Buyer's Guide

When using an electronic digital signature (hereinafter referred to as EDS) on the Export.by Portal a buying company is provided with the following additional opportunities:

1. to fill out requests for the purchase (order) of goods, services, technologies placed in the catalog of the Portal;

For a user with an EDS, a button «Buy / Order» appears on all card pages of goods, services, technologies. The button allows the buyer to start filling out a request for goods, services, technologies placed in the catalogues of Export.by Portal (see figure 1).

2. to sign contracts and other electronic documents using EDS.

To use the EDS on the Portal, you must bind it to the account in the section «My Account».

In order to obtain it, users need to register on the website ca.ncmps.by, prepare the necessary package of documents and receive an electronic digital signature during their visit to the Certification Authority of the National Centre for Marketing or the Certification Authority of the Belarusian Universal Commodity Exchange.

**Binding of an EDS certificate to «My Account»**

Step-by-step instruction:
1. Insert a USB flash drive storing the EDS certificate;
2. Go to «My Account» section using the link: https://export.by/profile.
3. Go to the «Digital signature» tab (see figure 2).

Figure 2 – The view of the «Digital signature» tab in the user's personal account

4. Bind the EDS to the user account (see figure 3). To do this, select the EDS data in the "Certificate" and "Attribute Certificate" fields.

In the "Right to use" field, you must specify the user who has the right to use the EDS on the Portal (select "Director" or "Authorized representative").

Next, in the "Supporting document" field, you must upload a document confirming the right to use the EDS (letter of attorney for the "Authorized Representative" user or documents confirming the authority of the head for the "Director" user (an extract from the order or a certified copy of the order), a copy of the certificate of state registration, or an extract from the Unified State Register of Legal Entities and Individual Entrepreneurs, certified by the authorized body).

Press "Bind digital signature".
Then the EDS goes into the "Moderation" status (see figure 3.1). With this status, the uploaded EDS data is checked by the administrator. Until the administrator confirms the data, the use of EDS on the portal is impossible.
After checking the EDS data, the administrator confirms the right to use it on the Portal. From this moment, the user is enabled to use the section "My orders" to carry out transactions using EDS (see figure 3.2).

EDS data update

Upon expiration of the letter of attorney or the use of an EDS in the "Electronic digital signature" section, the user receives the following message:

«The period of validity of the electronic digital signature on the Export.by portal has expired. To continue using, please update the information on the electronic digital signature».

«The power of attorney for using electronic digital signature on the Export.by portal has expired. To continue using the electronic digital signature, please update the information on the power of attorney." (see figure 3.3)
To update the EDS data, you must click «Update certificate data» and repeat the steps specified in the "Binding the certificate to the account" section.

Information about requests

The information about submitted requests and signed contracts is located in the «My requests» tab (see figure 4).
Sending a request

To send a request you need to do the following:
1. go to the product, service, technology card page and click «Buy / Order» (see figure 5);

2. fill in a request and send it to the seller (see figure 6). The request will be sent and saved in the «Sent» section (see figure 7);
3. receive a contract signed by EDS from the seller. The request line will indicate the status «Seller signed the contract» (see figure 8)
4. go to the request page. To do this, click on the name of the product, service, technology in the request line (see figure 9);
5. On the request page you can download the contract signed by the seller. If you are ready to sign it, press the «Sign» button below (see figure 10).

Figure 10 – Signing a contract using EDS

Once the contract is signed by both parties, the status of the request changes to «Contract has been signed by seller and customer» (see figure 11).
Additional agreement to the contract

Once the contract is signed by the customer, the seller can upload an additional agreement to the main contract. In order to sign it, go to the request page (see figure 12).
Next, you are to sign it with an EDS or send an objection to this additional agreement.

**Filing of an objection to the contract / additional agreement**

To file an objection to the contract / additional agreement, on the request page, click on the link «Add objection» (see figure 13).
On the page for sending an objection to the contract, you should fill in the «Objection field» and click the «Add objection» button (see figure 14). Then it will be sent to the seller, and the status on the request page will be changed to «Objection filed» (see figure 15).
After receiving the objection, the seller can replace the contract with a new one and the buyer is invited to sign it using EDS.
Information about the completed transaction and the EDS of the parties

In order to download the information on the EDS of the parties, you need to complete the following steps:

1. go to the request page with the status «Contract was signed by seller and customer» (see figure 16);

2. then follow the link to the primary contract page (see figure 17);
3. then click the link «Signature data and files» (see figure 18);

4. there you will find the signature data and the contract file (see figure 19);

Cancellation of a placed order

If the buyer (customer) did not sign the contract using the EDS within the time specified in the «Deadline for signing» field on the request page, then the request goes into the «Contract canceled» status (see figures 20, 21).

The request is blocked for signing by the buyer (customer) and saved in the section «My requests». The seller has the opportunity to add a new contract to this request and sign it using EDS.
Figure 20 – The view of the status of the canceled request

Request №12 (Sent)

**PRODUCT 1**

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<table>
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<th>Company buyer</th>
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<table>
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<th>Tim:</th>
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<table>
<thead>
<tr>
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**Chronology**

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Figure 21 – The view of the status of a canceled request