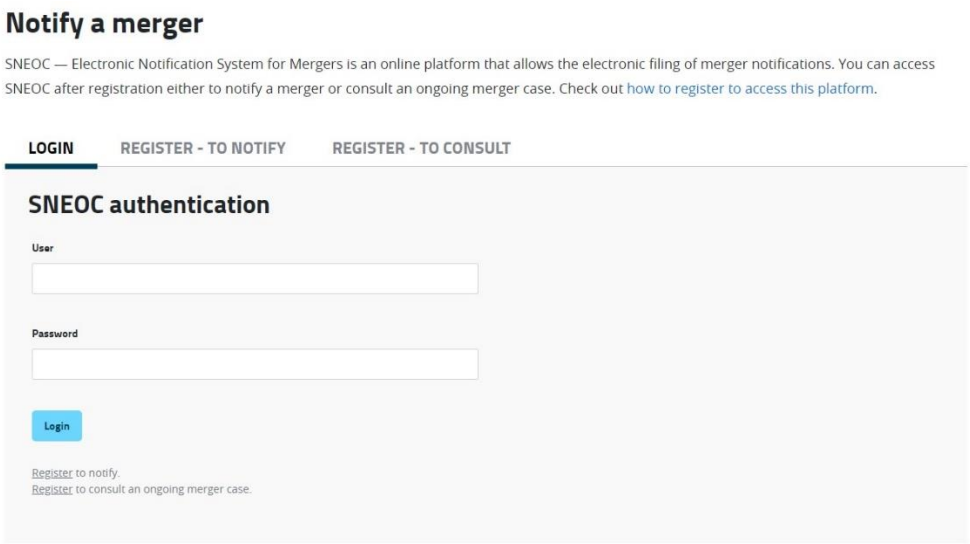
Autoridade da Concorrência

Access to SNEOC – Electronic Notification System for Mergers

15 September 2021



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1. Introduction

SNEOC - Electronic Notification System for Mergers is a platform that allows for electronic merger filings, aiming at ensuring a paperless merger control procedure.

SNEOC also contributes for a more efficient and speedier merger control.

According to best practices on the development of this type of platforms, SNEOC ensures safe communications by HTTPS, encryption of all documents, as well as confidentiality of all files available at the area dedicated to each merger case, using a double verification of credentials (user and password) and digital certificate.

Access to SNEOC is made through the following link http://extranet.concorrencia.pt/SNEOC, where a registered and authenticated user may notify a merger (initiating a Ccent case) or consult an ongoing merger case (consult a Ccent case under analysis).

2. Register to access SNEOC as a notifying party

SNEOC makes available online a form, that allows the notifying party to submit the merger electronically and to consult the documents of the case referring to that merger. But, in order to access SNEOC and access this form, the notifying party(ies) need to:

- Register at http://extranet.concorrencia.pt/SNEOC (see 2.1.).
- Receive in their email inbox (resulting from the previous registration) credentials (username and password) and digital certificate of access to SNEOC to install (ver 4.).
- Access the platform via http://extranet.concorrencia.pt/SNEOC using the received digital certificate and credentials (ver 5.).

2.1. Registration for creating a new case file

a) Access “Register to notify”.

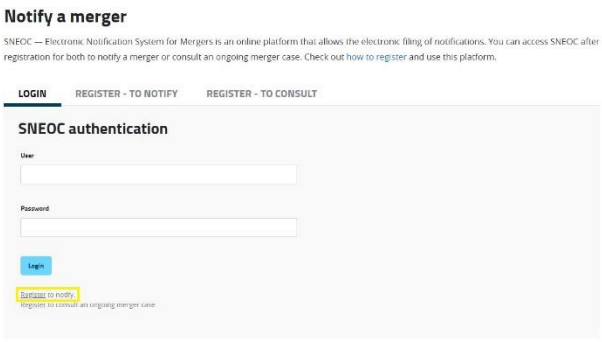


Figure 1 – Link for registration by a notifying party in SNEOC

b) Fill in “Name” and “Email” (“Alternative emails” and “Phone” are optional). You will also have to click “Read and accept the declaration of use of SNEOC as the communication channel with the AdC regarding the case.”, by selecting the “Accept” button and clicking the human test box “I’m not a robot”. After completing these steps, you can click the “Submit” button to create a user in SNEOC.

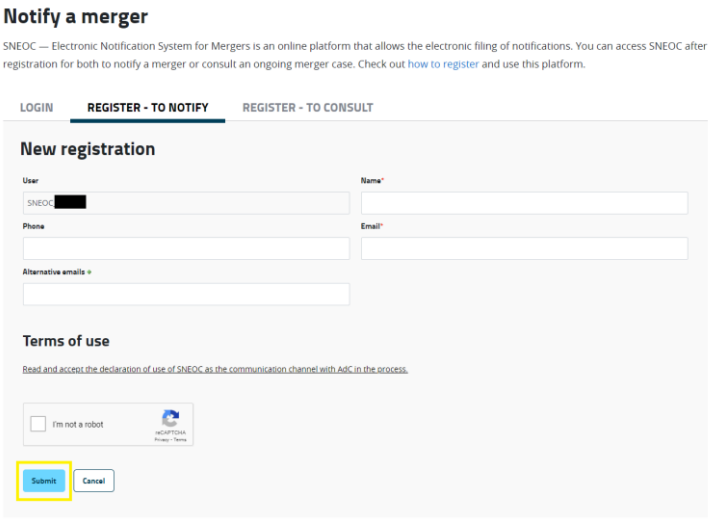


Figure 2 – SNEOC notifying party registration form

3. Registration for third party access to SNEOC

SNEOC allows third-party users (i.e. non-notifying parties) to consult online documents relating to an ongoing merger case. It also provides a form that allows you to submit documents (and thus also interact within the case). For third parties to become SNEOC users, they must request access to the AdC. Therefore, third party(ies) need to:

- Register at http://extranet.concorrencia.pt/SNEOC and thus request access to an ongoing case via SNEOC (see 3.1.).
- Receive a reply by email from the AdC, which may indicate that:
  i. The request was accepted, sending the credentials (username and password) and digital certificate of access to SNEOC (see 4.).
  ii. The request was refused, indicating the reasons for refusing the request.
  iii. The request requires additional information, thus indicating a link where it is possible to submit more information. After submitting additional information, an email by the AdC will be sent, according to i., ii. ou iii..
- Access the platform (after requested access has been granted) via http://extranet.concorrencia.pt/SNEOC using the digital certificate and the credentials received (see 5.).

3.1. Registration to access an ongoing case

a) Access the "Register to consult an ongoing merger case.".

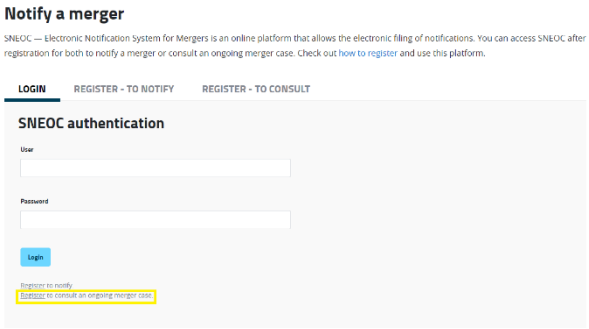


Figure 3 – Link for registration by third parties in SNEOC

b) Select the case you wish to consult.

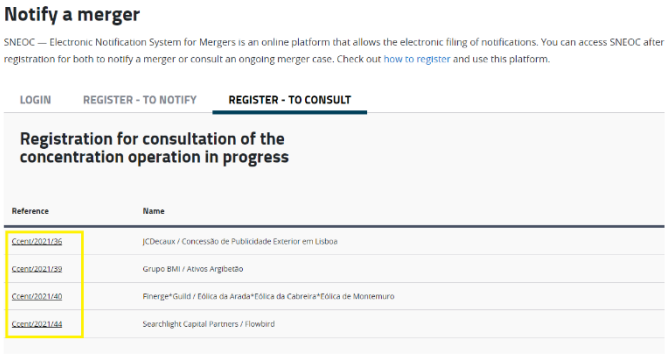


Figure 4 – Choosing a case to consult by third parties

c) Fill in "Name", "Email", "Observations" and attach at least one document ("Alternative emails" and "Phone" are optional). You will also have to click "Read and accept the declaration of use of SNEOC as the communication channel with AdC in the process." selecting the "Accept" button and by clicking the human test box "I'm not a robot". After completing these steps,

you can click the “Submit” button to request the creation of a new SNEOC user.

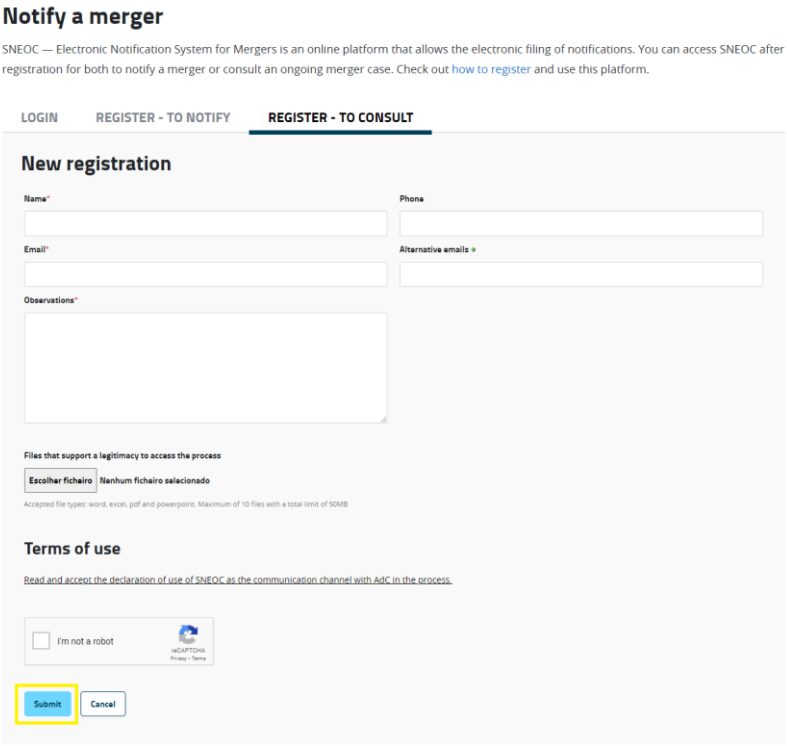
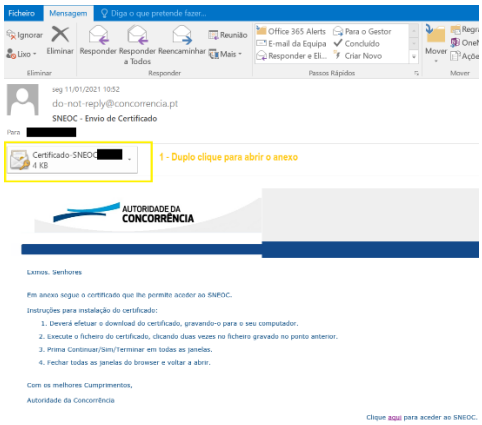


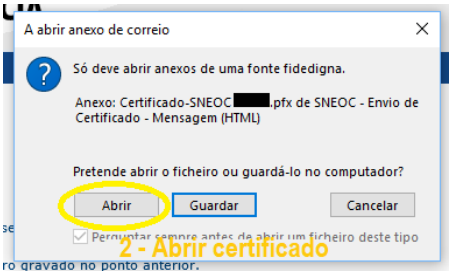
Figure 5 - Third party registration form

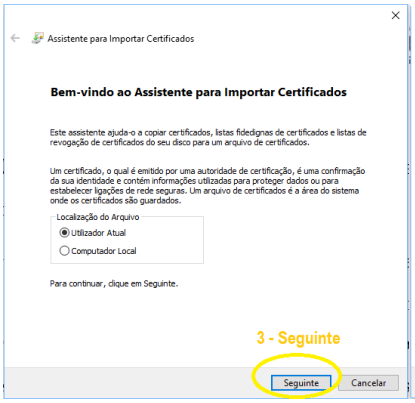
4. Receiving credentials and digital certificate by email

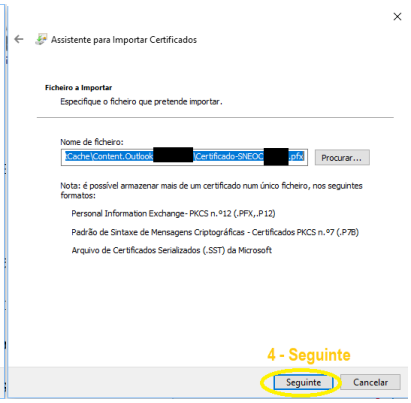
a) SNEOC sends two emails, one with a digital certificate attached and the other with the access credentials (username and password).

b) Install the digital certificate that is attached to the email. The images below illustrate how to install the certificate in Windows operating system Portuguese version.


do-not-reply@concorrencia.pt
SNEOC - Envio de Certificado
1 - Duplo clique para abrir o anexo
AUTORIDADE DA CONCORRÊNCIA


A abrir anexo de correio
Só deve abrir anexos de uma fonte fidedigna.
Anexo: Certificado-SNEOC[redacted].pfx de SNEOC - Envio de Certificado - Mensagem (HTML)
Pretende abrir o ficheiro ou guardá-lo no computador?
Abrir
Guardar
Cancelar
2 - Abrir certificado


Assistente para Importar Certificados
Bem-vindo ao Assistente para Importar Certificados
Este assistente ajuda-o a copiar certificados, listas fidedignas de certificados e listas de revogação de certificados do seu disco para um arquivo de certificados.
Um certificado, o qual é emitido por uma autoridade de certificação, é uma confirmação da sua identidade e contém informações utilizadas para proteger dados ou para estabelecer ligações de rede seguras. Um arquivo de certificados é a área do sistema onde os certificados são guardados.
Localização do Arquivo
Utilizador Atual
Computador Local
Para continuar, clique em Seguinte.
3 - Seguinte
Seguinte
Cancelar


Assistente para Importar Certificados
Ficheiro a Importar
Especifique o ficheiro que pretende importar.
Nome de ficheiro:
Procurar...
Nota: é possível armazenar mais de um certificado num único ficheiro, nos seguintes formatos:
Personal Information Exchange- PKCS n.º12 (.PFX,.P12)
Padrão de Sintaxe de Mensagens Criptográficas - Certificados PKCS n.º7 (.P7B)
Arquivo de Certificados Serializados (.SST) da Microsoft
4 - Seguinte
Seguinte
Cancelar

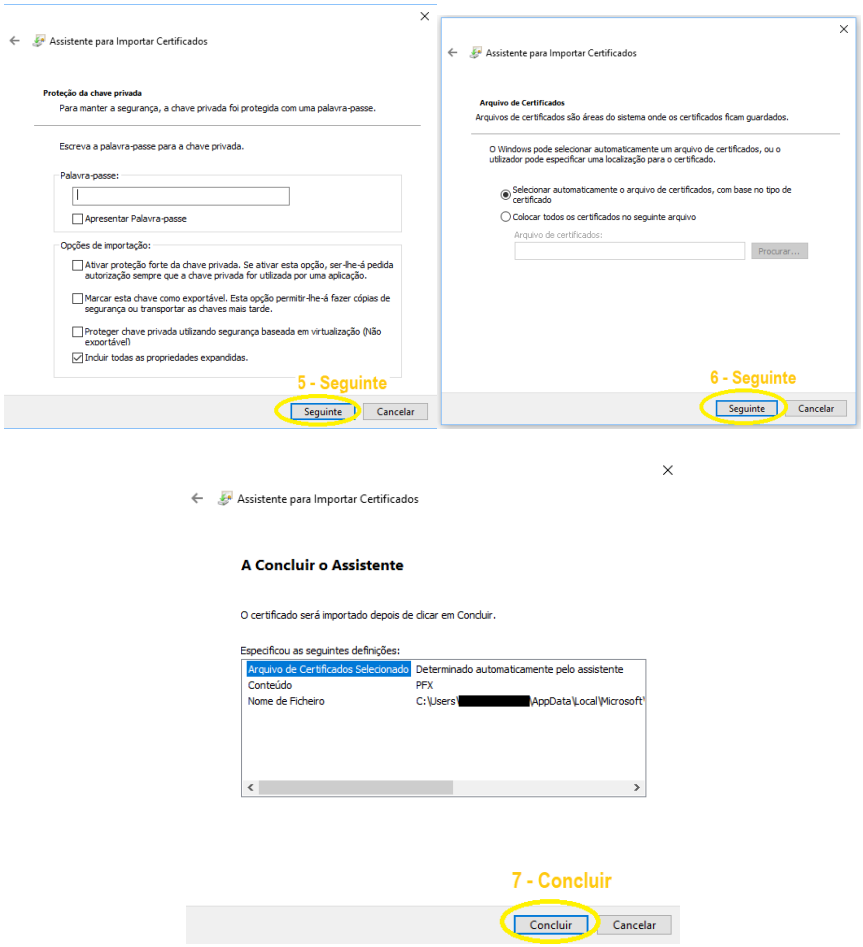


Figure 6 - Certificate installation (Windows PT version)

5. Access SNEOC with username and password

a) Enter the credentials (username and password) and click the “Login” button.

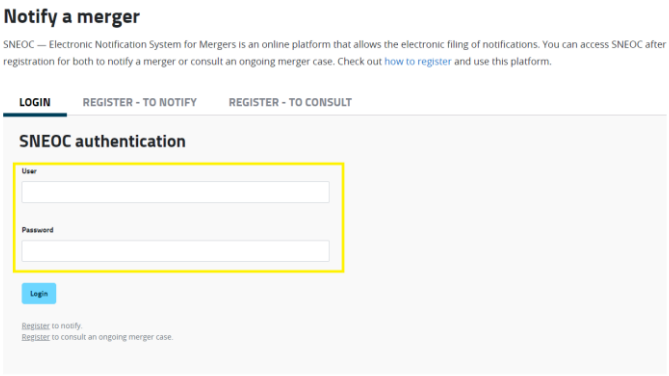


Figure 7 - Access to SNEOC

b) Select the certificate you previously installed for your SNEOC user profile. In the browser, a list of certificates or certificate options appears in a popup window, where you must search for the certificate with the SNEOC username and confirm this option (e.g. “OK” button).

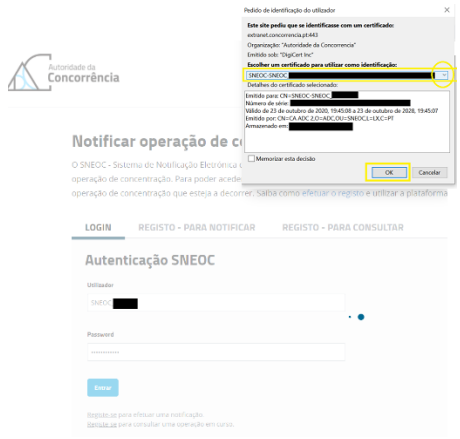


Figure 8 - Certificate choice on Firefox browser (Windows PT version)

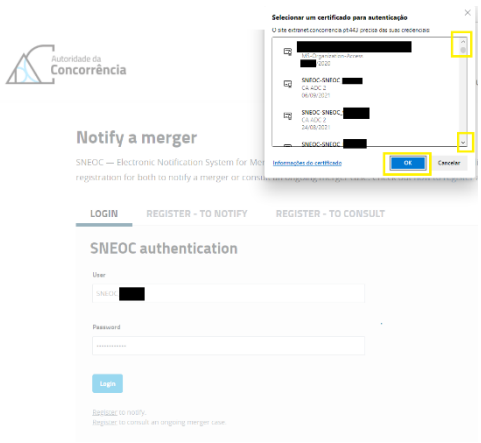


Figure 9 - Certificate choice on Edge browser (Windows PT version)

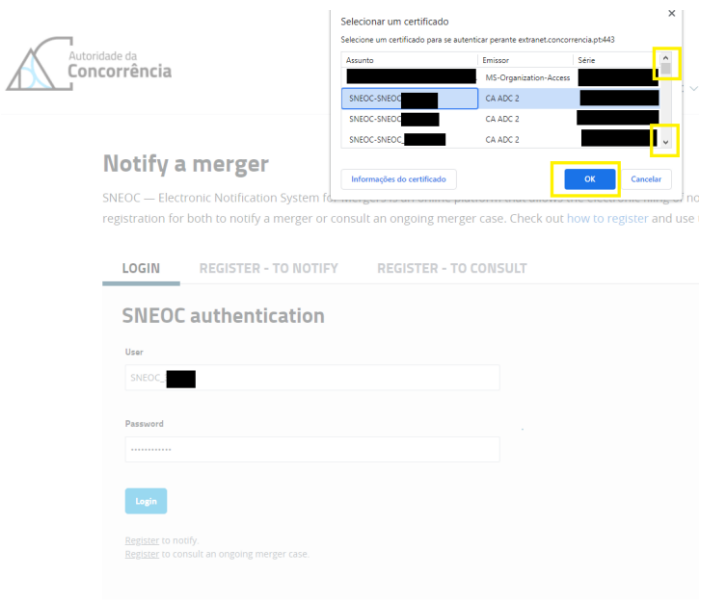


Figure 10 - Certificate choice on Chrome browser (Windows PT version)

Figure 11 - Certificate choice on Safari (macOS EN version)

c) At this stage, error messages may appear if the user has used incorrect credentials or an incorrect certificate (invalid or used a certificate corresponding to another SNEOC user profile). This type of access error is a problem that arises from the user's computer who memorized the incorrect credentials or certificate for the SNEOC website (this issue arises from the computer of user, and can only be solved by the user). To solve an issue with an incorrect certificate, when the window (popup) asking you to choose another certificate does not appear, you must clear the browser's memory. There are several ways to clear the browser's memory, namely to erase the certificates memorized in a previous access to SNEOC. For example, you may close all open browser windows and restart the browser by opening a new window, this is the recommended option with no additional steps. If this does not work, you may, for example, try to clear the history (temporary files), browser cache or SSL status cache. After clearing the browser memory, you can try to access again (i.e. resume from point a)).