

**AUTOMATED SYSTEM**

**“Electronic Trading Platform of the Construction Holding “Titan-2”  
for Procurement Procedures”**

**Manual for Registration in the System**

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## **Introduction**

Electronic Trade Platform of the holding “Titan-2” for procurement procedures is a web-application enabling bidding process in electronic form.

This document describes the user’s actions required for successful registration at the electronic trading platform.

Some figures, menu items and buttons described in the document may differ from those implemented in the system.

## 1 Requirements to the ETP User Workstation

To operate ETP the employee shall be equipped with an automated workstation consisting of a PC or a notebook. The configuration recommended includes:

- 1) Processor with characteristics equal to Intel Pentium having a clock speed of 233 MHz or higher,
- 2) Random access memory, 512Mb, or more
- 3) Hard drive free space, 200 Mb, or more,
- 4) Display resolution 1280x800, or higher,
- 5) Software requirements:
  - Microsoft Windows 2000 SP4 (XP SP2) Professional or newer;
- Internet Explorer version 9 or newer, Google Chrome version 35 or newer, Mozilla Firefox version 40 or newer;
  - Documentation apps (MS Office, WordPad);
  - File compression apps (RAR, ZIP, WINZIP);

To ensure proper operation of ETP all non-standard settings of Internet Explorer (such as Skype, ICQ and others) shall be disabled, since their application may change the structure of electronically formed documents.

ETP is able to use for page viewing all standard browsers: Internet Explorer, Opera, Chrome, Firefox, Safari, etc. In the event of errors or incorrect displaying of pages the recommended browser IE shall be used (for requirements to workstation see ETP Operating Procedure).

## 2 Terms and Definitions

**“Electronic Trade Platform (ETP)”** – a site in the communication network Internet “iTender Business”, whose software and hardware complex enables Procurement Procedure in electronic form to be carried out; which is a public data source.

**Platform Operator** – the organization that has the right to use ETP.

**Tender Organizer** – legal person registered at the trade platform elaborating the terms of the procedure to be carried out and announcing the data on the tender in electronic form.

**Tenderer** – legal person or physical person registered as individual entrepreneur and submitted its/his/her Offer in order to take part in the Procurement Procedure.

**Electronic Document (ED)** – document where the data is presented in electronic digital form.

**Tender Pre-Qualification (TPQ)** - Selection of qualified Parties/subcontractors, which is aimed for compilation of the list of potential persons (long list) whose qualification allows them to take part in the procedures of buying the goods, works, and services related to the project for construction of the NPP Hanhikivi-1.

**Request for Proposals** – competitive procurement procedure during which Procurement Committee analyzes the Parties Offers according to several Estimation criteria.

**Rebidding** – additional element of procurement procedure that provides for voluntary increase of preferability of procurement parties tender applications within a specially organized procedure that presumes that procurement parties decrease the price of their original tender applications, shorten the delivery time, or decrease the amount of an advance.

### 3 Operations in the Public Part of the System

The public part of the system provides the user with the access to the upper menu items:



Fig. 3.1 Menu

#### 3.1 Section “Domestic Projects”

The section provides the user with access to the list of tenders for the Russian market that are held on the platform. The desired tenders can be found with the use of search filters. The user may get a tender list with their status indication (failed to be held, accomplished, application receipt, etc.) (3). The field “Tender type” is used to find a certain tender type (4). The field “Tenders” may be used to search tender by name or by lot number (5). Press button “**Search**” for search. (1). Press button “**Clear**” to clear the search filters (2).

The image shows the 'Domestic Projects' page. At the top, there are tabs for 'Domestic Projects', 'International Projects', 'About Electronic marketplace', 'Contacts', and 'News'. Below the tabs, there is a breadcrumb trail: 'Homepage > Domestic Projects'. The main content area has a search filter section with 'Lot status' and 'Trading method' dropdowns, both set to 'All'. There is a 'Tenders' search input field with 'Search' and 'Clear' buttons. Below the search filters, there is a table of tender results. The table has columns: '№', 'Tender', 'Lot №', 'Lot', 'Initial price', 'Start of requests submission', 'End of requests submission', 'Status', 'Trading method', and 'Winner'. There are two rows of data. The first row shows tender T-0000046 for 'Маркеры' (Markers) with status 'Not completed. Expect to publish the protocol'. The second row shows tender T-0000043 for 'Трансформаторы ТНР50' (Transformers TNR50) with status 'Not completed. Contract is not concluded'.

№	Tender	Lot №	Lot	Initial price	Start of requests submission	End of requests submission	Status	Trading method	Winner
T-0000046	<a href="#">Фонари</a>	T-0000046/1	<a href="#">Маркеры</a>		10/14/2016 03:34 PM	10/14/2016 04:30 PM	Not completed. Expect to publish the protocol	Request for proposal	
T-0000043	<a href="#">Трансформаторы ТНР50</a>	T-0000043/1	<a href="#">Трансформаторы ТНР50</a>		10/04/2016 12:00 PM	10/04/2016 04:00 PM	Not completed. Contract is not concluded	Request for proposal	

Fig. 3.2 Page “Domestic Projects”

Operations with the search results:

- Use the link in column “Tenders” to view tender data (7);
- Use the link in column “Lot” to view lot data (8);
- Press the headline in the result table column to change search results sorting order. There will appear SortBy symbol in the column (6).

Lot may have the following statuses:

1. Announcement is published –announcement has been placed at the platform, though it is not yet the date and time for application receipt;
2. Application receipt – tender application receipt procedure has started, Parties are invited to tender;
3. Application receipt finished - tender application receipt is over, Parties are no more allowed to tender;
4. Determination of tender Parties – application receipt from Parties has been finished, tender organizer considers the applications;
5. Bidding is conducted – receipt of applications with change of their price offerings has started for selected Parties.
6. Competitive negotiations – tenders at the platform are suspended till the end of negotiations. Negotiations are to be conducted directly on the site.
7. Summing up - end of tender, tender organizer conducts summarizing procedure;
8. Tender finished – tender is finished, preferred bidder has been selected;
9. Contract awarded – tender is finished, contract is awarded to the preferred bidder;
10. Accomplished. Contract has not been rewarded – tender is finished, contract has not been awarded to the preferred bidder;
11. Failed to be held – tender is finished, no applications have been submitted or only one application has been submitted;
12. Cancelled – tender is cancelled by the organizer;

Tender page presents the following detailed information:

## Trading information

Tender number	T-0000046
Name	Фломастеры
Organizer	АО "КОНЦЕРН ТИТАН-2"
Status	Published
URL of the Electronic marketplace	<a href="http://demo-trade.titan2.ru/">http://demo-trade.titan2.ru/</a>



Lots <span>fold ▲</span>			
Show <input type="text" value="10"/> entries		<a href="#">← Previous</a> <a href="#">1</a> <a href="#">Next →</a>	
Nº	Lot	Trading method	Status
<a href="#">T-0000046/1</a>	<a href="#">Маркеры</a>	Request for proposal	Summarizing
Entries 1 to 1 of 1 entries		<a href="#">← Previous</a> <a href="#">1</a> <a href="#">Next →</a>	

Contact persons <span>fold ▲</span>	
Ирина Роганкова	<a href="mailto:i.rogankova@titan2.ru">i.rogankova@titan2.ru</a>


Documents <span>fold ▲</span>	
<a href="#">Download documents</a>	

**Fig. 3.3 Page “Tender Data”**

On selecting lot from the list, user proceeds to page “Lot Data”, and can familiarize oneself with data on the lot, data on application security and with the lot documents:




## Lot information

	Trading method Request for proposal	Status Summarizing	Initial price Price is not determined	Date and time for the opening of envelopes 10/14/2016 04:31 PM
---	--	-----------------------	--	---



Trading	Фломастеры
Lot	Маркеры
Lot number	T-0000046/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Status	Summarizing
Trading form	Open
Submit a bid in the participation request	Required
Contract guarantee	Not required
Initial price	Price is not determined
Lot currency	Russian Ruble
Request submission start date	10/14/2016 03:34 PM
Request submission end date	10/14/2016 04:30 PM
Date and time for the opening of envelopes	10/14/2016 04:31 PM

 Bid guarantee	fold ▲
Bid guarantee is required	No

 Documents	fold ▲
	

**Fig. 3.4 Lot Data**

### 3.2 Section “International Projects”

The section provides user with the list of tenders for International market, currently conducted on the platform. The search of the desired tender is accomplished in the same way as in section “Domestic projects”.

The section only briefs the user with international tenders currently conducted. However, only the user or organization that has been invited to take part in the international tenders may familiarize with the detailed data on tenders and lots.

### 3.3 Section “About the Platform”

The section presents general data on the platform and the types of tenders conducted on it.



Fig. 3.5 Page “About the Platform”

### 3.4 Section “Regulations”

The section presents regulations of electronic trade platform and bidding rules.



Fig. 3.6 Page «Regulations»

### 3.5 Section “Questions-Answers”

This is the section where frequently asked questions are presented with the answers and where user may formulate a question by pressing button “**Ask Your Question**” (1):



**Fig. 3.7 Ask Your Question**

Further, the following fields are mandatory for filling in the question form: (1), name (2), e-mail address (3) to provide feedback enter code from the picture (4) then press button “Send” (5).

The screenshot shows a web application interface for 'T2 TITAN2 HOLDING | ELECTRONIC MARKETPLACE «TITAN-2»'. A modal window titled 'Ask a question' is open. The form contains the following elements:

- Question \***: A large text input field.
- Your name \***: A text input field.
- E-mail for feedback \***: A text input field.
- Enter the code from the image \***: A CAPTCHA image displaying the number '239411' and a corresponding input field.
- Buttons**: 'Send' (blue) and 'Cancel' (grey) buttons at the bottom right.

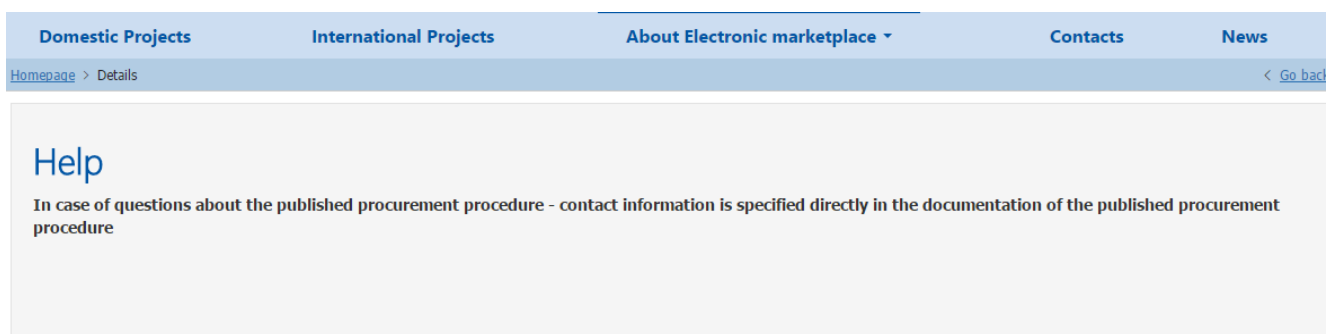
The background page shows a navigation menu with 'Domestic Projects', 'International Projects', 'About Electronic marketplace', 'Contacts', and 'News'. A breadcrumb trail reads 'Homepage > Frequently asked questions'.

**Fig. 3.8 Question Form**

The formulated question will be sent to the platform operator. The answer will be sent to the contact person e-mail address indicated in the question form.

### 3.6 Section “Help”

This section presents additional data that may be of some help to user.



**Fig. 3.9 Page “Help”**

### 3.7 Section “Contact persons”

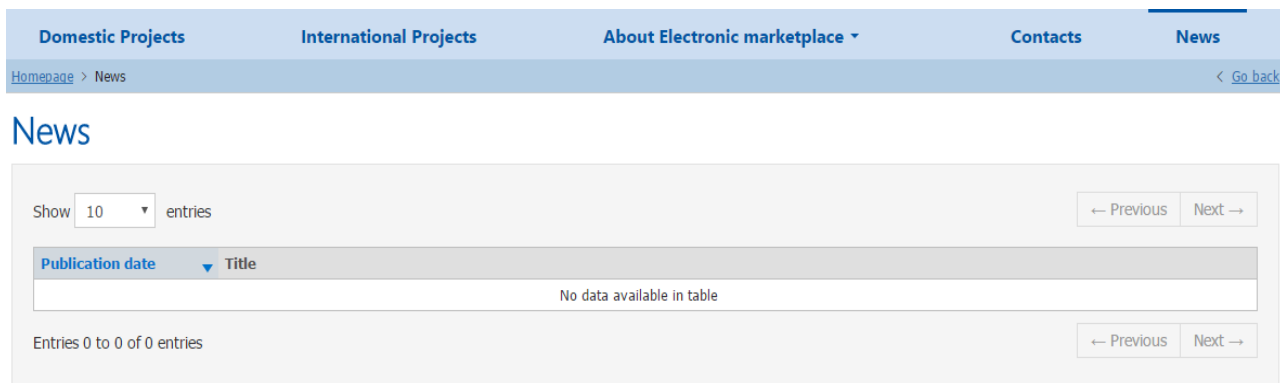
The section presents data on the trade platform operator.



**Fig. 3.10 Page “Contact Persons”**

### 3.8 Section “News”

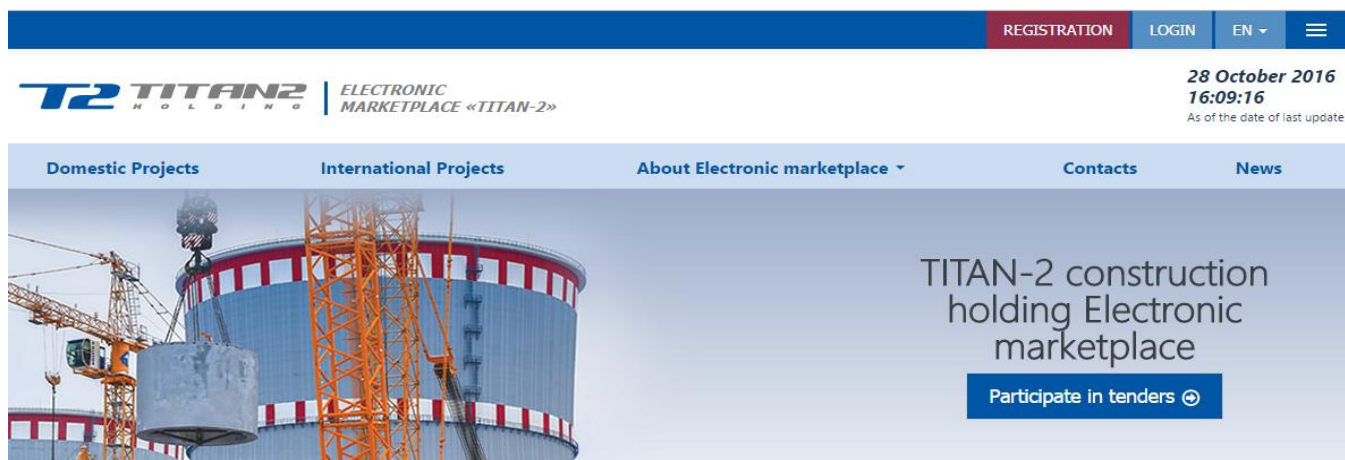
The section presents news list. To jump to a certain piece of news, use link from the headline.



**Fig. 3.11 Page “News”**

## 4 Registration in the System

To provide access for conducting tender procedure on the platform and for participating in it, operator registrates users in the system. User is registered at the relevant system section. To enter the “Registration” section use the link from the upper menu:



**Fig. 4.1 Link “Registration”**

User registration in the system consists of a number of steps.

## 4.1 Creation of User Account and User Activation

The first step for a new user is to fill in the fields in the application for user registration. The fields mandatory for filling are marked with symbol “\*”. If figures in the picture are not readable, press link “I cannot see the figures, update the picture” (3). The system will generate the other picture, without losing the data already entered.

If you are invited for the registration at the platform, set check-box “I have the invitation code” (1) and enter “Invitation code” (2), which was sent to your e-mail address, together with the announcement of electronic trade at the platform.

After properly entering all the data, you may press button “Next” 4).

The screenshot shows the registration interface of the T2 TITAN2 Electronic Marketplace. The top navigation bar includes links for REGISTRATION, LOGIN, and EN. The header displays the company logo and the date/time: 28 October 2016, 16:10:40. Below the header, there are tabs for Domestic Projects, International Projects, About Electronic marketplace, Contacts, and News. The main content area is titled 'User data' and shows a progress bar with five steps: 1. User data (active), 2. E-mail confirmation, 3. Resident status choice, 4. Company data, and 5. Documents and information. The registration form includes fields for Login, Password, Confirm password, Email, Phone, Last Name, Name, and Middle name. There is a checkbox for 'I have an invitation code' and a field for 'Invitation code'. A CAPTCHA image with the code '658546' is displayed, along with a link to update the image. A 'Next' button is at the bottom right of the form.

**Fig. 4.2 Registration – User’s Data**

At the next step enter confirmation that was sent to your e-mail address indicated in the application for registration (1), then press button “**Next**” (2):

Domestic Projects International Projects About Electronic marketplace ▾ Contacts News

Homepage > E-mail confirmation < Go back

## E-mail confirmation

1 User data 2 E-mail confirmation 3 Resident status choice 4 Company data 5 Documents and information

Confirmation code was sent to your e-mail address. Please check your mail, enter the code into the "Confirmation code" field and click the "Continue" button. You can change your e-mail in the personal cabinet.

Confirmation code \*

Resend the confirmation code Continue >

**Fig. 4.3 Registration - Confirmation of E-Mail Address**

If letter with the code failed to be delivered, the user shall press button “Send again the confirmation code” (3). The letter with the code will be sent once more.

## 4.2 Entering the Data on Organization

Upon activation of the user employee shall select status of resident from the pop-out menu and press button “Next”:

Domestic Projects International Projects About Electronic marketplace ▾ Contacts News

Homepage > E-mail confirmation < Go back

## E-mail confirmation

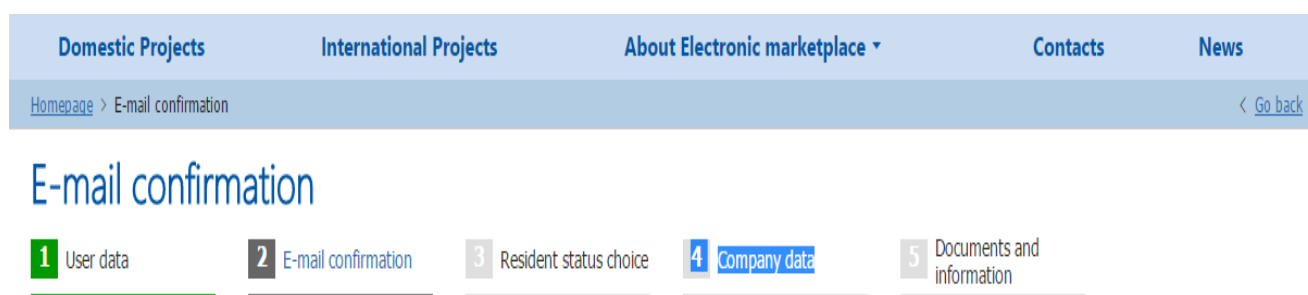
1 User data 2 E-mail confirmation 3 Resident status choice 4 Company data 5 Documents and information

**Fig. 4.4 Registration – Selection of Resident Status**

Then data shall be entered on the organization on behalf of which the user is going to operate in the system. At first the employee shall select whether the user be registered as legal person, physical person, or individual entrepreneur. Depending on this the user will be offered to fill in the data.

On filling on all the data press button “Next” and proceed to the next registration step.

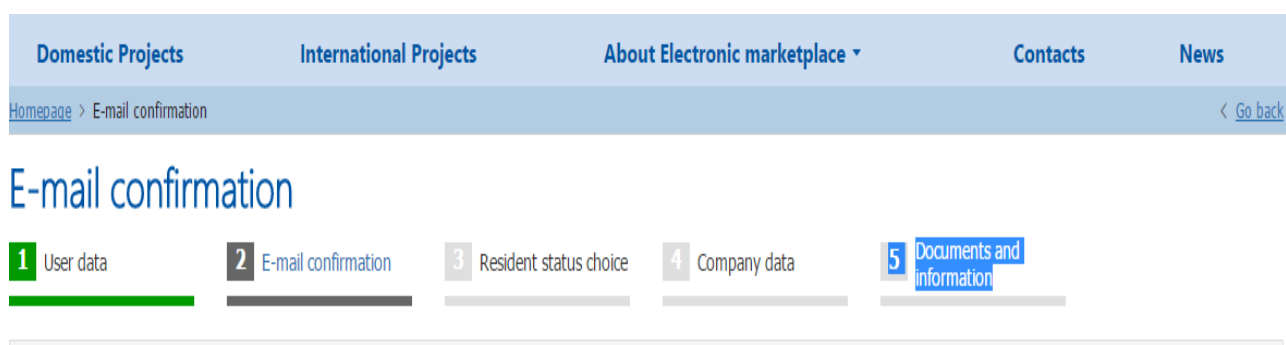




**Fig. 4.5 Registration – Entering the Data on Organization**

### 4.3 Document Attachment

At the fifth step of registration applicant shall submit to operator the list of documents required. Use button “**Add**” to attach documents in electronic form (1):



**Fig. 4.6 Registration – Document Attachment**

User shall select a file for loading with any applicable extension (1). Then the user may ensure that the document type (2) corresponds to the file loaded. If necessary, fill in the name (3) and comment (4) to the document, then the document may be loaded in the system (5) or the loading of the document may be cancelled (6).

The list of all attached documents is available in the table, wherefrom the user may delete document attached or edit document description. Documents will be added to the organization document list only after consideration and reception of the application by the operator.

On completion of the document attachment procedure, the application for registration is automatically sent to operator for consideration.

On completion of the registration procedure the user has only restricted access to the system. On consideration of application final registration of user and user’s organization will be completed, and access to the additional system functions will be enabled.

## 4.4 System Features Activation

On receiving documents that confirm the data entered, and after their verification, operator activates additional system features for user's account, which enables the user's participation in the tender as well as other activities provided for user in the system.

Operator may block access for user (or user's company), so that user could not enter the system using his/her login.

## 4.5 Re-Application for Registration

If operator rejected application for registration, a notification about the rejection of application will be sent to user's personal account, indicating the reason for the rejection of registration:

To re-apply, go to page "My organization" (1), using links from the upper menu. At the page of the organization press button "**Create new application for registration**" (2).

When pressing the button, a new application for registration will be created. It will contain the copied data on the organization and documents from the latest rejected application. To apply new application press button "**Apply**".

## 5 Authorization in the System

To operate the system on behalf of his/her company user shall pass authorization procedure.

To this end he/she shall press button "LOGIN" (1) in the right upper corner of the screen:



**Fig. 5.1 Authorization in the System**

Enter the user's name and password in the opening box and press button "**Enter**":



**Fig. 5.2 Authorization box**

In case of error user will be offered to enter the name and password again.

If the registration data are properly entered, navigation menu instead of authorization box will show name and initials of the user and the name of the company on behalf of which the current user operates:



## Personal cabinet

**Fig. 5.3 Data on User and Company, Exit from System**

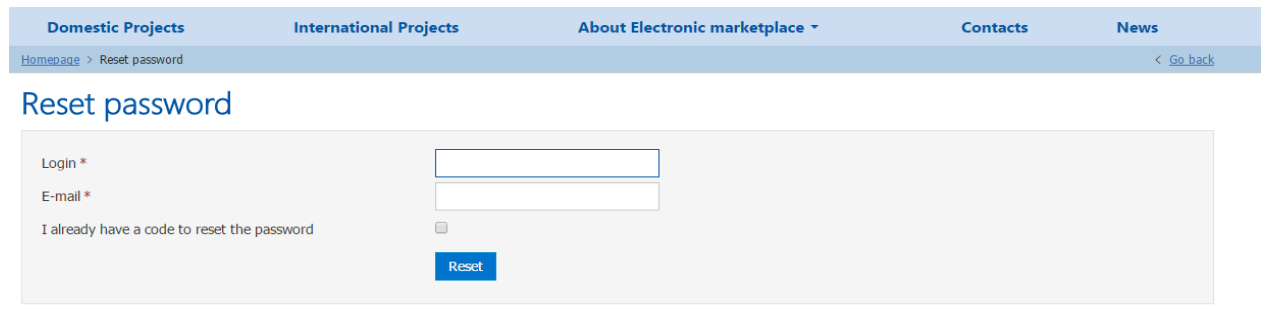
Press “Exit” in the pop-out menu with the user’s data to exit from the system.



**Fig. 5.4 Password Restoration**

If user forgot his/her password, he/she may use the password restoration function. To this end press button **“Forget Password?”** in the authorization box:

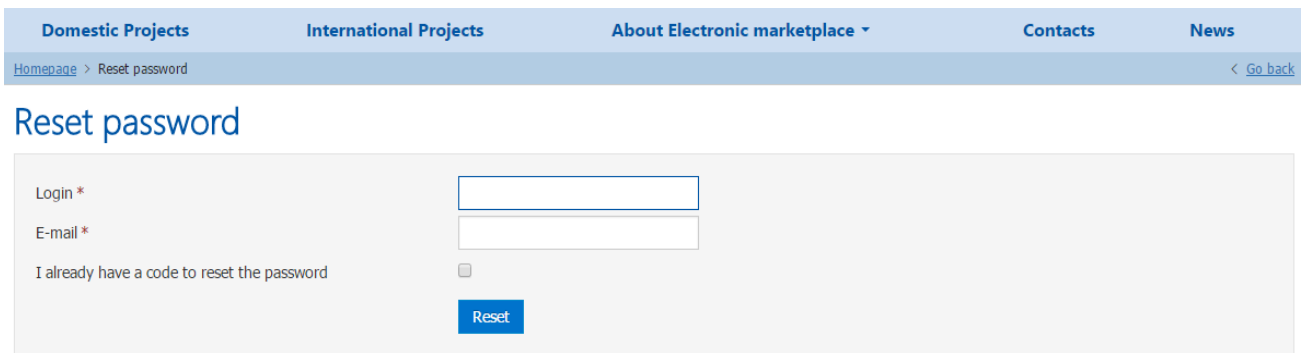
To restore password, indicate your login (1), contact e-mail address (2), and press button **“Restore”** (3):



The screenshot shows a web interface with a navigation bar at the top containing links: Domestic Projects, International Projects, About Electronic marketplace (with a dropdown arrow), Contacts, and News. Below the navigation bar is a breadcrumb trail: Homepage > Reset password, followed by a < Go back link. The main heading is 'Reset password'. The form contains two input fields: 'Login \*' and 'E-mail \*'. Below these fields is a checkbox labeled 'I already have a code to reset the password'. A blue 'Reset' button is positioned at the bottom right of the form.

**Fig. 5.5 Password Restoration Procedure**

Code for password restoration will be sent to the indicated e-mail address. Then select checkbox **“I already have code for password reset”** (1), enter the code received (2), new password (3) and press **“Reset”** (4):



This screenshot is identical to the one in Fig. 5.5, but the checkbox labeled 'I already have a code to reset the password' is now checked.

**Fig. 5.6 Password Restoration Procedure**