

INSTRUCTION FOR REGISTRATION OF ECONOMIC OPERATORS IN THE CAIS EOP

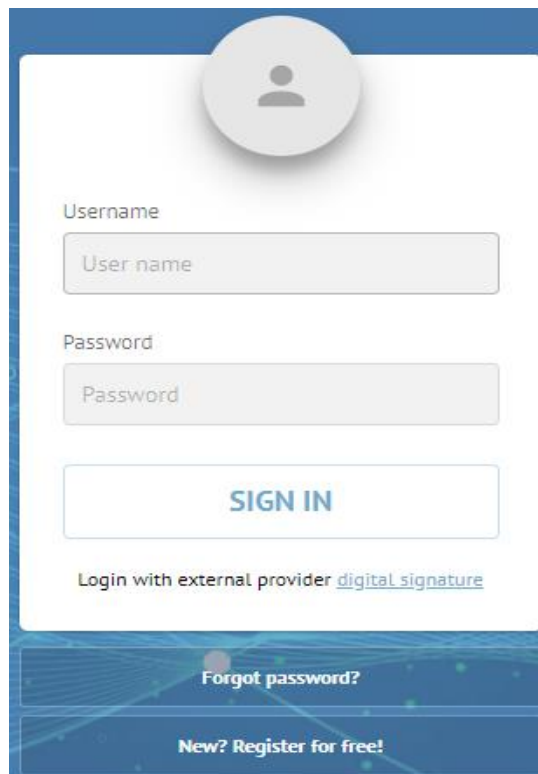
The Centralized Automated Information System Electronic Public Procurement (CAIS EPP) is available at <http://www.eop.bg/>. For optimal usage of the system, it is recommended to be reached with the last two versions of any basic web browsers.


In addition to the production environment of the system, the Public Procurement Agency (PPA) has also provided a test environment available at <https://app-test.eop.bg/>.

Important: Using both production and test environment requires separate registrations. Data entered in one environment cannot migrate to the other.

Registration of economic operator in the system is carried out in several steps:

1. Registration of an economic operator in one of the two system environments requires a valid qualified digital signature.





Username

Password

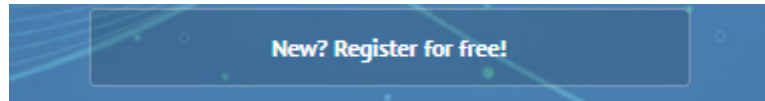
Login with external provider [digital signature](#)

[Forgot password?](#)

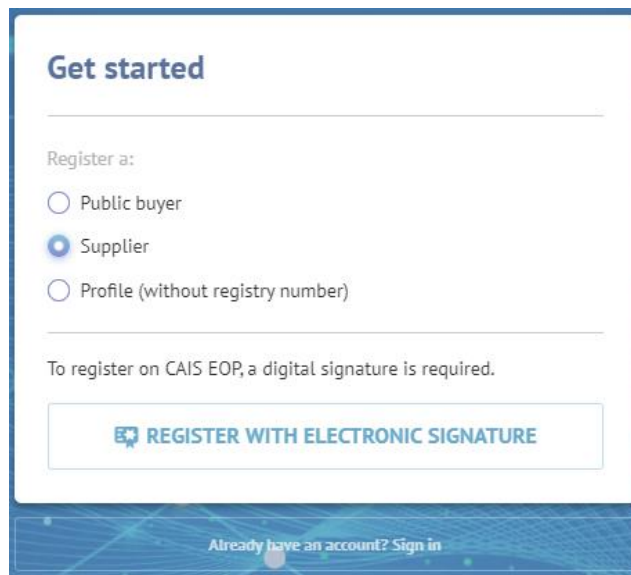
[New? Register for free!](#)

Important: The person who registers the organization acquires the role of Administrator of the organization and the right to create roles and to distribute rights in the organization.

2. Registration process starts by pressing the "New? Register for free!" button on the homepage.



The system opens a new page with a choice of registration type, containing an information card entitled "Create a CAIS EPP account". CAIS EPP gives consumers the option to register as a contracting authority/entity, an economic operator with Unified Identification Code (UIC) (including an economic operator - natural person with an UIC) or a natural person with a Personal No). The user should choose the type / role of the organization that registers. In this case, the user have to select the option "Economic operator"/"Supplier" (legal or natural person).

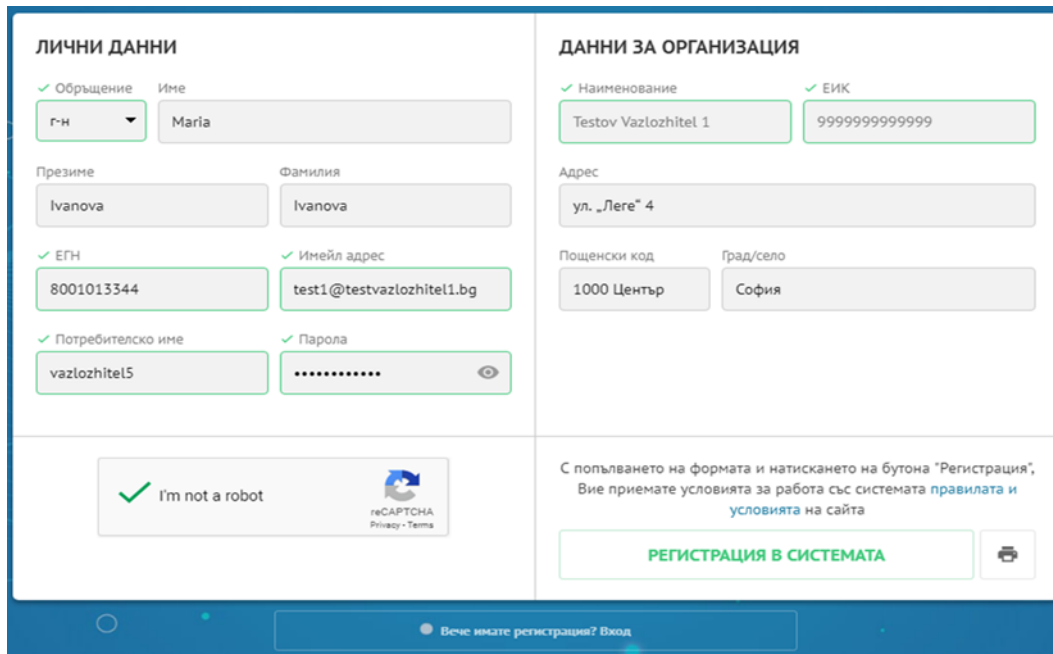


3. To continue with registration, the "REGISTER WITH ELECTRONIC SIGNATURE" button should be pressed.



Professional qualified digital signature is always required, regardless of the registration type. A valid professional qualified digital signature should contain data of the organization. Upon successful application of a professional qualified digital signature, the system transfers

users to a page containing an information card, where they have to fill in their own personal data, as well as data of the organization, which is being registered as an economic operator.



The image shows a registration form with two main sections: 'ЛИЧНИ ДАННИ' (Personal Data) and 'ДАНИИ ЗА ОРГАНИЗАЦИЯ' (Organization Data). The form includes fields for name, surname, EGN, email, password, organization name, EIC, address, and location. A CAPTCHA and a 'РЕГИСТРАЦИЯ В СИСТЕМАТА' button are also visible.

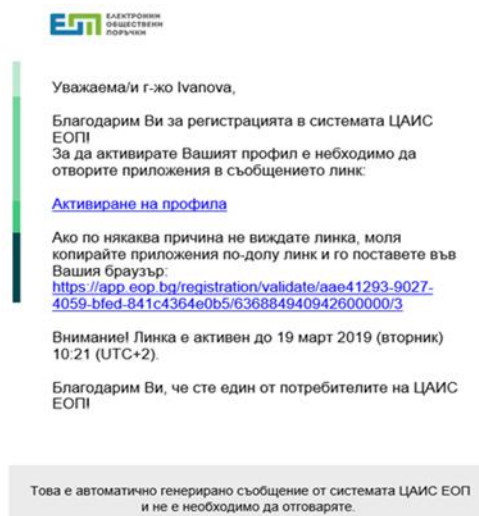
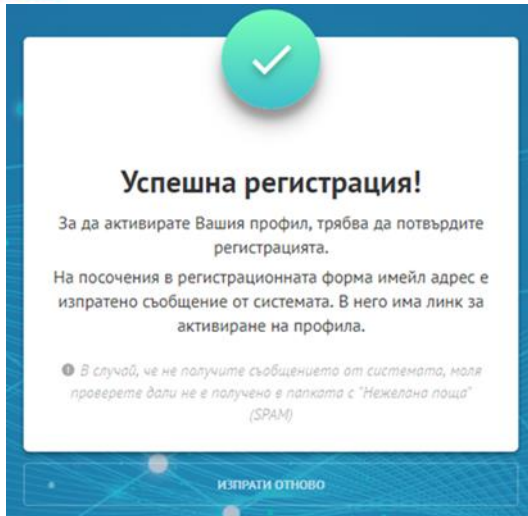
ЛИЧНИ ДАННИ		ДАНИИ ЗА ОРГАНИЗАЦИЯ	
Обръщение: г-н	Име: Maria	Наименование: Testov Vazlozhitel 1	ЕИК: 9999999999999
Презиме: Ivanova	Фамилия: Ivanova	Адрес: ул. „Лере“ 4	
ЕГН: 8001013344	Имейл адрес: test1@testvazlozhitel1.bg	Пощенски код: 1000 Център	Град/село: София
Потребителско име: vazlozhitel5	Парола: [masked]		

CAIS EPP automatically reads and completes data from the attached qualified digital signature. User has the opportunity to fill in their personal data in Cyrillic, if it is automatically entered in Latin, as well as to change the auto filled email address. The e-mail has to be up-to-date because registration in the CAIS EOP is activated by a link sent to that e-mail. System does not allow editing of organization name and UIC.

After filling in all required data, user should press on "Register in the system" button. Upon successful registration, system notifies the user by displaying a modal card and sends an email with a confirmation link.

Important: For registration of a foreign economic operator in the system, it is necessary to have a qualified digital signature, issued by a qualified trust service providers (TSP) included in the List of accredited qualified trust service providers within the European Union (so-called Trusted List).

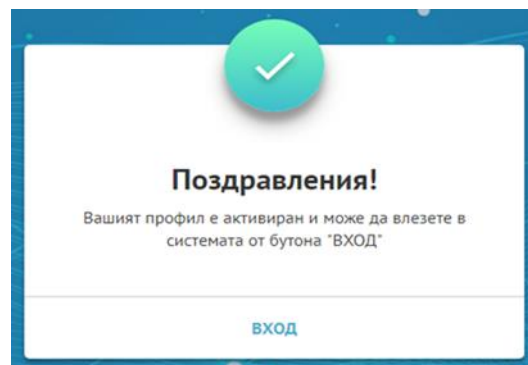
4. Registration process ends after user follows the "Activate account" link in the system emailer copy and paste it into a browser.



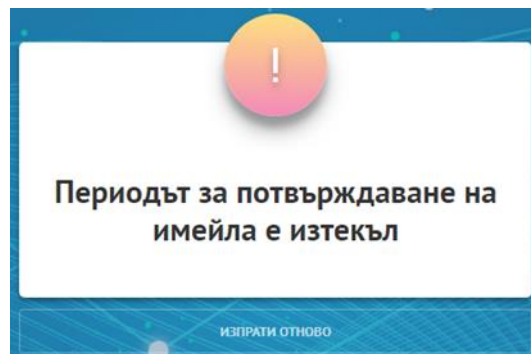
Important: If you do not receive a confirmation e-mail with link of account activation, reasons may be the following:

- Wrong e-mail;
- Deadline for account activation has expired;
- Deadline for accepting an invitation has expired;
- The message has gone in the “Spam” folder;
- Mail server of user's e-mail has security and/or special settings included.

5. Upon successful registration, system redirects users to a page confirming the successful registration



In case of expired confirmation e-mail, system redirects the user to a page containing an expired confirmation message.



Specialty of the economic operator registration process:

1. When legal person is at the same time a contracting authority/entity and an economic operator, the body should register only as a contracting authority/entity while CAIS EPP has got a functionality that allows the body to participate in public procurements as an economic operator.

2. In the case of an incorrect role of the organization stated in system registration, it is necessary to send a formal letter to the PPA containing request for a change.

Important: The letter should be sent to eop@aop.bg, signed by qualified digital signature and/or by paper. The name of the organization and BULSTAT Code /UIC should be stated in the letter mandatory, as well as to which environment of the CAIS EOP is concern.

3. In case the name of organization is misspelled in the BULSTAT / Trade Register, the organization needs to make a change first in the BULSTAT / Trade Register and then in the System - by the button "Update the name through the BULSTAT / Trade Register" in the "Account" section of the organization."

4. In case the name of the organization is registered in Latin, you should contact the CAIS EOP Customer Service Center. Customer Service Center staff will make the change.

5. Each organization can have only one profile in CAIS EOP. User is the natural person, registered in the System with a username and password. Every user can have different profiles – as a natural person and as an employee of an organization, accessible with its user name and password. An employee is a user, who has access to the profile (working space) of a specific organization. Every user could be added as an employee in more than one organization by sending an invitation to the employee. Upon accepting the invitation, user should use its username and password and then select a working space among the organizations in which is employed. Using its profile as a natural person, user can add procurements and submit bids as a natural person.

6. In case the user wants to register more than one organization it is necessary to access the “My Organizations” section in his profile. The process of creating a new organization is activated by pressing "CREATE ORGANIZATION" button. A separate qualified digital signature is required for the registration of each organization.



7. The password should meet the following conditions:

- Contains at least 8 characters;
- Contains at least one capital letter;
- Contains at least one special character or number.

Video instructions for registering with CAIS EOP of an economic operator is published on the Public Procurement Portal in the section "CAIS EOP - Up-to-date". Answers to most frequently asked questions are available in the "CAIS EOP - frequently asked questions" section.

Expert technical assistance is provided on the national telephone number **0700 17 151**, every working day from 09:00 to 17:30 PM.