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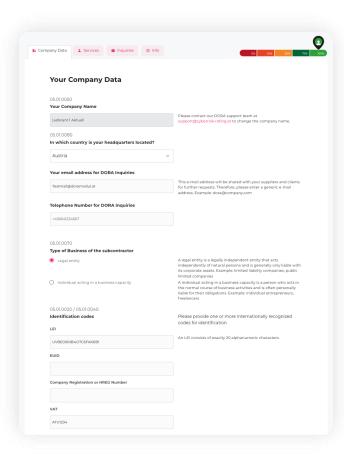
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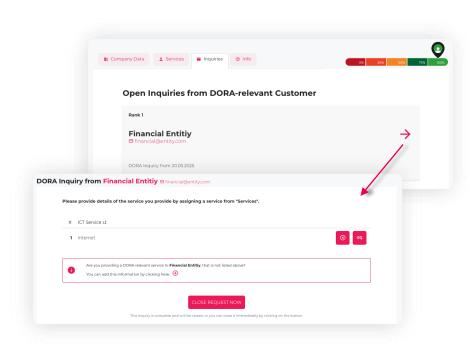
KSV1870 Nimbusec GmbH

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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**.
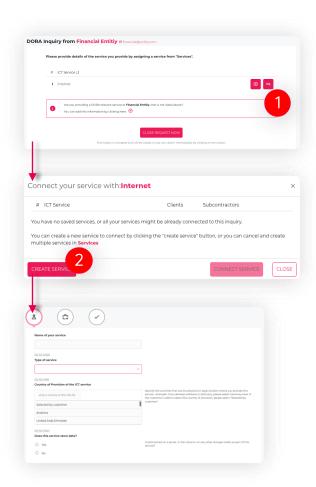
Access and Processing of DORA Inquiries

- 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.
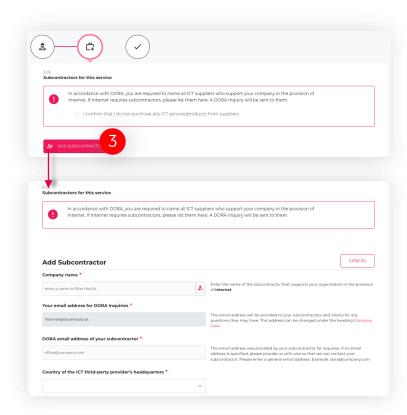
Creating a New Service

- 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.
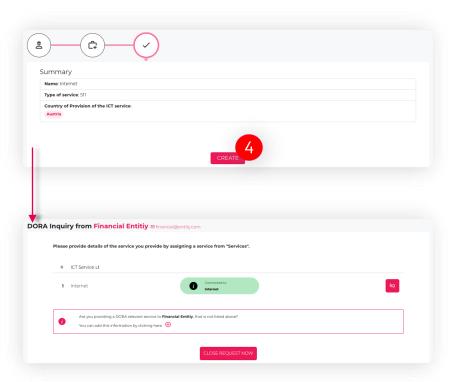

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Adding Subcontractors to Your Service

- 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.
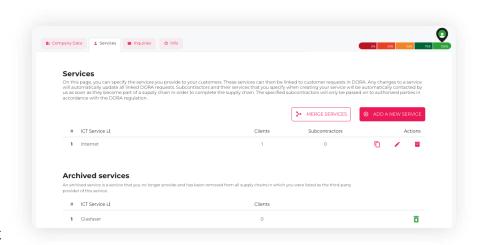
Saving the Service and Linking the Request

- 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.

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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