

## Supplier Registration Guide

As a component of the Public Administration of Italy, the Embassy of Italy, Tokyo - Trade Promotion Section is bound by the Italian Public Procurement Code (Legislative Decree No. 36/2023). Suppliers interested in working with the us must comply with the procedures and regulations established therein.

Only registered suppliers may be invited to bid. Supplier registration is not the same as submitting a bid. From now on, suppliers who have registered on the "ALBO fornitori" are requested to register again on this platform <https://ice.traspare.com/>

You will be required to:

- upload copies of your current, valid ID card or Drive License or Passport.
- a copy of your organization's Articles of Incorporation
- to sign a document → **NOTE: The person signing must be the Legal Representative or Managing Director (CEO) or someone in charge of the company.** The name of the registered person who is to register must be the same as the person who signs the contracts. 当登録手続書類の署名：法定代理人、代表取締役(CEO)、または会社の責任者、当部との契約時に当部注文書にご署名なさる方がご署名ください。

"ICE Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane" is the Italian name of the Embassy of Italy, Tokyo - Trade Promotion Section.

### STEP 1 – CREATE AN ACCOUNT

Open the website <https://ice.traspare.com/> and change the language (English or Italian). Click  "SIGN UP" (if you selected "English") 言語を伊語または英語に切り替えてください。The following fields are required on the "Register to our portal" page. Please fill in these fields in English or Italian. 以下は入力必須項目です。英語または伊語のアルファベットで全て入力してください。

Field to fill in	Instruction
Title / Name / Surname	Of the person signing
Email address	This email address is for log-in ログイン用のメールアドレスとして登録されます
Password / confirm Password	8文字以上、大・小文字を少なくとも1つずつ含めてください
Birth Date	
Tax ID Code/Social Security Number	If you are not an Italian citizen, <u>you must deselect</u> the "Italian citizenship" option and write <b>0 (zero)</b> . イタリア国籍でない場合は「Italian citizenship」の選択を解除し、0 (ゼロ) を入力してください

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Certificate N. 38152/19/S  
ISO 9001 / UNI EN ISO 9001:2015

Member of CISQ Federation



Click "Sign up"	<p>A verification email will be sent to the address provided. Your account will be successfully created once the email has been verified.</p> <p>(Subject of Email : ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE – <b>Welcome</b>)</p> <p>メールの本文にある"Activate Account"をクリックし、登録を続けてください</p>
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**STEP 2 – REGISTER AS AN ECONOMIC OPERATOR**

After successfully completing step 1, Click [Here](#) and  to visit the **Economic Operator** registration page. There are mainly two types of Economic Operator:  
 a) Company; **b) Professional.**

a. For **COMPANY**

Field to fill in	Instruction
Type of Registration	"Company". Further details are available via the Question Mark icon.
Organization Name	Please enter your "Organization Name" even though the field is not required
Based in Italy?	If you are not an Italian citizen, you must deselect
In possession of VAT identification or equivalent?	Please write the Corporate Number. (法人番号13桁)
Tax Code, Social Security Number or Equivalent	<p>If available write your number registered in the Qualified Invoice System 適格請求書発行事業者登録番号 (14 桁=T+13 桁).</p> <p><b>If not available</b>, please write the Corporate Number.</p> <p><b>If you are Sole Proprietorship</b> (個人事業主) please write your name and surname.</p>
REM – Registered Electronic Mail Email Address	<p>The field REM refers to the <b>principal e-mail</b> where the company would like to receive communications from Traspare.</p> <p>In case your company does not have an Italian REM, you can use the same email address for both.</p> <p>REMをお持ちでない場合、両方に貴社の主要なメールアドレスを入力してください。REMに入力したメールアドレス宛にTraspareからのご案内メールが今後届きます。</p>
Privacy	You must consent to data processing pursuant to EU Regulation 2016/679 ("GDPR"), and you must acknowledge that the Traspare platform will be your digital domicile and that communications will be received via publication in the appropriate section pursuant to the combined provisions of Article 47 of the Italian Civil Code and Articles 3 bis and 6 of Legislative Decree 82/2005.

Confirm	<p>A verification email will be sent to your REM. Your registration as an economic operator will be successful once the email has been verified.</p> <p>(Subject of Email : POSTA CERTIFICATA: ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - <b>Verify Registered Electronic Mail (REM)</b>)</p> <p>メールの本文にある”Activate Account”をクリックし、登録を続けてください</p>
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**b. For PROFESSIONAL**

Field to fill in	Instruction
Type of Registration	“Professional”. Further details are available via the Question Mark icon.
Italian citizenship? In possession of VAT identification or equivalent?	If you are not an Italian citizen, <u>you must deselect both</u>
Tax Code, Social Security Number or Equivalent	If available write the 適格請求書発行事業者登録番号 (14桁=T+13桁) <b>If not available</b> , please write your name and surname
REM – Registered Electronic Mail Email Address	The field REM refers to the <b>principal e-mail</b> where the company would like to receive communications from Traspare. In case your company does not have an Italian REM, you can use the same email address for both.
Privacy	You must consent to data processing pursuant to EU Regulation 2016/679 (“GDPR”), and you must acknowledge that the Traspare platform will be your digital domicile and that communications will be received via publication in the appropriate section pursuant to the combined provisions of Article 47 of the Italian Civil Code and Articles 3 bis and 6 of Legislative Decree 82/2005.
Confirm	A verification email will be sent to your REM. Your registration as an economic operator will be successful once the email has been verified.

**STEP 3 – REGISTER AS A SUPPLIER**

After successfully completing Step 2, please visit the [Profile Update](#) and click on “**Supplier Registration**”. The Wizard should be completed in one session, and is divided into four sections:

1. Personal Data
2. Company Data
3. Documents
4. Confirmation

**ATTENTION:** THE FILE SHOULD BE THE ONE GENERATED IN THE CURRENT RECORDING SESSION! DOCUMENTS GENERATED PREVIOUSLY WILL BE

CONSIDERED INVALID. 注意 :  “Save and continue”をクリックせず画面を閉じると、そのページのデータは保存されません。

**Section 1: Personal Data** imports your previous details from Step 1 – Account Creation and needs the following required fields:

a. For **COMPANY**

Field to fill in	Instruction
Italian Resident?	If your residency is not in Italian, <u>you must deselect</u>
Full Address	
Phone Number	
Professional Qualification	Of the person signing

b. For **PROFESSIONAL**

Field to fill in	Instruction
Italian Resident?	If your residency is not in Italian, <u>you must deselect</u>
Full Address	
Phone Number	
Education and Professional Register	Of the person signing
Registered to the Professional Order	Yes/NO accordingly
Professional category	indicates the category of membership (e.g. lawyers, engineers etc.)
Professional category registration number*	In case you don't have a registration number, please write <b>0 (zero)</b> .

**Section 2: Company Data** imports your previous details from Step 2 – Register as an Economic Operator and needs the following required fields:

a. For **COMPANY**

Field to fill in	Instruction
Company Type	e.g.: Joint Stock Company 株式会社 / Limited Liability Company 合同会社、有限会社 / Sole Proprietorship 個人事業主
Number of Employees	
Date of Incorporation	
Legal Headquarters	
Type of Registration	Please, select at least one amongst Works, Services, and/or Supplies
Product Categories – Select all categories relevant to your business	the full “List of Product Categories” is available in advance at the bottom of the page <a href="https://ice.traspare.com/suppliers">https://ice.traspare.com/suppliers</a>



**b. For PROFESSIONAL**

Field to fill in	Instruction
Type	Profession not organized into Order or Colleges / Organized Profession
Based in Italy?	If your activity is not based in Italian, you must deselect
Type of Registration	Please, select at least one amongst Works, Services, and/or Supplies
Product Categories – Select all categories relevant to your business	the full “List of Product Categories” is available in advance at the bottom of the page <a href="https://ice.traspare.com/suppliers">https://ice.traspare.com/suppliers</a>



The Register is structured in two separate sections devoted respectively to Suppliers and Professionals; the individual sections are divided into product categories, the complete list of which is available on the Entity's portal. In the event of organisational requirements, this list may be supplemented and/or varied, both in terms of the number and the name of the product categories, by the structure responsible for its management.

Documents

List of Product Categories

Suppliers Register Regulation  
Regolamento Albo Fornitori

DOWNLOAD

**Section 3: Documents** requests the following pdf files to be uploaded:

**a. For COMPANY**

Field to fill in	Instruction
Identification Document (format: pdf, p7m)	Current valid personal ID Card or Drive License or Passport of the person signing アップロードできるファイルの形式は pdf または p7m のみです
Company Registration Report (format: pdf, p7m)	your organization's articles of incorporation 定款・登記書類等、または国税庁法人番号公表サイト <a href="https://www.houjin-bangou.nta.go.jp">https://www.houjin-bangou.nta.go.jp</a> で貴社法人番号を検索→「変更履歴情報等」の「履歴等」をクリック→「このページを印刷する」からPDFファイルを作成してください
Deadline	Enter the expiration date of each document. <b>If the document does not have an expiry date, enter a fictitious date with a later expiry date (at least 3 years later)</b> 書類に有効期限の記載がない場合少なくとも3年後の日付を設定してください。有効期限の注意事項は本資料最終頁“Note”をご一読ください
Certification Held	Optional. However, it is recommended to include all certifications held by your organization.

b. For **PROFESSIONAL**

Field to fill in	Instruction
Curriculum Vitae	Please upload your CV
Identification Document	Current valid personal ID Card or Drive License or Passport of the person signing
Deadline	Enter the expiration date of your identification document.
Certification Held	Optional. However, it is recommended to include all certifications held

**Section 4: Confirmation** provides a summary of your responses during Step 3 – Register as a Supplier.

1. Please review the summary for accuracy.
2. You must consent to the processing of your personal data pursuant to EU Regulation 2016/679 (“GDPR”).
3. **Now you can:**
  - **download the form** named “REGISTRATION FORM FOR THE ELECTRONIC PROCUREMENT SYSTEM”,
  - **sign it** either digitally (p7m files only) or physically (scanned PDF files only) “Place and Date”に場所と日付を記入、“Signature”にご署名を、2頁ともにしてください。
  - **re-upload** it via the “Upload Form” button. The document can be uploaded later on. 全ページを1つのPDFファイルにしアップロードしてください（複数のファイルは不可）。
4. **Click “Confirm”**

注意： “Confirm”をクリックせず画面を閉じると、そのページのデータは保存されません。いったん画面を閉じた場合、右上の” **BACKEND**” をクリックまたは再度サインインし、書類をアップロードすることは可能です。その際、既に入力したデータを変更した場合は、再度書類をダウンロードしご署名、アップロードしていただく必要があります。

5. Traspire sends an email to REM with subject “**Registration Submitted**” and in the body of the email, it is stated as “**Registration Status: Awaiting Approval**”  
 メール件名「POSTA CERTIFICATA: ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - **Registration Submitted**」 (メールの本文に「**Registration Status: Awaiting Approval**」が記載) が届いたら登録申請中です。
6. Later, you will receive an approval email with “**the registration completed**” in the body of the email  
 およそ20~60分後に、メール件名「POSTA CERTIFICATA: ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - Nuova Comunicazione da ICE AGENZIA」(メール本文に「Congratulazioni! **La sua richiesta di registrazione al portale ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE è stata confermata in data odierna.**」が記載) が届いたら登録完了です。



ITALIAN TRADE AGENCY

**NOTE:**

◆ **Notification of expiry of documents uploaded in Section 3**

When the expiry date set in uploading documents is exceeded, you will receive a notification via email.

Email subject

"POSTA CERTIFICATA: ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - Nuova Comunicazione da ICE AGENZIA"

Email body

"La sua registrazione al portale ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE è scaduta."

Reason for expiry:

- Expiry of the identity document
- Expiry of the Chamber of Commerce Certificate

◆ **Procedure to follow in case of notification receiving**

Log-in to the Traspare portal, enter "Supplier Registration" section, then continue to step ③ Documents. Upload the new documents and set a new valid expiry date.

Next, go to step ④ Confirmation, download the document, fill in the place, date and signature. Finally, upload the signed PDF file and click "Confirm".

(For more details, see our guide in "Section 3: Documents requests the following pdf files to be uploaded" and "Section 4: Confirmation".)

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◆ **Section 3** にてアップロードした資料の有効期限切れのご案内メールに関して

資料をアップロードした際に設定した有効期限の日付がすぎると以下のご案内メールが届きます。

メール件名 「POSTA CERTIFICATA: ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE - Nuova Comunicazione da ICE AGENZIA」

メール本文 「La sua registrazione al portale ICE AGENZIA PER LA PROMOZIONE ALL'ESTERO E L'INTERNAZIONALIZZAZIONE DELLE IMPRESE ITALIANE è **scaduta**。」

Motivo scadenza:

- Documento di riconoscimento scaduto
- Visura Camerale scaduto」

←有効期限切れ

←Identification Documentの有効期限切れ

←Company Registration Reportの有効期限切れ

◆ ご案内が届きましたら以下のお手続きをなさってください。

Traspareにログインし「Supplier Registration」にて③Documentsまですみ、有効期限内の資料をアップロード、有効期限内の日付を設定してください。その後、④Confirmationにて書類をダウンロードし、場所・日付ご記入・ご署名したPDFファイルをアップロードし、Confirmボタンをクリックします。

(詳細は当ガイド「Section 3: Documents requests the following pdf files to be uploaded」および「Section 4: Confirmation」をご参照ください。)

