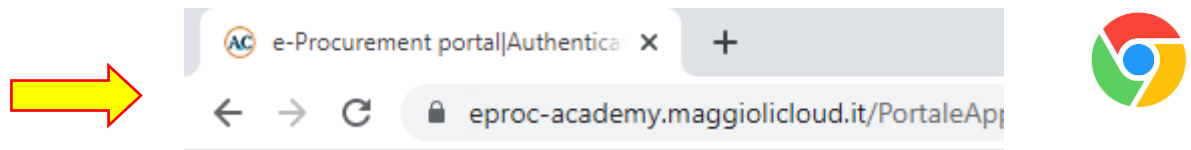
Communications from the contracting authority

Published on 03/05/2022
Risposta chiarimenti n. 1 - Si allegano i chiarimenti n. 1

- Chiarimenti n. 1

[Back to the list](#)

It is recommended to **not use** directional arrows in your browser:



If you use a directional arrow (or a built-in browser function) to perform back and forward actions through the pages, it will trigger an error page like shown below:

Operation or navigation of the application is not allowed

For safety reasons some operations cannot be done, in particular:

1. using the browser's "Back" button: navigation must take place exclusively using the application links
2. using the browser's "Update" / "Reload current page" (or F5) command: a request already sent will be discarded if sent again
3. double click on the buttons (save, send, etc...): similar to the previous case
4. opening of new "Navigation Tabs" on the platform: navigation must take place in the only page open on the platform

See further details in the user manuals.

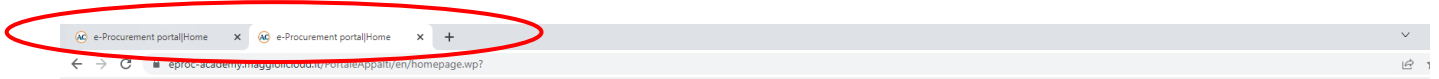
In case you view this page, navigation must restart from the homepage.

[Go to home page](#)

In this case, click on "Go to the home page" and after that you will be able to browse the site again.

Please, consider as well to **not** duplicate browser tabs neither opening more than one at a time; always browse web contents **in a single browser tab**, even after logging in.

The screenshot shows the top portion of the e-Procurement portal. The browser's address bar displays the URL `/en/homepage.wp?`. The page header includes the logo for 'Maggioliacademy Piattaforma eProcurement' and a search bar with an 'OK' button. A context menu is open over the 'Duplica' option, with an arrow pointing to it. The menu items include: 'Nuova scheda a destra', 'Aggiungi scheda all'elenco di lettura', 'Aggiungi scheda a nuovo gruppo', 'Sposta scheda in una nuova finestra', 'Ricarica (Ctrl + R)', 'Duplica', 'Blocca', 'Disattiva l'audio del sito', 'Chiudi (Ctrl + W)', 'Chiudi le altre schede', and 'Chiudi schede a destra'. Below the header, a navigation menu lists: 'Login', 'Information', 'Access to reserved area', 'Instructions and manuals', 'F.A.Q.', 'Accessibility', and 'Cookies'. The main content area features a blue header for 'List of calls for tenders' and an information icon with text: 'In this section it is possible to consult the tender announcements according to the deadlines set by the contracts legislation. The obligation to publish the contract notices is provided by the art. 29 of Legislative Decree 50/2016. Detailed data on public procedures can be consulted by selecting the "View detail" link.' Below this is a 'Search criteria' section with a dropdown menu for 'Contracting authority' (set to '-- Choose a contracting authority --') and a text input field for 'Title'.



This screenshot shows the full page of the e-Procurement portal. The browser's address bar shows the full URL: `eproc-academy.maggioliacademy.com/en/homepage.wp?`. The page header includes the date '11/04/2022 10:51', the logo for 'Maggioliacademy Piattaforma eProcurement', and a search bar with an 'OK' button. A navigation menu on the left lists: 'Reserved Area', 'Login', 'Information', 'Access to reserved area', 'Instructions and manuals', 'F.A.Q.', 'Accessibility', and 'Cookies'. The 'Reserved Area' menu item is highlighted in blue. The main content area features a blue header for 'List of calls for tenders' and an information icon with text: 'In this section it is possible to consult the tender announcements according to the deadlines set by the contracts legislation. The obligation to publish the contract notices is provided by the art. 29 of Legislative Decree 50/2016. Detailed data on public procedures can be consulted by selecting the "View detail" link.' Below this is a 'Search criteria' section with a dropdown menu for 'Contracting authority' (set to '-- Choose a contracting authority --') and a text input field for 'Title'.

2 Submit an application for registration to a List

2.1 Access the reserved area

To interact with the Contracting Authority, you must access the reserved area of the platform **Errore. L'origine riferimento non è stata trovata.** (see paragraph [1](#)).

Login using the credentials (username and password) you created in the registration process and click on "OK".

You are here: Home

- Reserved Area
- Login
- Information
- Access to reserved area
- Instructions and manuals
- F.A.Q.
- Accessibility
- Cookies
- Helpdesk request
- News
- Information On Individual Procedures In Tabular Format
- Annual reports (art. 1, p. 32, L.190)
- Contracts summary

Login with Username and Password

If you have credentials for the portal you can login by filling Username and Password in the form.

Username:

Password:

[Sign in](#) | [Forgot your password?](#)

Login with SPID

If you have a SPID account, the Italian Public Digital Identity System, you can login by clicking on 'Log in with SPID'

2.2 "Open" registration notices

When you have logged-in successfully click on "Announcements and notices of registration" as shown below. It is possible to submit a request for registration to an operator list only if it results in "**Status: open**".

Click on "View detail" to access the announcement/notice detail.

- Reserved Area
- Welcome Test Itd.!
- Personal area | Logout
- Information
- Access to reserved area
- Instructions and manuals
- F.A.Q.
- Accessibility
- Cookies
- Helpdesk request
- News
- Information On Individual Procedures In Tabular Format
- Annual reports (art. 1, p. 32, L.190)
- Contracts summary
- Acts Of Contracting Authorities And Contracting Entities Separately For Each Procedure
- Resolutions to contract or equivalent act
- Tenders and procedures in progress
- Expired tenders and procedures
- Public notices in progress
- Expired public notices
- Award notices, assignments and assignments
- Economic Operators List
- Announcements and notices of subscription
- Outcomes of assignments

List of announcement of operators lists

i List of notices for registration for currently published economic operators lists. If you want to register in a list of economic operators, you must be registered on the portal. For further details about the registration procedure consult the manual "Access to the reserved area".

LAST UPDATE ON 16/05/2022

La ricerca ha restituito 23 risultati.

List for: Services
Contracting authority: Comune di Springfield
Tenders/Notice title: [ENG] Test list
Date of publication: 16/05/2022
Procedure reference: E00037
Tender status: Open

[View detail](#)

Here you can view the detail of the announcement or notice of registration, all the documents related to it and any communications added by the Contracting Authority. See the example below:

Contracting authority

Name : Comune di Springfield

Responsible list : Bonaparte Napoleone

General data

Tenders/Notice title : [ENG] Test list

List for : Services

Date of publication : 16/05/2022

Validity : from 16/05/2022

Registration opening date : 16/05/2022 from 15:00

Registration closing date : 15/08/2022 by 15:00

Procedure reference : E00037

Tender status : Open

The validity shows the period within which the Contracting Authority can invite the registered economic operators.

The opening and closing (if provided) dates establish the period within which the economic operator can submit the application for registration.

Categories

→ [List of categories](#)

Here you can view the information about the categories of registration and the list (if available) of the economic operators already in the register of suppliers.

→ [Economic operators authorized to list](#)

→ [Other documents](#)

Here you can download all the documents related to the announcement or notice and any attachments included

Documentation

📄 [List notice](#)

Communications from the contracting authority

No communication from the contracting authority

Here you can view the documents related to the clarification requests.

Confidential communications to the competitor

0 communications received

0 communications archived

0 communications sent

[New communication](#)

Here you can view your communications with the Contracting Authority.

Click on "Request for registration" to submit your request for registration to the list.

REGISTRATION REQUEST

Please note that you can view the "Confidential communications to the competitor" section, the "Requests sent" section and the "Request for registration" button only if you are logged-in to you reserved area.

2.3 Proceed with a “Request for registration”

In the “Announcements and notices of registration” section, proceed by clicking on “Registration request” at the bottom of the page.

Documentation

 List notice

Communications from the contracting authority

No communication from the contracting authority

Confidential communications to the competitor

0 communications received

0 communications archived

0 communications sent

New communication



[Back to the list](#)

Just follow the wizard and you will compile all the information required step by step.


2.3.1 Confirm your Master Data

The first step summarises the master data you entered in the signing in process.

If it is necessary to edit or update your data, click on “Edit” and refer to the instructions explained in the “Technical procedures for using the electronic platform and access the reserved area” manual.

Request for registration to operators list

Master data ▶ Form of participation ▶ Download registration request ▶ Required documentation ▶ Request submission

 The master data of the economic operator are presented below. To change the personal data or view the details, click on "Edit". In case of incomplete operator data, access to the next registration step is blocked until the operator data is completely updated.

Economic operator's main data	
Company name :	Test Ltd.
Company type :	Impresa (art.45 c.2/a DLgs 50/2016)
Legal status :	Società a responsabilità limitata
Geographical area :	
Country :	Regno unito
Foreign tax ID :	GB123456789
Registered office :	Abbey Rd. 123, London - Regno unito
Email :	PEC : example01@email.it
Legal representatives :	Black John from 05/06/2018
Technical directors :	Red Toby from 12/05/2020

EDIT **NEXT >** **CANCEL**

If your data are correct, proceed by clicking on “Next”.

2.3.2 Form of participation

The "Form of participation" step is available only if the announcement or notice of registration provides the possibility to participate as a single or as a temporary grouping of operators.

Please refer to the instructions in the announcement or notice of registration about the form of participation.

Request for registration to operators list

Master data ▸ **Form of participation** ▸ Download registration request ▸ Required documentation ▸ Request submission



If applicable in the announcement of registration to the Operators List, it is possible to participate in the List as a temporary grouping. In this case, it is necessary that the data entry operations on this website are carried out by the group leader or agent, specifying "Yes" in the box below and indicating the name.

Fields marked with (*) are mandatory.

Form of participation

The company participates as an agent for the temporary grouping * YES NO

Choose the form of participation

< PREVIOUS

NEXT >

CANCEL

ATTENTION: in this phase we refer to the possibility to register to the list as a temporary grouping (RTI). In this case you will be invited to participate in a tender as a grouping. On the contrary, if you register as a single you can choose to submit your offer in a tender as a grouping after having started the compilation of the offer.

2.3.3 Participation as a temporary grouping of operators

If the form of participation as a temporary grouping is available and you want to participate in this form, after have chosen this option, you must indicate a conventional name for the grouping (for example, you can indicate the name of every single operator which constitutes the grouping).

Request for registration to operators list

Master data ▸ **Form of participation** ▸ Download registration request ▸ Required documentation ▸ Request submission



If applicable in the announcement of registration to the Operators List, it is possible to participate in the List as a temporary grouping. In this case, it is necessary that the data entry operations on this website are carried out by the group leader or agent, specifying "Yes" in the box below and indicating the name.

Fields marked with (*) are mandatory.

Form of participation

The company participates as an agent for the temporary grouping * YES NO

Temporary grouping name : *

Test Group

In case of participation in RTI, please indicate in this field a conventional name.

< PREVIOUS

NEXT >

CANCEL

2.3.4 Grouping components

When registering as a grouping, you can view the "Grouping components" section in which the "group leader" or "agent" of the group can enter the other members.

Request for registration to operators list

Master data ▶ Form of participation ▶ **Grouping components** ▶ Categories selection ▶ Categories summary ▶ Download registration request ▶ Required documentation ▶ Request submission



Enter the data relating to all the principals participating in the temporary grouping.

Group leader/agent

Company name :	Test ltd.
Geographical area :	Operatore economico UE (non italiano) o extra UE
Country :	Regno unito
Foreign tax ID :	

List of principals

Company name	Social Security Number	VAT number	Actions
--------------	------------------------	------------	---------

Fields marked with (*) are mandatory.

New

Company name : *	Working Company ltd.
Company type : *	-- Choose a company type --
Geographical area : *	Operatore economico UE (non italiano) o extra UE
Country : *	Regno unito
Foreign tax ID : *	GB98765432

ADD



< PREVIOUS

NEXT >

CANCEL

Enter each member data and click on "Add" when completed.

List of principals

Company name	Social Security Number	VAT number	Foreign tax ID	Actions
Working Company Ltd.			GB98765432	 

Fields marked with (*) are mandatory.

New

Company name : *

Company type : * -- Choose a company type --

Geographical area : * Operatore economico italiano

Social Security Number : *

VAT number : *

ADD

< PREVIOUS NEXT > CANCEL

Click here to edit or delete the member's data you entered

If the members are more than one, please click on "Add" and repeat these operations.


2.3.5 Selection of categories

By proceeding with "Next" you can select the categories and the classifications which you intend to register in.

Tick every category of your interests and specify the classification.

Request for registration to operators list

Master data > Form of participation > Grouping components > **Categories selection** > Categories summary > Download registration request > Required documentation > Request submission

 The categories provided for the Operators List are listed below. Indicate for which categories and any classifications you intend to register for. The operator will be invited to submit offers based on these lists. The operator must document his economic-financial and technical-organizational capacity also based on the categories and classifications indicated.

Categories for economic operators list


Filter categories/services by **FILTER**

⌵ **Servizi**

- 1 - Servizi di manutenzione e riparazione
- 2 - Servizi di trasporto terrestre, inclusi i servizi con furgoni blindati, e servizi di corriere ad esclusione del trasporto di posta
- 3 - Servizi di trasporto aereo di passeggeri e merci, escluso il trasporto di posta
- 4 - Trasporto di posta per via terrestre e aerea
- 5 - Servizi di telecomunicazione


Proceed with "Next" to view the summary of the categories/classifications chosen.

- 26 - Servizi ricreativi, culturali e sportivi
- 27 - Altri servizi
- S_01 - Servizi legali [0 selezionati su 1]




Request for registration to operators list

Master data > Form of participation > Grouping components > Categories selection > **Categories summary** > Download registration request > Required documentation > Request submission

 Check that you have specified all the categories provided for the Operators List, including any classifications. To change the data entered go back to the previous step.

Categories for economic operators list

- ^ Servizi
 - 1 - Servizi di manutenzione e riparazione
 - 2 - Servizi di trasporto terrestre, inclusi i servizi con furgoni blindati, e servizi di corriere ad esclusione del trasporto di posta




2.3.6 Download request for registration



After you have chosen the categories, in case of grouping, you can specify the signatories of the request for registration as shown below.

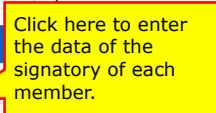
Request for registration to operators list

Master data > Form of participation > Grouping components > Categories selection > Categories summary > **Download registration**
 request > Required documentation > Request submission

 Download the PDF file containing the request for registration which must be verified, completed, signed and uploaded in the next step ("Required documentation"). Before generating the document, indicate the signatory of the document for each participant in the temporary grouping.
Warning: the PDF generation function becomes available only after having correctly completed the signatories of all the participants in the grouping .

Participants in the temporary grouping

	Company name	Signatory	Actions
✓	Test ltd.	Black John	
	Working Company ltd.		



Participants in the temporary grouping

Company name	Signatory	Actions
✓ Test Ltd.	Black John	
Working Company Ltd.		

Signatory Working Company Ltd.

Company name : Working Company Ltd.

Company type : Impresa (art.45 c.2/a DLgs 50/2016)

Foreign tax ID : GB98765432

Nominative : Last name : * Name : *

Birth date : Born on (dd/mm/yyyy) : * in : *
 Province : -- Choose a province --

Social Security Number : *

Registered residence : Address : * n : *
 Postal Code : * City : *
 Province : -- Choose a province --
 The province MUST be filled in ONLY FOR Italy.
 Country : * -- Choose a country --

Assignment : Qualification : *
 -- Choose a subject type --

UPDATE

When you have entered all the data, click on "Update".

Request for registration to operators list

Master data ▶ Form of participation ▶ Grouping components ▶ Categories selection ▶ Categories summary ▶ **Download registration request** ▶ Required documentation ▶ Request submission

Download the PDF file containing the request for registration which must be verified, completed, signed and uploaded in the next step ("Required documentation"). Before generating the document, indicate the signatory of the document for each participant in the temporary grouping.
Warning: the PDF generation function becomes available only after having correctly completed the signatories of all the participants in the grouping .

Participants in the temporary grouping

Company name	Signatory	Actions
✓ Test Ltd.	Black John	
✓ Working Company Ltd.	White Bill	

GENERATE PDF

< PREVIOUS **NEXT >** **CANCEL**

By clicking on "Generate PDF" you can download the PDF file containing all the master data and the list of the categories you have chosen.

DOMANDA DI ISCRIZIONE

A: Comune di Springfield
C.F.: 06983211217
Via del Carpino 8, 47822 SANTARCANGELO DI
ROMAGNA (RN)

OGGETTO: [ENG] Test list

Premesso che quanto di seguito dichiarato è reso ai sensi degli articoli 46 e 47 del DPR 445/2000, consapevole delle sanzioni penali previste all'articolo 76 per le ipotesi di falsità in atti e dichiarazioni mendaci:

Il/La sottoscritto/a Black John, nato/a a London il 12/06/1985, codice fiscale 001122334, in qualità di Legale rappresentante dell'operatore Test Ltd. Società a responsabilità limitata, con sede legale in London, Abbey Rd. n. civ. 123, codice fiscale GB123456789, partita I.V.A GB123456789, PEC example01@email.it, mandatario per il raggruppamento "Test Group" composto dai seguenti operatori economici mandanti:

Working Company Ltd. Impresa (art.45 c.2/a DLgs 50/2016) codice fiscale GB98765432, rappresentato da White Bill nato a Brighton il 04/08/1990, codice fiscale GB98756412, in qualità di Legale rappresentante

consapevole che l'elenco in oggetto non deroga l'obbligatorietà dell'utilizzo dei mercati elettronici da parte delle Amministrazioni Pubbliche ex art. 1 c. 450 L. 296/06,¹

DICHIARA

- 1) per quanto a conoscenza del dichiarante, per le persone aventi cariche rilevanti (ex art. 80 comma 3 D.Lgs. 50/2016 e ss.mm.ii.) e per i soggetti sottoposti alla verifica antimafia (ex art. 85 D.Lgs. 159/2011) che non sussistono cause di esclusione ex art. 80 comma 1 D.Lgs. 50/2016 e ss.mm.ii. e non sussistono cause di esclusione ex art. 80 comma 2 D.Lgs. 50/2016 e ss.mm.ii. in merito a decadenza, sospensione o divieto ex art. 67 D.Lgs. 159/2011 o tentativi di infiltrazione mafiosa ex art. 84, comma 4, del medesimo decreto;
- 2) in merito alle cause di esclusione dalle gare d'appalto ex art. 80 D.Lgs. 50/2016 e ss.mm.ii.:

- I. (rif. c.4), di non avere commesso violazioni gravi definitivamente accertate rispetto agli obblighi relativi al pagamento delle imposte e tasse, secondo la legislazione italiana;

Proceed and digitally sign the PDF file: pay attention to the format indicated in the announcement/notice of registration (es: P7M).

In case of grouping the file must be signed by the signatories of each member of the grouping.

2.3.7 Documents required

In "Documents required" you can upload all the documents required in the request for registration, especially with regards to the PDF file (digitally signed) created in the previous phase.

For each file, click on "Browse...", then choose the file (the name is displayed in the "Attachment" column, see example below) and click on "Attach".

ATTENTION: pay attention to attach all the documents required in the announcement/notice of registration; the list could not be complete. In this case add any other documents using the blank as described in the example below.

The screenshot displays a web interface for document upload. At the top, a blue header reads "Request for registration to operators list". Below it, a breadcrumb trail shows the navigation path: "Master data > Form of participation > Grouping components > Categories selection > Categories summary > Download registration request > Required documentation > Request submission".

The main content area includes a text box with instructions: "Add here any other documents, remember to specify a title, then proceed with 'Browse...' and 'Attach'". Below this, a table lists documents with columns for "Description", "Fac-simile", and "Attachment". One document is listed: "Request for registration" with the attachment "DomandalscrizioneAlbo.pdf (45 KB)".

Below the table, there is a form to add a new document: "Enter a description to attach a document" followed by a "Browse..." button and the text "No file selected".

At the bottom, there are three buttons: "< PREVIOUS", "NEXT >", and "CANCEL". A yellow arrow points to the "NEXT >" button.

Additional text at the bottom of the form area states: "You can upload an attachment with a maximum size of 30720 KB. You have uploaded documents for 45 KB, and you can upload documents up to 102355 KB." A yellow arrow points to this text.

Always pay attention to the size limits of the single files and of the sum of all files attached, indicated under the fields. Limits can change from platform to platform.

After uploading all the documents, proceed with "Next".


2.3.8 Submit request

In the last step you can:

- Print the data you entered for an additional control
- Save a draft to continue at a later time
- Submit a request for registration by sending to the Contracting Authority all the data and files uploaded in the form of a "digital envelope".

Request for registration to operators list

Master data > Form of participation > Grouping components > Categories selection > Categories summary > Download registration request > Required documentation > **Request submission**

 Check that you have attached all the required documents, then click on "Send request" to definitively submit the application, or click on "Save draft" to save and send it later.

Summary

Notice/announcement title	[ENG] Test list
Economic operator	Test ltd.
Legal representatives	Black John from 05/06/2018
Technical directors	Red Toby from 12/05/2020
Form of participation	The company participates as an agent for the temporary grouping Test Group
Principals	Working Company ltd.
Selected categories	2
Attached documents (1)	Request for registration (DomandalscrizioneAlbo.pdf)

< PREVIOUS

PRINT ENTERED DATA

SAVE DRAFT

SEND REQUEST

CANCEL

Click on "Send request" and the system will transmit the data pack to the Contracting Authority returning a date and time of transmission message.

Request for registration to operators list

Your request for registration has been successfully completed and will be examined as soon as possible.

Your request was sent on 16/05/2022 16:43:10.

[Back to detail registration notice](#)

The platform will also send you a PEC (Certified email) with the confirmation of the submission of your application. Please save it as a proof of transmission.

According to what the Contracting Authority has chosen, you will be informed of the result of the registration via PEC (Certified email) and on the platform in the "Confidential Communications to the competitor" section.





3 Request for clarification

If you need to ask the Contracting Authority questions regarding the procedure, you must use the communication features included in the Procurement Portal.

Requests for clarifications or questions must be placed within the deadlines set by the tender regulations or the invitation letter and in any case within the deadlines set by Legislative Decree 50/2016.

To send a request for clarification, in the announcement/notice details click on "New communication" as shown in the example below.

Categories

-  [List of categories](#)
-  [Categories to which you are subscribed](#)
-  [Economic operators authorized to list](#)
-  [Other documents](#)

Documentation

 [List notice](#)

Communications from the contracting authority

No communication from the contracting authority

Confidential communications to the competitor

- 0 communications received
- 0 communications archived
- 0 communications sent
- New communication



DATA/DOCUMENTS UPDATE

[Back to the list](#)

3.1 New communication

Fill in the blank by specifying in the Subject "Request for clarification" and then the text of your request (or referring to any attachments).

New communication

Communication message ▸ Attachments ▸ Summary

i Enter the subject and the text of the communication.

Fields marked with (*) are mandatory.

Message

Sender : Test ltd.

Subject : * Request for clarifications

Message : * Please find attached the request for clarifications

NEXT > **CANCEL**

Proceed with "Next" and you'll reach the "attachments" tab, where **you can attach one or more files** by clicking on "Browse...". Remember to specify a description for each attachment and then click on "Attach".

New communication

Communication message ▸ **Attachments** ▸ Summary

i Insert any attachments to the communication.
To add documents to the list, first specify the "description" and then upload the related file by clicking on "Browse ..."

Attached documents

Description	Attachment
Request for clarifications	↓ List example.pdf (29 KB) 🗑️

Enter a description to attach a document No file selected


You can upload an attachment with a maximum size of **2048** KB.
You have uploaded documents for **29** KB, and you can upload documents up to **5091** KB.

< PREVIOUS **NEXT >** **CANCEL**

Proceed with "Next"; the "Summary" tab allows you to check the text of the message and the files attached before sending it to the Contracting Authority; after this check, click on "**Send communication**" to complete.

New communication


Communication message > Attachments > **Summary**


 Check the data entered and continue by confirming and sending the data using the "Send communication" button.

Message

Sender :	Test ltd.
Subject :	Request for clarifications
Message :	Please find attached the request for clarifications

Attachments

Documents attached (1) :  [List example.pdf](#)



[< PREVIOUS](#) [SEND COMMUNICATION](#) [CANCEL](#)

The process ends with a notification that the communication has been sent, tracing date and time of the operation (and if applicable, also with the reference to the protocol number assigned to the communication by the Contracting Authority). The notification of the transmission is also sent to the economic operator via email/PEC (Certified email).

Send new communication

Request made successfully.

Your request was sent on 16/05/2022 16:55:50 .

[BACK TO PREVIOUS STEP](#)

3.2 Reply to requests for clarification

The replies to requests for clarifications are published on the Procurement Portal and are visible in the detail page of the announcement/notice of registration (as shown below) in the "**Communications from the Contracting Authority**" section.

Categories

- [→ List of categories](#)
- [→ Categories to which you are subscribed](#)
- [→ Economic operators authorized to list](#)
- [→ Other documents](#)

Documentation


 [List notice](#)

Communications from the contracting authority

Published on 16/05/2022

R: Request for clarifications - We hereby notify the economic operator that...



 [Example](#)

Confidential communications to the competitor

[0 communications received](#)

[0 communications archived](#)

[1 communications sent](#)

[New communication](#)

DATA/DOCUMENTS UPDATE

[Back to the list](#)

4 Communications between the Contracting Authority and Economic Operators

All communications between the Contracting Authority and the Economic Operator take place electronically on the Procurement Portal and via mail/PEC (Certified email) notifications.





Communications are all those made during the lifetime of the procedure, such as:

- Request for clarifications or documents related to a request for remedying deficiencies
- Communication of the acceptance or rejection of your request for registration
- Communication about the draw of the initial order number
- Invitation to a tender
- etc.


On the Procurement Portal, you can view all the communications of the Contracting Authority, answer directly or send your own communications regarding the procedure.

In the tender details page (see paragraphs [2.1](#) and [2.2](#)), in the section "**Confidential communications to the competitor**" it is possible to view the communications **received** (read or unread), view the communications already sent to the Contracting Authority and **send new ones**. There is also a list of **archived** communications (the telematic platform moves communications from received to archived automatically by default after 30 days).

Categories

-  [List of categories](#)
-  [Categories to which you are subscribed](#)
-  [Economic operators authorized to list](#)
-  [Other documents](#)


Documentation

 [List notice](#)

Communications from the contracting authority

Published on 16/05/2022

R: Request for clarifications - We hereby notify the economic operator that...

 [Example](#)

Confidential communications to the competitor

[0 communications received](#)
[0 communications archived](#)
[1 communications sent](#)
[New communication](#)



DATA/DOCUMENTS UPDATE

[Back to the list](#)

By clicking on "communications received" you access the list where the communication that haven't been read yet are highlighted.

By clicking on the subject of the communication, you can access the details to read it entirely.

In the detail tab, in addition to the text, you can find also any attachments (see following image). Furthermore, if provided (depending on the type of communication), you can also use the "Reply" button to reply directly to any requests from the Contracting Authority.

Detail of communication received



The data of the communication received with any attached documents is shown below.

Detail

Recipient :	Test ltd.
Subject :	Request for clarifications
Message :	We hereby ask the competitor to...
Date of sending :	16/05/2022 12:04:50
Date of reading :	16/05/2022 12:06:36
Attachments :	Communication summary

REPLY

[Back to the list](#)

5 Registration renewal

According to the regulation established by the Contracting Authority, when the deadline is close you have to renew your registration to the register of suppliers.

Open the list detail, at the bottom of the page you can click on "Registration renewal" to access the renewal section.

Documentation

[List notice](#)

Communications from the contracting authority

Published on 16/05/2022

R: Request for clarifications - We hereby notify the economic operator that...

[Example](#)

Confidential communications to the competitor

0 communications received

0 communications archived

1 communications sent

New communication



DOCUMENTS UPDATE

REGISTRATION RENEWAL

[Back to the list](#)

Check your master data: if you need to modify them click on "Edit", if not proceed with "Next".

Request for registration renewal to operators list

Master data > Download renewal request > Required documentation > Request submission



The master data of the economic operator are listed below. To change the personal data or view the details, click on "Edit".

Economic operator's main data

Company name :	Test Ltd.
Company type :	Impresa (art.45 c.2/a DLgs 50/2016)
Legal status :	Società a responsabilità limitata
Geographical area :	
Country :	Regno unito
Foreign tax ID :	GB123456789
Registered office :	Abbey Rd. 123, London - Regno unito
Email:	PEC : example01@email.it
Legal representatives :	Black John from 05/06/2018
Technical directors :	Red Toby from 12/05/202

 [EDIT](#) [NEXT >](#) [CANCEL](#)

In the "Request for registration renewal to operators list" tab create the PDF file for your request (as already seen in the previous paragraphs).

Request for registration renewal to operators list

Master data > **Download renewal request** > Required documentation > Request submission



Download the PDF file containing the renewal request that must be verified, completed, signed and uploaded in the next step ("Required Documentation"). Before generating the document, select the signatory of the document for each participant in the temporary grouping. **Attention: the PDF generation function becomes available only after having correctly completed the signatories of all the participants in the grouping.**

Participants in the temporary grouping

	Company name	Signatory	Actions
✓	Test Ltd.	Black John	
✓	Working Company Ltd.	White Bill	

[GENERATE PDF](#) 

[< PREVIOUS](#) [NEXT >](#) [CANCEL](#)

DOMANDA DI RINNOVO

A: Comune di Springfield
C.F.: 06983211217
Via del Carpino 8, 47822 SANTARCANGELO DI
ROMAGNA (RN)

OGGETTO: RINNOVO ISCRIZIONE A [ENG] Test list

Premesso che quanto di seguito dichiarato è reso ai sensi degli articoli 46 e 47 del DPR 445/2000, consapevole delle sanzioni penali previste all'articolo 76 per le ipotesi di falsità in atti e dichiarazioni mendaci:

Il/La sottoscritto/a Black John, nato/a a London il 12/06/1985, codice fiscale 001122334, in qualità di Legale rappresentante dell'operatore Test ltd. Società a responsabilità limitata, con sede legale in London, Abbey Rd. n. civ. 123, codice fiscale GB123456789, partita I.V.A GB123456789, PEC example01@email.it, mandatario per il raggruppamento "Test Group" composto dai seguenti operatori economici mandanti:

Working Company ltd. Impresa (art.45 c.2/a DLgs 50/2016) codice fiscale GB98765432, rappresentato da White Bill nato a Brighton il 04/08/1990, codice fiscale GB98756412, in qualità di Legale rappresentante

CHIEDE

Il **rinnovo** dell'iscrizione all'elenco, e dichiara di essere ancora in possesso dei requisiti per le categorie merceologiche per le quali è qualificato ex artt. 83 e 84 D.Lgs. 50/16.

LONDON, 16/05/2022

Legale rappresentante per Test ltd.
Black John
(firma digitale)

Legale rappresentante per Working Company
ltd.
White Bill
(firma digitale)

When the file is digitally signed, upload it to the platform with any attachments required by the Contracting Authority (see example below). Attach other documents if necessary, then click on "Next" to proceed.

Request for registration to operators list

Master data > Download renewal request > **Required documentation** > Request submission



To renew the registration, it is necessary to present the application, attaching the documents indicated in the notice/announcement of the Economic Operators List, or in the published regulations.
To upload the files related to any documents already on the list, click on "Browse ...".
To add documents to the list, first specify the "description" and then upload the related file by clicking on "Browse ...".

The documents marked with (*) are mandatory to send the request.

Documents

Description	Fac-simile	Attachment
Request for renewal		DomandaRinnovoAlbo.pdf (39 KB)
Other document		List example.pdf (29 KB)
<input type="text" value="Enter a description to attach a document"/>	<input type="button" value="Browse..."/>	No file selected

You can upload an attachment with a maximum size of **30720** KB.

You have uploaded documents for **68** KB, and you can upload documents up to **102332** KB.

[< PREVIOUS](#) [NEXT >](#) [CANCEL](#)

In the last tab you must send the renewal request, by clicking on "Send renewal".

Request for registration renewal to operators list

Master data > Download renewal request > Required documentation > **Request submission**



The data entered are summarized below. Check that you have attached all the required documents (upload), then click on "Send renewal" to definitively submit the application.

Summary

Notice/announcement title	[ENG] Test list
Economic operator	Test ltd.
Legal representatives	Black John from 05/06/2018
Technical directors	Red Toby from 12/05/2020
Form of participation	The company participates as an agent for the temporary grouping Test Group
Principals	Working Company ltd.
Attached documents (2)	Request for renewal (DomandaRinnovoAlbo.pdf) Other document (List example.pdf)

[< PREVIOUS](#) [SEND RENEWAL](#) [CANCEL](#)