



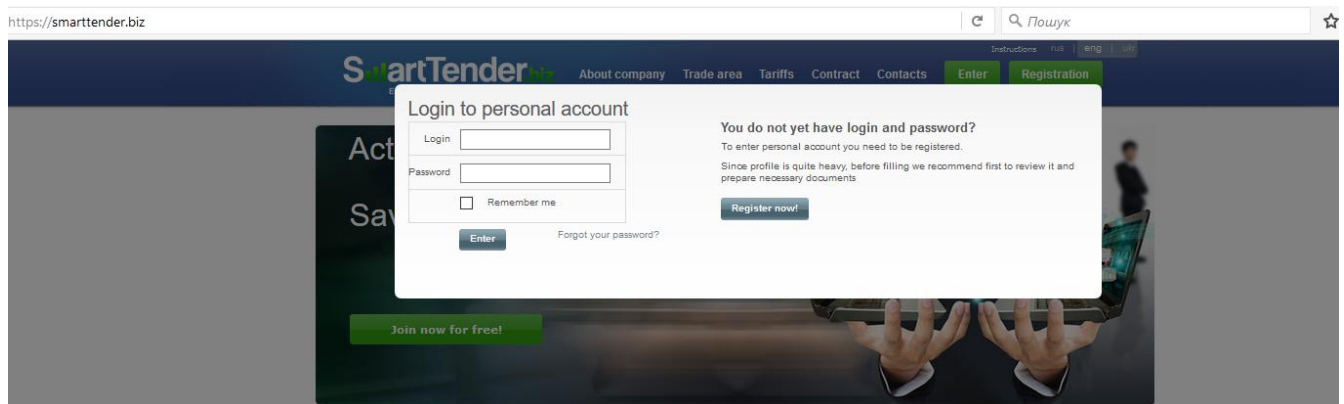
INSTRUCTION TO ADDITION THE NEW SUPPLIERS

(In case your company has been already registered in the system)

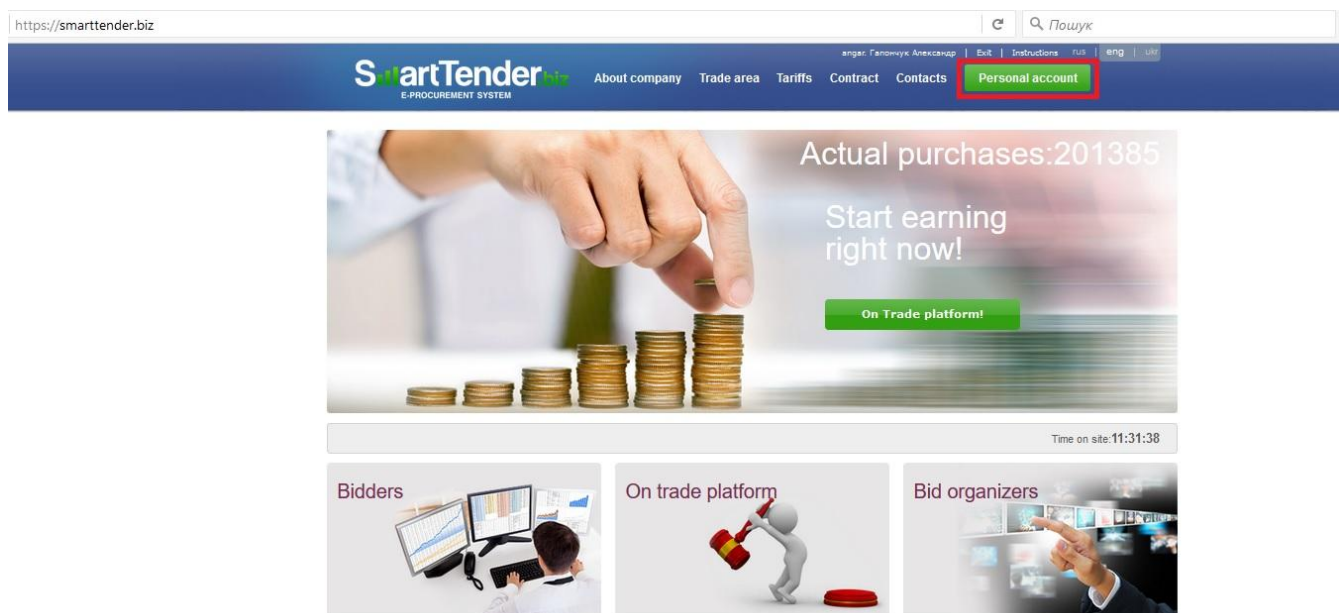
Kiev 2016

There is an opportunity to multiple-user work on electronic trading platform Smarttender.biz. In personal account you can manage all user accounts of your company. To manage user accounts, or create the new ones, follow these steps:

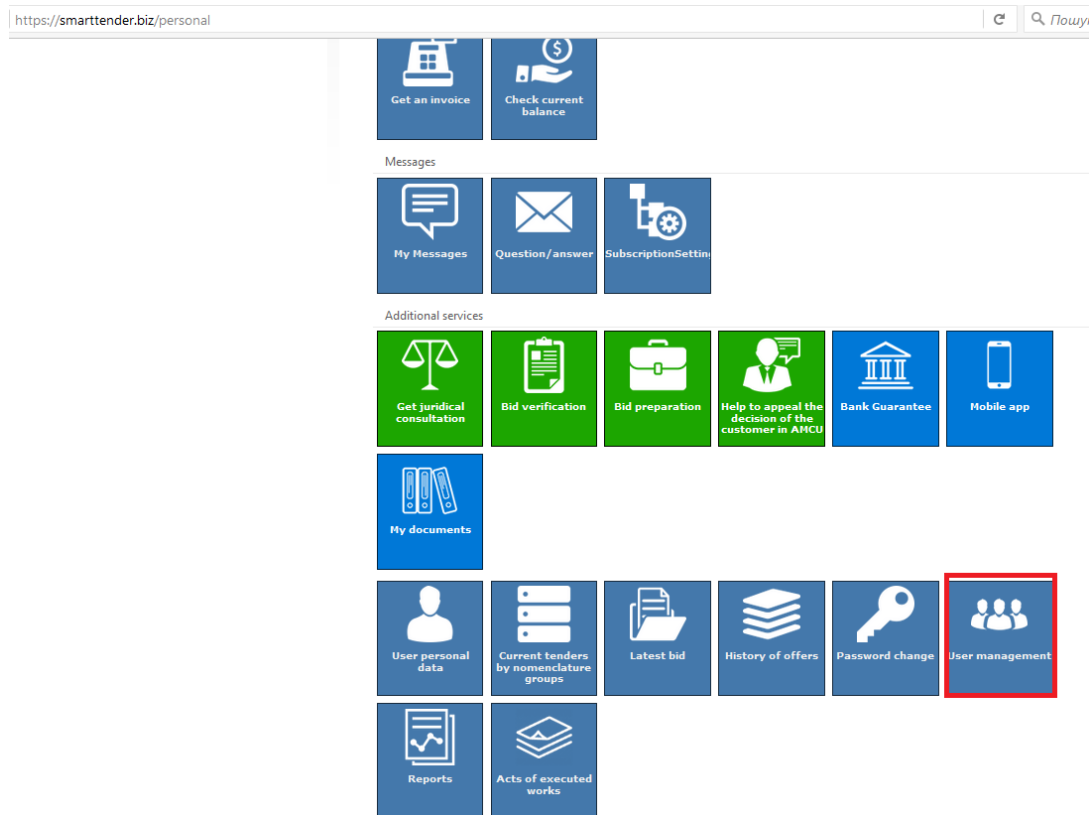
1. Go to the web-site Smarttender.biz



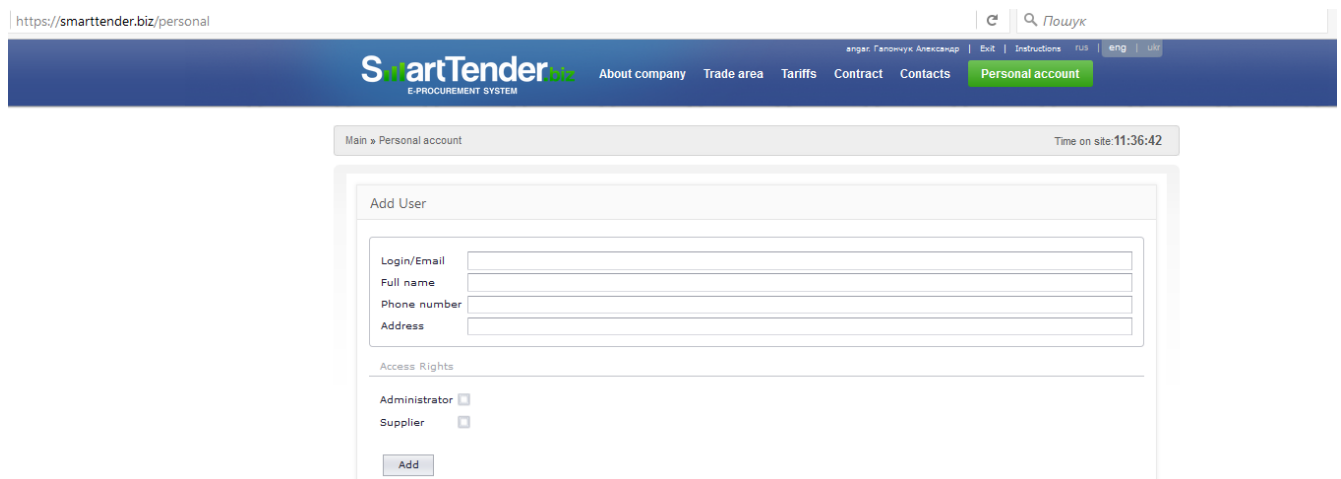
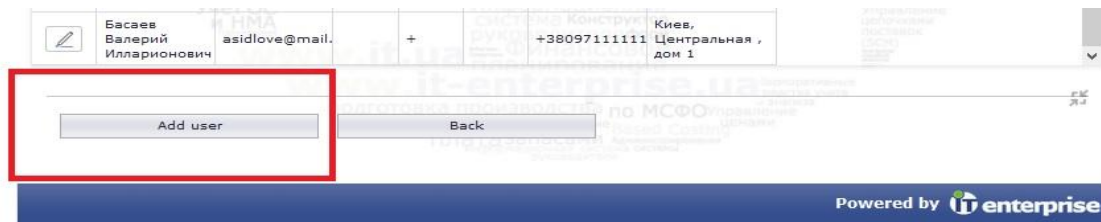
2. Go to your account:



3. Select: “User management”



4. Select: “Add user”



- Next you must specify the email address (login), full name, phone number, address, select the access rights, and then click the button "Add".

AccessRights:





Access Rights

Administrator ☐

Supplier ☐

Administrator- has full access to create a new users.
Suppliers – access only for receiving newsletter.

To edit a user account, please click on the **"Edit"**

Personal account. User management.							
Edit	INITIALS	Login/e-mail	Blocked	Admini-s	Supplier	Phone	Address
	Вікторія Віталіївна	viktoriapst@gmail.com		+	+	0976603511	
	Дубовка Евгения	dubovka@it.ua		+	+	0445859077	Киев
	Тест 2	kivalin@apk-invest.com		+	+		
	Кяуляките Габриеле	gabikika@mail.ru	+	+		+380000000000	Киев
	Бойко Оксана	oksana9484@gmail.com		+	+	+380999999999	г. Киев
	Syrota Batia	Batia.Syrota@it.ua		+		0997134319	

Then you may change the all information except e-mail (login). Also you may block this account or delete with the help of button "Delete". After that press the button "Apply".

Edit User

Login/Email

karaghost2@gmail.com

Full name

Alex

Phone number

80983680268

Address

Kiev

Delete

Delete

Access Rights

Administrator

☒

Supplier

☒

Block

☐

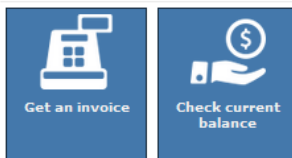
Apply

Also you may select/change one of check-box:

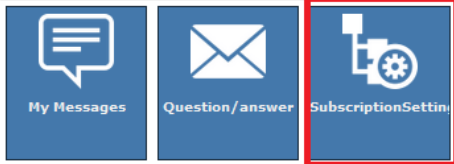
- Block / unblock
- Assign (cancel) the role of "Administrator"
- Assign (cancel) the role of the "Supplier"

Additionally, the user has the opportunity to change the list of categories for participation in the auction. To do this, follow these steps:
In personal account you must choose the "Subscription Settings".

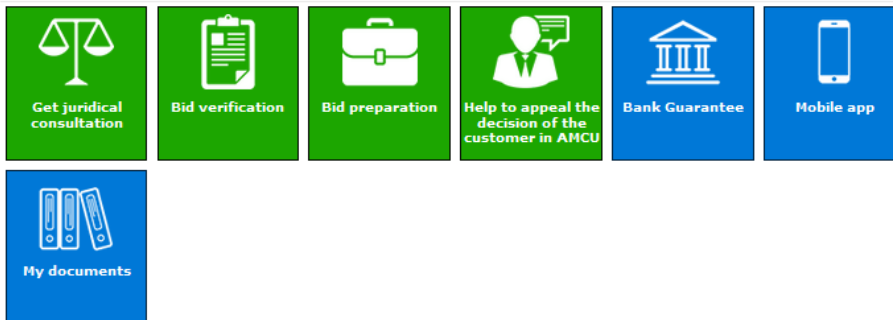
Balance



Messages



Additional services



- Select / clear the necessary category

Settings newsletter

Types of tenders

- All types of tenders ☐
- Commercial for purchase ☐
- Commercial for sale ☐
- Public procurements ☐

To disable subscriptions, remove all signs

» Прямоугольник

Region

Poltava region X

City

Organizer of the auction

Budget procurement

0

to

0

Keywords

Search is carried out among the selected categories.
Enter keywords or phrases (each on a new line) for a more detailed selection of tenders.

[Example](#)

foods

Прямоугольник

Categories

foods

- ▶ ☐ Foodstuffs homogenized ready for baby and dietetic food
- ▶ ☐ Set of products and ready meals
- ▶ ☒ Sugar
 - ☐ Beet pulp and other waste of sugar manufacture
 - ☒ Raw sugar, cane and refined cane or beet sugar (sucrose); molasses
 - ☐ Subcontracted work as part of the production of sugar
- ▶ ☐ Tea and coffee, processed
- ▶ ☐ Foods are prepared for animals
- ▶ ☐ Fruits and vegetables, processed and preserved

- And click on the "Confirm" button

- ▶ ☐ Fish and other fishing products; aquaculture products; ancillary services related to fishing
- ▶ ☐ Foodstuffs
- ▶ ☐ Furniture
- ▶ ☐ Goods and services that they produce / provide private households for own use, various
- ▶ ☐ Information services
- ▶ ☐ Items civil engineering and construction of these facilities

Confirm

After that, the changes take effect.

Good luck at work on e-procurement system *SmartTender.biz!*