Step-by-step instructions for participating in a public tender using the ubuy platform.

Manuale per operatore economico

Before starting to respond to the tender, it is necessary to activate your user area.

You should have already received an email asking you to confirm your registration on the UBUY platform.

The username is written in that email while the password is set by you during activation.

After confirmation you will be able to respond by following this guide

Prima di iniziare e' necessario attivare il profile registrato sulla piattaforma UBUY come da istruzioni ricevute via mail

1 cliccare su IT 2 login

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Home		
Reserved Area	2 Tenders and procedures	
Informations Access to reserved area	<ul> <li>In this section it is possible to consult the tender announcements according to the deadlines set by the contracts legislation.</li> <li>Detailed data on public procedures can be consulted by selecting the "View detail" link.</li> </ul>	
Instructions and manuals	Search criteria	
Helpdesk request News	Contracting authority : Choose a contracting authority ~	
Deeds And	Title : CIG :	
Documents Of A General Nature	Tender status : In corso ~	
Referring To All Procedures	Order by :       Data scadenza crescente       ~         Advanced search criteria	
Notices, communications and	Search Reset	

3 username ricevuto via pec

4 password

5 login



6 selezionare comunicazioni ricevute



7 cliccare sul soggetto della comunicazione



7 click on subject to read

8 scaricare gli allegati

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Informations	Datail				
Access to reserved area					
Instructions and	Recipient :				
Helpdesk request	Subject .				
News	Message .				
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Deeds And	Protocol date :				
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General Nature	Date of reading :	01/04/2025 15:02:22			
Referring To All	Attachments :	the plico	8		
Procedures		Riepilogo comunicazione			
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16 ripetere i passaggi precedenti per aggiungere tutti i file



16 repeat previous steps if you have more files or go to next 17 controllare testo e allegati e inviare la comunicazione







18 Done! but check if everything is ok