



FEN.cz Database Registration Process

A properly completed supplier registration on this portal is a necessary condition for possible participation in **any procurement procedure**. **Any supplier must have the role of „Procurement Procedure Participant“** assigned.

- ✓ The registration is easy and takes a maximum of 48 hours
- ✓ The registration is free of charge
- ✓ A confirmation e-mail is forwarded after a successful registration

Prior to the start of a supplier registration, **please ensure you have the following:**



A document proving the organization's legal status

(e.g., A Commercial Registry Extract or another relevant document),



A Power of Attorney with the authorisation to act on behalf of or in the name of the company

(a power of attorney is not needed if you are a statutory body or plan to register using a data box),



An electronic signature based on a recognised certificate

(for the purpose of an electronic supplier verification).

If all mandatory prerequisites are met, **the supplier registration and verification process** may be performed. The process comprises three phases as follows:



Supplier Registration



Supplier's Administrator Registration



Supplier Verification

You will receive a **confirmation e-mail** to inform you on the successful completion of the registration and verification process.



To register in the supplier database, use the link [HERE](#).



Detailed information can be found [HERE](#).