

User Manual

SAP SRM

**Participation in RFXs and Submission of
Responses to PJSC MMC NORILSK NICKEL**

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1. TERMS AND DEFINITIONS

This Manual applies the following acronyms:

ERP — Enterprise Resource Planning

SLC — Supplier Lifecycle Management

SRM — Supplier Relationship Management

This Manual applies terms with the following definitions:

General Qualification Questionnaire — a questionnaire filled out by potential suppliers when registering in SAP SRM in order to be accredited in the System for participation in the Company's RFXs.

Open RFX — a form of RFX that allows a circle of accredited suppliers, which is not subject to qualifications-based selection, to participate in it.

Supplier Portal — an automated system designed for registration and maintenance of suppliers' own data and their participation in the Company's RFXs.

Supplier — a company recognized as the Winner of the RFX for the purpose of further awarding the Contract


Potential Supplier — a company that intends to participate in RFXs of PJSC MMC Norilsk Nickel.

Supplier's Response — conditions of contract performance proposed by the participant as part of the RFX.

2. OBJECTIVES AND SCOPE OF APPLICATION OF THE MANUAL

This Manual describes the sequence of actions required for registration in the system and submission of responses to RFXs of PJSC MMC Norilsk Nickel. Observing the sequence of actions specified in the document will ensure the correct operation of the system.

The system can operate in any supported browser; the tool that displays business content is the NWBC (NetWeaver Business Client) application, which provides a single window to access different business applications. At the top of the application interface there are navigation tabs for accessing various business applications such as SAP SLC and SAP SRM.

	When entering the PJSC MMC Norilsk Nickel procurement management system, the Supplier accepts the agreement on providing access to the PJSC MMC Norilsk Nickel procurement management system website ((1)Figure 1)
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3. ROLES

This Manual is intended for employees of the following departments, organizations, balance-sheet units performing the following roles:


Role code	Role
Y_BIDDER	Participant in RFXs

4. BUSINESS PROCESS DESCRIPTION

Business process code	Business process description
ERP-2.MB.MM-SRM.04.01	Getting access to the system
ERP-2.MB.MM-SRM.04.04	Conducting an online reverse auction
ERP-2.MB.MM-SRM.04.03	Updating of technical and commercial proposals when requesting clarification/improvement
ERP-2.MB.MM-SRM.04.02	Submission of initial technical and commercial proposals

5. SUPPLIER LOGIN

Users from companies wishing to participate in Nornickel's RFXs operate in an external system.

	When entering the PJSC MMC Norilsk Nickel procurement management system, the Supplier accepts the agreement on providing access to the PJSC MMC Norilsk Nickel procurement management system website ((1) Figure 1)
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To login, you should follow the URL link <http://srm.nornik.ru>. Next, you should enter your user login and password ((2) Figure 1).

If you do not have a login and password, click on <Sign in> ((3) Figure 1) to register in the system. The procedure for registering in the SRM NORNICKEL system is described in the [Instructions on Self-Registration and General Qualification of Suppliers in the System](#) located on Nornickel official website in the “Suppliers” -> “Become a Supplier” section.

1443/nwbc/?sap-nwbc-node=root&sap-client=100&sap-language=EN&sap-theme=sap_corbu

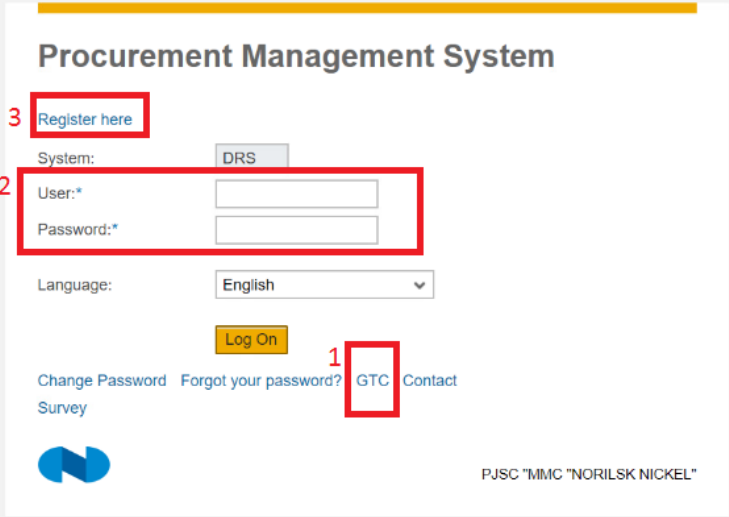


Figure 1 — Supplier login to the external system



Suppliers who are registered and accredited in the SRM NORNICKEL system receive notification of RFXs carried out in Nornickel via contact email specified at registration.

Notifications are sent according to the categories of goods, works and services selected by the Supplier at registration.

5.1 Search for current RFXs

Once logged in, a list of Nornickel's RFXs, both past and current, is opened. To limit the list of procedures to be viewed, you need to specify search criteria. (3 Figure 2).

Home	Rfx and Auctions	Qualifications	Employees	Company	Tasks
------	-------------------------	----------------	-----------	---------	-------

eRFXs	All (9)	Published (9)	Ended (0)	Completed (2)
eAuctions	All (17)	Published (17)	Ended (126)	Completed (2)
Multi-lot purchase	All (0)	Published (0)	Ended (0)	Completed (0)

RFXs - All

Show Quick Criteria Maintenance

View:	Стандартный ракурс	Create Response	Display Event	Display Response	Print Preview	Refresh	Export
-------	--------------------	-----------------	---------------	------------------	---------------	---------	--------

Event Number	Event Description	Response Version	Event Status	Event Version	Event Type
2000030980	MURALYOVAVV 02.07.2019 14:36:12		Published	2	Request for Proposal
2000031231	ZAKUP 04.07.2019 15:42:21		Published	1	Request for Proposal
2000035420	POLYGAEVAA 02.09.2019 12:26:47		Published	1	Request for Proposal
2000043920	POLYGAEVAA 29.10.2019 10:12:52		Published	1	Request for Proposal
2000032520	хрушев проверка множественных 75 партнер		Published	1	Request for Proposal
2000037300	тест доработок		Published	2	Request for Proposal
20000187/1	KORETNIKOVGP 31.03.2020 11:54:45		Published	1	Request for Proposal
20000198/1	Копия 20000197/		Published	1	Request for Proposal
20000199/1	Копия 20000198/1		Published	1	Request for Proposal

Last Refresh: 30.06.2020 12:30:59 RU503 Refresh

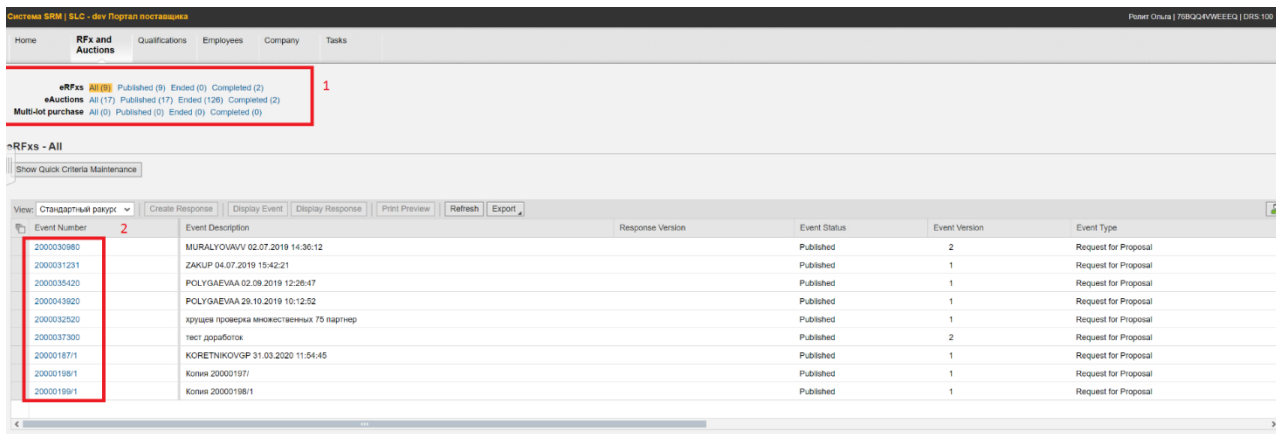
Figure 2 — List of RFXs carried out in the system



When encrypting RFXs, the following logic is used: RFX number 2XXXXXXXY, where XXXXXXX is the serial number of the procedure, and Y is the number of the stage (one digit).

First you need to select the search options: RFXs, reverse auctions or multi-lot RFXs. Next, you need to specify the request by selecting the status of the required search object from the list: all, published, ended or completed RFXs/reverse auctions, multi-lot RFXs ((1) Figure 3):

- “All” — the search will result in all RFXs.
- “Published (...)” — active RFXs available for submission of responses (open for bids).
- “Ended (...)” — RFXs for which the submission deadline has expired and no more responses can be submitted.
- “Completed (...)” — RFXs that have been closed (Supplier selected or RFX cancelled).



The screenshot shows the 'RFXs and Auctions' section of the application. At the top, there are tabs for 'Home', 'RFXs and Auctions', 'Qualifications', 'Employees', 'Company', and 'Tasks'. Below the tabs, there are filters for 'eRFXs', 'eAuctions', and 'Multi-lot purchase'. The 'eRFXs' filter is selected, and it shows counts for 'Published (9)', 'Ended (0)', and 'Completed (2)'. A red box highlights the 'Published (9)' option, with a red '1' next to it. Below the filters, there is a section titled 'RFXs - All' with a button 'Show Quick Criteria Maintenance'. A table of RFXs is displayed below, with columns for 'Event Number', 'Event Description', 'Response Version', 'Event Status', 'Event Version', and 'Event Type'. A red box highlights the first five rows of the table, with a red '2' next to it.

Event Number	Event Description	Response Version	Event Status	Event Version	Event Type
2000030980	MURALYOVAVV 02.07.2019 14:35:12		Published	2	Request for Proposal
2000031231	ZAKUP 04.07.2019 15:42:21		Published	1	Request for Proposal
2000035420	POLYGAEVAA 02.09.2019 12:26:47		Published	1	Request for Proposal
2000043920	POLYGAEVAA 26.10.2019 10:12:52		Published	1	Request for Proposal
2000032520	хрущёв проверка множественных 75 партнер		Published	1	Request for Proposal
2000037300	тест доработок		Published	2	Request for Proposal
2000018711	KORETNIKOVSP 31.03.2020 11:54:45		Published	1	Request for Proposal
2000019811	Копия 200001971		Published	1	Request for Proposal
2000019811	Копия 200001981		Published	1	Request for Proposal

Figure 3 — Filter RFXs by status

Selecting the query options will result in RFXs that meet the search conditions being displayed ((2) Figure 3).

For a more detailed search of RFXs, you can use search tools with specific criteria. To enter search criteria, click on the <Show Quick Criteria Maintenance> (Figure 4) button.

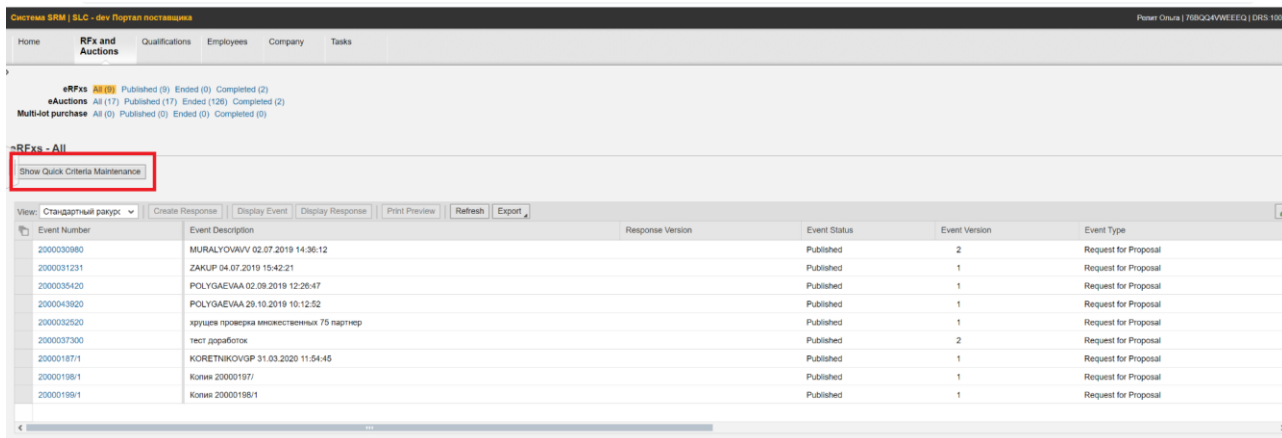
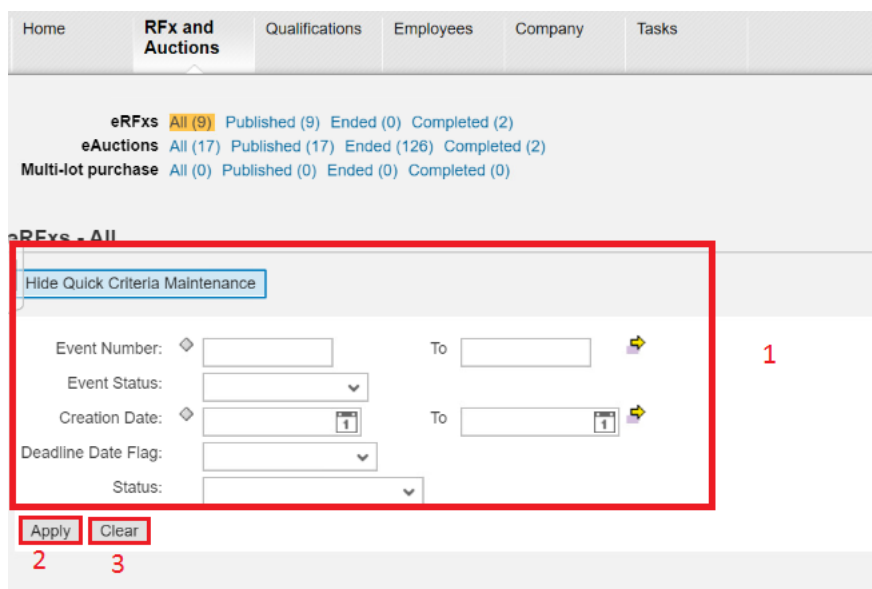


Figure 4 — Using search criteria to find different RFXs

This will open the criteria available for entering ((1) Figure 5).



Home **RFX and Auctions** Qualifications Employees Company Tasks

eRFXs All (9) Published (9) Ended (0) Completed (2)
eAuctions All (17) Published (17) Ended (126) Completed (2)
Multi-lot purchase All (0) Published (0) Ended (0) Completed (0)

RFXs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Apply Clear

Figure 5 — Expanded search criteria for RFXs

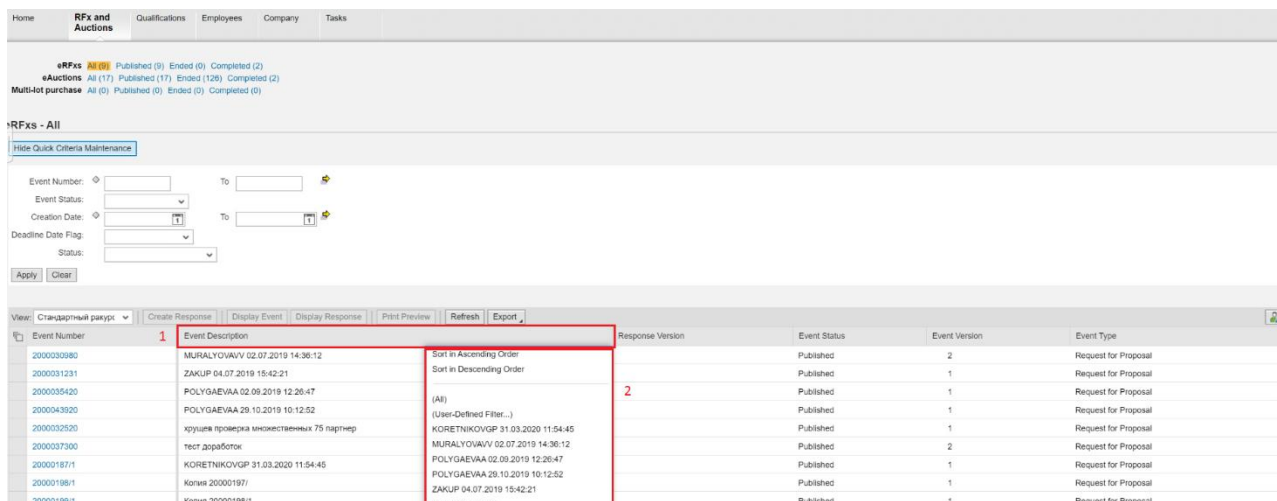
You can specify the following search criteria:

- “Event number” (system number of the RFX, if known).
- “Event status” (select status from the list — current, ended, completed), available only in the “All” query, in other queries the status of the event is already entered.
- “Creation date” (select a date or range of dates for publication of the RFX from the calendar).
- “Deadline Date Flag” (select a period from the list when the submission deadline expires).
- “Status” (select from the list in regard to a previously created RFX response):
 - “Saved”;

- “Response submitted”;
- “Response rejected”;
- “Surcharge accepted”;
- “Completed”;
- “Removed”;
- “Sent back”;

After entering the criteria, click on the <Copy> ((2) Figure 5) button, the search results will be displayed below.

Filters by columns in the list of displayed RFXs can be sorted. This requires clicking the column name ((1) Figure 6) and select the desired filter from the drop-down list, or set a sorting rule ((2) Figure 6).



The screenshot shows the 'RFXs - All' interface. At the top, there are tabs for Home, RFX and Auctions, Qualifications, Employees, Company, and Tasks. Below the tabs, there are statistics for eRFXs, eAuctions, and Multi-lot purchase. The main section contains search filters for Event Number, Event Status, Creation Date, Deadline Date Flag, and Status. Below the filters is a table of RFXs. The table has columns: Event Number, Event Description, Response Version, Event Status, Event Version, and Event Type. A red box highlights the 'Event Description' column header, and another red box highlights the sorting options (Ascending/Descending Order) that appear when the header is clicked.

Event Number	Event Description	Response Version	Event Status	Event Version	Event Type
2000030980	MURALYOVAVV 02.07.2019 14:36:12	Sort in Ascending Order	Published	2	Request for Proposal
2000031231	ZAKUP 04.07.2019 15:42:21	Sort in Descending Order	Published	1	Request for Proposal
2000035420	POLYGAEVAA 02.09.2019 12:26:47	(All)	Published	1	Request for Proposal
2000043920	POLYGAEVAA 29.10.2019 10:12:52	(User-Defined Filter...)	Published	1	Request for Proposal
2000032520	хрустя проверка межконтинентальных 75 партнер	KORETNIKOVGP 31.03.2020 11:54:45	Published	1	Request for Proposal
2000037300	тест доработок	MURALYOVAVV 02.07.2019 14:36:12	Published	2	Request for Proposal
2000018711	KORETNIKOVGP 31.03.2020 11:54:45	POLYGAEVAA 02.09.2019 12:26:47	Published	1	Request for Proposal
2000019811	Копия 2000019811	POLYGAEVAA 29.10.2019 10:12:52	Published	1	Request for Proposal
2000019811	Копия 2000019811	ZAKUP 04.07.2019 15:42:21	Published	1	Request for Proposal

Figure 6 — Using filter when sorting RFXs

If the RFX is carried out for the lot included in the multi-lot RFX, the system allows to display other RFXs for this multi-lot procedure. To do this, you need to click on the “Lot” link in the “Response Version” column (Figure 7).

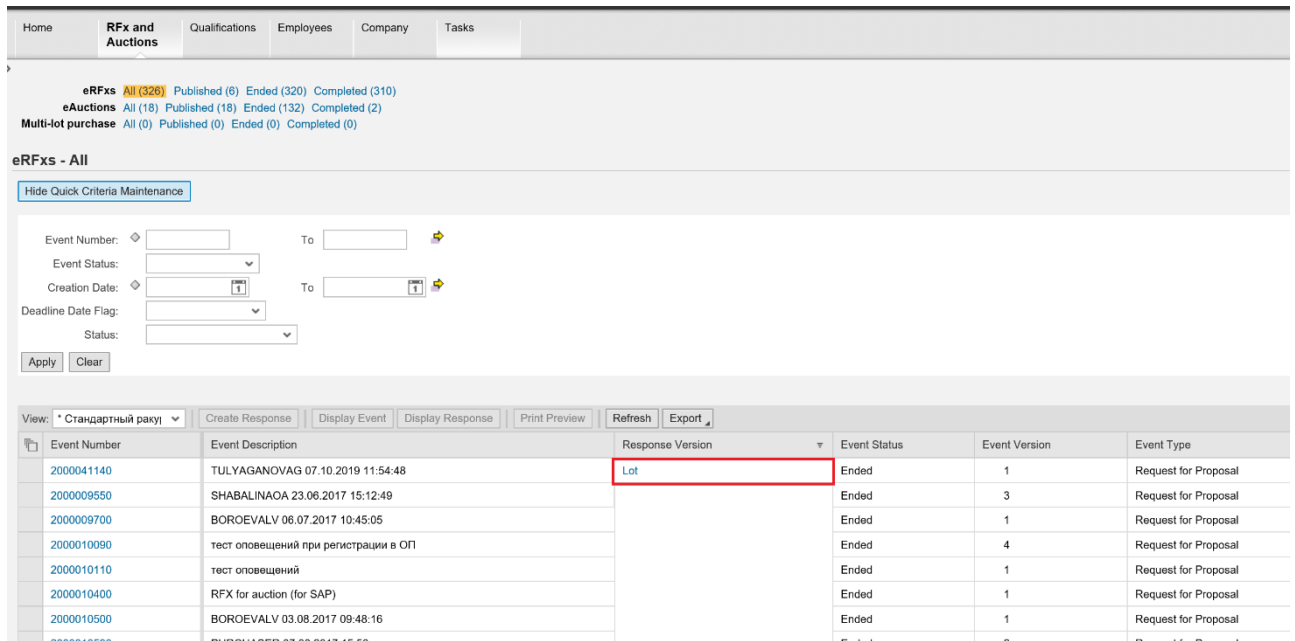


Figure 7 — Displaying the value in the “Lot” column

Clicking on the “Lot” link will open detailed information on other RFXs in the system under the multi-lot RFX (Figure 8).

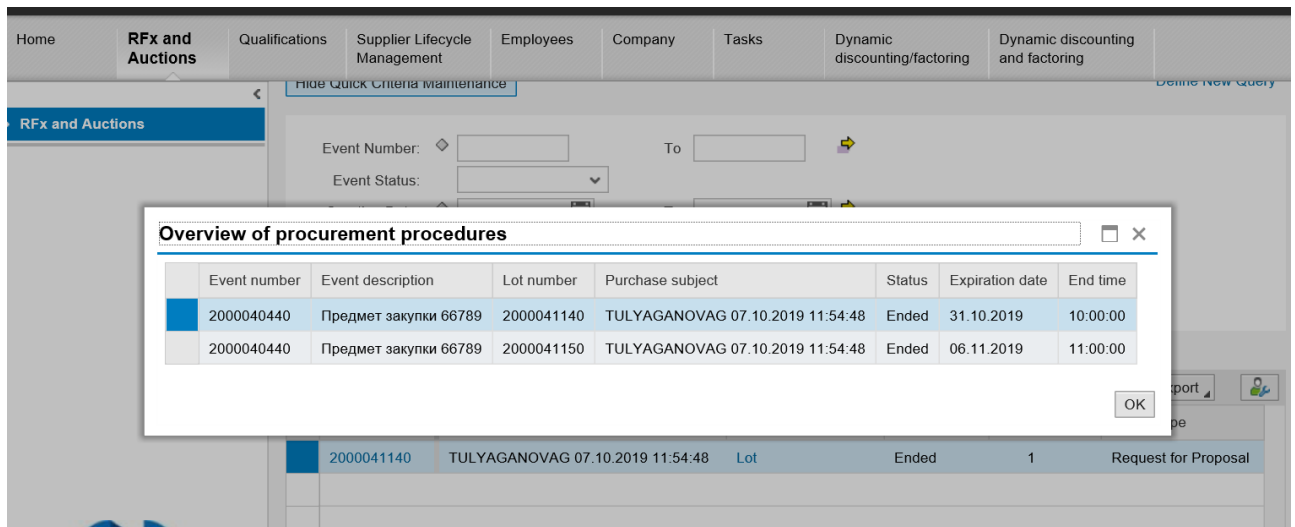



Figure 8 — Review of RFXs under the multi-lot procedure

5.1.1 Configuring the RFX search form

You can customize the appearance of the list using the setup  button. The setup button allows to rearrange columns, hide unnecessary ones, etc. (Figure 9).

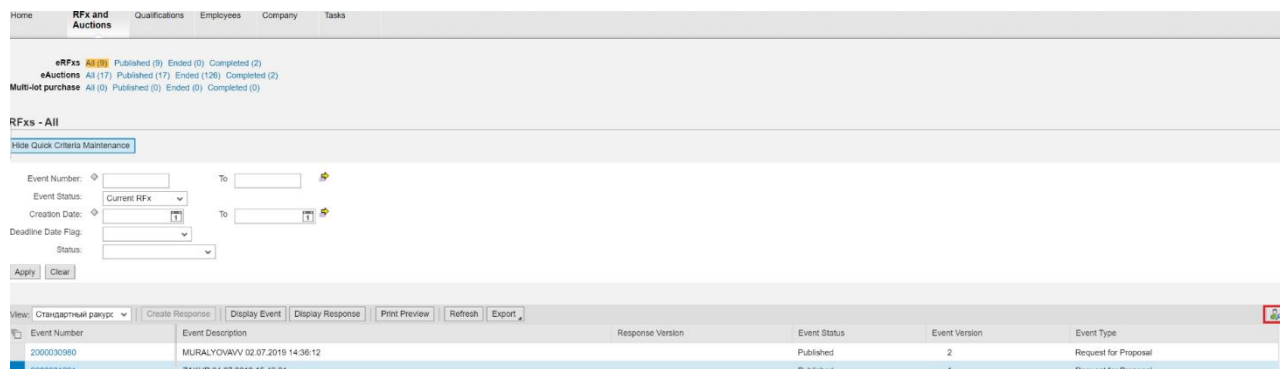



Figure 9 — Customizing the appearance of the list

After clicking on the button  the system goes to the dialog box for maintaining the parameters of the list, where you automatically get to the setup of the standard view of the list (Figure 10). The standard view cannot be changed, so the <Save> button is not active.

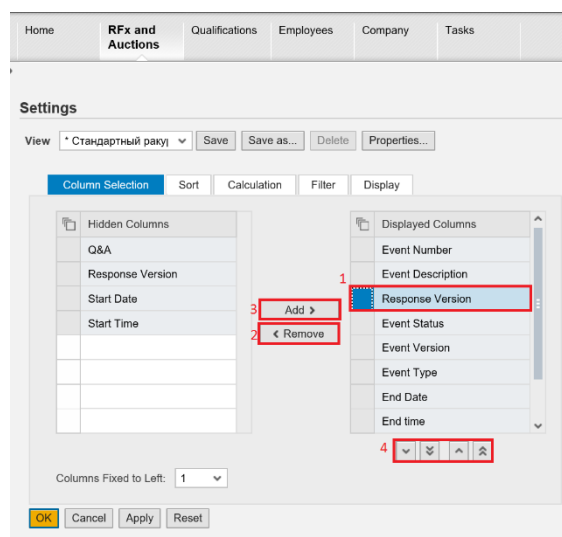


Figure 10 —Selecting columns for the list of RFXs / reverse auctions

On the “Column selection” tab, you can select columns that you want to hide or display. The displayed columns are on the right side, and the hidden ones are on the left side. To move a column to the hidden ones, select it ((1) Figure 10) and click on the <Remove> ((2) Figure 10) button. To display a column, select it on the left side (hidden columns) and click on the <Add> ((3) Figure 10) button — the column will move to the displayed ones. The <Change sequence> ((4) Figure 10) button group changes the sequence of columns.

You can set the standard sorting for columns on the “Sorting” tab (Figure 11).

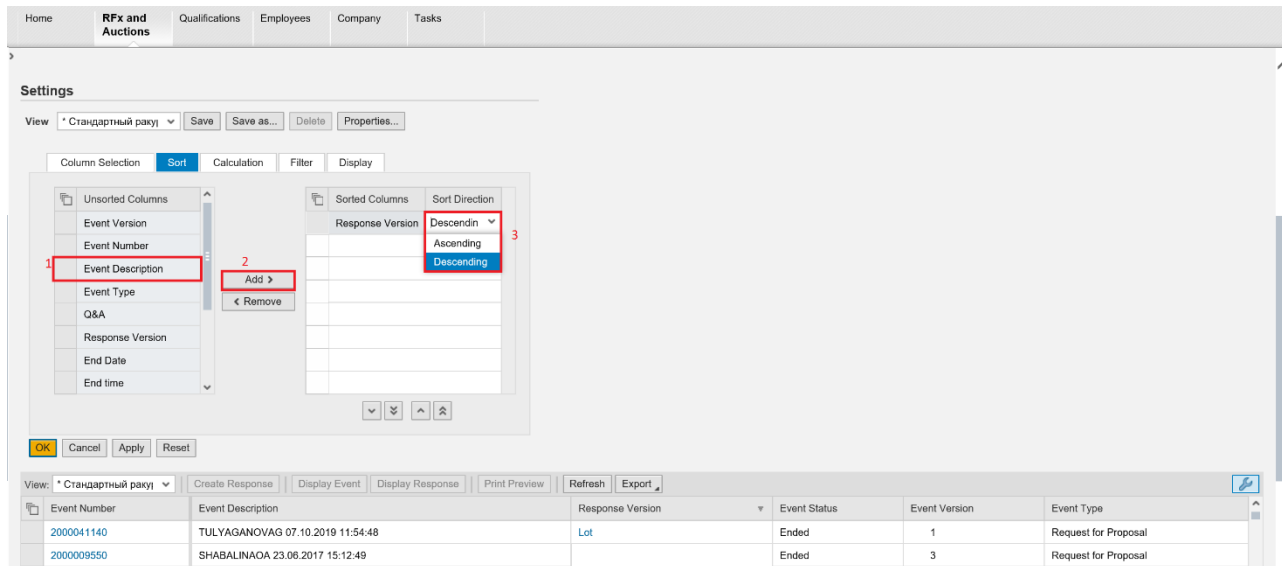


Figure 11 — Setting up sorting for the list of RFXs

To do this, select the name of the column that you want to sort ((1) Figure 11) and click on the <Add> ((2) Figure 11) button — the name will move to the left column. Next, choose the sorting order ((3) Figure 11).

The “Calculation” ((1) Figure 12), “Filter” ((2) Figure 12) and “Display” ((3) Figure 12) settings are maintained in a similar way.

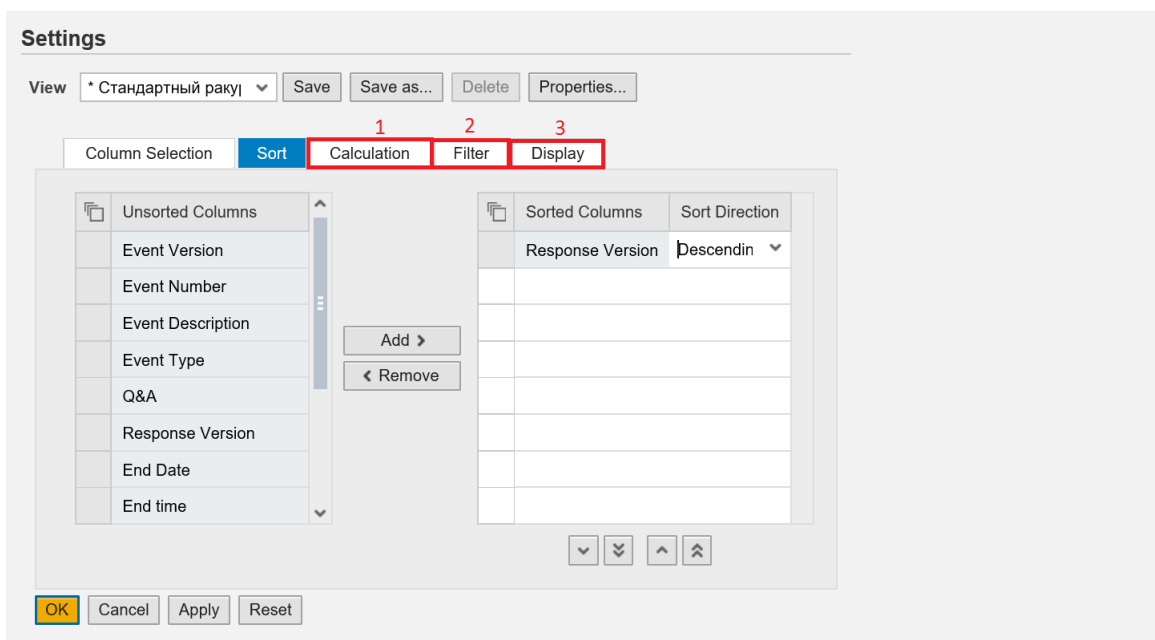


Figure 12 — Setting up sorting for the list of RFXs

All the changes you have made should be saved. To do this, click on the <Save as> (Figure 13) button.

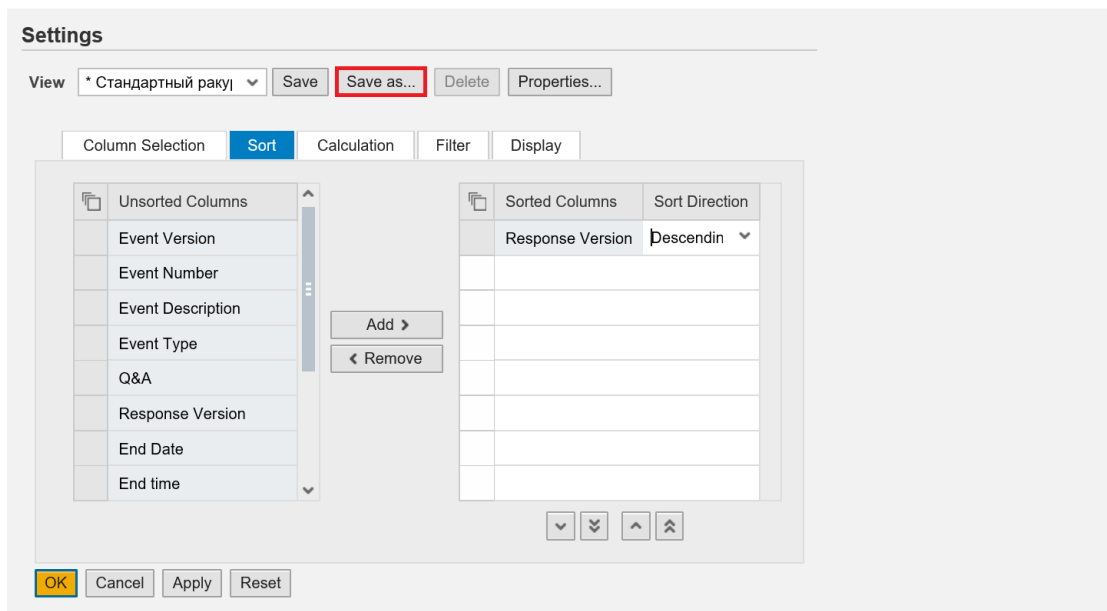


Figure 13 — Saving settings for the list

Enter a name for saving the view in the “Description” field ((1) Figure 14). If you want this view to always be displayed when opening the system, flag the “Initial view ((2) (Figure 14)) field. Next, click on the <OK> ((3) Figure 14) button. The view will be saved.

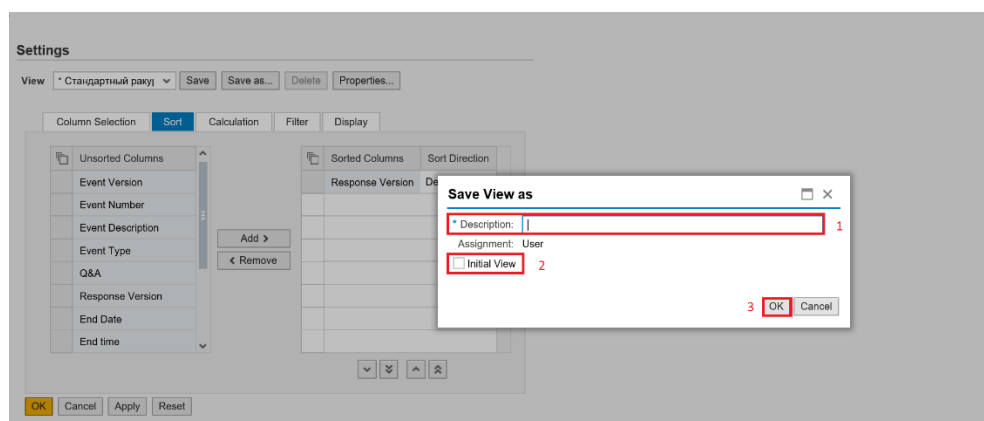


Figure 14 — Saving settings for the list

Similar settings can be applied to configure the list of “Reverse auction” and “Multi-lot” type RFXs; to do this, first you need to open a request for one of these tabs (Figure 15).

Home **RFX and Auctions** Qualifications Employees Company Tasks

eRFXs All (9) Published (9) Ended (0) Completed (2)
eAuctions All (17) Published (17) Ended (126) Completed (2)
Multi-lot purchase All (0) Published (0) Ended (0) Completed (0)

Auctions - All

Hide Quick Criteria Maintenance

Event Number: To
Event Status: Current Auctions
Creation Date: To
Deadline Date Flag:
Status:
My RFX Responses From:
Apply Clear

View: [Standard View] Display Event Display Bid Live Auction Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date
2000046742	SHABALINAOA 29.01.2020 06:22:22	Auction	Published	29.01.2021	30.01.2021
2000046701	BNS_ADM 28.01.2020 10:32:19	Auction	Active	28.01.2020	28.01.2021
2000045961	итог.тест.редукцион	Auction	Ended	15.12.2019	15.12.2020
2000045414	редукцион + пакет	Auction	Active	06.12.2019	29.11.2020
2000045412	редукцион + пакет	Auction	Active	05.12.2019	29.11.2020
2000030273	SHABALINAOA 26.06.2019 10:59:43	Auction	Published	30.01.2021	31.01.2021
2000030272	SHABALINAOA 26.06.2019 10:59:43	Auction	Published	30.01.2021	31.01.2021

Figure 15 — Opening the list of reverse auctions

5.1.2 Viewing the system documents of RFXs

You can open an RFX or a response by clicking on its number ((1) Figure 16). Or select the row with the event of interest by clicking on the grey square next to the RFX number, and then click on the <Display RFX> ((2) Figure 16) button.

Home **RFX and Auctions** Qualifications Employees Company Tasks

eRFXs All (9) Published (9) Ended (0) Completed (2)
eAuctions All (17) Published (17) Ended (126) Completed (2)
Multi-lot purchase All (0) Published (0) Ended (0) Completed (0)

eRFXs - All

Show Quick Criteria Maintenance

2

View: Стандартный ракурс Create Response **Display Event** Display Response Print Preview Refresh Export

Event Number	Event Description	Response Version	Event Status
2000030980	MURALYOVAVV 02.07.2019 14:36:12		Published
1 2000031231	ZAKUP 04.07.2019 15:42:21		Published
2000035420	POLYGAEVAA 02.09.2019 12:26:47		Published
2000043920	POLYGAEVAA 29.10.2019 10:12:52		Published
2000032520	хрущев проверка множественных 75 партнер		Published
2000037300	тест доработок		Published
20000187/1	KORETNIKOVGP 31.03.2020 11:54:45		Published
20000198/1	Копия 20000197/		Published
20000199/1	Копия 20000198/1		Published

Figure 16 — Opening the RFX for viewing

Display RFX :

Print Preview
Close
Participate
Do Not Participate
Tentative
Questions and Answers (0)
Documents
System Information

RFX Number 2000030980 RFX Name MURALYOVAVV 02.07.2019 14:36:12 RFX Status Published RFX Start Date 04.07.2019 15:30:00 RUS03
RFX Owner PIAPPLUSER RFX Response [3000001791](#)

RFX Information Items

RFX Parameters Requirements Notes Conditions

Time Zone: RUS03

Start Date: 04.07.2019 15:30:00

* Submission Deadline: 02.07.2023 23:59:59

Opening Date: 00:00:00

End of Binding Period:

Currency: RUB

Publication of target price: ☒

Offer supply conditions: P

Term of payment: F069 2

Terms of delivery: 00

Terms of delivery: 000

Reference to contract form:

Figure 17 — Displaying the RFX document

5.1.2.1 “RFX information” tab, “RFX parameters” section

This tab (Figure 18) contains the following information:

- “Submission deadline” ((1) Figure 18) — time period when it is allowed to submit requests for participation (create RFX responses in the system).
- “End of binding period” ((2) Figure 18) — the date by which the submitted response is valid.
- “Currency” ((3) Figure 18) — the currency in which a response can be submitted.
- “Conditions for response submission” ((4) Figure 18) — options provided for specifying the bid price or the percentage of reduction of the planned value, if there is available information.
- “Terms of payment” ((5) Figure 18) — procedure for payment at conclusion of contract on the results of the RFX.
- “Terms of delivery” ((6) Figure 18) — information about the location of the point of delivery of goods, services, work.
- “Reference link to the contract form” ((7) Figure 18) — information field about the resource of the draft contract placement.

Display RFX :

Print Preview Close Participate Do Not Participate Tentative Create Response Questions and Answers (0) Documents System Information

RFX Number 20000247/1 RFX Name purchase request RFX Status Published RFX Start Date Submission Deadline 02.08.2020 00:00:00 RUS03

RFX Information Items

RFX Parameters Requirements Notes

Time Zone: RUS03

Start Date: 00:00:00

* Submission Deadline: 02.08.2020 00:00:00

Opening Date: 00:00:00

End of Binding Period:

Currency: RUB

Publication of target price: ☐

Offer supply conditions: P

Term of payment: K069 3

Terms of delivery: 00

Terms of delivery: DAP g

Reference to contract form: On the official web-site

▼ Partners and Delivery Information

Figure 18 — “RFX parameters” tab

5.1.2.2 “RFX information” tab, “Requirements” section

This tab is intended for viewing the requirements for the RFX participants. Participants shall be able to provide information on compliance with requirements stated in the RFX, as well as submit documents requested by the organizer of the RFX when submitting a response.

Display RFX :

Print Preview Close Participate Do Not Participate Tentative Create Response Questions and Answers (0) Documents System Information

RFX Number 20000247/1 RFX Name purchase request RFX Status Published RFX Start Date Submission Deadline 02.08.2020 00:00:00 RUS03

RFX Information Items

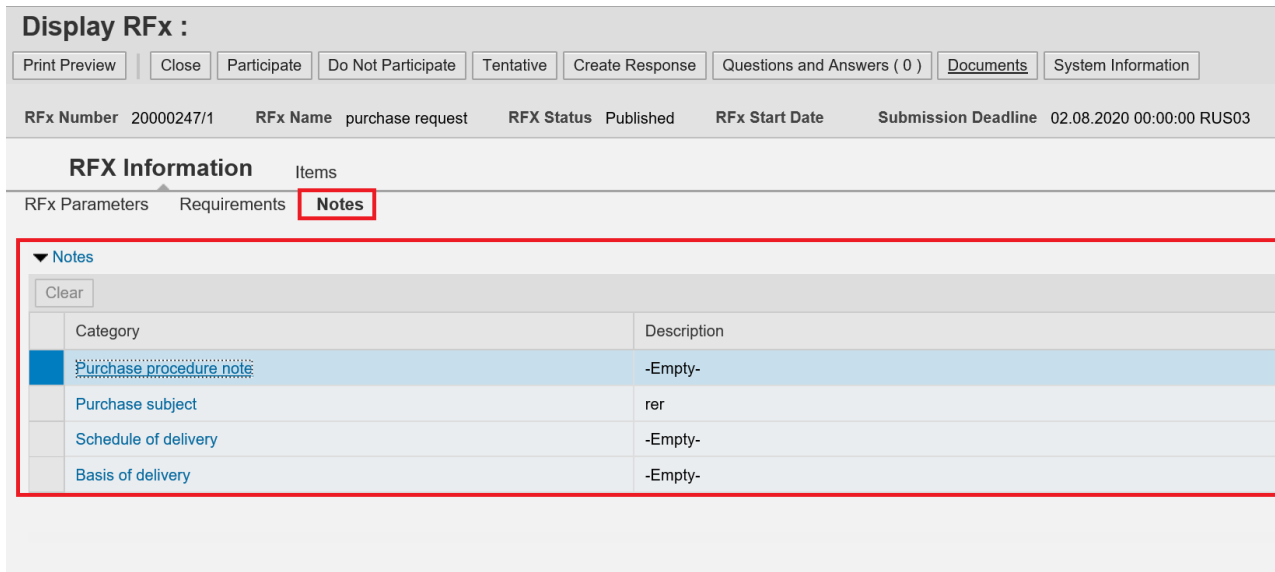
RFX Parameters **Requirements** Notes

Requirement	Reply
Validation, qualification and environmental requirements	<input type="radio"/> Yes <input type="radio"/> No
Form, terms and dates of payment	<input type="text"/>

Figure 19 — “Requirements” tab

5.1.2.3 “RFX information” tab, “Notes” section

This section contains text notes on the RFX (Figure 20).



Display RFX :

Print Preview Close Participate Do Not Participate Tentative Create Response Questions and Answers (0) Documents System Information

RFX Number 20000247/1 RFX Name purchase request RFX Status Published RFX Start Date Submission Deadline 02.08.2020 00:00:00 RUS03

RFX Information Items

RFX Parameters Requirements **Notes**

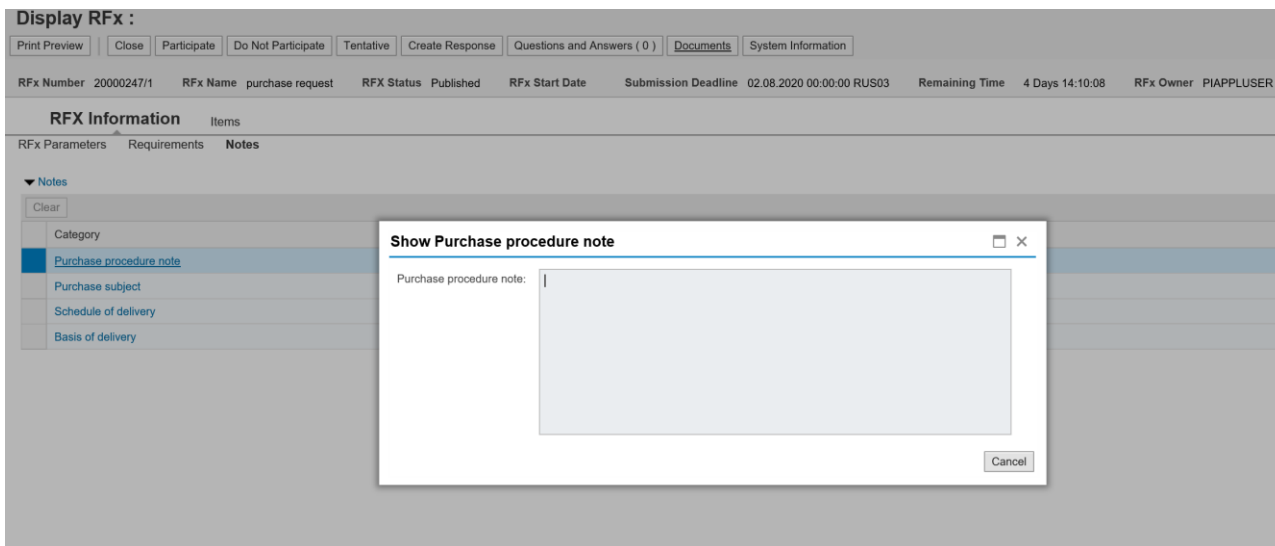
▼ Notes

Clear

Category	Description
Purchase procedure note	-Empty-
Purchase subject	rer
Schedule of delivery	-Empty-
Basis of delivery	-Empty-

Figure 20 — “Notes” tab in the RFX

To open text note, click on its name. This will open an information window, click on the <Cancel> button (Figure 21) to exit.



Display RFX :

Print Preview Close Participate Do Not Participate Tentative Create Response Questions and Answers (0) Documents System Information

RFX Number 20000247/1 RFX Name purchase request RFX Status Published RFX Start Date Submission Deadline 02.08.2020 00:00:00 RUS03 Remaining Time 4 Days 14:10:08 RFX Owner PIAPLUSER

RFX Information Items

RFX Parameters Requirements **Notes**

▼ Notes

Clear

Category	Description
Purchase procedure note	-Empty-
Purchase subject	rer
Schedule of delivery	-Empty-
Basis of delivery	-Empty-

Show Purchase procedure note

Purchase procedure note:

Cancel

Figure 21 — Displaying the note on the RFX

5.1.2.4 “Items” tab

This tab (Figure 22) is intended for viewing the nomenclature under the RFX. Information on the required quantity and units of measurement, delivery terms and additional notes is displayed on the row level.

Figure 22 — “Items” tab in the RFX

To view the procurement documentation, click on the <Documents and attachments> ((1) Figure 23) button when viewing the RFX system document.

Figure 23 — <Documents and attachments> button

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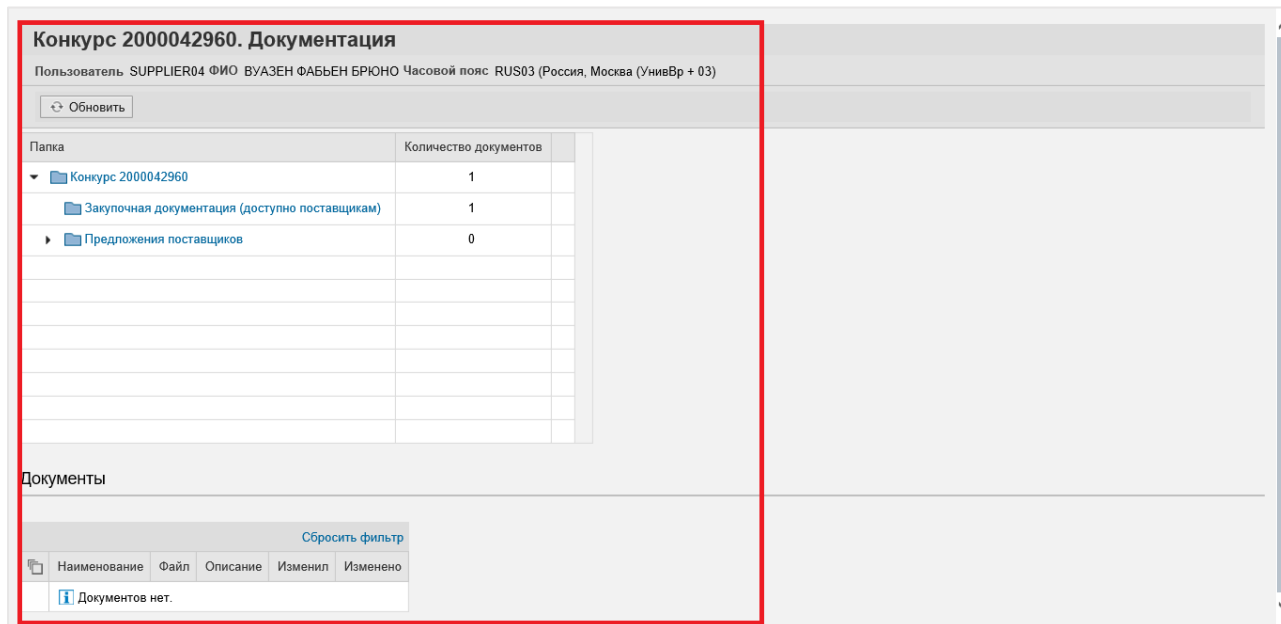


Figure 24 — Procurement documents

5.1.2.6 “Q&A” section

To ask questions about the RFX conditions to the Customer, click on the <Q&A (...)> button in the published RFX (Figure 25).

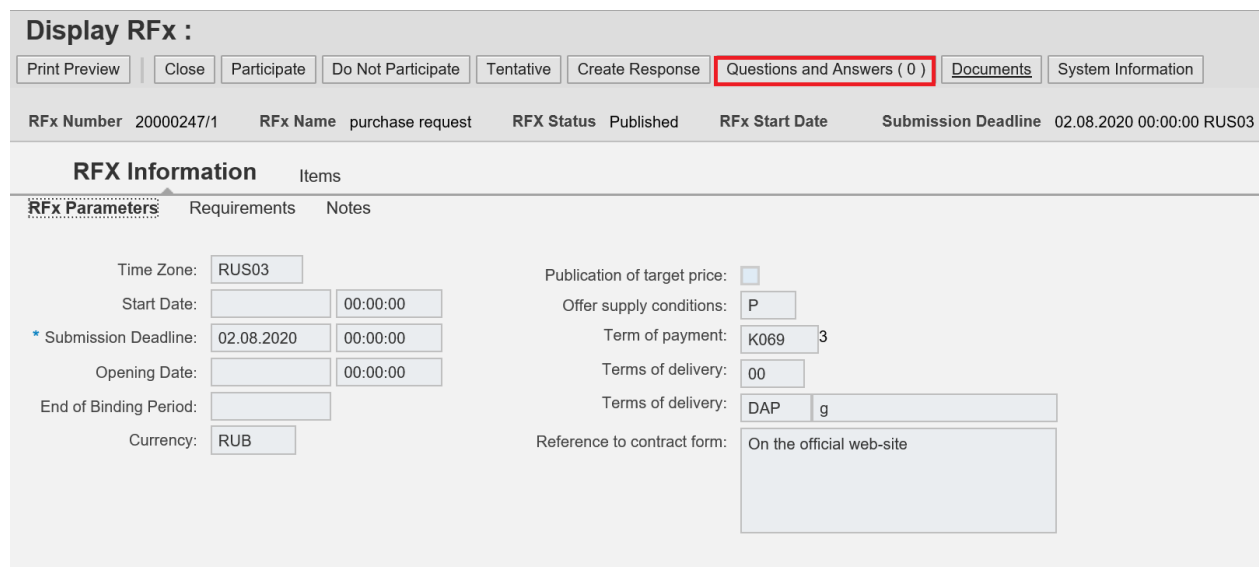


Figure 25 — <Q&A> button

To update the information, click on the <Update> ((1) Figure 26) button in the opened window. The table ((2) Figure 26) shows the correspondence history. To send a question, select the recipient ((3) Figure 26) and enter text in the “Message” field ((4) Figure 26). Click on the <Send> ((5) Figure 26) button. Click on the <Close> ((6) Figure 26) button to close the window. The sent message will be displayed in the message list ((7) Figure 26).

Questions and Answers ☐ ×

1 **Refresh** ☒ Display Time Stamps

Time Stamp	Sender	To	Message
29.07.2020 08:04:43 RUS03	Ольга Шабалина	To Purchaser	Can we change the term of payment?

7

2

Send Message

Send Question to:: **Purchaser** 3

Message: 4

Send 5

6 **Close**

Figure 26 — Response form

5.2 Submission of an RFX response by Supplier

5.2.1 Creation of an RFX response by Supplier

Before submitting for participation, the Supplier should first register in the RFX by clicking on the <Register> (Figure 27) button.

Display RFX :

Print Preview **Close** **Register** **Questions and Answers (0)** **Documents** **System Information**

RFX Number 20000248/1 RFX Name Purchase request RFX Status Published RFX Start Date Submission Deadline 09.08.2020 00:00:00 RUS03

RFX Information **Items**

RFX Parameters **Requirements** **Notes**

Time Zone: RUS03

Start Date: 00:00:00

* Submission Deadline: 09.08.2020 00:00:00

Opening Date: 00:00:00

End of Binding Period:

Currency: RUB

Publication of target price: ☐

Offer supply conditions: P

Term of payment: K069 3

Terms of delivery: 00

Terms of delivery: DAP g

Reference to contract form: On the official web-site

Figure 27 — Registration in an open RFX

Successful completion of registration will be confirmed by an information notice ((1) Figure 28).

As a result of registration in the RFX, the following buttons will appear: <Participate>, <Do not participate>, <Tentative> and <Create response>. ((2) Figure 28).

Display RFX :

Print Preview | Close | **Participate** | Do Not Participate | Tentative | Create Response | Questions and Answers (0) | Documents | System Information

You are registered to the RFX and will be informed of changes

RFX Number 20000248/1 RFX Name Purchase request RFX Status Published RFX Start Date Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 15:08:41 RFX Owner PIAPLUSER

RFX Information Items

RFX Parameters Requirements Notes

Time Zone: RUS03
 Start Date: 09.08.2020 00:00:00
 * Submission Deadline: 09.08.2020 00:00:00
 Opening Date: 09.08.2020 00:00:00
 End of Binding Period:
 Currency: RUB

Publication of target price:
 Offer supply conditions: P
 Term of payment: K069 3
 Terms of delivery: 00
 Terms of delivery: DAP g
 Reference to contract form: On the official web-site

▼ Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name	Phone Number
Requester		Григорий Коретников	
Goods Recipient		Александр Полягаев	
Ship-To Address		ГО Москва	
Location		ГО Москва	

Figure 28 — Confirmation of registration to participate in the RFX

In case of a personal invitation of potential suppliers to participate in the RFX, a notice of the RFX is sent and the participant registration step is absent. Future participants initially have the possibility to submit for participation (create response in the system).

The first three buttons indicate the Supplier's intention to participate in this RFX, when you click on the button, the following information shall be sent to the Purchaser:

- <Participate> ((1) Figure 29) — you are going to participate in the RFX;
- <Do not participate> ((2) Figure 29) — you refuse to participate in the RFX;
- <Tentative> ((3) Figure 29) — you have doubts about your participation in the RFX / there are certain restrictions on your participation (you can specify them in response notes (see in the description of response notes below)).

Display RFX :

Print Preview | Close | **Participate** | Do Not Participate | Tentative | Create Response | Questions and Answers (0) | Documents | System Information

RFX Number 20000248/1 RFX Name Purchase request RFX Status Published RFX Start Date Submission Deadline 09.08.2020 00:00:00 RUS03

RFX Information Items

RFX Parameters Requirements Notes

Time Zone: RUS03
 Start Date: 09.08.2020 00:00:00
 * Submission Deadline: 09.08.2020 00:00:00
 Opening Date: 09.08.2020 00:00:00
 End of Binding Period:
 Currency: RUB

Publication of target price:
 Offer supply conditions: P
 Term of payment: K069 3
 Terms of delivery: 00
 Terms of delivery: DAP g
 Reference to contract form: On the official web-site

Figure 29 — Buttons to inform the Purchaser of the Supplier's intention to participate in the RFX

In order to create an RFX response, click on the <Create response> (Figure 30) button.

Display RFX :

RFX Number 20000248/1 **RFX Name** Purchase request **RFX Status** Published

Figure 30 — <Create response> button to participate in the RFX

You can also create an RFX response in the general list of RFXs / reverse auctions.

Select the RFX of interest from the list ((1) Figure 31) and click on the <Create response> ((2) Figure 31) button.

[Home](#)
[RFX and Auctions](#)
[Qualifications](#)
[Employees](#)
[Company](#)
[Tasks](#)

eRFXs [All \(1\)](#) [Published \(7\)](#) [Ended \(321\)](#) [Completed \(310\)](#)
eAuctions [All \(18\)](#) [Published \(18\)](#) [Ended \(132\)](#) [Completed \(2\)](#)
Multi-lot purchase [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFXs - All

View: Стандартный ракурс

Event Number	Event Description	Response Version	Event Status
20000248/1	Purchase request		Published

Figure 31 — Creating a response in the list of RFXs



Please note that if the <Create response> button is not active, you are not added to the RFX as a participant. At the same time, the RFX is open and the submission date has not yet come, so you can see it. To be able to submit a response, register as a participant (Figure 27) in the RFX and refresh the web page.

Supplier's contract person can submit one response under one RFX before the specified submission deadline.



If the organization participating in the RFX has several contact persons, the response may be submitted only by one of the contact persons of the organization. After the contact person submits the response, the system will block the possibility of response submission by other contact persons. Trying to create and submit an RFX response by another contract person will cause an error (Figure 32)

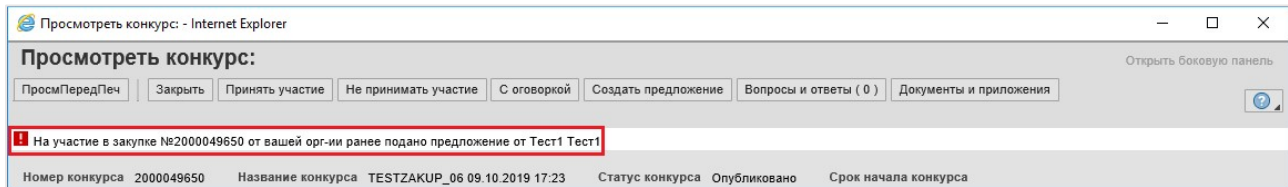


Figure 32 — Error when creating a response by a second contact person

After you click on the <Create response> button, a window will pop up to confirm your agreement with the terms of participation in the RFX. After reading the terms of participation, you need to accept them by ticking the appropriate fields ((1) Figure 33) and clicking on the <Next> ((2) Figure 33) button.

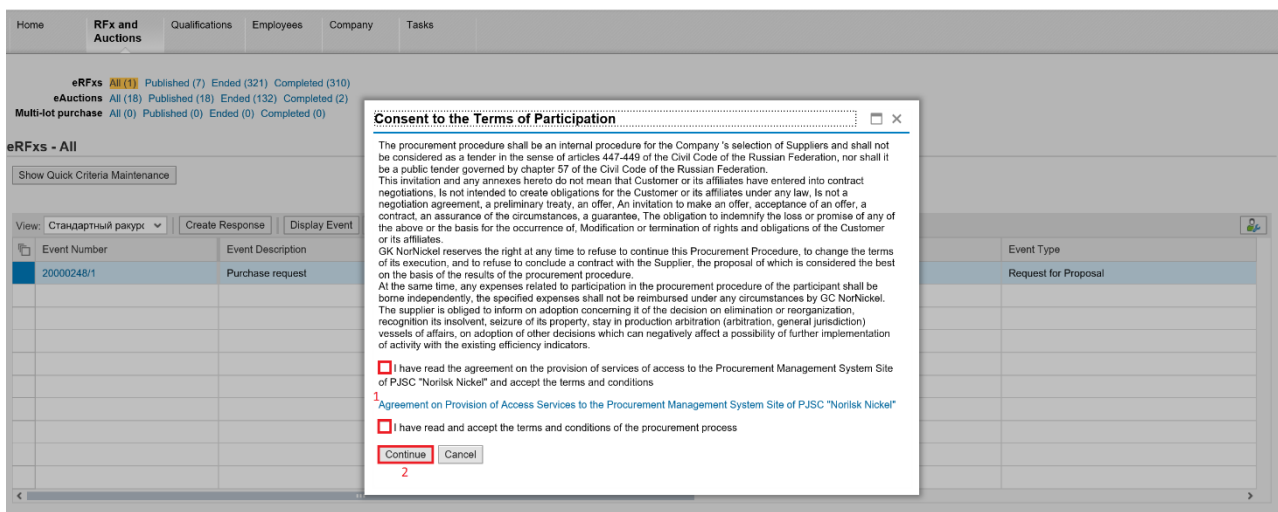


Figure 33 — Accepting the terms of participation

Upon clicking on the <Next> button, the <Response> (Figure 34) document will be created. This document contains bookmarks where you need to fill the corresponding fields.

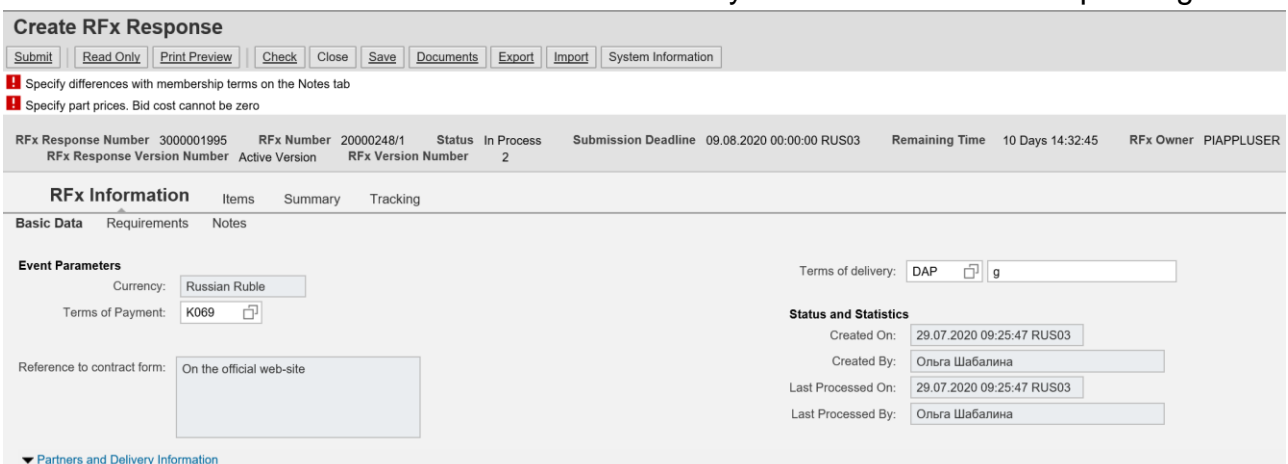
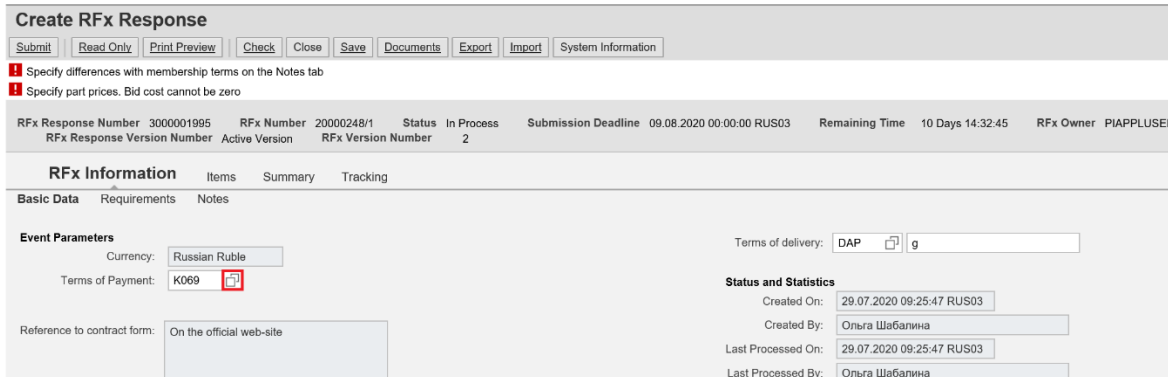


Figure 34 — Creating a response. "Basic data" tab

5.2.1.1 “RFX information” tab, “Basic data” section.

The following fields should be filled in this section:

- “Terms of payment” — payment procedure can be edited if this parameter is subject to change under the RFX ((2) Figure 35).



Create RFX Response

Submit Read Only Print Preview Check Close Save Documents Export Import System Information

1 Specify differences with membership terms on the Notes tab
2 Specify part prices. Bid cost cannot be zero

RFX Response Number 300001995 RFX Number 20000248/1 Status In Process Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 14:32:45 RFX Owner PIAPPLUSER


RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Summary Tracking


Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble

Terms of Payment: K069 

Reference to contract form: On the official web-site

Terms of delivery: DAP  g

Status and Statistics

Created On: 29.07.2020 09:25:47 RUS03

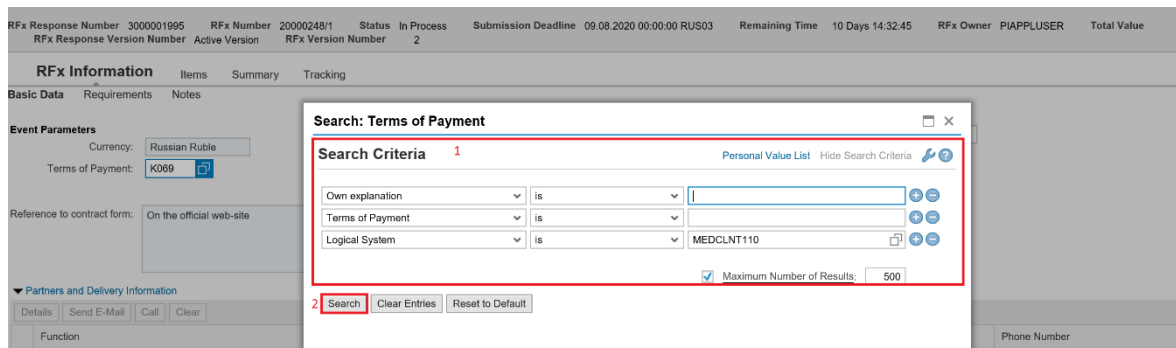
Created By: Ольга Шабалина

Last Processed On: 29.07.2020 09:25:47 RUS03

Last Processed By: Ольга Шабалина

Figure 35 — Selecting the terms of payment

A guide will open if it is possible to change the payment terms (Figure 36).



RFX Response Number 300001995 RFX Number 20000248/1 Status In Process Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 14:32:45 RFX Owner PIAPPLUSER Total Value


RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Summary Tracking

Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble

Terms of Payment: K069 



Reference to contract form: On the official web-site


Partners and Delivery Information


Details Send E-Mail Call Clear


Function

Search: Terms of Payment

Search Criteria 1 Personal Value List Hide Search Criteria  

Own explanation is 

Terms of Payment is 

Logical System is MEDCLNT110 

☒ Maximum Number of Results: 500

2 Search Clear Entries Reset to Default

Phone Number

Figure 36 — Search criteria for the terms of payment

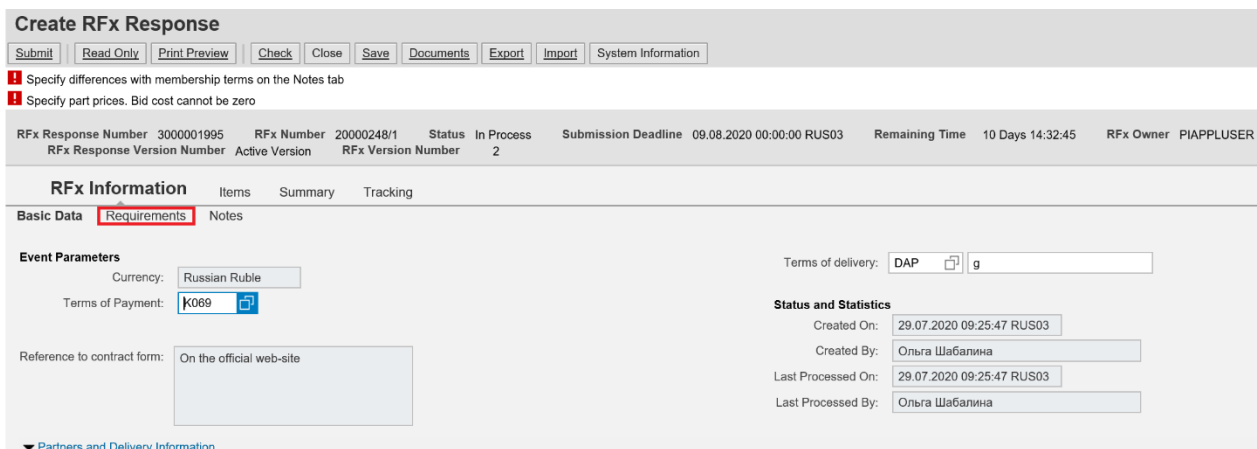
To select your proposed term ((1) Figure 36), click on the <Search> ((2) Figure 36) button and select from the proposed list.



The values of the payment terms and / or Incoterms and location are available for editing if provided for in the RFX terms and conditions.

5.2.1.2 “RFX information” tab, “Requirements” section

The “Requirements” tab (



Create RFX Response

Submit Read Only Print Preview Check Close Save Documents Export Import System Information

Specify differences with membership terms on the Notes tab
Specify part prices. Bid cost cannot be zero

RFX Response Number 3000001995 RFX Number 20000248/1 Status In Process Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 14:32:45 RFX Owner PIAPPLUSER

RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Summary Tracking

Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble
Terms of Payment: K069
Reference to contract form: On the official web-site

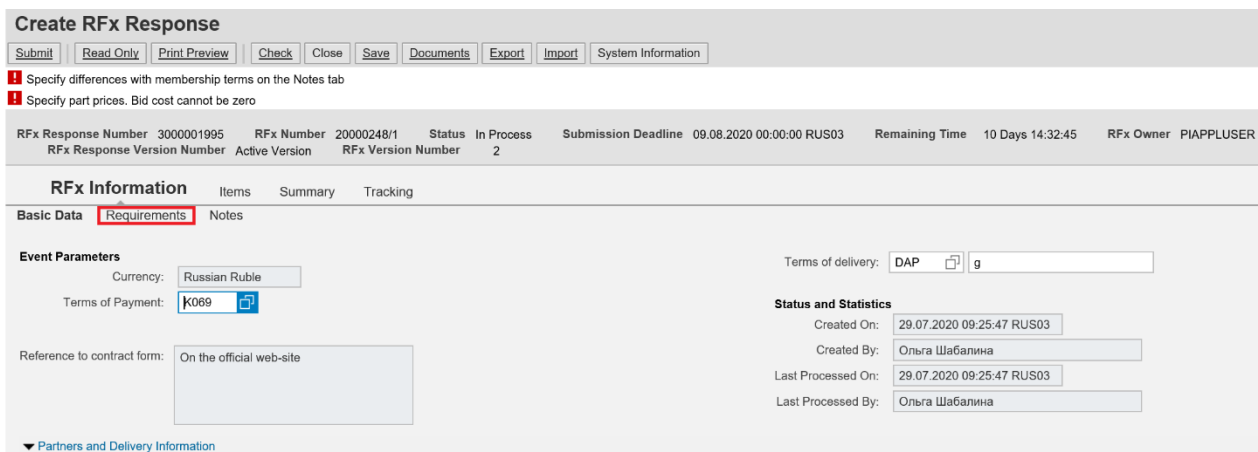
Terms of delivery: DAP g

Status and Statistics

Created On: 29.07.2020 09:25:47 RUS03
Created By: Ольга Шабалина
Last Processed On: 29.07.2020 09:25:47 RUS03
Last Processed By: Ольга Шабалина

Partners and Delivery Information

Figure 37 shows the requirements for participants in the RFX to be met by Supplier when submitting a response.



Create RFX Response

Submit Read Only Print Preview Check Close Save Documents Export Import System Information

Specify differences with membership terms on the Notes tab
Specify part prices. Bid cost cannot be zero

RFX Response Number 3000001995 RFX Number 20000248/1 Status In Process Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 14:32:45 RFX Owner PIAPPLUSER

RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Summary Tracking

Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble
Terms of Payment: K069
Reference to contract form: On the official web-site

Terms of delivery: DAP g

Status and Statistics

Created On: 29.07.2020 09:25:47 RUS03
Created By: Ольга Шабалина
Last Processed On: 29.07.2020 09:25:47 RUS03
Last Processed By: Ольга Шабалина

Partners and Delivery Information

Figure 37 — “Requirements” tab

In the “Requirements” tab, information on the Supplier’s compliance with the requirements under the RFX (Figure 38) should be provided:

- Respond — Enter a response to the requirement. The system offers the following formats of response:
 - Yes/No
 - Text (max. 130 characters)
 - Select from a drop-down list
 - Date
 - Quantity
 - Amount

- Attachment to the response — To upload the file, click on the <Upload> button next to the corresponding requirement (Figure 38).
- Comment — Enter text.

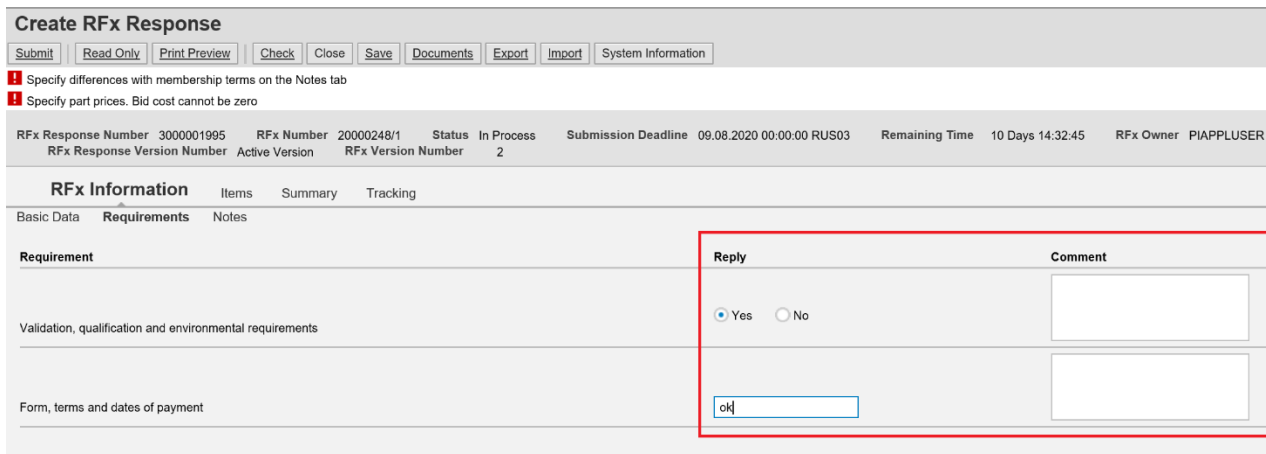


Figure 38 — Requirement response options

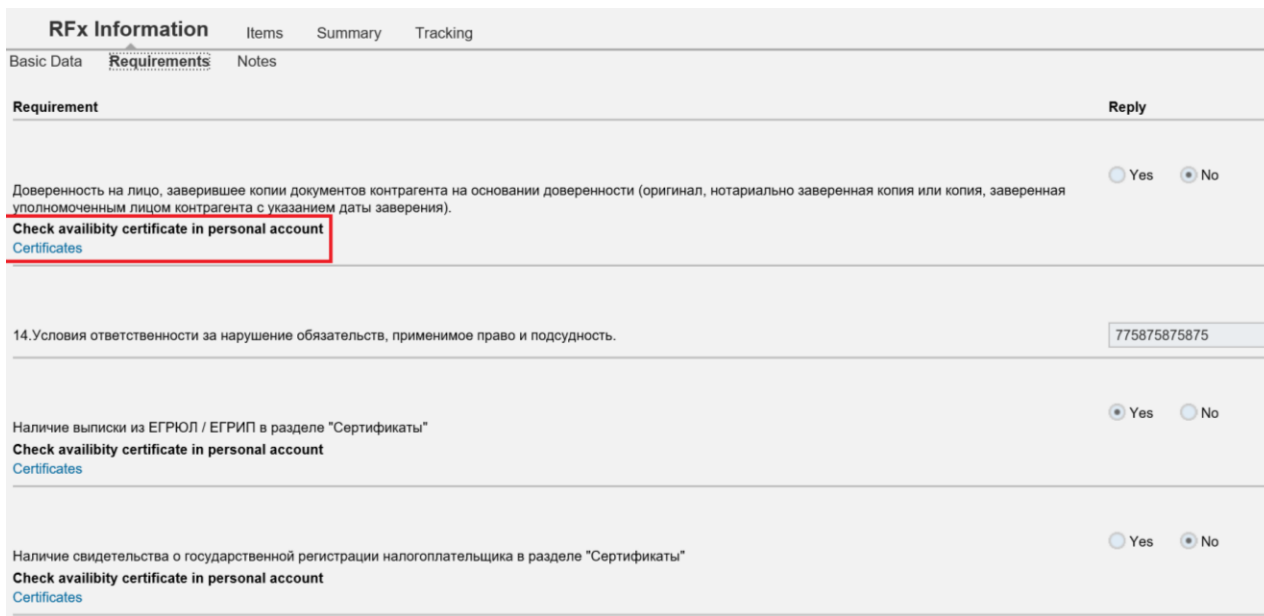


Figure 39 — File uploaded to the system

The system provides for comparison of requirements to participants in the RFX with the documents provided by the Supplier at registration. The documents provided by the Supplier at registration are placed in the Supplier's personal account in the Certificates section. If the document complying with the requirement has reached the end of the validity period, the system will inform you about the need to update this document in the Certificates section. Go to the Certificates section to update the document from the "Requirements" tab ((2) Figure 39). The opened window will display the list of all certificates (Figure 40) and provide the possibility to update them.

Certificates				
Certificates				
Certificate	Valid To	Expires In	Status	Action
Quality Certificate	31.12.9999	Permanently Valid	Pending Approval	
Production quality Ecology Management	31.12.9999	Currently Not Requested	Pending Approval	
Extract from the unified state register	31.12.9999	Permanently Valid	Pending Approval	

Figure 40 — Supplier's certificates

5.2.1.3 “Documents and attachments” section

This sections contains documents included in the Supplier's response to the RFX. To enter the section, click on the <Documents and attachments> ((1) Figure 41) button while viewing the system document of the RFX response.

Display RFX Response:

[Edit](#) [Print Preview](#) [Check](#) [Close](#) [Documents](#) [Export](#) [System Information](#)

RFX Response Number 3000001995 RFX Number 20000248/1 Status Saved Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 13:47:46

RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Summary Tracking

Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble

Terms of Payment: K069

Reference to contract form: On the official web-site

Service and Delivery

Terms of delivery: DAP g

Status and Statistics

Created On: 29.07.2020 09:25:47 RUS03

Created By: Ольга Шабалина

Last Processed On: 29.07.2020 10:12:11 RUS03

Last Processed By: Ольга Шабалина

Figure 41 — <Documents and attachments> button in the RFX response

Participant in the RFX, along with the response, shall submit documents requested by the organizer of the RFX in procurement documentation, requirements, as well as indicated as mandatory for attachment in the <Documents and attachments> section.

To attach documents, open the folder corresponding to the Supplier's response — Response <RFX response number> <Company name> ((1) Figure 42) and place the documents according to the configured folder hierarchy ((2) Figure 42).

Предложение 3000002224. Документация

Пользователь: SUPPLIER04 ФИО ВУАЗЕН ФАБЬЕН БРЮНО Часовой пояс: RUS03 (Россия, Москва (Универсальный + 03))

[Обновить](#) [Проверить](#)

Папка	Количество документов	
Конкурс 2000044020	18	
Заключенная документация (доступно поставщикам)	1	
Предложения поставщиков	17	
1 Предложение 3000002224 ООО "ТОТАЛ ВОСТОК"	17	
2 Коммерческое предложение	0	3 Вложить файл
Техническое предложение	0	Вложить файл
Квалификационные документы	17	Вложить файл

Документы

[Сбросить фильтр](#)

Наименование	Файл	Описание	Изменен	Изменено
--------------	------	----------	---------	----------

Figure 42 — Placing documents in the RFX response folder

Check the fields, names and response numbers that should match your response number. To attach documents, click on the <Attach file> ((3) Figure 42) button. The file upload window will pop up.

To create a document in the opened window, you can specify the name of the uploaded document in the “Name” field (optional) and briefly describe the document ((1) Figure 43) in the “Description” field. To attach a file, click on the <Select> ((2) Figure 43) button and select documents on local computer to be uploaded.

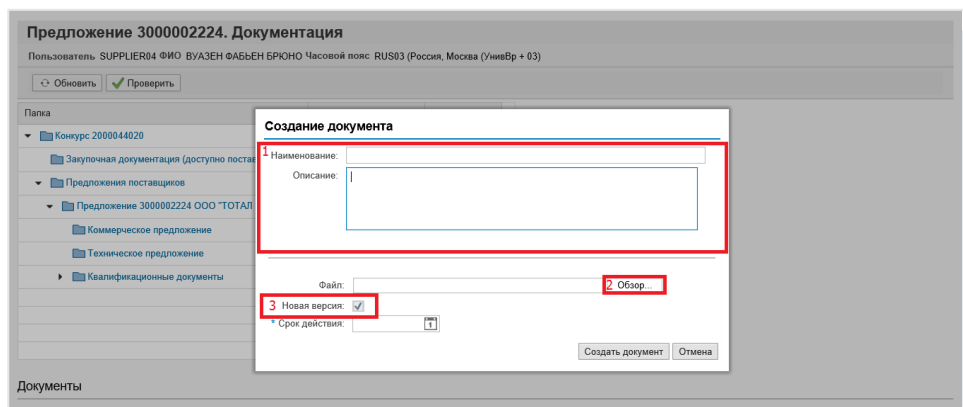


Figure 43 — Document creation window

To upload a new version of the file, tick off the <New version> field ((3) Figure 43).

Select a file for uploading in the opened dialogue window ((1) Figure 44). The name of the file will be displayed in the “File name” field ((2) Figure 44). Next, click on the <Open> ((3) Figure 44) button.

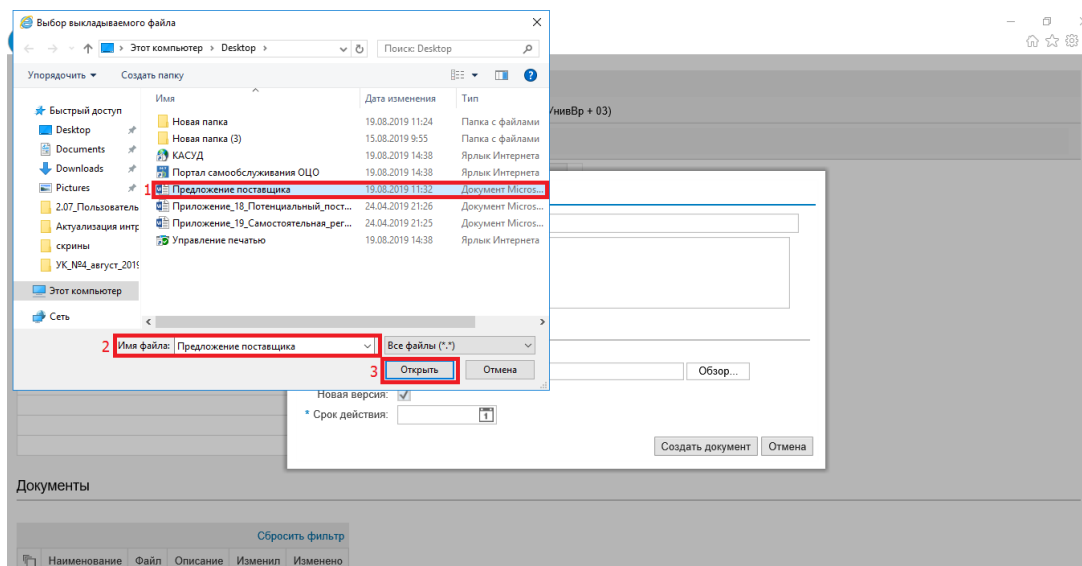


Figure 44 — Searching for a file to upload

Once the file has been uploaded, the path to it will be displayed in the “File” field (Figure 45).

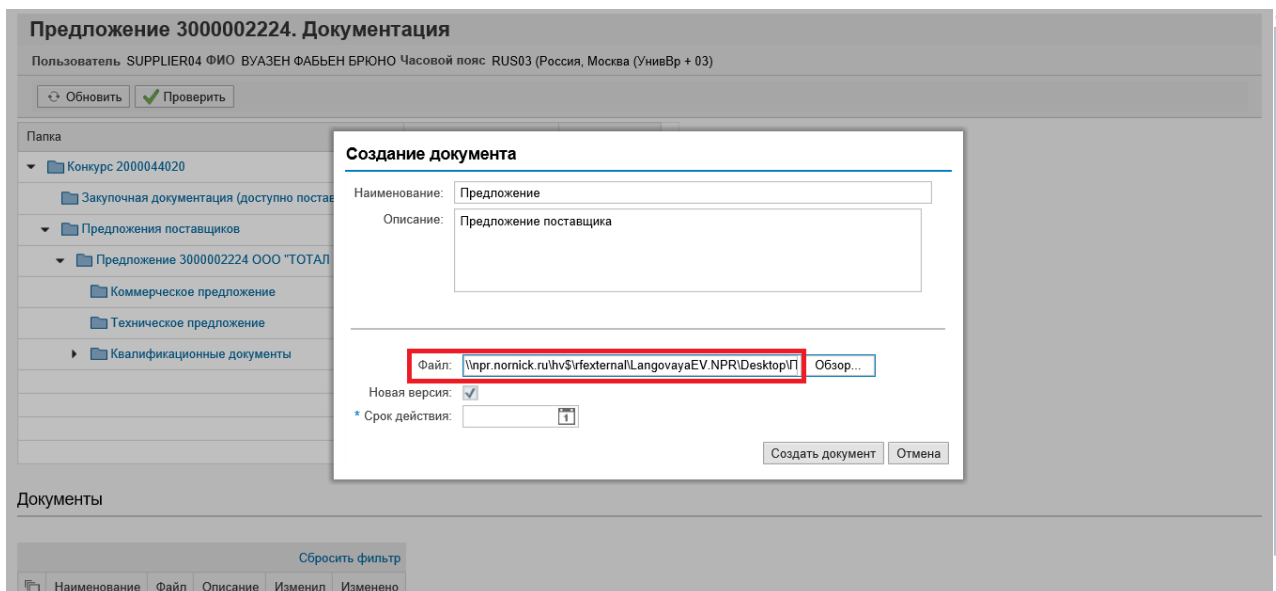


Figure 45 — Uploading a document

Specify the validity period of the document. To do this, click on the calendar ((1) Figure 46) icon and select a date in the calendar ((2) Figure 46).

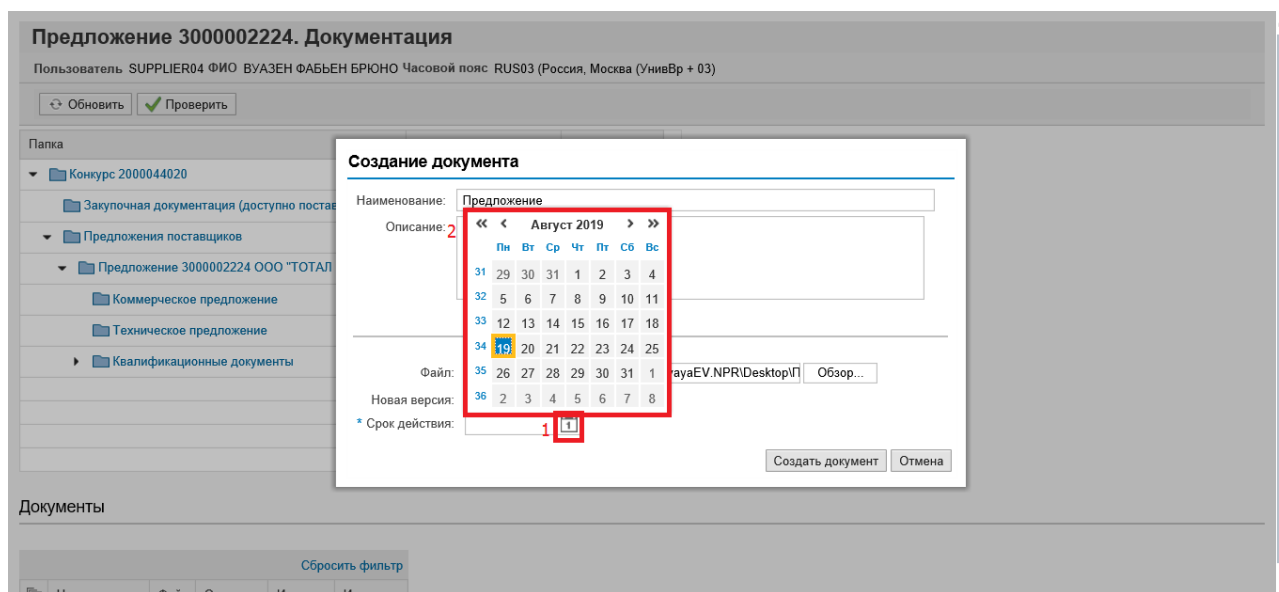


Figure 46 — Validity period of the document

To upload a file, click on the <Create document> button ((2) Figure 47). To cancel the upload, click on the <Cancel> button ((2) Figure 47).

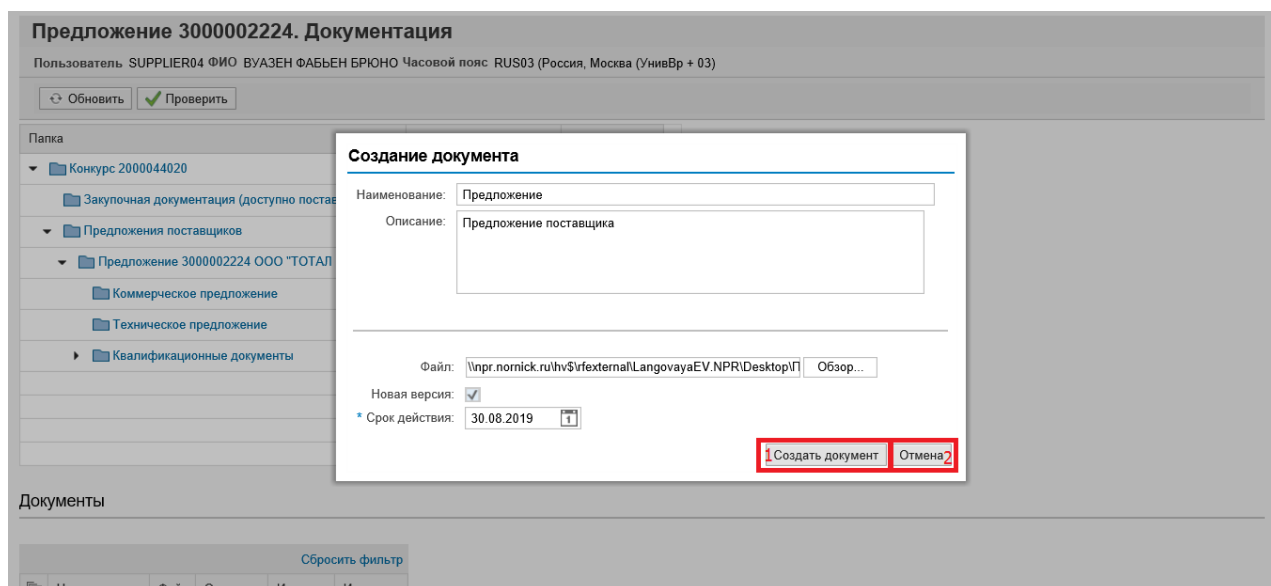


Figure 47 — Uploading a document to the system

The uploaded document will be displayed in the folder selected for uploading (Figure 48).

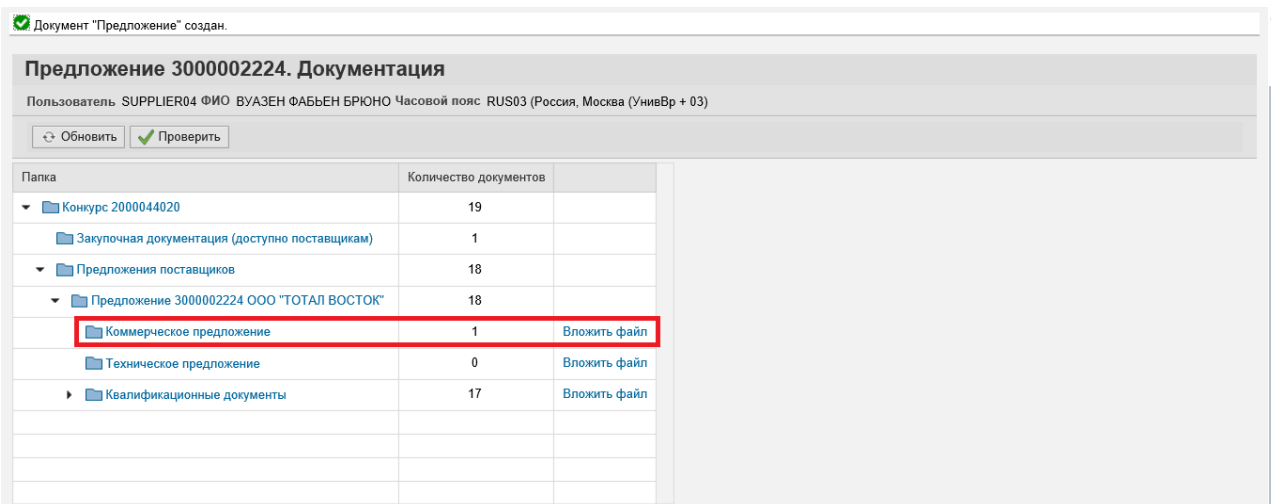


Figure 48 — Displaying the uploaded file in the list of documents in the folder

The organizer of the RFX may indicate the necessity of mandatory attachment and propose the filling format in relation to separate documents. To download the filling form, click on the <Download sample> ((1) Figure 49) button. Fill in the file with your data on local computer and save it. To attached the filled in document, click on the <Attach file> ((2) Figure 49)) button.

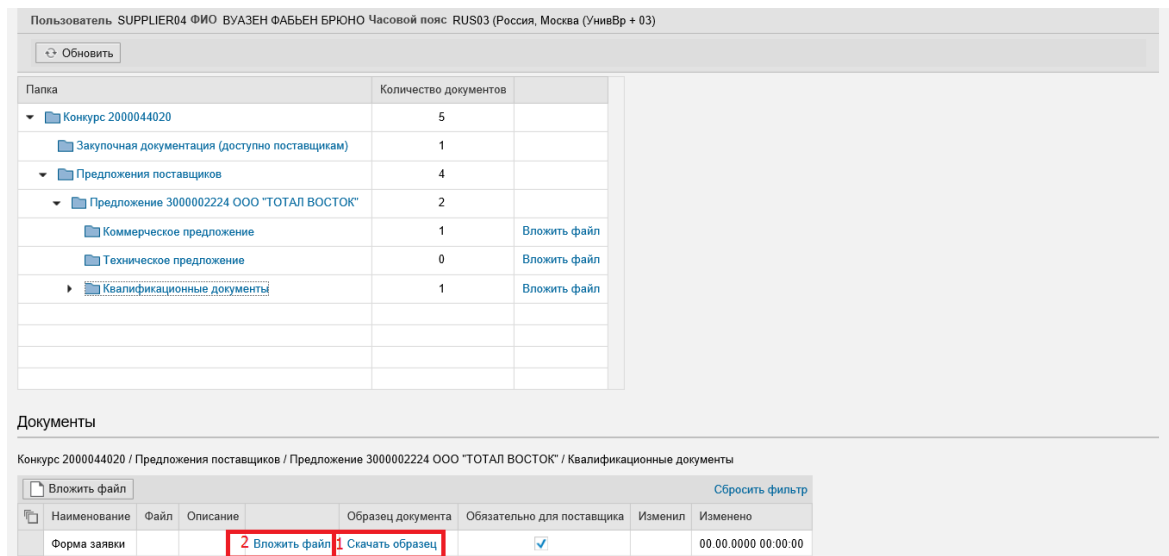


Figure 49 — Mandatory documents

To upload the file, click on the <Select> ((1) Figure 50) button in the opened window and select the file filled in with your data on local computer. To upload a new version of the file, tick off the <New version> field ((2) Figure 50). Click on the <Upload> ((3) Figure 50) button. To cancel the upload, click on the <Cancel> button ((4) Figure 50).

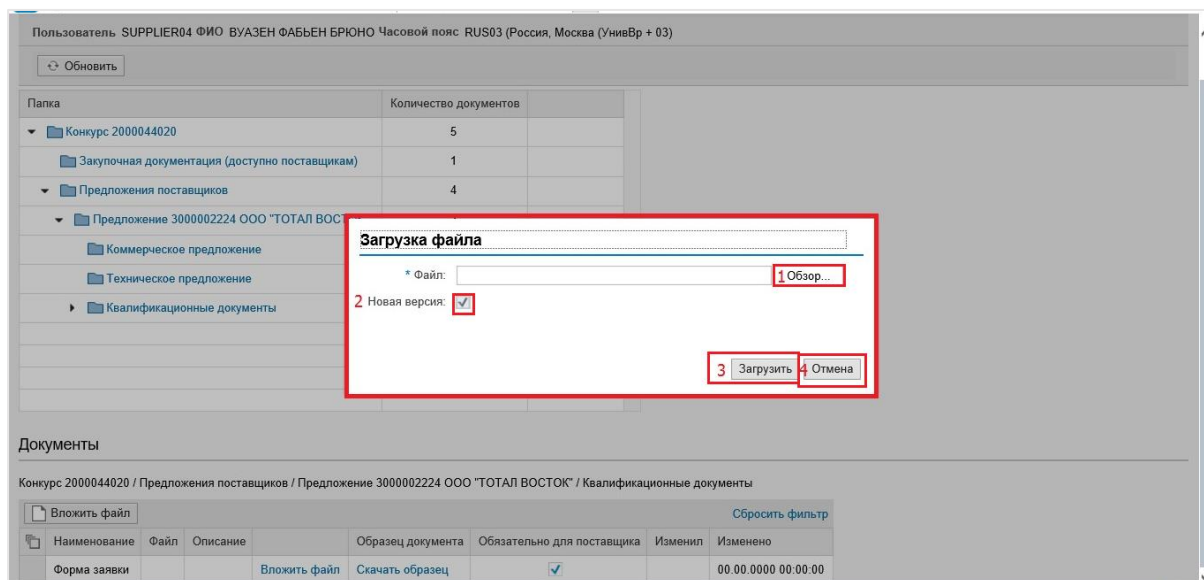


Figure 50 — File upload window

The uploaded document will be displayed in the folder selected for uploading (Figure 51).

Пользователь: SUPPLIER04 ФИО: ВУАЗЕН ФАБЬЕН БРЮНО Часовой пояс: RUS03 (Россия, Москва (УнивВр + 03))

[↶ Обновить](#)

Папка	Количество документов	
Конкурс 2000044020	2	
Закупочная документация (доступно поставщикам)	1	
Предложения поставщиков	1	
Предложение 3000002224 ООО "ТОТАЛ ВОСТОК"	1	
Коммерческое предложение	1	Вложить файл
Техническое предложение	0	Вложить файл
Квалификационные документы	0	Вложить файл

Документы

Конкурс 2000044020 / Предложения поставщиков / Предложение 3000002224 ООО "ТОТАЛ ВОСТОК" / Коммерческое предложение

[Вложить файл](#) [Удалить](#) [Сбросить фильтр](#)

Наименование	Файл	Описание	Образец документа	Обязательно для поставщика	Изменил	Изменено	Срок действия
Предложение	Предложение поставщика.docx	Вложить файл		<input type="checkbox"/>	832SAI90I27S	19.08.2019 15:57:27	31.08.2019

Figure 51 — Displaying the uploaded file

To update the “Documents and attachments” section data, click on the <Update> (Figure 52) button

✓ Документ "Предложение 1" удален.

Конкурс 2000044020. Документация

Пользователь: SUPPLIER04 ФИО: ВУАЗЕН ФАБЬЕН БРЮНО Часовой пояс: RUS03 (Россия, Москва (УнивВр + 03))

[↶ Обновить](#)

Папка	Количество документов	
Конкурс 2000044020	2	
Закупочная документация (доступно поставщикам)	1	
Предложения поставщиков	1	
Предложение 3000002224 ООО "ТОТАЛ ВОСТОК"	1	
Коммерческое предложение	1	Вложить файл
Техническое предложение	0	Вложить файл
Квалификационные документы	0	Вложить файл

Документы

Конкурс 2000044020 / Предложения поставщиков / Предложение 3000002224 ООО "ТОТАЛ ВОСТОК" / Коммерческое предложение

[Вложить файл](#) [Удалить](#) [Сбросить фильтр](#)

110%

Figure 52 — <Update> button

If the attached file should be removed, select it ((1) Figure 53) and click on the <Remove> ((2) Figure 53) button.

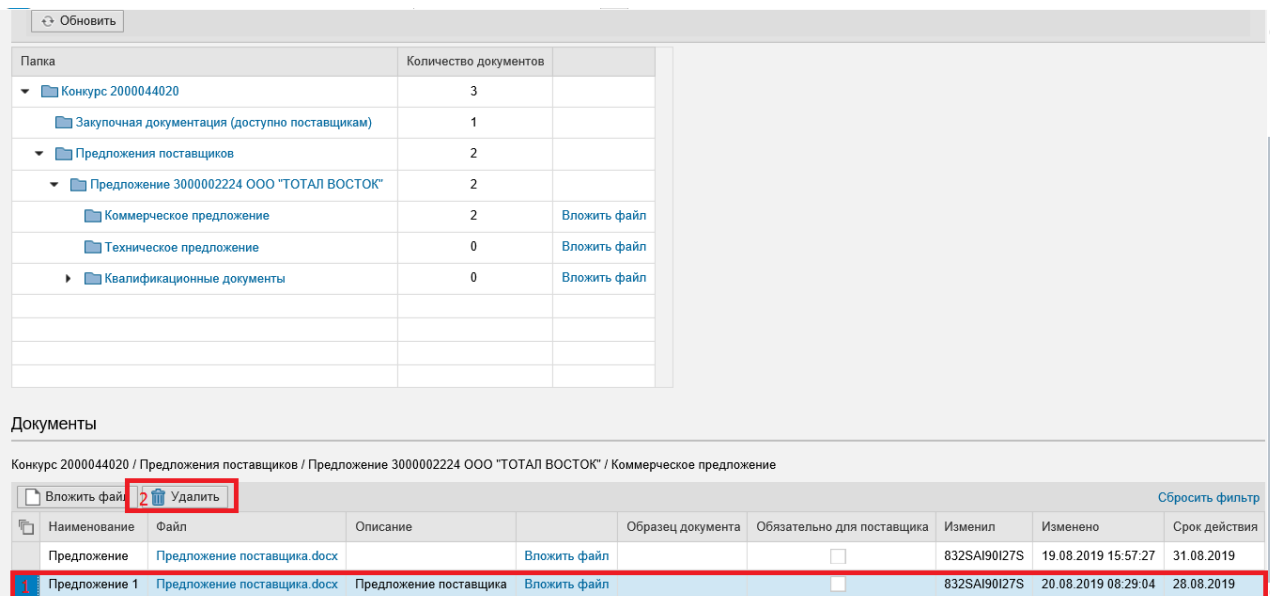


Figure 53 — Removing a document

In the opened window, click on the <Ok> ((1) Figure 54) button if the document should be removed, and <Cancel> ((2) Figure 54) if the document should not be removed.

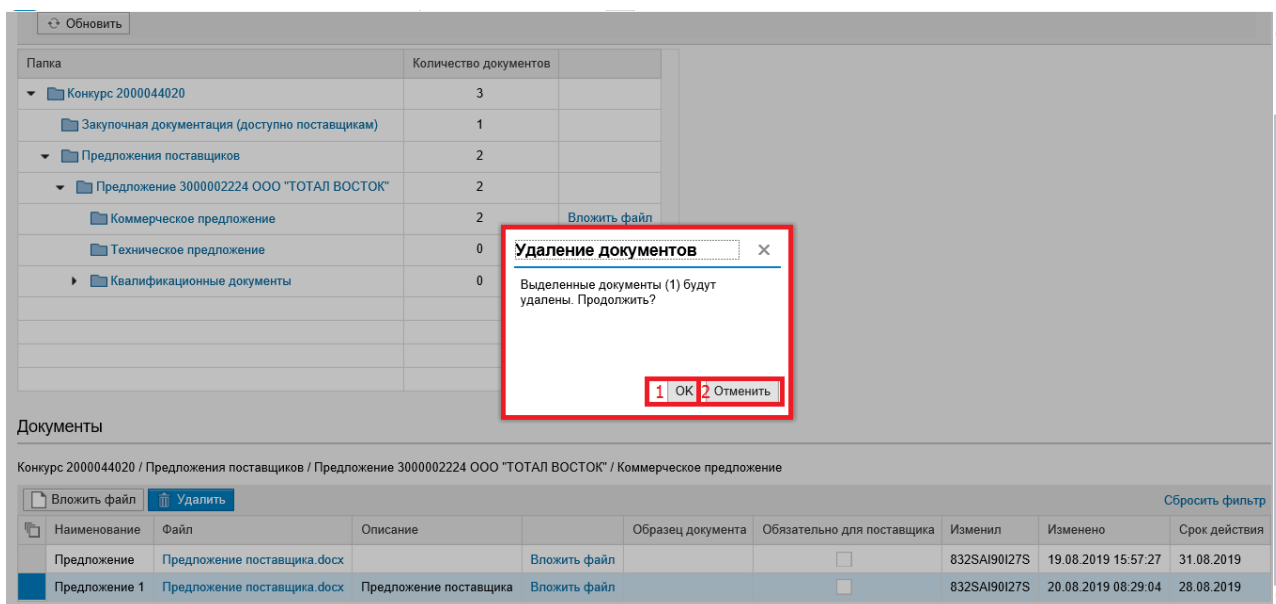


Figure 54 — Confirming the removal of the document

To check if the section is filled in correctly, click on the <Check> (Figure 55) button.

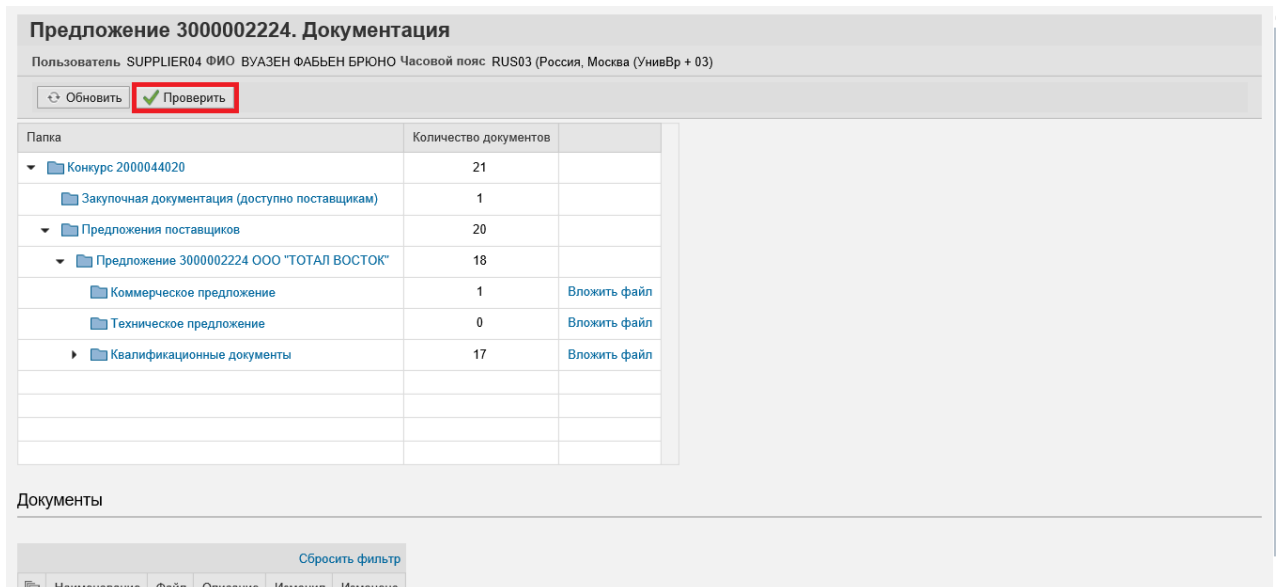


Figure 55 — Checking the document files

The results of the check will be displayed at the top of the screen (Figure 56).

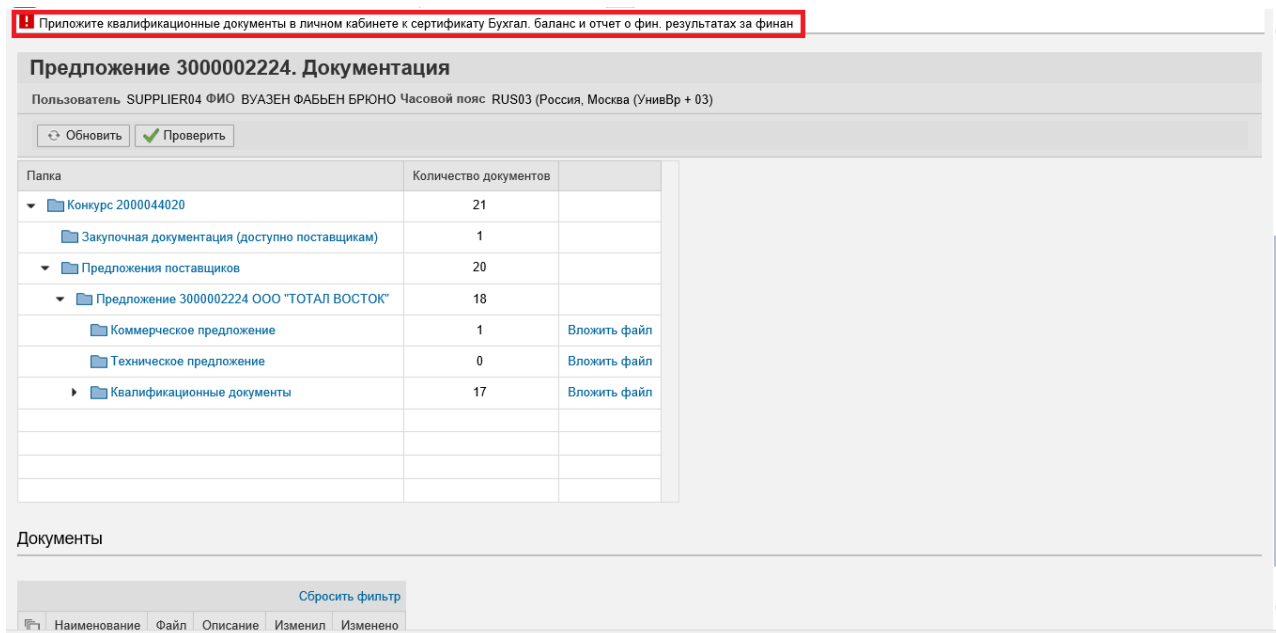


Figure 56 — The results of checking the document files

To display the history of document change and its uploaded versions, select the necessary document in the table and click the right mouse button ((1) Figure 57). Select <Document versions> ((2)) Figure 57) from the appearing drop-down list of actions.

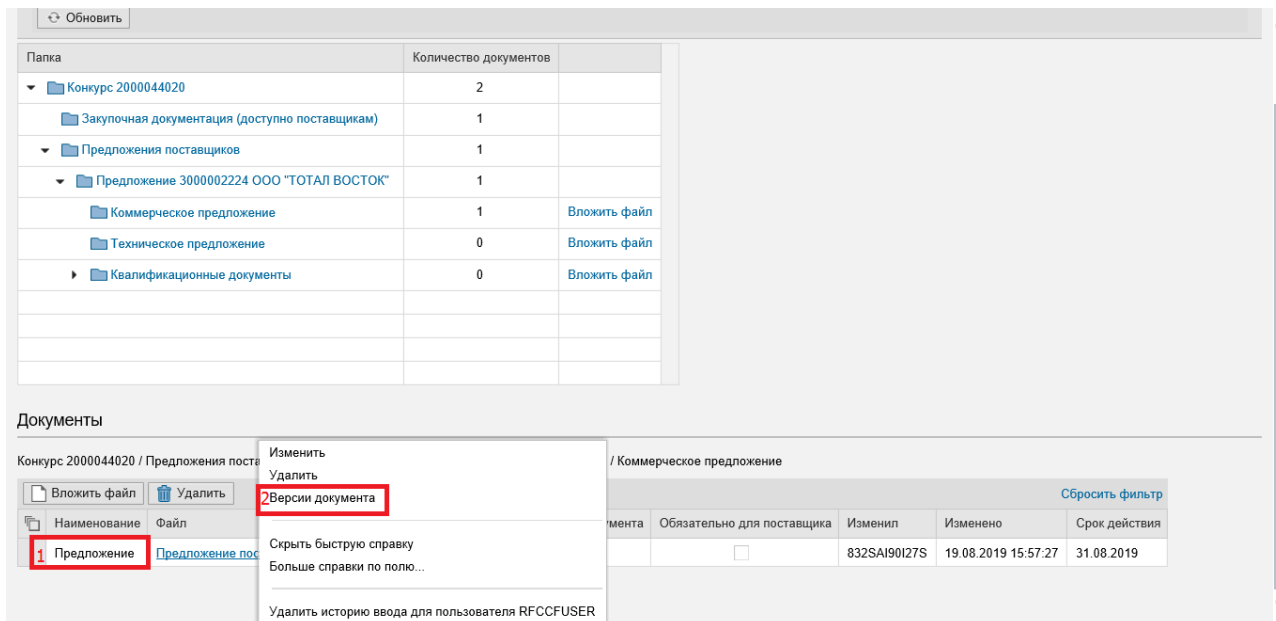


Figure 57 — Drop-down list of document actions

The tab can be closed after all the necessary documents have been uploaded.

5.2.1.4 “Items” tab

The “Items” ((1) Figure 58) tab contains information about the nomenclature to be purchased under this RFX. If the organizer of the RFX has given the participants the opportunity to change the established scope of supply, the Supplier may propose the scope. To do this, click on <Details> ((2) Figure 58) in the RFX response editing mode and adjust the proposed scope in the “Submitted quantity” column ((3) Figure 58).

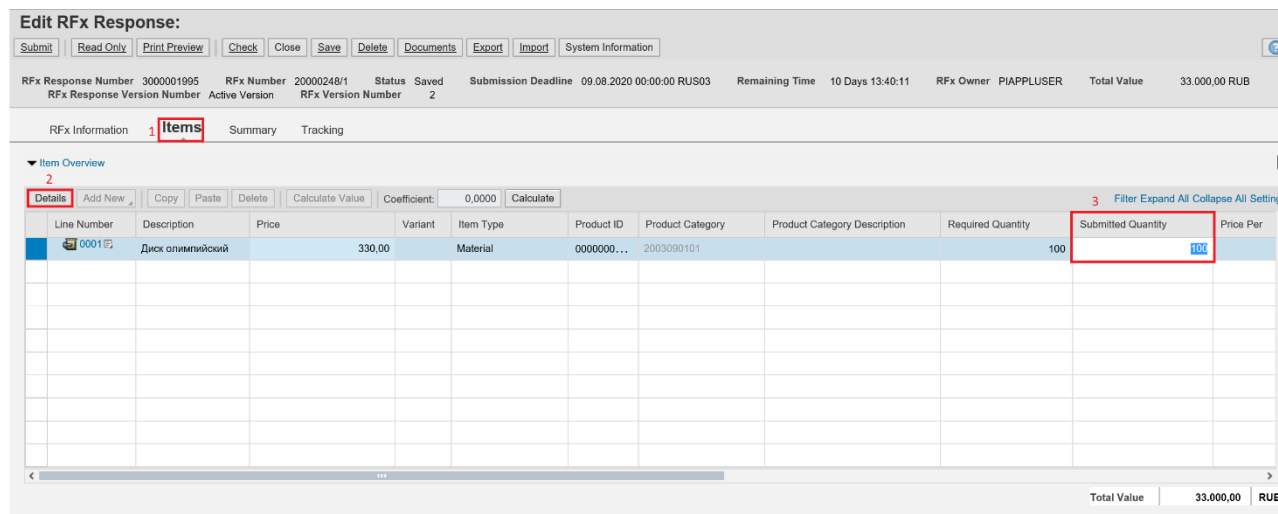
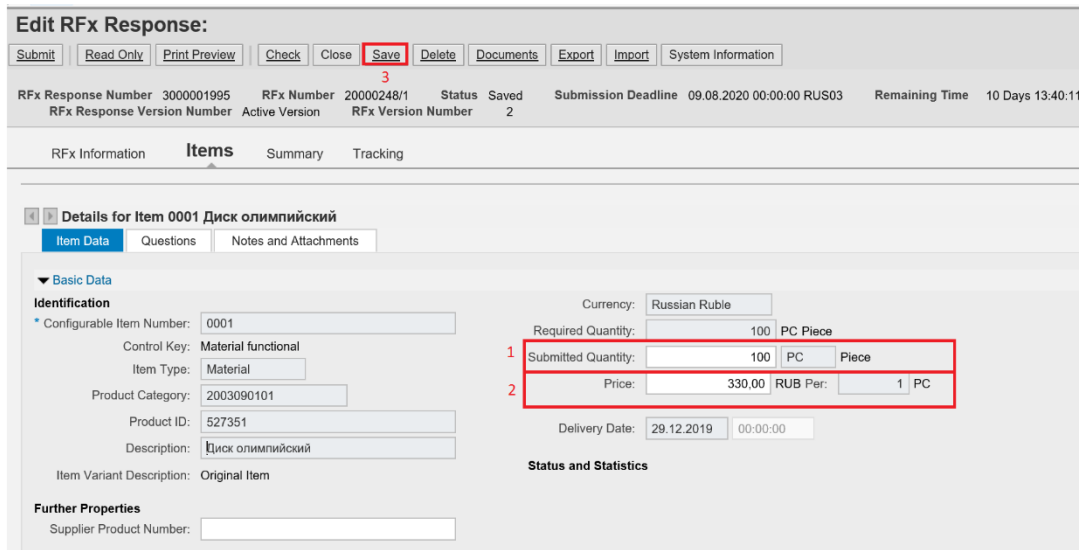


Figure 58 — “Items” tab. Specifying the number of items

To specify the price characteristics of your response, enter the price per unit (Figure 59) info in the “Price” ((2) Figure 59) field in the response editing mode. Click on <Save> ((3) Figure 59) to save the data.



Edit RFX Response:

Submit Read Only Print Preview Check Close **Save** Delete Documents Export Import System Information

RFX Response Number 3000001995 RFX Number 20000248/1 Status Saved Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 13:40:11

RFX Response Version Number Active Version RFX Version Number 2

RFX Information **Items** Summary Tracking

Details for Item 0001 Диск олимпийский

Item Data Questions Notes and Attachments

Basic Data

Identification

* Configurable Item Number: 0001

Control Key: Material functional

Item Type: Material

Product Category: 2003090101

Product ID: 527351

Description: Диск олимпийский

Item Variant Description: Original Item

Further Properties

Supplier Product Number:

Currency: Russian Ruble

Required Quantity: 100 PC Piece

1 Submitted Quantity: 100 PC Piece

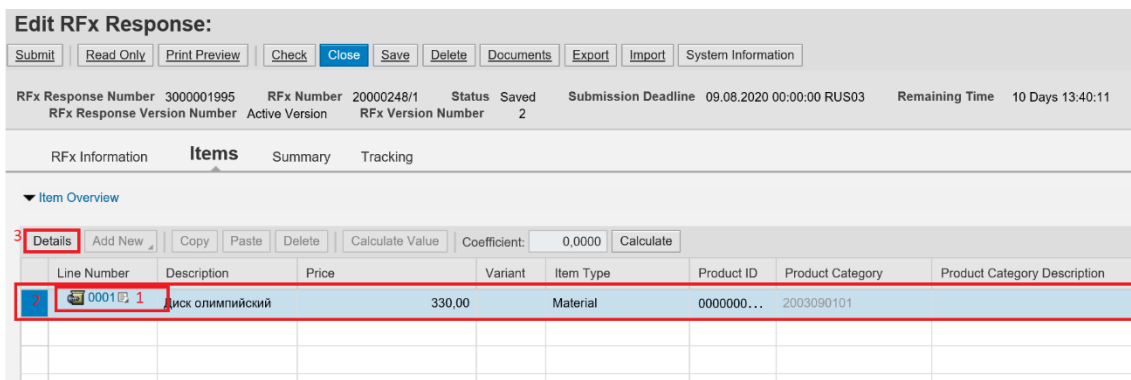
2 Price: 330,00 RUB Per: 1 PC

Delivery Date: 29.12.2019 00:00:00

Status and Statistics

Figure 59 — Adjusting the proposed quantity

You can open detailed information on the item by clicking on its number (0001, 0002, etc.) ((1) Figure 60) or selecting the item ((2) Figure 60) and clicking on <Details> ((3) Figure 60).



Edit RFX Response:

Submit Read Only Print Preview Check **Close** Save Delete Documents Export Import System Information

RFX Response Number 3000001995 RFX Number 20000248/1 Status Saved Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 13:40:11

RFX Response Version Number Active Version RFX Version Number 2

RFX Information **Items** Summary Tracking

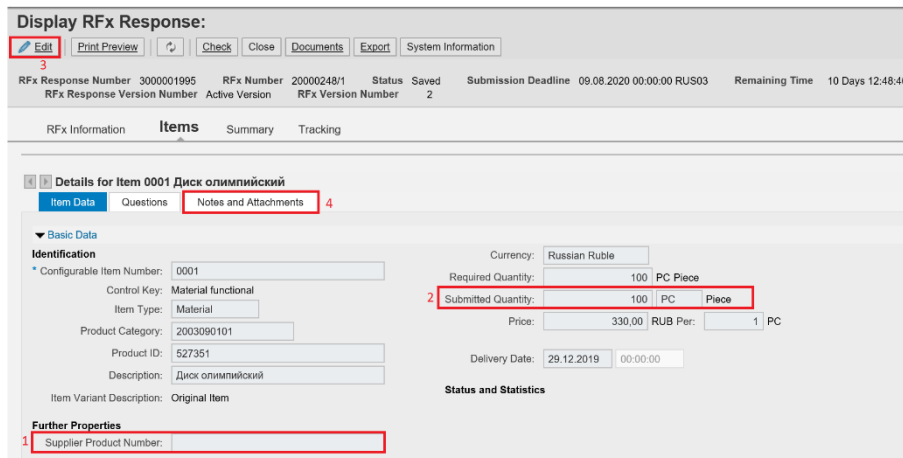
Item Overview

3 **Details** Add New Copy Paste Delete Calculate Value Coefficient: 0,0000 Calculate

Line Number	Description	Price	Variant	Item Type	Product ID	Product Category	Product Category Description
1	0001 Диск олимпийский	330,00		Material	0000000...	2003090101	

Figure 60 — Detailed information on the item

Here you can enter your material number (or a different name) in the “Supplier’s product number” ((1) Figure 61) field and the proposed quantity ((2) Figure 61). To do this, click on the <Edit> ((3) Figure 61) button.



Display RFX Response:

[Edit](#) [Print Preview](#) [Check](#) [Close](#) [Documents](#) [Export](#) [System Information](#)

RFX Response Number: 3000001995 RFX Number: 20000248/1 Status: Saved Submission Deadline: 09.08.2020 00:00:00 RUS03 Remaining Time: 10 Days 12:48:46

RFX Response Version Number: Active Version RFX Version Number: 2

RFX Information **Items** Summary Tracking

Details for Item 0001 Диск олимпийский

[Item Data](#) [Questions](#) [Notes and Attachments](#)

Basic Data

Identification

Configurable Item Number: 0001

Control Key: Material functional

Item Type: Material

Product Category: 2003090101

Product ID: 527351

Description: Диск олимпийский

Item Variant Description: Original Item

Currency: Russian Ruble

Required Quantity: 100 PC Piece

Submitted Quantity: 100 PC Piece

Price: 330,00 RUB Per: 1 PC

Delivery Date: 29.12.2019 00:00:00

Status and Statistics

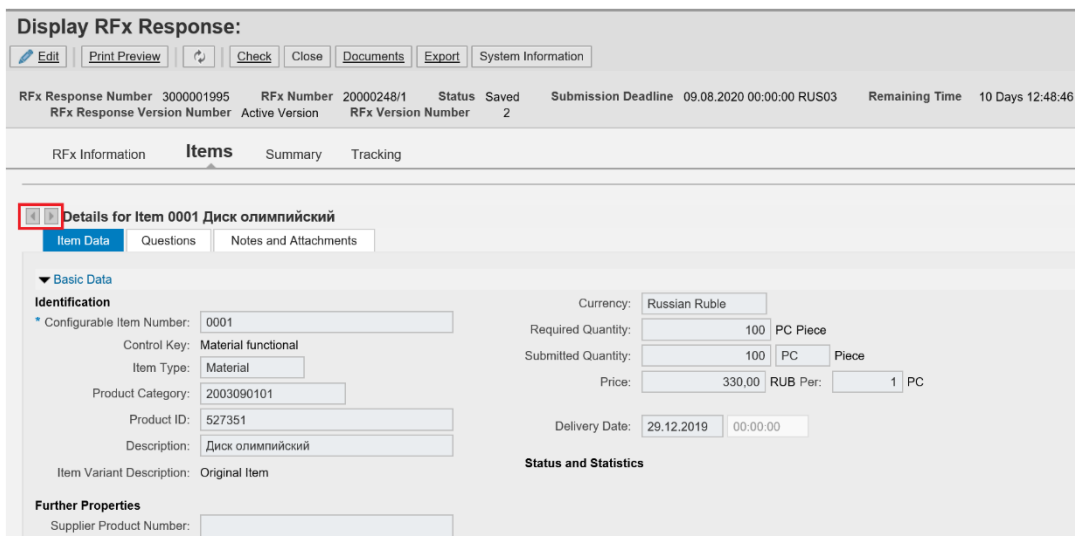
Further Properties

Supplier Product Number:

Figure 61 — Adjusting the item

Item comments are maintained in the “Notes” ((4) Figure 61) tab.

You can switch to another item in the same way as opening the first one or using transition arrows (Figure 62).



Display RFX Response:

[Edit](#) [Print Preview](#) [Check](#) [Close](#) [Documents](#) [Export](#) [System Information](#)

RFX Response Number: 3000001995 RFX Number: 20000248/1 Status: Saved Submission Deadline: 09.08.2020 00:00:00 RUS03 Remaining Time: 10 Days 12:48:46

RFX Response Version Number: Active Version RFX Version Number: 2

RFX Information **Items** Summary Tracking

Details for Item 0001 Диск олимпийский

[Item Data](#) [Questions](#) [Notes and Attachments](#)

Basic Data

Identification

Configurable Item Number: 0001

Control Key: Material functional

Item Type: Material

Product Category: 2003090101

Product ID: 527351

Description: Диск олимпийский

Item Variant Description: Original Item

Currency: Russian Ruble

Required Quantity: 100 PC Piece

Submitted Quantity: 100 PC Piece

Price: 330,00 RUB Per: 1 PC

Delivery Date: 29.12.2019 00:00:00

Status and Statistics

Further Properties

Supplier Product Number:

Figure 62 — Navigating the items

5.2.1.5 “Summary” tab

Thus, in the RFX response, the Supplier can specify its terms and conditions of delivery and payment, if allowed by the Purchaser, adjust the scope of delivery, specify interchangeable or alternative nomenclature, attach documents.

After making all the necessary changes, if you are not yet ready to submit an application (i.e. further editing is expected), you can save the response by clicking on the <Save> (Figure 63) button.

Edit RFX Response:

[Submit](#) [Read Only](#) [Print Preview](#) [Check](#) [Close](#) [Save](#) [Delete](#) [Documents](#) [Export](#) [Import](#) [System Information](#)

RFX Response Number 3000001995 RFX Number 20000248/1 Status Saved Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 12:30:11 RFX Owner PIAPPLUSER
RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Summary Tracking

Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble
Terms of Payment: K069
Reference to contract form: On the official web-site

Terms of delivery: DAP g

Status and Statistics

Created On: 29.07.2020 09:25:47 RUS03
Created By: Ольга Шабалина
Last Processed On: 29.07.2020 10:12:11 RUS03
Last Processed By: Ольга Шабалина

Figure 63 — Saving the response

In this case, the RFX response is considered NOT SUBMITTED and DOES NOT participate in the RFX (response status — “Save”) (Figure 64).

eRFXs All (1) Published (7) Ended (321) Completed (310)
eAuctions All (18) Published (18) Ended (132) Completed (2)
Multi-lot purchase All (0) Published (0) Ended (0) Completed (0)

eRFXs - All

Show Quick Criteria Maintenance

View: Стандартный ракур Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Type	End Date	End time	Response Number	Response Status
20000248/1	Request for Proposal	09.08.2020	00:00:00	3000001995	Saved

Figure 64 — Response status

To send (submit) the response to the RFX, click on the <Submit> (Figure 65) button.

Edit RFX Response:

[Submit](#) [Read Only](#) [Print Preview](#) [Check](#) [Close](#) [Save](#) [Delete](#) [Documents](#) [Export](#) [Import](#) [System Information](#)

RFX Response Number 3000001995 RFX Number 20000248/1 Status Saved Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 11:53:17 RFX Owner PIAPPLUSER
RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Summary Tracking

Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble
Terms of Payment: K069
Reference to contract form: On the official web-site

Terms of delivery: DAP g

Status and Statistics

Created On: 29.07.2020 09:25:47 RUS03
Created By: Ольга Шабалина
Last Processed On: 29.07.2020 10:12:11 RUS03
Last Processed By: Ольга Шабалина

Figure 65 — <Submit> button

Before submitting the response, a window will pop up to confirm that the response has been submitted. To confirm the submission, click on the <Ok (Figure 66) button.

Edit RFX Response:

Submit Read Only Print Preview Check Close Save Delete Documents Export Import System Information

RFX Response Number 3000001995 RFX Number 20000248/1 Status Saved Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 11:53:17 RFX Owner PIAPPLUSER Total Value

RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Summary Tracking

Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble Terms of delivery: DAP g

Terms of Payment: K069

Reference to contract form: On the official web-site

Partners and Delivery Information

Details Send E-Mail Call Clear

Function	Number	Phone Number
Goods Recipient		
Ship-To Address	ГО Москва	
Location	ГО Москва	

To send the offer

To ensure that the quotation is submitted correctly, check for the document attachments required by the procurement procedure. Documents must be attached to the Documents and Applications section. If you do not have the necessary documents in the annexes to your proposal, or if you are not attached in the specified format, you may be denied further participation in this procurement procedure.

OK Cancel

29.07.2020 09:25:47 RUS03
Ольга Шабалина
29.07.2020 10:12:11 RUS03
Ольга Шабалина

Figure 66 — Submitting the response

After submitting the response, it acquires the “Submitted” status in the general list of documents (Figure 67).

eRFXs All (11) Published (7) Ended (321) Completed (310)
eAuctions All (18) Published (18) Ended (132) Completed (2)
Multi-lot purchase All (0) Published (0) Ended (0) Completed (0)

eRFXs - All

Show Quick Criteria Maintenance

View: Стандартный ракур Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Type	End Date	End time	Response Number	Response Status
20000248/1	Request for Proposal	09.08.2020	00:00:00	3000001995	Submitted

Figure 67 — Response statuses in the list of RFXs

5.2.2 Downloading the “Printed Bidding Form”

The Bid is a mandatory document for submission by the Supplier under RFX. The system provides for automatic downloading of the Bidding Form filled in on the basis of Supplier’s answers in the requirements section.

To download the printed Bidding Form, click on the <PrintPreview> button in the response (Figure 68).

Display RFX Response:

Edit Print Preview Close Withdraw Documents Export System Information

RFX Response Number 3000001995 RFX Number 20000248/1 Status Submitted Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 11:46:25 RFX Owner PIAPPLUSER

RFX Response Version Number 1 RFX Version Number 2

RFX Information Items Summary Tracking

Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble Terms of Payment: K069 3

Reference to contract form: On the official web-site

Service and Delivery

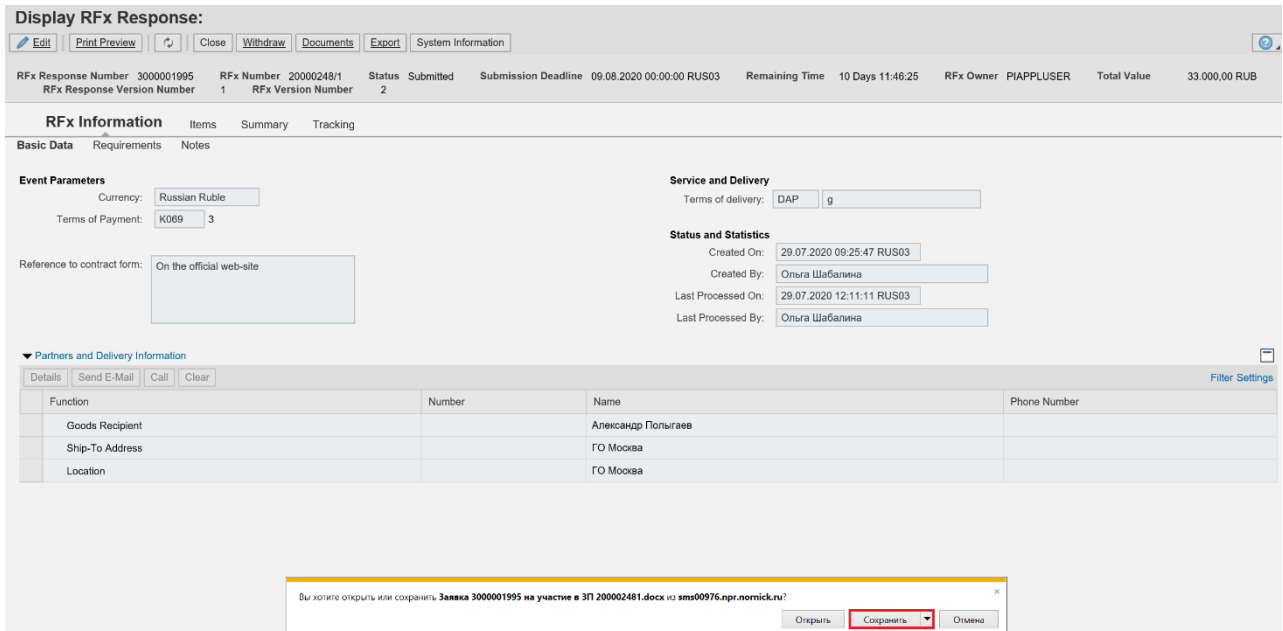
Terms of delivery: DAP g

Status and Statistics

Created On: 29.07.2020 09:25:47 RUS03
Created By: Ольга Шабалина
Last Processed On: 29.07.2020 12:11:11 RUS03
Last Processed By: Ольга Шабалина

Figure 68 — Previewing the printed form when submitting a response.

After clicking on the button, a download dialogue window will pop up at the bottom of the screen, offering either to open or to save the printed Bidding Form (Figure 69).



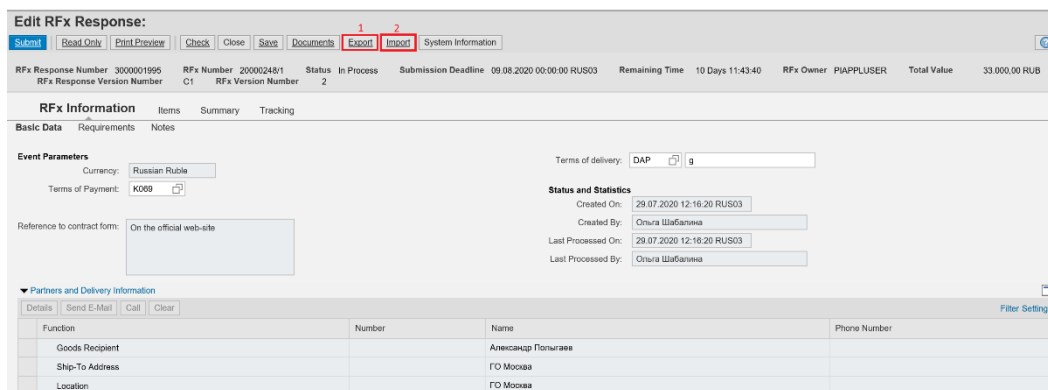
The screenshot shows the 'Display RFX Response' window. At the top, there are tabs: Edit, Print Preview, Close, Withdraw, Documents, Export, and System Information. Below the tabs, a header bar displays key information: RFX Response Number 3000001995, RFX Number 20000248/1, Status Submitted, Submission Deadline 09.08.2020 00:00:00 RUS03, Remaining Time 10 Days 11:46:25, RFX Owner PIAPPLUSER, and Total Value 33,000,00 RUB. The main section is titled 'RFX Information' and includes tabs for Basic Data, Requirements, Notes, Summary, and Tracking. The 'Basic Data' tab is active, showing 'Event Parameters' (Currency: Russian Ruble, Terms of Payment: K069 3, Reference to contract form: On the official web-site) and 'Service and Delivery' (Terms of delivery: DAP g). Below this, there is a 'Partners and Delivery Information' section with a table listing contacts. At the bottom, a yellow-bordered dialog box asks: 'Вы хотите открыть или сохранить Заявка 3000001995 на участие в ЭП 200002481.docx из sms00976.npr.nornick.ru?'. The dialog has three buttons: 'Открыть' (Open), 'Сохранить' (Save), and 'Отмена' (Cancel). The 'Сохранить' button is highlighted with a red box.

Figure 69 — Saving the printed Bidding Form.

The printed form should be saved and, after checking the content, signed by the responsible person from the participating organization and uploaded to “Documents and attachments”, the “RFX response” section (the uploading process is described below).

5.2.3 Export / import of the RFX response

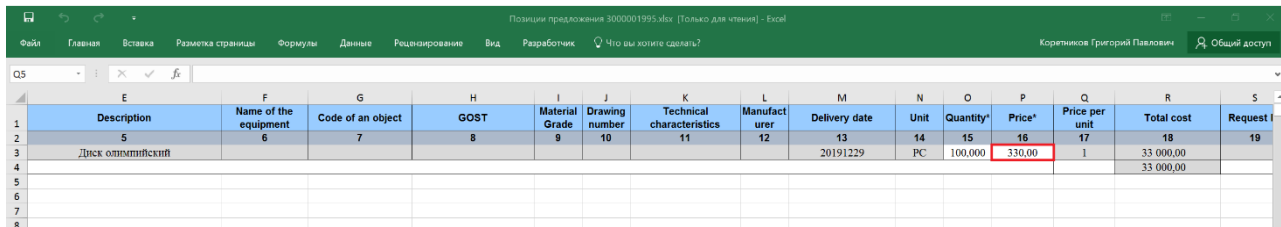
For faster and more convenient processing of item data of the purchased nomenclature under RFX response, you can upload data to Excel. To do this, use the “Export” ((1) Figure 70) and “Import” ((2) Figure 70) buttons.



The screenshot shows the 'Edit RFX Response' window. At the top, there are tabs: Submit, Read Only, Print Preview, Check, Close, Save, Documents, Export, Import, and System Information. The 'Export' and 'Import' buttons are highlighted with red boxes and numbered 1 and 2 respectively. Below the tabs, a header bar displays key information: RFX Response Number 3000001995, RFX Number 20000248/1, Status In Process, Submission Deadline 09.08.2020 00:00:00 RUS03, Remaining Time 10 Days 11:43:40, RFX Owner PIAPPLUSER, and Total Value 33,000,00 RUB. The main section is titled 'RFX Information' and includes tabs for Basic Data, Requirements, Notes, Summary, and Tracking. The 'Basic Data' tab is active, showing 'Event Parameters' (Currency: Russian Ruble, Terms of Payment: K069, Reference to contract form: On the official web-site) and 'Service and Delivery' (Terms of delivery: DAP g). Below this, there is a 'Partners and Delivery Information' section with a table listing contacts.

Figure 70 — “Export” and “Import” buttons in the response interface

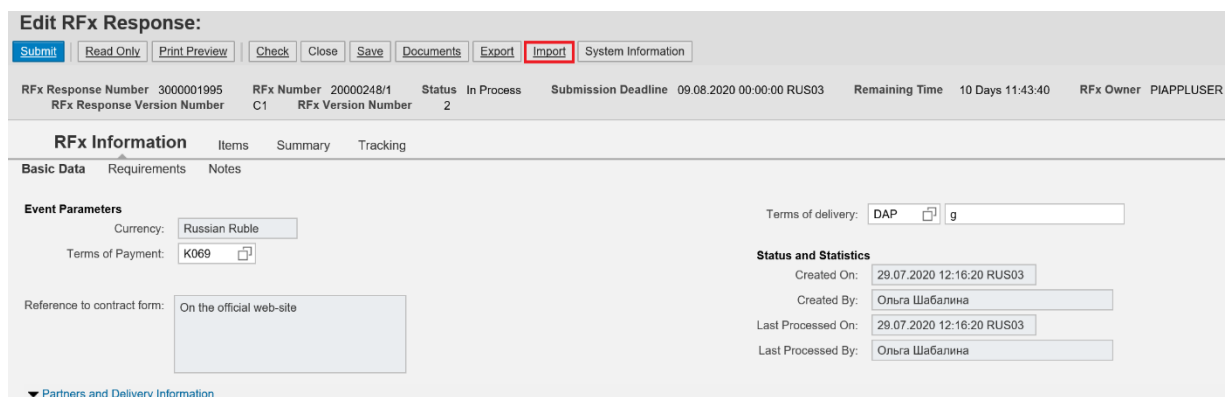
After exporting data to an Excel file, you can adjust the “Quantity”, “Price excluding VAT” and “Participant’s Comment” cells. To submit a response, the participant should enter a value for each item in the response (Figure 71). If this RFX involves a lot-type structure purchase, the price should be entered in the “Price excluding VAT” field for each lot (Figure 71).



	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Description	Name of the equipment	Code of an object	GOST	Material Grade	Drawing number	Technical characteristics	Manufacturer	Delivery date	Unit	Quantity	Price	Price per unit	Total cost	Request
1	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
2	Диск оптимизатор								20191229	PC	100,000	330,00	1	33 000,00	
3														33 000,00	
4															
5															
6															
7															
8															

Figure 71 — Item data

Next, you need to import the modified file. To do this, click on the <Import> button in the response document (Figure 72).



Edit RFX Response:

Submit Read Only Print Preview Check Close Save Documents Export **Import** System Information

RFX Response Number 3000001995 RFX Number 20000248/1 Status In Process Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 11:43:40 RFX Owner PIAPPLUSER

RFX Response Version Number C1 RFX Version Number 2

RFX Information Items Summary Tracking

Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble

Terms of Payment: K069

Reference to contract form: On the official web-site

Terms of delivery: DAP g

Status and Statistics

Created On: 29.07.2020 12:16:20 RUS03

Created By: Ольга Шабалина

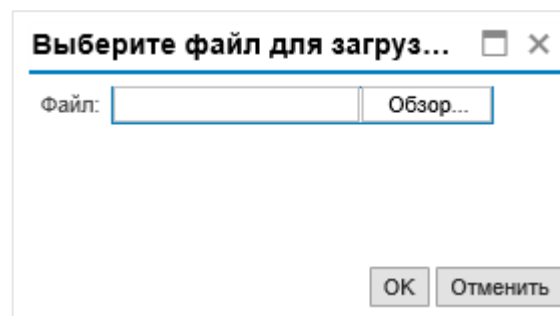
Last Processed On: 29.07.2020 12:16:20 RUS03

Last Processed By: Ольга Шабалина

Partners and Delivery Information

Figure 72 — “Import” button in the response interface

Specify a file for uploading in the opened window (Figure 73).



Выберите файл для загруз...

Файл: Обзор...

OK Отменить

Figure 73 — Selecting a file to import data to the response

After that, the data in the response will be updated (Figure 74).

Edit RFX Response:

Submit Read Only Print Preview Check Close Save Documents Export Import System Information

RFX Response Number 3000001995 RFX Number 20000248/1 Status In Process Submission Deadline 09.08.2020 00:00:00 RUB03 Remaining Time 9 Days 15:16:24 RFX Owner PIAPPLUSER Total Value 33,000.00 RUB

RFX Response Version Number C2 RFX Version Number 2

RFX Information Items Summary Tracking

Item Overview

Details Add New Copy Paste Delete Calculate Value Coefficient: 0.0000 Calculate Filter Expand All Collapse All Settings

Line Number	Description	Price	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Price Per
000101	Диск оптимизационный	330,00		Material	0000000...	2003090101		100	100	

Total Value 33,000.00 RUB

Figure 74 — Updating data in the response

5.2.4 Editing already created response

Only “Saved” responses can be edited, editing is not available after submitting the response.

Responses saved by the Supplier can be edited before the “Submission deadline” (Figure 75).

Home RFX and Auctions Qualifications Employees Company Tasks

eRFXs All (11) Published (7) Ended (321) Completed (310)
eAuctions All (17) Published (17) Ended (133) Completed (2)
Multi-lot purchase All (0) Published (0) Ended (0) Completed (0)

eRFXs - All

Show Quick Criteria Maintenance

View: Стандартный ракурс Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Type	End Date	End time	Response Number	Response Status
20000248/1	Request for Proposal	09.08.2020	00:00:00	3000001995	Submitted

Figure 75 — Opening the response for viewing

To make changes, open the response by clicking the link in the list of RFXs in the view mode and click on the <Edit> (Figure 76) button.

Display RFX Response:

[Edit](#) [Print Preview](#) [Close](#) [Withdraw](#) [Documents](#) [Export](#) [System Information](#)

RFX Response Number 3000001995 RFX Number 20000248/1 Status Submitted Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 9 Days 15:13:31 RFX Owner PIAPPLUSER Total Value 33,000,00 RUB
RFX Response Version Number 1 RFX Version Number 2

RFX Information Items Summary Tracking

Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble
Terms of Payment: K069 3
Reference to contract form: On the official web-site

Service and Delivery

Terms of delivery: DAP g

Status and Statistics

Created On: 29.07.2020 09:25:47 RUS03
Created By: Ольга Шабалина
Last Processed On: 29.07.2020 12:11:11 RUS03
Last Processed By: Ольга Шабалина

▼ **Partners and Delivery Information**

[Details](#) [Send E-Mail](#) [Call](#) [Clear](#) [Filter Settings](#)

Function	Number	Name	Phone Number
Goods Recipient		Александр Полягаев	
Ship-To Address		ГО Москва	
Location		ГО Москва	

Figure 76 — Switching to the editing mode

After making adjustments, click on the <Submit> button (or <Save> for temporary saving) (Figure 77).

Edit RFX Response:


[Submit](#) [Read Only](#) [Print Preview](#) [Check](#) [Close](#) [Save](#) [Documents](#) [Export](#) [Import](#) [System Information](#)


RFX Response Number 3000001995 RFX Number 20000248/1 Status In Process Submission Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 9 Days 15:02:12 RFX Owner PIAPPLUSER Total Value 33,000,00 RUB
RFX Response Version Number C2 RFX Version Number 2

RFX Information Items Summary Tracking

Basic Data Requirements Notes

Event Parameters

Currency: Russian Ruble
Terms of Payment: K069 
Reference to contract form: On the official web-site

Terms of delivery: DAP  g

Status and Statistics

Created On: 30.07.2020 08:57:48 RUS03
Created By: Ольга Шабалина
Last Processed On: 30.07.2020 08:57:48 RUS03
Last Processed By: Ольга Шабалина

▼ **Partners and Delivery Information**

[Details](#) [Send E-Mail](#) [Call](#) [Clear](#) [Filter Settings](#)

Function	Number	Name	Phone Number
Goods Recipient		Александр Полягаев	
Ship-To Address		ГО Москва	
Location		ГО Москва	

Figure 77 — <Submit> button

Responses can be edited if the Purchaser returns the response for revision (the submission date should be extended). The document will acquire the “Returned” status (Figure 78).

Система SRM | SLC - dev Портал поставщика Регит Олара | 76BQ04VWEEOQ | DRS:100

Home **Rfx and Auctions** Qualifications Employees Company Tasks

eRFXs **All (1)** Published (7) Ended (321) Completed (310)
eAuctions All (17) Published (17) Ended (133) Completed (2)
Multi-lot purchase All (0) Published (0) Ended (0) Completed (0)

eRFXs - All

Show Quick Criteria Maintenance

View: Стандартный ракур Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Type	End Date	End time	Response Number	Response Status
20000248/1	Request for Proposal	09.08.2020	00:00:00	3000001995	Returned

Figure 78 — “Sent back” status

5.2.5 Real-time reverse auction

To participate in a real-time reverse auction, switch to the “Web auctions” — “All” tab ((1) Figure 79), select the required reverse auction ((2) Figure 79) and click on the <Real-time auction> ((3) Figure 79) button.

Home **Rfx and Auctions** Qualifications Employees Company Tasks

eRFXs All (1) Published (7) Ended (321) Completed (310)
eAuctions **All (1)** Published (1) Ended (133) Completed (2) 1
Multi-lot purchase All (0) Published (0) Ended (0) Completed (0)

eAuctions - Published

Show Quick Criteria Maintenance

View: [Standard View] Display Event Display Bid **Live Auction** 3 Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Bid Number	Bid Status
20000248/2	Auction	Auction	Published	30.07.2020	09.08.2020		No Bid Created

Figure 79 — Launching an application to participate in auctions

The reverse auction window will pop up (Figure 80). The “Details” ((1) Figure 80) tab contains the detailed information for each item.

Live Auction Cockpit

Name: Auction
Number: 20000248/2
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding
Currency: RUB
Description: -

Requester: PIAPPLUSER
Start Date: 30.07.2020 09:40:00 IST
End Date: 09.08.2020 00:00:00 IST
Time Remaining: 9 Days 14:18:03
Status: Active

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Company Best Bid	Next Valid Bid	Bid Price
1	Диск оптимизаци	100.00	Piece	1	3.000.00	200.00	1	330.00	33.000.00	330.00	330.00	130.00	

Total Value of My Bids: 33.000.00 Total Bid Value: 0.00 Submit

Details Calculation History

Details for Item 1-Диск оптимизаци

Quantity	100.00	Start Price	3.000.00
Unit	Piece	End Price	-
Price Unit	1	Revision Level	-
Decrement	200.00	Supplier Text	-
Currency	RUB		

Figure 80 — “Details” tab in the auction interface

The “History” ((1) Figure 81) tab contains the history of responses submitted by all participants in tabular form.

Live Auction Cockpit

Name : Auction
Number : 20000248/2
Rule Profile : Reverse auction with broken lot, full quantity, anonymous bidding
Currency : RUB
Description : -

Requester : PIAPPLUSER
Start Date : 30.07.2020 09:40:00 IST
End Date : 09.08.2020 00:00:00 IST
Time Remaining : 9 Days 14:14:42
Status : Active

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Company Best Bid	Next Valid Bid	Bid Price
1	Диск оптимизация	100,00	Piece	1	3,000.00	200.00	1	330.00	33,000.00	330.00	330.00	330.00	130.00

Total Value of My Bids: 33,000.00 Total Bid Value: 0.00 **Submit**

Details **Calculation** **History** 1

Company	Bidder	Bid Price	Bid Date
ООО "РЭЛИТ" КОРОТКОЕ	Ольга Шабалина	330.00	30.07.2020 09:35:04 IST

Figure 81 — “History” tab in the auction interface

To submit a response, specify the price for each item ((1) Figure 82) and click on the “Submit” ((2) Figure 82) button.

Live Auction Cockpit

Name : Auction
Number : 20000248/2
Rule Profile : Reverse auction with broken lot, full quantity, anonymous bidding
Currency : RUB
Description : -

Requester : PIAPPLUSER
Start Date : 30.07.2020 09:40:00 IST
End Date : 09.08.2020 00:00:00 IST
Time Remaining : 9 Days 14:11:43
Status : Active

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Company Best Bid	Next Valid Bid	Bid Price
1	Диск оптимизация	100,00	Piece	1	3,000.00	200.00	1	130.00	13,000.00	130.00	130.00	0.00	130.00 1

Total Value of My Bids: 13,000.00 Total Bid Value: 13,000.00 **Submit** 2

Details **Calculation** **History**

Company	Bidder	Bid Price	Bid Date
ООО РЭЛИТ КОРОТКОЕ	Ольга Шабалина	130.00	30.07.2020 09:46:39 IST
ООО "РЭЛИТ" КОРОТКОЕ	Ольга Шабалина	330.00	30.07.2020 09:35:04 IST

Chat and System Messages 3

Invited Bidders 2 Purchaser Status Offline ☒ Display Time Stamp All Messages

30.07.2020 09:46:39 IST [System]: Your bid for line item 1 has been successfully submitted

Chat and System messages are displayed here

Send

Figure 82 — Submitting an auction response



If the Purchaser has combined the nomenclature items, the entered value shall be recalculated in the “Bid price” field as the sum of all items when the response is submitted under the reverse auction. The calculated value will be saved in the “My response” field.

You can use the chat at the bottom of the screen to communicate with the Purchaser (Figure 82). Only the Purchaser sees these messages, other participants do not see each other's messages. All system messages are also displayed in this part of the screen.

The Purchaser may also specify the price reduction for submitting a response for each auction item. If the Purchaser has specified the price reduction for an auction item, the value specified for this parameter will be displayed in the “Decrement” ((1) Figure 83) column and will show the minimum value for which the Supplier should reduce the price for submitting a response under this auction. The minimum bid price for the item will be indicated in the “Next valid response” ((2) Figure 83) column. If, when submitting a response, the price will exceed the one in the “Next valid bid” column, a message will appear in the system messages field saying that the bid amount is too high ((3) Figure 83).

Live Auction Cockpit

Name : Auction
Number : 20000248/2
Rule Profile : Reverse auction with broken lot, full quantity, anonymous bidding
Currency : RUB
Description : -

Requester : PIAPFLUSER
Start Date : 30.07.2020 09:40:00 IST
End Date : 09.08.2020 00:00:00 IST
Time Remaining : 9 Days 14:07:27
Status : Active

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Company Best Bid	Next Valid Bid	Bid Price
1	Диск оптический	100,00	Piece	1	3.000,00	200,00	1	130,00	13.000,00	130,00	130,00	0,00	10,00

Total Value of My Bids: 13.000,00 Total Bid Value: 1.000,00 **Submit**

Details	Calculation	History
Company	Bidder	Bid Price
ООО РЭЛИТ КОРОТКОЕ	Ольга Шабалина	130,00 / 30.07.2020 09:46:39 IST
ООО "РЭЛИТ" КОРОТКОЕ	Ольга Шабалина	330,00 / 30.07.2020 09:35:04 IST

Chat and System Messages

30.07.2020 09:46:39 IST (System): Your bid for line item 1 has been successfully submitted.
01.01.1970 03:00:00 IST (System): Offer price 10.00 too high; The following items were rejected.

Figure 83 — Submitting an auction response



If the Purchaser has combined the nomenclature items, the entered value shall be recalculated in the “Bid price” column as the sum of all items when the response is submitted for the reverse auction. The calculated value will be saved in the “My response” column.

If the calculated value exceeds the one in the “Next valid response” column, a message saying “Bid amount P is too high; response rejected for the following item: No.” appears in the “Chat and system messages” window. To submit a response, you need to reduce the value and re-submit it.