Counterparty's Personal Account (CPA)

Irkutsk Oil Company

Counterparty's instructions for working with the section “Tenders”

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HOW DO I FIND A TENDER?

To work with the list of published tender procedures, two subsections are available to you: «My tenders» and «All tenders».



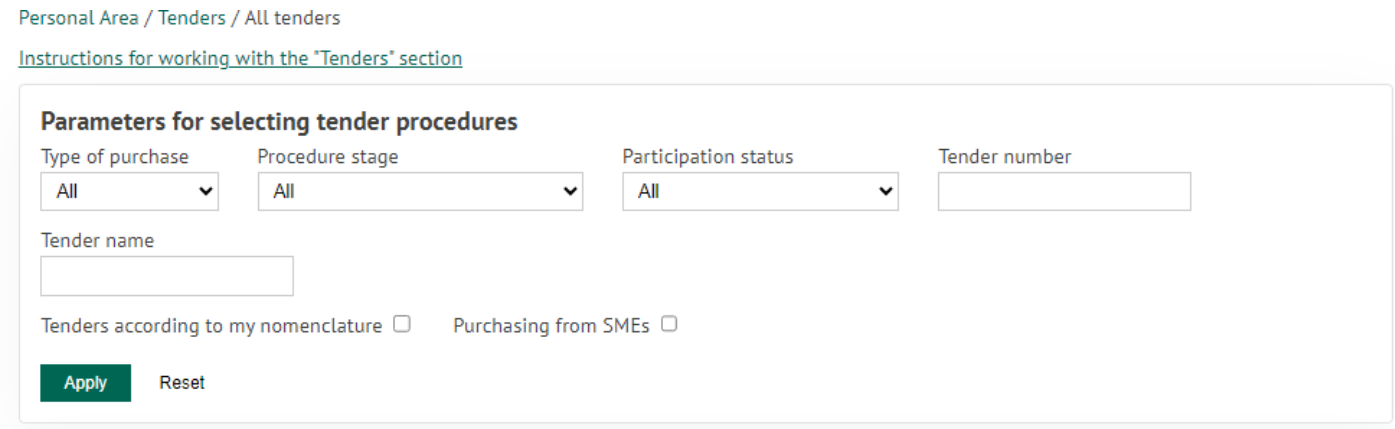
The "My Tenders" subsection displays all the procedures in which you have confirmed the possibility of participating or have already completed the submission of a Technical and Commercial Proposal (TCP).

The "All tenders" subsection displays all the procedures that are at the stage of "Collection of offers" and are available for participation.

To conveniently search for the procedure you need, you can use the available filters by type of purchase, stage of the procedure, tender number (please, use only numbers without “K”, “DS” etc.) or its name (filter by name is not available for English version).

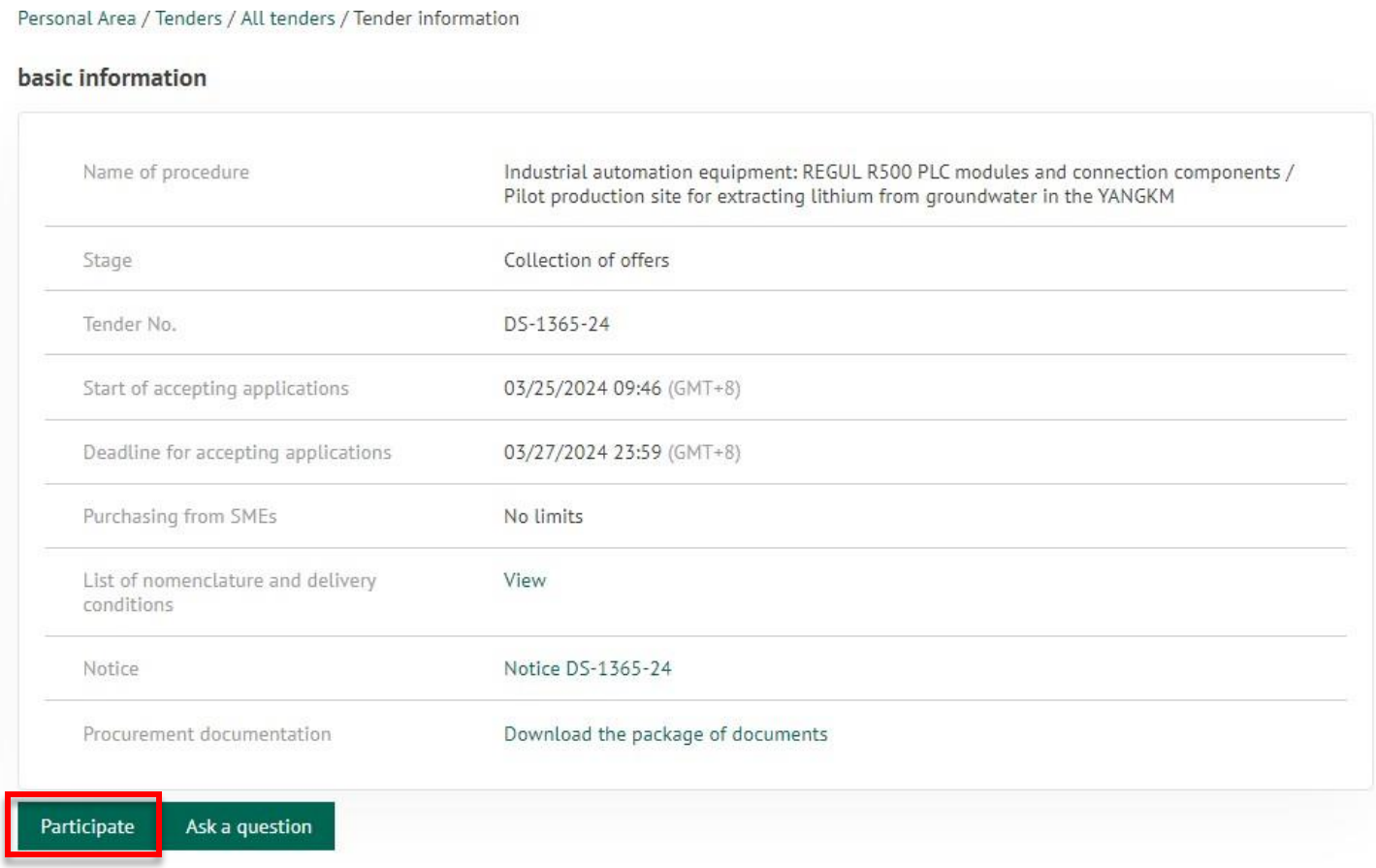
It is also possible to select competitive procedures only for the nomenclature that you specified in the "Nomenclature" bar by setting the "Tenders for my nomenclature" sign.

After selecting any of the selection parameters, click the "Apply" button.

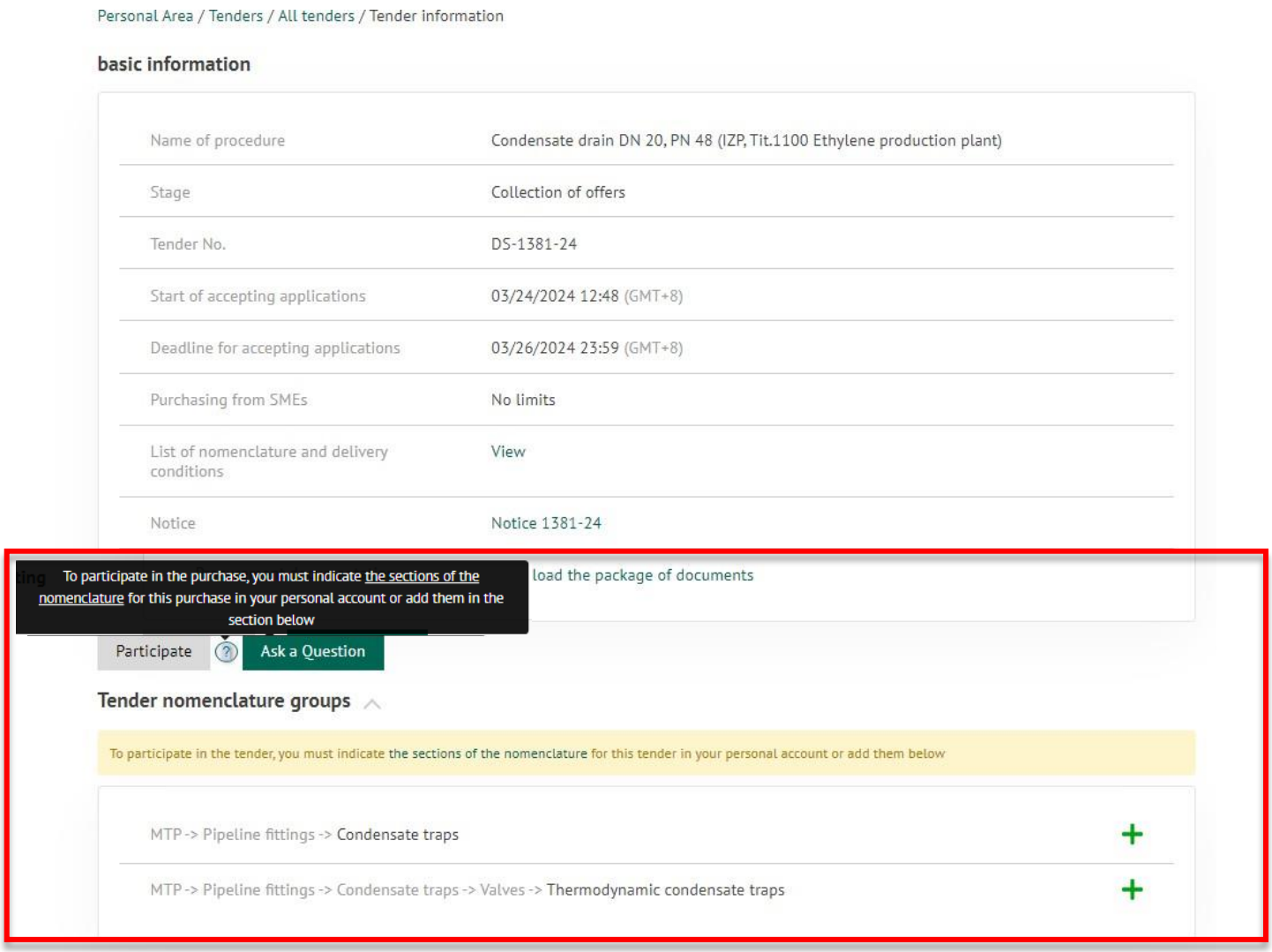


HOW DO I PARTICIPATE IN THE TENDER?

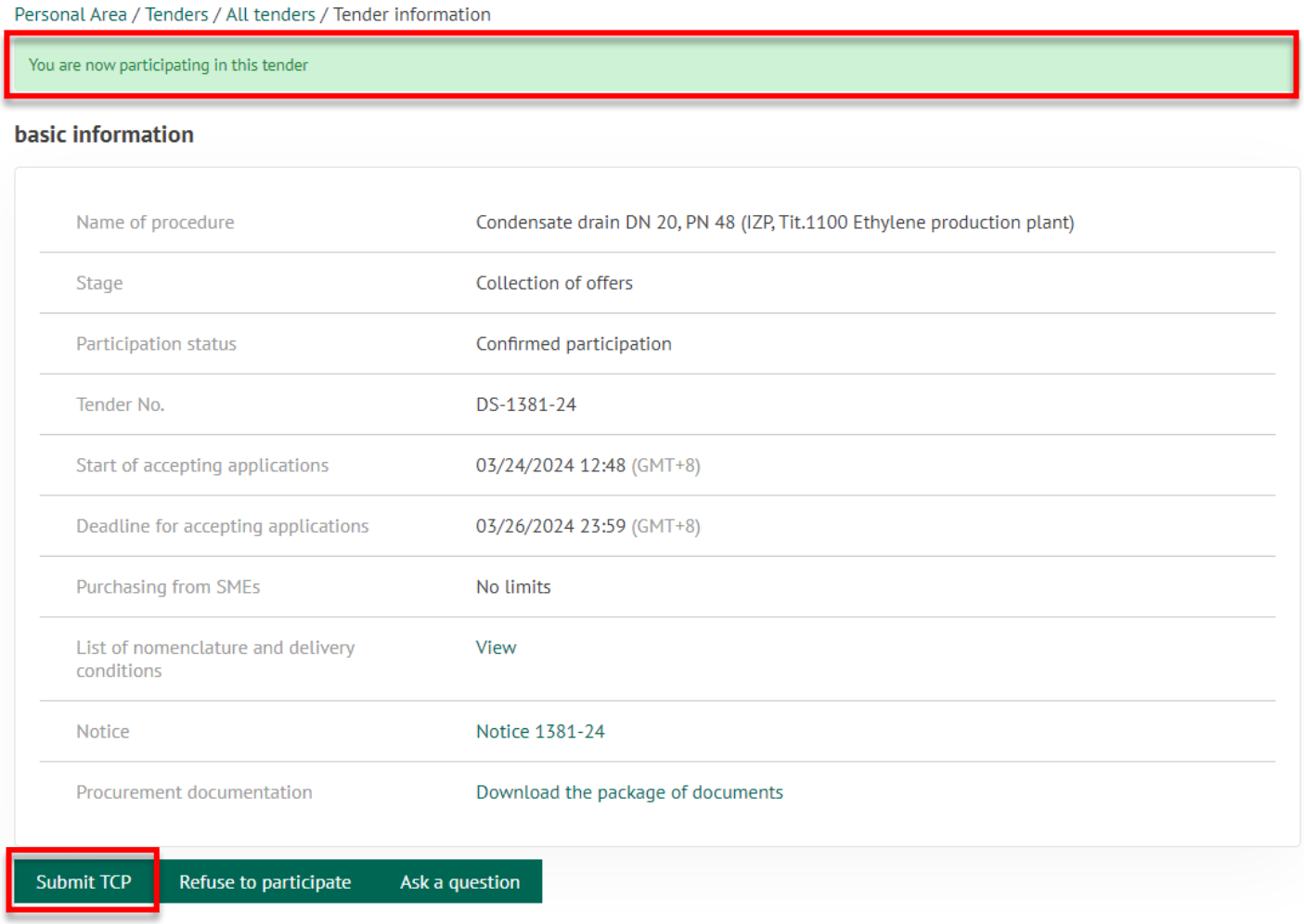
To participate, you need to log in to the selected tender and click on the "Participate" button.



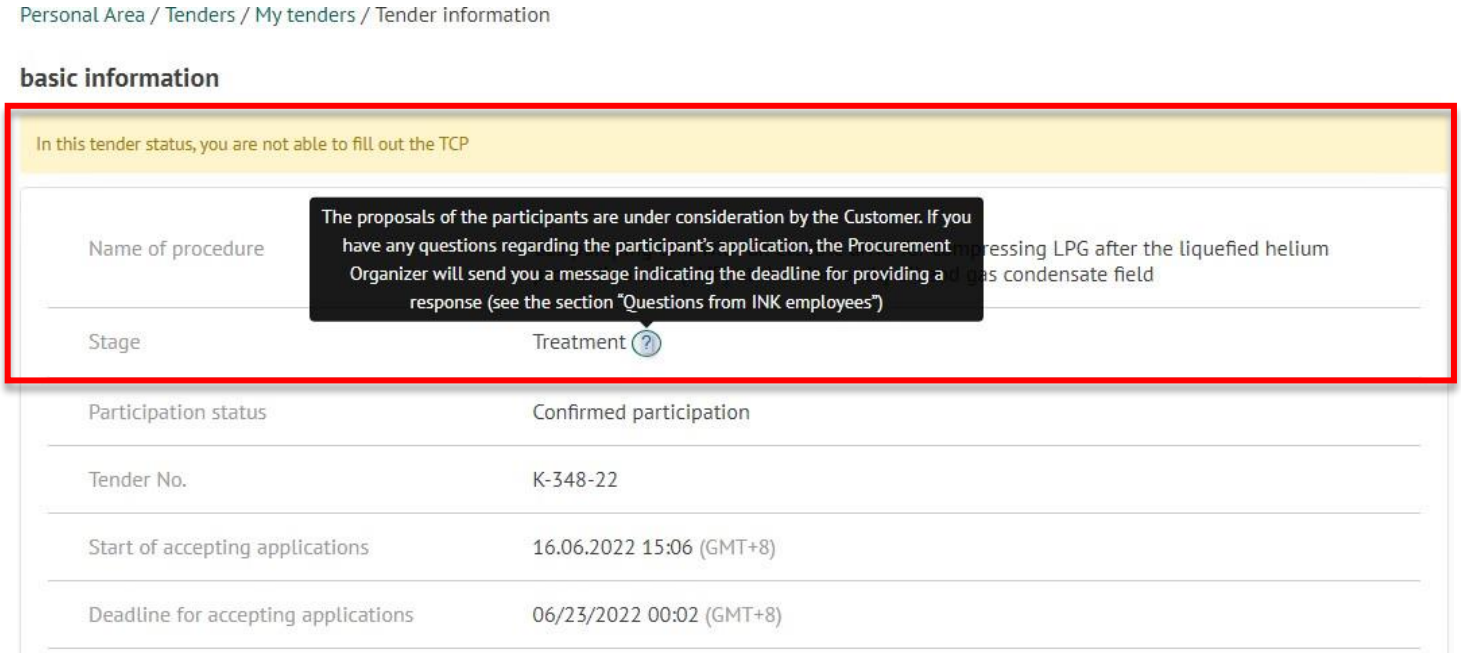
If the "Participate" button is blocked, you need to pay attention to the information message located below it. It notifies that in order to participate, it is necessary to add the nomenclature specified in this tender, in addition, a list of nomenclature is provided with the possibility to add it by clicking on the button + . After adding the item, the "Participate" button will become available.



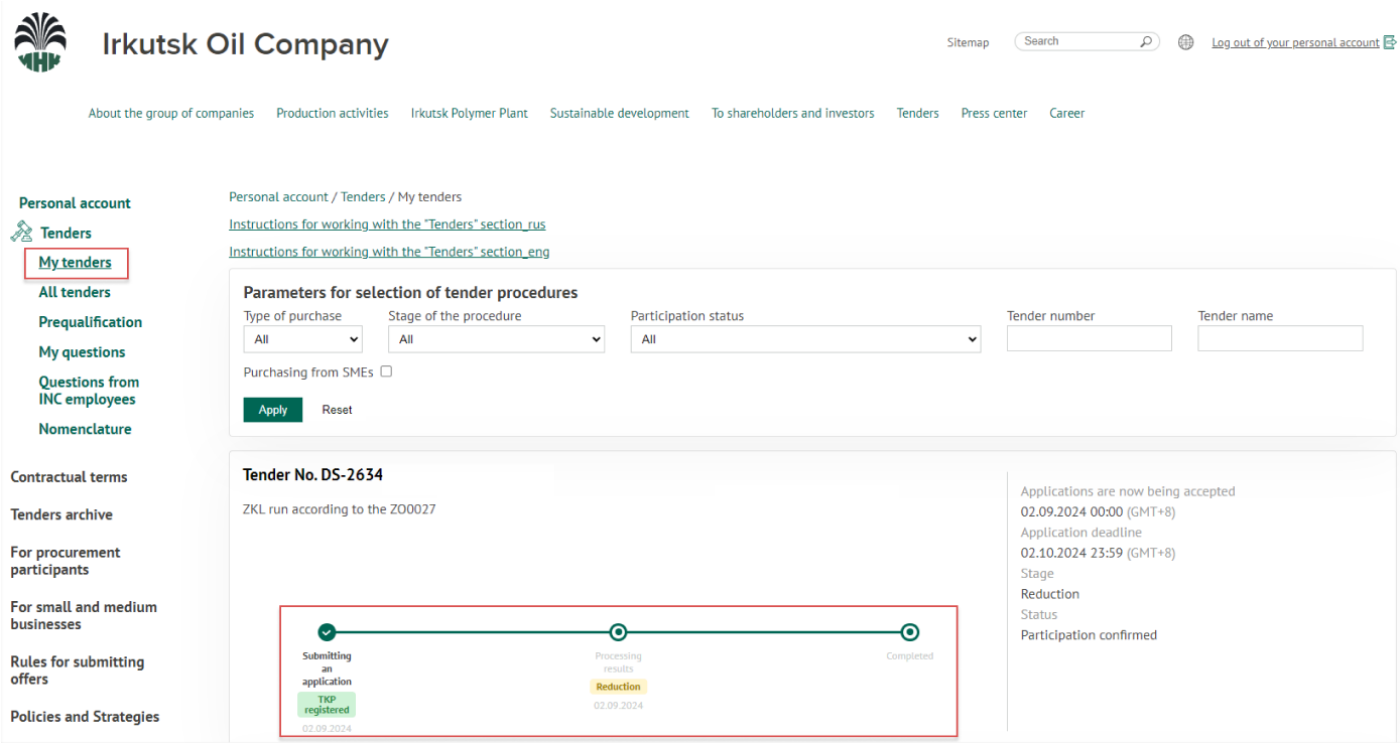
After you have clicked on the "Participate" button, an information message will appear confirming that you have confirmed participation in the procedure and a button will become available to continue working with the tender (the "Submit TCP" button)



Please note that it is not possible to fill out the TAP if the tender is at the "**Treatment**" stage, since at this moment all proposals submitted for participation are being processed. In such procedures, the corresponding information message is displayed.



A timeline display is provided for tenders in the "My Tenders" section. The timeline allows you to clearly track the stages of tenders in which you participate:



There are three stages of the timeline for a tender: "Submitting an application", "Processing results", "Completed".

For all stages except "Completed", there are several statuses that replace each other:

1. Stage "Submitting an application":

- the status "Participation confirmed" is assigned after clicking the "Participate" button in the tender,

- the status "TCP registered" is displayed after clicking the "Submit TCP" button in the tender.

2. Stage "Processing results":

- the status "Submitted for review" means that the TCP are being processed by the customer,

- the status "TCP returned for revision" indicates that the technical proposal needs revision by the participant,

- the status "Reduction" is displayed at the stage of conducting the reduction,

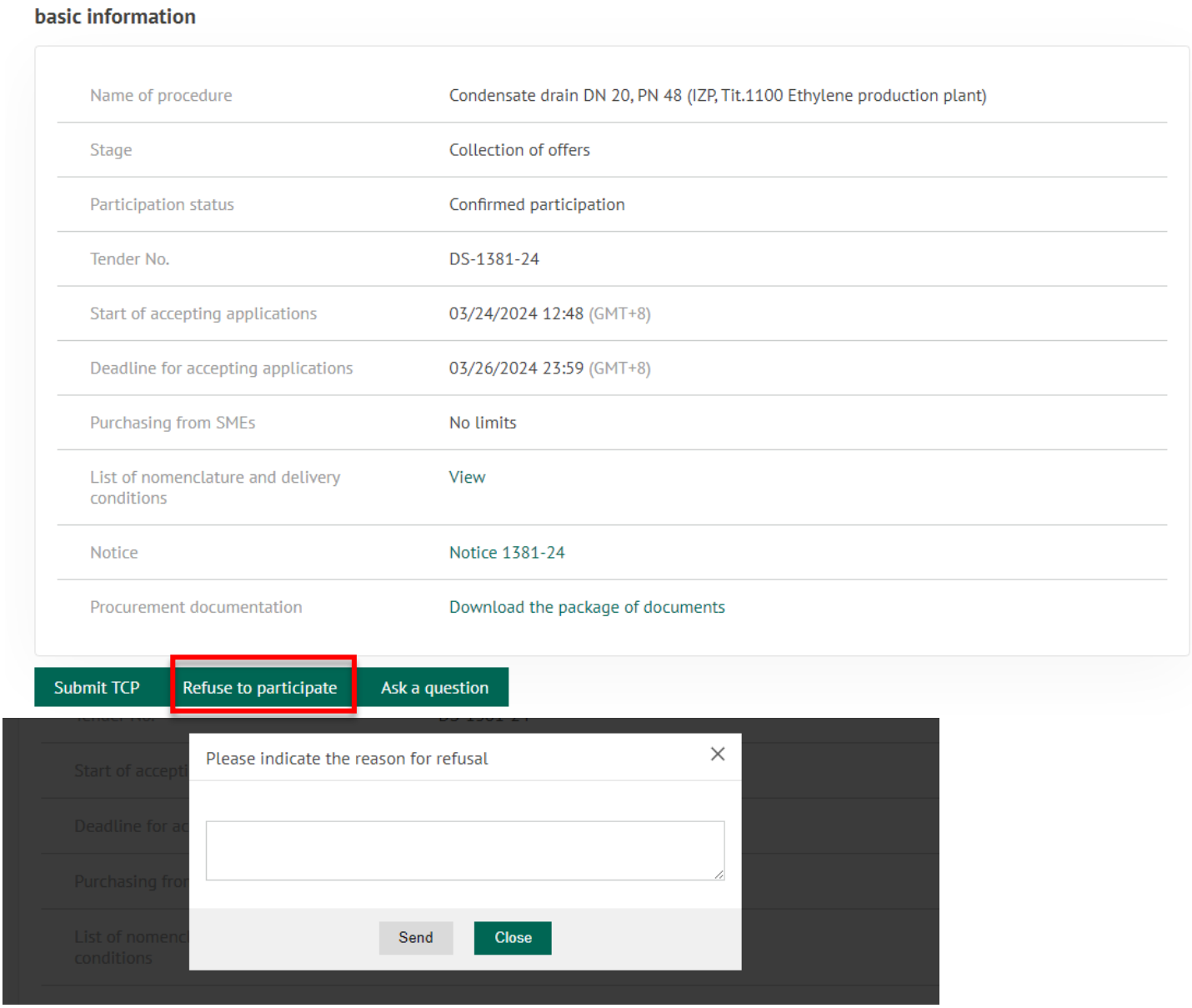
- the status "Completed" is assigned when the results processing is completed.

3. Stage "Completed":

- the status "You are the winner",

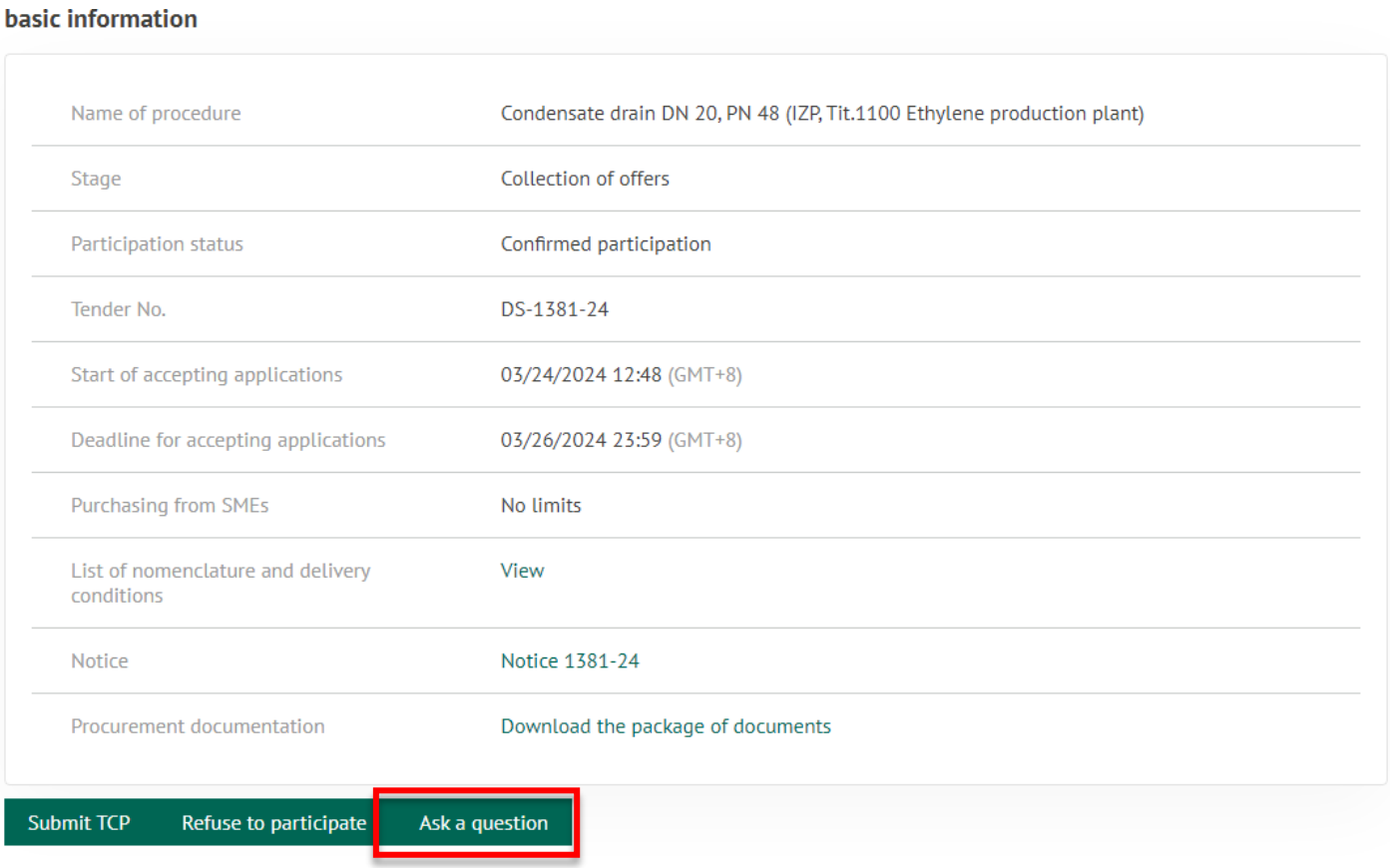
- the status "You are not a winner".

If participation in the tender was confirmed by mistake, you can always cancel by clicking on the “Refuse to participate” button and specifying the reason for the refusal in the window that appears after clicking.

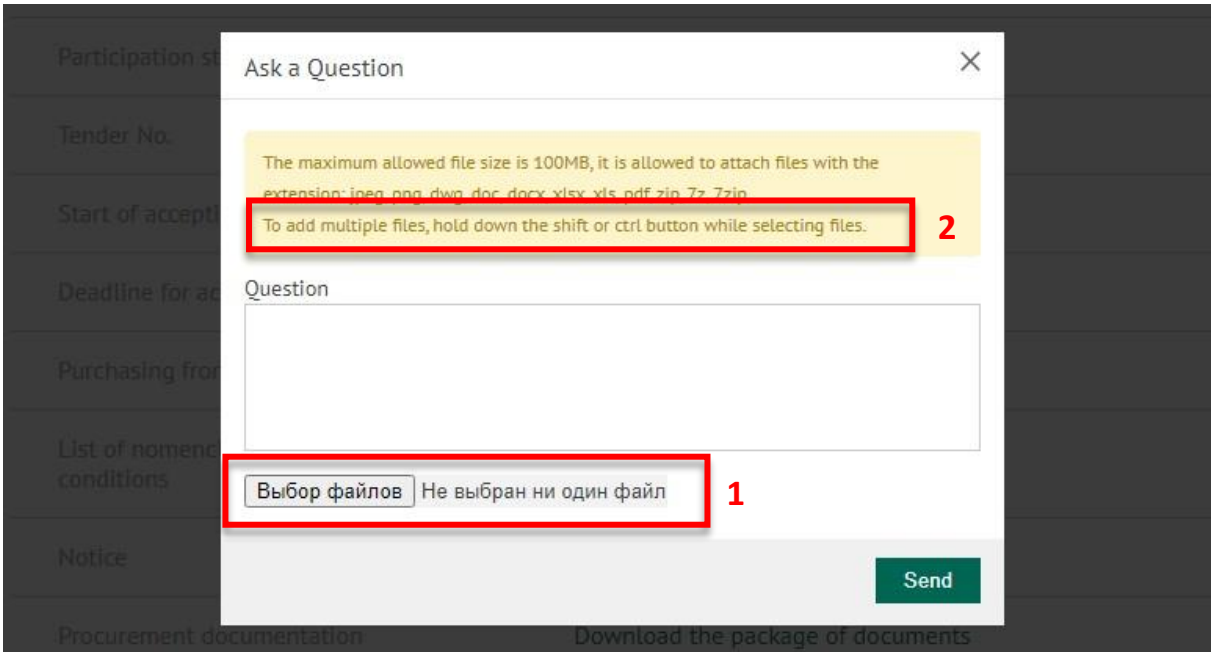


HOW DO I INTERACT WITH THE ORGANIZER OF THE PURCHASE?

If necessary, ask a question to the organizer of the purchase, you can use the "Ask a question" button in the tender card.



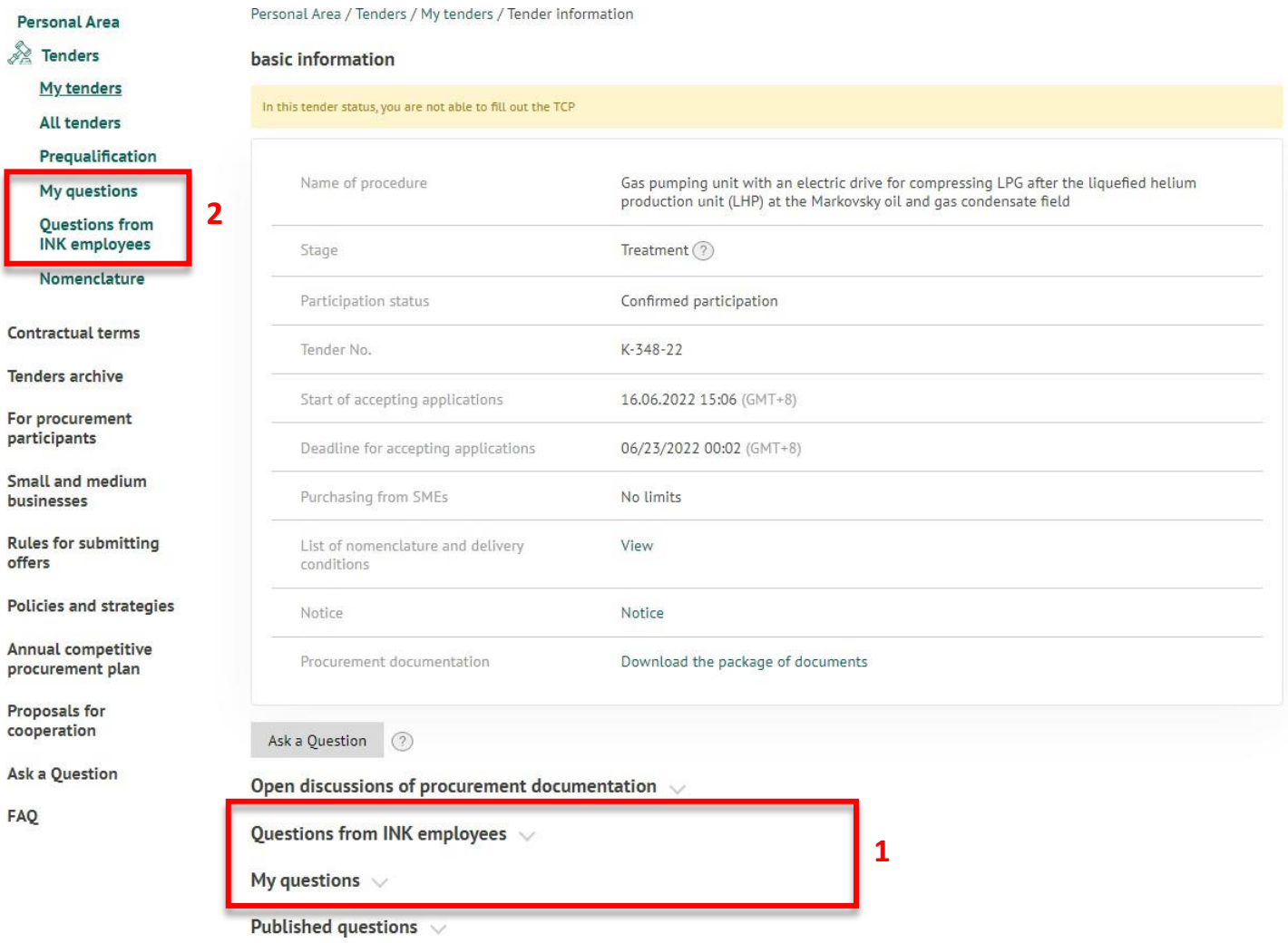
Clicking on the button opens a form for entering a question, in which you can also attach all the necessary files (1). To add multiple files, hold down the shift or ctrl button while selecting files (2).



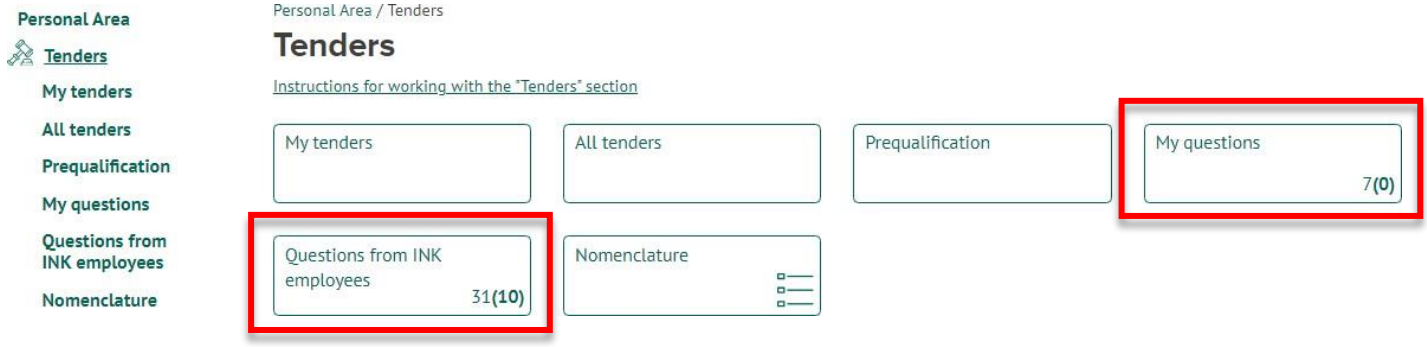
Please note that interaction with the organizer of the purchase through the Counterparty's Personal Account is not possible if the tender is at the "Tratment" stage.

All the questions you have asked and the answers to them, as well as the questions received from the organizer of the purchase, can be viewed in three ways:

- Disclosing the lists of "My questions" or "Questions from INK employees" in the tender card (1)
- By going to the subsection through the navigation menu on the left (2)

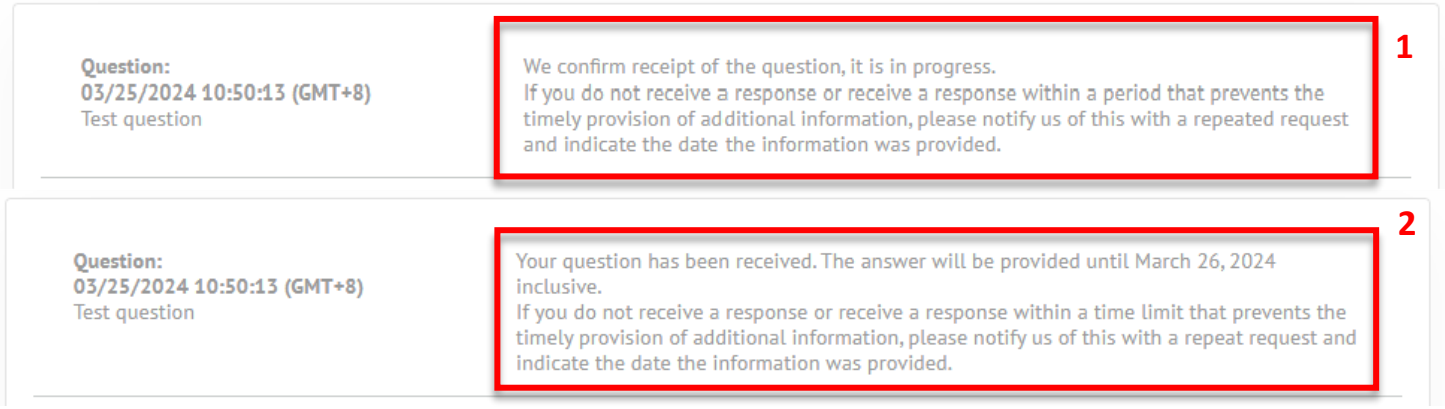


- By going to the subsection directly from the "Tenders" section



Please note that you can find additional information in these sections.:

- About reading your message, if the organizer of the purchase notifies you about it (1). The organizer can also specify the date of the response (2).

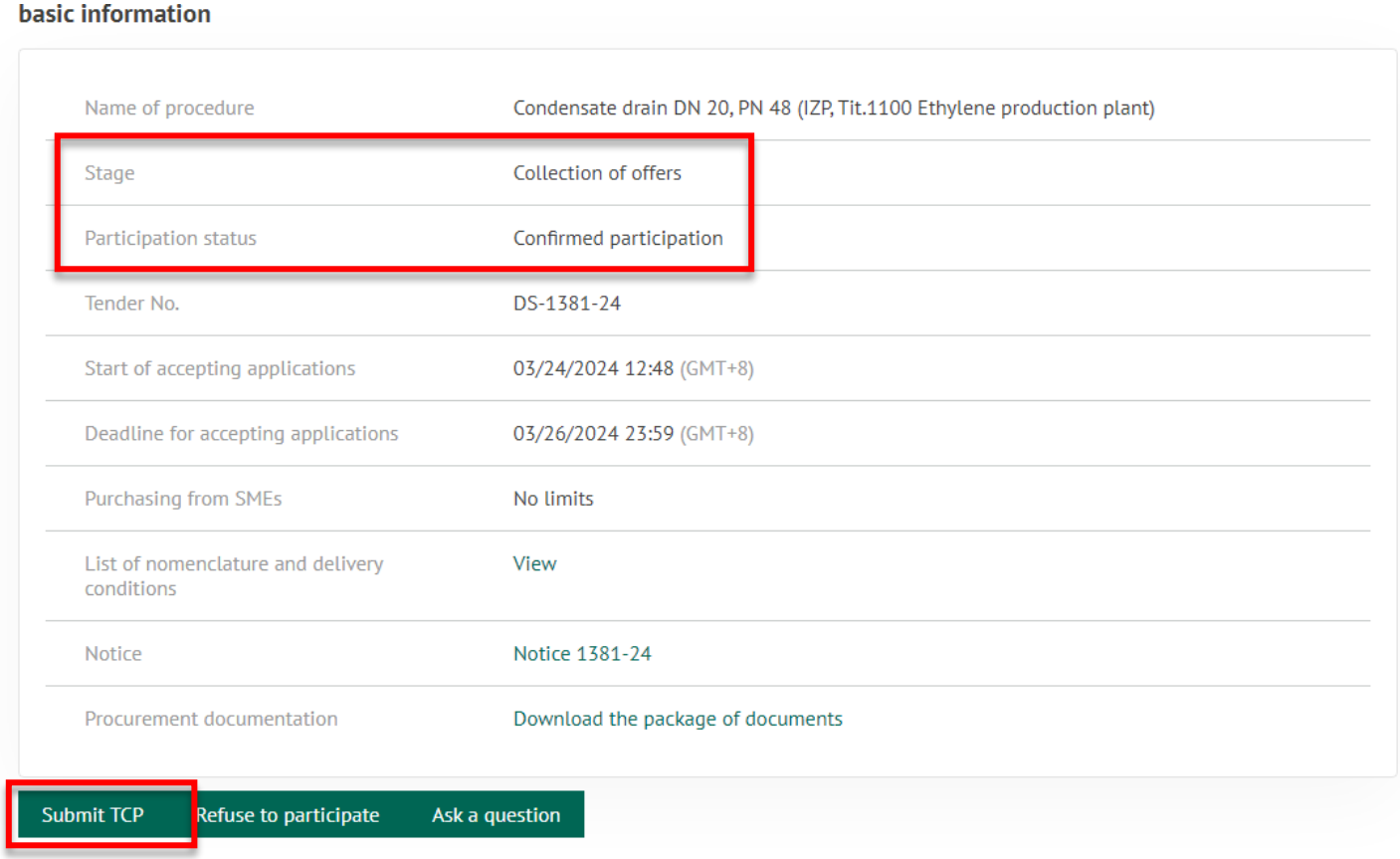


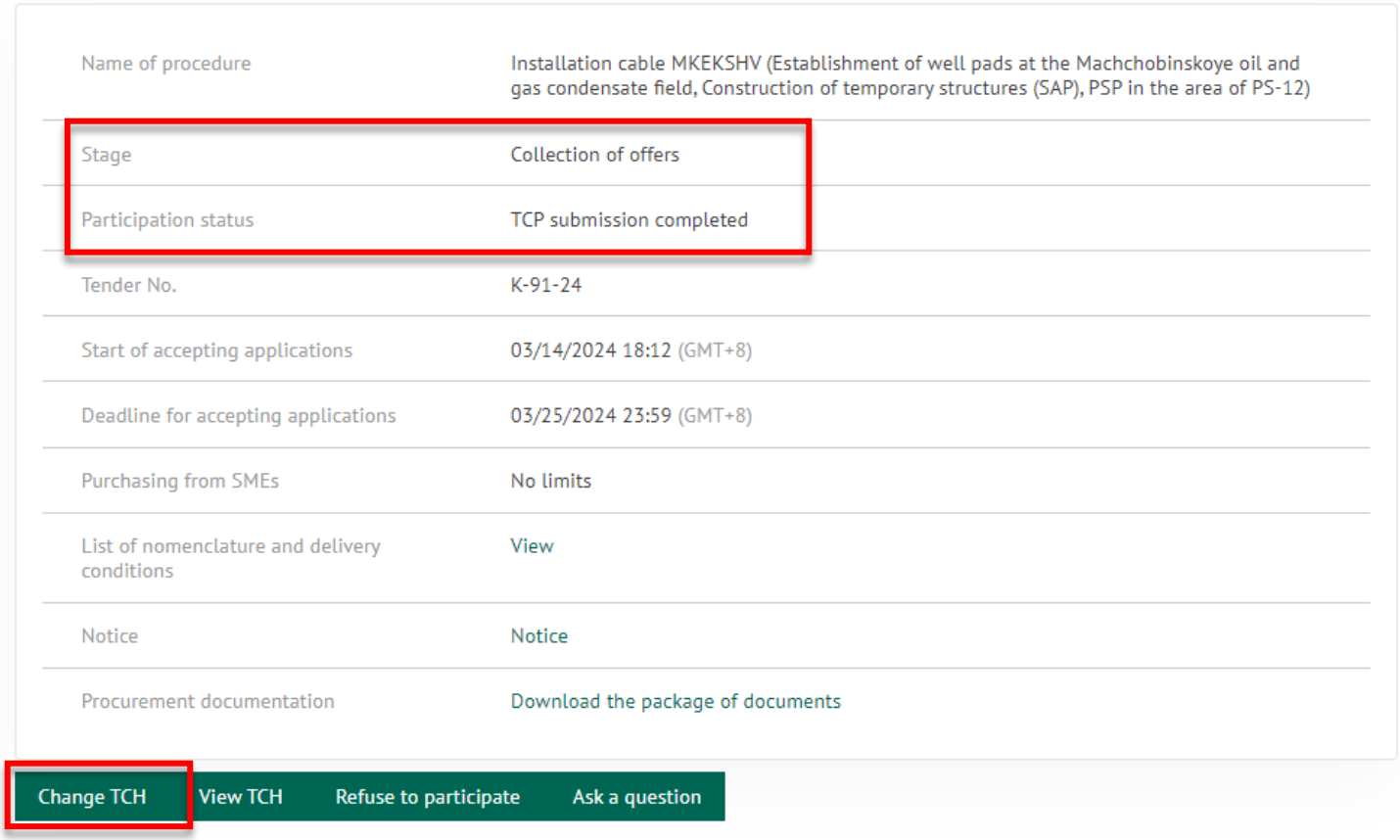
- About the deadline for providing a response to the request addressed to you from the organizer of the purchase.



HOW DO I FILL OUT THE TCP?

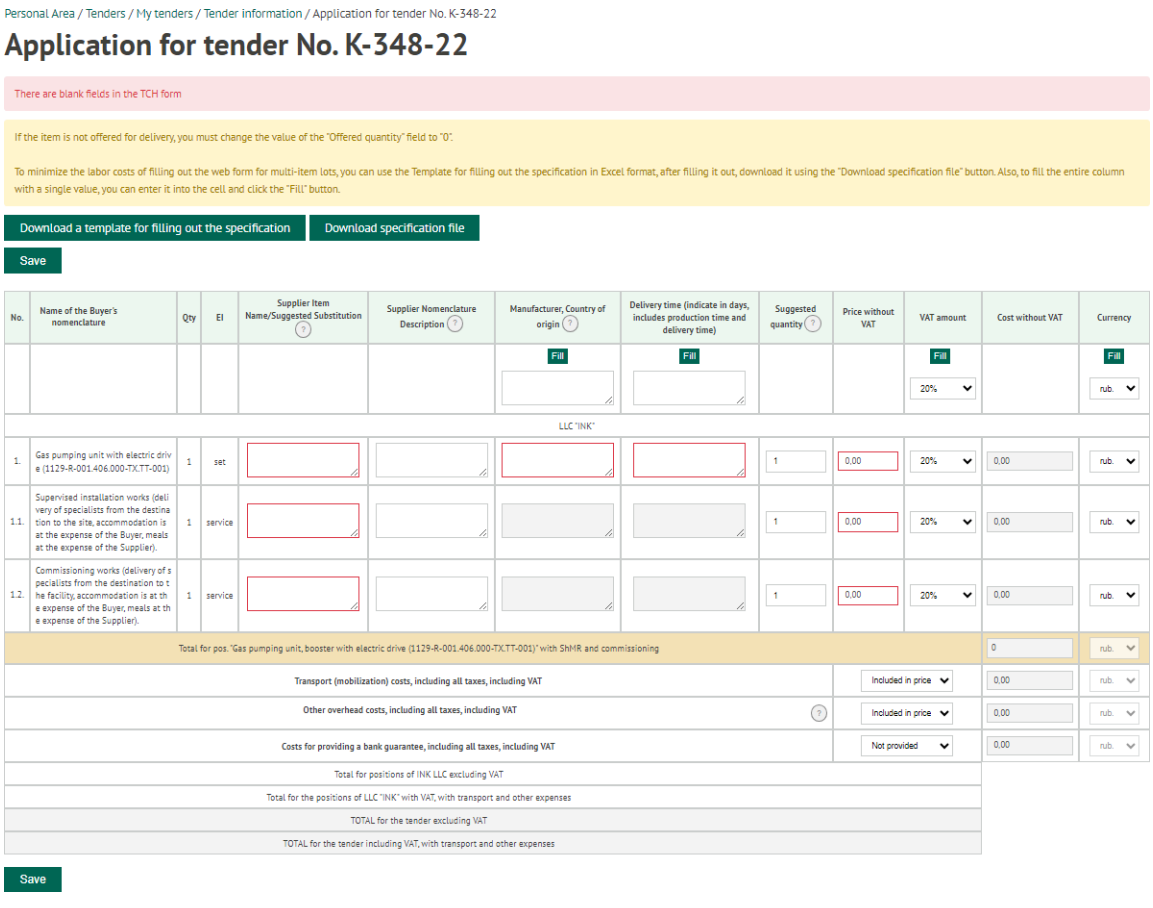
In order to start filling out the TCP, you need to click on the "Submit TCP" button (depending on the stage of the competition and the status of your participation in it, the button may also be called "Change TCP").





After clicking on the Submit TCP/Change TCP button, a page for filling in opens, consisting of several subsections:

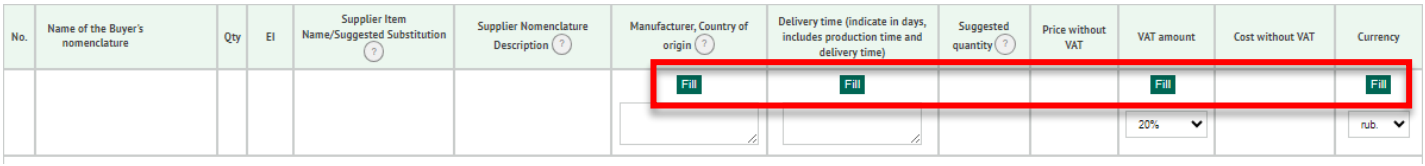
1. Web form for filling out the TCP



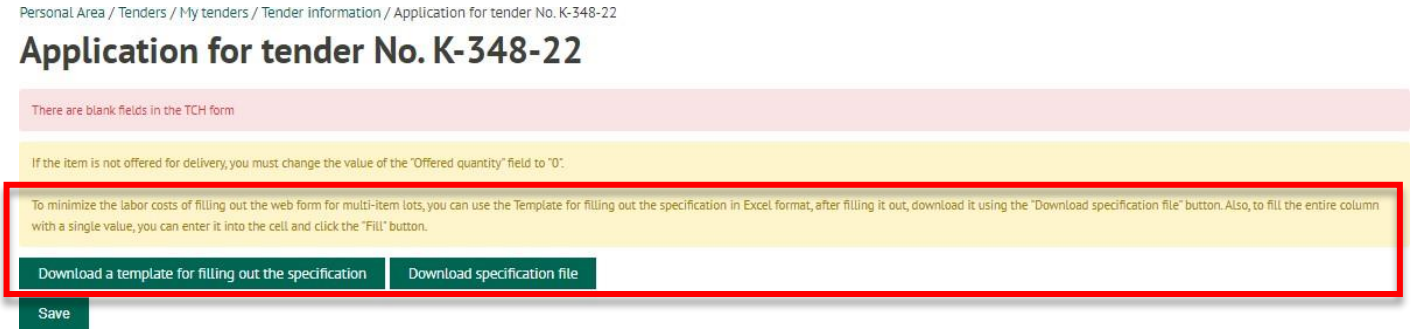
When filling out the TCP form, it is allowed:

Enter all the necessary information directly on the site in the appropriate cells of the table.

It is possible to fill in the columns "Manufacturer, Country of origin", "Delivery time (indicate in days, includes production time and delivery time), "VAT amount" and "Currency" with a single value, for this you need to enter a value in the field under the "Fill" button and click on it after entering.

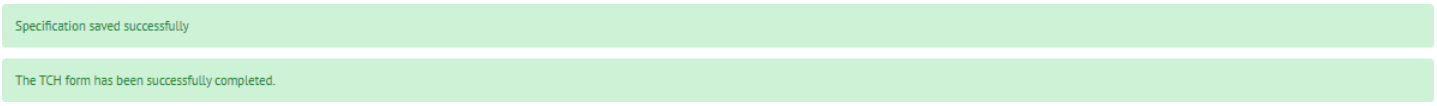


- Download the template to fill in and upload it after entering all the necessary data

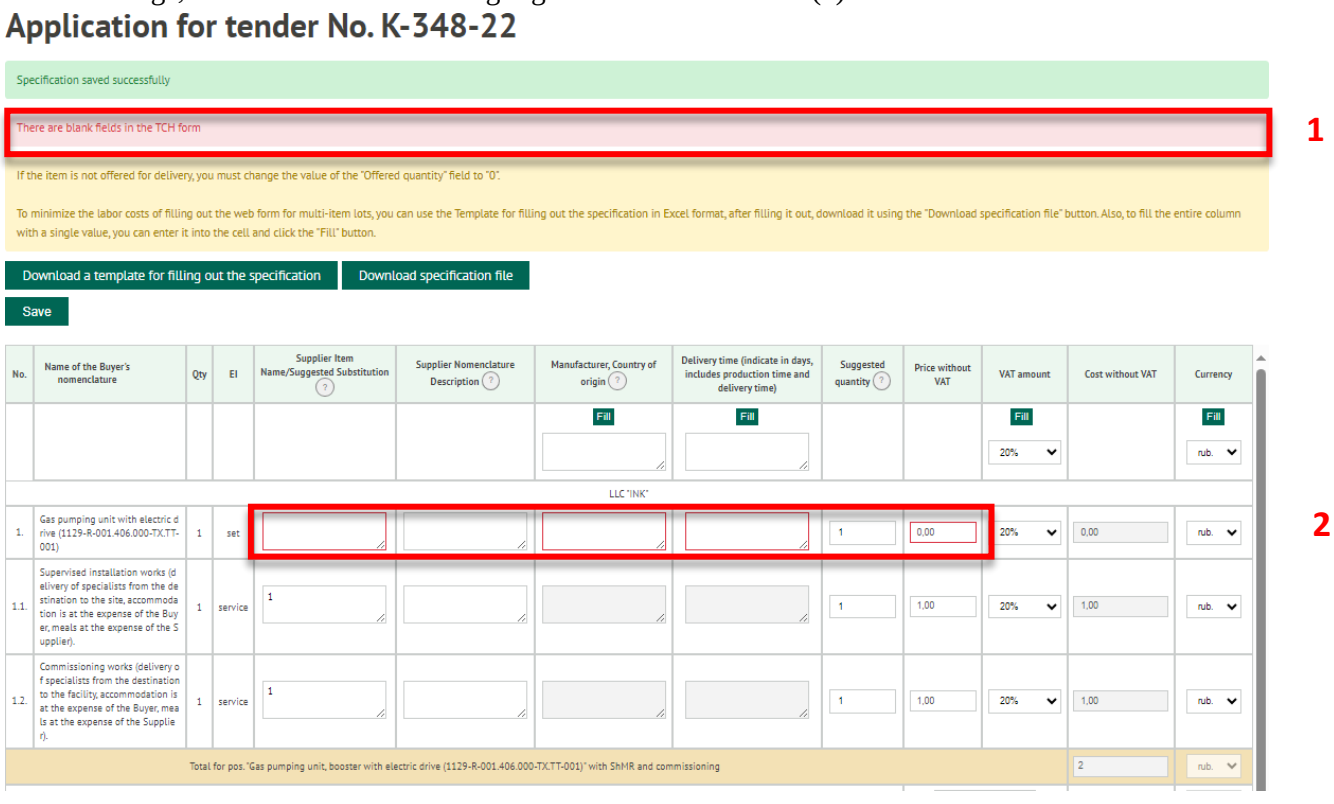


After entering all the data, you need to click the "Save" button - this will allow you to understand whether the information you have entered in this subsection is sufficient.

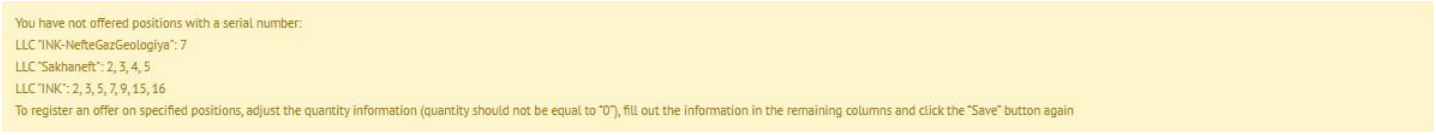
If the form is filled in correctly, an information message about successful completion is displayed.



If the entered information is not sufficient, an error message will be displayed after saving (1), in addition to the message, all blank fields will be highlighted with a red border (2).



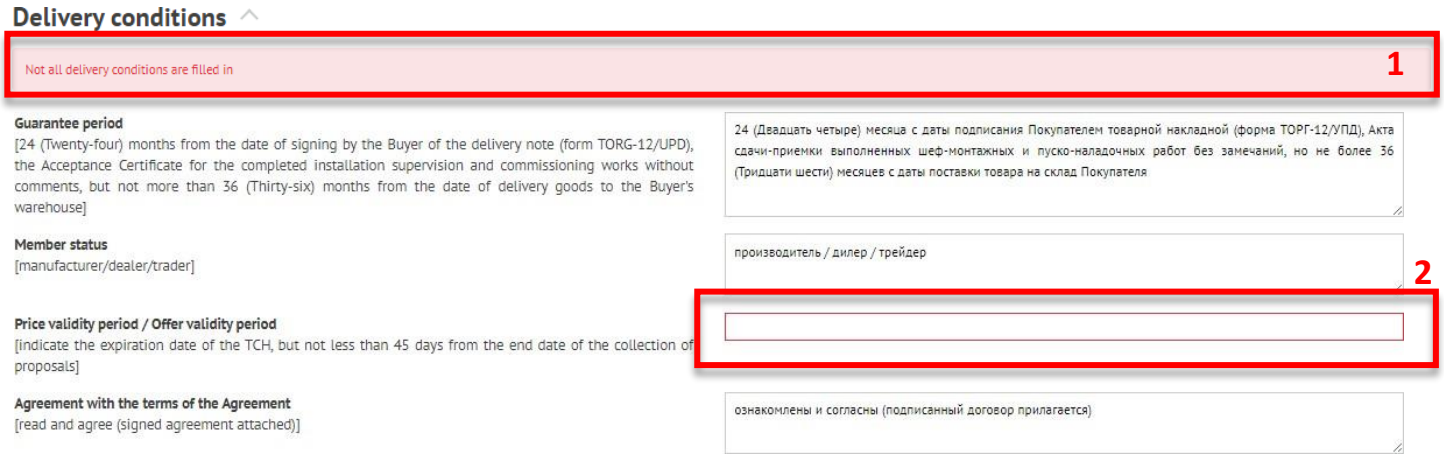
For your convenience, after saving the web form, information is displayed about all positions for which an offer has not been registered. This will help you make sure that you have entered information about all the necessary positions.



After successfully filling out the web form, you can proceed to filling out the next section.

2. Terms of delivery

The section "Delivery conditions" is filled in manually and requires mandatory saving after filling in. After saving, an information message will be displayed about the successful (or not) completion of this section, similar to the form for filling out the TCP. If the filling is not successful (1), the required fields will be highlighted with a red border (2).



3. Documents required to be provided

Documents are uploaded by clicking the "Choose file" button



The information message displayed at the top of the subsection is updated after each uploaded document.



After all the required documents have been uploaded, a message is also displayed:

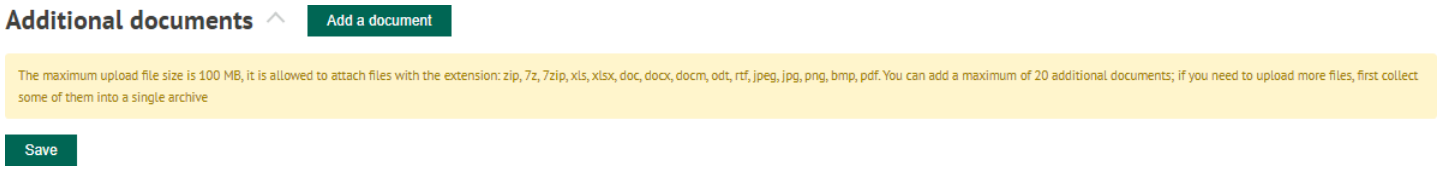


If a document needs to be updated or you mistakenly uploaded an incorrect file, you can always replace it by clicking on the "Replace file" button next to the name of the desired document.



4. <u>Additional documents</u>

   If the list of documents specified in the subsection "Documents required to be provided" is not enough in your opinion, you can always add it through the "Add document" button, when clicked, a line is entered to add a document.
   You can add a maximum of 20 additional documents.



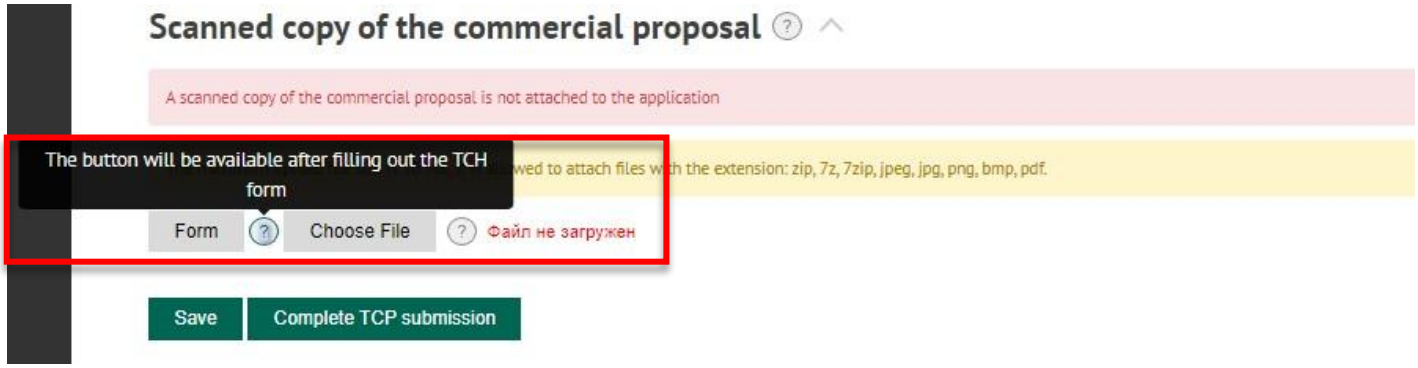
5. <u>Scanned copy of the commercial proposal</u>

   In order to complete the submission of the TCP, you need to generate a scanned copy of the commercial proposal using the "Form" (or “Generate”) button (1), certify it with a signature/seal and attach it through the "Choose file" button (2).

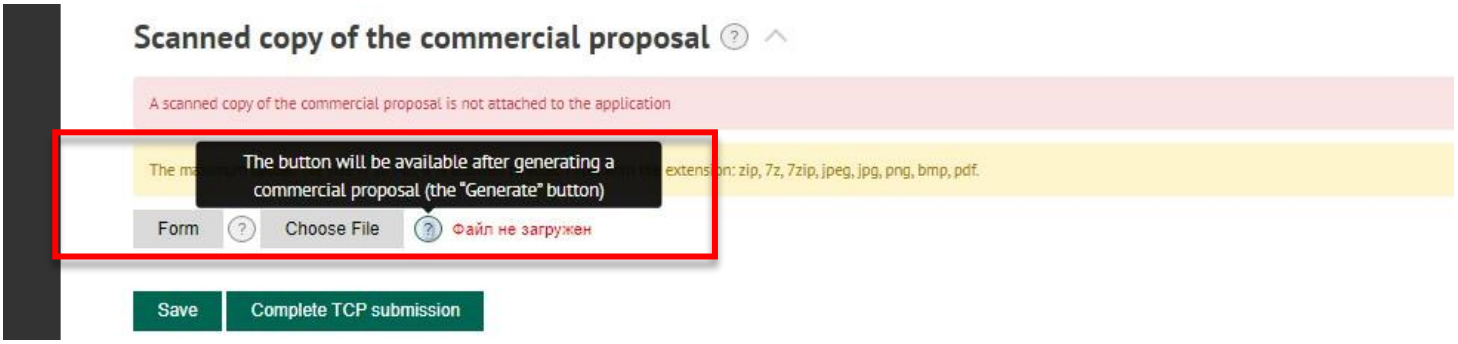


If any of the buttons are unavailable for pressing, you need to hover over the question mark next to the button to get a hint.

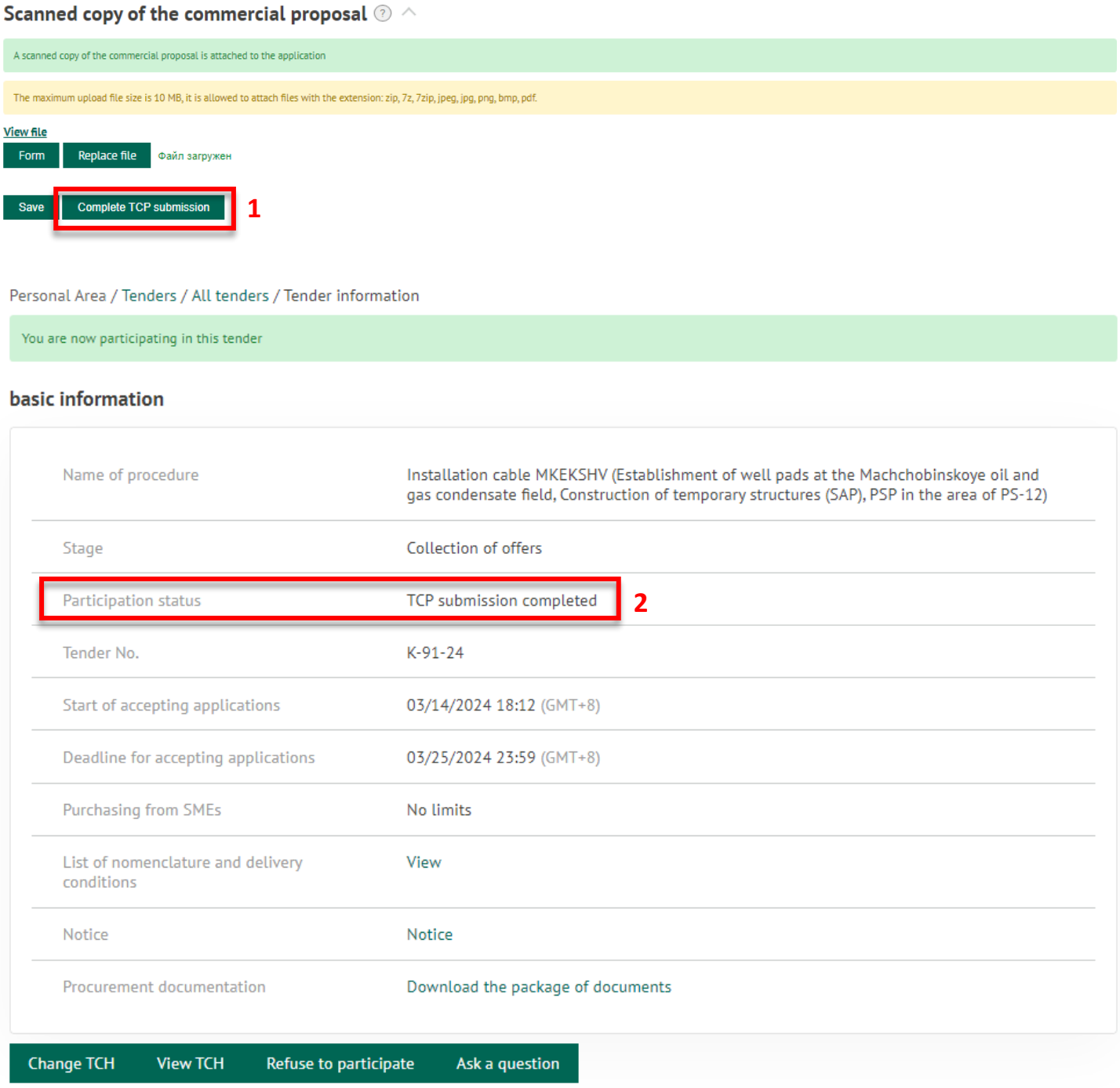
To make the "Form" (or “Generate”) button available, it is enough to fill out and save the form for filling out the TCP:



To make the "Choose file" button available, the "Form" (or “Generate”) button must first be pressed to generate the printed form of the TCP:

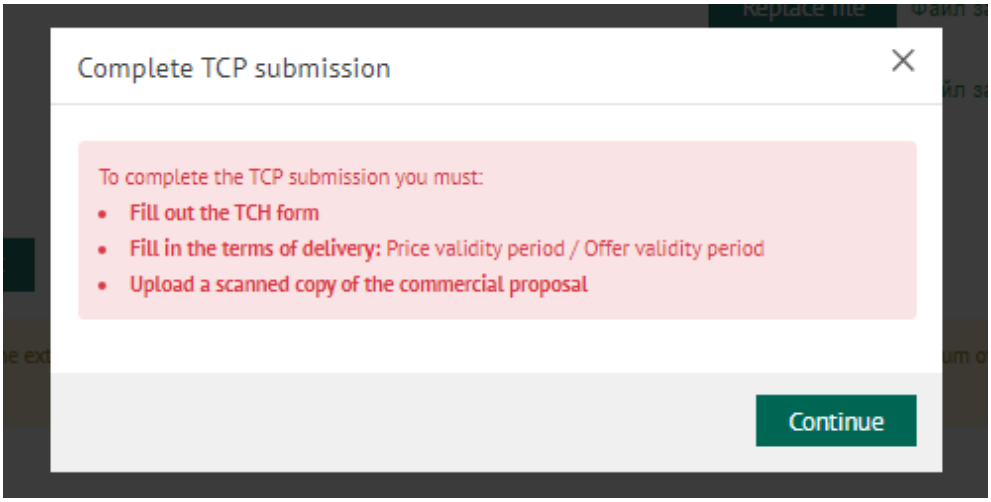


After successfully adding a scanned copy of the commercial offer, you need to click the "Complete TSP submission" button (1) and the status of participation in the tender will change to "TCP submission completed" (2).



Please note that the offer is not registered until you click on the "Complete TCP submission" button, and you are not participating in the tender.

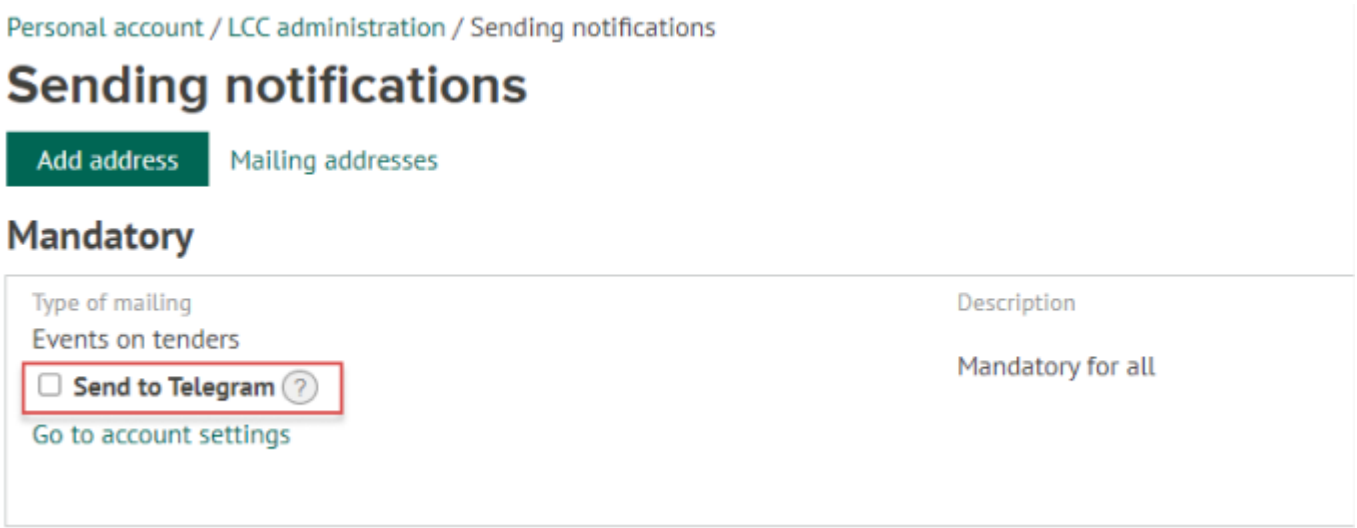
If you missed something when filling out any subsection, then when you click on the "Complete TCP submission" button, an error message will be displayed indicating the subsections that you should pay attention to.



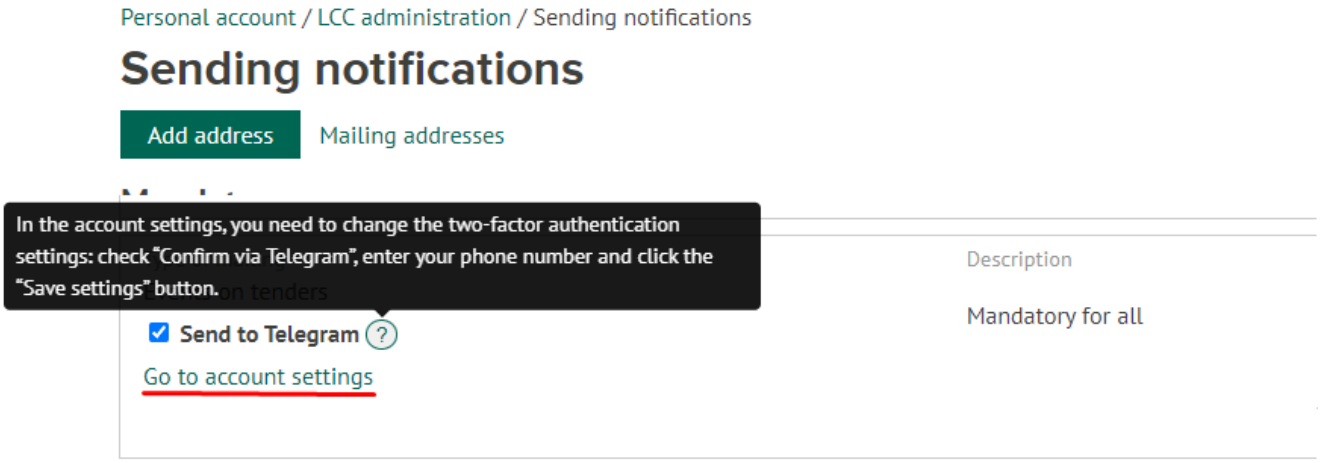
HOW DO I SET UP A NEWSLETTER ABOUT NEW TENDERS IN TELEGRAM?

To set up sending a newsletter about new tenders in Telegram, you need to put the appropriate check mark next to the required newsletter.

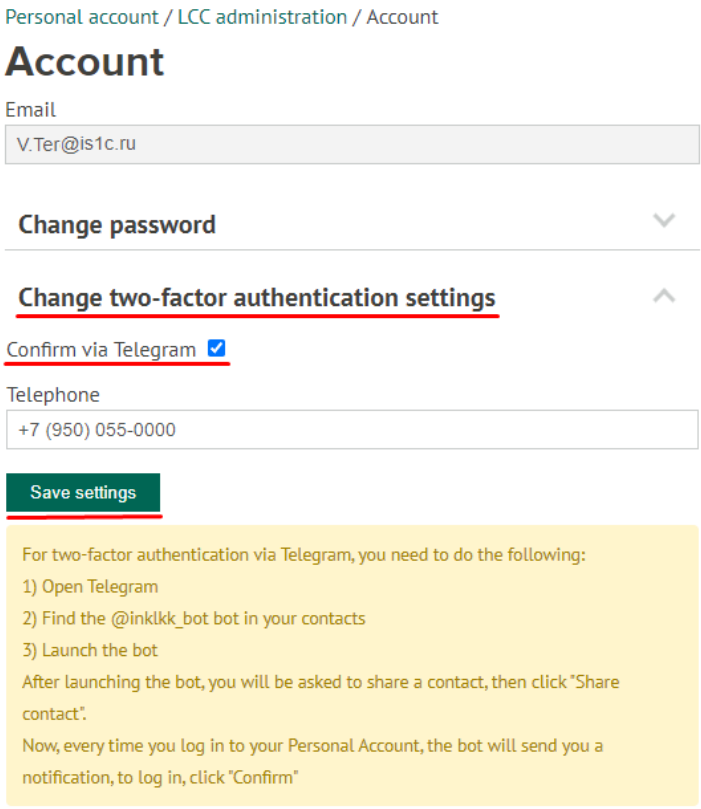
Personal account-LCC administration-Sending notifications-Send to Telegram:



Please note that until you click on the "Go to account settings" button and further configure the necessary parameters, the newsletter will not be sent to Telegram.



Next, you need to open the "Change two-factor authentification settings", specify the number to which you want to send the newsletter and click the "Save settings" button:



Next, follow the algorithm described on a yellow background under the "Save settings" button.