

Registration, authorization and work in a personal account on the site ALLTENDERS.COM.UA

1. Registration.	1
2. Authorization.....	2
3. User's personal account.	2
4. Functional partitions.....	3
5. Data filtering and searching for.	4

1. Registration.

To register on «ALL TENDERS» you need to do the following:

1. On the site <https://alltenders.com.ua> choose the menu item «МАЙДАНЧИК» or go to the link <https://prozorro.alltenders.com.ua>.

2. Next, click the button  «Registration» and fill in all provided fields of the form correctly.

Organization

«Register only as a bidder» Choose this parameter, if your company will be a supplier (bidder).

«EDRPOU / ITN» Enter the current enterprise code of your organization.

«Customer's type» Select the type of customer from the provided list in accordance with the scope of activities. The field «Register only as a bidder» must be empty.

«Taxpayer number» Enter the number of the taxpayer.

«Full name of the company», «Abbreviated name of the company» Enter the full name and the abbreviated name of the company.

Legal address

«Country», «Region», «Zip code», «Town», «Address» Fill in the provided fields: zip code, region, town and address of the organization. If the legal address coincides with the actual address, click on «check mark».

User

«Last name», «First name», «Patronymic name» Data of mandatory site user.

«E-mail», «Phone», «Fax» User's e-mail, phone and fax.

«Site» Organization's web site.

«Password», «Confirm password» Password for the authorization on the «ALLTENDERS».

3. After filling in all the necessary data, click the button «SEND FOR REGISTRATION» or «REGISTER WITH A CERTIFICATE EDS».

If you choose «SEND TO REGISTRATION», an email containing an activation link will be sent to the address you provided. In order to complete registration successfully, you must click on that link and activate your email address.

If you choose «REGISTER WITH CERTIFICATES WITH EDS», you need to enter your AKCC, select file electronic key and enter the password for electronic digital signature.

4. To log in the system, click the button  «Authorization».

2. Authorization.

To fulfill the authorization on «ALL TENDERS» you need to do the following:

1. On the site <https://alltenders.com.ua> choose the menu item «МАЙДАНЧИК» or go to the link <https://prozorro.alltenders.com.ua>.
2. Next, click the button  «Authorization».
3. Enter «E-mail» and «Password», which you indicated in the registration form.
4. Click the button «Log in». If you enter the data correctly, your personal account will be opened on the site.

If you forgot a password, you should do the following:

1. Click button «Forgot password».
2. Confirm the action by clicking the button «YES». An email containing a regain link will be sent to the address you provided.
3. Next, you must click on that link and fill in the form - enter new password, confirm this password and click the button «Apply».

After authorization, you'll see the following partitions:

- user's personal account (you can see your last and first name in the upper right corner);
- functional sections of the work on the site, depending on the specified access at registration.

3. User's personal account.

To work with your personal account you need to move the mouse over on a user's data and choose a partition: «Notifications», «Personal account», «Exit».

Notifications

In «Notifications» you can see all notifications of the procurements, which a user organizes or takes part.

User can do the following actions in this form:

-  - read a message;
-  - delete a message.

You can use the navigation for the transfer between pages in this form.

To exit from this form you need to click «CLOSE» button in the bottom left corner.

Personal account

In the user's account, you have the following tabs for review and update information about an organization: «OPTIONS», «MY DATA», «COMPANY», «CONTACT PERSONS», «DELIVERY ADDRESS».

In the tab «OPTIONS» the following data are displayed:

- work in the test mode – if the indicator is turned on, all activities with procurements are realized in the test mode;
- user's type – user's type, that was specified in the registration form on the site;
- statistic data of the procurements and agreements;
- information about the available balance.

In the tab «**MY DATA**» the following data are displayed:

- last name, first name, patronymic name – you can correct the data, after changes click the button  «**Save changes**»;
- user's e-mail.

In the tab «**COMPANY**» organization's data are displayed. You can correct the data (except «EDRPOU / ITN»), after changes click the button  «**Save changes**».

In the tab «**CONTACT PERSONS**» there is information about organization's contact persons, that you can choose in the procurement.

To create a new contact person you need to click the button  «**Add**» and fill in the form:

- last name, first name, patronymic name in Ukrainian and English - you need to choose language  for entering information in English;
- phone, fax, e-mail, site and language of contact person.

After filling in all the necessary data, click the button «**Save**».

To change information you need to click the button  «**Edit**».

To delete a contact person you need to click the button  «**Delete**».

If a company has several contact persons, one of them will be basic contact . His data will be shown in the procurements automatically. To change a basic person, choose another contact person and click the button  «**By default**».

In the tab «**DELIVERY ADDRESS**» there is information about organization's legal and actual address.

To create new address you need to click the button  «**Add**» and fill in the form. After filling in all the necessary data, click the button «**Save**».

To change information you need to click the button  «**Edit**».

To delete an address you need to click the button  «**Delete**».

If a company has several addresses, one of them will be basic . Its data will be shown in the procurements automatically. To change a basic address, choose another address and click the button  «**By default**» next to it.

To transfer to work with purchases you need to click the button «**Return to register**».

4. Functional partitions.

User can work with following partitions:

- *customer's access* - «PURCHASES», «MY PURCHASES», «PARTICIPATE», «PLANS», «MY PLANS», «INTERESTING PLANS», «CONTRACTS», «MY CONTRACTS»;
- *Participant's access* - «PURCHASES», «PARTICIPATE», «PLANS», «INTERESTING PLANS», «CONTRACTS».

To watch the details of a procurement, plan or contract you need to click the link with the number of a corresponding entry.

PURCHASES

This section contains information about purchases, status of purchases, budget, publication date and purchase ID. You can mark with a  «star» those you are interested in and they will be displayed in the «PARTICIPATE».

MY PURCHASES

This section contains purchases that you represent as the Customer. The purchases contains information about status, budget, publication date and purchase ID.

PARTICIPATE

This section contains information about purchases you are taking part in.

PLANS

This section contains plans for purchasing and apps for them.

You can mark with a  «star» those ones you are interested in and they will be displayed in the «INTERESTING PLANS».

MY PLANS

You download your annual plans and applications for them.

INTERESTING PLANS

This section contains plans you are interested in, marked with a «star».

CONTRACTS

This section contains data about contracts, which are concluded on the basis of procurement procedures and published on the ProZorro.

MY CONTRACTS

This section contains data about contracts, which are concluded by user's company and published on the ProZorro. You download your contracts, publish annexes to contracts, complete or terminate contracts.

5. Data filtering and searching for.

To search data in the functional sections you should use the  «Search» button.

The list of possible filters will vary depending on the section, but the principle of finding information is the same for all sections.

You can use fast and advanced data searching in the form.

You can use the feature «Saved filters» to save the filters that you frequently use. To save the installed filters, you need to click the «Add» button and set the filter name.

The saved filter will be available for future use.

Work in the sections of purchases

You can use the fast data searching by procurement's number or name, company's name or EDRPOU.

After filling in the form, you need to click the button «Search».

You can use the advanced data searching - click the button «Filtering options» and choose one or several filters. You can search a procurement by the status, code DK 021:2015, cost, publication date and customer. After choosing parameters click the button «Search».

After applying the search you will see information about a procurement - status of purchases, budget, customer, type of procurement, publication date and purchase ID.

To open a procurement you need to click the link with purchase ID. Next, you can see details of the procurement - main information, customer's data, customer's contact person, lots and nomenclatures of the purchases, documents.

Work in the sections of plans

You can use the fast data searching by procurement's number or name, company's name or EDRPOU. After filling in the form, you need to click the button «**Search**».

You can use the advanced data searching - click the button «**Filtering Options**» and choose one or several filters. You can search a procurement by the code DK 021:2015, cost, publication date and customer. After choosing parameters click the button «**Search**».

After applying the search you'll see information about a plan - publication date, budget, customer, plan ID etc.

To open a plan you need to click the link with plan ID. Next, you can see details of the plan - main information, budget, customer's data, customer's contact person, type of procurement, nomenclatures of the plan.

Work in the sections of contracts

You can use the fast data searching by agreement's number, company's name or EDRPOU. After filling in the form, you need to click the button «**Search**».

You can use the advanced data searching - click the button «**Filtering Options**» and choose one or several filters. You can search an agreement by the contract's status, cost, publication date and customer. After choosing parameters click the button «**Search**».