

# The Below Threshold Procurement on the site ALLTENDERS.COM.UA

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## 1. Creating a below threshold procurement.

To create a procurement, you should go to your personal account and do the following:

1. Choose the menu item «**MY PURCHASES**».
2. Click the button «**Create procurement**».
3. Choose the type of a procurement - «**Below threshold procurement**».
4. Click the button «**Create**».
5. Next, fill in the form. If you need to create a procurement with lots, click the button + «**Add lot**» in the upper right corner.

### Main information

«Purchase description»	Procurement's name.
«Notes»	This field is not obligatory; you can add more details about the purchase.
«Procurement category»	Type of purchase. By default, the field is empty. You need to select values from the list: goods, services, work.
«Terms of payment»	Terms of payment of the contract (the procedure for making settlements). To fill in the data, you need to click on the  "Add payment terms" button and fill in the block: <ul style="list-style-type: none"><li>- Event - select from the list the value for which the payment should be made;</li><li>- Type of payment - prepayment or postpayment;</li><li>- Amount of payment - the amount of payment in percents, fractional value is indicated with a "dot";</li><li>- Period - period of payment in days;</li><li>- Type of days - values are selected from the list: working, bank, calendar;</li><li>- Description - Additional description of payment terms.</li></ul> To add multiple payment terms, the described actions must be repeated as many times as necessary.
«Amount»	The total amount of goods / services / works or the size of the budget estimates for the purpose. If you create the procurement with lots, this field will be filled in automatically after entering the cost data for each of the lots.
«Currency»	UAH is the currency by default, you can choose another currency.
«incl. VAT»	Specify «VAT» (yes / no).
«Reduction step»	Reduction step stated in Hryvnas or percentage in monetary units

(with the obligatory recalculation of the expected rate value). Range from 0.5% to 3%.

«Specification from», «Specification to» At least 1 working day (if a purchase estimated value is from 3 000 to 50 000 UAH) and at least 3 working days (if a purchase estimated value exceeding 50 000 UAH).

«Offers from», «Offers to» Suggestions period is not less than 1 working day (if a purchase estimated value ranging from 3 000 to 50 000 UAH) and at least 2 working days (if a purchase estimated value exceeds 50 000 UAH).

«Procurement for donor funds» Select a donor from the list in case of purchase by the donor.

### **Procurement customer**

«Procurement customer» Information about customer is displayed automatically from the user's profile.

To change or update the contact person's data, click the button  «Set up contact».

### **Lots and nomenclatures of the procurement**

In the block «Procurement», you need to enter information about:

- lots (if you create the procurement with lots);
- nomenclatures;
- other non-price parameters.

Additional non-price (qualitative) parameters can be specified to the procurement as a whole or to each lot separately.

«Additional non-price parameters» To create non-price parameters, you need to click the button  «Add parameter» and fill in the form.

While creating a purchase with non-price (qualitative) criteria for evaluating the customer should consider the following:

- the total weight of all non-price (qualitative) criteria should not exceed 30%;
- index options may not have the same weight;
- the weight of the following option should be less than prior;
- the weight of the one option should be zero;
- the weight of the option may not exceed the weight of non-price (qualitative) criteria.

If the purchase has one or more lots, you need to fill information about each lot of the procurement. If you need to create the procurement with lots, click the button  «Add lot». By default information about one item (nomenclature) is added to the purchase automatically.

To link up a nomenclature with a lot - click the button  «Move nomenclature between lots» and choose a lot from the list.

To create a new item (nomenclature) to a purchase or to a lot, you need to click the button  «Add nomenclature» (repeat the action depending on the number of items or lots).

Fill in the form for each lot:

«Lot description» Lot's name.

«Notices» This field is not obligatory; you can add more details about products / services / works.

«Terms of payment»	<p>Terms of payment of the contract (the procedure for making settlements). To fill in the data, you need to click on the  "Add payment terms" button and fill in the block:</p> <ul style="list-style-type: none"> <li>- Event - select from the list the value for which the payment should be made;</li> <li>- Type of payment - prepayment or postpayment;</li> <li>- Amount of payment - the amount of payment in percents, fractional value is indicated with a "dot";</li> <li>- Period - period of payment in days;</li> <li>- Type of days - values are selected from the list: working, bank, calendar;</li> <li>- Description - Additional description of payment terms.</li> </ul> <p>To add multiple payment terms, the described actions must be repeated as many times as necessary.</p>
«Amount»	The total amount of goods / services / works or the size of the budget estimates for the lot.
«Currency»	Selected currency in the tender.
«incl. VAT»	Selected indication VAT in the tender (Yes / No).
«Reduction step»	Reduction step stated in Hryvnas or percentage in monetary units (with the obligatory recalculation of the expected rate value). Range from 0.5% to 3%.

Fill in the form for each nomenclature:

«Nomenclature description»	Nomenclature's name.
«Classifier of the subject of purchase»	<p>The code of the subject of purchase is determined in accordance with DK 021: 2015 (mandatory).</p> <p>If you enter the code DK 021:2015 that beginning with "336", additional fields in the form will appear to select code from INN (International Non-Proprietary Name) and ATH (Anatomical Therapeutic-Chemical Classification).</p> <p>There is an opportunity of KEKV code choice for state purchases.</p> <p>*To choose the right code from the Classifier, enter first numbers of the code (if you know) or the first letters of the subject of purchase.</p>
«Quantity»	Quantity of products / works / services for the nomenclature.
«Unit»	Unit of measurement for the nomenclature.
«Delivery address»	<p>Place of delivery or performance of works (rendering of services) - to select the address (area, town, street) from the user profile data of the site using the button  «Choose address» or enter the necessary data by yourself.</p>

6. To download documents on the procurement - click on the button  «Download documents» and fill in the form. You can download the files on the procurement / lot / nomenclature.

If you need to delete the upload file, click on the button  «Delete file».

If you need to update the upload file, click on the button  «Refresh file».

7. After filling in all the necessary data, save the entered data by clicking the button  «Save». The procurement will be saved as a draft without publication on the web site alltenders.com.ua and on the ProZorro.

8. Click the button  «Send to CBD» for this data publication.

**Attention!** Before posting, make sure that the required fields are completed correctly. If some field is filled incorrectly, the button «Send to CBD» will be inactive  .

After the publication:

- the procurement will automatically be assigned an ID number, which you can use to search the data;
- you'll see information about the absence of the signature;
- a notice of the actions will come to the site and to the email address.

Next, you can sign the procurement with electronic digital sign (EDS). The signature isn't obligatory for a below threshold procurement.

Information about the purchase will be published on the web site [alltenders.com.ua](http://alltenders.com.ua) and on the ProZorro.

## 2. Sign a procurement.

To sign a procurement click the button  «Sign document» and fill in the form:

- choose the center of accreditation;
- download the key;
- enter the password and click the «Sign» button.

## 3. Changes in a procurement.

You can make changes to a purchase during the period of specification.

For changes to a purchase, you should go to your personal account and do the following:

1. Go to the tab «MY PURCHASES».
2. Find and open a procurement.
3. Make the necessary changes to the purchase, for example:
  - edit the title, details, budget, tender period,
  - make changes on a lot / nomenclature of the purchase,
  - update the documents in the tender / lot / nomenclature.
3. Click the button «Save» and sign the purchase with EDS (optional for below threshold). The changes will be published on the site and on the portal ProZorro.

## 4. Answer to a question of a procurement.

If there are new questions as for a purchase, you'll receive a message at the email address and on the site.

You'll see information about quantity of questions to a procurement / lot / nomenclature in the open purchase.

To view and answer a question you should:

- open a tender and go to the tab «QUESTION» or click the icon with a number of questions;
- move the mouse over a question and click the «Reply» button;
- enter an answer on a question and click the «Send» button.

## 5. Answer to a claim of a procurement.

If you receive a new claim as for a purchase, you'll receive a message at the email address and on the site.

To view and answer a claim you should:

- open a tender and go to the tab «CLAIM / COMPLAINTS»;
- click the button  «Download documents» and watch the documents to the claim;
- click the button  «Answer to claim»;
- choose the result (dissatisfied, rejected, satisfied) and enter your answer in the form;
- click the button «Send answer to claim».

After the answer, this claim will have the status «Answered».

If the complainant estimates the answer, this claim will be shown with the status «Satisfied» or «Dissatisfied».

If the complainant ignores the customer's response within 3 days, the claim will automatically converted to the status «Resolved».

## 6. Cancellation of a procurement / lot.

To cancel a procurement / lot you should go to your personal account, find a purchase and do the following:

- click the button  «Cancel tender» (for a procurement or for a lot);
- enter a reason for cancellation and click the «Send» button;
- go to the tab «CANCELLATION» and confirm the cancellation - click the  «Activate» button;
- the procurement or lot will be canceled after this action.

If you cancel the all procurement, this purchase will be shown with status «Canceled».

If you cancel the part of procurement, just this lot will be shown with status «Canceled».

## 7. Consideration and estimate offers after the auction.

After the auction, the purchase will be automatically converted to the status «Qualification».

The system determines the lowest bid according to the auction results. The results of the auction are displayed in the purchase on the tab «PROTOCOL».

The customer needs to consider proposals, download the review protocol and choose or reject the offer.

You need to click the button  «Download review protocol» to download the review protocol, select the file and document type, and save the information.

After downloading the decision file, you must select the winner or reject the offer.

To reject the offer, you need:

- click the button  «Reject offer»;
- confirm the action, enter the reason and click the button «Reject offer».

After rejection the proposal, next participant will be displayed on the tab «PROTOCOL». To make a decision to this offer repeat the same steps mentioned above.

To select the winner, you need:

- click the button  «Select winner»;
- confirm the action and click the button «YES».

After confirmation the offer will showed with status «Winner». A new tab «CONTRACT» will be created in the tender for the following steps to conclude the contract and complete the purchase.

If the procurement has several lots, you should repeat this action for each lot.

**Attention!** You can cancel the decision, if there is a claim for the decision - click on the button

 «Cancel decision». In another case, you can't cancel the decision.

## 8. Conclusion of the contract and completion of the procurement.

Next, you need to enter information about an agreement on the «**CONTRACT**» tab.

To publish an agreement you need:

- go to the tab «**CONTRACT**» in the procurement;
- download a scan copy of a signed agreement - click the button  «**Download documents**»;
- enter information about an agreement (number, date signed, start date and end date, name) and click the  «**Save information**» button;
- to sign the document - press the button  «**Sign contract**» (the contract will be published in the CDB);
- click the button  «**Conclusion contract**» (the procurement will be finished and had the status «**Complete**»).

*Notice: You can enter information about contract after the period of appeal will be ended.*

After completion of a procurement, it is possible carry out actions only with the contract (publish annex to a contract, complete or terminate a contract).

If the procurement has several lots, you should repeat this action for each lot with choosing an agreement in the field «**List of contracts**».