

REGISTRATION PROCESS FOR SUPPLIERS - E-PROCUREMENT PLATFORM SINTEL

To properly complete the registration process, follow these two steps:

1. Register to the Identity Provider system of Regione Lombardia
2. Register to the e-Procurement platform Sintel

For further information please read our guides on our website <https://www.ariaspa.it/wps/portal/Aria> following the path: **E-procurement Servizi online > Strumenti di supporto > Guide e manuali > Operatore economico >** and downloading the following PDF:

- Modalità tecniche di utilizzo della Piattaforma Sintel
- Requisiti per l'accesso alle Piattaforme Sintel e Neca
- Registrazione e accesso

Important notes:

- *Requests are only accepted if provided by a Legal Representative or by the Company attorneys.*
- *The registration process is successfully completed after the registration document - produced by the platform- is received. This document must be digitally signed using a CMS Advanced Electronic Signature CAdES BES (CMS Advanced Electronic Signatures, with the encryption algorithm SHA-256, extension “.p7m”), PAdES (PDF Advanced Electronic Signature, extension “.pdf”), or others digital signatures accepted by current legislation.*
- *The Legal Representative is the subject in charge of the digital signature. Please visit <http://www.agid.gov.it/> for further info on digital signature.*
- *Sintel platform uses a certified email system called “PEC” (Posta Elettronica Certificata). A PEC address provides legal value; it is therefore highly recommended that the Legal Representative or the Company attorney provide a certified email when registering to Sintel. We invite you to consult [this official list](#) of PEC providers, provided by Agenzia per l'Italia Digitale - Agency for Digital Italy (AgID) which is the technical agency of the Presidency of the Council of Ministers;*

1. IDENTITY PROVIDER SYSTEM OF REGIONE LOMBARDIA

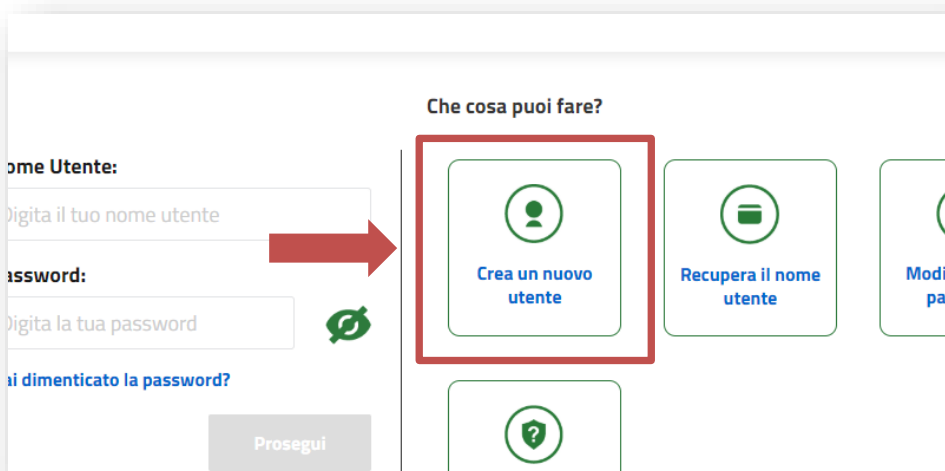
In the website www.ariaspa.it, click on SINTEL – Piattaforma di e-procurement



Then click on “Nome utente e password”



Finally click on “Crea un nuovo utente”:



Fill in the registration form providing the following information:

- “Username”: enter an username of your choice
- “Nome”: first name
- “Cognome”: surname
- “Codice fiscale”: if you don’t have an italian fiscal Code, please enter **ESTERO11S11E1111**
- “Stato di nascita”: country of origin
- “Comune di nascita”: birthplace
- “Provincia di nascita”: repeat county of origin (*optional*)
- “Data di nascita”: date of birth (*optional*)
- “Cellulare”: mobile number (*optional*)
- “Indirizzo di posta elettronica”: your e-mail address.
Please use a company or personal e-mail address at this time - **do not use a certified mail (PEC)**. If you use a certified mail (PEC), you will not be able to receive the temporary password necessary for completing the registration process.
- “Conferma E-mail”: confirm your e-mail address

Once the form is completed, the authentication system of Regione Lombardia will send you an e-mail containing a temporary password you will need to complete the first step of the registration.

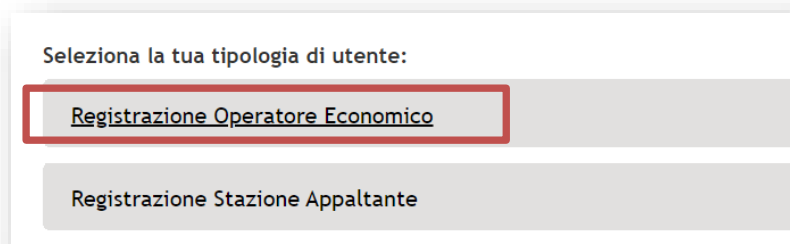
To complete this first step:

- go back to homepage
- insert the Username you have chosen and the temporary password you have just received via email.

Note: You will be requested to change the password to one of your choice the first time you will access Sintel.

2. REGISTRATION TO THE E-PROCUREMENT PLATFORM SINTEL

You should be now logged into the Identity Provider and can proceed with Sintel registration. Choose “Registrazione Operatore Economico”:



The screenshot shows a selection screen titled "Seleziona la tua tipologia di utente:". There are two buttons: "Registrazione Operatore Economico" (highlighted with a red border) and "Registrazione Stazione Appaltante".

Select your Country, Language and Company Legal Status (please note that the “VAT NUMBER” is required for “Limited company” and option “Other”):



The screenshot shows the registration form titled "DOMANDA DI REGISTRAZIONE AI SERVIZI DELL'AZIENDA REGIONALE PER L'INNOVAZIONE (ARIA)". It includes a section for "Company details" with the following fields:

- Country*: Austria (dropdown menu)
- Language*: Inglese (dropdown menu)
- Company Legal Status*: Limited company (dropdown menu with a list of options: Select, Limited company, Consortium, Professional, Other)

At the bottom, it says "SINTEL E-PROCUREMENT - V5.38.1.2 © Regione Lombardia. P.I. 1".

Fill in the registration form providing the following information (mandatory fields are marked with an asterisk):

- Company information;
- Registered office address;
- Information of legal representative;
- Consent to process personal information;
- Digital signature (which you must already possess).

When the procedure is completed, download the automatically generated PDF file (eg. "SupplierRegistrationRequest_000000000.pdf").

- **IMPORTANT: Do not rename the PDF file;**
- Apply the digital signature (the file extension will now become ".pdf.p7m") on the file and upload it back on the platform using the "Browse" button. **The file must not be base-64 signed;**
- Confirm the operation by clicking on the "Register" button.
- On certified email (PEC) we invite you to consult [this official list of PEC providers](#), provided by Agenzia per l'Italia Digitale - Agency for Digital Italy (AgID) which is the technical agency of the Presidency of the Council of Ministers;

NOTE: Once logged in the platform with your credentials, your Company has access to the main Sintel web page and you can display your Sintel status.

The official language used thorough Sintel platform and its official documents is Italian.