



ACTIVITIES INSIDE NCM

PROCEDURE FOR THE ACCESS OF SUPPLIER'S STAFF

Dear Supplier

Please find below the procedure to manage the data necessary to those users entrusted with accessing NCM on your behalf. First of all it is necessary a login process as all data entered will be managed by the user only and the password chosen will be encrypted in such a way to be known only to the user; the user is responsible for entering the correct data and for the veracity of the same.

To activate your profile, please follow the procedure described below.

- Type the following address in your browser: <http://suppliers.ncmonline.it/fornitoriHome>;

- Click on "Registration page" which you can find under the Login button;

- Carefully fill out all fields, read the information at the bottom of the page, and click on "Register".

(If you are not willing to accept the conditions, click on "Cancel" this obviously stops the registration process and therefore will deny you access to NCM's profile facility).

- Upon registration you will receive an email (at the address entered during the registration phase) with the recap of your username and password.

(We recommend you keep the password safe, because, for matters related to security and data protection, NCM will have no knowledge of it. To recover your password, contact NCM at servizisicurezza@ncmonline.it; the reactivation procedure will be carried out only after the explicit consent of the supplier)

- Log in with your credentials.

- Once you have accessed the page, please fill out all fields in the form. When a field is filled in correctly, the colour will change from red to green.

- The documents listed below must be uploaded and completed:

a) Agreement (sample downloadable from the portal),

b) Statement of Technical and Professional Requirements (sample downloadable from the portal),

c) Interference Risk Assessment Document (a sample can be downloaded from the portal) and Single insurance contribution payment certificate.

d) fill out the table with data relating to the employees who will enter the company. In this case the mandatory fields are: Name, Surname, a copy of their ID, and a copy of their company card. In the event that the employee must carry out work requiring one or more licenses/certifications indicated in the table, please specify the expiry date of the same in the appropriate fields. - If, upon access, the employees' data will not appear and/or will appear incorrect (names or documents not belonging to the person registered), they will be denied access.

All documents must be digitally signed.

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