

Introductory information

This guide is intended to introduce you to the iTender electronic trading system. This guide describes the main user actions required for successful operation on an electronic trading platform.

The described functionality may vary slightly, depending on the site configuration.

The manual describes the user's actions required for successful registration on the electronic trading platform.

Registered users get access to additional system options, according to their role. For example, a bidder can now create bids and perform operations on them.

The registration process can be divided into the following stages:

- Preparation of the registration application:
 - Creating an account.
 - User activation (email confirmation).
 - Enter information about the organization.
 - Attach business documents.
- Applying for registration;
- Re-submit the application in case of rejection.

Terms and definitions

An electronic trading platform (ETP) is an automated information system designed for conducting competitive trading procedures in electronic form.

Operator (ETP) - a legal entity that owns an automated trading platform, the software and hardware necessary for its operation, and provides bidding for the purchase of goods, works, and services in electronic form.

Organizer (of a trading procedure) - an ETP user who forms the terms of conducting and publishes information about trading in electronic form.

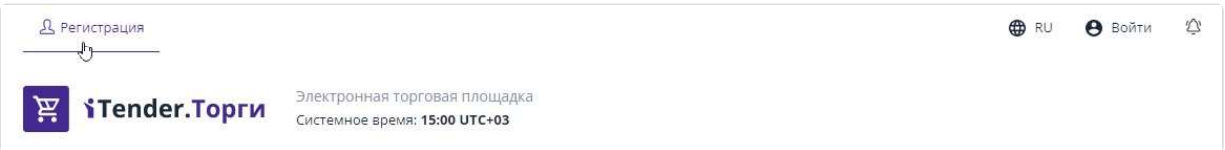
Participant (trade procedure) - an individual entrepreneur or legal entity registered on an ETP and participating in the process of trade and procurement activities, for example, submitting an application for participation in auctions and making price offers.

Electronic document - a document in which information is presented in electronic digital form.

Preparing a registration application

Preparing a registration application

To grant access to participate in auctions on the site, the user must register in the system. To start registering, click on the "**Register**" link in the upper-left corner of the system:



To apply for registration, you must complete the following steps sequentially:

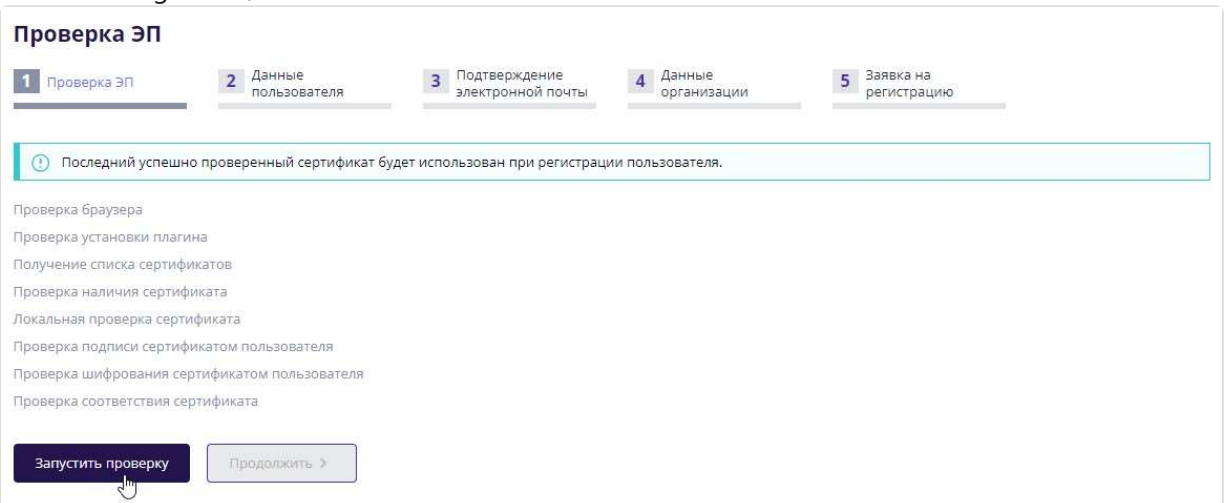
- select an item instance (if the signature functionality is
 - enabled), enter data about your user, confirm your email
 - address, fill in the counterparty's details, attach the
 - documents requested during registration, and send the
 - request for consideration to the operator.
- Registration can be suspended at any time, and it will be possible to continue it in the future from the step where it was stopped. To return to filling out the registration application, log in to the system and go to the saved draft from the personal account menu.

Selecting an electronic signature

At the first step of registration, you must specify the item instance that will be used by the user in the system in the future.

Each user in the system must have their own unique item instance. Multiple ad platform users are not allowed to use the same item instance.

To select a signature, click on **the "Run verification" button**.



Next, in the window that opens, select a signature:

Выберите сертификат

Облачный сертификат 1
Поставщик: АО "ЕЭТП"
Действителен с: 1 сентября 2022г по: 1 сентября 2023 года

Облачный сертификат 2
Поставщик: АО "ЕЭТП"
Действителен с: 1 сентября 2022г по: 1 сентября 2023 года

Облачный сертификат 3
Поставщик: АО "ЕЭТП"
Действителен с: 1 сентября 2022г по: 1 сентября 2023 года

Облачный сертификат 4
Поставщик: АО "ЕЭТП"
Действителен с: 1 сентября 2022г по: 1 сентября 2023 года

Облачный сертификат 5
Поставщик: АО "ЕЭТП"
Действителен с: 1 сентября 2022г по: 1 сентября 2023 года

Облачный сертификат 6
Поставщик: АО "ЕЭТП"
Действителен с: 1 сентября 2022г по: 1 сентября 2023 года

Облачный сертификат 7
Поставщик: АО "ЕЭТП"
Действителен с: 1 сентября 2022г по: 1 сентября 2023 года

After selecting the item instance, click the **"Continue"** button to proceed to the next step of registration.

Creating a user account

Creating a user account

At this step of registration, you must enter the user's data, in whose name a personal account will be created in the system. Required fields on ad platform pages are marked with the "*" symbol.

When all the required data is entered and entered correctly, click the "Continue" button to save the data and proceed to the next step of filling out the registration application **Продолжить**:


Данные пользователя

1 Данные пользователя

2 Подтверждение электронной почты

3 Данные организации

4 Заявка на регистрацию

Логин *	<input type="text" value="ivanov"/>
Пароль * 	<input type="password" value="*****"/>
Подтверждение пароля *	<input type="password" value="*****"/>
Эл. почта *	<input type="text" value="t@b.ru"/>
Телефон *	<input type="text" value="5 555 55 55"/>
Фамилия *	<input type="text" value="Иванов"/>
Имя *	<input type="text" value="Иван"/>
Отчество	<input type="text"/>

☒ **Согласие на обработку персональных данных:**

Настоящим даю согласие на обработку моих персональных данных Оператору электронной площадки "Электронная торговая площадка" (далее Оператор) в целях обеспечения моего участия в торгах на электронной площадке "Электронная торговая площадка" в соответствии с Политикой оператора в отношении обработки персональных данных.

Персональные данные, на обработку которых распространяется данное разрешение, включают в себя данные, предоставленные мною в форме анкет, договоров и других документов, заполненных мною на электронной площадке, а также переданных мной Оператору лично, через представителя, почтовой связью или иным способом. Обработка персональных данных включает в себя совершение действий, предусмотренных пунктом 3 части первой статьи 3 Федерального закона от 27 июля 2006 года N 152-ФЗ "О персональных данных".

Обработка персональных данных может быть как автоматизированная, так и без использования средств автоматизации. Настоящее согласие выдано без ограничения срока его действия.

Нажимая кнопку "Продолжить", Вы принимаете [условия работы](#) в системе.

Продолжить >

User account activation (email confirmation)

A "confirmation code" is sent to the email address specified when creating the account. To confirm your email, enter the received code in the appropriate field and click "**Continue**":

Подтверждение электронной почты

1 Данные пользователя

2 **Подтверждение электронной почты**

3 Данные организации

4 Заявка на регистрацию

На указанный адрес электронной почты отправлено сообщение с кодом подтверждения. Пройдите по ссылке из письма или скопируйте код в поле "Код подтверждения" и нажмите кнопку "Продолжить". Если письмо не придет в течение нескольких минут, проверьте папку "Спам" и правильность указания адреса электронной почты в личном кабинете.

Код подтверждения *

Выслать код подтверждения еще раз

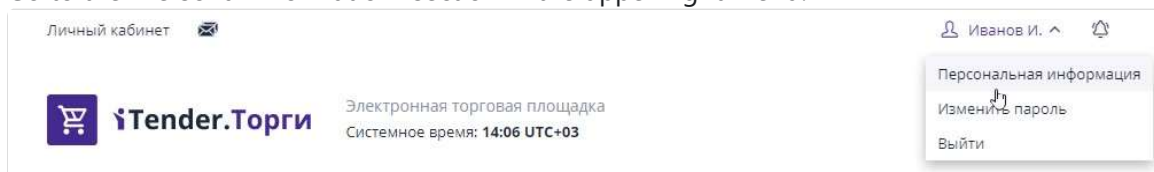
Продолжить >

important! Please note that there are no extra spaces when copying the confirmation code from the email.

If the code is not received, you can try using the **"Send confirmation code again" button**. In this case, the confirmation email will be sent again.

If the code didn't come in the second time, we recommend checking the correctness of the specified email address and, if necessary, changing it. To do this, follow these steps:

1. Log in to your merchant profile on the ad platform.
2. Go to the "Personal Information" section in the upper-right menu.



3. Click on the **"Edit"** button.

Главная > Личный кабинет > Персональная информация

✎ Редактировать

🔑 Изменить пароль

📧 Настройка сообщений

Персональная информация

Логин	iivanov
Эл. почта	t@b.ru
Фамилия	Иванов
Имя	Иван

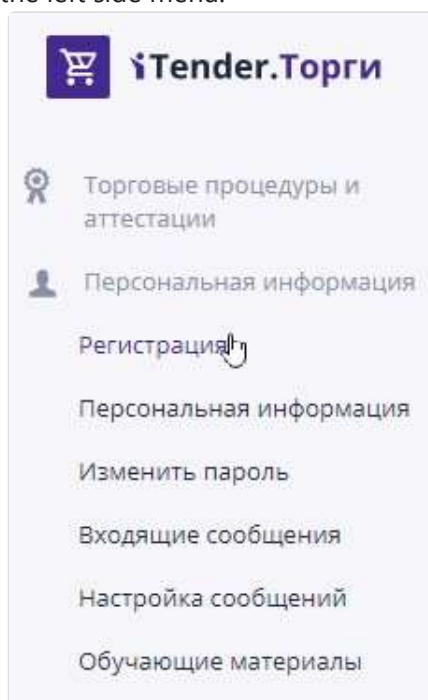
4. Change your email address and click **"Save"**.

[← Вернуться](#)

Редактирование персональной информации

Логин	<input type="text" value="iivanov"/>
Эл. почта *	<input type="text" value="test@b.ru"/>
Фамилия *	<input type="text" value="Иванов"/>
Имя *	<input type="text" value="Иван"/>
Отчество	<input type="text"/>
Телефон *	<input type="text" value="5 555 55 55"/>
Мобильный телефон	<input type="text"/>

5. Click on the "Register" link in the left side menu.



6. Click **"Send confirmation code again"**.

7. Enter the confirmation code sent to the new email address, then click **"Continue"** to save the data and proceed to the next step of registration.

Подтверждение электронной почты

1 Данные пользователя

2 Подтверждение
электронной почты

3 Данные организации

4 Заявка на регистрацию



На Ваш адрес электронной почты отправлен код подтверждения. Пожалуйста, проверьте свой почтовый ящик, введите код в поле "Код подтверждения" и нажмите кнопку "Продолжить". Адрес электронной почты Вы можете изменить в личном кабинете.

Код
подтверждения *

Выслать код подтверждения еще раз

Продолжить >

Entering information about the organization

Organization data

At this registration step, you need to enter basic information about the organization that the user will work for in the system. You must choose the legal type of organization (legal entity, individual entrepreneur, individual, European company type, or international company type):

Данные организации

1 Данные пользователя

2 Подтверждение электронной почты

3 Данные организации

4 Заявка на регистрацию

Тип компании	Юридическое лицо
Зарегистрироваться как	Участник
Полное наименование *	ООО "Импульс"
Краткое наименование *	ООО "Импульс"
ИНН *	9426960292
КПП *	181149041
ОГРН *	1057884071740
Юридический адрес *	ул. Новая д.5
Почтовый адрес совпадает с юридическим	<input checked="" type="checkbox"/> Да
Почтовый адрес *	ул. Новая д.5
Адрес сайта	
Мобильный телефон	
Телефон *	8 800 000 00 00
Факс	
Эл. почта *	b@b.ru
Руководитель	
Дополнительная информация	
Виды экономической деятельности	
Регион	

If the system has enabled hints via the DaData service, then after you start entering the company name, the system will offer you a choice of existing options and automatically fill in the corresponding fields, such as company details and address.

After filling in all the required information marked with a sign (*), go to attach documents.

Attaching documents

Next, you need to upload the required documents confirming the specified information about the organization. Documents from the registration application will only be available to the system operator when it is reviewed.

To upload a document in electronic form, you must:

1. Click the **"Upload file"** button:

Документы

Копия документов, подтверждающих полномочия лица, подавшего заявление на регистрацию *

Загрузить файл

Копия выписки из Единого государственного реестра юридических лиц *

Загрузить файл

Свидетельство о постановке на учет организации в налоговом органе *

Загрузить файл

Документ, подтверждающий полномочия руководителя *

Загрузить файл

Копия учредительного документа *

Загрузить файл

Копия доверенности на осуществление действий

Загрузить файл

Другой документ

Загрузить файл

Продолжить >

2. Select the file to upload with a valid extension, and then click **"Open"**.

To load all documents, repeat the procedure described above as many times as necessary. You can delete the added files by clicking on the " X " to the right of the file name:

Документы

Копия документов, подтверждающих полномочия лица, подавшего заявление на регистрацию *

Загрузить файл

Документ.docx

X

The files will only be added to the organization's document list after the application is reviewed and accepted by the operator.

After all the required fields are filled in and all the necessary documents are uploaded, you can proceed to the next step of registration by clicking on the **"Continue"** button.

If a counterparty with the specified data is already registered on the ad platform, a warning message will be displayed:

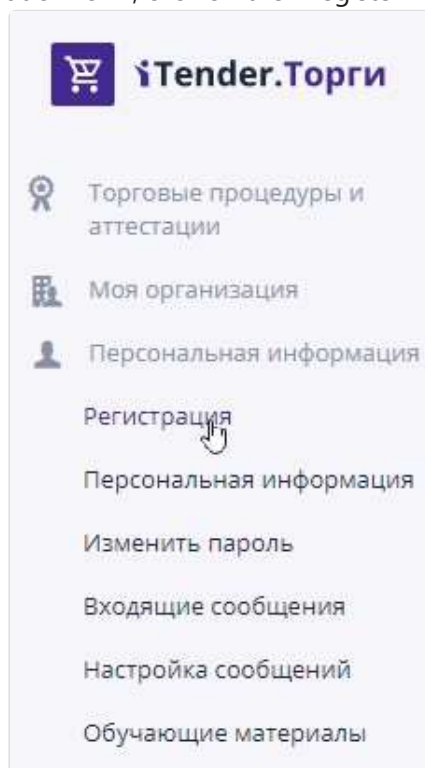
The screenshot shows a web interface with a red error banner at the top stating: "Введенная комбинация ИНН и КПП уже используется в системе" (The entered combination of INN and KPP is already used in the system). Below the banner are two buttons: "Удалить все" (Delete all) and "Показать остальные уведомления (7)" (Show other notifications (7)). A progress bar below the buttons has four steps: 1. "Данные пользователя" (User data), 2. "Подтверждение электронной почты" (Email confirmation), 3. "Данные организации" (Organization data), and 4. "Заявка на регистрацию" (Registration application). The first three steps are highlighted in green, and the fourth is highlighted in blue. At the bottom, there is a section labeled "Тип компании" (Company type) with a dropdown menu currently set to "Юридическое лицо" (Legal entity).

In this case, you should contact the operator for instructions on how to continue working on the site.

Editing a saved draft request

The registration process can be suspended at any time. In the future, registration will continue from the step where it was left off.

To continue filling out the registration form, click on the "Register" link in the left side menu:



After clicking on the link, a registration request will open at the same step where work was previously suspended:

Редактирование заявки моей организации

1 Данные пользователя

2 Подтверждение
электронной почты

3 Данные организации

4 Заявка на регистрацию

Тип компании

Юридическое лицо



Зарегистрироваться как

Участник

Полное наименование *

ООО "Импульс"

Краткое наименование *

ООО "Импульс"

БИН/ИИН *

123456789123

Адрес регистрации *

ул. Новая д.5

Фактическое
местонахождение *

ул. Новая д.5

Адрес сайта

Мобильный телефон

Телефон *

880000000000


Re-applying for registration

Actions required to resubmit the application

A message about rejecting the registration request is sent to the user's personal account and email address. In this email, the site operator indicates the reasons for rejecting the application, which will need to be eliminated in order for the application to be accepted when it is resubmitted.

Входящие сообщения

[← Вернуться к списку сообщений](#) [🗑 Удалить](#)



Тема

Заявка на регистрацию Вашей организации отклонена

От кого

Электронная торговая площадка

Кому

Иванов Иван

Дата создания

22.04.2021 14:46

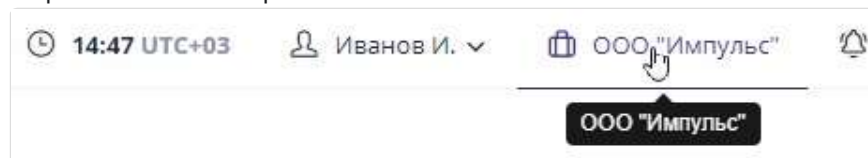
Уважаемый(ая) Иванов Иван,

Ваша [заявка](#) на регистрацию №61 была отклонена по следующей причине:

Приложены некорректные документы.

Вы можете подать новую заявку на регистрацию. Для этого перейдите на [страницу с информацией о Вашей организации](#) и выберите действие "Подать новую заявку на регистрацию". Устраните причины отказа в новой заявке и нажмите на кнопку "Подать".

To re-submit your application, go to the "My Organization" page. For example, follow the link with its name in the top menu of the ad platform:



On the organization's page, click **"Submit a new application for registration"**:

[Главная](#) > [Личный кабинет](#) > [Моя организация](#)

[📄 Подать новую заявку на регистрацию](#)

Моя организация

[Общая информация](#) [История изменений](#)

Статус	Неактивна
Роли компании	
Дата окончания аккредитации	Не указана
Статус аккредитации	Аккредитация не требуется
Полное наименование	ООО "Импульс"
Краткое наименование	ООО "Импульс"

As a result, a new registration application will be created as a copy of the last rejected application, with the ability to edit the saved information.

After making all the corrections, according to the operator's comments, you must click the **"Submit"** button:

Главная > Личный кабинет > Журнал заявок оператору > Заявка № 62

← Вернуться ✓ Сохранить 📄 Подать

Редактирование заявки моей организации

1 Данные пользователя 2 Подтверждение электронной почты 3 Данные организации 4 Заявка на регистрацию

Тип компании: Юридическое лицо

Зарегистрироваться как: Участник

Полное наименование *: ООО "Импульс"

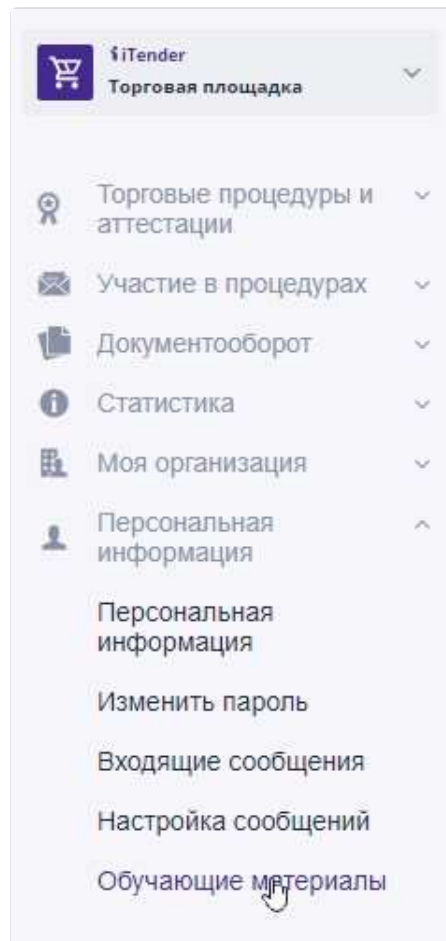
Краткое наименование *: ООО "Импульс"

The process of re-submitting an application for registration can be completed as many times as necessary until the application is accepted by the site operator.

Actions in the system after successful registration

At the end of the registration process, all the tools required to participate in trading on the ETP will be available.

A description of how to work on the site is provided in the participant's guide. You can download this document in the section of the side menu: "Personal information" item "Training materials":



Requirements for the ETP user's workplace

To work on the ETP, an employee of the User must have an automated workplace that consists of one workstation - a computer or laptop, the minimum configuration of which is:

1. Processor, 32-bit (x86) or 64-bit (x64) with a clock speed of at least 1.5 GHz or higher,
2. RAM of at least 1 GB (for a 32-bit processor) or 2 GB (for a 64-bit processor),
3. Free hard disk space 200 Mb or higher, 4. Monitor with a resolution of 1280x800 or higher,
5. Requirements for the installed software:
 - Microsoft Windows 7 Starter or later;
 - CryptoPro CSP version 4.0 and higher for working with a local digital signature;
 - CryptoPro EDS Browser plug-in for working with digital signatures;

- The browser.
- Tools for creating documents (MS Office, WordPad);
- File compression (packaging) tools (RAR, ZIP, WINZIP);
- PDF file readers (Adobe Acrobat or similar);

To work correctly on the ETP, we recommend disabling all non-standard browser add-ons (such as Skype, ICQ, etc.), as their use may lead to changes in the structure of generated electronic documents.

When working with ETP, all standard browsers can be used to view pages: Opera, Chrome, Firefox, Safari, and others.

Applying for registration

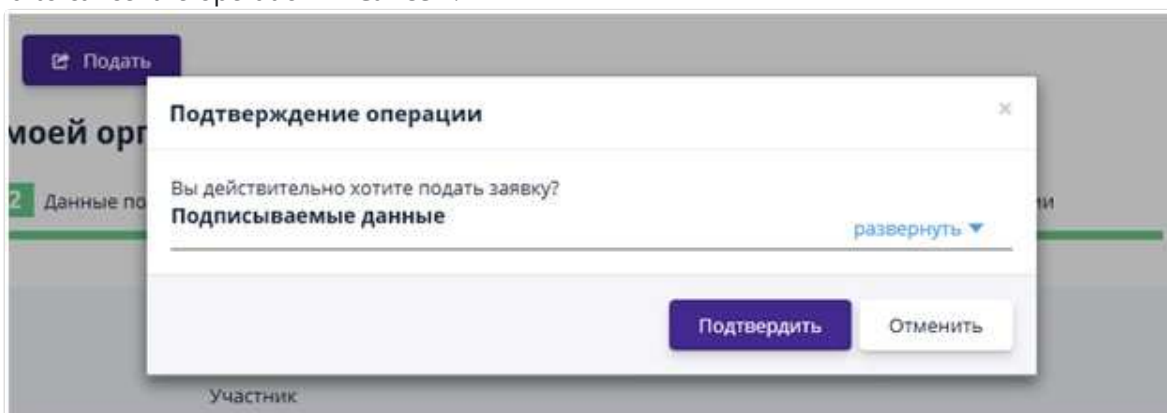
At the last step, the system displays the request as it will be seen by the operator during consideration.

If you need to change some data, you can go back to the previous step on the **"Organization Data"** tab:

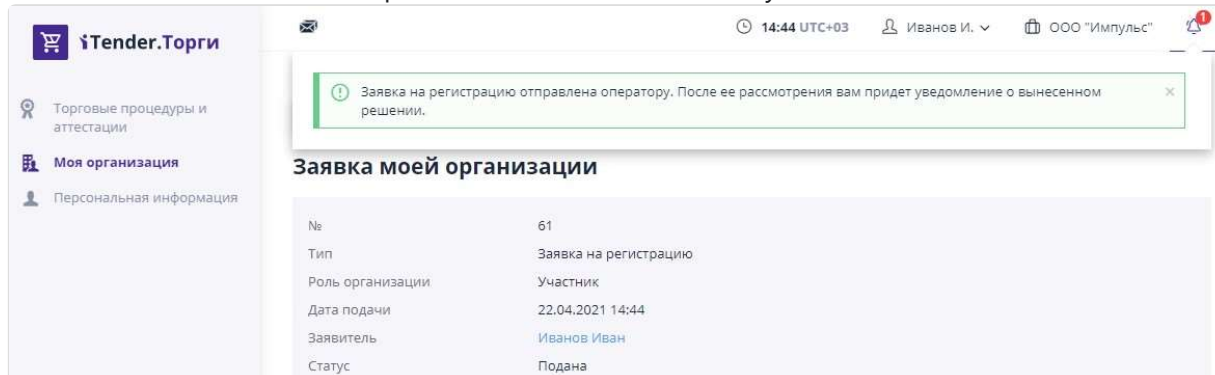


If all the necessary information is entered and displayed correctly, then click on the **"Submit"** button.

If the signature functionality is enabled in the system, the application will need to be signed. To confirm the submission or signature of the request, the user should click on **the "Confirm"** button, and to cancel the operation - **"Cancel"**:



The registration request will be sent to the site operator for review. Until the request is confirmed, the user who submitted the request has limited access to the system:



After the operator accepts the registration request, the user will have access to all the necessary tools to participate in trading on the ETP.

The company will also be automatically assigned an analytical account. The analytical account is the number of the user's internal account in the system and is intended for performing operations stipulated by the current regulations.

Setting up to work with EDS

Terms and definitions

- **An electronic trading platform (ETP)** is an automated information system designed for conducting competitive trading procedures in electronic form.
- **Electronic signature (EP)** — a detail of an electronic document designed to protect this electronic document from forgery, obtained as a result of cryptographic transformation of information using the private key of the electronic signature and allowing you to identify the owner of the signature key certificate, as well as to establish the absence of distortion of information in the electronic document.
- **Electronic document (ED)** — the details of an electronic document intended to protect this electronic document from forgery, obtained as a result of cryptographic transformation of information using the private key of the electronic signature and allowing you to identify the owner of the signature key certificate, as well as to establish the absence of distortion of information in the electronic document.

Instructions for configuring the system for working with CryptoPro EDS

Browser plug-in

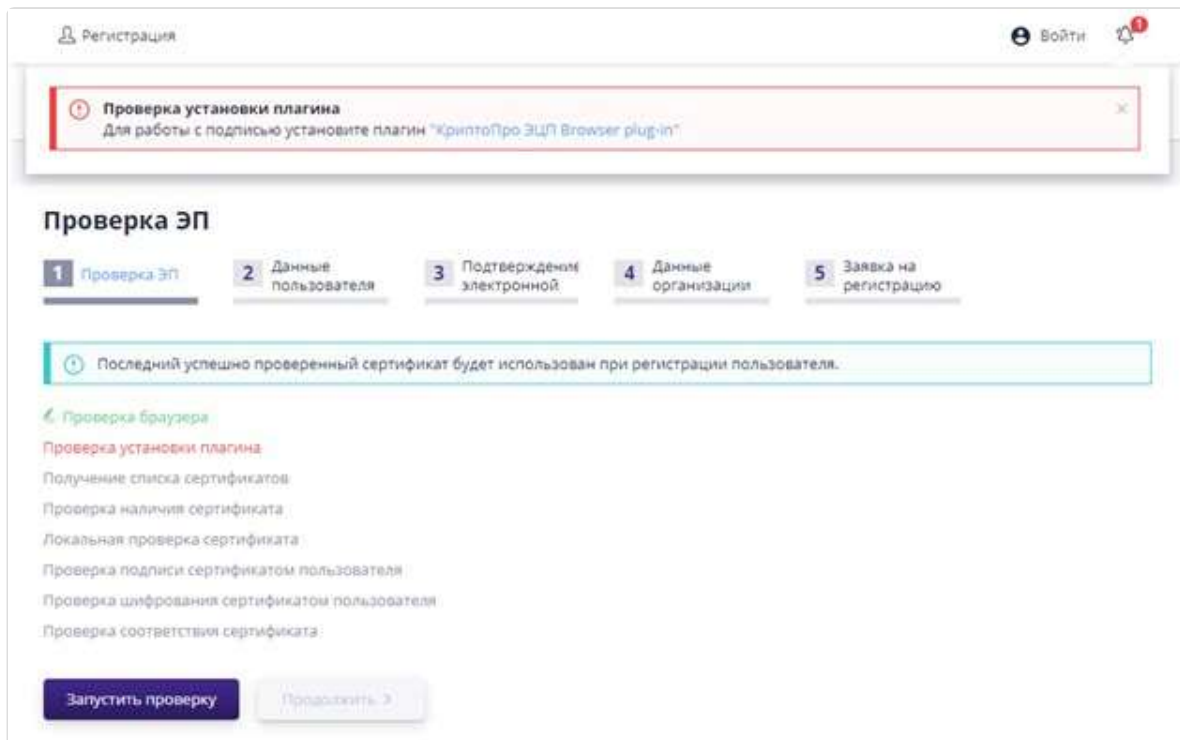
CryptoPro EDS Browser plug-in is designed for creating and verifying an electronic signature (EP) on web pages using the CryptoPro CSP SCSL. You can download the plugin here:

<https://www.cryptopro.ru/products/cades/plugin/>

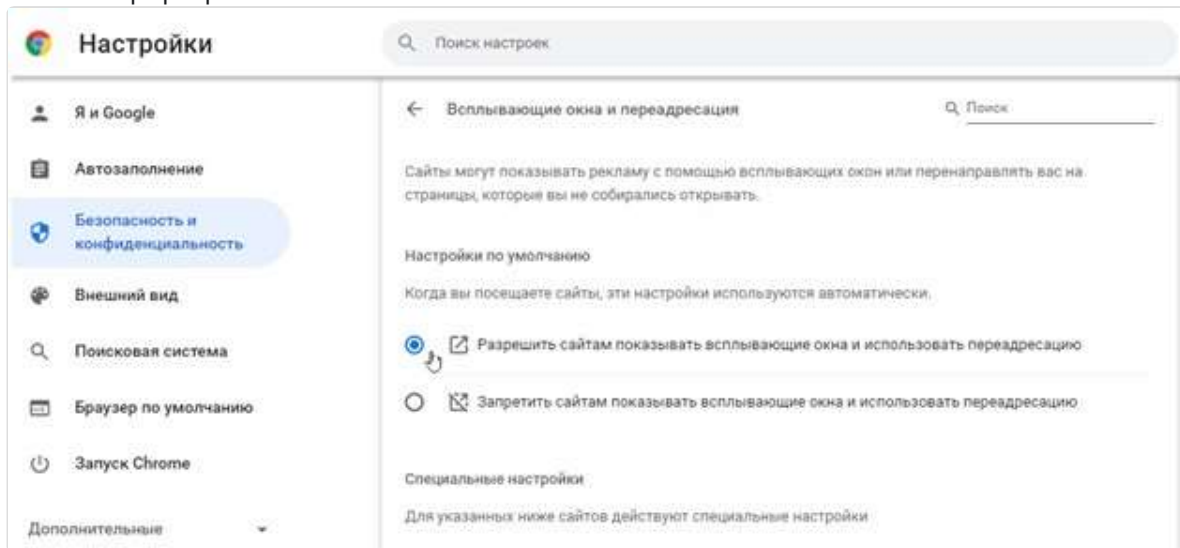
The plugin can be used in any modern browser that supports JavaScript scripts.

Installation procedure:

1. Open the browser. Go to the ETP website.
2. Go to the first step of registration and start checking the item instance by clicking on **the "Start verification"** button. If the component is not installed, an informational message will appear in the browser window about the need to install it.

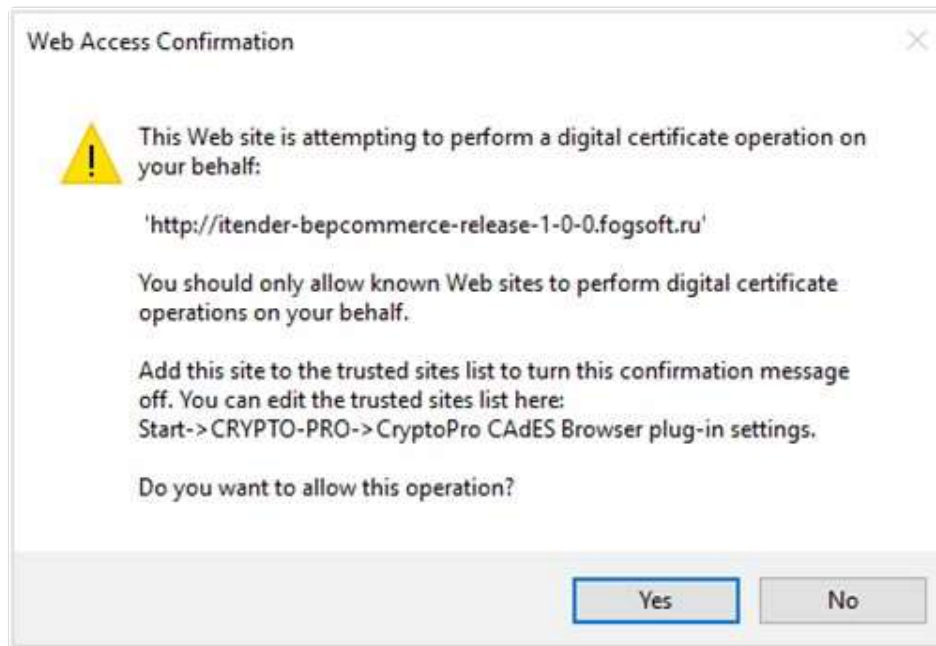


3. Make sure that pop-up window blocking is disabled: Open the "Menu" section of the "Settings" item. In the window that opens, go to "Site Settings" in the "Security and Privacy" section. In the Content section, select Pop-ups and Redirects. Select "Allow sites to show pop-ups and use redirects".

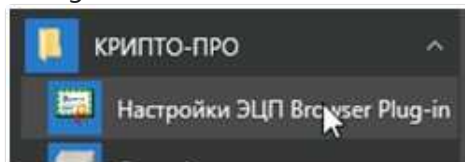


4. Open your browser and install the plugin. When prompted to make changes on your computer, click "Yes".
5. Launch the browser and check how the plugin works on the page:
<https://www.cryptopro.ru/sites/default/files/products/cades/demopage/simple.html>

6. After completing the installation of the ActiveX component for working with the signature, you must pass the item instance verification. To do this, go to the ETP website, go to the first step of registration and click "**Run verification**".
7. Confirm access:



8. Select the certificate to check, if all checks were successful, you can work with this certificate on the ETP.
9. In order to avoid the need to confirm access every time, you should add the ETP to the trusted Crypto-Pro nodes. To do this, in the Start menu, find the folder with Crypto-Pro and go to the link "EDS Settings Browser Plug-in"



10. Add the ETP to the list of trusted nodes:

Настройки КриптоПро ЭЦП Browser Plug-in

Список доверенных узлов успешно сохранен.



Список надежных узлов, которые не причинят вред вашему компьютеру и данным. Для заданных веб-узлов КриптоПро ЭЦП Browser Plug-in не будет требовать подтверждения пользователя при открытии хранилища сертификатов, создании подписи или расшифровании сообщения. При добавлении веб-узлов в надежные можно использовать символ "*" для указания всех субдоменов данного узла.

Важно! При добавлении веб-узла в список надежных, вы должны быть уверены, что веб-скрипты, загруженные или запущенные с данного веб-узла, не могут нанести вред компьютеру или данным.



Список доверенных узлов

itender-bepcommen



Сохранить

Introduction

General information

This manual is intended for authorized ETP users. Everyone who has successfully registered has access to their personal account. The capabilities of users in your merchant Profile differ and depend on their roles. However, there are sections that every user can access:

1. Personal Information section:

- Working with user data.
- Changing your password.
- Work with incoming messages.
- Managing messages.
- Familiarization with training materials.

2. My Organization section: Information about the organization.

- Employees of the organization; Bank
- accounts of the organization; History
- of changes.

Let's ◦ take a closer look at the work in each of these sections.

Terms and definitions

An electronic trading platform (ETP) is an automated information system designed for conducting competitive trading procedures in electronic form.

Operator (ETP) - a legal entity that owns an automated trading platform, the software and hardware necessary for its operation, and provides trading in electronic form.

The personal account is a special section on the electronic trading platform that is accessible only to a User authorized with a username and password, which allows you to receive the services provided by the Operator and information about the progress of their provision.

The open part is the functionality of an electronic trading platform, which all persons have access to, regardless of whether they have registered.

User (ETP) - a person who has passed the registration procedure in accordance with the ETP Regulations.

Organizer (of a trading procedure) - an ETP user who forms the terms of conducting and publishes information about trading in electronic form.

Participant (trade procedure) - an individual entrepreneur or legal entity registered on an ETP and participating in the process of trade and procurement activities, for example, submitting an application for participation in auctions and making price offers.

Trade procedure (procedure, bidding) - the process of determining a supplier, in order to conclude a contract with him to meet the needs for goods, works or services.

An open trading procedure is a procedure that any organization registered on the ETP with the "Participant" role can participate in.

Lot - the purchased item, works or services that make up the subject of the trade procedure, for which an application for participation is submitted under this procedure. The trading procedure may include one or more lots.

Single source purchase - a method of purchasing where the contract is concluded with a specific counterparty without performing the supplier selection stage.

Procurement documentation - a set of documents approved by the customer/ organizer, which may contain information about the subject of the purchase, the procedure and conditions for participation in the trade procedure, the rules for processing and submitting applications for participation, the criteria for choosing the winner, and the terms of the contract concluded based on the results of the trade procedure.

Bid (Offer) - an electronic document submitted by a Bidder for the purpose of participating in the trading procedure in accordance with these Regulations.

Winner (of a trade procedure) - a participant or several participants with whom a contract can be concluded for the supply of goods, provision of works or services in accordance with the conducted trade procedure.

Certification is a procedure that aims to confirm the ability of participants to perform certain types of services that they have declared during registration.

A downgrade auction is a procedure in which participants consistently make their price offers. The winner is the participant who offered the best price offer.

Request for prices - a purchasing method in which bidders' bids are evaluated according to a set of competitive criteria. The winner is selected by the bidder based on the proposed price offer. The bidder is not required to enter into a contract.

Request for proposals - a procurement method in which bidders' applications are evaluated according to a set of competitive criteria. The winner is selected by the bidding organizer based on the proposed price offer and the total evaluation of the bid for participation according to the bidding criteria. The bidder is not required to enter into a contract.

A tender is a competitive method of procurement, the winner of which is the participant who offered the best conditions for the performance of the contract.

Rebidding is a procedure that allows its participants to improve their offer.

Prequalification selection (PKO) is a procedure that aims to form the list of participants in a competitive procurement who are able to perform certain types of work, provide certain types of services, and deliver certain goods in accordance with the requirements set out in the competitive procurement documentation.

Public offer - a procedure in which the lot price changes according to the specified intervals of change in the public offer price. The winner is selected by the organizer based on the proposed price offer.

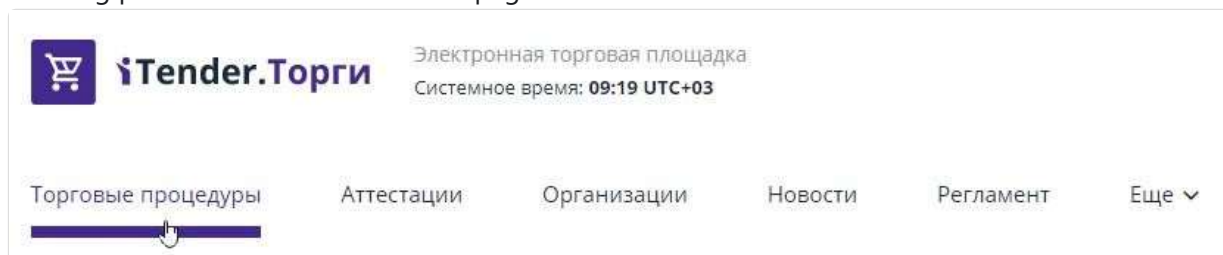
Electronic document - a document in which information is presented in electronic digital form.

Registration in the system

The registration process is described in the registration guide.

Trading Procedures Section

This section contains a list of trades held on the platform. To view the section, you need to use the "Trading procedures" tab on the main page of the ETP:



Search filters are used to search for specific trades. You can get a list of trades based on such criteria as: lot status, method of conducting, lot name and number or procedure, types of economic activity and types of objects or projects that are being traded. To do this, fill in the known search criteria and click "**Search**":

Торговые процедуры

Предмет процедуры ?

мебель

Статус лота

Прием заявок ✕

Дополнительные параметры

Способ проведения

Дата начала подачи заявок

Дата окончания подачи заявок

Дата начала торгов

Регион

Классификация продукции по видам деятельности

Виды экономической деятельности

Искать

Очистить

Сортировать по №

Процедура

Лот

Начальная цена

Начало приема заявок

Окончание приема заявок

Записей 4

Предложение победителей

Прием заявок

Начальная цена: 470,00 KZT

Аукцион на понижение: № T-0000038

Организатор: iTender 2.0

Лот: Офисная мебель / Лот №1 Столы

Начало приема заявок: 02.04.2021 14:30

Окончание приема заявок: Не задано

To clear the search filters, click on the **"Clear"** button.

Working with search results:

- To view information about the procedure, please use the link in the procedure number.
- To view information about the lot, use the link in the " Lot " line.
- To change the sorting of search results, click on the column header of the results table. An icon will appear in the column indicating the sort order.
- To specify additional search parameters, click "Advanced parameters".

A lot can have the following statuses:

1. **Notification published** – the notification was posted on the site, but the date and time of the start of accepting applications did not occur.
2. **Acceptance of applications** – acceptance of applications for participation in the procedure is open, participants can submit applications for participation, as well as withdraw already submitted applications for the lot;
3. **Determination of bidders** – the organizer considers bidders ' applications.

4. **Trading is underway** – the trading session has started according to the procedure.
5. **Summing up** – bidding in the procedure is over, the organizer decides on the selection of winners or on the continuation of bidding in the procedure by rebidding;
6. **Completed** – the procedure is completed and the winner is selected.
7. **Canceled** – the procedure was canceled by the organizer.

To view detailed information about the procedure, go to the procedure page by following the link with the procedure number:

Сортировать по	№	Процедура	Лот	Начальная цена	Начало приема заявок	Окончание приема заявок	Записей
Предложение победителей							
<div>Прием заявок</div>		Аукцион на понижение: № T-0000038 Организатор: iTender 2.0 Лот: Офисная мебель / Лот №1 Столы			Начало приема заявок: 02.04.2021 14:30 Окончание приема заявок: Не задано		
Начальная цена:		470,00 KZT					

The information inside the procedure is divided into subsections:

- **General information** – this section contains all the key information about the procedure.
- **Lots** – this section contains a list of all lots for this procedure. According to the results of trading, lots may have different winners.
- **Applications for participation** – this section contains information about organizations that have applied for participation in the procedure.
- **Results** – this section shows the winners for all lots of the procedure.
The winners are determined by the organizer of the auction, and when publishing the results, the organizer applies the following information:
"Summing up protocol";
- **Change history** – in this section, you can track the history of changes to key statuses (stages) of the procedure.

Офисная мебель


Статус: **Завершен** Номер процедуры: T-0000073 Способ проведения: Конкурс Организатор: iTender 2.0

Общая информация Лоты Заявки на участие Результаты История изменений

Номер процедуры: T-0000073
 Организатор: iTender 2.0
 Способ проведения: Конкурс
 Статус: Завершен
 Предмет процедуры: Офисная мебель

To get detailed information about the lot, follow the link in the "No." or "Lot" columns:

Общая информация **Лоты** Заявки на участие Результаты История изменений


 Экспорт в Excel

№	Лот	Дата окончания подачи заявок	Статус
T-0000073/1	Лот №1	16.04.2021 13:01	Завершен

On the page that opens, you can view all the information provided by the organizer and make a decision about participating in the procedure. To apply for participation, you must be a registered and authorized user (the process is described in the ETP registration guide).

The "Attestations" section

This section contains a list of attestations conducted on the site. To view this section, use the "Attestations" tab on the ETP home page:

 **iTender.Torgi** Электронная торговая площадка
 Системное время: 09:20 UTC+03

Торговые процедуры **Аттестации** Организации Новости Регламент Еще ▾

Use search filters to search for specific certifications. You can get a list of attestations based on criteria such as the status of the procedure, the name of the attestation, the types of economic activity, and the start and end dates for submitting applications. To do this, fill in the known search criteria and click **"Search"**:

Аттестации

Статус процедуры: **Завершен**

Предмет аттестации: Производство металлических дверей и окон

Виды экономической деятельности:

Дополнительные параметры

Дата начала подачи заявок: —

Дата окончания подачи заявок: —

Искать Очистить

Экспорт в Excel

Виды экономической деятельности	Номер процедуры	Предмет аттестации	Статус процедуры	Начало приема заявок	Окончание приема заявок
Производство металлических дверей и окон	A-0000008	Производство металлических дверей и окон	Завершен	19.04.2021 09:42	19.04.2021 09:53

To clear the search filters, click on **the "Clear"** button.

Working with search results:

- To view information about the certification, use the link in the columns "Procedure number" or "Types of economic activity".
- To change the sorting of search results, click on the column header of the results table. An icon will appear in the column indicating the sort order.
- To specify additional search parameters, click "Advanced parameters".

Certification can have the following statuses:

1. **Published** – the notification was posted on the site, the date and time of the start of accepting applications did not occur.
2. **Acceptance of applications** – applications for participation in the certification are open, participants can submit applications for participation, as well as withdraw applications that have already been submitted.
3. **Completed** – the certification is completed.
4. **Canceled** – the procedure is canceled by the organizer.

To view detailed information about the certification, click on the link in the "Procedure number" or "Types of economic activity" columns:

Виды экономической деятельности	Номер процедуры	Предмет аттестации	Статус процедуры	Начало приема заявок	Окончание приема заявок
Производство металлических дверей и окон	A-00000008	Производство металлических дверей и окон	Завершен	19.04.2021 09:42	19.04.2021 09:53

The information inside the procedure is divided into subsections:

- **General information** – this section contains all the key information about the procedure.
- **Applications for participation** – this section contains information about organizations that have applied for certification.
- **Change history** – in this section, you can track the history of changes to key statuses (stages) of the procedure.

Производство металлических дверей и окон

Статус:

Номер процедуры:

Способ проведения:

Организатор:

Завершен

A-00000008

Аттестация

iTender 2.0

Общая информация

Заявки на участие

История изменений

Номер процедуры

A-00000008

Организатор

iTender 2.0

Способ проведения

Аттестация

Статус

Завершен

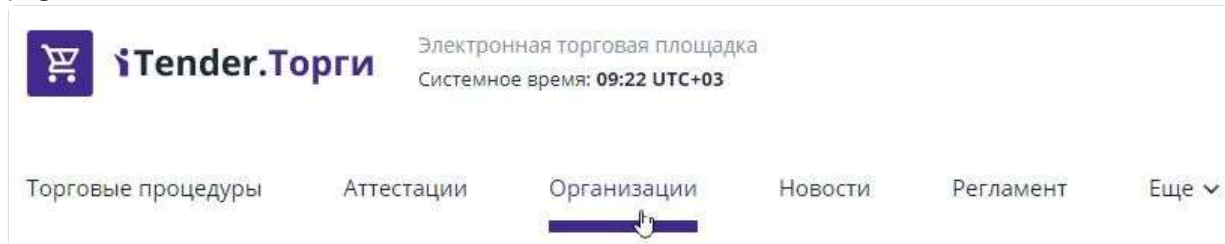
Предмет аттестации

Производство металлических дверей и окон

After reviewing all the information provided by the organizer, you can decide to participate in the certification. To apply for participation, you must be a registered and authorized user (the process is described in the ETP registration guide).

Organizations section

To view organizations registered on the ad platform, go to the "Organizations" tab on the ETP home page:



The page that opens shows a list of organizations registered on the site. For ease of search, filters have been added based on the following criteria: name, BIN/IIN, organization's role on the ETP, manager, types of economic activity, and region:

The screenshot displays the 'Организации' (Organizations) search interface. It includes a search form with the following fields and controls:

- Наименование** (Name): Text input field containing 'ИП Р2'.
- БИН/ИИН** (BIN/IIN): Text input field.
- Роль** (Role): Dropdown menu with 'Участник' (Participant) selected.
- Руководитель** (Manager): Text input field.
- Виды экономической деятельности** (Types of economic activity): Dropdown menu.
- Регион** (Region): Dropdown menu.
- Дополнительная информация** (Additional information): Text area.
- Buttons**: 'Искать' (Search) and 'Очистить' (Clear).
- Export**: 'Экспорт в Excel' (Export to Excel) button.

Below the search form, a table lists the search results:

Краткое наименование	БИН/ИИН	Руководитель	Телефон
ИП Р2	001234567890		89151599559

To view detailed information about a counterparty, use the link in its name:

This is a zoomed-in view of the table from the previous screenshot. A mouse cursor is clicking on the text 'ИП Р2' in the 'Краткое наименование' column, which is underlined, indicating it is a clickable link.

Краткое наименование	БИН/ИИН	Руководитель	Телефон
ИП Р2	001234567890		89151599559

The page that opens shows general information about the organization:

ИП Р2

Общая информация


Полное наименование	ИП Р2
Краткое наименование	ИП Р2
БИН/ИИН	001234567890
Место жительства (прописка)	Москва
Адрес сайта	
Мобильный телефон	
Телефон	89151599559
Эл. почта	da@fot.ru
Дополнительная информация	

Компания — поставщик продукции и услуг

ⓘ Организация занимается экономической деятельностью по указанным направлениям, а также осуществляет поставки в перечисленные регионы. На основании этих данных может осуществляться рассылка приглашений на участие в торгах.

News section


This section contains important news related to the operation of the trading platform. In particular, the operator can inform about important changes in the system operation:

 **iTender.Торги** Электронная торговая площадка
Системное время: 09:48 UTC+03


Торговые процедуры Аттестации Организации **Новости** Регламент Еще ▾

Главная > Новости

Новости

 22.04.2021 09:48

[Изменение телефона тех. поддержки.](#)
Изменился телефон тех. поддержки ЭТП.

 22.04.2021 09:48

[Изменения в режиме работы технической поддержки.](#)

To view published information, click on the link in the news title:

Новости

Записей 2

 22.04.2021 09:48

[Изменение телефона тех. поддержки.](#)
Изменился телефон тех. поддержки ЭТП.

Section "Regulations"

In this section, you can get acquainted with the rules of the electronic trading platform and the rules of trading:



iTender.Torgi

Электронная торговая площадка

Системное время: **09:51 UTC+03**

[Торговые процедуры](#)

[Аттестации](#)

[Организации](#)

[Новости](#)

[Регламент](#)

[Еще](#)

[Главная](#) > [Регламент](#)

Регламент



Регламент проведения открытых торгов в электронной форме


Руководства

[Руководство по регистрации](#)

When registering, you must confirm your consent to work in the system in accordance with the specified rules in order to join the regulations.

Contacts section

This section contains information about the trading platform operator and their contact details:

 **iTender.Торги**

Электронная торговая площадка
Системное время: **09:52 UTC+03**

Торговые процедуры Аттестации Организации Новости Регламент Еще ^

Главная > Контакты

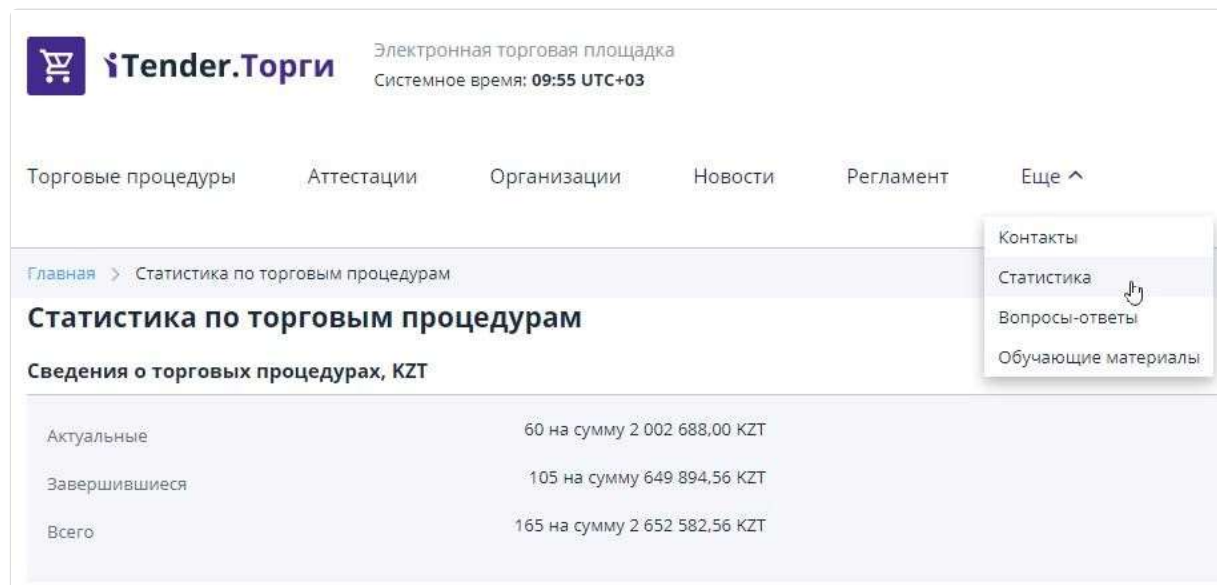
Контакты

Наименование системы	Электронная торговая площадка
Контактный телефон	898998999988
Электронный адрес	n@n.ru

Контакты
Статистика
Вопросы-ответы
Обучающие материалы

Statistics section

To view information about the number of procedures performed on the site and their total cost, select the "Statistics" section in the "More" item:



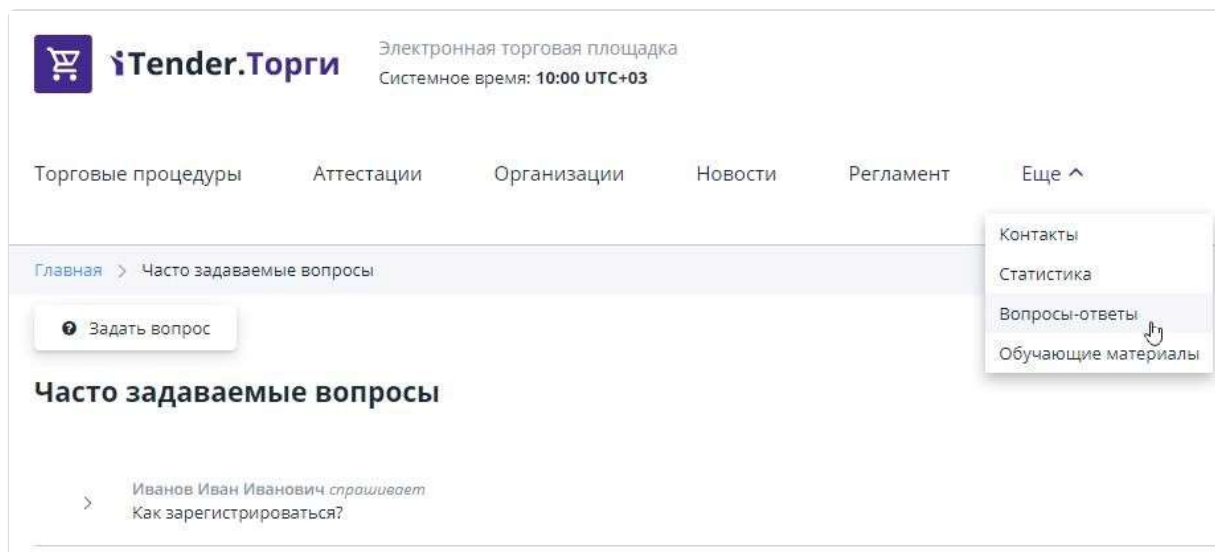
The screenshot shows the Tender.Topgi website interface. At the top, there is a header with the logo, the site name "Tender.Topgi", and the text "Электронная торговая площадка" and "Системное время: 09:55 UTC+03". Below the header is a navigation bar with links: "Торговые процедуры", "Аттестации", "Организации", "Новости", "Регламент", and "Еще ^". A dropdown menu is open under "Еще ^", showing options: "Контакты", "Статистика" (highlighted with a mouse cursor), "Вопросы-ответы", and "Обучающие материалы". Below the navigation bar, the breadcrumb "Главная > Статистика по торговым процедурам" is visible. The main heading is "Статистика по торговым процедурам". Underneath, there is a section titled "Сведения о торговых процедурах, KZT" which contains a table with the following data:

Актуальные	60 на сумму 2 002 688,00 KZT
Завершившиеся	105 на сумму 649 894,56 KZT
Всего	165 на сумму 2 652 582,56 KZT

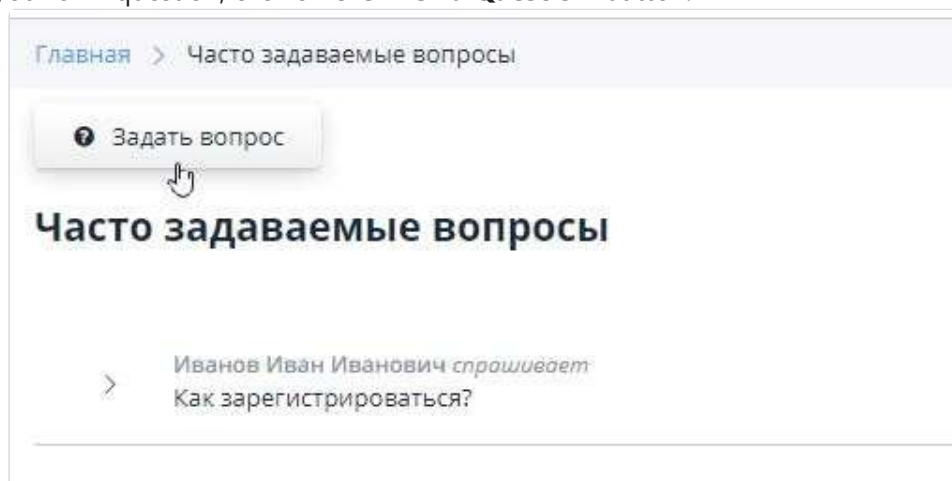
The page that opens shows the total number of procedures performed on the ETP, their cost, the number of current and completed procedures, and their total cost.

FAQ section

In this section, you can find frequently asked questions and answers to them, and you can also ask your own question:



To create your own question, click on **the "Ask a Question" button**:



Next, in the form for creating a question, fill in the required fields: question, name, email for feedback, select the question category and click **"Submit"**:

Задать вопрос

Вопрос *

Как зарегистрироваться на площадке?

Категория вопроса

Регистрация ▾

Ваше имя * ?

Иван

Эл. почта для обратной связи * ?

b@b.ru

☒ Согласие на обработку персональных данных

Настоящим даю свое согласие Оператору электронной площадки "Электронная торговая площадка" (далее – «Оператор») или иным лицам, с которыми Оператор состоит в договорных отношениях на сбор, обработку, хранение, использование и передачу моих персональных данных, в целях обеспечения моего участия в торгах на электронной площадке "Электронная торговая площадка", предоставления информации о предлагаемых электронной площадкой "Электронная торговая площадка" товарах (услугах, работах), а также для проведения исследований, направленных на дальнейшее улучшение качества предлагаемых электронной площадкой "Электронная торговая площадка" товаров (услуг, работ). Настоящее согласие выдано без ограничения срока его действия.


Файлы

Загрузить файл

Отправить

Отменить

The created question will be sent to the ad platform operator. The answer will be sent to the email address specified in the question creation form. If the question and answer to it will be useful for other ETP users, the operator can publish the question and answer in the public part:

 Задать вопрос

Часто задаваемые вопросы



Вопрос:

Как перейти к регистрации на площадке?

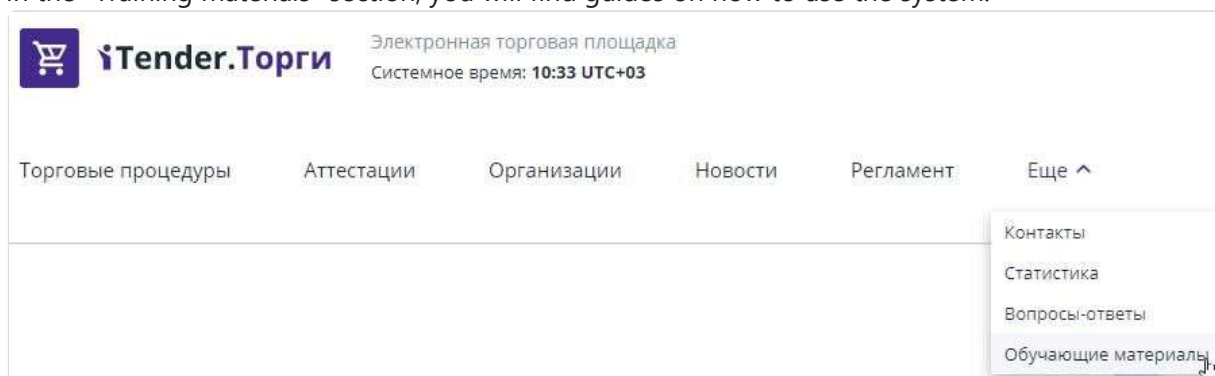
Ответ:

Необходимо нажать кнопку "Регистрация", которая расположена в верхнем левом углу на главной странице ЭТП.

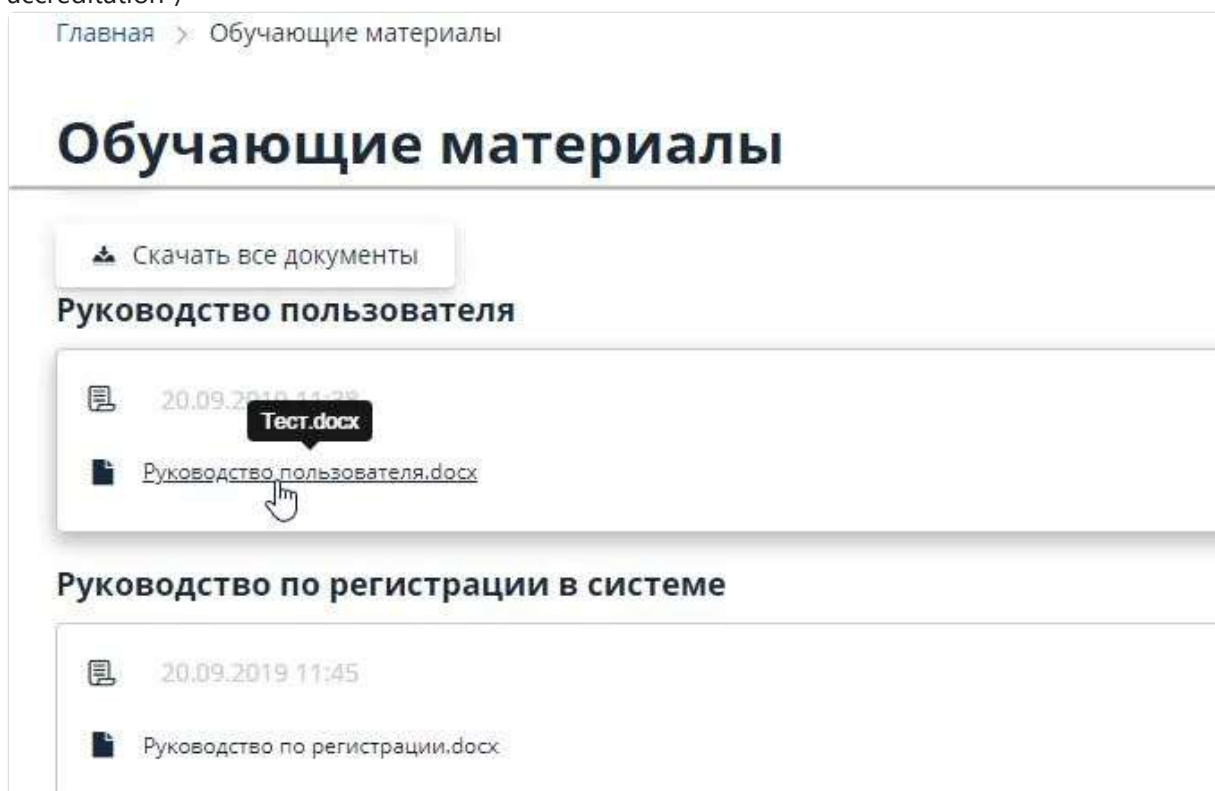
21.08.2019 12:34

Training Materials section

In the "Training materials" section, you will find guides on how to use the system:

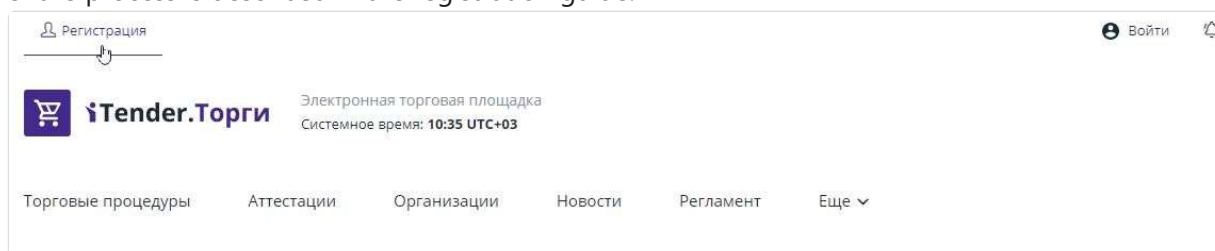


For an unauthorized user, there is a User's Guide that describes how to work in the public part of the system, and a Registration Guide that describes the sequence of actions for obtaining ETP accreditation"/



Registration in the system

To work on the site as a participant, you must complete the registration process in the system. The entire process is described in the registration guide.



Requirements for the ETP user's workplace

To work on an ETP, an employee of the User must have an automated workplace consisting of one workstation - a computer or laptop, the minimum recommended configuration of which is:

1. Processor, 32-bit (x86) or 64-bit (x64) with a clock speed of at least 1.5 GHz or higher,
2. RAM of at least 1 GB (for a 32-bit processor) or 2 GB (for a 64-bit processor),
3. Free hard disk space 200 Mb or higher, 4. Monitor with a resolution of 1280x800 or higher,
5. Requirements for the installed software:
 - Microsoft Windows 7 Starter or later;
 - CryptoPro CSP version 4.0 and higher for working with a local digital signature;
 - CryptoPro EDS Browser plug-in for working with digital signatures;
 - The browser.
 - Tools for creating documents (MS Office, WordPad);
 - File compression (packaging) tools (RAR, ZIP, WINZIP);
 - PDF file readers (Adobe Acrobat or similar);

To work correctly on the ETP, you must disable all non-standard browser add-ons (such as Skype, ICQ, etc.), as their use may lead to changes in the structure of generated electronic documents.

When working with ETP, all standard browsers can be used to view pages: Opera, Chrome, Firefox, Safari, and others.

Introduction

General information

This manual is intended for authorized ETP users. Everyone who has successfully registered has access to their personal account. The capabilities of users in your merchant Profile differ and depend on their roles. However, there are sections that every user can access:

1. Personal Information section:

- Working with user data.
- Changing your password.
- Work with incoming messages.
- Managing messages.
- Familiarization with training materials.

2. My Organization section: Information about the organization.

- Employees of the organization; Bank
- accounts of the organization; History
- of changes.

Let's ◦ take a closer look at the work in each of these sections.

Terms and definitions

An electronic trading platform (ETP) is an automated information system designed for conducting competitive trading procedures in electronic form.

Operator (ETP) - a legal entity that owns an automated trading platform, the software and hardware necessary for its operation, and provides trading in electronic form.

The personal account is a special section on the electronic trading platform that is accessible only to a User authorized with a username and password, which allows you to receive the services provided by the Operator and information about the progress of their provision.

The open part is the functionality of an electronic trading platform, which all persons have access to, regardless of whether they have registered.

User (ETP) - a person who has passed the registration procedure in accordance with the ETP Regulations.

Organizer (of a trading procedure) - an ETP user who forms the terms of conducting and publishes information about trading in electronic form.

Participant (trade procedure) - an individual entrepreneur or legal entity registered on an ETP and participating in the process of trade and procurement activities, for example, submitting an application for participation in auctions and making price offers.

Trade procedure (procedure, bidding) - the process of determining a supplier, in order to conclude a contract with him to meet the needs of the organizer in goods, works or services.

An open trading procedure is a procedure that any organization registered on the ETP with the "Participant" role can participate in.

Lot - a commodity item, works or services that constitute the subject of a trade procedure, for which an application for participation is submitted under this procedure. The trading procedure may include one or more lots.

Procurement documentation - a set of documents approved by the customer/ organizer, which may contain information about the subject of the purchase, the procedure and conditions for participation in the trade procedure, the rules for processing and submitting applications for participation, the criteria for choosing the winner, and the terms of the contract concluded based on the results of the trade procedure.

Bid (Offer) - an electronic document submitted by a Bidder for the purpose of participating in the trading procedure in accordance with these Regulations.

Winner (of a trade procedure) - a participant or several participants with whom a contract can be concluded for the supply of goods, provision of works or services in accordance with the conducted trade procedure.

Certification is a procedure that aims to confirm the ability of participants to perform certain types of services that they have declared during registration.

Auction - a procedure in which participants consistently make their price offers. The winner is the participant who offered the best price offer.

A price request is a procedure in which bidders' applications are evaluated according to a set of competitive criteria. The winner is selected by the bidder based on the proposed price offer. The bidder is not required to enter into a contract.

Request for proposals - a procedure in which participants' applications are evaluated according to a set of competitive criteria. The winner is selected by the bidding organizer based on the proposed price offer and the total evaluation of the bid for participation according to the bidding criteria. The bidder is not required to enter into a contract.

A tender is a competitive method of procurement, the winner of which is the participant who offered the best conditions for the performance of the contract.

Rebidding is a procedure that allows its participants to improve their offer.

Prequalification selection (PKO) is a procedure that aims to form the list of participants in a competitive procurement who are able to perform certain types of work, provide certain types of services, and deliver certain goods in accordance with the requirements set out in the competitive procurement documentation.

Public offer - a procedure in which the lot price changes according to the specified intervals of change in the public offer price. The winner is selected by the organizer based on the proposed price offer.

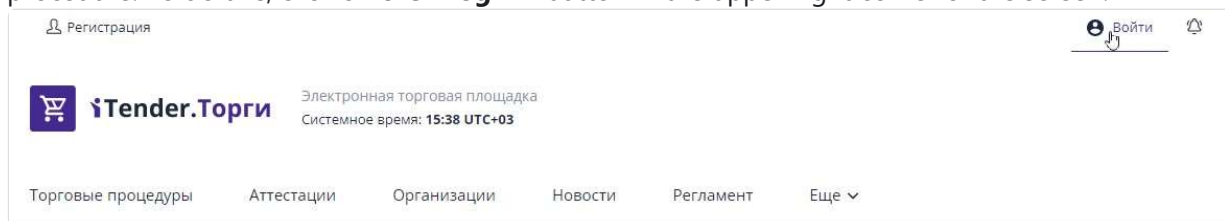
Electronic document - a document in which information is presented in electronic digital form.

Registration in the system

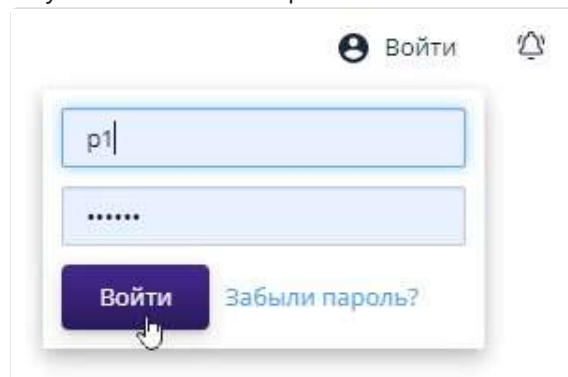
The registration process is described in the registration guide.

Authorization in the system

To work in the system on behalf of their company, the user must complete the authorization procedure. To do this, click on **the "Log in"** button in the upper-right corner of the screen:

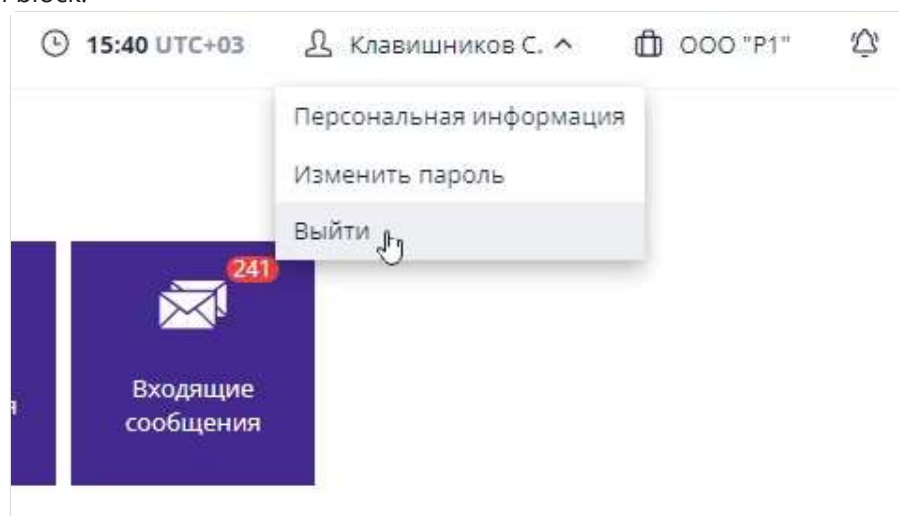


In the block that opens, enter your username and password and click **"Log in"**:



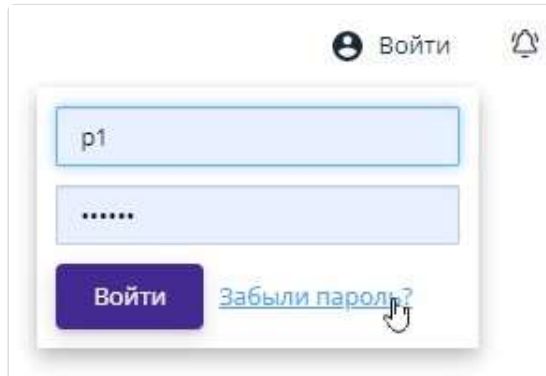
If an error occurs, the user will be prompted to enter the username and password again.

If the registration data was entered correctly, the user's last name with initials and the name of the company that the current user works for should appear in the navigation menu instead of the authorization block:



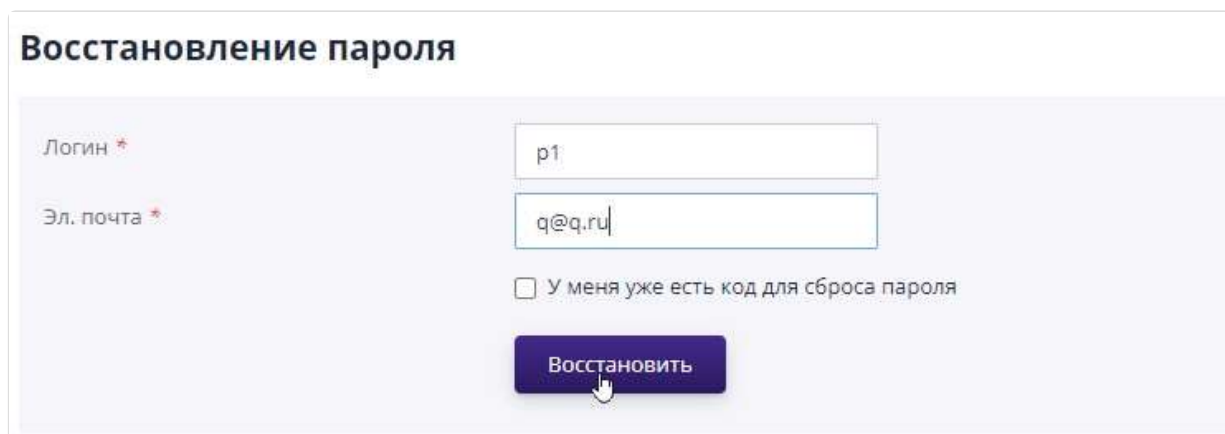
To log out, click **"Log out"** in the drop-down menu with user information.

If the user forgot their password, they can use the password recovery function. To do this, click **the "Forgot password?" link in the authorization block:**



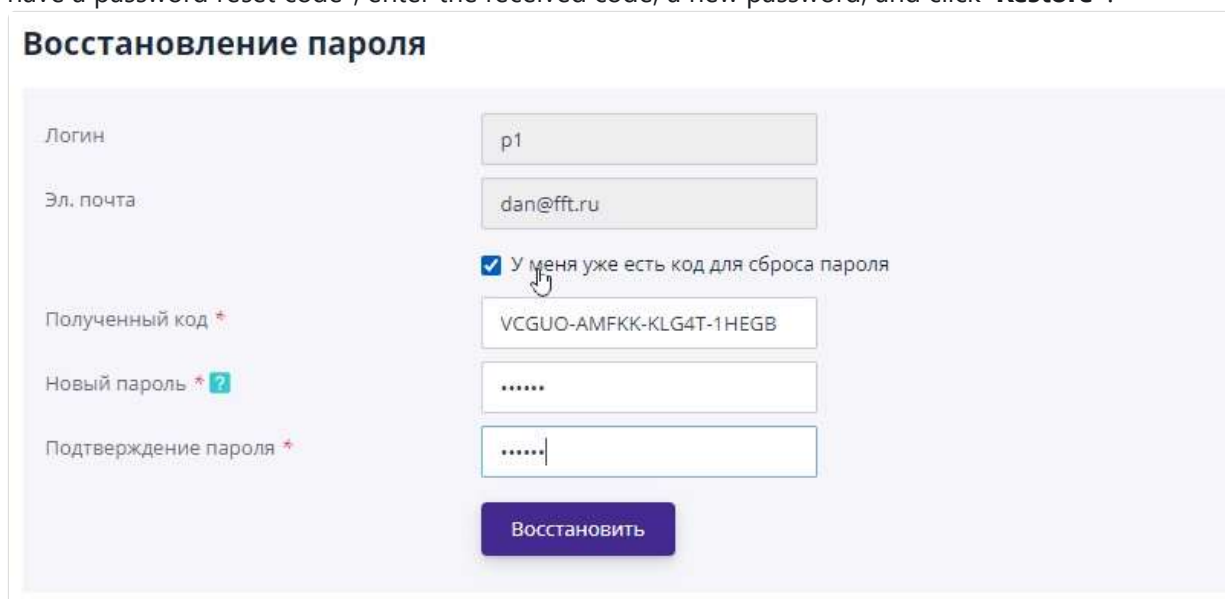
The image shows a login form with two input fields: the first contains 'p1' and the second contains six dots. Below the fields is a blue button labeled 'Войти' and a blue link labeled 'Забыли пароль?'. A mouse cursor is pointing at the link. At the top right of the form are two icons: a person icon next to the text 'Войти' and a bell icon.

To restore your password, enter your contact email address on the site, your username, and click on **the "Restore" button:**



The image shows a password recovery form titled 'Восстановление пароля'. It has two input fields: 'Логин' (containing 'p1') and 'Эл. почта' (containing 'q@q.ru'). Below the fields is a checkbox labeled 'У меня уже есть код для сброса пароля'. At the bottom is a blue button labeled 'Восстановить'. A mouse cursor is pointing at the button.

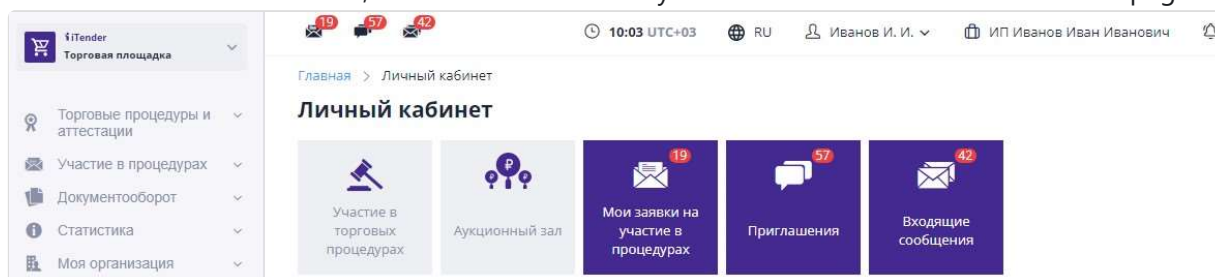
A password recovery code will be sent to the specified email address. Next, check the box "I already have a password reset code", enter the received code, a new password, and click **"Restore"**:



The image shows an advanced password recovery form titled 'Восстановление пароля'. It has five input fields: 'Логин' (containing 'p1'), 'Эл. почта' (containing 'dan@fft.ru'), 'Полученный код' (containing 'VCGUO-AMFKK-KLG4T-1HEGB'), 'Новый пароль' (containing six dots), and 'Подтверждение пароля' (containing six dots). There is a checked checkbox labeled 'У меня уже есть код для сброса пароля'. At the bottom is a blue button labeled 'Восстановить'. A mouse cursor is pointing at the checkbox.

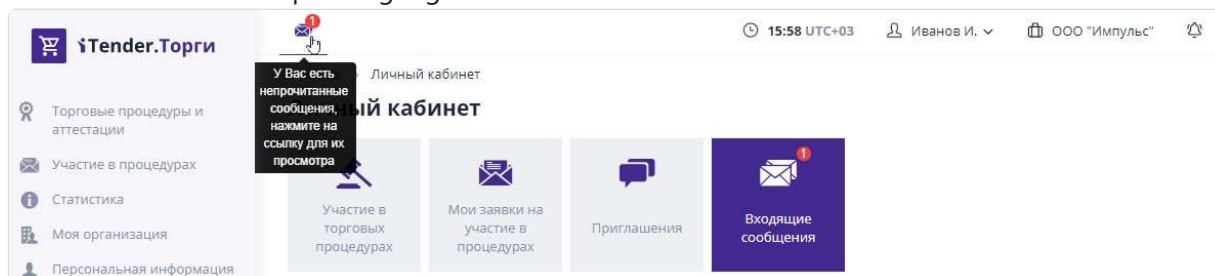
User's Personal Account

After successful authorization, the user is automatically redirected to the "Personal Account" page.

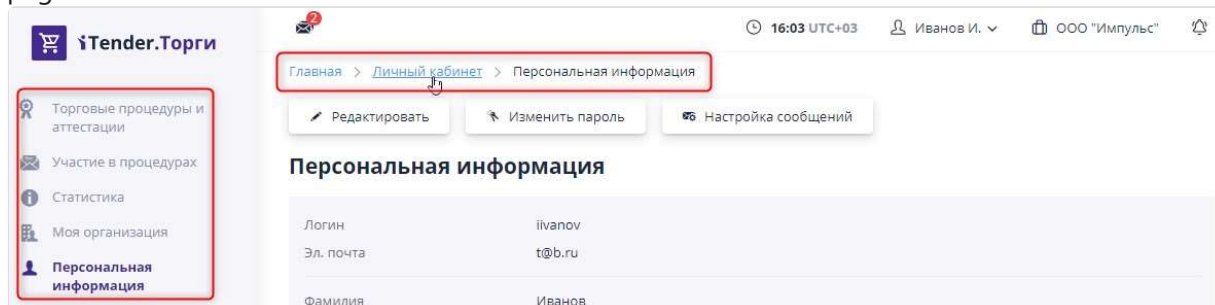


To navigate through the system sections, you can use the left menu, quick access to logs tiles, and icons in the top menu. The color of the tile and the presence of a counter indicates that there are unprocessed events in the system, for example, there is an unread incoming message. If there are no unhandled events, the tile will not be highlighted.

All important events are displayed as icons in the top menu. When you click on the icon, you will be redirected to the corresponding log:



You can switch between ETP sections using the left menu or the navigation chain at the top of the page:



The left menu is available on any ETP page. You can turn it into a compact view by clicking the arrow button at the bottom of the page. To open the menu, click on any area of the compact menu and select the desired section. After switching to a new page, the menu will "collapse" again. You can remove the "collapse" by clicking the arrow button at the bottom of the page:



iTender.Торги



Торговые процедуры и
аттестации



Участие в процедурах



Статистика



Моя организация

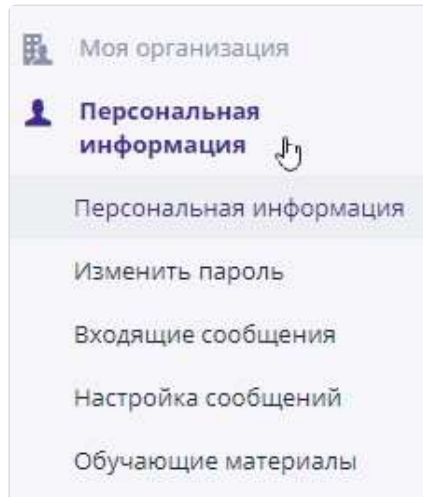


**Персональная
информация**



Setting up a user's personal account

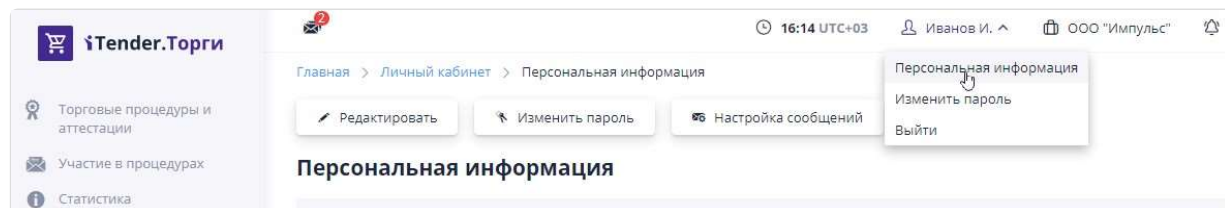
The main sections related to personal data and settings of the user's personal account are located in the "Personal Information" section.



Let's take a closer look at the work in each subsection.

User's personal information

You can view your personal information by clicking on the same item in the left menu, or by clicking on the user's name at the top of the page and selecting "Personal Information" in the drop-down menu:



The page displays the user's personal information: login, email, full name, phone numbers, user status in the system and their roles within the company:

Главная > Личный кабинет > Персональная информация

✎ Редактировать ✎ Изменить пароль ⚙ Настройка сообщений

Персональная информация

Логин	iivanov
Эл. почта	t@b.ru
Фамилия	Иванов
Имя	Иван
Отчество	
Телефон	5 555 55 55
Мобильный телефон	
Статус	Активен
Роли в организации	Администратор компании; Администратор сотрудников компании; Участник

All personal information, except for your username, can be changed at any time.

To edit your personal information, click **the "Edit"** button:

Главная > Личный кабинет > Персональная информация

✎ Редактировать ✎ Изменить пароль ⚙ Настройка сообщений

Персональная информация

Логин	iivanov
Эл. почта	t@b.ru

On the edit page, the user must enter their data and click **"Save"**:

Редактирование персональной информации

Логин	iiivanov
Эл. почта *	t@b.ru
Фамилия *	Иванов
Имя *	Иван
Отчество	
Телефон *	5 555 55 55
Мобильный телефон	

[✓ Сохранить](#) [Отменить](#)

The information will be changed immediately after the data is saved.

Changing your password

There are several ways to change your merchant Profile password:

1. At the top of the page, click on the name and select "Change password".
2. Go to the "Personal Information" page and click **"Change password"**.
3. Go to the "Personal Information" section and select the "Change password" menu item.

The screenshot shows the 'Персональная информация' (Personal Information) page. In the left sidebar, the 'Персональная информация' section is expanded, and 'Изменить пароль' (Change password) is highlighted with a red box. In the top right corner, a dropdown menu is open, also showing 'Изменить пароль' highlighted with a red box. The main content area displays the user's personal information in a table.

Логин	iiivanov
Эл. почта	t@b.ru
Фамилия	Иванов
Имя	Иван
Отчество	
Телефон	5 555 55 55
Мобильный телефон	
Статус	Активен
Роли в организации	Администратор компании; Администратор сотрудников компании; Участник

On the change password page, enter the current password, the new password, and repeat it. To apply the changes, click on **the "Save"** button:

Изменение пароля

Старый пароль *

.....

Новый пароль *

.....

Подтвердите новый пароль *

.....

✓ Сохранить

Отменить

The "Incoming messages" section

In the user's personal account, a section is available for viewing all messages and notifications received in the user's name. This section displays messages related to procedures, the user's organization, and messages for the user itself.

You can view messages via the left side menu, the quick access tile in your merchant Profile, or via the quick access icon at the top of the page:

Торговые процедуры и аттестации

Участие в процедурах

Статистика

Моя организация

Персональная информация

Изменить пароль

Входящие сообщения

Настройка сообщений

Обучающие материалы

У Вас есть непрочитанные сообщения, нажмите на ссылку для их просмотра

Личный кабинет

Участие в торговых процедурах

Мои заявки на участие в процедурах

Приглашения

Входящие сообщения

Статистика по участию в торгах

Количество процедур, по которым признан победителем	0
Активные процедуры	0
Всего подано заявок на участие в процедурах	0

All messages that are addressed to the user are displayed on the "Incoming Messages" page. Unread messages are highlighted in bold:

Главная > Личный кабинет > Входящие сообщения

Входящие сообщения

ОбновитьПометить как прочитанныеПометить как непрочитанныеУдалить

Экспорт в Excel

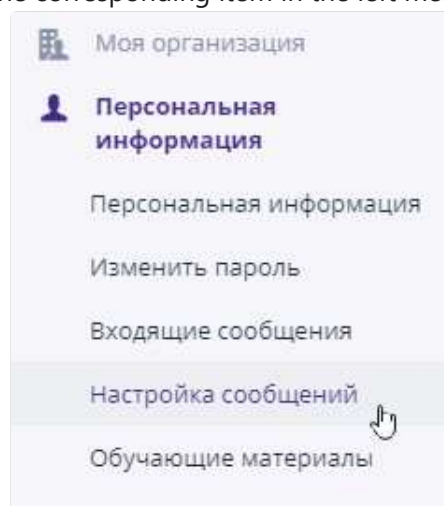
<input type="checkbox"/> Тема	От кого	Кому	Дата создания
<input type="checkbox"/> Заявка на регистрацию Вашей организации одобрена	Электронная торговая площадка	Иванов Иван	22.04.2021 15:57

To view the message text, click on the link in the subject line.

Messages can be marked as read or unread, and you can also delete them. To do this, tick the required messages and click the appropriate button above the list of messages. To update the list of messages, click the **"Update"** button.

Section "Configuring messages"

The user can choose which events in the system they want to be notified about. To go to the message settings page, select the corresponding item in the left menu:



On the message settings page, you must specify which messages the user wants to receive. You can also choose where emails will be sent to: to the internal mailing list (the "Incoming Messages" log) and/or to the user's email address. In order for the changes to take effect, click the **"Save"** button:

Настройка сообщений

Язык сообщений

Русский ▼

Тип сообщения

Внутренняя рассылка

Эл. почта

В извещение процедуры были внесены изменения

Не получать ▼

Не получать ▼

Закончился период подачи ценовых предложений

Не получать ▼

Получать ▼

Заявка на изменение данных Вашей организации одобрена

Получать ▼

Получать ▼

Заявка на изменение данных Вашей организации отклонена

Получать ▼

Получать ▼

Заявка на регистрацию Вашей организации допущена

Получать ▼

Не получать ▼

Этап рассмотрения заявок завершен

Получать ▼

Получать ▼

✓ Сохранить

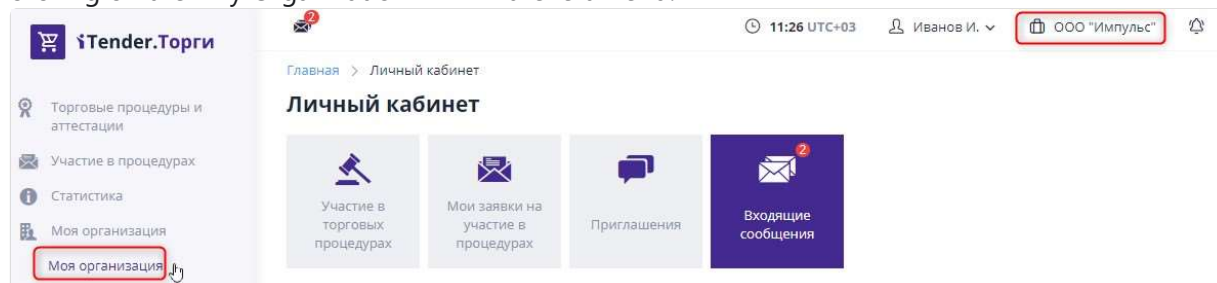
Отменить

Training materials

This section contains documents that will help you work in the system. The composition of documents depends on the company's role in the system and the employee's roles within the company.

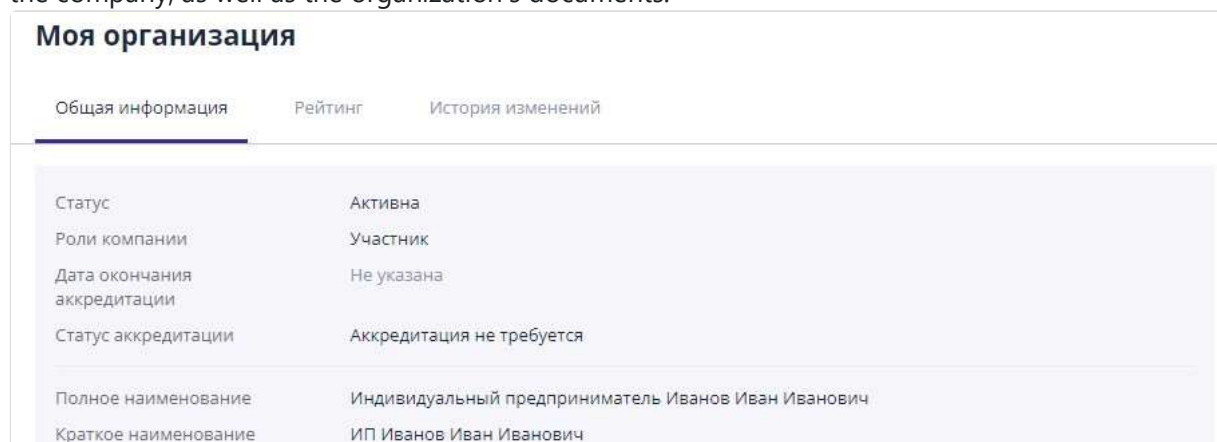
My Organization section

Each authorized user works in the system on behalf of the company of which he is an employee. You can go to the "My Organization" page by clicking on the company name in the top menu or by clicking on the "My Organization" link in the left menu:



Organization Information

On the "My Organization" page, an employee can view basic legal and contact information about the company, as well as the organization's documents:



An employee with the "Company Administrator" role can change the organization's information and documents.

Employees of the organization

This section of the "My Organization" page contains a list of employees of the organization. To quickly search for an employee, **click on the "Filter Parameters" link**, fill in the required fields, and click on the **"Search"** button:

Сотрудники организации

[+ Добавить](#)

[^ Параметры фильтрации](#)

ФИО

Электронная почта

Логин

Роль в организации

Статус

[Искать](#) [Сбросить](#)

[Экспорт в Excel](#)

ФИО	Эл. почта	Логин	Роли в организации	Статус
Иванов Иван	t@b.ru	iivanov	Администратор компании; Администратор сотрудников компании; Участник	Активен

A user with the role "Company Employee Administrator" can edit the list of all company employees registered on the ETP and add new ones:

Сотрудники организации

[+ Добавить](#)

[^ Параметры фильтрации](#)

[Экспорт в Excel](#)

ФИО	Эл. почта	Логин	Роли в организации	Статус
Петров Илья	b@b.ru	v10	Администратор компании; Администратор сотрудников компании; Сотрудник; Участник	Активен

To add a new employee, use **the "Add" button**. Next, the company administrator must fill in the required fields: last name, first name, email, phone number, and roles. In order for a new employee to log in to the system, select the "Can log in" checkbox and enter the username of the user being created in the "Login" field that appears. You don't have to do this. You can add your username later when editing the employee's data. When all the required fields are filled in, click on **the "Save" button**, and a new user will be created:

Добавление сотрудника

Фамилия *	<input type="text" value="Солнцев"/>
Имя *	<input type="text" value="Михаил"/>
Отчество	<input type="text"/>
Эл. почта *	<input type="text" value="b@b.ru"/>
Телефон *	<input type="text" value="12345678998"/>
Мобильный телефон	<input type="text"/>
Может входить в систему	<input type="checkbox"/>

On the employee page, the company's employee administrator can edit general information about the employee, as well as their roles on the site:

← Вернуться

+ Добавить логин

Удалить

Редактирование информации о сотруднике

Общая информация

История изменений

Фамилия *

Пирогов

Имя *

Илья

Отчество

Эл. почта *

pi@v.ru

Телефон *

12345678998

Мобильный телефон

Может входить в систему

Нет

✓ Сохранить

Отменить

Роли сотрудника

Роли уровня компании

❗

Роли уровня компании определяют набор прав, предоставляемых пользователям для выполнения функций в рамках определенной компании, например для проведения компанией торговых процедур или участия в них.

☐ Администратор компании

Основные возможности управления компании: управление банковским счетом, управление организациями, управление заявками компании.

☐ Администратор сотрудников компании

Основные возможности управления сотрудниками компании: добавлять, удалять, блокировать.

☒ Сотрудник

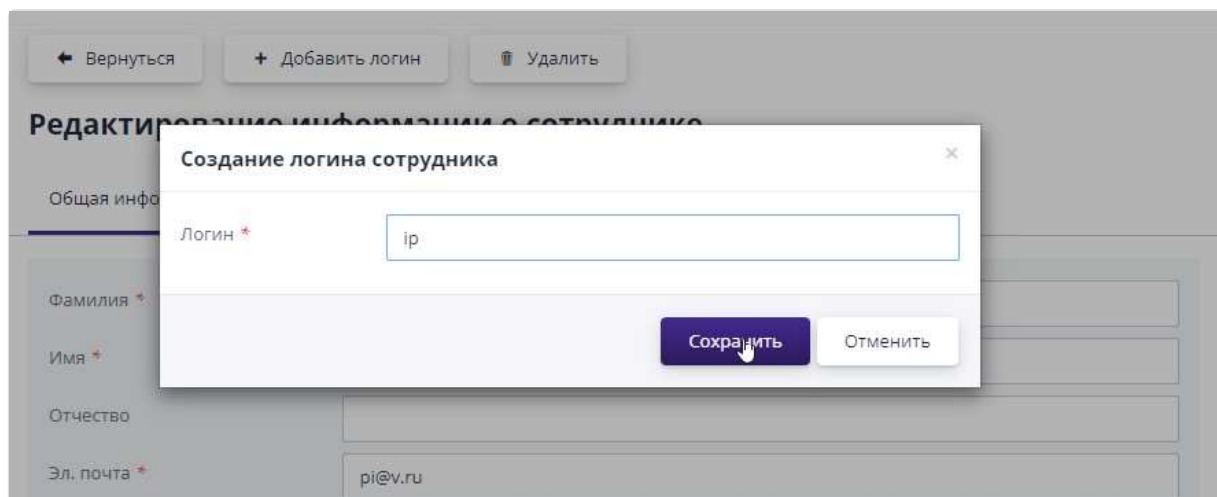
Базовая роль. Выдаётся сотрудникам компании. Позволяет смотреть информацию по компании: историю изменений, сотрудников компании, банковские счета, дочерние организации, статистику по организации торгов, просмотр документов

☐ Участник

✓ Сохранить

If you change information about an employee or their role on the site, click the **"Save"** button in the corresponding block.

If the user was created without a username, you can always assign a username to the user on the page with their personal information. To do this, click on the **"Add username"** button, enter it in the form and click **"Save"**:



The new user will receive an email with a personal login and an automatically generated password to the specified contact email address. After logging in, you can change your password to a more convenient one.

After the user has been assigned a personal login, in the company's employee administrator interface on the "Employee Information" page, instead of the **"Add login"** button, a **"Block"** button will appear. By clicking on it, you can prevent this user from logging in to the electronic trading platform. In order to restore the blocked user's ability to log in and work in the system, you need to click the **"Unblock"** button.

The company's employee administrator can delete a user registered on the site. Then all user data will be deleted from the system.

Employee roles on the site

Company Employee Administrator - a user with this role can change data about the organization's employees.

Company Administrator - a user with this role can manage bank accounts and manage the organization.

Other roles are specific to different types of organizations and are described in the corresponding manuals.

Organization's bank accounts

In the "Bank Accounts" section, you can view a list of the organization's accounts:

On the Invoice view page, a user with the role " Company Administrator "can edit the invoice by entering new data and clicking on the **"Save"** button.

Редактирование банковского счета

Название *	<input type="text" value="Основной счет"/>
Банк *	БИК 040507717: ООО "ПРИМТЕРКОМБАНК"
Номер счета *	<input type="text" value="02023810056781659493"/>
Счёт по умолчанию	<input checked="" type="checkbox"/>
Дата открытия счета	<input type="text" value=""/> <input type="text" value=""/>
Дата закрытия счета	<input type="text" value=""/> <input type="text" value=""/>
<div><input checked="" type="button" value="Сохранить"/> <input type="button" value="Отменить"/></div>	

Change history

The "Change History" tab displays events that occurred in the organization - changes in company statuses, as well as actions performed by company employees (for example, creating a procedure, submitting an application for participation):

Моя организация

Общая информация История изменений

Временной интервал

—

Экспорт в Excel

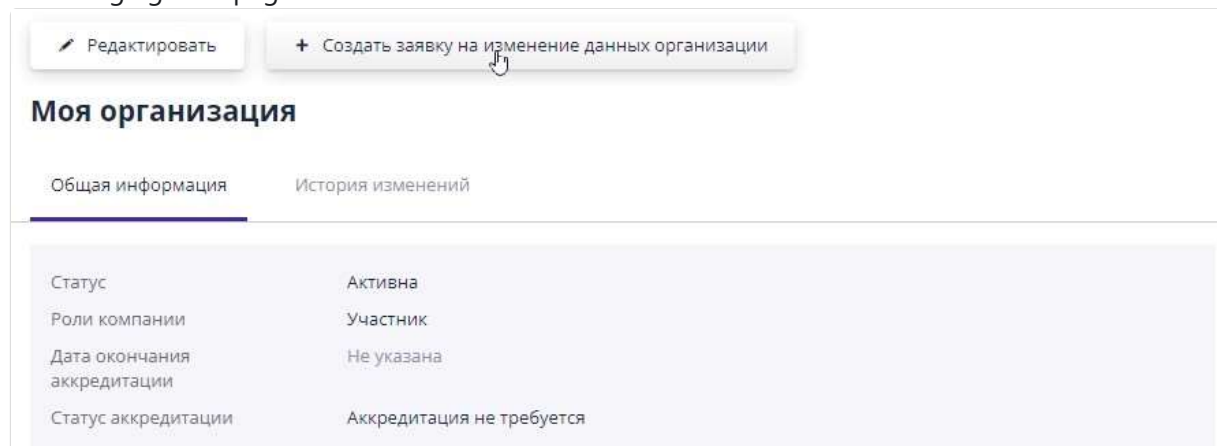
Дата	Операция	Сущность	Пользователь
23.04.2021 11:39	Заявка на участие в торгах подана	Заявка на участие №0000201	Иванов Иван
23.04.2021 11:33	Добавлен новый сотрудник Крутов Дмитрий	Крутов Д.	Иванов Иван
22.04.2021 15:57	Заявка организации номер 62 одобрена	Заявка от организации «Заявка на регистрацию № 62»	Иванов Иван

You can select a specific time interval in which actions were performed in the company. To do this, specify the start date and end date in the "Time Interval" filter and click on the **"Search"** button.

Changes to the organization's data

Creating a request to change the organization's data

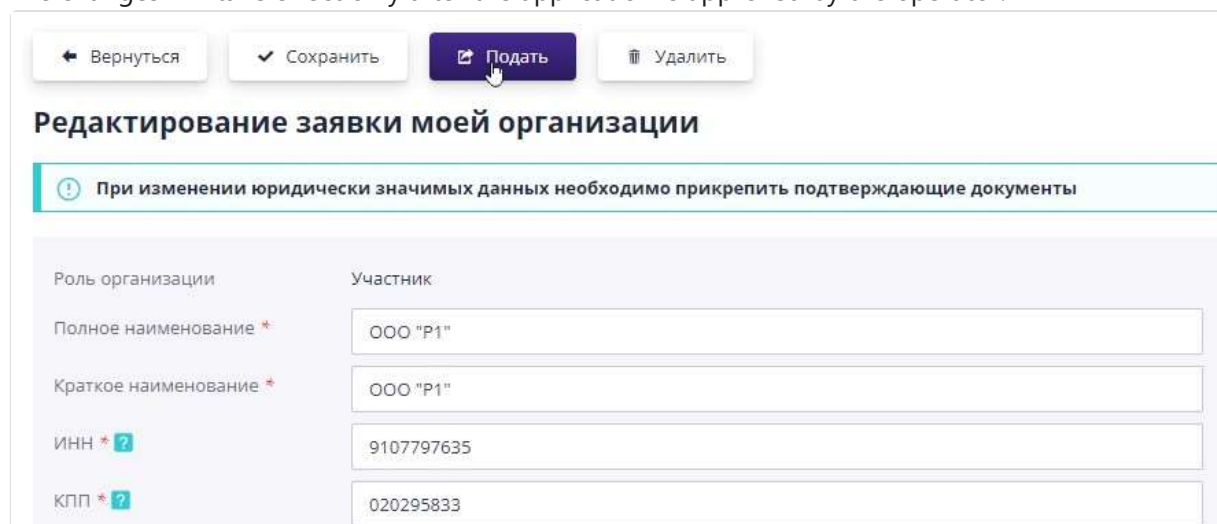
In order to change general information about the company or upload new documents, an employee with the role "Company Administrator" on the "My Organization" page has access to the **"Create request for changing organization data"** button. By clicking on it, the user gets to the edit request for changing data page:



Статус	Активна
Роли компании	Участник
Дата окончания аккредитации	Не указана
Статус аккредитации	Аккредитация не требуется

Here you can edit all the organization's fields, including legal information, contact details, and organization documents. If you change legally relevant data, you must attach supporting documents. In the "Comment" field, you can write what data you have changed, so that the operator can check your request faster. When all the fields are filled in, click on **the "Save"** button. To submit a request for data modification for consideration by the operator, click on **the "Submit"** button.

The changes will take effect only after the application is approved by the operator.



Роль организации	Участник
Полное наименование *	ООО "Р1"
Краткое наименование *	ООО "Р1"
ИНН * ?	9107797635
КПП * ?	020295833

You can view all requests from your company in the application log for the operator. The log is available to the user with the role "Company Administrator".

On the "My Organization" page, you can edit the types of economic activity and the company's region. To do this, the user should click on the **"Edit"** button:

✎ Редактировать

+ Создать заявку на изменение данных организации

Моя организация

Общая информацияИстория изменений

Статус	Активна
Роли компании	Участник
Дата окончания аккредитации	Не указана
Статус аккредитации	Аккредитация не требуется

On the page that opens, specify the current data and save the changes:

Редактирование информации об организации

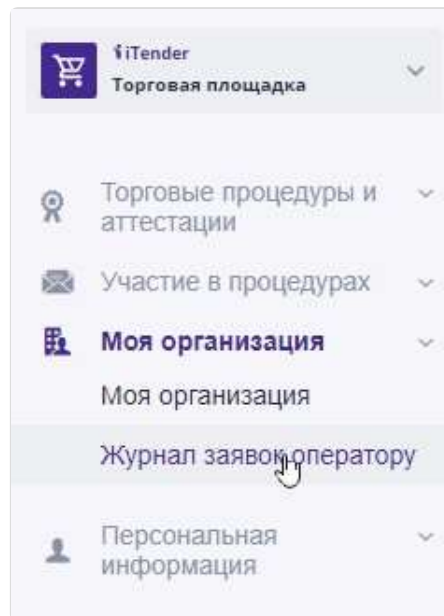
Виды экономической деятельности	Производство продуктов питания (10) ✕ <div></div>
Регион ?	Республика Алтай (04) ✕ <div></div>

✓ Сохранить

Отменить

Section "Log of requests to the site operator"

The list of requests from the company is displayed in the request log for the site operator. To go to the log, go to the left side menu in the "My Organization" section and select "Request Log to operator":



The log is available to the user with the role "Company Administrator".

Журнал заявок оператору

Номер заявки

Дата подачи

—

Статус

Все

Тип

Все

Искать

Очистить

Экспорт в Excel

№	Дата подачи	ИНН/КПП	Заявитель	Тип	Статус	Роль организации
88	04.05.2022 11:57	687429789537	Иванов Иван Иванович	Заявка на изменение данных организации	Отклонена	Участник

To view the application, click on the link in the application number.

If the application is in the "Draft" status, you can edit, submit, or delete it using the corresponding buttons:

[← Вернуться](#)[📄 Копировать](#)[✎ Редактировать](#)[📤 Подать](#)[🗑 Удалить](#)

Заявка моей организации

№	29
Тип	Заявка на изменение данных организации
Роль организации	Участник
Заявитель	Клавишников Сергей
Статус	Черновик

Requirements for the ETP user's workplace

To work on an ETP, an employee of the User must have an automated workplace consisting of one workstation - a computer or laptop, the minimum recommended configuration of which is:

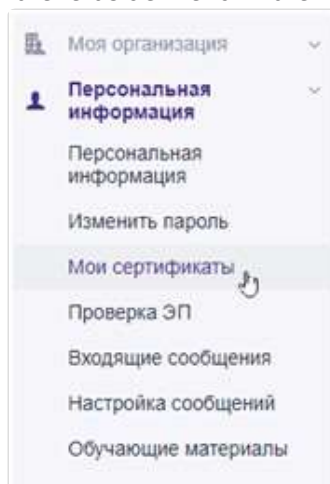
1. Processor, 32-bit (x86) or 64-bit (x64) with a clock speed of at least 1.5 GHz or higher,
2. RAM of at least 1 GB (for a 32-bit processor) or 2 GB (for a 64-bit processor),
3. Free hard disk space 200 Mb or higher, 4. Monitor with a resolution of 1280x800 or higher,
5. Requirements for the installed software:
 - Microsoft Windows 7 Starter or later;
 - CryptoPro CSP version 4.0 and higher for working with a local digital signature;
 - CryptoPro EDS Browser plug-in for working with digital signatures;
 - The browser.
 - Tools for creating documents (MS Office, WordPad);
 - File compression (packaging) tools (RAR, ZIP, WINZIP);
 - PDF file readers (Adobe Acrobat or similar);

To work correctly on the ETP, you must disable all non-standard browser add-ons (such as Skype, ICQ, etc.), as their use may lead to changes in the structure of generated electronic documents.

When working with ETP, all standard browsers can be used to view pages: Opera, Chrome, Firefox, Safari, and others.

Working with digital signature certificates

User certificates uploaded to the system are stored in the "My Certificates" menu. To view the list of certificates, select "My certificates" in the left side menu in the "Personal Information" section:



On the "My Certificates" page, the user can view all the certificates added to the system.

To add a new certificate, use the **"Add new certificate" button**:

Мои сертификаты

+ Добавить новый сертификат

Статус	Сертификат выдан	Удостоверяющий центр	Срок действия с	Срок действия по	Активен
Подтвержден	Новиков	CRYPTO-PRO Test Center 2	28.11.2022	28.02.2023	Да

Next, select a certificate from the list in the pop-up window. The certificate will appear in the list of certificates with the status "Not confirmed". The new certificate must be sent to the ad platform operator for confirmation. To do this, open the certificate by clicking on the link in the status bar:

Статус	Сертификат выдан	Удостоверяющий центр	Срок действия с	Срок действия по	Активен
Не подтвержден	Лебедева Анна	CRYPTO-PRO Test Center 2	21.02.2022	21.05.2022	Нет

On the page that opens, use the **"Send for confirmation" button**:

Информация о сертификате

Отправить на подтверждение Удалить Скачать сертификат

Субъект сертификата	CN=Лебедева Анна
Издатель	E=support@cryptopro.ru, C=RU, L=Moscow, O=CRYPTO-PRO LLC, CN=CRYPTO-PRO Test Center 2
Активен	Нет
Срок действия	21.02.2022 9:44:23 — 21.05.2022 9:54:23
Статус	Не подтвержден

The certificate will change its status to "Awaiting confirmation" until the operator makes a decision.

After the certificate is confirmed by the operator, the user can activate the added certificate using the **"Make certificate active" button**:

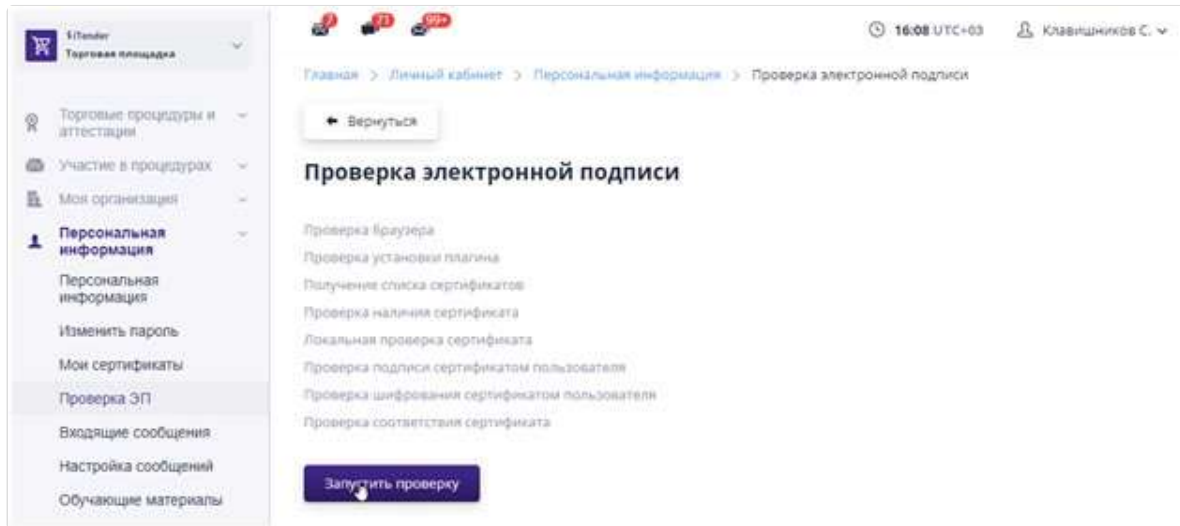
Информация о сертификате

✓ Сделать сертификат активным Скачать сертификат

Субъект сертификата	CN=Лебедева Анна
Издатель	E=support@cryptopro.ru, C=RU, L=Moscow, O=CRYPTO-PRO LLC, CN=CRYPTO-PRO Test Center 2
Активен	Нет
Срок действия	21.02.2022 9:44:23 — 21.05.2022 9:54:23
Статус	Подтвержден

Checking the item instance

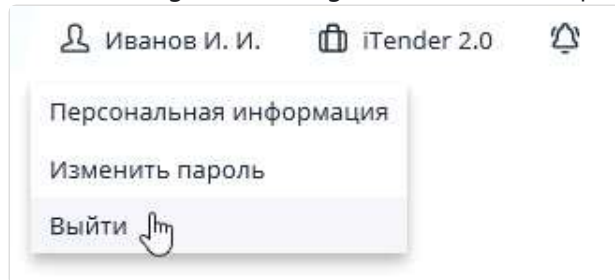
The user can check the possibility of using their item instance on a special page of the system. To check the item instance, the user must select the item "Check item instance" in the "Personal Information" section and click on **the "Start verification"** button:



This check will allow you to make sure that the item instance works correctly in the browser you are using and make sure that it can be used in the system. In case of problems, the user will receive a message containing a description of the problem, which will need to be fixed in order to work in the system.

Log out of the system

To log out, the user must click in the upper-right corner of any page ETP click on your user's full name and go to the "Log out" link in the drop-down menu:



Introduction

This guide is intended for users with the Bidder role. The electronic bidding system allows you to participate in the customer's bidding in electronic form.

The guide describes the actions of the bidder in the system - preparing the personal account for participation in the auction, submitting bids and directly participating in the ongoing auction. It also covers general work with the personal account, the use of additional features of an authorized user in order to optimize work with trades.

Terms and definitions

An electronic trading platform (ETP) is an automated information system designed for conducting competitive trading procedures in electronic form.

Operator (ETP) - a legal entity that owns an automated trading platform, the software and hardware necessary for its operation, and provides bidding for the purchase of goods, works, and services in electronic form.

The personal account is a special section on the electronic trading platform that is accessible only to a User authorized with a username and password, which allows you to receive the services provided by the Operator and information about the progress of their provision.

The open part is the functionality of an electronic trading platform, which all persons have access to, regardless of whether they have registered.

User (ETP) - a person who has passed the registration procedure in accordance with the ETP Regulations.

Organizer (of a trading procedure) - an ETP user who forms the terms of conducting and publishes information about trading in electronic form.

Participant (trade procedure) - an individual entrepreneur or legal entity registered on an ETP and participating in the process of trade and procurement activities, for example, submitting an application for participation in auctions and making price offers.

Trade procedure (procedure, bidding) - the process of determining a supplier, in order to conclude a contract with him to meet the needs of the organizer in goods, works or services.

An open trading procedure is a procedure that any organization registered on the ETP with the "Participant" role can participate in.

Lot - a commodity item, works or services that constitute the subject of a trade procedure, for which an application for participation is submitted under this procedure. The trading procedure may include one or more lots.

Single source purchase - a method of purchasing where the contract is concluded with a specific counterparty without performing the supplier selection stage.

Procurement documentation - a set of documents approved by the customer/ organizer, which may contain information about the subject of the purchase, the procedure and conditions for participation in the trade procedure, the rules for processing and submitting applications for participation, the criteria for choosing the winner, and the terms of the contract concluded based on the results of the trade procedure.

A closed auction is a procurement method in which bidders' bids are evaluated according to a set of competitive criteria. At the appointed date and time of opening envelopes, the organizer opens price offers of participants. The winner is selected by the bidding organizer based on the proposed price offer and the total evaluation of the bid for participation according to the bidding criteria.

Bid (Offer) - an electronic document submitted by a Bidder for the purpose of participating in the trading procedure in accordance with these Regulations.

Winner (of a trade procedure) - a participant or several participants with whom a contract can be concluded for the supply of goods, provision of works or services in accordance with the conducted trade procedure.

Certification is a procedure that aims to confirm the ability of participants to perform certain types of services that they have declared during registration.

Auction - a procedure in which participants consistently make their price offers. The winner is the participant who offered the best price offer.

Request for prices - a purchasing method in which bidders' bids are evaluated according to a set of competitive criteria. The winner is selected by the bidder based on the proposed price offer. The bidder is not required to enter into a contract.

Request for proposals - a procurement method in which bidders' applications are evaluated according to a set of competitive criteria. The winner is selected by the bidding organizer based on the proposed price offer and the total evaluation of the bid for participation according to the bidding criteria. The bidder is not required to enter into a contract.

A tender is a competitive method of procurement, the winner of which is the participant who offered the best conditions for the performance of the contract.

Rebidding is a procedure that allows its participants to improve their offer.

Prequalification selection (PKO) is a procedure that aims to form the list of participants in a competitive procurement who are able to perform certain types of work, provide certain types of services, and deliver certain goods in accordance with the requirements set out in the competitive procurement documentation.

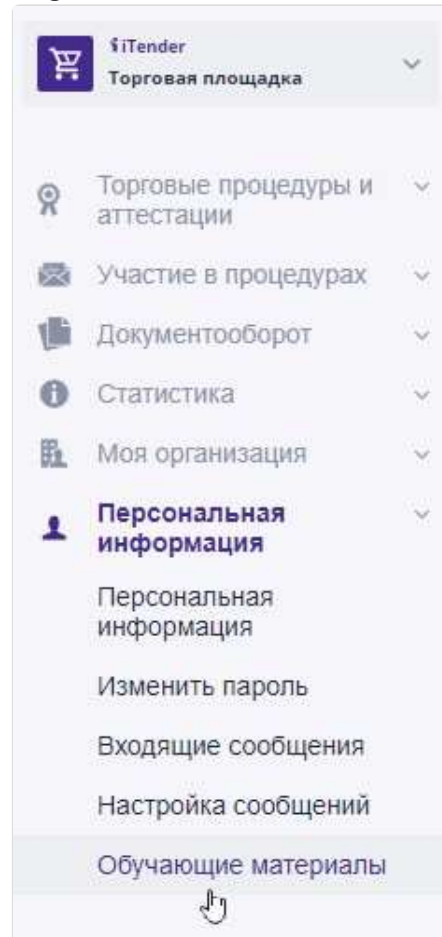
Public offer - a procedure in which the lot price changes according to the specified intervals of change in the public offer price. The winner is selected by the organizer based on the proposed price offer.

Electronic document - a document in which information is presented in electronic digital form.

Authorization and getting started in the system

To work in the system on behalf of their company, the user must complete the authorization procedure. After successful authorization, the user is automatically redirected to the "Personal Account" page.

The authorization process and work in the user's personal account (sections "Personal Information" and "My Organization") are described in the User's Guide. The manual is available in the "Personal Information" section of the "Training materials" item in the left side menu:



Menu items and access to system sections are formed based on the roles assigned to the user within their company. If you need to grant access to additional sections, you should contact the user with the role "company employee administrator".

Working in the bidder's system

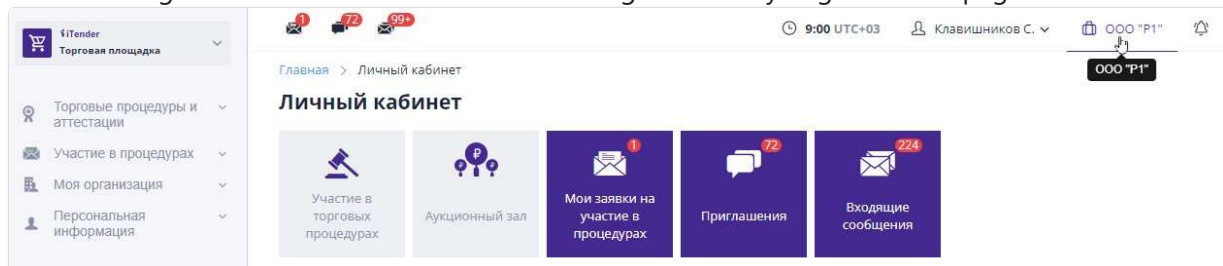
Employees of a company registered as a bidder can be assigned the following roles:

- **The company administrator** can change the data of their organization. These actions can be performed via the "My Organization" section.
- **The company's employee administrator** can change information about employees and assign new roles within the company.

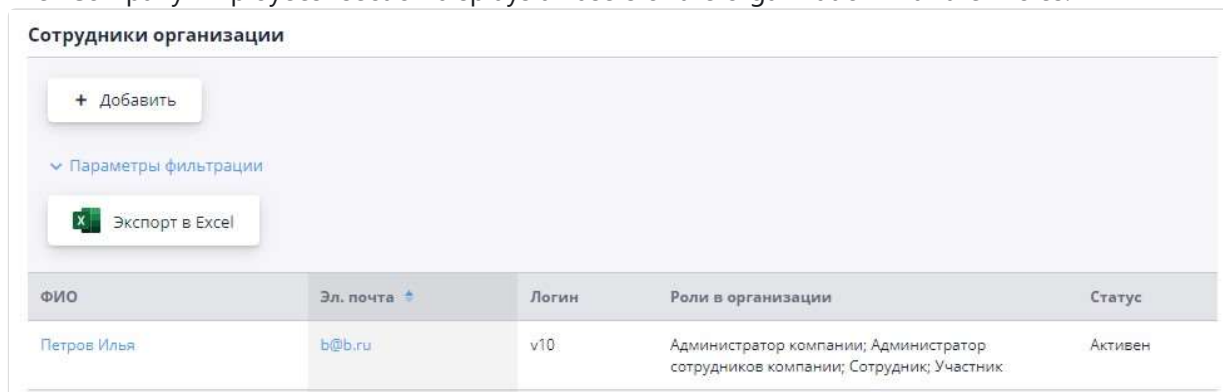
- **The bidder** can submit applications for participation in any published procedures on behalf of its counterparty, which are in the "bid acceptance" status, as well as conduct any available operations with its applications for participation.
- **Employee:** Basic role. Issued to company employees. Allows you to view information about the company: the history of changes, employees of the company, bank accounts, subsidiaries, statistics on the organization of trades, viewing documents.

The user can find out their role in the organization on the personal information page. The system can assign multiple roles within the company for a single employee at once.

The list of organization users is available for viewing on the "My Organization" page:



The "Company Employees" section displays all users of the organization with their roles:



Requirements for the user's workplace

To work on the ETP, an employee of the User must have an automated workplace that consists of one workstation - a computer or laptop, the minimum configuration of which is:

1. Processor, 32-bit (x86) or 64-bit (x64) with a clock speed of at least 1.5 GHz or higher,
2. RAM of at least 1 GB (for a 32-bit processor) or 2 GB (for a 64-bit processor),
3. Free hard disk space 200 Mb or higher, 4. Monitor with a resolution of 1280x800 or higher,
5. Requirements for the installed software:

- Microsoft Windows 7 Starter or later;
- CryptoPro CSP version 4.0 and higher for working with a local digital signature;
- CryptoPro EDS Browser plug-in for working with digital signatures;
- The browser.
- Tools for creating documents (MS Office, WordPad);
- File compression (packaging) tools (RAR, ZIP, WINZIP);
- PDF file readers (Adobe Acrobat or similar);

To work correctly on the ETP, you must disable all non-standard browser add-ons (such as Skype, ICQ, etc.), as their use may lead to changes in the structure of generated electronic documents.

When working with ETP, all standard browsers can be used to view pages: Opera, Chrome, Firefox, Safari, and others.

Participation in trade procedures and certifications

Procedure for participating in trade procedures

To participate in the certification or bidding process, you must create an application for the procedure you are interested in and send it to the organizer for consideration.

The entire bidding process can be divided into the following stages:

- Search for a procedure (or certification) for participation.
- Creating and submitting an application for participation in certification or bidding (Request for prices, Request for proposals, Auction, PKO):
 - Creating and editing a draft application.
 - Submit a completed application.
 - Revocation of the application (available only during the application process):
 - To make changes to the composition of the application;
 - To refuse to participate in the selected procedure.
 - Respond to a request for additional information from the organizer on the submitted application.
- Summing up the results:

- Participation in rebidding;
- View the trading results.

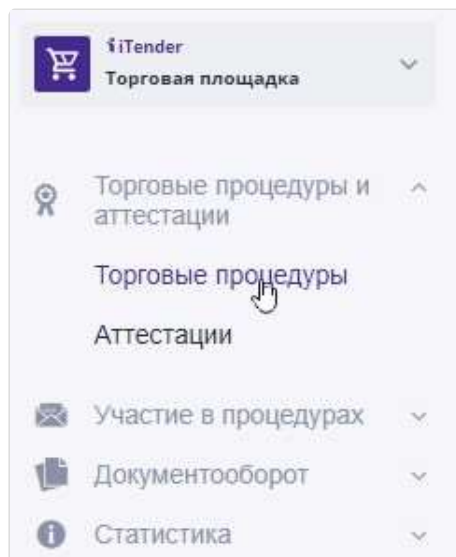
Procedures become available to everyone for viewing immediately after they are published by the organizer, and go to the "Notification published" status. At this stage, you can get acquainted with the purchase items and dates of the procedure.

When the application acceptance period starts, the application for participation and all related operations become available. If necessary, the organizer can request additional information on the application, and the participant will receive a notification in their personal account.

At the end of the application acceptance period, the organizer proceeds to summing up the results. At this stage, the bidder can immediately select one or more winners according to the procedure, or invite participants to improve their offers by rebidding. Additional stages may be declared more than once. The participant can improve their offer at each stage of the procedure if they wish. When choosing a winner, the best offer from each participant will always be considered.

Search for bids to participate in

The procedures or certifications published by the organizer appear in the participants ' personal invitations or in public access in the Trade Procedures and Attestations journals:



Post-publication procedures receive the status "Notification published", which means that the user can only get acquainted with the purchase information and documentation. Submission of applications for participation becomes available in the "Application acceptance" status.

The following search filters can be used to search for trades: subject of the procedure, lot status, method of conducting, classifier of types of activities, region:

Главная > Торговые процедуры

Торговые процедуры

Предмет процедуры	<input type="text"/>	Классификация продукции по видам деятельности	<input type="text"/>
Статус лота	<input type="text"/>	Регион	<input type="text"/>
Способ проведения	<input type="text"/>	Виды экономической деятельности	<input type="text"/>

Дополнительные параметры

Дата начала подачи заявок	<input type="text"/>	Дата начала торгов	<input type="text"/>
Дата окончания подачи заявок	<input type="text"/>		

Искать Очистить

To view information about the auction, click on the link in the name of the procedure or its lot.

Submitting applications for participation

Submission of applications for participation in the procedures is of the same type for Certification, Auction, Request for Proposals, and Request for Prices, and is divided into two parts: creating and editing an application, and submitting it for consideration to the organizer.

Information about an application that was not submitted for participation is not available to the organizer.

Creating and submitting an application for participation

Submission of bids is possible for the procedure in the "Bid acceptance" status and is required for participation in the auction. To apply for participation, go to the page of the auction or lot you are interested in and click "**Create a bid for participation**":

Главная > Личный кабинет > Торговые процедуры > Офисная мебель > Лот №1 Столы

← Вернуться **Создать заявку на участие** ? Задать вопрос

Лот №1 Столы

Статус: Прием заявок

Предмет процедуры: Офисная мебель

Each application consists of two parts that must be completed before submission: qualification requirements and a commercial offer.

Qualification requirements - a part of the application for participation, in which it is necessary to fill in information on the organizer's requirements related to the supplier's qualification assessment.

Mandatory criteria and documents will be marked with an asterisk "***". Criteria and documents without such a mark are considered optional and are filled in at the discretion of the bidder. The list of criteria and documents is set up by the organizer individually for each auction:

Заявка на участие

Статус:

Не подана

Предмет процедуры: Анализ рынкаАвтор: Иванов И. И.

Квалификационные требованияЛоты

Критерии оценки контрагента

Опыт аналогичных проектов ценой свыше Двадцати млн.руб

Требования к документам участника

скан паспорта

Загрузить файл

Перейти на вкладку "Лоты" >

Filling in information on lots

Lots - part of the application for participation, in which participants indicate their offer for the lot of interest. The commercial part of the offer is submitted to the lot (the winner is selected by lot). Also in the lot, the organizer can offer to fill in the criteria for the subject of purchase. Mandatory criteria and documents will be marked with an asterisk "***". Criteria and documents without such a mark are considered optional and are filled in at the discretion of the bidder. The list of criteria and documents is set up by the organizer individually for each lot:

Заявка на участие

Статус:

Не подана

Предмет процедуры: Анализ рынкаАвтор: Иванов И. И.

Квалификационные требованияЛоты

УчаствуюПринять заявку

Лот № 1 Сваи железобетонные

Валюта: Российский рубль

Начальная цена: 1 500,00 RUB

Отказаться от участия

УчаствуюПринять заявку

Лот № 3 Узлы железобетонные

Валюта: Российский рубль

Начальная цена: 70 000,00 RUB

Отказаться от участия

Сваи железобетонные

Победители выбираются по позиции

Валюта: Российский рубль

Сумма по лоту (минимум): 1 000,00

	№	Наименование	Кол-во	Ед. изм.	Начальная цена за единицу	Дополнительные сведения	Цена (минимум)	Сумма по позиции (минимум)
<input checked="" type="checkbox"/>	1.1	Сваи железобетонные *Добавить спецификацию	10,00	Штука	1 500,00		100	1 000,00
<input type="checkbox"/>		Нет оригинала						
								1 000,00

Скачать шаблон предложения

Загрузить предложение

Требования к документам участника

Справка об опыте выполнения аналогичных проектов согласно формы

Загрузить файл

< Перейти на вкладку "Квалификационные требования"

For some items, the organizer may indicate that it is ready to purchase analogs instead of the original. In this case, you should add your own specification for this item. To do this, click on the **"Add specification" link** below the corresponding item name:

Сваи железобетонные
Победители выбираются по позициям

Валюта

Российский рубль

Сумма по лоту (минимум) *

1 000,00

<input checked="" type="checkbox"/>	№	Наименование	Кол-во	Ед. изм.	Начальная цена за единицу	Дополнительные сведения	Цена (минимум) *
<input checked="" type="checkbox"/>	1.1	Сваи	10,00	Штука	1 500,00		100

+

Добавить спецификацию

☐ Нет оригинала

In the window that opens, fill in the required fields and click **"Save"**:

After saving, a new position will be added with the previously specified information. Now you can specify a commercial offer based on your own specification:

When filling out an application, you can use the mechanism of importing price offers by positions and specifications, which is especially important when there are a large number of positions in a lot. To do this, you need to download the import template on the application page in the "Lots" section by clicking on the **"Download Offer template"** button:

The screenshot shows a summary for lot 1.1.1, 'Сваи' (Piles). It includes a quantity of 90 and a total price of 900,00. Below this, there are two buttons: 'Скачать шаблон предложения' (Download offer template) and 'Загрузить предложение' (Upload offer).

For successful import, you must maintain the integrity of the template table and its data formats. Therefore, we recommend using Microsoft Excel to edit the file. However, the template format cannot be changed, and when saving it, you must leave it as standard: ".xlsx".

When editing the import template, you must specify your price offers in the fields highlighted in blue. All other table cells that are protected from changes must be left unchanged:

	A	B	C	D	E	F	G	H	I	J	K	L
2	Сумма по лоту (минимум)				900,00							
3												
4												
5	№	Позиция			Кол-во	Ед. изм.	Начальная цена за единицу	Доп. сведения			Цена (минимум)	Сумма по позиции (минимум)
6	1.1	Сваи железобетонные			10,00	Штука	1 500,00				100,00	1 000,00
7	1.1.1	Сваи									90,00	900,00
8												
9												
10												
11								Сумма по лоту (минимум)				900,00

After you finish editing the template, you need to save all your changes, and then upload the file to the system. To upload the file, click on the **"Upload offer"** button on the application page in the "Lots" section:

This screenshot is identical to the one above, showing the lot summary for 1.1.1 'Сваи' and the buttons 'Скачать шаблон предложения' and 'Загрузить предложение'. A mouse cursor is shown clicking on the 'Загрузить предложение' button.

In the case of a multi-lot procedure, one bid is submitted for the entire auction. And already in the application itself, you can select the lots of interest. To do this, in the "Commercial offer" section of the draft application, click on the "Participate" button next to the lots of interest:

Участвую

Прием заявок

Лот № 1 Лот №1

Отказаться от участия

Не участвую

Прием заявок

Лот № 2 Лот №1

Принять участие

Не участвую

Прием заявок

Лот № 3 Лот №1

Принять участие

For each selected lot, you will need to fill in the required fields with evaluation criteria and commercial offer.

After you have marked and filled in the data for all the lots of interest, you can submit an application using the button of the same name:

Главная

>

Личный кабинет

>

Участие в торговых процедурах

>

Офисная мебель

>

Заявка на участие

← Вернуться

✓ Сохранить

Подать

Удалить

Заявка на участие

Статус: Не подана

Предмет процедуры: Офисная мебель

Квалификационные требования

Коммерческое предложение

Участвую

Прием заявок

Лот №1

Победитель выбирается по лоту

After submission, the application is considered registered in the system. The application status changes to "Submitted":

← Вернуться

Отозвать

Заявка на участие

Статус:
Подана

Номер заявки:
0000128

Предмет процедуры:
Офисная мебель

Квалификационные требования

Коммерческое предложение

Критерии оценки контрагента

Объем	15,00
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If the electronic signature functionality is enabled in the system, then you will need to sign the application for participation. The process of signing the application is described in the section "Signing the application for participation "(the section is available if there is an electronic signature in the system).

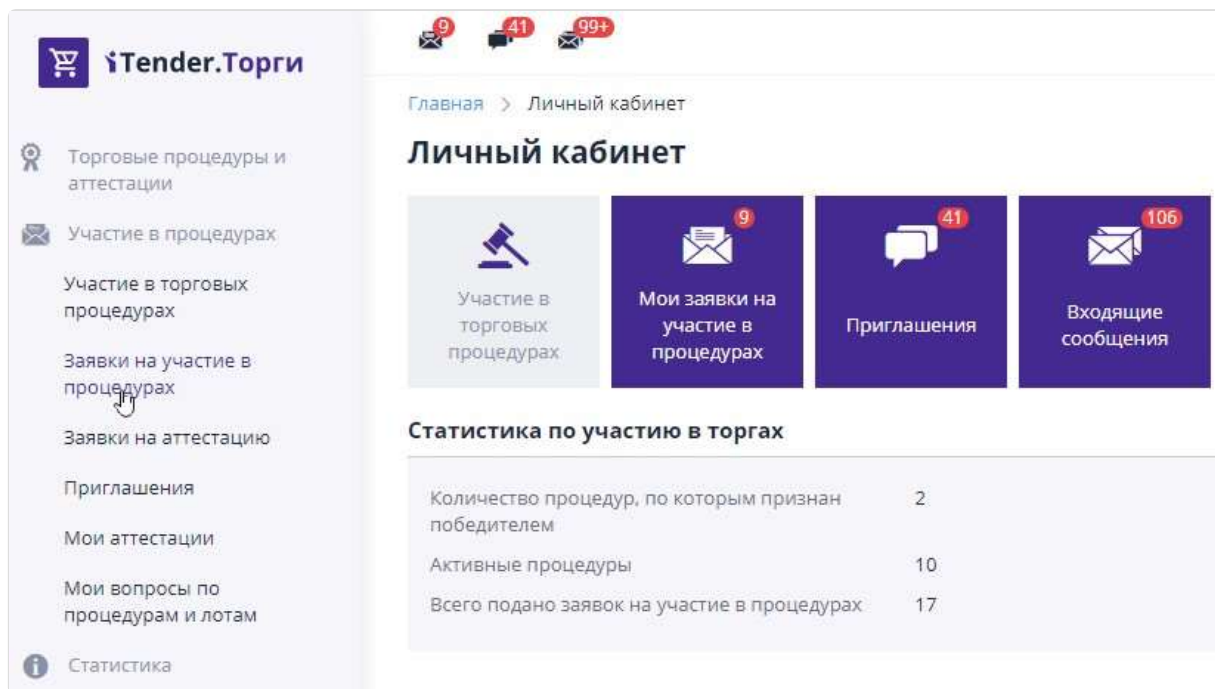
The application is sent to the organizer for consideration. However, they can request additional information about it. In this case, the system notifies the participant that they need to go to their application and add the information requested by the organizer. The results of the application review and the decision on the selection of the winner are made in the procedure in the status "Summing up".

Revoking and editing the application for participation

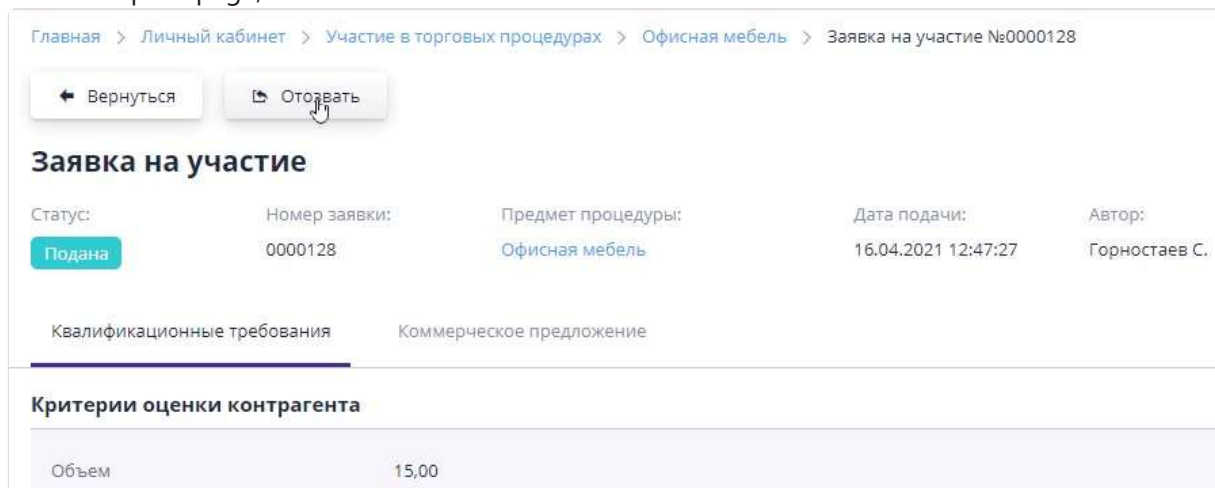
If necessary, you can make changes to the submitted application for participation. You can edit the bid while the bidding process is in the " Bid Acceptance. In other statuses, you can't make changes to the application for participation.

To make changes to the application, you must first withdraw it.

To withdraw an application, go to the application page from the page of the auction for which it was submitted, or find the application in the "Applications for participation in procedures" section in the left side menu:



On the request page, click **"Withdraw"**:



If the electronic signature functionality is enabled in the system, then you will need to sign the revoked application for participation. The process of signing the withdrawal of an application is similar to the process of signing the submission of an application and is described in the section "Participation in tenders" under "Signature of the application for participation".

The request status will change to "Withdrawn".

To make changes, now you need to click on **the "Edit"** button:

← Вернуться

✎ Редактировать

➦ Подать

Заявка на участие

Статус:

Номер заявки:

Предмет процедуры:

Дата подачи:

Автор:

Отозвана

0000128

Офисная мебель

16.04.2021 12:47:27

Горностаев С.

Квалификационные требования

Коммерческое предложение

Критерии оценки контрагента

Объем	15,00
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Further changes to the application are made in the same way as completing the draft application described in the "Creating and Submitting an Application" section of the current guide.

To resend the application to the organizer, click **"Submit"**:

← Вернуться

✓ Сохранить

➦ Подать

Заявка на участие

Статус:

Номер заявки:

Предмет процедуры:

Отозвана

0000128

Офисная мебель

Квалификационные требования

Коммерческое предложение

Критерии оценки контрагента

Deleting an application for

It is possible to delete an application for participation before it is submitted for bidding. If the application has already been submitted, you can only revoke it. For more information on how to do this, see the section "Revoking and editing an application for participation" in the current guide.

To delete it, click the same button on the draft request page:

Главная > Личный кабинет > Участие в торговых процедурах > Офисная мебель > Заявка на участие

← Вернуться ✓ Сохранить **Подать** 🗑 Удалить

Заявка на участие

Статус: **Не подана** Предмет процедуры: Офисная мебель Автор: Сусликов П.

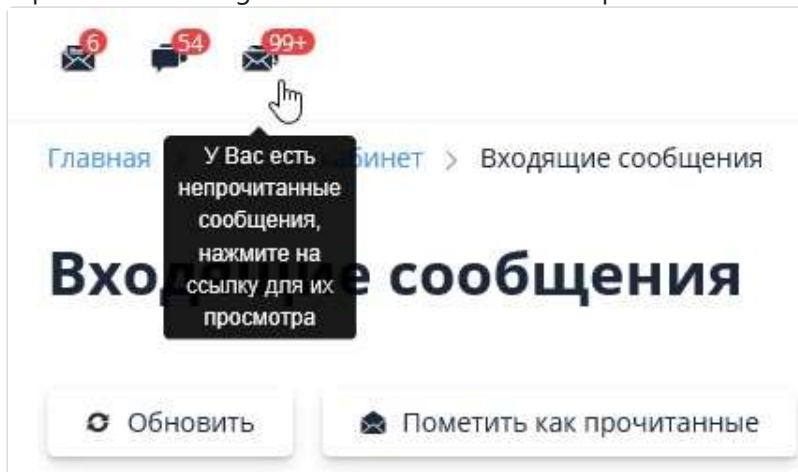
Квалификационные требования Коммерческое предложение

Критерии оценки контрагента

Working with a dose request for information

After submitting an application for participation, the organizer can view it and, if necessary, request additional information on it.

Notification of a request from the organizer is sent to the bidder's personal email address:



To quickly access the response form for the organizer's request, click on the link from the email:

Входящие сообщения

← Вернуться к списку сообщений

🗑 Удалить



Тема: Организатор запросил дополнительную информацию по заявке
От кого: Электронная торговая площадка
Кому: Горностаев Семен
Дата создания: 16.04.2021 13:02

Уважаемый(ая) Горностаев Семен,

Организатор запросил дополнительную информацию по Вашей заявке на процедуру Конкурс № Т-0000073 - Офисная мебель:

Необходимо приложить документ коммерческого предложения.

Чтобы дать ответ перейдите по [ссылке](#).

In the form that opens, you must read the organizer's request and provide the requested information. In the "Answer" field, add your own comment on the given question, and in the "Documents" section, attach files for clarification or additions:

Главная > Личный кабинет > Участие в торговых процедурах > Офисная мебель > Заявка на участие №0000128 > Редактирование ответа

← Вернуться

➡ Отправить ответ

Редактирование ответа

Статус: Вопрос создан
Вопрос: Необходимо приложить документ коммерческого предложения.
Ответ: *

Добрый день!
Приложил к письму.

✓ Сохранить

Отменить

Документы

📎 Скачать все документы

Разъяснение

Добавить



The history of requests and responses is available on the application page in the "Requests for additional Information" section:

← Вернуться

Заявка на участие

Статус:

Номер заявки:

Предмет процедуры:

Дата подачи:

Автор:

Подана

0000128

Офисная мебель

16.04.2021 12:58:52

Горностаев С.

Квалификационные требования

Коммерческое предложение

Запросы дополнительной информации

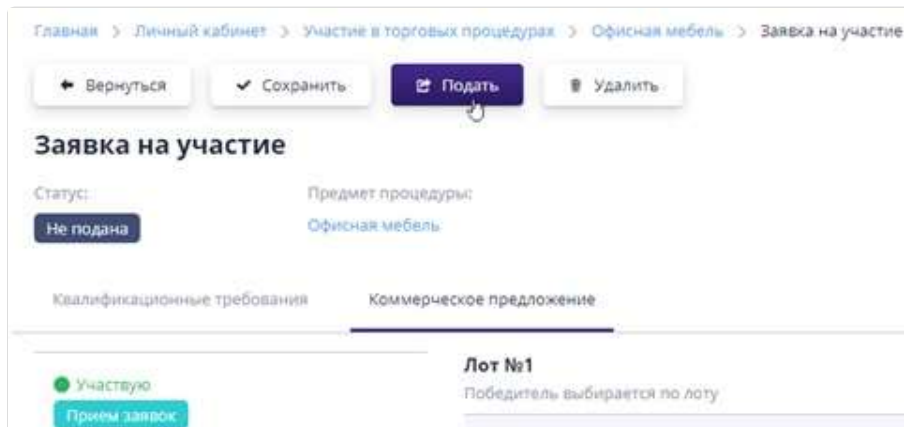
Экспорт в Excel

Вопрос	Автор ответа	Дата создания вопроса	Дата публикации ответа
Необходимо приложить документ коммерческого предложения.	Горностаев Семен	16.04.2021 13:02	16.04.2021 13:21

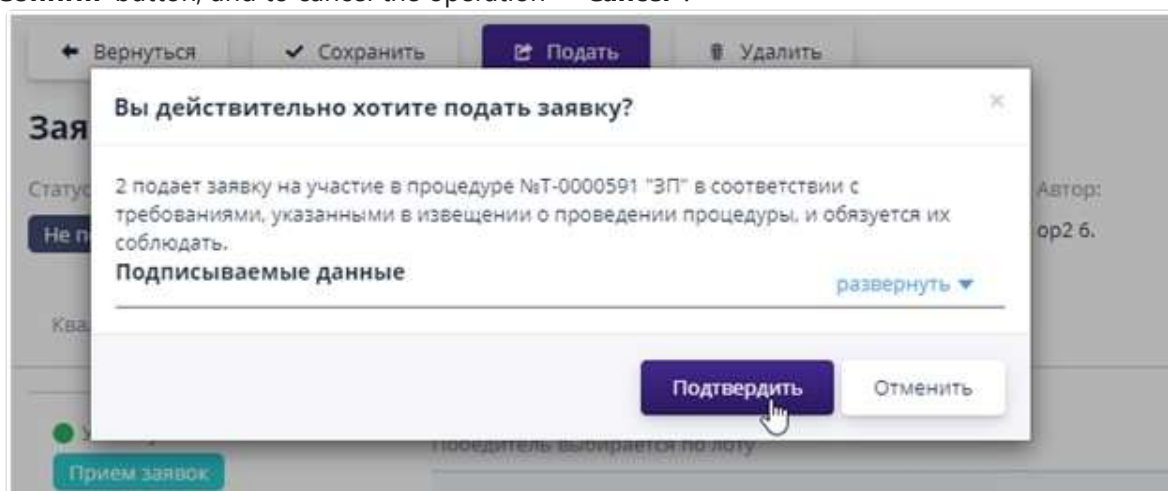
This section displays a complete list of requests for information about the lot. To view the response to the request, click on the link in the question title.

Signature of the application for participation

After you have marked and filled in the data for all the lots of interest, you can submit an application using the button of the same name:



If the signature functionality is enabled in the system, then the submitted application for participation will need to be signed. To confirm the signature, the user should click on the **"Confirm"** button, and to cancel the operation - **"Cancel"**:



After confirming the operation, the system will automatically sign the request and its status will change to "Submitted".

Participation in the certification procedure

Submission of applications for participation in the procedures is of the same type for Certification, Auction, Request for Proposals, and Request for Prices, and is divided into two parts: creating and editing an application and submitting it for consideration to the organizer.

Information about an application that was not submitted for participation is not available to the organizer.

Creating and submitting an application for participation in the certification process

Submission of applications is possible for procedures in the "Application acceptance" status and is required for obtaining certification. Several applications can be submitted for participation in the certification, but the application submitted and not considered must always be one.

To apply for participation, go to the page of the certification you are interested in and click **"Create application for participation"**:

Главная > Личный кабинет > Аттестации > Тестовая аттестация

← Вернуться **Создать заявку на участие** ? Задать вопрос

Тестовая аттестация

Статус: **Прием заявок**

Номер процедуры: A-0000351

Информация Анкета История изменений

Номер процедуры: A-0000351

Each application consists of a questionnaire, which must be completed before submission. The questionnaire can consist of different types of questions, which have their own restrictions. For example, in the fields for entering TIN, a check for the correctness of the entered data works. The questionnaire may also contain questions where you need to specify the date, upload the file, and select the appropriate values:

Анкета

Тестовый вопрос 1 *

Тестовый вопрос 2 ☒ тест 1
☒ тест 2
☐ тест 3

Тестовый вопрос 3

Тестовый вопрос 4 *

тест1.docx

Mandatory questions are marked with an asterisk in the questionnaire.

The questionnaire can also contain a question in the form of a table. To fill in the table, you need to add a row to it by clicking on the **"Add row"** button:

Тестовый вопрос 5

№	Тестовый столбец 2	Тестовый столбец 2	Действия
Записи отсутствуют			

+ Добавить строку

You can add any number of rows to the table. In the added rows, the user can fill in all the necessary information. If an extra line has been added, you can delete it by clicking on the **"Delete"** button:

Тестовый вопрос 5

№	Тестовый столбец 2	Тестовый столбец 2	Действия
1	<input type="text"/>	<input type="text"/>	Удалить
2	<input type="text"/>	<input type="text"/>	Удалить

+ Добавить строку

After filling in the information in the questionnaire, click **"Save"** to save the entered data:

Главная > Личный кабинет > Аттестации > Тестовая аттестация > Заявка на аттестацию

← Вернуться

✓ Сохранить

Подать

Удалить

Заявка на аттестацию

Статус:

Не подана

Предмет процедуры:

Тестовая аттестация

Анкета

Тестовый вопрос 1

тестовый ответ

Тестовый вопрос 2

☒ тест 1

After the participant has filled out all the necessary information in the questionnaire, they can submit it by clicking on the corresponding button:

Главная > Личный кабинет > Аттестации > Тестовая аттестация > Заявка на аттестацию

← Вернуться ✓ Сохранить **Подать** 🗑 Удалить

Заявка на аттестацию

Статус: **Не подана** Предмет процедуры: Тестовая аттестация

Анкета

Тестовый вопрос 1	тестовый ответ
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Next, you need to confirm the operation by clicking on the **"Confirm"** button:

Подтверждение операции

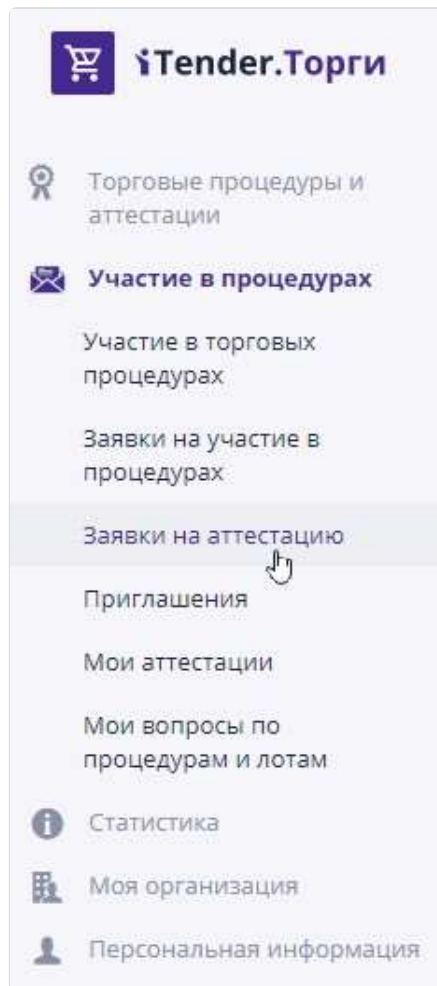
Вы действительно хотите подать заявку?

Подтвердить Отменить

The application status will change to "Submitted" and it will be available for viewing and making a decision to the organizer.





Section "Applications for certification"

This section displays a list of all previously created applications for participation in attestations from your organization. To go to the application review page, click on the "Applications for certification" link in the "Personal Account" menu.




You can search for applications for certification by the part or full name of the procedure, the status of the procedure, the status of the application, and the time interval when the application was submitted:

Заявки на аттестацию

Номер заявки	<input type="text"/>	Процедура 	<input type="text"/>
Статус заявки	<input type="text" value="▼"/>	Виды экономической деятельности	<input type="text" value="Производство металлических дверей и окон (25.12) ✕"/>
Статус процедуры	<input type="text" value="▼"/>		<input type="text" value="▼"/>
Дата подачи заявки 	<input type="text" value=""/>  — <input type="text" value=""/> 		

 Искать

Очистить

 Экспорт в Excel

№	Статус заявки	Дата создания	Дата подачи	№ Процедуры	Способ проведения	Процедура	Статус процедуры
0000136	Подана	19.04.2021 09:48:01	19.04.2021 09:49:36	A-0000008	Аттестация	Производство металлических дверей и окон	Прием заявок

Participation in the auction

Submission of an offer during an open auction

When conducting an Auction, the bidder submits its price offer by improving the initial price at the auction step during the trading session. To participate, you need to go to the lot page and go to the auction progress page on the start date and time specified in the lot:

Главная > Личный кабинет > Участие в торговых процедурах > Офисная мебель > Лот №1

← Вернуться **Ход торгов** < 1 из 1 >

Лот №1

Статус: **Идут торги** Предмет процедуры: Офисная мебель

Предмет процедуры	Офисная мебель
Организатор	ITender 2.0
Статус	Идут торги

The participant makes new offers in the "My offer" section. You can change your price offer manually in the corresponding fields, or use the **"Reduce by step"** button to automatically calculate the offer. To submit a new offer, click on the **"Submit offer"** button:

Мое предложение

Ранг 0

Наименование	Начальное значение	Текущее предложение	Мое предложение
Цена позиции	15 000,00		14 900,00

✓ Подать предложение Снизить на шаг Отменить изменения

If the signature functionality is enabled in the system, then the bet placed will need to be signed. The bid signing process is similar to the bid signing process and is described in the " Bid Signing "section of the " Bid Signing " section.

After the transaction is confirmed, a new bidder's offer will be displayed during the bidding process.

The "Trading progress" section displays new offers made by participants, as well as the time when they were submitted. The names of all participants are hidden under to ensure anonymity. Your bid is signed with the name and details of the participant's organization:

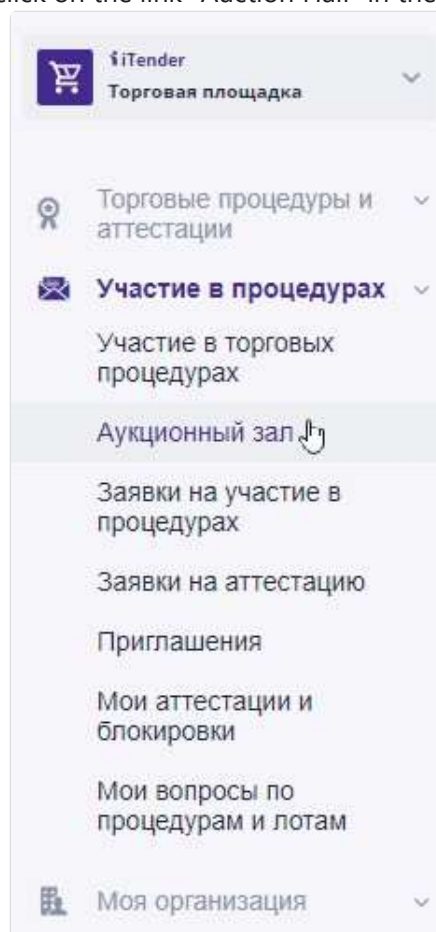
Ход торгов	
<div>  Экспорт в Excel </div>	
Цена позиции	
19.04.2021 10:04:59 - Ставка №2	
14 800,00	
19.04.2021 10:04:42 - Ставка №1 - ООО Р1 (БИН/ИИН: 123456789012)	
14 900,00	

At the end of the auction, the organizer will review the submitted bids of participants and publish the results, completing the procedure.

Auction hall

This section displays a list of all lots with an active trading session. The list of auctions includes both auctions and face-to-face rebidding of the following procedures: request for proposals, request for prices.

To go to the auction hall page, click on the link "Auction Hall" in the menu " Personal account:



The auction hall allows an organization participating in several trading procedures to more quickly navigate through price offers submitted by other participants. In addition, the auction hall allows you to immediately submit competitive price offers during the trading session.

The auction hall page is divided into three elements:

- A list of lots currently in the trading session, with the ability to switch between them.
- Separator, an element that allows you to change the size ratio between elements: List of lots and the trading session page.
- The page of the trading session of the selected lot, which opens on the "my offer" block, and allows you to submit a price offer immediately after selecting the lot.

Аукционный зал

Список лотов

№	Наименование	Способ проведения	Статус	Дата начала сессии	Дата завершения сессии	Лучшее предложение
<input checked="" type="radio"/> T-0000059/1	Лот №122	Аукцион на понижение	Идут торги	08.04.2022 11:46	08.04.2022 11:51	
<input type="radio"/> T-0000060/1	Лот №122	Аукцион на понижение	Идут торги	08.04.2022 11:46	08.04.2022 11:51	

Разделитель

Мое предложение

Страница торговой сессии

Ранг 0

Наименование	Начальное значение	Текущее предложение	Мое предложение
цена	4 564,45		4 564,45

In each downgrade auction, a link to the procedure's auction hall is available. In the list of lots, only the lots of the trading procedure under consideration are available for selection.

Аукцион

Статус: **Идут торги** ?

Номер процедуры: T-0000061

Способ проведения: Аукцион на понижение

Организатор: iTender 2.0

Общая информация | Лоты | Заявки на участие | История изменений ? | Мои заявки на участие

Номер процедуры: T-0000061

Trading results

Depending on the procedure carried out, the organizer selects the winner based on price and non-price criteria, provided that all other requirements for the bidder are met.

If no bids were submitted or only one bidder was allowed to participate in the procedure, the bidder may decide to complete the bid without a winner.

After the results of trading are published, the procedure goes to the "Completed" status.

By the decision of the organizer, the auction may be canceled. In this case, the lot status will change to "Canceled".

The organizer's decision is recorded and published on the lot page in the "Results" section. Depending on the system settings, the participant can view the trading results only relative to their own results or the results of all participating counterparties.

All results are available to the participant:

[Главная](#) > [Личный кабинет](#) > [Участие в торговых процедурах](#) > [Офисная мебель](#)

[← Вернуться](#) [Перейти в заявку на участие](#)

Офисная мебель

Статус:
Завершен

Номер процедуры:
T-0000073

Способ проведения:
Конкурс

Организатор:
iTender 2.0

[Общая информация](#) [Лоты](#) [Заявки на участие](#) [Результаты](#) [История изменений](#) [Мои заявки на участие](#)

[▼ Параметры визуализации и фильтрации](#)

[Экспорт в Excel](#)

Место	Статус	Участник
1 - Лот №1		
1 место	Победитель	ООО Р1 (БИН/ИИН: 123456789012 Заявка на участие № 0000128)
2 место	Не победитель	ИП Р2 (БИН/ИИН: 001234567890 Заявка на участие № 0000129)

Записей: 2

The participant can only view their results:

[← Вернуться](#)

[Перейти в заявку на участие](#)

строительство дома, г.Москва

Статус:
Завершен ?

Номер процедуры:
T-0000668

Способ проведения:
Прием коммерческих предложений

Организатор:
ООО "ФОГСОФТ"

Общая информация


Лоты

Результаты

Мои заявки на участие

История изменений ?

▼ Параметры визуализации и фильтрации

 Экспорт в Excel

Место	Статус	Участник
1 - Лот №1- Строительные работы		
1 место	Победитель	ООО "Полиграфия плюс" (ИНН: 1807535101 Заявка на участие № 0000489)

Показать 10 записей

Bidding questions and invitations

Bidding questions

If the information in the published notice and related procurement documentation is not sufficient, you can send a clarifying question to the auction organizer. Sending a question is available in the bidding statuses "Bid acceptance" and "Notification published". On the bidding page, click the "Ask a question" button. In the pop-up window that opens, you should describe the problem and then send your question to the organizer.

← Вернуться **Перейти в заявку на участие** ? Задать вопрос

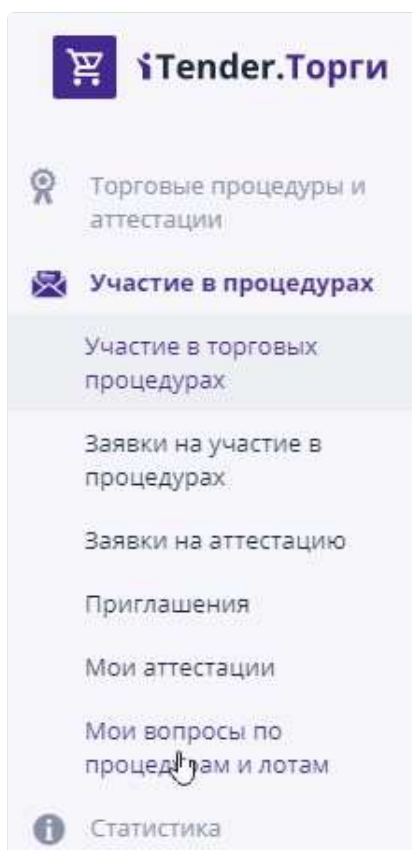
Офисная мебель

Статус:	Номер процедуры:	Способ проведения:	Организатор:
Прием заявок	T-0000038	Аукцион на понижение	iTender 2.0

Общая информация Лоты История изменений Мои заявки на участие

The organizer of the auction can send the answer to the question to the user personally or publish it on the auction page in the "Questions about the auction" block. You will be notified of the response in your personal messages.

All questions from your organization and their answers can be viewed in the "My Questions about procedures and lots" journal. To do this, click on the link of the same name in the left side menu:



The participant can use search filters based on the part of the question or its current status. After installing the search filters, click the **"Search"** button:

Мои вопросы по процедурам и лотам

Вопрос Статус вопроса Все

Искать Очистить

Экспорт в Excel

Вопрос	Автор вопроса	Статус	Дата создания вопроса	Дата публикации ответа	Процедура/лот
В каком формате должны быть предоставлены чертежи?	Горностаев Семен	Вопрос создан	16.04.2021 13:28		Аукцион на понижение № T-0000038 - Офисная мебель

To view the answer, click on the link in the "Question" column.

Sometimes the organizer may leave a question unanswered. In this case, you need to contact them in another way to get clarification on the question asked:

Информация об ответе

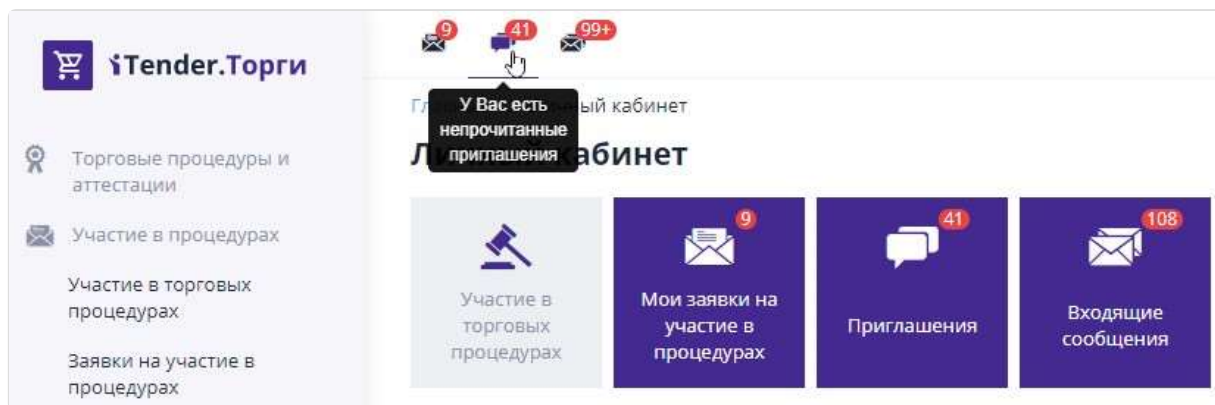
Статус: Прием заявок Номер процедуры: T-0000038 Способ проведения: Аукцион на понижение Организатор: iTender 2.0

Процедура/лот	Аукцион на понижение № T-0000038 - Офисная мебель
Вопрос	В каком формате должны быть предоставлены чертежи?
Автор вопроса	Горностаев Семен
Ответ	
Статус	Вопрос оставлен без ответа
Файлы	

Invitations to participate in certification and trade procedures

The organizer can invite users to participate in its own attestations and trading procedures. The Invitations section contains a list of such notifications sent by the organizer.

To go to the invitation viewing page, click on the link in the "Personal Account" menu or click on the "Invitations" tile:



You can search for invitations by part of the lot name or by sender (auction organizer):

Приглашения

Процедура ?

Офисная мебель

Организатор ?

☐ Показывать только непрочитанные приглашения

Искать

Очистить

Экспорт в Excel

Отправлено	Номер процедуры	Статус	Способ проведения	Процедура	Организатор	Статус заявки
02.04.2021 14:30	T-0000038	Активно	Аукцион на понижение	Офисная мебель	iTender 2.0	Не подана

To view the invitation, click on the link in the "Sent" column.

The invitation viewing page displays information about the procedure being performed:

← Вернуться

Создать заявку на участие

Заинтересован в участии

Отказаться от участия

Приглашение для ООО Р1

Статус: Прием заявок

Номер процедуры: T-0000037

Способ проведения: Аукцион на понижение

Организатор: iTender 2.0

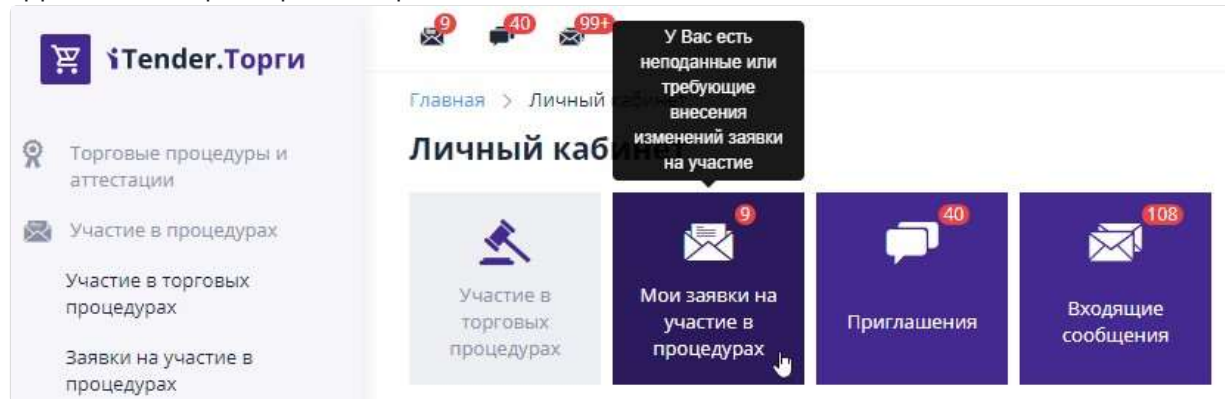
Процедура	Офисная мебель
Номер процедуры	T-0000037
Организатор	iTender 2.0
Отправлено	02.04.2021 12:44

To proceed to creating an application for participation, use the button of the same name. The further process of filling out and submitting an application for participation is described in detail in the section "Creating and submitting an application for participation".

If you are not interested in performing the work for which the auction has been announced, you should ignore this invitation.

Section "Applications for participation in procedures"

This section displays a list of all previously created applications for participation from your organization. To go to the application review page, select "Applications for participation in procedures" in the left side menu in the "Participation in procedures" section, or click on the "My applications for participation in procedures" tile:



You can search for bids by part or full lot name, bidding method, lot status, bid status, and time period when the bid was submitted:

Мои заявки на участие в процедурах

Search filters:

- Номер заявки:
- Статус заявки:
- Статус процедуры:
- Дата подачи заявки:
- Процедура:
- Способ проведения:
- Виды экономической деятельности:

Buttons:

№	Статус заявки	Дата создания	Дата подачи	№ Процедуры	Способ проведения	Процедура	Статус процедуры
	Не подана	16.04.2021 12:26:09	Не подана	T-0000038	Аукцион на понижение	Офисная мебель	Прием заявок

To view the bid, click on the link in the "Creation Date" or "Bid Status" column, and to view information about the auction, click on the link in the "Procedure No." or "Procedure" column.

Participation in the auction

When conducting an auction, the bidder submits its price offer by lowering the initial price by the auction step during the trading session.

To participate, you need to go to the trading progress page in the lot or to the auction hall on the date and time of the start of trading specified in the auction and click on **the "Participate"** button.

Аукционный зал

Предмет процедуры

Способ проведения

Классификация продукции по видам деятельности

Регион

Виды экономической деятельности

Параметры поиска

Искать Очистить

Аукцион на понижение: T-0000143
1 : Офисная мебель / Лот №1 Офисная мебель

Статус: **Идут торги**

Период подачи предложений:
13.10.2023 13:11 - 18.10.2023 13:11

Начало торгов:
13.10.2023 13:11

Шаг аукциона:
100,000 RUB

Ваше предложение:
нет данных

Лучшее предложение:
нет данных

Участвовать

Главная > Личный кабинет > Участие в торговых процедурах > Офисная мебель > Лот №1 Офисная мебель > Ход торгов

Вернуться Участвовать

Лот №1 Офисная мебель

Статус: **Идут торги**

Предмет процедуры: Офисная мебель

Информация о лоте

Основной критерий	Цена
Наименование лота	Лот №1 Офисная мебель
Начальная цена	2000000,00
Валюта	Российский рубль
Шаг торгов	100,00 RUB
Выбор победителя	Победитель выбирается по лоту
Регион	не указано
Дополнительная информация	

After that, the block for submitting price offers opens.

The participant makes new offers in the "My offer" section. You can change your price offer manually in the corresponding fields, or use **the "Reduce/ Increase by step" button** to automatically calculate the offer. To submit a new offer, click on **the "Submit offer"** button.

Аукцион на понижение: T-0000143

1 : Офисная мебель / Лот №1 Офисная мебель

Статус: Идут торги

Период подачи предложений:

13.10.2023 13:11 - 18.10.2023 13:11

Начало торгов: 13.10.2023 13:11

До окончания аукциона: 118:59:18

Шаг аукциона: 100,000 RUB

Ваше предложение: нет данных

Лучшее предложение: нет данных

Ваш ранг: 0

Критерий	Начальное значение	Текущее предложение	Ваше предложение
Цена	2 000 000,000		2 000 000,00

✓ Подать предложение

Снизить на шаг

Отменить изменения

Мое предложение

Ваш ранг: 0

Критерий	Начальное значение	Текущее предложение	Ваше предложение
Цена	2 000 000,000		2 000 000,00

✓ Подать предложение

Снизить на шаг

Отменить изменения

After confirmation, the system will display the new offer of the participant. The "Trading progress" section displays new offers made by participants, as well as the time when they were submitted. The names of all participants are hidden to ensure anonymity. Your bid is signed with the name and details of the participant's organization.

Ход торгов

Экспорт в Excel

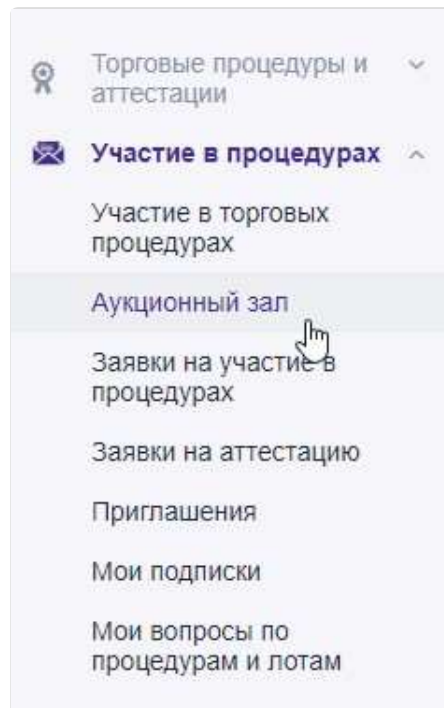
Цена
13.10.2023 14:16:18 - Ставка №2
1 999 800,00
13.10.2023 14:15:41 - Ставка №1
1 999 900,00

At the end of the auction, the organizer will review the submitted bids of the participants and publish the results, completing the procedure.

Simplified auction hall

This section displays a list of all lots with an active trading session.

In order to go to the auction hall page, you need to select the item "Auction Hall" in the "Personal Account" menu in the left side menu in the "Participation in procedures" section.



The auction hall allows an organization participating in several trading procedures to more quickly navigate through price offers submitted by other participants. In addition, the auction hall allows you to immediately submit competitive price offers during the trading session.

The auction hall page displays a list of lots currently in the trading session.

Аукционный зал

Предмет процедуры ?

Способ проведения

Классификация продукции по видам деятельности

Регион

Виды экономической деятельности ?

Параметры поиска

Искать

Очистить

Аукцион на понижение: T-0000144

Статус: Идут торги

Период подачи предложений: 13.10.2023 14:24 - 18.10.2023 14:24

Начало торгов: 13.10.2023 14:24

Шаг аукциона: 100,000 RUB

1 : Офисная мебель / Лот №1 Офисная мебель

До окончания аукциона: 119:55:10

Ваше предложение: нет данных

Лучшее предложение: нет данных

Ваш ранг: 0

Критерий

Начальное значение

Текущее предложение

Ваше предложение

Цена

2 000 000,000

2 000 000,00

Подать предложение

Снизить на шаг

Отменить изменения

Participation in rebidding

If the bidder's organization receives an invitation for rebidding, it means that the bidder offers to improve the offers based on the criteria in the previously submitted request for participation in the Price Request or Request for Proposals. Rebidding can be of several types.

If there is no new price offer from the participant during the rebidding process, the winner's best offer received at one of the previous stages will be considered when selecting the winner. For example, when accepting applications.

Participation in online rebidding

Online rebidding - rebidding with an open form for submitting price offers during trading. Participants have the opportunity to reduce the price offer indicated in the application for participation. Bidding takes place from the price offer specified by the participant in the application for participation.

When rebidding with an open price submission form, the bidder will be able to improve their price offer by lowering the initial price by an auction step during the trading session. To participate, you need to go to the lot page on the date and time of the start of trading specified in the invitation, select rebidding in the "Additional stages" section, and then go to the trading progress page:

Главная > Личный кабинет > Участие в торговых процедурах > Офисная мебель > Лот №1 > Онлайн переторжка №1

← Вернуться Ход торгов

Онлайн переторжка №1

Статус: **Идёт переторжка** Способ проведения: Онлайн переторжка Лот: Лот №1

Общая информация

Статус: Идёт переторжка

The initial value of all criteria is the best suggestions of participants from previous stages.

The participant makes new offers in the "My offer" section. You can change your price offer manually in the corresponding fields, or use the "**Reduce by step**" button to automatically calculate the offer. To submit a new offer, click the "**Submit offer**" button:

Мое предложение

Наименование	Лучшее предложение	Мое предложение до переторжки	Мое предложение
Сумма лота	1 050,00	1 050,00	550,00

Позиции лота

Наименование	Ранг	Кол-во	Ед. изм.	Цена позиции до переторжки	Цена позиции лучшее	Цена позиции	Сумма позиции до переторжки	Сумма позиции лучшее	Сумма позиции
1.1 Столешница	1	10,00	Штука	100,00	100,00	50,00	1 000,00	1 000,00	500,00
1.2 Ножки	2	10,00	Штука	10,00	5,00	9	100,00	50,00	90,00
1.2.1 Ножки "П"	1			5,00	5,00	5,00	50,00	50,00	50,00

✓ Подать предложение Снизить на шаг Отменить изменения

If the signature functionality is enabled in the system, then the bet placed will need to be signed. The bid signing process is similar to the bid signing process and is described in the section "Participation in tenders "under" Bid signing".

The "All offers" section displays new offers made by participants, as well as the time when they were submitted. The names of all participants are hidden to ensure anonymity. Your bet is highlighted in one of the colors described in the legend above the table:

Все предложения

Мои предложения

Мои лучшие предложения

№	Наименование	Кол-во	Ед. изм.	Начальная цена за единицу	Контрагент	Дата подачи	Цена позиции	Сумма позиции	
1.1	Столешница	10.00	Штука	Не определена	ООО Р1	19.04.2021 15:43	50.00	500.00	-
1.1	Столешница	10.00	Штука	Не определена	Участник № 2	16.04.2021 13:00	105.00	1 050.00	
1.2	Ножки	10.00	Штука	Не определена	ООО Р1	16.04.2021 12:58	10.00	100.00	-
1.2	Ножки	10.00	Штука	Не определена	Участник № 2	16.04.2021 13:00	55.00	550.00	
1.2.1	Ножки (П)				ООО Р1	16.04.2021 12:58	5.00	50.00	

At the end of the rebidding, the organizer will get acquainted with the new proposals of the participants and make a decision on the winner or announce a new stage. The number of rebiddings is determined by the organizer itself.

Participation in rebidding in the form of a one-time price change

When conducting a rebidding in the form of a one-time price change, you can improve your price offer by submitting an application to participate in rebidding. To participate in a new stage, go to the lot page on the date and time of the start of accepting bids specified in the invitation, select rebidding in the "Additional stages" section, and then create a bid for participation in rebidding, specifying your new offer:

Главная > Личный кабинет > Участие в торговых процедурах > Офисная мебель > Лот №1 > Переторжка в форме однократного изменения цены №2

← Вернуться

📄 Создать заявку на участие

🔔 Задать вопрос

Переторжка в форме однократного изменения цены №2

Статус: Прием заявок

Способ проведения: Переторжка в форме однократного изменения цены

Лот: Лот №1

Общая информация

Мои заявки на участие в переторжке

Статус

Прием заявок

To submit an application for participation in the rebidding process, click on the **"Submit"** button:

Главная > Личный кабинет > Участие в торговых процедурах > Офисная мебель > Лот №1 > Переторжка в форме однократного изменения цены №2 > Заявка на участие в переторжке

Вернуться Сохранить **Подать** Удалить

Заявка на участие в переторжке

Статус: **Не подана** Предмет процедуры: Лот №1 Автор: Горностаев С.

Коммерческое предложение:

Участвую
Принимать заявки
Лот №1 Лот №1
Валюта сравнения: Казахский тенге

Лот №1
Победитель выбирается по лоту

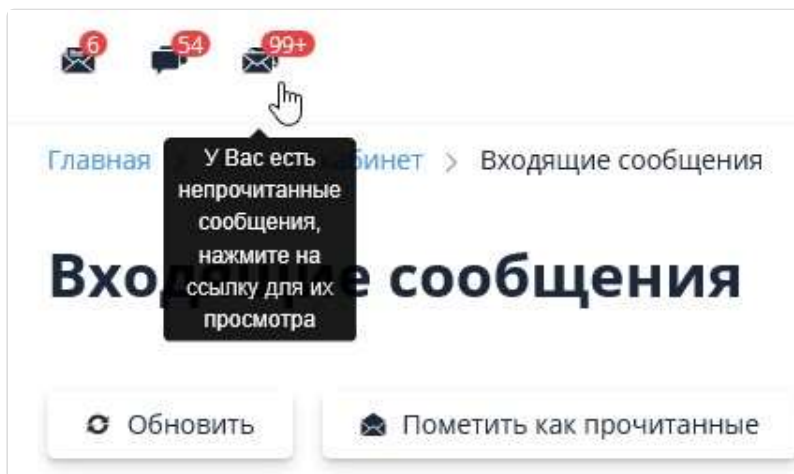
№	Наименование	Кол-во	Ед. изм.	Начальная цена за единицу	Дополнительные сведения	Цена позиции до переторжки	Цена позиции	Сумма позиции до переторжки	Сумма позиции
1.1	Стоешница	10,00	Штука	Не определена		50,00 KZT	45	500,00 KZT	450,00
1.2	Ножки	10,00	Штука	Не определена		10,00 KZT	5	100,00 KZT	50,00
1.2.1	Ножки "П"					5,00 KZT	5	50,00 KZT	50,00
								500,00	500,00

If the signature functionality is enabled in the system, then the submitted application for participation in rebidding will need to be signed. The process of signing the application is described in the section "Participation in tenders" under "Signature of the application for participation".

Participation in an additional document request


If the bidder's organization received an invitation to participate in an additional request for documents, then the bidder required supporting documents.


A notification of a request from the organizer will be displayed in the bidder's personal email address:



To quickly go to the additional information request page, follow the link from the email:

Входящие сообщения

 Вернуться к списку сообщений

 Удалить



Тема Приглашение на участие в процедуре "Т-0000688-3"
От кого Фогсофт
Кому Маяков Петр
Дата создания 20.04.2022 14:23

Фогсофт приглашает вас принять участие в процедуре

[Дополнительный запрос документов № Т-0000688-3 - эл.](#)

С детальной информацией можно ознакомиться на странице по адресу: <http://tender-demo2-release-9-33-0.fogsoft.ru/Show/Tender/T-0000688-3/1>.

По вопросам, связанным с проведением процедуры, просьба обращаться по электронной почте: . При формировании заявки на участие учитывать разъяснения, направленные официальным письмом или письмом с электронной почты .

Or open the trading procedure page and go to the "General Information" tab in the block "Additional stages" follow the link in the issue of the additional document request:

Дополнительные стадии



Экспорт в Excel

№ процедуры	Лот	Формат проведения	Статус
Т-0000688-3		Дополнительный запрос документов	Прием документов

To participate in the new stage, you need to create a package of documents by clicking on the **"Create document package"** button:

← Вернуться

Создать пакет документов

Задать вопрос

Статус:

Способ проведения:

Прием документов

Дополнительный запрос документов

Организатор

Фогсофт

Статус

Прием документов

Окончание подачи заявок ?

Завершение вручную

Дата окончания подачи заявок

Не задана

Требования к документам участника

Экспорт в Excel

Наименование	Обязательный
Копии дипломов	Да
Копии договоров и актов по выполненным проектам	Да

On the page that opens, attach the required documents and click on the **"Submit"** button:

← Вернуться

✓ Сохранить

Подать

Удалить

Дополнительные документы

Статус:

Предмет процедуры:

Автор:

Не подана ?

Маяков П.

Квалификационные требования

Требования к документам участника

Копии дипломов *

Загрузить файл

Документ (2).docx

×

Information about the application will be displayed in the log "Applications for participation in procedures".

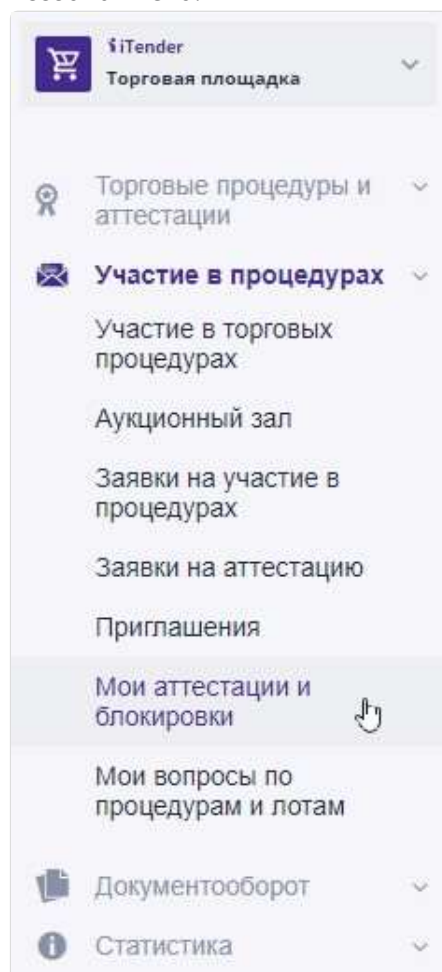
Section "My attestations and blockages"

This section displays a list of all certifications and blockages of the bidder's company.

After the organizer admits the application for certification of the participant, the corresponding entry appears in this journal. The entry indicates that the bidder has attestation for certain types of trading activities, with the specified period of validity of this attestation. Certification allows you to receive up-to-date invitations to auctions from the organizers for specialized activities.

If the blocking functionality is enabled in the system and the company was added to the blocking list by the operator for some reason, this information will also be displayed in the "My attestations and blockages" log. If a participant has a valid block, they will not be able to apply for participation in trading procedures in individual regions or in all regions (depending on the information in the block record) until the end of the block period.

To go to the page for viewing attestations and blockages, click on the "My attestations and blockages" link in the "Personal Account" menu:



You can search for entries by part or full name of the organizer's company, type: certification for participation or blacklist of participation, region, and by type of economic activity:

Мои аттестации и блокировки

Организатор

Тип

Виды
экономической
деятельности

Регионы

☒ Показывать только актуальные записи

Искать

Очистить



Экспорт в Excel

Организатор	ИНН/КПП	Дата начала	Дата окончания	Тип	Виды экономической деятельности	Регионы
ООО "ДонСтрой"	7642905180 / 171958349	05.04.2022	05.10.2022	Аттестация на участие в торговых процедурах	Оптовая торговля мясом и мясными продуктами (46.32)	

Number of procedures involving

To view the number of procedures that were attended, select the item "Number of procedures with participation" in the "Statistics" section:

Торговая площадка

Торговые процедуры и аттестации

Участие в процедурах

Документооборот

Статистика

Количество процедур с участием

Моя организация

Персональная информация

Главная

Личный кабинет

Количество процедур с участием

Количество процедур с участием

Экспорт в Excel

Способ проведения	Форма проведения	Всего
ИП Иванов Иван Иванович		
Всего процедур: 219		
Аттестация	Открытая	50
Аукцион на понижение	Открытая	18

The page that opens contains information about the number of procedures that were attended, divided by the method and form of the procedure.