

CRIBIS Manual

I. Screening/Reviewing of Suppliers in the CRIBIS Web Application

The CRIBIS application, specifically the “**AML Info Check**” module, is primarily used to screen suppliers based in the Czech Republic and Slovakia.

The “**Skyminder**” module, an add-on to the CRIBIS web application, is primarily designed to verify foreign legal entities.

1. Suppliers based in the Czech Republic and Slovakia:

The screening is performed at the source:

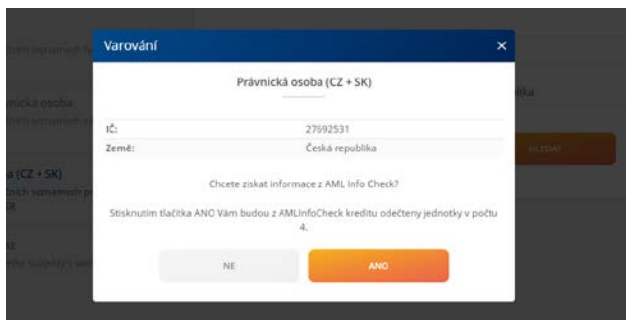
- international sanctions (individual financial sanctions and economic sanctions – the methodology of the Ministry of Regional Development (the MMR) and the requirements of the Ministry of Education, Youth and Sports (the MSMT),
- conflict of interest (persons falling within the scope of designated persons under S2(1)(c) of the ZSZ and under S4b of the ZSZ, i.e., a member of the government or the head of another central administrative authority not headed by a member of the government), review of ownership structure – ultimate owners,
- non-cooperative jurisdictions, so-called “high-risk countries” (MMR methodology and the requirements of the Financial Analytical Office (the FAU)).

After logging into the CRIBIS application, you can check Czech and Slovak suppliers by clicking on the “AML Info Check” module in the left-hand section of the application, under the “Právnická osoba (CZ + SK)” tab. In this section, you can use a single report to check entities against international sanctions lists and, at the same time, against public officials.

Procedure for screening a Czech or Slovak company:

1. Právnická osoba (CZ + SK) (“Legal entity (CZ + SK)”)
2. Enter the IČO (“CRN”), select a country, and click *Hledat* (“Search”)
3. The system will ask if you want to proceed with the query (credit will be deducted) – *confirm ANO* (“YES”).

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- Once the query has been processed and the status shows as “Zpracováno” (“Processed”), click anywhere on the line (see the section highlighted in red below) to view the report for the company in question.

Dotaz	Vložení dotazu	Stav	Dokončení zpracování
Sergey Kozyskov	31.01.2025 10:54:31	Zobrazeno	31.01.2025 10:54:32
07486049 (SUEX OTC s.r.o.)	31.01.2025 10:39:53	Zobrazeno	31.01.2025 10:39:54

Description of the report structure

- You can save the report as a *PDF* (in the upper-right corner) for documentation purposes in case of inspections or audits.
- The final report consists of an overall assessment of the entity:
 - Green** (the person was not found in any of the sources checked as part of the AML profile you are using)
 - Yellow** (based on the information you provided, a candidate matching at least one of the sources included in your AML profile has been identified)
 - Red** (based on the information you provided, a match was found on at least one sanctions list associated with the profile you are using).
 - Background check on a specific company
 - Authorised representatives (all individuals holding this position)
 - Owners (direct owners as listed in the Commercial Register or the Collection of Deeds)
 - Beneficial owners from the Register of Beneficial Owners (Czech source) or the Register of Public Sector Partners (Slovak source)
 - Ultimate owners (based on the adjusted ownership ratio, source: Commercial Register or the Collection of Deeds).

If the overall assessment shows **red** or **yellow**, a **potential match** – a so-called *candidate* – has been found in the report. In this case, we recommend viewing the details for the entity marked in **red** or **yellow** and contacting the PTA for consultation.

Example of SUEX OTC s.r.o., CRN 07486049 (international sanctions – U.S. sanctions list)

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Celkové hodnocení subjektu

Společnost

Zobrazit / skryt kandidáty se shodou <= 95 %

Jméno / Název	IČ	AML
SUEX OTC s.r.o.	07486049	

Kandidát	Procento shody	dat. nar.	Místo narození	Zdroj	Detail
SUEX OTC, S.R.O.	100			OFAC SDN (Specially Designated Nationals) List	

Prověřovaná osoba (“Entity under review”) – SUEX OTC s.r.o.

Kandidát (“Candidate”) – a list of candidates found in the sources with the specified percentage of name match; the user [can click](#) on the [details](#) of a found record.

Detail – contains information about the candidate found, as listed in the individual sources.

Zdroj (“Source”) – data source for international sanctions (or the public officials section). A list of all sources is provided at the bottom of the report.

Example of VILLA ARIGA s.r.o., CRN 24223361 (economic sanctions)

The screening process is the same as for direct sanctions, with the exception that economic sanctions are targeted at owners from Russia or Belarus.

In the report, we recommend checking the **Vlastníci** (“Owners”) and a **Koneční vlastníci** (“Ultimate Owners”) sections to verify that the listed individual is not from Russia (or Belarus) and to determine their percentage ownership stake in the company.

Aktualizovat AML data

Celkové hodnocení subjektu

Společnost

Zobrazit / skryt kandidáty se shodou <= 95 %

Jméno / Název	IČ	AML
VILLA ARIGA s.r.o.	24223361	

Statutární orgány

Vlastníci

Zobrazit / skryt kandidáty se shodou <= 95 %


Jméno / Název	IČ / Dat. nar.	Pozice	Podíl (%) / Vklad	Platné od	Země	AML
Ludmila Koclánová	16.03.1951	Společník s vkladem f.o.	25% / 50 000 CZK	04.03.2024	CZ	
Elizaveta Gurova	14.05.1999	Společník s vkladem f.o.	75% / 150 000 CZK	11.04.2025	RU	

Kandidát	Procento shody	dat. nar.	Místo narození	Zdroj	Detail
RUS	100			restrictive-measures-country-EU, Russia	
RUS	100			noncoop-tax-country-EU, Russia	

Example of Kauppias s.r.o., IČ 05015502 (public official)

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Celkové hodnocení subjektu



Společnost

Zobrazit / skrýt kandidáty se shodou <= %

Jméno / Název	IČ	AML
Kaučobias s.r.o.	05015502	✔

Statutární orgány

Vlastníci

Konečný uživatel výhod / skutečný majitel

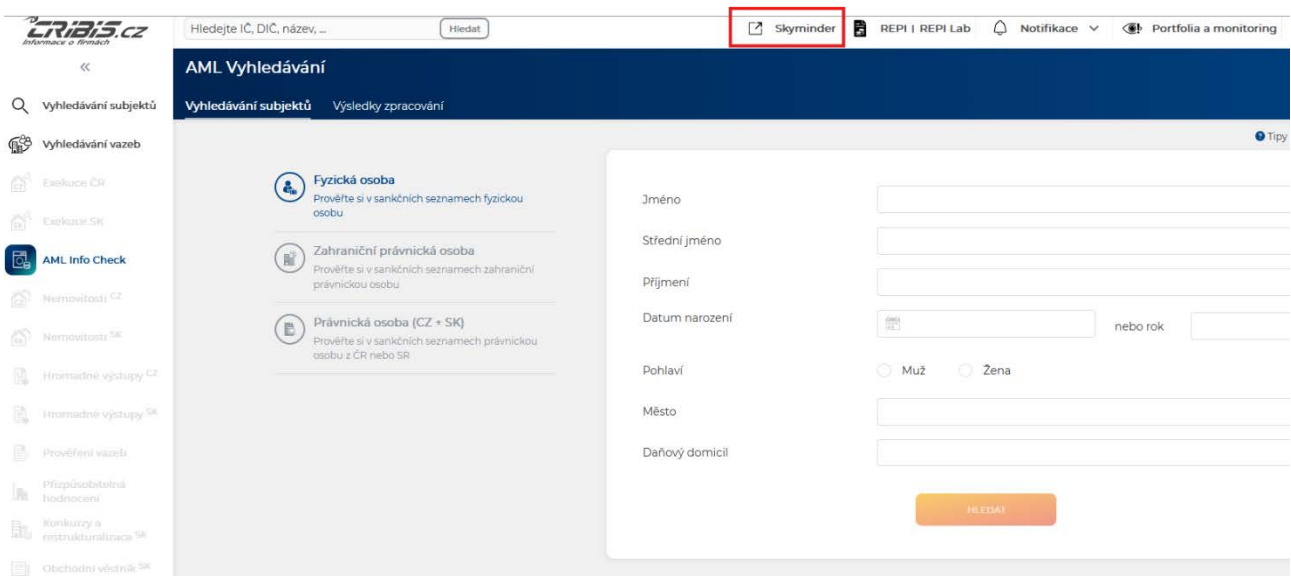
Zobrazit / skrýt kandidáty se shodou <= %

Jméno / Název	IČ / Dat. nar.	Pozice	Podíl z prospěchu (%)	Platné od	Země	AML
Petr Macínka	18.08.1978	Přímý skutečný majitel	100%	27.07.2017	CZ	⋮

Kandidát	Procento shody	dat. nar.	Místo narození	Zdroj	
Petr Macínka	100	18.08.1978		Public Function List Czech Republic	Detail

2. Suppliers based abroad:

After logging into the CRIBIS application, you can check foreign suppliers by clicking on the “**Skyrinder**” module at the top of the application. This module allows you to check entities against international sanctions lists and, at the same time, against lists of public officials (for some foreign countries, it is not possible to obtain information on the actual owners of foreign companies).

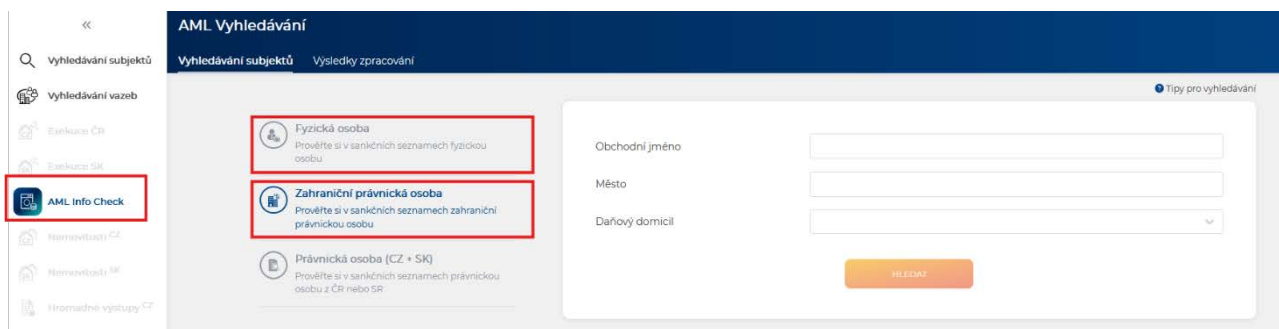


The screenshot shows the CRIBIS application interface. At the top, there is a search bar with the text "Hledejte IČ, DIČ, název, ..." and a "Hledat" button. To the right of the search bar, the "Skyrinder" module is highlighted with a red box. Below the search bar, there is a navigation menu with various options, including "AML Info Check". The main content area is titled "AML Vyhledávání" and contains a form for searching individuals. The form includes fields for "Jméno", "Střední jméno", "Příjmení", "Datum narození", "Pohlaví", "Město", and "Daňový domicil". There are also radio buttons for "Muž" and "Žena". A "Vyhledat" button is located at the bottom right of the form.

Another option for verifying a foreign legal entity is via the “Zahraníční právnická osoba” (“Foreign Legal Entity”) tab. In this section, entities can only be checked against international sanctions lists, not against lists of public officials. To comply with the requirements of this methodological guideline and the ZSZ, it is therefore necessary to further request from the supplier being checked an extract from a foreign registry equivalent to a beneficial ownership registry; if no such registry exists, a declaration regarding the beneficial owner, including documentation of the ownership structure, must be obtained directly from the selected supplier, and the identified person must then be checked using the “Fyzická osoba” (“Natural Person”) tab. The output of the verification in the CRIBIS application

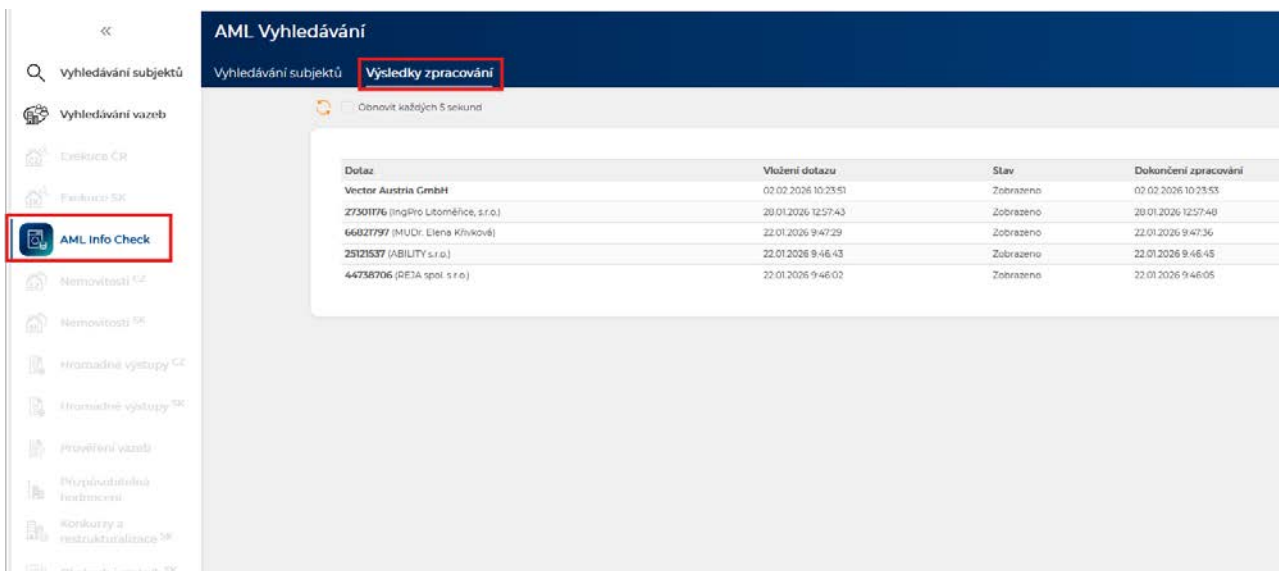
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will be one report on the foreign legal entity and one or more reports on natural persons (depending on the number of beneficial owners of the foreign legal entity).



History of inquiries:

After logging into the CRIBIS application, click on the “AML Info Check” tab on the left side of the screen, and then click on the “Výsledky zpracování” (“Processing Results”) tab. In this section, users can view their past queries. The query history is available for 14 days after the query was made.



Access to the CRIBIS web application and the associated Skyminder module – i.e., access permissions as specified in the signed agreement – is restricted to a limited group of employees, based on agreements with individual faculty secretaries and certain representatives of the Rector’s Office departments.

For each supplier check performed in the “AML Info Check” module, 4 credits are deducted for the “Právnická osoba (CZ + SK)” (“Legal Entity (CZ + SK)”) tab, and 1 credit for the “Fyzická osoba” (“Natural person”) and “Zahraníční právnická osoba” (“Foreign Legal Entity”) tabs. No credits are deducted for repeat checks on an entity that has already been checked once during the current annual period. The number of credits, or checks in the AML Info Check module, is a prepaid service pursuant to a contract concluded with CRIF – Czech Credit Bureau, a.s.

Verification in the Skyminder module is billed individually based on the report type (the price is listed for each report type before purchase). The price list is also available in the CRIBIS web application under “Notifikace” (“Notifications”) – Zobrazit vše (“View All”) – “Novinky” (“News”) (top bar).

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The results of the verification from the CRIBIS tool (or Skyminder, as applicable), i.e., .pdf reports, will be included in the public procurement documentation (file); see Article 2 hereof.

II. Screening/Reviewing of Suppliers in iFIS

Since the CRIBIS application is integrated with the iFIS tool, suppliers can be screened directly in iFIS. However, iFIS can only be used to screen suppliers based in the Czech Republic and Slovakia.

The screening is being performed on the source:

- international sanctions (individual financial sanctions and economic sanctions – MMR methodology and MSMT requirements),
- conflict of interest (persons falling within the scope of designated persons under S2(1)(c) of the ZSZ and under S4b of the ZSZ, i.e., a member of the government or the head of another central administrative authority not headed by a member of the government), review of ownership structure – ultimate owners,
- non-cooperative jurisdictions, so-called “high-risk countries” (MMR methodology and FAU requirements).

Procedure for screening a Czech or Slovak company:

1. Právnická osoba (CZ + SK) (“Legal entity (CZ + SK)”)

The review can be performed in iFIS in the “Prohlížení číselníku organizací” “Organization Directory View” module (part of Finančně ekonomické řízení / Číselníky / Organizace (“Financial and Economic Management / Directories / Organizations”)) or in the “Registr smluv” (“Contract Register”) module (part of iFIS / Nadstavby (“Add-ons”)). Since verification reports in .pdf format are saved only in the organisation directory, the report can only be downloaded in “Prohlížení číselníku organizací” (“View Organization Directory”), not in the “Contract Register” module.

2. Find a supplier

When performing a verification in the “**Prohlížení číselníku organizací**” (“View Organization Directory”) module, you must first search for the supplier (usually by their Company Registration Number – the CRN).

3. Checking the verification status

Double-clicking on a supplier’s line opens the supplier’s record details (registers page), where you can find out whether and when the supplier was inspected, and then decide whether or not to re-inspect the supplier.

The screenshot displays the iFIS software interface for a supplier record. The main data area includes the following sections:

- ARES - kontrola:** Plati od 27.12.2000, Plati do, Právní forma 112, Aktuální, Kontrolováno 30.01.2024, Kontroloval FIS.
- Kontrola plátce:** Plátce DPH skupinový, DIČ CZ26422182, Vice DIČ, Nespolehlivý od, Kontrolováno 03.02.2026, Kontroloval FIS.
- Registr KONSOLIDACE:** Účast, Přislušnost, Kód, Kontrolováno, Kontroloval.
- Registr INSOLVENCE:** Dlužník, Kontrolováno, Kontroloval.

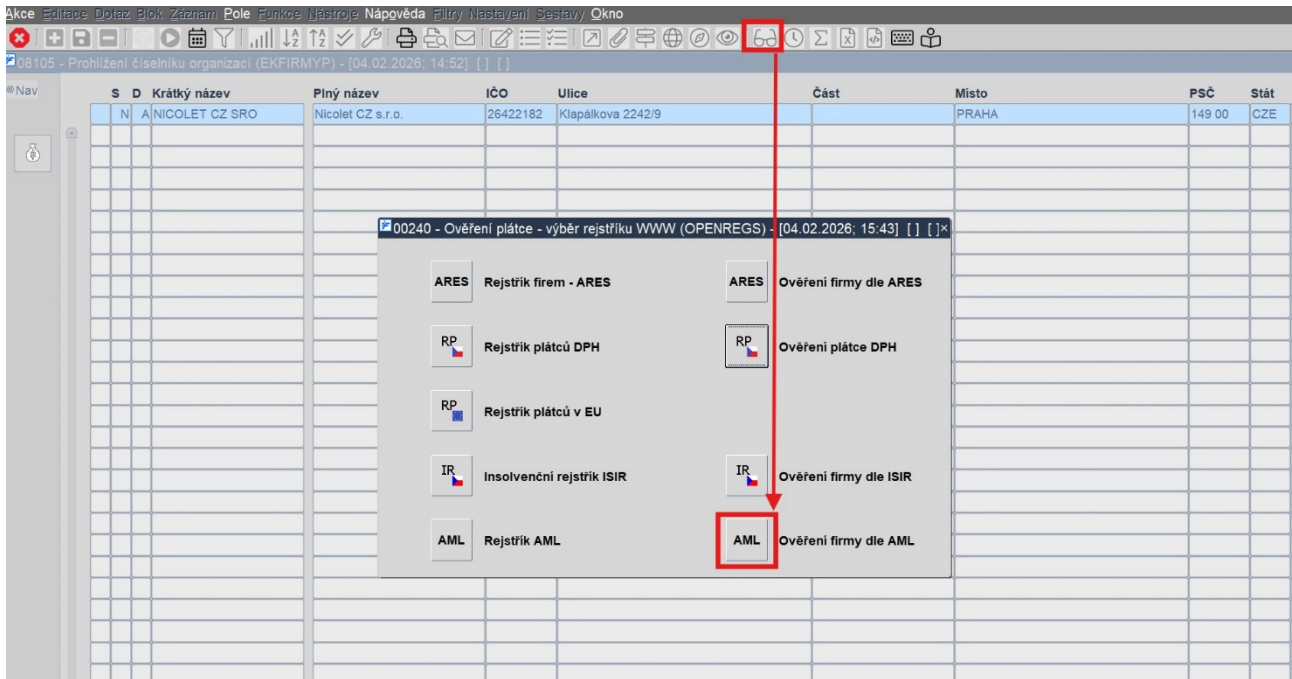
The table at the bottom shows the following data:

P	S	Zp	EJ	Část	Název adr.	Ulice	Město	PSČ	Země	Zr. Od	Do	Komentář
						Klapalkova 2242/9	PRAHA	149 00	CZE	27.12.2000		; Import

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4. Launching a Check (Verification)

If I decide to perform a check, I need to click the glasses icon in the top bar (the “Ověření plátce – výběr rejstříku” (“Verify Payer – Select Registry”) icon), and once the next screen with the menu opens, I need to click the “AML” button (“Ověření firmy dle AML” (“Company review by AML”)).



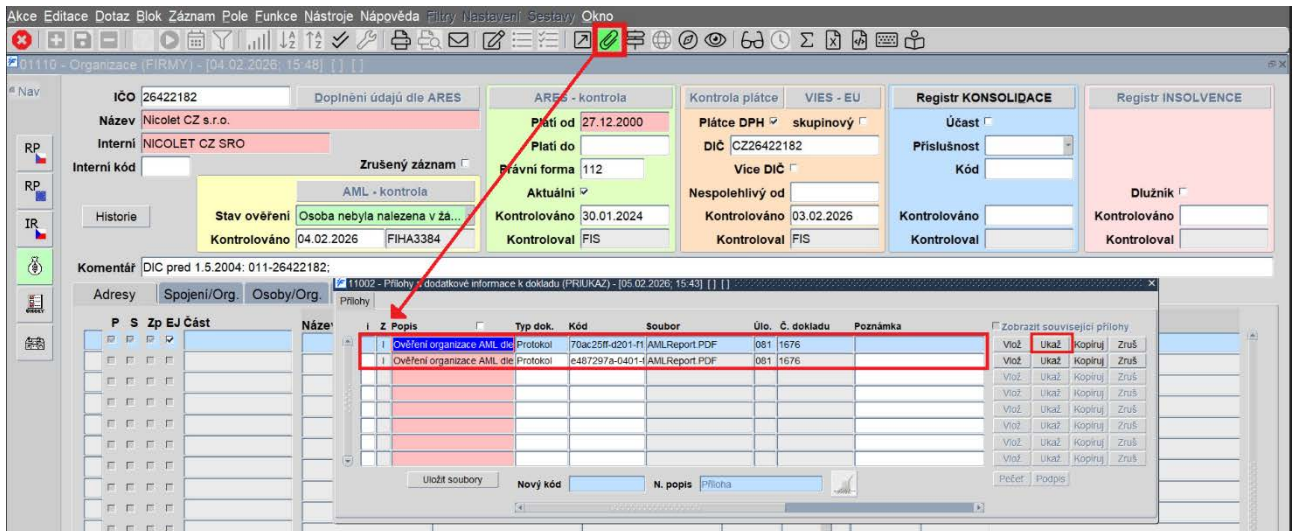
5. Screening results and report evaluation

The verification result is stored in the supplier record details. To view it, as in step 3, you must double-click the line for the supplier being reviewed. This opens a screen showing the supplier’s verification status (the supplier’s overall rating is indicated by the line’s colour and the “purse” icon; see the image for step 3).

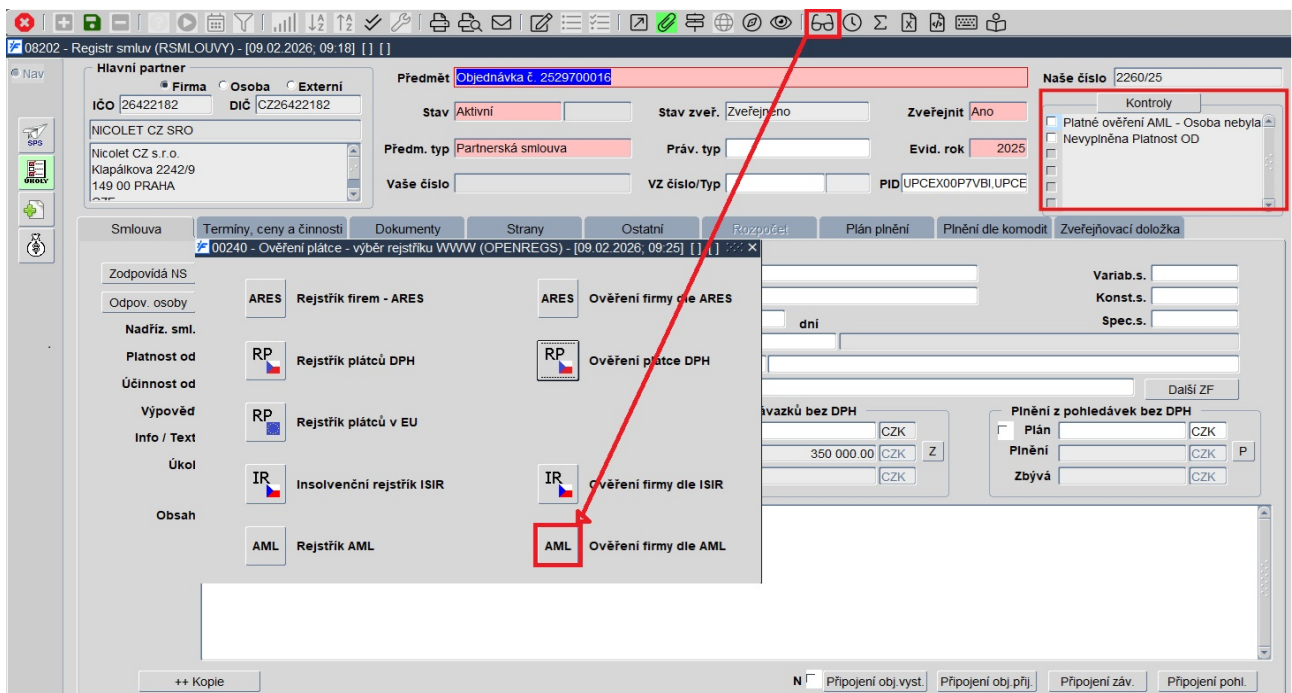
To download a report in .pdf format containing the results of the screening, click the “paperclip” icon in the supplier's record details; once the next screen opens, you can download the report. If a supplier is re-screened, an additional report is saved for that screening (the current report appears in the top line, with historical reports listed below).

When evaluating the report, the same procedure applies as described in the CRIBIS web application under “Popis struktury reportu” (“Report Structure Description”).

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When verifying a supplier in the “Registr smluv” (“Contract Register”) module, the procedure is similar to that in the “Prohlížení číselníku organizací” (“Organization Directory View”) module; however, the reviewing result is displayed in the supplier record details in the upper-right corner of the screen. The report can then be downloaded only from the “Prohlížení číselníku organizací” (“Organization Directory View”) (see above).



In iFIS, the validity period for supplier screening is set to 24 hours (from 12:00 a.m. to 12:00 p.m.). This is merely a system setting that works as follows: if one user reviews a supplier, any other user attempting to review the same supplier again on the same day in iFIS will be notified that the review has already taken place.

Only employees with access to iFIS can perform screening in the system. Credits are deducted in the same way as in the CRIBIS web application.

The results of the iFIS review, i.e., reports in .pdf format, will be included in the public procurement documentation (file); see Article 2 hereof.

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If a supplier review is performed in accordance with AML in iFIS, this fact is noted in the VERSO system under the “Objednávky” (“Orders”) module.

Objednávky

Číslo objednávky: Stav objednávky: Přenesení v iFISu: Účelní star: Vystavení od: Vystavení do: Dodání od: Dodání do: Kód psam: Autor: Předmět: Dodavatel (IFIS): Dodavatel (osoba): Dodavatel (textem): Dpik otj.: NS: Typ akce: Zakázka / TA: Typ účtu:

Číselník dodavatelů

Podtud nenaleznete v číselníku požadovaného dodavatele, kontaktujte Ekonomické oddělení přes SERVICEDESK.upce.cz v sekci Ekonomika / Založení nové organizace (přímý odraz: c04)

Výsledek AML kontroly:
✓ - osoba nebyla nalezena v žádném z prověřovaných seznamů
! - osoba byla nalezena alespoň v jednom z prověřovaných seznamů
X - osoba byla nalezena na základě stopy jména i Data narození v sarních seznamech

Filt: Platné záznamy Firma: Místo: IČO: DIČ: Najít Vypnout filtr Zavřít

firma	část	ulice	psč	město	ičo	dič	aml kontrola
Nicollet CZ s.r.o.		Klapárkova 2242/9	149 00	PRAHA	26422182	CZ26422182	✓ - 09.02.2026

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