



Aeroporti di Roma

ECONOMIC OPERATOR MANUAL ACCESS TO THE PURCHASING PLATFORM FOR RETURNING USERS

PURCHASING PORTAL ADR - OE ACCESS GUIDE

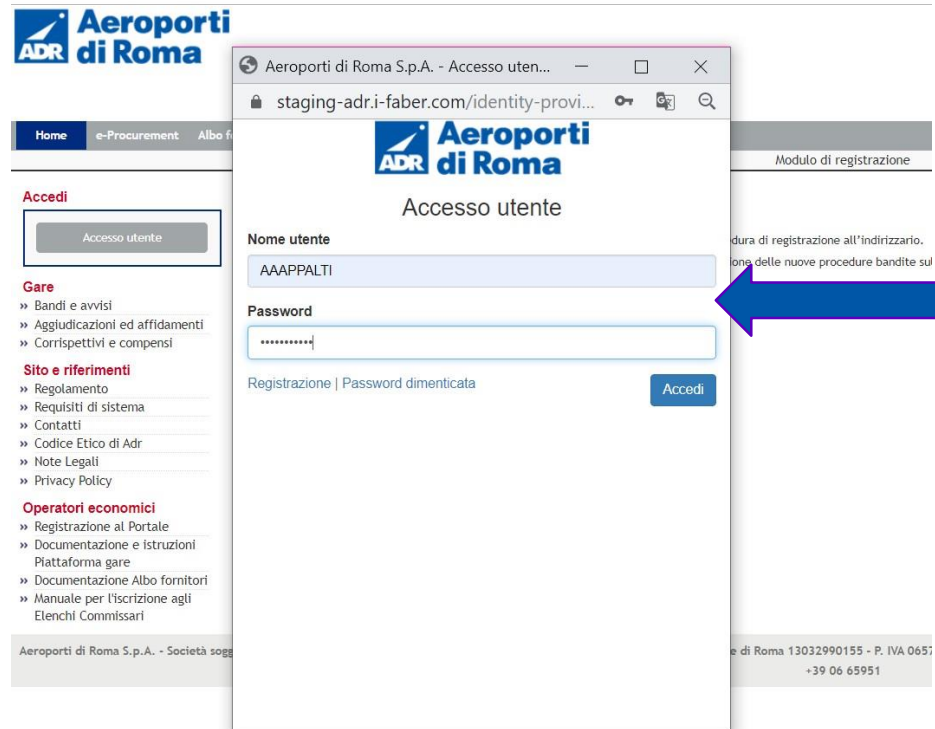
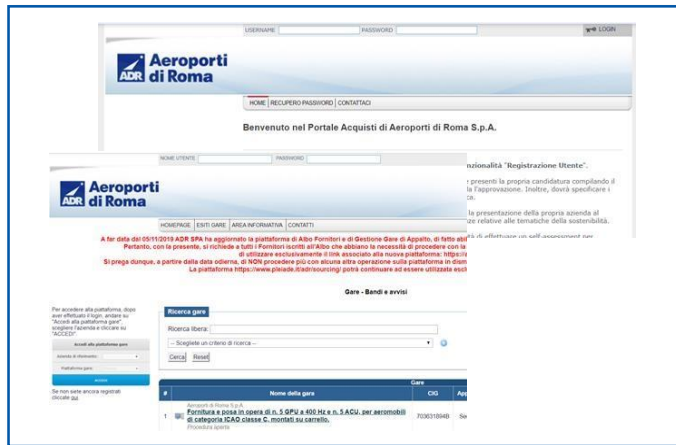
REGISTERED USER ON PREVIOUS PLATFORM

New Purchasing Platform

Access to the platform is available at the following web address:

<http://adr.i-faber.com>

Previous Purchasing Platform



For users already registered on the previous portal, the log-in information is as follows:

- **Username:** E-mail address used to access the previous portal
- **Password:** Password used to access the previous portal



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REGISTERED USER ON PREVIOUS PLATFORM

Error inserting credentials

The screenshot shows the login page for Aeroporti di Roma. The browser address bar displays 'staging-adr.i-faber.com/identity-provi...'. The page title is 'Accesso utente'. There are two input fields: 'Nome utente' with the text 'Utente8' and 'Password' with masked characters. A red dashed box highlights a pink error message: 'Nome utente o password non validi.' Below the error message are links for 'Registrazione' and 'Password dimenticata', and an 'Accedi' button.

In the case of an unsuccessful entry, the platform will display an error message:

“Incorrect Username or Password”

"Forgot" Password

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You can change your Password
By clicking the following option:

“Forgot Password”

Request a Password reset

The screenshot shows the password reset request page for Aeroporti di Roma. The browser address bar displays 'staging-adr.i-faber.com/identity-provider/'. The page title is 'Recupero password'. There are two input fields: 'Nome utente' and 'Email', both highlighted with red dashed boxes. Below the input fields are links for 'Registrazione' and 'Login', and an 'Invia' button.

A Password reset is possible by entering the following information

- **Username:** The E-mail used to access the previous portal
- **E-mail:** The E-mail address used to access the previous portal

Click **“Send”** to receive an E-mail containing the **‘Password reset’** link and instructions for changing your password