



**«Qarmet» JSC Procurement Portal User Manual.  
User and company registration.**

Temirtau 2025

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## 1. Minimum requirements for the Portal

Technical requirements and recommendations for working with the portal when participating in e-procurement of Qarmet JSC (<https://qpartners.kz>):

- Any modern device with Windows, macOS or Linux operating system installed is suitable.
- A stable Internet connection is required to work with the portal. The minimum recommended connection speed is 1 Mbps for standard operations. However, to ensure comfortable work and use of all portal functions, it is recommended that the connection speed should be at least 10 Mbps.
- For optimal work with the portal it is recommended to use current versions of Google Chrome, Mozilla Firefox, Microsoft Edge or Safari browsers. If you are using an outdated browser version, it is recommended to update it to the latest available version.
- To view PDF-documents on the portal you need to install software for working with files of this format, for example, Adobe Acrobat Reader.
- To work with electronic digital signature keys, install the NCALayer program (<https://pki.gov.kz>).

## 2. User and company registration (resident)

Before you start working on the procurement portal of Qarmet JSC (<https://qpartners.kz>) (hereinafter referred to as the Procurement Portal), you need to register. Before registering on the procurement portal you need to choose the type of registration depending on the legal affiliation.

- Resident registration
- Non-resident registration

To register a resident you need to obtain an electronic digital signature from the National Certification Center for a legal entity / individual entrepreneur. For correct work on the Procurement Portal you need to install the latest version of NClayer (<https://pki.gov.kz>).

Open your browser and go to <https://qpartners.kz>. At the top of the screen, click on the «**Registration**» button. On the registration page, select the registration type «**Resident**» (Figure 1). Click the «**Select Certificate**» button, then select the source of the NMC certificate on the local computer (Figure 2).

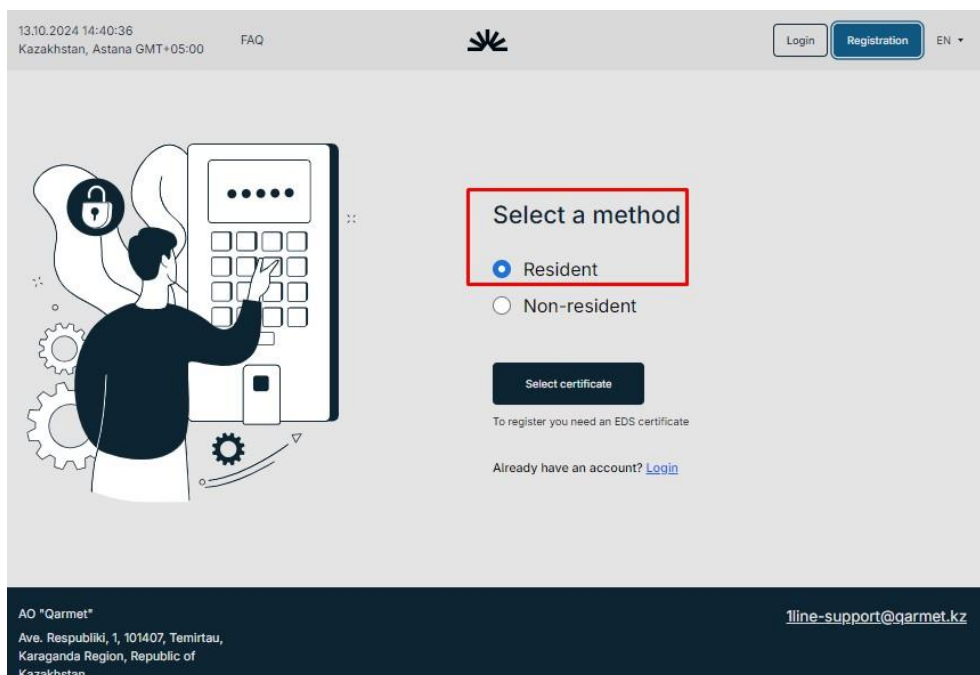


Figure 1

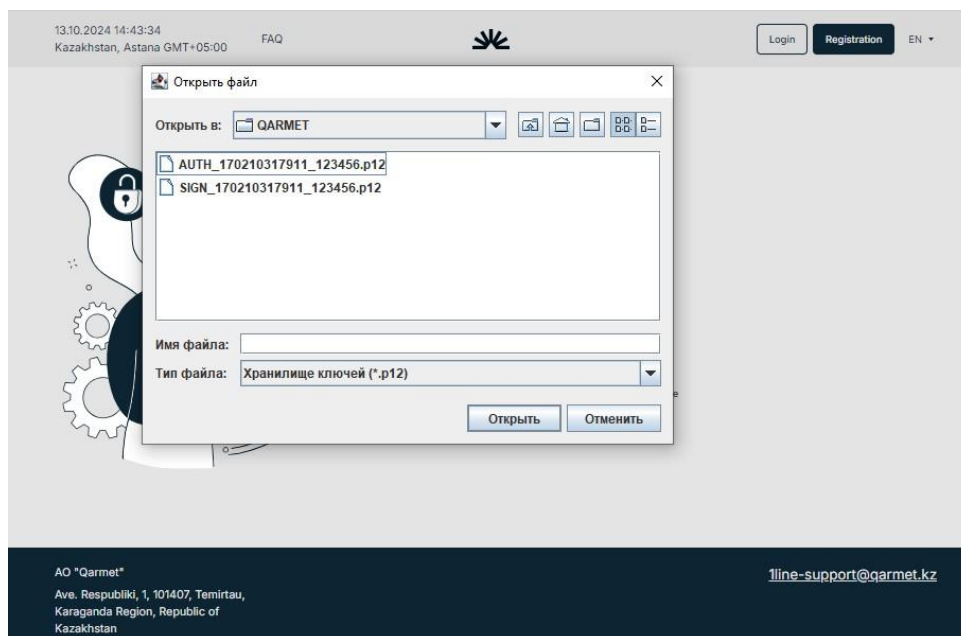
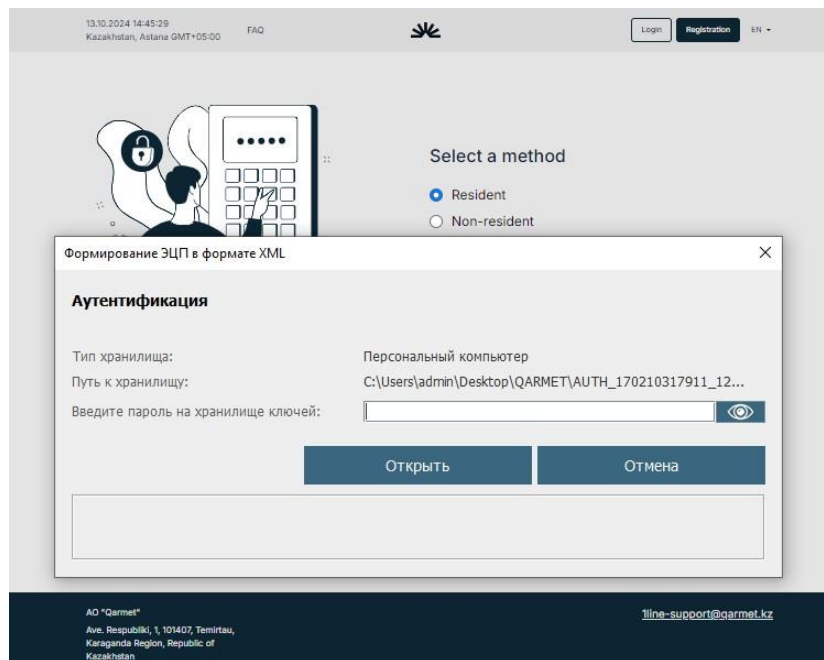


Figure 2

In the “Data Signature” window specify the password of the NCC RK certificate (Figure 3). If you have forgotten the storage password, you should contact NUTs RK (<https://pki.gov.kz>).



*Figure 3*

The system checks the certificate, if you have already been registered, the system will show the error «**This user already exists**». You need to go through the authorization process.

If you have not been registered in the system before, the first login will display the Resident Registration form with filled in data from the certificate you have selected. On the registration form you need to fill in the following mandatory fields (Figure 4).

### 1. Entering user data

- Phone number (valid contact number).
- Email. Once entered, click “Send Code” to confirm the email.
- Confirmation Code. Enter the code received in your e-mail.

**Reminder, the email you provide will be used as a login when you log in!**

### 2. Entering company data

- Company phone number (official company phone number)
- Official email address of the company
- Legal address of the company
- Company bank details (Bank Country, Name of bank, SWIFT, IBAN, Beneficiary Code, Account type, Currency)

**Note:** After successful company registration, users with the «Company administrator» role will have the ability to modify the previously entered company information.

**Registration**

**User**

[Send code](#)

\*Enter a valid email address, this will be used as a login when logging in.

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**Company data**

**Basic data**

**Bank data**

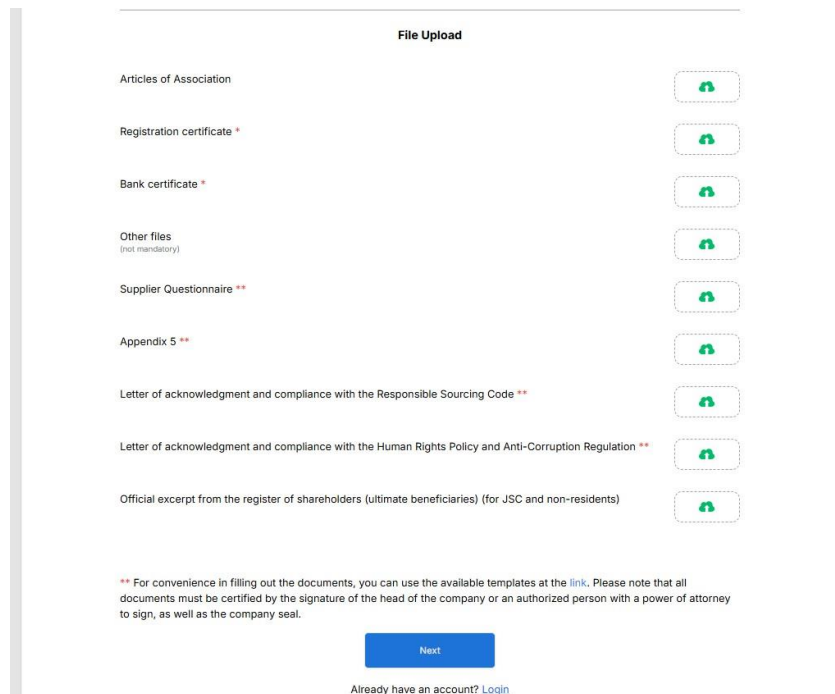
*Figure 4*

### 3. Upload confirmation files


- For legal entities - it is necessary to upload the Certificate of state registration, company charter, bank statement confirming the existence of an account, other documents (if any), Supplier Questionnaire, Appendix 5, Letter of acknowledgment and compliance with the Responsible Sourcing Code, Letter of acknowledgment and compliance with the Human Rights Policy and Anti-Corruption Regulation, Official excerpt from the register of shareholders (ultimate beneficiaries) (for JSC and non-residents).
- For individual entrepreneurs - it is necessary to upload a certificate of state registration, bank statement confirming the existence of an account, other documents (if available), Supplier Questionnaire, Appendix 5, Letter of acknowledgment and compliance with the Responsible Sourcing Code, Letter of acknowledgment and compliance with the Human Rights Policy and Anti-Corruption Regulation, Official excerpt from the register of shareholders (ultimate beneficiaries) (for JSC and non-residents). (Figure 4)


\*\* For convenience in filling out the documents, you can use the available templates at the link.


Please note that all documents must be certified by the signature of the head of the company or an authorized person with a power of attorney to sign, as well as the company seal.





**File Upload**


Articles of Association 


Registration certificate \* 


Bank certificate \* 


Other files  
(not mandatory) 

Supplier Questionnaire \*\* 

Appendix 5 \*\* 

Letter of acknowledgment and compliance with the Responsible Sourcing Code \*\* 

Letter of acknowledgment and compliance with the Human Rights Policy and Anti-Corruption Regulation \*\* 

Official excerpt from the register of shareholders (ultimate beneficiaries) (for JSC and non-residents) 

\*\* For convenience in filling out the documents, you can use the available templates at the [link](#). Please note that all documents must be certified by the signature of the head of the company or an authorized person with a power of attorney to sign, as well as the company seal.

**Next**

Already have an account? [Login](#)

*Figure 5*

After filling in all fields and uploading the required documents, click «**Next**». In case of successful registration the system will display a corresponding notification. To continue working in the system, click the Login button.

If your company is already registered in the system, you only need to fill in personal data and confirm registration.

We remind you that after registration your data will be verified by the Moderator of the system. In case of successful confirmation you will get access to participation in purchases.

**Note:** Roles and Permissions will be automatically assigned after registration.

- Company administrator – to the first registered employee from the company;
- Employee – automatically to the employee of the company after registration;
- Supplier – automatically after registration, by default.

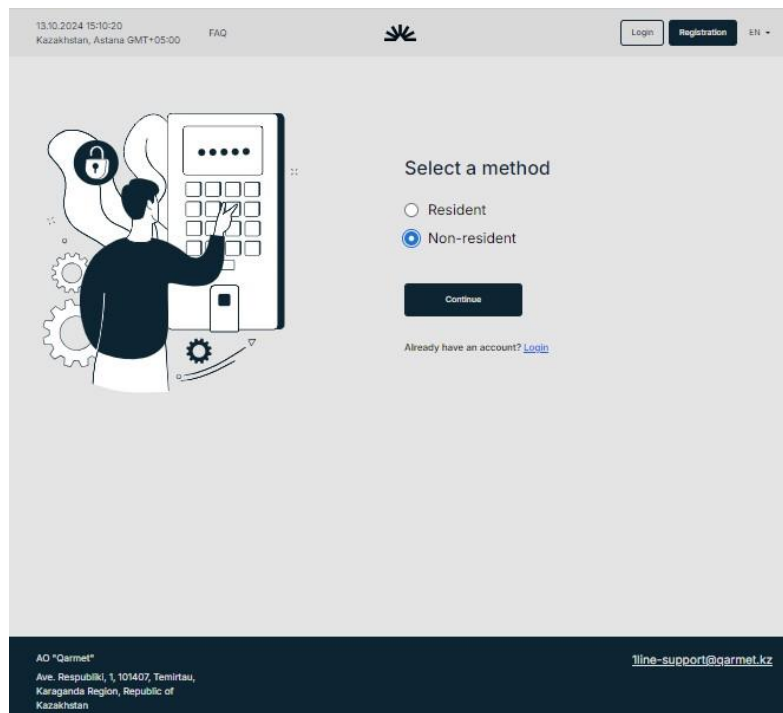
### 3. User and company registration (non-resident)

Before you start working on the procurement portal of «Qarmet» JSC (<https://qpartners.kz>) (hereinafter referred to as the Procurement Portal), you need to register. Before registering on the procurement portal you need to choose the type of registration depending on the legal affiliation.

- Resident registration
- Non-resident registration

Open your browser and go to <https://qpartners.kz>. At the top of the screen, find and click on the «**Registration**» button. To register a non-resident, you will need to select the **Non-resident** registration type on the page (Figure ). After that you need to click on the Continue button. The system opens the

Non-resident registration form and all data must be filled in the mandatory fields by manual entry (Figure )



The screenshot displays the registration page of the «Qarmet» JSC Procurement Portal. At the top, there is a header with the date and time (13.10.2024 15:10:20), location (Kazakhstan, Astana GMT+05:00), and a FAQ link. The main content area features an illustration of a person at a computer on the left and a registration form on the right. The form has a 'Select a method' section with two radio buttons: 'Resident' and 'Non-resident', with 'Non-resident' being selected. Below this is a 'Continue' button and a link for existing users: 'Already have an account? [Login](#)'. The footer contains the company name 'AO 'Qarmet'', its address 'Ave. Respubliki, 1, 101407, Temirtau, Karaganda Region, Republic of Kazakhstan', and an email address 'line-support@qarmet.kz'.

*Figure 6*

## 1. Entering user data

- User name
- Phone number (valid contact number).
- Email. Once entered, click “Send Code” to confirm the email.
- Confirmation Code. Enter the code received in your e-mail.

**Reminder, the email you provide will be used as a login when you log in!**

## 2. Entering company data

- Company Identifier
- Company name
- Company country
- Company phone number (official company phone number)
- Official email address of the company
- Legal address of the company
- Company bank details (Bank Country, Name of bank, SWIFT, IBAN, Account type, Currency)

**Note:** After successful company registration, users with the «Company administrator» role will have the ability to modify the previously entered company information. When editing the bank account, the «Beneficiary code» field is not mandatory to fill out.



**Registration**

**User**

Send code

\*Enter a valid email address, this will be used as a login when logging in.

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**Company data**

**Basic data**

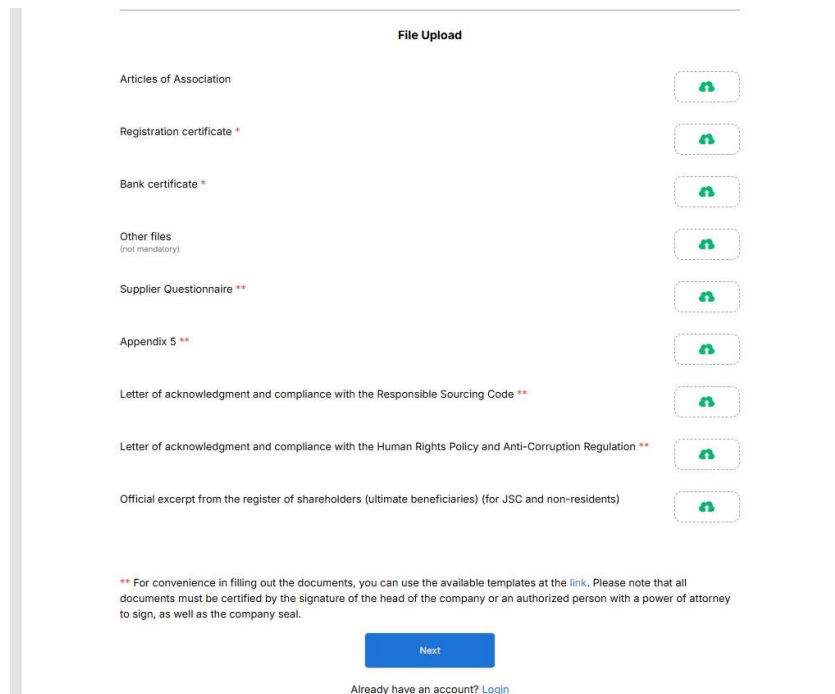
**Bank data**

*Figure 7*

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**\*\*** For convenience in filling out the documents, you can use the available templates at the link. Please note that all documents must be certified by the signature of the head of the company or an authorized person with a power of attorney to sign, as well as the company seal.



**File Upload**

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**Next**

Already have an account? [Login](#)

*Figure 8*

After filling in all fields and uploading the required documents, click «**Next**». In case of successful registration the system will display a corresponding notification. To continue working in the system, click the **Login** button.

**Note 1:** after registration your data will be verified by the Moderator of the system. In case of successful confirmation you will get access to participation in purchases.

**Note 2:** Roles and Permissions will be automatically assigned after registration.

- *Company administrator – to the first registered employee from the company;*
- *Employee – automatically to the employee of the company after registration;*
- *Supplier – automatically after registration, by default.*

#### **4. Guidelines on requirements for vender documents on the QP tender platform.**

##### **1. Regulatory framework and responsibilities**

- Criminal liability for forgery is provided for in Article 385 of the Criminal Code of the Republic of Kazakhstan: a fine of up to 2,000 MCI, corrective labour or imprisonment for up to two years for falsification of seals, signatures, forms and other details.

- Public procurement rules (Law No. 125-V ‘On Public Procurement’ and the Rules for the Implementation of Public Procurement) require the customer to establish a clear list and format of documents to be provided (Article 6 of the Law).

##### **2. Mandatory set of documents (list according to ETP)**

According to the ETP Rules, participants must upload scans/copies of the following documents in PDF/A or flattened PDF format:

1. Certificate of state registration/re-registration of a legal entity.
2. Articles of association of the organization.
3. If available, certificate of tax registration (INN/BIN, VAT registration) or certificate of non-VAT registration.
4. Copy of the passport (ID card) of the person authorized to submit documents in the system.

5. Copy of the power of attorney for the right to sign (if a representative is acting).

Important: all pages requiring signatures and seals must be numbered and bound with a single 'binding' sheet or have a seal on each sheet.

### **3. Digital signature and verification**

- Digital signature/qualified electronic signature (QES) of 'medium' or 'high' level according to GOST R 34.10-2012, issued by an accredited certification authority (e.g., JSC Cifrlyq Kazakhstan).

- PDF signature (PAdES) - a built-in digital signature in PDF, verifiable through Acrobat Reader or open utilities; the tender platform system must block documents in case of any changes after signing.

- Time stamp (TSP) - for key documents (powers of attorney, licences), it is recommended to apply a time stamp from a trusted center to prevent retroactive date changes.

### **4. Notarisation and apostille**

- Notary of the Republic of Kazakhstan: powers of attorney and copies of constituent documents for reissue are certified by any notary registered in the Unified Register of Notaries of the Republic of Kazakhstan.

- Foreign documents: require an apostille under the Hague Convention or consular legalization through the diplomatic mission of the Republic of Kazakhstan.

### **5. Language and translation**

- Official languages: documents are accepted in Russian or Kazakh.

- Foreign documents: a notarised translation into Russian/Kazakh by a sworn (or equivalent) translator registered with the Ministry of Justice of the Republic of Kazakhstan is required.

### **6. Confirmation in registers and absence of debts**

- Extract from the Unified State Register of Legal Entities/Unified State Register: official electronic extract by BIN no older than 30 days, requested from eGov.

- Certificate of no tax arrears: issued by the tax authorities of the Republic of Kazakhstan, not older than 90 days, confirming the financial stability of the supplier.

### **7. Anti-counterfeiting measures**

- Watermarks with the company logo on all pages - background graphic elements that make copying and editing difficult.

- QR code on the title page, leading to an entry in the eGov Unified State Register of Legal Entities or the licence register, for instant online verification.

- Barcode/document serial number: a unique identifier included in the PDF metadata and file name.