



Purchasing Portal of RAI

Activation guide

The screenshot shows the "Rai Portale Acquisti" website. At the top, there is a blue header with the Rai logo and the text "Portale Acquisti". Below the header is a navigation bar with tabs for "Home", "Informations", "Activation", "Notification and notices", and "Supplier Register". The main content area is divided into three sections: "Reserved area" with a login form (username, password, "Log In" button, "Forgot your password", "Register Here"), "Contact us" with links to "Activation and eTendering helpdesk" and "Supplier Register helpdesk", and a "Welcome to the Purchasing Portal of RAI - Radiotelevisione Italiana" message. At the bottom, there is a footer with contact information for Rai - Radiotelevisione Italiana Spa, including the legal office address, phone number, and VAT number, along with a "System Requirements" link.

Activation guide

The screenshot shows a web browser window with the URL <https://www.portaleacquisti.rai.it/web/login.html>. The page features a dark blue header with the Rai logo and the text "Portale Acquisti". Below the header is a navigation menu with links for "Home", "Informations", "Activation", "Notification and notices", and "Supplier Register". The main content area is divided into three sections: "Reserved area" with a login form (username, password, and a "Log In" button), "Contact us" with links to "Activation and eTendering helpdesk" and "Supplier Register helpdesk", and a large blue box with the text "Welcome to the Purchasing Portal of RAI - Radiotelevisione Italiana". A blue callout box with the text "1. Type in the URL shown" points to the browser's address bar. Another blue callout box with the text "2. Click on «Register Here»" points to a "Register Here" link in the "Reserved area" section.

1. Type in the URL shown

2. Click on «Register Here»

Rai - Radiotelevisione Italiana Spa
Legal Office: Viale Mazzini, 14 - 00195 Roma
Fully paid-up share capital Eur 242.518.100,00
Rome trade register office
RAI 2015 - All rights reserved . VAT number 06382641006 - Powered by BravoSolution

[System Requirements](#)

Activation

The activation at the Purchasing Portal RAI allows economic operators to access the Reserved Area of the Portal and to participate in procedures managed electronically.

In order to obtain the activation, you have to make your online registration, review the available documentation on the area dedicated and attach the [General Conditions of Registration](#) digitally signed.

For more information and instructions on the process of activation, an operational guide is available, download from this link:

- [Activation guide](#)

[CONTINUE FOR REGISTRATION](#)

4. Click on «CONTINUE FOR REGISTRATION»

3. Save the document “General Conditions of Registration” for the next filling in and signing

Reserved area

username

password

► [Forgot your password](#)

► [Register Here](#)

[Log In](#)

Contact us

► [Activation and eTendering helpdesk](#)

► [Supplier Register helpdesk](#)



Close

User Agreement

5. Read the Code regarding the protection of personal data

be PDF file

Notice pursuant to Article 13 of Italian Legislative Decree No. 196/2003 and subsequent amendments and additions (Code regarding the protection of personal data)

1. Data Controller and Data Processors

The data controller is Rai Radiotelevisione Italiana S.p.A., with registered offices at no. 14 Viale Mazzini, Rome.

The parties responsible for processing the above-mentioned data are the Purchasing Department, the ICT Department and all other RAI Structures which may be called upon to take responsibility for the above, in accordance with the organisational structure of the Company as regards *privacy*, and who may be referred to from time to time in the tender documents. Furthermore, the Italian company BravoSolution SpA, with headquarters at 1 Piazza Repubblica, Bergamo, may also handle the data referred to above, in that RAI has nominated BravoSolution responsible for the execution of management and technical services relating to the System and for the computer applications necessary for the functioning of the aforementioned.

Specifically, the Manager of the System is responsible for the virtual, physical and logistical security of the above-mentioned System, also fulfilling the role of system administrator, and is in any case responsible for taking all measures established by Italian Legislative Decree No. 196/2003 and subsequent amendments, concerning the protection of personal data.

In respect of the Managers referred to above, Economic Operators may exercise the rights detailed in Article 7 of Italian Legislative Decree No. 196/2003. In particular, the interested party may request the deletion of their personal data through the features available on the Portal or according to the alternative methods provided.

2. Purposes of the processing and provision of data required

The personal details provided by the Economic Operator are handled by RAI for purposes strictly related to the Purchasing Portal, including (but not limited to) the following:

- purposes related to the participation in and hosting of online tenders;
- purposes related to the fulfilment of legal requirements (resulting from accounting/ tax regulations, etc.);
- purposes related to the possible subsequent drafting and management of contracts;
- purposes related to the management of claims or litigation (in or out of court);
- purposes related to the management of the supplier database;
- purposes related to the operation and management of RAI's business activities.

The provision of personal data for the purposes outlined above is necessary in that any refusal by the Economic Operator to provide such information will render it impossible to access the Portal and consequently, to participate in online tenders.

Accept

Delay

Go

6. Accept the Code regarding the protection of personal data and click on «Go»

Warning: during the enable process will be asked to attach the following documents:

- "General Conditions of registration " duly completed and digitally signed by the legal representative;
- Eventual Power of attorney

Before proceeding with the validation request you must be sure to save the required documentation for the next uploading .

Registration Data

7. Fill in the online registration form by entering all the required data (marked with *)

Organisation Details

* Organisation Name	<input type="text"/>
* Organisation Legal Structure	---
* Company Registration Number	<input type="text"/>
* VAT Number	<input type="text"/>
* Address	<input type="text"/>
Main Organisation Phone Number	<input type="text"/>
Organisation Fax Number	<input type="text"/>
* Postal Code	<input type="text"/>
* City	<input type="text"/>
* State/County	---
* Country	UNITED KINGDOM
Web site	<input type="text"/>

Save

Close

Reset

8. Click on «Save»

User Details

Title	---
* Last Name	<input type="text"/>
* First Name	<input type="text"/>
* Email Address <small>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</small>	<input type="text"/>
* Phone Number	<input type="text"/>
Fax Number	<input type="text"/>

9. Attach the document General Conditions of Registration duly completed the last page (the Acceptance Form to the Portal Purchasing Rai), digitally signed by the Enterprise's Legal Representative

Basic Profile Form: General Conditions of Registration
Registration

Modulo di Adesione al Portale

General Conditions of Registration

* Attach the document General Conditions of Registration, digitally signed by the Enterprise's Legal Representative.

+ Click to add a digitally signed file

Power of attorney

Attach the eventual Power of attorney

+ Click to attach file

Save & Continue Cancel

10. Attach the eventual Power of attorney

11. Click on «Save & Continue»

Registration Confirmation

[Login page](#)

✔ The Registration phase of your Account is complete. The Activation of Your account will be communicated to you via email.
You will be able to access your account with your Username and Password once your account has been activated.

The phase of registration has been completed.

The system will send an email containing username and temporary password, which will be activated only after sending the “General Conditions of Registration” duly completed and digitally signed (together with a copy of any power of attorney) and the positive verification of documents submitted.

Oggetto: Registration on Portale Acquisti RAI

Dear XXXXX,

Welcome to Portale Acquisti RAI.

You have now successfully registered to use <https://rai-prep.bravosolution.com>

Your Password is: 6401249245

Upon verification of all the registration information (on-line registration form and documentation), it will proceed with the activation of the temporary password (notified by sending an email).

The user, by this time, could access to the private area of the portal.

Oggetto: Information Regarding Account Access on Portale Acquisti RAI

Dear User,

Your account has been enabled by Rai.

To access your account on Portale Acquisti RAI.

- Connect to: <https://rai-prep.bravosolution.com>
- Enter your Username and Password (note that your password has been reset)
- Password : 9570085303

On first access the system requires, for security reasons, to change the temporary password.

The user must:

- indicate the new password;
- confirm your new password;
- click on "Send".

Rai Portale Acquisti

Specify a new Password in order to proceed

⚠ For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.

ⓘ Passwords must contain at least 5 characters
Password must be different from login
The new password must be different from the previous 3 passwords

New Password

Confirm Password

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Purchasing Portal of RAI

End