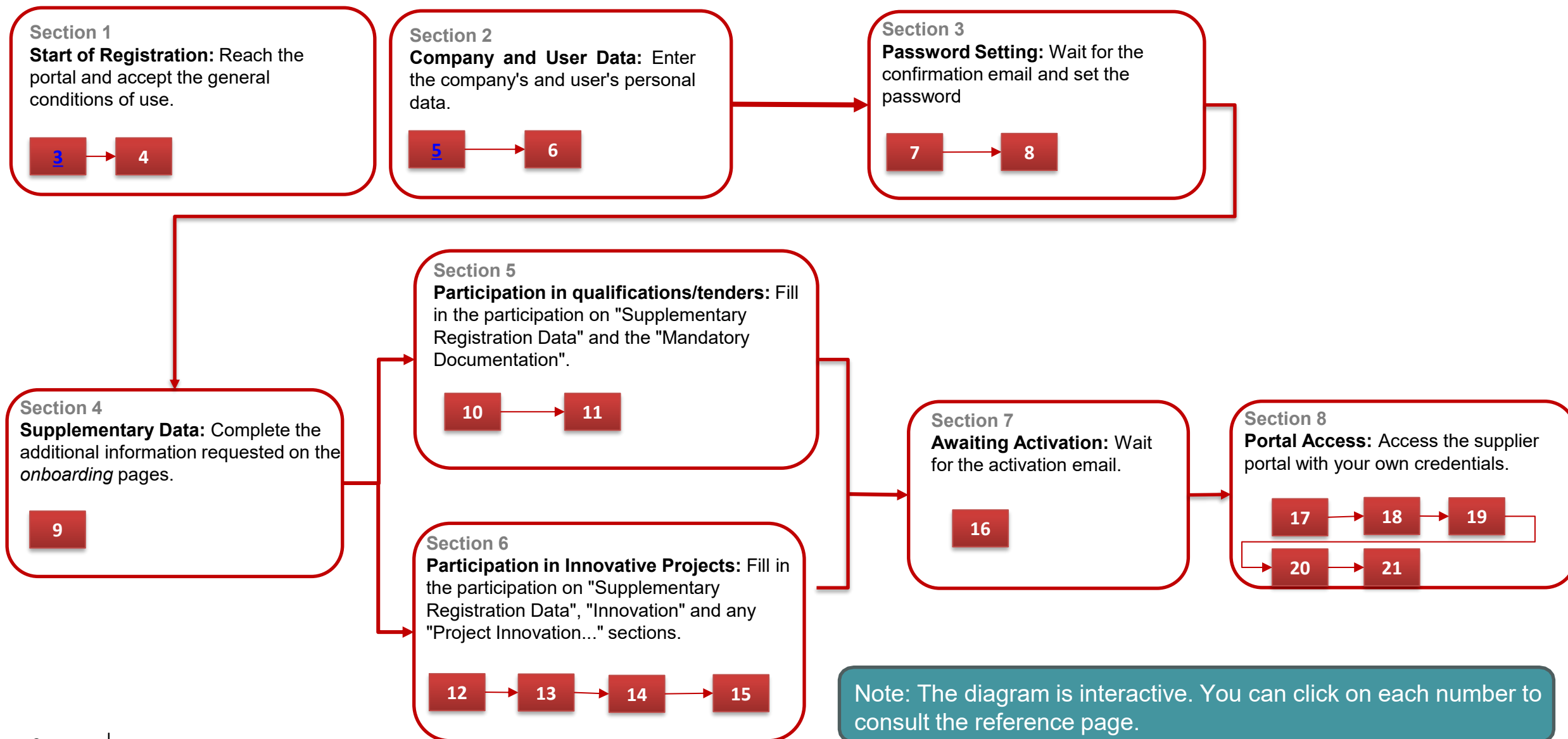




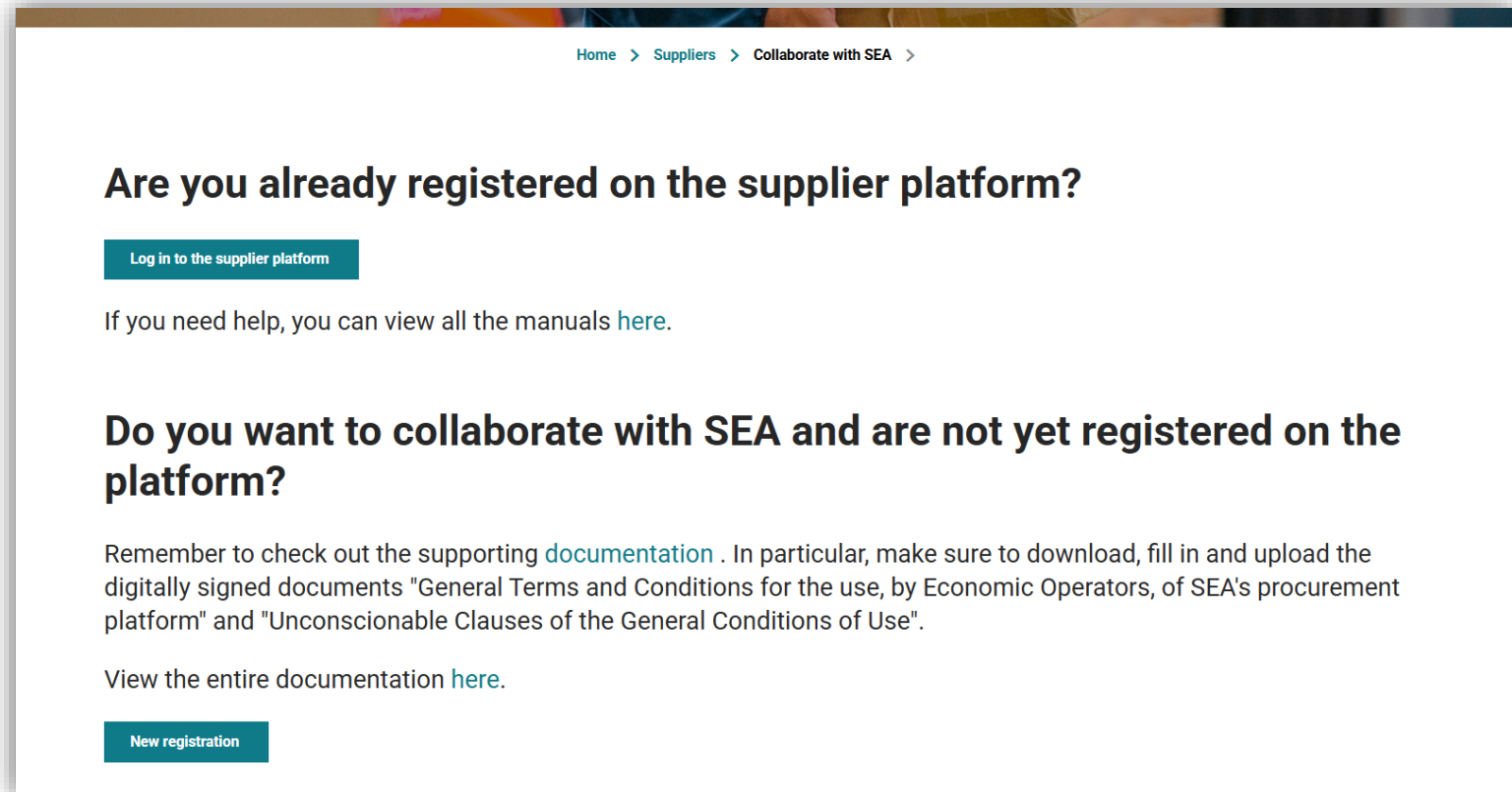
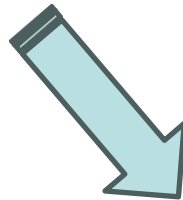
Platform registration manual

Registration Process Overview



To begin the registration process on the supplier portal, you can access it through:

- The SEA portal by using the following URL: [Supplier Portal Platform Collaborate with SEA | SEA Corporate](#) in the **"Collaborate with SEA"** area, by clicking on **"New Registration"**



Home > Suppliers > Collaborate with SEA >

Are you already registered on the supplier platform?

[Log in to the supplier platform](#)

If you need help, you can view all the manuals [here](#).

Do you want to collaborate with SEA and are not yet registered on the platform?

Remember to check out the supporting [documentation](#) . In particular, make sure to download, fill in and upload the digitally signed documents "General Terms and Conditions for the use, by Economic Operators, of SEA's procurement platform" and "Unconscionable Clauses of the General Conditions of Use".

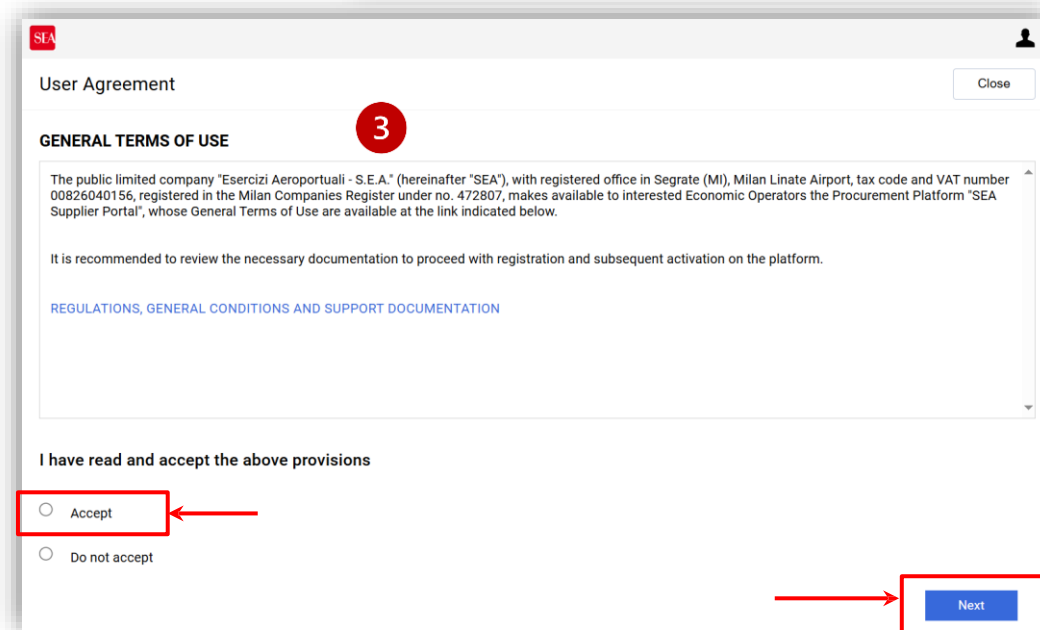
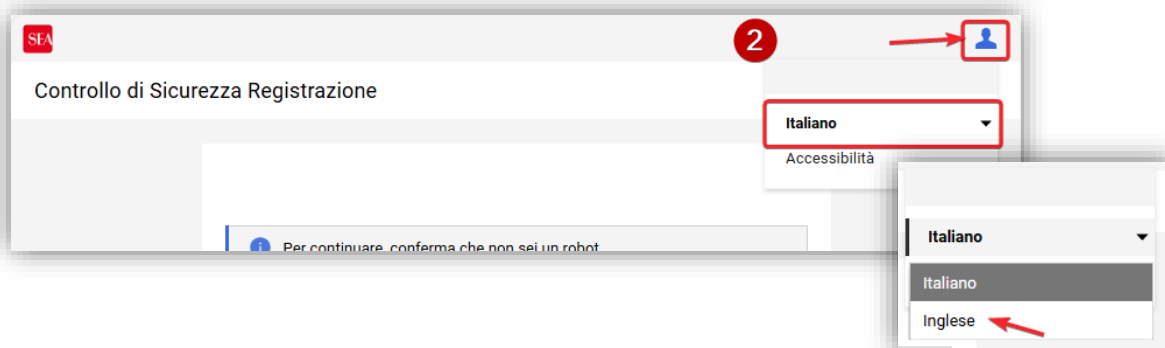
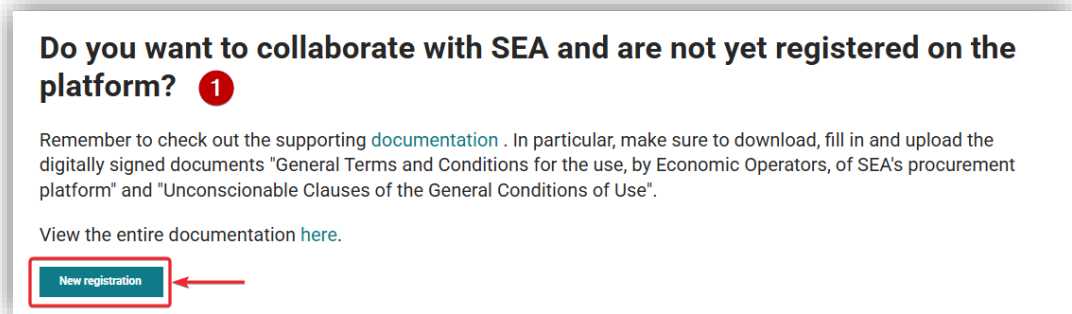
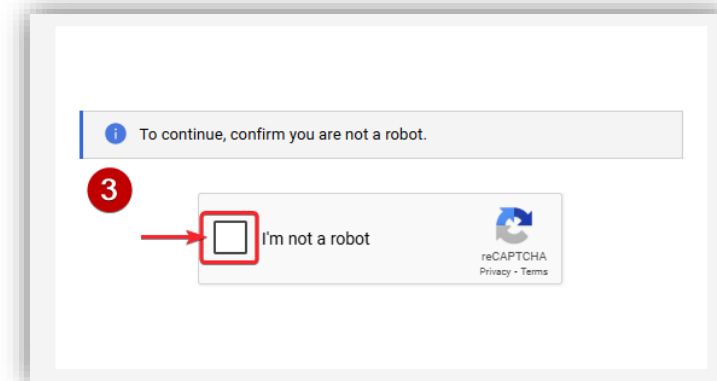
View the entire documentation [here](#).

[New registration](#)

Registration Process: General terms and conditions of use

Here are the steps to register:

- Go to the website <https://milanairports.com/it/portale-fornitori/collabora-con-sea>
- Consult the supporting documentation required to complete the registration
- Click on **'New Registration'** (1).
- To change the language in English click in the profile icon and then «Inglese».
- Complete the 'CAPTCHA' security check (this may be an image-based check) by ticking the confirmation box (2).
- Read and accept the general terms and conditions of use.
- Click on the **"Next"** button to proceed with registration (3).



Registration Process: The sections of the registration form



After confirming the terms and conditions of use, you will be directed to the page where you can fill in your personal details.

The data to be entered is divided into three sections:

- a) **Main organisation data**: this section contains the personal details of the company and the master user who operates on behalf of the company on the portal;
- b) **Onboarding page**: this section is divided into:
 - a) **Additional Registration Data**: useful information for participating in the qualification rounds or competitions and innovation is provided;
 - b) **Mandatory Documentation**: the documentation required for use of the portal and the "General Terms and Conditions of Use" document to be attached and digitally signed are provided.
 - c) Useful information for participation is provided. Innovation
- d) **Confirmation of Registration**: summary section of your answers
your answers

The screenshot shows the 'Registration Data' form in the SEA portal. The top bar indicates the time as 09:57 Central European Time DST. The form is divided into a left sidebar and a main content area. The sidebar contains an 'Index' with links to 'Main Organisation Data', 'Registration Data' (highlighted with a red 'x' icon), 'Onboarding Pages', and 'Registration Confirmation'. The main content area is titled 'Organisation Details' and contains several fields: 'Country' (dropdown menu showing 'UNITED KINGDOM OF GREAT BRITAIN AND NORTH...'), 'Organisation Legal Structure' (dropdown menu showing 'Private Limited Company (Ltd)'), 'Company Registration Number' (text input), 'City' (text input), 'Postal Code' (text input with a location pin icon), and 'Organisation Email Address' (text input).

Registration Process: Filling in Company and User Data



The "Main organisation details" section contains the personal details of the organisation and the user to be completed. company and user details to be filled in.

a) Proceed with filling in the "**Registration Data**" form:

- Some fields are mandatory and are marked with an asterisk "*" (1).
- The system automatically checks that the fields are unique. **VAT number**;
- All communications regarding access to the portal will be sent to the user's email address, as indicated in the **User Email Address** field (2);
- The username required to access the portal is the username indicated in the **Username** field (3);

a) Click the 'Save' button.

After saving the data, you will be directed to the next section "[Onboarding](#) page" where you can proceed with filling in your details.

You will also receive an email containing a link to access the portal.

NB. If the VAT number and tax code are already present on the portal, the user may contact the Help Desk for further information on how to proceed (5);

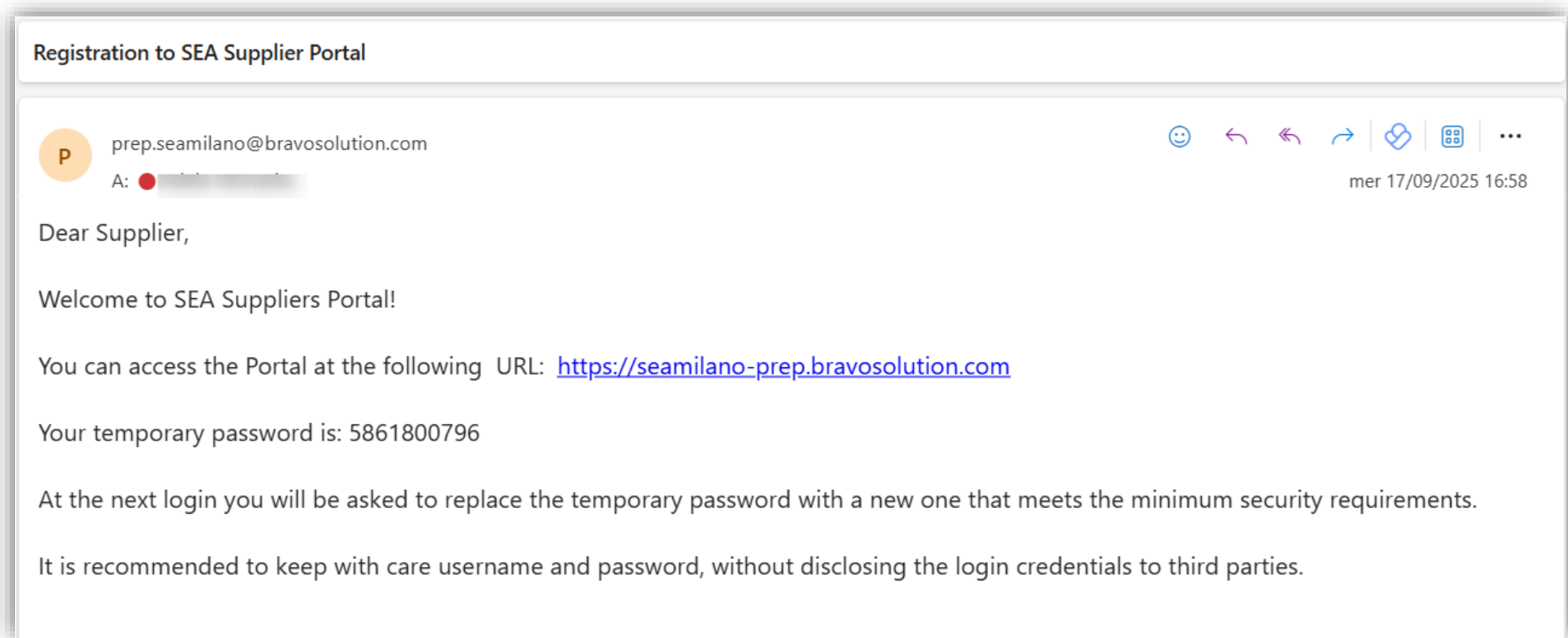
The screenshot shows the registration form with the following sections and fields:

- Organisation Details**
 - Country** (1): UNITED KINGDOM OF GREAT BRITAIN AND NORTH...
 - Organisation Legal Structure**: ---
 - Company Registration Number**
 - City**
 - Postal Code**
 - Organisation Email Address**
 - Organisation Name**
 - VAT Number** (5): VAT Number. A red error message states: "An Organisation with the same VAT Number already exists, this must be unique".
 - Address**: SEA 16:54 Central European Time DST
 - State/Country**: ---
 - Main Organisation Phone Number**
 - Organisation Fax Number**
- User Details**
 - First Name**
 - Telephone**
 - User Email Address** (2): IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly.
 - Username** (3): (please do not forget your username)
 - Time Zone**: BST/GMT - Greenwich Mean Time (Europe/Lon)
 - Last Name**
 - Mobile** (please enter "+" "country code" and "your mobile phone number" with no spaces)
 - PEC**
 - Preferred Language**: ---

Buttons: Close, Save & Continue (4).

After completing the "Registration Details" form, you will receive a confirmation email containing a link and your initial password to access the platform.

Once you have logged in for the first time, you will be asked to change your initial password. The new password will be used for subsequent logins.



Registration Process - Supplementary Data

Below are the steps to access the platform for the first time:

- Select the link received in the email (1);
- Enter your **UserID** (the username you entered in the 'User Information' form)
- Enter your **password** (the password received in the email);
- Click on the **"Send"** button (2);
- Enter a new password and click the **"Submit"** button (3).



Login Page

Username

Password

Forgot Password

Submit

New Registration

SSO Access

SSO Request

Links

Current Opportunities

Past Opportunities

2

Instructions for choosing a new password

- The password entered must match in both boxes
- The password must contain at least 12 characters
- Passwords must contain both letters and numbers, including at least one of the following special characters: \!£\$%&/'()*=^&#[] @,;:_-><+<+>+<+>+
- The password must contain lowercase and uppercase letters

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 12 characters
Password must be different from login
New password must be different from the previous 10 passwords
Passwords must contain both alphabetic and numeric characters, including at least one of the following special characters: \!£\$%&/'()*=^&#[] @,;:_-><+<+>+<+>+

The Password must contain lower and upper case characters

New Password

Confirm Password

Cancel Submit

3

Registration Process - Participation in qualifications/tenders

Filling in the "Participation" section

The "Onboarding Pages" section contains the information you need to fill in to participate in the qualification process, tenders or an Innovation Project. Based on your choice, the system will guide you through the sections.

You can:

- [Participate only in tenders or qualify for the Supplier Register.](#)
- [Participate only in Innovation Projects.](#)
- Participate in both Qualifications/Tenders and Innovation Projects (fill in both the Tender and Innovation sections).

The completion of the General Information section is mandatory for all participation options.

- a) Proceed with filling in the 'Additional Registration Data' form.

Additional Registration Data' form:

- The fields **Company Type**, **Group VAT Number** and **Industrial Group** (1) require further details to be filled in (2);
- Some fields are mandatory and are marked with an asterisk (*).

- b) Once you have filled in the details, select your participation and click on the "Confirm" button at the top right (3).

Begin Vendor Registration

Index

- Main Organisation Data
- Registration Data
- Onboarding Pages
 - Additional Registration Data
 - Mandatory Documentation
 - Innovation
 - Innovation Project 01
- Registration Confirmation
 - Status Summary

Additional Registration Data

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	ITALIAN/FOREIGN COMPANY	* Does your company have its registered office in Italy?	No	Supplier
2	YEAR OF START OF ACTIVITY	* Indicate the year the company started operations	Select an Option (Single selection)	Supplier
3	COMPANY TYPE	* Indicate which type of company your company belongs to:	Public body / Public Administration	Supplier
4	GROUP VAT NUMBER	* Does your company adhere to the VAT Group tax regime?	No	Supplier
5	INDUSTRIAL GROUP	* Does your company belong to an Industrial Group?	No	Supplier
6	WEBSITE	Indicate the company's website		Supplier

Characters available 2000

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	SOURCING / QUALIFICATION PROCESS PARTICIPATION	* Are you interested in Sourcing or in the qualification process?		Supplier
2	INNOVATIVE PROJECT PARTICIPATION	* Do you want to submit a proposal for an innovative project?		Supplier

2

GROUP VAT NUMBER

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	GROUP VAT NUMBER (DETAIL)	* Enter the group VAT number		Supplier

Characters available 2000

BELONGING TO THE INDUSTRIAL GROUP

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	TYPE INDUSTRIAL GROUP	* Indicate the type covered by your company within the Industrial Group		Supplier

APPLICABILITY OF WITHHOLDING TAX

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	WITHHOLDING TAX	* Is your company subject to withholding tax?		Supplier

Registration Process - Participation in qualifications/tenders

Upload of Mandatory Documentation

To proceed with registration for competitions/professional qualification, the data entry form is divided into two sections:

- ["Additional Registration Data"](#)
- ["Mandatory Documentation"](#).

- In the 'Participation' section (1), answer as follows:
 - Yes to the question Participation in competitions/register qualification.
 - No to the question Participation in Innovation.
- Click on the 'Confirm' button at the top right (2).
- Upon confirmation, the 'Required Documentation' section (3) will open.

Begin Vendor Registration

Index

- Main Organisation Data
- Registration Data
- Onboarding Pages
 - Additional Registration Data
 - Mandatory Documentation
- Registration Confirmation
 - Status Summary

Additional Registration Data

2 Confirm

GENERAL INFORMATION

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1 ITALIAN/FOREIGN COMPANY	* Does your company have its registered office in Italy?		Supplier
2 YEAR OF START OF ACTIVITY	* Indicate the year the company started operations		Supplier
3 COMPANY TYPE	* Indicate which type of company your company belongs to:		Supplier
4 GROUP VAT NUMBER	* Does your company adhere to the VAT Group tax regime?		Supplier
5 INDUSTRIAL GROUP	* Does your company belong to an Industrial Group?		Supplier
6 WEBSITE	Indicate the company's website		Supplier

Characters available 2000

PARTICIPATION 1

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1 SOURCING / QUALIFICATION PROCESS PARTICIPATION	* Are you interested in Sourcing or in the qualification process?	Yes	Supplier
2 INNOVATIVE PROJECT PARTICIPATION	* Do you want to submit a proposal for an innovative project?	No	Supplier

N.B. The selection made during registration is not binding; you can update your preferences at any time, enabling participation in competitions or innovation projects even if not initially selected.

Once you have completed all the sections relating to Competitions and Qualifications, you must wait for the activation email.

Registration Process - Participation in innovative projects

Filling in the "Participation" section

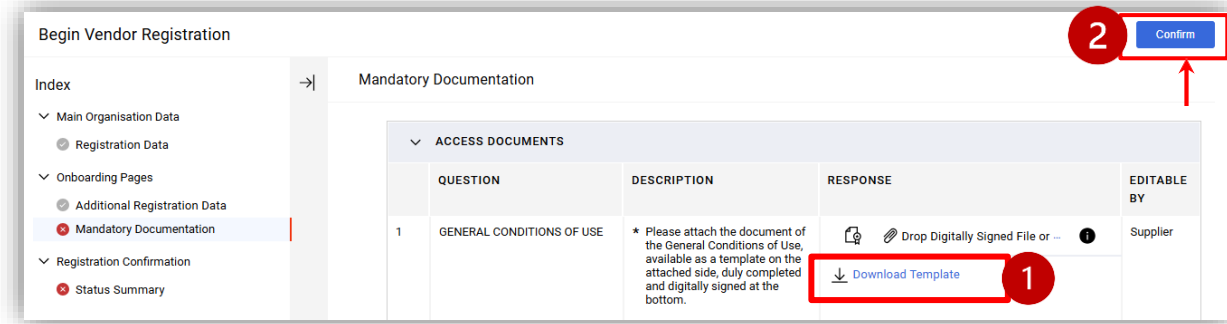
The Mandatory Documentation section contains the documentation required to use the portal and the "General Terms and Conditions of Use" document, which must be digitally signed and attached with a digital signature or a handwritten signature.

- c) Download the documentation by clicking on **"Download Template"**: The downloaded file contains the document *"General Terms and Conditions of Use"*.
- c) Click on **"Release a file..."** (1) to attach the file *"General Terms and Conditions of Use"* digitally signed with a digital signature or with a handwritten signature;
- d) Click on the "Confirm" button at the top right (2).

The user can continue to update the document using the icons to the right of the attached file (3):

- Replace the attached file
- Add a comment
- Delete the attached file

The system checks for the presence of the digital signature indicator  by the icon " " if the attached file does not have a digital signature.



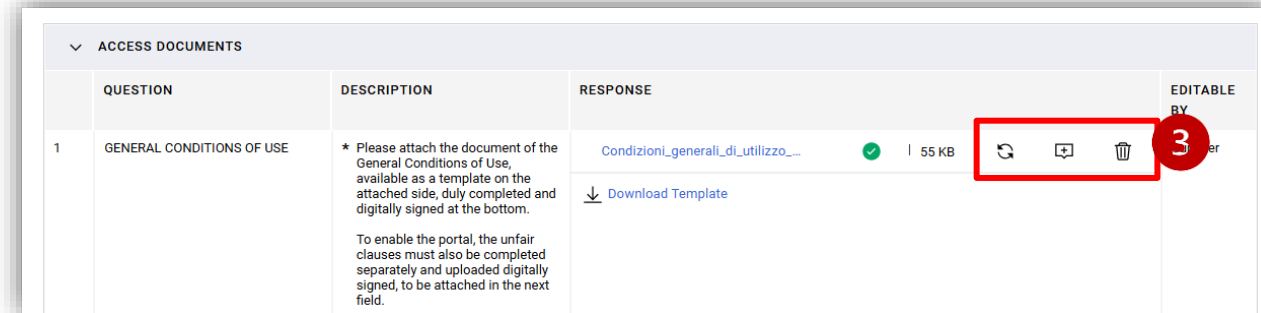
Begin Vendor Registration

Index

- Main Organisation Data
- Registration Data
- Onboarding Pages
 - Additional Registration Data
 - Mandatory Documentation**
- Registration Confirmation
 - Status Summary

Mandatory Documentation

ACCESS DOCUMENTS				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GENERAL CONDITIONS OF USE	* Please attach the document of the General Conditions of Use, available as a template on the attached side, duly completed and digitally signed at the bottom.	Drop Digitally Signed File or ... Download Template	Supplier



ACCESS DOCUMENTS				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GENERAL CONDITIONS OF USE	* Please attach the document of the General Conditions of Use, available as a template on the attached side, duly completed and digitally signed at the bottom. To enable the portal, the unfair clauses must also be completed separately and uploaded digitally signed, to be attached in the next field.	Condizioni_generali_di_utilizzo_... 55 KB Download Template	

Registration Process - Participation in innovative projects

Filling in the "Participation" section

Registering with Innovation allows you to present your company and submit one or more innovative projects.

The process is divided into two main stages:

- ["Additional Registration Data"](#)
- ["Innovation"](#)

- In the 'Participation' section (1), answer as follows:
 - No to the question Participation in competitions/register qualification.
 - Yes to the question Participation in innovation.
- Click on the "Confirm" button at the top right (2).
- Upon confirmation, the 'Innovation' section (3) will open.

Proceed with filling in the "Innovation" section.

The screenshot shows the 'Begin Vendor Registration' interface. On the left is an 'Index' sidebar with a tree view containing: Main Organisation Data, Registration Data, Onboarding Pages (with a red circle 3), Additional Registration Data (highlighted with a red box), Innovation, Registration Confirmation, and Status Summary. The main area is titled 'Additional Registration Data' and contains two sections. The top section is 'GENERAL INFORMATION' with a table of 6 questions. The bottom section is 'PARTICIPATION' (highlighted with a red box and a red circle 1) with a table of 2 questions. A 'Confirm' button with a red circle 2 is in the top right corner.

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ITALIAN/FOREIGN COMPANY	* Does your company have its registered office in Italy?	Supplier
2	YEAR OF START OF ACTIVITY	* Indicate the year the company started operations	Supplier
3	COMPANY TYPE	* Indicate which type of company your company belongs to:	Supplier
4	GROUP VAT NUMBER	* Does your company adhere to the VAT Group tax regime?	Supplier
5	INDUSTRIAL GROUP	* Does your company belong to an Industrial Group?	Supplier
6	WEBSITE	Indicate the company's website	Supplier

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	SOURCING / QUALIFICATION PROCESS PARTICIPATION	* Are you interested in Sourcing or in the qualification process?	Supplier
2	INNOVATIVE PROJECT PARTICIPATION	* Do you want to submit a proposal for an innovative project?	Supplier

N.B. The selection made during registration is not binding; you can update your preferences at any time, enabling participation in competitions or innovation projects even if not initially selected.

Registration Process - Participation in innovative projects

Filling in the "Innovation" section

In the Innovation section, you can present your company and submit one or more innovative projects.

The process is divided into two main stages: an initial presentation and the detailed compilation of each individual project.

- Attach the Company Presentation: Click on '**Upload a file...**' (1) to upload a company presentation file.
- Indicate the Number of Projects: Specify the number of innovative projects you wish to submit, choosing a value from 1 to 10. (2)
- Confirm: Click on the 'Confirm' button at the top right. (3)

Once the operation has been confirmed, the system will automatically create dedicated pages for each project in the index on the left (e.g. 'Innovation Project 01', 'Innovation Project 02', etc.). [Proceed with filling in the dedicated form.](#)

The user can continue to update the document using the icons to the right of the attached file (4):

- Replace the attached file
- Add a comment
- Delete the attached file

Begin Vendor Registration

Index → Innovation

Main Organisation Data

- Registration Data

Onboarding Pages

- Additional Registration Data
- Innovation**

Registration Confirmation

- Status Summary

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company overview	★ Submit your company presentation	Drop File or Browse (1)	Supplier
2	Number of Innovative Projects	★ How many innovative projects would you like to submit?	Dropdown menu (2)	Supplier

Confirm (3)

INNOVATION

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company overview	★ Submit your company presentation	YUBIQ - EVENT Presentation Te... 3,888 KB (4)	Supplier

Registration Process - Participation in innovative projects

Filling in the "Innovation Project" Form

For each project you decide to submit, you will need to fill in the relevant form.

The following procedure must be repeated for each 'Innovation Project'.

1. Innovation Area and Subcategory

The first part of the form is dynamic: the questions change based on the first choice made.

- Select the Proposal Area: Choose the area in which the innovative solution fits from the drop-down menu.
- Select the Subcategory: Depending on the area chosen, the system will display a specific question with related subcategory options.
 - Areas such as 'Improvement of Passenger Experience', 'Efficiency of Operational Activities', 'Environmental Sustainability' and 'Optimisation of Administrative Processes' activate a question on the subcategory.
 - If you select 'New Services' or 'New Business Units', no subcategory question will appear.

Innovation Project 01

AREA INNOVATION				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Cluster	* In which of the following areas would you like to propose an innovative solution?	Improvement of the passenger experience Operational efficiency Environment sustainability Optimization of administrative and backup processes New services and business initiatives	Supplier

INNOVATION				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Description of the solution	* Describe clearly the solution you are proposing and highlight the duration		Supplier

Innovation Project 01

AREA INNOVATION				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Cluster	* In which of the following areas would you like to propose an innovative solution?	Improvement of the passenger experi...	Supplier

2

CHALLENGE				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Challenge	* Which challenge are you trying to solve with your innovative solution?		Supplier

Registration Process - Participation in innovative projects

Filling in the "Innovation Project" Form

2. INNOVATION

In this section, you will need to describe your proposal in detail, provide information on timelines and attach any additional documents.

- **Description of the Solution:** Describe the proposed solution in a maximum of 2,000 characters.
- **Advantages and Benefits:** Explain the advantages and benefits for SEA and the airport community.
- **References (Optional):** Provide free text describing previous experiences or clients with whom the proposed solution has been tested.
- **Activation Timelines (Mandatory):** Indicate how long it will take for the company to start testing (options are 0-1, 1-2, 2-6, or more than 6 months).
- **Additional Documentation (Optional):** You may upload other relevant documents.
- **Insurance Policy (Optional):** You can upload the insurance policy.

Innovation Project 01

INNOVATION 3				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Description of the solution	* Describe clearly the solution you are proposing and highlight the duration of the pilot and the project phases	 Characters available 2000	Supplier
2	Benefits	* Describe the benefits for SEA and/or the airport community	 Characters available 2000	Supplier
3	References	Describe previous experiences where you tested the proposed solution, especially specifying the type of companies involved and the results obtained	 Characters available 2000	Supplier
4	Additional documents	Upload other relevant documents	Drop File or Browse 1	Supplier
5	Timeline	* How many months does your company need to start the proposed pilot project?		Supplier
6	Insurance policy	Upload the insurance policy currently used by your company	Drop File or Browse 1	Supplier

Once you have completed all the sections relating to Innovation, you must wait for the activation email.

The **Status Summary** section shows a summary of your answers. Each section is marked with the icon: when all

- ✓ fields have been completed (mandatory and optional);
- ✓ when all mandatory fields have been completed;
- ✗ when the mandatory fields have not yet been completed.

In order to access the Portal, you must **wait for the activation email**.

Registration Confirmation

Close

Index

✓ Main Organisation Data

✓ Registration Data

✓ Onboarding Pages

✓ Additional Registration Data

✓ Mandatory Documentation

✓ Innovation

✓ Innovation Project 01

✓ Registration Confirmation

✓ Status Summary

✓ 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.

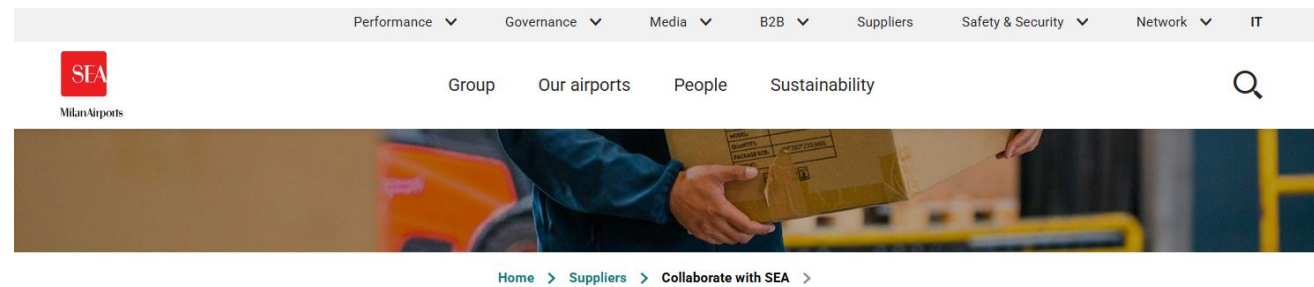
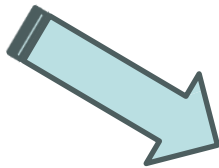
Registration Summary

	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	✓ Missing Responses: Optional 3
Additional Registration Data	✓ Missing Responses: Optional 1
Mandatory Documentation	✓ All data complete
Innovation	✓ All data complete
Innovation Project 01	✓ Missing Responses: Optional 3

Once the activation e-mail has been received, the supplier platform can be accessed :

- Via direct link: **Supplier Portal Platform**
"<https://milanairports.com/it/portale-fornitori/>"

Accessing the "**Collaborate with SEA**" area and clicking on "**Access the supplier platform**".



Are you already registered on the supplier platform?

[Log in to the supplier platform](#)

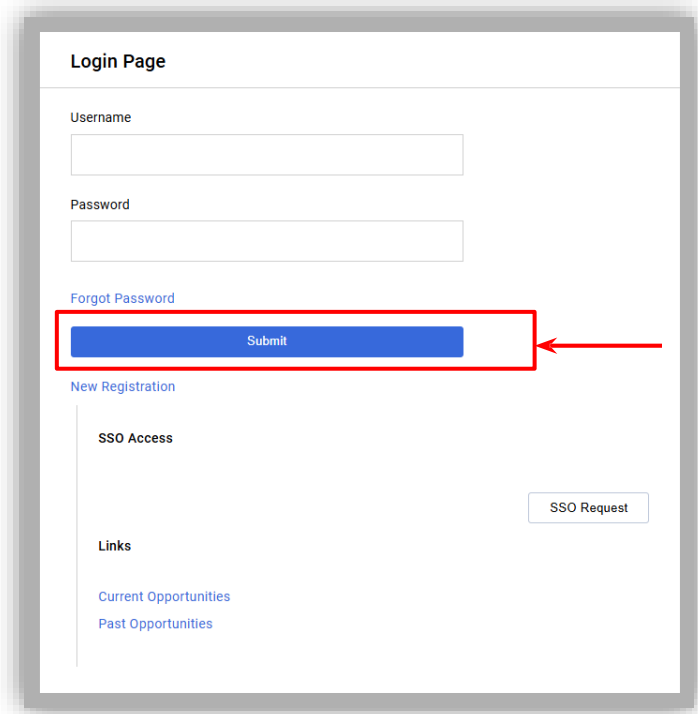
If you need help, you can view all the manuals [here](#).

Do you want to collaborate with SEA and are not yet registered on the platform?

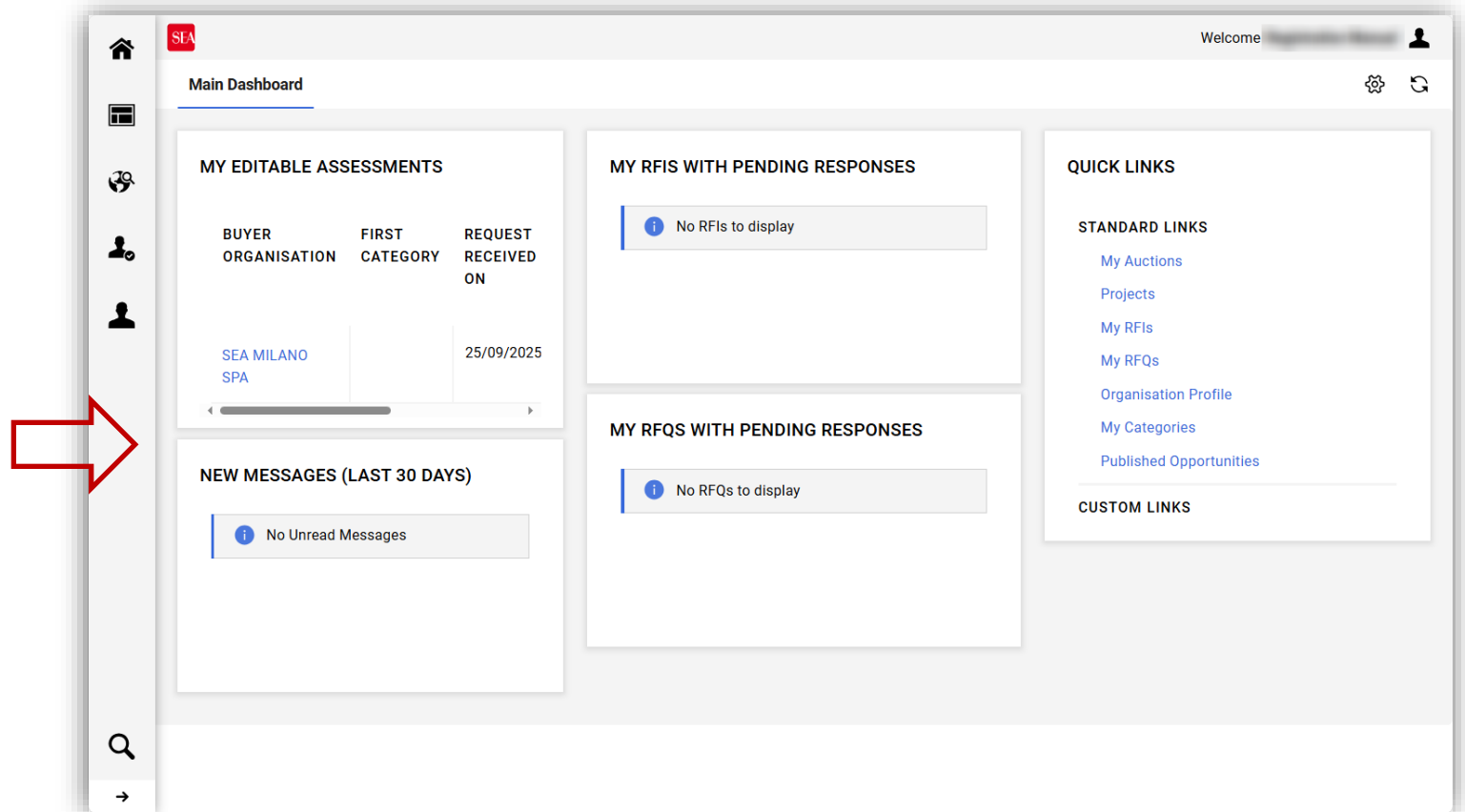
Accessing the supplier portal: Login

Once you have received the activation email, log in to the platform:

- Enter your **UserID** (the username you entered in the 'User Information' form)
- Enter your **Password** (the password you set during registration);
- Click on the '**Send**' button (2);

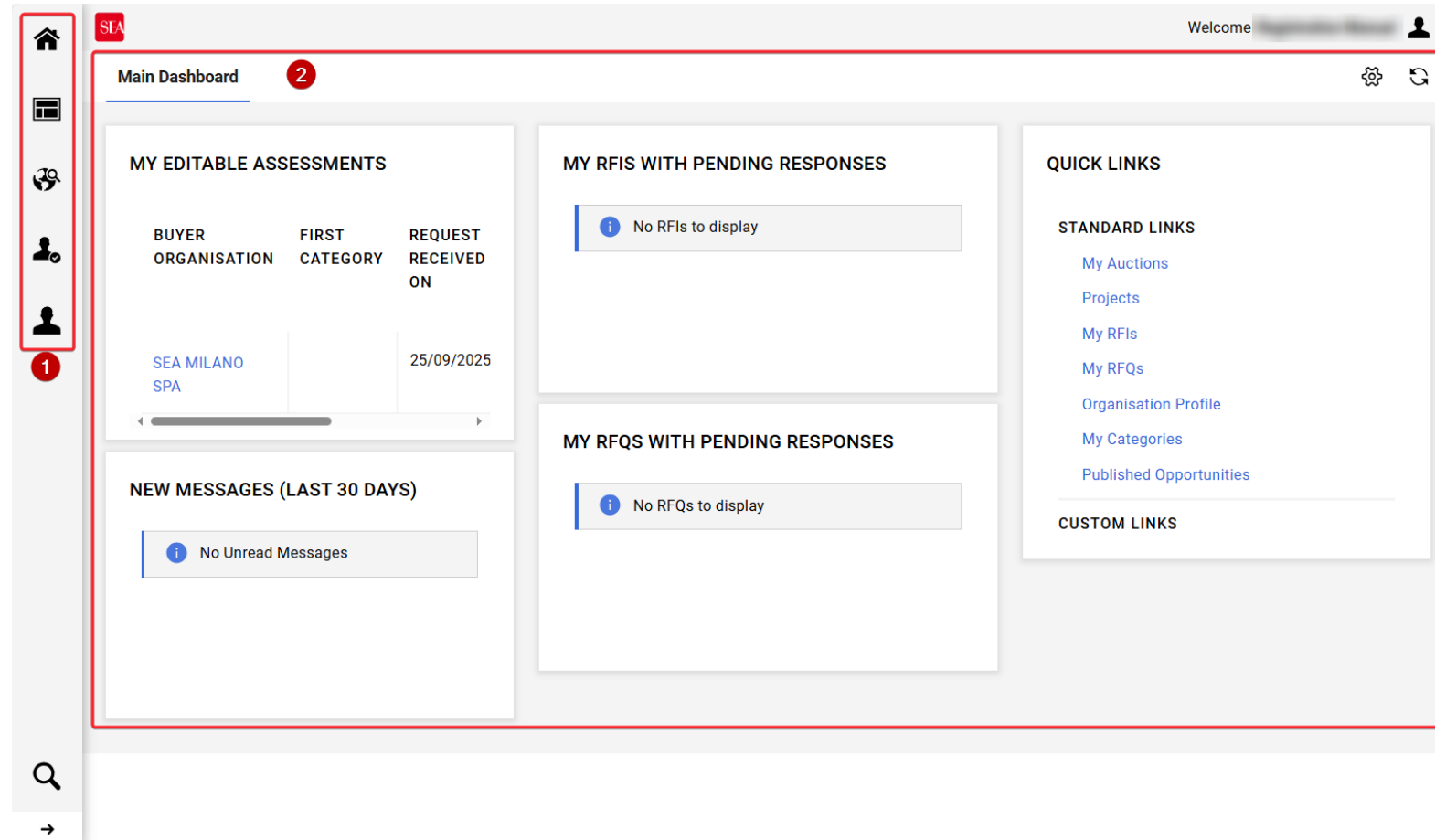


The screenshot shows the 'Login Page' of the SEA supplier portal. It features a 'Username' input field, a 'Password' input field, and a blue 'Submit' button. A red rectangle highlights the 'Submit' button, with a red arrow pointing to it from the right. Below the login fields are links for 'Forgot Password', 'New Registration', and 'SSO Access'. At the bottom, there are 'Links' for 'Current Opportunities' and 'Past Opportunities', and an 'SSO Request' button.



After logging in, the user is redirected to the portal's main screen. This page displays a list of all activities assigned to and visible to the user.

- The central part of the screen, *Main Dashboard*, consists of thematic sections called "Widgets" containing quick links to access the different parts of the portal (1).
- The sidebar contains various icons that allow users to access different areas of the application (2).



"My editable Assessments" shows the questionnaires requested by Sea and is a list of activities to complete.

"RdI awaiting response" list of requests awaiting a response

"Quick Links" section provides a series of shortcuts to access specific pages on the platform with a single click.

MY EDITABLE ASSESSMENTS

BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION
--------------------	----------------	---------------------	--------------------------

SEA MILANO SPA		25/09/2025	0%
----------------	--	------------	----

NEW MESSAGES (LAST 30 DAYS)

No Unread Messages

MY RFIS WITH PENDING RESPONSES

No RFIs to display

MY RFQS WITH PENDING RESPONSES

No RFQs to display

QUICK LINKS

STANDARD LINKS

[My Auctions](#)

[Projects](#)

[My RFIs](#)

[My RFQs](#)

[Organisation Profile](#)

[My Categories](#)

[Published Opportunities](#)

CUSTOM LINKS

"New messages..." list of unread messages received in the last 30 days

"My RFQS with pending responses" is a list of requests for quotation awaiting a response



1. Clicking on the icon on the main screen updates the home page; if clicked on any other page, you will be redirected to the home page.



2. This allows you to access the edit section of the main screen.



3. Allows access to the area for Tenders, RdO, Rdl and Auctions.



4. Allows access to the company profile area, its evaluation and categories.



5. Allows access to the user management and settings area.