



# Purchasing Portal of RAI

**Activation Guide to Supplier List**

# Registration on the Purchasing Portal of RAI

Access to the web site of the Purchasing Portal of RAI at the following address:

<https://www.portaleacquisti.rai.it>

**Rai Portale Acquisti**

IT **EN** Home Informations Activation Notification and notices Supplier Register

**Reserved area**  
username   
password   
> Forgot your password  
> **Register Here**

**Contact us**  
> Activation and eTendering helpdesk  
> Supplier Register helpdesk

**Welcome to the Purchasing Portal of RAI - Radiotelevisione Italiana**

In order to manage "not on-line" tender, please refer to the website [www.fornitori.rai.it](http://www.fornitori.rai.it)

**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 2017 - All rights reserved . VAT number 06382641006 - Powered by BravoSolution

System Requirements

# Registration on the Purchasing Portal of RAI

**Rai Portale Acquisti**

IT EN Home Informations Activation Notification and notices Supplier Register

## 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 from this link:

- [Activation guide](#)

**CONTINUE FOR REGISTRATION**

**1. Save the document "General Conditions of Registration" for the next filling in and signing**

**2. Click on "Continue for Registration"**

## Reserved area

username

password

[Forgot your password](#)

[eTendering helpdesk](#)

[Supplier Register helpdesk](#)



# Registration on the Purchasing Portal of RAI

Rai Portale Acquisti

Close

## User Agreement

Read the Code regarding the protection of personal data

### 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

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 on the Purchasing Portal of RAI

Fill in the online registration form by entering all the required data (marked with \*) and click on "Save".

## Registration Data

**Save** **Close**  
**Reset**

### 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/Country                | ---                  |
| * Country                      | UNITED KINGDOM       |
| Web site                       | <input type="text"/> |

### 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"/> |

# Registration on the Purchasing Portal of RAI

Rai Portale Acquisti

Basic Profile Form: General Conditions of Registration

1. 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

3. Click on "Save & Continue"

Save & Continue

Cancel

## Modulo di Adesione al Portale

General Conditions of Registration

\* 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.

2. Attach the eventual Power of attorney

+ Click to add a digitally signed file

Power of attorney

Attach the eventual Power of attorney

+ Click to attach file

# Registration on the Purchasing Portal of RAI

The system will send an email containing username and temporary password (editable at first access), 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.

If the documentation has not yet been submitted, it is necessary to:

- Access the RAI Purchasing Portal <https://www.portaleacquisti.rai.it>;
- Enter your username and temporary password;
- Click on "Submit";
- Follow the instructions in slide 6.

## 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.

# Access to the Purchasing Portal of RAI

**Rai Portale Acquisti**

IT EN Home Informations Activation Notification and notices Supplier Register

**Reserved area**

username

password

> Forgot your password

> Register Here

**Contact us**

> Activation and eTendering helpdesk

> Supplier Register helpdesk

Welcome to the Purchasing Portal of RAI - Radiotelevisione Italiana

In order to manage "not on-line" tender, please refer to the website [www.fornitori.rai.it](http://www.fornitori.rai.it)

**Enter Username and temporary Password received by email**

Rai - Radiotelevisione Italiana Spa  
Legal Office: Viale Mazzini, 14 - 00195 Roma  
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[System Requirements](#)



# Access to the Purchasing Portal of RAI

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 "Submit".

### 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

Submit

✕ Cancel

# New subscription to the Suppliers List

The subscription to the RAI Suppliers List will be possible, following the enabling of the Portal, through the classification for the product categories of interest and the compilation of the relevant online questionnaires.

Welcome

The screenshot shows the 'Welcome' page with three main sections:

- Dashboard:** Contains a link to 'Main Dashboard'.
- Sourcing:** Contains links to 'Projects', 'RFIs', 'RFQs', 'Auctions', 'Contracts', and 'Published Opportunities'.
- My Organisation:** Contains links to 'Organisation Profile', 'My Categories' (highlighted with a red box), and 'Assessments'.

From the Welcome page, click on "My Categories" to start the inscription to the Supplier List



The screenshot shows the 'My Categories' page. At the top right, there is a button labeled 'Add Category' with a plus icon, which is highlighted with a red box. Below the button is a search filter dropdown menu labeled 'Selected a Filter'. At the bottom, there is a table header with columns: 'Category Code', 'Title', 'Classified On', 'Assessment Status', and 'Completion Status'.

To select one or more product categories, click on "Add Category"

# Identification of Product Categories of Interest

The selection of categories will only be possible on the last levels ("leaves") of the RAI Product Categories Tree. Select one or more merchandise categories in the Register and, if applicable, one or more lottery rankings for which to apply.

The screenshot shows the RAI Product Categories Tree interface. At the top, there is a 'Tree Navigation' section with a 'Confirm Current Selection' button (highlighted in red) and a 'Cancel' button. Below this is a 'Free Text Search' section with a search input field and a 'Search' button (highlighted in red). A callout box points to the search area, stating: "It's possible to search for interest categories by using special search filters".

Below the search section is a 'Deselect All' button. On the right side, there are three buttons: 'Display Selected Only', 'Expand All' (highlighted in red), and 'Collapse All'. A callout box points to the 'Expand All' button, stating: "To view the full merchandise tree of RAI, click on 'Expand All'".

The main area displays a tree structure under the heading 'Categories (selected items: 27)'. The tree is partially expanded, showing several categories. A red box highlights a right-pointing arrow next to category 'A - BENI E SERVIZI PER LE INFRASTRUTTURE TECNICHE DI TELE-RADIO COMUNICAZIONE E DI PRODUZIONE AUDIO-VIDEO'. A callout box points to this arrow, stating: "Alternatively, click on the highlighted arrow to see the details of the categories in the merchandise field of interest".

# New Subscription to Suppliers List

After selecting the categories of interest - clicking on "Confirm Current Selection" - you will be able to fill in the General Questionnaire and the specific Questionnaires of the categories of interest, in a single screen.

Free Text Search  [Search](#)

[Deselect All](#)

[Confirm Current Selection](#) [Cancel](#)

[Display Selected Only](#) [Expand All](#) [Collapse All](#)

Categories (selected items: 29)

- 1 - Albo RAI - Albo RAI
  - A - BENI E SERVIZI PER LE INFRASTRUTTURE TECNICHE DI TELE-RADIO COMUNICAZIONE E DI PRODUZIONE AUDIO-VIDEO
  - B - BENI E SERVIZI DI INGEGNERIA ELETTRICA ED ELETTRONICA, MATERIALI DIVERSI PER LE INFRASTRUTTURE ORDINARIE E PER LE ESIGENZE DI PRODUZIONE TELEVISIVA
    - B1AX - RETI DI DISTRIBUZIONE DI ENERGIA , IMPIANTI CIVILI E INDUSTRIALI
    - B2AX - SERVIZI E MATERIALI PER ILLUMINAZIONE PER USI CIVILI E INDUSTRIALI
    - B2B - ... ONE PER ESIGENZE DI PRODUZIONE TELEVISIVA (ILLUMINAZIONE SCENICA)
    - B2CX - ... TTRICHE (GRUPPI , GENERATORI, ..), PER LE INFRASTRUTTURE AD USO CIVILE E INDUSTRIALE
    - B2DX - COMPONENTI PASSIVI DI CABLAGGIO AV/DATI E COMPONENTI ELETTRONICI
    - B2EX - STRUMENTI DI MISURA AUDIO, VIDEO E DATI, GENERATORI DI SEGNALI DI RIFERIMENTO
  - C - BENI E SERVIZI INFORMATICI PER I SERVIZI IT E DI FONIA

# Compilation Online Questionnaires

After selecting the merchandise category, complete Questionnaire compilation. Compilation can be made for subsequent save (using the " Save" command).

Save

Cancel

Category List:

- ① >Albero merceologico> Albo RAI>BENI E SERVIZI DI INGEGNERIA ELETTRICA ED ELETTRONICA, MATERIALI DIVERSI PER LE INFRASTRUTTURE ORDINARIE E PER LE ESIGENZE DI PRODUZIONE TELEVISIVA>SERVIZI E MATERIALI PER ILLUMINAZIONE PER USI CIVILI E INDUSTRIALI;

## Form Title: 0 - Informazioni e Conferma Invio Candidatura

### Conferma Invio Candidatura

Gentile Operatore Economico, compilando i moduli di questa area, stai presentando la candidatura per l'ALBO FORNITORI RAI per le categorie merceologiche selezionate. All'interno del questionario troverai i seguenti Form:

- A. Conferma dati Legale Rappresentate
- B. Domanda di iscrizione all'Albo - Accettazione
- C. Informazioni generali dell'Impresa
- D. Dichiarazioni ex DPCM 187/1991 – Composizione capitale sociale
- E. Dichiarazione catena proprietaria e fiduciarie
- F. Esponenti aziendali in carica
- G. Esponenti aziendali cessati dalla carica
- H. Dichiarazioni ex art. 80 d.lgs. 50/2016
- I. Altre dichiarazioni
- J. Relazioni di potenziali conflitti di interesse
- K. Rapporti di collegamento/controllo con altre imprese
- L. Correlazione con altre imprese iscritte
- M. Consorzi
- N. Informazioni di dettaglio
- O. Dati generali di capacità economico-finanziaria
- P. Dati generali di capacità tecnico-professionale
- Q. Attestazione SOA
- R. Ulteriori informazioni macro-qualitative

Form di Categoria Specifica:

Codice Categoria - A. Dati specifici relativi alla categoria merceologica prescelta

Codice Categoria - T. Eventuali informazioni /documentazione integrativa.

Title

Description

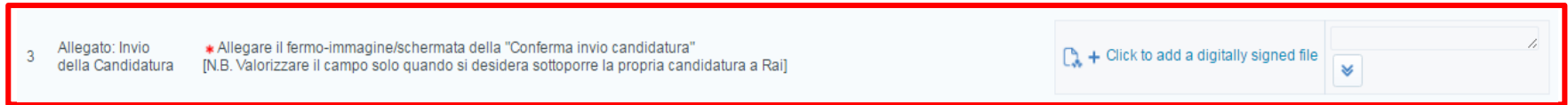
Response

\* Una volta che tutti i form saranno completamente o correttamente compilati ( tutti i campi segnati con il carattere \* sono obbligatori) si potrà concludere la procedura di "Prima iscrizione", " Iscrizione ad una nuova categoria" o " Modifica risposte" utilizzando la funzionalità di conferma contenute nel presente "Form 0 - Informazioni e conferma invio candidatura" secondo le modalità di seguito indicate

# Compilation Online Questionnaires

It is possible to save and suspend the non-compiled questionnaire at any time.

Step 3 (see figure) must not be completed and, in succession, fill in all the fields .. click save and continue .. You can also save the completed questionnaire and then proceed to complete the registration as described in the following tables.



Fill in all the fields (except for the above field) of the questionnaire and proceed by clicking on the "Save" button.

Click "Skip Mandatory Questions" inside the notification box "Missing Mandatory Field".

## Note

This page contains missing mandatory fields. Without answers to these Questions your Classification will not be complete.

Please review the following:

- Missing Mandatory Field: Allegato: Invio della Candidatura
- Missing Mandatory Field: Ricavi Specifici Anno n
- ① - Missing Mandatory Field: Ricavi Specifici Anno n-1
- Missing Mandatory Field: Ricavi Specifici Anno n-2
- Missing Mandatory Field: Documentazione
- Missing Mandatory Field: Numero principali servizi/forniture
- Missing Mandatory Field: Interesse Geografico
- Missing Mandatory Field: Area di interesse in Rai

 Complete Current Form

 Skip Mandatory Questions

# Compilation Online Questionnaires

Add Category ...

## My Categories

Select a Filter

|   | Category Code | Title  | Classified On       | Assessment Status             | Completion Status |
|---|---------------|--|---------------------|-------------------------------|-------------------|
| 1 | A1AX          | APPARATI, SISTEMI ED INFRASTRUTTURE PER LA TRASMISSIONE DEI SEGNALI AV AD ALTA FREQUENZA | 13/10/2016 16:52:18 | Assessment Status not visible |                   |

1. Click on the category you have previously selected

2. Click the button with the three points

Back to List

Classification: >Albero merceologico> Albo RAI>BENI E SERVIZI PER LE INFRASTRUTTURE TECNICHE DI TELE-RADIO COMUNICAZIONE E DI PRODUZIONE AUDIO-VIDEO>APPARATI, SISTEMI ED INFRASTRUTTURE PER LA TRASMISSIONE DEI SEGNALI AV AD ALTA FREQUENZA

Remove Category

Print

Form Title: 0 - Informazioni e Conferma Invio Candidatura

### Conferma Invio Candidatura

Gentile Operatore Economico, compilando i moduli di questa area, stai presentando la candidatura per l'ALBO FORNITORI RAI per le categorie m

- A. Conferma dati Legale Rappresentate
- B. Domanda di iscrizione all'Albo - Accettazione
- C. Informazioni generali dell'Impresa
- D. Dichiarazioni ex DPCM 167/1991 - Composizione capitale sociale
- E. Dichiarazione catena proprietaria e fiduciarie
- F. Esponenti aziendali in carica
- G. Esponenti aziendali cessati dalla carica
- H. Dichiarazioni ex art. 80 d.lgs. 50/2016
- I. Altre dichiarazioni
- J. Relazioni di potenziali conflitti di interesse
- K. Rapporti di collegamento/controllo con altre imprese
- L. Correlazione con altre imprese iscritte

3. Click Print and save as a PDF ("Print as PDF") the completed questionnaire on your PC

# Compilation Online Questionnaires

After you have signed the downloaded questionnaire digitally, proceed to upload to Portal as follows:

[← Back to List](#)

Classification: >Albero merceologico> Albo RAI>BENI E SERVIZI DI INGEGNERIA ELETTRICA ED ELETTRONICA, MATERIALI DIVERSI PER LE INFRASTRUTTURE ORDINARIE E PER LE ESIGENZE DI PRODUZIONE TELEVISIVA>SERVIZI E MATERIALI PER ILLUMINAZIONE PER USI CIVILI E INDUSTRIALI

Form Title: 0 - Informazioni e Conferma Invio Candidatura

Edit

## Conferma Invio Candidatura

Gentile Operatore Economico, compilando i moduli di questa area, stai presentando la candidatura per l'ALBO FORNITORI RAI per le categorie merceologiche selezionate. All'interno del questionario sono presenti i seguenti moduli:

- A. Conferma dati Legale Rappresentate
- B. Domanda di iscrizione all'Albo - Accettazione
- C. Informazioni generali dell'Impresa
- D. Dichiarazioni ex DPCM 187/1991 – Composizione capitale sociale
- E. Dichiarazione catena proprietaria e fiduciaria
- F. Esponenti aziendali in carica
- G. Esponenti aziendali cessati dalla carica
- H. Dichiarazioni ex art. 80 d.lgs. 50/2016
- I. Altre dichiarazioni
- J. Relazioni di potenziali conflitti di interesse
- K. Rapporti di collegamento/controllo con altre imprese
- L. Correlazione con altre imprese iscritte
- M. Consorzi

1. Click "Edit"

- 3 Allegato: Invio della Candidatura ★ Allegare il fermo-immagine/schermata della "Conferma invio candidatura" [N.B. Valorizzare il campo solo quando si desidera sottoporre la propria candidatura a Rai]

+ Click to add a digitally signed file

2. Attach the signed document by clicking on "Click to add a digitally signed file"

Classification: >Albero merceologico> Albo RAI>BENI E SERVIZI DI INGEGNERIA ELETTRICA ED ELETTRONICA, MATERIALI DIVERSI PER LE INFRASTRUTTURE ORDINARIE E PER LE ESIGENZE DI PRODUZIONE TELEVISIVA>SERVIZI E MATERIALI PER ILLUMINAZIONE PER USI CIVILI E INDUSTRIALI

3. Finally, click on "Save"

Save

Cancel



# Sending the Application

By clicking on "OK" the classification process is completed. In the "My Categories" area, the list of your categories will be available. In the "Completion Status" column, the status of compiling the data required for the Subscription is highlighted.

The screenshot shows a web interface titled "My Categories". A modal dialog box is open, displaying the message: "rai-prep.bravosolution.com dice: - Your Categorisation has been saved." with an "OK" button highlighted in red. Below the dialog, a table lists categories with columns for "Category Code", "Title", and "Completion Status".

| Category Code | Title   | Completion Status                                 |
|---------------|---|---|
| 1 A1AX        | APPARATI, SISTEMI ED INFRASTRUTTURE PER LA TRASMISSIONE DEI SEGNALI AV AD ALTA FREQUENZA                | 21/02/2017 14:14:41 Asse... Status not visible    |
| 2 A2AX        | SERVIZI PER LA FORNITURA TEMPORANEA DI CIRCUITI DI COLLEGAMENTO PERMANENTI AUDIOVIDEO IN ALTA FREQUENZA | 21/02/2017 15:19:39 Assessment Status not visible |
| 3 A2BX        | FORNITURA DI FREQUENZE TERRESTRI  |   |

Callout boxes provide additional instructions:

- To make changes to the Questionnaire for the Merchandise Category already selected, click the name the interest category and then click on "Edit"**
- If the questionnaire has been completed with all required data, the "Completion Status" will be blue**
- If the questionnaire has not been completed with all required data, the "Completion Status" will be red**

The day after the completion of all compulsory data for each of the previously selected categories, the application will be automatically transmitted from the RAI Portal to the status: "Verifica Istanza". Changes to a category will be allowed as long as the instance has not been submitted to RAI.

# Updating Online Questionnaires

In the "Assessments" area you can keep up-to-date the registration data for the Suppliers List (for expiring documents). The request for update or document integration can be started directly from RAI. In that case a system email will notify this request.

Welcome

The screenshot shows a dashboard with three main sections: Dashboard, Sourcing, and My Organisation. The Dashboard section contains a link for 'Main Dashboard'. The Sourcing section contains links for 'Projects', 'RFIs', 'RFQs', 'Auctions', 'Contracts', and 'Published Opportunities'. The My Organisation section contains links for 'Organisation Profile', 'My Categories', and 'Assessments'. The 'Assessments' link is highlighted with a red rectangular box. A blue callout box with a white background and a blue border points to the 'Assessments' link, containing the text: 'To update the registration information, click on "Assessments"'. A large blue arrow points downwards from the callout box towards the next screenshot.

To update the registration information, click on "Assessments"



Editable Assessments    **Category Assessments**

Select a Filter

| Buyer Organisation | Request Received On | Editable Form Completion | Editable Category Form Completion |
|--------------------|---------------------|--------------------------|-----------------------------------|
| 1 Rai              | 26/04/2017 10:10    |                          | 24%                               |
| Total 1            |                     |                          | Page 1 of 1                       |

# Sending Updated Questionnaires

Responses must be updated accurately and, once completed, you will be able to submit updated responses to RAI.

Request by Buyer Organisation: Rai  
Request Received On: 26/04/2017 10:10  
Return Status: Forms To Be Returned To Buyer

Details Messages (Unread 0)

Editable Category Forms

Editable Category Forms

Return Category Forms To Buyer

Select a Filter

|   | Category Code | Category Title  | Supplier Form Status |          | Document Expiry Date (First to Expire) | Last Modification Date | Category Form Editing Enabled On | Forms Reviewed |
|---|---------------|---|----------------------|----------|--|------------------------|----------------------------------|----------------|
|   |               |   | Mandatory            | Optional |  |                        |                                  |                |
| 2 | A1BX          | APPARATI E SISTEMI PER LA GESTIONE DELLE RETI DI TRASMISSIONE | 94%                  | 4%       |  | 18/04/2017 10:47       | 26/04/2017 10:10                 | No             |

After you have updated all forms, click on "Return Category Forms to Buyer" to submit it to RAI

The "Messages" area allows you to communicate with RAI (see later tables)

Return Category Forms To Buyer

Go to the specific form to update the answers on time

Sending forms will only be possible when each of them is up-to-date ("Yes")

To exchange communications with RAI use the “Messages” area, as described in the following tables.

Request by Buyer Organisation: Rai  
 Request Received On: 26/04/2017 10:10  
 Return Status: Forms To Be Returned

Details Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages

**To create a message, click on "Create Message "**

Click on "Generate Message Boxes" to activate the messaging area.

Generate Message Boxes

No Message Folder has been created for this Assessment. To activate the Messages area click 'Generate Message Boxes'

Message

Subject

Message

Send Message Save as Draft Cancel

**3. Finally, click on "Send Message"**

Attachments

1. Enter object and content of the message

Attachments

2. It's possible to attach any documents to the message

No Attachments

Recipient

|   |     |
|---|-----|
| 1 | Rai |
|---|-----|

# Message Area

If a communication was sent by RAI, in the message area will be highlighted the presence of a non-read message (also notified via system email).

The screenshot shows a web interface for a message area. At the top, there are tabs for 'Details' and 'Messages (Unread 1)'. Below this are navigation buttons: 'Create Message', 'Received Messages', 'Sent Messages', and 'Draft Messages'. A 'Create' button and a three-dot menu are on the right. A filter dropdown is labeled 'Select a Filter'. Below is a table with columns: 'Sender', 'Date', 'Subject', 'Opened by Me', 'Opened', and 'Replied'. The first row has '1', 'Rai', '26/04/2017 11:13', 'RAI - Documentazione Richiesta', and empty cells for the other columns. A red box highlights the subject text. A blue callout box with the text 'Access to the contents of the message' points to the subject.

|   | Sender | Date             | Subject                        | Opened by Me | Opened | Replied |
|---|--------|------------------|--------------------------------|--------------|--------|---------|
| 1 | Rai    | 26/04/2017 11:13 | RAI - Documentazione Richiesta |              |        |         |

The screenshot shows the details of a message. On the left, there is a 'Back' button. Below it, the word 'Message' is followed by a horizontal line. On the right side, there are 'Reply' and 'Print' buttons. The 'Reply' button is highlighted with a red box. A blue callout box with the text 'After reading the message, click on "Reply" to send any response to RAI' points to the 'Reply' button. The message content is displayed in two columns: 'Date' (26/04/2017 11:13) and 'Subject' (RAI - Documentazione Richiesta) on the left; 'Sent by' (Rai) and 'Message' (Spett.le Ditta, dalle analisi relative alla documentazione allegata si evince che 1)... on the right.

**Message**

Date  
26/04/2017 11:13

Subject  
RAI - Documentazione Richiesta

Sent by  
Rai

Message  
Spett.le Ditta,  
dalle analisi relative alla documentazione allegata si evince che  
1)...



# Purchasing Portal of RAI

Activation Guide to Supplier List

END