

ERDIS MARCHE



ERDIS Marche

Ente Regionale per il Diritto allo Studio


APPLICATION FOR CATERING USERS IN AGREEMENT

Ver. 04 del 17/01/2024



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	<p>ERDIS Marche</p> <p>Ente Regionale per il Diritto allo Studio</p> <p>APPLICATION FOR CATERING USERS IN AGREEMENT</p> <p>User Manual</p>
	<p>Ver. 04 del 17/01/2024</p>

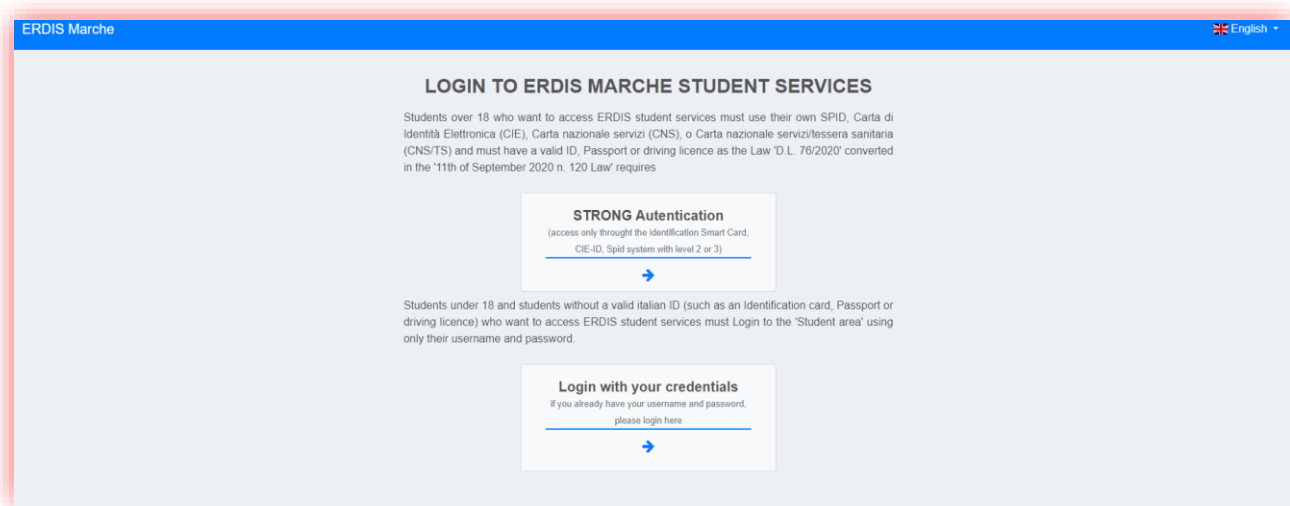
1 ACCESS TO THE ERDIS MARCHE RESERVED AREA

The user have to access on the website www.erdis.it, then on the [reserved area](#)



The login requires strong authentication (SPID level 2 or 3, Smart Card, CIE-ID).

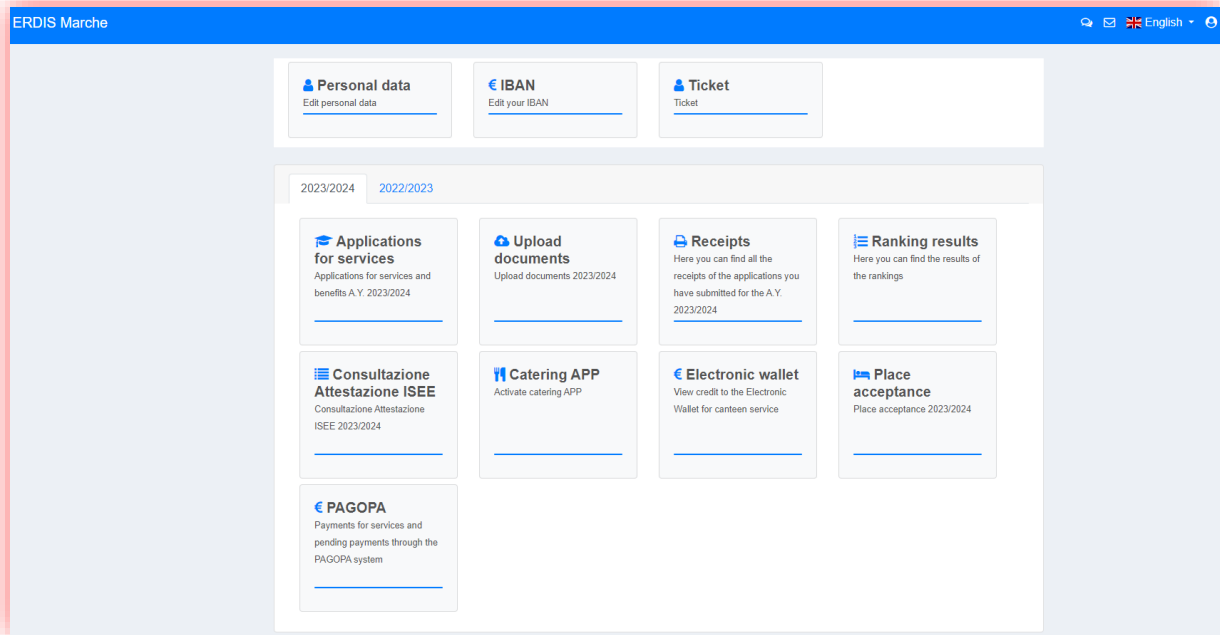
The foreign user without an Italian identification document neither resident in Italy or a minor subject, have to fulfil the **accreditation procedure** to obtain credentials to access the online application.



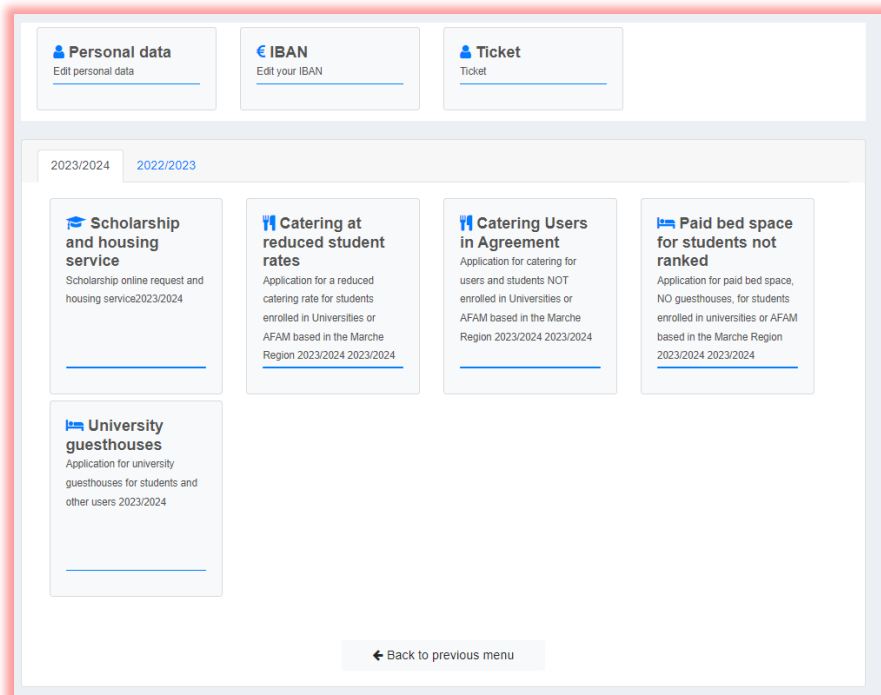


2 APPLICATION FOR CATERING FOR USERS IN AGREEMENT

Click on “Applications for services”:



Then, click on “CATERING USERS IN AGREEMENT”:





Check the Privacy policy and select “Accept” or “Refuse”:

Catering for other users - Privacy

Information pursuant to art. 13 of the EU Regulation n. 2016/679

INFORMATION AND CONSENT ON DATA PROCESSING

Information for the processing of personal data of subjects interested in applying for scholarship and benefits.

Dear student,

we wish to inform you that the General Regulation on the Protection of Personal Data (EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016), (hereinafter referred to as "GDPR"), concerning the protection of individuals with regard to the processing of Data Personal, provides for the protection of individuals with regard to the processing of personal data as a fundamental right.

Pursuant to art. 13 of the GDPR, we inform you that the personal data (hereinafter referred to as "Data") provided to ERDIS MARCHE - Regional Entity Right to Study (hereinafter "Erdis") will be processed for institutional purposes only

Data Controller and Data Protection Manager

The Data Controller is the ERDIS MARCHE - Ente Regionale per il Diritto allo studio

Address: Via Tiziano n. 44 - 61025 Ancona (AN) - Italy - Telephone: 0722 35191
The contact details of the controller is: PEC: erdis@emarche.it

to have read the aforementioned information on the processing of data provided by Erdis pursuant to art. 13 of the EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016*

to give consent to the dissemination and communication of your personal data including the necessary communications that may involve the transfer of data to other public and / or private subjects for the fulfillment of obligations established by law, for purposes of control, statistics or research or at the which activities could be carried out to support the provision of services, such as the preparation of the "Carta Erdis" identification card.*

to give consent to the publication of personal data that are necessary for the institutional purposes of the Board on the notice board, on the institutional website of the Entity and on one or more local and / or national newspapers in compliance with current legislation.*

to give consent to transfer personal data to a country of the European Union and also outside the European Union (eg: Italian diplomatic or consular authorities abroad).*

to give consent to the processing of personal data that can be classified as "special categories of personal data", that is, those data among others that reveal "racial or ethnic origin, ... data relating to health ... of the person".*

Also aware of the responsibilities and penalties, including penalties, faced by those who make false, partial or unresponsive declarations:

- that the data subsequently entered are complete and truthful and that all the states, facts and personal qualities provided under the D.P.R. 445/2000 Articles 46 and 47
- to be aware that Erdis reserves the right to check the data of this self-certification at any time
- to be aware of the notices of competition for the attribution of the benefits for the academic year 2023/2024 approved with Resolutions of the Board of Directors of Erdis and to have read all the rules included therein.
- to be aware of the penalties provided for by art. 10 of Legislative Decree 68/2012 in the event of false statements.



Fulfill the following sections (according to the ERDIS instructions) and then click on “Save and Continue”:

Catering for other users - Choose now your ERDIS's structure

I _____ (Fiscal code: _____) according to the art. 46 and 47 of the D.P.R. n. 445 of 28 December 2000, aware of the sanctions, including penal sanctions, provided for by art. 76 in the event of false deeds and false declarations as well as the consequences of article 75, paragraph 1 of the same D.P.R.

In this section you will be able to present the requests for provisions provided by the four ERDIS Presidia.

Choose now your ERDIS's structure you belong:

- Presidio ERDIS ANCONA
- Presidio ERDIS CAMERINO
- Presidio ERDIS MACERATA
- Presidio ERDIS URBINO

[← Previous](#) [Save & Continue](#)

Select your category:

- Il personale docente e non docente delle Università ed AFAM marchigiani; il personale e gli Amministratori di enti pubblici convenzionati.
- I docenti accompagnatori di studenti coinvolti in attività di orientamento organizzati da Università e/o da ERDIS (open day e career day).
- Studenti o neolaureati partecipanti ad eventi di orientamento organizzati da Università e/o da ERDIS (open day e career day).
- Studenti di Istituti convenzionati e studenti stranieri coinvolti in: progetti di internazionalizzazione, attività di ricerca, eventi organizzati o patrocinati da enti pubblici convenzionati, che si svolgono nel territorio regionale.
- Docenti o neolaureati di Istituti convenzionati e docenti stranieri coinvolti in: progetti di internazionalizzazione, attività di ricerca, eventi organizzati o patrocinati da enti pubblici convenzionati, che si svolgono nel territorio regionale.
- Docenti di altre Università, temporaneamente presenti per motivi di studio, purché presentino idoneo documento attestante la loro condizione.
- Altri studenti iscritti ai corsi delle Università, ed AFAM marchigiani che non versano la tassa regionale sul diritto allo studio universitario.
- I dipendenti ed Amministratori ERDIS, il personale e Amministratori della Regione Marche, il personale e gli Amministratori delle agenzie e degli enti dipendenti della Regione Marche.
- Il personale delle ditte appaltatrici e sub appaltatrici che lavorano per ERDIS.

[← Previous](#) [Save & Continue](#)

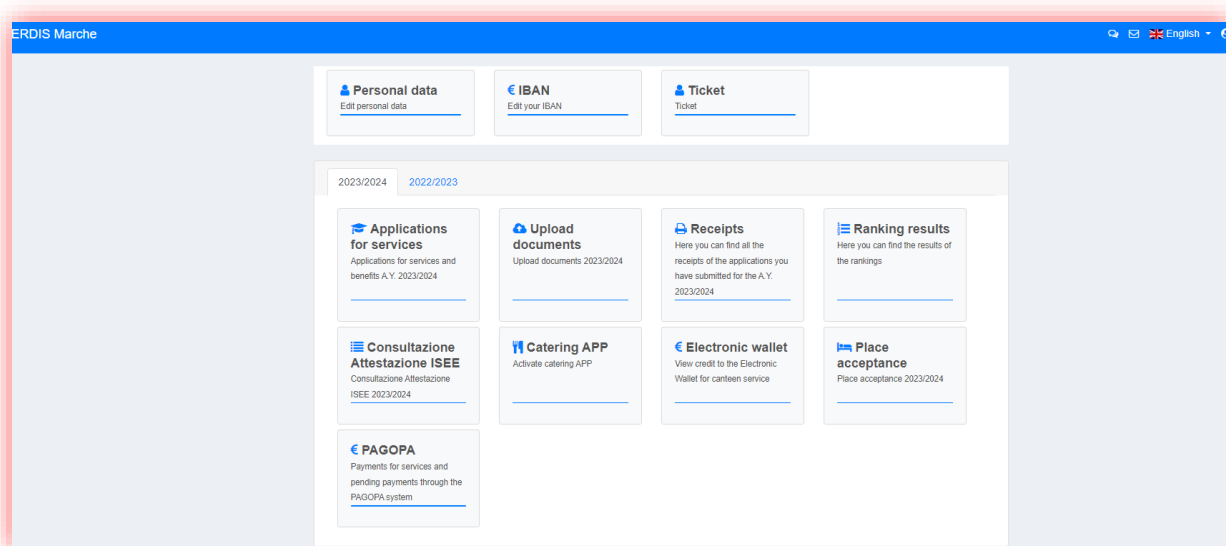
If the procedure is successfully completed a popup will show it.



3 PAIRING APP ERDIS.EAT

Complete the following procedure for activating the App:

1. Login to the reserved area, then click on "Catering APP"





WARNING! Access will only be allowed to users with a valid right of use

2. Click on "Genera QR Code di associazione"

ASSOCIAZIONE APP *ERDIS.eat* AL DISPOSITIVO MOBILE

COGNOME NOME (codice fiscale: XXXXXXXXXXXXXXXXX)

L'app *ERDIS.eat* è disponibile nei seguenti store:

Dopo averla scaricata ed installata, segui quanto indicato di seguito per associare l'app *ERDIS.eat* al tuo dispositivo mobile:

premi il pulsante "Genera QR Code di associazione" che trovi in fondo alla pagina;

attiva l'app *ERDIS.eat* sul dispositivo mobile e premi il pulsante "INQUADRA IL QR CODE";

con il dispositivo mobile inquadra il qr code generato e segui le istruzioni indicate.

[Genera QR Code di associazione](#)

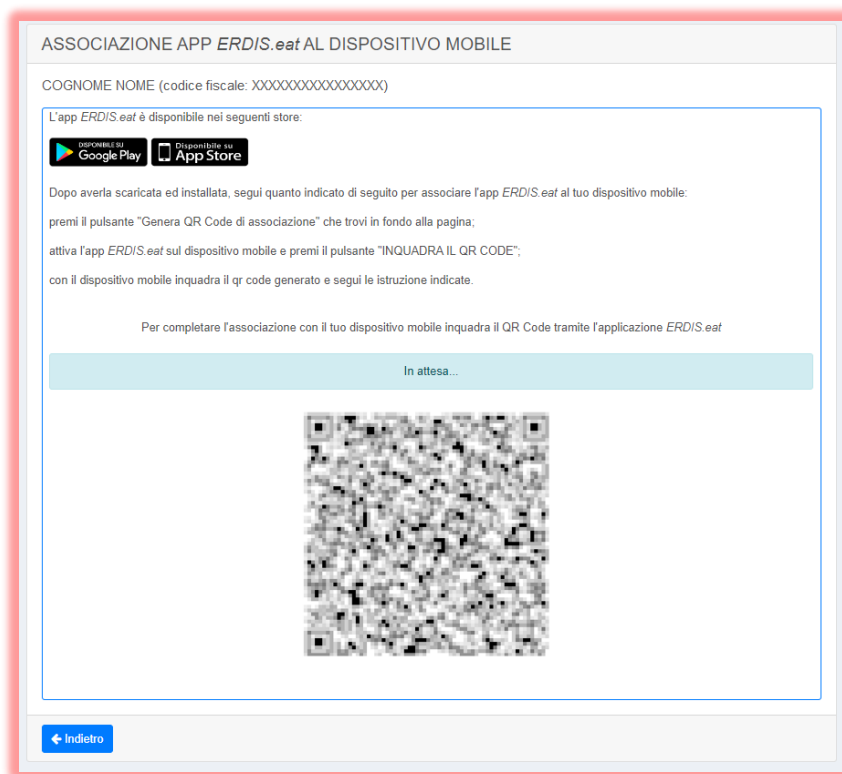
[← Indietro](#)



3. Confirm the choice on the following popup

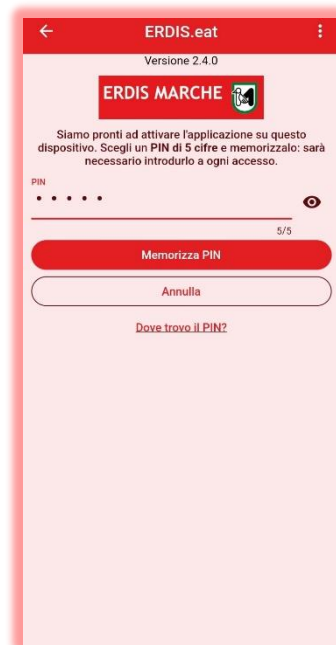
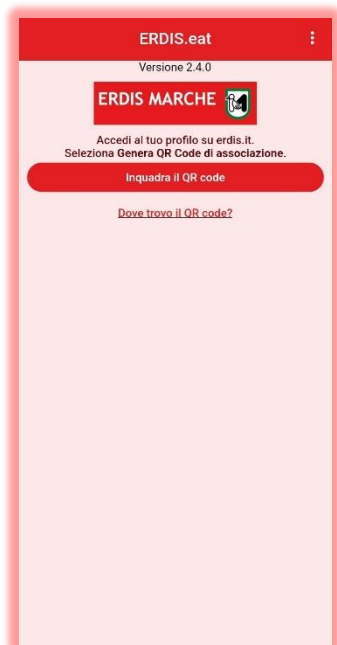


4. Scan the QR Code with your smartphone for starting the association process:





5. Set a PIN and insert it for accessing to the app.





4 USE OF ERDIS.EAT

Access the ERDIS.eat App with your Pin and tap on “TESSERINO MENSA” to show the QR Code to ERDIS operators.



WARNING!

The system will be required till 45 minutes before activation.



5 UNPAIRING

If the user needs to replace the smartphone or more generally re-install the APP, it is necessary to access the reserved area and complete the unpairing procedure:

1. Click on “Premi qui”



2. Confirm the choice on the following popup:



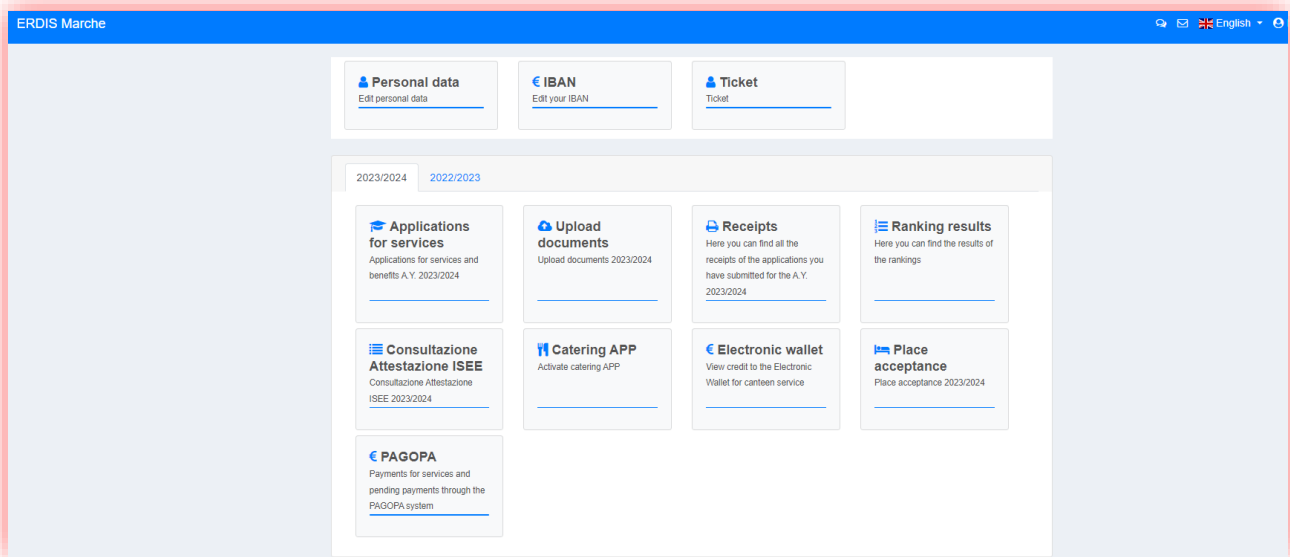
3. Finally, pair the app again by following the instruction at [section 1](#)



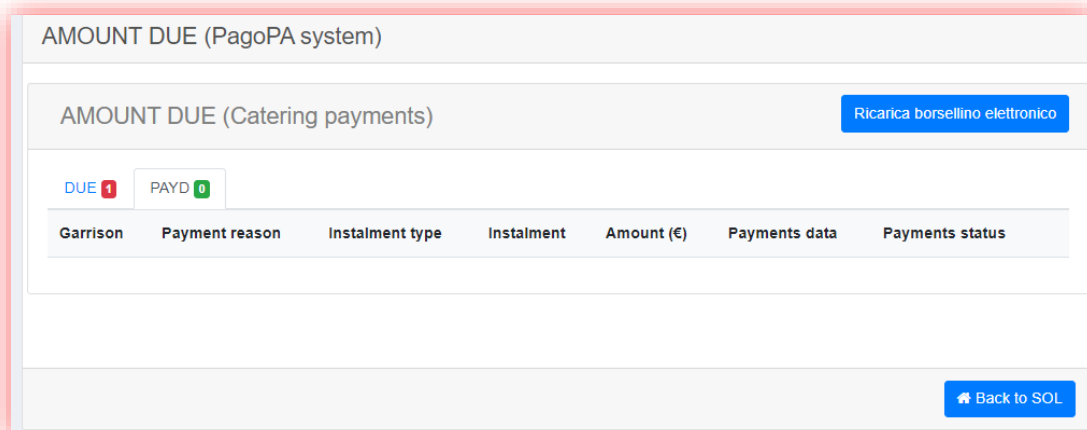
6 PAYMENTS FOR CATERING SERVICES

To access the catering service of ERDIS Marche the user have to recharge the electronic wallet on the [reserved area](#):

1. Click on “PAGOPA”



2. Click on “Ricarica borsellino elettronico”





3. Fulfill the form on the following popup about Garrison (Presidio) and amount; then click on “Carica posizione debitoria”

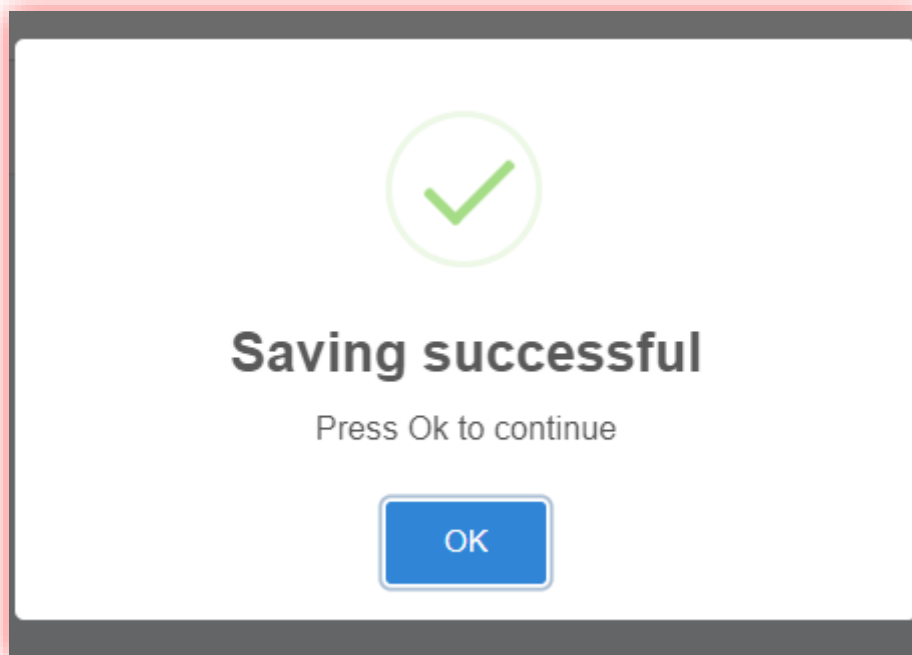
Ricarica borsellino elettronico

* Causale

* Presidio

* Importo (euro)

4. Confirm the saving procedure on the following popup





5. Check the information below and click on "Pay" (the red choice)

AMOUNT DUE (PagoPA system)

AMOUNT DUE (Catering payments) Ricarica borsellino elettronico

DUE 2 PAYD 0

Garrison	Payment reason	Instalment type	Instalment	Amount (€)	Payments deadline	Payments status
ANCONA	Ricarica borsellino elettronico	MENSA	2023 - BORSELLINO (BORSELLINO)	14.00	08/11/2023	Pay

Back to SOL

ATTENTION! The "Payments deadline" does not refer to the time validity of the recharged amount, but to the deadline by which the payment procedure must be completed.

6. Complete the payment procedure on the Marche Payment System (MPay)

Regione Marche Carrello (1)

Marche Payment
Effettuare con semplicità i pagamenti di tributi e servizi

Pagamenti con avviso pagoPA® Pagamenti Scarica ricevuta pagamenti Estratto conto Assistenza

Codice fiscale	Identificativo documento	Importo (€)
		7,00

Modalità di notifica

e-Mail di conferma*

All'indirizzo indicato verrà inviata la conferma di avvenuta operazione e l'attestato di pagamento
attenzione: un indirizzo non valido provoca la non ricezione delle e-mail

Dati aggiuntivi

Codice Fiscale o partita IVA*

Cognome e Nome o Denominazione*

Pagamento

PAGAMENTI IN CORSO 1

IMPORTO € 7,00

TOTALE CARRELLO(*) € 7,00

(*) Importo al netto delle eventuali commissioni applicate dal gestore del metodo di pagamento.

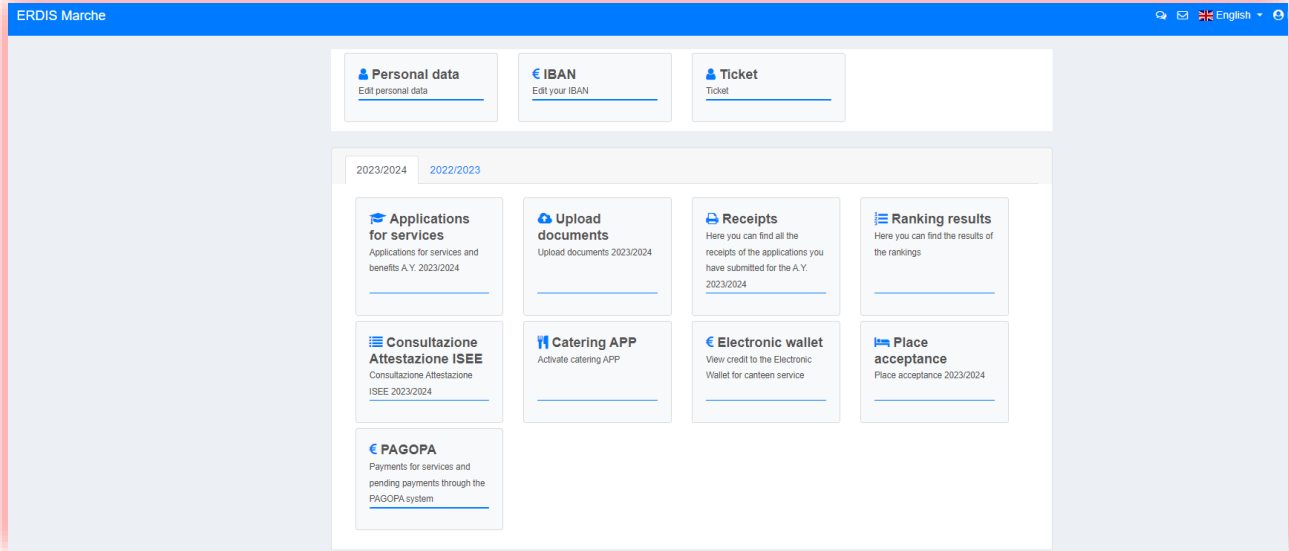
Facendo click su avanti potrai scegliere il metodo di pagamento preferito. Nulla ti verrà addebitato prima di aver selezionato il metodo di pagamento e avere visualizzato l'importo delle commissioni. Puoi consultare la pagina [trasparenza-costi](#) se vuoi conoscere le commissioni applicate in base all'importo che devi pagare con i diversi metodi di pagamento utilizzabili su pagoPA.

pagoPA

Indietro Avanti



7. After payment, to view the available credit on the electronic wallet click on “Electronic wallet”



Ask

To the requested benefits:

- Request for a bed in the guesthouse

← Previous

Save & Continue