

Vendor Registration Guide

You have received this document because you are interested in doing business with the Italian Trade Agency, the Italian government agency promoting Made in Italy products in the U.S. market, supporting the growth of Italian companies and contributing to the attraction of foreign investments in Italy.

As a component of the Public Administration of Italy, the Italian Trade Agency is bound by the Italian Public Procurement Code (Legislative Decree No. 36/2023). Vendors interested in working with the ITA must also comply with the procedures and regulations established therein.

To be eligible to participate in Calls for Tender, interested vendors must register via Traspare, the certified eProcurement platform currently utilized by the ITA. The web address is <https://ice.traspare.com>

The entire process takes between **15 to 30 minutes** to complete and consists of the following 3 steps:

1. Create an Account – *ca. 2-5 min*
2. Register as an Economic Operator – *ca. 2-5 min*
3. Register as a Supplier – *ca. 10-15 min*

Please note that the Vendor Registration Process requires **all** the following personal and organizational details:

Personal

- Name & Surname
- (Work) Email Address
- SSN (or Organization Tax ID)
- Full Postal Address
- Date of Birth

Organization

- Name
- Federal Tax ID (or Personal SSN)
- Full Postal Address
- Main Phone Number
- Number of Employees
- Date of Incorporation

You will be required to upload copies of your current, valid Driver's License or Passport.

You will also be required to upload a copy of your organization's Articles of Incorporation.

You will be required to sign a document.

Attention: These instructions assume that you are authorized to complete this process on behalf of your organization. If you are not, please forward this document to someone who is authorized to do so.

Vendor Registration Process

Step 1/3 – Create an Account

[Click Here](#) to visit the Account Creation page. *ICE Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane* is the Italian name of the Italian Trade Agency.

The following fields are required:

- Name
- Surname
- Email address
- Password
- Birth Date
- Tax Code/Social Security Number
 - Enter your Federal Tax ID or the last four numbers of your SSN (ex. XXXXX1234)

If you are not an Italian citizen, you must deselect the “Italian citizenship” option. All other fields are optional.

After clicking “Sign up”, a verification email will be sent to the address provided. Your account will be successfully created once the email has been verified.

Step 2/3 – Register as an Economic Operator

[Click Here](#) to visit the Economic Operator registration page.

The “Type of Registration” will nearly always be “Company”. Further details are available via the Question Mark icon.

Please enter your Organization Name even though the field is not required.

If your organization is not based in Italy and does not possess a VAT identification number, please uncheck the two boxes.

Enter the Tax ID utilized in your organization’s W-9. The “Registered Electronic Mail (REM)” is the email with which you would like to receive communications from Traspare. You can use the same email for both the REM and “Email Address”, though if your company also has an Italian PEC email address it can be entered in the REM field.

You must consent to data processing pursuant to EU Regulation 2016/679 (“GDPR”), and you must acknowledge that the Traspare platform will be your digital domicile and that communications will be received via publication in the appropriate section pursuant to the combined provisions of Article 47 of the Italian Civil Code and Articles 3 bis and 6 of Legislative Decree 82/2005.

Once complete, the address provided as your REM will receive a verification email. Your registration as an economic operator will be successful once the email has been verified.

Step 3/3 – Register as a Supplier

[Click Here](#) to visit the Supplier Registration Wizard. The Wizard should be completed in one session, and is divided into four sections:

1. Personal Data
2. Company Data
3. Documents
4. Confirmation

Section 1: Personal Data imports your previous details from Step 1 – Account Creation and needs the following required fields:

- Italian Residency (Yes or No)
- Full Address (Full postal address plus country)
- Phone Number
- Professional Qualification – this is your role. If your role is not available in the dropdown menu, “Legal Representative” is the broadest option.

Section 2: Company Data imports your previous details from Step 2 – Register as an Economic Operator and needs the following required fields:

- Company Type
- Number of Employees
- Date of Incorporation
- Legal Headquarters
 - Country
 - Full Postal Address (from W-9)
- Headquarters Phone
- Type of Registration (Works, Services, and/or Supplies – *must be at least one*)
- Product Categories – Select all categories relevant to your business.

Section 3: Documents requests the following pdf files to be uploaded:

- Identification Document – your current, valid personal Driver’s License or Passport
- Company Registration Report – your organization’s articles of incorporation

In the “Deadline” fields enter the **expiration date** of each document.

“Certification Held” is optional, however it is recommended to include all certifications held by your organization. Failure to upload a certification may result in the exclusion of your organization from procedures that require it: records in the database will be filtered based on these criteria when applicable.



These certifications include ISO, Emas, SOA, etc. Please review the dropdown menu for a full list of certifications available.

Section 4: Confirmation provides a summary of your responses during Step 3 – Register as a Supplier. Please review the summary for accuracy.

You must consent to the processing of your personal data pursuant to EU Regulation 2016/679 (“GDPR”).

Traspare has automatically generated a registration form using your responses. You must download this form, sign it either digitally (p7m files only) or physically (scanned PDF files only), and reupload it via the “Upload Form” button.

Please note that the file must be generated from the current session – documents generated from previous sessions will be considered invalid.

Your registration is complete once you click “Confirm”.

Your company has now registered as a vendor with the Italian Trade Agency of Chicago. Please note that registration is not the same as submitting a bid: only registered vendors may be invited to bid, and only registered vendors may *win* a bid, but vendor registration is not the same as submitting a bid.

Should you have any questions regarding the vendor registration process, please contact your referent at ICE Chicago. The Chicago office can be reached at:

Em chicago@ice.it

Phone: (312) 670-4360