

**Electronic TenderPlace**  
**ERIELL International Oilfield Service Group**

**Counterparty's**  
**Electronic TenderPlace Registration and User Guide.**

Revision: September 2017  
developed by COSA LLC, Moscow, 2017 (<http://www.cosa.ru/>)

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## **General Provisions.**

The purpose of the procurement activities carried out by ERIELL International Oilfield Service Group is well-timed and complete supply of production processes with quality goods, works and services.

The information about tenders is published on the Electronic TenderPlace of ERIELL Group and is available for registered participants of the procurement process allowed for participation in the tender.

All information concerning the terms of participation in a specific tender can be found in the tender documentation. Procedural questions related to the competition(s), as well as clarifying questions aimed at submitting a correct proposal by the participant, should be sent directly to the tender's Administrator specified in the tender's card.

This guide describes basic functional capabilities of a counterparty related to registration at the E-market and working with tenders published on the E-market. The list of functional capabilities, displayed form elements and information messages may have minor differences due to the development of the E-market and/or introducing changes in order to meet the regulations stipulated by ERIELL Group.

## **Technical Requirements.**

In order to work with the E-market, please enable JavaScript in your browser. You will find instructions on enabling JavaScript in most popular browsers here: <http://www.enable-javascript.com/ru/>.

To work with the E-market, you should use Internet Explorer v.11+, Mozilla Firefox v.47+ or Google Chrome v.40+. The security level in the browser should be set by default.

Compatibility mode in Internet Explorer must be disabled. You will find tips on how to configure compatibility mode here: <http://windows.microsoft.com/ru-ru/internet-explorer/use-compatibility-view>. If you cannot disable compatibility mode on your own, please contact IT support in your area.

The recommended connection speed when working with the E-market server is at least 1 Mbps. We don't recommend using a proxy-server connection.

When uploading files to the E-market, the maximum file size should not exceed 5 Mbytes.

All e-mail notifications on the E-market are sent automatically via the internal server of ERIELL Group. If you haven't received a letter when registering on the E-market, please check the settings of your mail server, spam filters, stop lists and other software that is able to block mail delivery.

## **Request for Registration at the E-Market.**

Registration and working at the E-market is only available through a personal invitation by an employee of ERIELL Group.

To send a request for preliminary registration at the E-Market you need to visit [https://iqvot.eriell.com/cab\\_regnew.php](https://iqvot.eriell.com/cab_regnew.php), read the terms of registration and the User Agreement, then click **Proceed to registration**.

## REGISTRATION AT THE E-MARKET

[General Information](#)[User Agreement](#)

Registration

[Back to Company's Website](#)

## ENTRY TO THE E-MARKET

REMINDE PASSWORD

ENTER

Registration at the Electronic Marketplace (E-market) consists of several stages and is only available through a personal invitation.

First, you may send a registration request. To do this, you need to submit brief information on your company and contacts. After your information is checked by competent specialists, an invitation and a security password for E-market may be sent to the E-mail address you specified.

To complete registration, you will need to give further details about your company in accordance with the requirements, upload scanned documents and specify nomenclatures in regard to which your company is eligible to take part in activities aimed at selection of suppliers of goods or services.

PROCEED TO REGISTRATION &gt;&gt;&gt;

At the preliminary registration page, you need to specify:

- Default interface language.
- Type of the organization:
  - legal entity
  - natural person / sole proprietor.
- Country of registration.
- Short name.
- Full name.
- TIN.
- KPP (Tax Registration Reason Code), unless you stated natural person or sole proprietor as the type of organization.
- OGRN (Primary State Registration Number); for non-residents of the Russian Federation, specify the commercial register number in the country of registration.
- Contact person's full name.
- Contact person's e-mail.
- Contact phones.

When preliminary registration is completed, you won't be able to change the data which you entered in the fields **Type of the organization** and **Country of registration**.

[General information](#)[User Agreement](#)

Registration

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## ENTRY TO THE E-MARKET

REMINd PASSWORD

ENTER

## Stage 1. Preliminary registration

* Default language:	<input type="text" value="English"/>
* Type of the organization:	<input type="text" value="Legal entity"/>
* Country:	<input type="text" value="Russia"/>
* Short name:	<input type="text"/>
* Full name:	<input type="text"/>
* TIN (Taxpayer Identification Number):	<input type="text"/>
* KPP (Tax Registration Reason Code):	<input type="text"/>
* OGRN (Primary State Registration Number):	<input type="text"/>
* Full name of the contact person:	<input type="text"/>
* Contact person e-mail:	<input type="text"/>
* Contact person phone number:	<input type="text"/>

Please fill in all the fields.

REGISTER

You must fill in ALL the fields. If any value is missing, please put a dash.

After you fill in ALL the fields correctly, please click **Register** to complete the preliminary registration.

After a responsible employee checks the accuracy of the information provided and approves registration, an invitation to continue registration with your access password to the Electronic TenderPlace will be sent to your e-mail address.

If you are not receiving your password, please check your spam box, spam filters, stop lists and software that is able to block mail delivery, check the settings of your mail server.

In case that you get the following message during registration:

**"The e-mail provided by you has already been registered at the TenderPlace"**, you may visit this page to recover your password: [https://iqvot.eriell.com/cab\\_restore.php](https://iqvot.eriell.com/cab_restore.php).

In case that you get the following message during registration:

**A counterparty with the TIN/KPP provided by you has already been registered at the Electronic TenderPlace.**

You may send a request for registration data to the address: [tender.msk@eriell.com](mailto:tender.msk@eriell.com).

### Password recovery.

To recover your E-market access password, you need to visit the "Password recovery" page ([https://iqvot.eriell.com/cab\\_restore.php](https://iqvot.eriell.com/cab_restore.php)), enter your e-mail which you provided when registering your company, then click on "Remind password". A letter containing E-market access information will be sent to the address specified.

### Access to the TenderPlace.

To enter the E-market, you need to proceed to <https://iqvot.eriell.com/cabinet.php>, enter your user name, password and click "Enter".

## Personal account.

As you work with the E-market, additional menu items appear on the left, under the “Personal account” caption. The additional menu contains the following items:

- Personal account.
- Tasks, requests, archives.
- Available tenders.
- Submitted bids.
- Log out.

As you choose any specific item, more navigation options (menu subitems) may appear under the selected item. The full list of additional items is also available at the top of the main screen as additional navigation buttons. Some items may be inactive, you will only be given access after performing certain steps.

The messages at the top, in a red box or in red font, will inform you of the need to perform certain steps or correct a mistake in the data you provided.

To finish your session at the E-market, select **Log out**.

## Changing user name, password, contact address.

When you log in to the E-market the very first time, we recommend that you change your password (and user name, if necessary). To change your user name, access password to the E-market or main contact address, please select **Password** subitem in the **Personal account** item.

[General information](#)  
[User Agreement](#)  
[Registration](#)  
[Back to Company's Website](#)

**PERSONAL ACCOUNT**

Personal account  
[Profile](#)  
Password  
[Tasks, requests, archives](#)  
[Log out](#)

PERSONAL ACCOUNT PROFILE NOMENCLATURE DOCUMENTS BRANCHES PASSWORD

The user name or the password may not be shorter than 3 or longer than 15 characters.

To make changes, you must enter your current access password to the Marketplace. After you successfully change your user name or password, you will have to log in to the Marketplace again.

E-mail:	<input type="text" value="mail@company.com"/>
User name (login):	<input type="text" value="mail@company.com"/>
New password:	<input type="password"/>
Re-enter the new password:	<input type="password"/>
Your current access password:	<input type="password"/>
<input type="button" value="SAVE CHANGES"/>	

User names and passwords should not be shorter than 3 characters or longer than 15.

To make changes, you have to enter your current access password to the E-market.

After you successfully change your user name, password or contact address, you will have to log in to the E-market again.

The results of the changes made will be sent to the e-mail that you provided.

If you specify an invalid or wrong e-mail address, you will not be able to receive notifications concerning the tenders published on the E-market and will not be able to use the password recovery function.

### Providing registration information.

When you log in to the E-market, you find yourself at the **Personal account** page.

In order to receive current information on the beginning of the events for selecting suppliers of goods and/or services and on participation, you must perform the following:

- Fill in the Counterparty's profile and keep it updated.
- Select the nomenclatures in regard to which your company is eligible to take part in tenders, so that you receive information on the tenders held.
- Upload scans of constituent and registration documents, balance sheet, other documents required for participation in tenders, and keep them updated.

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[Registration](#)  
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## PERSONAL ACCOUNT

Personal account  
[Password](#)  
[Tasks, requests, archives](#)  
[Log out](#)

PERSONAL ACCOUNT PROFILE DOCUMENTS BILLS INVOICES PASSWORD

## E-market Operating Instructions:

- [E-market registration and user guide.](#)

## USER AGREEMENT

## 1. General provisions

1.1. The Parties to this User Agreement (the "Agreement", "UA") are the Resource Owner (the "Resource Administration") and user, acceding to this Agreement, who can be a legal entity, registered according to the legislation of the Russian Federation or the legislation of a foreign state, an individual being an individual entrepreneur (the "User"). This Agreement sets forth the general terms of use of online trading service ("i-QVOT") available at <https://iqvot.eriell.com/>, which offers the possibility to use i-QVOT on conditions, provided for hereby. The Agreement shall be effective from the date the User accepts its conditions in order, established by cl. 1.4 hereof.

1.2. i-QVOT provides the User with access to participation in tenders for supply of goods, performance of works, provision of services etc., posted on <https://iqvot.eriell.com/>, in the current format with all capabilities, as well as any development and/or addition of new ones, which are the subject hereof.

1.3. The use of i-QVOT shall be governed by this Agreement; Confidentiality Policy as well as terms of use of certain capabilities /services of i-QVOT. The Agreement can be amended by the Resource Administration without any specific notice, new version of the Agreement shall be effective from the date of posting thereof on the web-site, mentioned in this paragraph, unless otherwise provided for by the new version hereof. The current version of the User Agreement shall always be available at <https://iqvot.eriell.com/>.

1.4. Starting the use of i-QVOT including, in particular, by going through the registration procedure, the User shall be considered consenting to conditions hereof in full without any reservations and exceptions. If the User disagrees with any provision hereof, the User shall not be entitled to use i-QVOT. If the Resource Administration introduces any changes in the Agreement in order, established by clause 1.3 hereof, which are not accepted by the User, it shall stop using i-QVOT.

confirm consent

CONTINUE WITH REGISTRATION

To continue providing registration information you need to confirm your consent with the User Agreement, then click the button **Proceed to registration**.

### ***Filling in the company's profile.***

To change information about your company, choose **Profile** in the **Personal account** menu item.

All fields of the **Counterparty's profile** page must be filled in. If any value is missing, please put a dash. Entering 'zero' (0) is equal to leaving the field blank.

Blank fields will be highlighted in red.

After you complete the Profile, you must click on **Save changes** at the bottom of the page. After that, **Print out the profile** and **Continue** buttons will be unlocked, so you may proceed to the next step.

You need to print out the completed profile, obtain your director's signature, scan it and upload to the E-market on the **Documents** page.



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**PERSONAL ACCOUNT**

Personal account  
 Profile  
[Nomenclature](#)  
[Documents](#)  
[Branches](#)  
[Password](#)  
[Tasks, requests, archives](#)  
[Available tenders \(1\)](#)  
[Submitted bids](#)  
[Log out](#)

[PERSONAL ACCOUNT](#) [PROFILE](#) [NOMENCLATURE](#) [DOCUMENTS](#) [BRANCHES](#) [PASSWORD](#)

If any of the values is missing, please put a dash. Entering "zero" ("0") will be equal to not filling in any value.

When your profile is ready, you need to generate a print out form (see page bottom), print it out, obtain your director's signature, affix your Company's seal, scan it and upload to the E-market on the "Documents" page."

**Important!!!** All fields must be filled in. After competent services verify the data you provided, certain fields will be locked against changes."

Counterparty's profile		
No.	Parameter	Value
	Profile's revision date:	29.09.2017 16:46
<b>1. Basic registration information</b>		
1.1.	Default language	English
1.2.	Type of the organization	Legal entity
1.3.	Country	Albania
1.4.	Short name	Company LLC
1.5.	Full name	Company Limited Liability Company
3.7.	Availability of OHSAS 18001-2007 certificate (Occupational Health and Safety Assessment Series). Number, issue date, issuing body.	-

[SAVE CHANGES](#)

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[PRINT OUT THE PROFILE](#)

[CONTINUE >](#)

**Selecting the nomenclatures.**

In the **Nomenclature** section of the **Personal account** page you need to specify the nomenclatures for which your company is eligible to take part in tenders, so that you receive information on the tenders held.

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**PERSONAL ACCOUNT**

Personal account  
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[PERSONAL ACCOUNT](#) [PROFILE](#) [NOMENCLATURE](#) [DOCUMENTS](#) [BRANCHES](#) [PASSWORD](#)

You may choose any number of nomenclatures for which you wish your Company to receive information on tenders held, in order to apply for them.

**Material and technical resources**

Nomenclature	Status of the enterprise / Note
1. Cementing chemicals	Manufacturer
2. Control and instrumentation	
3. Drilling chemicals	
4. Drilling tools	
5. Food stuffs	
6. Organizational stock and consumer electronics	Dealer / Distributor
7. Spare parts for drilling equipment	
8. Spare parts for electrical equipment	
9. Spare parts for light vehicles	
10. Spare parts for specialized machinery	
11. Spare parts for trucks	

[< BACK](#)

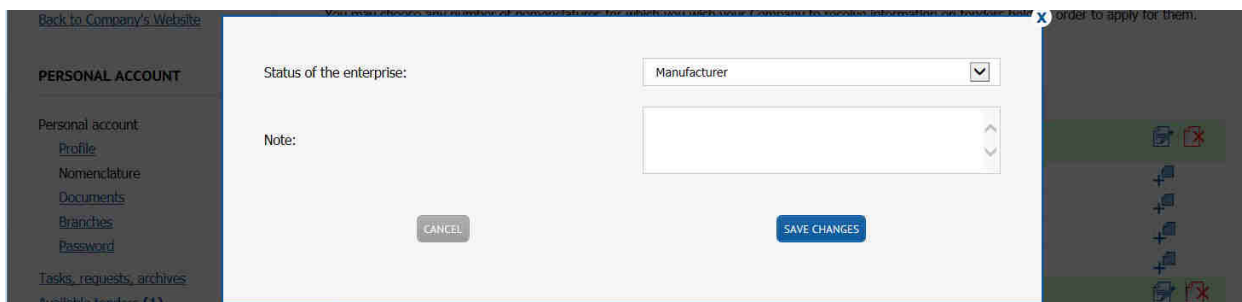
[SAVE CHANGES](#)



[CONTINUE >](#)

In accordance with the selected nomenclatures, you need to scan and upload additional documents in the **Documents** section (licenses, dealership certificates, other certificates, etc.), confirming your company's ability to manufacture/deliver goods or provide Services.

You may select any number of nomenclatures.

To select a nomenclature you need to click  button and state the status of your Company (Manufacturer, Agent, etc.). If necessary, you may add a commentary (note).

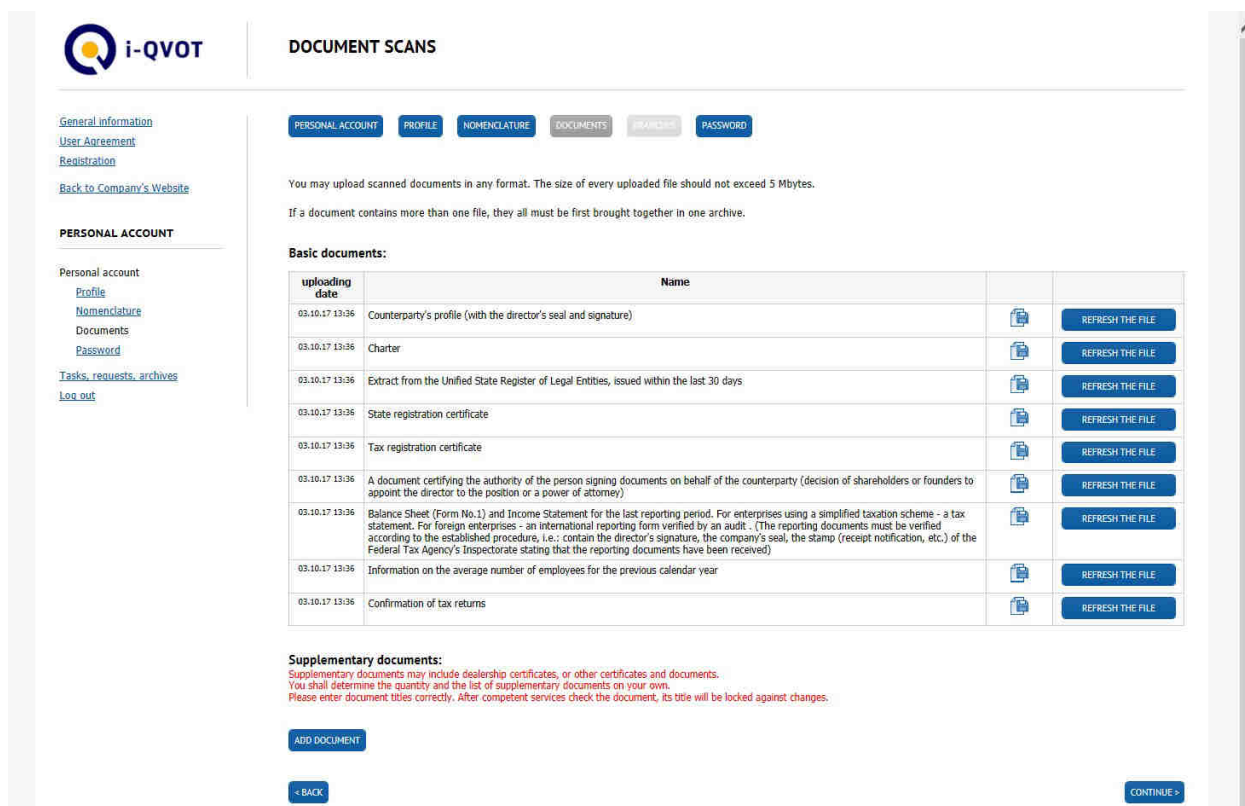


To change the company's status or add a note to a previously selected nomenclature you need to click  button. To cancel a previously selected nomenclature, click  button.

After you select all of interest, you need to click **Save changes** at the page bottom. Then click **Continue** to proceed to the next step.

### Uploading documents.

To upload scans of constituent and other documents which have to be submitted to the E-market, you need to choose **Documents** in the **Personal account** menu item.












**DOCUMENT SCANS**

PERSONAL ACCOUNT PROFILE NOMENCLATURE DOCUMENTS BRANCHES PASSWORD

You may upload scanned documents in any format. The size of every uploaded file should not exceed 5 Mbytes.  
If a document contains more than one file, they all must be first brought together in one archive.

**Basic documents:**

uploading date	Name		
03.10.17 13:36	Counterparty's profile (with the director's seal and signature)		REFRESH THE FILE
03.10.17 13:36	Charter		REFRESH THE FILE
03.10.17 13:36	Extract from the Unified State Register of Legal Entities, issued within the last 30 days		REFRESH THE FILE
03.10.17 13:36	State registration certificate		REFRESH THE FILE
03.10.17 13:36	Tax registration certificate		REFRESH THE FILE
03.10.17 13:36	A document certifying the authority of the person signing documents on behalf of the counterparty (decision of shareholders or founders to appoint the director to the position or a power of attorney)		REFRESH THE FILE
03.10.17 13:36	Balance Sheet (Form No.1) and Income Statement for the last reporting period. For enterprises using a simplified taxation scheme - a tax statement. For foreign enterprises - an international reporting form verified by an audit - (The reporting documents must be verified according to the established procedure, i.e.: contain the director's signature, the company's seal, the stamp (receipt notification, etc.) of the Federal Tax Agency's Inspectorate stating that the reporting documents have been received)		REFRESH THE FILE
03.10.17 13:36	Information on the average number of employees for the previous calendar year		REFRESH THE FILE
03.10.17 13:36	Confirmation of tax returns		REFRESH THE FILE

**Supplementary documents:**  
Supplementary documents may include dealership certificates, or other certificates and documents.  
You shall determine the quantity and the list of supplementary documents on your own.  
Please enter document titles correctly. After competent services check the document, its title will be locked against changes.

ADD DOCUMENT

< BACK CONTINUE >

Upload scans of ALL mandatory documents on the **Document scans** page. The documents mandatory for uploading are highlighted in red.

All documents may be split into 2 groups:

- Basic documents.
- List of supplementary documents. Supplementary documents may include licenses, dealership certificates, other certificates, etc. The number and content of supplementary documents is determined by you based on the selected nomenclatures.

When you upload supplementary documents, you must specify:

- Document title (only for supplementary documents).
- File containing the document scan.

The uploaded file size should not exceed 5 Mbytes.

The file will be uploaded automatically after you select it with the **Upload a file** button. Depending on the size of the file, the Internet connection speed and the current load on the E-market server, uploading the file may take a considerable amount of time.

If a document contains multiple files (multi-page documents), all files must be first brought together in one archive, maximum 5 Mbytes in size.

To update previously downloaded documents, you must click the **Refresh the file** button and specify a new file.

You may delete supplementary documents in case that you submit them by mistake or when they cease to be relevant.

After all the documents are uploaded, **Continue** button will become active.

### **Completing the registration.**

The screenshot displays the 'PERSONAL ACCOUNT' page on the i-QVOT platform. The page is divided into a left sidebar with navigation links and a main content area. The sidebar includes links for 'General Information', 'User Agreement', 'Registration', and 'Back to Company's Website'. The main content area features a top navigation bar with buttons for 'PERSONAL ACCOUNT', 'PROFILE', 'NOMENCLATURE', 'DOCUMENTS', 'HERE I AM', and 'PASSWORD'. Below this, the 'E-market Operating Instructions' section includes a link to 'E-market registration and user guide'. The 'Results of the inspection' section shows the current status as 'on registration'. The 'General information on the counterparty' section lists details such as 'Main interface language: English', 'Counterparty's name (full, short): Company LLC', and 'TIN / KPP: 777777 / -'. The 'Provided information' section shows 'General information on the counterparty: ready', 'Selection of nomenclature: ready', and 'Document uploading: ready'. At the bottom, there is a red confirmation statement: 'Hereby I confirm accuracy and completeness of the information provided.' and a blue 'SEND FOR VERIFICATION' button.

After you provide all the necessary information, you will be able to send a request on the **Personal account** page to verify the information provided and perform the accreditation procedure.

After completing the registration (or after changing the registration information) you must click **Send for verification** on your **Personal account** page.

After you fill in all the data and upload the documents, you will be granted access to work with current tenders according to the selected nomenclatures.

## Verifying the registration.

The provided information and documents will be available to authorized employees of ERIELL Group for review and verification.

When it is revealed that the information provided is inaccurate, authorized employees are entitled to add a remark.

Authorized employees also have the right to terminate access to participation in tenders, stating the reason for such termination (ban).

The screenshot displays the 'PERSONAL ACCOUNT' page on the i-QVOT platform. The page features a navigation menu on the left with links for 'General information', 'User Agreement', 'Registration', and 'Back to Company's Website'. Below this, there is a 'PERSONAL ACCOUNT' section with sub-links for 'Personal account', 'Profile', 'Nomenclature', 'Documents', 'Branches', 'Password', 'Tasks, requests, archives', and 'Log out'. The main content area includes a 'PERSONAL ACCOUNT' header with sub-tabs for 'PROFILE', 'NOMENCLATURE', 'DOCUMENTS', 'BRANCHES', and 'PASSWORD'. Underneath, there are 'E-market Operating Instructions' and a 'Results of the inspection:' section. The inspection results show a 'Remark' about a missing Charter, a 'Reason for the ban' due to missing manufacturer documents, and a 'Current status' of 'blocked'. At the bottom, 'General information on the counterparty:' is provided, including the main interface language (English), the counterparty's name (Company LLC / Company Limited Liability Company), and the TIN / KPP (01010101010 / 232323232).

After the indicated faults are eliminated, you need to request another verification of your company data.

Verification and additional verification of the data provided by competent services is performed on a regular basis and may take a considerable amount of time.

## Branches. Additional mailout addresses.

If you need notifications on tenders to be sent to several addresses, you may specify additional addresses on the **Branches** page.

When specifying branches, you must fill in all the required information in full:

You will not be able to delete an additional address. You can only block it, if it becomes necessary.

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**PERSONAL ACCOUNT**

Personal account  
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[PERSONAL ACCOUNT](#) [PROFILE](#) [NOMENCLATURE](#) [DOCUMENTS](#) [BRANCHES](#) [PASSWORD](#)

Notifications on lots published at the E-market and service messages will be sent to all mailout addresses.  
 You may create any number of additional mailout addresses to receive notifications. When adding a mailout address, ALL fields must be filled in.

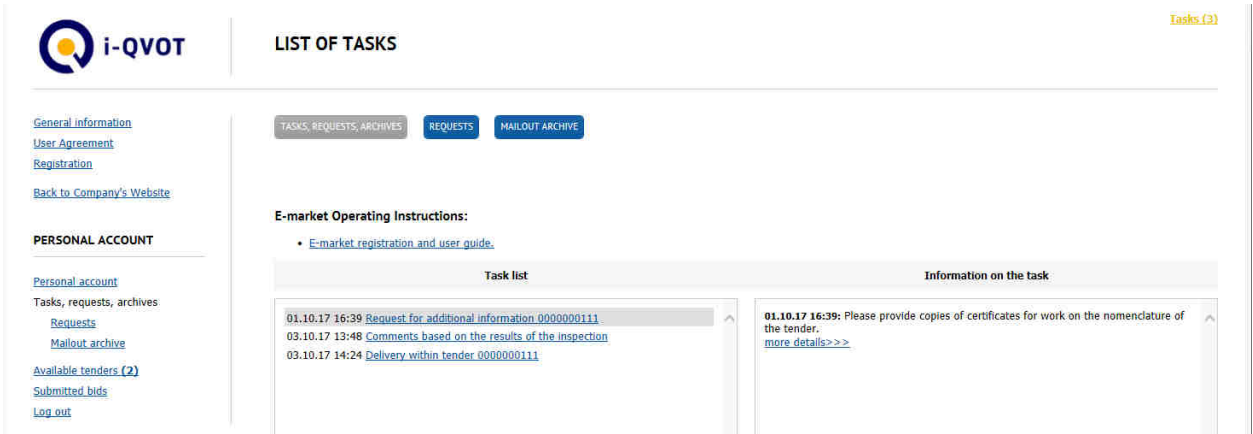
revision date	30.09.2017	<a href="#">ADD</a>
Name:	<input type="text"/>	
Address:	<input type="text"/>	
Director (full name):	<input type="text"/>	
Contact phone number:	<input type="text"/>	
Email:	<input type="text"/>	

### Tasks.

As the E-market proceeds, your company may receive various tasks related to placing information, participating in a tender or performing a delivery in case of winning the tender.

The information concerning new or unfinished tasks is displayed in the upper right corner of the screen.

The left part of the tasks page contains only the relevant list of unprocessed tasks. When you select any specific task, detailed information on this task will be available to you and, if necessary, advice on its performance.



**LIST OF TASKS** Tasks (3)

[TASMS, REQUESTS, ARCHIVES](#) [REQUESTS](#) [MAILOUT ARCHIVE](#)

**E-market Operating Instructions:**

- [E-market registration and user guide.](#)

Task list	Information on the task
01.10.17 16:39 <a href="#">Request for additional information 0000000111</a> 03.10.17 13:48 <a href="#">Comments based on the results of the inspection</a> 03.10.17 14:24 <a href="#">Delivery within tender 0000000111</a>	01.10.17 16:39: Please provide copies of certificates for work on the nomenclature of the tender. <a href="#">more details&gt;&gt;&gt;</a>

As you work with the E-market, you may encounter the following tasks:

- Remark as the result of verification.
- Invitation to take part in a tender.
- Price reduction request
- Invitation to take part in a re-auction.
- Request for additional information.
- Reply to the request concerning the tender.
- Delivery within tender.

## Questions, requests

During tender procedures, the participants may have clarifying questions, and the Employees may require additional information.

The list of such questions and answers to them is available in the **Requests** section. The list is limited to 500 latest questions.

**REQUESTS** Tasks (3)

General information  
User Agreement  
Registration  
Back to Company's Website

PERSONAL ACCOUNT

Personal account  
Tasks, requests, archives  
Requests  
Mailout archive

TASKS, REQUESTS, ARCHIVES | REQUESTS | MAILOUT ARCHIVE

Requests from the employees of ERIELL Group

Request	Reply
01.10.17 16:39 0000000111. Purchase of PDC drill bits Please provide copies of certificates for work on the nomenclature of the tender.	<input type="button" value="REPLY"/> <input type="button" value="DELAY"/>

## Mailout archive

The **Mailout archive** section contains the list of mailouts sent to the counterparty during registration at the E-market, verification of the provided data, invitation to take part in tenders, other notifications and requests within tender procedures and working at the E-market.

The list is limited to 500 latest mailouts.

**MAILOUT ARCHIVE** Tasks (3)

General information  
User Agreement  
Registration  
Back to Company's Website

PERSONAL ACCOUNT

Personal account  
Tasks, requests, archives  
Requests  
Mailout archive

Available tenders (3)  
Submitted bids  
Log out

TASKS, REQUESTS, ARCHIVES | REQUESTS | MAILOUT ARCHIVE

List of messages

Message text

01.10.17 16:40 [Information request](#)  
01.10.17 16:38 [Invitation to online bidding within tender No. 0000000008](#)  
01.10.17 16:38 [Publication of tender No. 0000000114](#)  
30.09.17 17:02 [Completed publishing tender No. 0000000114](#)  
29.09.17 18:02 [Completed publishing tender No. 0000000008](#)  
21.09.17 13:36 [Publication of tender No. 0000000111](#)  
21.09.17 12:42 [Publication of tender No. 0000000101](#)  
21.09.17 12:36 [Publication of tender No. 0000000101](#)  
21.09.17 12:30 [Publication of tender No. 0000000101](#)  
21.09.17 12:30 [The terms have changed within tender No. 0000000008](#)  
21.09.17 12:30 [Invitation to tender](#)  
21.09.17 12:28 [Invitation to tender](#)  
21.09.17 12:22 [Marketplace ERIELL Group](#)  
21.09.17 12:14 [Marketplace ERIELL Group](#)  
21.09.17 10:08 [Registration at the E-market ERIELL Group](#)

Dear colleagues!  
ERIELL Group invites you to take part in a competitive selection procedure concerning delivery of goods/services within tender:  
N 0000000111, [Purchase of PDC drill bits](#)  
The period of the tender: from 21.09.2017 13:30 MSK, GMT +03:00 till 14.10.2017 18:00 MSK, GMT +03:00

We invite you to participate in the tender and submit to us a technical and commercial proposal.  
Detailed information on the procedure and participation in the tender is available in your personal account. Follow this link to log in to your account:  
<http://etp.cosa.ru/cabinet.php>

## Tender notifications.

After all the required information is correctly filled in, the following notifications about tenders may be sent to the registration e-mail:

- Publication of a new tender.
- End of bid collection within a tender.
- Cancellation of a tender.
- Changes in the tender period.
- Changes in major conditions, technical documents or nomenclature of the tender.

- Announcement of a reduction within the tender.
- Selection of the winner within the tender.

## Working with a tender.

The list of tenders available for participation and TCP placement is given in **Available tenders**.

The list of available tenders may include three sections:

- On-line re-auction. List of available tenders held in the form of an on-line re-auction.
- Reduction. List of available price reduction requests.
- Available tenders. List of tenders available for participation and initial TCP placement.

For every tender you will see number, name, period (bid collection period) and participation stage (or possibility of participation) with regard to the tender.

The following stages may apply:

- potential participant (invited);
- confirmed participation (the line will be highlighted in yellow);
- proposal is ready (the line will be highlighted in green);
- Refused to participate (the line will be highlighted in red);

The screenshot shows the i-QVOT interface for tenders. The main heading is "TENDERS AVAILABLE FOR PARTICIPATION AND TCP PLACEMENT". There are navigation tabs for "AVAILABLE TENDERS", "REDUCTIONS ON THE TENDERS", "PLACES IN THE TENDERS CATEGORY", "TCP PLACEMENT", and "ONLINE RE-AUCTION".

On the left, there is a sidebar with links for "General information", "User Agreement", "Registration", "Back to Company's Website", "PERSONAL ACCOUNT", "Personal account", "Tasks, requests, archives", "Available tenders (3)", "Submitted bids", and "Log out".

The main content area displays three tables:

- Online re-auction:** A table with columns: No., Name, Beginning date, Expiration date, Participation stage. One row is shown with No. 0000000008, Beginning date 01.10.2017 16:36, Expiration date 14.10.2017 18:00, and Participation stage invited.
- Reduction:** A table with columns: No., Name, Beginning date, Expiration date, Participation stage, and a redacted column. One row is shown with No. 0000000114, Name "Purchase of PDC drill bits", Beginning date 01.10.2017 16:36, Expiration date 14.10.2017 18:00, and Participation stage invited. A red note says "Please provide the maximum possible discount for the tender."
- Available tenders:** A table with columns: No., Name, Beginning date, Expiration date, Participation stage. One row is shown with No. 0000000111, Name "Purchase of PDC drill bits", Beginning date 21.09.2017 13:30, Expiration date 14.10.2017 18:00, and Participation stage confirmed participation. This row is highlighted in yellow.

For the lots in the "Reduction" section, the remark of the tender administrator may also be displayed, specifying what it is necessary to pay attention to when preparing a commercial proposal.

### Tender's card.

The page **Information on the tender** contains complete information on the tender, including contact details of the tender administrator, the list of technical documents, the list of additional tender parameters, etc.

The screenshot shows the 'GENERAL INFORMATION ON THE TENDER' page on the i-QVOT platform. The page is divided into several sections:

- Navigation:** Includes links for 'General information', 'User Agreement', 'Registration', and 'Back to Company's Website'.
- PERSONAL ACCOUNT:** Contains links for 'Personal account', 'Tasks, requests, archives', 'Available tenders (3)', 'Information on the tender', 'Filling in the specifications', 'TCP placement', 'Submitted bids', and 'Log out'.
- Tender Details:**
  - Tender:**
    - Participation stage: confirmed participation
    - Number: 000000111
    - Divisibility: non-divisible
    - Delivery basis: DAP (DAF, DES, DDU)
    - Title: Purchase of PDC drill bits
    - Publication date: 21.09.2017 13:30
    - Bid closing date: 14.10.2017 18:00
    - Set of documents: [download >>>](#)
    - invitation to participate: [download >>>](#)
    - TCP form: [download >>>](#)
  - Technical documents:**
    - Main contract: [download >>>](#)
  - Additional information and assessment criteria:**
    - Period of need: 21.09.2017
- Participation Options:**
  - ASK A QUESTION
  - PARTICIPATE
  - REFUSE TO PARTICIPATE
  - Participation stages:
    - FILLING-IN THE SPECIFICATIONS
    - TCP PLACEMENT

The list of documents and additional parameters for different tenders may vary.

To take part in the tender, click **Participate**.

At any moment, until the end of the bid collection period, you will be able to refuse to take part in the tender. To do this, go to **Information on the tender** and click the button **Refuse to participate**.

To introduce changes to a previously placed proposal within the tender you need to click **Change TCP**.

To get additional information on the tender from the tender administrator, you may select **Ask a question**.

The screenshot shows a modal dialog box titled 'Ask a follow-up question about the tender.' It contains a text input field labeled 'Text of the question:' and two buttons: 'CANCEL' and 'SEND QUESTION'.

As the answer is received, a notification will be sent to your e-mail address. Most common and vital questions and answers will be published in the **Information on the tender** section. The list of all your questions and answers to them is available in the **Requests, archives** section.

When preparing a technical and commercial proposal within a tender, information is provided in several steps. You can only proceed to the next step after you complete the previous one.

Depending on the type and stage of the tender, you may need to:

- Fill in specifications on the **Filling in the specifications** page.
- Provide additional information within the tender and the necessary list of technical documents.
- Upload a TCP scan.
- Take part in an on-line re-auction.



## Filling in specifications.

The upper part of the form contains a unit for filling in general information on the specification and filling in all the volume of the specification according to the requirements of the tender.

Additionally, the progress of filling in the specification is displayed, together with the total amount (cost) of the proposal. This information is updated only when the page is refreshed or when the proposal is saved.

When filling in specifications, you must specify:

- Currency of the proposal.
- VAT rate.
- Fill in all positions of the tender's nomenclature (Name of the supplier's nomenclature, Offered amount, Price, without VAT).

The mandatory fields are highlighted in red.

If you cannot supply a position, please put a dash in the "Price" column: "-". For non-divisible tenders, you must be able to supply ALL the nomenclature in the required volume, you cannot put a dash in this case.

In addition, you may specify (including all taxes):

- Transportation costs.
- Customs duties (charges, fees, certification).
- Other expenses.

To proceed to the next step, ALL lines of the specification must be filled in.

After you fill in all the specifications, you will have to click **Save changes**, then **Continue**, in order to proceed to the next stage of working with the tender.

**i-QVOT** FILLING IN THE SPECIFICATIONS ON THE TENDER Tasks (4)

AVAILABLE TENDERS INFORMATION ON THE TENDER **FILLING IN THE SPECIFICATIONS** TCP PLACEMENT TAX RATE REDUCTION

No. 0000000111, Purchase of PDC drill bits

**TCP parameters:**  
currency of the TCP: USD  
VAT rate: 18%  
TCP amount: 20 055.00 USD  
[SAVE CHANGES](#)

**Readiness state of the nomenclature:**  
Total nomenclature positions / Filled in: 5 / 5 (100.00%)

No.	Name of the nomenclature	GOST/ Specifications/ Cat.num.	Delivery time required	Qty	UOM	Supplier's bid			
						Name of the supplier's nomenclature (analogue)	Offered quantity	Price, without VAT	Total, without VAT
1.	Chisel 269.9mm PDC (SD 516-101)		25.08.2017	10,000	pc		10	100	1000
2.	Chisel 295.3 mm PDC 516 IADC 5323	dshb-300p gost 24328-80	25.08.2017	5,000	pc		5	344	1720
3.	Chisel 190.5 mm V516X		25.08.2017	5,000	pc		5	2133	10665
4.	Chisel 165,1mm PDC 513 IADC 5223		25.08.2017	5,000	pc		5	1212	6060
5.	Chisel 393.7 mm 519 IADC 5222		25.08.2017	5,000	pc		5	122	610
Transportation costs, including all taxes									0
Customs charges (dues, fees, certification), including all taxes									0
Other costs, including all taxes									0

[BACK](#) [SAVE CHANGES](#) [CONTINUE](#)

## TCP placement.

For all tenders, you need to perform the following on the **TCP placement** page:

- Provide as much information as you can in all the fields of the “Additional information and assessment criteria” section (the list of fields may vary depending on the tender). Changes are saved automatically, in the background, after you leave the edit mode.
- Upload the required documents for the lot in the “Mandatory documents” section (depending on the tender, this section may contain different values or may be missing).
- Upload additional documents in the “Supplementary documents” section according to the requirements to the tender.
- Provide your contact information in the “Performed by” section. Changes are saved automatically, in the background, after you leave the edit mode.
- Generate a print out form in the “Commercial proposal print out form” section and print out the completed commercial proposal.
- Obtain the signature of your director or other authorized person on the printed commercial proposal (or pricing specification) and affix your company’s seal (when available).
- Upload the scan of the signed commercial proposal in the “Commercial proposal scan” section. The scan of the commercial proposal may contain several sheets (files).
- Click **Complete TCP submission** button.

After the scan of the technical and commercial proposal is uploaded, all information provided within the tender is registered at the E-market. At the same time, the stage of participation in the tender is automatically set to **the offer is ready** and the work with the tender is deemed finished.

If you need to make any changes after you work with the tender is over, you need to click **Change the TCP** button on the **Information on the tender** page. Then, after all necessary changes are made, upload the scan of the technical and commercial proposal again and finish working with the tender.

Until the end of the bid collection period, the tender may be canceled, or bid collection may be suspended in order to make changes to the technical documentation, tender’s nomenclature, or for some other reason. In this case, notifications are sent to the contact e-mail address of all counterparties participating in the tender.

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**PERSONAL ACCOUNT**

[Personal account](#)  
[Tasks, requests, archives](#)  
 Available tenders (3)  
[Information on the tender](#)  
[Filling in the specifications](#)  
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AVAILABLE TENDERS INFORMATION ON THE TENDER FILLING IN THE SPECIFICATIONS TCP PLACEMENT VALUE AND TAXES

No. 0000000111, Purchase of PDC drill bits

**Additional information and assessment criteria:**  
 (The required fields are marked with \*)

Period of need: 21.09.2017

Note: test lot for testing the English version

\* Company type:

\* Terms of payment:

\* Terms of delivery:

\* Shipping period:

\* Place of shipment:

\* Bid validity term:

\* Note (filled in by the Supplier):

**Mandatory documents:**

Document title	
Technical certificate	
Certificate of conformity	

**Supplementary documents:**  
 (Supplementary documents must be uploaded in accordance with tender requirements. Licenses, certificates, letters of recommendation and similar documents shall be uploaded in your personal account.)

Document title:

**Performed by:**

Performed by:

(position, full name, phone, e-mail)

**TCP print out form:**

Tender's nomenclature (positions): 5  
 TCP amount: 735.00 USD

the generated TCP form shall be printed out, signed by your director and uploaded as a scan to the E-market.

**TCP scan:**

TCP scan uploading  
 TCP scan may consist of several files. After all the pages of the scan have been uploaded, please select "Complete TCP submission" button.

## Reduction.

Based on the results of consideration of the TCPs provided for the tender, a "Reduction" stage may be announced, i.e. request for price reduction. The participants who provided TCP in accordance with the tender requirements may be admitted to the reduction.

Providing a TCP within reduction is completely identical to working with the tender when you initially place a TCP.

## On-line re-auction.

Based on the results of consideration of the TCPs provided for the tender, an "On-line re-auction" stage may be announced. The participants who provided TCP in accordance with the tender requirements may be admitted to the "On-line re-auction".

**ONLINE RE-AUCTION**

**No. 0000000008, Trst tender 08**

Period: from 01.10.17 16:36 until 14.10.17 18:00  
 bidding step: 1 % interval: 15 min. until the end 11 days, 3 hours, 39 minutes  
 until the end of the step 01:11

**RK LLC** Date of the TCP: 03.10.2017 14:20

No.	Name of the nomenclature	Qty	UOM	Price, without VAT, py6.		MIN price	delta, %
				CP	current		
1.	Power Steering Pipe	2450000	l	222.00	222.00	222.00	
2.	Omentum 106x75	135000	pc	3 333.00	3 333.00	3 333.00	

Rating	03.10.2017 14:20	
Participant	Positio	Bid, thousand rubles.
Participant 1	4	514 116 010.00
Participant 2	3	302 820 670.00
Participant 3	2	7 530 012.32
<b>RK LLC</b>	<b>1</b>	<b>993 855.00</b>

Transportation costs, including all taxes  
 Customs charges (dues, fees, certification), including all taxes  
 Other costs, including all taxes

	locked	current
Bid price, thousand rubles:	993 855.00	993 855.00

**Completion of the TCP submitting process:**  
 After the TCP is submitted (or 24 hours after the end of the bidding) you shall generate a print out form, print out the TCP, obtain your director's signature and upload its scan to the E-market.

**TCP scan uploading:**

Participation in the “On-line re-auction” is limited by the following restrictions:

- Proposals within the tender should be submitted according to all nomenclature strictly in the amount of the demand.
- The proposal is submitted in a single currency (the main currency of the proposal).

To refuse taking part in the on-line re-auction, you need to click **Cancel the TCP, quit the bidding** button. After that the tender becomes unavailable for participation. You will only be able to return to the tender after a personal invitation from the tender administrator.

In order to participate in an on-line re-auction, your PC must be connected to the web using a stable connection. In case that connection with the E-market server fails, data refreshing may be delayed.

Until on-line re-auction starts, changing information on the page is not available.

During on-line re-auction the participants may:

- Change price characteristics of each nomenclature position of their proposals.
- View the locked and current price and the total cost of their proposals.
- View the best cost values for nomenclature items and the deviation percent of their proposals.
- View the current ranking list of proposals submitted by the participants of the on-line re-auction.
- Make appropriate commercial decisions to promote their commercial proposals to the position of the best proposal.

In the course of on-line re-auction it is not permissible to raise price characteristics of your locked TCP.

Ranking of participants' proposals is performed automatically based on the lowest cost of supply criterion among the participants of the selected lot.

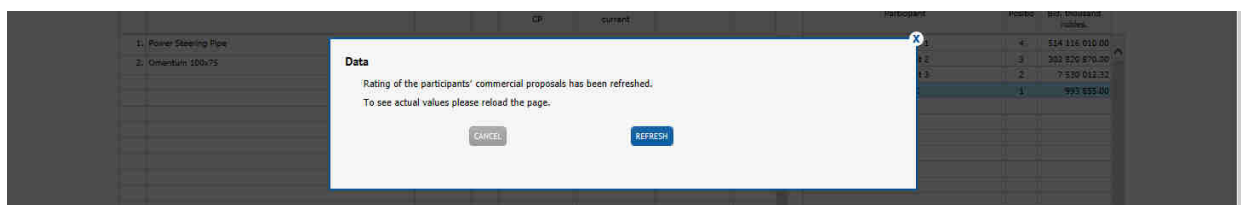
In that case, only your own ranking position is displayed directly. The names of other participants are available in an impersonated form, indicating only the commercial cost of the proposals and the position occupied in the ranking.

After making changes to price characteristics of your proposal, you need to click the **Make a bid** button to lock the proposal.

In case that the counterparty agrees to automatic reduction of price characteristics for each position of their proposal by the percentage of the bidding step, click the **Accept the step** button. You may use the **Accept the step** function only once at each interval of the on-line re-auction step.

As the on-line re-auction interval ends, the ranking of participants' proposals is updated automatically. At the same time, the page is refreshed to show current information.

In case that the ranking is updated due to changes made to their TCPs by other participants of the on-line re-auction, the counterparty receives a notification about the need to refresh the page to update the ranking. Availability of a ranking update is checked automatically every minute.



After the work with the tender is finished, or within a day after the end of the on-line re-auction, the counterparty must officially confirm their TCP, taking into account the changes made as a result of the on-line re-auction. To do this, find the "Completion of the TCP submitting process" section at the bottom right of the page, where you need to:

- Generate a **print out form of the commercial proposal** and print out the completed proposal.
- Obtain the signature of your director or other authorized person on the printed commercial proposal and affix your company's seal.
- Upload the scan of the signed commercial proposal in the "Commercial proposal scan" section. The scan of the commercial proposal may contain several sheets (files).
- Click **Complete TCP submission** button.

## **Tender processing.**

### ***Submitted bids.***

The **Submitted bids** section contains the list of tenders in which your company participated at the E-market.

For each tender you can see its number, name, period, current stage and participation stage.

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**PERSONAL ACCOUNT**

[Personal account](#)  
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[Available tenders \(3\)](#)  
 Submitted bids  
[Log out](#)

SUBMITTED BIDS TENDER'S CARD

No.	Name	Beginning date	Expiration date	stage of the tender	Participation stage
0000000111	<a href="#">Purchase of PDC drill bits</a>	21.09.2017 13:30	14.10.2017 18:00	collection of proposals	confirmed participation
0000000101	<a href="#">Purchase of PDC drill bits</a>	21.09.2017 12:27	21.09.2017 13:04	anceled Changing the production plan	confirmed participation

To see detailed information on the tender, you have to open the tender's card.

The tender's card also provides the list of documents submitted by your company when preparing the technical and commercial proposal.

**Selecting the winner of the tender.**

Based on the results of consideration of the proposals submitted by the participants, the winner (or several winners) may be determined within the tender or part of the tender.

The winners within the tender receive notifications where the nomenclature and its volume for the winner are specified.

The winner of the tender also receives the task "Delivery within the tender".

**Delivery within the tender.**

The winner of the tender must indicate the current state of delivery within the tender in the **Tender's card** section of the **Submitted bids** menu item.

[General information](#)  
[User Agreement](#)  
[Registration](#)

[Back to Company's Website](#)

**PERSONAL ACCOUNT**

[Personal account](#)  
[Tasks, requests, archives](#)  
[Available tenders \(3\)](#)  
 Submitted bids  
 Tender's card  
[Log out](#)

SUBMITTED BIDS TENDER'S CARD

**Tender:**

Participation stage: confirmed participation  
 Number: 0000000111  
 Divisibility: non-divisible  
 Delivery basis: DAP (DAF, DES, DDU)  
 Title: Purchase of PDC drill bits  
 Publication date: 21.09.2017 13:30  
 Bid closing date: 14.10.2017 18:00  
 Set of documents: [download >>>](#)  
 invitation to participate: [download >>>](#)  
 TCP form: [download >>>](#)

**TCP files:**

[Technical certificate](#)  
[Certificate of conformity](#)

**Technical documents:**

Main contract [download >>>](#)

**Additional information and assessment criteria:**

Period of need: 21.09.2017

To do this, click **Change information** and specify the current state of the delivery:

- In production.
- Shipped.

- In transit.

