



APPROVED BY

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**Electronic trading platform
for conducting procurement procedures of
the State Atomic Energy Corporation “Rosatom” and its
subordinate organizations**

**User Guide
Registration and Accreditation**

Total 21 pages

Moscow 2023

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1. FIELD OF APPLICATION

The automated system for conducting procurement procedures in electronic form for The State Atomic Energy Corporation “Rosatom” (hereinafter referred to as the System, electronic trading platform, ETP) is designed to provide a unified procedure for conducting various procurement procedures in electronic form.

This document is intended for users of the System. The document provides basic information about the purpose and conditions of using the System, describes the features of using the System when performing functions that provide the main activity for conducting various types of procedures in electronic form (auction, reduction, competition, request for quotes, request for proposals), as well as functions that provide activities for obtaining the necessary information about the procedures and directly participating in them. This document describes the actions required to ensure effective user experience.

The system is an electronic trading platform (ETP) that meets the requirements of the following regulations:

- Federal law No. 63-FZ of April 4, 2011, “On Electronic Signature”.
- Government order No. 179 of March 17, 2008 “On the Endorsement of the Regulation on the Use of Internet Sites Carrying out Open Auctions in the Electronic Form and on the Requirements to the Technological, Software, Linguistic, Legal and Organizational Means of Support of the Use of the Mentioned Sites, as well as to the Systems Providing Open Auctions in the Electronic Form”.
- Uniform Industry Procurement Standard (Rosatom Procurement System) of The State Atomic Energy Corporation “Rosatom”.

The system performs the functions of preparing, receiving, analyzing, processing, and providing information related to procurement procedures for the needs of The State Atomic Energy Corporation “Rosatom” and its subordinate organizations.

2. REGISTRATION AND ACCREDITATION ON THE ETP

To work on the ETP, go through registration and accreditation on the ETP or accreditation in the government services (ERUZ).

If you plan to participate as the Supplier in procurement procedures other than SMEs procedures, you will need to get accreditation as the Applicant.

If you plan to conduct procurement procedures, you need to get accreditation as the Customer on the ETP.

If you plan to participate as the Supplier in MSEs procurement procedures, you will need to get an accreditation in the government services (ERUZ).

If necessary, you can get an accreditations as the Supplier and the Customer simultaneously.

Registration and accreditation for ETP consists of two following stages:

- Registration on the ETP. See item 2.1.
- Accreditation on the ETP.

2.1. Registration on the ETP

To register, follow these steps:

- 1) Go to the main page of the System at <https://atom2.roseltorg.ru>.
- 2) The Entrance page opens (Fig. 1), click **Registration**.

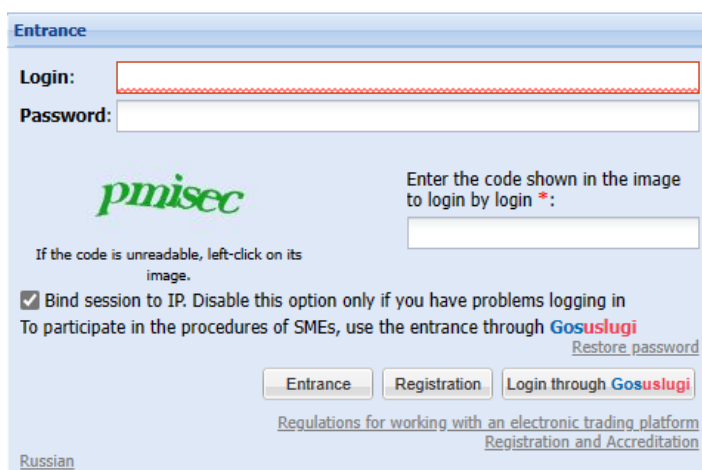


Fig. 1

- 3) Fill in the fields of the Adding a new user form shown in Fig. 2 (fields marked with * are mandatory).

Adding a new user

Organization data

Full name of the organization (full name in case of registration of the physical person) *:

 Non-resident of the Russian Federation
INN (Taxpayer Identification Number) *:

KPP (Taxpayer Record Validity Code):
This line is mandatory for legal entities of the Russian Federation (except for individual entrepreneurs)

User data

Surname *:

Name *:

Patronymic *:

Position *:

Email address *:

Phone *:
+ ()


Time zone *:
(UTC+03:00) Москва

Login (username) *:

Password *:

Repeat password *:

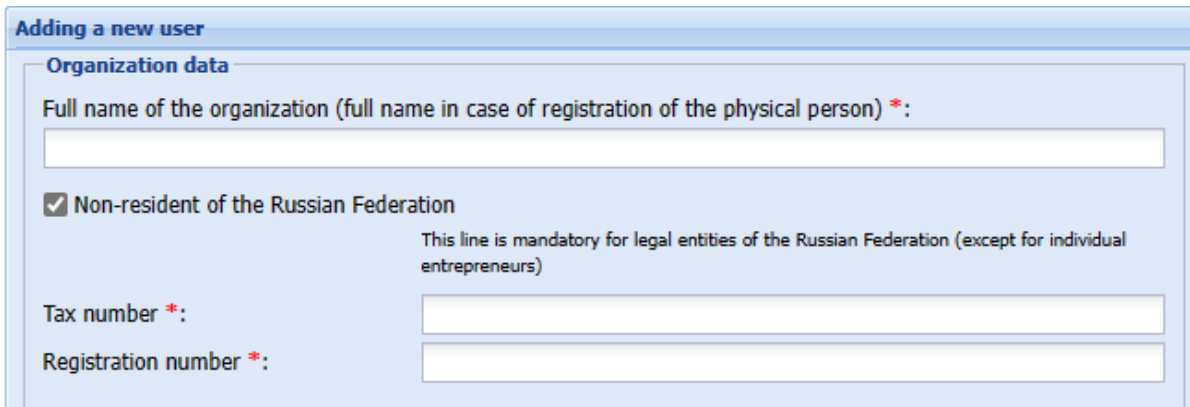
Password phrase to recover the password *:

 Enter the code shown in the image *:

If the code is unreadable, left-click on its image.

Fig. 2

- 4) for registration, non-residents of the Russian Federation must activate the check-box "Non-resident of the Russian Federation"(Fig. 3).



Adding a new user

Organization data

Full name of the organization (full name in case of registration of the physical person) *:

Non-resident of the Russian Federation

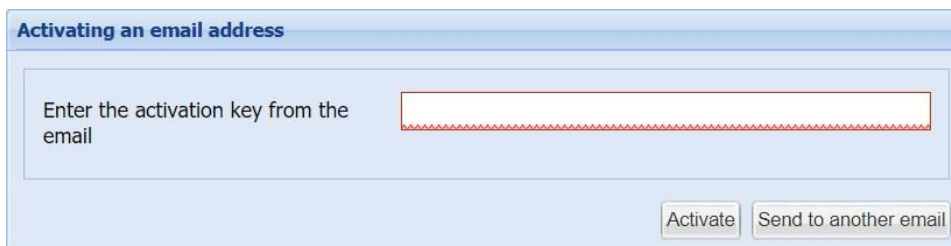
This line is mandatory for legal entities of the Russian Federation (except for individual entrepreneurs)

Tax number *:

Registration number *:

Fig. 3

- 5) When entering the INN, the presence of such INN on the ETP is checked. In the window that opens, select one of the values from the drop-down list:
 - specific organization – if you are registering a user for an authorized employee with an E-signature certificate (EDS), for an already registered organization.
 - new organization – if a new organization is registered with the same INN that is already available on the ETP (for example, if there are several independent branches of the same parent organization).
- 6) After filling in all the mandatory fields, click **Registration**. The application will be reviewed only after confirmation of the email address. The code for confirmation (activation) will be contained in the email that will be sent to the email address specified when filling out the application for registration of the organization;
- 7) Follow the activation link provided in the email with registration information, or go to the activation form (Fig. 4) located at <https://atom2.roseltorg.ru/#auth/activate>.
- 8) Enter the activation key (code) in the appropriate field and click **Activate**. You will see a message about successful confirmation of the email address.



Activating an email address

Enter the activation key from the email

Activate Send to another email

Fig. 4

- 9) If the email containing the link and activation code did not arrive at the email address specified during registration (for example, the email address was entered incorrectly), do the following steps:
- 10) Go to the System's website at <https://atom2.roseltorg.ru/>.
- 11) On the Entrance page, enter the username and password specified during registration. Since the email address was not activated, the activation page is displayed (Fig. 4).
- 12) Click **Send to another email**.
- 13) Enter a new email address in the form that appears (Fig. 5).
- 14) Click **OK**. An email with registration information will be sent to the specified address. Then follow the steps described in steps 7 and 8.

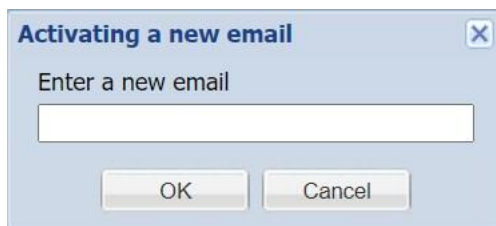


Fig. 5

2.2. Accreditation on the ETP

The ETP provides 2 types of accreditation as follows:

- Accreditation as the Applicant - grants the right to participate in all procurement procedures, except SMEs.
- Accreditation as the Customer - grants the right to conduct all types of procurement procedures.

To get accreditation, do the following steps:

- 1) Log into your Profile using your login / password or ES.
- 2) When you log into your Profile for the first time, the accreditation request form opens (see Fig. 6). After authorization, a message is displayed instead of the registration application form stating that the application is under consideration. If it is not the first time that you log into the ETP after activating your email address, then you can re-apply for accreditation from the menu Settings – Information about the organization you represent – View\ Change.



Fig. 6

- 3) Select the type of accreditation (as the Customer (Organizer of procedures) or as the Applicant) and fill out the form shown in Fig. 7. Fields marked with * are mandatory. However, you can apply for one of the two types of registration, or both at the same time.

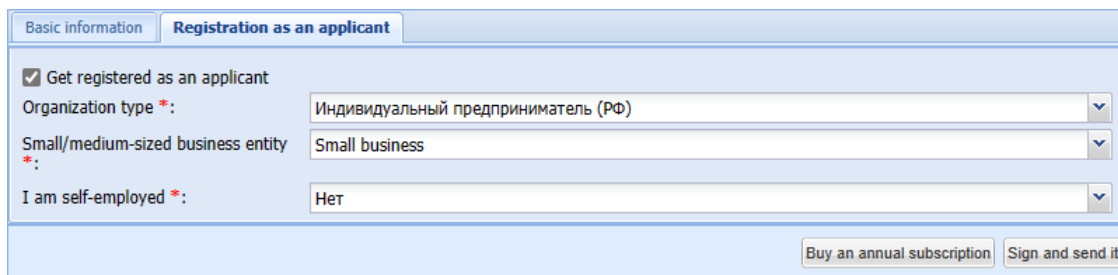
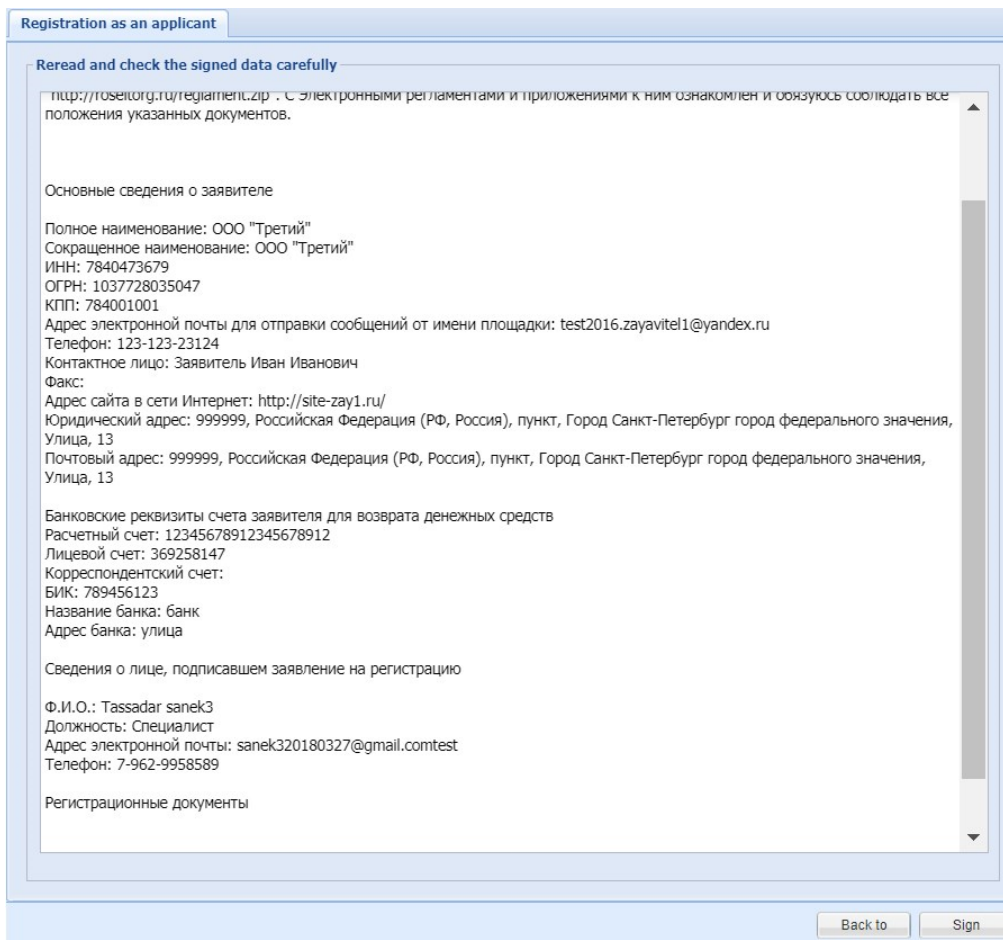


Fig. 7

- 4) For non-residents of the Russian Federation, a duly certified translation of the required documents is uploaded.
- 5) To submit an application, click **Sign and send**.
- 6) In the data confirmation form that opens (Fig. 8), carefully re-read the information contained in the text field. To correct any data, go back to the previous step by clicking **Back to**.



Registration as an applicant

Reread and check the signed data carefully

<http://rosetorg.ru/reglament.zip> - С электронными регламентами и приложениями к ним ознакомлен и обязуюсь соблюдать все положения указанных документов.

Основные сведения о заявителе

Полное наименование: ООО "Третий"
 Сокращенное наименование: ООО "Третий"
 ИНН: 7840473679
 ОГРН: 1037728035047
 КПП: 784001001
 Адрес электронной почты для отправки сообщений от имени площадки: test2016.zayavitel1@yandex.ru
 Телефон: 123-123-23124
 Контактное лицо: Заявитель Иван Иванович
 Факс:
 Адрес сайта в сети Интернет: <http://site-zay1.ru/>
 Юридический адрес: 999999, Российская Федерация (РФ, Россия), пункт, Город Санкт-Петербург город федерального значения, Улица, 13
 Почтовый адрес: 999999, Российская Федерация (РФ, Россия), пункт, Город Санкт-Петербург город федерального значения, Улица, 13

Банковские реквизиты счета заявителя для возврата денежных средств
 Расчетный счет: 12345678912345678912
 Лицевой счет: 369258147
 Корреспондентский счет:
 БИК: 789456123
 Название банка: банк
 Адрес банка: улица

Сведения о лице, подписавшем заявление на регистрацию

Ф.И.О.: Tassadar sanek3
 Должность: Специалист
 Адрес электронной почты: sanek320180327@gmail.comtest
 Телефон: 7-962-9958589

Регистрационные документы

Back to Sign

Fig. 8

- 7) If all the specified data is correct, click **Sign**.
- 8) In the window that opens for residents of the Russian Federation, click **Yes** and select the EDS certificate that was uploaded to your personal account and click **OK**. You will see a message about successful submission of documents and information. At the same time, you will receive a notification about submitting an application for accreditation to the specified email address.
- 9) It takes up to 3 working days to Review a request for accreditation as the Customer. It takes up to 5 working days to process the request for accreditation as the Applicant.
- 10) In case of successful accreditation, access to the private section of the ETP and the authority to conduct procedures or participate in procedures will be opened.
- 11) The Operator may refuse accreditation if the above documents and information are not provided in the required format, as well as if the documents do not meet the requirements. In the notification of refusal, the operator indicates the grounds for refusal of accreditation. After these grounds are removed, the organization can re-pass accreditation.

- 12) Accreditation as the Applicant is granted for a period of two years. In case of changes in the documents and information provided during accreditation, the operator must be notified immediately.

3. ACCREDITATION OF SUPPLIERS IN THE GOVERNMENT SERVICES (ERUZ)

From January 1, 2019, to participate in SME procedures, you must pass accreditation in the Unified Information system (EIS) at <http://zakupki.gov.ru>. After passing the accreditation of information, the information is entered in the Unified register of procurement participants (ERUZ).

After passing the EIS accreditation, the Participant gets access to the ETP as the Applicant registered at ERUZ.

4. RE-REGISTRATION OF THE ORGANIZATION AND ADDITIONAL REGISTRATION

To re-register an organization or get additional registration, do the following steps:

- 1) In the main menu, select Settings – information about the organization you represent – View\Change. As a result, the Registration information page is displayed.
- 2) Click Re-registration of the customer (or Re-registration of the applicant). As a result, the Re-registration page will be displayed.
- 3) If necessary, edit the information on the Basic information tab.
- 4) Go to the Registration as a customer tab (or Registration as an applicant).
- 5) If necessary, upload the documents specified on the tab.
- 6) Click **Save**.
- 7) Click **Sign and send**. As a result, a window with the signed data opens.
- 8) Check that the data is correct. If you need to make corrections, click **Back to** and go back to the previous step.
- 9) Click **Sign**. Then click **Yes** in the Confirm window. As a result, the "Electronic signature" window will open for residents of the Russian Federation.
- 10) Select the ES certificate and click **OK**. As a result, you will see a message that the changes were successfully sent.
- 11) to obtain additional registration, at step 2 of the current procedure, click on the button "Applicant registration application" ("Customer registration application"), then follow steps 3-10 of the current procedure.

Please note! The re-registration of an organization is not available in the government services.

4.1. Personal Information

To view and change your personal information in the main menu, select Settings-Personal Information-View\Change. As a result, the User Information page is displayed (Fig. 9).

To view the history of changes to the current user's personal information, click **Profile change history**. As a result, the Profile change history page opens (Fig. 10).

User information

Basic data

Surname, name and patronymic: Artemiev Alexander Vladislavich

E-mail address: qwe@qwe.qwe

Login: sanezk

Position: software tester

Roles in the system: Organizer Administrator, Authorized to upload a draft contract, Authorized to sign contracts, Authorized to consider applications for representation rights

Current status: Authorized

Expiry date of the power of attorney: No expiration date

ES Certificate: Serial number of the certificate: 017f8ce30010ac5b9b4c23bf44567eab92
issued by: JSC "EETP" Certification center
validity period: 07-11-2021 13:48:29 UTC

Time zone: (UTC + 03: 00) Moscow

Organization data

Full name / full name: sanezk

Small / medium-sized business entity: Not a SME entity

INN: 5603569866

Checkpoint: 504871011

OGRN: 1111603569866

OKPO: Signed data missing

Legal address: 123456, Russian Federation (RF, Russia), Moscow, Moscow, Moscow 32, Moscow 432

Mailing address: 123456, Russian Federation (RF, Russia), Moscow, Moscow, Moscow 32, Moscow 432

Applicant registration: Not registered

Customer registration: Registered

Status: Registered as a customer

Registration of EOS NSI: Awaiting confirmation of registration as a customer

Comment:

User documents

[1.jpg](#) , size 742.74 kb, added on 10/02/2020 10:53 [GMT +3]

[Khao_Plnq_Kan.jpg](#) , size 286.06 kb, added on 10/02/2020 10:53 [GMT +3]

Fig. 9

Profile change history				
Date of changes	Parameter name	Old meaning	New value	Username of the person who made the change
05.10.2020 14:24:24	Abbreviated user certificate	7c0009ee2c519962e3d811ef8910000eeb2 42337800c85048d347c898a0106077210b77: 04-09-2020 10:37:33 UTC	017f8ce30010ac5b9b4c23bf44567eab92 5603569866:144823abc0d0210e54e9685c0954e79: 07-08-2020 13:38:29 UTC	sanezk
05.10.2020 14:24:24	User surname	Kerigan	Artemiev	sanezk
05.10.2020 14:24:24	User certificate	serial: 7c0009ee2c519962e3d811ef8910000eeb2 the valid-for: 04-09-2020 10:37:33 UTC signature-algorithm: in: O=C=IT, S=19-2012 the R 256 the Signature bit signature: 644c048857d94e21c4295c547800c63a875e48920743329a8054c8 fingerprint-sha1: 42337800c85048d347c898a0106077210b77 CN e-Mail: Alex.rosatom@yandex.ru id-at-commonName: Kerigan id-at-organizationalUnitName: queen id-at-organizationName: xing id-at-localityName: qwe id-at-streetAddress: 1234567890 id-at-countryName: RU dn: signed-by 1.2.843.100.1.1234567890123 fno: 001234567890 id-at-streetAddress: at: Suschevsky Val, 18 id-at-countryName: RU id-at-stateOrProvinceName: Moscow id-at-localityName: Moscow id-at-organizationName: CRVPTO-PRO, LLC id-at-commonName: Test Center, LLC, CRVPTO-PRO - extensions: id_ha_clientAuth	serial: 017f8ce30010ac5b9b4c23bf44567eab92 the valid-for: 07-08-2020 13:38:29 UTC the valid-for: 11/07/2021 13:48:29 UTC signature-algorithm: in: O=C=IT, S=19-2012 the R 256 the Signature bit signature: 3640099031c689da1d91c02c74142488bc007805a715231e90e fingerprint-sha1: 5698a0414823abc0d0210e54e9685c0954e79 CN id-at-streetAddress: at: Yanovskaya, house 74 id-at-title: software tester e-Mail: a.artemiev@rosatom.ru PRCS: 01:instiuchipname: INN = 7707704892 / KPP = 772581001 / OGRN = 1997746299353 1.2.843.100.3: 13697207805 1.2.843.100.1: 1097746299353 fno: 7707704892 id-at-OrganizationName: Alexander Vladislavich id-at-surname: Artemiev id-at-countryName: RU id-at-stateOrProvinceName: 21 Chuvasch Republic - Chuvascha id-at-localityName: Cheboksary id-at-organizationName: JSC "EETP" id-at-organizationalUnitName: Project office id-at-commonName: EETP - JSC KPP: 772581001 OGRN: 1997746299353 dn: signed-by e-Mail: vo@rosatom.ru 1.2.843.100.1: 1097746299353 fno: 001234567890 id-at-countryName: RU id-at-stateOrProvinceName: 77 Moscow id-at-localityName: Moscow	sanezk

Fig. 10

4.2. Editing a User Profile

To edit your personal information, do the following:

- 15) In the main menu, select Settings-Personal Information-View\Change. As a result, the User Information page is displayed (Fig. 9).
- 16) Click **Edit**. As a result, the Profile editing page is displayed (Fig. 11).



Fig. 11

17) Enter user information and attach the required document files as follows:

- In the Document description field, enter its name.
- Click **Overview**, in the standard window that opens, specify the path to the document file and then click **Open**.

18) To save your changes, click Save. As a result, you will see a message about saving data.

19) Click Sign and send. As a result, a window displayed the signed data opens.

20) Check that the data is correct. If you need to make corrections, click Back to and go back to the previous step.

21) Click Sign, select the certificate and click OK. As a result, you will see a message on successfully sent changes.

Please note! You can't edit user information on government services site.

4.3. Electronic Signature Certificate Validation

The user has the ability to check the electronic signature certificate for compliance with the ETP regulations, as well as its validity at the moment.

In order to verify the electronic signature certificate (ES):

1) In the main menu, select Settings – Electronic signature verification. As a result, the page User ES verification is displayed (Fig. 12).

2) Click **Check ES**. The ES selection window opens.

3) Select the ES and click **OK**. As a result, a report on the certificate properties is displayed when the verification is complete.



Fig. 12

5. MANAGING AN AUTHORIZED USERS LIST

5.1. General Information

A user with the authority of an organization administrator has the right to administer the list of authorized users of the organization. This right provides for the following list of actions:

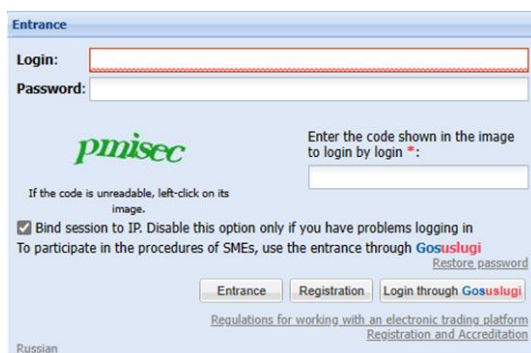
- View the register of power of attorney of the organization's users.
- View the register of applications for registration of power of attorney of users whose EP details indicate the corresponding organization.
- View details of applications for registration of powers of attorney.
- Approve applications for registration of powers of attorney.
- Reject applications for registration of powers of attorney.
- Revoke of power of attorney.
- Suspend of powers of attorney.
- Renew of powers of attorney.
- Register of power of attorney for users without an EP.
- Assign permissions to users.
- Upload draft contracts and sign contracts.

Users are granted access to the listed operations using Settings – Users submenu.

5.2. Adding a New Authorized User

To register a new user with an ES, do the following:

- 1) Go to the main page of the System at <https://atom2.roseltorg.ru>.
- 2) In the Entrance window, click **Check in** (Fig. 13).
- 3) In the form that opens (Fig. 2), select the parent organization and fill in all the fields.
- 4) Click **Registration**. You will see a message about successful account creation.
- 5) After receiving the email about account registration, confirm your email address by clicking on the link specified in the email or entering the activation key specified in the email in the appropriate field (see Fig. 4). You will see a message about successful confirmation of the email address.
- 6) Edit the user profile (see paragraph 4.2). As a result, the application for adding a new user will be submitted to the organization’s administrator.



The screenshot shows a web interface titled "Entrance". It features a "Login:" field with a red border, a "Password:" field, and a CAPTCHA area with the text "Enter the code shown in the image to login by login *". Below the CAPTCHA is a checkbox labeled "Bind session to IP. Disable this option only if you have problems logging in". There are three buttons: "Entrance", "Registration", and "Login through Gosuslugi". The PMISEC logo is visible on the left. At the bottom, there is a link for "Restore password" and a footer with "Regulations for working with an electronic trading platform" and "Registration and Accreditation".

Fig. 13

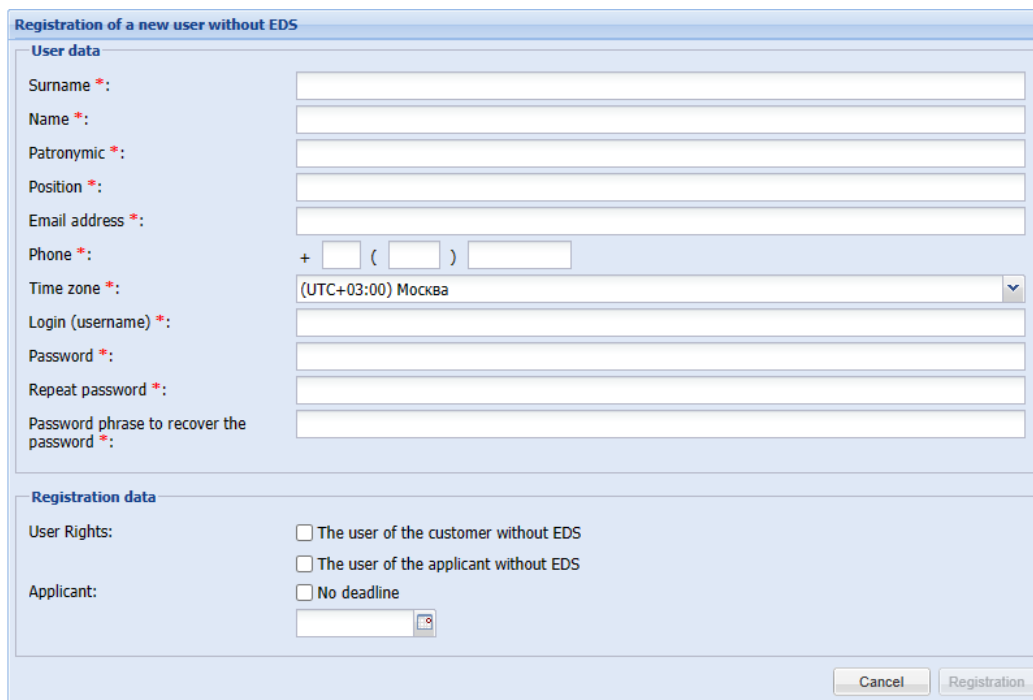



Fig. 14

A user with the Administrator role can register a new authorized user in the System without an ES. To do this, follow the steps:

1) In the main menu, select Settings – Users – Add an authorized user without ES. The The Registration of a new user without electronic signature form opens (Fig. 14 **Ошибка! Источник ссылки не найден.**);

2) Fill in the form fields;

3) Specify manually or using the calendar  icon the validity period of the power of attorney for the user being added. If the power of attorney is supposed to be indefinite, select the **No deadline** checkbox;

4) Click **Registration**. The user will be added and a confirmation message will appear. The user will also be sent a message about successful registration in the System to their email address.

Please note that this user will not be able to perform operations that require the use of ES.

5.3. Approval of User Powers of Attorney

To view the list of submitted applications for registration of power of attorney, select in the main menu Settings – Users – Approvals of applications for registration of powers of attorney. A list of requests opens (Fig. 15).

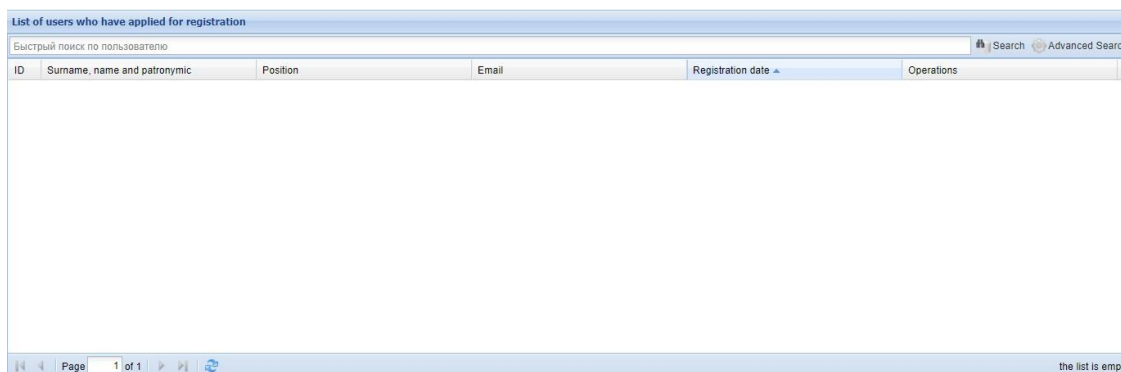


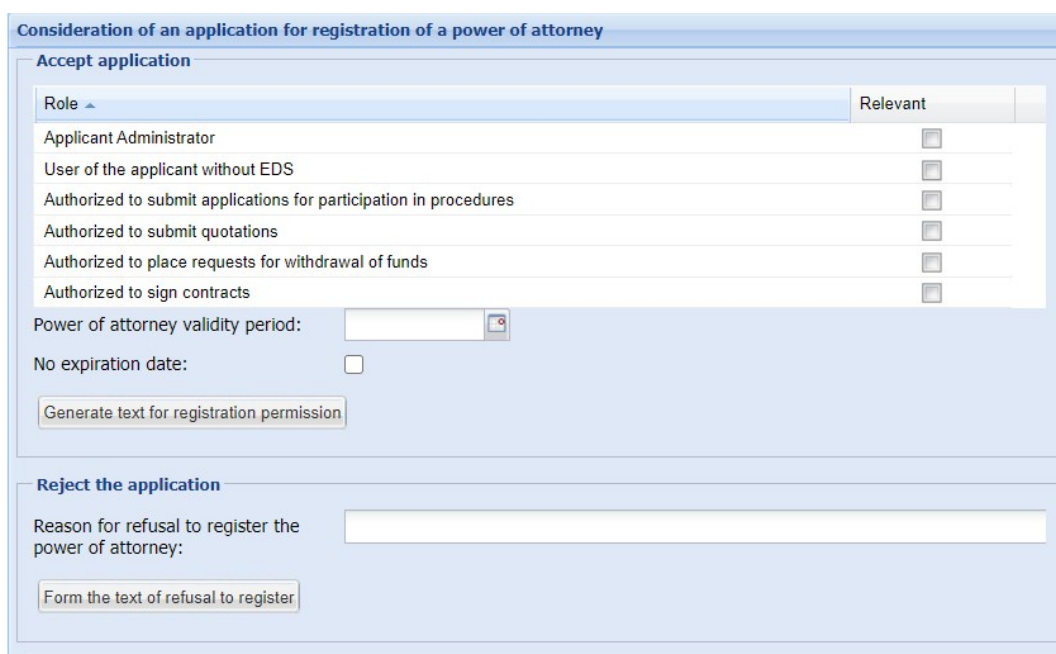


Fig. 15

To find a user, use quick search or advanced search.

To view the request (information about the user who requested the power of attorney), click  icon in the Operations column of the corresponding request, or on the link in the Last name, first name and patronymic column. The View the user's profile form opens.

To review the request and decide whether to approve or reject it, click  icon in the Operations column of the corresponding request. The Consideration of the application for registration of power of attorney form opens (Fig. 16).



Role	Relevant
Applicant Administrator	<input type="checkbox"/>
User of the applicant without EDS	<input type="checkbox"/>
Authorized to submit applications for participation in procedures	<input type="checkbox"/>
Authorized to submit quotations	<input type="checkbox"/>
Authorized to place requests for withdrawal of funds	<input type="checkbox"/>
Authorized to sign contracts	<input type="checkbox"/>

Fig. 16

To accept the request, do the following steps:

- 1) Assign the roles that correspond to user's permissions by checking the appropriate roles in the list.
- 2) Specify the expiration date of the powers of attorney or check the No time limit in the case of an indefinite power of attorney;
- 3) Click **Generate text for registration permission**.
- 4) In the confirmation window that opens, click **Sign** (Fig. 17).

5) In the dialog box that opens with a list of ES certificates select the ES (if there are several of them) and click **OK**.

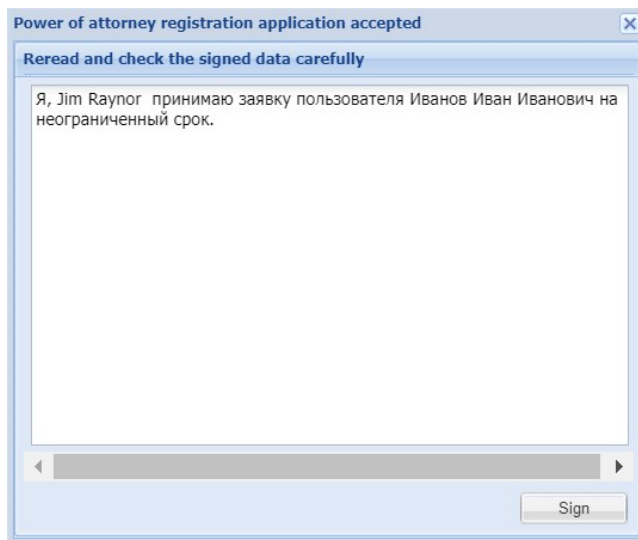


Fig. 17

In order to reject the request, do the following steps:

- 1) On the Consideration of the application for registration of power of attorney form (Fig. 16) in the Reason for refusal to register a power of attorney field, specify the reason for refusal.
- 2) Click **Generate the text of the refusal to register**.
- 3) In the confirmation form that opens (Fig. 18), click **Sign**.
- 4) In the dialog box that opens with a list of ES select the ES certificate and click **OK**.

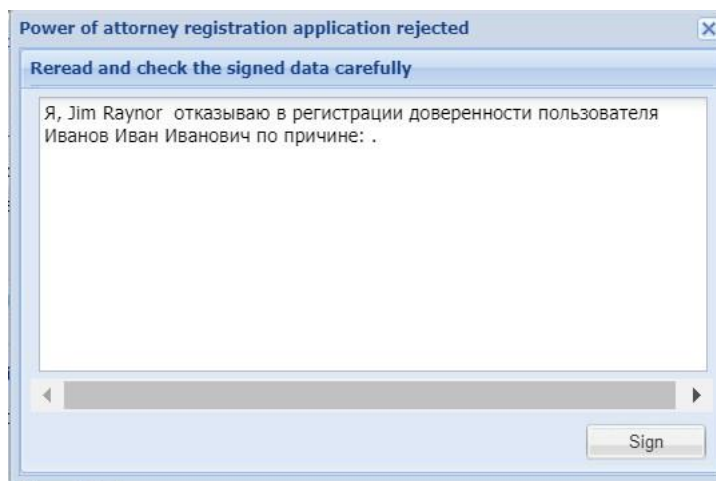
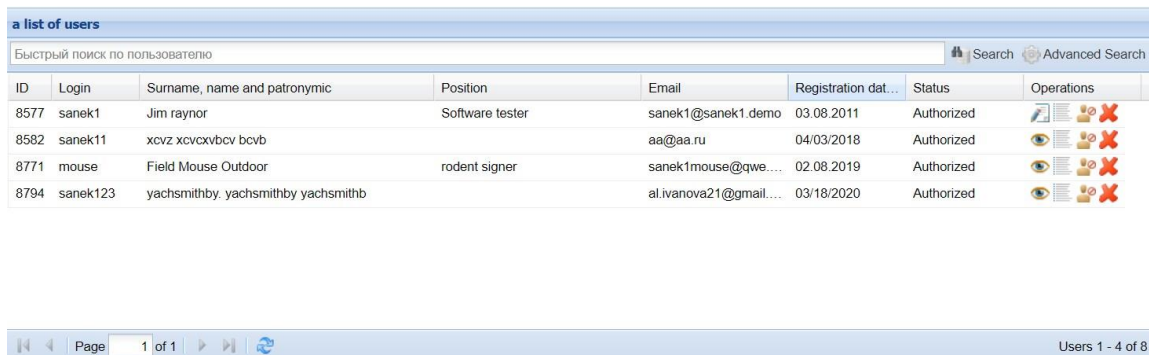


Fig. 18

5.4. Users Powers of Attorney

To view and manage user power of attorneys, in the main menu select Settings – Users – Power of attorney register. A window with a list of registered users opens (Fig. 19).























ID	Login	Surname, name and patronymic	Position	Email	Registration date	Status	Operations
8577	sane1	Jim raynor	Software tester	sane1@sane1.demo	03.08.2011	Authorized	   
8582	sane11	xcvz xcvxvbcv bcvb		aa@aa.ru	04/03/2018	Authorized	   
8771	mouse	Field Mouse Outdoor	rodent signer	sane1mouse@qwe...	02.08.2019	Authorized	   
8794	sane123	yachsmithby, yachsmithby yachsmithb		al.ivanova21@gmail...	03/18/2020	Authorized	   

Fig. 19


Records containing data from users whose powers of attorney have expired will be highlighted in the list.

To manage users, use the following options:

-  – View their profile.
-  – Change the user's permissions.
-  – Block a user.
-  – Delete a user.

To view information about a user, click  icon located in the Operations column of the record, or click the hyperlink in the Last name and patronymic column.

The User information form opens (see paragraph 4.1).

To view and change the user's permission set, click  icon located in the Operations column of a record.

The User rights form opens (Fig. 20, 21).



Role	Relevant
Organizer administrator	<input type="checkbox"/>
Organizer's user without EDS	<input type="checkbox"/>
Authorized to host the procedure	<input type="checkbox"/>
Authorized to place requests for withdrawal of funds	<input type="checkbox"/>
Authorized to consider applications for representation rights	<input type="checkbox"/>
Authorized to consider applications from participants	<input type="checkbox"/>
Authorized to upload a draft contract	<input type="checkbox"/>
Authorized to sign contracts	<input type="checkbox"/>

Fig. 20

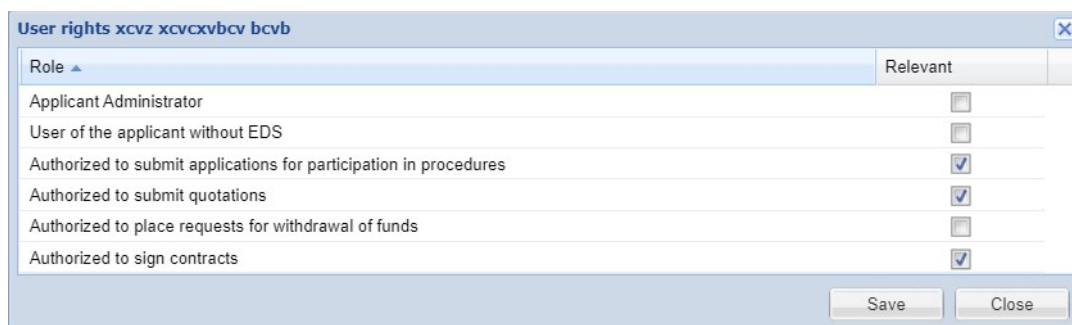


Fig. 21

Roles are assigned using the check boxes next to the desired role. You can save or cancel your changes by clicking on the corresponding button.

To differentiate the rights to perform actions related to the preparation, conduct, and participation in procedures, a specific set of roles and related powers that can be assigned to a particular specialist in the organization is used (see Table 1 and Table 2). However, if the organization has only one type of registration, the user will only have access to those permissions that relate to operations that are available for the organization with this type of registration.

Table 1. Roles available to authorized specialists of the Organizer



Role	Permissions
Organizer's user without EDS	<ul style="list-style-type: none"> - Prepare notices about the procedure. - Prepare application review protocols. - Prepare protocols for summing up the results of the procedure. - Make changes to the data on the authorized specialist's own account.
Authorized to host the procedure	<ul style="list-style-type: none"> - Prepare a notice about the procedure. - Post a notice about the procedure. - Post changes to the notice of the procedure. - Post a notice of refusal to conduct the procedure. - Make changes to the data on the authorized specialist's own account.
Authorized to consider applications from participants	<ul style="list-style-type: none"> - Post the explanation of provisions of documentation. - Prepare protocols for consideration of the first parts of applications. - Post protocols for reviewing the first parts of applications. - Prepare protocols for summing up the results of the procedure. - Post protocols for summing up the results of the procedure. - Make changes to the data on the authorized specialist's own account.
Authorized to upload a draft contract	<ul style="list-style-type: none"> - Upload the draft agreement. - Sign the Protocol of pre-contractual negotiations. - Make changes to the data on the authorized specialist's own account.
Authorized to sign contracts	<ul style="list-style-type: none"> - Sign contract. - Sign a Protocol failure. - Sign the Protocol of evasion. - Sign Protocol of pre-contractual negotiations. - Make changes to the data on the authorized specialist's own account.


Role	Permissions
Organizer administrator	This role grants comprehensive set of permissions, including as follows: <ul style="list-style-type: none"> - Create, change, delete accounts of authorized specialists of the Organizer. - Define the set of professional credentials. - Prepe of changes to the Organizer's registration information. - Send an application for changing the organizer's registration information to a specialist of the System Operator for consideration.

Table 2. Roles available to authorized specialists of the Applicant


Role	Permissions
User of applicant without EDS	<ul style="list-style-type: none"> - Prepare applications for participation in procedures. - Send requests for clarification of the provisions of the procedure documentation. - Make changes to the data on the authorized specialist's own account.
Authorized to submit applications for participation in procedures	<ul style="list-style-type: none"> - Prepare applications for participation in procedures. - Send applications for participation in procedures. - Send requests for clarification of the provisions of the procedure documentation. - Make changes to the data on the authorized specialist's own account.
Authorized to submit quotations	<ul style="list-style-type: none"> - Participate in procedures (submission of price offers). - Make changes to the data on the authorized specialist's own account.
Authorized to place request for withdrawal of funds	<ul style="list-style-type: none"> - Send orders to refund funds from the Applicant's security account to a specialist of the System Operator. - Make changes to the data on the authorized specialist's own account.
Authorized to sign contracts	<ul style="list-style-type: none"> - Post the protocol of refusal. - Sign the protocol of refusal from signing the contract. - Sign a contract.
Applicant administrator	This role grants comprehensive set of permissions, including as follows: <ul style="list-style-type: none"> - Create, change, delete accounts of authorized specialists of the Applicant. - Define the set of professional credentials. - Prepare of changes to the Applicant's registration information. - Send an application for changing the Applicant's registration information to a specialist of the System Operator for consideration.

To block a User account, do the following steps:


- 1) Click  icon located in A list of users (see Fig. 19) in the Operations column of the corresponding record.
- 2) In the confirmation request window that opens, click **Yes**. You will see a message that the action was completed successfully. The  icon in the list of operations will change

to , and the user's status will change to **Blocked**. The blocked user will be sent a notification about the suspension of the power of attorney to the email address specified during registration.

To unlock a User account, do the following steps:

- 1) Click  icon located in the user list window (see Fig. 19) in the Operations column of the corresponding record.
- 2) In the confirmation request window that opens, click **Yes**. You will see a message that the action was completed successfully. The user will receive an email notification about the renewal of the power of attorney.

To delete a User account, do the following steps:

- 1) Click  icon located in the user list window (see Fig. 19) in the Operations column of the corresponding record.
- 2) In the confirmation request window that opens, click **Yes**.