SATER – Emilia-Romagna's System for Telematic Purchases

How to qualify for the Electronic Market and Dynamic Purchasing Systems

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1 INTRODUCTION

This document explains how foreign Economic Operators (EO) can submit a request to qualify for the Electronic Market (MERER) and the Dynamic Purchasing Systems (SDA) established by Intercent-ER.

To start the qualification procedure, visit the SATER Login page, sater.regione.emilia-romagna.it/portale/index.asp, and enter your credentials.

2 VIEW THE QUALIFICATION CALL

Electronic Market Qualification call

To start a qualification procedure for the Electronic Market, click Abilitazione Mercato Elettronico [*MERER Qualification*], which is located in the menu on the left, and then proceed to Bandi ME pubblicati. [*Published Qualification Calls*].

Figure 1: How to Find the Electronic Market Qualification Call

A table will be displayed, reporting the single row "**Bando di Abilitazione al Mercato Elettronico – Beni e Servizi**" ["*Electronic Market qualification call*"]. Open it with the - Vedi command.

Figure 2: Open the Electronic Market Qualification Call

On the following page, more detailed information can be found about this qualification call, along with the related documents which can be downloaded. Questions can also be submitted by clicking the Per inviare un quesito sulla procedura clicca qui [*Click here to submit a question*] command.

At the bottom of the screen, in the "Clarifications" section, you will find the answers Intercent-ER provided to previously asked questions.

If you want to proceed with your qualification request, click Iscrizione [*Register*].

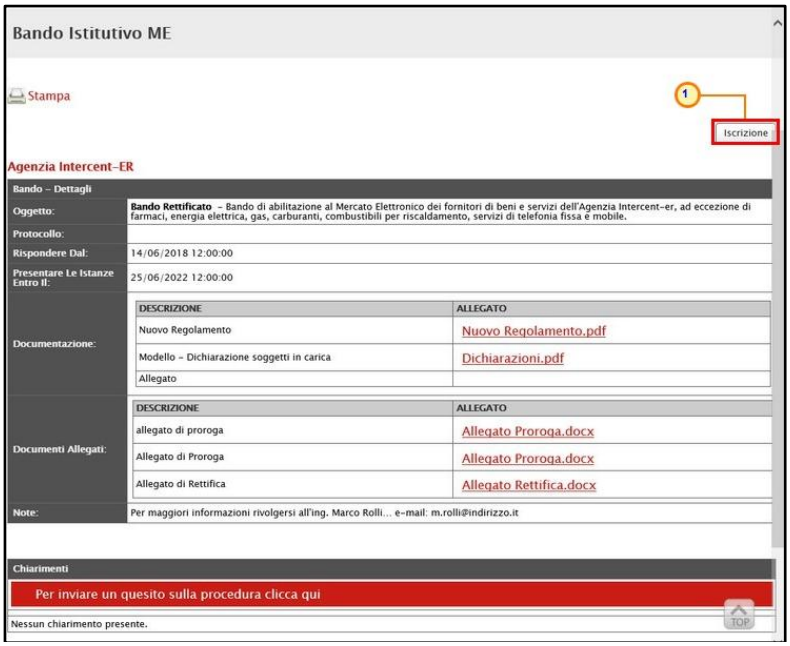

Figure 3: Start the qualification procedure

SDA Qualification calls

To send a request to qualify for a Dynamic Purchasing System (SDA), click Abilitazione SDA [*SDA Qualification*], which can be found on the menu situated on the left, and then proceed to Bandi SDA pubblicati [*Published SDA Qualification calls*].

Figure 4: Find SDA Qualification calls

The table which appears reports the SDA qualification calls which are currently available. Choose the one you are interested in and open by using the – Vedi command.

Figure 5: Open SDA Qualification calls

On the following page you can find detailed information about the qualification call you have chosen and download all related documents. You can also ask a question by clicking the Per inviare un quesito sulla procedura clicca qui [*Click here to submit a question*] command. This command is displayed until the expiry date has been reached.

At the bottom of the screen, in the "Clarifications" section, you will find the answers Intercent-ER provided to previously asked questions.

If you want to proceed with your qualification request, click Iscrizione [*Register*].

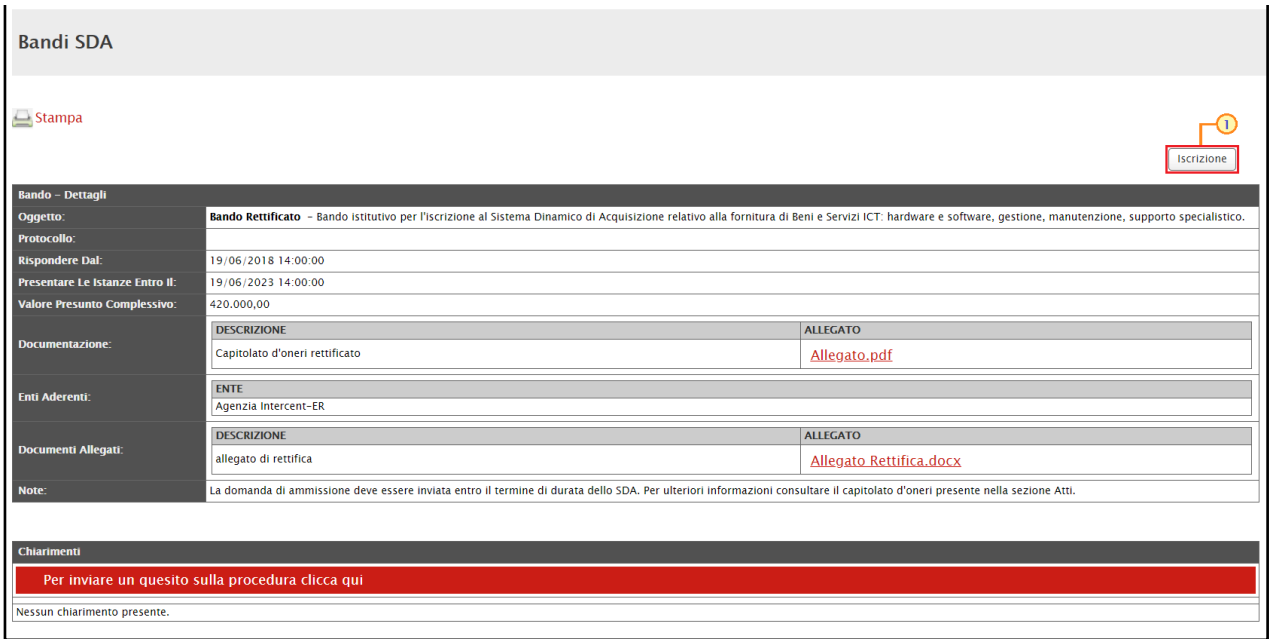

Figure 6: Start the qualification procedure

3 QUALIFICATION REQUEST

The qualification request is divided into three sections for both the Electronic Market and SDAs. These are **Testata** *[Header]*, **Dichiarazioni** *[Declarations],* and **Documentazione** *[Documents]*.

You can save what you have done at any time and resume later. Your request will be saved in the *"**Documenti Collegati**"* ["*Related Documents*"] section, situated in the menu under "***Bandi a cui sto partecipando***" ["*Tenders I am participating in*"].

At the top of the screen is a toolbar which can be used to manage your qualification request. This contains useful commands, such as "***Salva***" [*Save*] and "***Invia***" [*Send*].

Please note that while the following example refers to the Electronic Market, the same instructions can also be used for SDAs.

Filling out your request

Testata [Header]

This section is partially pre-compiled with non-editable identification data. Other fields, such as "***Registro di Sistema***" [*System Register*] and "***Data Invio***" ["*Send Date*"], will automatically be filled in later by the System.

When filling in the other fields, pay particular attention to those which are mandatory, which are marked with "*".

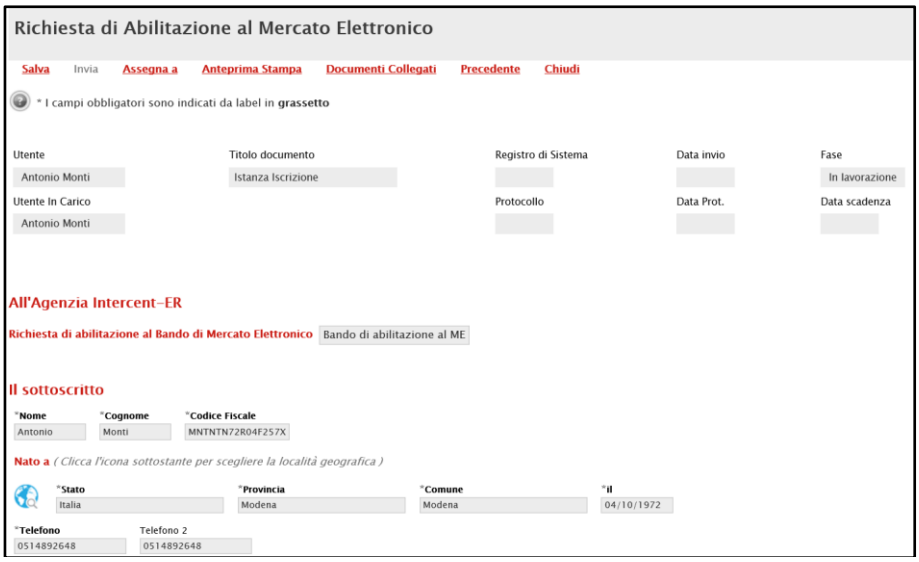

Figure 7: Qualification request

The *"**Il Sottoscritto**" [The subscriber]* section must be completed with your own personal data.

To fill in the "**Residente a**" [*Resident in*] field, click .

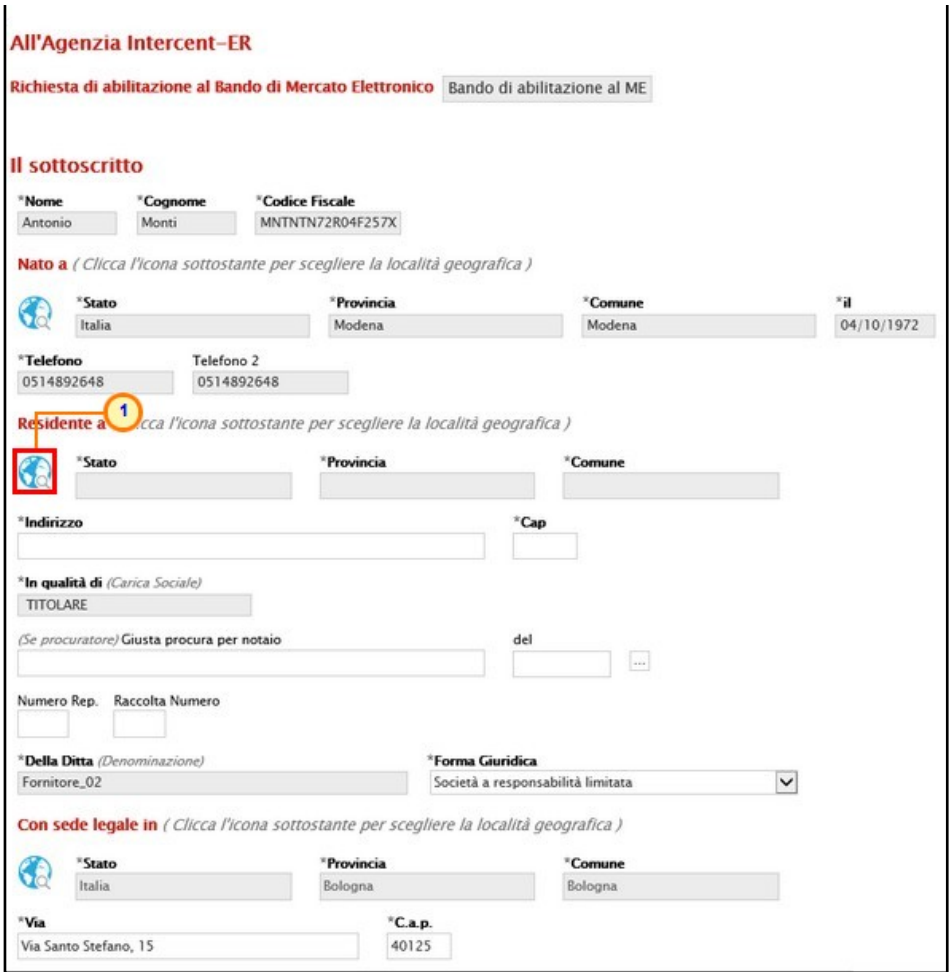

Figure 8: Select a geographic area

Select your city of residence by browsing through the folders:

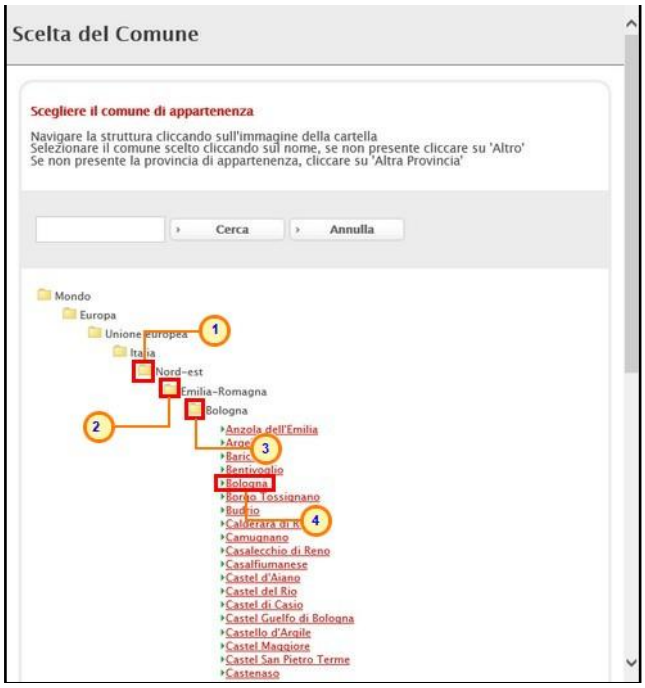

Figure 9: Select your city of residence

You can also use the text search, filling in the [ ] field and then clicking [Cerca] [*Search*].

Then, fill in the following fields ("Indirizzo" and "CAP") with your address and zip code.

Dichiarazioni [Declarations]

In this section you will find information which is necessary to complete or accept (please note that not all are mandatory in order to receive a qualification).

To select the certifications possessed by your company, click the [...] command.

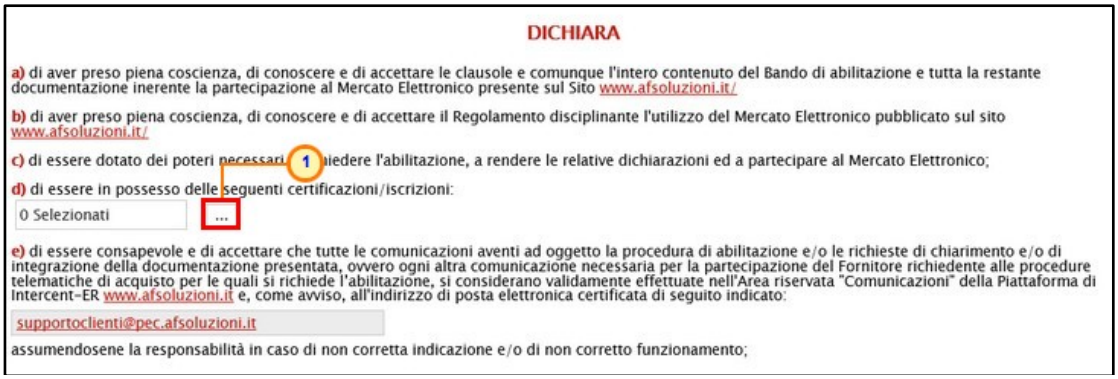

Figure 10: Declarations

Browse the list, choose the relevant ones by checking the correct box ☐ and then confirm your choices with the Conferma command.

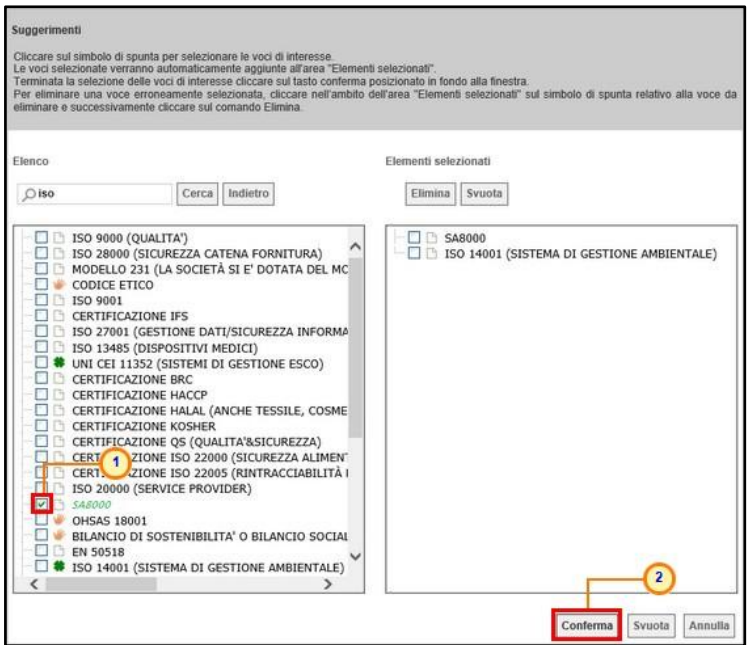

Figure 11: Certifications

a) *Declarations concerning "INPS", "INAIL" and "Cassa Edile".* These declarations mainly regard compliance with social security and on the job accidents, as defined by the Italian national institutes. In the case of foreign economic operators, these fields might be optional and might not need to be completed.
To proceed with the compilation of these fields, click the **Inserisci Una Riga** [*Add a row*] command as many times as requested. In the new row that is added to the table below, fill in the fields.

Figure 12: Add a Row

b) Declarations concerning *National Collective Contract Agreements* (CCNL). This kind of declaration concerns the applied CCNL *(National Collective Contract Agreement)*. This field might be optional for foreign economic operators, who might not need to add this information.
To select the CCNL sector, click ...

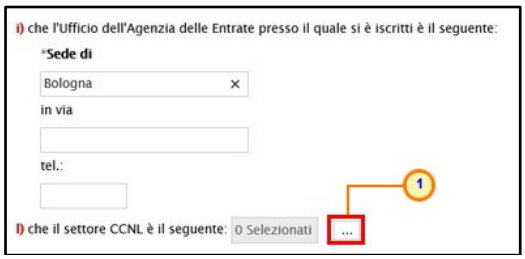

Figure 13: CCNL Selection

Then, click to browse the folders;

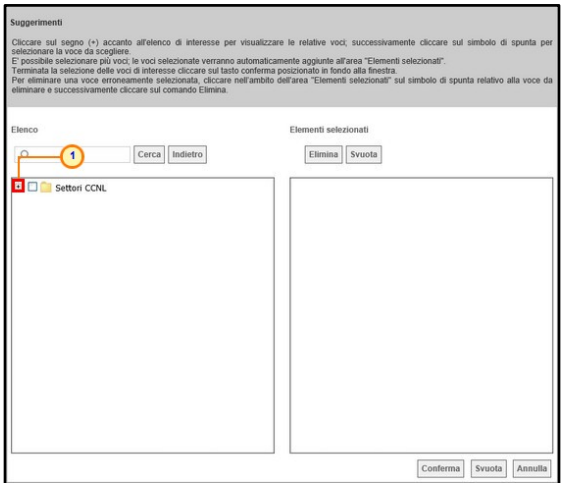

Figure 14: Browse the folders

Select the relevant information by using the check box. Then, confirm your choice with the Conferma [*Confirm*] command:

Figure 15: Check and confirm

Click ... to select the product categories for which you are requesting qualification.

Figure 16: Product categories

Then, click to explore the subcategories;

Figure 17: Explore subcategories

Browse the folders and choose a category, or more than one if necessary, by checking the relevant box ☐. Then, confirm your choice with the Conferma [*Confirm*] command:

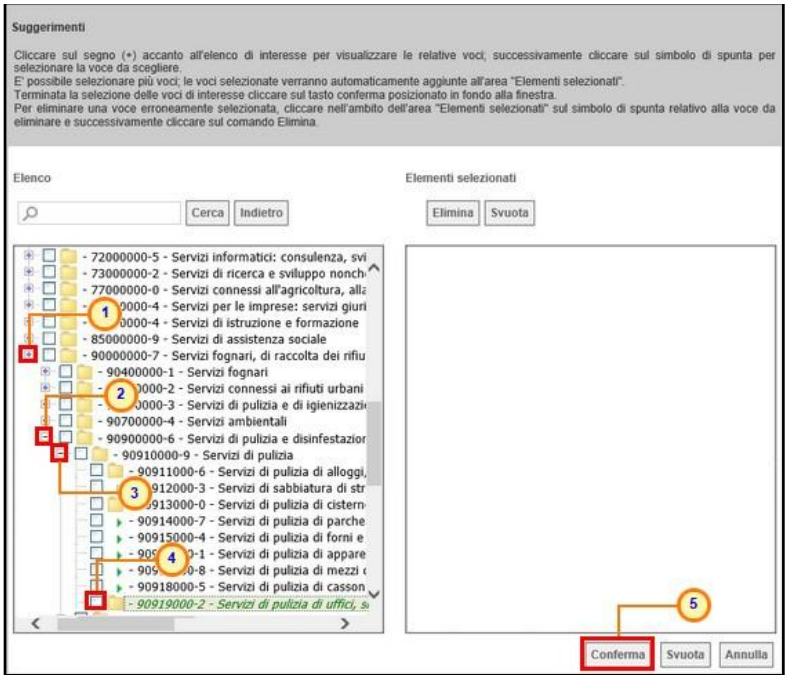

Figure 18: Select product categories

Documentazione [Documents]

In the "***Ulteriore Documentazione***" [*"Further Documents"*] section you must upload the documents requested by Intercent-ER.

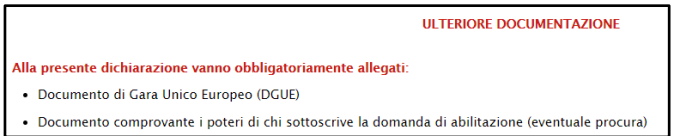

Figure 19: Further Documents

In this section, you will find the

command, which enables you to fill in the DGUE (European Single Procurement Document). Based on European standards, this self-declaration document can be used to self-certify the possession of many requirements.

Click the

command and fill in the proposed fields.

Figure 20: Open the European Single Procurement Document

Then, save the DGUE on your PC, sign it electronically, and upload it again.

Figure 21: Upload the European Single Procurement Document

Intercent-ER could also request further documents (mandatory or optional). You will find a list of these (if present) in the **Documentazione** [*Documents*] table. Each row in the table shows if the related document is mandatory (if so, the "**Obbligatorio"** column will be ticked), or not. Moreover, if it must be signed digitally, the "**Richiesta Firma" column** will be ticked**.**

a) To delete a row corresponding to an optional document, click .

Figure 22: Delete an optional document

b) To upload a document, click ..., and then upload the relevant file from your PC. Please note that the file must comply with the formats listed in the **File Ammessi** *[Allowed Formats]* column.

Figure 23: Upload a document

Invio [Send]

Before submitting your request, it must be signed digitally:

1) Click

to generate a .pdf version of your request;

Figure 24: Create the .pdf version

2) Save the .pdf on your PC, sign it digitally, and then upload by using the

command.

Figure 25: Upload the signed .pdf file

Click OK to close the successful message operation.

Figure 26: Operation completed successfully

Finally, click the **Invia** [*"Send"*] command, which is located in the toolbar at the top of the screen.

Figure 27: Send

Your qualification request has now been submitted. You will receive an email notifying you that the operation has been successfully completed.

Intercent-ER will evaluate your request and communicate the outcome within 15 working days.

Moreover, in case of qualification request to a Dynamic Purchasing System (SDA), the request will present the state "Invalidato" (unvalid) if it has been sent after the expiration date.

4 EVALUATION OUTCOME

Once the evalutation phase has been concluded, you will receive a notification from Intercent-ER via email. To examine the outcome, login to SATER and click Ricevute [*"Received"*] in the **Comunicazioni** [*"Communications"*] section of the menu.

Figure 28: View received communications

Check the list proposed by the System and click the - Vedi command in correspondence with the received Communication you are interested in.

Figure 29: Open a received communication

In particular, your qualification can be either Confirmed ("***Conferma iscrizione***"), Rejected ("***Rifiuto iscrizione***"), or Waiting for integration (***"Richiesta integrazione"***).

The detailed result of the evaluation performed by Intercent-ER will be displayed on the following screen.

Qualification Confirmed

In cases of "Qualification Confirmed", your company is correctly qualified to access the Electronic Market, or the SDA, you applied for.

Please note that all qualifications have an expiry date, as reported in the "**Data scadenza**" field. As the deadline approaches, an email will advise you to renew your qualification.

Figure 30: Qualification confirmed and expiry date

Qualification rejected

If your qualification request has been rejected, you will find the reason in the "**Comunicazione**" field and in the attached file, if present. You can then submit a new qualification request.

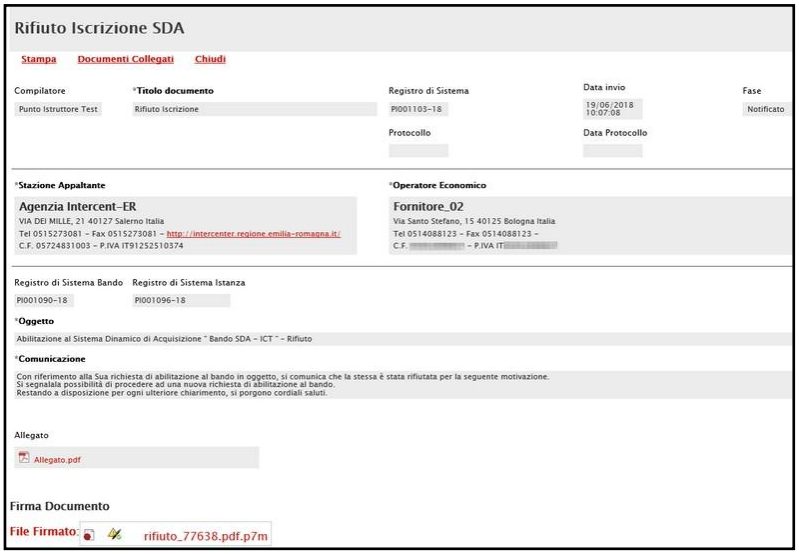

Figure 31: Qualification rejected

Waiting for integration

In this case, you have to submit an appropriate answer in order to receive the qualification. After having considered Intercent-ER's integration request, as reported in the "***Comunicazione***" field, click the **Risposta Richiesta Integrativa** ["*Answer to the integration request*"] command, which is located in the toolbar at the top of the screen.

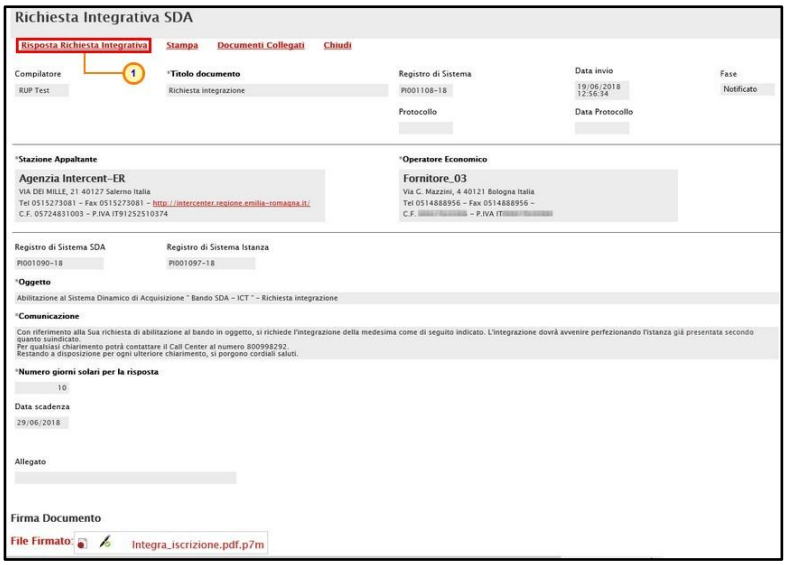

Figure 32: Answer to the integration request

In the following page, fill in the mandatory fields, paying particular attention to the text **"Risposta"** [*Answer*] field.

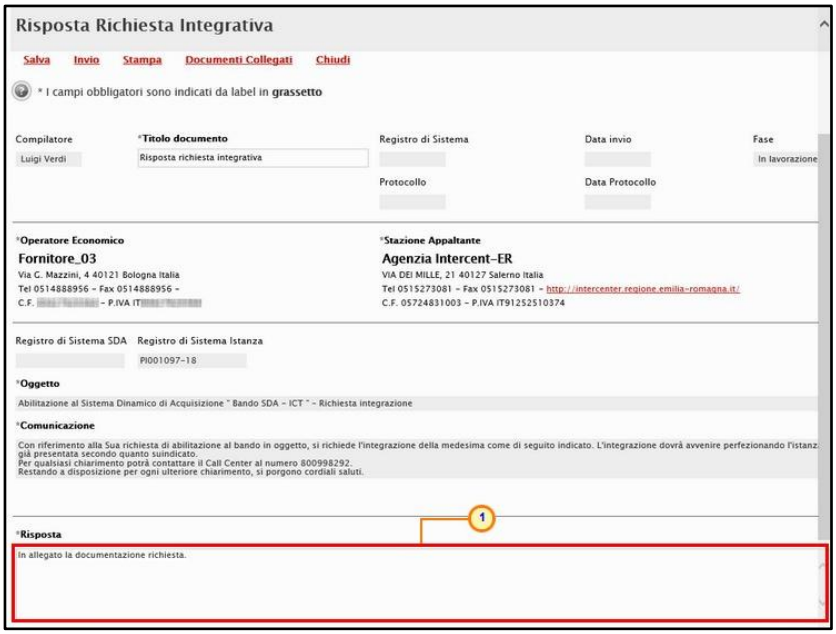

Figure 33: Write your answer

If you need to upload a document, click **Aggiungi Allegato** [*Add Attachment*], as shown in the following image. In the row that will be added to the table below, complete the "***Descrizione***" field with a short description of the document to be uploaded. Then, upload it using the ... command.

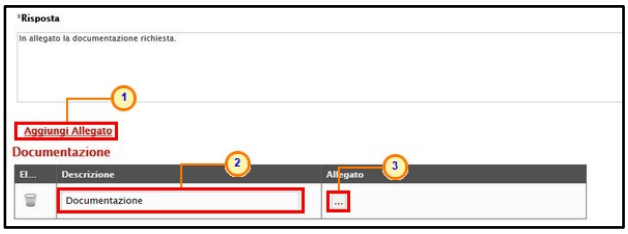

Figure 34: Upload a Document

Click the **Invio** [*Send*] command in the toolbar at the top of the screen to submit your answer.

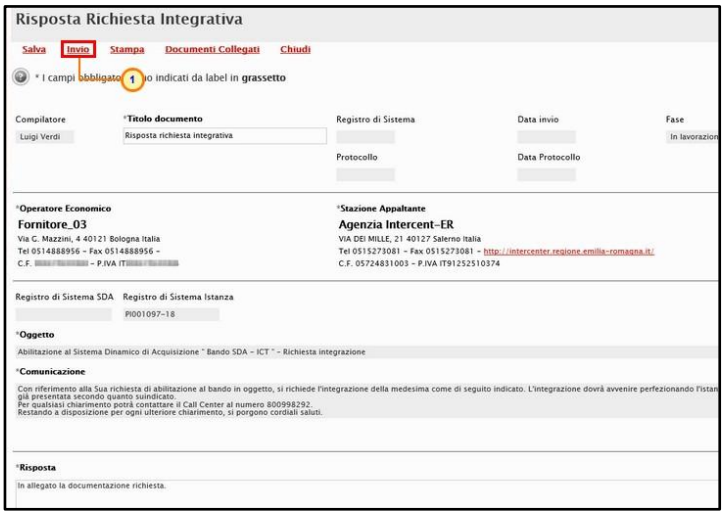

Figure 35: Send

The outcome of this second evaluation will be communicated by Intercent-ER via email.

ATTENTION: in case of qualification to a Dynamic Purchasing System (SDA), if an integration request has been received and the SDA expiration date had been reached before the answer was sent, the answer can't be sent anymore and the following message will be displayed:

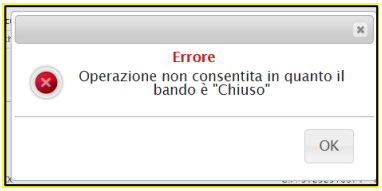

Figure 36: Close Tender

Qualification renewal

Your qualification has an expiry date, as stated in the "**Data scadenza**" field. As the deadline approaches, an email will warn you that your qualification needs to be renewed.

Once received, open the renewal communication. The System will display an editable version of your previous qualification document.

If something has changed in the meantime, update the information.

If nothing (or nothing relevant) has changed, your qualification will be automatically renewed after having clicked the "***Invio***" [*Send*] command.

If something relevant has changed (i.e. Company name, Fiscal Code, Legal Form, etc.), Intercent-ER will start a new evaluation phase after you have submitted the renewal request by clicking on the "***Invio***" [*Send*] command.

If you fail to complete the renewal procedure before the expiry date, your qualification will be suspended.

Intercent-ER – Agenzia per lo sviluppo dei mercati telematici
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