Dear Participant!

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.

Table of Contents

Introduction. Electronic Trading Procedure

Electronic Trading Platform (ETP) registration

In order to participate in the electronic trading, you need to register as a Participant by filling in the Registration Form in the open part of the platform. You will be asked to enter general information about your company, attach copies of registration documents 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 and attach the documents confirming his authority.

Fig 1. Registration Form

Your Registration Form will be reviewed by the Operator within 3 working days. If all the registration data and attached documents are correct, you will be granted access to **My account** at the ETP. In case you made a mistake or did not attach all the necessary documents, 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.

In case you need an urgent registration at the ETP due to approaching deadline for the trading you planned to participate in, you can contact our call-center and provide the purchase number, in which case your registration will be reviewed as a priority request.

Types of procurement

The ETP provides two types of procurement – auctions and tenders. These competitive procedures have certain differences. By participating in an auction, you have the opportunity to reduce the initial price multiply, in real time, competing with other participants. With tender participation, your price offer

cannot be corrected or can be corrected once, upon the Customer's decision. Furthermore, when participating in tender, the lowest offered price does not guarantee you win the tender. The Customer may also consider other parameters of your offer (quality, experience, your company's financial stability, etc.). These evaluation parameters are listed in the tender documentation.

Auction Procedure

Auction consists of 5 consecutive steps (see chart):

Step 1. The Customer 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 Customer has the right to make changes in the notice. 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 Customer'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 Customer's documentation, he can send an inquiry through website, asking for an explanation, before the application deadline. The Customer 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 Customer. The Customer 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 Customer'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. If nobody offers a lower price within 10 minutes, the auction ends. After that the Operator posts the auction results in a Trade protocol on the website.

Step 5. The Customer 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 Customer 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 Customer.
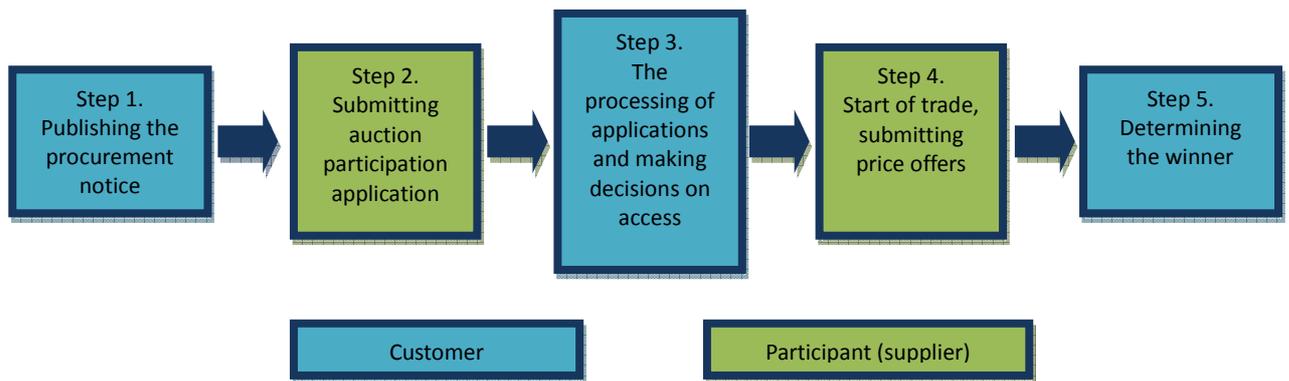
Fig 2. Auction procedure chart

Tender Procedure

Tender consists of 5 consecutive steps (see chart):

Step 1. The Customer 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 Customer has the right to make changes in the notice. 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 Customer's documentation, he can send an inquiry through the website, asking for an explanation, before the application submission deadline. The Customer 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 Customer. The Customer reviews the applications and makes a decision on their compliance with the requirements. The Participants are notified of the Customer's decision through the website.

Step 4. The Customer 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 Customer'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 Customer, Step 4 is omitted, in which case the Customer moves on to the application evaluation, and determining the winner.

Step 5. On the basis of the bid analysis, the Customer 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 Customer 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 Customer in the Tender notice.
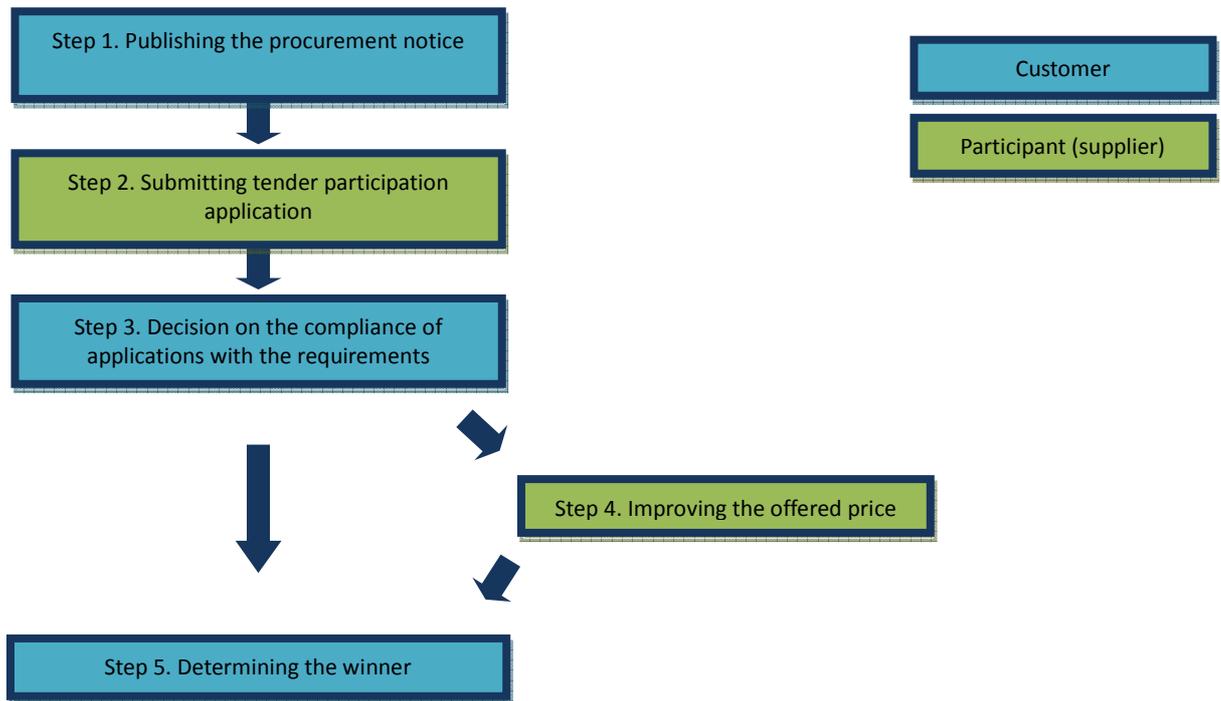
Step 1. Publishing the procurement notice	
↓	
Step 2. Submitting tender participation application	
↓	
Step 3. Decision on the compliance of applications with the requirements	

Step 4. Improving the offered price

Step 5. Determining the winner

Customer

Participant (supplier)

Fig 3. Tender procedure chart

General Principles of ETP Operation

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.

Fig 4-1 Purchase notice

07.06.2013 15:25:55   Николай Иванович Шмульке | Logout

Language selection English ▾

СБЕРБАНК-АСТ
Автоматизированная система торгов

Sberbank-AST Electronic Trading Platform (ETP)

| Lists | Trades | My account | Documents |

Back

Trading terms update

General data

Bidding code	30
Procedure name	NO-Brønnøysund: Software supply
Purchase item description	A 2 year framework agreement will be established from 1.12.2013 for purchase of Microsoft software licences, support and related services. Brønnøysund Register shall have a unilateral option to extend the agreement by 1 + 1 year.
Delivery/shipment address	Brønnøysundregistrene Havnegata 48 For the attention of: Rita Nilsen 8910 Brønnøysund NORWAY E-mail: rita.nilsen@brreg.no
Initial (maximum) price	2535721
Currency	Евро Select... 🚫
Supplier requirements	B – European Economic Area (EEA), with participation by GPA countries
Goods category	Услуги Select... 🚫

Contract procedure

Deadline for the customer's sending of the contract for signing ⑦	1
Deadline for the signing of the contract by the Supplier ⑦	1

Attached documents

Procurement documents, contract draft	IMG_11042013_170004.png	File attach 🚫

Reason to put changes

Reason	

Send document
Save the draft document

Fig 4-2. Making changes

Fig 4-3. Application form

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.

Fig 5. Attaching a file

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

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

Number	Date	Document type	Notice number
18840	30.04.2013 13:54:46	Auction bid	36
18836	30.04.2013 13:53:27	Auction bid	36
18809	30.04.2013 13:36:45	Purchase Application submission	37
18807	30.04.2013 13:36:22	Purchase Application submission	36
18755	26.04.2013 13:18:11	Auction bid	35

Fig 6. Outcome 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.

Number	Date	Document type	Company name
19717	16.05.2013 09:33:40	Final price	Supplier Ltd.

Page 1 >>

Fig 7. Drafts

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

Working with Registers

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.

Fig 8-1. Procurement list

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.

Fig 8-2. Navigation

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 the 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**.

Fig 9. Actions

11

Instruction for the Basic Functions of the Electronic Platform

Auction Participation

Search for Auctions and Overview of Notices

Search for auctions can be done through the **Trade list** (see **Trades/ Trade List** on the menu)

To see the notices, open the **View notice** item in the **Trade list** in the Context menu. All the information about the auction is given in the notice: the description of the procurement subject and the conditions of the procurement, initial price, application submission deadline, date/time of the auction, etc.

The detailed product requirements, regulations for the participants and their applications are listed in the file Customer attached with the product documentation.

Fig 10. Trade list

Submission of the Auction Participation Applications

In order to submit your application, it is necessary to:

1. Find the appropriate auction in the register (**Trades/Trade list** in the menu);
2. Choose the **Submit an application** item in the Context menu;
3. Fill in the application form.

Purchase Application submission

Procurement details

Notice №	51
Procedure name	BG-Varna: Electrical materials

Application details

Offer description	
Maximum price	97000.00
Offered value (?)	
Currency	EUR
Documents	File attach 🚫
I, hereby, certify that I'm willing to provide shipment of goods/services under the terms stated in Procurement details.	☐

Supplier's details

Supplier's name	Supplier Ltd.	
VAT ID	789	
Contacts	Phone	+7-555-888-9999
	E-mail address	info@supp2.su
	Contact person	Leonid Kolin

Send document

Save the draft document

Fig 11. Submitting application

You have to enter the following information in the Application form:

- Short description of your offer. In the case of purchasing the goods, mention the appropriate trademarks of the goods you deliver. The mentioned field is optional, you may leave it blank or put a dash.

- The initial price. This price will be your first bid at the auction. By specifying this bid, you assume the obligation to sign the contract in accordance with the specified bid, even if, afterwards, you don't enter the trading process.

- The data on the person responsible for the specific auction. In the case your company wins the auction, the Customer will contact this person for all the issues concerning the signing of the contract. The ETP Operator will also contact this person, if necessary.

The description of your offer should be attached to the application. The requirements for the information you need to submit in your offer are given in the Customer's documentation.

Inquiry for the Explanation of the Auction Documentation

If the requirements for the procurement subject, suppliers or the auction application are incomprehensibly or ambiguously stated by the Customer, you can send an inquiry for clarification before the application submission deadline. In order to do this, it is necessary that you:

1. Find the appropriate auction in the register (menu item **Trades/ Trade list**);

2. Choose the **Explanation request** item in the context menu;

3. Fill in the **Explanation request** form.

Fig 12. Explanation request form

The Customer is obliged to post the answer to your question at the website within 2 working days from the day of receiving the inquiry. You will receive a notification stating that the Customer has answered your question.

Please note that you should review the whole documentation explanation register before you send your explanation request, because it is possible that some other participant already posed the same question and the Customer answered. For the overview of the published explanations, you need to use the Context menu in the **Trade list**.

Fig 13. Explanations

Auction Access Notification

Upon reaching the application submission deadline, your application will be forwarded to the Customer. Then, the Customer reviews all the submitted applications and makes the decision on the compliance of the participants' offers with requests and the participants' access to the auction. You will receive a notification on the decision made by the Customer. If you are granted access to trade, the auction will appear in the **Auction room** register.

Fig 14. Auction access notification

Auction Participation

The Customer states the date and time of the beginning of the auction in the notice of the auction. If the Customer granted you the access to the auction, you need to go to the **Auction room** in order to participate in it (menu item **Trades/Auction room**).

Auction room

Name	[ ]
Customer	[Select...] 🚫
Amount, no less than	[ ]
Amount, no more than	[ ]
Country	[Select...] 🚫
Goods category	[Select...] 🚫
Notice number	[ ]

[Search] [Reset]

Notice number	Procurement name	Customer	Country	Initial (maximum) value	Best price	Currency	Procedure status	Bidding start date/time	Estimated bidding completion time	Actions
52	Tabels	Customer Ltd.	Russia	4500.00	4000.00	EUR	Trading in progress	23.05.2013 13:45:00		📋

Page 1 >>

Fig 15-1. Auction room

In the **Auction room** you can see the best bid, proposed by the auction participants, and the planned time of its ending. The auction is stopped if no one of participants makes a new bid within 10 minutes, but remains open at least for 1 hour after the start of the auction. You can make your bid for the chosen auction in the Context menu.

In the bidding window the important information on the trade protocol are listed: the initial price, number of submitted offers, best price, bidding step. You can offer a price which isn't higher than the best price minus the bidding step. That figure is also provided in the Application Submission form.

In order to avoid mistakes, you cannot lower the price less than 10% of the current best price.

Furthermore, you can obtain detailed information about the trading process using the menu item **Auction view** in the Context menu.

Auction progress

General data

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

Offers

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

Actions

📋

Page 1 >>

Fig 15-2. Auction view

Trade protocol notification and Trade Protocol

After the auction ends, the Operator will send a notification to you, providing the information on the last price you offered and its place among the trade results. Upon receiving the notification, you can review the **Trade protocol**, which the Operator prepared and posted on the website. Protocol can be reviewed by finding the appropriate auction in the **Trade list** and using the menu item "Trade Protocol" of the Context Menu. For those auctions for which Trade protocols have been created the field in the "Trade protocol system number" column in the Trade list will be filled out.

In the very protocol the names of companies-participants remain concealed to secure confidentiality. You can find your bidding ranking by either the participation application number in the protocol, or in the notification in appropriate field.

SBERBANK-AST
The Automated System of Trading

Sberbank-AST Electronic Trading Platform (ETP)

| Lists | Trades | My account | Documents |

Back

Trade protocol notification

Notice number	63
Procurement name	Office furniture
Customer's name	Sberbank-AST
Participant's name	EineKleine AG
Bidding start	10.09.2013 11:22:00
Bidding completion	10.09.2013 12:24:00
Bidding results	61111.11 USD
Price from the Participant	62555.99 USD
Participant's place	2

Fig 16-1. Trade protocol notification

Trade protocol

General data

Notice number	63
Procurement name	Office furniture
Bidding start date/time	10.09.2013 11:22:00
Bidding completion date/time	10.09.2013 12:24:00
Number of approved Suppliers	2
Initial price	66032.22 USD
Best price	61111.11 USD

Bidding results

Place	Offered price	Bidding registration time	Supplier	Participation application №
1	61111.11	10.09.2013 12:14:24	[concealed]	151
2	62555.99	10.09.2013 11:26:55	[concealed]	150

Bidding records

Bidding registration time	Offered price	Supplier	Participation application №
10.09.2013 12:14:24	61111.11	[concealed]	151
10.09.2013 11:26:55	62555.99	[concealed]	150
10.09.2013 11:24:36	63333.33	[concealed]	151
10.09.2013 11:23:26	65055.55	[concealed]	150
10.09.2013 11:22:00	65890.99	[concealed]	151
10.09.2013 11:22:00	66000.00	[concealed]	150

Fig 16-2. Trade protocol

Final protocol notification

After the auction ends, on the basis of the **Trade protocol**, the Customer has to make a decision on the winner of the auction by posting the **Final Protocol** on the website. When the Customer does that, you will receive a notification of the Customer's decision.

Fig 17-1. Final protocol notification

Furthermore, you can review the **Final Protocol** created by the Customer and posted on the website. You can review it by finding the appropriate auction in the **Trade list** and using the menu item **Final protocol** of the **Context menu**.

In the very protocol the names of companies-participants remain concealed to secure confidentiality. You can find your bidding ranking by either the participation application number in the protocol, or in the notification in appropriate field.

Fig 17-2. Final protocol

Tender Participation

Search for Tenders and Overview of Notices

The search for tenders is conducted in the same way as the search for auctions. Notice of the tender is similar to the notice of the auction, with the exception of the **Tender procedure** section, which contains information on the date and time of the deadline for application submission, price negotiation (re-trading), date and time of final offer submission.

Fig 18. Tender purchase card

Submission of Tender Participation Applications

Submission of tender participation applications, reviewing of the applications by the Customer and notifying Participants on the tender results is performed in the same way as in the case of electronic auction. When submitting tender participation application, you should pay attention to the fact that the offered bid will be the final bid, if there is no price negotiation (re-trading), and that it will be impossible to change it later on.

Re-trading (price negotiation)

If the Customer decides to conduct a tender with re-trading (which is stated in the notice of the tender), the re-trading takes place after reviewing the applications. If your application meets the Customer's needs, you will be invited to adjust (improve) your price.

Fig 19-1. Price improvement request

In order to adjust (improve) the offered price, you need to enter the call for re-trading register (menu item **Trades/Prompts to re-trading**), find the tender and press the appropriate button of the Context menu.

You need to enter your final price into the final price form and send the document. The price you enter will be reviewed by the Customer when deciding on the tender results.

СБЕРБАНК-АСТ
Автоматизированная система торгов

Sberbank-AST Electronic Trading Platform (ETP)

| Lists | Trades | My account | Documents |

Back

Final price

Procurement details

Notification №	37
Procedure name	Open tender

Bidding protocol

Number	18828
Approval date	30.04.2013 13:46:13

Auction bid

Previously offered price	22000.00 EUR
Best price, offered for the procurement	22500.00 EUR
Improved price	

Supplier detailes

Supplier's name	Дирекция закупок и конкурентных торгов
VAT ID	

| Send document |
| Save the draft document |

Fig 19-2. Adjusting price

Final protocol notification

It is necessary to bear in mind that the lowest price doesn't guarantee you win the tender. The Customer ranks participants' applications according to several criteria, which have to be described in the tender documentation.

For the application ranking results the Customer creates the **Final protocol** for the tender, which is the same as the **Final protocol** for auctions.

Instruction for Auxiliary Functions of the Electronic Platform

Alteration of Organization Data

The Participant in electronic trade is responsible for the data on their company at the website being up-to-date. The Operator automatically includes these data into the Participant's application and sends it to the Customer. If the Customer rejects the participant's application as containing incomplete, untruthful or outdated information, the ETP Operator does not bear any responsibility.

You can review and change your registering 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.

Fig 20. Company data change

Operations with Organization Users

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.

Fig 21. Company user list

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. If you want to, you can 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.

Fig 22. Adding user

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 User list of the Context menu, whereas for editing your own profile, the menu item you need to use is **User profile** in the **My account** menu.

23

Blocking and Unblocking Users

The function of blocking and unblocking Users can be found in the Company **user list** in the Context menu. 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.

Fig 23. Block user form

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.

Fig 24. Resetting User password