



MINISTERSTVO PRO MÍSTNÍ ROZVOJ ČR



# National Electronic Tool (NEN)

Basic Information about registration of foreign Suppliers - outside CZ

8.4.2023









# Content

1	User	support	3
2	Cour	ntries in the European Union	3
	2.1	Documents required for registration	3
3	Cour	ntries outside the European Union	5
	3.1	Documents required for registration	5
4	Addi	itional information to registration in NEN	7
5	Supp	plier registration form	10
1	5.1	Administrator of the entity contact details	11
	5.2	Basic information on supplier	11
!	5.3	Registered office / place of business	12
	5.4	Subject contact details	12
!	5.5	Documents	13
	5.6	Submission of the request	13
	5.7	E-mail notifications regarding the registration and password set up	14
6	A lis	t of images	16





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## 1 User support

You can contact user support via:

PHONE: +420 841 888 841

E-MAIL: <u>hotline@nipez.cz</u>

## 2 Countries in the European Union

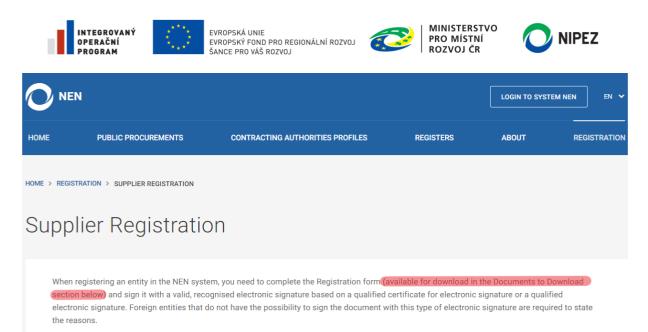
- For registration each organization is required to have a "Valid electronic signature (E signature) based on a qualified certificate or Qualified E Signatures from certification authority of the EU"
- You can find a List of trusted EU certification authorities on page: <u>https://webgate.ec.europa.eu/tl-browser/#/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

#### 2.1 Documents required for registration

- 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 vertify 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.



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 of for more information on the terms of registration and access to the NEN system.

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
IAGREE 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.







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04 Reasoning

The registration must be signed with an electronic signature. Otherwise please state a reason why this conditon 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 vertify 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.



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 <u>Operating Rules</u> of 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 conditon 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







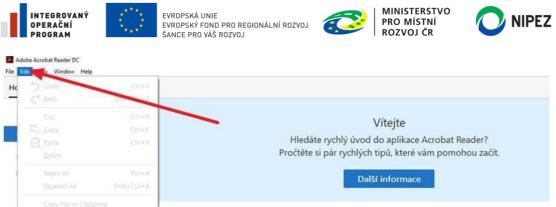
## 4 Additional information to registration in NEN

- 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:

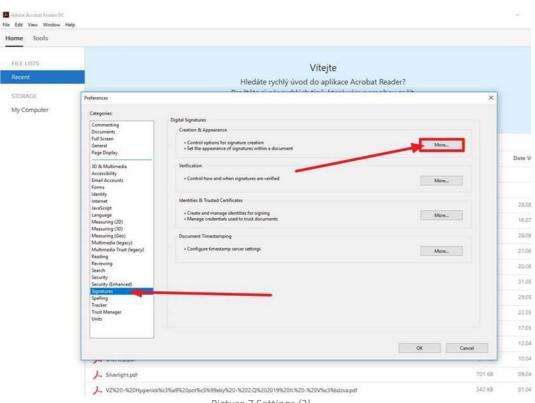
#### How to set your E-signature in Adobe Acrobat reader - CAdES preferences

• 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



Take a Snapshot		
Check Spelling Look Up Selected Word	•	F.PDF
		anature electronique signed an
Adyanced Search	Shift+Ctrl+F	151.pdf
Protection		ion for register con.pdf
Accessibility		
Manage Tools	_	I_Red_cv/sc3%s1no.pdf
Preferences	Ctrl+K	.pdf

Picture 6 Settings (1)



Picture 7 Settings (2)







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ne Tools			
LE LISTS pcent		Vítejte Hledáte rychlý úvod do aplikace Acrobat Read	
Y Computer	Preferences Categories: Commenting Full Screen General Page Dislay ID & Multimedia Accessibility Email Accounts Forms Idad Accounts Idad A	Creation and Appearance Preferences × Digital Creation Creation Default Signing Method: Adobe Default Security Units Default Signing Forma: Creation and contact information Show location and contact information Show location and contact information Creation and Creation and Creation and Creation and Creation Creation and Creation and Creation and Creation Creation and Creat	More More More
		Help OK Cancel	OK Cancel

#### 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".

				LOGIN TO SYSTEM	M NEN EN 🗸
HOME PUBLIC PROCUREMENTS	CONTRACTING AUTHORITIES	PROFILES	REGISTERS	ABOUT	REGISTRATION
HOME > REGISTRATION					
Registration	Supplier > Do you want to submit a tender for a public contract? As a legal or natural person, do you offer goods, services or construction work? Do you want information about new public contracts to be sent to you? Or do you administer public contracts for contracting authorities as an external administrator? Register as a supplier.	contracts? Ar for supplies, construction organization? intend to com public contra subsidy rules to create a pr contracting a publish the pu	to award public e you looking services or work for your ? Or do you upete for a ct due to ? Do you need ofile of the	Do you plan to contract togeth contracting aut request supplie works for seve authorities who on the basis of contract? Do yo award more tha contract? Regist entry.	award a public her with other thorities? So to es, services or ral contracting b have so agreed a written bu want to re- an one public

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	First name
		Last name
		E-mail
*First name	* Dusiness where	Business phone
First name	*Business phone	Organisation ID number
		Supplier's official name
		Legal form
*Last name	Mobile phone	Municipality
		Postal Code
		NUTS code
Academic title (suffix)		Phone
		E-mail
		Extract from the commercial/tra
		Registration authorization

Picture 10 Administrator of the entity contact details

## 5.2 Basic information on supplier

• At first, please select your country

**Basic** info

#### l agree to the terms of registrati...

*Country	
Germany	Ψ.
* Other identifier	
*Supplier's official name	
*Legal form	
None	Ψ.
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 <u>https://simap.ted.europa.eu/web/simap/nuts</u>
- If you select country outside EU, the NUTS code is automatically fill by the universal code name "Abroad"

#### Registered office / place of business

*Municipality	Street number
Part of the municipality	Building number
Street	*Postal Code
	*NUTS code
	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

*Phone	*E-mail
Pic	cture 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 <u>CONDITIONS OF REGISTRATION</u>
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 <b>@</b> Test file_pdf
UPLOAD FROM DEVICE
*Registration Form <b>@</b> Supplier registration form (EN).pdf
UPLOAD FROM DEVICE
I AGREE WITH THE <u>CONDITIONS OF REGISTRATION</u>
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 systém".







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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.* 

⊵ Odpovédét	🕞 Odpovědět všem 🖂 Předat dál 🖓 Rychlé zprávy
	út 26. 4. 2016 8:50
	nen-ref@nipez.cz
	Výzva k potvrzení registrace v referenčním prostředí systému NEN
Komu	
Pro práci v s Heslo musí m Potvrzení reg Veřejná část Tento email	EN Vám byl vytvořen účet s přihlašovací jménem DODTESTEST1 rámci organizace Testovací dodavatel. ystému je potřeba provést potvrzení registrace. V rámci potvrzení registrace budete vyzváni k zadání svého hesla it minimálně 8 znaků a musi obsahovat velké, malé pismeno a číslo istrace je k dispozici po následujících 7 kalendářních dnů na adrese <u>https://nen-ref.nipez.cz/.</u> Přihlášení provádějte na adrese <u>https://portalnen.nipez.cz/ref/.</u> je generován automaticky, neodpovídejte na něj prosím. Pokud máte jakékoliv dotazy nebo připomínky, napište nám je na <u>https://nen.ripez.cz/.</u> servicedesk/, připadně volejte Hotline: +420 841 888 841.

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

Press the "Submit" button after setting the new password







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Basic Informatior			
USER NAME	FIRST NAME	LAST NAME	
REGREGREGI1	Registruj	Registrujme	
E-MAIL ADDRESS	COMPANY		
ar@cs .cz	Registrace zadavatele com		
Password		ssword again	
<ul> <li>Password must contain at leased</li> <li>The entered passwords must</li> <li>Password must meet at leased</li> </ul>	t be the same.		
✓ <u>The password contains l</u>	owercase letters.		
✓ <u>The password contains</u>	ippercase letters.		
✓ <u>The password contains</u> a	number.		
The password contains a	special character.		
SEND			











# 6 A list of images

Picture 1 Registration form.pdf download	4
Picture 2 Justification field	4
Picture 3 Registration form.pdf download	5
Picture 4 Registration form.pdf download II.	5
Picture 5 Example of justification	6
Picture 6 Settings (1)	7
Picture 7 Settings (2)	
Picture 8 Settings (3)	
Picture 9 Registration form	9
Picture 10 Administrator of the entity contact details	
Picture 11 Basic information	
Picture 12 Place of business	
Picture 13 Subject contact details	
Picture 14 Documents	
Picture 15 Send registration	
Picture 16 Confirmation	13
Picture 17 E-mail with the registration link to set a password	13
Picture 18 Set a new password after registration	