

Report on the concluded contract on the site ALLTENDERS.COM.UA

1. Creating a procurement «Report on the concluded contract».....	1
2. Sign the procurement.....	2
3. Information about the winner.....	2
4. Conclusion of a contract and completion of a procurement.	2

1. Creating a procurement «Report on the concluded contract».

For creating a report on the concluded contract, you should go to your personal account and do the following:

1. Choose the menu item «**MY PURCHASES**».
2. Click the button «**Create the procurement**».
3. Choose the type of a procurement - «**Report on the concluded contract**».
4. Click the button «**Create**».
5. Next, fill in the form.

Main information

« <i>Purchase description</i> »	Procurement's name.
« <i>Notice</i> »	This field is not obligatory; you can add more details about the purchase.
« <i>Procurement category</i> »	Type of purchase. By default, the field is empty. You need to select values from the list: goods, services, work.
« <i>Terms of payment</i> »	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">- Event - select from the list the value for which the payment should be made;- Type of payment - prepayment or postpayment;- Amount of payment - the amount of payment in percents, fractional value is indicated with a "dot";- Period - period of payment in days;- Type of days - values are selected from the list: working, bank, calendar;- Description - Additional description of payment terms. To add multiple payment terms, the described actions must be repeated as many times as necessary.
« <i>Amount</i> »	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.
« <i>Currency</i> »	UAH is the currency by default, you can choose another currency.
« <i>incl. VAT</i> »	Specify «VAT» (yes / no).

Procurement customer

« <i>Procurement customer</i> »	Information about customer is displayed automatically from the user's profile. If you need to change or update the contact person's data, click the
---------------------------------	--

button  «Set up contact».

The data of nomenclature

For description a nomenclature, click the button  «Add new nomenclature» and enter following information:

- 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 these steps.

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 an upload file, click the button  «Delete file».

If you need to update an upload file, click 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 need to sign the procurement with electronic digital sign (EDS).

2. Sign the procurement.

To sign the 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. Information about the winner.

After signing the procurement, you need to enter information about the winner:

- click on the button  «Add the winner»;
 - fill in information about the winner company and enter the offer's amount;
 - confirm the decision about the winner and download documents in the protocol.
- Information about the winner will be displayed on the «PROTOCOL» tab.

4. Conclusion of a contract and completion of a 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**»).

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).