

The order of work with annual plans or annexes to annual plans of procurement on the site ALLTENDERS.COM.UA

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1. Creating of an annual plan or annex to annual plan.

For creating of a plan or annex to plan, you should go to your personal account and do the following:

1. Choose the tab «MY PLANS».
2. Click the button «Create plan».
3. Choose a type of planned procurement.
4. Click the button «Create».
5. Next, fill the form of the plan, indicating the main information and the data of nomenclature (if any).

Main information

| | |
|---------------------------|---|
| «Name of purchasing plan» | Name of a plan. |
| «Notice» | This field is not obligatory; you can add more details about the purchase. |
| «Period of purchase» | The period of a planned procurement. |
| «Estimated cost» | The approximate cost of purchase. |
| «Currency» | Hryvna (UAH) is currency by default. You can choose another currency. |
| «Estimated date» | The estimated start date of purchase – month and year. |
| «Purchase classification» | Indicate purchase classification according the classifier DK 021:2015 and other (if necessary). There is an opportunity of KEKV code choice for state purchases. To choose the right code from the Classifier, you need to enter first numbers of the code (if you know) or the first letters of the subject of purchase. |

The data of nomenclature (if any)

For description a nomenclature in the block «Positions of plan», you need to click the button

 «Add new nomenclature». Enter following information in the new block:

- specific name of the purchase,
- classification of the purchase,
- the number of goods / works / services,
- units of measurement for purchase.

If you have several items, repeat this steps.

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

7. 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 plan 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.

8. Next, you need to sign the plan using the electronic digital sign (EDS):

- click the button  «Sign the document»;
- fill the form - choose the center of accreditation, key file, enter the password and click the «Sign» button.

Information about the plan will be published on the web site alltenders.com.ua (in the tab «MY PLANS») and on the ProZorro.

2. Changes to the annual plan or annex to the annual plan.

For changes to a plan or annex to plan you should go to your personal account and do the following:

1. Go to the tab «MY PLANS».
2. Find and open a plan.
3. Make changes and click the button «Save».
4. Sign a plan with EDS.

The changes will be published on the site and on the portal ProZorro.