

Supplier Registration Guide

As a component of the Public Administration of Italy, the Embassy of Italy, Tokyo - Trade Promotion Section is bound by the Italian Public Procurement Code (Legislative Decree No. 36/2023). Suppliers interested in working with the us must comply with the procedures and regulations established therein.

Only registered suppliers may be invited to bid. Supplier registration is not the same as submitting a bid. From now on, suppliers who have registered on the "ALBO fornitori" are requested to register again on this platform <https://ice.traspare.com/>

The entire process takes between **15 to 30 minutes**. You will be required to:

- upload copies of your current, valid ID card or Drive License or Passport.
- a copy of your organization's Articles of Incorporation
- to sign a document → **NOTE: The person signing must be the Legal Representative or Managing Director (CEO) or someone in charge of the company.**

STEP 1 – 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 Embassy of Italy, Tokyo - Trade Promotion Section. The following fields are required:

Field to fill in	Instruction
Title / Name / Surname	Of the person signing
Email address	This email address is for log-in
Password / confirm Password	
Birth Date	
Tax ID Code/Social Security Number	If you are not an Italian citizen, <u>you must deselect</u> the "Italian citizenship" option and write 0 (zero) .
Sign up	A verification email will be sent to the address provided. Your account will be successfully created once the email has been verified.

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 ISO 9001 / UNI EN ISO 9001:2015

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STEP 2 – REGISTER AS AN ECONOMIC OPERATOR

After successfully completing step 1, [Click Here](#) to visit the Economic Operator registration page. There are mainly two types of Economic Operator: a) Company; b) **Professional**.

a. For **COMPANY**

Field to fill in	Instruction
Type of Registration	“Company”. Further details are available via the Question Mark icon.
Organization Name	Please enter your “Organization Name” even though the field is not required
Based in Italy?	If you are not an Italian citizen, <u>you must deselect</u>
In possession of VAT identification or equivalent?	Please write the Corporate Number. (法人番号13桁)
Tax Code, Social Security Number or Equivalent	If available write your number registered in the Qualified Invoice System [適格請求書発行事業者登録番号 (T+13 桁)]. If not available , please write the Corporate Number. If you are Sole Proprietorship (個人事業主) please write your name and surname.
REM – Registered Electronic Mail Email Address	The field REM refers to the principal e-mail where the company would like to receive communications from Traspare. In case your company does not have an Italian REM, you can use the same email address for both
Privacy	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.
Confirm	A verification email will be sent to your REM. Your registration as an economic operator will be successful once the email has been verified.

b. For **PROFESSIONAL**

Field to fill in	Instruction
Type of Registration	“Professional”. Further details are available via the Question Mark icon.
Italian citizenship?	If you are not an Italian citizen, <u>you must deselect both</u>

In possession of VAT identification or equivalent?	
Tax Code, Social Security Number or Equivalent	If available write the 適格請求書発行事業者登録番号 (T+13 桁) If not available , please write your name and surname
REM – Registered Electronic Mail Email Address	The field REM refers to the principal e-mail where the company would like to receive communications from Traspare. In case your company does not have an Italian REM, you can use the same email address for both.
Privacy	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.
Confirm	A verification email will be sent to your REM. Your registration as an economic operator will be successful once the email has been verified.

STEP 3 – REGISTER AS A SUPPLIER

After successfully completing Step 2, please visit the [Profile Update](#) and click on “Supplier Registration”. The Wizard should be completed in one session, and is divided into four sections:

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

ATTENTION: THE FILE SHOULD BE THE ONE GENERATED IN THE CURRENT RECORDING SESSION! DOCUMENTS GENERATED PREVIOUSLY WILL BE CONSIDERED INVALID.

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

- a. For **COMPANY**

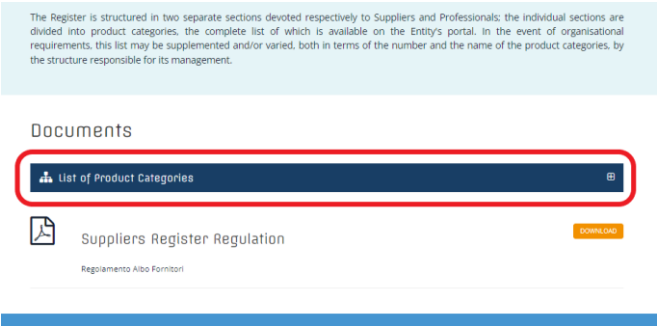
Field to fill in	Instruction
Italian Resident	If your residency is not in Italian, <u>you must deselect</u>
Full Address	
Phone Number	
Professional Qualification	Of the person signing

b. For PROFESSIONAL

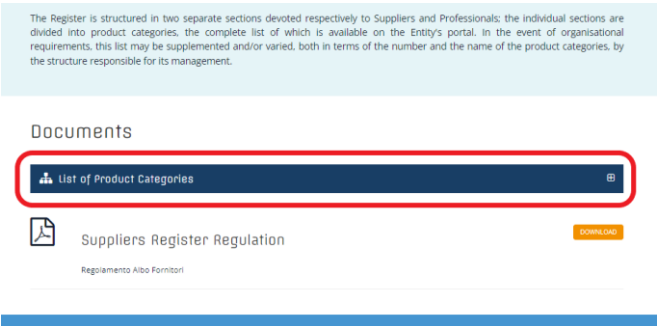
Field to fill in	Instruction
Italian Resident	If your residency is not in Italian, <u>you must deselect</u>
Full Address	
Phone Number	
Education and Professional Register	Of the person signing
Registered to the Professional Order	Yes/NO accordingly
Professional category	indicates the category of membership (e.g. lawyers, engineers etc.)
Professional category registration number*	In case you don't have a registration number, please write 0 (zero) .

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

a. For COMPANY

Field to fill in	Instruction
Company Type	e.g.: Joint Stock Company 株式会社 / Limited Liability Company 合同会社、有限会社 / Sole Proprietorship 個人事業主
Number of Employees	
Date of Incorporation	
Legal Headquarters	
Type of Registration	Please, select at least one amongst Works, Services, and/or Supplies
Product Categories – Select all categories relevant to your business	<p>the full “List of Product Categories” is available in advance at the bottom of the page https://ice.traspare.com/suppliers</p> 

b. For PROFESSIONAL

Field to fill in	Instruction
Type	Profession not organized into Order or Colleges / Organized Profession
Based in Italy?	If your activity is not based in Italian, <u>you must deselect</u>
Type of Registration	Please, select at least one amongst Works, Services, and/or Supplies
Product Categories – Select all categories relevant to your business	<p>the full “List of Product Categories” is available in advance at the bottom of the page https://ice.traspare.com/suppliers</p>  <p>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.</p> <p>Documents</p> <p>List of Product Categories</p> <p>Suppliers Register Regulation DOWNLOAD</p> <p>Regolamento Albo Fornitori</p>

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

a. For COMPANY

Field to fill in	Instruction
Identification Document	Current valid personal ID Card or Drive License or Passport of the person signing
Company Registration Report	your organization's articles of incorporation (定款・登記書類等、または国税庁法人番号公表サイト https://www.houjin-bangou.nta.go.jp で貴社法人番号を検索→「変更履歴情報等」の「履歴等」をクリック→「このページを印刷する」からPDFファイルを作成してください)
Deadline	Enter the expiration date of each document. If the document does not have an expiry date, enter a fictitious date with a later expiry date (at least 3 years later)
Certification Held	Optional. However, it is recommended to include all certifications held by your organization.

b. For PROFESSIONAL

Field to fill in	Instruction
Curriculum Vitae	Please upload your CV
Identification Document	Current valid personal ID Card or Drive License or Passport of the person signing
Deadline	Enter the expiration date of your identification document.
Certification Held	Optional. However, it is recommended to include all certifications held

Section 4: Confirmation provides a summary of your responses during Step 3 – Register as a Supplier.

1. Please review the summary for accuracy.
2. You must consent to the processing of your personal data pursuant to EU Regulation 2016/679 (“GDPR”).
3. **Now you can:**
 - **download the form** named “REGISTRATION FORM FOR THE ELECTRONIC PROCUREMENT SYSTEM”,
 - **sign it** either digitally (p7m files only) or physically (scanned PDF files only),
 - **re-upload** it via the “Upload Form” button.
4. Click “Confirm”.
5. Traspare sends an email to REM with “**Registration Status: Awaiting Approval**”
6. Later, you will receive an approval letter with subject “**Iscrizione Confermata**”

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