

SIC – INSTRUCTIONS OF USE (online Customer Invitation System)

In Your E-service portal you will find a box named Invitation to the right. It will allow You to access the SIC (online Customer Invitation System).

- Accept the terms and conditions of the system and click on CONTINUE
- (NON obligatory) Upload the logo for the ticket: it allows the customisation of the ticket with Your company logo
- Click on NEW SENDING

STEP 1: it allows You to upload the list of invitations (1 code = 1 day ticket) following one of these two options:

- **Add Your contacts one by one:** click on ADD CONTACT and fill in the required fields
- **Otherwise you can upload a list from a file:** prepare an excel (.xls) file containing the list of the e-mails (compulsory), the name and surname of your contact in a single column (optional) and the number of codes to be sent (optional. If not specified, each contact will receive one invitation code). Here follows an example of an excel file:

E-mail	Number of codes	Name of contact
contact1@domain.com	1	Mario Rossi
Contact2@domain.com	2	Marina Verdi
Contact3@domain.com	1	Luigi Bianchi

STEP 2: (NON obligatory) it allows the customisation of the invitation e-mail with Your company logo and a message (both in Italian and English), such as:

“Vi aspettiamo al PAD. 16 - STAND A01” / “Visit us in HALL 16 - STAND A01”

Click on PREVIEW to check the e-mail that will be sent to Your customers, then click on SAVE AND CONTINUE

STEP 3: check the list of your invitations and the number of invitation codes that you have selected. In order to proceed, click on SEND INVITATIONS !

STEP 4: invitations sent – The end

Each invited customer will receive an e-mail from myplant.visitatori@fieramilano.it with the code/codes.

After clicking on the code, Your customer will have to:

1 – fill out the form

2 – print the ticket that he will receive via e-mail and use it at the FAST LANE to access the fair directly, with no need to stop at the ticket counter.