UNIVERSITY OF PADUA - ELECTRONIC MARKETPLACE

INSTRUCTIONS FOR REGISTRATION ON THE PROCUREMENT PORTAL

Foreign economic operators can register on the University of Padua's Procurement Portal by following these steps

Click on the following link: https://unipd.ubuy.cineca.it/PortaleAppalti/it/homepage.wp and select the EN symbol at the top right for the English language

In order to receive assistance with the registration process, you can access the Help Desk by selecting "Helpdesk request"

Select "Login"
Select "Sign in"

Select "Manually compile"

Fill in the MAIN DATA tab

Under *Company type – Legal status – Territorial scope*, select the items indicated in the figure below from the drop-down menu. Fill in the other mandatory fields marked with an asterisk*

Translation of definitions:

Operatore economico stabilito in altri Stati membri (art. 65 c, Dlgs 36/2023) = Economic operator established in other Member States (art. 65 c, Dlgs [Italian Legislative Decree] no. 36/2023)

Forma giuridica estera = Foreign legal form

Operatore economico UE (non italiano) e extra UE = EU (non-Italian) and non-EU economic operator

After filling in the tab, select "Next"

The "ADDRESSES" tab should only be filled in to insert a branch office, otherwise you can go on to the next tab by selecting "Next"

In the "MASTER DATA" tab, enter the data as specified:

1) **Assignment section** - Select one of the following options

Legale rappresentante = Legal representative
Direttore tecnico = Technical manager
Other offices or qualifications
Amm.tore con rappresentanza (per Consorzi e società, tranne S.n.c. o S.a.s) = Managing Director with representation (for consortia and companies, except general partnerships and limited partnerships)
Procuratore con rappresentanza (per imprese individuali, tutte le società e Consorzi) = Attorney with representation (for sole proprietorships, all companies and consortia)
Socio (S.n.c) = Partner (general partnership)
Socio accomandatario (S.a.s.) = General partner (limited partnership)
Socio unico, persona fisica (per le società tranne S.n.c. e S.a.s) = Sole shareholder, natural person (for companies except general partnerships and limited partnerships)
 Socio di maggioranza, persona fisica, con meno di quattro soci (società tranne S.n.c. e S.a.s) = Majority shareholder, natural person, with less than four shareholders (companies except general partnerships and limited partnerships)
Titolare (per imprese individuali) = Owner (for sole proprietorships)
Collaborators
Professionista = Professional
Dipendente = Employee
Collaboratore = Collaborator

2) **Gender:**

Femmina = Female
Maschio = Male

3) **Italian Social Security Number**
to calculate the code, select the symbol at the side

In the "Italian?" section, answer "Yes" or "No", fill in any missing data and select "Calculate"

Fiscal code generator in Italian format

Italian? :	No ✓
Last name : *	mario
Name : *	rossi
Gender : *	Maschio ✓
Born on (dd/mm/yyyy) : *	21/05/1964
Country :	FRANCIA ✓

Calculate   Close

Fill in the tab by entering the data only in the mandatory fields marked with an asterisk *and
- select "Add" to enter additional names
- select "Next" to go on to the next tab.

List of subjects

QUALIFICATION	NOMINATIVE	ITALIAN SOCIAL SECURITY NUMBER	START DATE	END DATE	ACTIONS
Legale rappresentante	mario rossi	MRARSS64E21Z110K	01/01/1980		✎ 🗐 🗑

Fields marked with (*) are mandatory.

New subject

Assignment :	Qualification : * -- Choose a subject type -- ⌄ Start date (dd/mm/yyyy) : * [ ] End date (dd/mm/yyyy) : [ ]
Subject authorized for digital signature (Resp. Declarations - Presidential Decree 445/2000)? : *	⌄
Nominative :	Last name : * [ ] Name : * [ ] Title : -- Choose a title -- ⌄
Birth date :	Born on (dd/mm/yyyy) : * [ ] in : * [ ] Birth province : -- Choose a province -- ⌄ In the case of a NOT Italian subject, enter only the date and country of birth.
Gender : *	-- Choose the gender -- ⌄
Italian Social Security Number : *	[ ] ▬
Registered residence :	Address : * [ ] n : * [ ] Country : * Italia ⌄ Postal Code : * [ ] City : * [ ] Province : * -- Choose a province -- ⌄ The province MUST be filled in ONLY FOR Italy.
Registration in Professional Register:	Type : -- Choose a type -- ⌄
Social Security Fund registration:	Type -- Choose a type -- ⌄
Notes:	[ ]

Add

< Previous **Next >** **Cancel**

In the "ADDITIONAL DATA" tab, **fill in only the mandatory fields marked with an asterisk** *

Reserved area

Login

Acts of contracting authorities and contracting entities separately for each procedure

Resolutions to contract or equivalent act

Tenders and procedures in progress

Expired tenders and procedures

Public announcements in progress

Expired public notices

Award notices, results and assignments

FAQ

Rules, instructions, and manuals

Economic operator registration to the portal

MAIN DATA ▸ ADDRESSES ▸ MASTER DATA ▸ **ADDITIONAL DATA** ▸ USER ▸ SUMMARY

ⓘ Enter the additional data relating to the Chamber of Commerce registration, certifications, etc.

Fields marked with (*) are mandatory.

Company registrations and certifications

Chamber of Commerce registration :	Registered? : * No ▾
DURC :	Subject to DURC obligations? : * No ▾ Production sector national collective agreement applied : -- Choose a sector -- ▾
INPS registration :	Serial number : Individual contribution position : Registration date (dd/mm/yyyy) : Main office :
Building Fund registration :	Company code : Building Fund code : Registration date in Building Fund (dd/mm/yyyy) : Place of registration :
Registration in other Social Security Institutions :	

In the USER tab:

1) create a Username (max. 20 characters, single word)
2) under "The undersigned", enter the name of the legal representative
3) in the "Rules for using the telematic platform" section, click on "Here" to view the rules and press the "Accept" button
4) in the "Processing of personal data" section, press the "Accept" button

Select "Next"

In the SUMMARY tab, check the data you have entered and click "Send"
The system will send you an application submission confirmation

Reserved area	
Login	

Acts of contracting authorities and contracting entities separately for each procedure

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Announcements and notices of subscription archived

Economic operator registration to the portal

MAIN DATA ▸ ADDRESSES ▸ MASTER DATA ▸ ADDITIONAL DATA ▸ USER ▸ **SUMMARY**

(i) The summary data of the registry of the economic operator and of the other data entered are listed below. If all the information entered is correct, complete the registration process by clicking on "Send".

Economic operator's main data

Company name :	TEST COMPANY
Company type :	Operatore economico stabilito in altri Stati membri (art.65 c.1 DLgs 36/2023)
Legal status :	Forma giuridica estera
Territorial scope :	Operatore economico UE (non italiano) o extra UE
Country :	Francia
Foreign tax ID :	11111111111
Registered office :	RUE DE LA GARDE 1, PARIS - Francia
Email:	Email : luisa.rispo@unipd.it INI-PEC : luisa.rispo@unipd.it
Legal representatives :	mario rossi from 01/01/1980
Technical directors :	n.d.

Credentials - Processing of personal data

Username :	TESTCOM
Registration required by :	rossi mario (MRARSS64E21Z110K)
Processing of personal data :	YES

WARNING: we inform you that a test email has been sent to your email address, in order to verify the reference email that the portal will use to send you communications **luisa.rispo@unipd.it**. Before sending your request, please check that it has been received and that it is consistent with the data indicated in the summary.

< Previous   Send   Cancel

The system will send you an application submission confirmation

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You are here: Home

Reserved area	
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Acts of contracting authorities and contracting entities separately for each procedure

Economic operator registration to the portal

Registration has been successfully submitted.

Your request will be examined as soon as possible and you will receive an email ▭▭▭▭▭▭▭▭▭▭ pen with your browser to activate your user and set the password.

WARNING: if you do not proceed by carrying out the indicated operation within the maximum time indicated in the email, your registration will be cancelled.

Thanks and goodbye.

You will receive an email from the system's PEC (certified email) address (**ubuy-unipd-noreply@pec.unipd.it**) to complete the activation process. Follow the link in the email to generate your password.

Your password must be entered twice. It is recommended to use passwords with at least 8 characters, including at least 1 uppercase letter, 1 lowercase letter, 2 numbers, 1 special character, and no more than 2 consecutive identical characters.

From now on, in order to access the Portal you will need to enter your username and password.

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Accessibility	
Helpdesk request	
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Login with Username and Password

If you have credentials for the portal you can login by filling Username and Password in the form.

Username: [_____]

Password: [_____]

Login

Sign in | Forgot your password?