



Qarmet

**«Qarmet» JSC Procurement Portal User Manual.
Submission of a tender requisition by the Supplier.**

Temirtau, 2026

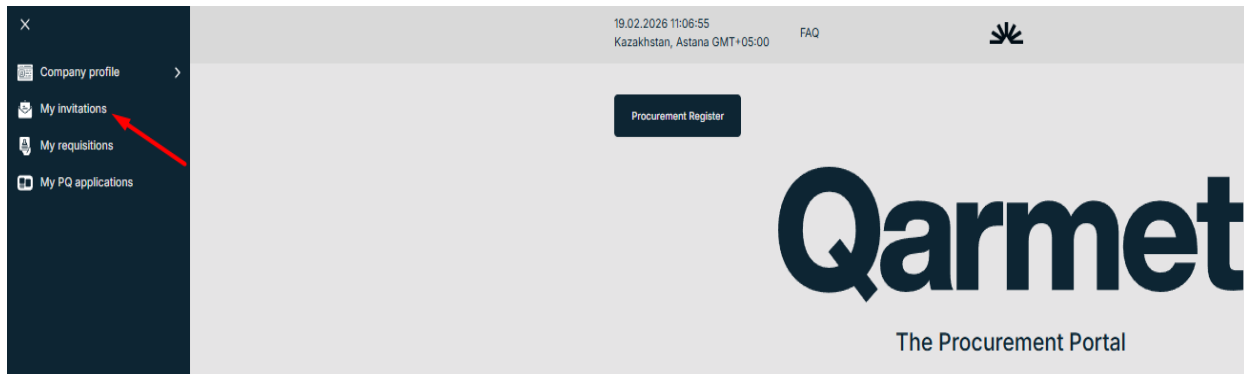


Figure 2

On the **My Invitations** page, you can view all procurement invitations and their statuses. Main interface elements (Figure 3):

1. Filters

Invitation Method and **Status**: Two drop-down lists for selecting the type and status of invitations. Once selected, you can click the “Find” button to apply the filter.

2. Invitation table

- Name: Name of procurement;
- Purchase number: Purchase Number;
- Start date for accepting requisition: The exact dates and times for the start and end of the requisition process are given;
- Requisition: the status of the invitation depending on the Supplier selection. If you have applied for this invitation, the system displays the requisition ID;
- Actions: A button with an eye icon that allows you to view the details of each invitation.

To view the details of a procurement, you should click on the icon  .

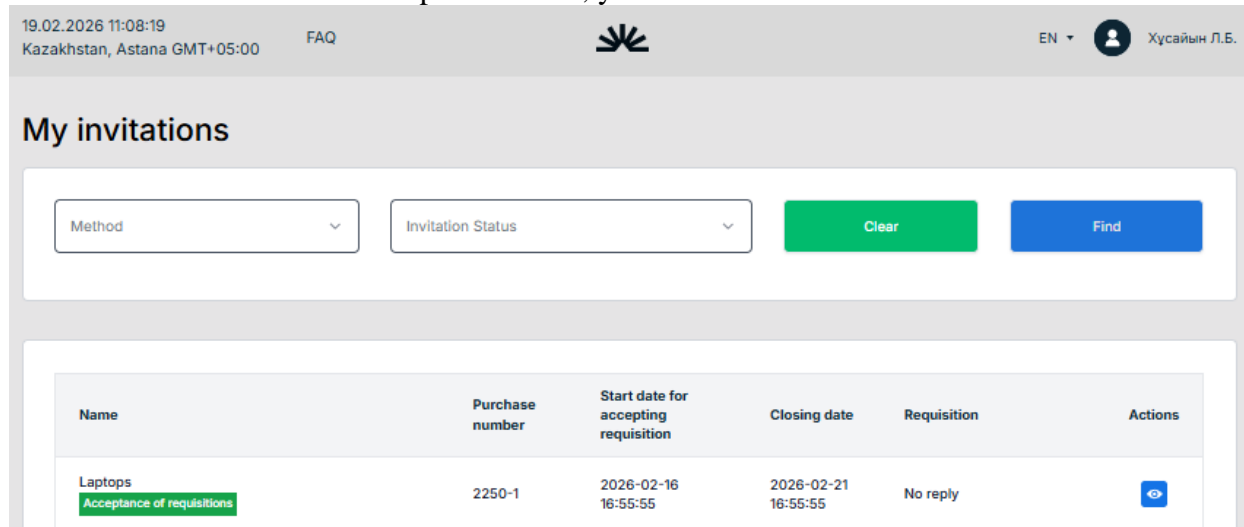



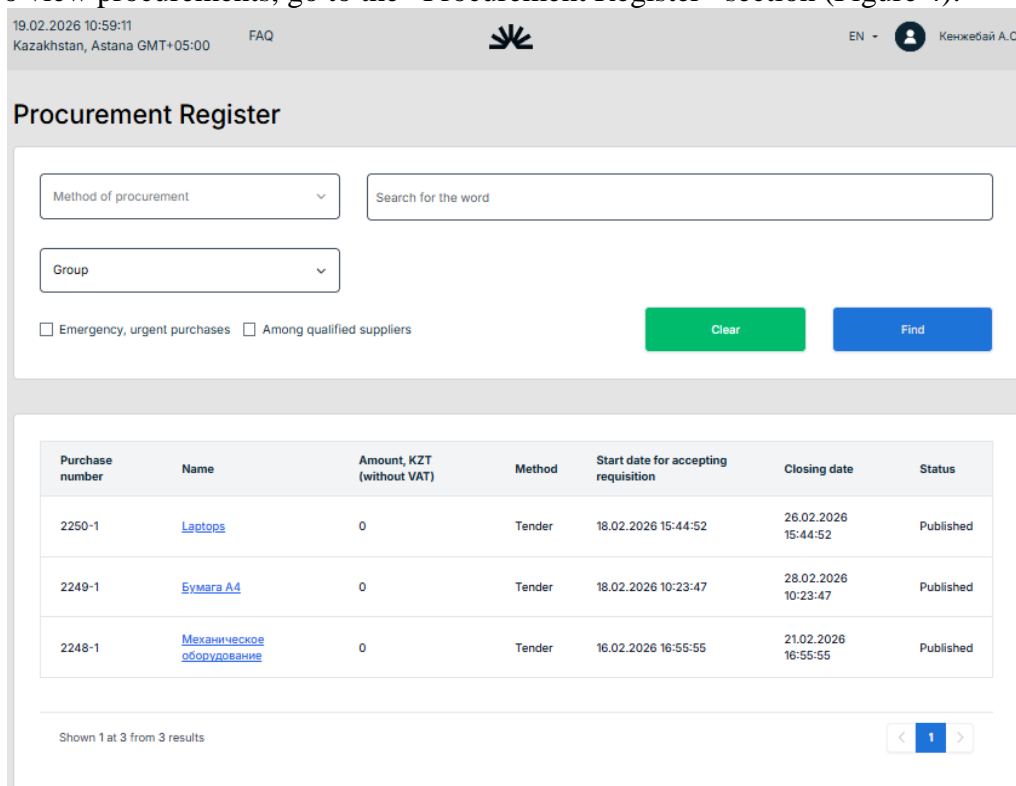
Figure 3

When you click on the eye icon  the system will redirect to the procurement page. If the requisition deadline date has not arrived, the system allows you to **Submit an application** or **Refuse to participate**.

2.2. Search for an procurement on the Procurement Portal

All published procurements are available in the “Procurement Register” section. Any user can view the published procurements and familiarize with the information provided. To participate in procurement it is necessary to pass the registration process in the system.

To view procurements, go to the «Procurement Register» section (Figure 4).



Purchase number	Name	Amount, KZT (without VAT)	Method	Start date for accepting requisition	Closing date	Status
2250-1	Laptops	0	Tender	18.02.2026 15:44:52	26.02.2026 15:44:52	Published
2249-1	Бумага А4	0	Tender	18.02.2026 10:23:47	28.02.2026 10:23:47	Published
2248-1	Механическое оборудование	0	Tender	16.02.2026 16:55:55	21.02.2026 16:55:55	Published

Figure 4

For the User's convenience, it is possible to apply filters by **procurement method and group, as well as search by name**. After setting the desired filters, click on the “**Find**” button to display the results or select “**Clear**” to reset the filters.

To view detailed information about the procurement, you need to click on the «Eye» icon.

2.3. View procurement and lot information

On the Procurement Viewer form, the Supplier has 2 tabs available: General Information and Lots. On the General Information tab, the Supplier can view the following information (Figure 5).

- Name of procurement;
- Start date for accepting requisition - submission of a quotation is possible only in the specified period;
- Method of procurement;
- Status - submission of a quotation is possible only for purchases with the status "Published";
- Procurement type;
- Place of delivery;
- Terms of delivery;
- Delivery period;
- Payment terms;

- Additional information;
- Contacts for the Customer's representative;
- Announcement documents - in this section the user can familiarize with documents from the Customer. The user can download documents both individually and as an archive.

Announcement: 2250-1. Laptops

General Information
Lots

Name
Laptops

Start date for accepting requisition: 16.02.2026 16:55:55 Closing date: 21.02.2026 16:55:55

Status: Published Способ Закупки: Tender

Place of delivery: Temirtau Terms of delivery: DDP - The goods are delivered to the customer at the destination specified in the contract, cleared of all duties and risks

Delivery period: 3 month

Payment terms:

Group: Group

Customer: AO QARMET

Additional information

Description not specified

Contact details

ВАДИМ АНДРЕЕВ
Email: test@mail.ru
Phone: 8777-777-77-77

Procurement documents

File name	File size	Download date	Action
No files found			

[Back to Procurement Register](#)

Figure 5

In the Lots tab, the Supplier can view the following information (Figure 6):

- Lot ID - system identification number of the lot;
- MMR (Main Materials Record)/MSR (Main Service Record) code;
- Name;
- Additional Feature;
- Unit of measure;
- Number;
- Price per unit;
- Amount;

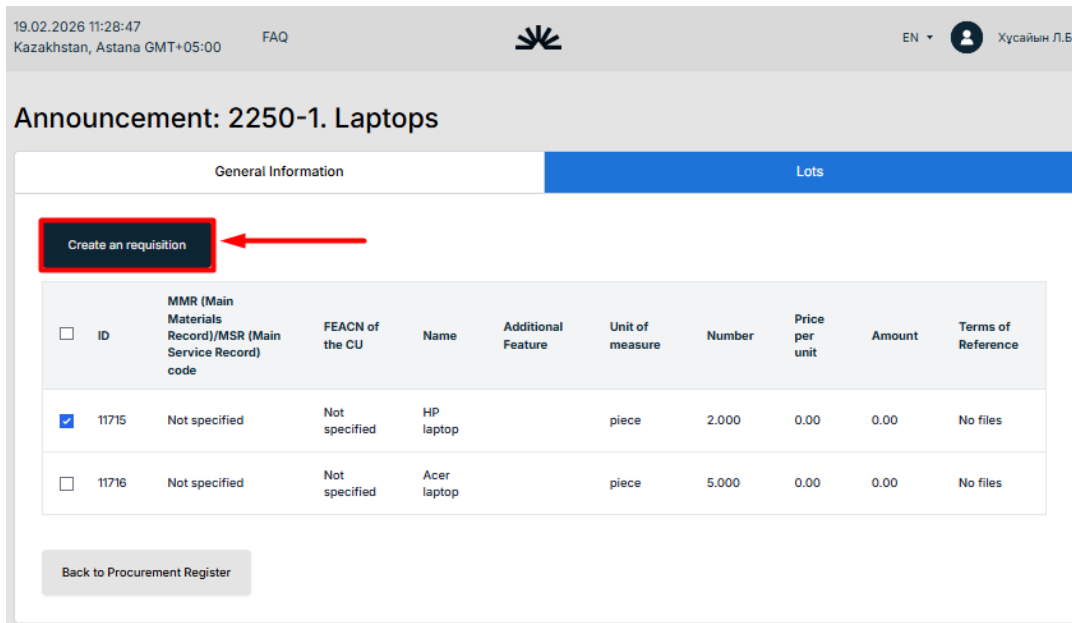


Figure 7

Note! If the supplier is listed in the Register of Unfair Participants (RUP).at the time of submitting the requisition, the system will restrict the supplier from submitting the requisition. The system will display a notification: "You cannot apply for participation in the procurement because your organization is included in The Register of Unfair Participants (RUP). Date of exclusion: yyyy-mm-dd hh:mm:ss".

Then, select the currency from the dropdown list and click the "Add" button (Figure 8).

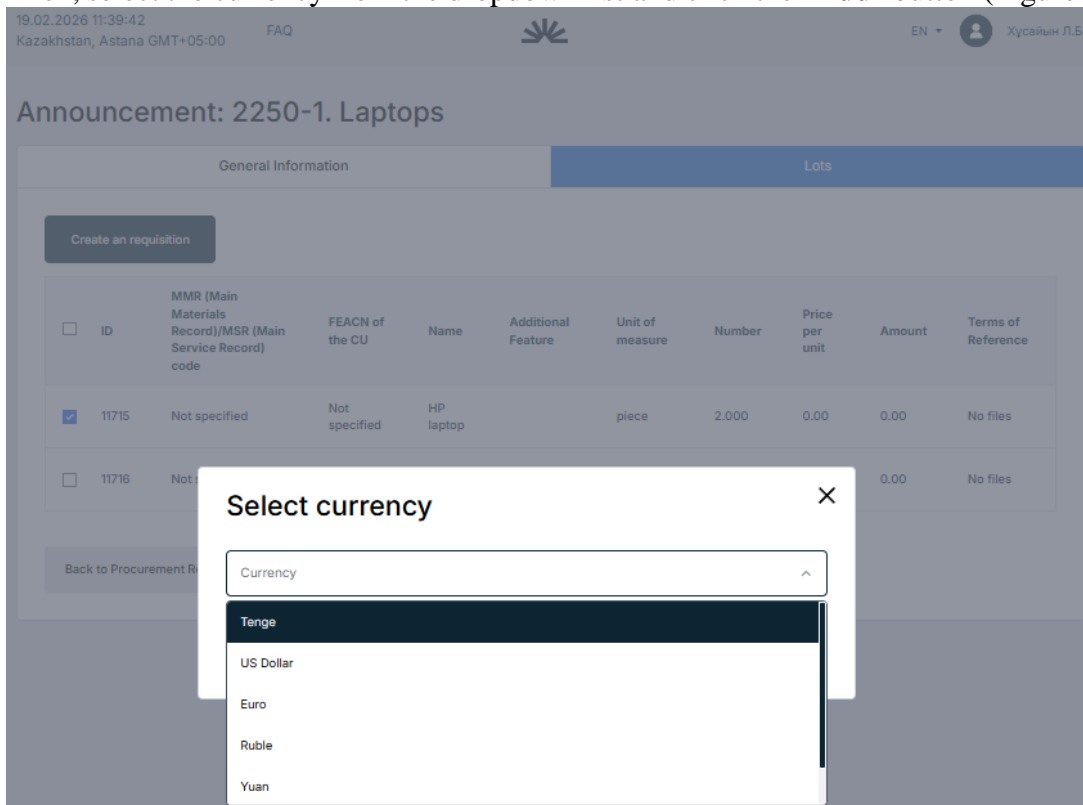
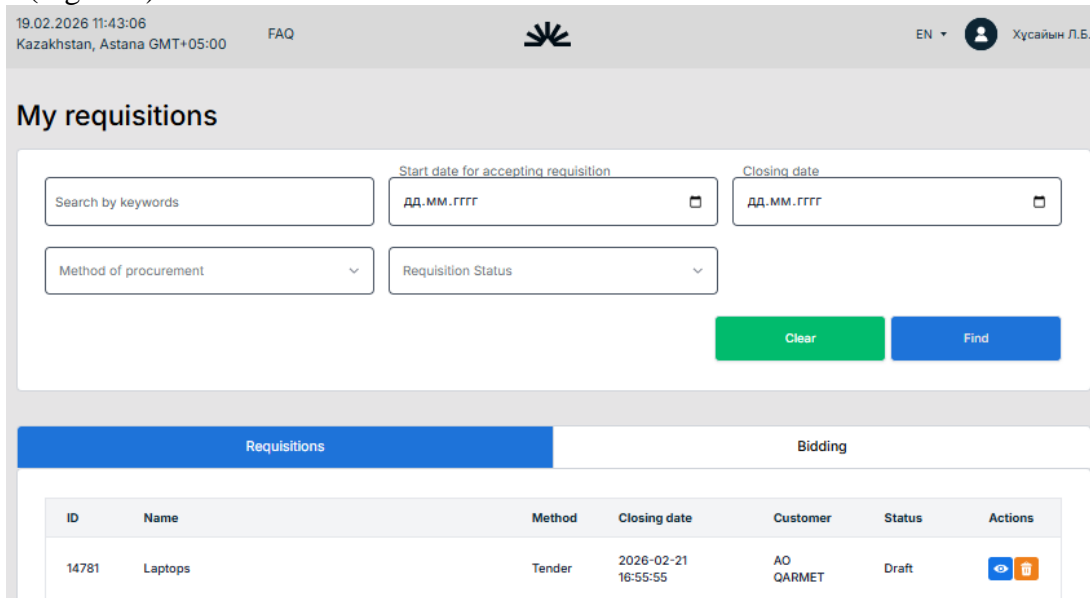


Figure 8

The system creates a draft requisition, which will be displayed in the «My requisitions» section (Figure 9).



19.02.2026 11:43:06 Kazakhstan, Astana GMT+05:00 FAQ EN Хусайын Л.Б.

My requisitions

Search by keywords: Start date for accepting requisition: Closing date:

Method of procurement: Requisition Status:

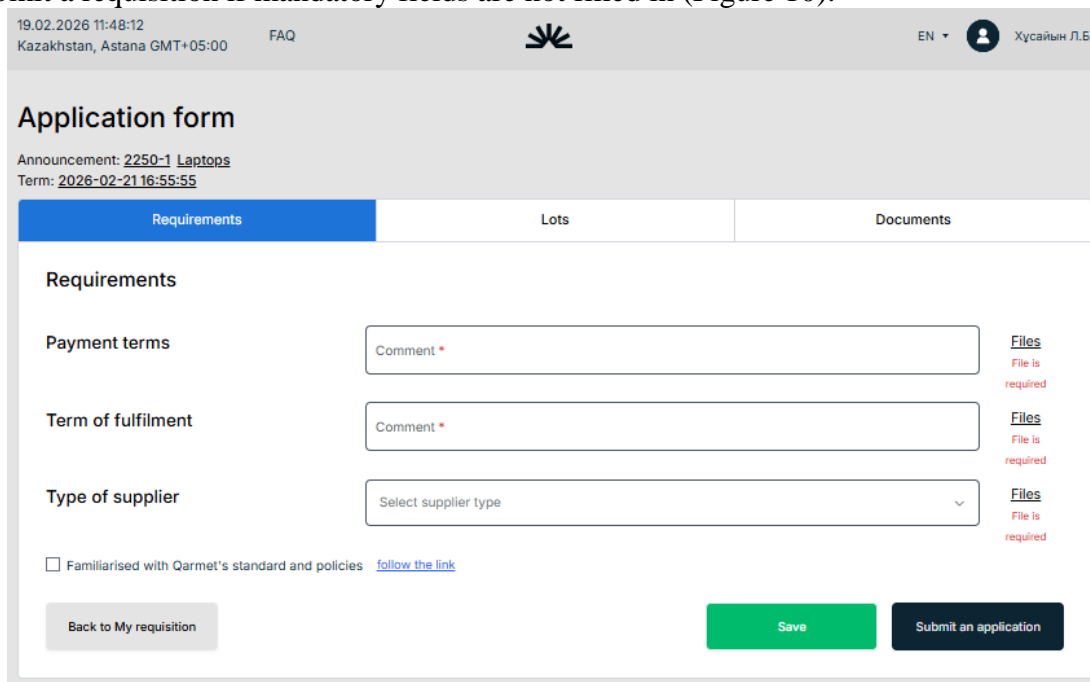
Requisitions		Bidding				
ID	Name	Method	Closing date	Customer	Status	Actions
14781	Laptops	Tender	2026-02-21 16:55:55	AO QARMET	Draft	<input type="button" value="edit"/> <input type="button" value="delete"/>

Figure 9

Note: *If the purchase has the Indivisible Lot feature, you must select all lots when creating the requisition.*

After creating a requisition, you should go to the form of viewing the requisition. The follow in tabs are available on the form of view in the order: **Requirements, Lots, and Documents**.

Requirements tab - this tab displays all the Customer's requirements to be filled in by the Supplier. It is possible to upload a file for each requirement as needed. The system does not allow to submit a requisition if mandatory fields are not filled in (Figure 10).



19.02.2026 11:48:12 Kazakhstan, Astana GMT+05:00 FAQ EN Хусайын Л.Б.

Application form

Announcement: [2250-1 Laptops](#)
Term: [2026-02-21 16:55:55](#)

Requirements | Lots | Documents

Requirements

Payment terms: File is required

Term of fulfilment: File is required

Type of supplier: File is required

Familiarised with Qarmet's standard and policies [follow the link](#)

Figure 10

Lots tab - this tab displays all lots added when creating a request.

If it is necessary to add a lot to the request, which was not selected when creating the request, you should press the «**Add**» button. When you press it, the system opens a modal window with the list of lots that have not been added (Figure 11).

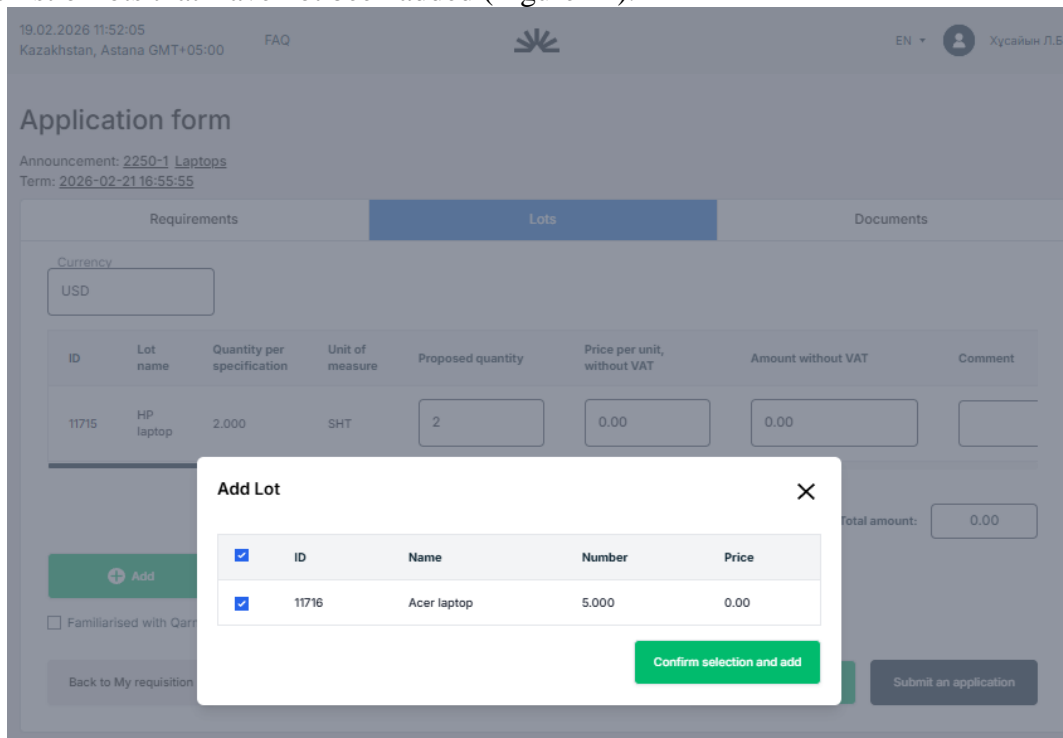


Figure 11

It is necessary to select the required lot and confirm the selection. The system adds the lot to the created draft order.

The system allows you to delete a lot from the order, to do this, click the garbage can icon next to the lot.

Filling in lot data.

- Supplier may edit the «Proposed Quantity» field that it may provide to Customer.
- Price per unit - unit price must be specified, unit price cannot be a zero value.
- Total amount - the system automatically calculates the total amount by multiplying the price per unit*the quantity offered.
- Comment - supplier to specify a comment on the lot;
- Technical Specification - the supplier can upload a «Technical Specification» file for each lot.

Attention! It is forbidden to attach a commercial proposal (document).

Adding an alternative bid for a lot. If the Customer, when publishing the procurement, sets the lot to accept alternative bids, a button with a plus sign «Alternative Bid» is displayed next to the lot (Figure 12).

Application form

Announcement: [2261-1 Laptops](#)
Term: 2026-02-28 11:53:29

Requirements
Lots
Documents

Currency:

ID	Lot name	Price per unit, without VAT	Amount without VAT	Comment	Technical specification	Action
11754	HP laptop	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>	Files Uploaded: 0	
11755	Acer laptop	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>	Files Uploaded: 0	<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">+</div> <div>Alternative proposal</div> <div style="margin-left: 5px;"></div> </div>

Total amount:

+ Add

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Back to My requisition
Save
Submit an application

Figure 12

Note: If an alternative bid has been added, unit prices for the alternative bid must be indicated. At the same time, for the main lot, which was placed by the Customer, it is possible not to indicate the price bid.

Documents tab – this tab displays all the documents that were previously uploaded during the registration process or uploaded to the "My Documents" section. (Figure 13).

19.02.2026 14:51:08 Kazakhstan, Astana GMT+05:00 [FAQ](#) EN Хусайын Л.Б.

Application form

Announcement: [2250-1 Laptops](#)
Term: [2026-02-21 16:55:55](#)

Requirements
Lots
Documents

Update documents
My Documents

Document category	File name	File size	
Charter of the legal entity	Устав.pdf	110.24 KB	
Certificate of state registration	Справка о гос. регистрации.pdf	77.74 KB	
Certificate of account availability	Справка о наличии счета.pdf	77.74 KB	

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Back to My requisition
Save
Submit an application

Figure 13

If you need to update the documents in the application, you must click the «My documents» button. When clicked, the system will open the "Documents" page. On this page, you have the option to delete old documents and upload new ones. After completing the above steps, click the «Back to offer» button (Figure 14).

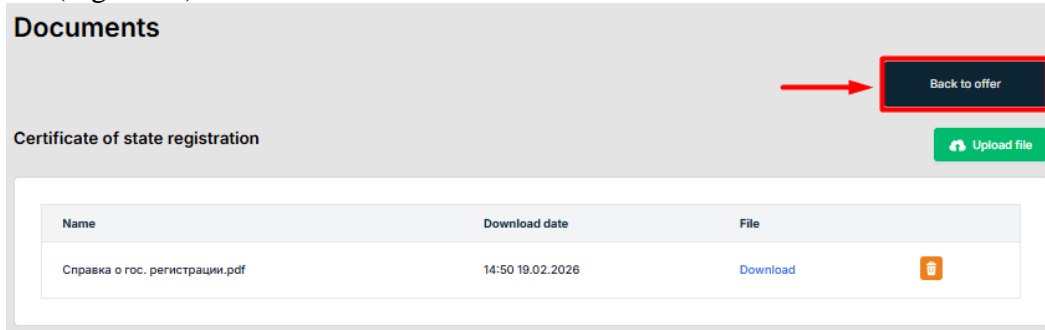


Figure 14

Next, to ensure the new documents are displayed in the application, you need to click the «Update documents» button, where the system will pull the newly uploaded documents into your application. (Figure 15).

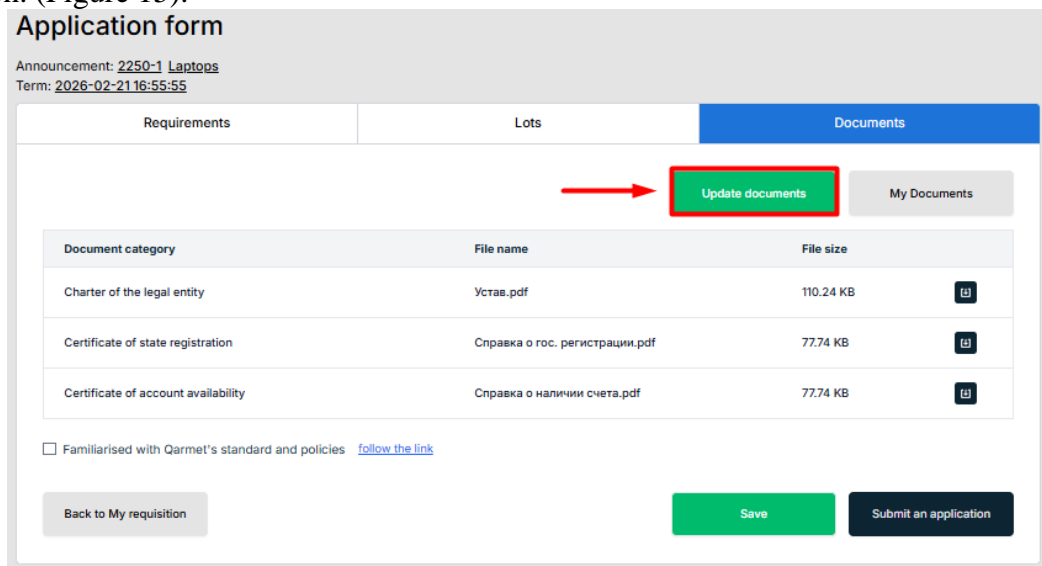


Figure 15

Note! Before submitting the application, it is necessary to verify the accuracy/correctness of the documents attached in the "Documents" section.

Note! If any document is missing in the supplier's bid, a notification will appear: "Please attach the required document {document name}" (Figure 16).

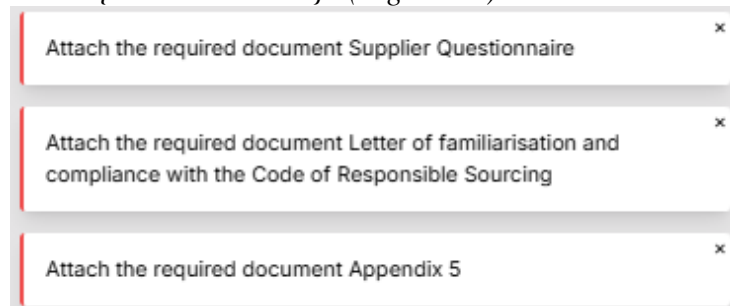
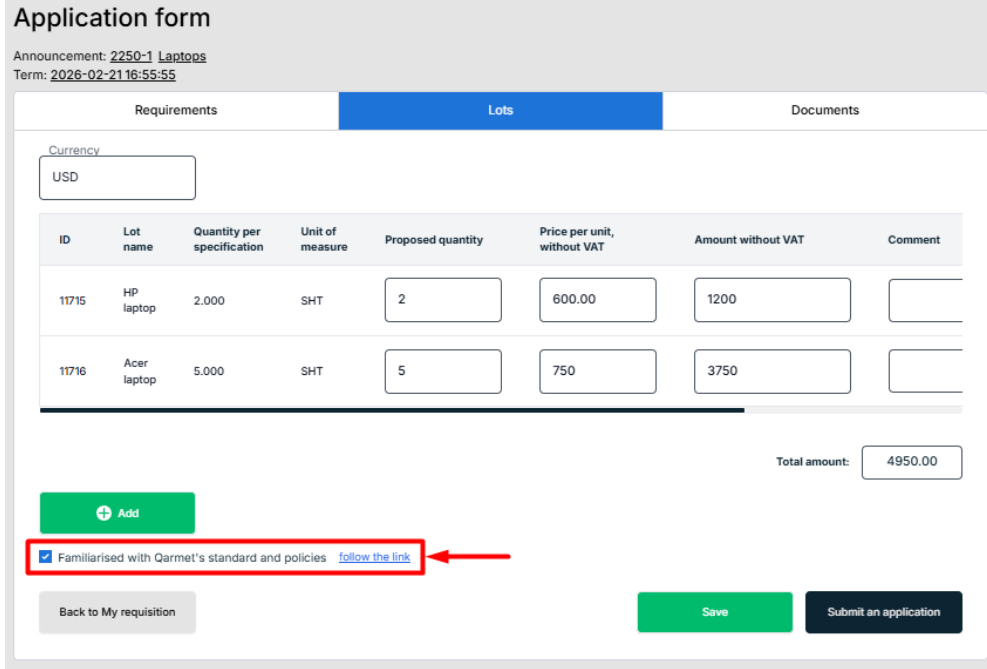


Figure 16

Familiarised with Qarmet's standard and policies - to familiarize yourself with the Qarmet standard and policy you should follow the link. To do this, click on the «**Follow the link**» button and study the relevant documents. Before clicking the «**Apply**» button, it is necessary to tick the checkbox that you have been familiarized with the information (Figure 17).



The screenshot shows the 'Application form' interface. At the top, it displays 'Announcement: 2250-1 Laptops' and 'Term: 2026-02-21 16:55:55'. Below this, there are three tabs: 'Requirements', 'Lots' (which is selected and highlighted in blue), and 'Documents'. A 'Currency' dropdown menu is set to 'USD'. The main area contains a table with the following data:

ID	Lot name	Quantity per specification	Unit of measure	Proposed quantity	Price per unit, without VAT	Amount without VAT	Comment
11715	HP laptop	2.000	SHT	2	600.00	1200	
11716	Acer laptop	5.000	SHT	5	750	3750	

Below the table, there is a 'Total amount:' field showing '4950.00'. A green '+ Add' button is located below the table. At the bottom, there is a checkbox labeled 'Familiarised with Qarmet's standard and policies' which is checked. A red box highlights this checkbox and the text 'follow the link' next to it, with a red arrow pointing to the link. Below the checkbox are three buttons: 'Back to My requisition', 'Save', and 'Submit an application'.

Figure 17

Save» button. The supplier can periodically save the entered data. The system automatically saves them after pressing this button, thus avoiding loss of information.

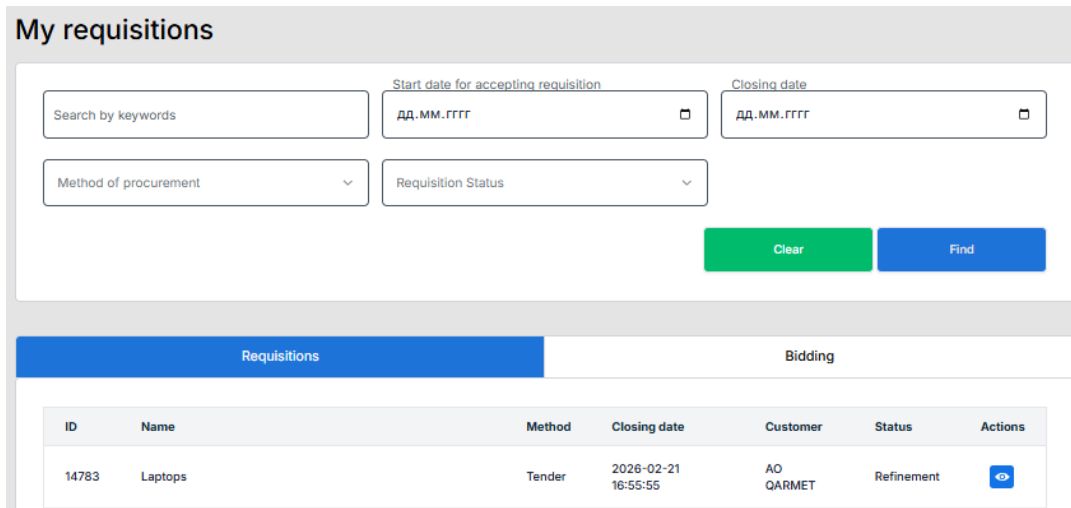
«Submit an application» button. After pressing this button, the system checks whether all mandatory fields are filled in. If the check is successful, the requisition status changes to «**Submitted**».

In case of errors, the system displays notifications about them, indicating what data should be corrected or supplemented.

3. Refinement

To view your requisitions, you need to go to the "My requisitions" section via the sidebar. On the "My requisitions" page, you can view your requisitions and their statuses.

To edit a requisition at the "Refinement" stage, you need to click the eye icon on the "My requisitions" page next to the requisition with the "Refinement" status (Figure 18).



My requisitions

Search by keywords:

Start date for accepting requisition:

Closing date:

Method of procurement:

Requisition Status:

Requisitions		Bidding				
ID	Name	Method	Closing date	Customer	Status	Actions
14783	Laptops	Tender	2026-02-21 16:55:55	AO QARMET	Refinement	

Figure 18

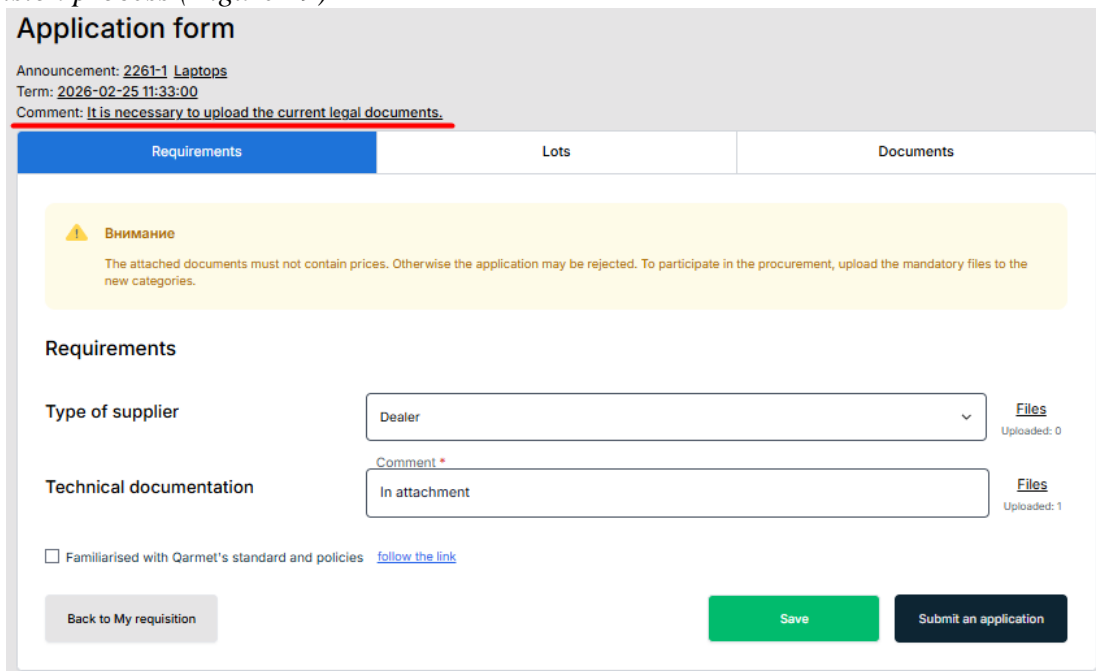
The Requirements tab – This tab displays all the requirements of the Customer. The supplier can edit the filled-in fields, as well as upload or delete files for each requirement if necessary. The system does not allow submitting a bid if the mandatory fields are not completed.

The Lots tab – This tab displays all the lots added during the bid submission. The supplier can edit the "Comment" field, which can be provided to the Customer, and upload a "Technical Specification" file for each lot.

Note! The supplier cannot edit the fields "Proposed Quantity" and "Price per unit, without VAT."

The Documents tab – This tab displays all the documents uploaded by the supplier during the bid submission.

Note! The supplier has the ability to view comments from the technical commission during the revision process (Figure 19)



Application form

Announcement: [2261-1 Laptops](#)

Term: 2026-02-25 11:33:00

Comment: It is necessary to upload the current legal documents.

Requirements | Lots | Documents

Внимание
The attached documents must not contain prices. Otherwise the application may be rejected. To participate in the procurement, upload the mandatory files to the new categories.

Requirements

Type of supplier: [Files](#) Uploaded: 0

Technical documentation: [Files](#) Uploaded: 1

Familiarised with Qarmet's standard and policies [follow the link](#)

Figure 19

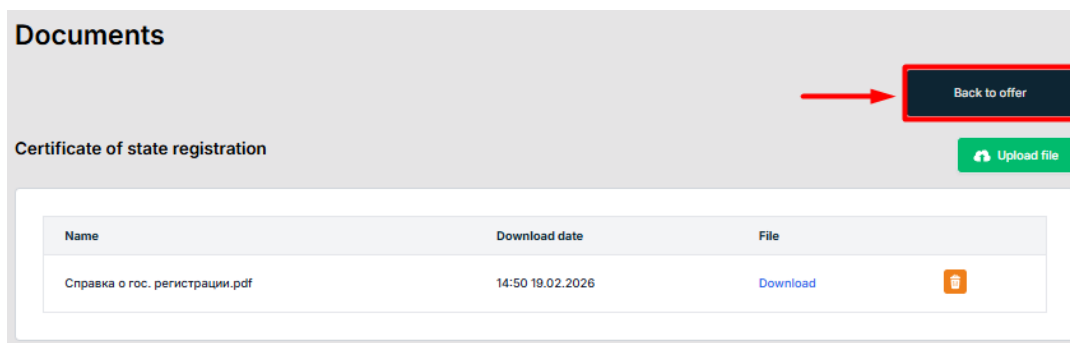


Figure 21

To ensure the new documents are displayed in the application, you need to click the «Update documents» button (Figure 22).

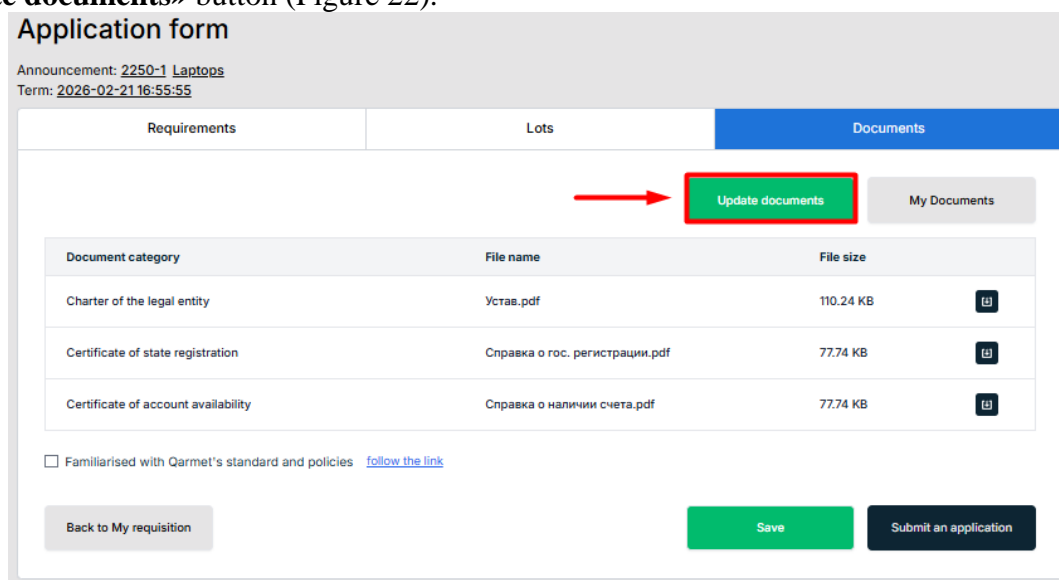


Figure 22

Attention! It is forbidden to attach a commercial proposal (document).

Familiarised with Qarmet's standard and policies - to familiarize yourself with the Qarmet standard and policy you should follow the link. To do this, click on the «Follow the link» button and study the relevant documents. Before clicking the «Apply» button, it is necessary to tick the checkbox that you have been familiarized with the information.

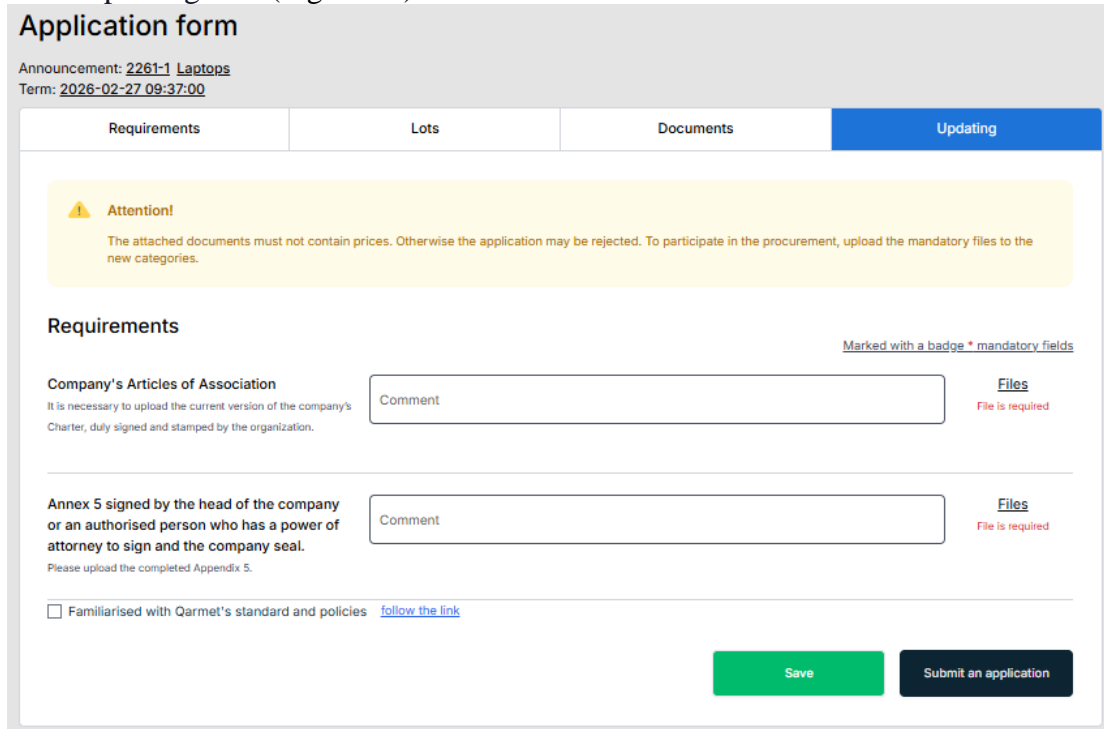
«Save» button. The supplier can periodically save the entered data. The system automatically saves them after pressing this button, thus avoiding loss of information.

«Submit an application» button. After pressing this button, the system checks whether all mandatory fields are filled in. If the check is successful, the requisition status changes to «Submitted».

In case of errors, the system displays notifications about them, indicating what data should be corrected or supplemented.

Attention! Attaching a commercial proposal (document) to the requisition is prohibited.

Updating tab – this tab displays all requirements for which the Customer has sent the supplier for Updating data (Figure 26).



Application form
Announcement: [2261-1 Laptops](#)
Term: [2026-02-27 09:37:00](#)

Requirements Lots Documents **Updating**

Attention!
The attached documents must not contain prices. Otherwise the application may be rejected. To participate in the procurement, upload the mandatory files to the new categories.

Requirements Marked with a badge * mandatory fields

Company's Articles of Association
It is necessary to upload the current version of the company's Charter, duly signed and stamped by the organization.

Comment [Files](#)
File is required

Annex 5 signed by the head of the company or an authorised person who has a power of attorney to sign and the company seal.
Please upload the completed Appendix 5.

Comment [Files](#)
File is required

Familiarised with Qarmet's standard and policies [follow the link](#)

Save **Submit an application**

Figure 26

- Comment – supplier specifies a comment on the lot;
- Files - supplier uploads a file for each request

Familiarised with Qarmet's standard and policies - to familiarize yourself with the Qarmet standard and policy you should follow the link. To do this, click on the «Follow the link» button and study the relevant documents. Before clicking the «**Apply**» button, it is necessary to tick the checkbox that you have been familiarized with the information.

«Save» button. The supplier can periodically save the entered data. The system automatically saves them after pressing this button, thus avoiding loss of information.

«Submit an application» button. After pressing this button, the system checks whether all mandatory fields are filled in. If the check is successful, the requisition status changes to «**Submitted**».

In case of errors, the system displays notifications about them, indicating what data should be corrected or supplemented.

6. Verification of tender result

*Note! After the procurement is completed, the System sends a notification to the e-mail specified in your personal cabinet with information about the completion of the announcement. Subject: **Announcement No.... is completed and the results are summarized.***

To check the results of an application, you should go to the **“My Applications”** section and open the necessary application with the status **“Completed”**. To simplify the search, use the filtering by status. Next, go to the **“Lots”** tab in the opened request. In the **“Lots”** section, you will be able to view the results for each lot.

If you are the winner of the lot, the System will display a Green bar labeled **“Winner”** and the **“Agreed Quantity”** column filled with the value set by the Customer (Figure 27).

Note! If the value in the Agreed Quantity column is different from your proposed quantity, the System will highlight these values for a visual comparison.

Application form

Announcement: [2261-1 Laptops](#)

Requirements
Lots
Documents
Updating

Attention!

The attached documents must not contain prices. Otherwise the application may be rejected. To participate in the procurement, upload the mandatory files to the new categories.

Currency:

ID	Lot name	Quantity per specification	Unit of measure	Agreed amount	Proposed quantity	Price per unit, without VAT	Amount without VAT
11754	HP laptop	2.000	SHT	1.000	2	1000.00	2000.00
11755	Acer laptop	5.000	SHT	-	5	1000.00	5000.00

Total amount:

Figure 27