ETP GPB INSTRUCTIONS
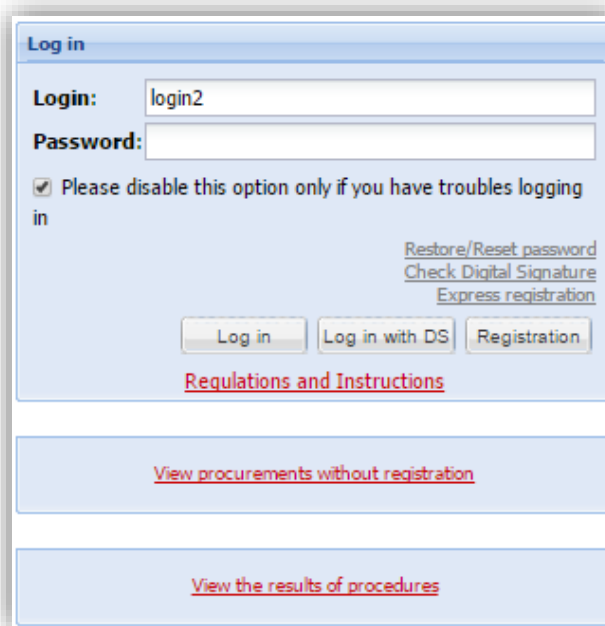
For Trading Participants

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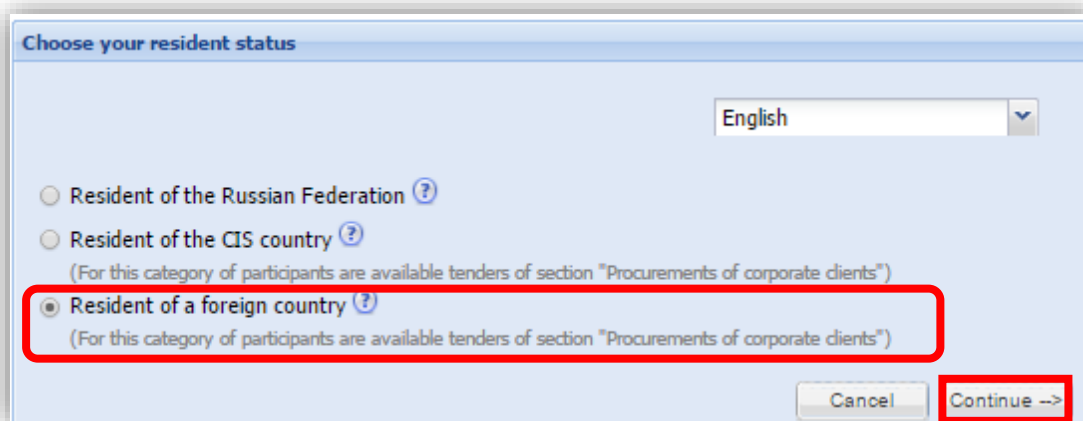
Fig. 1. Entrance to the close part of the site

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

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).

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.
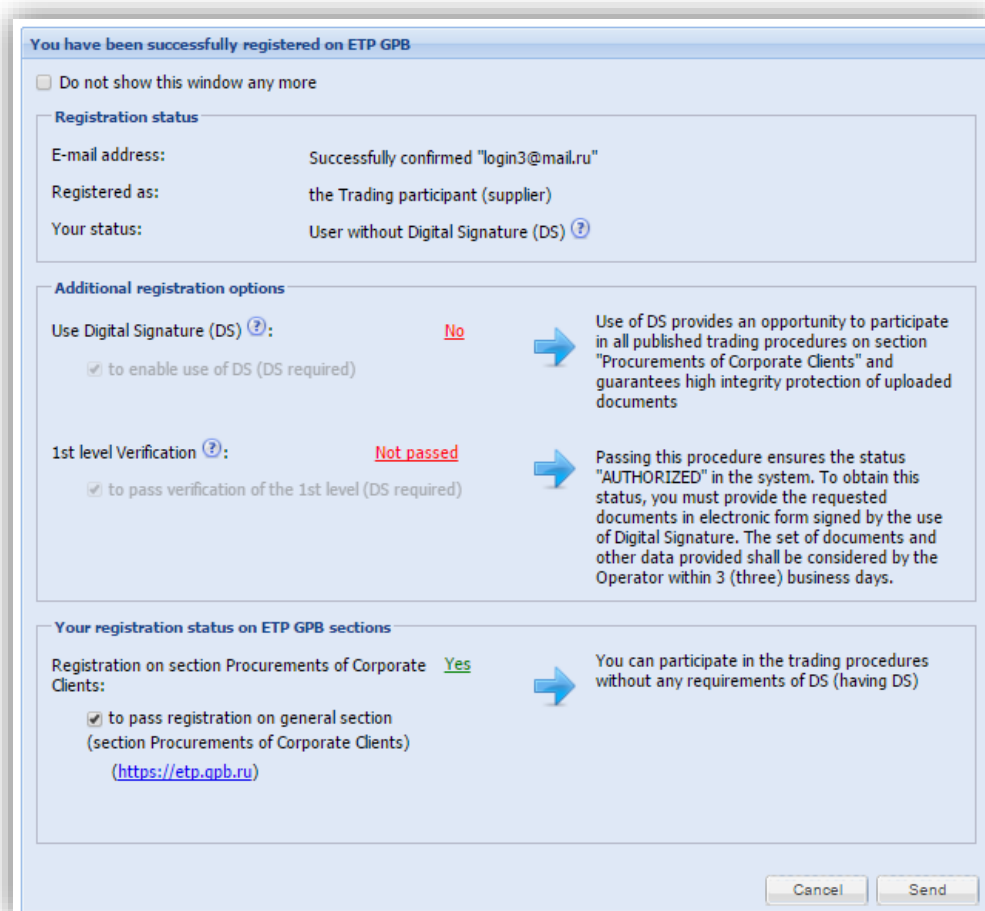
Receiving of digital signature (DS)

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

To set-up of DS install CryptoPro Bowser 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 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).

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).

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).
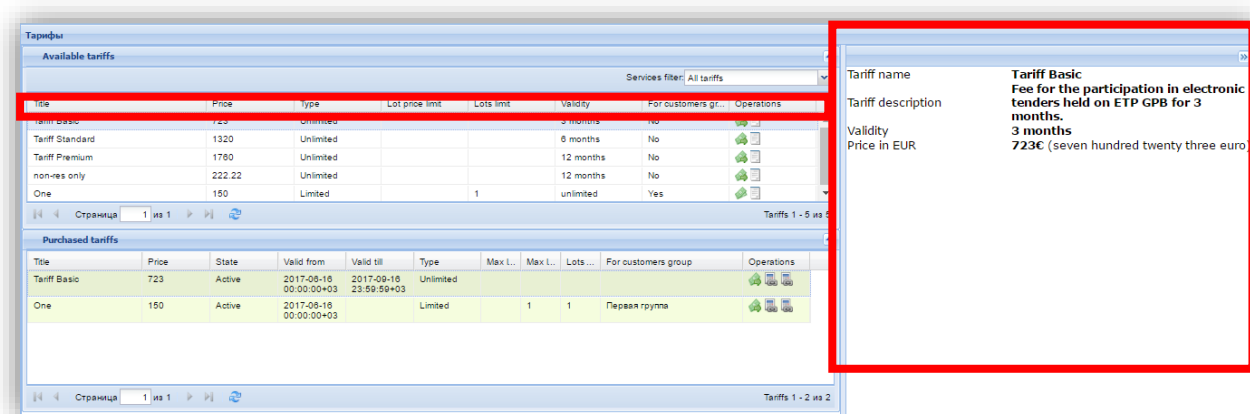
Fig. 9. Form «Tariffs»

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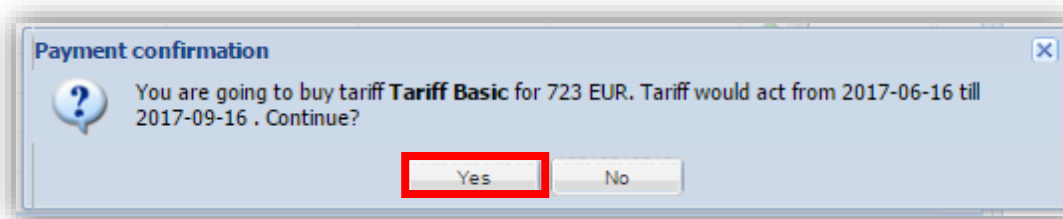
Fig. 10. Payment confirmation

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).
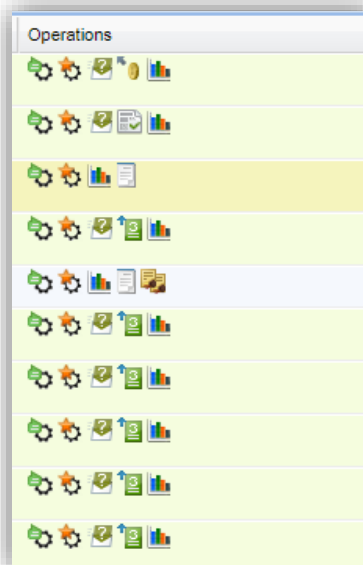
Fig. 12. Operations with tenders

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).

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).
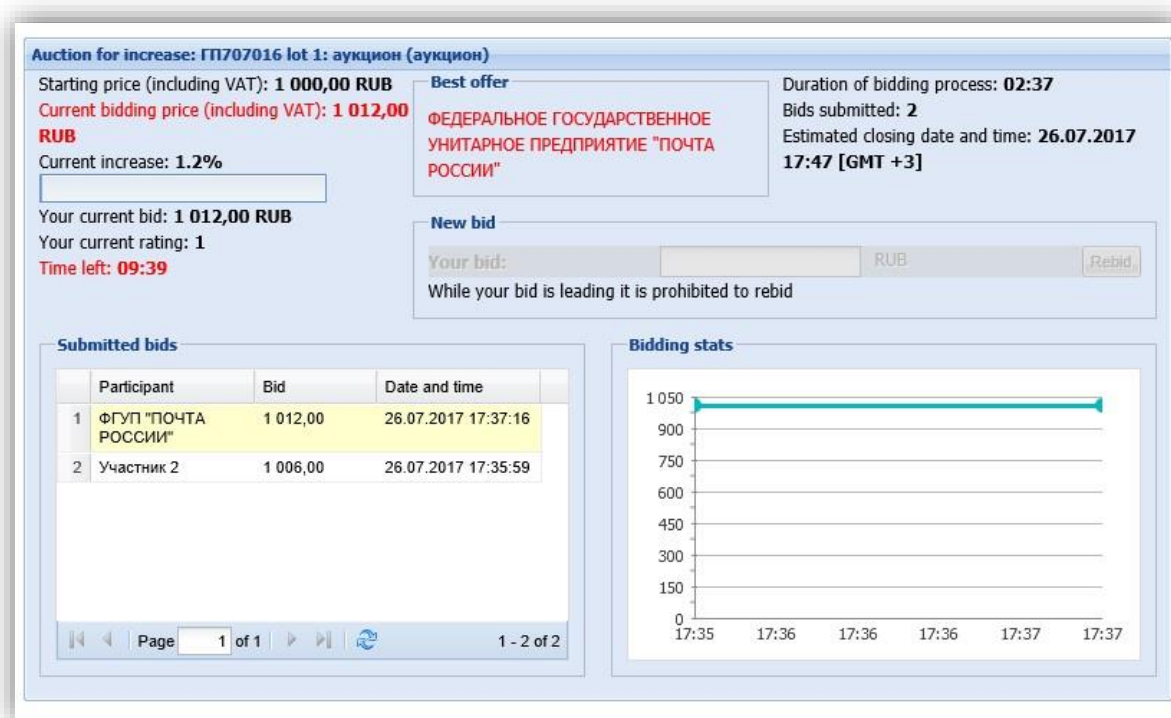

Fig. 14. Online bidding form

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