

# 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**”).

The screenshot displays the Tender arena website interface. At the top right, there are language selection buttons for 'EN' and 'CZ'. Below them is a login section with fields for 'Username:' and 'Password:', a 'Forgotten Password' link, and a 'Login' button. The main content area is divided into two orange registration buttons: 'Registrace DODAVATELE' (Are you potential contractor? Register now!) and 'Registrace ZADAVATELE' (Are you contracting authority? Create your account and be one step ahead of the others.). To the right of these buttons is a large blue banner with white text: 'TOTAL Value of Processed Tender Procedures is 11 516 525 857 Kč' and 'Created 7 476 Tednder Procedures (31 This Month)'. Below the banner is an 'Info linka' with the number '226 258 888' and the hours '8.00–17.00 v pracovní dny'. On the left side, there is a search section titled 'Search Contracting Authority Profiles' with input fields for 'Official Name:', 'Company ID Number:', and 'Village:', and a 'Search' button. A 'Show All Profiles' link is also present.

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.

**Tender arena** ...elektronický nástroj pro zadávání veřejných zakázek Login >

Registration EN

Registration of Contractor

Identification Informations > Organization > Commodities > Administrator > Verification > Application

- Before you start registration make sure you meet following requirements:
  - you can provide document proving subjectivity of organization (eg. certificate of incorporation or other relevant document)
  - letter of attorney to act on behalf of the organization (It is not required if you are statutory representant, or you decide to use ISDS to finish registration) - pattern of letter of attorney can be found [HERE](#).
  - electronic signature based on qualified certificate (only if you choose electronic message as a verification method)
- Select legal form first, after that enter identification number of company (identification number of company is not required in case of legal form not registered in business register).
- Press NEXT button to continue registration.

Identification Informations

Legal Form: Zahraniční subjekt (společnost) \*

Company ID Number: VAT ID:

Cancel Next

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.

**Registration of Contractor**

[Identification Informations](#) > 
 **[Organization](#)** > 
 [Commodities](#) > 
 [Administrator](#) > 
 [Verification](#) > 
 [Application](#)

- Enter information about organization, fields marked by red asterisks are required. Some fields may be pre filled if your organization will be found in ARES register. Some fields may require standard formats (phone number format +yyy xxx xxx xxx, where yyy is international code, email format aaa@bbb.cc).
- Press NEXT button to continue registration.

### Basic Informations

Official Name:	Company A *		
Official Name Supplement:			
Legal Form:	Zahraniční subjekt (společnost) *		
Other Information:			
Company ID Number:	VAT 256484	VAT ID:	
Creation Date:		Number of Employees:	
Annual Turnover Excluding VAT:		Currency:	Czech Koruna

### Residence and Contact Informations

Street:	Green *	Land Registry Number and House Number:	20 * /
Village:	Sommersteed *	Borough:	
Postal:	111 22 *	State:	Spojené království *
Other Information:			
Phone:		Mobile Phone:	
Fax:		E-mail:	aaa@aaa.cz *
Web Address:			

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**.

➔ Registration of Contractor

Identification Informations >
Organization >
Commodities >
Administrator >
Verification >
Application

- Here you can use NIPEZ to select commodities you offer. It will increase your chances that contracting authorities will ask you for proposal. This action is not required to continue registration.
- Press NEXT button to continue registration.

↓ Commodities

NIPEZ Code	Name	Action
31230000-7	Díly elektrických rozvodných, řídicích a spínacích zařízení	<a href="#">Delete</a>

[Add](#)

Cancel
Previous
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](mailto: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**.

User Informations	
Username:	company.admin * Agree to Receive Newsletters: <input checked="" type="checkbox"/>
Send E-mail Notification for all messages received.: <input checked="" type="checkbox"/>	Send E-mail Notification for all messages received by Organizational Unit that user is member of.: <input checked="" type="checkbox"/>

Person Informations	
Name:	John * Middle Name:
Surname:	Smith *
Title before the Name:	Title after the Name:
Job:	
Other Information:	

Contact Informations	
Phone:	Mobile Phone:
Fax:	E-mail: aaa@aaa.cz *
Web Address:	

Contact Address	
Street:	Green * Land Registry Number and House Number: 20 * /
Village:	Sommersteed * Borough:
Postal:	111 22 * State: Spojené království *
Other Information:	

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.

 **User Files**

---

Please attach certificate of incorporation and letter of attorney if necessary.

[Add](#)

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

 **Files**

---

File:	Pisemná zpráva zadavatele.pdf	 ...
File:	No File Selected	...

[Upload Selected Files](#) [Back](#)

---

[Finish Registration Later](#) [Previous](#) [Sign Message](#)

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

 **User Files**

---

 Pisemná zpráva zadavatele.pdf  
14.08.2018 08:19:22 822,2 kB  
[Remove](#)

[Add](#)

---

[Finish Registration Later](#) [Previous](#) [Sign Message](#)

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.

[Identification Informations](#) > [Organization](#) > [Commodities](#) > [Administrator](#) > [Verification](#) > [Application](#)

 **Signature**

---

???jnlp.generovaniKlicu.uvodniinformace???







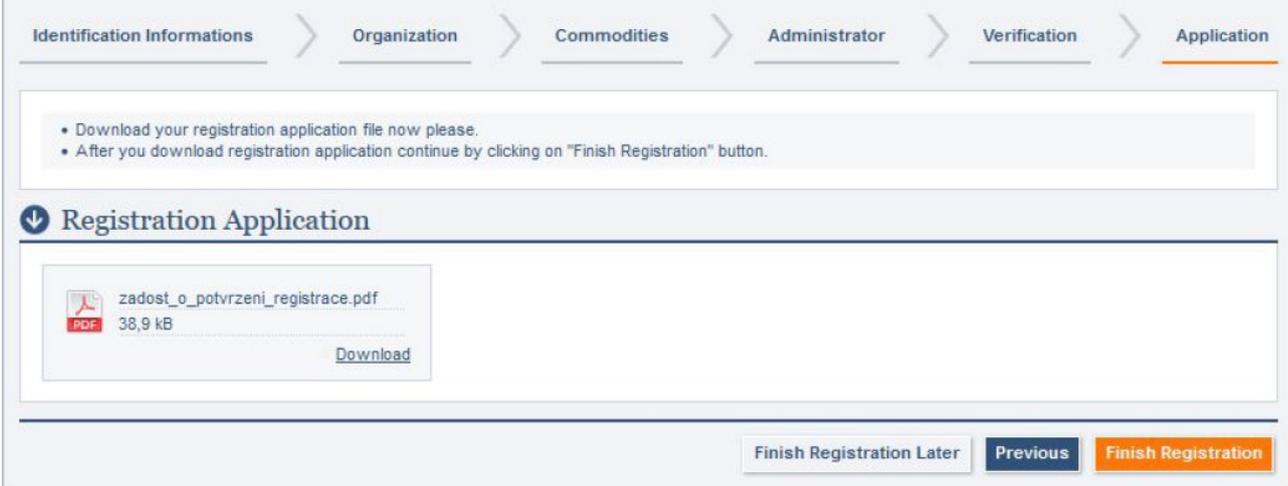

[Run Client](#)

---

[Finish Registration Later](#) [Previous](#) [Send](#)

## 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**.



Identification Informations > Organization > Commodities > Administrator > Verification > **Application**

- Download your registration application file now please.
- After you download registration application continue by clicking on "Finish Registration" button.

### Registration Application

zadost\_o\_potvrzeni\_registrace.pdf  
38,9 kB  
[Download](#)

[Finish Registration Later](#) [Previous](#) [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:

The screenshot shows the Tender arena website interface. At the top, there is a yellow banner with an information icon and the text: "Organization with selected identification number of company is already registered. Please contact technical support via phone +420 226 258 888 or e-mailu support@tendersystems.cz." Below this, the Tender arena logo is visible on the left, and a "Login" button is on the right. The main navigation bar includes a home icon, "Registration", and "EN".

The main content area is titled "Registration of Contractor" and features a progress bar with steps: "Identification Informations", "Organization", "Commodities", "Administrator", "Verification", and "Application". The "Identification Informations" step is currently active.

Below the progress bar, there is a list of requirements for registration:

- Before you start registration make sure you meet following requirements:
  - you can provide document proving subjectivity of organization (eg. certificate of incorporation or other relevant document)
  - letter of attorney to act on behalf of the organization (It is not required if you are statutory representant, or you decide to use ISDS to finish registration) - pattern of letter of attorney can be found [HERE](#).
  - electronic signature based on qualified certificate (only if you choose electronic message as a verification method)
- Select legal form first, after that enter identification number of company (identification number of company is not required in case of legal form not registered in business register).
- Press NEXT button to continue registration.

The "Identification Informations" form is displayed below, with the following fields:

Legal Form:	Společnost s ručením omezeným	*
Company ID Number:	29145121	* IČO je již v systému evidováno

At the bottom right of the form, there are "Cancel" and "Next" buttons.

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