



Foreign Companies Registration on TUNEPS, the eProcurement system of the Republic of Tunisia

PART 1 – REGISTRATION ON TUNEPS

Do you wish register your Company on Tunisian eProcurement system TUNEPS ? Please find bellow the steps to complete :

- Accede to the official website www.tuneps.tn ¹
- Click on the tab ‘Supplier Reg’.
- Select the category ‘Foreign Supplier’.

- Complete the online registration form: please note that fields marked with a star symbol (*) are **mandatory**.
- Proceed to click on ‘**register**’ when the online registration form has been completed.
- Print the completed online form and submit it to TUNEPS Unit either by PDF copy to our e-mail tuneps@pm.gov.tn or by post / mail to the address indicated at the bottom of this page². In addition, the following supporting documents should be submitted along with the completed registration form.
 - Copy of Company Registration
 - Copy of Company Director’s Passport
 - Social Security Identification
 - Fiscal Identification e.g. Tax Code

- ❖ In order to finalize the registration process on Tuneps to acquire the electronic certificate from the Tunisian National Authority for Electronic Certification (ANCE) : l’Agence Nationale de Certification Electronique TUN TRUST
- ❖ For more information on the different steps please consult the online procedures manuel : www.tuneps-kit.tn

¹ If you have any issues related to TUNEPS, please contact our Help Desk (9am – 5pm Tunisian Time; tel: provided at the bottom of this form)

² TUNEPS : Rue Laassel – face stade municipal de Bab Laassel (croisement 10 rue Béchir Sfar et rue Laassel)



PART 2 – APPLYING FOR AN ELECTRONIC CERTIFICATE

In order to obtain an electronic certificate from the ANCE, the applicant is required to send the following documentation by post DHL / mail :

- The application form for e certificate of signature for professional use to be completed and signed by the legal representative of the entity as well as by the certificate applicant:

<http://www.tuntrust.tn/sites/default/files/DOCUMENTS/FormulairedCertificatSignatureElectronique.pdf>

- Copy of the identity, document of the legal representative (passport)
- Copy(ies) of the residency permit(s) or passport(s) of the individual electronic certificate applicant(s).
- business Identification number, Fiscal Identification e.g. Tax Code
- an original document issued by a **certified accountant** mentioning the position of the legal responsible of the company such us: (I) business Identification number (II) Company Establishment act (III) Extract from the official gazette. Documents are accepted either in English, French or Arabic version.
- Professional e-mail of the applicant, in which his/her name is clearly indicated e.g. "lastname.firstname 'at' companyname.com" or "jobtitle 'at' companyname.com". E-mail domains that are free-of-charge e.g. Gmail, Yahoo are not accepted. Please note that an e-mail confirming the applicant's request will be sent to his / her e-mail containing, it is therefore essential that the e-mail submitted is valid and in current use.
- Please find below the terms and conditions to which electronic certificate users are subjected:

<http://www.tuntrust.tn/sites/default/files/DOCUMENTS/cgu/ConditionsGeneralesdUtilisation.pdf>

- Three option to get ID-trust certificate on token
 - ✓ Physical presence at the ANCE HQ (full address provided at the bottom of this page) of the individual(s) applying for the electronic certificate(s) is required.
 - ✓ Or legal procuration to a person to acquire the ID-trust certificate on token.
 - ✓ Or at your **Home**³

³ See to the attached file **ANNEXE 1**



- An authorised party may represent the applicant(s) at the ANCE HQ. Once successful, the applicant will receive his/her electronic certificate by registered post/mail to his/her postal address as indicated on the application form submitted.
- To facilitate the management of requests from foreign suppliers, a copy of documents may be sent by e-mail to verify the validity of the information entered; the e-mail must be sent to “tuntrust@tuntrust.tn” with the following subject line “Certificate Application by Foreign Supplier”.
- Processing time : **2 days** from the validation of mail sent by Tuntrust and after confirmation that the file is complete plus shipping times.
- The price of ID-Trust pro token certificate valid for 2 years is : **45 Euros** (+ the shipping costs depending on the country of destination).
- Validity: 2 years.

USEFUL CONTACTS

	Telephone number	Opening Times
TUNEPS Helpdesk	+216 70 130 340	Mon – Fri; 8.30am – 5pm
ANCE	+216 70 835 555	Mon – Fri; 8.30am - 12pm 3pm – 4.30pm