PROCEDURE FOR REGISTRATION OF FOREIGN SUPPLIERS IN THE INTEGRATED PUBLIC PROCUREMENT SYSTEM OF COSTA RICA (SICOP)

DIRECCION DE NUEVOS NEGOCIOS E INNOVACIÓN UNIDAD SICOP		
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Content

1. OBJECTIVE

Describe the process so that a person representing himself or a company that is not physically in Costa Rica and has no national representation, can register in the Integrated Public Procurement System, and thus use the functions that the system provide for a registered commercial supplier type user.

2. REACH

For those who require registration in the Integrated Public Procurement System as a commercial supplier user and do not have a digital certificate issued by a Costa Rican certifier, who reside abroad or do not have the opportunity to enter the country to acquire a national digital certificate.

3. DEFINITIONS

System Administrator: Costa Rican officials in charge of registering suppliers.

Digital certificate: Set of computer data organized and issued by a certifying authority registered in a device or medium that complies with the required standard, in such a way that they verify the authenticity of a person or team that uses it to sign digitally.

Foreign provider: User of commercial type with a foreign domicile that requires registration and to use this system with or without national representation.

System: Integrated System of Public Purchases of Costa Rica.

4. REFERENCE DOCUMENTS

- https://www.mer-link.co.cr/atDocs/M-PS-008-08-2012_Manual_como_ofertar.pdf
- https://www.mer-link.co.cr/atDocs/M-PS-020-04-2014_Manual_garantias_electronicas_proveedores.pdf
- https://www.mer-link.co.cr/atDocs/I-PS-001-08-2010_INSTRUCTIVO_TRABAJO_OPERADORES_CATALOGO.pdf
- http://200.122.164.73/cursosdirectos/SS1217GOBIE03S5U/plainlaunch.htm

5. APPLICATION FOR REGISTRATION

The foreign supplier interested in being part of the supplier registry of the Integrated System of Public Purchases of Costa Rica, sends a registration request to the email address certificados@sicop.go.cr, attaching the digital form with the complete information (this form is available at the link https://goo.gl/forms/b4n7TEBBIzpPnou42) or you can also download it from the web page of the system in the gray upper right menu "Centro de Atención" and access the option "Formularios" #81 (see Annex 1). Additionally, you must attach to email the following original documents and its translation into Spanish if they are in another language:

- File with official identification of the <u>person</u> to be registered or the <u>legal representative</u> of the company in case of legal personhood. (Preferably apostilled or Consulate).
- File with original certification of the constitution of society (company name) in case of a company (Preferably apostilled or Consulate)
- File with a signed letter by the natural person or legal representative to sign indicating the accuracy of any information submitted and / or requested for the purposes of registration and participation in the system (Preferably apostilled or Consulate).

SICOP Suppliers' registration:

The System Administrator reviews the request sent as well as the enclosed information within a period no longer than two business days.

If necessary ask by the same via any additional information giving a maximum period of 2 days to respond. If they are in good standing they proceed based on the information indicated on the digital form, to perform the initial registration of this person or company and the documents sent will be archived for backup purposes, confirmation to the foreign supplier will be sent to email indicated on the form with the instructions to continue with the registration process.

6. OBTAINING DIGITAL CERTIFICATE

The foreign supplier receives once recorded email confirming the initial registration satisfactory in a maximum of 3 business days with the following information and steps to follow:

1) Identification number of the individual or legal person to use in the system, as well as the user number with the following format: (N = consecutive number):

   a) Identification number: 900000000N
   b) User number………: 800000000N

2) Email with password for start of download digital certificate provided by GlobalSign. This will be sent within a maximum of one hour after the initial registration confirmation email.

3) Manual for installation of the digital signature component to allow the reading of the personal digital certificate in the system.

4) Instructions to follow the foreign supplier according to the information provided in the following manner:

   a) The identification number and user number, these are required to register as a supplier in the System, numbering that will identify the foreign provider in the system

   b) Before creating the digital certificate and using the manual, you must install the digital signature component, since without this application your computer will not use the personal digital certificate that will be provided.

   c) Must use the password given to download the digital certificate start in an email which will subsequently receive from GlobalSign (no_reply@globalsign.com). You must enter the link indicated in the GlobalSign email which will ask for the given password (Step 2).

   d) Such GlobalSign page prompts you to create the new personal password for the use of the personal digital certificate, and you can as well download the digital certificate to your computer. It is required to be saved in the folder created by the installation of the digital signature component (C:\ Users \ USERNAME \ componenteFirma \ certificados). This will be activated when you log on to SICOP.

Download digital certificate instructions

The instructions indicated in the previous section to download the certificate are described below:

a) In the email received by GlobalSign you must enter in the link provided. On the subject and text of the email it is indicated which is the number of the digital certificate that will be used. (Order ID).
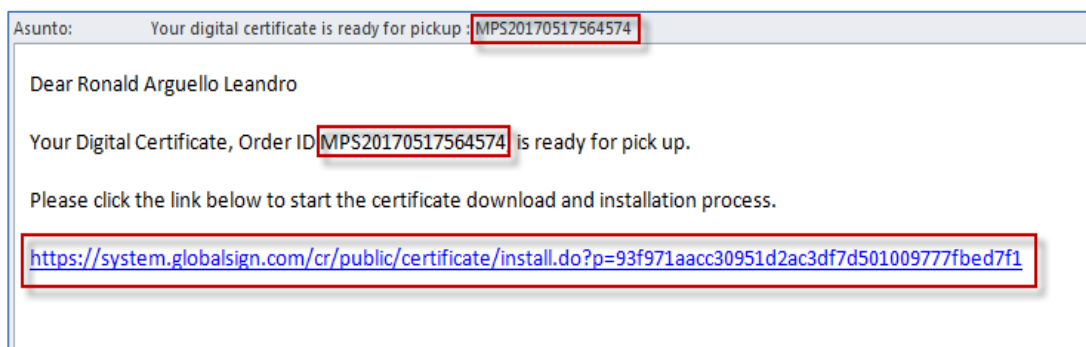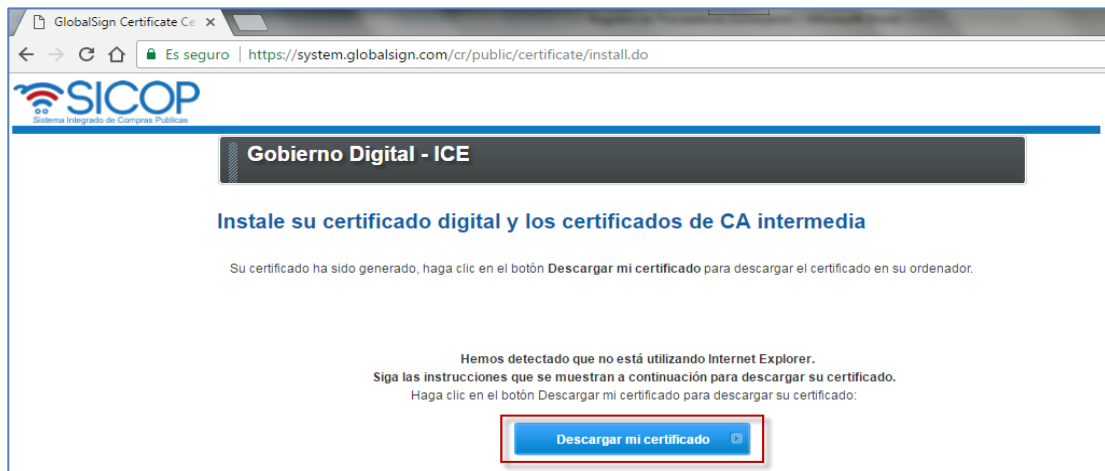

b) On the GlobalSign website you will be asked to enter the random password download provided on the confirmation of registration by the system administrator. Press "*Siguiente*".
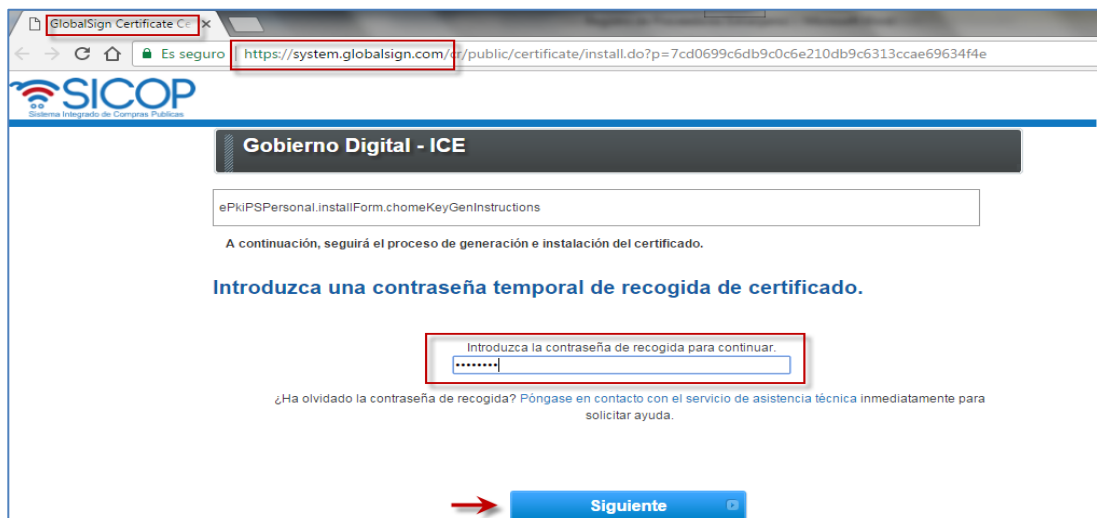
c) By including the password you will be asked to create a new personal password for the use of the digital certificate for the system which must have a minimum of 12 characters and according to the conditions stipulated on that GlobalSign page. You must select the blank box indicating that you agree with the subscriber of the certificate and then press "Siguiente".

d) Once created the password you can save the digital certificate on your computer. This is done by pressing the button "Descargar mi certificado".

e) According to each browser it will show you the file that was downloaded in some location of your computer. When trying to log in to the Integrated System of Public Purchases (SICOP), you must search for said downloaded certificate and save it in the folder mentioned before C: \ Users \ USER \ componenteFirma \ certificados. This is created due to the digital signature component itself when it was installed.
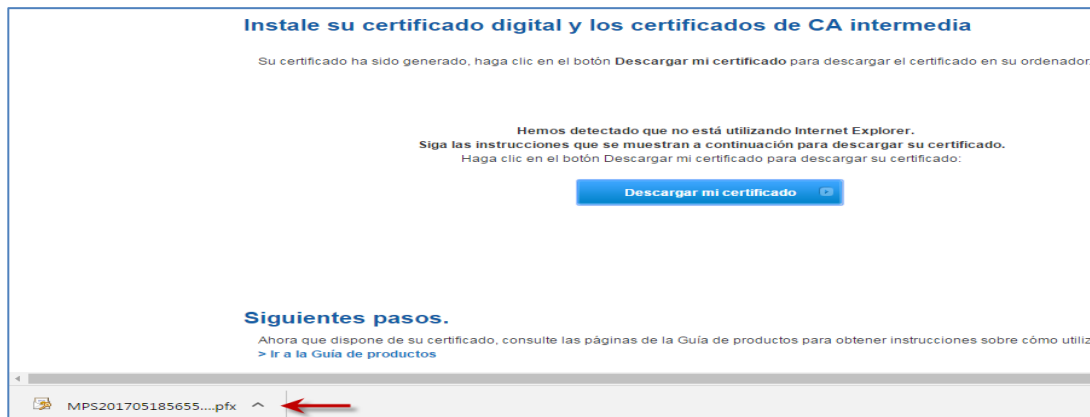
f) This folder will be where the system will search for the digital certificates available to the user. If the digital certificate is not in this placed folder you will not be able to log in.
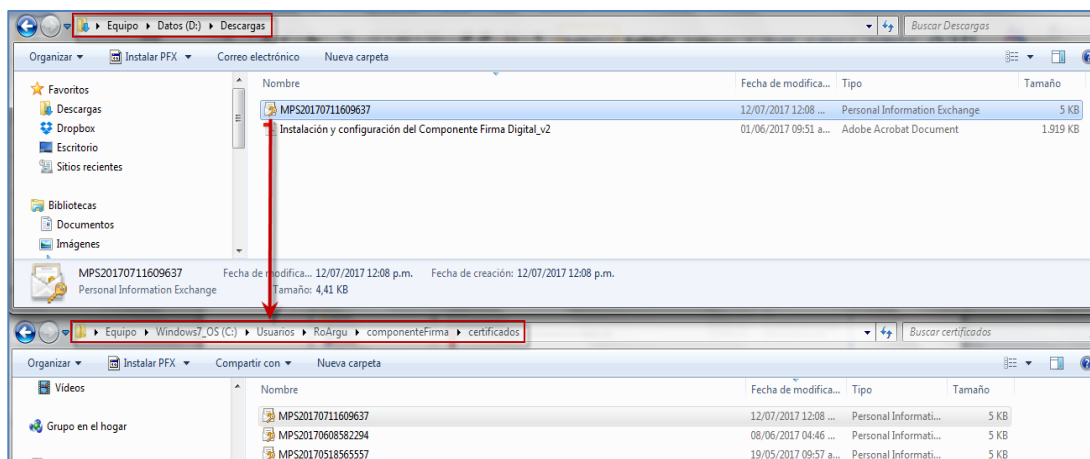
7. CREATION OF A COMPANY IN A SUPPLIER'S REGISTER

From the system page (www.sicop.go.cr) you must enter to create your Sicop User by using the identifier number and user number given in the registration confirmation to create the supplier company either physical person or legal person, and subsequently relate a user to said identifier person.

1) Enter the "Registro de Usuarios" (User Registration) access to start the creation of the SICOP User in the system..

2) Select the type of user by clicking on the image in the title "Usuario de Proveedor" (Supplier user).

3) In the "Solicitud Registro Proveedor" (Supplier Registry Request) screen, select the registration option as a foreign legal entity, even if you are a foreign natural person.

4) Then you will be asked to enter in the field "No.Registro SER" the identifier number that was previously granted (900000000N), and press the "Validar" button to check that this record already exists by the system administration.

5) If the validation is correct, a "Cédula de Identidad" (Identity Card) field will be displayed. Here you must select the type of identity card that you will use for the purchasing system, in this case "ID Certificado Extranjero" (Foreign Certificate ID) In the blank field on the right, include the previously given user number that consists of 10 digits (800000000N) and press the "Actualizar" button.

6) At this point the system will request to use the personal digital certificate downloaded in the folder "C: \ component \ certificates", which to use it must choose the option "Archivo" (File).

7) When choosing the "Archivo"(File) certificate option, this will show the certificate downloaded by the supplier and located in that folder. You must select it and enter your personal password in the "Pin" field. Press "Validar" to authenticate this information.

8) The system validates the certificate with the Sicop User number and the confirmation message is displayed. Press "Confirmar" to continue.
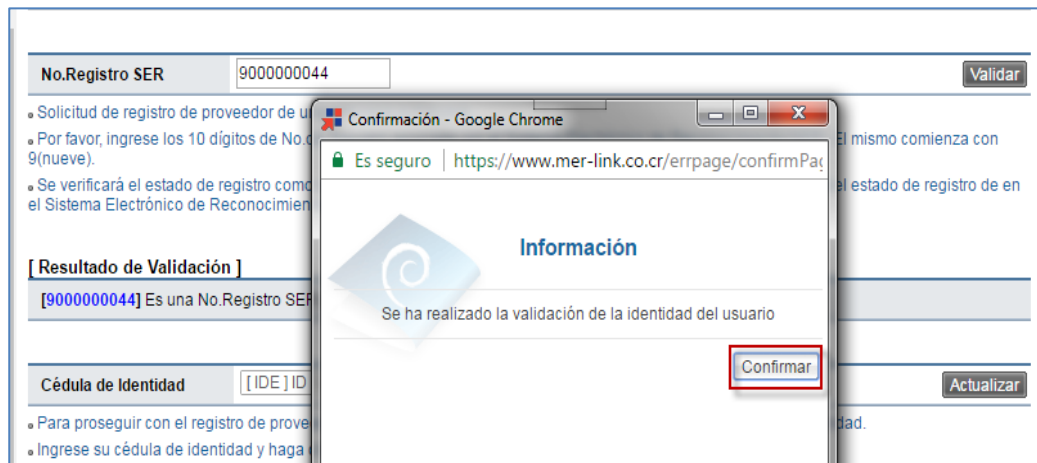
9) In this way the system will display the electronic form that must be completed with the basic information of the foreign supplier, as he want it to be shown at a public level in the purchasing system.

10) Only fields marked with an asterisk in red (*) must be filled in as mandatory minimum information. Due to the situation of foreign supplier, the following fields can be completed as follows:

   a. Do you have a service center?. – Choose "No" since you are not expected to have any operation in Costa Rica.

   b. SINPE client account. - You can complete the fields with zeros (0) since it only applies to national accounts. Unless you have a Costa Rican customer account related to a bank account in your country, you can include it.

   c. Section "Información de Planta" (Factory Information) - It is not mandatory and may be omitted. If you want to include the name, phone number and address of an international location, you can complete these fields and press the "Agregar" (Add) button.

11) The supplier continues completing the form according to the nature of the foreign supplier's business. For example in the sections "Información del Bien/Servicio" (Information of the Good / Service) you should search for at least one code of what you commerce and based on the United Nations classification (UNSPSC, V11 to V17), same way in the section "Información del Tipo de Negocio" (Information of the Type of Business) the option that resembles or equal your business activity. In both sections you must search and then press "Agregar" (Add).

12) At the end of completing the form you must accept the affidavits in the selection boxes, however for the purposes of registering the foreign supplier they will not have any involvement since any validation will be made by the contracting institution at the time of reviewing the offer. In the field "Cédula de Identidad" (Identity Card) you must use the personal digital certificate to sign the document choosing the type of identity card "Foreign Certificate ID" and entering the user number in the respective field. Press "Guardar"(Save) button.

13) You must accept the confirmation message and then, include the personal password of the digital certificate of the foreign supplier.
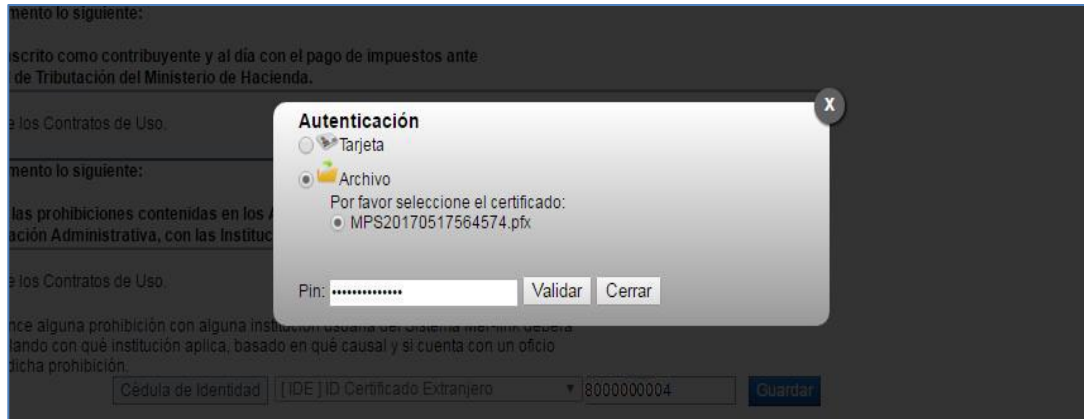
14) Once completed the form registration of physical or legal person, the system will display the following message, which will mention the inconvenience with the client account that can be ignored as no real account was registered. At this point the company of physical o legal person has been registered. Next step will to relate a user's certificate under this company so you can log in regularly to use the system.
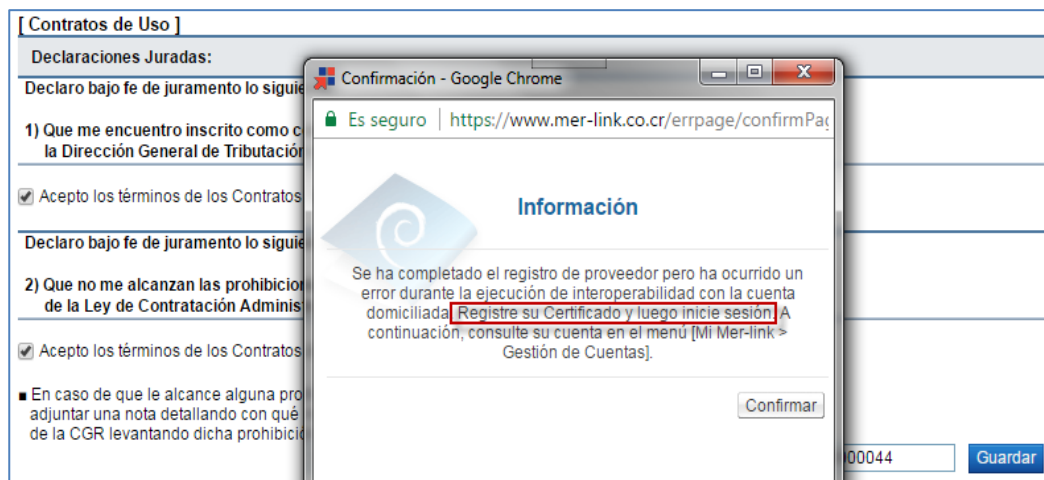
8. CREATION OF USERS UNDER REGISTERED COMPANY

Upon completion of the creation and registration of the company as a physical or legal person in the Integrated Public Procurement System in the previous chapter, the system will return you to the "Registro de Usuarios" (User Registration) menu where you started with this procedure. However, now the system locates the user in the access "Registrar / Sustituir Certificado de Usuario Proveedor" (Register / Replace Supplier User Certificate), where you can associate a user with the physical or legal company previously registered. To do this, you must choose the type of company you wish to associate as a user, either "Foreign Legal Person" (**Persona Juridica** Extranjera) or "Foreign Physical Person" (**Persona Física** Extranjera), and continue as follows:

1) Include the identification number of the previously registered legal or physical company (900000000N) and click on the "Consultar" (Search) button.

2) This will show you a short user registration form under a physical or legal company for a foreign supplier. You must fill out the contact information of the user such as the department or unit, phone number, email address. The cell phone field can be completed with zeros (0) in case if does not require showing it or does not have enough space (8 characters). Finally press "Guardar" (Save).

3) You must accept the confirmation message shown by the system and proceed with the signing process with the digital certificate downloaded.

4) Once the digital signature is processed, a confirmation message will be displayed indicating the certificate of the user was created under a company or legal entity and thus already able to log and use the system.
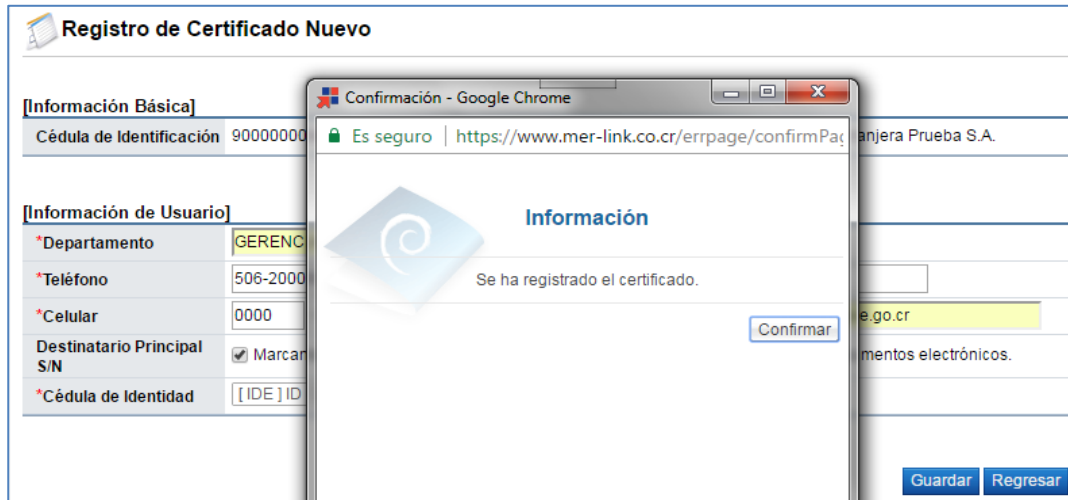
5) When confirming the message shown, the result of the user's registration with its digital certificate is displayed, which ends the registration process.
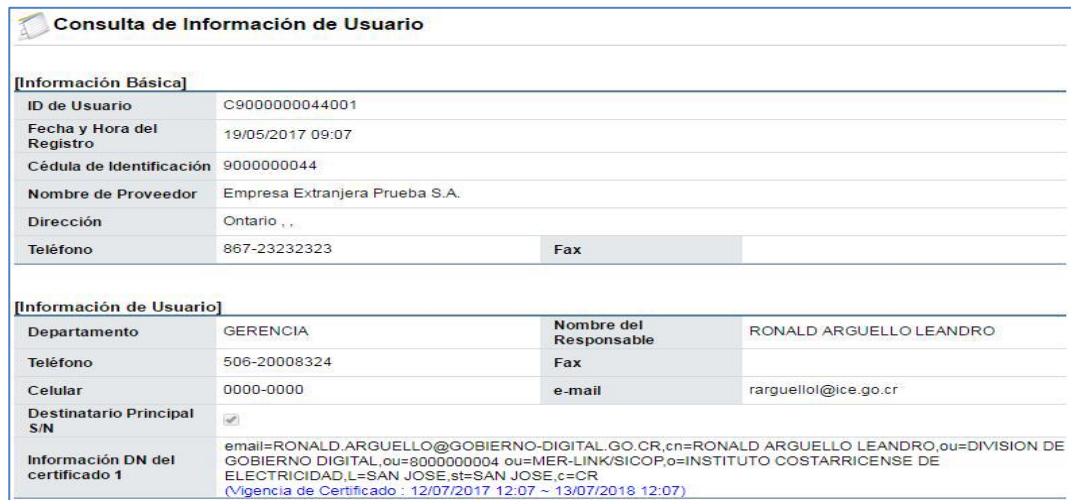
6) In this way the supplier can enter the system with the user and company registered in the Costa Rican Integrated System of Public Purchases. For other functions and uses you can access the options from the main screen "Procedimientos para usuarios" (Users Procedures) for the users manuals in spanish only and / or "Capacitación Virtual" (Virtual Training) where you can access the on-line guides (spanish instructions) to follow and understand certain functionalities in a guided way.

Note: For any question or query regarding this registration or supplier functionalities it is also available the email address consultas@sicop.go.cr .

9. ANNEXES

Annex 1

Google form for sending information of the foreign supplier

10. REVIEW AND EVALUATION

Review date	Review #	Made by:	Comments
24-7-2017	1	Ronald Argüello	Procedure adjustements
12-09-2018	2	Ronald Argüello	Form and documents adjusments and translation