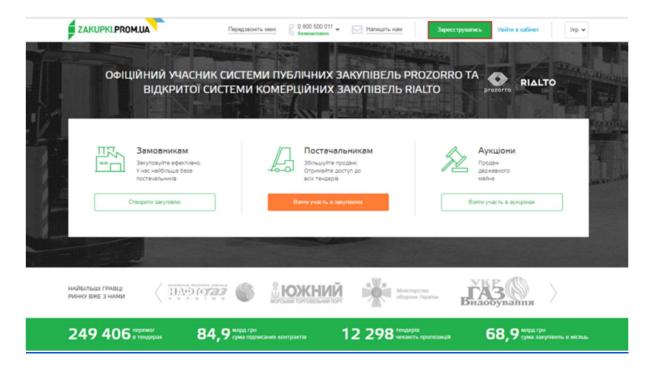
## Part 1. How to sign up

In order to participate in the procurement please sign up.

## Registration on Zakupki.Prom.ua

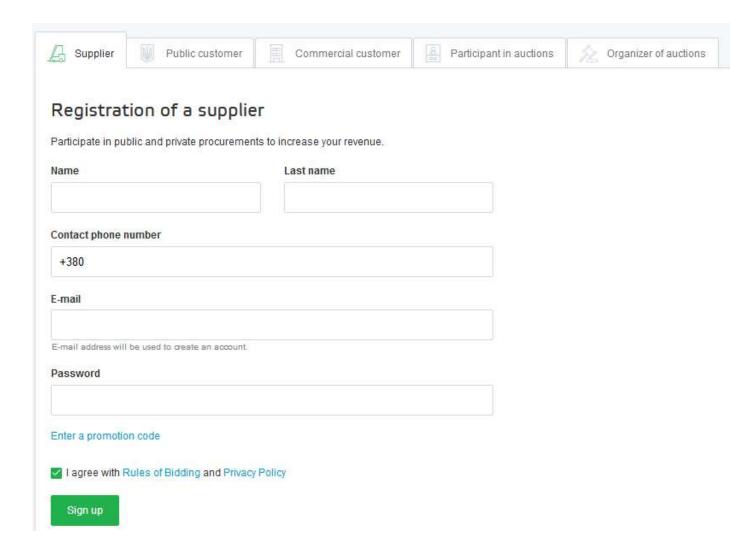
Click to Sign up on the homepage of the site.



Step 1.
Choose the registration form for supplier and specify your contact information.

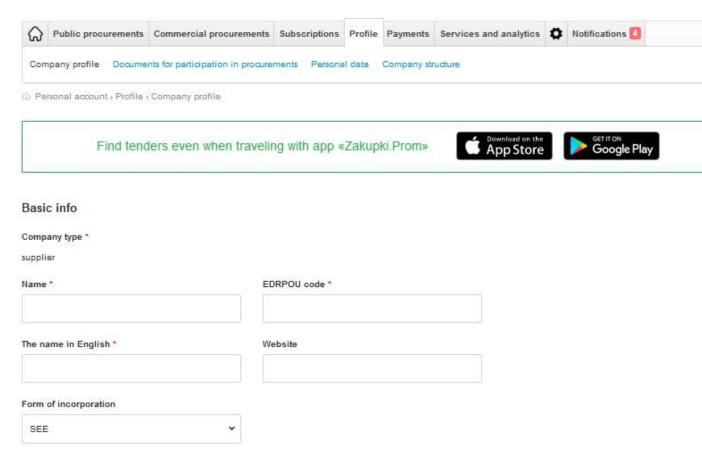
Use your current email address.

Read the Privacy Policy and Regulations, put a mark in the check-box to confirm the agreement:



Step 2.

Complete your profile. The fields with a red asterisk are required.



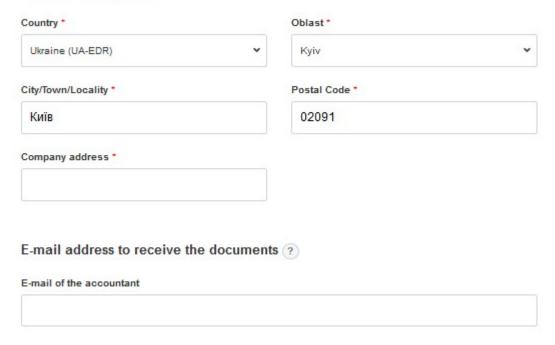
Name - your company name.

EDRPOU. If your company is registered not in Ukraine, specify its registration number (VAT code, for example) in this line.

Form of incorporation. Choose most appropriate option or *No form*.

Step 3.

#### Place of incorporation



Add your company address.

You can also specify email of the employee who is responsible for signing documents, for example, an accountant.

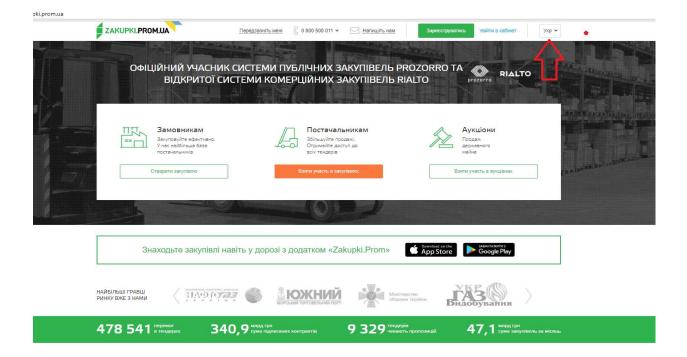
Click Save.

## Step 4.

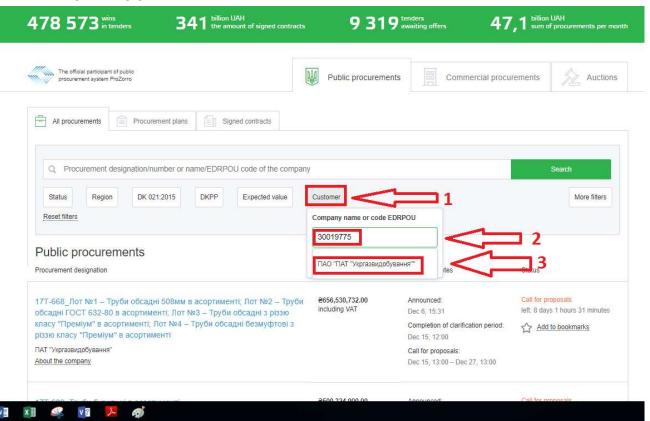
You will be able to take part in purchases after verification of your profile. To verification you should up balance from the company account. If your company is registered not in Ukraine, call us to consultations on payment.

# Part 2. How to participate into UGV procurement procedures

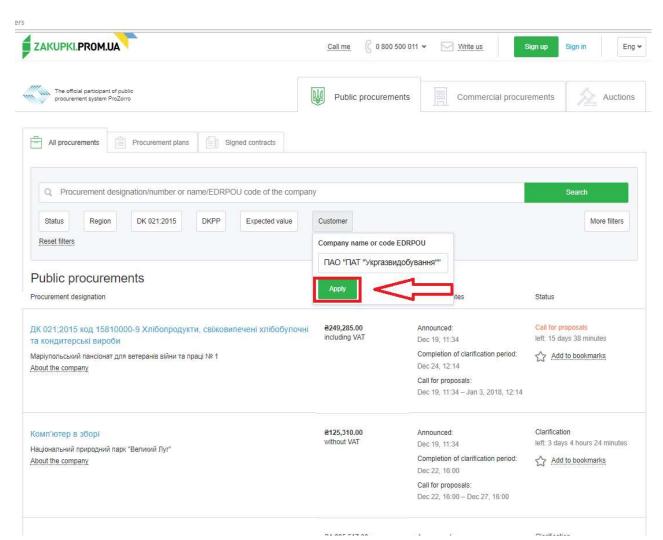
1. Go to <a href="https://zakupki.prom.ua/">https://zakupki.prom.ua/</a> Change language into english:



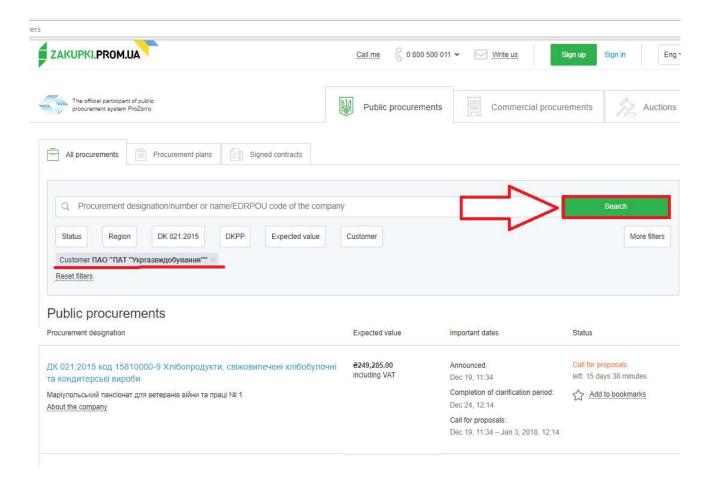
2. Push the button «Costumer». Enter UGV identification code **30019775.** Chose UGV.



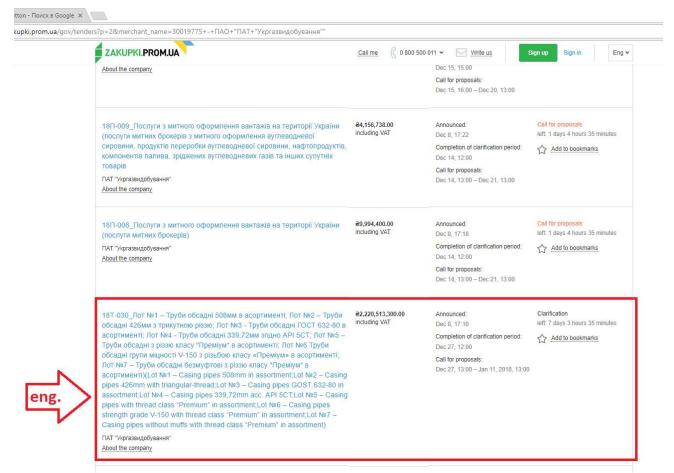
3. Press button "Apply".



4. Press button search.



5. Chose interesting procedure.



You may also view UGV purchases here: http://ugv.com.ua/uk/tenders/announced

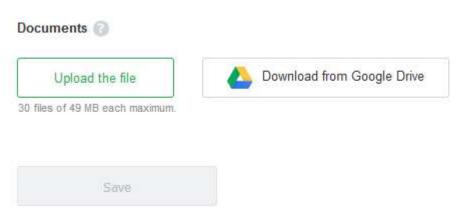
- Finding interesting purchase you may save it to Favorite or add to Planned (for participate).
- Please review the terms carefully. If you can offer the products or services according to request, prepare everything necessary for bid submission.

You could upload all the documents in you cabinet previously. To do this you need to click Personal account>Profile>Documents for participation in procurements

Personal account > Profile > Documents for participation in procurements

Find tenders even when traveling with app «Zakupki.Prom»

## Documents for participation in procurements



Use the button "Upload the file" to upload the documents from your computer. Or upload from Google Drive.

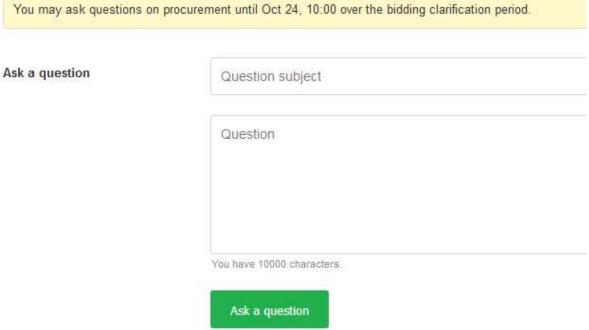
Choose a file and push "Save".

**Until clarification period** you can't make an offer. In this phase, you might ask follow-up questions to the Procurer. To do it go to Q&A-section of procurement card.

|--|--|--|

## [TESTING] 1234567890

## Q&A

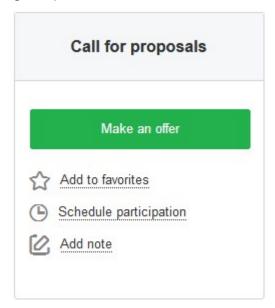


When the Procurer will answer, You will receive an email notification about it.

The period of the proposals begins after the clarification period.

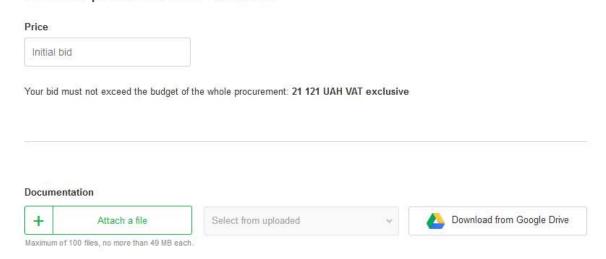
## To make an offer:

- go to procurement card and click the button "Make an offer"



- fill up the form: specify a price and upload the documentation. You can attach the files from you computer or use earlier saved files.

## Offer on procurement # 4342261



When you complete the proposal form click the button **Make an offer** to save you proposal.

All of suppliers were anonymous.

#### Auction

Auction starts automatically at the scheduled by the system day and time. Link to the auction page you will receive by e-mail. You can proceed to the auction module as a

participant by following the link from the procurement page or from the received email. It is important you remember to sing in to your personal cabinet first.

#### Посилання на аукціон



 $https://auction.openprocurement.org/tenders/1f468c327f5f4c1e9f6f8762ec3e3421/login?\\bidder_id=a5e45803572a4d748845d372a98bcde7\&hash=de9f56fcac9eff851555d0caf411b8184ba66e0b\&return\_url=httpinet/purchases/state\_purchase/view/3448313$ 

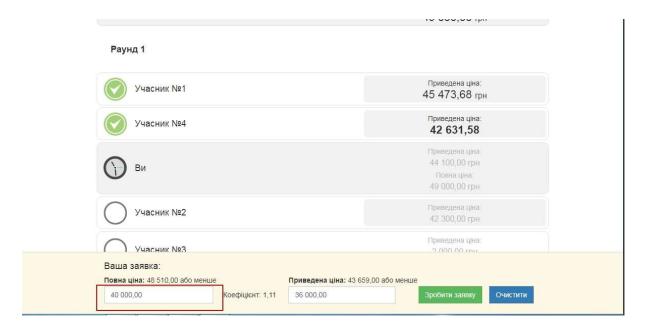
Дане посилання призначене для участі в аукціоні у цій закупівлі.

Sign in to cabinet with your login and password. In case you follow the link from a public page you will be able only to observe the auction.

Please read the terms of participation and accept them by pressing "yes".

At the auction page you will see countdown to the next step: the start of auction, next bid of a participant or it's ending.

Auction is held in three rounds. The initial bids of all the participants are shown before the first round. Auction is held anonymously, so the participants, the procurer and watchers cannot see the names of the auction participants. Your bid will be marked as "You".



Participant with the highest price is the first one to bid in the auction, and the last one to bid who has lowest.

You have 2 minutes to reduce the bid. System doesn't allow to raise the bid. You can only reduce your bid by amount that is equal or higher than the auction step. You can also leave your bid without any changes.

You can also choose the recommended by system price, which is calculated by subtracting the minimum step from your previous bid.

Participants use their full price and enter their bid in the left window box, and the system recalculates normalized price according to the non-price criteria of the submitted proposal. The normalized price is shown in the right window box.

Enter the bid and press "Make a bid". Within next 2 minutes you can change your bid. Just press "cancel bid" and re-enter correct amount. There is no limit on the number of changes.

The participant with a highest price will start the next round, when the participant with the minimum price will end it.

After each round all the participants bids are displayed. Amounts that were changed are highlighted in a bold type. The lowest bid in the round will be highlighted in red colour.

The auction is completed after all three rounds are over. The names of the participants are revealed and the procurements is changed to the qualification stage.