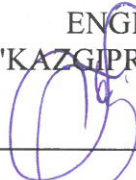
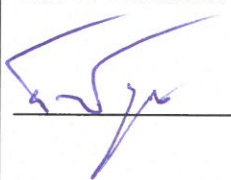
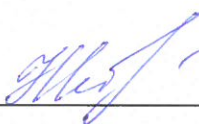

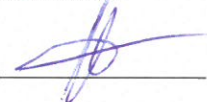
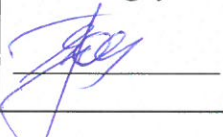
 КГНТ КАЗГИПРОНЕФТТРАНС ИНЖИНИРИНГОВАЯ КОМПАНИЯ	ST-15-04-002	Revision No. 1 Date: 4/7/2021
	Developed by: Logistics & Delivery Management	
<div style="text-align: right;"> Approved by: Chief Executive Officer ENGINEERING COMPANY "KAZGIPRONEFTTETRANS" LLP  A.M. Bekisheva </div>		
Developed by: Acting Chief HR Officer Yu.V. Petukhov 	Checked by: QA Manager N.N. Volokitina 	Approved by: Managing Director for Project and Construction Management B.A. Ussebayev  Head of IT Department S.V. Lim  Deputy CEO for Finance and Administration E.G. Yugay 
For shared use		Page 1 of 11

INTEGRATED MANAGEMENT SYSTEM

Type of document:

Instructions

Title of document:

Instructions for registering suppliers in
the online tender platform

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1 PURPOSE

This manual has been developed in order to provide Suppliers (equipment, materials and services) with information regarding the sequence of actions performed during self-registration on the online tender platform.

2 FIELD OF APPLICATION

This manual is intended for suppliers of materials, equipment or services.

3 TERMS, DEFINITIONS AND ABBREVIATIONS

KGNT	- ENGINEERING "KAZGIPRONEFTETRANS" LLP	COMPANY
L&SD	- Logistics and Supply Department	
Supplier	Firm or legal entity	
TOP	Tender Pn-line PPlatform	
Q	QUOTATIONS	

4 RESPONSIBILITY

- 4.1 The IT department is responsible for:
- control over program access;
 - the database pn TOP is integral;
- 4.2 The logistics and supply department is responsible for:
- Control of the timely registration of newly self-registered Suppliers and the invitation to self-registration of those Suppliers who are of interest to KGNT.
 - Updating and posting this manual in K-portal

5 GENERAL PROVISION

- 5.1. This manual regulates the process of work of Suppliers with the TOP of KGNT to further post Q in the TOP and track the posted information about the current and future needs of KGNT in materials, equipment and services.
- 5.2. The information posted in the TOP can be checked, evaluated and used both by L&SD employees and other departments of KGNT interested in working with the Suppliers.
- 5.3. Approval and admission of the Supplier to provide him with a password and a personal account for the TOP is carried out by the Head of the logistics and supply department.
- 5.4. The information uploaded by the Supplier to the TOP must comply with the requirements of this Instruction.
- 5.5. Uploading onto the TOP starts from the main page (Figure 1.)

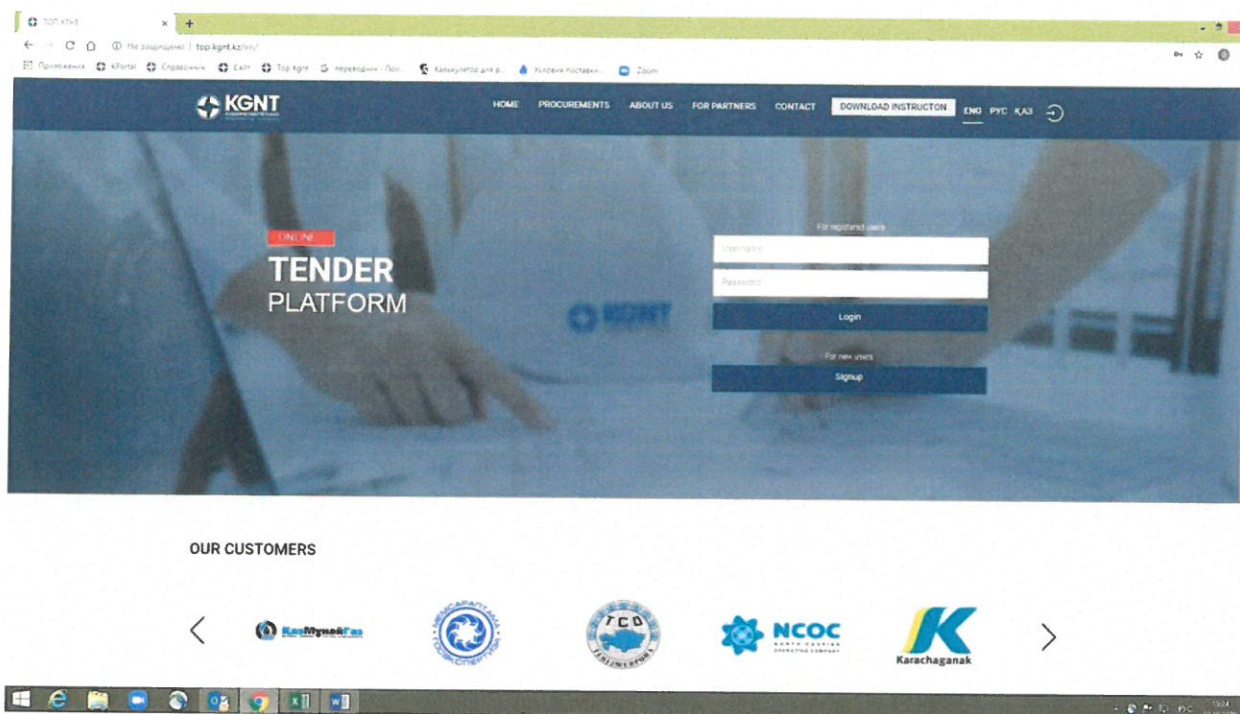


Fig. No.1

5.6. The main page contains links for registering and entering the portal. Also in the main page is a set of upcoming tenders and a filter of tenders by category (by clicking on which you can go to a specific tender or category). (Fig. No.1, No.2)

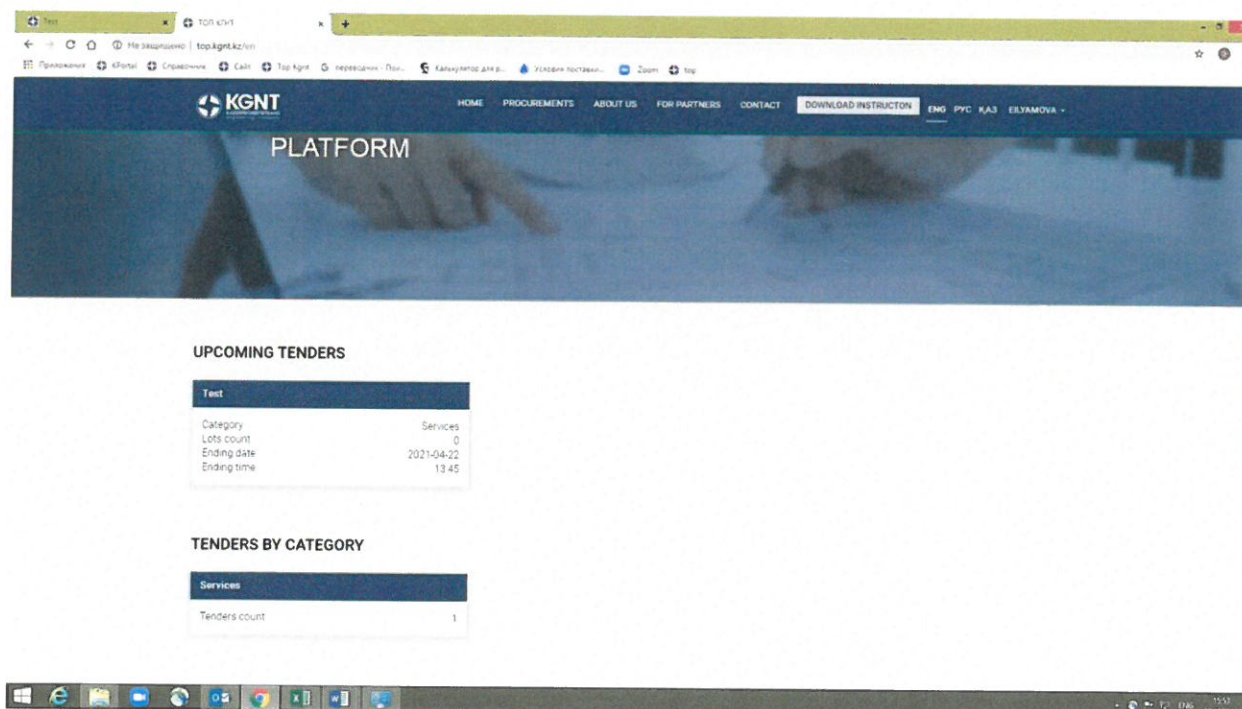
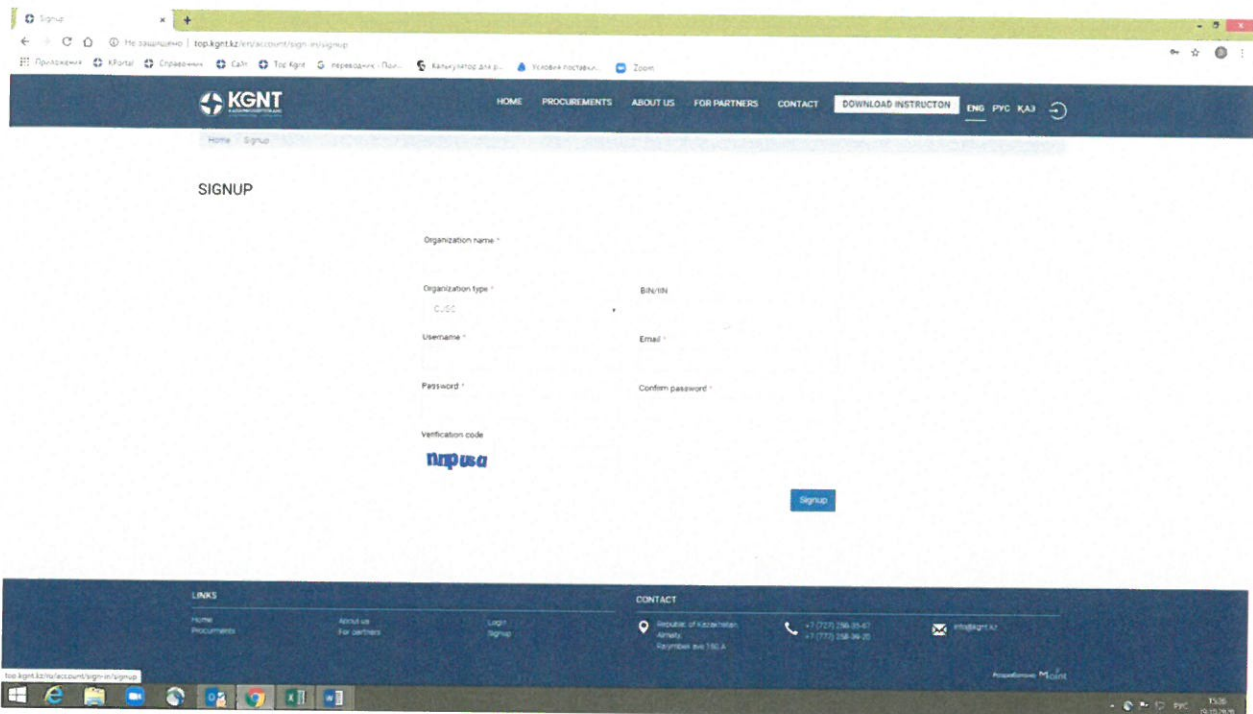


Fig. No.2

5.7. To enter the profile, the user must enter the data for authorization. If the user is not authorized, he needs to sign up. To do this, the user needs to click on the "for new users" button and fill in the data. **(Fig No.3)**



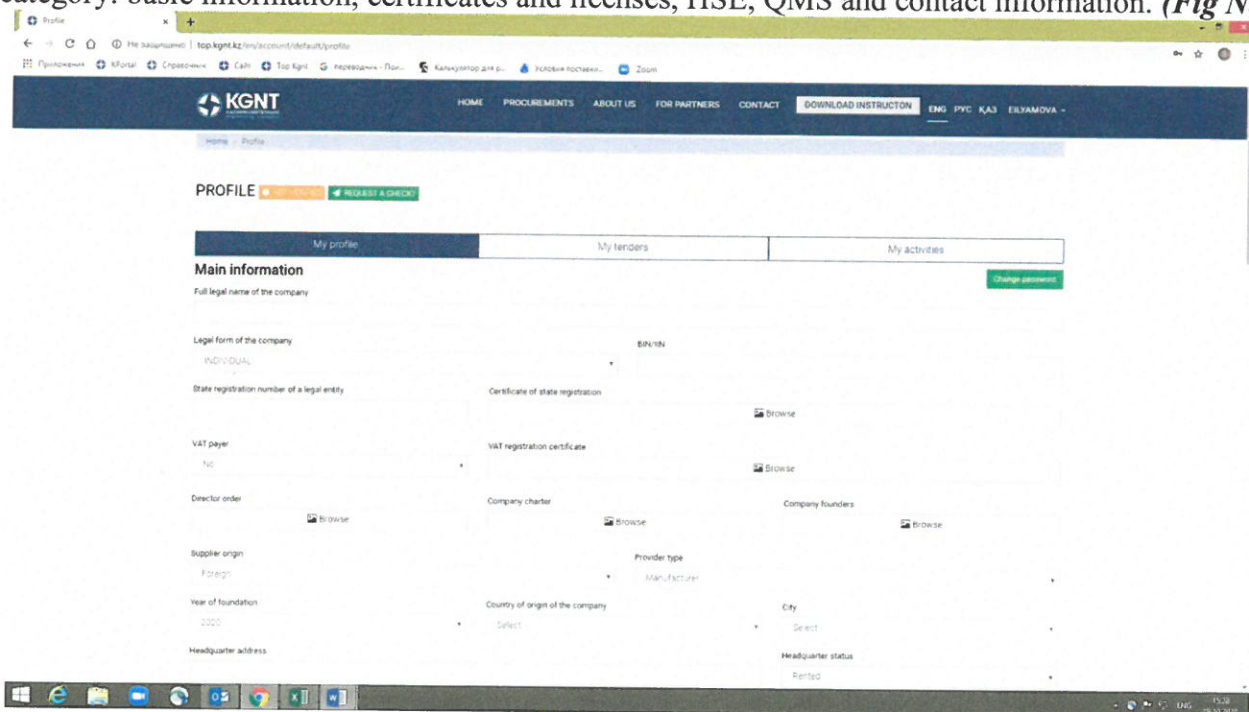
The screenshot shows the 'SIGNUP' page of the KGNT portal. The page has a dark blue header with the KGNT logo and navigation links: HOME, PROCUREMENTS, ABOUT US, FOR PARTNERS, CONTACT, and DOWNLOAD INSTRUCTION. Below the header, the 'SIGNUP' section contains the following fields:

- Organization name *
- Organization type * (dropdown menu)
- BIN/INN *
- Username *
- Email *
- Password *
- Confirm password *
- Verification code (with a QR code)

A blue 'Signup' button is located at the bottom right of the form. The footer includes links to HOME, PROCUREMENTS, ABOUT US, FOR PARTNERS, and CONTACT, along with contact information for the Republic of Kazakhstan.

(Fig No.3)

5.8. In order to go to the profile, the user needs to click on the profile button in the upper right corner. After clicking, the profile page opens, where the user fills in his information in the "my profile" category: basic information, certificates and licenses, HSE, QMS and contact information. **(Fig No.4)**



The screenshot shows the 'PROFILE' page of the KGNT portal. The page has a dark blue header with the KGNT logo and navigation links: HOME, PROCUREMENTS, ABOUT US, FOR PARTNERS, CONTACT, and DOWNLOAD INSTRUCTION. Below the header, the 'PROFILE' section contains the following tabs:

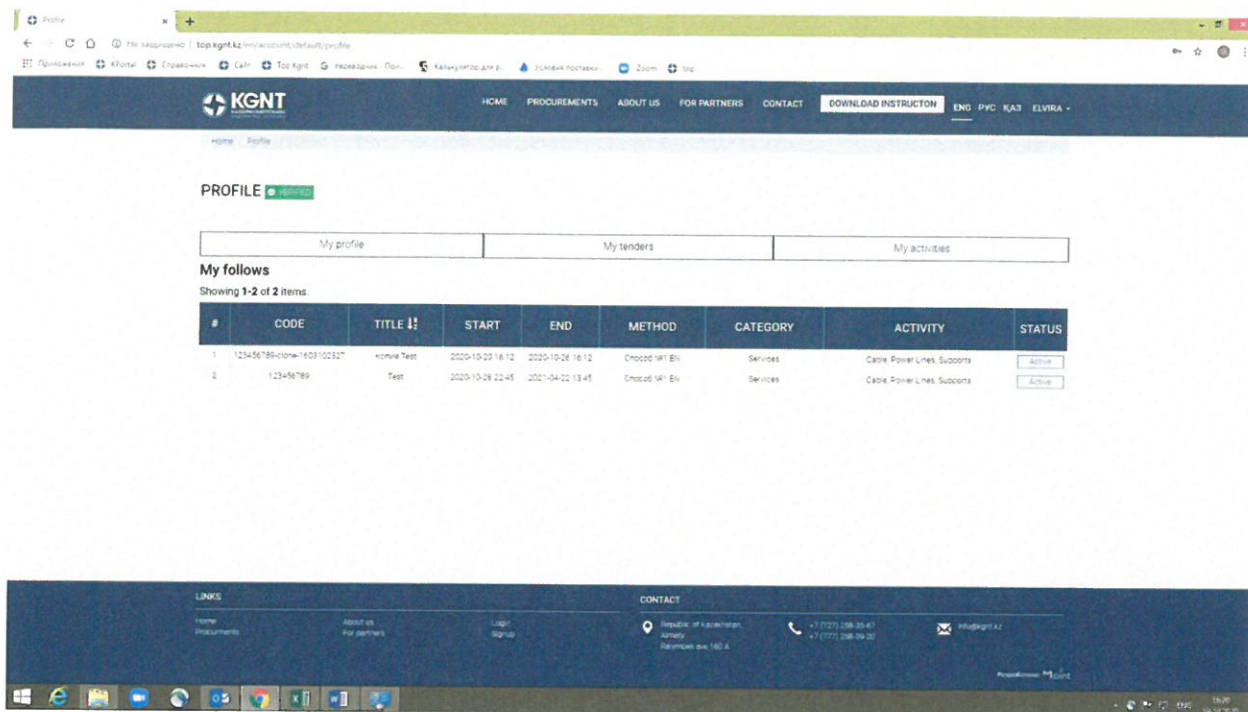
- My profile (selected)
- My tenders
- My activities

The 'Main information' section includes the following fields:

- Full legal name of the company (with a 'Change password' button)
- Legal form of the company (dropdown menu)
- State registration number of a legal entity
- Certificate of state registration (with a 'Browse' button)
- VAT payer (dropdown menu)
- VAT registration certificate (with a 'Browse' button)
- Director order (with a 'Browse' button)
- Company charter (with a 'Browse' button)
- Company founders (with a 'Browse' button)
- Supplier origin (dropdown menu)
- Year of foundation (dropdown menu)
- Country of origin of the company (dropdown menu)
- City (dropdown menu)
- Headquarter address
- Headquarter status (dropdown menu)

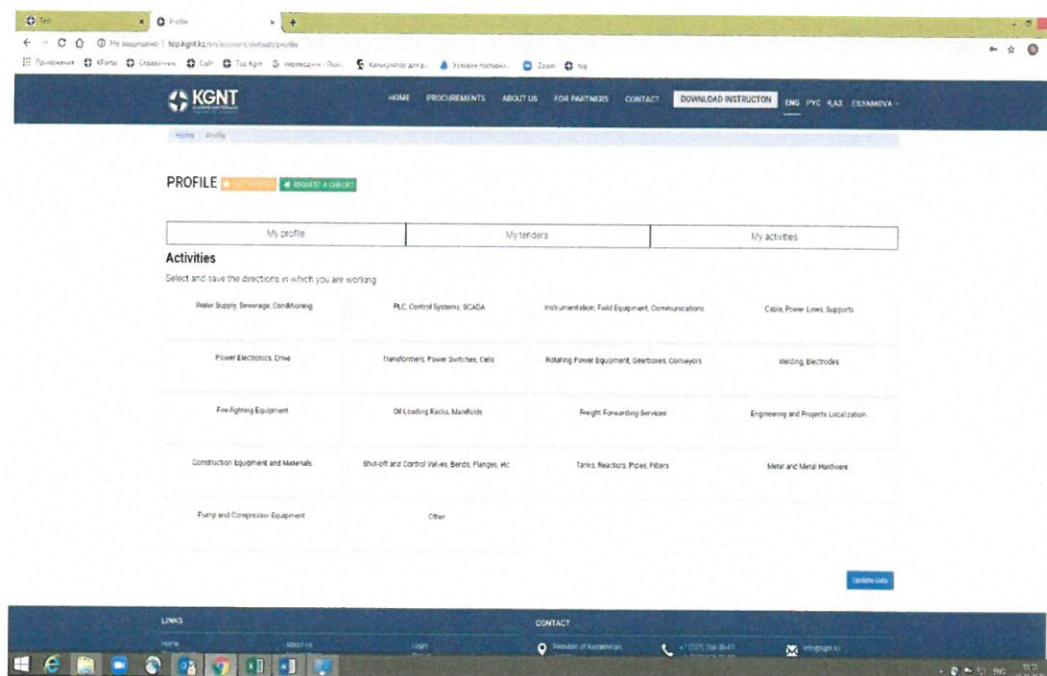
(Fig No.4)

5.9. On the tab "my tenders", the user profile displays tenders tracked by the user. **(Fig No.5)**



(Fig No.5)

5.10. To receive new emails on new tenders, you can indicate the directions of tenders you are interested in. To do this, you need to go to the "Activities" tab, select the ones you need and click the "Update" button. **(Fig No.6)**



(Fig No.6)

5.11. On the "procurement" page, all tender records are located enabling searching by code, category, direction or status. **(Fig No.7)**

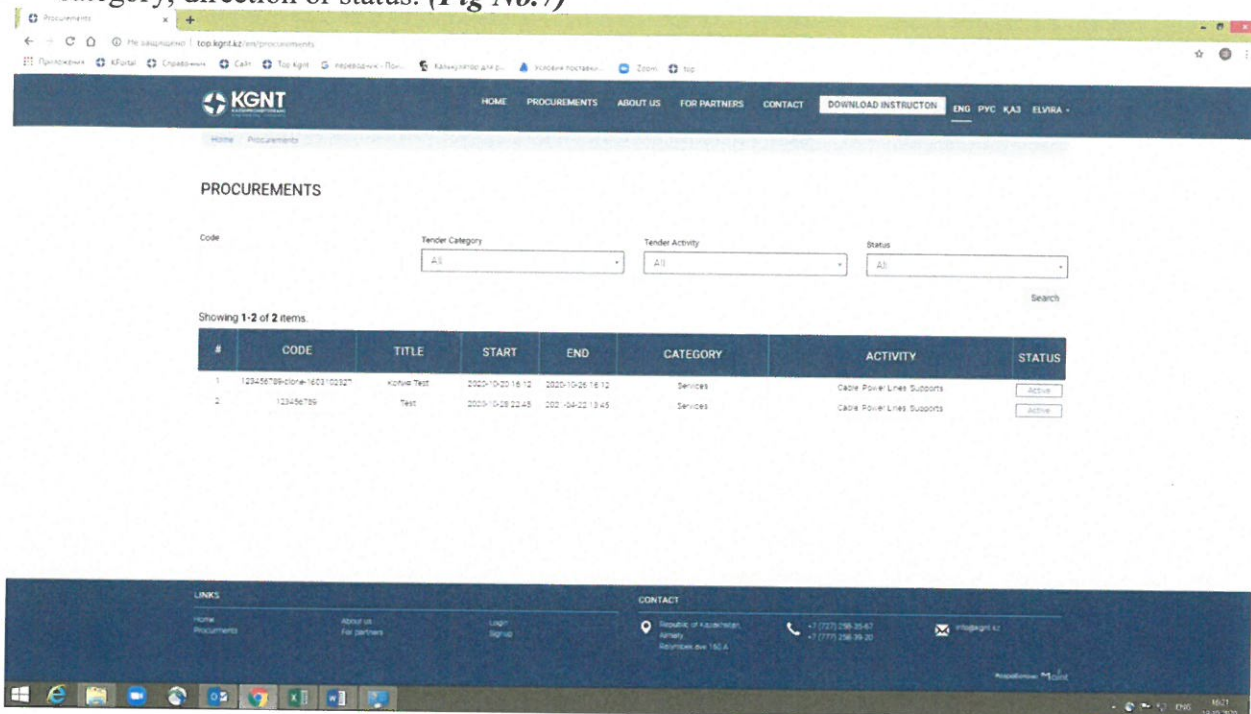


Fig No.7

When you click on the tender you are interested in, you will be redirected to a page with more detailed information about the specified tender.

5.12. On the tender page, the user sees the information of the tender that interests him. The tender information contains: tender information, customer information, created at, lots list. The user can track by clicking on the "track" button. **(Fig No.8)**

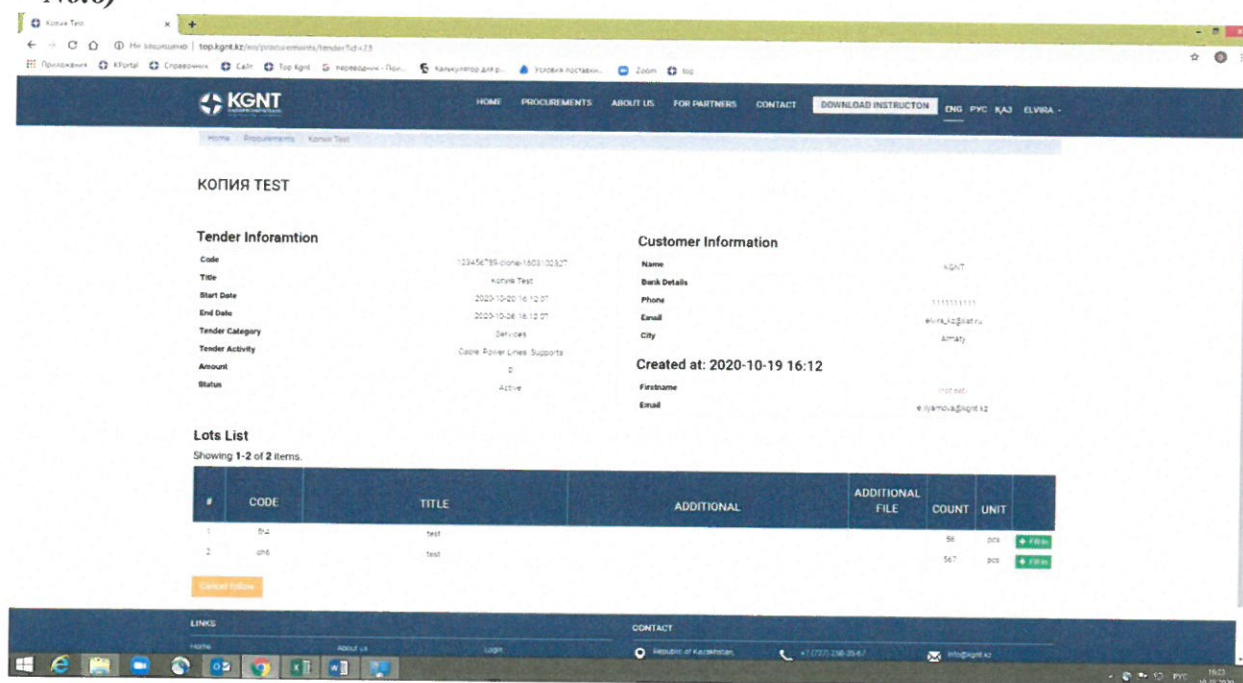
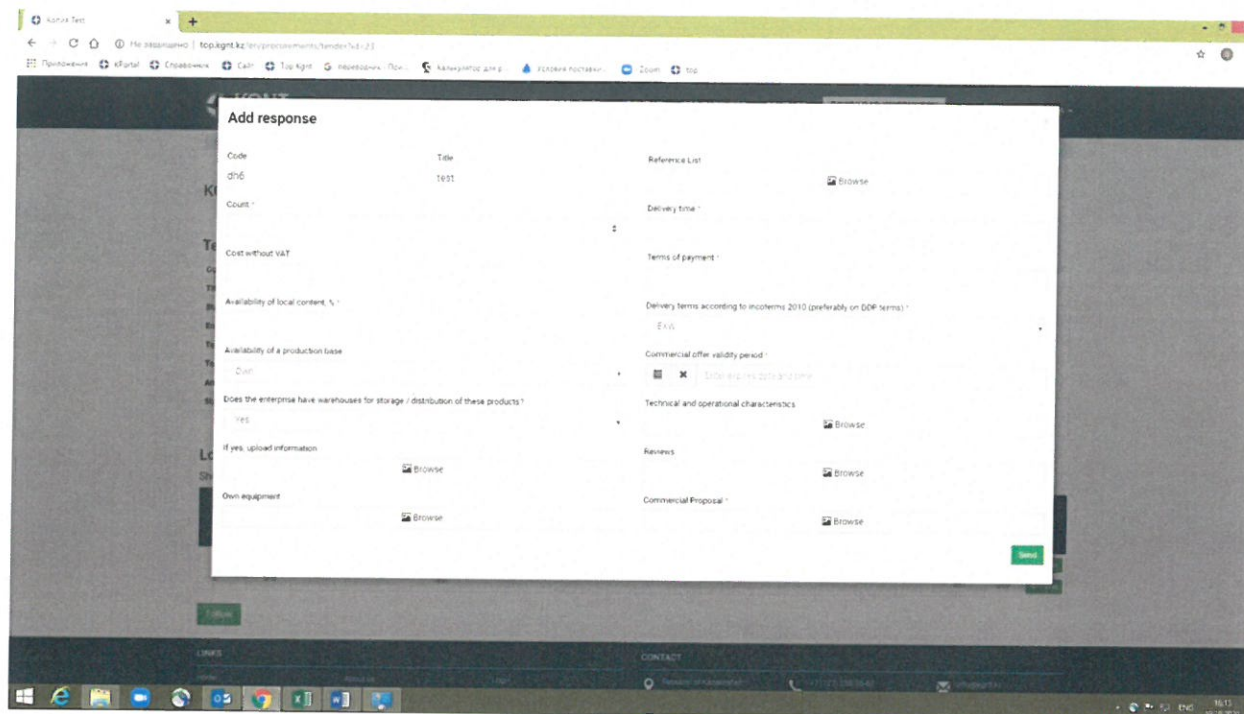


Fig No.8

5.13. If the tender status is active, then the user can click on the "fill" button. In the window that opens, the user must fill in the data on the tender in which he wants to participate. **(Fig No.9)**



Code	Title	Reference List
0106	TEST	Browse
Count *		Delivery time *
Cost without VAT		Terms of payment *
Availability of local content, % *		Delivery terms according to incoterms 2010 (preferably on DDP terms) *
Availability of a production base		Commercial offer validity period *
Cost		Technical and operational characteristics
Does the enterprise have warehouses for storage / distribution of these products? *		Reviews
If yes, upload information	Browse	Commercial Proposal *
Own equipment	Browse	

Fig No.9

In the section "about us" you can find information about our company. **(Fig No.10)**

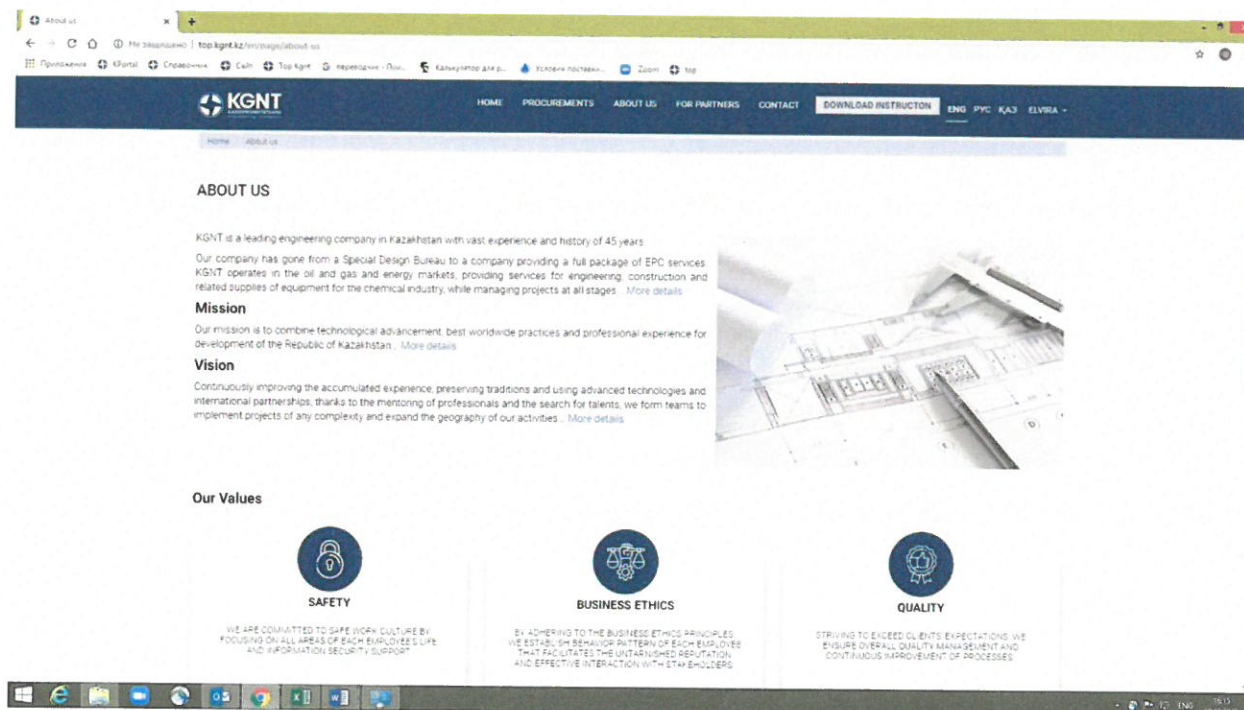


Fig No.10

5.14. In the section "for partners" you can get additional information for partners and suppliers. Also in this section you can get answers to frequently asked questions. **(Fig No.11)**

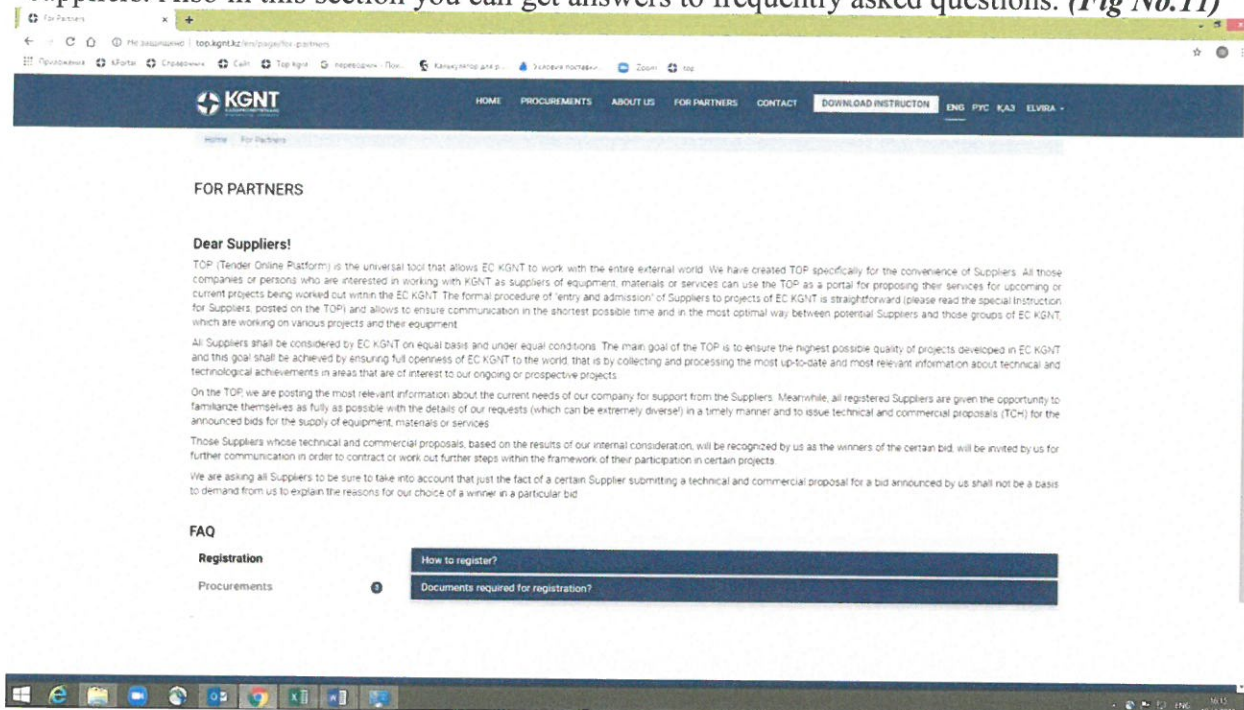


Fig No.11

In the section "contact" you can get all the data you need to contact us. **(Fig No.12)**

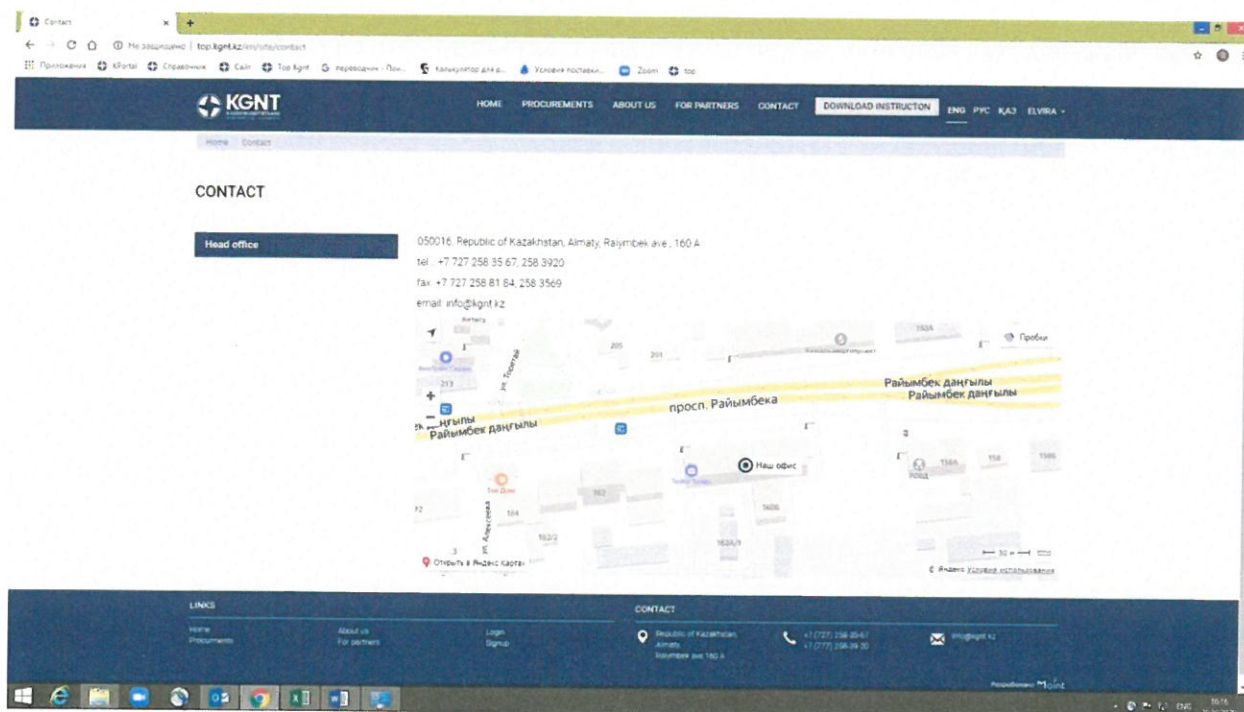


Fig No.12