



UNIVERSITY OF PARDUBICE	
Bursar's Methodological Guideline No. 3/2026	
Subject Matter:	Verification of conflicts of interest and the prohibition on awarding public contracts due to international sanctions
Applicable to:	all departments and employees of the University of Pardubice
Effective from:	5 March 2026
Reference number:	UPCE/opo/00004030/2026
Prepared and submitted by:	Ing. Filip Habivský, Head of the Public Tenders Administration
Approved by:	Ing. Petr Gabriel, MBA, Bursar

Article 1 Introductory Provisions

1. This methodological guideline supplements the basic rules, responsibilities, and organisational structure for public procurement at the University of Pardubice (the "University") as set forth in Directive No. 8/2025 on Public Procurement at the University of Pardubice ("Directive No. 8/2025"), specifically regarding the verification of conflicts of interest and the prohibition on awarding and performing public contracts due to international sanctions¹.
2. This methodological guideline establishes binding procedures for the Public Tenders Administration (the "PTA") and the responsible employees of the University (within the meaning of Part One, Article 2(8) of Directive No. 8/2025)² regarding the obligation to verify conflicts of interest and the prohibition on awarding and performing public contracts due to international sanctions arising from applicable legal regulations.

Article 2 Obligations in Public Procurement

1. **For public contracts with an estimated value equal to or less than CZK 1,000,000 excluding VAT, awarded through direct award or a restricted call for bids (market survey) pursuant to Directive No. 8/2025, the PTA or the responsible employee (depending on who will execute the public contract) shall perform the following tasks:**
 - a) It may request from suppliers, as part of their bids, **a sworn statement regarding the absence of a conflict of interest within the meaning of Section 4b of Act No. 159/2006 Sb., on Conflicts of Interest, as amended (the "ZSZ"), and a sworn statement regarding international sanctions.** A template for the statement is provided in Annexes 1 and 2 hereto.

¹ <https://portal-vz.cz/metodiky-stanoviska/stanoviska/stanoviska-expertni-skupiny-mmr-k-zakonu-o-zadavani-verejnych-zakazek/>

² An authorized employee is a UPCE employee who, within the scope of their job duties and in accordance with their functional authority, is authorised to request the procurement of goods, services, and construction work, and who has the necessary funds allocated for this purpose.



- b) **It will verify that the selected supplier has no conflict of interest within the meaning of Section 4b ZSZ**, using the register of beneficial owners available at: <https://esm.justice.cz>, as well as information recorded in the Commercial Register or the Trade Register.

In the case of a foreign legal entity, the PTA or the responsible employee shall request an extract from a foreign registry equivalent to the registry of beneficial owners; if no such registry exists, a declaration regarding the beneficial owner, including documentation of the ownership structure, shall be obtained directly from the selected supplier.

It will then compare the identity of the beneficial owner with that of public officials pursuant to Section 2(1)(c) of the ZSZ (the current list is available at: <https://justice.cz/web/msp/seznam-vf>).

As of 17 December 2025, the Ministry of Justice has restricted public access to the beneficial ownership registry. Access to the beneficial ownership registry within the UPCE is granted by the Head of the Analysis Department upon the designated employee's request.

- c) **It will verify that the selected supplier is not a person, entity, or body listed on the EU sanctions list subject to the so-called “individual financial sanctions”³** imposed by the EU against Russia and Belarus in connection with the Russia-Ukraine conflict.

The verification shall be performed by the PTA or a designated employee, for example, using: <https://www.amlsolutions.cz/overovani-mezinarodnich-sankci>,

<https://data.europa.eu/data/datasets/consolidated-list-of-persons-groups-and-entities-subject-to-eu-financial-sanctions?locale=cs>,

<https://www.sanctionsmap.eu/#/main>, or other publicly available sources.

- d) It shall require all persons involved in the preparation of the tender specifications or the conduct of the tender process, or persons who have or could have an influence on the outcome of the tender process, to submit **a written sworn statement stating that there is no conflict of interest**. A template for the statement is provided in Annex 3 hereto.

2. To simplify the aforementioned verifications, the procedures for suppliers based in the Czech Republic and Slovakia under paragraph 1(a), (b), and (c) hereof may be replaced by verifying the required information using the CRIBIS tool provided by CRIF – Czech Credit Bureau, a.s. Upon verification, this tool generates a report in .pdf format. Verification can be performed directly in the CRIBIS web application (available only to a limited group of employees) or in the iFIS application (available to employees who have access to iFIS). For foreign legal entities, the Skyminder module can be used for verification. This is an add-on module to the CRIBIS web application; access to this module is limited to employees with access to the web application, and verification cannot be performed via iFIS. Verification in the Skyminder is subject to an individual fee.

A detailed manual for this procedure is provided in Annex 4 hereto.

3. The PTA or the responsible employee shall include verification results or, where applicable, sworn statements in the public procurement documentation (file). If verification is performed

³<https://www.fau.gov.cz/cs/rozcestnik/mezinarodni-sankce>



using the CRIBIS tool, a .pdf report shall be included in the public procurement documentation (file).

4. **In accordance with the principles of proportionality, efficiency, and effectiveness, the requirements set forth in paragraph 1(a), (b), and (d) of this Article need not be applied to public contracts with an estimated value of up to CZK 50,000 excluding VAT. However, for contracts financed with grant funds, it is always necessary to comply with the relevant rules of the grant provider.**
5. **For public contracts with an estimated value exceeding CZK 1,000,000 excluding VAT, the PTA will perform the following tasks:**

- a) **It requires suppliers to include in their bids a sworn statement confirming the absence of a conflict of interest within the meaning of Section 4b of the ZSZ and a sworn statement regarding international sanctions.** A template for the sworn statement is provided in Annexes 1 and 2 hereto.
- b) **It will verify that there is no conflict of interest with the selected supplier within the meaning of Section 4b of the ZSZ,** using the beneficial ownership registry available at: <https://esm.justice.cz>, and information recorded in the Commercial Register or the Trade Register.

In the case of a foreign legal entity, the PTA will request an extract from a foreign registry equivalent to the registry of beneficial owners; if no such registry exists, the PTA will request a declaration regarding the beneficial owner, including documentation of the ownership structure, directly from the selected supplier. For public contracts below and above the threshold, the PTA proceeds in accordance with Section 122(6) of Act No. 134/2016 Sb., on Public Procurement, as amended (the “ZZVZ”).

It will then compare the identity of the beneficial owner with that of public officials pursuant to Section 2(1)(c) of the ZSZ (the current list is available at: <https://justice.cz/web/misp/seznam-vf>).

- c) **It will verify that the selected supplier is not a person, entity, or body listed on the EU sanctions list subject to the so-called “individual financial sanctions”** imposed by the EU against Russia and Belarus in connection with the Russia-Ukraine conflict.

The verification shall be performed by the PTA, for example, using:

<https://www.amlsolutions.cz/overovani-mezinarodnich-sankci>,

<https://data.europa.eu/data/datasets/consolidated-list-of-persons-groups-and-entities-subject-to-eu-financial-sanctions?locale=cs>,

<https://www.sanctionsmap.eu/#/main>, or other publicly available sources.

- d) In the case of a public contract exceeding the threshold, the PTA will simultaneously **verify with the selected contractor whether the contractor is subject to a prohibition on being awarded or continuing to perform a public contract** (Article 5k of Council Regulation (EU) 2022/576 of 8 April 2022, amending Regulation (EU) No. 833/2014 concerning restrictive measures in view of Russia’s actions destabilising the situation in Ukraine, as amended).



Verification is carried out using the sources listed above.

- e) It shall require all persons involved in the preparation of the tender specifications or the conduct of the selection/procurement procedure, or persons who have or could have an influence on the outcome of the selection/procurement procedure, to submit **a written sworn statement stating that no conflict of interest exists**. A template for the statement is provided in Annex 3 hereto.
6. To simplify the aforementioned verifications, the procedures for suppliers based in the Czech Republic and Slovakia under paragraph 5(b), (c), and (d) hereof may be replaced by verifying the required information in the CRIBIS system; in the case of foreign legal entities, this may be done using the Skyminder module.
7. The PTA will include the verification results and sworn statements in the public procurement documentation (file). If the verification is performed using the CRIBIS tool, a .pdf report will be included in the public procurement documentation (file).

Article 3 Prohibition on Awarding a Public Contract

If the PTA or the responsible employee discovers a conflict of interest involving a contractor or persons involved in the preparation of the tender specifications or the conduct of the selection/procurement procedure, or if they discover that international sanctions prohibit the award of the contract, they must not award the public contract to the selected contractor (enter into a contractual relationship with them) and shall immediately report this fact to their supervisor or, as appropriate, to a representative of the PTA.

Article 4 Final Provisions

1. When making purchases under grant programmes, it is always necessary to comply with the grant providers' requirements regarding supplier vetting, as specified in the relevant grant programme (regardless of the mandatory procedures set forth herein).
2. In the event of changes to the regulations governing the verification of conflicts of interest or the prohibition on awarding and performing public contracts due to international sanctions, the binding procedures set forth herein may be appropriately amended.
3. This methodological guideline repeals Methodological Guideline No. 1/2023.
4. This methodological guideline shall take effect on the date of the Bursar's signature.

Annexes:

- Annex No. 1 –Template of the Sworn Statement Regarding the Absence of a Conflict of Interest on the Part of the Supplier
- Annex No. 2 –Template of the Sworn Statement Regarding International Sanctions Imposed by the European Union on Russia and Belarus in Connection with Russian Aggression on Ukrainian Territory
- Annex No. 3 –Template of a Sworn Statement Regarding the Absence of a Conflict of Interest
- Annex No. 4 –CRIBIS Manual



UNIVERZITA
PARDUBICE

In Pardubice on this 5 March 2026

Ing. Petr Gabriel, MBA
Bursar

Annex No. 1

Sworn Statement

Regarding the Absence of a Conflict of Interest on the Part of the Supplier

Participant/Supplier (the “supplier” or “contractor”):

Business name

Registered office

CRN (if assigned):

Registered in

(if the supplier is registered in the Commercial Register)

hereby solemnly declares,

that neither they nor any subcontractor(s) through whom the contractor demonstrates their qualifications, is not a business entity in which a public official referred to in Section 2(1)(c) of Act No. 159/2006 Sb., on conflicts of interest, as amended, or a person controlled by such an official, holds a share representing at least 25 % of the partnership interest in the business entity.⁴

In _____ on _____	
Authorised representative – a person authorised to act in the name of / on behalf of the supplier	
Signature of a person authorised to act in the name of / on behalf of the supplier	

⁴A business entity in which a public official (i.e., a member of the government or the head of another central administrative authority not headed by a member of the government) or a person controlled by such an official holds a stake representing at least 25 % of the shareholder’s interest in the business entity may not participate in procurement procedures under the law governing public procurement as a participant or subcontractor, through which the contractor demonstrates their qualifications. The contracting authority is required to exclude such a business entity from the procurement procedure. The contracting authority may not award a small-scale public contract to the business entities referred to in the first sentence; such an act is invalid.

Sworn Statement

Regarding International Sanctions Imposed by the European Union on Russia and Belarus in Connection with Russian Aggression on Ukrainian Territory

Participant/Supplier (the “supplier” or “contractor”):

Business name

Registered office

CRN (if assigned):

Registered in

(if the supplier is registered in the Commercial Register)

hereby solemnly declares not to be subject to the restrictive measures (international sanctions) adopted by the European Union against Russia and Belarus in connection with Russia’s aggression on Ukrainian territory.

1) Individual financial sanctions

The supplier hereby solemnly declares that neither the supplier nor any of their subcontractors is a person, entity, or body listed on the EU sanctions list subject to so-called individual financial sanctions.

2) A prohibition of the purchase, import, or transport of specified goods located in Russia or Belarus, or originating from Russia or Belarus.

The supplier hereby declares that they do not trade in sanctioned goods located in Russia or Belarus, or originating from Russia or Belarus, and do not offer such goods in connection with the performance of public contracts.

Point 3) will be included herein only in the case of a public contract exceeding the threshold⁵; otherwise, the text of point 3) shall be removed.

3) Economic sanctions

The supplier hereby solemnly declares that neither the supplier, their subcontractors, the supplier with whom they are submitting a joint bid in the case of joint participation by suppliers, nor any entity through which they demonstrate their qualifications, is subject to a prohibition on awarding or continuing to perform a public contract pursuant to Article 5k of Council Regulation (EU) 2022/576 of 8 April 2022, amending Regulation (EU) No. 833/2014 concerning restrictive measures in view of Russia’s actions destabilising the situation in Ukraine, as amended.

In _____ on _____	
Authorised representative – a person authorised to act in the name of / on behalf of the supplier	
Signature of a person authorised to act in the name of / on behalf of the supplier	

⁵ Government Regulation No. 172/2016 Sb., on the Establishment of Financial Limits and Amounts for the Purposes of the Public Procurement Act, as amended.

SWORN STATEMENT REGARDING THE ABSENCE OF A CONFLICT OF INTEREST

CONTRACTING AUTHORITY: University of Pardubice

Registered office: Studentská 95, 532 10 Pardubice
Represented by: Prof. Ing. Libor Čapek, Ph.D., Rector
CRN: 00216275

PUBLIC CONTRACT: /FILL IN THE TITLE/

I, the undersigned, **hereby declare that:**

- my interests do not compromise my impartiality or independence in connection with the public procurement selection/award procedure,
- I have no interest in gaining a personal advantage,
- I have no interest in diminishing the contracting authority's financial or other benefits.

/Fill in the name/
Signature

/Fill in the name/
Signature

/Fill in the name/
Signature

In Pardubice on this

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)).

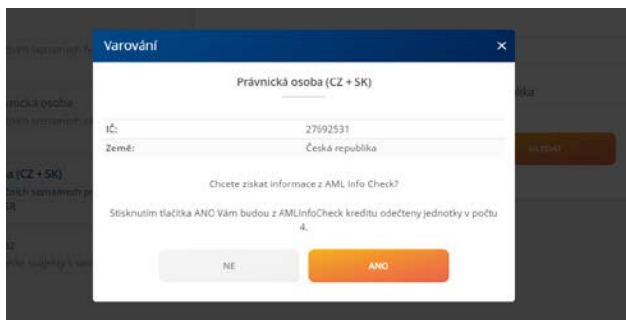
After logging into the CRIBIS application, you can check Czech and Slovak suppliers by clicking on the “AML Info Check” module in the left-hand section of the application, under the “Právnická osoba (CZ + SK)” tab. In this section, you can use a single report to check entities against international sanctions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

The screenshot shows the 'AML Vyhledávání' (AML Search) interface. On the left, there is a navigation menu with 'AML Info Check' highlighted. The main area displays three search categories: 'Fyzická osoba', 'Zahraníční právnická osoba', and 'Právnická osoba (CZ + SK)'. The 'Právnická osoba (CZ + SK)' category is selected and highlighted with a red box. To the right, a search form is visible with a search bar and dropdown menus for 'IČ' and 'Země', and a 'HLEDAT' button.

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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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.

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

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Celkové hodnocení subjektu

Společnost

Zobrazit / skrýt kandidáty se shodou <= 95 %

Jméno / Název	IČ	AML
Kaupčias s.r.o.	05015502	✓

Statutární orgány

Vlastníci

Konečný uživatel výhod / skutečný majitel

Zobrazit / skrýt kandidáty se shodou <= 95 %

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).

CRIBIS.cz
Informace o firmách

Hledejte IČ, DIČ, název, ... Hledat

Skyrinder REPI | REPI Lab Notifikace Portfolia a monitoring

AML Vyhledávání

Vyhledávání subjektů Výsledky zpracování

- Vyhledávání subjektů
- Vyhledávání vazeb
- Exekuce ČR
- Exekuce SK
- AML Info Check**
- Nemovitosti CZ
- Nemovitosti SK
- Hromadné výstupy CZ
- Hromadné výstupy SK
- Prověření vazeb
- Příspěvobitná hodnocení
- Konkurzy a restrukuralizace SK
- Obchodní věstník SK

Fyzická osoba
Provéřte si v sankčních seznamech fyzickou osobu

Zahraníční právnická osoba
Provéřte si v sankčních seznamech zahraniční právnickou osobu

Právnická osoba (CZ + SK)
Provéřte si v sankčních seznamech právnickou osobu z ČR nebo SR

Jméno:

Střední jméno:

Příjmení:

Datum narození: nebo rok:

Pohlaví: Muž Žena

Město:

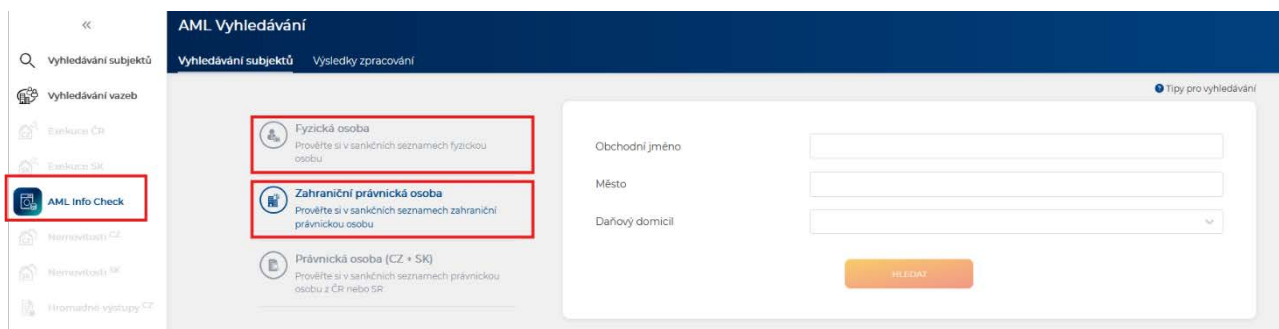
Daňový domicil:

HELENA

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

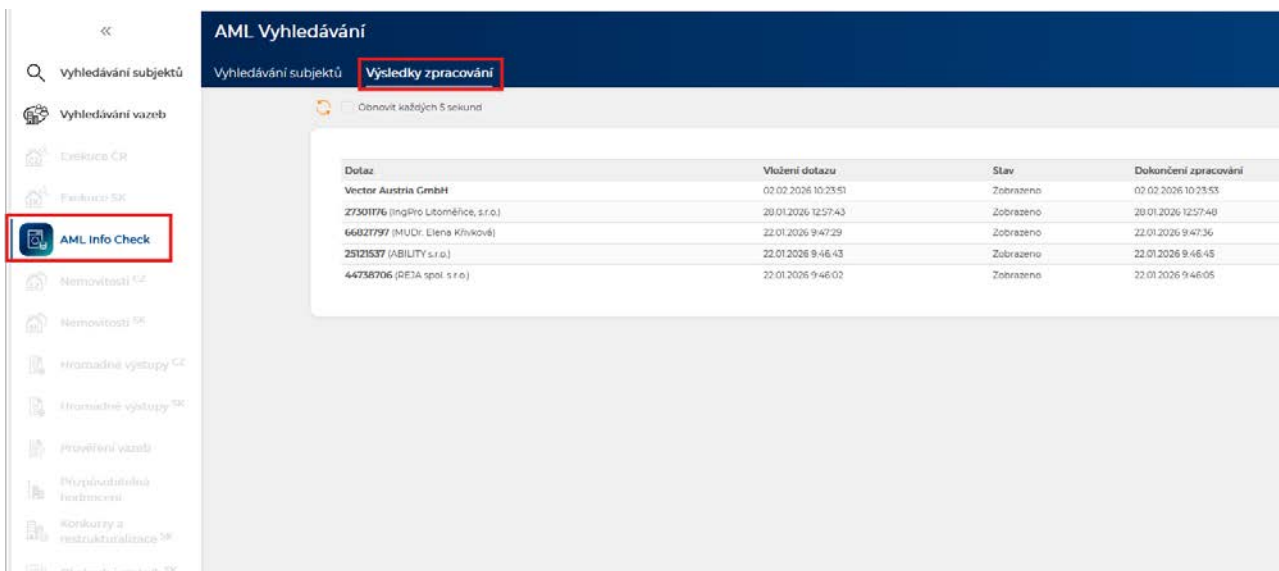
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will be one report on the foreign legal entity and one or more reports on natural persons (depending on the number of beneficial owners of the foreign legal entity).



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 window shows the following details:

- ICR:** 26422182
- Název:** Nicolet CZ s.r.o.
- Interní kód:** NICOLET CZ SRO
- Právní forma:** 112
- Stav ověření:** Osoba nebyla nalezena v zá... (highlighted in red)
- Kontrolováno:** 04.02.2026, FIHA3384
- ARES - kontrola:** Platí od 27.12.2000, Aktuální, Kontrolováno 30.01.2024, Kontroloval FIS
- Kontrola plátce:** Plátce DPH skupinový, DIČ CZ26422182, Kontrolováno 03.02.2026, Kontroloval FIS
- Registři:** Registr KONSOLIDACE, Registr INSOLVENCE

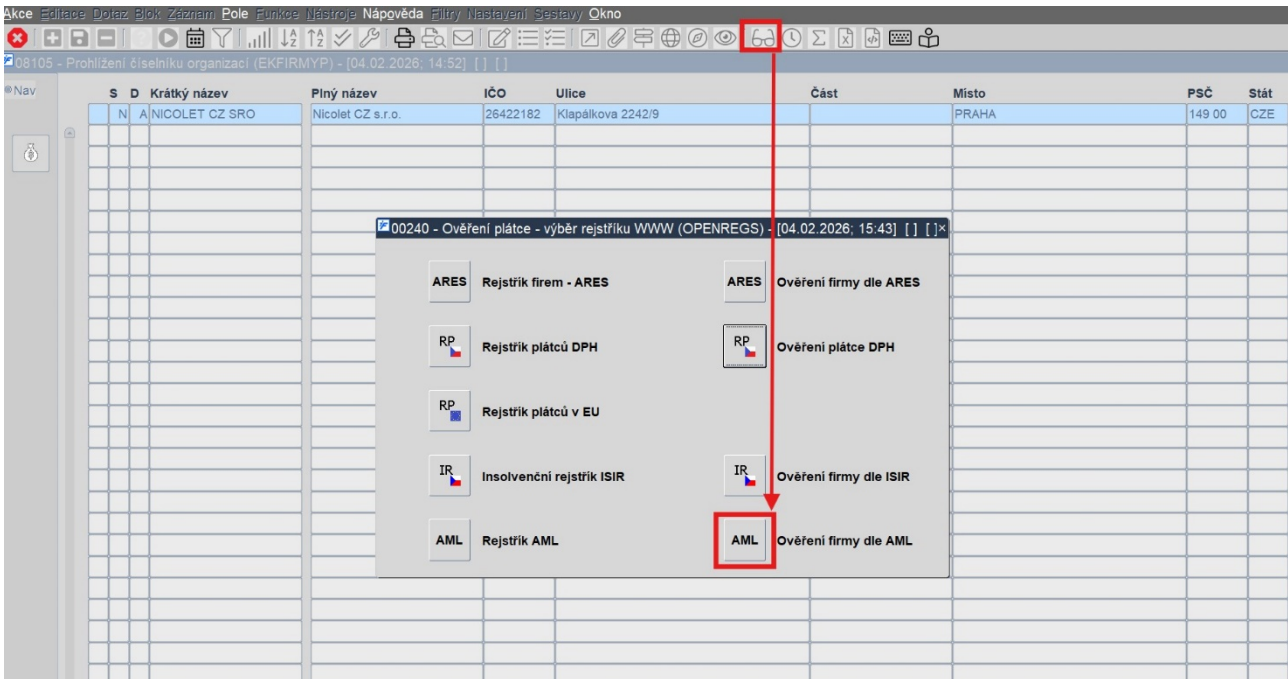
Below the details, there is a table of addresses:

P	S	Zp	EJ	Část	Název adr.	Ulice	Město	PSČ	Země	Zr. Od	Do	Komentář
						Klapkova 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”)).



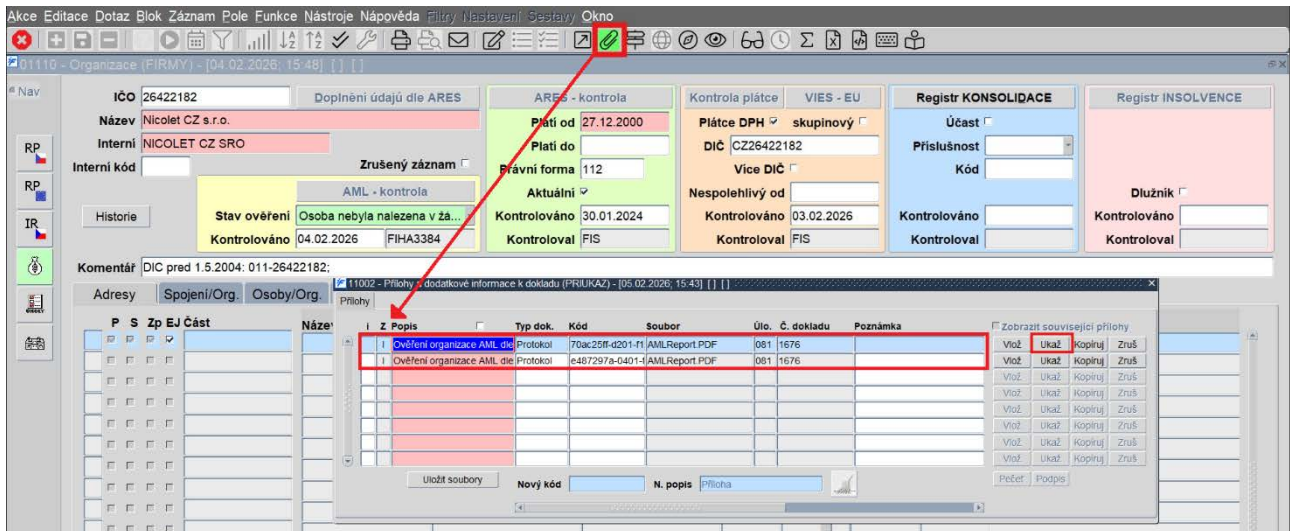
5. Screening results and report evaluation

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).

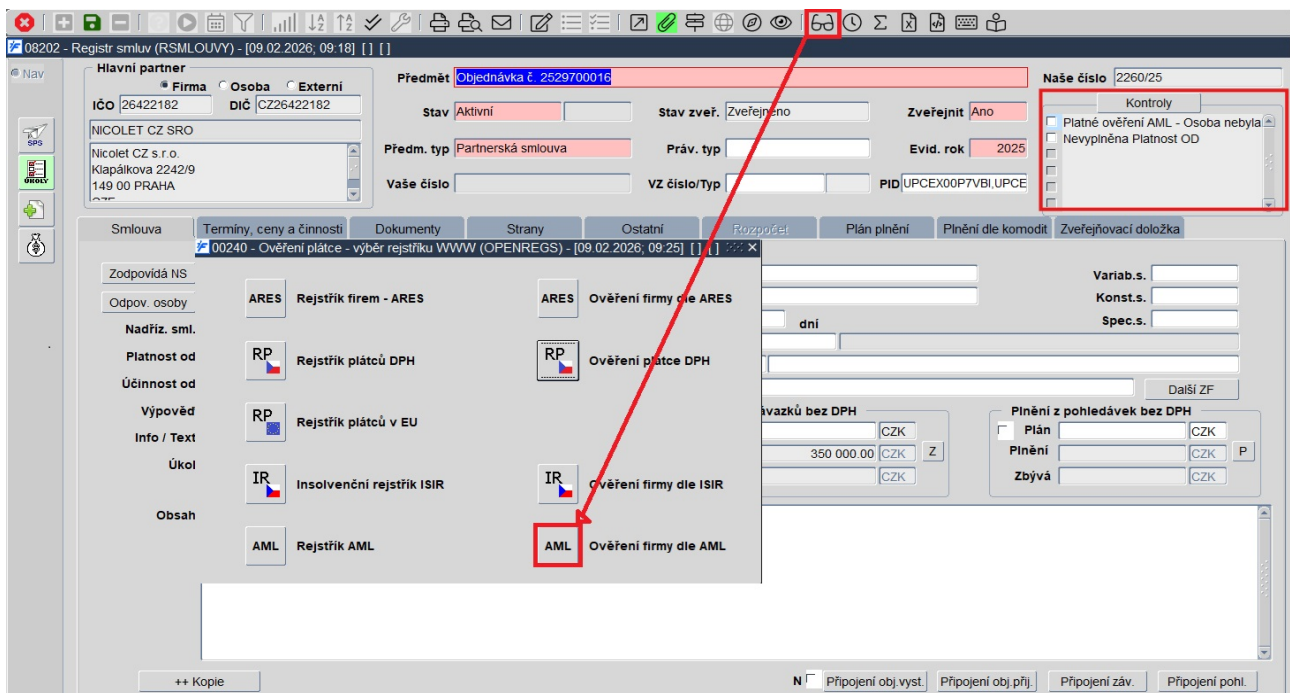
To download a report in .pdf format containing the results of the screening, click the “paperclip” icon in the supplier’s record details; once the next screen opens, you can download the report. If a supplier is re-screened, an additional report is saved for that screening (the current report appears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

Annex No. 4



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.

Annex No. 4

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): **neuvédno** Dodavatel (osoba): Dodavatel (textem): Dpik otj.: NS: Typ akce: Zakázka / TA: Typ účtu:

Číselník dodavatelů

Podud nenaleznete v číselníku požadovaného dodavatele, kontaktujte Ekonomické oddělení přes SERVICEDESK.upce.cz v sekci Ekonomika / Založení nové organizace (přímý odraz: c06)

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

Filter: Platné záznamy Firma: Místo: IČO: DIČ:

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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