Dear Requester,

Welcome to the **Sberbank AST Electronic Trading Platform** – the largest electronic trading operator in Russia!

This instruction will guide you through all the procedures and activities, necessary for your participation in the trading. The first part of this instruction describes the process of participation in electronic trading, the second part contains detailed instructions on how to navigate the website, whereas in the third part you will find some helpful service functions you may need in your work.

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1. Introduction. Electronic Trading Procedure

1.1. Electronic Trading Platform (ETP) registration

In order to participate in the electronic trading, you need to register as a Requesterby filling in the Registration Form in the open part of the platform. You will be asked to enter general information about your company and list the contact details. Also, you will need to provide the name of the company representative who will be operating at the electronic platform on behalf of your company.

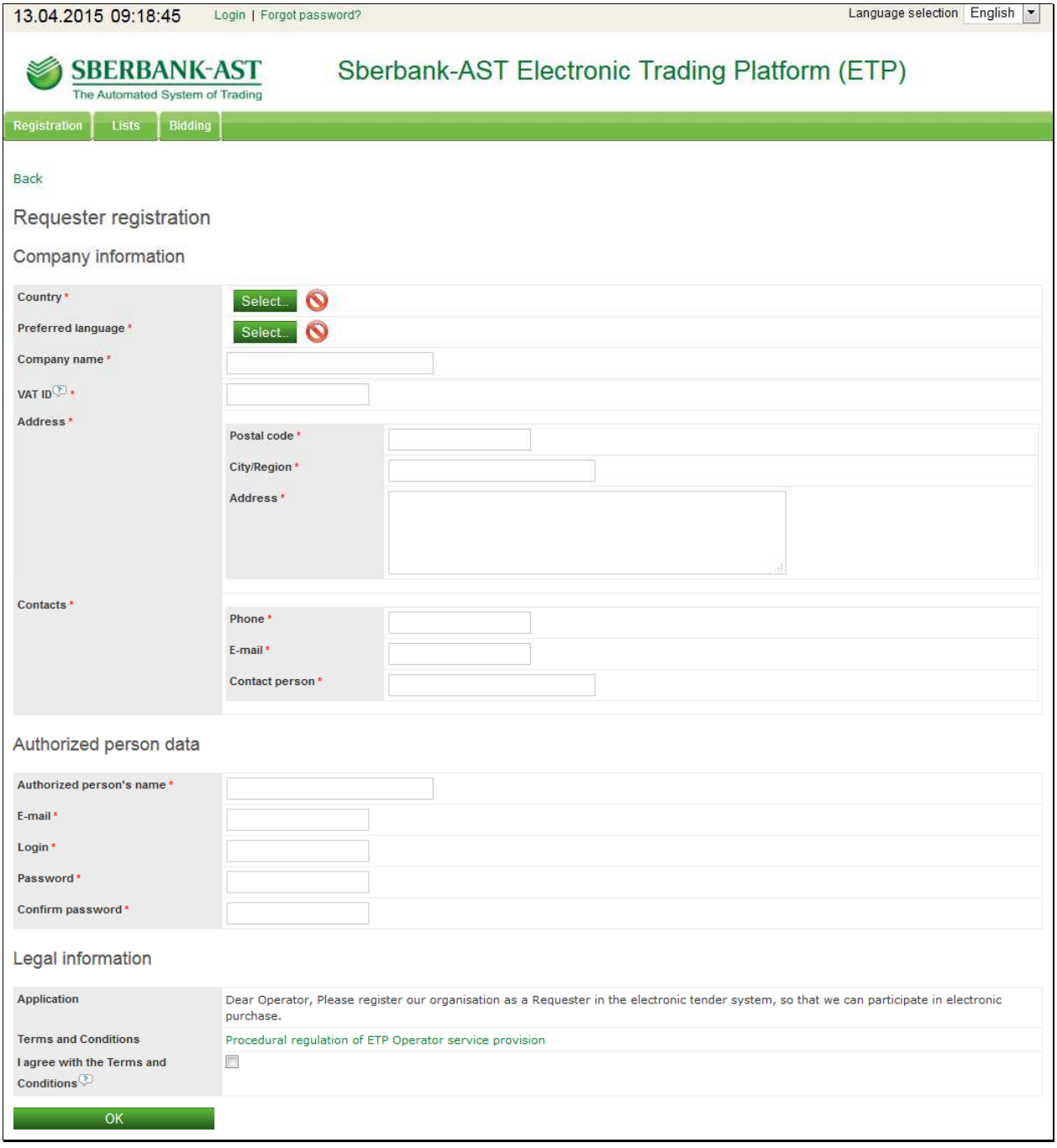


Figure 1. Registration form (Main menu “Registration” / “Requester registration”)

Your Registration Form will be reviewed by the Operator within 3 working days. If all the registration data are correct, you will be granted access to the ETP. In case you made a mistake, your registration will be denied by the Operator, and you will receive a notification letter containing the reasons for denial. In such a case, you can repeat the activity of registration.

1.2. Types of procurement

The ETP provides two types of procurement – auctions and tenders. These competitive procedures have certain differences. When organizing an auction Suppliers have the possibility of reducing the offered price multiply, in real time and competing with other participants. With tender participation, Suppliers cannot correct the offered price or can correct it once, upon your decision. Furthermore, the lowest offered price does not guarantee winning the tender. You may also consider other parameters of Suppliers' offers (quality, experience, company's financial stability, etc). These parameters are listed in the tender documentation by the Requester.

Also both auction and tender have their flexible counterparts – "Auction procedure (flexible)"and "Tender procedure (flexible)". These procedure types do not imply date restrictions besides date sequence.

1.3. Auction Procedure

Auction consists of 5 consecutive steps (Figure 2):

Step 1. The Requester posts the notice of an electronic auction at the ETP. The Notice is supported by detailed documentation describing the requirements for purchase (goods and services), Suppliers' requirements, as well as the information the Suppliers must provide in their auction participation application. The notice must be posted no later than 10 days before the deadline for application submission. The Requester has the right to make changes in the notice and needs to extend application submission deadline so that until reaching it there are 5 days remaining. The Suppliers are notified of the changes through the website.

Step 2. The Suppliers submit their applications through the website. In the application they briefly describe their offer and attach the documents confirming the compliance of the product with the Requester's requirements. The Suppliers state the initial price of their offer in the application. During the application submission period the Operator protects the confidentiality of the accepted applications and the list of participants is not disclosed. If a Supplier has questions on Requester's documentation, he can send an inquiry through website, asking for an explanation, before the application deadline. The Requester has to respond within 2 working days from the day of the inquiry reception.

Step 3. After the deadline for the application submission, the Operator forwards the accepted Suppliers' applications to the Requester. The Requester reviews the applications and makes a decision on their compliance with the requirements, and the access to the trading. The Participants are notified of the Requester's decision through the website.

Step 4. In the mode of reverse auction, the Participants submit their initial bid through the website in a real time. The initial price stated in the Supplier's application is used as the first bid. During the auction, the Participants can see the best bid, but cannot see the name of the bidder who made the offer. The price can be lowered many times by each of the Participants. The auction ends if nobody offers

a lower price within 10 minutes, but not before one hour after the start of the auction. After that the Operator posts the auction results in a Trade protocol on the website.

Step 5. The Requester determines the winner of the auction on the basis of the Trade protocol,taking into account the final offers of each of the participants. The Final protocol is posted on the website. The Requester has to sign the contract with the Supplier who is listed in the protocol as the winner.

Auction Calendar (application submission deadlines, auction dates, auction results announcement dates) is given in the notice by the Requester.

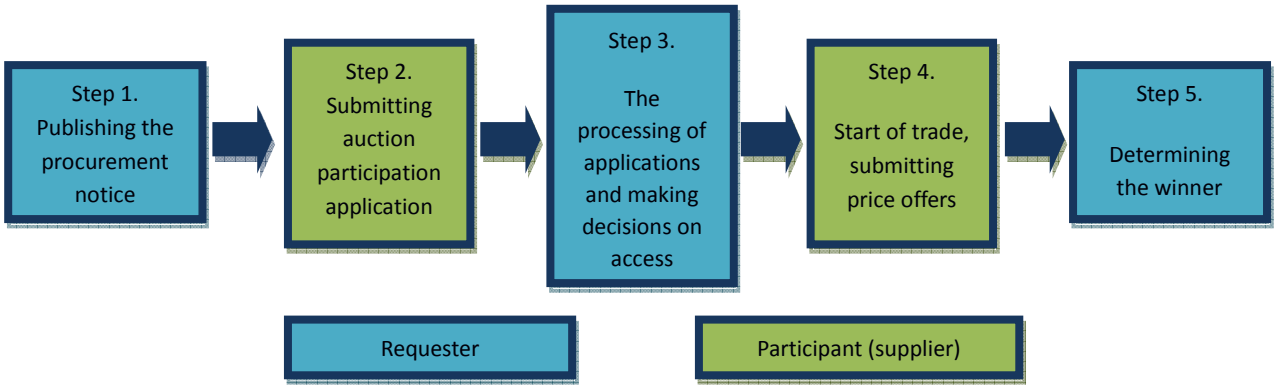


Figure 2. Auction procedure chart

1.4.Tender Procedure

Tender consists of 5 consecutive steps (Figure 3):

Step 1. The Requester posts a notice of an electronic tender on the website. The Notice is supported by detailed documentation describing the requirements for procurement (goods and services), Suppliers' requirements, as well as the information the Suppliers must provide in their tender participation application. The notice also states the rules and criteria on the basis of which they will choose the winner. The notice must be posted no later than 10 days before the application submission deadline. The Requester has the right to make changes in the noticeand needs to extend application submission deadline so that until reaching it there are 5 days remaining. The Suppliers are notified of the changes through the website

Step 2. The Suppliers submit their applications through the website. If a Supplier has questions on Requester's documentation, he can send an inquiry through the website, asking for an explanation, before the application submission deadline. The Requester has to respond within 2 days from the day of the reception of the inquiry. During the application submission period the Operator protects the confidentiality of the accepted applications and the list of Participants is not disclosed.

Step 3. Upon reaching the deadline for the application submission, the Operator forwards the accepted Suppliers' applications to the Requester. The Requester reviews the applications and makes a decision on their compliance with the requirements. The Participants are notified of the Requester's decision through the website.

Step 4. The Requester may grant the Suppliers the right to change (improve) their initial price offer once (hereinafter referred to as **re-trading**). In this case all Suppliers, whose applications are in compliance with the Requester's requirements, are invited to adjust (improve) their price offer. The invitation includes the best price offered by the bidders. The bidders, who received the invitation, can improve their price within the established deadline. If the bidder did not exercise his right to improve his offer, his original offer is included in the tender results.

If the re-trading right is not granted by the Requester, Step 4 is omitted, in which case the Requester moves on to the application evaluation, and determining the winner.

Step 5. On the basis of the bid analysis, the Requester determines which bidder offered the best bid, and declares the winner of the tender. The decision on the winner is made by creating the Final protocol. The Final protocol is posted on the website. The Requester has to sign the contract with the Supplier who is listed in the Protocol as the winner.

Tender Calendar (application submission deadlines, tender dates, tender results announcement dates) is stated by the Requester in the Tender notice.

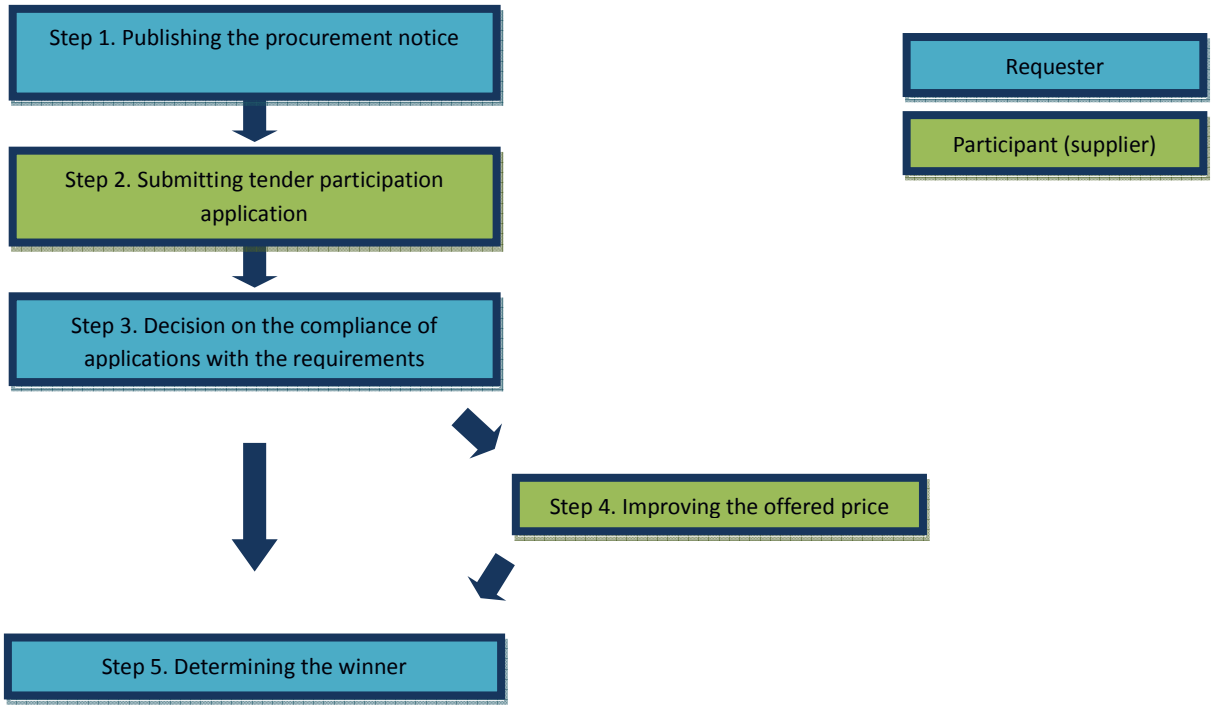


Figure 3. Tender procedure chart

2. General Principles of ETP Operation

2.1. Working with Electronic Documents

ETP Sberbank-AST belongs to the class of specialized systems for the exchange of electronic documents. Any activity on ETP starts with the creation and forwarding of an electronic document to the ETP Operator. Examples of such documents include: registration form, auction or tender notice, instruction to make changes in a posted notice, auction participation application.

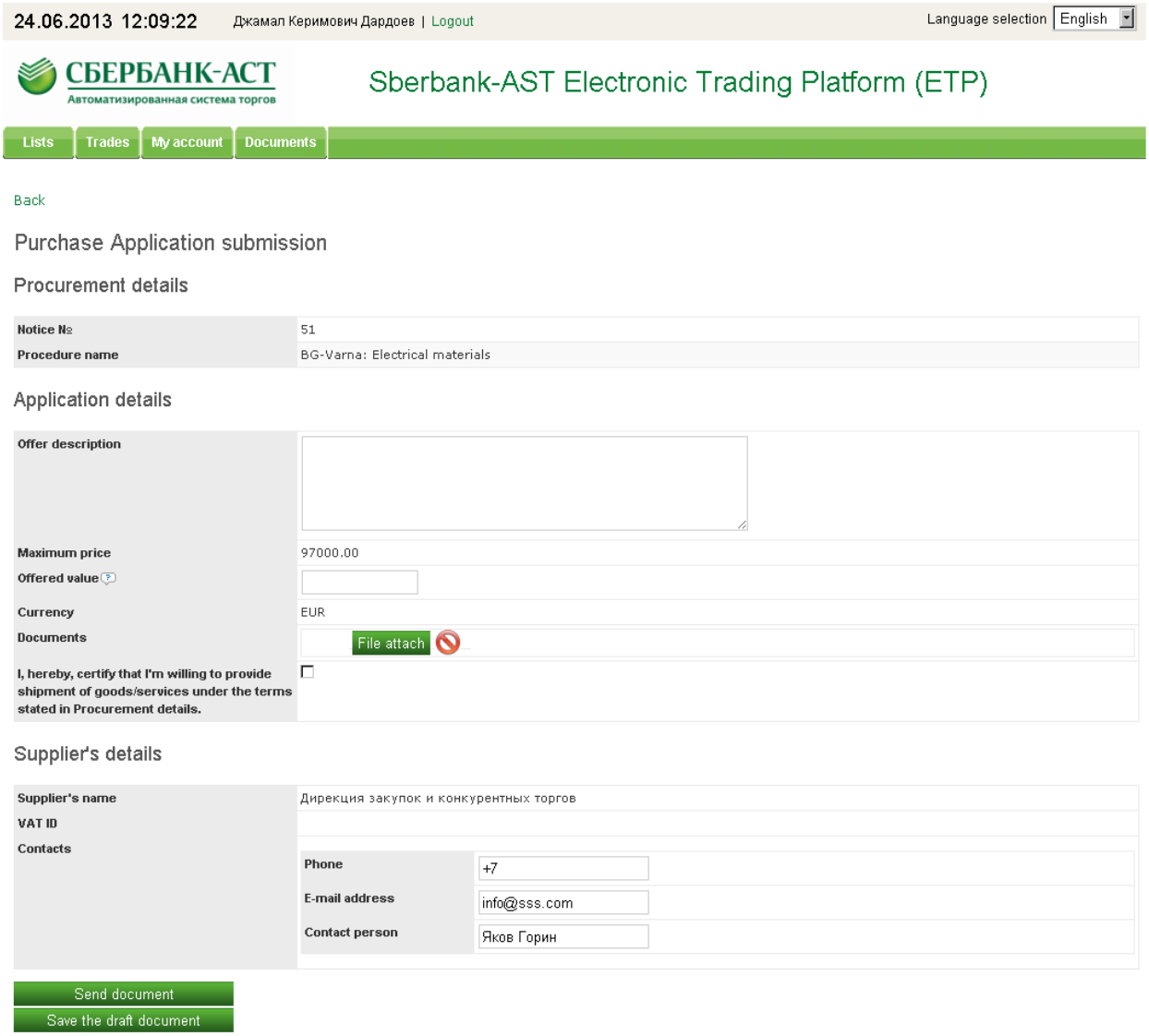


Figure 4. Example of an electronic document

Document consists of sections, whereas sections include various elements (line, date, number, text paragraph, etc). Attached file is a special type of element.

In order to attach file to the document, press the **File attach** button. Then, choose your saved file in the browser window and press the **Upload the file** button. To delete the attached file, you need to press the **Clean** button. In order to replace the previously uploaded file, simply upload a new file. The new file will be attached to the document, and the old one will be deleted.

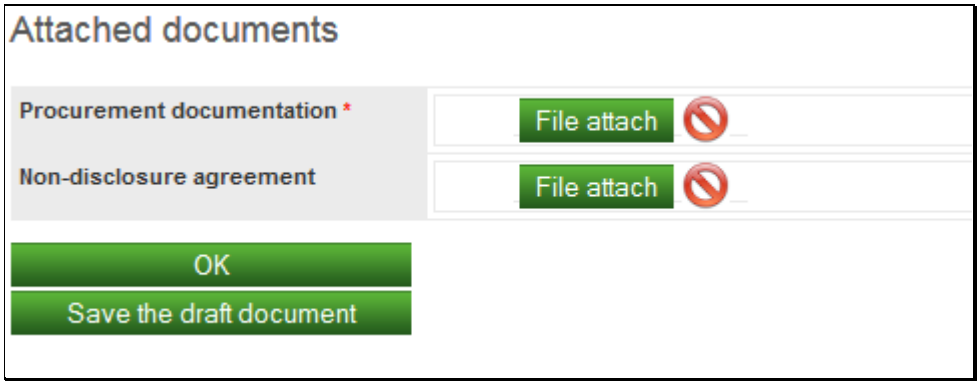


Figure 5-1. File attach buttons

Figure 5-2. File attach popup

At the bottom of each form you will find two buttons: **OK** and **Save the draft document**.

Pressing the **OK** button will send the document to the Operator for processing. You can see all your sent documents in **Outgoing**folder in **Documents** menu, like in a regular e-mail program.

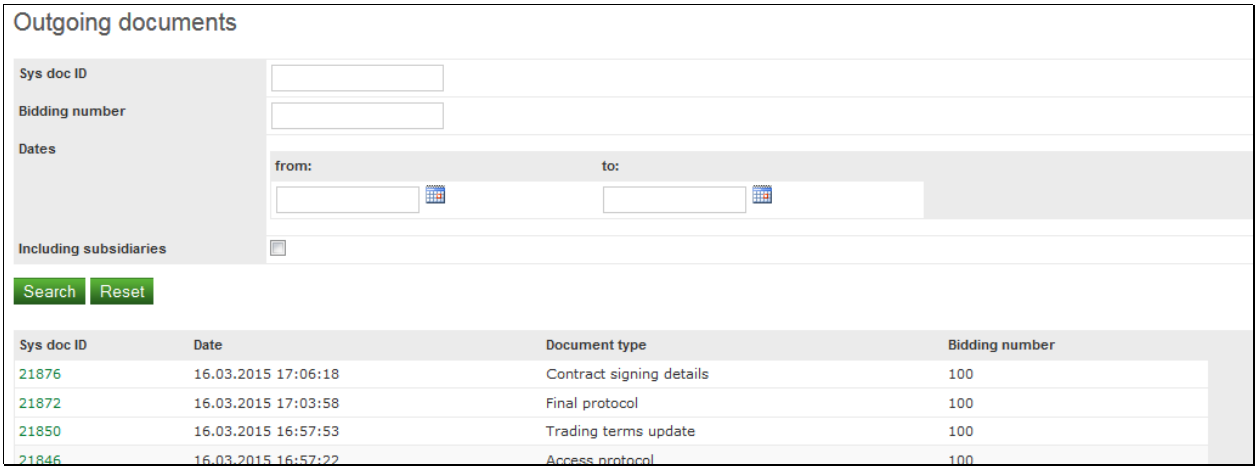


Figure 6. Outgoing documents

Every document can be prepared and saved as a draft (which isn't sent to the Operator). To create a draft you need to press the **Save the draft document** button. You can open your draft at any moment, finish your document and send it to the Operator. All of your saved drafts are placed in the **Drafts** folder in the **Documents** menu.

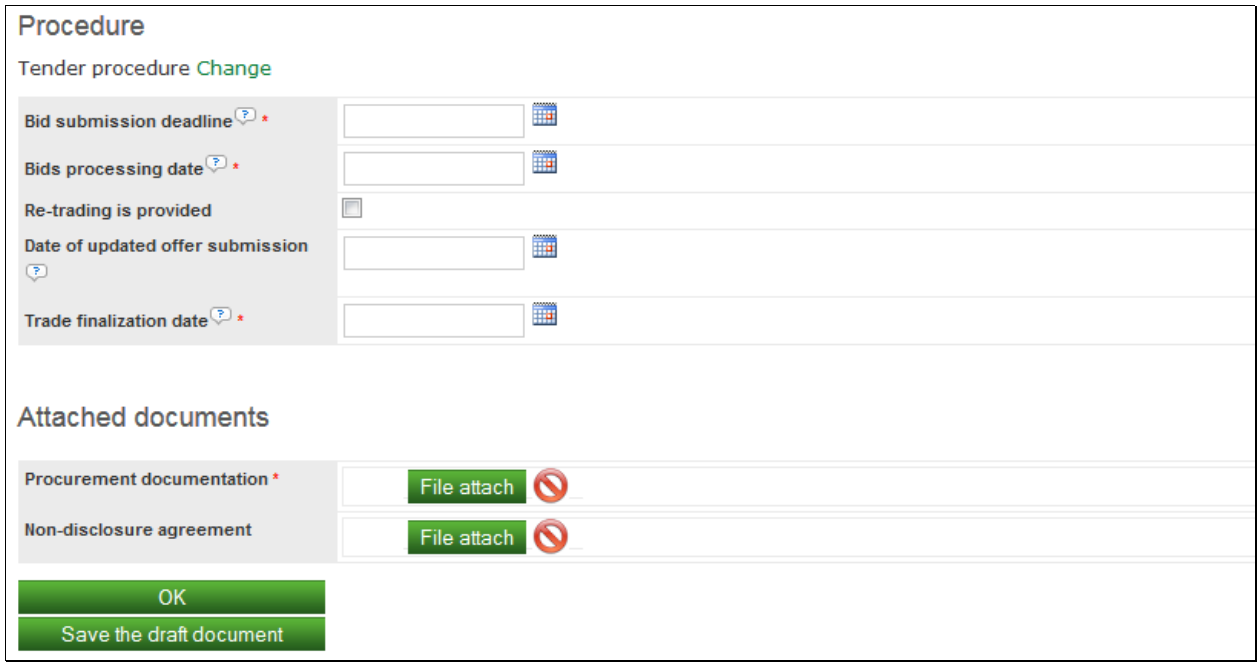


Figure 7-1. Saving the draft document

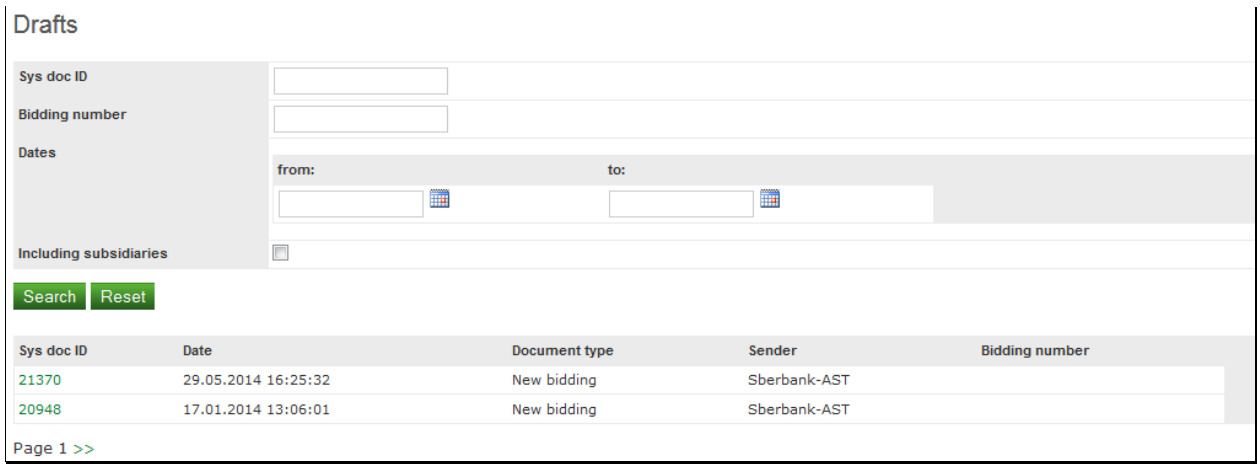


Figure 7-2. Drafts

The ETP Operator also sends documents to the users (e.g. registration confirmation, auction or tender results notification, etc). Incoming documents are placed in the **Incoming** folder in the **Documents** menu. You can open and read any received document.

2.2. Working with Registers (Lists)

When you click on the **Lists** item, a page with data register opens. The structure of all such pages is identical. Data filter is located at the top of the page. Entering the parameters, you can search for records in the register. The relevant information is displayed under the filter block. When searching for information, you can enter any combination of parameters for filtering or leave all the fields blank and view all the available information.

Register data are displayed page by page. Every page contains twenty (20) records. To scroll through the pages use the navigation buttons below the information block.

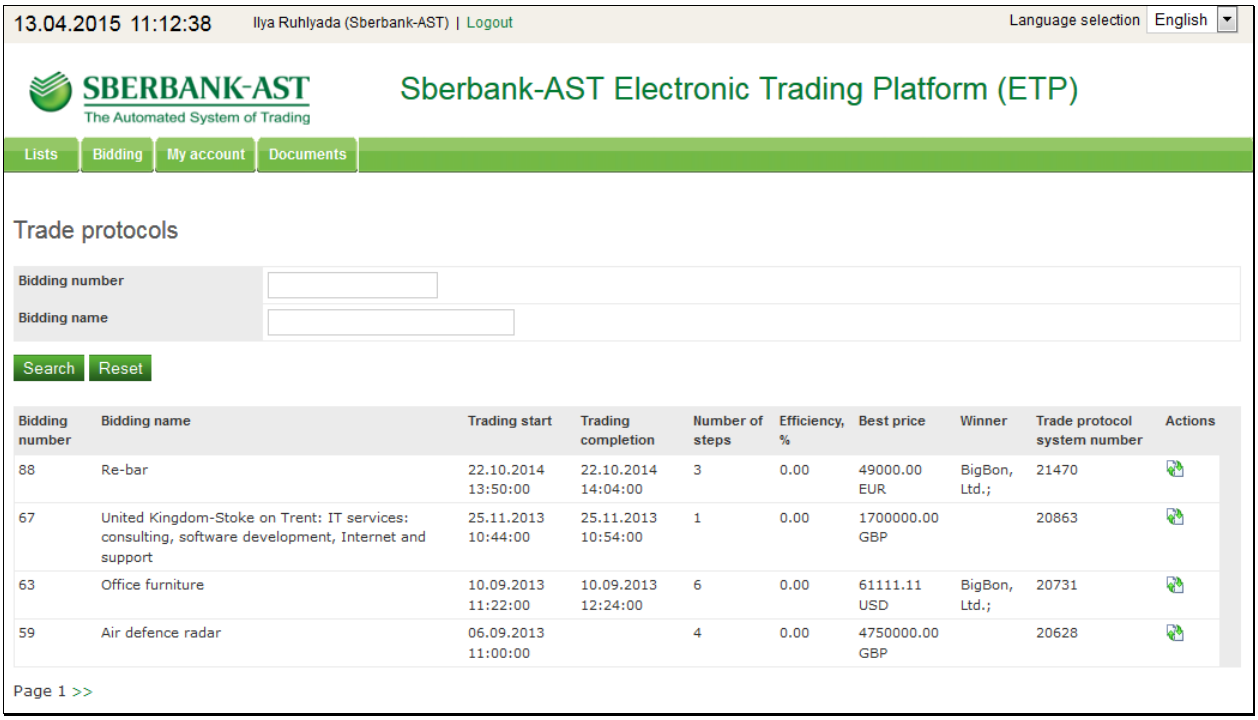


Figure 8. List of trade protocols

Usually, the working process at the ETP includes using and managing the information you've found. For example, you can submit your auction or tender application for purchases you've found in the register. The list of actions you can perform opens when you press on a register line. If such a symbol doesn't exist, it means you cannot do anything with this register. The list of available actions will further be referred to as the register's **Context menu**.

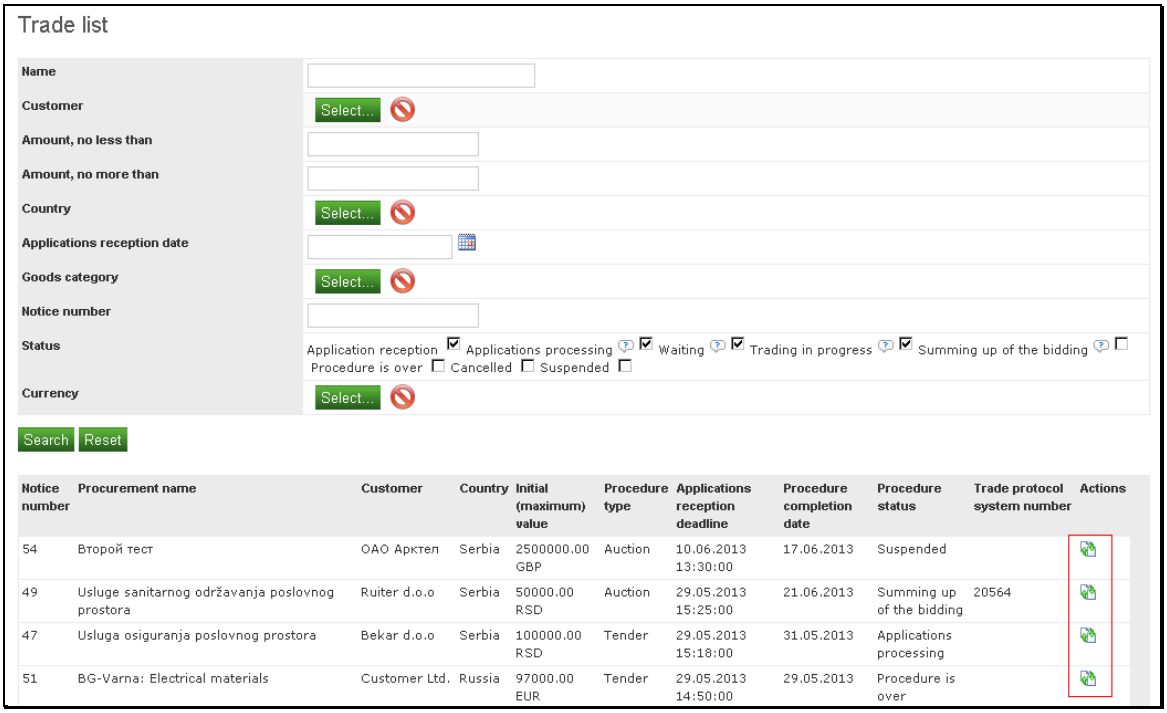


Figure 9. Actions column in Trade list

Figure 10. Context menu

3. Basic Functions

3.1. Conducting an Auction

3.1.1. Search for Auctions and Overview of Notices

To review your planned, current or finished auctions you need to use the Trade list (menu item “Bidding” / “Biddings”). You can see the complete list of auctions of all Requesters in the Procurement list (menu item “Lists” / “Procurement list” – you might need to logout first).

To observe notice info it is necessary that you use the “View notice“ item of the **Biddings**list context menu. All the information concerning auction are presented in the notice: the description of the

procurement subject and procurement conditions, initial price, application reception deadline, date/time of the auction, etc.

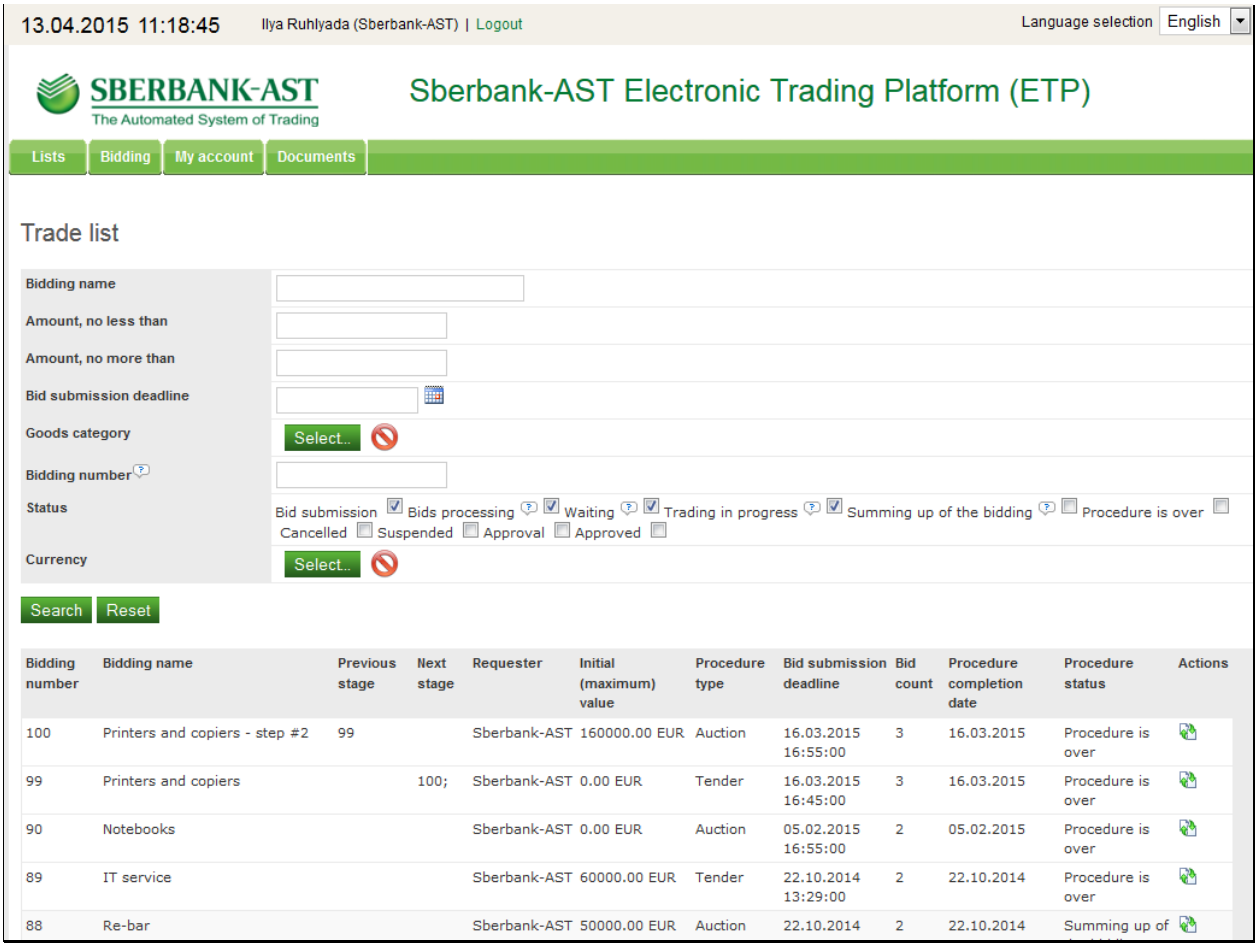


Figure 11. Procurement list

3.1.2. Publishing a new Auction

In order to start the Procurement procedure and invite Suppliers to participate in it, please use the main menu item “Biddings” / “New bidding”. New bidding form consists of 3 sections: General info, Procedure parameters, and Attached documents.

The **General data** section contains the following fields:

- **Procedure name** – it will be used in lists/registers, notifications and other electronic documents.
- **Description** – a short summary of the Procurement specification.
- **Delivery/shipment address**– a quick overview of the related part of the Procurement specification.
- **Initial (maximum) price**– suppliers will not be allowed to place price offers greater than this value. You may leave it blank if “Auction procedure (flexible)” procedure type is selected (please refer to the next section description bellow)
- **Currency**– suppliers will be required to convert their prices to this currency.

- **Goods category** – if the procedure is open the suppliers subscribed to the selected categories will be notified that a new bidding is published. Also one can filter bidding list by a category.
- **Access type** – “Open” or “Closed”. Open procedures are available for all the suppliers. Only invited suppliers can view and participate in closed procedures.
- **Hide protocols and contract info** – check this option if you want the participants to view the minimum information about your decisions within this auction.
- **Approval from parent company is required** – if your company is a subsidiary and supervisor review is required the bidding will not be published until you get the approval.

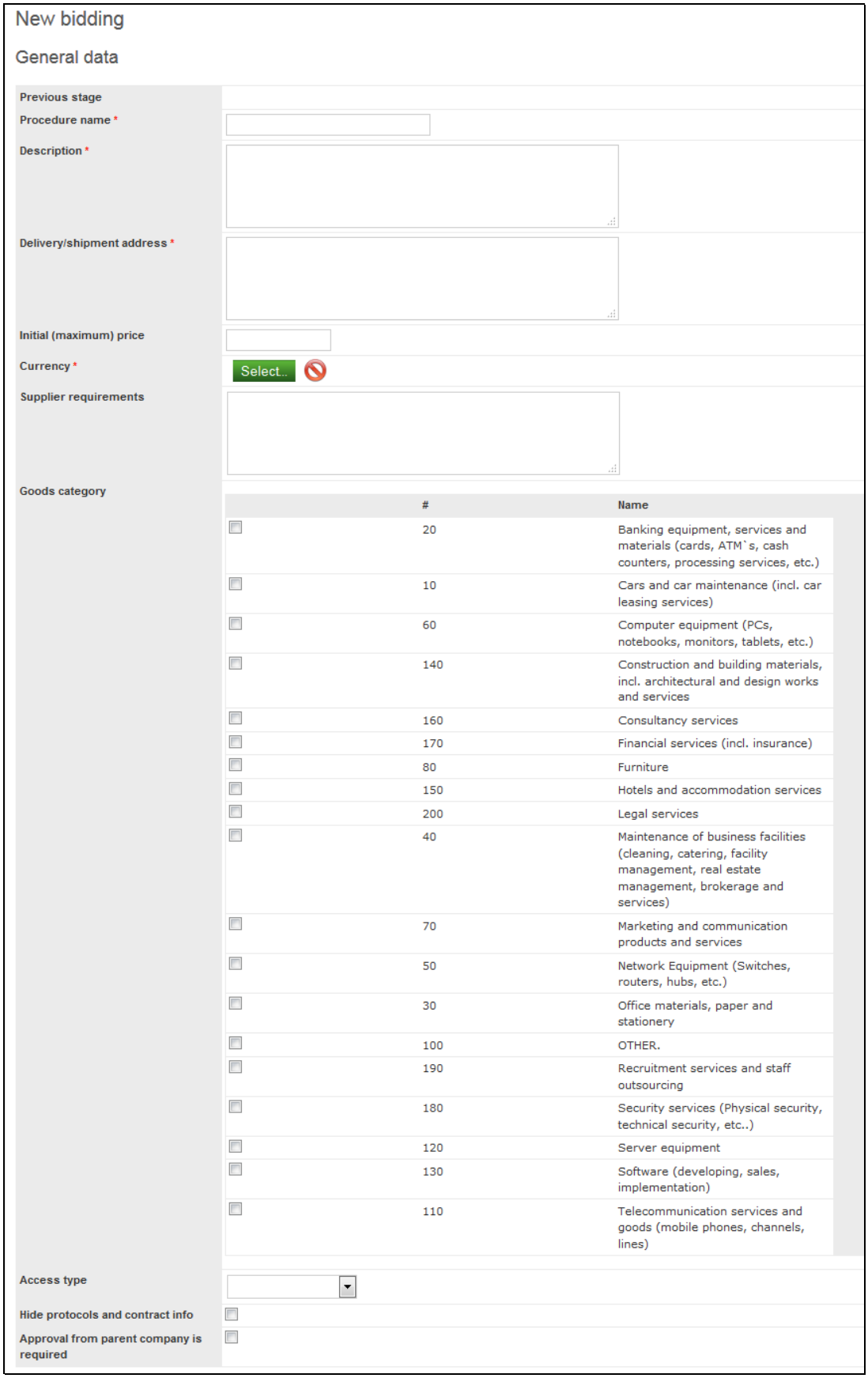


Figure 12-1. New bidding form

After that, you need to choose the procedure type – either "**Auction procedure**" or "**Auction procedure (flexible)**" . The flexible procedure allows you:

- Omit the initial price.
- State the submission deadline earlier than 10 days from the publishing date and bypass other date restrictions.

In the opening section you need to state the parameters of the planned auction:

- **Bid submission deadline**–thedeadline upon which suppliers can send their bids (participation requests). The notice should be published no less than 10 days before the mentioned date.
- **Explanation request deadline**–the date upon which suppliers can send requests to clarify the procurement specification.
- **Bidding start date/time** –the moment of opening of the auction room, when accepted participants can submit their offers. The bidding start date mustn't be earlier than 1 working day after the Application processing date (and the date of publishing the Access protocol).
- **Biddingclosuredate/time**– if not specified, the end of the auction session will be sliding: 10 minutes after the last price offer but no less than 1 hour since auction session start. If you need the auction room be opened for a long time set this field.
- **Bidding step** –this is a minimal amount (in the procurement currency), which the participant can use to reduce the price in relation to the best current offer during the auction.

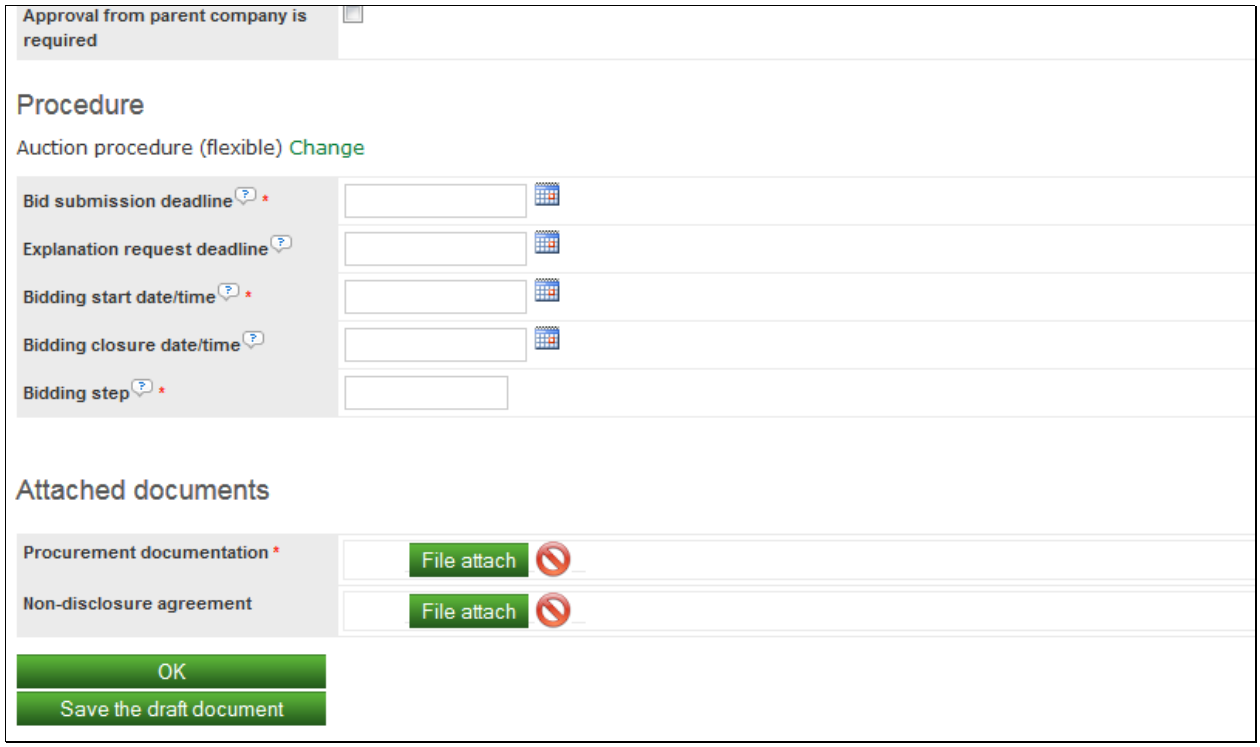


Figure 12-2. New bidding form

The last section of the New bidding form is **Attached documents**. It contains 2 fields:

- Procurement documentation – procurement specification, contract template etc.
- **Non-disclosure agreement** – suppliers are required to confirm NDA to access the procurement specification. Anonymous users have no ability to access it.

3.1.3. Alteration of Trade Conditions

Until the bid submission deadline, the Requester has the right to change any procurement conditions. The bid submission deadline must be extended so that there are at least 5 days between the moment of the changeand the new deadline. The participants who have already submitted their trade participation applications would be notified of the changes in the Procurement notice.

To update the bidding info, you need to find the procurement in the list of biddings (menu item “Bidding” / “Biddings”). The form for changing the procurement conditions is identical to the form for publishing the procurement notice, with only one difference - the field ''Reason'', in which the reason for entering the alterations should be stated.

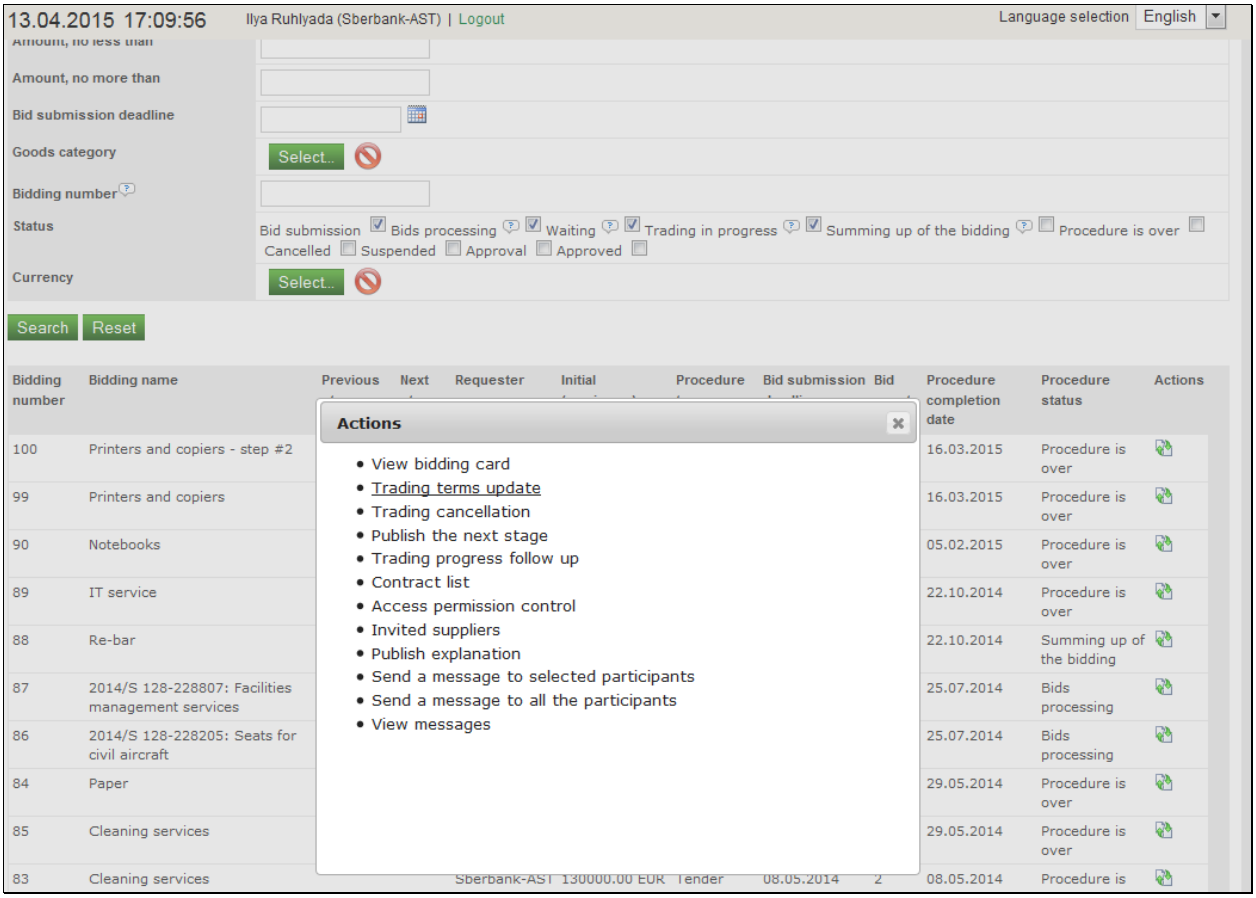


Figure 13. Trading terms update

3.1.4. Procurement Cancellation

Until the bid submission deadline, the Requester has the right to abandon the procurement and cancel the trade procedure. To do that, it is necessary to find the wanted procurement in the list of trades (menu item “Bidding” / “Biddings”) and choose the ''Trading cancellation'' item in the context

menu (same as when entering the changes of procurement conditions). In the opening form the reason for procedure cancellation should be stated, as well as the document confirming the legitimacy of cancellation.

Figure 14. Trading cancellation

3.1.5. Auction Documentation Explanation

Until the explanation request deadline stated in the bidding Notice, the Participants have the right to send the requests for the explanation of procurement documentation. The system will send notifications of receiving such requests into Requester's Income documents. The Requester is obligated to publish the explanation upon request, on the ETP, within 2 days.

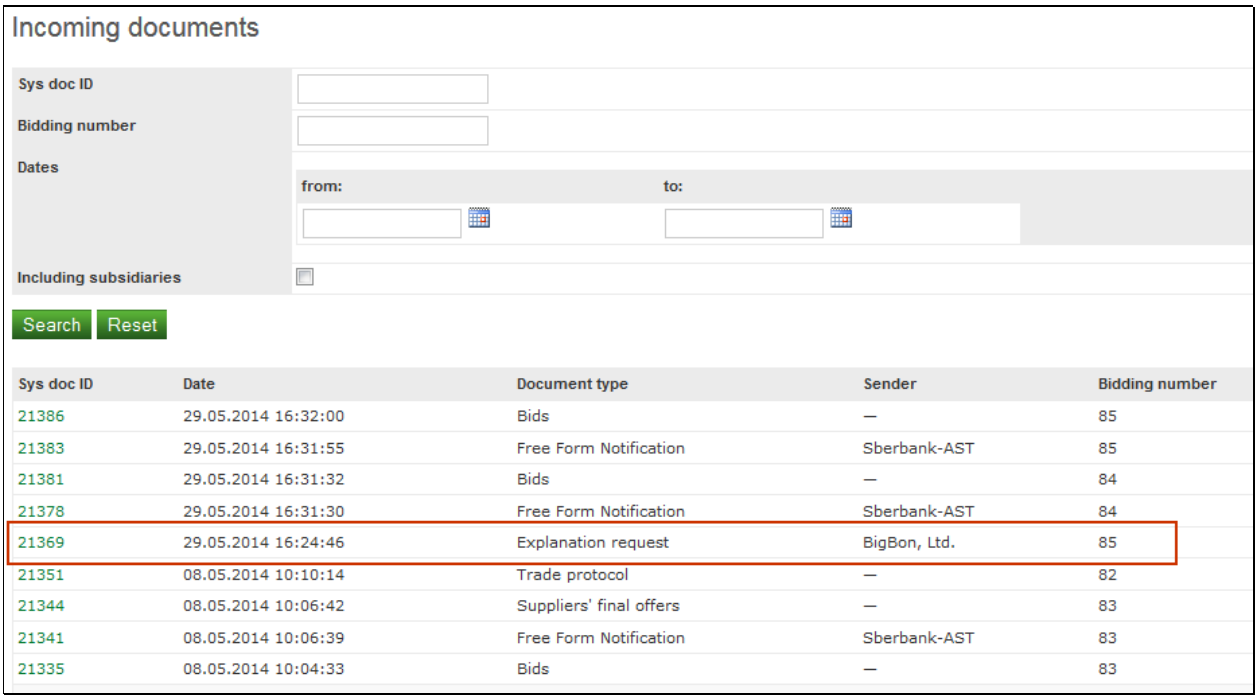


Figure 15-1-1. Notification of explanation request

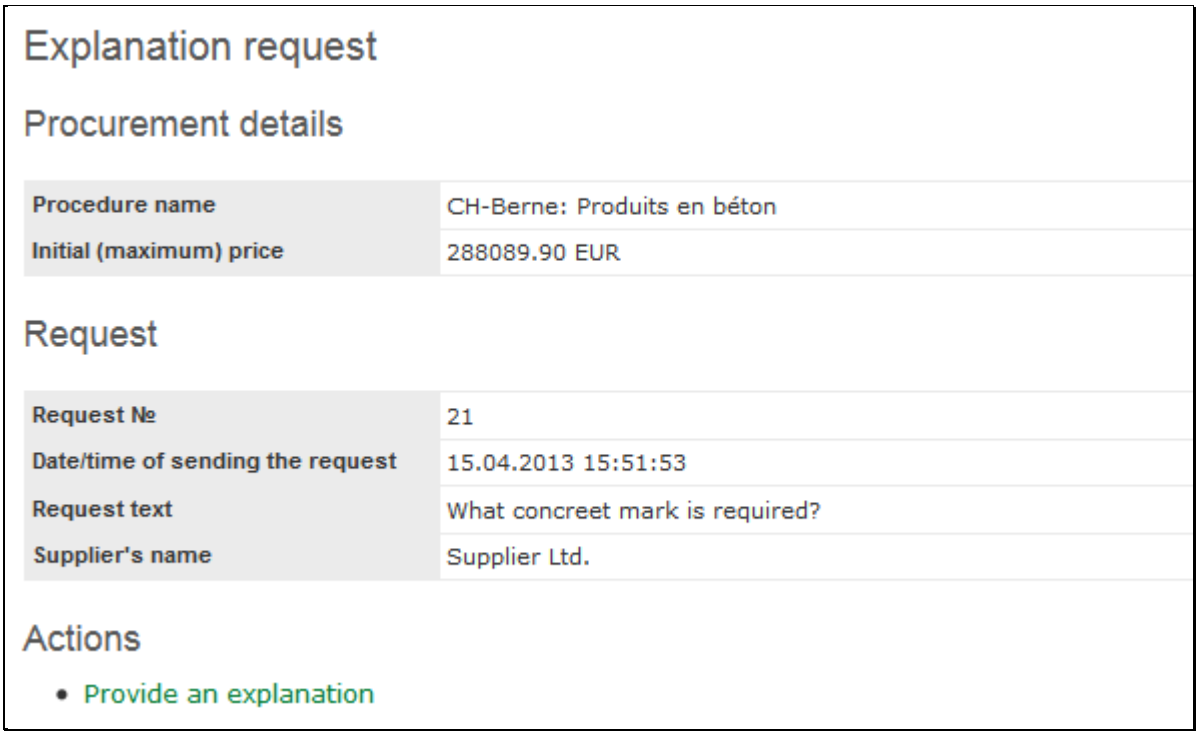


Figure 15-1-2. Explanation request

The complete list of received requests can be viewed in the list of explanation requests (menu item “Bidding” / “Explanation request list”). The list contains the participants' requests grouped according to procurements and shown as a question-answer list, which allows monitoring repeated questions and questions without answers. In order to find the question without answer quickly, the filter can be used by checking the field ''Without answer only" and clicking on the ''Search" button.

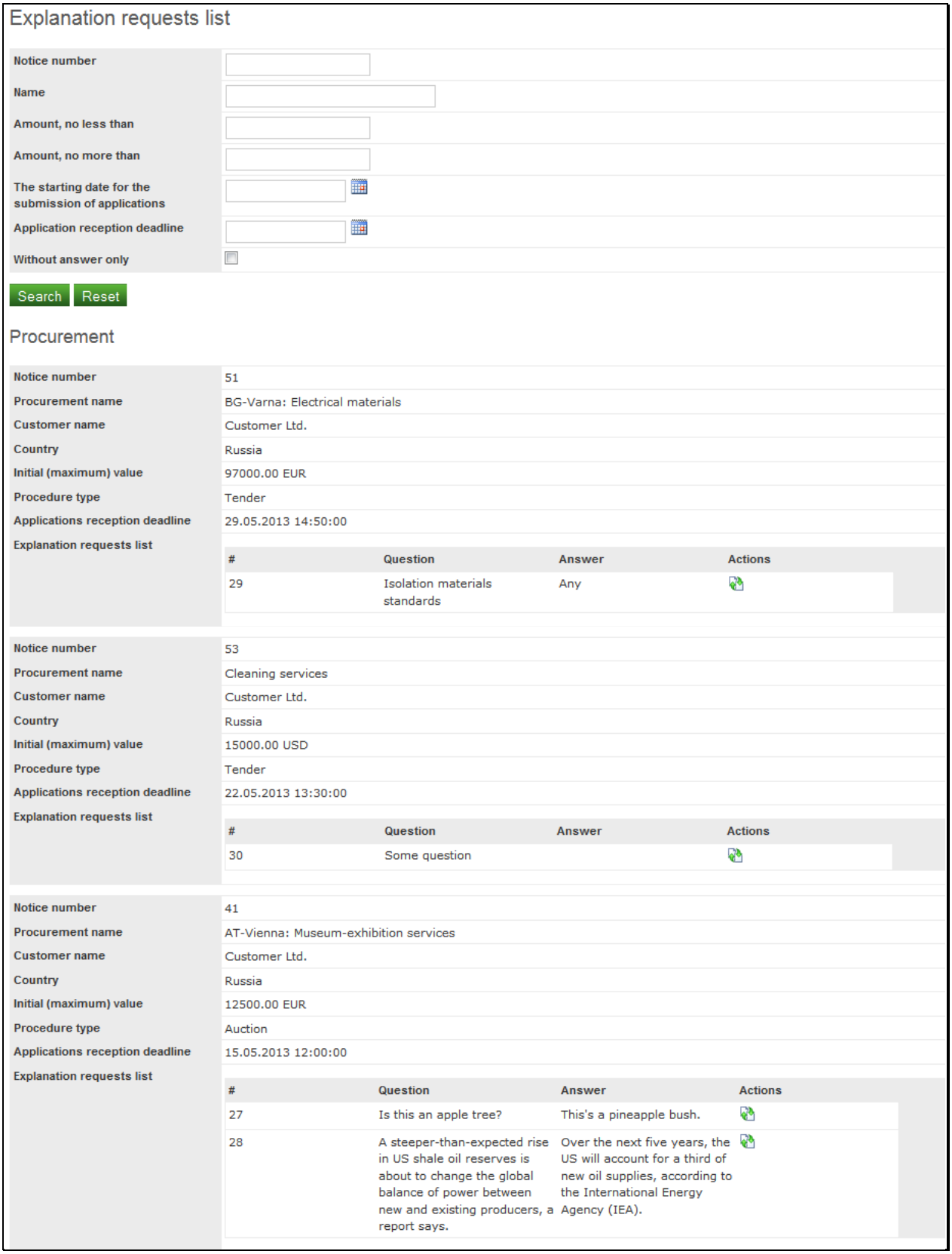


Figure 15-2. Explanation request list

The explanation can be published on the ETP either by clicking on the link ''Provide an explanation" in the notification of receiving the explanation request (Figure 15-1-2), or by choosing the

action ''Provide an explanation" beside the question in the Explanation request list (Figure 15-2). You can write the explanation in the opening form.Normally an author only will be notified of the explanation publication. But you can select an option to notify all the invited suppliers or participants (suppliers which sent their bids).

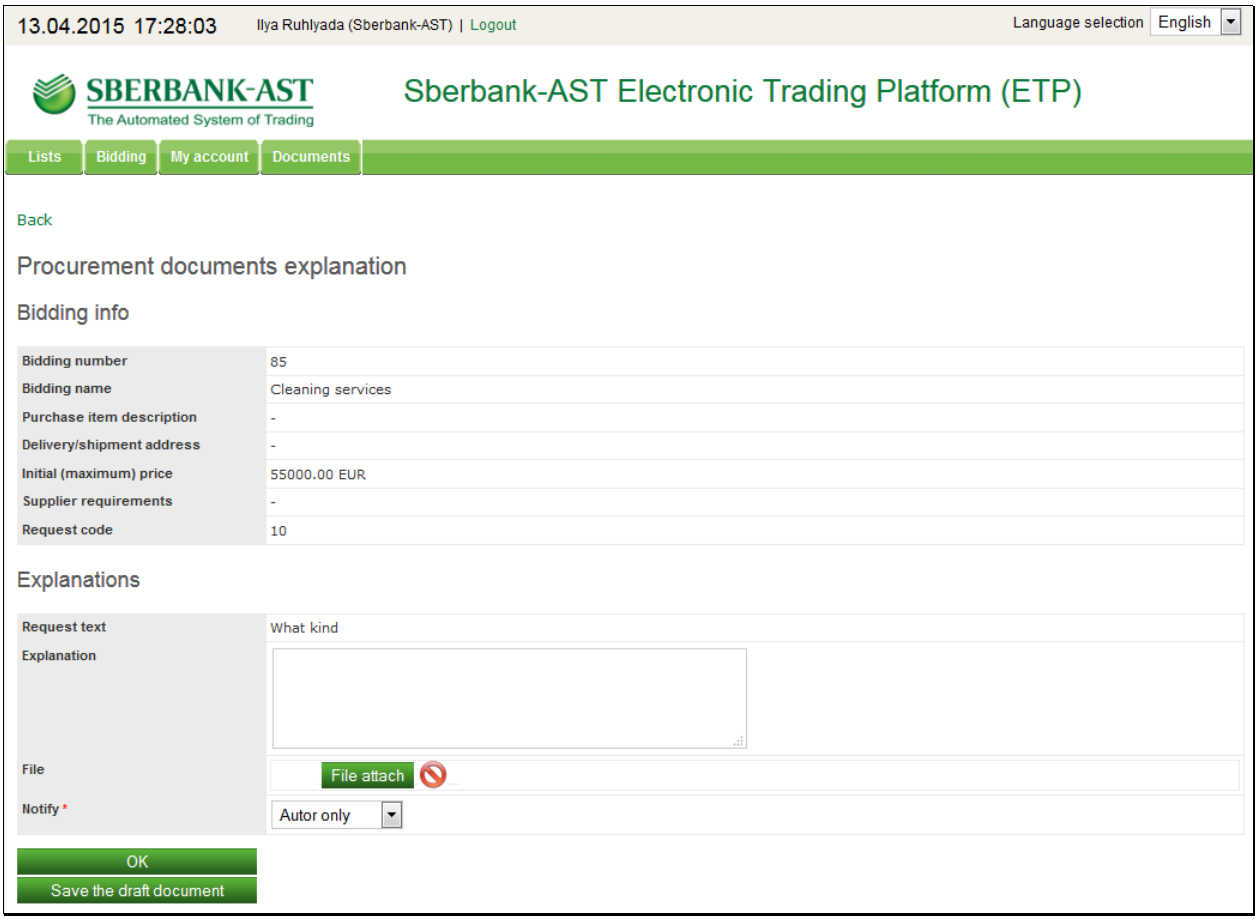


Figure 15-3. Publishing the explanation

3.1.6. Processing the Submitted Bids

Upon the bid submission deadline, the System will collect all the submitted participants' bids and send them to you for processing as a document “Bids”. The Requester processes all the submitted bids and makes the decision on their compliance with procurement requirements. The applications can be viewed either in Incoming documents or in the list of participation requests (menu item “Bidding” / “Requests to participate”).

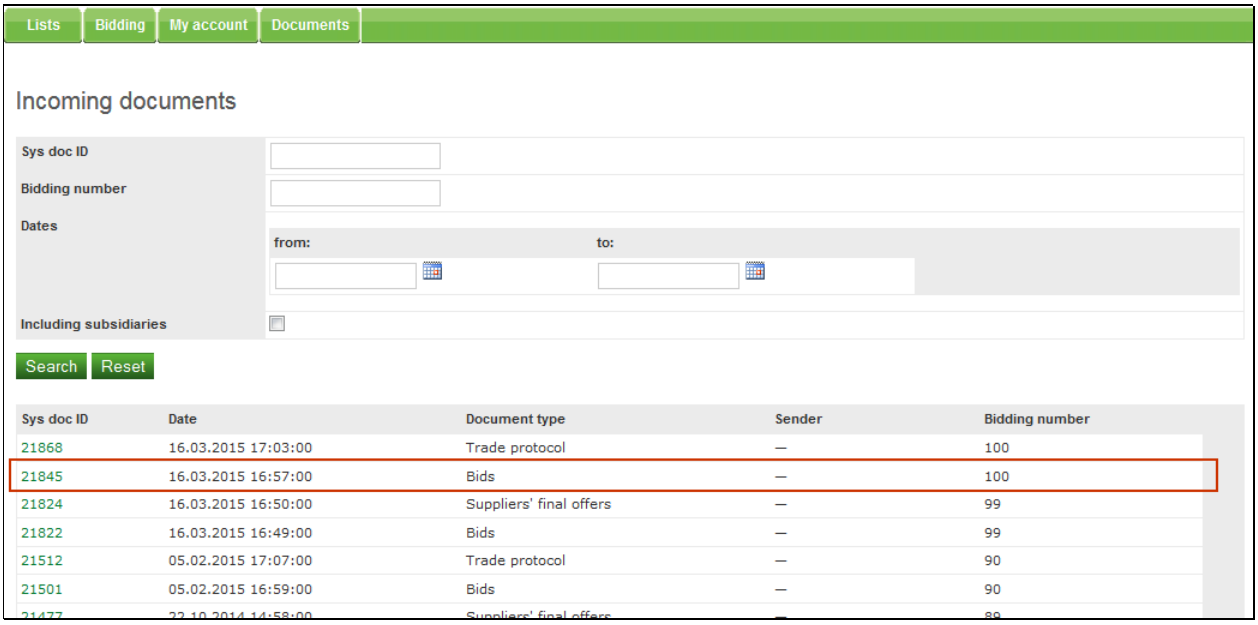


Figure 16-1.Bids in Incoming documents

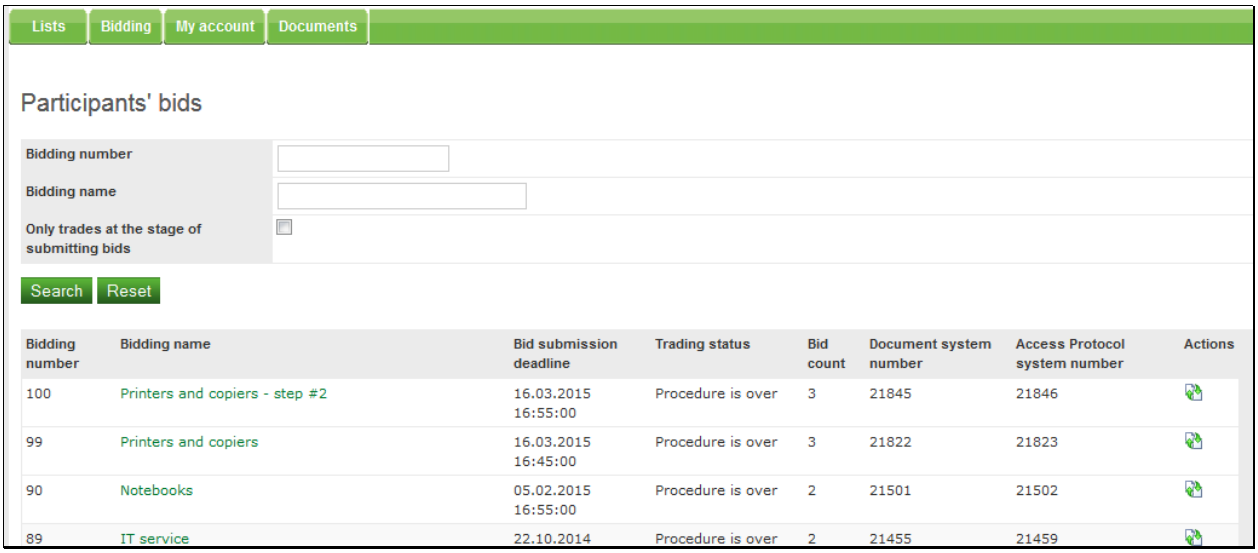


Figure 16-2. List of participation requests

In the “Bids” document Participants' offers are given with the detailed information on suppliers, including registration data, address, contact information, etc. There will be a link for the creation of the Access protocol in the bottom of the form. If the Access protocol has already been created, the ''Access protocol system number'' column for the given auction in the list of participation requests, as well as the ''Suppliers' applications" in the form for Access protocol creation, will be blank.

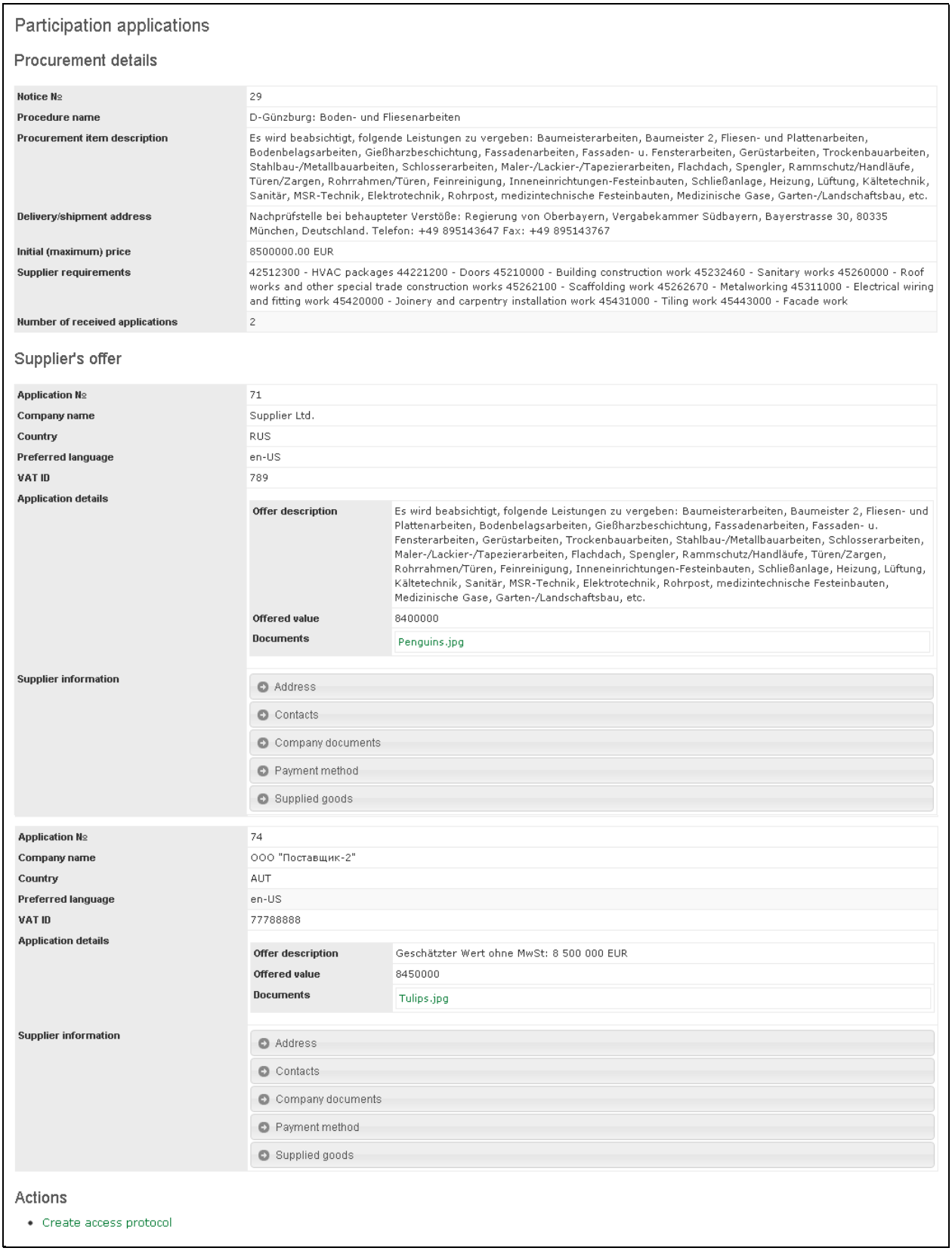


Figure 16-3. Participation applications

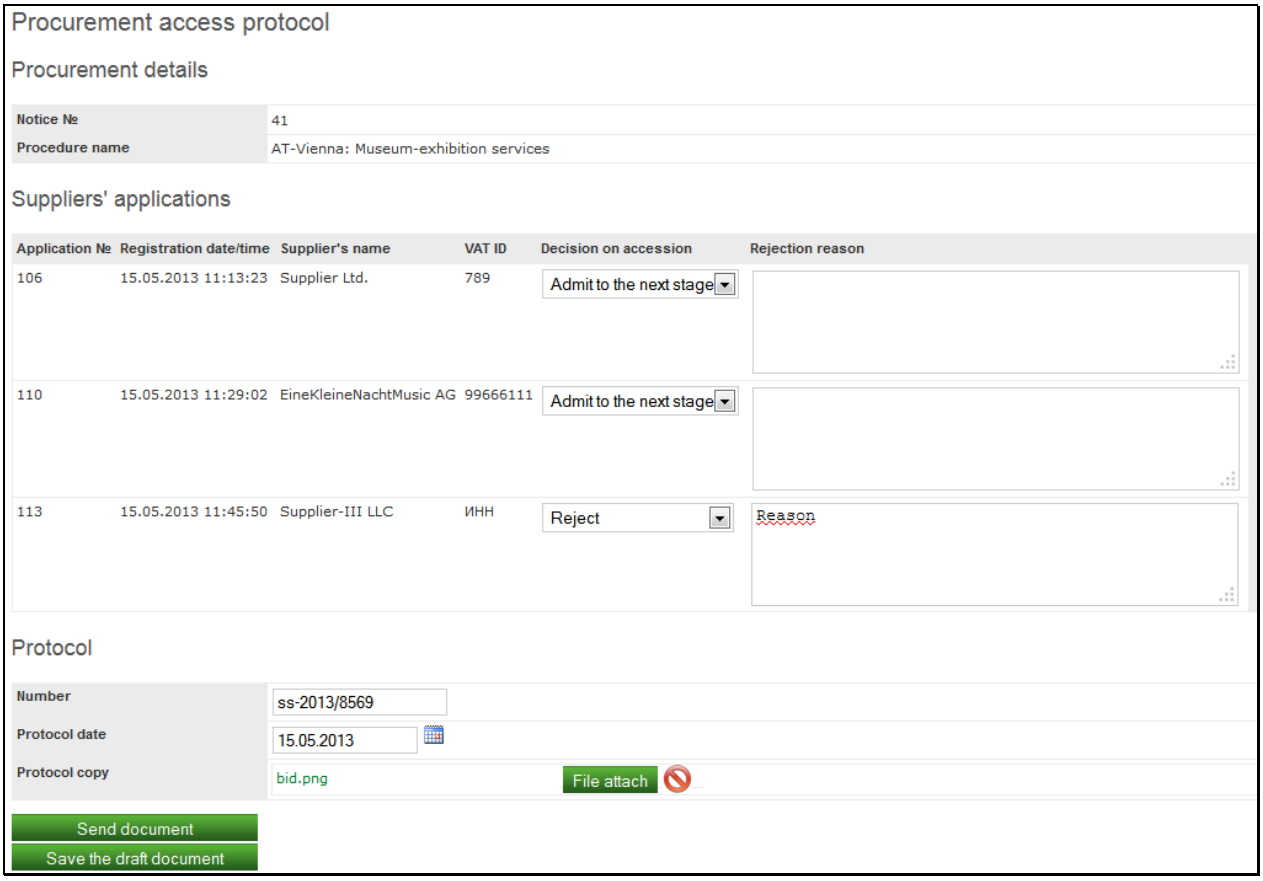


Figure 16-4. Creating Access protocol

In order to create the Access protocol, it is necessary to state the decision for every bid: admit or reject. For the rejected bids, the field ''Rejection reason" must be filled in. Furthermore, the information on the protocol itself needs to be stated in the form and the copy of the protocol can be attached. This protocol will not be available for viewing to participants and other requesters.

The participants will be notified about your decision unless you checked **Hide protocols and contract info** option when publishing the bidding.

If you set the bidding as a closed procedure the Operator will create this protocol automatically for you with all the participants admitted.

3.1.6. Viewing the Auctioning

The date and time of the trade start are given in the Bidding Notice. After creating the Access protocol until the end of the auction, the information on the course of trade is available for everyone to see, including the participants in the open part. In order to review the mentioned information, you need to enter the ''Auction room" (menu item “Bidding”/ “Auction room”).

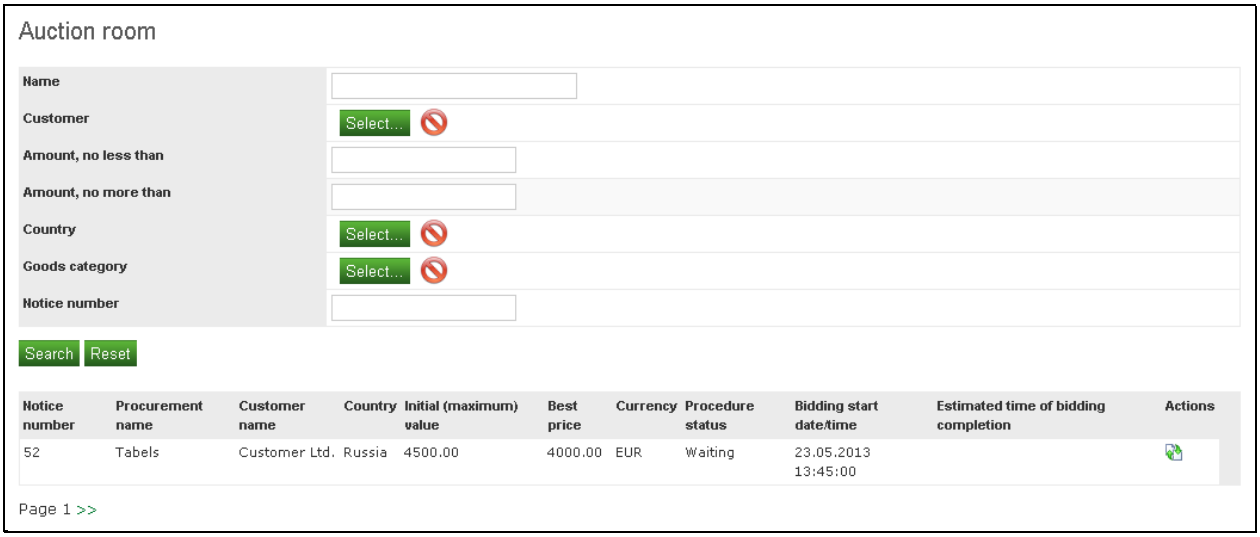


Figure 17-1. Auction room before the start of trading

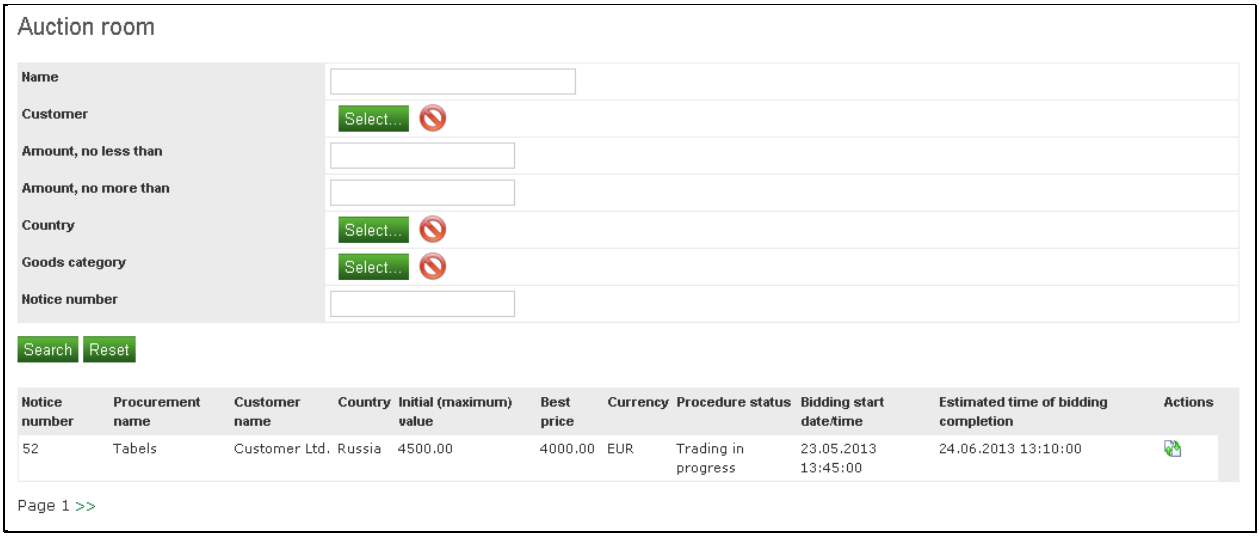
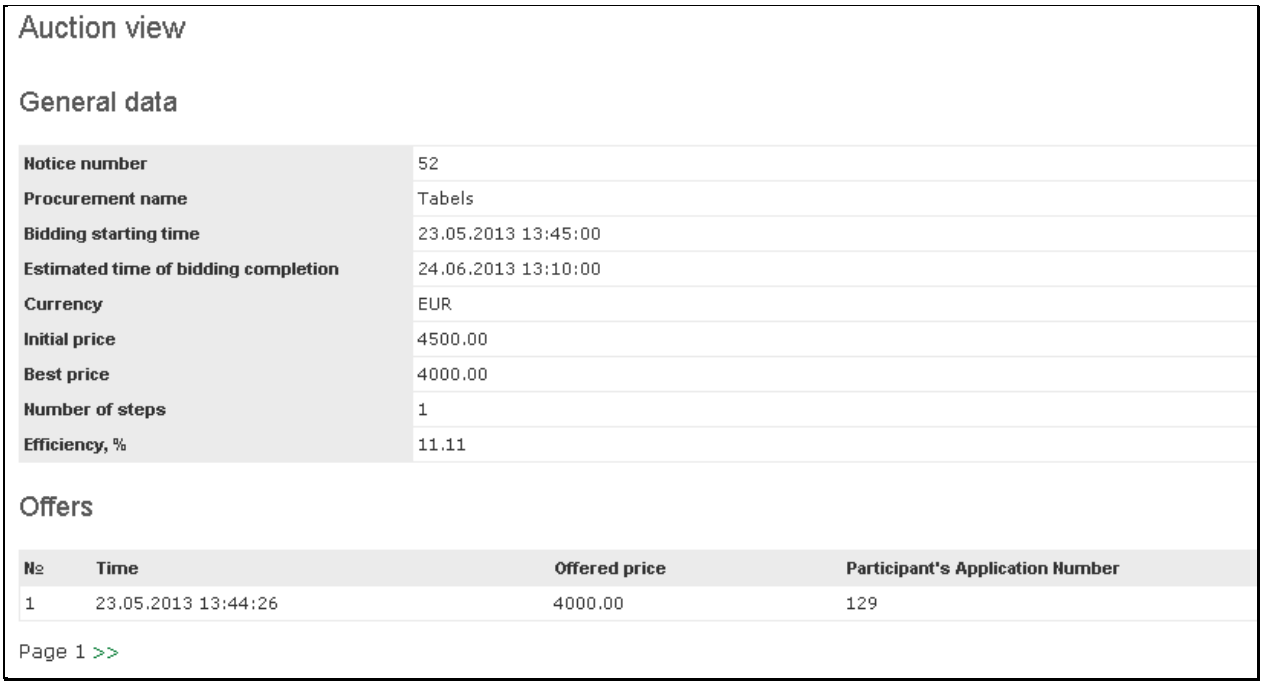


Figure 17-2. Auction room after the start of trading

When the trade starts, the current best price and the estimated time of auction completion can be seenin the Auction room. Once the auction end time is not specified in the Bidding Notice, the closure time is sliding. In such a case the trade is finished if noprice offer is placed within a 10-minute gap, however, not before 1 hour from the beginning of the auction. Detailed information on the trade can be obtained by using the “Auction View” item in the context menu.

During the auction session, participants cannot see the information on competitors. Only the numbers of their applications can be seen.



Auction view

General data

Notice number	52
Procurement name	Tabels
Bidding starting time	23.05.2013 13:45:00
Estimated time of bidding completion	24.06.2013 13:10:00
Currency	EUR
Initial price	4500.00
Best price	4000.00
Number of steps	1
Efficiency, %	11.11

Offers

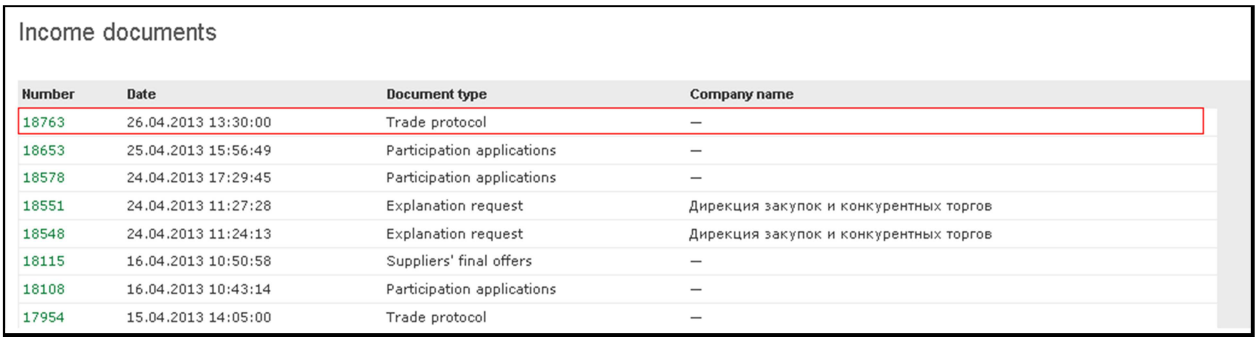
№	Time	Offered price	Participant's Application Number
1	23.05.2013 13:44:26	4000.00	129

Page 1 >>

Figure 17-3. Auction view

3.1.7. Trade Protocol

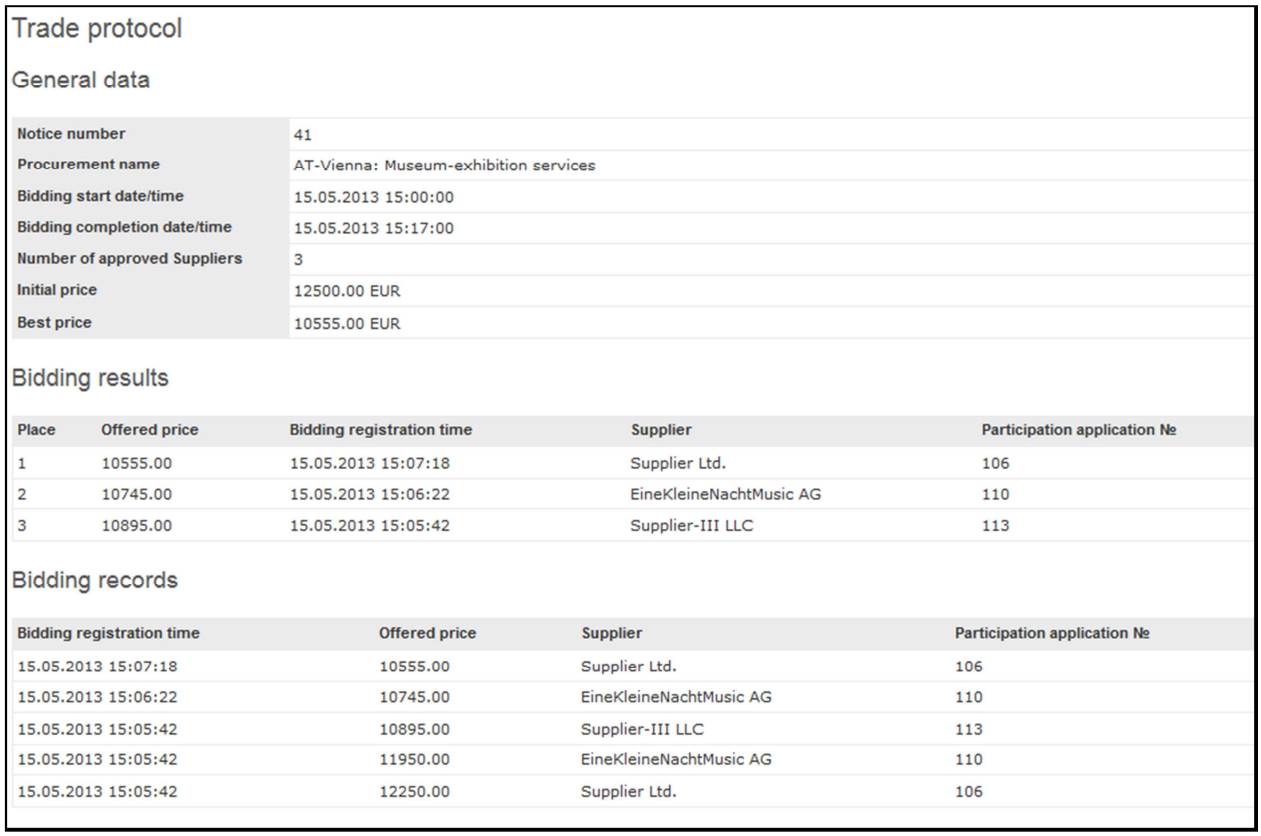
Upon the trade session completion, the Operator will automatically create and send the Trade protocol to you, stating all the price offers, as well as the list of the best offers of every participant, in ascending order. Only the Requester can observe Supplier names and their price offers in the Trade protocol. This information is hidden from Suppliers and other Requesters.



Income documents

Number	Date	Document type	Company name
18763	26.04.2013 13:30:00	Trade protocol	–
18653	25.04.2013 15:56:49	Participation applications	–
18578	24.04.2013 17:29:45	Participation applications	–
18551	24.04.2013 11:27:28	Explanation request	Дирекция закупок и конкурентных торгов
18548	24.04.2013 11:24:13	Explanation request	Дирекция закупок и конкурентных торгов
18115	16.04.2013 10:50:58	Suppliers' final offers	–
18108	16.04.2013 10:43:14	Participation applications	–
17954	15.04.2013 14:05:00	Trade protocol	–

Figure 18-1. Trade protocol in Incoming documents



Trade protocol

General data

Notice number	41
Procurement name	AT-Vienna: Museum-exhibition services
Bidding start date/time	15.05.2013 15:00:00
Bidding completion date/time	15.05.2013 15:17:00
Number of approved Suppliers	3
Initial price	12500.00 EUR
Best price	10555.00 EUR

Bidding results

Place	Offered price	Bidding registration time	Supplier	Participation application №
1	10555.00	15.05.2013 15:07:18	Supplier Ltd.	106
2	10745.00	15.05.2013 15:06:22	EineKleineNachtMusic AG	110
3	10895.00	15.05.2013 15:05:42	Supplier-III LLC	113

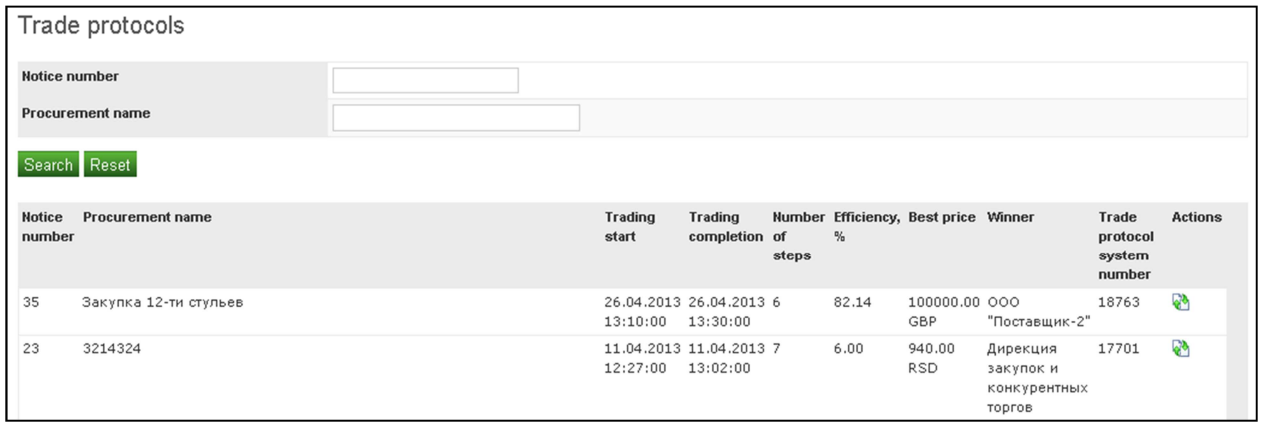
Bidding records

Bidding registration time	Offered price	Supplier	Participation application №
15.05.2013 15:07:18	10555.00	Supplier Ltd.	106
15.05.2013 15:06:22	10745.00	EineKleineNachtMusic AG	110
15.05.2013 15:05:42	10895.00	Supplier-III LLC	113
15.05.2013 15:05:42	11950.00	EineKleineNachtMusic AG	110
15.05.2013 15:05:42	12250.00	Supplier Ltd.	106

Figure 18-2. Trade protocol

3.1.8. Summing up the Auction Results

After the trade completion, you need to confirm the Trade protocol by publishing the Final protocol on the platform. To do that, you need to go to Trade protocol list (menu item “**Bidding**” /“**Trade protocols**”) and choose the ''**Summing up the results**" action in the context menu of the appropriate auction. In the form for the creation of the Final protocol, the best participants' offers will be presented in ascending order.



Trade protocols

Notice number

Procurement name

Search Reset

Notice number	Procurement name	Trading start	Trading completion	Number of steps	Efficiency, %	Best price	Winner	Trade protocol system number	Actions
35	Закупка 12-ти стульев	26.04.2013 13:10:00	26.04.2013 13:30:00	6	82.14	100000.00 GBP	ООО "Поставщик-2"	18763	
23	3214324	11.04.2013 12:27:00	11.04.2013 13:02:00	7	6.00	940.00 RSD	Дирекция закупок и конкурентных торгов	17701	

Figure 19-1. Trade protocols list

Now you may determine either the winner(s) or the participants of the next stage.

To determine the winner(s) you should select the "**First place (Winner)**" option in front of the appropriateparticipant(s).You may leave blank the drop down list for the rest of the participants or select "Second place" for those you might want to mark for logging purposes[1].

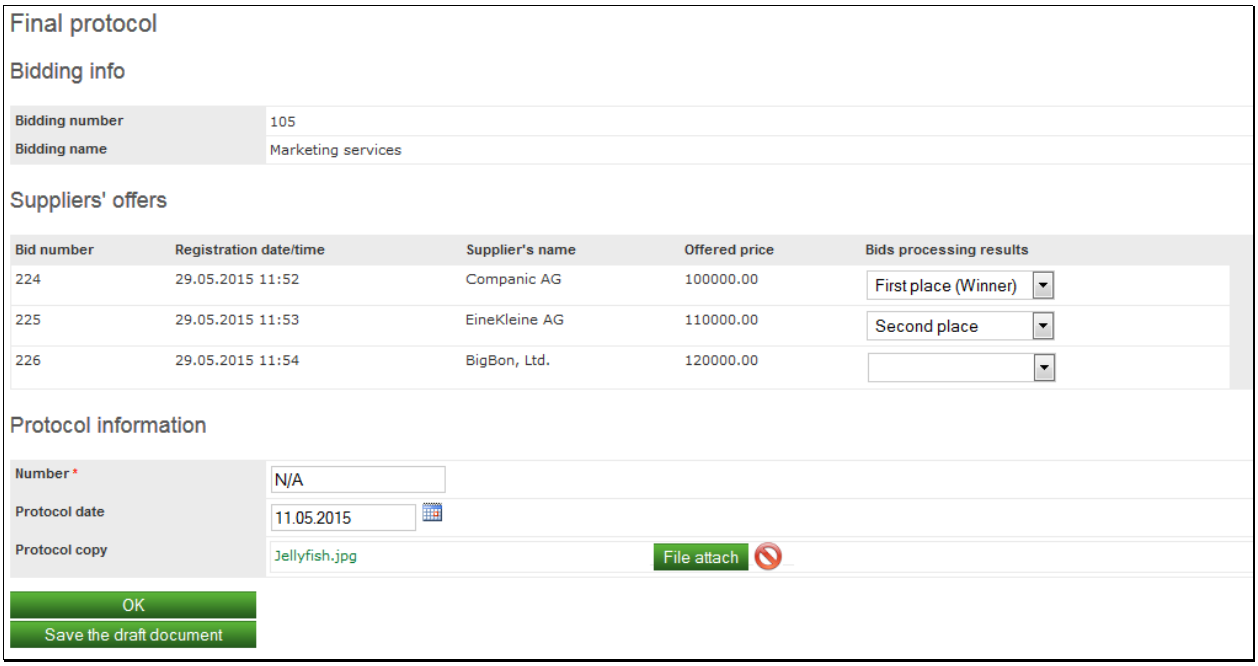


Figure 19-2. Summing up the results – determine the winner

To be able to start the next stage of your bidding you need to mark all the participants as either "**Allowed to proceed**" or "**Forbidden to proceed**".

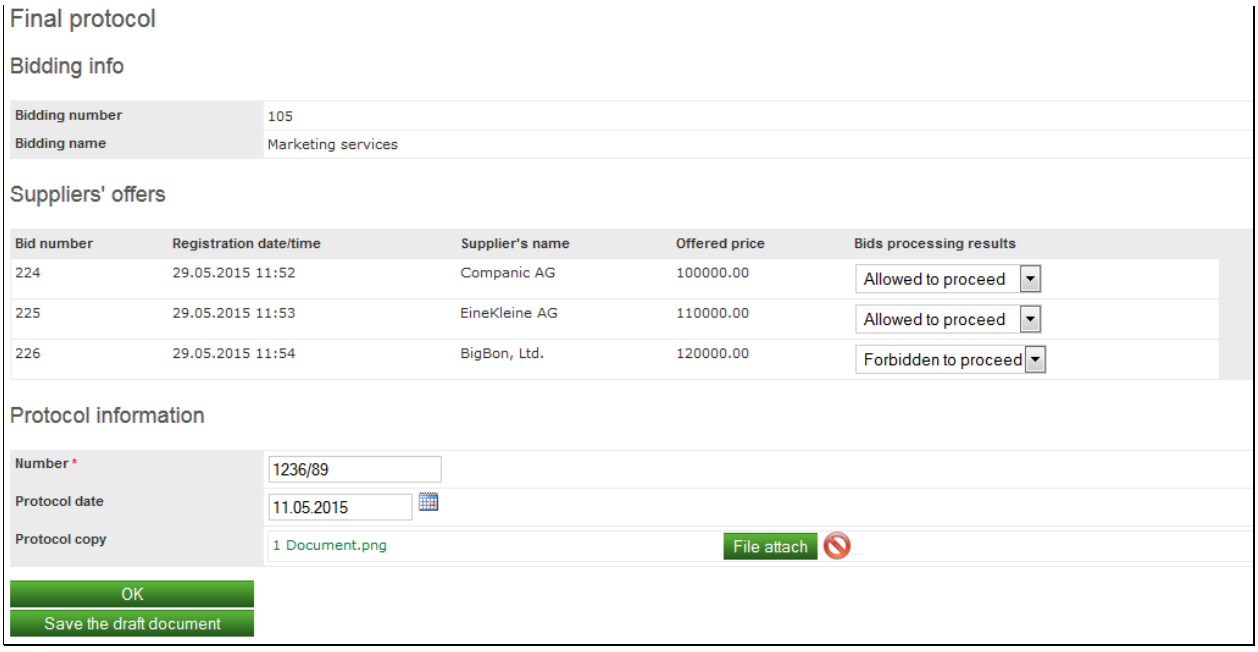


Figure 19-3. Summing up the results – determine the next stage participants

[1] If the contract cannot be signed with the winner due to any reason you may avoid gathering the trade commission the 2nd time.

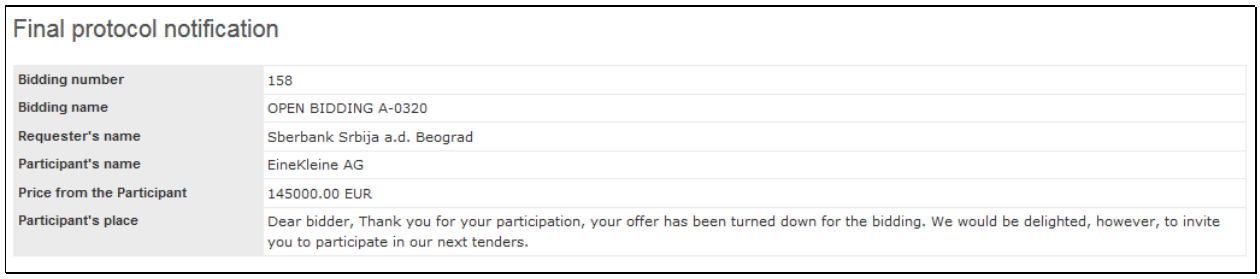
In both the cases you have to fill out the**Protocol information** section. The optional field “**Protocol copy**” can be used for storing the scan copy of the paper protocol; it will not be shown to participants or other requesters.

After sending this document, if the winner is set the Operator will automatically send the notifications to the participants unless you checked **Hide protocols and contract info** option when publishing the bidding. Also the forbidden to proceed participants will be notified. If the next stage is to be started, the admitted participants will be notified when you publish the next stage bidding.

Final protocol notification

Bidding number	130
Bidding name	Propper sider - II
Requester' name	Sberbank Srbija a.d. Beograd
Participant's name	EineKleine AG
Price from the Participant	EUR
Requester decision	You are not allowed to proceed to the next stage

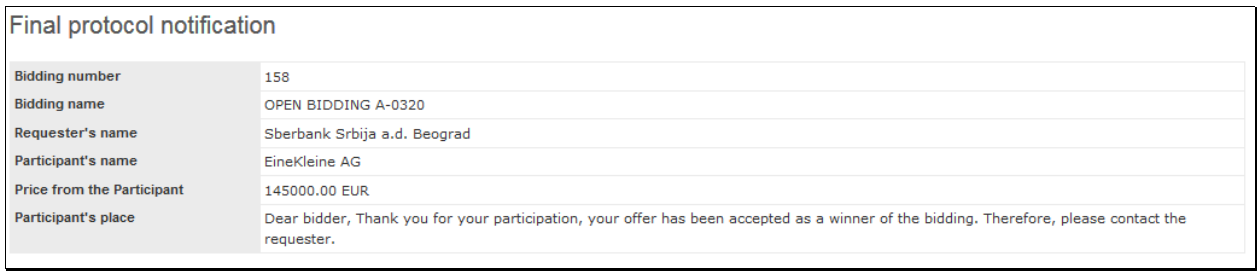
Figure 19-4. Summing up the results – participant notification (forbidden to proceed)



Final protocol notification

Bidding number	158
Bidding name	OPEN BIDDING A-0320
Requester's name	Sberbank Srbija a.d. Beograd
Participant's name	EineKleine AG
Price from the Participant	145000.00 EUR
Participant's place	Dear bidder, Thank you for your participation, your offer has been turned down for the bidding. We would be delighted, however, to invite you to participate in our next tenders.

Figure 19-5. Summing up the results – participant notification (non-winner)



Final protocol notification

Bidding number	158
Bidding name	OPEN BIDDING A-0320
Requester's name	Sberbank Srbija a.d. Beograd
Participant's name	EineKleine AG
Price from the Participant	145000.00 EUR
Participant's place	Dear bidder, Thank you for your participation, your offer has been accepted as a winner of the bidding. Therefore, please contact the requester.

Figure 19-6. Summing up the results – participant notification (the winner)

3.1.9. Publishing Information on the Signed Contract

After determining the winner you areto connect with the contact person, given in the Participant's bid, to address the issues concerning the signing of the contract in accordance with the deadlines stated in the procurement notice.

No later than 1 day from the moment of signing the contract with the Winner, you are obligated to publish the data on the signed contract on the ETP. To do that, find the necessary auction in the bidding list and choose the "**Contract list**" item in the context menu. Another way is to use menu item “**Bidding**” / “**Contract list**”.

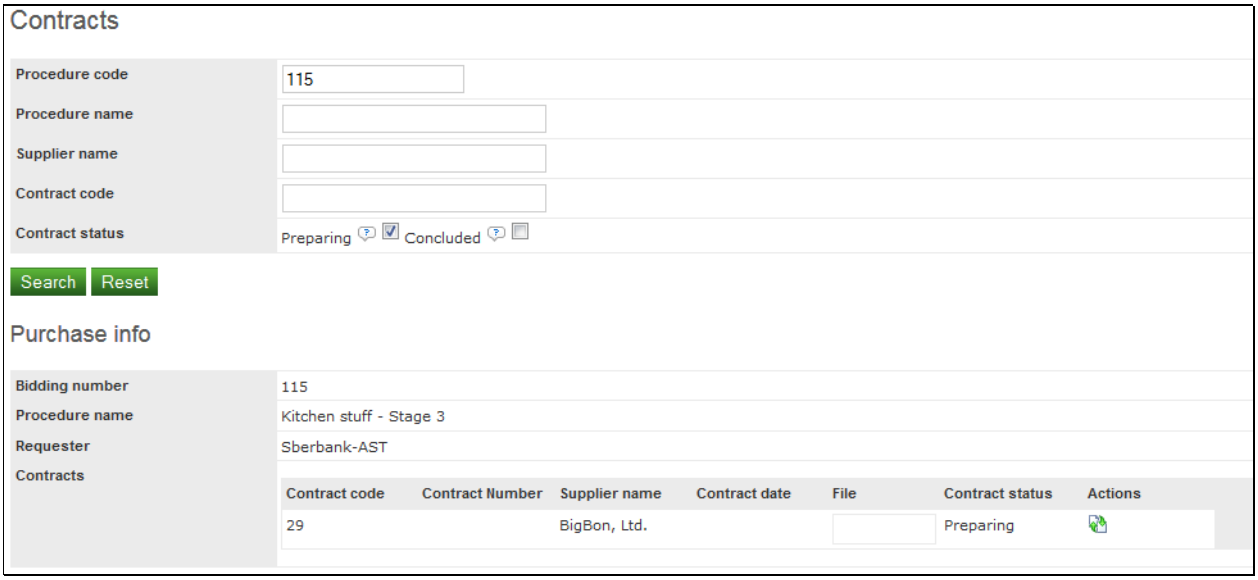


Figure 20-1. Contract list

Please, use action **Update contract info** in the context menu in front the Supplierto call the form "**Contract signing details**" where you can log down the contract information.The attached file will not be available for download to suppliers and other requesters, so you can use the ETP as an electronic archive. The storage period is stated in the **Terms and Conditions of Service Agreement** (procedural regulation) published on the start page of the ETP.

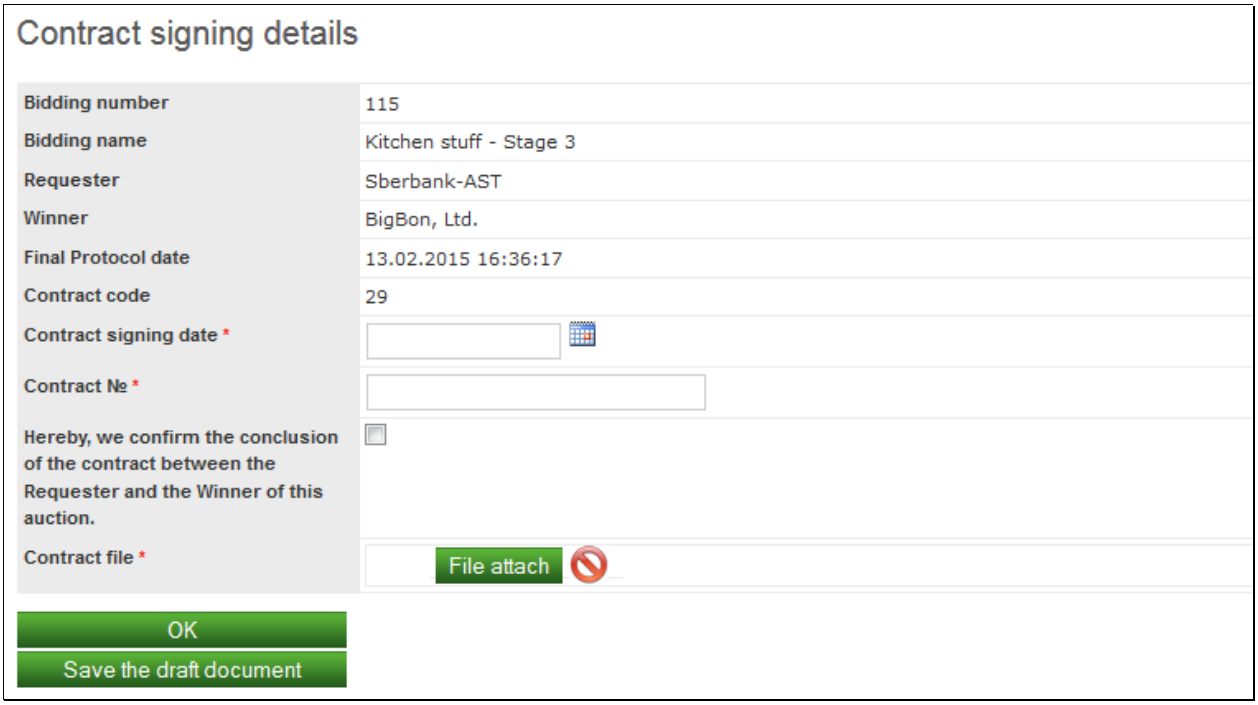


Figure 20-2. Contract signing details

Publication of contract signing details transfers the bidding in the "Procedure is over" status. That is the final point of the procurement procedure. The Operator will automatically send notifications to all the participants that the procedure is over.

Subsequently you will be allowed to correct the contract info by deleting and re-updating this info in the same context menu. Deleting the contract info will return the bidding back to status “Summing up of the bidding”.

Figure 20-3. Participant notification

3.2. Conducting a Tender

Many activities described in the auction procedure are absolutely identical to those in the tender procedure: changing the procurement conditions, procurement cancellation, explanation of trade documentation, processing the submitted participation applications, publishing the information on the signed contract. However, there is a slight difference in the part concerning the publishing of the Procurement notice, as well as in the manner of determining the winner.

3.2.1. Publishing a new Tender

Publishing the Tender notice is practically completely the same as publishing the Auction notice, with one exception: in the "Procedure" section “Tender procedure” should be chosen and then the following fields should be filled in:

- **Bid submission deadline**– deadline by which suppliers can submit their bids.
- **Bids processing date** – date of Access protocol creation by the tender committee and of publishing the protocol on the ETP.
- **Re-trading is provided –**shows whether the participants, whose access to trade is permitted, will be given the possibility to improve their prices. In other words, when the re-trading is provided, the participants will be suggested to revisetheir price offers comparing the best price within a pre-defined time frame (see the next field).
- **Date of updated offer submission** – established deadline by which the Participants can submit their improved offers. This option is available if the re-trading (price negotiation) is provided in the procedure.
- **Trade finalization date** – date of determining the winner of the tender and publishing the Final protocol.

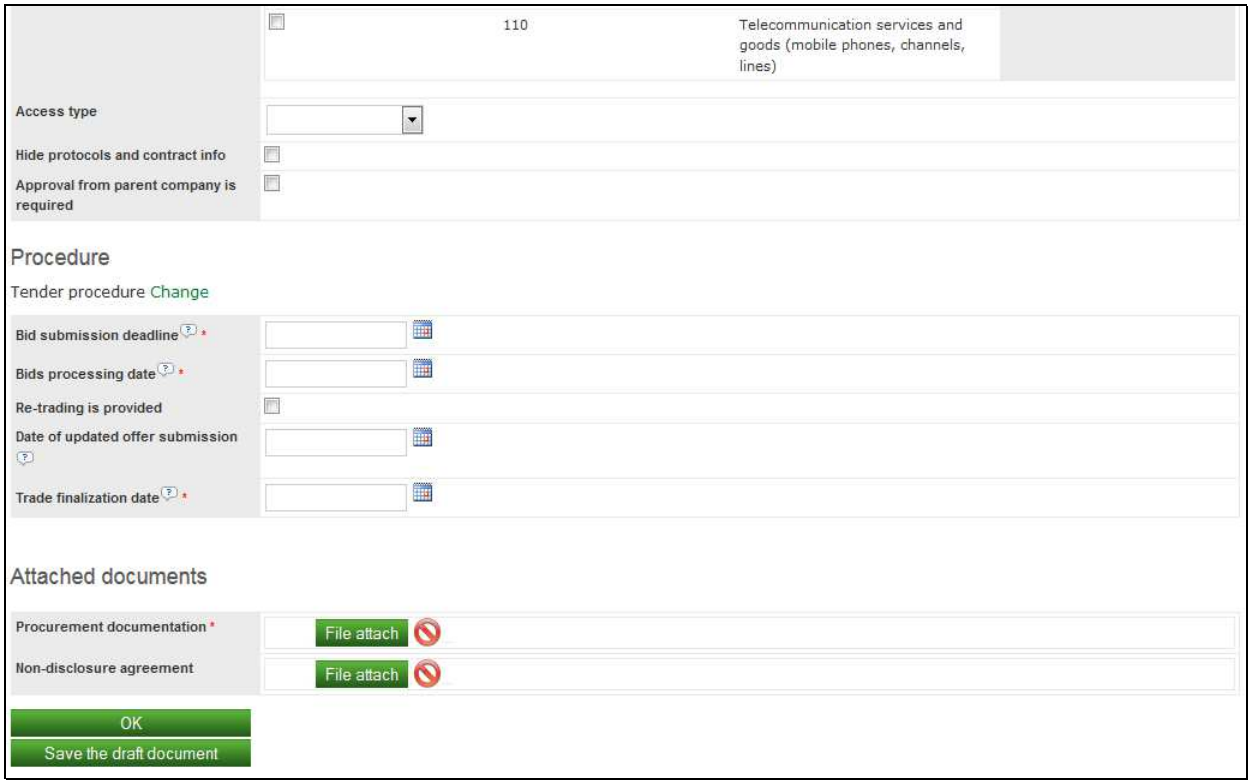


Figure 21. Tender notice – parameters of procedure

3.2.2. Processing the Submitted Bids

The only difference with the Auction workflow is participant notification. After you created the Access protocolthe Operator automatically sends notifications to admitted participants to improve their prices only if re-trading is suggested.

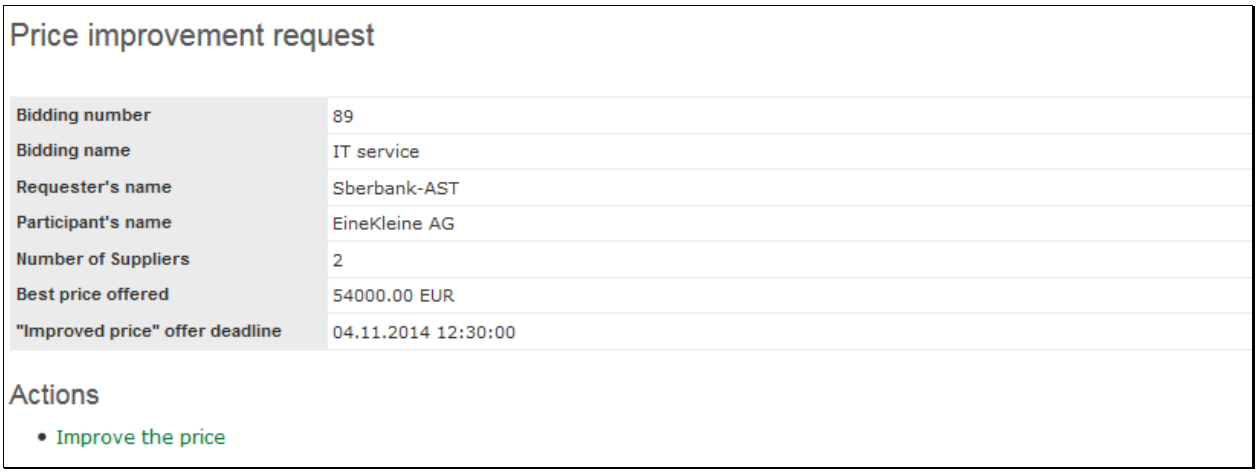


Figure 21-bis. Participant notification –Price improvement request

3.2.3. Summing up the Tender Results

If re-trading is provided in the tender procedure, this part of the procedure is done after the deadline for improved offer submission. Otherwise, it is done immediately after publishing the Access protocol. Operator will automatically create the document "Suppliers' final offers" and send it to you for processing. The document will present final offers of the Participants who are permitted to access the

trade. The complete documentation for processing by Trade committee can be taken from the Bids document. The list of final offers that weren't processed can be found using the menu item "Bidding" / "Supplier final offers". Furthermore, the mentioned document can be found in the Income documents.

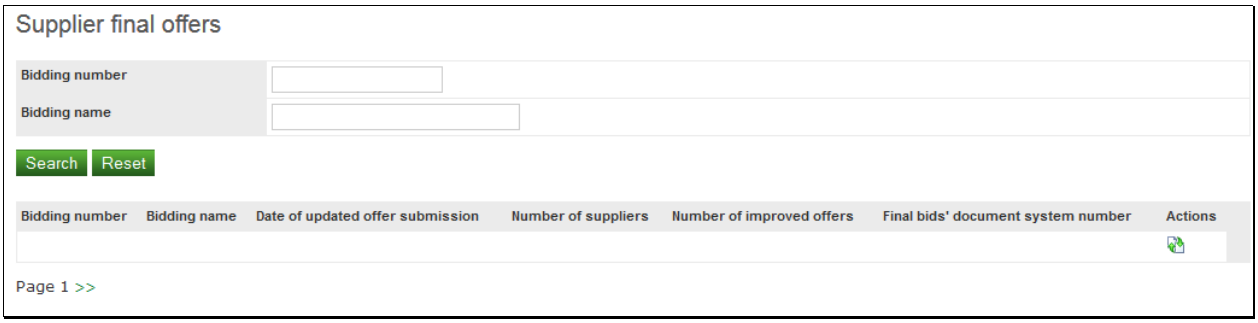


Figure 22-1. List of supplier final offers

Figure 22-2. Suppliers' final offers in Income documents

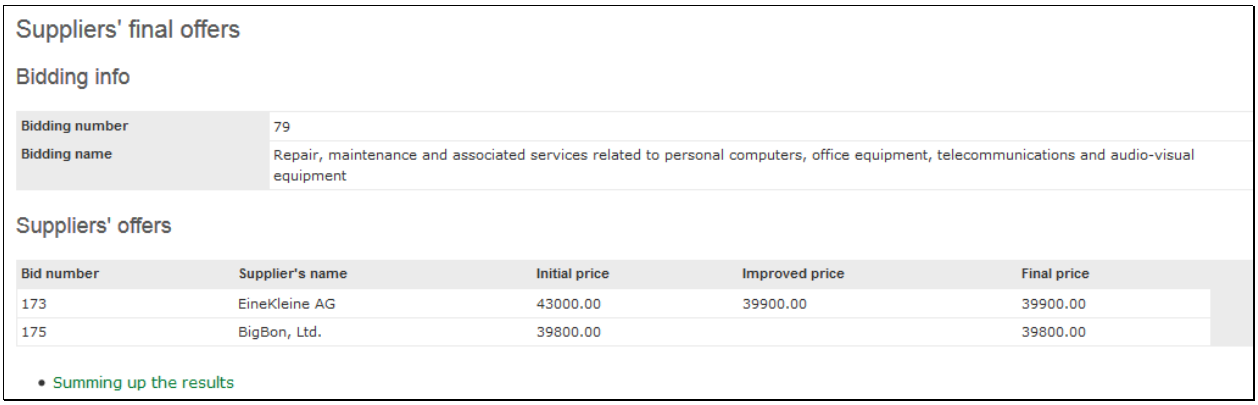


Figure 22-3. Suppliers' final offers

By following the link**Summing up the results** you will proceed to filling out the Final protocol form that is absolutely the same as in Auction procedure. There you will be to determine either the winner(s) or the participants of the next stage.

3.3. Multi-stage bidding

You are allowed to build up a sequence of tenders and auctions to gradually balanceyour needs and suppliers' abilities.Usually, they announce a 2 stage procurement procedure:

- 1st stage is a tender to investigate the market;

- 2nd stage is an auction to improve the price.

  In order to start the next phase of the bidding you need to do the 3 actions:

  1. Define the participants of the next stage in the **Final protocol** as described in 3.1.8.
  2. Follow the link "**Publish the next stage**" in the context menu of the appropriate bidding.
  3. Fill out the form and save it.

  This form is absolutely identical to that you use to start a new Auction or Tender with the only difference: the read-only "**Previous stage**"field is filled out.

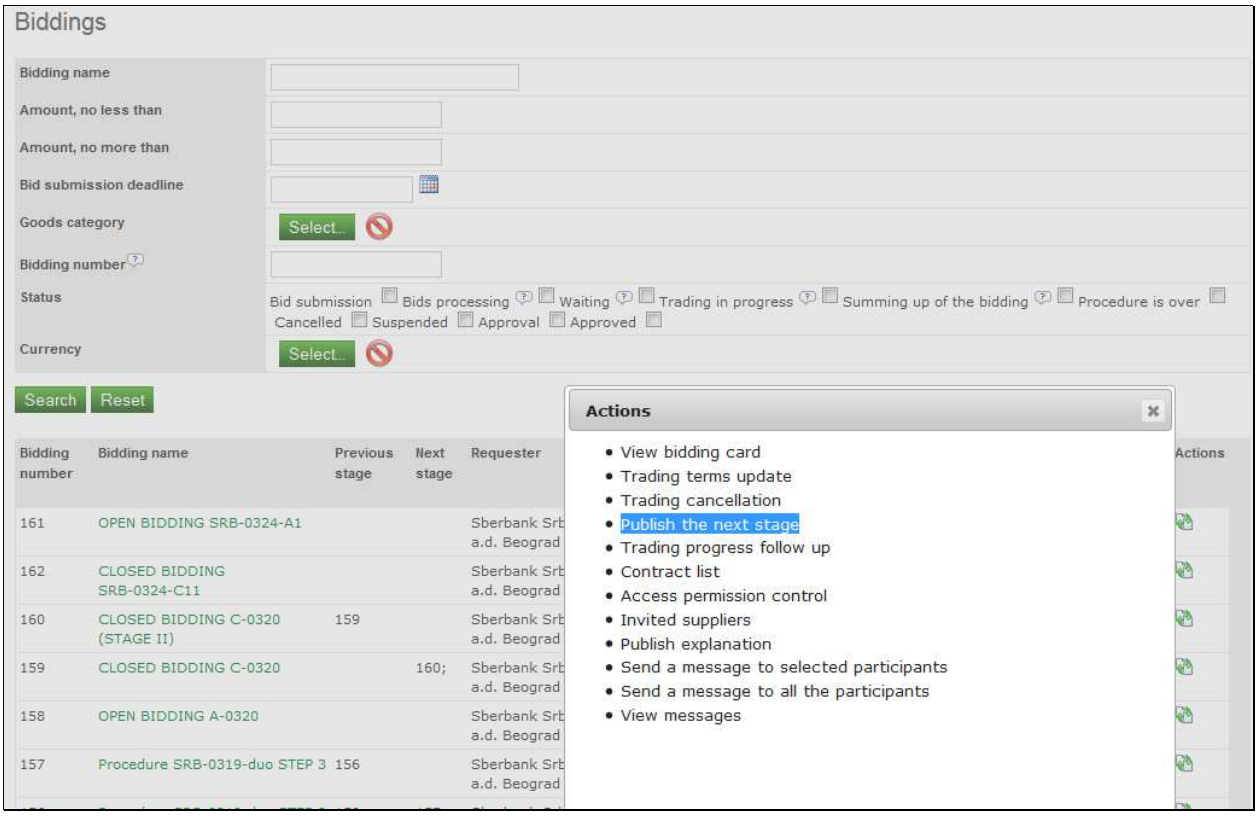


Figure 22-4. Publish the next stage – context menu

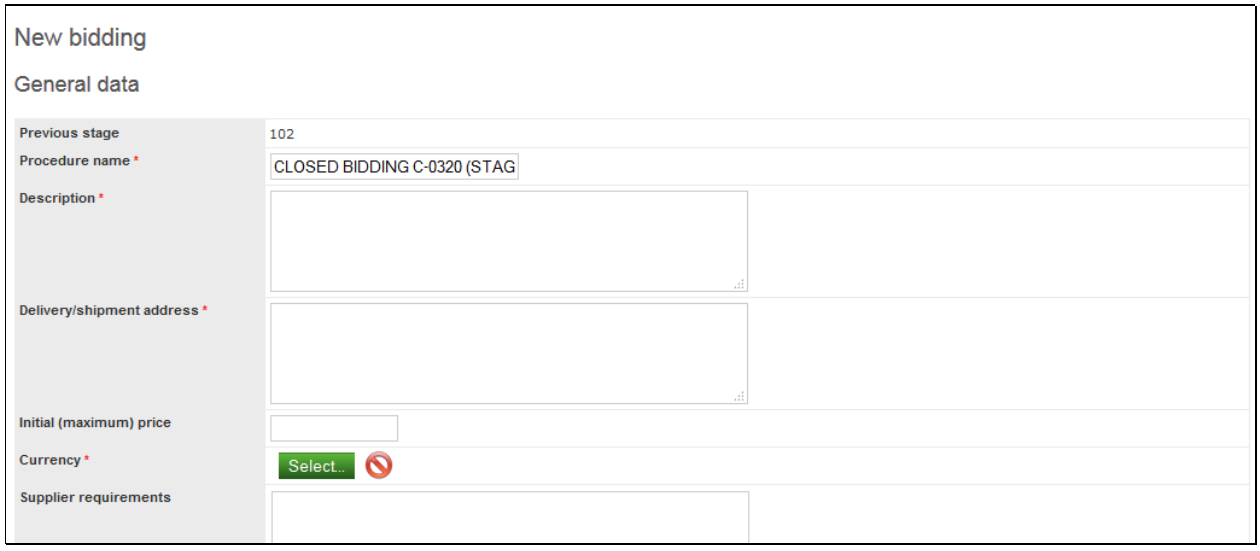


Figure 22-5. Publish the next stage – the form

After the bidding is published the participants marked in the Final protocol will be automatically invited and notified on that. No other suppliers will be able to send their offers within this bidding. Though you will be able to add suppliers to your**open bidding** using **Invited suppliers** context menu item in the bidding list.

The bidding list contains 2 columns to observe the bidding sequence: Previous stage and Next stage. Also, filtering by bidding number will end up with all the preceding and subsequent biddings in the result set.

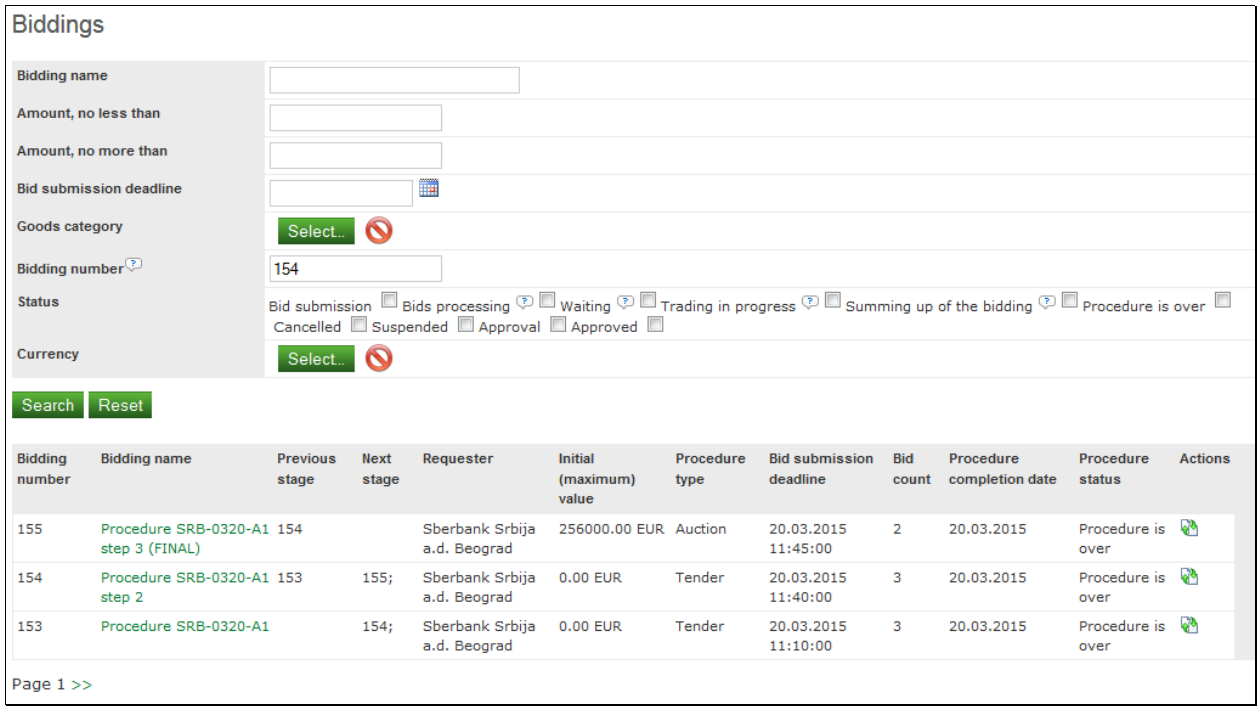


Figure 22-6. Filtering by the bidding number

3.4. Closed procedures

Although open procedures usually provide a better financial result in procurement since they suggest enhanced competitiveness, you may require starting a closed procedure due to internal confidentialityrestrictions implied by the Legal, Security, etc.

In order to start a closed procedure you have to do 2 steps:

1. Select **Closed procedure** option the**New bidding** form as described in 3.1.2.
2. Add suppliers as described below.

Please, use**Access permission control** context menu item in the bidding list to specify the participants of a closed bidding.

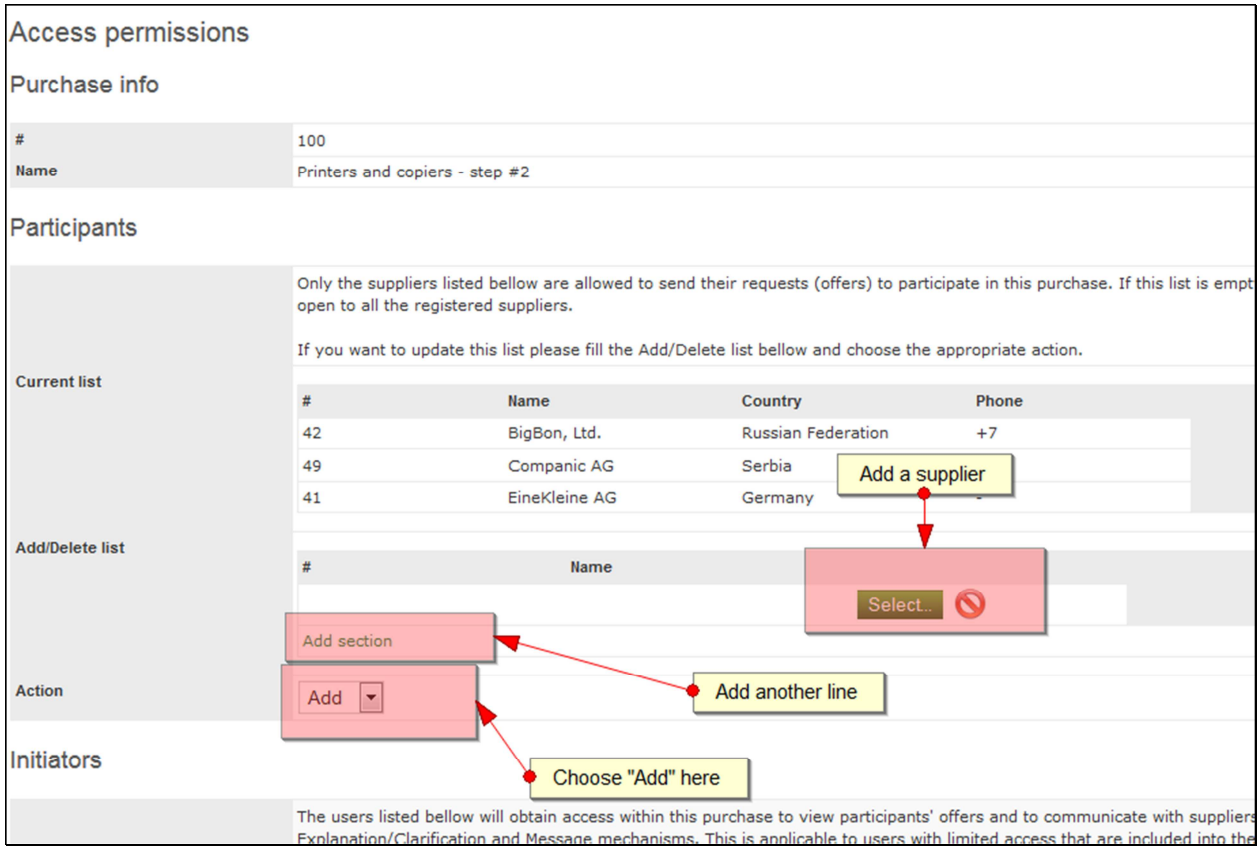


Figure 22-7. Inviting suppliers to a closed bidding

3.5. Delegating

Please, use **Access permission control** context menu item in the bidding list to specify:

- **Initiators** – users within your company profile that represent the department initiated this procurement.
- **Trade commission** – users within your company profile that represent the trade commission that will make decision on the participants' offers.

Please, refer to 4.2 to learn the steps how to add users with the roles Initiator and Trade commission. Users with these roles will access a read-only access to the procurement documentation and some specific actions **if only** you add them to certain bidding.

Actions available for users with **Initiator** role:

- viewing participants' offers (after the submission deadline);
- procurement documentation explanation (Q & A session, refer to 3.1.5);
- instant messaging with participants (refer to 3.6).

Actions available for users with **Trade commission** role:

3.6. Communication

The ETP provides a Messaging service in addition to Q&A function (refer to 3.1.5). The key differences from Q&A are:

- suppliers do not see other suppliers' messages;
- a requester obtains an option to write to selected participants;
- sending messages is available even after the bid submission deadline.

After you are logged in you can see the new messages from participants.

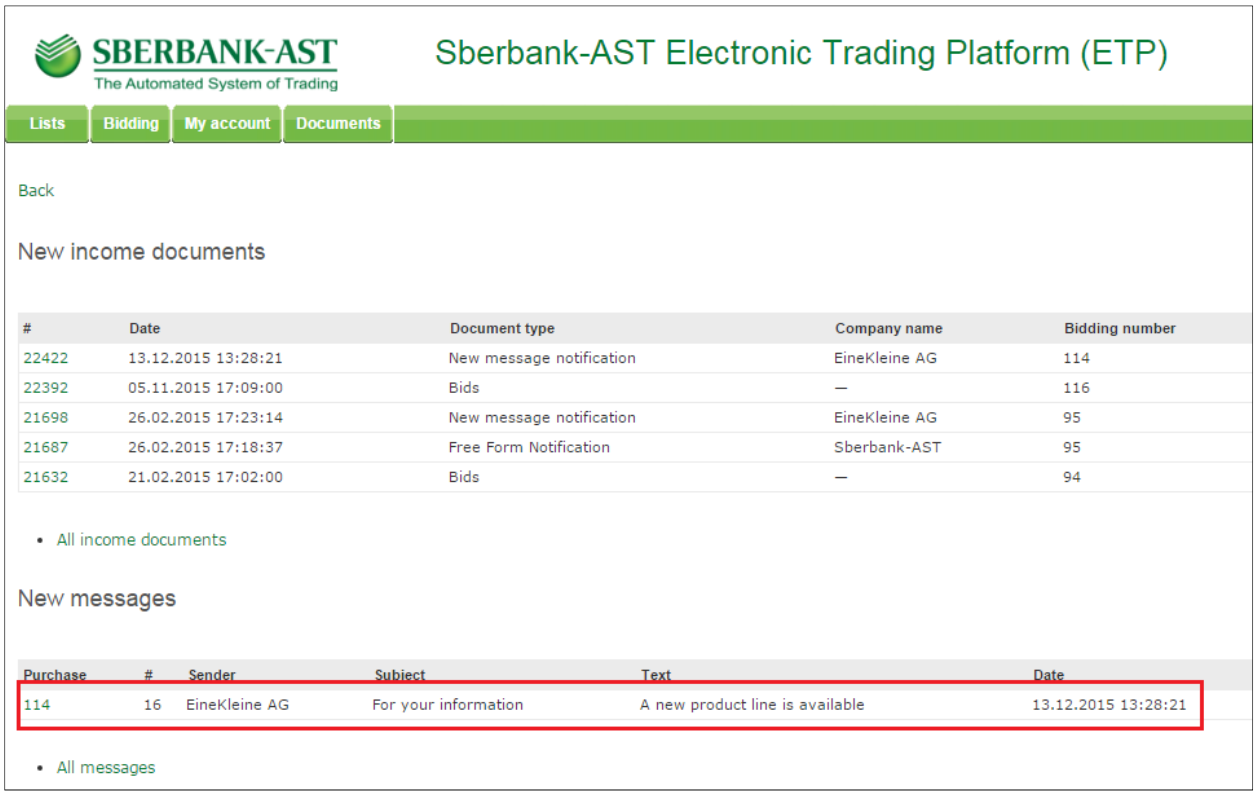


Figure 22-8. Start screen with the New message list

Also you can find all the notifications of new messages in the Incoming documents list (main menu “Documents” / “Incoming”).

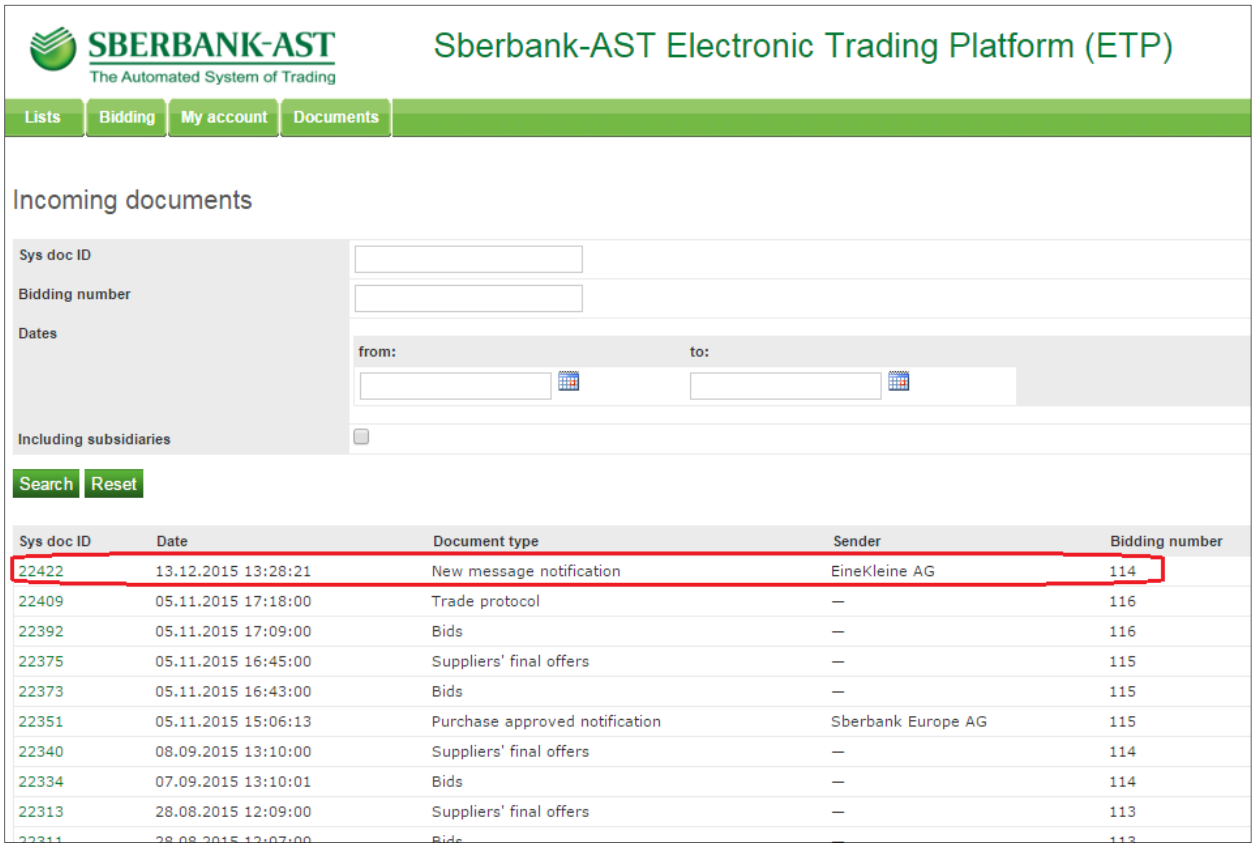


Figure 22-9. A New message notification in Incoming document list

You can proceed to the reply form directly from this notification.

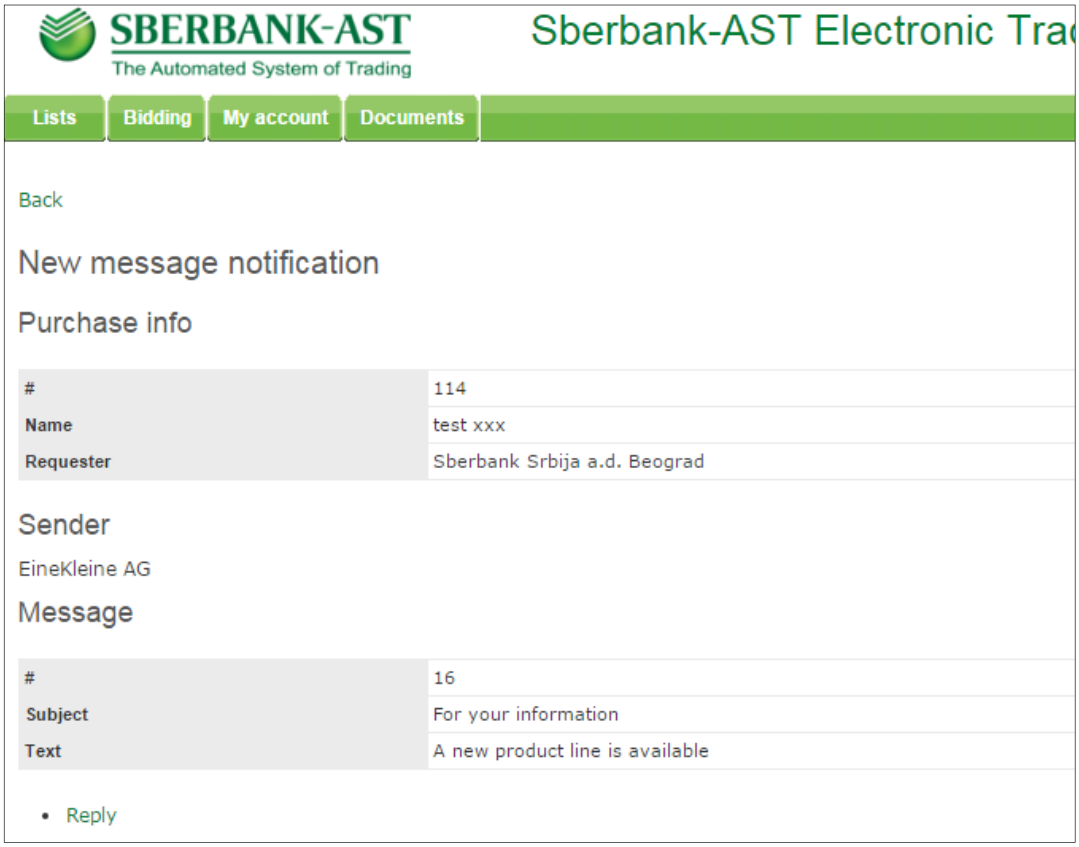


Figure 22-10. A New message notification

The reply form contains the messaging history with the attached files. You can control the recipient list here.

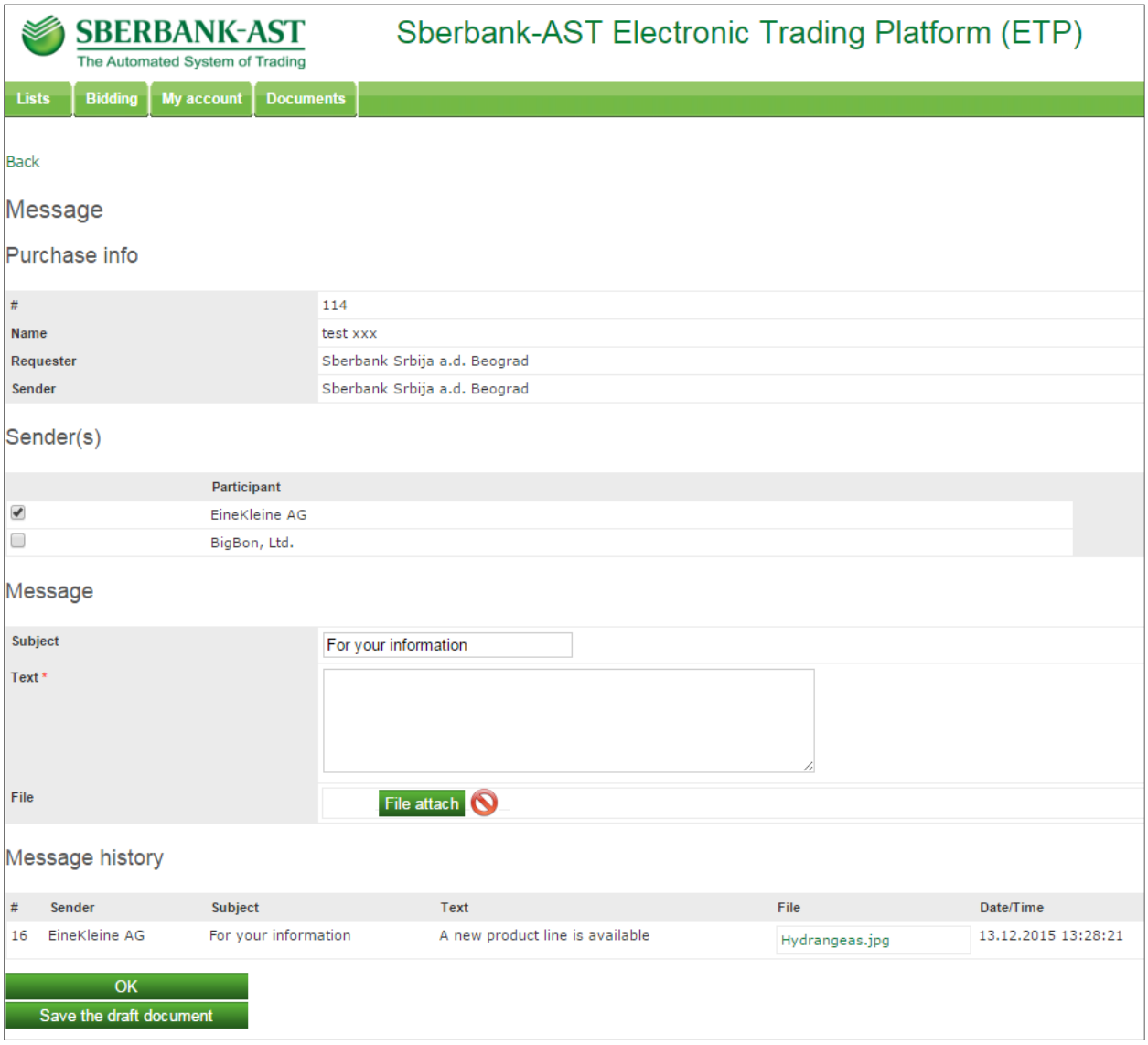


Figure 22-11. A New message (or reply) form

The full list of all the messages can be found under main menu item “Bidding” / “Messages”. You can reply to any message by selecting an appropriate action.

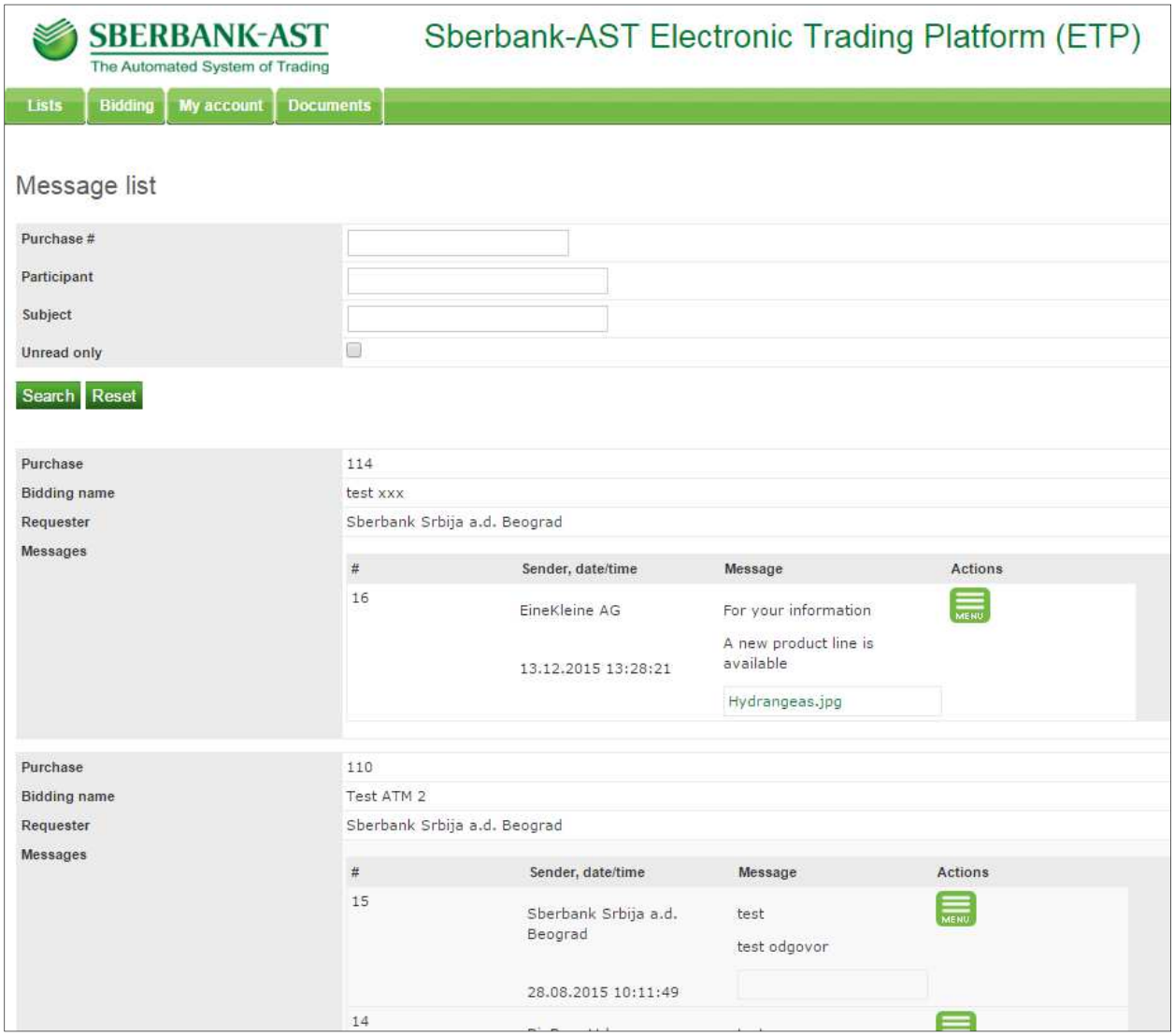


Figure 22-12. Message list

To start a new conversation you need to call the Bidding list and click on a “Send a message …” action.

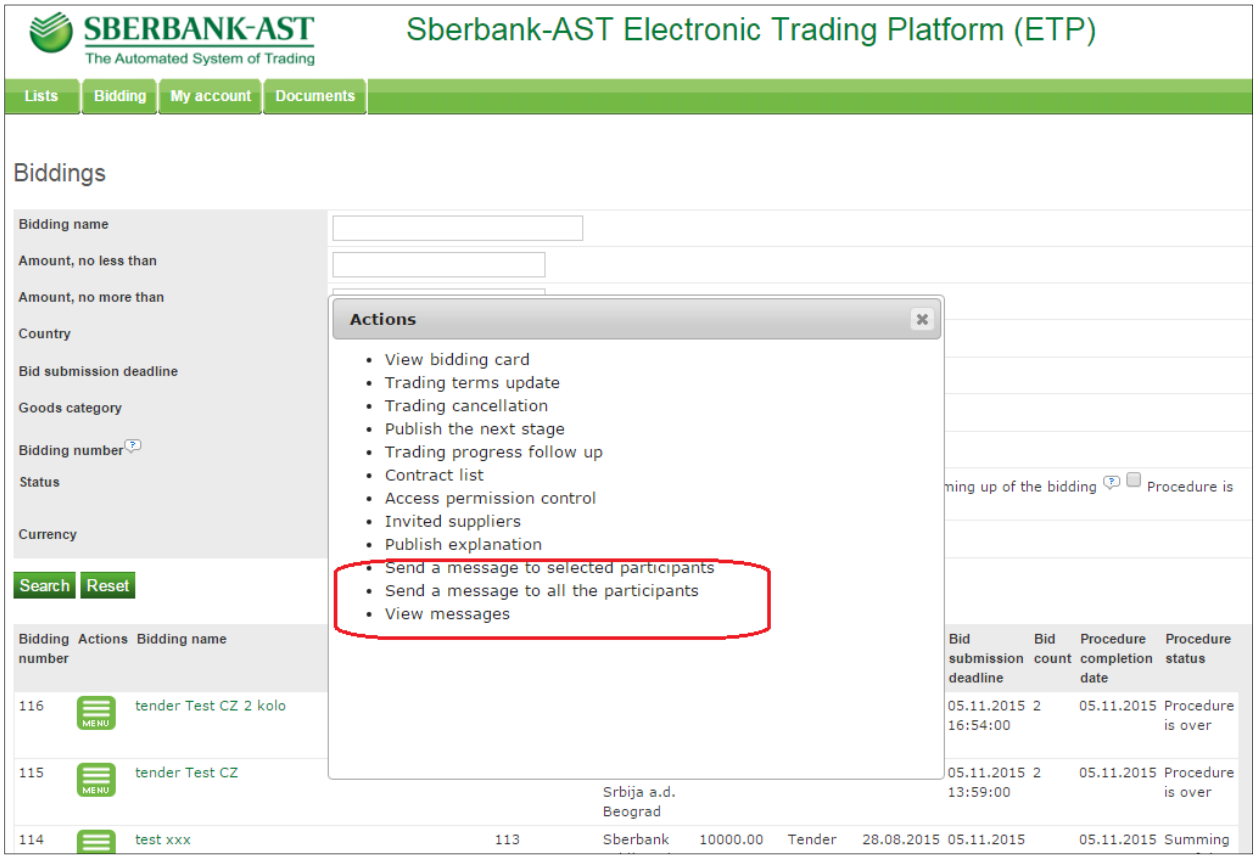


Figure 22-13. Action list in Biddings

4. Account and ProfileSettings

4.1. Alteration of CompanyProfile

The User of the ETP is responsible for the data on their company at the website being up-to-date. The Operator automatically includes these data into the Procurement notice. If the Participant rejects to sign the contract due to containing incomplete, untruthful or outdated Requester's registration data, the ETP Operator does not bear any responsibility.

You can review and change your registration data using the menu item **My account/Company profile**. You can change all the data you entered when you registered at the platform, except for the name and the VAT number.

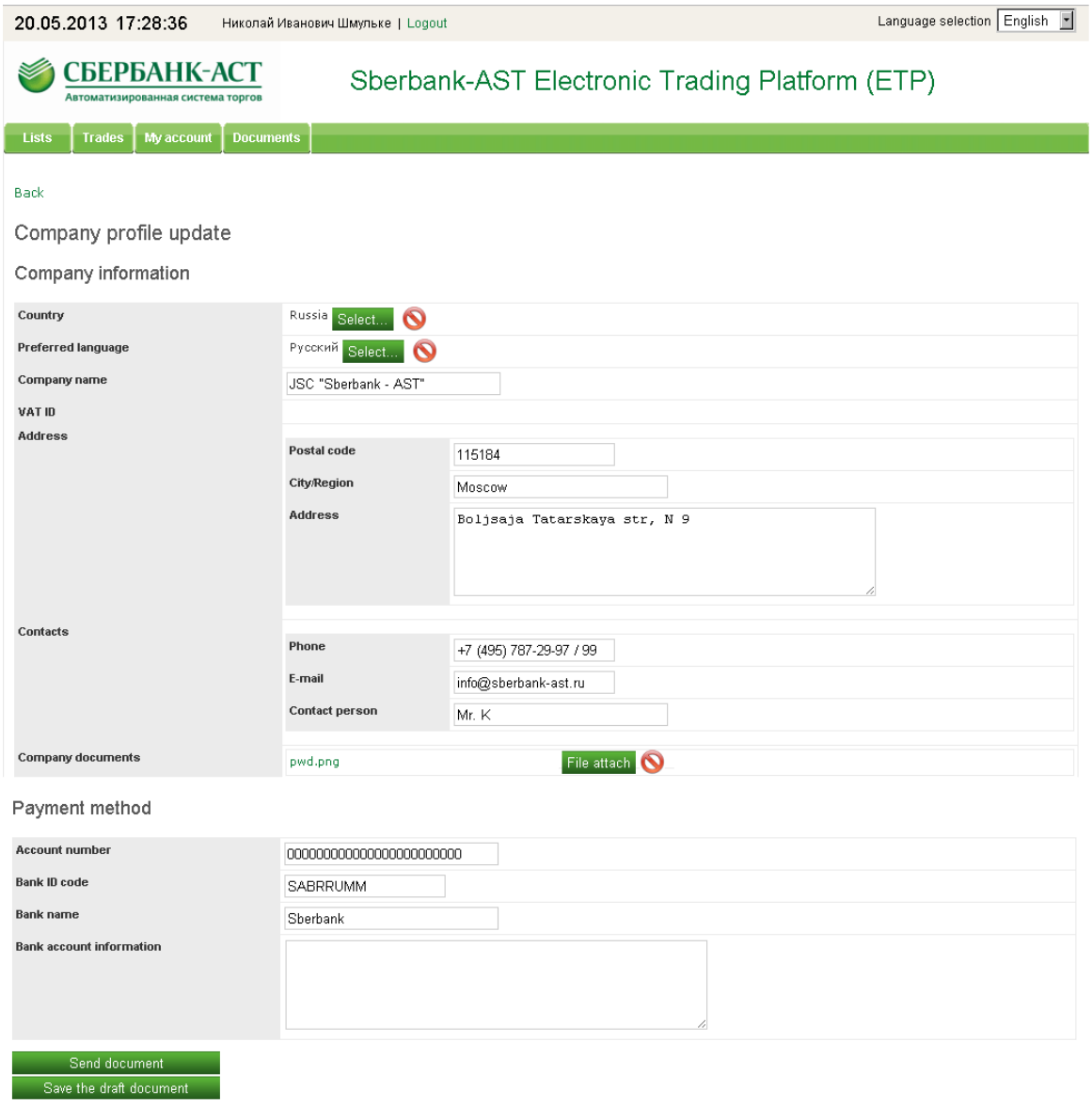


Figure 23. Company profile update

4.2. Operations with Organization Users

4.1. Overview of User List

You can register several users, who will do business on behalf of your company. All users have equal rights. The User register is available at the menu item **My account/Company user list**. Through this register you can perform basic operations with user data: manage the data, “reset” user password, block and unblock the user’s account.

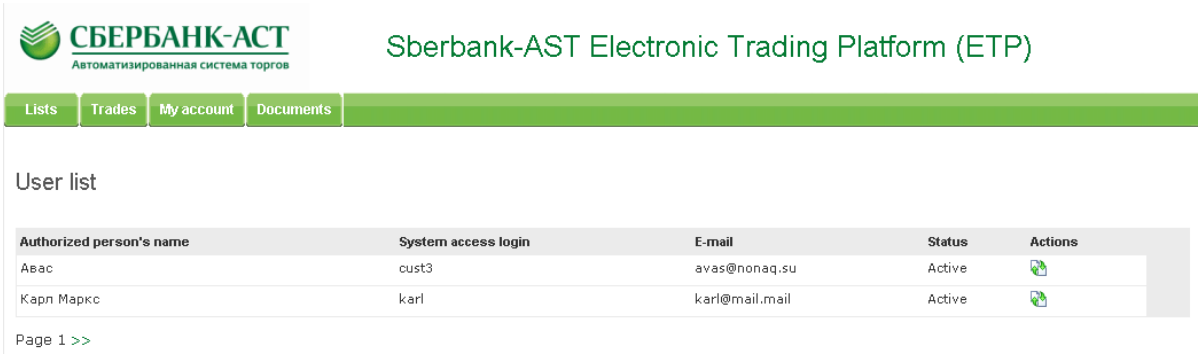


Figure 24. User list

4.2. Adding New User

You can add new Users using the menu item **My account/Add user**. In the form for adding a new User you need to fill in the user's name, e-mail and telephone number and set up User login and password for entering the system. Also you should attach a copy of the document confirming the authorization of the new User to do the activities at the platform on behalf of your company.

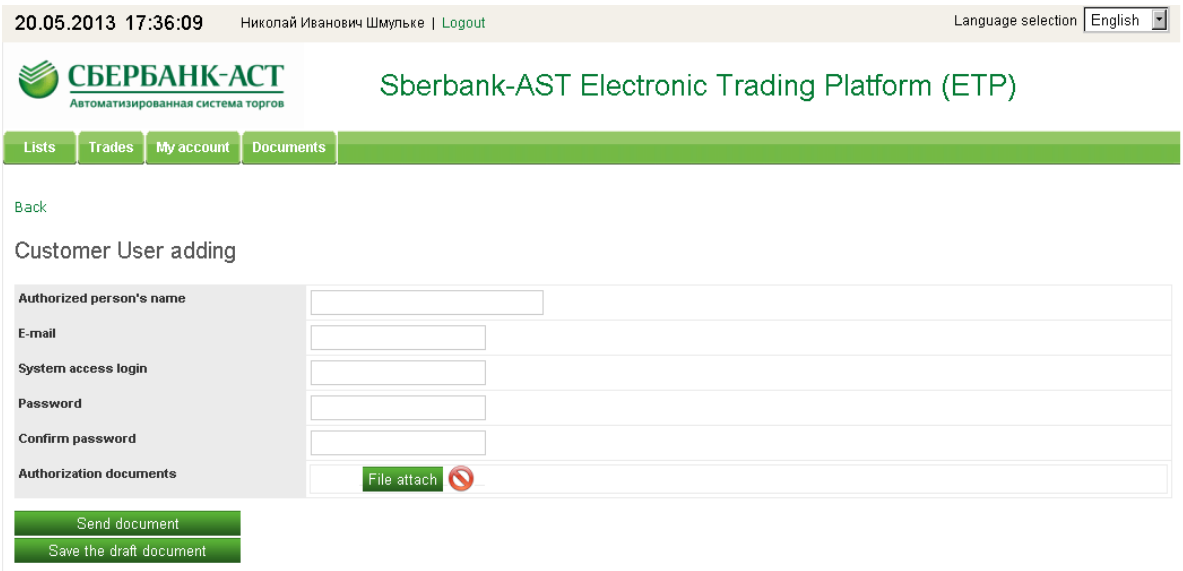


Figure 25. User adding

4.3. Editing User Profile

If necessary, certain fields of each User (name, e-mail address, preferred interface language) can be edited. In order to do that, you need to use the menu item **User profile**of the Context menu of the User list, whereas for editing your own profile, the menu item you need to use is **User profile** in the **My account** menu.

4.4. Blocking and Unblocking Users

The function of blocking and unblocking Users can be found in the Context menu of the Company **user list**. When blocking and unblocking Users, you need to give the reason for such an activity, as well as, if necessary, enter the text of the message which will be sent to the User via e-mail.

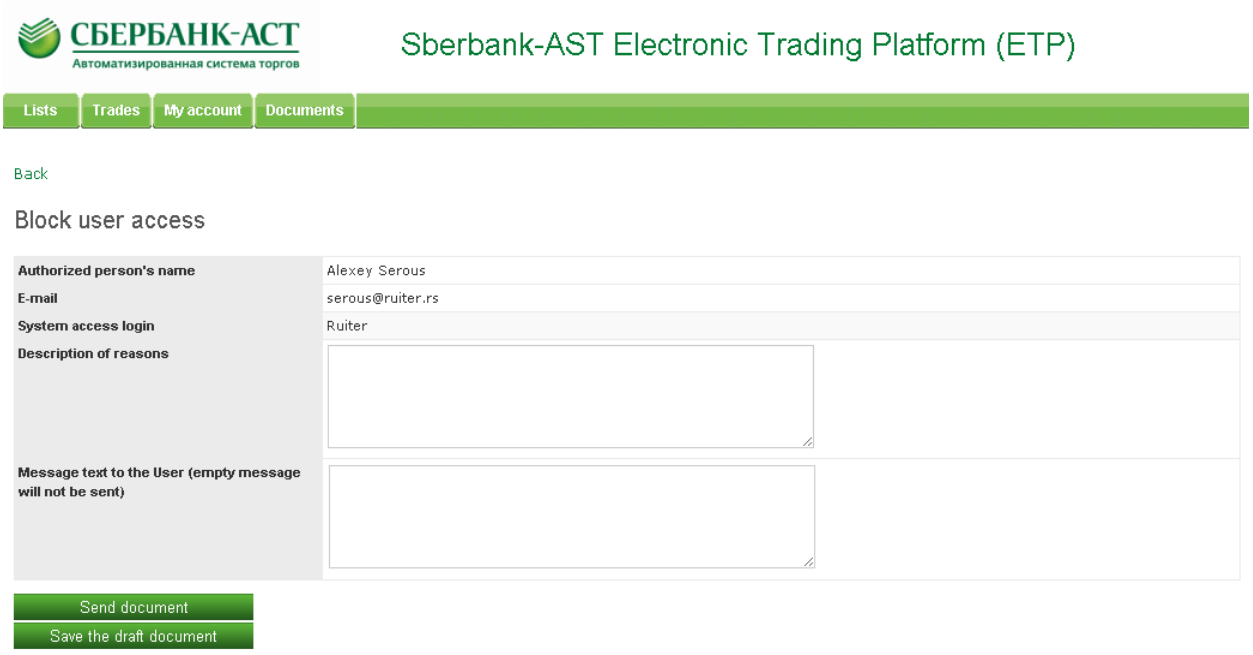


Figure 26. Access blocking form

4.5. Resetting User Password

Each User's Password can be reset, and your own password can be altered. Resetting password function is located in the User list in the **Context menu**, whereas your own password altering function can be found at the **Change password** in the **My account** menu.

When resetting the password the system automatically generates a new password for the User (a random combination of numbers) which is sent to him/her via e-mail.

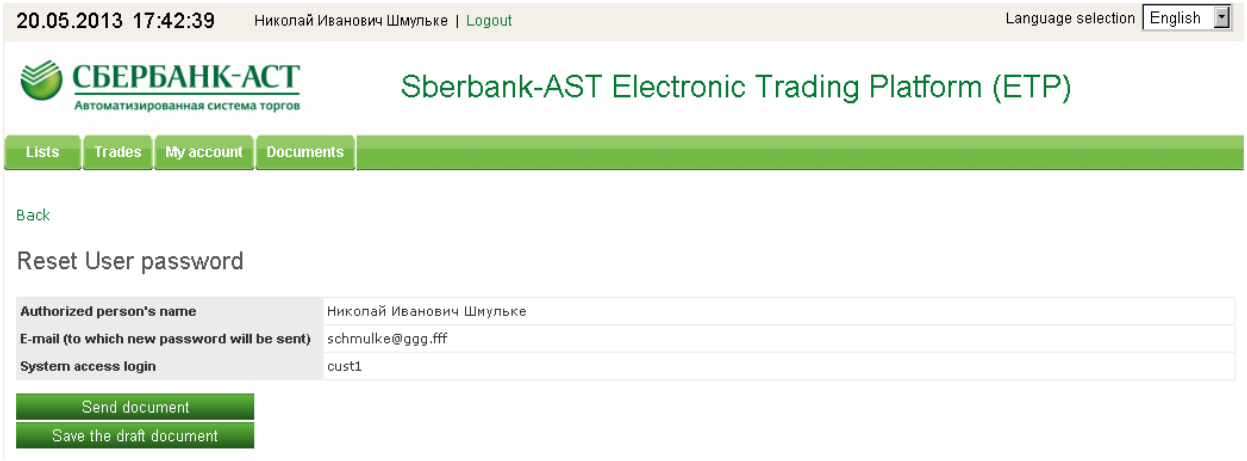


Figure 27. Password resetting form