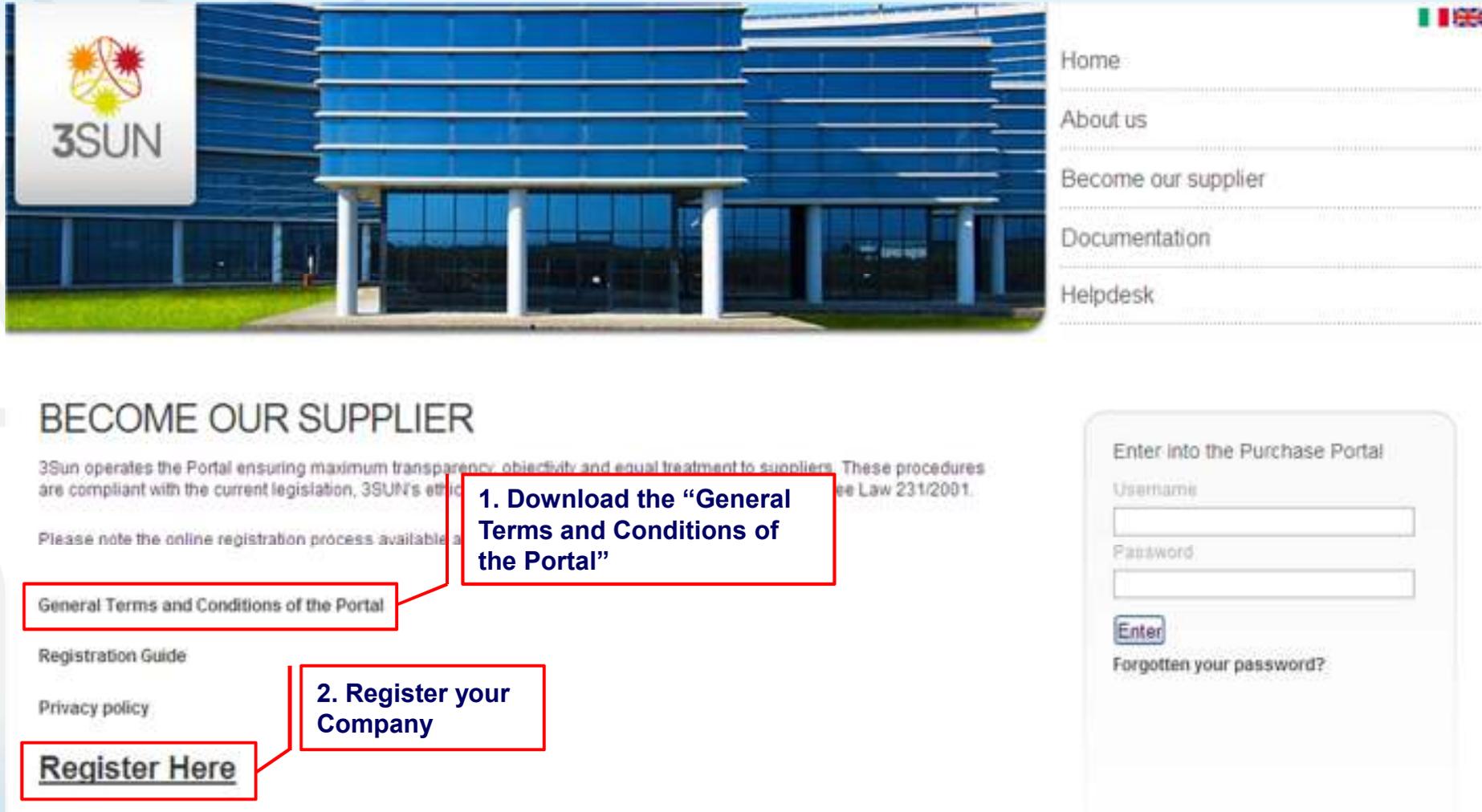




3SUN

*Registration Guide to
the Purchase Portal of 3SUN*

How to download the General Terms and Conditions and to register



The screenshot displays the 3SUN website interface. At the top left is the 3SUN logo, and at the top right are the Italian and UK flags. A navigation menu on the right includes links for Home, About us, Become our supplier, Documentation, and Helpdesk. The main content area features a 'BECOME OUR SUPPLIER' heading, followed by introductory text and a list of links: 'General Terms and Conditions of the Portal', 'Registration Guide', 'Privacy policy', and 'Register Here'. A registration form titled 'Enter into the Purchase Portal' is also visible, containing fields for 'Username' and 'Password', an 'Enter' button, and a 'Forgotten your password?' link. Two red callout boxes highlight the first two steps: '1. Download the "General Terms and Conditions of the Portal"' and '2. Register your Company'.

1. Download the "General Terms and Conditions of the Portal"

2. Register your Company

“Registration Data”

Registration Data

Organisation Details

- * Organisation Name
- * Organisation Legal Structure
- * Company Registration Number
- * VAT Number
- * Main Organisation Phone Number
- * Organisation Fax Number
- * Head Office (Address)
- * Postal Code
- * City
- * State/County
- * Country
- * Bank Swift Code
- Web site

Complete the “Registration Data” with the required information, then click on “Save” at the top of the screen.

*Please Note: * Required fields*

How to upload the General Terms and Conditions

- Attach in the appropriate fields:
1. “General Terms and Conditions of the Portal” duly filled in and signed
 2. Scanned copy of signer identity document.

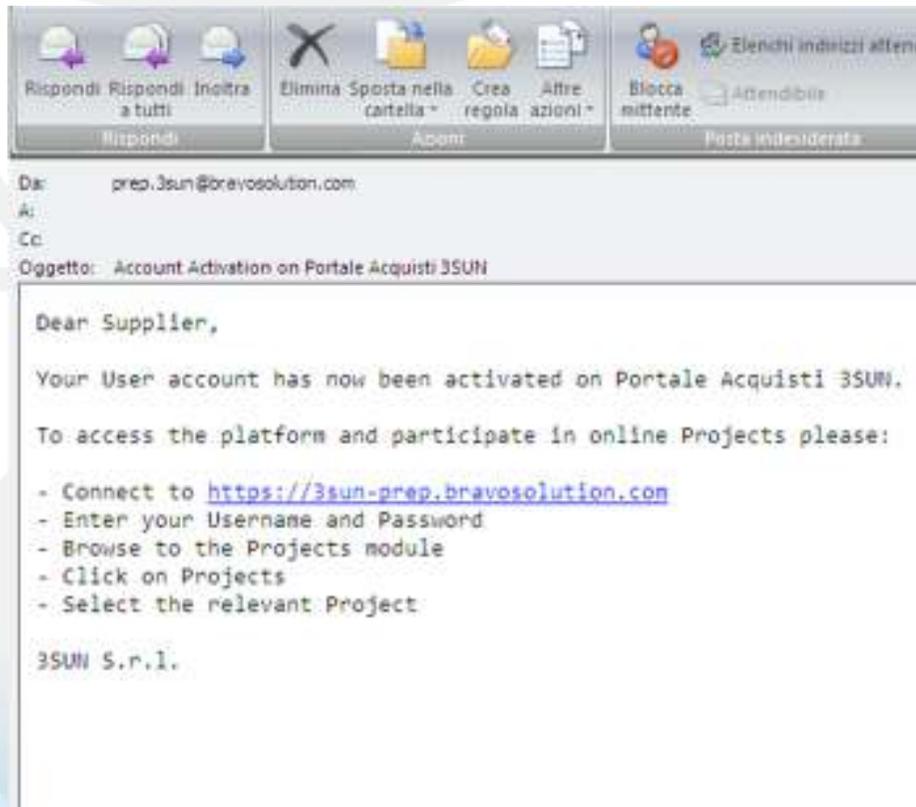
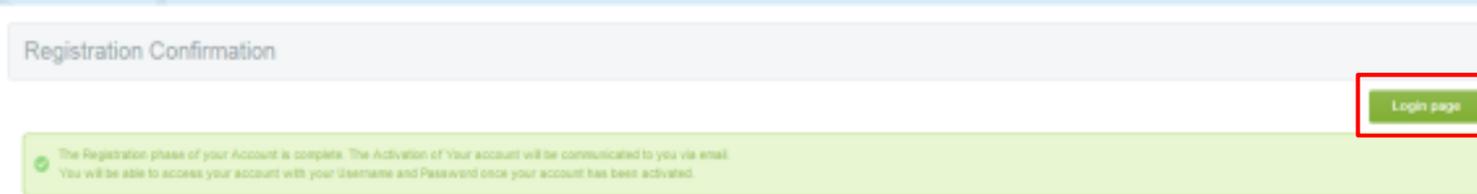
Basic Profile Details: QUESTIONARIO DI ISCRIZIONE AL PORTALE ACQUISTI

Condizioni generali del Portale

| | | |
|--|---|--|
| GENERAL TERMS AND CONDITIONS OF THE PORTAL | <ul style="list-style-type: none">• Please to attach the "GENERAL TERMS AND CONDITIONS OF THE PURCHASE PORTAL OF 3SUN", using the model available here. (Please Note: This document must be completed and signed by Company's Legal Representative. After its verification, you will receive an e-mail confirmation to enable access into the private area of the Purchase Portal). [NOTE: PLEASE, MARK WITH A TICK THE OPTION "YES" ON THE CONSENSUS FOR THE PROTECTION OF PERSONAL DATA (SEE PARAGRAPH 8.3 OF THE GENERAL CONDITIONS OF USE OF THE PORTAL)] | <input type="button" value="+ Click to attach file..."/> <input type="button" value="Download Template"/> |
| Identity document | <ul style="list-style-type: none">• Please to attach a copy of the signer identity document. | <input type="button" value="+ Click to attach file..."/> |
| Privacy Law | <ul style="list-style-type: none">• I have read and agree to Italian D.Lgs. 196/03 (Privacy Law) | <input checked="" type="checkbox"/> Ho letto e accetto di aver letto e accettato |

Filled in the required data, click on “Save & Continue” to complete the registration process.

E-mail confirmation to log in



The screen upon will confirm you the successful registration (Click on “Close window”)

An e-mail cofirmation will be sent to the adress provided during the registration. The password will be changed during the fist log in.

After 3SUN’s “General Terms and Conditions of the Portal” examination, the system will send you a second e-mail which confirm the enabling.

The enabling of Username and Password is necessary to log in the Portal.