

## IEG Purchasing Platform

# Supplier Registration Process

### REFERENCES

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## 1 Introduction

### 1.1 Purpose of the document

The purpose of this document is to provide suppliers with information and instructions on how to register with the IEG Supplier Platform.

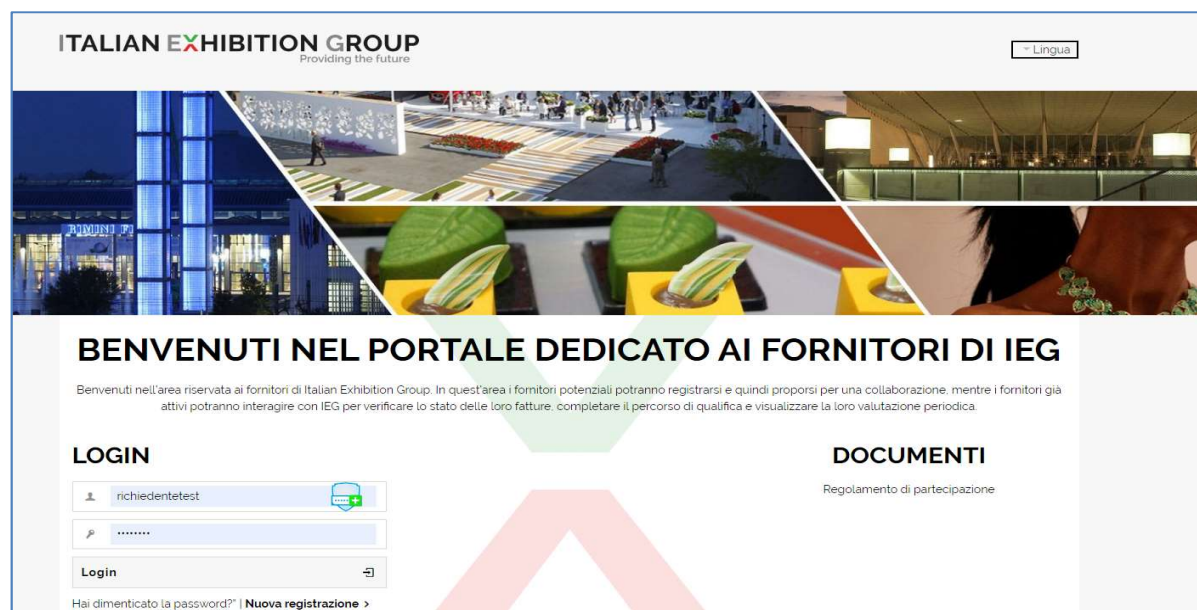
## 2 Supplier registration process

### 2.1 Registration and activation

Suppliers wishing to cooperate with IEG must register and fill in all the data required by the Supplier Platform. To this effect, please open your browser (we recommend Google Chrome for optimal use) and type in the following URL:

<https://ieg-procurement.bravosolution.com/>

- Click “**New Registration**”:



- Read and accept the Italian Exhibition Group S.p.A. documentation (Code of Ethics, Organisation, Management and Control Model, Privacy Policy, General Terms and Conditions of Purchase, etc.); read and accept the documents concerning use of the platform.
- Fill in **all the personal data** requested, paying particular attention to the mandatory data marked with an asterisk \*:

\* Country

Italy

Company name (including legal status)

- Please ensure the email address is correct, so you can receive an email confirming your registration; to store several email addresses, use a ';' to separate them;
- Click on 'Save' in the top right-hand corner. You'll receive a confirmation email with your username and temporary password.

Close Save

## 2.2 Onboarding (profile, registration and qualification form)

When you've finished entering your personal data, you'll be directed to the **Onboarding Page** where you must complete all the mandatory data marked with an asterisk \*:

ITALIAN EXHIBITION GROUP 11:53 CET - Central Europe Time DST Benvenuto [User Name]

Inizio Registrazione eVendor Annulla Salva E Continua

✓ Dati Anagrafici 2. Pagina di onboarding 3. Mia Selezione di Categoria 4. Conferma Registrazione

Navigation Veloce TIPOLOGIA FORNITORE

TIPOLOGIA FORNITORE

INFORMAZIONI TIPOLOGIA E SEDE LEGALE

DOMANDA	DESCRIZIONE	RISPOSTA	MODIFICABILE DA:
1	Indicare la natura giuridica.	* Azienda o Persona Fisica	Fornitore
2	Nazione della Sede Legale	* Specificare se la nazione della vostra Sede Legale è italiana o estera.	Fornitore

- Select the LEGAL NATURE of the supplier (company or natural person);
- Select the COUNTRY of the supplier's registered office;
- Click on 'Save and Continue' in the top right-hand corner;

- Fill in the REGISTRATION FORM by entering **all** mandatory data marked with an asterisk \*;
- Click again on 'Save and Continue' in the top right-hand corner;
- Select REG. OFFICES/FACILITIES IN EUROPE;
- Click again on 'Save and Continue' in the top right-hand corner;
- Select the relevant MERCHANDISE CATEGORY and click on 'confirm current selection' in the top right-hand corner.

## 2.3 Registration confirmation

If all data have been filled in correctly and the registration process has been completed without any errors, a registration confirmation message will appear, with green ticks for each form filled in:

ITALIAN EXHIBITION GROUP 12:21 CET - Central Europe Time DST Benvenuto [User Name]

Risultato Registrazione [Pagina Iniziale](#)

✓ Dati Anagrafici ✓ Pagine di onboarding ✓ Mia Selezione di Categoria 4 Conferma Registrazione

Il Processo di Registrazione è Completo. Il tuo Account è stato Attivato e ti è stata inviata una email di conferma. Inserisci la tua Username e Password per accedere in piattaforma.

Riepilogo Registrazione

STATI DI COMPLETAMENTO (DATI OBBLIGATORI PER LA REGISTRAZIONE)	
Dati Anagrafici	✓
TIPOLOGIA FORNITORE	✓
FORM DI REGISTRAZIONE	✓
Sedi/stabilimenti in EUROPA	✓
Mia Selezione di Categoria	Categorie selezionate: 1

Complete and up-to-date filling in by suppliers of all the information requested in the platform should be considered an essential prerequisite to registering with the Italian Exhibition Group S.p.A. Supplier Register and continuing the existing supplier relationship.

## 2.4 Login

The first time you log in again, you'll be asked to update the password previously sent to you by email.

You'll be asked to:

- Log in with the login credentials received by email;
- Choose and confirm a new password.

## 2.5 Forgotten your username/password?

If you should lose your username or password, please proceed as follows:

- Click on the link "**Forgotten your username and password?**" on the home page.
  - If you've forgotten your password: enter your username and email address and click on Save; you'll receive an email with a temporary link to set a new password.
  - If you've forgotten your username: click on 'forgotten username', enter your email and click on 'Request Username Link'; you'll receive an email with a link to access your username.