



РАЗРАБОТКА СИСТЕМЫ РАСЧЁТА РЕЙТИНГА ДЕЛОВОЙ РЕПУТАЦИИ
ПОСТАВЩИКОВ/ПОДРЯДЧИКОВ/ИСПОЛНИТЕЛЕЙ ДЛЯ
ИСПОЛЬЗОВАНИЯ ПРИ ПРОВЕДЕНИИ ЗАКУПОК ДЛЯ НУЖД
ГОСКОРПОРАЦИИ «РОСАТОМ», ЕЁ АКЦИОНЕРНЫХ ОБЩЕСТВ И
ПОДВЕДОМСТВЕННЫХ ФГУП

Актуализированное руководство поставщика

B-RA1-1

Дата: 5 декабря 2016 г.

Версия: 1.6

Table of contents

Terminology, definitions and abbreviations	3
1 Introduction	3
1.1 Field of application	3
1.2 Short functionality description.....	4
1.3 User qualification level	4
2 Getting started	4
3 Operations description.....	4
3.1 Choosing interface language.....	4
3.2 Registration	5
3.3 Logging into system.....	7
3.4 Supplier search	8
3.5 Purchase search	10
3.6 Documents.....	12
3.7 FAQ	13
3.8 Contacts	14
3.8.1 Contacting the customer support service.....	14
3.9 Personal account.....	15
3.9.1 Editing supplier contact information	17
3.9.2 Viewing negative reputation facts information	19
3.9.3 Creating an appeal against the negative fact	21
3.9.4 Password change.....	23

Terminology, definitions and abbreviations

№	Terms	Definition
1	SC, Customer	Rosatom State Atomic Energy Corporation
2	SC Organizations	Rosatom State Atomic Energy Corporation, joint-stock companies and subordinate state-owned companies
3	System	Supplier negative reputation rating calculation system used for procurement by Rosatom State Atomic Energy Corporation, joint-stock companies and subordinate state-owned companies
4	IS RDR	Supplier negative reputation rating calculation system used for procurement by Rosatom State Atomic Energy Corporation, joint-stock companies and subordinate state-owned companies
5	Supplier negative reputation index	Quantitative evaluation of negative reputation facts occurred during procurement or contract performance.
6	Supplier negative reputation rating	Classification of supplier into one of three classes (“low risk”, “medium risk”, “high risk”) based on negative reputation index.
7	DS	Digital signature

1 Introduction

1.1 Field of application

Supplier negative reputation rating calculation system used for procurement by Rosatom State Atomic Energy Corporation, joint-stock companies and subordinate state-owned companies (hereafter abbreviated as IS) is intended for gathering, ordering, classification, accounting, storing, managing and searching for incoming information. IS can also be used to provide to supplier means of checking documents, relevant for its negative reputation rating, in order for supplier to be able to dispute its negative reputation index and rating.

1.2 Short functionality description

IS RDR offers the following functionality:

- Logging into IS RDR;
- Editing supplier contact information;
- Changing password;
- Viewing detailed information for your organisation's negative reputation facts;
- Generating appeals against negative facts.

1.3 User qualification level

To work with IS RDR, user must have basic knowledge and skills of working with web applications and become familiar with current Guide.

2 Getting started

To start working with the system follow the link <http://rdr.rosatom.ru/>.

3 Operations description

3.1 Choosing interface language

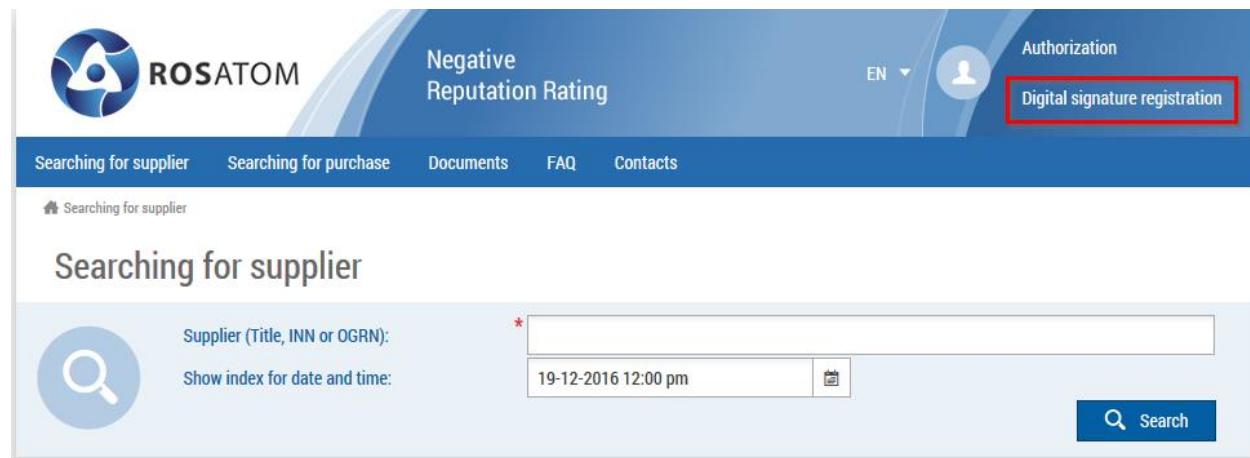
To change interface language, click on the current language symbol and choose the necessary language from the dropdown menu. When changing the interface language, the language of incoming notifications will also change.



Pic 3.1 Choosing interface language

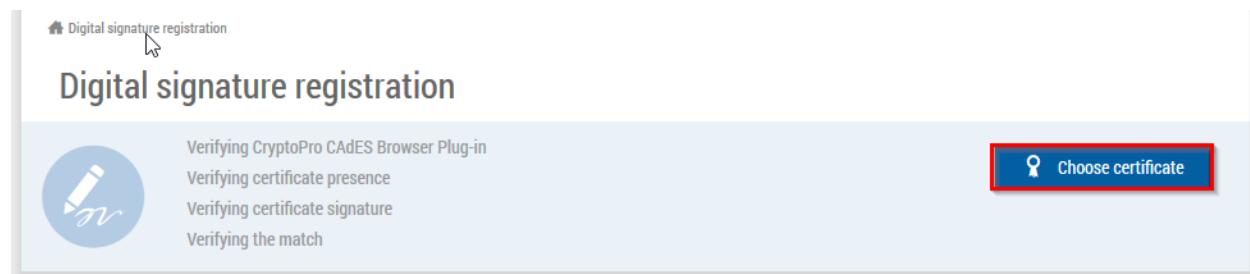
3.2 Registration

On the main page click «**Digital signature registration**» (Pic 3.2):

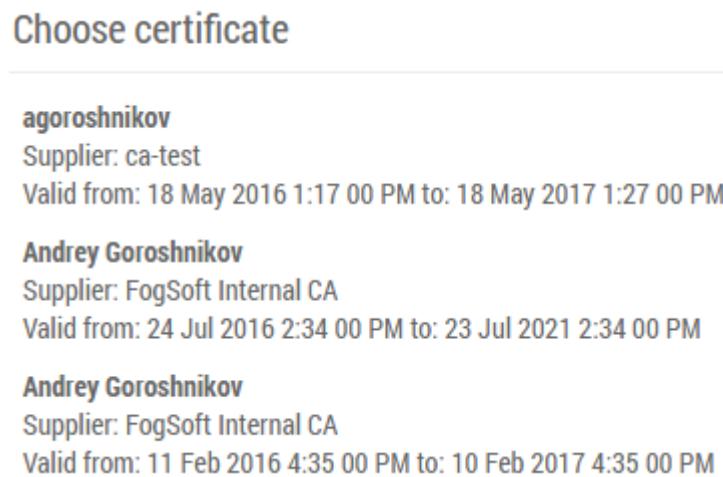


Pic 3.2 Main page

Click «**Choose certificate**» (Pic 3.3) and in the new window choose the necessary certificate (Pic 3.4):



Pic 3.3 Choosing certificate



Pic 3.4 Choosing certificate

After choosing the certificate a step-by-step verification will begin:

- Verifying ActiveX component.

At this step System verifies that the browser has the ActiveX component enabled. If an error occurs during this step, browser settings should be set to using all elements of ActiveX component;

- Verifying Capicom extension.

At this step System verifies that the Capicom extension is installed. If the extension is not installed, the system will offer to install it;

- Verifying certificate existence.

At this step System verifies that the certificate chosen for verification is installed in the user system. If an error occurs during this step, you should check that the certificate is installed properly;

- Verifying certificate signature.

At this step System verifies that chosen certificate can be used for digital signing. If an error occurs during this step, you should check that the chosen certificate is intended for digital signing;

- Verifying supplier match.

- System tries to find supplier using data stored within the certificate. If the supplier has been found and it has not been registered yet, System will ask to enter email address for authorization information to be sent to.

- If the certificate data is not enough to unambiguously identify the organization, System will offer to manually choose organization from the list. In the new window select proper organization and click «**Register**» (Pic 3.5):

Select a company

The system was unable to unambiguously identify your company based on certificate data, please select your organization from the list and press "Register" button

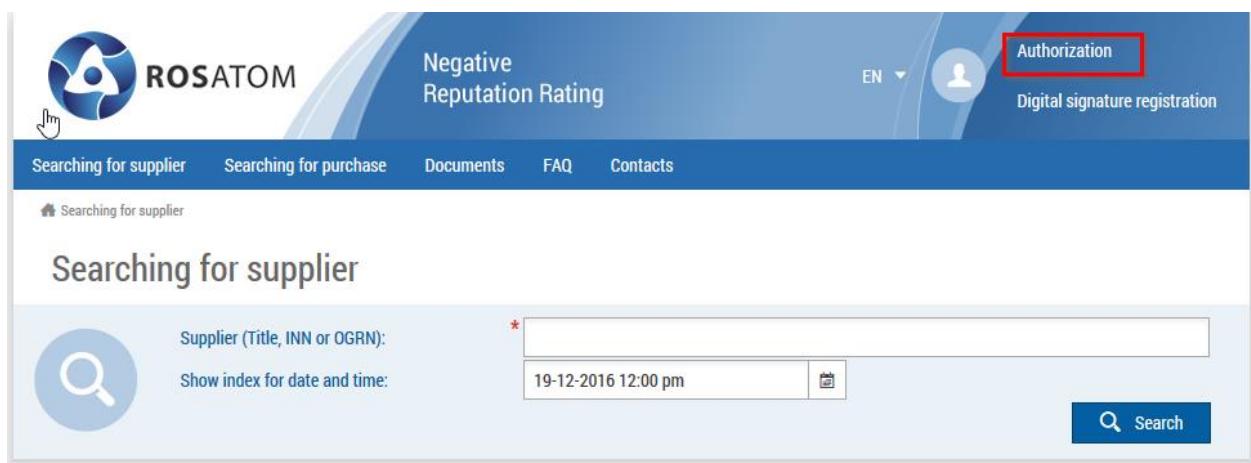
Title	INN	KPP
Канское отделение Головного отделения по Красноярскому краю Восточно-Сибирского банка Открытого акционерного общества "Сбербанк России"	7707083893	526002003
<input checked="" type="radio"/> Приморское отделение №9055 Северо-Западного Банка Сбербанка России	7707083893	526002003
<input type="radio"/> Приморское отделение №8635 Дальневосточного банка Сбербанка России	7707083893	526002003
<input type="radio"/> Центральное отделение №1991 Северо-Западного банка Сбербанка России	7707083893	526002003
<input type="radio"/> Темрюкское отделение Краснодарского отделения № 8619 Юго-Западного банка Открытого акционерного общества "Сбербанк России"	7707083893	526002003
<input type="radio"/> Октябрьское отделение № 7408 Открытого акционерного общества "Сбербанк России"	7707083893	526002003
<input type="radio"/> Вологодское отделение №8638 Северного банка Сбербанка России	7707083893	526002003
<input type="radio"/> Аннинское ОСБ №3777 Центрально-чernоземного банка Сбербанка России	7707083893	526002003
<input type="radio"/> Красносельское отделение №1892 Северо-Западного банка Сбербанка России	7707083893	526002003
<input type="radio"/> Димитровградское ОСБ №4272 Поволжский банк Сбербанка России	7707083893	526002003
<input type="radio"/> Смоленское ОСБ № 2328 Сибирского банка Сбербанка России	7707083893	526002003
<input type="radio"/> Калининградское отделение № 8626 Открытого акционерного общества "Сбербанк России" Дополнительный офис № 8626/01841	7707083893	526002003

Register Cancel

Pic 3.5 Choosing organization during registration

3.3 Logging into system

On the main page click «Authorization» (Pic 3.6):



ROSATOM

Negative Reputation Rating

EN

Authorization

Digital signature registration

Searching for supplier Searching for purchase Documents FAQ Contacts

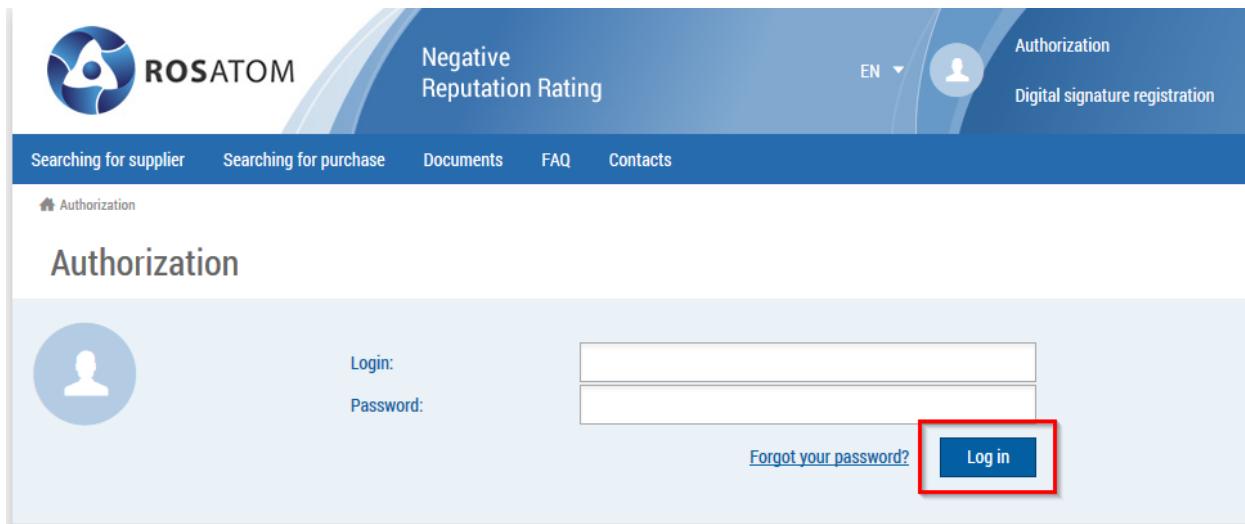
Searching for supplier

Supplier (Title, INN or OGRN):

Show index for date and time:

Pic 3.6 Main page

Enter your login and password and click «**Log in**» (Pic 3.7):



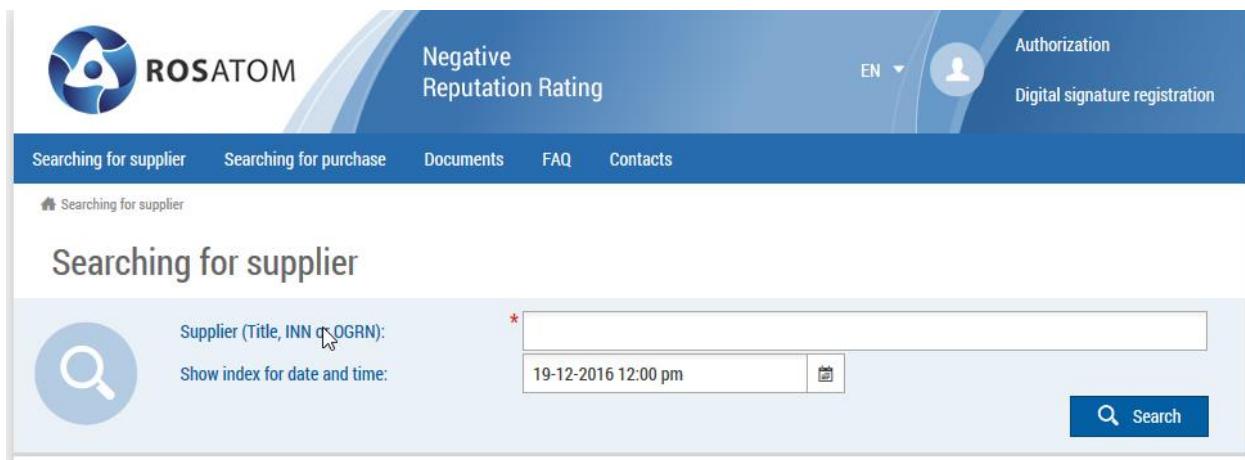
The screenshot shows the ROSATOM website's main menu at the top with links for 'Searching for supplier', 'Searching for purchase', 'Documents', 'FAQ', and 'Contacts'. Below this is a 'Negative Reputation Rating' section. On the right side of the header are language ('EN') and user ('Authorization', 'Digital signature registration') dropdown menus. The main content area is titled 'Authorization'. It features a large blue circular icon with a white person silhouette. To its right are two input fields: 'Login:' and 'Password:', both with placeholder text. Below these is a link 'Forgot your password?'. At the bottom right is a blue rectangular button labeled 'Log in'.

Pic 3.7 Authorization

If authorization is successful, you will be redirected to your account's main page.

3.4 Supplier search

You can search for supplier using its title, INN or OGRN. To search using INN, enter INN into the «Supplier (Title, INN or OGRN) » field and click «Search» button (Pic 3.8):

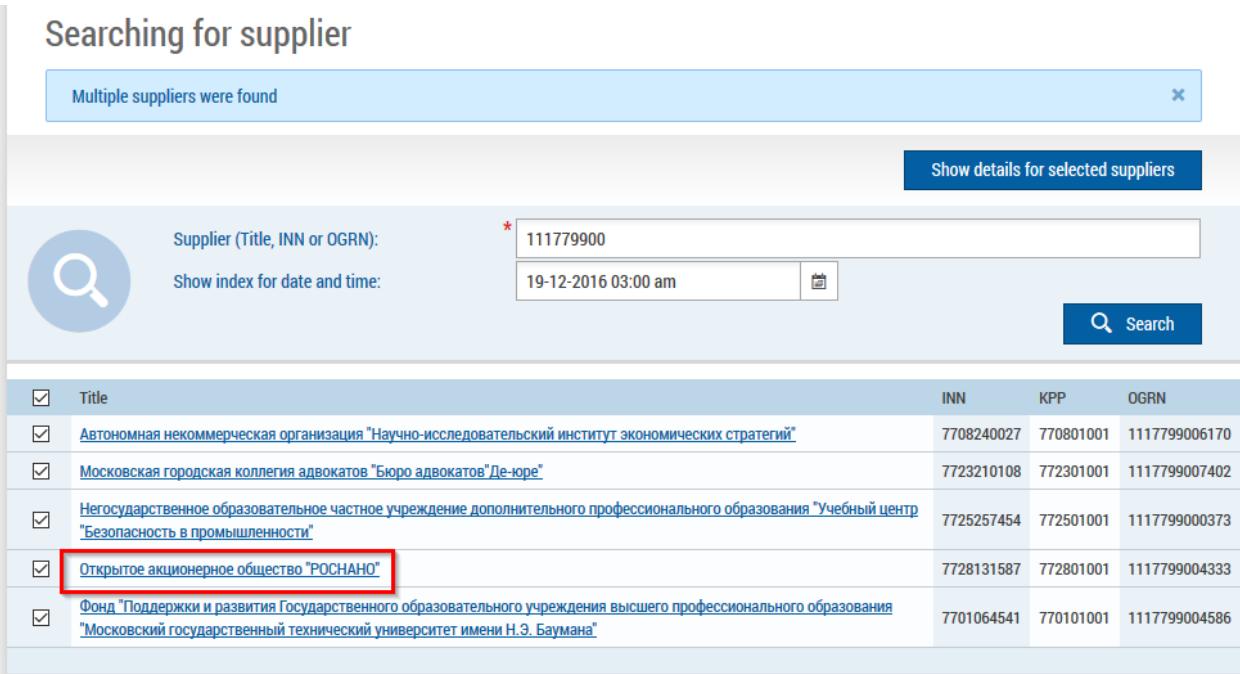


The screenshot shows the 'Searching for supplier' page. At the top is the ROSATOM logo and main menu. The main content area is titled 'Searching for supplier'. It features a large blue circular icon with a white magnifying glass. To its right is a text input field with a placeholder 'Supplier (Title, INN or OGRN):' and a small red asterisk indicating it is required. Below this is a date and time input field showing '19-12-2016 12:00 pm'. At the bottom right is a blue rectangular button labeled 'Search'.

Pic 3.8 Supplier search

If a supplier with the specified INN exists in the system, you will be redirected to the supplier details page.

If several suppliers with the specified INN exist, the system will show a table with suppliers list. You can choose a supplier from the list by following the link in its title (Pic 3.9):



Searching for supplier

Multiple suppliers were found

Show details for selected suppliers

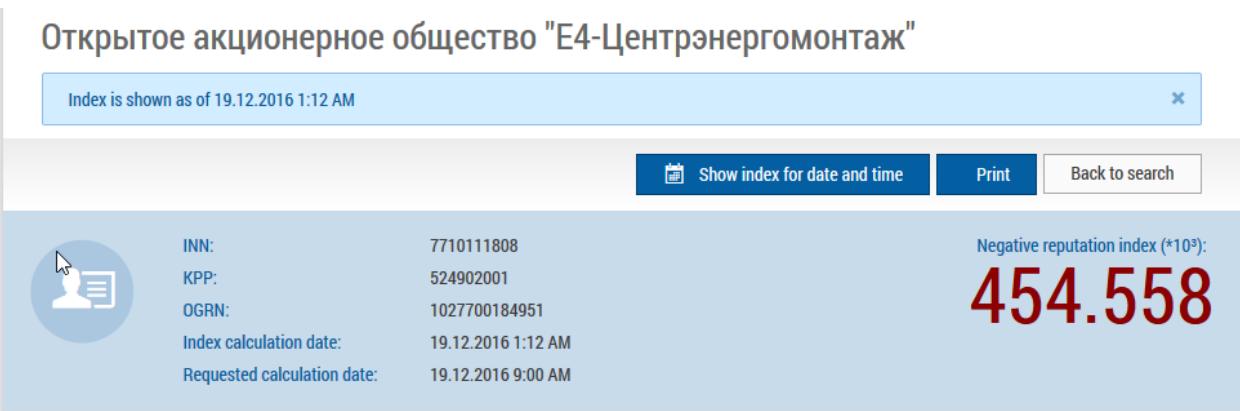
Supplier (Title, INN or OGRN): * 111779900
Show index for date and time: 19-12-2016 03:00 am

Search

Title	INN	KPP	OGRN
Автономная некоммерческая организация "Научно-исследовательский институт экономических стратегий"	7708240027	770801001	1117799006170
Московская городская коллегия адвокатов "Бюро адвокатов" Де-юре"	7723210108	772301001	1117799007402
Негосударственное образовательное частное учреждение дополнительного профессионального образования "Учебный центр "Безопасность в промышленности"	7725257454	772501001	1117799000373
Открытое акционерное общество "РОСНАНО"	7728131587	772801001	1117799004333
Фонд "Поддержки и развития Государственного образовательного учреждения высшего профессионального образования "Московский государственный технический университет имени Н.Э. Баумана"	7701064541	770101001	1117799004596

Pic 3.9 Supplier search results

After following the link you will get to supplier details page (Pic. 3.10):



Открытое акционерное общество "Е4-Центрэнергомонтаж"

Index is shown as of 19.12.2016 1:12 AM

Show index for date and time Print Back to search

INN: 7710111808
KPP: 524902001
OGRN: 1027700184951
Index calculation date: 19.12.2016 1:12 AM
Requested calculation date: 19.12.2016 9:00 AM

Negative reputation index (*10³): **454.558**

Pic. 3.10 Supplier details

Supplier details page contains the following information:

- Supplier title
- Supplier INN
- Supplier KPP
- Supplier OGRN
- Rating placement
- Index calculation date
- Negative reputation index

You can print supplier details by clicking the «Print» button (1) or go back to supplier search by clicking «Back to search» (2) (Pic 3.11):

Открытое акционерное общество "Е4-Центрэнергомонтаж"

Index is shown as of 19.12.2016 1:12 AM

1 2

[Show index for date and time](#) [Print](#) [Back to search](#)

 INN: 7710111808 KPP: 524902001 OGRN: 1027700184951 Index calculation date: 19.12.2016 1:12 AM Requested calculation date: 19.12.2016 9:00 AM	Negative reputation index (*10 ³): 454.558
--	--

QR-code for verification



Pic 3.11 Supplier details

3.5 Purchase search

On the «Purchase search» page you can get information about supplier participating in the specified purchase and their indices. To search for purchase, enter purchase number in the «Purchase number» field and click «Search» (Pic 3.12):

ROSATOM  Negative Reputation Rating EN Authorization Digital signature registration

Searching for supplier Searching for purchase Documents FAQ Contacts

 * Note: the search uses full purchase number only [Search](#)

Pic 3.12 Purchase search

System will show general purchase information, participants list and their indices as of purchase publication date. To print purchase details use the «Print» button (2).

If System does not contain information about the envelope opening date, it provides a method to calculate index points for specified envelope opening date. To do this, enter criteria weight (3), choose envelope opening date and time (4) and click «Calculate» (1) (Pic 3.13):

Право заключения договора на Поставка автомобильных шин для транспорта ООО «Белоярская АЭС - Авто»

Please notice, that "Business reputation" subcriteria is not used in this purchase since there are accepted participants with no information about contracts, concluded with companies of the nuclear industry for the past 3 years, in the "Business reputation rating" information system.

1 2
Calculate Print

	Purchase number:	161031/1662/042
Procedure method:	Открытый запрос цен	
Lot number:	1	
Publication date:	31.10.2016	
Starting price:	402,412.03 RUB	
Customer:	Общество с ограниченной ответственностью "Белоярская АЭС - Авто"	
"Negative reputation" criteria weight (%):	5	3
Envelope opening date:	31-10-2016 12:00 am	4

Pic 3.13 Calculating suppliers indices

All information on the page (information about the purchase, suppliers and their indices, criteria weight and envelope opening date) is also coded in QR-Code (**Ошибка! Источник ссылки не найден.**):

Participants

Title	INN	Contracts	Negative reputation index (*10 ³)	Reputation points
<input checked="" type="checkbox"/> Общество с ограниченной ответственностью Компрессорная Компания "Тэмбо"	7718194034	✓ Concluded	1.269	5
<input checked="" type="checkbox"/> ООО Туннель	4942526204	— Not concluded	0.000	0

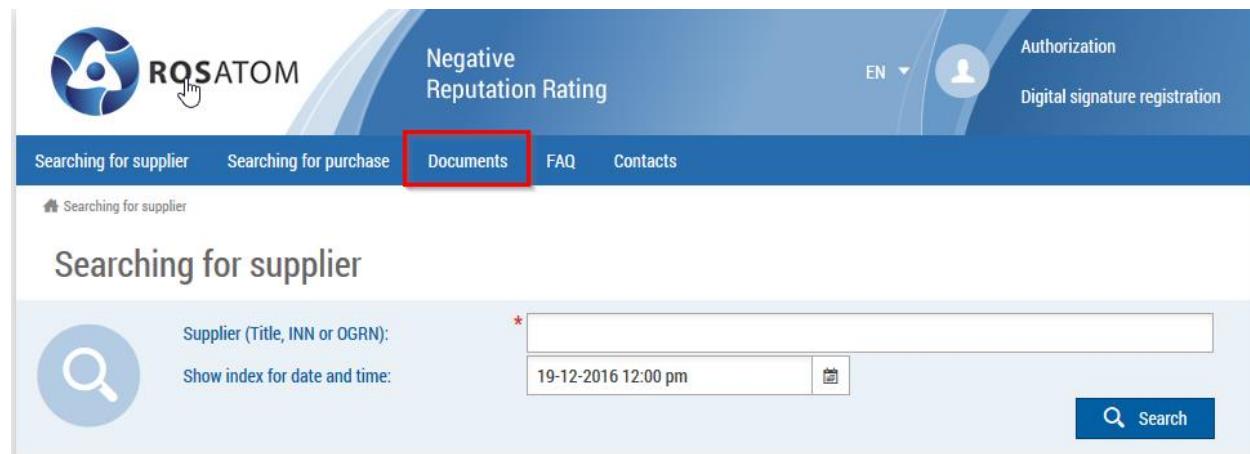
QR-code for verification



Pic 3.14 QR-code with purchase details

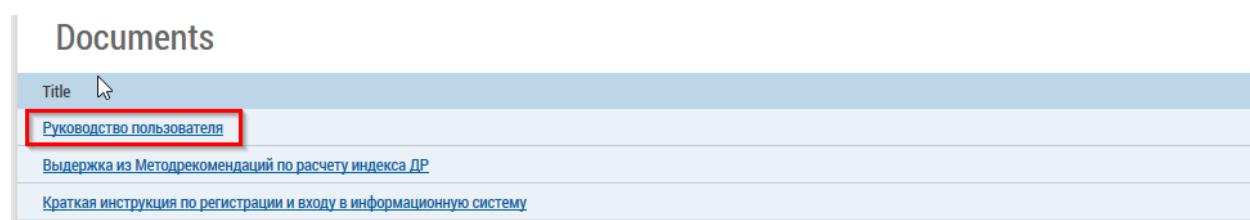
3.6 Documents

To view the page, follow the «Documents» link in the top menu (Pic 3.15):



Pic 3.15 Getting to «Documents» page

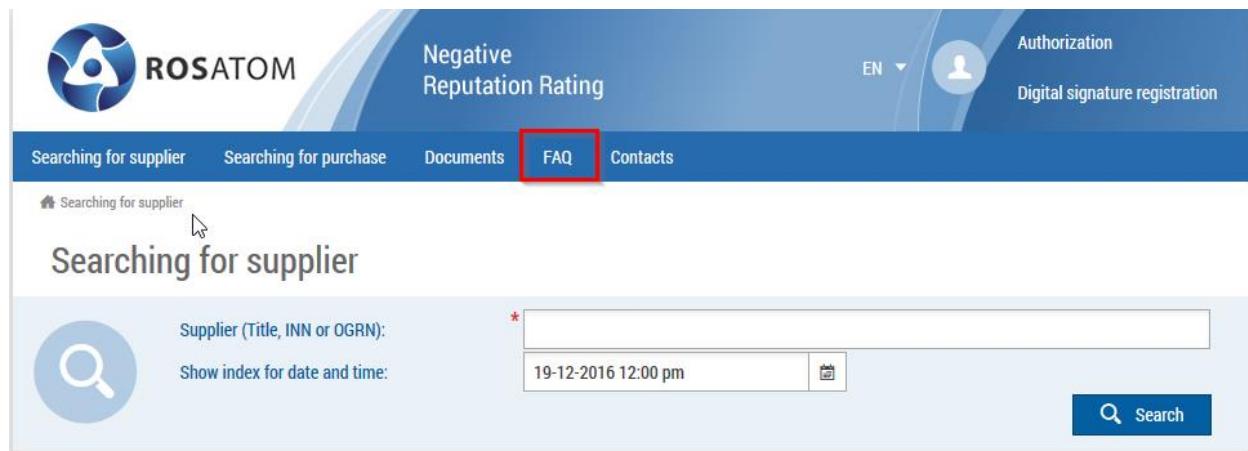
The page contains normative documents. To download the document, use the link in its title (Pic 3.16):



Pic 3.16 Downloading document

3.7 FAQ

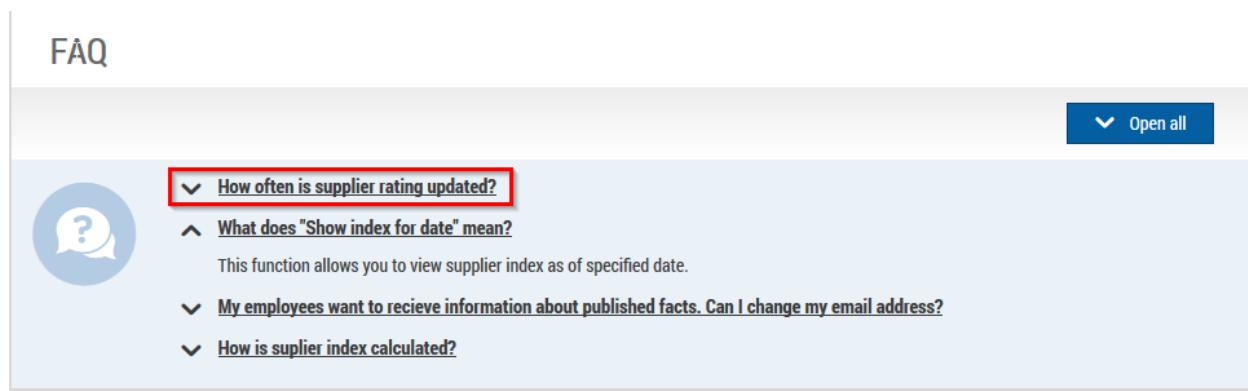
To view the «FAQ» page you need to follow the «FAQ» link in the top menu (Pic 3.17):



The screenshot shows the ROSATOM website interface. At the top, there is a blue header with the ROSATOM logo and the text "Negative Reputation Rating". On the right side of the header, there are links for "EN", "Authorization", and "Digital signature registration". Below the header, there is a navigation bar with several tabs: "Searching for supplier", "Searching for purchase", "Documents", "FAQ" (which is highlighted with a red box), and "Contacts". Underneath the navigation bar, there is a search form titled "Searching for supplier" with a magnifying glass icon. The search form includes fields for "Supplier (Title, INN or OGRN)" and "Show index for date and time", along with a date input field set to "19-12-2016 12:00 pm" and a "Search" button.

Pic 3.17 Getting to «FAQ» page

This page contains answers to frequently asked questions. To view the answer to the specific question, choose it from the list (Pic 3.18):

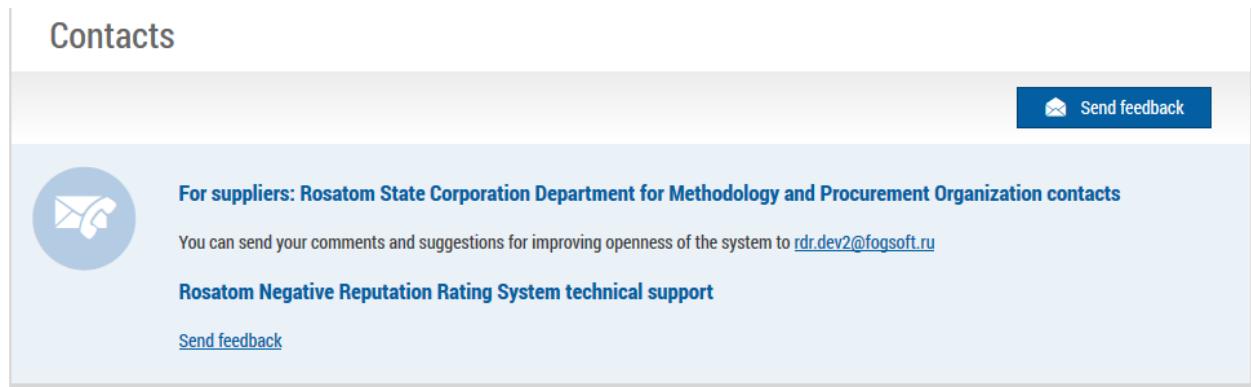


The screenshot shows the "FAQ" page. At the top left, there is a large "FAQ" heading. On the right side, there is a "Open all" button. Below the heading, there is a list of questions, each preceded by a small blue speech bubble icon. The first question, "How often is supplier rating updated?", has a red box around it and is currently expanded, showing its answer: "This function allows you to view supplier index as of specified date." The other questions in the list are collapsed.

Pic 3.18 FAQ

3.8 Contacts

«Contacts» page contains contacts for feedback. To view the page, click the «**Contacts**» button in the top menu. From this page you can also send a message to the customer support service. In order to do it, click the «**Send feedback**» (Pic 3.19):

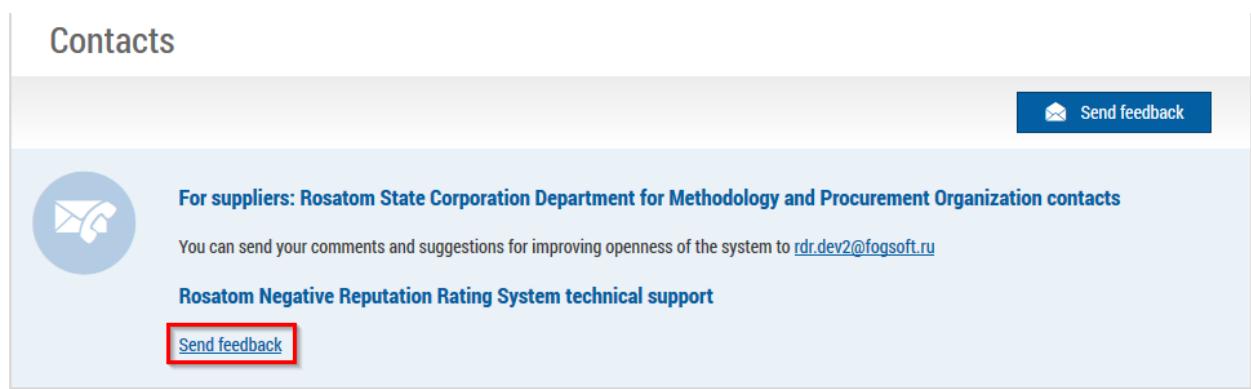


The screenshot shows a web page titled 'Contacts'. At the top right is a blue button labeled 'Send feedback' with a mail icon. Below the title, there is a large blue circular icon containing a white envelope symbol. To its right, the text reads: 'For suppliers: Rosatom State Corporation Department for Methodology and Procurement Organization contacts'. Below this, it says 'You can send your comments and suggestions for improving openness of the system to rdr.dev2@fogsoft.ru'. Underneath that is the text 'Rosatom Negative Reputation Rating System technical support'. At the bottom left of the page is another 'Send feedback' button.

Pic 3.19 Contacts

3.8.1 Contacting the customer support service

To contact the customer support service you must follow the «**Send feedback**» link (Pic 3.20):



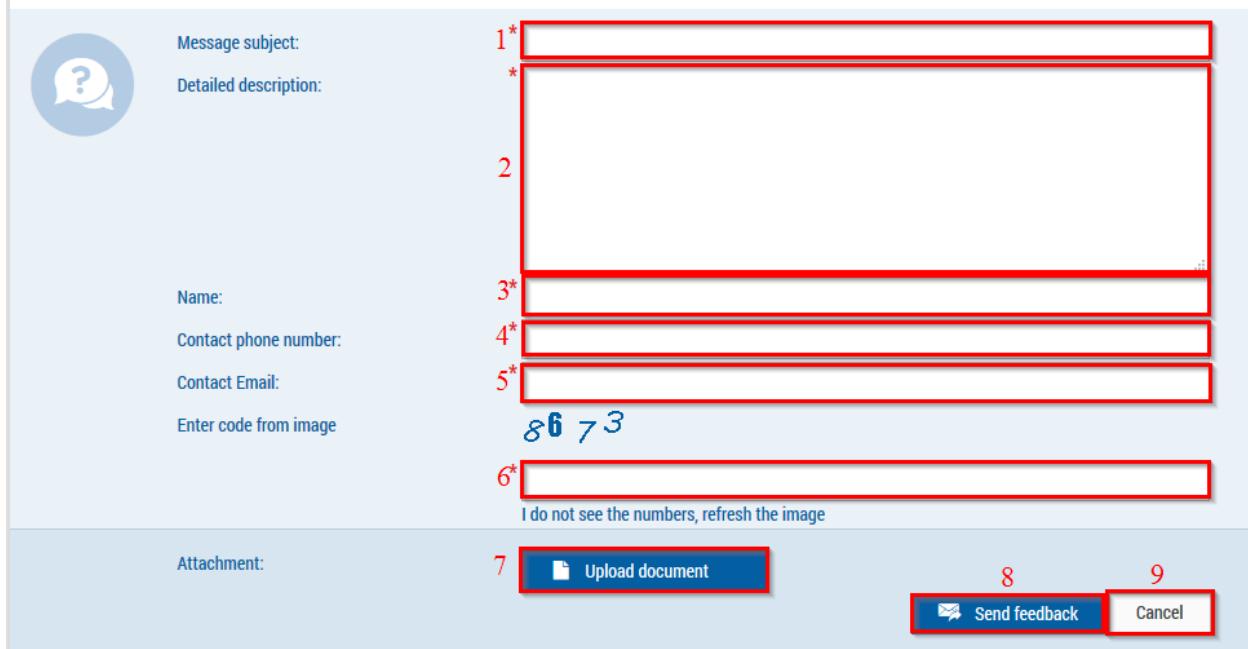
This screenshot is identical to Pic 3.19, but the 'Send feedback' button at the bottom left is highlighted with a red rectangular box.

Pic 3.20 Sending feedback

On the new page you must fill required fields:

- message subject (1);
- detailed description (2);
- user name (3);
- contact phone number (4);
- email for response (5)
- code from image (6)
- You can also attach an image with the problem or error (7). To send the message, click «**Send feedback**» (8). If you click the «**Cancel**» button (9) the message will be not sent (Pic 3.21):

Send feedback



The screenshot shows a feedback form with the following fields and controls:

- 1* Message subject: (Text input field)
- * Detailed description: (Text area)
- 2 (Text area)
- 3* Name: (Text input field)
- 4* Contact phone number: (Text input field)
- 5* Contact Email: (Text input field)
- Enter code from image: (Text input field containing "8673")
I do not see the numbers, refresh the image
- 6* Attachment: (Text input field)
- 7 Upload document (button)
- 8 Send feedback (button)
- 9 Cancel (button)

Pic 3.21 Feedback form

After your issue has been resolved, customer support specialist will send an email about resolving the issue to the specified email address.

3.9 Personal account

To get to the personal account main page follow the «Personal account» link (1) or choose the corresponding menu item in the top right part of the page under the organization title (2) (Рис. 3.22):

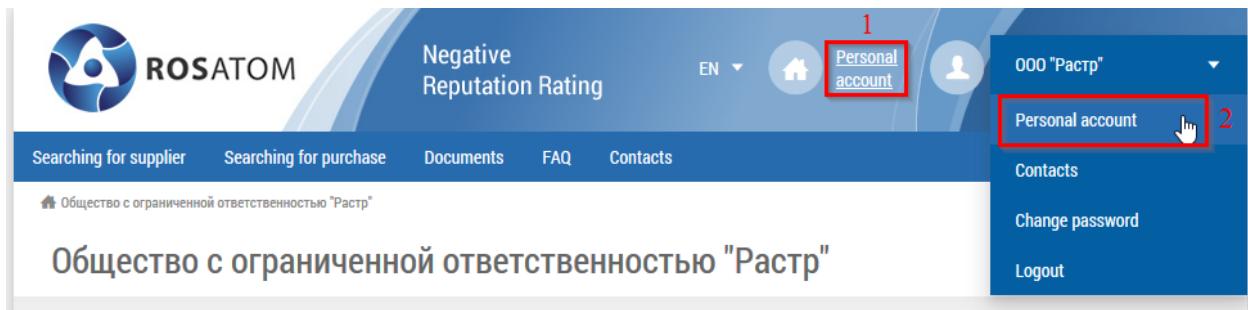
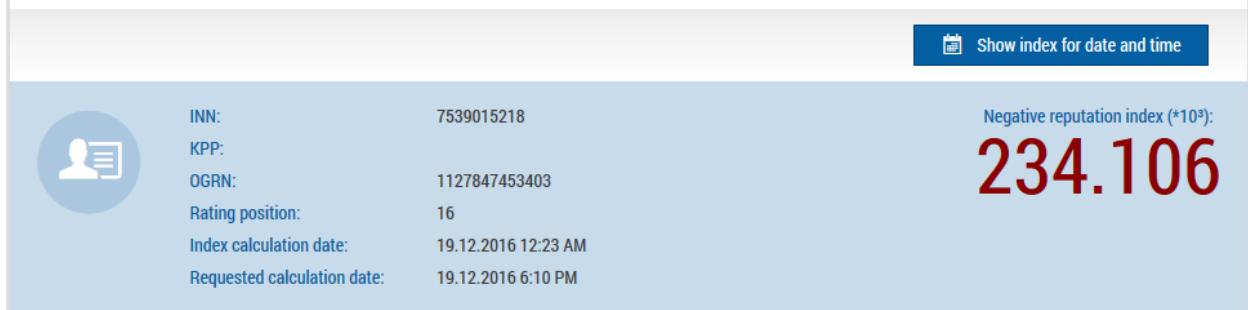


Рис. 3.22 Getting to personal account

Personal account main page consists of five parts:

1. Information about supplier, its negative reputation index, rating and index calculation date (Pic 3.23):

Общество с ограниченной ответственностью "Растр"



Pic 3.23 Supplier details

2. Information about negative reputation factors which contribute to negative reputation index (Pic 3.24):

Index calculation

Negative factor	Status	Index points (*10 ³)
Evidence of inclusion in the registers of mala fide suppliers	Published	80.193
Results of arbitration cases lost by suppliers (including in arbitration court), where decisions were made regarding the payment of penalties for violating the terms established for meeting contractual obligations or other terms of the contract	Used for facts published since 23 Dec 2015 till 15 Sep 2016	52.009
Confirmed cases of falsified documents at the Procurement stage	Published	34.389
Results of arbitration cases lost by suppliers (including in arbitration court), where decisions were made on the satisfaction of complaints about quality	Used for facts published since 24 Dec 2015 till 15 Sep 2016	27.421
Confirmed cases of falsified documents during the conclusion or performance of the contract	Published	22.125
Submitted and accepted penalties for violating the terms established for meeting contractual obligations or other terms of the contract	Used for facts published since 26 Apr 2016 till 15 Sep 2016	9.625
Confirmed cases of falsified documents at the Procurement stage	Used for facts published since 16 Dec 2015 till 15 Sep 2016	2.217

Pic 3.24 «Index calculation» part

3. A list of contracts concluded by the supplier:

Contracts

Contract number	Customer	Contract subject	Contract date	Contract sum	Currency	Contract sum in rubles
1018	ОАО "АЭП"	Перемотка электродвигателей 26.07.2002	26 Jul 2003	49,090.00	RUB	49,090.00
102242	Акционерное общество "Всероссийский научно-исследовательский институт по эксплуатации атомных электростанций"	Проверка 102242	01 Jun 2016	150,000.00	RUB	150,000.00

Pic 3.25 List of supplier's contracts

4. A full list of registered negative reputation facts with statuses and publication dates (Pic 3.26):

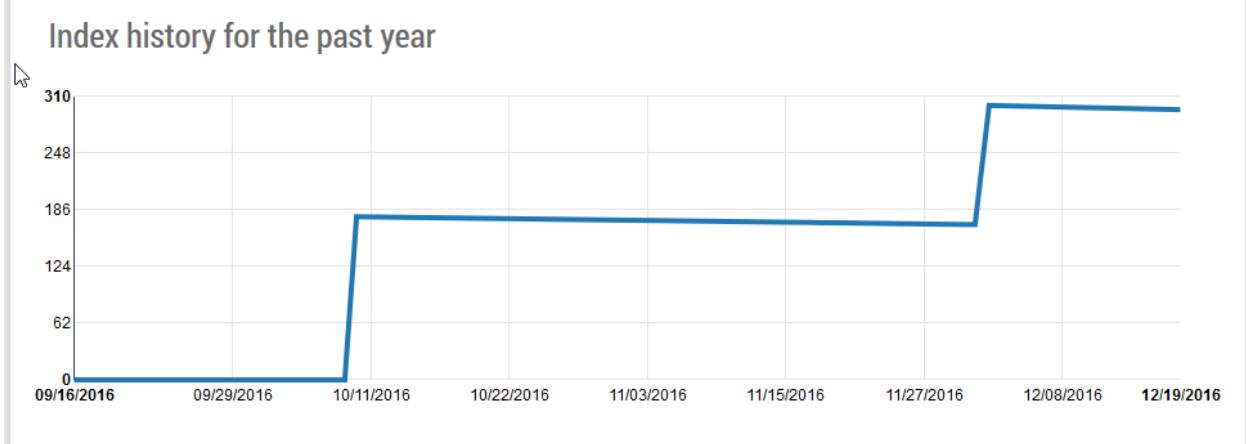
15
Negative facts

<u>Negative fact code</u>	<u>Negative fact</u>	<u>Status</u>	<u>Date of including in calculations</u>
2032	Фальсификация документов по договору № Договор15082016 от 07.07.2016	Cancelled	26 Aug 2016
2199	Фальсификация документов по договору № Договор15082016 от 07.07.2016	Used in calculations	11 Oct 2016
2505	Фальсификация документов по договору № Договор 03.11.2016 от 03.11.2016	Used in calculations	29 Nov 2016
2071	Фальсификация документов по договору № 5601 от 07.07.2016	Cancelled	07 Sep 2016
1620	Фальсификация документов по договору № 1018 от 26.07.2003	Used in calculations	31 May 2016
1893	Фальсификация документов на этапе проведения закупки № 31603786341 от 05.07.2016	Cancelled	01 Aug 2016
2220	Фальсификация документов на этапе проведения закупки № 31603743520 от 2016-06-23T00:00:00	Cancelled	14 Oct 2016
1621	Фальсификация документов на этапе проведения закупки № 2837/6330/7341 от 21.10.2015	Cancelled	31 May 2016
1998	Фальсификация документов на этапе проведения закупки № 1234/123/987529072016-02 от 28.07.2016	Cancelled	18 Aug 2016
2200	Фальсификация документов на этапе проведения закупки № 1234/123/987526082016-13 от 23.08.2016	Used in calculations	11 Oct 2016

1 2 3 4 5 6 7 8 9 10 ... > >>

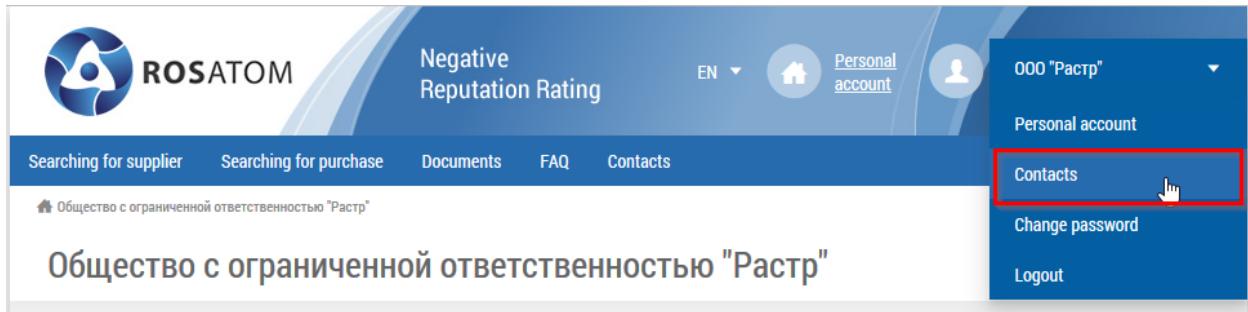
Pic 3.26 List of negative reputation facts

5. History of index changes (Pic 3.27):


Pic 3.27 Index change history
3.9.1 Editing supplier contact information

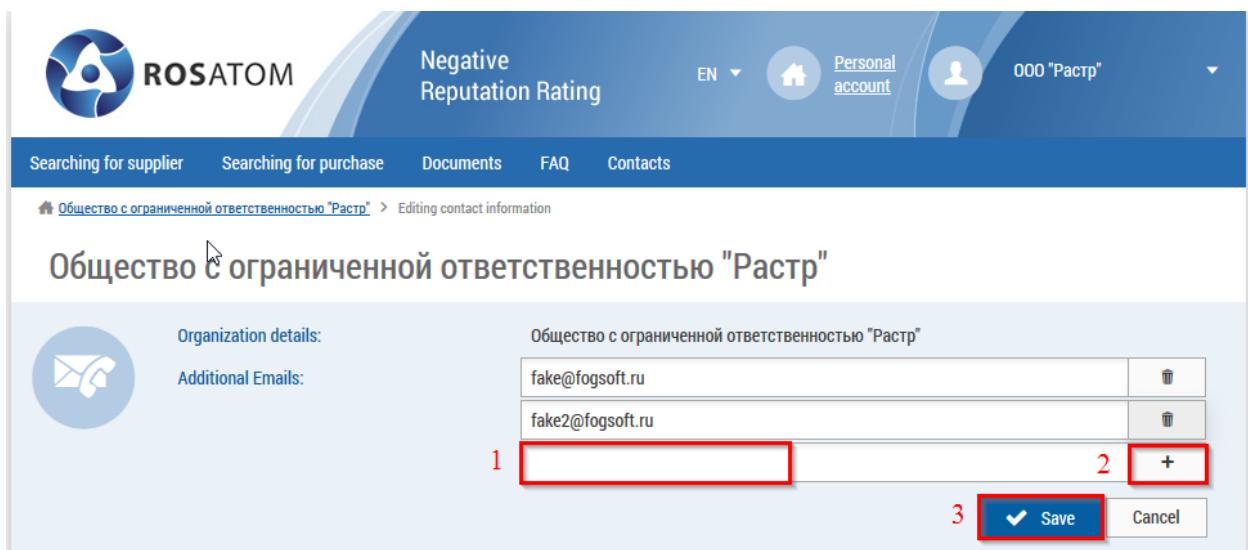
Main email address is set during the registration (part **Ошибка! Источник ссылки не найден.**), but you can add additional email addresses which will receive notifications about system events.

To add additional email addresses, choose the «**Contacts**» menu item in the top right part of the page under the organization title (Pic 3.28):



Pic 3.28 Getting to «Contacts» page

To add a new email address, fill the corresponding field (1), click the «+» button and click «**Save**» (Pic 3.29):



Pic 3.29 Adding new email addresses

3.9.2 Viewing negative reputation facts information

A full list of registered negative reputation facts with statuses and publication dates can be found in the «Negative facts» part of your personal account (Pic 3.30):

Negative facts		Status	Date of including in calculations
Negative fact code	Negative fact		
2032	Фальсификация документов по договору № Договор15082016 от 07.07.2016	<input type="checkbox"/> Cancelled	26 Aug 2016
2199	Фальсификация документов по договору № Договор15082016 от 07.07.2016	<input checked="" type="checkbox"/> Used in calculations	11 Oct 2016
2505	Фальсификация документов по договору № Договор 03.11.2016 от 03.11.2016	<input checked="" type="checkbox"/> Used in calculations	29 Nov 2016
2071	Фальсификация документов по договору № 5601 от 07.07.2016	<input type="checkbox"/> Cancelled	07 Sep 2016
1620	Фальсификация документов по договору № 1018 от 26.07.2003	<input checked="" type="checkbox"/> Used in calculations	31 May 2016
1893	Фальсификация документов на этапе проведения закупки № 31603786341 от 05.07.2016	<input type="checkbox"/> Cancelled	01 Aug 2016
2220	Фальсификация документов на этапе проведения закупки № 31603743520 от 2016-06-23T00:00:00	<input type="checkbox"/> Cancelled	14 Oct 2016
1621	Фальсификация документов на этапе проведения закупки № 2837/6330/7341 от 21.10.2015	<input type="checkbox"/> Cancelled	31 May 2016
1998	Фальсификация документов на этапе проведения закупки № 1234/123/987529072016-02 от 28.07.2016	<input type="checkbox"/> Cancelled	18 Aug 2016
2200	Фальсификация документов на этапе проведения закупки № 1234/123/987526082016-13 от 23.08.2016	<input checked="" type="checkbox"/> Used in calculations	11 Oct 2016

1 2 3 4 5 6 7 8 9 10 ... > >>

Pic 3.30 Supplier negative reputation facts

Each list item contains a link to the corresponding fact. You can view fact details by following the link (Pic 3.31):

Negative fact details

[!\[\]\(76a3e8b971e3f4e3e7bf4f40612c8a29_img.jpg\) Generate appeal](#)

	Title: Фальсификация документов на этапе проведения закупки № 1234/123/987526082016 от 26.08.2016 Negative fact code: 2506 Status:  Used in calculations
	Negative factor: Confirmed cases of falsified documents at the Procurement stage Supplier: Общество с ограниченной ответственностью "Растр"
	Purchase number: 1234/123/987526082016 Lot number: 1 Lot title: Лот для тестирования 20160823-3 Purchase placement date: 26 Aug 2016 Customer: Акционерное общество "Российский концерн по производству электрической и тепловой энергии на атомных станциях" Purchase starting (maximum) price: 15,000.00 RUB
	Equipment class / building category: Safety class 3 equipment / Category 2 construction sites <i>Coefficient: 1.1</i> Cost of products with falsified documents: 123,123.00 RUB Appeal expiration date: 29 Dec 2016
	Documents: A calculation of the cost of products for which documents were falsified in accordance with the bid application 1.pdf A letter from a state authority or organization performing state or state-regulated functions that disconfirms the information provided by the bidder in the bid application on behalf of the said authority or organization 1.pdf

Pic 3.31 Fact details

Fact details page contains following information:

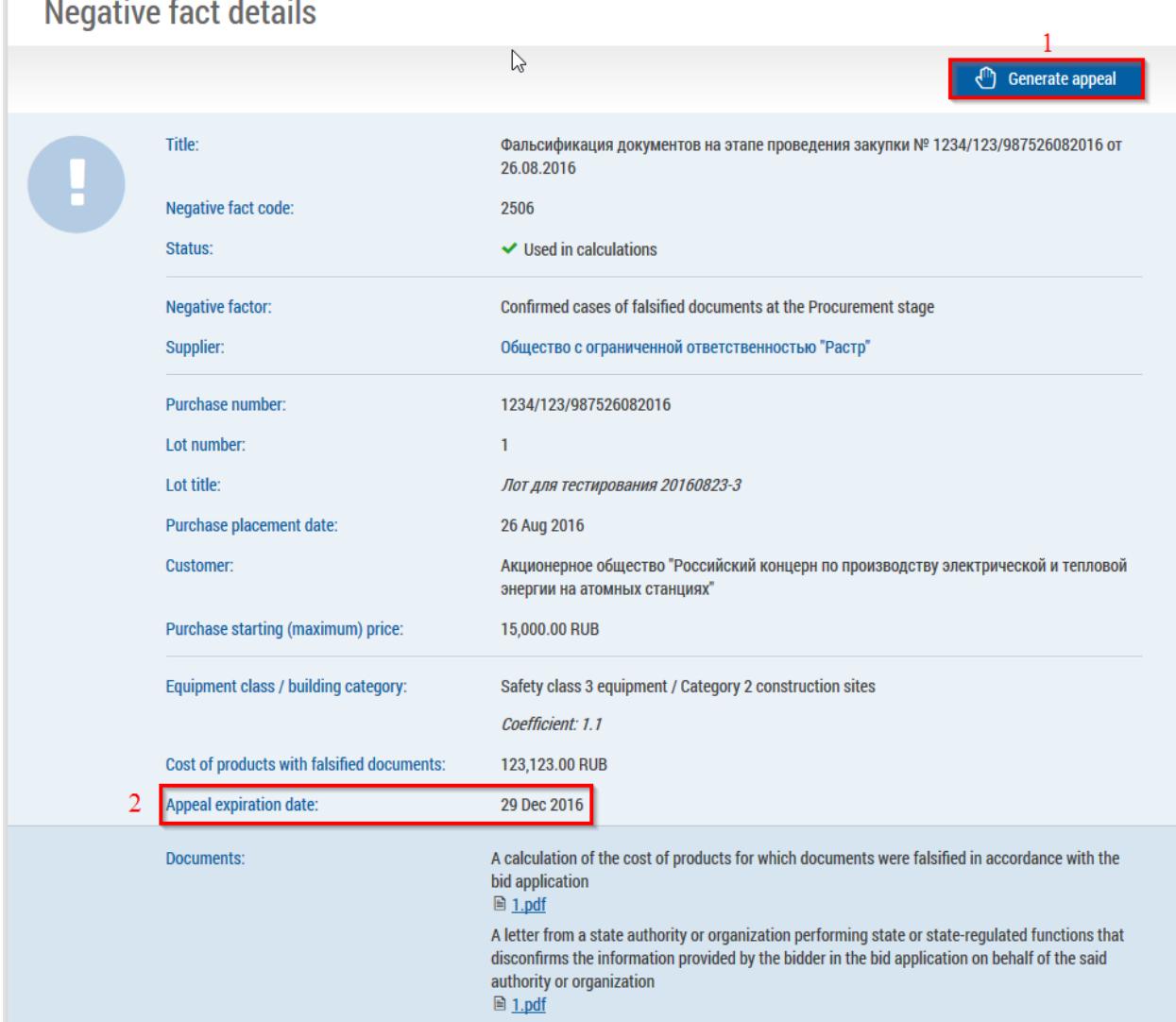
- Negative reputation factor;
- Supplier title;
- Details of the contract (contact date, contract number, contract subject), performance of which led to the negative reputation fact;
- Customer title;
- Contract sum;
- Negative reputation fact status;
- Negative reputation fact code (can be used for fact reference in appeals);
- Negative reputation fact title;
- Claim sum, if present

- Equipment security class
- List of confirming documents with download links;
- Appeal expiration date.

3.9.3 Creating an appeal against the negative fact

You can create an appeal against the publication of negative reputation fact by clicking the «Generate appeal» button on the fact details page (1). Fact can be appealed only when it is in «Used in calculations» status and haven't passed the appeal expiration date (2) (Pic 3.32):

Negative fact details



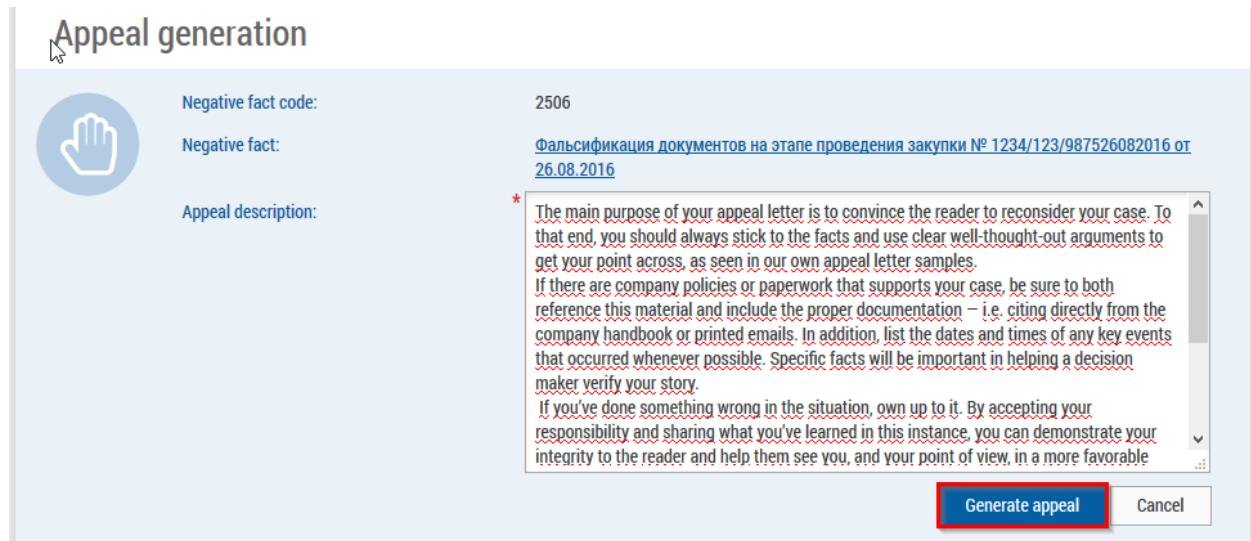
The screenshot shows a form titled 'Negative fact details'. At the top right is a blue button labeled 'Generate appeal' with a red number '1' above it. A large blue exclamation mark icon is on the left. The form contains the following data:

Title:	Фальсификация документов на этапе проведения закупки № 1234/123/987526082016 от 26.08.2016
Negative fact code:	2506
Status:	<input checked="" type="checkbox"/> Used in calculations
Negative factor:	Confirmed cases of falsified documents at the Procurement stage
Supplier:	Общество с ограниченной ответственностью "Растр"
Purchase number:	1234/123/987526082016
Lot number:	1
Lot title:	Лот для тестирования 20160823-3
Purchase placement date:	26 Aug 2016
Customer:	Акционерное общество "Российский концерн по производству электрической и тепловой энергии на атомных станциях"
Purchase starting (maximum) price:	15,000.00 RUB
Equipment class / building category:	Safety class 3 equipment / Category 2 construction sites
Cost of products with falsified documents:	123,123.00 RUB
Appeal expiration date:	29 Dec 2016
Documents:	A calculation of the cost of products for which documents were falsified in accordance with the bid application 1.pdf A letter from a state authority or organization performing state or state-regulated functions that disconfirms the information provided by the bidder in the bid application on behalf of the said authority or organization 1.pdf

Red numbers '1' and '2' are placed over the 'Generate appeal' button and the 'Appeal expiration date' field respectively.

Pic 3.32 Getting to appeal generation

On the appeal creation page you should fill the «Appeal description» field and click «Generate appeal» (Pic 3.33):



Appeal generation

Negative fact code: 2506

Negative fact: [Фальсификация документов на этапе проведения закупки № 1234/123/987526082016 от 26.08.2016](#)

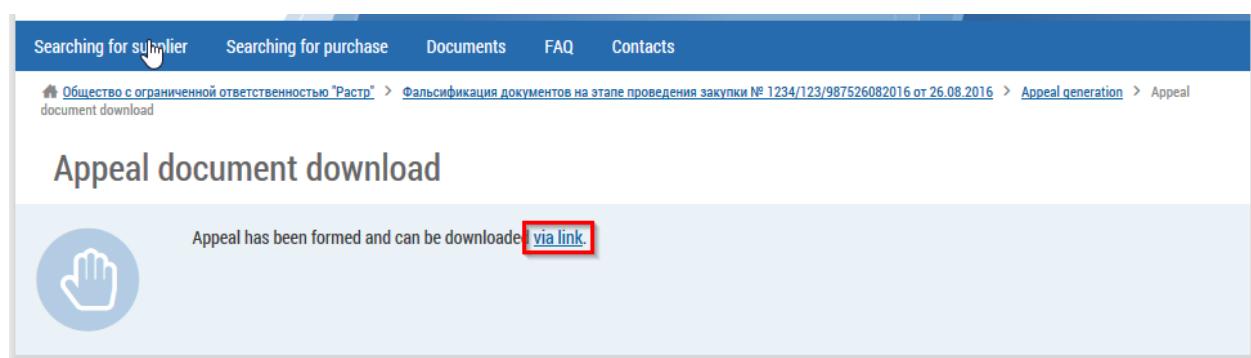
Appeal description:

The main purpose of your appeal letter is to convince the reader to reconsider your case. To that end, you should always stick to the facts and use clear well-thought-out arguments to get your point across, as seen in our own appeal letter samples. If there are company policies or paperwork that supports your case, be sure to both reference this material and include the proper documentation – i.e. citing directly from the company handbook or printed emails. In addition, list the dates and times of any key events that occurred whenever possible. Specific facts will be important in helping a decision maker verify your story. If you've done something wrong in the situation, own up to it. By accepting your responsibility and sharing what you've learned in this instance, you can demonstrate your integrity to the reader and help them see you, and your point of view, in a more favorable light.

Generate appeal **Cancel**

Pic 3.33 Appeal generation

System will generate the appeal and show you a link for downloading the document (Pic 3.34):



Searching for supplier **Searching for purchase** **Documents** **FAQ** **Contacts**

[Общество с ограниченной ответственностью "Расп"](#) > [Фальсификация документов на этапе проведения закупки № 1234/123/987526082016 от 26.08.2016](#) > [Appeal generation](#) > Appeal document download

Appeal document download

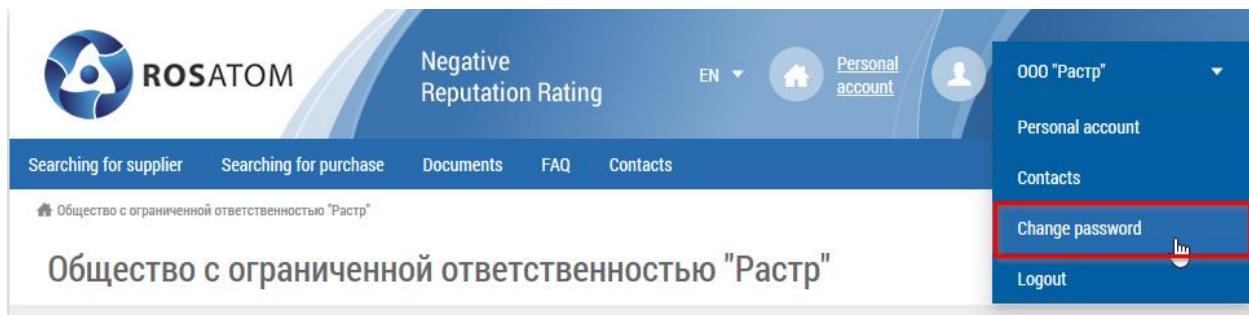
Appeal has been formed and can be downloaded [via link](#).

Pic 3.34 Appeal download link

After downloading the document you can print it on a company letterhead, attach confirming documents and file it to the Rosatom central arbitration committee.

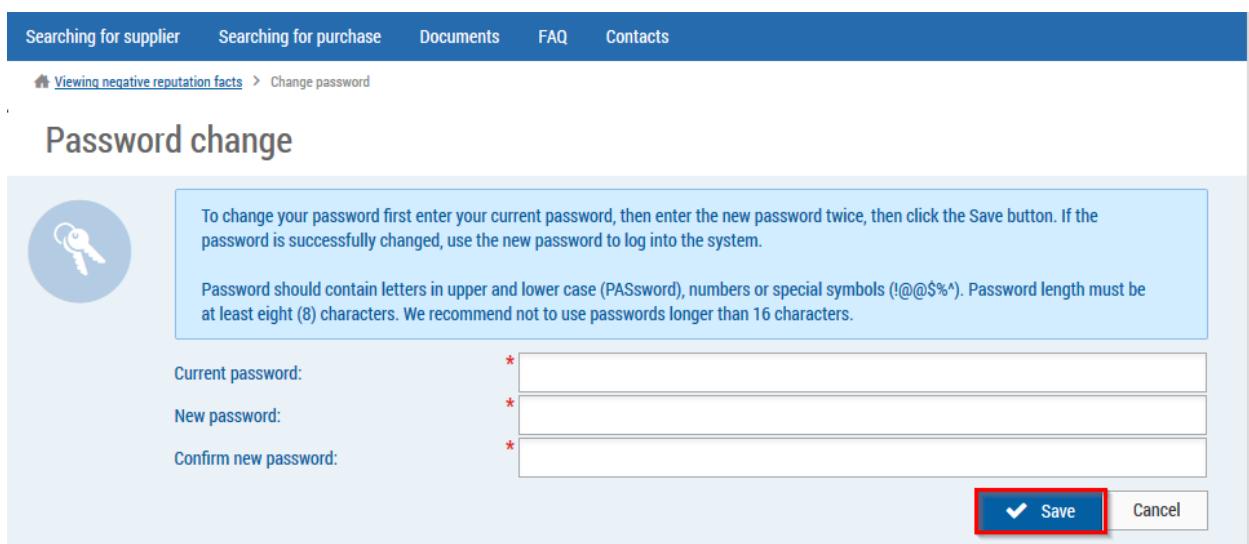
3.9.4 Password change

To change password you should select the corresponding menu item in the top right part of the page (Pic 3.35):



Pic 3.35 Getting to password change

On the new page you must enter existing password, new password, new password confirmation and click «Save» (Pic 3.36):



The form contains the following text:

To change your password first enter your current password, then enter the new password twice, then click the Save button. If the password is successfully changed, use the new password to log into the system.

Password should contain letters in upper and lower case (PASsword), numbers or special symbols (!@#\$%). Password length must be at least eight (8) characters. We recommend not to use passwords longer than 16 characters.

Fields and buttons:

- Current password:
- New password:
- Confirm new password:
- Save button: A blue button with a checkmark icon and the text "Save".
- Cancel button: A button labeled "Cancel".

Pic 3.36 Password change form