Introduction

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Introduction

It's possible to find some differences between the images in the present manual and the windows of the software. This happens beacuse of the continuous activity to improve your consultation of the system web site.

The preliminary registration allows to participate to the online tendering procedures.

Every bidder, using this portal, can also exchange information and communications using an incorporated message program.

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Sign up to the platform

To register, click on **Register** at the center of the Home Page.

Welcome to the digital platform for the management of the Electronic Tenders Operators who wish to partecipate to electronic tenders must register to the platform through the link below or on the top right. The guided procedure will enable the credentials necessary to access the reserved area in which it will be possible to immediately take part in an "Open Electronic Procedure",
To request technical support for participation in electronic tenders you can contact the support company in the following ways: - Forward a ticket through the ticketing system with the question or the detail of the problem found, with any screens, in the "Technical Support" area. Wait for the reply to be received within 8 business hours. - For urgency, please contact +39.070.41979, after opening an assistance ticket. Ihe service will be available from Monday to Friday from 9 am to 6 pm (GMT+1 Rome)
Login Register
Latest posted news
Currently there are no news

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Registration

Clicking on **Register** will start procedure in four steps, in which will be required to insert some mandatory data.

Please insert a valid e-mail address and choose a password.

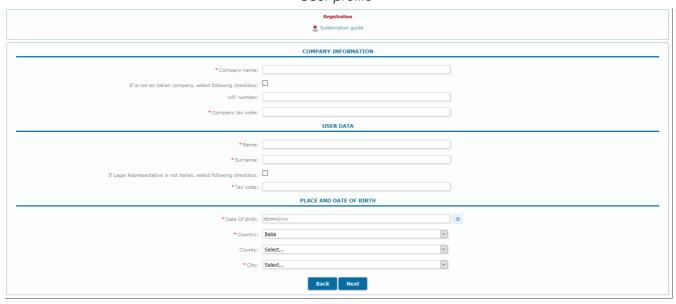
Registration	
REGISTRATION	
*Subscription type: Sunnilars of monds or saniras	V

ennemprior syper	- Suppliers or groups or services		
• E-mail:			
*Re enter email:			
*Password:			
	At least 8 characters length. It must contain at least 1 uppercase character, 1 lowercase character, 1 digit ed 1 special character (1,\$%=^**).		
*Retype Password Again:	Retype password.		
	Retype password.		
	Next		
Registration information			
Registration is mandatory to subscribe to any electronic tender			
Whilst undergoing basic registration you need to enter your credentials (username and password) and a f	few more details. You will be sent a confirmation email with a link to click on, in order to prove the account's authenticity.		

Complete all the fields and click on Next.

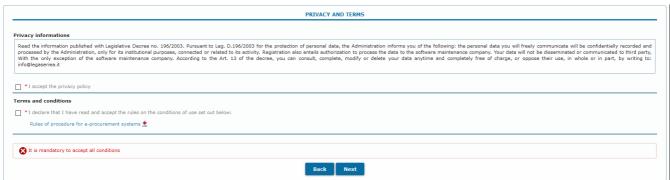
In the User Profile area, please insert the company's informations and the user data, then click on Next.

User profile



In the **Privacy and terms** area, please read carefully all terms and conditions about privacy and use, select all the checkboxes and click on **Next**.

Accept privacy's terms and conditions



The Registration is complete.



The system will send you a confirmation e-mail that contains an alphanumeric activation code.

Dear User,

your account has been successfully created. Once activated you will be able to access e-Procurement portal.

To activate your account, you must access the Portal https://example.acquistitelematici.it/ and enter the activation code you find below; alternatively, click on the link below.

Your activation code is 2RDK9U4V

Click on the following link to activate your account directly: https://example.acquistitelematici.it/validate/2RDK9U4V

Best regards.

You will have to copy the received code in the related field to activate your account.

As soon as you activate your account you can participate to online tenders.

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Recover your password

If you forget your password after the registration, it's possible to recover it in total autonomy.

To recover your password you have to click on **Login** button in the center of the home page or in the right up corner in every software page.

In the Login page click on Forgot password link that is located under username and password's fields.

Access via credentials	
	ACCESS VIA CREDENTIALS
	(To log in, you can use the email, tax code, or ID number) *Username: *Password:
	Forgot password
	Login Register

To recover your password, fill the related field specifying the e-mail address used for the registration, then click on **Request**. The software will send you an e-mail that contains a link. Click on the link to access a page where you can choose a new password.

If you forget what e-mail address you chose for the registration, you can fill the appropriated field identifying the legal representative's national insurance number or the company's VAT number and click on *Request*. The software will send you an e-mail.

If the e-mail used for the registration is no longer active, it's possible to ask for technical assistance through the link in the left menu of the software's home page. In the request you have to specify some data: VAT number, National Insurance Number, personal data of the user. You must also send a copy of an identity document of the user. The technical support will help you to change your e-mail that you can use to access and, if necessary, to recover your password.

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