

# National Electronic Tool (NEN)

Basic Information about registration of  
foreign Suppliers - outside CZ

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## 1 User support

You can contact user support via:

**PHONE:** +420 841 888 841

**E-MAIL:** [hotline@nipez.cz](mailto:hotline@nipez.cz)

## 2 Countries in the European Union

- For registration each organization is required to have a „**Valid electronic signature (E – signature)** based on a qualified certificate or Qualified E – Signatures from certification authority of the EU“
- You can find a List of trusted EU certification authorities on page: <https://webgate.ec.europa.eu/tl-browser/#/>
- For registration please visit website <https://nen.nipez.cz/>

### 2.1 Documents required for registration

- 1) **An extract from the Commercial Register**, if registered in it, or an extract from another similar register if it is registered in it. In the case that the applicant was not established by a statute and is also not registered in the Commercial Register or any other similar register, it is obliged to submit a Memorandum of Association. From the submitted documents it must be clear who is entitled to act on behalf of the applicant. The applicant is entitled to submit copies of these documents
  - The document should not be older than 3 months before the date the application for registration was sent
  - Submit the documents in the original version and preferably also in the English version (**recommended**)
  - Submit any other supplementary information (to verify your organization) – documents (*translations ENG/CZ, Official notarial confirmation of company existence, etc.*) (**recommended**)
- 2) **Electronically signed document SUPPLIER REGISTRATION FORM**

The file "Registration form.pdf" can be downloaded directly from the registration form.

Picture 1 Registration form.pdf download

## Files for download

[Registration form.pdf](#)

## Documents

\* Document Proving Existence of Entity

UPLOAD FROM DEVICE

\* Registration Form

UPLOAD FROM DEVICE

I AGREE WITH THE [CONDITIONS OF REGISTRATION](#)

SUBMIT

Picture 2 Registration form.pdf download II.

If you are having issues regarding your electronic signature, it is possible to send the registration without electronically signed SUPPLIER REGISTRATION FORM

If you send the registration without an electronic signature it is necessary to fill reason in the form why you are sending the registration without an electronic signature. **Otherwise the application for registration will not be accepted.**

**The application for registration will be also rejected, if you upload a blank Registration form. pdf.**

Your registration will be then submitted for approval to the NEN administrator – the Ministry for Regional Development.

#### 04 Reasoning

The registration must be signed with an electronic signature. Otherwise please state a reason why this condition could not be fulfilled.

Picture 3 Justification field

## 3 Countries outside the European Union

Countries outside the European Union automatically send registration without electronically signed SUPPLIER REGISTRATION FORM.

### 3.1 Documents required for registration

- 1) **An extract from the Commercial Register**, if registered in it, or an extract from another similar register if it is registered in it. In the case that the applicant was not established by a statute and is also not registered in the Commercial Register or any other similar register, it is obliged to submit a Memorandum of Association. From the submitted documents it must be clear who is entitled to act on behalf of the applicant. The applicant is entitled to submit copies of these documents
  - The document should not be older than 3 months before the date the application for registration was sent
  - Submit the documents in the original version and preferably also in the English version **(recommended)**
  - Submit other and supplementary information (to verify your organization) – documents (*translations ENG/CZ, Official notarial confirmation of company existence, etc.*) **(recommended)**
- 2) **Hand-signed document SUPPLIER REGISTRATION FORM:**

The file "Registration form.pdf" can be downloaded directly from the registration form.

HOME > REGISTRATION > SUPPLIER REGISTRATION

## Supplier Registration

When registering an entity in the NEN system, you need to complete the Registration form [\(available for download in the Documents to Download section below\)](#) and sign it with a valid, recognised electronic signature based on a qualified certificate for electronic signature or a qualified electronic signature. Foreign entities that do not have the possibility to sign the document with this type of electronic signature are required to state the reasons.

If you are entering information about the person acting on behalf of the applicant in the Registration form, it is necessary to enter the electronic signature after the document has been scanned so that the signature can be verified by the NEN operator.

Please refer to the [Operating Rules](#) for more information on the terms of registration and access to the NEN system.

*Picture 4 Registration form.pdf download*

If you send the registration without an electronic signature it is necessary to fill reason in the form why you are sending the registration without an electronic signature. **Otherwise the application for registration will not be accepted. This applies to countries within the European Union**

**The application for registration will be also rejected, if you upload a blank Registration form. pdf.**

Your registration will be then submitted for approval to the NEN administrator – the Ministry for Regional Development.

### 04 Reasoning

**The registration must be signed with an electronic signature. Otherwise please state a reason why this condition could not be fulfilled.**

The company is based in the US with the branch office in Australia that is overseeing the Korean market.

*Picture 5 Example of justification*

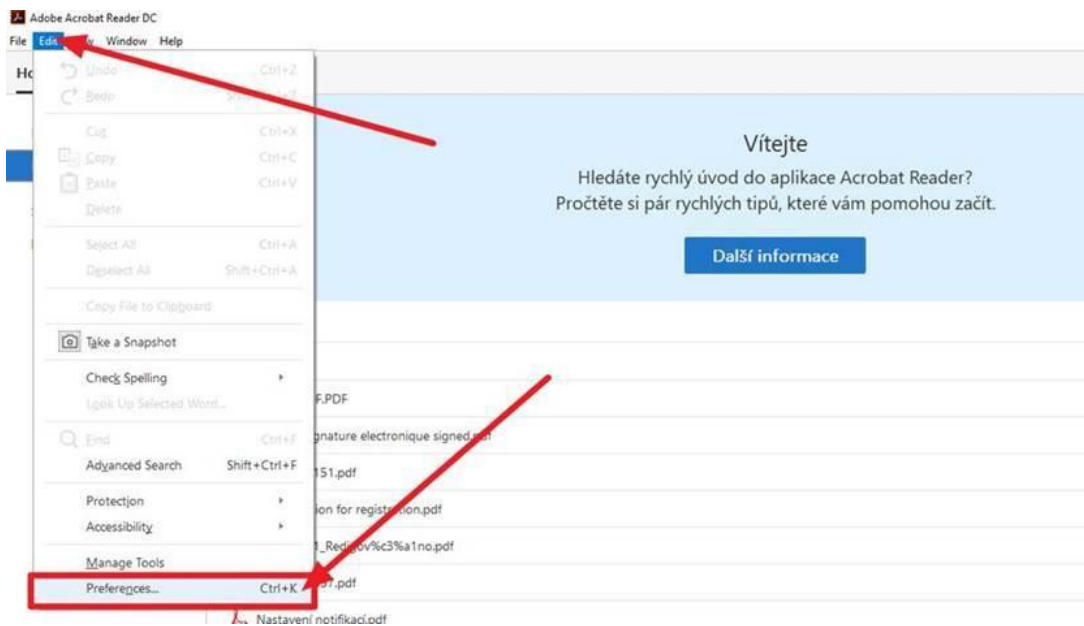
## 4 Additional information to registration in NEN

- Applicants are advised to start registration **in a timely manner**. You have to take into consideration any possible delays in verifying Identification data of Applicants Organization in the Country of residence by NEN Support or Ministry of Regional Development of the Czech Republic
- NEN Support may send „The request for cooperation“ to Applicant in order to provide the new documents, information etc. for approval or verification data registration
- The documents submitted by the Applicant (after reviewing online Application by NEN Support or Ministry of Regional Development of the Czech Republic) may be requested for the purpose of verifying the Application in: plain or official translation, official - court translation or official translation with apostille, or superlegalized translation of documents in Czech or English language
- Registration will be approved after the receipt of all required and relevant documents, forms or information
- NEN is a complex electronic tool for self-administration of your bids. For more information about the terms and conditions of the procurement procedures (qualification etc.) contact directly the CZ contracting authority representative
- In case of non-cooperation (by the Applicant), the NEN Support automatically closes the application for registration of the entity in 20 (working) days after sending „The request for cooperation“. The applicant will be sent information, including justification, as part of the automatic closure

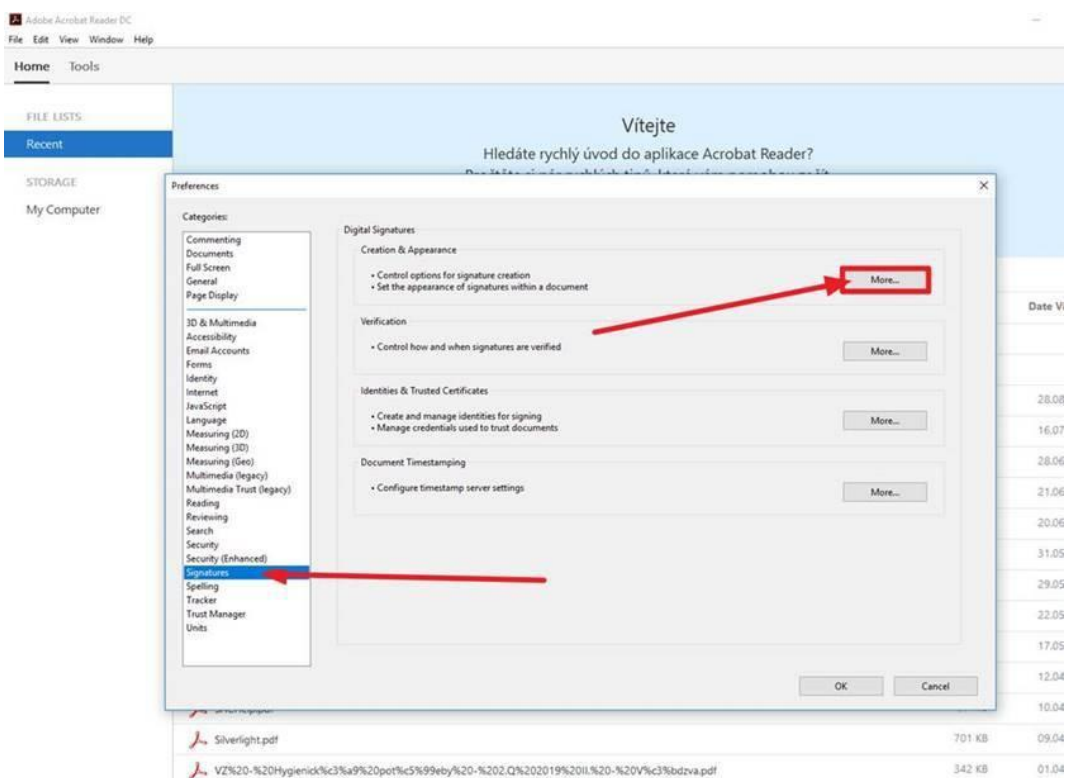
### **Additional Information to PDF E-signature:**

#### **How to set your E-signature in Adobe Acrobat reader - CADES preferences**

- SUPPLIER REGISTRATION FORM or other documents must be signed with CADES preferences to make sure everything is all right. Change the following setting and then sign a document

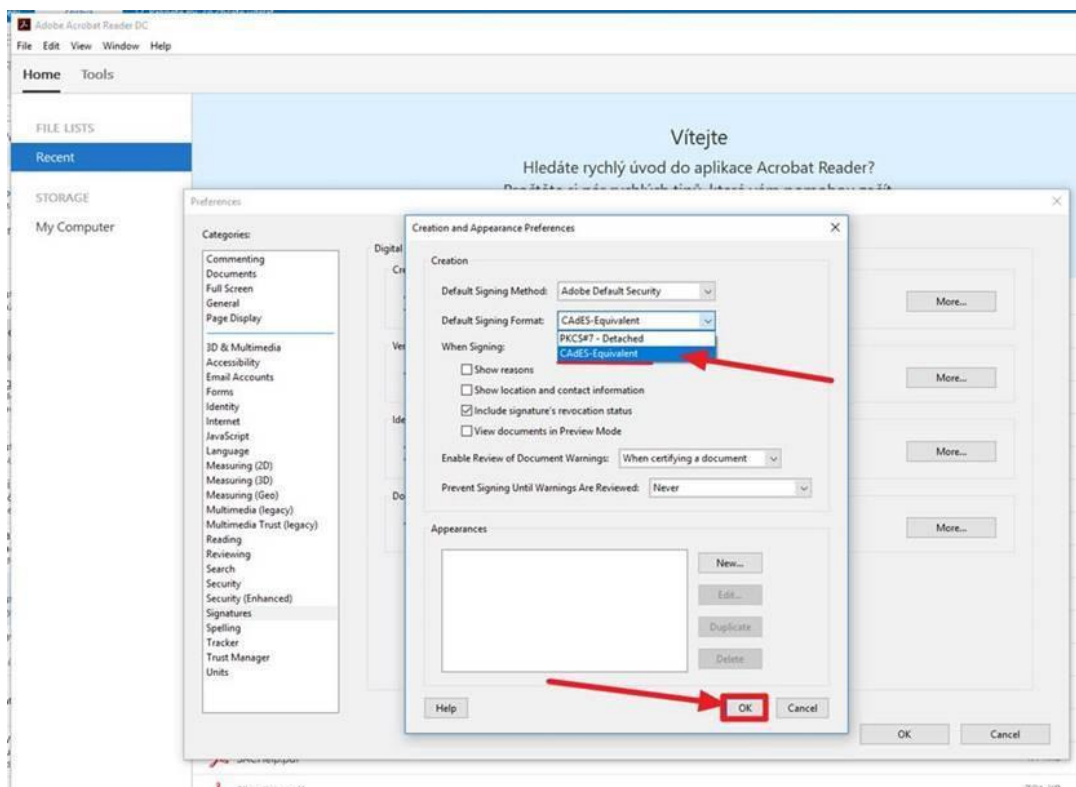


Picture 6 Settings (1)



Picture 7 Settings (2)

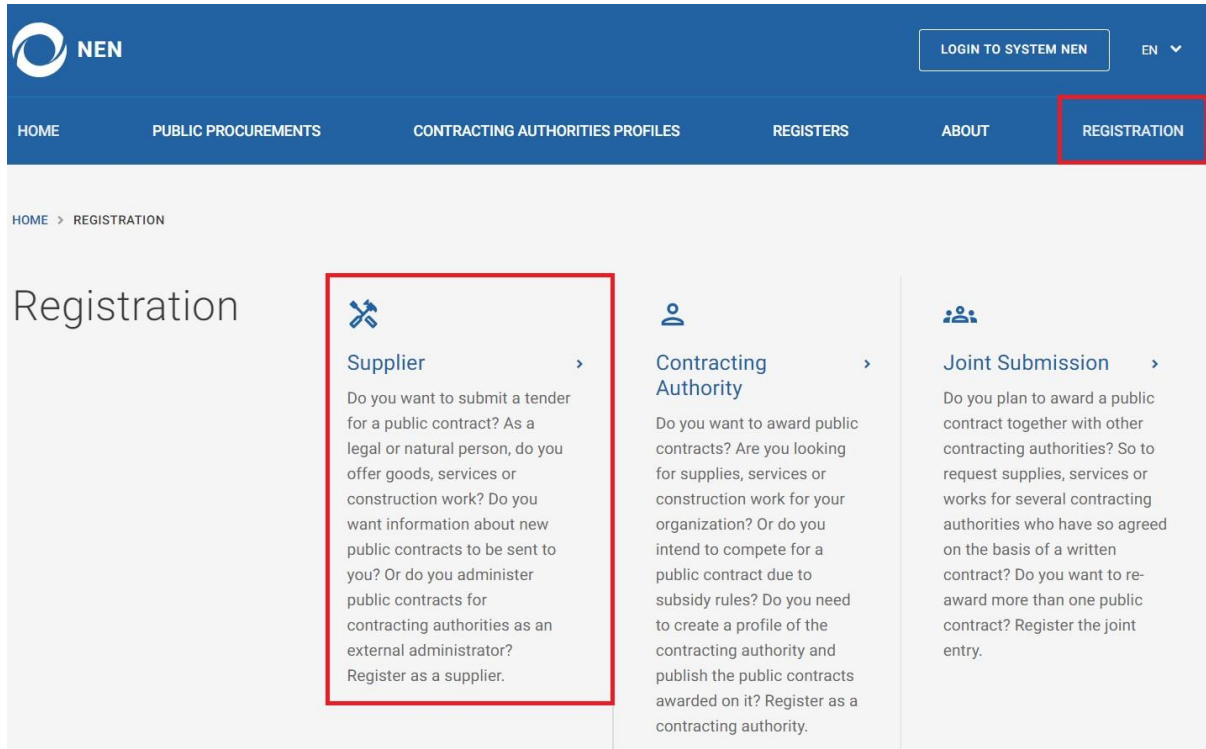




Picture 8 Settings (3)

## 5 Supplier registration form

Go to the page <https://nen.nipez.cz/>, click on „Registration” on the very right of the upper toolbar and choose „Registration - supplier”.



Picture 9 Registration form

- For successful registration **it is necessary to fill all the required fields „red star mark”** in the registration tabs:
  - Administrator of the entity contact details
  - Basic info
  - Registered office / place of business
  - Subject contact details
  - Documents - attach required documents
- The list of required „yellow fields” may change depending on the applicant's specific selection of data

## 5.1 Administrator of the entity contact details

- Be aware that contact person will receive access to the system via e-mail. The system will assign this person administrator permissions to manage data in the entity's registration.

### Administrator of the entity contact details

Academic title (prefix)	*E-mail	<input type="checkbox"/> First name <input type="checkbox"/> Last name <input type="checkbox"/> E-mail <input type="checkbox"/> Business phone <input type="checkbox"/> Organisation ID number <input type="checkbox"/> Supplier's official name <input type="checkbox"/> Legal form <input type="checkbox"/> Municipality <input type="checkbox"/> Postal Code <input type="checkbox"/> NUTS code <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Extract from the commercial/tra... <input type="checkbox"/> Registration authorization
<input type="text"/>	<input type="text"/>	
* First name	* Business phone	
<input type="text"/>	<input type="text"/>	
* Last name	Mobile phone	
<input type="text"/>	<input type="text"/>	
Academic title (suffix)	<input type="text"/>	
<input type="text"/>		

Picture 10 Administrator of the entity contact details

## 5.2 Basic information on supplier

- At first, please select your country

### Basic info

I agree to the terms of registrati...

\*Country

\*Other identifier

\*Supplier's official name

\*Legal form

The official name supplement

Picture 11 Basic information

## 5.3 Registered office / place of business

- You can find official (EU) NUTS code chart on EU web  
<https://simap.ted.europa.eu/web/simap/nuts>
- If you select country outside EU, the NUTS code is automatically fill by the universal code name „Abroad“

### Registered office / place of business

<p>*Municipality</p> <input type="text"/>	<p>Street number</p> <input type="text"/>
<p>Part of the municipality</p> <input type="text"/>	<p>Building number</p> <input type="text"/>
<p>Street</p> <input type="text"/>	<p>*Postal Code</p> <input type="text"/>
	<p>*NUTS code</p> <input type="text" value="-- None --"/>

Picture 12 Place of business

## 5.4 Subject contact details

- Fill in the subject's contact information. These fields are for a general phone and email address.

### Subject contact details

<p>*Phone</p> <input type="text"/>	<p>*E-mail</p> <input type="text"/>
------------------------------------	-------------------------------------

Picture 13 Subject contact details

## 5.5 Documents

- For registration in the system, upload all documents mentioned in chapter 2.1 or 3.1. Read the instructions for signing the Registration form.pdf file.

### Files for download

[Registration form.pdf](#)

### Documents

\*Document Proving Existence of Entity

UPLOAD FROM DEVICE

\*Registration Form

UPLOAD FROM DEVICE

I AGREE WITH THE [CONDITIONS OF REGISTRATION](#)

SUBMIT

SAVE WORK IN PROGRESS

Picture 14 Documents

## 5.6 Submission of the request

Once the request is ready to be sent, click the button „Submit“.

### Files for download

[Registration form.pdf](#)

### Documents

\*Document Proving Existence of Entity

[Test file.pdf](#)

UPLOAD FROM DEVICE

✕DELETE

\*Registration Form

[Supplier registration form \(EN\).pdf](#)

UPLOAD FROM DEVICE

✕DELETE

I AGREE WITH THE [CONDITIONS OF REGISTRATION](#)

SUBMIT

SAVE WORK IN PROGRESS

Picture 15 Send registration

The successful submission of the request for approval is confirmed by the information message "Your registration has been sent to the system".

Your registration has been sent to the system.

You will be redirected back to the registration form shortly.



Picture 16 Confirmation

## 5.7 E-mail notifications regarding the registration and password set up

After a successful registration, the contact person receives email, where:

- The system informs them of acceptance of the registration request
- The system sends a registration link (see the screenshot below) to create and set up a password. It is necessary to click on this link and follow the next instructions
- The registration must be confirmed within 7 days, if not you must contact user support.

*Note: the above mentioned e-mail are unfortunately in the Czech language only.*



Picture 17 E-mail with the registration link to set a password

Press the "Submit" button after setting the new password

## Basic Information

USER NAME

REGREGREGI1

FIRST NAME

Registruj

LAST NAME

Registrujme

E-MAIL ADDRESS

ar@cs .cz

COMPANY

Registrace zadavatele.com

Password  
.....

Password again  
.....|

The password must not be the same as the last 2 used passwords.

- ✓ [Password must contain at least 8 characters](#)
- ✓ [The entered passwords must be the same.](#)
- ✓ [Password must meet at least 3 of the following rules:](#)
  - ✓ [The password contains lowercase letters.](#)
  - ✓ [The password contains uppercase letters.](#)
  - ✓ [The password contains a number.](#)
  - ✓ [The password contains a special character.](#)

SEND

Picture 18 Set a new password after registration

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