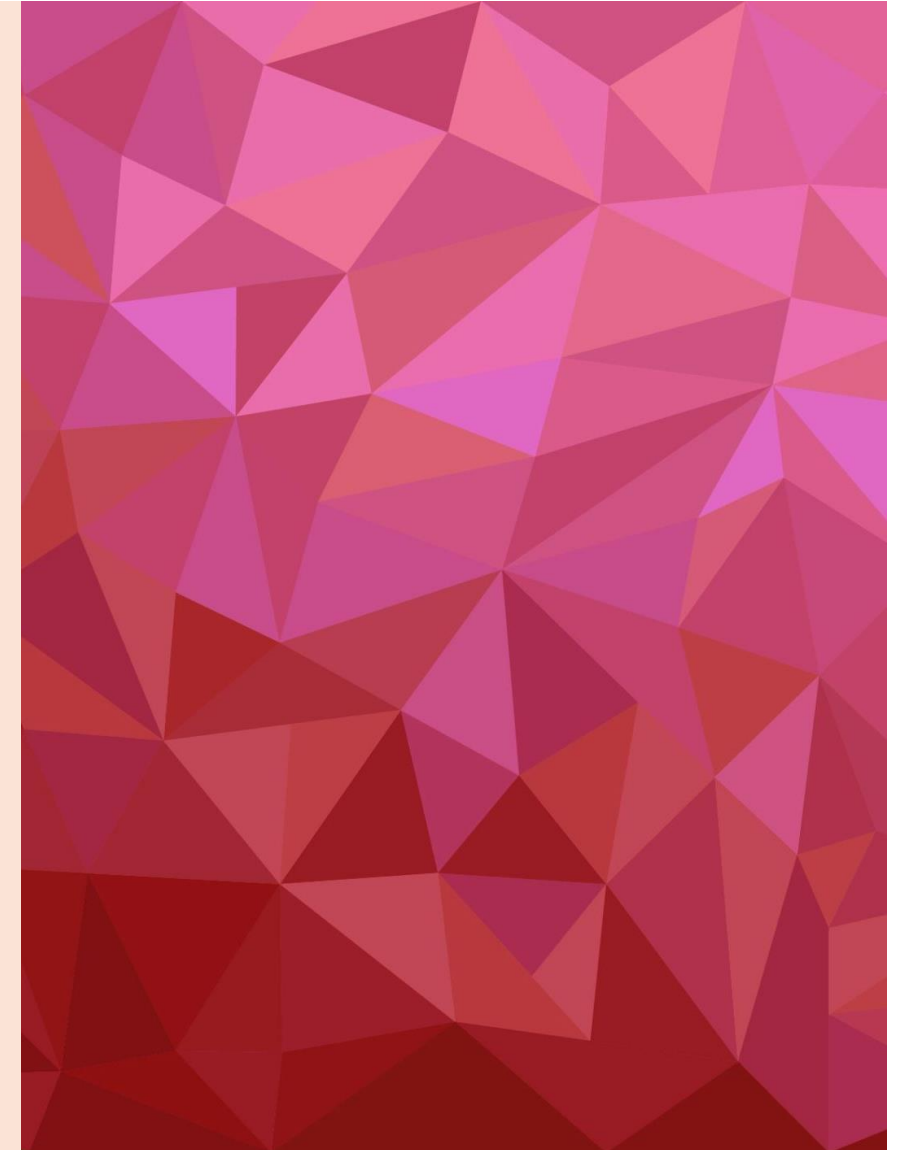


INSTRUCTION ON HOW TO REGISTER IN CENTRAL PUBLIC PROCUREMENT SYSTEM (CVP IS)

- Registration and use of the CVP IS is **free of charge**.
- Only those economic operators who have registered in the CVP IS can participate in electronic public procurements.



1. The registration form is here:

<https://pirkimai.eviesiejipirkimai.lt>

Tip: if you are unable to access this website, please try another browser.

The screenshot shows the homepage of the CVP IS (Central Public Procurement Information System) website. At the top, there are logos for CVP IS, the Lithuanian Government, BPD, and the European Union. Below the logos is a yellow navigation bar. The main content area is divided into several sections:

- Customer login:** A section with input fields for Username and Password, a "Log In" button, and a link for "Forgot your password?".
- Naujų naudotojų registracija / Registration for new users:** A section with a heading and two paragraphs of text. The first paragraph is in Lithuanian, and the second is in English. Below the text is a button that says "Užpildyti registracijos formą. To complete the registration form".
- Skelbimai:** A section with a heading and three links: "Pirkimų skelbimai nuo 2017 m. liepos 1 d.", "Pirkimų skelbimai iki 2017 m. liepos 1 d.", and "Europos Sąjungos viešųjų pirkimų skelbimai (TED)".
- Vieša informacija:** A section with a heading and several links: "Tarptautinio pirkimo vertės ribos (nuo 2024-01-01)", "Tarptautinio pirkimo, atliekamo gynybos ir saugumo srityje, vertės ribos (nuo 2024-01-01)", "Tarptautinės koncesijos vertės ribos (nuo 2024-01-01)", "Ankstesnės tarptautinės ribos", "Perkančiųjų subjektų patvirtinti mažos vertės pirkimų tvarkos aprašai (nuo 2017-07-01) ir perkančiųjų organizacijų patvirtintos supaprastintų viešųjų pirkimų taisyklės (iki 2017-06-30)", and "VPI 23 str. nurodytų įmonių, prekių, paslaugų ar darbų sąrašai".
- Instruction how to submit a bid:** A section with a heading and two lines of text: "CVP IS naudotojų registracija ir visos CVP IS teikiamos paslaugos yra nemokamos." and "Registration for CVP IS users and all the services are free of charge."
- Viešųjų pirkimų skelbimai RSS:** A section with an RSS icon and a link: "Užsisakykite jus dominančius skelbimus RSS formatu".

2. Fill in the form...

Required fields are marked *

Tips:

- if you are a natural person or a group of the natural persons:
- in the field "Type of organisation", select "Sole trader";
- In the field "Company trading name" enter the name and surname or the name and surname of the group representative;
- In the field "Organisation no (or VAT)" enter n/a. Foreign economic operators may also enter n/a.

CVP IS 🇮🇹 🇪🇺 Close

Supplier registration

Instructions

- The first registered person will automatically become the "administrator" of the company, who then will have the opportunity to create further company users, including users with administrator privileges
- There is no limit on the number of users that can be created within the supplier organisation

If you are unsure about your company registration please contact support at pagaiba@vpt.it

Company Contact Information
Company Contact Information must be supplied. This is the primary contact information Authorities will use to contact a company. It is recommended that you provide the company general contact details e.g. sales@abc.com.

Administrator information
These are the details of the Administrator. If the user details are the same as the Company contact information then click on the "Copy from above" button. Otherwise enter information manually. It is important that the email address is correct as this will be the address used by the system to send alerts and messages.

Supplier registration

MEMBERSHIP

Select membership (foreign companies/individuals can only be suppliers) *

Supplier
 Buyer
 Buyer
 Supplier

GENERAL COMPANY INFORMATION

Type of organisation * ?
-- Select Type of Organisation ▾

Company trading name * ?

Organisation no (or VAT) * ? External search service (don't use)
 Legal Entites Register (LIT) ▾

DUNS Code ? Is SME ?

Address * ? Post code ?

City * Country *
 No value selected ▾

Description of business *Max 500 characters* *

...and press Save

The registration form is automatically submitted to the PPO

The screenshot shows a registration form with the following sections:

- COMPANY CONTACT INFORMATION:** Includes fields for Point of contact, Phone type (Default), Phone (+353 1 7654321), and Email.
- ADMINISTRATOR INFORMATION:** Includes a 'Copy from above' button, fields for First name, Last name, Title, Phone type (Default), Phone (+353 1 7654321), Email, and Preferred language (No value selected).
- ADMINISTRATOR CREDENTIALS:** Includes fields for Username (at least 6 symbols), Password, and Confirm password. A yellow box contains the **Passwords policy:**
 - Password can contain only alphabets a-z, A-Z, numbers 0-9 and special characters ! @
 - Password must be at least 8 characters long.
 - Password must contain at least one letter from latin alphabet.
 - Password must contain at least one capital and one small letter from latin alphabet.
 - Password must contain at least one number.
 - Password must contain at least one of these symbols @ !
- EMAIL ADDRESSES FOR ALERTS:** Includes an 'Add email' button and a blue box with the **Alert emails** instruction: 'Please enter the email addresses for company users who you wish to receive email alerts regarding tenders relevant to your business.'
- CVP IS conditions:** A checkbox labeled 'I have read the conditions and accept them' is checked.
- Buttons:** 'Save' and 'Cancel' buttons are at the bottom right, with 'Save' highlighted by a red box.

The screenshot shows a confirmation message from CVP IS:

- Registration finished** (blue header)
- ✓ Your registration is now completed** (green success message)
- Text: 'Your supplier company registration is pending approval. Please wait for an email confirming your registration and log on again. If you have not received approval within 3 working day, or you need urgent approval, please contact pagalba@vpt.it'
- Text: 'Once your registration has been activated you will be able to add additional users for your organisation!'

4. Wait for the confirmation of registration

- The data provided in the registration form will be verified and registration will be confirmed within 3 business days.
- The user will be informed about the confirmation of registration via e-mail provided in the registration form.

If you do not receive a confirmation letter within 3 working days, please contact Public Procurement Office Technical support.

Email: pagalba@vpt.lt

Telephone: +370 5 219 7000



If you still have problems
registering, please contact:

Laura Sungailaitė-Jurčė

Senior Procurement Specialist of
Legal and Quality Control Division

Tel. +370 64912635

Email: L.Sungailaite-Jurce@cpva.lt

