

## Additional Guidelines for Submitting the Official ICE/ITA Supplier Form

After registering your personal information and creating an account on Traspare as outlined in the guidelines (Vendor Registration Procedure), please follow the procedures listed below.

1. Upon registering your personal information on the website, you will receive a message similar to the following.



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	ICE AGENZIA PER LA PR	OMOZIONE ALL'ES	TERO E L'INTERNAZIO	ONALIZZAZIONE DELLE	IMPRESE ITALIANE -
*	no-reply@traspare.com a me *				
	Traduci in italiano	×			

Dear Marine and Anna		
to activate your Profile use the followin	link:	
Activate Account		
or copy and paste the following addres https://ice.traspare.com/verification_em	into your browser bar. loyee?token=8174cf08ae21d097029f71ce5a2b0dc6278256c8	
Thank you for choosing our online serv	es.	
Best regards		
Portal Administration		
ICE AGENZIA PER LA PROMOZIONE	ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE	

3. Once you have clicked the link, you will be prompted to log in again. After logging in, you can select this menu option.





4. Please fill in the required information as shown in the picture below.

TYPE OF REGISTRATION	Company
ORGANISATION NAME	Organisation Name
BASED IN ITALY?	
IN POSSESSION OF VAT IDENTIFICATION OR EQUIVALENT?	
VAT IDENTIFICATION NUMBER OR EQUIVALENT*	VAT identification number
TAX CODE, SOCIAL SECURITY NUMBER OR EQUIVALENT*	COMPANY TAX CODE
REGISTERED ELECTRONIC MAIL (REM)* 📀	
EMAIL ADDRESS*	

5. Once you have completed the process, you will receive an email at your Registered Electronic Mail (REM) address containing a link to verify your account and confirm your registration on the portal as an economic operator. After verification, the process will be complete.

We sincerely thank you for taking the time to complete this process.

Your effort is greatly appreciated.