Alperia's Suppliers' Portal

Registration Guide on the Suppliers' Portal

Vers. 11/2022

Registration on the Suppliers' Portal

Log in to the **ALPERIA'S Suppliers' Portal** web page at the following address
https://sourcing.alperiagroup.eu and click on **«Register Now»** to start the registration

During the registration process you will be asked to enter the document **«Rules for registration on the Portal»** duly completed and digitally signed by the legal representative. Before proceeding with registration, it is necessary to ensure that you have saved the file locally for later uploading to the system.

Please take a look at the Privacy Notice Processing and click on «**Forward**» .

For the registration of companies (italian or foreign) to the Portal, we have made available the Suppliers' searching service (Cribis), that drawing on the Bureau van Dijk allows you yo automatically fill in, through the search ①, the registration fields with your verified data.
The option to skip the search and fill in the data manually is still valid ②.

Complete the **«Organisation Details»** section with the required information, fields marked with * are mandatory.

Complete the «**User Details»** with the required information (fields marked with * are mandatory) and click on the «**Save**» button at the top of the screen.

Enter the previously downloaded and digitally signed document «**Rules for access to the Portal**» by clicking on the «**Add Digitally Signed File**», entering the expiration date of the digital signature in the «**Expiring on**» space, and click on the «**Save & Continue**» at the top of the screen**.**

Please complete the section «**Further Registration Data»** with the requested information and click on the button «**Save & Continue**» at the top of the screen.

Begin Vendor Registration   Cancel   Save & Continue

✓ Registration Data   ② Onboarding Pages   ③ Registration Confirmation

⌄ Quick Navigation |←

| Provisions for registration on the Portal |
| **Further Registration Data** |

Further Registration Data

⌄ FURTHER REGISTRATION DATA

⌄ FURTHER REGISTRATION DATA

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Q.G. Type of Economic Operator	★ Select from the list your type of Economic Operator		Supplier
2	Withholding tax	★ Are you subject to withholding tax according to Italian law?		Supplier

Italian company/enterprise
EU foreign company/enterprise
Non-EU foreign company/enterprise
Freelancer
Partnership
Agent

No, not subject to withholding (standard billing)
Yes, subject to withholding tax (also applies to those who are subject to withholding tax but are exempt because they have joined one of the advantageous taxation regimes)

8

Please complete the section **«Banking data»** with the requested information and click on the button «**Save & Continue**» at the top of the screen.

Registration Confirmation

Close Window | Main Page

✓ Registration Data   ✓ Onboarding Pages   ③ Registration Confirmation

✓ The Registration Process is complete. Your account has been activated and an email sent to confirm this.

Log in with your Username and Password to access the platform.

At this stage the Registration Process is complete. The system will send an e-mail containing temporary username and password (with limited time validity and changeable at first login). Go to the login page, enter your Username and Password and click on «**Login**».

10
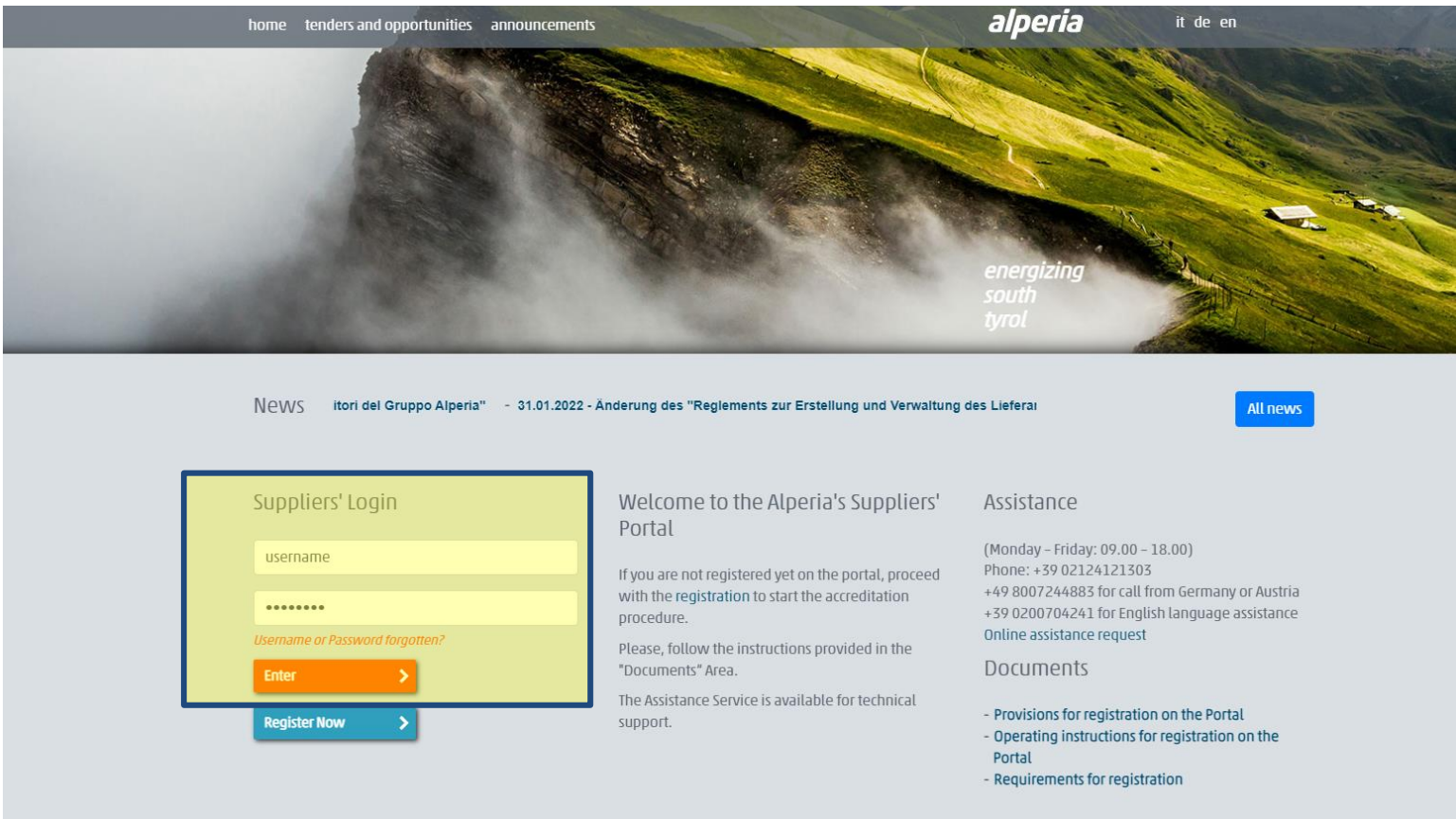
New entry in the Economic Operators List

Registration in the Alperia's Suppliers' Register will be possible, following Portal enablement, through classification by Product Categories of interest and filling in the relevant online questionnaires.
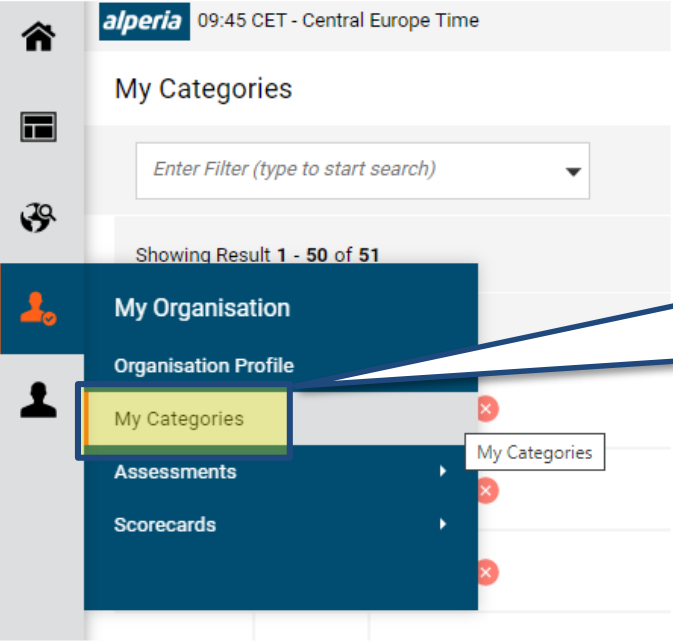
1. From the navigable menu on the left, select «**My Organisation**» and «**My Categories**»; alternatevely, from the Welcome Page, click on «**My Categories**» to star the registration in Suppliers' Register.

2. To select one or more Product Categories, click on «**Add Category**».

Identification of the Product Categories of Interest

The selection of categories will only be possible on the last levels («leaves») of the Alperia Product Categories Tree. Select one or more product categories in the Tree and, in the cases provided for, one or more amount classes for which you want to apply for registration.

It is possible to precisely search for categories of interest, thanks to the use of special search filters

Category Selection

Cancel   Confirm

Enter filter (type to start search)

Search or Navigate the Tree

Collapse All   Expand All

▸ Selected Items: 51

∨ 🏠 Categories
   ∨ ❖ EVM - EVM ALPERIA
      ∨ ❖ ALBO - SUPPLIERS LIST
         ▸ ❖ F - SUPPLIES
         ▸ ❖ L - WORK
         ▸ ❖ S - SERVICES

To view the entire Alperia product tree, click on «**Expand All**»

Or, click on the highlighted arrow to view details of the categories in the product area of interest.

Identification of the Product Categories of Interest

Once the categories of interest have been selected - by clicking on «**Confirm Current Selection**» - it will be possible to fill in the General Questionnaire and the Questionnaires specific to the categories of interest, displayed on a single screen.

Completion of Online Questionnaires

Once the product category has been selected, proceed to the exhaustive compilation of the Questionnaires. The compilation can be done by successive saves (using the «**Save**» command).

Categories Selected in the Previous Page

Cancel   Save

Category List:
>ALPERIA>EVM ALPERIA>SUPPLIERS LIST>SERVICES>TELECOMMUNICATIONS SERVICES>MAINTENANCE OF TELECOMMUNICATION SERVICES SYSTEMS;
>ALPERIA>EVM ALPERIA>SUPPLIERS LIST>SERVICES>TELECOMMUNICATIONS SERVICES>REPAIR AND MAINTENANCE OF TELECOMMUNICATION LINES;

⌄ 01.1 - GENERAL QUESTIONNAIRE

⌄ PROFILE DATA - ONBOARDING

	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	Q.G: Acceptance of the Rules for access to the digitally signed portal	✱ Attach a copy of the "Rules for access to the portal" digitally signed and equipped with the time stamp, downloadable here on the side (indicate the expiration date of the digital signature)	*Expiring on: 19/10/2022 ⚠ norme_per_accesso_al_portale.pdf (3).p7m (703 KB) 🗑 ↩ Download Template	Supplier

⌄ GENERAL INFORMATION

	TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	Q.G. Extract from the Commercial Register	✱ Enclose a copy of the confirmation of entry in the Commercial Register / an extract from the Commercial Register indicating the due date (6 months from issue), or, alternatively, a copy of the confirmation of entry in a register / in a professional register of the State of establishment / in an official list of the State in which the registered office is located". Please note that from 18 October 2018 foreign economic	*Expiring on: 14/05/2022 Handelskammerauszug04.12.2020.pdf (176 KB) 🗑 ↩	Supplier

Completion of Online Questionnaires

At the end of the questionnaire, the supplier displays the selected categories; the green flag indicates the completed status of the category questionnaire. The questionnaire is sent to Alperia the following day for the necessary evaluation. The result of the evaluation is then sent to the supplier at the specified PEC or e-mail address.

Alperia's Suppliers' Portal

For information and support: Supplier@alperia.eu

END