How to sign up and join an Operator List

User Guide

November 2017
Table of Contents:

General Information........................................................................................................... 2
Release ................................................................................................................................. 2
Purpose ................................................................................................................................. 2
References to other documents .......................................................................................... 2
Definitions – acronyms – glossary ..................................................................................... 2

1 Prerequisites .................................................................................................................... 3

2 How to sign up and join a list.......................................................................................... 4
   2.1 Access to the reserved area ....................................................................................... 4
   2.2 Open sign-up calls and notices .................................................................................. 4
   2.3 How to submit your “Sign-up Request” ..................................................................... 6
       2.3.1 Confirmation of personal data .............................................................................. 6
       2.3.2 Type of participation ............................................................................................. 7
       2.3.3 How to participate as a temporary group ............................................................... 7
       2.3.4 Group components ............................................................................................... 8
       2.3.5 Selection of categories .......................................................................................... 9
       2.3.6 Download of the sign-up application .................................................................... 10
       2.3.7 Documentation required ....................................................................................... 12
       2.3.8 How to submit the application .............................................................................. 13

3 Requests for explanations ............................................................................................... 14
   3.1 New communication ................................................................................................. 15
   3.2 Reply to requests for explanations ............................................................................ 17

4 Communications between Contracting Authority and Economic Operator ................. 18
General Information

Release

<table>
<thead>
<tr>
<th>Release</th>
<th>Date</th>
<th>Release changes</th>
</tr>
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<tr>
<td>1.0</td>
<td>23/11/17</td>
<td>Not applicable: this is the first release of the document.</td>
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Purpose

The document provides information on how an economic operator can sign up to join an operator list through the platform Appalti&Contratti e-Procurement.

Reference to other documents

References

1.

Definitions – acronyms – glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>Telematic platform</td>
<td>The information system (software and hardware) that allows to implement public contracts calls completely in the digital form, in full respect of the provisions set out in the Public Procurement Code</td>
</tr>
<tr>
<td>Appalti&amp;Contratti e-Procurement</td>
<td>Name of the ENEA telematic platform</td>
</tr>
<tr>
<td>e-procurement platform</td>
<td>Synonym for telematic platform</td>
</tr>
<tr>
<td>Telematic system</td>
<td>Synonym for telematic platform</td>
</tr>
<tr>
<td>Public Contracts portal</td>
<td>Component of the telematic platform providing economic operators with specific functionalities</td>
</tr>
<tr>
<td>Economic Operator</td>
<td>Please refer to the definition in the Public Procurement Code</td>
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<td>Telematic procedures</td>
<td>Procedures managed through the telematic platform</td>
</tr>
<tr>
<td>User</td>
<td>The economic operator, “user” of the telematic platform</td>
</tr>
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1 Prerequisites

The economic operator can access the functionalities of the telematic platform Appalti&Contratti e-Procurement by first signing up in order to obtain the login information for the Reserved Area in the Public Contracts Portal.

For technical requirements, log in and access procedure to the Reserved Area, please refer to the document "Modalità tecniche per l’utilizzo della piattaforma telematica e accesso all’Area Riservata del Portale Appalti", that can be downloaded from the section "Informazioni", by clicking on "Accesso area riservata" as in the figure below.
2 How to sign up and join a list

2.1 Access to the Reserved Area

Economic operators can interact the Contracting Authority by accessing the Reserve Area of the telematic platform (see chapter 1 “Prerequisites”).

You can access the Reserved Area by entering your login information, i.e. user name (“utente”) and “password”. Then click “OK”.

2.2 “Open” sign-up calls and notices

Once you are in the Reserved Area, click on the link “Bandi e avvisi di iscrizione” as in the figure below. You can apply to sign up and join the operator list only if “Stato: Iscrizione aperta” is displayed. Click on “Visualizza scheda” to display detailed information on the sign-up call/notice.
Then, the page with detailed information on the sign-up call or notice is displayed. Here you can find the call or notice file with the annexed documents, and possible information from the administration, as illustrated in the figure below.

In this section, notices and documents containing explanations on the procedure are published.

The field "Validità" indicates the period by which the Contracting Authority will send invitations to the operators who have signed up and are in the operator list.

The opening and deadline dates indicate the time range by which the economic operator can apply to sign up.

From this section you can download all documents relating to the call or notice, including their possible annexes.

In this section you can find the application documents already sent.

This section contains the reserved information between Contracting Authority and economic operator.

Click on "Richiesta di iscrizione" to submit the sign-up application to join the list.

Please notice that the two sections “Comunicazioni riservate al concorrente” and “Le tue richieste inviate”, and the button “Richiesta iscrizione” are only displayed once the economic operator has accessed the Reserved Area.
2.3 **How to submit your “Sign-up Request”**

From the tab of the sign-up call or notice in the figure above, click on the button “Richiesta di iscrizione” at the end of the page.

A guided procedure will be started up, allowing to enter the requested information step by step.

### 2.3.1 Confirmation of personal data

The first tag contains the personal data of the economic operator entered during the sign-up phase. To edit or update the data, click on “Modifica” and refer to the guide “Modalità tecniche per l’utilizzo della piattaforma telematica e accesso all’Area Riservata del Portale Appalti” in case of doubts.

If the personal data are not correct, click on the button “Avanti”.
2.3.2 Type of participation
The tab "Forma di partecipazione" is only available if the sign-up call or notice allows economic operators to sing-up as a single individual or as a temporary group of companies.

Please refer to the call or notice for possible indications or limitations on the type of participation.

NOTE: In this phase it is possible to sign up and join the operator list as a group. In this case, invitations are sent to participate in each single contract procedure as a group. Conversely, a company can sign up and join the list individually and, whenever invited to submit its tender, it can create a group during the tender phase, if needed.

2.3.3 How to participate as a temporary group
If you want to participate as a group, once you have selected the relevant option, you need to enter a conventional group name (generally, the names of participants, as in the example below).
2.3.4 Components of the group

In case you sign up as a group, a tab "Componenti del raggruppamento" will be displayed, where the group representative or leader can enter the names of the companies of the group.

Enter the name of each group component, then click the button "Aggiungi".

If the group components are more than one, enter the data of the single component, then click "Aggiungi" for each of them.

Click here to edit or delete the data of the group component previously entered.
2.3.5 Selection of categories

This is the tab where you can select the categories and classes for which you want to sign up and join the list. Select each category you are interested in and specify the related class.

Click on "Avanti": a summary of the selected categories/classes will be displayed.
### 2.3.6 Download of the sign-up application

Once you have selected the categories, in the next tab you can specify the signatory of the sign-up application or, in the case of a group, enter its components as in the following figure.

![Sign-up application interface](image)

- Click here to enter the data of the signatories of the represented companies.
- Enter the data of the signatory for each represented company, then click "Aggiorna".
A click on the button “Genera pdf domanda” allows you to download the PDF file of the sign-up application containing all personal data and the list of selected categories.

You can then sign the PDF file digitally based on the format indicated in the sign-up call or notice (e.g., P7M format).

In the case of groups, the file shall be signed by all the representatives of each group component.
2.3.7 Documentation required

The tab "Documentazione richiesta" allows to upload all the documents required for the sign-up application, in particular the PDF file produced in the previous tab, once it has been signed digitally.

To upload each file, click on “Sfoglia…”, then select the file (the name is displayed in the column "Allegato"; in the example below: DomandaIscrizione.pdf.P7M)), then click on “Allega”.

NOTICE: attach all the documents indicated in the sign-up call or notice; the list could be insufficient. In this case, add further documents using the free field, as explained in the notes on the following figure.

Please pay attention to the size limit of the attachments. In the example figure above (see orange arrow) the limits are of 5Mb for each single file, and 25 Mb for the whole set of files.

Once you have uploaded all documents, click on “Avanti”.

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Click on “Sfoglia…” and select the PDF file downloaded in the previous tab, once you have signed it digitally.

Use this field to enter further documents. Specify here a title, then click on “Sfoglia…” and then “Allega”.

Once you have uploaded all documents, click on “Avanti”.

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Pagina 12
2.3.8 How to submit the application

In the last tab you can:

- Print all entered data for further control
- Save as a draft all entered data so that you can resume your work later
- Either send the sign-up application or complete the procedure submitting data and uploaded files in the form of “digital envelope” to the Contracting Authority

When you click on “Invia domanda” the system will send the data pack to the Contracting Authority and date and time of transmission will be displayed.

The system will also send a certified mail (PEC) confirming the application has been transmitted, which the economic operator can store as sent mail receipt.

Based on the choice of the Contracting Authority, the operator will be then notified on the successful or failed sign-up by certified mail (PEC) and through the section “comunicazioni riservate all’operatore” of the telematics platform.
3 Request for explanations

Whenever the economic operator might need to pose some questions on the sign-up procedure to the Contracting Authority, he can use the communication functionalities available in the Public Contracts portal and described here below.

Any requests for explanations or questions must be forwarded by the terms set out in the sign-up call or notice and, in any case, by the terms provided for in the legislative decree no. 50/2016.

To create a request for explanations, click on the link "Invia una nuova comunicazione" in the tab of the call or notice described in the previous paragraph "2.2 Bandi e avvisi d’iscrizione “aperti”, reported here below.

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<tr>
<th>Elenco per:</th>
<th>Lavori</th>
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<tr>
<td>Data pubblicazione:</td>
<td>21/11/2017</td>
</tr>
<tr>
<td>Validità:</td>
<td>dal 30/11/2017 al 04/12/2017</td>
</tr>
<tr>
<td>Data apertura iscrizioni:</td>
<td>30/11/2017 dalle 12:00</td>
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<tr>
<td>Riferimento procedura:</td>
<td>3500001</td>
</tr>
<tr>
<td>Stato:</td>
<td>Iscrizione aperta</td>
</tr>
</tbody>
</table>

CATEGORIE

Categorie elenco

Operatori economici abilitati a elenco

DOCUMENTAZIONE

Test

COMUNICAZIONI DELL’AMMINISTRAZIONE

Nessuna comunicazione dell’amministrazione

COMUNICAZIONI RISERVATE AI CONCORRENTE

0 comunicazioni ricevute
0 comunicazioni archivate
0 comunicazioni inviate
Invia una nuova comunicazione

LE TUE RICHIESTE INVIALE

Le tue richieste inviati (nuovita, aggiornamento, ...)
3.1 New communication

Enter the data in the field ‘Oggetto “Richiesta di chiarimenti”, then in the message body the subject of your request (or refer to a possible attachment – see the following tab).

Click on "Avanti": the tab “Allegati” is displayed, where you can attach one or more files to the message, entering a description for each of them; to add an attachment, please refer to the instructions in the figure below.
Click on “Avanti” : the tab “Riepilogo” is displayed, where you can control the message text and related attachments before sending them to the Contracting Authority; then click on “Invia comunicazione” to complete the procedure.

The process is completed when a sent mail notification is received with trasmission date and time (and when provided for, the registration reference number by the Contracting Authority). The sent mail notification is also sent to the economic operator via e-mail/certified mail (PEC).
3.2 Reply to requests for explanations

Replies to requests for explanations and questions are published on the Public Contracts portal and can be displayed in the section "Comunicazioni dell'amministrazione" of the detail tab of the sign-up call or notice.
4 Communications between Contracting Authority and Economic Operator

All communications between Contracting Authority and economic operator occur via the Public Contracts portal and certified mail notifications.

By the word communications all those occurred during the sign-up procedures are intended, such as:
- Request for explanations or documents with support instructions on the procedure
- Communication on the successful or failed inclusion the operator list
- Communication on the draw of the initial order number
- Invitation to present the tender
- etc.

In the Public Contracts portal, the economic operator can display the communications from the Contracting Authority, reply directly or send communications on the sign-up procedure.

In the detail page of the sign-up call or notice (see paragraph “2.2 Bandi e avvisi d’iscrizione “aperti“”), section “Comunicazioni riservate al concorrente”, you can display the received (read and unread) communications, the communications sent to the Contracting Authority, and send new ones. You can also display the list of archived communications (by default the telematic platform automatically marks all received communications as archived after a preset 30-day period).

If you click on “comunicazioni ricevute” you can display the list of unread communications. By clicking on the communication subject, you can display the detail tab for its full reading.
The detail tab, along with the message text you can display the related attachments (see the figure below). Whenever provided for (based on the type of communication), the button "Rispondi" is also available, allowing the Operator to reply directly to possible requests from the Contracting Authority.