Operation Manual for Self-registration





New Suppliers Portal

Self-registration Guide

07/11/2011



Operation Manual for Self-registration

Stato del documento

revision	data	sintesi dei cambiamenti	(approvato da)
е			
V1.0	24/06/11	Prima versione	

Sintesi dei cambiamenti

lista dei principali cambiamenti rispetto la revisione precedente:	



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Once you have access the Telecom Italia S.p.A.'s suppliers qualification management the web page will show as following:

Welcome to the new Telecom Italia S.p.A. suppliers' page.	Help
Start	
Privacy Disclaimer Note	
Potential suppliers (hereinafter referred to as Bidders) must fill in the required fields in the following sections, entering their personal and corporate information in order to begin the first stage of the pre-qualification process. The application result of the trainant control to begin the first stage of the pre-qualification process. The application result of the talian Legislative Decree of 30 June 2003, no. 196, of personal data provided to Artsana S.p.A. asks each Bidder to accept the Code of Conduct set out below and carefully read the information regarding the processit under the talian Legislative Decree of 30 June 2003, no. 196, of personal data provided to Artsana S.p.A., necessary in order to proceed with registration. Following a successful evaluation, the system will send out a User ID and password via mait, with these credentias, it is possible to access the Supplier Portal and continue with the next stages of the supplier evaluation and qualification process. The User D and password provided are personal and may not be used by any other Bidder. Upon registration, in order to use the supplier portal in the best way possible, Bidders must provide truthful, accurate, up-to-date and complete data and information and maintain and update the registration data so that it is always truthful accurate, up-to-date and complete.	ting 1g, 1 e- I,
Telecom Italia S.p.A. Code Of Conduct	
Right of access to personal data and other right under the article 7 of "Codice in materia di protezione dei dati personali (D.Los 196/03)" I have read Telecom tala S.p.A. Code Of Conduct: * 🗌	
Disclaimer Notice	-
Potential suppler, under the article 13 of "Codice in materia di protezione dei dati personal (0.Lgs 196/03)", declare to have been read the document mentioned above and he give free and informed consent to the processing of personal data for purpose reffered to the document and in particulaor to communcate their personal data for purposes compatible with those for which the data were collected, to the Telecom Italia Group company. <u>Oownload the consent to data processing</u> Accept:	the

Here we are going to see which fields are compulsory and which fields are not:





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COMPANY DATA:

	Welcome to the new Telecom Italia S.p.A. suppliers' page.	Help
•	1 2 3 4 5 6 Company Data Financial Data Qualification Object Confirmation Completed Registration	
	Previous Next Close	
	Company Data	
	Company Name: Supplier Type: Legal form: Image: Company Name: Trading Org Registration No: Start Activity (dd.mm.yyyy): Image: Company Name: Country: Region: Image: Company Name: Natural Person: Image: Company Name: Image: Company Name:	

The page Company Data acquires the main information related to the candidate company. The fields with the red asterisk are compulsory.

Detailed explanation of the field	Company Data
Business Name	Company registered name
Suppliers type	Select from the list
Legal Form	Select from the list
Chamber of Commerce Registration Number	Enter the Chamber of Commerce's registration
	number
Start activity date (dd.mm.yyyy)	Enter the beginning of the company activities
Social Object	
Country	Select from the menu the company's country
Province	After have selected the Country choose the province
	from the list

Natural Persons: Enter the flag here, will open new compulsory fields for personal information like name, surname, birthday date and town, sex and occupation.

Company Data	-
Company Name: Supplier Type: Legal form: Legal form:	
Trading Org Registration No: Start Activity (dd.mm.yyyy): *	
Country: Region:	
Natural Person:	
First name: *	
Birthplace: * Date of birth: * Date of birth: * Sex: * Unknown Occupation: *	

In the section "Addresses (compulsory Corporate Headquarter)", using the button "Add" it will be mandatory enter the data related to the Corporate Headquarters. It will be also possible to enter other addresses such as: Administrative site, Operative address and Operative site.

Iresses (Mandatory Le	gal Address)								
Add Remove									
*Address Type	*Street	*Postal Code	*City	*Country	*Region	Telephone No	Fax	Web Site	-
LEGAL SITE -					•				
-					-				
LEGAL SITE									
AMMINISTRATIVE SITE									
ORDERING ADDRESS									
ORDERING SITE									-



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When entering the Country in Company Data will appear two additional fields: "National Insurance Number" and "VAT registration number without country key".

Company Data								
Company Name: *	dfsdfsd	Supplier Type: *	National	Legal form; *	Entity	•		
Trading Org Registration No:	FSDFSDFVSDVFSD	Start Activity (dd.mm.yyyy): *	03.11.2011	Social Object:	FSDFSDVFDS			
Country:	Italy 💌	Region:	Rome					
Natural Person:								
Italy: Codice Fiscale: *	Ital	y: IVA Code:						

Fields detail explanation	Address
Type of address	Select additional locations other then the Corporate
	Headquarter
Street	Enter the selected office address
Postal code	Enter the selected office postal code
Town	Enter the selected office town
Country	Enter the selected office registered country
Province	Enter the selected office province
Telephone number	Enter the company main telephone number
Fax	Enter the company main fax number
Web site	Enter the company internet site



- To continue with the data input, click on the button "Next Step"
- To close the form, click on the button "Terminate"



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SIZE AND TURNOVER:

Nelcon	ne to	the ne	cualific	ation Object	alia S.p.,	A. SUPP	Con	6 for the second	
Previous Financial C Add Re	Next 🕨 Data				Enter the company	e required d registration usir	lata fo n date ng the	or the following to the Chamb button "Add"	years after the er of Commerce
"Year	*Currency	* Capital	*Revenues	Indirect revenue t	o the Telecom grou	p * No. of Emp	oloyees	No. of collaborator	
Quality Cer	rtification	s		Enter	the certificati	ons held			
Add Re *Certific	move ation type	Cert. agency	Cert. activ	ity Class.code	Cert. start date	Cert. end date			
Previous	Next 🕨								

Field detailed explanation	Finantiona Data
Year	Enter the year that refer to the insert data
Currency	Enter the currency used
Social Capital	Enter the Social Capital
Turnover	Enter the Company turnover
Indirect Turnover	Enter the Company indirect turnover
Emploeeys Number	Enter the Company emploeeys number
Freelance Number	Enter the Company freelance number

Field detailed explanation	Quality Certificates
Certification Type	Enter the type of certificates owned by the Company
Certyfing Body	Specify to which certyfing body the certifications have been acquired
Certified Activities	Specify the activity to which the certification has been acquired
Rank	
Initial date cert	Specify the certification validity initial date
Final date cert	Specify the certification validity final date



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Once filled all the compulsory fields click on the button "Next step".

QUALIFICATION OBJECTS:

Welcome	to the new	v Telecom I	talia S.p.	.A. suppl	iers' page.
Company Data	2 Financial Data	Qualification Object	4 Contact Data	5 Confirmation	Completed Registration
Previous Nex	t 🕨				
Qualification (Object				
Macro Market: Remove Qual object	ACRO MARKET 1 ACRO MARKET 2 Category Description	rket: Qual object: Revenue for QO (2011)	✓ Add		
Previous Nex	t)				

Detailed explanation of the field	Oggetti di Qualifica
Macro Market	Select from the List
Market	Select from the List
ODQ	Select from the List the Qualification Object

After insert the necessary data, select the button "Add" in order to place the data in the proper card:



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Welcon	ne to the new Telecom Italia	S.p.A. suppliers	' page.	
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Previous	Next 🕨			
Qualification	on Object			
Macro Market	t: 🔽 Market: 🔽 Qual object: 💌 Add]		
Remove				
Qual ob	ject Category Description	Revenue for QO (2010)	Revenue for QO (2009)	Revenue for QO (2008)
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Previous	Next 🕨	Insert the annual turnove the Turnover for ODQ	er for ODQ. The num depends on the inpu	ber of columns of ut of the section

After having insert Turnover, click on "Next step

CONTACTS:

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Previo	Next													
Conta	ct (Master required))												
Add	i Remove													
*(Contact Type	*First Name	*Last Name	Birthplace	BirthDate	*E_mail	*Telephone No	Mobile No	Fax	Occupation	Time Zone	*Language	*Default	
м														
Q	UALIFICATION RESPONSI	BLE												
M	ASTER													
LE	GAL CONTACT													
Previo	ous Next													

Detailed explanation of the field	Contact (Master Compulsory)
Contact type	First select the Master contact and after other
	contacts.
Name	Enter the name
Surname	Enter the surname
Place of birth	Enter the place of birth
Date of birth	Enter the date of birth
E-mail	Enter the e-mail
Telephone	Enter a telephone number
Mobile	If available enter a mobile number
Fax	If available enter a fax number
Business Role	
Time zone	
Language	
Default	



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AUDIT:

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This page will show a summary of all the data entered. Click on the button "Next step" to complete the registration.



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REGISTRATION COMPLETED:

