


Contracting at the site ALLTENDERS.COM.UA

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1. Change in contract.

An additional agreement must be published in the system within three days from the day of changes to the contract in accordance with the Law of Ukraine «On Public Procurement». For publication of an additional agreement, you should go to your personal account, select «**MY CONTRACTS**» and find a contract using the filtering data.

The site will show a contract that matches the search parameter.

After the contract is opened, make changes (for example, the name, amount, term of the contract) and click on the button  «**Save changes**».


At the next step, you need to specify a description of the changes and choose the reason for making changes from the list. Press the button «**Create changes**» to confirm the action.

A new block with the description of the data entered and new tab «**Published changes to the agreement**» with the status «**Changes to the contract at the editing**» will be added to the document.

To confirm the publication of the changes, you need:

- press the button ✓ «**Publish changes to the agreement**»;
- enter a contract number, if it changes, and a date of change in the new window;
- click the button «**Publish**».

A notice of the actions will come to the site and to the email address.

Next, you need to sign document with EDS - click the button  «**Sign document**».
The changes will be published on the site and on the portal ProZorro.

2. Performance of contract.

The report on performance of the contract must be published in the system within three days from the date of termination of the contract, execution of the contract or its termination in accordance with the Law «On Public Procurement».

For publication an additional agreement you should go to your personal account, select the «**MY CONTRACTS**» tab and find a contract using the filtering data.

The site will show a contract that matches the search parameter.

Next open the contract and click on the button  «**Publish a report on performance of the contract**».

At the next step, you must enter the amount of payment under the contract and click the button «**Complete the contract**».

Attention! You can't make any changes after confirming the action and clicking on the button «**Complete the contract**».

The status of the contract will be changed to "Complete" and the description of the document will show information on the amount of payment for the contract executed.

3. Termination of contract.

The report on performance of the contract must be published in the system within three days from the date of termination of the contract, execution of the contract or its termination in accordance with the Law «On Public Procurement».

For publication an additional agreement you should go to your personal account, select the «MY CONTRACTS» tab and find a contract using the filtering data.

The site will show a contract that matches the search parameter.

Next open the contract and click the button  «**Break the contract**».

On the next step you should:

- enter payment amount (indicate the amount you paid or 0 if no payments);
- describe the reason for the termination of contract;
- click the button «**Break the contract**».

Attention! You can't make any changes after confirming the action and clicking on the button «**Break the contract**».

The status of the contract will be changed to "Complete" and the description of the document will show information on the amount of contract payment and the reasons for the termination of the contract.