

REGISTRATION MANUAL FOR WORKS, SUPPLY AND SERVICES TO ITA RIYADH

European Medicines Agency
Trade Promotion Section of the Italian Embassy

Trade Promotion Section of the Italian Embassy
in Riyadh

[Type here]

Table of Contents

1.REGISTRATION OVERVIEW	3
2. 5	
3. 8	
4. 10	
5.REGISTERED ELECTRONIC EMAIL (REM) Under verification.	13
6.CONTINUE WITH THE REGISTRATION	15
7. REGISTRATION CONFIRMATION	21

1.REGISTRATION OVERVIEW

The registration of suppliers is the tool through which the territorial offices of the Italian Trade Agency intend to proceed with the identification of the companies qualified to provide the works, supplies and services it needs to carry out its promotional and institutional activities. The registration is free of charge. It is suggested to read the [regulation registration page](#)

Documents needed for the registration:

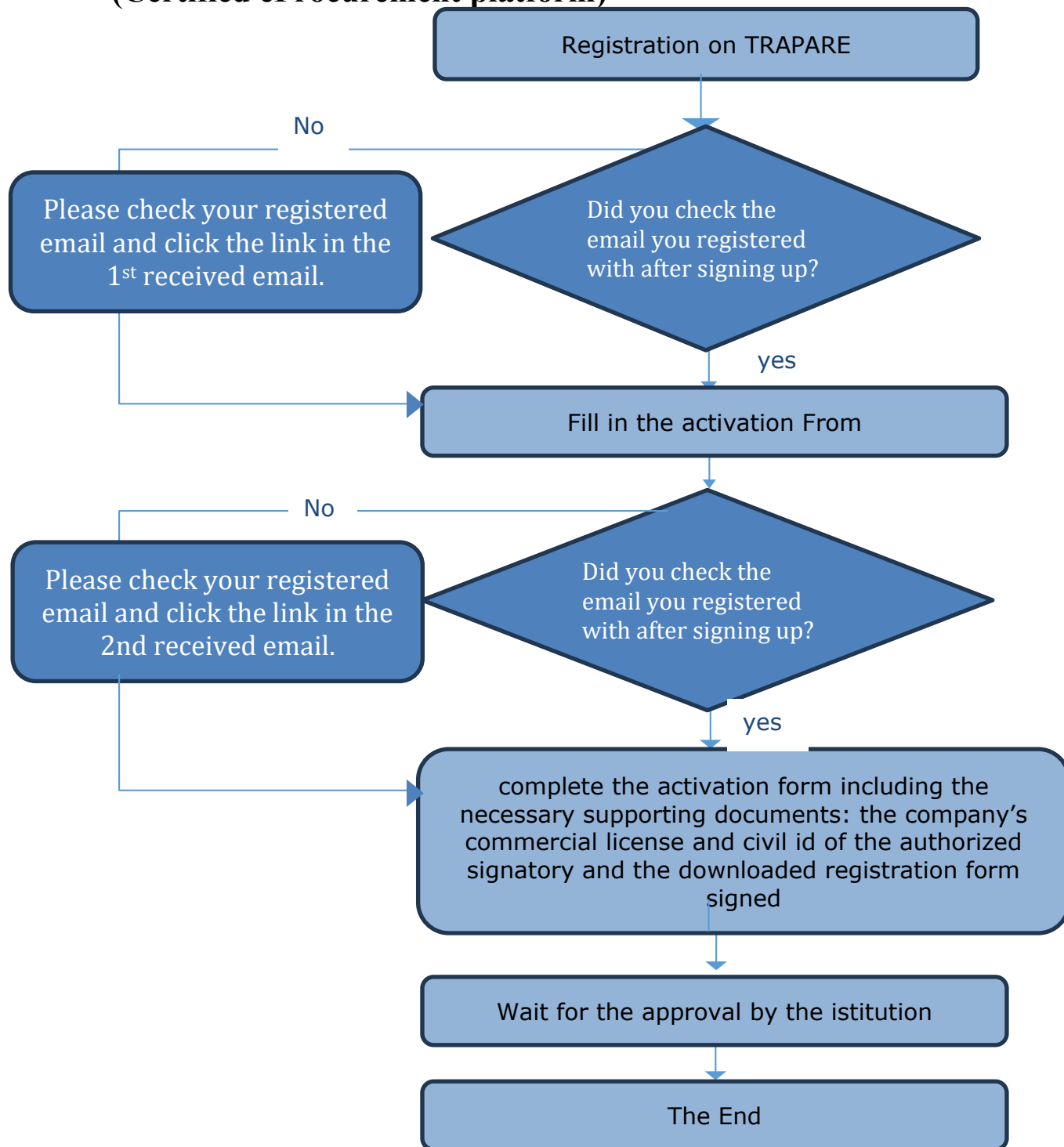
1. Company's Commercial License in PDF format
2. Civil ID copy in PDF format of the civil id of the person of authorized signatory

To set-up an account, a series of steps need to be followed (illustrated in **Figure 1**):

The data of the operator will be collected and processed exclusively for the purposes permitted by law in accordance with current privacy legislation (EU Reg. no. 679/2016). For more information on this, you can visit the dedicated page by typing the web address <https://www.ice.it/it/privacy-fornitori>

For any assistance, please contact Riyadh's Office – via the following e-mail address: riyad@ice.it

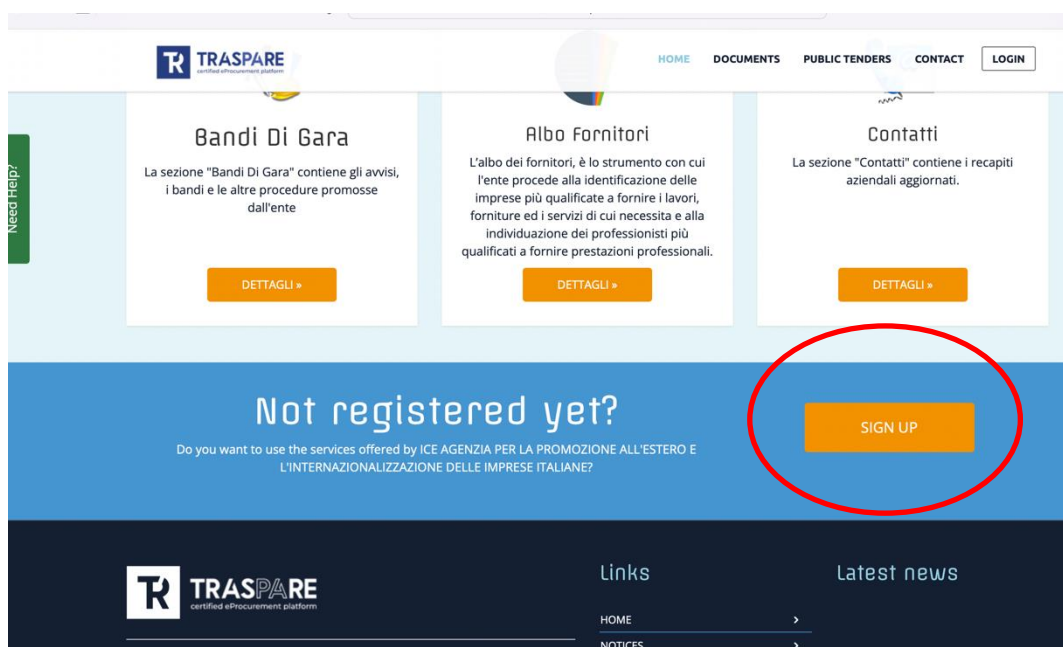
**Figure 1 - Overview of the Registration process with TRASPARE
(Certified eProcurement platform)**



2. CREATION OF THE TRASPARE ACCOUNT

- 2.1 The first step of the registration is to access the dedicate page the [Traspare webpage](#) and you will see the sign-up button at the end of the page (**Figure 2.1**). **Before pressing the sign-up button**, make sure the language setting is in English first, by changing the flag setting at the top right-hand side of the same page.

Figure 2.1– Sign up button



1. After the “Sign Up” button is clicked, you will be directed on the [Traspare portal](#) (**Figure 2.2**)

Figure 2.2– Traspare Portal Page

ice.traspere.com

Register to our portal

ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE

Title
Mr. ▼

Name

Surname

Email address
(Use an ordinary e-mail address for registration and **NOT** a REM (Registered Electronic Mail) address)

Password
(A valid password must contain at least 8 characters, of which one uppercase letter, one lowercase letter, one number)

Confirm password

Birth Date
Enter date of birth

Birth Country
ITALY ▼

Region
Select a region... ▼

Province
Select a province... ▼

Place of birth
Select a city... ▼

Gender
Select... ▼

Time zone

☒ Italian citizenship

Tax Code/Social Security Number

In the registration portal, make sure to deselect the "Italian Citizenship" field option.

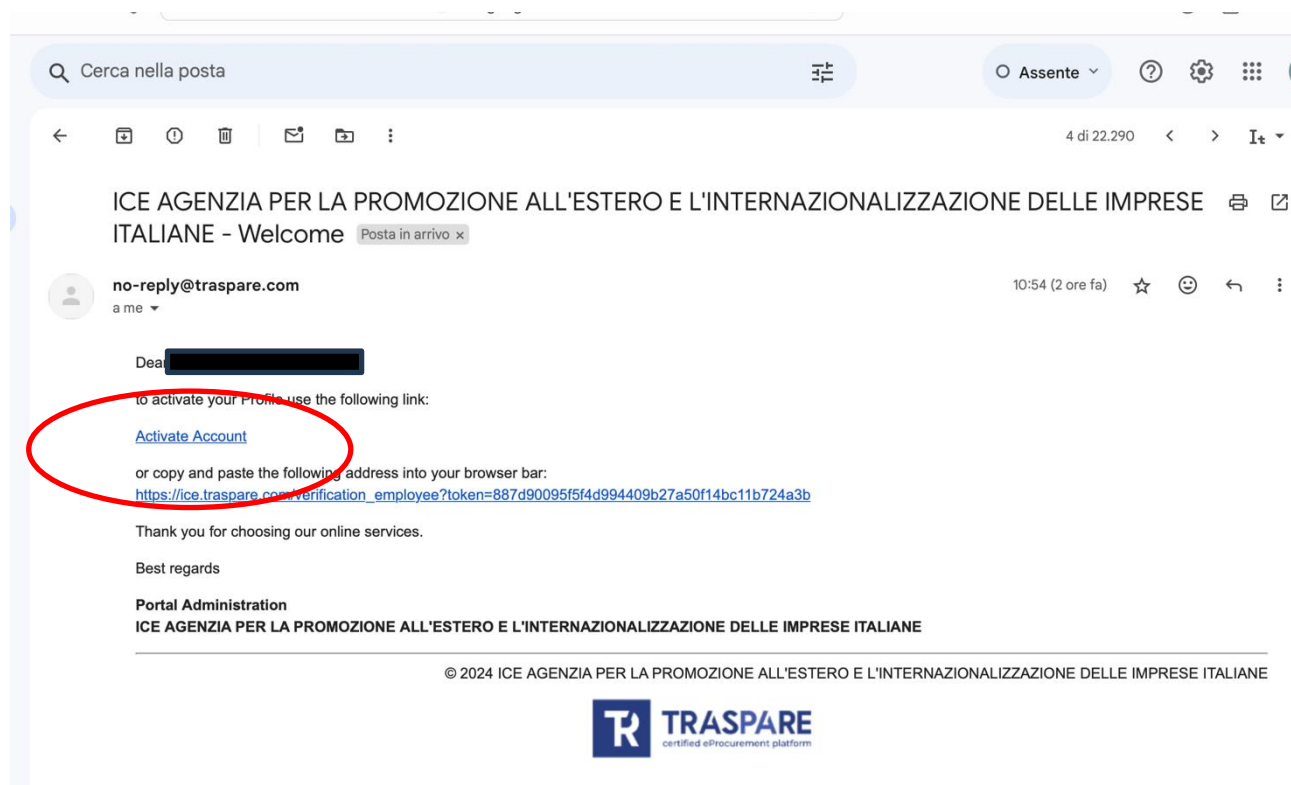
Furthermore, for the Saudi company, **the Tax Code/Security Number** field option is substituted with **the commercial registration number** that you can find in your company commercial license.

For the rest, please fill in the required field with the company details and for personal details **make sure to pick the decision maker/ authorized authority signature.**

2. ACCOUNT ACTIVATION

- 3.1) After filling out all the fields in Figure 2.2 and submitted the answers, you will receive an email in English from Traspare at your registered email address with the following subject “ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE- Welcome” (**Figure 3.1**)

Figure 3.1– 1st email



- If you do not receive the email, be sure to check your spam folder. Then, click on the hyperlink labeled “Activate Account”

3.2 ACCESSING THE PORTAL

After clicking “Activate Account” you will be redirected to the portal login page (**Figure 3.2**)

Or you might be directed automatically to Portal home page on **Figure 4**

Figure 3.2 – Portal login page

ice.traspares.com

TRASPARE
certified eProcurement platform

Public Access
ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E
L'INTERNAZIONALIZZAZIONE DELLE IMPRESE
ITALIANE

Email address

Password

☐ Remind me [Password recovery](#)

Login

Login with SPID

Login with CIE

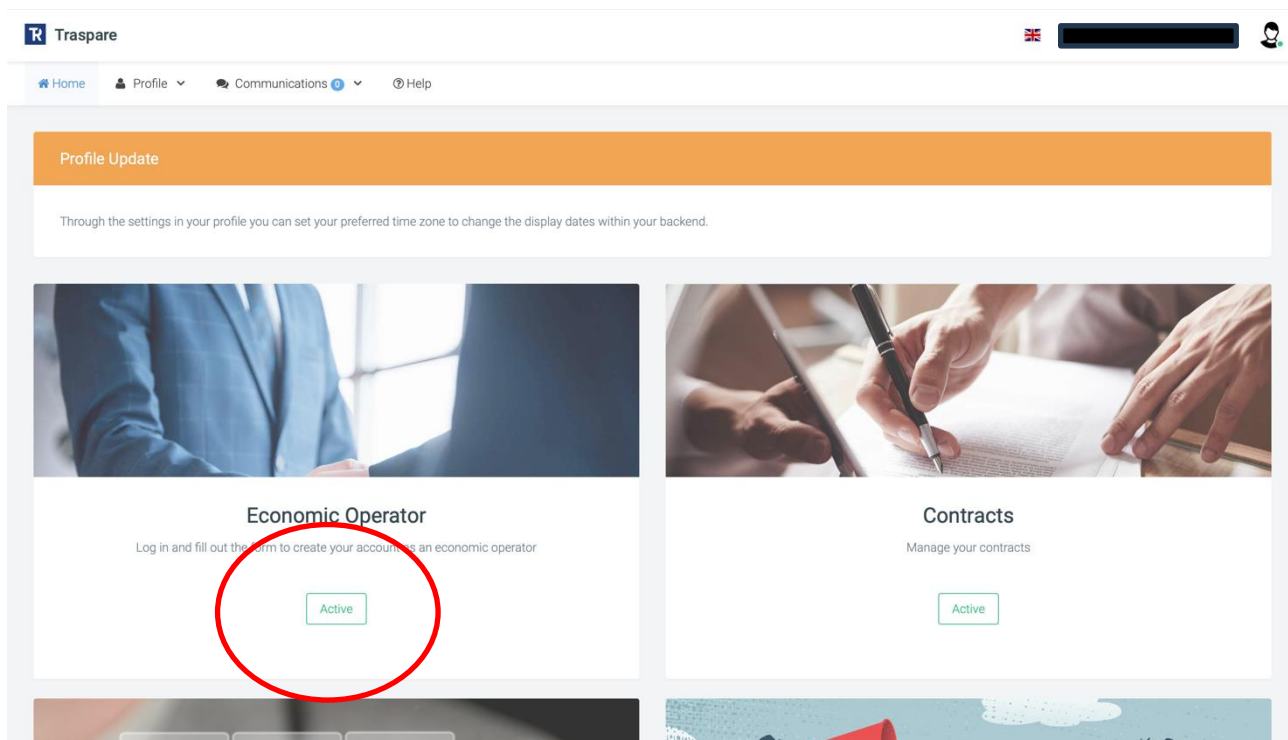
Login with CNS

Not registered yet? [Click here](#)

3. PORTAL ACCESS

After logging in, you will be redirected to the home page of the portal
(Figure 4)

Figure 4 – Home page of the portal



- Click the button “**Activate**” to proceed with the Registration

3.1. *Finalize the personal data information*

1. After clicking "**Activate**," users are directed to a supplier registration form where they need to provide residence information, while economic operator data from the first step of the registration it is now shown at the top, scroll down the page to complete the form (**Figure 4.1**)

Please fill in all required fields marked with an asterisk (*) on the form.

(Figure 4.1) -Economic Operator Data

Traspare

Home Profile Communications Help

NAME [REDACTED]
SURNAME [REDACTED]

Economic Operator data

TYPE OF REGISTRATION* Company

ORGANISATION NAME [REDACTED]

BASED IN ITALY? ☒

IN POSSESSION OF VAT IDENTIFICATION NUMBER? ☒ **Unselect the two fields**

VAT IDENTIFICATION NUMBER* [REDACTED]

TAX CODE/SOCIAL SECURITY NUMBER* COMPANY TAX CODE

REGISTERED ELECTRONIC MAIL (REM)* [REDACTED]

EMAIL ADDRESS* [REDACTED]

Consent to data processing

INFORMATION NOTICE PURSUANT TO ART. 13 of EU Regulation 2016/679 "GDPR".

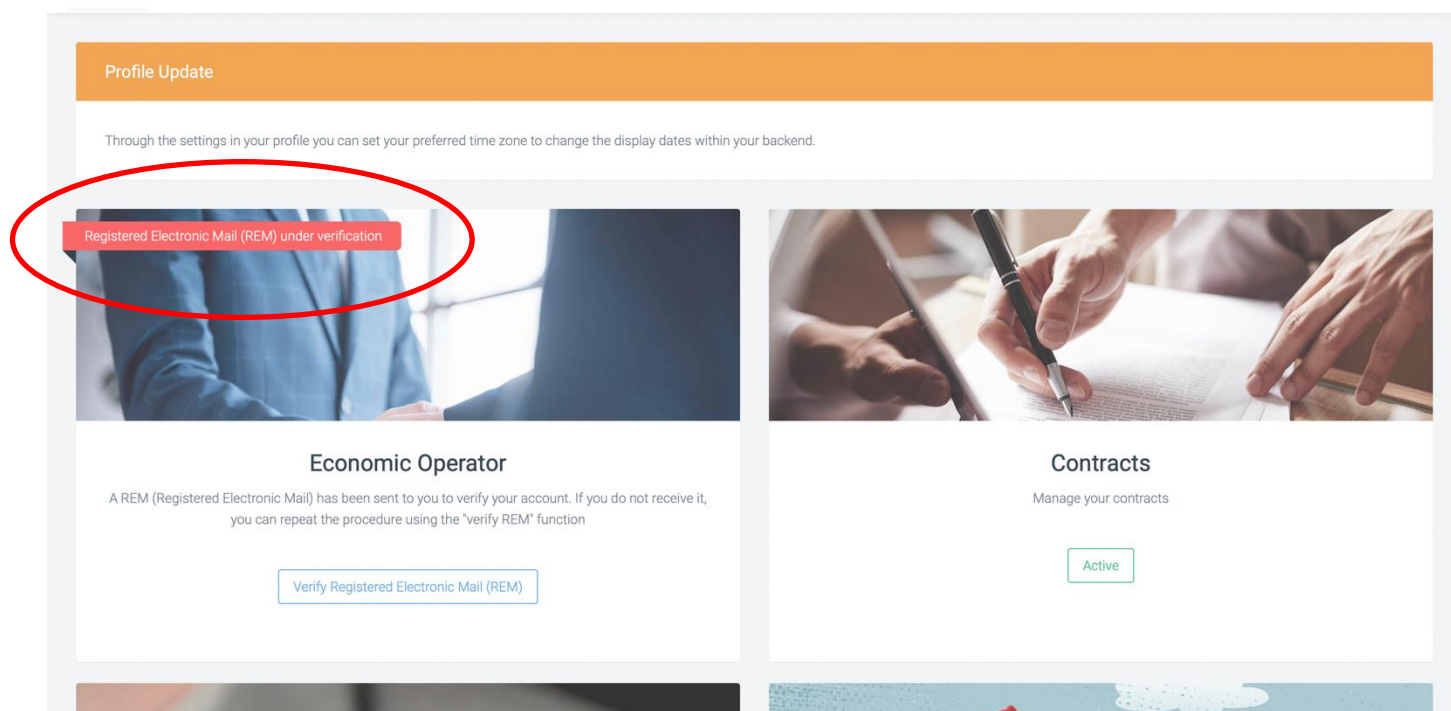
2. As mentioned previously, the Tax code/Social Security Number for the Saudi companies is substituted with the commercial registration number that can be found in the company commercial license.

- Regarding the Registered Electronic Mail (REM)
keep the same email as initially registered
- Consent to data processing by selecting the two
boxes

5. REGISTERED ELECTRONIC EMAIL (REM) Under verification.

Once you complete and submit the economic data, you will be redirected to the main page. At this point, you should see a 'Registered Electronic Mail (REM)' status indicating that your email is under verification (**Figure 5.1**). This means you need to **check your registered email** for a second message from the platform

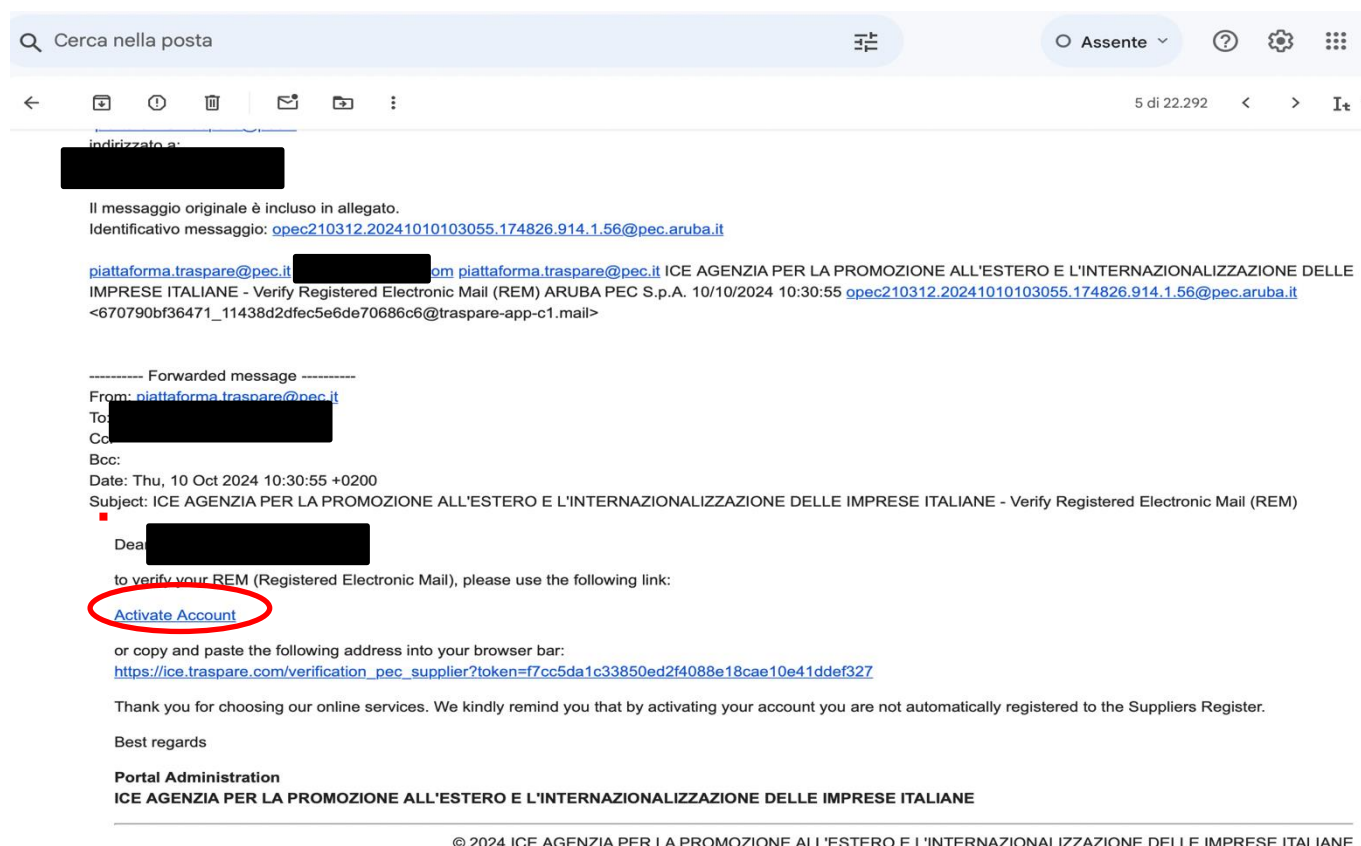
Figure 5.1- Status showing 'Registered Electronic Mail (REM) under verification



5.2 *Verify Your Registered Electronic Mail.*

1. Check your registered email inbox for a message with the subject:
“POSTA CERTIFICATA: ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - Verify Registered Electronic Mail (REM)”
If you do not receive this email, check your spam or junk folder.
- 2 Once you locate the email, scroll down and click the **Activate** button to complete the verification process (**Figure 5.2**)

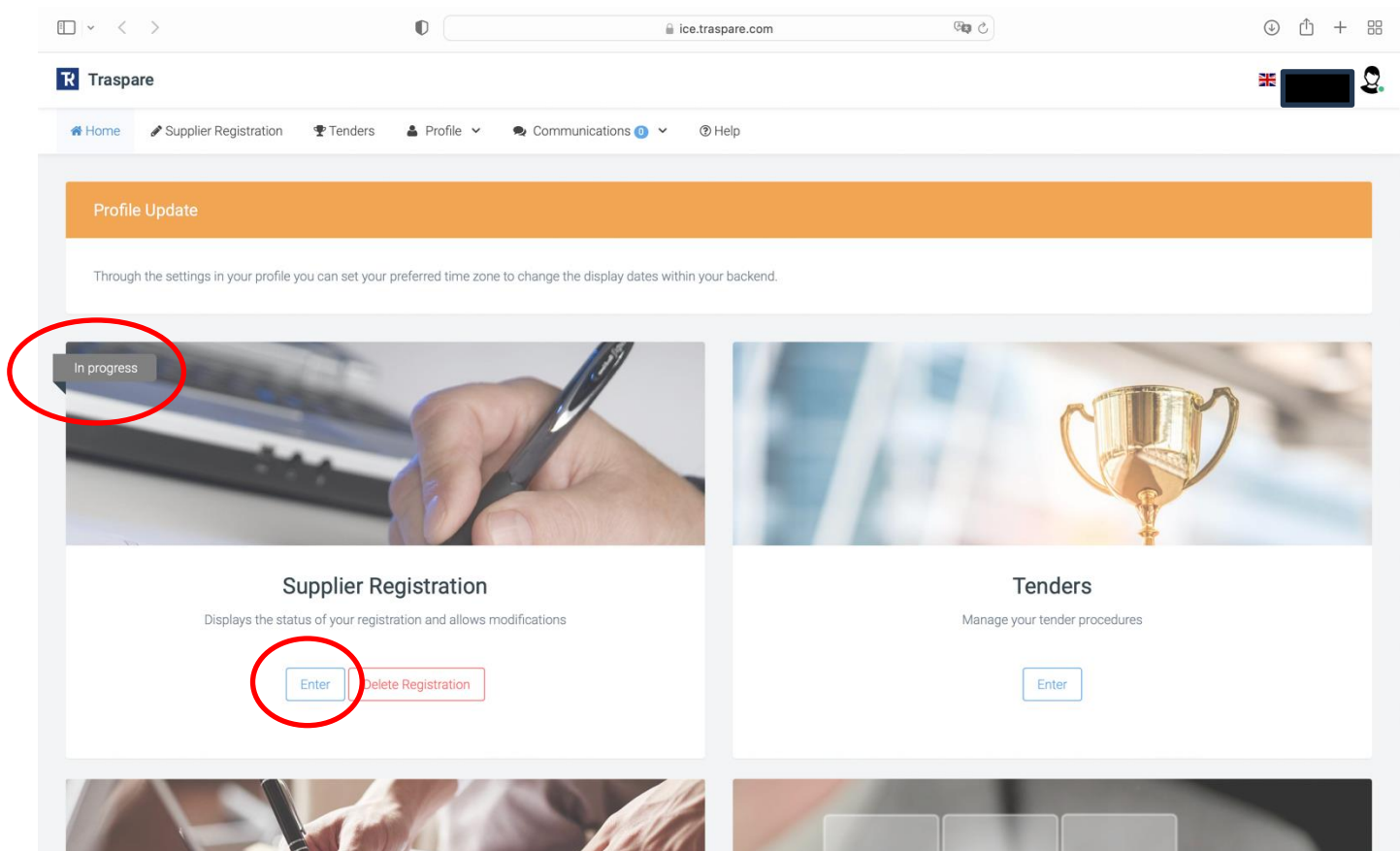
(Figure 5.2)- Verify your Registered Electronic Mail (2nd email)



6.CONTINUE WITH THE REGISTRATION

1.After your REM is validated, you will be directed to the portal's main page. There, you'll see an icon showing "**In progress.**" Please click button “enter” to continue with your registration. **(Figure 6.1)**

Figure 6.1– In progress icon on the main portal page



6.2 Complete the Supplier Registration – Personal data

1. After pressing the **Enter** button, you will be directed to the supplier registration page. Enter the required residence information as prompted (**Figure 6.2**)

Figure (6.2)– required residence information

ice.traspare.com

R Traspare

Home Supplier Registration Tenders Profile Communications Help

Italian citizenship

Tax Code/Social Security Number

Gender

Residence information

Italian resident* ☐ **Make sure to leave it unselected**

Full Address* Address

Phone* Telefono

Fax

Professional Qualification* seleziona...

6.3 Complete the Supplier Registration – Company Data

Please fill out all required fields marked with an asterisk (*). In the '**Type of Registration**' section, select the type of business for your company, and then choose its product category in the '**Product Category**' section (Figure 6.3)

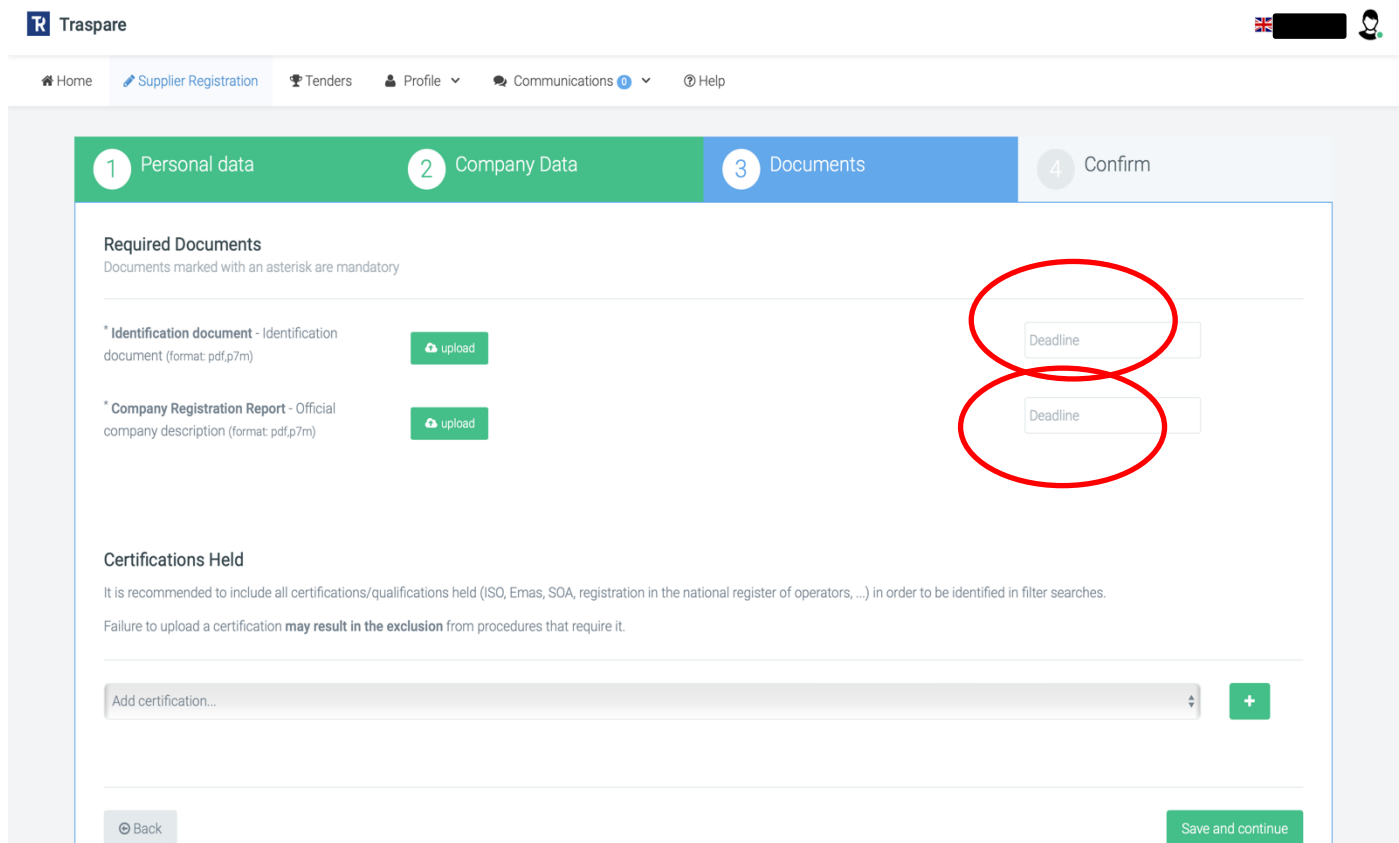
(Figure 6.3)– select the 'Type of Registration' and then the 'Product Category'

The screenshot shows the 'Traspasare' website interface. The top navigation bar includes 'Home', 'Supplier Registration', 'Tenders', 'Profile', 'Communications', and 'Help'. The 'Supplier Registration' section is active. Below the navigation bar, there is a section titled 'Type of Registration' with three options: 'Works', 'Services', and 'Supplies'. Each option has a toggle switch and a brief description. The 'Services' option is highlighted with a red circle. Below this, there is a section titled 'Product Categories' with a search bar and a list of categories. The 'Product Categories' section is also highlighted with a red circle. The 'Services' option is highlighted with a red circle.

6.4 Complete the Supplier Registration – Documents

In this section, please upload the Civil ID of the decision maker or the person authorized to sign, along with the expiration date in the 'Deadline' field. Next, upload the Commercial License in PDF format, including its expiration date (**Figure 6.4**)

(Figure 6.4) – Upload the Civil and Commercial License



Traspire

Home Supplier Registration Tenders Profile Communications Help

1 Personal data 2 Company Data 3 Documents 4 Confirm

Required Documents
Documents marked with an asterisk are mandatory

* Identification document - Identification document (format: pdf,p7m)

* Company Registration Report - Official company description (format: pdf,p7m)

Certifications Held
It is recommended to include all certifications/qualifications held (ISO, Emas, SOA, registration in the national register of operators, ...) in order to be identified in filter searches.
Failure to upload a certification **may result in the exclusion** from procedures that require it.

Add certification...

6.5 Complete the Supplier Registration – Confirm

In this section at the beginning of the page you will find:

- Data Summary – Representative
- Data Summary– Company
- Data Summary– Product Category
- Data Summary– Attached Documents

Please download the registration form from the bottom of the page, fill it out, stamp and sign it, then upload it again in PDF format **(Figure 6.5)**
(Figure 6.5)– Download the registration form and upload it in PDF format.

ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE (Entity), in its capacity as personal controller, informs you that the personal data transmitted will be processed by the Entity electronically and on paper, with logic strictly related to accreditation to this portal, participation in tenders and registration in the Entity's Supplier Register. The processing will be carried out in such a way as to guarantee the security and confidentiality of the data mentioned purposes and to comply with specific legal requirements.

Pursuant to and for the purposes of the GDPR, you have the following rights as a Data Subject, which you may exercise vis-à-vis the Data Controller:

- the right to obtain from the Data Controller confirmation as to whether or not personal data relating to the data subject are being processed and information provided for by Article 15 of the GDPR and, in particular, those relating to the purposes of the processing, the categories of personal data, the recipients to whom the personal data have been or will be communicated, the storage period, etc;
- the right to obtain the rectification of personal data concerning the data subject, as well as the integration of such data where they are incomplete;

☐ I consent to the processing of my personal data pursuant to EU Regulation 2016/679

Registration form
Download the registration form by clicking the button below.
 Please add either a digital or handwritten signature
 Only digitally signed files in p7m format or handsignes files in PDF format are allowed. Other types of signatures will not be considered valid by the system.
 Upload the file to the system using the 'upload form' button.

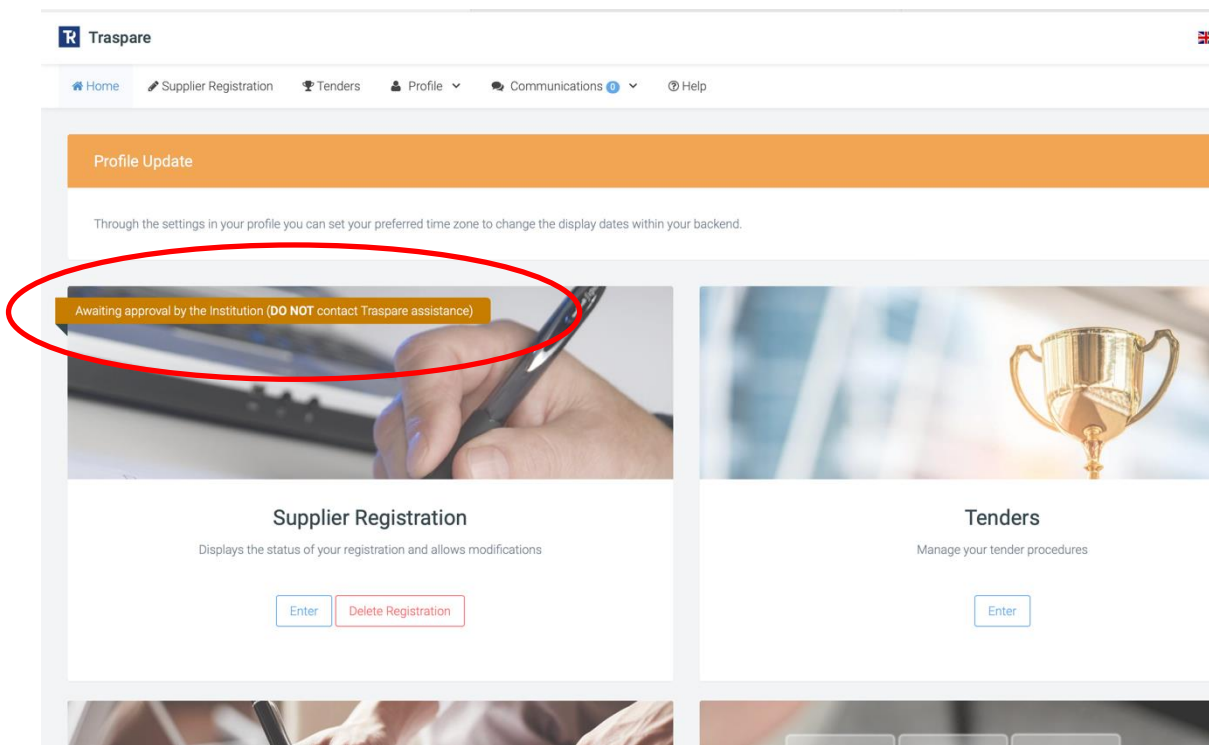
ATTENTION: The file should be the one generated in the current recording session! Documents generated previously will be considered invalid

Download registration form

[Back](#)

After pressing save and submit, you will be directed at the main page and you will see that the icon has changed to “Awaiting for approval by the institution” **(Figure 6.5)**

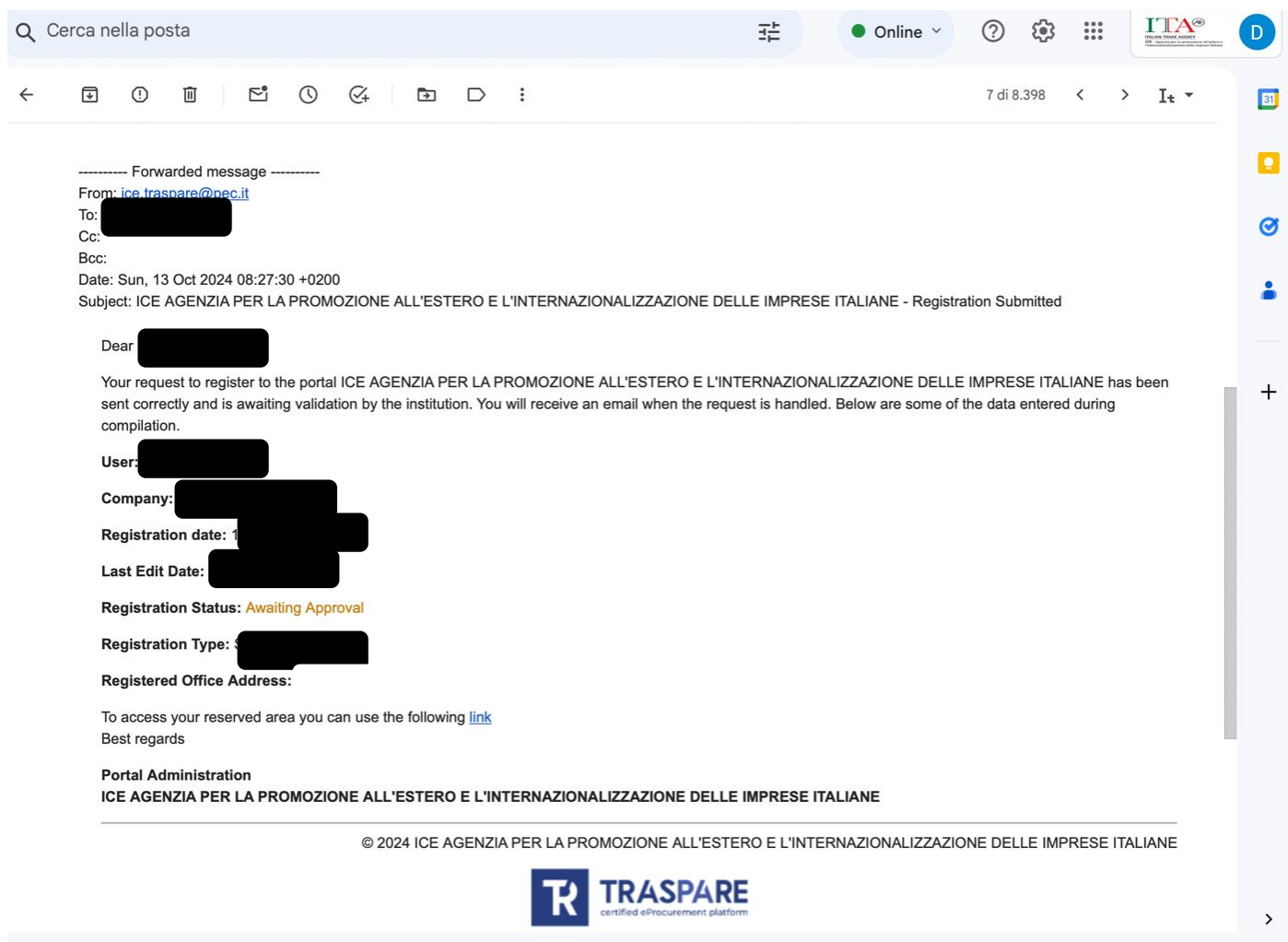
Figure (6.5)- Icon has changed to “Awaiting for approval by the institution”



7. REGISTRATION CONFIRMATION

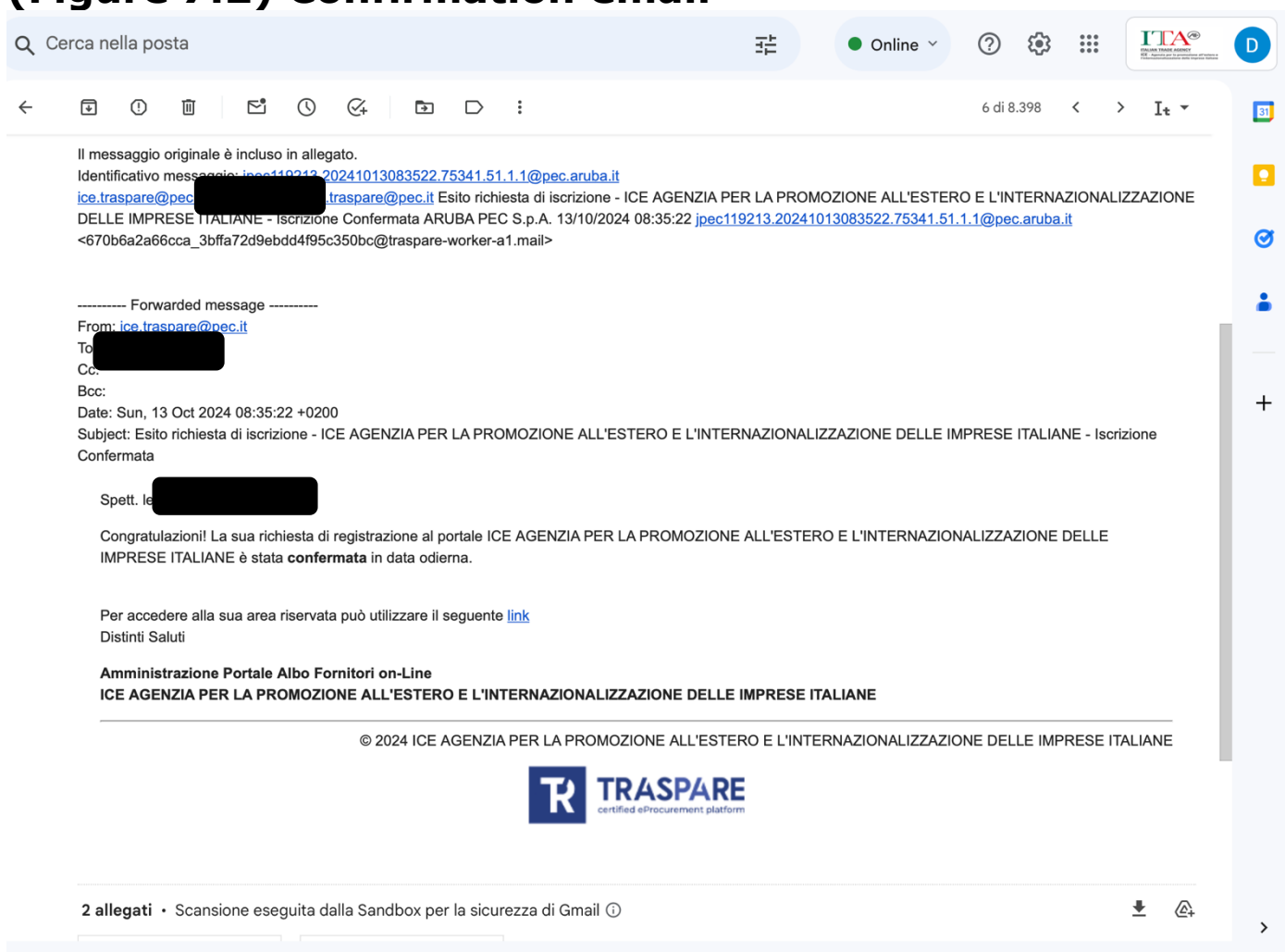
Immediately after your last submission, you will receive an email with the subject: “POSTA CERTIFICATA: ICE AGENZIA PER LA PROMOZIONE ALL’ESTERO E L’INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE – Registration submitted (**Figure 7.1**)

(Figure 7.1) Registration submitted email



In a couple of minutes, you will receive a confirmation email with the subject: POSTA CERTIFICATA: Esito richiesta di iscrizione - ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - Iscrizione Confermata indicating that your company is officially registered in our database. **(Figure 7.2)**

(Figure 7.2) Confirmation email



Q Cerca nella posta

Online

Il messaggio originale è incluso in allegato.
 Identificativo messaggio: ice119213.20241013083522.75341.51.1.1@pec.aruba.it
ice.traspare@pec.it <ice.traspare@pec.it> Esito richiesta di iscrizione - ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - Iscrizione Confermata ARUBA PEC S.p.A. 13/10/2024 08:35:22 jpec119213.20241013083522.75341.51.1.1@pec.aruba.it
 <670b6a2a66cca_3bffa72d9ebdd4f95c350bc@traspare-worker-a1.mail>

----- Forwarded message -----
 From: ice.traspare@pec.it
 To: [Redacted]
 Cc: [Redacted]
 Bcc:
 Date: Sun, 13 Oct 2024 08:35:22 +0200
 Subject: Esito richiesta di iscrizione - ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - Iscrizione Confermata


Spett. le [Redacted]

Congratulazioni! La sua richiesta di registrazione al portale ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE è stata **confermata** in data odierna.

Per accedere alla sua area riservata può utilizzare il seguente [link](#)
 Distinti Saluti

Amministrazione Portale Albo Fornitori on-Line
ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE

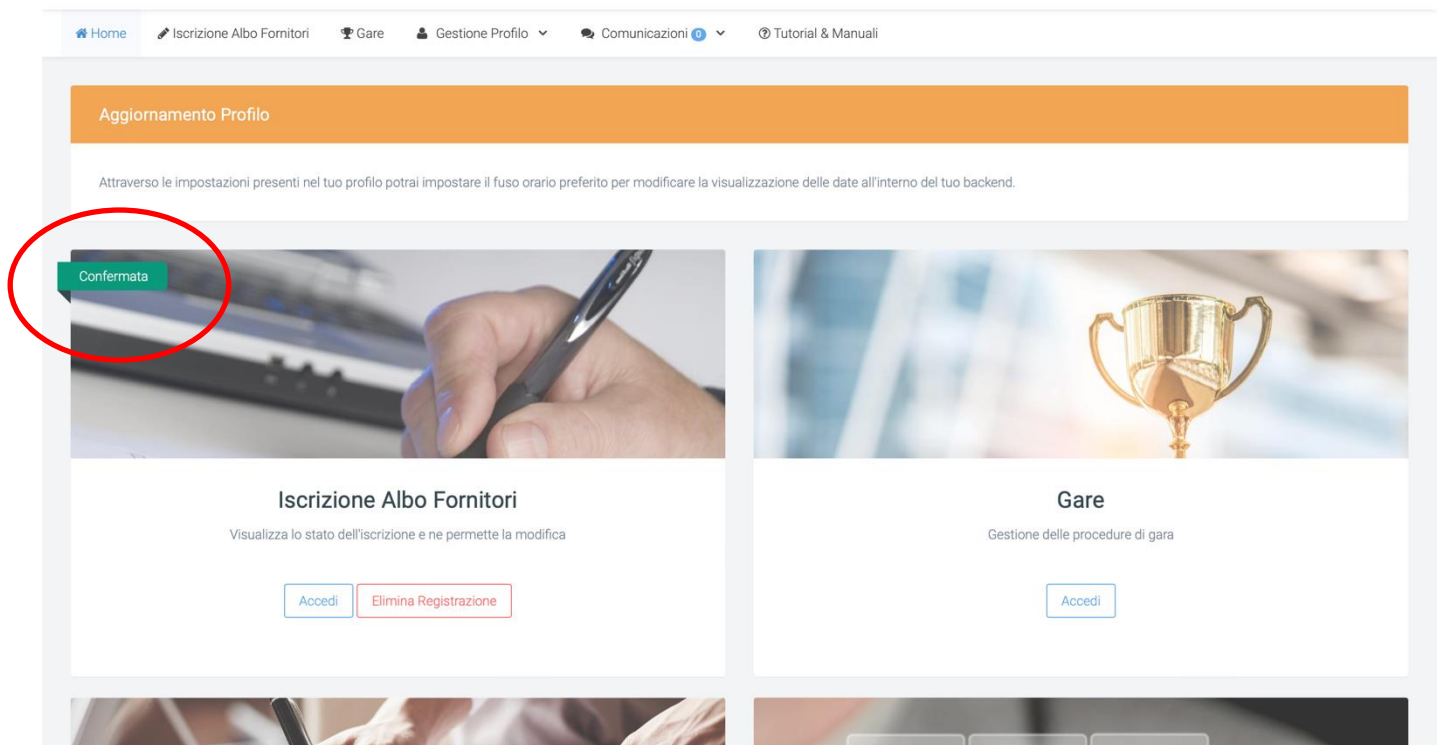
© 2024 ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE

 **TRASPARE**
 certified eProcurement platform

2 allegati • Scansione eseguita dalla Sandbox per la sicurezza di Gmail

You will also notice that on the website portal the “Confirmed” Status appeared **(Figure 7.3)**

(Figure 7.3)- Confirmation status



You are now officially registered in our database.

Thank you for your attention!