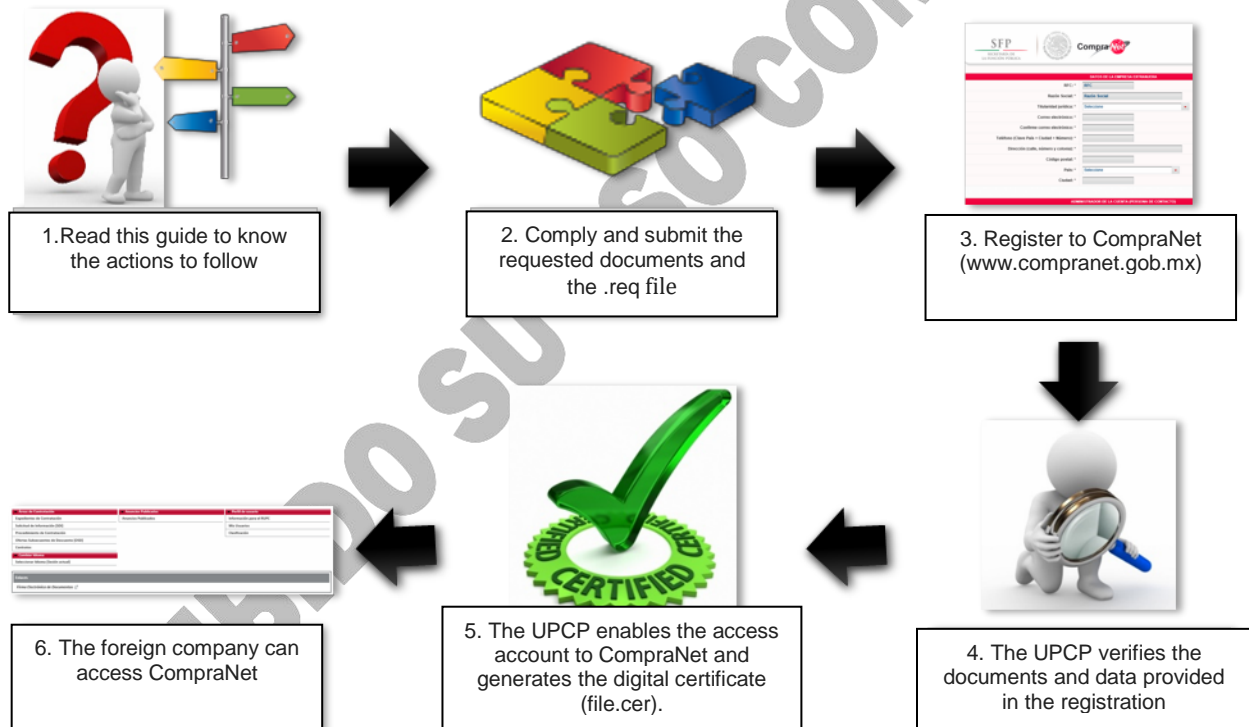


## 3.2 Registration of foreign companies and generation of electronic ID

In order to register in CompraNet and obtain an electronic ID, a foreign company or person must comply with several requirements, which involve sending apostilled or legalized digital documents, therefore, the steps to obtain your access to CompraNet and the electronic ID generated by the SFP, differ significantly from the steps required by Mexican companies, described in topic 3.1.

The terms, acronyms and definitions used in this guide can be consulted in the [terms and definitions](#) section.

The following diagram shows the steps to register in CompraNet and obtain the electronic ID. Please consider that the process to obtain access to CompraNet could take at least 8 days after your registration request is submitted with all the required documents:



The registration of a foreign company in CompraNet only has to be done only once and it's their responsibility to keep their information updated in the system. The validity of the electronic ID granted by the SFP is 2 years. In case of loss, damage or renewal, they should refer to this same guide to the "Renewal of electronic identification" section.

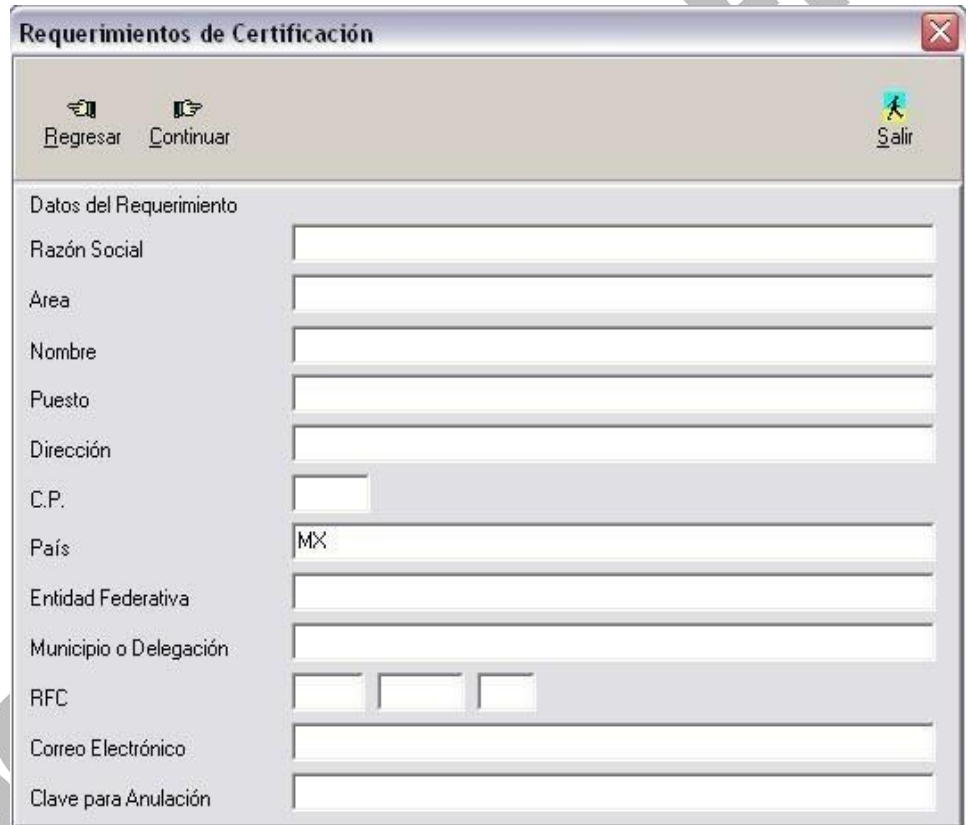
The documents that the foreign company must integrate in the CompraNet registration form are:

- i. Documents according to the type of legal personality:
  - a) Company: Testimony of the public deed certifying its legal existence, as well as the powers of its legal representative or agent, including their respective reforms. The documentation must be duly apostilled or legalized, in Spanish and in pdf format (Portable Document Format).

b) Individuals: Birth certificate. It must be duly apostilled or legalized, in the Spanish language and in pdf format (Portable Document Format).

- II. Official ID with photograph of the legal representative or agent: Passport or valid license. It should be digitized in pdf format.
- III. Tax identification card or a document provided by the competent tax authority in your country, such as: tax registration, tax identification number, the tax identification card, tax id, Business license, etc. It should be digitized in pdf format.
- IV. Unique registry key of population or federal registry of taxpayers of the legal representative or agent (this fraction only applies to legal representatives or attorneys with Mexican nationality). It should be digitized in pdf format.
- V. [Request for certification format](#). The certification request must be printed, signed and scanned in pdf format.
- VI. Requirement (.req file). Generate this file with the following steps:

a) Download and open the application requirement, this screen will open:



Requerimientos de Certificación	
<p>Regresar    Continuar    Salir</p>	
Datos del Requerimiento	
Razón Social	<input type="text"/>
Area	<input type="text"/>
Nombre	<input type="text"/>
Puesto	<input type="text"/>
Dirección	<input type="text"/>
C.P.	<input type="text"/>
País	MX
Entidad Federativa	<input type="text"/>
Municipio o Delegación	<input type="text"/>
RFC	<input type="text"/>
Correo Electrónico	<input type="text"/>
Clave para Anulación	<input type="text"/>

**b)** Fill in the requested information fields according to the following:

FIELD	DESCRIPTION OF FILLING
Razón Social	Legal name of the company that you want to register in CompraNet
Área	Main economic activity of the company.
Nombre	Name of the legal representative.
Puesto	Position in the company of the person in the previous field.
Dirección	Complete address
C.P.	Postal code
País	Country where the company is located. Find the initials of your country in the catalog of countries.
Entidad Federativa	State or province in which the company is located.
Municipio o Delegación	If applicable, provide the municipality or commune.
RFC	EXT + (date of creation of the company or date of birth of the person) + initials of your country in the catalog of countries.
Correo Electrónico	Provide the email and a phone number.
Claves para anulación	The data in this field is optional.

**c)** In Password choose and confirm a password, remember that it will be part of your electronic ID (e.firm).

In Tamaño de la Llave select 1024.

In Llave Privada and Requerimiento de Certificación, choose the name and location where you will save the **.key** and **.req** files respectively.

Once the form is completed, press Continuar (Continue).

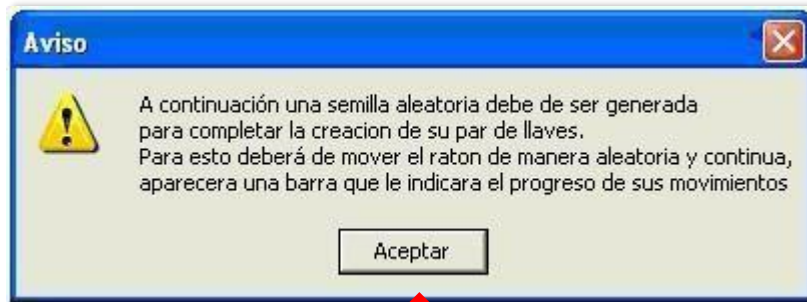
The screenshot shows a window titled "Requerimientos de Certificación". At the top, there are buttons for "Regresar" and "Continuar" (the latter is highlighted with a red box), and a "Salir" button. The main content area contains the following text and fields:

El password que proporcione servirá para encriptar su llave privada, por lo que es importante elegir passwords difíciles de adivinar.  
 Proporcione como password una cadena de caracteres. La cadena debe de ser de al menos 8 caracteres y de no más de 255. Utilice sólo letras y números.

Fields:

- Password: [text input with masked characters]
- Confirmar Password: [text input with masked characters]
- Tamaño de la Llave: [dropdown menu showing 1024]
- Llave Privada: [text input showing C:\Documents and Settings\upcp-soporte8.SFP\Mis documentos\E] [Browse icon]
- Requerimiento de Certificación: [text input showing C:\Documents and Settings\upcp-soporte8.SFP\Mis documentos\E] [Browse icon]

**d)** The following Warning will be displayed, informing, the need to generate a security mechanism to make the request unique. Accept the message.

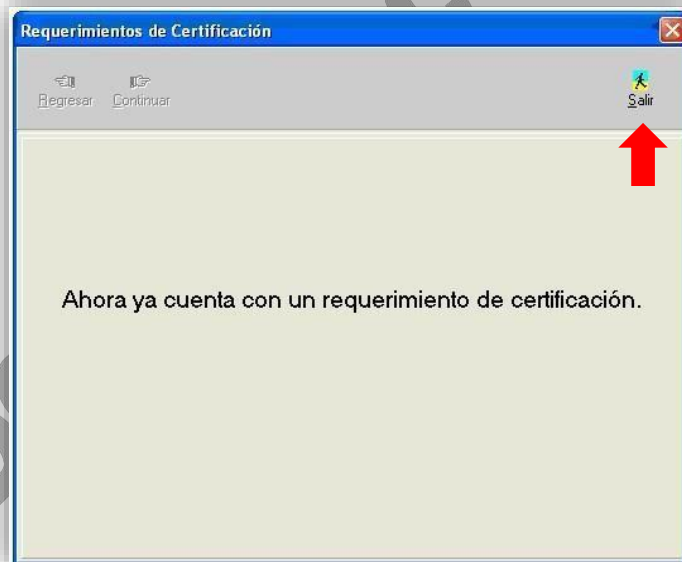


**e)** You Will see a progress bar. Move the cursor to complete the progress bar.



**e)** Upon completion of the progress, the application will display the notice that the certification requirement has been generated, referring to the file with extension .req.

Click on Salir (Exit)



When you have all the documents indicated in sections I to VI, you can access CompraNet's website and open the registration format to upload them and submit your registration request.

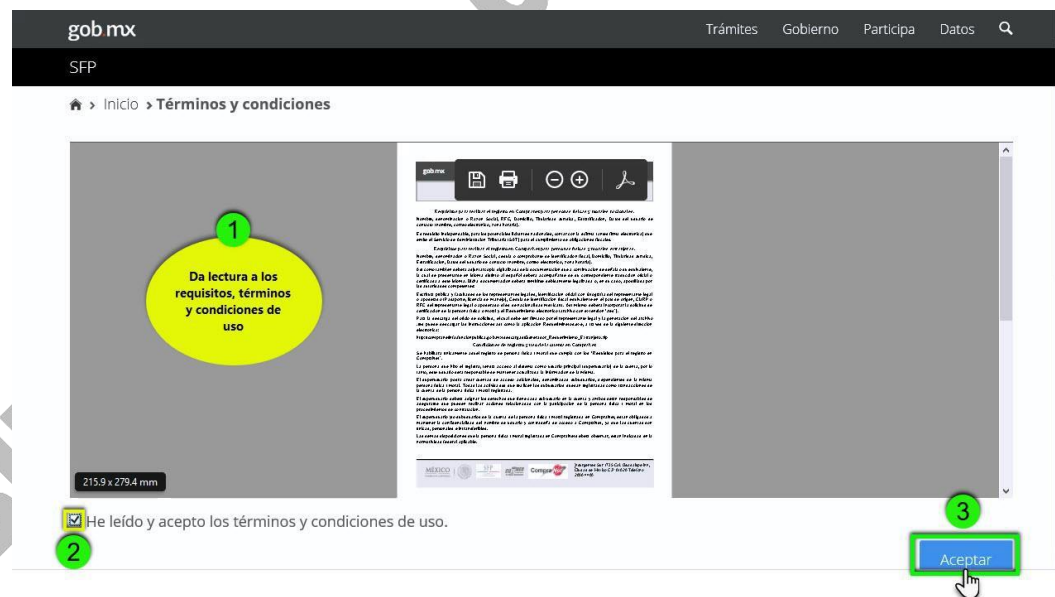
Access CompraNet portal ([www.compranet.gob.mx](http://www.compranet.gob.mx)) and click on Register your company,



1. Read the requirements for foreign companies.

2. Check the box if you have read and accept the terms and conditions of use.

3. Click on Accept (Aceptar) .



PROHIBIDA

Select Foreign (Extranjera) and click on Continue (Continuar).

Fill the data and documents requested in the registration form.

Click on Register (Registrar).

\* Campos obligatorios

Para más información ver el tema 3.2 Registro en CompraNet para empresas extranjeras de las guías de licitantes

The **UPCP** will receive the registration request and the system will send an email to the registered email account (email provided in the Account Administrator section) from [cnet@funcionpublica.gob.mx](mailto:cnet@funcionpublica.gob.mx) or [rupc@funcionpublica.gob.mx](mailto:rupc@funcionpublica.gob.mx) :

### 1. CNET- Start of Registration of companies in CompraNet, the UPCP validates the registered information

You will receive an email like the one in this page once you submit your registration request.

Land O' Lakes

Ha iniciado su proceso de registro en CompraNet, por lo que le solicitamos estar al pendiente del correo electrónico que le enviaremos con una contraseña temporal para acceder al sistema, la cual llegará en un tiempo máximo de 8 días naturales.

Los datos que hemos recibido para su registro son:

Razón Social: Land O' Lakes  
País: Estados Unidos  
Titularidad jurídica: 1.1.- Sociedad Anónima de Capital Variable (S.A. de C.V.)  
RFC: W030E00555043503036303431352D4D58  
Correo electrónico: [upcp-soporte12@funcionpublica.gob.mx](mailto:upcp-soporte12@funcionpublica.gob.mx)  
Teléfono: 52 55 2000 3000  
Dirección: 4001 Lexington Ave N  
Código postal: 55112  
Entidad Federativa: Minnesota

### 2. CNET- Temporary password on CompraNet

If the information and documents uploaded comply with the requirements, you will receive a temporary password. This indicates that the account will be activated soon.

You will receive this email in a period of 8 days after the date and time you submitted your request.

### 3. CNET- Account activation in CompraNet

This email confirms that account has been enabled in CompraNet. To access the system you will require the username (login) which will be sent in a subsequent email.

Estimado usuario:

El proceso de cotejo de datos proporcionados en su registro ha sido exitoso y su cuenta ha sido activada. Le damos la más cordial bienvenida a la plataforma CompraNet.

\*\*\*\*\*SU OPINION ES MUY IMPORTANTE PARA MEJORAR EL TRAMITE\*\*\*\*\* "Registro de personas físicas y morales nacionales para el uso del Sistema Electoral Gubernamental, CompraNet", por esta razón lo invitamos a contestar la encuesta "Evaluación ciudadana de trámites y servicios" en la siguiente dirección:  
<http://tramitefacil.gob.mx/index.php/encuesta/index?id=387>

Descarga de la Guía de usuario del sistema CompraNet:  
<https://sites.google.com/site/cnetrupc/Guias-y-Formatos/Licitantes.pdf?attredirects=0&d=1>

Cualquier duda y/o comentario por favor envíe un correo a [rupc@funcionpublica.gob.mx](mailto:rupc@funcionpublica.gob.mx)

#### 4. CNET- Username in CompraNet

This email provides you the Username (login), which together with the password, will allow you to access CompraNet.

The email also includes basic information with which your registration was enabled. For security reasons the temporary password was sent in a previous email.

**Land O' Lakes**



Por medio del presente le informamos que su nombre de usuario para acceder al sistema es:

**#030981**

Por motivos de seguridad le enviamos en un correo previo la contraseña temporal de acceso al sistema CompraNet.

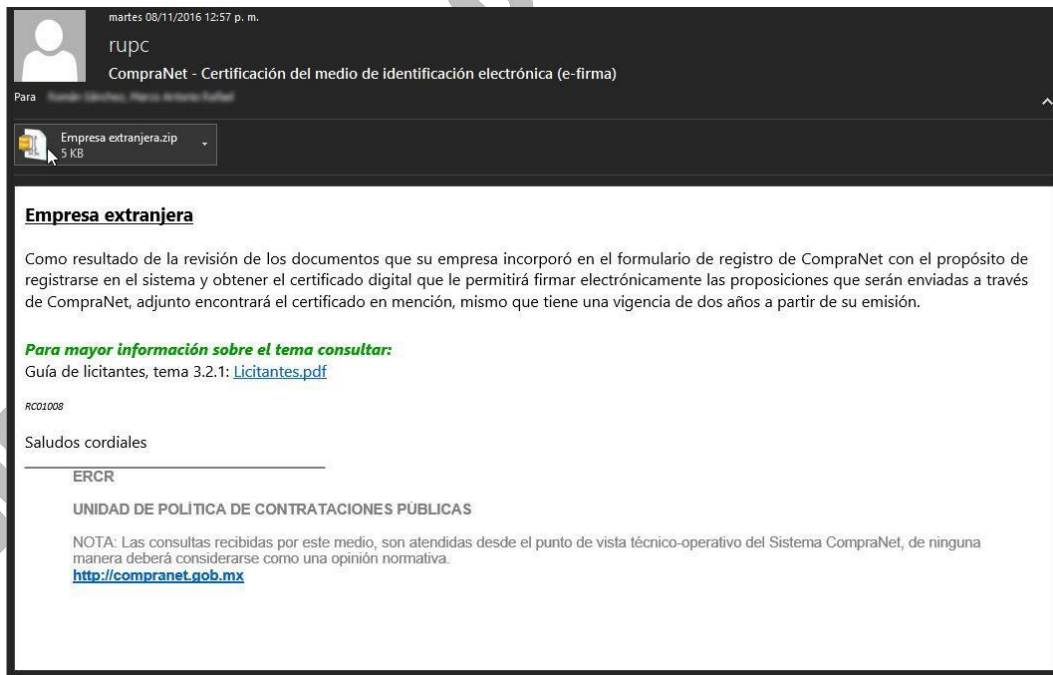
Los datos que han quedado en el sistema CompraNet son los siguientes:

**Razón Social:** Land O' Lakes  
**País:** Estados Unidos  
**Titularidad jurídica:** 1.1.- Sociedad Anónima de Capital Variable (S.A. de C.V.)  
**RFC:** #030E00555043503036303431352D4D58  
**Correo electrónico:** [upcp-soporte12@funcionpublica.qob.mx](mailto:upcp-soporte12@funcionpublica.qob.mx)  
**Teléfono:** 52 55 2000 3000  
**Dirección:** 4001 Lexington Ave N  
**Código postal:** 55112  
**Entidad Federativa:** Minnesota

Datos de la persona de contacto:

#### 5. COMPRANET – CERTIFICATION OF THE ELECTRONIC IDENTIFICATION MEANS

Finally, you will receive the .cer file, which is complemented by the electronic key (.key file) and the password you captured when generating the request. These three elements integrate the electronic ID with which you can sign the electronic proposals that you send through CompraNet.



At the end of this process, the foreign company person will obtain the access account for CompraNet and the Electronic ID **e.firma** that the SFP issues.

For any doubts and regarding the registration process in CompraNet, please send an email to [rupc@funcionpublica.qob.mx](mailto:rupc@funcionpublica.qob.mx).

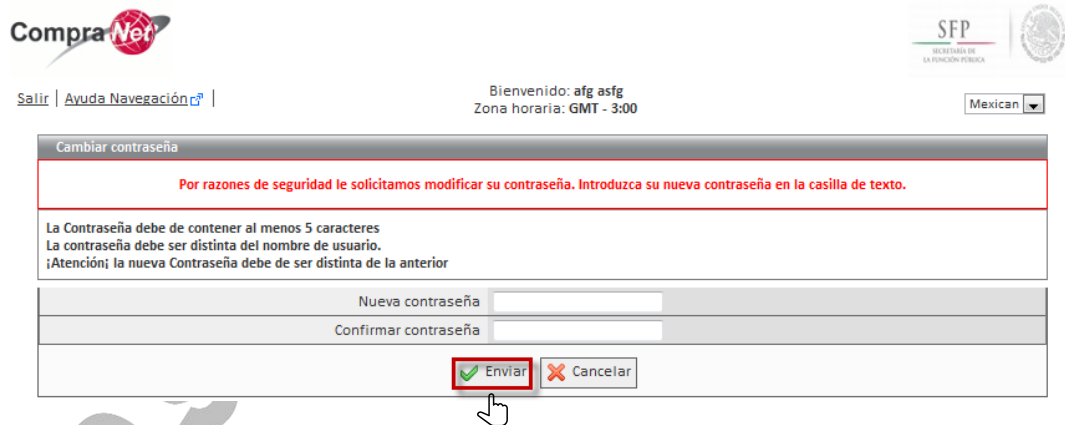


With the username and temporary password, access to CompraNet ([www.compranet.gob.mx](http://www.compranet.gob.mx)) and fill them in the corresponding fields, then click on Enter.



CompraNet will ask you to modify the temporary password and confirm it.

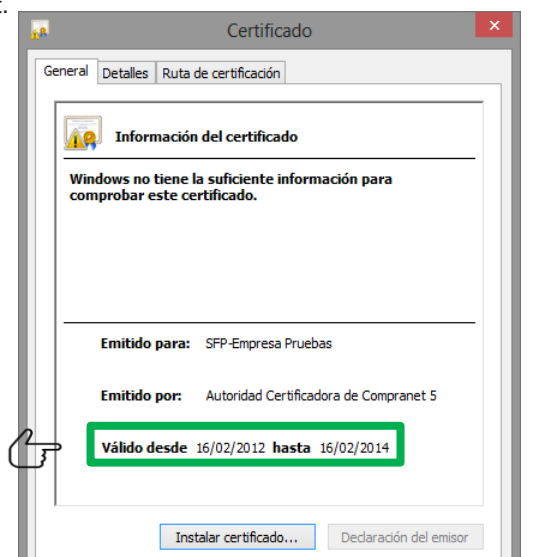
Once the new password has been captured and confirmed, click on Submit (Enviar).



## 3.3 Renewal of the electronic ID for foreign companies.

The electronic ID is valid for 2 years from the date of issue. In order to continue with the validity of the electronic ID you will have to renew it after 2 years in order to continue participating through CompraNet.

If the digital certificate of your e.firma is no longer valid, lost or damaged, it will be necessary to request a new one from the SFP. To verify the validity of your digital certificate, open the file and view the field Valid from mm / dd / yyyy to mm / dd / yyyy.



To obtain a new digital certificate from the SFP:

- I. Fill the information in the [digital certificate renewal application](#), sign it and digitalize it in .pdf format.
- II. Generate a new requirement (.req file), use as reference section VI of topic 3.2 of this guide.
- III. If there was any changes in the legal representative, his faculties, or any other information after the generation of the previous electronic ID, please submit in .pdf format, translated into Spanish and apostilled / legalized, the following documents:
  - a. Faculties of the legal representative.
  - b. Legal representative's ID.

Compress the generated files in a .zip file and send it to [rupc@funcionpublica.gob.mx](mailto:rupc@funcionpublica.gob.mx) and, within a period of less than 8 days we will send you through [rupc@funcionpublica.gob.mx](mailto:rupc@funcionpublica.gob.mx)