

End-User Documentation

NIPEZ Portal

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1. Introduction

- Brief Description of the NIPEZ Portal:

The portal is used for **user management of economic entities, users, and their permissions**, including integration with external systems. The system also provides centralized authentication and authorization services.

- Target Audience of the Documentation:

This documentation is intended for users of external systems (requesters and suppliers within external systems, as well as entity administrators).

Chapters describing procedures for key use cases are marked in the Table of Contents with an asterisk (*) and bold text.

- System Requirements:

- Hardware Requirements:

Minimum screen resolution of 1366 × 768 pixels. A quad-core processor with a clock speed of 1.6 GHz or higher, 2 GB of RAM dedicated to the browser, and a network connection of at least 10 Mbit/s.

- Software Requirements:

The NIPEZ application is officially supported only on manufacturer-supported desktop versions of MS Windows and Apple macOS. Proper functionality on other operating systems is not guaranteed.

- Supported Browsers:

The NIPEZ portal is officially supported only in the latest versions of Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari. Proper functionality in other browsers or older versions is not guaranteed.

2. Portal Access

- Portal Reference Environment:
<https://idm-ref.nipez.cz/>
- Portal Production Environment:
<https://idm.nipez.cz/>

3. User Sign-in and Registration

The sign-in and registration process is combined into a single step in which the system verifies whether a user already has an account. The user selects one of the available access methods on the screen, and the system either registers the user (if they do not yet have an account) or signs them in (if they already have one) (*Figure 1*):

- Czech or EU citizen (using NIA)
- Official entity (using CAAIS)
- Non-EU citizen (using EntraID) ((In this case, the user chooses whether to register or sign in; for more information, see chapter [3.3. Access for Non-EU Citizen \(backup sign-in via NIPEZ Identity\)](#)))

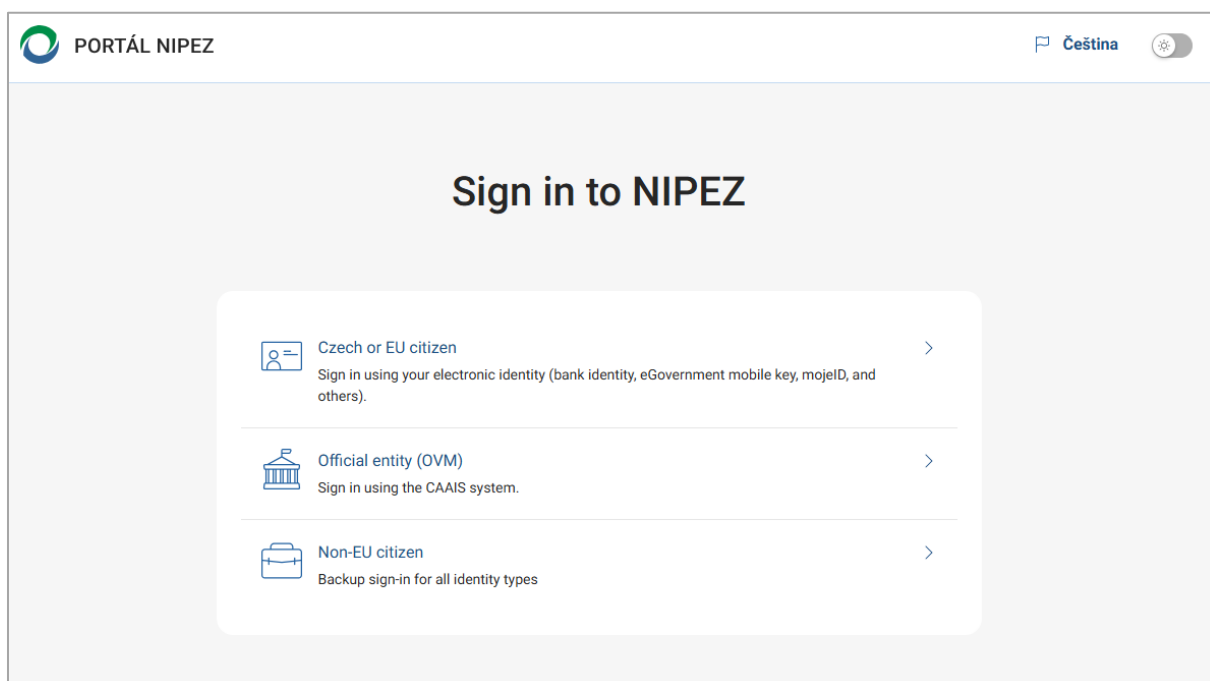


Figure 1 - Home screen

3.1. Access for Czech or EU Citizen (Using NIA)

A user for whom electronic identification is available under the eIDAS Regulation is required to sign in via NIA and is not permitted to use any other sign-in method. After clicking the “Czech or EU citizen” button, a list of available sign-in options is displayed, organized into three tabs: “**State resources**” (*Figure 2*), “**Bank identity**” (*Figure 3*) and “**MojID a I.CA Identita**” (*Figure 4*).

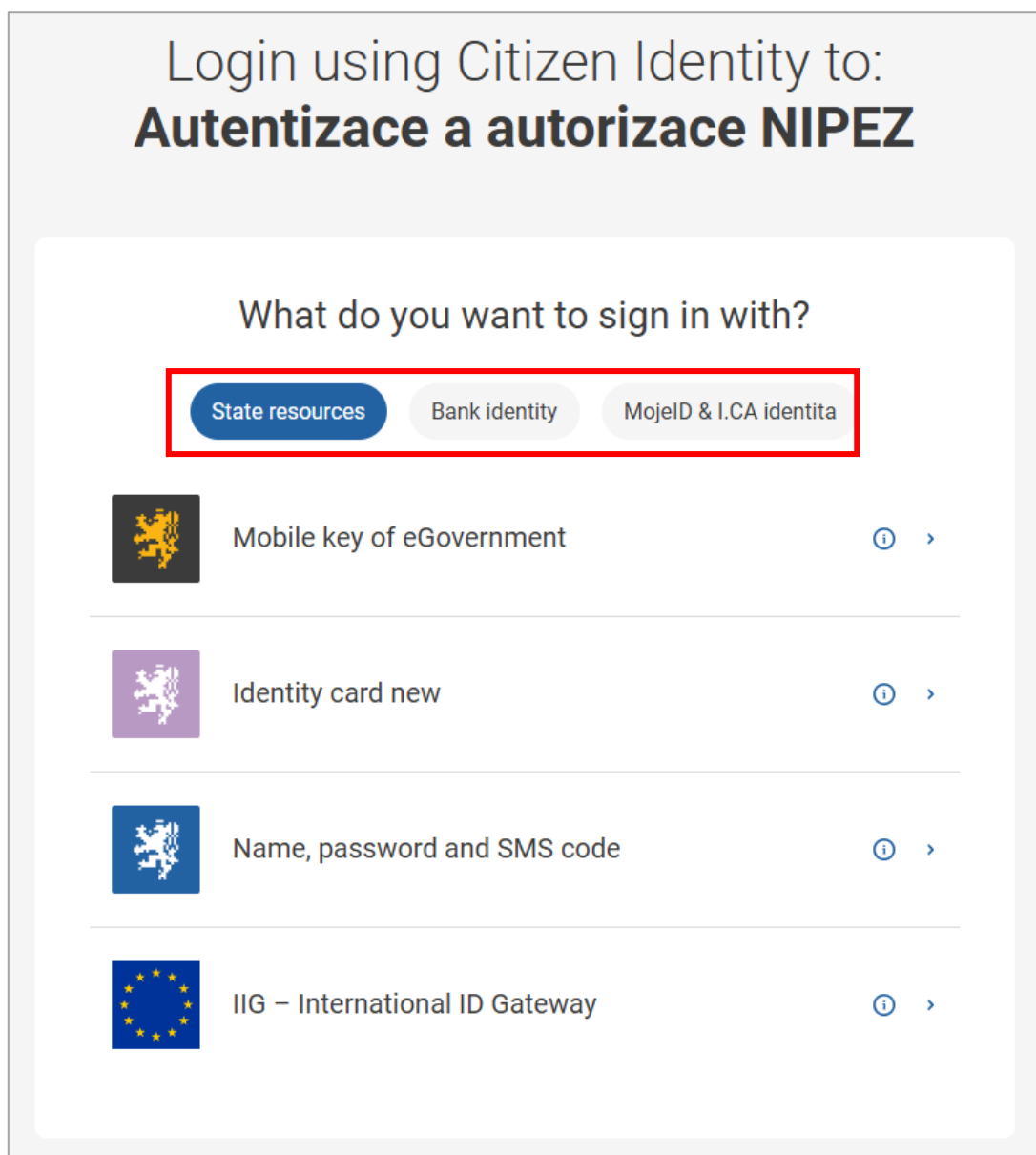


Figure 2 – Sign-in via State resources

Login using Citizen Identity to: **Autentizace a autorizace NIPEZ**

What do you want to sign in with?

State resources

Bank identity

MojeID & I.CA identita



Air Bank



Banka CREDITAS



Česká spořitelna



CSOB



Fio banka



Figure 3 – Sign-in via Bank identity

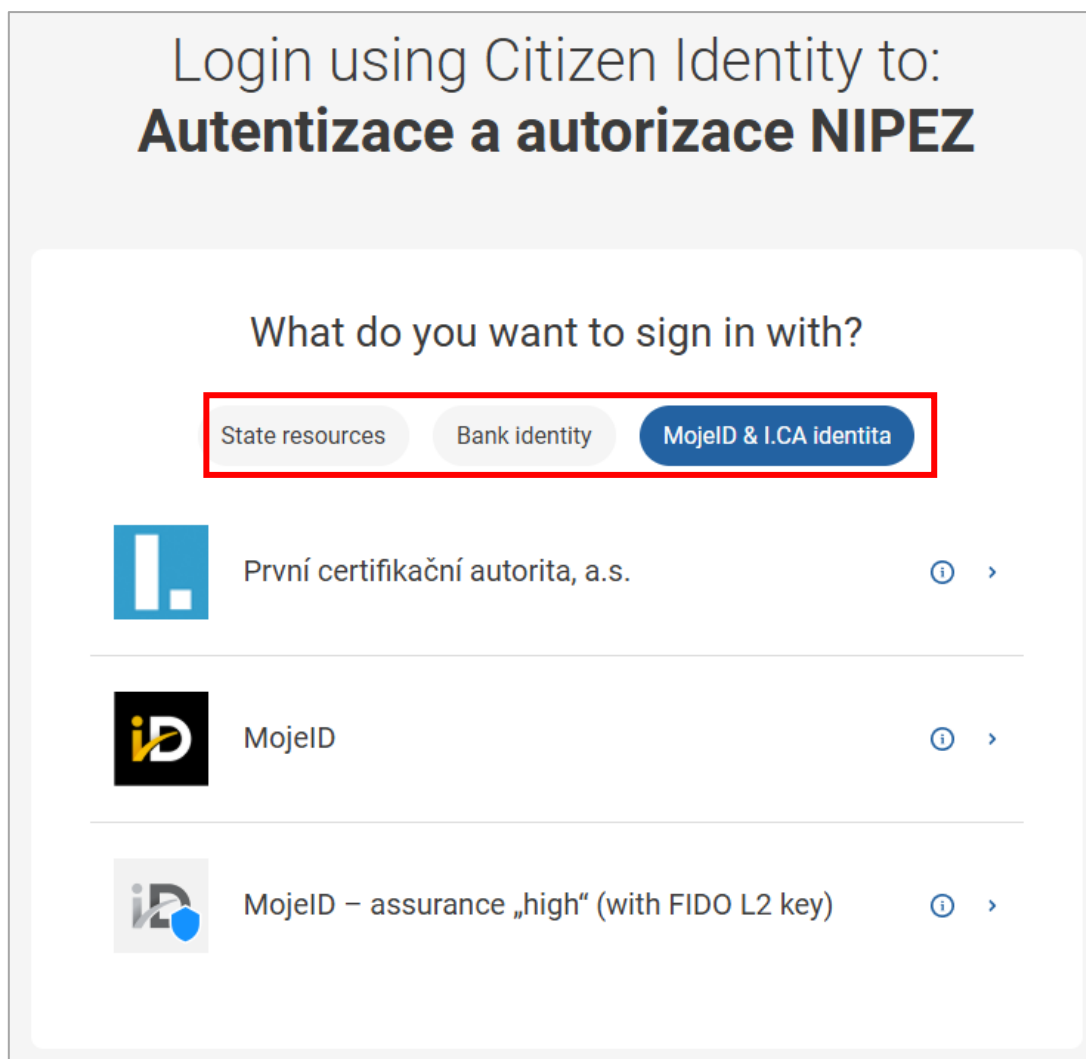


Figure 4 – Sign-in via MojelD a I.CA identita

After logging in, the user provides consent to share the following data with the qualified provider. (Consent can be granted either on a **one-time** or **permanent** basis) ([Figure 5](#)).

Consent to the transfer of the following data for: **Autentizace a autorizace NIPEZ**

This information from your registers is needed for login and services **Autentizace a autorizace NIPEZ**. Without consent to the transfer of this data, you may not be able to log in or use all of the portal's services

✓ The data is only for this portal and will be transferred to it using a secure method.

SURNAME
 NAME
 DATE OF BIRTH

VIEW THE TRANSMITTED DATA

GRANT PERMANENTLY

GRANT THIS TIME ONLY

[DENY REQUEST](#)

Figure 5 - Consent for the sharing of personal data

If the user already has an active account, the system signs the user in after consent is granted. The next steps are described in chapter [4. User Profile Management](#).

If the user does not have an active account yet, the system creates a registration for the user. When consent is granted, the system retrieves approved data and uses them to complete the registration. If the user has not granted consent to provide required information, the **“Complete Registration”** form is displayed. Here, the user enters their phone number and/or email address (It is recommended to use a corporate email address.) and clicks **“Complete the registration form”** ([Figure 6](#)).

[Sign in to NIPEZ](#) > Complete registration

Complete registration

i We've pre-filled your details using nia. To complete the registration, please fill in the required fields.

Email

Title before name

Name

Surname

Degree after name

Country

Date of birth

Dialing code

Phone

[Complete the registration form](#)

Figure 6 - Complete registration form

The system displays the “Data verification” message ([Figure 7](#)) informing the user that an email has been sent to verify the applicant’s email address. The verification process is completed by clicking the link in the email. ([Figure 8](#)).

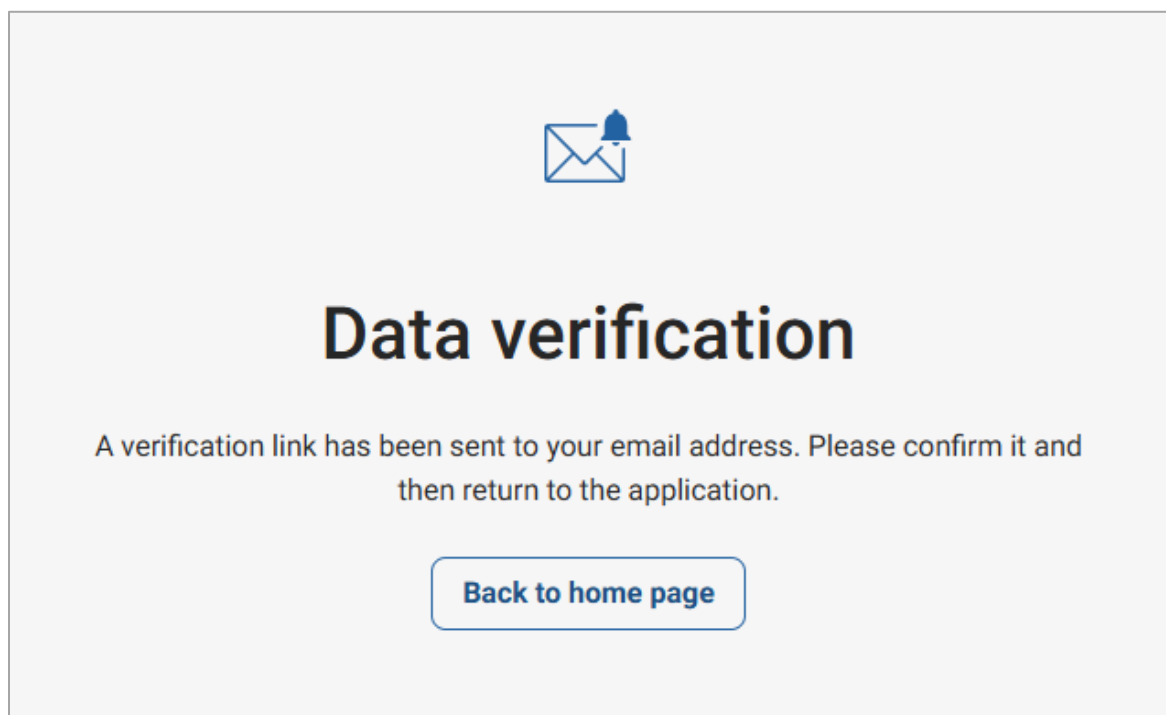


Figure 7 - Message: Data verification

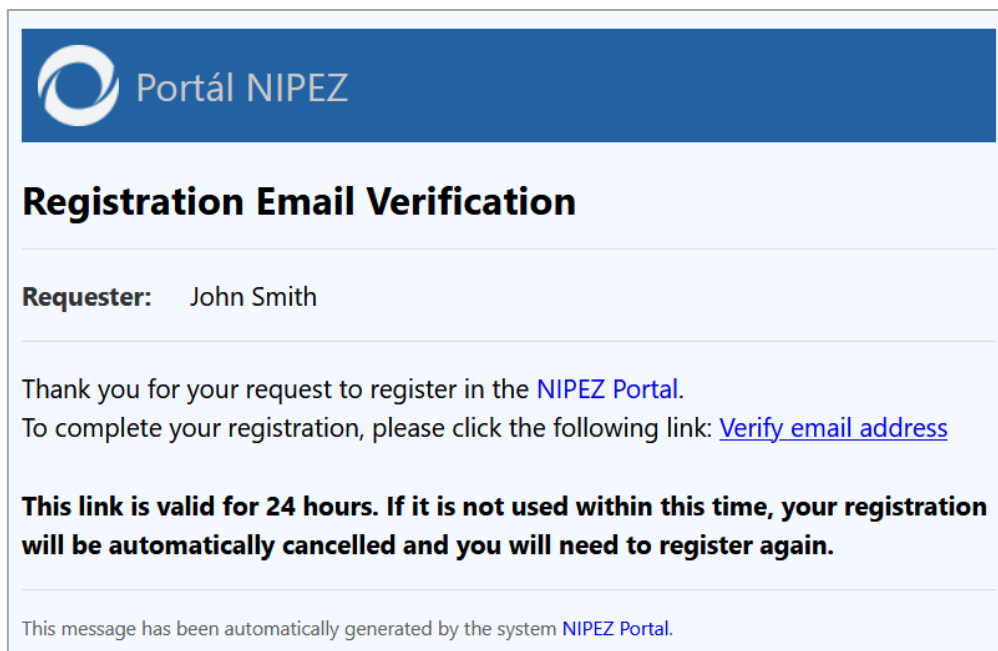


Figure 8 - Registration email verification notification

After the email is verified, the website displays the message “Successfully Verified” (Figure 9).

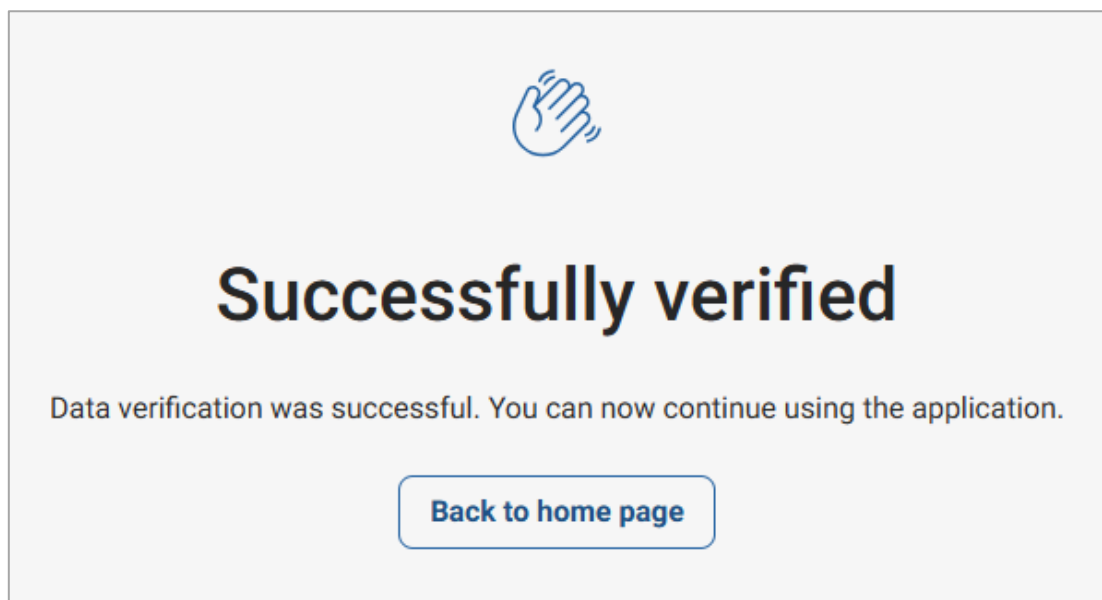


Figure 9 - Message: Successfully verified

The system then sends an email confirming the completion of the registration (*Figure 10*):



Figure 10 - Email notification confirming the completion of the registration

If all required information (including email and phone number) is retrieved and used for the registration, the „Complete Registration“ form is not displayed. The registration is completed automatically, and the user is signed in to their account.

3.2. Access for Official Entity (OVM) (Using CAAIS)

For employees of state administration and public institutions, access is provided via identity verification through CAAIS (Central Authentication and Authorization Infrastructure of the State). On the main screen ([Figure 1](#)), the user clicks the “**Official entity (OVM)**” button. The user is then redirected to the CAAIS authentication portal, where they log in using their official credentials associated with an active CAAIS account ([Figure 11](#)).

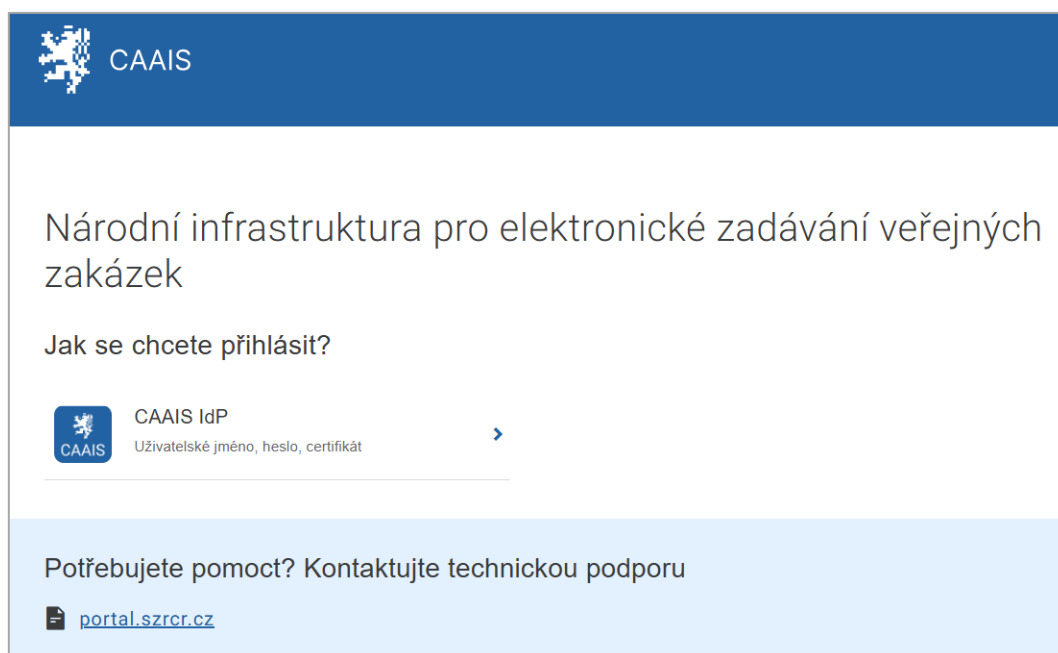



Figure 11 - CAAIS Sign-in page (English not available)

Clicking the “**CAAIS IdP**” button displays the sign-in page, where the user enters their username and password and selects a sign-in method ([Figure 12](#)). As with sign-in using NIA, the system verifies whether the user already has an active account in the NIPEZ Portal. If so, the user is signed in and redirected to their account.

If the user does not yet have an active account, the “**Complete Registration**” form is displayed ([Figure 6](#)), where the user enters the missing information and confirms by clicking “**Complete the registration form.**” The registration process then continues in the same way as described in chapter [3.1. Access for Czech or EU Citizen \(Using NIA\)](#). A message “Data verification” is displayed ([Figure 7](#)), and the user verifies their email address by clicking the link in the received email ([Figure 8](#)). After the email is verified, a page with the message “Successfully Verified” is displayed ([Figure 9](#)). The user can then sign in.

**CAAIS**

Nový CAAIS. Rychlý a přehledný

Přihlášení pomocí jména, hesla a certifikátu

Jméno *

Heslo *

[PŘIHLÁSIT SE CERTIFIKÁTEM](#)

[PŘIHLÁSIT SE BEZ CERTIFIKÁTU](#)

[ZAPOMNĚL JSEM HESLO](#) [ZAPOMNĚL JSEM JMÉNO](#) [+ CERTIFIKÁT](#)

Figure 12 - Sign-in via CAAIS (English not available)

3.3. Access for Non-EU Citizen (backup sign-in via NIPEZ Identity)

Access via a NIPEZ identity is used in two cases:

- a) If the user does not have an electronic identity recognized by NIA (National Identity Authority) and the eIDAS Regulation, they use this verification method for registration and sign-in.
- b) This sign-in/registration method can also be used in the event of temporary unavailability of NIA. For this reason, a NIPEZ identity is automatically generated for each user registered via NIA or CAAIS.

On the home screen (*Figure 1*), the user selects the “**Non-EU Citizen**” access option, where options for **sign-in**, **registration**, and **password reset** are displayed (*Figure 13*).

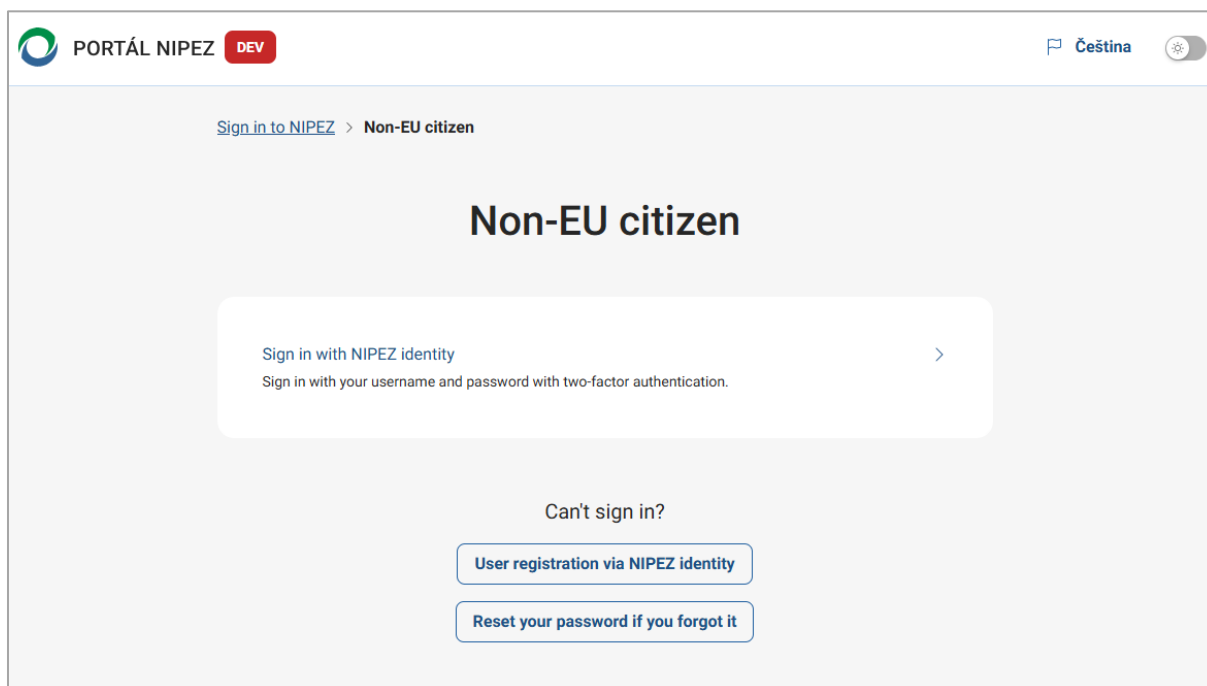


Figure 13 - Access via NIPEZ Identity

3.3.1. User Registration via NIPEZ Identity

- a) For manual registration, the user clicks the “**User Registration via NIPEZ Identity**” button, which redirects them to the registration form. There, the user enters all required information, uploads a copy of both the front and back of their identity document as an attachment, and submits the registration form (*Figure 14*).

[Sign in to NIPEZ](#) > [Non-EU citizen](#) > [User registration](#)

User registration

Email

Title before name Name Surname Degree after name

Country Date of birth Dialing code Phone

Official document

Front of your ID card

Drag and drop a file or

Supported formats: PDF, DOC, DOCX, Images (JPG, PNG, GIF, etc.)

Back of your ID card

Drag and drop a file or

Supported formats: PDF, DOC, DOCX, Images (JPG, PNG, GIF, etc.)

Verification

 Enter the verification code

Figure 14 - User Registration via NIPEZ Identity

After submission, as with registration via NIA, the system displays the message “Data verification” ([Figure 7](#)), informing the user that a verification email has been sent and that the email address must be confirmed by clicking the link ([Figure 8](#)). After verification, a message is displayed indicating that the request is now pending approval by the system administrator ([Figure 15](#)).

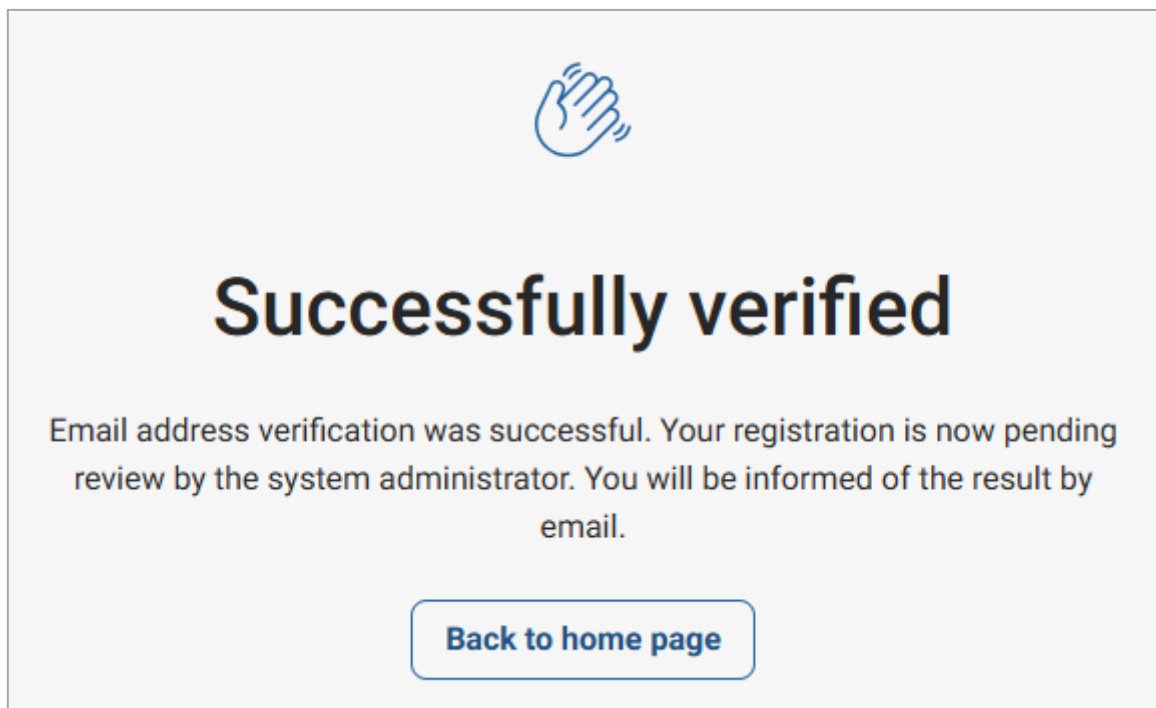


Figure 15 - Successfully verified (pending review by the system administrator)

If the request is approved, the user receives an email containing a generated username and a one-time password (*Figure 16*). The user can then sign in using the method described in the following section ([3.3.2. Sign-in via NIPEZ Identity](#)). (If the request is rejected, the user receives an email notification with the reason for rejection.)



Registration Completed

Your registration to the [NIPEZ Portal](#) has been successfully completed. You are now authorized to authenticate via the portal and access the available services.

Registration applicant: Alessandro Testetti

Username: ALETES@nipezaa.onmicrosoft.com

One-time password: >u(5uMZq

This message has been automatically generated by the system [NIPEZ Portal](#).

Figure 16 - Registration completed confirmation

- b) As part of each registration via NIA or CAAIS, an email containing a generated username (email address) and a one-time password is automatically sent ([Figure 17](#)). Using these credentials, the user can sign in as described in the following section.

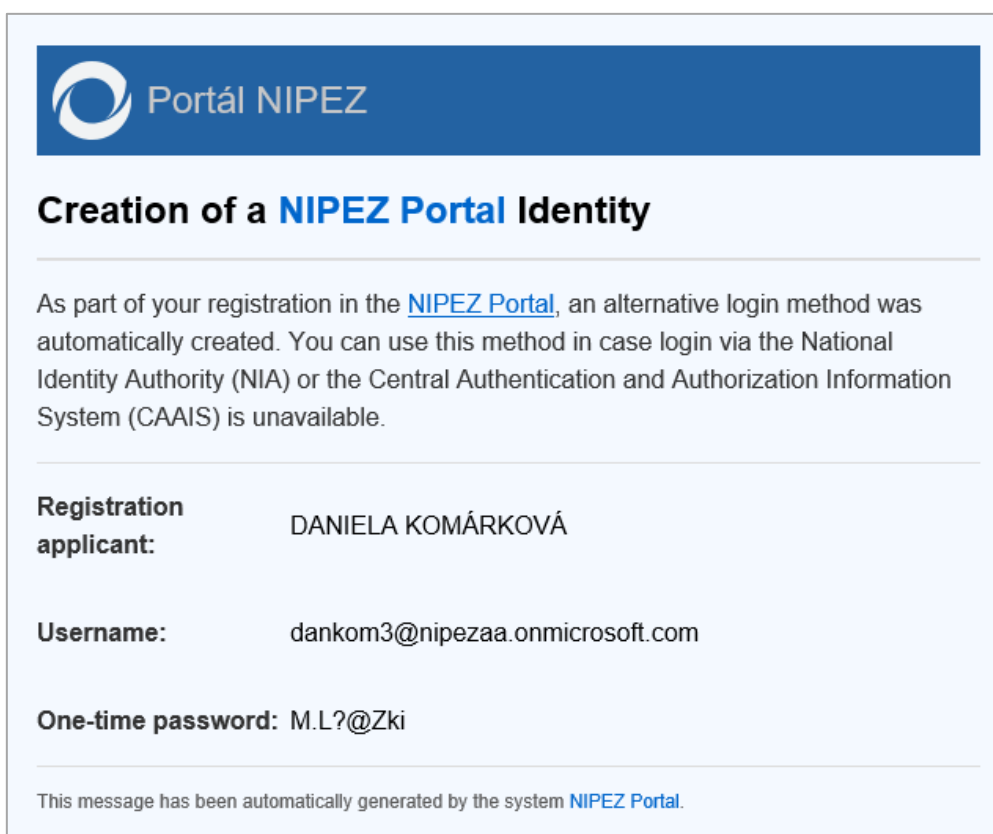


Figure 17 - Automatic Account Creation via NIPEZ Identity

3.3.2. Sign-in via NIPEZ Identity

Sign-in to the user account is performed using two-factor authentication via the Microsoft interface and the Microsoft Authenticator mobile app, which the user is prompted to install during the first sign-in. By clicking the **“Sign in with NIPEZ Identity”** button (*Figure 13*), the user is redirected to the sign-in window (*Figure 18*), where they enter their username received in the confirmation email.

Figure 18 - Sign-in (Username entry window) (English not available)

In the next step, the user enters their password and is signed in to their account (*Figure 19*). If the user is signing in for the first time using the one-time password from the confirmation email, they are prompted to set a new password in the next window (*Figure 20*).

Figure 19 - Sign-in (Password entry window) (English not available)

Microsoft

dalskr@nipezaa.onmicrosoft.com

Aktualizujte si heslo.

Je potřeba, abyste si aktualizovali heslo, protože je to poprvé, co se přihlašujete, nebo protože platnost vašeho hesla vypršela.

Aktuální heslo

Nové heslo

Potvrdit heslo

[Přihlásit se](#)

Figure 20 - Sign-in (Set a new password window) (English not available)

After confirmation, a window is displayed with information about securing the account using the Microsoft Authenticator mobile app ([Figure 21](#)). After clicking the “Další” (next) button, another window is displayed with instructions for installing the app on a mobile device ([Figure 22](#)).



rudkov@nipezaa.onmicrosoft.com

Pojďme zajistit zabezpečení vašeho účtu

Pomůžeme vám nastavit jiný způsob, jak ověřit, že
jste to vy. Podle pokynů stáhněte a nainstalujte
aplikaci Microsoft Authenticator.

[Použít jiný účet](#)

[Další informace o aplikaci Microsoft Authenticator](#)

[Další](#)

Figure 21 - Sign-in (Microsoft Authenticator installation) 1 (English not available)

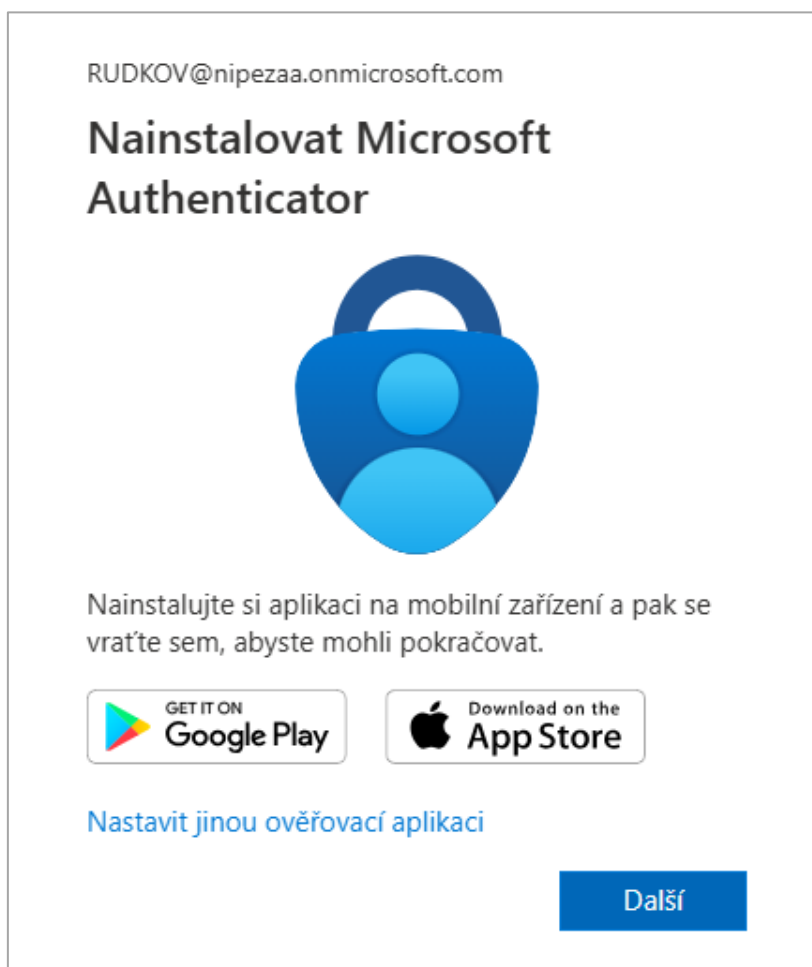


Figure 22 - Sign-in (Installation of Microsoft Authenticator) 2 (English not available)

Once the mobile app is installed, the user clicks the “Další” (Next) button. They are then prompted to set up an account in the app (*Figure 23*). After clicking “Další”, a QR code is displayed (*Figure 24*). Scanning the QR code with the mobile app links the NIPEZ Portal account to the app and creates a NIPEZ account.

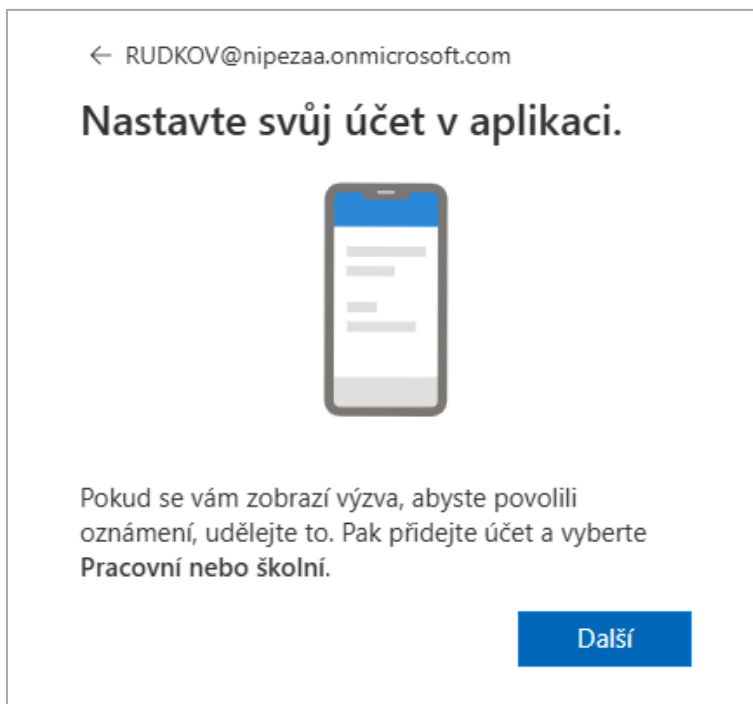


Figure 23 - Sign-in (Mobile app account settings) (English not available)

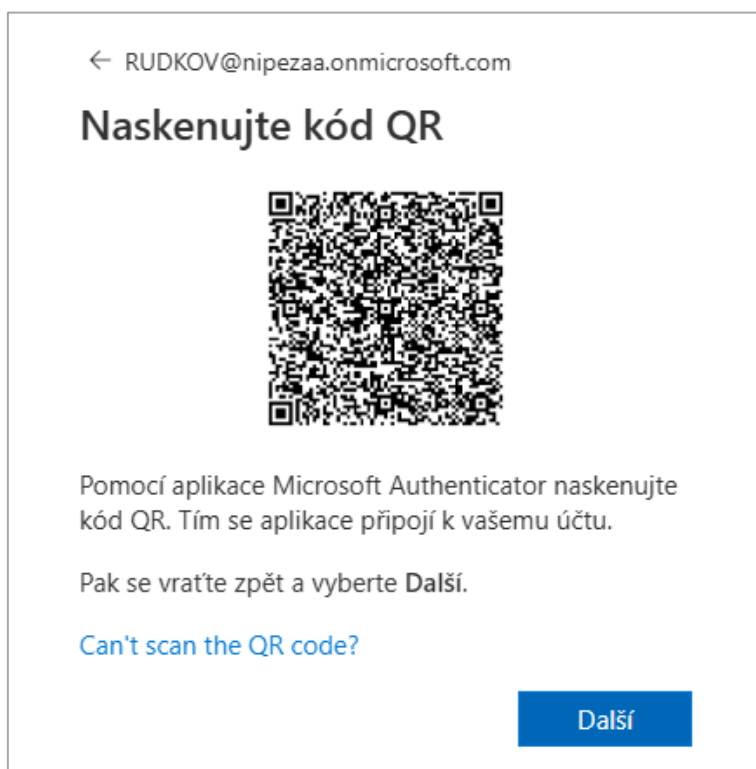


Figure 24 - Sign-in (QR code scanning) (English not available)

Once the account has been added, the user clicks “Next.” A window is displayed with a two-digit number, which is entered in the mobile app and confirmed (*Figure 25*). The user is then redirected from the Microsoft component back to the NIPEZ Portal and signed in to their account.

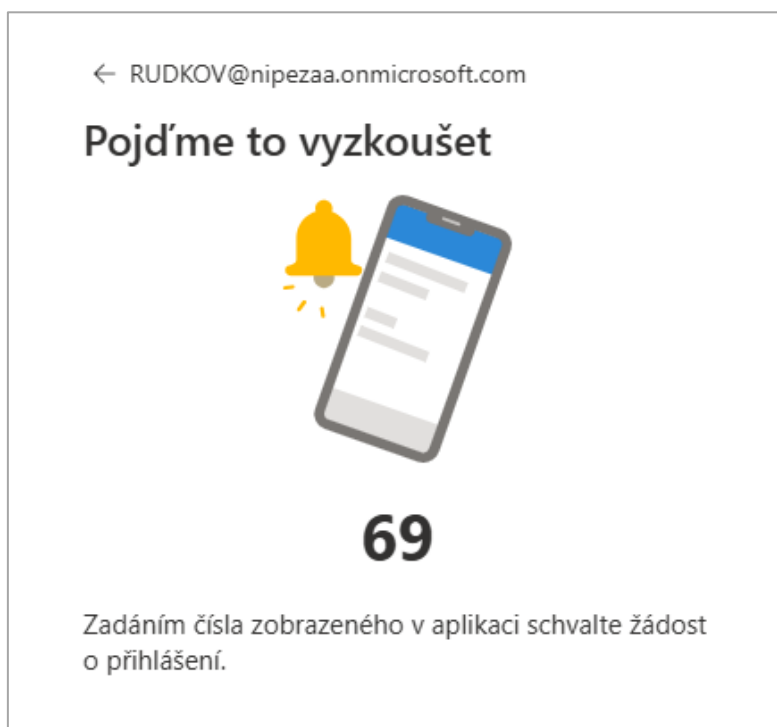


Figure 25 – Sign-in (Sign-in request confirmation) (English not available)

3.3.3. Password Reset

If the password is lost or forgotten, it can be reset by clicking the “**Reset your password if you forgot it**” button (*Figure 13*). A window is displayed where the user enters their email address or username (the email address with the onmicrosoft.com domain provided in the confirmation email) and clicks “**Send verification email**” (*Figure 26*).

[Sign in to NIPEZ](#) > [Non-EU citizen](#) > **Reset password**

Reset password


We will send a confirmation message to your address, which you can use to restore access to your account.

Email

Send verification email

Figure 26 - Password reset

For security reasons, the user receives an email containing a link prompting them to confirm the password reset by clicking “**Confirm password change**” (Figure 22).


Portál NIPEZ

Change of NIPEZ Identity Password

Requester: Alessandro Testetti

A request to change the password has been registered for your account in the [NIPEZ Portal](#).

To complete this change, please click the following link: [Confirm password change](#)

This link is valid for 24 hours. After this period expires, you will need to submit the request again.

This message has been automatically generated by the system [NIPEZ Portal](#).

Figure 27 - Change of NIPEZ Identity password

After confirming the request, the user receives another email (Figure 23) containing a one-time password. The user then signs in to their account using the method described in chapter [3.3.2. Sign-in via NIPEZ Identity](#).

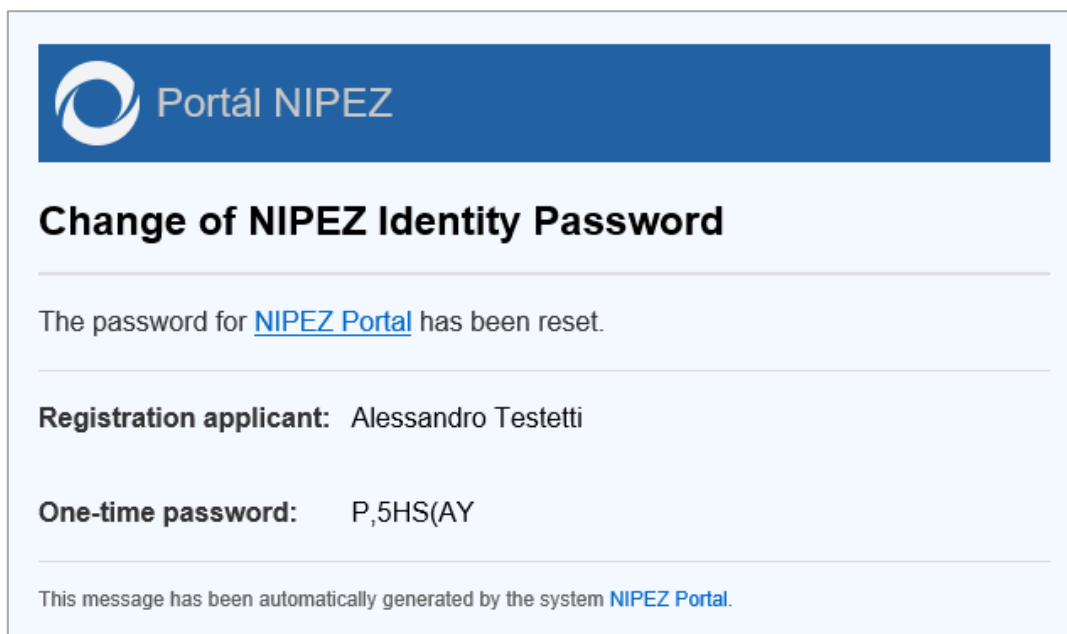


Figure 28 - Change of NIPEZ Identity password (one-time password)

4. User Profile Management

Within their account, the user can view and **edit personal information, deactivate the account, create and manage entities and permissions, and review submitted requests.**

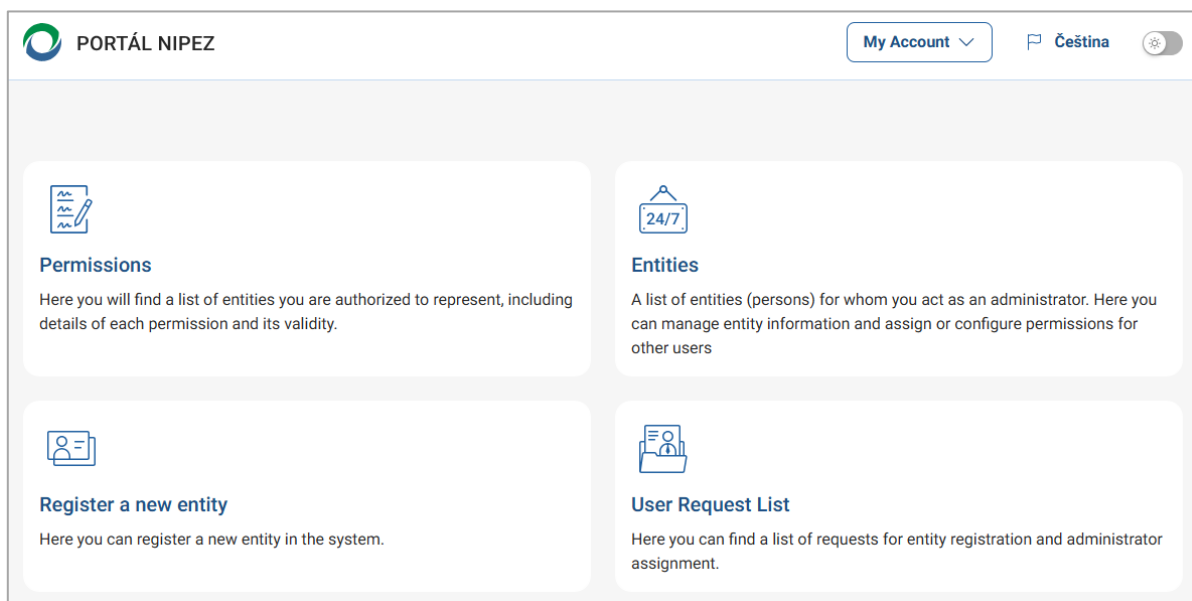


Figure 29 - Home screen of the user profile

4.1. Viewing and Editing User Information

To view or edit user information, the user opens the “**My Account**” drop-down menu in the top navigation bar and clicks the “**User Information**” button. On the screen, the user can see their information (*Figure 30*). and, by clicking the “**Edit**” button, can add or remove contacts (other associated emails and phone numbers) and set their primary contacts (*Figure 31*).

[Home screen](#) > [User Information](#)

User Information Edit

Name:	DANIELA
Surname:	KOMÁRKOVÁ
Title before name:	
Degree after name:	
Date of birth:	01/10/2006
Country:	the Czech Republic

Contact Information

Primary phone:	+420789852963
Other associated phones:	+420111222333
Primary email address:	danielamosquito@tescosw.cz
Other associated email addresses:	danielatest@tescosw.cz

Deactivate account

Figure 30 - Personal details

[Home screen](#) > [User Information](#)

User Information [Back to overview](#)

Personal Information Overview

Name	Sumame
<input type="text" value="DANIELA"/>	<input type="text" value="KOMÁRKOVÁ"/>
Title before name	Degree after name
<input type="text"/>	<input type="text"/>
Date of birth	Country
<input type="text" value="01.10.2006"/>	<input type="text" value="Czechia (CZ)"/>

Phones

<input type="text" value="+420 (Czechia)"/>	<input type="text" value="789852963"/>	<input checked="" type="radio"/> Primary
<input type="text" value="+420 (Czechia)"/>	<input type="text" value="111222333"/>	<input type="radio"/> Primary

[Add more](#)

Emails

<input type="text" value="danielamosquito@tescosw.cz"/>	<input checked="" type="radio"/> Primary
<input type="text" value="danielatest@tescosw.cz"/>	<input type="radio"/> Primary

[Add more](#)

[Edit](#)

Figure 31 - Editing user information

By clicking the “**Add more**” button, a new field for the selected contact type is displayed. The user enters the information and saves it by clicking “**Edit**”. Only one primary contact can be set for each contact type, while other associated contacts are not limited. Contacts can be deleted by clicking the trash icon; however, the primary contact cannot be deleted.

- **Phone Number:** The user adds a phone number by entering the value in the field and clicking the “**Edit**” button.
- **Email:** After clicking “**Edit**”, the email verification process begins. A notification is displayed ([Figure 32](#)) informing the user that the system has sent an email with a confirmation link to the entered address ([Figure 33](#)). (In edit mode, the email change can be cancelled by clicking the “**Cancel email change**” button.) When the user clicks the link in the email, a confirmation window is displayed and the new email address is saved to the user’s contacts.

User Information

Edit

Name: DANIELA
Surname: KOMÁRKOVÁ
Title before name:
Degree after name:
Date of birth: 01/10/2006
Country: the Czech Republic


Contact Information

Primary phone: +420789852963
Other associated phones: +420111222333
Primary email address: danielamosquito@tescosw.cz
Other associated email addresses: danielatest@tescosw.cz

⚠ You have requested to change your email address. Please confirm this change by clicking the link we sent to testemail@tescosw.cz
The link is valid until 13/03/2026 16:33

🗑 Deactivate account

Figure 32 - Editing user information (e-mail)


Portál NIPEZ

Email address verification

Requester: John Smith

A request to change the email address has been recorded for your account in the [NIPEZ Portal](#). To complete this change, please click the following link: [Confirm email address change](#)

This link is valid for 24 hours. After this period expires, you will need to submit the request again.

This message has been automatically generated by the system [NIPEZ Portal](#).

Figure 33 - Email address verification

4.2. Account Deactivation (Registration Termination)

The “**Deactivate Account**” button is located on the “**User Details**” screen. After clicking it, a confirmation window is displayed, allowing the user to either deactivate the account or cancel the process (*Figure 34*). Account deactivation invalidates the user and all associated permissions.

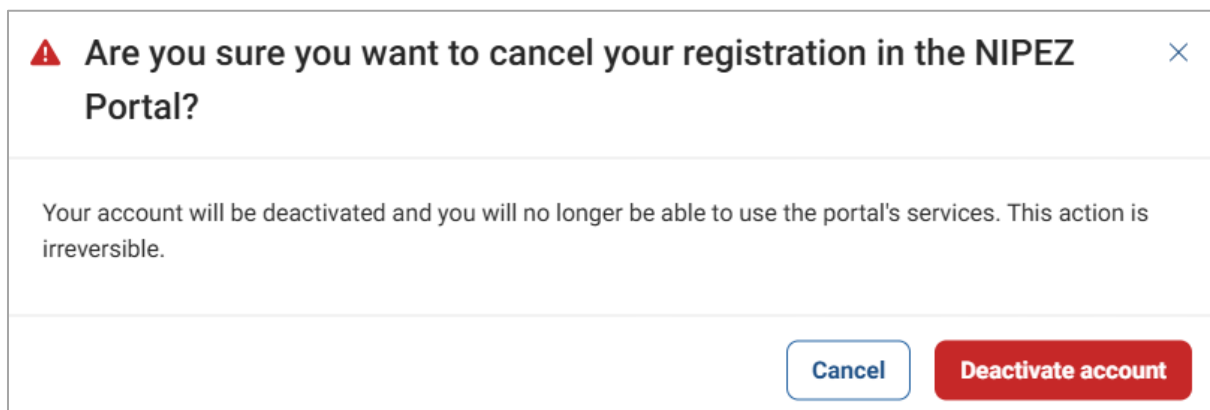


Figure 34 - Account deactivation confirmation dialog

5. Managing Authorizations and Entities

5.1. Overview of My Permissions

The “**Permissions**” tile is located in the top left corner of the home screen (*Figure 29*). Clicking it redirects the user to the “**My Permissions**” page, which displays a list of all user permissions with search and filtering options (*Figure 35*).

Home screen > My permissions

My permissions

Search in all columns

Permissions	Entity	Public procurement
Administrátor	Karel Polák	-
Administrátor	Jindra Kolomazníček	-
Administrátor	Dolany1	-
Administrátor	Růžový Panter	-
Administrátor	XXXXx	-
Administrátor	Zaklad Stav max s.r.o.	-
Administrátor	Dolph Lundgren	-
Administrátor	TestJH	-
Administrátor zadavatele	Brýle test	-
odesílání zpráv dodavatelům	Základ ArmStol s.r.o.	-

10 Records per page 1 2 3 4 ...

Figure 35 - My permissions

5.2. Entity Management

The “Entities” tile is located in the top right corner of the home screen (*Figure 29*). Clicking it redirects the user to the “List of Entities” page, divided into two tabs: “Managed Entities” and “Entities for Administration” (*Figure 36*). The “Entities for Administration” section concerns requests for the “Administrator” permission for a user and is described in Chapter 5.6 *Request to Assign an Entity Administrator (Life Situation). The “Managed Entities” section lists all entities managed by the user, for which the user can add or remove permissions.

Home screen > List of Entities

List of Entities

Managed entities Entities for administration

Search in all columns

Name	Business Identification Number	Legal form	Country	
Bryle test	-	-	the Czech Republic	Detail
Břetislav Ostnatý	-	-	the Czech Republic	Detail
Cukr Sladký	-	-	the Czech Republic	Detail
Dolany1	-	-	the Czech Republic	Detail
Dolph Lundgren	-	-	the Czech Republic	Detail
Francois Villon	-	-	the Czech Republic	Detail
Igor Fedorchuk-opravy	00829447	Not specified	the Czech Republic	Detail
Jindra Kolomazníček	-	-	the Czech Republic	Detail
Joe Rooibos	-	-	the Czech Republic	Detail
Josef Novák	00830526	Not specified	the Czech Republic	Detail

10 Records per page 1 2 3 ...

Figure 36 - List of entities (Managed entities)

Clicking the “Detail” button for a specific entity opens a screen with detailed information about that entity. From this screen, you can **edit the entity’s information** and **contact details**, **manage permissions**, and **deactivate the entity** (*Figure 37*).

Entity Detail Edit

Entity Information

Business Identification Number: 00829447
 Name: Igor Fedorchuk-opravy
 Legal form: Natural person in business under the Trade Act
 Country: the Czech Republic
 Municipality: Praha 4-Branik
 Postal Code: 14700
 Street: Aksamitova, 1063/10
 Descriptive number: 12
 Orientation number:

Contact Information

Phone: +1123123123
 Email: IgorFedorchuk@test.cz

Permissions

List of permissions Permission requests Permissions for Public Contracts

Search in all columns Add permissions +

Permissions	User	Email	Permissions Removal
Administrátor	Petra Nosková	thisisatest@test.cz	Remove permissions
Administrátor	DOGA DÁNSKÁ DE TELETNÍK	maxipesfik@post.cz	Remove permissions
Pozorovatel	DOGA DÁNSKÁ DE TELETNÍK	maxipesfik@post.cz	Remove permissions

10 Records per page

Entity Deactivation

By deactivating the entity, you will permanently lose all data and permissions associated with this entity.
 Do you want to continue?

Deactivate Entity

Figure 37 - Entity detail

- **Edit:** By clicking the “**Edit**” button, the information can be changed and subsequently saved (*Figure 38*).
- **Deactivate entity:** by clicking the “**Deactivate Entity**” button and confirming the action in the dialog window, the user deactivates the selected entity, including all associated permissions.

Entity Detail [Back to overview](#)

i Data verified according to the Register of Persons

Entity Information

Name	Francois		Surname	Villon	
Date of birth	04.05.1756		Country	Czechia (CZ) ▼	
Municipality	Lourdes		Postal Code	7878	
Street	Petit	Descriptive number	123	Orientation number	12

Contact Information

Dialing code	+420 (Czechia) ▼	Phone	123456789	Email	frankie@post.cz
--------------	-------------------------------	-------	-----------	-------	-----------------

[Edit](#)

Figure 38 - Editing entity information

5.3. Managing Permissions

To manage permissions (granting and revoking), the user must have administrator permission for the entity whose permissions they want to manage. Access to permission management is available by clicking the “Entities” tile on the home screen (*Figure 29*). A list of entities for which the user is registered as an administrator is then displayed (*Figure 36*). From this list, the user clicks “Detail” for the selected entity (*Figure 37*). The “Permissions” section is divided into three tabs:

- **List of permissions:** Here is a list of active permissions for the selected entity.
- **Permission requests:** This section contains a list of permission requests, (explained in detail in subsection [6.3.1. *Adding a Permission \(Life Situation\)](#)).
- **Permissions for Public Contracts:** This is a list of active permissions related to public procurement.

5.3.1. *Adding a Permission (Life Situation)

A permission is added by clicking the “**Add permissions +**” button (*Figure 37*). The user then enters the email address of the user to be assigned the permission and selects the authorization category. (If multiple options are selected, one record is created for each option.). The process is completed by clicking “**Send Request**” (*Figure 39*).

Figure 39 - Assigning permissions

After sending the request, a notification is sent to the user depending on whether they are registered in the Portal and whether the entered email address is listed among their contacts. If the user is already registered and has an active account, the permission is automatically approved, saved in the “**List of permissions**”, and the user receives a notification confirming that the permission has been granted.

If the email address is not registered in the system (i.e. the user is not yet registered or the address is not associated with their account), the request is saved in “**Permission Requests**” (*Figure 40*), with the status “**Pending Registration**”. A notification is then sent to the specified

email address informing the user that a request for permission has been submitted for that email address. Along with a link through which the user can either register or add the email address to their contacts. After that, the permission is automatically granted, the request is closed, and moved to the “**List of permissions**”.

Permissions	Email	Status	Request Date	Request Cancellation
Pozorovatel	john.smith@cpn.eu	Pending Registration	12/03/2026 17:23	Cancel Request

Figure 40 - Permission requests

5.3.2. *Revoking Permissions and Cancelling a Permission Request (Life Situation)

To remove an active permission from a user, click the “**Remove Permission**” button located on the right side of the relevant record in the “**List of Permissions**” tab (*Figure 37*). After confirming the action in the dialog window, the permission is deactivated and deleted from the table.

To cancel a permission request, go to the “**Permission Requests**” tab and click the “**Cancel Request**” button next to the relevant record (*Figure 40*). After confirming the action in the dialog window, the request is deleted.

5.4. *New Entity Registration (Life Situation)

In the bottom left corner of the home screen (*Figure 29*) the user clicks the “**Register a new entity**” tile to view entities they are authorized to represent that are not yet registered in the Portal. (Information is retrieved from REZA (Register of Representation)). By clicking the “**Register**” button next to the selected entity, a simplified multi-step registration form is displayed. The form consists of steps “Basic information” (*Figure 43*), “Permissions” (*Figure 46*), and “Summary” (*Figure 47*). This registration process is a simplified version of registering an entity not listed. The complete entity registration process and the individual form steps are described in the following sections.

If the required entity is not displayed, it can be registered by clicking “**Register entity not listed +**” button (*Figure 41*).

Home screen > New entity registration

New entity registration

List of entities to represent

Search in all columns

Register entity not listed +

Business Identification Number	Name	Legal form	Country	
93925174	PF02 AIFO INS-AIFO	Natural person in business under the Tra...	the Czech Republic	Register
93925191	PF04-AIFO INS-ICO	Natural person in business under the Tra...	the Czech Republic	Register
93925417	PO14 STO-AIFO STO-ICO OPA-ICO	Joint-stock company	the Czech Republic	Register
93925450	PO18 STO-AIFO STO-ICO NUS-ICO	Joint-stock company	the Czech Republic	Register
93925492	PO22 STO-AIFO STO-ICO INS-ICO	Joint-stock company	the Czech Republic	Register
871346	Zdeněk Znáмка	Natural person in business under the Tra...	the Czech Republic	Register

10 Records per page

Figure 41 - New entity registration

A dialog window is displayed in which the user selects the entity type (sole proprietor, legal entity, person without ID number, or foreign entity). (*Figure 42*).

Entity registration

Sole Proprietor

A person conducting business based on a trade license or another form of self-employment who has been assigned a Company Identification Number (IČO). (e.g., freelancer, craftsman, sole trader)

>

Legal entity

An organization or company registered in the Commercial Register with an assigned Company Identification Number (IČO). (e.g., Ltd., joint-stock company, cooperative, non-profit organization)

>

Person without ID number

An individual or entity that is not engaged in business activities and has not been assigned a Company Identification Number (IČO). (e.g., private individual, person without a trade license)

>

Foreign entity

A person or organization registered abroad that does not have a Czech Company Identification Number (IČO). (e.g., foreign company, individual from another country)

>

Figure 42 - Entity type selection

After clicking the selected entity type, a multi-step form is displayed, which varies slightly depending on the entity type. In the first step, “**Basic Information**” ([Figure 43](#)) the difference lies in whether a Czech Company Identification Number (IČO), a foreign identification number, or no identification number at all needs to be provided. For entities with a Czech Company Identification Number (IČO) whose data are retrieved from RES (Register of Economic Entities), the “Evidence of entity existence” ([Figure 44](#)) step is omitted. In general, however, all required information must be completed and the necessary attachments uploaded in each step ([Figure 45](#)) following the instructions provided by the form.

The “**Permissions**” section contains an automatically generated request for administrator permission for the entity registration founder ([Figure 46](#)). Additional permission requests can be created at this stage using the same process described in [6.3.1. *Adding a Permission \(Life Situation\)](#).

In the “**Summary**” step, all entered information must be reviewed and the request submitted by clicking the “**Register**” button. ([Figure 47](#))

[Home screen](#) > [New entity registration](#) > [Select Entity Type](#) > **Entity registration**

1 Basic information — 2 Evidence of entity existence — 3 Authorization to represent — 4 Permissions — 5 Summary

Business Identification Number

i After entering the company ID, all data will be filled in automatically.

Name

Country

Municipality

Postal Code

Street

Descriptive number

Orientation number

Contact Information

Dialing code

Phone

Email

← Discard

Save for later

Next →

Figure 43 - Entity registration (Basic information for sole proprietor / legal entity)

Home screen > User Request List > Entity registration

1 Basic information — 2 Evidence of entity existence — 3 Authorization to represent — 4 Permissions — 5 Summary

Since you are registering an entity outside our registry, you must provide proof of its existence.

Drag and drop a file or

[Upload from device](#)

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

Documents Required for Registration

- A document proving the existence of the organization (e.g., an extract from the commercial register, law, founding charter, statutes, etc.)
 - The document must not be older than 14 days prior to the submission of the registration request.

If you do not have a company registration number (IČO) or operate under another type of authorization, please upload a document confirming the accuracy of the provided data and the identity of the registering entity.

[Template \(.pdf\)](#)

[← Back](#) [Save for later](#) [Next →](#)

Figure 44 - Entity registration (Evidence of entity existence)

Home screen > User Request List > Entity registration

1 Basic information — 2 Evidence of entity existence — 3 Authorization to represent — 4 Permissions — 5 Summary

Upload authorization to represent

Drag and drop a file or

[Upload from device](#)

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

Documents Required for Registration

If the registration of an entity (legal entity) is completed by a natural person who is not listed in the commercial or other public register (does not have the authority to act on behalf of the legal entity listed in the public register), the Power of Attorney must be signed by a natural person authorized to act on behalf of the legal entity with a valid guaranteed electronic signature based on a qualified certificate for electronic signature or for qualified electronic signature. The document is available for download in the [Operating Documentation](#) or below via the "Template" button.

[Template \(.pdf\)](#)

[← Back](#) [Save for later](#) [Next →](#)

Figure 45 - Entity registration (Authorization to represent)

[Home screen](#) > [User Request List](#) > **Entity registration**

1 Basic information — 2 Evidence of entity existence — 3 Authorization to represent — **4 Permissions** — 5 Summary

i As part of the entity registration, you are automatically assigned general permissions for entity administration within the Portal NIPEZ. To obtain additional client or tenderer permissions, assign them using the 'Add permissions' function.

Search in all columns

Email	Permissions	Status	Request Cancellation
peaceful@test.cz	Administrátor	Draft	

10 Records per page

Figure 46 - Entity registration (Permissions)

Home screen > User Request List > Entity registration

1 Basic information — 2 Evidence of entity existence — 3 Authorization to represent — 4 Permissions — 5 **Summary**

Entity Information

Business Identification Number: 08765413
 Name: Jan Testovací
 Legal form:
 Country: the Czech Republic
 Municipality: Zdounky
 Postal Code: 45456
 Street: Školní
 Descriptive number: 9
 Orientation number: 1

Contact Information

Phone: 159369259
 Email: test@tescosw.cz

Uploaded attachments

Authorization to represent: -
 Evidence of entity existence: [Testovací dokument](#) (DOCX, 12.92 KB)

Permission overview

Search in all columns

Email	Permissions	Status	Request Cancellation
peaceful@test.cz	Administrátor	Draft	

10 Records per page

Figure 47 - Entity registration (Summary)

(All unfinished requests saved for later are available in the “User Request List” tile in the “Draft registration requests” form. Further details about this form are described in Chapter [6.5. User Request List](#)).

5.4.1. Registration Supplementation

If the NEN operator (request approver) needs the user (request submitter) to add a document or a comment, the request is returned to the user. The user is notified by email to supplement the registration requests (*Figure 48*).

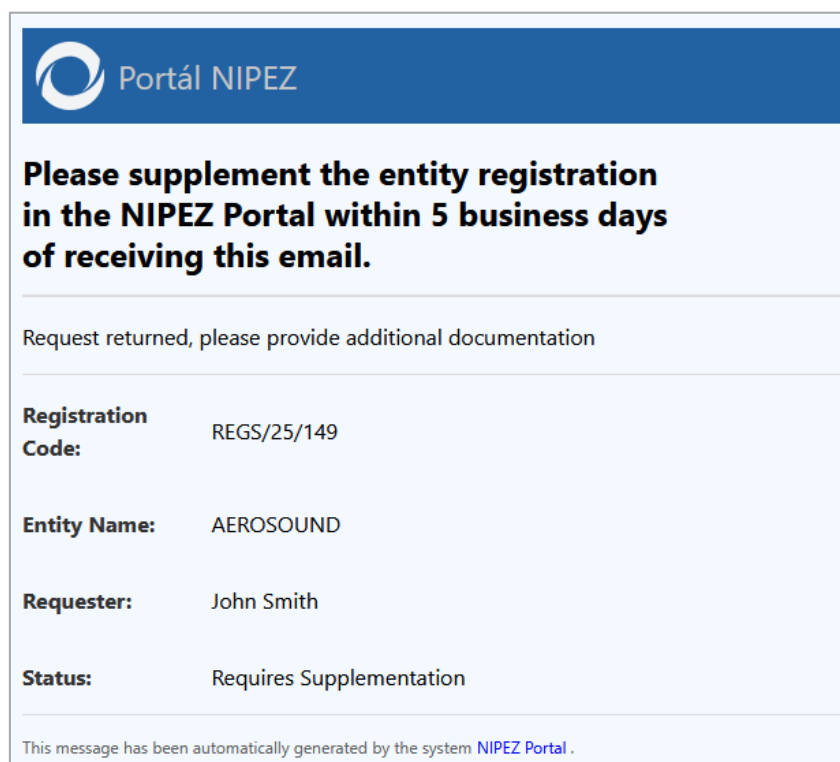


Figure 48 - Email notification to supplement the registration

To supplement the registration in the Portal, the request is located under the “**Submitted Registration Requests**” tab (on the home screen (*Figure 29*), the “**User Request List**” tile is selected). The request is in the “Requires Supplementation” status, and a “Add information” button is displayed instead of the “Detail” button. This button is selected.

The registration form is opened in the same manner as during the initial registration, with the only difference being that the “**Complete the Registration**” button (*Figure 49*) is newly displayed in the request header.

Home screen > User Request List > Entity registration Complete the registration

1 Basic information — 2 Authorization to represent — 3 Permissions — 4 Summary

Upload authorization to represent

Drag and drop a file or

[Upload from device](#)

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

Documents Required for Registration

If the registration of an entity (legal entity) is completed by a natural person who is not listed in the commercial or other public register (does not have the authority to act on behalf of the legal entity listed in the public register), the Power of Attorney must be signed by a natural person authorized to act on behalf of the legal entity with a valid guaranteed electronic signature based on a qualified certificate for electronic signature or for qualified electronic signature. The document is available for download in the [Operating Documentation](#) or below via the "Template" button.

[Template \(.pdf\)](#)

← Back Save and submit Next →

Figure 49 - Registration supplementation

After clicking the button, a dialog window is displayed where the user can view the approver's comment and add their own comment or upload an attachment. Once the additions are made, the user checks the box to confirm sending the request back for review and clicks **"Submit changes"** (*Figure 50*) (After submitting, the user retains permanent access to the communication in the request details via the button, which at that time is labelled "Registration details".)

Complete the registration

Petra Nosková (13/03/2026 13:36)
I am sending back to the user

New comment

Attachments to the comment

Drag and drop a file or

Upload from device

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

By ticking this box, you agree to submit the request for re-evaluation. Once submitted, you will no longer be able to add any further comments or additional information to the request.

Figure 50 - Complete the Registration

5.5. User Request List

By clicking the “**User Request List**” tile located in the bottom right corner of the home screen (*Figure 29*) the user is taken to a screen containing three tabbed forms: “**Administrator appointment requests for an entity**”, “**Submitted Registration Requests**”, and “**Draft Registration Requests**”.

- „Administrator appointment requests for an entity“: (*Figure 51*) This tab displays all requests submitted by the user to be appointed as an entity administrator. Each record shows basic entity information, the **request status**, and a link to **view request details**. Detailed information about administrator appointment is provided in Chapter [5.6. *Request to Assign an Entity Administrator \(Life Situation\)](#).

Home screen > User Request List

User Request List

Administrator appointment requests for an entity Submitted registration requests Draft registration requests

Search in all columns

Name	Business Identification Number	Legal form	Country	Status	
PRAŽSKÁ ŠACHOVÁ AGENTURA	00829048	-	the Czech Republic	Rejected	Detail
PRAŽSKÁ ŠACHOVÁ AGENTURA	00829048	-	the Czech Republic	Rejected	Detail
PRAŽSKÁ ŠACHOVÁ AGENTURA	00829048	-	the Czech Republic	Rejected	Detail
PRAŽSKÁ ŠACHOVÁ AGENTURA	00829048	-	the Czech Republic	Approved	Detail
Luboš Kulturista	-	-	the Czech Republic	In Progress	Detail
Martin Novák	00871389	-	the Czech Republic	Rejected	Detail
Marietta Curri - Korma	-	-	the Czech Republic	Approved	Detail
Marietta Curri - Korma	-	-	the Czech Republic	Rejected	Detail
Marietta Curri - Korma	-	-	the Czech Republic	Rejected	Detail
Marietta Curri - Korma	-	-	the Czech Republic	Rejected	Detail

10 Records per page << < 1 2 3 4 ... > >>

Figure 51 - Administrator appointment requests for an entity

- „Submitted Registration Requests“: (*Figure 52*) This section lists all entity registration requests submitted by the user for approval after clicking “Register.”.

Each entry shows basic entity details the current request **status**, and options to **cancel the request**, view **request details** (redirecting to the non-editable “Entity Registration” form), and **supplement the information** by clicking “**Add Information**”.

This option is available when the approver returns the request and requests additional information. The detailed procedure is described in Chapter [6.4.1 Registration Supplementation](#).

Home screen > User Request List

User Request List

Administrator appointment requests for an entity **Submitted registration requests** Draft registration requests

Search in all columns

Name	Business Identification Number	Legal form	Country	Status	
Automatický Test_10032026_15564949	-	-	the Czech Republic	Approved	Detail
Podnikatel v A484	00871109	Natural person in busi...	the Czech Republic	Approved	Detail
Psí spřežení	08654123	Voluntary Association ...	the Czech Republic	Approved	Detail
Automatický Test_26022026_15454212	-	-	the Czech Republic	Approved	Detail
Podnikatel v A484	00871109	Natural person in busi...	the Czech Republic	Approved	Detail
Podnikatel v A484	00871109	Natural person in busi...	the Czech Republic	Approved	Detail
Podnikatel v A484	00871109	Natural person in busi...	the Czech Republic	Approved	Detail
Podnikatel v A484	00871109	Natural person in busi...	the Czech Republic	Approved	Detail
Podnikatel v A484	00871109	Natural person in busi...	the Czech Republic	Approved	Detail
Automatický Test_23022026_08470174	-	-	the Czech Republic	Approved	Detail
Podnikatel v A484	00871109	Natural person in busi...	the Czech Republic	Approved	Detail

10 Records per page 1 2 3 4 ...

Figure 52 - Submitted Registration Requests

- „Draft registration requests“: (*Figure 53*) This form lists entity registration requests that have not yet been submitted via the “Register” button and were saved for later. The user can return to the “Entity Registration” form by clicking “**Details**” to complete the registration, or delete the record by clicking “**Cancel Request**”.

[Home screen](#) > **User Request List**

User Request List

Administrator appointment requests for an entity Submitted registration requests Draft registration requests

Search in all columns

Name	Business Identification Number	Legal form	Country	
Automatický Test_25022026_05231056	-	-	the Czech Republic	Cancel Request Detail
Automatický Test_18022026_05263399	-	-	the Czech Republic	Cancel Request Detail

10 Records per page

Figure 53 - Draft registration requests

5.6. *Request to Assign an Entity Administrator (Life Situation)

When a user needs administrative rights for an entity that is already registered in the system, administrator permission is required. If no administrator is assigned to the entity, the user can request appointment as the entity administrator by clicking the “**Entities**” tile on the main page. (Figure 29). The “**List of Entities**” screen opens with two tabs: “Managed Entities”, which shows entities for which the user already has administrator permissions, and “**Entities for administration**” (Figure 54).

When the user switches to the “Entities for administration” tab, a list of entities is retrieved from REZA (Register of Representation). For these entities, the user can request administrator permissions by clicking the “**Administer**” button. A window displaying the entity details appears (Figure 55), where the user clicks the “Administer” button and the system assigns administrator permission to the user. The entity then becomes immediately available for administration in the “Managed entities” form (Figure 36).

Home screen > List of Entities

List of Entities

Managed entities | **Entities for administration**

Search in all columns

Request to assign an entity administrator

Name	Business Identification Number	Legal form	Country	
GFŘ 3 - STO Znáмка	93925131	Branch of a Foreign Legal Entity	the Czech Re	Administer
PFO10 TEXT INS-ICO	93925255	Natural person in business under the T...	the Czech Re	Administer
PO10 STO-AIFO STO-ICO LIK-ICO	93925379	Joint-stock company	the Czech Re	Administer
PO25 STO-AIFO STO-ICO LIK-ICO OPA-I...	93925522	Joint-stock company	the Czech Re	Administer

10 Records per page

Figure 54 - Entities for administration

Do you really want to submit a request to administer this entity?
✕

Selected entity

Business Identification Number:	93925131
Name:	GFŘ 3 - STO Známká
Country:	the Czech Republic
Municipality:	Praha 2-Vinohrady
Postal Code:	12000
Street:	náměstí Míru
Descriptive number:	600
Building number:	20

Close

Administer

Figure 55 - Administer Entity

If the entity being searched for is not listed, the user must click the **“Request to assign an entity administrator”** button. A window is displayed in which the user selects the desired entity from the drop-down list, uploads an authorization to represent the entity as an attachment, and clicks **“Send Request”** ([Figure 56](#)).

Request to assign an entity administrator
✕

Entity

Základ ArmStol s.r.o. (23173220)
▼

Selected entity - Základ ArmStol s.r.o.

Business Identification Number:	23173220
Name:	Základ ArmStol s.r.o.
Country:	the Czech Republic
Municipality:	Olomouc
Postal Code:	779 00
Street:	Riegrova 394/17

Authorization to represent the entity

Drag and drop a file or

Upload from device

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

Uploaded attachments

Authorization example.pdf (463.43 KB)
✕

If the application for the appointment of an administrator of an entity (legal entity) is completed by a natural person who is not listed in the commercial or other public register (does not have the authority to act on behalf of the legal entity listed in the public register), the Power of Attorney must be signed by a natural person authorized to act on behalf of the legal entity with a valid guaranteed electronic signature based on a qualified certificate for electronic signature or for qualified electronic signature. The document is available for download in the [Operating Documentation](#) or below via the "Template" button.

Template (.pdf)

Close

Send Request

Figure 56 - Request to assign an entity administrator

After submitting the request, the user is redirected to the "User Request List" screen, under the "**Administrator appointment requests for an entity**" tab, where they can see a list of their requests. The status of each request is displayed. At this point, the request status is "**In Progress**", which means that the request is currently being reviewed by the NEN administrator, who will either approve or reject it ([Figure 51](#)). If the request is approved, the status changes to "**Approved**" and a new record is created in the "**Managed entities**" form, located under the Entities ([Figure 36](#)).

6. General Features

6.1. Filtering Records and Advanced Filtering

- The filter is used to search for records that contain the specified text (*Figure 57*). The search can be performed using a **whole word**, **part of a word**, or **individual characters**. The search is case-insensitive and is performed across all columns. After entering the search term, the user presses the Enter key or clicks the magnifying glass icon. To display all records, the user clears the field and presses Enter again or clicks the magnifying glass icon.

My permissions

lec

Permissions	Entity	Public procurement
Účastník zakázky	FAN ELECTRONICS Taiwan - Hungarian Ltd.	-

10 Records per page

Figure 57 - Filtering records

- The advanced filter (funnel icon) is used to **search based on data in individual columns** (*Figure 58*). After clicking the filter icon, a window opens in which each field corresponds to a specific table column. Values can be entered into individual fields to filter the data.

Filter

Permissions: tel

Entity: sto

Public procurement: Contains

Clear filters Filter (2)

Figure 58 - Advanced filtering

- The Refresh button (circular arrows icon) is used to update the data in the form.

6.2. Page Header

The header contains basic functions for settings and navigation within the Portal (*Figure 59*). It is available on all pages, regardless of whether the user is logged in or not.



Figure 59 - Page header

- “PORTÁL NIPEZ” logo: A button that **redirects** the user **to the home page**.
- Language version: A button with a flag icon allows **switching between the Czech and English** versions of the portal
- Light and dark mode: A button allows **switching between light and dark mode**.

6.3. Page Footer

The page footer (*Figure 60*) displays important information:

- The “**User Support**” section includes phone and email contacts, as well as the availability of NEN operators for support.
- The “**Useful Information**” section includes links to cookie information, the personal data processing statement, and the user manual.

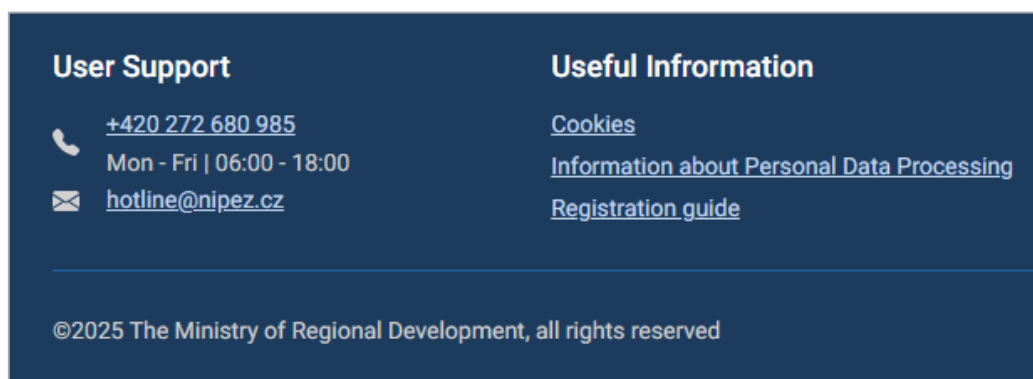


Figure 60 - Page footer

6.4. Pagination and Number of Records per Page

At the bottom of each form, there is a navigation bar (*Figure 61*) where users can choose how many records to display per page (10 to 500). The other symbols are used for page navigation: « and » go to the first and last page, < and > go to the previous and next page. Clicking a number opens that page. Clicking ... opens a dropdown with all pages, allowing the user to select a specific page directly.



Figure 61 - Navigation bar

6.5. Sorting Data in a Form Column

The headers of the forms are interactive and can be used to sort records by the selected attribute. If no attribute is selected, the default sorting is by record creation date (*Figure 62*). Clicking an attribute allows sorting in **ascending order** (symbol ^) (*Figure 63*) or **descending order** (symbol v).

Name	Business Identification Number	Legal form	Country	Status	
PO10 STO-AIFO STO-ICO LIK-ICO	93925379	-	the Czech Republic	Approved	Detail
GFR 3 - STO Známká	93925131	-	the Czech Republic	Approved	Detail
Fitcentrum Svalovec a spol.	28698983	-	the Czech Republic	Approved	Detail

Figure 62 - Default record sorting

Name	Business Identification Number	Legal form	Country	Status	
Fitcentrum Svalovec a spol.	28698983	-	the Czech Republic	Approved	Detail
GFR 3 - STO Známká	93925131	-	the Czech Republic	Approved	Detail
PO10 STO-AIFO STO-ICO LIK-ICO	93925379	-	the Czech Republic	Approved	Detail

Figure 63 - Ascending record sorting

7. Security and Safety Recommendations

Security and Safety Recommendations – guidelines for portal login and usage:

- Never share your login credentials with other users.
- Use strong passwords – a combination of uppercase and lowercase letters, numbers, and special characters.
- If two-factor authentication (2FA) is available, we recommend enabling it.
- Make sure you are registering over a secure connection (HTTPS and a lock icon in the browser).
- Any suspected unauthorized registration must be reported to technical support immediately.
- Always log out of the portal after use, especially on public or shared devices.
- Never reply to emails asking for your username or password. They may be phishing emails.