



SynerTrade
Iricav Due

Supplier Self Registration Guide

Agenda

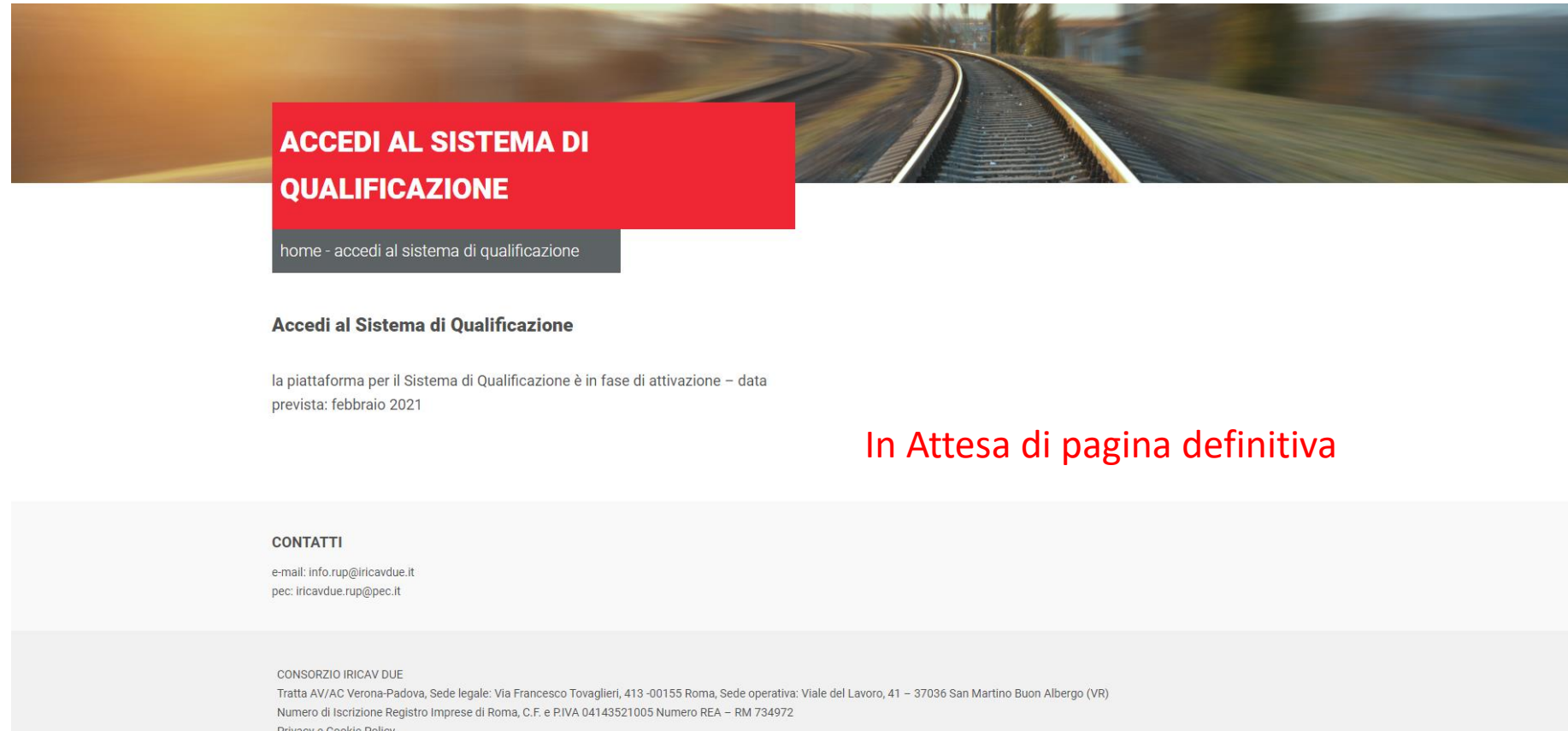
1. Access to the qualification platform
2. Self Registration Process

1. Access to the qualification platform

| Number | Languages |
|----------------------------------|--------------------|
| 800 976 023 | Italian English |
| Email | Languages |
| support-iricavdue@synertrade.com | Italian English |

1. Access to the qualification platform

Surf on <https://veronapadova.it/accedi-al-sistema-di-qualificazione/> and click on <https://iricavdue.synertrade.com/> to access the platform login page



ACCEDI AL SISTEMA DI QUALIFICAZIONE

home - accedi al sistema di qualificazione

Accedi al Sistema di Qualificazione

la piattaforma per il Sistema di Qualificazione è in fase di attivazione - data prevista: febbraio 2021

In Attesa di pagina definitiva

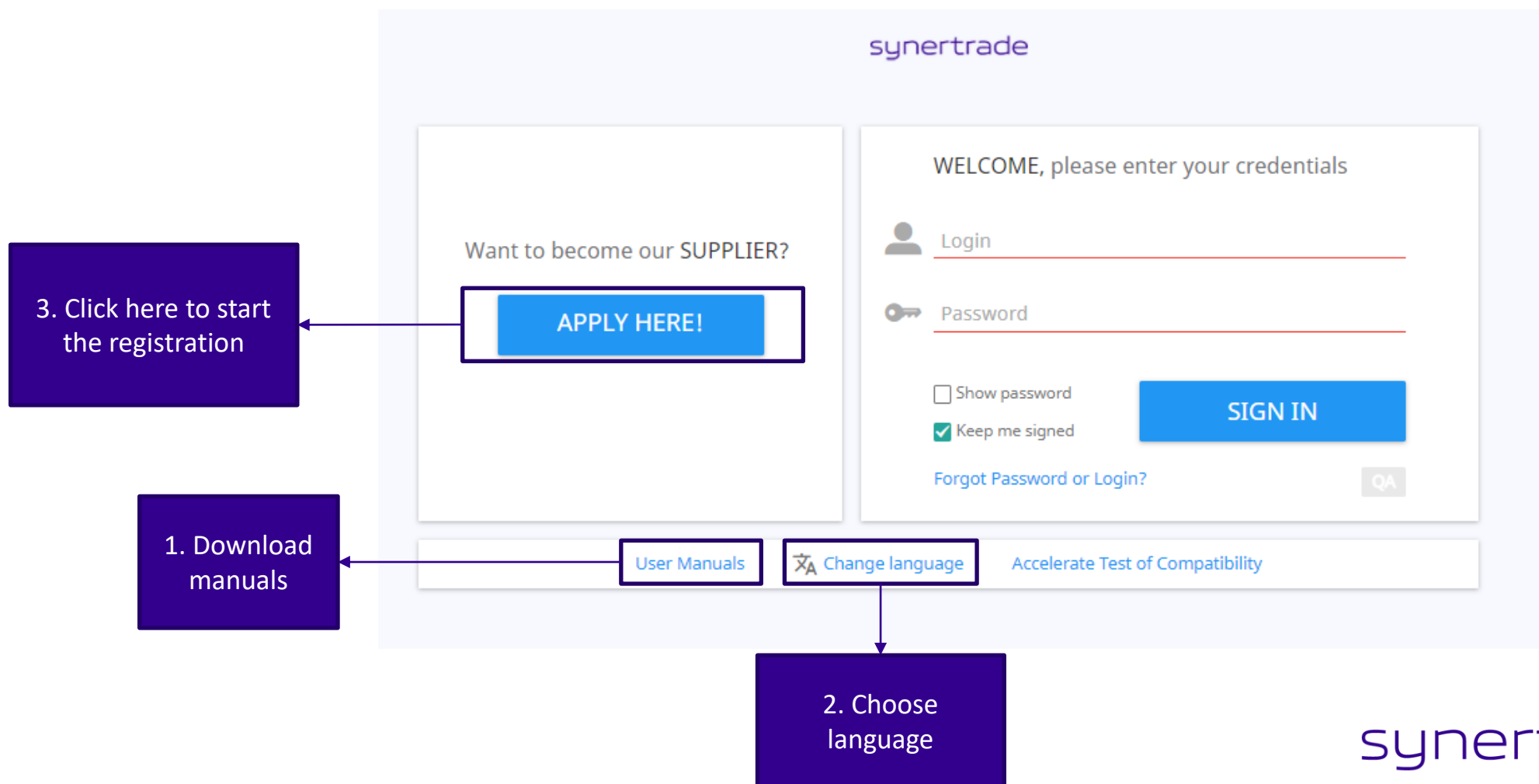
CONTATTI

e-mail: info.rup@iricavdue.it
pec: iricavdue.rup@pec.it

CONSORZIO IRICAV DUE
Tratta AV/AC Verona-Padova, Sede legale: Via Francesco Tovaglieri, 413 -00155 Roma, Sede operativa: Viale del Lavoro, 41 - 37036 San Martino Buon Albergo (VR)
Numero di Iscrizione Registro Imprese di Roma, C.F. e P.IVA 04143521005 Numero REA - RM 734972
[Privacy e Cookie Policy](#)

1. Access to the qualification platform

In the login page you will be able to onwload manuals and set your language
Once done, you can click on «APPLY HERE!» to start your registration



2. Self Registration Process

| Number | Languages |
|----------------------------------|--------------------|
| 800 976 023 | Italian English |
| Email | Languages |
| support-iricavdue@synertrade.com | Italian English |

2. Self Registration Process

1. Welcome Page

In this section you will find the support contacts to be used in case of technical difficulties during the registration

The screenshot shows the 'Supplier Self Registration' interface. At the top, there is a blue header with the 'synertrade' logo and the text 'Supplier Self Registration'. On the right side of the header, it says 'Status: Not submitted' and 'Support: please click [HERE](#)'. Below the header is a navigation menu with the following items: WELCOME PAGE (highlighted in grey), COMPANY & CONTACT, CONTACTS, MATERIAL GROUP ASSIGNMENT, ADDITIONAL INFORMATION, DOCUMENTS, REGISTRATION FINALIZATION, and LOG OUT. The main content area has the title 'Welcome to Supplier Self Registration (SSR)'. Below the title, there is a line of text: 'The following screens will guide you through the registration process step by step'. To the right of this text is a link: 'For further information about the qualification regulation please click [here](#)'. Below this is a support contact box with the text: 'For assistance with registration please contact support: Tel.: 800 976 023 E-Mail: support-iricavdue@synertrade.com Monday - Thursday, 8 am - 6 pm Friday, 8 am - 4 pm.' At the bottom right, there is a blue 'NEXT' button. Annotations in dark blue boxes with white text and arrows point to various elements: 'Clicca per accedere al regolamento Iricavdue' points to the 'WELCOME PAGE' menu item; 'Contatti del supporto' points to the support contact box; '1. Clicca sul tasto «Avanti» per accedere allo step successivo' points to the 'NEXT' button; 'Intero processo. Lo step in cui ti trovi verrà evidenziato in grigio.' points to the 'WELCOME PAGE' menu item; and 'For further information about the qualification regulation please click here' points to the corresponding link in the main content area.

synertrade | Supplier Self Registration

Status: Not submitted
Support: please click [HERE](#)

WELCOME PAGE | COMPANY & CONTACT | CONTACTS | MATERIAL GROUP ASSIGNMENT | ADDITIONAL INFORMATION | DOCUMENTS | REGISTRATION FINALIZATION | LOG OUT

Welcome to Supplier Self Registration (SSR)

The following screens will guide you through the registration process step by step. [For further information about the qualification regulation please click here.](#)

For assistance with registration please contact support:
Tel.: 800 976 023
E-Mail: support-iricavdue@synertrade.com
Monday - Thursday, 8 am - 6 pm
Friday, 8 am - 4 pm.

WELCOME PAGE | COMPANY & CONTACT | CONTACTS | MATERIAL GROUP ASSIGNMENT | ADDITIONAL INFORMATION | DOCUMENTS | REGISTRATION FINALIZATION | LOG OUT

Clicca per accedere al regolamento Iricavdue

Contatti del supporto

1. Clicca sul tasto «Avanti» per accedere allo step successivo

Intero processo. Lo step in cui ti trovi verrà evidenziato in grigio.

For further information about the qualification regulation please click here.

NEXT

2. Self Registration Process

2. Company and Contact

In this section you will have to provide information about your company and your contact.

After clicking on «Next» you will receive credentials to access the platform for future usage.

The screenshot shows the 'Supplier Self Registration' page for 'synertrade'. The navigation bar includes 'WELCOME PAGE', 'COMPANY & CONTACT' (highlighted), 'CONTACTS', 'MATERIAL GROUP ASSIGNMENT', 'ADDITIONAL INFORMATION', 'DOCUMENTS', 'REGISTRATION FINALIZATION', and 'LOG OUT'. The status is 'Not submitted' with a support link. A message indicates this is step 1/6 and that mandatory fields are underlined in red. The form is divided into three sections: 'COMPANY INFORMATION' (with a checkbox and fields for Company, Address, Postal code, City, PEC, Email address, and Phone), 'TAX DATA' (with fields for Tax code and VAT Number), and 'CONTACT DATA' (with fields for First name, Last name, E-mail, Phone, Mobile/Cell, and a Language dropdown set to 'English (UK)'). A 'NEXT' button is at the bottom right. Annotations include a note that red underlines indicate mandatory fields, a callout '1. Fill in information' pointing to the form fields, and another callout '2. Click on «Next» to proceed' pointing to the 'NEXT' button.

Please Note: All lines underlined in red, are mandatory

1. Fill in information

2. Click on «Next» to proceed

synertrade | econocom

2. Self Registration Process

3. Contacts

In this section you will be able to insert additional contacts of your company.

synertrade Supplier Self Registration Status: Not submitted
Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT **CONTACTS** MATERIAL GROUP ASSIGNMENT ADDITIONAL INFORMATION DOCUMENTS REGISTRATION FINALIZATION LOG OUT

i This is step 2/6. Please indicate your colleague.
After you have saved your data, click "Next" to continue your registration Iricav.

Search All ▼
[Advanced search](#) [Show full list](#)

New contact

| NO. | | FIRST NAME | LAST NAME | EMAIL ADDRESS | TELEPHONE | MOBILE/CELL | LANGUAGE |
|-----|--------------------------|------------|-----------|-----------------|-------------|-------------|--------------|
| 1 | <input type="checkbox"/> | Test | Manuels | test@manuals.it | 12345678966 | 12345678966 | English (UK) |

1 Record exists Show 10 Records ▼

PREVIOUS **NEXT**

1. Click on «New contact» to create a new line

2. Clicca on «Next» to proceed

4. Material groups assignment

In this section you will have to select the Material groups for which you are willing to candidate.

1. Select the Material Groups for which you wish to candidate

- Merceologico 1 - Verona est
- Merceologico 2 - Fabbio
- Merceologico 3 - Alpone
- Merceologico 4 - Lonigo
- Merceologico 5 - Montebello
- Merceologico 6 - Montecchio
- Merceologico 7 - Armamento
- Merceologico 8 - Barriere antirumore

2. Clicca on «Next» to proceed

2. Self Registration Process

5.1. Additional Information

In this section you will find all the questionnaire you will have to fill in.

The screenshot displays the 'Supplier Self Registration' interface. The top navigation bar includes 'WELCOME PAGE', 'COMPANY & CONTACT', 'CONTACTS', 'MATERIAL GROUP ASSIGNMENT', 'ADDITIONAL INFORMATION' (highlighted with a red box), 'DOCUMENTS', 'REGISTRATION FINALIZATION', and 'LOG OUT'. The status is 'Not submitted' with a support link. An information message states: 'This is step 4/6. Please answer of all questionnaires below. After you have saved your data, click "Finish" to send the data to Iricav.' Below this is a search bar and a table of questionnaires.

| NO. | QUESTIONNAIRES | STRUCTURE STATUS | COMPLETED (%) | RELEVANT FOR FOLLOWING MATERIAL GROUPS | LAST CHANGE | LAST CHANGED BY |
|-----|--------------------------------|------------------|---------------|--|-------------|-----------------|
| 1 | Merceologico 1 | Online | 0% | 1 selected | | |
| 2 | Merceologico 2 | Online | 0% | 1 selected | | |

At the bottom of the page, there are 'PREVIOUS' and 'NEXT' buttons. A callout box with a red arrow pointing to 'Merceologico 2' contains the text: '1. Click on the questionnaire name to open it'.

2. Self Registration Process

5.2. Additional Information

synertrade Supplier Self Registration Status: Not submitted Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT CONTACTS MATERIAL GROUP ASSIGNMENT **ADDITIONAL INFORMATION** DOCUMENTS REGISTRATION FINALIZATION LOG OUT

MERCEOLOGICO 2

Back to Overview Publish Cancel Export Print

| LEVEL | QUESTION | ANSWER |
|-------|--|-----------------------------|
| 1 | DOCUMENTAZIONE RICHIESTA | |
| 1.1 | Si prega di scaricare il Modello A - dichiarazione consorziate/retiste | Modello A - dichiarazione c |
| 1.2 | Si prega di caricare il Modello A compilato | |
| 1.3 | Si prega di scaricare il Modello B - dichiarazione CCIAA | Modello B - dichiarazione c |
| | Si prega di caricare il Modello B compilato | |
| | Si prega di scaricare il Modello C - dichiarazione unica Motivi esclusione | Modello C - dichiarazione c |
| | Si prega di caricare il Modello C compilato | |
| | Si prega di scaricare il Modello D - dichiarazione incarico Direttore Tecnico | Modello D - dichiarazione i |
| | Si prega di caricare il Modello D compilato | |
| 1.9 | Si prega di scaricare il Modello E - dichiarazione partecipazione altri consorzi | Modello E - dichiarazione p |
| 1.10 | Si prega di caricare il Modello E compilato | |
| 1.11 | Si prega di scaricare il Modello F - dichiarazione avallamento sogg. Richiedente | Modello F - dichiarazione a |
| 1.12 | Si prega di caricare il Modello F compilato | |
| 1.13 | Si prega di scaricare il Modello G - dichiarazione avallamento sogg. Ausiliario | Modello G - dichiarazione z |
| 1.14 | Si prega di caricare il Modello G compilato | |
| 1.15 | Si prega di scaricare il Modello H - dichiarazione congiunta avallamento | Modello H - dichiarazione c |
| 1.16 | Si prega di caricare il Modello H compilato | |
| 1.17 | Si prega di scaricare il Modello L - dichiarazione subappalto | Modello L - dichiarazione s |
| 1.18 | Si prega di caricare il Modello L compilato | |
| 1.19 | Si prega di scaricare il Modello M - Domanda di qualificazione | Modello M - Domanda di q |

5. Click on «Back to overview» to fill in other questionnaires and/or to proceed

4. Click on «Publish»

2. Download the template

3. Upload filled in templates (digitally signed)

2. Self Registration Process

5.3. Additional Information

synertrade Supplier Self Registration Status: Not submitted
Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT CONTACTS MATERIAL GROUP ASSIGNMENT **ADDITIONAL INFORMATION** DOCUMENTS REGISTRATION FINALIZATION LOG OUT

i This is step 4/6. Please answer of all questionnaires below.
After you have saved your data, click "Finish" to send the data to Iricav.

Search All ▼
Advanced search Show full list

| NO. | QUESTIONNAIRES | STRUCTURE STATUS | COMPLETED (%) | RELEVANT FOR FOLLOWING MATERIAL GROUPS | LAST CHANGE | LAST CHANGED BY |
|-----|--------------------------------|------------------|---------------|--|-------------|-----------------|
| 1 | Merceologico 1 | Online | 0% | 1 selected | | |
| 2 | Merceologico 2 | Online | 0% | 1 selected | | |

2 Records exist Show 10 Records ▼

6. Click on «Next» to proceed PREVIOUS **NEXT**

2. Self Registration Process

6. Documents

In this section you will be able to find documents uploaded by Iricav (eg. Request of additional information related to your qualification) and/or you will be able to upload documentation for the sake of your candidacy

synertrade Supplier Self Registration Status: Not submitted
Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT CONTACTS MATERIAL GROUP ASSIGNMENT ADDITIONAL INFORMATION **DOCUMENTS** REGISTRATION FINALIZATION LOG OUT

i This is step 5/6. Please upload your documents.
After you have saved your data, click "Finish" to send the data.

Advanced Upload

1. Click on «Advanced upload» to upload your files

2. After having uploaded/downloaded your documents, please click on «Next» to proceed

DOCUMENTS

No records found

PREVIOUS **NEXT**

7. Registration Finalization

In this section you will need to accept the «**Codice Etico**» and the «**Protocollo di Legalità**».

By clicking on «ACCEPT» you will forward your candidacy to Iricav

The screenshot shows the 'Registration Finalization' step of the 'Supplier Self Registration' process. The status is 'Not submitted'. The navigation menu includes: WELCOME PAGE, COMPANY & CONTACT, CONTACTS, MATERIAL GROUP ASSIGNMENT, ADDITIONAL INFORMATION, DOCUMENTS, REGISTRATION FINALIZATION (highlighted), and LOG OUT. The main content area displays the title 'Registration Finalization' and a text box stating: 'Prior to completing your registration, the following document will have to be accepted: Codice Etico, Protocollo di Legalità. By clicking on the ACCEPT button you are hereby declaring to have read and accepted the documents above'. A callout box points to this text with the instruction: '1. Download and carefully read documents'. At the bottom right, there are three buttons: PREVIOUS, ACCEPT (highlighted), and REJECT. Another callout box points to the ACCEPT button with the instruction: '2. Click on «Accept» to submit your candidacy'.

synertrade Supplier Self Registration Status: Not submitted

WELCOME PAGE COMPANY & CONTACT CONTACTS MATERIAL GROUP ASSIGNMENT ADDITIONAL INFORMATION DOCUMENTS REGISTRATION FINALIZATION LOG OUT

Registration Finalization

Prior to completing your registration, the following document will have to be accepted:
[Codice Etico](#)
[Protocollo di Legalità](#)
By clicking on the ACCEPT button you are hereby declaring to have read and accepted the documents above

1. Download and carefully read documents

2. Click on «Accept» to submit your candidacy

PREVIOUS ACCEPT REJECT

8. Logout

After forwarding your candidacy your status will become «Submitted»

In this section you will be able to logout form the platform.

The screenshot displays the Synertrade Supplier Self Registration interface. At the top, a blue navigation bar contains the Synertrade logo, the page title "Supplier Self Registration", and a status indicator "Status: Submitted" with a link to "Support: please click HERE". Below the navigation bar is a menu with options: WELCOME PAGE, COMPANY & CONTACT, CONTACTS, MATERIAL GROUP ASSIGNMENT, ADDITIONAL INFORMATION, DOCUMENTS, and LOG OUT. The "LOG OUT" option is highlighted with a red box. The main content area features a white box with the text "Thank you for your registration!". To the right of this box is a blue "LOGOUT" button, also highlighted with a red box. A red arrow points from a red box labeled "Click on «Logout»" below to the "LOGOUT" button.

Click on «Logout»