



[home](#) [tenders and opportunities](#) [announcements](#)

alperia [it](#) [de](#) [en](#)

*energizing
south
tyrol*

Alperia's Suppliers' Portal

Registration Guide on the Suppliers' Portal

Registration on the Suppliers' Portal

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

News [r the formation and management of the Alperia Group's Suppliers' Register"](#) - 25.10.2021 - Informativa Green F All news

Suppliers' Login

username

.....

[Username or Password forgotten?](#)

Enter >

Register Now >

Welcome to the Alperia's Suppliers' Portal

If you are not registered yet on the portal, proceed with the [registration](#) to start the accreditation procedure.

Please, follow the instructions provided in the "Documents" Area.

The Assistance Service is available for technical support.

Assistance

(Monday – Friday: 09.00 – 18.00)
Phone: +39 02124121303
+49 8007244883 for call from Germany or Austria
+39 0200704241 for English language assistance
[Online assistance request](#)

Documents

- **Provisions for registration on the Portal**
- [Operating instructions for registration on the Portal](#)
- [Requirements for 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.

Registration on the Suppliers' Portal – PERSONAL DATA

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



User Agreement

Adobe PDF File

Close

ALPERIA S.p.A./AG PRIVACY NOTICE PROCESSING OF SUPPLIERS PERSONAL DATA

INTRODUCTION

Pursuant to Articles 12, 13 and 14 of the General Data Protection Regulation (EU) 2016/679 (GDPR) and in general in compliance with the principle of transparency set out in the GDPR, **Alperia S.p.A./AG** (hereinafter also referred to as the Company) provides the following information regarding the processing of personal data (i.e. any information concerning an identified or identifiable natural person: "Data Subject"), in relation to the procedure for registration and qualification to the Supplier Register of the Alperia Group, the procedures for the selection of the Supplier (contractor/provider etc.), as well as the stipulation and execution of the related contract/order.

1. DATA CONTROLLER

The Controller (i.e. the subject who determines the purposes and means of ,the processing of personal data, hereinafter the "**Data Controller**" or "Controller") is **Alperia S.p.A./AG**, in the person of its legal representative pro tempore, with registered office in 39100 Bolzano, via Dodiciville 8, tax code 02858310218, telephone +39 0471 986111, certified email address (PEC) alperia@pec.alperia.eu .

For contacts specifically related to the protection of personal data, **including the exercise of the rights referred to in paragraph 9 below**, and for any requests, please contact the following e-mail address: privacy@alperia.eu

2. CONTACT DETAILS OF THE DATA PROTECTION OFFICER (DPO)

The Data Controller has designated, pursuant to Article 37 of the GDPR, the **Data Protection Officer (DPO)**, who can be contacted through the following channels:

Accept

Refuse

Forward

Registration on the Suppliers' Portal – Data Provider CRIBIS integration

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 to 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.

alperia 11:43 CET - Central Europe Time 👤

Integration with Dun and Bradstreet for: New Supplier

② Skip Lookup And Start Registration Display/Hide Filter

LOOKUP FILTER

<input type="checkbox"/> DUNS Number <input type="text"/>	<input checked="" type="checkbox"/> Company Name * <input type="text" value="Alperia Vipower"/>
<input type="checkbox"/> Reg. Numbers <input type="text"/>	<input type="checkbox"/> Address <input type="text"/>
<input type="checkbox"/> Town <input type="text"/>	<input type="checkbox"/> Postal Code <input type="text"/>
<input checked="" type="checkbox"/> Country <input type="text" value="ITALY"/>	<input type="checkbox"/> County <input type="text" value="Select a province (Start typing the name)"/>
<input type="checkbox"/> Phone Number <input type="text"/>	

SEARCH INSTRUCTIONS

1. Enter your company name in the "Organisation name" field and choose your country in the "Country" field
2. Click on "Search"
3. Choose your company from the Search results that will appear
4. Click on "Download data"
5. Click on "Update registration data"
6. If the search for your company was unsuccessful, please click on the "Skip Search and Start Manual Registration" button above and then enter the requested data

① Look Up Download

RETURNED LIST OF MATCHING SUPPLIERS

	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	437417269	ALPERIA VIPOWER SPA	BZ164593	VIA DODICIVILLE 8	BOLZANO	39100	0471300146	ITALIA

Registration on the Suppliers' Portal – ① REGISTRATION DATA

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

Organisation Details

* Country

* Organisation Legal Structure

VAT Number (required only for Italian Suppliers)

Tax identification number (mandatory for Non-EU Suppliers only)

* City

* Country

Organisation Fax Number

* Organisation Name (included Legal Structure)

* Tax Code (mandatory for Italian Suppliers only)

EU VAT Number (mandatory only for EU Suppliers)

* Address

* Postal Code

* Main Organisation Phone Number

Web site

Registration on the Suppliers' Portal – ① REGISTRATION DATA

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.

alperia 11:44 CET - Central Europe Time 👤

Registration Data Reset Close Save

① Registration Data ② Onboarding Pages ③ Registration Confirmation

> Organisation Details

▼ User Details

<p>Title</p> <input type="text" value="---"/>	<p>* First Name</p> <input type="text"/>
<p>* Last Name</p> <input type="text"/>	<p>* PEC Email address <i>Enter a Certified Electronic Mail (PEC) address that is also capable of receiving ordinary e-mails.</i> <i>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</i></p> <input type="text"/>
<p>* Username <i>(please do not forget your username)</i></p> <input type="text"/>	<p>Fax Number</p> <input type="text"/>
<p>Mobile <i>(please enter "+" "country code" and "your mobile phone number" with no spaces)</i></p> <input type="text"/>	<p>* Telephone</p> <input type="text"/>
<p>* Preferred Language</p> <input type="text" value="---"/>	<p>* Time Zone</p> <input type="text" value="(GMT + 1:00) CET(Central Europe Time), Brussels, ..."/>

Registration on the Suppliers' Portal – ② ONBOARDING PAGES

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.

Begin Vendor Registration Cancel Save & Continue

✓ Registration Data ② Onboarding Pages ③ Registration Confirmation

Quick Navigation |← Provisions For Registration On The Portal

Provisions for registration on the Portal

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Provisions for registration on the Portal, digitally signed	* 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)	<div style="border: 2px solid blue; background-color: yellow; padding: 5px;"><p>+ Add Digitally Signed File Download Template</p><p>*Expiring on: dd/MM/yyyy</p></div>	Supplier

Registration on the Suppliers' Portal – ② ONBOARDING PAGES

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

- Provisions for registration on the Portal
- 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	<input type="text"/>	Supplier
2	Withholding tax	* Are you subject to withholding tax according to Italian law?	<input type="text"/>	Supplier

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)

Registration on the Suppliers' Portal – ② ONBOARDING PAGES

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

Begin Vendor Registration Cancel **Save & Continue**

Quick Navigation |←

- Provisions for registration on the Portal
- Further Registration Data

Further Registration Data

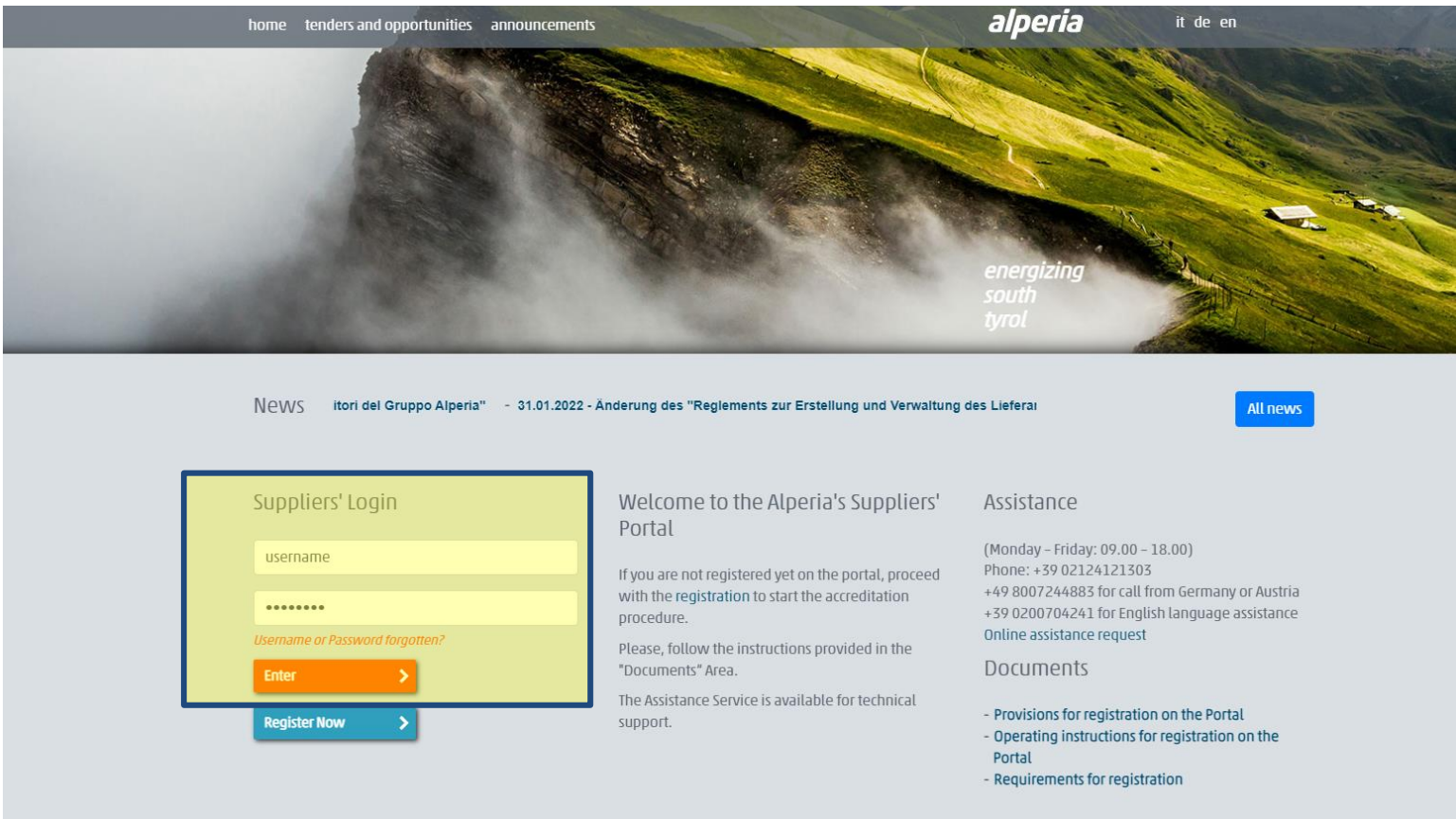
▼ BANKING DATA

▼ BANKING DATA				
#	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Type of bank details	* Select the type of bank details that will be entered in the relevant fields	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">Type of bank details</div> <div style="background-color: #007bff; color: white; padding: 2px;">IBAN code</div> <div style="padding: 2px;">SWIFT CODE_CURRENT ACCOUNT</div> </div> <small>Characters available 2000</small>	Supplier
2	Q.G. Bank/Post Office No 1 - IBAN / SWIFT CODE_CURRENT ACCOUNT	* On the basis of what you selected in the previous field 'Type of Bank Details', enter the IBAN code or the SWIFTCODE_N_CURRENT ACCOUNT	<input style="width: 100%; height: 20px;" type="text"/>	Supplier
3	Q.G. Bank or postal data No. 1 - Traceability of cash flows	* With regard to the obligations for the traceability of cash flows pursuant to art. 3 of Law no. 136 of 18 August 2010 and subsequent amendments, unless otherwise specified in the course of the conclusion of the contract, the above-mentioned current account no. 1 shall also be indicated as a dedicated current account through which the cash flows relating to services in connection with (existing and future) contracts with Alperia S.p.A. and the companies of the Alperia Group, which are subject to the provisions of Legislative Decree 50/2016, shall be settled.	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">Yes</div> </div>	Supplier
4	Q.G. Bank/Post Office No 2 - IBAN / SWIFT CODE_CURRENT ACCOUNT	On the basis of what you selected in the previous field 'Type of Bank Details', enter the IBAN code or the SWIFTCODE_N_CURRENT ACCOUNT	<input style="width: 100%; height: 20px;" type="text"/>	Supplier

Registration on the Suppliers' Portal – ③ REGISTRATION CONFIRMATION

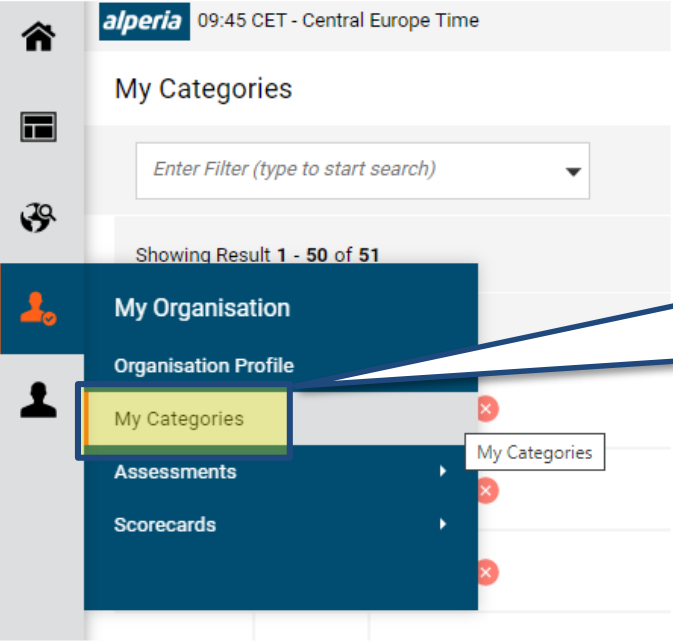
✓ The Registration Process is complete. Your account has been activated and an email sent to confirm this.
Log in with your Username and Password to access the platform.

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».



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»; alternatively, from the Welcome Page, click on «My Categories» to start 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.

The screenshot shows a web interface for selecting product categories. At the top, there is a 'Category Selection' section with a search input field containing the placeholder text 'Enter filter (type to start search)'. To the right of this field are 'Cancel' and 'Confirm' buttons. Below this is the 'Search or Navigate the Tree' section, which includes a 'Collapse All' button and an 'Expand All' button. The main part of the interface is a tree view of categories. The tree is partially expanded, showing the following structure:

- Categories
 - EVM - EVM ALPERIA
 - ALBO - SUPPLIERS LIST
 - F - SUPPLIES
 - L - WORK
 - S - SERVICES

The 'S - SERVICES' category is highlighted with a yellow box. A callout points to the search input field, stating: 'It is possible to precisely search for categories of interest, thanks to the use of special search filters'. Another callout points to the 'Expand All' button, stating: 'To view the entire Alperia product tree, click on «Expand All»'. A third callout points to the arrow next to 'S - SERVICES', stating: '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.

Category Selection

Cancel Confirm

Enter filter (type to start search)

Search or Navigate the Tree

Collapse All Expand All

Selected Items: 53

Categories

- ❖ EVM - EVM ALPERIA
 - ❖ ALBO - SUPPLIERS LIST
 - > ❖ F - SUPPLIES
 - > ❖ L - WORK
 - ❖ S - SERVICES
 - > ❖ S01 - GENERAL SERVICES
 - ❖ S02 - TELECOMMUNICATIONS SERVICES
 - ❖ S02_001 - MAINTENANCE OF TELECOMMUNICATION SERVICES SYSTEMS
 - ❖ S02_003 - MAINTENANCE AND REPAIR OF EQUIPMENT FOR TELECOMMUNICATIONS AND DATA NETWORKS (e.g. fibre optic and data cable test equipment)
 - ❖ S02_006 - REPAIR AND MAINTENANCE OF TELECOMMUNICATION LINES
 - ❖ S02_007 - REPAIR AND MAINTENANCE OF TELECOMMUNICATION EQUIPMENT
 - ❖ S02_012 - DATA NETWORK MANAGEMENT AND SUPPORT SERVICES

Mark the product category(ies) of interest

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**

1 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)	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="text-align: right;">*Expiring on: 19/10/2022 </div> </div> <div style="margin-top: 5px;"> norme_per_accesso_al_portale.pdf (3).p7m (703 KB) </div> <div style="margin-top: 5px;"> Download Template </div> </div>	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 2019 foreign economic	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="text-align: right;">*Expiring on: 14/05/2022 </div> </div> <div style="margin-top: 5px;"> Handelskammerauszug04.12.2020.pdf (176 KB) </div> </div>	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.

My Categories ... Confirm Categories Add Category

Showing Result 1 - 50 of 54 1 2 →

	CODE ↓	TITLE	CLASSIFIED ON	ASSESSMENT STATUS
8	S04_033 	SUPPORT FOR ENGINEERING SERVICES (work invoicing, technical drawings on behalf of the client, etc.)	06/05/2020 16:27:49	Assessment Status not visible
9	S04_032 	TECHNICAL ESTIMATES (of immovable assets, adequacy opinions on expertises and cost estimates, etc.)	06/05/2020 16:27:49	Assessment Status not visible
10	S04_031 	DECREE OF THE DIRECTOR GENERAL - PERIODIC INSPECTIONS AS PER. ANNEX VII LD 81/2008 - GROUP GVR (gas, steam heating)	11/05/2022 11:07:19	Assessment Status not visible
11	S04_030 	DECREE OF THE DIRECTOR GENERAL - PERIODIC INSPECTIONS AS PER. ANNEX VII LD 81/2008 - GROUP SP (LIFTING EQUIPMENTS FOR PERSONS)	11/05/2022 11:07:19	Assessment Status not visible

[home](#) [bandi e avvisi](#) [comunicazioni](#)

alperia

de

*siamo
l'energia
dell'alto adige*

Alperia's Suppliers' Portal

For information and support: Supplier@alperia.eu

END