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**Electronic Trading Platform**  
**for conducting procurement procedures of**  
**the State Atomic Energy Corporation Rosatom and its**  
**subordinate organizations**

**Organizer's User Guide.**  
**User Profile**

Total 47 pages

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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. APPLICATION AND CONDITIONS OF USE

### 2.1. Type of Automation

The system is designed to automate the procurement process by conducting various types of procedures in electronic form and to provide information support to all participants in the process.

The procurement process includes the functions of preparing, receiving, analyzing, processing and providing information related to the conduct of a particular procedure in electronic form (hereinafter referred to as procurement procedures, procedures).

Main types of participants in the process:

- Applicant – a commercial organization that participates in the procedures announced by the organizers of the procedures by submitting applications for the supply or procurement of goods, works, or services (depending on the type of procedure).
- Organizer of a procedure – a legal entity that directly conducts a specific procurement procedure. The organizer has the right, if authorized, to place orders and offers on behalf of other Customer organizations registered in the system.
- Customer – an organization of the nuclear industry that is the owner of funds or their legal administrator, whose interests are represented by managers (or their proxies) who are entitled to make transactions on its behalf (conclude contracts).
- Operator of an electronic trading platform – an organization that provides and supports a software and hardware complex for performing the above functions related to conducting procurement procedures in electronic form.

In this document, unless specifically specified, an organization that has received registration in the System as a Customer or organizer of procedures is referred to by the General term «Organizer».

### 2.2. Hardware and Software Requirements

The user can work with the System if the following requirements for the software and hardware of the user's workstation are met:

User's PC conFfiguration	Preinstalled software
<ul style="list-style-type: none"><li>- CPU – Intel Atom 1,6 GHz.</li><li>- Memory capacity – 1 GB.</li><li>- Disk subsystem – 40 GB.</li><li>- Network adapter – 100 Mb.</li><li>- Keyboard.</li><li>- Mouse pointing device.</li></ul>	<ul style="list-style-type: none"><li>- Microsoft Windows operating system (version XP or higher);</li><li>- browser Microsoft Internet Explorer version 7.0 or higher;</li><li>- cryptographic information security tool for working with electronic signature certificates (CryptoPro CSP 3.6, Lissi CSP).</li></ul>

### 3. ELECTRONIC SIGNATURE USE

#### 3.1. Creating an Electronic Signature

- 1) The use of an E-signature for conducting procedures and participating in them is mandatory. Without the E-signature, actions on the ETP during the procedures are not possible.
- 2) For non-residents of the Russian Federation to sign applications for participation in procedures not under 223-FZ and publish procedures not under 223-FZ, the presence of an EP is not necessary.
- 3) Only the E-signature created by authorized certification centers, i.e. certification centers included in the List of credible authorized certification centers and having the corresponding agreements, are accepted for working on the ETP.
- 4) When creating the E-signature, you should inform the employee of the certification center about the purpose of purchasing the key (participation in electronic procedures), since in order to give the signed document legal significance in the document management system, the relevant information must be registered by the certification center in the purpose of the certificate.
- 5) The E-signature Certificate is issued for a specific individual who is an employee of the organization. You must obtain the E-signature for an employee who is authorized to register on the electronic platform on behalf of the organization, and for employees who are authorized to perform actions on behalf of the organization to conduct or participate in procurement procedures in electronic form. You can only get an E-signature for one employee, provided that this employee is authorized to perform all the listed actions on behalf of the organization. Such an employee can be, for example, the head of the organization or a person who has the appropriate power of attorney. At the same time, all documents confirming the authority of such employees are provided to the operator upon receipt of registration on the ETP.
- 6) The ETP certification center provides solutions to create your E-signature at <https://www.roseltorg.ru/ecp>. There you can also view information on installing the software of the cryptoproducer LLC «Crypto-Pro», which is necessary for working with the E-signature.

**Note 1. Advice on installing the E-signature key and certificate and technical support FOR the software for working with the E-signature is provided by the certification center from where the corresponding E-signature certificate was created.**

#### 3.2. E-Signature Certificate Validation

- 1) The User can check the E-signature certificate for compliance with the ETP regulations, as well as its current validity.
- 2) To check the E-signature certificate, select «Settings electronic signature verification» in the main menu. The «User ES verification» form will be displayed (Fig. 1).

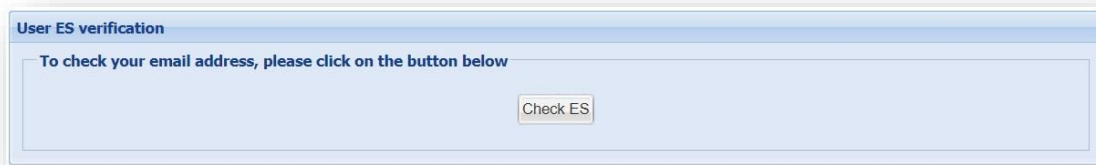


Fig. 1

- 3) Click **Check ES**, then choose an electronic certificate to check and click **OK**.

### 3.3. Registering an Electronic Signature (ES) Certificate

- 1) To work with the ES you need to register the electronic signature certificate. If you try to use an unregistered certificate, you will receive an error message.
- 2) The System can only work with one ES certificate — the one that is linked to the user's credentials.
- 3) In case of a planned re-issue or unscheduled renewal of the ES certificate by the certification center, you must download the current ES certificate to continue working.
- 4) Select «Settings – Personal information – Update information about digital signature» in the main menu. The page «Renewal of the user's ES certificate» will be displayed (Fig. 2);



Fig. 2

- 5) Click **Upload ES**, then choose an electronic certificate to upload and click **OK**.
- 6) If the ES certificate has been successfully verified, this certificate will be successfully registered.

## 4. USING THE MACHINE-READABLE POWER OF ATTORNEY

### 4.1. Addendum machine-readable power of attorney

- 1) The user has the opportunity to add a machine-readable power of attorney (further Machine-readable POA).
- 2) To add the machine-readable power of attorney in the main menu, select the section «Settings» — «Personal information» — «Machine-readable POA» (Fig. 3).

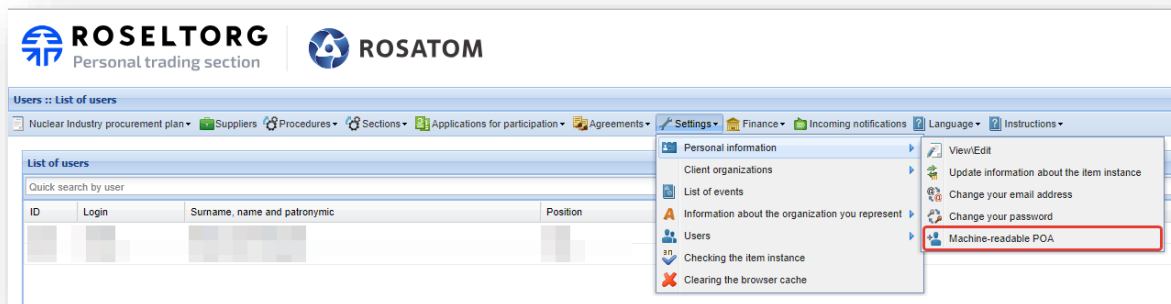


Fig. 3

- 3) On the «Information about the Machine-readable POA» form, click the «Add» button (Fig. 4).

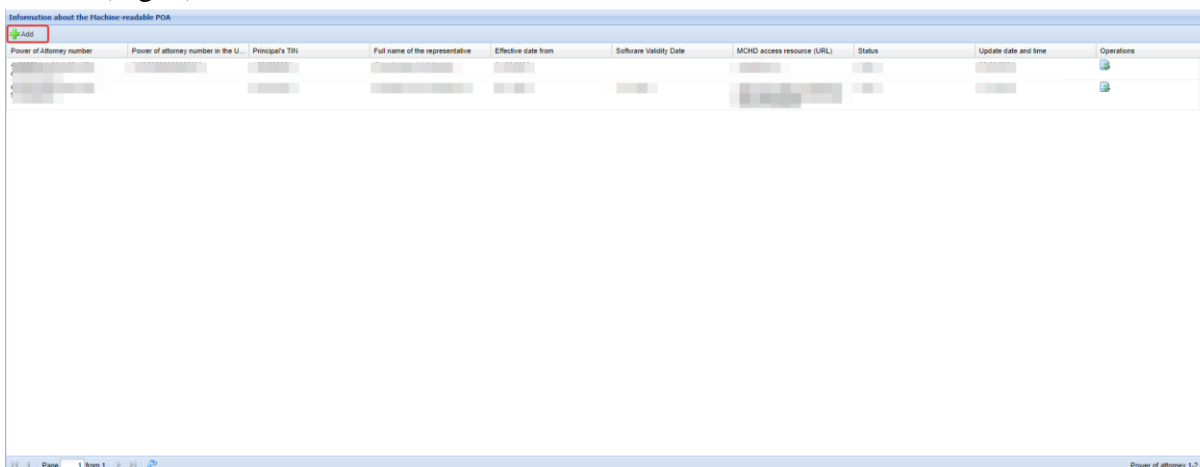


Fig. 4

- 4) In the «Add power of attorney» window that opens, fill in the fields «Power of Attorney number» or «Power of attorney number in the EIS» and then click the «Request by number» button (Fig. 5).



Attention! To obtain information about the Machine-readable POA issued in the Federal Tax Service and in the Customer's personal account 223-FZ in the EIS, you must first add it to <https://lk.roseltorg.ru>. Otherwise, saving is only possible manually.



Fig. 5

- Fig. 6

- 9

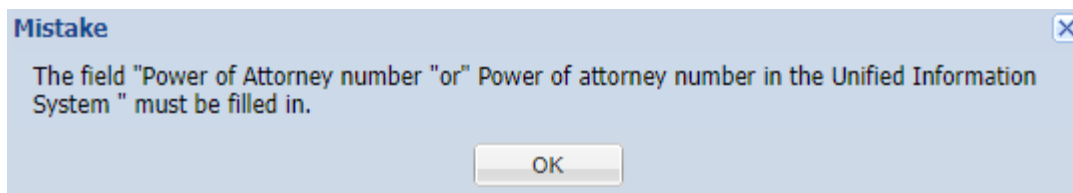


Fig. 7

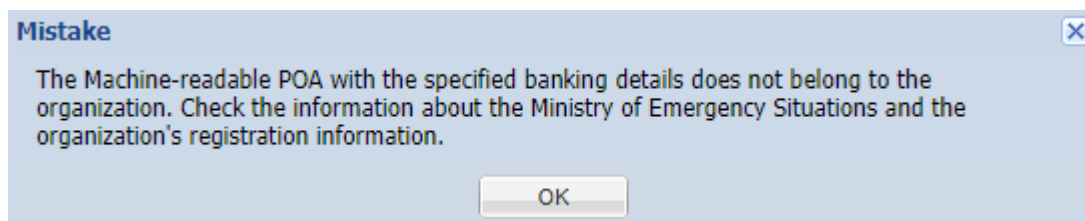



Fig. 8

- 7) If, when requesting by number, for some reason it was not possible to obtain information about the Machine-readable POA, the fields «Power of attorney number», «Power of attorney number in the EIS», «Principal's INN», «Representative's full name», «Date of action from», «Date of action on» and «Resource of access to the Machine-readable POA (URL)» can be filled in manually. To save the completed data, click the «Save» button. After saving, the added Machine-readable POA will be displayed on the «Machine-readable POA Information» form with the status «Not confirmed».
- 8) To update the Machine-readable POA information in the «Operations» column, click «» («Update the information»). If the update is successful, a corresponding message will be displayed.
- 9) Machine-readable POA can accept the following statuses:
  - a. «Not confirmed» — the Machine-readable POA was filled in manually and no confirmation was received from the issuing organization. To change the status, a successful update of information is required (the "Update information" operation).
  - b. «Active» — an available Machine-readable POA for which data was received from the issuing organization.
  - c. «Withdrawn» — a Machine-readable POA for which information about its withdrawal was received from the issuing organization.
  - d. «Expired» — the Machine-readable POA, for which information was received from the organization that issued it and whose validity period has expired.

## 4.2. Using machine-readable power of attorney

- 1) The user has the opportunity to sign an action on the site using an EP using the Machine-readable POA, if an EP issued in the name of an individual is attached to the user's personal account.
- 2) After clicking the «Sign» button in the window that appears with information about the added machine-readable powers of attorney (Fig. 9):
  - a. To update the Machine-readable POA information, click the «Update information» link.
  - b. To sign an action using the Machine-readable POA, click the «Select and sign» link in the line of the power of attorney you need.

- c. If the power of attorney you need is not provided, you can add it by clicking the «Add Machine-readable POA» button, after which you will go to the page for adding the Machine-readable POA.
- d. To sign an action without using the Machine-readable POA, click on the «Sign without Machine-readable POA button».



Attention! We recommend using the Machine-readable POA in the «Active» status

Attention! You are using an individual's item instance.

To sign using the Machine-readable POA file, click on the "Select and sign" button next to the desired power of attorney.

Power of Attorney nu...	Power of attorney nu...	Principal's TIN	Full name of the representative	Effective date f...	Software Validity...	Machine-reada...	Status	Update date a...	Operations
616561651561156	311312121	61561561156	56161556	04.04.2024	25.04.2024	56651561	Not confirmed		<a href="#">Select and sign</a> <a href="#">Update information</a>
4c98550d-1c0f-4e08-a854-d33900444e2e	010223090000000223	4628998839	Oleg Andreevich Iskander	21.09.2023		zakupki.gov.ru	Active	25.03.2024	<a href="#">Select and sign</a> <a href="#">Update information</a>
c5afece9-9248-422b-8329-91104f9a9308		0273021786	Kuznetsova Anna Anatolyevna	20.11.2023	21.11.2024	https://m4d.nal... status? guid=c5afece9-9248-4beb-8329-91104f9a9308	Active	14.12.2023	<a href="#">Select and sign</a> <a href="#">Update information</a>

If you don't have information about a Machine-readable Power of Attorney, you can add it manually.  
 To sign without using the Machine-readable POA file, click on the "Sign without Machine-readable POA" button.

[Add Machine-readable POA](#)   [Sign without Machine-readable POA](#)

Fig. 9

- 3) After selecting the power of attorney, select the EP certificate and sign the action.

### 4.3. Viewing information o machine-readable power of attorney

- 1) 1) If the action was signed using the Machine-readable POA, information about it can be viewed on the following forms:
  - a. Application for participation in the procedure (Fig. 10)

Structured application forms

Requirements for participants	<a href="#">View the form</a>
Product requirements	<a href="#">View the form</a>
Evaluation criteria	<a href="#">View the form</a>
Summary table of service costs *	<a href="#">View the form</a>
Payment schedule *	<a href="#">View the form</a>
Service delivery schedule	<a href="#">View the form</a>

Documents attached to the purchase request \*

[Doc2\[1\].txt](#), size 58 6, added 15.04.2024 11:15 [GMT +3]

Information about the Machine-readable power of attorney

Petorov, 8e2fee07-acb8-4dc9-a01e-6f8e20a009fa, Effective date: 13.11.2025, more [details](#)

Fig. 10

- b. Contract Review Form (Fig. 11)

Information about the counterparty's Machine-readable POA

**Customer**  
Oleg Andreevich Iskander, 010223090000000223, Software validity date: 01.04.2024, read [more](#)

**Supplier**  
123456789, 110123091120033211, Effective date for: 01.12.2024, read [more](#)

Fig. 11

- 2) 2) When you click on the «more details» link, you will be prompted to download a file with detailed data on the applied Machine-readable POA, which looks like this (Fig. 12):

**Машиночитаемая доверенность**

Номер доверенности: 11 [redacted] 211

Дата выдачи: 01.12.2023      Дата окончания действия: 01.12.2024

**Сведения о доверителе:**  
ОБЩЕСТВО С ОГРАНИЧЕННОЙ ОТВЕТСТВЕННОСТЬЮ «А [redacted] Ф»  
ИНН: 1 [redacted] 4

**Сведения о представителе:**  
И [redacted] ИЧ  
ИНН: 7 [redacted] 2

Fig. 12

## 5. REGISTRATION

### 5.1. Registration Options

- 1) Enter <https://atom2.roseltorg.ru> in search bar of your browser and press **Enter**. Login page will be displayed (Fig. 13);

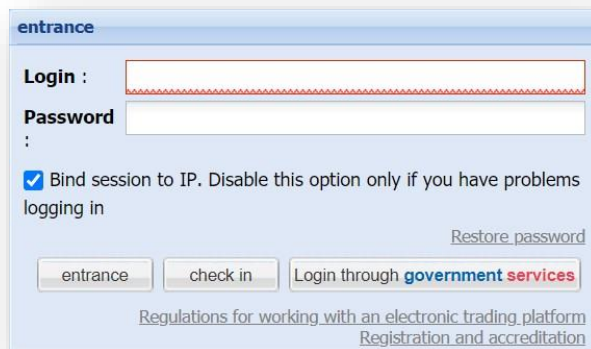


Fig. 13

- 2) Enter your login and password and click **Entrance**. In case of incorrect login and (or) password, the Error window will open (Fig. 14). Re-enter your login and password.



Fig. 14

- 3) To log with use of E-signature, insert the key carrier into the computer and click **Log in** using the ES, select the required registered certificate and click **OK**.
- 4) Click **Login through government services**. If authorization is successful, you will be redirected to your Profile.



Attention! Users, who have logged in through government services, will only have access to the procedures for small and medium entrepreneurship

### 5.2. Restoring Password

To restore your password:

- 1) Follow the «Password restore» link on the authorization form.
- 2) The «Password recovery» window opens (Fig. 15), enter your login and passphrase in the appropriate fields specified during registration on the ETP.
- 3) Enter authentication code shown in the picture.
- 4) Click **Restore password**.



The form is titled "Password recovery". It contains a section "Enter your password recovery information" with two input fields: "Login \*" and "Passphrase \*". Below these is a CAPTCHA area showing a green "csbhrn" logo and a text prompt "Enter the code shown in the picture \*:". A note below the CAPTCHA says "If the code is unreadable, left-click on its image." There is a "Restore password" button at the bottom right.

Fig. 15

- 5) It is also possible to restore a password if there is an ES certificate and the corresponding software is available on the workstation from which authorization is performed. To do this, follow these steps:
- 6) Click Restore ES password;
- 7) Select the ES certificate and click **OK**.
- 8) Regardless of the password recovery method, a message will be sent to the e-mail address specified during registration containing the corresponding e-mail account data for logging in to the ETP.

### 5.3. Password Change

- 1) Select Settings → Personal information → Change password. The «Change password» form opens (Fig. 16);
- 2) Enter the old and new passwords and click **Change password**, then confirm the action with the registered ES certificate. As a result, you will see a message about changing your password.



The form is titled "change Password". It contains three input fields: "Old password \*:", "New password \*:", and "Password confirmation \*:". There is a "Save" button at the bottom right.

Fig. 16

Please note! You can't change Profile password on government services.

## 6. ORGANIZATION INFORMATION

### 6.1. Information about an Organization

- 1) To view information about an organization, in the main menu select Settings – Information about the organization you represent – View\Change. As a result, the «Registration information» page is displayed (Fig. 17).

**Registration information**

**Basic profile data**

<b>Full name / full name:</b>	sanekz
<b>Small / medium-sized business entity:</b>	Not a SME entity
<b>INN:</b>	5603569866
<b>Checkpoint:</b>	504871011
<b>OGRN:</b>	1111603569866
<b>OKPO:</b>	123456789
<b>Phone:</b>	7-777-77777
<b>E-mail:</b>	qwe@qwe.qwe123
<b>The contact person:</b>	Atomovskiy Sanyok Sankevich
<b>Legal address:</b>	123456, Russian Federation (RF, Russia), Moscow, Moscow, Moscow 32, Moscow 432
<b>Mailing address:</b>	123456, Russian Federation (RF, Russia), Moscow, Moscow, Moscow 32, Moscow 432
<b>Applicant registration:</b>	Not registered
<b>Customer registration:</b>	Registered
<b>Status:</b>	Registered as a customer
<b>Registration of EOS NSI:</b>	Awaiting confirmation of registration as a customer
<b>Comment:</b>	

**Bank details**

<b>Checking account:</b>	12345678901234512345
<b>Correspondent account:</b>	12345678901234512345
<b>BIK:</b>	123456122
<b>Name of the bank:</b>	Moscow 342
<b>Address of the bank:</b>	Moscow 434343

**Registrations received**

**Registration as a customer**

<b>Registration Submission Date:</b>	17.01.2020 15:06
<b>Registration end date:</b>	16.01.2022

**Registration documents**

**Copies of documents confirming the authority of the person to register on behalf of the customer, the authorized body:**

[akt.JPG](#) , size 5.63 Mb, added on 12/26/2019 08:43 [GMT +3]

**Copies of documents confirming the authority of the head:**

[breakfast.JPG](#) , size 2.91 Mb, added on 12/26/2019 08:43 [GMT +3]

[Get links to files](#)

[Edit customer profile](#) [Customer re-registration](#) [Application for registration of the applicant](#) [Profile change history](#)

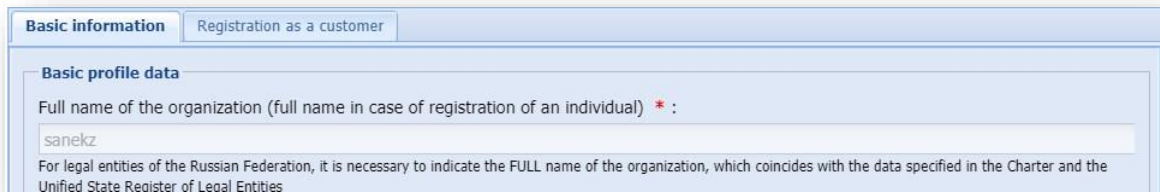
Fig. 17

### 6.2. Editing Organization Information

To edit information about an organization, do the following:

- 1) In the main menu, select Settings - Information about the organization you represent-View\Change. As a result, the «Registration information» page is displayed (Fig. 17).

- 2) Click Edit applicant profile («Edit customer profile»). As a result, the page shown on (Fig. 18) opens.



Basic information    Registration as a customer

**Basic profile data**

Full name of the organization (full name in case of registration of an individual) \* :

sanez

For legal entities of the Russian Federation, it is necessary to indicate the FULL name of the organization, which coincides with the data specified in the Charter and the Unified State Register of Legal Entities

Fig. 18

- 3) If necessary, edit the information on the «Basic information» tab, and upload the documents specified on the second tab.
- 4) Click **Save**.
- 5) Click **Sign and send**. As a result, a window displayed the signed data opens.
- 6) Check that the data is correct. If you need to make corrections, click **Back to** and go back to the previous step.
- 7) 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 organization information on government services.**



## 7. PERSONAL INFORMATION

### 7.1. Personal Information

- 1) 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. 19).
- 2) 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. 20).

User information

Basic data

Surname, name and patronymic:

Artemiev Alexander Vladislavich

E-mail address:

qwe@qwe.qwe

Login:

sanez

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:

sanez

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

Edit

Profile change history

Fig. 19

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	7d0b0ee2c3199d2a3b0f1e0d01000ee02 4333780c0b0c854a9b73470569d10877210071 04-06-2020 10:37:33 UTC	017fba30010ac5b94c23044567ea002 589ad414033a0c0b0219654e6560c0954e79 07-08-2020 13:38:29 UTC	sanekz
05.10.2020 14:24:34	User surname	Kargan	Artemiev	sanekz
05.10.2020 14:24:24	User certificate	serial: 7d0b0ee2c3199d2a3b0f1e0d01000ee02 the valid from: 04.06.2020 10:37:33 UTC the valid to: 09.06.2020 10:47:33 UTC signature-algorithm: in ГОСТ 34.10-2012 the R 256 the Signature of signature 4e4cd48057054421c0255c477b0c93a87544820743329a054c8 fingerprint-sha1: 4333780c0b0c854a9b73470569d10877210071 dn: o=Mail: Alex. roselorg@yandex.ru ou=at-commonName: Kargan ou=at-organizationalUnitName: queen ou=at-organizationalUnitName: zeng ou=at-organizationalUnitName: zeng state-char: vPost space ou=at-organizationalUnitName: RU dn-signed-by: 1.2.843.100.1.1234567890123 (INV: 001234567890) ou=at-organizationalUnitName: at: Suschevsky Val. 18 ou=at-organizationalUnitName: RU ou=at-organizationalUnitName: Moscow ou=at-organizationalUnitName: Moscow ou=at-organizationalUnitName: CRYPTO-PRO LLC ou=at-organizationalUnitName: Test Center LLC CRYPTO-PRO extension: id_ia_certificate	serial: 017fba30010ac5b94c23044567ea002 the valid from: 07.08.2020 13:38:29 p.m. UTC the valid to: 11.07.2021 13:48:29 UTC signature-algorithm: in ГОСТ 34.10-2012 the R 256 the Signature of signature 3f409990631c169d4c1091d02747442404e0c070707a71d31e08a fingerprint-sha1: 589ad414033a0c0b0219654e6560c0954e79 dn: ou=at-organizationalUnitName: it: Yandevskaya, house 74 ou=at-organizationalUnitName: tester ou=at-organizationalUnitName: roselorg.ru PKCS-9: unstructuredName: INV = 7727704892 / KFP = 772501001 / OGRN = 1007746299353 1.2.843.100.1.13697207885 1.2.843.100.1.1007746299353 (INV: 7727704892) ou=at-organizationalUnitName: Alexander Vladislavich ou=at-organizationalUnitName: RU ou=at-organizationalUnitName: 21 Chuvash Republic - Chuvashia ou=at-organizationalUnitName: Chuvashia ou=at-organizationalUnitName: JSC "EETP" ou=at-organizationalUnitName: Project office ou=at-organizationalUnitName: EETP JSC KFP: 772501001 OGRN: 1007746299353 dn-signed-by: o=Mail: vc@roselorg.ru 1.2.843.100.1.1007746299353 (INV: 007707704892) ou=at-organizationalUnitName: RU ou=at-organizationalUnitName: 77 Moscow ou=at-organizationalUnitName: Moscow	sanekz

Fig. 20

## 7.2. Editing a User Profile

- 1) To edit your personal information in the main menu, select Settings-Personal Information-View\Change. As a result, the «User Information» page is displayed (Fig. 19).
- 2) Click **Edit**. As a result, the «Profile editing» page is displayed (Fig. 21).

### Profile editing

#### Organization data

INN:

5603569866

Checkpoint:

504871011

Full name:

sanekz

#### User data

Surname \* :

Арте́мьев

Name \* :

Александр

Middle name \* :

Владиславич

Position:

тестер

Email address \* :

qwe@qwe.qwe

Phone \* :

+ 7 ( 777 ) 77777

Time zone \* :

(UTC+03:00) Москва

Password recovery passphrase \* :

Documents

Cancellation

Save

Sign and send

Fig. 21

- 3) Enter user information and attach the required document files.
- 4) To save your changes, click **Save**. As a result, you will see a message about saving data.
- 5) Click **Sign and send**. As a result, a window displayed the signed data opens.
- 6) Check that the data is correct. If you need to make corrections, click **Back to** and go back to the previous step.

- 7) 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.

### 7.3. Changing Email Address

- 1) To change your email address, in the main menu select Settings – Personal information – Change email address.
- 2) Enter your new email address and password (Fig. 22). Click **Save**. As a result, you will see a message about changing your email address.



The screenshot shows a dialog box titled "Changing your email address". Inside the dialog, there are two labeled input fields. The first is labeled "Email address \* :" and contains the text "qwe@qwe.qwe". The second is labeled "Password \* :". At the bottom right of the dialog is a button labeled "Save".

Fig. 22

Please note! You can't change email address information on government services.

## 8. INCOMING NOTIFICATIONS

- 1) Information about events that are important for the current user is delivered to the user in the form of incoming notifications.
- 2) To view the list of incoming notifications, select **Incoming notifications** in the main menu. As a result, the «Incoming notifications» window opens (Fig. 23).

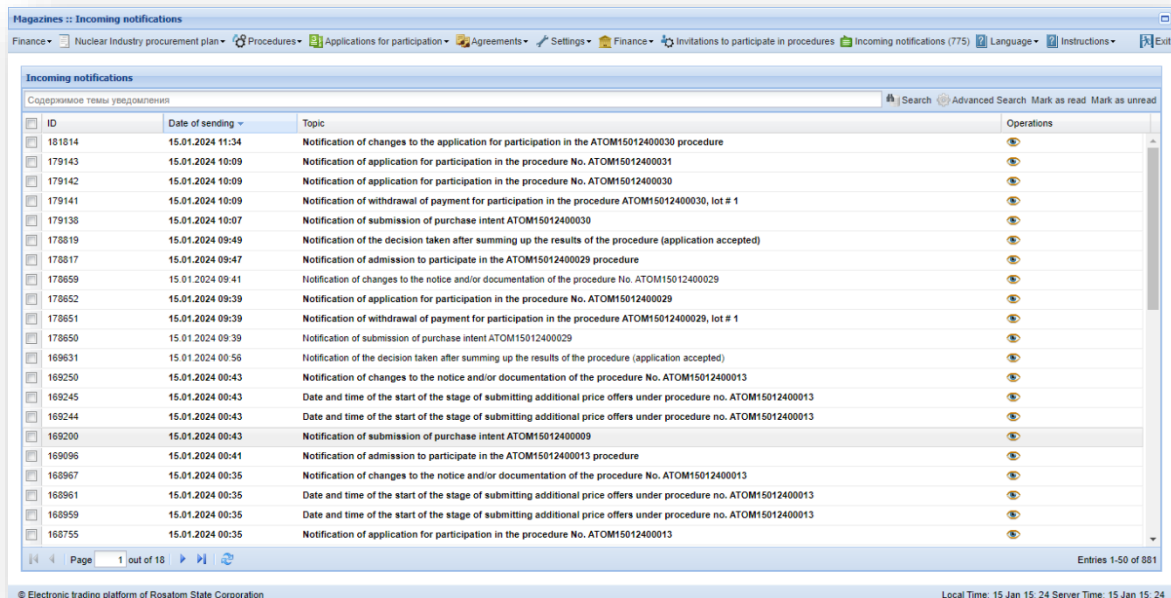



Fig. 23

- 3) The number of unread notifications is indicated in parentheses of the “Incoming notifications” menu item. Unread notifications are shown in bold. To mark a message as read, highlight the required notifications and click the “Mark as read” button or view the message.
- 4) to view the message, click  icon in the «Operations» column. As a result, the «Incoming notification» window will be displayed (Fig. 24).

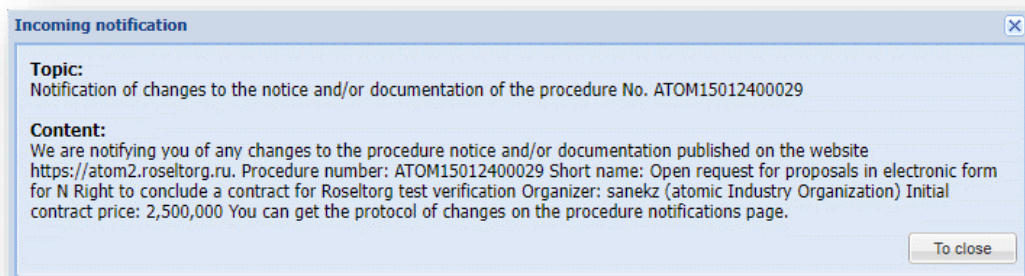
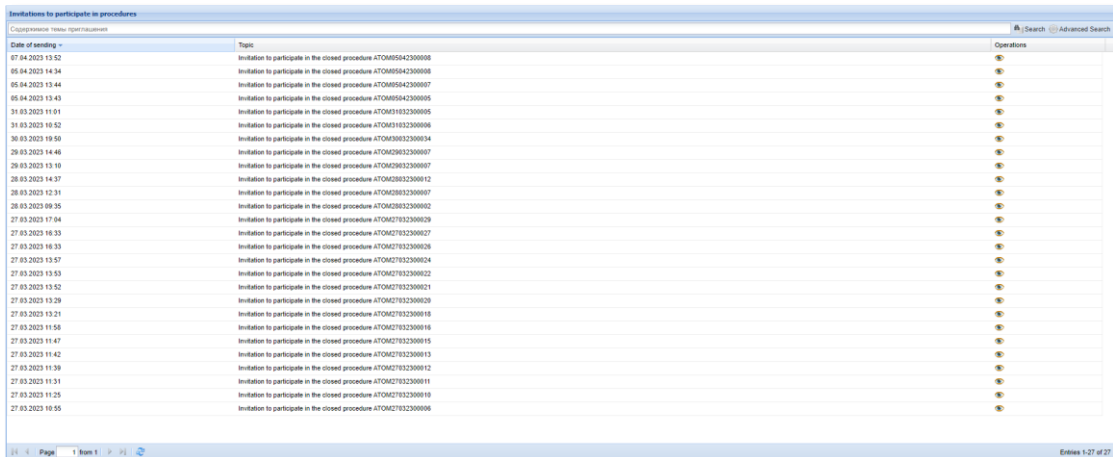


Fig. 24

## 9. INVITATIONS TO PARTICIPATE IN PROCEDURES

- 1) Invitations to participate in procedures with a limited circle of persons allowed to participate in which the current user can participate are displayed in the menu item "Invitations to participate in procedures".
- 2) To view the list of invitations, in the main menu, select the item "Invitations to participate in procedures" (Fig. 25).



Date of sending	Topic	Operations
07.04.2023 13:52	Invitation to participate in the closed procedure ATOM05042300008	
05.04.2023 14:34	Invitation to participate in the closed procedure ATOM05042300008	
05.04.2023 13:44	Invitation to participate in the closed procedure ATOM05042300007	
05.04.2023 13:43	Invitation to participate in the closed procedure ATOM05042300005	
31.03.2023 19:01	Invitation to participate in the closed procedure ATOM01032300005	
31.03.2023 18:52	Invitation to participate in the closed procedure ATOM01032300006	
30.03.2023 19:50	Invitation to participate in the closed procedure ATOM03032300034	
29.03.2023 14:46	Invitation to participate in the closed procedure ATOM02032300007	
29.03.2023 13:10	Invitation to participate in the closed procedure ATOM02032300007	
28.03.2023 14:37	Invitation to participate in the closed procedure ATOM03032300012	
28.03.2023 12:31	Invitation to participate in the closed procedure ATOM02032300007	
28.03.2023 09:35	Invitation to participate in the closed procedure ATOM02032300002	
27.03.2023 17:04	Invitation to participate in the closed procedure ATOM02032300029	
27.03.2023 16:33	Invitation to participate in the closed procedure ATOM02032300027	
27.03.2023 16:33	Invitation to participate in the closed procedure ATOM02032300028	
27.03.2023 13:57	Invitation to participate in the closed procedure ATOM02032300024	
27.03.2023 13:53	Invitation to participate in the closed procedure ATOM02032300022	
27.03.2023 13:52	Invitation to participate in the closed procedure ATOM02032300021	
27.03.2023 13:29	Invitation to participate in the closed procedure ATOM02032300020	
27.03.2023 13:21	Invitation to participate in the closed procedure ATOM02032300018	
27.03.2023 11:58	Invitation to participate in the closed procedure ATOM02032300016	
27.03.2023 11:47	Invitation to participate in the closed procedure ATOM02032300015	
27.03.2023 11:42	Invitation to participate in the closed procedure ATOM02032300013	
27.03.2023 11:39	Invitation to participate in the closed procedure ATOM02032300012	
27.03.2023 11:31	Invitation to participate in the closed procedure ATOM02032300011	
27.03.2023 11:25	Invitation to participate in the closed procedure ATOM02032300010	
27.03.2023 10:55	Invitation to participate in the closed procedure ATOM02032300006	

Fig. 25

- 3) to view the message, click icon in the «Operations» column. As a result, the « "Invitation to participate in procedures" window will be displayed (Fig. 26).

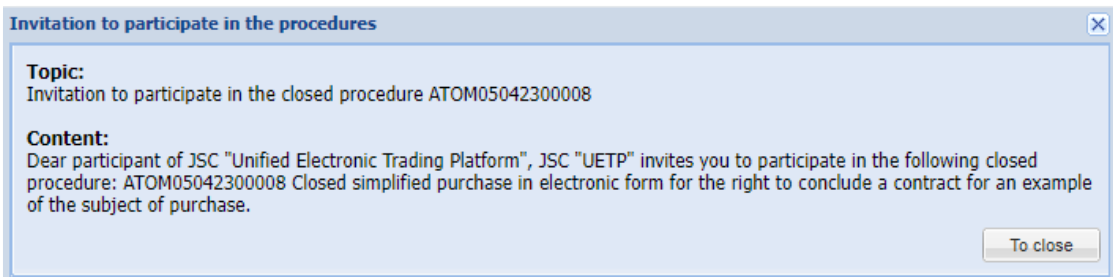


Fig. 26

## 10. PROCEDURE DETAILS

### 10.1. List of Procedures and Searching for a Procedure

- 1) To view the list of procedures, select one of the following items in the main menu:
  - Procedures – My procedures – Published by me (With my participation, Favorites).
  - Procedures – Topical procedures – Contests (Quote Requests, Requests for proposals, Price Monitoring, Preliminaries).
  - Procedures – Topical procedures – Electronic auctions – Everything (Downward, On the Rise);
  - Procedures – Archive.
- 2) As a result, one of the pages of current procedures or user procedures will open (Fig. 27).

room	Registry No.	A.L.	Organizer	Name	Applications	Acceptance of appl.	Amount	Status	Operations
p16043245...	ATOM02112000027		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee	2	02.11.2020 16:50	RUB 7,000,000.00	Conclusion of a contract	
p16043239...	ATOM02112000026		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender	2	02.11.2020 16:40	RUB 10,099,999.00	Conclusion of a contract	
p16043232...	ATOM02112000025		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender	2	02.11.2020 16:29	RUB 10,099,999.00	Conclusion of a contract	
p16043225...	ATOM02112000024		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee	2	02.11.2020 16:18	RUB 7,000,000.00	Conclusion of a contract	
p16043191...	ATOM02112000023		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender	2	02.11.2020 15:20	RUB 10,099,999.00	Conclusion of a contract	
0211133840	ATOM02112000021		sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	0	05.11.2020 15:42 2 days left	4 000.00 RUB	Acceptance of competitive applications	
0211133541	ATOM02112000020		sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	0	05.11.2020 15:39 2 days left	4 000.00 RUB	Acceptance of competitive applications	
0211131002	ATOM02112000019		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the execution of technical documentation and legal documents for the facilities of JSC 'SSC RF - IPPE	0	18.11.2020 08:00 15 days left	€ 8,540 649.42	Awaiting publication on the EIS	
p16043106...	ATOM02112000018		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender	2	02.11.2020 12:58	RUB 10,099,999.00	Conclusion of a contract	

Fig. 27


- 3) To search, use the Quick Search Bar or Advanced Search.
- 4) to view the procedure lots, click icon. As a result, lot lines are displayed under the procedure line (Fig. 28).

room	Registry No.	A.L.	Organizer	Name	Applications	Acceptance of appl.	Amount	Status	Operations
p16043245...	ATOM02112000027		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee	2	02.11.2020 16:50	RUB 7,000,000.00	Conclusion of a contract	
Lot 1	Baby cottage cheese, packaged in 100 grams				2		RUB 7,000,000.00	Conclusion of a contract	

Fig. 28

- 5) To save the first 500 procedures that are included in the list with the specified search parameters in a Microsoft Excel file, click the button below the list. In the standard upload tools, select «Open» or «Save» («Show in folder»).
- 6) To update the list, click icon below the list.
- 7) Procedures that display icon to the left of the registry number (see Fig. 27) are closed procedures. This means that such procedures are only available to Applicants identified by the Organizers of these procedures.

## 10.2. Procedure Notice and Its Version History

- 1) To view the notification and the history of procedure changes, open the page with the list of current procedures and find the procedure whose notification you want to view (see item 10.1).
- 2) In the «Operations» column, click  icon. As a result, the Notification of the procedure page will be displayed (Fig. 29).



**Procedure notification**

**Procedure Details**

**Notice number:** ATOM31102000012  
**Procedure number:** p160414174374242  
**Purchase name:** Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC  
**Link to purchase on the official website:** [180427/0468/209](#)  
**Purchase method:** Request for quotes  
**The possibility of carrying out the rebidding procedure:** no  
**Multi-stage form:** no  
**Date of publication:** 10/31/2020 01:56 PM [GMT +3]

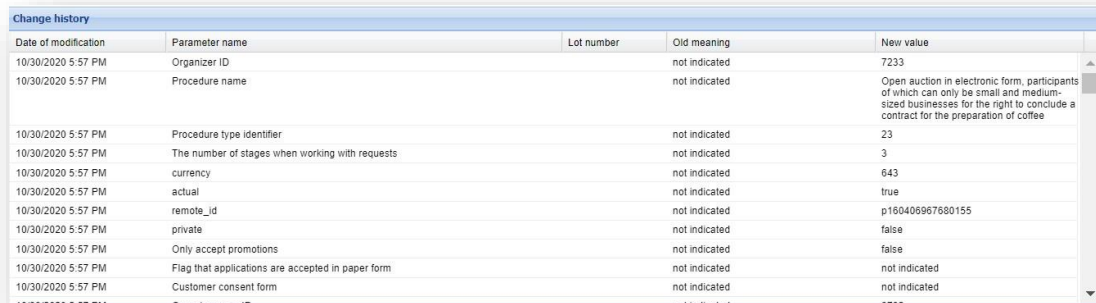
**Procedure documentation:**

[a1s2 \[12\].txt](#), size 17 b, added on 10/31/2020 13:55 [GMT +3], downloaded: 0

[Change history](#)

Fig. 29

- 3) To view the history of the procedure notice changes, click **Change history**. As a result, «Change History» page is displayed (Fig. 30).




Date of modification	Parameter name	Lot number	Old meaning	New value
10/30/2020 5:57 PM	Organizer ID		not indicated	7233
10/30/2020 5:57 PM	Procedure name		not indicated	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee
10/30/2020 5:57 PM	Procedure type identifier		not indicated	23
10/30/2020 5:57 PM	The number of stages when working with requests		not indicated	3
10/30/2020 5:57 PM	currency		not indicated	643
10/30/2020 5:57 PM	actual		not indicated	true
10/30/2020 5:57 PM	remote_id		not indicated	p160406967680155
10/30/2020 5:57 PM	private		not indicated	false
10/30/2020 5:57 PM	Only accept promotions		not indicated	false
10/30/2020 5:57 PM	Flag that applications are accepted in paper form		not indicated	not indicated
10/30/2020 5:57 PM	Customer consent form		not indicated	not indicated
10/30/2020 5:57 PM	Customer ID		not indicated	6733

Fig. 30



### 10.3. Events by Procedure

- 1) To view the list of events by procedure, open the page with the list of current procedures and find the procedure whose events you want to view (see item 10.1).
- 2) In the «Operations» column of the procedure, click  icon. As a result, the events by procedure page (Fig. 31) is displayed. The number of unique views of the procedure is displayed above the table, i.e. the number of different users (including users of the same organization) who viewed the notification about this procedure.

Events by procedure ATOM31102000001


Number of unique views: 2

date and t...	Registry No.	Lot	Act	User	Organization	Status	Session ID	IP address	Message
31.10.2020 04:00:49			Signature of the notice of the procedure	Artemiev A.V.	sanya	succ...			
31.10.2020 04:00:50			Signature of the notice of the procedure	Artemiev A.V.	sanya	succ...			Procurement notification has been successfully created / updated.
10/31/2020 04:01:07 AM		1	Applying for participation in the procedure	Jim R.	LLC First	succ...			
10/31/2020 04:01:36 AM		1	Submission / modification of the application for participation	Jim R.	LLC First	succ...			Submission / modification of the application for participation
10/31/2020 04:01:46 AM		1	Applying for participation in the procedure	Tychus F.	LLC Second	succ...			
10/31/2020 04:02:16 AM		1	Submission / modification of the application for participation	Tychus F.	LLC Second	succ...			Submission / modification of the application for participation

Page 1 of 1 Showing 1 - 13 of 13 items

Fig. 31

### 10.4. Protocols

- 1) To view the procedure protocols (including pre-contract negotiations and pre-qualification protocols), open the page with the list of current procedures and select the procedure (see item 10.1).
- 2) in the «Operations» column, click  icon. As a result, the Lot Protocols page will be displayed (Fig. 32).



Lot protocols

General information about the lot

Procedure Details

<b>Procedure number:</b>	ATOM31102000002, lot No. 1
<b>Purchase name:</b>	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC. Open request for quotations in electronic form
<b>Purchase method:</b>	Request for quotes
<b>Organizer:</b>	sanekz
<b>Date of publication:</b>	31.10.2020

Customers with whom the contract is concluded

Sanekz UAB

<b>Contact Information:</b>	Location: 119017, Russian Federation
<b>INN</b>	5603569866
<b>Checkpoint</b>	504871011
<b>OKPO</b>	not indicated

Protocol list is empty

Back to

Fig. 32

**Note 2.** If there is a multi-stage procedure, then the «Lot Protocols» page is displayed as shown in (Fig. 33). In this case, the procedure protocols for each stage are displayed in a separate block.

**Lot protocols**

**General information about the lot**

**Procedure Details**

**Procedure number:** ATOM05112000005E2, lot No. 1

**Purchase name:** Open tender in electronic form for the right to conclude an agreement for testing stability tests

**Purchase method:** Contest

**Organizer:** sanez

**Date of publication:** 11/05/2020

**Current stage:** 2

**Maximum number of stages:** 2

**Stage 1**

**Application consideration protocols**

[pr160457927788954.txt](#), size [17b](#), number: pr160457927788954, added on 05.11.2020 [GMT +3]

**Stage 2**

**Application consideration protocols**

[pr160457957752934.txt](#), size [17b](#), number: pr160457957752934, added on 11/05/2020 [GMT +3]


**Summing-up minutes**

[Final\\_protocol.txt](#), size 17 b, number: pr160457960193071, added on 05.11.2020 [GMT +3]

Back to

Fig. 33









## 10.5. Favorite Procedures (Favorites)

- 1) To add a procedure to your favorites, open the list of current procedures (see item 10.1) and click  icon in the Operations column.
- 2) To view the list of favorite procedures, select Procedures – My Procedures – Favorites. As a result, the Selected treatments page is displayed (Fig. 34).

**Selected treatments**

Быстрый поиск

Search Advanced Search


room	Registry No.	A...	Organizer	Name	Applications	Acceptance of ...	Amount	Status	Operations
2606095...	ATOM26062000001		sanya	Open tender in electronic form for the right to conclude an agreement for road maintenance	0		-	Not signed	
2206101...	ATOM22062000007		sanya	Open tender in electronic form for the right to conclude an agreement for road maintenance	0	22.06.2020 12:02	RUB 1,000,000.00	Consideration of applications	    

Page 1 of 1


Time is displayed in your local time zone: GMT +03: 00

Procedures 1 - 2 of 2

Fig. 34

- 3) To exclude a procedure from the list of favorites in the Selected treatments section (see item 10.1) and in the «Operations» column, click  icon.

## 10.6. Applications

- 1) To view applications submitted for the procedure, click  icon in the Operations column (Fig. 35).

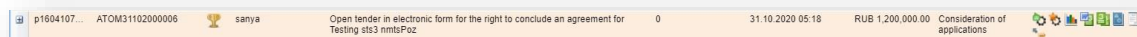


Fig. 35

- 2) In the Applications submitted form that opens (Fig. 36), select the appropriate one and click **Content of the application**.

**Applications submitted**

**General information about the procedure**

**Procedure number:** ATOM27102000009, lot No. 1  
**Procedure name:** Open tender in electronic form for the right to conclude an agreement for Testing sts3 nmstsPoz  
**Procedure type:** Contest  
**Organizer:** sanekz  
**Organizer's contact details:** 7-777-77777, qwe@qwe.qwe  
**The contact person:** Artemiev Alexander Vladislavich  
**Date of publication of the notice:** 10/27/2020  
**End date and time of application submission:** 10/27/2020 12:07 PM [GMT +3]  
**Date of publication of the envelope opening protocol:** 10/27/2020 12:07 PM [GMT +3]

Serial number	applicati...	Applicati...	Date and tim... registration ...	Applicant	A type	Applications	Application s...
1	59626	1	10/27/2020 12:05 PM	LLC "First"	Main	<a href="#">Content of the application</a> <a href="#">History of changes in the application</a> <a href="#">Registration information of the applicant</a>	Accepted
2	59627	1	27.10.2020 12:06	Alexander 937	Main	<a href="#">Content of the application</a> <a href="#">History of changes in the application</a> <a href="#">Registration information of the applicant</a>	Accepted

Fig. 36

- 3) There are displayed the application parts and information available at this stage on the form (Fig. 37).

Application for participation in the procedure

General information about the lot | Application for participation | Detailing the offer

**Attention. Registration documents will not be automatically sent to the customer. You can independently select files from your personal account that you want to attach.**

**Procedure Details**

Procedure number: ATOM2710200009, lot No. 1  
Purchase name: Open tender in electronic form for the right to conclude an agreement for Testing sts3 nmtsPoz  
Purchase method: Contest  
Organizer: sanez  
Date of publication: 10/27/2020

**Dates of the procedure by lot ( time is displayed according to your local time zone: GMT +03: 00 )**

Date and time of the deadline for accepting applications: 10/27/2020 12:07 PM [GMT +3]  
Date and time of the expiration of the period for publication of the protocol for opening access to applications: 10/27/2020 12:07 PM [GMT +3]  
Expiration date for the consideration of applications: 10/27/2020  
End date of the summarizing period: 10/29/2020  
Date of conclusion of the contract: 11/05/2020

**Information about the contract and requirements for collateral**

Subject of the contract: Test sts3 nmtsPoz  
Starting price with VAT: 1,200,000.00  
Starting price excluding VAT: not indicated  
Currency: Russian ruble  
Alternative suggestions: Not accepted  
Securing the application: Required collateral for the application in the amount of RUB 16874192.24 (possible options for providing collateral: cash, irrevocable bank guarantee)  
Application security currency: Russian ruble  
Enforcement of the contract: Required security for the execution of the contract in the amount of 5.00%. The term for providing security before the conclusion of the contract. (possible options for providing security: cash, irrevocable bank guarantee, surety)  
Securing the return of the advance: not indicated  
Provision of warranty obligations: not indicated

**Customers with whom the contract is concluded**

Vasya

Contact Information: Location: 111555, Russian Federation  
INN: 4444444414  
Checkpoint: 444444414  
OKPO: not indicated

Download all application files as an archive | Application change history

Fig. 37

- 4) To view the application events, click **Application change history**. As a result, the Change history page is displayed (Fig. 38).

Change history			
Date of changes	Parameter name	Username of the person who made the ...	
10/27/2020 12:04 PM	Formalized forms	Jim raynor	<a href="#">Visual review of changes</a>
10/27/2020 12:04 PM	Application type	Jim raynor	
10/27/2020 12:04 PM	Sign of relevance	Jim raynor	
10/27/2020 12:04 PM	Vendor ID	Jim raynor	
10/27/2020 12:04 PM	Lot ID	Jim raynor	
10/27/2020 12:04 PM	Procedure ID	Jim raynor	
10/27/2020 12:05 PM	initial_data	Jim raynor	
10/27/2020 12:05 PM	Price including VAT	Jim raynor	
10/27/2020 12:05 PM	Price including VAT	Jim raynor	
10/27/2020 12:05 PM	initial_data	Jim raynor	
10/27/2020 12:05 PM	Price including VAT	Jim raynor	

Fig. 38

- 5) To view information about the applicant, click **Registration information of the Applicant**. As a result, the Registration information page is displayed (Fig. 36).
- 6) To view all versions of the application, click **History of changes in the application**. This opens the Change history window (Fig. 36).

Change history			
Date of changes	Parameter name	Username of the person w...	
10/27/2020 12:04 PM	initial_data	Jim raynor	
10/27/2020 12:04 PM	Lot ID	Jim raynor	
10/27/2020 12:04 PM	Vendor ID	Jim raynor	
10/27/2020 12:04 PM	Procedure ID	Jim raynor	
10/27/2020 12:04 PM	Sign of relevance	Jim raynor	
10/27/2020 12:04 PM	Application type	Jim raynor	
10/27/2020 12:04 PM	Formalized forms	Jim raynor	<a href="#">Visual preview of changes</a>
10/27/2020 12:05 PM	initial_data	Jim raynor	
10/27/2020 12:05 PM	Price including VAT	Jim raynor	
10/27/2020 12:05 PM	initial_data	Jim raynor	
10/27/2020 12:05 PM	Price including VAT	Jim raynor	
10/27/2020 12:05 PM	Price including VAT	Jim raynor	
10/27/2020 12:05 PM	initial_data	Jim raynor	

Fig. 39

- 7) To upload a file with the list of participants in the procedure, click **Upload list of participants** button. In the standard upload tools, select **Open** or **Save** (Show in folder).

## 10.7. Registration Requests in Procedures

- 1) The Customer can view the list of requests submitted for the procedures announced by them.
- 2) To view registration requests in procedures, select Procedures –Registration Requests in Procedures in the main menu. As a result, the Registration for participation in the procurement page opens (Fig. 40).

Registration for participation in the procurement				
Быстрый поиск по номеру процедуры				Search
Registry No.	Lot number	Total registration r...	Purchase name	Operations
ATOM26121900088	1	2	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg + Bidding Competition	
ATOM26121900112	1	2	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg + Bidding Competition	
ATOM26121900136	1	2	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the Right to conclude an agreement for 20190507053549 20190506075425 20190426101749 20190425143432 engines 1	
ATOM26121900166	1	1	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg + Bidding Competition	
ATOM26121900180	1	2	Open tender in electronic form for the right to conclude an agreement	

Fig. 40

- 3) To view the request, click icon in the Operations column. As a result, you will see a window with information about the selected request (Fig. 41).

**Registration for participation in the procurement**

**General information about the procedure**

**Purchase number:** ATOM26121900088, lot # 1

**Purchase name:** Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg + Bidding Competition

Name of the organization	INN	Date and time of submission of the regis...
Counterparty No. 1	-	26.12.2019 09:13
Counterparty No. 2	-	26.12.2019 09:13

Close

Fig. 41

The ETP is integrated with the Rosatom Procurement Management System (RPS) and transmits the List of registration requests.

## 10.8. Viewing the calendar of events

- 1) The Applicant in his personal account selects the menu item **Procedures - Calendar of events** (Fig. 42).



Fig. 42

- 2) Next, a form will be displayed. In the field **Select a date** (Fig. 43), select and click on the date of interest to the Applicant.

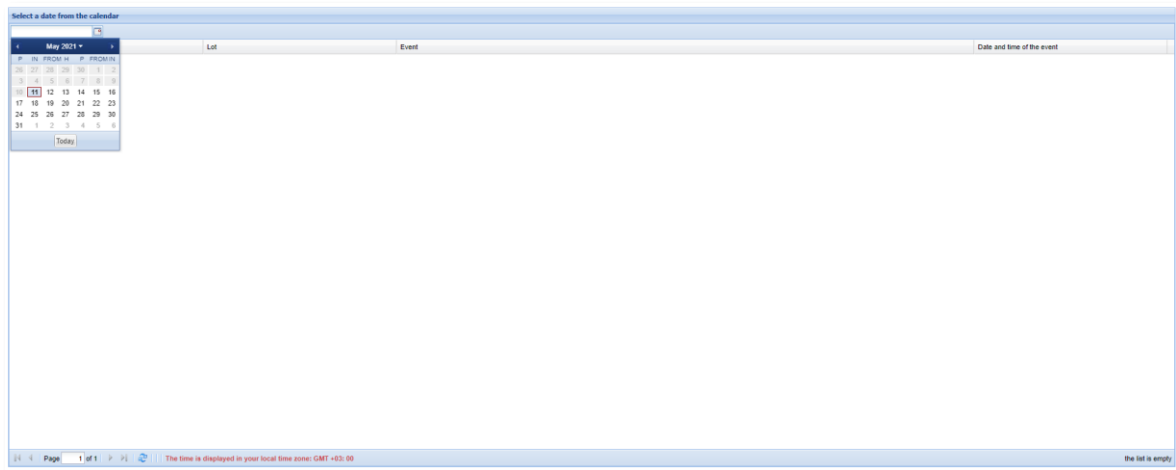


Fig. 43

3) Next, event details for the selected date will be displayed (Fig. 44).

Select a date from the calendar			
Procedure	Lot	Event	Date and time of the event
ATOM12052100007	one	Deadline for accepting applications for participation	05/12/2021 14:50:00
ATOM12052100003	one	Deadline for accepting applications for participation	05/12/2021 09:20:52
ATOM12052100003	one	End of the term for consideration of applications	05/12/2021 09:21:52
ATOM12052100003	one	Deadline for summing up	05/12/2021 09:21:52
ATOM12052100002	one	Deadline for accepting applications for participation	05/12/2021 09:09:23
ATOM12052100002	one	End of the term for consideration of applications	05/12/2021 09:10:23
ATOM12052100002	one	Deadline for summing up	05/12/2021 09:10:23
ATOM11052100006	one	Deadline for accepting applications for participation	05/12/2021 11:31:35 AM
ATOM03052100020	one	Date of conclusion of the contract	05/12/2021 00:00:00
ATOM03052100017	one	Date of conclusion of the contract	05/12/2021 00:00:00
ATOM03052100010	one	Date of conclusion of the contract	05/12/2021 00:00:00
ATOM03052100002	one	Date of conclusion of the contract	05/12/2021 00:00:00
ATOM12052100005	one	Date of conclusion of the contract	05/12/2021 00:00:00

Fig. 44

- 4) Events are displayed in the form:
  - Deadline for accepting applications for participation value;
  - End of the period for consideration of applications;
  - Date of conclusion of the contract;
  - Deadline of the period for explanations to the application for participation;
  - Date of the end of the rebidding.
- 5) For procedures of the **Auction** and **Reduction** types, the following events are additionally displayed:
  - End of the term for summing up the results;
  - Date of bidding.
- 6) For an open **Auction in electronic form**, in which only SMEs can participate, the following events are additionally displayed:
  - Start date of the deadline for submitting quotations.
- 7) For **Competition**:
  - Date of the end of the rebidding.

## 10.9. Working with the directory of subcontractors and manufacturers

- 1) The applicant in his personal account selects the menu section “Applications for participation” – “Directory of subcontractors and manufacturers”, then a form with the same name will be displayed (Fig. 45).







Directory of subcontractors and manufacturers								
Here you can indicate your manufacturers, subcontractors and contractors for subsequent use when submitting an application. For filling press the button "Add"  Add to								
A type	Short name / full name	INN	KPP	Country of manufact...	Affiliatio...	Manufacturer's location	Manufacturer's actual ad...	Operations
subcontractor / contractor	Fedorov Fedr Fedorovich	1234567894	123456789	Russia	Yes	Russia, Moscow, Moscow, Moscow	Russia, Moscow, Moscow, Moscow	 
manufacturer	Dmitriev Dmitry Dmitrievich	9876543210	987654321	Russia	Yes	Russia, Moscow, Moscow, Moscow	Russia, Moscow, Moscow, Moscow	 

Fig. 45

- The form is a table with named columns containing information about the subcontractors and manufacturers of the Applicant.
- To add a new subcontractor or manufacturer to the directory, the Applicant presses the button " Add to" ("Add to").
- Next, the form "Add an entry to the directory of contractors and manufacturers" is displayed (Fig. 46).

Add an entry to the directory of subcontractors and manufacturers	
Type * :	субподрядчик/исполнитель
Short name / full name * :	XXX1
INN * :	123456789101112
KPP:	123456789
Country of manufacture:	Россия
Affiliation to SMEs * :	нет
<b>Manufacturer's location</b>	
Country * :	Russia (Russian Federation)
Locality:	
<b>Manufacturer's actual address</b>	
	<input type="checkbox"/> Matches the location
Country * :	Russia (Russian Federation)
Locality:	
<input type="button" value="Save"/>	

Fig. 46

- The fields of the form "Add an entry to the directory of subcontractors and manufacturers" are filled in with the following information:

Type of information	Name	Designation
General information	Type	Information about who the added organization or person is in relation to the Applicant
	Short name / full name	Short name of the organization or full name individual entrepreneur, self-employed
	INN	Individual Taxpayer Number



Type of information	Name	Designation
	KPP	Tax Registration Reason Code
	Country of manufacture	Country of legal registration of the subcontractor / contractor or manufacturer
	Affiliation to SMEs	Information about whether the subcontractor / contractor or manufacturer is a small or medium-sized business entity
Manufacturer's location	Country	Country of actual location of the subcontractor / contractor or manufacturer
	Locality	Inhabited locality of actual location of the subcontractor / contractor or manufacturer
Manufacturer's actual address	Country	Country of actual location of the production of the subcontractor / contractor or manufacturer
	Locality	Inhabited locality of the actual location of the production of the subcontractor / contractor or manufacturer

- 6) When filling in the “Country” fields, the “Region / Oblast of Russia” and “City / District” edit fields will be automatically added.
- 7) After filling out the form “Add an entry to the directory of subcontractors and manufacturers,” click the “Save” button.
- 8) Next, a new line will appear on the form “Directory of subcontractors and manufacturers” (Fig. 47).










Directory of subcontractors and manufacturers								
Here you can indicate your manufacturers, subcontractors and contractors for subsequent use when submitting an application. For filling press the button "Add"  Add to								
A type	Short name / full name	INN	KPP	Country of manufact...	Affiliatio...	Manufacturer's location	Manufacturer's actual ad...	Operations
subcontractor / contractor	XXX1	1234567891...	123456789	Russia	Not	Russia, Republic of Tatarstan (Tatarstan), Kazan,	Russia, Republic of Tatarstan (Tatarstan), Kazan	 
subcontractor / contractor	Fedorov Fedr Fedorovich	1234567894	123456789	Russia	Yes	Russia, Moscow, Moscow, Moscow	Russia, Moscow, Moscow, Moscow	 
manufacturer	Dmitriev Dmitry Dmitrievich	9876543210	987654321	Russia	Yes	Russia, Moscow, Moscow, Moscow	Russia, Moscow, Moscow, Moscow	 

Fig. 47

- 9) In the line of the record of the form “Directory of subcontractors and manufacturers” there are icons “” (“Edit”) and “” (“Delete”). Using them, the line can be edited or deleted.

## 11. NUCLEAR INDUSTRY PROCUREMENT PLAN

### 11.1. Annual procurement program for the nuclear industry

- 1) To view the annual procurement program of the nuclear industry (hereinafter GPP), select the item of the same name in the menu item "Nuclear Industry Procurement Plan" (Fig. 48).



Fig. 48

- 2) The GPP is displayed as a table with the following columns (Fig. 49):
  - purchase (procurement) program number—the number of the procurement program that includes the GPP position (item)
  - GPP position number
  - Customer—the name of the subordinate enterprise or organization of State Atomic Energy Corporation Rosatom for which the procurement is carried out
  - NMC—the initial (maximum) price of the agreement (contract)
  - subject of the agreement (contract)
  - year of planning—the calendar year during which the procurement is planned
  - operations—buttons with which you can perform actions

Purchase Program Number	GPP position number	Customer	NMC	Subject of the agreement	Year of planning	Operations
00000000/2022	00000/1	enterprise	1000000.00	subject of the agreement	2022	
00000000/2022	00000/2	enterprise	1000000.00	subject of the agreement	2022	
00000000/2023	00000/3	enterprise	1000000.00	subject of the agreement	2023	
00000000/2023	00000/4	enterprise	1000000.00	subject of the agreement	2023	

Fig. 49

- 3) To search for a position (item) and filter the list of GPP, you can use a quick or advanced search by entering the search parameters and clicking the "Search" button (Fig. 50).

Enter your search parameters

GPP position number:	<input type="text"/>	Customer:	<input type="text"/>
Subject of the agreement:	<input type="text"/>	NMC, from:	<input type="text"/>
Purchase method:	<input type="text"/>	NMC, up to:	<input type="text"/>
Planning year from:	<input type="text"/>	Planning year up to:	<input type="text"/>
Country of contract execution:	<input type="text"/>		

Fig. 50

- 4) To view detailed information on the GPP item, click the " ("View item") button in the "Operations" column.

- 5) The following information about the GPP item is displayed on the "Annual Procurement Program" form that opens. The content of the form may vary depending on the selected item (Fig. 51).
- the "General information about the position" block
    - procurement program number
    - GPP position number
    - planning year
    - subject of the agreement (contract)
    - procurement in electronic form—values "Yes" or "No"
    - procurement method
    - minimum requirements
    - date of procurement publication
    - date of conclusion of the agreement (contract)—the date of the concluded agreement (contract) for the procurement
    - term of execution of the agreement (contract)
    - Customer
    - OKATO—designation of the region of delivery of goods, works or services according to the OKATO classifier
    - country of execution of the agreement (contract)
    - NMC—the initial (maximum) price of the contract in the currency of the contract
    - currency—the currency of the agreement (contract)
    - NMC in rubles—the initial (maximum) price of the contract in rubles, calculated at the established exchange rate
    - currency exchange rate—the established exchange rate at which the calculation was made
    - currency exchange rate date—the date on which the currency exchange rate was set
    - unit of measurement—a unit of measurement of goods, works or services
    - quantity—volume of goods, works or services in units of measurement
    - procurement not from SMEs—values "Yes" or "No"
    - contains critical products—values "Yes" or "No"
    - sign of innovative products—the values "Yes" or "No"
  - the "Information about purchased goods, works, services" block. One GPP item may consist of several items of goods, works or services.
    - OKVED2—designation of goods, works or services according to the OKVED 2 classifier
    - OKPD2—designation of goods, works or services according to the OKPD 2 classifier
    - unit of measurement—the unit of measurement of goods, works or services
    - quantity by GPP item—the total quantity of goods, works or services by GPP item
  - the "The amount of payment for a long-term contract" block. The block contains information about procurement plans for goods, works or services for the GPP item by year.
    - year—year of planning

- amount—the total amount of the NMC for which the procurement is planned, in the currency of the contract
- amount in rubles—the total amount of the NMC for which the procurement is planned, in rubles, calculated at the established exchange rate

**Annual procurement program**

**General information about the position**

Purchase Program Number: 00000000/2023  
 GPP position number: 00000/2  
 Year of planning: 2023  
 Subject of the agreement: Subject of agreement  
 Purchase in electronic form: No  
 Purchase method: Purchase method  
 Minimum requirements: Minimum requirements  
 Customer: Enterprise  
 OKATO: 000000000000  
 NMC: 1 000 000,00  
 Currency: Russian Ruble  
 Purchasing from non-SME entities: Yes  
 NMC in rubles: 1 000 000,00  
 Currency exchange rate: 1.00  
 Contains critical products: No  
 Innovative product attribute: No

**Information about purchased goods, works, and services**

OKVED2	OKPD2	Unit of measurement	Quantity by GPP item
28.99.9 - Manufacture of special purpose equipment not included in other groupings	28.99.39.190 - Other special purpose equipment not included in other groupings	pcs.	5

**Amount of payment for a long-term contract**

Year	The amount	Amount in rubles
2024	500 000,00	500 000,00
2023	500 000,00	500 000,00

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Fig. 51

## 11.2. Atomplan

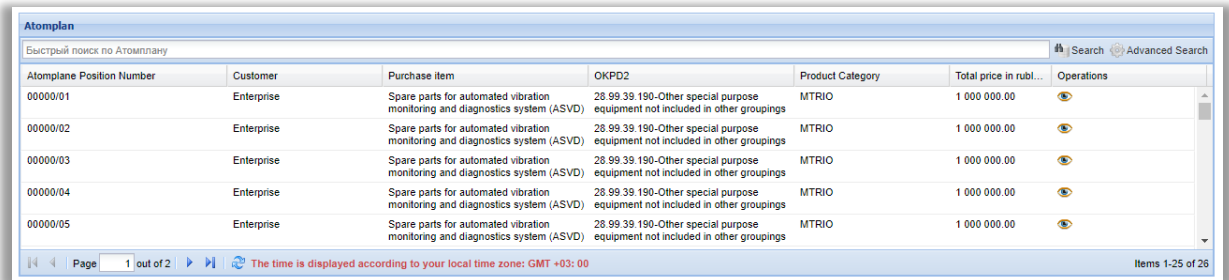
- 1) To view the long—term procurement plan "Atomplan" of Rosatom State Corporation (hereinafter Atomplan), select the item of the same name in the menu item "Nuclear Industry Procurement Plan" (Fig. 52).



Fig. 52

- 2) The Atomplan is displayed as a table with the following columns (Fig. 53):
  - position number of the Atomplane — the unique position (item) number of the Atomplane
  - Customer — the name of the subordinate enterprise or organization of State Atomic Energy Corporation Rosatom for which the procurement is carried out
  - subject of procurement

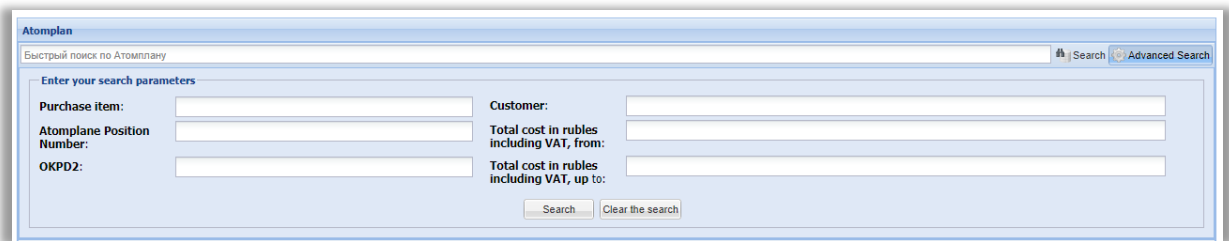
- OKPD 2—a list of designations of goods, works or services included in the item of the Atomplane, according to the OKPD 2 classifier
- product category—the name of a group of goods, works or services
- total cost in rubles with VAT—the total amount of the NMC of goods, works or services for the item of the Atomplan in rubles, including VAT for the entire planning period
- operations— buttons with which you can perform actions



Atomplane Position Number	Customer	Purchase Item	OKPD2	Product Category	Total price in rubl...	Operations
00000/01	Enterprise	Spare parts for automated vibration monitoring and diagnostics system (ASVD)	28.99.39.190-Other special purpose equipment not included in other groupings	MTRIO	1 000 000.00	
00000/02	Enterprise	Spare parts for automated vibration monitoring and diagnostics system (ASVD)	28.99.39.190-Other special purpose equipment not included in other groupings	MTRIO	1 000 000.00	
00000/03	Enterprise	Spare parts for automated vibration monitoring and diagnostics system (ASVD)	28.99.39.190-Other special purpose equipment not included in other groupings	MTRIO	1 000 000.00	
00000/04	Enterprise	Spare parts for automated vibration monitoring and diagnostics system (ASVD)	28.99.39.190-Other special purpose equipment not included in other groupings	MTRIO	1 000 000.00	
00000/05	Enterprise	Spare parts for automated vibration monitoring and diagnostics system (ASVD)	28.99.39.190-Other special purpose equipment not included in other groupings	MTRIO	1 000 000.00	

Fig. 53

- 3) To search for a position (item) and filter the list of Atomplan, you can use a quick or advanced search by entering the search parameters and clicking the "Search" button (Fig. 54).



Enter your search parameters

Purchase item:	<input type="text"/>	Customer:	<input type="text"/>
Atomplane Position Number:	<input type="text"/>	Total cost in rubles including VAT, from:	<input type="text"/>
OKPD2:	<input type="text"/>	Total cost in rubles including VAT, up to:	<input type="text"/>

Fig. 54

- 4) To view detailed information on the Atomplan position (item), click the ("View item") button in the "Operations" column.
- 5) The following information about the Atomplan item is displayed on the "Atomplan" form that opens. The content of the form may vary depending on the selected item (Fig. 55).
  - the "General information about the position" block
    - item number of the Atomplane
    - Customer
    - subject of purchase (procurement)
    - subject of the agreement (contract)
    - unit of measurement
    - Atomplan quantity—the total volume of goods, works or services by item for the entire planning period in units of measurement
    - product category
    - the cost is only in rubles with VAT
  - the block "Information about purchased goods, works, services". One item of an Atomplan may consist of several items of goods, works or services.
    - OKVED2—designation of goods, works or services according to the OKVED 2 classifier
    - OKPD2

- unit of measurement
- quantity for the item of the Atomplane—the total volume of goods, works or services for the item of the Atomplane for the entire planning period in units of measurement
- the block "Planned volume of purchase of Atomplan positions". The block displays information about procurement plans in accordance with the annual procurement programs (GPP).
  - planning year
  - cost in rubles with VAT
  - number of units per year—the total volume of goods, works or services for an item for one year in units of measurement
  - linked GPP items
    - unique ID of the GPP—a link to the GPP item. By clicking on the link, you can open detailed information on the GPP item, if it has been published (see 11.1. Annual procurement program for the nuclear industry).
    - quantity by GPP item—the volume of goods, works or services by GPP item in units of measurement
    - total cost in rubles with VAT—the total cost of goods, works or services for the GPP item

Atomplan

General information about the position

Atomplane Position Number:

00000/01
 

Customer:

Enterprise
 

Purchase item:

Building Materials
 

Unit of measurement:

pcs.
 

Atomplan Quantity:

1 000,00
 

Product Category:MTRIO

MTRIO
 

Total price in rubles including VAT:

2 000 000,00

Information about purchased goods, works, and services

OKVED2	OKPD2	Unit of measurement	Quantity by Atomplane position
26.51.6-Other instruments and devices for measurement, control and testing	26.51.52.130-Devices for measuring or controlling the pressure of liquids and gases	pcs.	1 000,00
26.51.6-Other instruments and devices for measurement, control and testing	26.51.52.190-Devices for measuring or monitoring other variable characteristics of liquids and gases	pcs.	1 000,00

Planned volume of purchase of Atomplan positions

Year of planning	Cost in rubles including VAT	Number of units per year	Linked GPZ positions		
			Unique GPP ID	Quantity by GPP item	Total price in rubles including VAT
2024	1 000 000,00	1000.00	<a href="#">Link to the GPP</a>	1 000,00	1 000 000,00
2023	1 000 000,00	1000.00	<a href="#">Link to the GPP</a>	400,00	400 000,00
			<a href="#">Link to the GPP</a>	600,00	600 000,00

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Fig. 55

### 11.3. Annual procurement program of Rosatom State Corporation

- 1) To download a file containing information about the annual procurement program of Rosatom State Corporation, select the item of the same name in the menu item "Nuclear Industry Procurement Plan" (Fig. 56).



Fig. 56

- 2) The window that opens displays information about the procedure and features of the work of Rosatom State Corporation with suppliers for GPP and Atomplan, taking into account the current legislation.
- 3) Click the link with the file name at the bottom of the window (for example, [GPP.xls](#)) (Fig. 57).

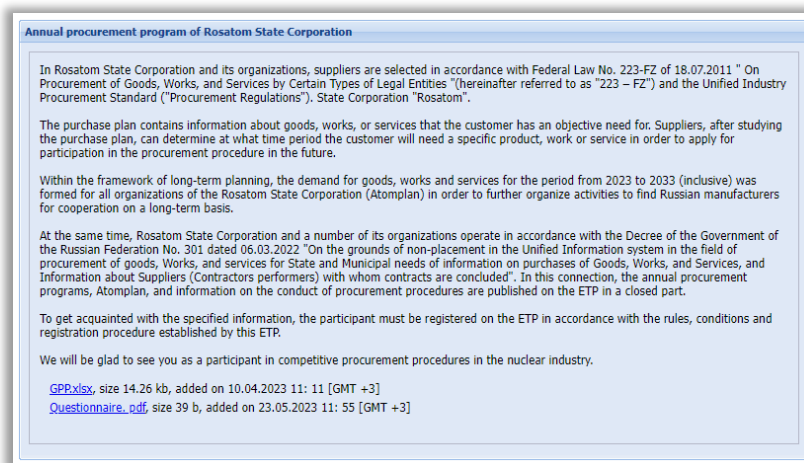


Fig. 57

- 4) The file containing the GPP is downloaded to the user's device.
- 5) Files with additional information (for example, questionnaires, brochures, etc.) can be placed at the bottom of the window.

## 12. SEARCH FOR SUPPLIERS

- 1) The Customer's user has the ability to search for suppliers in his personal account.
- 2) To search for suppliers, select «Suppliers» in the main menu. As a result, the «Suppliers» page is displayed (Fig. 58).

Fig. 58

- 3) Enter the search parameters in the appropriate fields:
  - «OKDP2» - the search is carried out both by code and by product name, when you enter the first two characters, the drop-down list displays the appropriate search results for OKDP2;
  - «Region of location of the legal entity» - from the drop-down list, select the region where the legal entity is located or the value «Everything»;
  - «Product name» - enter the product name.
- 4) Click **Search**. The search results will display a list of suppliers containing the name, INN, and Checkpoint of the organization (Fig. 59).  
You can search for suppliers by one parameter or by all search parameters at the same time.

Name of the organization	INN	Checkpoint
LLC "Third"	7840473679	784001001
LLC "First"	1650382341	435344587
MEDKRYOGEN LLC	7825495220	784001001
LLC "First"	7842033539	435344587
sanek21 Non-local not RF	123456	
Alexander 937	5702001741	772801001

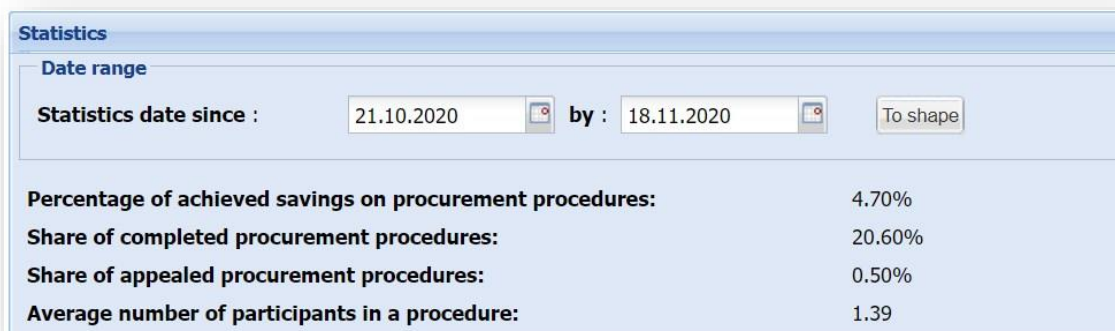
Fig. 59

- 5) To re-search, clear the previous search by clicking **Clear Search**.



### 13. STATISTICS ON PROCEDURES CONDUCTED

- 1) To view statistics on procedures conducted during a certain period, select Finance – Statistics in the main menu. As a result, the Statistics page is displayed (Fig. 60).
- 2) In the «Statistics date since» and «by» fields select the limits of the period, for which statistics on procedures is generated.
- 3) Click **To shape**. As a result, statistics will be generated and displayed on the current page.



**Statistics**

**Date range**

Statistics date since : 21.10.2020 by : 18.11.2020 To shape

Percentage of achieved savings on procurement procedures:	4.70%
Share of completed procurement procedures:	20.60%
Share of appealed procurement procedures:	0.50%
Average number of participants in a procedure:	1.39

Fig. 60

## 14. CLEARING BROWSER CACHE

- 1) Some errors and crashes on the ETP can be prevented by clearing the Internet browser cache.
- 2) To clear the cache, select Settings – Clear browser cache in the main menu. As a result, the «Clearing the browser cache» page will be displayed (Fig. 61).
- 3) To clear cookies and start a new session, click **Clear temporary data store**.
- 4) To load the page with disabled cache, click **Reload page with cache disabled**.
- 5) Log out and log in once again.

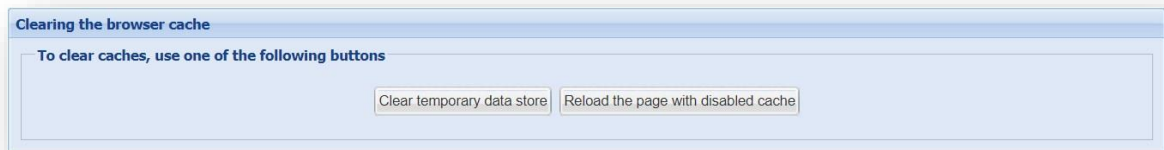


Fig. 61

## 15. SAVING FILES IN THE SUPPLIER'S USER PROFILE

In the User Profile (UP) of the supplier, the ability to save files in the following formats is implemented: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png. The allowed file size does not exceed 10 MB.

- 1) To add a file to your Personal Account, the applicant selects the section of the menu "Applications for participation" – "Add a file to the LC» (Fig. 62).

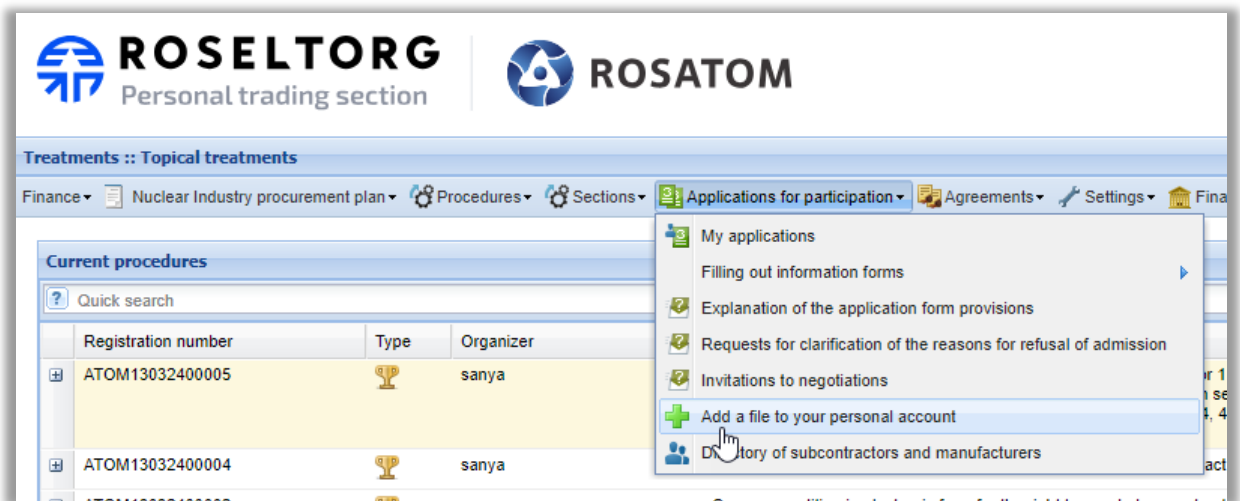


Fig. 62

Next, the file upload form is displayed (Fig. 63) where the user selects the "File Path" field with the option to select a file using the "Select and Upload file" button.

Fig. 63

After adding the necessary files, displaying information about their successful saving (Fig. 64).

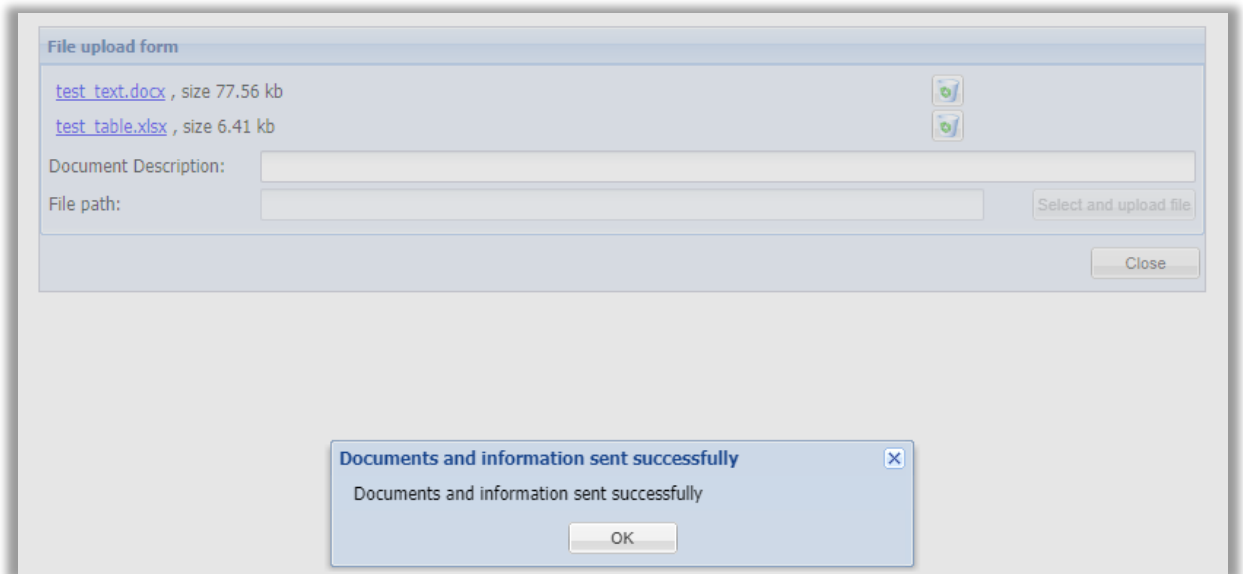


Fig. 64

- 2) Added documents displayed in the applicant's LC. Needed goes to "Settings" menu section, then "Information about the organization you represent» (Fig. 65).

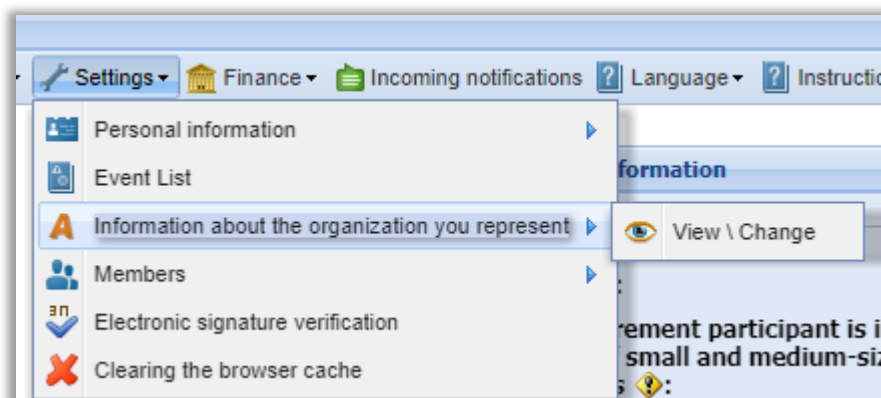


Fig. 65

The Registration Information window opens and displays the previously downloaded files (Fig. 66).

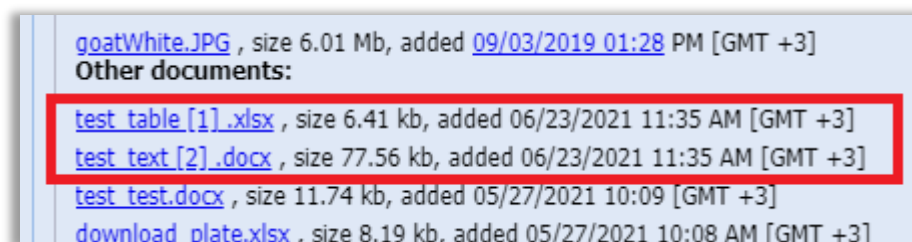


Fig. 66

- 3) When applying for the procedure in the form that opens, the user goes to the "Attach selected files" section and selects the necessary documents from the list that opens (Fig. 67).

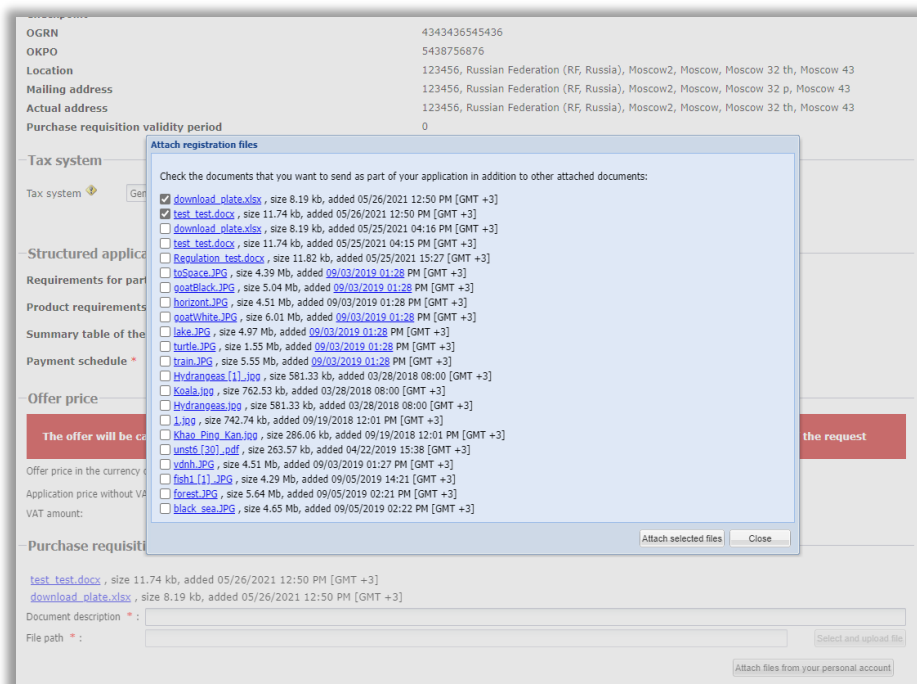


Fig. 67

After clicking "Attach selected documents", they will be displayed in the procurement order documents (Fig. 68).

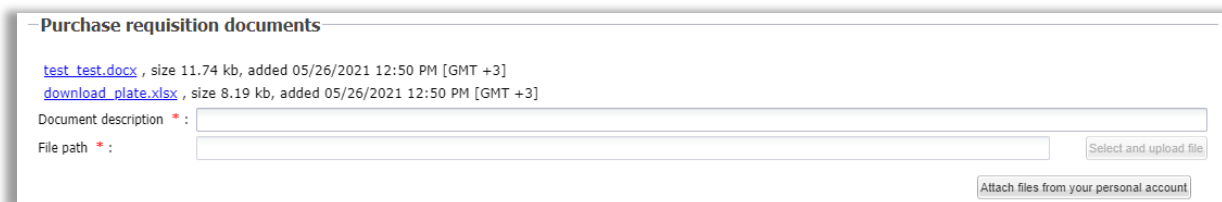


Fig. 68

## 16. CREATING A CASE TO THE CUSTOMER SUPPORT CENTER

To create an appeal with a review or suggestion, on the main page of the site, follow the link "Feedback and suggestions" (Fig. 69).

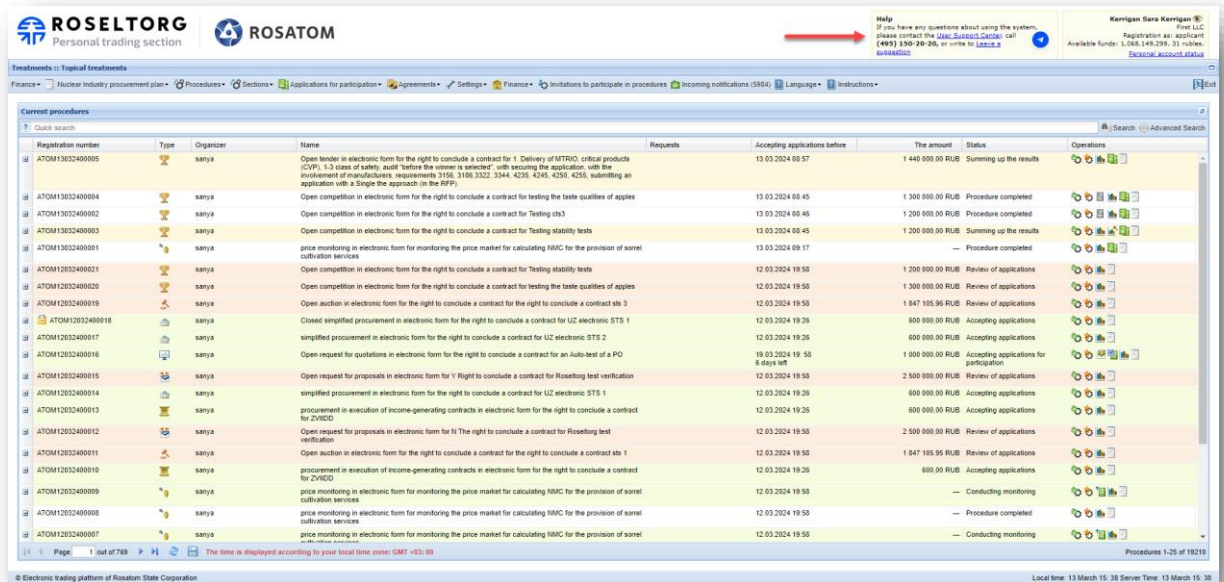




Fig. 69


After that, you will be transferred to the User Support Center. (Fig. 70). Fill in required fields:

- "Select your organization type"
- "The essence of the problem"
  - "Full name"
  - "Position "
- "Full name of the organization"
- "Enter your TIN"
- "Contact Email"

Next, fill in the code from the image and click on the "Submit an appeal" button.

 РОСЭАТОРГ  
Центр поддержки

 Roseltorg website

8 495 150-20-20  [To come in](#)

[< Back](#)

Create case No. Q7DRQ

Step 1 / 2

Problem type \*

Select problem type

Your organization type \*

Select organization type

Accreditation status

☒ accredited ☐ not accredited

Your login in the system

Enter your login

The essence of the problem \*

Fill in the field

Select files to download.  
Allowed formats: jpg, jpeg, png, pdf, rtf, doc, docx, xls, xlsx, zip, rar, 7z

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Fig. 70