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**Quick instructions  
for the customer working with a corporate online marketplace  
the State Atomic Energy Corporation «Rosatom»  
and its subordinate organizations**

**User manual**

Moscow 2021

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## TABLE OF CONTENTS

TERMS AND ACRONYMS .....	3
1 Registration in the online marketplace.....	6
2 Receiving accreditation as a customer .....	11
3 Enter the system .....	20
3.1 The structure of the menu.....	21
4 Needs .....	23
5 Outgoing orders.....	36
5.1 Viewing outgoing orders .....	36
5.2 The acceptance and rejection of orders .....	40
6 The category of the classification .....	43
6.1 Search the categories of the classification .....	43
6.2 Viewing categories of the classification .....	44
7 Supplier .....	47

## TERMS AND ACRONYMS

Term/Abbreviation	Definition
<b>Automated system, AS</b>	Hardware and software package for the operator of a Corporate onlinestore, developed in accordance with the requirements of current legislation, and intended for проведения conducting procurement procedures of small volume up to 1 million rubles.
<b>Administrator</b>	A user of an organization registered by the operator of a Corporate online store who has all the powers provided for by the operator's AC, including registering the organization, granting access to the personal account to other users of their organization
<b>Category attributes</b>	Technical characteristics attached to the classifier's child category that are used to describe and identify the directory item
<b>Documentation about the procurement (procurement documentation, documentation, procurement procedures)</b>	A set of documents that contain necessary and sufficient information for participation in the procurement, including the procurement, requirements for Participants of procurement, participation conditions and rules of the procurement procedure, rules of Winner selection and conditions of the contract concluded by results of purchasing procedures
<b>UIPS</b>	Unified Industry procurement management System based on SAP SRM
<b>Customer</b>	An organization of the nuclear industry that is the owner of funds or their legal Manager, whose interests are represented by managers (or their proxies) who have the right to make transactions on its behalf (conclude contracts)
<b>Closed part of the automated system of the Corporate online marketplace operator</b>	Part of the Corporate online store that is accessible only to registered users, containing personal accounts of registered organizations, located at <a href="http://kim-atom.roseltorg.ru/">http://kim-atom.roseltorg.ru/</a>
<b>Purchase (low volume purchase procedure, low volume purchase procedure)</b>	A sequence of actions performed in accordance with the Order and the rules set out in the purchase documentation (if any), resulting in the selection of a supplier in order to conclude a contract between this supplier and the Customer. The price of a small-volume purchase agreement cannot exceed 1 million rubles.
<b>Category of the KIM classifier</b>	Category of the inventory classifier. there are parent categories that have subordinate lower-level categories, and child categories that do not have subordinates
<b>Classifier</b>	A hierarchical data structure that describes products, works, and services
<b>Corporate online store (hereinafter referred to as CIM)</b>	Software and hardware complex that provides small-volume procurement procedures in electronic form, with the exchange of electronic documents or other information in electronic-digital form, using the Internet
<b>Corporation</b>	The State Atomic Energy Corporation «Rosatom»

Term/Abbreviation	Definition
<b>Operator (Corporate online store operator, KIM operator)</b>	A legal entity registered in accordance with the law on the territory of the Russian Federation which owns a Corporate online store and necessary for its functioning software and hardware, and which lawfully carries on business to ensure procurement procedures in electronic form in the Internet store
<b>The organizer of the procurement</b>	A legal entity directly conducting specific procurement procedure; when the customer is the organizer of the purchase — the organization and support of procurement activities, directly perform actions on the procurement procedures stipulated in the Order
<b>Open part of the AS Operator's</b>	A publicly accessible part of the Corporate online store that does not require prior registration to work with it, located at <a href="https://www.roseltorg.ru/kim/atom">https://www.roseltorg.ru/kim/atom</a>
<b>Winner</b>	A participant in the procurement procedure who is recognized as the winner by the procurement Organizer, or a supplier with the lowest bid price
<b>Operator's AC user (User)</b>	Any person who uses an account to log in to the operator's AC
<b>Supplier</b>	Any legal entity or individual, including an individual entrepreneur, who is legally able to supply the required products, perform the required works, and provide services
<b>Direct order</b>	A direct order is a consequence of the business process of the price request flow
<b>The «Registration» section of the Corporate online store</b>	is a Special section of the operator's automated system designed for registering users in The operator's automated system to create and access personal accounts
<b>Registration</b>	Granting the supplier the right to work in a closed part of The operator's automated system in accordance with the
<b>User's guide (UG)</b>	A document containing basic information about the purpose and conditions of use as the Operator features use in functions provide basic activities to conduct procurement procedures electronically, as well as functions that support the activities in obtaining all the necessary information about the ongoing procurement procedures and direct involvement in them. The user's guide is available in the operator
<b>User's manual Specialist of the operator's manual</b>	Operator's employee who directly interacts with The operator's automated
<b>System direct order Specification</b>	A lowercase part of a direct order that contains information about the product names, quantities, prices, dates, and places of delivery
<b>SME entity</b>	Legal entities and individual entrepreneurs classified as small enterprises, including microenterprises, and medium-sized enterprises under the conditions established by Federal law No. 209 – FZ of 24.07.2007 «on the development of small and medium-sized businesses in the Russian Federation»

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Term/Abbreviation	Definition
<b>Notification</b>	An email message sent to the company's personal account and e-mail address specified in the operator's manual for this organization, and containing information about significant events
<b>EDS</b>	Electronic digital signature

## 1 REGISTRATION IN THE ONLINE MARKETPLACE

Registration consists of two stages:

1. Registration of a new user in KIM and activation of the email address;
2. Submission of an application for registration of a legal entity / individual in the KIM as a Customer.

To register a legal entity, sole proprietor, or sole proprietor in the KIM, perform the following operations.

Registration of an organization in the KIM.

1. Go to KIM's home page: <http://kim-atom.roseltorg.ru/> (figure 1).

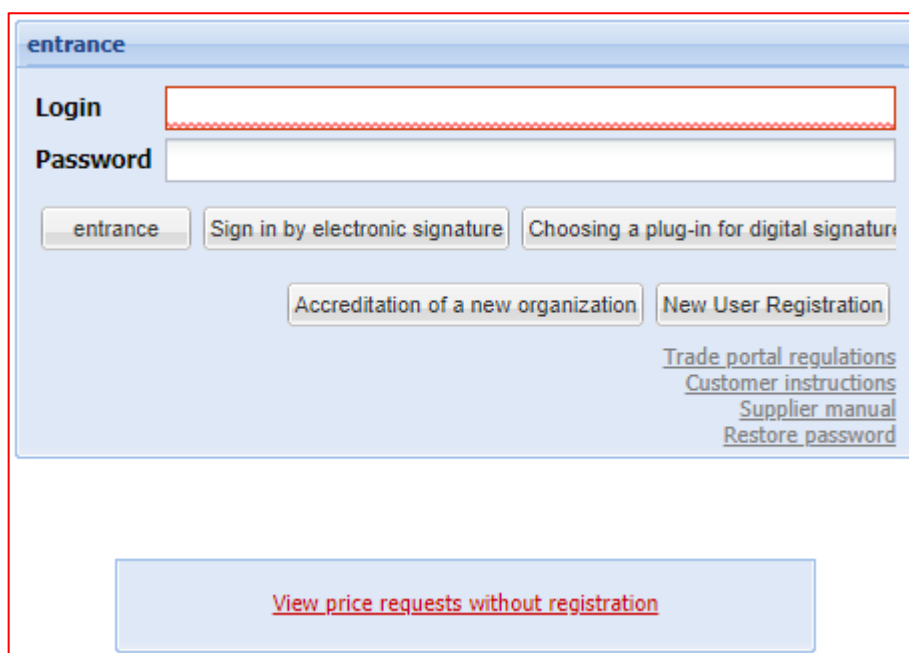


Figure 1. Authorization form

The authorization form contains the following elements:

- The «Login» field is a text field intended for the user to enter the KIM login that was specified by him during registration and is used to access the private part of the KIM.
- The «Password» field is a text field intended for the user to enter the password that was specified by the user during registration and is used to access the private part of the KIM.
- A set of CMM documentation.
- The «Restore Password» link, which is intended to go to the form where the registered user can restore the password to the CMM, for example, if it is lost.
- The «Login» button allows you to pass the authorization procedure in the CMM and, if it is successful, provides access to the closed part of the CMM.
- The «Sign in by electronic signature» button allows you to use an electronic signature

to log in;

- Button «Choosing a plug-in for digital signature». To work on the site, you can use one of two plugins. The Crypto-Pro Browser Plug-In will allow you to work from any browser of any operating system. When using the CAPICOM plugin, work on the site will be possible only from the Internet Explorer browser.

- The «Log in via Section 223» button is used to log in to the CMM via section 223-FZ.

- The «Register a new user» button allows you to start the registration procedure for a new CMM user to supplement the list of users if there is accreditation.

- The «Accreditation of a new organization» button allows you to add a non-accredited organization to the CIM, for the initial registration of legal entities, sole proprietors, and FL.

- The «View price requests without registration» link allows you to view a list of existing needs.

2. Click the «Accreditation of a new organization» button and go to the «Add an organization » form (figure 2).

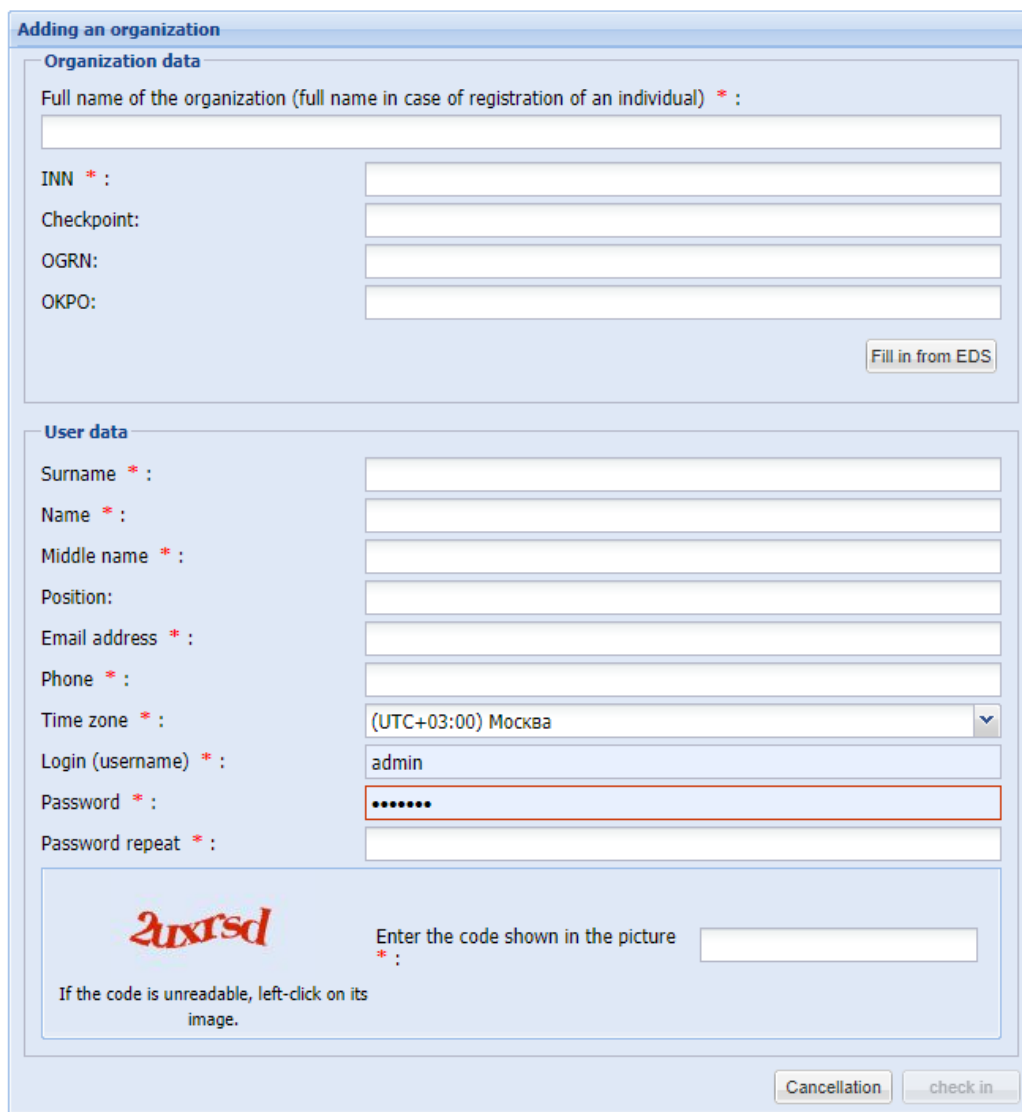


Figure 2. Form for adding a new user

The screen form contains the following elements:

- the field «Full name of organization (F. I. O. in the case of individuals)» \* – text area for entering the names of the organization, which will represent the registering user KIM or name
- the «INN» field \* is a numeric field with a limit on the number of characters (10 for legal entities, 12 for individuals). you must enter the INN of the organization, individual entrepreneur, or individual;
- the «checkpoint» field is a numeric field, enter the checkpoint of an organization, it is only filled in when registering residents of the Russian Federation, and it is mandatory for legal entities of the Russian Federation;
- the «OGRN» field is a numeric field with a limited number of characters. The



minimum length of this field is 13 characters. Enter your organization's OGRN;

- the «OKPO» field is a numeric field with a limited number of characters (8 for legal entities and 10 for individual entrepreneurs);
- last Name field - a text field for entering the last name of the registered user;
- Name field - a text field for entering the name of the registered user;
- the «middle Name» field is a text field for entering the middle name of the registered user. it is filled in only when registering residents of the Russian Federation;
- the «Position» field is a text field for entering the position of the registered user;
- the «email Address» field is a text field for entering the current email address of the registered user;
- the «Phone» field is a text field for entering the registered user's contact phone number;
- the «Time zone» field is intended for selecting from the drop-down list the value of the time zone that is relevant to the region where the organization is located;
- the «Login (user name)» field is a text field;
- the Password field is a text field containing at least one digit and one uppercase letter. the minimum field length is 8 characters;
- the field «repeat password» TextBox, the purpose is to repeat entry of the password;
- the «Enter the code shown in the picture» field is the «Captcha» field («CAPTCHA»), Completely Automated Public Turingtesttote Computersand Humans Apart – a fully automated public test for distinguishing computers and people). This field contains characters located on the left side of the picture.

### Attention!

When entering an INN, the system checks whether this INN exists in the CMM database of users who have applied for registration. In case of detecting users with the entered TIN in the CMM database, the system offers either to select the corresponding registered organization/user, or to select the item «New organization» (Figure 3).

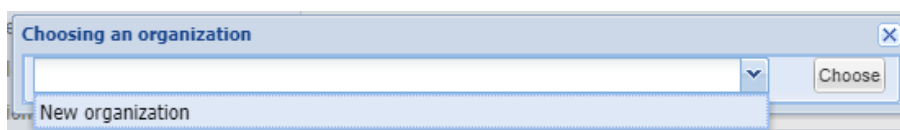


Figure 3. Select the «New organization» item

The screen form contains the following elements:

- Select an organization field - a drop-down list field where you need to select a value from the list of available values.

In the registration form, the user can fill in the TIN and PPC fields automatically by clicking on the «Fill from item instance» [Заполнить из ЭП](#). To do this, you must have a valid digital signature. When you click on the button, the system will offer you the choice of one of two plugins to use. Crypto-Pro Browser Plug-In will allow you to work from any browser of any operating system. When using the CAPICOM plugin, you can only work on the site from the Internet Explorer browser.

3. After filling in all the required fields, click the «Register» button.

You can proceed to the next stage of registration only after confirming your email address. There are 2 possible options:

- enter your username and password, click «Login», then enter the activation key (code) in the appropriate field, and then click «Activate» (Figure 4)
- go to the activation link specified in the email with registration information, or to the activation form (Figure 4), and enter the activation key (code) in the appropriate field, then click «Activate».

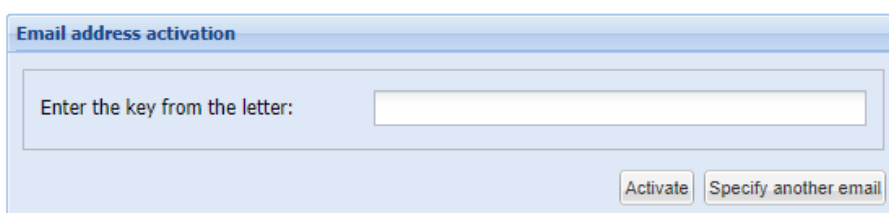


Figure 4. Email activation form

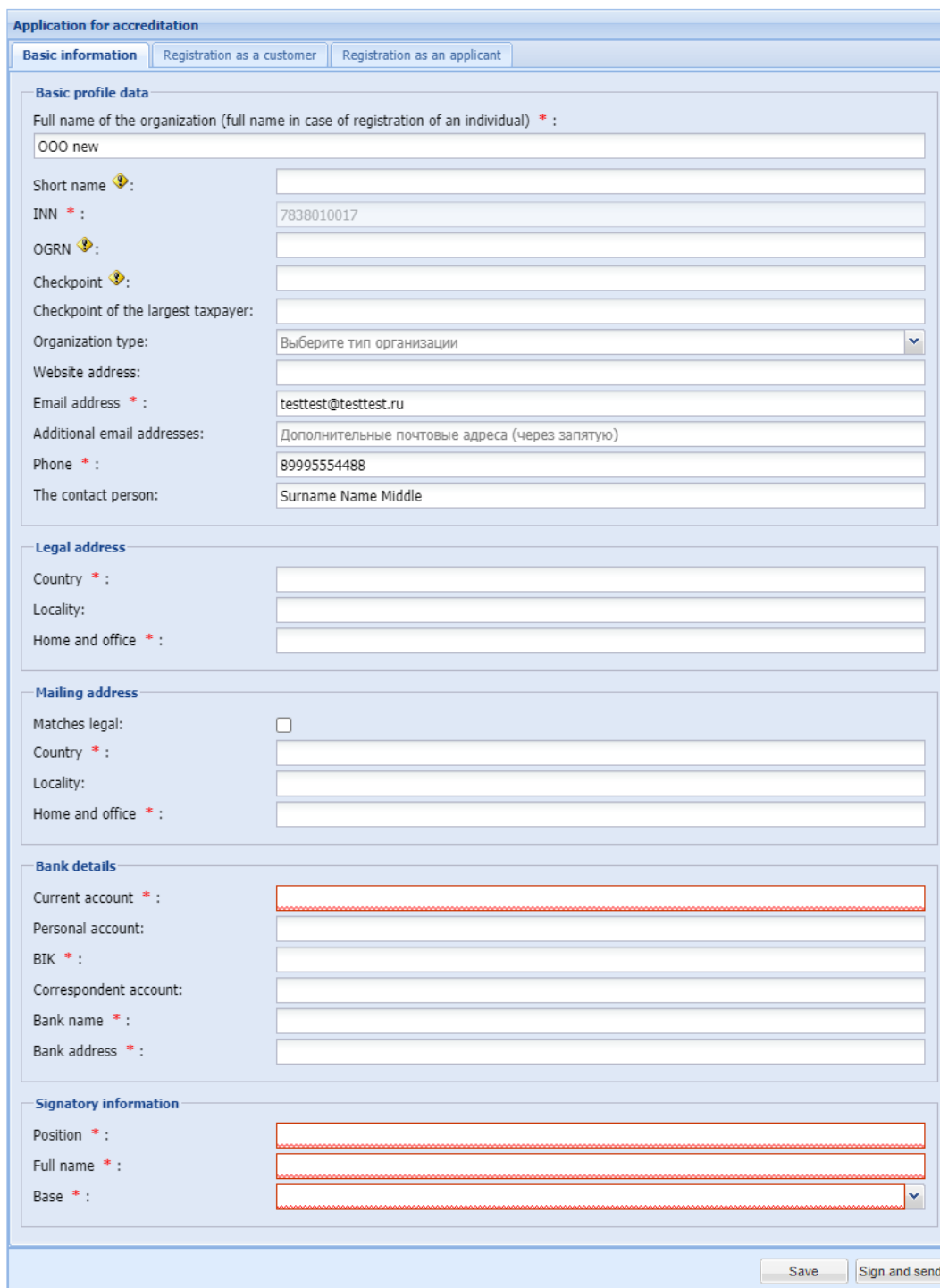
The screen form contains the following elements:

- The «Enter key from email» field is a text field used for entering the activation key.

After entering the activation key in the appropriate field and clicking the «Activate» button, a message will appear about the successful confirmation of the email address.

## 2 RECEIVING ACCREDITATION AS A CUSTOMER

To get accreditation, go to the main page, fill in the login and password fields with the data specified during registration, and click the «Login» button.



**Application for accreditation**

Basic information | Registration as a customer | Registration as an applicant

**Basic profile data**

Full name of the organization (full name in case of registration of an individual) \* :

Short name :

INN \* :

OGRN :

Checkpoint :

Checkpoint of the largest taxpayer:

Organization type:

Website address:

Email address \* :

Additional email addresses:

Phone \* :

The contact person:

**Legal address**

Country \* :

Locality:

Home and office \* :

**Mailing address**

Matches legal: ☐

Country \* :

Locality:

Home and office \* :

**Bank details**

Current account \* :

Personal account:

BIK \* :

Correspondent account:

Bank name \* :

Bank address \* :

**Signatory information**

Position \* :

Full name \* :

Base \* :

Save Sign and send

Figure 5. The form «Application for accreditation»

The accreditation Application form opens (Figure 6).

Next, you need to fill in the fields on the «Basic information» tab, shown on Figure 6, with data about the registered organization, (fields marked with \* are mandatory).

The screen form contains the following blocks:

- Basic profile data;
- Legal address;
- Postal address;
- Bank details;
- Information about the signatory.

The «Basic profile data» section is partially filled in automatically with the data entered on the registration form and contains the following elements:

- the «Full name of the organization (Full Name in case of registration of an individual)» field is a text field filled in with the data specified during user registration and editable;
- Short name field - a text field intended for entering the short name of an organization; it is filled in only when registering residents of the Russian Federation;
- the «INN» field is a numeric field (10 or 12 characters), filled in with the data specified during user registration, editable;
- the «OGRN» field is a numeric field (13 characters), to be filled in only when registering residents of the Russian Federation;
- the «checkpoint» field is a numeric field (9 characters), filled in with the data specified during user registration, and editable;
- Checkpoint of the largest taxpayer;
- the «organization Type» field is a drop-down list type field used for selecting the type of organization;
- the «Is a small and medium-sized business entity» field is a Check box type field that is activated only by a user who is a resident of the Russian Federation, if the organization is a small and medium-sized business entity;
- the «site Address» field is a text field used for entering the address of an organization's website on the Internet;
- the «email Address» field is a text field used for entering the current email address of an organization;
- the «Additional email addresses» field is a text field used for entering the most current email addresses of an organization;
- «Phone» field - a numeric field used for entering the current phone number of an organization. you can enter the country code, area code, phone number and extension separately;

- the «Fax» field is a numeric field intended for entering the current Fax number of the organization. you can enter the country code, city code, and phone number separately;
- the «contact person» field is a text field used for entering the full name of an organization's contact person;
- The Legal address section contains the following elements:
- the «Country» field is a text field used for entering the country of registration of an organization;
- the «OKATO Code» field is a numeric field intended for entering the organization's OKATO code; it is filled in only when registering residents of the Russian Federation;
- the «Postal code» field is a numeric field intended for entering the postal code of the organization's legal address; it is only filled in when registering residents of the Russian Federation;
- the «Region/area» field is a text field used for entering the region / area of the organization's legal address;
- the field «City/District» - a text field for entering the city/district of the organization's legal address;
- the «Locality» field is a text field for entering the name of the locality of the organization's legal address;
- the «Street» field is a text field used for entering the name of the street and the organization's legal address;
- the «Home and office» field is a text field used for entering the home or office number specified in the organization's legal address;
- The «Mailing address» section contains the following elements:
- the «Same as legal» field is a CheckBox type field. you must activate this field if the organization's legal address matches the email address;
- the «Country» field is a text field used for entering the e-country of the organization's mailing address;
- the «OKATO Code» field is a numeric field used for entering the organization's OKATO code;
- the «Postal code» field is a numeric field used for entering the postal code of the organization's postal address;
- the «Region / area» field is a text field used for entering the region/area of the organization's mailing address;

- the field «City/District» - a text field for entering the city / district of the organization's postal address;
- the «Locality» field is a text field used for entering the name of the locality and the organization's mailing address;
- the «Street» field is a text field used for entering the street name and mailing address of the organization;
- the «Home and office» field is a text field used for entering the home or office number specified in the organization's mailing address;

The «Bank details» section contains the following elements:

- the «Current account» field is a numeric field used for entering the organization's current account number;
- the «Personal account» field is a numeric field used for entering the organization's personal account number;
- «BIC» field - a numeric field intended for entering the Bank's BIC (9 digits);
- «Correspondent account» field - a numeric field intended for entering a Bank's correspondent account;
- «Bank Name» field - a text field used for entering the name of the Bank where the organization's account is opened;
- the «Bank Address» field is a text field used for entering the address of the Bank where the organization's account is opened.

The «subscriber Information» section contains the following elements:

- the «Position» field is a text field intended for entering the current position of the signatory;
- «full name» field - a text field intended for entering the signatory's full name;
- the «Base» field is a drop-down list type field where you need to select a value from the list of available values. Two values to select: Charter, power of Attorney. When you select the «power of Attorney» value, there are two additional fields that must be filled in: a Number (text field) and a date (calendar).

**Application for accreditation**

Basic information

Registration as a customer

Registration as an applicant

**Basic profile data**

Full name of the organization (full name in case of registration of an individual) \* :

Short name :

INN \* :

OGRN :

Checkpoint :

Checkpoint of the largest taxpayer:

Organization type:

Website address:

Email address \* :

Additional email addresses:

Phone \* :

The contact person:

**Legal address**

Country \* :

Locality:

Home and office \* :

**Mailing address**

Matches legal: ☐

Country \* :

Locality:

Home and office \* :

**Bank details**

Current account \* :

Personal account:

BIK \* :

Correspondent account:

Bank name \* :

Bank address \* :

**Signatory information**

Position \* :

Full name \* :

Base \* :

Save

Sign and send

Figure 6. Form of application for accreditation

After filling in all the required fields, go to the «Register as a customer» tab (Figure 7.

Customer registration form), check the box «Get registered as a customer», select the type of organization, and attach the appropriate documents.

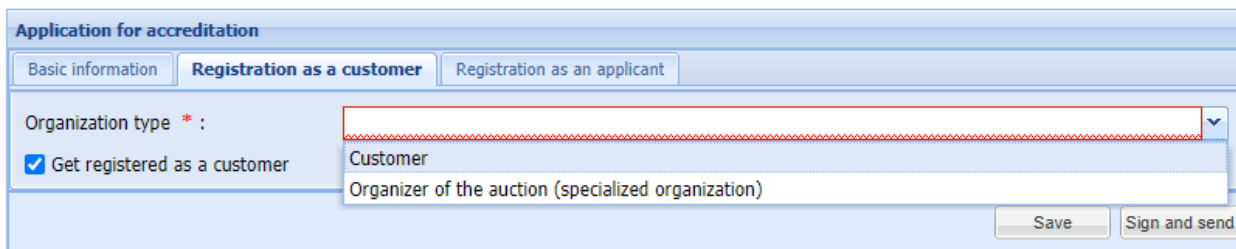


Figure 7. Customer registration form

The screen form contains the following elements:

- The «organization Type» field is a drop-down list type field for selecting the desired value from the list of available values.
- The «Get registered as a customer» field is a check-box type field. when enabled, you can enter the data required for registration as a customer (Figure 9).
- Application for registration - a standard application form for registering Merchant on an electronic trading platform.

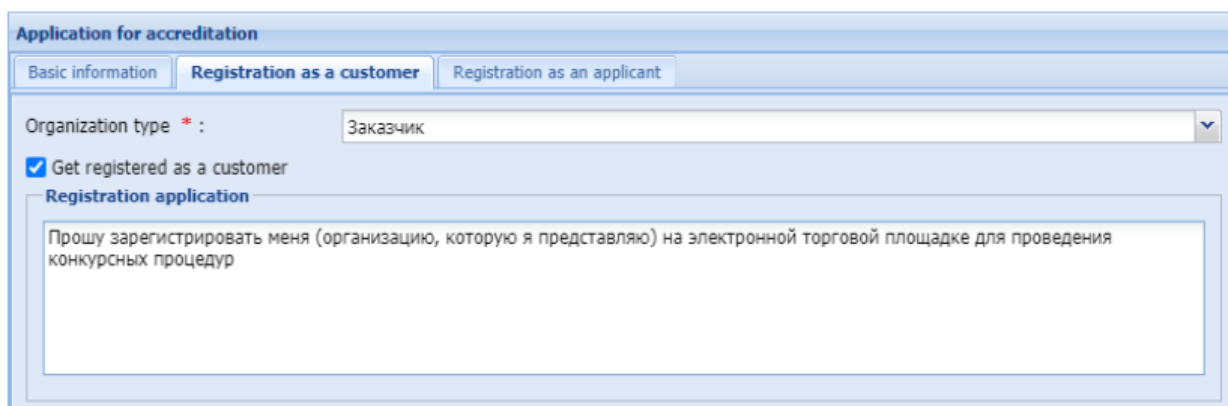


Figure 8. Form of registration as a customer. Application for registration



Documents

Copy of extract from the Unified State Register of Legal Entities

In this section it is necessary to attach an extract from the Unified State Register of Legal Entities received no earlier than six months before the day of filing the application. A copy of the extract is notarized, the original of the extract must be stamped by the tax office. The document must be readable ( [example of a readable statement](#) , [example of an unreadable statement](#) ). To do this, the document must be scanned at a resolution of 75-100dpi (scan example). It is recommended to place all scanned documents in one file in doc or docx (Word) format.

To place the documentation files, upload them one at a time using the form below. Files up to 60 MB are accepted. Files up to 60 MB in size are accepted in the following formats: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg, .tif, .tiff.

Document description \* :

File path \* :

Copies of documents confirming the authority of the person to register on behalf of the customer, authorized body

In this section, it is required to attach a document confirming the person's right to accreditation at the site.  
If the head of the organization (the owner of the digital signature) is accredited, then in this section it is necessary to attach the decision on the appointment or election of the head to the position, according to which such a person has the right to act on behalf of the participant in the placement of the order without a power of attorney (decision, minutes or extract from the minutes ) ( [example of a document on the appointment of a manager](#) ).  
Attention! If, on behalf of the organizer of the auction, another person is registered on the site (the contractor is the owner of the digital signature), then a power of attorney for the contractor must ALSO be provided to the document on the appointment of the head, indicating his right to be accredited on the electronic platform. The power of attorney must be certified by the seal of the organization and signed by the head. Also, the power of attorney must indicate the date of issue of the power of attorney ( [example of a power of attorney for the customer](#) ).  
If the power of attorney for the contractor was issued not by the head, but by an authorized person, then a copy of the document confirming the powers of this authorized person who issued the power of attorney (order, decision on appointment to the position, power of attorney) must also be provided to the two above documents.  
All sheets of documents must be readable. To do this, the document must be scanned at a resolution of 75-100dpi.  
It is recommended to place all scanned documents in one file in doc or docx (Word) format.

To place the documentation files, upload them one at a time using the form below. Files up to 60 MB are accepted. Files up to 60 MB in size are accepted in the following formats: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg, .tif, .tiff.

Document description \* :

File path \* :

Copies of documents confirming the authority of the head

In this section, it is required to attach a document confirming the person's right to act on behalf of the organizer of the auction.  
If the owner of the digital signature is the head of the organization, then in this section it is necessary to attach the decision on the appointment or election of the head to the position (decision, minutes or extract from the minutes) ( [example of a document on the appointment of the head](#) ).  
If another person acts on behalf of the organizer of the auction (the contractor is the owner of the EDS), then ALSO a power of attorney for the holder of the EDS must be provided to the document on the appointment of the head, indicating the right to publish information about placing an order for the supply of goods, performance of work, provision of services for needs of the organization.  
The power of attorney must be certified by the seal of the organization and signed by the head. Also, the power of attorney must contain the date of issue of the power of attorney ( [example of a power of attorney for the customer](#) ).  
If the power of attorney for the contractor was issued not by the head, but by an authorized person, then a document confirming the powers of the authorized person who issued the power of attorney (decision on appointment to the position, order, power of attorney) must also be submitted to the two above documents.  
All sheets of documents must be readable. To do this, the document must be scanned with a resolution of at least 75-100dpi.  
It is recommended to place all scanned documents in one file in doc or docx (Word) format.

To place the documentation files, upload them one at a time using the form below. Files up to 60 MB are accepted. Files up to 60 MB in size are accepted in the following formats: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg, .tif, .tiff.

Document description \* :

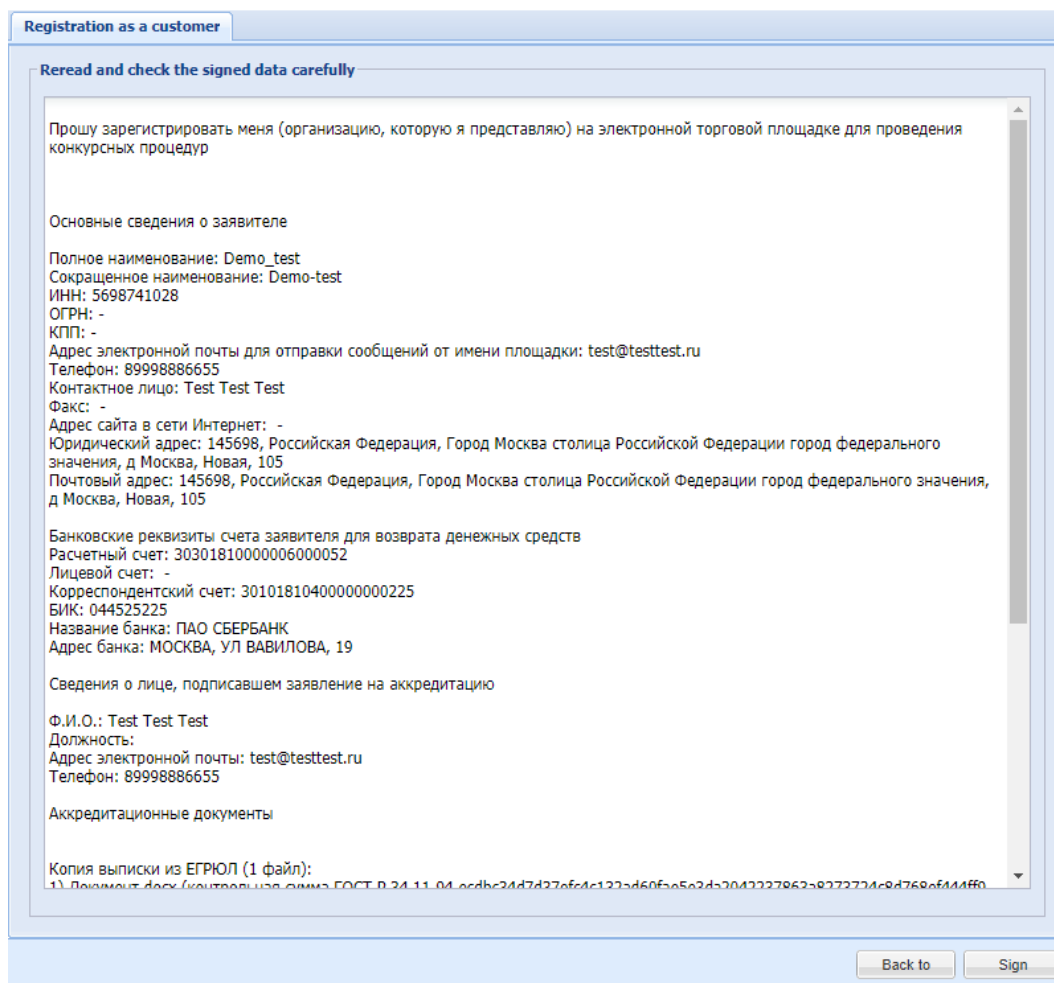
File path \* :

Figure 9. Form of registration as a customer. Documents

You must fill in all the required fields, including uploading the Foundation documents in accordance with the selected type of organization (Figure 9).

After filling in all the required fields and selecting the type of registration, click the «Sign and submit» button.

The following confirmation form opens (Figure 10):



**Registration as a customer**

**Reread and check the signed data carefully**

Прошу зарегистрировать меня (организацию, которую я представляю) на электронной торговой площадке для проведения конкурсных процедур

Основные сведения о заявителе

Полное наименование: Demo\_test  
 Сокращенное наименование: Demo-test  
 ИНН: 5698741028  
 ОГРН: -  
 КПП: -  
 Адрес электронной почты для отправки сообщений от имени площадки: test@testtest.ru  
 Телефон: 89998886655  
 Контактное лицо: Test Test Test  
 Факс: -  
 Адрес сайта в сети Интернет: -  
 Юридический адрес: 145698, Российская Федерация, Город Москва столица Российской Федерации город федерального значения, д Москва, Новая, 105  
 Почтовый адрес: 145698, Российская Федерация, Город Москва столица Российской Федерации город федерального значения, д Москва, Новая, 105

Банковские реквизиты счета заявителя для возврата денежных средств  
 Расчетный счет: 30301810000006000052  
 Лицевой счет: -  
 Корреспондентский счет: 30101810400000000225  
 БИК: 044525225  
 Название банка: ПАО СБЕРБАНК  
 Адрес банка: МОСКВА, УЛ ВАВИЛОВА, 19

Сведения о лице, подписавшем заявление на аккредитацию

Ф.И.О.: Test Test Test  
 Должность:  
 Адрес электронной почты: test@testtest.ru  
 Телефон: 89998886655

Аккредитационные документы

Копия выписки из ЕГРЮЛ (1 файл):  
 11. Выписка.docx (байт: 1048576) 03.09.2011 11:04 ecdbce24d7d27af4c123cd60fa5a2d320422278623e2727274c8d768af444f60

Back to Sign

Figure 10. Confirmation form

You must carefully read the information contained in the text field on the confirmation form. If you need to correct any data, go back to the previous step by clicking the «Back» button. If the specified data is correct, then to continue registration, click on the «Sign» button and confirm the decision by clicking the «Yes» button in the «Confirmation» pop-up window.

A window opens for selecting the item instance certificate. Select the appropriate certificate (if there are several of them) and click «OK.»

You will see a message about the successful submission of documents and information (Figure 11).

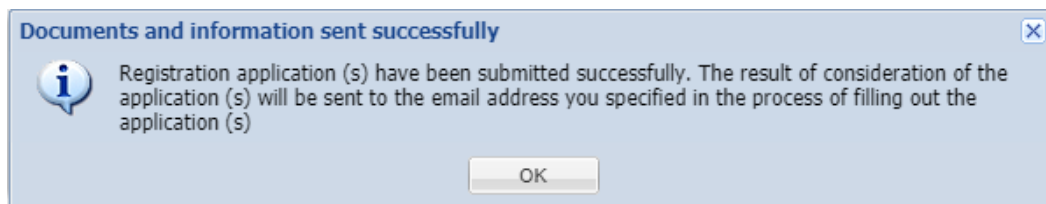


Figure 11. Sending message

You will receive a notification about applying for registration at the specified email

address.

If the request is reviewed in a positive way, the Requester will have access to the CMM. Until a decision is made on the organization's registration application, a notification will be displayed when you log in to the CMM: «Your application for registration is currently under consideration. Please wait for a notification of the results of its review to the email address you specified (Figure 12).

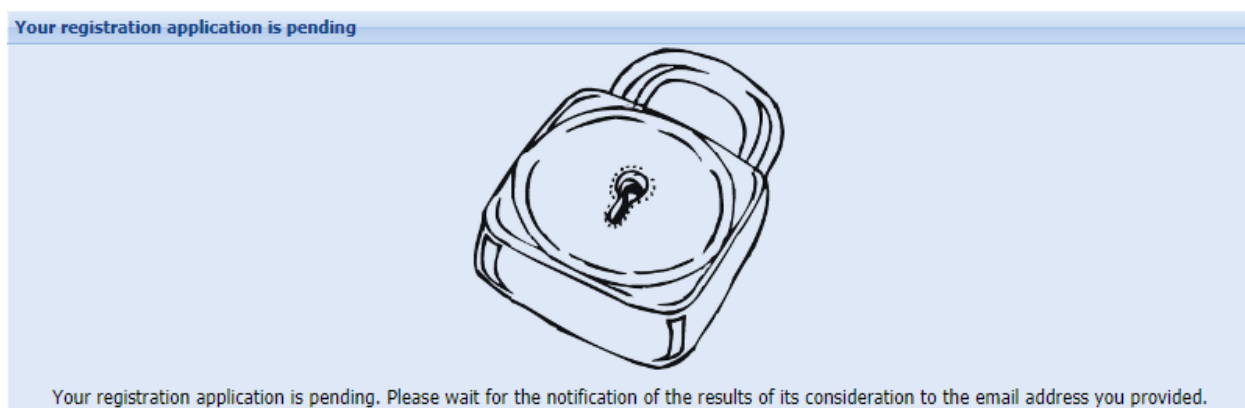


Figure 12. Notification

### 3 ENTER THE SYSTEM

Go to the authorization form by entering the following link in the browser address bar:  
<http://kim-atom.roseltorg.ru/> .

To log in with a username and password, enter the user's username and password in the appropriate fields and click «Entrance».

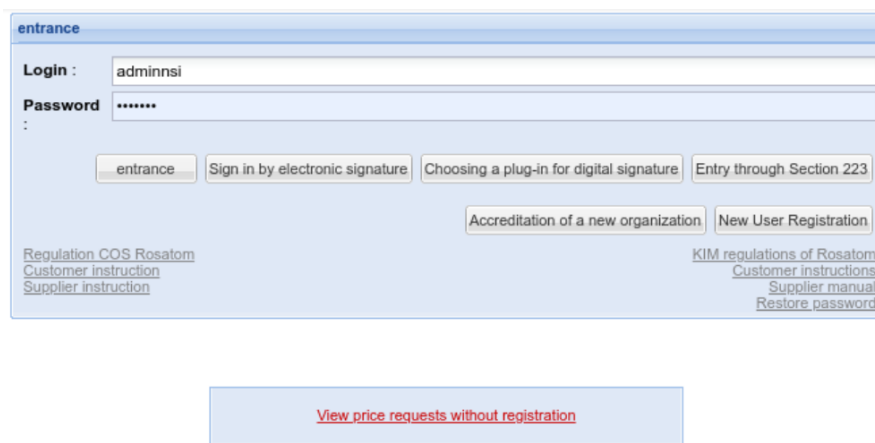


Figure 13. Login

To log in using an electronic signature, select the plugin by clicking the «Choosing a plug-in for digital signature» button. In the window that opens, select the plugin and click «Select».



Figure 14. Login

After selecting the plug-in on the authorization form, click the «Sign in by electronic signature» button. A window opens for selecting the EP certificate. Select the certificate and click «Select». To remember the certificate selection for the convenience of subsequent authorizations, activate the «remember selection» checkbox.

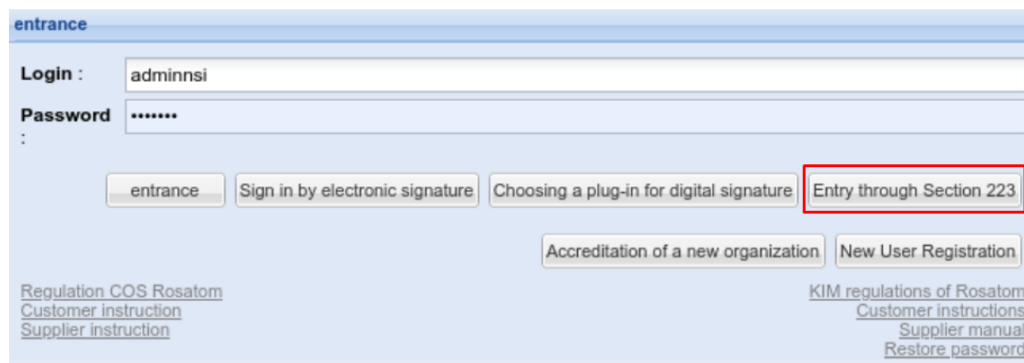
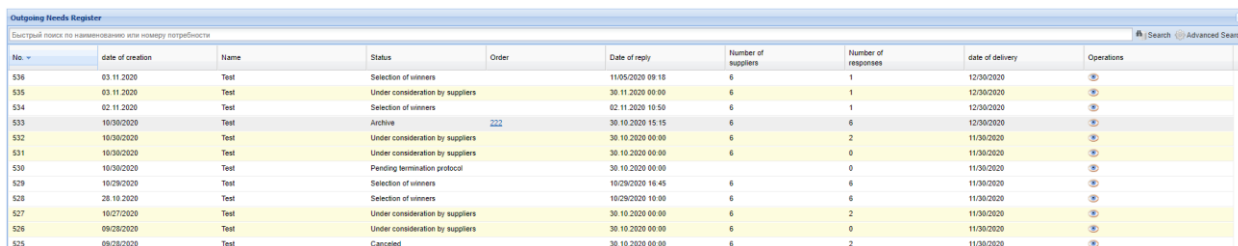


Figure 15. Login

To log in via Section 223-FZ, click on the «Entry through Section 223» button on the KIM authorization form. The transition to the authorization form of Section 223-FZ will take place. Enter the username and password of the user of section 223-FZ and click «Log in». Authorization will be carried out in the KIM.

After logging in to the System, a form opens «Outgoing Needs Register».



No.	date of creation	Name	Status	Order	Date of reply	Number of suppliers	Number of responses	date of delivery	Operations
536	03.11.2020	Test	Selection of winners		11/05/2020 09:18	6	1	12/30/2020	
535	03.11.2020	Test	Under consideration by suppliers		30.11.2020 00:00	6	1	12/30/2020	
534	02.11.2020	Test	Selection of winners		02.11.2020 10:50	6	1	12/30/2020	
533	10/30/2020	Test	Archive	223	30.10.2020 15:15	6	6	12/30/2020	
532	10/30/2020	Test	Under consideration by suppliers		30.10.2020 00:00	6	2	11/30/2020	
531	10/30/2020	Test	Under consideration by suppliers		30.10.2020 00:00	6	0	11/30/2020	
530	10/30/2020	Test	Pending termination protocol		30.10.2020 00:00		0	11/30/2020	
529	10/29/2020	Test	Selection of winners		10/29/2020 16:45	6	6	11/30/2020	
528	26.10.2020	Test	Selection of winners		10/29/2020 10:00	6	6	11/30/2020	
527	10/27/2020	Test	Under consideration by suppliers		30.10.2020 00:00	6	2	11/30/2020	
526	09/28/2020	Test	Under consideration by suppliers		30.10.2020 00:00	6	0	11/30/2020	
525	09/28/2020	Test	Cancelled		30.10.2020 00:00	6	2	11/30/2020	

Figure 16. Report of outgoing needs

### 3.1 THE STRUCTURE OF THE MENU

Use the Language section to select a language. The customer selects the required menu item with the name of the desired language. The following languages are available:

- Russian;
- English.

Tools for making small purchases can be found in the «online marketplace» section of the menu bar.

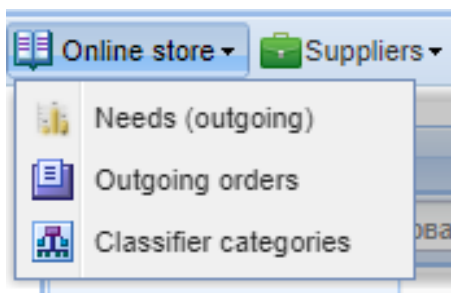


Figure 17. Menu bars «online store»

For the Customer, the «online store» section contains the following items:


- **Needs (outgoing)** – the registry of Needs, outbound from the Customer;
- **Outgoing orders**-a register of outgoing orders в которых that the contractor participates in;
- **Classifier categories**-view the structure and categories of the CMM classifier.

## 4 NEEDS


You can go to The «register of Needs» by selecting the item «Needs (and related issues)» in the «online store» menu section.

The «Needs Register» contains a list of planned purchases and procurement procedures that the Customer has initiated.

«P»Needs inventory» is a table with the following columns:

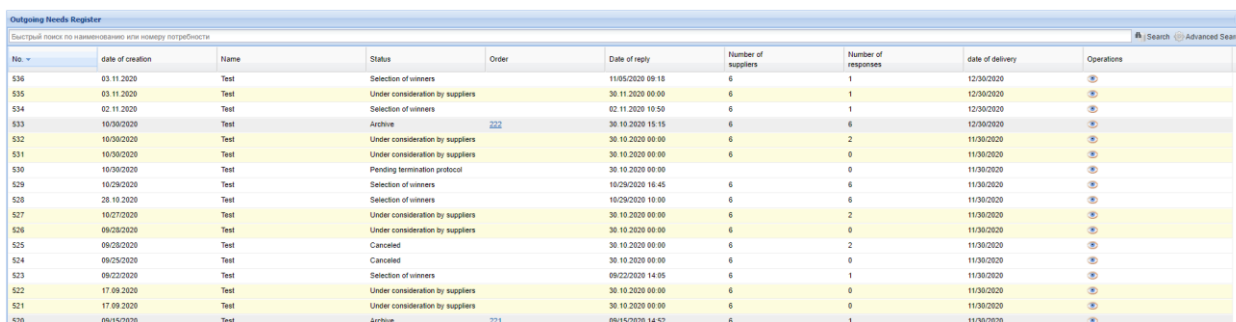
- Number – the number of the need in order;
- Creation date – the date when the need was created;
- Name – name of the need;
- Status – the status of a need that can be used to track movement through purchasing procedures. Items (i.e. needs) in the «outgoing Needs Registry» have the following statuses:
  - While being reviewed by suppliers – the Customer can view a list of potential Suppliers that meet the terms of the planned purchase, as well as the response statuses for each Supplier. Suppliers with this status receive a notification about the planned purchase;
  - Under consideration by the customer – When the date and time, specified in the «purchase Notice» notification arrives, the need automatically changes to this status. The customer reviews the offers of potential winners ranked in accordance with the rule: the lower the price of the Supplier's offer, the higher the rank, where the highest rank is considered to be 1;
  - Waiting for a price reduction – the Customer sent a DOS Require to Suppliers to reduce the price based on the need and is waiting for the Supplier's response;
  - Selection of winners – the Customer is in the process of making a decision on choosing a winner from the generated list;
  - Change of the winner – the status is initiated by the Requester in the following cases:
    - By when the first the supplier that offered the lowest price offer and was selected as the winner did not provide up-to-date registration data, or information about beneficiaries;
    - when is the first one the supplier who offered the lowest price offer and was selected as the winner, but refused to sign the contract;
  - When placing an order - the Customer selected the winner, clicked on the «Form an order»  button, after which a selection of suppliers is sent to the EOS Purchasing

system with the winner's location and a Protocol is expected from the UIPS system to the ETP for further formation of a direct order with the selected winner. Supplier;

- Orders are generated – a Protocol with confirmation of the selected winner is sent from the EOS Purchasing system to the ETP, and a direct order with this supplier is formed;
- Fulfilled-a direct order is placed.
- Procedure terminated – the Customer or Supplier has terminated the procedure for the following reasons:
  - The supplier declined to participate further at the review stage;
  - The customer refused to continue the procedure at the Supplier or Customer's review stage;
  - No matching offers were found for the request;
  - The supplier did not provide up-to-date registration data, banking details, or a certificate of beneficiaries.
- Order – when a customer moves to the stage of forming a direct order, this column displays its number [148](#) . The number is active and you can use it to go to the corresponding direct order. There may be two numbers in this column [147](#), [146](#) , if the first one the payer refused to sign the contract or delayed signing it, and the winner was changed. You can also view information about direct orders by going to the separate «Outgoing orders» menu item.
- Date when the response was provided – the date and time before which the payer must provide a response;
- Number of suppliers – total quantity Payers who meet the Customer's needs. The Supplier has at least one item that meets the Customer's requirements;
- Number of responses-displays the number of Suppliers who responded positively or negatively to the Customer's need;
- Delivery date – the date of expected delivery or execution of a direct order;
- Operations-column with an icon  [Перейти в Потребность](#) .

A register of outgoing Customer needs that displays all procedures for the branch or subsidiary.

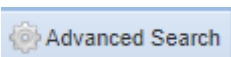


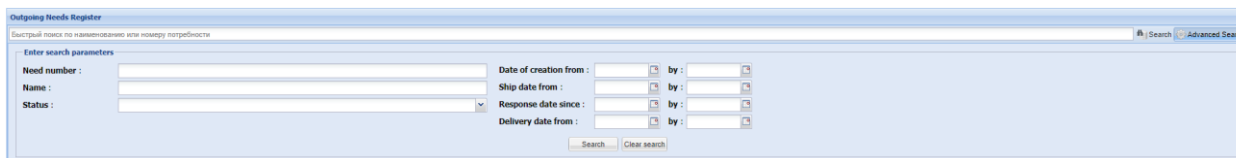


No.	date of creation	Name	Status	Order	Date of reply	Number of suppliers	Number of responses	date of delivery	Operations
536	03.11.2020	Test	Selection of winners		11/05/2020 09:18	6	1	12/30/2020	
535	03.11.2020	Test	Under consideration by suppliers		30.11.2020 00:00	6	1	12/30/2020	
534	02.11.2020	Test	Selection of winners		02.11.2020 10:50	6	1	12/30/2020	
533	10/30/2020	Test	Archive	222	30.10.2020 15:15	6	6	12/30/2020	
532	10/30/2020	Test	Under consideration by suppliers		30.10.2020 00:00	6	2	11/30/2020	
531	10/30/2020	Test	Under consideration by suppliers		30.10.2020 00:00	6	0	11/30/2020	
530	10/30/2020	Test	Pending termination protocol		30.10.2020 00:00	6	0	11/30/2020	
529	10/29/2020	Test	Selection of winners		10/29/2020 16:45	6	6	11/30/2020	
528	28.10.2020	Test	Selection of winners		10/29/2020 10:00	6	6	11/30/2020	
527	10/27/2020	Test	Under consideration by suppliers		30.10.2020 00:00	6	2	11/30/2020	
526	09/28/2020	Test	Under consideration by suppliers		30.10.2020 00:00	6	0	11/30/2020	
525	09/28/2020	Test	Cancelled		30.10.2020 00:00	6	2	11/30/2020	
524	09/28/2020	Test	Cancelled		30.10.2020 00:00	6	0	11/30/2020	
523	09/22/2020	Test	Selection of winners		09/22/2020 14:05	6	1	11/30/2020	
522	17.09.2020	Test	Under consideration by suppliers		30.10.2020 00:00	6	0	11/30/2020	
521	17.09.2020	Test	Under consideration by suppliers		30.10.2020 00:00	6	0	11/30/2020	
520	09/15/2020	Test	Archive	221	09/15/2020 14:52	6	1	11/30/2020	

Figure 18. Report of outgoing needs

You can use an extended search in the outgoing needs registry. To use advanced search parameters,

click on  the «Advanced search» button. In the advanced search window that opens, you need to set the search parameters and click the «Search» button.



Outgoing Needs Register

Быстрый поиск по наименованию или номеру потребности

Enter search parameters

Need number:

Name:

Status:


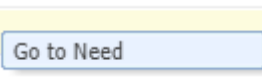
Date of creation from:  by:

Ship date from:  by:

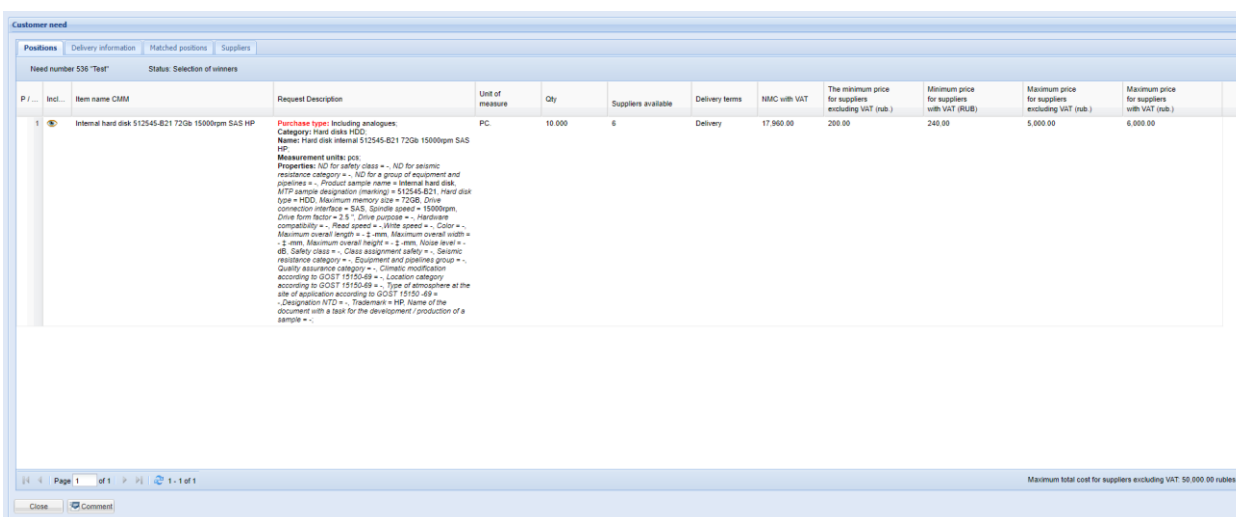
Response date since:  by:

Delivery date from:  by:

Figure 19. Advanced search window

To view the Need parameters, click on the «Go to Need» icon  

The Positions tab displays the positions that were included in the price overgrowth. Detailed information about each item is provided to the Requester.

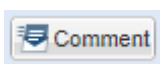


P / ...	Item name CMM	Request Description	Unit of measure	Qty	Suppliers available	Delivery terms	NMC with VAT	The minimum price for suppliers excluding VAT (rub.)	Minimum price for suppliers with VAT (RUB)	Maximum price for suppliers excluding VAT (rub.)	Maximum price for suppliers with VAT (rub.)
1	Internal hard disk 512545-B21 720b 15000rpm SAS HP	<b>Purchase type:</b> including analogues. <b>Category:</b> Hard disks HDD <b>Name:</b> Hard disk internal 512545-B21 720b 15000rpm SAS HP <b>Measurement units:</b> pcs <b>Properties:</b> ND for safety class = -, ND for seismic resistance category = -, ND for a group of equipment and pipelines = -, Product sample name = Internal hard disk, MTP sample designation (marking) = 512545-B21, Hard disk type = HDD, Maximum memory size = 720GB, Drive connection interface = SAS, Spindle speed = 15000rpm, Drive form factor = 3.5", Drive purpose = -, Hard drive compatibility = -, Read speed = -, Write speed = -, Color = -, Maximum overall length = 2.4mm, Maximum overall width = 2.4mm, Maximum overall height = 2.4mm, Noise level = -, dB, Safety class = -, Class assignment safety = -, Seismic resistance category = -, Equipment and pipelines group = -, Quality assurance category = -, Climatic modification according to GOST 15150-88 = -, Location category according to GOST 15150-88 = -, Type of atmosphere at the site of application according to GOST 15150-88 = -, Designation NTD = -, Trademark = HP, Name of the document with a test for the development / production of a sample = -.	PC	10,000	6	Delivery	17,560.00	200.00	240.00	5,000.00	6,000.00

Maximum total cost for suppliers excluding VAT: 50,000.00 rubles

Figure 20. Customer's Need. «Positions» Tab

You can exchange messages in the form of comments with Suppliers in all demand statuses.

In order to write a comment, click on the  button and a form opens in which you need to select a Supplier, then enter text and attach documents if necessary.

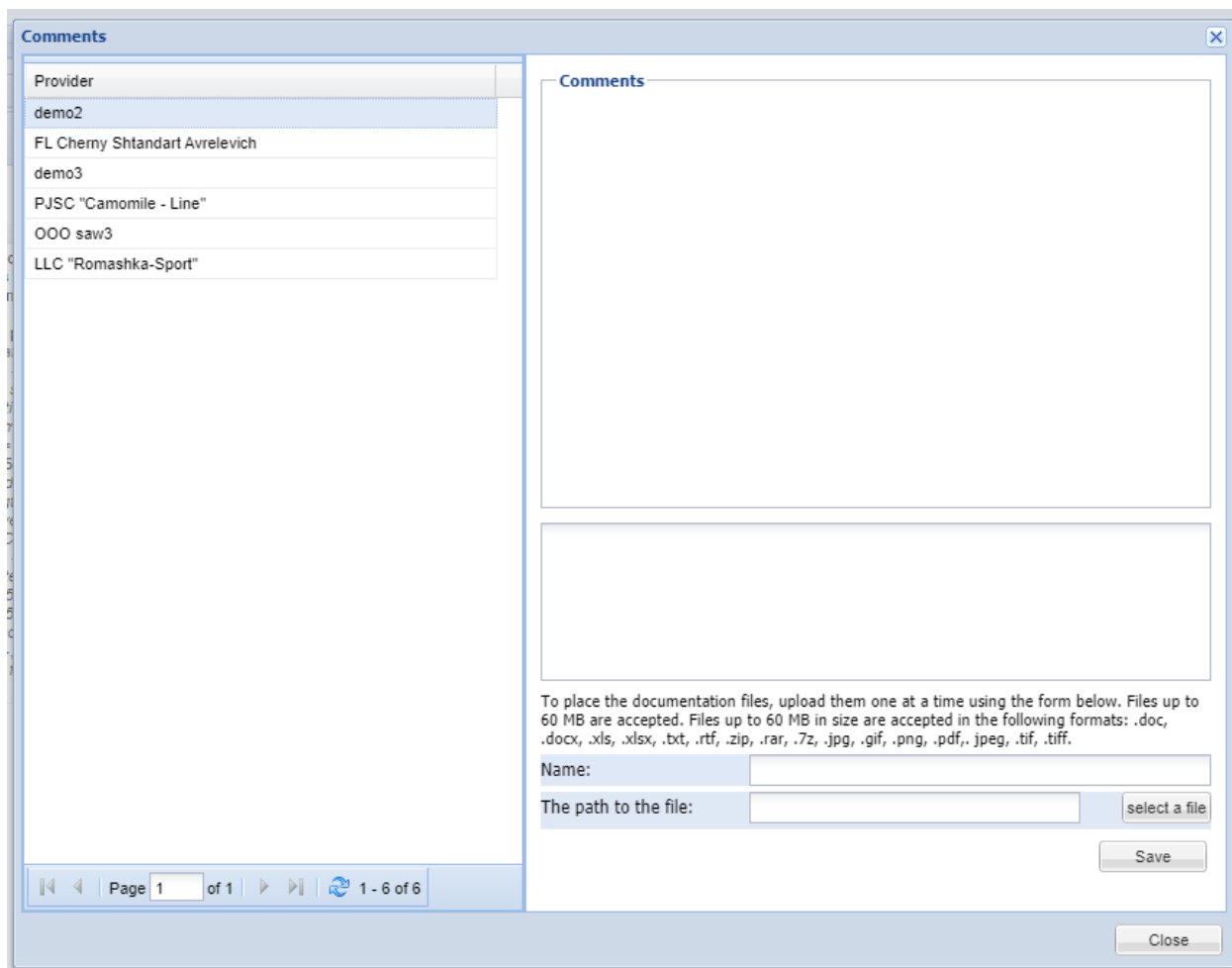


Figure 21. Write a comment

The delivery Information tab displays the existing delivery reference information:

- Name – the name of the price query;
- Customer's name, TIN, and checkpoint;
- Delivery region - the name of the settlement in accordance with the state classifier OKTMO (Russian Classification of Territories of Municipal Formations);
- Payment and delivery terms – data in accordance with the terms of the agreement;
- Date of submission of response to the request of the decree deadline for receiving the responses of Suppliers;
- Delivery date-specifies the period, during which the delivery should be made.

The need may be accompanied by documentation that you can view.

Customer need

Positions

Delivery information

Matched positions

Suppliers

General information

No. in EOC

1054323

Purchases:

Name:

Test

Customer

Name: [Test organization for integration](#)

INN: 4444444414

Checkpoint: 4444444414

Delivery address

Delivery region:

Moscow is the capital of the Russian Federation, a city of federal significance

Payment and delivery terms

Payment and delivery terms:

100% postpay in accordance with the terms of the contract

Date of the response to the request:

03/10/2021 17:00

Date of delivery:

c: 11/30/2021 by: 12/30/2021 (inclusive)

Justification

Rationale for choosing a supplier:

Documentation

[Approved protocol of the procedure](#) , size 5 b, added 03/10/2021 17:01

Close

Comment

Figure 22. Customer's Need. The tab «shipping Information»

The Selected Positions tab displays the positions that were included in the price overgrowth. For each item the Customer provides detailed information on the name of the selected positions, the cost of the item including VAT and the cost of the item without VAT, rate of VAT, name the payer that the information is reflected based on the information.

Customer need									
Positions		Delivery information		Hatched positions		Suppliers			







Customer need										
Positions		Delivery information		Matched positions		Suppliers				
Need number 536 "Test"						Status: Selection of winners				
Provider	Rank	Status	NMC including VAT, rub.	Price in the price list with VAT, rub.	Current offer without VAT, rub.	Shipping cost without VAT, rub.	Total with delivery including VAT, rub.	Number of alternatives	SMP	Operations
demo2	1	Answer	179,600.04	52,000.00	2,000.00	0.00	2,400.00	0	Yes	
LLC "Samashka-Sport"	2	Expired	0.00	0.00	0.00	0.00	0.00	0	No	
demo3	3	Expired	0.00	0.00	0.00	66.70	0.00	0	No	
OOO.asu3	4	Expired	0.00	0.00	0.00	0.00	0.00	0	No	
PJSC "Camomile - Line"	five	Expired	0.00	0.00	0.00	0.00	0.00	0	No	
FL Cherny Standard Zvezdoch	6	Expired	0.00	0.00	0.00	0.00	0.00	0	Yes	


Figure 24. Customers need. «Suppliers» Tab

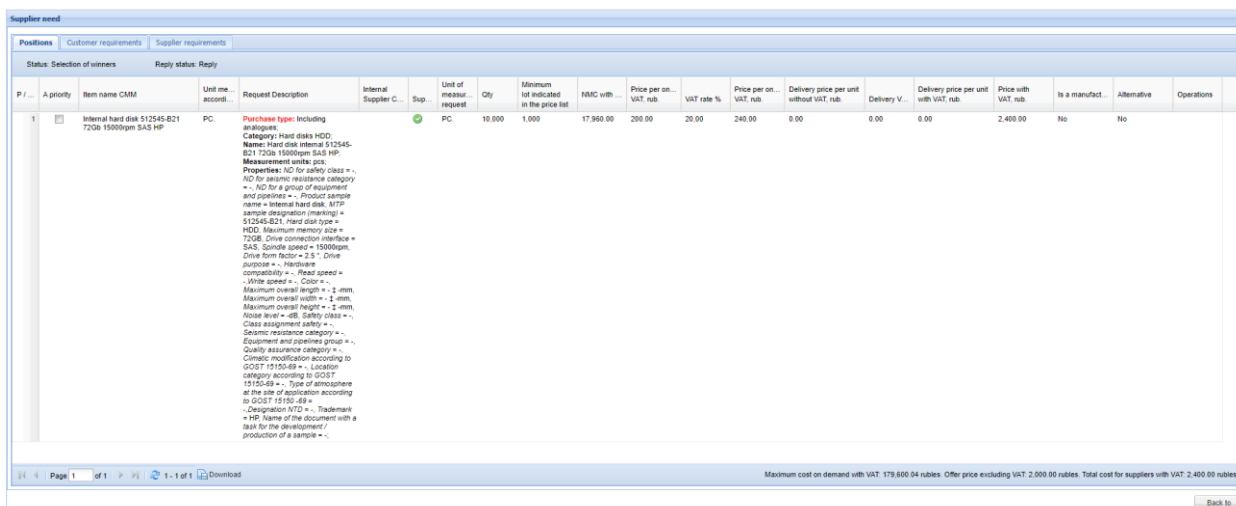
On the tab «Suppliers» customer Need form displays the following information:

- Rank – the place assigned to the Supplier as a result of a ranking by increasing the offer price with VAT, where rank «1» gets the offer with the lowest price, and so on;
- Supplier-name Payer's name.
- Available from the Supplier- displays the number of items that meet the Customer's needs;
- Ready to deliver – the number of positions that the Supplier is ready to deliver;
- NMC cost with VAT, RUB. – the initial maximum price for the position;
- Starting price with VAT, RUB. – cost of the Supplier's initial offer, before price adjustments;
- Cost with VAT, RUB. – the cost of the Supplier's final offer, after all adjustments
- Total cost with VAT, without VAT – the offer price with VAT and without VAT, respectively;
- Number of alternatives – the number of alternatives offered by the Supplier;
- SMP-indicates whether the Supplier belongs to medium and small businesses;
- Status - based on the values in the column, you can understand the status of responses for the Supplier and whether a direct order is being formed based on the need. Possible values in the «Status» column are as follows:
  - Waiting for a response – the need is under review by the Supplier and a response is expected for it before the time specified in the «purchase Notification» expires. The «purchase notification» with the set date is sent automatically to the email address specified when registering the Supplier;
  - Anticipates a price reduction – the Customer has sent a request or Require for a price reduction, and the Supplier can adjust the price of their offer and respond to the request. On Require to lower the price, in the case where the unit price of the goods is not corrected, the Provider may not respond at the expiry time

response status of «Awaiting lower prices» automatically returns to the status «Answer»;

- Response - the Supplier responded positively to the Customer's request;
- Refusal - the Supplier responded to the Customer's request by refusing further participation;
- Overdue – the Supplier did not respond to a request for a price reduction at the very beginning of the procurement procedure, with the status «under consideration by the supplier»;
- When placing an order – a direct order was created for the need and information about it can be viewed in the «Outgoing orders» menu item or click on the number in the «Orders» column of the « outgoing needs Register;
- In progress – when the need status changes to «orders generated», the response status also changes from «at checkout» to «in Progress»
- Operations-column with the icons «Detailed information» , «Supplier's price list» , «Request for price reduction» , «Form an order» . Icons are displayed in the «Operations» column, depending on the status of the need.
- Complete order-icons that indicate the readiness to deliver items of need.  this means that the Supplier has all the necessary positions and has responded positively to the Customer.  this means that the supplier does not have all the need items and that the Response to the Requester is overdue.

When you click on the «Detailed information» icon , the Customer can view the «Supplier Needs» form with all the tabs «Positions», «customer Requirements», «supplier Requirements». This information completely duplicates the Supplier's information in order, for the Customer to be able to compare information about prices, total cost, and characteristics by item (figure 25).



**Supplier need**

Positions Customer requirements Supplier requirements


Status: Selection of winners Reply status: Reply

P / ...	A priority	Item name CMM	Unit me... accord...	Request Description	Internal Supplier C...	Sup.	Unit of measur... request	Qty	Minimum lot indicated in the price list	NAC with ...	Price per on... VAT, rub.	VAT rate %	Price per on... VAT, rub.	Delivery price per unit without VAT, rub.	Delivery V...	Delivery price per unit with VAT, rub.	Price with VAT, rub.	Is a manufact...	Alternative	Operations	
1		Internal hard disk 512545-821 720b 15000rpm SAS HP	PC	<b>Purchase type:</b> Including all rights. <b>Category:</b> Hard disks HDD. <b>Name:</b> Hard disk internal 512545-821 720b 15000rpm SAS HP. <b>Measurement units:</b> pcs. <b>Properties:</b> ND for safety class = -, ND for seismic resistance category = -, ND for a group of equipment and pipelines = -, Product sample name = Internal hard disk, MTP sample designation (marking) = 512545-821, Hard disk type = HDD, Maximum memory size = 720GB, Drive connection interface = SAS, Spindle speed = 15000rpm, Drive form factor = 3.5", Drive purpose = -, Hardware compatibility = -, Read speed = -, Write speed = -, Color = -, Maximum overall length = 1.2mm, Maximum overall width = 1.2mm, Maximum overall height = 1.2mm, Noise level = dB, Safety class = -, Class assignment safety = -, Seismic resistance category = -, Equipment and pipelines group = -, Quality assurance category = -, Climatic modification according to GOST 15150-69 = -, Location category according to GOST 15150-69 = -, Type of atmosphere at the site of application according to GOST 15150-69 = -, Designation NTD = -, Trademark = HP, Name of the document with a task for the development / production of a sample = -.			PC	10,000	1,000	17,960.00	200.00	20.00		240.00	0.00	0.00		2,400.00	No	No	

Page 1 of 1

Maximum cost on demand with VAT: 179,600.04 rubles. Offer price excluding VAT: 2,000.00 rubles. Total cost for suppliers with VAT: 2,400.00 rubles.

Figure 25. Detailed information can be found in the «supplier's Need» form

To view the price list the payer must click on the «supplier's Price list icon  (figure 26).

**Price list of the organization demo2 supplier. Last update date 04.11.**

Поиск по коду или наименованию позиции




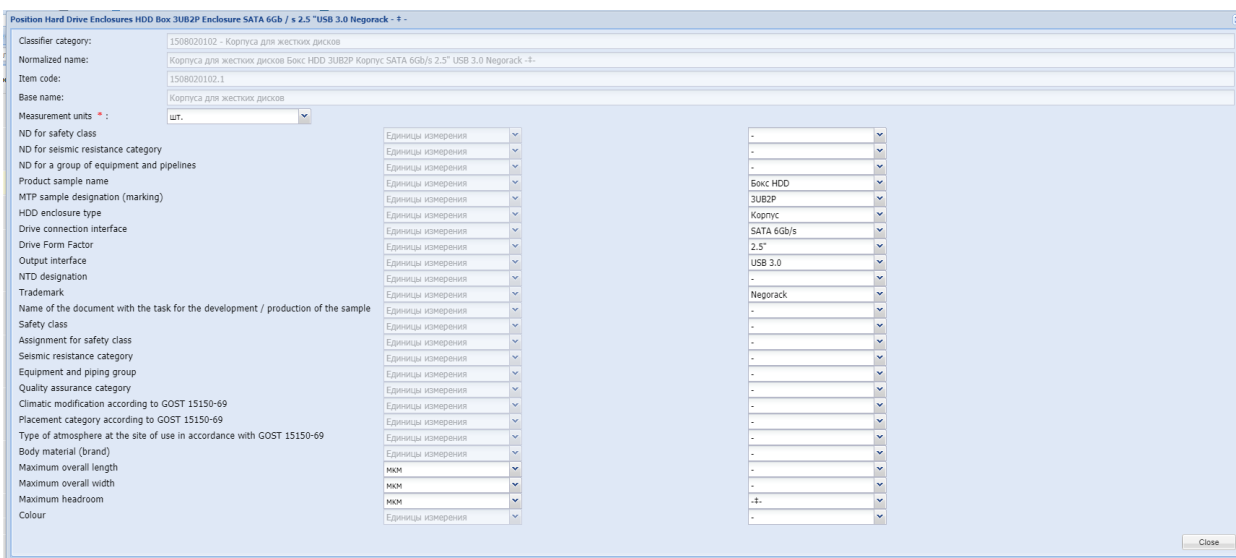
CMM position code	Item name CMM	CMM category code	CMM category name	Delivery unit	Delivery region	Price with VAT, rub.	Minimum batch	Operations
1508020102.1	Hard Drive Enclosures HDD Box 3UB2P Enclosure SATA 6Gb / s 2.5" USB 3.0 Negorack - 1	1508020102	HDD enclosures	PC	1. City of Moscow, the capital of the Russian Federation, a city of federal significance 2. Russian Federation	1,100.00	1	
	Boring 3UB2P AgeStar USB3.0 SATA 6Gb / s 2.5"	1508020102	HDD enclosures	PC	1. City of Moscow, the capital of the Russian Federation, a city of federal significance 2. Russian Federation	1,060.00	1	
03021306.22	Napkins paper text 12 160 - - - - - text name	03021306	Napkins	PC	Russian Federation	100.00	1	

Figure 26. Supplier's price list

To view detailed information about a position, you can also click on  the «position Card» icon



**Position Hard Drive Enclosures HDD Box 3UB2P Enclosure SATA 6Gb / s 2.5" USB 3.0 Negorack - 1 -**

Classifier category: 1508020102 - Корпуса для жестких дисков

Normalized name: Корпуса для жестких дисков Бокс HDD 3UB2P Корпус SATA 6Gb/s 2.5" USB 3.0 Negorack -1-

Item code: 1508020102.1

Base name: Корпуса для жестких дисков

Measurement units: шт.

ND for safety class: Единицы измерения

ND for seismic resistance category: Единицы измерения

ND for a group of equipment and pipelines: Единицы измерения

Product sample name: Единицы измерения

MTP sample designation (marking): Единицы измерения

HDD enclosure type: Единицы измерения

Drive connection interface: Единицы измерения

Drive Form Factor: Единицы измерения

Output interface: Единицы измерения

NTD designation: Единицы измерения

Trademark: Единицы измерения

Name of the document with the task for the development / production of the sample: Единицы измерения

Safety class: Единицы измерения

Assignment for safety class: Единицы измерения

Seismic resistance category: Единицы измерения

Equipment and piping group: Единицы измерения

Quality assurance category: Единицы измерения

Climatic modification according to GOST 15150-69: Единицы измерения

Placement category according to GOST 15150-69: Единицы измерения

Type of atmosphere at the site of use in accordance with GOST 15150-69: Единицы измерения

Body material (brand): Единицы измерения

Maximum overall length: мм

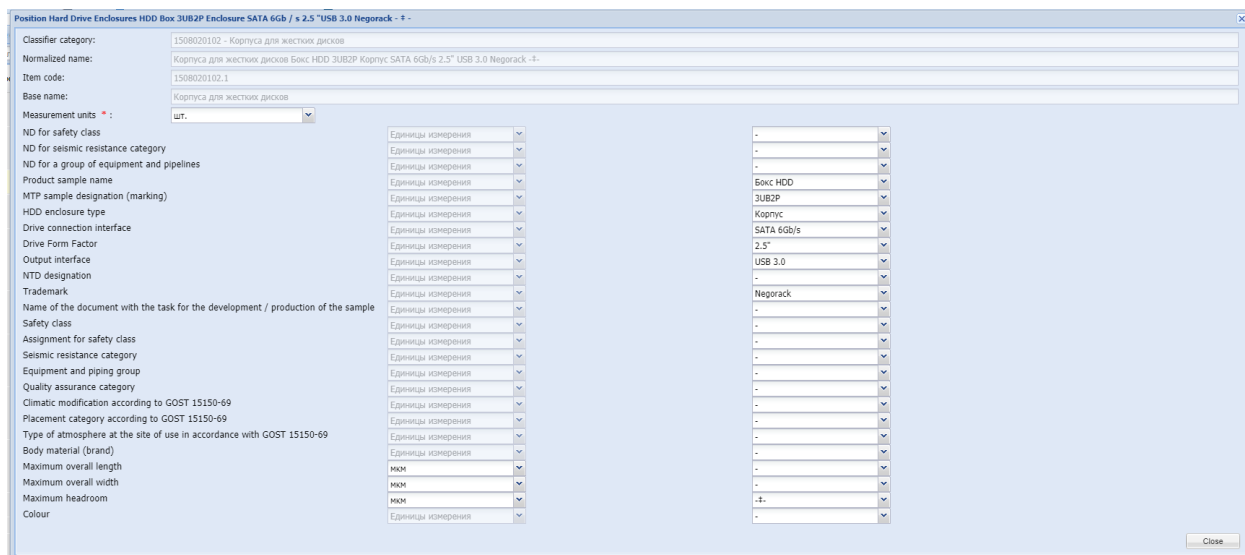
Maximum overall width: мм

Maximum headroom: мм

Colour: Единицы измерения

Close

figure 27).



**Position Hard Drive Enclosures HDD Box 3UB2P Enclosure SATA 6Gb / s 2.5" USB 3.0 Negorack - 1 -**

Classifier category: 1508020102 - Корпуса для жестких дисков

Normalized name: Корпуса для жестких дисков Бокс HDD 3UB2P Корпус SATA 6Gb/s 2.5" USB 3.0 Negorack -1-

Item code: 1508020102.1

Base name: Корпуса для жестких дисков

Measurement units: шт.

ND for safety class: Единицы измерения

ND for seismic resistance category: Единицы измерения

ND for a group of equipment and pipelines: Единицы измерения

Product sample name: Единицы измерения

MTP sample designation (marking): Единицы измерения

HDD enclosure type: Единицы измерения

Drive connection interface: Единицы измерения

Drive Form Factor: Единицы измерения

Output interface: Единицы измерения

NTD designation: Единицы измерения

Trademark: Единицы измерения

Name of the document with the task for the development / production of the sample: Единицы измерения

Safety class: Единицы измерения

Assignment for safety class: Единицы измерения

Seismic resistance category: Единицы измерения

Equipment and piping group: Единицы измерения

Quality assurance category: Единицы измерения

Climatic modification according to GOST 15150-69: Единицы измерения

Placement category according to GOST 15150-69: Единицы измерения

Type of atmosphere at the site of use in accordance with GOST 15150-69: Единицы измерения

Body material (brand): Единицы измерения

Maximum overall length: мм


Maximum overall width: мм

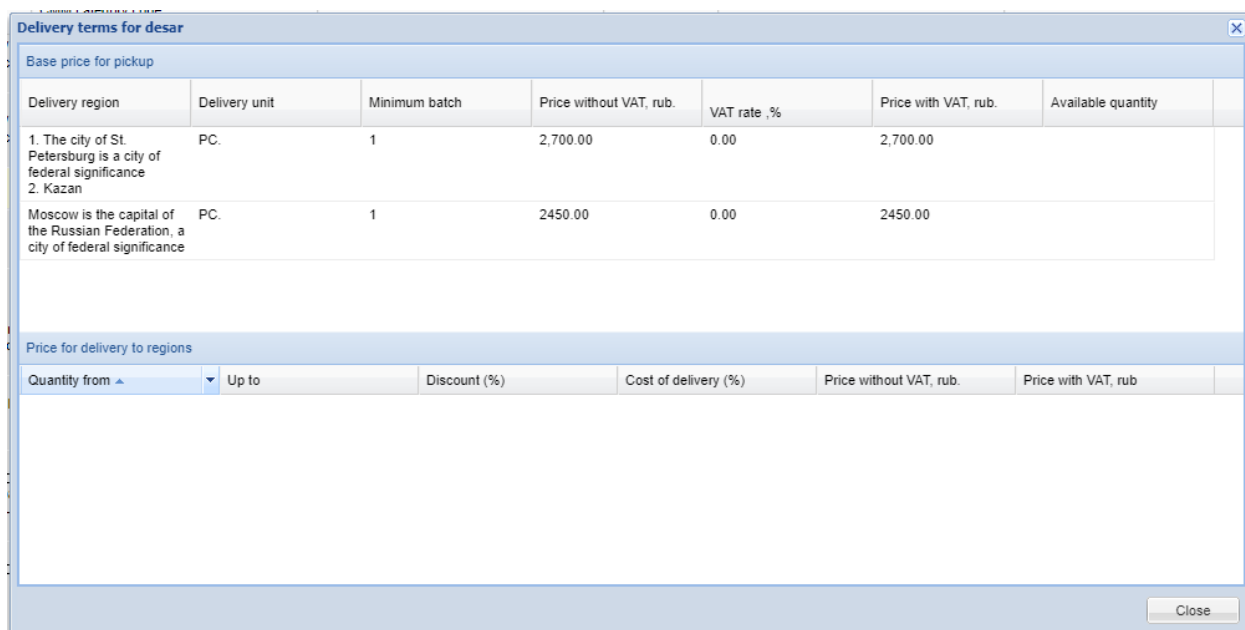
Maximum headroom: мм

Colour: Единицы измерения

Close

Figure 27. The «position Card» form

Clicking on the «delivery Terms» icon  opens a form with information about the product delivery.



**Delivery terms for desat**

**Base price for pickup**

Delivery region	Delivery unit	Minimum batch	Price without VAT, rub.	VAT rate, %	Price with VAT, rub.	Available quantity
1. The city of St. Petersburg is a city of federal significance	PC.	1	2,700.00	0.00	2,700.00	
2. Kazan						
Moscow is the capital of the Russian Federation, a city of federal significance	PC.	1	2450.00	0.00	2450.00	

**Price for delivery to regions**

Quantity from	Up to	Discount (%)	Cost of delivery (%)	Price without VAT, rub.	Price with VAT, rub.

Close

Figure 28. Delivery term

The «delivery Terms» form is a table. The table is visually divided into two parts depending on the purchase conditions:

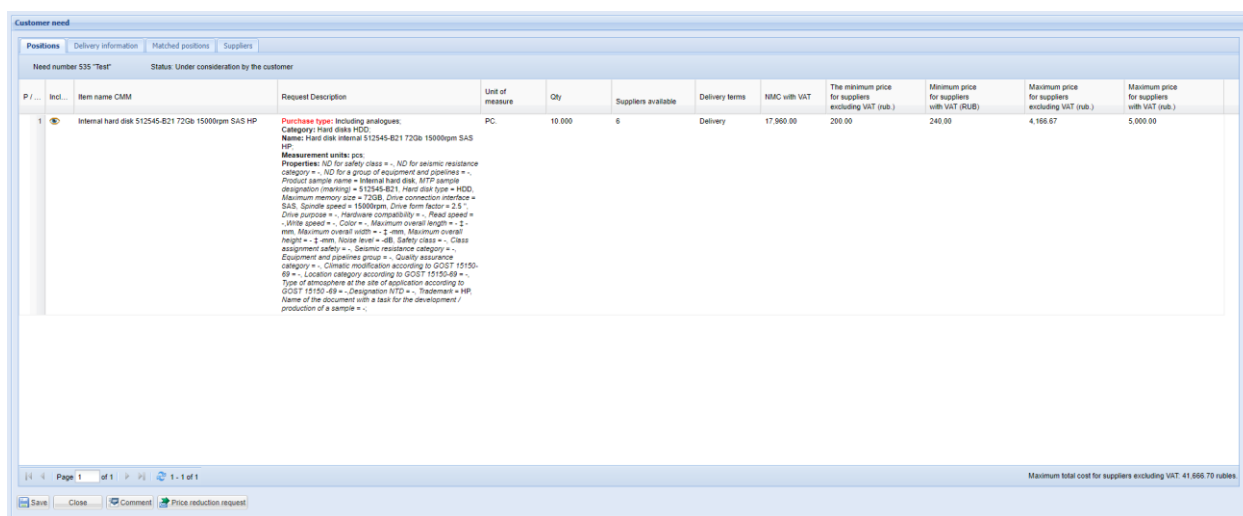
- pickup service;
- with delivery.

If the purchase terms indicate that it is being made without delivery (pick-up), pay attention to the price from the «base price for pick-up» table. The cost of delivery is not included in the

calculation of the item price.in other words, «Price with VAT, RUB.» does not include the cost of delivery and its cost is not indicated in a separate column in the table.

If the purchase terms indicate that it is being made with delivery, pay attention to the price from the «Price for delivery to regions» table. The cost of delivery is taken into account in calculating the cost of the item.in other words, the «Price with VAT, RUB.» includes the cost of delivery and its cost as a percentage is indicated in a separate column.

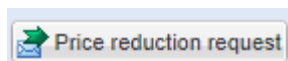
In the need status «under consideration by the customer», as opposed to the status «under consideration by the supplier», additional functions are available to the Customer.



P / ...	Incl.	Item name CMM	Request Description	Unit of measure	Qty	Suppliers available	Delivery terms	MAC with VAT	The minimum price for suppliers excluding VAT (pub.)	Minimum price for suppliers with VAT (RUB)	Maximum price for suppliers excluding VAT (pub.)	Maximum price for suppliers with VAT (pub.)
1		Internal hard disk 512545-821 720h 15000rpm SAS HP	<b>Purchase type:</b> Including analogues. <b>Category:</b> Hard disks HDD <b>Name:</b> Hard disk internal 512545-821 720h 15000rpm SAS HP <b>Measurement units:</b> pcs <b>Properties:</b> ND for safety class = -, ND for seismic resistance category = -, ND for a group of equipment and pipelines = -, <b>Product sample name:</b> Internal hard disk, NTTP sample designation (meaning) = 512545-821, Hard disk type = HDD, Maximum memory size = 720GB, Drive connection interface = SAS, Spindle speed = 15000rpm, Drive form factor = 2.5", <b>Drive purpose:</b> -, <b>Hardware compatibility:</b> -, <b>Read speed:</b> -, <b>Write speed:</b> -, <b>Color:</b> -, <b>Maximum overall length:</b> = 2.5 mm, <b>Maximum overall width:</b> = 1.5 mm, <b>Maximum overall height:</b> = 1.5 mm, <b>Noise level:</b> = 48, <b>Safety class:</b> -, <b>Class assignment safety:</b> -, <b>Seismic resistance category:</b> -, <b>Equipment and pipelines group:</b> -, <b>Quality assurance category:</b> -, <b>Clinical modification according to GOST 15150-69:</b> -, <b>Location category according to GOST 15150-69:</b> -, <b>Type of atmosphere at the site of application according to GOST 15150-69:</b> -, <b>Designation NTD:</b> -, <b>Trademark:</b> = HP, <b>Name of the document with a test for the development / production of a sample:</b> -	PC	10 000	6	Delivery	17 900.00	200.00	240.00	4 196.67	5 000.00

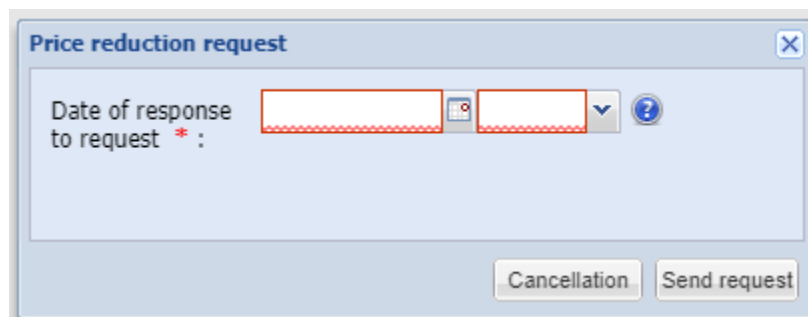
Figure 29. Need status: under consideration by the customer

To send a dose request for a price reduction, use the «Request for a price reduction» button



. After clicking on this button, the form of the same name opens (figure 30).

In this form, you must set the «Date when the response to the request was provided» in the date and time format. According to the regulations, the Customer must specify a time equal to 1 (one) working day. When you click on the «Submit request» button, a request to reduce the price is sent to everyone IPayers participating in the procurement procedure.



**Price reduction request**

Date of response to request \* :

Figure 30. Request for a reduced price



In the «Select a winner» status

Customer need

Need number 535 "Test" Status: Selection of winners

Provider	Rank	Status	NMC including VAT, rub.	Price in the price list with VAT, rub.	Current offer without VAT, rub.	Shipping cost without VAT, rub.	Total with delivery including VAT, rub.	Number of alternatives	SMP	Operations
EL Chem, Standard, Russia	1	Answer	179,000.04	56,000.00	5,000.00			0	Yes	
demol	2	Expired	0.00	0.00	0.00	1,230.00	0.00	0	Yes	
demol	3	Expired	0.00	0.00	0.00	0.00	0.00	0	No	
LLC "Romashka-Spot"	4	Expired	0.00	0.00	0.00	0.00	0.00	0	No	
OOO "Kas"	five	Expired	0.00	0.00	0.00	0.00	0.00	0	No	
PJSC "Camomile - Line"	6	Expired	0.00	0.00	0.00	0.00	0.00	0	No	

Page 1 of 1 1 - 6 of 6

Close Comment

figure 31) in front of the Supplier that has the first rank of the offer price, the Customer can click on the «Request for reduction and price» .

Customer need

Need number 535 "Test" Status: Selection of winners

Provider	Rank	Status	NMC including VAT, rub.	Price in the price list with VAT, rub.	Current offer without VAT, rub.	Shipping cost without VAT, rub.	Total with delivery including VAT, rub.	Number of alternatives	SMP	Operations
EL Chem, Standard, Russia	1	Answer	179,000.04	56,000.00	5,000.00			0	Yes	
demol	2	Expired	0.00	0.00	0.00	1,230.00	0.00	0	Yes	
demol	3	Expired	0.00	0.00	0.00	0.00	0.00	0	No	
LLC "Romashka-Spot"	4	Expired	0.00	0.00	0.00	0.00	0.00	0	No	
OOO "Kas"	five	Expired	0.00	0.00	0.00	0.00	0.00	0	No	
PJSC "Camomile - Line"	6	Expired	0.00	0.00	0.00	0.00	0.00	0	No	

Page 1 of 1 1 - 6 of 6

Close Comment

Figure 31. Send a request and form an order

After clicking on the button, the «Request for price reduction to the possible winner» form

**Request for price reduction to a possible winner**

Date of response to request \* :

Cancellation Send request

opens (

figure 32). In this form, you must specify the date and time when the response to the request was provided . According to the regulations, the Customer must specify a time equal to 3 (three)

working hours. You must specify the time limit, in accordance with the established regulations. When you click on the «Send Requery» button, a dose request for a price reduction is sent only to the possible winner. You don't need to send a Requery about a price reduction, and you can start creating an order immediately.

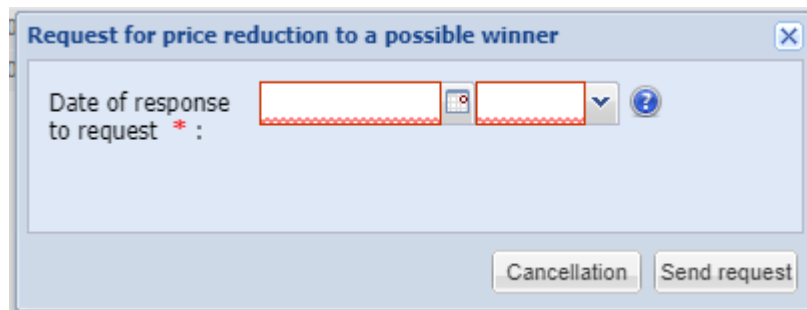



Figure 32. Requery to lower the price

After the response time to the Requery for price reduction expires, the Supplier's response status goes from «Waiting for price reduction» to «Response» and the «Generate order» icon appears . After clicking on the icon, a form appears, in which you need to confirm or reject the availability of up-to-date information and company details (figure 33).

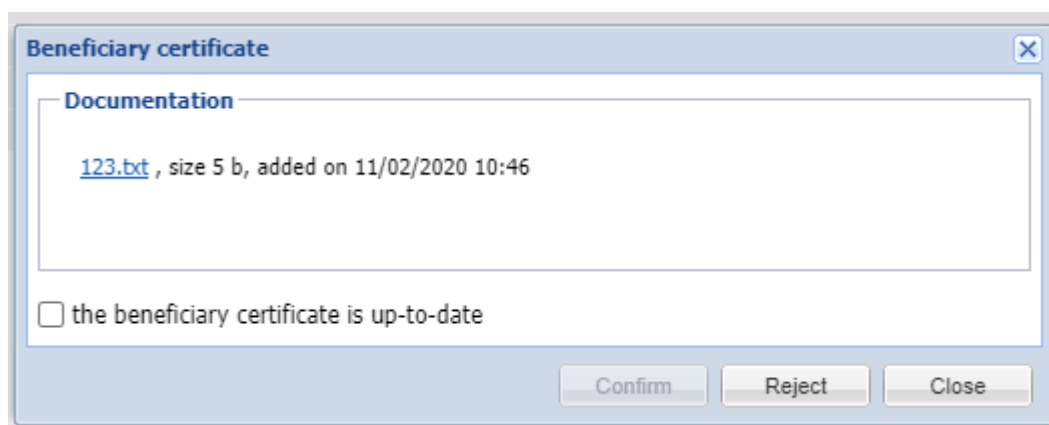


Figure 33. Certificate of beneficiaries

Before confirming or rejecting the relevance of the reference, the Customer must request in the form of comments from the Supplier for up-to-date registration data, banking details, and a certificate of beneficiaries. Failure to provide this information will result in the loss of a potential order for the first Supplier. In other words, if the reference for the first Supplier is rejected, you can proceed to forming an order with the second Supplier.

After the customer clicks on the «Confirm» button, the response status changes from «About TVET» to the status «At checkout». And you go to the утверждени direct order approval form in the «Outgoing orders» menu item.

After confirming the relevance of the inquiry on beneficiaries, the need switches to «On order», and AGM-Procurement sent selection of offers indicating their original prices (at the time of first response provider in the phase of the procedure «pending vendor») and final prices (at the time of order creation).

After sending a selection of offers with winners, the electronic platform waits for the Protocol of the procedure from the EOS Purchasing system.

After the Protocol with a fixed winner is received, the status of the request changes to «Orders are formed» and the Protocol file is saved in the Customer's need in the «delivery Information» form in the «Documentation» section.

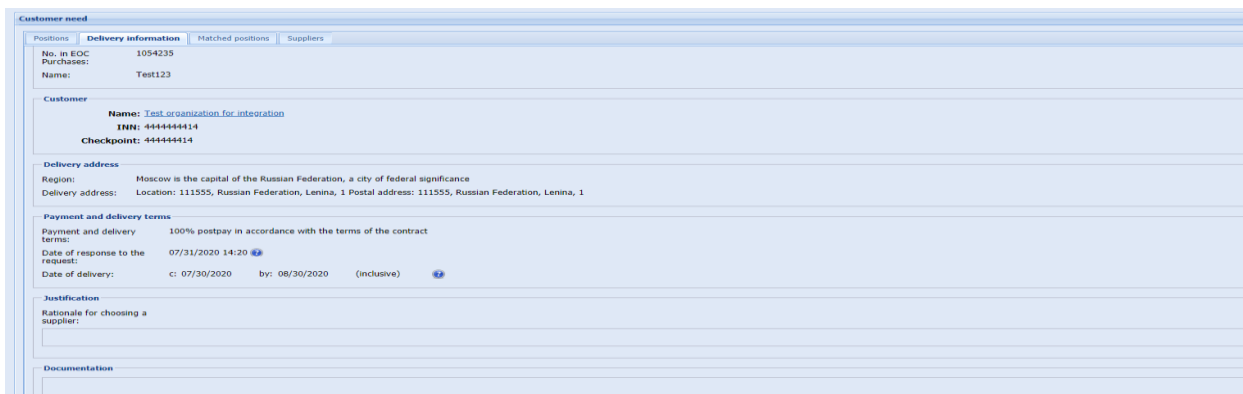


Figure 34. Protocol of the procedure

«Executed». An order is created to the winner's address with the status «Project».

Then the electronic trading platform waits for the receipt of a contract for conducting the purchase from the UIPS for its signing.

## 5 OUTGOING ORDERS

### 5.1 VIEWING OUTGOING ORDERS

After forming a price request, further work with it is carried out through the register of outgoing orders «Customer's orders desktop». To go to the registry, select the menu item «outgoing orders»

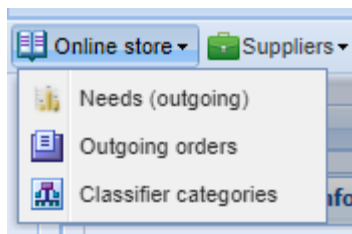



Figure 35. Menu «online store» item «outgoing orders»

Customer orders work table										Search	Advanced filter
Order number	Order name	Purchase subject	Provider	Delivery date	Date of receipt of the order	Date of reply	Pick number	Status	Operations		
222	Test	Test	demo2	12/30/2020	10/30/2020	10/30/2020	523	Archive	TY		
221	Test	Test	demo2	11/30/2020	09/23/2020	09/19/2020	520	Archive	TY		
220	Test	Test	demo2	09/30/2020	08/24/2020	08/26/2020	519	Archive	TY		
219	Test	Test	demo2	09/30/2020	08/24/2020	08/24/2020	517	Archive	TY		
218	Test	Test	demo2	09/30/2020	08/06/2020	08/06/2020	512	Archive	TY		
217	Test	Test	demo2	09/30/2020	08/06/2020	08/06/2020	511	Archive	TY		
216	Test	Test	demo2	09/30/2020	08/06/2020	08/06/2020	511	Rejected by the Customer	TY		
215	Test	Test	demo2	09/30/2020	08/04/2020	08/04/2020	510	Archive	TY		
214	Test	Test	demo2	09/30/2020	08/04/2020	08/04/2020	510	Rejected by the Supplier	TY		
213	Test	Test	demo2	09/30/2020	08/04/2020	08/04/2020	509	Project	TY		
212	Test	Test	demo2	09/30/2020	08/04/2020	08/04/2020	509	Project	TY		
211	Test	Test	demo2	09/30/2020	08/04/2020	08/04/2020	507	Archive	TY		
210	Test	Test	demo2	09/30/2020	08/04/2020	08/04/2020	507	Rejected by the Supplier	TY		
209	Test	Test	demo2	09/30/2020	08/03/2020	08/03/2020	505	Archive	TY		
208	Test	Test	demo2	09/30/2020	08/03/2020	08/03/2020	504	Project	TY		
207	Test	Test	demo2	09/30/2020	08/03/2020	08/03/2020	502	Archive	TY		
206	Test	Test	demo2	09/30/2020	08/03/2020	08/03/2020	500	Archive	TY		
205	Test	Test	demo2	09/30/2020	08/03/2020	08/03/2020	500	Rejected by the Customer	TY		
204	Test	Test	demo2	09/30/2020	08/03/2020	08/03/2020	500	Archive	TY		
203	Test	Test	demo2	09/30/2020	08/03/2020	08/03/2020	500	Rejected by the Customer	TY		
202	Test	Test	demo2	08/30/2020	07/29/2020	07/29/2020	487	Archive	TY		
201	Test	Test	demo2	08/30/2020	07/29/2020	07/29/2020	485	Archive	TY		
200	Test	Test	demo2	08/30/2020	07/29/2020	07/29/2020	478	Archive	TY		
199	Test	Test	demo2	08/30/2020	07/29/2020	07/29/2020	478	Rejected by the Customer	TY		
198	Test	Test	demo2	08/30/2020	07/29/2020	07/29/2020	477	Archive	TY		

Figure 36. Working «table of the Customer's orders

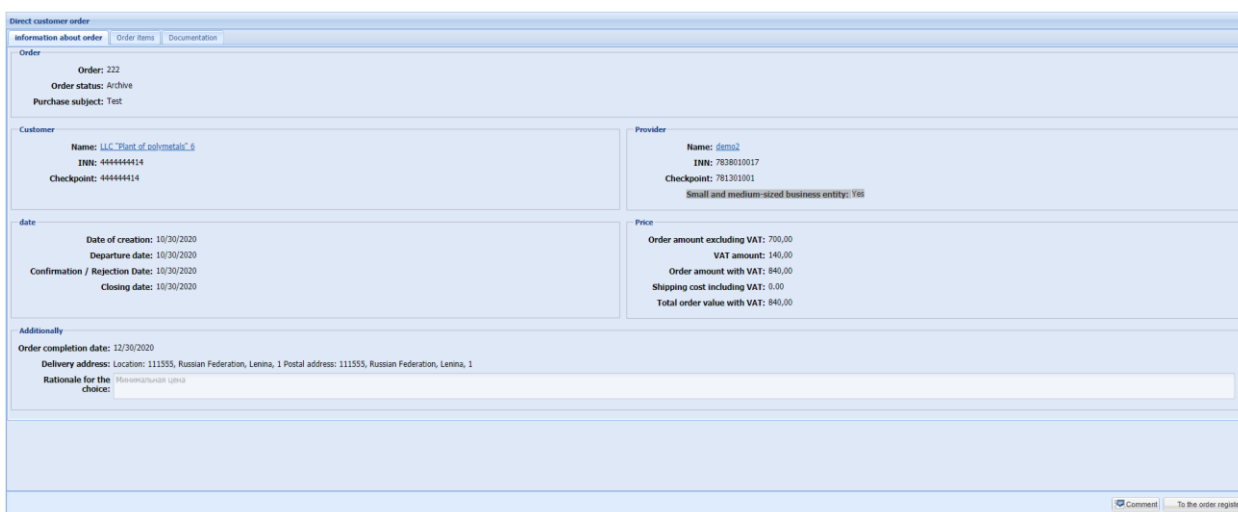
The «Customer orders desktop» form is a table with the following columns:

- Number – number in order;
- Norder name – order name;
- Subject of purchase- name of the purchased product;
- Категория Classifier category (this field must be displayed) – classifier category for the purchased product;
- Supplier (this field must be displayed) – an organization that plans to fulfill an order;
- The customer (you want to display) – organization planning the order;
- Delivery date – referencepoint approximate date of order completion;
- Date when the order was received-the date when the order was formed;
- Date the response was provided – after the response was provided;

- Room selection the room of requirement;
- Order amount with or without VAT (this field must be displayed) – the total amount of a direct order with or without VAT;
- Status – the order status that describes the stage of the order's lifecycle;
- Operations-column with the «Open» icon  .

A direct order received from the Supplier after TORO, it has been signed is displayed with the status» under Customer approval».

To view a direct order, click on the «Open» icon  .



The screenshot shows a web form titled "Direct customer order" with three tabs: "Information about order", "Order items", and "Documentation". The "Information about order" tab is active, displaying the following information:

- Order:** Order: 222, Order status: Archive, Purchase subject: Test
- Customer:** Name: LLC "Start of polymetal" [s](#), INN: 4444444414, Checkpoint: 444444414
- Provider:** Name: demo2, INN: 7838010017, Checkpoint: 781301001, Small and medium-sized business entity: Yes
- date:** Date of creation: 10/30/2020, Departure date: 10/30/2020, Confirmation / Rejection Date: 10/30/2020, Closing date: 10/30/2020
- Price:** Order amount excluding VAT: 700,00, VAT amount: 140,00, Order amount with VAT: 840,00, Shipping cost including VAT: 0,00, Total order value with VAT: 840,00
- Additionally:** Order completion date: 12/30/2020, Delivery address: Location: 111555, Russian Federation, Leningrad, 1 Postal address: 111555, Russian Federation, Leningrad, 1, Rationale for the choice:

At the bottom right, there are links for "Comment" and "To the order register".

Figure 37. Order information

The «Direct customer order» form consists of three tabs: « Order information» and «order Positions», «Documentation».

The order Information tab displays the following information:

- Order – unique sequential number of the order;
- Order status – a status that characterizes the stage of the direct order's lifecycle;
- Subject of purchase – the name закупаемого of the product to be purchased, specified by the Customer;
- Customer's contact details:
- Customer name – a link with the Customer's name that opens a card with Customer data when clicked;
- TIN – the Customer's INN;
- Checkpoint-Customer's checkpoint;
- Supplier's contact details:


- Supplier's name – a link with the Supplier's name that opens a window with information about the Supplier;
- TIN – the Supplier's INN;
- PPC – the PPC Provider;
- Small and medium-sized business entity (Yes/No);
- Date:
- Creation date – the date when the direct order was created by the Requester;
- Dispatch date – the date when the order was submitted to the Supplier for approval;
- Confirmation/rejection date – the date of the Supplier/Customer's approval or rejection operation;
- Closing date – the date when the Customer closes this order;
- Price:
- Order amount without VAT – the total amount of a direct order without VAT;
- Cymma VAT amount – the VAT amount of a direct order;
- Order amount with VAT – the total sum of a direct order, including VAT;
- Delivery cost with VAT – the total cost of delivery with VAT, RUB.;
- Total cost with VAT – the total amount of a direct order, including VAT, including delivery;
- Order completion date – the required order completion date from the direct order specification;
- Delivery address – the order fulfillment address from the direct order specification, not specified for pickup;

Direct customer order											
Information about order											
Order items											
Documentation											
Order number: 222											
Internal Supplier Code	Item name CMM	El	amount	Unit price excluding VA...	Amount excluding VAT, rub.	VAT rate...	Amount with VAT, rub.	Delivery price per unit...	Delivery amount excluding VA...	Delivery	Amount including VAT, includ...
1	Internal hard disk 512545-B21 720Gb 15000rpm SAS HP		10.000	70.00	700.00	20.00	840.00	0.00	0.00	0.00	840.00

Figure 38. Order positions

On the «order Items» tab contains the direct order specification, presented in the form of awash with the following columns:


- Internal code Supplier–code that the item is listed under in the Supplier's internal accounting;
- Name of the CMM position – the name of the position from the CMM reference list;
- Name of the supplier's position – name from the supplier's price list;

- EI-unitand unit of measurement for this item;
- Quantity – the quantity to be purchased by position;
- Price per unit, RUB. – price per unit of the position;
- Amount without VAT, RUB –the sum of this line without VAT;
- VAT rate, % – the VAT rate for this item same percent;
- Amount with VAT, RUB - the amount of this line, including VAT;
- Operations-column with the icon «position Card» , which allows you to make a transition to the product profile.

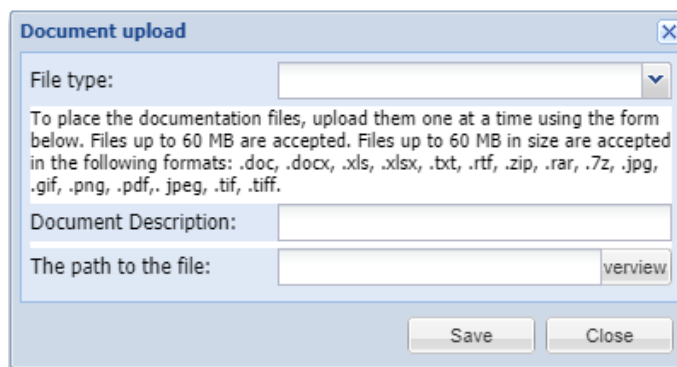
Direct customer order							
Information about order							
Name	Description	A type	Source	Supplier signature	Customer signature	date of download	Operations
Agreement.docx		Contract	EOC-Purchasing	Signed: dem2, 9/18/2020 10/30/2020 15:14:26	Signed: beat34, 23/09/2020 10/30/2020 15:14:04	10/30/2020	
Protocol_serebriachy_danmikh.pdf	Data transfer protocol	Data transfer protocol	ETP	Not signed	Not signed	10/30/2020	

Figure 39. Documentation tab

The Documentation tab contains the following documentation information, presented as a table with the following columns:

- Title – name of the document;
- Description – a brief description of the document;
- Type – the document type specified when uploading;
- Source;
- Signature Of The Provider;
- Customer's Signature;
- Upload date – the date when the document was uploaded to the system;
- Operations-a column with the «Sign»  icon that allows you to sign an EDS action document.

The Customer can attach additional documents to the order. To do this, click the «Attach document» button. Next, in the window that appears, select the document type, enter a description of the document, and navigate to the file. After that, click the «Save» button.



**Document upload**

File type:

To place the documentation files, upload them one at a time using the form below. Files up to 60 MB are accepted. Files up to 60 MB in size are accepted in the following formats: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg, .tif, .tiff.


Document Description:

The path to the file:

Figure 40. Document attachment form

If the order is in the Project status for more than 30 days, it goes to the Archive status.

## 5.2 THE ACCEPTANCE AND REJECTION OF ORDERS

After the agreement appears in the «Documentation» section, the order status becomes «for approval by the supplier». The payer signs the agreement and approves it, after which the order status changes to «under Customer approval». In the «Operations» field, click on the «Sign» icon . After the Customer clicks on this operation, the contract is signed with an electronic digital signature.


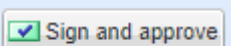
Direct Supplier Order							
information about order		Order items	Documentation				
Name	Description	A type	Source	Supplier signature	Customer signature	date of download	Operations
<a href="#">file [1].docx</a>		Contract	EOC-Purchasing	Signed: demo2_29062020 08/03/2020 18:28:32	Signed: testGA_22062020 08/03/2020 18:27:16	08/03/2020	


Figure 41. Signature in the agreement

To further approve a direct order, the Requester must click the Approve button  in the Direct order form. In this case, a direct order will acquire the status «In progress.» The current date will be entered in the approval/rejection date field. After the order has accepted the «Fulfilled» status, the Requester must contact a supplier to clarify formalities and continue approving an order outside the system.

If the Supplier approves the order, the order is sent to the Customer for approval. The customer, for its part, also approves the order – the direct order will acquire the «Archive» status.

If the Supplier rejects the order, the Customer can choose another winner. The order is generated under the new number, then sent for approval to the second Supplier. If the second Supplier also refuses the order, the demand goes to the status «Waiting for the termination protocol». To make a purchase, you need to create a new need.



To reject a direct order, click the Reject button  in the Direct order form. In this case, a direct order will be assigned the status «Rejected by the requester», and the current date will be entered in the «approval/rejection date» field.

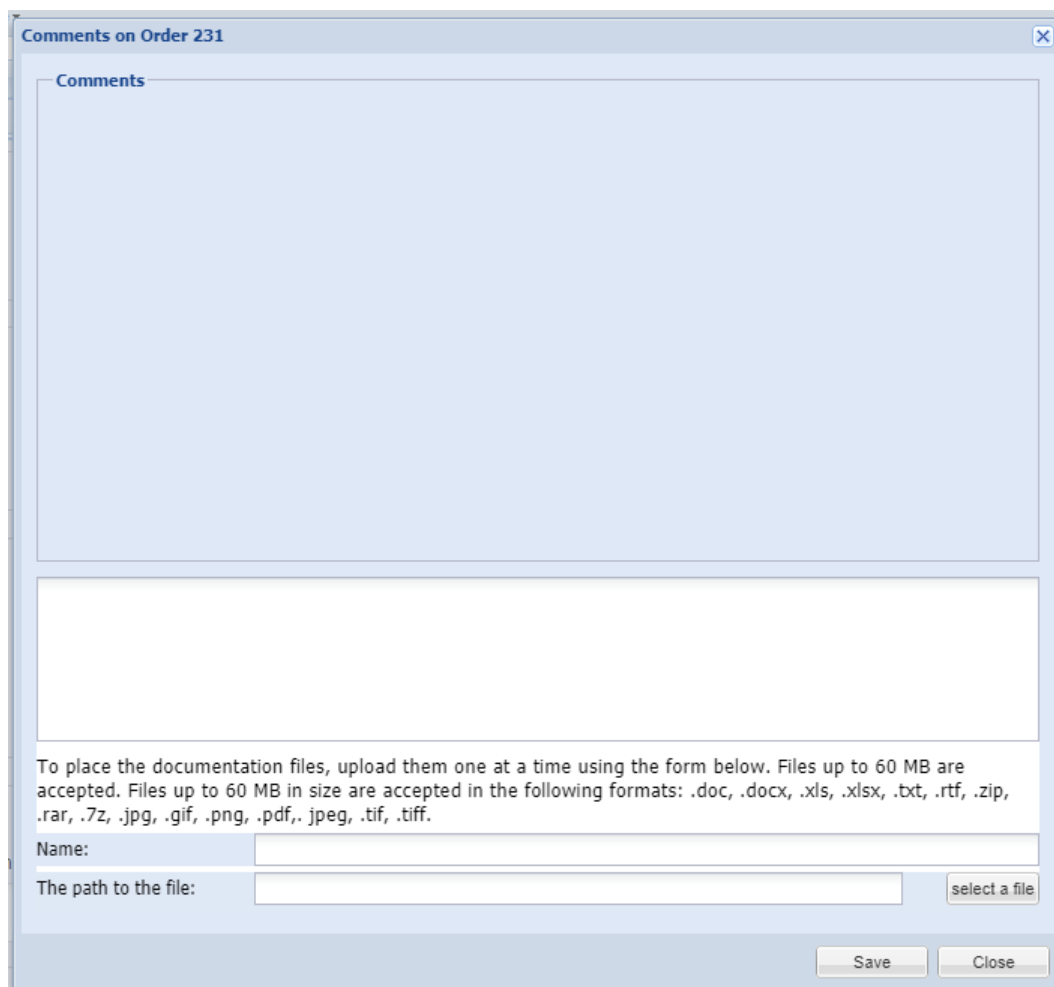
If the payer declined a direct order or did not sign it within the set time limit (one business day) given by the customer is deemed to have failed to perform its obligations in accordance with clause 23 of the procurement notice/documentation. Fact of failure to perform an obligation the buyer's invoice is issued by the buyer's decision, which is attached to the purchase materials in the UIPS. The specified customer's decision is posted on the official websites no later than one business day from the date of its adoption.

After completion of the operations for the delivery of goods and payment the Customer closes a direct order. In this case, the direct order gets the status «Completed» and the «closing date» field is filled in. If the order was not fulfilled, it is closed in the «Not fulfilled» state.

A direct order that was closed in error may be re-opened.

When signing and approving a direct order, the Customer can specify the necessary information and request the missing details and documents.

Click the «Comment» button and a form for exchanging comments will open.



**Comments on Order 231**

Comments

To place the documentation files, upload them one at a time using the form below. Files up to 60 MB are accepted. Files up to 60 MB in size are accepted in the following formats: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg, .tif, .tiff.

Name:

The path to the file:

Figure 42. Comments Form

## 6 THE CATEGORY OF THE CLASSIFICATION

To view the KIM classifier, go to the «online store» menu and select the item «classifier Categories».

The CMM classifier is presented in a tree-like form. Categories are opened using the icon or by double-clicking on the category name.

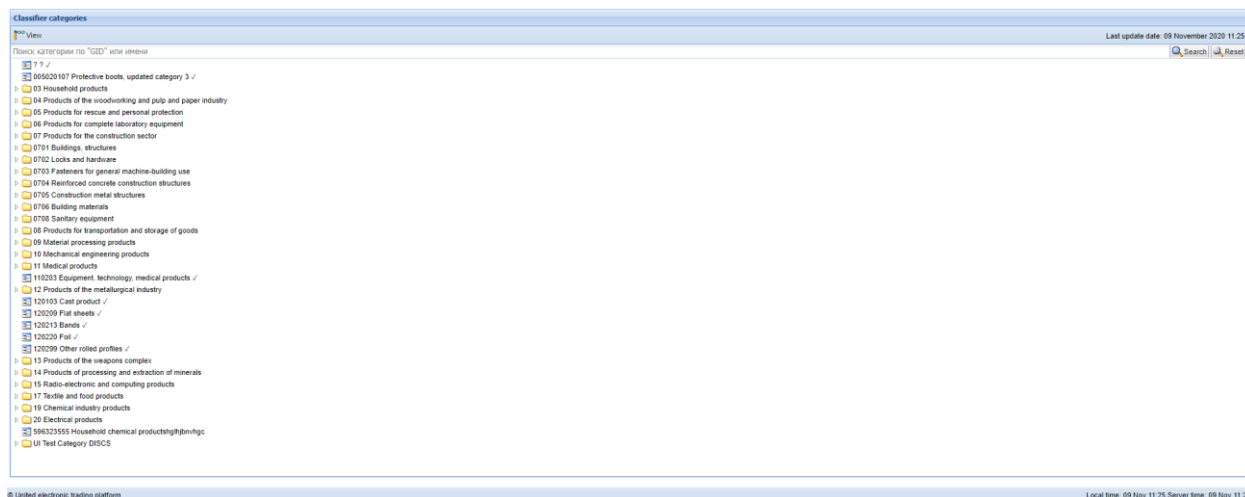


Figure 43. Tree form of the KIM classifier

### 6.1 SEARCH THE CATEGORIES OF THE CLASSIFICATION

You can use the quick search bar to search for a category.

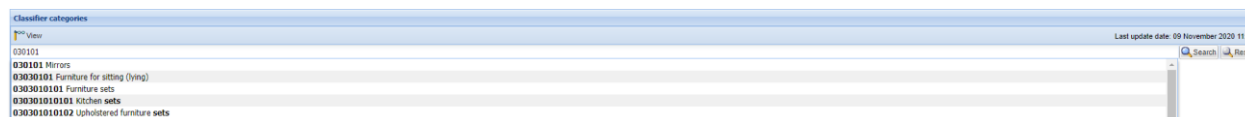


Figure 44. Search bar for classifier categories

To reset search parameters and results, as well as to deselect a previously selected classifier category, click the Reset button.

To perform a search, enter the name (part of the name) or the classifier category code in the quick search bar.

The search result is presented as a drop-down list.

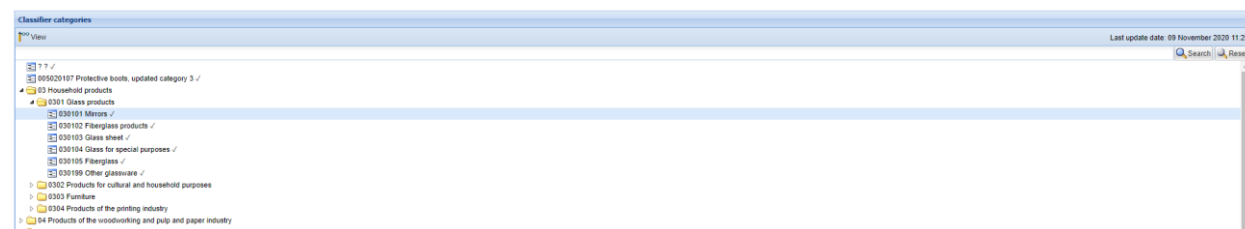
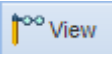


Figure 45. The expanded part of the classifier with the category found in the search result

## 6.2 VIEWING CATEGORIES OF THE CLASSIFICATION

To view a classifier category, place the cursor on the category of interest and click пиктограммы  the «View» icon.

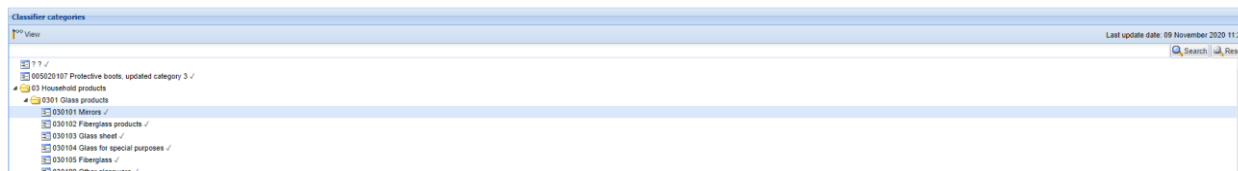


Figure 46. Viewing categories of classifier

If the parent category is selected, the following window opens:

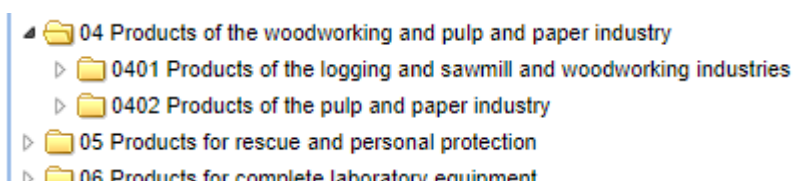


Figure 47. Parent category preview window

If a child category is selected, the following window opens:

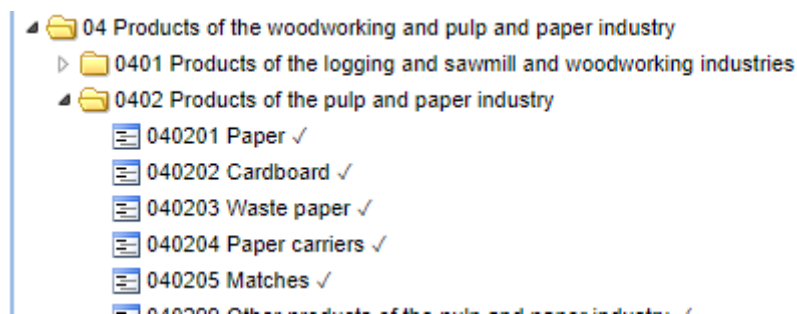


Figure 48. Child category preview window

To view information about a lower-level category, double-click on the selected category.

Category code: 040201  
GID categories: 040201  
GID of parent category: 0402  
Name: Paper  
Relevance: ☒  
Date of update:

attrID	Included in the ...	Name	A type	Units	Possible values	Mandatory	Allows the valu...
attr10415	12	Hardness MD	Line	mN; MH; H; kN; tf; kgf	-; - ± -; 120 ± 135	No	Yes
attr10416	13	Hardness CD	Line	mN; MH; H; kN; tf; kgf	-; - ± -; 50 ± 60	No	Yes
attr10414	fourteen	Opacity	Line	%	-; - ± -; 89; 91 ± 100; 91 ± 91; 91 ± 94; 92; 93; TK 100303/73 clause 3	No	Yes
attr5966	fifteen	Ash content	Line	%	-; - ± -; 18 ± 23	No	Yes
attr5967	sixteen	Humidity	Line	%	-; - ± -; 4.4 ± 4.5; 4.5 ± 4.6; 4.5 ± 7	No	Yes
attr10417	17	Surface water absorbency	Line	g / m ^ 2; kg / m ^ 2	-; - ± -; 25 ± 25; TK 100303/73 clause 3	No	Yes
attr298	25	Trademark	Line		-; 3M; Advance Agro; Akzent; Albeo; Albeo Engineer; APP; Aquasol; Arjo Wiggins; Attache; Attache Selection; Axent; Bashundhara; Berlinoq; Bi-	No	Yes

Close

Figure 49. Window for viewing information about a lower-level category

General information about a category consists of the following fields:

- Category code – the unique code of the classifier's viewed category;
- GIDCategory GID - the global identifier of the category according to the UIPS NSI classification, which is responsible for the uniqueness of the category in the ETP system.
- The GID of the parent category is the code of the higher-level classifier category; if the category is a top-level parent category, this field is set to «0»;
- Name – the name of the category that it is displayed with in the classifier;
- Relevance – the presence of a check mark in this column indicates that the category is valid;

The lower part of the form is a table consisting of columns:

- Ordinal number – the ordinal number that defines the place of the attribute value in the item name;
- Name – the name of the attribute;

- Type – the data type of the attribute:
  - string-text data type;
  - number – a decimal number with the ability to enter fractional values;
  - logical-a data type that allows entering the values «Yes» and «No»;
- Unit of measurement – unit of attribute measurement (used for text and numeric attributes); automatically inserted in the normalized item name;
- Mandatory attribute-a parameter that specifies whether the attribute must be filled in when creating a position;
- Included in the name – a parameter that determines whether the attribute value is included in the normalized item name;
- Dictionary-a parameter that determines whether a dictionary of values is attached to the attribute. Dictionaries attribute values are automatically replenished: when creating a position, you can use a value that is not present in the attribute dictionary, and the attribute dictionary will be automatically replenished.

## 7 SUPPLIER

To the item «All suppliers» can be accessed by selecting in the menu section «Suppliers».

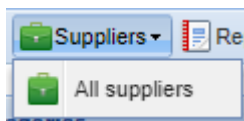




Figure 50. All suppliers


When you go to this menu item, you will see a registry of all the users/Payers registered in the unified electronic trading platform:

Suppliers					
Бухгалтерская форма по 10101					
Name of company	Supplier status	RIN	Checkpoint	Date of registration of the procurement participant	Operations
Test post	Authorized	7800239567	110101001	07/08/2020	
Test	Authorized	7800239550		06/07/2020	
Limited Liability Company "ECOHEM"	Authorized	0274122875	602501385	02/10/2020	
"Charmira 123"	Authorized	30264996914	264045613	08/05/2019	
PUBLIC JOINT STOCK COMPANY "Romashka"	Authorized	5790481047	264045613	06/05/2016	
PJSC "Comet"	Authorized	5790481047	264045613	10/09/2019	
Test Organization	Authorized	0727931644		05/23/2019	
OOO "seu3"	Authorized	1366431843	332445472	04/26/2019	
FL Cherny Standard Avrelievich	Authorized	550383980396		04/26/2019	
SP Test Supplier	Authorized	190014882020		04/26/2019	
demo3 supplier	Authorized	3030050854	337124199	04/26/2019	
demo2 supplier	Authorized	7830010017	781301001	12/12/2019	

Figure 51. The registry of suppliers

To view the Supplier's price list, click on the icon  «View the price list». After that, you will be redirected to a new page with the price list of all products from the selected Supplier (figure 26).

You can also click on the icon  to view detailed information about the position «Position card» and the position card form opens (figure 27).

When you click on the «terms of delivery» icon , a form opens with information about the delivery of products (figure 28).