INSTRUCTIONS FOR REGISTRATION ON THE PROCUREMENT PORTAL

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

1. Click on the following link: [https://unipd.ubuy.cineca.it/PortaleAppalti/it/homepage.wp](https://unipd.ubuy.cineca.it/PortaleAppalti/it/homepage.wp) and select the EN symbol at the top right for the English language.
2. 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”

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Italian?</td>
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</tr>
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<td>Last name</td>
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<tr>
<td>Name</td>
<td>Roni</td>
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<tr>
<td>Country</td>
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</tbody>
</table>

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

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.