



APPROVED BY
General Director of
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Trading Platform»

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

**User Guide
Fees and finances**

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1. FIELD OF APPLICATION

The automated system for conducting procurement procedures in electronic form for The State Atomic Energy Corporation “Rosatom” (hereinafter referred to as the System, electronic trading platform, ETP) is designed to provide a unified procedure for conducting various procurement procedures in electronic form.

This document is intended for users of the System. The document provides basic information about the purpose and conditions of using the System, describes the features of using the System when performing functions that provide the main activity for conducting various types of procedures in electronic form (auction, reduction, competition, request for quotes, request for proposals), as well as functions that provide activities for obtaining the necessary information about the procedures and directly participating in them. This document describes the actions required to ensure effective user experience.

The system is an electronic trading platform (ETP) that meets the requirements of the following regulations:

- Federal law No. 63-FZ of April 4, 2011, “On Electronic Signature”.
- Government order No. 179 of March 17, 2008 “On the Endorsement of the Regulation on the Use of Internet Sites Carrying out Open Auctions in the Electronic Form and on the Requirements to the Technological, Software, Linguistic, Legal and Organizational Means of Support of the Use of the Mentioned Sites, as well as to the Systems Providing Open Auctions in the Electronic Form”.
- Uniform Industry Procurement Standard (Rosatom Procurement System) of The State Atomic Energy Corporation “Rosatom”.

The system performs the functions of preparing, receiving, analyzing, processing, and providing information related to procurement procedures for the needs of The State Atomic Energy Corporation “Rosatom” and its subordinate organizations.

2. OPENING OF A PERSONAL ACCOUNT AFTER THE ACCREDITATION ON THE ELECTRONIC TRADING PLATFORM

After being registered, the Operator opens a personal account for performing operations to pay for participation in procedures.

An organization has the right to dispose of funds held on its account opened with the operator for operations to ensure participation in procedures, if the operator has not blocked operations on the account in respect of these funds.

To transfer funds to your personal account, you must make a bank payment using the exact details received during registration in the corresponding notification from the Operator of the electronic trading platform, including the exact purpose of the payment. Account details and bank payment details are displayed at Finance - Personal Account Status (Fig. 1, Fig. 2).

Please note! For non-residents of the Russian Federation, to transfer funds to their personal account, you must use the exact details of the ruble account of the electronic trading platform (ETP). To make a transfer, we recommend contacting the bank to get up-to-date information about currency exchange rates, commissions, and other conditions.

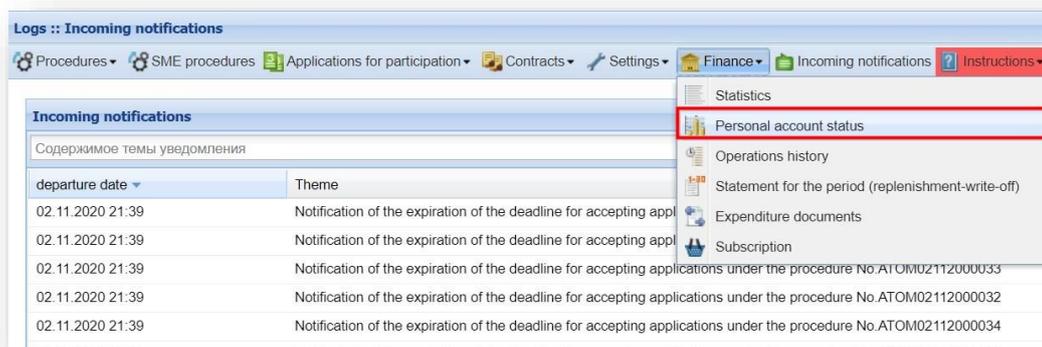


Fig. 1

State of an account

Current state of the personal account

Current account balance:	RUB 816,331,480.00
Blocked of them:	RUB 11,272,223.00
Of them blocked for return:	RUB 8,323.00
Available from them:	805 059 257.00 rub.
There is a subscription:	Annual subscription
Subscription expiration date:	03.11.2021 09:43 [GMT +3]

Requisites for replenishing a personal account

Checking account:	40702810510050001273
Correspondent account:	30101810145250000411
BIK:	044525411
INN:	7707704692
Checkpoint:	772501001
Name of the bank:	VTB Bank (PJSC)
Recipient's name:	JSC "United Electronic Trading Platform"
Purpose of payment:	Transfer of funds to the operator of the electronic trading platform of the State Corporation Rosatom-2 to pay for participation in the procedures, personal account No. 2900071590. VAT is not charged.

[Operations history](#)

Fig. 2

3. FEES

The fee for one-time participation in 223-FZ procedures and other procedures, other than conducted for small and medium business according to Federal law No.223-FZ is charged in the amount as follows:

- competition (including participation in one stage of a multi-stage competition) at the NMC up to 1 million rubles with VAT (inclusive) - 3800 rubles (repeated collection of funds for participation in this multi-stage procedure is not made);
- auction / reduction for NMC up to 1 million rubles with VAT (inclusive) - 3,800 rubles;
- competition (including participation in one stage of a multi-stage competition) for NMC more than 1 million rubles with VAT-4,000 rubles (repeated collection of funds for participation in this multi-stage procedure is not made);
- auction / reduction at the NMC of more than 1 million rubles with VAT — 4000 rubles.;
- request for proposals (including participation in one stage of a multi-stage request for proposals) at the NMC up to 1 million rubles with VAT (inclusive) - 1600 rubles (repeated collection of funds for participation in this multi-stage procedure is not made);
- request for proposals (including participation in one stage of a multi-stage request for proposals) at the NMC of more than 1 million rubles with VAT-3200 rubles (repeated collection of funds for participation in this multi-stage procedure is not made);
- request for quotations for NMC up to 1 million rubles with VAT (inclusive) — 1600 rubles.;
- request quotes for a nmmts more than 1 million rubles — RUB 3200;
- competitive negotiations with NMCs to 1 million rubles including VAT (inclusive) — 1600 RUB.;
- competitive negotiation when nmmts more than 1 million rubles — RUB 3200;
- multi-stage competition without NMC – 4000 rubles;
- multi-stage request for proposals without NMC – 3200 RUB;
- simplified purchase at NMC up to 1 million rubles with VAT (inclusive) - 1600 rubles;
- simplified purchase at ETP at NMC more than 1 million rubles with VAT (inclusive) - 3200 rubles;
- purchase in execution of revenue contracts at NMC up to 1 million rubles with VAT (inclusive) — 1600 rubles.;
- purchase in execution of revenue contracts at the NMC of more than 1 million rubles with VAT (inclusive) — 3200 rubles.

The fee for the purchase of an annual subscription is 39,000 rubles. including VAT (inclusive). During the subscription period, the bidder is not charged for one-time participation in the procurement procedure in electronic form, except for the procedures of 223-FZ of the SME.

Prior to submitting a bid, the Applicant should make a transfer, at least in the amount of the fee for participation in such a procedure, to the personal account opened by the Operator to secure participation.

4. FEES FOR SMALL AND MEDIUM ENTREPRENEURSHIP

The fee for participation in the procedure with the SMEs is charged from the individual who is the winner of the procedures with SMEs either with the Participant's procedures for SMEs in the case of recognition of such a procedure failed in cases specified in Federal Law No. 223-FZ and regulations on procurement in which the decision to conclude the contract on the results of the procedure, SMEs, and face the winner of the procedure for SMEs, which is recognized as evaded from conclusion of the contract.

The amount of payment from the person with whom the contract is concluded is one percent of the initial (maximum) price of the contract, but not more than 4,600 (four thousand six hundred) rubles 00 kopeks, excluding VAT.

Charging is done by transferring funds to the Operator's bank account. The bank account details are as follows: Beneficiary is JSC "United Electronic Trading Platform" 7707704692 INN KPP 772501001, settlement account number 40702810210050001272 at VTB Bank (PJSC) 044525411, corresponding account number 30101810145250000411. In details of payment, please specify the following information: “The fee charged from the SMEs Participant recognized as the winner in the request for quotations number <Registry number procedure assigned with EIS> including 20% VAT <VAT> RUB”, or by debiting the respective amount from the special account of the Participant.

5. STATISTICS ON PROCEDURES CONDUCTED

- 1) To view statistics on procedures conducted during a certain period, select Finance – Statistics in the main menu. As a result, the Statistics page is displayed (Fig. 3).
- 2) In the "Statistics date since" and "by" fields select the limits of the period, for which statistics on procedures is generated.
- 3) Click **To shape**. As a result, statistics will be generated and displayed on the current page.



Date range	
Statistics date since :	21.10.2020 by : 18.11.2020 To shape
Percentage of achieved savings on procurement procedures:	4.70%
Share of completed procurement procedures:	20.60%
Share of appealed procurement procedures:	0.50%
Average number of participants in a procedure:	1.39

Fig. 3

6. PERSONAL ACCOUNT STATUS

To view personal account status data, select Finance – Personal Account Status in the main menu. As a result, the State of an account page is displayed (Fig. 4). The upper part of the form displays information about the account status, and the lower part shows requisites for replenishing a personal account.

Please note! The Personal account status is not available in the government services.

State of an account	
Current state of the personal account	
Current account balance:	RUB 816,331,480.00
Blocked of them:	RUB 11,272,223.00
Of them blocked for return:	RUB 8,323.00
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Name of the bank:	VTB Bank (PJSC)
Recipient's name:	JSC "United Electronic Trading Platform"
Purpose of payment:	Transfer of funds to the operator of the electronic trading platform of the State Corporation Rosatom-2 to pay for participation in the procedures, personal account No. 2900071590. VAT is not charged.
Operations history	

Fig. 4

To view the history of operations on the personal account, click **Operation history**. As a result, the Account history page opens (see paragraph 7).

To purchase a subscription to participate in purchasing procedures, click **Buy an annual pass**. As a result, the Subscription page opens (see paragraph 11).

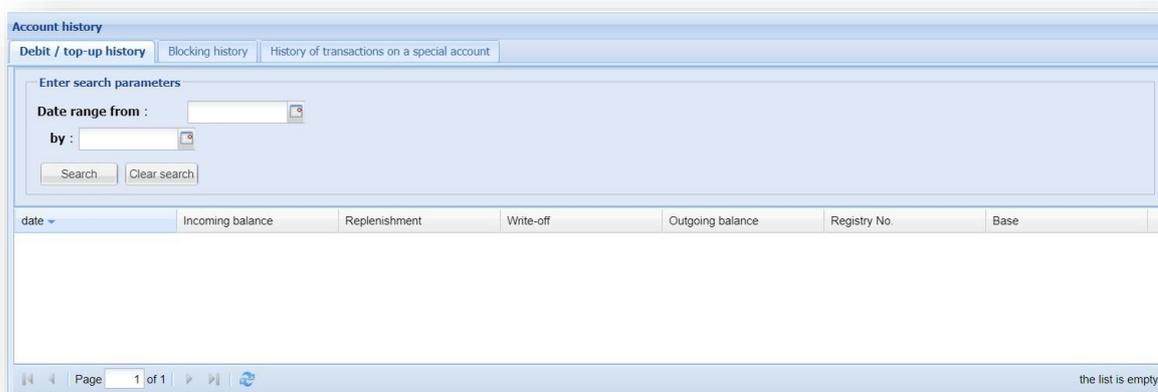
7. ACCOUNT HISTORY

To view the history of operations on a personal account, select Finance – Operations history in the main menu. As a result, the Account history page will be displayed (Fig. 5). There are three tabs displaying the following:

- The Debit/top-up history tab shows in chronological order the operations of debits and deposits that were made on the personal account.
- The Blocking history tab shows in chronological order the funds that were blocked on the personal account.

To find records of debiting and adding funds or blocking (unblocking) funds on a personal account, enter the date range in the search bar and click **Search**.

Please note! The Account history is not available in the government services.



date	Incoming balance	Replenishment	Write-off	Outgoing balance	Registry No.	Base
the list is empty						

Fig. 5

8. ACCOUNT STATEMENT FOR THE PERIOD

To get a personal account statement, do the following steps:

- 1) In the main menu, select Finance – Statement for the period (replenishment-write-off)". As a result, the Account statement page is displayed (Fig. 6).
- 2) Enter the date interval for which you want to generate the statement.
- 3) Click **Generate and upload**. In the opened window, click **Open** or **Save**.

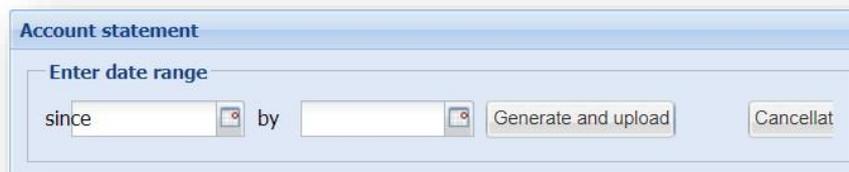


Fig. 6

Please note! The Account statement for the period is not available in the government services.

9. ISSUE DOCUMENTS

Primary accounting documentation (acts on completed works and invoices) is generated upon participation (submission of an application), conclusion of a contract (in purchases among purchases among small and medium-sized businesses) in the procurement procedure, depending on the established tariffs. Hard copies certified by the operator of the electronic platform are also sent by the operator to the postal address specified in the Applicant's details. The applicant is obliged to certify in the prescribed manner and send certified copies of documents to the operator of the electronic platform by mail or courier delivery. The applicant can also download, print, certify in the prescribed manner and send signed copies of documents to the operator of the electronic platform by mail or courier delivery.

To view issue documents:

- 1) In the main menu, select Finance – Expenditure documents. As a result, the Expense documents page is displayed (Fig. 7).
- 2) Use quick search or advanced search to find documents.

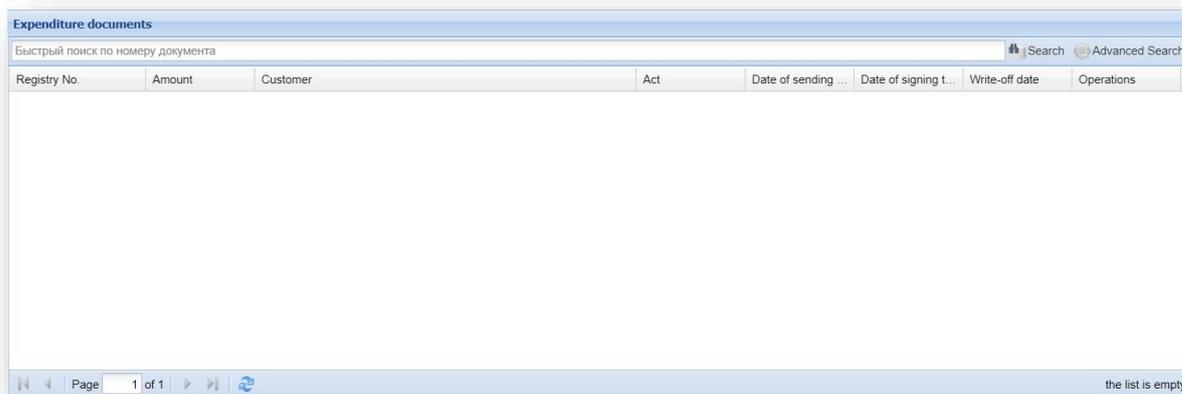


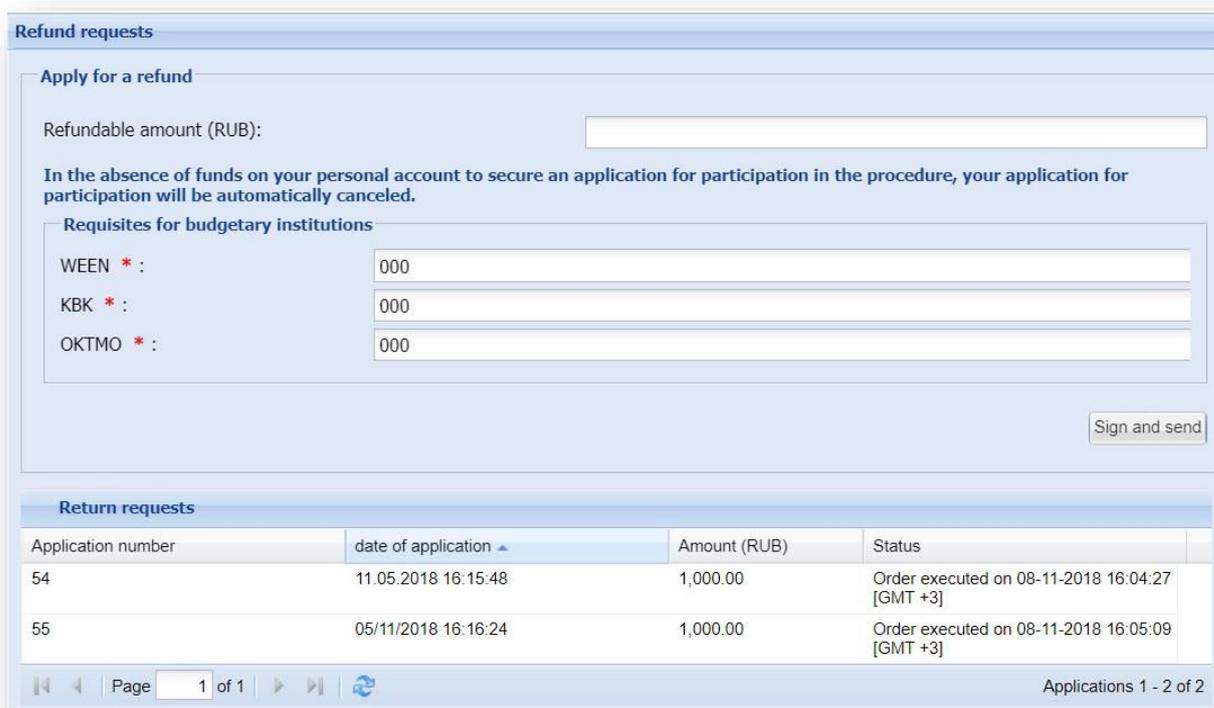
Fig. 7

10. REFUND REQUESTS

Please note! A refund request from the account is provided only when you are accredited as an Applicant.

To view issue documents and request a refund from your account:

- 1) In the main menu, select Finance – Refund Requests-Shape and direct. As a result, the Refund Requests page (Fig. 8) will be displayed, consisting of two parts as follows:
 - the new request section is displayed in the upper part.
 - a list of requested refunds is displayed in the bottom part.
- 2) To send a request, enter the amount in the Refundable amount field and click Sign and submit. As a result, a window will open with the request.
- 3) Make sure that the request is correct and click Sign, then click Yes in the Confirm window. This opens the Windows Security window.
- 4) Select the certificate and click OK. As a result, you will see a message about successful submission of the request.



Refund requests

Apply for a refund

Refundable amount (RUB):

In the absence of funds on your personal account to secure an application for participation in the procedure, your application for participation will be automatically canceled.

Requisites for budgetary institutions

WEEN * :

KBK * :

OKTMO * :

Return requests

Application number	date of application ▲	Amount (RUB)	Status
54	11.05.2018 16:15:48	1,000.00	Order executed on 08-11-2018 16:04:27 [GMT +3]
55	05/11/2018 16:16:24	1,000.00	Order executed on 08-11-2018 16:05:09 [GMT +3]

Page 1 of 1

Applications 1 - 2 of 2

Fig. 8

11. ANNUAL SUBSCRIPTION

The annual subscription will not be applied for participation in SME procedures.

To buy an annual subscription to participate in the procedures:

- 1) In the main menu, select Finance – Subscription. As a result, the Subscription page will be displayed (Fig. 9).
- 2) To buy a subscription with the specified parameters, click **Buy**.
- 3) In the confirmation window that opens, click **Yes**. As a result, an amount equal to the subscription price will be debited from the personal account, and information about the purchased subscription will be displayed in the View subscription section.

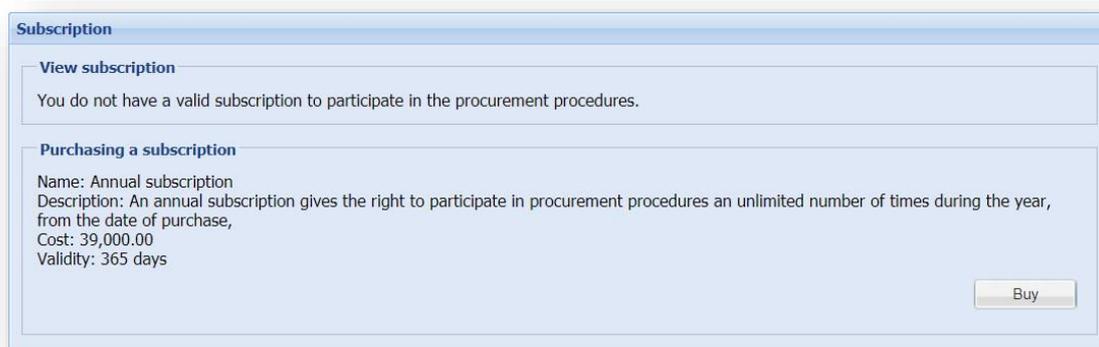


Fig. 9



Attention! The subscription is valid for all procedures, except for SME procedures
