

Portal of the procuring entities  
of the Friuli Venezia Giulia Region

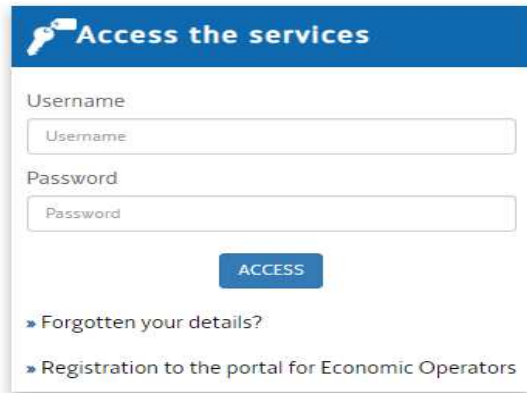
**eAppalti FVG**  
*Guide to registration and  
Subscription to Economic Operator  
Register*

# eAppalti FVG - Registration

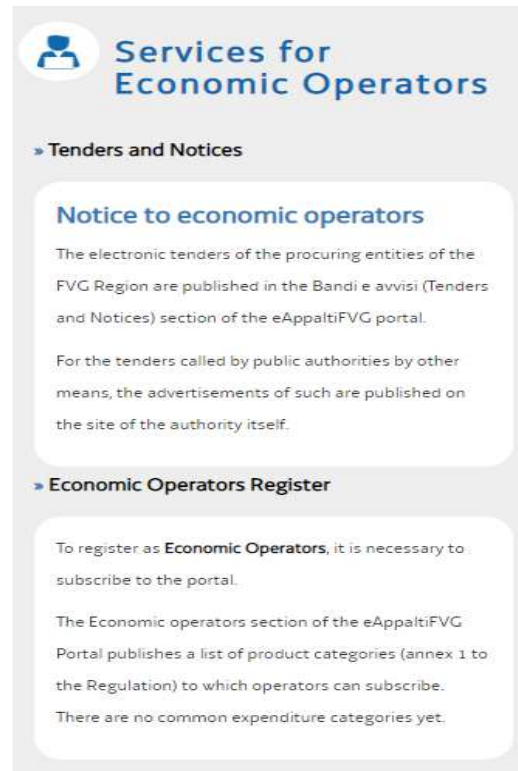
For the registration to Economic Operator Register, it is necessary to subscribe to eAppalti FVG Portal in order to gain personal User and Password and after this it is possible to sign in the «Access the services» Area.

The subscription consists of the following three phases:

1. Agreement to the documentation proposed
2. Online registration
3. Compilation of additional registration data



The screenshot shows a login form titled "Access the services" with a blue header. It contains two input fields: "Username" and "Password". Below the password field is a blue "ACCESS" button. At the bottom, there are two links: "» Forgotten your details?" and "» Registration to the portal for Economic Operators".



The screenshot shows a page titled "Services for Economic Operators" with a user icon. It features two main sections:

- » Tenders and Notices**  
**Notice to economic operators**  
The electronic tenders of the procuring entities of the FVG Region are published in the Bandi e avvisi (Tenders and Notices) section of the eAppaltiFVG portal.  
For the tenders called by public authorities by other means, the advertisements of such are published on the site of the authority itself.
- » Economic Operators Register**  
To register as **Economic Operators**, it is necessary to subscribe to the portal.  
The Economic operators section of the eAppaltiFVG Portal publishes a list of product categories (annex 1 to the Regulation) to which operators can subscribe.  
There are no common expenditure categories yet.



The screenshot shows a "Contacts" page with a headset icon. It includes the following information:

- Numero Verde Gratuito 800 098 788** post-selection 7
- Phone 040 06 49 013  
for calls\* from abroad or from mobile phone  
\*cost of the call charged to the user according to the telephone operator used.
- Fax 02 266 002 242
- Mail [supporto.eappalti@appalti.regione.fvg.it](mailto:supporto.eappalti@appalti.regione.fvg.it)
- Support is guaranteed from Monday to Friday from 8.00 am to 6.00 pm in order to ensure maximum operational transparency and to monitor the quality of the service, calls to the dedicated number are subject to registration.

# eAppalti FVG - Registration

The screenshot shows the top navigation bar of the eAppalti FVG website. The logo "eAppaltiFVG" is on the left, followed by the text "of the Friuli Venezia Giulia Region". The navigation menu includes "HOME PAGE", "SERVICES FOR EO", "INFORMATIONS", "MULTIMEDIA AREA", and "ITA - ENG". A dropdown menu is open under "SERVICES FOR EO", listing "Tenders and Notices", "Registration to the portal for EO Economici" (highlighted with a blue box), and "Economic Operators Register". A callout box on the right contains the text: "Click on 'Registration to the portal for EO Economici' for subscription".

### Access the services

Username

Password

**ACCESS**

- » Forgotten your details?
- » Registration to the portal for Economic Operators

### Services for Economic Operators

- » Tenders and Notices

#### Notice to economic operators

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- » Economic Operators Register

### Contacts

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Phone 040 06 49 013  
for calls\* from abroad or from mobile phone  
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Mail [supporto.eappalti@appalti.regione.fvg.it](mailto:supporto.eappalti@appalti.regione.fvg.it)

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# eAppalti FVG - Registration

## User Agreement

### General conditions of access and use of the eAppaltiFVG eprocurement platform

**1. PREMISES** The following are the terms and conditions for accessing and using the EAPPALTI FVG Eprocurement <https://eAppalti.regione.fvg.it> portal (hereinafter, portal) by users (hereinafter, suppliers or traders) operating within Business, institutional or professional activity.

**2. REGISTRATION TO THE EAPPALTI FVG EPROCUREMENT Portal – EVENT PARTICIPATION.**

2.1 The necessary condition to use the tools available on the portal and participate in events is the registration to the portal. To this end, the economic operator shall communicate the data in a truthful and correct manner, and any information deemed necessary or useful for the identification (Registration data).

2.2 During registration the economic operator chooses one or more identification codes (user ID) to which one or more key words (passwords) will be assigned. The registration is completed by the system at the time of subscription, of passwords and user ID.

2.3 User ID and password are strictly personal and not transferable. The economic operator undertakes to not disclose them to third parties and to guard and protect them with the utmost diligence, being considered responsible for their use. The economic operator also undertakes to inform the administration of any theft and/or loss of the same.

2.4 Once the user ID and password have been enabled, the trader can access the functionality of the portal through a personal computer, equipped with a Web browser, connected to the Internet, according to the minimum required configuration requirements, which can be consulted on the portal. The purchase and installation of hardware and configuration of software tools remain the exclusive responsibility of the economic operator.

2.5 The use by the economic operator of the instruments available on the portal as well as the participation in telematic purchasing procedures is governed also by the possible specific tendering documentation and the provisions and definitions contained in the information sections of the website

2.6 The economic operator indicates in the registration data the person authorized to use the portal (main account).

2.7 The administration reserves the right to grant the economic operator the option of: (i) registering additional subjects for the use of the portal (operational accounts); (ii) Revoking the registration by expanding or restricting the scope of the faculties granted to operational accounts. It is understood that the administration may reject registration and expansion requests of operating accounts received by the economic operator.

**3. OBLIGATIONS AND GUARANTEES OF THE ECONOMIC OPERATOR**

3.1 In relation to the use of the portal, the economic operator undertakes to:

(i) comply with the terms and conditions set forth in these terms and in all documentation accompanying the tenders or sections of the portal; (ii) Not impose anti-competitive behaviour or practices, detrimental to laws, regulations and/or rights of third parties and not to disseminate false, misleading or unlawful information; (iii) treat the data and information relating to each tender or otherwise available through the portal as strictly confidential and reserved; (iv) Use and configure the software and hardware to enable computer security when using the portal.

I declare to have read "General conditions of access and use of the eAppaltiFVG eprocurement platform"

I agree

I do not agree

Accetto

Read General condition of access and use, and then click «Accept»

## eAppalti FVG - Registration

For the subscription to the Portal, the Economic Operator have to fill the Registration Data form and insert general information of Company ( Legal Structure, VAT Number, Registration Number, etc.) and the User details.

After the compilation of this form, an email with the login credential will be sent to the new user.

**The fields with \* are mandatory, so it is necessary fill all this to proceed to the next page.**

Registration Data

Save Close

Reset

**Organisation Details**

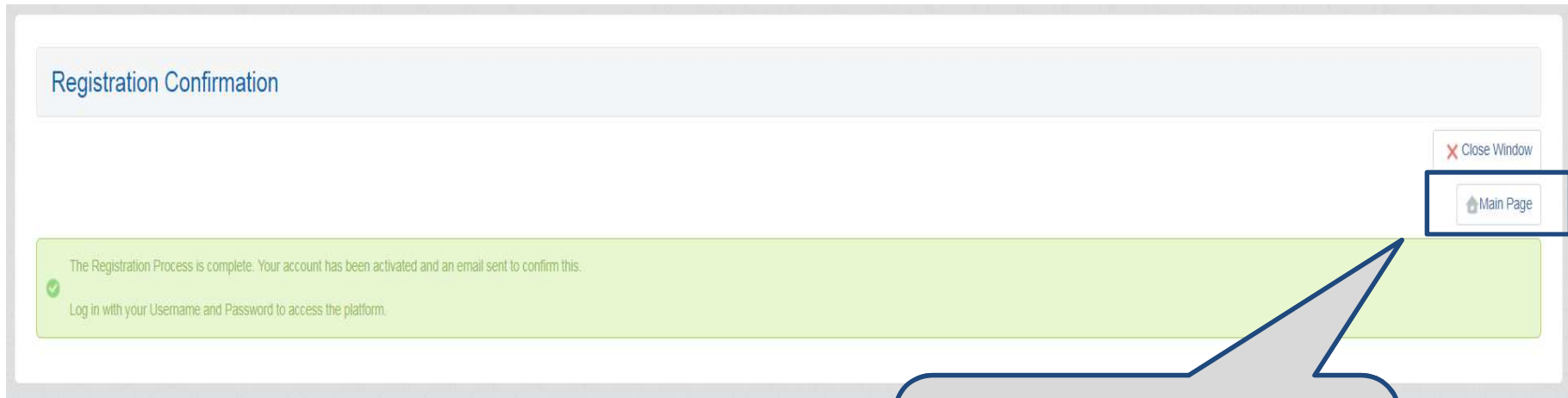
|                                |                      |
|--------------------------------|----------------------|
| * Organisation Name            | <input type="text"/> |
| * Organisation Legal Structure | --- ▾                |
| * Company Registration Number  | <input type="text"/> |
| * VAT Number                   | <input type="text"/> |
| Main Organisation Phone Number | <input type="text"/> |
| * Address                      | <input type="text"/> |
| * Postal Code                  | <input type="text"/> |
| * City                         | <input type="text"/> |
| * State/County                 | --- ▾                |
| * Country                      | UNITED KINGDOM ▾     |
| Web site                       | <input type="text"/> |

After the compilation of all mandatory fields click on «Save» in order to access to the following form.

## eAppalti FVG - Registration

After the compilation of mandatory fields, the system shows the following page.

To access to the personal page it is necessary to click on “Main Page”. In “Access the services” Area, the Economic Operator has to insert the login credentials received by email during the registration.



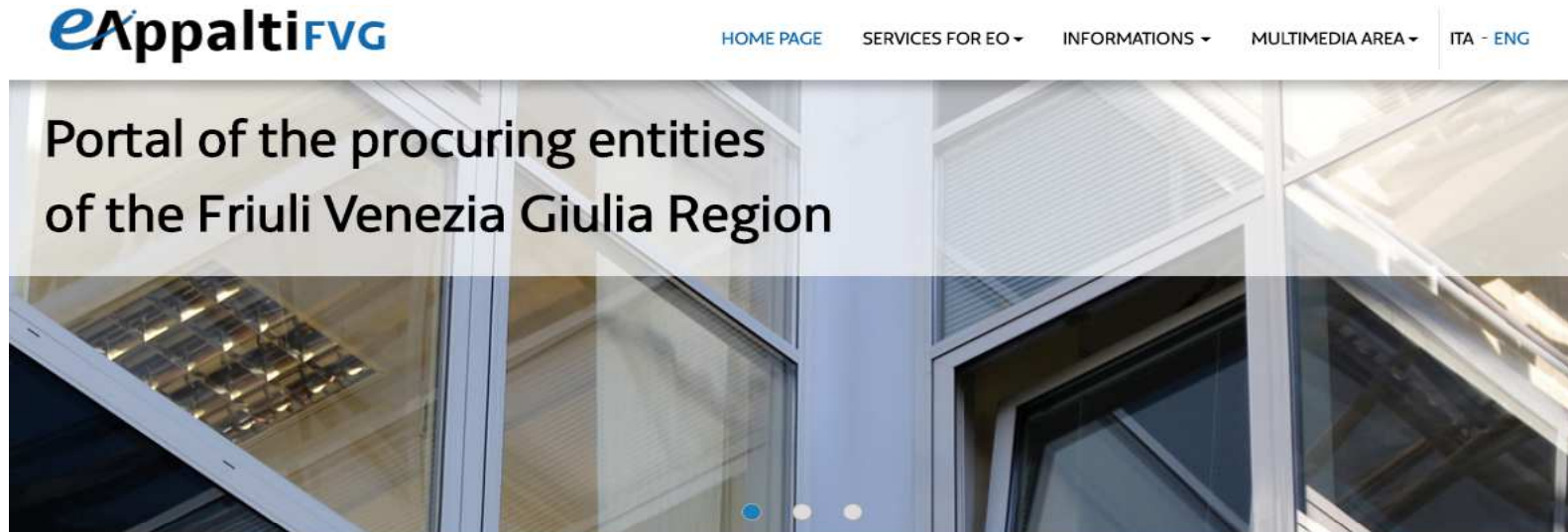
Click on «Main Page» to insert login credentials and to access to the personal area.



# eAppalti FVG – Login

Steps to follow in order to sign up in the system:

- Insert the User entered in the registration form
- Insert the password received by email after the compilation of «Registration Data» form
- Click on «Access»



This block contains three screenshots from the eAppaltiFVG website. The first screenshot on the left is titled 'Access the services' and shows a login form with fields for 'Username' and 'Password', and an 'ACCESS' button. A blue circle with the number '1' is next to the form, and another blue circle with the number '2' is next to the 'ACCESS' button. Below the form are links for 'Forgotten your details?' and 'Registration to the portal for Economic Operators'. The middle screenshot is titled 'Services for Economic Operators' and features a 'Tenders and Notices' section with a 'Notice to economic operators' sub-section. The text in this section states that electronic tenders are published in the 'Bandi e avvisi (Tenders and Notices)' section of the portal. The rightmost screenshot is titled 'Contacts' and provides contact information: 'Numero Verde Gratuito 800 098 788 post-selection 7', phone number '040 06 49 013', fax number '02 266 002 242', and email 'supporto.eappalti@appalti.regione.fvg.it'. It also mentions that support is guaranteed from Monday to Friday from 8:00 am to 6:00 pm.

# eAppalti FVG – Password Modification

## Specify a new Password in order to proceed



For reasons of security you are required to change your Password.  
Please enter a new Password in the fields below, and click "Submit" to continue.

Passwords must contain at least 5 characters

Password must be different from login!



The new password must be different from the previous 3 passwords

Warning! Your password must contain both alphabetic and numeric characters, and must contain at least one of the following special characters: \!£\$%&/()=?'^\*€[]#@,;:\_-><'+

New Password

Confirm Password

Submit

Cancel



## eAppalti FVG – Selection of product categories

From this point, the user is enabled to use the Portal. In order to select the desired product categories, click on «My Categories» from the «User Profile» area.

Welcome

The screenshot displays a dashboard with a header 'Welcome' and a grid of six main sections:

- Dashboard**: Contains a link to 'Main Dashboard'.
- Sourcing**: Lists 'Projects', 'RFIs', 'RFQs', 'Auctions', 'Contracts', and 'Published Opportunities'.
- My Organisation**: Lists 'Organisation Profile', 'My Categories', 'Assessments', and 'Scorecards'. A blue-bordered box highlights 'My Categories', and a callout box points to it with the text 'Click on «My categories»'.
- File Sharing**: Contains a link to 'Directories'.
- User Management**: Contains a link to 'Manage Users'.

# eAppalti FVG – Selection of product categories

The screenshot shows a user interface for managing categories. At the top, there is a header bar with the text "My Categories" in blue. Below this is a search filter input field with the placeholder text "Enter Filter (type to start search)" and a dropdown arrow. A yellow banner below the search field displays the message "No Categories to display" with a small circular icon. In the top right corner, there is a button labeled "Add Category" with a plus sign icon and a three-dot menu icon.

Click on «Add Category»

# eAppalti FVG – Selection of product categories

Select one or more product categories (1), search them by typing the name through the “Text Search” area or by expanding the entire tree using the “Expand” command. Click on “Confirm actual selection” (2) in order to save the selection.

Tree Navigation

Free Text Search  Search

Deselect All

Display Selected Only Expand All Collapse All

Categories (selected items: 2)

- 01 - STEC - SERVIZI ATTINENTI ALL'ARCHITETTURA ED ALL'INGEGNERIA
  - ED - EDILIZIA
    - ED1 - INSEDIAMENTI PRODUTTIVI AGRICOLTURA - INDUSTRIA - ARTIGIANATO
      - E.01 - Edifici rurali per l'attività agricola con corredi tecnici di tipo semplice (quali tettoie, depositi e ricoveri) - Edifici industriali o artigianali di importanza costruttiva corrente con corredi tecnici di base
      - E.02 - Edifici rurali per l'attività agricola con corredi tecnici di tipo complesso - Edifici industriali o artigianali con organizzazione e corredi tecnici di tipo complesso
    - ED2 - INDUSTRIA ALBERGHIERA, TURISMO E COMMERCIO E SERVIZI PER LA MOBILITA'
    - ED3 - RESIDENZA
    - ED4 - SANITA', ISTRUZIONE, RICERCA
    - ED5 - CULTURA, VITA SOCIALE, SPORT, CULTO
    - ED6 - SEDI AMMINISTRATIVE, GIUDIZIARIE, DELLE FORZE DELL'ORDINE
    - ED7 - ARREDI, FORNITURE, AREE ESTERNE PERTINENZIALI ALLESTITE
    - ED8 - EDIFICI E MANUFATTI ESISTENTI

## eAppalti FVG – Selection of product categories

If there are forms containing surveys for the selected product category, the system suggests the compilation of all the mandatory fields with an icon with a blue check, next to column «Completion Status».

If necessary, there is the possibility to add other product categories using the function «Add category».

[Add Category](#) ⋮

### My Categories

Enter Filter (type to start search) ▼

| Category Code | Title   | Classified On       | Assessment Status             | Completion Status |
|---------------|---|---------------------|-------------------------------|-------------------|
| 1 E.01        | Edifici rurali per l'attività agricola con corredi tecnici di tipo semplice (quali tettoie, depositi e ricoveri) - Edifici industriali o artigianali di importanza costruttiva corrente con corredi tecnici di base | 29/03/2019 11:36:30 | Assessment Status not visible |                   |
| 2 E.02        | Edifici rurali per l'attività agricola con corredi tecnici di tipo complesso - Edifici industriali o artigianali con organizzazione e corredi tecnici di tipo complesso   | 29/03/2019 11:36:30 | Assessment Status not visible |                   |
| Total 2       |   |                     |                               | Page 1 of 1       |

# eAppalti FVG – Economic Operator Survey

After the selection of one or more product categories, the system will ask the compilation of the General Survey, in which it is necessary to fill up all the mandatory information in the form(Signed Regulations, application for registration, DGUE).

After this step, it will be possible to complete the other specific surveys.

The answers of the survey could change on the basis of the selected categories.

Classification: >ALBERO MERCEOLOGICO>SERVIZI ATTINENTI ALL'ARCHITETTURA ED ALL'INGEGNERIA>EDILIZIA>INSEDIAMENTI PRODUTTIVI AGRICOLTURA - INDUSTRIA - ARTIGIANATO>Edifici rurali per l'attività agricola con corredi tecnici di tipo semplice (quali tettoie, depositi e ricoveri) - Edifici industriali o artigianali di importanza costruttiva corrente con corredi tecnici di base

Save Cancel

Form Title: 0 - Documentazione Iscrizione Albo Fornitori

| Documentazione Iscrizione Albo Fornitori         |  |
|--|--|
| Title  | Description  |
| 1 Regolamento Albo Fornitori                     | * Allegare il Regolamento Albo Fornitori sottoscritto digitalmente                           |
| 2 Modello Dichiarazioni                          | * Allegare il modello di dichiarazioni debitamente valorizzato e sottoscritto digitalmente   |
| 3 Domanda di Iscrizione Albo Operatori economici | * Allegare la domanda di iscrizione dell'Albo Operatori economici, sottoscritta digitalmente |

Click on «Download Template» to download the document.

Click here to attach the specific document.



# eAppalti FVG – Managing Economic Operator Register Data

After the evaluation of the selected product categories, surveys are blocked and any change/update must be authorized by Procuring Entities. In order to unlock the updates of the surveys, it is necessary to click on the link «Economic Operator Register – Data management».

Welcome

The screenshot shows a dashboard with several sections:

- Dashboard**: Main Dashboard
- Sourcing**: Projects, RFIs, RFQs, Auctions, Contracts, Published Opportunities
- My Organisation**: Organisation Profile, My Categories, Assessments, Secretariat
- File Sharing**: Directories
- User Management**: Manage Users

A callout box with a blue border and a grey background points to the 'Assessments' link in the 'My Organisation' section. The text inside the callout box reads: "Click on «Assessment»".

# eAppalti FVG – Managing Economic Operator Register Data

Click on «Category Assessment» (1) and then on the related product category for which it needs to be unlocked the evaluation of the form (2) using the message area of the evaluation. The message area (3) allows to send the request directly to the Procuring Entities.

| Buyer Organisation         | Assessment Designation       | Status      | Status Start Date | Status Expiry Date |
|----------------------------|------------------------------|-------------|-------------------|--------------------|
| 1 Egas                     | 1                            | Da Valutare | 30/03/2019        |                    |
| 2 Direzione Infrastrutture | Valutazione Direzione Lavori | Da Valutare | 30/03/2019        |                    |
| Total 2                    |                              |             |                   | Page 1 of 1        |

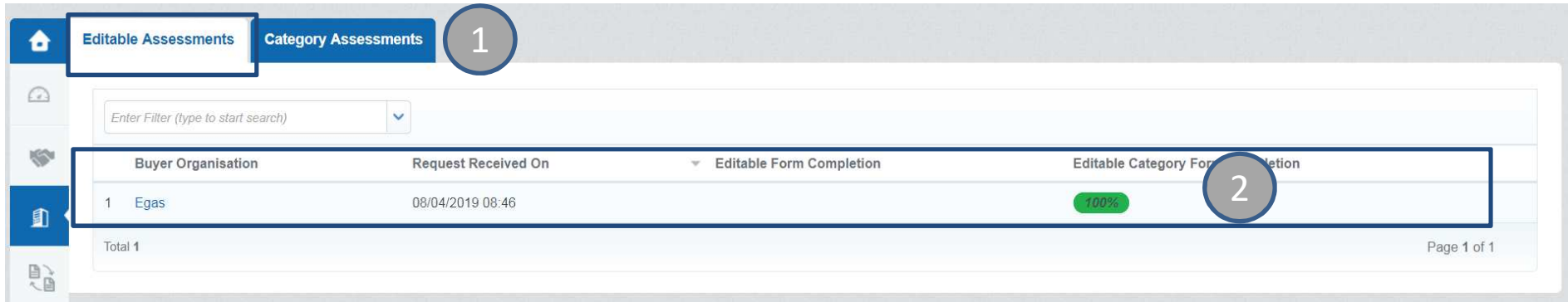
Buyer Organisation: Egas  
Assessment Designation: 1  
Status: Da Valutare

Details Messages (Unread 0)

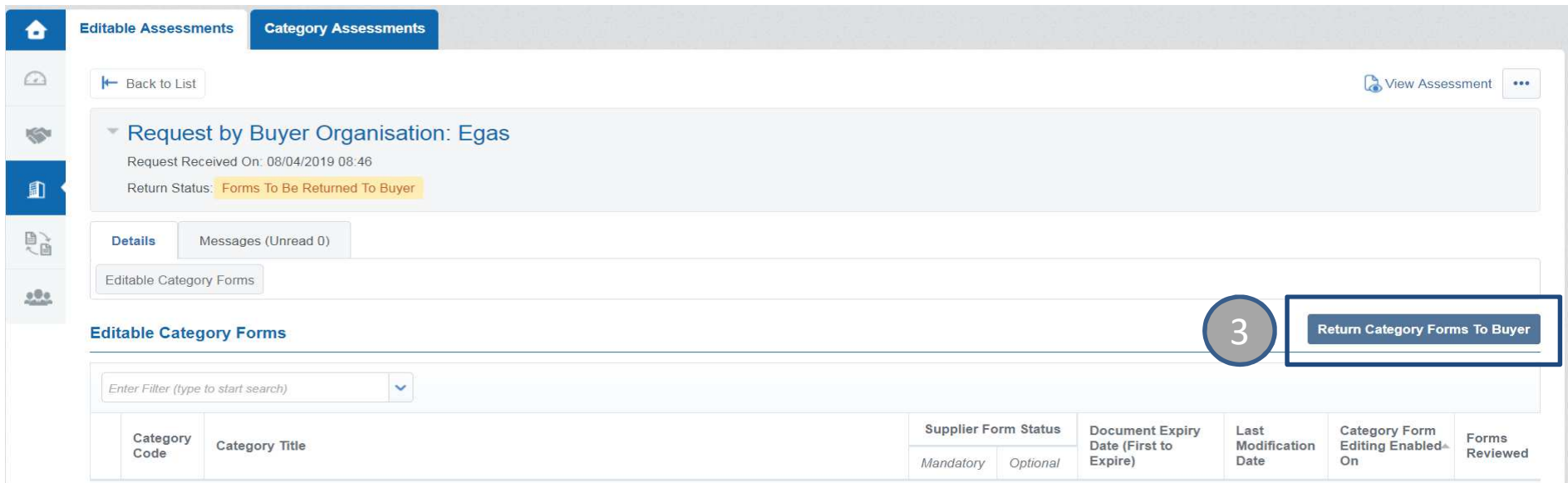
Create Message Received Messages Sent Messages Draft Messages

# eAppalti FVG – Managing Economic Operator Register Data

After getting the authorization to modify the form, open the section (1) «Modifying registration data» and select the evaluation with a click.



After updating the category forms, click on «Return Category Forms to Buyer» to update the status. This submission involves a new block of form(3).



# eAppalti FVG – Registering Data Modification

If there is the need to update the Registration Data related to «Company Information», it is necessary to access to the «User Profile» area and click on «Company Profile».

Welcome

The screenshot displays the user interface of the eAppalti FVG system. It features a grid of navigation panels:

- Dashboard**: Contains a link to "Main Dashboard".
- Sourcing**: Contains links to "Projects", "RFIs", "RFQs", "Auctions", "Contracts", and "Published Opportunities".
- My Organisation**: Contains links to "Organisation Profile", "My Categories", "Assessments", and "Scorecards".
- File Sharing**: Contains a link to "Directories".
- User Management**: Contains a link to "Manage Users".

A callout box with a blue border and a pointer highlights the "Organisation Profile" link in the "My Organisation" panel. The text inside the callout box reads: "Click on «Company Profile»."

# eAppalti FVG – Registering Data Modification

Click on «Update», the blue icon, in order to make any changes and click on «Save».

Organisation Details

|                              |                               |
|------------------------------|-------------------------------|
| Organisation Name            | Op Economico 2                |
| Organisation Legal Structure | Private Limited Company (Ltd) |
| Company Registration Number  | 1234                          |
| VAT Number                   | 1234                          |

Main Organisation Phone Number

\* Address test

\* Postal Code 1234

\* City Londra

\* State/County Londonderry

\* Country UNITED KINGDOM

Web site

Save Cancel

If it is necessary to modify the highlighted fields, write to the Assistance Service requesting the necessary information specifying your role, the Company Name and the P VAT of the Company for which the modifications are requested.



# eAppalti FVG – Registering Data Modification

In order to modify the information related to the logged user, click on «User Profile». Then, click on «Update» to make any changes and finally click on «Save».

The screenshot shows the eAppalti FVG user profile modification interface. At the top left is the logo 'eAppaltiFVG'. At the top right, there is a 'HELP ONLINE' button and a user profile section with 'Welcome Test op Economico' and a dropdown menu showing 'English' and 'User Profile'. Below this, a blue bar displays 'User: Test op Economico'. A 'Save' button is highlighted with a red box. The main content area is titled 'User Details' and contains a form with the following fields:

|   |   |
|---|---|
| Title   | ---   |
| Last Name   | op Economico  |
| First Name  | Test  |
| * Email Address<br><small>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.</small> | <input type="text" value="mara.caterino@t.ey.com"/> |
| * Phone Number  | <input type="text" value="12345"/>                  |
| Mobile Number<br><small>(please enter "+" "country code" and "your mobile phone number" with no spaces)</small>   | <input type="text"/>                                |
| Username<br><small>(please do not forget your username)</small>   | opec2   |
| * Preferred language for use in system interface  | English (UK) ▼                                      |
| * Time Zone   | (GMT 0:00) Western Europe Time, London, Lisbon ▼    |
| User External Code  | <input type="text"/>                                |

# eAppalti FVG – Password Modification

In order to change the login password, click on «User Profile». Then, click on «Update Password» to set the new password and finally click on «Save».

The screenshot shows the eAppalti FVG user interface. At the top left is the logo. At the top right, there is a 'HELP ONLINE' button and a user profile section for 'Test op Economico'. A dropdown menu is open, showing 'English', 'User Profile', and 'Modify Password'. Below the header, a light blue bar displays 'User: Test op Economico'. To the right of this bar are 'Save', 'Reset', and 'Cancel' buttons. The main content area is titled 'Modify Password' and contains a yellow warning box with the following text: 'Passwords must contain at least 5 characters', 'Password must be different from login!', 'The new password must be different from the previous 3 passwords', and 'Warning! Your password must contain both alphabetic and numeric characters, and must contain at least one of the following special characters: \!£\$%&/()=?^@[]#~:;:~><\*+'. Below the warning box are three input fields: '\* Old Password', '\* New Password', and '\* Confirm New Password'.