



**Instruction for obtaining a Non-certified Digital Signature for Non-residents of Russian Federation**

**Electronic trading platform CJSC “Tek-Torg”**

**Version 1.**



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## **Document description.**

The present document is an instruction and describes a process of remote obtaining of a Non-certified Digital Signature (hereafter NDS) , without the need to be personally in the territory of Russian Federation, for nonresidents, unregistered in accordance with the legislation of the Russian Federation. The present NDS allows to work on ETP CJSC “Tek-Torg”.

NDS allows:

- Register on ETP.
- Participate in tenders on buying hydrocarbon materials in the section of PJSC OC Rosneft.

To obtain NDS it is necessary to set up the PC as per section 1, follow the steps in section 2 to produce the certificate and prepare the documents as per section 3.

**Only non-residents of RF can receive NDS, using this process**



## 1. Technical requirements.

### 1.1. Requirements for the PC

To obtain and use NDS, the PC must meet the next requirements:

MINIMUM REQUIREMENTS FOR USER'S PC	PRE-INSTALLED SOFTWARE
<ul style="list-style-type: none"><li>• processor – Intel Atom 1,6 GHz;</li><li>• RAM – 1 GB;</li><li>• disk subsystem – 40 GB;</li><li>• internet connection – 10 Mbit;</li><li>• keyboard;</li><li>• mouse.</li></ul>	<ul style="list-style-type: none"><li>• Microsoft Windows operating system – versions, which support Cryptographic Information Protection Facility 3.8 (hereafter CIPF):2003/Vista/2008/7/2008R2/8/2012/8.1;</li><li>• Microsoft Internet Explorer Browser (8 version or higher, 11 is recommended);</li><li>• EDS Browser plug-in (ActiveX) 2;</li><li>• CIPF CryptoPro CSP 3.8;</li><li>• Root certificates of certification authorities (hereafter CA).</li></ul>

### 1.2. Setting up the PC

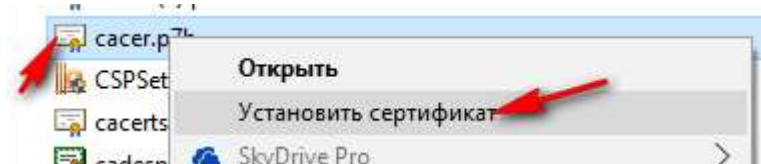
All software must be installed using Administrator rights. If there is no access to the personal CA area, disable the antivirus and reinstall the software.

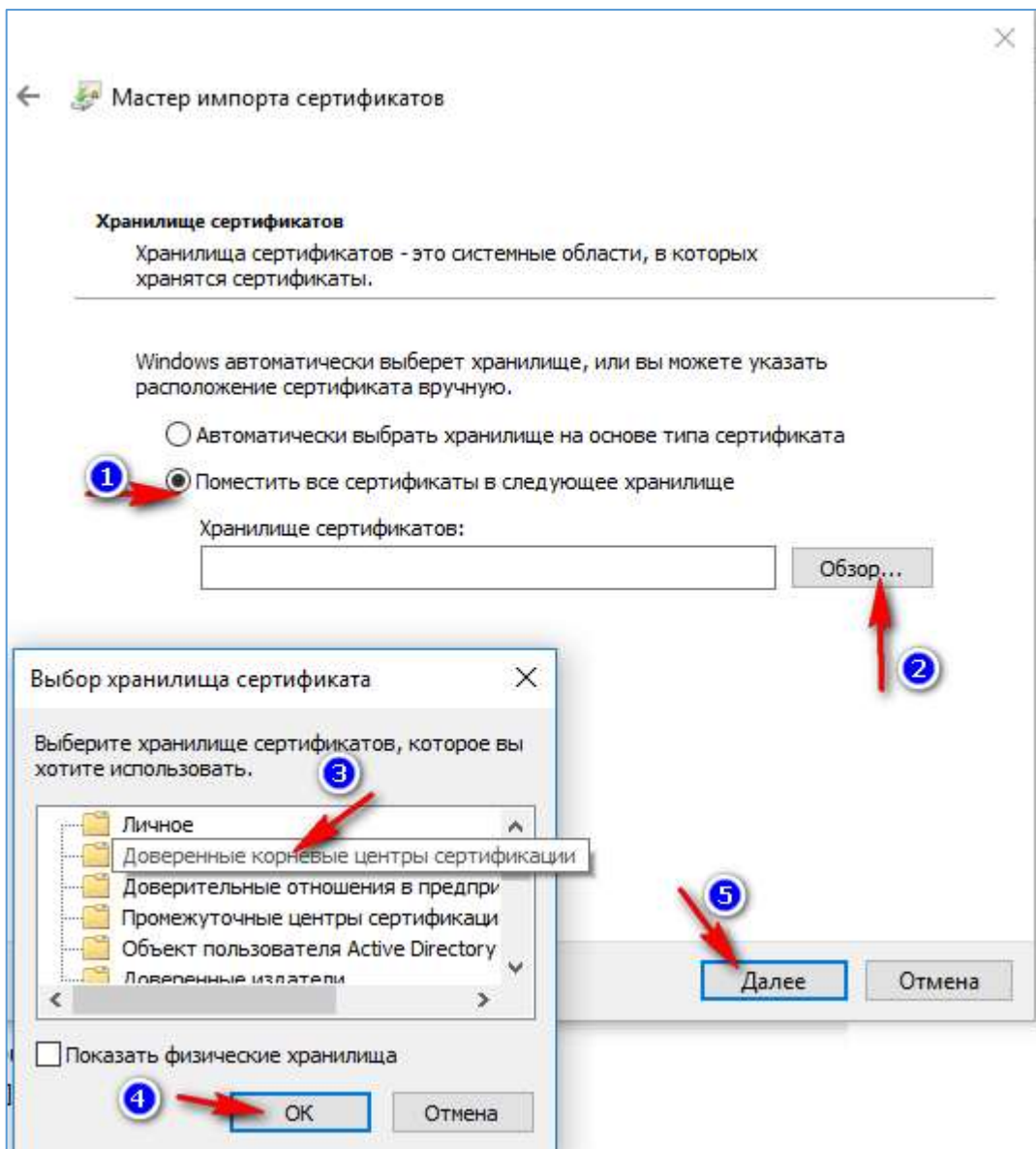
- 1) Installation of [CIPF CryptoPro CSP 3.8](#). (the present version of CIPF does not support Windows 10 or higher).

To download CIPF, it is necessary to register on <https://www.cryptopro.ru>. Downloaded file “CSPSetub.exe” must be installed as an ordinary program.

- 2) Installation of [CA root certificates](#).

Download CA root certificates using the link above and install them in “Trusted root certification authorities”.





3) Installation of [Plug-in for browser](#), version 2.

Choose the second version of the plug-in for Internet Explorer, which supports CIPF 3.8. Download the plug-in using this [link](#). To download the correct version of the plug-in, open the link using Internet Explorer. Downloaded file "cadesplugin.exe" must be installed as an ordinary program.



## 2. General description of the process.

### 2.1. Obtaining the Non-certified Digital Signature for non-residents of RF

To obtain NDS, perform the next steps:

#### 2.1.1. Contact the client support services of CJSC “Tek-Torg”.

Contact the client support services:

- a. Tel.: +7 (495) 734-81-18, +7 (499) 705-81-18
- b. Email a message to [help@tektorg.ru](mailto:help@tektorg.ru).

Indicate in the subject of the letter: «Remote obtaining of NDS for non-residents of RF. <Full name>».

Indicate in the body of the letter the want to obtain NDS for non-residents remotely.

In response, a user will receive a letter containing the next information:

- application number, which should be saved and used when applying to CJSC “Tek-Torg”.
- an order form.

#### 2.1.2. Fill out and send a form to CJSC “Tek-Torg”.

The form mentioned in the article 2.1.1. must be filled out and sent to [help@tektorg.ru](mailto:help@tektorg.ru). Indicate the application number, which was received according to the article 2.1.1.

#### 2.1.3. Pay for the service of obtaining the Non-certified Digital Signature.

- 1) Wait for a letter on the e-mail indicated in the form. Example of a letter:

Добрый день, [Имя Фамилия]

Спасибо за ваш интерес к продуктам и решениям нашей компании.

Для оплаты заказа 00012877 от 08.06.2017 банковской картой, перейдите по следующей ссылке:

[https://securepayments.sberbank.ru/payment/merchants/rbs/payment\\_ru.html?mdOrder=4c74090d-7b63-4abb-aa36-f4ce6c791150](https://securepayments.sberbank.ru/payment/merchants/rbs/payment_ru.html?mdOrder=4c74090d-7b63-4abb-aa36-f4ce6c791150)

Ссылку так же можно скопировать и вставить в адресную строку в браузере.

- 2) Open a link and pay for the service of producing the NDS.

**Use only personal debit card to pay for the services – full name of NDS recipient, indicated in the Form, and full name of the payer, indicated in the debit card, must coincide.**

#### 2.1.4. Form a certificate.

- 1) After the payment, wait for a letter to the email address indicated in the Form with the requisites for access to the Personal CA area.
- 2) Follow the link, specified in the letter. The personal area interface opens:



Home page CA certificates Certificate registry Notes Registration Enter

**КРИПТОПРО** Crypto-Pro Certification Authority

**Personal page** - for registered users

**Registration** - for new users

**Installing software**

To begin you must install on your computer

- [CryptoPro CSP 3.8](#) (OS Windows 10 not supported!)
- or [CryptoPro CSP 4.0](#) (only for OS Windows 10)

and [CryptoPro Browser plug-in](#).

**Notes**

All traffic to CA Web site is encrypted by TLS.

CA certificates and CRLs are [here](#).

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- 3) Press «Personal page» and authorize in [Personal CA Area \(https://cpca20.cryptopro.ru/UITekTorg/\)](https://cpca20.cryptopro.ru/UITekTorg/) using login and password, specified in the letter:

Enter with login and password

Continuing the registration process of the user of the Certification Authority with a temporary login and password.

User information

Login:

Password:

Enter

- 4) Form an application for production of NDS certificate – press “Create” button in “Certificates” section.

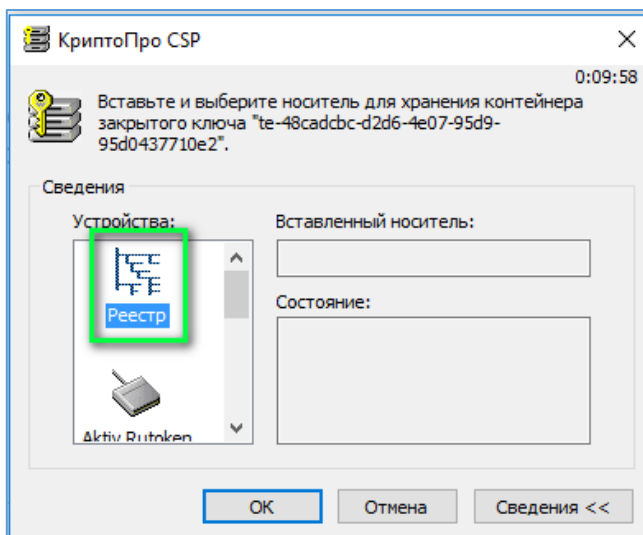


5) Certificate order form appears. Choose in “Certificate template” field – “User certificate - TekTorg [УЦ КРИПТО-ПРО]”

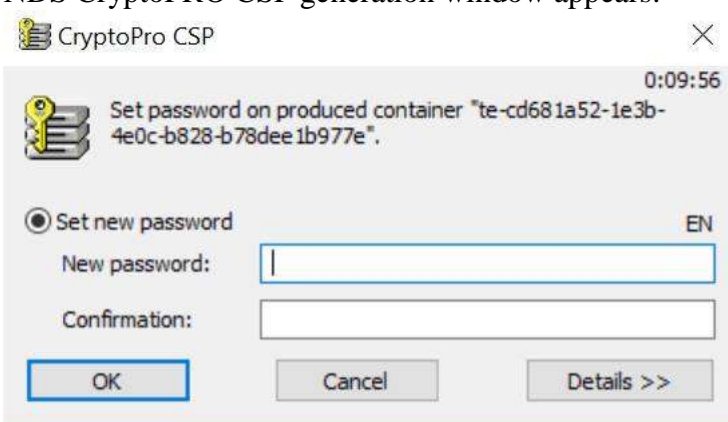
Press «Submit» button to start the production of NDS.

6) A form to choose where to store a NDS private key appears. Choose “Рессрп”, and press “OK”, as in the figure below:



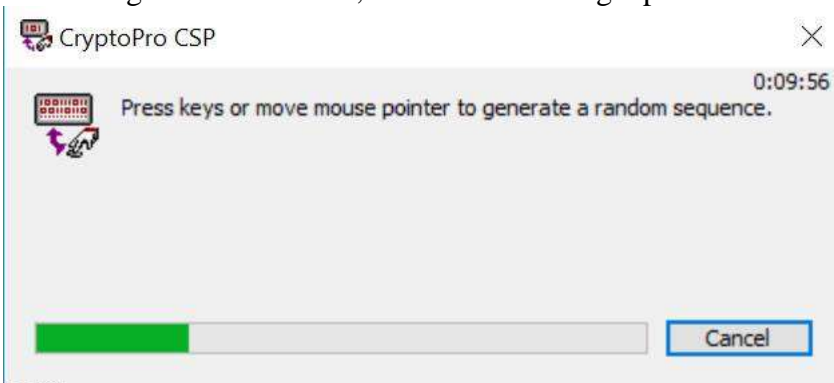


7) NDS CryptoPRO CSP generation window appears:



To generate NDS, a user must actively move a mouse and press the keyboard buttons in random order.

8) After the generation is over, a form for creating a password for NDS private key opens.



Fill out a password in “Новый пароль” text field and reenter it in “Подтверждение” text field. Save a password. Never tell the NDS private key password to anyone. Press “OK”.

9) An application is sent for consideration to the Tek-Torg Operator and reflected in the Certificates list.

### 2.1.5. Form and send the necessary package of documents to CJSC “Tek-Torg”

- 1) It is necessary to form a package of documents, specified in article 3.1.
- 2) Send the scans of documents to [help@tektorg.ru](mailto:help@tektorg.ru). Indicate in the subject of the letter, the application number, which was received according to the article 2.1.1.



3) Send the original documents to CJSC “Tek-Torg” postal address. Check the address [here](#):

*115191, Moscow, Gamsonovsky pereulok, d. 5, building 2, 5 floor, room VII.*

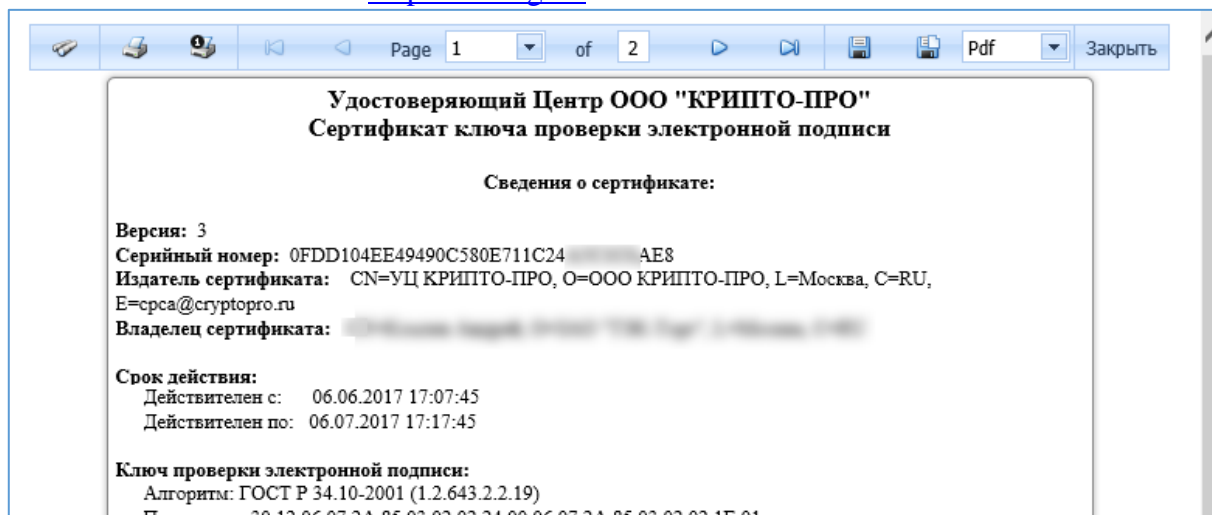
### 2.1.6. Results of the application for production of the Non-certified Digital Signature.

After the consideration of the application for certificate production mentioned in article 2.1.4., a user will receive a letter to the e-mail address indicated in the Form. If it was approved:

- 1) Open [Personal CA area \(https://cpca20.cryptopro.ru/UITekTorg/\)](https://cpca20.cryptopro.ru/UITekTorg/) link. Press «Personal page» and authorize.
- 2) In the Personal Area will appear a link to download a certificate, which can be installed on the PC. Press “Certificates” and “Download” in “File” table to install it.



- 3) NDS certificate must be printed, signed, and sealed by the organization and this certificate will be used by the NDS recipient for operation on the ETP. Also, send:
  - the original certificate to CJSC “Tek-Torg” address, specified in article 2.1.5.
  - the scan of document to [help@tektorg.ru](mailto:help@tektorg.ru).



- 4) Downloaded file must be installed similar to CA Root Certificates, refer to the article 1.2.

Now NDS is installed on the PC and can be used for operation on the ETP CJSC “Tek-Torg”.



### 3. Necessary package of documents.

#### 3.1. List of documents for obtaining the Non-certified Digital Signature.

List of documents for obtaining the NDS:

- A notarized copy of NDS recipient identity paper (organization representative);
- CA certificate production application. A user can print the application after forming a request for production of the certificate, refer to 2.1.4.:

