



How to create an unified supplier account within the NÍPEZ infrastructure

A properly completed supplier registration is a necessary prerequisite for potential participation in any procurement procedure, **the supplier must have the role of „tender participant“.**

- ✓ Registration is easy and takes a maximum of 48 hours.
- ✓ Registration is completely free of charge.
- ✓ You will receive an email confirmation upon successful registration.

Before starting the actual supplier registration, **make sure, you have the following available:**



A document proving the legal status of the Organization

(e.g. an extract from the Commercial Register or another relevant document in the case of foreign entities and suppliers without a Czech Identification Number / IČO),



A power of attorney to act in the name or on behalf of the organization

(if you are also the statutory representative, you do not need a power of attorney),



An electronic signature based on a qualified certificate

(for the electronic verification method. This is required only when submitting powers of attorney, etc. Logging in via NIA (National Identity Authority) is required - for citizens of the Czech Republic of the EU, or relevant documents for non-EU citizens.)

If all the required prerequisites are met, the **supplier registration and verification process** can be carried out, which takes place in three phases, namely:



Verification of the user's identity



Assignment of the user to the legal entity



Verification of the supplier

You will receive a **confirmation email** informing you that the registration and verification have been successfully completed.



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



You can find detailed information [HERE](#)