



**TRASPARE**  
certified eProcurement platform

|                 |           |
|-----------------|-----------|
| <b>ITALIANO</b> | <b>2</b>  |
| <b>ENGLISH</b>  | <b>7</b>  |
| <b>SPANISH</b>  | <b>13</b> |
| <b>FRENCH</b>   | <b>19</b> |



# NOTE OPERATIVE ISCRIZIONE AL PORTALE TRASPARE

Piattaforma Traspare®

Il fornitore che intende iscriversi alla Piattaforma Traspare e successivamente richiedere l'abilitazione deve seguire i seguenti passi illustrati di seguito.

Dal menù in alto, posizionarsi sulla voce di menù "ACCEDI" e cliccare "ACCESSO AZIENDA" oppure "ACCESSO LIBERO PROFESSIONISTA" (vedi fig. 1)



fig. 1

Viene così visualizzata la pagina di "LOGIN". Poiché si tratta di nuova iscrizione, occorre cliccare sul link "CLICCA QUI" indicato dalla freccia come in fig. 2.

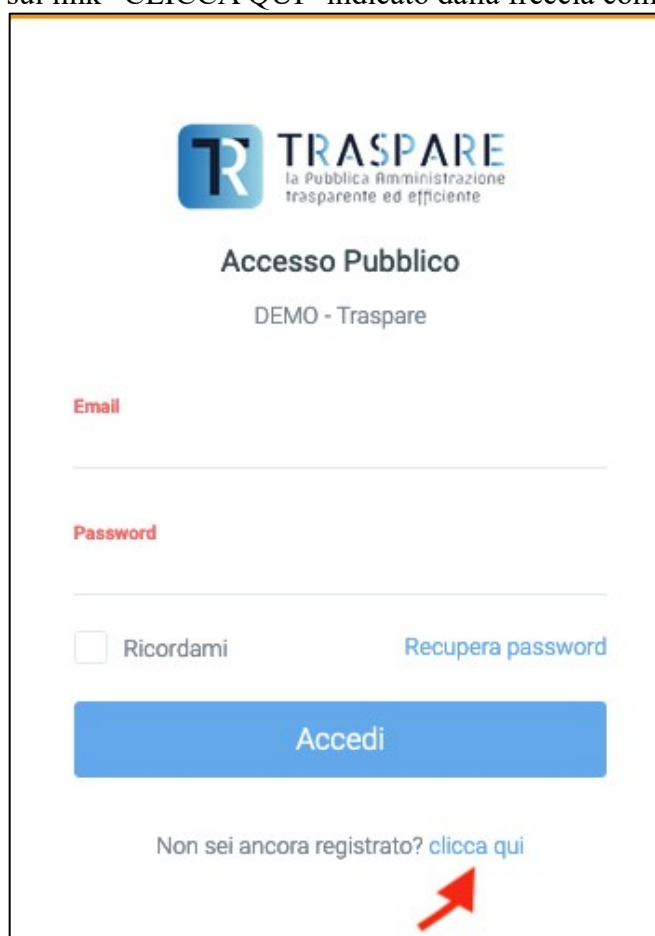


fig. 2

Compilare il modulo di registrazione con i dati richiesti. Si prega di inserire un indirizzo email di posta ordinaria e non di PEC. L'indirizzo email fornito, verrà utilizzato per eseguire successivamente il login al portale. Dopo aver completato la maschera con TUTTI i dati OBBLIGATORI, cliccare sul pulsante in basso "ISCRIVITI" (fig. 3).

The image shows a registration form titled "Registri al portale" for "Traspire". The form is set against a white background with an orange border. At the top, there is a logo for "TRASPARE" with the tagline "la Pubblica Amministrazione trasparente ed efficiente". Below the logo, the text "Registri al portale" and "DEMO - Traspire" is displayed.

The form contains several input fields and dropdown menus:

- Title:** A dropdown menu with "Sig." selected.
- Nome:** A text input field.
- Cognome:** A text input field.
- Email:** A text input field containing "demo@legsolution.com". Below it, a note says "(Utilizzare per la registrazione una mail ordinaria e non un indirizzo pec)".
- Password:** A text input field with "\*\*\*\*\*" entered. Below it, a note says "(Password minima di 8 caratteri, una lettera maiuscola, una lettera minuscola, un numero)".
- Conferma password:** A text input field.
- Data di nascita:** A text input field with the placeholder "Inserire la data di nascita".
- Paese di nascita:** A dropdown menu with "ITALIA" selected.
- Regione:** A dropdown menu with "Seleziona una regione..." selected.
- Provincia:** A dropdown menu with "Seleziona una provincia..." selected.
- Luogo di nascita:** A dropdown menu with "Seleziona una città..." selected.
- Cittadinanza italiana:** A checkbox that is checked.
- Sesso:** A dropdown menu with "Uomo" selected.
- Codice fiscale:** A text input field.

At the bottom of the form, there is a reCAPTCHA widget with the text "Non sono un robot" and a checkbox. Below the reCAPTCHA, there is a note: "Al termine della registrazione verrà inviata una mail per verificare l'indirizzo email inserito e per attivare l'account!".

At the very bottom of the page, there is a dark grey footer with the text: "I cookie ci aiutano a fornire i nostri servizi. Utilizzando tali servizi, accetti l'utilizzo dei cookie da parte nostra." followed by a link "Informazioni" and an "OK" button. Below this, there is a blue button labeled "Recupera password".

fig. 3

Una volta cliccato sul pulsante “ISCRIVITI”, si riceverà un email da parte di Traspare al proprio indirizzo email INDICATO IN FASE DI REGISTRAZIONE. Affinché l’utenza sia attiva, occorre cliccare sul link arrivato via email.

## **DOMANDA? COSA POSSO FARE SE NON MI E' ARRIVATA L'EMAIL O ERRONEAMENTE L'HO CANCELLATA SENZA AVER CLICCATO SUL LINK UTILE ALL'ATTIVAZIONE DELL'UTENZA?**

**RISPOSTA:** EFFETTUANDO IL LOGIN CON L'EMAIL E LA PASSWORD INSERITA IL FASE DI REGISTRAZIONE, SI VERRA'

REINDIRIZZATI VERSO LA PAGINA (vedi fig. 4). DA QUI E' POSSIBILE “RINVIARE LA MAIL DI ATTIVAZIONE” QUINDI CLICCANDO SUL PULSANTE, VERRA' RIGENERATO E RINVIATO UN NUOVO LINK PER POTER POI PROSEGUIRE CON L'ATTIVAZIONE DELL'UTENZA O EVENTUALMENTE QUALORA VI FOSTE ACCORTI DI AVER INSERITO UNA MAIL ERRATA, POTETE CLICCARE “CAMBIARE L'EMAIL DI REGISTRAZIONE”.

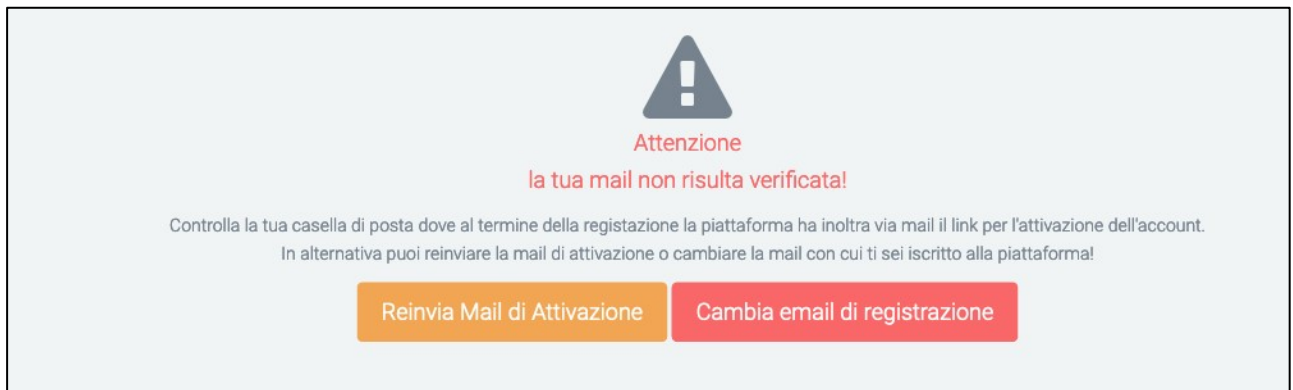


fig. 4

Se vi siete resi conto di aver inserito un’email sbagliata potete cliccare sul pulsante “Cambia email di registrazione”. Cliccando sul pulsante, otterrete la maschera come di seguito (vedi fig. 5) nella quale provvederete a cancellare l’email errata e ad inserire l’email corretta. A procedura conclusa, verrà inviata l’email con il link di attivazione dell’utenza, al nuovo indirizzo email “corretto” appena inserito.

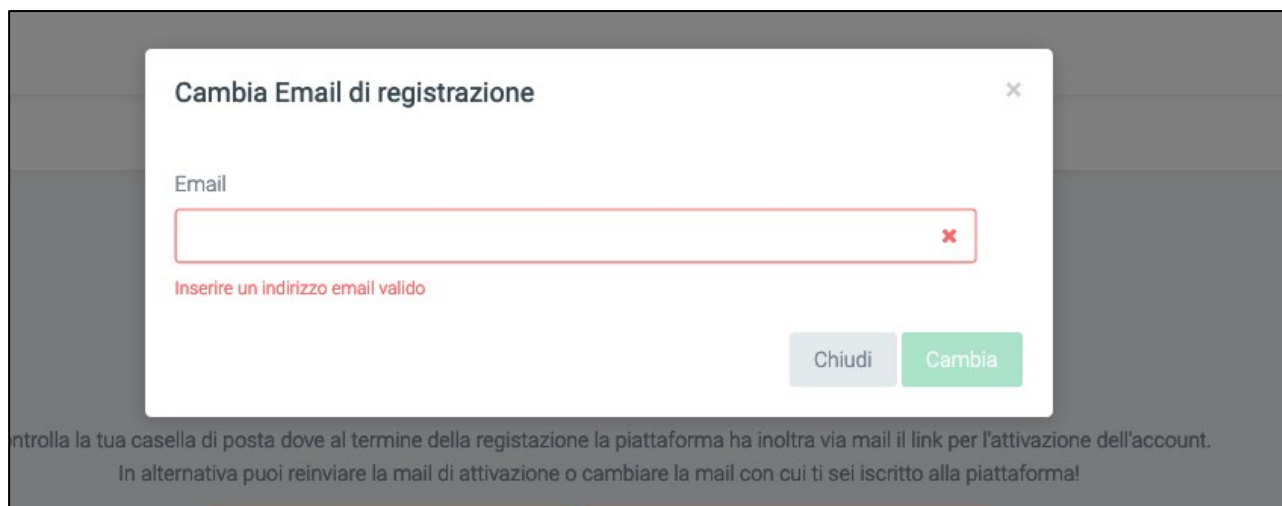


fig. 5

Dopo aver cliccato sul link di attivazione ricevuto via email e ripetendo l'accesso a Traspare, verrete indirizzati sulla seguente pagina (vedi fig. 6)

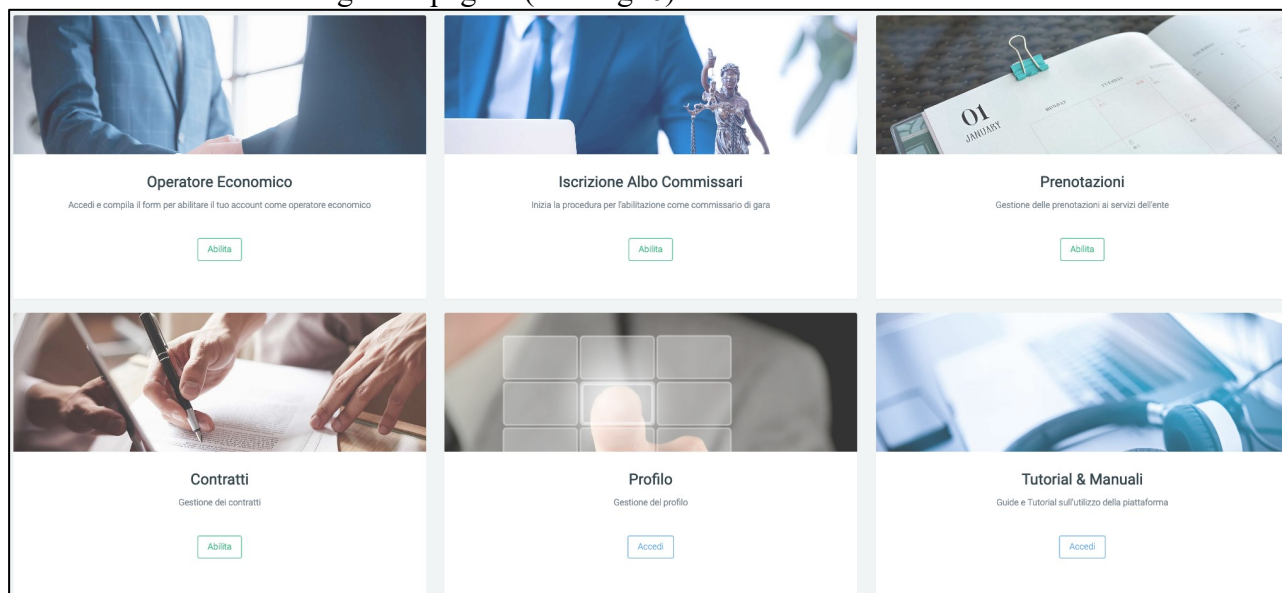


fig. 6

Ora si è registrati sulla “Piattaforma Traspare”.  
Si consiglia la lettura delle NOTE OPERATIVE - ISCRIZIONE ALBO FORNITORI



OPERATIONAL  
NOTES  
PORTAL REGISTRATION  
TRASPARE

Traspare® platform

A supplier wishing to register on the Traspire Platform and subsequently apply for authorisation must follow the steps outlined below.  
From the menu at the top, go to the "LOGIN" menu item and click on "BUSINESS ACCESS" or "FREEMAN FREEMAN ACCESS" (see fig. 1)

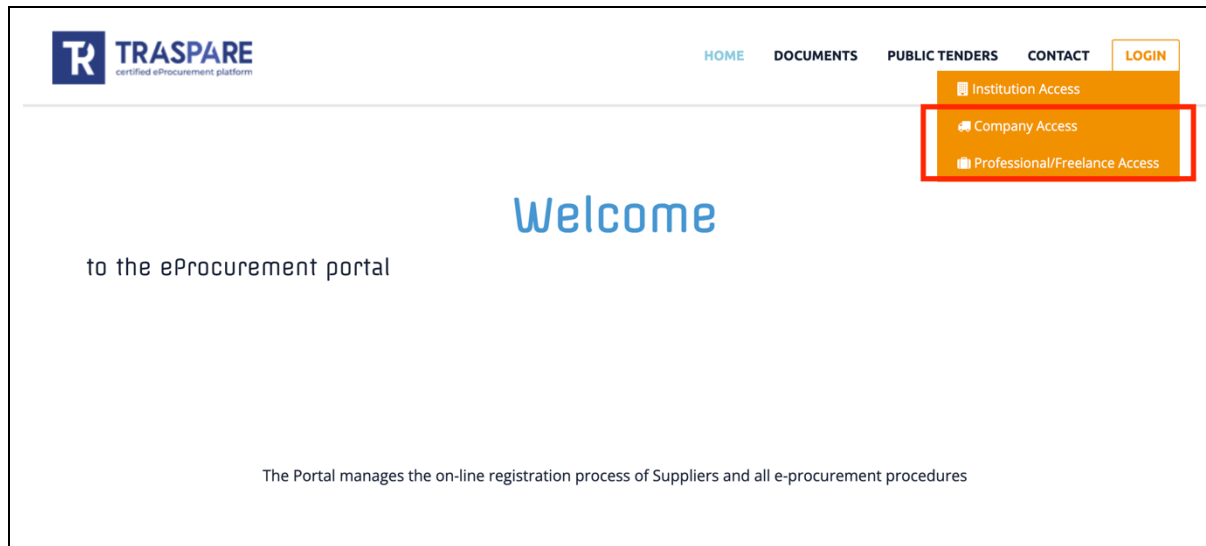
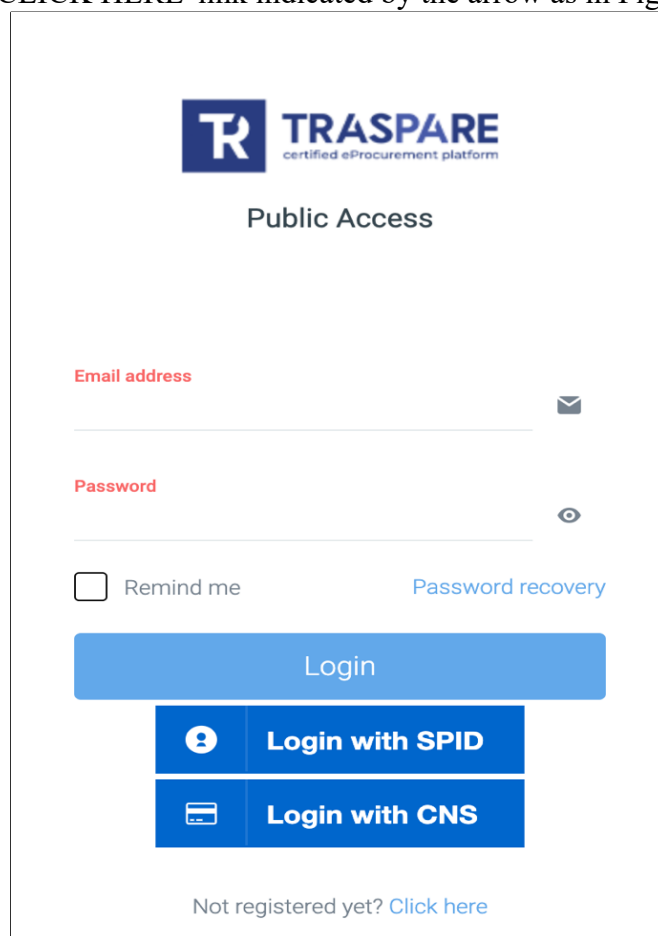


fig. 1



The 'LOGIN' page is then displayed. Since this is a new registration, you must click on the 'CLICK HERE' link indicated by the arrow as in Fig. 2.



The screenshot shows the TRASPARE 'Public Access' login page. At the top is the TRASPARE logo with the tagline 'certified eProcurement platform'. Below the logo is the text 'Public Access'. The form contains two input fields: 'Email address' with an envelope icon and 'Password' with an eye icon. Below these fields are a 'Remind me' checkbox and a 'Password recovery' link. A large blue 'Login' button is centered below the form. Underneath the 'Login' button are two buttons: 'Login with SPID' (with a SPID icon) and 'Login with CNS' (with a CNS icon). At the bottom of the page, there is a link that says 'Not registered yet? Click here'.

fig. 2

Please fill in the registration form with the required data. Please enter a postal mail address. The email address provided will be used to log in to the portal later. Once you have completed the mask with ALL REQUIRED data, click on the "REGISTER" button at the bottom (fig. 3).

**TRASPARE**  
certified eProcurement platform

**Register to our portal**  
Ministero degli Affari Esteri e della Cooperazione Internazionale

**Title**  
Sig.

**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**  
ITALLY

**Region**  
Select a region...

**Province**  
Select a province...


**Place of birth**  
Select a city...

Italian citizenship

**Gender**  
Man

**Tax Code/Social Security Number**

This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this.

**Non sono un robot**   
reCAPTCHA  
Privacy - Termini

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

[Sign up](#)

[Password recovery](#)

fig. 3

Once you have clicked on the "SIGN UP" button, you will receive an email from Traspare to your email address INDICATED DURING REGISTRATION. In order for your membership to be active, you must click on the link that arrived by email.

**QUESTION? WHAT CAN I DO IF I HAVE NOT RECEIVED THE EMAIL OR HAVE MISTAKENLY DELETED IT WITHOUT**

## HAVING CLICKED ON THE LINK TO ACTIVATE MY ACCOUNT?

**ANSWER:** BY LOGGING IN WITH YOUR EMAIL AND THE PASSWORD ENTERED DURING REGISTRATION, YOU WILL BE REDIRECTED TO THE PAGE (see fig. 4). FROM HERE IT IS POSSIBLE TO "RESEND THE ACTIVATION E-MAIL" THEN CLICKING THE BUTTON, IT WILL BE REGENERATED AND REDIRECTED A NEW LINK TO CONTINUE WITH THE ACTIVATION OF THE USER OR POSSIBLY IF YOU REALISE THAT YOU HAVE ENTERED AN INCORRECT E-MAIL, YOU CAN CLICK ON 'CHANGE REGISTRATION E-MAIL'.

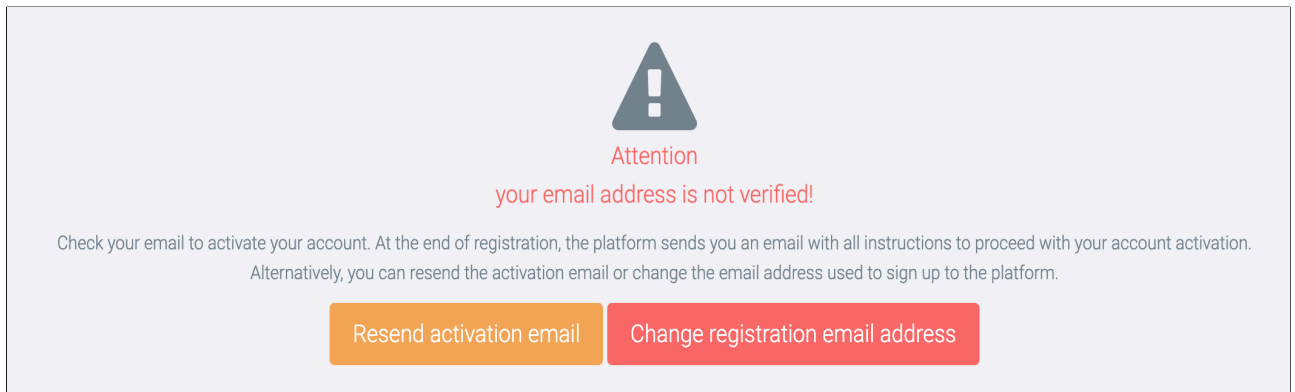


fig. 4

If you realise that you have entered the wrong email address, you can click on the "Change Registration Email" button. By clicking on the button, you will obtain the mask as below (see fig. 5) in which you delete the incorrect email and enter the correct one. When the procedure is complete, an email with the user activation link will be sent to the new 'correct' email address that you have just entered.

## Change registration email address ✕

Email

Please enter a valid email address

Close Change

fig. 5

After clicking on the activation link received by email and logging into Traspere again, you will be directed to the following page (see fig. 6)

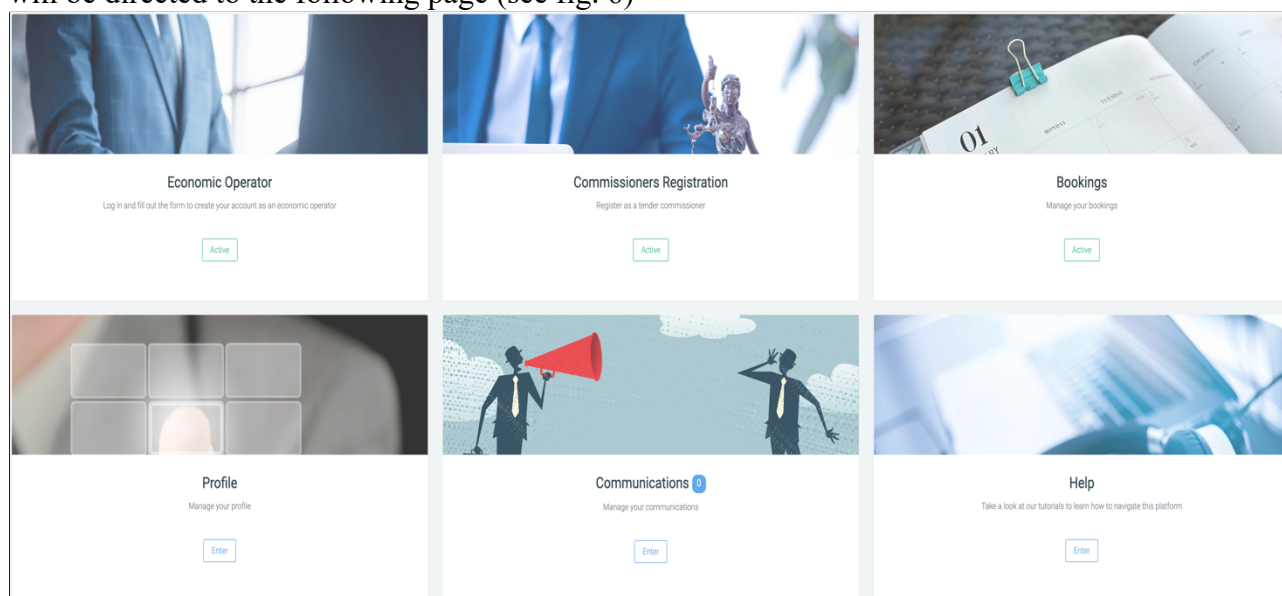


fig. 6

You are now registered on the 'Traspere Platform'.  
We recommend reading the OPERATIONAL NOTES - REGISTRATION TO THE CONTRACTOR'S REGISTER



**TRASPARE**  
certified eProcurement platform

# NOTAS OPERATIVAS REGISTRO EN EL PORTAL TRASPARE

Plataforma Traspare®

El proveedor que desee registrarse en la Plataforma Traspire y solicitar posteriormente la autorización deberá seguir los pasos que se indican a continuación.

En el menú superior, seleccione 'ACCESO' y haga clic en 'ACCESO EMPRESA' o 'ACCESO PROFESIONAL INDEPENDIENTE' (véase fig. 1).

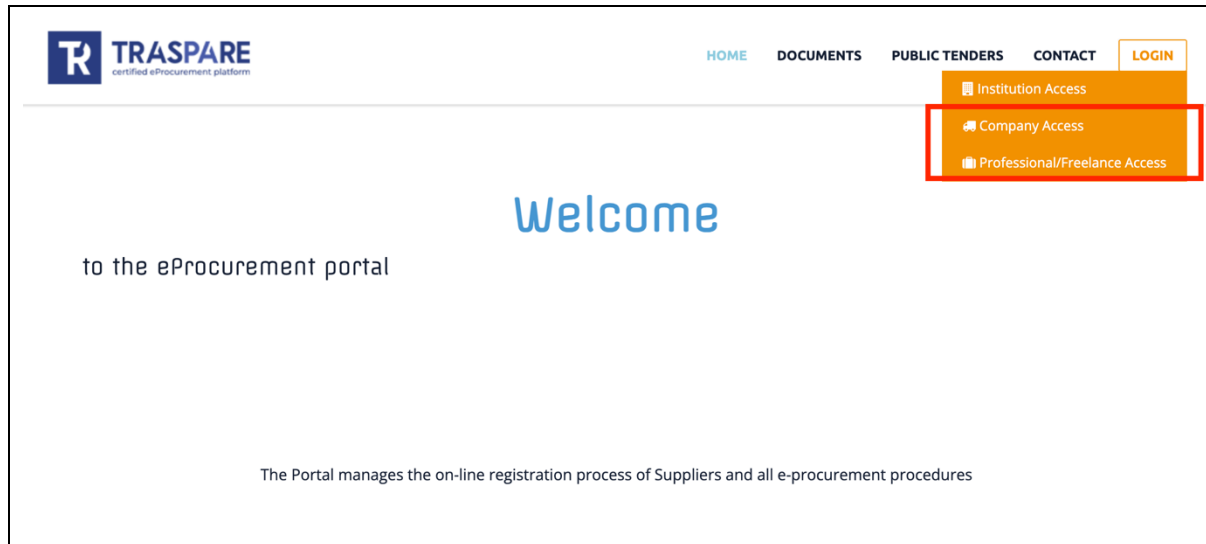
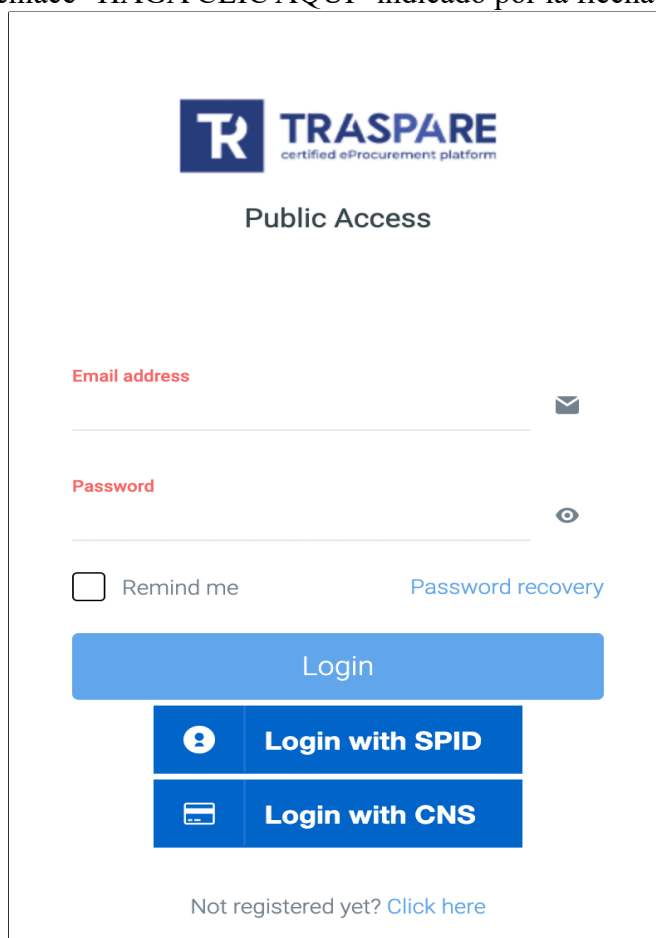


fig. 1

Aparecerá la página "INICIAR SESIÓN". Dado que se trata de un nuevo registro, debe hacer clic en el enlace "HAGA CLIC AQUÍ" indicado por la flecha como en la Fig. 2.



The image shows a login page for the TRASPARE platform. At the top, there is a logo for TRASPARE, described as a 'certified eProcurement platform'. Below the logo, the text 'Public Access' is centered. The page contains a login form with two input fields: 'Email address' and 'Password'. To the right of the email field is an envelope icon, and to the right of the password field is an eye icon. Below the password field, there is a checkbox labeled 'Remind me' and a link for 'Password recovery'. A large blue button labeled 'Login' is positioned below the form. Underneath the 'Login' button are two more buttons: 'Login with SPID' (with a person icon) and 'Login with CNS' (with a card icon). At the bottom of the page, there is a link that says 'Not registered yet? Click here'.

fig. 2

Rellene el formulario de inscripción con los datos requeridos. Introduzca una dirección de correo electrónico ordinaria. La dirección de correo electrónico facilitada se utilizará para iniciar sesión en el portal más adelante. Una vez que haya completado la máscara con TODOS los datos OBLIGATORIOS, pulse el botón de la parte inferior "INSCRIBIR" (fig. 3).

**TRASPARE**  
certified eProcurement platform

**Register to our portal**  
Ministero degli Affari Esteri e della Cooperazione Internazionale

Title  
Sig.

**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**

**Region**

**Province**


**Place of birth**

Italian citizenship

**Gender**

**Tax Code/Social Security Number**

This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this.

Non sono un robot   
reCAPTCHA  
Privacy - Termini

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

[Password recovery](#)

fig. 3

Una vez que haya hecho clic en el botón "INSCRIBIRSE", recibirá un correo electrónico de Traspare en la dirección de correo electrónico INDICADA DURANTE LA INSCRIPCIÓN. Para que la afiliación esté activa, debe hacer clic en el enlace recibido por correo electrónico.

## ¿PREGUNTA? ¿QUÉ PUEDO HACER SI NO HE RECIBIDO EL CORREO ELECTRÓNICO O LO HE BORRADO POR



## ERROR SIN HABER HECHO CLIC EN EL ENLACE PARA ACTIVAR MI CUENTA?

**RESPUESTA:** INICIANDO SESIÓN CON SU CORREO ELECTRÓNICO Y EL CONTRASEÑA INTRODUCIDA DURANTE EL REGISTRO, SE LE RE-DIRECCIONADO A LA PÁGINA (ver fig. 4). DE AQUÍ ES POSIBLE "REENVIAR EL CORREO ELECTRÓNICO DE ACTIVACIÓN" ENTONCES HACIENDO CLIC EN EL BOTÓN, SE REGENERARÁ Y REDIRIGIDO UN NUEVO ENLACE PARA CONTINUAR CON LA ACTIVACIÓN DEL USUARIO O POSIBLEMENTE SI SE DA CUENTA DE QUE HA INTRODUCIDO UNA DIRECCIÓN DE CORREO ELECTRÓNICO INCORRECTA, PUEDE HACER CLIC EN "CAMBIAR DIRECCIÓN DE CORREO ELECTRÓNICO DE REGISTRO".

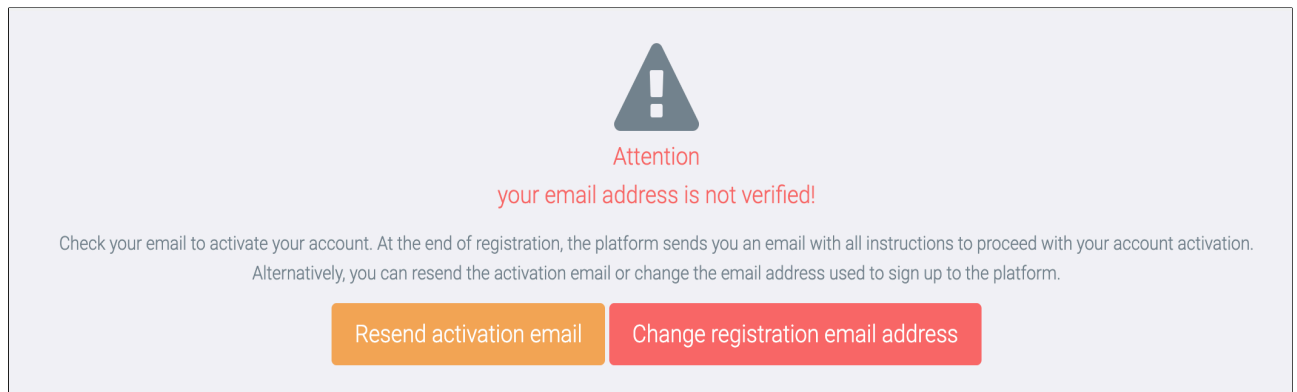
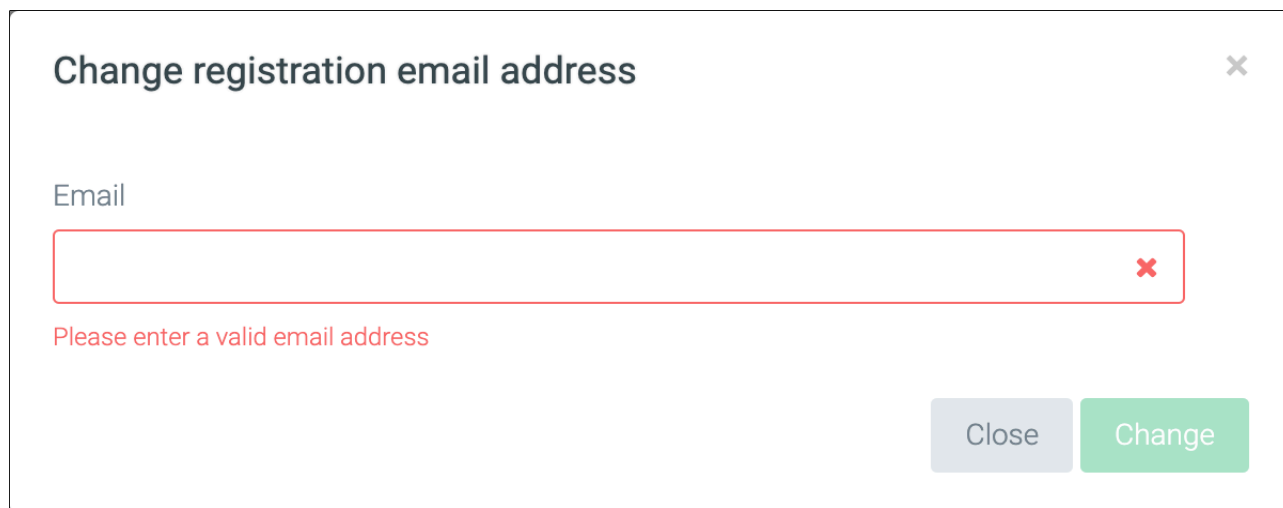


fig. 4

Si se da cuenta de que ha introducido un correo electrónico incorrecto, puede hacer clic en el botón 'Cambiar correo electrónico de registro' Haciendo clic en el botón, obtendrá la máscara que se muestra a continuación (véase fig. 5) en la que podrá eliminar el correo electrónico incorrecto e introducir el correcto. Una vez completado el procedimiento, se enviará un correo electrónico con el enlace de activación del usuario a la dirección de correo electrónico "correcta" recién introducida.



Change registration email address

Email

Please enter a valid email address

Close Change

fig. 5

Tras hacer clic en el enlace de activación recibido por correo electrónico y volver a iniciar sesión en Traspare, accederá a la siguiente página (véase la fig. 6)

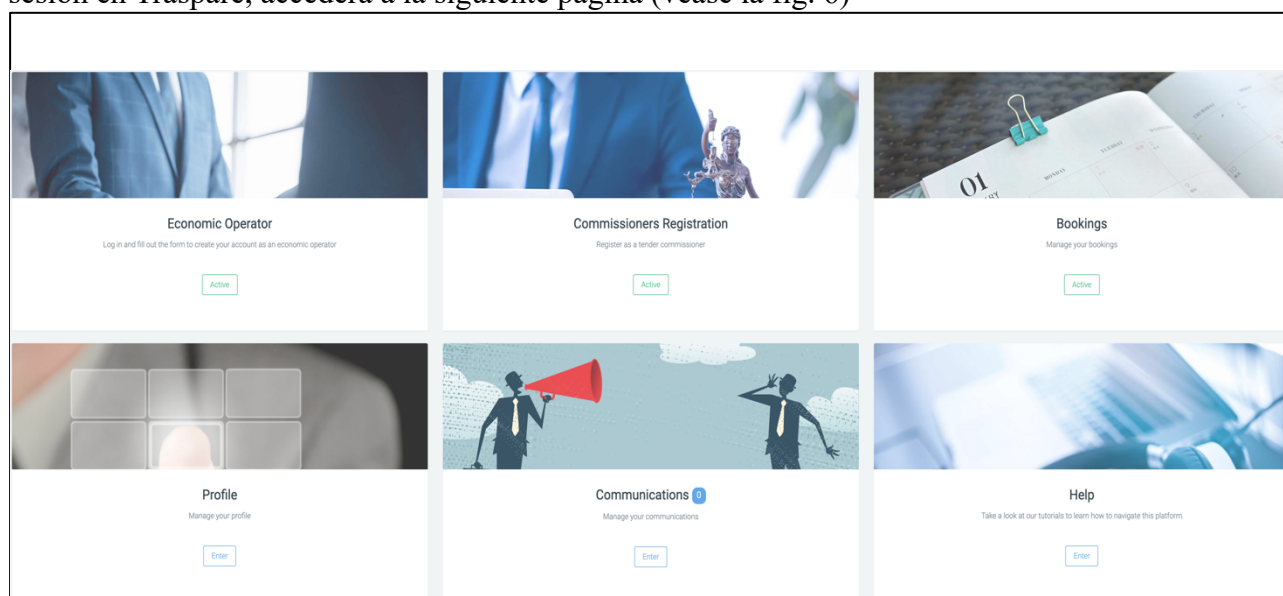


fig. 6

Ya está registrado en la "Plataforma Traspare".  
Recomendamos la lectura de las NOTAS OPERATIVAS - INSCRIPCIÓN EN EL REGISTRO DE CONTRATISTAS



**TRASPARE**  
certified eProcurement platform

NOTES  
OPÉRATIONNELLES  
ENREGISTREMENT SUR LE  
PORTAIL TRASPARE

Plateforme Traspare

Le fournisseur souhaitant s'enregistrer sur la plateforme Traspire et demander ensuite une autorisation doit suivre les étapes décrites ci-dessous.

Dans le menu en haut, se positionner sur l'élément de menu « SE CONNECTER » et cliquer sur « ACCÈS ENTREPRISE » ou « ACCÈS LIBRE PROFESSIONNEL » (voir fig. 1)

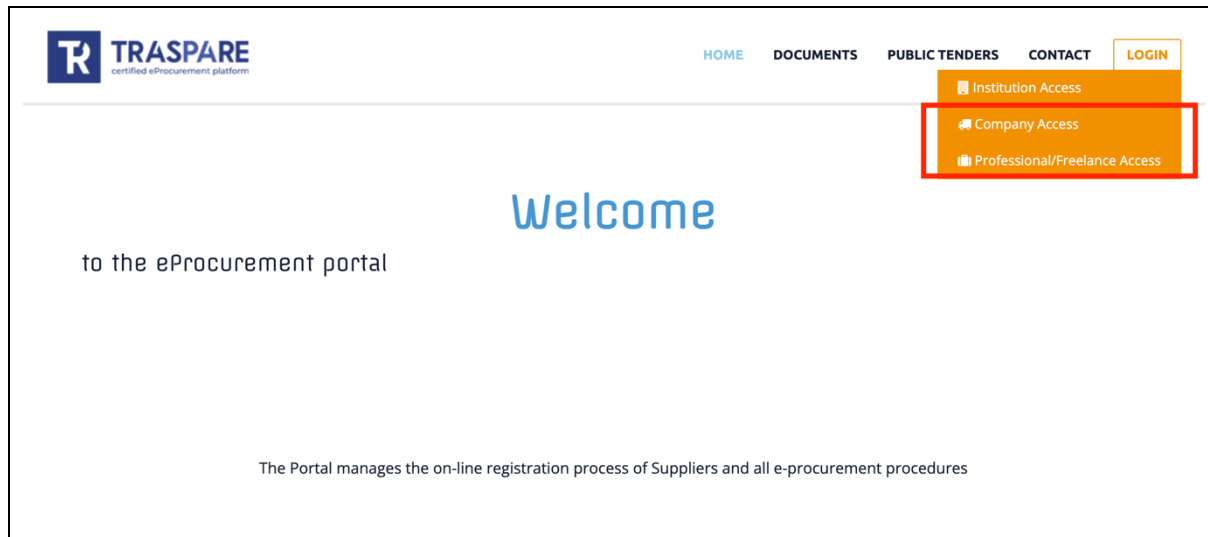
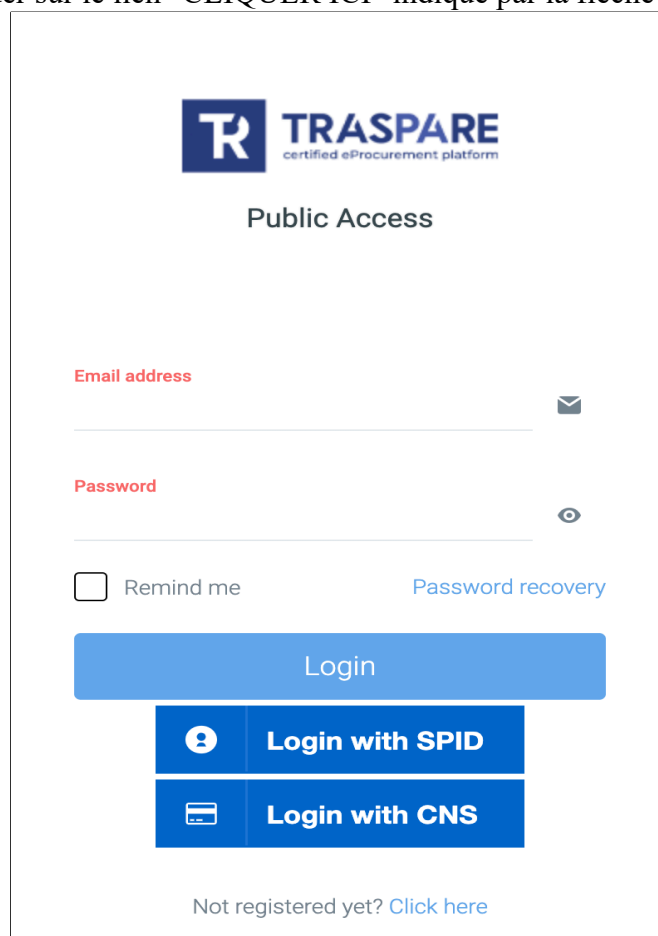


fig. 1

On affiche ainsi la page de "CONNEXION". Comme il s'agit d'une nouvelle inscription, vous devez cliquer sur le lien "CLIQUER ICI" indiqué par la flèche d'après la figure 2.



The image shows a login page for the TRASPARE platform. At the top, there is a logo for TRASPARE, described as a 'certified eProcurement platform'. Below the logo, the text 'Public Access' is centered. The page contains a form with two input fields: 'Email address' and 'Password'. To the right of the email field is an envelope icon, and to the right of the password field is an eye icon. Below the password field, there is a checkbox labeled 'Remind me' and a link for 'Password recovery'. A large blue button labeled 'Login' is positioned below the form. Underneath the 'Login' button are two more buttons: 'Login with SPID' (with a person icon) and 'Login with CNS' (with a card icon). At the bottom of the page, there is a link that says 'Not registered yet? Click here'.

fig. 2

Remplir le formulaire d'inscription avec les données requises. Veuillez insérer une adresse postale. L'adresse électronique fournie sera utilisée pour se connecter au portail par la suite. Après avoir complété le masque avec TOUTES les données OBLIGATOIRES, cliquer sur le bouton en bas « S'INSCRIRE » (fig. 3).

**TRASPARE**  
certified eProcurement platform

**Register to our portal**  
Ministero degli Affari Esteri e della Cooperazione Internazionale

Title  
Sig. 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)

**Birth Date** **Birth Country**

---

Enter date of birth ITALY ▼

**Region** **Province**

---

Select a region... Select a province... ▼

**Place of birth**  Italian citizenship

---

Select a city... **Tax Code/Social Security Number**

---

**Gender**

---

Man ▼

---

This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this.

**Non sono un robot** reCAPTCHA  
Privacy - Termini

---

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

[Sign up](#)

[Password recovery](#)

fig. 3

Une fois qu'on a cliquée sur le bouton « S'INSCRIRE », on recevra un e-mail de Traspare à l'adresse e-mail INDIQUÉE LORS DE L'INSCRIPTION. Pour que le compte soit actif, il faut cliquer sur le lien reçu par e-mail.

**QUESTION? QUE PUIS-JE FAIRE SI JE N'AI PAS REÇU L'E-MAIL OU SI JE L'AI SUPPRIMÉ PAR ERREUR SANS AVOIR**

## CLIQUEZ SUR LE LIEN UTILE POUR ACTIVER VOTRE COMPTE ?

**RÉPONSE :** EN SE CONNECTANT AVEC L'É-MAIL ET LE MOT DE PASSE SAISI LORS DE LA PHASE D'INSCRIPTION, VOUS SEREZ REDIRIGÉ VERS LA PAGE (voir fig. 4). DE LÀ, IL EST POSSIBLE DE "RENOUVER L'É-MAIL D'ACTIVATION" PUIS EN CLIQUANT SUR LE BOUTON, UN NOUVEAU LIEN SERA RÉGÉNÉRÉ ET RENVOYÉ POUR POUVOIR EN SUITE CONTINUER AVEC L'ACTIVATION DU COMPTE OU ÉVENTUELLEMENT SI L'ON S'EST APERÇU D'AVOIR ENTRÉ UN É-MAIL INCORRECT, VOUS POUVEZ CLIQUER SUR "CHANGER L'É-MAIL D'INSCRIPTION".

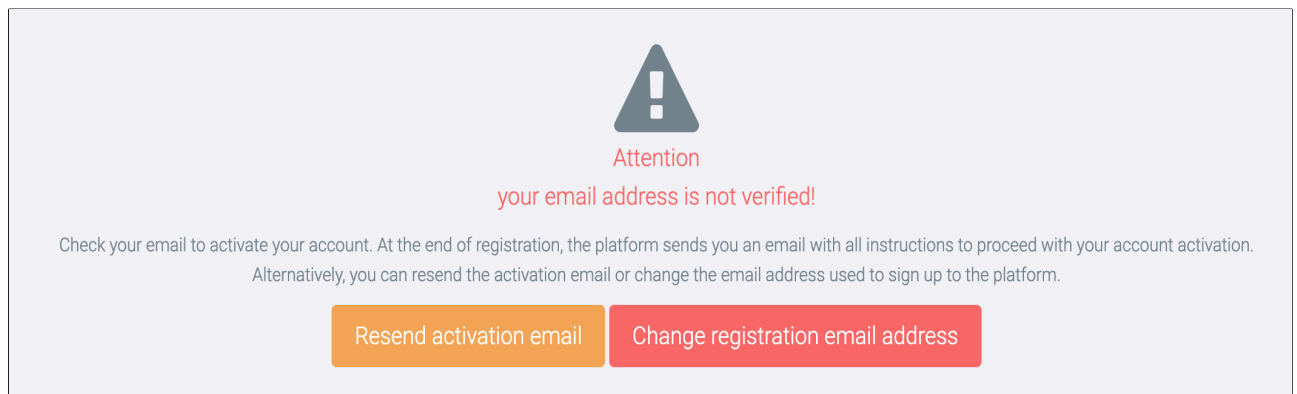
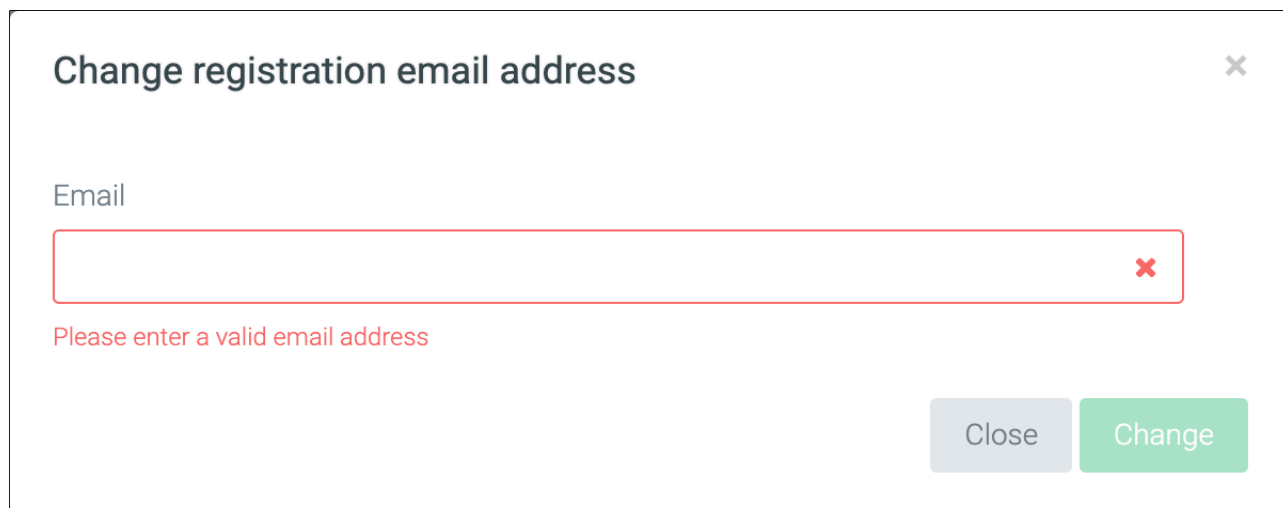


fig. 4

Si on s'aperçoit d'avoir inséré un e-mail erroné, vous pouvez cliquer sur le bouton "Modifier e-mail d'inscription". En cliquant sur le bouton, vous obtiendrez le masque ci-dessous (voir fig. 5) dans lequel vous devrez supprimer l'e-mail incorrect et insérer l'e-mail correct. Une fois la procédure terminée, un e-mail contenant le lien d'activation du compte sera envoyé à l'adresse électronique "correcte" nouvellement insérée.



Change registration email address

Email

Please enter a valid email address

Close Change

fig. 5

Après avoir cliqué sur le lien d'activation reçu par e-mail et vous être reconnecté à Traspare, vous serez dirigé vers la page suivante (voir fig. 6)

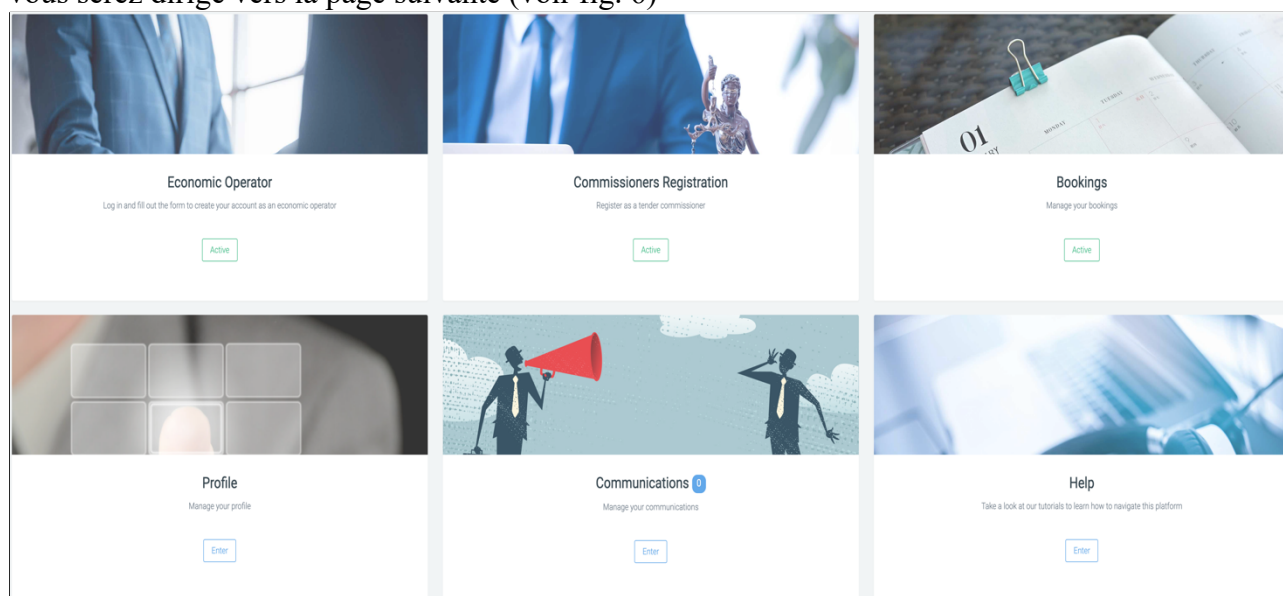


fig. 6

Vous êtes maintenant inscrit sur la "Plateforme Traspare".  
Nous recommandons la lecture des NOTES OPÉRATIONNELLES - INSCRIPTION AU REGISTRE DES FOURNISSEURS