

# Instructions to access the new Suppliers Portal

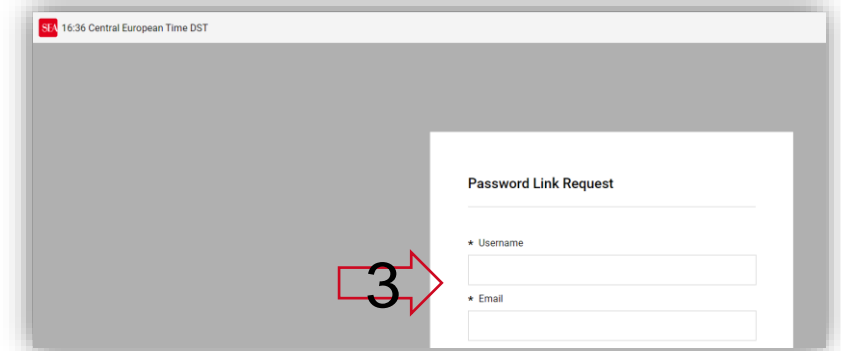
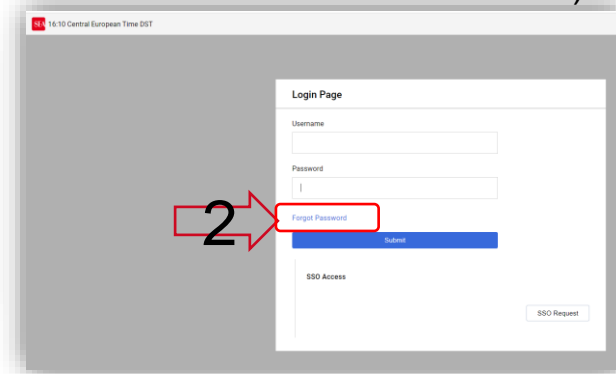
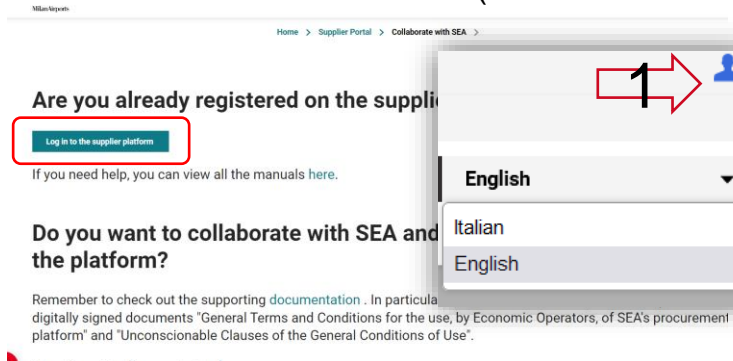
- ✓ To access the Portal, you will need to first set a new password
- ✓ Follow the instructions on page nr 2
- ✓ Once finished, you will be able to access through the site by clicking on “ **Login in to the supplier platform**” on the page [Collaborate with SEA](https://milanairports.com/en/supplier-portal/collaborate-with-sea) (<https://milanairports.com/en/supplier-portal/collaborate-with-sea>) by typing your Username and new password

## Attention:

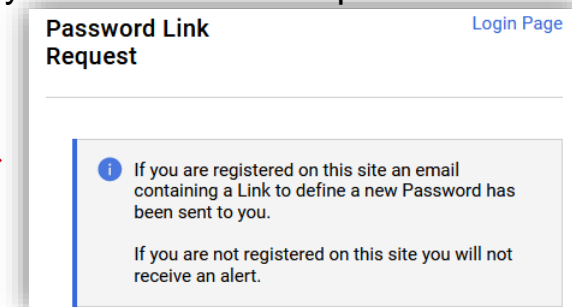
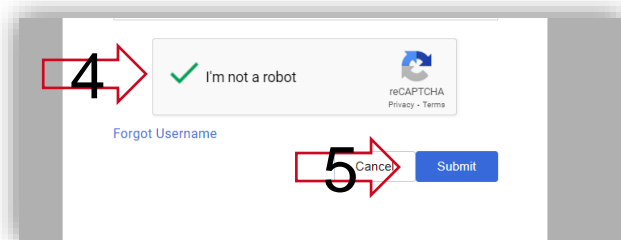
1. what to do, in case you don't know your Username (*go to page nr 4*)
2. what to do, in case you need to request a change of your email address (*go to page nr 6*)

# How to generate a new password (1/2)

- ✓ Reach out to the website page [Collaborate With SEA \(https://milanairports.com/en/supplier-portal/collaborate-with-sea\)](https://milanairports.com/en/supplier-portal/collaborate-with-sea)
- ✓ **Log in to the supplier platform** and change the language into English up right clicking the icon(1)
- ✓ Click the button «**Forgot Password**» (2)
- ✓ Enter the data (3) you currently use on the platform, that are
  - **Username** (es. cp0000001)
  - **Email** (must be the address that received these instructions)

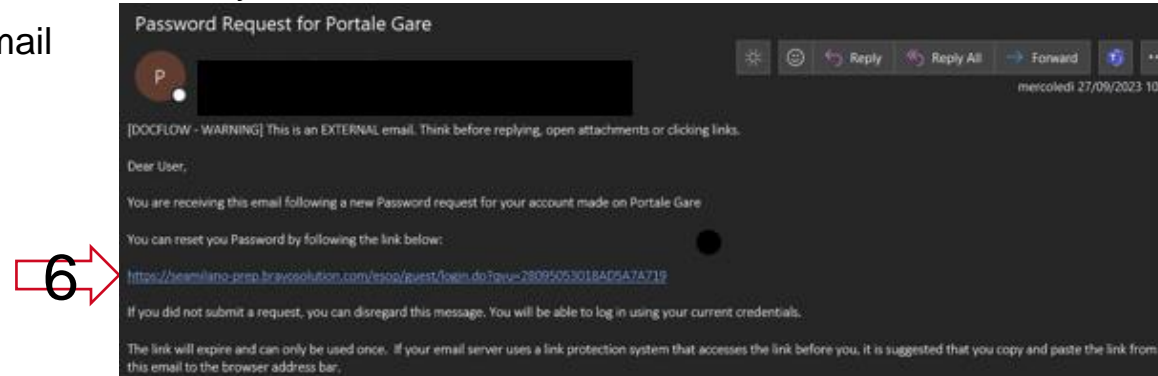


- ✓ Fill in the flag to confirm the security verification «CAPTCHA»(4)  
(confirm «*I'm not a robot*»)
- ✓ Click on **Submit** (5), to receive the e-mail containing a link to the page where you will set the new password and log in



## How to generate a new password (2/2)

- ✓ You will receive instructions via e-mail to the address you entered.
- ✓ Click the **link (6)** at the footer of the e-mail



- ✓ You will be directed to the page (**Change Password**) (7) where you will set the new password
- ✓ Then fill in
  - ✓ the **Username** (es. cp0000001) (8)
  - ✓ **new password** of your choice, **twice (2 times)**, according to the instructions below (9)
- ✓ Click the button **Submit (10)**, to save it

**OPERATION COMPLETE**, you will receive a confirmation e-mail, now you can access through the website page [Collaborate With SEA](#) with your username and new password previously set.

### Instruction for choosing the new password

- The password typed must coincide in the 2 box
- The password must contain at least 12 characters
- The passwords must contain both alphabetic and numeric characters, including at least one of the following special characters : \!£\$%&/()=?^\*€[]#@,;:~\_-><\*+,
- The Password must contain lowercase and uppercase characters

# What to do if you don't know your Username (1/2)

- ✓ Connect to the website page **Collaborate With SEA** (<https://milanairports.com/en/supplier-portal/collaborate-with-sea>)
- ✓ Click the button «**Forgot Password**»(1), then on «**Forgot Username**»(2)

The first screenshot shows the 'Login Page' with a 'Forgot Password' button highlighted by a red arrow and the number 1. A red arrow points to the second screenshot, 'Password Link Request', where the 'Forgot Username' button is highlighted by a red arrow and the number 2. Another red arrow points to the third screenshot, which is an email request form. In this form, the 'Request Username Link' button is highlighted by a red arrow and the number 5. Other elements in the form are highlighted with red arrows and numbers: the 'Email' field (3), the 'I'm not a robot' checkbox (4), and an information box at the top (3).

- ✓ Type the **e-mail address (3)** on which have been received these instructions  
Complete by entering the confirmation flag (4) , the security verification «CAPTCHA»  
(confirmation of «*I'm not a robot*»)
- ✓ Click on «**Request Username Link**» (5)
- ✓ You will receive the e-mail containing a **link to receive your username**
- ✓ **Click on this link (6)** to reach the suggested page

...go to the next page

Information ✕

- If you are registered on this site an email containing a link to your Username will be sent to you shortly.


If you are not registered on this site you will not receive an alert.

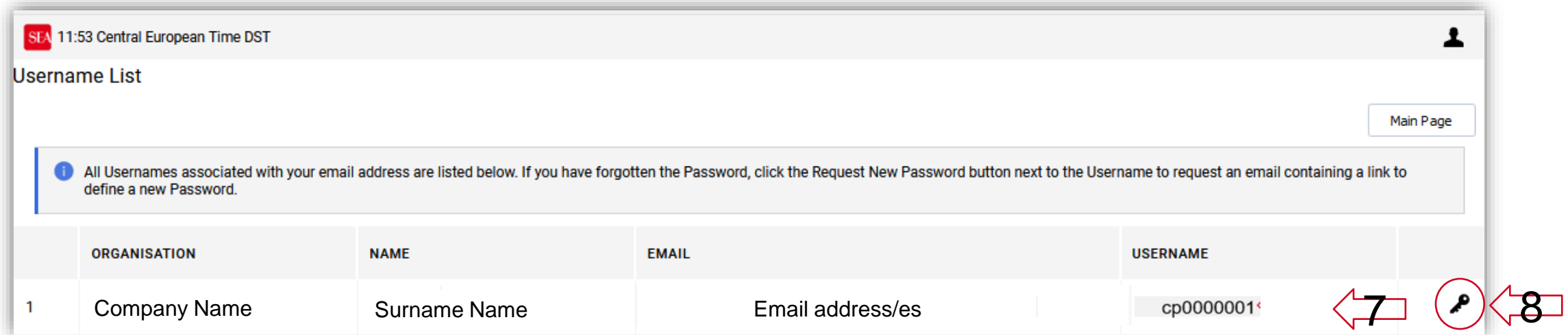
The email screenshot shows the following content:
 

- Header: Username Reminder Request for Portale Gare
- Body: Dear User, You are receiving this email following a Username reminder request for your account made on Portale Gare
- Link: You can access your Username by following the link below <https://seamilano-prep.bravosolution.com/esop/guest/login.do?quv=95977950018AD5F394FC>
- Disclaimer: If you did not submit a request, you can disregard this message. You will be able to log in using your current credentials.
- Footer: The link will expire and can only be used once. If your email server uses a link protection system that accesses the link before you, it is suggested that you copy and paste the link from this email to the browser address bar.

 A red arrow and the number 6 point to the link.

## What to do if you don't know your Username (2/2)

- ✓ The page will show a table list including **your Username (7)**
- ✓ To request and **set a new password, click on the icon (  ) (8)**
- ✓ **You will receive an e-mail** with the instructions already reported on **p.to 6 of the page nr. 3** ,to set a new password.




SEA 11:53 Central European Time DST

Username List

Main Page

All Usernames associated with your email address are listed below. If you have forgotten the Password, click the Request New Password button next to the Username to request an email containing a link to define a new Password.

	ORGANISATION	NAME	EMAIL	USERNAME	
1	Company Name	Surname Name	Email address/es	cp0000001	

# Request a change of your email address

- ✓ The change can NOT be made independently on the new portal
- ✓ You need to use the Helpdesk contact form <https://seamilano.bravosolution.com/form-en/>
- ✓ Indicate in the contact form
  - The option «**User data modification**» (1)
  - **All other mandatory fields (\*)**
  - Your **Username (2)** on your request

After the change is made by the operator, you will receive a confirmation by e-mail when the operation is completed.

SEA

Home > SEA Supplier Portal > Contact form

## Contact form

All fields with \* are mandatory

Please select the topic you need assistance with \*:

- User unlock and User ID or Password Recovery
- User data modification
- Online negotiations with code starting with 1 or 2
- Online negotiations with code starting with rfq-rfi or dn
- Collaborative Administration Portal
- Qualification in vendor platform
- Qualification in qualification systems

Company Name and VAT number \*

Name and Surname \*

E-mail Address \*

Telephone Number \*

SAP Code (if you don't have one, fill in with xxx) \*

Write your request :

My Username is ..