



EDH QUICK REFERENCE GUIDE

[PRE-REGISTRATION FORM FOR CONTRACTORS \(PREGO\)](#)



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' representatives (people designated by the firm) and CERN technical contacts 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 or the CERN technical contacts **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 for access to the form via ServiceNow.

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](#).

STEP 1: CREATE A FORM IN EDH

The contractor's representative completes the [Formulaire de pré-enregistrement pour les contractants / Pre-registration form for Contractors](#) in EDH.

HOW TO ATTACH NEW DOCUMENTS in EDH?

- Select the document to be attached:

Attach a valid passport or ID card

This document must be accompanied by at least a passport or identity card

Attach the Swiss work or residence permit

This document must be accompanied by a Swiss work or residence permit.

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

Drag & Drop files here
or

[Click to Choose Files](#)

- Submit the requested data:

TEST - EDH.pdf

Creator:
[REDACTED]

Date:
07.05.2024 14:32

Document Type:
CH Residence Permit

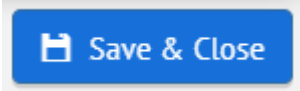
Date of issue*:
06.05.2024

Expiry date*:
06.05.2029

Comment:
[REDACTED]

[Open](#) [Delete](#) [Permissions](#)

- 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: 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.

STEP 3: 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.

ADDITIONAL QUESTIONS

REGISTER A VEHICLE

Vehicles can be registered online or in person at the Registration service (Building 55). 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.

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

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?

Although your CERN access card 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.

HOW CAN I OBTAIN A COMPUTING ACCOUNT?

On the day of your registration, after a synchronisation period (± 6 hours), you will be able to request the activation of a CERN computing account. The mandatory online IT security course must be taken and passed within 5 days to validate the account.

TECHNICAL ISSUE

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

Create a ticket [here](#)



WORKFLOW OF THE EDH DOCUMENT REGISTRATION FORM FOR CONTRACTORS (PREGO)

