APPROVED by the Director of the Public Procurement Office Order No. 1S-181 of 28 December 2017 (revised by the Director of the Public Procurement Office, Order No. 1S- of November 2024)

**PROCEDURE FOR REGISTRATION IN THE CENTRAL PUBLIC PROCUREMENT INFORMATION SYSTEM**

1. GENERAL PROVISIONS

1. The Procedure for Registration in the Central Public Procurement Information System (hereinafter referred to as the Procedure) establishes the conditions under which the Public Procurement Office (hereinafter referred to as the Office) grants the right to become a registered user of the Central Public Procurement Information System (hereinafter referred to as CPIS) and defines the rights, duties, and responsibilities of CPIS users.

2. This Procedure applies to contracting authorities conducting procurements according to the Law on Public Procurement of the Republic of Lithuania (hereinafter referred to as the Law on Public Procurement) or the Law on Procurement in the Fields of Defence and Security of the Republic of Lithuania (hereinafter referred to as the Law on Defence and Security Procurement). It also applies to contracting entities conducting procurements under the Law on Procurement of Contracting Entities in the Fields of Water Management, Energy, Transport, or Postal Services of the Republic of Lithuania (hereinafter referred to as the Utilities Procurement Law); granting authorities implementing concession award procedures under the Concessions Law of the Republic of Lithuania (hereinafter referred to as the Concessions Law); and acquiring organizations performing procurements under Resolution No. 277 of 3 March 2003 by the Government of the Republic of Lithuania “On the Approval of the Rules on Procurement of Energy or Fuel Required for the Production of Electricity and Heat Energy by Companies Operating in the Energy Sector” (hereinafter referred to as the Fuel Rules) (collectively referred to as the Procurement Entity). This Procedure also applies to suppliers or economic operators (hereinafter referred to as the supplier) wishing to become registered CPIS users and participate in procurements or concession award procedures conducted using CPIS tools.

3. Terms used in this Procedure correspond to those defined in the Law on Public Procurement, the Law on Defence and Security Procurement, the Procurement Law, the Concessions Law, the Fuel Rules, and other legal acts.

1. **USER REGISTRATION IN CPIS**

4. An individual or legal entity (hereinafter referred to as the Person) becomes a registered user by registering in the CPIS in accordance with this Procedure. Registration in the CPIS is free of charge.

5. In the registration form, the Person must specify:

5.1. the selected membership in CPIS (Procurement Entity or Supplier);

5.2. When registering as a Procurement Entity, the following information must be provided:

5.2.1. Organization name – the name of the legal entity as registered in the Register of Legal Entities;

5.2.2. Abbreviation of the Procurement Entity's name;

5.2.3. Procurement Entity number – the legal code as per the Register of Legal Entities;

5.2.4. VAT number – the VAT code of the legal entity, if assigned;

5.2.5. Procurement Entity type – the legal entity selects one of the types provided in the registration form that most accurately reflects its primary activity as specified in the founding documents;

5.2.6. Additional organization description – information describing the activities of the Procurement Entity;

5.2.7. Procurement Entity contact information – address, postal code, city, country, county, website;

5.2.8. Contact person information – contact person's name, surname, email, phone number, and fax (if applicable);

5.2.9. CPIS user (login) name and password (submitted in encrypted form).

5.3. When registering as a Supplier, the following information must be provided and updated as necessary:

5.3.1. Organization name – Suppliers indicate the name as in the Register of Legal Entities, while individuals specify their full name;

5.3.2. Legal form – Suppliers select the appropriate legal form from those listed in the registration form; if none apply, select "Other";

5.3.3. Category – the legal entity chooses a company type according to the number of employees on the registration day (very small enterprise (1-10 employees), small enterprise (11-50), medium-sized enterprise (51-250), large enterprise (251+)); individuals select "very small enterprise (1-10 employees)";

5.3.4. Activity field – the Person selects the main activity type matching their founding documents;

5.3.5. Compliance with reserved procurement participation rights – the Supplier marks “Yes” if meeting the requirements under Article 23 of the Law on Public Procurement or Article 35 of the Utilities Procurement Law;

5.3.6. Non-profit status information – the Supplier marks “Yes” if not-for-profit per its founding documents and any profits are not distributed to founders or participants;

5.3.7. Percentage of activities conducted in Lithuania – the Supplier selects the relevant interval indicating the portion of their operations in Lithuania;

5.3.8. Annual turnover – the Supplier indicates the annual turnover as of the registration date;

5.3.9. Additional organization description – information describing the Supplier's activities;

5.3.10. Supplier number – the legal code as per the Register of Legal Entities for legal entities, or the individual’s business certificate, license, or farmer’s certificate number, depending on the activity type. If no identifier applies, “b/n” (no number) is specified;

5.3.11. VAT number – the Supplier’s VAT code, if assigned;

5.3.12. DUNS (Data Universal Numbering System) number – if assigned.

5.3.13. Supplier contact information – address, postal code, city, country, county, website;

5.3.14. Contact person information – contact person's name, surname, email, phone, and fax (if applicable);

5.3.15. CPIS user (login) name and password (submitted in encrypted form).

6. Upon completing the registration form, the Person must familiarize themselves with the CPIS Terms of Use, approved by the Director of the Public Procurement Office Order No. 1S-181, 28 December 2017 “On Approval of the CPIS Terms of Use” (hereinafter referred to as the Terms). By registering in CPIS, the Person confirms understanding of and commitment to comply with the Terms. Upon any updates to the Terms, CPIS users must review them again.

7. By registering in CPIS, the Person is responsible for the accuracy, correctness, and completeness of the data provided. If any registered user information changes, they must update it immediately (no later than within 5 business days from the change). The Office is not liable for any damage resulting from incorrect, incomplete, or unupdated data. Registered users with administrative rights are responsible for making updates in CPIS.

8. The Person consents to the use of registration data for notifications on CPIS updates, public procurements, procurements in the defense and security sectors, energy or fuel procurements, concessions, and other events, and for communication with other registered users.

9. If a Person is already registered in CPIS, duplicate registration is not permitted.

10. Office staff verify the data in the registration form and confirm registration within 3 business days. The Office is not responsible for the accuracy, correctness, completeness, or compliance with legal requirements of the data submitted at registration. The Office’s decision on registration approval is communicated to the user via the email specified in the registration form.

11. CPIS user login credentials (username and password) are confidential and must be securely stored and used solely for personal login. Transfer of login credentials to third parties is prohibited. The registered user is responsible for the security of login credentials and accountable for all actions performed in CPIS using their credentials, as well as for data and document publishing according to Lithuanian legal acts.

12. To deregister a Procurement Entity membership in CPIS, the Person must: 12.1. submit a request to the Office. The request form is available in the Procedure appendix and can be submitted in person, by mail, fax, or electronically (email: info@vpt.lt); 12.2. provide all legally required reports and publish contracts and amendments.

13. To deregister a Supplier membership in CPIS, the Person notifies the Office in writing via email (info@vpt.lt) or in person, by mail, or fax.

**III.** **FINAL PROVISIONS**

14.  A Person registering as a new CPIS user under this Procedure does so regardless of whether they were previously registered in the CPIS before the effective date of this Procedure.