



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”

27/02/2024 19:09 A - A - A | Graphics - Text - High contrast | Site map Search:

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UNIVERSITA' DEGLI STUDI DI PADOVA

Dalla sezione Gare e procedure in corso sarà possibile visualizzare le procedure di affidamento in materia di forniture, servizi e lavori anche per importi superiori alla soglia comunitaria e gestite tramite modalità elettronica dall'Università degli Studi di Padova, nel rispetto delle disposizioni di cui al codice degli appalti – D.lgs 36/2023 e s.m.i. Previa registrazione al Portale, gli operatori economici accedendo dalla propria area riservata possono:

- dalla sezione Bandi di gara, partecipare a procedure ad evidenza pubblica.
- dalla sezione Richiesta di offerta, previo invito, partecipare a procedure negoziate.

Nel caso di forniture e servizi, il ricorso a tali procedure avverrà principalmente per affidamenti non rientranti nelle

Select “Login”
Select “Sign in”

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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?

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”

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i Add any additional locations and contact details of the economic operator, if different from the registered office.

Fields marked with (*) are mandatory.

New address

Address type : * -- Choose an address type --

Address : n : *

Country : * Italia

Postal Code : * City : *

Province : * -- Choose a province --

The province MUST be filled in ONLY FOR Italy.

Contact :

Phone : Fax :

Telephone or fax numbers can be entered in numeric format without spaces or additional characters (e.g. 02123456) or they can also be entered in the format required for European tenders (SIMAP), i.e. initial "+", international prefix (39 for Italy), space, telephone number possibly with "-" characters to separate the digits (eg. +39 02-123456, or +39 02123456).

Add

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In the “MASTER DATA” tab, enter the data as specified:

separately for each procedure

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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

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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

The screenshot shows a dropdown menu with the following options:

- Choose a subject type --
- Legale rappresentante
- Direttore tecnico
- Other offices or qualifications**
- Amm.tore con rappresentanza (per Consorzi e società, tranne S.n.c. o S.a.s.)
- Procuratore con rappresentanza (per impr. individuali, tutte le società e Consorzi)
- Socio (S.n.c.)
- Socio accomandatario (S.a.s.)
- Socio unico, persona fisica (per le società tranne S.n.c. e S.a.s.)
- Socio di maggioranza, persona fisica, con meno di quattro soci (per società tranne S.n.c. e S.a.s.)
- Titolare (per le imprese individuali)
- Collaborators**
- Professionista
- Dipendente
- Collaboratore** (highlighted in blue)

2) Gender:

Femmina = Female

Maschio = Male

The screenshot shows a form with a dropdown menu for gender selection. The dropdown menu is open, showing the following options:

- Choose the gender --
- Choose the gender --
- Femmina
- Maschio

3) Italian Social Security Number

to calculate the code, select the symbol at the side

The screenshot shows a form with a field for the Italian Social Security Number. An arrow points to the field, indicating that a symbol should be selected to calculate the code.

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.

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PROCUREMENT, ASSETS AND LOGISTICS AREA

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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:

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

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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? : * <input type="text" value="No"/>
DURC :	Subject to DURC obligations? : * <input type="text" value="No"/> Production sector national collective agreement applied : -- Choose a sector --
INPS registration :	Serial number : <input type="text"/> Individual contribution position : <input type="text"/> Registration date (dd/mm/yyyy) : <input type="text"/> Main office : <input type="text"/>
Building Fund registration :	Company code : <input type="text"/> Building Fund code : <input type="text"/> Registration date in Building Fund (dd/mm/yyyy) : <input type="text"/> Place of registration : <input type="text"/>
Registration in other Social Security Institutions :	<input type="text"/>

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”

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Economic operator registration to the portal

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

i Complete the registration by entering a username as desired. Repeat the username in the appropriate field for confirmation and check. The username must be kept and not communicated to others. Accept the consent for the processing of personal data and proceed to complete the registration phase.

Fields marked with (*) are mandatory.

Login credentials

Username : *

Maximum 20 alphanumeric characters (letters or numbers or dot)
Pay particular attention to uppercase and lowercase characters as the authentication system requires the username to be entered as indicated in this field, including upper and lower case letters.

Confirm username : *

Repeat the username to avoid typing errors.

The undersigned

Rules for using the telematic platform.

as a person requesting registration for the Economic Operator TEST COMPANY (I.S.S.N. 1111111111) declares to have read and accepted the Rules of use of the telematic platform downloadable from [\[here\]](#)

Acceptance of usage rules * I accept I do not accept

Processing of personal data

also declares that the personal data provided and acquired at the time of registration for the chosen services, as well as the data necessary for the provision of such services, will be processed, in compliance with the guarantees of confidentiality and the security measures provided for by the regulations in force, by means of computerised, telematic and manual tools, with logic strictly related to the purposes of processing.

Processing of personal data * I accept I do not accept

< Previous Next > Cancel

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

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Economic operator registration to the portal

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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

**UNIVERSITÀ
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DI PADOVA**

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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 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.

The image shows a web portal interface. On the left is a vertical sidebar with a dark header 'Reserved area' containing a 'Login' link. Below it is an 'Informations' section with links for 'F.A.Q.', 'Accessibility', 'Helpdesk request', and 'News'. The main content area is titled 'Login with Username and Password' and contains the following text: 'If you have credentials for the portal you can login by filling Username and Password in the form.' Below this text are two input fields: 'Username:' and 'Password:'. A blue 'Login' button is positioned below the password field. At the bottom of the form area, there are links for 'Sign in' and 'Forgot your password?'.