

Guide:

HOW TO PARTICIPATE IN PROCUREMENTS OF PJSC ROSNEFT OIL COMPANY AT THE TEK-TORG ETP





STAGES OF OPERATIONS OF A FOREIGN COMPANY IN PROCUREMENTS OF PJSC ROSNEFT OIL COMPANY

1

Get an unqualified certificate of digital signature (UNDS)
<https://www.tektorg.ru/rosneft/service/e-signature-nr>

5

Choose and pay the Tariff to bid in a trade section
Procurements of PJSC Rosneft Oil Company

2

Registration on the TEK-Torg ETP
<https://rn.tektorg.ru/#front/register>

6

Apply for participation in a procurement via Personal account,
taking into consideration all the requirements of the customer

3

Submit information about your company (presentation)
and experience of completed contracts
in the «Single window» service
https://www.tektorg.ru/rosneft/edinoe_okno

7

Sign the contract in case of winning in bidding

4

Get into the list of suppliers of PJSC Rosneft Oil Company
Receive an invitation to participate in a procurement

8

Deliver your product in Russia



WHAT IS CRUCIAL FOR A FOREIGN COMPANY TO PARTICIPATE IN PROCUREMENTS AT THE TEK-TORG ETP

1

Get an unqualified certificate of digital signature (UNDS)

- To receive an UNDS for participation in procurements of PJSC Rosneft Oil Company, it is needed to apply through: Sections => Procurement procedures of Rosneft => For suppliers => Obtaining a digital signature => Issue the DS for non-residents: <https://www.tektorg.ru/rosneft/service/e-signature-nr>
- Once you applied, a manager of the TEK-Torg ETP will contact you. UNDS is issued by a partner of the TEK-Torg ETP.
- Then the partner will ask you for a document portfolio and charge you for service. The cost of the service is ~2,800 yuan. Payment is possible in yuan.

The required set of documents for the UNDS:

- Company registration document
- Power of attorney (if the director differs from the person with the UNDS)
- Identification card
- The order for the powers of the director

*Please note that the cost of the UNDS service is included in the process of registration of a company on the TEK-Torg ETP.



WHAT IS CRUCIAL FOR A FOREIGN COMPANY TO PARTICIPATE IN PROCUREMENTS AT THE TEK-TORG ETP

2

Registration on the TEK-Torg ETP
<https://rn.tektorg.ru/#front/register>

You can register on the ETP by yourself or via issuing an UNDS from a partner of TEK-Torg ETP as this service is included free of charge. Registration of the company on the ETP is possible only after the UNDS is issued.

Document portfolio for registration:

- Company's registration document / business license (notarized or apostilled depending on the country)
- Power of attorney (if the director differs from the person to whom the UNDS was issued)
- Identification card (passport, id card)
- The order for the powers of the director



**Registration of a company
takes up to 5 working days***

It is possible to speed
the process up in 2 hours
You can order fast accreditation service
by following the link:

<https://www.tektorg.ru/services/service-suppliers/fast-accreditation>



2.1. REGISTRATION ON ETP ON ITS OWN

Registration of the company in trade section Procurement procedures of PJSC Rosneft Oil Company consists of **3 stages**

1. User registration

It is necessary to fill in the form about the person who is registering on the site
<https://rn.tektorg.ru/#front/register>

2. Email confirmation

Confirm the account creation by clicking on the link in the email received to the specified user's email address

3. Filling in company information

After creating an account, you need to log in to the user's personal account using your username and password and fill in company information

The image shows two screenshots related to the registration process. The left screenshot is a mobile app interface for 'РОСНЕФТЬ' (Rosneft) with the title 'ТЕК-ТОРГ ELECTRONIC TRADING PLATFORM SECTION OF ROSNEFT'. It features a menu with options: 'Login', 'Check user PC', 'Accreditation on ETP' (highlighted with a green box), and 'Digital signature'. The 'Digital signature' section includes the text: 'Order DS from our partner – accredited УЦ «ИТСОМ» (ООО «Интернет технологии и коммуникации») Order digital signature'. The right screenshot is a web browser interface for 'Аккредитация нового пользователя на ЭТП' (Accreditation of a new user on ETP). It shows a form for 'Данные об организации' (Company information) with a yellow button 'Импортировать данные из электронной подписи' (Import data from electronic signature) and a link 'Или ввести вручную' (Or enter manually). The form includes fields for 'Полное наименование организации (для физических лиц Ф.И.О.)*' (Full name of the organization (for physical persons F.I.O.)*), a warning message 'Для юридических лиц РФ указывайте полное наименование организации. Данные должны совпадать с данными, указанными' (For legal entities of the Russian Federation, specify the full name of the organization. Data must match the data specified), radio buttons for 'Резидент РФ' (Resident of the Russian Federation) and 'Нерезидент РФ' (Non-resident of the Russian Federation), and fields for 'ИНН*' (Tax ID*) and 'КПП (обязательно для юридических лиц РФ)*' (KPP (mandatory for legal entities of the Russian Federation)*).



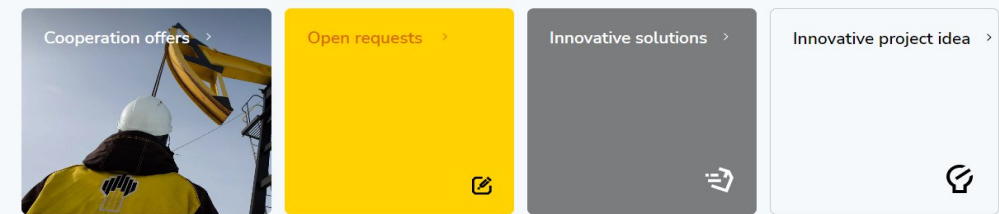
3 GET INTO THE LSIT OF SUPPLIERS OF PJSC ROSNEFT OIL COMPANY

In order for a company to be included in the list of suppliers of PJSC Rosneft Oil Company, it is necessary to submit information about a company in the «Single window» service:

https://www.tektorg.ru/rosneft/edinoe_okno

- Select the appropriate category
- Required portfolio of documents:
 - ✓ presentation about the company
 - ✓ list of completed contracts over the past 3 years on the international and Russian market
- The entire package of documents must be either in Russian or in English
- The period of consideration of the company for inclusion in the list of invitations to participate in procurements is 1 month
- After the month, the company will receive a letter with an invitation to participate in the procurement of PJSC Rosneft Oil Company to its e-mail and through its personal account at TEK-Torg ETP. It is also possible that the company will receive a letter with reasons for refusal.

To send the offer, you need to select a category





4 CHOOSING A TARIFF FOR PARTICIPATION IN PROCUREMENTS OF PJSC ROSNEFT OIL COMPANY

To participate in procurements of PJSC Rosneft Oil Company, it is necessary to replenish your account and activate the TEK-Torg ETP tariff.

A more detailed information about tariffs is presented on the page:
<https://www.tektorg.ru/rosneft/tariff>

A non-resident can choose one of two tariff plans. The tariff is paid to the ETP for participation in procurements:

1. PARTNER TARIFF:

- Allows you to participate in an unlimited number of procurements of PJSC Rosneft Oil Company
- Valid for 1 year after the receipt of funds on the ETP
- Payment takes place in your Personal Account through the formation of a payment document for the tariff.

***ATTENTION: payment for the tariff is carried out only in rubles. Payment via third parties is not provided.**

The recommended bank for working with PJSC Rosneft Oil Company
<https://www.boc.ru/>

If you have any difficulties, please contact our support team
+7 (495) 734-81-18; help@tektorg.ru

Partner

Participation in an unlimited number of procurement procedures

Design

199,000 rubles | 1 year

No fee from a winner of the procurement procedure





4 CHOOSING A TARIFF FOR PARTICIPATION IN PROCUREMENTS OF PJSC ROSNEFT OIL COMPANY

2. WINNER TARRIF:

- To use the Tariff, you need to have 150,000 rubles on your personal account at the site at the time of submitting an application for participation in the procurement.
- These funds will be blocked at the time of application for the procedure.
- If you win the procurement, then you will be charged 1%, but no more than 75,000 rubles for the victory as the ETP tariff for the victory.
- To continue participating, you will need to deposit another 75,000 rubles so that the account again has a deposit of 150,000 rubles.
- If you are NOT winning the bidding, then a deposit of 150,000 rubles remains in your personal account of the ETP, and you can apply for participation in an unlimited number of procurements
- Payment takes place in your Personal Account through the formation of a payment document for the tariff.

Winner

To apply for participation in procurement procedure the deposit is blocked on participant's account in amount of 150,000 ₺
Participation in an unlimited number of procurement procedures

1% | of contract price, but no more than 75,000 rubles (including VAT)

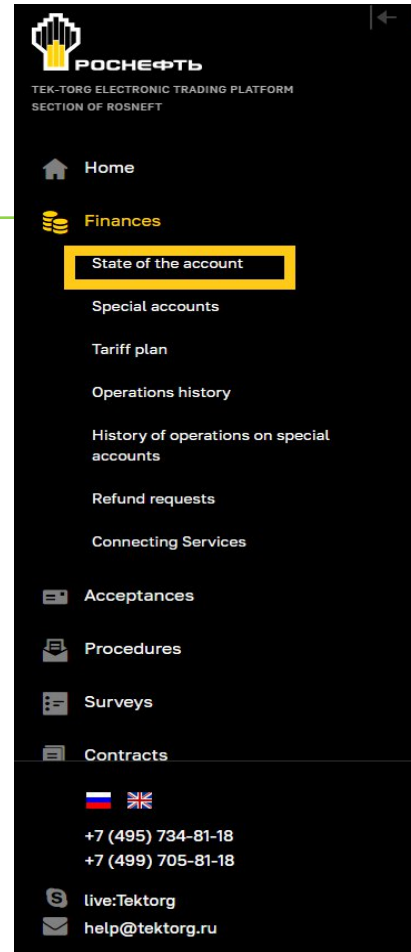
Fee is charged from the winner of procurement procedure



5 TRANSFER OF FUNDS TO PAY THE TARIFF

1. Creating an invoice for payment of the Tariff

1. Click on the «State of the account» button in your Personal account in the Finances section



2. In the form that opens enter the amount of replenishment and select the personal subaccount needed

State of account

The current state of account 1 (для учета денежных средств для оплаты тарифа и дополнительных услуг)

Account number:	1100004547/1
Current account balance №1:	649 019,99 rub.
The amount of funds blocked in the ETP: of them procedures:	95 506,00 rub.
The amount of funds blocked on return:	0,00 rub.
The amount of available funds:	553 513,99 rub.

The current state of account 2 (для учета денежных средств в рамках обеспечения)

Account number:	1100004547/2
Current account balance №2:	49 989,01 rub.
The amount of funds blocked in the ETP: of them procedures:	0,01 rub.
The amount of funds blocked on return:	0,00 rub.
The amount of available funds:	49 989,00 rub.

Details for the replenishment of the personal account

Перевод между субсчетами



5 TRANSFER OF FUNDS TO PAY THE TARIFF

- From legal entities funds are credited on the next business day after the payment is made by the bank.

Payments from foreign banks can go longer.

Crediting funds from individuals can take up to three business days.
Payment via third parties is not provided.

*Attention: You can use the accelerated fund transfer service, which allows crediting of funds to be carried out in 2 hours.

You can order or get more information with this service on the website:
<https://www.tektorg.ru/services/service-suppliers/134>

The recommended bank for working with PJSC Rosneft Oil Company <https://www.boc.ru/>

If you have any difficulties, please contact our support team
+7 (495) 734-81-18; help@tektorg.ru

Формирование платежного поручения для клиента-банка

Депозитный счет * :

Выбор личного счета для пополнения * :

Personal account - for payment ETP services

Чтобы сформировать Отмена

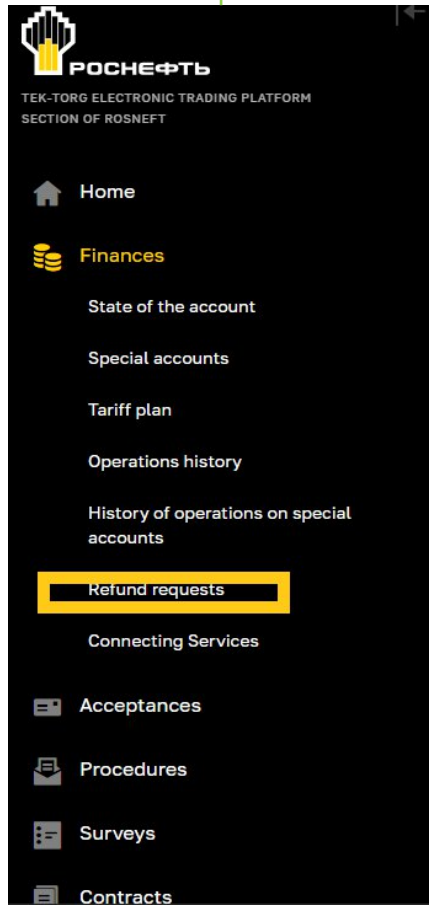
+7 (495) 734-81-18





6 FORMATION OF AN APPLICATION FOR A REFUND FOR PAYMENT OF THE ETP TARIFF

1. In your personal account, in the Finances section, select the «Refund requests» field



2. In the «Refund Requests» form that opens, fill in the fields:

- **SELECTING A PERSONAL SUBACCOUNT** – a field for selecting a subaccount from which to make a refund;
- **AMOUNT OF FUNDS to BE REFUNDED (RUB.)** – a field for entering the amount of funds to be refunded;
- **INCLUDING VAT (20%)** – a field that displays the amount of VAT of the returned funds at the rate of 20% when applying for a refund from subaccount No. 1 and without VAT – when applying for a refund from subaccount No. 2;
- **REASON FOR THE RETURN** – a field for entering text explaining the reason for the return.

To send a refund request, click the «**Sign and send**» button.

A compliance verification will be carried out of the Participant's bank account and the type of organization indicated in the registration information on the ETP.



7 PARTICIPATION IN A PROCUREMENT

The screenshot shows the ROSNEFT procurement platform interface. At the top, there is a header with a notification bell (404 new), the time (11:53 GMT+03), and the user's name (Халюкова Анастасия Халюковна). Below the header, there is a section for "Procedures" with a "Topical procedures" sub-section. A search bar is present with "Find" and "Advanced search" buttons. A table lists two procedures:

Procedure...	Procurement author...	Customer	Lot count	A...	Deadline	M	M	Step
Структурированный - Делимый лот - Делимая позиция	РН30800008	ПАО "НК "РОСНЕФТЬ"	1	0	31.08.2024 23:00			Прием технико-коммерческих частей
Выполнение работ по строительству поисково-разведочных скважин на условиях генерального подряда	РН30800013	ПАО "НК "РОСНЕФТЬ"	1	0	29.03.2024 03:30			Прием технико-коммерческих частей

1. Search of a procedure

To search for a procurement in your Personal Account, you can enter a known procedure number or use the Advanced Search functionality and find the procurement according to the necessary criteria.

The screenshot shows the "Advanced search" form with the following fields:

- GENERAL INFORMATION
- Name of purchase
- Responsible person
- Customer
- Start maximum price (not declared)
- Bids purchase (from, till)

You can view the notification on the found procedure and the procurement documentation by clicking on the «Procedure actions» button on the right side of the screen.

The screenshot shows the "Действия с процедурой" (Procedure actions) menu with the following options:

- See notice of the procedure
- Add to favorites
- Check signature
- Запросы разъяснений



7 PARTICIPATION IN A PROCUREMENT

2. Viewing the notification

In the notification you can find all the information about the procurement that you need to read carefully.

You can view the auxiliary messages

Upload the organizer's files to the computer

Закупочные процедуры > Извещение о проведении процедуры >

Закупочная процедура
№РН30800013

Сообщения (2)

Скачать все документы

Подать заявку

Выполнение работ по строительству поисково-разведочных скважин на условиях генерального подряда

Запрос ofert

Дата публикации 30.08.2023 11:12 [GMT +3]

Общие сведения

Hide all Expand all

Procedure info

Доступ к процедуре: Открытая 223-ФЗ: Нет МСП: Нет

Organizer info

ПАО "НК "РОСНЕФТЬ"

Procedure documents

Процедурная документация: 13 документов

Lot 1

Lot 1

Заявка на участие в процедуре

Lot 1

Выполнение работ по строительству поисково-разведочных скважин на условиях генерального подряда

НМЦ не объявляется

Начальная максимальная цена с НДС

The requirement to sign the contract as part of the application Нет

Acceptance of alternative proposals Не разрешен

Cancel

Подать заявку

To participate in the procurement, select the «Submit an application» button and confirm the send of the application in the following on-screen message



7 PARTICIPATION IN A PROCUREMENT

3. Sending of an application

The bid of the procurement participant is filled out in an electronic form. It is necessary to specify all the requested information about the product and the participant. Fields marked with a red star are obligatory.

It is necessary to fill in the information on all tabs of the on-screen form.

To download files, select the «Select and download file» button. The supported file formats are indicated in the form.

After filling out all the forms and information, you need to click on the «Apply» button

Заявка на участие в процедуре

Заявка на участие | Общие сведения о лоте

Information about the bidders

Organization full name: ЧЕЛЯБИНСКИЙ ТРАКТОРНЫЙ ЗАВОД
ИНН: 7421000513
Юридический адрес: Russia, Челябинская обл., г. Челябинск, ул. Производственная, дом 9
Почтовый адрес: 123456, Russia, Город Москва столица Российской Федерации город федеральнс
Контактный телефон: + 5 (555) 55558

Ответственный менеджер - основное контактное лицо

Contact person *: Халюкова Анастасия Халюковна | Contact number *: + 5 (555) 55558 | E-mail *: demo20@tektorg.ru | Clear

Дополнительные контактные лица

Добавить

Характеристика поставщика *: 01 Производитель МТР

← | Сведения для оценки ФС | **Квалификационная часть предложения** | Техническая часть предложения | Коммерческая часть предл →

Внимание!

- Прикрепленные файлы не должны содержать коммерческую часть информации.
- Запрещено прикрепление зашифрованных архивов (архивов с паролем).

Документы, затребованные организатором процедуры закупки

Разрешение *

Для размещения файлов документации загружайте их по одному с помощью формы ниже. We accept files in the following formats: .001, .002, .003, .004, .005, .006, .007, .008, .7z, .doc, .docm, .docx, .gif, .jpeg, .jpg, .pdf, .png, .rar, .rtf, .sgn, .tif, .tiff, .txt, .xls, .xlsx, .xlsx, .zip.

[Выписка из реестра лицензий.pdf](#), Size 72.6 kb, added 29.02.2024 12:40 [GMT +3]

File path: | Select and download file

Внимание! Размер загружаемого файла не должен превышать 1.5 GB. В случае превышения указанного размера необходимо разбить данный файл на несколько

Сохранить черновик | Удалить черновик | **Подать заявку**



TEK-TORG ETP ASSISTS AT EVERY STAGE OF PROCUREMENT

- 1 Start working on an ETP**
 - Consultations with an English-speaking manager
 - Issuing and Configuring an electronic signature
 - Registration on the ETP
 - Payment in foreign currency
- 2 Get into the list of suppliers of PJSC Rosneft Oil Company**
 - Assistance in submitting documents in a «Single window» service
 - Assistance in translating the crucial part of the documentation
 - Consultations on the portfolio of documents
- 3 Choose a tariff**

In the absence of a representative office or a payment account in rubles, ETP provides assistance in paying in rubles for the site's tariff plan through a partner of the TEK-Torg ETP
- 4 Prepare documentation for participation in the procurement**

In case of absence of a tender specialist in staff you can delegate preparation of documentation and support before signing the contract to the partner of the TEK-Torg ETP
- 5 Submission of documents for participation in the procurement**

Consultations on analogues of documents of a non-resident country for participation in a procurement
- 6 Financial instruments for participation**

Assistance in choosing a bank for a bank guarantee, a list of recommended banks

If you have any difficulties or questions, please contact our support team
+7 (495) 734-81-18; help@tektorg.ru