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Quick instructions

for the supplier (performer) working with a corporate online marketplace for the State Atomic Energy Corporation «Rosatom» and its subordinate organizations

User manual

Moscow 2023

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TERMS AND ACRONYMS

Term/Acronym	Definition
Automated system, AS	Hardware and software package of the Corporate online store operator, developed in accordance with the requirements of current legislation, and intended for conducting procurement procedures of small volume up to 1 million rubles
Administrator	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 registration of the organization, granting access to the personal account to other users of their organization
Category attributes	Technical characteristics attached to the classifier's child category that are used to describe and identify the directory item
Documentation about the procurement (procurement documentation, documentation, procurement procedures)	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
UIPS	Unified Industry Procurement Management System based on SAP SRM
Customer	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)
Closed part of the automated system of the Corporate online marketplace operator	Part of the Corporate online store that is accessible only to registered users, containing personal accounts of registered organizations, located at http://kim-atom.roseltorg.ru/
Purchasing (small-volume purchasing procedure, small-volume purchasing procedure)	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.
Category of the KIM classifier	Category of the inventory classifier. there are parent categories that have subordinate lower-level categories, and child categories that do not have subordinates
Classifier	A hierarchical data structure that describes products, works, and services
Corporate online marketplace (hereinafter referred to as KIM)	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

Term/Acronym	Definition
Corporation	The State Atomic Energy Corporation «Rosatom»
Operator (Corporate online store operator, KIM operator	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
The organizer of the purchase	A legal entity that directly conducts a specific procurement procedure; when the Customer is the organizer of the procurement, it is a unit for organizing and supporting procurement activities that directly performs actions for conducting procurement procedures stipulated by the Order
Open part of the AS Operator's	A publicly accessible part of the Corporate online store that does not require prior registration to work with it, located at https://www.roseltorg.ru/kim/atom
Winner	A participant in the procurement procedure who is recognized as the winner by the procurement Organizer, or a supplier with the lowest bid price
Operator's AS user (User)	Any person who uses an account to log in to the operator's AC
The supplier	Any legal entity or individual, including an individual entrepreneur, who is legally able to supply the required products, perform the required work, and provide services
Direct order	A direct order is a consequence of the business process of the price request flow
«Registration» section of the Corporate online store	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
Registration	Granting the supplier, the right to work in a closed part of the operator's automated system in accordance with the
User's guide (UG)	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 features that ensure the obtaining of the necessary information about the ongoing procurement procedures and direct involvement in them. The user's guide is available in the operator's AD system
Specialist of the Operator's AS	An Operator employee who directly interacts with the operator's automated system
Direct order specification	A lowercase part of a direct order that contains information about the product names, quantities, prices, dates, and places of delivery
SME entity	Legal entities and individual entrepreneurs classified as small enterprises, including microenterprises, and medium-sized

Term/Acronym	Definition
	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»
Notification	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
EDS	Electronic digital signature

1. DESCRIPTION OF THE ORDER PROCESSING

The direct order process consists of the following main stages:

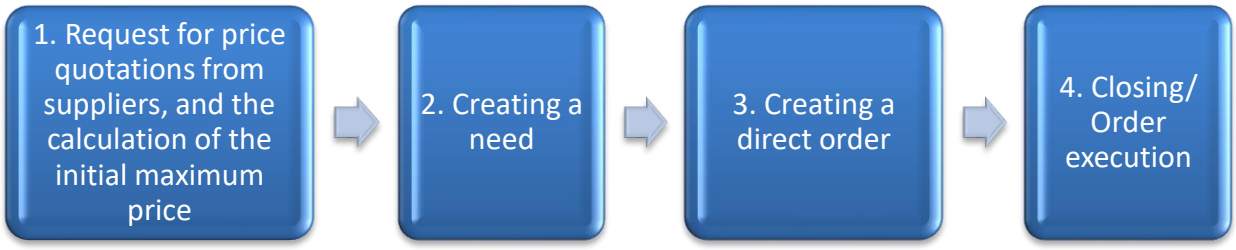


Fig. 1. Stages of conducting an order

1. Request for prices of offers (price lists of suppliers) and the calculation of the initial maximum price:
   - selecting items for the corresponding goods, works, and services на based on the information provided in the Suppliers' price lists in order to calculate the initial maximum contract price later.
2. Creating a need:
   - the formation of the list of items in the price request;
   - filling in the main price request fields that describe the terms of the agreement;
   - sending a price request to Suppliers;
   - getting price offers from Suppliers;
   - adjusting the price offer by the Supplier and sending the Customer responses to requests for price reductions;
   - adjusting the price offer by the Supplier and sending the Customer responses to the price reduction requeries;
   - add registration documents and details, including information about the beneficiaries, to the offer.
3. Creating a direct order:
   - the analysis of price offers of Suppliers;
   - selecting the Supplier that offers the best order conditions;
   - making a pre-order;
   - sending a pre-order to the Supplier;
   - confirmation (signing) or rejection of the order.
4. Closing/execution of the order:

- enter information about the concluded agreement (or change the order status, after entering information about the concluded agreement in the System).

2. REGISTRATION IN KIM

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/ (Fig. 2).

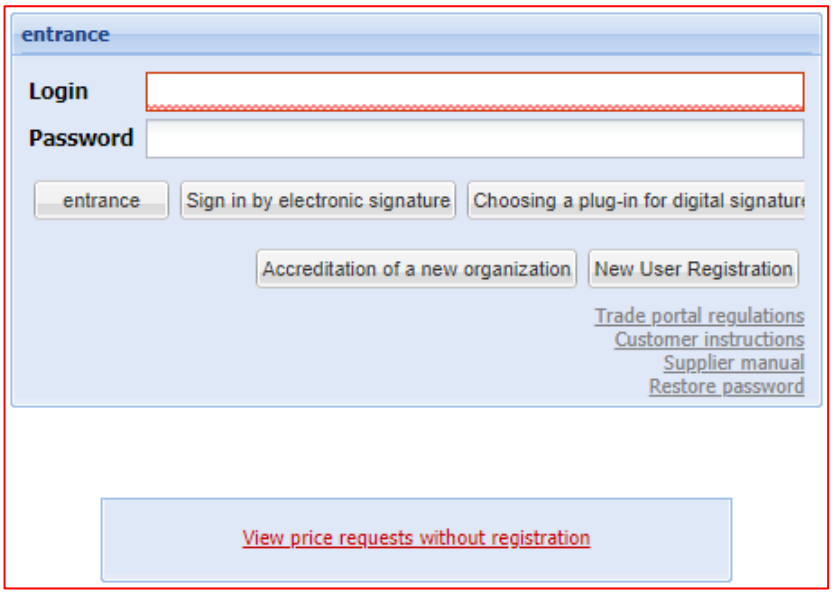


Fig. 2. Authorization form

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 (Fig. 3).

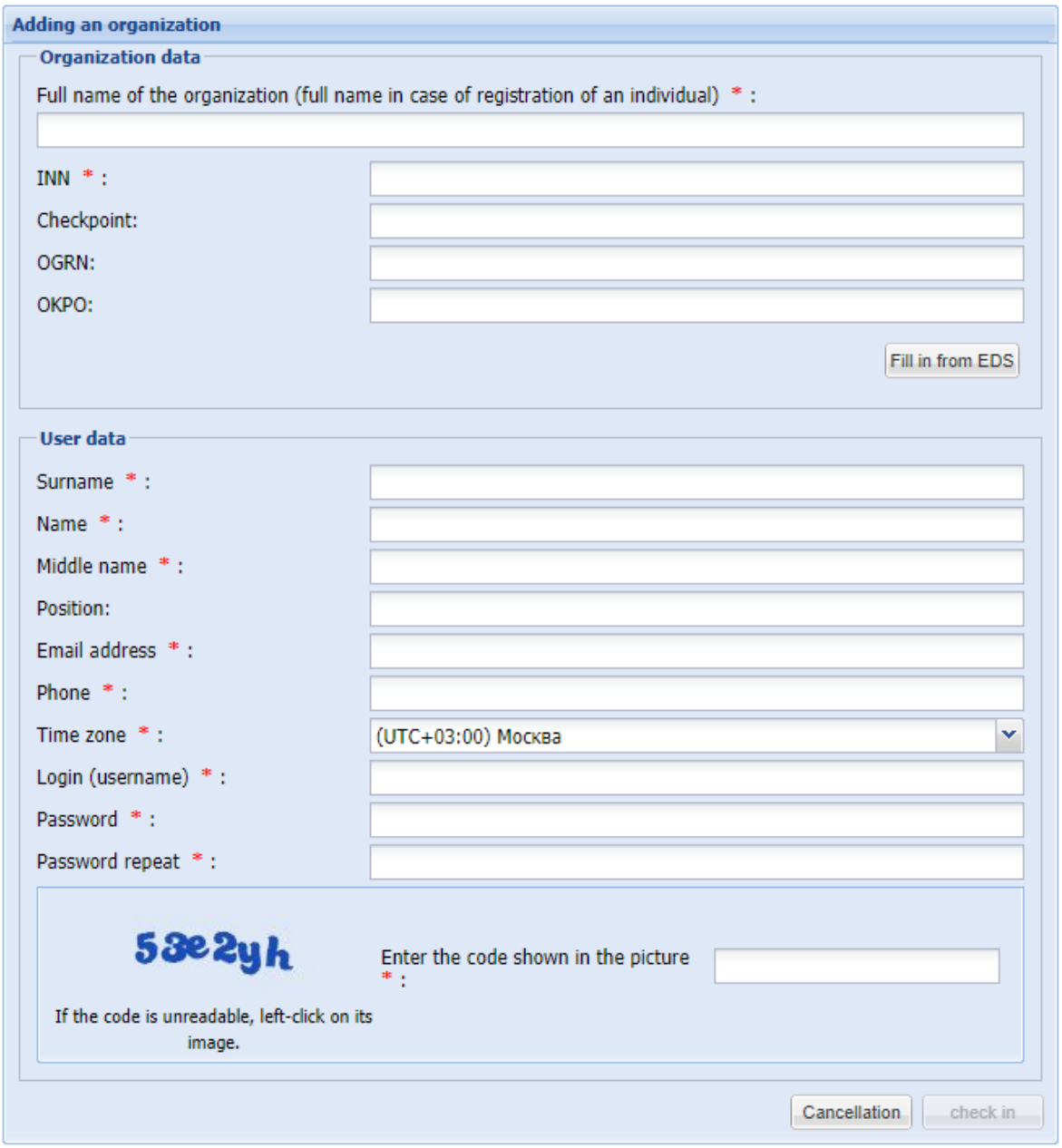


Fig. 3. Form for adding a new user

The screen form contains the following elements:

- field «Full name of the organization (Full Name in case of registration of an individual) » * - a text field intended for entering the organization that the registering user will represent in the KIM or full 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 the organization's OGRN;
- the OKPO field is a numeric field with a limit on the 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 «Password recovery passphrase» field is a text field used for entering a password recovery passphrase if it is lost;
- the «Enter the code shown in the picture» field is the «Captcha» field («CAPTCHA», Completely Automated Public Turing test to tell computers and 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 KIM database of users who have applied for registration. In case of detecting users with the entered TIN in the KIM database, the system offers either to select the corresponding registered organization/user, or to select the item «New organization» (Fig. 4)

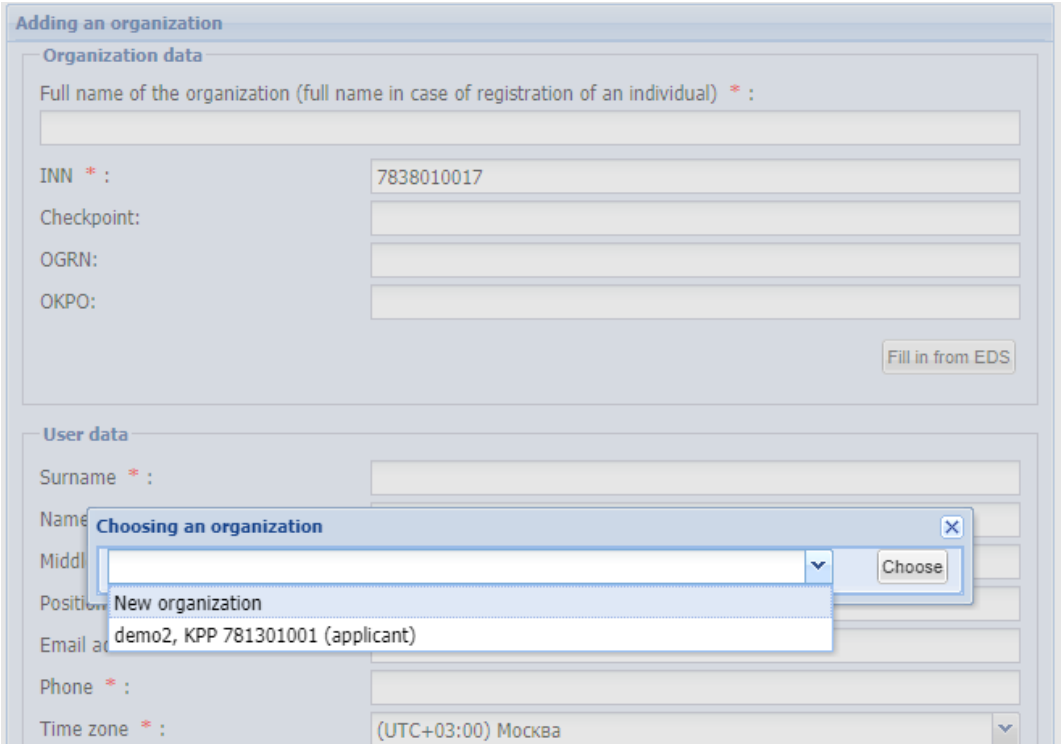


Fig. 4. The choice of the organization

The screen version 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.

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» (Fig. 5)
- go to the activation link specified in the email with registration information, or to the activation form (Fig. 5), and enter the activation key (code) in the appropriate field, then click «Activate».

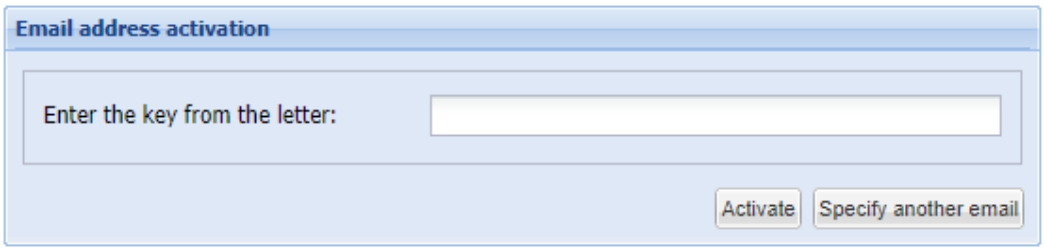


Fig. 5. Email activation form

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.

3. DENIAL OF ACCREDITATION AS AN APPLICANT

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.

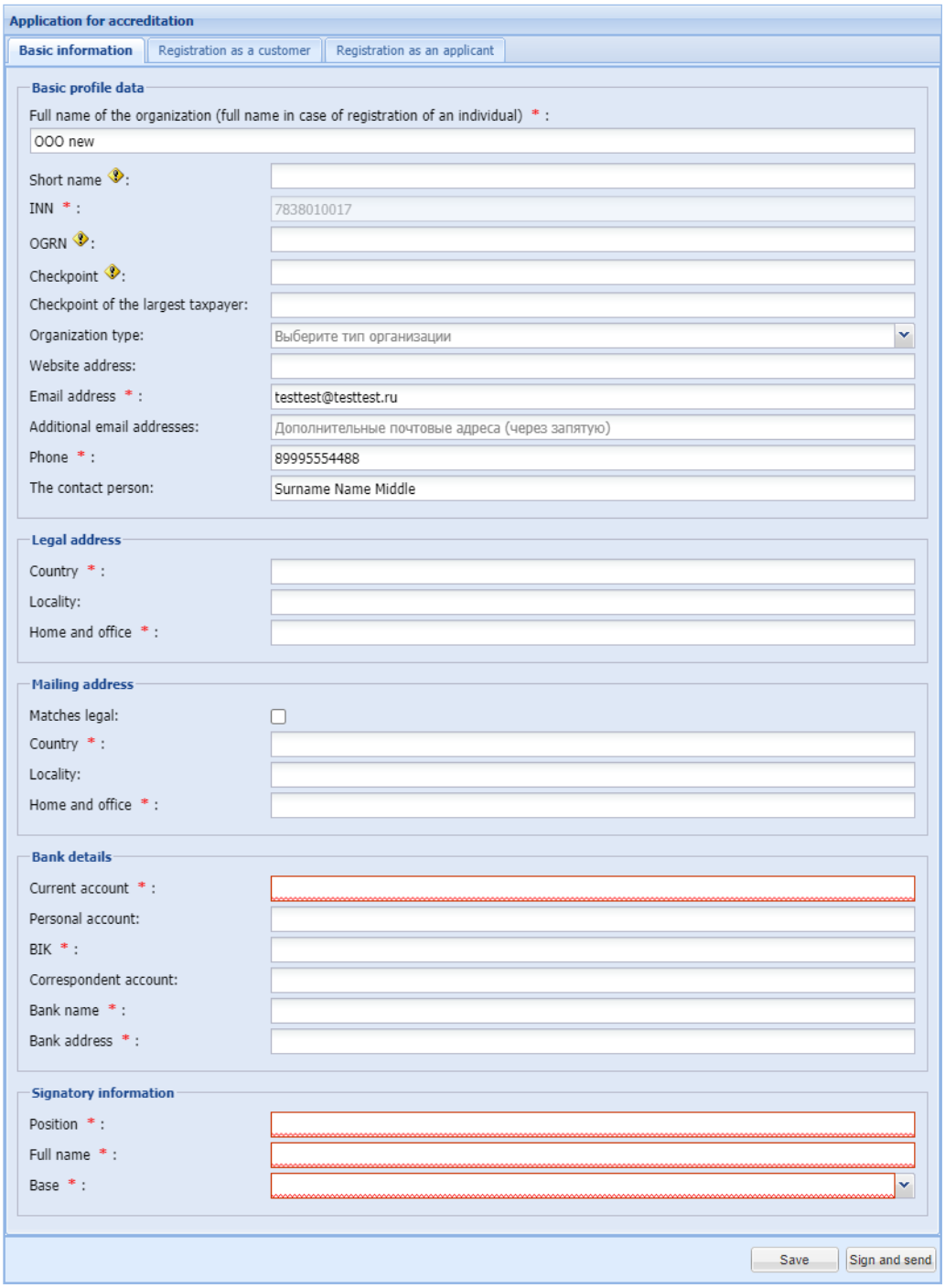


Fig. 6. Form of application for accreditation

The accreditation Application form opens (Fig. 6).

Next, you need to fill in the fields on the «Basic information» tab, shown on Fig. 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 checkbox 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 «City/District» field - 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 «City/District» field - 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 (20 characters), 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;
- the «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). **IMPORTANT! Only the person specified in this section can sign a contract with a customer!**

After filling in all the required fields, go to the tab «Register as an applicant» (Fig. 7), check the box «Register as an applicant», select the type of organization, and attach the relevant documents.

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 «Small / medium-sized business Entity» field is a drop-down list type field for selecting the required value from the list of available values.
- The «Get registration as an applicant» field is a check-box type field. when enabled, you can enter the data required for registration as an Applicant.

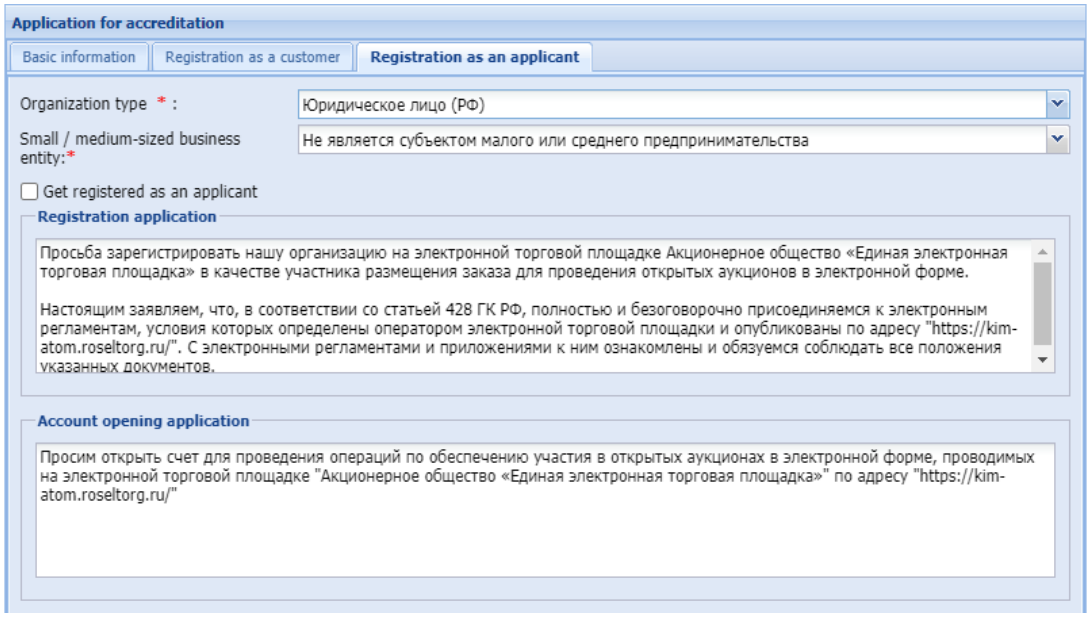
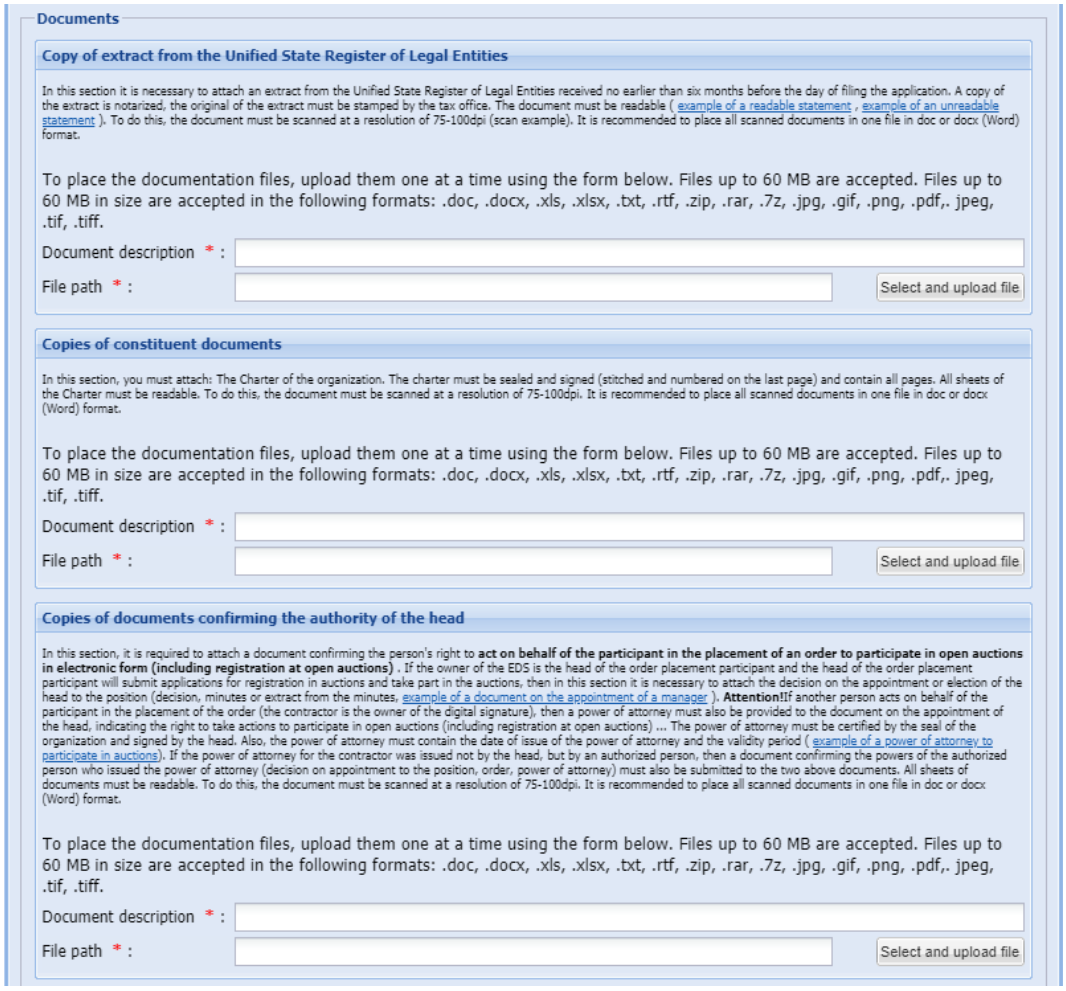


Fig. 7. Form of registration as an applicant. Choosing the type of organization

When you register as Applicant (RF resident/non-resident of the Russian Federation) it is necessary to choose one of the types of defining belonging to a particular entity and place of registration: legal entity (registered in the Russian Federation/other countries), physical person (registered in the Russian Federation/other countries), or an individual entrepreneur (registration in Russia/other countries).

You must fill in all requirede fields, including uploading the Foundation documents in accordance with the selected type of organization (Fig. 8).


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 * : Select and upload file

Copies of constituent documents

In this section, you must attach: The Charter of the organization. The charter must be sealed and signed (stitched and numbered on the last page) and contain all pages. All sheets of the Charter 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 * : Select and upload file

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 participant in the placement of an order to participate in open auctions in electronic form (including registration at open auctions)** . If the owner of the EDS is the head of the order placement participant and the head of the order placement participant will submit applications for registration in auctions and take part in the auctions, 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 a manager). **Attention!**If another person acts on behalf of the participant in the placement of the order (the contractor is the owner of the digital signature), then a power of attorney must also be provided to the document on the appointment of the head, indicating the right to take actions to participate in open auctions (including registration at open auctions) ... 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 and the validity period (example of a power of attorney to participate in auctions). 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 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 * : Select and upload file

Fig. 8. Form of registration as an applicant. Documents.

After downloading the constituent documents, you must select the organization's areas of activity from the NSI classifier (Fig. 9).

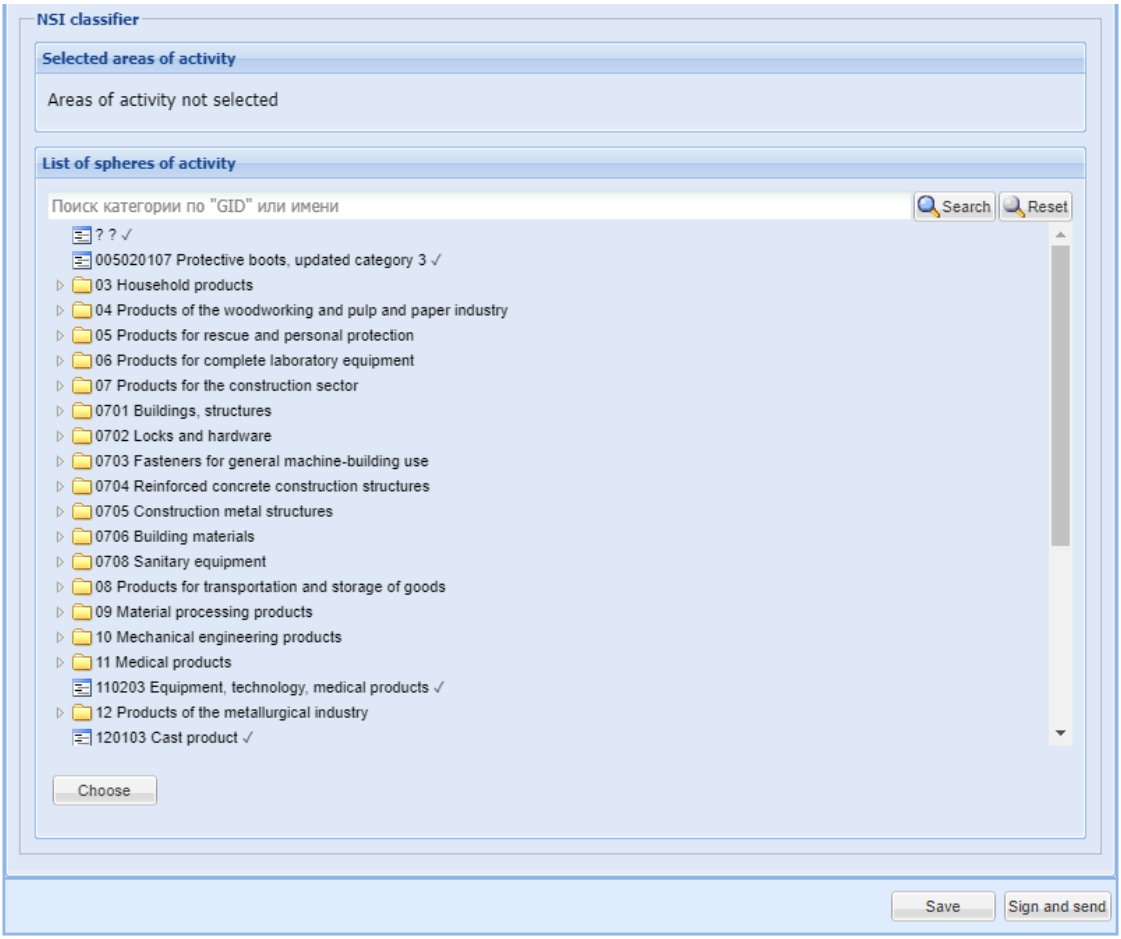


Fig. 9. Form of registration as an applicant. NSI classifier

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

A confirmation form opens (Fig. 10). 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.

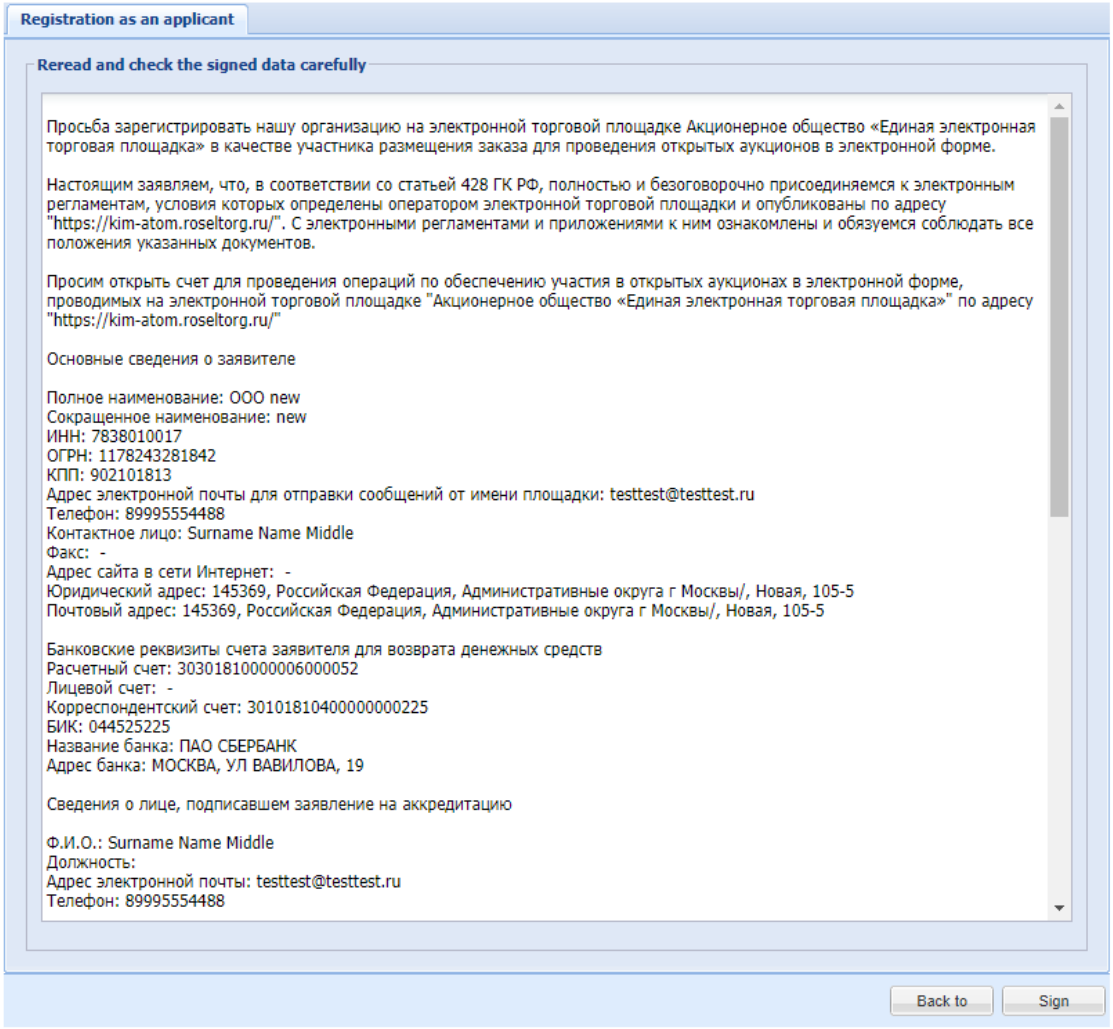


Fig. 10. Confirmation form

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 (Fig. 11).

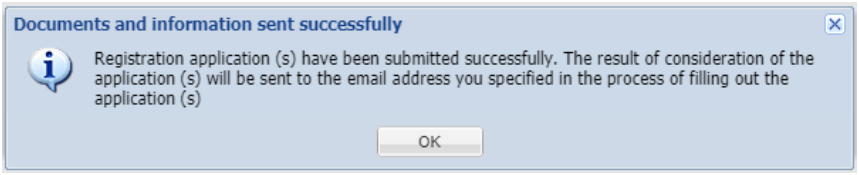


Fig. 11. Sending message

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

In case of a positive decision of the application review, the Applicant will be given access to the KIM. Until a decision is made on the Organization’s registration application, a notification

will be displayed when you log in to the KIM: «Your application for registration is currently under consideration. Please wait for notification of the results of its consideration to the email address you specified» (Fig. 12).

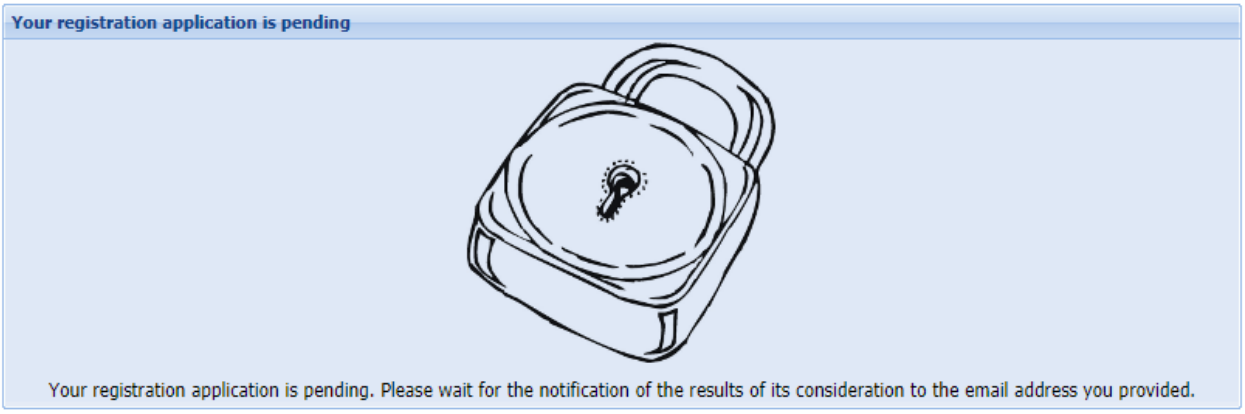


Fig. 12. Notification

4. REGISTRATION IN KIM

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».

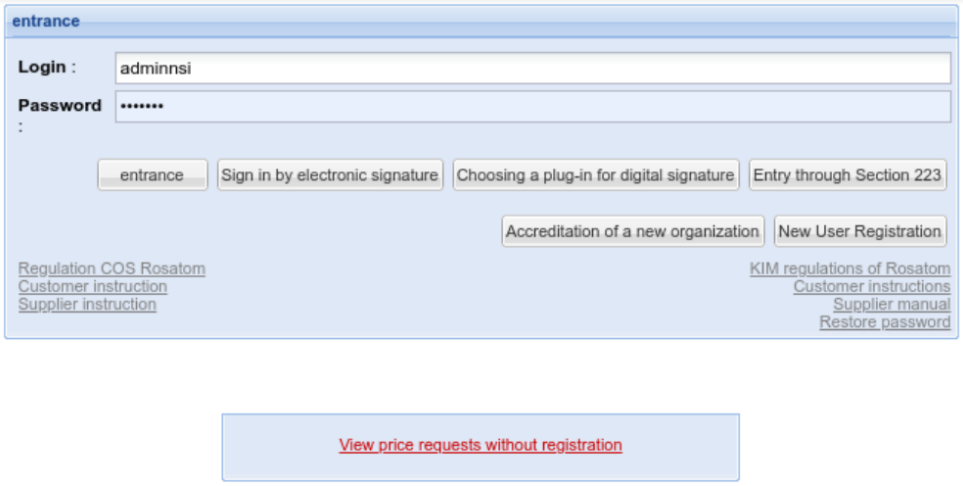


Figure 13. Login

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 «C».

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.

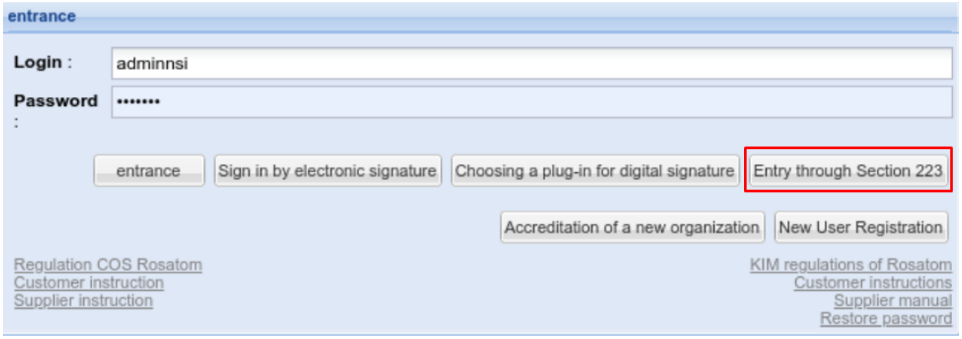


Figure 15. Login

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 «Incoming Needs Register».

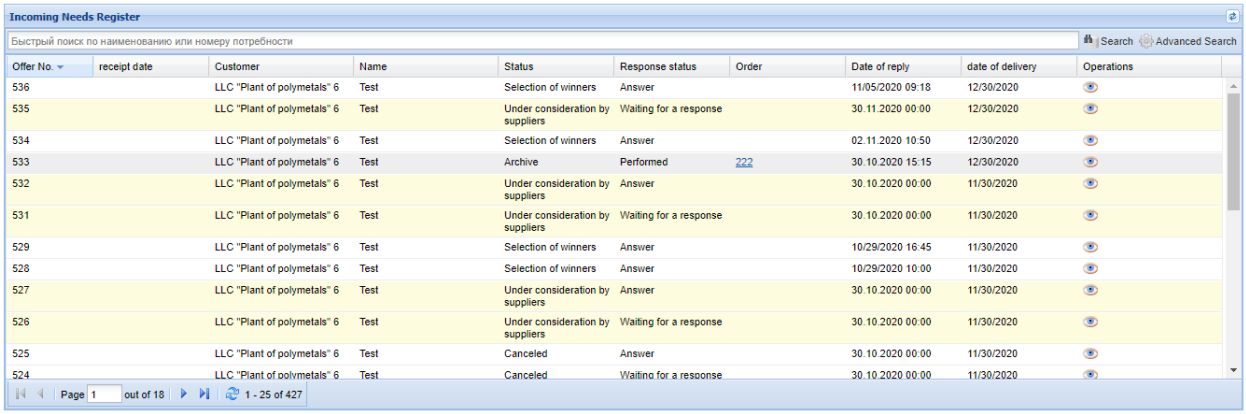


Fig. 16. KIM's home page

4.1. MENU STRUCTURE

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 store» section of the menu bar.

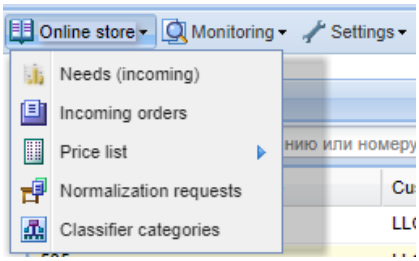


Fig. 17. Menu bars «online store»

For the Supplier, the «Online store» section contains the following items:

1. **Needs (incoming)** – the registry of need received from the Customer;
2. **Incoming orders**-a register of incoming orders received from the Customer;
3. **Price list**:
   - ***Processing positions*** – a list of positions to process (normalize) with subsequent addition to the Supplier's price list;
   - ***Positions*** – list of positions of the Supplier’s price list;
4. **Normalization requests** – requests that include items to be added to the price list for post-processing department of KIM support (hereinafter referred to as OP KIM);
5. **Classifier categories -** view the structure and categories of the KIM classifier, and offer attributes to the created classifier categories.

5. PRICE LIST

The price list published in the KIM, contains information for Customers about the products sold, services rendered and work performed. Customers can use information from price lists to form price queries and create purchase orders for goods, works, and services. Re-placement of the price list for Supplier – is a public offer. The Supplier must includeadelivery and volume discounts in the unit price.

Creating a price list consists of the following steps:

1) adding items;

2) normalization of positions of OP KIM;

3) transmitting items to the price list;

4) editing the price list.

5.1. ADDING THE POSITIONS

To add items to your price list, you must select the «Price-list» and «Position Processing» lines in the «Online store» menu:

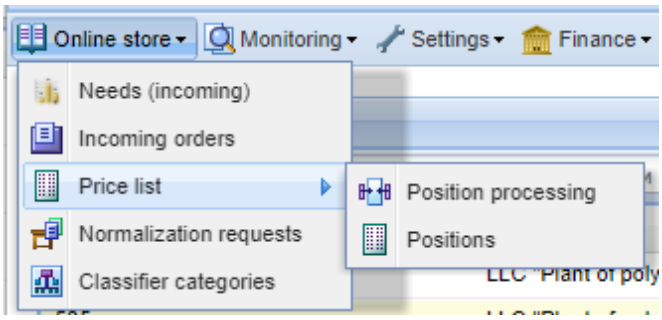
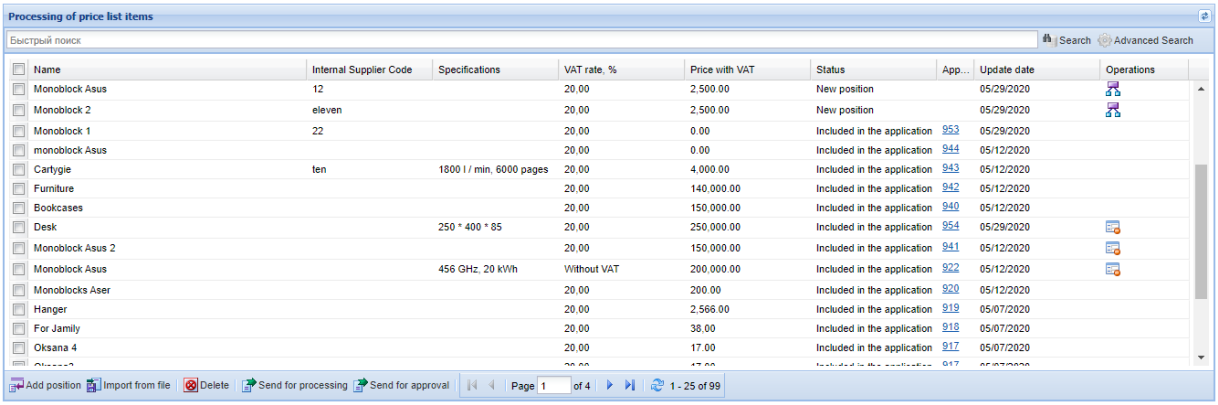


Fig. 18. The «position Processing» submenu»

5.1.1. ADDING POSITIONS MANUALLY

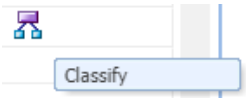
To add a position manually, click «Add position» (Fig. 19) and fill in the following fields below (mandatory fields are marked with the * sign in the instructions).



Name	Internal Supplier Code	Specifications	VAT rate, %	Price with VAT	Status	App...	Update date	Operations
Monoblock Asus	12		20,00	2,500.00	New position		05/29/2020	
Monoblock 2	eleven		20,00	2,500.00	New position		05/29/2020	
Monoblock 1	22		20,00	0.00	Included in the application	953	05/29/2020	
monoblock Asus			20,00	0.00	Included in the application	944	05/12/2020	
Cartygie	ten	1800 l / min, 6000 pages	20,00	4,000.00	Included in the application	943	05/12/2020	
Furniture			20,00	140,000.00	Included in the application	942	05/12/2020	
Bookcases			20,00	150,000.00	Included in the application	940	05/12/2020	
Desk		250 * 400 * 85	20,00	250,000.00	Included in the application	954	05/29/2020	
Monoblock Asus 2			20,00	150,000.00	Included in the application	941	05/12/2020	
Monoblock Asus		456 GHz, 20 kWh	Without VAT	200,000.00	Included in the application	922	05/12/2020	
Monoblocks Aser			20,00	200.00	Included in the application	920	05/12/2020	
Hanger			20,00	2,566.00	Included in the application	919	05/07/2020	
For Jamily			20,00	38,00	Included in the application	918	05/07/2020	
Oksana 4			20,00	17.00	Included in the application	917	05/07/2020	

Fig. 19. Form for adding a position

1. Name – proper name for the Supplier's position;
2. Internal code Supplier- the code under which the item is listed in the Supplier's internal accounting;
3. Technical characteristics – an information field in which you must specify the characteristics of the item;
4. VAT rate, % * – one hundred VAT for this position, in %;
5. Status-position processing status: the system field, the «New position» status is filled in automatically and changes by the System depending on the status of working with this position;
6. Request no. – the number of the outgoing request for processing positions;
7. Update date – the system date of the last work on this item (entered automatically);
8. Operations – available possible operations for this position (displayed automatically depending on the state of work on the position). When creating a new position, the operation of self-classifying the position is available;



9. Code of the classifier and KIM code - codes in the system that are filled in KIM operators.

The user can hide columns and / or add, to do this click the left mouse button on any column name in any table the face and select «Columns».

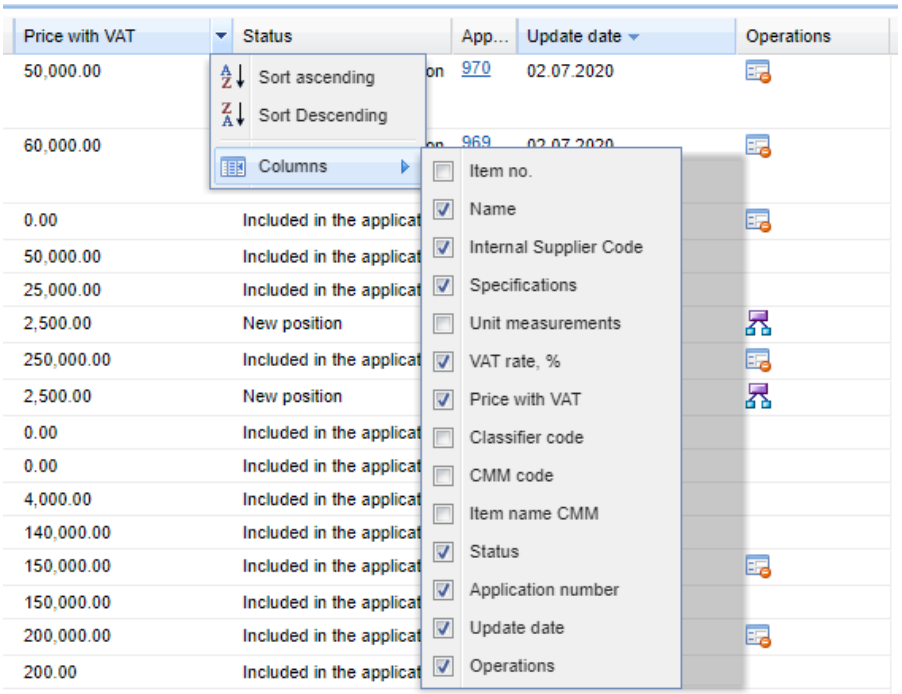


Fig. 20. Adding / deleting columns

After filling in the required fields for all нужных the necessary items, add these items to the request and send it на to the group's employees for processing OP KIM. To do this, select the appropriate lines with a «check mark» in the left column of the table and click «Submit for processing» Send for processing. If no positions are selected, the system offers to send all new positions for processing.

Then the system will suggest giving the request a name for ease of further search.

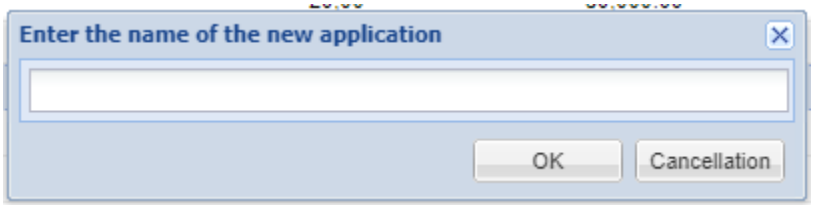


Fig. 21. Enter the name of the request for processing

After entering any entered name and clicking on the «OK» button, an informational message will be displayed about the number of positions added for processing.

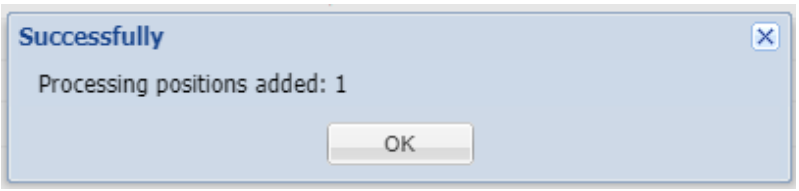


Fig. 22. Information on the number of positions to process

After clicking on the «OK» button, the «Position processing Requests» form opens.

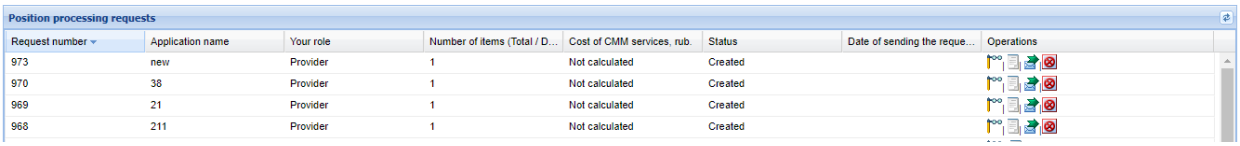
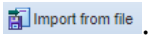


Fig. 23. Request form for processing positions

5.1.2. IMPORTING POSITIONS FROM A FILE

The system provides the ability to import a description of positions for import into the System from a file. To import items from a file, click the «Import from file» button 

. After that, a page opens for selecting further actions.

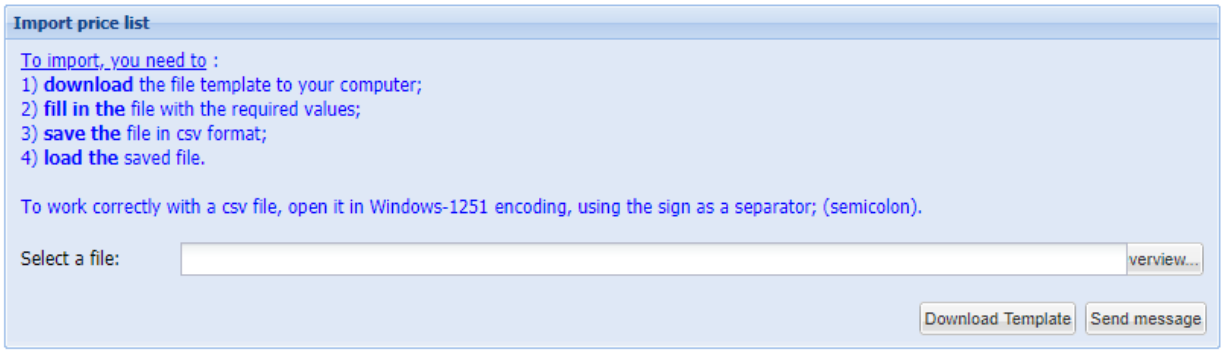


Fig. 24. The «Import price list» form»

To download a template (the form that you need to create a description of positions for) click «Download template».

You need to save the template file to your computer and open it in Windows-1251 encoding (a simple text file), then fill in the required information in the downloaded file to perform the import operation.

In the table in the upload file, you must fill in the following fields (the * sign indicates mandatoryля fields to fill in):

1. Name* - proper name of the Supplier's item, as a simple text field (it is forbidden to use the service character «;», since it is used as a column separator when loading). For example, an optical Cord SM, 9/125, LC/UPC-SC/UPC, simplex, 15m. For example, a vase for household use.
2. Supplier's internal QC-the code that the item is registered under in internal accounting Supplier, text field. For example, 1234567. For example, 1X1253.
3. **VAT rate, % ***– the value-added tax rate for this item, in % (the format for entering the value is strictly numeric – «18», when processing this field, invalid values may be, for example, «18%», a numeric field. For example, 10;
4. Technical characteristics* – information field for processing the item, in which you must specify the characteristics of the position (it is forbidden to use the service character «;»), text field. For example, GOST 25543-88;
5. URL Image URL – a link on the Internet to access the URL (absolute address) of the image item displayed in the product card, text field. For example, http://joxi.ru/eAO05gyS4PGzXr.

The completed template must be saved without changing the file format. To upload the completed file to the system, click the «Overview» button» verview... and specify the path to the downloaded file in the file selection dialog box, then click «Send» Send message.

After performing the above actions, a message is displayed about the results of importing items.

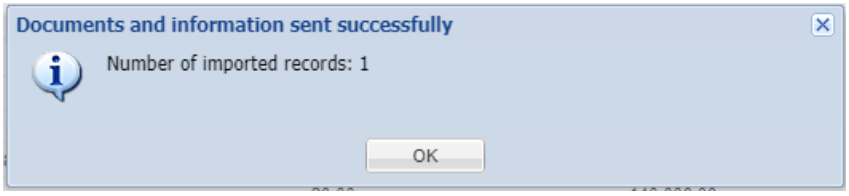
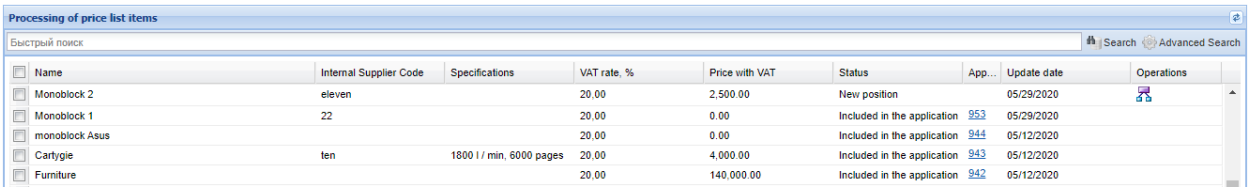


Fig. 25. Number of imported records

Items that the System imported from the file should be displayed in the «Processing items for the price list» tab.



Name	Internal Supplier Code	Specifications	VAT rate, %	Price with VAT	Status	App...	Update date	Operations
Monoblock 2	eleven		20,00	2,500.00	New position		05/29/2020	
Monoblock 1	22		20,00	0.00	Included in the application	953	05/29/2020	
monoblock Asus			20,00	0.00	Included in the application	944	05/12/2020	
Cartygie	ten	1800 l / min, 6000 pages	20,00	4,000.00	Included in the application	943	05/12/2020	
Furniture			20,00	140,000.00	Included in the application	942	05/12/2020	

Fig. 26. Display form for processing price list items

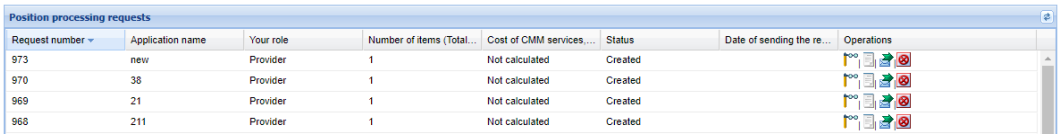
To send items to a request for processing to employees of the ETP should be marked with «check mark» in the left column of the table and click «Submit for processing» Send for processing. If no positions are selected, the system will send all new positions for processing.

5.2. WORKING WITH REQUESTS FOR PROCESSING

To view the list of all requests sent for normalization, select the item «Requests for normalization» in the «Online store» menu section.

The «Request for processing positions» form it is a table with the following columns (Fig. 27):

1. Request number – the request number for processing positions that is unique within the KIM;
2. Request name-named for the user's convenience;
3. Your role – the role of the user in KIM;
4. Number of positions - the number of rows in the request;
5. Cost of KIM services, RUB. – the cost of processing the request;
6. Status – the status of the application that describes the stage of its processing (see the Appendix to the instructions);
7. The date when the request for processing was sent;
8. Operations – a column containing buttons for performing actions with the request.



Request number	Application name	Your role	Number of items (Total...	Cost of CMM services,...	Status	Date of sending the re...	Operations
973	new	Provider	1	Not calculated	Created		
970	38	Provider	1	Not calculated	Created		
969	21	Provider	1	Not calculated	Created		
968	211	Provider	1	Not calculated	Created		

Fig. 27. The «Request for processing positions» form

For requests with the «Created» status in the «Operations» column available following:

1. View -view the lines included in the request;
2. Additional documents – The supplier can attach a file with explanations of the items to the request, if necessary (for example, for a more accurate description of the items);

3. Edit – send a request for approval to ETP;
4. Delete - delete the request (after that, all lines on the «Processing price list items» form that were previously included in the request will be assigned the status «New item»).

When you click on the «View» icon» the «request for position processing» form opens (Fig. 28).

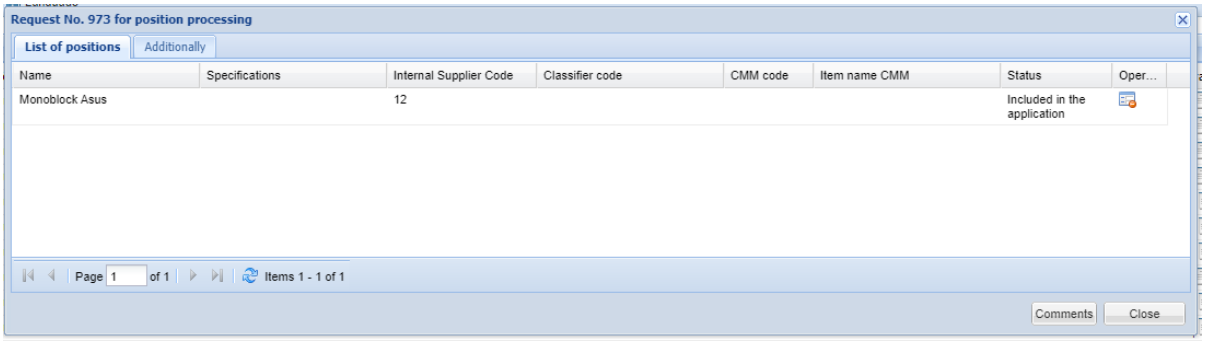


Fig. 28. Viewing request form for processing positions

To exclude lines from the request you must:

1. In the form of a «Request for application processing», click on the operation «Exclude it from processing» ;

After sending the request for approval (operation «Submit») it acquires the status of «On approval».

For rejection of the application you must click on the icon «Delete».

To approve the proposed processing cost, click on the icon in the «Operations» field «Approve» .

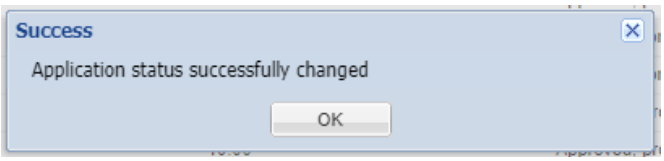


Fig. 29. Successful approval of the application status

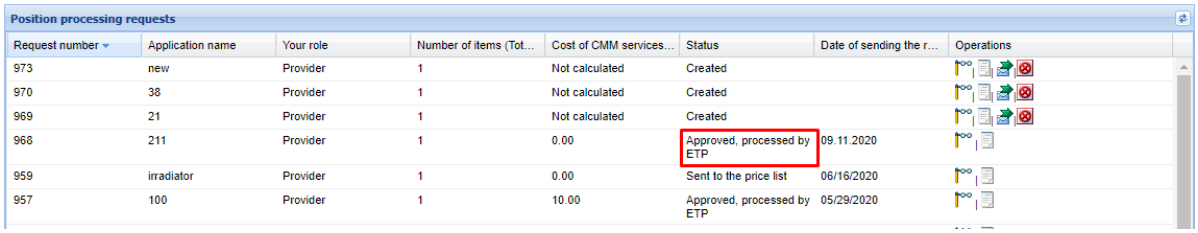


Fig. 30. Status of the request for position processing

After the proposed price is approved, the request is assigned the status «Approved, processed with the ETP».

After processing positions by the OP KIM processing request takes the status «Sent to price / reference», items from the request become available in the price list and can be seen in the KIM by Customers of the trading portal.

5.3. EDITING THE PRICE LIST

To view your price list, select the item «Price list» in the menu section «Online store», and then select the sub-item «Items».

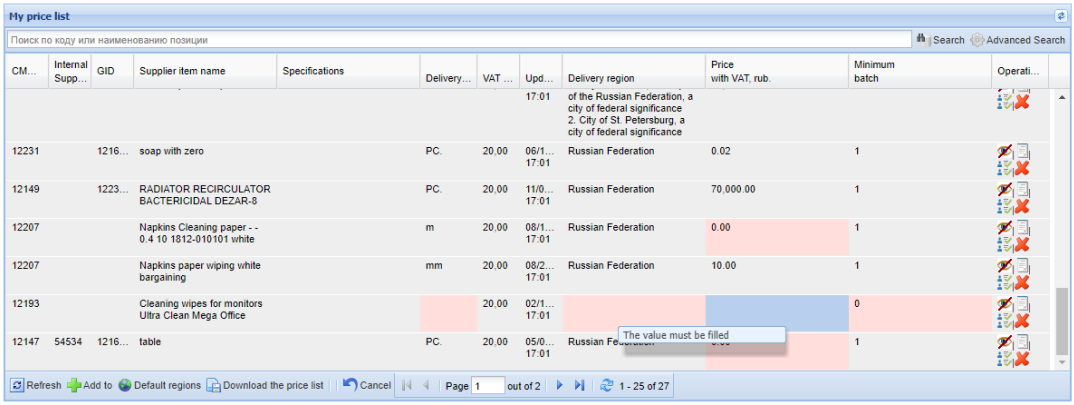


Fig. 31. My price list form

If the delivery region is not specified, then вthis строке item line will display a field highlighted in red and a system prompt indicating that the value should be filled in. You can fill in the delivery region by clicking on the «Delivery Region» column cell in the item line.

When filling in the delivery region, take into account the specifics of the Supplier's work in this region. In the case when Supplier works across Russia enough in the region to supply to specify «Russian Federation» and specify the individual regions. If the Supplier works in a particular region, it is sufficient to specify the region and not specify individual cities and localities

in this region. In the case where the Supplier operates in certain cities in the region need to specify the communities and the city.

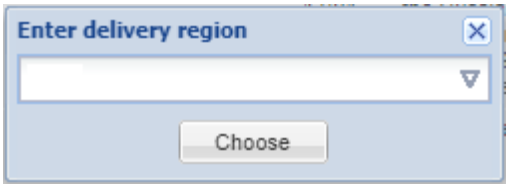


Fig. 32. Form for specifying the delivery region

«My price list» form it is a table with the following columns:

1. KIM code – the code of the item in the reference directory of KIM nomenclature that the item was compared to;
2. Name of the KIM/ETP position (you must display the field) – name of the item in the reference directory of KIM nomenclature that the item was compared to;
3. Internal code Supplier –code that the item is registered under in internal accounting Supplier's;
4. GID - the global identifier of the category according to the Customer's classification, which is responsible for the uniqueness of the category in the ETP system. GID=999999 and lower-level data should not be processed;
5. Supplier’s Item name – the name of the position assigned by the Supplier;
6. Technical characteristics – position description;
7. Unit of measurement – a unit of measurement, according to the OCEA classifier;
8. Delivery region – mandatory field, в where you can specify the regions с that the Supplier works with;
9. VAT rate, % -the VAT rate for this position;
10. Classifier code (this field must be displayed) – code of the KIM classifier category that the item was assigned to;
11. OKDP – this field must be displayed) - code from the all-Russian classifier of types of economic activity, products and services;
12. OKDP2 (you must display the field) - code from the all-Russian classifier of types of economic activity, products and services;
13. OKVED2 (you must display the field) – code from the all-Russian classifier of types of economic activity;
14. Update date – the date of the last position adjustment;

15. Without an image (this field must be displayed) – the field where the image is displayed, if any;
16. Specification (you must display the field) – a list of documents contained in the «Specification» section of the item card, with links to download them;
17. Minimum lot – a mandatory numeric field, for specifying information about the minimum lot must not be equal to 0, since the minimum allowed value may be «1», the maximum allowed value without restrictions;
18. Available quantity – a field with information about the maximum available quantity of a position;
19. Price with VAT, RUB – required field for specifying the cost per item unit;
20. Operations – column with icons: «Make relevant» / «Make it not relevant», «Position card», «Delivery terms», «Delete».

To search for a position in the price list, use the quick search bar at the top of the form. To perform a search, enter a text expression in the search bar and click «Search».

To use advanced search, click the «Advanced search» button.

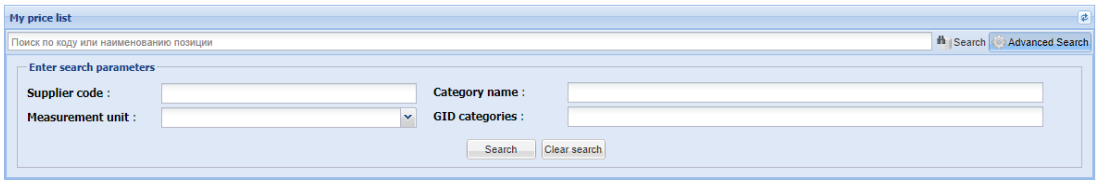


Fig. 33. The «Advanced search» section of the «My price list» form»

Using advanced search, you can search for price list items by:

1. Supplier’s code;
2. Unit;
3. The category name;
4. GID of the category.

Clicking on the «Make irrelevant» icon hides the price list position from KIM's Customers.

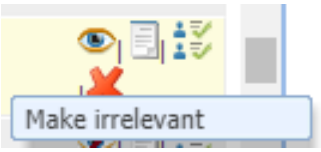


Fig. 34. Updating/price may achieve the position of the price list

Clicking on the «Make relevant» icon makes the price list position visible and accessible to KIM's Customers. The Update Date column automatically sets the current date and time.

When you click on the «Delivery Conditions» icon opens a form with data about the product delivery.

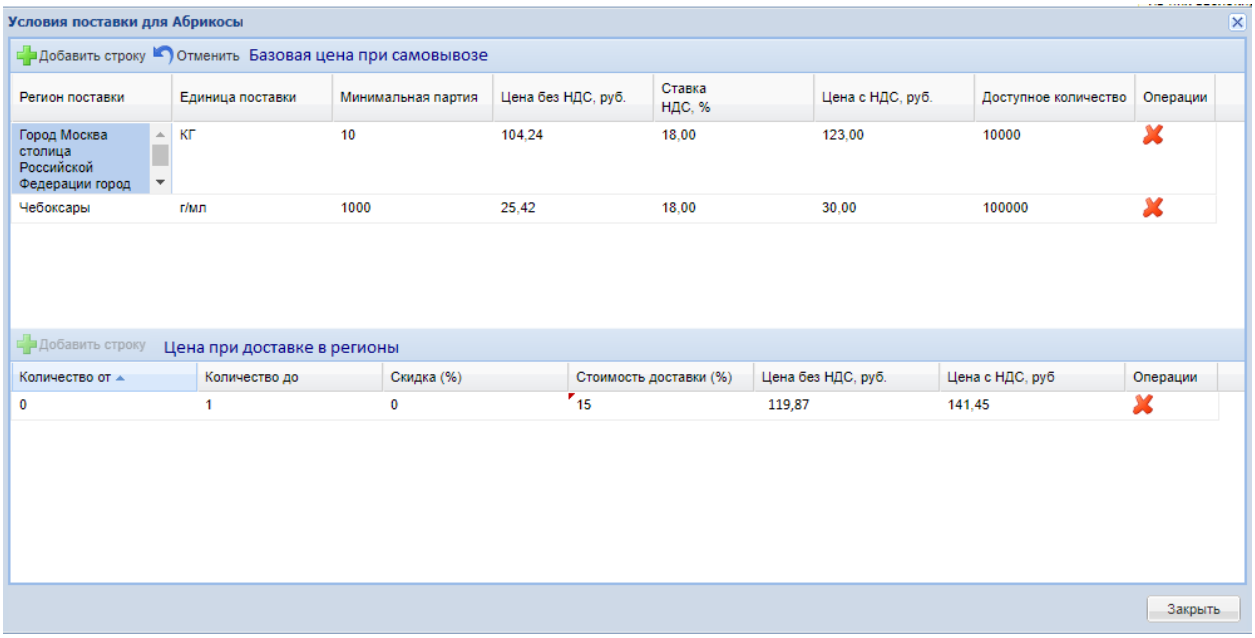


Fig. 35. The «delivery Terms and conditions» form»

An important condition for working with Rosatom is that the price per unit of product must include the Supplier's cost of delivery and other surcharges. Delivery is not highlighted in a separate column when purchasing, and in all documents, including the contract, only the price of the product is indicated, so the price tag «Terms of delivery are» separated for the convenience is divided into two parts:

- pickup service;
- with delivery.

If the purchase terms indicate that it is being made without delivery (pick-up) Your price is automatically pulled up from the top of the price list «base price for pickup». 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 specify that it is being delivered, the product price from the price for delivery to regions table will automatically be added to the Customer's purchase list. 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 other words, to specify a delivery price, you need to specify the percentage of delivery surcharge in the region in the «delivery Cost (%)» column.

The Customer forms their needs on both delivery and pick-up terms, so for each item in the price list, it is important to fill in the basic price of the product and the price for delivery to the regions, specifying the percentage of delivery. The presence of items in the price list with and without delivery in the future will allow Supplier to be included in the selection based on the need and meet the purchase conditions.

The «base price for pickup» table includes the following columns:

- Delivery region – the region that products can be delivered to;
- Delivery unit - the delivery unit of measurement;
- Minimum batch – the minimum number of product units that can be delivered;
- Price without VAT, RUB. - price per unit of position without value-added tax;
- Price with VAT, RUB – price per item unit with value-added tax;
- VAT rate, % - value-added tax rate;
- Available quantity-a field with information about the maximum available quantity of a position;
- Operations-the option to delete a price list item is available.

You can add additional lines to the form. To do this, click the Add to button at the bottom of the form.

In the lower part of the «Price for delivery to regions» form, after adding a line, the following additional parameters and delivery conditions for the price list item will be displayed:

- Quantity from-minimum batch;
- The number of up to is the maximum possible batch;

- Discount (%) – a discount for a position, depending on the quantity. The discount value affects the «Price with VAT, RUB. » including delivery (the price for delivery to the regions);
- Delivery cost - an editable field that affects the value «Price with VAT, RUB. » when making a purchase with delivery;
- Price without VAT, RUB. - the unit price of an item without the value-added tax;
- Price with VAT, RUB. – price per item unit with value-added tax and delivery cost;
- Operations-the option to delete a row is available .

«Download price list» button Download the price list in the lower panel of the My price list form is intended for downloading a file with the full current price list.

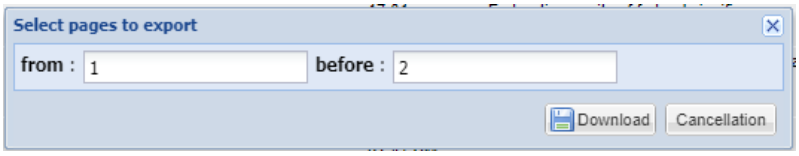


Fig. 36. Selecting pages to export

«Add» Button Add to in the lower panel of the form, you can go to the «Processing price list items» form and add new price list items.

Prices for price list items can be updated manually or by downloading them from an external file.

To update the prices of price list items from an external file, click «Update» Refresh, this will display the «Updating price list items» form.

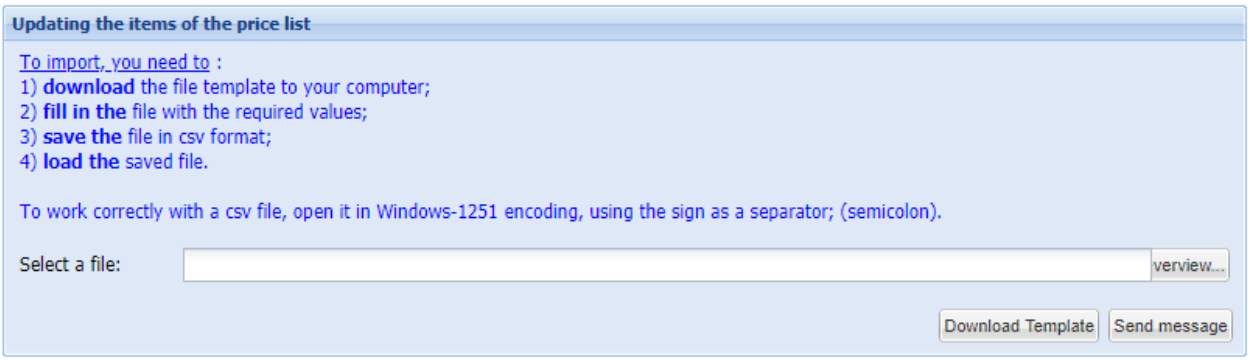


Fig. 37. The «Updating price list items» form»

To download the file with the current price list in the form prepared for updating, click «Download template» Download Template in the «Updating price list items» form. You should save the template file to your computer and open it in Windows-1251 encoding, using the «;» character as the separator.

After that, you can fix (update) the prices, VAT rate, quantity, minimum batch, and external code in the file Provider, the URL of the image.

ID, name, technical characteristics, units of measurement, KIM code, and other fields cannot be corrected.

To upload the completed file to the system, click the «Overview» button verview... in the «Updating price list items» form, specify the path to the file and click «Submit» Send message.

5.4. VIEWING AND EDITING A POSITION CARD

To view the position card, in the «My price list» form (menu: Online store \ Price list \ Items) in the «Operations» column, click on the «Position Card» icon next to the position you are interested in .

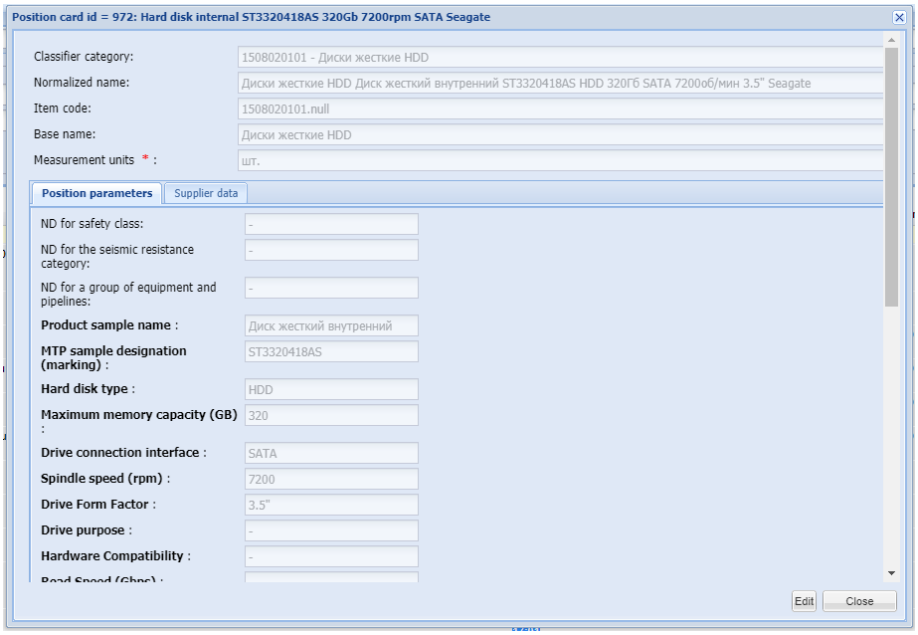


Fig. 38. The «position Card» form». The «tab position Options»

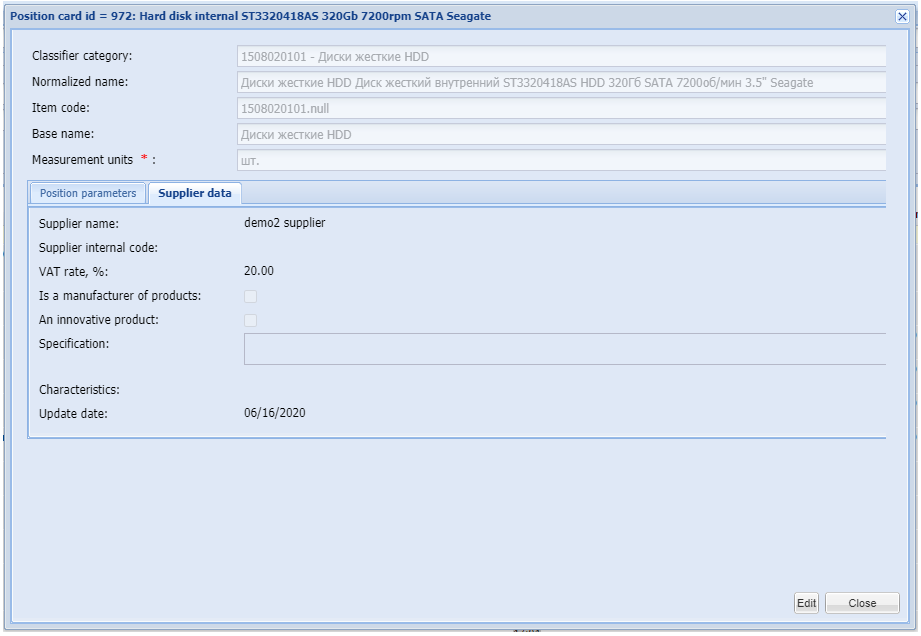


Fig. 39. The «position Card» form. The Tab «Data Payer's signature»

The information contained in the fields of the card the item card fields matches the information contained in the price list's columns of the same name, as well as the value of the item's attributes of the same name.

To edit the item profile, click «Edit» Edit .

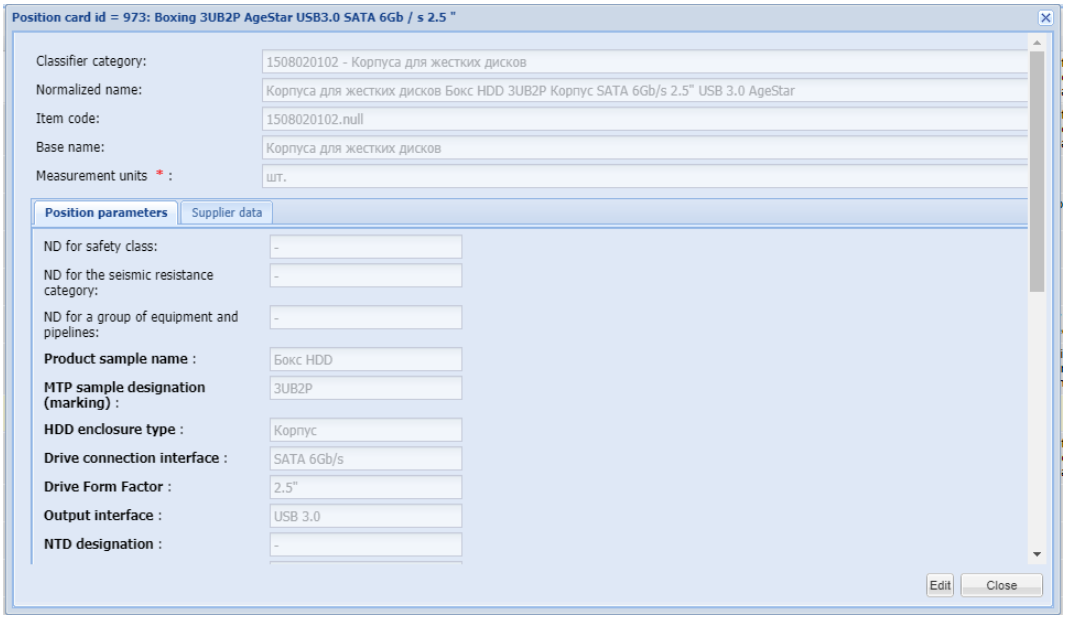


Fig. 40. Editing the item card. Position parameters.

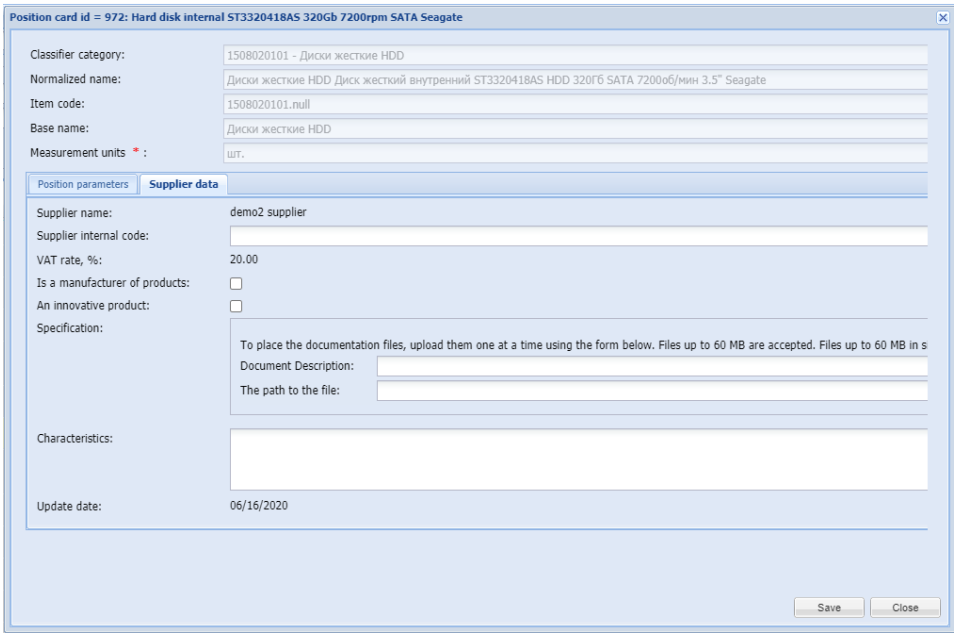


Fig. 41. Editing the item card. The data provider

Please note that not all sections of the card are editable.

6. NEEDS

In «Registry of Needs» you can go by selecting the разделе «online store» button in the menu section Needs (incoming).

In the «Registry of Needs» contains a list of procurement procedures, in which the Supplier participates or has participated.

Attention!

Displaying the list of procurement procedures is available by entering the required parameters in the «Enter search parameters» block.

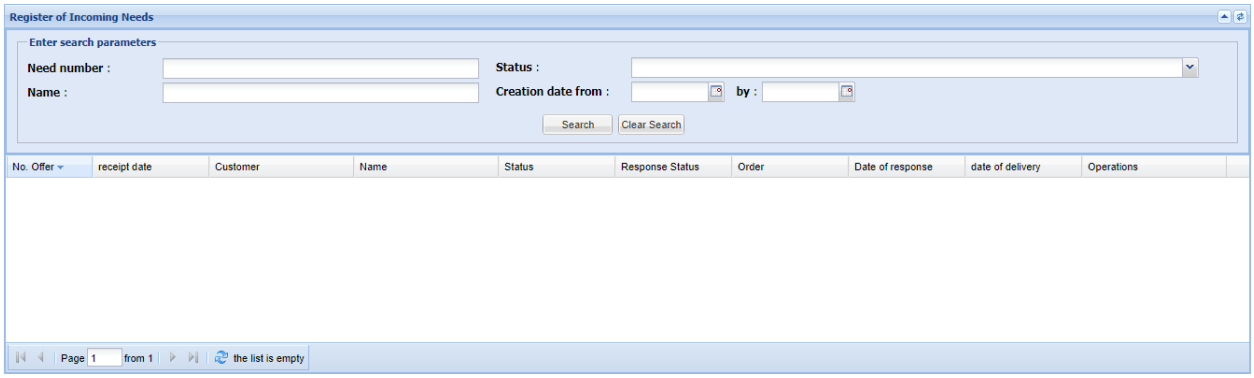


Fig. 42. The «Register of incoming Needs» form»

Email notification «Purchase Notification» about new arrivals of the Customer's needs is sent to the Supplier’s email address specified when registering the organization.

Positions (i.e. needs) in the «Registry of Needs» have the following statuses:

- Under review by the Supplier – the Supplier was included in the list of potential suppliers who meet the terms of the planned purchase. The supplier is included in the list of potential participants, provided, that in the price list If the Supplier has at least one position that matches the query;
- Under consideration by the Customer, the Customer considers the proposals of potential Supplier;
- Expects the price-cutting – sent to Suppliers query to reduce price based on their needs and is waiting for the Supplier's response;
- Selection of winners – Customer in the decision-making process for choosing a winner from the generated list;
- Change of the winner – the Supplier did not provide up-to-date registration data, certificates of beneficiaries, and the Customer made a decision to change the

winner. The supplier refused to sign the contract and the Customer decided to change the winner.

- When placing an order, the Customer selects the winner and forms an order with this data provider.
- 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.

To view parameters Needs, you need to click on the «Go to Need» icon .

In the form of «Need» on the «Positions» tab contains a list of items for which the Customer has made a request and plans to continue placing orders.

If the requester has at least one price list item, that matches the requester's request, ehe advertiser gets a selection of potential users. When an offer is included in the request it gets the status «Waiting for a response», and all the requested items are automatically added to it, regardless of their presence in the price list. If at least one product is not included in the price list, or if other requirements of the request are not met, the offer is not allowed in the procedure until the Customer does not explicitly confirm that each item can be delivered.

To respond to a request, set the «Delivery possible» option for each of the positions. For a response based on a need the Supplier must confirm that each of the offer items can be delivered. In other words, set the «Delivery is possible» option by clicking on the icon . For now, the Supplier did not confirm the possibility of delivery this item is highlighted in pink. After confirming the possibility of delivery, the pink selection disappears.

When confirming the possibility of delivery, the properties of the purchase item and the offer item are compared. If there is a discrepancy in any properties (delivery unit, technical characteristics, etc.), then an external notification is displayed to the Supplier.

When the «Yes» button is clicked, the item automatically contains the same units of measurement and characteristics that were requested in the request, and if the purchase is made on a pick-up basis, the «Delivery possible» option is set for the item.

When the «No» button is clicked the item does not get the «Delivery possible» flag, and the following notification is displayed:

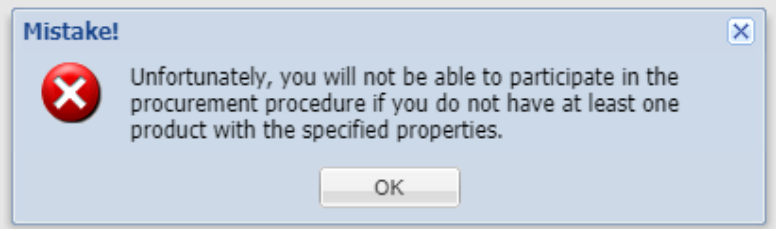


Fig. 43. Notification of inability to take further part in the procedure

When conducting a purchasing procedure with delivery, a check на is made to see whether the item has a specified delivery rate and a notification is displayed:

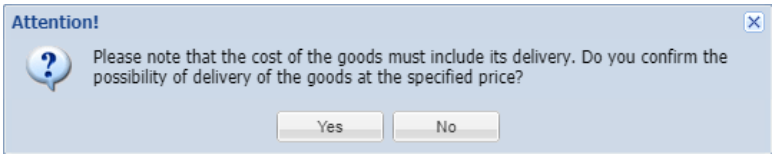
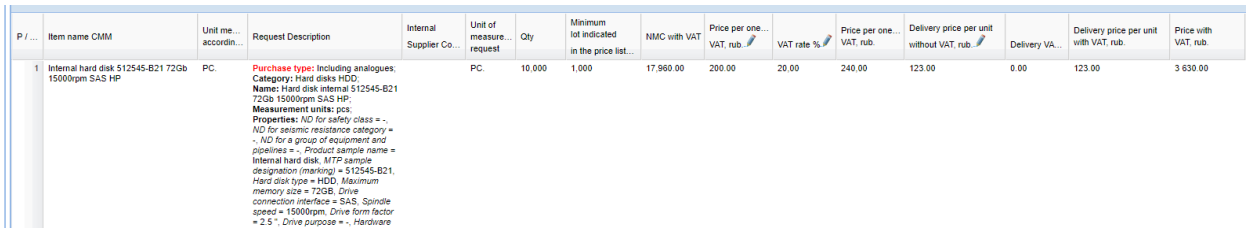


Fig. 44. Notification about including the delivery cost in the product price

When you click on the «Yes» button, the cost of a position with free delivery is calculated. When the «No» button is clicked, the item returns to its original position and you can edit it.

When returning to the item, you can edit the value in the «unit Price with VAT» column and select the value for the «VAT Rate %» column from the drop-down list (Fig. 45). When editing the value «unit Price with VAT», this price already includes the cost of delivery based on the delivery percentage that was specified in the price list at the time of selecting the item in the list. Thus, the «delivery Cost with VAT» section displays the delivery value based on the delivery percentage in the price list and is already included in the unit price.



P / ...	Item name CMM	Unit me... accordin...	Request Description	Internal Supplier Co...	Unit of measure... request	Qty	Minimum lot indicated in the price list...	NMC with VAT	Price per one... VAT, rub.	VAT rate %	Price per one... VAT, rub.	Delivery price per unit without VAT, rub.	Delivery VA...	Delivery price per unit with VAT, rub.	Price with VAT, rub.
1	Internal hard disk 512545-B21 72Gb 15000rpm SAS HP	PC.	**Purchase type:** Including analogues; **Category:** Hard disks HDD; **Name:** Hard disk internal 512545-B21 72Gb 15000rpm SAS HP; **Measurement units:** pcs; **Properties:** *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 =* 72GB, *Drive connection interface =* SAS, *Spindle speed =* 15000rpm, *Drive form factor =* 2.5 ", *Drive purpose = -, Hardware*		PC.	10,000	1,000	17,960.00	200.00	20,00	240,00	123.00	0.00	123.00	3 630.00

Fig. 45. Edit positions of need

For each item in the price list, it is important to immediately fill in the basic price of the product and the price for delivery to the regions, specifying the percentage of delivery. The presence of items in the price list with and without delivery in the future will allow the Supplier to be included in the selection based on the need and meet the purchase conditions.

To edit the delivery cost or set a discount, go to the item in the price list by clicking on the «Go to item in the price list» and further in «terms of delivery» (Fig. 35).

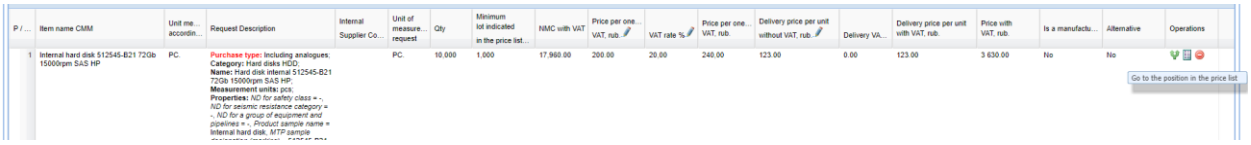


Fig. 46. Go to a position in the price list

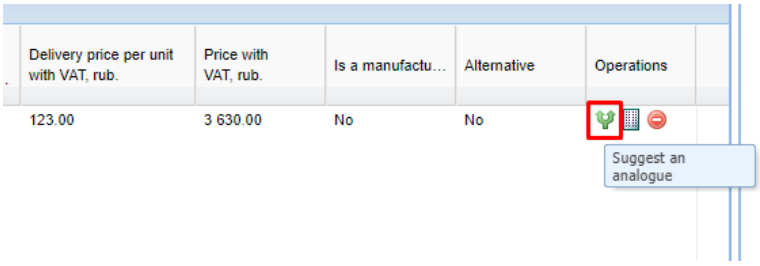


Fig. 47. Offer an analog

When the Requester passes a sign in the request that an offer of analogs is acceptable, the «Offer analog» icon appears for this position (Fig. 47).

After clicking on this icon, a position selection form appears. This form lists all products that can be used as alternatives. To select it, click on the «Use as an alternative» icon after that, this item will be displayed in the needs item.

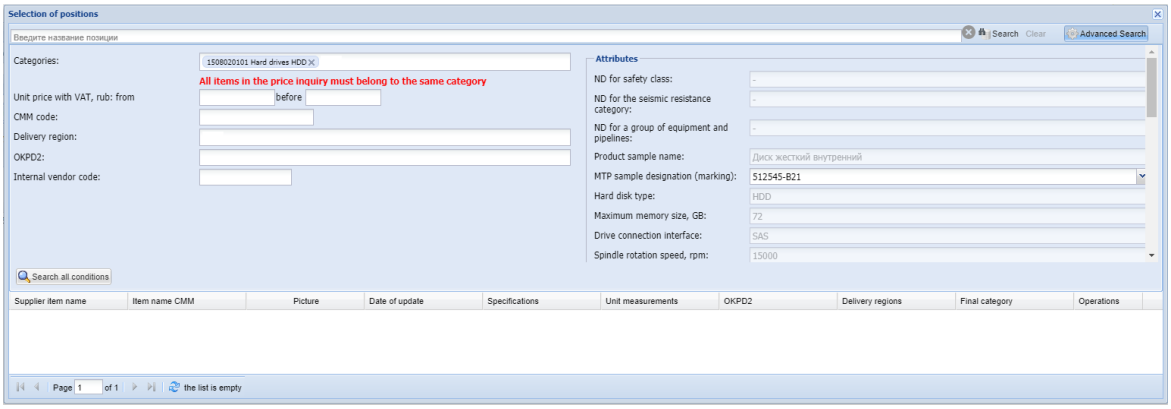


Fig. 48. Use it as an alternative

The Supplier can respond to the Customer's need by clicking on the «Respond to request» button.

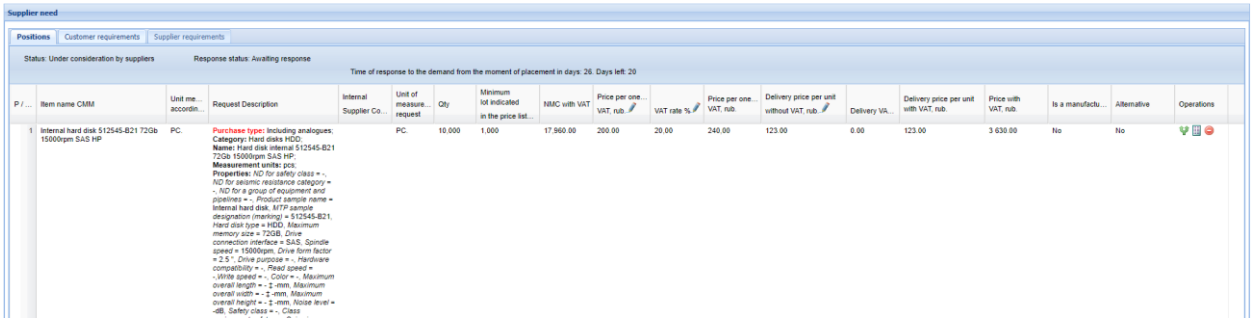
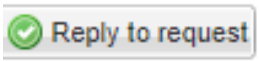


Fig. 49. The «Reply to request» button. The supplier responds to the need

After clicking on the «Reply to request» button 

a system notification is displayed when the response was successfully sent to the Customer.

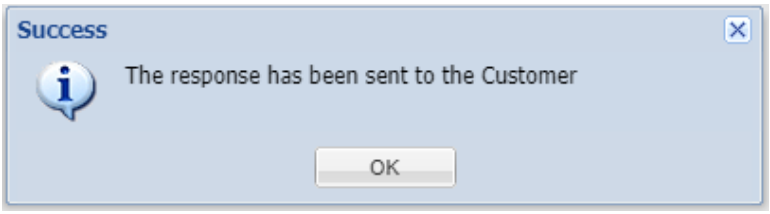


Fig. 50. The response was sent to the Requester

After this notification (Fig. 50), if the offer price exceeds the initial maximum price by demand, an automatic request is sent to reduce the price by mail the Supplier’s username specified during registration, and a system notification also appears:

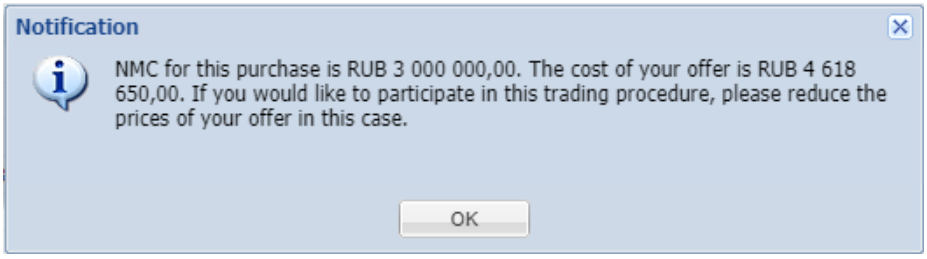


Fig. 51. Notification « Request for price reduction»

You can adjust the cost of your offer by editing the value in the «Price per unit with VAT, RU» column. You can edit the price until the date specified in the email notification «Purchase

Notification». You can also view the number of remaining days for responding to a request in the upper part of the Supplier's Request form Days left: 20.

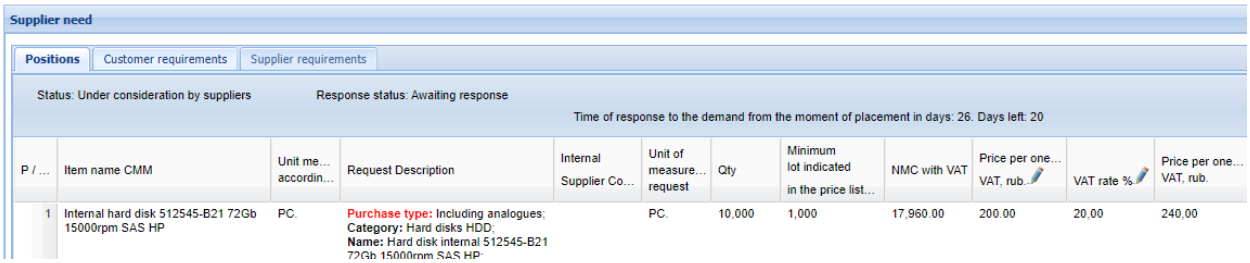


Fig. 52. Editing the offer price

In order to participate in the purchasing procedure, when editing the value in the column «unit Price with VAT, rubles», specify values lower or equal to the value in the column NMC.

The supplier can refuse to participate in the Customer's needs by clicking on the «cancel» button Deny. Before the response time specified in the email notification «purchase Notice» expires, you can change your mind and respond positively to the request, as described on the forms above.

The Customer Requirements tab displays the following information:

- Address of delivery (the region and the exact address) - address (a) delivery of goods, performance of works, rendering of services, or address (s) of the Customer's organization;
- Terms of payment and delivery – the terms under which payment is planned, and features related to delivery, performance of works, and rendering of services;
- Date when the response to the request was provided – the date before which the Requester needs to respond;
- Delivery date – reference point approximate date of order completion;
- Documentation–the Customer can upload additional information (specifications, technical specifications, terms of reference, or draft agreement) that the contractor needs to complete the order.

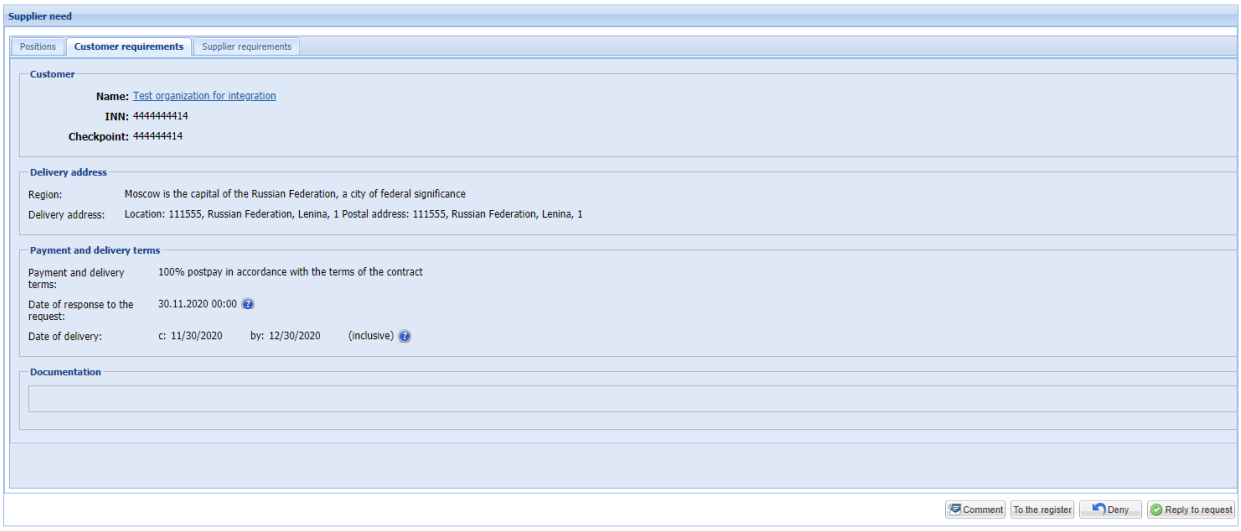


Fig. 53. Supplier's Price request window, customer's Requirements tab

On the tab «Requirements of the provider» displays information that is filled in automatically based on information that is already available:

- Possible delivery date – approximate date of order completion
- Small and medium-sized business entity – to small and medium-sized business entities;
- The total cost, RUB – full price on demand;
- Supplier comment – a text field for entering any information that the Supplier wants to communicate to the Customer;
- Documentation – additional information (specifications, detailed characteristics, and descriptions) that the Customer needs to complete this order.

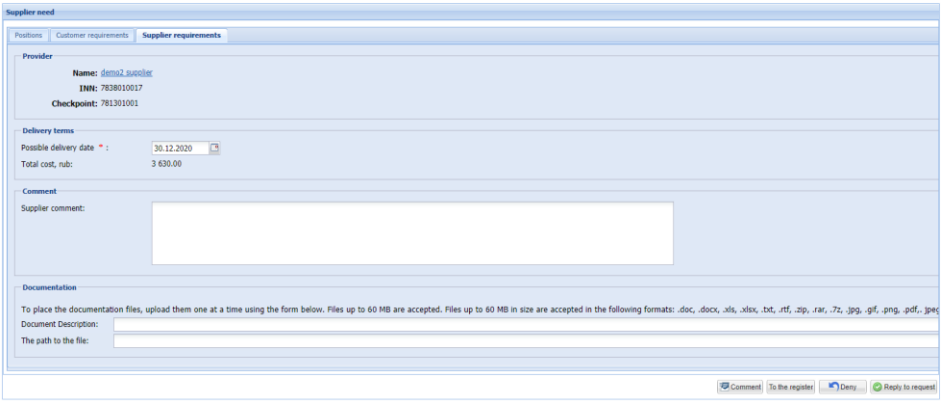
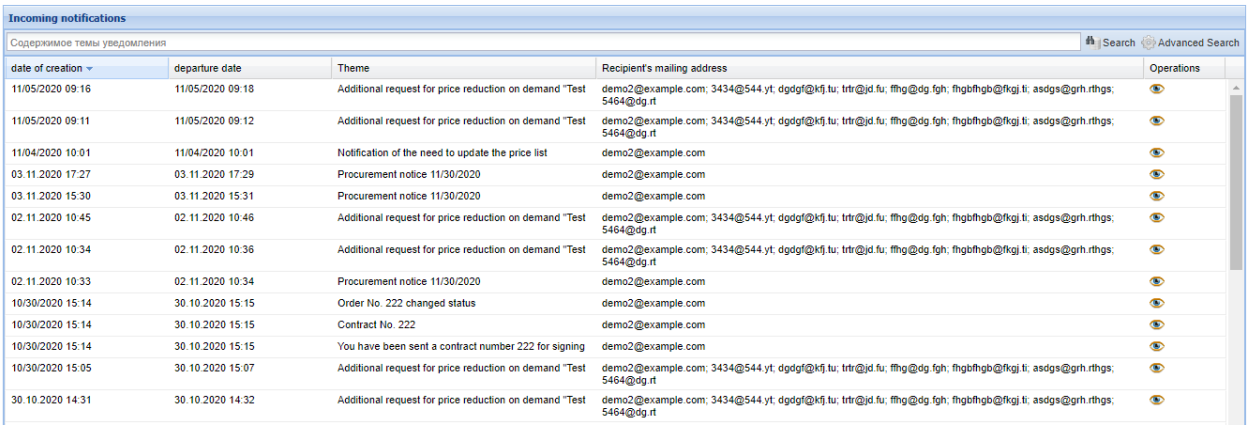


Fig. 54. The window «Price request», the tab «Requirements of the provider»

After the response time to the «purchase Notification» expires, the need is automatically transferred from the status under consideration by the supplier «to the status» under consideration by the customer.

In this status, the Requester sends the Customer receives an e-mail notification with a request to reduce the price according to their needs. The supplier adjusts the price of their offer and responds to the request.

All incoming notifications can be viewed in the «Incoming notifications» tab (Fig. 55). When you click on the «View» operation, you can see the text of the notification.



date of creation	departure date	Theme	Recipient's mailing address	Operations
11/05/2020 09:16	11/05/2020 09:18	Additional request for price reduction on demand "Test	demo2@example.com; 3434@544.yt; dgdgf@kfj.tu; trtr@jd.fu; ffhg@dg.fgh; fhgbfhgb@fkgj.ti; asdgs@grh.rthgs; 5464@dg.rt	
11/05/2020 09:11	11/05/2020 09:12	Additional request for price reduction on demand "Test	demo2@example.com; 3434@544.yt; dgdgf@kfj.tu; trtr@jd.fu; ffhg@dg.fgh; fhgbfhgb@fkgj.ti; asdgs@grh.rthgs; 5464@dg.rt	
11/04/2020 10:01	11/04/2020 10:01	Notification of the need to update the price list	demo2@example.com	
03.11.2020 17:27	03.11.2020 17:29	Procurement notice 11/30/2020	demo2@example.com	
03.11.2020 15:30	03.11.2020 15:31	Procurement notice 11/30/2020	demo2@example.com	
02.11.2020 10:45	02.11.2020 10:46	Additional request for price reduction on demand "Test	demo2@example.com; 3434@544.yt; dgdgf@kfj.tu; trtr@jd.fu; ffhg@dg.fgh; fhgbfhgb@fkgj.ti; asdgs@grh.rthgs; 5464@dg.rt	
02.11.2020 10:34	02.11.2020 10:36	Additional request for price reduction on demand "Test	demo2@example.com; 3434@544.yt; dgdgf@kfj.tu; trtr@jd.fu; ffhg@dg.fgh; fhgbfhgb@fkgj.ti; asdgs@grh.rthgs; 5464@dg.rt	
02.11.2020 10:33	02.11.2020 10:34	Procurement notice 11/30/2020	demo2@example.com	
10/30/2020 15:14	30.10.2020 15:15	Order No. 222 changed status	demo2@example.com	
10/30/2020 15:14	30.10.2020 15:15	Contract No. 222	demo2@example.com	
10/30/2020 15:14	30.10.2020 15:15	You have been sent a contract number 222 for signing	demo2@example.com	
10/30/2020 15:05	30.10.2020 15:07	Additional request for price reduction on demand "Test	demo2@example.com; 3434@544.yt; dgdgf@kfj.tu; trtr@jd.fu; ffhg@dg.fgh; fhgbfhgb@fkgj.ti; asdgs@grh.rthgs; 5464@dg.rt	
30.10.2020 14:31	30.10.2020 14:32	Additional request for price reduction on demand "Test	demo2@example.com; 3434@544.yt; dgdgf@kfj.tu; trtr@jd.fu; ffhg@dg.fgh; fhgbfhgb@fkgj.ti; asdgs@grh.rthgs; 5464@dg.rt	

Fig. 55. Incoming notifications

To switch a request to the winner's choice status, you must respond to the query for a price reduction in the same way as the response to the request for a price reduction (described above). After clicking on the «reply to request» button, you will also receive notifications about the successful sending of the response to the customer (Fig. 50) and if the offer price exceeds the system notification (Fig. 51) and a notification to the email address specified remains when

registering. After the response time to a query for a price reduction expires, the need changes its status from «under consideration by the customer» to «winner's choice».

In the «winner's Choice» status, the Customer can also send a query for a price reduction based on their needs. You can respond to this query by adjusting the price and clicking on the «Reply to request» button. Sending the Customer, a price reduction request allows the Supplier to adjust the cost of their offer, reduce the values in the «unit Price with VAT, RUB» column for each item, if necessary, and send their adjusted offer to the Customer. You cannot respond to a query for price reduction, if the unit price is not adjusted, and the response status from «expecting price reduction» will automatically return to the «Response» status after a certain period of time.

You can exchange messages in the form of comments with the Requester in all demand statuses. In order to write a comment, you must click on the «Comment» button

this opens a form where you can enter text and attach documents.

Fig. 56. Write a comment

In case of sending comments from the Customer to the email address the Supplier specified during registration will receive a notification.

The customer must request the Supplier's current registration data, banking details, and a certificate of beneficiaries in the form of comments. Failure to provide this information will result in the loss of a potential order. In the «Select a winner» status answering a comment about a request for up-to-date registration data about an organization and attaching an up-to-date certificate of beneficiaries is one of the most important conditions for a customer to switch to order generation, i.e., to select a Customer remains the winner.

After the Customer has selected the winner, and the order has been formed in favor of you, information about it is sent in the form of a notification to the email address specified during registration.

7. INCOMING ORDERS

7.1. VIEW INCOMING ORDERS

To transfer orders to the desktop, click on the «Incoming orders» line in the «online store» menu.

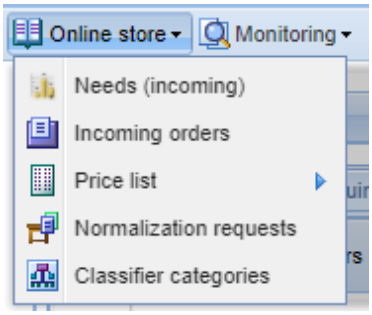
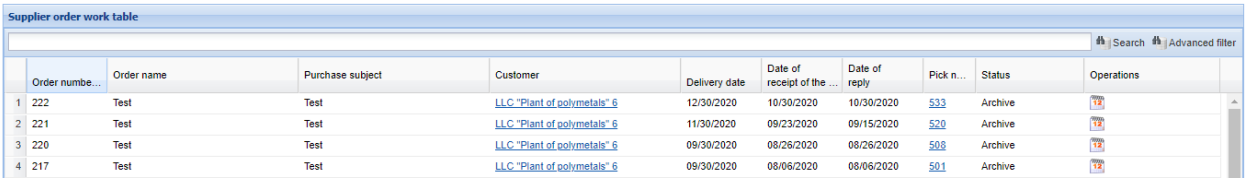


Fig. 57. Menu «online store» with the item «Incoming orders»



	Order numbe...	Order name	Purchase subject	Customer	Delivery date	Date of receipt of the ...	Date of reply	Pick n...	Status	Operations
1	222	Test	Test	LLC "Plant of polymetals" 6	12/30/2020	10/30/2020	10/30/2020	533	Archive	
2	221	Test	Test	LLC "Plant of polymetals" 6	11/30/2020	09/23/2020	09/15/2020	520	Archive	
3	220	Test	Test	LLC "Plant of polymetals" 6	09/30/2020	08/26/2020	08/26/2020	508	Archive	
4	217	Test	Test	LLC "Plant of polymetals" 6	09/30/2020	08/06/2020	08/06/2020	501	Archive	

Fig. 58. The «Supplier's orders desktop» form»

The Supplier orders desktop form is a table with the following columns:

- Number – number in order;
- Order number – a unique sequential order number;
- Subject of purchase – name of the purchased product;
- 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;
- Customer – the organization planning the order;
- Delivery date – reference point 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;
- Retargeting list number– the number of the price query;
- The amount of the order including VAT (to display the field) – total sum of the direct order, including VAT;

- Status – the order status that characterizes the stage of the order's lifecycle;
- Operations – column with the «Open» icon .

A direct order received from the Customer is displayed with the status «pending approval from the Supplier».

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

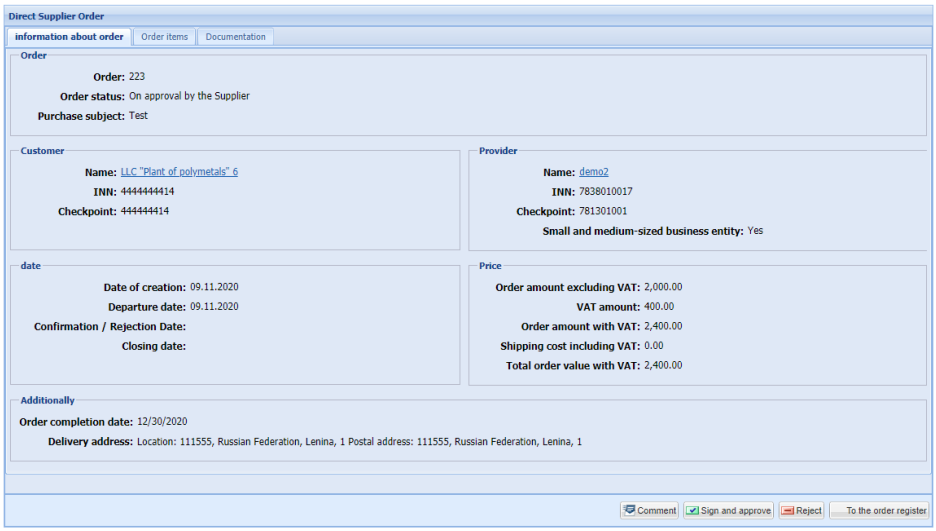


Fig. 59. Direct supplier order form, tab « order Information»

The direct supplier 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 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's approval or rejection operation for this order;
  - Closing date – the date when the Customer closes this order;
- Price:
  - Order amount without VAT – the total amount of a direct order without VAT;
  - 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.

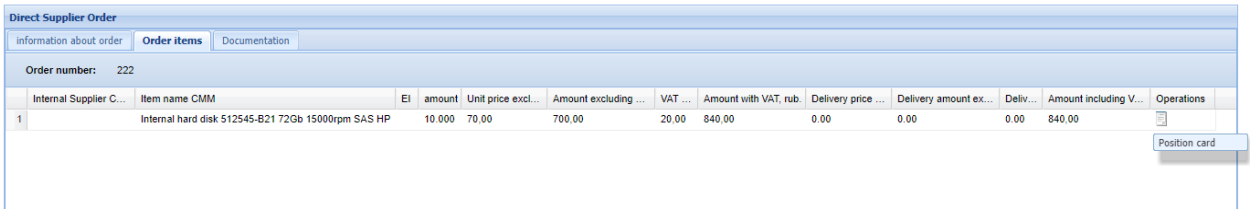


Fig. 60. Direct Supplier order form, order Items tab»

The «Order Items» tab contains the direct order specification, presented in the form of a dash with the following columns:

- Internal code Supplier–code под that the item is listed under in the Supplier's internal accounting;
- Name of the KIM position – the name of the position from the KIM reference list;
- EI-unit and unit of measurement for this item;
- Quantity-for the purchased quantity of the item;
- 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 as a percentage;
- Amount with VAT, RUB-sum of this line, including VAT;
- Operations - column with the icon «Position Card» , that allows you to go to the product profile.

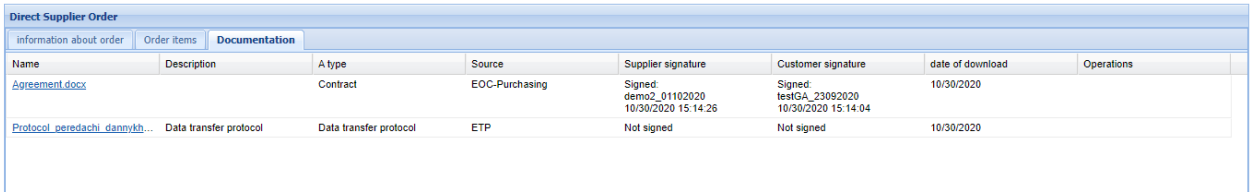


Fig. 61. Direct Supplier order form, Documentation tab

On the «Documentation» tab the following documentation information is provided in the form of a dash with the following columns:

- Title – the name of the document;
- Description – a brief description of the document;
- Type – the document type specified at upload;
- A source
- Supplier's Signature
- Customer's Signature
- Upload date – the date when the document was uploaded to the system;
- Operations-column with an icon «Sign it» that allows you to sign the EDS document of an action.

The Supplier can attach additional documents to the order. To do this, click the «Attach document» Attach document button. Next, in the window that opens, you need to select the document type, enter about writing the document, and navigate to the file. After that, click «Save».

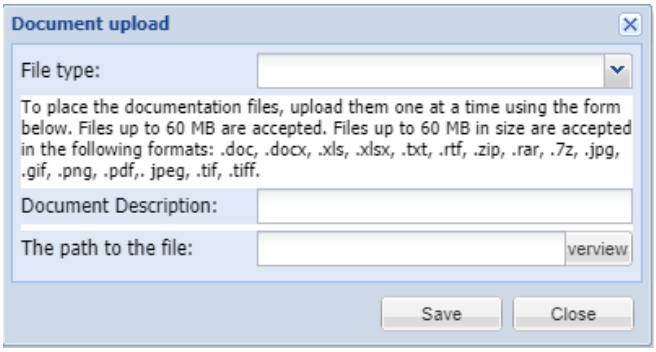


Fig. 62. Document attachment form

7.2. THE ACCEPTANCE AND REJECTION OF ORDERS

After in the section «Documentation» when the contract appears the order status becomes «Upon approval from the supplier». In the field «Operations» you need to click on the icon «Sign it» . After the Supplier clicks this operation and the agreement is signed with an electronic digital signature.

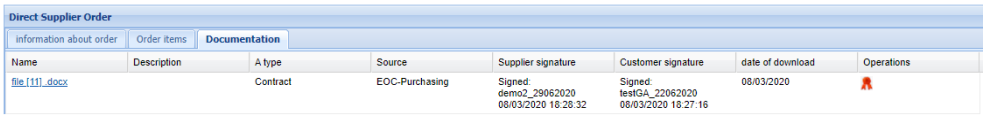


Fig. 63. The signing of the contract with EDS

For further approval of a direct order the Supplier must click «Approve» Sign and approve in the form «Direct order». In this case, a direct order will acquire the status «For approval by the customer». The customer, as well as the Supplier signs the agreement with an electronic digital signature and approves it. After approval by the Requester, the order will assume the status «Being executed», in the field «Date of approval/rejection» the current date will be entered. After the order has accepted the status «Being executed» The supplier must contact the Customer to clarify the formalities and continue approving the order outside the system.

To reject a direct order, click «Reject it» Reject in the form «Direct order». In this case, a direct order will acquire the status «Rejected by the supplier», in the field «Date of approval/rejection» the current date will be entered.

If the Supplier declined a direct order or did not sign it within the set time limit (one business day) given by the Customer the payer 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 Customer'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 «Executed», the field is filled in «The closing date». If the order was not fulfilled, it is closed in the «Not executed».

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

8. CLASSIFIER

To view the KIM classifier, go to the menu «Online store» and select «The category classifier».

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

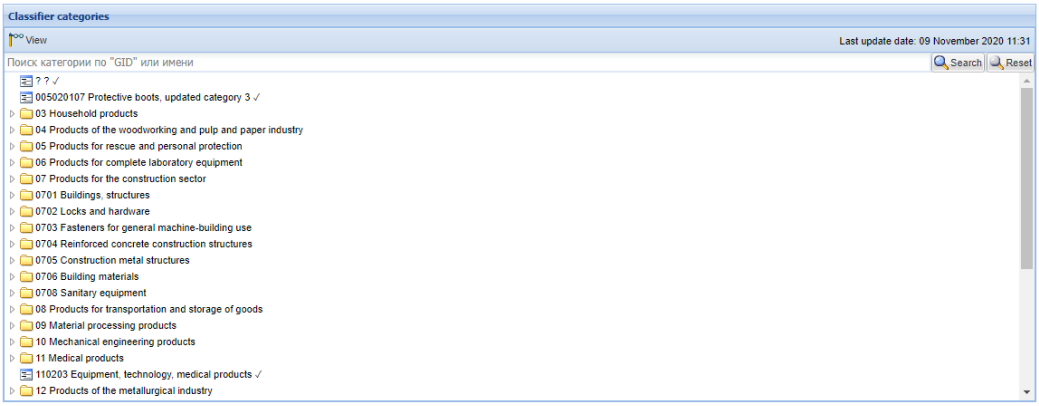


Fig. 64. Tree form of the KIM classifier

8.1. SEARCH THE CATEGORIES OF THE CLASSIFIER

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

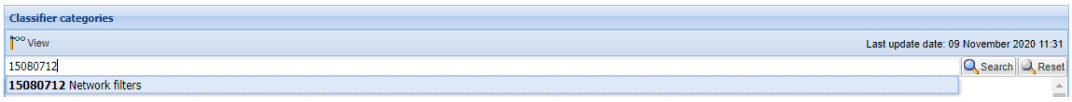


Fig. 65. Search bar for classifier categories

To reset search parameters and results, as well as to remove the selection from the previously selected classifier category, click «Reset».

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.

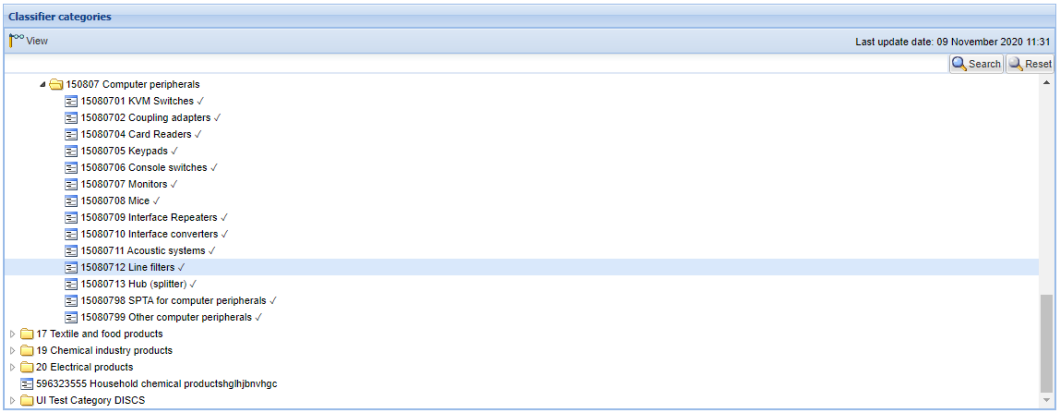


Fig. 66. The expanded part of the classifier with the category found in the search result

You can search for multiple text fragments by using the «*».

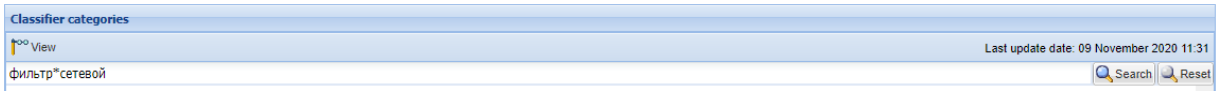


Fig. 67. Example of searching for multiple text fragments

To display all the lower-level categories that match the entered condition, click «Search» in the search bar.

In this case, all the lower-level categories that meet this condition will be displayed in the section displaying classifier lines (the parent categories will not be displayed in this list).

Fig. 68. Search results for a text fragment

Classifier categories that have at least one attribute are marked with a special symbol.

8.2. VIEWING CATEGORIES OF CLASSIFIER

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

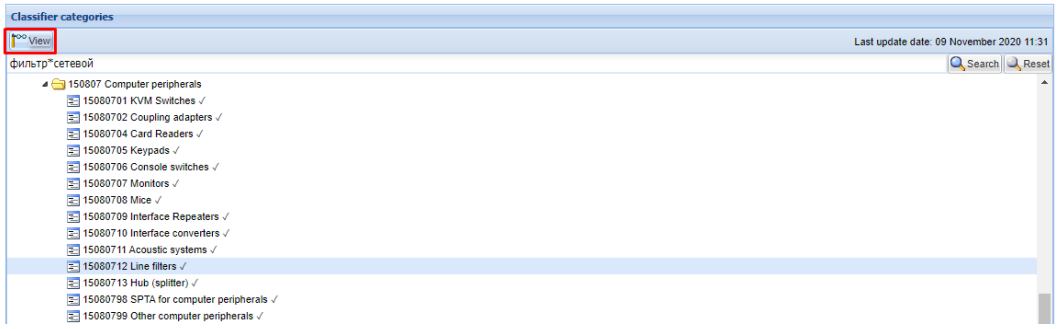


Fig. 69. Viewing categories of classifier

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

Fig. 70. Parent category preview window

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

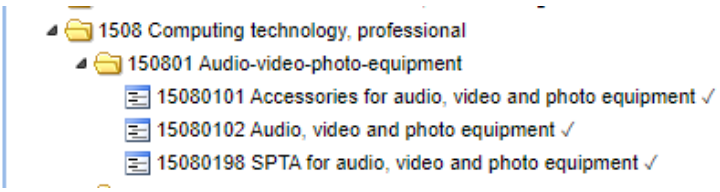
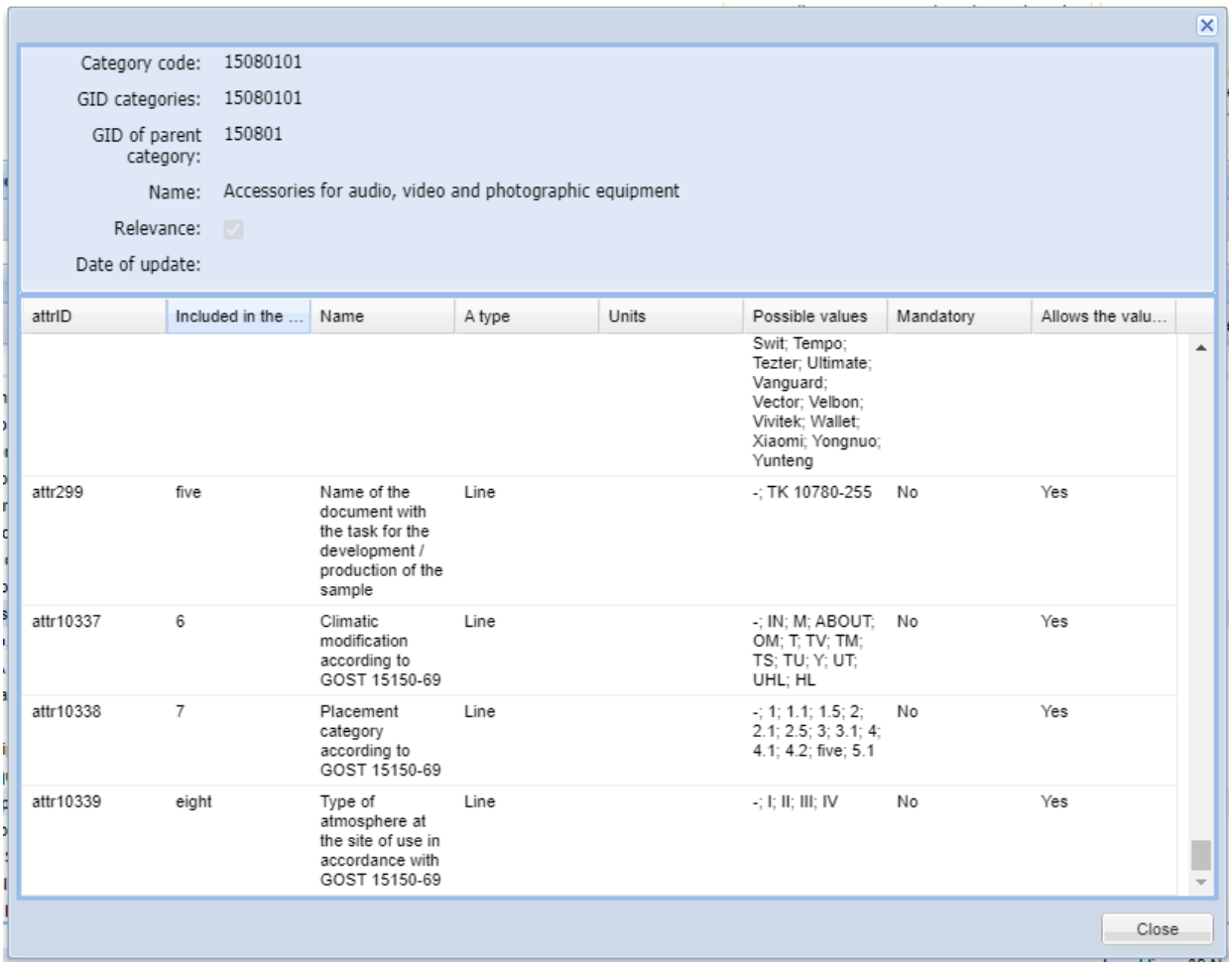


Fig. 71. Child category preview window

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



Category code: 15080101
GID categories: 15080101
GID of parent category: 150801
Name: Accessories for audio, video and photographic equipment
Relevance: ☑
Date of update:

attrID	Included in the ...	Name	A type	Units	Possible values	Mandatory	Allows the valu...
					Swit; Tempo; Tezter; Ultimate; Vanguard; Vector; Velbon; Vivitek; Wallet; Xiaomi; Yongnuo; Yunteng		
attr299	five	Name of the document with the task for the development / production of the sample	Line		-; TK 10780-255	No	Yes
attr10337	6	Climatic modification according to GOST 15150-69	Line		-; IN; M; ABOUT; OM; T; TV; TM; TS; TU; Y; UT; UHL; HL	No	Yes
attr10338	7	Placement category according to GOST 15150-69	Line		-; 1; 1.1; 1.5; 2; 2.1; 2.5; 3; 3.1; 4; 4.1; 4.2; five; 5.1	No	Yes
attr10339	eight	Type of atmosphere at the site of use in accordance with GOST 15150-69	Line		-; I; II; III; IV	No	Yes

Close

Fig. 72. 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;
- Category GID - the global identifier of the category according to the Customer's 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;
  - Boolean – a data type that allows you to enter the value «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.

8.3. INDEPENDENT CLASSIFICATION OF POSITIONS

Independent processing of positions requires detailed knowledge of the classifier.

To perform manual processing, go to your «Price list», which is located in the menu «Online store», and then select the line «The processing of the position». For all unclassified items, the «Classify» icon will be displayed . To classify a position, click on the «Classify» icon in the corresponding line in the column «Operations».

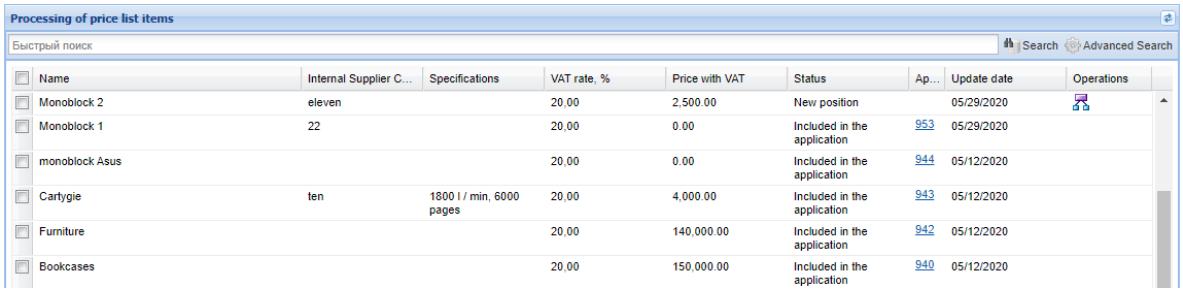


Fig. 73. An unclassified string in the form «Processing price list items»

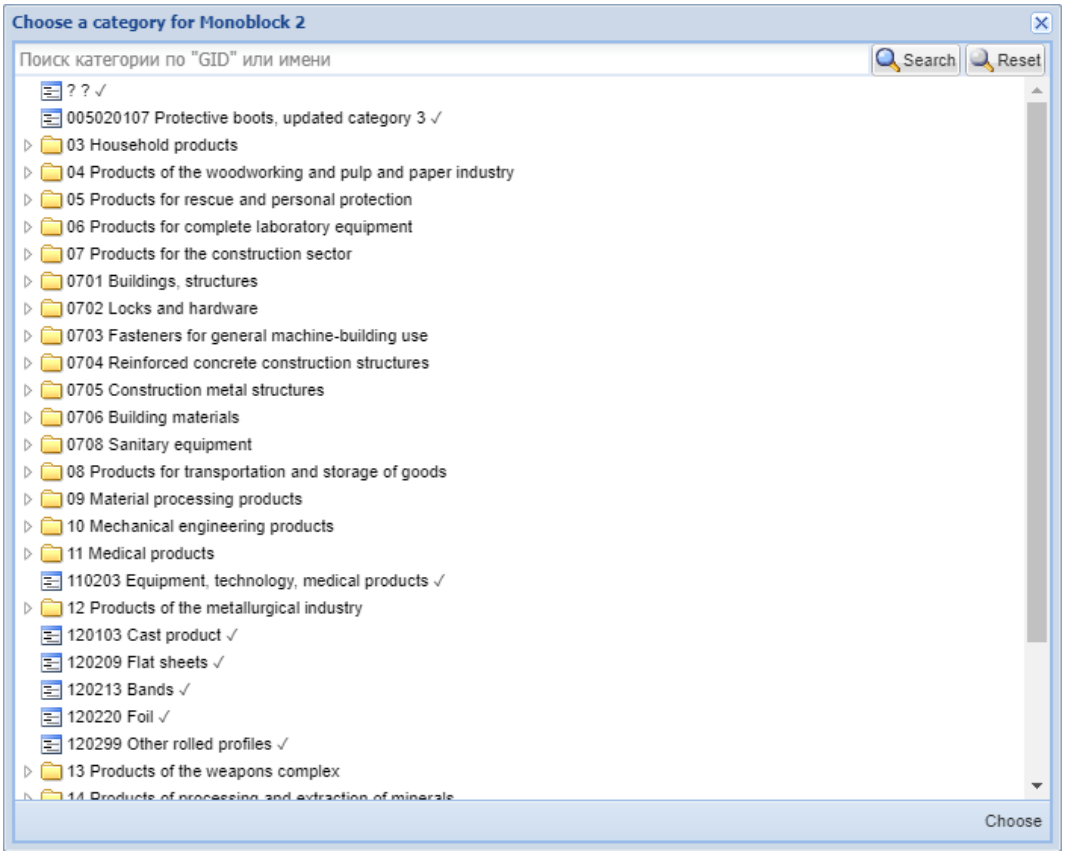


Fig. 74. The window «Select a category»

In the window that opens «Select a category» you need to find the appropriate category, set the cursor on it, and click «Select».

A window opens «Yandex business directory position» a page-by-page list of items that already exist in the reference directory for the selected category.

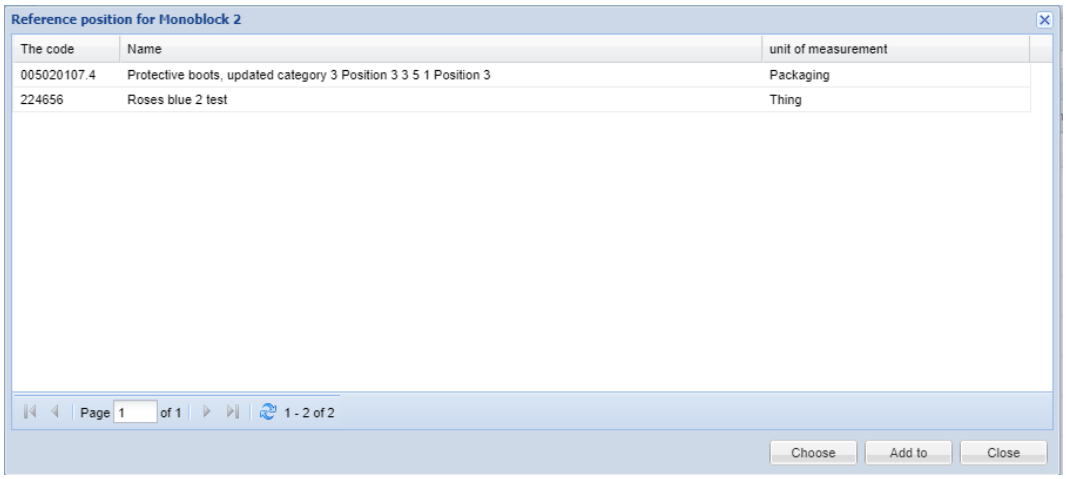
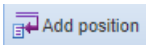


Fig. 75. Yandex business directory position

These items must be viewed for possible matches of the processed price list entry. If the desired position is detected, you need to install the DSR on it and click the «Select» button.

The next step is to send the item for approval. To send it, click «Submit for approval», then the actions are exactly the same as the actions described in the Chapter when sending a position for processing «Processing positions». After verification, the item will get the status «Processed».

8.4. CREATING A NEW POSITION

If the required position is not available in the window «Directory position» you may have to create, it requires to press the button «Add a position» 

at the bottom of this window.

This will add a field for creating a new position.

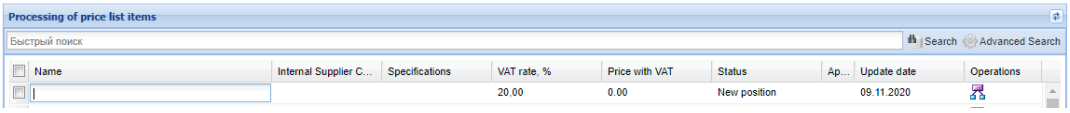


Fig. 76. Window for creating a new reference list item

To create a new item, specify the attributes in the appropriate fields.

After that, the system will create a new item in the reference list and send it for approval for processing by ETP employees, and the user will return to the form «Processing price list items», where the position that it just worked with will be converted to the status «Awaiting approval». After that, you should submit the price list item for approval in the same way as described above, and pay for processing this item.

After the ETP specialists will review and agree on this position, it will acquire the status of «Processed» and it will become available for transmitting to the price list.

9. FINANCE

9.1. REPLENISHMENT OF PERSONAL ACCOUNT

To replenish the personal account of your organization on the trading platform, use the payment details published in the menu section «Finance» - «Personal account status».

Information is contained in the section «Requisites for replenishing the personal account» of the opened form «Account status» (Figure 78).

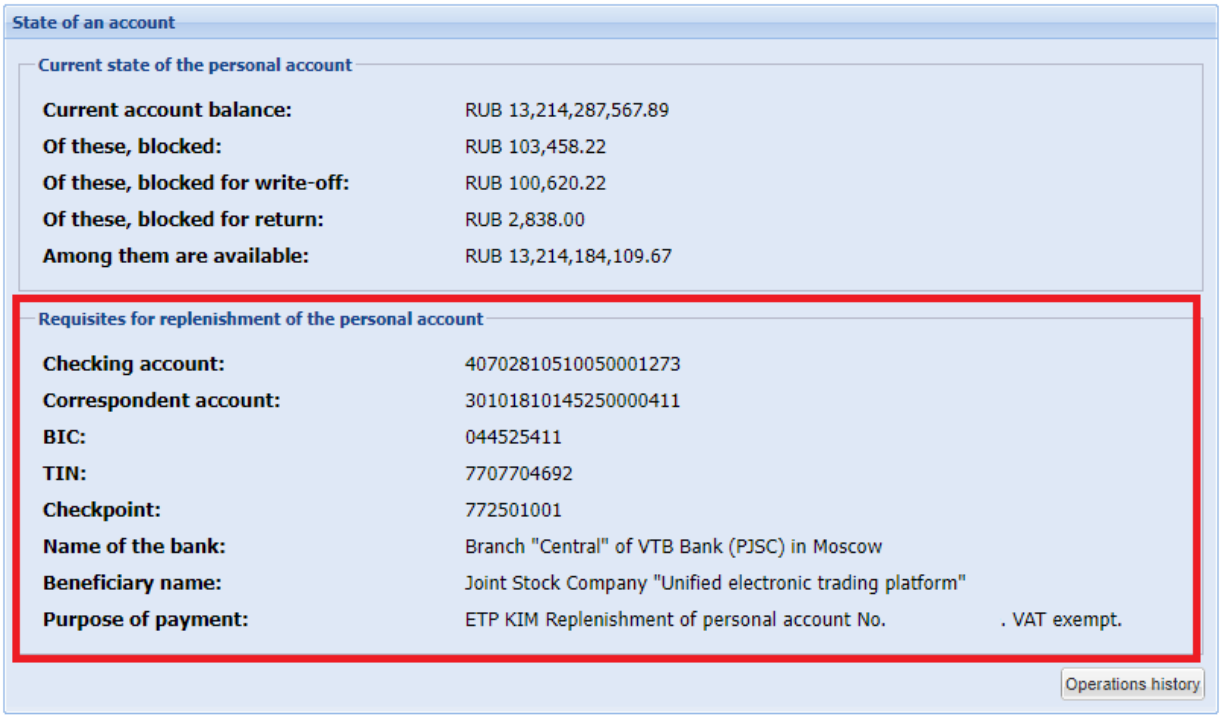


Figure 78 Form «Account status», section «Requisites for replenishing a personal account»

10. APPLICATION

10.1. STATUSES OF THE FORM'S POSITIONS «PROCESSING POSITIONS»

- New position – the position was created, but not included in the processing request.
- Included in the request – the item is included in the processing request.
- Awaiting approval – the item is included in the processing request and is awaiting approval (payment and submission for processing to an employee (administrator) of the ETP).
- Submitted for processing – the request that includes the item has been submitted for processing.
- Processed – the item is processed, waiting for the request to be completed and sent to the price list / reference list.

10.2. STATUS OF APPLICATIONS FOR NORMALIZATION

- Created-the request has been created and is awaiting approval (payment and submission for processing to the KIM Operator). For requests with this status, you can add or remove items and additional information about them.
- Approval is an intermediate (technical) status for the KIM Operator.
- Pending approval – the application is awaiting approval and payment.
- Approved and processed by the KIM operator – the request has been sent to the KIM Operator.
- Assigned-the request is assigned to the performer (KIM Operator).
- Processed – the request is processed, and items from the request are waiting to be automatically sent to the price list.
- Sent to the price list / reference list – items from the request were passed to the price list.

10.3. THE STATUS OF DIRECT ORDERS

- When placing an order, the customer selected the winner and started forming a direct order with the following data Payer.
- Project – a new direct order that has not yet been sent to the Supplier.

- For Supplier approval – a direct order passed to the Supplier for approval.
- Rejected by the Supplier – a direct order that was rejected by the Supplier.
- Customer approval – a direct order that is currently being approved by the Customer.
- Rejected by the Customer – a direct order that was rejected by the Requester.
- Executed-a direct order for which the Supplier and Customer have confirmed their intentions.
- Fulfilled-a direct order for which the product (work or service) was received and payment was made.
- Not fulfilled – a direct order that was not fulfilled (in the Customer's opinion).