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**APPROVED BY**

Development Director,

Procurement Department KAL/KBL

KAZ Minerals Management LLC

Christopher J. Brodie

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USER GUIDE

**KAZ MINERALS ASSESSMENT BY SUPPLIER**

**Drafted by:**

Chief Specialist

E.G. Korotina

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# **PURPOSE AND SCOPE**

This User Guide will help you (as an approved supplier) to assess KAZ Minerals in your Personal Account of the Oracle system, Version 12.2.7.

# **ROLES AND RESPONSIBILITIES**

The authority for accessing and editing data in your Personal Account of Oracle, Version 12.2.7, is provided to all approved suppliers.

# **BACKGROUND EVENTS**

The Approved Supplier has been notified in the Oracle System Worklist that they have been invited to assess KAZ Minerals in the Oracle System version 12.2.7.

# **DETAILED STEPS**

Follow the link to enter your Personal Account:

[https://suppliers.kazminerals.com](https://suppliers.kazminerals.com/)

# **Logging in the system**

* 1. Enter your login and password. Choose the language Press **Log in** button



* 1. When you log in for the first time, the system will prompt you to change the default password. Create, enter and confirm a new password.



* 1. Upon successful login, the following window will appear:



# **Filling in the Assessment form**

* 1. Click on the sign . In the Worklist area, follow the link by stepping on the relevant invitation. Start creating a Response.



* 1. To confirm your participation in the Assessment, you must click on **Yes** button**,** to refuse - on **No** button**.** You can add **Note to Buyer** - the area below. To view the Assessment click on the link **Assessment Details**



* 1. To get started, you need to be in the **Assessments** tab. In the area **Your Company's Open Invitation** click on the desired Assessment (for example, 137061).



* 1. On the **Assessments** form, proceed to Create an Assessment Response: select in **Actions - *Create Response***, click on **Go** button



* 1. To enter answers to questions in the **Questionnaire** area, select values from the list or enter a text comment, in accordance with the proposed question. Use the buttons at the top and bottom of the Response form:

**View Assessments** – preview;

**Respond by Spreadsheet** - a way to fill in the response using a file (we will consider it below, see paragraph 2.10);

**Save Draft** - save an unfinished response to continue filling it later;

**Continue** - click when you have completed filling in the response for assessment.

In the **Questionnaire** area, use the links **Expand All / Collapse All** - expand / collapse the questionnaire.

Enter answers to all questions: select from the list, make comments.



In addition to the questionnaire, you can check or change (if necessary) information on the **Supplier Profile Attributes** - the area following the **Questionnaire.**

* 1. Press on **Continue** button to continue.The system informs that a single Response is expected from the supplier for the assessment, multiple Responses are excluded.



* 1. In the **Review and Submit** form, use the buttons

**Validate** - the system will check the answer for the correctness of the data and

report the result. In our example: no errors found;

**Printable View** - printable form of the response;

**View Supplier Attributes** - checking and changing supplier attributes (if necessary);

**Submit** - completion of work with the Response form.



* 1. After clicking on **Submit** button**,** the system provides **Confirmation** that the Response has been sent for assessment.

To return to the Assessments tab, click on the link ***Assessments Home Page***



* 1. On the **Assessments** tab, the status of the Response submitted changed from ***Draft*** to ***Active***. You can use the **Full List** buttonto manage Assessments. To Search open assessments you can use the filter and click on **Go** button



2.10. Completing the Response for assessment using the spreadsheet. Click on **Respond by Spreadsheet** button**.**

Click on **Format:** 

Click on **Export** button



In the downloaded format, enter the assessment information by selecting values from the list or by entering a text comment. Save the file.

Use the same format (.xml) to upload the file to the system.

Click on **Format:** 

Click on **Browse** buttonto select your file.

Click on **Import** button.

To continue working with the Response, click on the link 

