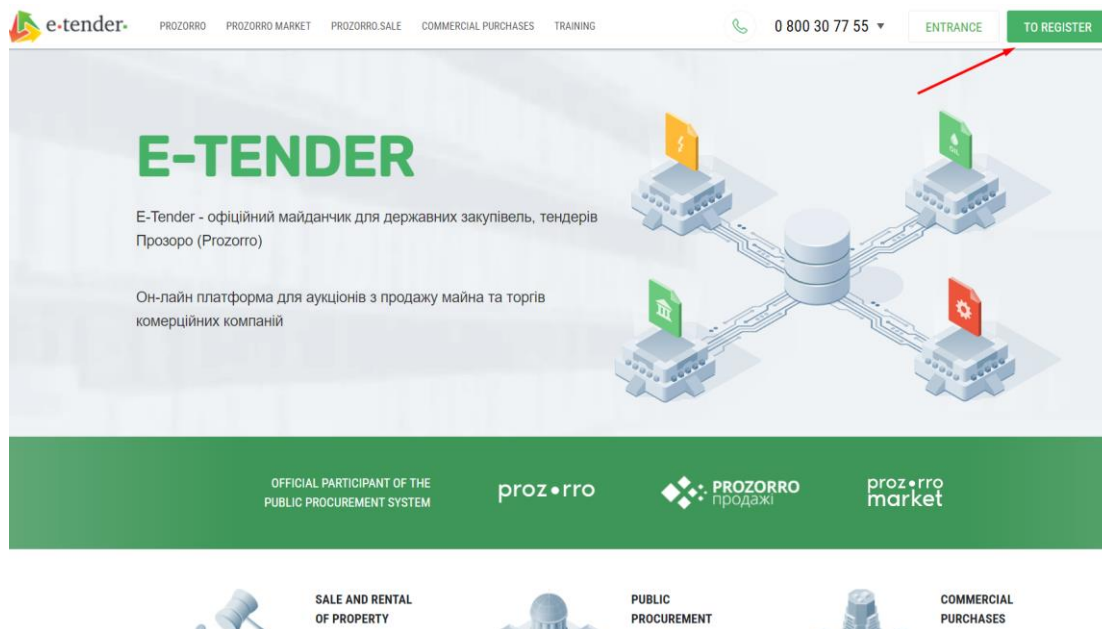


INSTRUCTION. REGISTRATION AND AUTHORIZATION OF THE SUPPLIER ON "E-TENDER.UA"

In order to start working on e-Tender electronic platform as a Supplier, you need to go to the site <https://biz.e-tender.ua/> and registrate an account. Registration begins by clicking the "Register" button



Pic. 1

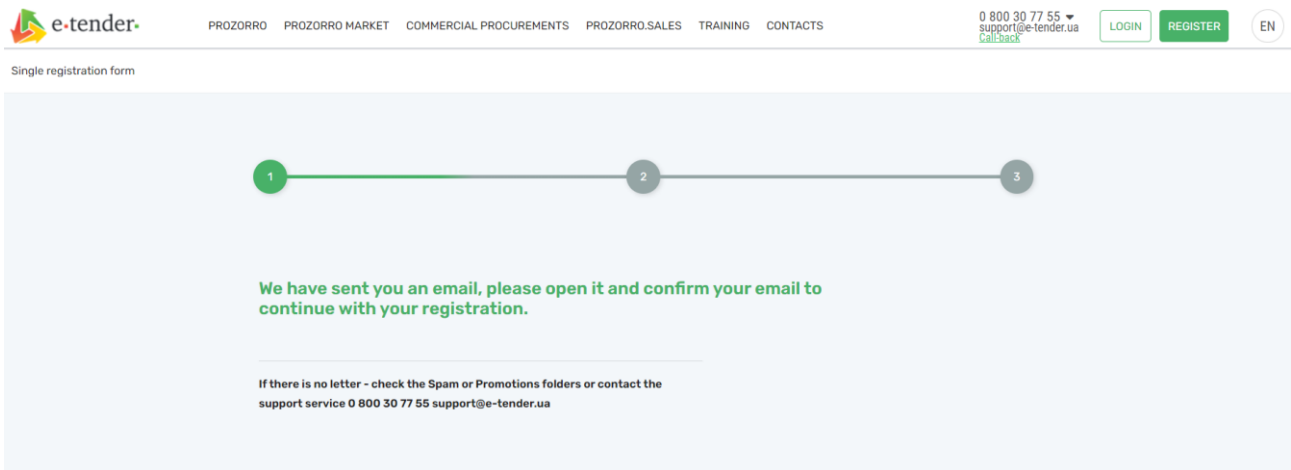
To create an account, you need to fill out web forms. After that, you need to press the "Register" button (Pic. 2) and an email will be sent to the specified email address with a link to activate the account.

Single registration form

1 — 2 — 3

NAME*	SURNAME*
<input type="text"/>	<input type="text"/>
PHONE*	E-MAIL*
<input type="text" value="For example +38 (099) 999-99-99, where +38 is the code of Ukraine"/>	<input type="text"/>
PASSWORD*	
<input type="password"/>	

REGISTER

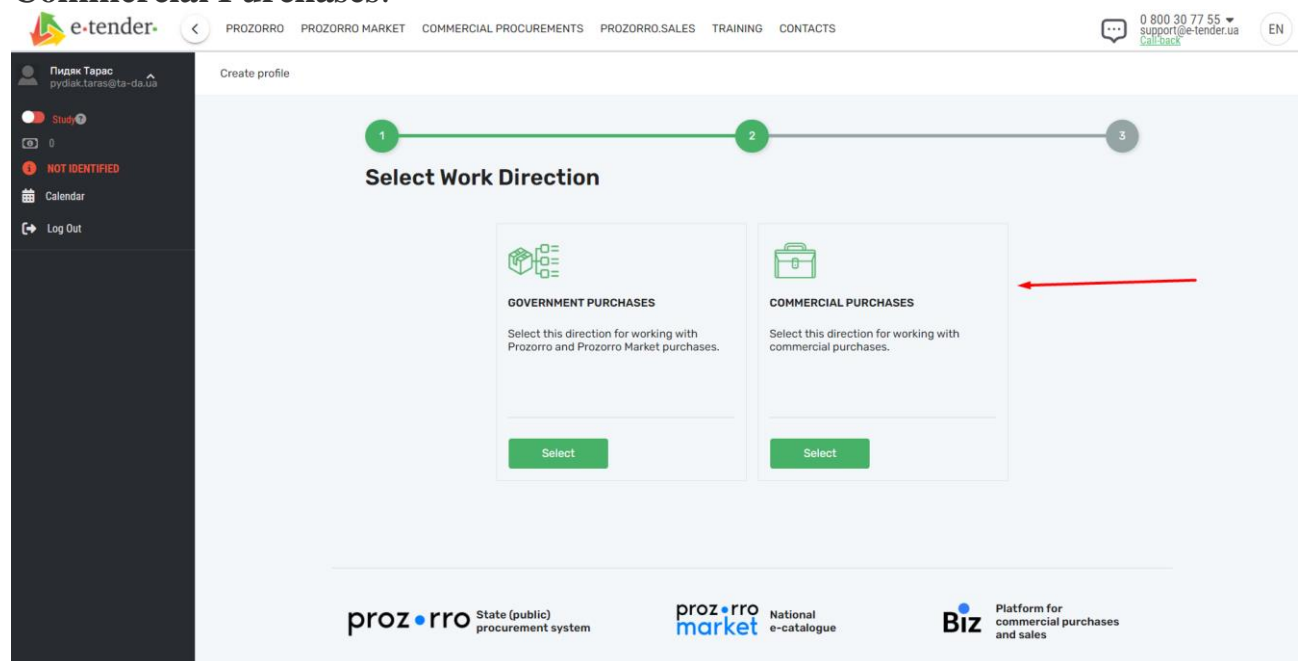


Pic. 2

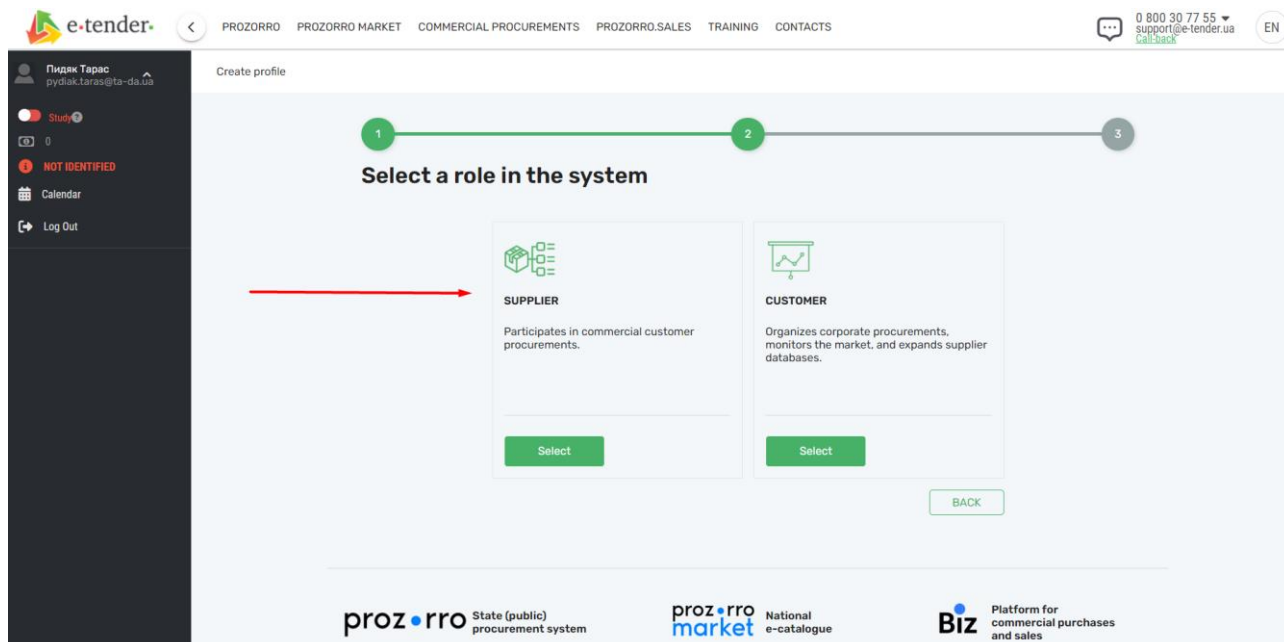
After the user has confirmed the address, he automatically enters the Provider's own account.

The next step of registration opens, where you need to choose a direction of work -

Commercial Purchases:

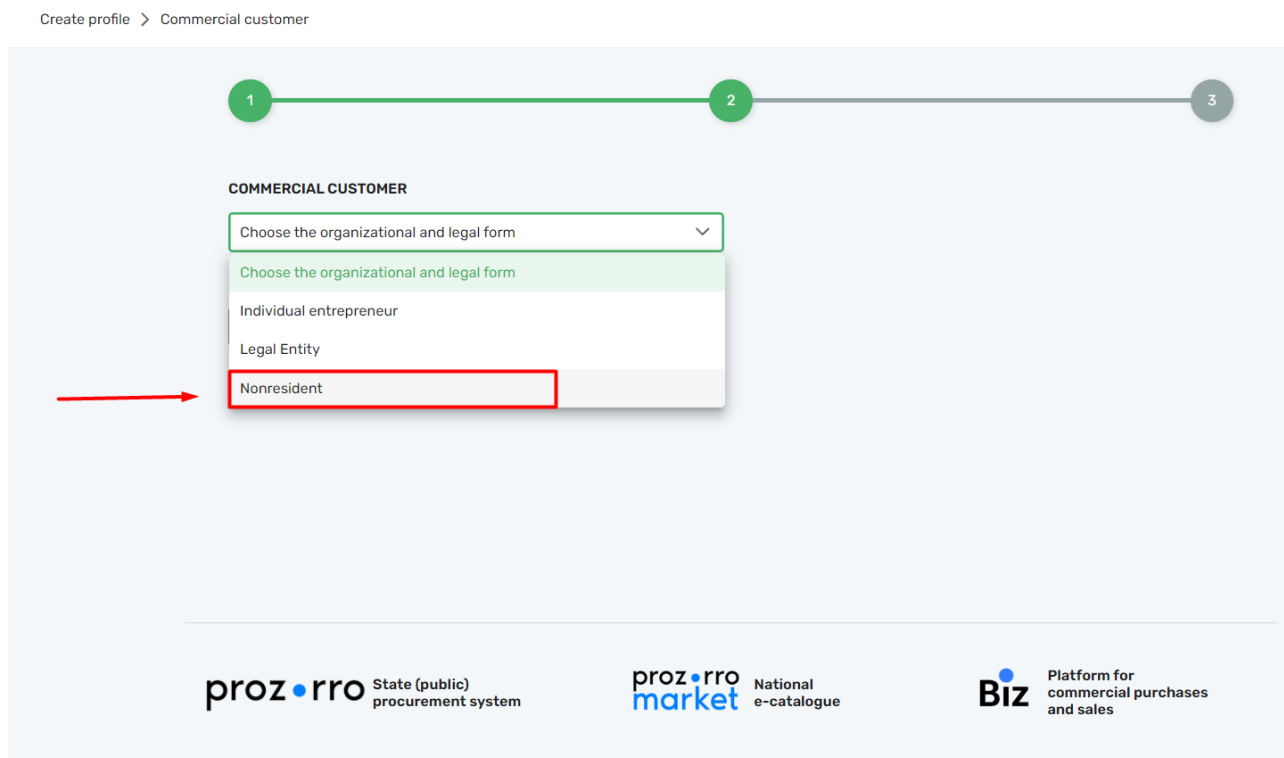



The next step of registration opens, where you need to choose a role in the system – **Supplier:**



Pic. 3

After that, choose the organization and legal form, enter the ID company and click "Continue" (Pic. 4).



 > [PROZORRO](#) [PROZORRO MARKET](#) [COMMERCIAL PROCUREMENTS](#) [PROZORRO.SALES](#) [TRAINING](#) [CONTACTS](#)

Create profile > Contractor

1

2

3

E-TENDER PARTICIPANT

Nonresident

ORGANIZATION CODE

ORGANIZATION CODE

CONTINUE

BACK

Pic. 4

The next step is to fill in the information about company and click "Create profile" (Pic. 5).

Nonresident

ORGANIZATION CODE

000111

The organization with this code has not previously been registered on the electronic platform, so you will be registered as the main person. Other Users who will specify the code of your organization will be registered as employees of your organization.

ORGANIZATION NAME

Gaviplas

DIRECTOR

Ivan

Petrov

Patronymic

CLASSIFICATION OF DONATION SUBJECTS ?

Subject of micro-enterprise

Legal address

COUNTRY

Slovakia

REGION

Bratislava

CITY

Bratislava

REGISTRY CODE

SK-ZRSR

STREET, HOUSE, APARTMENT

Black Sea

INDEX

07313

☐ Mailing address is different

WAY OF RECEIVING DOCUMENTS

In electronic form via M.E.Doc

Receiving Documents signed with an electronic digital signature in electronic form and exchanging such Documents using the program [M.E.Doc](#)

Contact Point

Nevolnyk

Olga

Patronymic

gajeco2300@modotso.com

+38 (067) 000-00-00

CREATE PROFILE

BACK

Pic. 5

After creating a profile, click read the membership agreement, click "Read", "Join" and "Next" and wait for the results of the review by the moderator (Pic. 6).

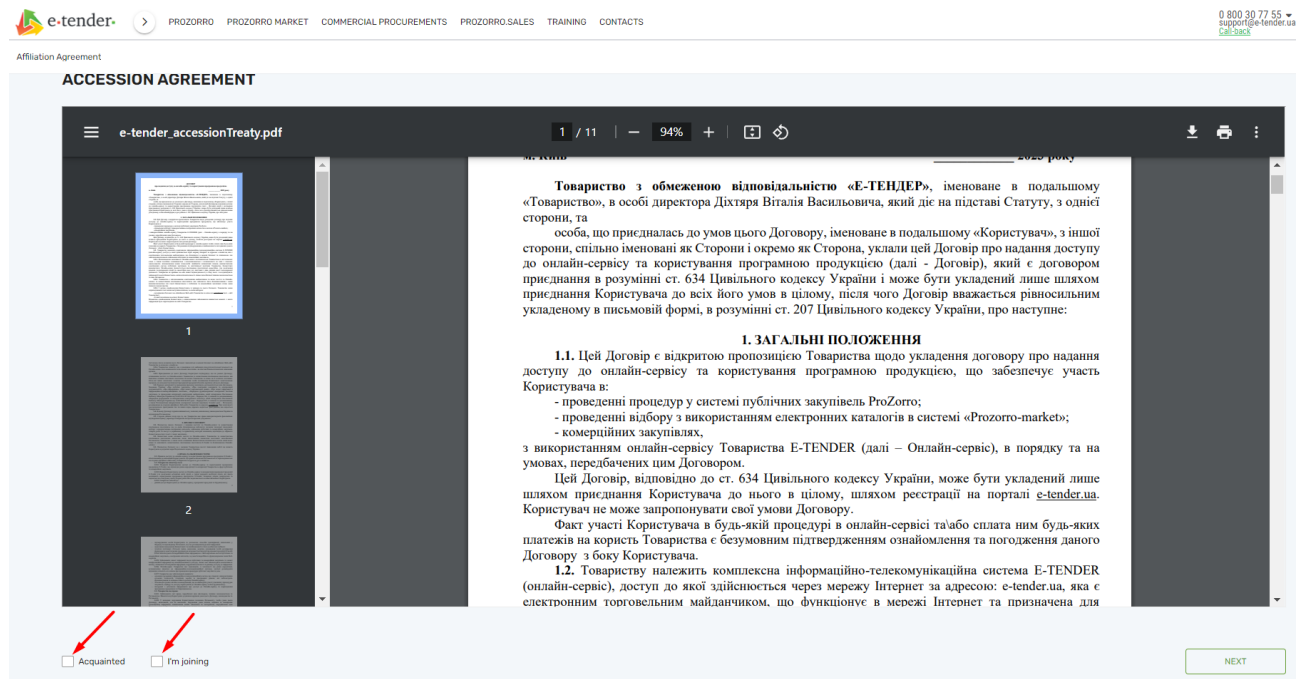


Рис. 6

Done! You have successfully registered on the e-Tender.ua site (Pic. 7).

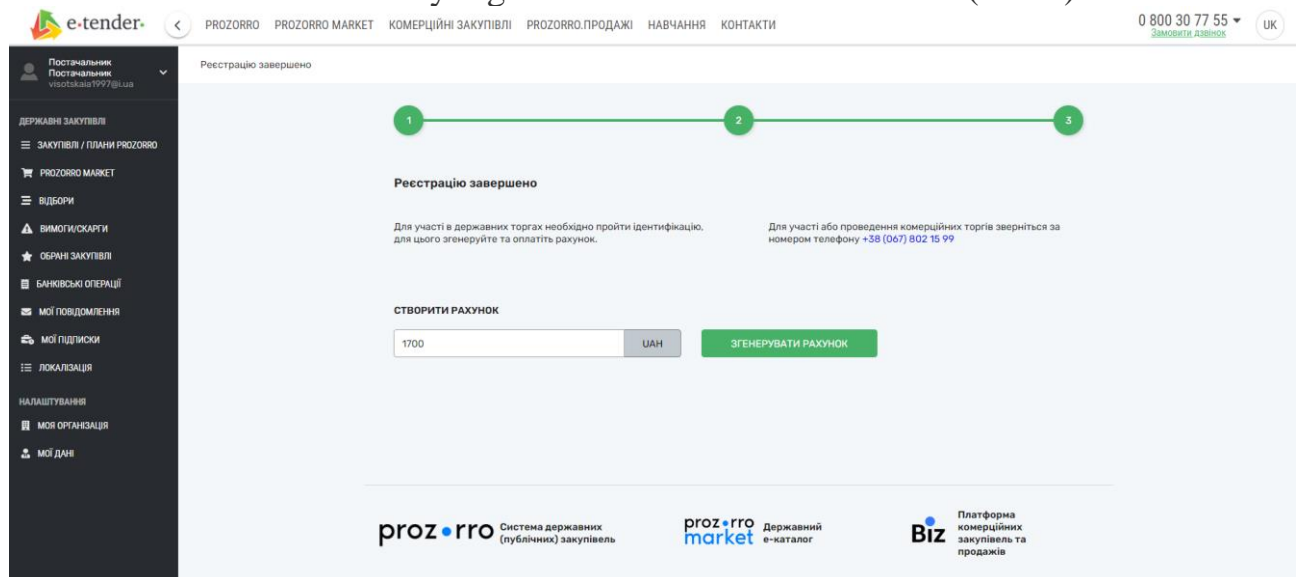


Рис. 7

Skip the payment step, it is not necessary.

After successful moderation, the Supplier will receive a letter to the e-mail specified during registration and to his personal account in the "My messages" tab.

SUPPLIER IDENTIFICATION FOR PARTICIPATION IN PURCHASES

In order to submit an offer to the tender, the supplier makes an identification.

There are two options to make an identification on platform.

The first option is the Supplier must sign the contract.

After registering on the platform, the provider will be contacted by a platform specialist.

After signing the contract by both parties, the account will be activated and given the opportunity to participate in purchases.

The second option for identification is identification by request from the supplier.

After registering on the platform, the provider will be contacted by a platform specialist, who will ask to fill in the following information and send it in a letter:

Company ID, company name and tender number