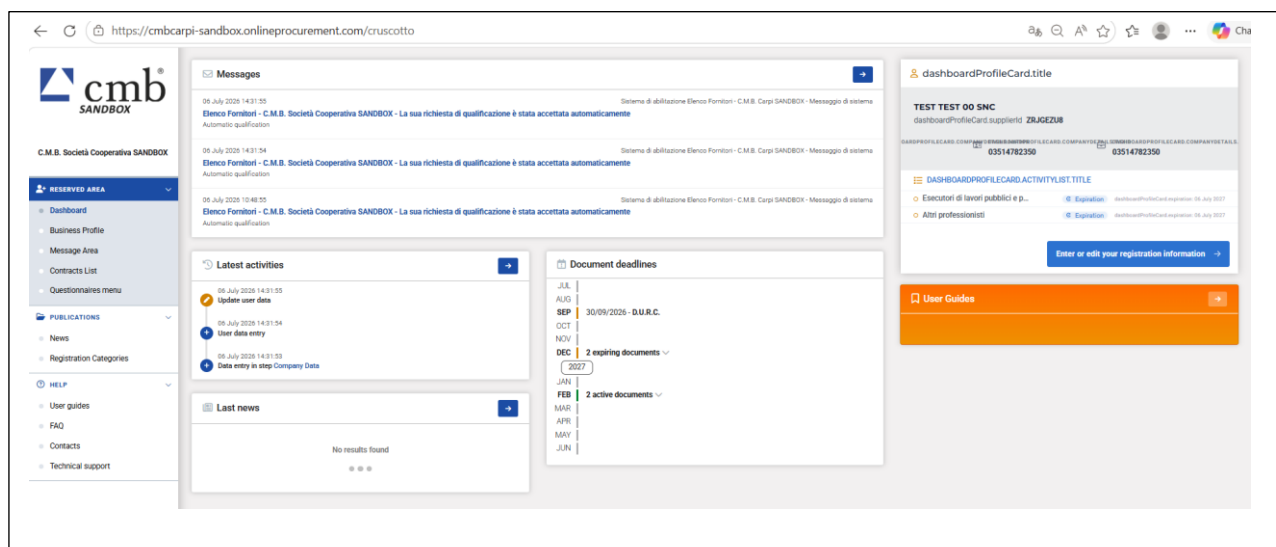


CMB Supplier Portal Qualification Instructions

Summary of the qualification process on the CMB Supplier Portal.

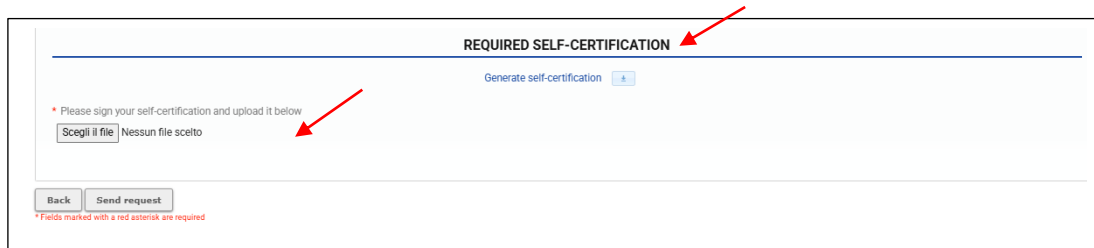
The Supplier Portal is the platform made available to economic operators to become accredited and establish a business relationship with CMB. It allows the sharing of qualification information and documentation, providing a single digital repository for their update and consultation.

Qualification is obtained by **entering all the required data** (information, declarations and documents) in the steps available under the “**Manage your registration**” menu on the left-hand side of your “**Reserved Area**”, which appears as shown in the image below:



By clicking on “**Manage your registration**”, the steps containing the required fields will be displayed (fields marked with a red asterisk are mandatory).

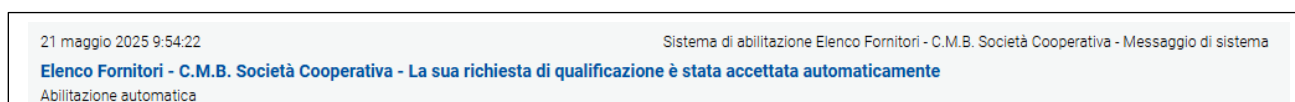
Once **all required information** relevant to the operator’s business activity **has been entered**, the “Data Summary” (Riepilogo dati) has been saved and the final “**Self-certification**” document has been uploaded, **the qualification request can be submitted directly through the platform**:



The **self-certifications** requested by the platform **must be uploaded with a digital signature**.

The entry of information and uploading of documents may be temporarily suspended and resumed at a later stage: previously entered data will remain available upon the next access, while a dedicated box indicates the progress status of the registration process (see image: “Activity”).

The platform will send confirmation of successful qualification upon completion of the procedure. The notification will be available in the message area, which will open automatically, and will also be sent by email to the enabled user.



Qualification validity period.

The qualification obtained must be kept up to date whenever any uploaded document reaches its expiry date (automatic email alerts regarding document expiry are sent by the platform).

In any case, even if the documentation is not updated, **the qualification will expire 365 days after the date of approval.**

When new documents are uploaded, the 365-day validity period will be renewed.

You may update your data and documents at any time (e.g. change of legal representative, issue of a new certification, change of company name, change of registered office).

Updating the information does not require all data to be entered again, but only the information that has changed. For unchanged sections, you may simply save the relevant step page and proceed, or go directly to the “Data Summary” section. **In all cases, the final “Self-certification” and the qualification application submission will be required.**

Access to the Online Procurement Platform.

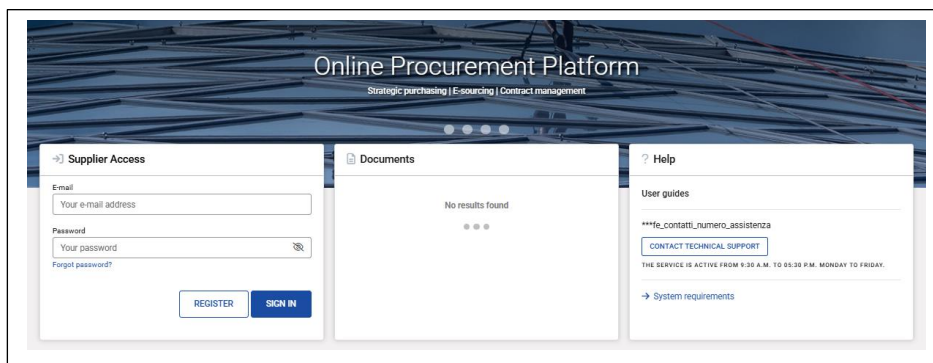
To access the Portal and submit a qualification request through the Online Procurement platform, **follow this simple procedure:**

1. access to the platform:

from the CMB corporate website at: <https://www.cmbcarpi.com/portale-fornitori>

2. registration and creation of login credentials (data of the user completing the registration):

- **entering the unique user email address:**
this email address (username) will be used to receive all communications from the platform (e.g. password expiry notifications, expired document alerts)
- **entering the password:**
by completing the following form:

**a. For economic operators not yet registered:**

click **“Register”**.

Wait for the confirmation email and follow the instructions provided to confirm registration, activate the account and upload the information required on the Portal according to the economic activity carried out.

b. For economic operators already registered:

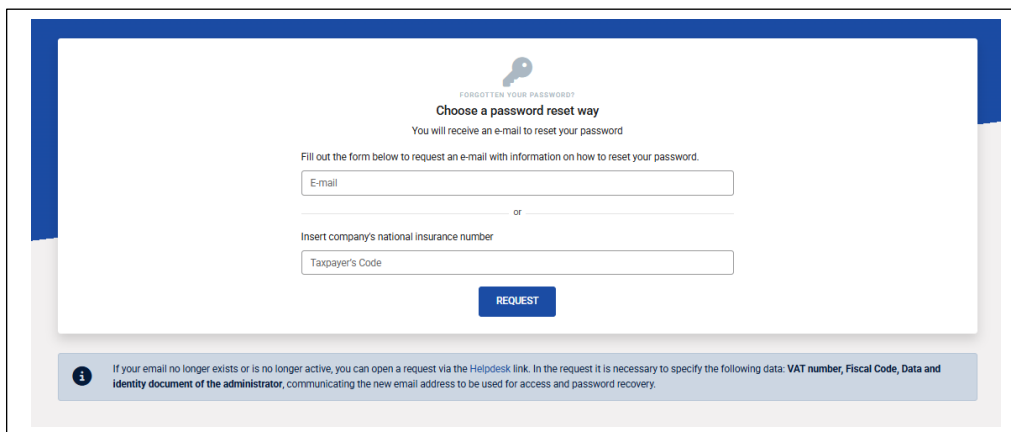
click **“Login”**.

c. For economic operators who are already registered but have forgotten their password:

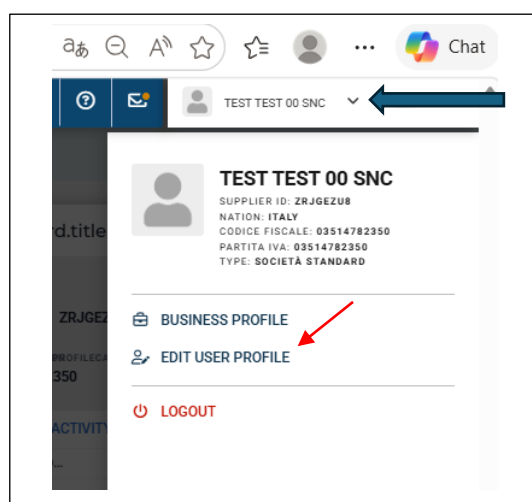
click **“Forgot your password?”**.

The system will send an email with instructions on how to reset your password to the email address associated with the registered user account.

- c.1.** If you need to **recover or change your password and also change the email address associated with the account** (for example, because the current address is no longer active), you must contact the software provider's technical support service.

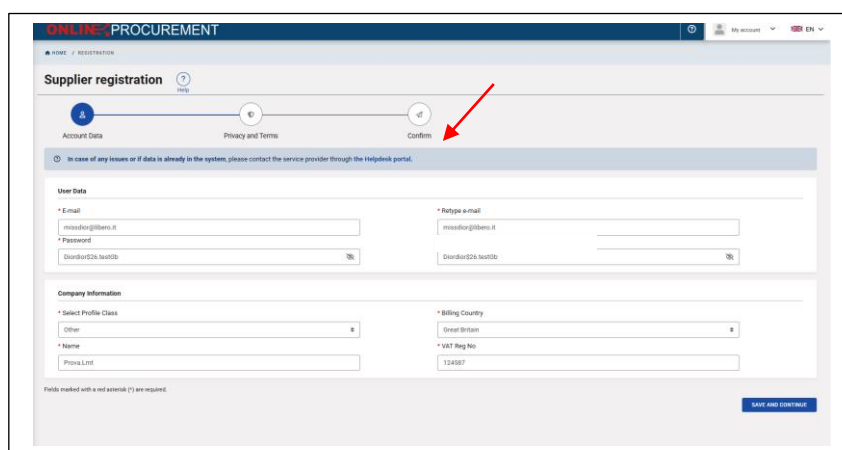


- c.2.** If you wish to **change the email address independently**, once logged in using your current credentials, you can update the account email address directly from your profile within your **“Reserved Area”** by clicking the arrow in the top right-hand corner next to your name:



Economic operators whose **company details** were **already available in the CMB database** used **prior to the launch of the Portal** may find **existing login details and/or business activity information** in the **“Supplier Registration”** step:

where data is already available (tax code, VAT number, user email address), the system will prompt the user to **contact the software provider's technical support service in order to complete the account creation and economic operator registration process.**



Registration lists and data upload.

Once registration has been completed, you will have access to your “Personal Area”, where, under “**Manage your registration**”, you can proceed with:

- 1. selecting the relevant registration list(s) from those available;**
- 2. entering the required information and uploading the requested documents.**

Selection of one or more registration lists.

The system displays all available registration lists:

- public and private works contractors;
- goods and services suppliers;
- testing laboratories;
- partners;
- design engineers and equivalent technical professionals;
- professionals.

To register in one or more lists corresponding to your type of business activity, **deselect the tick box next to the list(s) that are not relevant** and click “Save and continue”.

Suppliers classified under **ATECO codes 41, 42 and 43, even where these are not their primary business activity codes, or suppliers that in any case carry out construction works**, must register in the works contractors list (in addition to any other applicable lists, where relevant).

The “**Partners**” list is **reserved** for suppliers participating in a consortium arrangement or grouping with CMB. It must not remain selected where these circumstances do not apply.

Click “**Save and continue**” at the bottom of the page to complete the registration steps in the order proposed in the left-hand menu.

The **selection of the relevant list** is important both for CMB, in order to collect the appropriate supplier information, and for the supplier, as the platform will only request the mandatory information applicable to the selected list and will not require unrelated data.

For suppliers already qualified:

to modify your profile, deselect the lists for which you no longer wish to remain registered click “Save and continue” to update your registration by following the order of the steps proposed in the left-hand menu. Changing the registration profile will result in the temporary suspension of the qualification status, and the qualification process will need to be updated accordingly. A user guide is available in the “**Manuals**” section of your Reserved Area.

For any queries relating to the required documents or information, please contact:
PortaleFornitori@cmbcarpi.it

The software provider’s technical support service can be contacted directly through the platform, either from the login page or from your “Reserved Area” (by clicking the question mark icon in the top right-hand corner). The technical support service is available to assist with any issues related to documents or data upload.

CMB would like to thank you for your cooperation and reminds you that qualification on the Supplier Portal, as well as maintaining an active and up-to-date qualification status, is essential to ensure the continuity of business relationships between the parties.