



8 novembre 2016

E-TENDERING DELLA BCE AUTOREGISTRAZIONE DEL FORNITORE

Per prendere parte alle procedure di appalto o per manifestare il proprio interesse alle procedure future, è necessario registrarsi con un account nel sistema di e-tendering della BCE (piattaforma SAP Sourcing). È possibile effettuare l'autoregistrazione seguendo i passaggi sotto riportati.

1. Accedere al modulo di registrazione mediante il link:

<https://procurement.ecb.europa.eu/sourcing/fsguestvendor/vendordesktop/register?ui=ui2>

2. Inserire le informazioni richieste (i campi contrassegnati con un asterisco * sono obbligatori). Si prega di compilare i campi "First Name" e "Last Name" utilizzando esclusivamente i caratteri dell'alfabeto latino senza segni diacronici, ossia lettere accentate o numeri, per evitare che l'account non venga creato dal sistema.

Attenzione: la sessione scade dopo dieci minuti di inattività. Si prega di procedere al salvataggio regolare dei dati.

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Creating: New Bidder Registration : Untitled

Save Cancel

Company Information

* Company Name:

Name Complement:

DUNS ID: - -

Homepage / URL:

Regional Settings

* Default Time Zone: (GMT+1:00) Central European Time

Default Language: English

* Default Date Format: DD-MM-YYYY HH.MM (24 hour clock)

* Default Decimal Format: 1.000,00

* Default Excel Format: Excel 2007/2010

Currency: EUR

Procurement Intentions

Procurement opportunities with the ECB may arise for goods, services and/or works indicated in the list of procurement categories. Please indicate your interest by selecting a category and provide a short description of the relevant experience and the years of relevant experience in relation to this category. Please add as many categories as relevant. Please note that indicating interest in any category of procurement opportunities will not commit the ECB to consider suppliers in a procurement procedure.

Add Procurement Intentions Import Reorder List Delete Selected

Procurement Intention	Relevant Experience	Years of Experience
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Contact Information

* First Name:

* Last Name:

Title:

* E-Mail:

* Phone:

Address Information

Address:

City:

Postal/Zip Code:

District:

* Country:

ERP Region: None

Main Phone:

Main Fax:

PO Box:

Postal Code:

Additional Information

Country of Registration and Registration Number:

* VAT / ID: Please indicate the VAT (Value Added Tax) number or, in case no VAT is available, another unique identifier such as personal ID/passport ID or company ID

Attachments

Attach files to document applicable business certifications or other relevant information.

Server File	File name	Description	Size	Date Added	Added By
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3. **Ove applicabile**, indicare le proprie intenzioni di appalto.

a) Cliccare su "Add Procurement Intentions".

Procurement Intentions

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Procurement Intention	Relevant Experience	Years of Experience
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b) Selezionare le relative categorie di intenzioni di appalto, quindi cliccare su "OK".

Query: All Procurement Intentions
 Select/Deselect All On Page

Find: In:

Name	Description	Last Changed
<input type="checkbox"/> Administrative educational services	Administrative educational services	28/05/2013 20:02 (CEST)
<input type="checkbox"/> Architectural and related services	Architectural and related services	28/05/2013 20:02 (CEST)
<input type="checkbox"/> Auditing services	Auditing services	28/05/2013 20:02 (CEST)
<input checked="" type="checkbox"/> Automatic cash dispenser	Automatic cash dispenser	04/12/2013 10:58 (CET)
<input checked="" type="checkbox"/> Banking and investment services	Banking and investment services	28/05/2013 20:02 (CEST)
<input type="checkbox"/> Building installation work	Building installation work	28/05/2013 20:02 (CEST)
<input type="checkbox"/> Building rental or sale services	Building rental or sale services	28/05/2013 20:02 (CEST)
<input type="checkbox"/> Business and mgmt consultancy services	Business and management consultancy and related services	28/05/2013 20:02 (CEST)

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c) Indicare l'esperienza e gli anni di esperienza in relazione all'intenzione di appalto.

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<input type="checkbox"/>	Procurement Intention	Relevant Experience	Years of Experience
<input type="checkbox"/>	Automatic cash dispenser	Experience	8
<input type="checkbox"/>	Banking and investment services	Exp	

- d) Per eliminare un'intenzione di appalto, selezionare la casella corrispondente, cliccare su "Delete Selected" e quindi su "OK".

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<input type="checkbox"/>	Procurement Intention	Relevant Experience	Years of Experience
<input type="checkbox"/>	Administrative educational services	Experience	4
<input checked="" type="checkbox"/>	Communication land-line rental	Experience	3
<input type="checkbox"/>	Computer equipment and supplies	Experience	24
<input checked="" type="checkbox"/>	Architectural and related services	Exp	



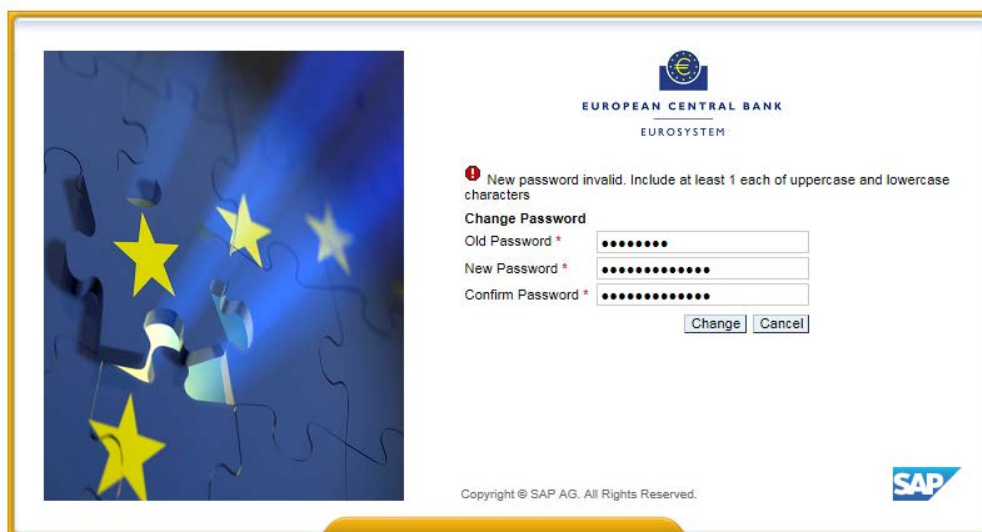
4. Fare clic su "Save" per effettuare il salvataggio dei dati.

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Creating: New Bidder Registration : Untitled

5. Nell'arco di pochi minuti l'utente riceverà un'e-mail con l'identificativo e una password temporanea, che dovrà poi essere modificata. Si prega di fare riferimento alle indicazioni per un adeguato livello di sicurezza della password di seguito riportate.
6. Dopo aver effettuato l'accesso con la nuova password, sarà possibile inserire ulteriori informazioni riguardanti la propria società e partecipare alle procedure di appalto indette dalla BCE.

Indicazioni generali per un adeguato livello di sicurezza della password



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! New password invalid. Include at least 1 each of uppercase and lowercase characters

Change Password

Old Password *

New Password *

Confirm Password *

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La password:

- non può essere cambiata più di una volta al giorno;
- deve avere un minimo di otto caratteri, di cui almeno uno numerico (0-9), uno minuscolo (a-z), uno maiuscolo (A-Z) e uno speciale (ad esempio !" @ \$ % & / () = ? * + - # _ . , ; : { } \ < > ?);
- non va in nessun caso comunicata a terzi.

Assistenza

Per chiarimenti o maggiori informazioni, contattare l'unità addetta all'assistenza all'indirizzo sourcing.support@ecb.europa.eu dal lunedì al venerdì, dalle 08.30 alle 17.30 (ora dell'Europa centrale).