

**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 <u>agreement on providing access to the</u> <u>PJSC MMC Norilsk Nickel procurement management</u> <u>system website((1)Figure 1)</u>

# 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)

To login, you should follow the URL link <u>http://srm.nornik.ru</u>. 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=Ef	N&sap-theme=sap_corbu		
	Procureme	nt Management Syst	tem	
3	Register here			
	System:	DRS		
2	User:*			
	Password:*			
•				
	Language:	English 🗸		
		Log On		
	Change Password For	got your password? GTC Contact		
	Survey			
		PJS	SC "MMC "NORILSK NICKEL"	

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).

eAuctions All (17) Publi	hed (9) Ended (0) Completed (2 shed (17) Ended (126) Complet hed (0) Ended (0) Completed (0	ed (2)					
ow Quick Criteria Maintenance							
аw: Стандартный ракурс 🗸	Create Response Display	VEvent 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	2:26:47		Published	1	Request for Proposal	
2000043920	POLYGAEVAA 29.10.2019 1	0:12:52		Published	1	Request for Proposal	
2000032520	хрущев проверка множеств	енных 75 партнер		Published	1	Request for Proposal	
2000037300	тест доработок			Published	2	Request for Proposal	
20000187/1	KORETNIKOVGP 31.03.202	0 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	
	1						

Figure 2 — List of RFXs carried out in the system





When encrypting RFXs, the following logic is used: RFX number 2XXXXXXY, 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).

истема SRM   SLC - dev Порта	л поставщика				Ралит Ольта   76BQQ4VWEEEQ   DR	RS:100
Home RFx and Auctions	Qualifications Employees Company Tasks					
eAuctions All (17) Put	Nahed (9) Ended (0) Completed (2) Stated (17) Ended (10) Completed (2) shahed (0) Ended (0) Completed (0)					
Fxs - All						
Show Quick Criteria Maintenano	0					
/iew: Стандартный ракурс 🐱	Create Response Display Event Display Response Print Preview Refresh Export					-
Event Number 2	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 12:28:47		Published	1	Request for Proposal	
2000043920	POLYGAEVAA 29.10.2019 10:12:52		Published	1	Request for Proposal	
2000032520	хрущев 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 2000198/1		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.



RFx and Auctions	Qualifications	Employees	Company	Tasks							
eRFxs All (9) Pu eAuctions All (17) Po ot purchase All (0) Pul	ublished (17) Ende	ed (126) Comple	ted (2)								
- All Quick Criteria Maintenan	nce										
Стандартный ракурс	Create Resc	onse   Displa	v Event Disola	av Response	Print Preview Refrest	h Export					
vent Number		ent Description					Response Version	Event Status	Event Version	Event Type	
vent Number	Ev						Response Version	Event Status Published	Event Version	Event Type Request for Proposal	
vent Number 000030980	Ev	ent Description	.07.2019 14:36:1				Response Version				
	Ev Mi ZA	ent Description	.07.2019 14:36:1 15:42:21	12			Response Version	Published		Request for Proposal	
vent Number 000030980 000031231 000035420	Ev Mi ZA PC	ent Description URALYOVAVV 02 KUP 04.07.2019	.07.2019 14:36:1 15:42:21 9.2019 12:26:47	12			Response Version	Published Published		Request for Proposal Request for Proposal	
vent Number 200030980 200031231 200035420 200043920	EV MI ZA PC	ent Description URALYOVAVV 02 KUP 04.07.2019 DLYGAEVAA 02.0	.07.2019 14:36:1 15:42:21 9.2019 12:26:47 0.2019 10:12:52	12			Response Version	Published Published Published		Request for Proposal Request for Proposal Request for Proposal	
vent Number 200030980 200031231 200035420 200043920 200032520	Ev Mi ZA PC PC	ent Description URALYOVAVV 02 IKUP 04.07.2019 DLYGAEVAA 02.0 DLYGAEVAA 29.1	.07.2019 14:36:1 15:42:21 9.2019 12:26:47 0.2019 10:12:52	12			Response Version	Published Published Published Published	2 1 1 1	Request for Proposal Request for Proposal Request for Proposal Request for Proposal	
vent Number 000030880 00031231 000035420 000048820 000032520 000032520	Ev Mi PC PC Xp Te	ent Description URALYOVAVV 02 4KUP 04.07.2019 DLYGAEVAA 02.0 DLYGAEVAA 29.1 9UL98 проверка в	.07.2019 14:36:1 15:42:21 9.2019 12:26:47 0.2019 10:12:52 можественных	12 75 партнер			Response Version	Published Published Published Published Published	2 1 1 1 1	Request for Proposal Request for Proposal Request for Proposal Request for Proposal Request for Proposal	
vent Number 000030980 000031231	Ev Mi ZA PC PC Xp Te KK	ent Description URALYOVAVV 02 KUP 04.07.2019 DLYGAEVAA 02.0 DLYGAEVAA 29.1 YULES Проверка n cr. доработок	.07.2019 14:36:1 15:42:21 9.2019 12:26:47 0.2019 10:12:52 можественных	12 75 партнер			Response Version	Published Published Published Published Published Published	2 1 1 1 1	Request for Proposal Request for Proposal Request for Proposal Request for Proposal Request for Proposal Request for Proposal	

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	
eAu	uctions All (17) P	blished (9) Ended ublished (17) Ended blished (0) Ended	d (126) Compl	eted (2)		
Hide Quick	II Criteria Maintenand	ce				
Event	Number:	×	То	1	\$ \$	1
Deadline Da	ite Flag: Status:	*	~			
2	3					

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 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).

1	Auctions		Employees	Company	Tasks						
eAuction	ns All (17) Put	blished (17) End	d (0) Completed ted (126) Compl t (0) Completed	ated (2)							
		_									
de Quick Criter	ria Maintenance	•									
Event Numbe			то								
Event Statu		~									
Creation Dat		ī	То	17							
dline Date Fla		v		<u> </u>							
Stat.	US:		~								
			~								
			×								
pply Clear											-
pply Clear	ный ракурс 🐱		ponse Displ	y Event Display 8	Response	Print Preview   Refresh   Export	_				[
pply Clear w: Стандартн	ный ракурс 🐱	-		iy Event 🗌 Display F	Response		Response Version	Event Status	Event Version	Event Type	[
ply Clear w: Стандартн Event Numb 2000030980	ный ракурс 🐱 ber	1 =	ponse Displ	vy Event Display F	Response	Sort in Ascending Order	Response Version	Published	Event Version 2	Event Type Request for Proposal	[
ply Clear w: Стандартн Event Numb	ный ракурс 🐱 ber	1 E M	ponse Displ	2.07.2019 14:36:12	Response			Published Published			[
oply Clear w: Стандартн Event Numb 2000030980	ный ракурс 🐱 ber Ю	1 E M Z	ponse Displ vent Description IURALYOVAVV 0 AKUP 04.07.2011	2.07.2019 14:36:12	Response	Sort in Ascending Order	Response Version	Published	2	Request for Proposal	[
Clear W: Стандартн Event Numb 2000030980 2000031231	ный ракурс 🐱 ber Ю 11	1 E M Z	ponse Displ vent Description IURALYOVAVV 0 AKUP 04.07.2011 OLYGAEVAA 02	2.07.2019 14:36:12	Response	Sort in Ascending Order Sort in Descending Order		Published Published	2	Request for Proposal Request for Proposal	[
сіеаг w: Стандартн Event Numt 2000030980 2000031231 2000035420	nihuiñ pakypt v ber 10 11 10	1 E M Z P	panse Displ vent Description IURALYOVAVV 0 AKUP 04.07.2011 OLYGAEVAA 02. OLYGAEVAA 29.	2.07.2019 14:36:12 1 15:42:21 09.2019 12:26:47		Sort in Ascending Order Sort in Descending Order (All)		Published Published Published	2 1 1	Request for Proposal Request for Proposal Request for Proposal	[
руу Сlear w: Стандартн Event Numb 2000030980 2000031231 2000035420 2000043920	healit pakypt v ber 10 10 10 10 10	1 E M Z P	panse Displ vent Description IURALYOVAVV 0 AKUP 04.07.2011 OLYGAEVAA 02. OLYGAEVAA 29.	2.07.2019 14:36:12 1 15:42:21 09.2019 12:26:47 10.2019 10:12:52		Sort In Ascending Order Sort In Desending Order (Al) (User-Defined Filter) KORETINKOVAP 21 AS2020 11:54-45 NURAKYOWW 02 07 2019 14:30-12		Published Published Published Published	2 1 1 1	Request for Proposal Request for Proposal Request for Proposal Request for Proposal	[
руу Сlear К. Стандартн Еvent Numb 2000030980 2000035420 2000043920 2000035220	ный ракурс 👻 ber Ю 11 10 50 00	1 E M Z P P P	Displ vent Description IURALYOVAVV 0 AKUP 04.07.2011 OLYGAEVAA 02. OLYGAEVAA 02. OLYGAEVAA 29. pyugea проверка scr. доработок	2.07.2019 14:36:12 1 15:42:21 09.2019 12:26:47 10.2019 10:12:52	партнер	Sort in Ascending Order Sort in Descending Order (Al) (Use-Defined Film) KORETINICOVER 103 2020 1154-45 MURALYOVAVY 02 07 2019 14:30-12 POLYGAEVAA 02 09 2019 12:2047		Published Published Published Published Published	2 1 1 1 1 1	Request for Proposal Request for Proposal Request for Proposal Request for Proposal Request for Proposal	[
рру Clear :: Стандартн Event Numb 2000030980 2000031231 2000035220 2000032520 2000037300	ный ракурс 🐱 bber Ю 11 0 0 0 0 0 0 0 1	1 E M 2 P P P X X X X X	Displ vent Description IURALYOVAVV 0 AKUP 04.07.2011 OLYGAEVAA 02. OLYGAEVAA 02. OLYGAEVAA 29. pyugea проверка scr. доработок	2.07.2019 14:36:12 1 15:42:21 09.2019 12:26:47 10.2019 10:12:52 множественных 75 г	партнер	Sort In Ascending Order Sort In Desending Order (Al) (User-Defined Filter) KORETINKOVAP 21 AS2020 11:54-45 NURAKYOWW 02 07 2019 14:30-12		Published Published Published Published Published Published	2 1 1 1 1 2	Request for Proposal Request for Proposal Request for Proposal Request for Proposal 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).



Home	RFx and Auctions	Qualifications Er	nployees	Company	Tasks							
Multi-lot pu	uctions All (18) Pu urchase All (0) Pub	Published (6) Ended (3 blished (18) Ended (1 lished (0) Ended (0) (	32) Comple	ted (2)								
eRFxs - A		_										
Hide Quick	Criteria Maintenano	e										
Even Creati Deadline Da	Number: t Status: on Date: ate Flag: Status: Clear андартный раку)	Create Response		y Event Displa		Print Preview	Refresh	Export				
	Number	Event Description						nse Version	Ŧ	Event Status	Event Version	Event Type
2000	041140	TULYAGANOV	AG 07.10.20	19 11:54:48			Lot			Ended	1	Request for Proposal
2000	009550	SHABALINAOA	23.06.2017	15:12:49						Ended	3	Request for Proposal
2000	009700	BOROEVALV 0	6.07.2017 10	0:45:05						Ended	1	Request for Proposal
2000	010090	тест оповещени	ий при регис	страции в ОП						Ended	4	Request for Proposal
2000	010110	тест оповещени	ий							Ended	1	Request for Proposal
2000	010400	RFX for auction	(for SAP)							Ended	1	Request for Proposal
2000	010500	BOROEVALV 0	3.08.2017 09	9:48:16						Ended	1	Request for Proposal
2000	140500	DUDOUACED	7 00 2047 4	E.E.C						Ended	2	Doguaat for Dranaaal

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).

Home	RFx and Auction		ifications	Supplier Lifecycle Management	Employees	Company		Dynamic discounting/fa	ctoring	Dynamic and facto	discounting	
		<	ніае	QUICK CRIERA MAINTERAN	ice							Denne New Query
RFx and Auc	tions		E	Event Number: ♦	,	To		\$				
	Ove	erview of	procu	rement procedure	PS			*			_ <b>□</b> ×	:
		Event nu	mber E	vent description	Lot number	Purchase subject	ct	Status	Expira	ation date	End time	
		20000404	440 N	Іредмет закупки 66789	2000041140	TULYAGANOVA	AG 07.10.2019 11:5	54:48 Endeo	31.10	.2019	10:00:00	
		20000404	440 F	Іредмет закупки 66789	2000041150	TULYAGANOVA	AG 07.10.2019 11:5	54:48 Endeo	06.11	.2019	11:00:00	
											Ok	pe
	_			2000041140 TULY/	AGANOVAG 07.	10.2019 11:54:48	Lot	Ende	d	1	Requ	uest for Proposal

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).



Home RFx and Auctions	Qualifications Employees Company Tasks					
eAuctions All (17) P	ublished (9) Ended (0) Completed (2) ublished (17) Ended (128) Completed (2) blished (0) Ended (0) Completed (0)					
RFxs - All						
Hide Quick Criteria Maintenano	ce					
Event Number: Event Status: Curr Creation Date: Deadline Date Flag: Status:						
Apply Clear						
View: Стандартный ракурс	Create Response Display Event Display Response Print Preview Refresh	Export ,				a.
Event Number	Event Description	Response Version	Event Status	Event Version	Event Type	1000
2000030980	MURALYOVAVV 02.07.2019 14:38:12		Published	2	Request for Proposal	
2000031231	74KUP 04 07 2019 16:42:21		Published	1	Request for Pronosal	

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.

'iew	* C	тандартный раку	Save	Save as.	Delete	P	roperties		
	Col	umn Selection	Sort Cald	ulation	Filter	Di	splay		
	Ē	Hidden Columns				Ē	Displayed	Columns	^
		Q&A					Event Nun	nber	
		Response Version			1		Event Des	cription	
		Start Date		3 A	dd >		Response	Version	
		Start Time			emove		Event Stat	tus	
				4	611076		Event Vers	sion	
							Event Typ	e	
							End Date		
							End time		~

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).

Ho	me	RFx and Auctions	Qualifications	Employees	Company	Tasks					
> Se' Vie	С		rt Calculati	5	Properties Display Sorted Columns Response Vers	Ascendin v Ascending Descending					^
		Cancel Apply Res	et Create Resp	onse Displa	y Event Displa		Refresh Export			1	l
1		ent Number	Event Desc					Event Status	Event Version	Event Tune	^
	200	0041140	TULYAGAN	OVAG 07.10.20	19 11:54:48		Lot	Ended	1	Request for Proposal	
	200	0009550	SHABALIN	AOA 23.06.2017	15:12:49			Ended	3	Request for Proposal	

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.

			1	2	3	
Co	lumn Selection	ort C	L Calculation	Filter	5 Display	
				_		
	Unsorted Columns	î			Sorted Columns	Sort Direction
	Event Version				Response Version	Descendin 👻
	Event Number	_				
	Event Description		Add >	-		
	Event Type		<pre>Add &gt; </pre>			
	Q&A		< Remove			
	Response Version					
	End Date					
	End time	~				
					~ ~	*

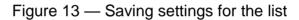
Figure 12 — Setting up sorting for the list of RFXs

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

НОРНИКЕЛЬ



etting:		ave	e Save as De	elete	Properties		
С	olumn Selection Sort		Calculation Filte	ər	Display		
ſ	Unsorted Columns	^		Ē	Sorted Columns	Sort Direction	
	Event Version				Response Version	Þescendin 👻	
	Event Number	1.					
	Event Description	1	Add >				
	Event Type		<pre>Add &gt; </pre>				
	Q&A		Kelliove				
	Response Version						
	End Date						
	End time	~					
					~ ~ ~	*	
OK	Cancel Apply Reset						



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.

* Стандартный ракуј 👻	Save	Save as	Delete	Properties				
Column Selection Sor	t C	alculation	Filter	Display				
Unsorted Columns	^		6	Sorted Columns	Sort Direction			
Event Version				Response Version	De Sava View e	-	= ×	
Event Number					Save View as	>		
Event Description		Add >			* Description:		1	
Event Type		< Remove			Assignment: U			
Q8A		< Remove			Initial View	2		
Response Version						3 ОК	Ornert	
End Date						3 04	Calicer	
End time	~							

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				
eAu	rchase All (17) F	blished (9) Ended Published (17) End blished (0) Ended	ed (126) Compl	eted (2)					
Hide Quick	Criteria Maintenan	се							
( Deadli		Current Auctions	To		T \$				
/iew: [Stan				Live Auction	Print Preview Refresh Export	_			
Event I			nt Description			Event Type	Event Status	Start Date	End Date
20000-			ABALINAOA 29.0			Auction	Published	29.01.2021 28.01.2020	30.01.2021
20000-			5_ADM 28.01.20			Auction	Active		
20000			г.тест.редукцион			Auction	Ended	15.12.2019	15.12.2020
20000-			укцион + пакет укцион + пакет			Auction	Active	05.12.2019	29.11.2020
20000			ABALINAOA 26.0	6 2019 10-59-43		Auction	Published	30.01.2021	31.01.2020
20000			ABALINAOA 26.0			Auction	Published	30.01.2021	31.01.2021
								00.01.2021	

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 G Auctions	ualifications	Employees	Company	Tasks			
eA	eRFxs All (9) Publish Auctions All (17) Publish urchase All (0) Publish	hed (17) Ended	(126) Complet	ted (2)				
Show Quic	ck Criteria Maintenance	Create Respon		2 y Event Displ	av Response	Print Preview Refresh Export		
	t Number		t Description	Dispi	ay Response	Hint Fleview Kellesit Export	Response Version	Event Status
20000	030980	MUR	ALYOVAVV 02	.07.2019 14:36:	12			Published
1 20000	031231	ZAKU	JP 04.07.2019	15:42:21				Published
20000	035420	POLY	GAEVAA 02.0	9.2019 12:26:47	,			Published
20000	043920	POLY	GAEVAA 29.1	0.2019 10:12:52	1			Published
20000	032520	хруш	ев проверка м	ножественных	75 партнер			Published
20000	037300	тест	доработок					Published
20000	0187/1	KOR	ETNIKOVGP 3	1.03.2020 11:54	:45			Published
20000	0198/1	Копи	я 20000197/					Published
20000	0199/1	Konu	я 20000198/1					Published

Figure 16 — Opening the RFX for viewing



Display RFx :											
Print Preview Close	Participate	Do Not Participate	Tentative	Questions and Answe	ers(0)	Documents	System Information				
		· · ·			. ,						
RFx Number 200003098	80 RFx Nam	e MURALYOVAV	V 02.07.2019	14:36:12 RFX Stat	us Pub	lished RF:	start Date 04.07.20	19 15:30:00 RUS03			
RFx Owner PIAPF	PLUSER RF:	x Response 3000	001791								
RFX Information Items											
RFx Parameters Re	quirements	Notes Conditio	ns								
Time Zone:	RUS03		Pi	ublication of target price:	1						
Start Date:	04.07.2019	15:30:00		Offer supply conditions:		1					
				,							
* Submission Deadline:	02.07.2023	23:59:59		Term of payment:	F069	2					
Opening Date:		00:00:00		Terms of delivery:	00						
End of Binding Period:		]		Terms of delivery:	000	_					
Currency:	RUB	4	Ref	erence to contract form:							
								1			

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.

Participation in RFXs and Submission of Responses to PJSC MMC NORILSK
NICKEL — User Manual

Display RFx :											
Print Preview Close	Participate	Do Not Participate	Tentative	Create Response	Questions	and Answers ( 0 )	Documents	System Information			
RFx Number 20000247/	1 RFx Nam	ne purchase request	RFX St	atus Published	RFx Start [	Date Submis	sion Deadline	02.08.2020 00:00:00 RUS03			
RFX Information Items											
RFx Parameters Re	equirements	Notes									
Time Zone:	RUS03		Pu	blication of target pric	e:						
Start Date:		00:00:00		Offer supply conditior	s: P						
* Submission Deadline:	02.08.2020	00:00:00		Term of paymer	nt: K069	3					
Opening Date:		00:00:00		Terms of deliver	y: 00	]					
End of Binding Period:				Terms of deliver	y: DAP	g					
Currency:	RUB		Refe	erence to contract for	m: 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										
Form, terms and dates of payment										

Figure 19 — "Requirements" tab

НОРНИКЕЛЬ

# 5.1.2.3 "RFX information" tab, "Notes" section

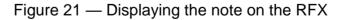
This section contains text notes on the RFX (Figure 20).

Display RFx :											
Print Preview Close Participate Do Not Participate Create F	Response Questions and Answers ( 0 ) Documents System Information										
RFx Number 20000247/1 RFx Name purchase request RFX Status Put	Dished 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.

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 Status       Submission Deadline       02.08.2020 00:00.00 RUS03       Remaining Time       4 Days 14:10:08       RFx	-
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 PIAPPLUSER
RFX Information Items	
RFx Parameters Requirements Notes	
▼ Notes	
Clear	
Category Show Purchase procedure note	
Purchase procedure note	
Purchase subject Purchase procedure note:	
Schedule of delivery	
Basis of delivery	
Cancel	



#### 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.



RFX Information Items											Fx:	play R
RFX Information       Items         Item Ovarview       Expand All Collaps         Details       Add Line       Add Subline       Cut       Copy       Paste       Expand All Collaps         Line Number       Item Type       Item Type       Product ID       Description       Allow RFX Response Modification       Lot       Unit       Curre       Delivery Date					1	) Documents System Information	esponse Questions and Answers ( 0	Tentative Create Re	Not Participate	Participate Do	Close	Preview
► Item Overview         Details       Add Subline	LUSER	RFx Owner PIAPPLU	/s 14:10:08	Remaining Time 4 Day	0 RUS03	nission Deadline 02.08.2020 00:00:0	shed RFx Start Date Subr	ist RFX Status Publi	urchase reques	RFx Name p	000247/1	Number 2
Details       Add Line       Add Subline       Cut       Copy       Paste       Details       Add Subline       Cut       Copy       Paste       Details       Cut										Items	nation	RFX Infor
Line Number Item Type Item Type Product ID Description Allow RFx Response Modification Lot Unit Curre Delivery Date											v	tem Overvie
	apse All Filter Set	Expand All Collapse					ete	Copy Paste _ Dele	Ut Cut	dd Subline 🚽 🛉	Line _	etails Ad
Material         S27351         Дисс олимпийский         PC         RUB         29.12.2019           Image: Second sec	Notes	Delivery Date	Curre	Unit	Lot	Allow RFx Response Modification	Description	Product ID	Item Type	Item Type	ber	Line Num
Image: Section of the section of th	0	29.12.2019	RUB	PC			Диск олимпийский	527351	Material 5		E.	600 📷
Image: Second state       Image: Second state<												
Image: Second state of the												
Image: Second state of the second s												
Image: Second												
Image: Second se Image: Exact second seco												

Figure 22 — "Items" tab in the RFX

# **5.1.2.5** "Documents and attachments" section

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

Display RFx :	Display RFx : 1												
Print Preview Close	Participate	Do Not Participate	Tentative	Create Response	Questions a	and Answers ( 0 )	Documents	System Information					
RFx Number 20000247	1 RFx Nan	ne purchase request	RFX St	atus Published	RFx Start D	ate Submis	sion Deadline	02.08.2020 00:00:00 RUS03					
RFX Information Items													
RFx Parameters Re	equirements	Notes											
Time Zone:	RUS03		Pu	blication of target pric	e:								
Start Date:		00:00:00		Offer supply conditior	is: P								
* Submission Deadline:	02.08.2020	00:00:00		Term of payme	nt: K069	3							
Opening Date:		00:00:00		Terms of delive	y: 00								
End of Binding Period:				Terms of delive	y: DAP	g							
Currency:	RUB		Ref	erence to contract for	m: On the c	official web-site							

Figure 23 — <Documents and attachments> button

A file exchange window will pop up for placing procurement documents available to the RFX participants (Figure 24).



нкурс 2000042960. Документация	
ьзователь SUPPLIER04 ФИО ВУАЗЕН ФАБЬЕН БРЮНО	
Э Обновить	
a	
🗑 Конкурс 2000042960	
🛅 Закупочная документация (доступно поставщикам)	
Предложения поставщиков	
менты	
Сбросить фильт	F
Наименование Файл Описание Изменил Изменено	
Документов нет.	
A Horymonrop nor.	

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).

Display RFx :										
Print Preview Close	Participate	Do Not Participate	Tentative	Create Response	Questions	and Answers(0)	Documents	System Information		
RFx Number 20000247	/1 RFx Nai	me purchase request	RFX St	atus Published	RFx Start D	ate Submis	sion Deadline	02.08.2020 00:00:00 RUS03		
RFX Information Items										
RFx Parameters Re	equirements	Notes								
Time Zone:	RUS03		Pu	blication of target prid	e:					
Start Date:		00:00:00		Offer supply condition	is: P					
* Submission Deadline:	02.08.2020	00:00:00		Term of payme	nt: K069	3				
Opening Date:		00:00:00		Terms of delive	ry: 00					
End of Binding Period:				Terms of delive	y: DAP	g				
Currency:	RUB		Refe	erence to contract for	m: On the o	official web-site				

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 <b>V</b> Display Time Stamps					
	Time Stamp	Sender	То	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 Messag		4		-
			Send 5		6 Clo	se

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 Re	equirements 1	Notes									
Time Zone:	RUS03		Publication of target price	ə:							
Start Date:		00:00:00	Offer supply conditions	s: P							
* Submission Deadline:	09.08.2020	00:00:00	Term of paymen	t: K069 3							
Opening Date:		00:00:00	Terms of delivery	y: 00							
End of Binding Period:			Terms of delivery	y: DAP g							
Currency:	RUB		Reference to contract form	n: On the official w	eb-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 :	2								
Print Preview Close	Participate Do Not Participate Tentative	Create Response Que	estions and Answers ( 0	) Documents	System Information				
You are registered to th	e RFx and will be informed of changes 1								
RFx Number 20000248	/1 RFx Name Purchase request RFX	Status Published RFx	start Date Sub	mission Deadline	09.08.2020 00:00:00 RUS03	Remaining Time	10 Days 15:08:41	RFx Owner PIAPPLUSER	
RFX Information Items									
RFx Parameters Requirements Notes									
Time Zone:	RUS03	ublication of target price:							
Start Date:	00:00:00	Offer supply conditions:	P						
* Submission Deadline:	09.08.2020 00:00:00	Term of payment:	K069 3						
Opening Date:	00:00:00	Terms of delivery:	00						
End of Binding Period:		Terms of delivery:	DAP g						
Currency:	RUB	eference to contract form:	On the official web-site						
<ul> <li>Partners and Delivery</li> </ul>	Information								
	nd E-Mail Call Clear								
Function		Number		Name			Dha	one Number	
							Ph	one Number	
Requester				Григорий Коретник					
Goods Recipie				Александр Полыгаев					
Ship-To Addre	88			ГО Москва					
Location			FQ Mockea						

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	d Answers ( 0 )	Documents	System Information			
	1	2	3								
RFx Number 20000248	/1 RFx Na	me Purchase request	t RFX S	tatus Published	RFx Start Dat	e Submis	sion Deadline	09.08.2020 00:00:00 RUS03			
RFX Information Items											
RFx Parameters Requirements Notes											
Time Zone:	RUS03		Pu	blication of target pric	e:						
Start Date:		00:00:00		Offer supply conditior	is: P						
* Submission Deadline:	09.08.2020	00:00:00		Term of payme	nt: K069	3					
Opening Date:		00:00:00		Terms of deliver	y: 00						
End of Binding Period:				Terms of deliver	y: DAP 9	g					
Currency:	RUB		Ref	erence to contract for	m: On the offi	cial 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.



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.

Hom	e RFx and Auctions	Qualifications	Employees	Company	Tasks						
eRFx	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 ракурс 👻	Create Resp	oonse Display	v Event Displa	y Response	Print Preview	Refresh Export				
Ē	Event Number		ent Description		Resp	onse Version		Event Status			
	20000248/1	Pu	rchase 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)



🤗 Просмотреть конкурс: - Internet Explorer	200		×
Просмотреть конкурс:	Открыть б	оковую п	анель
ПросмПередПеч   Закрыть Принять участие Не принимать участие Соговоркой Создать предложение Вопросы и ответы (0) Документы и приложения			
II На участие в закупке №2000049650 от вашей орг-ии ранее подано предложение от Тест1 Тест1			
Номер конкурса 2000049650 Название конкурса TESTZAKUP 06 09 10 2019 17:23 Статус конкурса Олубликовано Срок начала конкурса			

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.

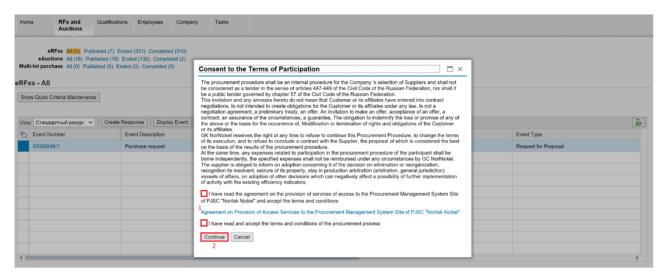


Figure 33 — Accepting the terms of participation

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.

Create RFx Resp	onse							
Submit Read Only Pri	nt Preview	Documents Export	Import S	system Information	n			
Specify differences with me	mbership terms on the Notes tab							
Specify part prices. Bid cost	cannot be zero							
RFx Response Number 300 RFx Response Version	00001995 RFx Number 20000248/1 Number Active Version RFx Version	Status In Process Number 2	Submis	sion Deadline	09.08.2020 00:00:00 RUS03	Remaining Time	10 Days 14:32:45	RFx Owner PIAPPLUSEF
RFx Informatio	n Items Summary Tracking	1						
Basic Data Requiremen	nts Notes							
Event Parameters Currency:	Russian Ruble				Terms of delive	ry: DAP	g	
Terms of Payment:	К069				Status and Stati	otion		
Tornis of Edynome.					Created 0		9:25:47 RUS03	
Defense is sectored from					Created I			
Reference to contract form:	On the official web-site				Last Processed 0		9:25:47 RUS03	
					Last Processed I			
					Last Processed i	Бу. Слыга шабал	ина	
✓ Partners and Delivery Info	ormation							

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).

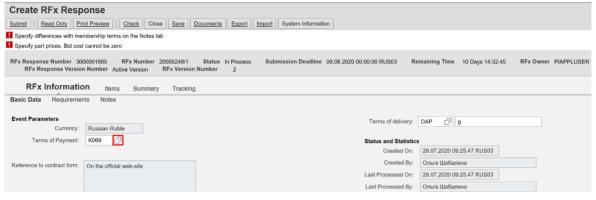


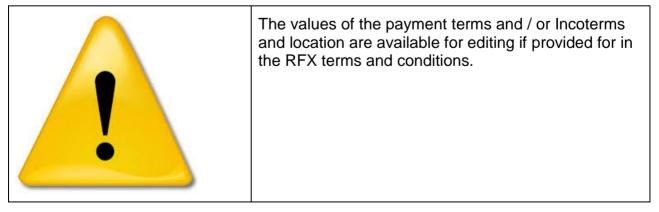
Figure 35 — Selecting the terms of payment

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

RFx Response Number 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 Total Value RFx Response Version Number Active Version RFx Version Number 2								
RFx Information Items Summary Tracking								
Basic Data Requirements Notes								
Event Parameters	Search: Terms of Payment							
Currency: Russian Ruble	Search Criteria 1		Personal Value List Hide Search Criter					
Terms of Payment: K069								
	Own explanation	is 🗸		00				
Reference to contract form: On the official web-site	Terms of Payment ~	is 🗸		00				
	Logical System V	is v	MEDCLNT110	00				
			Maximum Number of Results: 500					
<ul> <li>Partners and Delivery Information</li> </ul>	2 Search Clear Entries Reset to Default	1						
Details Send E-Mail Call Clear	2 Courter Close Chines Reset to Delabit	1						
Function				F	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.





# 5.2.1.2 "RFX information" tab, "Requirements" section

# The "Requirements" tab (

Create RFx Response		
Submit Read Only Print Preview Chose 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 RFx Response Version Number Active Version RFx Version		naining Time 10 Days 14:32:45 RFx Owner PIAPPLUSER
RFx Information Items Summary Tracking		
Basic Data Requirements Notes		
Event Parameters		
Currency: Russian Ruble	Terms of delivery:	DAP 🗇 g
Terms of Payment: K069	Status and Statistics	
	Created On:	29.07.2020 09:25:47 RUS03
Reference to contract form: On the official web-site	Created By:	Ольга Шабалина
	Last Processed On:	29.07.2020 09:25:47 RUS03
	Last Processed By:	Ольга Шабалина
<ul> <li>Partners and Delivery Information</li> </ul>		

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 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         00:000 RUS03         Rev           RFx Response Version Number         Active Version         RFx Version Number         2	maining Time 10 Days 14:32:45 RFx Owner PIAPPLUSER
RFx Information Items Summary Tracking	
Basic Data Requirements Notes	
Event Parameters Terms of delivery: Currency: Russian Ruble	DAP 🗇 g
Terms of Payment: K069 🗗 Status and Statistics	
Created On:	29.07.2020 09:25:47 RUS03
Reference to contract form: On the official web-site 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.

Create RFx Response								
Submit Read Only Print Preview Check Close Save Documents Export Import System Informati	n							
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								
Requirement	Reply	Comment						
	Reply     Ves No	Comment						

#### Figure 38 — Requirement response options

RFx	Information	Items	Summary	Tracking		
Basic Data	Requirements	Notes				
Requirement	t				Reply	
уполномочен	ть на лицо, заверивц нным лицом контраг bity certificate in pe	ента с указа	нием даты заве	рагента на основании доверенности (оригинал, нотариально заверенная копия или копия, заверенная зрения).	O Yes	<ul> <li>No</li> </ul>
14.Условия с	ответственности за	нарушение с	обязательств, п	рименимое право и подсудность.	7758758	75875
	писки из ЕГРЮЛ / ЕГ bity certificate in pe			аты"	• Yes	No No
	идетельства о госуда bity certificate in pe			логоплательщика в разделе "Сертификаты"	O Yes	• No

#### 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				
Certificate	Valid To	Expires In	Status	Actio
Quality Certificate     Production guality	31.12.9999	Permanently Valid	Pending Approval	3
Ecology Management	31.12.9999	Currently Not Requested	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.

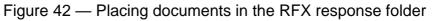
RFx Response Number 3000001995       RFx Number       20000248/1       Status       Saved       Submission Deadline       09.08.2020 00:00:00 RUS03       Remaining Time       10 Days 13:47:46       R         RFx Response Version Number       Active Version       Tracking <th>Display RFx Response: <u> P Edit</u> <u> Print Preview</u> <u> Close</u> <u> Documents</u> <u> Export</u> System Information</th> <th></th>	Display RFx Response: <u> P Edit</u> <u> Print Preview</u> <u> Close</u> <u> Documents</u> <u> Export</u> System Information	
Basic Data     Requirements     Notes       Event Parameters     Service and Delivery:       Currency:     Russian Ruble       Terms of Payment:     K069       Reference to contract form:     On the official web-site       On the official web-site     On the official web-site		ng Time 10 Days 13:47:46 R
Event Parameters     Service and Delivery:       Currency:     Russian Ruble       Terms of Payment:     K069       Reference to contract form:     On the official web-site       On the official web-site     On the official web-site	RFx Information Items Summary Tracking	
Currency:     Russian Rubble     Terms of delivery:     DAP     g       Terms of Payment     K069     Status and Statistics     Created On:     29.07.2020 09:25:47 RUS03       Reference to contract form:     On the official web-site     On the official web-site     On the official web-site     On the official web-site       Reference to contract form:     On the official web-site     On the official web-site     On the official web-site     On the official web-site	Basic Data Requirements Notes	
Terms of Payment     Ko69     Status and Statistics       Reference to contract form:     On the official web-site     Created On:     29.07.2020 09:25:47 RUS03       Created BB:     On-tra Шабалинна       Last Processed On:     29.07.2020 10:12:11 RUS03	Event Parameters Service and Delivery	
Status and Statistics         Created On:       29.07.2020 09:25:47 RUS03         On the official web-site       Created B:       On-ar Шабалина         Last Processed On:       29.07.2020 10:12:11 RUS03       29.07.2020 10:12:11 RUS03	Currency: Russian Ruble Terms of delivery:	DAP g
Reference to contract form: On the official web-site Created By: Ольга Шабалина Last Processed On: 29.07.2020 10:12:11 RUS03		
Christeline         Опьта Шабалина           Last Processed On:         29.07.2020 10:12:11 RUS03		29.07.2020 09:25:47 RUS03
		Ольга Шабалина
Last Processed By: Ольга Шабалина	Last Processed On:	29.07.2020 10:12:11 RUS03
	Last Processed By:	Ольга Шабалина
Partners and Delivery Information		

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).

• Обновить			
Папка	Количество документов		
Конкурс 2000044020	18		
🛅 Закупочная документация (доступно поставщикам)	1		
<ul> <li>Предложения поставщиков</li> </ul>	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	
окументы			





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.

Палка      Конкурс 200044020      Заулочная документация (доступно постае      Предложение 3000002224 ООО ТОТАЛ      Комкерческое предложение	
Паралонная документация (доступно постая     Наименование:     Предложение зосного2224 ООО ТОТАЯ     Описание:	
Техническое предложние  Квалификационные документы  Файл  Файл  Сосоран версия:   Срок действия:  Срок действия:  Сосоран версия:  Сосоран сосорание  С	

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.

🤗 Выбор выкладываемого файла	×	]	- 0 ×
← → ∨ ↑ □ > Этот компьютер > Desktop > ∨	🖞 Поиск: Desktop 🔎		命 ☆ 懲 🥴
Упорядочить 👻 Создать папку	III • 🔳 🔞		<u>^</u>
Има Има Нова палка Desktop Desktop Documents Documents Documents Documents Documents KACVA Downloads Pictures 2.07.Пользователь Актуаллация инте Coxpuest Synpanceure nevarative Coxpuest Synpanceure nevarative Synpanceure nevarative Synpanceure nevarative Synpanceure nevarative Synpanceure nevarative Synpanceure nevarative	Дата коменения         Тип           19.08.2019 11:24         Папка с файлами           15.08.2019 9:55         Папка с файлами           19.08.2019 14:38         Ярлак Интернета           19.08.2019 14:38         Арлаки Интернета           19.08.2019 11:32         Документ Миссов           24.04.2019 21:25         Документ Миссов           24.04.2019 21:25         Документ Миссов           19.08.2019 14:38         Ярлык Интернета           19.08.2019 14:38         Ярлык Интернета	/нивВр + 03)	
уК, №4, евгуст, 2015 Этот компьютер Сть < 2 Имя файла: Предложение постаещика	✓ Все файлы (*.*) ✓		
Новая в * Срок дей	3 Открыть Отмена орсия: ✓ ствия: 1	Обзор	
Activities			
Сбросить фильтр			
🖺 Наименование Файл Описание Изменил Изменено			~

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).

Предложение 3000002224. Дон	сументация	
Пользователь SUPPLIER04 ФИО ВУАЗЕН ФАБЬЕ	Н БРЮНО Часовой	і пояс RUS03 (Россия, Москва (УнивВр + 03)
• Обновить		
Папка	-	
<ul> <li>Тонкурс 2000044020</li> </ul>	Создание до	кумента
🛅 Закупочная документация (доступно постав	Наименование:	Предложение
<ul> <li>Предложения поставщиков</li> </ul>	Описание:	Предложение поставщика
- Предложение 3000002224 ООО "ТОТАЛ		
Коммерческое предложение		
<b>Техническое предложение</b>		
• 🖿 Квалификационные документы	Файл:	\\npr.nomick.ru\hv\$\rfexternal\LangovayaEV.NPR\Desktop\ri
	Новая версия:	
	* Срок действия:	
		Создать документ Отмена
Документы		
Сброс	ить фильтр	
🛅 Наименование Файл Описание Изменил	Изменено	

# 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).

a	C				_	_				
🖿 Конкурс 2000044020	Создание до	суме	HI	1						
Закупочная документация (доступно по	став Наименование:	Пред	длож	ение	,					
Предложения поставщиков	Описание: 2	«	<	А	вгус	т 201	19	>	»	
		L	Пн	Вт	Ср	Чт	Πτ	Cõ	Bc	
<ul> <li>Предложение 3000002224 ООО "ТО"</li> </ul>	AJI	31	29	30	31	1	2	3	4	
🛅 Коммерческое предложение		32	0	6	7	8		10		
Техническое предложение		33		13						
Квалификационные документы				20						
	Файл:	35		27						
	Новая версия:	36	2	3	4	5	6	7	8	
	* Срок действия:				1	1				-
										Создать документ Отмена

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).



Обновить Проверить							
Папка	-						
👻 🛅 Конкурс 2000044020	Создание до	жумента					
🛅 Закупочная документация (доступно постав	Наименование:	Предложение					
<ul> <li>Предложения поставщиков</li> </ul>	Описание:	Предложение поставщика					
- Предложение 3000002224 ООО "ТОТАЛ							
Коммерческое предложение							
Техническое предложение							
• 🛅 Квалификационные документы	Файл	Nnpr.nornick.ru\hv\$lrfexternallLangovayaEV.NPR\Desktop\∏ Oбзор					
	Новая версия						
	* Срок действия						
		1Создать документ Отмена2					
Документы							

Figure 47 — Uploading a document to the system

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

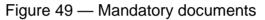
🔀 Документ "Предложение" создан.		
Предложение 3000002224. Документ	ация	
Пользователь SUPPLIER04 ФИО ВУАЗЕН ФАБЬЕН БРЮНО	Часовой пояс RUS03 (Рос	ссия, Москва (Уние
😔 Обновить 🖌 Проверить		
Папка	Количество документов	
<ul> <li>Конкурс 2000044020</li> </ul>	19	
🛅 Закупочная документация (доступно поставщикам)	1	
<ul> <li>Предложения поставщиков</li> </ul>	18	
Предложение 3000002224 ООО "ТОТАЛ ВОСТОК"	18	
<b>Коммерческое предложение</b>	1	Вложить файл
Техническое предложение	0	Вложить файл
Квалификационные документы	17	Вложить файл

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.



3a • • • •	Іредложені	докуме ія поста		ступно поставщикам)	5		
• 🖻 n	Іредложені	я поста		ступно поставщикам)	1		
•			вщиков				
	Предлож				4		
		ение 30	00002224	ООО "ТОТАЛ ВОСТОК"	2		
	🛅 Комме	оческое	предложе	ние	1	Вложить файл	
	🛅 Технич	еское п	редложені	1e	0	Вложить файл	
•	🛅 Квалис	оикацио	нные доку	менты	1	Вложить файл	



To upload the file, click on the <Select> ((1) Figure 50) button in the opened window and select the filed 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).

	• Обновить									
	€+ Ооновить									
lar	тка				Количество до	сументов				
	🛅 Конкурс 2000	044020			5					
	🛅 Закупочная	а докуме	ентация (дост	гупно поставщикам	) 1					
	Предложен	ния пост	авщиков		4					
	👻 🛅 Предлож	кение 30	000002224 00	ОО "ТОТАЛ ВОС					_	
	П Комм	ерческо	е предложени	ие	Загрузка файл	a				
	🛅 Техни	ческое і	предложение		* Файл:			1063op		
	🕨 🛅 Квали	фикаци	онные докум	енты	2 Новая версия: 🔽					
								3 Загрузить 4 Отме	на	
								<u> </u>		
к	ументы									
		<b>-</b>				"ТОТАЛ ВОСТОК" / Квалифика				
The second		предно	жения постав	зщиков / Предложе	HUE 3000002224 000	тотильсток / квалифика	ционные до			
	Вложить файл							Сбросить фильтр		
	Наименование	Файл	Описание		Образец документа	Обязательно для поставщика	Изменил	Изменено		
	Форма заявки			Вложить файл	Скачать образец	$\checkmark$		00:00:00 0000:00:00		

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 (F	оссия, Москва (Ун	ивВр + 03)			
• Обновить						
Папка	Количество документо	в				
Конкурс 2000044020	2					
🛅 Закупочная документация (доступно поставщикам)	1					
<ul> <li>Предложения поставщиков</li> </ul>	1					
Предложение 3000002224 ООО "ТОТАЛ ВОСТОК"	1					
Коммерческое предложение	1	Вложить файл				
Техническое предложение	0	Вложить файл				
Квалификационные документы	0	Вложить файл				
окументы						
онкурс 2000044020 / Предложения поставщиков / Предложение	3000002224 OOO "TOTAJ	1 ВОСТОК" / Комме	ерческое предложение			
🗋 Вложить файл 👔 Удалить						Сбросить фильтр
🛅 Наименование Файл Описа	ние Об	разец документа	Обязательно для поставщика	Изменил	Изменено	Срок действия
Предложение Предложение поставщика.docx	Вложить файл			832SAI90127S	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 (Рос	ссия, Москва (Уни	3Bp + 03)	
• Обновить				
Папка	Количество документов			
▼ ■ Конкурс 2000044020	2			
🛅 Закупочная документация (доступно поставщикам)	1			
<ul> <li>Предложения поставщиков</li> </ul>	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 3	3000002224 ООО "ТОТАЛ Е	ЗОСТОК" / Коммер	ческое 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.



• Обновить							
Папка	Количество докумен	тов					
<ul> <li>Конкурс 2000044020</li> </ul>	3						
🥅 Закупочная документация (доступно поставщика	м) 1						
<ul> <li>Предложения поставщиков</li> </ul>	2						
🔹 🛅 Предложение 3000002224 ООО "ТОТАЛ ВОСТ	ТОК" 2						
Коммерческое предложение	2	Вложить	файл				
Техническое предложение	0	Вложить	файл				
Квалификационные документы	0	Вложить	файл				
Документы							
Конкурс 2000044020 / Предложения поставщиков / Предлож	кение 3000002224 ООО "ТОТ	АЛ ВОСТОК" / К	оммерческое предлож	кение			
📄 Вложить фай. 🔰 🍿 Удалить						(	Сбросить фильтр
🖺 Наименование Файл 0	Описание		Образец документа	Обязательно для поставщика	Изменил	Изменено	Срок действия
Предложение Предложение поставщика.docx		Вложить файл			832SAI90127S	19.08.2019 15:57:27	31.08.2019
Продрежение 1 Продрежение досторника фор		Daamaa daaba			9226 A1001276	20.09.2010.09-20-04	29.09.2010

Figure 53 — Removing a document

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

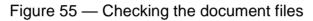
Обновить						^
Папка	Количество документо	ов				
Конкурс 2000044020	3					
🛅 Закупочная документация (доступно поставщикам)	1					
<ul> <li>Предложения поставщиков</li> </ul>	2					
Предложение 3000002224 ООО "ТОТАЛ ВОСТОК"	2					
Коммерческое предложение	2	Вложить файл	_			
Техническое предложение	0 Уда	аление документов	×			
Квалификационные документы	0 Вы, уда	деленные документы (1) будут алены. Продолжить?				
Документы Конкурс 2000044020 / Предложения поставщиков / Предложение	3000002224 000 "TOTA	1 ОК 2 Отмен Л ВОСТОК" / Коммерческое предлож	_			
Вложить файл 前 Удалить					(	Сбросить фильтр
🖺 Наименование Файл Описа	ание	Образец документа	Обязательно для поставщика	Изменил	Изменено	Срок действия
Предложение Предложение поставщика.docx	B	ложить файл		832SAI90I27S	19.08.2019 15:57:27	31.08.2019
Предложение 1 Предложение поставщика.docx Предл	ложение поставщика В	ложить файл		832SAI90127S	20.08.2019 08:29:04	28.08.2019

Figure 54 — Confirming the removal of the document

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



Предложение 3000002224. Документ	ация	
Пользователь SUPPLIER04 ФИО ВУАЗЕН ФАБЬЕН БРЮНО	Часовой пояс RUS03 (Ро	ссия, Москва (Унив
😌 Обновить 🖌 Проверить		
Папка	Количество документов	
▼ ┣┓ Конкурс 2000044020	21	
🛅 Закупочная документация (доступно поставщикам)	1	
<ul> <li>Предложения поставщиков</li> </ul>	20	
Предложение 3000002224 ООО "ТОТАЛ ВОСТОК"	18	
Коммерческое предложение	1	Вложить файл
Техническое предложение	0	Вложить файл
Квалификационные документы	17	Вложить файл
-		
Документы		
Сбросить фильтр		
П Наименование Файл Описание Изменил Изменено		



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

Приложите квалификационные документы в личном кабинете	к сертификату Бухгал. бал	анс и отчет о фин	результатах за финан
Тредложение 3000002224. Документ	ация		
ользователь SUPPLIER04 ФИО ВУАЗЕН ФАБЬЕН БРЮНО	Часовой пояс RUS03 (Ро	ссия, Москва (Уни	3Bp + 03)
🕂 Обновить 🖌 Проверить			
апка	Количество документов		
🛅 Конкурс 2000044020	21		
🛅 Закупочная документация (доступно поставщикам)	1		
<ul> <li>Предложения поставщиков</li> </ul>	20		
Предложение 3000002224 ООО "ТОТАЛ ВОСТОК"	18		
Коммерческое предложение	1	Вложить файл	
Техническое предложение	0	Вложить файл	
Квалификационные документы	17	Вложить файл	
окументы			
Сбросить фильтр			
о Наименование Файл Описание Изменил Изменено			
Паименование Фаил ОЛИСАНИЕ ИЗМЕНИЛ ИЗМЕНЕНО			1100

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.



• Обновить								
Папка	Количество документов							
<ul> <li>Конкурс 2000044020</li> </ul>	2							
🛅 Закупочная документация (доступно поставщикам)	1							
<ul> <li>Предложения поставщиков</li> </ul>	1							
<ul> <li>Предложение 3000002224 ООО "ТОТАЛ ВОСТОК</li> </ul>	. 1							
Коммерческое предложение	1	Вложить ф	файл					
Техническое предложение	0	Вложить ф	файл					
• 🖿 Квалификационные документы	0	Вложить ф	файл					
окументы								
онкурс 2000044020 / Предложения поста Изменить Удалить		/ Ко	оммер	ческое предложение				
Вложить файл 💼 Удалить 2Версии документа						(	Сбросить фильтр	
Наименование Файл	8	Me	нта (	Обязательно для поставщика	Изменил	Изменено	Срок действия	
1 Предложение Предложение пос Больше справки по					832SAI90127S	19.08.2019 15:57:27	31.08.2019	
Удалить историю в	вода для пользователя RFCCF	FUSER						

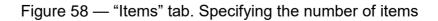
Figure 57 — Drop-down list of document actions

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).

t RFx Resp it Read Only		eck Close Save Delete	Documer	nts Export Import	System Informa	tion				
Response Number	r 3000001995 RFx ersion Number Active V		ntus Saved ber 2	Submission Deadlin	ne 09.08.2020	00:00:00 RUS03 Ren	naining Time 10 Days 13:40:11	RFx Owner PIAPPLUSER	Total Value 33.	000,00 RUB
RFx Information		mmary Tracking								
em Overview	1	initially fracking								
2										
Line Number	Copy Paste D Description	Delete Calculate Value C	Coefficient:	0,0000 Calculate	Product ID	Product Category	Product Category Description	Required Quantity	3 Filter Expand All Submitted Quantity	Price P
<b>€</b> 0001 ₪	Диск олимпийский	330,00		Material	0000000			100		00





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 Pr	review Check Close Save Delete	uments Export Im	port System Information	
RFx Response Number 300000 RFx Response Version Nur		aved Submission 2	Deadline 09.08.2020 00:00:00 RUS03	Remaining Time 10 Days 13:40:
RFx Information Ite	Summary Tracking			
Details for Item 0001				
Item Data Questions	Notes and Attachments			
Identification		Currenc	: Russian Ruble	
	0001	Required Quantit	/: 100 PC Piece	
	Material functional Material	1 Submitted Quantit	/: 100 PC Pie	се
	2003090101	2 Price	e: 330,00 RUB Per:	1 PC
	527351	Deline Del		
	Циск олимпийский	Delivery Date	a: 29.12.2019 00:00:00	
Item Variant Description: 0	Original Item	Status and Statis	tics	
Further Properties				
Supplier Product Number:				

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 Resp	onse:						
Submit Read Only	Print Preview Che	ck Close Save Delete	Documen	ts Export Import	System Informa	tion	
RFx Response Number RFx Response Ve	3000001995 RFx rsion Number Active V		tus Saved er 2	Submission Deadlin	ne 09.08.2020	00:00:00 RUS03 Rer	naining Time 10 Days 13:40:11 I
RFx Information	Items Sur	nmary Tracking					
✓ Item Overview							
3 Details Add New	Copy Paste D	elete Calculate Value C	oefficient:	0,0000 Calculate			
Line Number	Description	Price	Variant	Item Type	Product ID	Product Category	Product Category Description
2 🗟 0001 🗈 1	иск 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.



<b>Display RFx Respo</b>	nse:					
Edit     Print Preview	Close Documents	xport System Information				
3						
RFx Response Number 300000 RFx Response Version Nu			adline 09.08.2020 00:0	00:00 RUS03 F	Remaining Time	10 Days 12:48:46
RFx Information	ems Summary Tracking					
🔳 🕨 Details for Item 0001	Диск олимпийский					
Item Data Questions	Notes and Attachments 4					
Identification		Currency:	Russian Ruble			
÷	0001	Required Quantity:	100	PC Piece		
,	Material functional	2 Submitted Quantity:	100	PC Piece		
	Material	Price:	330.00	RUB Per:	1 PC	
Product Category:	2003090101					
Product ID:	527351	Delivery Date:	29.12.2019 00:00:	00		
Description:	Диск олимпийский					
Item Variant Description:	Original Item	Status and Statistics	•			
Further Properties						
1 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		ort System Information					
RFx Response Number 30000							
RFx Response Version N			aume 05.00.2020 00.0	10.00 K030	5 Remaining Time	10 Days 12:48:46	
RFx Information	ems Summary Tracking						
Details for Item 000	Details for Item 0001 Диск олимпийский						
Item Data Questions	Notes and Attachments						
Identification		Currency:	Russian Ruble				
* Configurable Item Number:	0001	Required Quantity:	100	PC Piece			
Control Key:	Material functional	Submitted Quantity:	100	PC	Piece		
Item Type:	Material	Price:		RUB Per:	1 PC		
Product Category:	2003090101	FIICO.	550,00	KUD Fel.	I FG		
Product ID:	527351	Delivery Date:	29.12.2019 00:00:	00			
Description:	Диск олимпийский						
Item Variant Description:	Original Item	Status and Statistic	5				
Further Properties							
Supplier Product Number:							

Figure 62 — Navigating the items

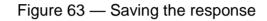
#### **5.2.1.5** "Summary" tab

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	elete 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 12:30:11 RFx Owner PIAPPLUSER 1 RFx Response Version Number Active Version RFx Version Number 2							
RFx Information Items Summary Tracking							
Basic Data Requirements Notes	Basic Data Requirements Notes						
Event Parameters Currency: Russian Ruble	Terms of deliver	DAP [] g					
Terms of Payment: K069	Status and Statis	ics					
	Created Or	: 29.07.2020 09:25:47 RUS03					
Reference to contract form: On the official web-site	Created B	Ольга Шабалина					
	Last Processed Or	: 29.07.2020 10:12:11 RUS03					
	Last Processed B	: Ольга Шабалина					



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

eRF	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 Collenia Maintenance						
		eate Response	ponse Print Preview	Refresh Export		2	
5	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 Respon	se:					
Submit Read Only Pri	int Preview	Delete Documents	Export Import System Information			
RFx Response Number 300 RFx Response Version	00001995 RFx Number 20000248/1 n Number Active Version RFx Version	Status Saved Number 2	Submission Deadline 09.08.2020 00:00:00 Rt	JS03 Remai	ining Time 10 Days 11:53:17	RFx Owner PIAPPLUSER
RFx Informatio	n Items Summary Tracking					
Basic Data Requiremen	nts Notes					
Event Parameters						
Event Parameters Currency:	Russian Ruble		Te	erms of delivery:	DAP 🗇 g	
Terms of Payment:	К069		Stat	us and Statistics	8	
				Created On:	29.07.2020 09:25:47 RUS03	
Reference to contract form:	On the official web-site			Created By:	Ольга Шабалина	
			Las	Processed On:	29.07.2020 10:12:11 RUS03	
			Las	t 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 RFx Response Version Number Active Version RFx Version Number	Saved Submiss 2	sion Deadline 09.08.2020 00:00:00 RUS03 Remaining Time 10 Days 11:53:17 RFx Owner PIAPPLUSER Total Value
RFx Information Items Summary Tracking		
Basic Data Requirements Notes		
Event Parameters Currency: Russian Ruble		Terms of delivery: DAP] g
Terms of Payment: K069		To send the offer 29.07 2020 09:25:47 RUS03
Reference to contract form: On the official web-site		To ensure that the quotation is submitted correctly, check for the document
		attachments required by the procurement 29.07.2020 10:12:11 RUS03 procedure. Documents must be attached to
		the Documents and Applications section. If you do not have the necessary documents
✓ Partners and Delivery Information		in the annexes to your proposal, or if you are not attached in the specified format,
Details Send E-Mail Call Clear		you may be denied further participation in this procurement procedure.
Function	Number	Phone Number
Goods Recipient		OK Cancel
Ship-To Address		ГО Москва
Location		ГО Москва

Figure 66 — Submitting the response

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

eRF	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						
Viev	v: Стандартный ракурс 👻 🛛 Сг	eate Response Display Event Display Resp	oonse   Print Preview	Refresh Export		<u></u>	
Ē	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 RFx Response Version Number 1 RFx Version Number		aining Time 10 Days 11:46:25 RFx Owner PIAPPLUSER
RFx Information Items Summary Tracking		
Basic Data Requirements Notes		
Event Parameters	Service and Delivery	1
Currency: Russian Ruble	Terms of delivery:	DAP g
Terms of Payment: K069 3		
	Status and Statistics	3
	Created On:	29.07.2020 09:25:47 RUS03
Reference to contract form: On the official web-site	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).

sic Data Requirem	ents Notes					
ent Parameters			Service and Delivery			
Currency			Terms of delivery:	DAP g		
Terms of Payment	K069 3		Status and Statistics			
			Created On:	29.07.2020 09:25:47 RUS03		
ference to contract form:	On the official web-site		Created By:	Ольга Шабалина		
			Last Processed On:	29.07.2020 12:11:11 RUS03		
			Last Processed By:	Ольга Шабалина		
Partners and Delivery Ir						
Details Send E-Mail	Call Clear					Filter Settin
Function		Number	Name		Phone Number	
Goods Recipient			Александр Полыгаев			
Ship-To Address			ГО Москва			
Location			ГО Москва			

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.

Edit RFx Response:	1 2				
Submit Read Only Print Preview Check Close Save Docum	nts Export Import Syst	tem Information			C
	us In Process Submissio 2	on Deadline 09.08.2020 00:00:00 RUS03 Re	emaining Time 10 Days 11:43:40 RFx 0	Owner PIAPPLUSER Total Value	33.000,00 RUB
RFx Information Items Summary Tracking					
Basic Data Requirements Notes					
Event Parameters Currency: Russian Ruble		Terms of delivery:	DAP 🗇 g		
Terms of Payment: K069		Status and Statistic:	s		
		Created On:	29.07.2020 12:16:20 RUS03		
Reference to contract form: On the official web-site		Created By:	Опьта Шабалина		
		Last Processed By:	Опьга Шабалина		
Partners and Delivery Information					
Details Send E-Mail Call Clear					Filter Settin
Function	Number	Name		Phone Number	
Goods Recipient		Александр Полыгаев			
Ship-To Address		ГО Москва			
Location		FO Mookaa			

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).

H														m –	-6 X
Файл	Фейл Главная Вставка Разметка страницы. Формулы. Двиные: Рецензирование: Вид. Разработчик: 🖓 Что вы хотите сделать? Кор												рий Павлович 🔒	Общий доступ	
v ▼															
	E	F	G	н	1	J	к	L	м	N	0	Р	Q	R	s
1	Description	Name of the equipment	Code of an object	GOST	Material Grade	Drawing number	Technical characteristics	Manufact urer	Delivery date	Unit	Quantity*	Price*	Price per unit	Total cost	Request I
2	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
3	Диск олимпийский								20191229	PC	100,000	330,00	1	33 000,00	
4														33 000,00	
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 RFx Response Version Number C1 RFx Version Numb		emaining Time 10 Days 11:43:40 RFx Owner PIAPPLUSER
RFx Information Items Summary Tracking		
Basic Data Requirements Notes		
Event Parameters Currency: Russian Ruble	Terms of delivery:	DAP [] g
Terms of Payment: K069	Status and Statistic	s
	Created On:	29.07.2020 12:16:20 RUS03
Reference to contract form: On the official web-site	Created By:	Ольга Шабалина
	Last Processed On:	29.07.2020 12:16:20 RUS03
	Last Processed By:	Ольга Шабалина
<ul> <li>Partners and Delivery Information</li> </ul>		

Figure 72 — "Import" button in the response interface

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

Выбе	рите файл для загруз 🔲 🗙
Файл:	Обзор
	ОК Отменить

Figure 73 — Selecting a file to import data to the response After that, the data in the response will be updated (Figure 74).



tesponse Number		Number 20000248/1 Stat	us In Proc			020 00:00:00 RUS03	Remaining Time 9 Days 15:16:24	RFx Owner PIAPPLUSE	R Total Value 33	.000,00 R
RFx Response Ve			2							
	A 30	mmary Tracking								
m Overview										
tails Add New "	Copy Paste D	Delete Calculate Value Ca	pefficient:	0,0000 Calculate					Filter Expand All Col	lapse All S
Line Number	Description	Price	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Price P
at 0001 🗗	Диск олимпийский	330,00		Material	0000000	2003090101		100	100	

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 Qu Auctions	alifications Employees Company Tas	ks							
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 ракурс 👻	Create Response Display Event Display Res	ponse Print Preview Refresh E	Export _			2			
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				0.
RFx Response Number         3000001995         RFx Number         20000248/1         Status         S           RFx Response Version Number         1         RFx Version Number         2	ubmitted Submission Deadline	09.08.2020 00:00:00 RUS03 Rema	aining Time 9 Days 15:13:31	RFx Owner PIAPPLUSER Total Valu	ae 33.000,00 RUB
RFx Information Items Summary Tracking					
Basic Data Requirements Notes					
Event Parameters		Service and Delivery			
Currency: Russian Ruble		Terms of delivery:	DAP g		
Terms of Payment: K069 3					
		Status and Statistics			
Reference to contract form: On the official web-site		Created On:	29.07.2020 09:25:47 RUS03		
Ch the official web-site		Created By:	Ольга Шабалина		
		Last Processed On:	29.07.2020 12:11:11 RUS03		
		Last Processed By:	Ольга Шабалина		
Details Send E-Mail Call Clear					Filter Settings
Function	Number	Name		Phone Number	
Goods Recipient		Александр Полыгаев			
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).

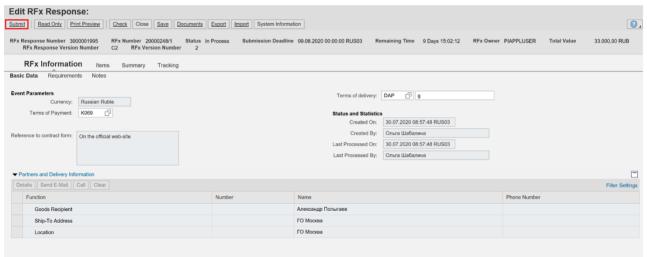


Figure 77 — <Submit> button

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).



Home	RFx and C Auctions	Qualifications	Employees	Company	Tasks				
eAu	eRFxs All (1) Publish uctions All (17) Publish rchase All (0) Publish	hed (17) Ende	d (133) Comple	ted (2)					
	k Criteria Maintenance	Create Resp	onse Displa	v Event Displa	v Response Pri	nt Preview Refresh	Export		
/iew: Ctar	дартный ракурс 👻	Create Respo		y Event Displa	y Response	nt Preview		Response Number	Response Status
/iew: Ctar	дартный ракурс 👻 🗌 Number	E	vent Type		y Response	nt Preview Refresh Ref	Export _ End time 00.00.00	Response Number 3000001995	Response Status Returned
/iew: Ctar	дартный ракурс 👻 🗌 Number	E	vent Type		y Response	End Date	End time		· ·

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						
eAu Multi-lot pu	eRExx All (1) Published (2) Ended (321) Completed (310) eAuctions All (1) Published (1) Ended (0) Ended (0) Completed (0) Auctions - Published										
Show Quick	Show Quick Criteria Maintenance										
View: [Stan	ndard View] 🗸 🗸	Display Eve	nt Display Bid	Live Auction	Print Preview Refr	esh Export				-	
Event	Number	Event D	Description		Event Type	Event Status	Start Date	End Date	Bid Number	Bid Status	
2 20000	248/2	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.

Name:         Auction         Requester:         PUAPPLUSER Start Date:         Auchor 30072001402         PUAPPLUSER Start Date:         Description:         0.002/00/04/00 IST End Date:         Description:         0.002/04/00 IST End Date:         Description:         0.002/04/00 IST End Date:         Description:         Description:         Durantity         Immer Manual         My Bid         Muthar         Best Bid         Next Vaid Bid         Bid Price           1         Junck anxwenkingung         100,000         Pace or 1         30,000         30,000         30,000         10
1 [Диск. опимпийский   100,00 [Рессе 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 Celculation History Details for Item 1-Диск опимпийский
Oparity         100.00         Start Price         3.000.00           Unit         Price  <
Price Unit 1         End Price         -           Decrement 200,00         Revision Level -         -           Currency RUB         Supplier Text         -

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.

Participation in RFXs and Submission of Responses to PJSC MMC NORILSK NICKEL — User Manual



Live Auction Cockpit           Name:         Auction           Namber:         20000248/2           Author         20000248/2           Currency:         RUB           Description:         -	nonymous bidding	Requester : Stant Date : End Date : Time Remain Status :	PIAPPLUSER 30.07.2020 09:40:00 IST 09:08:2020 00:00:00 IST g: 9 Days 14:14:42 Active		SAP ô
		d Value Best Bid Company Best Bid Next Valid B 1.000,00 330,00 330,00 130.			
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 Шаб		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.

Name:     Auction Start Date:     PRepuester:     PIAPPLUSER Start Date:     PIAPPLUSER 03.07.2020.04.00 IST End Date:       Commony:     Requester:     01.002 Pace     01.002 Pace     01.002 Pace       Item     Description:     Quantity     Unit     Mark My Bid     My Bid     My Bid     My Bid     My Bid     My Bid     Next Valid Bid       Item     Description:     Quantity     Unit     Next Price     Description:     9.094 51:11.43       Item     Description:     Quantity     Unit     Next Price     Description:     Active	0
1       Jack on munumuleural       100,00 [Place]       1       30,00       130,00       130,00       130,00       130,00       1         Z         Total Value of My Bids       13,000,00       Total Bid Value       13,000,00       Submit         Z         Calculation       History         Calculation       Bid Price       Bid Date	
Details     Calculation     History       Company     Bid Value     Bid Price	
Details         Calculation         History           Company         Bidder         Bid Price         Bid Date	
Company Bidder Bid Price Bid Date	
	_
ООО РЭЛИТ КОРОТКОЕ Олыга 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 Burshare Status Office 🕖 Ducking Tan Strong To Unders	_
invited blodels z Purchaser atatus chiline inter claimp Animessages	~
30.07.2020 06-46:39 IST [System]: Your bid for line item 1 has been successfully submitted	
Chat and System messages are displayed here	

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 Purchased 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				X34	And			SA
Name : Auction Number : 20000248/2 Rule Profile : Reverse auction with broken lot, fu Currency : RUB Description : -	ull quantity, anonymous bidding			Requester : Start Date : End Date : Time Remaining Status :	PIAPPLUSER 30.07.2020 09:40:00 IST 09.08.2020 00:00:00 IST : 9 Days 14:07:27 Active			
Item Description Quantity Unit P 1 Диск опимпийский 100,00 Рівсе	rice Unit   Start Price   Decrement   Ran 1   3.000,00   200,00   1			Bid Next Valid Bid	Bid Price			
Total Value of My Bids	13	8.000,00	Total Bid Value		1.000,00	Su	bmit	
Details Calculation Histor	у				1.000,00	Su	bmit	
Details Calculation Histor Company	y Bidder	Bid Price	Bid Date	2	1.000,00	Su	bmit	
Details         Calculation         Histor           Сотралу         ООО РЭЛИТ КОРОТКОЕ         Сотралу	у Bidder Ольга Шабалина	Bid Price 130,00	Bid Date 30.07.2020 09:46:39 IST	2	1.000,00	Su	bmit	
Details Calculation Histor Company	y Bidder	Bid Price 130,00	Bid Date	2	1.000,00	Su	bmit	
Details         Calculation         Histor           Сотралу         ООО РЭЛИТ КОРОТКОЕ         Сотралу	у Bidder Ольга Шабалина	Bid Price 130,00	Bid Date 30.07.2020 09:46:39 IST	2		Su Invited Bidders 2	Purchaser Status Offline	Display Time Stamp [All Messages

# 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 resubmit it.