

AUTOMATED SYSTEM
“Digital Trading Platform iTender Optima”

User's Guide

15 Pages

2015

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умные бизнес-решения

1 Introduction

Digital Trading Platform iTender Optima is designed to hold digital trading.

This document describes user's actions required for successful operation of the digital trading platform.

Some images, menu items and buttons in this document may be different from those implemented in the system.

2 Requirements for the DTP User's Workplace

To work with the DTP, user shall have an automated workplace consisting of a single workstation – PC or notebook. Recommended configurations:

- 1) Processor with similar characteristics to Intel Pentium with the speed of 233 MHz or higher,
- 2) Operating memory of 512 Mb or higher,
- 3) Available hard drive space of 200 Mb or higher,
- 4) Monitor with the resolution of 1280x800 or better,
- 5) Software requirements:
 - Microsoft Windows 2000 SP4 (XP SP2) Professional or later;
 - All standard browsers, such as Internet Explorer, Opera, Chrome, Firefox, Safari and others, are suitable to operate the DTP;
 - Document authoring tools (MS Office, WordPad);
 - Archiving software (RAR, ZIP, WINZIP).

3 Basic Terms, Definitions and Abbreviations

3.1 Terms and Definitions

Regular Auction means a type of trading, when Trading Participants consequently submit their bid offers. Participant that offers the maximum bid is declared the winner. Winner receives the entire traded volume in full.

Registration Request means information about a user and his organization and confirmation documents filled in by the user that wants to participate in trading on the DTP submitted for validation by the platform operator.

Lot means a parcel of goods placed on trading, which is sold or supplied under the contract.

Operator means a special user that represents "Optima Group", LLC and acts on its behalf and defines basic parameters of the System functionality.

User means any individual with access to the DTP functionality.

Personal Account means an interface of the registered user required to work on the DTP. Functionality of the personal account depends on the user's role in the System.

Registration means a process, where the user willing to participate in trading fills in his personal information and details of the company, on behalf of which he is willing to participate in trading on the DTP.

Participant means a user that completed the registration in the System and acts on behalf of a company, which is the "Trading Participant".

Digital Trading Platform (DTP, System) means the complex of hardware and software, databases, telecommunications and other equipment designed to hold competitive on-line trading.

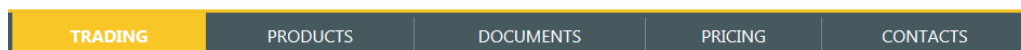
Digital Document means a document, which contains data in digital form.

3.2 Abbreviations

DTP means the digital trading platform.

4 Working with the Open Part of the System

Open part of the system has the following menu items available to the user:

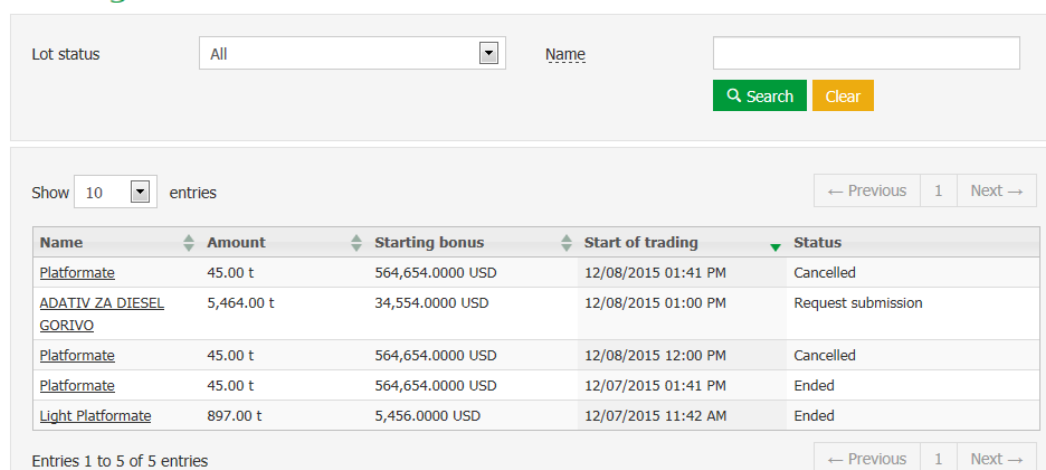


Pic. 4.1 Menu

4.1 “Trading” Section

In this section the user has access to the list of active trading held on the platform as well as trading that concludes during the current date. Search filters are used to find necessary trading. User can request a list of trading with a particular status (failed, ended, trading in process, etc.). To do so, fill in the relevant fields and click the “Search” button. In order to clear the search filters, click the “Clear” button.

Trading



Lot status: Name:

Show entries 1

Name	Amount	Starting bonus	Start of trading	Status
Platformate	45.00 t	564,654.0000 USD	12/08/2015 01:41 PM	Cancelled
ADATIV ZA DIESEL GORIVO	5,464.00 t	34,554.0000 USD	12/08/2015 01:00 PM	Request submission
Platformate	45.00 t	564,654.0000 USD	12/08/2015 12:00 PM	Cancelled
Platformate	45.00 t	564,654.0000 USD	12/07/2015 01:41 PM	Ended
Light Platformate	897.00 t	5,456.0000 USD	12/07/2015 11:42 AM	Ended

Entries 1 to 5 of 5 entries 1

Pic. 4.2 “Trading” page

Using search results:


- To see information about the trading, use the link in the “Title” column.
- To change the way search results are sorted, user shall click the column title in the results page. An icon will appear in the column that shows the sorting order.

Lot can have following statuses:

1. Accepting requests – notification is published on the platform, trading start date and time have not yet occurred, participants may submit requests to participate in the trading;
2. Trading in process – period of bid submissions has started, users can make bids;
3. Ended – trading has ended, winner was selected;
4. Failed – trading has ended, no bids were made;
5. Cancelled – trading has been cancelled by the organizer.

Lot page contains detailed information:

Lot information

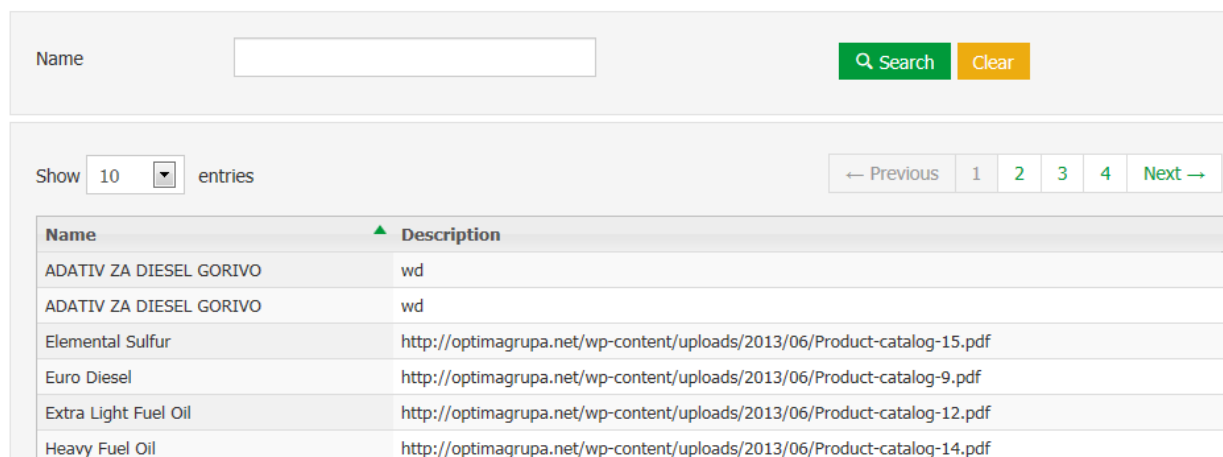
	Trading method	Status	Starting bonus	Date and time of the start of trading
	Auction	Request submission	4,501.00 EUR	09/30/2015 00:00
Lot number	T-0000194/1			
Status	Request submission			
Name	Naphtha			
Description	http://optimagrupa.net/wp-content/uploads/2013/06/Product-catalog-6.pdf			
Amount	45,698.00 tons			
Supply date	11/30/2015			
Lot currency	Euro			
Starting bonus	4,501.00			
Auction step	500.00			
Date and time of the start of trading	09/30/2015 00:00			

Pic. 4.3 Information about the lot

4.2 “Products” Section

This section provides a user with the list of products being traded on the platform. Search filter is used to find required products.

Products



Name	Description
ADATIV ZA DIESEL GORIVO	wd
ADATIV ZA DIESEL GORIVO	wd
Elemental Sulfur	http://optimagrupa.net/wp-content/uploads/2013/06/Product-catalog-15.pdf
Euro Diesel	http://optimagrupa.net/wp-content/uploads/2013/06/Product-catalog-9.pdf
Extra Light Fuel Oil	http://optimagrupa.net/wp-content/uploads/2013/06/Product-catalog-12.pdf
Heavy Fuel Oil	http://optimagrupa.net/wp-content/uploads/2013/06/Product-catalog-14.pdf

Pic. 4.4 "Products" page

4.3 “Documents” Section

This section contains user’s guides, regulations and other documents of the DTP available for downloading.

4.4 “Pricing” Section

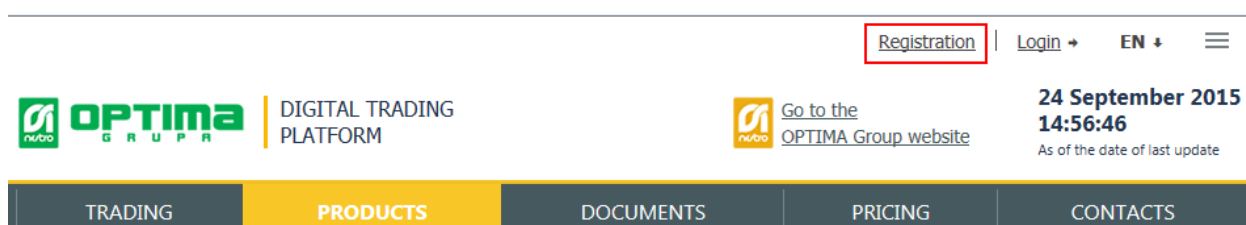
This section describes the rules for price assessment and delivery basis for each product.

4.5 “Contacts” Section

This section specifies operating hours and telephone of the support service and other contact details of the DTP.

5 Registration in the System

Operator registers users in the system in order to provide them with access to participate in trading. User registration takes place in the relevant section of the system. Follow the link in the top menu in order to access the “Registration” section:



Pic. 5.1 “Registration” menu

User registration in the system consists of several stages.

5.1 Creation of the account and user activation

During the first stage of the registration user shall fill in the fields in the user registration request. Required fields are marked with the “*” symbol. If numbers on the picture are hard to read, click the button “I can’t see numbers, refresh the picture”. In this case system generates another image, while the data filled in is not cleared.

User data

- 1 User data
- 2 E-mail confirmation
- 3 Company data
- 4 Documents and information

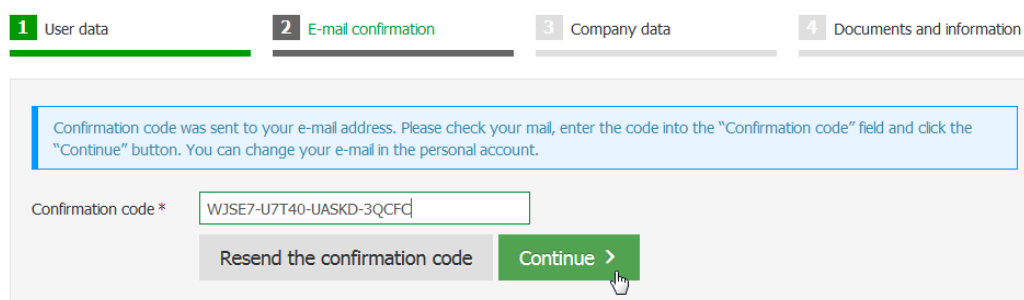
Login *	<input type="text" value="test"/>
Password *	<input type="password" value="•••••"/>
Password retry *	<input type="password" value="•••••"/>
E-mail *	<input type="text" value="test@optimagrupa.net"/>
Phone *	<input type="text" value="+74852582205"/>
First name *	<input type="text" value="Helga"/>
Last name *	<input type="text" value="Corac"/>
Enter the code from the image *	<div style="border: 1px solid gray; padding: 5px; text-align: center; font-size: 24px; font-weight: bold; color: blue;">937234</div> <input style="width: 100%; margin-top: 5px;" type="text" value="937234"/> <p style="font-size: small; color: green;">I don't see the numbers, refresh the image</p> <p style="font-size: small; color: green;">By clicking the Continue button you accept terms and conditions of working on the platform</p> <div style="text-align: center; margin-top: 10px;"> <input style="background-color: green; color: white; padding: 5px 15px; border: none; cursor: pointer;" type="button" value="Continue >"/> </div>

Pic. 5.2 Registration – Information about the user

When all data is accurately filled in, click the “Continue” button.

During the next stage the user is required to enter the confirmation code that was sent to his e-mail specified in the registration request and then click “Continue”:

E-mail confirmation



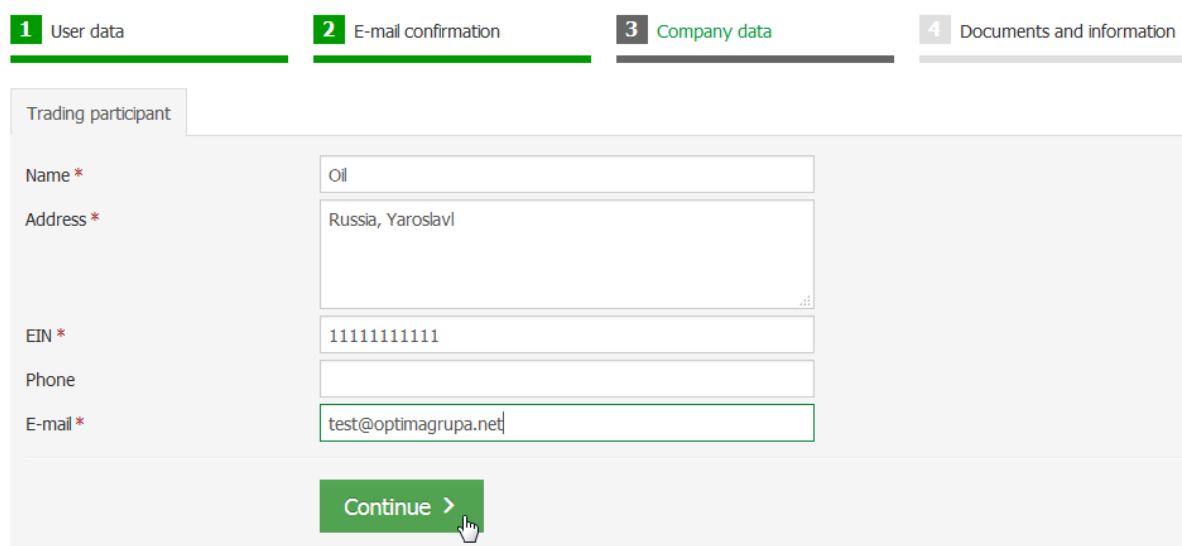
Pic. 5.3 Registration – E-mail confirmation

In this case activation takes place automatically. If the letter with the code was not received, the user shall use the button “Resend the confirmation code”, and the letter with the code will be sent again.

5.2 Entering Company Details

After the user’s activation, an employee shall enter the details of the company, on which behalf this user will operate the system.

Company data

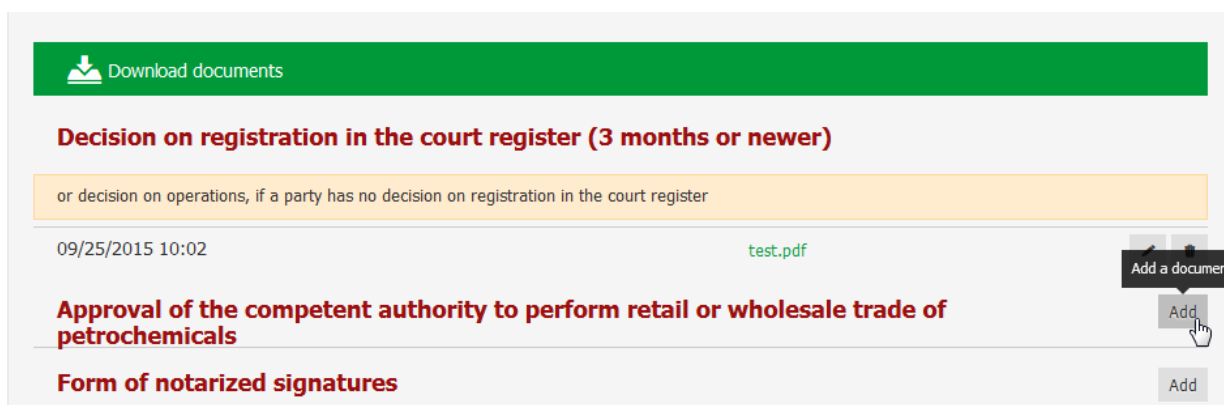


Pic. 5.4 Fill in company details

After filling in all the information required, click the “Continue” button and move on to the next stage of the registration process.

5.3 Attachment of Documents

During the fourth stage of the registration the applicant shall provide to the operator the required documents in accordance with the list. To attach digital documents, use the “Add” button:



Download documents

Decision on registration in the court register (3 months or newer)

or decision on operations, if a party has no decision on registration in the court register

09/25/2015 10:02 test.pdf

Approval of the competent authority to perform retail or wholesale trade of petrochemicals

Form of notarized signatures

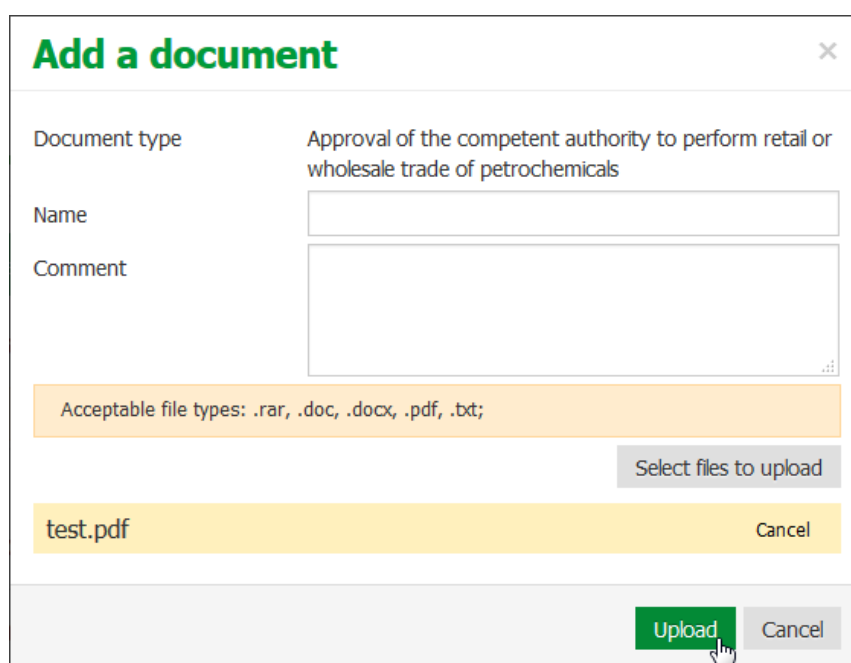
Add a document

Add

Add

Pic. 5.5 Attachment of documents

The user shall select the file to upload with the acceptable extension and upload it to the system. User may provide a title and a comment to the document, if necessary:



Add a document

Document type Approval of the competent authority to perform retail or wholesale trade of petrochemicals

Name

Comment

Acceptable file types: .rar, .doc, .docx, .pdf, .txt;

Select files to upload


test.pdf Cancel

Upload Cancel

Pic. 5.6 Adding a new document

To attach all documents, user shall repeat the procedure as many times as required. The list of all required documents is provided in the table, from which the user can delete the attached document or edit its description. Documents will only be added to the list of company's documents after the request is reviewed and approved by the operator.

After attaching all the documents, the user may submit the registration request buy clicking the relevant button:



Pic. 5.7 Submit the registration request

Though the registration procedure is completed, the user will have limited capabilities in the system. After the request is reviewed and approved by the operator, registration of the user and his company will be completed and he will receive access to additional system functionality.

User will receive a notification in case the operator declines the request. User may submit a new registration request. To do so, go to the company details page and click the button "Submit new registration request". You shall eliminate the reasons for the decline on the request page. After clicking the "Submit" button, the request will be sent to the platform operator.

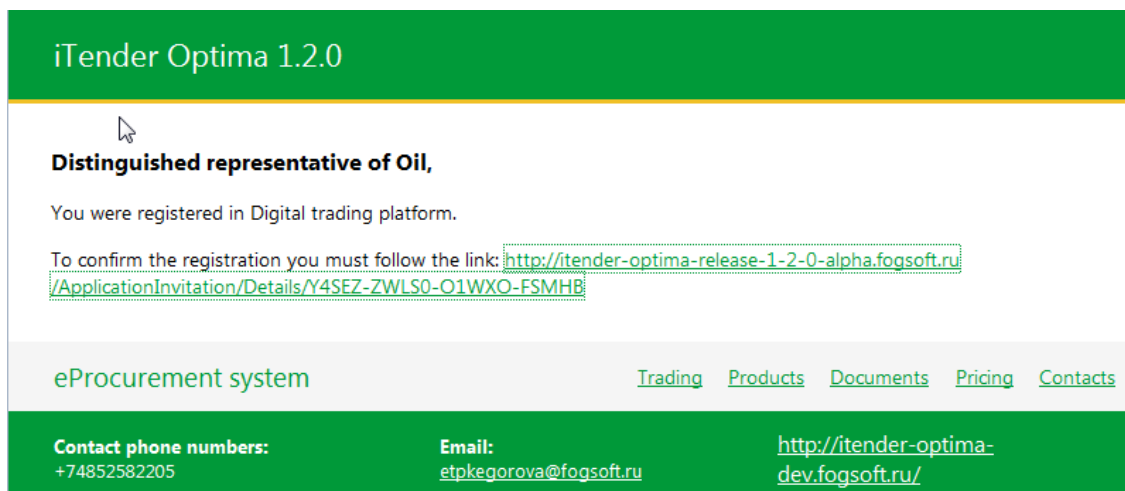
5.4 Activation of Functionality

Following the receipt of the documents that confirm the information provided and their review, the operator activates additional functionality for the account of this user, which gives the user the capability to participate in trading and perform other actions allowed for his role in the system.

Operator may block the user (or his company), after which the user will not be able to sign in to the system under his login.

6 Registration Invitation

If you receive the invitation to register on the DTP, follow the link provided in the letter to accept the invitation and register in the system:



Pic. 6.1 Registration Invitation

Fill in your user details on the resulting page and click the “Accept invitation” button:

User data

Чтобы принять приглашение необходимо ввести данные, которые будут использоваться для входа в систему, после чего вы сразу сможете приступить к работе.

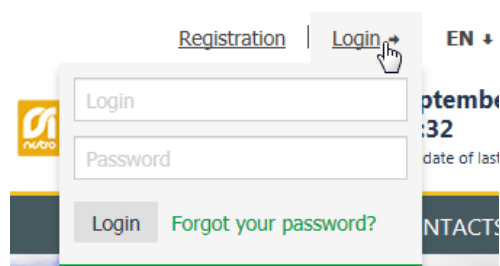
Login *	<input type="text" value="test"/>
Password *	<input type="password" value="*****"/>
Password confirmation *	<input type="password" value="*****"/>
E-mail *	<input type="text" value="test@opt.com"/>
Phone *	<input type="text" value="+74852582205"/>
Name *	<input type="text" value="John"/>
Last name *	<input type="text" value="Smith"/>
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Pic. 6.2 Registration from the invitation

The user will be registered in the system and will be able to participate in trading and perform other actions in accordance with his role in the system.

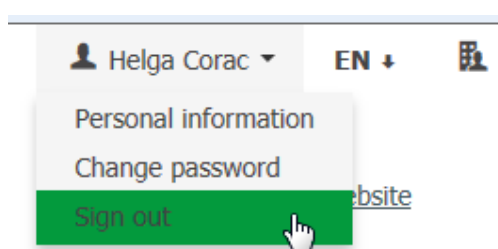
7 Authorization (personalized sign in to the system)

To work with the system on behalf of his company, the user shall complete the authorization procedure. To do so, enter the user name and the password in the authorization block in the open part of the system and click the “Sign in” button.



Pic. 7.1 Authorization block

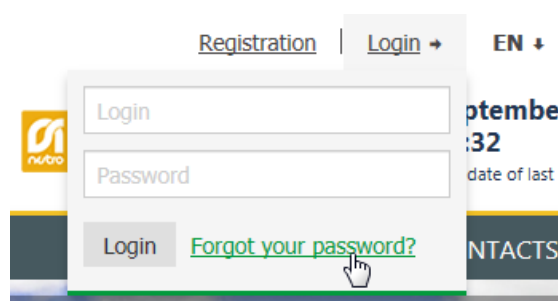
If registration data is entered correctly, the authorization block in the navigation menu will be replaced with user's last name and initials and the name of the company, on behalf of which this user operates:



Pic. 7.2 Information about the user and the company, sign out from the system

To sign out from the system click "Sign out" in the drop-down menu with the user information.

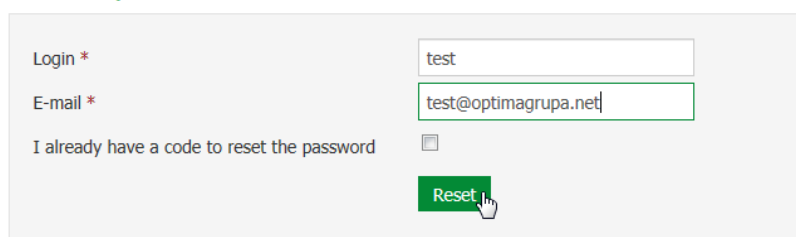
If the user forgets his password, he can use the function to reset the password:



Pic. 7.3 Password reset

To reset the password, specify your contact e-mail address provided to the platform and your login, and click the "Reset" button:

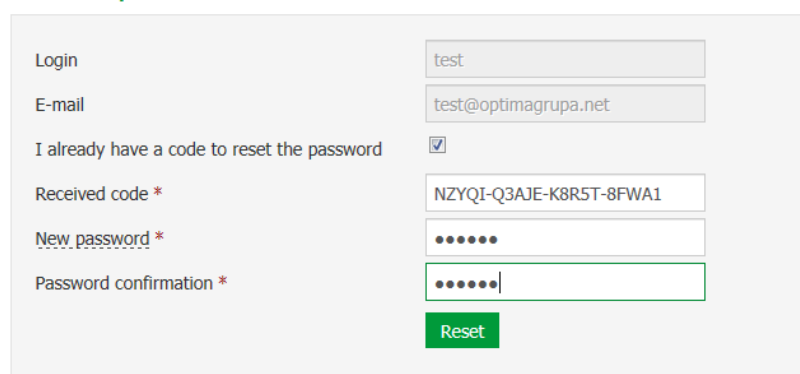
Reset password

A screenshot of a web form titled "Reset password". It contains three input fields: "Login *" with the value "test", "E-mail *" with the value "test@optimagrupa.net", and a checkbox labeled "I already have a code to reset the password" which is currently unchecked. Below the fields is a green "Reset" button with a mouse cursor hovering over it.

Pic. 7.4 Password reset procedure

The password reset code will be sent to the specified e-mail. Next, check the box "I already have the password reset code", enter the received code and the new password and click "Reset":

Reset password

A screenshot of the same "Reset password" form, but now the checkbox "I already have a code to reset the password" is checked. Two new input fields have appeared: "Received code *" with the value "NZYQI-Q3AJE-K8R5T-8FWA1" and "New password *" with a masked password of six dots. Below these is a "Password confirmation *" field, also with a masked password of six dots. The green "Reset" button remains at the bottom.

Pic. 7.5 Password reset procedure