



New Suppliers Portal

Self-registration Guide

07/11/2011

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 resulting from the registration will be evaluated by the Artsana S.p.A. procurement department. Prior to registration, Artsana S.p.A. asks each Bidder to accept the Code of Conduct set out below and carefully read the information regarding the processing, under the Italian 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 e-mail: with these credentials, it is possible to access the Supplier Portal and continue with the next stages of the supplier evaluation and qualification process. The User ID 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.

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 \(D.Lgs. 196/03\)"](#)
I have read Telecom Italia S.p.A. Code Of Conduct: *

Disclaimer Notice

Potential supplier, under the article 13 of "Codice in materia di protezione dei dati personali (D.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 the purpose referred to the document and in particular to communicate their personal data for purposes compatible with those for which the data were collected, to the Telecom Italia Group company.
[Download the consent to data processing](#)
Accept: *

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

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 \(D.Lgs. 196/03\)"](#)
I have read Telecom Italia S.p.A. Code Of Conduct: *

Disclaimer Notice

Potential supplier, under the article 13 of "Codice in materia di protezione dei dati personali (D.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 the purpose referred to the document and in particular to communicate their personal data for purposes compatible with those for which the data were collected, to the Telecom Italia Group company.
[Download the consent to data processing](#)
Accept: *

Confirm acceptance

Please see the code of practice Telecom Italia in the attached page

Please select here to confirm that the document has been read

Please review the documentation on privacy

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

Fields detail explanation	Address
Type of address	Select additional locations other than 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

Go through the code of ethic page attached

Select "Yes" or "No" after went through the code of ethic page

Field to add optional note

Go through the work safety regulation

Select "Yes" or "No" after went through the work safety regulation

Field to add optional note

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

SIZE AND TURNOVER:

Welcome to the new Telecom Italia S.p.A. suppliers' page.

1 Company Data 2 Financial Data 3 Qualification Object 4 Contact Data 5 Confirmation 6 Completed Registration

◀ Previous Next ▶

Financial Data

Add Remove

*Year	*Currency	*Capital	*Revenues	Indirect revenue to the Telecom group	*No. of Employees	No. of collaborator

Enter the required data for the following years after the company registration date to the Chamber of Commerce using the button "Add"

Quality Certifications

Add Remove

*Certification type	Cert. agency	Cert. activity	Class. code	Cert. start date	Cert. end date

Enter the certifications held

◀ 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
Employeeys Number	Enter the Company employeeys number
Freelance Number	Enter the Company freelance number

Field detailed explanation	Quality Certificates
Certification Type	Enter the type of certificates owned by the Company
Certying Body	Specify to which certying 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

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

QUALIFICATION OBJECTS:

Welcome to the new Telecom Italia S.p.A. suppliers' page.

1 Company Data 2 Financial Data 3 **Qualification Object** 4 Contact Data 5 Confirmation 6 Completed Registration

◀ Previous Next ▶

Qualification Object

Macro Market: Market: Qual object:

MACRO MARKET 1

MACRO MARKET 2

Qual object	Category Description	Revenue for QO (2011)

◀ Previous Next ▶

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:

Welcome to the new Telecom Italia S.p.A. suppliers' page.

1 Company Data 2 Financial Data 3 **Qualification Object** 4 Contact Data 5 Confirmation 6 Completed Registration

◀ Previous Next ▶

Qualification Object

Macro Market: Market: Qual object:

Qual object	Category Description	Revenue for QO (2010)	Revenue for QO (2009)	Revenue for QO (2008)
A0101	LAVORI DI RETE: TRASPORTO, ACCESSO, IMPIANTI D'ABBONATO	4.334,00	45,00	4.354,00
A0102	POSA/MANUTENZIONE CAVI SOTTOMARINI	3443	3334	44

◀ Previous Next ▶

Insert the annual turnover for ODQ. The number of columns of the Turnover for ODQ depends on the input of the section "Size and Turnover", accordingly to the "Financial data".

After having insert Turnover, click on "Next step".

CONTACTS:

Welcome to the new Telecom Italia S.p.A. suppliers' page.

1 Company Data 2 Financial Data 3 Qualification Object 4 **Contact Data** 5 Confirmation 6 Completed Registration

◀ Previous Next ▶

Contact (Master required)

*Contact Type	*First Name	*Last Name	Birthplace	BirthDate	*E_mail	*Telephone No	Mobile No	Fax	Occupation	Time Zone	*Language	*Default
MASTER												<input type="checkbox"/>
QUALIFICATION RESPONSIBLE												
MASTER												
LEGAL CONTACT												

◀ Previous 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

AUDIT:

Welcome to the new Telecom Italia S.p.A. suppliers' page. [Help](#)

1 Company Data 2 Financial Data 3 Qualification Object 4 Contact Data 5 **Confirmation** 6 Completed Registration

◀ Previous Next ▶

Company Data

Company Name: Supplier Type: Legal form:
 Trading Org Registration No: Start Activity (dd.mm.yyyy): Social Object:
 Country: Region:
 Natural Person:
 Italy: Codice Fiscale: Italy: IVA Code:

Addresses (Mandatory Legal Address)

*Address Type	*Street	*Postal Code	*City	*Country	*Region	Telephone No	Fax	Web Site
LEGAL SITE	fbgdvfgtv	45435	Roma	Italy	RM			

Financial Data

*Year	*Currency	*Capital	*Revenues	Indirect revenue to the Telecom group	*No. of Employees	No. of collaborator
2011	EUR	323,00	3.423,00	3.432,00	34	334

Quality Certifications

*Certification type	Cert. agency	Cert. activity	Class. code	Cert. start date	Cert. end date
UNI EN ISO 9001:2000	efefe	fefse	FSEFSE	04.11.2011	01.11.2011

Qualification Object

Qual object	Category Description	Revenue for QO (2011)
A0101	LAVORI DI RETE: TRASPORTO, ACCESSO, IMPIANTI D'ABBONATO	54,00
A0102	POSA/MANUTENZIONE CAVI SOTTOMARINI	45,00

Contact (Master required)

*Contact Type	*First Name	*Last Name	Birthplace	BirthDate	*E_mail	*Telephone No	Mobile No	Fax	Occupation	Time Zone	*Language	*Default
MASTER	ASDASDAS	DASDASD			DASD@MAIL.IT	532432343					IT	<input checked="" type="checkbox"/>

◀ Previous Next ▶

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

REGISTRATION COMPLETED:



The screenshot displays the 'Welcome to the new Telecom Italia S.p.A. suppliers' page' interface. A progress bar at the top indicates the registration process is complete, with step 6 highlighted. Below the progress bar, a message box titled 'Conferma' contains the text: 'Self-Registration request 20000000121 created correctly'. A red box highlights this message, and a callout bubble points to it.

The system give a message with the reference to the Self-registration document number.