**Seller's Guide**

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

1. to accept requests for goods, services, technologies added to the catalogues of Export.by 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).

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)
Figure 3.3 – Expiration of EDS on the Portal.

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.

Receiving of a request

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

It contains information about all the sent and received requests for the purchase (order) of goods, services, technologies.
Figure 4 – The view of the «My requests (Inbox)» tab in the user's personal account

**Signing a contract**

After receiving a new request (see figure 5), you need to go to the «My requests» tab (see figure 4).

Figure 5 – The view of an incoming request in the user's personal account

Then select a new received request (see figure 6) and follow the link to the request page.
Figure 6 – The view of an incoming request in the user's personal account

The request page contains information about the name, quantity of goods, the name of the buying organization, its address, contact information, a link to the company’s profile on the Export.by Portal, and the chronology of current operations under the contract (see figure 7).

Figure 7 – The view of chronology of current operations under the contract

In case of agreement with the information in the request, the seller uploads the contract, signs it using EDS and sends it to the buyer (customer). To do this, press the «Add contract» button (see figure 8).
Next, you need to attach the contract file and indicate the period by which this contract must be signed by the buyer (customer) (see figure 9).

If you click the «Save» button, the contract will be saved on the request page and will be available for further editing, but not sent to the buyer (customer).

If you click the «Save and Sign» button, the agreement will be signed using EDS and sent to the buyer (customer).

After the contract is signed by the buyer (customer), the corresponding status will be displayed in the chronology of contract transactions (see figure 10).

**Additional agreement to the contract**

After signing the contract by the buyer (customer), the seller can upload an additional agreement to the contract. To do this, click the «Additional» button (see figure 11).
Next, you need to upload the document, sign it with EDS and set the deadline for signing for the buyer (customer) (see figure 12).

**Figure 12 – The process of uploading of an additional agreement to the contract**

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

In case of disagreement with the terms of the contract signed by the seller, the buyer (customer) can send an objection, which will be displayed in the chronology of transactions under the contract (see figure 13).
Figure 13 – Displaying the status of the contract in the Chronology of transactions under the contract

To see the text of the objection, click the «Primary» link (see figure 14).

![Chronology Table]

Figure 14 – The view of the «Primary» link

**Information about the completed transaction and the EDS of the buyer**

To download the information on the contract and the signature of the buyer (customer), 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 15);

![My requests Table]

Figure 15 - Type of request with the required status

2. then follow the link to the primary contract page (see figure 16);
3. then click the link «Signature data and files» (see figure 17);
4. there you will find the signature data and the contract file (see figure 18);

![Signature data and files]

Figure 18 – The view of the signature data and the contract file

**Cancellation of a placed order**

If the buyer (customer) did not sign the contract using EDS within the time period specified in the «Deadline for signing» field, then the request goes into the «Contract canceled» status (see figure 19, 20).

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.

![My requests (Inbox)]

Figure 19 – The view of the status of the canceled request
Figure 20 - The view of the status of a canceled request