TRASPARE
certified eProcurement platform

OPERATIONAL NOTES
PORTAL REGISTRATION
TRASPARE

Traspare® 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)
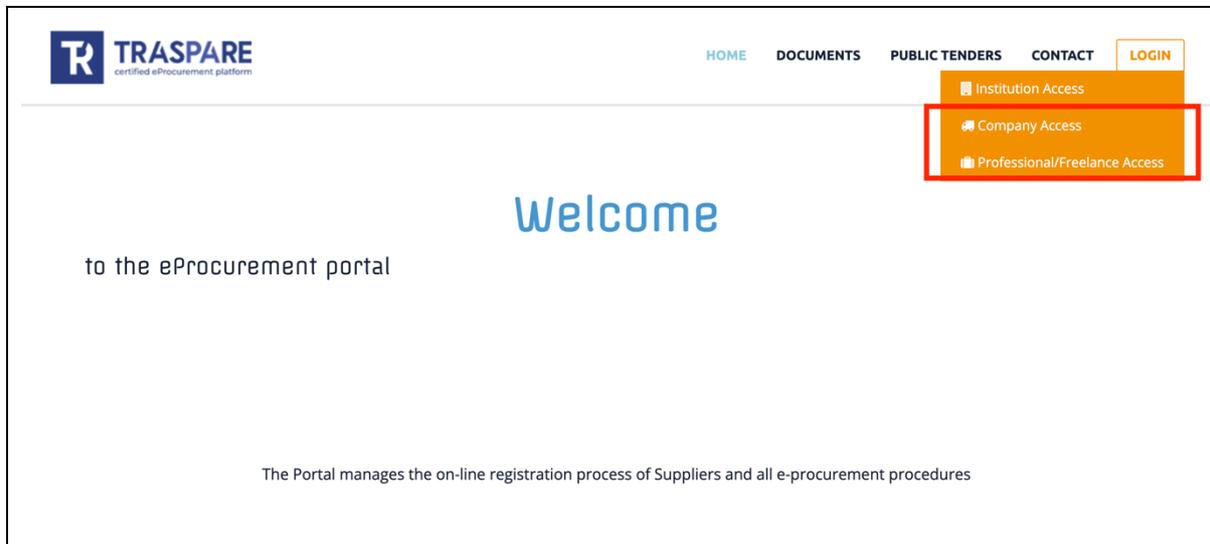

fig. 1

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.

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).

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
REDIRECT 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'.**
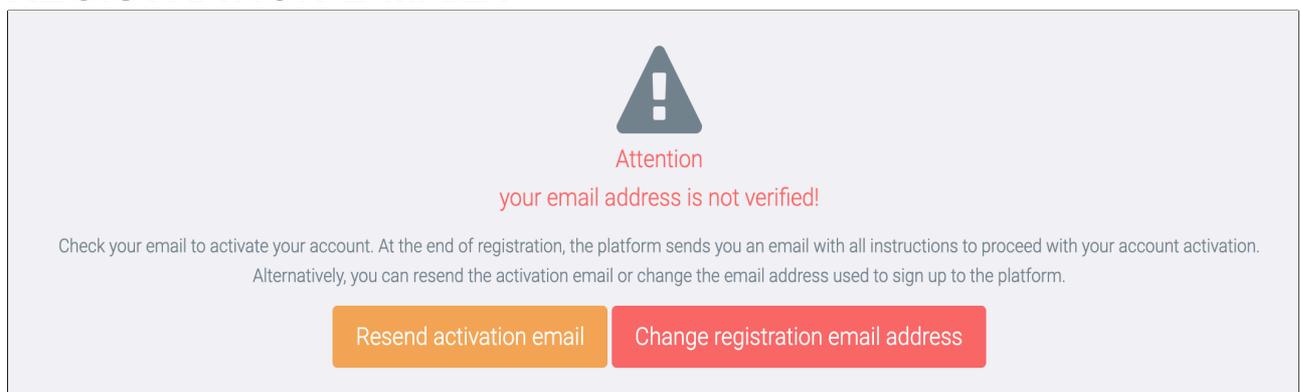

fig. 4

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.

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)
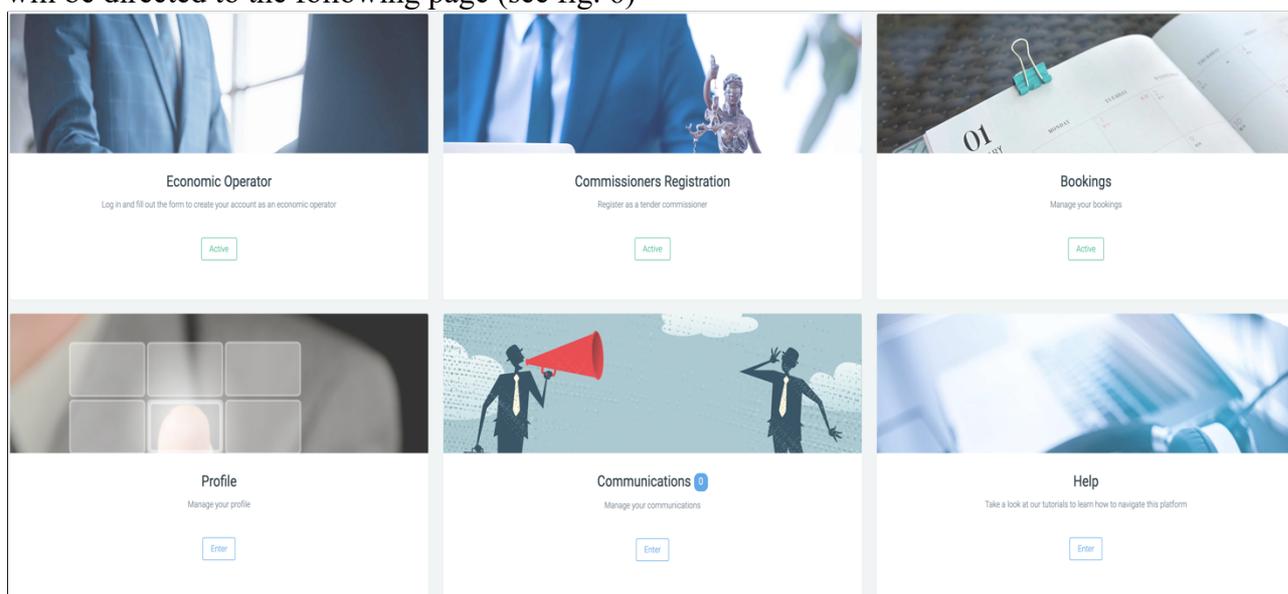

fig. 6

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