



APPROVED BY

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**Electronic trading platform for
conducting procurement procedures of
the State Atomic Energy Corporation «Rosatom» and its
subordinate organizations**

User manual
Participation in procedures
for small and medium-sized businesses

Total 168 pages

Moscow, 2024

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1. APPLICATION


Automated system for conducting procurement procedures in electronic form for the needs of the State Atomic Energy Corporation «Rosatom» (hereinafter referred to as the System, electronic trading platform, or ETP) is designed to provide a unified procedure for conducting various procurement procedures in electronic form.

This document is intended for users of participants in the procedure for small and medium-sized businesses and contains a description of actions performed on the ETP when participating in the procedures in electronic form.

The system is an electronic trading platform (ETP) which meets the requirements of the following legal acts:

- Federal Law No. 223-FZ of 18.07.2011 «On procurement of goods, works and services by certain types of legal entities»;
- Federal Law No. 63-FZ of 06.04.2011 «On electronic signatures»;
- Resolution of the Government of the Russian Federation of 17 March 2008 № 179 «About the statement of Regulations about the use of sites in the Internet on which carrying out open auctions in the electronic form, and the requirements to technological, software, linguistic, legal and organizational means of ensuring of use by the specified sites, as well as to systems providing carrying out of open auctions in electronic form».
- Unified industry standard for procurement (procurement regulations) of the state atomic energy corporation «Rosatom» (hereinafter referred to as the UIPS, Standard).

2. VIEWING A NOTIFICATION

- 1) To view the notification, open the page with the list of current procedures and find the procedure and click the button in the list of actions .
- 2) As a result, a notification viewing form is displayed that contains:
 - Figure 1;
 - Figure 2;
 - Figure 3;
 - Figure 4;
 - Figure 5;
 - Figure 6;
 - Figure 7;
 - Figure 8.

Procedure notification	
Procedure Details	
Notice number:	ATOM04112000003
Procedure number:	p160446226900227
Registration number:	32000154077
Purchase name:	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32- Ø245 steel 20 in accordance with GOST 8732-78, GOST 10704-91
Link to purchase on the official website:	181212/3813/795
Purchase method:	Request for quotations in electronic form, the participants of which can only be small and medium-sized businesses
Multi-stage form:	no
Date of publication:	11/04/2020 12:33 PM [GMT +3]
Place of summing up:	Debriefing site 333
Url of the document in the EIS:	https://lk.eis4.roskazna.ru/223/purchase/private/purchase/notice-info/details.html?noticeInfoId=216296
Contact person information:	Rainor D. T. Phone: +7 (777) 77777, ext.: 77 Fax: +6 (666) 66666, ext.: 66 Email: rainor@terran.ru Additional contact information: Additionally, duplicate all Sova's messages
Documentation Submission Information:	Deadline for submission of documentation from: 04.11.2020 Deadline for submission of documentation: 11.11.2020 Place of submission of documentation: Moscow, Paveletskaya Square Procedure for submission of documentation: According to documentation 98765
Notification status:	Posted by
Revision number:	1
Compliance with the requirement for the absence of a participant in the RNP:	Yes
Joint purchase:	No
Additional Information:	Can you owl
Start date of the application deadline:	04.11.2020
Application procedure:	Application Procedure 123
Summing up procedure:	Debriefing 444
The purchase is carried out due to an accident, other emergencies of a natural or man-made nature, force majeure, if necessary, urgent medical intervention, as well as to prevent the threat of these situations:	Yes
The decision of the antimonopoly body was issued based on the results of an appeal against the action (inaction) of the customer, the competitive procurement commission, the ETP operator:	No

Figure 1

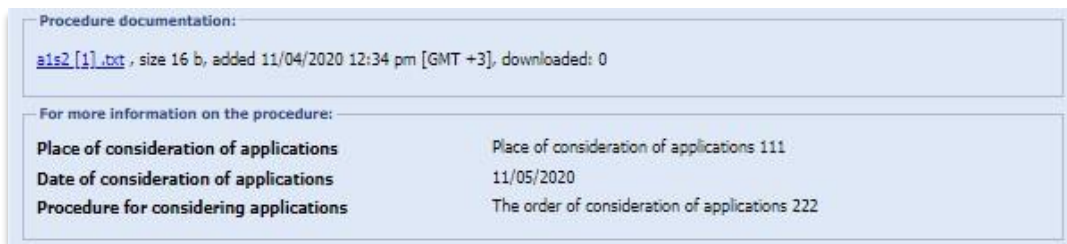


Figure 2

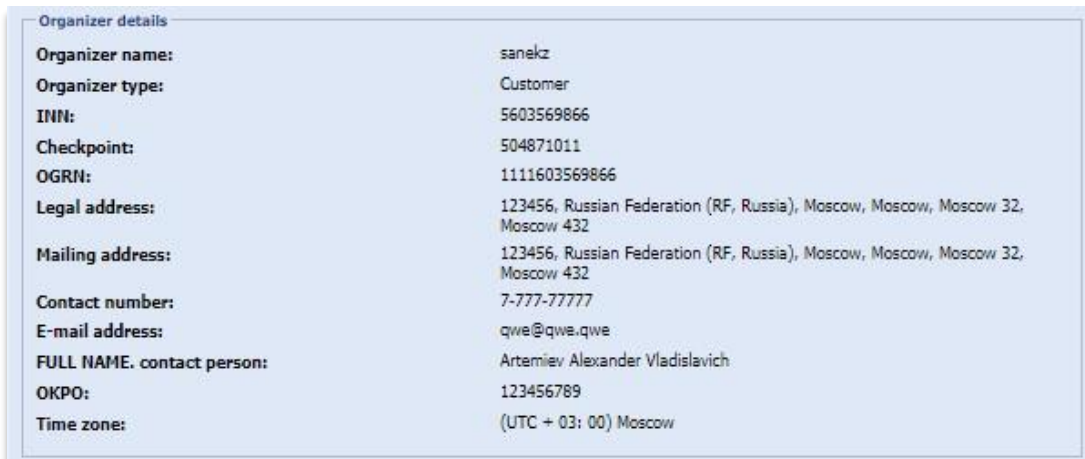


Figure 3



Figure 4

Ensuring the fulfillment of obligations under the contract	
Subject matter of the contract:	Cottage cheese for children, packed in 100 grams
The initial price, including VAT:	3 000 000,00
The initial price, without VAT:	2 500 000,00
Currency:	Russian Ruble
Alternative proposal:	Not accepted
Procurement bid security:	Application security is required in the amount of 350000.00 rubles (possible options for providing security: cash, irrevocable bank guarantee)
Currency of procurement bid security:	Russian Ruble
Contract performance security:	5.00% contract performance security is required. Term of provision after the conclusion of the contract, no later than 15 days from the date of its conclusion (possible options for providing collateral: cash, irrevocable bank guarantee ,guarantee)
Advance repayment security:	not specified
Security of performance of guarantee obligations:	not specified
Bank guarantees and loans:	Get it Online

Figure 5

Customers with whom the contract is concluded	
SC "Rosatom"	
INN	5603569866
Checkpoint	504871011
OKPO	12345678
Contact Information:	Legal address: 195112, Kazan, avenue 420097, Street: Dostoevsky, Building: 66, 66; Actual address: Russian Federation 142100 Moscow region Podolsk g. 64 Vatutinsky proezd
OGRN	1111603569866
ICO	55603569866504871011
Phone	112222233333344
Fax	112222233333345
Email	pgz223fz@yandex.ru
OKATO	45000000000
OKOPF	12247
Name OKOPF	Public joint stock companies
Registration date	not indicated
Time zone	MSK (SGV + 3) Moscow, Volgograd 0

Figure 6

Additional information by lot	
The procedure for forming the contract price:	The procedure for forming the contract price 111
The purchase is not included in the procurement plan in accordance with part 15 of Article 4 of Law No. 223-FZ:	Yes
With regard to the procurement participants, a requirement was established to involve subcontractors (co-executors) from among small and medium-sized businesses in the execution of the contract:	Yes
The purchase is not taken into account in accordance with clause 7 of the Decree of the Government of the Russian Federation of 11.12.2014 No. 1352:	Yes
Purchase category:	purchases in the field of atomic energy use
Brief description of the subject of procurement:	Candied fruit

Figure 7


- 3) When publishing the procedure, the Customer may require filling in the manufacturer's questionnaire or the contractor's/service company's questionnaire in order to conduct a data integrity audit. In this case, the notification of the procedure in the section «List of supplied goods, performed works, rendered services» will indicate the signs «Mission Critical Products» and «Tax deduction» for each purchase item (Figure 8).

List of supplied goods, performed works, rendered services	
Pipe 60x12 8732 / B 20 8731	
Product / service name:	Pipe 60x12 8732 / B 20 8731
Number, scope of work performed, services provided:	114.000
Unit of measurement:	KG
Unit price per item with VAT:	873107.59
Unit price per item without VAT:	727589.65
Product / service requirement:	not specified
Position number:	1
OKPD2:	47.19.20.000: Retail trade services of a wide range of non-food products in non-specialized stores
OKVED2:	47.19: Other retail sale in non-specialized stores
Additional information:	Additional information 222
Delivery address:	Central Federal District, Moscow, 45000000000, Paveletskaya square, building 1
Mission Critical Products:	No
Tax deduction:	Yes

Figure 8

3. CLARIFICATION OF DOCUMENTATION

3.1. Submission of a request for clarification of the documentation for the ETP procedures

- 1) Any interested person has the right to send the organizer a request for clarification of the documentation on the procedure.
- 2) To submit a request for clarification of the documentation, open the page with a list of current procedures, find the procedure and click on the button in the list of actions  (Figure 9).

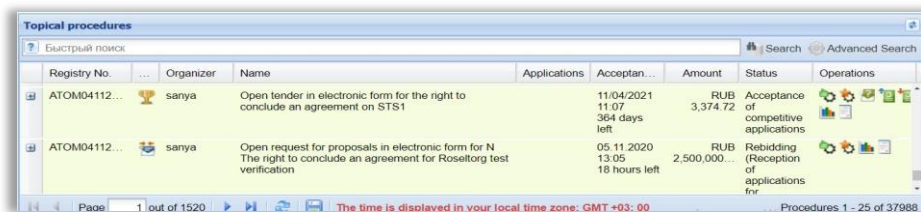


Figure 9

- 3) On the request submission form (Figure 10), enter the request text and attach the necessary documents.

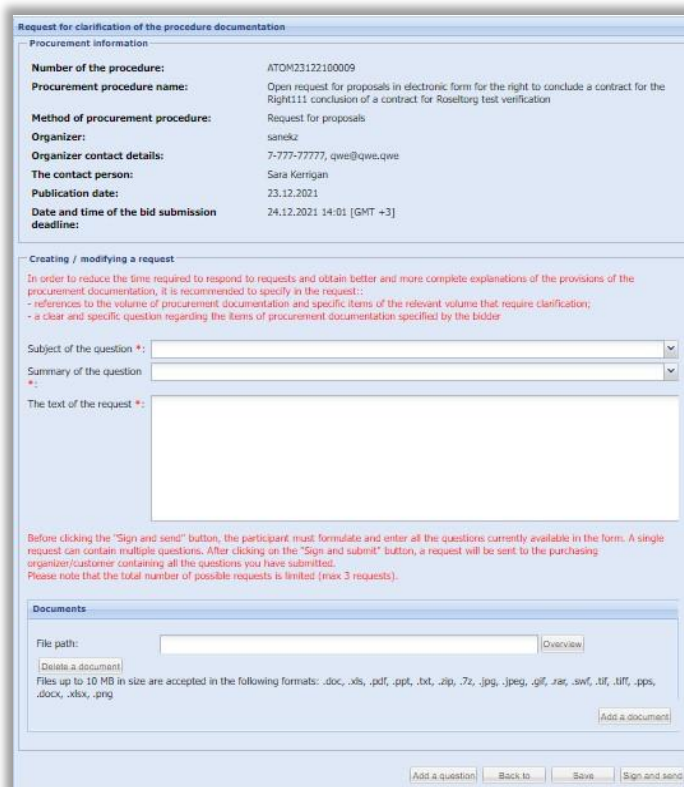


Figure 10

- 4) To fill out the request submission form in the «Create / change a question» block, select the appropriate item in the «Subject matter» field (Figure 11).



Figure 11

- 5) When you select the field «Subject matter» in the field «Brief content of the question» will contain a certain list of items available for selection. After filling out the request submission form, select the action «Sign and send» (Figure 10) and in the opened data confirmation form (Figure 12) carefully check the information contained in the text field.

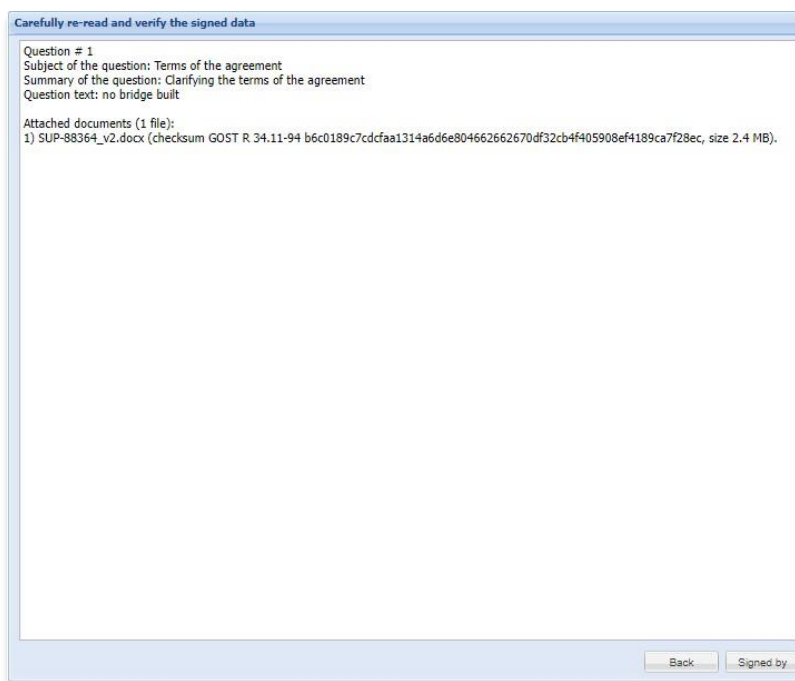


Figure 12

- 6) If all the specified data are correct, click on the «Sign» button and in the window that opens, click on the «Yes» button, then select the registered ES certificate that was uploaded to your personal account and click on the «OK» button. A message will appear about the successful publication of the protocol on the ETP (Figure 13).

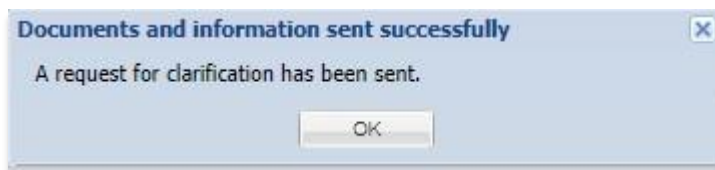



Figure 13

- 7) Additionally, the ETP provides the ability to view a request for clarification of the results of the procedure, for this, in the main menu, select the item «Procedures - Explanations of the documentation for procedures». As a result, the page «Explaining the results of procedures» will be displayed, tab «Requests for clarification» (Figure 14).

Номер процедуры	Регистровый №	Лог	Дата и время н...	Наименование закупки	Дата и время о...	Наименование участника	Краткое содержание запроса	Операции
	ATOM23122100...	1	23.12.2021 14:08	Открытый запрос предложений в электронной форме на право заключения договора на Право111 заключения договора на Росэлторг тест верификация		ООО "Тервей"	не построен мост	
	ATOM27102100...	1	15.12.2021 17:20	Открытый запрос предложений в электронной форме на право заключения договора на Право111 заключения договора на Росэлторг тест верификация		ООО "Тервей"	асффт	
	ATOM27102100...	1	15.12.2021 17:20	Открытый запрос предложений в электронной форме на право заключения договора на Право111 заключения договора на Росэлторг тест верификация		ООО "Тервей"	асффт	
	ATOM27102100...	1	15.12.2021 17:10	Открытый запрос предложений в электронной форме на право заключения договора на Право111 заключения договора на Росэлторг тест верификация		ООО "Тервей"	ясффт	
	ATOM13122100...	1	13.12.2021 14:45	Открытый конкурс в электронной форме на Право заключения договора на ОК РСТ		ООО "Тервей"	Изменение типа конструкции	
	ATOM28112100...	1	28.11.2021 23:08	Открытый конкурс в электронной форме на Право заключения договора на ОК РСТ		ООО "Тервей"	54	
	ATOM10112100...	1	10.11.2021 16:26	Открытый конкурс в электронной форме на право заключения договора на Прав03 заключения договора СТС2		ООО "Тервей"	Уточнение порядка расчета НМЦ текст	
	ATOM10112100...	1	10.11.2021 16:26	Открытый конкурс в электронной форме на право заключения договора на Прав03 заключения договора СТС2		ООО "Тервей"	Организационные вопросы текст	
	ATOM10112100...	1	10.11.2021 16:25	Открытый конкурс в электронной форме на право заключения договора на Прав03 заключения договора СТС2		ООО "Тервей"	Противоречия между техническими требованиями и НД текст	
	ATOM10112100...	1	10.11.2021 16:25	Открытый конкурс в электронной форме на право заключения договора на Прав03 заключения договора СТС2		ООО "Тервей"	Изменение типа конструкции текст	

Figure 14

- 8) At the push of a button  in the column «Operations» a form for viewing the request will open (Figure 15).

Request for clarification of the procedure documentation

Procurement information

Number of the procedure: ATOM23122100009

Procurement procedure name: Open request for proposals in electronic form for the right to conclude a contract for the Right111 conclusion of a contract for Roselorg test verification

Method of procurement procedure: Request for proposals

Organizer: sanekz

Organizer contact details: 7-777-77777, qwe@qwe.qwe

The contact person: Sara Kerrigan

Publication date: 23.12.2021

Date and time of the bid submission deadline: 24.12.2021 14:01 [GMT +3]

The text of the request

Subject of the question: Terms of the agreement

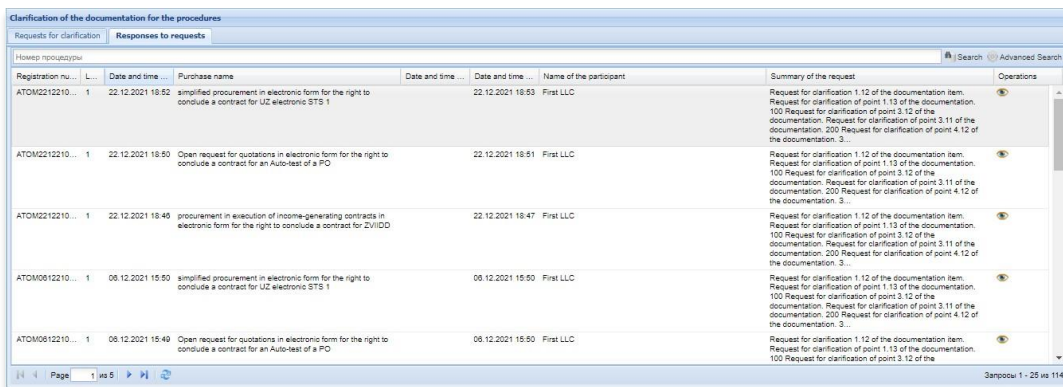
Summary of the question: Clarifying the terms of the agreement

The text of the request: no bridge built

Documents attached to the request: 1) [SUP-88364_v2.docx](#)

Figure 15

- 9) To view the response to the request, in the main menu, select the item «Procedures - Explanations of the results of procedures», the tab «Responses to requests».
- 10) You can view the response to the request in the section «Procedures - Explanations of the documentation for procedures» on the tab «Responses to requests» (Figure 16).



Registration nu...	Date and time ...	Purchase name	Date and time ...	Date and time ...	Name of the participant	Summary of the request	Operations
ATOM2212210...	22.12.2021 18:52	simplified procurement in electronic form for the right to conclude a contract for UZ electronic STS 1	22.12.2021 18:53	22.12.2021 18:53	First LLC	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. Request for clarification of point 3.11 of the documentation. 200 Request for clarification of point 4.12 of the documentation. 3...	
ATOM2212210...	22.12.2021 18:50	Open request for quotations in electronic form for the right to conclude a contract for an Auto-test of a PD	22.12.2021 18:51	22.12.2021 18:51	First LLC	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. Request for clarification of point 3.11 of the documentation. 200 Request for clarification of point 4.12 of the documentation. 3...	
ATOM2212210...	22.12.2021 18:49	procurement in execution of income-generating contracts in electronic form for the right to conclude a contract for ZVIIDD	22.12.2021 18:47	22.12.2021 18:47	First LLC	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. Request for clarification of point 3.11 of the documentation. 200 Request for clarification of point 4.12 of the documentation. 3...	
ATOM0812210...	08.12.2021 15:50	simplified procurement in electronic form for the right to conclude a contract for UZ electronic STS 1	08.12.2021 15:50	08.12.2021 15:50	First LLC	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. Request for clarification of point 3.11 of the documentation. 200 Request for clarification of point 4.12 of the documentation. 3...	
ATOM0812210...	08.12.2021 15:49	Open request for quotations in electronic form for the right to conclude a contract for an Auto-test of a PD	08.12.2021 15:50	08.12.2021 15:50	First LLC	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. 200 Request for clarification of point 4.12 of the documentation. 3...	

Figure 16

- 11) On the tab «Responses to requests», click on the button in the column «Operations», after which the form for viewing the response to the request and attached documents will open (Figure 17).

Request for clarification of the procedure documentation	
Procurement information	
Number of the procedure:	ATOM22122100175
Procurement procedure name:	simplified procurement in electronic form for the right to conclude a contract for UZ electronic STS 1
Method of procurement procedure:	Simplified procurement
Organizer:	sanekz
Organizer contact details:	7-777-77777, qwe@qwe.qwe
The contact person:	Amun Alexander
Publication date:	22.12.2021
Date and time of the bid submission deadline:	22.12.2021 19:27 [GMT +3]
The text of the query and clarification	
Subject of the question:	Terms of the agreement
Summary of the question:	Changing the terms of the agreement
The text of the request:	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. Request for clarification of point 3.11 of the documentation. 200 Request for clarification of point 4.12 of the documentation. Request for clarification 4.11 of the documentation item. 300 Request for clarification of paragraph 5.12 of the documentation. Request for clarification of paragraph 5.11 of the documentation. 400 Request for clarification of point 6.12 of the documentation. Request for clarification of point 6.11 of the documentation. 500 Request for clarification of point 7.12 of the documentation. Request for clarification of point 7.11 of the documentation. 600 Request for clarification of point 8.12 of the documentation. Request for clarification of point 8.11 of the documentation. 700 Request for clarification of paragraph 9.12 of the documentation. Request for clarification of paragraph 9.11 of the documentation. 800 Request for clarification of paragraph 9.13 of the documentation. Request for clarification of point 9.14 of the documentation. 900 Request for clarification of point 11.12 of the documentation. Request for clarification of 21 points in the documentation. 1000 Request for clarification of item 12.12 of the documentation. Request for clarification of 22 points in the documentation. 1100 Request for clarification of item 13.12 of the documentation. Request for clarification of 23 points in the documentation. 1200 Request for clarification of item 14.12 of the documentation. Request for clarification of 24 points in the documentation. 1300 Request for clarification of item 15.12 of the documentation. Request for clarification of item 25 of the documentation. 1400 Request for clarification of paragraph 16.12 of the documentation. Request for clarification of paragraph 26 of the documentation. 1500 Request for clarification of paragraph 17.12 of the documentation. Request for clarification of paragraph 27 of the documentation. 1600 Request for clarification of item 18.12 of the documentation. Request for clarification of paragraph 28 of the documentation. 1700 Request for clarification 19.12 of the documentation item. Request for clarification of paragraph 29 of the documentation. 1800 Request for clarification of paragraph 19.13 of the documentation. Request for clarification of item 20 of the documentation. 1900 Request for clarification of paragraph 121.12. Request for clarification of paragraph 121.11. - 1980+2
Documents attached to the request:	1) a1s2[4].txt
Date of clarification:	22.12.2021
Response to the request:	ANSWER given on 2021-12-22T18: 53
Documents attached to the explanation:	1) a1s2[5].txt

Figure 17

3.2. Submission of a request for clarification of documentation for procedures in the open part

- 1) Any interested person has the right to send the organizer a request for clarification of the documentation on the procedure.
- 2) To submit a request for clarification of the documentation in the open part, open the «Bidding» tab in the «All procedures» list, find the required procedure and fill in the «Request for clarification» form in the list of lots (Figure 18).

Lots

● **Lot 1** Acceptance of applications until 12.12.21 12:08:00 (-11 days)

The right to conclude an agreement for STS2

1 200, 00 ₪

Securing the application: 16 874 192.24 ₪ (1 406 183%)

Contract security: 5,00 ₪

Get collateral

Collapse detailed information ^

Stages

Publication of notice	10/19/21 12:06:07 PM (UTC)
Acceptance of applications	until 12.12.21 12:08:00 (MSK)
Consideration of applications	until 12/12/21 23:59:00 (MSK)
Summarizing	until 12/12/21 23:59:00 (MSK)

Customers

Delivery address: **Moscow**

Request for clarification

Subject of the request

Select
▼

Summary of the request

Select
▼

Attach a file on the company's letterhead signed by the head of the procurement participant or an authorized person of the procurement participant.

Enter your request text

Add a question

Attach file

Files in the following formats are accepted: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png

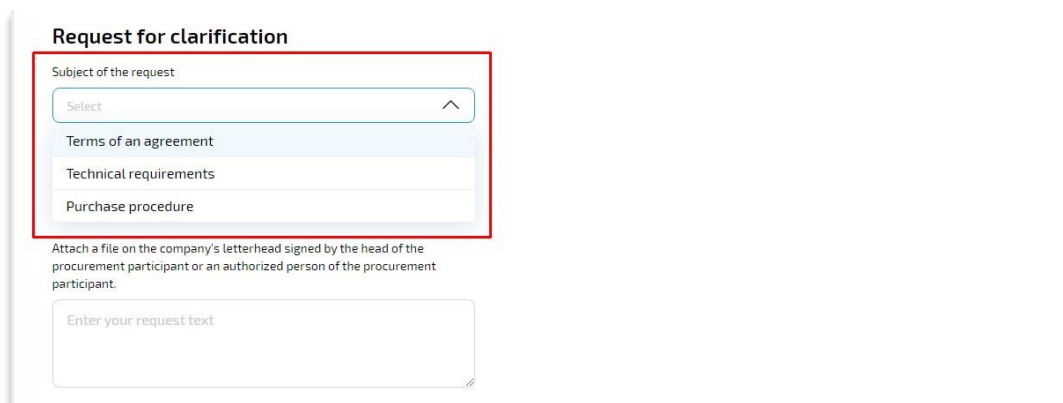
🔗 In order to shorten the time for responding to inquiries and to obtain better and more complete explanations of the provisions of the procurement documentation, it is recommended to indicate in the request: references to the volume of the procurement documentation and specific paragraphs of the corresponding volume that require clarification; a clear and specific question in relation to the points of the procurement documentation specified by the procurement participant.

🔗 Before clicking the "Sign and Send" button, the participant must formulate and enter into the form all the questions that are currently available. One request may contain several questions. After clicking on the "Sign and send" button, a request will be sent to the procurement organizer / customer, containing all the questions you have entered. Please note that the total number of possible requests is limited by the number (max 3 requests).

Submit a request

Figure 18

- 3) On the request form (Figure 19) enter your request text and attach the required documents.



Request for clarification

Subject of the request

Select ^

Terms of an agreement

Technical requirements

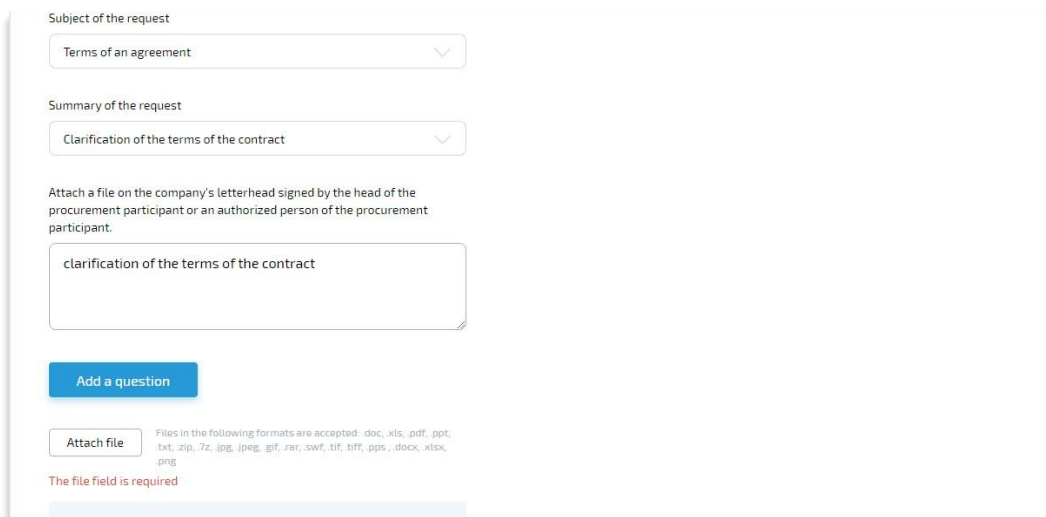
Purchase procedure

Attach a file on the company's letterhead signed by the head of the procurement participant or an authorized person of the procurement participant.

Enter your request text

Figure 19

- 4) To fill out the request submission form, select the appropriate item in the «Subject matter» field. When you select the field «Subject matter» in the field «Brief content of the question» will contain a certain list of items available for selection.
- 5) When filling out the request submission form, the «Attach file» field is required (Figure 20).



Subject of the request

Terms of an agreement v

Summary of the request

Clarification of the terms of the contract v

Attach a file on the company's letterhead signed by the head of the procurement participant or an authorized person of the procurement participant.

clarification of the terms of the contract

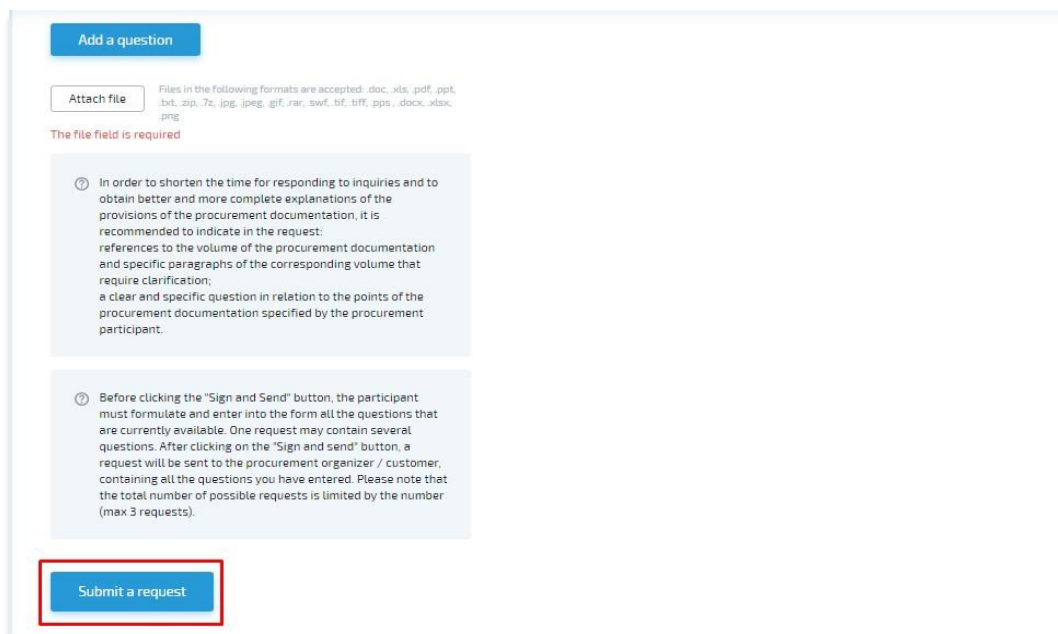
Add a question

Attach file Files in the following formats are accepted: doc, xls, pdf, ppt, txt, zip, 7z, jpeg, gif, rar, swf, tif, tiff, pps, docx, xlsx, png

The file field is required

Figure 20

- 6) After filling out the request submission form, as well as attaching all documents, click on the «Submit request» button (Figure 21).



Add a question

Attach file Files in the following formats are accepted: doc, xls, pdf, ppt, txt, zip, .7z, jpeg, gif, rar, swf, ttf, tiff, pps, docx, xlsx, png

The file field is required

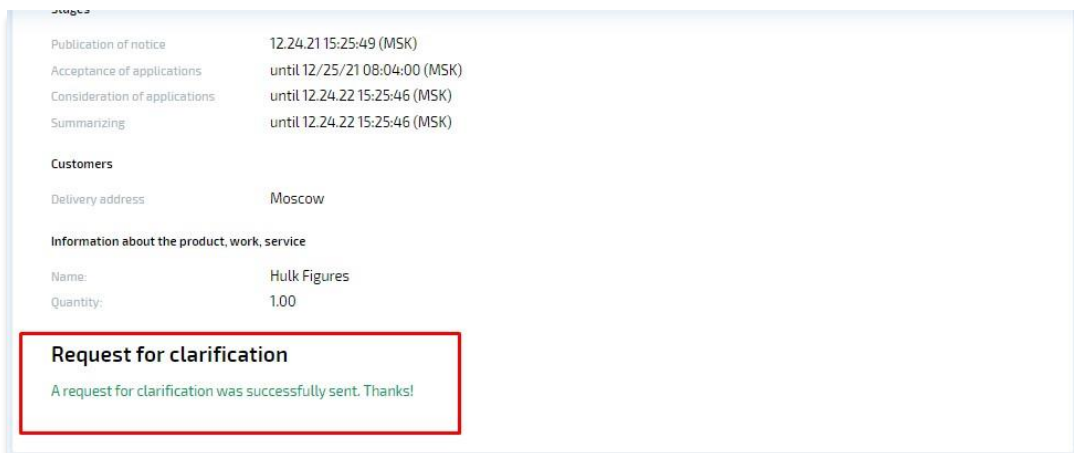
⑦ In order to shorten the time for responding to inquiries and to obtain better and more complete explanations of the provisions of the procurement documentation, it is recommended to indicate in the request: references to the volume of the procurement documentation and specific paragraphs of the corresponding volume that require clarification; a clear and specific question in relation to the points of the procurement documentation specified by the procurement participant.

⑦ Before clicking the "Sign and Send" button, the participant must formulate and enter into the form all the questions that are currently available. One request may contain several questions. After clicking on the "Sign and send" button, a request will be sent to the procurement organizer / customer, containing all the questions you have entered. Please note that the total number of possible requests is limited by the number (max 3 requests).

Submit a request

Figure 21

- 7) In case of successful publication of the request, the notification «A request for clarification was successfully sent. Thanks!» (Figure 22).



Publication of notice	12.24.21 15:25:49 (MSK)
Acceptance of applications	until 12/25/21 08:04:00 (MSK)
Consideration of applications	until 12.24.22 15:25:46 (MSK)
Summarizing	until 12.24.22 15:25:46 (MSK)

Customers

Delivery address: Moscow

Information about the product, work, service

Name: Hulk Figures
Quantity: 1.00

Request for clarification
A request for clarification was successfully sent. Thanks!

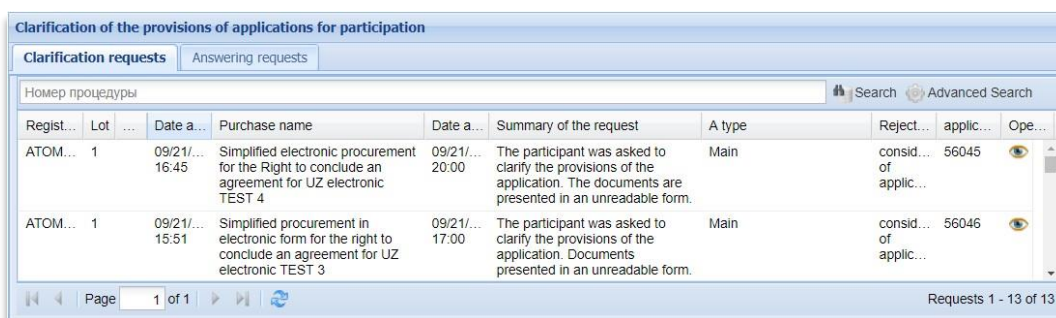
Figure 22

4. CLARIFICATION OF THE REQUEST

- 1) When conducting the procedure for small and medium-sized businesses, the procurement Commission in accordance with the UIPS and 223-FZ may decide to send the participant a clarifying request for clarification of the application's provisions.
- 2) A clarifying request is provided in a tender, auction, or request for proposals at the stages «Consideration of the first parts of applications» and «Consideration of the second parts of applications», and in a request for quotations at the stage of consideration of applications.
- 3) The decision to specify the first parts of bids (in a tender, auction, and request for proposals) or to specify one part of bids (for requesting quotations) for participation in a procurement is reflected in the Protocol for requesting clarifications on bids. The decision to specify the second parts of bids (in a tender, auction, and request for proposals) for participation in a procurement is reflected in the request for clarification act on bids.
- 4) To view the requests themselves, go to the section «Applications for participation – Clarification of the provisions of applications for participation» (Figure 23), then the registry of all requests opens (Figure 24).



Figure 23



Regist...	Lot	Date a...	Purchase name	Date a...	Summary of the request	A type	Reject...	applic...	Ope...
ATOM...	1	09/21/... 16:45	Simplified electronic procurement for the Right to conclude an agreement for UZ electronic TEST 4	09/21/... 20:00	The participant was asked to clarify the provisions of the application. The documents are presented in an unreadable form.	Main	consid... of applic...	56045	
ATOM...	1	09/21/... 15:51	Simplified procurement in electronic form for the right to conclude an agreement for UZ electronic TEST 3	09/21/... 17:00	The participant was asked to clarify the provisions of the application. Documents presented in an unreadable form.	Main	consid... of applic...	56046	

Figure 24

- 5) To view the request, select an action  , and then the form opens (Figure 25).

Request for clarification of the provisions of the application for participation	
Procedure Details	
Procedure number:	ATOM06082000015
Procedure name:	Simplified electronic procurement for the Right to conclude an agreement for UZ electronic TEST 4
Procedure type:	Simplified purchasing
Organizer:	JSC "Atomkomplekt"
Organizer's contact details:	7-962-9958589, zasov@zasov.demo
The contact person:	Kerrigan Ivan
Date of publication of the notice:	08/06/2020
End date and time of application submission:	08/07/2020 10:00 [GMT +3]
Request text	
Request text:	The participant was asked to clarify the provisions of the application. The documents are presented in an unreadable form.
Deadline for submitting a response to an additional request:	09/21/2020 20:00 [GMT +3]
Documents attached to the request:	1) test1 [1].docx
<input type="button" value="Back to"/>	


Figure 25

- 6) When receiving a request, the participant must respond to it within the specified time limit. After the specified time limit expires, you can no longer respond to the request.
- 7) Responses to requests are available for viewing on the ETP in the Section «Applications for participation – Clarification of the provisions of applications for participation» in the «Answering requests» tab.

5. STAGES OF THE AUCTION FOR SMALL AND MEDIUMSIZED BUSINESSES

5.1. Submission of application

Attention! When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 1) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 2) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.
- 3) To submit a registration request in the list of actions for the procedure, click on the button  and on the request form (Figure 26) click the «Sign and send» button and use the item instance certificate to sign the request.




General information about the procedure	
Purchase number:	ATOM04112000006, lot # 1
Purchase name:	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement stsl
Purchase method:	Auction
Organizer:	sanez
End date and time of application submission:	11/05/2020 12:46 PM [GMT +3]
There is a subscription:	Annual subscription
Subscription expiration date:	03.11.2021

Registration request

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

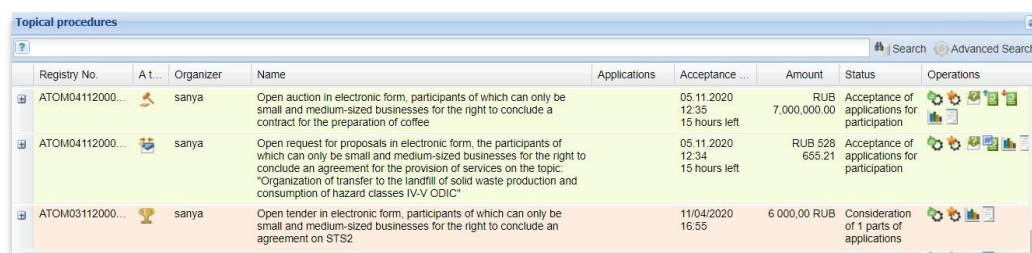
Figure 26

- 4) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 5) On the application submission page, you must fill in the following information: – first part of the application; – second part of the application; – price offer.
- 6) The list of forms that are part of each part of the application is assigned by the organizer at the stage of publication of the notice (For more information about working with the application, see paragraph 12 of this document).
 - a. The first part of the application may contain the following forms:

- The technical proposal, completed in the form of loadable files; – Requirements for products to be completed in the form of loadable files.
- b. The second part of the application may include the following forms:
 - Securing the application;
 - Requirements for participants;
 - Human resources;
 - Certificate of experience of fulfilled contracts;
 - Delivery schedule.
- c. Included in the price offer:
 - Summary table of costs; filled in as a structured form.

5.2. Consideration of the first part of the application

- 1) At this stage, the Organizer's Commission considers the first part of the application for compliance with the requirements of the goods supplied, work performed, and services rendered, which are the subject of purchase in accordance with the requirements of the purchase documentation.
- 2) During the review, the Commission may decide to send a clarification request to the participant to clarify the provisions of the application (item 4).
- 3) Based on the results of consideration of the first parts, the Commission makes either a decision to allow participation in the further stage of the procedure, or to refuse admission.
- 4) The result of reviewing the first part of the application can be viewed in the protocol.
- 5) To view the protocol, go to the procedures registry section in your Merchant profile and select the one you need in the list, then select «Protocols» in the list of actions (Figure 27).



Registry No.	A t...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
ATOM04112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee	05.11.2020 12:35 15 hours left		RUB 7,000,000.00	Acceptance of applications for participation	
ATOM04112000...		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste, production and consumption of hazard classes IV-V ODIC"	05.11.2020 12:34 15 hours left		RUB 528 655 21	Acceptance of applications for participation	
ATOM03112000...		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement on STS2	11/04/2020 16:55		6 000,00 RUB	Consideration of 1 parts of applications	

Figure 27

- 6) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (Figure 28).

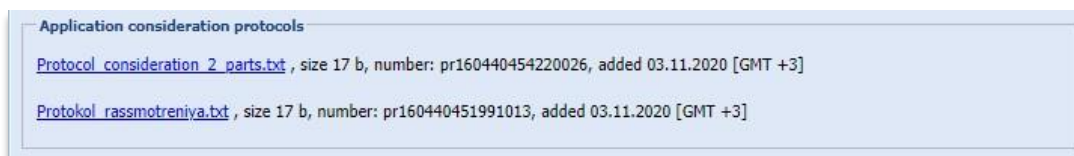


Figure 28

5.3. Submitting price offers

- 1) The stage begins after the publication of the protocol of consideration of the first parts of applications.

Note 1. If at the stage of consideration of the first parts of applications, a mistake was made² applications, then the stage is not held and the procedure goes to the consideration of the second parts.

- 2) The start time for submitting price offers is set immediately after the publication of the minutes of consideration of the first parts of bids, which can be viewed on the notification form (Figure 29). The time is displayed according to your local time zone installed on your computer.

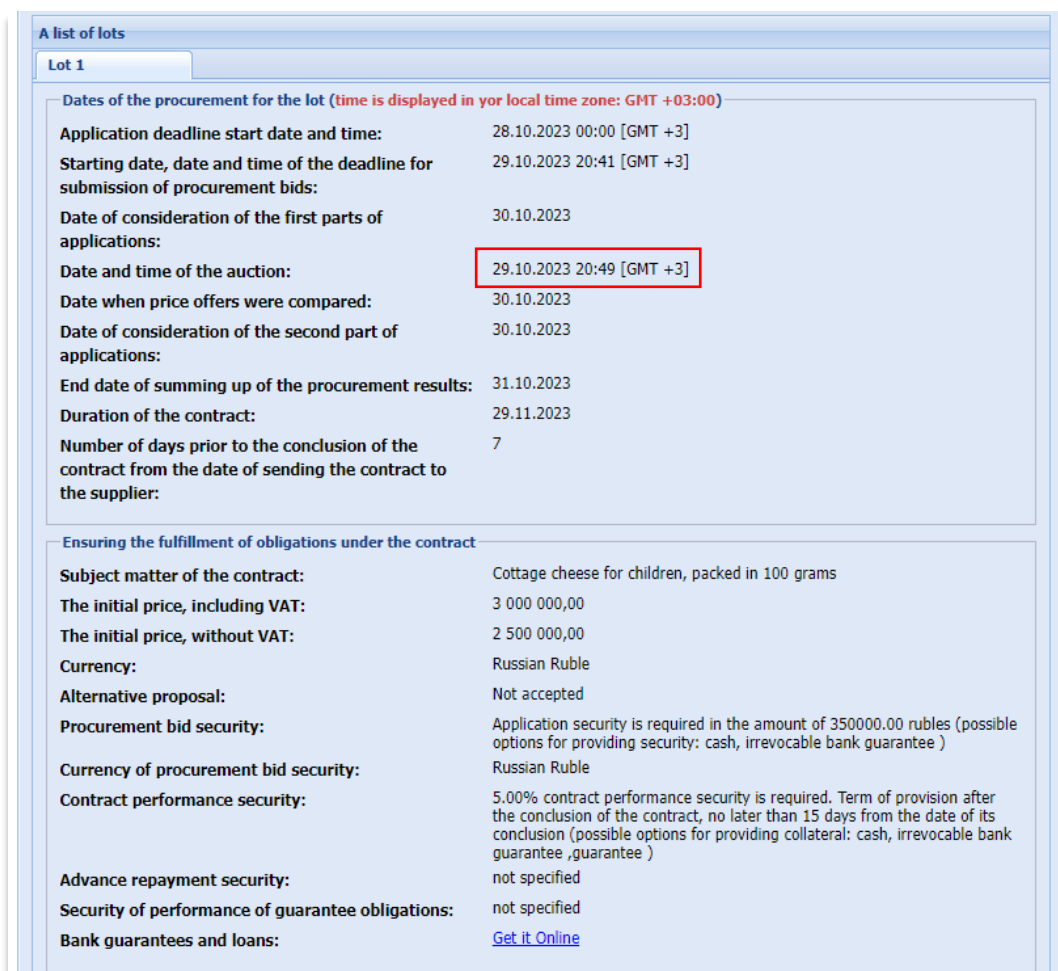



Figure 29

- 3) At the appointed date and time, the stage of submitting price offers by participants begins. Bids are served by reducing the initial maximum price of the contract (lot price), specified in notification about conducting of auction.
- 4) The time limit for accepting bids for the contract price is 30 (thirty) minutes from the beginning of the submission of price offers, as well as 30 (thirty) minutes after the receipt of the last offer for the contract price.
- 5) To submit price offers, open the page with the list of current procedures and find the procedure in the status «Bidding process» and in the «Operations» column, click on the button .
- 6) If the start time for submitting price offers has not yet reached us, a message will be displayed (Figure 30) with an indication of the time before the start of the stage.

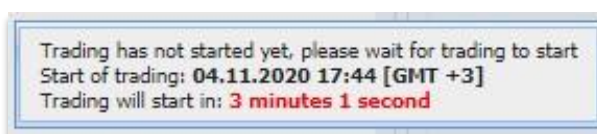


Figure 30

- 7) When the trading time expires on the page, the trading progress page displays an informational message about the end of trading (Figure 31).

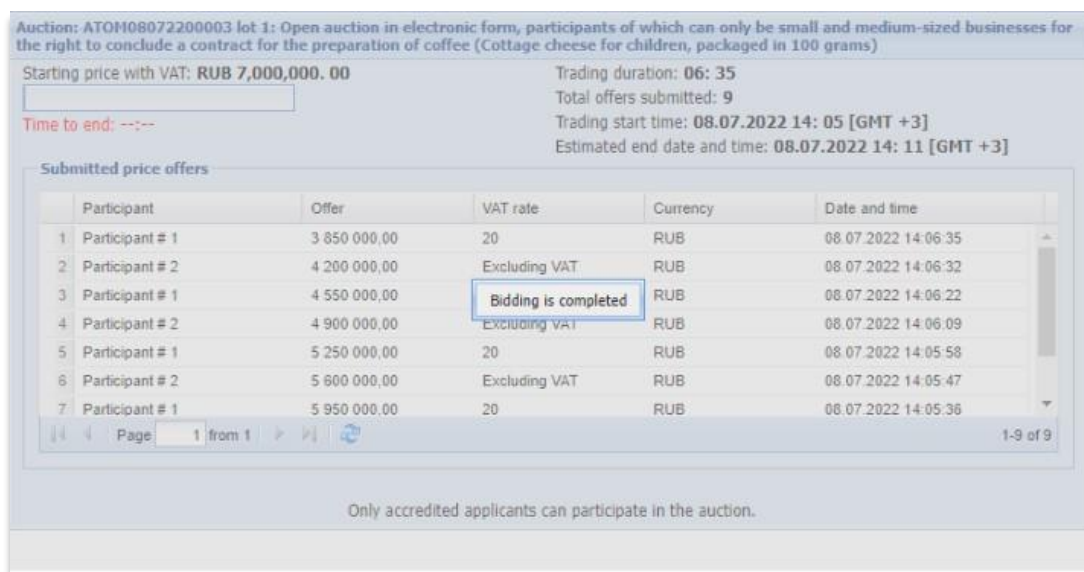


Figure 31

- 8) After the price offer submission stage is completed, the ETP automatically generates and publishes a protocol for comparing price offers.
- 9) To view the published protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (Figure 32).



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM03112000...		sanya	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	sanelz		03.11.2020 11:15	£ 1 847	Consideration of applications	
ATOM02112000...		sanya	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	sanelz		02.11.2020 10:40	£ 1 847	Consideration of applications	
ATOM02112000...		sanya	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	sanelz		02.11.2020 10:08	£ 1 847	Consideration of applications	

Figure 32

- 10) On the Protocol form that opens, in the «Price offer protocols» section, you will be able to view and download the Protocol (Figure 33).

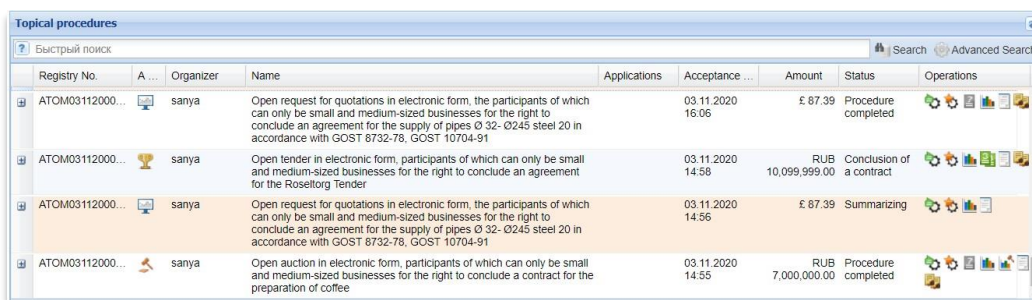


Application consideration protocols
Protocol_consideration_2_parts.txt , size 17 b, number: pr160432378159616, added 02.11.2020 [GMT +3]
Protokol_rassmotreniya.txt , size 17 b, number: pr160432318183172, added 02.11.2020 [GMT +3]
Quotation matching protocols
Matching_ATOM02112000024.rtf , size 8.04 kb, added on 02.11.2020 [GMT +3]

Figure 33

5.4. Consideration of the second part of the application

- 1) The stage «Consideration of the second parts of applications» is held after the publication of the Protocol for comparing price offers.
- 2) At this stage, the Organizer's Commission considers the second part of the application for compliance of information about the participants themselves in accordance with the requirements of the procurement documentation.
- 3) During the review, the Commission may decide to send a clarification request to the participant to clarify the provisions of the application (item 4).
- 4) Based on the results of consideration of the second parts, the Commission makes either a decision to allow participation in the further stage of the procedure, or to refuse admission.
- 5) The result of consideration of the application can be viewed in the Protocol.
- 6) To view the published Protocol, go to the procedures registry section in your Personal dashboard and select the one you need in the list, then select «Protocols» in the list of actions (Figure 34).



Registry No.	A...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
ATOM03112000...		sanya	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32- Ø245 steel 20 in accordance with GOST 8732-78, GOST 10704-91		03.11.2020 16:06	£ 87.39	Procedure completed	
ATOM03112000...		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender		03.11.2020 14:58	RUB 10,099,999.00	Conclusion of a contract	
ATOM03112000...		sanya	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32- Ø245 steel 20 in accordance with GOST 8732-78, GOST 10704-91		03.11.2020 14:56	£ 87.39	Summarizing	
ATOM03112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee		03.11.2020 14:55	RUB 7,000,000.00	Procedure completed	

Figure 34

- On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the Protocol (Figure 35).

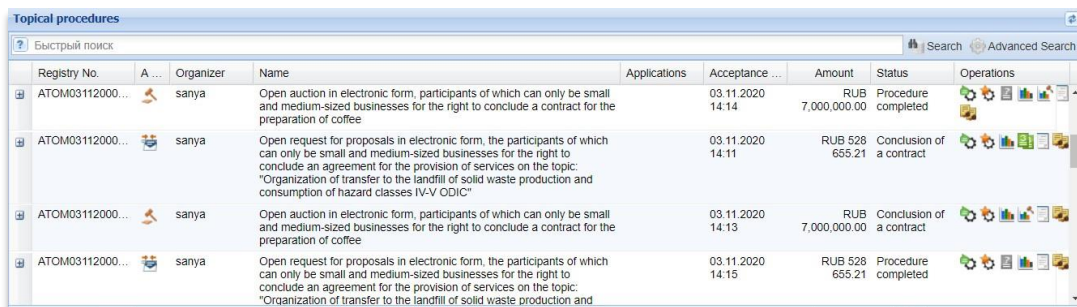


Application consideration protocols
Protocol consideration 2 parts.txt , size 17 b, number: pr160432378159616, added 02.11.2020 [GMT +3]
Protokol rassmotreniya.txt , size 17 b, number: pr160432318183172, added 02.11.2020 [GMT +3]
Quotation matching protocols
Matching_ATOM02112000024.rtf , size 8.04 kb, added on 02.11.2020 [GMT +3]

Figure 35

5.5. Summarizing

- The «Summarizing» stage is held after the publication of the protocol of consideration of the second parts of applications.
- At this stage, the organizer's Commission selects the winner of the procurement procedure, assigning each participant a place.
- During the summarizing stage, you cannot reject applications.
- If during the examination of the second part admitted application, then published the protocol of consideration of the second parts and the procedure moves on to summarizing the results and published the results report indicating the decision on entering/not entering into a contract with the sole member.
- Based on the results of the reviewed applications, a summary report is formed and published.
- To view the published protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (Figure 36).

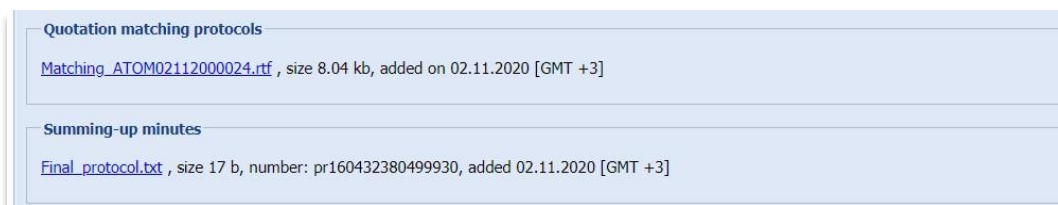


Registry No.	A...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
ATOM03112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee		03.11.2020 14:14	RUB 7,000,000.00	Procedure completed	
ATOM03112000...		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODIK"		03.11.2020 14:11	RUB 528 655.21	Conclusion of a contract	
ATOM03112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee		03.11.2020 14:13	RUB 7,000,000.00	Conclusion of a contract	
ATOM03112000...		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODIK"		03.11.2020 14:15	RUB 528 655.21	Procedure completed	

Figure 36

7) On the protocol form that opens, in the «Summing-up minutes» section, you will be able to view and download the protocol (Figure 37).

8)



Quotation matching protocols

[Matching_ATOM02112000024.rtf](#) , size 8.04 kb, added on 02.11.2020 [GMT +3]

Summing-up minutes


[Final_protocol.txt](#) , size 17 b, number: pr160432380499930, added 02.11.2020 [GMT +3]

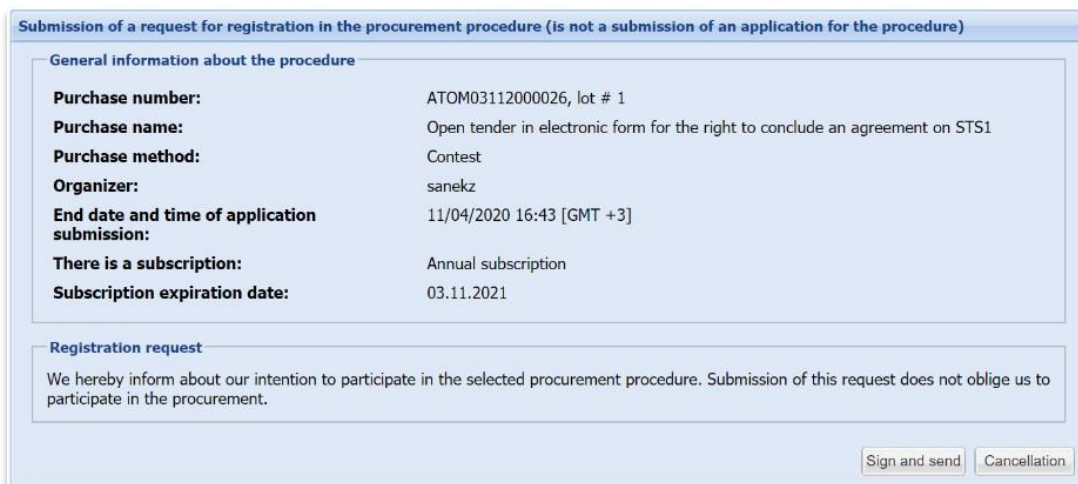
Figure 37

6. STAGES OF THE CONTEST FOR SMALL AND MEDIUMSIZED BUSINESSES

6.1. Submission of application

Attention! When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 1) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 2) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.
- 3) To submit a registration request in the list of actions under the procedure, click on the button  and on the request form (Figure 38) click the «Sign and submit» button and use the item instance certificate to sign the request.



Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)


General information about the procedure

Purchase number:	ATOM03112000026, lot # 1
Purchase name:	Open tender in electronic form for the right to conclude an agreement on STS1
Purchase method:	Contest
Organizer:	sanez
End date and time of application submission:	11/04/2020 16:43 [GMT +3]
There is a subscription:	Annual subscription
Subscription expiration date:	03.11.2021

Registration request

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

Figure 38

- 4) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 5) The list of forms that are included in each part of the application is assigned by the organizer at the stage of publication of the notification (For more information about working with the application, see paragraph 12 of this document).
- 6) The first part of the application may contain the following forms:
 - Technical proposal;
 - Product requirements.
- 7) The second part of the application may include the following forms:
 - Securing the application;

- Requirements for participants;
 - Certificate of material and technical resources;
 - Human resources;
 - The plan for the distribution of volumes between the participant in the procurement procedure and subcontractors;
 - Certificate of experience of fulfilled contracts;
 - Delivery schedule.
- 8) Included in the price offer:
- Summary table of the costs.

6.2. Consideration of the first part of the application

- 1) At this stage, the Organizer's Commission considers the first part of the application for compliance with the requirements of the goods supplied, work performed, and services rendered, which are the subject of purchase in accordance with the requirements of the purchase documentation.
- 2) During the review, the Commission may decide to send a clarification request to the participant to clarify the provisions of the application (item 4).
- 3) Based on the results of consideration of the first parts, the Commission makes either a decision to allow participation in the further stage of the procedure, or to refuse admission.
- 4) The result of reviewing the first part of the application can be viewed in the protocol.
- 5) To view the protocol, go to the procedures registry section in your Merchant profile and select the one you need in the list, then select «Protocols» in the list of actions (Figure 39).



Registry No	AI	Organizer	Name	Customer	Applications	Acceptance of ag	Amount	Status	Operations
ATOM2315200009		sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS agreement	saneiz		10/23/2020 5:59 PM	RUB 1,200.00	Summarizing	
ATOM2315200007		sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS agreement	saneiz		10/23/2020 15:49	RUB 1,200.00	Summarizing	
ATOM2215200005		zasov22	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS agreement	saneiz		10/22/2020 18:56	RUB 1,200.00	Summarizing	

Figure 39

- 6) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the Protocol (Figure 40).



Application consideration protocols	
Protocol_consideration_2_parts.txt	size 17 b, number: pr160432378159616, added 02.11.2020 [GMT +3]
Protokol_rassmotreniya.txt	size 17 b, number: pr160432318183172, added 02.11.2020 [GMT +3]
Quotation matching protocols	
Matching_ATOM02112000024.rtf	size 8.04 kb, added on 02.11.2020 [GMT +3]

Figure 40

6.3. Submitting additional quotations

Attention! When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 1) The «Submission of additional price offers» stage is optional and is carried out in the procedure if the organizer has specified this stage.
- 2) The stage begins after the publication of the protocol of consideration of the first parts of applications.

Note 2. The stage is held even if a single application is accepted

- 3) During this stage, you can improve your price offer.
- 4) The duration of the stage is 3 hours.
- 5) The start time of the stage is set immediately after the publication of the protocol of consideration of the first parts of applications, which can be viewed on the notification form. The time is displayed according to your local time zone installed on your computer (Figure 41).

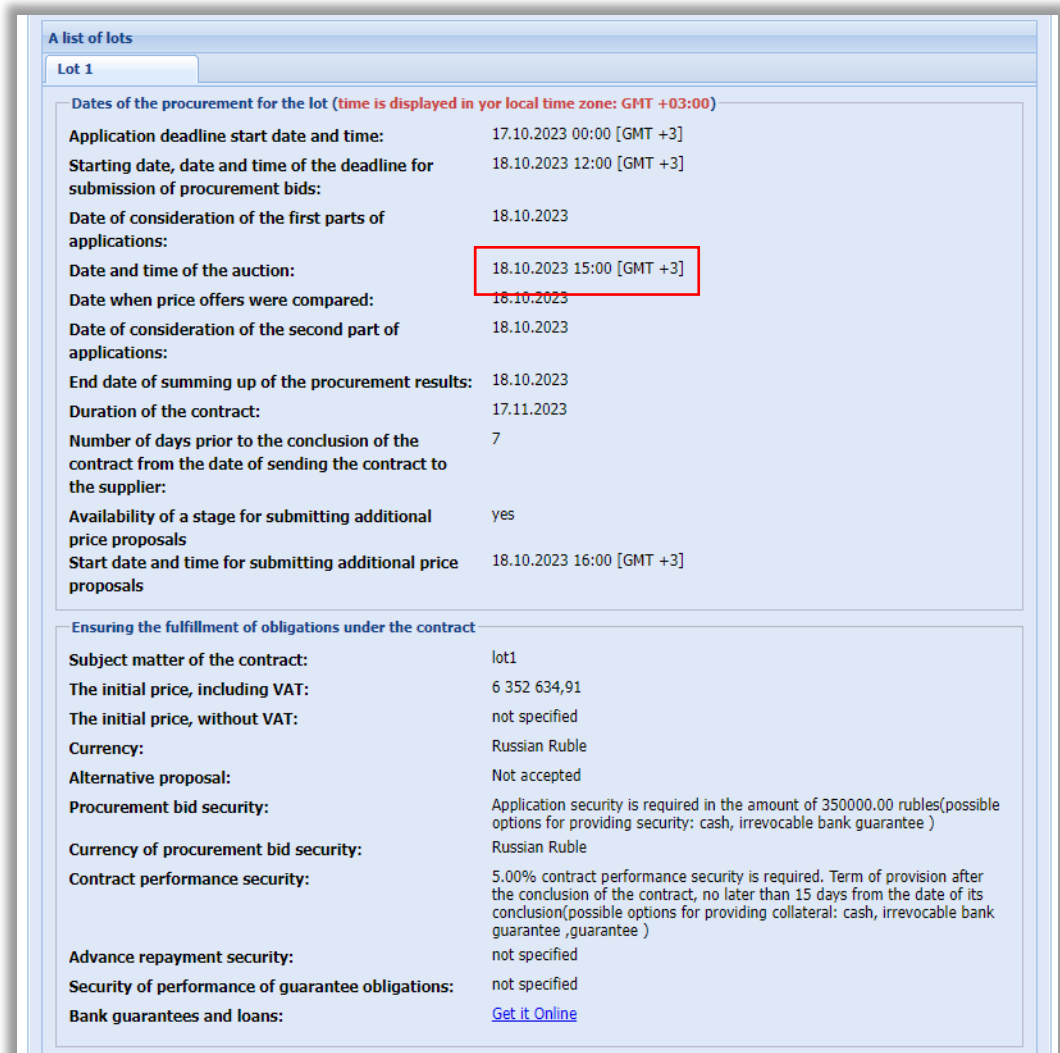


Figure 41

- 6) After the additional price offer submission stage is completed, the ETP automatically generates and publishes a protocol for comparing price offers.
- 7) To view the published protocol, go to the procedures registry section in your Personal dashboard and select the one you need in the list, then select «Protocols» in the list of actions (Figure 42).

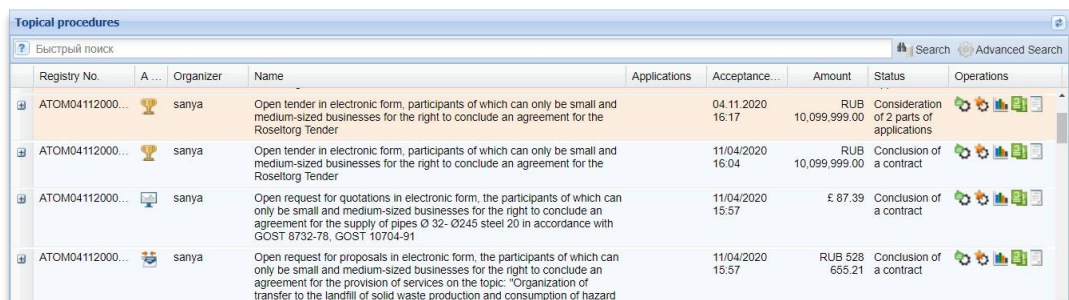


Figure 42

- 8) On the protocol form that opens, in the «Quotation matching protocols» section, you will be able to view and download the protocol (Figure 43).

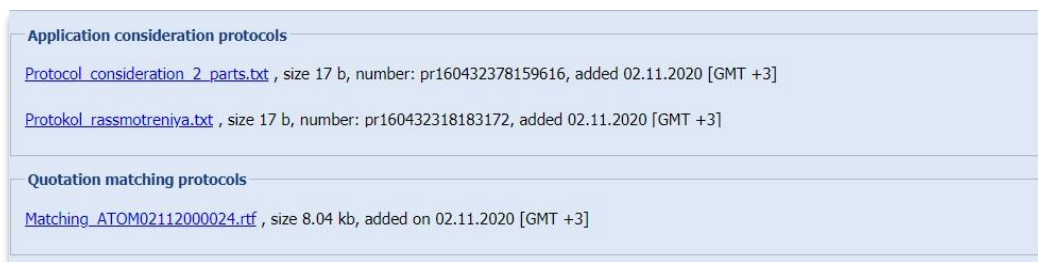
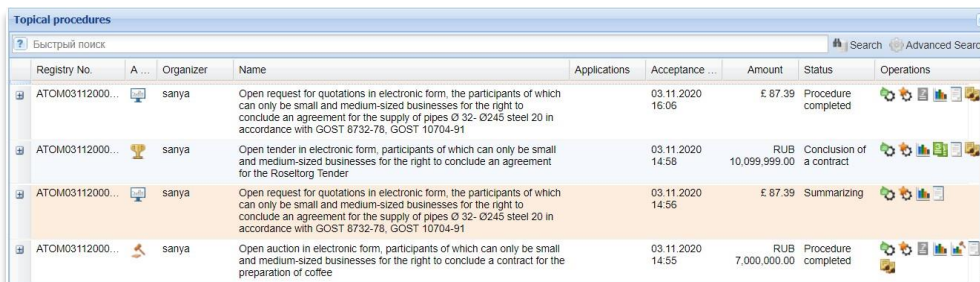


Figure 43

6.4. Consideration of the second part of the application

- 1) The stage «Consideration of the second parts of bids» is held after the publication of the Protocol of consideration of the first parts or after the publication of the Protocol of comparison of additional price offers.
- 2) At this stage, the Organizer's Commission considers the second part of the application for compliance of information about the participants themselves in accordance with the requirements of the procurement documentation.
- 3) During the review, the Commission may decide to send a clarification request to the participant to clarify the provisions of the application (item 4).
- 4) Based on the results of consideration of the second parts, the Commission makes either a decision to allow participation in the further stage of the procedure, or to refuse admission.
- 5) The result of consideration of the application can be viewed in the Protocol.
- 6) To view the published protocol, go to the procedures registry section in your Personal dashboard and select the one you need in the list, then select «Protocols» in the list of actions (Figure 44).



Registry No.	A ...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
ATOM03112000...		sanya	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32- Ø245 steel 20 in accordance with GOST 8732-78, GOST 10704-91		03.11.2020 16:06	£ 87.39	Procedure completed	
ATOM03112000...		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Rosetorg Tender		03.11.2020 14:58	RUB 10,059,999.00	Conclusion of a contract	
ATOM03112000...		sanya	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32- Ø245 steel 20 in accordance with GOST 8732-78, GOST 10704-91		03.11.2020 14:56	£ 87.39	Summarizing	
ATOM03112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee		03.11.2020 14:55	RUB 7,000,000.00	Procedure completed	

Figure 44

- 7) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the Protocol (Figure 45).

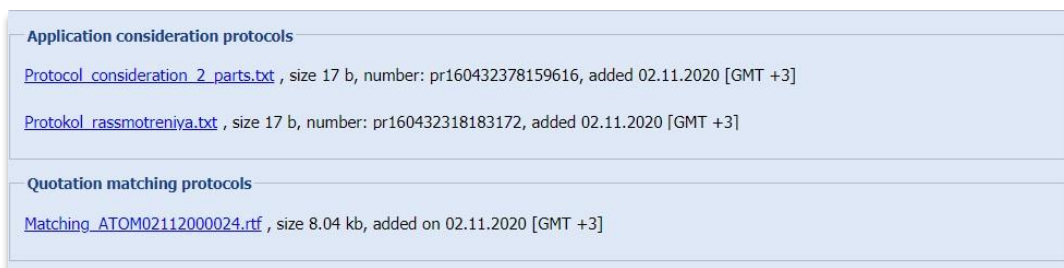
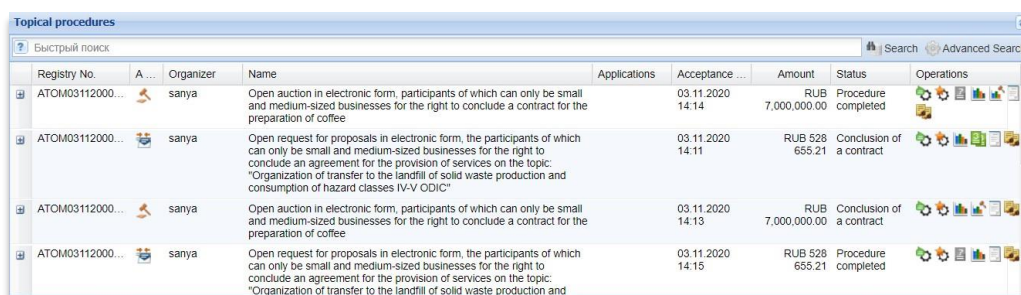


Figure 45

6.5. Summarizing

- 1) The «Summarizing» stage is held after the publication of the protocol of consideration of the second parts of applications.
- 2) At this stage o, the organizer's Commission selects the winner of the procurement procedure, assigning each participant a place.
- 3) During the summarizing stage, you cannot reject applications.
- 4) If during the examination of the second part admitted 1 application, then published the protocol of consideration of the second parts and the procedure moves on to summarizing the results and published the results report indicating the decision on entering/not entering into a contract with the sole member.
- 5) Based on the results of the reviewed applications, a summary report is formed and published.
- 6) To view the published protocol, go to the procedures registry section in your Personal dashboard and select the one you need in the list, then select «Protocols» in the list of actions (Figure 46).



Registry No.	A ...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
ATOM03112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee		03.11.2020 14:14	RUB 7,000,000.00	Procedure completed	
ATOM03112000...		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODIIC"		03.11.2020 14:11	RUB 528 655.21	Conclusion of a contract	
ATOM03112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee		03.11.2020 14:13	RUB 7,000,000.00	Conclusion of a contract	
ATOM03112000...		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODIIC"		03.11.2020 14:15	RUB 528 655.21	Procedure completed	

Figure 46

- 7) On the protocol form that opens, in the «Summing-up minutes» section, you will be able to view and download the protocol (Figure 47).

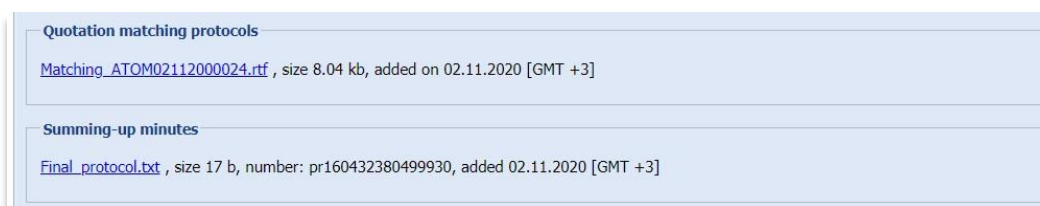



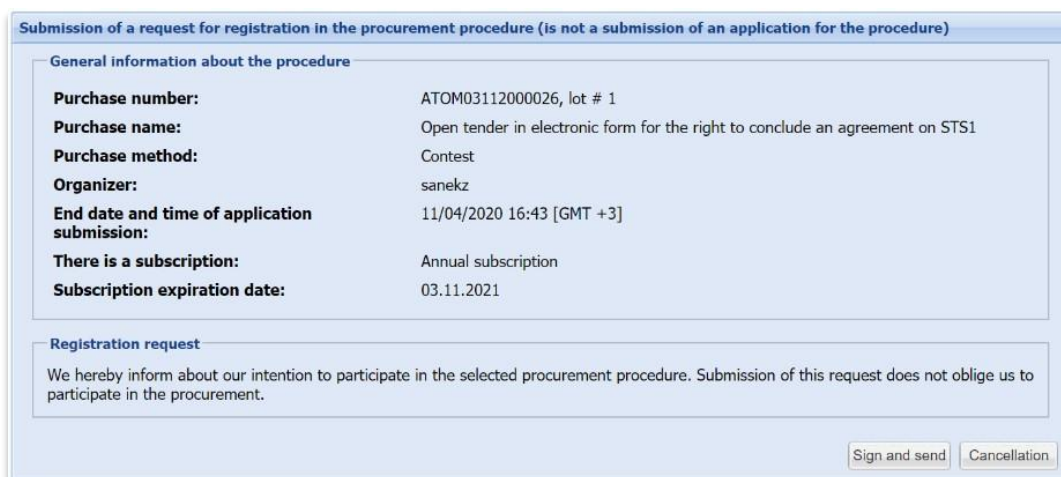
Figure 47

7. STAGES OF THE REQUEST FOR PROPOSALS FOR SMALL AND MEDIUM-SIZED BUSINESSES

7.1. Submission of application

Attention! When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 1) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 2) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.
- 3) To submit a registration request in the list of actions under the procedure, click on the button  and on the request form (Figure 48) click on the «Sign and forward» button and use the item instance certificate to sign the request.




General information about the procedure	
Purchase number:	ATOM03112000026, lot # 1
Purchase name:	Open tender in electronic form for the right to conclude an agreement on STS1
Purchase method:	Contest
Organizer:	sanez
End date and time of application submission:	11/04/2020 16:43 [GMT +3]
There is a subscription:	Annual subscription
Subscription expiration date:	03.11.2021

Registration request

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

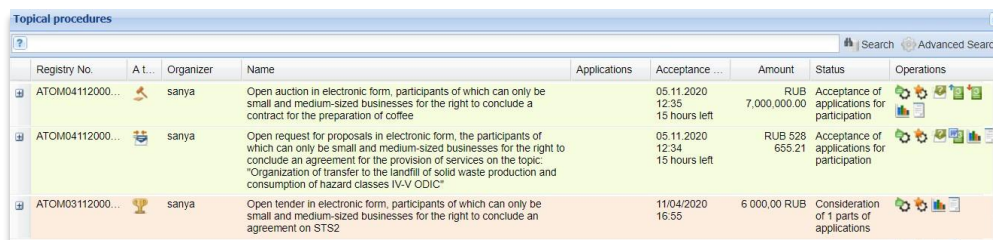
Figure 48

- 4) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 5) The organizer assigns the list of forms that are included in each part of the application at the stage of publication of the notification (For more details about working with an application, see paragraph 12 of this document).
- 6) The first part of the application may contain the following forms:
 - Participant's application form part 1; –
 - Technical proposal;
 - Product requirements.
- 7) The second part of the application may include the following forms:

- Part 2 application for participation;
 - Securing the application;
 - Certificate of material and technical resources;
 - Human resources;
 - The plan for the distribution of volumes between the participant in the procurement procedure and subcontractors;
 - Certificate of experience of fulfilled contracts;
 - Delivery schedule.
- 8) Included in the price offer:
- Summary table of the costs.

7.2. Consideration of the first part of the application

- 1) At this stage, the Organizer's Commission considers the first part of the application for compliance with the requirements of the goods supplied, work performed, and services rendered, which are the subject of purchase in accordance with the requirements of the purchase documentation.
- 2) During the review, the Commission may decide to send a clarification request to the participant for clarification of the application's provisions (item 4).
- 3) Ha Based on the results of consideration of the first parts, the Commission makes either a decision to allow participation in the further stage of the procedure, or to refuse admission.
- 4) The result of reviewing the first part of the application can be viewed in the protocol.
- 5) To view the protocol, go to the procedures registry section in your Merchant profile and select the one you need in the list, then select «Protocols» in the list of actions (Figure 49).



Registry No.	A t...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
ATOM04112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee		05.11.2020 12:35 15 hours left	RUB 7,000,000.00	Acceptance of applications for participation	
ATOM04112000...		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODDIC"		05.11.2020 12:34 15 hours left	RUB 528 655.21	Acceptance of applications for participation	
ATOM03112000...		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement on STS2		11/04/2020 16:55	6 000,00 RUB	Consideration of 1 parts of applications	

Figure 49

- 6) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (Figure 50).

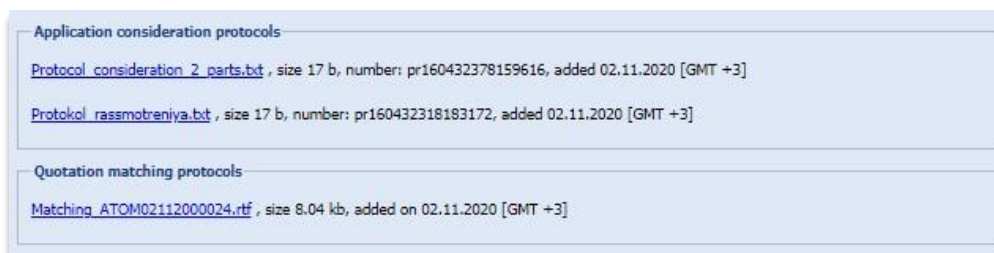
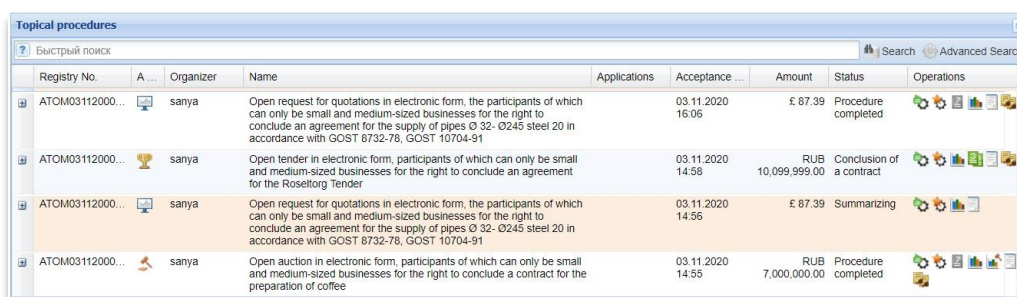


Figure 50

7.3. Consideration of the second part of the application

- 1) The stage «Consideration of the second parts of applications» is held after the publication of the Protocol of consideration of the first parts.
- 2) At this stage, the Organizer's commission considers the second part and the price part of the application for compliance with the information about the participants themselves in accordance with the requirements of the procurement documentation.
- 3) During the review, the Commission may decide to send a clarification request to the participant for clarification of the application's provisions (item 4).
- 4) Based on the results of consideration of the second parts, the Commission makes either a decision to allow participation in the further stage of the procedure, or to refuse admission.
- 5) The result of consideration of the application can be viewed in the Protocol.
- 6) To view the published protocol, go to the procedures registry section in your Personal dashboard and select the one you need in the list, then select «Protocols» in the list of actions (Figure 51).



Registry No.	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
ATOM03112000...	sanya	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32- Ø245 steel 20 in accordance with GOST 8732-78, GOST 10704-91	03.11.2020 16:05		£ 87.39	Procedure completed	
ATOM03112000...	sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Rosetorg Tender	03.11.2020 14:58		RUB 10,099,999.00	Conclusion of a contract	
ATOM03112000...	sanya	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32- Ø245 steel 20 in accordance with GOST 8732-78, GOST 10704-91	03.11.2020 14:55		£ 87.39	Summarizing	
ATOM03112000...	sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee	03.11.2020 14:55		RUB 7,000,000.00	Procedure completed	

Figure 51

- 7) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (Figure 52).

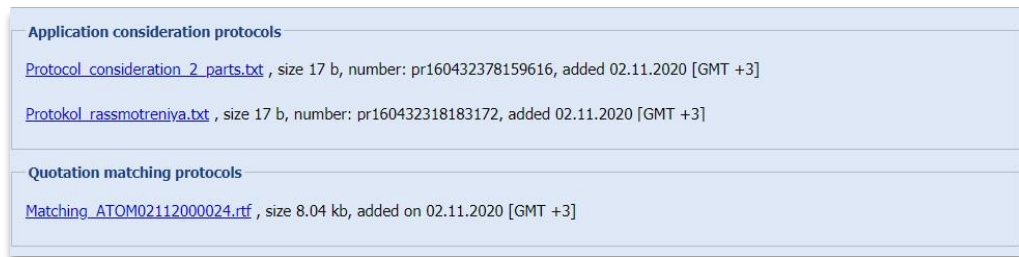
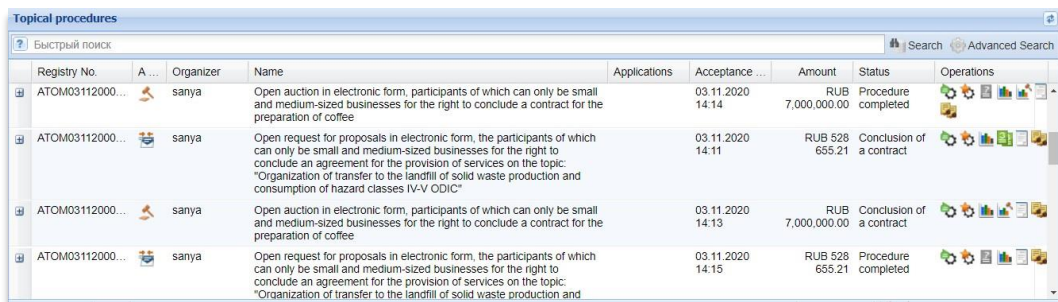


Figure 52

7.4. Summarizing

- 1) The «Summarizing» stage is held after the publication of the Protocol of consideration of the second parts of applications.
- 2) At this stage, the organizer's Commission selects the winner of the procurement procedure, assigning each participant a place.
- 3) During the summarizing stage, you cannot reject applications.
- 4) If during the examination of the second part admitted 1 application, then published the Protocol of consideration of the second parts and the procedure moves on to summarizing the results and published the results report indicating the decision on entering/not entering into a contract with the sole member.
- 5) Based on the results of the reviewed applications, a summary report is formed and published.
- 6) To view the published Protocol, go to the procedures registry section in your Personal dashboard and select the one you need in the list, then select «Protocols» in the list of actions (Figure 53).



Registry No.	A...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
ATOM03112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee		03.11.2020 14:14	RUB 7,000,000.00	Procedure completed	
ATOM03112000...		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODIC"		03.11.2020 14:11	RUB 528 655.21	Conclusion of a contract	
ATOM03112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee		03.11.2020 14:13	RUB 7,000,000.00	Conclusion of a contract	
ATOM03112000...		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODIC"		03.11.2020 14:15	RUB 528 655.21	Procedure completed	

Figure 53

- 7) On the protocol form that opens, in the «Summing-up minutes» section, you will be able to view and download the protocol (Figure 54).

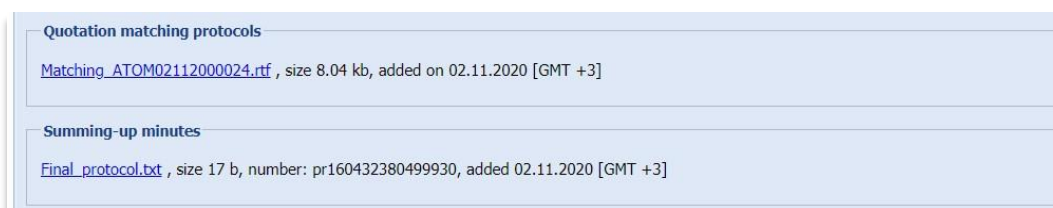



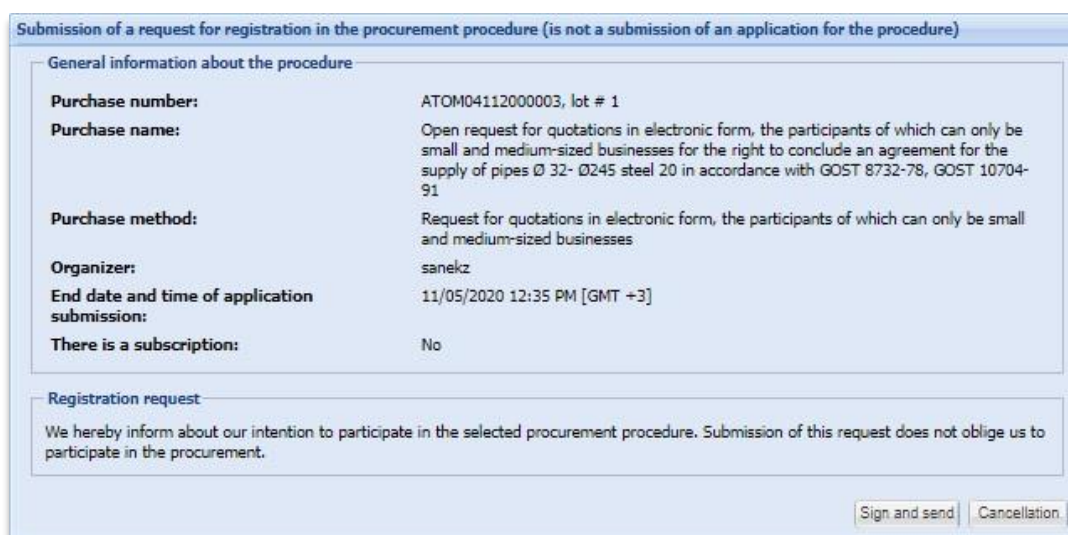
Figure 54

8. STAGES OF THE REQUEST FOR QUOTATION FOR SMALL AND MEDIUM-SIZED BUSINESSES

8.1. Submission of application

Attention! When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 1) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 2) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.
- 3) To submit a registration request in the list of actions for the procedure, click on the button  and on the request form (Figure 55) click on the «Sign and submit» button and use the item instance certificate to sign the request.




General information about the procedure	
Purchase number:	ATOM04112000003, lot # 1
Purchase name:	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32- Ø245 steel 20 in accordance with GOST 8732-78, GOST 10704-91
Purchase method:	Request for quotations in electronic form, the participants of which can only be small and medium-sized businesses
Organizer:	sane kz
End date and time of application submission:	11/05/2020 12:35 PM [GMT +3]
There is a subscription:	No

Registration request

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

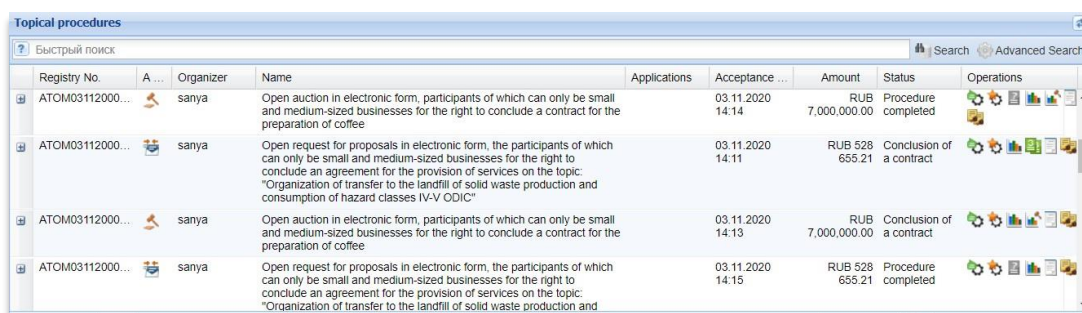
Figure 55

- 4) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 5) The list of forms that are included in each part of the application is assigned by the organizer at the stage of publication of the notification (For more details about working with an application, see paragraph 12 of this document).
- 6) The main part of the application may include the following forms:
 - The main part of the application for participation;
 - Technical proposal;

- Product requirements;
 - Requirements for participants;
 - Distribution plan;
 - Delivery schedule;
 - Certificate of experience of fulfilled contracts;
 - Securing the application.
- 7) Included in the price part of the application:
- Summary table of the costs.

8.2. Summarizing

- 1) The « Summarizing» stage is held after the deadline for accepting applications for participation.
- 2) At this stage, the organizer's commission selects the winner of the procurement procedure, assigning a place to each participant.
- 3) During consideration, the commission may decide to send a clarifying request to the participant for clarification of the provisions of the application (item 4).
- 4) Based on the results of the considered applications, a summary protocol is formed and published.
- 5) To view the published protocol, go to the section of the register of procedures in the Personal Account and select the one you need in the list, then select «Protocols» in the list of actions (Figure 56).



Registry No.	A...	Organizer	Name	Applications	Acceptance...	Amount	Status	Operations
ATOM03112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee		03.11.2020 14:14	RUB 7,000,000.00	Procedure completed	
ATOM03112000...		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODIC"		03.11.2020 14:11	RUB 528 655.21	Conclusion of a contract	
ATOM03112000...		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee		03.11.2020 14:13	RUB 7,000,000.00	Conclusion of a contract	
ATOM03112000...		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODIC"		03.11.2020 14:15	RUB 528 655.21	Procedure completed	

Figure 56

- 6) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (Figure 57).

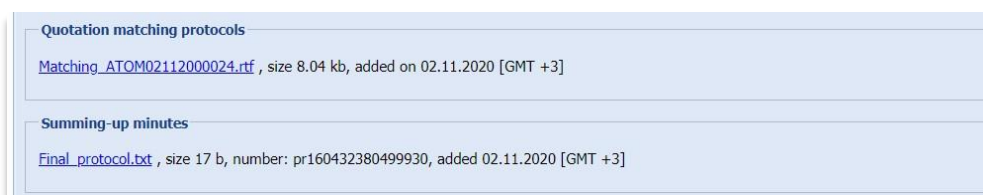
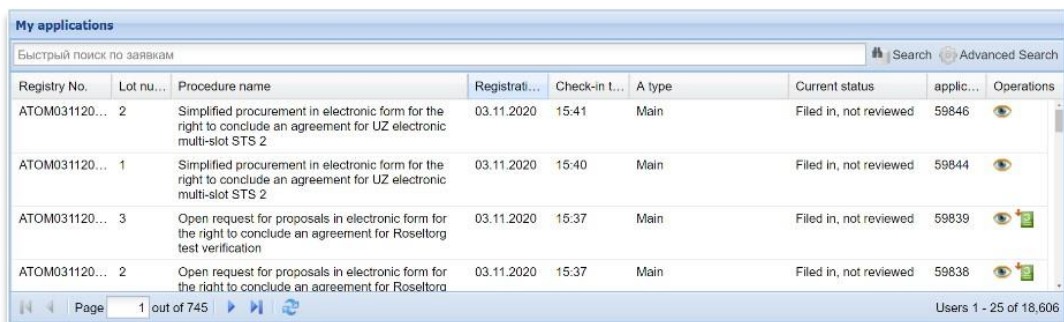


Figure 57

9. EDITING AND REVOKING A REQUEST

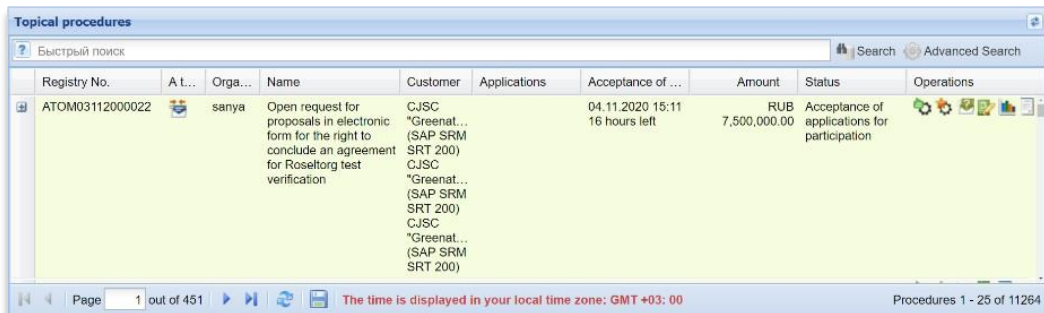
- 1) When conducting the procurement procedure, the organizer may make changes to the notification and documentation on the procedure before the deadline for accepting applications.
- 2) In this case, or for other reasons, the participant may adjust the previously submitted application, or refuse to participate.
- 3) To edit an application or cancel participation, you need to find the procedure and perform the withdrawal of the application in the list of actions.
- 4) After that, the request will go to the «Filed in, not reviewed» status then you will be able to correct your request (Figure 58).



Registry No.	Lot nu...	Procedure name	Registrati...	Check-in t...	A type	Current status	applic...	Operations
ATOM031120...	2	Simplified procurement in electronic form for the right to conclude an agreement for UZ electronic multi-slot STS 2	03.11.2020	15:41	Main	Filed in, not reviewed	59846	
ATOM031120...	1	Simplified procurement in electronic form for the right to conclude an agreement for UZ electronic multi-slot STS 2	03.11.2020	15:40	Main	Filed in, not reviewed	59844	
ATOM031120...	3	Open request for proposals in electronic form for the right to conclude an agreement for Roselorg test verification	03.11.2020	15:37	Main	Filed in, not reviewed	59839	
ATOM031120...	2	Open request for proposals in electronic form for the right to conclude an agreement for Roselorg	03.11.2020	15:37	Main	Filed in, not reviewed	59838	

Figure 58

- 5) To make changes to the request, select the «Change request» action (Figure 59).



Registry No.	A t...	Orga...	Name	Customer	Applications	Acceptance of ...	Amount	Status	Operations
ATOM03112000022		sanya	Open request for proposals in electronic form for the right to conclude an agreement for Roselorg test verification	CJSC "Greenat... (SAP SRM SRT 200) CJSC "Greenat... (SAP SRM SRT 200) CJSC "Greenat... (SAP SRM SRT 200)		04.11.2020 15:11 16 hours left	RUB 7,500,000.00	Acceptance of applications for participation	

Figure 59

10. REFUSAL TO PERFORM THE PROCEDURE

- 1) The customer has the right to refuse to conduct the procedure before the deadline for accepting applications.

11. OTHER REQUESTS

11.1. Explanation of the reasons for refusal of admission

- 1) Any participant has the right to send a request to the organizer for an explanation of the reasons for refusing admission to participate in the subsequent stages of the procedure.
- 2) To submit a request, find the procedures and select «Submit a request for clarification of the reasons for refusal of admission» in the list of actions (Figure 60).

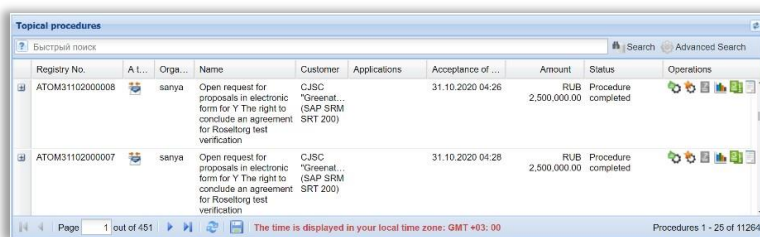
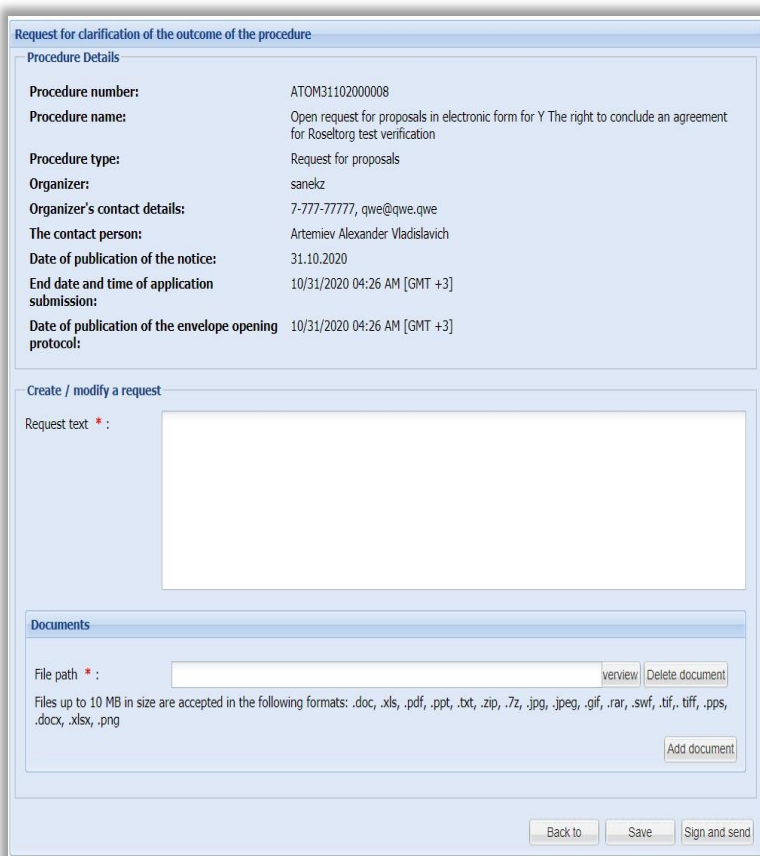


Figure 60

- 3) Fill out the request form and attach the necessary documents (Figure 61).



Request for clarification of the outcome of the procedure

Procedure Details

Procedure number: ATOM3110200008
Procedure name: Open request for proposals in electronic form for Y The right to conclude an agreement for Roselorg test verification
Procedure type: Request for proposals
Organizer: sanez
Organizer's contact details: 7-777-77777, qve@qve.qve
The contact person: Artemiev Alexander Vladislavich
Date of publication of the notice: 31.10.2020
End date and time of application submission: 10/31/2020 04:26 AM [GMT +3]
Date of publication of the envelope opening protocol: 10/31/2020 04:26 AM [GMT +3]

Create / modify a request

Request text * :

Documents

File path * :

Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png

Figure 61

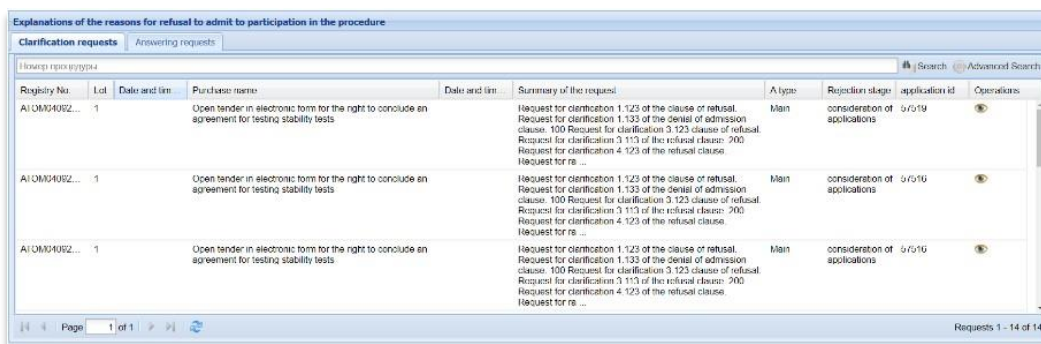
- 4) To send a request, select the «Sign and send» and in the data confirmation form that opens (Figure 62) read the information carefully contained in the text field.



Figure 62


- 5) If all the specified data is correct, click on the «Sign» button and click on the «Yes» button in the window that opens, next, select the registered electronic signature certificate, which was uploaded to your personal account and click on the «OK» button. You will see a message about the successful publication of the protocol on the ETP.
- 6) Additionally, the ETP provides the ability to view the request to do this, select the item «Applications for participation – Requests for clarification of reasons for denial of admission» in the main menu. As a result, the page «Explanations of the reasons for refusal to admit to participation in the procedure» (Figure 63), consisting of sections:

- Clarification requests — displays a list of all requests;
- Answering requests — displays a list of all responses to queries.



Registry No.	Lot	Date and time	Purchase name	Date and time	Summary of the request	A type	Rejection stage	application id	Operations
AI0MD40E2...	1		Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.123 of the clause of refusal. Request for clarification 1.133 of the denial of admission clause. 100 Request for clarification 3.123 clause of refusal. Request for clarification 3.113 of the refusal clause. 200 Request for clarification 4.123 of the refusal clause. Request for re ...	Main	consideration of applications	6/6/19	
AI0MD40E2...	1		Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.123 of the clause of refusal. Request for clarification 1.133 of the denial of admission clause. 100 Request for clarification 3.123 clause of refusal. Request for clarification 3.113 of the refusal clause. 200 Request for clarification 4.123 of the refusal clause. Request for re ...	Main	consideration of applications	6/6/19	
AI0MD40E2...	1		Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.123 of the clause of refusal. Request for clarification 1.133 of the denial of admission clause. 100 Request for clarification 3.123 clause of refusal. Request for clarification 3.113 of the refusal clause. 200 Request for clarification 4.123 of the refusal clause. Request for re ...	Main	consideration of applications	6/6/19	

Figure 63

- 7) By clicking the button  in the «Operations» column a request viewing form opens (Figure 64).

Request for clarification of the reasons for refusal to admit to participation in the procedure

Procedure Details

Procedure number: ATOM21012000006

Procedure name: Open request for proposals in electronic form for the right to conclude an agreement for Roseltorg test verification

Procedure type: Request for proposals

Organizer: sanekz

Organizer's contact details: 7-777-77777, qwe@qwe.qwe

The contact person: Zeratul Sanyok

Date of publication of the notice: 01/21/2020

End date and time of application submission: 01/21/2020 00:00 [GMT +3]

Date of publication of the envelope opening protocol: 01/21/2020 00:00 [GMT +3]

Request text

Request text: What's wrong?

Documents attached to the request: 1) [fox.JPG](#)

Figure 64

- 8) To view the response to the request in the main menu, select the item «Applications for participation – Requests for clarification of reasons for denial of admission» - the «Answering requests» tab.

11.2. Explanation of the procedure results

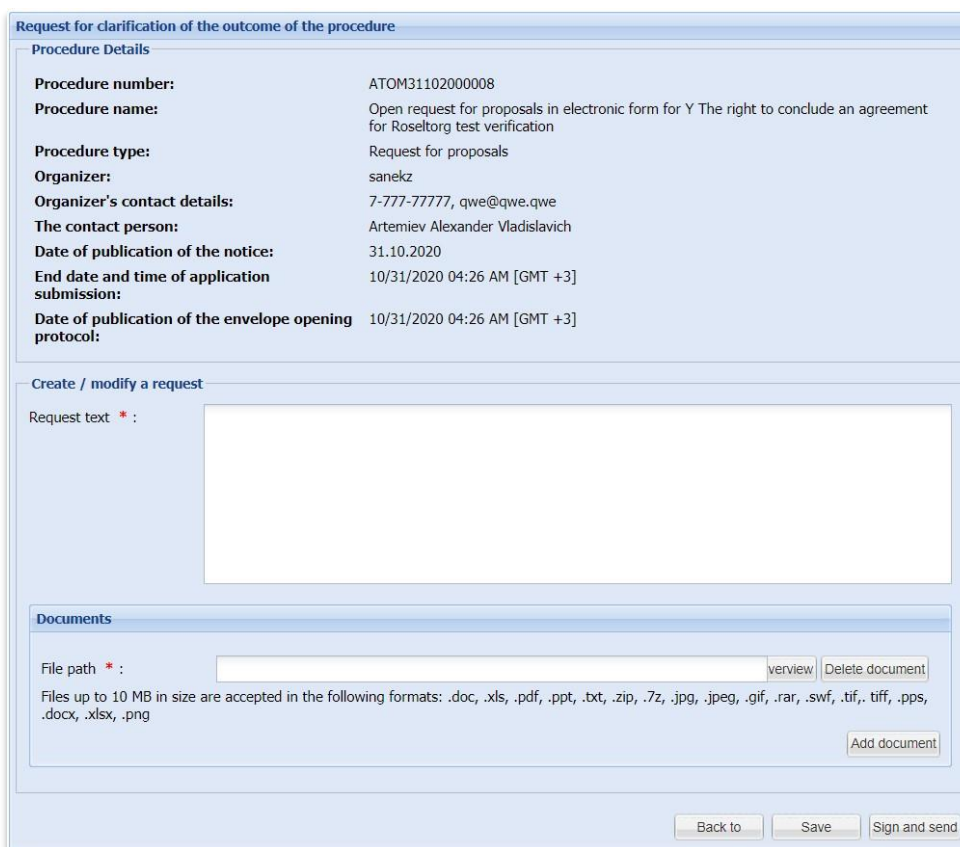
- 1) Any participant has the right to send a request to the organizer for clarification of the results of the procedure.
- 2) To submit a request, find the procedures and select «Submit a request for clarification of the results of the procedure» in the list of actions (Figure 65).

Topical procedures									
Registry No.	A t...	Orga...	Name	Customer	Applications	Acceptance of ...	Amount	Status	Operations
ATOM31102000008		sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)		31.10.2020 04:26	RUB 2,500,000.00	Procedure completed	
ATOM31102000007		sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)		31.10.2020 04:28	RUB 2,500,000.00	Procedure completed	

Procedures 1 - 25 of 11264

Figure 65

- 3) Fill out the request form and attach the necessary documents (Figure 66).



Request for clarification of the outcome of the procedure

Procedure Details

Procedure number:	ATOM31102000008
Procedure name:	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification
Procedure type:	Request for proposals
Organizer:	sanez
Organizer's contact details:	7-777-77777, qwe@qwe.qwe
The contact person:	Artemiev Alexander Vladislavich
Date of publication of the notice:	31.10.2020
End date and time of application submission:	10/31/2020 04:26 AM [GMT +3]
Date of publication of the envelope opening protocol:	10/31/2020 04:26 AM [GMT +3]

Create / modify a request

Request text * :

Documents

File path * :

Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png

Figure 66

- 4) To send a request, select the «Sign and send» and in the data confirmation form that opens (Figure 67) read the information carefully contained in the text field.



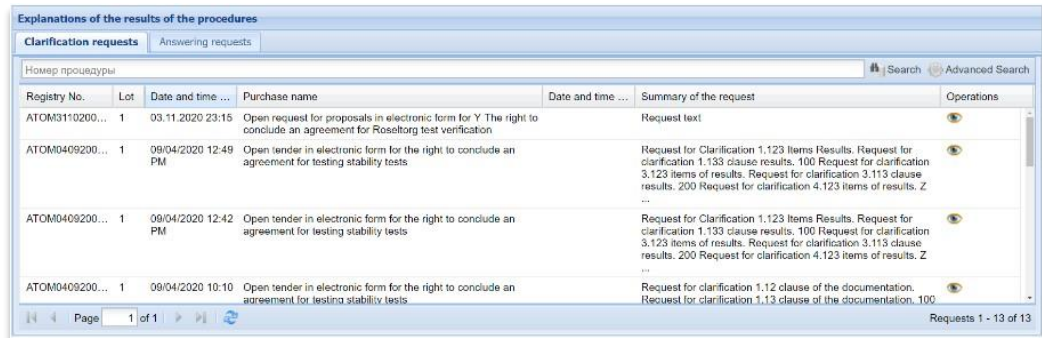
Reread and check the signed data carefully

Текст запроса: Request text
 Прилагаемые документы (1 файл):
 1) 123.jpg (контрольная сумма ГОСТ Р 34.11-94 2c4e95bfff7cfd33b8e4d1c9e60f9a2fb8a3442bc614385da0292a9b9db2ad40, размер 71,07 кб).

Figure 67


- 5) If all the specified data is correct, click on the «Sign» button and click on the «Yes» button in the window that opens, next, select the registered electronic signature certificate, which was uploaded to your personal account and click on the «OK» button. You will see a message about the successful publication of the Protocol on the ETP.
- 6) Additionally, the ETP provides the ability to view a request for clarification of the procedure results to do this, select the item «Procedures – Explanations of the results of the procedures» in the main menu. As a result, the «explanations of the

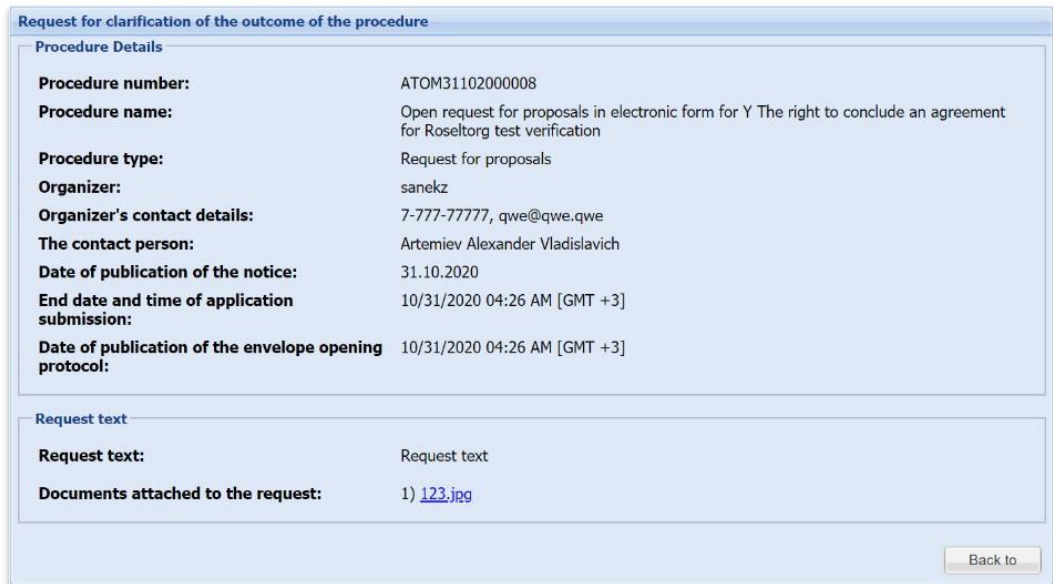
results of the procedure» page will be displayed «Clarification requests» tab (Figure 68).



Registry No.	Lot	Date and time ...	Purchase name	Date and time ...	Summary of the request	Operations
ATOM3110200...	1	03/11/2020 23:15	Open request for proposals in electronic form for Y The right to conclude an agreement for Roselorg test verification		Request text	
ATOM0409200...	1	09/04/2020 12:49 PM	Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for Clarification 1.123 Items Results. Request for clarification 1.133 clause results. 100 Request for clarification 3.123 items of results. Request for clarification 3.113 clause results. 200 Request for clarification 4.123 items of results. Z ...	
ATOM0409200...	1	09/04/2020 12:42 PM	Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for Clarification 1.123 Items Results. Request for clarification 1.133 clause results. 100 Request for clarification 3.123 items of results. Request for clarification 3.113 clause results. 200 Request for clarification 4.123 items of results. Z ...	
ATOM0409200...	1	09/04/2020 10:10	Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.12 clause of the documentation. Request for clarification 1.13 clause of the documentation. 100	

Figure 68

- 7) Clicking the button  in the «Operations» column opens a request viewing form (Figure 69).



Request for clarification of the outcome of the procedure

Procedure Details

Procedure number: ATOM31102000008

Procedure name: Open request for proposals in electronic form for Y The right to conclude an agreement for Roselorg test verification

Procedure type: Request for proposals

Organizer: sanekz

Organizer's contact details: 7-777-77777, qwe@qwe.qwe

The contact person: Artemiev Alexander Vladislavich

Date of publication of the notice: 31.10.2020

End date and time of application submission: 10/31/2020 04:26 AM [GMT +3]

Date of publication of the envelope opening protocol: 10/31/2020 04:26 AM [GMT +3]

Request text

Request text: Request text




Documents attached to the request: 1) [123.jpg](#)

[Back to](#)

Figure 69

- 8) To view the response to a request in the main menu, select the item «Procedures – Explanations of the results of the procedures», the «Answering requests» tab.

12. APP 1. APPLICATION FORM

- 1) To apply for participation in the list of steps for the procedure, click on the button . The application form will open. In the «Tax system» block, by default, the value that was selected when you first entered the form is displayed. To edit, click on the dropdown list and select the option you want.
- 2) In the block «Structured application forms» fill in the forms, for this click on the button «Fill in the form» opposite the corresponding name of the form. The form filling page will open. For more information on filling out forms, see paragraph 13 of this document.
- 3) The block «Price offer» contains the price calculated on the basis of the attached form of the summary table of costs. When the data in the form changes, the price will change. In the «Purchase requisition documents» block, fill in the «Document description» field, then click the «Select and upload file» button and attach the document in the form that opens. To delete a document, click the button . In the confirmation window that opens, click «Yes» (Figure 70). To add a document to the file storage of your personal account, click the button . In the confirmation window that opens, click «Yes» (Figure 71). 4) After filling in the data, click on the «Apply» button on the application form.

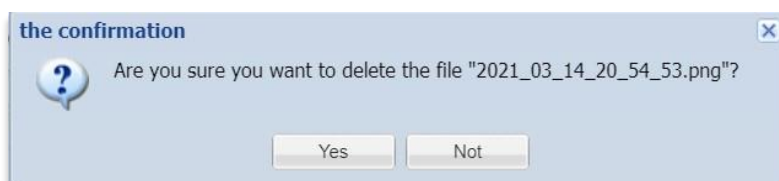


Figure 70

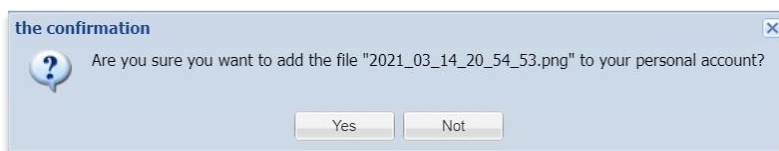


Figure 71

13. APP 2. STRUCTURAL APPLICATION FORMS

13.1. Product requirements, requirements for participants

- 1) To fill in the requirements for products or requirements for participants on the form «Application for participation in the procedure», in the block «Structured application forms» in the appropriate field, click on the button «Fill in the form» (Figure 72).

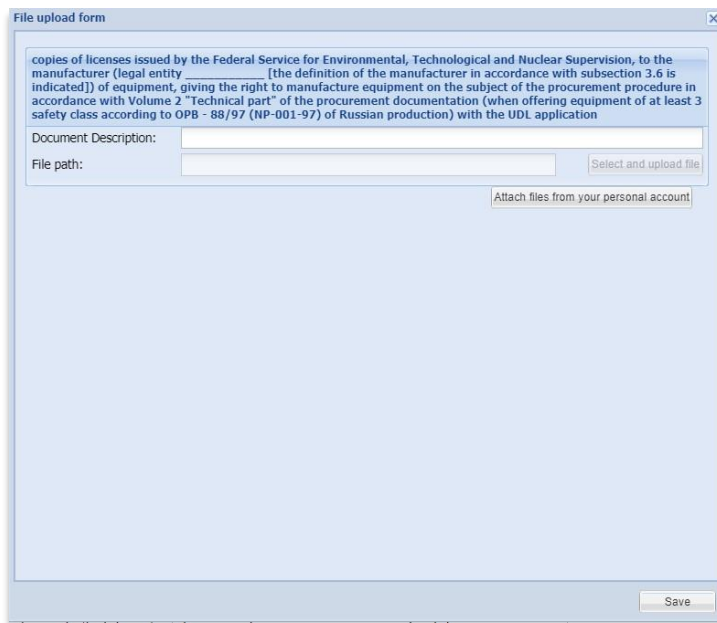
Figure 72

- 2) In the form that opens, the corresponding requirements are displayed, as well as a description of the documents confirming compliance with the established requirements (Figure 73). In the «Confirmation of compliance with the requirement», the participant attaches a file.

Application for participation in the procedure		
Requirements for participants	Documents confirming compliance with the established requirements	Confirmation of compliance with the requirement
The warranty period for the offered equipment is not less than ____ months	Product requirement documents	<p>Also, to confirm the requirement, you can upload the file:</p> <p>Upload file  <input type="button" value="select a file"/></p>
Equipment offered for delivery of at least 3 safety class according to OPB - 88/97 (NP-001-97) of Russian production must be manufactured at enterprises that have:	Product requirement documents	<p>Also, to confirm the requirement, you can upload the file:</p> <p>Upload file  <input type="button" value="select a file"/></p>
licenses valid at the time of opening access to applications (if the validity period has expired due to the postponement of the deadline for submission of applications - valid at the time of the deadline for filing applications originally set in the notice of the procurement procedure and this procurement documentation), issued by the Federal Environmental Service, technological and nuclear supervision, the manufacturer (legal entity in accordance with subsection 3.6) of equipment, giving the right to manufacture equipment on the subject of the procurement procedure in accordance with Volume 2 "Technical part" of the procurement documentation	copies of licenses issued by the Federal Service for Environmental, Technological and Nuclear Supervision, to the manufacturer (legal entity _____ [the definition of the manufacturer in accordance with subsection 3.6 is indicated]) of equipment, giving the right to manufacture equipment on the subject of the procurement procedure in accordance with Volume 2 "Technical part" of the procurement documentation (when offering equipment of at least 3 safety class according to OPB - 88/97 (NP-001-97) of Russian production) with the UDL application	<p>Also, to confirm the requirement, you can upload the file:</p> <p>Upload file  <input type="button" value="select a file"/></p>
Equipment offered for delivery of at least 3 safety class according to OPB - 88/97 (NP-001-97) of Russian design must be designed at enterprises that have:	Product requirement documents	<p>Also, to confirm the requirement, you can upload the file:</p> <p>Upload file  <input type="button" value="select a file"/></p>
licenses valid at the time of opening access to applications (if the validity period has expired due to the postponement of the deadline for submission of applications - valid at the time of the deadline for submission of applications originally set in the notice of the procurement procedure and this procurement documentation), issued by the Federal Environmental Service, technological and nuclear supervision, the developer (legal entity _____ [the developer's term is indicated], to the legal entity developing the equipment, or the legal entity coordinating the work of the performers of the development components and responsible for the development of equipment as a whole]), equipment, giving the right to design equipment on the subject of the procurement procedure in accordance with Volume 2 "Technical part" of the procurement documentation	copies of licenses issued by the Federal Service for Environmental, Technological and Nuclear Supervision, to the developer (to the legal entity _____ [the developer's term is indicated], to the legal entity developing the equipment, or the legal entity coordinating the work of the performers of the development components and responsible for the development of equipment as a whole]), equipment, giving the right to design equipment on the subject of the procurement procedure in accordance with Volume 2 "Technical part" of the procurement documentation (if equipment is offered at least 3 safety class according to OPB - 88/97 (NP-001-97) of Russian design) with the UDL attachment	<p>Also, to confirm the requirement, you can upload the file:</p> <p>Upload file  <input type="button" value="select a file"/></p>
In the case of the supply of imported goods and / or the use of imported equipment, component materials and semi-finished products as part of the supplied goods, the requirements of NP-071-06 "Rules for assessing the conformity of equipment, components, materials and semi-finished products supplied to nuclear facilities" must be met taking into account the requirements of RD 03-36-2002 "Terms of delivery of imported equipment, products, materials and components for nuclear installations, radiation sources and storage facilities of the Russian Federation	a letter to the customer on the fulfillment of the requirements of NP-071-06 "Rules for assessing the conformity of Equipment, components, materials and semi-finished products supplied to nuclear facilities" taking into account the requirements of RD 03-36-2002 "Terms of delivery of imported equipment, products, materials and components for nuclear installations, radiation sources and storage facilities of the Russian Federation "	<p>Also, to confirm the requirement, you can upload the file:</p> <p>Upload file  <input type="button" value="select a file"/></p>
At the time of delivery, the goods must be provided with certificates, if the certification of the goods is provided for by the current legislation of the Russian Federation	Product requirement documents	<p>Also, to confirm the requirement, you can upload the file:</p> <p>Upload file  <input type="button" value="select a file"/></p>

Figure 73

- 3) To attach a file, click on the «Select a file» button (Figure 73), in the form that opens, enter a description of the document, click on the «Select and upload file» button and attach the document in the form that opens (Figure 74).



File upload form

copies of licenses issued by the Federal Service for Environmental, Technological and Nuclear Supervision, to the manufacturer (legal entity _____ [the definition of the manufacturer in accordance with subsection 3.6 is indicated]) of equipment, giving the right to manufacture equipment on the subject of the procurement procedure in accordance with Volume 2 "Technical part" of the procurement documentation (when offering equipment of at least 3 safety class according to OPB - 88/97 (NP-001-97) of Russian production) with the UDL application

Document Description: _____

File path: _____

Figure 74

- 4) To add a file from your personal account, click on the «Attach files from your personal account» button. In the form that opens, check the box next to the required documents, click the «Attach selected files» button (Figure 75). To delete files, uncheck the previously selected documents, click the «Attach Selected Files» button.



Figure 75

- 5) After attaching the file, the participant clicks on the «Save» button (Figure 74). The file will appear in the table row (Figure 76). By clicking on the hyperlink, the file can be downloaded to your local computer.

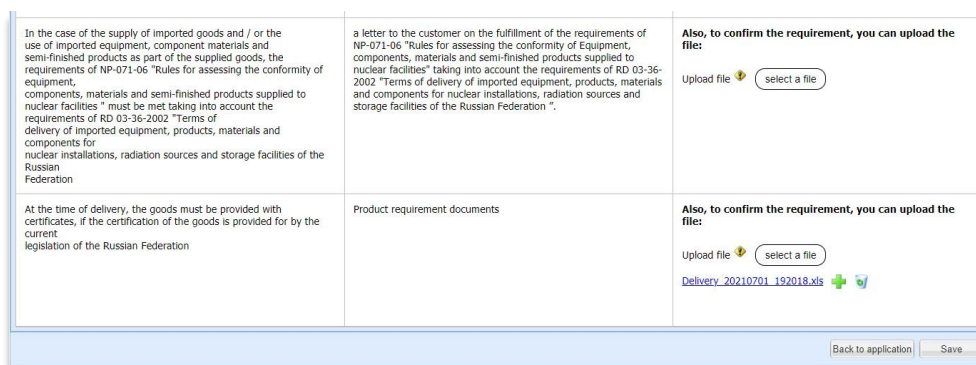



Figure 76

- 6) To add a file to the personal account, the participant clicks on the button «», in the confirmation window that opens, clicks on the «Yes» button (Figure 77).

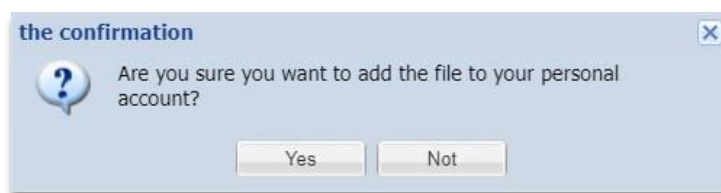



Figure 77

- 7) To delete a file from the form, the participant clicks on the button «», in the confirmation window that opens, clicks on the «Yes» button (Figure 78).

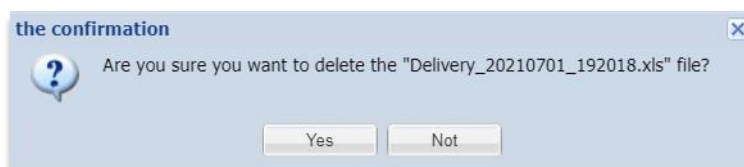


Figure 78

- 8) After filling in the data in the table, click on the «Save» button (Figure 73). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (Figure 79). You will go to the application form.

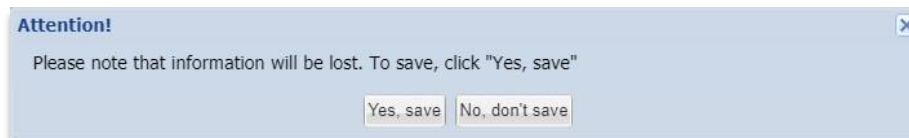


Figure 79

13.2. Securing the application

- 1) To fill out the application security on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Securing the application» field, click on the «Fill in the form» button (Figure 80).

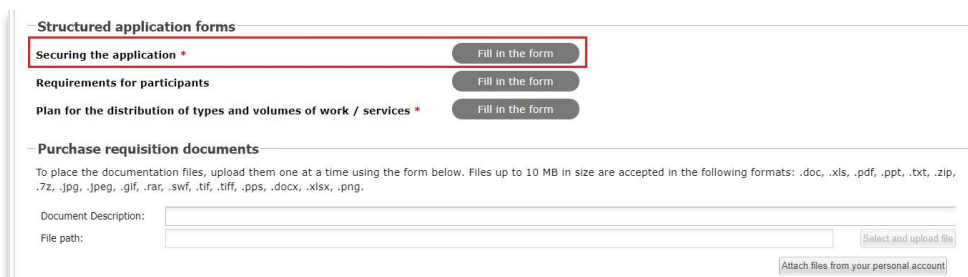


Figure 80

- 2) In the opened form, the participant indicates one of the ways to secure the application: «Independent guarantee» or «Special account» (Figure 81). In case of choosing an independent guarantee, the participant in the "Independent guarantee" block can select the number of the independent guarantee issued to the participant

for this procedure. Also, the participant can enter the independent guarantee number manually if the guarantee data has not been transferred from the EIS. The number of independent guarantees available for specifying as application security is not limited. In the Independent Guarantee File block, the participant can add an independent guarantee file. To do this, the participant enters a description of the document, clicks on the button "Select and upload a file" and attaches the document in the form that opens.

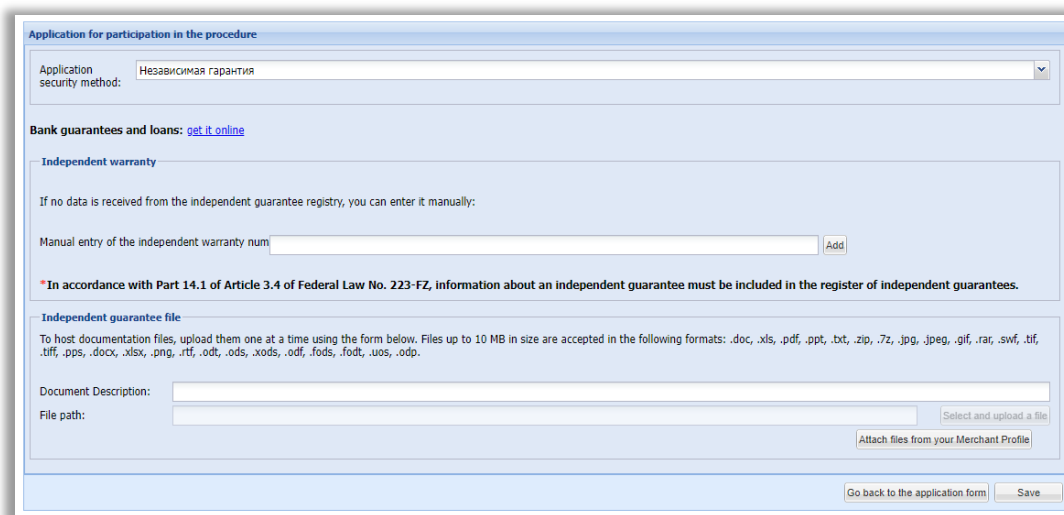


Figure 81

- 3) To add a file from your personal account, click on the «Attach files from your personal account» button (Figure 81). In the form that opens, check the box next to the required documents, click the «Attach selected files» button (Figure 82). To delete files, uncheck the previously selected documents, click the «Attach selected files» button.




Figure 82

- 4) After downloading the file will be displayed in the «Independent Guarantee File» block (Figure 83). By clicking on the hyperlink, the file can be downloaded to your local computer.



Figure 83

- 5) To delete a file from the form, the participant clicks on the button «», in the confirmation window that opens, clicks on the «Yes» button (Figure 84).

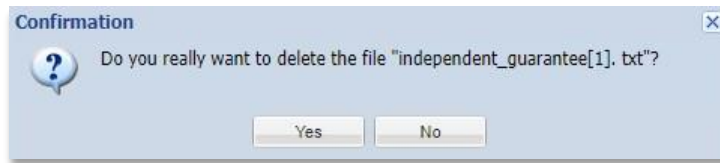
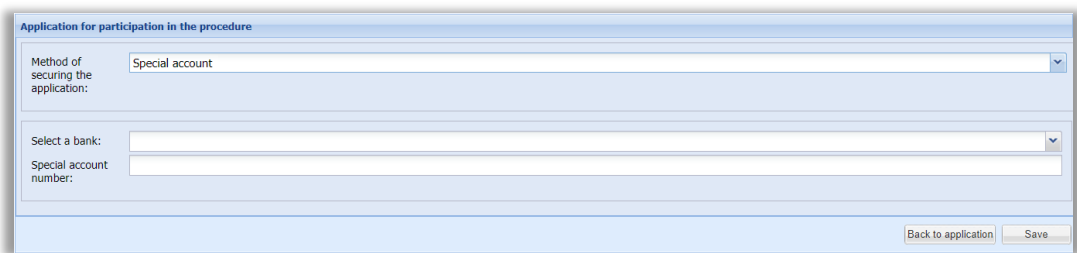


Figure 84

- 6) If a special account is selected, the participant selects a bank in the drop-down list and enters the special account number (Figure 85).



A screenshot of a web form titled "Application for participation in the procedure". It contains several input fields: "Method of securing the application:" with a dropdown menu showing "Special account"; "Select a bank:" with a dropdown menu; and "Special account number:" with a text input field. At the bottom right, there are two buttons: "Back to application" and "Save".

Figure 85

- 7) After filling in the data in the table, click on the «Save» button (Figure 85). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (Figure 86). You will go to the application form.

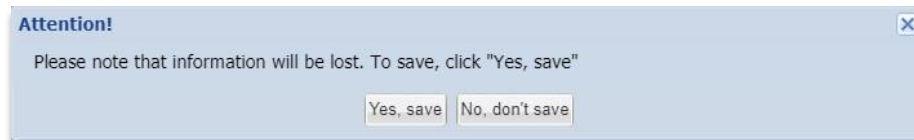
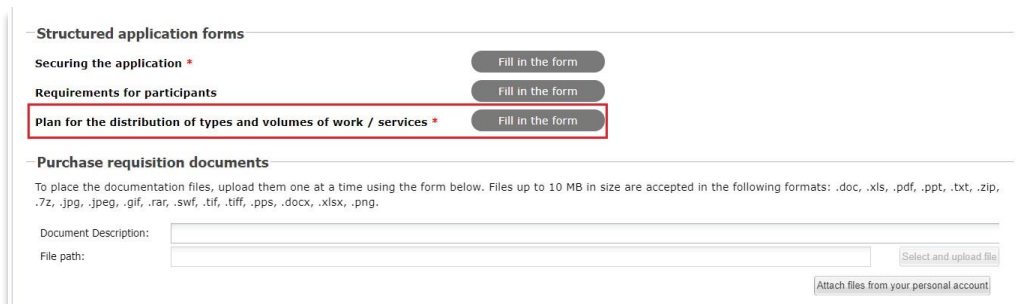


Figure 86

13.3. Plan for the distribution of types and volumes of work / services

- 1) To fill out the plan for the distribution of the types and volumes of work / provision of services on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Plan for the distribution of types and volumes of work / services» click on the button «Fill in the form» (Figure 87).



Structured application forms

Securing the application *

Requirements for participants

Plan for the distribution of types and volumes of work / services *

Purchase requisition documents

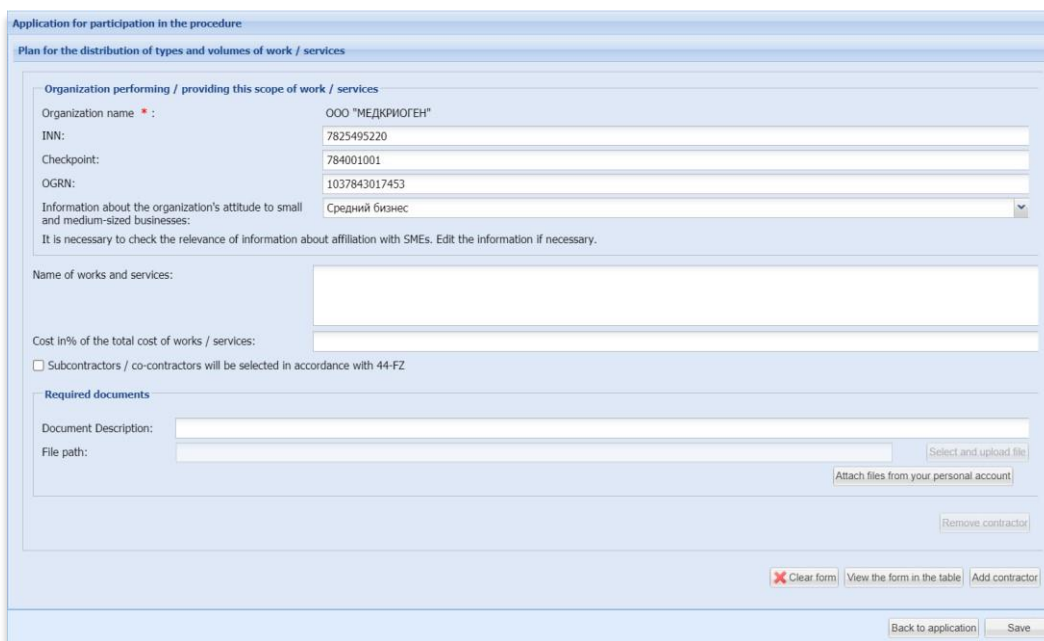
To place the documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

Document Description:

File path:

Figure 87

- 2) In the form that opens, the participant can indicate information about himself and about subcontractors / co-executors (Figure 88). Fills in the value in the field «Name of works and services», indicates the cost in% of the total cost of works / services (the sum of the fields «Cost in% of the total cost of works / services» for all contractors must be 100%, mandatory). To add documents to the «Required documents» block, the participant fills in the document description and clicks on the «Select and upload file» button.



Application for participation in the procedure

Plan for the distribution of types and volumes of work / services

Organization performing / providing this scope of work / services

Organization name * :

INN:

Checkpoint:

OGRN:

Information about the organization's attitude to small and medium-sized businesses:

It is necessary to check the relevance of information about affiliation with SMEs. Edit the information if necessary.

Name of works and services:

Cost in% of the total cost of works / services:

Subcontractors / co-contractors will be selected in accordance with 44-FZ

Required documents

Document Description:

File path:

Figure 88

- 3) To add a file from your personal account, click on the «Attach files from your personal account» button (Figure 88). In the form that opens, check the box next to the required documents, click the «Attach selected files» button (Figure 89). To delete files, uncheck the previously selected documents, click the «Attach selected files» button.



Figure 89

- 4) After uploading, the file will be displayed in the «Required Documents» block (Figure 90). By clicking on the hyperlink, the file can be downloaded to the local computer.

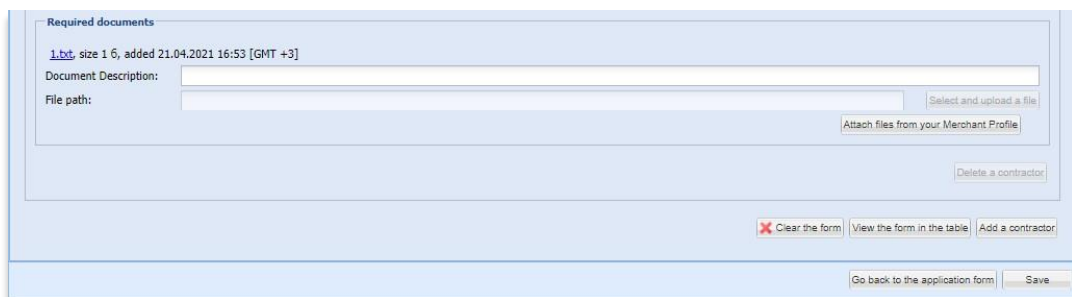


Figure 90

- 5) To add a contractor, the participant clicks on the «Add contractor» button (Figure 88). A block will open with fields for filling in information for the contractor (Figure 91).

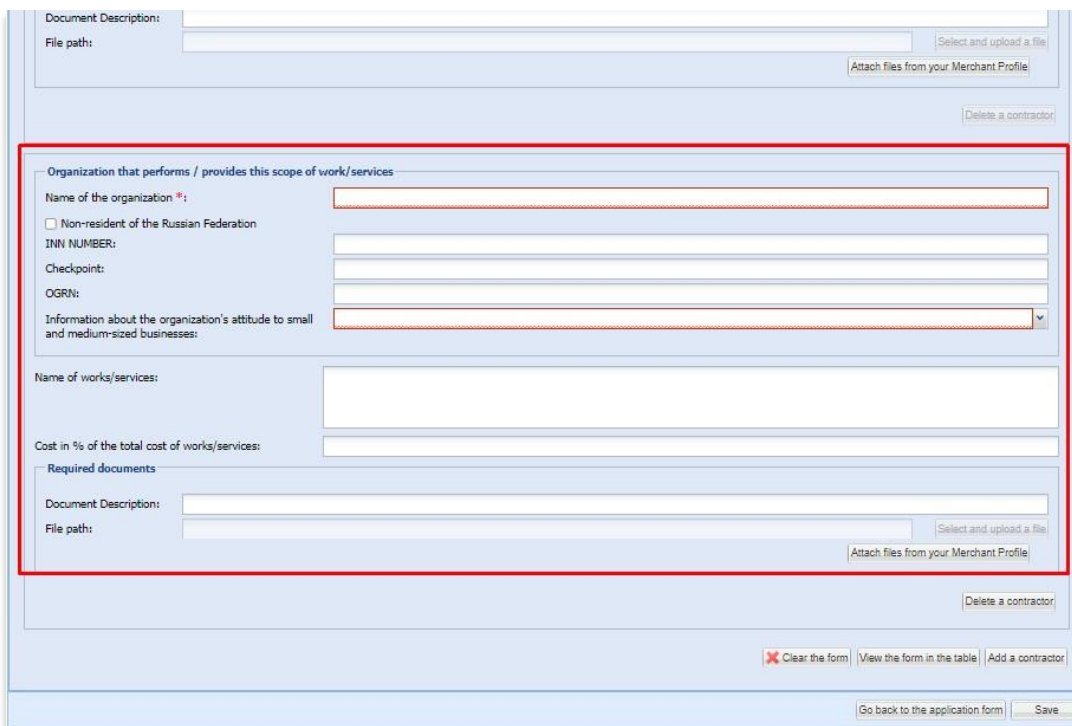
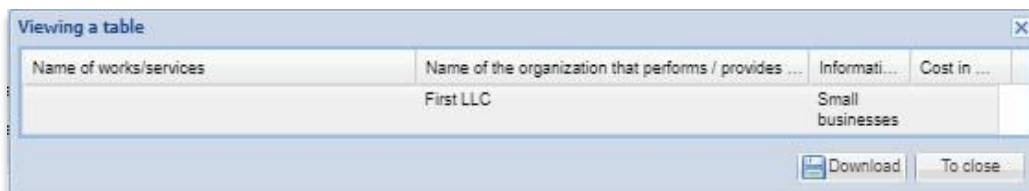


Figure 91

- 6) The participant fills in information on the contractor, indicates the name of the organization, the organization's attitude to small and medium-sized businesses (Figure 91). Fills in the value in the field «Name of works/services», indicates the cost in % of the total cost of works/services (required). To add documents to the «Required documents» block, the participant fills in the description of the document and clicks on the «Select and upload file» button or attaches files from the personal account.
- 7) To remove a contractor, the participant clicks on the «Delete contractor» button (Figure 91). The block with fields to fill disappears.
- 8) In order to view the completed form in the table, the participant clicks on the button «View form in the table» (Figure 88). In the opened form «View table» the completed data will be displayed, which can be downloaded by clicking on the «Download» button (Figure 92), After that, the file will be downloaded in Excel format.



Name of works/services	Name of the organization that performs / provides ...	Informati...	Cost in ...
	First LLC	Small businesses	

Figure 92

- 9) To clear the form, the participant clicks on the «Clear Form» button (Figure 88). B in the confirmation window that opens, click «Yes» (Figure 93).

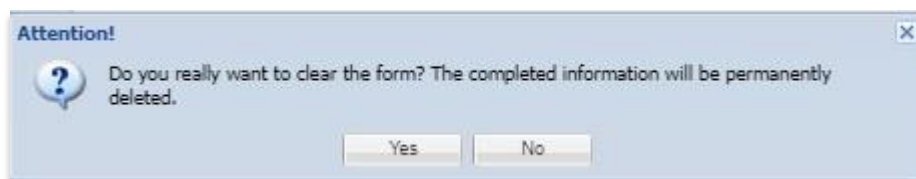


Figure 93

- 10) After filling in the data in the table, click on the «Save» button (Figure 91). To return to the application, click on the «Return to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (Figure 94). You will be redirected to the application form.

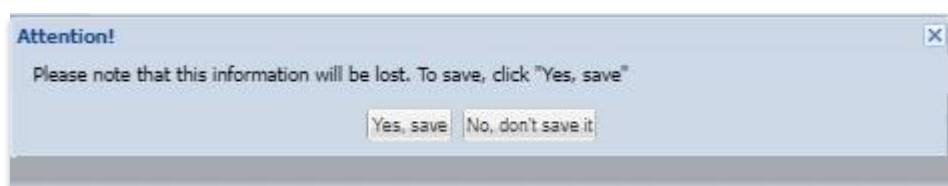


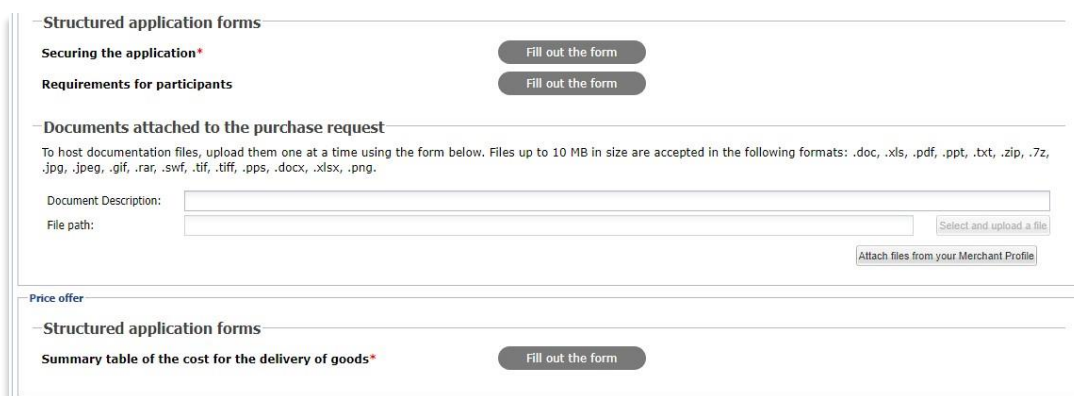
Figure 94

13.4. Cost summary table

- 1) The cost summary table is of 3 types: for the supply of goods (type 1), for the provision of services (type 2), for contract work (type 3).

13.4.1. Summary table of cost for the supply of goods (type 1)

- 1) To fill in the summary table of the cost for the supply of goods on the form «Application for participation in the procedure», in the block «Price offer» in the field «Summary table of the cost for the supply of goods» click on the button «Fill out the for (Figure 95).



Structured application forms

Securing the application*

Requirements for participants

Documents attached to the purchase request

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

Document Description:

File path:

Price offer

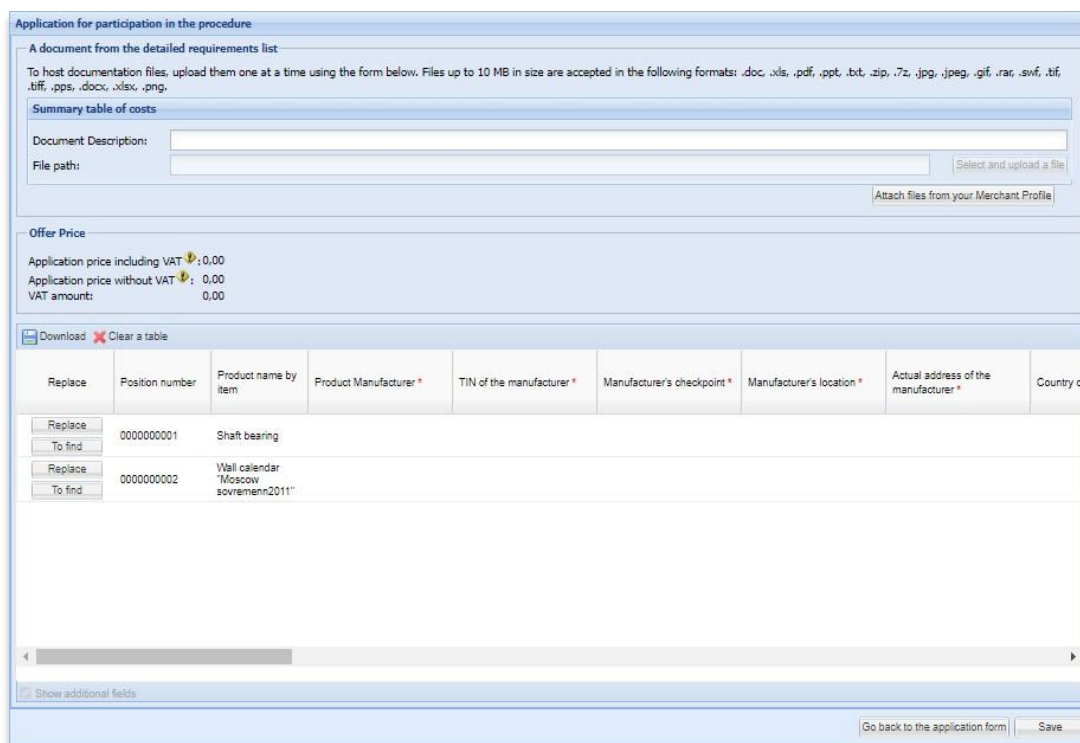
Structured application forms

Summary table of the cost for the delivery of goods*

Figure 95

- 2) In the form that opens, the participant fills in the following table data (Figure 96):
- Product EXW;

- % VAT;
- Mandatory columns marked with «*».



Application for participation in the procedure

A document from the detailed requirements list

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .btx, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .biff, .pps, .docx, .xlsx, .png.

Summary table of costs

Document Description:

File path:

Offer Price

Application price including VAT: 0,00

Application price without VAT: 0,00

VAT amount: 0,00

Replace	Position number	Product name by item	Product Manufacturer *	TIN of the manufacturer *	Manufacturer's checkpoint *	Manufacturer's location *	Actual address of the manufacturer *	Country o
<input type="button" value="Replace"/> <input type="button" value="To find"/>	0000000001	Shaft bearing						
<input type="button" value="Replace"/> <input type="button" value="To find"/>	0000000002	Wall calendar "Moscow sovremenn2011"						

Figure 96

- 3) When you click on the «Manufacturer of goods» field, the form «Manufacturer of goods» will open, in which you need to enter a description of the manufacturer, if necessary, check the boxes next to the signs «Is the manufacturer» and «Apply to all positions» (Figure 97). Then click on the «Save» button.



Product Manufacturer

Manufacturer's Description:

Is a manufacturer:

Apply to all positions:

Figure 97

- 4) After filling in the «EXW item» and «% VAT» fields, the «Unit price without VAT», «Unit price with VAT», «Total cost without VAT» and «Total price with VAT» fields will be filled in automatically. In the «Offer price» block, the bid price will be automatically calculated (Figure 98).

Application for participation in the procedure

A document from the detailed requirements list

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .btx, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

Summary table of costs

Document Description:

File path:

Offer Price

Application price including VAT: 0,00

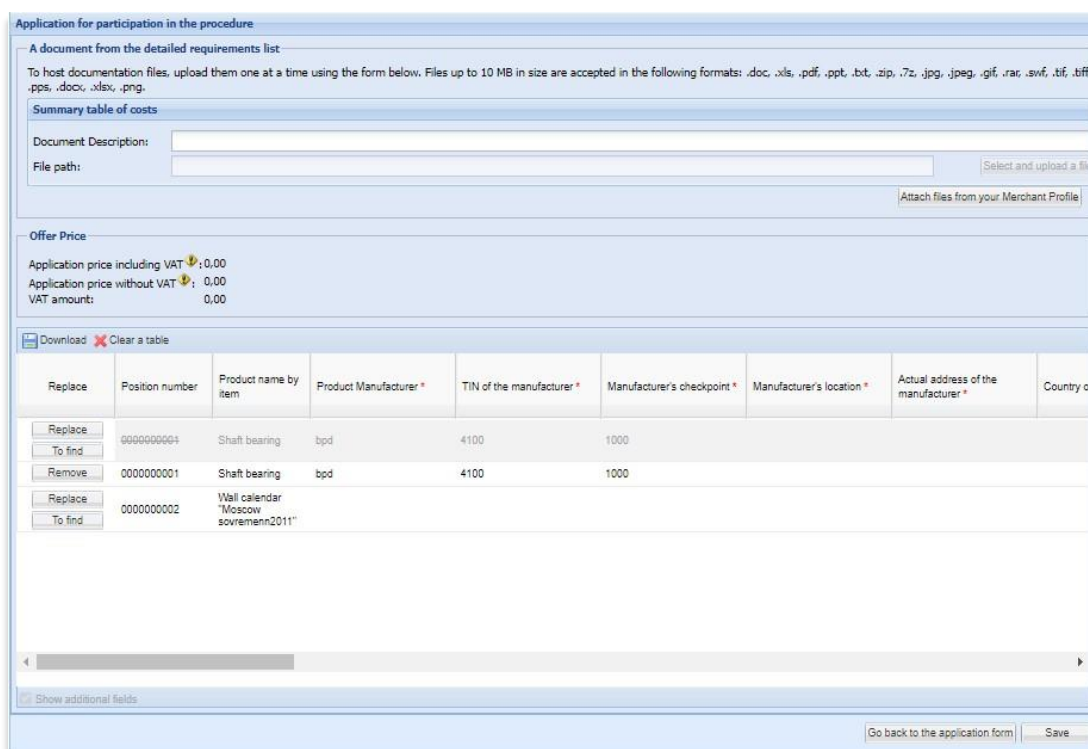
Application price without VAT: 0,00

VAT amount: 0,00

ent	Other additional expenses	Unit price excluding VAT	% VAT	Unit price including VAT	NMC per unit including VAT	Quantity	Required quantity	Unit of measurement	Total cost without VAT	Total cost including VAT
		0	20	0	120.12	1.000	1.000	pc	0	0
		0	20	0	180.18	1.000	1.000	pc	0	0

Figure 98

- 5) If necessary, you can replace the position, to do this, in the line of the position to be replaced, click on the «Replace» button. As a result, under the position line, a new position line will be displayed in edit mode, the field values of which are equal to the field values of the replaced position. The original (replaced) position will become inaccessible for editing (Figure 99).



Application for participation in the procedure

A document from the detailed requirements list

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .bat, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

Summary table of costs

Document Description:

File path:

Offer Price

Application price including VAT: 0,00

Application price without VAT: 0,00

VAT amount: 0,00

Replace	Position number	Product name by item	Product Manufacturer *	TIN of the manufacturer *	Manufacturer's checkpoint *	Manufacturer's location *	Actual address of the manufacturer *	Country o
<input type="button" value="Replace"/> <input type="button" value="To find"/>	0000000001	Shaft bearing	bpd	4100	1000			
<input type="button" value="Remove"/>	0000000001	Shaft bearing	bpd	4100	1000			
<input type="button" value="Replace"/> <input type="button" value="To find"/>	0000000002	Wall calendar "Moscow sovremenn2011"						

Figure 99

- 6) When you click on the «Replace» button, you can create multiple replacement strings. In order to delete a replacement position, in the line to be deleted, click on the «Delete» button. After deleting all replacement positions, the original position becomes active.
- 7) The participant can also fill in the table by importing the completed Excel file. To do this, you need to download the template, where all positions will be displayed, as well as replacements for them, by clicking on the «Download» button (Figure 99).
- 8) The template for filling out is downloaded in excel-file format, where, in addition to the basic information about the positions, information about the replacement positions (if any) is indicated, as well as information about the notice version and lot number (Figure 100). If it is necessary to replace the product name by position, you must click on the «Replace» button in the position line in the table and make changes to the name manually (Figure 99). For more information about importing a file, you can read the link to the instruction (Figure 99).

	A	B	C	D	E	F	G
1	№ позиции	Наименование товара по позиции	Изготовитель товара	Страна происхождения товара	Товар EXW	Цена за единицу товара без НДС	% НДС
2	0000000001	Труба 60x12 8732/В 20 8731	Является изготовителем	Россия	1056		1056 Без НДС
3							

Figure 100

- 9) The participant in the block «Primary table of costs» can attach the necessary files, for this you need to fill in the «Document description» field, then click on the

«Select and upload file» button and attach the document in the form that opens (Figure 99).

- 10) To add a file from your personal account, click on the «Attach files from your personal account» button. In the form that opens, check the box next to the required documents, click the «Attach selected files» button (Figure 101). To delete files, uncheck the previously selected documents, click the «Attach selected files» button.



Figure 101

- 11) After uploading, the file will be displayed in the «Cost summary table» block (Figure 102). By clicking on the hyperlink, the file can be downloaded to the local computer.

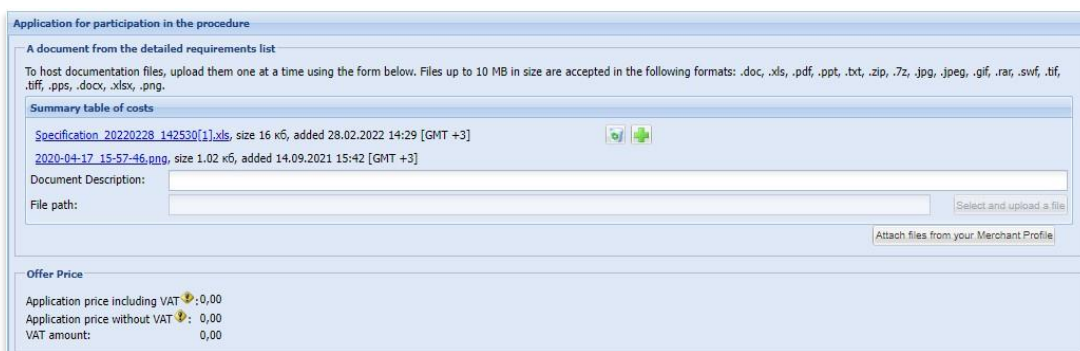



Figure 102

- 12) To add a file to the personal account, the participant presses the button , in the confirmation window that opens, click on the «Yes» button (Figure 103).

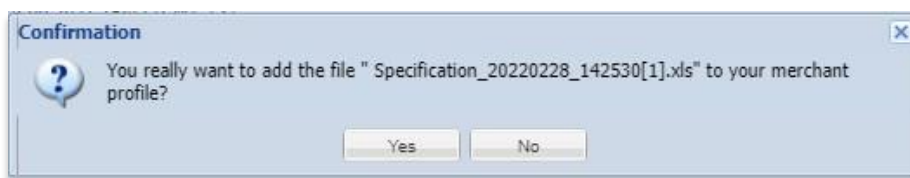



Figure 103

- 13) To delete a file from the form, the participant clicks on the button , in the confirmation window that opens, click on the «Yes» button (Figure 104).

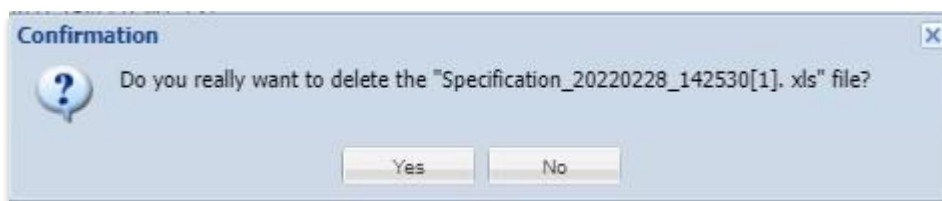


Figure 104

- 14) To clear the table, click on the «Clear table» button (Figure 99). In the form that opens, click «Yes» (Figure 105). The information in the table will be permanently deleted.

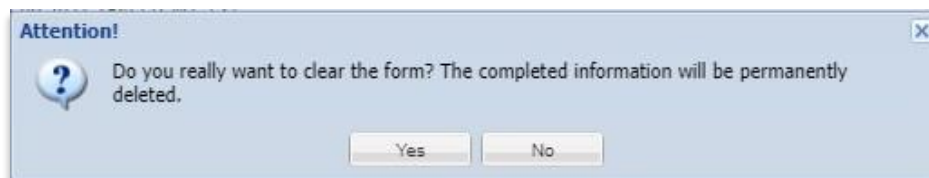


Figure 105

- 15) After filling in the data, click on the «Save» button (Figure 99). To return to the application, click on the «Return to application» button. In the window that opens,

select the option to save information by clicking on the appropriate button (Figure 106). You will be redirected to the application form.

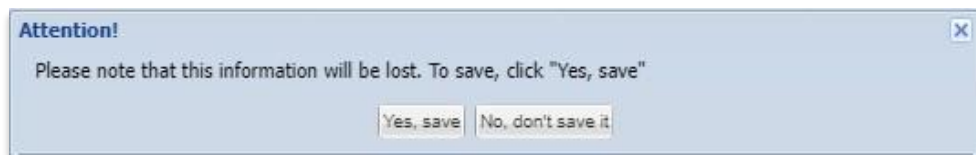


Figure 106

13.4.2. Summary table of costs for the provision of services (type 2)

- 1) To fill in the summary table of costs for the provision of services on the form «Application for participation in the procedure», in the block «Price offer» in the field «Summary table of costs for the provision of services» click on the button «Fill out the form» (Figure 107).

Documents attached to the purchase request

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

Document Description:

File path:

Price offer

Structured application forms

Summary table of service costs*

Figure 107

In the form that opens, the participant fills in the unit price without VAT, indicates VAT

Application for participation in the procedure

A document from the detailed requirements list

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

Summary table of costs

Document Description:

File path:

Offer Price

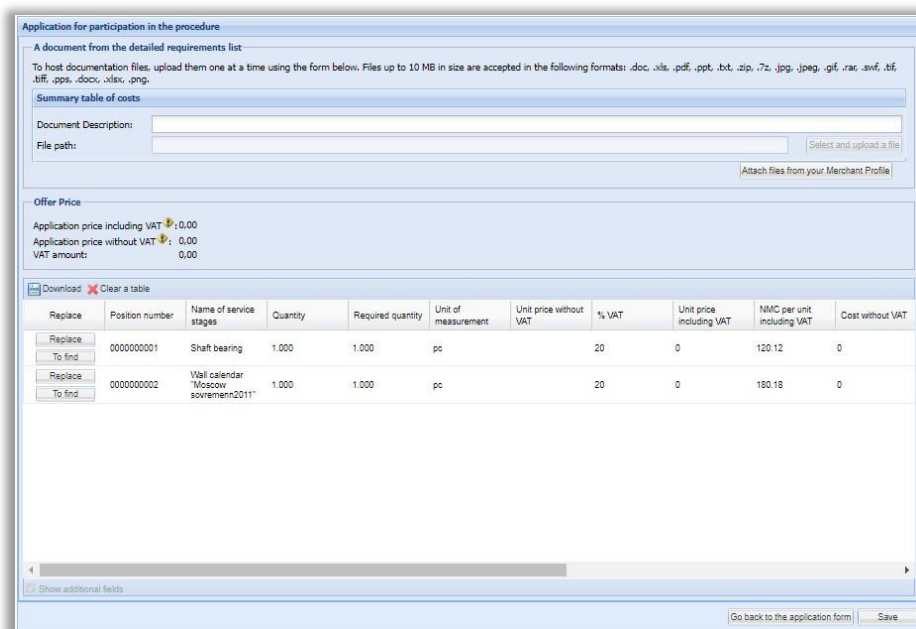
Application price including VAT: 0,00

Application price without VAT: 0,00

VAT amount: 0,00

Replace	Position number	Name of service stages	Quantity	Required quantity	Unit of measurement	Unit price without VAT	% VAT	Unit price including VAT	NMC per unit including VAT	Cost without VAT
<input type="button" value="Replace"/> <input type="button" value="To find"/>	000000001	Shaft bearing	1,000	1,000	pc		20	0	120.12	0
<input type="button" value="Replace"/> <input type="button" value="To find"/>	000000002	Wall calendar "Moscow sovremenn2011"	1,000	1,000	pc		20	0	180.18	0

- 2) Figure 108). The fields «Price per unit with VAT», «Cost without VAT», «Cost with VAT» are calculated automatically. In the «Offer Price» block, the bid price will be automatically calculated.



Application for participation in the procedure

A document from the detailed requirements list

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .bif, .pps, .docx, .xlsx, .png.

Summary table of costs

Document Description:

File path:

Offer Price

Application price including VAT: 0.00

Application price without VAT: 0.00

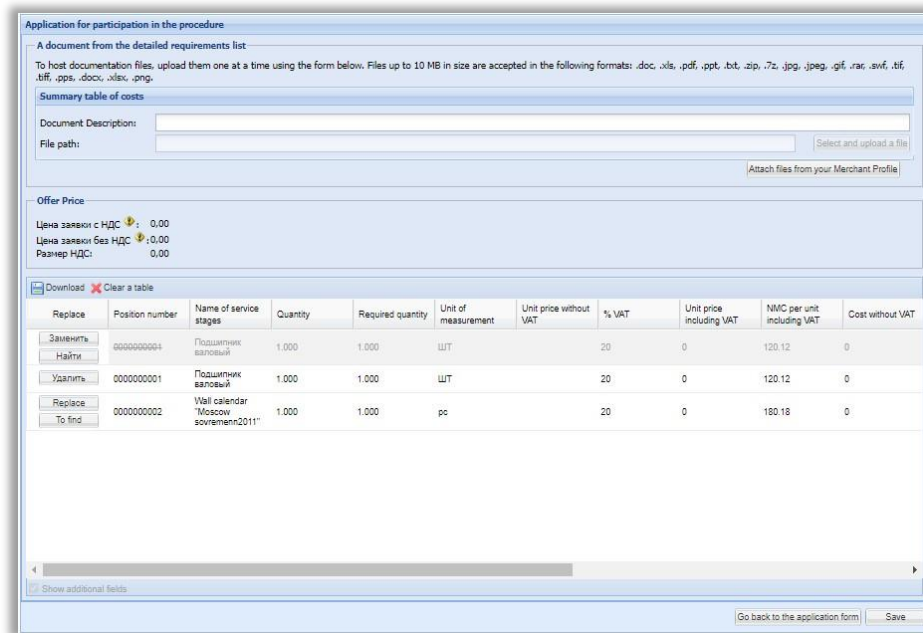
VAT amount: 0.00

Replace	Position number	Name of service stages	Quantity	Required quantity	Unit of measurement	Unit price without VAT	% VAT	Unit price including VAT	NMC per unit including VAT	Cost without VAT
<input type="button" value="Replace"/> <input type="button" value="To find"/>	0000000001	Shaft bearing	1.000	1.000	pc		20	0	120.12	0
<input type="button" value="Replace"/> <input type="button" value="To find"/>	0000000002	Wall calendar "Moscow sovremenn2011"	1.000	1.000	pc		20	0	180.18	0

Show additional fields

Figure 108

- 3) If necessary, you can replace the position, to do this, in the line of the position to be replaced, click on the «Replace» button. As a result, under the position line, a new position line will be displayed in edit mode, the field values of which are equal to the field values of the replaced position. The original (replaced) position will become inaccessible for editing (Figure 109).



Application for participation in the procedure

A document from the detailed requirements list

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .bif, .pps, .docx, .xlsx, .png.

Summary table of costs

Document Description:

File path:

Offer Price

Цена заявки с НДС: 0,00
 Цена заявки без НДС: 0,00
 Размер НДС: 0,00

Download

Replace	Position number	Name of service stages	Quantity	Required quantity	Unit of measurement	Unit price without VAT	% VAT	Unit price including VAT	NMC per unit including VAT	Cost without VAT
<input type="button" value="Заменить"/> <input type="button" value="Найти"/>	0000000004	Подшитник валовой	1,000	1,000	ШТ	120,12	20	144,144	120,12	0
<input type="button" value="Удалить"/>	0000000001	Подшитник валовой	1,000	1,000	ШТ	120,12	20	144,144	120,12	0
<input type="button" value="Replace"/> <input type="button" value="To find"/>	0000000002	Wall calendar "Moscow government"2011"	1,000	1,000	pc	180,18	20	216,216	180,18	0

Figure 109

- 4) When you click on the «Replace» button, you can create multiple replacement strings. In order to delete a replacement position, in the line to be deleted, click on the «Delete» button. After deleting all replacement positions, the original position becomes active.
- 5) The participant can also fill in the table by importing the completed Excel file. To do this, you need to download the template, where all positions will be displayed, as well as replacements for them, by clicking on the «Download» button (Figure 109).
- 6) The template for filling out is downloaded in the format of an Excel file, where, in addition to the basic information about the positions, information about the replacement positions (if any) is indicated, as well as information about the notice version and lot number (Figure 110). If it is necessary to replace the name of the stages of services by positions, you must click on the «Replace» button in the line of the position in the table and make changes to the name manually (Figure 109). For more information about importing a file, see the link to the instructions.

№ позиции	Наименование этапов услуг	Количество	Необходимое количество	Единица измерения	Цена за единицу без НДС	% НДС	Цена за единицу с НДС	НМЦ за единицу с учетом НДС	Стоимость без НДС	Стоимость с НДС	ИС
1	Оказание услуг по организации передачи на размещение на полетном ТВД отхода производства и потребления IV-V классов опасности (ОДП)	1	1	EP	406658,85	20	487990,62		406658,85	487990,62	

Figure 110

- 7) The participant can attach the necessary files in the «Summary Table of Costs» block, for this you need to fill in the «Document Description» field, then click on the «Select and Upload File» button and attach the document in the form that opens (Figure 109).

- 8) To add a file from your personal account, click on the «Attach files from your personal account» button. In the form that opens, check the box next to the required documents, click the «Attach selected files» button (Figure 111). To delete files, uncheck the previously selected documents, click the «Attach selected files» button.

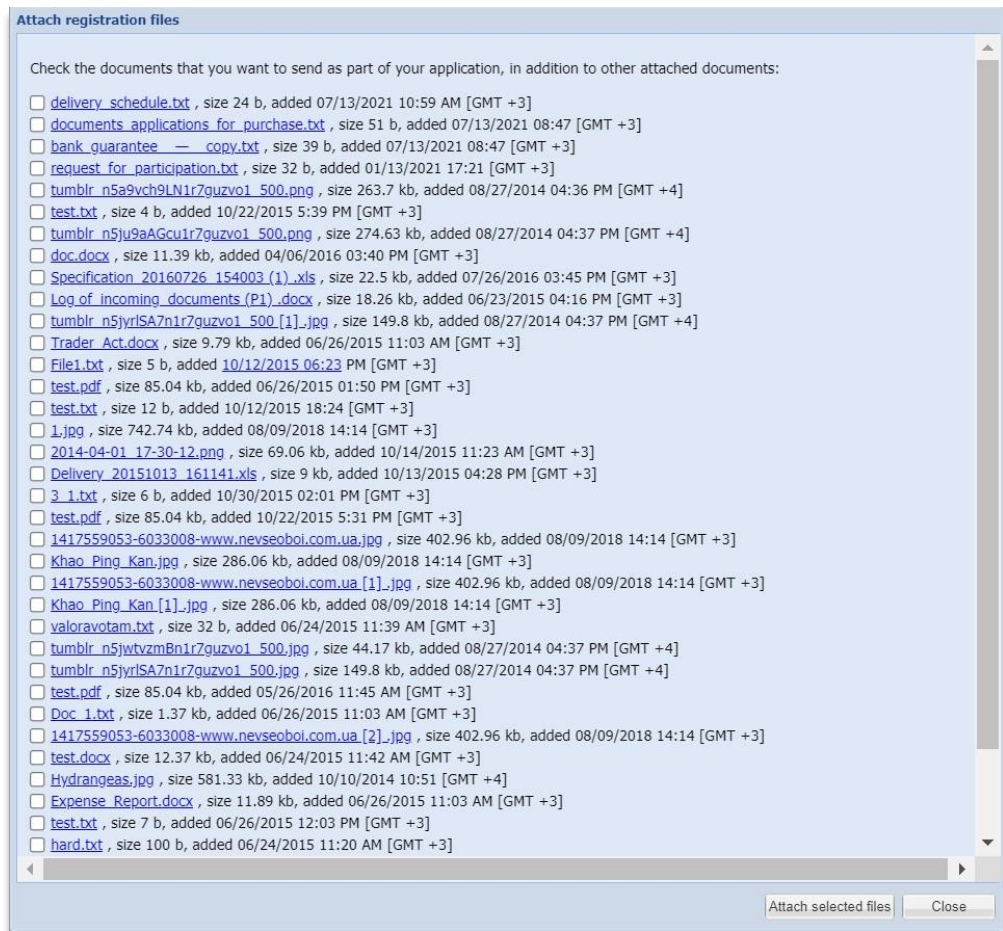



Figure 111

- 9) After uploading, the file will be displayed in the «Cost summary table» block (Figure 112). By clicking on the hyperlink, the file can be downloaded to the local computer.



Figure 112

- 10) To add a file to the personal account, the participant presses the button , in the confirmation window that opens, click on the «Yes» button (Figure 113).

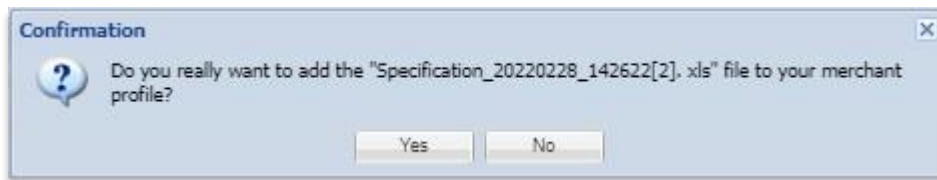



Figure 113

- 11) To delete a file from the form, the participant clicks on the button , in the confirmation window that opens, click on the «Yes» button (Figure 114).

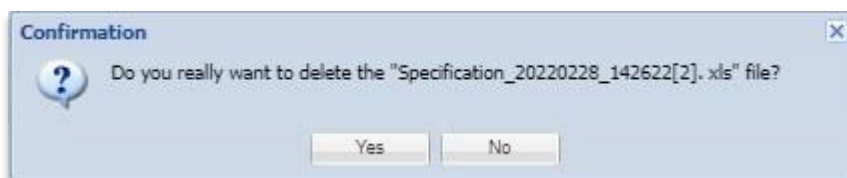


Figure 114

- 12) To clear the table, click on the «Clear table» button (Figure 109). In the form that opens, click «Yes» (Figure 115). The information in the table will be deleted without the possibility of saving.

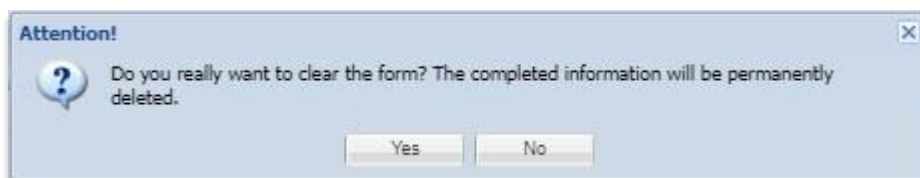


Figure 115

- 13) After filling in the data, click on the «Save» button (Figure 109). To return to the application, click on the «Return to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (Figure 116). You will be redirected to the application form.

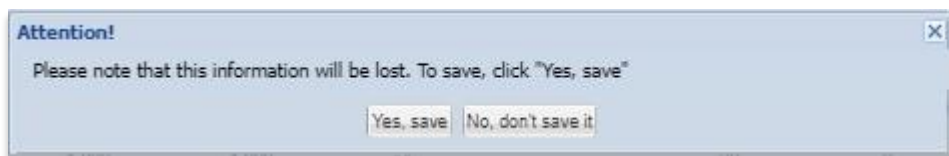
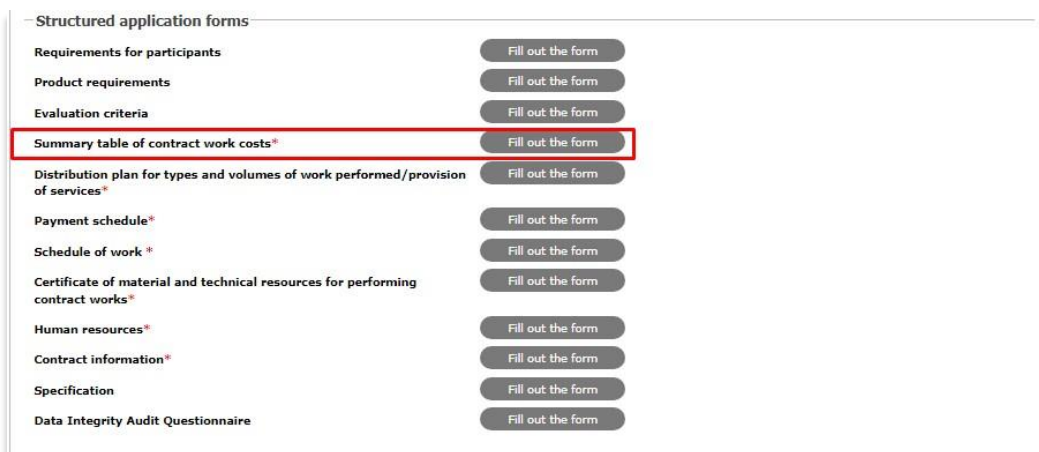


Figure 116

13.4.3. Summary table of costs for contract work (type 3)

- 1) To fill in the summary table of cost for contract work on the form «Application for participation in the procedure», in the block «Price offer» in the field «Summary

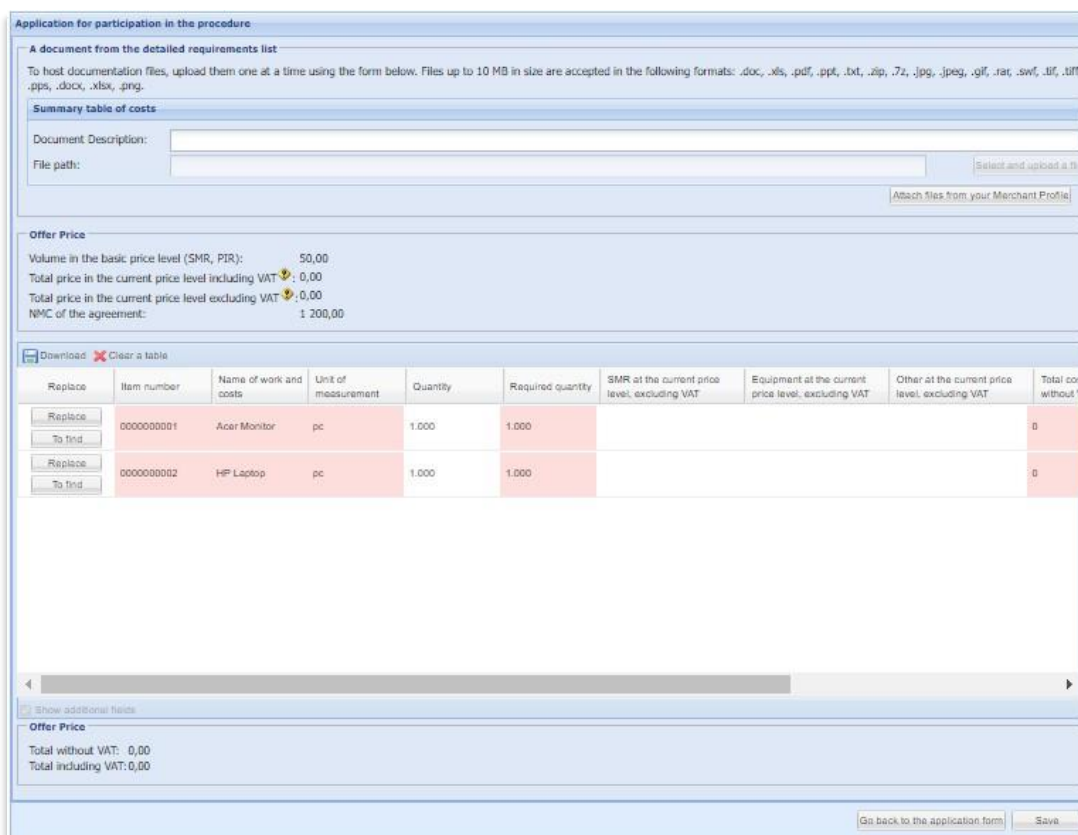
table of cost for performance of contract work» click on the button «Fill out the form» (Figure 117).



Structured application forms	
Requirements for participants	Fill out the form
Product requirements	Fill out the form
Evaluation criteria	Fill out the form
Summary table of contract work costs*	Fill out the form
Distribution plan for types and volumes of work performed/provision of services*	Fill out the form
Payment schedule*	Fill out the form
Schedule of work *	Fill out the form
Certificate of material and technical resources for performing contract works*	Fill out the form
Human resources*	Fill out the form
Contract information*	Fill out the form
Specification	Fill out the form
Data Integrity Audit Questionnaire	Fill out the form

Figure 117

- 2) In the form that opens, the participant fills in the cost of construction and installation works, cost of equipment, indicates VAT (Figure 118). The fields «Cost of the total work without VAT» and «Total cost, in the currency of the initial price of the contract. with VAT» are calculated automatically. In the «Offer Price» block, the bid price will be automatically calculated.



Application for participation in the procedure

A document from the detailed requirements list

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Summary table of costs

Document Description:

File path: [Select and upload a file](#)

[Attach files from your Merchant Profile](#)

Offer Price

Volume in the basic price level (SMR, PIR): 50,00

Total price in the current price level including VAT: 0,00

Total price in the current price level excluding VAT: 0,00

NMC of the agreement: 1 200,00

[Download](#) [Clear a table](#)

Replace	Item number	Name of work and costs	Unit of measurement	Quantity	Required quantity	SMR at the current price level, excluding VAT	Equipment at the current price level, excluding VAT	Other at the current price level, excluding VAT	Total cost without VAT
Replace To find	000000001	Acer Monitor	pc	1.000	1.000				0
Replace To find	000000002	HP Laptop	pc	1.000	1.000				0

[Show additional fields](#)

Offer Price

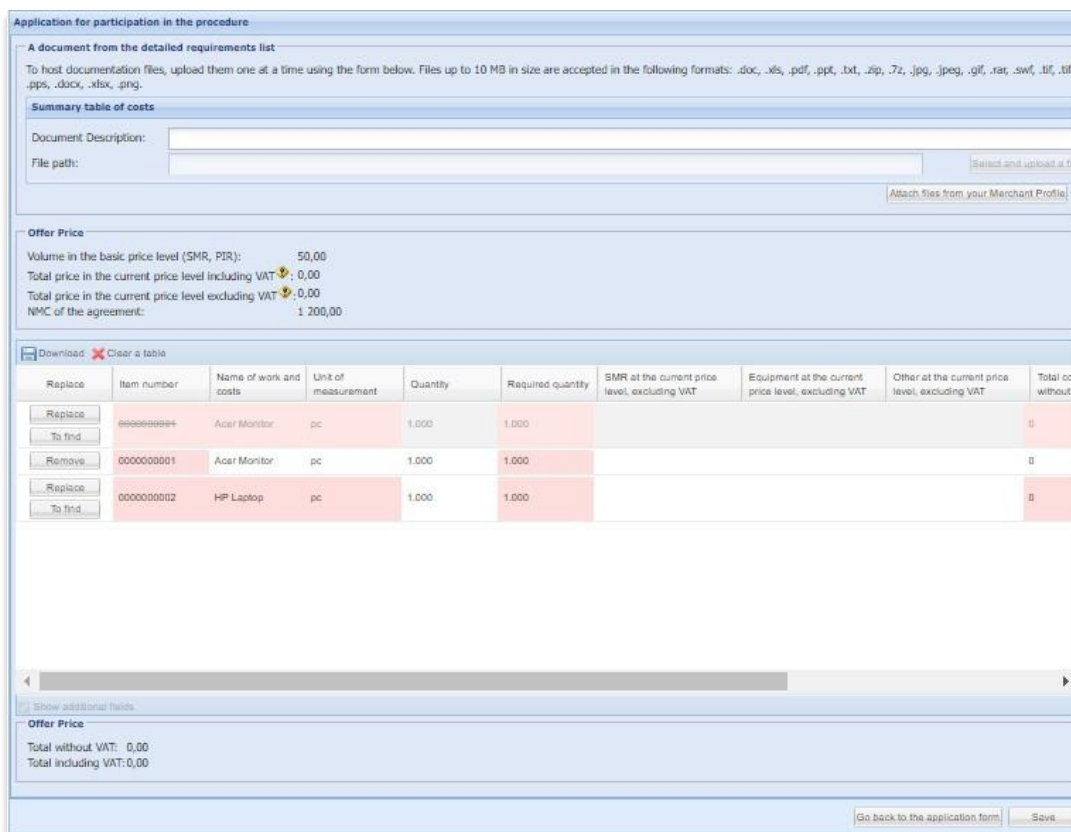
Total without VAT: 0,00

Total including VAT: 0,00

[Go back to the application form](#) [Save](#)

Figure 118

- 3) If necessary, you can replace the position, to do this, in the line of the position to be replaced, click on the «Replace» button. As a result, under the position line, a new position line will be displayed in edit mode, the field values of which are equal to the field values of the replaced position. The original (replaced) position will become inaccessible for editing (Figure 119).



Application for participation in the procedure

A document from the detailed requirements list

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

Summary table of costs

Document Description:

File path: [Select and upload a file](#)

[Attach files from your Merchant Profile](#)

Offer Price

Volume in the basic price level (SMR, PIR): 50,00

Total price in the current price level including VAT: 0,00

Total price in the current price level excluding VAT: 0,00

NMC of the agreement: 1 200,00

Download Clear a table

Replace	Item number	Name of work and costs	Unit of measurement	Quantity	Required quantity	SMR at the current price level, excluding VAT	Equipment at the current price level, excluding VAT	Other at the current price level, excluding VAT	Total cost without VAT
<input type="button" value="Replace"/> <input type="button" value="To find"/>	000000000	Acer Monitor	pc	1.000	1.000				0
<input type="button" value="Remove"/>	000000001	Acer Monitor	pc	1.000	1.000				0
<input type="button" value="Replace"/> <input type="button" value="To find"/>	000000002	HP Laptop	pc	1.000	1.000				0

Show additional fields

Offer Price

Total without VAT: 0,00

Total including VAT: 0,00

[Go back to the application form](#)

Figure 119

- 4) When you click on the «Replace» button, you can create multiple replacement strings. In order to delete a replacement position, in the line to be deleted, click on the «Delete» button. After deleting all replacement positions, the original position becomes active.
- 5) The participant can also fill in the table by importing the completed Excel file. To do this, you need to download the template, where all positions will be displayed, as well as replacements for them, by clicking on the «Download» button (Figure 119).
- 6) The template for filling out is downloaded in excel-file format, where, in addition to the basic information about the positions, information about the replacement positions (if any) is indicated, as well as information about the notice version and lot number (Figure 120). If it is necessary to replace the name of work and cost by item, click on the «Replace» button in the line item in the table and make changes to the name manually (Figure 119). For more information about importing a file, you can read the link to the instruction.

	A	B	C	D	E	F	G	H
	№ позиции	Наименование работ и затрат	Единица	Количество	Необходимое количество	СМР	Оборудование	Прочие
1	000000001	Конкурс Росатом	-	1	1	10000	2000	10
2								
3								
4								

Figure 120

- 7) The participant can attach the necessary files in the «Summary Table of Costs» block, for this you need to fill in the «Document Description» field, then click on the «Select and Upload File» button and attach the document in the form that opens (Figure 119).
- 8) To add a file from your personal account, click on the «Attach files from your personal account» button. In the form that opens, check the box next to the required documents, click the «Attach selected files» button (Figure 121). To delete files, uncheck the previously selected documents, click the «Attach selected files» button.



Figure 121

- 9) After uploading, the file will be displayed in the «Cost summary table» block (Figure 122). By clicking on the hyperlink, the file can be downloaded to the local computer.



Figure 122



- 10) To add a file to the personal account, the participant presses the button , in the confirmation window that opens, click on the «Yes» button (Figure 123).



Figure 123

- 11) To delete a file from the form, the participant clicks on the button , in the confirmation window that opens, click on the «Yes» button (Figure 124).

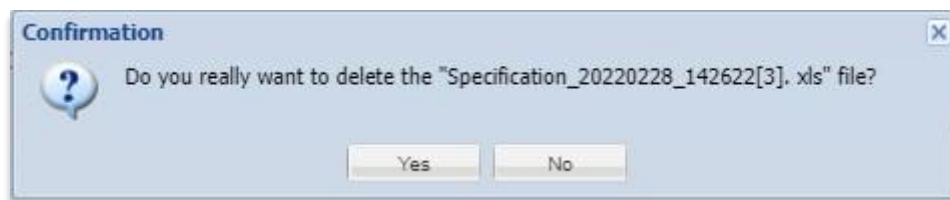


Figure 124

- 12) To clear the table, click on the «Clear table» button (Figure 119). In the form that opens, click «Yes» (Figure 125). The information in the table will be permanently deleted.

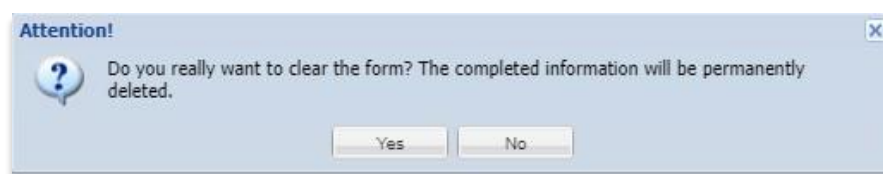


Figure 125

- 13) After filling in the data, click on the «Save» button (Figure 119) To return to the application, click on the «Return to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (Figure 126). You will be redirected to the application form.

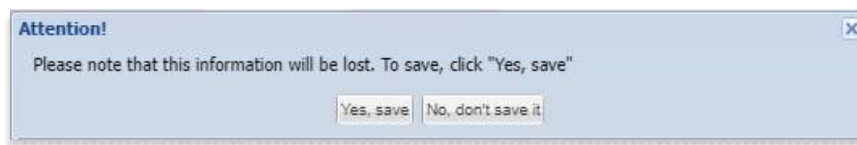


Figure 126

13.5. Schedule of delivery / performance of work / provision of services

13.5.1. Schedule of delivery


- 1) To fill in the schedule for the delivery of goods on the form «Application for participation in the procedure», in the block «Price offer» in the field «Delivery schedule» click on the button «Fill out the form» (Figure 127).

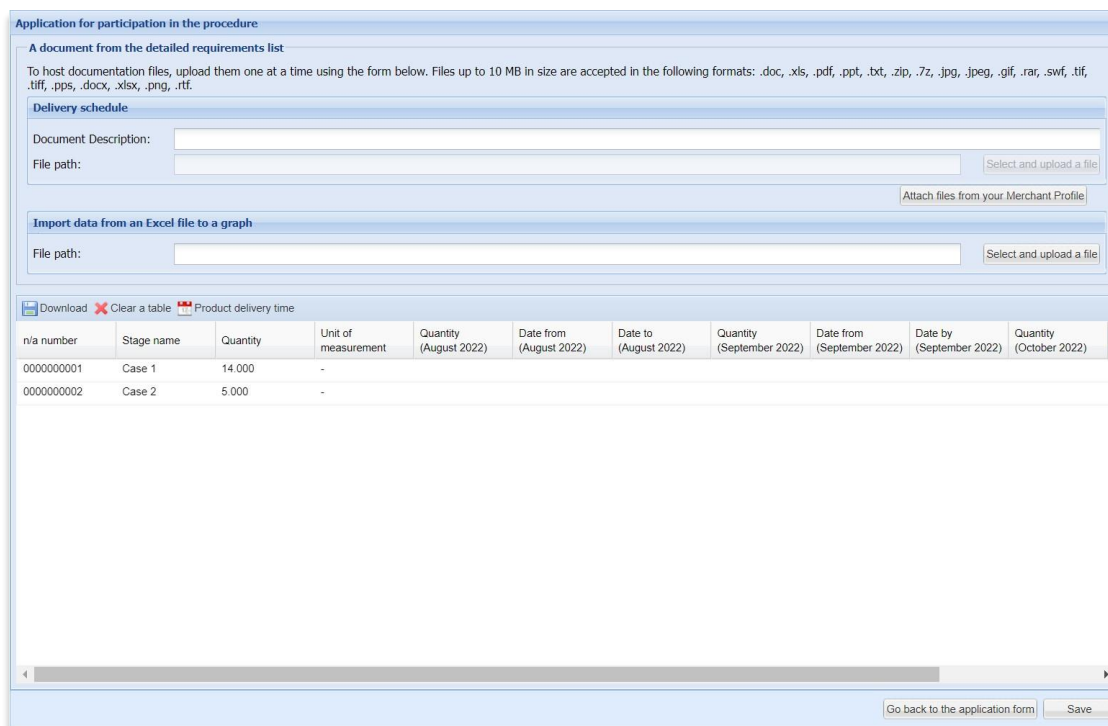


The screenshot shows a web interface for structured application forms. It is divided into three main sections:

- Requirements for participants:** Contains a button labeled "Fill out the form".
- Delivery schedule:** This section is highlighted with a red rectangular border and contains a button labeled "Fill out the form".
- Documents attached to the purchase request:** Includes instructions on file formats (listing .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png), a "Document Description:" field, a "File path:" field, a "Select and upload a file" button, and a link to "Attach files from your Merchant Profile".

Figure 127

- 2) In the form that opens, the participant fills in the mandatory fields of the table «Date from», «Date to», «n/a number». If required fields are not filled in, an error will be displayed. The value of the «Quantity» field or the sum of the fields must match the declared quantity in the STS. The fields «n/a number», «Stage name», «Quantity», «Unit of measurement» are pre-filled with data from the STS automatically. To display the delivery time of the goods, the participant presses the button « Product delivery time » (Figure 128)



n/a number	Stage name	Quantity	Unit of measurement	Quantity (August 2022)	Date from (August 2022)	Date to (August 2022)	Quantity (September 2022)	Date from (September 2022)	Date by (September 2022)	Quantity (October 2022)
0000000001	Case 1	14.000	-							
0000000002	Case 2	5.000	-							

Figure 128

- 3) The participant can also fill in the table by importing the completed Excel file. To do this, you need to download the template, where all positions will be displayed by clicking on the «Download» button (Figure 128).
- 4) The template for filling out is downloaded in excel-file format, where, in addition to the basic information about the positions, information about the version of the notification and the lot number is indicated (Figure 129). The values in the «Дата с» and «Дата по» columns are filled in the DD-MM-YYYY format.

	A	B	C	D	E	F	G	H
	№ п/п	Наименование этапа	Количество	Unit of measurement	Количество(Август 2022)	Дата с (Август 2022)	Дата по (Август 2022)	Количество
1	0000000001	Кейс 1	14.000	-				
2	0000000002	Кейс 2	5.000	-				

Figure 129

- 5) To download the completed excel file, the Participant in the block «Import data from an Excel file to a graph» clicks on the button «Select and upload a file» and indicates the path to the file on the local computer (Figure 128). After loading the excel file, the columns for each position will be automatically filled in the table.
- 6) In the «Delivery schedule» block, the participant can attach the necessary files, for this you need to fill in the «Document description» field, then click the «Select and upload file» button and attach the document in the form that opens (Figure 130).

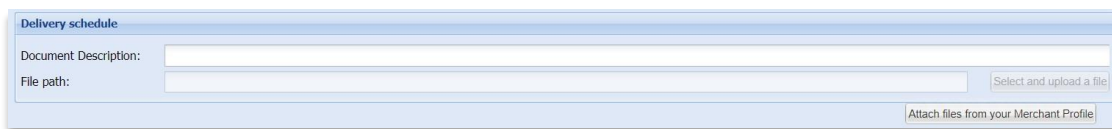


Figure 130

- 7) To add a file from your personal account, click on the «Attach files from your personal account» button. In the form that opens, select the desired document and click the «Attach selected files» button (Figure 131). To delete files, uncheck the previously selected documents, click the «Attach selected files» button.

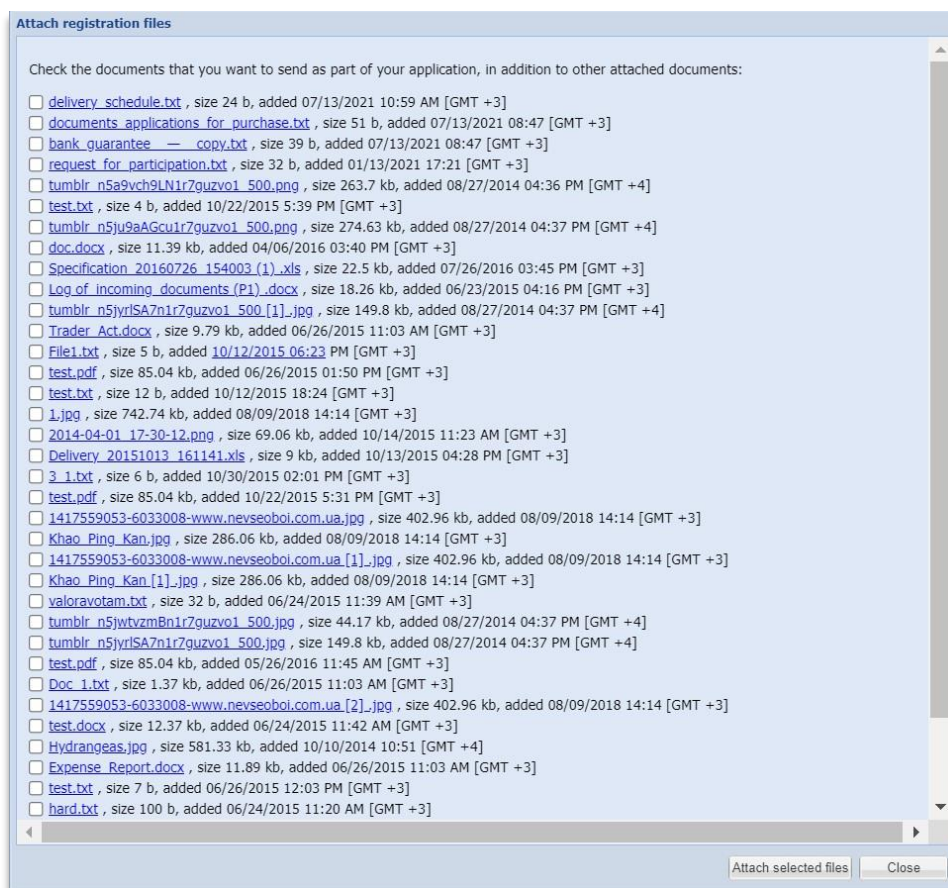


Figure 131

- 8) To clear the table, click on the «Clear a table» button (Figure 128). In the form that opens, click «Yes» (Figure 132). The information in the table will be permanently deleted.

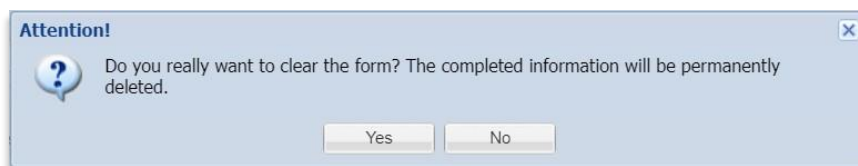


Figure 132

- 9) After filling in the data, click on the «Save» button (Figure 128). To return to the application, click on the «Return to application» button. In the window that opens, select the option to save information by clicking the appropriate button (Figure 133). You will be redirected to the application form.

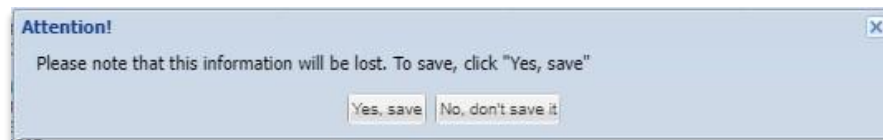
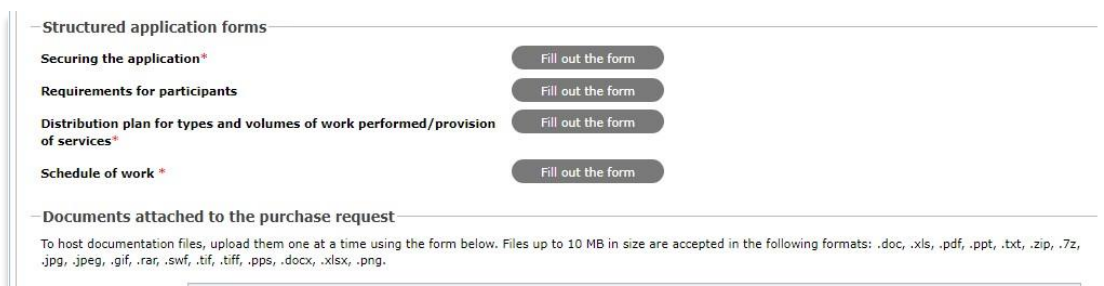


Figure 133

13.5.2. Work Schedule

- 1) To fill in the schedule of work on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Schedule of work», click the button «Fill out the form» (Figure 134).




Structured application forms

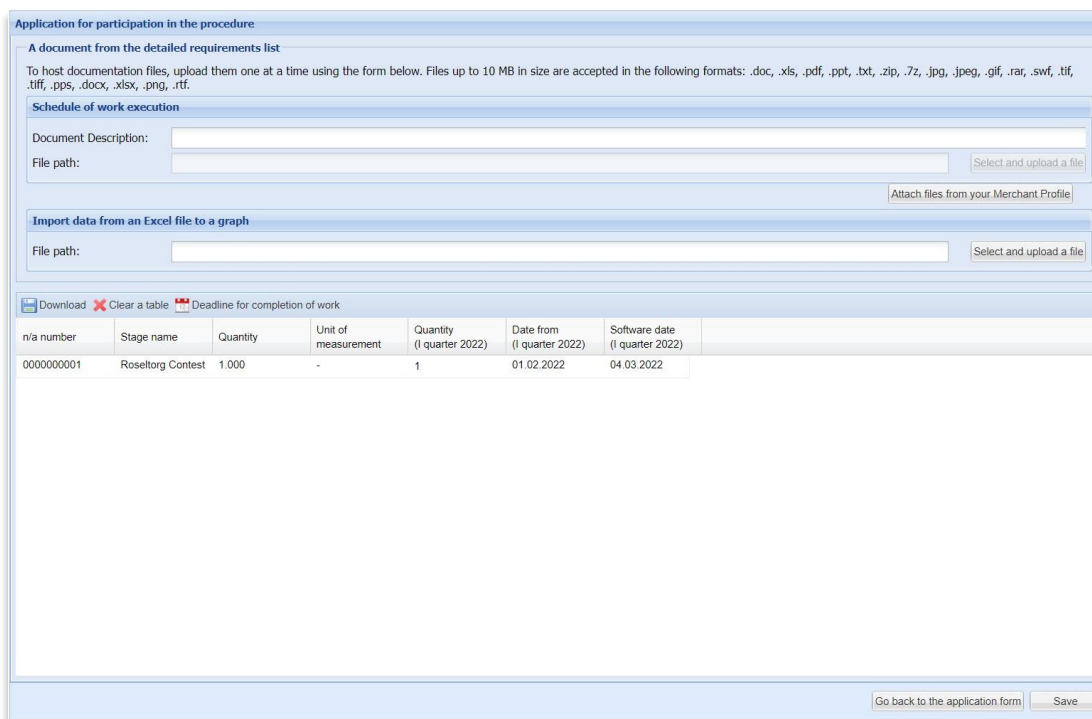
Securing the application*	Fill out the form
Requirements for participants	Fill out the form
Distribution plan for types and volumes of work performed/provision of services*	Fill out the form
Schedule of work*	Fill out the form

Documents attached to the purchase request

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

Figure 134

- 2) In the form that opens, the participant fills in the mandatory fields of the table «Date from», «Date to», «n/a number». If required fields are not filled in, an error will be displayed. The field «Date of the provision of services» is filled in if available. The value of the «Quantity» field or the sum of the fields must match the declared quantity in the STS. The fields «n/a number», «Stage name», «Quantity», «Unit of measurement» are pre-filled with data from the STS automatically. To display the delivery time of the goods, the participant presses the button « Deadline for completion of work» (Figure 135).



Application for participation in the procedure

A document from the detailed requirements list

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png, .rtf.

Schedule of work execution

Document Description:

File path:

Import data from an Excel file to a graph

File path:

Download

n/a number	Stage name	Quantity	Unit of measurement	Quantity (I quarter 2022)	Date from (I quarter 2022)	Software date (I quarter 2022)
0000000001	Roseltorg Contest	1.000	-	1	01.02.2022	04.03.2022

Figure 135

- 3) The participant can also fill in the table by importing the completed Excel file. To do this, you need to download the template, where all positions will be displayed by clicking on the «Download» button (Figure 135).
- 4) The template for filling out is downloaded in excel-file format, where, in addition to the basic information about the positions, information about the version of the notification and the lot number is indicated (Figure 136). The values in the «Дата с», «Дата по» and «Дата выполнения работ» (in the presence of) columns are filled in the DD- MMYYYY format.

	A	B	C	D	E	F	
	№ п/п	Наименование этапа	Количество	Unit of measurement	Количество(I квартал 2022)	Дата с (I квартал 2022)	Дата по (I квартал 2022)
1							
2	0000000001	Конкурс Росэлторг		1 -		1 01.02.2022	04.03.2022
3							

Figure 136

- 5) To download the completed excel file, the Participant in the block «Import data from an Excel file to a graph» clicks on the button «Select and upload a file» and indicates the path to the file on the local computer (Figure 135). After loading the excel file, the columns for each position will be automatically filled in the table.
- 6) In the «Work schedule» block, the participant can attach the necessary files, for this, fill in the «Document description» field, then click the «Select and upload file» button to attach the document (Figure 137).

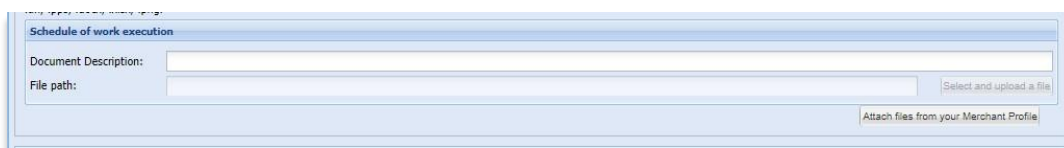


Figure 137

- 7) To add a file from your personal account, click on the «Attach files from your personal account» button. In the form that opens, select the desired document and click the «Attach selected files» button (Figure 138). To delete files, uncheck the previously selected documents, click the «Attach selected files» button.

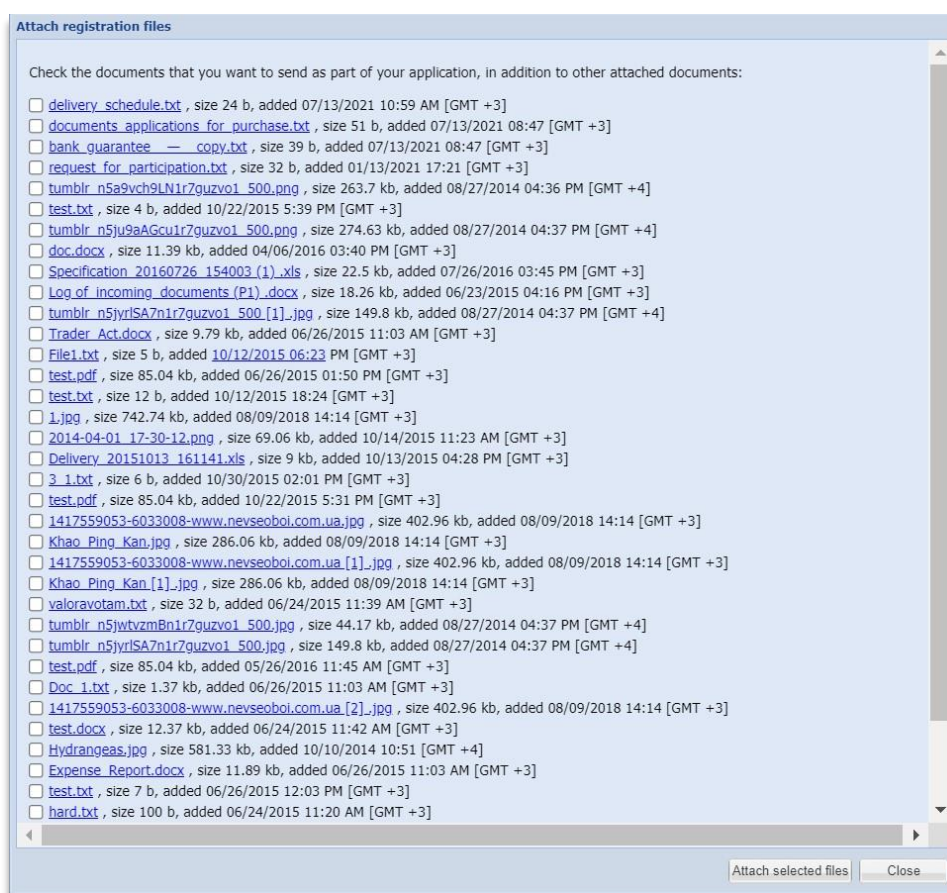


Figure 138

- 8) To clear the table, click on the «Clear a table» button (Figure 135). In the form that opens, click «Yes» (Figure 139). The information in the table will be permanently deleted.

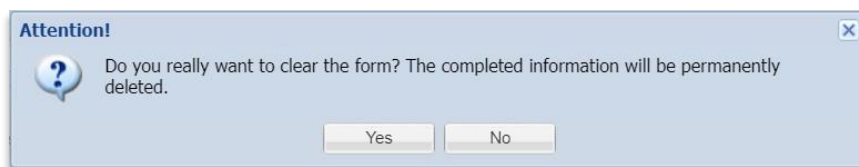


Figure 139

- 9) After filling in the data, click the «Save» button (Figure 135). To return to the application, click the «Return to application» button and in the message that appears, confirm saving the entered data or refuse to save (Figure 140).

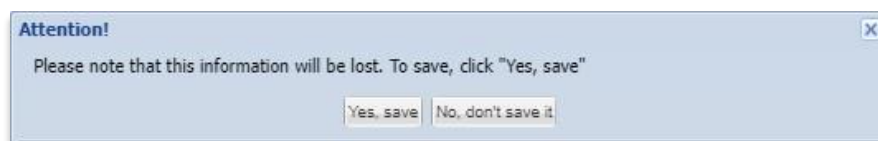


Figure 140

13.5.3. Service Schedule

- 1) To fill in the schedule for the provision of services on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Schedule delivery schedule» click the button «Fill out the form» (Figure 141)

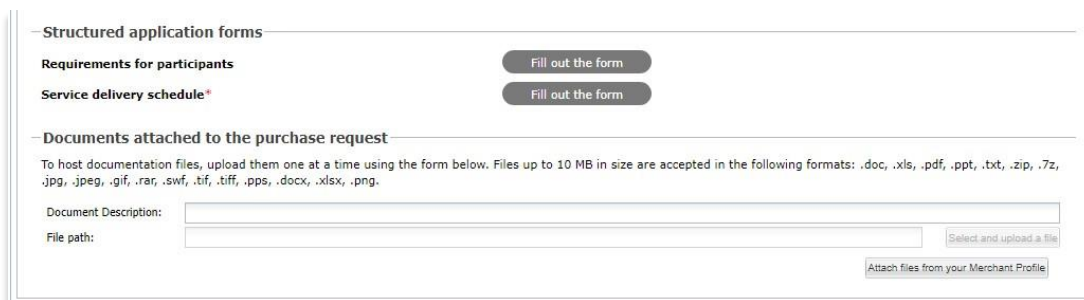



Figure 141

- 2) In the form that opens, the participant fills in the mandatory fields of the table «Start of the provision of services (stages)», «End of the provision of services (stages)», «Date of the provision of services». If required fields are not filled in, an error will be displayed. The field «Date of the provision of services» is filled in if available. The fields «n/a number», «Name of services or individual stages» are pre-filled with data from the STS automatically. To display the delivery time of the goods, the participant presses the button « Service delivery period» (Figure 142).

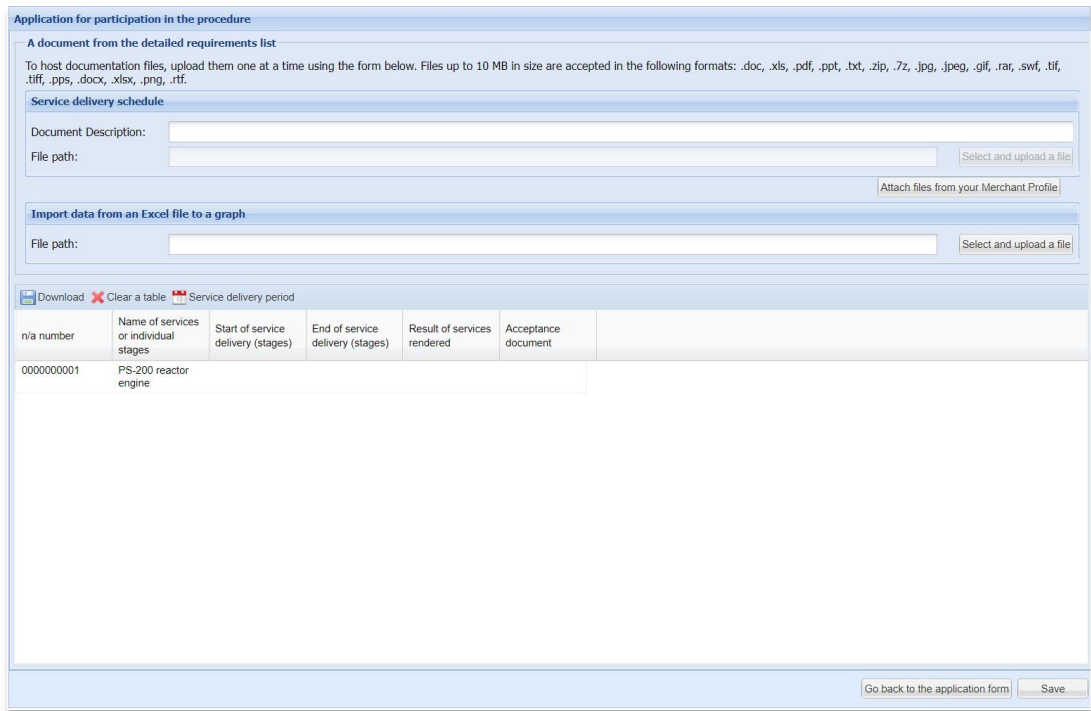


Figure 142

- 3) The participant can also fill in the table by importing the completed Excel file. To do this, you need to download the template, where all positions will be displayed by clicking on the «Download» button (Figure 142).
- 4) The template for filling out is downloaded in excel-file format, where, in addition to the basic information about the positions, information about the version of the notification and the lot number is indicated (Figure 143). The values in the «Начало оказание услуг (этапов)», «Окончание оказание услуг (этапов)» and «Дата оказания услуг» columns are filled in the DD- MM-YYYY format.

	A	B	C	D	E	F
1	№ п/п	Наименование услуг или отдельных этапов	Начало оказание услуг (этапов)	Окончание оказание услуг (этапов)	Результат оказанных услуг	Приемо-сдат
2	0000000001	Двигатель реактора ПС-200				
3						

Figure 143

- 5) To download the completed excel file, the Participant in the block «Import data from an Excel file to a graph» clicks on the button «Select and upload a file» and indicates the path to the file on the local computer (Figure 142). After loading the excel file, the columns for each position will be automatically filled in the table.
- 6) In the «Service Schedule» block, the participant can attach the necessary files, for this, fill in the «Document Description» field, then click the «Select and Upload File» button to attach the document (Figure 144).

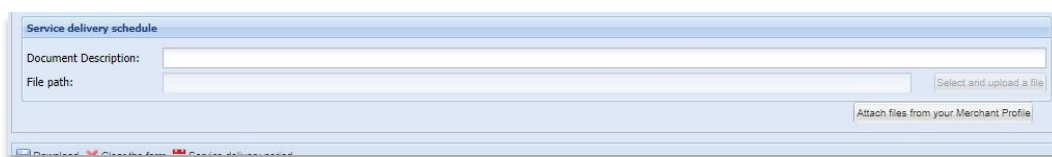


Figure 144

- 7) To add a file from your personal account, click on the «Attach files from your personal account» button. In the form that opens, select the desired document and click the «Attach selected files» button (Figure 145). To delete files, uncheck the previously selected documents, click the «Attach selected files» button.



Figure 145

- 8) To clear the table, click on the «Clear a table» button (Figure 142). In the form that opens, click «Yes» (Figure 146). The information in the table will be permanently deleted.

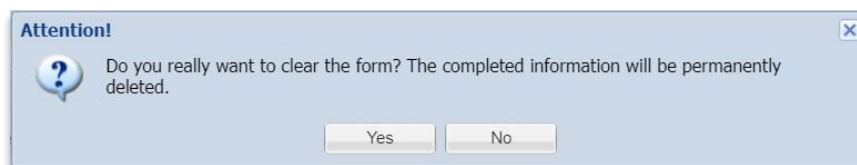


Figure 146

- 9) After filling in the data, click the «Save» button (Figure 142). To return to the application, click the «Return to application» button and in the message that appears, confirm saving the entered data or refuse to save (Figure 147).

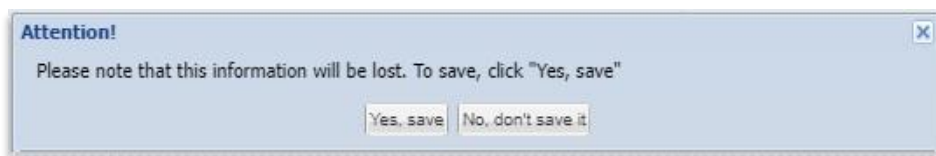


Figure 147

13.6. Certificate of material and technical resources

- 1) Certificate of material and technical resources can be of 2 types, depending on the selected type of the Summary table of costs: Certificate of material and technical resources for the implementation of research, design and development work, R&D, provision of services, Certificate of material and technical resources for the performance of contract work.

13.6.1. Certificate of material and technical resources for the implementation of research, design and development work, R&D, provision of services

- 1) To fill out a certificate of material and technical resources for the performance of research, design and development work, the provision of services on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Certificate of material and technical resources for the performance of research, R&D, R&D, provision of services» click on the button «Fill out the form» Figure 148).

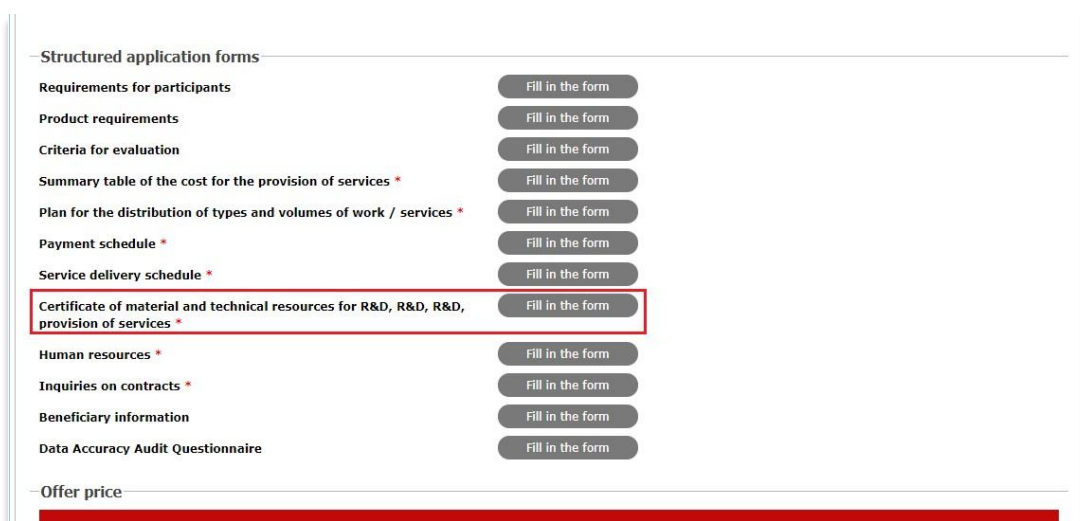



Figure 148

- 2) In the form that opens, the participant clicks on the «Add to» button to fill in the table (Figure 149), in the window that opens, fills in the fields (Figure 150).
- 3) In the field «MTP chapter» the participant indicates the chapter in accordance with the structure of the consolidated estimate calculation, when you hover over the icon , a pop-up hint appears (Figure 151).

Application for participation in the procedure

Document from the detailed requirements

To place the documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

MTP certificate

Document Description:


File path:

P / p No.	Head of ICTR	Name	Location	Ownership or other right (economic management, operational management)	Number and date of the lease	Purpose (from the point of view of the implementation of the Agreement)	condition	Note	Operations

Figure 149

New entry

Order number:

Head of MTP :

Name:

Location:

Ownership or other right (economic management, operational management):

Number and date of the lease:

Purpose (from the point of view of the implementation of the Agreement):

Condition:

Note:

Figure 150

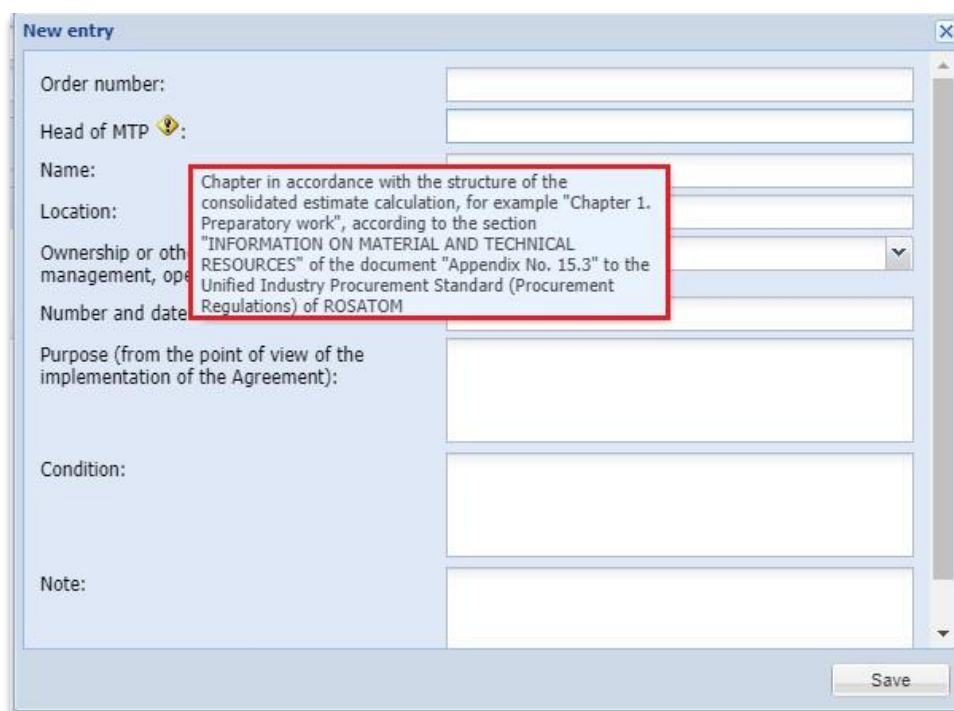


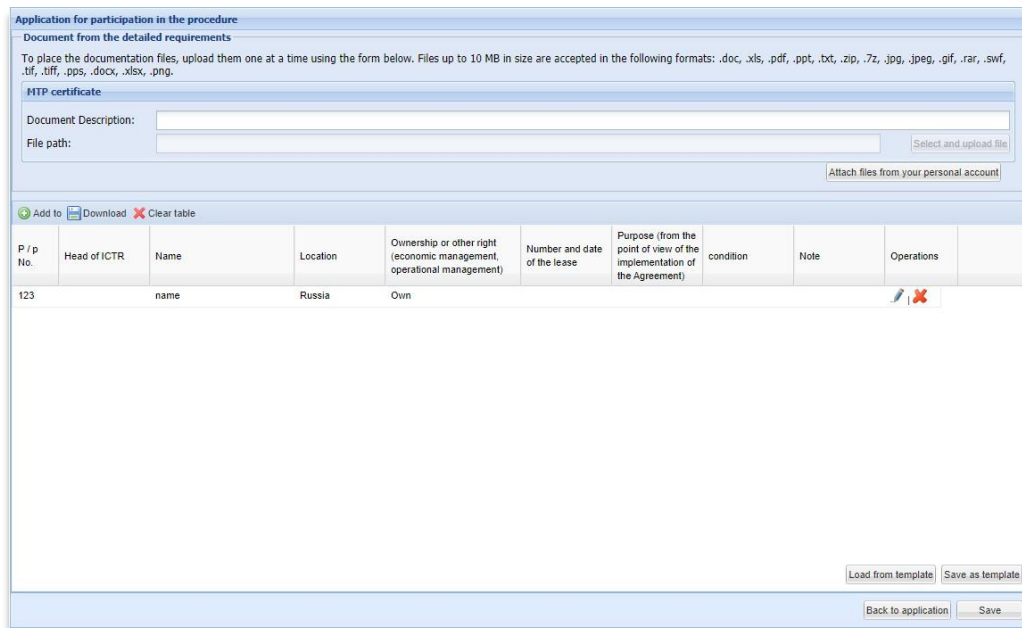


Figure 151

- 4) In the field «Ownership or other right (economic management, operational management)», the participant selects one of the values in the drop-down list: «Own» or «Rent». If you select «Rent», you must fill in the «Number and date of the lease» field. After filling in the data, the participant clicks on the «Save» button (Figure 151).
- 5) A row with filled data appears in the table (Figure 152). To delete, you need to click on the  button. To edit a line, the participant clicks on the  button, in the opened editing form edits the required fields, clicks on the «Save» button (Figure 153).



Application for participation in the procedure

Document from the detailed requirements

To place the documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

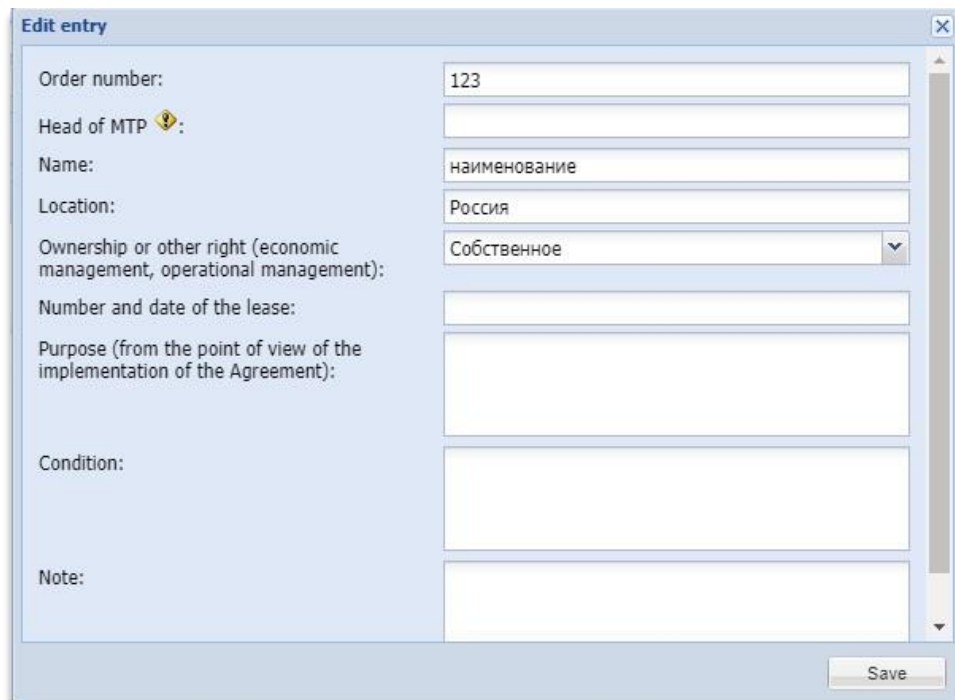
MTP certificate

Document Description:

File path:

P / p No.	Head of ICTR	Name	Location	Ownership or other right (economic management, operational management)	Number and date of the lease	Purpose (from the point of view of the implementation of the Agreement)	condition	Note	Operations
123		name	Russia	Own					

Figure 152



Edit entry

Order number:

Head of MTP :

Name:

Location:

Ownership or other right (economic management, operational management):


Number and date of the lease:

Purpose (from the point of view of the implementation of the Agreement):

Condition:

Note:

Figure 153

- 6) Also, the data can be loaded into the table from the template. To do this, the participant clicks on the button «Load from template» (Figure 152), in the window that opens, he selects the required template, clicks on the button  (Figure 154). The data from the template will be loaded into the table.

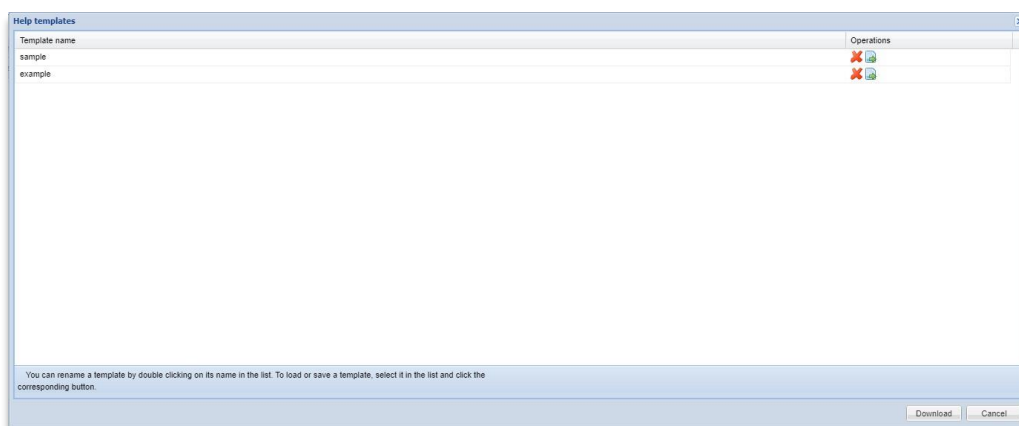



Figure 154

- 7) The manually filled-in data in the table can be saved as a template, for this, after filling in the data, the participant clicks on the «Save as template» button (Figure 152). In the window that opens, he selects the required template, clicks the button  (Figure 155). In the window that opens, enters the name of the template, clicks «OK» (Figure 156).

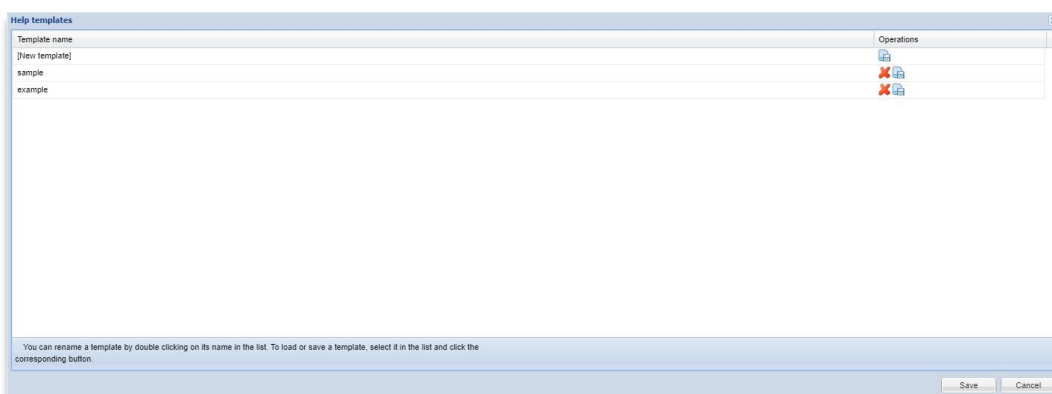


Figure 155

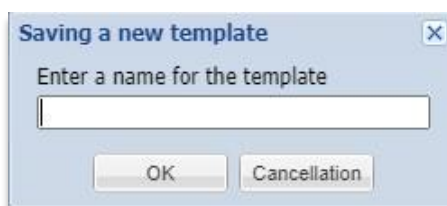



Figure 156

- 8) The participant can download the template, which will display all the fields of the table, by clicking on the «Download» button (Figure 152).
- 9) The template for filling is downloaded in the excel file format, filled in and saved on the local computer (Figure 157).

№ п/п	Глава МТР	Наименование	Местонахождение	Право собственности или иное право (хозяйственного ведения, оперативного управления)	Номер и дата договора аренды	Предназначение (с точки зрения выполнения Договора)	Состояние	Примечание	Позиция зам.
1	1111	оффс							
2		наименование	место	право		предназначение	состояние	примечание	
3									

Figure 157

- 10) The participant in the block «MTP certificate» can attach the necessary files, for this you need to fill in the «Document description» field, then click on the «Select and upload file» button and attach the document in the form that opens (Figure 152).
- 11) To add a file from your personal account, click on the «Attach files from your personal account» button. In the form that opens, check the box next to the required documents, click the «Attach selected files» button (Figure 158). To delete files, uncheck the previously selected documents, click the «Attach selected files» button.



Attach registration files

Check the documents that you want to send as part of your application, in addition to other attached documents:

- delivery_schedule.txt, size 24 b, added 07/13/2021 10:59 AM [GMT +3]
- documents_applications_for_purchase.txt, size 51 b, added 07/13/2021 08:47 [GMT +3]
- bank_guarantee_copy.txt, size 39 b, added 07/13/2021 08:47 [GMT +3]
- request_for_participation.txt, size 32 b, added 01/13/2021 17:21 [GMT +3]
- tumblr_n5a9vch9LN1r7guzvo1_500.png, size 263.7 kb, added 08/27/2014 04:36 PM [GMT +4]
- test.txt, size 4 b, added 10/22/2015 5:39 PM [GMT +3]
- tumblr_n5ju9aAGcu1r7guzvo1_500.png, size 274.63 kb, added 08/27/2014 04:37 PM [GMT +4]
- doc.docx, size 11.39 kb, added 04/06/2016 03:40 PM [GMT +3]
- Specification_20160726_154003(1).xls, size 22.5 kb, added 07/26/2016 03:45 PM [GMT +3]
- Log_of_incoming_documents(P1).docx, size 18.26 kb, added 06/23/2015 04:16 PM [GMT +3]
- tumblr_n5jvrlSA7n1r7guzvo1_500[1].jpg, size 149.8 kb, added 08/27/2014 04:37 PM [GMT +4]
- Trader_Act.docx, size 9.79 kb, added 06/26/2015 11:03 AM [GMT +3]
- File1.txt, size 5 b, added 10/12/2015 06:23 PM [GMT +3]
- test.pdf, size 85.04 kb, added 06/26/2015 01:50 PM [GMT +3]
- test.txt, size 12 b, added 10/12/2015 18:24 [GMT +3]
- 1.jpg, size 742.74 kb, added 08/09/2018 14:14 [GMT +3]
- 2014-04-01_17-30-12.png, size 69.06 kb, added 10/14/2015 11:23 AM [GMT +3]
- Delivery_20151013_161141.xls, size 9 kb, added 10/13/2015 04:28 PM [GMT +3]
- 3_1.txt, size 6 b, added 10/30/2015 02:01 PM [GMT +3]
- test.pdf, size 85.04 kb, added 10/22/2015 5:31 PM [GMT +3]
- 1417559053-6033008-www.nevseoboi.com.ua.jpg, size 402.96 kb, added 08/09/2018 14:14 [GMT +3]
- Khao_Ping_Kan.jpg, size 286.06 kb, added 08/09/2018 14:14 [GMT +3]
- 1417559053-6033008-www.nevseoboi.com.ua[1].jpg, size 402.96 kb, added 08/09/2018 14:14 [GMT +3]
- Khao_Ping_Kan[1].jpg, size 286.06 kb, added 08/09/2018 14:14 [GMT +3]
- valoravotam.txt, size 32 b, added 06/24/2015 11:39 AM [GMT +3]
- tumblr_n5jvrlSA7n1r7guzvo1_500.jpg, size 44.17 kb, added 08/27/2014 04:37 PM [GMT +4]
- tumblr_n5jvrlSA7n1r7guzvo1_500.jpg, size 149.8 kb, added 08/27/2014 04:37 PM [GMT +4]
- test.pdf, size 85.04 kb, added 05/26/2016 11:45 AM [GMT +3]
- Doc_1.txt, size 1.37 kb, added 06/26/2015 11:03 AM [GMT +3]
- 1417559053-6033008-www.nevseoboi.com.ua[2].jpg, size 402.96 kb, added 08/09/2018 14:14 [GMT +3]
- test.docx, size 12.37 kb, added 06/24/2015 11:42 AM [GMT +3]
- Hydrangeas.jpg, size 581.33 kb, added 10/10/2014 10:51 [GMT +4]
- Expense_Report.docx, size 11.89 kb, added 06/26/2015 11:03 AM [GMT +3]
- test.txt, size 7 b, added 06/26/2015 12:03 PM [GMT +3]
- hard.txt, size 100 b, added 06/24/2015 11:20 AM [GMT +3]

Attach selected files Close

Figure 158

- 12) To clear the table, click on the «Clear table» button (Figure 152). In the form that opens, click «Yes» (Figure 159). The information in the table will be deleted without the possibility of saving.

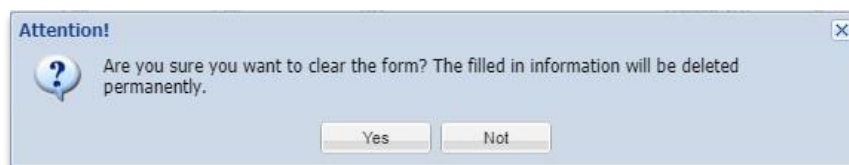


Figure 159

- 13) After filling in the data, click on the «Save» button (Figure 152). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (Figure 160). You will go to the application form.

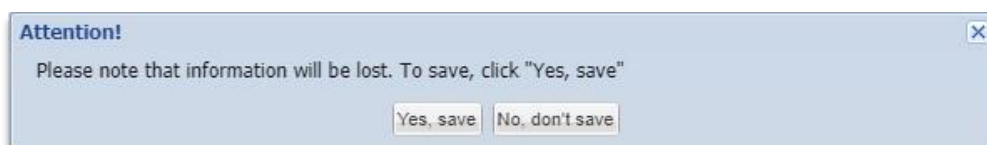


Figure 160

13.6.2. Certificate of material and technical resources for the performance of contract work

- 1) To fill out a certificate of material and technical resources for the performance of contract work on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Certificate of material and technical resources for the performance of contract work», click on the «Fill in the form» button (Figure 161).




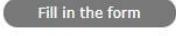
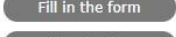
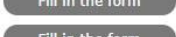
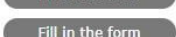
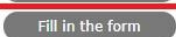

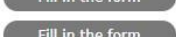
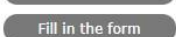


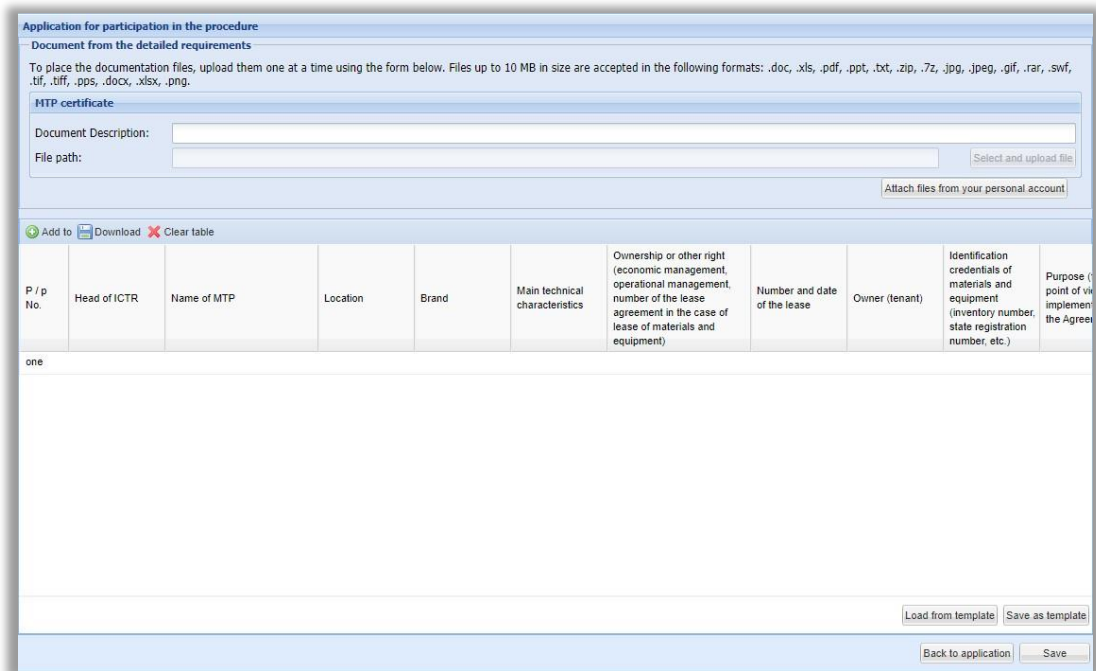
Tax system	
Tax system 	General taxation system 
Structured application forms	
Requirements for participants	
Product requirements	
Summary table of the cost of contract work *	
Plan for the distribution of types and volumes of work / services *	
Payment schedule *	
Work schedule *	
Certificate of material and technical resources for the performance of contract work *	
Human resources *	
Inquiries on contracts *	
Data Accuracy Audit Questionnaire	
Offer price	

Figure 161

- 2) In the form that opens, the participant clicks on the button «Add to» to fill in the table (Figure 162), in the window that opens, fills in the fields (Figure 163).
- 3) In the «Head of the MTP» field, the participant indicates the chapter in accordance with the structure of the summary estimate calculation, a popup hint appears when hovering over the icon .



Application for participation in the procedure

Document from the detailed requirements

To place the documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

MTP certificate

Document Description:

File path:

P / p No.	Head of ICTR	Name of MTP	Location	Brand	Main technical characteristics	Ownership or other right (economic management, operational management, number of the lease agreement in the case of lease of materials and equipment)	Number and date of the lease	Owner (tenant)	Identification credentials of materials and equipment (inventory number, state registration number, etc.)	Purpose (point of view implement the Agree
one										

Figure 162



New entry

Order number:

Head of MTP :

Name of MTP:

Location:

Brand:

Main technical characteristics:

Ownership or other right (economic management, operational management, number of the lease agreement in the case of lease of materials and equipment):

Number and date of the lease:

Owner (tenant):

Identification credentials of materials and equipment (inventory number, state registration number, etc.):

Figure 163

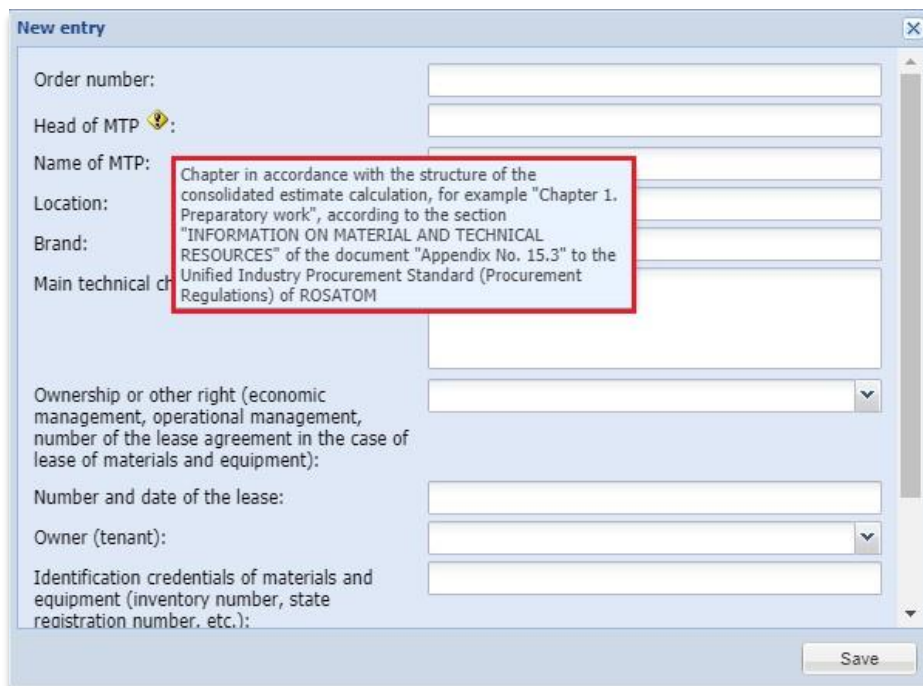


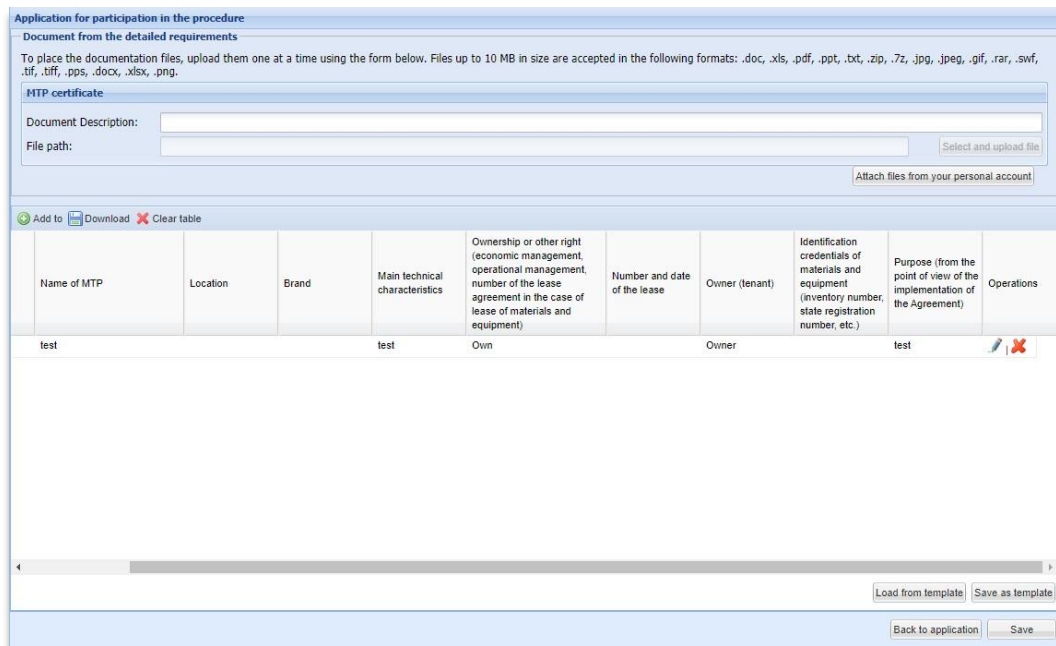


Figure 164

- 4) In the field Ownership or other right (economic management, operational management, number of the lease agreement in the case of lease of materials and equipment) needed select one of the values in the drop-down list: «Own» or «Rent». If selected «Rent», requiring fill in the «Number and date of the rent agreement» field. In the «Owner (tenant)» field, the participant selects one of the values in the drop-down list: «Own» or «Rent». After filling in the data, the participant clicks on the «Save» button (Figure 164).
- 5) A row appears in the table with the filled data (Figure 165). To delete it, click on the  button . To edit the participant clicks on the  button , in the editing form that opens, edits the necessary fields, clicks on the «Save» button» (Figure 166).



Application for participation in the procedure

Document from the detailed requirements

To place the documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

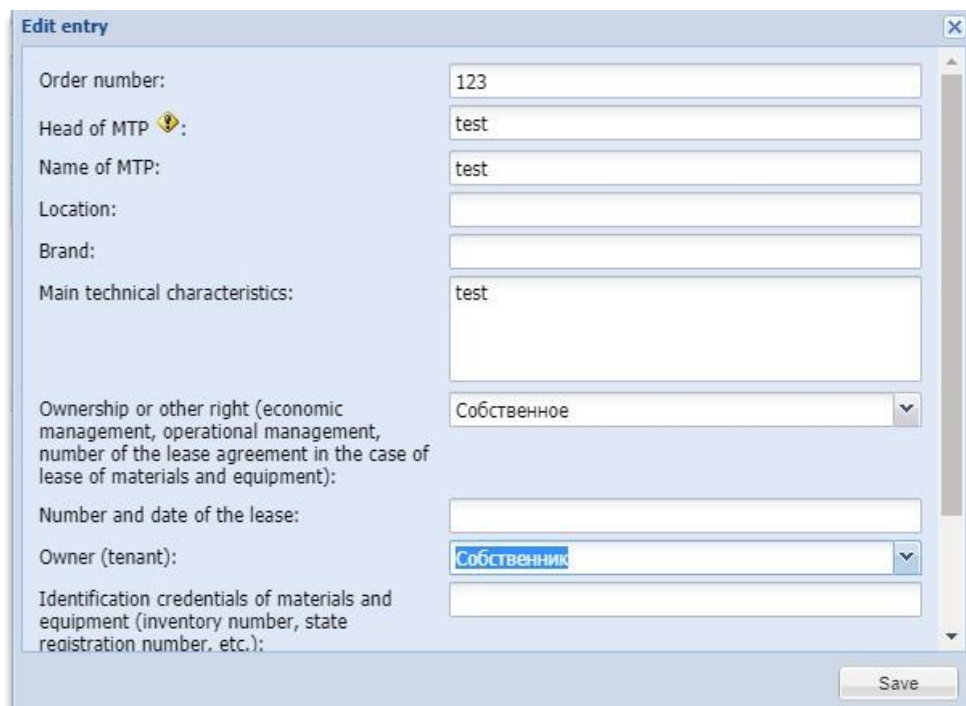
MTP certificate

Document Description:

File path:


Name of MTP	Location	Brand	Main technical characteristics	Ownership or other right (economic management, operational management, number of the lease agreement in the case of lease of materials and equipment)	Number and date of the lease	Owner (tenant)	Identification credentials of materials and equipment (inventory number, state registration number, etc.)	Purpose (from the point of view of the implementation of the Agreement)	Operations
test			test	Ovn		Owner		test	<input type="button" value="edit"/> <input type="button" value="delete"/>

Figure 165



Edit entry

Order number:

Head of MTP :

Name of MTP:

Location:

Brand:

Main technical characteristics:

Ownership or other right (economic management, operational management, number of the lease agreement in the case of lease of materials and equipment):

Number and date of the lease:

Owner (tenant):

Identification credentials of materials and equipment (inventory number, state registration number, etc.):

Figure 166



- 6) Participant can also upload data to the table from the template. To do this, the participant clicks on the «Load from template» button (Figure 165), in the window that opens, select the desired template, click on the button  (Figure 167). The data from the template will be loaded into the table.



Figure 167

- 7) Manually filled in data in the table can be saved as a template, for this, after filling in the data, the participant clicks on the «Save as template» button (Figure 165). In the window that opens, select the desired template, click on the button  (Figure 168). In the window that opens, enter the name of the template, click «OK» (Figure 169).

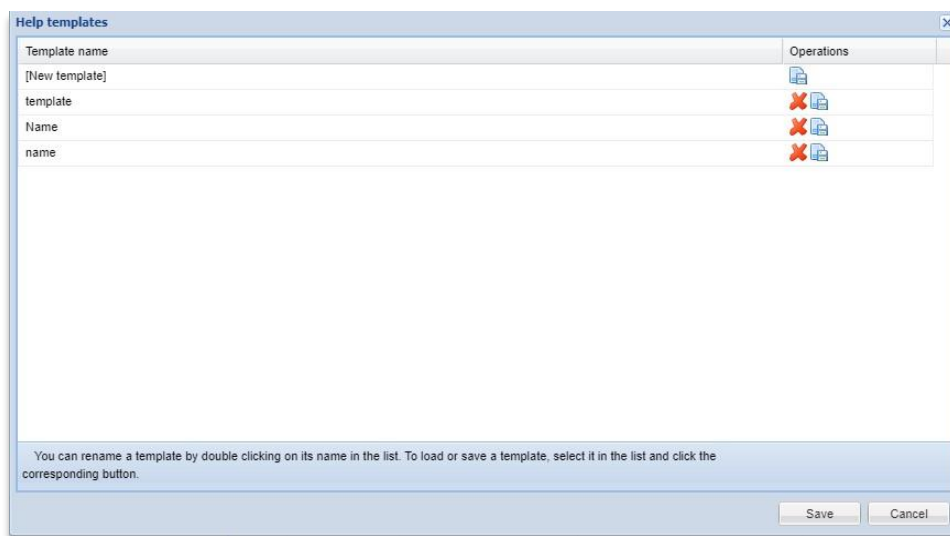


Figure 168

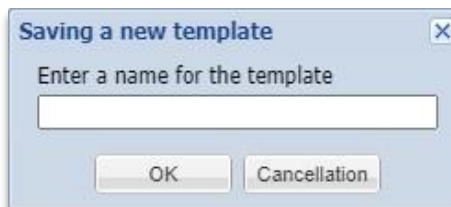


Figure 169

- 8) The participant can also fill in the table by importing the completed Excel file. To do this, you need to download a template where all the fields of the table will be displayed by clicking on the «Download» button (Figure 165).
- 9) The template for filling is downloaded in excel file format, filled in and saved on the local computer (Figure 170).

	A	B	C	D	E	F	G	H
	№ п/п	Глава МТП	Наименование МТП	Местонахождение	Марка	Основные технические характеристики	Право собственности или иное право (хозяйственного ведения, оперативного управления, № договора аренды в случае аренды МТП)	Номер и дата договора а
1								
2	434545	44545	наименование	Россия	марка	технические характеристики	Собственное	
3								

Figure 170

- 10) The participant in the «MTP certificate» block can attach the necessary files, for this you need to fill in the «Document Description» field, then click on the «Select and upload file» button and attach the document in the form that opens (Figure 165).
- 11) To add a file from your personal account, click on the «Attach files from your personal account» button. In the form that opens, check the box next to the required documents, click the «Attach selected files» button (Figure 171). To delete files, uncheck the previously selected documents, click the «Attach selected files» button.



Figure 171

- 12) To clear the table, click on «Clear table» (Figure 165). In the form that opens, click «Yes» (Figure 172). The information in the table will be permanently deleted.

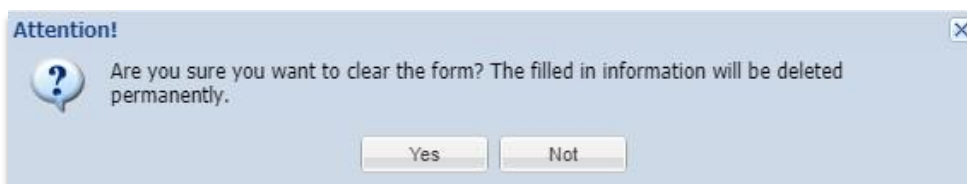


Figure 172

- 13) After filling in the data, click on Save» (Figure 165). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save the information by clicking on the corresponding button (Figure 173). The transition to the application form will occur.

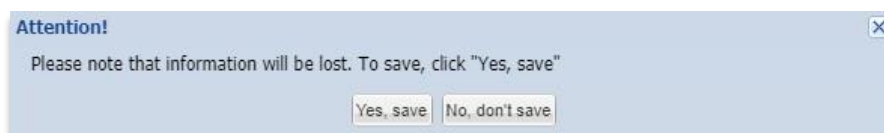


Figure 173

13.7. Information about human resources

- 1) Certificate of human resources is of 3 types: Certificate of human resources for the implementation of research, design and development work, the provision of services with information on the total staffing, Certificate of human resources for the implementation of research, design and development work, provision of services without information on the total staffing level, Certificate of human resources for the performance of contract work.

13.7.1. Certificate of human resources for the implementation of research, design and development work, R&D, provision of services

- 1) To fill out a certificate of human resources for the implementation of research, design and development work, the provision of services on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Human resources» click on the button «Fill out the form» (Figure 174).

Structured application forms	
Requirements for participants	Fill in the form
Product requirements	Fill in the form
Summary table of the cost for the supply of goods *	Fill in the form
Plan for the distribution of types and volumes of work / provision of services *	Fill in the form
Payment schedule *	Fill in the form
Goods delivery schedule *	Fill in the form
Bukh data, accounting	Fill in the form
Human resources *	Fill in the form
Inquiries on contracts *	Fill in the form
Data Accuracy Audit Questionnaire	Fill in the form
Offer price	

Figure 174

- 2) A form will open that displays a table of involved managers and staff, and can also display a table of the total staffing. The participant fills in the table on involved managers and staff, to add an entry to the table, clicks on the «Add» button (Figure 175).

Application for participation in the procedure

Managers and personnel involved in the implementation of the contract

No.	Chapter	Employee full name	Education (what educational enterprise, year of graduation, specialty)	Position	Work experience in this or similar position, in years	Employed by the Participant / co-contractor / engaged (outsourced) specialist	Planned role during the contract fulfillment	Certificate	Diplomas confirming qualification of the specialist

Total staffing



Chapter	Group of employees	Total number of employees	Operations

Figure 175

- 3) In the window that opens, the participant fills in the fields (Figure 176).





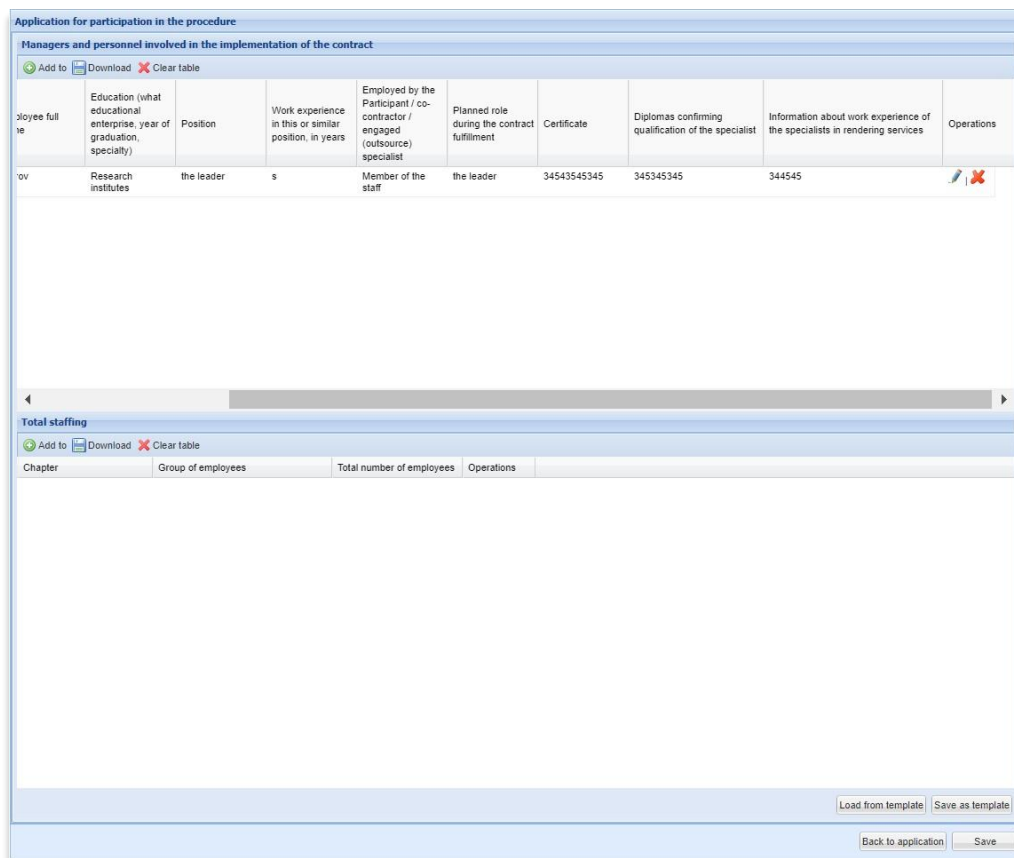
The screenshot shows a 'New entry' form with the following fields:

- No.:
- Chapter :
- Employee full name:
- Education (what educational enterprise, year of graduation, specialty):
- Position:
- Work experience in this or similar position, in years:
- Employed by the Participant / co-contractor / engaged (outsource) specialist: 
- Planned role during the contract fulfillment:
- Certificate:
- Diplomas confirming qualification of the specialist:
- Information about work experience of the specialists in rendering services:

A 'Save' button is located at the bottom right of the form.

Figure 176

- 4) In the field «On the staff of the Participant / co-executor / involved (third-party) specialist», the participant selects one of the values in the drop-down list: «On the staff» or «Third-party specialist». After filling in the data, the participant clicks on the «Save» button (Figure 176).
- 5) A row with filled data appears in the table (Figure 177). To delete, click on the  button. To edit a line, the participant presses the button , in the editing form that opens, edits the required fields, clicks on the «Save» button (Figure 178).



Application for participation in the procedure

Managers and personnel involved in the implementation of the contract

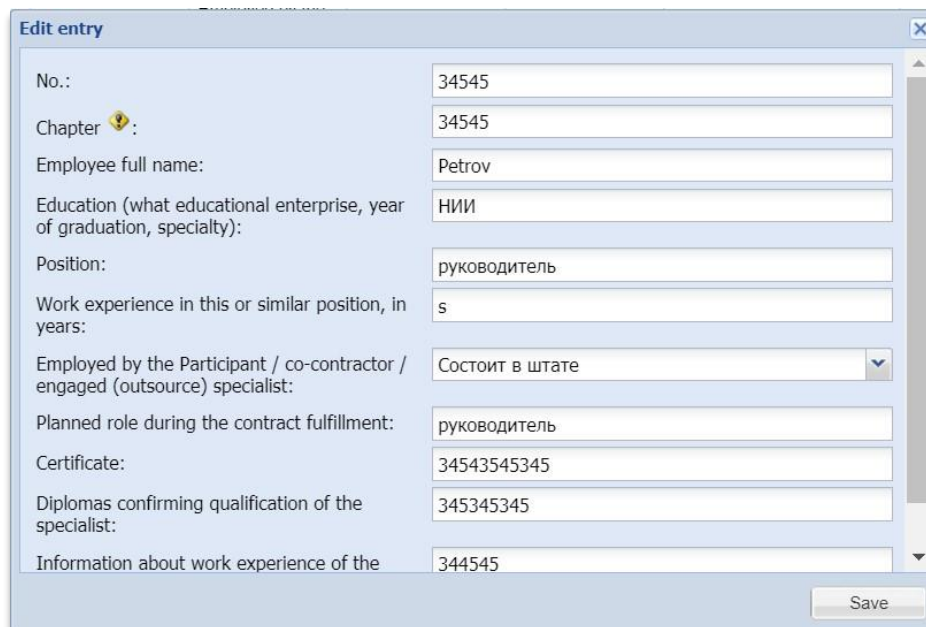
Employee full name	Education (what educational enterprise, year of graduation, specialty)	Position	Work experience in this or similar position, in years	Employed by the Participant / co-contractor / engaged (outsourcing) specialist	Planned role during the contract fulfillment	Certificate	Diplomas confirming qualification of the specialist	Information about work experience of the specialists in rendering services	Operations
Petrov	Research institutes	the leader	s	Member of the staff	the leader	34543545345	345345345	344545	

Total staffing

Chapter	Group of employees	Total number of employees	Operations
---------	--------------------	---------------------------	------------

Buttons: Load from template, Save as template, Back to application, Save

Figure 177



Edit entry

No.: 34545

Chapter: 34545

Employee full name: Petrov

Education (what educational enterprise, year of graduation, specialty): НИИ

Position: руководитель

Work experience in this or similar position, in years: s

Employed by the Participant / co-contractor / engaged (outsourcing) specialist: Состоит в штате

Planned role during the contract fulfillment: руководитель

Certificate: 34543545345

Diplomas confirming qualification of the specialist: 345345345

Information about work experience of the specialist: 344545

Save

Figure 178

- 6) The participant can download the table in excel format, where all the fields of the table will be displayed, by clicking on the «Download» button (Figure 177).

- 7) To clear the table for involved managers and staff, click on the «Clear table» button (Figure 177). In the form that opens, click «Yes» (Figure 179). The information in the table will be deleted.

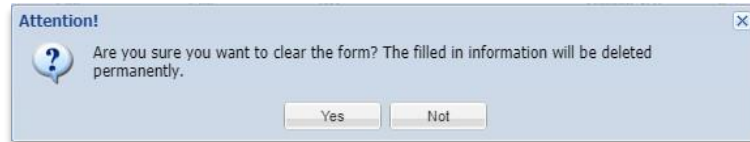



Figure 179

- 8) If there is a table of the total staffing, the participant fills in the table, to add an entry to the table, clicks on the «Add» button (Figure 177).
- 9) In the window that opens, the participant fills in (Figure 180). In the «Chapter» field, indicates the chapter in accordance with the structure of the summary estimate calculation, when hovering over the icon  tooltip appears (Figure 181). After filling in the data, the participant clicks on the «Save» button.

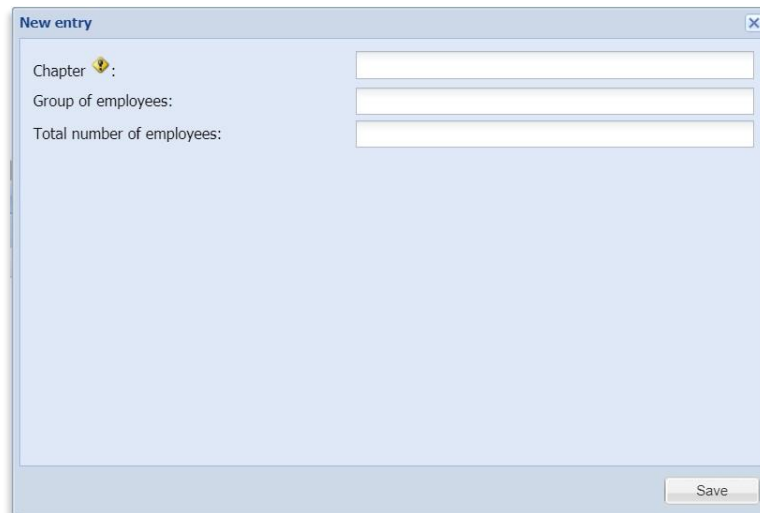


Figure 180

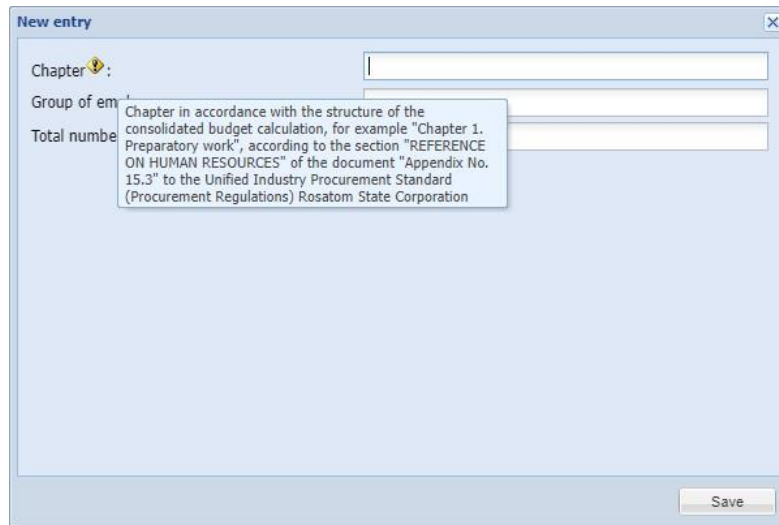







Figure 181

- 10) A row with filled data appears in the table (Figure 183). To delete, click on the button . To edit a line, the participant presses the button , in the editing form that opens, edits the required fields, clicks on the «Save» button (Figure 184).




application for participation in the procedure



Managers and personnel involved in the implementation of the contract



 Add to
  Download
  Clear table

No.	Chapter	Employee full name	Education (what educational enterprise, year of graduation, specialty)	Position	Work experience in this or similar position, in years	Employed by the Participant / co-contractor / engaged (outsourcing) specialist	Planned role during the contract fulfillment	Certificate	Diplomas confirming qualification of the specialist

Total staffing

 Add to
  Download
  Clear table

Chapter	Group of employees	Total number of employees	Operations
345345	staff	334	 

 Load from template
  Save as template



 Back to application
  Save

Figure 182

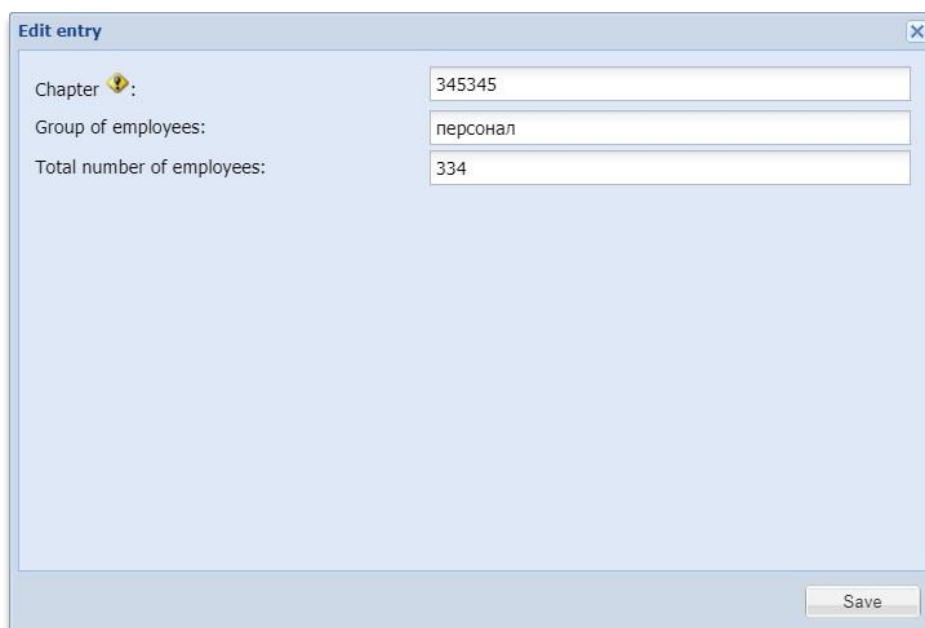


Figure 183

- 11) The participant can download the table in excel format, where all the fields of the table will be displayed, by clicking on the «Download» button (Figure 183).
- 12) To clear the table by total headcount, click on the «Clear table» button (Figure 183). In the form that opens, click «Yes» (Figure 185). The information in the table will be deleted.

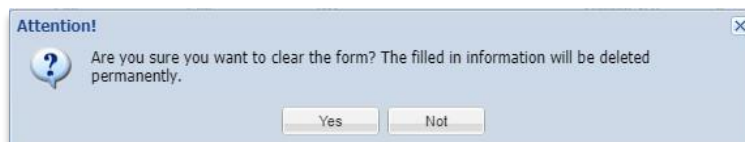


Figure 184

- 13) After filling in the data, click on the «Save» button (Figure 183). To return to the application, click on the «Return to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (Figure 185). You will be redirected to the application form.

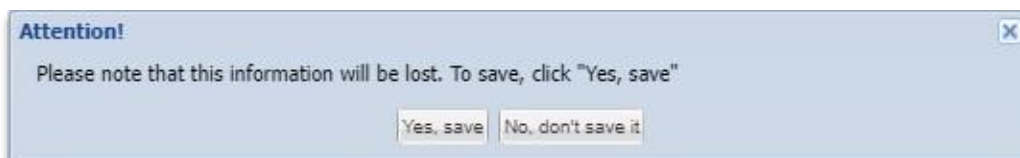
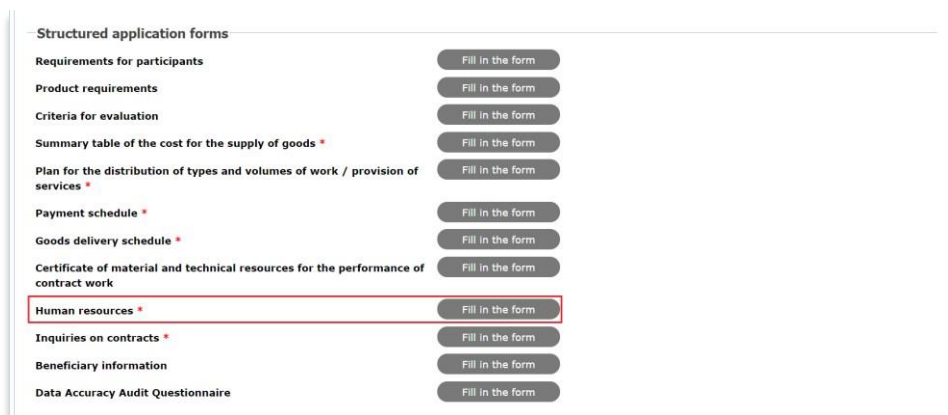


Figure 185

13.7.2. Certificate of human resources for the performance of contract work

- 1) To fill out a certificate of human resources for the performance of contract work on the form «Application for participation in the procedure», in the block «Structured

application forms» in the field «Human resources» click on the button «Fill out the form» (Figure 186).

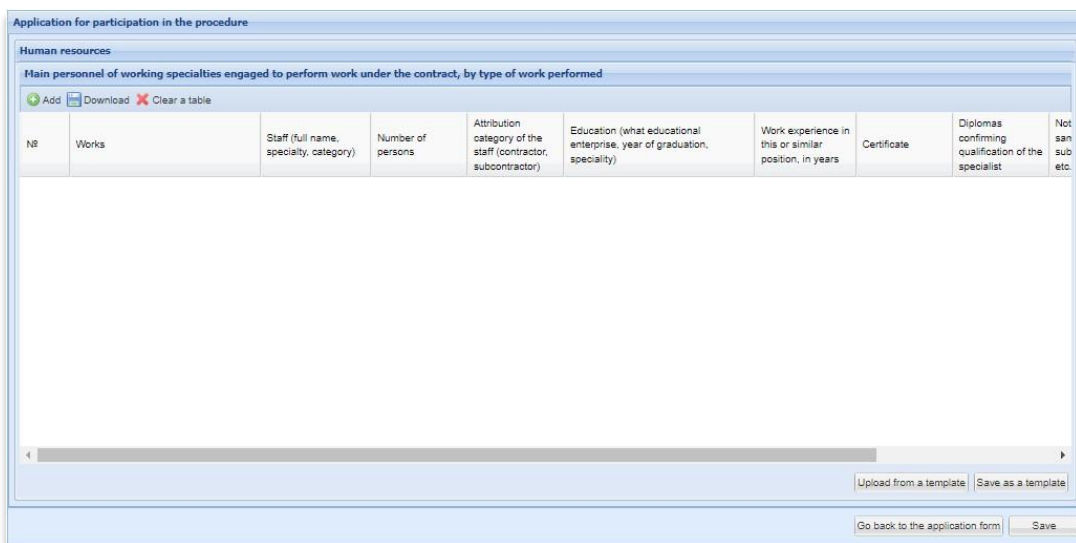


Structured application forms

- Requirements for participants
- Product requirements
- Criteria for evaluation
- Summary table of the cost for the supply of goods *
- Plan for the distribution of types and volumes of work / provision of services *
- Payment schedule *
- Goods delivery schedule *
- Certificate of material and technical resources for the performance of contract work
- Human resources ***
- Inquiries on contracts *
- Beneficiary information
- Data Accuracy Audit Questionnaire

Figure 186

- 2) A form will open that displays a table on the key personnel involved in working specialties. The participant fills in the table, to add an entry to the table, clicks on the «Add» button (Figure 187).



Application for participation in the procedure

Human resources

Main personnel of working specialties engaged to perform work under the contract, by type of work performed



NR	Works	Staff (full name, speciality, category)	Number of persons	Attribution category of the staff (contractor, subcontractor)	Education (what educational enterprise, year of graduation, speciality)	Work experience in this or similar position, in years	Certificate	Diplomas confirming qualification of the specialist	Not san sub etc.

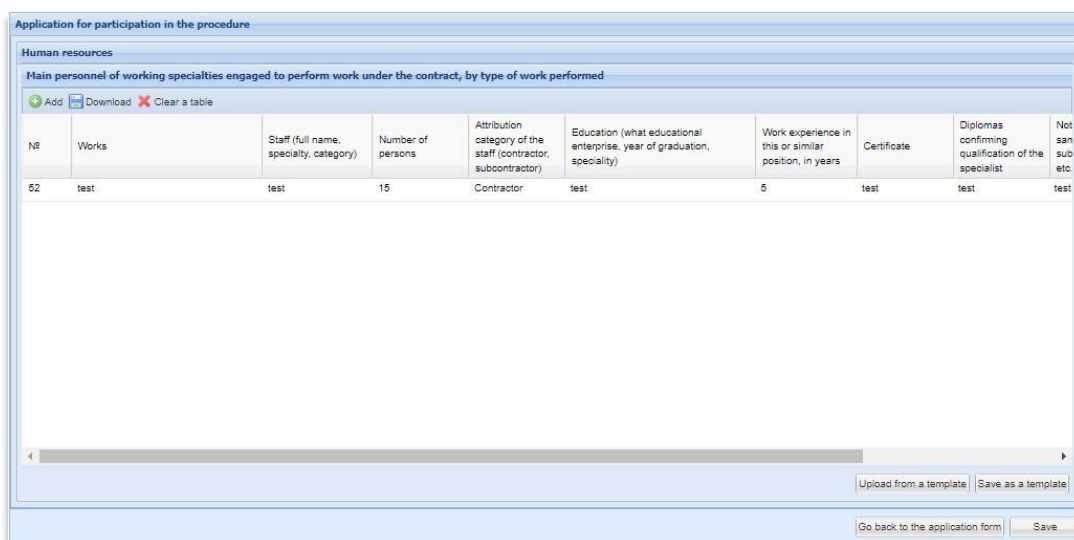
Figure 187

- 3) In the window that opens, the Participant fills in the fields (Figure 188).



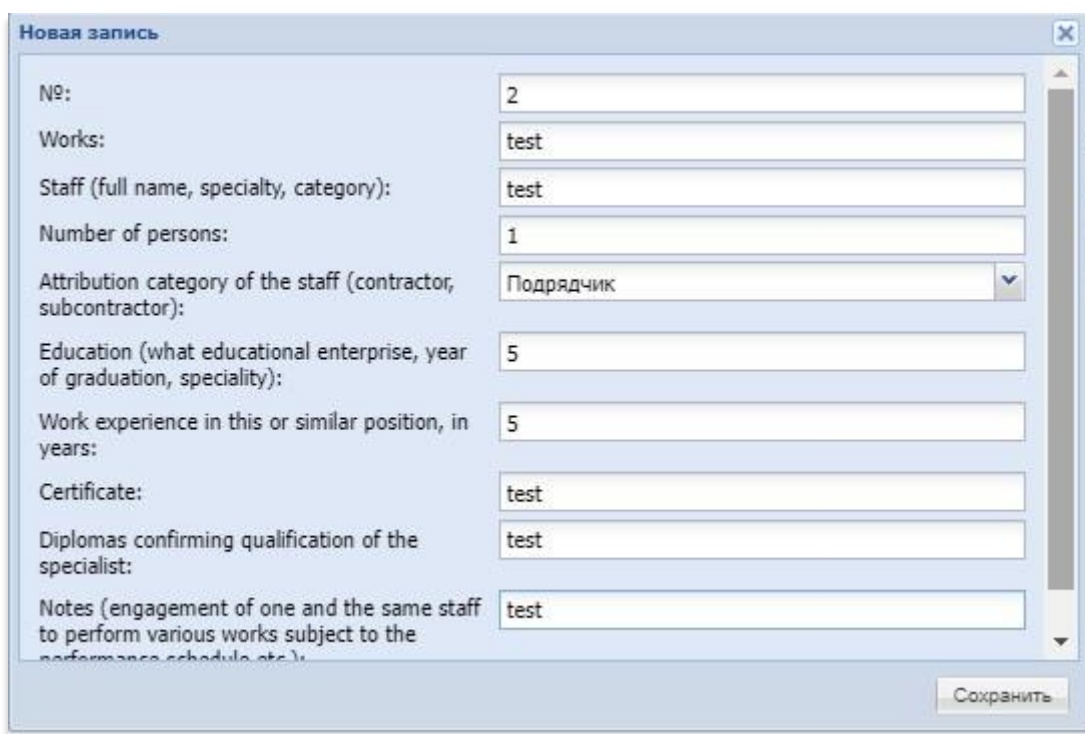
Figure 188

- 4) In the field «Personnel affiliation (contractor, subcontractor)», the participant selects one of the values from the drop-down list: «Contractor» or «Subcontractor». After filling in the data, the participant clicks on the «Save» button (Figure 188).
- 5) A row with filled data appears in the table (Figure 189). To delete, click on the button . To edit a line, the participant presses the button . To edit a line, the participant presses the button (Figure 190).



№	Works	Staff (full name, specialty, category)	Number of persons	Attribution category of the staff (contractor, subcontractor)	Education (what educational enterprise, year of graduation, speciality)	Work experience in this or similar position, in years	Certificate	Diplomas confirming qualification of the specialist	Not san sub etc.
52	test	test	15	Contractor	test	5	test	test	test

Figure 189



Новая запись

№:	2
Works:	test
Staff (full name, specialty, category):	test
Number of persons:	1
Attribution category of the staff (contractor, subcontractor):	Подрядчик
Education (what educational enterprise, year of graduation, speciality):	5
Work experience in this or similar position, in years:	5
Certificate:	test
Diplomas confirming qualification of the specialist:	test
Notes (engagement of one and the same staff to perform various works subject to the performance schedule etc.):	test

Сохранить

Figure 190

- 6) The participant can download the table in excel format, where all the fields of the table will be displayed, by clicking on the «Download» button (Figure 189).
- 7) To clear the table for the key personnel involved in working specialties, click on the «Clear table» button (Figure 189). In the form that opens, click «Yes» (Figure 191). The information in the table will be deleted.

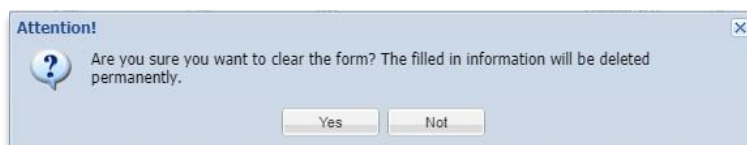


Figure 191

- 8) After filling in the data, click on the «Save» button (Figure 189). To return to the application, click on the «Return to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (Figure 192). You will be redirected to the application form.

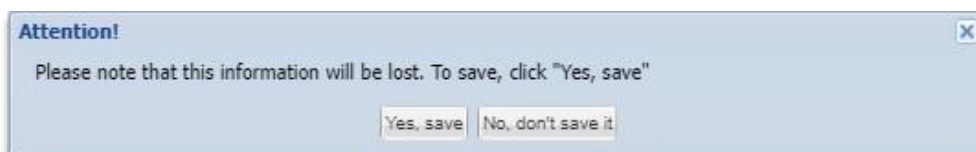
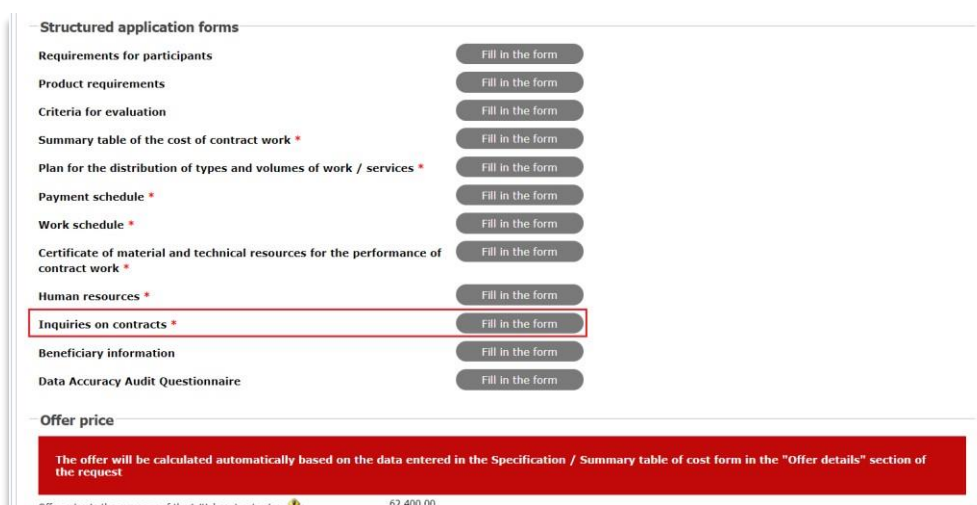


Figure 192

13.8. Certificate of experience in the implementation of contracts

- 1) Certificate of experience in the execution of contracts is of 3 types, depending on the selected type of the summary cost table: Certificate of experience in execution of contracts for contract work, Certificate of experience in execution of contracts for the supply of goods, Certificate of experience in execution of contracts for the implementation of design and survey work services.
- 2) To fill out a certificate of experience in the execution of contracts on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Inquiries on contracts» field, click on the «Fill in the form» button (Figure 193). One of the certificates about the experience of fulfilling contracts will open.



Structured application forms	
Requirements for participants	Fill in the form
Product requirements	Fill in the form
Criteria for evaluation	Fill in the form
Summary table of the cost of contract work *	Fill in the form
Plan for the distribution of types and volumes of work / services *	Fill in the form
Payment schedule *	Fill in the form
Work schedule *	Fill in the form
Certificate of material and technical resources for the performance of contract work *	Fill in the form
Human resources *	Fill in the form
Inquiries on contracts *	Fill in the form
Beneficiary information	Fill in the form
Data Accuracy Audit Questionnaire	Fill in the form


Offer price

The offer will be calculated automatically based on the data entered in the Specification / Summary table of cost form in the "Offer details" section of the request

62 400,00

Figure 193


13.8.1. Certificate of experience in the implementation of contracts for contract work

- 1) When filling out the data on the experience of contracts for contract work, the participant adds information on the Participant. The participant adds a contract by clicking on the «» («Add contract») button (Figure 194).

Application for participation in the procedure

Experience in contracts for contract work

[Add subcontractor](#) [Clear table](#)

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract works (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First™			0	0	0	0		
TOTAL				0	0	0	0		

Back to application Save

Figure 194

- 2) In the opened form «Add a contract to the organization», the participant fills in all the data on the contract, adds the appropriate documentation (Figure 195). The amount of the contract with VAT can be higher or equal to the amount of the contract without VAT. The deadline for the completion of the contract work may be equal to or later than the start date for the contract work. When you select the sign «The contract was concluded in a different currency», a block appears for filling in the amount in foreign currency (Figure 196).

Add a contract to the organization "LLC" Pervyi "

Name:

Date of conclusion of the contract:

Customer (name, address, contact person with position, contact phone numbers):

Description of the contract (subject, scope and scope of work, description of the main terms of the contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The contract was concluded in a different currency

Documentation

Document Description:

File path:

Figure 195

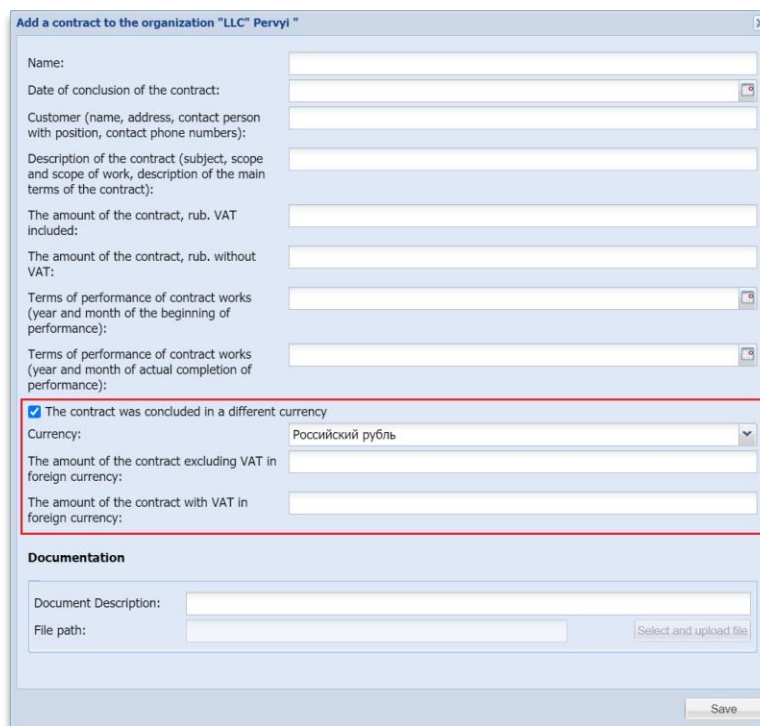


Figure 196

- 3) If the start date of the contract work is later than the end date of the contract work, a warning window will appear when you click on the «Save» button (Figure 197).

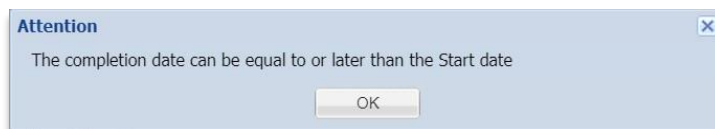


Figure 197

- 4) If the amount of the contract with VAT turns out to be lower than the amount of the contract without VAT, when you click on the «Save» button, a warning window will appear (Figure 198).

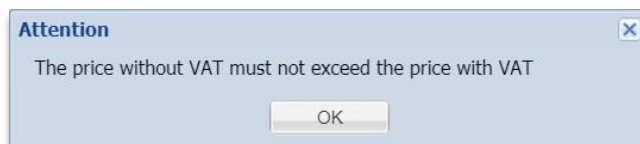


Figure 198

- 5) After filling in the data, the participant clicks the «Save» button (Figure 196). Information about the contract for the Participant appears in the table row. The participant can edit the information by clicking on the «✎» («Edit») button (Figure 199). The form for editing the Participant's agreement will open (Figure 200).

Application for participation in the procedure

Experience in contracts for contract work

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract works (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First™			20,000	24000	0	0		
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	0	0	09/01/2019 - 11/01/2020	
TOTAL				20,000	24000	0	0		

Figure 199

Edit the contract of the organization "Contract material"

Name:

Date of conclusion of the contract:

Customer (name, address, contact person with position, contact phone numbers):

Description of the contract (subject, scope and scope of work, description of the main terms of the contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The contract was concluded in a different currency

Documentation

Document Description:

File path:

Figure 200

- 6) If not all the fields were filled in, when you click on the «Save» button, a notification appears that not all the fields are filled in (Figure 201).

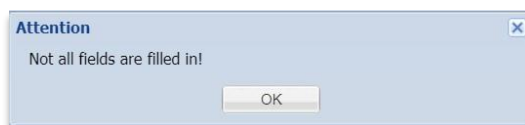



Figure 201

- 7) To delete a contract from the table, the participant clicks the «» («Delete») button (Figure 199), in the confirmation window that opens, he clicks the «Yes» button (Figure 202).

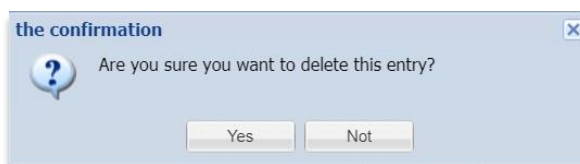


Figure 202



- 8) Then the participant adds a year of work under the contract for the Participant by clicking on the button «» («Add year of work») (Figure 199). In the opened form «Add the year of work to the contract» indicates the year of work performed under the contract, clicks the «Save» button (Figure 203).



Figure 203

- 9) Information about the year of work under the contract appears in the table row. The participant can edit the year by clicking on the «» («Edit») button (Figure 204). A form for editing the year of work will open (Figure 205).

Application for participation in the procedure

Experience in contracts for contract work

+ Add subcontractor ✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract works (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First™			20,000	24000	0	0		
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	0	0	09/01/2019 - 11/01/2020	✎ ✖ ✕
Works "2019"									✎ ✖ ✕
TOTAL				20,000	24000	0	0		

Back to application Save

Figure 204

Edit the year of work of the contract "2019"

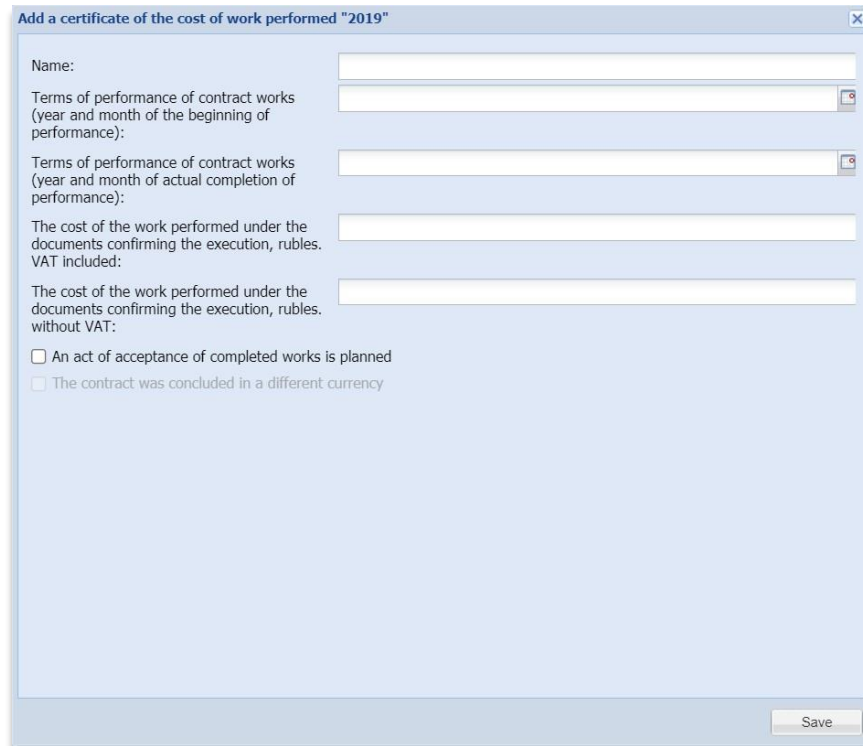
Indicate the year of work performed under the contract in the yyyy format:

Save

Figure 205

- 10) To delete the year of work under the contract from the table, the participant clicks the «✖» («Delete») button (Figure 204), in the confirmation window that opens, he clicks the «Yes» button (Figure 202).
- 11) Then the participant adds a certificate of the cost of work performed under the contract for the Participant by clicking on the button «✕» («Add a certificate of the cost of work performed») (Figure 204). In the opened form «Add a certificate of the cost of work performed», fills in all the fields (Figure 206). The cost of contract work performed with VAT must be higher or equal to the cost of contract work performed without VAT, and must also not exceed, but may be equal to, the amount of the contract with VAT. The start date for the performance of contract work may not be earlier than or equal to the start date of the contract and no later than or equal to the date of the actual completion of the contract. The deadline for the completion of the performance of contract work may not be earlier than or equal to the date of commencement of the performance of the contract and not later than or equal to the date of the actual completion of the performance of the contract. If the contract was concluded in foreign currency, a block is displayed in the form to fill in the cost of

the completed contract work in foreign currency (Figure 207). Currency selection is not possible at this stage.



Add a certificate of the cost of work performed "2019"

Name:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The cost of the work performed under the documents confirming the execution, rubles. VAT included:

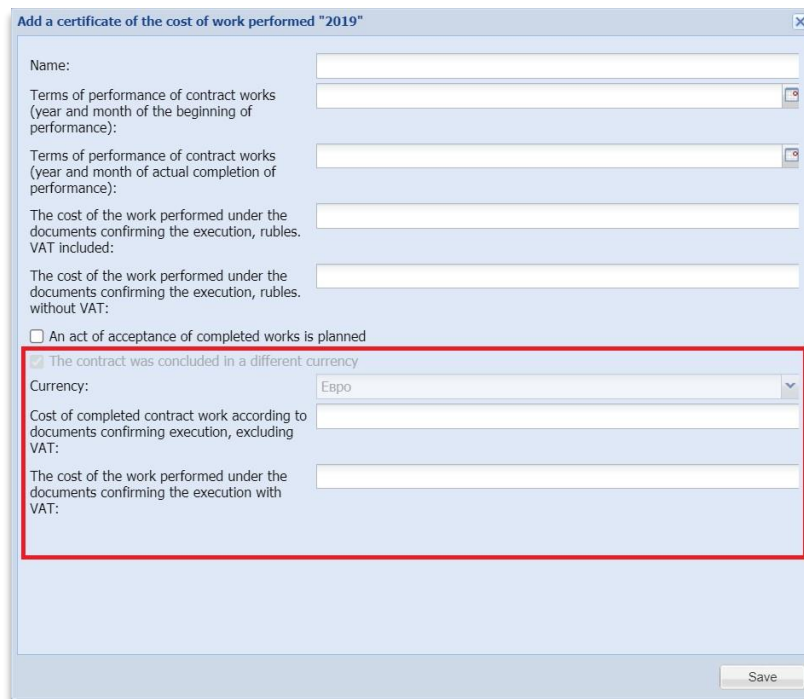
The cost of the work performed under the documents confirming the execution, rubles. without VAT:

An act of acceptance of completed works is planned

The contract was concluded in a different currency

Save

Figure 206



Add a certificate of the cost of work performed "2019"

Name:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The cost of the work performed under the documents confirming the execution, rubles. VAT included:

The cost of the work performed under the documents confirming the execution, rubles. without VAT:

An act of acceptance of completed works is planned

The contract was concluded in a different currency

Currency:

Cost of completed contract work according to documents confirming execution, excluding VAT:

The cost of the work performed under the documents confirming the execution with VAT:

Save

Figure 207

- 12) If the start date of the contract work is later than the end date of the contract work, a warning window will appear when you click on the «Save» button (Figure 208).

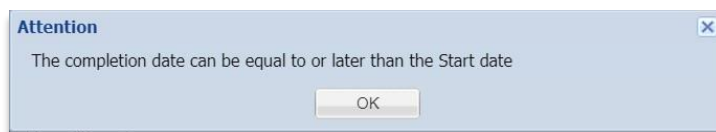


Figure 208

- 13) If the participant applies an act of acceptance of work performed, he ticks the box next to the sign «An act of acceptance of completed works is planned» (Figure 209), so he will not need to fill in the fields for the cost of completed contract work, the participant will fill in this information in the act of acceptance of the work performed.

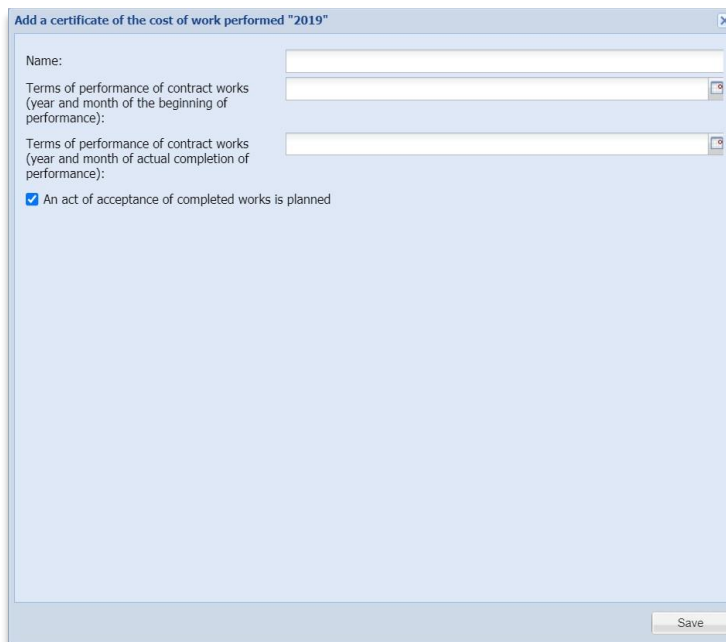



Figure 209

- 14) After filling in the data, the participant clicks the «Save» button (Figure 206). Information about the certificate on the cost of the work performed appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (Figure 210). A form for editing the help will open (Figure 211).

Application for participation in the procedure

Experience in contracts for contract work

+ Add subcontractor ✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract work (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First"			20 000	24000	9800	10000		+
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20 000	24000	9800	10000	09/01/2019 - 11/01/2020	✖ ✖ ✖
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					9800	10000	09/11/2019 - 11/24/2019	✖ ✖ ✖
TOTAL				20 000	24000	9800	10000		

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Figure 210

Edit the reference on the cost of the work performed "supply of cable channels"

Name: supply of cable channels

Terms of performance of contract works (year and month of the beginning of performance): 11.09.2019

Terms of performance of contract works (year and month of actual completion of performance): 24.11.2019

The cost of the work performed under the documents confirming the execution, rubles. VAT included: 10 000,00

The cost of the work performed under the documents confirming the execution, rubles. without VAT: 9 800,00

An act of acceptance of completed works is planned

The contract was concluded in a different currency

Save

Figure 211

- 15) To delete a certificate on the cost of the work performed from the table, the participant clicks the «✖» («Delete») button (Figure 210), in the confirmation window that opens, he clicks the «Yes» button (Figure 202).
- 16) If, when adding a certificate of the cost of work performed, the sign «An act of acceptance of completed works is planned» was indicated, the participant adds an act of acceptance of work performed by clicking on the button «+» («Add a certificate of acceptance of completed work»). In the opened form «Add a

certificate of acceptance of the work performed» fills in all the fields (Figure 212). The cost of contract work performed with VAT must be higher or equal to the cost of contract work performed without VAT, and must also not exceed, but may be equal to, the amount of the contract with VAT. The start date for contract work may be no earlier than or equal to the start date of contract work in the certificate of the cost of work performed and no later than or equal to the date of the actual completion of the contract work in the certificate of the cost of work performed. The deadline for the completion of contract work may be no earlier than or equal to the start date of the contract work in the certificate of the cost of the work performed and no later than or equal to the deadline for the actual completion of the contract work in the certificate of the cost of the work performed.

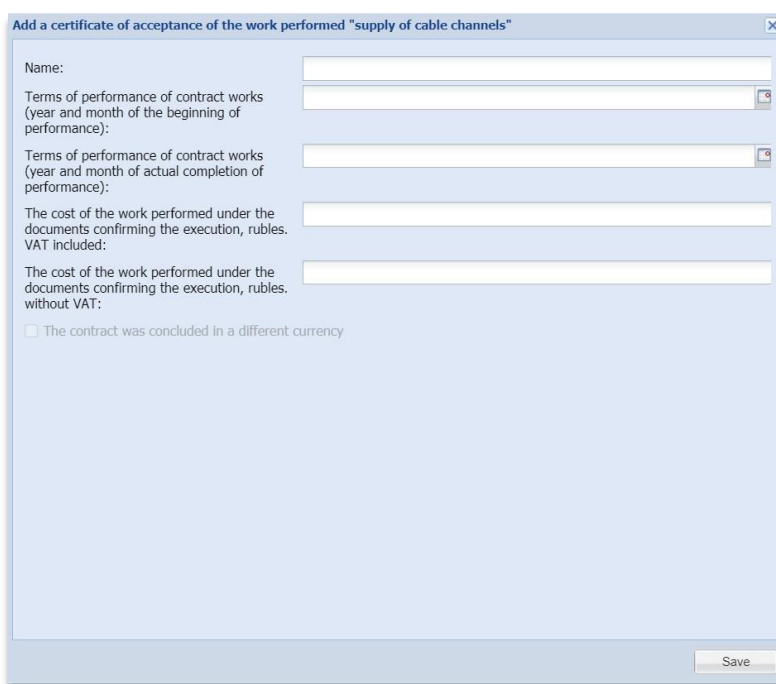
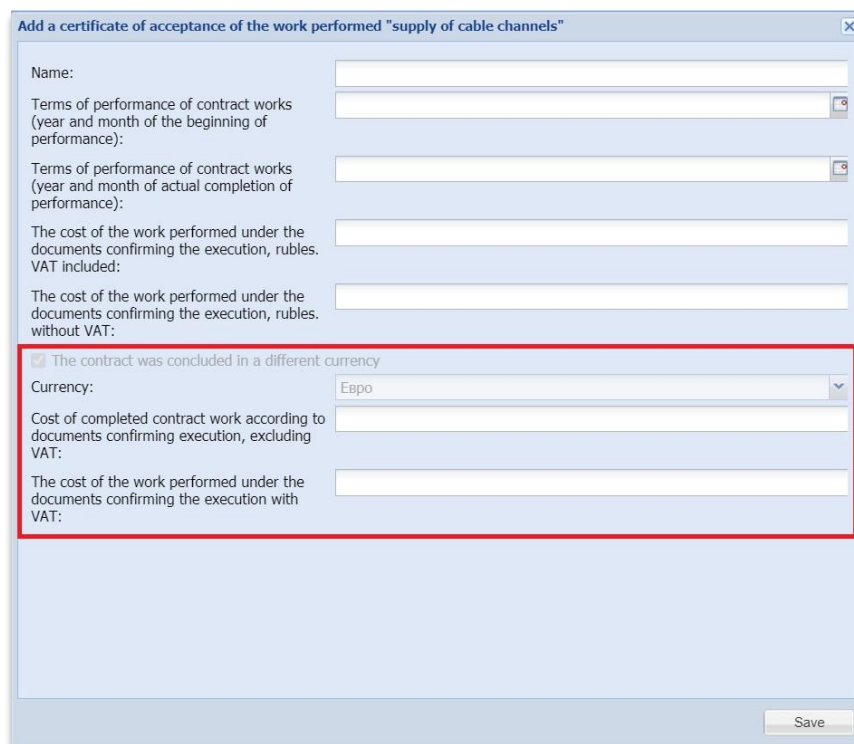


Figure 212

- 17) If the contract was concluded in foreign currency, a block is displayed in the form to fill in the cost of the performed contract work in foreign completion (Figure 213). Currency selection is not possible at this stage.



Add a certificate of acceptance of the work performed "supply of cable channels"

Name:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The cost of the work performed under the documents confirming the execution, rubles. VAT included:

The cost of the work performed under the documents confirming the execution, rubles. without VAT:

The contract was concluded in a different currency

Currency:

Cost of completed contract work according to documents confirming execution, excluding VAT:

The cost of the work performed under the documents confirming the execution with VAT:

Figure 213

18) If the start date of the contract work is later than the end date of the contract work, a warning window will appear when you click on the «Save» button (Figure 214).

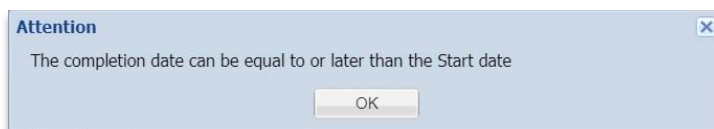



Figure 214

19) After filling in the data, the participant clicks the «Save» button (Figure 212). Information about the acceptance certificate of work performed appears in the table row. the participant can edit the information by clicking on the «» («Edit») button (Figure 215). The form for editing the act will open (Figure 216).

Application for participation in the procedure

Experience in contracts for contract work

+ Add subcontractor ✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract work (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First ""			20,000	24000	500	600		+
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	500	600	09/01/2019 - 11/01/2020	✖ +
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					500	600	09/11/2019 - 11/24/2019	✖ +
1.1.1.1	Acceptance certificate for completed work "loading"					500	600	09/20/2019 - 10/24/2019	✖ ✖
TOTAL				20,000	24000	500	600		

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Figure 215

Edit the certificate of acceptance of the work performed "supply of cable channels"

Name: loading

Terms of performance of contract works (year and month of the beginning of performance): 20.09.2019

Terms of performance of contract works (year and month of actual completion of performance): 24.10.2019

The cost of the work performed under the documents confirming the execution, rubles. VAT included: 600,00

The cost of the work performed under the documents confirming the execution, rubles. without VAT: 500,00

The contract was concluded in a different currency

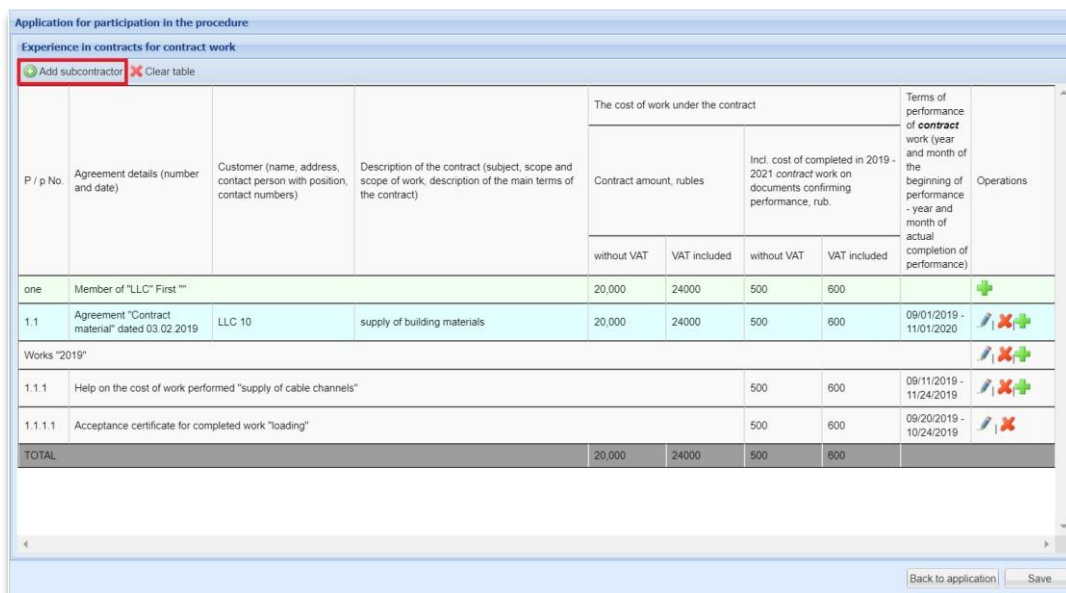
Save

Figure 216

- 20) To delete the certificate of acceptance of work performed from the table, the participant clicks the «✖» («Delete») button (Figure 215), in the confirmation window that opens, he clicks the «Yes» button (Figure 202).
- 21) After filling in all the information, the «Total» line displays the amount of the contract without VAT and with VAT for all contracts of the organization, as well

as the amount of the cost of the completed contract work on documents with VAT and without VAT for all contracts of the organization.

22) Then the participant identifies subcontractors by adding them by clicking on the «Add subcontractor» button (Figure 217).




P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract work (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First™			20,000	24000	500	600		+
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	500	600	09/01/2019 - 11/01/2020	✖ +
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					500	600	09/11/2019 - 11/24/2019	✖ +
1.1.1.1	Acceptance certificate for completed work "loading"					500	600	09/20/2019 - 10/24/2019	✖
TOTAL				20,000	24000	500	600		

Figure 217

23) In the «Add organization» form that opens, the participant enters the name of the organization, clicks the «Save» button (Figure 218).



Figure 218

24) Information about the subcontractor appears in the table row. The participant can edit the name of the subcontractor by clicking on the «» («Edit») button (Figure 219). A form for editing an organization will open (Figure 220).

Application for participation in the procedure

Experience in contracts for contract work

+ Add subcontractor ✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract work (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First™			20 000	24000	500	600		+
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20 000	24000	500	600	09/01/2019 - 11/01/2020	✖ ✖ +
Works "2019"									✖ ✖ +
1.1.1	Help on the cost of work performed "supply of cable channels"					500	600	09/11/2019 - 11/24/2019	✖ ✖ +
1.1.1.1	Acceptance certificate for completed work "loading"					500	600	09/20/2019 - 10/24/2019	✖ ✖
TOTAL				20 000	24000	500	600		
2	Subcontractor "OOO 2"			0	0	0	0		✖ ✖ +
TOTAL				0	0	0	0		

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Figure 219

Edit the organization "LLC 2"

Name:

Save

Figure 220

- 25) To remove a subcontractor from the table, the participant clicks the «✖» («Delete») button (Figure 219), in the confirmation window that opens, he clicks the «Yes» button (Figure 221).

the confirmation

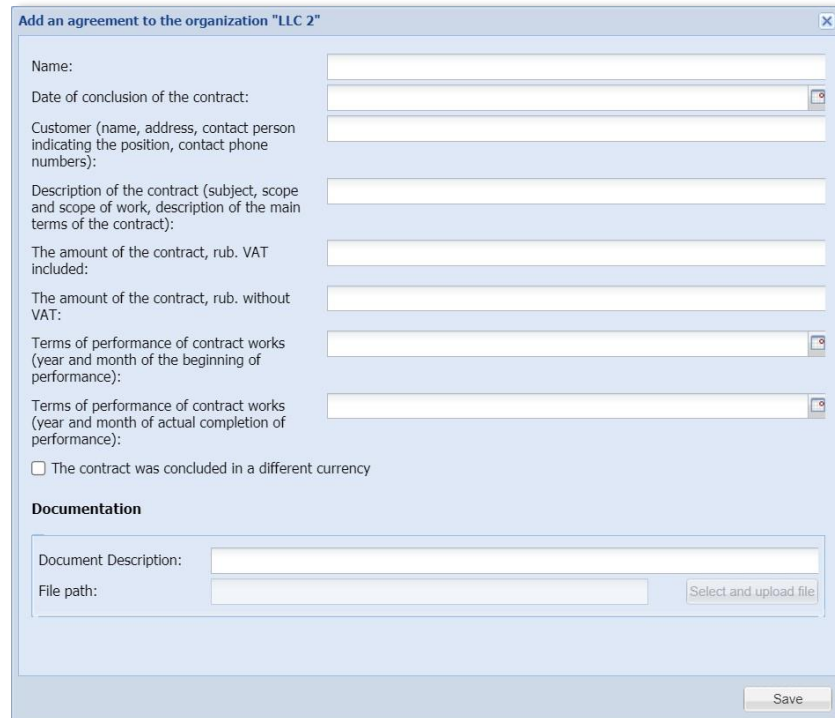
Are you sure you want to delete this entry?

Yes Not

Figure 221

- 26) Then the participant adds a contract by clicking on the «+» («Add contract») button (Figure 219). In the opened form «Add an agreement to the organization» fills in all the data on the contract, adds the appropriate documentation (Figure 222). The amount of the contract with VAT can be higher or equal to the amount of the contract without VAT. The deadline for the completion of the contract work may be equal to or later than the start date for the contract work. When you select the

sign «The contract was concluded in a different currency», a block appears for filling in the amount in foreign currency (Figure 223).



Add an agreement to the organization "LLC 2"

Name:

Date of conclusion of the contract:

Customer (name, address, contact person indicating the position, contact phone numbers):

Description of the contract (subject, scope and scope of work, description of the main terms of the contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

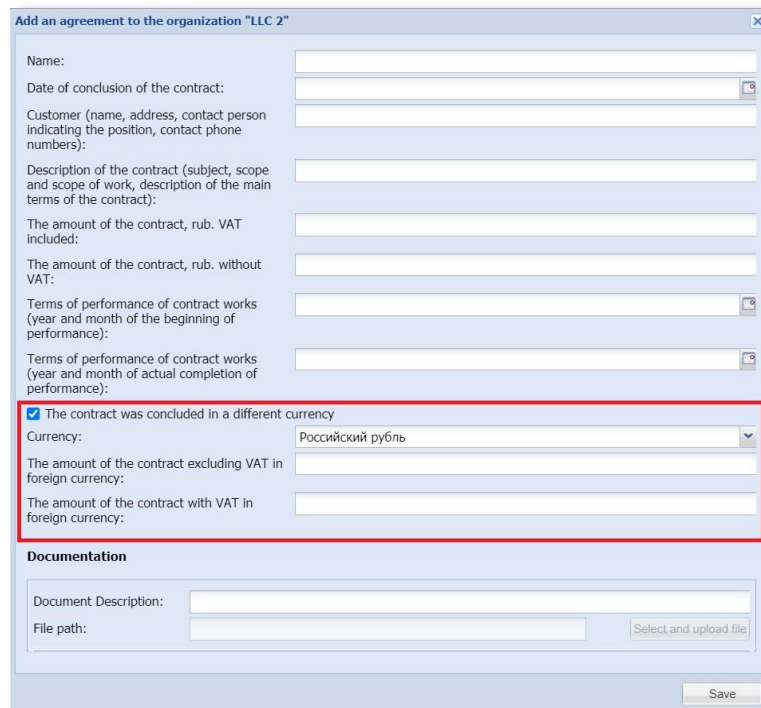
The contract was concluded in a different currency

Documentation

Document Description:

File path:

Figure 222



Add an agreement to the organization "LLC 2"

Name:

Date of conclusion of the contract:

Customer (name, address, contact person indicating the position, contact phone numbers):

Description of the contract (subject, scope and scope of work, description of the main terms of the contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The contract was concluded in a different currency

Currency:

The amount of the contract excluding VAT in foreign currency:

The amount of the contract with VAT in foreign currency:

Documentation

Document Description:

File path:

Figure 223

27) If the start date of the contract work is later than the end date of the contract work, a warning window will appear when you click on the «Save» button (Figure 224).

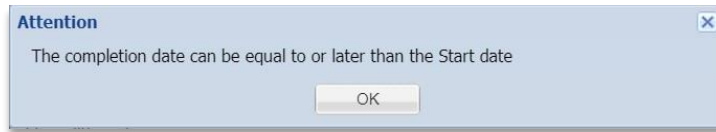


Figure 224

28) If the amount of the contract with VAT turns out to be lower than the amount of the contract without VAT, when you click on the «Save» button, a warning window will appear (Figure 225).

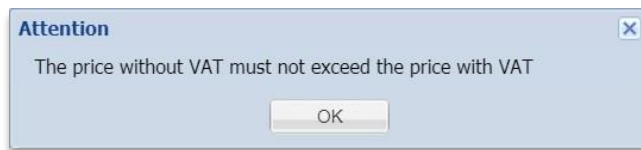



Figure 225

29) After filling in the data, the participant clicks the «Save» button (Figure 222). The contract information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (Figure 226). The contract editing form will open (Figure 227).

Application for participation in the procedure									
Experience in contracts for contract work									
P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				performance of contract work (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First™			20,000	24000	500	600		
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	500	600	09/01/2019 - 11/01/2020	
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					500	600	09/11/2019 - 11/24/2019	
1.1.1.1	Acceptance certificate for completed work "loading"					500	600	09/20/2019 - 10/24/2019	
TOTAL				20,000	24000	500	600		
2	Subcontractor "OOO 2"			22000	23000	0	0		
2.1	Agreement "contract" from 23.10.2019	twenty	supply of building materials	22000	23000	0	0	10/29/2020 - 10/31/2020	
TOTAL				22000	23000	0	0		

Figure 226

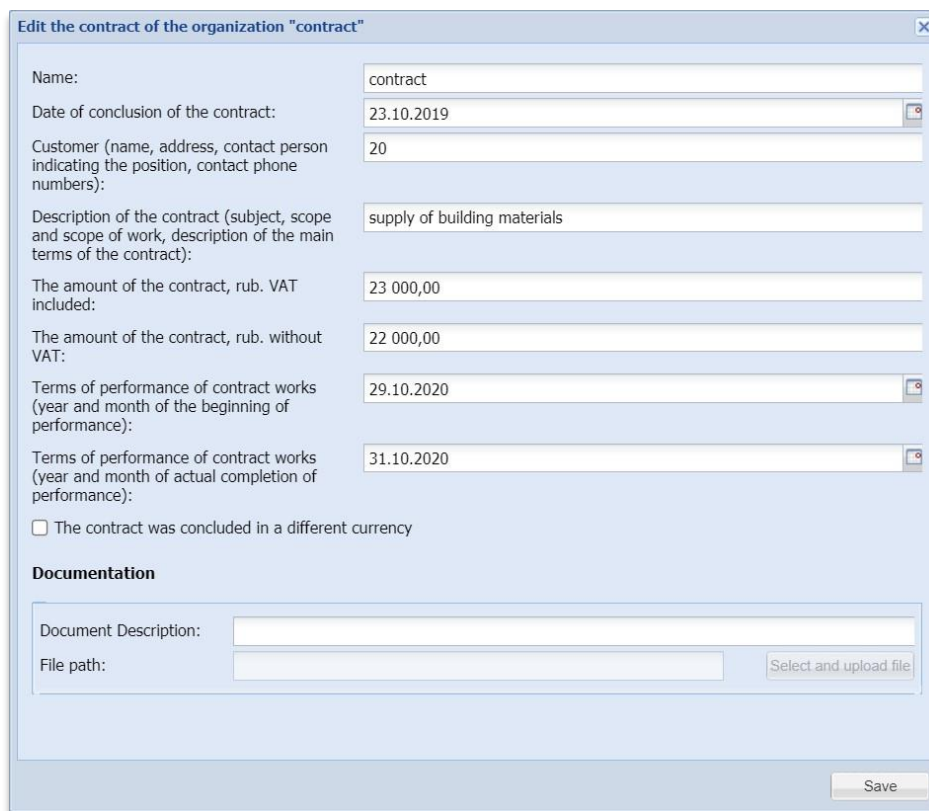


Figure 227

- 30) If not all the fields have been filled in, when you click on the «Save» button, a notification appears that not all fields are filled in (Figure 228).

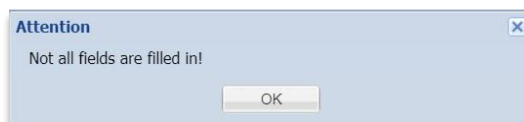




Figure 228

- 31) To delete a contract from the table, the participant clicks the «» («Delete») button (Figure 226), in the confirmation window that opens, he clicks the «Yes» button (Figure 221).
- 32) Then the participant adds a year of work under the contract by clicking on the «» («Add year of work») button (Figure 226). In the opened form «Add the year of work to the contract» indicates the year of work performed under the contract, clicks the button «Save» (Figure 229).




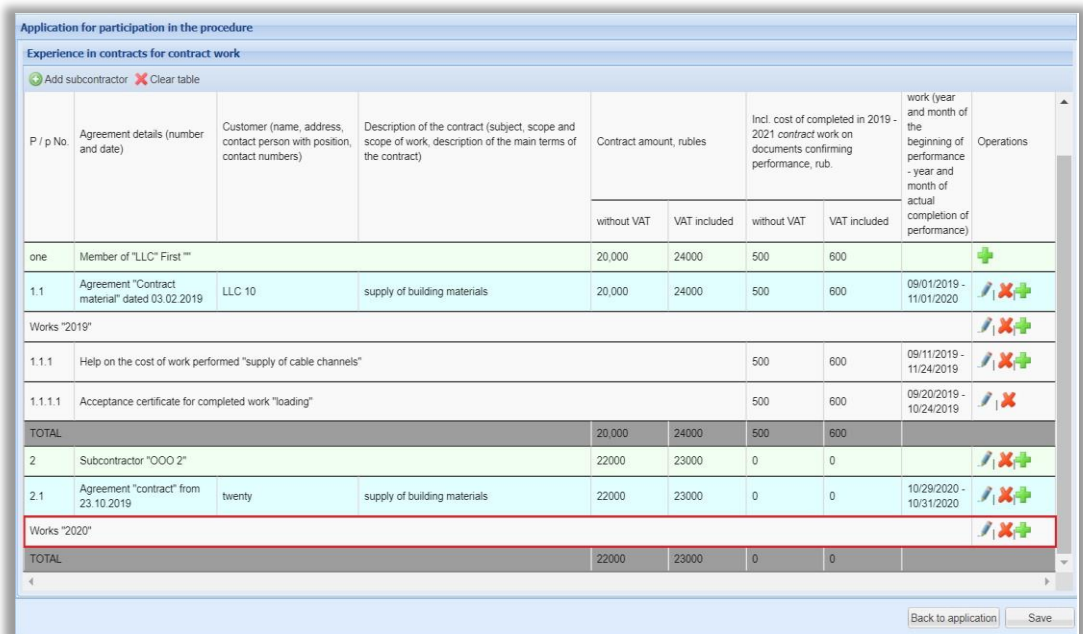
Add the year of work to the "contract"

Indicate the year of work performed under the contract in the yyyy format:

Save


Figure 229

33) Information about the year of work under the contract appears in the table row. The participant can edit the year by clicking on the «  » («Edit») button (Figure 230). A form for editing the year of work will open (Figure 231).



P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.		work (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First™			20,000	24000	500	600		
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	500	600	09/01/2019 - 11/01/2020	
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					500	600	09/11/2019 - 11/24/2019	
1.1.1.1	Acceptance certificate for completed work "loading"					500	600	09/20/2019 - 10/24/2019	
TOTAL				20,000	24000	500	600		
2	Subcontractor "OOO 2"			22000	23000	0	0		
2.1	Agreement "contract" from 23.10.2019	twenty	supply of building materials	22000	23000	0	0	10/29/2020 - 10/31/2020	
Works "2020"									
TOTAL				22000	23000	0	0		

Figure 230



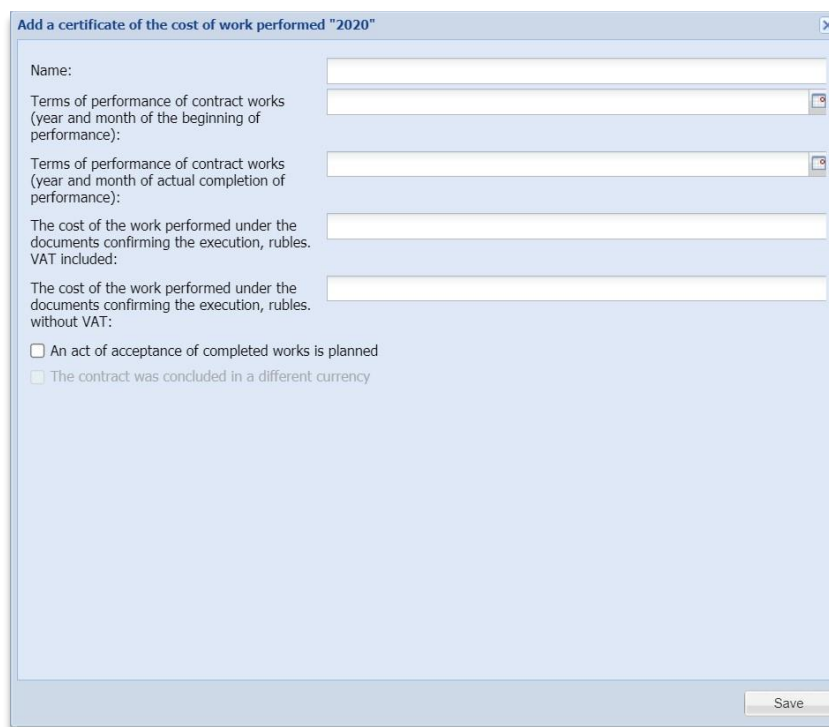
Edit the year of work of the contract "2020"

Indicate the year of work performed under the contract in the yyyy format: 2020

Save

Figure 231

- 34) To delete the year of work under the contract from the table, the participant clicks the «✖» («Delete») button (Figure 230), in the confirmation window that opens, he clicks the «Yes» button (Figure 221).
- 35) Then the participant adds a certificate of the cost of work performed under the contract by clicking on the button «+» («Add a certificate of the cost of work performed») (Figure 230). In the opened form «Add a certificate of the cost of work performed», fills in all the fields (Figure 232). The cost of contract work performed with VAT must be higher or equal to the cost of contract work performed without VAT, and must also not exceed, but may be equal to, the amount of the contract with VAT. The start date for the performance of contract work may not be earlier than or equal to the start date of the contract and no later than or equal to the date of the actual completion of the contract. The deadline for the completion of the performance of contract work may not be earlier than or equal to the date of commencement of the performance of the contract and not later than or equal to the date of the actual completion of the performance of the contract.
- 36) If the contract was concluded in foreign currency, a block is displayed in the form to fill in the cost of the performed contract work in foreign currency (Figure 233). Currency selection is not possible at this stage.

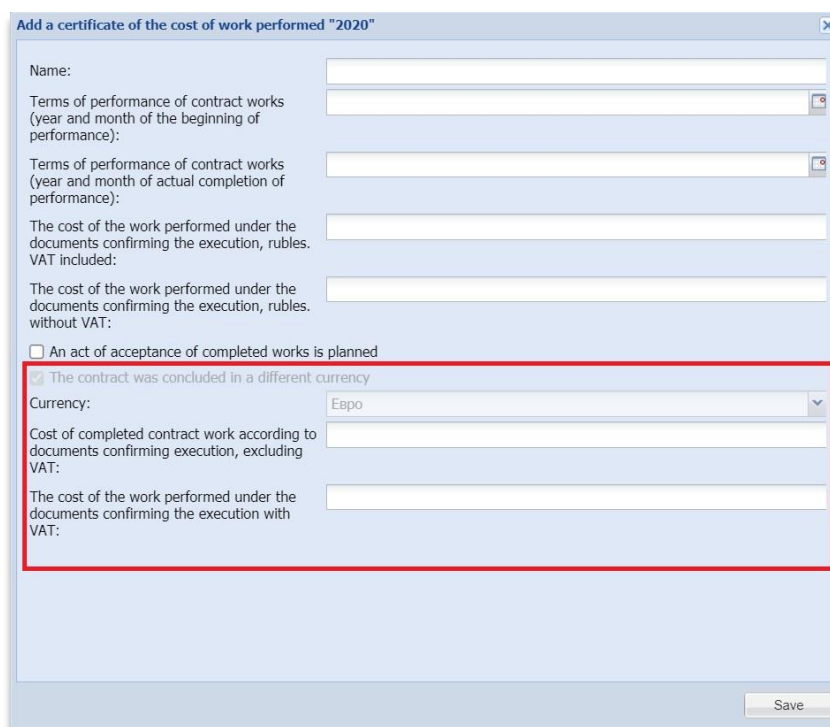


The screenshot shows a window titled "Add a certificate of the cost of work performed '2020'". The form contains the following fields and options:

- Name: [Text input field]
- Terms of performance of contract works (year and month of the beginning of performance): [Date input field]
- Terms of performance of contract works (year and month of actual completion of performance): [Date input field]
- The cost of the work performed under the documents confirming the execution, rubles. VAT included: [Text input field]
- The cost of the work performed under the documents confirming the execution, rubles. without VAT: [Text input field]
- An act of acceptance of completed works is planned
- The contract was concluded in a different currency

A "Save" button is located at the bottom right of the form.

Figure 232



Add a certificate of the cost of work performed "2020"

Name:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The cost of the work performed under the documents confirming the execution, rubles. VAT included:

The cost of the work performed under the documents confirming the execution, rubles. without VAT:

An act of acceptance of completed works is planned

The contract was concluded in a different currency

Currency:

Cost of completed contract work according to documents confirming execution, excluding VAT:

The cost of the work performed under the documents confirming the execution with VAT:

Save

Figure 233

37) If the start date of the contract work is later than the end date of the contract work, when you click on the «Save» button, a warning window will appear (Figure 234).

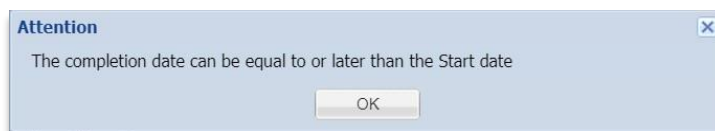


Figure 234

38) If the participant applies an act of acceptance of work performed, he ticks the box next to the sign «An act of acceptance of completed works is planned» (Figure 235), so he will not need to fill in the fields for the cost of completed contract work, the participant will fill in this information in the act of acceptance of the work performed. After filling in the data, the participant clicks the «Save» button.

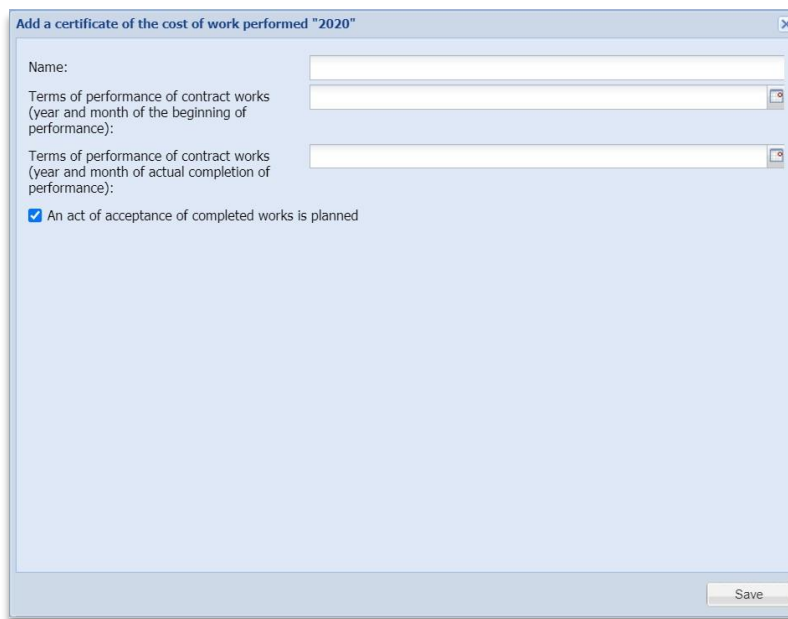






















Figure 235

39) Information about the certificate of the cost of work performed appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (Figure 236). A form for editing the help will open (Figure 237).

Application for participation in the procedure

Experience in contracts for contract work

 Add subcontractor  Clear table

P / p No.	Agreement details (number and date)	contact person with position, contact numbers)	scope of work, description of the main terms of the contract)	Contract amount, rubles		zuz1 contract work on documents confirming performance, rub.		beginning of performance - year and month of actual completion of performance)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First""			20,000	24000	500	600		
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	500	600	09/01/2019 - 11/01/2020	  
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					500	600	09/11/2019 - 11/24/2019	  
1.1.1.1	Acceptance certificate for completed work "loading"					500	600	09/20/2019 - 10/24/2019	 
TOTAL				20,000	24000	500	600		
2	Subcontractor "OOO 2"			22000	23000	22000	23000		  
2.1	Agreement "contract" from 23.10.2019	twenty	supply of building materials	22000	23000	22000	23000	10/29/2020 - 10/31/2020	  
Works "2020"									
2.1.1	Help on the cost of work performed "supply of cable channels"					22000	23000	10/30/2020 - 10/31/2020	 
TOTAL				22000	23000	22000	23000		


Back to application 

Figure 236

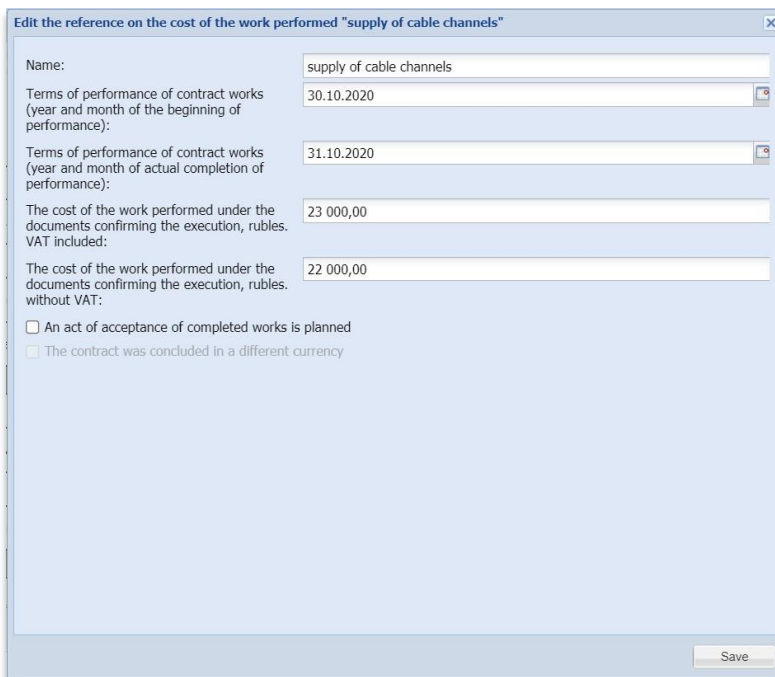


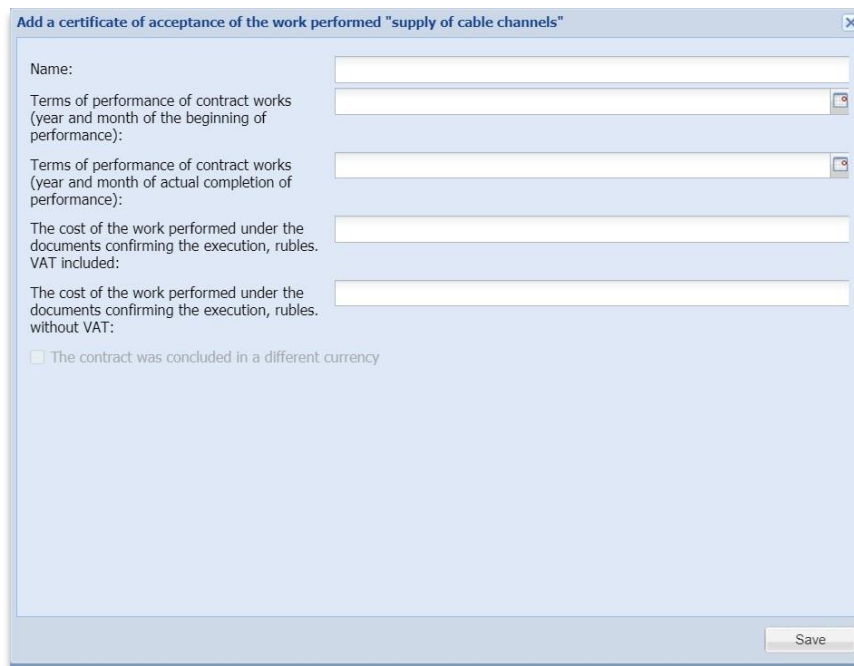


Figure 237

- 40) To delete a certificate of the cost of work performed from the table, the participant clicks the «» («Delete») button (Figure 236), in the confirmation window that opens, he clicks the «Yes» button (Figure 221).
- 41) If, when adding a certificate of the cost of work performed, the sign «An act of acceptance of completed works is planned» was indicated, the participant adds an act of acceptance of work performed by clicking on the button «» («Add a certificate of acceptance of completed work»). In the opened form «Add a certificate of acceptance of the work performed» fills in all the fields (Figure 238). The cost of contract work performed with VAT must be higher or equal to the cost of contract work performed without VAT, and must also not exceed, but may be equal to, the amount of the contract with VAT. The start date for contract work may be no earlier than or equal to the start date of contract work in the certificate of the cost of work performed and no later than or equal to the date of the actual completion of the contract work in the certificate of the cost of work performed. The deadline for the completion of contract work may be no earlier than or equal to the start date of the contract work in the certificate of the cost of the work performed and no later than or equal to the deadline for the actual completion of the contract work in the certificate of the cost of the work performed.



Add a certificate of acceptance of the work performed "supply of cable channels"

Name:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The cost of the work performed under the documents confirming the execution, rubles. VAT included:

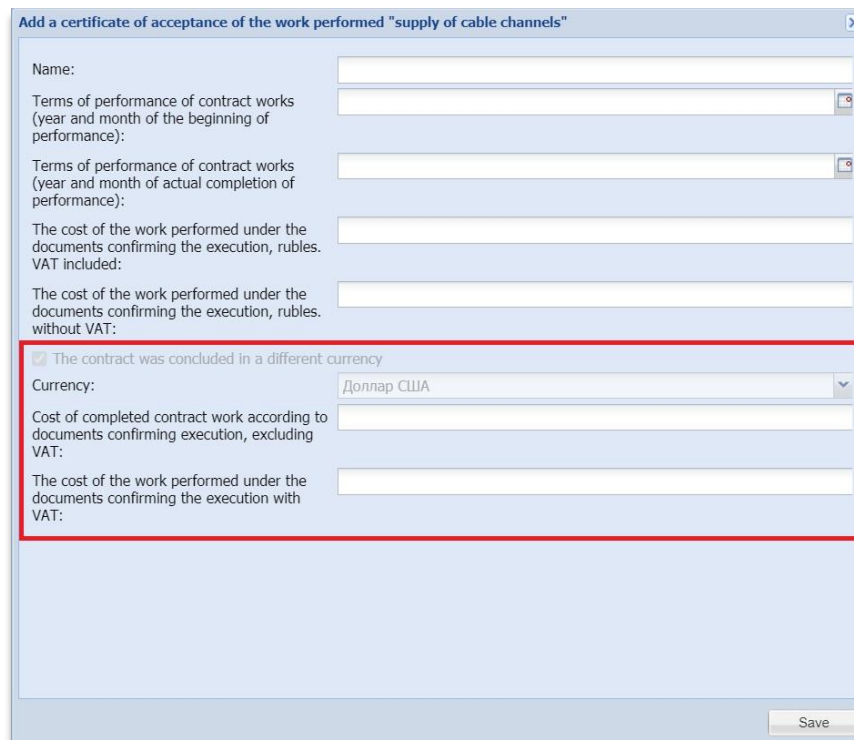
The cost of the work performed under the documents confirming the execution, rubles. without VAT:

The contract was concluded in a different currency

Save

Figure 238

- 42) If the contract was concluded in foreign currency, a block is displayed in the form to fill in the cost of completed contract work in foreign currency (Figure 239). Currency selection is not possible at this stage.



Add a certificate of acceptance of the work performed "supply of cable channels"

Name:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The cost of the work performed under the documents confirming the execution, rubles. VAT included:

The cost of the work performed under the documents confirming the execution, rubles. without VAT:

The contract was concluded in a different currency

Currency:

Cost of completed contract work according to documents confirming execution, excluding VAT:

The cost of the work performed under the documents confirming the execution with VAT:

Save

Figure 239

- 43) If the start date of the contract work is later than the end date of the contract work, a warning window will appear when you click on the «Save» button (Figure 240).

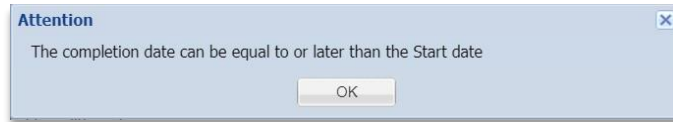



Figure 240

- 44) After filling in the data, the participant clicks the «Save» button (Figure 238). Information about the acceptance certificate of work performed appears in the table row. the participant can edit the information by clicking on the «» («Edit») button (Figure 241). The form for editing the act will open (Figure 242).

Application for participation in the procedure

Experience in contracts for contract work

+ Add subcontractor ✖ Clear table

P / p No.	P / p No. (agreement, contract number and date)	contact person with position, contact numbers)	scope of work, description of the main terms of the contract)	Contract amount, rubles		documents confirming performance, rub.		beginning of performance - year and month of actual completion of performance)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			20.000	24000	0	0		
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20.000	24000	0	0	09/01/2019 - 11/01/2020	
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					0	0	09/11/2019 - 11/24/2019	
TOTAL				20.000	24000	0	0		
2	Subcontractor "OOO 2"			22000	23000	22000	23000		
2.1	Agreement "contract" from 23.10.2019	twenty	supply of cable channels	22000	23000	22000	23000	10/29/2020 - 10/31/2020	
Works "2020"									
2.1.1	Help on the cost of work performed "supply of cable channels"					22000	23000	10/30/2020 - 10/31/2020	
2.1.1.1	"Packaging" acceptance certificate					22000	23000	10/30/2020 - 10/30/2020	
TOTAL				22000	23000	22000	23000		

Back to application Save

Figure 241

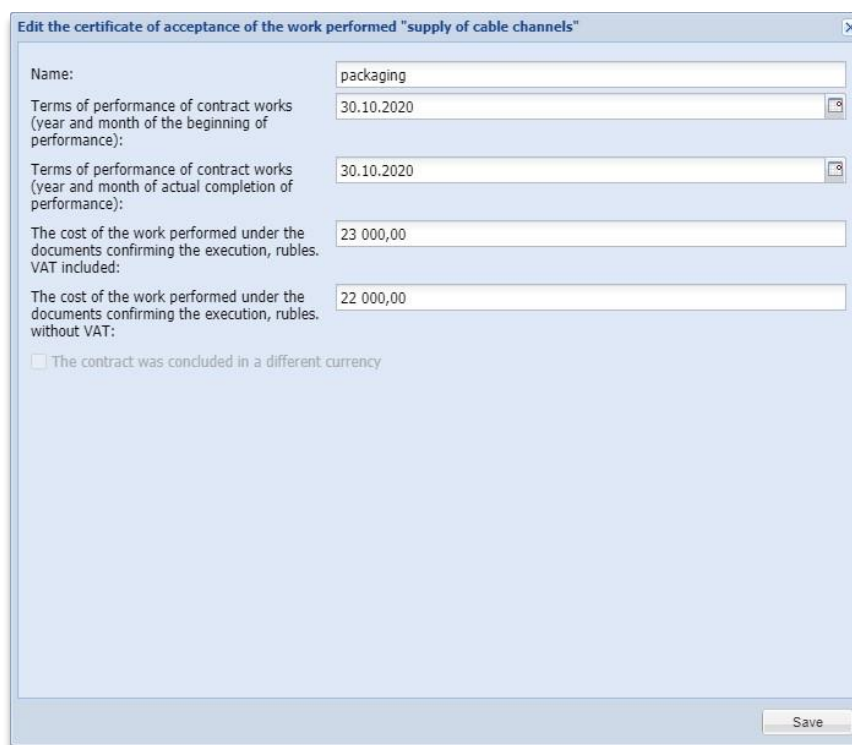


Figure 242

- 45) To delete the certificate of acceptance of work performed from the table, the participant clicks the «✘» («Delete») button (Figure 241), in the confirmation window that opens, he clicks the «Yes» button (Figure 221).
- 46) After filling in all the information, the «Total» line displays the amount of the contract without VAT and with VAT for all contracts of the organization, as well as the amount of the cost of the completed contract work under documents with VAT and without VAT for all contracts of the organization (Figure 241). The participant clicks the button «Back to the application», in the window that opens, clicks on the button «Yes, save» (Figure 243) and returns to the application form.

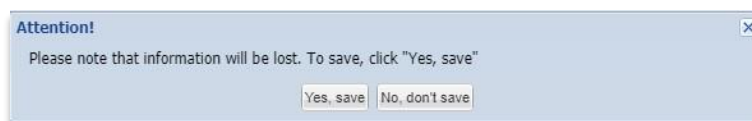


Figure 243

- 47) The participant can clear the form of a certificate of experience in the execution of contracts for contract work, for this he clicks on the button «Clear table» (Figure 241). In the notification window that opens, he clicks the «Yes» button (Figure 244).

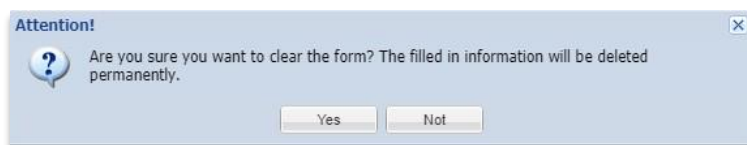



Figure 244

48) All previously filled data will be cleared. To save the result, the participant clicks on the «Save» button (Figure 241).













13.8.2. Certificate of experience in the implementation of contracts for the supply of goods

1) To fill in the data on the experience of contracts for the supply of goods, the participant adds an agreement on the experience of the participant by clicking on the button «» («Add contract») (Figure 245).

Application for participation in the procedure

Experience in contracts for the supply of goods

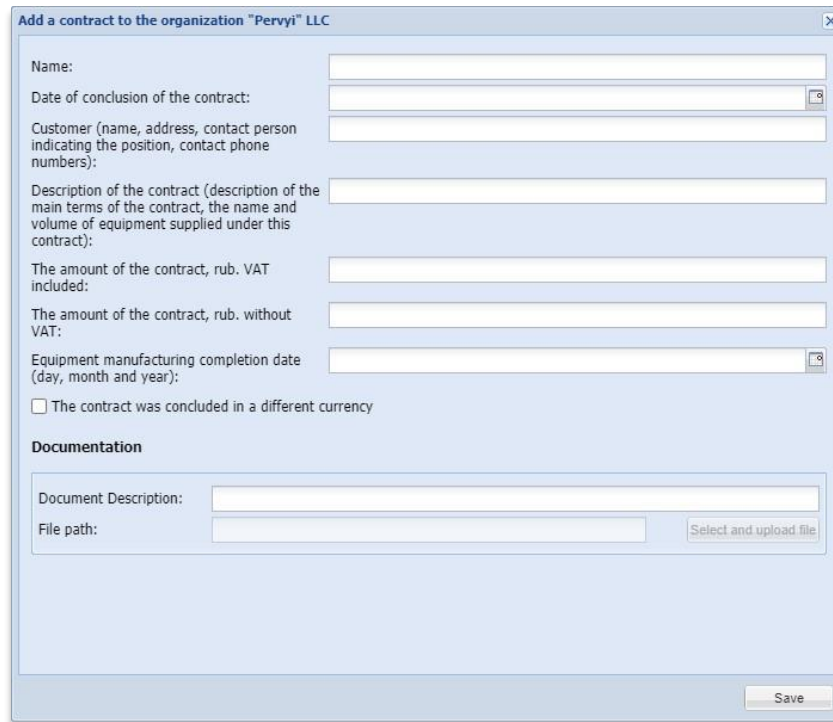
✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	The cost of supplies under the contract				The deadline for the completion of the delivery of the goods (date, month and year of the actual transfer of the goods to the customer)	Operations
				Contract amount, rubles		Incl. cost of goods delivered in 2015 - 2020 according to documents confirming execution, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			200.2	240.24	200.2	240.24		
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Coffee shop	coffee supply	200.2	240.24	200.2	240.24	11/01/2020	  
a1s2_15971.txt									
1.1.1	Specification "Arabica 100%"			0	0	0	0	05/31/2020	 
1.1.2	"Robusta" specification			0	0	0	0	07/30/2020	 
1.1.3	Consignment note "Arabica 100%"			100.1	120.12	100.1	120.12	05/31/2020	 
1.1.4	Bill of lading "Robusta"			100.1	120.12	100.1	120.12	07/30/2020	 
TOTAL				200.2	240.24	200.2	240.24		

Back to application Save

Figure 245

2) In the opened form «Add a contract to the organization», the participant fills in all the data on the contract, adds the appropriate documentation (Figure 246). The amount of the contract with VAT can be higher or equal to the amount of the contract without VAT. When you select the sign «The contract was concluded in a different currency», a block appears for filling in the amount in foreign currency (Figure 247).



Add a contract to the organization "Pervyi" LLC

Name:

Date of conclusion of the contract:

Customer (name, address, contact person indicating the position, contact phone numbers):

Description of the contract (description of the main terms of the contract, the name and volume of equipment supplied under this contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Equipment manufacturing completion date (day, month and year):

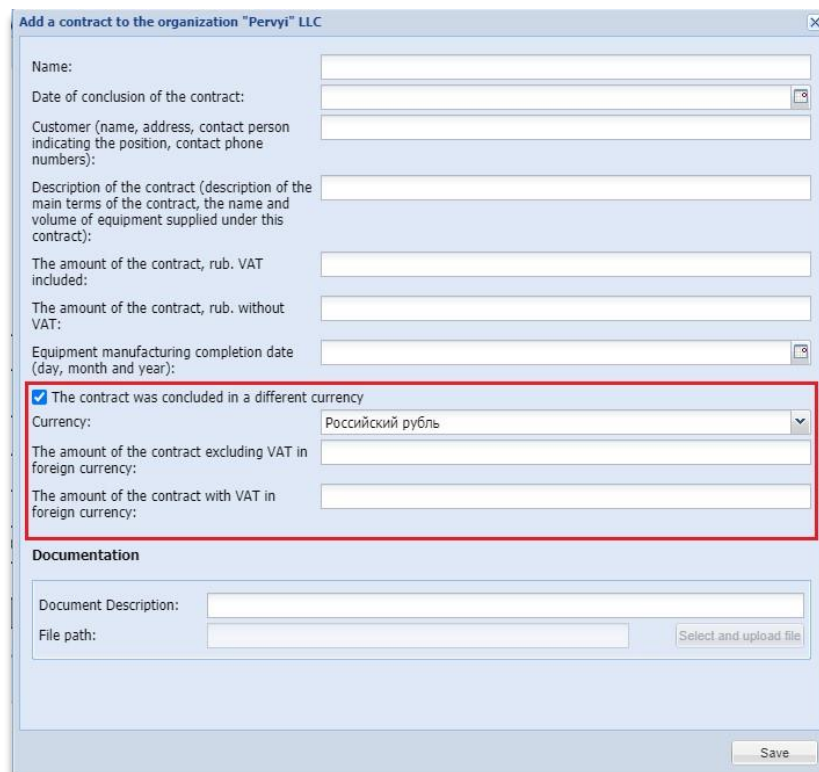
The contract was concluded in a different currency

Documentation

Document Description:

File path:

Figure 246



Add a contract to the organization "Pervyi" LLC

Name:

Date of conclusion of the contract:

Customer (name, address, contact person indicating the position, contact phone numbers):

Description of the contract (description of the main terms of the contract, the name and volume of equipment supplied under this contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Equipment manufacturing completion date (day, month and year):

The contract was concluded in a different currency

Currency:

The amount of the contract excluding VAT in foreign currency:

The amount of the contract with VAT in foreign currency:

Documentation

Document Description:

File path:

Figure 247

- 3) If the amount of the contract with VAT turns out to be lower than the amount of the contract without VAT, when you click on the «Save» button, a warning window will appear (Figure 248).

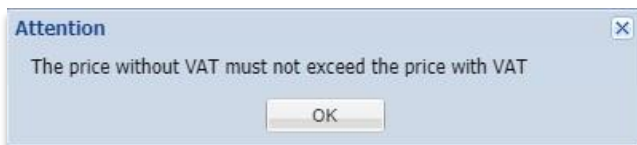



Figure 248

- 4) After filling in the data, the participant clicks the «Save» button (Figure 246). The contract information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (Figure 249). The contract editing form will open (Figure 250).
















Application for participation in the procedure									
Experience in contracts for the supply of goods									
P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Contract amount, rubles		Incl. cost of goods delivered in 2015 - 2020 according to documents confirming execution, rub.		completion of the delivery of the goods (date, month and year of the actual transfer of the goods to the customer)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			1600.2	1740.24	200.2	240.24		
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Coffee shop	coffee supply	200.2	240.24	200.2	240.24	11/01/2020	  
a1s2_15971.txt									
1.1.1	Specification "Arabica 100%"					0	0	05/31/2020	 
1.1.2	"Rabusta" specification					0	0	07/30/2020	 
1.1.3	Consignment note "Arabica 100%"					100.1	120.12	05/31/2020	 
1.1.4	Bill of lading "Rabusta"					100.1	120.12	07/30/2020	 
1.2	Agreement "contract" from 10/30/2020	Igor, Savushkina st.	food delivery	1400	1500	0	0	11/19/2020	  
TOTAL				1600.2	1740.24	200.2	240.24		

Figure 249

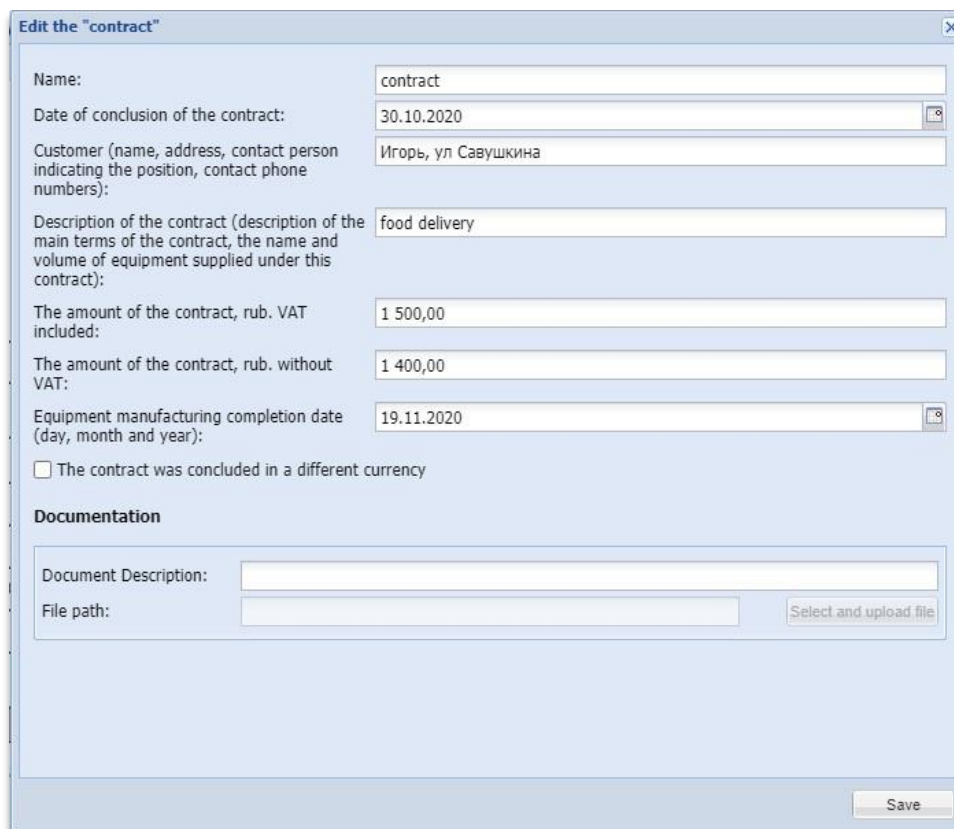



Figure 250

- 5) If not all the fields have been filled in, when you click on the «Save» button, a notification appears that not all fields are filled in (Figure 251).



Figure 251

- 6) To delete a contract from the table, the participant presses the «» («Delete») button (Figure 249), in the confirmation window that opens, clicks the «Yes» button (Figure 252).

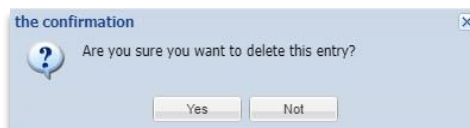

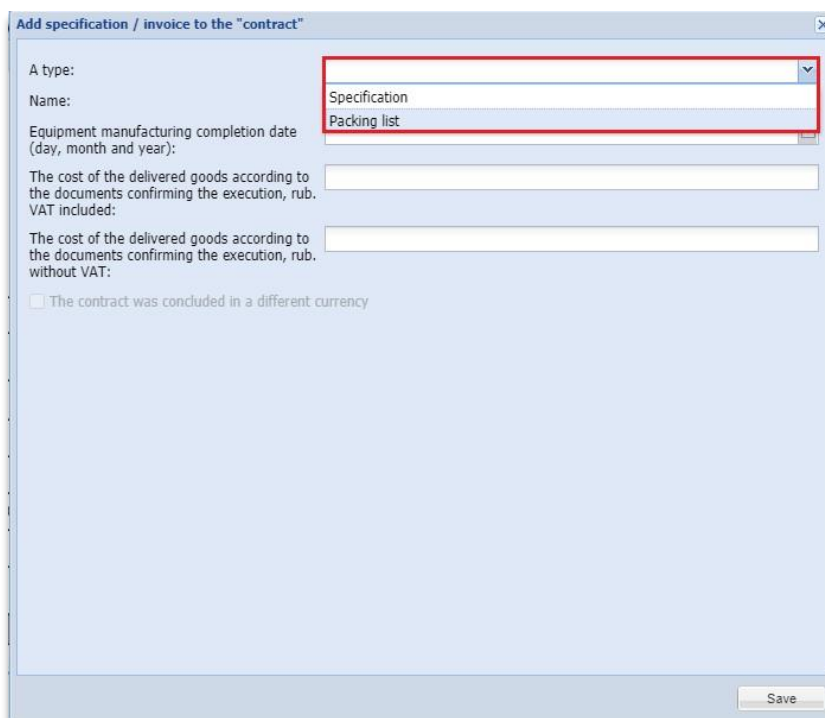


Figure 252

- 7) Then the participant adds the specification / invoice to the contract by clicking on the button «» («Add specification / waybill») (Figure 249). In the opened form «Add specification / invoice to the contract» selects the document type «Specification» or «Packing list» and fills in all the fields (Figure 253). The

deadline for completing the manufacture of equipment may be no later than or equal to the deadline for the completion of the manufacture of equipment under the contract. The value of the supplied goods with VAT must be higher than or equal to the value of the supplied goods without VAT, and must not exceed, but may be equal to, the amount of the contract with VAT.

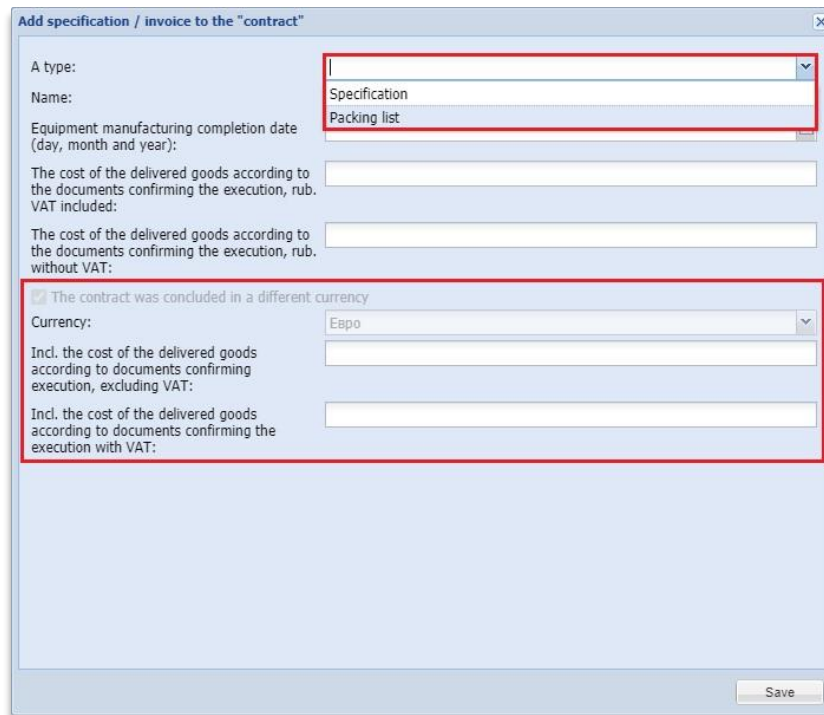
- 8) If the contract was concluded in foreign currency, the form displays a block to fill in the cost of the delivered goods in foreign currency (Figure 254). Currency selection is not possible at this stage.



The screenshot shows a software window titled "Add specification / invoice to the 'contract'". It contains the following elements:

- A type:** A dropdown menu with a red border, showing "Specification" and "Packing list" as options.
- Name:** An empty text input field.
- Equipment manufacturing completion date (day, month and year):** An empty text input field.
- The cost of the delivered goods according to the documents confirming the execution, rub. VAT included:** An empty text input field.
- The cost of the delivered goods according to the documents confirming the execution, rub. without VAT:** An empty text input field.
- The contract was concluded in a different currency**
- Save** button at the bottom right.

Figure 253



Add specification / invoice to the "contract"

A type:

Name:

Equipment manufacturing completion date (day, month and year):

The cost of the delivered goods according to the documents confirming the execution, rub. VAT included:

The cost of the delivered goods according to the documents confirming the execution, rub. without VAT:

The contract was concluded in a different currency

Currency:

Incl. the cost of the delivered goods according to documents confirming execution, excluding VAT:

Incl. the cost of the delivered goods according to documents confirming the execution with VAT:

Figure 254

- 9) If the deadline for the completion of the equipment manufacturing is later than the deadline for the completion of the equipment manufacturing under the contract, a warning window will appear when you click the «Save» button (Figure 255).



Figure 255

- 10) If the cost of the delivered goods with VAT turns out to be lower than the amount of the contract with VAT, when you click the «Save» button, a warning window will appear (Figure 256).

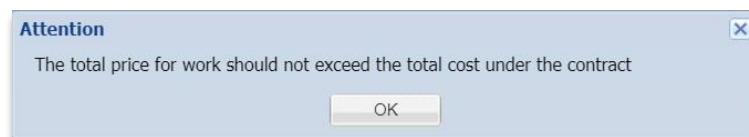


Figure 256

- 11) If the cost of the delivered goods with VAT turns out to be lower than the cost of the delivered goods excluding VAT, a warning window will appear when you click the «Save» button (Figure 257).

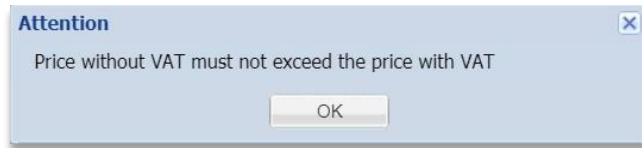



Figure 257

- 12) After filling in the data, the participant clicks the «Save» button (Figure 253).
- 13) Specification/packing list information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (Figure 258). The form for editing the specification/packing list will open (Figure 259).

Application for participation in the procedure

Experience in contracts for the supply of goods

✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Contract amount, rubles		Incl. cost of goods delivered in 2015 - 2020 according to documents confirming execution, rub.		On the delivery of the goods (date, month and year of the actual transfer of the goods to the customer)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			1600.2	1740.24	950.2	1040.24		
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Coffee shop	coffee supply	200.2	240.24	200.2	240.24	11/01/2020	
a1s2 [597].txt									
1.1.1	Specification "Arabica 100%"					0	0	05/31/2020	
1.1.2	"Rabusta" specification					0	0	07/30/2020	
1.1.3	Consignment note "Arabica 100%"					100.1	120.12	05/31/2020	
1.1.4	Bill of lading "Rabusta"					100.1	120.12	07/30/2020	
1.2	Agreement "contract" from 10/30/2020	Igor, Savushkina st.	food delivery	1400	1500	750	800	11/19/2020	
1.2.1	"Products" specification					750	800	11/05/2020	
TOTAL				1600.2	1740.24	950.2	1040.24		

Back to application Save

Figure 258





Figure 259

- 14) To delete the specification/packing list from the table, the participant clicks the «» («Delete») button (Figure 258), in the confirmation window that opens, he clicks the «Yes» button (Figure 252).
- 15) After filling in all the information, the «Total» line displays the amount of the contract without VAT and with VAT for all contracts of the organization, as well as the amount of the cost of the delivered goods according to documents with VAT and without VAT for all contracts of the organization. The participant clicks the button «Back to application», in the window that opens, clicks on the button «Yes, save» (Figure 260) and returns to the application form.

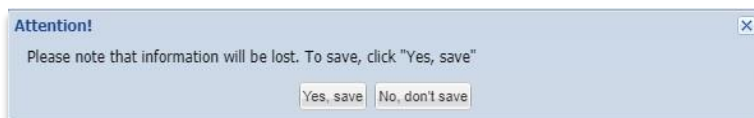


Figure 260

- 16) The participant can clear the form of a certificate of experience in fulfilling contracts for the supply of goods, for this he clicks on the «Clear table» button above the table (Figure 258). In the notification window that opens, he clicks the «Yes» button (Figure 261).

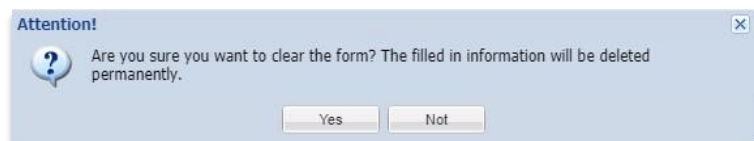


Figure 261

17) All previously filled data will be cleared. To save the result, the participant clicks on the «Save» button (Figure 258).

13.8.2.1 Certificate of experience in the implementation of contracts for the supply of goods and the manufacturer's experience in quantitative terms

1) When filling out data on the experience of contracts for the supply of goods, the participant, if necessary, also fills in information on the experience of the manufacturer in quantitative terms. To do this, the participant clicks on the «Add manufacturer» button (Figure 262).

Application for participation in the procedure

Experience in contracts for the supply of goods

✖ Clear table

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	The cost of supplies under the contract				The deadline for the completion of the delivery of goods (date, month and year of the actual transfer of the goods to the customer)	Operations
				Contract amount, rubles		Incl. cost of goods delivered in 2018 - 2020 according to documents confirming execution, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First ""			2000.2	2400.24	1100.2	1320.24		+
1.1	Agreement "AA" dated 01.01.2019	Vasya, st Coffee	delivery of coffee machines	2000.2	2400.24	1100.2	1320.24	11/01/2020	✖ ✖ ✖
1.1.1	Specification "coffee machine with automatic cappuccinatore"			0	0	0	0	08/31/2020	✖ ✖
1.1.2	Specification "Coffee machine with manual cappuccinatore"			0	0	0	0	11/01/2020	✖ ✖
1.1.3	Consignment note "Coffee machine with auto cappuccinatore"					1000.1	1200.12	08/31/2020	✖ ✖
1.1.4	Consignment note "Coffee machine with manual cappuccinatore"					100.1	120.12	11/01/2020	✖ ✖
TOTAL				2000.2	2400.24	1100.2	1320.24		

➕ Add manufacturer ✖ Clear table

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Number of equipment manufactured under the contract	Equipment manufacturing completion date (day, month and year)	Operations

Back to application Save

Figure 262

2) In the opened form «Add manufacturer» the participant enters the name of the manufacturer, clicks the button «Save» (Figure 263).

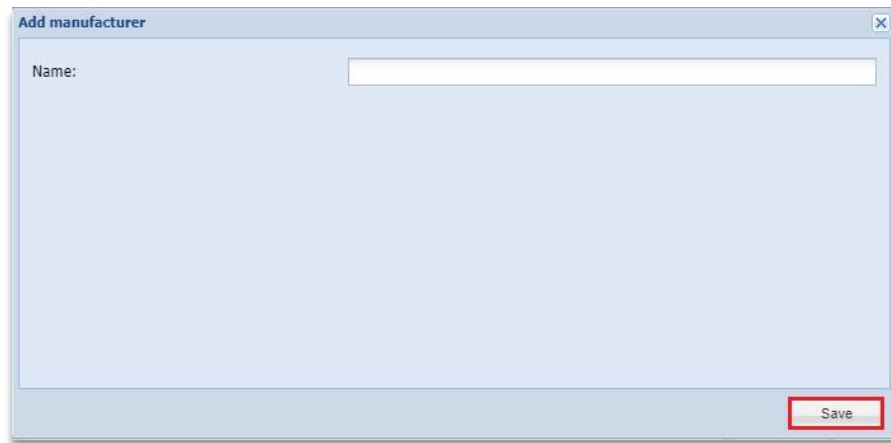



Figure 263

- 3) Manufacturer information appears in the table row. The participant can edit the manufacturer's name by clicking on the «» («Edit») button (Figure 264). A form for editing a manufacturer will open (Figure 265).




P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Number of equipment manufactured under the contract	Equipment manufacturing completion date (day, month and year)	Operations
one	Manufactured by "Romashka" LLC			0		  
TOTAL				0		

Figure 264

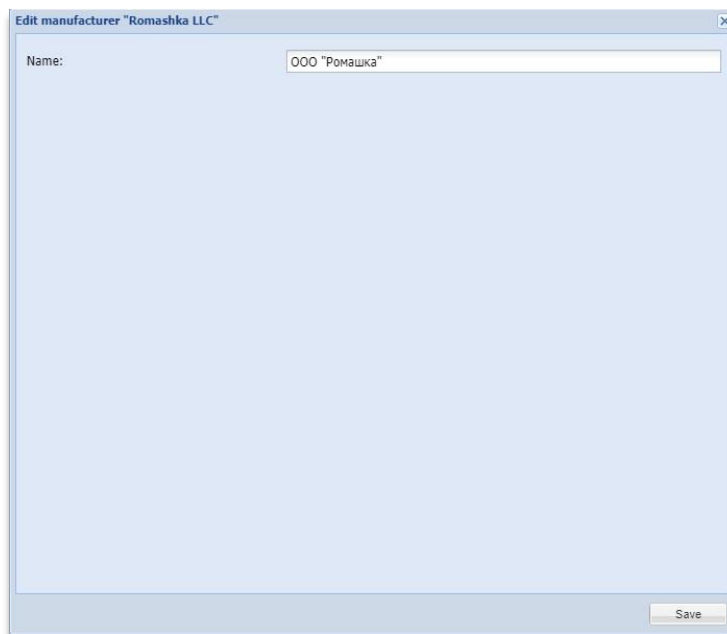


Figure 265

- 4) To remove a manufacturer from the table, the participant clicks the «✖» («Delete») button (Figure 264), in the confirmation window that opens, he clicks the «Yes» button (Figure 266).

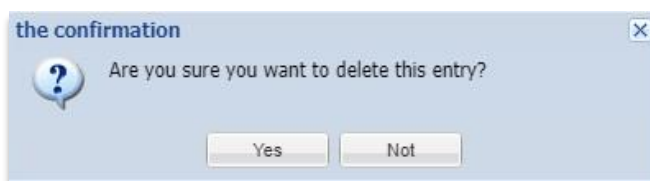


Figure 266

- 5) Then the participant adds a contract by clicking on the «+» («Add contract») button (Figure 264). In the opened form «Add a contract to the manufacturer» fills in all the data on the contract, adds the appropriate documentation (Figure 267). After filling in the data, the participant clicks the «Save» button.

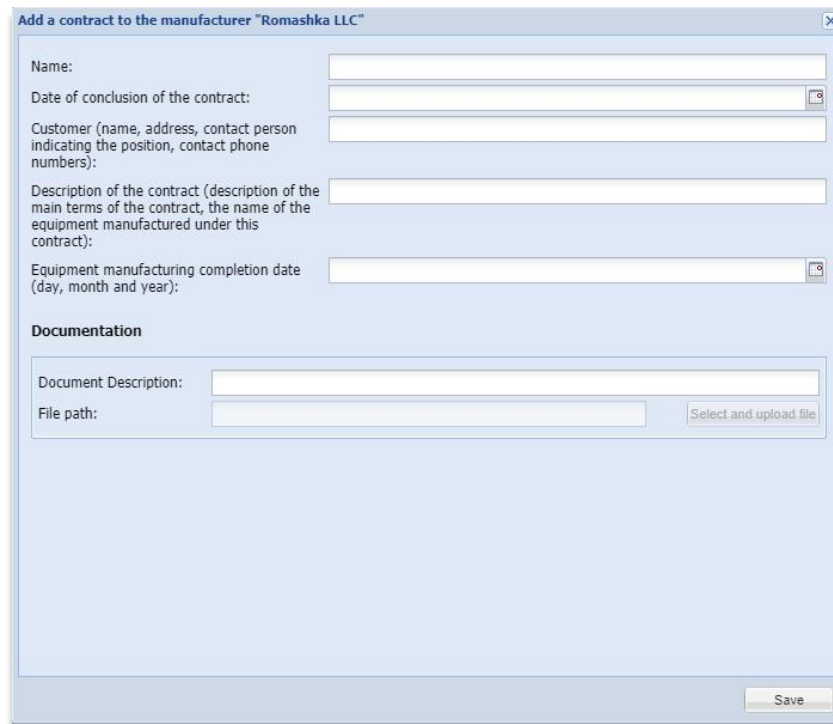














Figure 267

- 6) Information about the contract appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (Figure 268). The contract editing form will open (Figure 269).

1.1	01.01.2019	Vasya, st Coffee	delivery of coffee machines	2000.2	2400.24	1100.2	1320.24	11/01/2020	  
1.1.1			Specification "coffee machine with automatic cappuccinatore"			0	0	08/31/2020	 
1.1.2			Specification "Coffee machine with manual cappuccinatore"			0	0	11/01/2020	 
1.1.3			Consignment note "Coffee machine with auto cappuccinatore"			1000.1	1200.12	08/31/2020	 
1.1.4			Consignment note "Coffee machine with manual cappuccinatore"			100.1	120.12	11/01/2020	 
TOTAL				2000.2	2400.24	1100.2	1320.24		







P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Number of equipment manufactured under the contract	Equipment manufacturing completion date (day, month and year)	Operations
one	Manufactured by "Romashka" LLC			0		  
1.1	Agreement "BB" dated 11/30/2020	Peter, st. Cable	making coffee machines	0	07/20/2020	  
TOTAL				0		

Figure 268

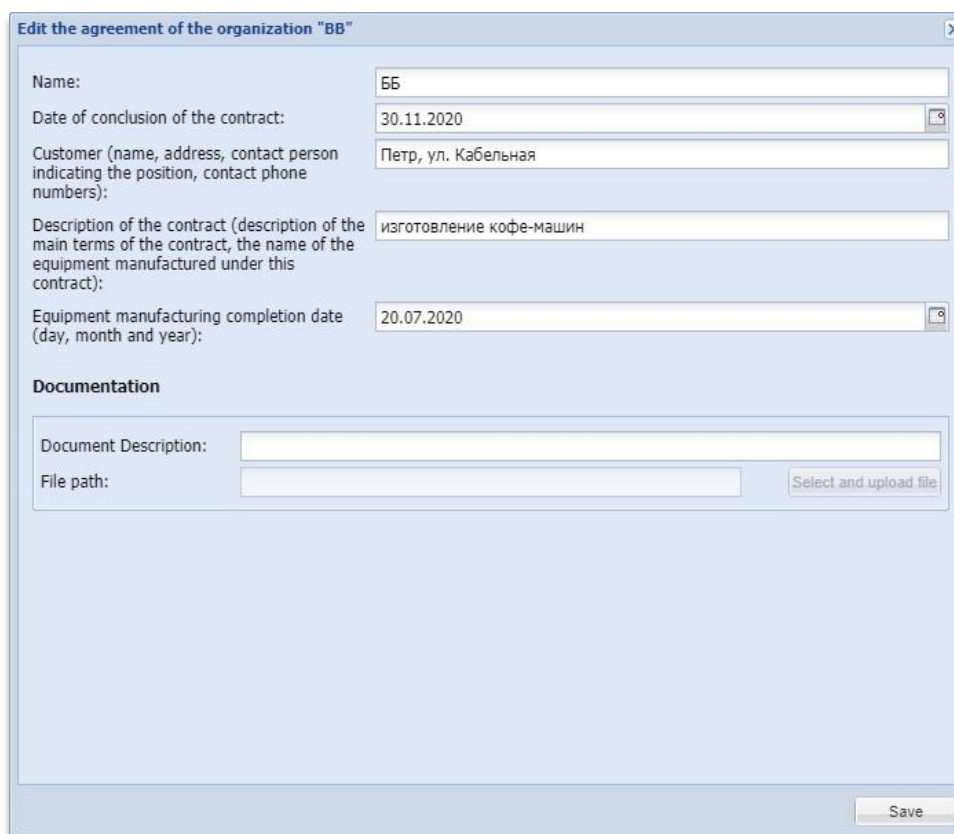




Figure 269

- 7) If not all the fields have been filled in, when you click on the «Save» button, a notification appears that not all the fields are filled in (Figure 270).



Figure 270

- 8) To delete a contract from the table, the participant clicks the «» («Delete») button (Figure 268), in the confirmation window that opens, he clicks the «Yes» button (Figure 266).
- 9) Then the participant adds the specification / waybill to the contract by clicking on the button «» («Add specification/waybill») (Figure 268). In the opened form «Add specification / invoice to the contract» selects the document type «Specification», «Packing list» or «Quality plan» and fills in all the fields (Figure 271, Figure 272, Figure 273). The deadline for completing the manufacture of equipment may be no later than or equal to the deadline for the completion of the manufacture of equipment under the contract.

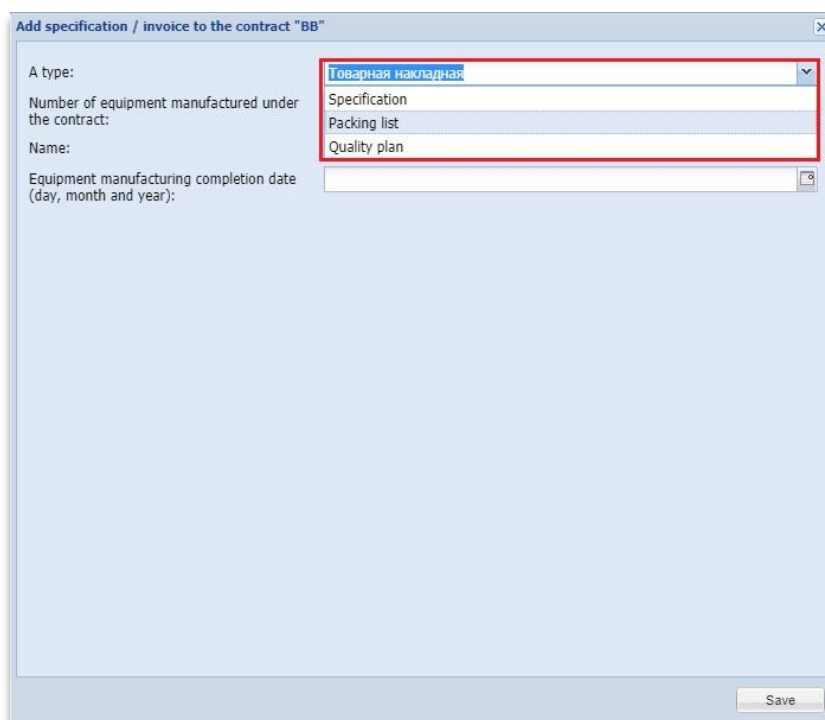


Figure 271

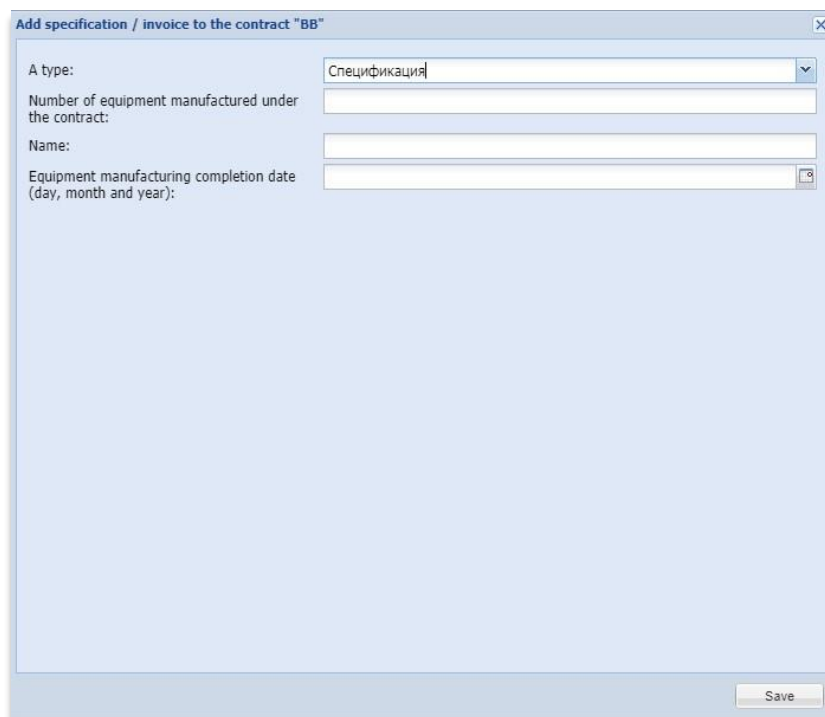


Figure 272

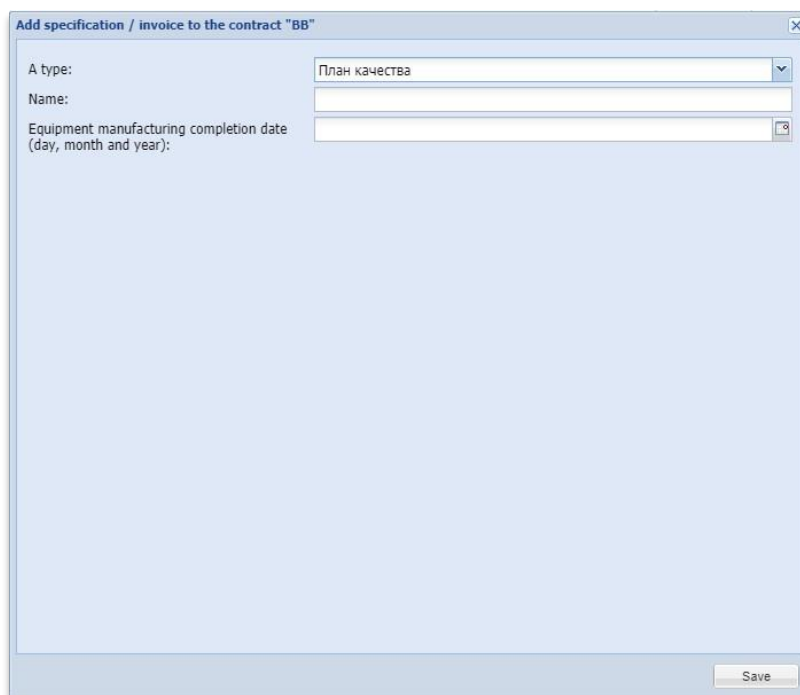


















Figure 273

- 10) If the deadline for the completion of the equipment manufacturing is later than the deadline for the completion of the equipment manufacturing under the contract, a warning window will appear when you click the «Save» button (Figure 274).



Figure 274

- 11) After filling in the data, the participant clicks the «Save» button (Figure 273). Specification / invoice information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (Figure 275). The form for editing the specification / invoice will open (Figure 276).

1.1	01.01.2019	Vasya, st Coffee	delivery of coffee machines	2000.2	2400.24	1100.2	1320.24	11/01/2020	  
1.1.1	Specification "coffee machine with automatic cappuccinatore"					0	0	08/31/2020	  
1.1.2	Specification "Coffee machine with manual cappuccinatore"					0	0	11/01/2020	  
1.1.3	Consignment note "Coffee machine with auto cappuccinatore"					1000.1	1200.12	08/31/2020	  
1.1.4	Consignment note "Coffee machine with manual cappuccinatore"					100.1	120.12	11/01/2020	  
TOTAL				2000.2	2400.24	1100.2	1320.24		










P / p No	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Number of equipment manufactured under the contract	Equipment manufacturing completion date (day, month and year)	Operations
one	Manufactured by "Romashka" LLC			64		  
1.1	Agreement "BB" dated 11/30/2020	Peter, st. Cable	making coffee machines	64	07/20/2020	  
1.1.1	Specification "Coffee machine with automatic cappuccinatore"			64	05/31/2020	  
TOTAL				64		

Figure 275

Edit the specification / consignment note "Coffee machine with automatic cappuccinatore"


A type:

Name:

Number of equipment manufactured under the contract:

Equipment manufacturing completion date (day, month and year):

Figure 276

12) To delete the specification/invoice from the table, the participant clicks the «» («Delete») button (Figure 275), in the confirmation window that opens, he clicks the «Yes» button (Figure 266).

- 13) After filling in all the information, the «Total» line displays the total amount of equipment manufactured for all contracts of the organization.
- 14) The participant can clear the form of the certificate of the manufacturer's experience in quantitative terms, for this he clicks on the «Clear table» button next to the button for adding a manufacturer (Figure 275). In the notification window that opens, he clicks the «Yes» button (Figure 277).

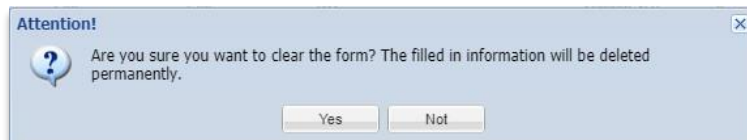


Figure 277

- 15) All previously filled data will be cleared without the possibility of saving. To save the result, the Participant clicks on the «Save» button (Figure 275). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (Figure 278). You will go to the application form.

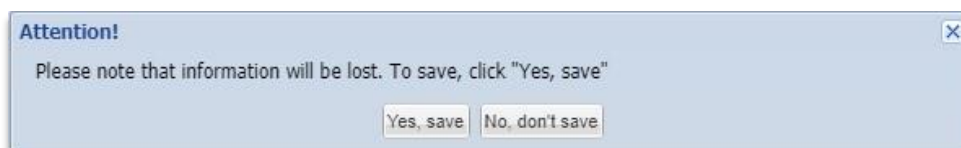


Figure 278

13.8.2.2. Certificate of Certificate of experience in the implementation of contracts for the supply of goods and the manufacturer's experience in value terms

- 1) When filling out data on the experience of contracts for the supply of goods, the participant, if necessary, also fills in information on the experience of the manufacturer in value terms. To do this, the participant clicks on the «Add manufacturer» button (Figure 279).

Заявка на участие в процедуре

Опыт договоров на поставку товара

✖ Очистить таблицу

№ п/п	Реквизиты договора (номер и дата)	Заказчик (наименование, адрес, контактное лицо с указанием должности, контактные телефоны)	Описание договора (описание основных условий договора, наименование изготовленного оборудования в рамках данного договора)	Стоимость поставок по договору				Срок завершения поставок товара (число, месяц и год фактической передачи товара заказчику)	Операции
				Сумма договора, рублей		В т.ч. стоимость поставленного в 2018 - 2020 гг товара по документам, подтверждающим исполнение, руб.			
				без НДС	с НДС	без НДС	с НДС		
1	Участник "ООО "Первый"			2000.2	2400.24	1100.2	1320.24		
1.1	Договор "АА" от 01.01.2019	Вася, ул. Кофейная	поставка кофе-машин	2000.2	2400.24	1100.2	1320.24	01.11.2020	✎ ✖ ✕ ✖
1.1.1	Спецификация "Кофе-машина с автокалунатором"			0	0	0	0	31.08.2020	✎ ✖ ✕ ✖
1.1.2	Спецификация "Кофе-машина с ручным калунатором"			0	0	0	0	01.11.2020	✎ ✖ ✕ ✖
1.1.3	Товарная накладная "Кофе-машина с автокалунатором"			1000.1	1200.12	1000.1	1200.12	31.08.2020	✎ ✖ ✕ ✖
1.1.4	Товарная накладная "Кофе-машина с ручным калунатором"			100.1	120.12	100.1	120.12	01.11.2020	✎ ✖ ✕ ✖
ИТОГО				2000.2	2400.24	1100.2	1320.24		

✎ ✖ ✕ ✖

➕ Добавить изготовителя ✖ Очистить таблицу

№ п/п	Реквизиты договора (номер и дата)	Заказчик (наименование, адрес, контактное лицо с указанием должности, контактные телефоны)	Описание договора (описание основных условий договора, наименование изготовленного оборудования в рамках данного договора)	Стоимость поставок по договору				Срок завершения изготовления оборудования (число, месяц и год)	Операции
				Сумма договора, рублей		В т.ч. стоимость поставленного в 2018 - 2020 гг товара по документам, подтверждающим исполнение, руб.			
				без НДС	с НДС	без НДС	с НДС		

Вернуться к заявке Сохранить

Figure 279


- 2) In the opened form «Add manufacturer» the participant enters the name of the manufacturer, clicks the button «Save» (Figure 280).
















Add manufacturer

Name:

Save

Figure 280

- 3) Manufacturer information appears in the table row. The participant can edit the manufacturer's name by clicking on the «  » («Edit») button (Figure 281). A form for editing a manufacturer will open (Figure 282).

1.1	Agreement "AA" dated 01.01.2019	Vasya, Kofeynaya st.	delivery of coffee machines	2000.2	2400.24	1100.2	1320.24	11/01/2020	  
1.1.1	Specification "Coffee machine with automatic cappuccinatore"			0	0	0	0	08/31/2020	  
1.1.2	Specification "Coffee machine with manual cappuccinatore"			0	0	0	0	11/01/2020	  
1.1.3	Consignment note "Coffee machine with auto cappuccinatore"			1000.1	1200.12	1000.1	1200.12	08/31/2020	  
1.1.4	Consignment note "Coffee machine with manual cappuccinatore"			100.1	120.12	100.1	120.12	11/01/2020	  
TOTAL				2000.2	2400.24	1100.2	1320.24		





P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	The cost of supplies under the contract				Equipment manufacturing completion date (day, month and year)	Operations
				Contract amount, rubles		Incl. cost of goods delivered in 2018 - 2020 according to documents confirming execution, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Manufactured by "OOO" Petrov "			0	0	0	0		  
TOTAL				0	0	0	0		

Figure 281

Edit the organization "LLC" Petrov "

Name:

Figure 282

- 4) To remove a manufacturer from the table, the participant clicks the «  » («Delete») button (Figure 281), in the confirmation window that opens, he clicks the «Yes» button (Figure 283).

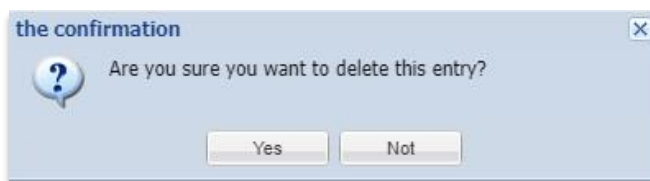



Figure 283

- 5) Then the participant adds a contract by clicking on the «» («Add contract») button (Figure 281). In the opened form «Add an agreement to the organization», he fills in all the data on the contract, adds the appropriate documentation (Figure 284). The amount of the contract with VAT may be higher or equal to the amount of the contract without VAT. When you select the sign «The contract was concluded in a different currency», a block appears for filling in the amount in foreign currency (Figure 285).

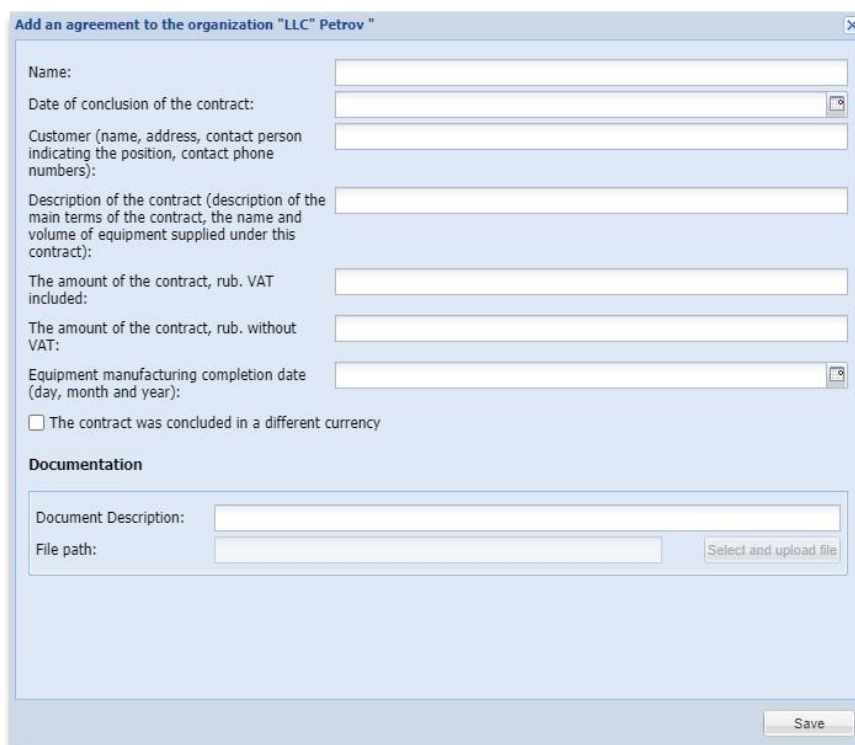


Figure 284

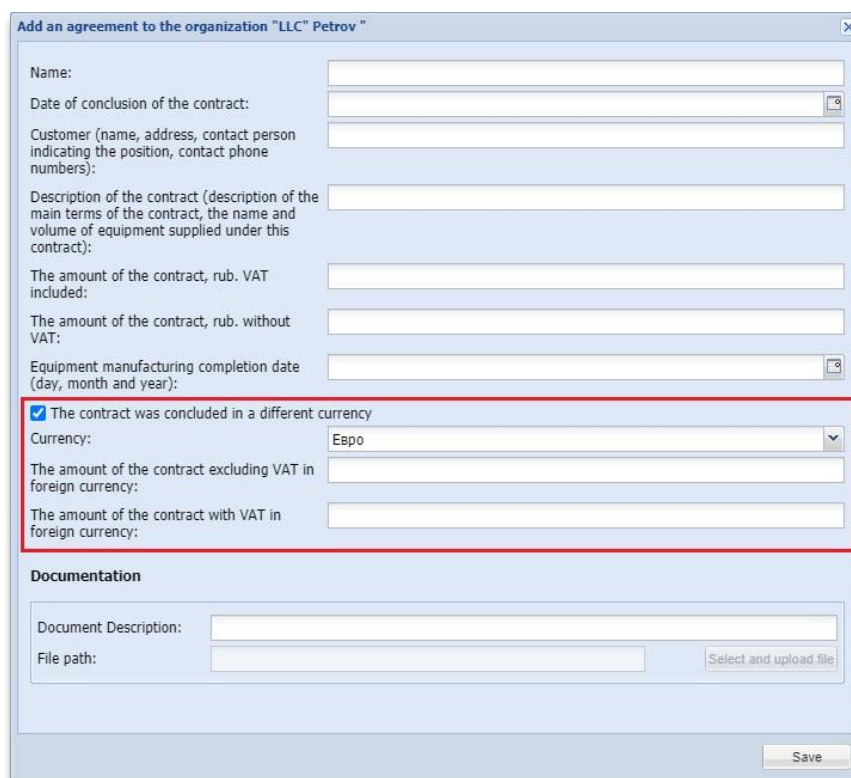


Figure 285

- 6) If the amount of the contract with VAT turns out to be lower than the amount of the contract without VAT, when you click on the «Save» button, a warning window will appear (Figure 286).

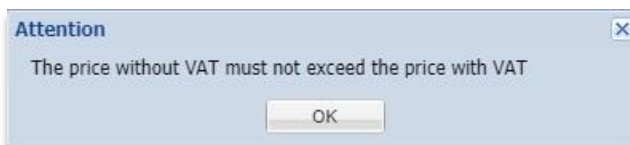



Figure 286

- 7) After filling in the data, the participant clicks the «Save» button (Figure 284). The contract information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (Figure 287). The contract editing form will open (Figure 288).

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	The cost of supplies under the contract				Equipment manufacturing completion date (day, month and year)	Operations
				Contract amount, rubles		Incl. cost of goods delivered in 2018 - 2020 according to documents confirming execution, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Manufactured by "OOO" Petrov "			1800	2000	0	0		
1.1	Agreement "BB" dated 07/30/2020	Peter, st. Cable	making coffee machines	1800	2000	0	0	05/25/2020	
TOTAL				1800	2000	0	0		

Figure 287

Edit contract "BB"

Name:

Date of conclusion of the contract:

Customer (name, address, contact person indicating the position, contact phone numbers):

Description of the contract (description of the main terms of the contract, the name and volume of equipment supplied under this contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Equipment manufacturing completion date (day, month and year):

The contract was concluded in a different currency

Documentation

Document Description:

File path:

Figure 288

- 8) If not all the fields have been filled in, when you click on the «Save» button, a notification appears that not all the fields are filled in (Figure 289).



Figure 289

- 9) To delete a contract from the table, the participant clicks the «✖» («Delete») button (Figure 287), in the confirmation window that opens, he clicks the «Yes» button (Figure 283).
- 10) Then the participant adds the specification / waybill to the contract by clicking on the button «+» («Add specification / waybill») (Figure 287). In the opened form «Add specification / invoice to the contract» selects the document type «Specification», «Packing list» or «Quality plan» and fills in all the fields (Figure 290, Figure 291, Figure 292). The deadline for completing the manufacture of equipment may be no later than or equal to the deadline for the completion of the manufacture of equipment under the contract. The cost of the delivered goods with VAT must be higher or equal to the cost of the delivered goods without VAT, and must also not exceed, but may be equal to the amount of the contract with VAT.

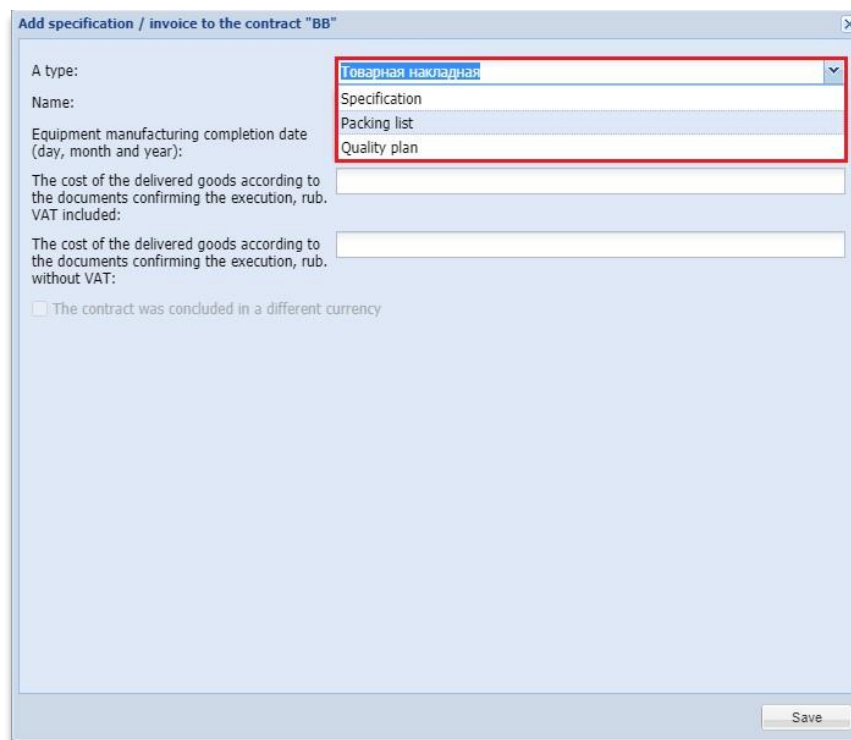
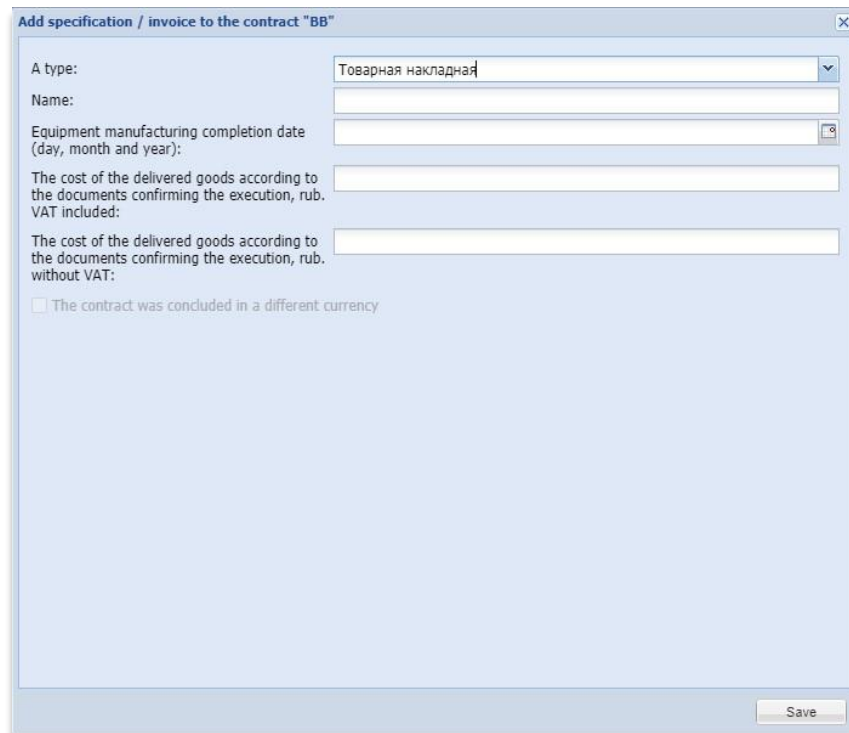


Figure 290



Add specification / invoice to the contract "BB"

A type: Товарная накладная

Name: _____

Equipment manufacturing completion date (day, month and year): _____

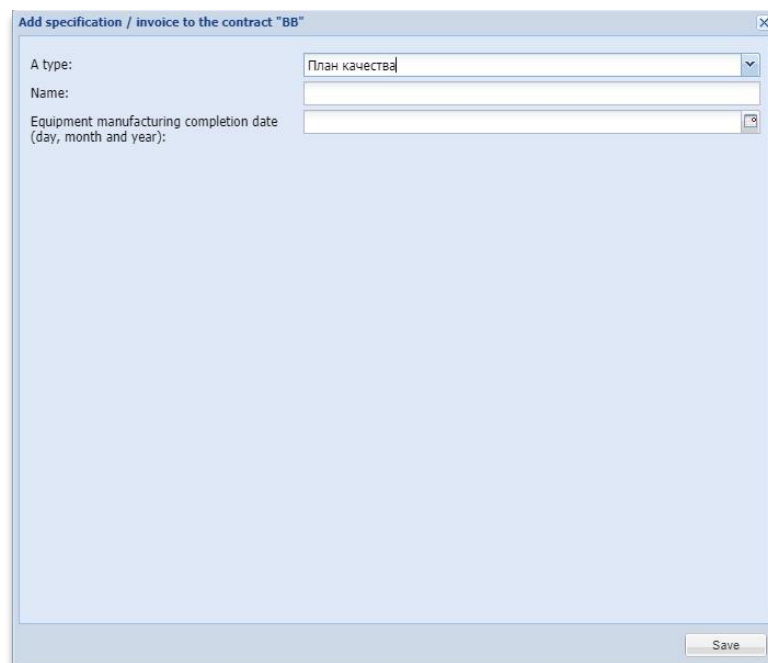
The cost of the delivered goods according to the documents confirming the execution, rub. VAT included: _____

The cost of the delivered goods according to the documents confirming the execution, rub. without VAT: _____

The contract was concluded in a different currency

Save

Figure 291



Add specification / invoice to the contract "BB"

A type: План качества

Name: _____

Equipment manufacturing completion date (day, month and year): _____

Save

Figure 292

- 11) If the contract was concluded in foreign currency, the form displays a block to fill in the cost of the delivered goods in foreign currency (Figure 293). Currency selection is not possible at this stage.

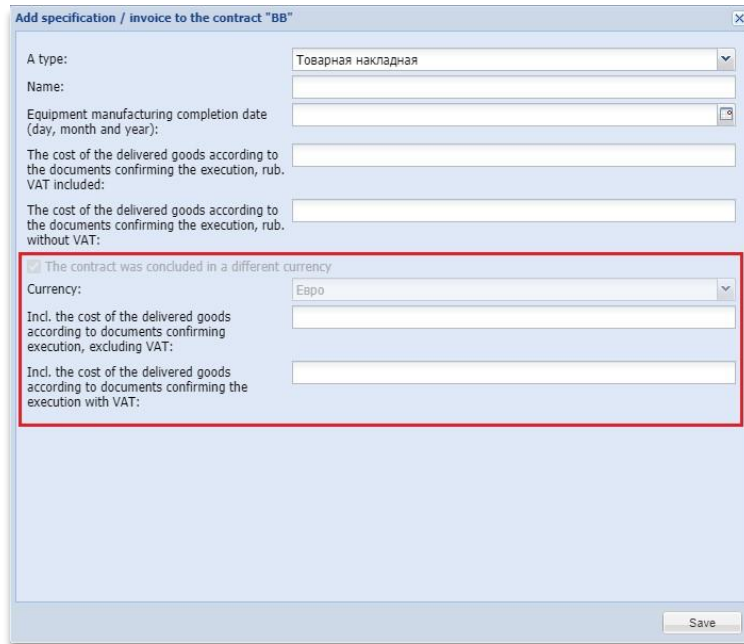


Figure 293

- 12) If the deadline for the completion of the equipment manufacturing is later than the deadline for the completion of the equipment manufacturing under the contract, a warning window will appear when you click the «Save» button (Figure 294).



Figure 294

- 13) If the cost of the delivered goods with VAT is lower than the cost of the delivered goods excluding VAT, when you click on the «Save» button, a warning window will appear (Figure 295).

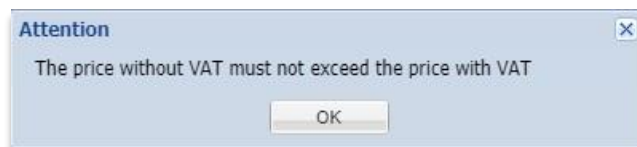



Figure 295

- 14) After filling in the data, the participant clicks the «Save» button (Figure 292). Specification / invoice information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (Figure 296). The form for editing the specification / invoice will open (Figure 297).

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	The cost of supplies under the contract				Equipment manufacturing completion date (day, month and year)	Operations		
				Contract amount, rubles		Incl. cost of goods delivered in 2018 - 2020 according to documents confirming execution, rub.					
				without VAT	VAT included	without VAT	VAT included				
one	Manufactured by "OOO" Petrov "			1800	2000	1500	1600				
1.1	Agreement "BB" dated 07/30/2020	Peter, st. Cable	making coffee machines	1800	2000	1500	1600	05/25/2020			
1.1.1	Specification "coffee machine with automatic cappuccinatore"					1500	1600	04/15/2020			
TOTAL				1800	2000	1500	1600				

Figure 296

Edit the specification / consignment note "coffee machine with cappuccinatore"

A type:

Name:


Equipment manufacturing completion date (day, month and year):

The cost of the delivered goods according to the documents confirming the execution, rub. VAT included:

The cost of the delivered goods according to the documents confirming the execution, rub. without VAT:

The contract was concluded in a different currency

Figure 297

15) To delete the specification/invoice from the table, the participant clicks the «» («Delete») button (Figure 296), in the confirmation window that opens, he clicks the «Yes» button (Figure 283).

- 16) After filling in all the information, the «Total» line displays the amount of the contract without VAT and with VAT for all contracts of the organization, as well as the amount of the cost of the delivered goods according to documents with VAT and without VAT for all contracts of the organization.
- 17) The participant can clear the form of the certificate of the manufacturer's experience in value terms, for this he clicks on the «Clear table» button next to the add manufacturer button (Figure 296). In the notification window that opens, he clicks the «Yes» button (Figure 298).

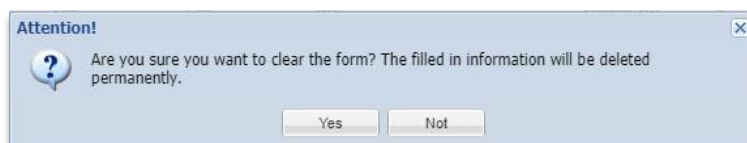


Figure 298

- 18) All previously filled data will be cleared without the possibility of saving. To save the result, the Participant clicks on the «Save» button (Figure 296). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (Figure 299). You will go to the application form.

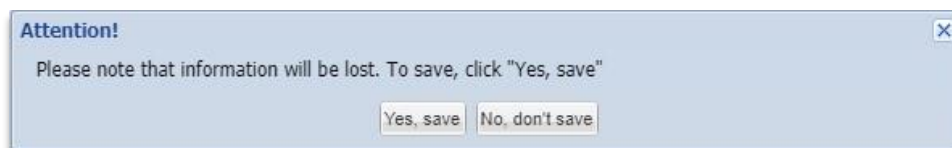


Figure 299

13.8.3. Experience in execution of contracts for the implementation of design and survey work/provision of services

- 1) To fill in data on the experience of contracts for the implementation of design and survey work/provision of services, the participant, if necessary, identifies co-executors by adding them by clicking on the button «Add co-executor» (Figure 300).

Application for participation in the procedure

Experience in service contracts

[Add co-executor](#) [Clear table](#)

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (scope and composition of services, description of the main terms of the contract)	Cost of services under the contract				Terms of completion of the provision of services (year and month of the beginning of the provision of services - the date, month and year of the actual end of the provision of services)	Operations
				Contract amount, rubles		Incl. cost of services rendered in 2015 - 2020 according to documents confirming execution, rub			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First ""			200.2	240.24	200.2	240.24		
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Builders	coffee delivery	200.2	240.24	200.2	240.24	01.01.2019 - 01.11.2020	
a1sz(800).txt									
1.1.1	Certificate of acceptance of services "Repair of the coffee machine"					100.1	120.12	01.01.2019 - 31.05.2020	

[Back to application](#) [Save](#)

Figure 300

- 2) In the «Add organization» form that opens, the participant enters the name, clicks the «Save» button (Figure 301).

Add organization

Name:

[Save](#)

Figure 301

- 3) Information about the co-executor appears in the table row. The participant can edit the name of the co-executor by clicking on the «» («Edit») button (Figure 302). A form for editing an organization will open (Figure 303).

Application for participation in the procedure

Experience in service contracts


P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (scope and composition of services, description of the main terms of the contract)	Contract amount, rubles		2015 - 2020 according to documents confirming execution, rub.		beginning of the provision of services - the date, month and year of the actual end of the provision of services)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First™			200.2	240.24	200.2	240.24		<input type="button" value="+"/>
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Builders	coffee delivery	200.2	240.24	200.2	240.24	01.01.2019 - 01.11.2020	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="add"/>
a1s2_f001.txt									
1.1.1	Certificate of acceptance of services "Repair of the coffee machine"					100.1	120.12	01.01.2019 - 31.05.2020	<input type="button" value="edit"/> <input type="button" value="delete"/>
1.1.2	Certificate of acceptance of services "Maintenance of the coffee machine"					100.1	120.12	02/22/2019 - 07/30/2020	<input type="button" value="edit"/> <input type="button" value="delete"/>
TOTAL				200.2	240.24	200.2	240.24		
2	Co-performer "Sashka"			0	0	0	0		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="add"/>
TOTAL				0	0	0	0		

Figure 302

Edit organization "Sashka"

Name:

Figure 303

- 4) To remove a co-executor from the table, the participant clicks the «» («Delete») button (Figure 302), in the confirmation window that opens, he clicks the «Yes» button (Figure 304).

the confirmation



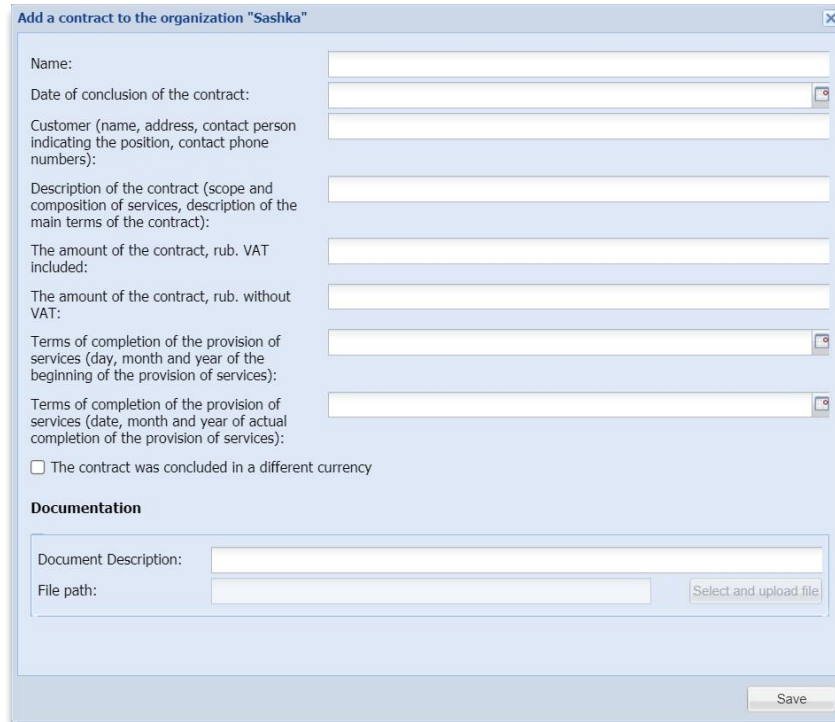
 Are you sure you want to delete this entry?

Figure 304

- 5) Then the participant adds a contract by clicking on the «» («Add contract») button (Figure 302). In the opened form «Add a contract to the organization» fills in all the data on the contract, adds the appropriate documentation (Figure 305). The amount of the contract with VAT can be higher or equal to the amount of the contract without VAT. The end date for the provision of services may be equal to or later than the start date for the provision of services. When you select the sign

«The contract was concluded in a different currency», a block appears for filling in the amount in foreign currency (Figure 306).



Add a contract to the organization "Sashka"

Name:

Date of conclusion of the contract:

Customer (name, address, contact person indicating the position, contact phone numbers):

Description of the contract (scope and composition of services, description of the main terms of the contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Terms of completion of the provision of services (day, month and year of the beginning of the provision of services):

Terms of completion of the provision of services (date, month and year of actual completion of the provision of services):

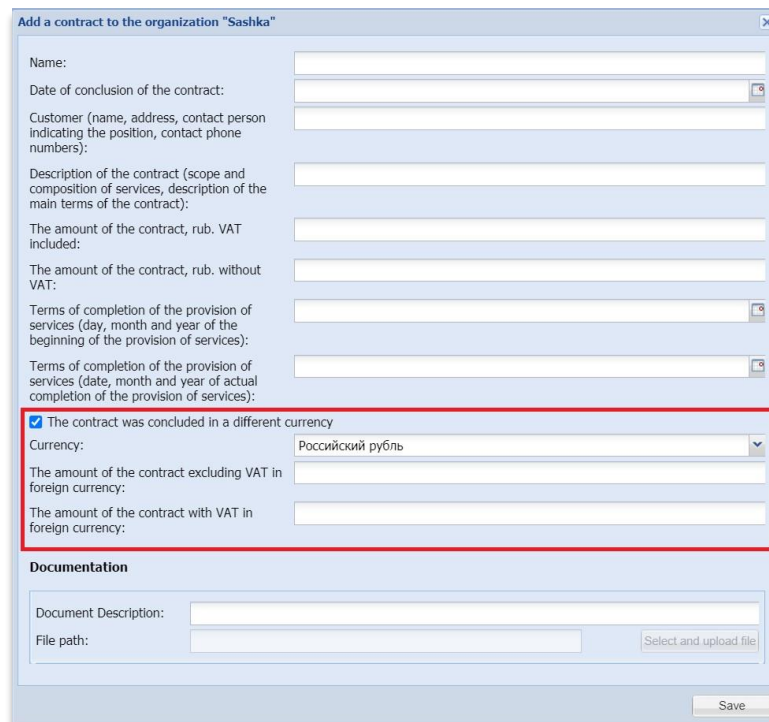
The contract was concluded in a different currency

Documentation

Document Description:

File path:

Figure 305



Add a contract to the organization "Sashka"

Name:

Date of conclusion of the contract:

Customer (name, address, contact person indicating the position, contact phone numbers):

Description of the contract (scope and composition of services, description of the main terms of the contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Terms of completion of the provision of services (day, month and year of the beginning of the provision of services):

Terms of completion of the provision of services (date, month and year of actual completion of the provision of services):

The contract was concluded in a different currency

Currency:

The amount of the contract excluding VAT in foreign currency:

The amount of the contract with VAT in foreign currency:

Documentation

Document Description:

File path:

Figure 306

- 6) If the start date for the provision of services is later than the end date for the provision of services, a warning window will appear when you click on the «Save» button (Figure 307).

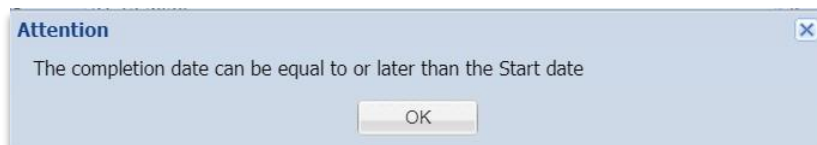


Figure 307

- 7) If the amount of the contract with VAT turns out to be lower than the amount of the contract without VAT, when you click on the «Save» button, a warning window will appear (Figure 308).

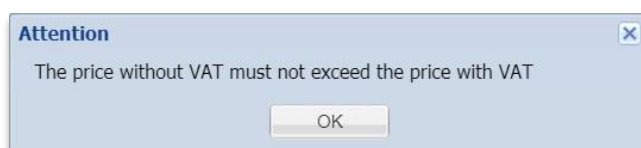

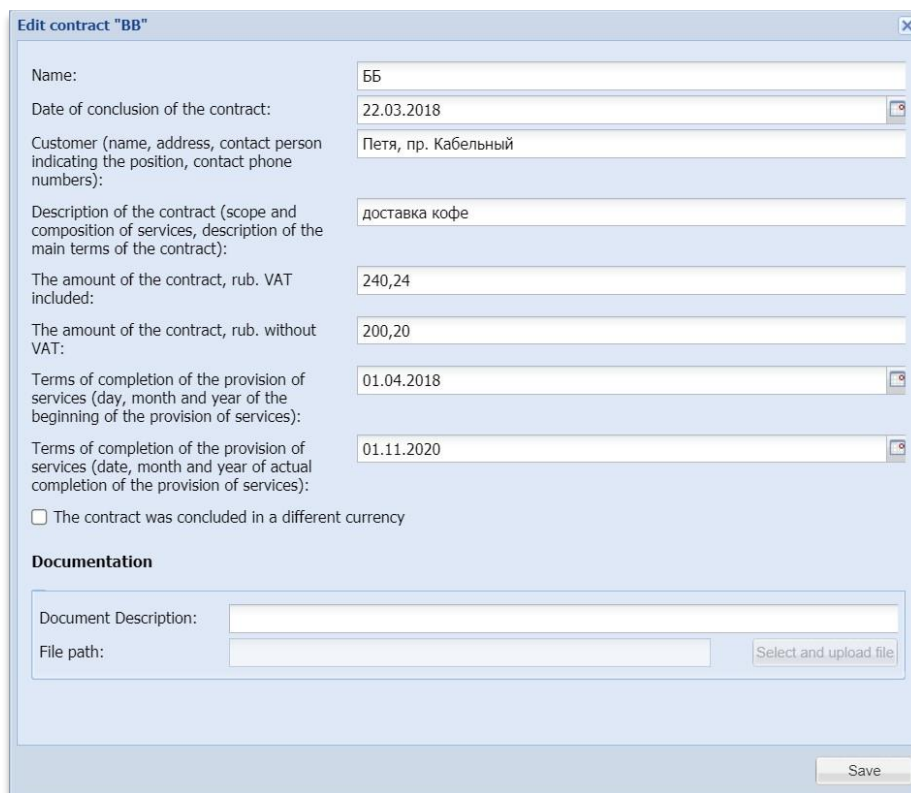


Figure 308

- 8) After filling in the data, the participant clicks the «Save» button (Figure 305). The contract information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (Figure 309). The contract editing form will open (Figure 310).

		without VAT	VAT included	without VAT	VAT included	year of the actual end of the provision of services)	
one	Member of "LLC" First™	200.2	240.24	200.2	240.24		
1.1	Agreement "AA" dated 01.01.2019 Vasya, st. Builders coffee delivery	200.2	240.24	200.2	240.24	01.01.2019 - 01.11.2020	
ats2 [900].txt							
1.1.1	Certificate of acceptance of services "Repair of the coffee machine"			100.1	120.12	01.01.2019 - 31.05.2020	
1.1.2	Certificate of acceptance of services "Maintenance of the coffee machine"			100.1	120.12	02/22/2019 - 07/30/2020	
TOTAL		200.2	240.24	200.2	240.24		
2	Co-performer "Sashka"	200.2	240.24	0	0		
2.1	Agreement "BB" dated 03/22/2018 Petya, ave. Cable coffee delivery	200.2	240.24	0	0	04/01/2018 - 11/01/2020	
ats2 [901].txt							
TOTAL		200.2	240.24	0	0		

Figure 309



Edit contract "BB"

Name:

Date of conclusion of the contract:

Customer (name, address, contact person indicating the position, contact phone numbers):

Description of the contract (scope and composition of services, description of the main terms of the contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Terms of completion of the provision of services (day, month and year of the beginning of the provision of services):

Terms of completion of the provision of services (date, month and year of actual completion of the provision of services):

The contract was concluded in a different currency

Documentation

Document Description:

File path:

Figure 310

- 9) If not all the fields were filled in, when you click on the «Save» button, a notification appears that not all the fields are filled in (Figure 311).

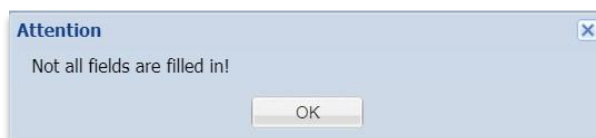


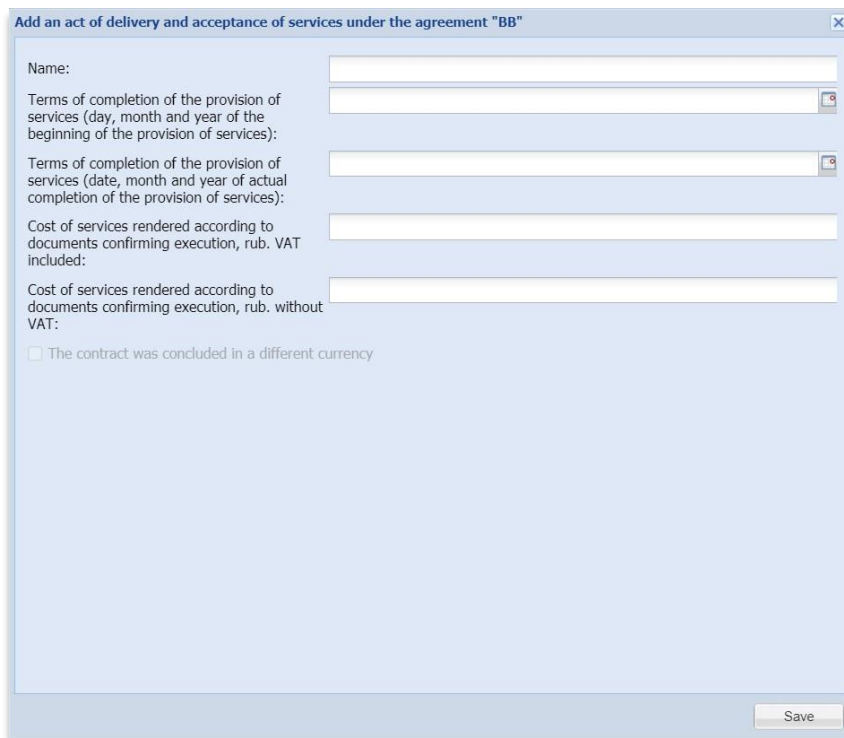


Figure 311

- 10) To delete a contract from the table, the participant clicks the «» («Delete») button (Figure 309), in the confirmation window that opens, he clicks the «Yes» button (Figure 304).
- 11) Then the participant adds an act of delivery and acceptance of services under the contract by clicking on the button «» («Add an act of delivery and acceptance of services»). In the opened form «Add an act of delivery and acceptance of services under the agreement», fills in all the fields (Figure 312). The cost of services rendered with VAT must be higher than or equal to the cost of services rendered without VAT, and must not exceed, but may be equal to, the amount of the contract with VAT. The start date for the provision of services can be no earlier than or equal to the start date of the contract and no later than or equal to the date of the actual completion of the contract. The deadline for the end of the provision of services may be no earlier than or equal to the start date of the contract and no later than or equal to the date of the actual completion of the contract.



Add an act of delivery and acceptance of services under the agreement "BB"

Name:

Terms of completion of the provision of services (day, month and year of the beginning of the provision of services):

Terms of completion of the provision of services (date, month and year of actual completion of the provision of services):

Cost of services rendered according to documents confirming execution, rub. VAT included:

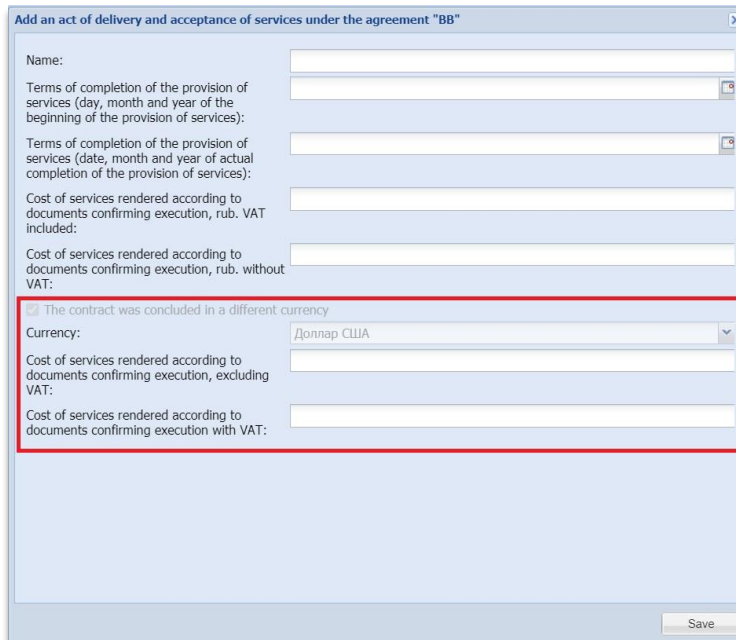
Cost of services rendered according to documents confirming execution, rub. without VAT:

The contract was concluded in a different currency

Save

Figure 312

- 12) If the contract was concluded in foreign currency, a block is displayed in the form to fill in the cost of services rendered in foreign currency (Figure 313). Currency selection is not possible at this stage.



Add an act of delivery and acceptance of services under the agreement "BB"

Name:

Terms of completion of the provision of services (day, month and year of the beginning of the provision of services):

Terms of completion of the provision of services (date, month and year of actual completion of the provision of services):

Cost of services rendered according to documents confirming execution, rub. VAT included:

Cost of services rendered according to documents confirming execution, rub. without VAT:

The contract was concluded in a different currency

Currency:

Cost of services rendered according to documents confirming execution, excluding VAT:

Cost of services rendered according to documents confirming execution with VAT:

Save

Figure 313

- 13) If the start date for the provision of services is later than the term for the provision of services, when you click on the «Save» button, a warning window will appear (Figure 314).

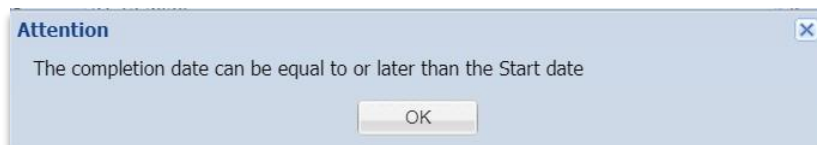


Figure 314

- 14) If the cost of services rendered with VAT turns out to be lower than the cost of services rendered without VAT, when you click on the «Save» button, a warning window will appear (Figure 315).

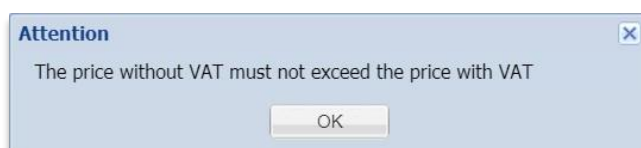



Figure 315

- 15) After filling in the data, the participant clicks the «Save» button (Figure 312). Information about the act of delivery and acceptance of services appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (Figure 316). The form for editing the act will open (Figure 317).

Application for participation in the procedure									
Experience in service contracts									
Add co-executor  Clear table 									
one	Member of "LLC" First "			200.2	240.24	200.2	240.24		or services)
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Builders	coffee delivery	200.2	240.24	200.2	240.24	01.01.2019 - 01.11.2020	  
a1s2.1600.txt									
1.1.1	Certificate of acceptance of services "Repair of the coffee machine"					100.1	120.12	01.01.2019 - 31.05.2020	 
1.1.2	Certificate of acceptance of services "Maintenance of the coffee machine"					100.1	120.12	02/22/2019 - 07/30/2020	 
TOTAL				200.2	240.24	200.2	240.24		
2	Co-performer "Sashka"			200.2	240.24	100.1	120.12		  
2.1	Agreement "BB" dated 03/22/2018	Petya, ave. Cable	coffee delivery	200.2	240.24	100.1	120.12	04/01/2018 - 11/01/2020	  
a1s2.1601.txt									
2.1.1	Certificate of delivery and acceptance of services "B1"					100.1	120.12	04/01/2018 - 05/31/2020	 
TOTAL				200.2	240.24	100.1	120.12		

Figure 316

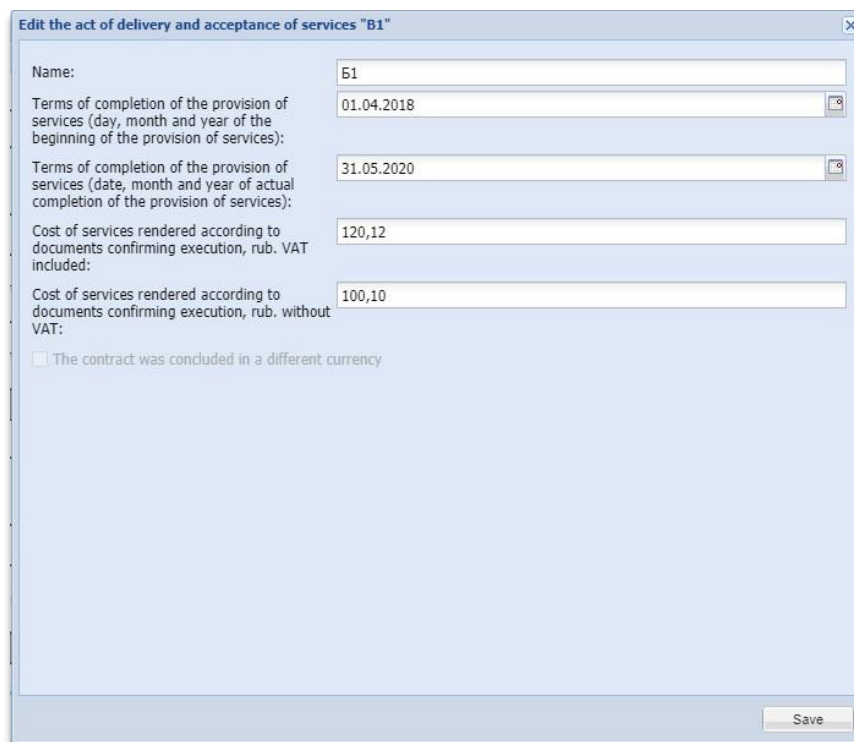


Figure 317

- 16) To delete the acceptance certificate of services from the table, the participant clicks the «✘» («Delete») button (Figure 316), in the confirmation window that opens, he clicks the «Yes» button (Figure 304).
- 17) After filling in all the information, the «Total» line displays the amount of the contract without VAT and with VAT for all contracts of the organization, as well as the amount of the cost of services rendered according to documents with VAT and without VAT for all contracts of the organization.
- 18) The Participant can clear the form of the certificate of experience in the execution of contracts for the Execution of IDP / Provision of services, for this he clicks on the button «Clear table» (Figure 316). In the notification window that opens, he clicks the «Yes» button (Figure 318).

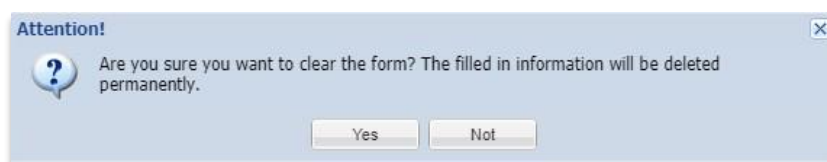


Figure 318

- 19) All previously filled data will be cleared without the possibility of editing. To save the result, the participant clicks on the «Save» button (Figure 316). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (Figure 319). You will go to the application form.

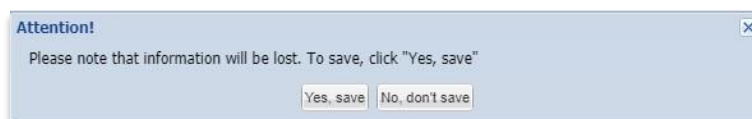
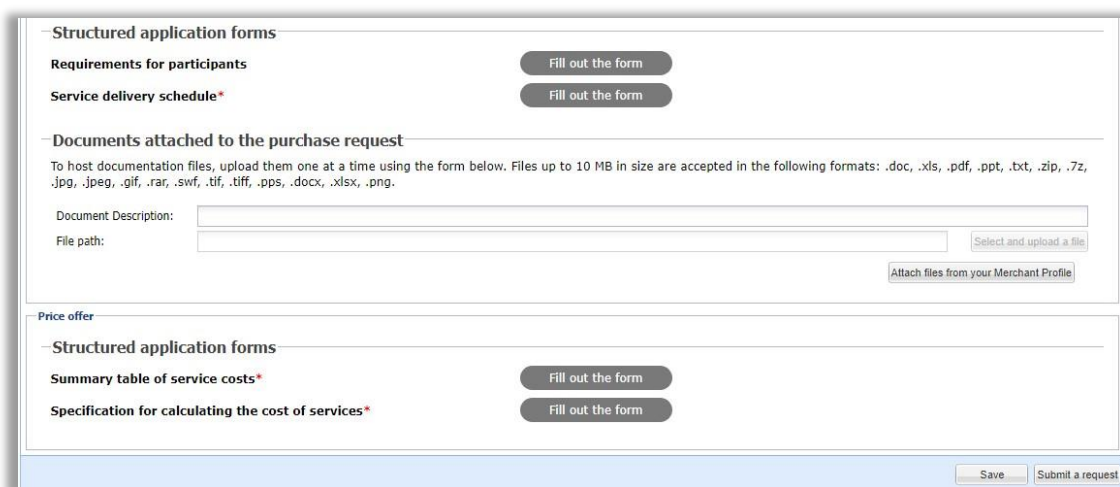


Figure 319

13.9. Specification for calculating the cost of services

- 1) To fill in the specification for the calculation of the cost of services on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Specification of the calculation of the cost of services» click on the button «Fill out the form» (Figure 320).



The screenshot shows a web form interface. At the top, there is a section titled "Structured application forms". Under this section, there are two rows of fields: "Requirements for participants" and "Service delivery schedule*", each with a "Fill out the form" button. Below this is a section titled "Documents attached to the purchase request". It contains a text area for "Document Description:" and a "File path:" field with a "Select and upload a file" button. A link "Attach files from your Merchant Profile" is also present. At the bottom of the form, there is a "Price offer" section with another "Structured application forms" header. This section contains two rows: "Summary table of service costs*" and "Specification for calculating the cost of services*", each with a "Fill out the form" button. At the very bottom of the page, there are "Save" and "Submit a request" buttons.

Figure 320

- 2) In the form that opens, the Participant fills in the fields - mandatory fields are highlighted in red. Fills in the field in the «Employee participating in the services provided» column. At least one entry must be added to the «Employee participating in the services provided» field. (Figure 321). If the specified fields have not been filled in, an error will be displayed at the time of application.

Application for participation in the procedure

Specification for calculating the cost of services

Calculating the cost of services

Total cost of services, Russian Rubles:

Bid overhead % from the cost of the Contractor's services:

Recoverable expenses %:

Recoverable expenses (Currency):

Total cost of services:

Profit margin by bid % from the cost of services:

Total cost of services without VAT:


Rate in % of the Contractor's service cost for calculating overhead costs:

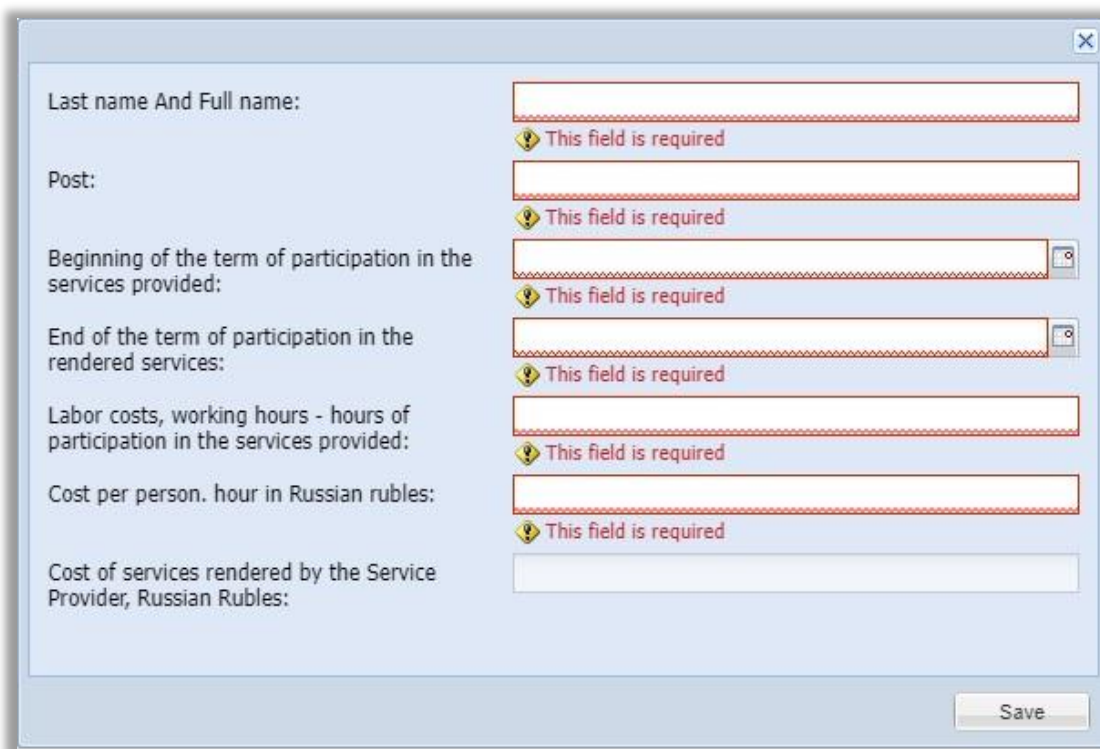
Rate in % of the cost of services:

Item number	Name of the services provided	Employee who participates in the services provided		Beginning of the term of participation in the services provided		Labor costs, working people-hours of participation in the services rendered	Cost per person * hour, Russian Ruble	Cost of services rendered by the Contractor, Russian Rubles	Operations
		Last name	Full name	Post	Beginning				
0000000001	20211207074049 20211207070925 20211110131936 20211102074917 20211019104111 20211007082600 20211005080507 20211001072713 20210816105937 20210803085903 Case 2								+
Total cost of services, Russian Rubles								0	
VAT at the rate of 20%								0	
Total cost of services including VAT								0	

Go back to the application form Save

Figure 321

- 3) If the value of the field «Total cost of services with VAT» is not equal to the price offer of the participant with VAT (CTC form, field «Price of application with VAT»), the following error will be displayed: «Dear participant! The value of the field «Total cost of services with VAT» (form «Specification of the calculation of the cost of services») must be equal to the price of the application with VAT.
- 4) To fill in the field «Employee participating in the services provided», the Participant presses the icon « Add» in the «Operations» (Figure 321). This will open a form to fill out (Figure 322).



Last name And Full name:
 ⚠ This field is required

Post:
 ⚠ This field is required

Beginning of the term of participation in the services provided:
 ⚠ This field is required

End of the term of participation in the rendered services:
 ⚠ This field is required



Labor costs, working hours - hours of participation in the services provided:
 ⚠ This field is required

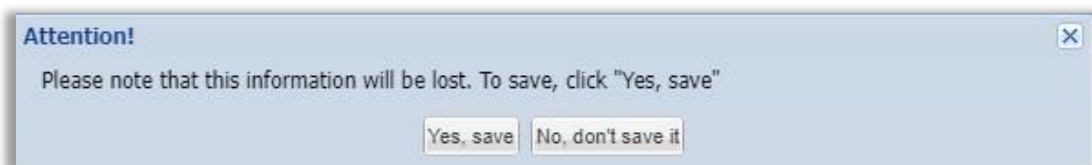
Cost per person. hour in Russian rubles:
 ⚠ This field is required

Cost of services rendered by the Service Provider, Russian Rubles:

Save

Figure 322

- 5) The participant fills out the opened form and clicks the «Save» button. Then there will be a return to the form «Specification of the calculation of the cost of services».
- 6) To edit the completed information in the field «Employee participating in the services provided», the Participant presses the icon « Edit», to delete «» («Delete »).
- 7) To return to the application form for participation without saving the completed data, press the button «Return to the application» (Figure 321), in the window that opens, clicks the button «No, do not save» (Figure 323).



Attention!

Please note that this information will be lost. To save, click "Yes, save"

Figure 323

- 8) To return to the application form for participation with saving the completed data, the Participant presses the «Save» button (Figure 323), then «Return to the application».