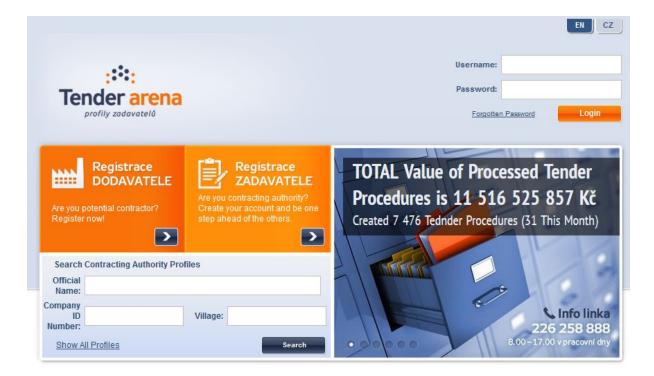# Registration to Tender arena

In order to finish the process of registration, it is necessary to have:

- document proving legal personality of the organization (e.g. Certificate of Incorporation or other relevant document),
- power of attorney to act on behalf of the organization (in case when user of your organization is someone else that the statutory representative) - template can be found [HERE](),
- electronic signature based on qualified certificate (only for finishing the registration using electronic message in the system).

On the introductory screen of [Tender arena]() it is necessary to choose, where it is registration of contractor (**"dodavatel"**) or registration of contract authority (**"zadavatel"**).

Introductory screen

In the first step of the registration you choose the legal form and company registration number. Select the last legal form - ("**Zahraniční subjekt (dodavatel")** and fill in your company ID number if necessary**.** By pressing *Next* you continue to the next step.

First step of the registration

Here you fill in details of the organization. Fields with necessary information that has to be filled in are marked with red star. Some fields require standardized format (phone number must be entered in format +yyy xxx xxx xxx, where yyy is the international code and e-mail in format aaa@bbb.cc). After you fill in all necessary information, press *Next* to continue.

Details about organization

In the next step, you can select commodities and services provided by your company from a register provided by Czech Ministry of Regional Development. This step is not mandatory. In order to proceed, press **Next.**

Commodities

In the next step, you enter credentials of the person who will function as an administrator of your company in the system.

By checking field **Agree to Receive Newsletters** you agree to receive business communication regarding provision of goods and services within the Act no. 480/2004 Coll. as amended by the operator of the system. By agreeing, you give permission within the Act no. 101/2000 Coll. as amended to processing of given email address by organization Tender systems s.r.o., headquartered at Nám. před Bateriemi 18, 162 00 Praha 6 - Střešovice, for inclusion in the database, and other advertising, marketing purposes, ie. especially offering products and services for the purpose of sending commercial messages by electronic means pursuant to applicable law no. 480/2004 Coll., for a period of 10 years until further notice. If you wish to cancel this consent, you can do so by sending email to info@tenderarena.cz. Checking this field is strictly optional.

Following two boxes determine whether the administrator will receive email notifications regarding any new messages directly delivered to him in Tender arena and whether he will be notified about any new messages delivered to the company. Communication regarding the procurement procedure (such as sending bidding invitations and additional electronic communication between contractor and contracting authorities) is not included in the aforementioned business communication.

After you fill in all necessary information, press **Next**.

In the following step, you select a registration verification method. You can select one of the two following methods:

1) *Send signed electronic message with required documents*

In order to finish the registration this way, it is necessary to obtain an electronic signature with a qualified certificate. The system operator, however, does not guarantee the recognition of foreign certificates. Along with the application for registration (which is generated automatically by the system) it is also necessary to attach document proving legal personality of the organization (e.g. Certificate of Incorporation or other relevant document) and power of attorney (if necessary). It must be clear who is authorized to act on behalf of the applicant from the documents. These documents need to be attached in the *User files* section. Click on *Add* and select necessary documents by clicking on the button containing three dots.

Upon selecting the documents, click on **Upload Selected Files**.

After the files have uploaded, click on the **Sign Message** button.

On the following screen, click on **Run client** button and attach the necessary certificate. In order to run the clients, it is necessary to have the latest version of Java installed. After the certificate is uploaded, click on the **Send** button.

2) *Send required documents by post*
Upon selecting this verification method and clicking **Next** , registration application will be generated in the next step (filename: zadost_o_potvrzeni_registrace.pdf). Download this document and click on **Finish Registration**.

In order to finish the registration, it is necessary to send this document alongside with other required documents (i.e. power of attorney and a document proving legal personality of the organization) by post to the following address:

Tender systems s.r.o.

nám. Před bateriemi 18

162 00 Praha 6

Czech republic

3) *Send required documents by ISDS*
Upon selecting this verification method and clicking **Next** , registration application will be generated in the next step. However, this method is only available to contractors located in the Czech republic.

Pre-existing registration

In case your company has already been registered or pre-registered by one of the contracting authorities, you will receive following message:

In this case, please contact our technical support via email or the phone number provided.