



# **New Suppliers Portal**

**Self-registration Guide**

**07/11/2011**

## Stato del documento

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

## Sintesi dei cambiamenti

[illegible]

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: \* ☒

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

---

**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: \* ☒

Please select here to confirm that the document has been read

Please review the documentation on privacy

Confirm acceptance

**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 Contact Data Confirmation Completed Registration

Previous Next Close

**Company Data**

Company Name: \*  Supplier Type: \*  Legal form: \*

Trading Org Registration No:  Start Activity (dd.mm.yyyy): \*  Social Object:

Country:  Region:

Natural Person: ☐

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

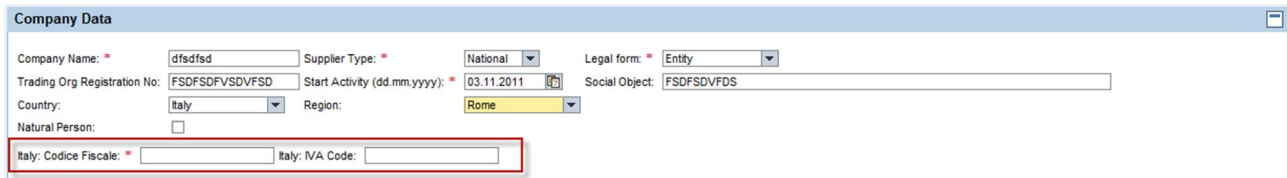
**Natural Persons:** Enter the flag here, will open new compulsory fields for personal information like name, surname, birthday date and town, sex and occupation.

Company Data			
Company Name: *	<input type="text"/>	Supplier Type: *	<input type="text"/>
		Legal form: *	<input type="text"/>
Trading Org Registration No:	<input type="text"/>	Start Activity (dd.mm.yyyy): *	<input type="text"/>
		Social Object:	<input type="text"/>
Country:	<input type="text"/>	Region:	<input type="text"/>
<b>Natural Person:</b> <input checked="" type="checkbox"/>			
First name: *	<input type="text"/>	Last name: *	<input type="text"/>
Birthplace: *	<input type="text"/>	Date of birth: *	<input type="text"/>
		Sex: *	<input type="text"/>
		Occupation: *	<input type="text"/>

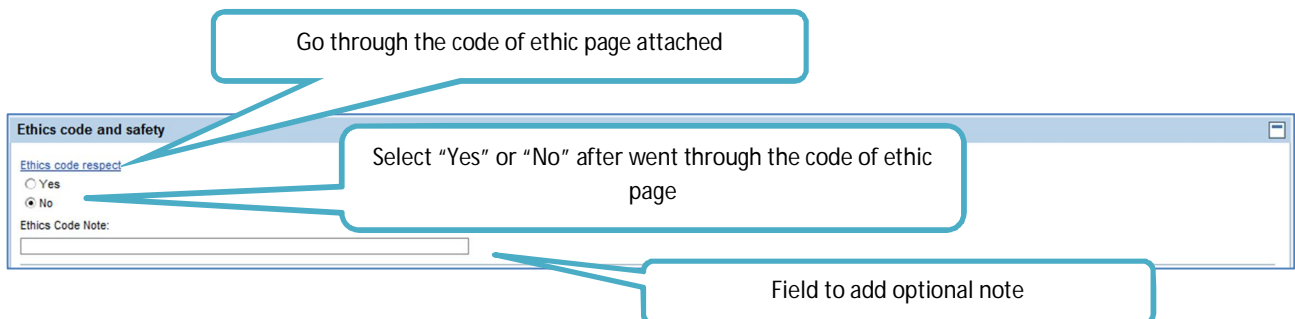
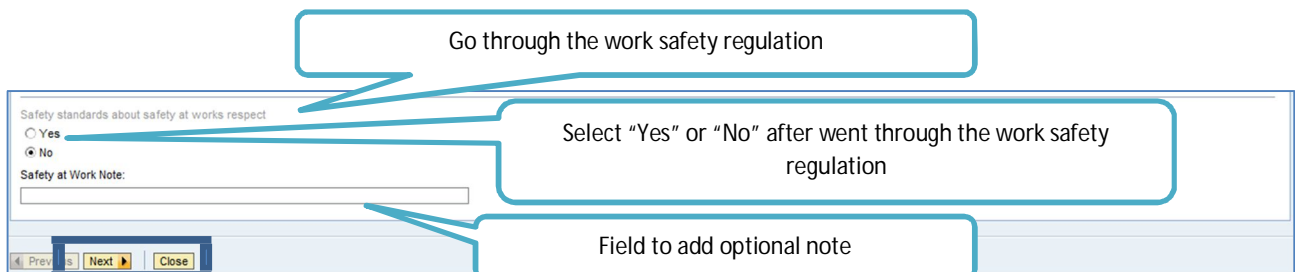
In the section “Addresses (compulsory Corporate Headquarter)” , using the button “Add” it will be mandatory enter the data related to the Corporate Headquarters. It will be also possible to enter other addresses such as: Administrative site, Operative address and Operative site.

[illegible]

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

- 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
Emplloeys Number	Enter the Company emplloeys 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 type

##### Name

##### Surname

##### Place of birth

##### Date of birth

##### E-mail

##### Telephone

##### Mobile

##### Fax

##### Business Role

##### Time zone

##### Language

##### Default

#### Contact (Master Compulsory)

First select the Master contact and after other contacts .

Enter the name

Enter the surname

Enter the place of birth

Enter the date of birth

Enter the e-mail

Enter a telephone number

If available enter a mobile number

If available enter a fax number



## 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	fbgdvgtv	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	efefe	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	POSAMANUTENZIONE 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:

**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](#)

**Conferma**

✔ Self-Registration request 20000000121 created correctly

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