



VENDOR REGISTRATION PROCESS

ACCESSING THE ITA WEBSITE AND THE VRP LINK

ice.it/en/markets/switzerland/berna

Ministry of Enterprises and Made in Italy

Ministry of Foreign Affairs and International Cooperation

ITA
ITALIAN TRADE AGENCY

Trade & Investment Agency

IT EN

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ABOUT US WORLDWIDE INVEST IN ITALY EVENTS LOGIN

Go to the website
www.ice.it/en/markets/switzerland/berna

**ICE - ITALIENISCHE AGENTUR FÜR
AUSSENHANDEL ABTEILUNG FÜR
HANDELSFÖRDERUNG DER
ITALIENISCHEN BOTSCHAFT ICE - AGENCE
ITALIENNE POUR LE COMMERCE
EXTÉRIEUR SECTION POUR LA
PROMOTION DES ÉCHANGES DE
L'AMBASSADE D'ITALIE**

ELFENSTRASSE, 14
3006 , BERNA

Tel: +41/0315550210

E-mail: berna@ice.it

Opening days:

Monday-Thursday: 10.00-12.30/14.30-16.30 Friday:
10.00-14.30

Manager: SAMUELE PORSIA

Time zone: FUSO ORARIO CON L'ITALIA O / ORA LEGALE



[Holiday calendar](#)

[Tender notices](#)

[Registered Vendors](#)

[Vendors Registration Procedure – VRP](#)

Click «Vendors Registration Procedure – VRP»

ACCESSING THE ' BUSINESS VENDOR REGISTRATION'



ice.it/en/markets/switzerland/berna/vendors-registration-procedure-vrp



Ministry of Enterprises and Made in Italy

Ministry of Foreign Affairs and International Cooperation



Trade & Investment Agency



IT EN



ABOUT US

WORLDWIDE

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LOGIN

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Vendors Registration Procedure – VRP

Are you interested in doing business with the Italian Trade Agency, the Italian government agency promoting Made in Italy products in the Swiss 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.traspire.com>

Regulations

Business Vendor Registration Guide

[Business Vendor Registration](#)

Click «Business Vendor Registration»

[Notice Vendor Registry](#)

SWITCH LANGUAGE TO ENGLISH





certified eProcurement platform

HOMEDOCUMENTIBANDI DI GARACONTATTI

ACCEDI

 Italiano

 English



ITALIA
INTELLIGENT
TRADE
AGENCY

Albo Fornitori

Serve Aiuto?

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

L'Ente nell'utilizzo dell'Albo Fornitori, si impegna a ottemperare ai principi generali di non discriminazione, trasparenza, proporzionalità, pubblicità. Il principio di economicità è espressamente consentito dalle norme vigenti.

I servizi di gestione, iscrizione, aggiornamento e consultazione dell'Albo sono erogati attraverso il portale dell'Ente.

Gli scopi che l'Ente persegue mediante l'istituzione dell'Albo sono i seguenti:

- garantire la qualità delle prestazioni a favore dell'Ente, nel rispetto dei principi di economicità, efficacia, tempestività e correttezza;
- dotarsi di un elenco di soggetti idonei per specializzazione e competenze professionali a cui far riferimento per l'approvvigionamento di servizi professionali, nei casi previsti dalle leggi vigenti;
- offrire all'Ente uno strumento in grado di accelerare i processi di affidamento e approvvigionamento delle forniture di servizi e lavori, nel pieno rispetto della normativa in materia di appalti pubblici (D.Lgs. 36/2023 e s.m.i)).

L'Albo è utilizzato dall'Ente nei seguenti casi:

- selezione degli operatori economici da invitare per gli approvvigionamenti da effettuarsi a mezzo di trattativa diretta;
- invito ad imprese qualificate ai fini della loro partecipazione a procedure negoziate;
- acquisizioni in economia nei limiti e con le modalità previste dal D.Lgs. 36/2023;
- selezione dei Professionisti per affidare incarichi professionali;
- altri casi individuati.

La selezione dei fornitori è effettuata dall'Ente. Ai fornitori e ai Professionisti potrà essere richiesto, a discrezione dell'Ente, di provare il

You have been redirected to the Traspare page.

Before proceeding, click on the Italian flag and switch to «English»

WHERE TO SIGN UP



ice.traspare.com/suppliers

TR

TRAS-PARE

certified eprocurement platform

HOME DOCUMENTS PUBLIC TENDERS CONTACT LOGIN

Need Help?

These registered suppliers do not give rise to any selective, preferential or exclusive treatment for the Entity; registration does not, therefore, entail the assumption of any specific obligation on the part of the Entity: it does not bind the Entity to enter into contracts with the organisations or professionals registered therein, nor does it entail the attribution of any right and/or expectation to the candidate, as regards the possible conferment of the appointment.

The Register is structured in two separate sections devoted respectively to Suppliers and Professionals; the individual sections are divided into product categories, the complete list of which is available on the Entity's portal. In the event of organisational requirements, this list may be supplemented and/or varied, both in terms of the number and the name of the product categories, by the structure responsible for its management.

Documents

List of Product Categories

Suppliers Register Regulation

Regolamento Albo Fornitori

Scroll to the bottom of the page
(which is now in English)

Click on «Sign up»

Not registered yet?

Do you want to use the services offered by ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE?

SIGN UP

CREATING YOUR ACCOUNT



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 _____ (A valid password must contain at least 8 characters, of which one uppercase letter, one lowercase letter, one number)
☒ Italian citizenship	Birth Date _____
Birth Country ITALY ▾	Region Select a region... ▾
Province Select a province... ▾	Place of birth Select a city... ▾
Gender Select... ▾	Tax Code/Social Security Number _____
Time zone (GMT+01:00) Rome ▾ (The time zone in which dates will be displayed)	
☐ I'm not a robot 	

You'll be automatically redirected to this form.

Before filling it out, make sure to UNTICK «Italian citizenship»

CREATING YOUR ACCOUNT

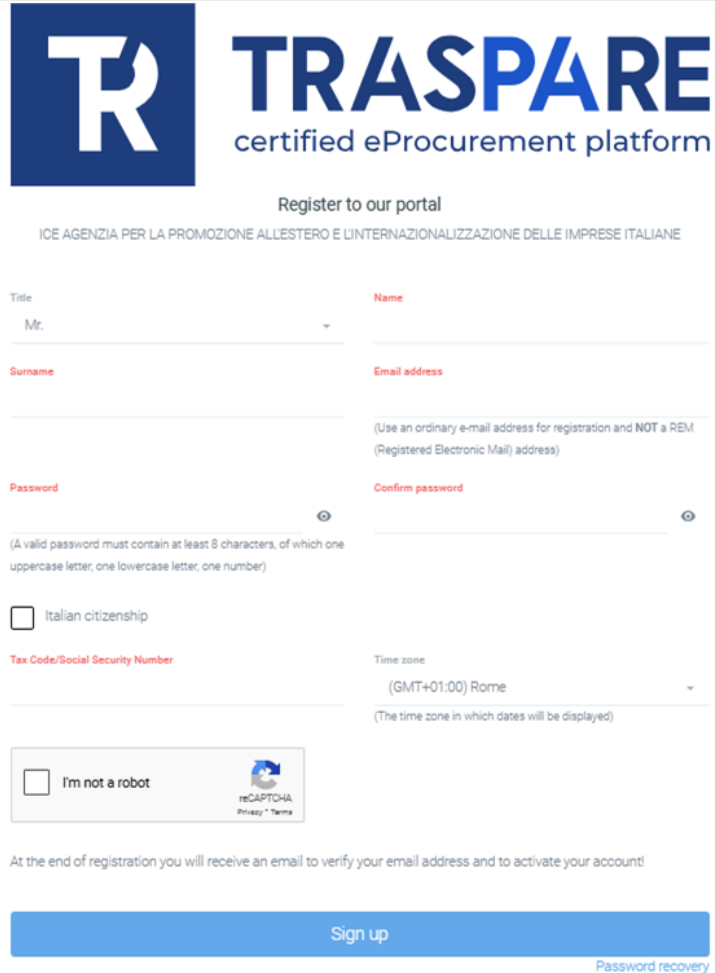


Now that you've unticked «Italian citizenship», you should have a slightly different form.

Fill out:

- Name
- Surname
- Email address
- Password (Create one)
- Retype created password
- Tax code or last four digits of Social Security Number
- Time zone
- Tick off «I'm not a robot»

After completing the form, click
«Sign up»



The screenshot shows the registration page for TRASPARE, a certified eProcurement platform. The page is titled "Register to our portal" and is associated with the ICE AGENZIA PER LA PROMOZIONE ALLESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE. The form is divided into two columns. The left column contains fields for Title (Mr.), Surname, Password, and a checkbox for Italian citizenship. The right column contains fields for Name, Email address, Confirm password, and Time zone. Below the form is a reCAPTCHA "I'm not a robot" checkbox and a "Sign up" button. A note at the bottom states: "At the end of registration you will receive an email to verify your email address and to activate your account!". A "Password recovery" link is located at the bottom right.

TRASPARE
certified eProcurement platform

Register to our portal

ICE AGENZIA PER LA PROMOZIONE ALLESTERO 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: _____ Confirm password: _____
(A valid password must contain at least 8 characters, of which one uppercase letter, one lowercase letter, one number)

☐ Italian citizenship

Tax Code/Social Security Number: _____ Time zone: (GMT+01:00) Rome
(The time zone in which dates will be displayed)

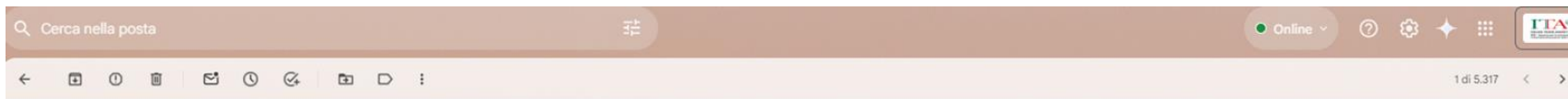
☐ I'm not a robot reCAPTCHA Privacy Terms

At the end of registration you will receive an email to verify your email address and to activate your account!

Sign up

Password recovery

ACCOUNT ACTIVATION VIA EMAIL



www.ice.it



You will then receive an email to activate your account (make sure to check your spam folder if you cannot find the email).

Click «Activate Account» and you will be redirected to a website.

Dear Mr. ICE

to activate your Profile use the following link:

[Activate Account](#)

or copy and paste the following address into your browser bar:

https://ice.traspares.com/verification_employee?token=6952701c7097301b327a23c5b9dea6dfb1893465

Thank you for choosing our online services.

Best regards

Portal Administration

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

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← Rispondi

→ Inoltra

ACTIVATING YOUR BUSINESS ACCOUNT



ice.traspares.com/employees

Traspares

Home Profile Communications Help

Profile Update

Through the settings in your profile you can set your preferred time zone to change the display dates within your backend.



Economic Operator
Log in and fill out the form to create your account as an economic operator

Active



Contracts
Manage your contracts

Active



Profile
Manage your profile

Enter



Help
Take a look at our tutorials to learn how to navigate this platform

Enter

You will be redirected to the Ice.Traspares website, at which point you will click on the «Economic Operator» button

ACTIVATING YOUR BUSINESS ACCOUNT



ice.traspare.com/employees/activation_supplier_module

Traspare

Home Profile Communications Help

Fill in the form below to register on the platform as an economic operator.

Confirm

Personal data

TITLE Mr.

NAME

SURNAME ICE

Economic Operator data

TYPE OF REGISTRATION* Company

ORGANISATION NAME Organisation Name

BASED IN ITALY? ☒

IN POSSESSION OF VAT IDENTIFICATION NUMBER? ☒

VAT IDENTIFICATION NUMBER* VAT identification number

TAX CODE/SOCIAL SECURITY NUMBER* COMPANY TAX CODE

REGISTERED ELECTRONIC MAIL (REM)*

EMAIL ADDRESS*

Before completing this form, make sure to UNTICK the two blue boxes marked «Based in Italy?» and «In Possession of VAT Identification Number?» Then you can continue by filling out the required information.

ACTIVATING YOUR BUSINESS ACCOUNT



Traspare

Sig ICE



Home Profile Communications Help

VAT IDENTIFICATION NUMBER*

VAT identification number

TAX CODE/SOCIAL SECURITY NUMBER*

COMPANY TAX CODE

REGISTERED ELECTRONIC MAIL (REM)*

EMAIL ADDRESS*

Consent to data processing

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

ICE AGENZIA PER LA PROMOZIONE ALLESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE (Entity), in its capacity as personal data 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 tender procedures organised by the Entity and voluntary registration in the Entity's Supplier Register. The processing will be carried out in such a way as to guarantee the security of the data.

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:

- a. the right to obtain from the Data Controller confirmation as to whether or not personal data relating to the data subject are being processed, the recipients or categories of recipients to whom the personal data have been or will be communicated, the storage period;
- b. 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;
- c. right to erasure of data (right to be forgotten), where one of the cases referred to in Article 17 applies;
- d. right to restrict processing, in the cases provided for in Art. 18;
- e. right to data portability, pursuant to Art. 20.

☐ I consent to the processing of my personal data in accordance with EU Regulation 2016/679

☐ By accessing the service, you declare, pursuant to the combined provisions of Article 47 of the Italian Civil Code and Articles 3 bis and 6, paragraph 1, of the Italian Law No. 488 of 30 July 1999, that you are an economic operator and you agree to the publication in the appropriate section.

After completing the activation form, we will send an email to your REM (Registered Electronic Mail) address containing a link to verify your account and confirm your registration to the portal as an economic operator!
Attention, if the REM address is not verified it will not be possible to use the platform as an economic operator!

Make sure to scroll all the way to the bottom of the page, filling out all required fields.

After reading the data processing information, tick off your consent and then hit confirm on the bottom right, which will trigger an email reply and bring you back to the home screen.

Confirm

CONFIRMING YOUR BUSINESS ACCOUNT



ice.traspire.com/employees

Traspire

Home Profile Communications Help

Profile Update

Through the settings in your profile you can set your preferred time zone to change the display dates within your backend.

Registered Electronic Mail (REM) under verification

Economic Operator

A REM (Registered Electronic Mail) has been sent to you to verify your account. If you do not receive it, you can repeat the procedure using the 'verify REM' function.

Verify Registered Electronic Mail (REM)

Contracts

Manage your contracts

Active

Profile

Manage your profile

Enter

Help

Take a look at our tutorials to learn how to navigate this platform

You'll be redirected to the home page, where the «Economic Operator» window will be displayed with a red ribbon stating that the REM (Registered Electronic Mail) is under verification.

We will now leave this page and go to our email, where we will follow the final steps.

CONFIRMING YOUR BUSINESS ACCOUNT



Messaggio di posta certificata

Il giorno 12/03/2025 alle ore 18:20:50 (+0100) il messaggio

"ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - Verify Registered Electronic Mail (REM)" è stato inviato da "piattaforma.traspare@pec.it"

indirizzato a:

Il messaggio originale è incluso in allegato.

Identificativo messaggio: gpec210312.20250312182050.59627.29.1.52@pec.aruba.it

piattaforma.traspare@pec.it

piattaforma.traspare@pec.it

ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - Verify Registered Electronic Mail (REM) ARUBA PEC S.p.A. 12/03/2025 18:20:50

gpec210312.20250312182050.59627.29.1.52@pec.aruba.it <67d1c271e0140_bdf112cd7669deb847198@traspare-app-b1.mail>

Though the first portion of the email is in Italian, the second portion is in English.
Please click the «Activate Account» link to be redirected to the website.

Dear Mr. ICE

to verify your REM (Registered Electronic Mail), please use the following link:

[Activate Account](#)

or copy and paste the following address into your browser bar:

https://ice.traspare.com/verification_pec_supplier?token=5200f48957152a429992cfa84a88b48bf748db45

Thank you for choosing our online services. We kindly remind you that by activating your account you are not automatically registered to the Suppliers Register.

Best regards

Portal Administration

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

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SUPPLIER REGISTRATION



Traspere



Home Supplier Registration Tenders Profile Communications Help

Profile Update

Through the settings in your profile you can set your preferred time zone to change the display dates within your backend.



not registered

Supplier Registration

Sign up to the organization's Supplier Register

Subscribe



Tenders

Manage your tender procedures

Enter



Communications 0

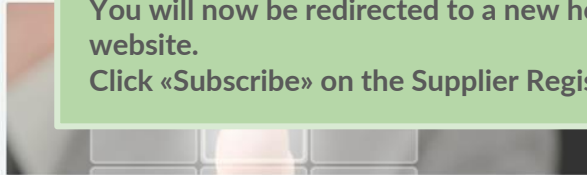
Manage your communications

Enter



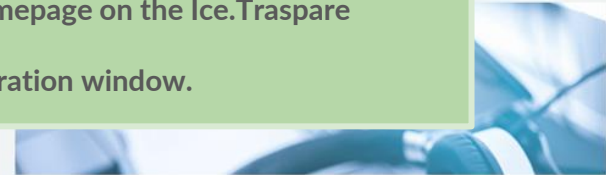
Contracts

Manage your contracts



Profile

Manage your profile



Help

Take a look at our tutorials to learn how to navigate this platform

You will now be redirected to a new homepage on the Ice.Traspere website.
Click «Subscribe» on the Supplier Registration window.

SUPPLIER REGISTRATION



ITA



- Home
- Supplier Registration
- Tenders
- Profile
- Communications
- Help

Welcome Back!

To complete the registration you must execute the wizard.
Click on the button to get started.

Complete your Registration

Click «Complete your Registration»

SUPPLIER REGISTRATION



1 Personal data

2 Company Data

3 Documents

4 Confirm

Personal data

Title Mr.
Name
Surname ICE
Email address
Born outside Italy? Yes
Italian citizenship No
Tax Code/Social Security Number

Residence information

Italian resident?*



Address*

Address

Region*

Seleziona la regione...

Province*

Seleziona la provincia...

City*

Seleziona la città...

ZIP/Postcode*

CAP

Phone*

Telefono

Fax

Fax

Professional Qualification*

seleziona...

Before filling out this registration, UNTICK the «Italian resident?» blue box. This will give you different fields to complete, as seen in the next page of this presentation.

SUPPLIER REGISTRATION



ice.traspare.com/employees/subscription/1050/edit

Traspare

Home Supplier Registration Tenders Profile Communications Help

1 Personal data 2 Company Data 3 Documents 4 Confirm

Personal data

Title Mr.

Name

Surname ICE

Email address

Born outside Italy? Yes

Italian citizenship No

Tax Code/Social Security Number

Residence information

Italian resident? ☐

Full Address* Address

Phone* Telefono

Fax

Professional Qualification* seleziona...

Complete the information of your residence including address, phone number and professional qualification. Then, Save and Continue

Save and continue

SUPPLIER REGISTRATION



1

Personal data

2

Company Data

3

Documents

4

Confirm

General Data

Organisation Name*

ITA

Based in Italy?

☐

In possession of VAT identification or equivalent?

☐

Tax Code, Social Security Number or equivalent Organisation Name*

Registered Electronic Mail (REM)*

Email address*

Company type*

Select...

Website

www.mios.to.it

Number of Employees*

Number of Employees

Date of Incorporation*

gg-mm-aaaa

Legal headquarters

Country*

Select...

Billing Address*

Address

Complete the information of your company's general data

SUPPLIER REGISTRATION



ice.traspere.com/employees/subscription/1050/edit

Traspere

Home Supplier Registration Tenders Profile Communications Help

Legal headquarters

Country* Select...

Full Address* Address

Phone* Telefono

Fax Fax

Scroll down to the bottom and fill out the Legal Headquarters of the company.

Then, choose between Services and Supplies by ticking one of the boxes.

Add Headquarters (operational, branch, etc.)

Type of Registration

Works

Pursuant To Art. 3, Paragraph 7, Of The Code, Works Contracts Are Public Contracts Having As Their Object The Executi...

Services

Pursuant To Art. 3, Paragraph 10, Public Contracts Other Than Works Or Supplies Contracts, Having As Their Object The...

Supplies

Pursuant To Art. 3, Paragraph 9, Of The Code, Supply Contracts Are Public Contracts Other Than Those For Works Or Ser...

Product Categories

To select the categories you are interested in, click on the checkbox next to the chosen category.
When there is a small triangle on a category, it means there are subcategories. To display them, click on the name of the category or on the triangle icon.

search product category...

SUPPLIER REGISTRATION



Works
Contracts Are Public Contracts Having As Their Object The Executi...

☒ Pursuant To Art. 3, Paragraph 10, Public Contracts Other Than Works Or Supplies Contracts, Having As Their Object The...

Services
Pursuant To Art. 3, Paragraph 9, Of The Code, Supply Contracts Are Public Contracts Other Than Those For Works Or Ser...

☐ search product category...

- ☐ **Services**
- ☐ S1: CATERING SERVICES
 - ☐ S2: PRINTING AND GRAPHICS SERVICES
 - ☐ S3: SERVICES, AUDIO, PHOTO, VIDEO AND LIGHTING
 - ☐ S4: INFORMATION, COMMUNICATION AND MARKETING SERVICES
 - ☐ S5: INTEGRATED EVENT ORGANISATION AND MANAGEMENT SERVICES
 - ☐ S6: LOGISTICS SERVICES (REMOVALS, PORTERAGE, GOODS HANDLING, WAREHOUSING, ARCHIVE MANAGEMENT)
 - ☐ S7: SECURITY AND RECEPTION SERVICES
 - ☐ S8: POSTAL COLLECTION AND DELIVERY SERVICES
 - ☐ S9: SERVICES FOR ICT (INFORMATION COMMUNICATION TECHNOLOGY)
 - ☐ S10: DIGITAL PRESERVATION SERVICES
 - ☐ S11: DIGITAL SIGNATURE AND TIME STAMP SERVICES
 - ☐ S12: PEC SERVICES CERTIFIED ELECTRONIC MAIL
 - ☐ S13: TELEPHONY AND INTERNET CONNECTIVITY SERVICES
 - ☐ S14: CONTACT CENTRE SERVICES

If you're unsure whether your business handles a Service or a Supply, please tick the options one at a time to view all categories your business could fall under.

Select the category and speciality closest to your business'. Then, save and continue.



Works
Contracts Are Public Contracts Having As Their Object The Executi...

☐ Pursuant To Art. 3, Paragraph 10, Public Contracts Other Than Works Or Supplies Contracts, Having As Their Object The...

Services
Pursuant To Art. 3, Paragraph 9, Of The Code, Supply Contracts Are Public Contracts Other Than Those For Works Or Ser...

☒ search product category...

- ☐ **Supplies**
- ☐ F1: FURNISHING SUPPLIES
 - ☐ F2: EQUIPMENT AND ROAD SIGNS
 - ☐ F3: GREENERY AND NURSERY PRODUCTS
 - ☐ F4: FOOD AND RELATED PRODUCTS
 - ☐ F5: IT, ELECTRONICS, TELECOMMUNICATIONS, OFFICE MACHINES
 - ☐ F6: STATIONERY, PAPER, PRINTING CONSUMABLES AND RESTORATION PRODUCTS
 - ☐ F7: BOOKS, PUBLISHING, MULTIMEDIA, TYPOGRAPHIC AND LITHOGRAPHIC PRODUCTS
 - ☐ F8: SPORTS, MUSIC AND RECREATIONAL FACILITIES
 - ☐ F9: INSTALLATIONS AND GOODS FOR THE PRODUCTION OF ENERGY FROM RENEWABLE SOURCES AND FOR ENERGY EFFICIENCY
 - ☐ F10: DISPOSABLE PRODUCTS, FOR CLEANING, WASTE COLLECTION AND OTHER USES
 - ☐ F11: ELECTRICAL MATERIALS, BUILDING MATERIALS, HARDWARE
 - ☐ F12: MACHINERY, HOUSING SOLUTIONS AND LOGISTICAL FACILITIES
 - ☐ F13: VEHICLES AND MOBILITY SUPPLIES
 - ☐ F14: FUELS, LUBRICANTS AND FUNCTIONAL LIQUIDS

SUPPLIER REGISTRATION



ice.traspare.com/employees/subscription/1050/edit

Traspare

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)

replace file (pdf,p7m)

Deadline

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

replace file (pdf,p7m)

Deadline

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...

Back

Save and continue

Add a pdf of your ID and your Company Registration Report. Make sure to add the expiration date of both documents under «Deadline».

Here you can also add any certifications you may have. Save and continue.

SUPPLIER REGISTRATION



ice.traspere.com/employees/subscription/1050/edit#

Traspere

Home Supplier Registration Tenders Profile Communications Help

1 Personal data 2 Company Data 3 Documents 4 Confirm

Data Summary - Representative

Name: Mr. ICE
Citizenship: Foreign
Email address:
Tax Code, Social Security Number or equivalent:
Address:
Phone:
Fax:
Professional Qualification: Individual Business Owner

Data Summary - Company

Organisation Name: ITA
Company Headquarters: Foreign
VAT Identification number or equivalent: non posseduta
Tax Code, Social Security Number or equivalent:
Registered Electronic Mail (REM):
Email address:
Company type:
Website:
Type of Registration: Services
Legal headquarters
Country:
Address:
Phone:

Make sure all your information is correct, then scroll down to the bottom of the page.

SUPPLIER REGISTRATION



ice.traspaspare.com/employees/subscription/1050/edit#

Traspaspare

Home Supplier Registration Tenders Profile Communications Help

Company Registration Report - Deadline: 01/01/2032

[Download](#)

Data Summary - Certifications Attached

I declare that I do not have any certification

Consent to data processing

a. 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, if so, to obtain access to the personal data 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 concerned, the recipients or categories of recipients to whom the personal data have been or will be communicated, the storage period, etc;

b. the right to obtain the rectification of personal data concerning the data subject, as well as the integration of such data where they are considered to be incomplete, always in relation to the purposes of the processing (Art. 16);

c. right to erasure of data (right to be forgotten), where one of the cases referred to in Article 17 applies;

d. right to restrict processing, in the cases provided for in Art. 18;

e. right to data portability, pursuant to Art. 20;

f. right to object to processing, pursuant to and within the limits of Art. 21;

g. right to withdraw consent at any time where given (Art. 7).

Finally, please note that the data subject has the right to lodge a complaint with the Garante per la Protezione dei dati personali or another supervisory authority pursuant to Article 1;

☒ 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 handsignd 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](#) [Confirm](#)

Now that you've scrolled to the bottom of the page, tick your consent to the processing of personal data.

Then, click the green button to download the registration form. You will keep this tab open while you fill it out separately.



REGISTRATION FORM FOR THE ELECTRONIC PROCUREMENT SYSTEM
PURSUANT TO ARTICLES. 46 AND 47 OF THE D.P.R. No.445/2000
(FURTHER LEGAL REPRESENTATIVE)

The undersigned **Mr. ICE** with **Foreign citizenship** taxcode email
resident

in its capacity as: **Individual Business Owner of ITA S.R.L. - Società a Responsabilità Limitata,**

VAT identification number or equivalent not owned

Tax Code, Social Security Number or equivalent

requests registration in the Institution's Suppliers Register indicating the following product categories:

Services

- S16: TRAINING SERVICES
 - S16.8: Legal-administrative training

Pursuant to and for the purposes of articles 46, 47 and 76 of the Presidential Decree. 445/2000 aware of the responsibility and of the civil and criminal consequences envisaged in the event of false declarations and/or preparation or use of false documents, as well as in the event of presentation of documents containing data no longer corresponding to the truth and also aware that if non-truthfulness of the content of this declaration emerges, the Company will lose the benefits for which the same is issued;

DECLARES

1. to be equipped with all the powers necessary for participation in tender procedures and for the conclusion of procurement contracts, without any limitation;



This is the form that you've downloaded from the website. It should have all the information that you provided.

Scroll down to the second and third page, where you will need to sign.

1

3



FORM DOWNLOAD



SUMMARY OF THE DATA PROVIDED DURING REGISTRATION

Personal data

Name: Mr. ICE
Citizenship: Foreign
Email:
Tax Code, Social Security Number or equivalent:
Birth date:
Birth country:
Sex:
Address:
Phone:
Professional title: Individual Business Owner

Corporate Data

Company name: ITA
Registered Office: Foreign
Registered Electronic Mail (REM):
Email:
Company type: Limited Liability Company
Type of Registration: Services
Number of employees:
Date of Establishment: 21/02/1990

Legal headquarters

Country:
Address:
Phone:

Product Categories

Services

- S16: TRAINING SERVICES
 - S16.8: Legal-administrative training

I hereby certify that I am informed, pursuant to and for the purposes of the art. 13 of EU Regulation 2016/679, that the personal data collected will be processed, including with IT tools, exclusively within the context of procedures that provide for the registration, access and use of the System

Place and Date

Signature

Make sure to add place and date and then add your e-signature on both the second and third page of the form.

To fill it out more easily, open the form using Adobe.

Don't forget to save the filled out form.



FORM UPLOAD



ice.traspere.com/employees/subscription/1050/edit#

Traspere

Home Supplier Registration Tenders Profile Communications Help

Company Registration Report - Deadline: 01/01/2032

Download

Data Summary - Certifications Attached

I declare that I do not have any certification

Consent to data processin

a. the right to obtain from the Data Controller or not personal data relating to the data subject are being processed and, if so, to obtain access to the personal data 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 concerned, the recipients or categories of recipients to whom the data have been or will be communicated, the storage period, etc;

b. the right to obtain the rectification of personal data concerning the data subject, as well as the integration of such data where they are considered to be incomplete, always in relation to the purposes of the processing (Art. 16);

c. right to erasure of data ('right to be forgotten'), where one of the cases referred to in Article 17 applies;

d. right to restrict processing, in the cases provided for in Art. 18;

e. right to data portability, pursuant to Art. 20;

f. right to object to processing, pursuant to and within the limits of Art. 21;

g. right to withdraw consent at any time where given (Art. 7).

Finally, please note that the data subject has the right to lodge a complaint with the Garante per la Protezione dei dati personali or another supervisory authority pursuant to Article 13(2)(d) of the GDPR.

☒ 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 handsigned 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

Upload form*

Back

Confirm

Upload your completed form by pressing «Upload Form» and selecting the file from your computer.

Once uploaded, press «Confirm»

SUBMITTING SUPPLIER REGISTRATION



ice.traspare.com/employees/subscription/1050/edit#

Traspare

Home Supplier Registration Tenders Profile Communications Help

1 Personal data 2 Company Data 3 Documents 4 Confirm

Data Summary - Representative

Name: Mr. ICE
Citizenship: Foreign
Email address
Tax Code, Soc
Address:
Phone:
Fax:
Professional Qualification: Individual Business Owner

Data Summary - Company

Organisation Name: ITA
Company Headquarters: Foreign
VAT identification number or equivalent: non posseduta
Tax Code, Soc
Registered Elr
Email address
Company type: Limited Liability Company
Website:
Type of Registration: Services
Legal headquarters
Country:
Address:
Phone:
Fax:



Confirm

Are you sure you want to confirm the data entered?

Cancel Confirm

Press «Confirm»

COMPLETED



Traspere



ITA



- Home
- Supplier Registration
- Tenders
- Profile
- Communications
- Help

Profile Update

Through the settings in your profile you can set your preferred time zone to change the display dates within your backend.

Awaiting approval by the Institution (DO NOT contact Traspere assistance)



Supplier Registration

Displays the status of your registration and allows modifications

Enter

Delete Registration



You will automatically be redirected back to the home page. Here, you will see an orange ribbon on the Supplier Registration window.

It can take up to 24 hours for the registration to be approved.



Communications 0

Manage your communications

Enter



Contracts



Profile



Help

CONFIRMATION EMAIL



2 di molte < >

To: [ice.traspare@pec.it](#)

Messaggio di posta certificata

Il giorno 12/03/2025 alle ore 21:40:37 (+0100) il messaggio
"ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - Nuova Comunicazione da ICE AGENZIA" è stato inviato da [ice.traspare@pec.it](#)
indirizzato a:
|

Il messaggio originale è incluso in allegato.
Identificativo messaggio: [opec210312.20250312214037.64378.948.1.54@pec.aruba.it](#)

[ice.traspare@pec.it](#) | [ice.traspare@pec.it](#) ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INT
[opec210312.20250312214037.64378.948.1.54@pec.aruba.it](#) <67d1f14495720_2101792fd348e3996463351@traspare-wor

----- Forwarded message -----
From: [ice.traspare@pec.it](#)
To: |
Cc: |
Bcc: |
Date: Wed, 12 Mar 2025 21:40:36 +0100
Subject: ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - Nuova Comunicazione da ICE AGENZIA

Spett.le ITA

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

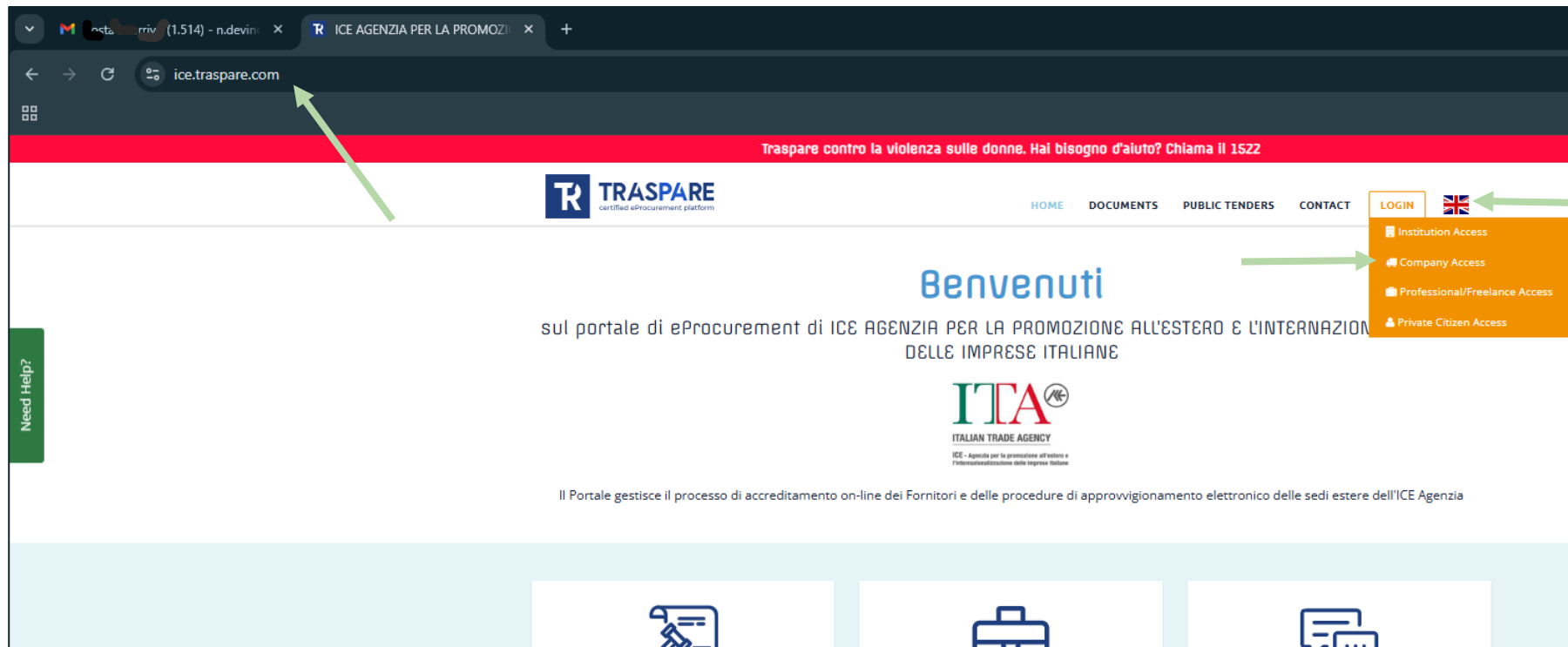
You'll receive a congratulations email (most likely in Italian) which states that your registration has been confirmed (confermata). It will also provide a link to access your homepage faster.

If you haven't received this email, wait up to 24 hours and make sure to double check your spam folder.

© 2025 ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE

 **TRASPARE**
certified eProcurement platform

HOW TO LOG BACK IN



To log back onto the Ice.Traspares website from your device, enter ice.traspares.com.

After making sure that the flag is turned to British instead of Italian, press the Login button and select «Company Access», at which point you can continue to log into your account by using your email address and password which you created in step #6



**THANK YOU
FOR COMPLETING
THE VENDOR REGISTRATION**