

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

DIRECCION DE NUEVOS NEGOCIOS E INNOVACIÓN
UNIDAD SICOP

Created by:	Reviewed by:	Approved by:
Firma	Firma	Firma
Ing. Ronald Argüello	Oscar Ugarte	Oscar Ugarte
Code: P-PS-150-08-2017	Version: 1.2	September 2018



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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

- <u>https://www.mer-link.co.cr/atDocs/M-PS-008-08-2012_Manual_como_ofertar.pdf</u>
- <u>https://www.mer-link.co.cr/atDocs/M-PS-020-04-</u> 2014_Manual_garantias_electronicas_proveedores.pdf
- <u>https://www.mer-link.co.cr/atDocs/I-PS-001-08-</u> 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 <u>certificados@sicop.go.cr</u>, attaching the digital form with the complete information (this form is available at the link <u>https://goo.gl/forms/b4n7TEBBIzpPnou42</u>) 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</u> <u>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: 90000000N
 - b) User number.....: 80000000N
- 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 (<u>no reply@globalsign.com</u>). 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 (<u>C:\ Users \ USERNAME \</u> <u>componenteFirma \ certificados</u>). 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*".

ePkiPSPersonal.installForm.chomeKeyGenInstructions
A continuación, seguirá el proceso de generación e instalación del certificado.
Introduzca una contraseña temporal de recogida de certificado.
Introduzca la contraseña de recogida para continuar.
¿Ha olvidado la contraseña de recogida? Pôngase en contacto con el servicio de asistencia técnica inmediatamente para solicitar ayuda.
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".

🗋 GlobalSign Certificate Ce 🗙	Repair is for an in the second s
← → C ☆ 🔒 Es seguro https://system.globalsign.com/cr/publi	ic/certificate/install.do;jsessionid=2AF16FD752E46038D0D069E6132E0047
Gobierno Digital - ICE	
Contraseña del certificado obligatorio	La contraseña debe contener un mínimo de 12 caracteres. Solo valeves altanuméricos $(\sigma_{c} < \Lambda < 0)$
Contraseña del certificado (volver a introducir) Oblgatorio	
Acuerdo de Suscriptor de ePKI	
Globalsign Subscriber Agreement PLEASE READ THIS AGREEMENT CAREF YOU OR YOUR ORGANIZATION. BY APP BE BOUND BY THE TERMS OF THIS AG THIS AGREEMENT, CANCEL YOUR ORDE OF THE CERTIFICATE FOR A FULL RE THIS AGREEMENT, E-MAIL US AT leg This Globalsign Subscriber Agree and the Applicator for the Certificate	- Version 3.5 ULLY BEFORE USING THE CERTIFICATE ISSUED TO LYING FOR A CERTIFICATE, YOU ARE AGREEING TO RECHENT. IF YOU DO NOT AGREE TO THE TERNS OF R WITHIN SEVEN (7) DAYS OF THE AVAILABILITY FUND. IF YOU HAVE PROBLEMS UNDERSTANDING ment (the "Agreement") between GlobalSign is effective as of the date of the (the "Effective Date").
-	STOY DE ACUERDO CON EL ACUERDO DE SUSCRIPTOR
	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".



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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.

😋 🖉 🛛 🗸 🕹 Equipo 🔸 Datos (D:) 🔸 D	lescargas		👻 🍫 🛛 Buscar Desca	argas		
Organizar 🔻 💼 Instalar PFX 🔻 Co	orreo electrónico Nueva carpeta			3==	•	(
☆ Favoritos	Nombre	Fecha de modifica	Tipo	1	Tamaño	
🐌 Descargas	MPS20170711609637	12/07/2017 12:08	Personal Information Exchan	ige	5 H	KB
👽 Dropbox 💻 Escritorio 强 Sitios recientes	Instalación y configuración del Componente Firma Digital_v2	01/06/2017 09:51 a	Adobe Acrobat Document		1.919	KB
झ Bibliotecas 🖹 Documentos 🖳 Imágenes						
MPS20170711609637 F Personal Information Exchange	Fecha de riodifica 12/07/2017 12:08 p.m. Fecha de creación: 12/07/2017 12:08 p.m. Tamaño: 4,41 KB					
← Vindows7_OS (C:) > Usuarios > RoArgu > componenteFirma > certificados		 ✓ ✓ Buscar certific 	cados		
Organizar 👻 📰 Instalar PFX 👻 Co	ompartir con 👻 Nueva carpeta			8==	•	6
Vídeos	* Nombre	Fecha de modifica	Tipo Tan	naño		
	MPS20170711609637	12/07/2017 12:08	Personal Informati	5 KB		
📢 Grupo en el hogar	MPS20170608582294	08/06/2017 04:46	Personal Informati	5 KB		
	3 MPS20170518565557	19/05/2017 09:57 a	Personal Informati	5 KB		



7. CREATION OF A COMPANY IN A SUPPLIER'S REGISTER

From the system page (<u>www.sicop.go.cr</u>) 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..



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



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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.

Registro de Usuarios	Catálogo Bienes/S	ervicios Concursos Expediente Electró	onico Consulta de Proveedores Compra po
Gestión Registro de Usuarios Gestión Registro de Proveedor Consulta/Cancelac. Solicitud Registro de Proveedor	Solicitud Seleccione de lo	Registro Proveedor	sea solicitar ser registrado.
Gestión de Certificados Registrar/Sustituir Certificado de Usuario Proveedor	Persona Jurídica	Nacional	 Solicitud de una empresa nacional Solicitud de una empresa extranjera
	Persona	Nacional	« Solicitud de una persona física nacional.
	Física	Residente Extranjero con DIMEX	Solicitud de un residente extranjero con DIMEX

4) Then you will be asked to enter in the field "No.Registro SER" the identifier number that was previously granted (90000000N), and press the "Validar" button to check that this record already exists by the system administration.

Registro de Usuarios	Catálogo Bienes/Servicio	os Concursos Exp	ediente Electrónico Consulta de Proveedores Compra por Catálogo
Inicio de Sesión Mi Mer-link			
🕲 Registro de Usuarios	Solicitud de R	egistro de Provee	dores
 Gestion Registro de Proveedor 			
Solicitud Registro de Proveedor	No.Registro SER	900000044	-> Validar
Solicitud Registro de	 Solicitud de registro de p 	proveedor de una empres	a extranjera.
Proveedor	 Por favor, ingrese los 10 9(nueve). 	dígitos de No.de Registro	asignado por el Sistema Electrónico de Reconocimiento(SER). El mismo comienza con
Registrar/Sustituir Certificado de Usuario Proveedor	Se verificará el estado d el Sistema Electrónico de	e registro como proveedo Reconocimiento(SER).	r en MER-LINK, y luego, mediante interoperabilidad, se validará el estado de registro de en
	[Resultado de Validac	ión]	
	[900000003] Es un(a)	No.Registro SERya regis	rado(a). Por favor, verifique No.Registro SER nuevamente.

B	PROCEDURE FO	R REGISTRATION	OF FOREIGN
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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 (80000000N) and press the "Actualizar" button.

Registro de Usuarios	Catálogo Bienes/Servicio	os Concursos Ex	pediente Electro	ónico	Consulta de Prov	eedores Compra por Catálogo
Inicio de Sesión Mi Mer-link						
Registro de Usuarios Gestión Registro de Proveedor - Solicitud Registro de	Solicitud de R	egistro de Prove	dores			
Proveedor Consulta/Consolar	No.Registro SER	900000044				Validar
Solicitud Registro de Proveedor • Gestión de Certificados • Registra/Sustituir Certificado de Usuario Proveedor	Solicitud de registro de p Por favor, ingrese los 10 9(nueve). Se verificarà el estado d el Sistema Electrónico de [Resultado de Validac]	roveedor de una empre dígitos de No.de Regist e registro como proveed Reconocimiento(SER). ión]	sa extranjera. ro asignado por el or en MER-LINK, '	l Sistema y luego, I	Electrónico de Reco mediante interoperat	nocimiento(SER). El mismo comienza con vilidad, se validará el estado de registro de er
	[900000044] Es una N	lo.Registro SER posible	de ser registrada.			
	Cédula de Identidad	[IDE] ID Certificad	lo Extranjero	v	8000000004	Actualizat
	 Para proseguir con el rei Ingrese su cédula de ide 	gistro de proveedor, se r Intidad y haga clic en el	equiere la validac botón [Actualizar]	ión a trav	vés de las institucion	es de interoperabilidad.

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).



©⊒rocso)	PROCEDURE FO	R REGISTRATION	OF FOREIGN
	SUPPLIERS IN THE IN	TEGRATED PUBLI	C PROCUREMENT
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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.

Registro de Usuarios	Catálogo Bienes/Servici	ios Concursos Expediente	Electrónico Consulta de Proveedores Con	npra por Catálogo
Inicio de Sesión Mi Mer-link				
	A			
Registro de Usuarios	📃 💋 Solicitud de F	Registro de Proveedores		
Gestión Registro de Proveedor	<i>w</i>			
Solicitud Registro de	No Domistro SED			
• Consulta/Cancelac.	NO.REGISTO SER			
Solicitud Registro de	Solicitud de registro de		Autenticación	
Proveedor	 Por favor, ingrese los 10 O(nuevo) 		🔍 🔍 🍽 Tarjeta	
Gestión de Certificados	9(nueve).		Archivo	
Certificado de Usuario	el Sistema Electrónico de		Por favor seleccione el certificado:	
Proveedor			 MPS20170517564574.pfx 	
	[Resultado de Validad	ción 1		
	Teonooooooooooooooooooooooooooooooooooo	No Desides OED sesible de sesse	Pin: •••••• Validar Ce	errar
	[9000000044] Es una l			

8) The system validates the certificate with the Sicop User number and the confirmation message is displayed. Press "Confirmar" to continue.

No.Registro SER	900000044	Valida
 Solicitud de registro de pro Por favor, ingrese los 10 dí 9(nueve). 	gitos de No.c	rmación - Google Chrome
 Se verificará el estado de r el Sistema Electrónico de Re 	egistro como econocimien	el estado de registro de en
[Resultado de Validación [9000000044] Es una No.	n] Registro SEF	Información Se ha realizado la validación de la identidad del usuario
Cédula de Identidad • Para proseguir con el regis • Ingrese su cédula de ident	[IDE]ID stro de prove idad y haga	Confirmar Iad.

Г



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.

Registro de Proveedores					
[Información Bás	sica]				
* Cédula de Identificación	900000044	* Nombre de Proveedor	Empresa Extranjera Prueba S.A.		
Fecha de Constitución		Fecha de Vencimiento			
* Pais de Origen	ESTADOS UNIDOS Buscar	* Tipo de Empresa (Grande/PYME/Micro)	Grande 🔹		
* Código Postal	Buscar				
* Dirección Física y Apartado Postal					
* Teléfono	—	Fax			
* Clasificación de Objeto	Bien 🗌 Obra 📄 Servicio 🔶				

- 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.

* ¿Posee Centr de Servicios? S/N	• Si • No]	Te Se	el. del Centro de ervicios		
• La CC (Cuenta	Cliente) debe esta	ar registrada en el s	SINPE.			
 La cuenta client garantías en efec automática lo con 	te que esta domici ctivo requeridas er rrespondiente a la	liando debe ser en 1 el proceso de cor 5 comisiones de Sl	colones, la misr itratación. En el o NPE	na será utilizada por caso de proveedores	el proveedor para realizar el pago de los timbres y físicos y jurídicos únicamente se debitará en forma	
* Cuenta Client del SINPE	e 0000000000	00000	*	Unidad de Moneda	[COL] Costa Rica Colon	
 Completar los ca Planta de Producción 	OPCIONAL	en [Añadir] para g	uardar.	léfono	Agregar Limpiar	
Código Postal		Busca	Fax			
Codigo Postal Buscal Pax Dirección Física y Apartado Postal						
No. Planta	de Producción	Teléfono	Fax	Código Postal	Dirección Física y Apartado Bostal	



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).

 Completar los campo 	en/Servicio] s y hacer clic en [Añadir] para guardar.		Agregar Limpiar			
* Código de Clasificación de Bien/Servicio	42201811 Buscar	* Clasificación de Bien/Servicio	Dispositivos de control de calidad o calibración p			
¿Es Proveedor Directo? S/N	Marque la opción sólo si es un proveedor directo.	¿Es Bien/Servicio Principal?	Por favor, marque únicamente el bien/servicio principal.			
No. Código de Clasificación de Bien/Servicio Clasificación de Bien/Servicio Directo? S/N Principal?						
[Información del Tipo de Negocio] • Completar los campos y hacer clic en [Añadir] para guardar.						
[Información del Ti • Completar los campo	po de Negocio] s y hacer clic en [Añadir] para guardar.		Agregar Limpiar			
[Información del Ti • Completar los campo * Código del Tipo de Negocio	po de Negocio] s y hacer clic en [Añadir] para guardar. C333323320 Buscar	* Nombre del Tipo de Negocio	Agregar Limpiar			
[Información del Ti	po de Negocio] s y bacer clic en l'Añadir) para quardar		Agregar Limpiar			

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.

Declaraciones Juradas:	
Declaro bajo fe de juramento lo siguier	nte:
1) Que me encuentro inscrito como con la Dirección General de Tributación	ntribuyente y al día con el pago de impuestos ante del Ministerio de Hacienda.
Acepto los términos de los Contratos d	de Uso.
Declaro bajo fe de juramento lo siguior	nto
Deciaro bajo le de juramento lo siguier	inte,
 Que no me alcanzan las prohibicione de la Ley de Contratación Administr 	ne. es contenidas en los Artículos 22 y 22 bis, rativa, con las Instituciones usuarias del Sistema Mer-link.*
 2) Que no me alcanzan las prohibicione de la Ley de Contratación Administr Acepto los términos de los Contratos d 	es contenidas en los Artículos 22 y 22 bis, rativa, con las Instituciones usuarias del Sistema Mer-link.* de Uso.
 2) Que no me alcanzan las prohibicione de la Ley de Contratación Administr Acepto los términos de los Contratos d En caso de que le alcance alguna prohibición adjuntar una nota detallando con qué in de la CGR levantando dicha prohibición 	es contenidas en los Artículos 22 y 22 bis, rativa, con las Instituciones usuarias del Sistema Mer-link.* de Uso. hibición con alguna institución usuaria del Sistema Mer-link deberá nstitución aplica, basado en qué causal y si cuenta con un oficio n.

14



13) You must accept the confirmation message and then, include the personal password of the digital certificate of the foreign supplier.

mento lo siguiente:		
scrito como contribuyente y al día cor de Tributación del Ministerio de Hacie	n el pago de impuestos ante enda.	
a los Contratos de Uso.	Autenticación)
nento lo siguiente:	. Archivo	
las prohibiciones contenidas en los / ación Administrativa, con las Instituc	Por favor seleccione el certificado: MPS20170517564574.pfx	
e los Contratos de Uso.	Pin: Validar Cerrar	
nce alguna prohibición con alguna instr lando con qué institución aplica, basado dicha prohibición.	terren usuana ver sistema mercino verera o en qué causal y si cuenta con un oficio	
Cédula de Identidad	IIDE ID Certificado Extranjero + 800000004 Guardar	

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.

[Contratos de Uso]		_
Declaraciones Juradas: Declaro bajo fe de juramento lo siguie	📕 Confirmación - Google Chrome	
1) Que me encuentro inscrito como c la Dirección General de Tributaciór	Es seguro https://www.mer-link.co.cr/errpage/confirmPag	
Acepto los términos de los Contratos	Información	
Declaro bajo fe de juramento lo siguie		_
2) Que no me alcanzan las prohibicion de la Ley de Contratación Adminis	Se ha completado el registro de proveedor pero ha ocurrido un error durante la ejecución de interoperabilidad con la cuenta domiciliada Registre su Certificado y luego inicie sesión A	
Acepto los términos de los Contratos	Gestión de Cuentas].	
 En caso de que le alcance alguna pro adjuntar una nota detallando con qué de la CGR levantando dicha prohibició 	Confirmar 00044 Guarda	ar



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 (90000000N) and click on the "Consultar" (Search) button.

Registro de Usuarios • Gestión Registro de Proveedor • Solicitud Registro de Proveedor • Consulta/Cancelac. Solicitud Registro de Proveedor	Registro/Sustitu	ución de Certif	icado de Usuarios Proveedores	
	No. Registro en SER	900000044	Consultar	
	 Es el caso de una empresa extranjera registrada como proveedor. Se verifica el vínculo de pertenencia. (Ingresar 10 dígitos de No. Registro en SER) 			
Gestión de Certificados Registrar/Sustituir Certificado de Usuario Proveedor	 Sólo aquella empresa ext Su Certificado puede ser Sólo puede ejecutar este 	tranjera registrada e registrado en MER-l proceso después de	n MER-LINK podrá continuar con el siguiente proceso. LINK. e registrarse como Proveedor en MER-LINK.	

©⊒rocso)	PROCEDURE FOR REGISTRATION OF FOREIGN SUPPLIERS IN THE INTEGRATED PUBLIC PROCUREMENT SYSTEM OF COSTA RICA			
	Code: P-PS-150-08-2017	Version: 1.2	Page 17 of 21	
Registro de Usuarios	Registro/Sustitució	ón de Certificado de Us	suarios Proveedores	
Gestion Registro de Proveedor Solicitud Registro de				
Proveedor • Consulta/Cancelac.	No. Extranjero	Consultar		
Solicitud Registro de	Es el caso de un extraniero cor	n Certificado registrado como pr	oveedor.	

Proveedor

Proveedor

• Gestión de Certificados

Certificado de Usuario

+ Registrar/Sustituir

- Se verifica el vínculo de pertenencia. (Ingresar 10 dígitos de No. Extranjero)
- Sólo aquel extranjero registrado en MER-LINK podrá continuar con el siguiente proceso.

Sólo puede ejecutar este proceso después de registrarse como Proveedor en MER-LINK.

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).

. Su Certificado puede ser registrado en MER-LINK.

Solicitud Registro de Proveedor	[Información Básica]				
Consulta/Cancelac.	Cédula de Identificación	900000044	Nombre de Proveedor	Empresa Extranjera Prueba S.A.	
Proveedor					
Gestión de Certificados	[Información de Usuario	b]			
Certificado de Usuario	*Departamento	GERENCIA			
Floweedor	*Teléfono	ххх-хххххххх 🔶	Fax		
	*Celular	0000 - 0000	*e-mail	xxxxxxxx@xxxx 🗲	
	Destinatario Principal S/N	Marcando la opción, quedará o	lesignado como el destinatario princ	ripal de los documentos electrónicos	
	*Códula de Identidad	[IDE 1 ID Certificado Extraniero	x 800000004	4	

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

Registro de Cer	tificado Nuevo			
ormación Básica]				
êdula de Identificación	900000044	Nombre de Proveedo	r Empresa Extranjera Prueba S.A.	
ormación de Usuario	1	Autenticación Starjeta Carlona Archivo		Ű
Departamento		Por favor seleccione el c MPS2017051756457	ertificado: /4 pfx	
eléfono	506-20008324	() III 02011031130431	т.рих	
elular		Pin:	Validar Cerrar	
estinatario Principal N	🕑 Marcando la opción, quedará de	esignado como el destinatario pr	incipal de los documentos electrónicos.	
èdula de Identidad		* 800000004		



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.

💭 Registro de Certificado Nuevo					
[Información Básica]		Confirmación - Google Chrome			
Cédula de Identificación	9000000	Es seguro https://www.mer-link.co.cr/errpage/confirmPag	Prueba S.A.		
[Información de Usuario] *Departamento GERENC		Información			
*Teléfono	506-2000	Se ha registrado el certificado.			
*Celular	0000	Confirmant e.go.c	r		
Destinatario Principal S/N	🕑 Marcan	mento	s electrónicos.		
*Cédula de Identidad	[IDE]ID				
			Guardar Regresar		

5) When confirming the message shown, the result of the user's registration with its digital certificate is displayed, which ends the registration process.

Información Básica]					
ID de Usuario	C900000044001				
Fecha y Hora del Registro	19/05/2017 09:07				
Cédula de Identificación	900000044				
Nombre de Proveedor	Empresa Extranjera Prueba S.A.				
Dirección	Ontario , ,				
Teléfono	867-23232323	Fax			
Información de Usuario Departamento	GERENCIA	Nombre del Responsable	RONALD ARGUELLO LEANDRO		
Teléfono	506-20008324	Fax			
Celular	0000-0000	e-mail	rarguellol@ice.go.cr		
Destinatario Principal S/N	8				
Información DN del certificado 1	email=RONALD.ARGUELLO@GOBIERNO-DIGITAL.GO.CR,cn=RONALD ARGUELLO LEANDRO,ou=DIVISION D GOBIERNO DIGITAL.ou=8000000004 ou=MER-LINK/SICOP,o=INSTITUTO COSTARRICENSE DE ELECTRICIDAD,L=SAN JOSE,st=SAN JOSE,c=CR (Vicencia de Certificado : 12/07/2017 12:07 - 13/07/2018 12:07)				



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 <u>consultas@sicop.go.cr</u>.



9. ANNEXES

Annex 1

Foreir	an Supplier Peakstration in
ologi	
SICO	P
You must com a digital certif	nplete this form and send it with the documents that support your answers to manage ficate with which you can start registration in the public procurement system of the
Republic of Co	osta Rica.
*Obligatorio	
-	
	Sistema Integrado de Compras Públicas
	f +
	l Person A
O Natura	il Person
1- Kind of	f person *
O Natura	Il Person
C Legal E	Entity
2- Name	of person or company to be registered (must match
legal doc	sument) *
Tu respues	ta
3- Legal i registere	identification number of person or company to be d (must match legal document) *
Tu respues	ta
4- Name	of country where the person or company to be
4- Name registere	of country where the person or company to be d is located *
4- Name registered Tu respuest	of country where the person or company to be d is located * ta
4- Name registered Tu respuest	of country where the person or company to be d is located *
4- Name registered Tu respuest 5- Name registered	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity
4- Name registere Tu respues 5- Name registere otherwise	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") *
4- Name registere Tu respues 5- Name registere otherwise Tu respues	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta
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4- Name registered Tu respuest 5- Name registered otherwise Tu respuest 6- Identifi	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta ta
4- Name registere 5- Name registere otherwise Tu respuest 6- Identific company applies fo	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta ta ta ta ta ta ta to be registered (must match legal document / only or registration of company or legal entity otherwise type
4- Name registere 5- Name registere otherwise Tu respues 6- Identific company applies fo "does not	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta ta ication number of the legal representative of the or registered (must match legal document / only or registration of company or legal entity otherwise type t apply") *
4- Name registered 5- Name registered otherwise Tu respuest 6- Identific company applies fo "does not	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta ta ication number of the legal representative of the or registered (must match legal document / only or registration of company or legal entity otherwise type t apply") *
4- Name registered 5- Name registered otherwise Tu respuest 6- Identific company applies fo "does not	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta ta fication number of the legal representative of the y to be registered (must match legal document / only or registration of company or legal entity otherwise type t apply") *
4- Name registered 5- Name registered otherwise Tu respuest 6- Identificompany applies fo "does not Tu respuest 7- Contac	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta
4- Name registered 5- Name registered otherwise Tu respuest 6- Identificompany applies fo "does not Tu respuest 7- Contac represent	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta ta incation number of the legal representative of the y to be registered (must match legal document / only or registration of company or legal entity otherwise type t apply") * ta
4- Name registered 5- Name registered otherwise Tu respuest 6- Identificompany applies fo "does not Tu respuest 7- Contac represent	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta
4- Name registered 5- Name registered otherwise Tu respuest 6- Identific company applies fo "does not Tu respuest 7- Contac represent	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta
4- Name registered 5- Name registered otherwise Tu respuest 6- Identificompany applies fo "does not Tu respuest 7- Contac represent 8- Primar	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta
4- Name registered 5- Name registered otherwise Tu respuest 6- Identific company applies fo "does not Tu respuest 7- Contac represent Tu respuest 8- Primar	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta ta bication number of the legal representative of the y to be registered (must match legal document / only or registration of company or legal entity otherwise type t apply") * ta
4- Name registered Tu respuest otherwise Tu respuest 6- Identific company applies fo "does not Tu respuest 7- Contac represent Tu respuest 8- Primar represent Tu respuest	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta ta incation number of the legal representative of the y to be registered (must match legal document / only or registration of company or legal entity otherwise type t apply") * ta ct phone number of the natural person or legal tative to be registered (include location country code) * ta ry contact e-mail for the natural person or legal tative to be registered * ta
4- Name registered 5- Name registered otherwise Tu respuest 6- Identificompany applies fo "does not Tu respuest 7- Contac represent Tu respuest 8- Primar represent	of country where the person or company to be d is located * ta ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta
4- Name registered Tu respuest 5- Name registered otherwise Tu respuest 6- Identific company applies fo "does not Tu respuest 7- Contac represent Tu respuest 8- Primar Tu respuest	of country where the person or company to be d is located * ta of the legal representative of the company to be d (only for registration of company or legal entity e type "does not apply") * ta cation number of the legal representative of the y to be registered (must match legal document / only or registration of company or legal entity otherwise type t apply") * ta ct phone number of the natural person or legal tative to be registered (include location country code) * ta ry contact e-mail for the natural person or legal tative to be registered * ta
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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