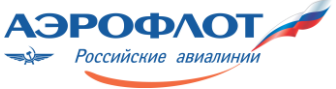
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APPROVED  
Director of Procurement Management  
Department  
September 06, 2016

# **Rules of the Electronic Trading Site (ETS)**


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### DOCUMENT HISTORY

Document status (Original Document /Revision/ Cancelled)	Document revision	Effective from date/ Cancellation date	Comment
Original document		15.06.2012	
Revision	A	24.09.2013	Item 5.3.1 and Section 7 added; document editing
Revision	B	29.04.2014	Corrections in Section 2; editing
Revision	C		Document editing and updating. Replaces RI-906-00-050B document approved by Order as of 05.05.2014 No. 906-27/r

### DOCUMENT REVIEW INFORMATION

Record number	Record date	Prolongation / Revision/ Cancellation	Record owner's position	Signoff	Initials, last name

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## 1. Introduction

These rules for the Electronic Trading Site (hereinafter, the Rules) define how the electronic trading site is operated by the Public Joint-stock Company “Aeroflot – Russian Airlines”.

These Rules were developed for use by PJSC “Aeroflot”.

The electronic trading site of PJSC “Aeroflot” (hereinafter, the ETS) is located in the Internet at <https://trade.aeroflot.ru> and can be accessed from the corresponding section of the PJSC “Aeroflot” official site (<http://www.aeroflot.ru>).

The ETS is intended for:

- notification about purchases, provision of documentation about purchases and changes made thereto, provision of clarifications to procurement documentation, or other information specified by the Regulations on the purchase of goods, works and services of PJSC “Aeroflot” (RI-GD-148X\*);

- acquisition of bids and commercial proposals from CONTRACTORS in accordance with the announcements posted at the ETS during the procedure period;

- informing CONTRACTORS which submitted bids and commercial proposals about the results of the procedures;

- registering CONTRACTORS for participation in the purchase procedures at the ETS;

- notification about sales, provision of documentation about sales and changes made thereto, provision of clarifications on documentation and other information.

Information about changes (additions) made to these Rules is published by the ETS Administrator by mandatory posting of said changes (additions) at the ETS (at <https://trade.aeroflot.ru/help/ru>) in the “Help Information” section and by informing ETS users in the “News” section.

All changes (additions) made by the ETS Administrator to the Rules that are not related to changes in the laws of the Russian Federation come into effect and become mandatory from the introduction date specified in the information messages (at <https://trade.aeroflot.ru>, in the “News” section).

All changes (additions) made by the ETS Administrator to the Rules that are related to changes in the laws of the Russian Federation come into effect concurrently with the effective date of the changes (additions) made to the specified statutory acts.

All supplements, changes, and additions to these Rules constitute an integral and essential part thereof.

## 2. Scope


2.1. These Rules apply to all the procedures for purchasing products, works, and services used by PJSC “Aeroflot” and conducted using ETS functionality.

2.2. These Rules apply to the procedures for selling inventory items and procedures for selling other assets and property rights of PJSC “Aeroflot” conducted using ETS functionality.

2.3. The requirements set forth in these Rules are mandatory for all participants of the purchasing procedures conducted at the ETS in electronic form pursuant to RI-GD-148X.

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\* The identification numbers that end with an “X” signify here the effective status of the current document revision. It is advised to check the document relevancy at the official site of PJSC “Aeroflot” (link: <https://trade.aeroflot.ru/help/ru>).

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### 3. Regulatory documents

These Rules include references to the following documents:

RI-GD-148X Regulations on the purchase of goods, works and services.

RI-906-00-510X Electronic Trading Site (ETS) contractor manual.

### 4. Terms, definitions, notation, and abbreviations

These Rules use the terms, definitions, and abbreviations as defined in RI-GD-148X and RI-906-00-510X, as well as the following terms, abbreviations, and definitions:

**ETS Administrator** is an employee of PJSC “Aeroflot” who maintains the system and provides access to the ETS for users.

**CUSTOMER** is an initiator of purchase or sales procedures, i.e., PJSC “Aeroflot”;

**Purchase** is a procedure of purchasing products, works, and services for the needs of PJSC “Aeroflot”;

**PERFORMER** is a participant in the purchase or sales procedure that makes bids at the ETS on behalf of a **CONTRACTOR** and is an ETS user;

**CONTRACTOR** is any legal entity or person, including individual entrepreneurs, that places bids at the ETS in accordance with the requirements and rules set by the **CUSTOMER**;

**Sale** is sale of material assets, including aviation engineering items, equipment, other assets and property rights of PJSC “Aeroflot”, etc.

### 5. Registering CONTRACTORS at the ETS

5.1. All participants of the purchase and sales procedures conducted using the ETS must have access to (be registered at) the ETS.

5.2. The sequence of actions in case of self-registration of candidates for participation in ETS procedures, that act on behalf of the **CONTRACTOR**, is described in the “ETS Contractor manual” posted at the ETS in the “Help” section (<https://trade.aeroflot.ru/help/ru>).

5.3. Within 5 (five) working days, a candidate for participation in ETS procedures receives an automatically generated e-mail message to the address specified during the registration. The message contains a notification about the completion of the registration procedure, a login, and instructions on how to obtain a password. If the information provided during the registration is insufficient, access to ETS will only be granted after the missing information is provided.


5.4. More than one **PERFORMER** may conduct ETS procedures on behalf of a **CONTRACTOR** registered at the ETS. To register additional users at the ETS, the **CONTRACTOR** shall submit a request (from the e-mail address indicated during the registration) to the ETS Administrator: [trade@eroflot.ru](mailto:trade@eroflot.ru). The request shall contain the following:

full name of the user;

e-mail address;

business contact phone (if available).

5.5. The ETS Administrator will register the **CONTRACTOR**’s user within 5 (five) working days and will send a message containing a notification about the completion of the registration procedure, a login, and instructions on how to get a password to the **PERFORMER**’s e-mail address.

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5.6. The ETS messages generated in the course of conducting the procedures will be sent to the CONTRACTOR's address specified during the registration.

5.7. Access to the ETS is managed by the ETS Administrator. Any questions concerning access of CONTRACTOR'S users shall be sent to the ETS Administrator: [trade@aeroflot.ru](mailto:trade@aeroflot.ru).

## 6. Using electronic documents at the ETS

6.1. To confirm the CONTRACTOR's business reputation when registering at the ETS, the CONTRACTOR is advised to submit electronic (scanned) copies of documents.

6.2. To change or adjust any documents that confirm the CONTRACTOR'S business reputation, a message shall be sent to [trade@aeroflot.ru](mailto:trade@aeroflot.ru) stating that changes have been made, with attached electronic copies of the documents to be replaced or adjusted.

6.3. When participating in a purchase or sale procedure, the CONTRACTOR shall create a bid and commercial proposal (hereinafter, the bid) using the ETS interface. The CONTRACTOR's actions needed to create bids are described in the "ETS Contractor manual" (see the ETS "Help" section).

6.4. The bids created using the ETS interface shall include the electronic documents, which are listed in the purchase documentation, as attachments. The text of the bid or commercial proposal shall contain references to said attachments.

6.5. Electronically signed documents shall be submitted if requested by a separate note that is attached to the purchase or sale documentation and is an integral part of the purchase documentation.

6.6. The information contained in the CONTRACTORS' bids at the ETS will be analyzed by the CUSTOMER to select winners in accordance with the purchase method / terms specified in the documentation on the sale procedure published at the ETS.

6.7. The documents that cannot be submitted in electronic form shall be provided, at a CUSTOMER's request, in ways other than via the ETS.


## 7. ETS business hours and technical break

7.1. The ETS Administrator registers new ETS users and maintains the required correspondence on issues that are within her/his cognizance. The work hours of the ETS Administrator are defined by the work schedule of employees at PJSC "Aeroflot" with a 40-hour 5-day working week.

7.2. CONTRACTORS can place bids at the ETS in 24/7 mode with the exception of technical breaks.

7.3. The planned system maintenance and installation of system updates are conducted on working days during a technical break. A technical break is scheduled within the time period from 12:00 to 15:00. The target duration of a technical break shall usually not exceed one hour. In case a technical break is announced, the corresponding information is posted at the ETS. Information related to procedures being performed cannot be entered at the ETS during a technical break.

7.4. If a technical problem occurs in ETS operation as a result of which procedures cannot be conducted, a technical break is announced and the corresponding alert is posted at the ETS.

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## 8. Rules for organizing and performing the procedures at the ETS

### 8.1. Organizing and performing the purchase procedures

8.1.1. The ETS procedures related to the purchase of products, performance of work, and provision of services are organized in strict compliance with, and under the condition of complete fulfillment of the requirements set forth in RI-GD-148X.

8.1.2. The ETS procedures related to the purchase of products, performance of works, and provision of services have the ‘Purchase’ indicator (see the “Procedure type: \* ” window on the “Basic procedure information” tab).

8.1.3. The actions of the parties in conducting the purchase procedures are organized in accordance with the concepts and rules set forth in RI-GD-148X.

8.1.4. The form in which bids shall be submitted is set by the CUSTOMER. The following options for submission of bids and commercial proposals are supported:

**electronic** – the CONTRACTOR submits a bid in electronic form, which is executed using the ETS user interface and in accordance with the requirements of RI-GD-148X;

**paper** – the CONTRACTOR submits a bid executed in accordance with the requirements of RI-GD-148X;

**combined** – the CONTRACTOR chooses the acceptable form to submit the bid (electronic or paper). Bids may be submitted in electronic and paper forms and the CONTRACTOR is responsible for the adequacy of both forms. In case of discrepancies between the forms, the paper form shall prevail.

8.1.5. Electronic bids for the lots of the procedures conducted at the ETS may only be submitted using the ETS user interface.

8.1.6. A guide for the PERFORMER’s users is available at the ETS (the “ETS contractor manual” in the “Help” section).

### 8.2. Organizing the sale procedures

8.2.1. The sale procedures are regulated in accordance with the goals and concepts similar to the regulation goals and concepts used in purchasing activities as declared in RI-GD-148X.

8.2.2. The procedures related to the sale of inventory items at the ETS have the “Sale” indicator (see the “Procedure type: \* ” window on the “Basic procedure information” tab).

8.2.3. The activities of the parties in conducting the sale procedures are organized in accordance with the documentation published at the ETS for the corresponding sale procedure.

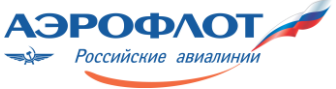
8.2.4. A guide for the PERFORMER’s users is available at the ETS (the “ETS contractor manual” in the “Help” section).

## 9. ETS failure

9.1. An ETS failure is the situation where a CONTRACTOR cannot place a bid through the ETS user interface within the time frame specified in the purchasing documentation due to a malfunction of the ETS hardware and software complex.

9.2. If indications of an ETS failure are noticed, the CONTRACTOR shall inform the ETS Administrator about that.

9.3. The ETS Administrator checks the information about the indications of ETS failure obtained from the CONTRACTOR. The check is based on the technical information on the

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software and hardware complex used by the ETS, with consideration for the information obtained from the CONTRACTOR.

9.4. The ETS Administrator informs the CONTRACTOR about the check results (i.e., either the ETS failure that prevented the CONTRACTOR from placing the bid had occurred, or the ETS failure that prevented the CONTRACTOR from placing the bid had not occurred).

9.5. The decision on whether to continue or close/cancel the purchasing procedure performed at the ETS and having indications of a failure in placing BIDS for participation in the purchasing procedure will be made by the PJSC “Aeroflot” Bidding Committee based on the results of the check performed by the ETS Administrator.

9.6. The CONTRACTOR’s actions to be performed in case of an ETS operation failure are described in the “Contractor manual”.