



OPERATIONAL
NOTES
PORTAL REGISTRATION
TRASPARE

Traspire® platform

A supplier wishing to register on the Traspare Platform and subsequently apply for authorisation must follow the steps outlined below.
From the menu at the top, go to the "LOGIN" menu item and click on "BUSINESS ACCESS" or "FREEMAN FREEMAN ACCESS" (see fig. 1)

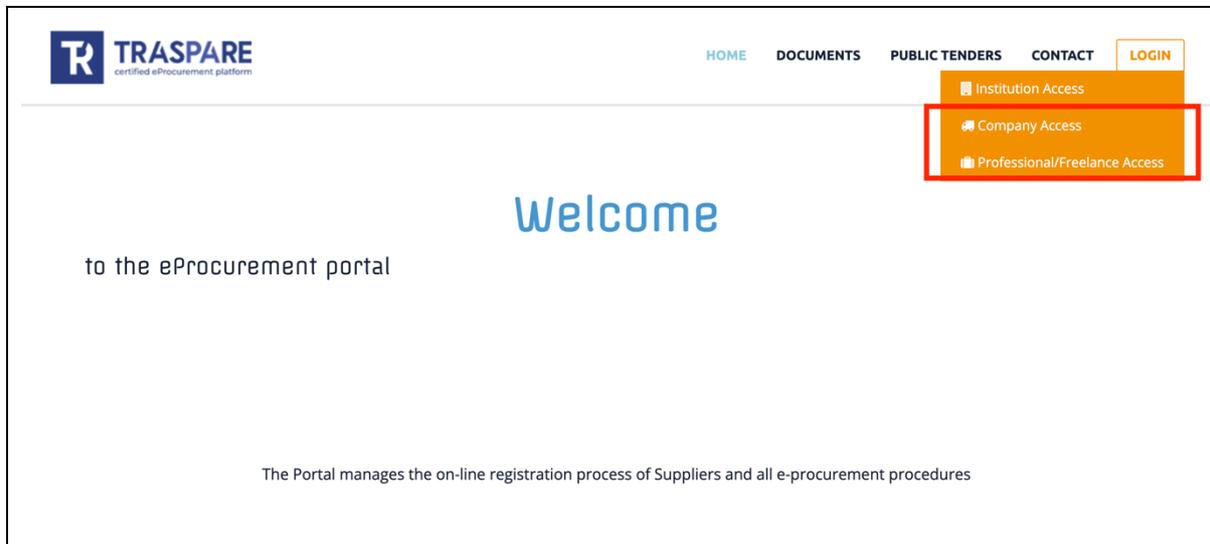


fig. 1

The 'LOGIN' page is then displayed. Since this is a new registration, you must click on the 'CLICK HERE' link indicated by the arrow as in Fig. 2.

TRASPARE
certified eProcurement platform

Public Access

Email address 

Password 

Remind me [Password recovery](#)

Login

 Login with SPID

 Login with CNS

Not registered yet? [Click here](#)

fig. 2

Please fill in the registration form with the required data. Please enter a postal mail address. The email address provided will be used to log in to the portal later. Once you have completed the mask with ALL REQUIRED data, click on the "REGISTER" button at the bottom (fig. 3).

Register to our portal

Ministero degli Affari Esteri e della Cooperazione Internazionale

Title Sig. <input type="text"/>	Name <input type="text"/>
Surname <input type="text"/>	Email address <input type="text"/> <small>(Use an ordinary e-mail address for registration and NOT a REM (Registered Electronic Mail) address)</small>
Password <input type="password"/> 	Confirm password <input type="password"/> 
<small>(A valid password must contain at least 8 characters, of which one uppercase letter, one lowercase letter, one number)</small>	Birth Country ITALY <input type="text"/>
Birth Date <input type="text"/> <small>Enter date of birth</small>	Province Select a province... <input type="text"/>
Region Select a region... <input type="text"/>	<input checked="" type="checkbox"/> Italian citizenship
Place of birth Select a city... <input type="text"/>	Tax Code/Social Security Number <input type="text"/>
Gender Man <input type="text"/>	
<small>This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this.</small>	
<input type="checkbox"/> Non sono un robot  <small>reCAPTCHA Privacy - Termini</small>	

At the end of registration you will receive an email to verify your email address and to activate your account!

[Password recovery](#)

fig. 3

Once you have clicked on the "SIGN UP" button, you will receive an email from Traspare to your email address INDICATED DURING REGISTRATION. In order for your membership to be active, you must click on the link that arrived by email.

QUESTION? WHAT CAN I DO IF I HAVE NOT RECEIVED THE EMAIL OR HAVE MISTAKENLY DELETED IT WITHOUT

HAVING CLICKED ON THE LINK TO ACTIVATE MY ACCOUNT?

ANSWER: BY LOGGING IN WITH YOUR EMAIL AND THE PASSWORD ENTERED DURING REGISTRATION, YOU WILL BE REDIRECTED TO THE PAGE (see fig. 4). FROM HERE IT IS POSSIBLE TO "RESEND THE ACTIVATION E-MAIL" THEN CLICKING THE BUTTON, IT WILL BE REGENERATED AND REDIRECTED A NEW LINK TO CONTINUE WITH THE ACTIVATION OF THE USER OR POSSIBLY IF YOU REALISE THAT YOU HAVE ENTERED AN INCORRECT E-MAIL, YOU CAN CLICK ON 'CHANGE REGISTRATION E-MAIL'.

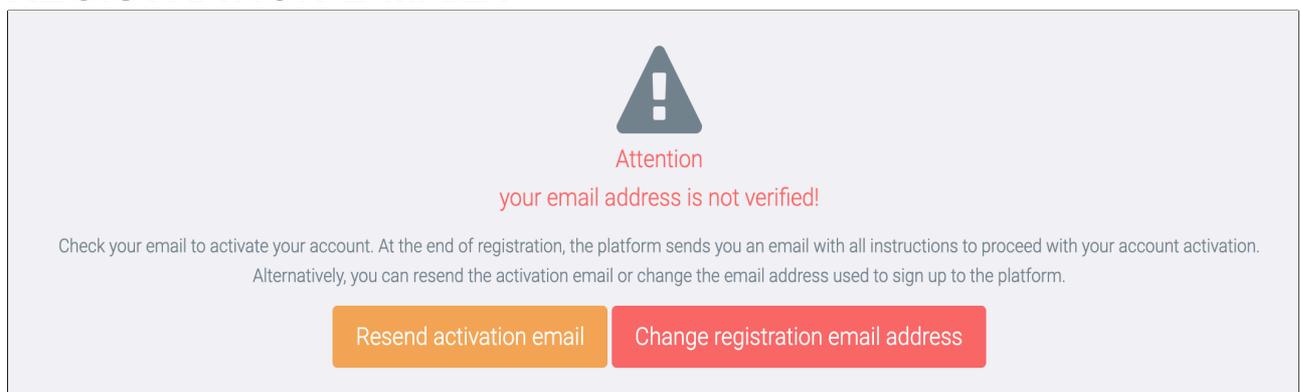


fig. 4

If you realise that you have entered the wrong email address, you can click on the "Change Registration Email" button. By clicking on the button, you will obtain the mask as below (see fig. 5) in which you delete the incorrect email and enter the correct one. When the procedure is complete, an email with the user activation link will be sent to the new 'correct' email address that you have just entered.

Change registration email address ✕

Email

Please enter a valid email address

[Close](#) [Change](#)

fig. 5

After clicking on the activation link received by email and logging into Traspare again, you will be directed to the following page (see fig. 6)

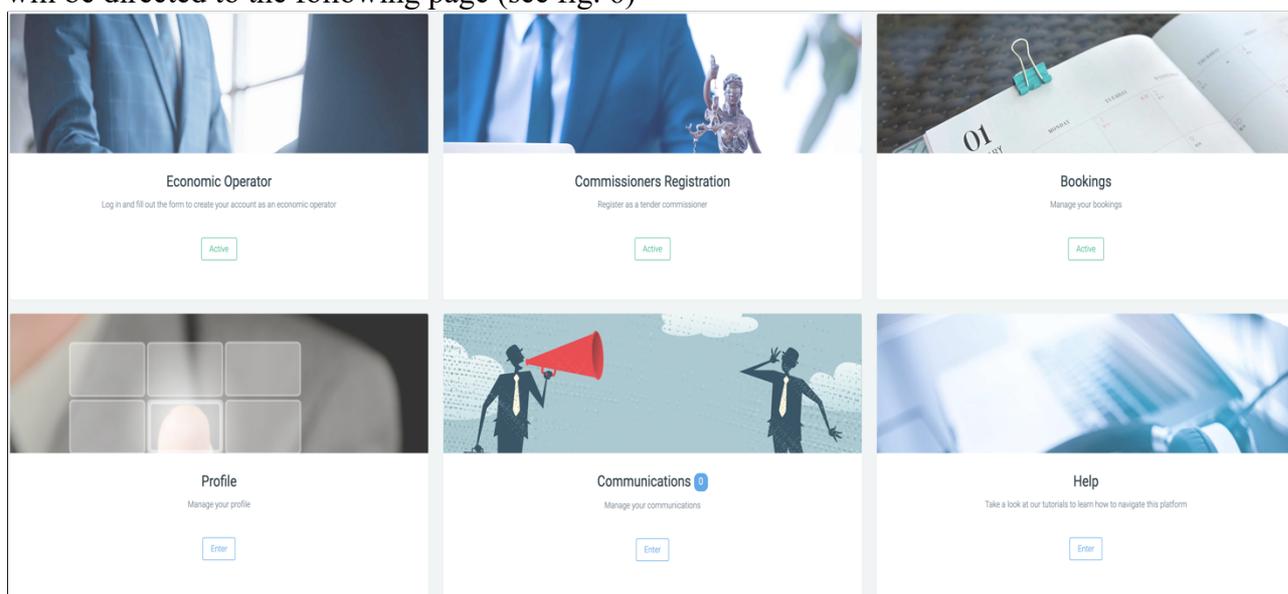


fig. 6

You are now registered on the 'Traspare Platform'.
We recommend reading the OPERATIONAL NOTES - REGISTRATION TO THE CONTRACTOR'S REGISTER