



OPERATING INSTRUCTIONS

Non-binding demand indications for incremental capacity in the
IPlatforma system

Version 1.0
2 July 2021

Consultations:

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Login to the system

To log into the IPlatforma system, use the link by means of your web browser:

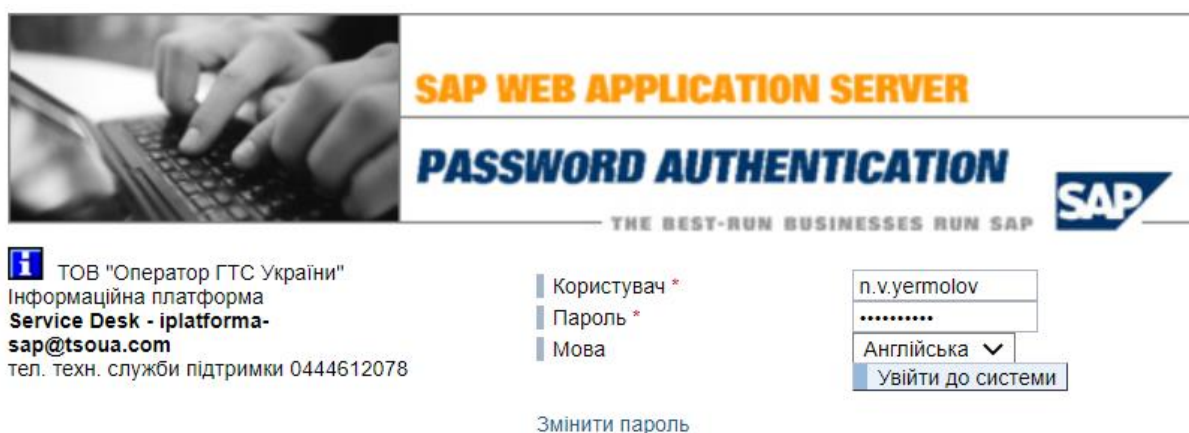
<https://iplatforma.tsoua.com/start>

On the first screen, you need to log into your personal account.

To do this, fill in the following fields in the window:

User - enter your login (Platform user account)

Password - at the first login, the initial password is entered, further - the personal password:



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Користувач *
Пароль *
Мова

n.v.yermolov
.....
Англійська ▾
Увійти до системи

[Змінити пароль](#)

After that, enter your electronic digital signature data, the user's working interface of the information platform opens according to the powers granted.

After logging in, all the functions necessary for the operation in the user menu will be available, one of which will be described in this manual.

Attention! All data in the images are for informational purposes only.

Register of applications for 2021

Menu

Sta...	Status	Year	Customs declar.	Transportation customer	Customer Name	Attached doc.
<div data-bbox="371 286 1169 526"><p>Application for new (increased) capacity</p><p>Create Customs Declarations</p><p>2021 Year</p><p><input type="text"/></p><p> Save Cancel</p></div>						

Register of applications for 2021

Menu

Sta...	Status	Year	Customs declar.	Transportation customer	Customer Name	Attached doc.		
<div data-bbox="247 817 837 996"><p>Application for new (increased) capacity</p><p>Create Customs Declarations</p><p>2021 Year</p><p><input type="text"/></p><p> Document Close</p></div> <div data-bbox="813 862 1348 1377"><p>Attachment list</p><p>AttachmentFor202100000033</p><p> </p><p> Create Attachment</p><table border="1"><thead><tr><th>Creator Name</th><th>Created On</th></tr></thead><tbody></tbody></table></div>							Creator Name	Created On
Creator Name	Created On							

SAP

Add attachments.

The screenshot shows the 'Register of applications for 2021' interface. A table lists applications with columns for Status, Year, Customs declar., and Transportation customer. An 'Attachment list' dialog box is open, showing a table with columns for Icon, Title, Creator Name, and Created On. The table contains one entry: '05052021k.txt' by 'Ермолова' on '18.05.2021'.

Icon	Title	Creator Name	Created On
	05052021k.txt	Ермолова	18.05.2021

The screenshot shows the 'Editing Application for new (increased) capacity' dialog box. It contains a form with the following fields:

- Year: 2021
- Create Customs Declarations: 56X9300000003502

At the bottom, there are two buttons: 'Document' and 'Close'.

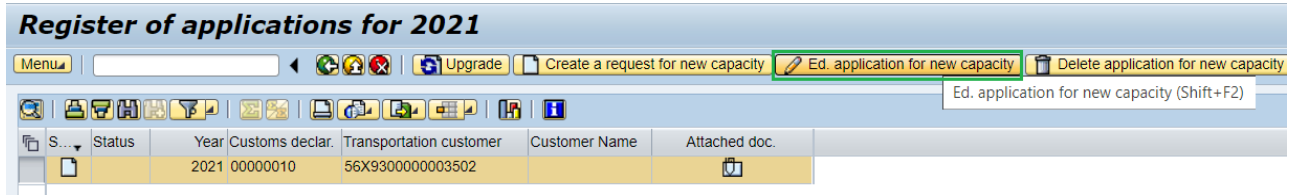
Checking of the file attached by clicking button Document, then button Close

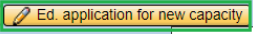
The screenshot shows the 'Register of applications for 2021' interface. The table now includes a 'Customer Name' column and an 'Attached doc.' column. The application with Year 2021, Customs declar. 00000010, and Transportation customer 56X9300000003502 now has a document icon in the 'Attached doc.' column.

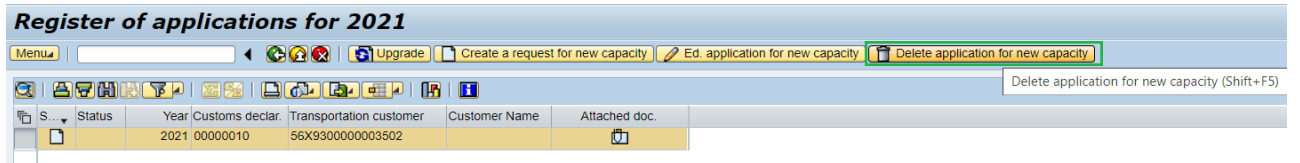
S...	Status	Year	Customs declar.	Transportation customer	Customer Name	Attached doc.
		2021	00000010	56X9300000003502		

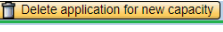
New indication will be displayed in the report on the screen «Register of applications for 2021»

You can review the attachment by selecting the icon :



Editing the indication is possible on the button , it is possible to change the attachment, add another document, changes are fixed by electronic digital signature.



Deleting the indication is possible with the button .