SATER – Emilia-Romagna's System for Telematic Purchases

Registration Handbook

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1. INTRODUCTION

This document describes how foreign Economic Operators (EO) can register with Emilia-Romagna's System for Telematic Purchases - SATER.

2. GENERAL INFORMATION

To access the System, the economic operator must complete the registration procedure by entering their identification data.

Please note that this basic registration enables economic operators to apply for ordinary telematic tenders only. An additional qualification is necessary to use the Electronic Market and the Dynamic Purchasing Systems.

The applicant (EO) is responsible for both the accuracy and truthfulness of the data they provide and the information entered in the registration procedure.

At the end of the registration procedure, the System generates an account for the Economic Operator. This consists of an "**Access Code**", a "**User Name**", and a "**Password**". These credentials are then sent to the EO via e-mail.

The activation of an account is usually immediate. However, if the personal data which has been inserted needs to be validated by Intercent-ER, user permissions could be temporarily limited.

2.1 Operative instructions

To start the registration procedure, go to the SATER Login page at:

https://piattaformaintercenter.regione.emilia-romagna.it

Then click "**Registrazione Operatore Economico**" [*Economic Operator Registration*].

Figure 1: SATER Login page

The Registration procedure is divided into six steps:

- *"**Area Geografica**" [Geographic Area]*
- *"**Azienda**" [Company]*
- *"**Utente**" [User]*
- *"**Trattamento dati**" [Personal Data Processing]*
- *"**Firma**" [Signature]*
- *"**Riepilogo**" [Recap]*

***Note:** All the fields marked (*) are mandatory.*

Registration – [1] Area Geografica [Geographic Area]

In Step 1, *"**Area Geografica**" [Geographic Area]*, the following information is necessary:

1. **Stato** *[Nation State]*

To select your State, click **Seleziona stato** .

Figure 2: SATER Registration – Geographic Area

Then, select your State by using the Search field, (Cerca), or browsing the folders.

Figure 3: SATER Registration – State selection using the search field

Figure 4: SATER Registration – State selection browsing folders

2. Insert the "***Codice Fiscale Ditta***" *[Company Fiscal Code]* or the ***Identificativo Fiscale Estero***" *[Foreign Fiscal ID]*, which is composed of 11 or 16 characters.

3. *"**Partita IVA**" [VAT Number]*
   Fill in the VAT Number field, including the State Code *(i.e. **IT**123456789 for Italy, **FR**123456789 for France, etc.)*. Non-European companies must have a European VAT Number and insert the "EU" code before the number.

   Click Continua *[Continue]* to proceed.

Figure 5: SATER Registration – Fiscal Code and VAT Number

Please note that foreign users cannot register as an independent contractor.

ATTENTION: if the inserted information are related to a ceased users of a ceased economic operator, after clicking the "Continue" commando, the following message will be displayed: *"Attenzione: L'operatore economico risulta già registrato a sistema ma lo stato non è più attivo, pertanto non è possibile procedere con una nuova registrazione".*

ATTENTION: a foreign Economic Operator can not proceed with the registration as a "Professionista\Onlus\Associazione" (Professional\Non-profit organization\Association) by selecting the proper check box. If this check box has been selected by a foreign Economic Operator, after clicking on the "Continue" command, the following message will be displayed *"Non sono ammessi professionisti esteri"* (Foreign Economic Operators can not be admitted).

Registration – [2] Azienda [Company]

In this step it is necessary to provide some information about your company *(Business name, Legal status, address, etc.)*.

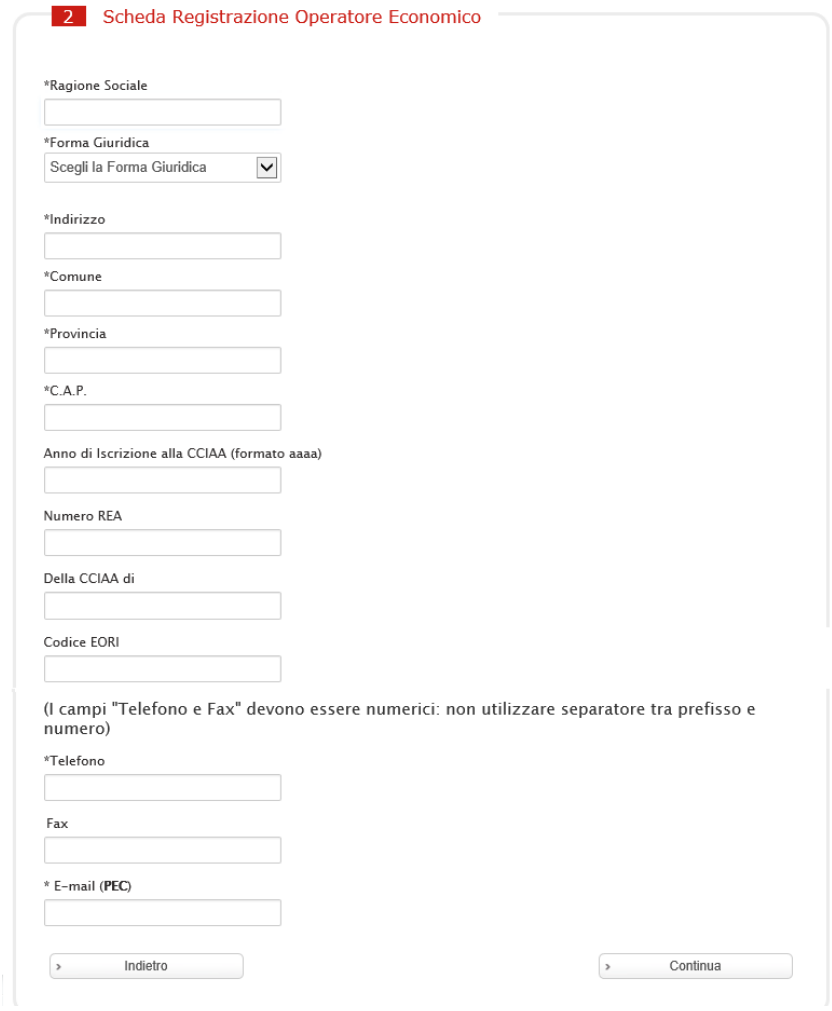

Figure 6: SATER Registration – Company information

In particular, select the Legal Status of your company by using the button and then make the relevant choice.

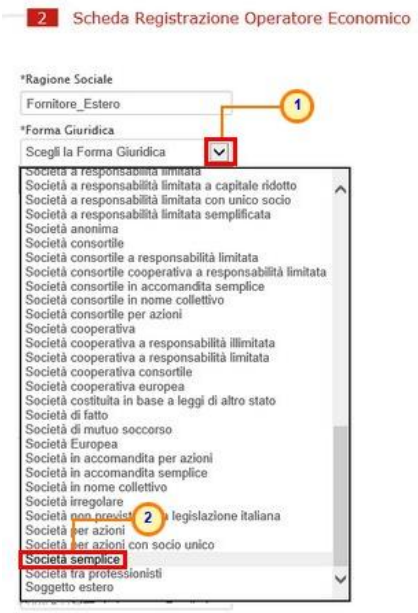

Figure 7: SATER Registration – Legal status selection

Click [Continua] *[Continue]* to proceed to the next step.

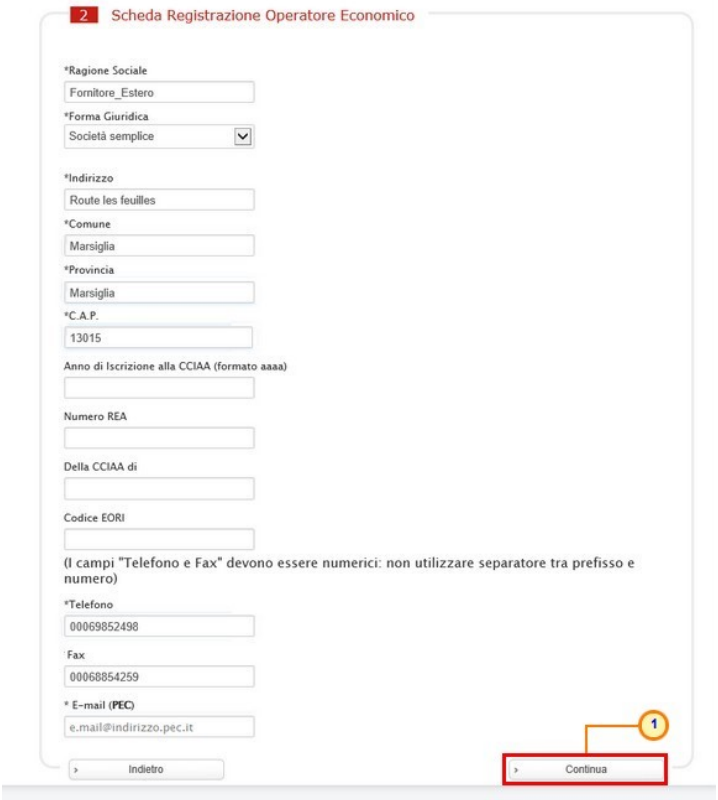

Figure 8: SATER Registration – Continue to step 3

Registration – [3] Utente [User]

In this step, the fields must be completed with information about the user who is performing the registration procedure.

Check the *"**Firma Digitale**" [Digital Signature]* box at the bottom of the page if you have a digital signature.

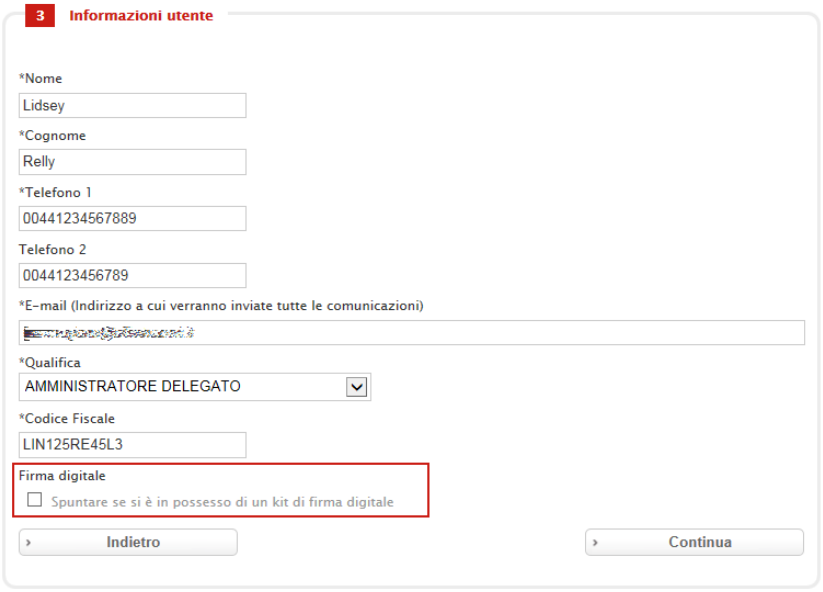

Figure 9: SATER Registration – User information

To insert your job title ["Qualifica"], click ☑ and make the relevant choice.

Figure 10: SATER Registration – User title

Once the form has been completed, click › Continua .

Figure 11: SATER Registration – Continue to step 4

ATTENTION: if you are reactivating a ceased users, after clicking the "Continue" command the following message will be displayed: "*Attenzione: L'utente inserito risulta cessato nel sistema. Si desidera riattivarlo? In caso di riattivazione verranno inviate le credenziali all'indirizzo e-mail registrato nella piattaforma.*" In this case, click the command "**Riattiva Utente**".

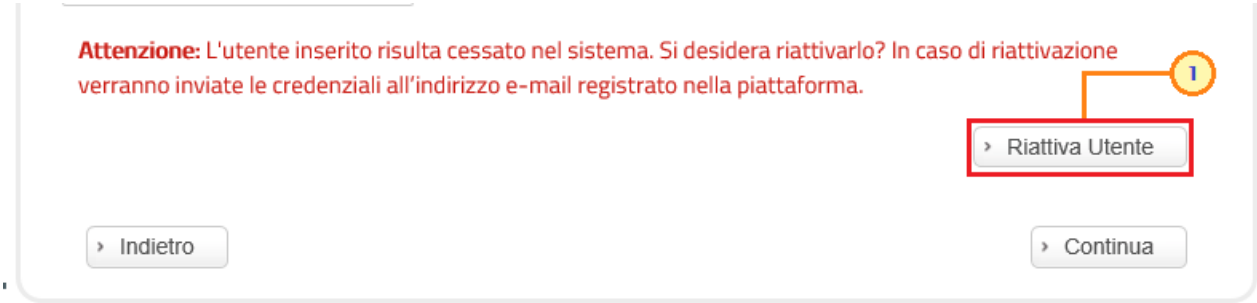

Figure 12: Reactivate user

Then, the following message will be displayed "*Attenzione: La sua utenza è stata riattivata, le sue credenziali sono state inviate all'indirizzo e-mail registrato nella piattaforma.*" An e-mail containing the credentials will be sent to the user and another one will be sent to the company in order to notify that the user has been reactivated.

Once inserted the new credentials, the System will ask the user to change the temporary password.

ATTENTION: if the user is already active, after clicking the command "**Continua**", the following message will be displayed "*Attenzione: L'utente inserito risulta già presente nel sistema. Si desidera ricevere nuovamente le credenziali? Verranno inviate le credenziali all'indirizzo e-mail registrato nella piattaforma.*". If you want to receive your credentials via e-mail, click the button "**Invia Credenziali**".

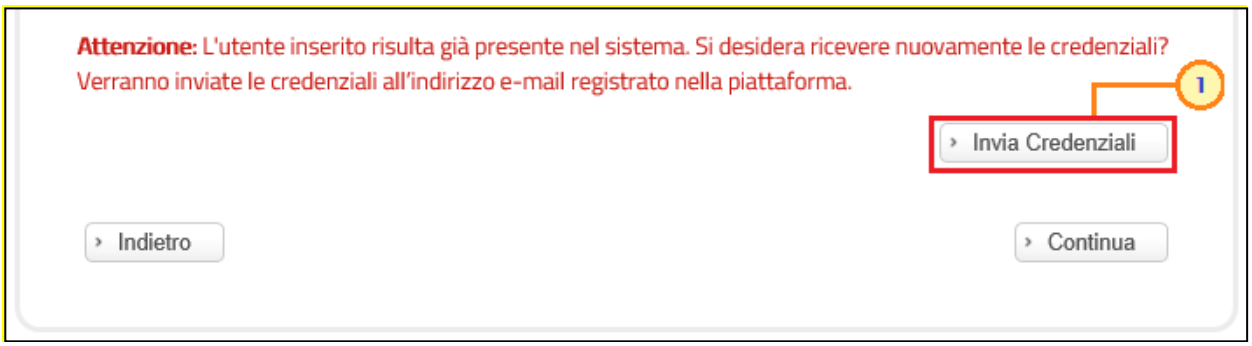

Figure 13: Sending credentials

An e-mail containing the credentials will be sent to the user and another one will be sent to the company in order to notify that the user has asked for the credentials recovery.

Once inserted the new credentials, the System will ask the user to change the temporary password.

Registration – [4] Trattamento Dati [Personal Data Processing]

In this step, accept the personal data processing regulations and perform the antispam arithmetic operation. Then, click Continua.

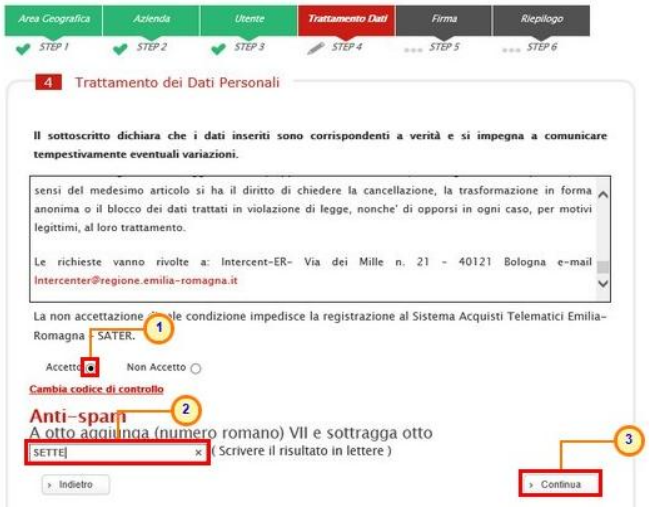

Figure 14: SATER Registration – Personal data treatment

If the antispam operation is unclear, it can be changed by clicking *"**Cambia Codice di controllo**" [Change the control code]*.

Registration – [5] - Firma Documento [Signature]

This step is necessary to guarantee the truthfulness of the information being sent.

Click

to download a .pdf version of the registration form.

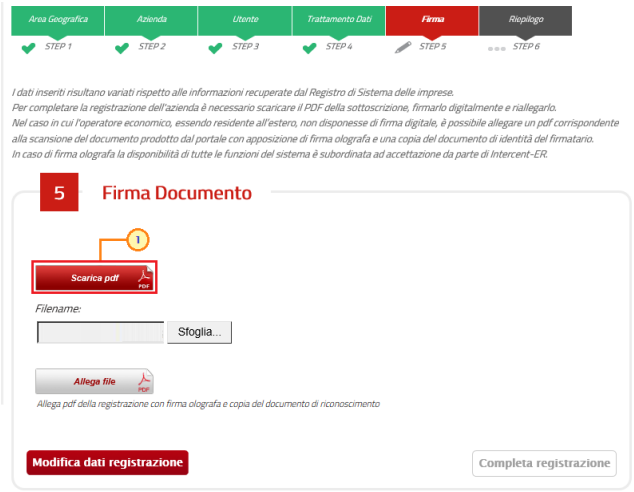

Figure 15: SATER Registration – Download .pdf form

Save the document on your PC, sign it with a digital signature (if available), and then click

[Browse] to upload.

Figure 16: SATER registration – upload file

Foreign Economic Operators not in possession of digital signature can insert a holographic signature and then upload a scan of the signed document. Please note that this option is available only if you declared not to be in possession of a digital signature in Step 3.

Click

[Upload file] to complete the upload of the document.

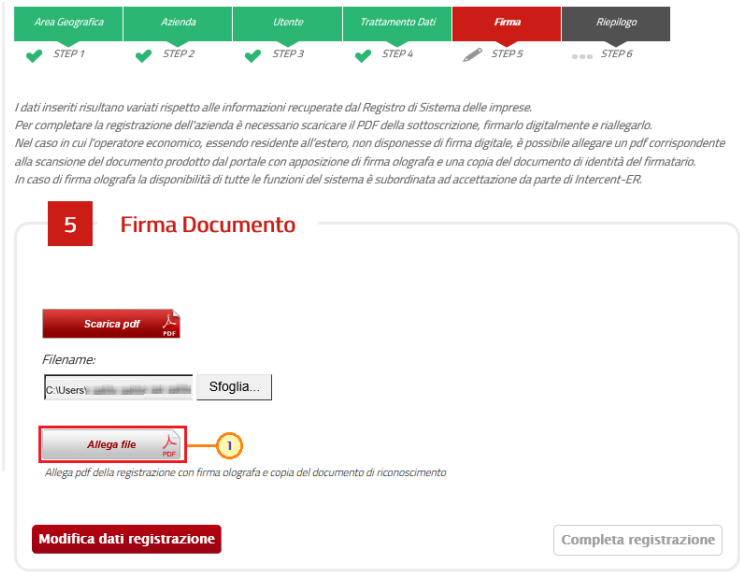

Figure17: SATER Registration – Upload file

Once the file has been uploaded, click

[Complete registration].

Figure 18: SATER Registration – Complete registration

At the end of the registration phase, the System generates an account for the Economic Operator. This consists of an "**Access Code**", a "**User Name**", and a "**Password**". These credentials are then sent to the user's email address and to the company's Certified Electronic Mail (PEC).

The System then generates a printable Recap of the information which was inserted during the registration procedure.

The credentials are effective immediately. However, if a holographic signature has been used instead of a digital one, the submitted registration will require a specific evaluation by Intercent-ER and, therefore, permissions could be temporarily limited.

Registrazione – [6] Riepilogo [Recap]

In this step the data inserted in the registration procedure are reported on a single page.

Registrazione riuscita con successo

Scheda Riepilogo Registrazione al Portale	
Ragione Sociale	Fornitore_Estero
Forma Giuridica	Società a responsabilità limitata
Indirizzo	Route les foilles
Comune	Marsiglia
Provincia	Marsiglia
C.A.P.	13015
Stato	Francia
Anno di Iscrizione alla CCIAA (formato aaaa)	
Numero REA	
Della CCIAA di	
Codice EORI	
Codice Fiscale Ditta	FRA-FR00152400500
Partita IVA	FR00152400500
Telefono	06784259333
Fax	06784259333
E-Mail (PEC)	[redacted]i@pec[redacted].it
Informazioni utente	
Nome	MARIE
Cognome	SOLEIL
Telefono 1	064872559
Telefono 2	
e-mail	[redacted].it
Qualifica	IMPIEGATO
Codice Fiscale	SLLMRA80M08Z110Q

Figure 19: SATER Registration – Recap

3. FIRST LOGIN AND CHANGE PASSWORD

3.1 Access to SATER

Connect to the SATER login page at https://piattaformaintercenter.regione.emilia-romagna.it and use the credentials received at the end of the registration procedure ("**Codice di accesso**" [*Access Code*], "**Nome utente**" [*User Name*], and "**Password**").

Figure 20: Access SATER

At first access, the System shows a page called "***Lista Attività***" *[Activity List]*:

ATTENTION:

a) If a ceased user of an active economic operator inserts the credentials, the following message will be displayed "*L'utente risulta cessato. Per riattivare l'utente procedere con la registrazione.*".
   In this case, click on "*Registrazione Operatore Economico*" and insert the requested information until the step number 3 "Utente"; then, click on the button "**Continua**". The command "**Riattiva Utente**" (Reactivate user) will be displayed.

b) If a ceased user of a ceased economic operator insert the credentials, the following message will be displayed: "*L'Operatore Economico risulta cessato, rivolgersi all'amministratore.*" (The economic operatore is ceased, please contact the system administrator).

3.2 Lista Attività [Activity List]

The **Lista Attività** *[Activity List]* reports possible alerts to be considered before starting to use SATER. These alerts are divided into:

- *Bloccanti [Binding]*: alerts concerning an activity that must be fulfilled before starting to use SATER;

- *Non Bloccanti [Non-Binding]*: alerts containing notifications, or information, that must be known by the user;

- *Release Notes*: alerts about SATER updates and new functions.

Click on the alert to continue with the required activity (if it is a Binding alert) or to consult the notification (in cases of Non-Binding Alerts and Release Notes).

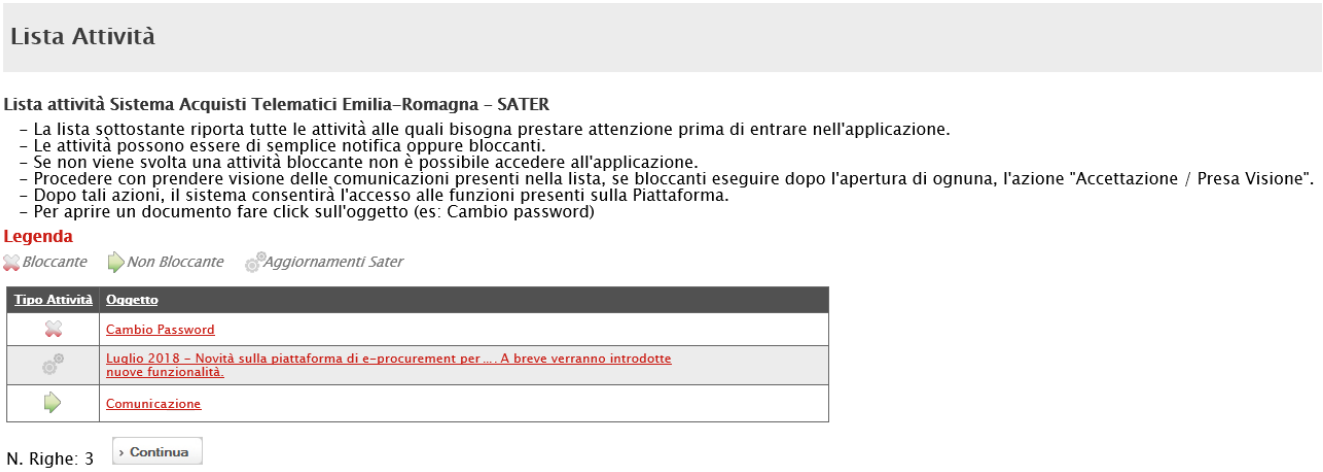

Figure 21: Activity list

First Login: Change Password

After your first Login, a Binding Alert (*"**Cambio Password**")* will warn you to change your password. Click "***Cambio Password***" *[Change password]* and proceed to the following page:

Figure 22: Change Password

Fill in the *"**Vecchia Password**" [Old Password]* field with the password which was received by email. Then, in the *"**Nuova Password**" [New Password] field,* choose a new password which is compliant with the reported criteria: at least 8 characters, at least 1 lowercase letter, at least 1 uppercase letter, 0 special characters, and at least 1 number.

Repeat the new password in the "***Controllo Password***" *[Control Password]* field and click "***Conferma***" *[Confirm]*.

3.3 Access SATER functions

After setting up the new password, you can access the SATER functions. As stated before, if a holographic signature was used instead of a digital version in the registration procedure, permissions will be temporarily limited.

Therefore, until registration has been confirmed by Intercent-ER, only the "***Comunicazioni***" [*Communications*] function will be visible.

Figure 23: Functions available for users with limited permissions

Once your registration has been confirmed by Intercent-ER, you will be able to use all the functions available for your account profile.

3.4 Verification of registration

If you used a holographic signature in the registration procedure, you could receive an email from Intercent-ER, asking you to access SATER to consult the *"**Comunicazione Verifica Registrazione**" [Verification of Registration communication].* If this occurs, access SATER, go to the Activity List, and click on the *"**Comunicazione Verifica Registrazione**"* alert to open it.

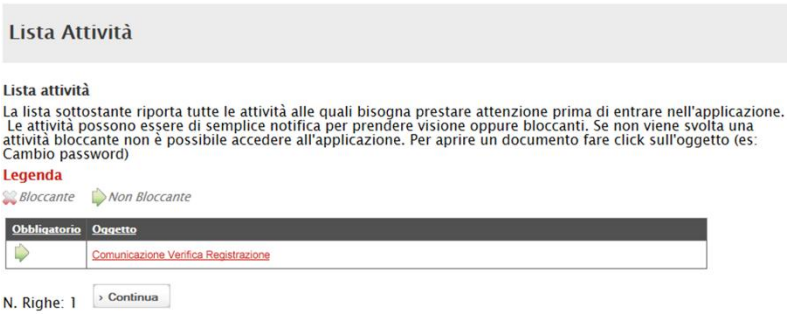

Figure 24: Verification of Registration

The communication detail page will appear:

Figure 25: Verification of Registration – Communication Contents

In the toolbar located at the top of the page, you will find a list of commands to manage the communication *(Answer, Print, etc.)*.

Modify Registration Data

If Intercent-ER requests data integration, click on the **Crea Risposta** [*Answer*] command, as shown in the following screenshot.

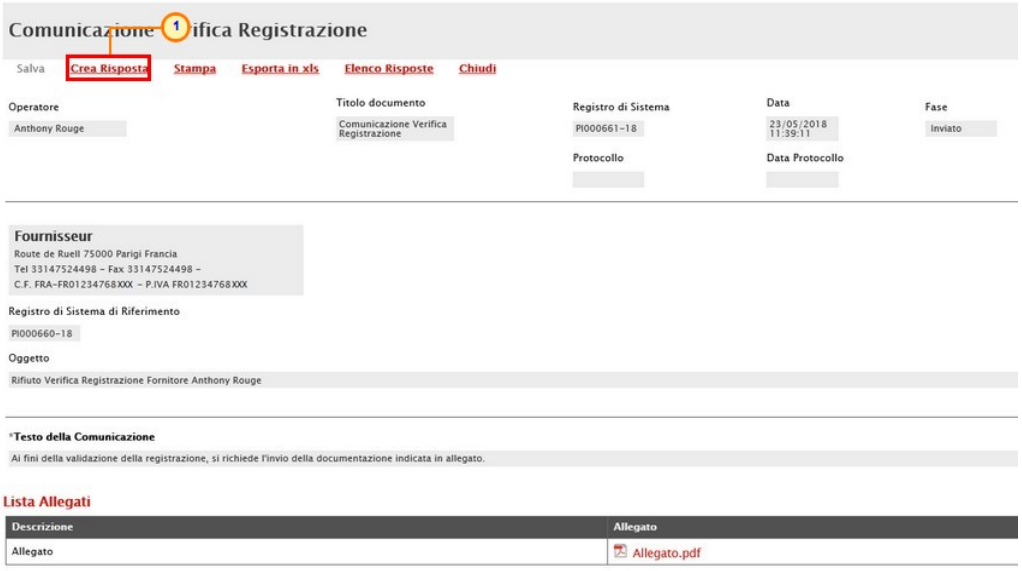

Figure 26: Answer

The following page displays the information inserted in the registration procedure.

In particular, the page is divided into two sections:

- **Operatore Economico** *[Economic Operator]:* provides company information.
- **Dati Utente** [*User Data*]: provides user information.

With the exception of the "**Codice Fiscale Ditta**" *[Company Fiscal Code]*, it is possible to edit all the fields on the basis of the modifications requested by Intercent-ER.

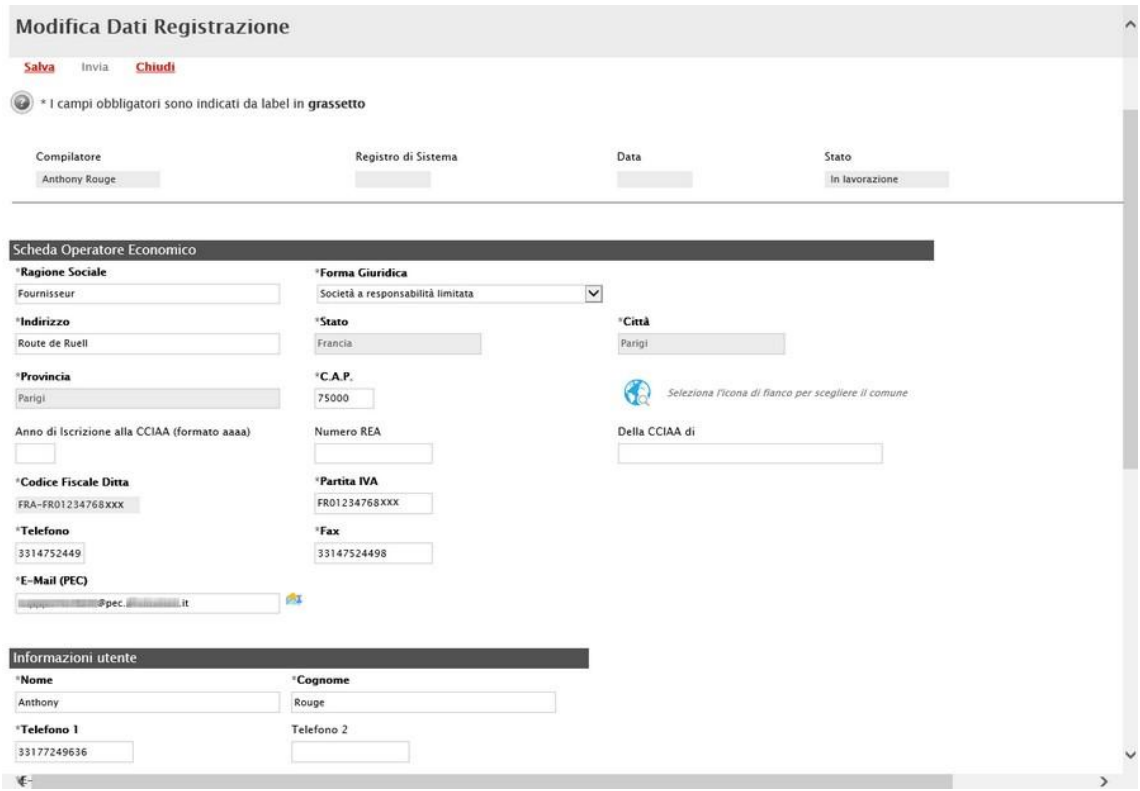

Figure 27: Modify your data

If you need to attach a document, click **Aggiungi Allegato** [*Upload File*]. In the new row, which is displayed in the table below, add a description of the document in the "**Descrizione**" field. Then, upload the proper file by using the ... command.

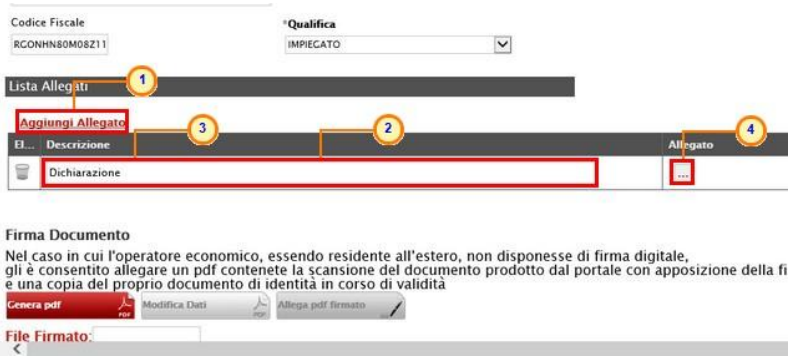

Figure 28: Upload file

Once the requested modifications have been completed, click

to generate a .pdf document containing the updated information.

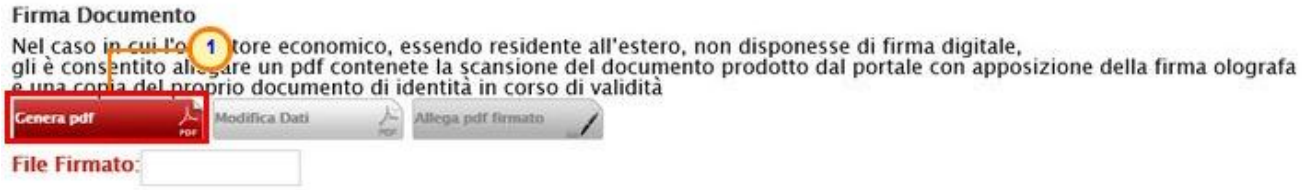

Figure 29: Generate .pdf document

Save the file on your PC, sign it (with either a digital or holographic signature), and upload the signed document by using the

[*Upload the signed .pdf*] command.

Please note that if you use a holographic signature, you must also upload a copy of a valid identity document.

Figure 30: Upload signed pdf document

A message will confirm that the operation has been correctly completed. Click

to close the message.

Figure 31: Confirm message

After uploading the .pdf file, the toolbar command **Invia** [*Send*], will be made available. Click **Invia** to send your updated registration request to Intercent-ER for further evaluation.

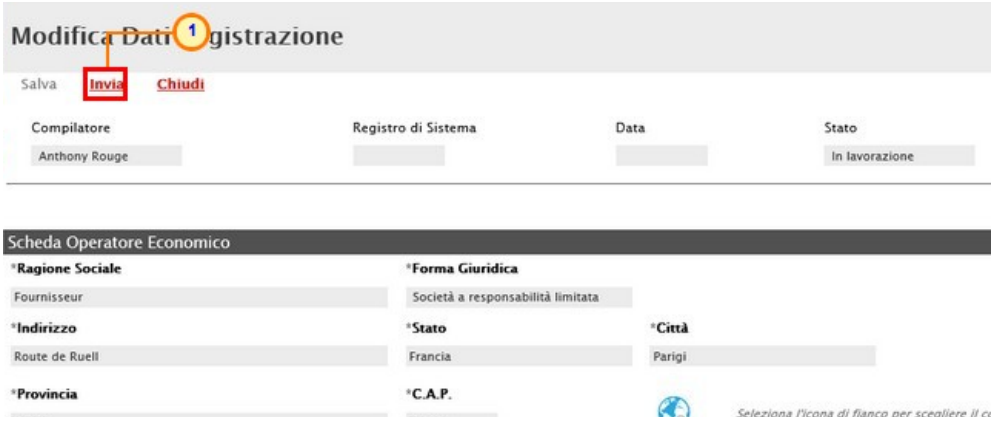

Figure 32: Send

A message will confirm that the operation has been correctly completed. Click OK to close the message.

Figure 33: Confirm message

Before clicking ***"Invia"***, it is still possible to modify the information contained in the .pdf document by using the Modifica *[Modify]* command. In this case, repeat the steps described in the section above.

Figure 34: Modify again

Check the answer you sent by clicking the Comunicazioni *[Communications]* function and then the Inviate *[Sent]* voice on the menu.

Figure 35: Sent Communications

The following page lists all the Communications which have been sent. Use 🔍 to open a specific Communication and verify its contents.

Figure 36: List of sent Communications

Registration Approved

When Intercent-ER approves your registration request, you will receive the **Comunicazione Verifica Registrazione** [*Verified Registration Communication*]. This means that the registration has been successfully accomplished and no further activities are necessary by the user to complete the procedure.

Comunicazione Verifica Registrazione
Salva
Stampa
Esporta in xls
Chiudi
Operatore
Anthony Rouge
Titolo documento
Comunicazione Verifica Registrazione
Registro di Sistema
PI000663-18
Protocollo
Data
23/05/2018 11:48:01
Data Protocollo
Fase
Inviato

Intercent-ER - Agenzia per lo sviluppo dei mercati telematici
Call Center: numero verde 800 810 799 - info.intercenter@regione.emilia-romagna.it