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 пользователя

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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
- Supplier search

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.

Pic 3.1 Choosing interface language

3.2   Registration

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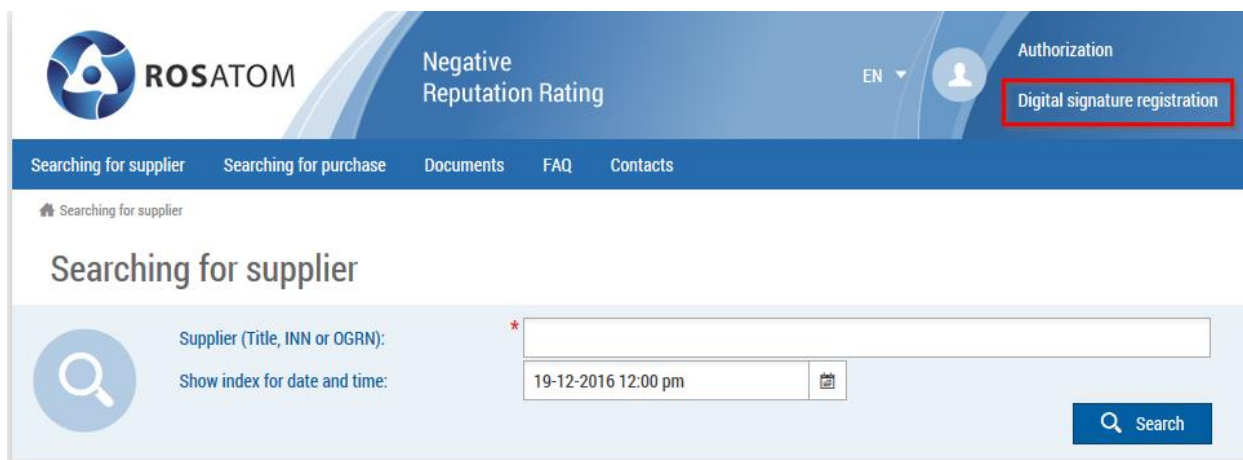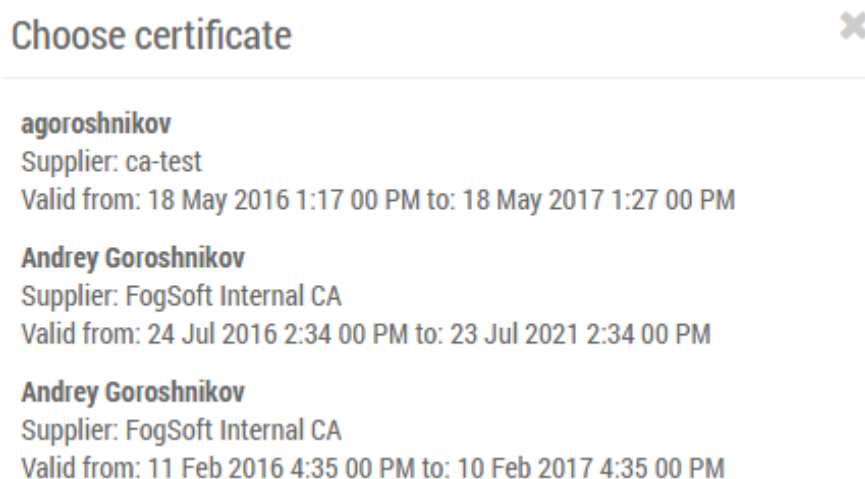

Pic 3.2 Main page

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):

POCATOM

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
◉	Приморское отделение №9055 Северо-Западного Банка Сбербанка России	7707083893	526002003
○	Приморское отделение №8635 Дальневосточного банка Сбербанка России	7707083893	526002003
○	Центральное отделение №1991 Северо-Западного банка Сбербанка России	7707083893	526002003
○	Темрюкское отделение Краснодарского отделения № 8619 Юго-Западного банка Открытого акционерного общества "Сбербанк России"	7707083893	526002003
○	Октябрьское отделение № 7408 Открытого акционерного общества "Сбербанк России"	7707083893	526002003
○	Вологодское отделение №8638 Северного банка Сбербанка России	7707083893	526002003
○	Аннинское ОСБ №3777 Центрально-черноземного банка Сбербанка России	7707083893	526002003
○	Красносельское отделение №1892 Северо-Западного банка Сбербанка России	7707083893	526002003
○	Димитровградское ОСБ №4272 Поволжский банк Сбербанка России	7707083893	526002003
○	Смоленское ОСБ № 2328 Сибирского банка Сбербанка России	7707083893	526002003
○	Калининградское отделение № 8626 Открытого акционерного общества "Сбербанк России" Дополнительный офис № 8626/01841	7707083893	526002003

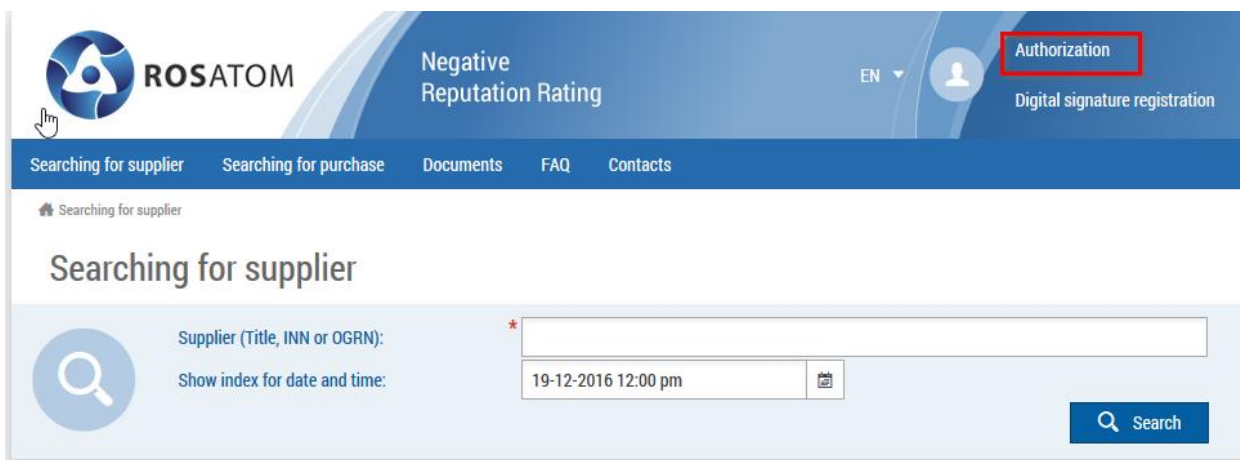[Register]   [Cancel]

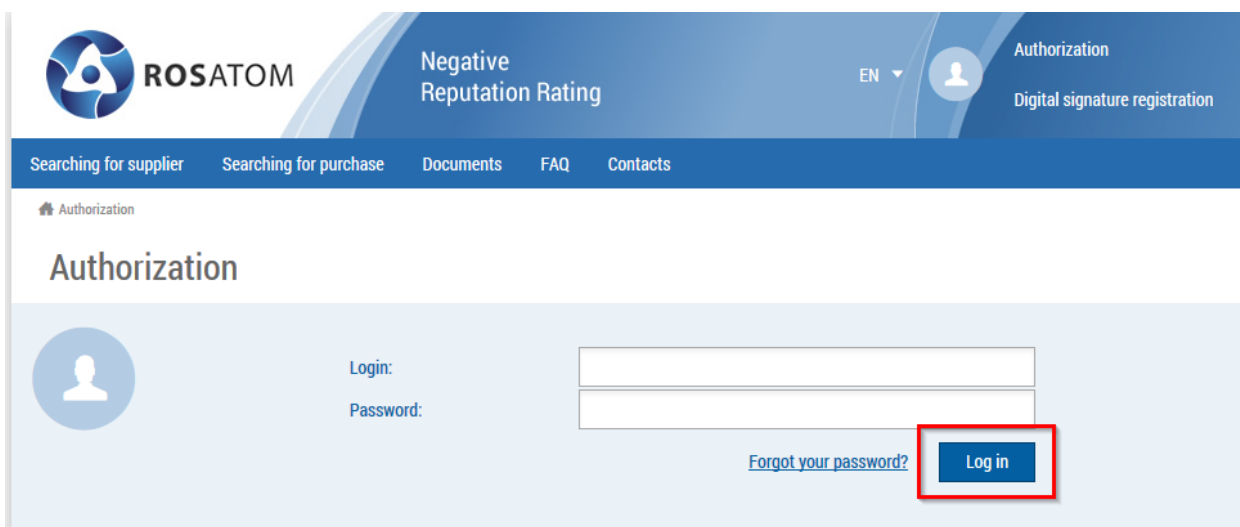**Pic 3.5 Choosing organization during registration**

3.3 Logging into system

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

Pic 3.6 Main page

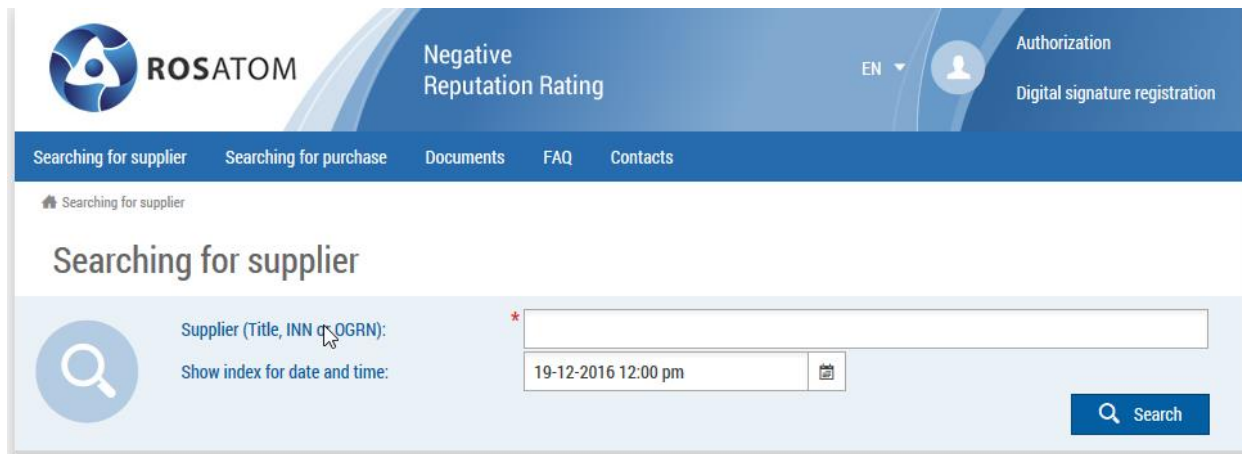Enter your login and password and click «**Log in**» (Pic 3.7):

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):

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	1117799004586

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

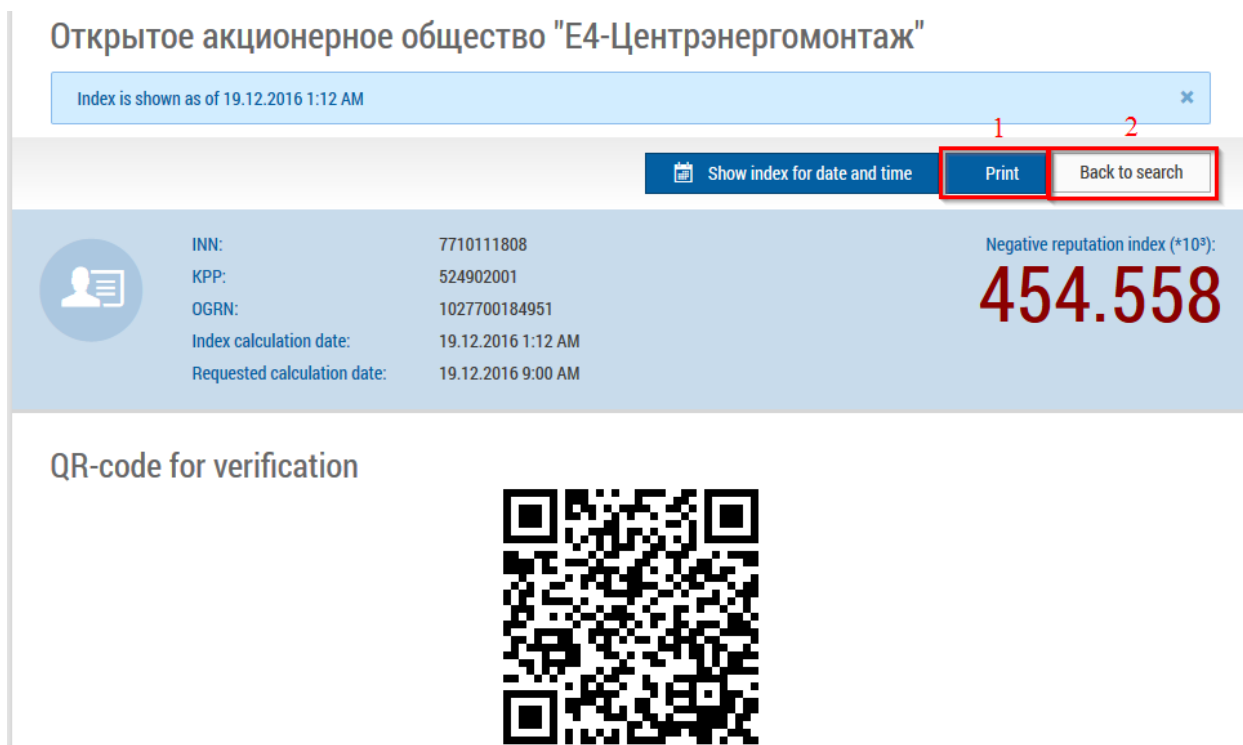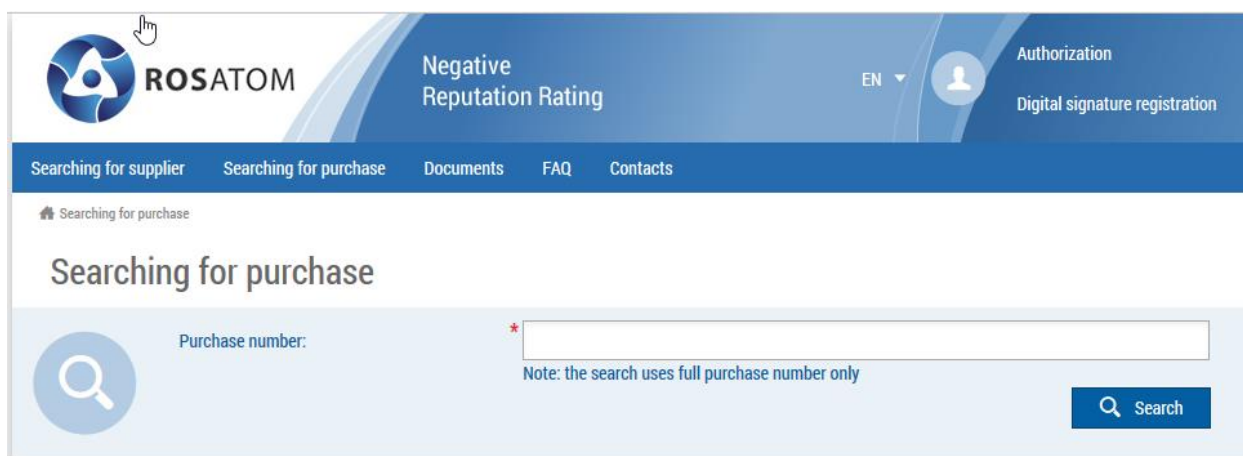|	
INN:	7710111808
KPP:	524902001
OGRN:	1027700184951
Index calculation date:	19.12.2016 1:12 AM
Requested calculation date:	19.12.2016 9:00 AM

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

10

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):

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):

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):

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 (

Pic 3.14):

Participants

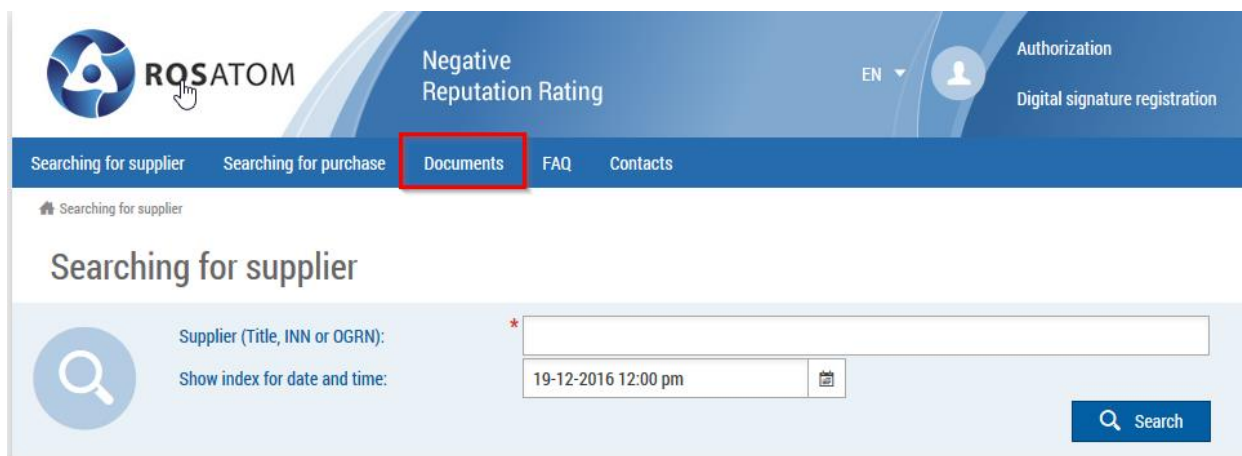| ☑ Title	INN	Contracts	Negative reputation index (*10³)	Reputation points
☑ Общество с ограниченной ответственностью Компрессорная Компания "Тэмбо"	7718194034	✓ Concluded	1.269	5
☑ ООО Туннель	4942526204	— Not concluded	0.000	0

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):
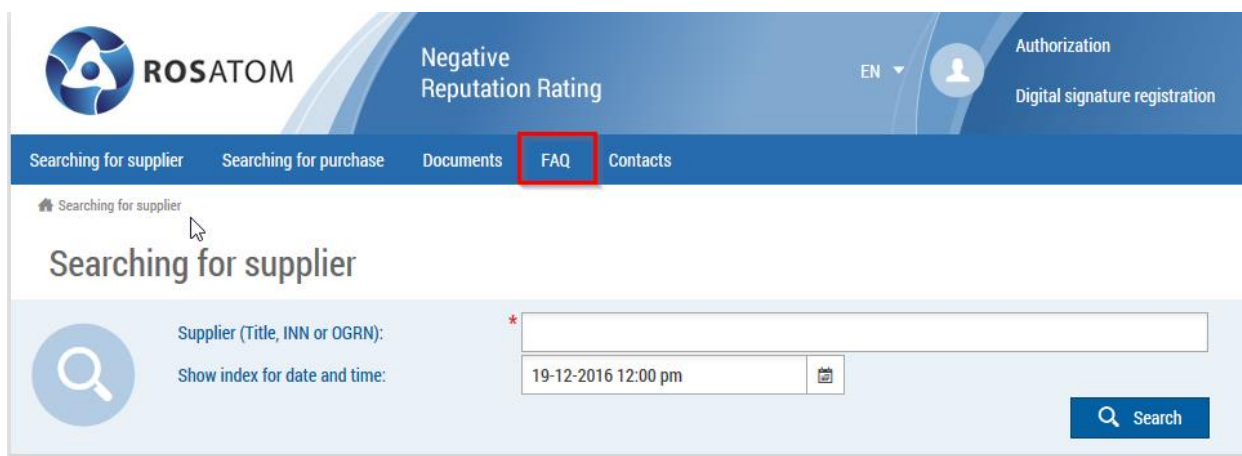

Pic 3.15 Getting to «Documents» page

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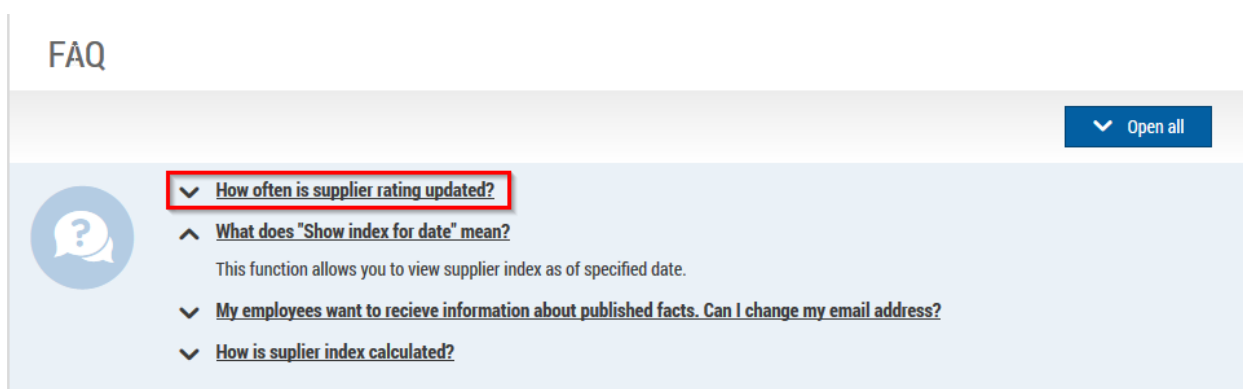

Pic 3.16 Downloading document

3.7 FAQ

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


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):

**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):
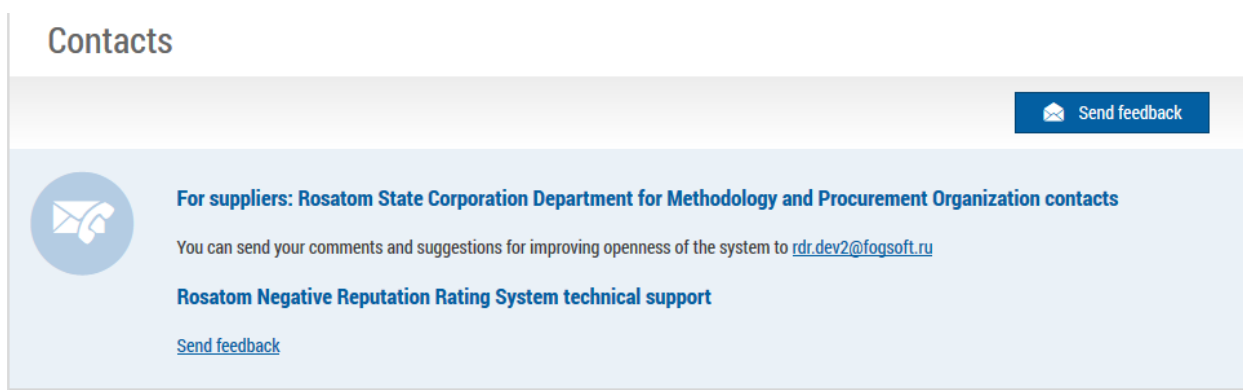
Pic 3.19 Contacts

3.8.1 Contacting the customer support service

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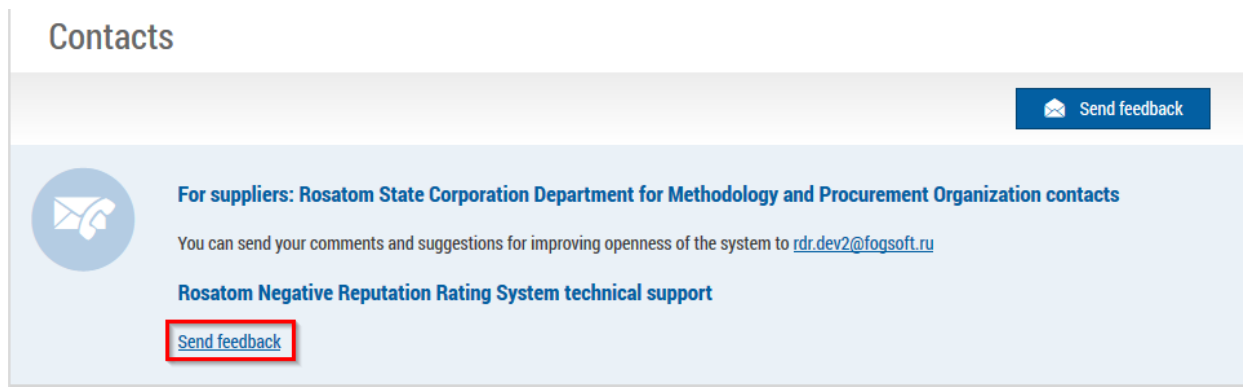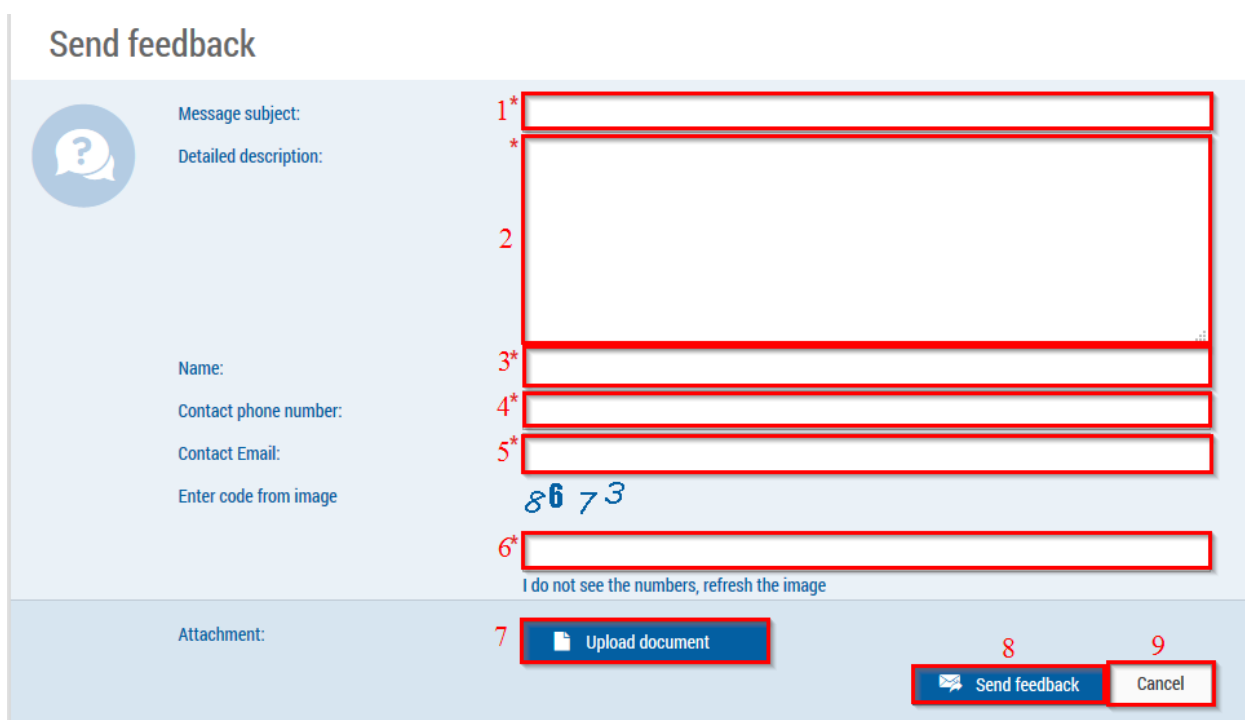

Pic 3.20 Sending feedback

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):

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.