EDH QUICK REFERENCE GUIDE

PRE-REGISTRATION FORM FOR CONTRACTORS (PREGRO)

For more information, please consult the procedures in the Admin e-guide: Registration of contractors' personnel and Request for temporary labour.

INTRODUCTION

This form must be completed when contractors or temporary workers need to be registered once the firm has **a contract with CERN**.

Contractors' managers or the person designated by the Contract manager (Contractor's representative) can use this form to register contractors' personnel.
A computing account, access to EDH and an EDH password are necessary to submit requests in EDH.

If the contractors' representatives **are already registered** in the personnel database but don't have access to the Formulaire de pré-enregistrement pour les contractants / Pre-registration form for contractors, they can submit a request via the form « *Request EDH PREGRO access for external firms* » and follow the next steps of the registration process.

If the contractor's representatives **are not registered**, they must complete the paper registration form and send it via email to the CERN Community Support Centre using the email address Access.Registration@cern.ch, and once registered, request the access to the EDH document via the form « *Request EDH PREGRO access for external firms* » and follow the next steps of the registration process.

For more details, please refer to the procedure "Registration of contractors' and temporary's personnel – Guidelines".

STEP 1: CREATE A FORM IN EDH

The contractor's representative fills in the Formulaire de pré-enregistrement pour les contractants / Pre-registration form for Contractors in EDH and completes or selects the mandatory information:

CERN assignment details:

- The contract or order reference. When the order is based on a contract, the contract reference must be used.

Once selected, the corresponding information is displayed: the applicable law, the contract period (from, to), the last possible access date under this contract/order, the firm, the CERN coordinator and the CERN commercial contact.

- The legal employer (legal entity that employs workers) from the drop-down list. For an order, the list contains only one employer. For a contract, all contractors involved in the contract are available;
- The CERN coordinator for contractors or supervisor for temporary workers and the organizational unit (the organizational unit must correspond to the unit of the CERN coordinator);
- The contractor's date of arrival at CERN;
- Departure date (end date of the assignment at CERN);

- Indicate if the person will need to have access to the CERN site in order to carry out the intervention.

The CERN coordinator is the person who will coordinate the work of the contractor during the mission with the Organization and must be a staff member.

Personal information:

Then the personal data of the contractors' personnel to be recorded:

- Preferred language;
- If the person has already worked at CERN;
- Gender;
- Name, first name, nationality, date of birth, town and country of birth as they appear on the ID card or passport;
- e-mail address (unique e-mail address);
- Country of residence during CERN mission.

Passport or Identity card:

And the details of their valid identity document:

- Document reference;
- Country;
- Validity dates;
- Type of document.

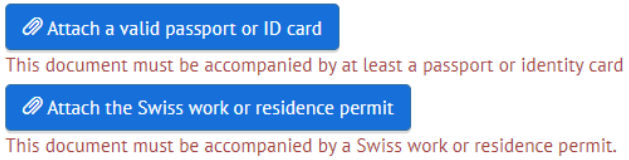
It is necessary to attach to the EDH document a scan of the identity document.

Depending on the applicable law defined in the contract, the contractor's representative may be required to provide additional documents necessary for the registration process. The list of requested documents does not release contractors from their obligation to provide all necessary documents to the relevant authorities.

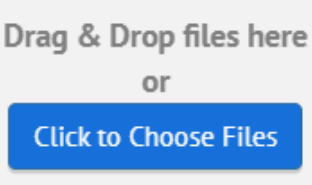
HOW TO ATTACH NEW DOCUMENTS in EDH?

For each registration request, official documents such as proof of secondment, etc. may be required.

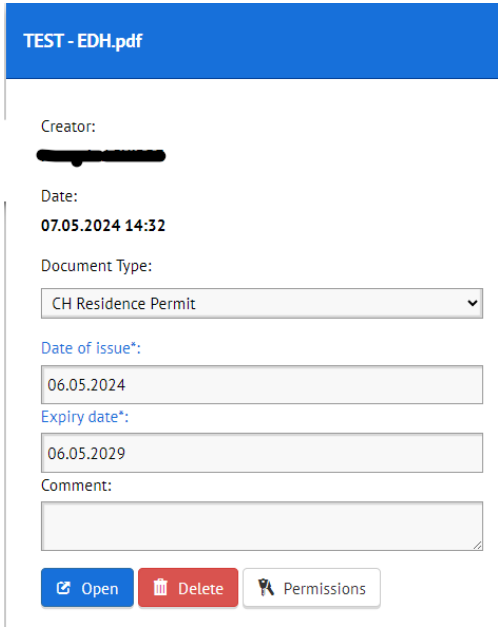
- Select the document to be attached:



- Drag and drop the files or select "*Click to choose files*"



- Submit the requested data:



- Click on "*Save and close*"



Please repeat the same process if another document needs to be added.

N.B. If more than one document is added in EDH, each should have a different name. Only the PDF format is accepted.

STEP 2: WORKFLOW AND VALIDATION OF THE EDH DOCUMENT

The Registration Service team (CERN Community Support Centre, Building 33) verifies if there is already a person registered with the personal data provided (Person

Matching), checks the attached documents and validates the EDH document. The contractor is then submitted into the CERN personnel database, and the internal address is updated and made available via the CERN phonebook (9998/0-000 and 7xxxx by default for contractors). ID details are also recorded in the personnel database. At the end of the routing process, the creator, the person concerned and the CERN Technical contact are informed that the registration has been successfully completed.

The contractors go to the CERN Community Support Centre, Building 33) to pick up their access card.

STEP 3: ACTIVATION OF THE CERN COMPUTING ACCOUNT

Once the contractor has been registered in the personnel database, the person concerned receives an email from CERN Authorization Service (noreply@cern.ch), on the email registered in the Formulaire de pré-enregistrement pour les contractants / Pre-registration form for contractors within half a day, to activate the computing account.
In the case of problems, the person concerned can contact the CERN Community Support Center.

The contractors then have up to 5 days to complete the "Computer security" online course, failing which their account will be blocked.

STEP 4: FOLLOW THE ONLINE MANDATORY COURSES

When the contractors have obtained their computing account, they must also take the following online training courses via *CERN Learning Hub* (LMS):

- « Emergency Evacuation » ;
- « Safety at CERN » ;
- « Radiation Protection - Awareness » ;
- « Security - Awareness ».

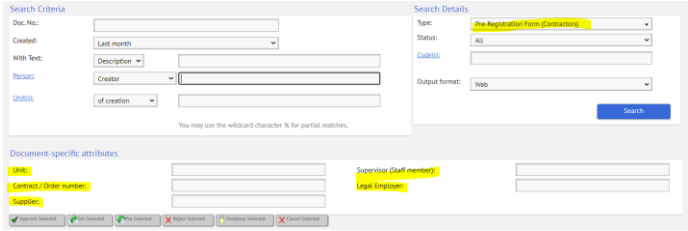
N.B. The synchronisation between the computing account and the *CERN Learning Hub* (LMS) takes place every 12 hours (at midday and midnight).

MISCELLANEOUS QUESTIONS

▶ HOW TO SEARCH FOR AN EDH DOCUMENT (if the EDH number of the document is unknown)

Click on the link
https://edh.cern.ch/Search/DocSearch

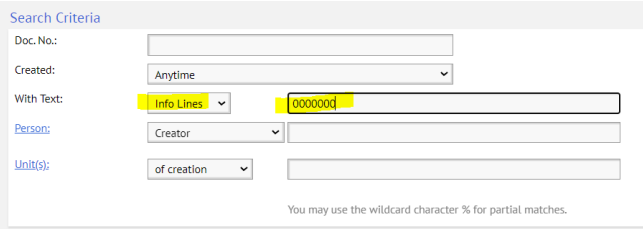
It is possible to search for documents by contract or order numbers, person ID, organic unit, company, first name or last name. To do so, open "*Search documents*" in EDH and choose "Pre-Registration Form (Contractors)" in the list of document types. Extra search parameters will then be available:



A. To search by first or last name, simply enter it into the "With text" / "*Description*" box:



B. To search by person ID, choose "*Info lines*" in the "*With text*" drop-down menu and enter the person ID:



N.B. For technical reasons, it is not possible to search for documents by CERN ID, arrival date, end date, date of birth or any other date in general.

HOW TO CLONE AN EDH CONTRACTORS FORM (new form or clone option)

The clone functionality helps document creators and facilitates the registration process. It is also possible to create a new form from scratch.
Please note that the clone option can only be used if the registration request concerns the same person. Attached documents will not be copied after cloning.

REGISTER A VEHICLE

Vehicles can be registered online or in person at the CERN Community Support Centre (Building 33). A legible copy (in PDF format) of the vehicle's "grey card" (registration document) must be presented.

Once contractors have been registered and their computing account has been activated, they should use the standard interface https://vehicles.cern.ch/vehicles/ in order to register their vehicles.

To enable proper monitoring, it is recommended that the contractor's representatives register the vehicles used by their contractors in their own name.

WHOM TO CONTACT IF A CONTRACT IS NOT AVAILABLE IN THE EDH PRE-REGISTRATION FORM FOR CONTRACTORS (PREGRO)

To register a sub-contracting company, contact your CERN commercial contact person / the Procurement service. They will add the subcontracting company to the list of eligible firms working at CERN.

MY CERN ACCESS CARD IS VALID FOR 5 YEARS BUT I RECEIVED AN EMAIL INFORMING ME THAT MY CERN CONTRACT IS EXPIRING. WILL MY ACCESS CARD REMAIN VALID AFTER THE END OF MY CONTRACT?

Access to the CERN domain is governed by Operational Circular No. 02 "Conditions of access to the fenced parts of the CERN site". Although your CERN access card (plastic support) is initially issued for 5 years, it will be automatically deactivated at the end of your CERN contract or when your registration document is no longer valid.

TECHNICAL ISSUE

For any other technical issue, create a ticket via the link in the bottom-right corner of the EDH document:

