

The ANAC Virtual File, without a hitch

Support with the FVOE, Italy's Economic Operator's Virtual File, for economic operators and contracting authorities: registration and profile set-up on the ANAC portal, a telephone help desk and tailored training.

A service by Studio Albonet, public procurement consultants since 1999.

Bidder's file

Open procedure, cleaning services

Requirements check

Business Register extract
Chamber of Commerce

✓ acquired

Criminal record certificate
Ministry of Justice

✓ acquired

Tax compliance
Revenue Agency

✓ acquired

ANAC records extract
ANAC

✓ acquired

ISO 9001 certificate
Uploaded by the operator

✓ uploaded

Check outcome

FILE
IN ORDER

Economic operators

You bid in tenders

An active ANAC profile, the right documents in your file and timely answers to the contracting authority.

Services on page 2

Contracting authorities

You run tenders

RUPs and procurement offices ready for requests to certifying bodies, preliminary checks and malfunctions.

Services on page 3

Economic operators

Your file ready before the check

When a contracting authority checks your requirements, it looks in your Virtual File. A missing or badly uploaded document slows down the award and, if a request for proof goes unanswered, exposes you to ANAC sanctions. Bidding in Italy from abroad? You need the FVOE too.

Good to know before your next tender

No email alerts

The FVOE sends no notifications by email or certified email (PEC): the contracting authority's requests appear only on the platform. Check it often during the weeks of the check.

Albonet FVOE manual for economic operators, 18 November 2025

€500–5,000

The ANAC sanction for operators who fail to comply with a request to prove their requirements. For untruthful data or documents it rises to €10,000.

Art. 222, paragraph 13, Legislative Decree 36/2023

5 MB and PAdES

Each uploaded file must be no larger than 5 MB. Documents signed in CAdES (.p7m) are rejected: you need PDFs signed in PAdES format.

Albonet FVOE manual for economic operators, 18 November 2025

120 days

The conventional validity of certificates on general requirements, unless otherwise provided: within this period the same document is valid for several tenders.

ANAC Resolution no. 262 of 20 June 2023, Art. 3.2(c)

How we help

Activation on the ANAC portal

We register your legal representative with SPID, CIE or eIDAS, activate the "Amministratore OE" (OE administrator) profile and, if needed, a delegation to a colleague.

- ✓ Check of your certified email (PEC) and company details
- ✓ Document proving your role, for professionals and organisations not in the Italian Business Register, such as foreign companies
- ✓ Your first FVOE login, together with you

FVOE telephone help desk

A consultant on the phone while you work on the portal: notifications, uploading documents, linking them to files, requests from the contracting authority.

- ✓ Practical answers on your real cases
- ✓ Support by video call with screen sharing
- ✓ Tailored support packages

On-demand training

Online sessions on your actual file, whenever you need them: your tender office learns to manage the FVOE on its own.

- ✓ Programme built around your tenders
- ✓ For owners, tender office staff and external consultants
- ✓ Updated Albonet guide included

File under control

With a delegation on your profile, we monitor notifications and deadlines during check periods and alert you straight away, so no request goes unanswered.

- ✓ Notifications monitored during check weeks
- ✓ Alerts on expiring documents
- ✓ Upload of the documents you send us

Contracting authorities

Faster, better documented requirement checks

Since 1 January 2024, requirement checks go through the Virtual File. For RUPs and procurement offices this means new profiles, new requests to certifying bodies and a few pitfalls worth knowing.

Good to know before your next check

RUP profile

To access the FVOE you need the Responsabile Unico del Progetto (RUP, single project manager) profile on ANAC services. Without it, the e-procurement platform returns errors too.

Albonet FVOE manual for contracting authorities, 20 November 2025

From 1 July 2025

Criminal record certificates for procurement are obtained only through ANAC procedures: local criminal records offices no longer issue them.

Ministry of Justice circular of 13 December 2024

30 days

If the FVOE is not working, 30 days after the proposed award you can award on the basis of the bidder's self-declaration and complete the checks afterwards.

Art. 99, paragraph 3-bis, Legislative Decree 36/2023

Preliminary checks

In award procedures, access to the file no longer requires the operator's authorisation. In preliminary checks, started before the procedure, it is still required.

ANAC President's announcement of 16 April 2025

How we help

On-demand training for RUPs and procurement offices

Online sessions on your real workflow: access and profiles, authorised files, requesting certificates from certifying bodies, preliminary checks, the execution phase.

- ✓ Tailored for public bodies, central purchasing bodies and unions of municipalities
- ✓ Exercises on the workflow of your e-procurement platform
- ✓ Ready-to-use templates, such as the PEC that opens the checks

Hands-on support with checks

We guide you through a real procedure: what to request, certificate issue times, how to document the outcome, what to do if a document does not arrive.

- ✓ Checklists for grounds for exclusion (Arts. 94 and 95) and special requirements (Arts. 100 and 103)
- ✓ Handling malfunctions and the remedial clarification procedure
- ✓ Checks during contract execution too

Help desk for procurement offices

A telephone contact for the practical and legal questions that come up during requirement checks.

- ✓ Answers from public procurement consultants
- ✓ Support by video call with screen sharing
- ✓ Tailored support packages

Free practical guides

Step-by-step guides to the FVOE 2.0 platform, with screenshots of the ANAC portal. Scan the code or click to open them.



Guide for economic operators



Guide for contracting authorities

Request support

1

Send your request

With the form below, on our website or by phone.

2

We call you back

Within one working day, with a proposal and a written quote.

3

We work together

By phone, by video call or in a virtual classroom, on your real case.

Fill in the fields directly in this PDF and press "Send by email": with Adobe Acrobat Reader the completed form is attached to an email to info@albonet.it. With other readers, save the completed PDF and attach it to an email. The first call is free and without obligation.

Who you are☐

Economic operator

☐

Contracting authority

Organisation name (company, firm or public body)**Contact person****Email****Phone****Services you are interested in****Economic operators**

- ☐ Activation on the ANAC portal
- ☐ FVOE telephone help desk
- ☐ On-demand training
- ☐ File under control

Contracting authorities

- ☐ Training for RUPs and procurement offices
- ☐ Hands-on support with checks
- ☐ Help desk for procurement offices

Request

☐ I have read the privacy notice at www.fvoe.it/en/privacy.html

Send by emailRecipient: info@albonet.it

We get back to you within one working day.

Studio ALBONET

Consultancy, training and services on public procurement since 1999.

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