



USER MANUAL

**WHEN WORKING ON ELECTRONIC TRADING PLATFORM JSC “TEK-TORG”
SECTION “TENDER SALES OF RAW HYDROCARBONS OF THE PJSC OC ROSNEFT”**

VERSION 4.6

**MOSCOW
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TERMS AND THEIR DEFINITIONS

ACCREDITED CERTIFICATION AUTHORITY – certification authority, which issue verification key certificates of Digital signatures and perform other functions, prescribed by the Federal law dated 06.04.2011 № 63-FZ “On digital signatures”, authorized by Tendering authority and included to the ETP United space of confidence.

ADMINISTRATOR OF ETP – an employee of Operator’s structural subdivision, providing the management of preparation, acquisition, analysis, process and provision the information and resources to carry out the tender sales in electronic form for Tendering authority’s needs.

AUTHORIZATION – access to the personal area of ETP with login and password.

CERTIFICATION AUTHORITY – a legal entity or individual entrepreneur, which produces and distributes certificates of digital signature verification keys and performs other functions in accordance with the legislation of Russian Federation on digital signatures. Certification authority is authorized by Tendering authority and included to the list of certification authorities, producing digital signature keys, digital signature verification keys and certificates of digital signature verification keys, applied on the ETP.

CUSTOMER – PJSC Oil Company Rosneft or subsidiary/associated companies of PJSC Oil Company Rosneft, which conclude a contract in accordance with the results of tender sales (or other actions, prescribed in procedure documentation).

DIGITAL SIGNATURE – digital information joined with another digital information (signed information) or referred to such information otherwise and used for identification of person, signing the information.

Note: Valid qualified digital signatures are defined in accordance with requirements of current legislation of Russian Federation.

ELECTRONIC TRADING PLATFORM JSC “TEK-Torg” in Section Tender sales of raw hydrocarbons of PJSC OC Rosneft is the hardware and software complex of electronic trading platform JSC “TEK-Torg” in Section Tender sales of raw hydrocarbons of PJSC OC Rosneft, located in the Internet at <https://tender.tektorg.ru>.

HARDWARE – set of electronic, electrical, and mechanical devices included in the system or network.

Note: Hardware includes computers and logic devices, external and diagnostic devices, power equipment, batteries, and accumulators.

INFORMATION PROTECTION FACILITIES – software and hardware, preventing from getting an unauthorized access to the ETP and/or unauthorized modifications of the ETP data.

INFORMATION SYSTEM (IS) – complex of information, contained in databases, and information technologies and hardware for information processing (Federal law “On information, information technologies and the protection of information”).

INVITATION TO MAKE AN OFFER – an invitation to participate in tender of PJSC OC Rosneft aimed at informing of potential buyers on interest of PJSC OC Rosneft in entering into products supply contract.

NOTIFICATION – electronic message, sending by the ETP software to Personal area of Users and e-mails of Users in the manner and cases, specified in the present Regulations.

NOTIFICATION TO OFFERORS – a letter from PJSC OC Rosneft, sent to the winner(s) of the tender on acceptance of the offer and to the other offerors on refusal to accept their offers. The letter should contain information concerning only the person to whom the letter is sent.

OFFER – a formal offer of a potential buyer to make a transaction with the indication of all necessary conditions, which binds the offeror to enter into the contract specified in the offer if the offer is accepted.

OFFER ACCEPTANCE PERIOD – indicated in the “invitation to make an offer” period, determined by date and time of beginning/ending of offer acceptance.

OFFEROR – a potential buyer, who sent an offer in response to invitation of PJSC OC Rosneft.

OPERATOR OF THE ETP (OPERATOR) – Closed joint-stock company «TEK-Torg».

PARTICIPANT'S ADMINISTRATOR – an employee of Participant, authorized to act on behalf of Participant and register Participant on the ETP, and register and determine the rights of Participant Users.

PERSONAL AREA – part of the ETP, available for registered users of Customer, Participant.

PRIVATE KEY – a secret component of the key pair used in the ciphers, where different keys are used for direct and reverse transformations; contains elements of digital signature.

PRIVATE SECTION OF THE ETP – the ETP section, including Personal areas of Customer, Tendering authority and Participant, available only for registered Tendering authority and Participants after User's authorization and allowing to work with tender sales in accordance to the present Regulations. Authorization form for access to the ETP private section is available through the “Login” link from the ETP public section, located on the Internet at <https://tender.tektorg.ru>.

PRODUCTS – raw hydrocarbons, oil and gas products, and petrochemistry, selling by holding the tender sales.

Note: Workstation as a work place of a specialist is a full-scale computer or computer terminal (input-output device, separated and often remoted from the control computer) and software suite, which can be supplemented with additional equipment if necessary: printing unit, external unit for storage of information on magnetic and/or optical carriers, etc.

PUBLIC SECTION OF THE ETP – part of the ETP, which contains public information available for every person in the Internet.

QUALIFICATION (EVALUATION OF ACCORDANCE WITH QUALIFICATION REQUIREMENTS OF POTENTIAL BUYERS OF PRODUCTS) – a procedure established by the Tendering authority for assessing the complex of organizational-legal and financial-economic statuses of a potential buyer of products, as well as its reliability and business reputation as part of anti-corruption and anti-fraud measures aimed at attraction for participation in tenders, based on the analysis of documents and (or) information received by the Tendering authority or provided by the potential buyer of products in accordance with the Internal Documents of Tendering authority on product sales.

SECOND INVITATION TO MAKE AN OFFER – an invitation to make an offer sent by PJSC OC Rosneft to participants in cases stipulated by the present Standard.

SOFTWARE – facilities, consisting of programs, procedures, rules, referred to the ETP operation.

TECHNICAL FAILURE (FAILURE) – aberrant behavior of the ETP hardware, deviation from “Electronic trading platform TEK-Torg, Section “Tender sales of raw hydrocarbons PJSC OC Rosneft Regulations”.

TECHNICAL SUPPORT – a structural subdivision of Operator, which provides the consultations within the field of the ETP services, receives claims and requests about work on the ETP, and informs about progress of submitted claims and requests.

TENDER (TENDER PROCEDURE) - a procedure for collection of offers and determination of the buyer(s) for entering into the contract(s) with it (them) for supply of the Products. It is a regulated way of requesting the potential buyers about the readiness to purchase the products from PJSC OC Rosneft under the conditions stipulated by the tender documentation (volume, supply time, delivery basis, price (if applicable), etc.), based on the principles of competitiveness, fairness and efficiency and non-discriminatory approach.

TENDERING AUTHORITY OF TENDER SALES (TENDERING AUTHORITY) – Customer or another legal entity, employed by Customer to carry out a Tender sales.

TENDER PARTICIPANT (PARTICIPANT) – any legal entity, including Russian Federation non-residents, or several legal entities, acting as one party, or a natural person, including individual entrepreneurs, or several natural persons, including individual entrepreneurs, acting as one Participant, registered on the ETP, and having a right to send a participation application in tender sales, published on the ETP.

THE ETP UNITED SPACE OF CONFIDENCE – list of certification authorities, which produces keys, verification keys and Digital signature certificates, used on the ETP. The list is published in public section of the ETP.

USER – an individual who represents the Participant and uses an account to enter to the ETP and personal digital signature.

SINGLE ACCOUNT (SA) – the user's personal page on the ETP, which displays information about connected Sections, user organizations, notifications.

WINNER OF TENDER – a tender participant, whose commercially effective offer is recognized as the best or one of the best (in case of distribution of the Products among several participants) based on the results of the tender.

WORKSTATION – a complex of hardware and software, intended for solution of certain goals.

DESIGNATIONS AND ABBREVIATIONS

CA – certification authority.

CCaCD – Contracting control and compliance department of PJSC OC Rosneft or business subdivision of other Customers, carrying the same functions.

DS – digital signature.

ETP – electronic trading platform.

FRONT PAGE OF THE ETP – a page, opening by following the link - <https://tender.tektorg.ru>.

PA – personal area.

RESPONSIBLE FOR QUALIFICATION- a role of Organizer's user on the ETP, which has powers to accept qualification applications through the ETP and fix qualification status of a Participant in the ETP database.

SA – single account.

1 PRELIMINARY PREPARATION

1.1 Hardware and software requirements

For correct operation on the ETP, hardware and software of user's workstation should meet the next requirements:

Table 1 - Hardware and software requirements for correct operation on the ETP

MINIMUM REQUIREMENTS FOR USER'S PC:	PRE-INSTALLED SOFTWARE:
<ul style="list-style-type: none"> - processor – Intel Atom 1.6 GHz; - RAM – 1 GB; - disk subsystem – 40 GB; - Internet connection – 100 Mbit; - keyboard; - mouse. 	<ul style="list-style-type: none"> - Microsoft Windows operating system (version 7 or higher); - Google Chrome browser (version 112.0.0.0 or higher) or Mozilla Firefox browser (version 112.0.0 or higher); - Cryptographic information protection facilities for operation with digital signature certificates - CryptoPro CSP (cryptoprovider version not lower than 4.0).

For operation on the ETP, user's workstation should have a connection to the Internet. Interaction of user with the ETP is performed through Web interface.

1.2 Receipt of a digital signature (DS)

1.2.1 Certificates valid on the ETP

To work on the ETP, it is necessary to obtain the certificate of a digital signature containing a mark on the possibility of applying this certificate on the ETP. The production of certificates with this mark is possible only in a trusted Certification Authority. The list of trusted Certification Authorities is available at <http://rn.tektorg.ru> and <https://www.tektorg.ru/>.

1.3 Accreditation on the ETP

Accreditation consists of two stages:

- Accreditation of a new user on the ETP and confirmation of e-mail address;
- Submission of a request for accreditation of a legal entity / natural person on the ETP as a Participant.

To pass accreditation as a legal entity / natural person on the ETP, the next steps should be accomplished: Accreditation of a new user on the ETP.

1. Go to the main page of the ETP at <https://tender.tektorg.ru>.
2. Click the "Login" link on the opened page.
3. Click the "Accreditation on ETP" link on the opened page (fig. 1).

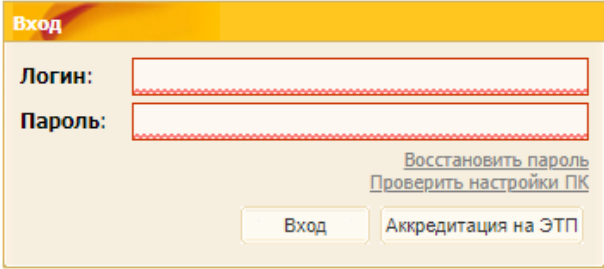


Fig. 1 Authorization form

Screen form (fig. 1) contains the next elements:

- “Login” - a text field for user’s login, which was specified upon accreditation and used to access the ETP private section;
 - “Password” – a text field for user’s password, which was specified upon accreditation and used to access the ETP private section.
 - “Password reset” – a link, directing to a form, which helps the registered users to reset ETP password in case of loss, etc.
 - “Check PC settings” – a link intended to check the correct operation on the computer.
 - The “Enter” button allows to authorize on the ETP and if the authorization was successful, grants an access to the private section of the ETP.
 - The “Accreditation on ETP” button allows to launch accreditation procedure of a new user on the ETP.
1. Further, it is necessary to fill in the fields on the accreditation form of a new user, depicted on fig. 2 (fields marked with “*” are mandatory!).

Fig. 2 Accreditation form

Screen form (fig. 2) contains the “Import data from digital signature” button – when pressing this button, the form is filled in with data from a digital signature; if a DS certificate is available and a user’s workstation has an appropriate software, organization data may be filled automatically with a DS certificate by pressing the “Import data from digital signature” button;



For information about DS and how and where to get a certificate and soft- and hardware, necessary for operation on the ETP, refer to item 4 of the present Regulations.

- “Form of incorporation” field – choose a form of incorporation from a set of values;
- “Full name of organization” (last, first and patronymic name in case of accreditation as a natural person)” field – a field, which is not editable. The field shows a full name of organization, including the value inputted to “Form of incorporation” field, and the value inputted to “Full name of organization (last, first and patronymic name in case of accreditation as a natural person)” field;
- «Non-resident of the RF» – a field of “Check-box” type; if it is chosen, the field for INN, TIN or another taxpayer identification number is mandatory; (Fig. 3)
- “TIN” (or other taxpayer identification number)* field – a numeric field, minimum length is 9 symbols, max – 20 symbols;
- «INN»* field – a numeric field, has characters limit (10 for legal entity, 12 for natural person). It is necessary to fill in the field with INN of organization, individual entrepreneur or natural person;

- «KPP» field – a numeric field, enter the KPP of organization, individual entrepreneur or natural person. The field is obligatory for legal entities of the RF upon accreditation;
- «Last name» field – a text field for the last name of registered user;
- «First name» field - a text field for the first name of registered user;
- «Patronymic name» field - a text field for the patronymic name of registering user, only for residents of the RF;
- «Job title» field - a text field for the job title of registered user;
- «Email address» field - a text field for the valid email address of registered user;
- «Telephone» field - a text field for the contact telephone number of registered user;
- «Time zone» field – choose the time zone from the drop-down list according to the location of the company;
- «Login (user name)» field - a text field;
- «Password» field - a text field, which has at list one digit and one capital letter, minimum length of the field is 8 characters;
- «Re-enter password» field - a text field to re-enter the password;
- «Passphrase for password reset» field - a text field for a passphrase for password reset, in case of loss of the password;
- «Type the code shown» field – a «CAPTCHA» field («CAPTCHA», Completely Automated Public Turing test to tell Computers and Humans Apart). Enter the symbols shown on the picture to the left.

Fig. 3 Form of accreditation for non-residents of the RF

Attention!

When entering INN/TIN (or other taxpayer identification number), the system checks for the presence of this TIN (or another taxpayer code) in the ETP user database. If there is a user in the ETP database who registered with this INN/TIN (or other taxpayer code), the system suggests selecting the corresponding registered organization/user or the "New Organization" option (fig. 4).

Fig. 4 «New organization» option

Screen form (fig. 4) contains the next elements: «Organization choice» field – a drop-down field, where is necessary to choose an option form the list of available options.

2. Upon filling in the whole necessary fields press the "Accreditation on ETP" button.

It is possible to proceed to the next accreditation stage only after confirmation of email address. There are 2 options:

- enter login and password, press "Enter", then enter confirmation code (key) to the corresponding field and press "Activate" button, (fig. 5);
- follow the confirmation link, specified in the email with accreditation information, or proceed to the confirmation form using the link <https://tender.tektorg.ru/#auth/activate> and enter confirmation code (key) to the corresponding field and press "Activate" button.

Fig. 5 Form of email address confirmation

Screen form (fig. 5) contains the next elements: «Enter the code from the email» field – a text field for confirmation code.

Upon entering the confirmation code to the corresponding field and pressing "Confirm" button, a user will receive a message confirming the successful confirmation of email address.

Attention!

If the email with link and confirmation code did not come to the specified during accreditation e-mail address (an e-mail address was incorrectly entered or for some other reason), it is necessary to perform the next steps: go to the authorization form at <https://tender.tektorg.ru> and enter the login and password specified during accreditation on the authorization form (fig. 1). Since the user's e-mail address has not been activated, the confirmation form will open (fig. 5). Press "Specify another e-mail" button and enter a new email address in the appeared form (fig. 6), press "OK" button.

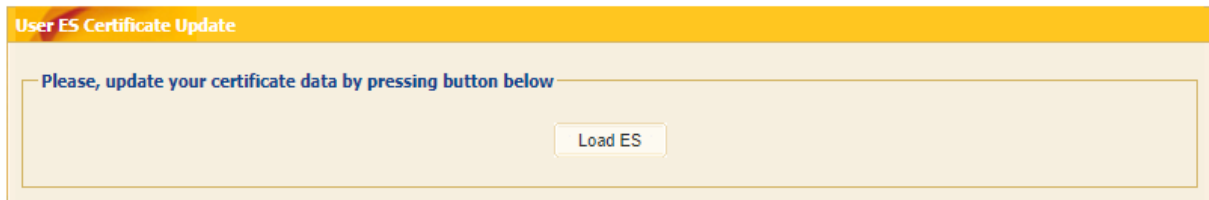
Fig. 6 Form of entering of new email for activation

Screen form (fig. 6) contains the next elements: «Enter new email» field – a text field for email address; available only roman letters.

An email with accreditation information will be resend to the specified email. Then it is necessary to perform the actions starting from step 6 and further.

Submission of application for accreditation of legal entity/natural person on ETP as a Participant in tender procedures.

3. To continue to register it is necessary to proceed to <https://tender.tektorg.ru>, type login and password to corresponding fields in the "Enter" form and press "Enter" button.
4. There will open «Upload DS certificate» form, (fig. 7) Press "Upload DS" button to load data from a new DS.



User ES Certificate Update

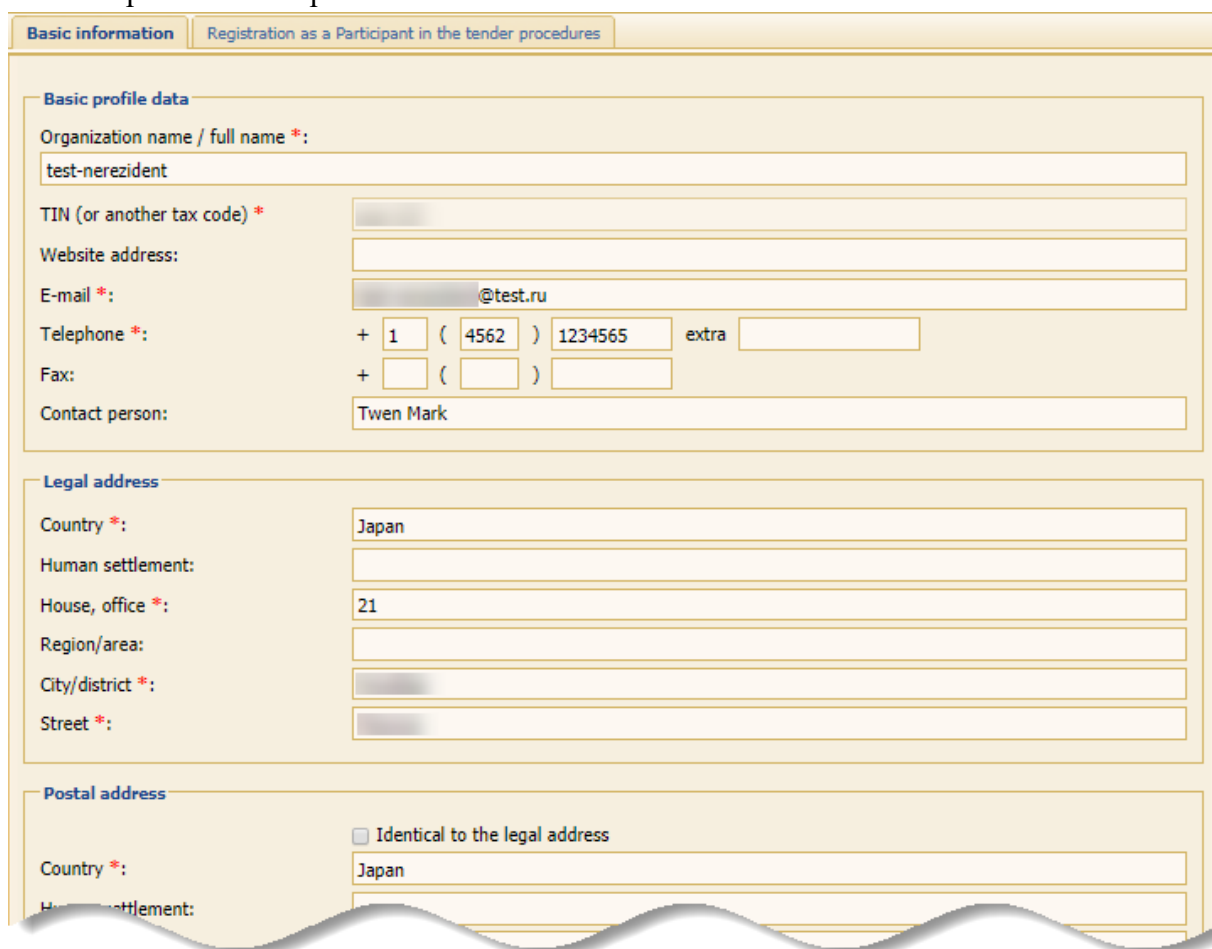
Please, update your certificate data by pressing button below

Load ES

Fig. 7 Uploading form of new DS

A pop-up window with a list of DS certificates opens. Select the required certificate (if you have more than one) and press the "OK" button. The data from the selected DS will be saved. In case of non-compliance with the site requirements, you will receive a corresponding notification and the selected DS will not be downloaded.

- Then it is necessary to fill in the fields on "Basic information" tab as shown on fig. 8 with the data of accredited organization (fields with "*" are obligatory), proceed to "Accreditation on ETP as Participant in tender procedures" – place check-box "Get accreditation on ETP as Participant in tender procedures".



Basic information | Registration as a Participant in the tender procedures

Basic profile data

Organization name / full name *: test-nerezident

TIN (or another tax code) *: []

Website address: []

E-mail *: []@test.ru

Telephone *: + 1 (4562) 1234565 extra []

Fax: + [] ([]) []

Contact person: Twen Mark

Legal address

Country *: Japan

Human settlement: []

House, office *: 21

Region/area: []

City/district *: []

Street *: []

Postal address

Identical to the legal address

Country *: Japan

Human settlement: []

Fig. 8 Accreditation application form (basic information)

Screen form (fig. 8) will be filled in automatically with accreditation data (fig. 2) and contains the next elements:

- "Basic profile data" block:
 - "Full name of organization" (last, first and patronymic name in case of accreditation as a natural person)" field – a text field filled in with data specified during accreditation and available for editing;
 - «Short name» field – a text field for a short name of organization, necessary only for residents of the RF;

- «Non-resident of the RF» – a field of “Check-box” type; if it is chosen, the field for INN, TIN or another taxpayer identification number is mandatory;
 - “TIN” (or other taxpayer identification number)* field – a numeric field, minimum length is 9 symbols, max – 20 symbols;
 - «INN»* field – a numeric field, has characters limit (10 for legal entity, 12 for natural person). It is necessary to fill in the field with INN of organization, individual entrepreneur or natural person;
 - «OGRN» field - a numeric field (13 characters), necessary only during accreditation as a resident of the RF;
 - «KPP» field - a numeric field (9 characters), filled in with data specified during accreditation and available for editing;
 - «Website address» field - a text field for website of organization in the Internet;
 - «Email address» field - a text field for valid email address of organization;
 - «Single email for notifications» field - a text field for email address of SB manager, who will receive notifications when approving accreditation application, submitting accreditation application;
 - «Additional email address» field - a text field for additional valid email addresses of an organization;
 - «Telephone» field - a numeric field for a valid telephone number of organization, it is possible to enter separately a country code, city code, telephone number and extension number;
 - «Fax» field - a numeric field for a valid fax number, it is possible to enter separately a country code, city code, telephone number;
 - «Contact person» field - a text field for last, first and patronymic name of organization contact person;
- 2) “Legal address” block:
- «Country» field - a text field for a country, where an organization is located;
 - «OCATO code» field - a numeric field for OCATO code as per organization; necessary only for residents of the RF;
 - «Postal code» field - a numeric field for a postal code as per organization legal address; necessary only for residents of the RF;
 - «Region/area» field - a text field for a region/area as per organization legal address;
 - «City/District» field - a text field for a city/district as per organization legal address;
 - «Inhabited locality» field - a text field for inhabited locality name as per organization legal address;
 - «Street» field - a text field for a street name as per organization legal address;
 - «House and office» field - a text field for house and office numbers as per organization legal address;
- 3) “Postal address” block:

- «Coincide with legal address» field - field of “Check-box” type, activate it if a legal address of organization coincides with postal address;
- «Country» field - a text field for a country as per organization postal address;
- «OCATO code» field - a numeric field for OCATO code of an organization;
- «Postal code» field - a numeric field for a postal code as per organization postal address;
- «Region/area» field - a text field for a region/area as per organization postal address;
- «City/District» field - a text field for a city/district as per organization postal address;
- «Inhabited locality» field - a text field for inhabited locality name as per organization postal address;
- «Street» field - a text field for a street name as per organization postal address;
- «House and office» field - a text field for house and office numbers as per organization postal address;
- «Operating bank account» field - a numeric field for operating account number of an organization;
- «Personal bank account» field - a numeric field for personal bank account number of an organization;
- «BIC» field - a numeric field for bank BIC (9 digits);
- «Correspondent account» field - a numeric field for correspondent account of bank;
- «Bank name» field - a text field for bank name, where an organization has an account;
- «Bank address» field - a text field for bank address, where an organization has an account.

6. Proceed to “Accreditation as Participant in tender procedures” tab, place a check mark in «Register as a Participant in tender procedures» field.

Screen form “Accreditation as Participant in tender procedures” contains the «Accreditation as Participant in the tender procedures» field – “Check-box” type field, must be marked for accreditation as Participant in the tender procedures.

7. Then it is necessary to press «Sign and send» button.

8. The following confirmation form opens (fig. 9).

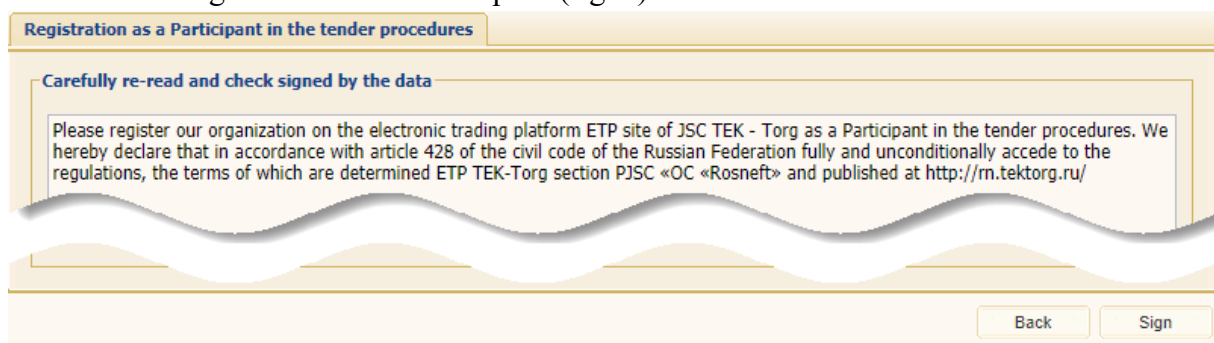


Fig. 9 Form of data confirmation

It is necessary to 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 stage by pressing the "Back" button. If the specified data is correct, continue the accreditation by pressing the "Sign" button and confirm the decision by pressing the "Yes" button in the "Confirmation" pop-up window.

9. DS certificate selection window opens (fig. 10).

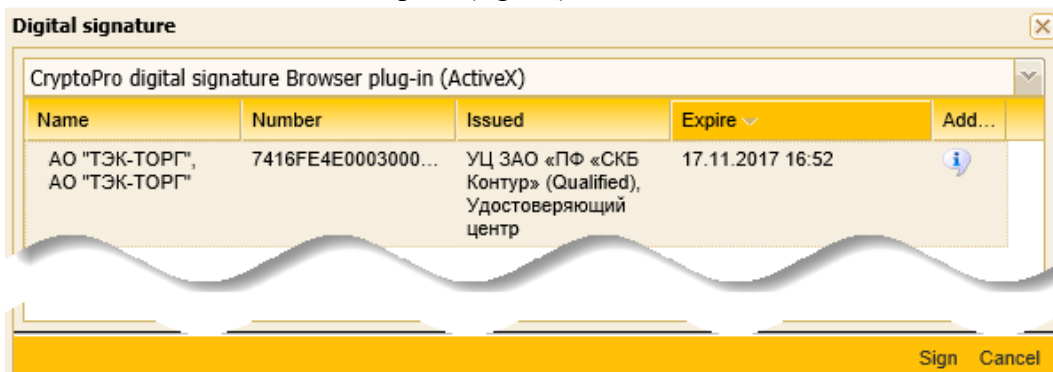


Fig. 10 List of certificates

Choose the necessary certificate (if there are several) and press the "OK" button. A message appears indicating that documents and information have been sent successfully. At the same time, a user will receive an accreditation notification to the specified email.

Within the next five working days a Participant will receive an email with the results.

The first registered user of the organization will automatically receive the Participant's Administrator role.

If the application is approved, the Participant will be granted rights to participate in the tender sales on the platform. While the application is being considered, when logging in the ETP, a user will see next notification: **"Your application for accreditation is under consideration. Please wait for the notice with the results of consideration to be sent to the specified email address".**

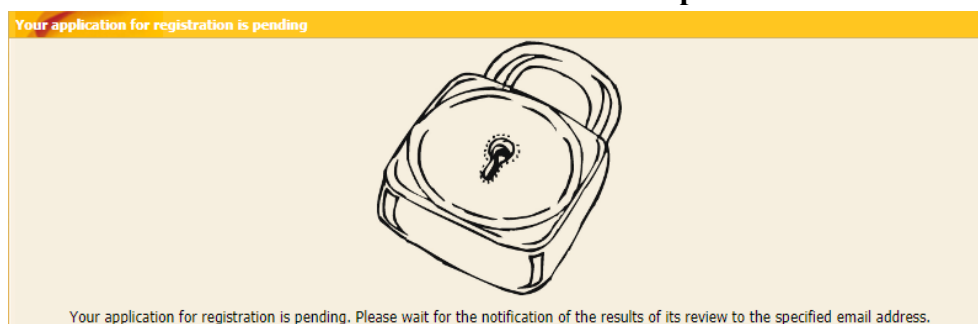


Fig. 11 The view of notification

1.4 Single account

1.4.1 Initial registration in the SA from the Section

The ETP implements a method of registration in the SA from the personal account of the Section. To register in the SA from the Section:

1. Click on the "Unified personal account" button in the Section's personal account. The form "Connect section to the Single account" will open, indicating the user credentials registered in the Section (fig. 12).
2. Click on the "Register" link.

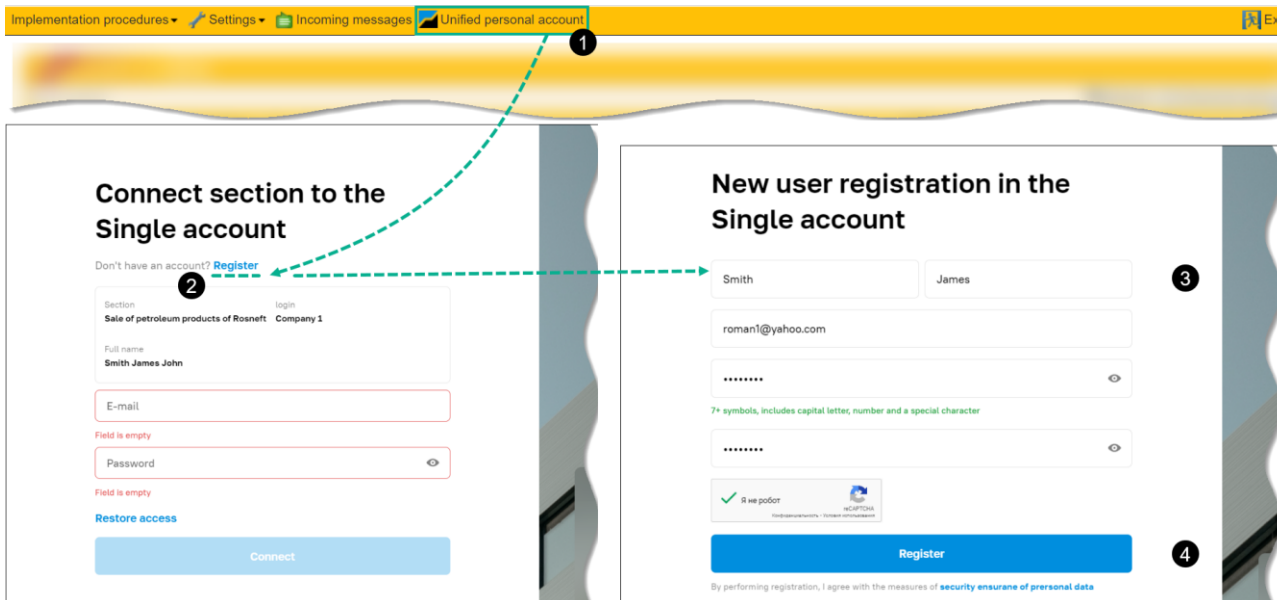


Fig. 12 Registration in the SA from the Section

3. A registration form will open, which will indicate the information received from the Section.
4. To continue registration, click the "Register" button.

1.4.2 Transition to the SA from the Section

To go to the ELK from the Section:

1. Click the "Unified personal account" button in the Section's personal account.
2. If there are several organizations already registered in the SA, the "Select organization" form will open (fig. 13). Select one of the credentials and click "Continue" button. There will be a transition to a Single account of the selected user.

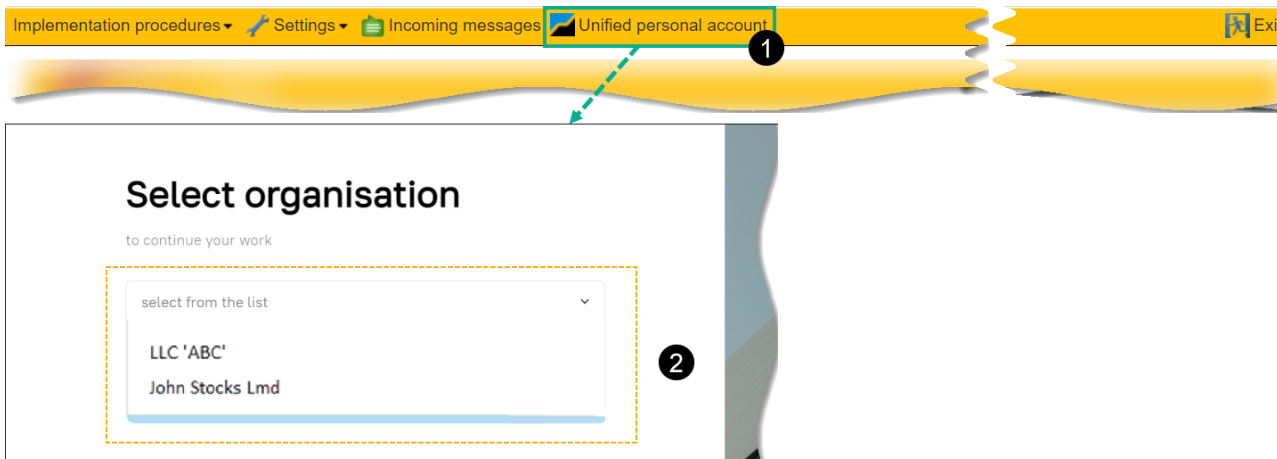


Fig. 13 Example of transition from a Section to an SA

Note – the user's work in the Single account is described in detail in the "User Manual of the Single account of ETP JSC "TEK-Torg". To download the Manual, you need to log in to the SA and click the corresponding icon (fig. 14).

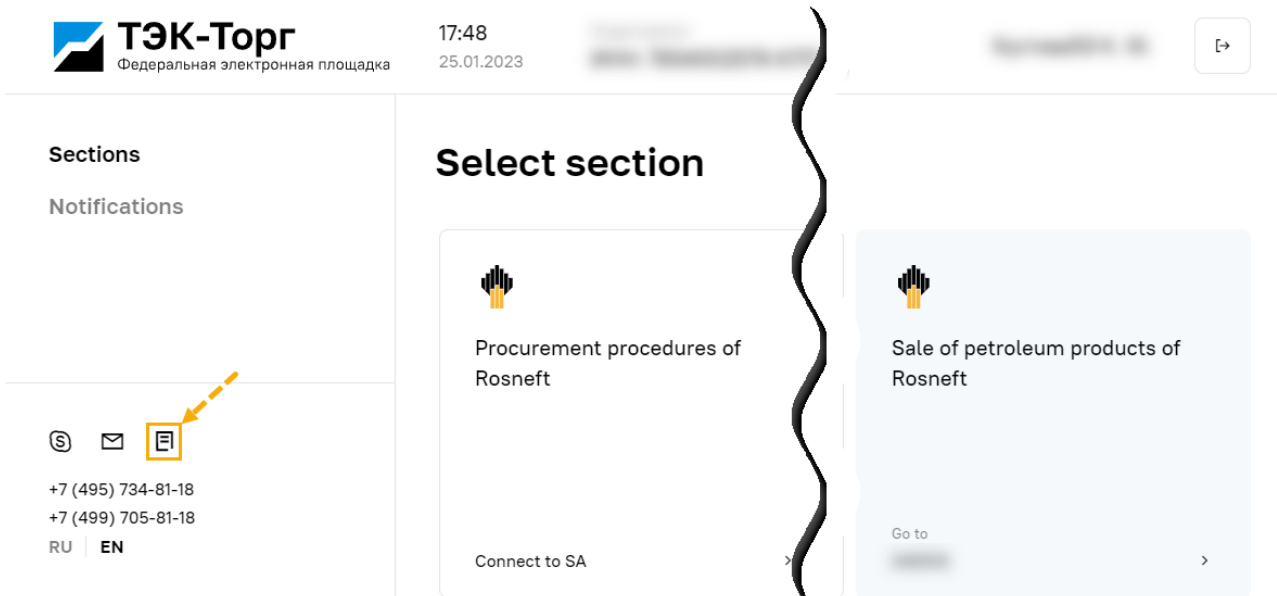


Fig. 14 Icon for downloading the "ELK User Manual"

1.4.3 Transition to the Section from the SA

To go from the SA to the user's personal account in the Section, click in the SA on the tile of the Section "Sale of petroleum products of Rosneft" on the form "Select a section". There will be a transition to the Section in the User's personal account (fig. 15).

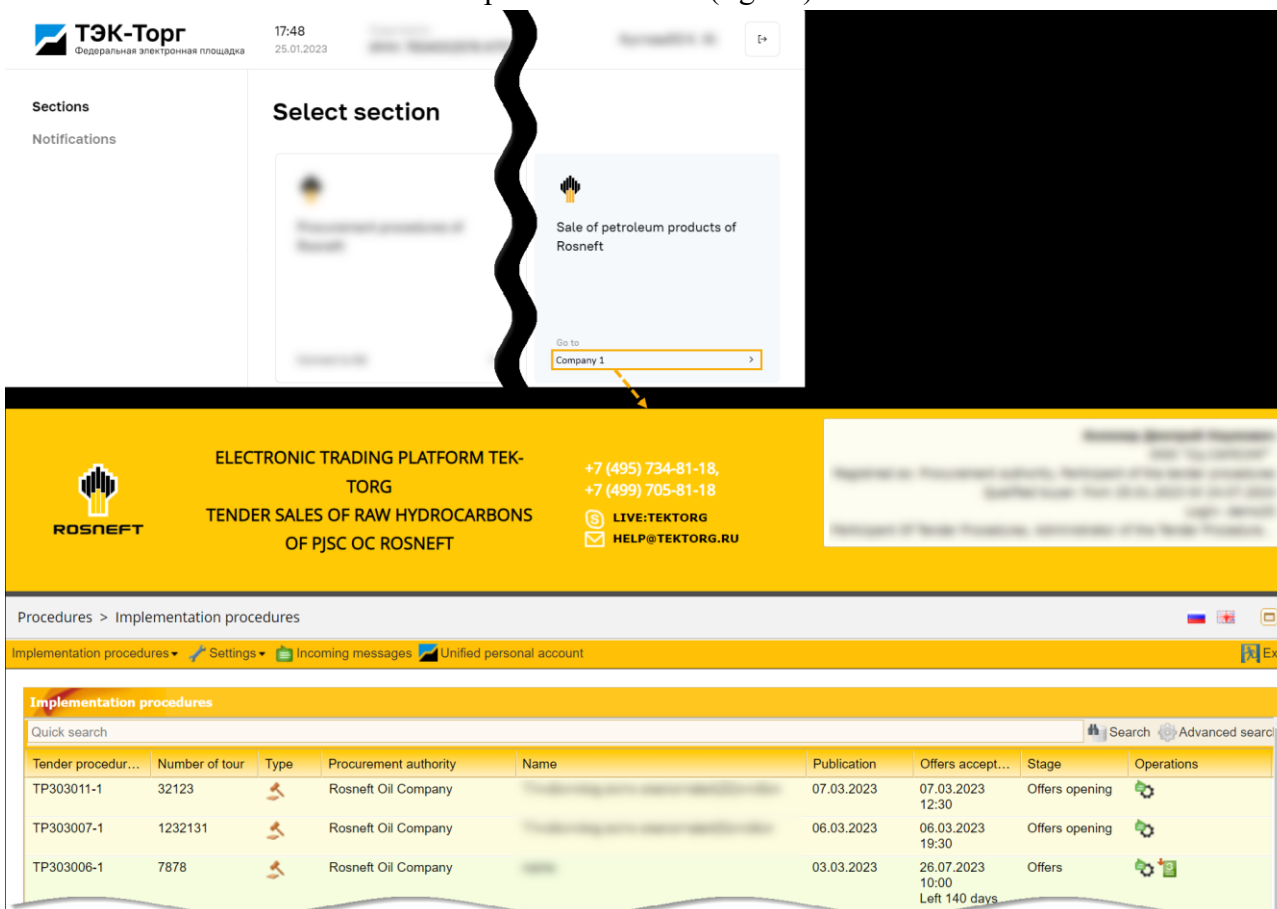


Fig. 15 Transition to the Section

1.5 Addition of users

1.5.1 Accreditation of additional users with DS

An organization registered on the ETP may have unlimited number of users who will act on the organization's behalf on the ETP. To perform these actions, users must have a DS certificate and be registered on the ETP as additional users. Accreditation of additional users is similar to accreditation as a new user.



The process of accreditation as a new user is described in detail in Section 5 of the present instruction, stages from 1 to 6.

Attention!

When registering as an additional user (third stage), enter the TIN (INN) of the organization and choose the necessary organization from the drop-down list (fig. 16).

Fig. 16 “Organization choice” form

After confirmation of the email address, go back to <https://tender.tektorg.ru>, fill in the login and password fields, specified during accreditation and press the "Login" button. The form "Upload DS certificate" opens, (Fig. 7). Press the "Upload DS" button to load information from the new DS.

A pop-up window with a list of DS certificates opens. Select the required certificate (if you have more than one) and press the "OK" button. The data from the selected DS will be saved.

Then fill in “Passphrase for password reset” field and send the accreditation application to the selected organization by pressing “Sign and send” button.

Fig. 17 «Profile editing» form

Check the signed data and press the “Sign” button, (fig. 18).

Fig. 18 Form of data checking before signing

The system will display the notification (fig. 19).



Fig. 19 The view of notification

After sending the information and documents, the request for accreditation of the power of attorney will be available for consideration by the user who has the rights of the Participant's administrator. As soon as the power of attorney is approved, the authorized employee registered on the ETP under this user account will receive the rights to perform operations on behalf of the organization, within the scope of the role set by the Participant's administrator when approving the power of attorney.

Approval process is described in item 6.3.

1.5.2 Approval of letters of attorney


To view the list of submitted applications for accreditation of letters of attorney, you must log in as Participant's Administrator, select "Users" option and "Approval of the powers of attorney" sub-option in "Settings" menu. A screen form with a list of applications opens (fig. 20).


ID	Login	Full name	Job title	Email	Registration date	Status	Operations
3078		Иванов Иван Иванович		@test.ru	16.11.2016	Authorized	

Fig. 20 List of users, who sent an application for accreditation of letter of attorney



Screen from (fig. 20) contains the next elements: «Quick user search» field – a text field for entering name, last name or patronymic name of user.


To view an application (information about user, who sent it) press (the «Browse») button in the “Operations” column in a line which corresponds with the necessary application, or a hyperlink in “Last name, name and patronymic name” column.

To consider an application and to decide whether to approve or decline it, press  («Consider the application») button in the “Operations” column, in a line which corresponds with the necessary application.

When pressing  («Consider the application») button, “Consideration of application for accreditation of letter of attorney” form will appear (fig. 21).



Role ▲	Описание	rights_request	Topical
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrator Of The Participant		<input type="checkbox"/>	<input checked="" type="checkbox"/>

The validity of power of attorney: 

Never expire:

To reject the registrations

The reason for the refusal to register power of attorney:

Fig. 21 “Consideration of application for accreditation of letter of attorney” form

Screen form (fig. 21) contains the next elements:

- Fields from «Role» block – fields of “Check-box” type, activates by placing a check mark opposite to necessary roles;
- «Letter of attorney validity term» field – date entry field; after pressing the field, a calendar opens, where the Participant’s administrator may choose the necessary term of validity of user’s accreditation;
- «Termless validity» field – field of “Check-box” type, activates by placing a check mark, if there is a need for a perpetual term of validity of user’s accreditation;
- «Reason for refusal to register the letter of attorney» field – a text field, enter a reason for refusal to register a letter of attorney.

To accept an application for accreditation of a power of attorney, assign the user roles corresponding to his / her authority by placing the check marks opposite to the necessary roles in the list. It is necessary to enter the validity term of a letter of attorney, or place a check mark next to the "Termless validity" in case of accreditation the power of attorney with termless validity. Then press the "Generate text for accreditation approval" button. A confirmation form appears. Press the "Sign" button to confirm.

To decline an application press “Generate text for accreditation refusal” button on “Consideration of application for accreditation of letter of attorney” form (fig. 14), indicating reason for refusal in the «Reason for refusal to register the letter of attorney» text field. Press the "Sign" button to confirm.

1.5.3 Review users authorities

To view and control user’s authorities you need to enter the system using the personal account with the role Administrator of the participant and select section “Users” in the “Settings” menu. Then

you need to select “Review user’s authorities”. The window with the list of registered users will be opened (fig. 22).

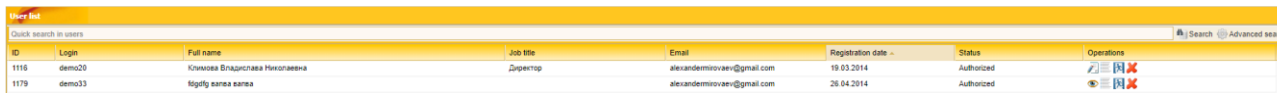


Fig. 22 List of users

The following operations for user management are available:

- – viewing profile;
- – editing user’s rights;
- – blocking the user;
- – deleting user.
- - reset session – forced termination of the user’s session; by clicking on the icon the system will display message for confirmation, to reset the session you need to click on “Yes” (fig. 23).

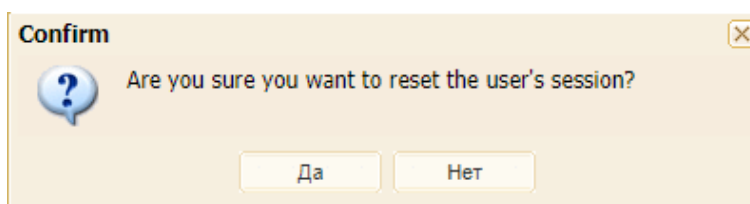


Fig. 23 The view of confirm

Roles are assigned by putting check mark next to the relevant role. You can save or cancel changes by clicking on the relevant button. Available roles for users:

Table 2 - List of roles which are available for users

Role name	List of authorities
1. Participant	1.1. Formation and submission application for qualification. 1.2. Submit/view/recall offer. 1.3. View incoming messages.
2. Administrator of the participant	2.1. Formation and submission of the application for accreditation. 2.2. Submission application for re-accreditation/additional accreditation of the organization. 2.3. Profile activation. 2.4. Editing organization information. 2.5. Confirmation and viewing user’s authorities.
* Functions available for all users.	– Change password. – Log in. – Log out. – Restore password. – Setting in the personal account.

You need to click on icon (“Delete”) to delete user, which is in the “List of uses” section (fig. 22) in the “Operations” column of the relevant user.

2 ENTERING THE ETP

2.1 Entering the ETP using a DS

Entrance to the ETP can be performed only with DS certificate, and if there is necessary software installed on the workstation which is used for accreditation.

ETP has two-factor authorization: by login/password and DS. You need to perform following steps to authorize in the system: insert certificate carrier, enter login and password in the relative fields on the <https://tender.tektorg.ru>, which were created during accreditation, and click on button "Enter". Windows warning window will be opened, informing that ETP needs information about your DS certificate (fig. 24), you need to click on "Yes".

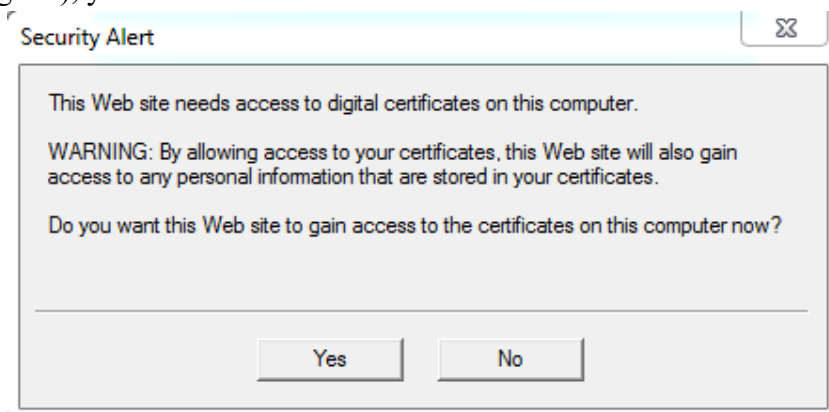


Fig. 24 Warning window about the necessity to allow access to the DS.

You need to select your DS in the opened menu "List of certificates" (fig. 25).

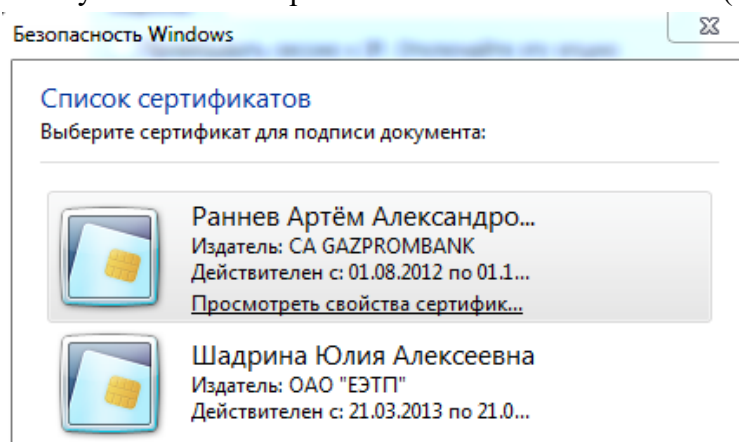


Fig. 25 List of certificates

Windows warning window will be opened, informing that ETP needs to use your private key of your DS, you need to click on "Yes" (fig. 26).

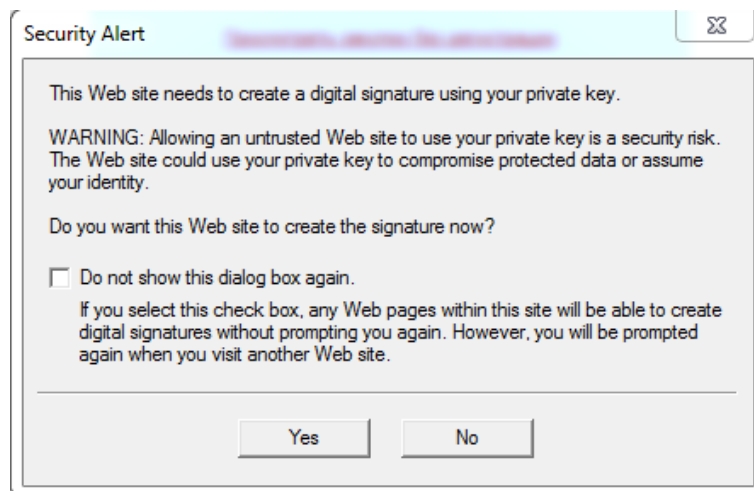


Fig. 26 Warning window about the necessity to use private key.

Then you need to enter pin-code for your certificate carrier (fig. 27).

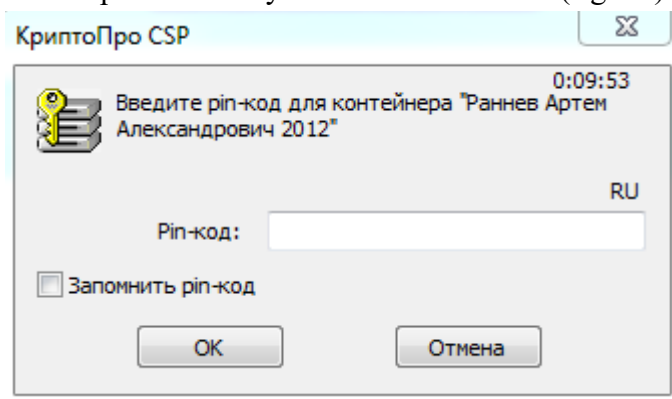


Fig. 27 Entering pin-code for certificate carrier

Authorization will be performed and entrance with assigned rights will be provided on the ETP.

If login and/or password were incorrect, the relative warning message will be viewed. When you click on "OK" form for authorization will be opened. You need to repeat login and password input.

2.2 Restoring a password

You need to click on hyperlink Restore password in the authorization form to restore forgotten password to enter ETP (fig. 1). "Restore password" will be opened (fig. 28).

 A web form titled "Restore password" with a yellow header. It contains the following elements:

- A section titled "Enter the password recovery" with two input fields: "Login *:" and "Passphrase *:".
- A CAPTCHA area showing a blue logo "sznyop" and the text "Enter the code shown in the picture *:" followed by an input field. Below it is the instruction: "If the code is not readable, click on its image with the left mouse button."
- At the bottom right, there are two buttons: "Recover password for ES" and "Restore password".

Fig. 28 "Restore password" form

Display form (Fig. 28) consists of following elements:

- Field “Login” – text field, filled in with login used in accreditation of the user;
- Field “Passphrase” – text field, filled in with login used in accreditation of the user ;
- Field “Enter the code shown in the picture” - field (“CAPTCHA”, CompletelyAutomatedPublicTuringtesttotellComputersandHumansApart – you need to enter symbols, shown on the picture on the left.

You need to fill in relative fields:

- Login, entered during accreditation of the user;
- Passphrase азы, entered during accreditation of the user.

In the bottom field you need to enter set of symbols viewed on the picture. Then you need to click on “Restore password”. The message will be sent on the email entered during accreditation, containing data for entering in the ETP system for the user.

2.3 Checking working efficiency of the ETP

Functioning of the ETP can be confirmed, if after entering login/password and authorization the working page of the user is opened (fig. 29) without any failure messages.

Implementation procedures							
Fast search							Search
Tender procedure number	Type	Organizer	Name	Publication	Offers accepted till	Stage	Operations
TP710002		Rosneft Oil Company	TestUVS2	03.10.2017	—	Offers opening	
TP710001		Rosneft Oil Company	testUVS	03.10.2017	—	Offers opening	

Fig. 29 Working page of the user

2.4 Viewing incoming messages

Mailboxes are generated for every user of the ETP for incoming messages.

To view list of incoming messages you need to click on “Incoming messages” button on the main panel. “Incoming messages” window will be opened (fig. 30).

Incoming notification				
Content topics notice				Search
Departure date	Topic	Status reading	Operations	
13.02.2017 14:58	Уведомление об объявлении переторжки по лоту №1 закупочной процедуры PH701009 повторная переторжка (Способ закупки: Запрос предложений)	New		
26.01.2017 14:11	Уведомление о подаче заявки на участие в закупочной процедуре PH701016 Задвоение записей - 2 (Способ закупки: Запрос предложений)	New		
26.01.2017 13:25	Уведомление о подаче заявки на участие в закупочной процедуре PH701015 Задвоение записей (Способ закупки: Запрос предложений)	New		
23.01.2017 14:29	Уведомление о подаче заявки на участие в закупочной процедуре PH701012 Рассылка о начале приема ком. частей (Способ закупки: Запрос предложений)	New		
19.01.2017 18:02	Уведомление о подаче заявки на участие в закупочной процедуре PH701010 Выгрузка данных (Способ закупки: Запрос предложений)	New		
19.01.2017 16:28	Уведомление об объявлении переторжки по лоту №1 закупочной процедуры PH701009 повторная переторжка (Способ закупки: Запрос предложений)	New		
19.01.2017 15:38	Уведомление об изменении заявки на участие в переторжке по закупочной процедуре PH701009-2 повторная переторжка	New		
19.01.2017 15:34	Уведомление об объявлении переторжки по лоту №1 закупочной процедуры PH701009 повторная переторжка (Способ закупки: Запрос предложений)	New		
19.01.2017 15:22	Уведомление об изменении заявки на участие в переторжке по закупочной процедуре PH701009-1 повторная переторжка	New		

Fig. 30 List of incoming messages

Using advanced search of incoming messages, user can display only those notifications that correspond to the specified search parameters. In the filter it is necessary to specify keywords / theme and/or period, during which messages were received, and click on the “Search” button.

To read the content of the incoming message, you need to click on the icon on the right in the “Operations” column. Form with the message text will be opened (fig. 31).

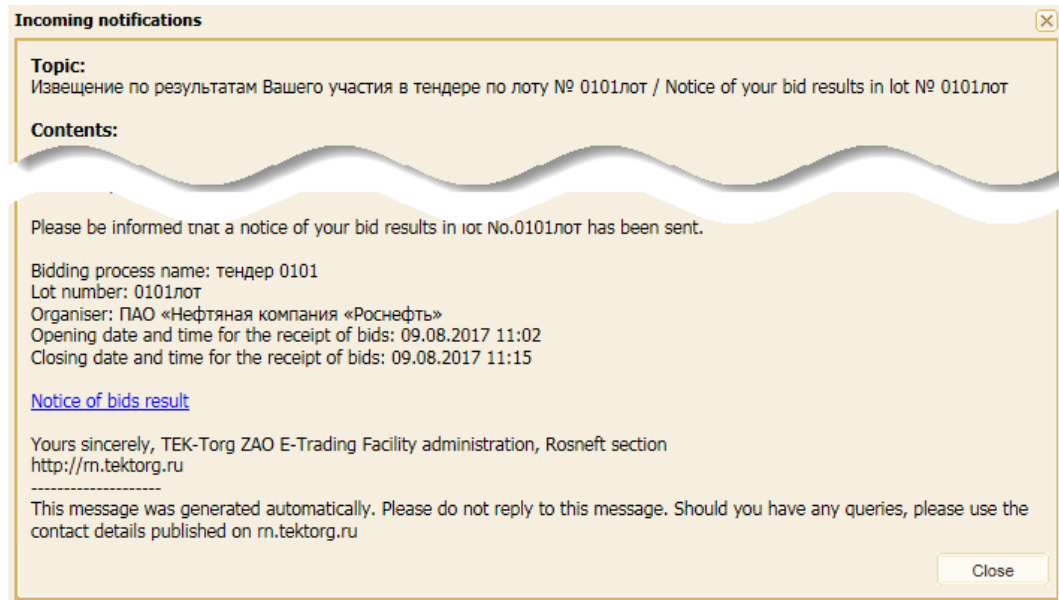


Fig. 31 Viewing incoming message text

2.5 Automatic logoff

ETP has a function of the automatic logoff, if the user is not performing any actions for more than 30 minutes.

After logoff of the user, to continue work in the system it is necessary to authorize by login/password or a DS.

2.6 Exit from the ETP

To exit from ETP it is necessary to click on “Exit” button on the right side of the main panel. You will be redirected to the authorization page (fig. 1).

3 EDITING INFORMATION

3.1 Editing user information

3.1.1 Viewing and editing the user information

To view or change information about the user, you need to enter "Settings" menu, select "Personal data" section and select "Edit profile" subsection. "User information" form will be opened, containing current user information (fig. 32).

You can edit current information by clicking on the "Edit" button. Then you need to confirm edited information by clicking "Sign and send".

The screenshot shows a web form titled "User information" with a yellow header. It is divided into two main sections: "Basic data" and "Data about organization".

Basic data section:

Full name:	Иванов Иван Иванович
E-mail:	12312@test.ru
Contact telephone:	8-(123)-123234123
Login:	sony
Job title:	
System role:	Administrator Of The Participant,,Participant Of Tender Procedures
Current status:	Authorized
Registration end date:	16.11.2019
ES certificate:	Certificate is missing
Subdivision:	
He is the head:	No
The powers delegated to the following people:	-
Employees whose powers are provided:	-

Data about organization section:

Organization name / full name:	Sony
INN:	6271558600
KPP:	123456789
OGRN:	5077746887312
Legal address:	428000, Российская Федерация, Чувашская Республика - Чувашия, Чебоксары, Чебоксары, Ленина, 3
Postal address:	428000, Российская Федерация, Чувашская Республика - Чувашия, Чебоксары, Чебоксары, Ленина, 3

At the bottom right of the form, there are two buttons: "Edit" and "Apply for re-registration".

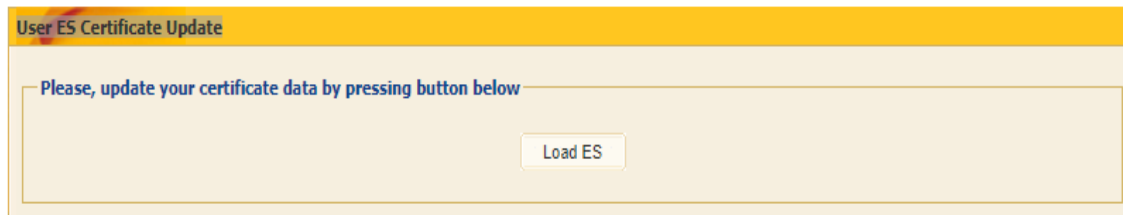
Fig. 32 "User information" form

3.1.2 Uploading information from a new DS

In case of the unplanned replacement of the DS certificate, used for access to the ETP, it is necessary to contact with the Technical support service of the ETP TEK-Torg and ask to unbind DS, enclosing official letter addressed to the CEO of the JSC "TEK-Torg". After unbinding of the DS, the user must enter the system using own login and password. After that the form for uploading new DS will be opened.

In case of the planned re-issue of the DS certificate, to upload user information from the new certificate it is necessary to enter system by your login, password and DS, select menu "Settings", "Personal data" and subsection "Change DS information".

User ES Certificate Update form will be opened (fig. 33).



The form has a yellow header with the text "User ES Certificate Update". Below the header, there is a light beige box containing the instruction "Please, update your certificate data by pressing button below" in blue text. At the bottom center of this box is a button labeled "Load ES".

Fig. 33 User DS Certificate Update form

You need to click on «Load ES».

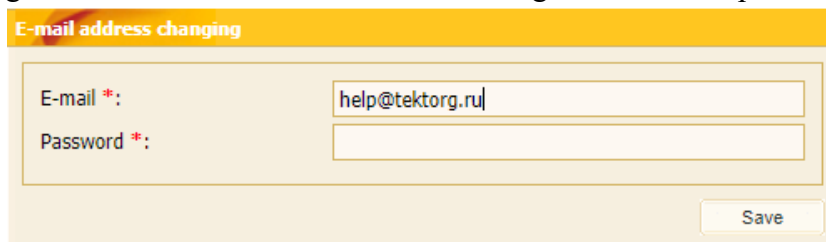
Window with the list of DS certificates will be opened. You need to select the right one (if you have several) and click on “OK” button. Information from the selected Ds will be saved.

Attention!

ETP can operate only with one DS – the one which is binded to the personal data of the user. If you try to use unregistered certificate on the ETP, the certificate will be denied.

3.1.3 Editing e-mail address

To edit e-mail address of the user, you need to open “Settings” menu, select “Personal data”, subsection “Change e-mail address”. E-mail address editing form will be opened (fig. 34).



The form has a yellow header with the text "E-mail address changing". Below the header, there is a light beige box containing two text input fields. The first field is labeled "E-mail *:" and contains the text "help@tektorg.ru". The second field is labeled "Password *:". At the bottom right of the box is a button labeled "Save".

Fig. 34 E-mail address editing

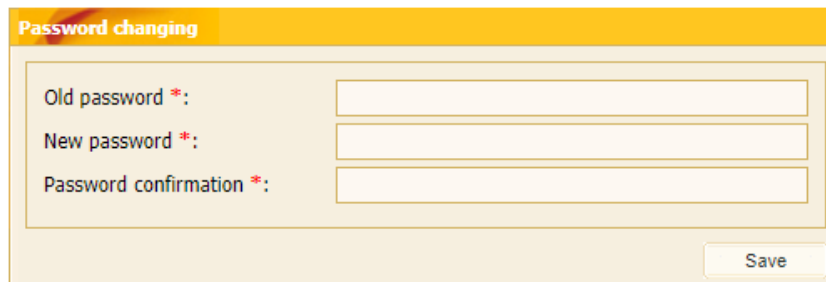
Display form (fig. 34) contains following elements:

- Field “Email” – text field to enter your new address;
- Field “Password” – test field to enter password.

After entering new address and password it is necessary to click on “Save” button.

3.1.4 Changing password

To change password for ETP access, you need to open “Settings” menu, select subsection “Change password” in the “Personal data” section. The password changing form will be opened (fig. 35).



The form has a yellow header with the text "Password changing". Below the header, there is a light beige box containing three text input fields. The first field is labeled "Old password *:", the second is labeled "New password *:", and the third is labeled "Password confirmation *:". At the bottom right of the box is a button labeled "Save".

Fig. 35 Password changing form

Display form (fig. 35) contains following elements:

- field “Old password” – text field to enter your old password;
- field “New password” – text field to enter new password;
- field “Password confirmation” – text field to enter new password.

In the form it is necessary to enter old password in the top field and new password in two following fields and press "Save" to change password.

3.2 Editing the information about organization

"Organization data" section in the "Settings" menu used for viewing or editing information about organization, including re-accreditation.

3.2.1 Viewing information about an organization

To view or edit Organization data, and also to perform re-accreditation or submission of an application for additional accreditation you need to open "Settings" menu, select subsection "View/edit" in the "Organization data" section.

"Accreditation data" form will be opened, containing current information about the organization and list of available accreditations (fig. 36 **Ошибка! Источник ссылки не найден.**).

ETP accreditation data

Basic profile data

Full name of organization (natural person):

INN:

Postal address:

Статус квалификации: Квалифицирован с 15.11.2023 по 16.12.2024

Received ETP accreditation

Registration as a Participant in the tender procedures for implementation of UVS

Date of ETP accreditation: 21.11.2023 07:32

tender_participant

Qualification by products (hydrocarbons)

Product group	Product subgroup	Result of checking	Validity	Start date	End date
Битумы / Bitumen	Битумные материалы / Bitumen	Согласован	18	15.11.2026	16.12.2024
Смазочные материалы / Lubricants	Смазочные материалы / Lubricants	Согласован	18	15.11.2026	16.12.2024
Парафиново-восковая продукция / Paraffin wax production	Парафиново-восковая продукция / Paraffin wax production	Согласован	18	15.11.2026	16.12.2024
Газ / Gas	Попутный нефтяной газ /				

Fig. 36 "ETP accreditation data" form

At the bottom of the form there are buttons for editing profile and performing re-accreditation.

3.2.2 Editing information about an organization

To edit current Organization data it is necessary to click on “Edit profile of the Participant in tender sales of raw hydrocarbons” in the bottom of the “Accreditation data” form (**Ошибка! Источник ссылки не найден.**). Form with 2 tabs will be opened (fig. 37):

- “Basic information” (identical to the tab “Basic information” from the application for accreditation.
- “Accreditation on ETP as Participant in tender procedures”.

The screenshot shows a web form with two tabs: "Basic information" (selected) and "Accreditation on ETP as a Participant in the tender procedures". The "Basic information" tab contains a section titled "Basic profile data" with the following fields and instructions:

- Full name of organization (natural person) *:** A text input field.
- For Russian legal entities, FULL name of the organization as stated in the Unified State Register of Legal Entities (EGRYuL) must be specified.**
- Short name *:** A text input field.
- For a Russian legal entity with a short name specified in the Unified State Register of Legal Entities (EGRYuL) or its charter, this line must be obligatorily filled-in.**
- Non-resident of the Russian Federation**
- INN *:** A text input field containing the value "502".
- IKO:** A text input field.

Fig. 37 Form for editing organization information

3.2.3 Re-accrediting of an organization on an ETP

To perform re-accreditation of the organization or to submit of an application for additional accreditation it is necessary to click on relative button “Re-accreditation on ETP of the Participant of tender procedures for implementation of UVS” (fig. 36**Ошибка! Источник ссылки не найден.**). Then you need to perform actions the same as during the procedure of submission of the organization accreditation application (go to №.1.3 “Accreditation on the ETP”).

4 PARTICIPATION IN PROCEDURES

To work with tender sales, you need to select "Tender sales" menu which is located on the left side of the main panel (fig. 38). To view all available procedures, you need to select section "Actual".

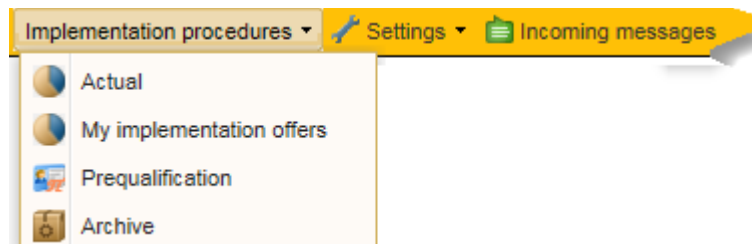


Fig. 38 "Tender sales" menu

"Tender sales" form will appear (fig. 39), which will contain a list of all announced procedures, except for the procedures that are in the archive.

Implementation procedures							
Fast search							Search
Tender procedure number	Type	Organizer	Name	Publication	Offers accepted till	Stage	Operations
TP710005		Rosneft Oil Company		10.10.2017	10.10.2017 13:00 Left 59 minutes	Offers	
TP710004		Rosneft Oil Company		09.10.2017	—	Offers opening	

Fig. 39 «Tender sales» form

The procedure stage can be viewed in the "Stage" column. Procedures are shown in different colors depending on the stage of the procedure.

All operations with procedures (reviewing notice of the procedure, submission of the offers, etc.) are available in Operations column by selecting the relevant icons.

4.1 Procedure search

For searching and filtration of the procedure list there is a possibility on the ETP for fast procedure search by keywords (by procedure name or tender procedure number). You need to enter part of the procedure name and click on icon "Search" at the top part of the "All procedures" form to use it.

You can select "Archive" in the menu "Tender sales" to view procedures at the archive stage.

4.2 Review of procedure notices

You can click on the icon ("See the notice of the procedure") of the appropriate procedure in the list of procedures to get the full information about the announced procedure.

Form "Notice of the procedure" will be opened (fig. 40).

Notice of the procedure	
Procedure info	
Procedure type:	Tender
Number notice:	TP706003
Number tour:	21
Procedure title:	null
Contact emails:	-
Publication date:	28.06.2017
Organizer info	
Organizer name:	Rosneft Oil Company
Location:	Russia, 115035, Moscow, Sofiyskaya naberezhnaya, 26/1
Postal address:	Russia, 115035, Moscow, Sofiyskaya naberezhnaya, 26/1
Contact telephone:	7-499-4567847
E-mail:	test2017@mail.ru
Contact person full name:	Миронов Глеб Дмитриевич
Procedure stages dates	
Offers:	28.06.2017 20:00 [GMT +3]
Offers opening:	28.06.2017 20:00 [GMT +3]
Offers review:	28.06.2017 20:30 [GMT +3]


Fig. 40 Procedure notice form

The stage time, which is shown in the section “Stages of the Tender sales”, is viewed according to the time zone set in User Windows APM settings. The Procedure notice contains information about procurement procedure, about organizer, text of the Invitation to make offers.

4.3 Submission of the offer for participation in the procedure

You need to submit your offer to participate in the Tender sales. Participant has the right to submit offer for participation in any time before the end date of the offers receiving.

Participant submit offers by uploading files with offer proposing. Offers obligatory needed to be signed by the DS. IF the participant does not have DS, the participant will not be able to submit offer.

To submit offer you need to click on icon  (“Submit offer”) in the Operation column of the relevant procedure. The page with basic information of the organization – participant of the procedure will be opened. (fig. 41).

Submission of the offer

Information about the bidders

Organization full name: Производственный кооператив «Солн»

INN: 6271558600

Legal address: 428000, Российская Федерация, Чувашская Республика - Чувашия, Чебоксары, Чебоксары, Ленина, 3

Postal address: 428000, Российская Федерация, Чувашская Республика - Чувашия, Чебоксары, Чебоксары, Ленина, 3

Contact telephone: +8-123-123234123

Offers

Offer №1 *

File path:

Fig. 41 “Offer submission” form

Display form (fig. 41) contains following elements:


- Section “Information about procedure participant” – contains information about the participant.
 - a) Full name of the organization;
 - б) TIN;
 - в) Legal address;
 - г) Postal address;
 - д) Contact telephone number.
- Section “Offers” – you need to upload file with the information about terms of the offer.
- File pathname – field for uploading files, files must comply one of the following formats:
 - a) Archives – zip, .rar, .7z;
 - б) Graphics images – .jpg, .gif, .png, .pdf;
 - в) Text files – doc, .docx, .txt, .rtf;
 - г) Electronic spreadsheet - xls, .xlsx.

To select file with offer you need to click on “Select and upload file” and specify the file path. You can upload several files with documentation to one offer.

If it is necessary, you can submit more than one offer. To add offer you need to click on button “Add offer”. To submit offer you need to click on “Sign”. Form of data verification will be opened (fig. 42).

Fig. 42 Form of signing data verification

After signing data verification, you need to click on button “Sign”. If there are any mistakes in the data – click on “Back” and edit data.

You have an opportunity to submit new offer before the Opening offer stage of the procedure. You need to click on icon  of the relevant procedure and in the opened window “Offer submission” (fig. 43) you can edit signed offer or add another one. After entering necessary corrections, you need to sign it again.

4.4 Reviewing/recalling of the offer

Menu “Application for participation” on the main panel allows to operate with the submitted offers. To view and to recall submitted offers” you need to select section “My offers” in the menu “Applications for participation”. List of the submitted offers will be opened (fig. 43).





Register No.	Lot number	Title of procedure	Submission date	Submission time	Current status of offer	Operations
TP710001	1	Purchase	03.10.2017	12:33	Offer 1/1: Accepted	  
TP611003	1		21.11.2016	09:49	Offer 2/1: Accepted	

Fig. 43 List of the submitted offers



To view offer you need to click on icon  (“View”) of the relevant procedure. The form will be opened which will be containing information about offer (fig. 44).


Fig. 44 “View offer” form

To recall the application, you need to click on icon  (“Recall”) of the relevant procedure in the offer list (fig. 43). The form with the text of recalling the offer will be opened, to confirm it you

need to click on "Sign" (fig. 45). You can recall the offer only before the end date of the offer receiving.

Fig. 45 "Offer recall" form

4.5 Reviewing notifications

Offeror can view his notifications. To view notifications, you need to select section "Incoming messages". In the form "Incoming messages" (fig. 46) you need to click on icon  ("View") of the relevant procedure.

Departure date	Topic	Status reading	Operations
13.02.2017 14:58	Уведомление об объявлении переторжки по лоту №1 закупочной процедуры RH701009 повторная переторжка (Способ закупки: Запрос предложений)	New	
26.01.2017 14:11	Уведомление о подаче заявки на участие в закупочной процедуре RH701016 Задвоение записей - 2 (Способ закупки: Запрос предложений)	Read	
26.01.2017 13:25	Уведомление о подаче заявки на участие в закупочной процедуре RH701015 Задвоение записей (Способ закупки: Запрос предложений)	New	
23.01.2017 14:29	Уведомление о подаче заявки на участие в закупочной процедуре RH701012 Рассылка о начале приема ком. частей (Способ закупки: Запрос предложений)	New	
19.01.2017 18:02	Уведомление о подаче заявки на участие в закупочной процедуре RH701010 Выгрузка данных (Способ закупки: Запрос предложений)	New	
19.01.2017 16:28	Уведомление об объявлении переторжки по лоту №1 закупочной процедуры RH701009 повторная переторжка (Способ закупки: Запрос предложений)	New	
19.01.2017 16:28	Уведомление об изменении заявки на участие в закупочной процедуре RH701009-2 повторная переторжка	New	

Fig. 46 "Incoming messages" form

Incoming message form will be opened for viewing (fig. 47).

Fig. 47 Incoming notification form for viewing

Displayed form on the (fig. 47) contain following elements:

- field "Theme";
- field "Content".

By clicking on "Go to the procedure" notice of the announced procedure will be opened.

5 QUALIFICATION ASSESSMENT

5.1 Applying for qualification assessment

The functionality of the ETP provides a mechanism for submission of documents in electronic form to pass the qualification as a potential offerer (buyer).

To apply for qualification, you need to click on the button "Prequalification" / "Apply" in the menu "Implementation procedures" (fig. 48).

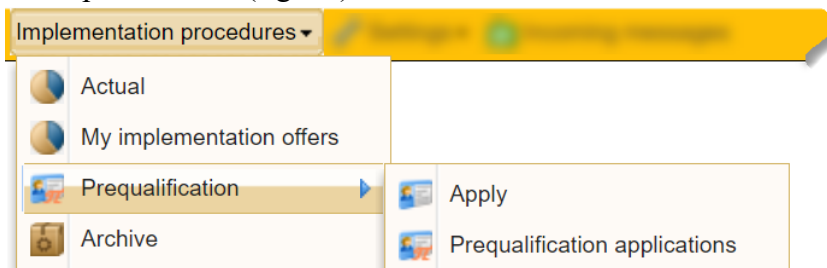


Fig. 48 Menu "Tender sales"

By clicking on the form of Qualification application, the "Basic information" form will be opened without no option for editing (fig. 49).

Basic information Prequalification of Buyer

Basic profile data

Full name of organization (natural person) *:
"

For Russian legal entities, FULL name of the organization as stated in the Unified State Register of Legal Entities (EGRYuL) must be specified.

Short name *:

For a Russian legal entity with a short name specified in the Unified State Register of Legal Entities (EGRYuL) or its charter, this line must be obligatorily filled-in.

INN *:

IKO:

OGRN:

 This line must be obligatorily filled-in for Russian legal entities.

OKPO:

KPP:

 This line must be obligatorily filled-in for Russian legal entities.

OKOPF classifier

30001: Представительства юридических лиц Delete

Website address:

Fig. 49 "Basic information" tab of the Qualification application form

In the "Buyer's qualification" tab it is necessary to indicate the type of a buyer, also there are fields for uploading required documents (fig. 50).

Fig. 50 Application form for qualification

Qualification application form displayed on (fig. 50) is showing following elements:

- field “Buyer’s type” is a drop down list field, for selecting one of the types of organization, Qualification application form will change (set of required documents) according to the type of organization selected in this field;
- “Apply for qualification” field - a field of “check-box” type, filled by default;
- fields for uploading files, it is necessary to upload files according to the required file formats;
- field “Fill out/ Edit application form” - by clicking the application form will be opened, which must be filled in.

5.1.1 Filling in and editing the application form

On the application form in the **Documents** block the Participant (Buyer) must fill out the “Form”. Click "Fill out/Edit the questionnaire" (fig. 51).

Fig. 51 Application form for qualification assessment on the procurement application form

The "Application Form" will open, which consists of the following tabs:

- **«Basic information»**, which is represented by data from the organization's profile with the ability to edit them (fig. 52-fig. 53), including the block “Did the name and / or legal form of the Supplier/Participant change”, bank details, registration information, managers , owners, etc., as well as a block in which the User must activate the checkbox "***I agree upon signing the application for qualification in the PJSC “OC “Rosneft” with the following***" that User agrees with the text below:

We, [name of the Supplier organization / Procurement Participant]:

- guarantee the correctness and relevance of the attached information, and the conformity of copies of documents to their originals;
- understand that the submission of false information will entail a refusal in the qualification assessment;
- agree to use the information presented in the documents for the qualification assessment in the base of potential buyers of hydrocarbon products of "Rosneft";
- understand that in case of successful completion of the qualification assessment procedure and the invariability of the information presented, the results of the qualification assessment at PJSC "OC "Rosneft" are valid for 18 months;
- in case of interest in further participation in tenders of Rosneft, were notified of the need to submit in advance a complete updated package of documents before the expiration date of the qualification assessment;
- guarantee that the subject (s) of personal data was (were) notified that PJSC "OC "Rosneft" will be the operator of personal data and has given consent.

On the Application form, the fields for registration data are available for input and editing. If the Participant specifies an incorrect INN or checkpoint, an error message will be displayed.

Note: The Supplier may be deemed not to meet the criteria of the qualification assessment if they are not provided with information (not disclosed) and/or provided with irrelevant (unreliable) information about his actual location.

Fig. 52 The "Basic information" tab (beginning)

Fig. 53 Tab "Basic information" (ending)

- «*Owners (shareholders)*» which includes (fig. 54):

Fig. 54 The "Owners shareholders" tab

- a) **Owners /Founders /Beneficiaries** – a block containing information about the owners. The block has the following attributes for adding or removing records to it:
- 1) **Type (category)** – the field is required to select from the directory on the ETP "Type of organization" (fig. 55):
 - «Individual»;
 - «Legal»;
 - «Another (for example, government agencies, the state, etc.);

Fig. 55 Drop-down list of the field "Type (category)"

- 2) Full name of the owner – required text field;
 - 3) *COUNTY OF REGISTRATION / CITIZENSHIP* – selection from the ETP directory;
 - 4) Ownership – a numeric field required to be filled in (with the accuracy of specifying the share to tenths and hundredths of a percent), when filling in which the change in the ownership share occurs in increments of $\pm 1\%$;
 - 5) Note – text field for input, optional to fill in;
- b) **Ultimate beneficiaries** – a block that contains information about the final beneficiaries with the possibility of adding and deleting records in it.
- «**Specialization / Products**» – which includes (fig. 56):
- a) *DIRECTION OF ACTIVITY (SPECIALIZATION)* – required text field;
 - b) **Average headcount for the previous calendar year** – the block in which you need to specify data for the last 3 calendar years;
 - B) **Counterparty Category** – the block in which you need to select one of the values: *TRADER* or *END-USER*;
 - r) **Products (hydrocarbons) to be purchased** – a block in which it is necessary to select a subgroup of products (or several subgroups of products) for which, according to the results of the qualification assessment, the buyer plans to be qualified;

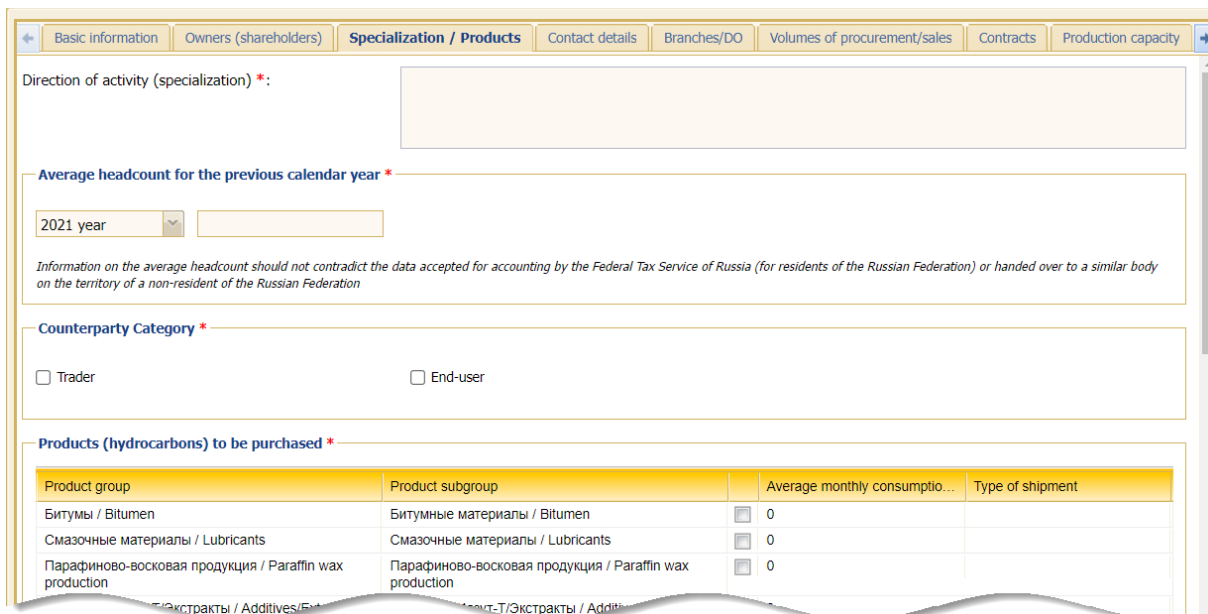


Fig. 56 The "Specialization / Products" tab

- «*Contact details*» (fig. 57) includes:
 - a) **Organization contact details** – the block which includes:
 - 1) *PHONES* – editable field, filled in by default with the corresponding value from the organization's profile on the ETP;
 - 2) *EMAIL* – editable field, filled in by default with the corresponding value from the organization's profile on the ETP;
 - 3) *ORGANIZATION WEBSITE* – editable field, filled in by default with the corresponding value from the organization's profile on the ETP;
- «*Contact faces*» - contains a list of contact persons (in the form of a table), with the possibility of editing it;

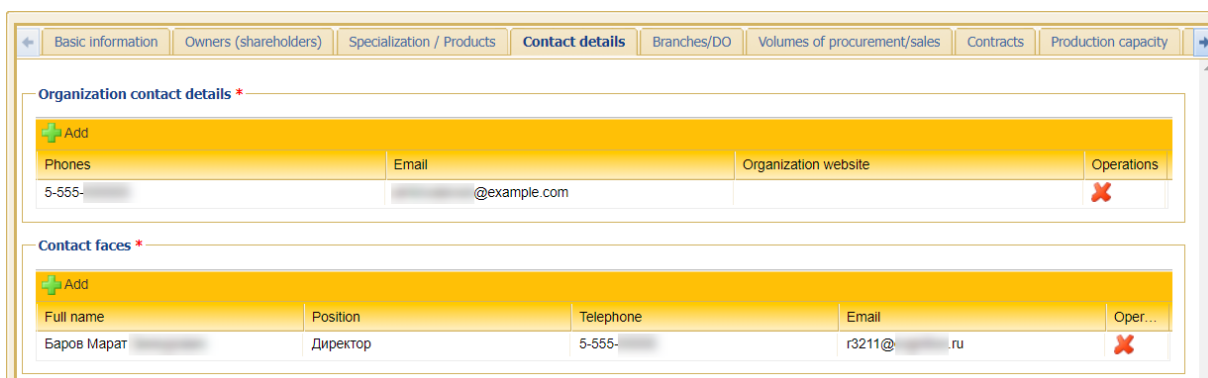


Fig. 57 The "Contact details" tab

- «*Branches/DO*» - contains a list of branches/UP to with the ability to add and remove information from it (fig. 58);

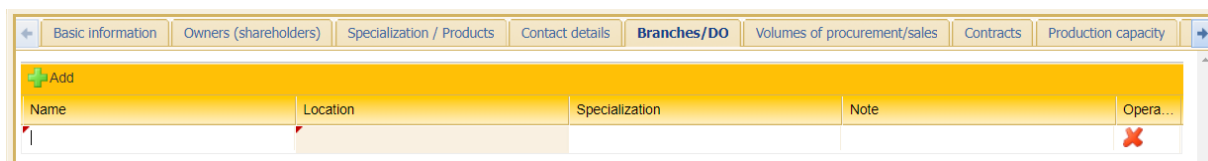


Fig. 58 The "Branches/DO" tab

- «**Volumes of procurement/sales**» - it is intended to indicate information about the volume of sales of products for the year and the list of main trading partners (fig. 59);

Fig. 59 The tab "Volumes of purchase / sale"

- «**Contracts**» - It is intended to indicate information about the presence or absence of existing contracts with PJSC "OC "Rosneft", claim work, etc. It is necessary to select one of the values ("Yes" / "No") in the corresponding field of this block (fig. 60);

Fig. 60 The "Contracts" tab

If "Yes" is selected, it is necessary to provide relevant information about the facts of claim activity and the facts of refusal to conclude contracts. All fields of the table, except for the *COMMENT* field, must be filled in (fig. 61).

If "No" is selected, the table can be left blank, and the generated questionnaire file will contain the value "0" for this block.

The presence of facts of refusal to conclude an agreement / claims claims with PJSC OC Rosneft and (or) affiliated companies of the Group of Companies in the field of the purchase of hydrocarbons, oil and gas products, and petrochemicals *

No
 Yes

Information is provided on the facts of the claim activity and the facts of refusal to conclude contracts based on the results of tender procedures for the last 12 months for each case.

+ Add

Companies of the PJSC OC Rosneft Group, ...	Claim facts / refusal to conclude a contract	Incident count	Comments	Operati...
---	--	----------------	----------	------------

The presence of facts of suspension of the decision on a positive qualification in PJSC OC Rosneft in the field of purchase of hydrocarbons, oil and gas products and petrochemicals *

No
 Yes

+ Add

Line of business	Suspension Factors	Incident count	Comments	Operati...
------------------	--------------------	----------------	----------	------------

1. Information is provided on the facts of suspension of the qualification assessment for the entire period of interaction with PJSC OC Rosneft and the companies of the Group of the Company.
2. In the «Comments» field, a potential buyer / supplier can reflect their opinion on the validity of claims by the Company.

Fig. 61 The "Contracts" tab when selecting "Yes" values

- «**Production capacity**» – which includes (fig. 62):
 - a) *PRODUCTION CAPACITY* – text field to fill in;
 - б) *OPPORTUNITIES FOR RECEIVING AND STORING PRODUCTS* – text field to fill in;
 - в) *AVAILABILITY OF LICENSES AND CERTIFICATES (NAME AND DETAILS)* – text field to fill in;
 - г) *AVAILABILITY OF OWN (LEASED) FLEET OF MEANS OF TRANSPORTATION OF PETROLEUM PRODUCTS (NAME AND QUANTITY)* – text field to fill in;

Basic information	Owners (shareholders)	Specialization / Products	Contact details	Branches/DO	Volumes of procurement/sales	Contracts	Production capacity
-------------------	-----------------------	---------------------------	-----------------	-------------	------------------------------	-----------	----------------------------

Production capacity:

Opportunities for receiving and storing products:

Availability of licenses and certificates (name and details):

Availability of own (leased) fleet of means of transportation of petroleum products (name and quantity):

Note: Information is provided at the request of a potential buyer (in free form).

Fig. 62 The "Production capacity" tab

- «**Confirmation of compliance with customer requirements**» - contains a list of items of the Customer's requirements (fig. 63). In each item, select the desired value by clicking on the link (fig. 64).

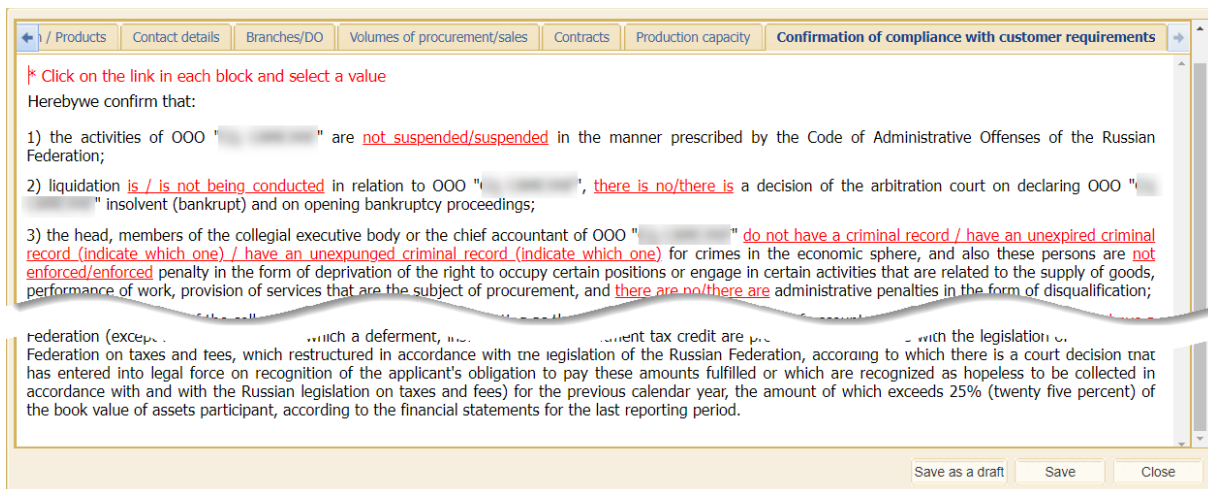


Fig. 63 The tab "Confirmation of compliance with the requirements of the Customer"

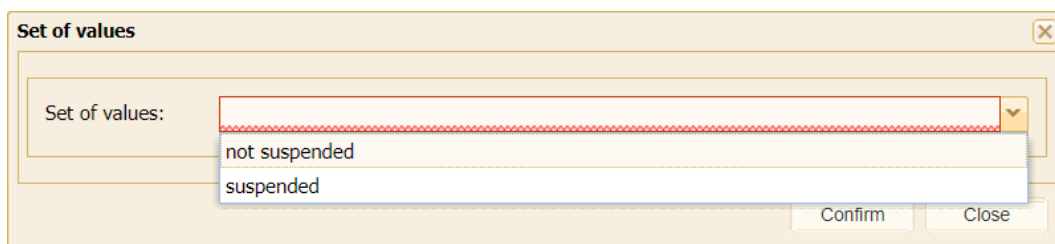


Fig. 64 Drop-down list "Set of values" of the "Confirmation of compliance with Customer requirements" tab

The “Form” is required. In case of an attempt to submit an application for participation in the procedure without filling out the application form, a corresponding notification will be displayed (fig. 65).

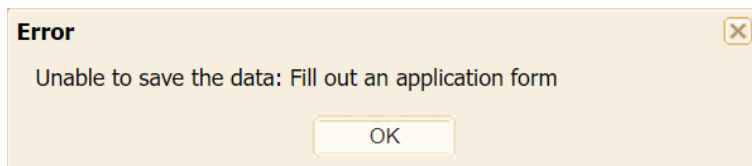


Fig. 65 Notification of the obligation to fill out the application form

5.1.2 Signing of the application for the qualification assessmenty

When submitting an application for a qualification assessment, all required fields are checked. In the case:

- if the required fields are not filled in, a corresponding notification is displayed containing a list of blank fields, and it is impossible to submit an application for a qualification assessment;
- filling in all fields based on the entered data, a printed form of the document (questionnaire) in *.pdf format is automatically generated, which is included in the application and signed with the ES together with the application.

When all the fields are filled in, you need to click on “Sign and send” (fig. 66).



Fig. 66 Form Control Buttons

In the opened window, you need to check entered data and click on “Sign” (fig. 67), “Yes” (fig. 68) consistently to confirm Qualification application with DS.

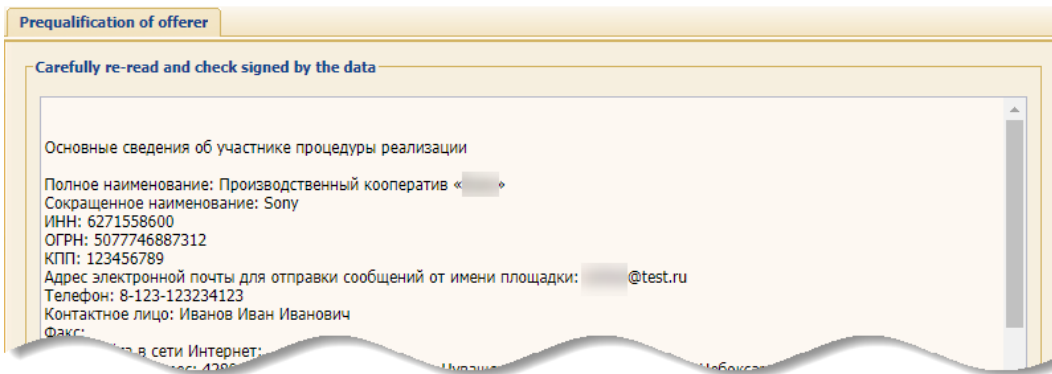


Fig. 67 Signing of the Qualification application

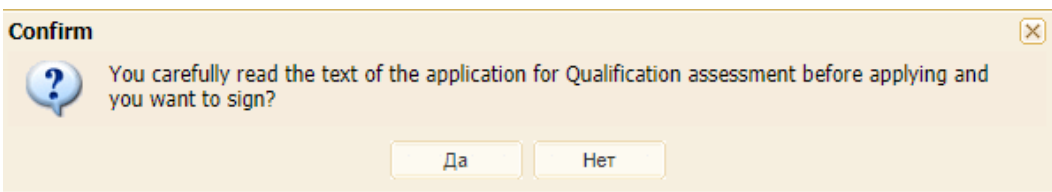


Fig. 68 Confirmation of the Qualification application

5.2 Viewing the applications for qualification assessment

To view the applications submitted for the qualification assessment and their status, go to the menu “Implementation procedures” / “Prequalification” / “Prequalification application” (fig. 69).

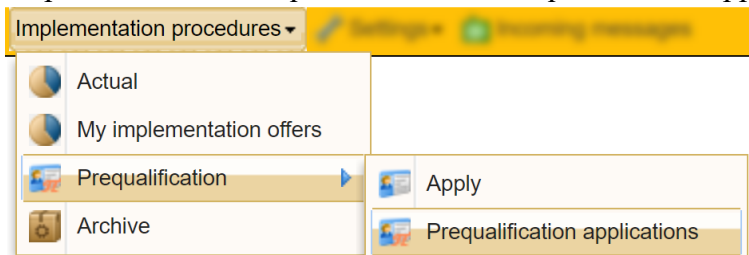


Fig. 69 Menu item for viewing submitted applications for qualification assessment

Then the window with the list of your applications for qualification will open (fig. 70).

Qualification applications			
Quick search by organization			Search
Application date	Date of receipt of the application for consideration	Application review status	Operations
28.06.2023 12:42:00		Направлен запрос 19.07.2023	👁️ 📄
20.06.2023 09:23:11		Архив - подана обновленная заявка	👁️
03.04.2023 16:08:56	18.07.2023 09:30:49	Review	👁️ 📄
03.04.2023 14:42:06	18.07.2023 09:30:46	Review	👁️
22.09.2022 12:21:56	22.09.2022 00:00:00	Архив - отклонена	👁️
	07.09.2022		

Fig. 70 The list of your applications for qualification

The Participant who submitted the application is notified of the results of the qualification assessment (fig. 71) or of the rejection of the application (fig. 72).

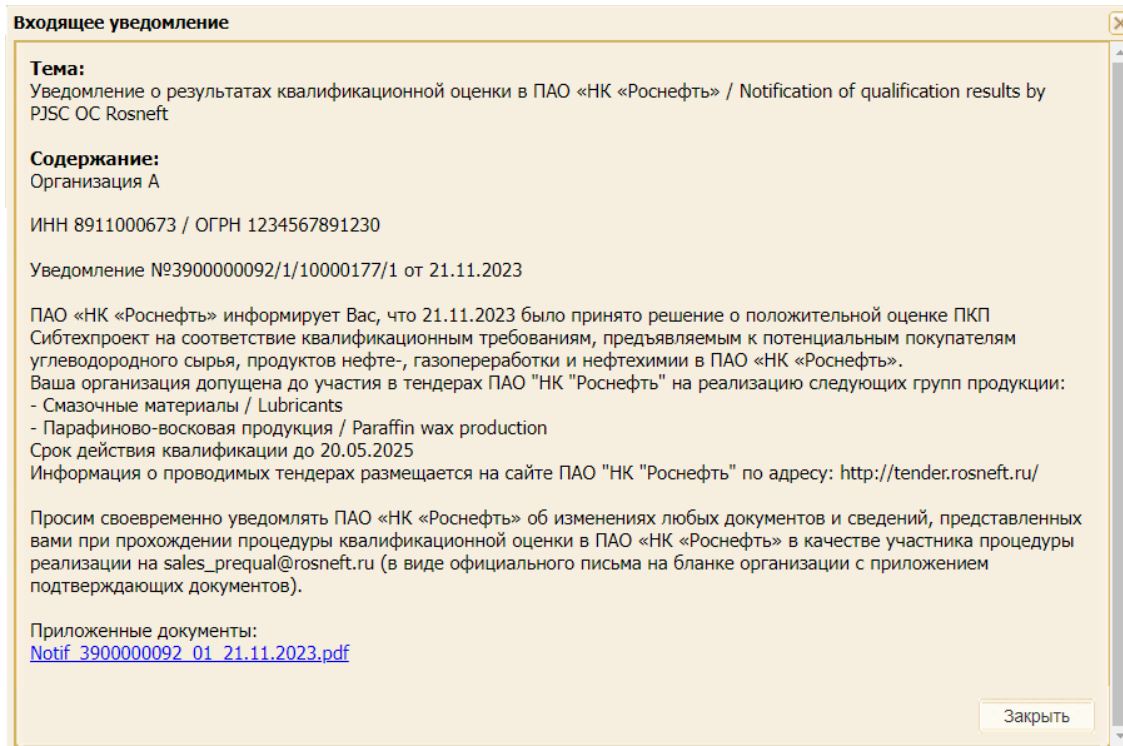


Fig. 71 Example of a positive decision on an application for a qualification assessment

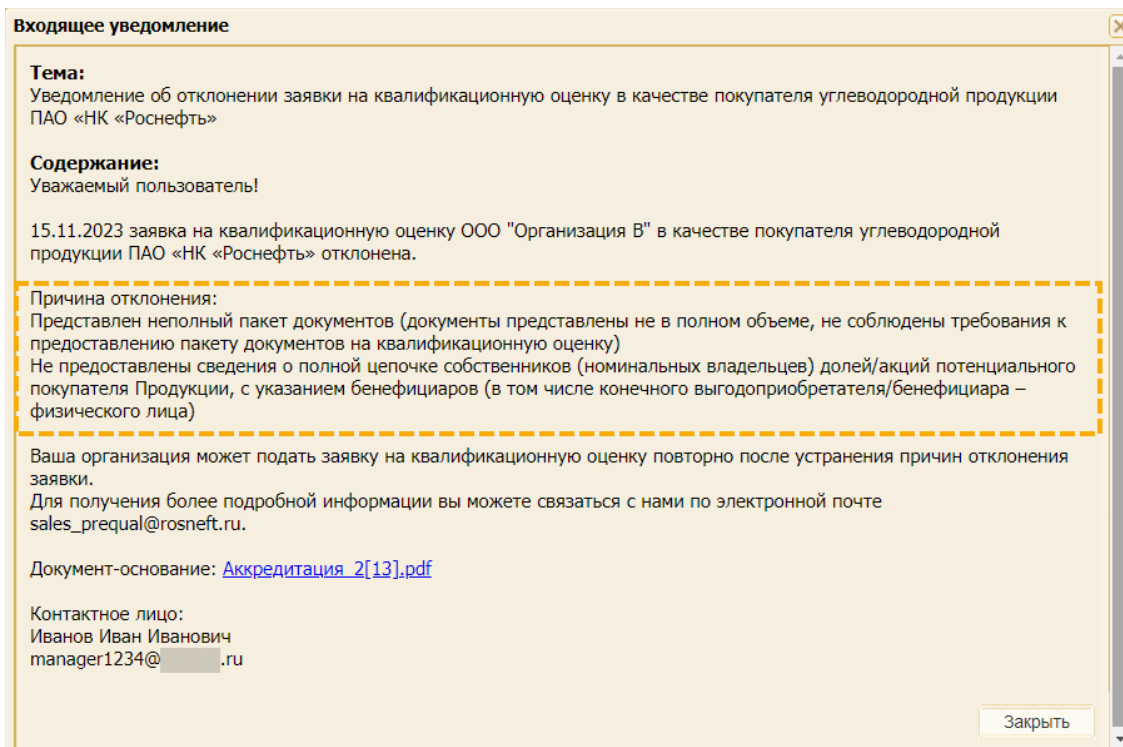




Fig. 72 Example of notification of rejection of an application for a qualification assessment

If a request for information / documents is sent on your application for a qualification assessment, you will receive a notification and the operation “Requests for documents / information”  will be available opposite the application.

5.3 Response to a request for documents / information

To send a response to a request, select an operation  (fig. 70). A window will open (fig. 73).

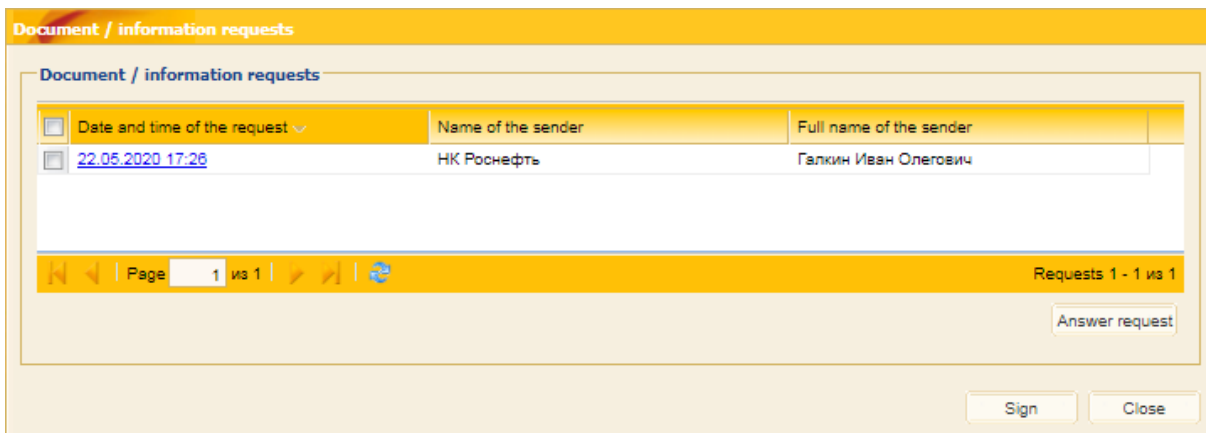


Fig. 73 Form "Requests for documents / information"

To prepare a response to a request for documents/information (fig. 74):

- 1) select a query;
- 2) click the "Answer request" button;
- 3) on the form that opens, attach the documents on which comments have arisen;

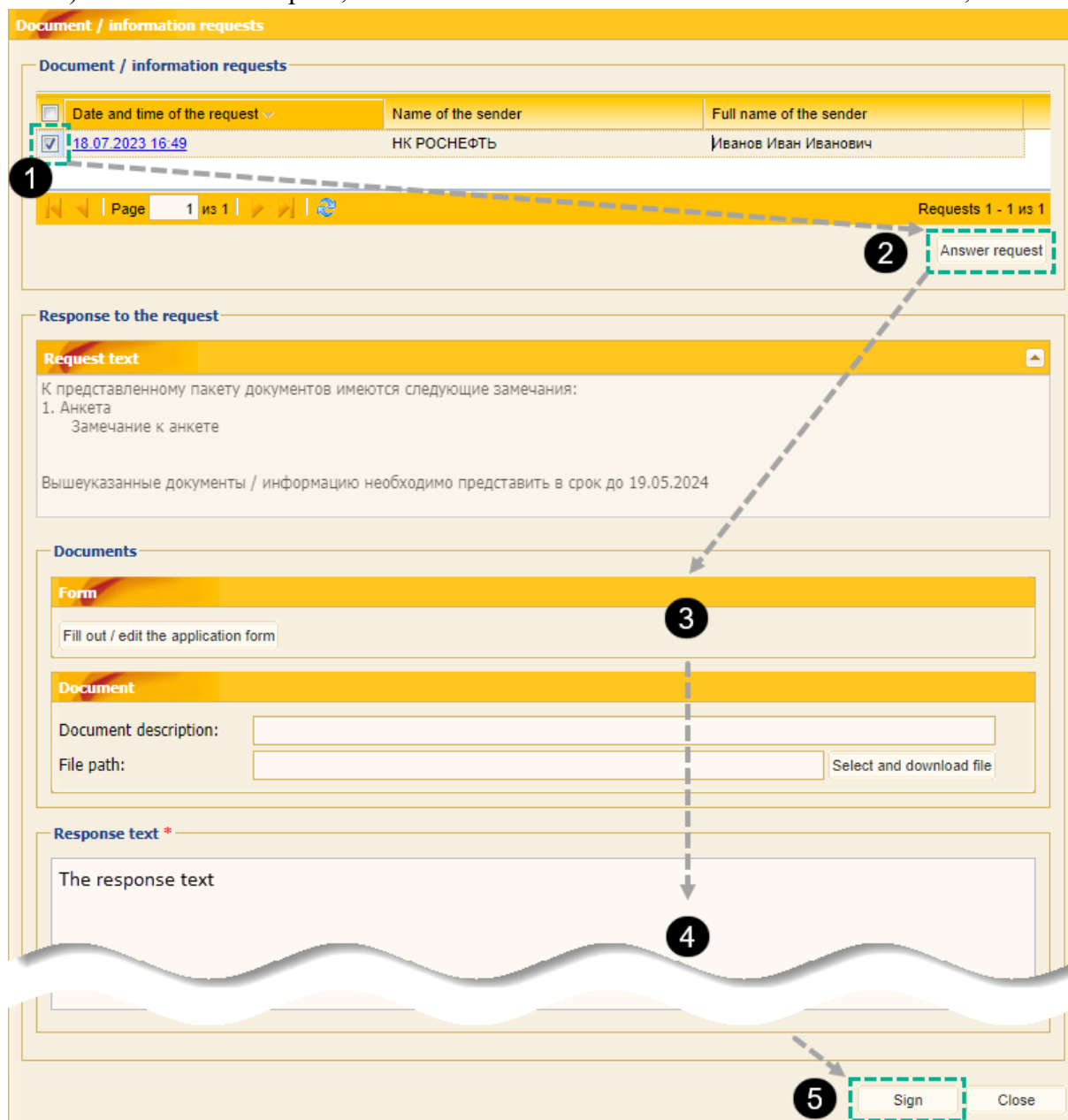
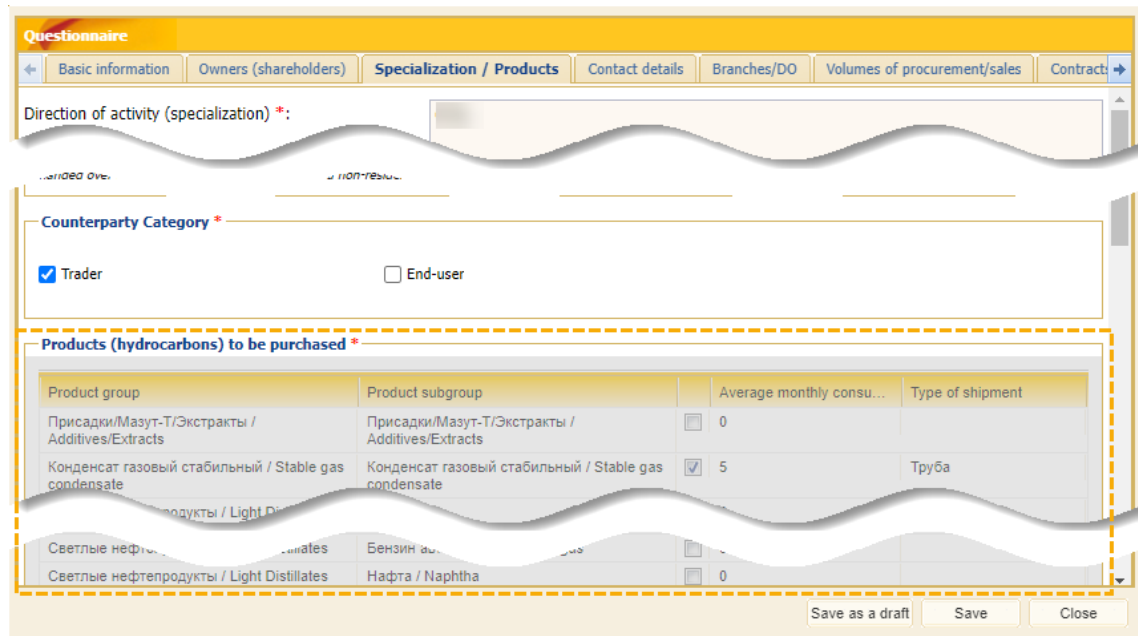


Fig. 74 Preparation of a response to a request for documents /information

Note - when responding to a request for a qualification assessment, which contains comments on the "Questionnaire", the block **Products (hydrocarbons) to be purchased** is unavailable for editing (fig. 75).

- 4) prepare the text of the response to the request in the *RESPONSE TEXT* field;
- 5) click the "Sign" button.

The form for verifying the signed data "Signing the response to the request for documents / information" will open. Check the information of the response to the request again and confirm its correctness by clicking on the "Sign" button. A message about the success of submitting a response to the request will be displayed.



Product group	Product subgroup	Average monthly consu...	Type of shipment
Присадки/Мазут-Т/Экстракты / Additives/Extracts	Присадки/Мазут-Т/Экстракты / Additives/Extracts	<input type="checkbox"/> 0	
Конденсат газовый стабильный / Stable gas condensate	Конденсат газовый стабильный / Stable gas condensate	<input checked="" type="checkbox"/> 5	Труба
Светлые нефтепродукты / Light Distillates	Бензин ав...	<input type="checkbox"/> 0	
Светлые нефтепродукты / Light Distillates	Нафта / Naphtha	<input type="checkbox"/> 0	

Fig. 75 The block "Products (hydrocarbons) to be purchased" is not editable

6 EMERGENCY SITUATIONS

6.1 Inaccessibility of the ETP

If the ETP is not available, it is necessary to:

1. Make sure that your computer connected to the internet. Try to load several network services with high reliability, for example: <http://yandex.ru>, <http://rbc.ru> and etc.
2. Make sure that domain part of the address is correct <https://tender.tektorg.ru>.
3. Select "Clean cache" in the "Settings" menu, select "Clean temporary data" and "Reload page with cache disabled" consistently.

Inaccessibility of the ETP can be related to the maintenance work after system failure.

If user failed to determine cause of the ETP inaccessibility by himself, it is recommended to contact with the technical support specialist.

6.2 Non-critical situation

In case of the failure situation the user will receive error message and recommendations on how to handle the error on the web page, on which this error occurred. To fix the error you need to follow the instructions on the page with the error text.

6.3 Critical situation

If the error cannot be fixed (i.e. user failed to fix it), you need to contact with the technical support specialist, using the contacts indicated in the personal account of each user.