



# ETP GPB

Electronic trading platform of Gazprombank LLC

Electronic trading platform of GPB LLC

Procurements of corporate clients

## **ETP GPB INSTRUCTIONS**

**For Trading Participants**

## Starting ETP GPB

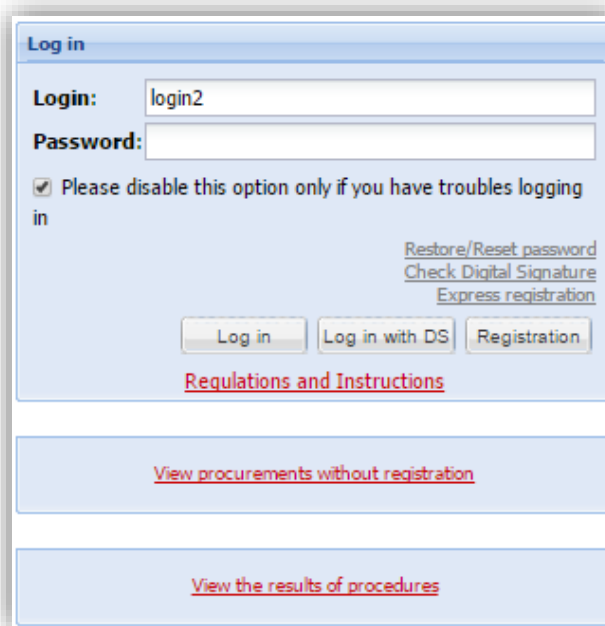
Tender participation requires registration at the Electronic Trading Platform of Gazprombank.

### 2 variants of registration

1. Registration of the user and activation of the email provides with status «limited authorization». This status allows you participate in tenders without DS requirements.
2. Application for accreditation (with DS). This stage is not mandatory for residents of foreign countries and allows you to participate in tenders with DS requirements.

### REGISTRATION

1. At the main web-site <https://etp.gpb.ru/> click «Sign up», then click «Registration» at the Bottom right (Fig. 1).

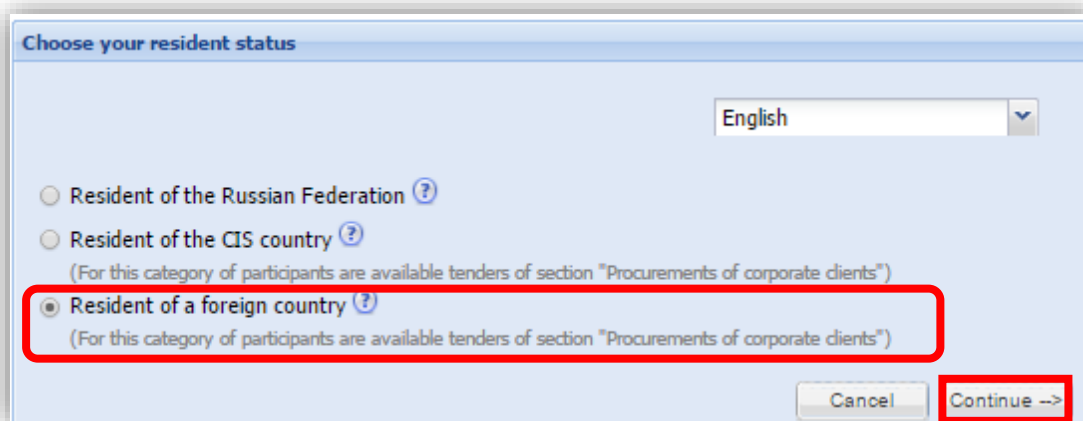


The screenshot shows a 'Log in' window with the following elements:

- Login:** A text input field containing 'login2'.
- Password:** A text input field.
- Please disable this option only if you have troubles logging in
- Links: [Restore/Reset password](#), [Check Digital Signature](#), [Express registration](#)
- Buttons: , ,
- [Regulations and Instructions](#)
- [View procurements without registration](#)
- [View the results of procedures](#)

**Fig. 1. Entrance to the close part of the site**

2. Please pick appropriate company status and press «Continue» (Fig. 2).



The screenshot shows a 'Choose your resident status' window with the following elements:

- Language dropdown: English
- Radio buttons for status selection:
  - Resident of the Russian Federation ?
  - Resident of the CIS country ?  
(For this category of participants are available tenders of section "Procurements of corporate clients")
  - Resident of a foreign country ?  
(For this category of participants are available tenders of section "Procurements of corporate clients")
- Buttons: ,

**Fig. 2. Choice of company status**

3. Fill all the required fields marked with \*! Pick most convenient currency (EUR or USD) for the account opening and further transactions (Fig. 3).

Registration on section «Procurement of corporate clients» (call-center phone number +7(495)150-06-21)

1. User data 2. Organization data

**Main data**

Type of organization \*: Legal entity (other countries) [v]

Full Legal name \*: [text input]

Shortened Legal name (Abbreviated name): [text input]

Registration number in the state of registration (incorporation) \*: [text input]

VAT number/Tax identification number (TIN) \*: [text input]

Tax identification number (INN) in RF: [text input]

**Contact information of the organization**

E-mail (to activate your login) \*: [text input]

Phone number \*: + [ ] ( [ ] ) [ ] ext. [ ] Fax: + [ ] ( [ ] ) [ ] ext. [ ]

**Legal address**

Country \*: [text input]

Settlement: [text input]

House and office: [text input]

**Postal address**

the same as the Legal address

**Information about the head of the organization**

Full name \*: Last Name [ ] \* First Name [ ] Middle Name [ ]

Position \*: General Manager, Director, Head of [text input]

**Description of area of activity**

List of areas \*

Russian classification of products on types of economic activity (OKPD-2 codes) [text input] [Add]

Products or services for sale

Please specify your areas of business activity by selecting one or more positions in ETP GPB reference book (When publishing procedures, ETP GPB sends automatic e-mails by OKPD2 codes to the e-mail of the organization specified at registration) (free form):

[text input]

Eg. monitors HP/Acer/LG/Samsung/Fujitsu-Siemens; PCs HP/Acer/Dell/Sony; laptops HP, Acer/Dell/Sony/Fujitsu-Siemens

**Bank details**

Currency \*: EUR [v]

**Beneficiary**

IBAN \*: [text input]

Account number: [text input]

**Beneficiary bank**

Legal Name \*: [text input]

Bank address: [text input]

Branch of the bank: [text input]

Bank code: [text input]

Branch code: [text input]

SWIFT code \*: [text input]

**Correspondent bank of beneficiary bank**

Legal Name: [text input]

Bank address: [text input]

Bank code: [text input]

Account number: [text input]

SWIFT code: [text input]

[View a list of foreign correspondent banks](#)

**Application for accession to the Regulations and organization of procurement procedures in electronic form**

\*, hereby confirm the correctness of the data entered

[Application \(download\)](#) [Regulations](#)

File path \*: [text input] [Upload]

[text input] .pdf, .png, .jpg files only

[<- Back] [Register]

Fig. 3. Form for company information

Add «Business areas» to receive notifications for tenders participation of the exact business area. Choose as many positions as you need on the different levels of classifier (Fig. 4).

**Fig. 4. Form for include «Business areas»**

After you finish forms filling please download, sign, scan and upload Application form then press «Register» (Fig. 5).

**Fig. 5. Upload Agreement**

Check providing information and press «Confirm» to continue registration (Fig. 6).

Registration without DS

Please read and check data carefully

Please register our organization at the trading platform ETP GPB LLC as the Trading participant. We hereby declare that pursuant to article 428 the Civil Code of the Russian Federation we fully and unconditionally join the electronic Regulations drawn up by ETP GPB LLC and published at the address <http://etp.gpb.ru>.

Main data about the Trading participant:  
Full Legal name: Sun  
Shortened name (Abbreviated name): Sun  
Registration number in the state of registration (incorporation): 1517890910  
VAT number/Tax Identification Number (TIN): 25728910901010  
E-mail address for receiving messages from the trading platform: login3@mail.ru  
Phone number: 3-333-333333  
Fax: --  
Legal address: 356127, Spain, Barcelona, Rambla de Canaletes, 67  
Postal address: 356127, Spain, Barcelona, Rambla de Canaletes, 67

Areas of business activity:  
10.11.11.110 Beef steamed, cooled or chilled

Confirm

**Fig. 6. Confirm registration**

You will receive account activation email, please follow the link in the email or use this link <https://etp.gpb.ru/#auth/activate/> and insert the activation key from the email.

## Receiving of digital signature (DS)

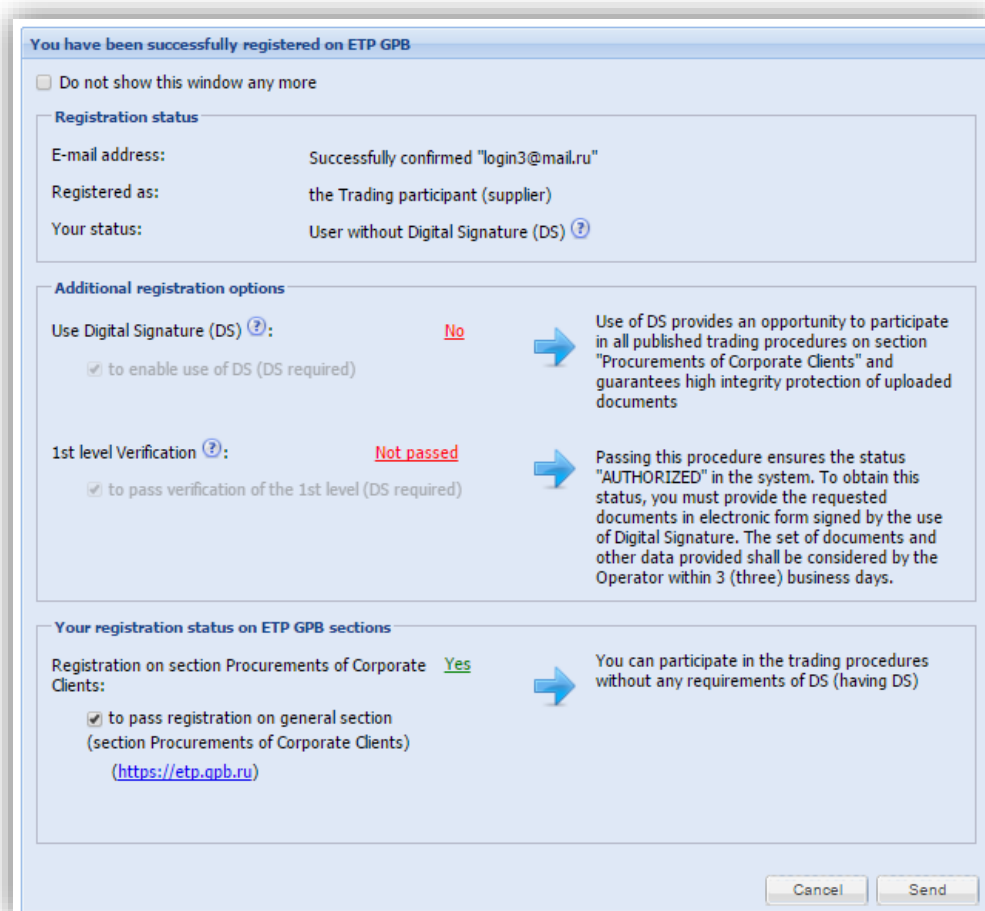
To participate in tenders with Digital signature (DS) requirements insert your DS token and apply for accreditation.

### To set-up of DS install CryptoPro Browser plug-in

1. In the account menu – «Settings» press «Operations with DS»
2. Download plugin, choose type of browser and press «Save».
3. Install downloaded file with plugin and press «Yes».
4. After re-boot of your computer plugin available in Internet Explorer and Firefox browsers.
5. To work in browsers such as Google Chrome and Opera you need to install CryptoPro Extension for CADES Browser, available at the in the [Chrome](#) internet store and [Opera](#) extensions.

### After connecting DS you are able to apply for accreditation.

1. Sign in at the ETP [etp.gpb.ru](http://etp.gpb.ru) using login and password.
2. In the section with additional registration data tick the checkbox in the field «Use Digital Signature (DS)», upload required documents and press «Send» (Fig. 7).



The screenshot shows a window titled "You have been successfully registered on ETP GPB". It contains several sections:

- Registration status:** E-mail address: Successfully confirmed "login3@mail.ru"; Registered as: the Trading participant (supplier); Your status: User without Digital Signature (DS) ?
- Additional registration options:**
  - Use Digital Signature (DS) ?:** No. Includes a checkbox "to enable use of DS (DS required)" and an explanatory text: "Use of DS provides an opportunity to participate in all published trading procedures on section 'Procurements of Corporate Clients' and guarantees high integrity protection of uploaded documents".
  - 1st level Verification ?:** Not passed. Includes a checkbox "to pass verification of the 1st level (DS required)" and explanatory text: "Passing this procedure ensures the status 'AUTHORIZED' in the system. To obtain this status, you must provide the requested documents in electronic form signed by the use of Digital Signature. The set of documents and other data provided shall be considered by the Operator within 3 (three) business days."
- Your registration status on ETP GPB sections:**
  - Registration on section Procurements of Corporate Clients:** Yes. Includes a checkbox "to pass registration on general section (section Procurements of Corporate Clients)" and a link to <https://etp.gpb.ru>. Explanatory text: "You can participate in the trading procedures without any requirements of DS (having DS)".

Buttons for "Cancel" and "Send" are located at the bottom right.

Fig. 7. Additional registration parameters.

In registration form upload duly certified Russian translation of documents: a copy of the extract from the Unified State Register of Legal Entities, Application for accession to the Regulations, also you can attach documents copies of documents attesting powers of a director: an order or decision on appointment or election of the director to his/her position, copies of documents attesting powers of a person for accreditation and acting on behalf of a Trading Participant and price lists.

Confirm application pressing «Submit for review» (Fig. 8).

Registration on trading platform

1. User data 2. Organization data 3. Registration documents

**Documents**

**Copy of Certificate of registration (incorporation) of legal entity or extract from the trade register**

Please attach in this section documents confirming the state registration of a legal entity in accordance with the legislation of the state with properly certified translation into Russian (copy of Certificate of registration (incorporation) of legal entity or extract from the trade register obtained not earlier than one year before the date of the application for registration (accreditation) on ETP. Documents should be readable. For this matter, documents must be scanned with the resolution of 75-100 dpi. It is recommended to place all the scanned documents in a single file in .doc or .docx (Word) format.

Document description \*:

File path \*:

Select and upload file

The following file formats can be accepted: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg  
File size should not exceed 50 Mb

**Copies of documents attesting powers of the head of organization (director) - Resolution, Minutes or Extract from the Minutes**

Please attach in this section copies of documents attesting powers of the head of organization (director): decision on appointment or election of the director to the position, whereby he/she is authorized to act on behalf of the organization without any power of attorney (Resolution, Minutes or Extract from the Minutes) with properly certified translation into Russian. Documents should be readable. For this matter, documents must be scanned with the resolution of 75-100 dpi. It is recommended to place all the scanned documents in a single file in .doc or .docx (Word) format.

Document description:

File path:

Select and upload file

The following file formats can be accepted: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg  
File size should not exceed 50 Mb

**Application for accession to the Regulations and organization of procurement procedures in electronic form**

Application for accession to the Regulations, size 709.82 Kb, added 16.06.2017 12:05 [GMT +3]

Document description \*:

File path \*:

Select and upload file

The following file formats can be accepted: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg  
File size should not exceed 50 Mb

**Copies of documents attesting powers of a person for registration (accreditation) and acting on behalf of the Trading Participant**

In the case of registration of the head of organization (owner of Digital signature) it is required to attach in this section a document proving appointment or election of the head of organization to the position in accordance with which this person obtains a right to act on behalf of the organization without any power of attorney (Resolution, Minutes or Extract from the Minutes). Warning! In the event if the organization is represented by any other person (contractor – the owner of the digital signature) this clause should be accompanied by a power of attorney issued to the CONTRACTOR (an individual) with an indication of a right to make on behalf of the organization actions connected with registration and participation in the procedures carried out at ETP GPB <https://etp.gazprombank.ru/> (including submission of an application for participation in the procedures; a sample of a power of attorney for a Trading participant) with properly certified translation into Russian. The power of attorney must be certified by the seal of the organization and signed by its head. Besides that, the power of attorney must obligatorily contain the date of its issue and period of its validity. Documents should be readable. For this matter, documents must be scanned with the resolution of 75-100 dpi. It is recommended to place all the scanned documents in a single file in .doc or .docx (Word) format.

Document description:

File path:

Select and upload file

The following file formats can be accepted: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg  
File size should not exceed 50 Mb

**Other documents**

Document description:

File path:

Select and upload file

The following file formats can be accepted: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg  
File size should not exceed 50 Mb

**Price list**

Document description:

File path:

Select and upload file

The following file formats can be accepted: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg  
File size should not exceed 50 Mb

<- Back Submit for review

Fig. 8. Accreditation application form

After you applied for accreditation decision on accreditation will arrive by email and will provide a possibility to participate in tenders with DS requirement.

## Tariff purchase

Participation in tenders requires tariff purchase. For your convenience, we open a financial account, which allows you to purchase one of the tariffs. To replenish your account pick tariff in the menu «Finance» - «Tariffs», create invoice pressing matching button and complete transaction (Fig.9).

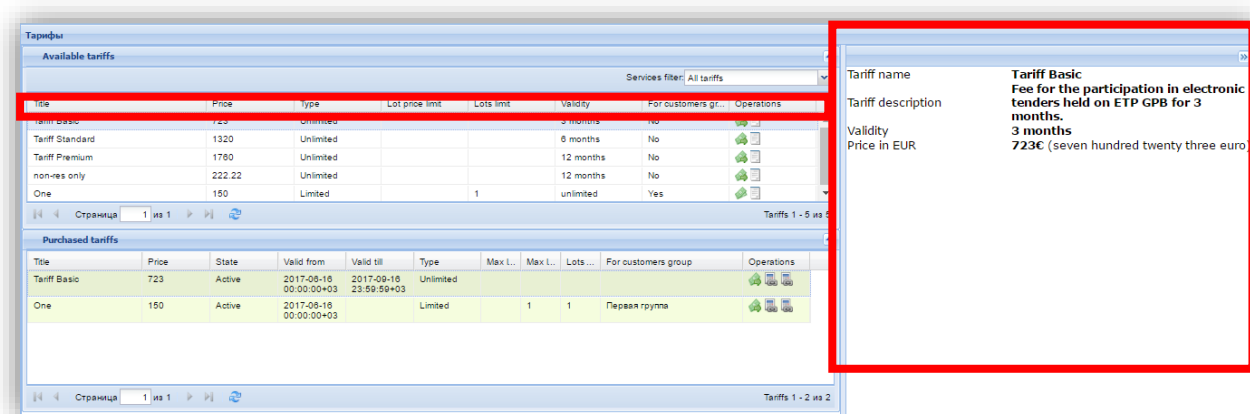



Fig. 9. Form «Tariffs»

After replenishing your account press prepay tariff . After confirmation of payment with draw will be completed, tariff will be activated and added to the list of purchased tariffs (Fig. 10).

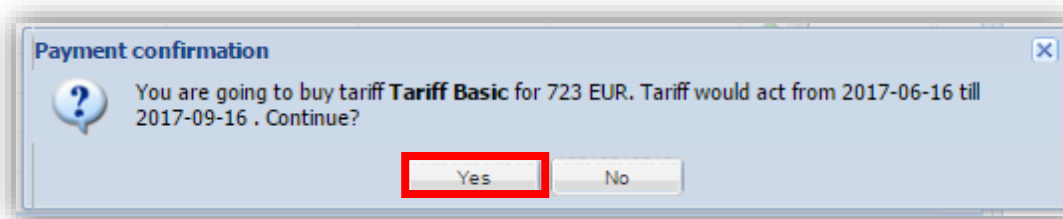





Fig. 10. Payment confirmation

In the «Finance» menu – «Tariffs» you can also cancel purchase and download confirmation invoice. To cancel tariff purchase press «Cancel purchase»  and click «OK» in the pop-up window. After mentioned actions completed the full sum of the tariff cost will be available at your account and will open possibility to purchase another tariff.

In case you need to generate primary accounting documents (acts of the executed works and invoices) follow to «Finance» - «Tariffs» in the «Purchased tariffs» section. Click «Download act»  and «Download invoice»  to generate and download mentioned documents.



After you purchase tariff you can participate in tenders. List of current tenders is available in the personal ETP GPB account.

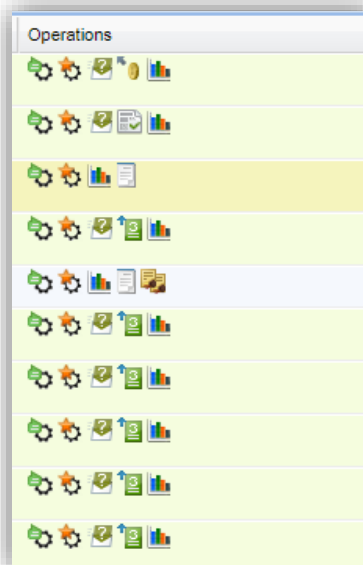
Form «Current procedures» consists list of all current tenders excluding archived procedures.

Find tender using quick or advanced search (Fig. 11).



**Fig. 11. Advanced search**

For your convenience it is possible to filter list of tenders and for example view tenders that you applied for using account menu «Procedures» - «My procedures» - «With my participation». View «Favorites» in the account menu «Procedures» - «My procedures». Filter by tender procedure type: request for proposals, positional purchase, auctions and ext. in the account menu

All manipulations with tender procedures (view tender notice, apply for participation, send request for clarification of tender documentation or procedure results, published tender protocols, treaties, features and ext.) are available at the right screen side column «Operations» as icons (Fig.12).



**Fig. 12. Operations with tenders**

Receive full tender information clicking «View notice» . Notice contain information about tender, customer, links for procurement documentation download and list of Lots). After picking relevant tender, apply with commercial offer pressing icon «Apply for tender» . Fill out the application form with your commercial offer. Upload all requested (by customer) documents, notice your price offer and characteristics of proposed values, works or services (Fig 13).

Tender application
General information about the lot

**Participant data**

Full name of the organization: Milan model company

INN:

Legal address: 234432, Italy, Milan, Milan

Postal address: 234432, Italy, Milan, Milan

Contact phone number: + 3 ( 323 ) 33333

**Form of consent for the supply, purchase of goods, performance of work, provision of services**

Having examined the notice of the present procurement procedure, including published changes and documentation, this is to certify that we (I), the undersigned, agree to deliver (perform, render) the subject of the contract specified in the procurement documentation in accordance with the cost specified in the documentation, not higher than the initial price of the contract.

By the present application, we (I) confirm that:

- The liquidation procedure is not being conducted against us (me);
- There is no decision of the arbitration court to declare bankrupt or opening a bankruptcy proceeding in respect of us (me);
- Our (my) activity is not suspended;
- And also that the amount of debt on accrued taxes, fees and other mandatory payments to budgets of any level or state off-budget funds for the past calendar year does not exceed 25% of the book value of our assets according to the financial statements for the last completed reporting period.

We (I) guarantee the reliability of the information contained in the documents and the data we downloaded when registering at the

**Сведения о соответствии критериям отнесения к субъектам малого и среднего предпринимательства (СМСП)**

Не соответствуюем     Соответствуюем

**Specification of the supplied products**

Import from Excel    Search


№	Customer	Supplier
1	шоколад Quantity: 2 HWT OF FEEDING UNITS Price: 2,00 For the whole volume including VAT	Milan model

Page 1 of 1    Positions 1 - 1 of 1    Load by 25 позиций

**The basic offer**

**Commercial offer and other documents**

To upload the documentation files, load them one by one using the form below.  
The following file formats can be accepted: .doc, .docx, .xls, .xlsx, .txt, .rtf, .zip, .rar, .7z, .jpg, .gif, .png, .pdf, .jpeg  
File size should not exceed 50 Mb

4 size 21.59 Kb, added 19.07.2017 14:42 [GMT +3] 

Document description:

File path:  Select and upload file

**Bid price**

The bid price in the currency of the initial price of the contract, including VAT \* :

The bid price in the currency of the initial price of the contract, excluding VAT \* :

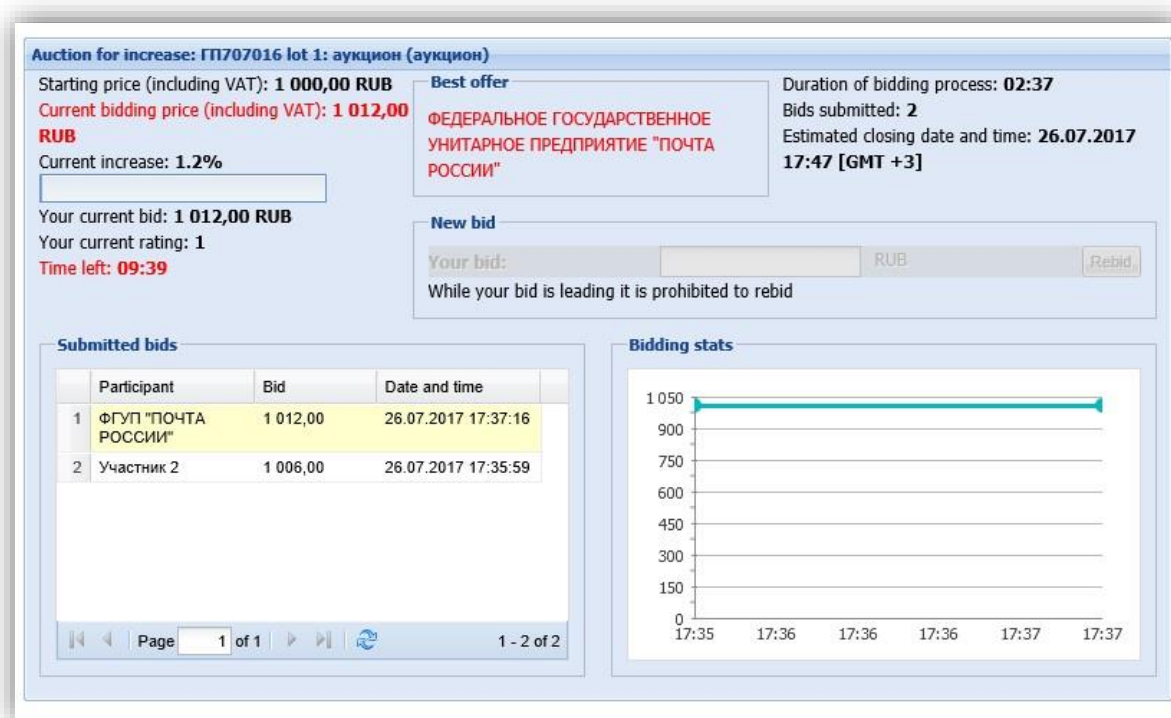
VAT rate(%):

**Fig. 13. Tender application form**

Characteristics and prices can be uploaded by the excel file which template you need to download first. Fill out all the fields with required information manually or upload the excel template and press «Save and close».



Confirm your application pressing «Submit the application». Read the text of your application and check the correctness of provided information. To edit application press «Back». To confirm your application and fully apply for participation press «Sign».


Saving draft of your application is also available by pressing «Save». After submitting (by pressing Sign») your application, system will send confirmation. Click the tender line and you will find the type of procurement procedure (Fig. 14).





**Fig. 14. Online bidding form**

At the left bottom corner, you can find all the confirmed bids. To bid with new price type in the price and press «Bid». If your bid is leading at the moment applying with new bid is not possible. The winner of the bidding procedure is the one who placed the earliest best offer bid.

View all acts and protocols of every stage of tender by pressing «Acts and protocols» . You can also view event history by pressing «Events» .

If additional tender information is needed send request for documentation clarification to customer pressing «Submit request for clarification» icon  at the «Operations» column. Fill out the form, attach document if necessary and press «Sign and send».

To view all applications for participation in tenders go to account menu « Applications for participation» - «My applications».

To view any of your application press «View» . Recall your application if needed by pressing «Recall» . Read text carefully and press «Sign». In the short period of time, you will receive confirmation of the application recall.

During consideration of application customer can send you request for application clarification. View those requests in the account menu « Applications for participation» «Requests for applications clarification». On tabs, you can find request, answers and refused.

Notification of winning or losing of tender procedure will appear in the account menu «Notifications» or by e-mail noticed during registration.

Good luck in the competition!

In case of any questions, please contact ETP GPB:

Phone: +7 495 150-06-61

Email: [a.volchenkova@etpgpb.ru](mailto:a.volchenkova@etpgpb.ru)