

## Agreement to the terms and conditions of registration of the subject to SISTA and user management

### User roles

- SUBJECT ADMINISTRATOR - a user whose identity and registration authorization has been verified can create users of the subject and invite other administrators of the subject to register, has an overview of all project proposals/offers in the public procurement/projects under implementation and all users/persons of the subject, at the same time has all the rights and obligations as an employee of the subject (see below);
- SUBJECT EMPLOYEE – a user who will be assigned to an entity through the entity administrator (this user must register) shall only have access to his/her project proposals/proposals in procurement/projects under implementation that he/she has created/submitted or to which he/she has been assigned by another user.

Overview of roles and their rights:

Role	Description of permissions
<b>Subject administrator</b> (1 to n users)	<ul style="list-style-type: none"><li>● Create internal organizational units</li><li>● Invite/receive SISTA users to your organization, including registration of other subject administrators</li><li>● Accept user requests to be assigned to a given subject</li><li>● Create project proposals/offers in the procurement through the appropriate role related to a specific project</li><li>● Submit project proposals/bids in the procurement on behalf of the entity through the appropriate role related to the specific project</li><li>● Add (invite) SISTA users to edit/read project/proposal proposals in the entity's procurement through the appropriate project-specific role</li><li>● Create persons without a SISTA user account and assign them to your organization</li><li>● Manage permissions for users (including other subject administrators) of the subject</li></ul>

	<ul style="list-style-type: none"> <li>• View an overview of the master data of all project proposals/bids in the procurement for the organization</li> <li>• View an overview of the master data of all projects under implementation for the organization</li> <li>• Manage subject data</li> </ul>
<p><b>Subject employee</b> (1 to n users)</p>	<ul style="list-style-type: none"> <li>• Create project proposals/offers in the procurement through the appropriate role related to a specific project</li> <li>• Submit project proposals/bids in the procurement on behalf of the entity through the appropriate role related to the specific project</li> <li>• Read project/tender proposals created and submitted by him/her in the public procurement and the conversations for these project/tender proposals in the public procurement</li> <li>• Modify the project proposals/tenders in a public contract for which he has been authorized</li> <li>• Read and edit their projects in progress</li> <li>• Add users and people from your organization to project proposals/procurement tenders and projects in progress</li> </ul>

## REGISTRATION OF THE SUBJECT ADMINISTRATOR

1. Registration of the subject (Applicant) is subject to the registration of the first administrator of the subject. The registration of the subject administrator is carried out by a person authorized to act for the Bidder and is verified at the time of registration:

- the identity of the authorized person applying for registration (the subject administrator) by means of identification,

- the authority of the person requesting the registration (the subject administrator) to register the subject (on behalf of the subject).

2. The person registering the subject administrator is also entitled to appoint more than one person as subject administrator when working in the system. All these persons with the role of subject administrator must be identified by means of identification.