

## Information on Procedure of Equipment Purchase

**Procedure established at the 1st Project Coordination Meeting comprises of several steps:**

1. Sending a request for purchase of equipment to the Project Coordinator.
2. Project Coordinator checks the pre-conditions for purchase of equipment according to the list of equipment stated in Project Proposal.
3. Project Coordinator asks for three commercial offers.
4. Co-beneficiary sends three commercial offers, signed and stamped by the responsible person.
5. All prices must be stated without VAT (VAT Exemption Certificate).
6. Checking the compliance of the offers to the pre-conditions stated in the Project Proposal.
7. If all offers are in framework of the Project Proposal, Project Coordinator invites the co-beneficiary to decide which offer suits its needs and asks for detailed explanation of the chosen offer.
8. After delivery of explanation, Project Coordinator invites the co-beneficiary to send pre-invoice for the offer chosen and accepted by the Project Coordinator together with Certificate of Origin.
9. After receipt of the pre-invoice and its approval, Project Coordinator drafts the Order for transfer of funds to the institutional account for Russian co-beneficiaries or to the official bank account of entrepreneur – service provider for Ukrainian co-beneficiaries (due to the rules of State Treasury).
10. The scanned Order for payment is sent for the final check and approval of therein stated data to the responsible person in the co-beneficiary.
11. After confirmation of the Order for payment, the accountancy office of the Project Coordinator shall transfer the funds.
12. After delivery of equipment, co-beneficiary is bound to take photos of it and save boxes due to warranty reasons.
13. Each co-beneficiary is bound to provide documents which prove respect of the rule of origin.

## Information on Equipment Purchased (status on January 2015)

Tyumen State University  
Semakova str. 10  
625003 Tyumen  
Russian Federation

No	Name of goods	Amount	Price (Euro)
1	Screen Power Digis Electra 300*400 cm	1	959,75
2	3D-ready multi-purpose ViewSonic PRO8400 Projector	1	2.356,48
3	Notebook with touch screen HP ENVY 15-k051sr + lapotop bag 15" Sumdex PON-301GP + Logitech Wireless Mouse M325 + Microsoft Office Home and Business 2013 + Kaspersky Internet Security Multi-Device + OS Microsoft Windows 8.1 Professional	1	1.556,90
<b>TOTAL</b>			<b>4.873,13</b>

Prices are excluding VAT.

Tempus Centre Voronezh  
 Law Faculty  
 Voronezh State University  
 Universitetskaya sq. 1  
 394006 Voronezh  
 Russian Federation

No	Name of goods	Amount	Price (Euro)
1	Laptop HP Spectre 13-3010er Ultrabook 13.3" + backlit Keyboard	2	3.063,26
2	Laptop HP Envy Recline 23-k020er 23"	2	2.929,63
3	Multimedia Projector Philips PPX-3410-1	2	843,06
4	Multimedia Projector BenQ MX505	2	1.020,64
5	Projection Screen Lumien Eco View 180x180	2	199,78
6	PC HP Desktop Pro 400 G1 MT + LED Monitor W2072a 20" D5T82EA + TP-Link TL-WN751ND Wi-Fi 802.11n PCI	7	4.659,93
7	Multifunction Printer Canon i-SENSYS MF8540Cdn	1	597,12
8	Cartridge Canon 718B black (2662B002)	3	366,26
9	Cartridge Canon 718C (2662B002)	3	346,28
10	Cartridge Canon 718M (2662B002)	3	346,28
11	Cartridge Canon 718Y (2662B002)	3	346,28
12	Laptop HP 2000-2d63sr 15,600	5	3.106,55
13	Router TP-Link TL-WR1042ND	1	86,57
14	HDD 1Tb Seagate Backup Plus Portable STDR1000200 2.5" USB3.0	5	388,46
15	HDD 500Gb Seagate Expansion Portable STBX500200 2.5" USB3.0	2	110,99
16	Flash USB 16 Gb Transcend 700 USB3.0	10	130,97
17	Bookbinder Office Kit B2110	1	86,57
18	Laminator FGK 320-I	1	108,77
19	APC Back-UPS BE700G-RS	1	139,85
<b>TOTAL</b>			<b>18.877,25</b>

Prices are excluding VAT.

Tempus Centar Odessa  
National University „Odesa Law Academy“  
Fontanskaya Doroga Street 23  
Odesa  
65009 Ukraine

<b>No</b>	<b>Name of goods</b>	<b>Amount</b>	<b>Price (EURO)</b>
1	Projector ViewSonic PJD6544W	1	502,50
2	Screen Redleaf Goldview 180x180	1	48,75
3	OS Win Pro 8.1	15	2.576,25
4	MS Office Home and Student 2013	17	1.313,25
5	Desktop TiD (A8-5500.02)	15	3.993,75
6	Monitor 23,8" LG 24EA53T-P	15	2.070,00
7	Mouse + Keyboard Logitech MK120	15	202,50
8	ASUS UX302LG-C4007H	2	2.385,00
9	Acoustic system Logitech Z-623	1	125,25
10	1.0 Tb Seagate Backup Plus	7	393,75
11	USB Transcend JetFlash 700 16Gb	15	106,09
12	TP-Link TL-WN823N	15	174,38
13	TP-Link TL-WR1043ND	1	42,00
14	Laminator Royal Sovereign ES 915	1	63,66
15	Bookbinder BindMARK CB221	1	60,64
16	Printer Brother HL-3040CN	1	262,50
17	Toner Brother HL-3040CN, DCP-9010CN, MFC-9120CN Black	2	128,79
18	Toner Brother HL-3040CN, DCP-9010CN, MFC-9120CN Cyan	2	124,82
19	Toner Brother HL-3040CN, DCP-9010CN, MFC-9120CN Magneta	2	129,12
20	Toner Brother HL-3040CN, DCP-9010CN, MFC-9120CN Yellow	2	124,82
21	Desktop TiD (A8-5500.02)	2	532,50
22	Monitor 23,8" LG 24EA53T-P	2	276,00
23	OS Win Pro 8.1	2	343,50
24	MS Office Home and Student 2013	2	154,50
25	Logitech MK520	2	84,00
26	2.0 Logitech Z-200	2	51,00
27	Panasonic DLP, WXGA (1280x800)	1	929,25
28	Interactive Whiteboard Panaboard UB-T580W-G	1	964,69
29	Wall mount	1	307,13

30	Set of cables, connectors, cable ducts	1	78,75
31	Installation, commissioning of equipment	1	78,75
<b>TOTAL</b>			<b>18.627,86</b>

**Prices are excluding VAT.**

## **The Ongoing and Future Procedures**

- a. Kazan (Volga region) Federal University is in the procedure and internal preparation at the institution are taking place.
- b. Tyumen State University has received funds in December 2014 and the equipment will be delivered in next period of time.
- c. Until January 2015 Project Coordinator has not received above-mentioned requests with supporting documents from Donetsk National University. The purchase of equipment has been postponed due to change of its legal status, registered seat and administrative office caused by war situation in Donbas region.