

KSV1870

DORA-Modul Supplier's perspective

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schafft **Wissen**
sichert **Werte**

Entering Basic Company Data

- As part of the DORA regulation, it is mandatory, among other things, that all suppliers can be clearly identified. This mainly concerns the **basic company data** required, such as:

- correct company name
- unique identifiers (e.g., EUID, LEI number)
- type of business
- parent company (if applicable)

- In addition, we kindly ask you to provide a **central contact email address**. This ensures that future notifications are sent directly to the **appropriate contact person**.

The screenshot shows a web interface for entering company data. At the top, there's a navigation bar with tabs: 'Company Data' (active), 'Services', 'Inquiries', and 'Info'. To the right of the tabs are status indicators for 'IN', 'PIL', 'LPS', 'PWA', and 'GDS'. A user profile icon is in the top right corner.

Your Company Data

05.01.0050
Your Company Name

Lieferant 1 Aktuell Please contact our DORA support team at support@cyberrisk-rating.at to change the company name.

05.01.0080
In which country is your headquarters located?

Austria

Your email address for DORA Inquiries

Testmail@doramodulat This e-mail address will be shared with your suppliers and clients for further requests. Therefore, please enter a generic e-mail address. Example: dora@company.com

Telephone Number for DORA Inquiries

+43664234567

05.01.0070
Type of Business of the subcontractor

☒ Legal entity A legal entity is a legally independent entity that acts independently of natural persons and is generally only liable with its corporate assets. Example: limited liability companies, public limited companies

☐ Individual acting in a business capacity An individual acting in a business capacity is a person who acts in the normal course of business activities and is often personally liable for their obligations. Example: individual entrepreneurs, freelancers

05.01.0020 / 05.01.0040
Identification codes

LEI Please provide one or more internationally recognized codes for identification

UVBED0RIB407C9FAKBB9 An LEI consists of exactly 20 alphanumeric characters.

EUID

Company Registration or HREG Number

VAT

ATU1234

Access and Processing of DORA Inquiries

- Once you have entered your **company's basic data**, you will gain access to the DORA inquiries addressed to your organization. Processing is simple:
 - Click on the respective DORA inquiry from the client.
 - Link the specified service to an already saved template – or create a new service.
- This allows you to process DORA inquiries efficiently and in a structured manner, ensuring that all relevant information is correctly assigned.

The screenshot displays a web application interface for managing DORA inquiries. At the top, there is a navigation bar with tabs for 'Company Data', 'Services', 'Inquiries', and 'Info'. A progress bar on the right indicates completion levels for each section: 10%, 20%, 10%, 70%, and 100%. The main heading is 'Open Inquiries from DORA-relevant Customer'. Below this, a card for 'Rank 1' shows the 'Financial Entity' as 'financial@entity.com' with a 'DORA Inquiry from 20.05.2025'. A red arrow points from this card to a detailed view of the inquiry. The detailed view has a title 'DORA Inquiry from Financial Entity' and a sub-header 'Please provide details of the service you provide by assigning a service from "Services"'. It lists 'ICT Service 11' and '1 Internet' with associated icons. A red box contains a question: 'Are you providing a DORA relevant service to Financial Entity, that is not listed above? You can add this information by clicking here.' A 'CLOSE REQUEST NOW' button is at the bottom, with a note: 'This inquiry is complete and will be closed, or you can close it immediately by clicking on the button.'

Creating a New Service

- Click the “**Add Service Connection**” button (1) and then select the “**Create Service**” function (2). In the first step of service creation, the following basic data will be requested:

- **service name**
- **type of ICT service**
- **country of ICT service provision**
- **etc.**

- By entering this information completely, you ensure that your service complies with **DORA requirements** and is correctly registered in the system.

The image displays three sequential screenshots of a web application interface for creating a new service, with red circles and arrows indicating the flow of the process.

Screenshot 1 (Top): Titled "DORA Inquiry from Financial Entity". It prompts the user to "Please provide details of the service you provide by assigning a service from 'Services'". A table lists "ICT Service 11" with the value "Internet". A red circle with the number "1" highlights a button labeled "Are you providing a DORA-relevant service to Financial Entity (that is not listed above)? You can add this information by clicking here." Below this is a "CLOSE REQUEST NOW" button.

Screenshot 2 (Middle): Titled "Connect your service with: Internet". It shows a table with columns for "ICT Service", "Clients", and "Subcontractors". Below the table, it states: "You have no saved services, or all your services might be already connected to this inquiry. You can create a new service to connect by clicking the 'create service' button, or you can cancel and create multiple services in Services". A red circle with the number "2" highlights the "CREATE SERVICE" button. Other buttons visible are "CONNECT SERVICE" and "CLOSE".

Screenshot 3 (Bottom): A form titled "Name of your service" with a text input field. Below it is a "Type of service" dropdown menu. The next section is "Country of Provision of the ICT service", which includes a text input field, a "Selected by Customer" dropdown, and a list of countries: "Andorra", "United Arab Emirates", and "United Kingdom". A red circle with the number "3" highlights the "Selected by Customer" dropdown. The final section is "Does this service store data?", with radio buttons for "Yes" and "No".

Adding Subcontractors to Your Service

- In the next step, you can specify the **subcontractors** involved in delivering **your service**.
- To do this, click “**Add Subcontractor**” (3). You can then enter the relevant information about your subcontractor:
 - **company name**
 - **DORA contact email address**
 - **type of business**
 - **identification number**
 - **etc.**
- By providing information about your subcontractors, you ensure that the **DORA requirements are fully met** and that all participating partners can be clearly identified.

The screenshot displays a two-step process for adding subcontractors. The top panel, labeled '5.02 Subcontractors for this service', contains a warning box about DORA requirements and a red circle with the number 3 next to the 'ADD SUBCONTRACTOR' button. A red arrow points from this button to the bottom panel, labeled '5.03 Subcontractors for this service'. The bottom panel, titled 'Add Subcontractor', includes a 'CANCEL' button and several input fields: 'Company name' (with a filter icon), 'Your email address for DORA inquiries' (pre-filled with 'Testmail@doramodulat'), 'DORA email address of your subcontractor' (pre-filled with 'office@company.com'), and 'Country of the ICT third-party provider's headquarters' (a dropdown menu).

Saving the Service and Linking the Request

- After naming the service and adding the corresponding subcontractors, you can save the service as a template. This template can then be **reused for future DORA requests**.
- Finally, click the **“Create”** button (4). Your service will then be **automatically linked to the corresponding DORA request**.
- The setup is now complete – your service is fully documented and ready for future requests.

The screenshot displays a web interface for creating a DORA request. At the top, there are three circular icons: a person, a document with a plus sign, and a checkmark. Below these is a 'Summary' section with three input fields: 'Name: Internet', 'Type of service: S11', and 'Country of Provision of the ICT service: Austria'. A red circle with the number '4' highlights the 'CREATE' button. A red arrow points from the 'CREATE' button to the 'DORA Inquiry from Financial Entity' section below. This section includes a header 'DORA Inquiry from Financial Entity' with an email icon and 'financial@entity.com'. Below the header is a prompt: 'Please provide details of the service you provide by assigning a service from "Services".' This is followed by a list of services, with '1 ICT Service 11' and '1 Internet' visible. A green button labeled 'Connected to Internet' is next to the 'Internet' service. At the bottom, there is a red box with a question mark icon and the text: 'Are you providing a DORA relevant service to Financial Entity, that is not listed above? You can add this information by clicking here.' A red button labeled 'CLOSE REQUEST NOW' is at the very bottom.

Summary

Name: Internet

Type of service: S11

Country of Provision of the ICT service: Austria

CREATE

DORA Inquiry from Financial Entity financial@entity.com

Please provide details of the service you provide by assigning a service from "Services".

ICT Service 11

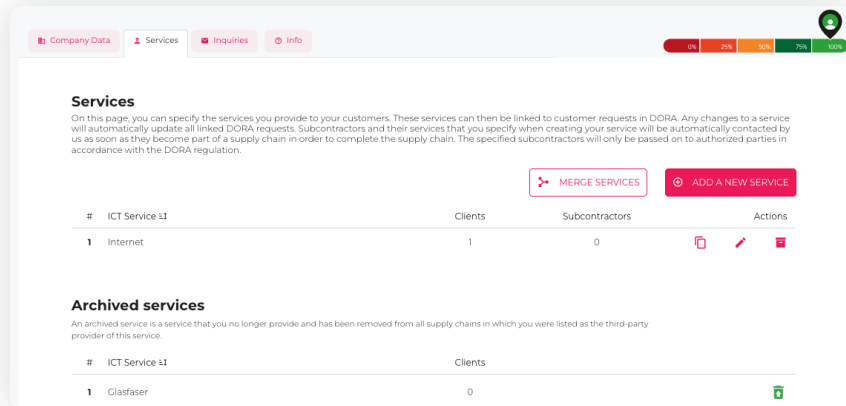
1 Internet Connected to Internet

Are you providing a DORA relevant service to Financial Entity, that is not listed above? You can add this information by clicking here.

CLOSE REQUEST NOW

Managing Your Services

- Under the “**Services**” tab, you can **view and manage** your existing services at any time. The following functions are available:
 - **create a new service**
 - **merge multiple services**
 - **edit, copy, or delete services**
- For services already **linked to a DORA request**, all changes made are **automatically updated**.
- This way, you always maintain an overview and ensure that your service data remains up to date and DORA-compliant.



Questions?

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