



Qarmet

«Qarmet» JSC Procurement Portal User Manual.

Submission of an auction requisition by the Supplier.

Temirtau, 2026

1. Minimum requirements for the Portal

Technical requirements and recommendations for working with the portal when participating in electronic-procurement of JSC Qarmet (<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. Submission of an auction requisition

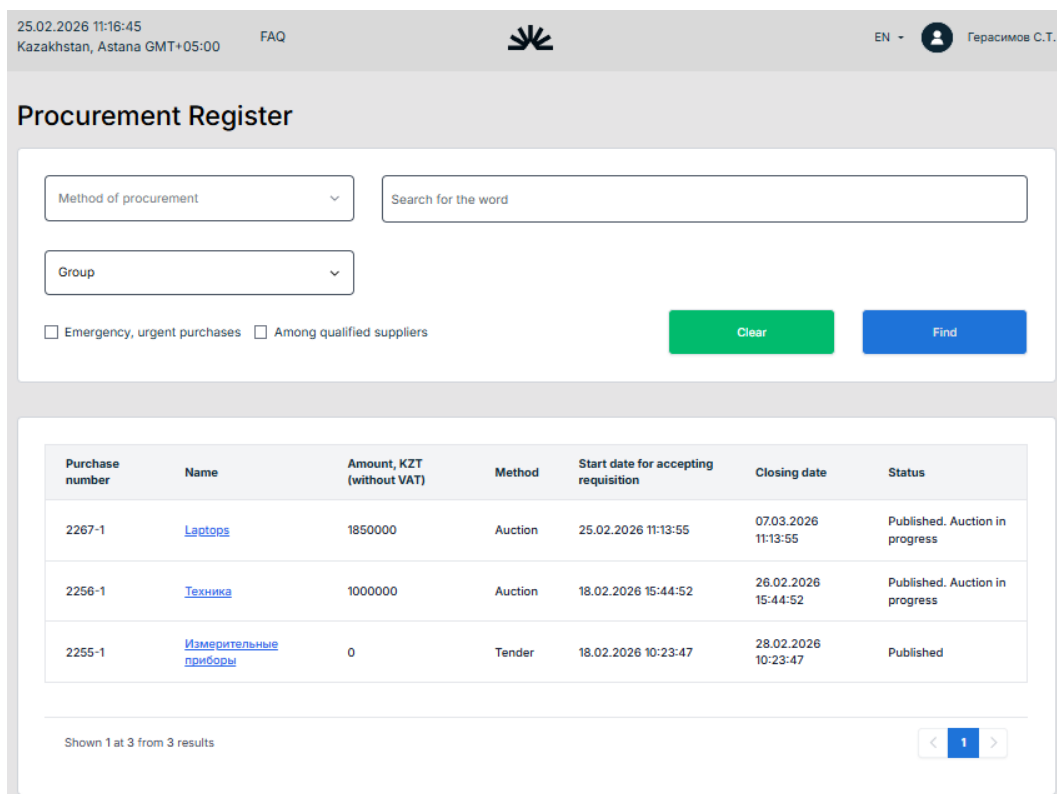
The following terms shall constitute the procedure for filing a requisition:

1. Search for an procurement on the Procurement Portal
2. View procurement and lot information
3. Submitting a requisition

2.1. 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 1).



The screenshot shows the 'Procurement Register' interface. At the top, there is a header with the date and time (25.02.2026 11:16:45), location (Kazakhstan, Astana GMT+05:00), a FAQ link, the Qarmet logo, and the user's name (Герасимов С.Т.). Below the header, the 'Procurement Register' title is displayed. The main area contains search filters: a dropdown for 'Method of procurement', a search input field labeled 'Search for the word', another dropdown for 'Group', and two checkboxes: 'Emergency, urgent purchases' and 'Among qualified suppliers'. There are 'Clear' and 'Find' buttons. Below the filters is a table with the following data:

Purchase number	Name	Amount, KZT (without VAT)	Method	Start date for accepting requisition	Closing date	Status
2267-1	Laptops	1850000	Auction	25.02.2026 11:13:55	07.03.2026 11:13:55	Published. Auction in progress
2256-1	Техника	1000000	Auction	18.02.2026 15:44:52	26.02.2026 15:44:52	Published. Auction in progress
2255-1	Измерительные приборы	0	Tender	18.02.2026 10:23:47	28.02.2026 10:23:47	Published

At the bottom of the table, it says 'Shown 1 at 3 from 3 results' and there are navigation arrows.

Figure 1

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.

2.2. 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 2).

- Name of procurement;
- Start date for accepting requisition - submission of a quotation is possible only in the specified period;
- Auction currency;
- 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: 2267-1. Laptops

Time remaining until the application deadline:
9 days 23 hours 48 minutes 49 seconds

General Information

Lots

Name
Laptops

Auction start date: 25.02.2026 11:13:55 **Auction end date**: 07.03.2026 11:13:55 **Auction currency**: USD

Status: Published. Auction in progress **Method of procurement**: Auction

Procurement type: Оборудование (основные средства), нестандартные материалы в т.ч. комплексные контракты)

Place of delivery: Temirtau **Terms of delivery**: DAP - Delivery to the destination specified in the contract, import duties and local taxes to be paid by the buyer

Note to delivery terms

Delivery period: 3 month

Payment terms: Advance/Prepayment 1 - 85%, 1 calendar day(s) Date of shipment; Advance/Prepayment 2 - 15%, 2 calendar day(s) .

Group: Group

Customer: AO QARMET

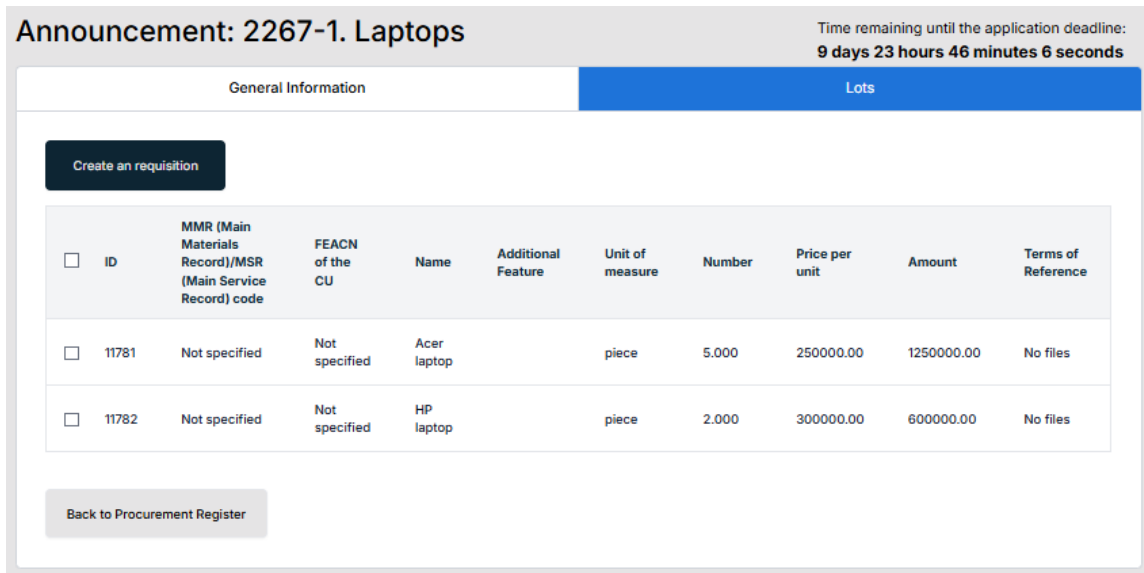
Additional information
Description not specified

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

Figure 2

In the Lots tab, the Supplier can view the following information (Figure 3):

- 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;
- Terms of Reference - In this section, the user can familiarize with the documents from the Customer on the lot. To download a file it is necessary to click on the "Download file" button. If there is no attached file, the system will display "no files".



Announcement: 2267-1. Laptops Time remaining until the application deadline:
9 days 23 hours 46 minutes 6 seconds

General Information Lots

Create an requisition

<input type="checkbox"/>	ID	MMR (Main Materials Record)/MSR (Main Service Record) code	FEACN of the CU	Name	Additional Feature	Unit of measure	Number	Price per unit	Amount	Terms of Reference
<input type="checkbox"/>	11781	Not specified	Not specified	Acer laptop		piece	5.000	250000.00	1250000.00	No files
<input type="checkbox"/>	11782	Not specified	Not specified	HP laptop		piece	2.000	300000.00	600000.00	No files

Back to Procurement Register

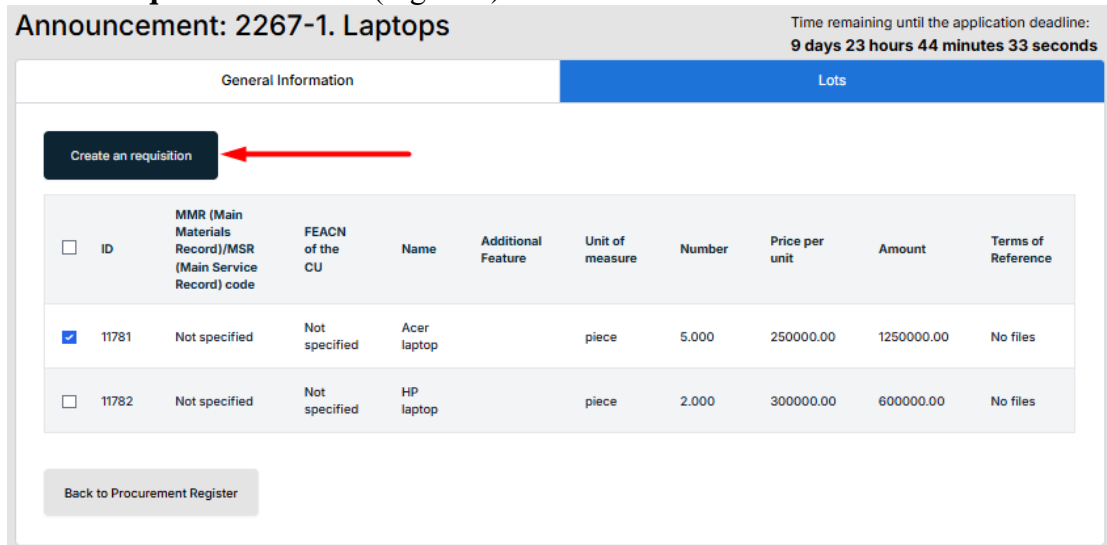
Figure 3

A customer may place a procurement in one of two types:

- Itemized Procurement - A vendor may select individual lots of interest to submit a bid;
- Indivisible Lot - the supplier must bid on all lots in the procurement and submit a quotation for each lot.

2.3. Submitting a requisition

In order to submit a request for a procurement it is necessary to go to the «Lots» tab on the form of viewing the advertisement. It is necessary to select lots by ticking the checkboxes and click on the “**Create requisition**” button (Figure 4).



Announcement: 2267-1. Laptops Time remaining until the application deadline:
9 days 23 hours 44 minutes 33 seconds

General Information Lots

Create an requisition ←

<input type="checkbox"/>	ID	MMR (Main Materials Record)/MSR (Main Service Record) code	FEACN of the CU	Name	Additional Feature	Unit of measure	Number	Price per unit	Amount	Terms of Reference
<input checked="" type="checkbox"/>	11781	Not specified	Not specified	Acer laptop		piece	5.000	250000.00	1250000.00	No files
<input type="checkbox"/>	11782	Not specified	Not specified	HP laptop		piece	2.000	300000.00	600000.00	No files

Back to Procurement Register

Figure 4

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".

After, it is necessary to check the box confirming that you have read the terms of creating and editing the application, and then click the «**Create Application**» button (Figure 5).

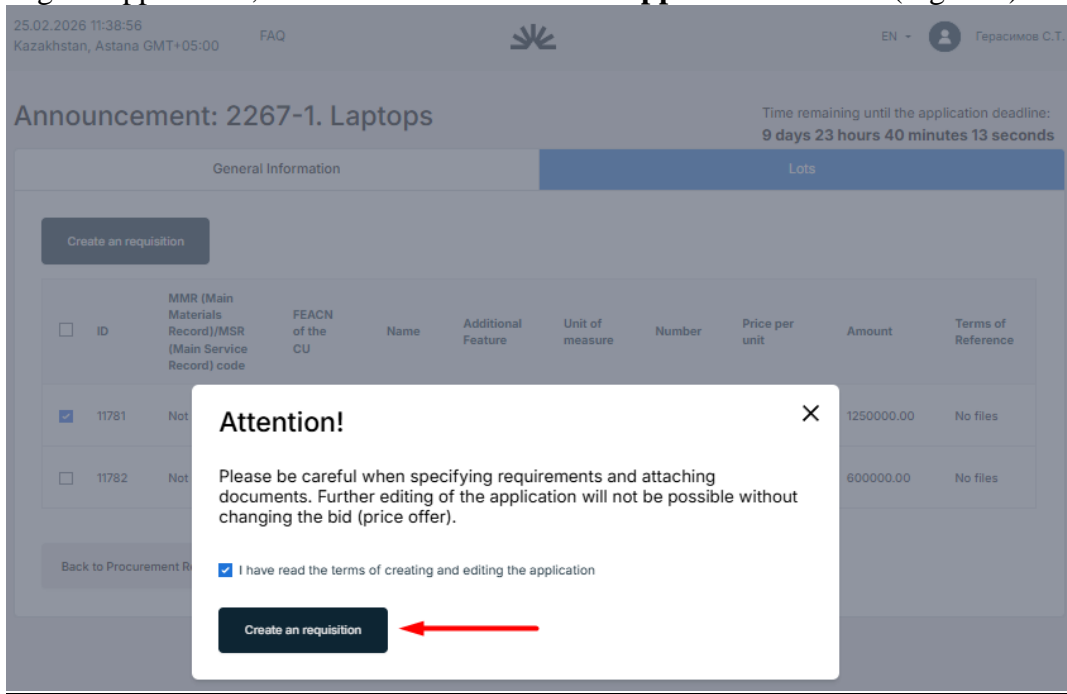


Figure 5

The system creates a draft requisition, which will be displayed in the «**My requisitions**» section.

All applications submitted in the system are available in the «My Applications» section. For convenience, they are divided into two subsections: «Requisitions» and «Bidding». The «Applications» subsection displays all applications except those with the status «Published. Auction in progress». Applications with this status are shown in the «Bidding» subsection. (Figure 6).

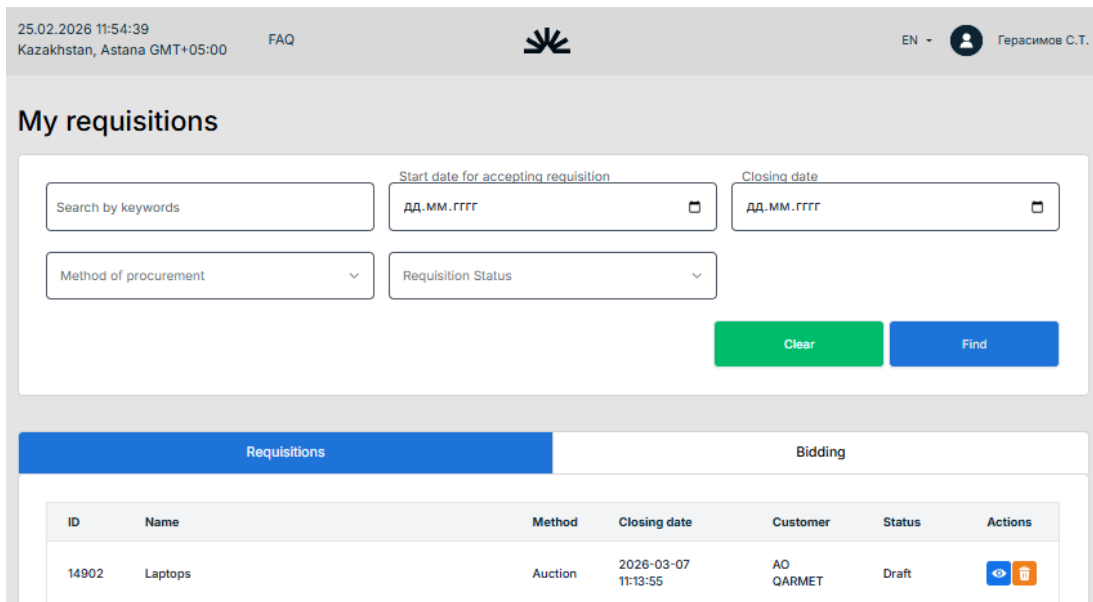
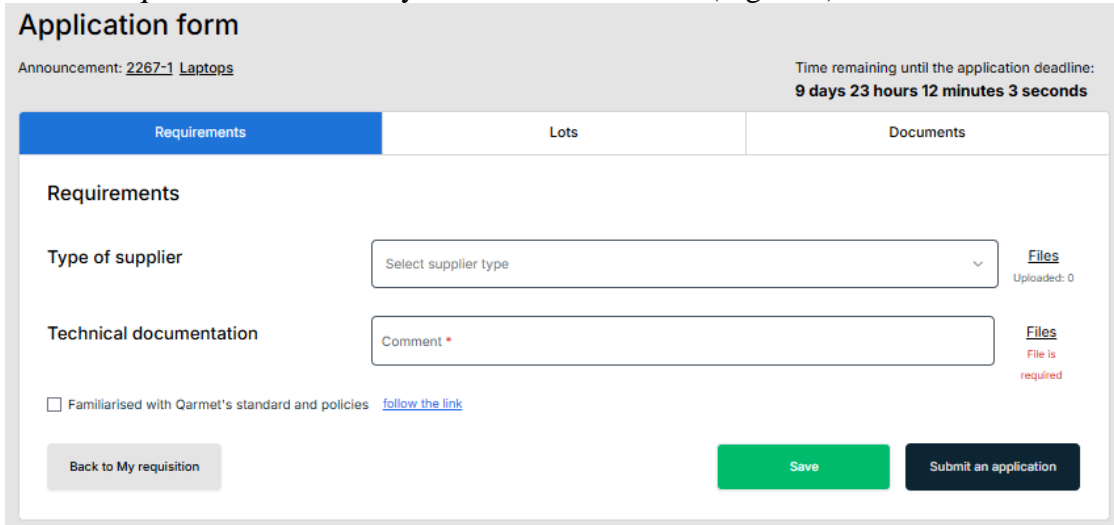


Figure 6

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 7).



Application form
Announcement: [2267-1 Laptops](#) Time remaining until the application deadline: **9 days 23 hours 12 minutes 3 seconds**

Requirements | Lots | Documents

Requirements

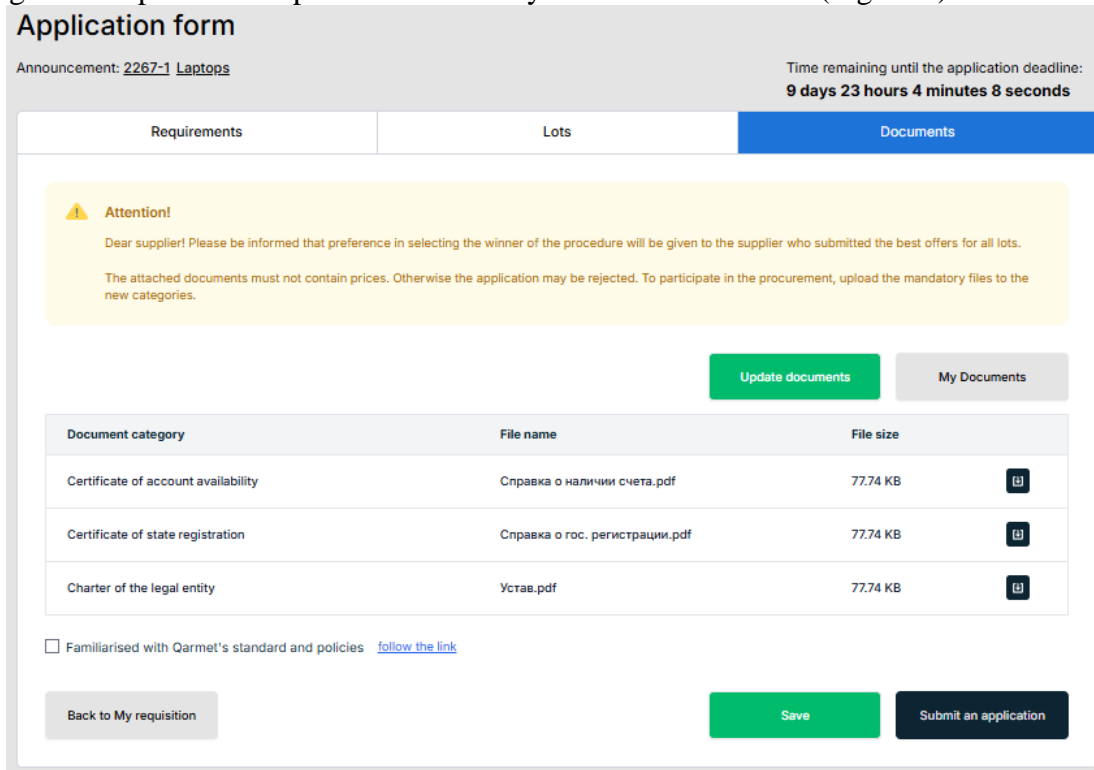
Type of supplier: [Files](#) Uploaded: 0

Technical documentation: [Files](#) File is required

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

Figure 7

Documents tab – this tab displays all the documents that were previously uploaded during the registration process or uploaded to the «My Documents» section (Figure 8).



Application form
Announcement: [2267-1 Laptops](#) Time remaining until the application deadline: **9 days 23 hours 4 minutes 8 seconds**

Requirements | Lots | **Documents**

Attention!
Dear supplier! Please be informed that preference in selecting the winner of the procedure will be given to the supplier who submitted the best offers for all lots. 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.

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

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

Figure 8

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 9).

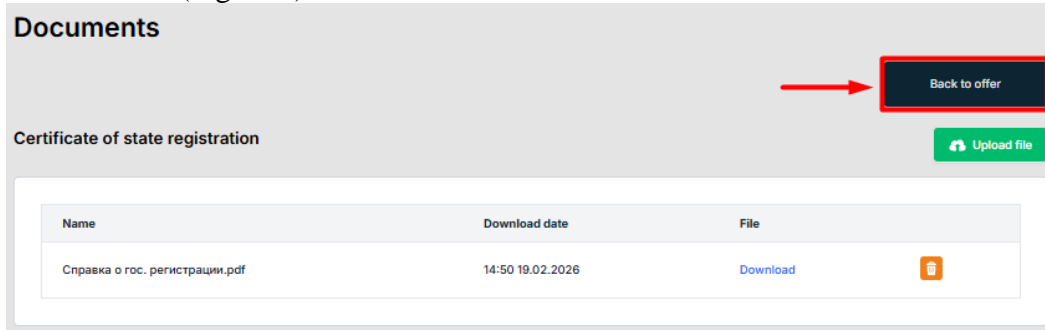


Figure 9

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 10).

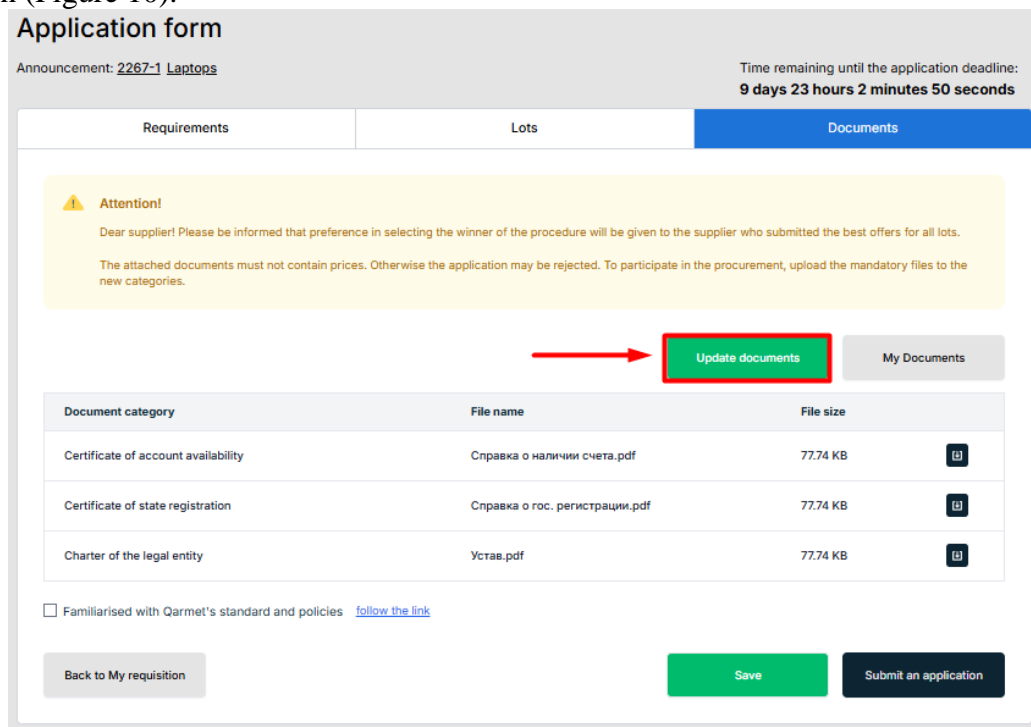


Figure 10

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 11).

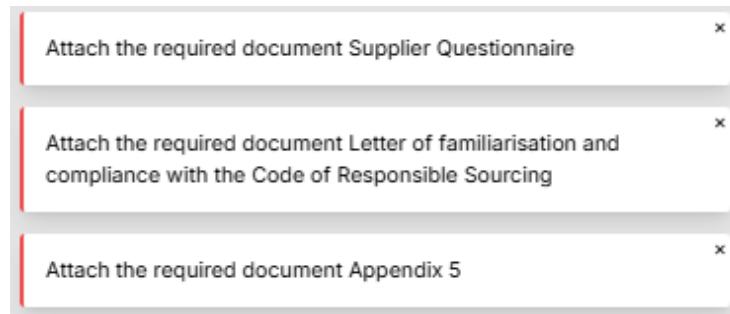


Figure 11

Lots tab - this tab displays all lots added when creating a request (Figure 12).

Application form

Announcement: [2267-1 Laptops](#) Time remaining until the application deadline:
9 days 22 hours 58 minutes 3 seconds

Requirements
Lots
Documents

Auction currency: A reduction in the range from 1.00% to 2.00% is allowed

ID	Lot name	Quantity per specification	Unit of measure	Starting price	Current best bid per unit	Price per unit, without VAT	Amount without VAT	Comments
14905	Acer laptop	5.000	SHT	250000.00	-	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input style="width: 50px;" type="text"/>

Total amount:

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

Back to My requisition
Save
Submit an application

Figure 12

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 13).

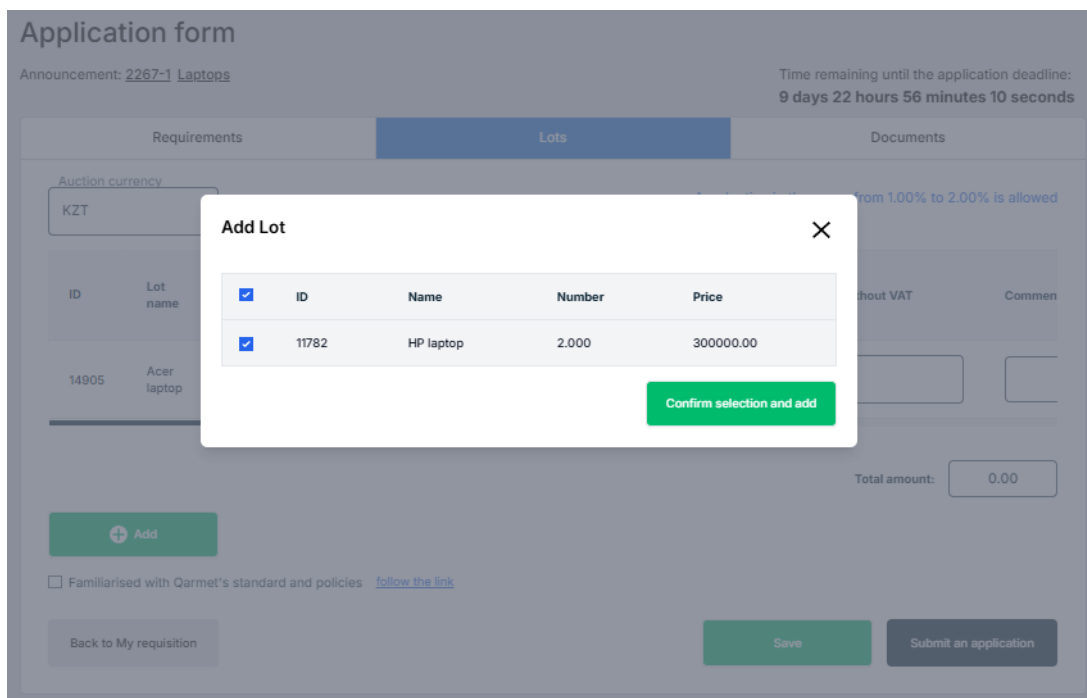


Figure 13

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.

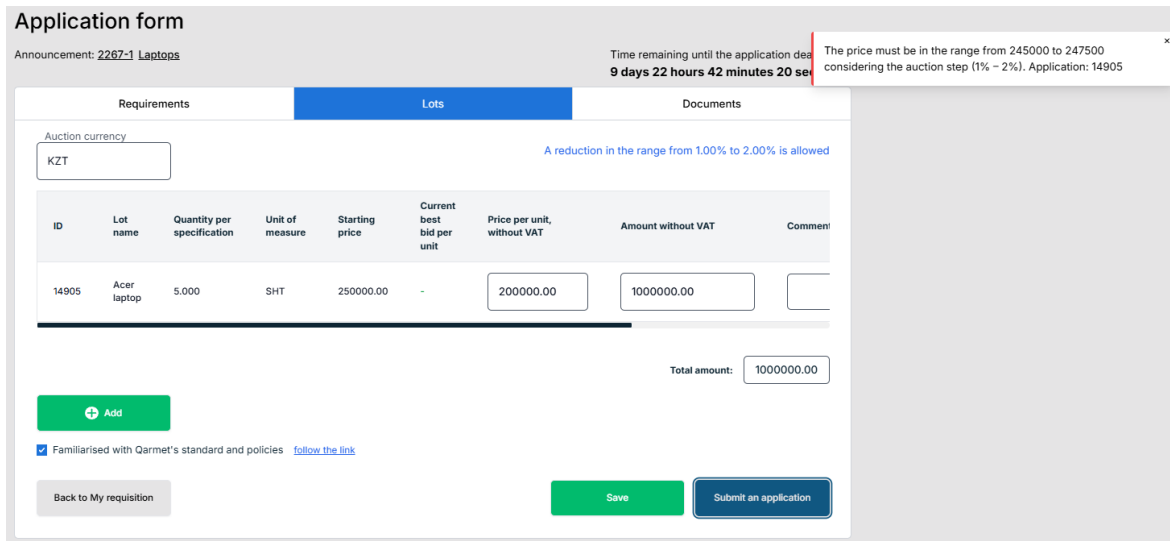
Filling in lot data.

- The Supplier cannot edit the «Proposed Quantity» provided by the Customer.
- Price per unit - it is necessary to specify the price per unit. The unit price cannot be zero.
- Total amount - the system automatically calculates the total amount by multiplying the unit price by the proposed quantity.
- 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).

To submit a price proposal for a procurement using the “Auction” method, it is necessary to specify the proposed unit price in the “Price per unit, without VAT” field. The proposed unit price must not exceed the starting price or the current best bid (if available) and must fall within the allowed price reduction range. This range is displayed in the upper-right corner of the page and highlighted in blue.

If the proposed unit price exceeds the starting price or the current best bid (if available), or falls outside the allowed range, the system restricts requisitions of the application and displays the notification: «*The price must be in the range from ... to ... considering the auction step (...% – ...%). Application: ...*» (Figure 14).



Application form
Announcement: 2267-1 Laptops

Time remaining until the application deadline: **9 days 22 hours 42 minutes 20 seconds**

The price must be in the range from 245000 to 247500 considering the auction step (1% - 2%). Application: 14905

Auction currency: KZT

A reduction in the range from 1.00% to 2.00% is allowed

ID	Lot name	Quantity per specification	Unit of measure	Starting price	Current best bid per unit	Price per unit, without VAT	Amount without VAT	Comment
14905	Acer laptop	5,000	SHT	250000.00	-	200000.00	1000000.00	

Total amount: 1000000.00

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

Buttons: Add, Save, Submit an application

Figure 14

***Note!** If the minimum and maximum price reduction steps are the same, the system accepts bids within the set reduction range from the starting price or the current best bid down to the minimum allowable amount.*

After entering the correct unit price, it is necessary to check the box confirming that you have read Qarmet’s standards and policies, and then click the “Submit Application” button. Once the application is submitted, the proposed price is recorded as the current best unit bid and highlighted in green (Figure 15).

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 «**Published. Auction in progress**».

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

Application form

Announcement: [2267-1 Laptops](#) Time remaining until the application deadline:
9 days 22 hours 32 minutes 31 seconds

Requirements
Lots
Documents

Attention!

Dear supplier! Please be informed that preference in selecting the winner of the procedure will be given to the supplier who submitted the best offers for all lots.

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.

Auction currency: A reduction in the range from 1.00% to 2.00% is allowed

ID	Lot name	Quantity per specification	Unit of measure	Starting price	Current best bid per unit	Price per unit, without VAT	Amount without VAT	Comm
14905	Acer laptop	5,000	SHT	250000.00	245000.00	<input type="text" value="245000.00"/>	<input type="text" value="1225000.00"/>	<input type="text"/>

Total amount:

Back to My requisition
Edit
Place a bid

Figure 15

If another auction participant outbids your offer, your proposed unit price is highlighted in red. To submit a better bid, you need to click the «Place a bid» button (Figure 16).

Application form

Announcement: [2267-1 Laptops](#) Time remaining until the application deadline:
9 days 22 hours 28 minutes 54 seconds

Requirements
Lots
Documents

Attention!

Dear supplier! Please be informed that preference in selecting the winner of the procedure will be given to the supplier who submitted the best offers for all lots.

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.

Auction currency: A reduction in the range from 1.00% to 2.00% is allowed

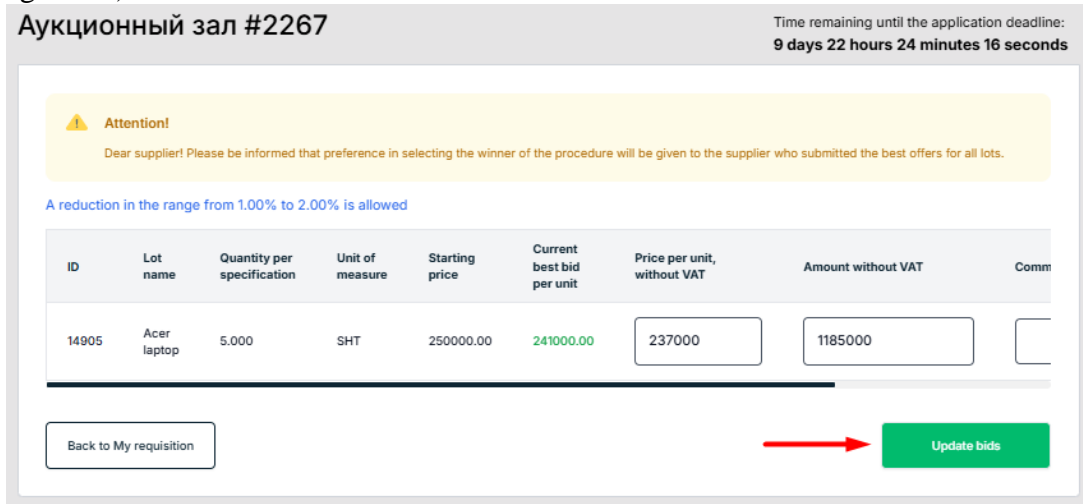
ID	Lot name	Quantity per specification	Unit of measure	Starting price	Current best bid per unit	Price per unit, without VAT	Amount without VAT	Comm
14905	Acer laptop	5,000	SHT	250000.00	241000.00	<input type="text" value="245000.00"/>	<input type="text" value="1225000.00"/>	<input type="text"/>

Total amount:

Back to My requisition
Edit
Place a bid

Figure 16

Next, enter a unit price that falls within the specified range and click the «**Update Bids**» button. If there is already a current best bid, the range starts from its value rather than the starting price (Figure 17).



Аукционный зал #2267 Time remaining until the application deadline:
9 days 22 hours 24 minutes 16 seconds

Attention!
Dear supplier! Please be informed that preference in selecting the winner of the procedure will be given to the supplier who submitted the best offers for all lots.

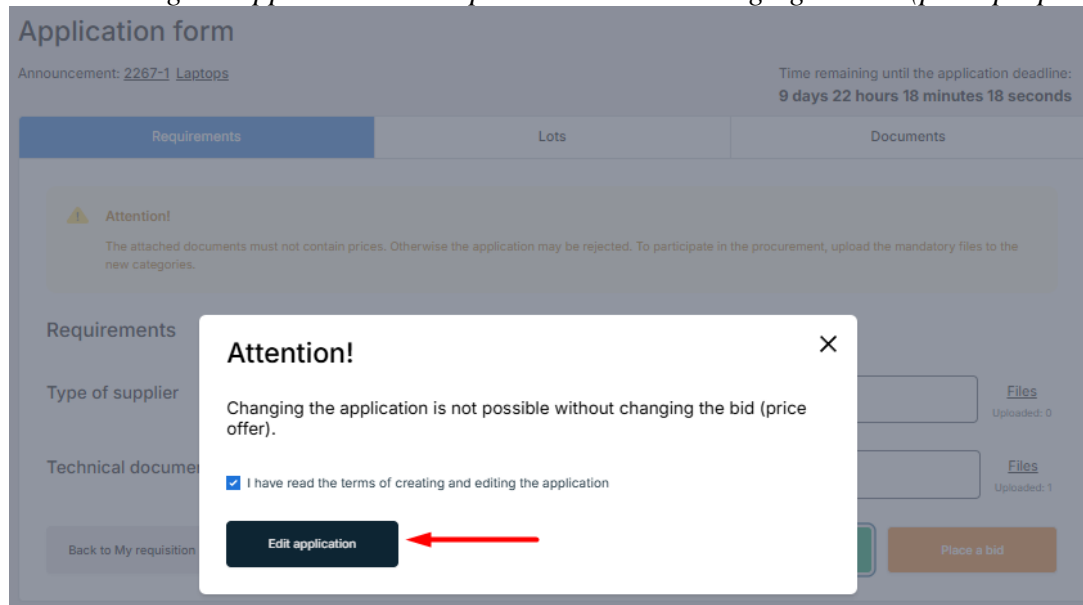
A reduction in the range from 1.00% to 2.00% is allowed

ID	Lot name	Quantity per specification	Unit of measure	Starting price	Current best bid per unit	Price per unit, without VAT	Amount without VAT	Comm
14905	Acer laptop	5.000	SHT	250000.00	241000.00	237000	1185000	

Figure 17

If you need to edit the application (update documents, modify the requirements, etc.), click the «**Edit**» button. Then check the box confirming that you have read the terms for creating and editing the application and click the «**Edit Application**» button (Figure 18).

Note! *Editing the application is not possible without changing the bid (price proposal)!*



Application form Time remaining until the application deadline:
9 days 22 hours 18 minutes 18 seconds

Announcement: [2267-1 Laptops](#)

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 Lots Documents

Requirements

Type of supplier

Technical documents

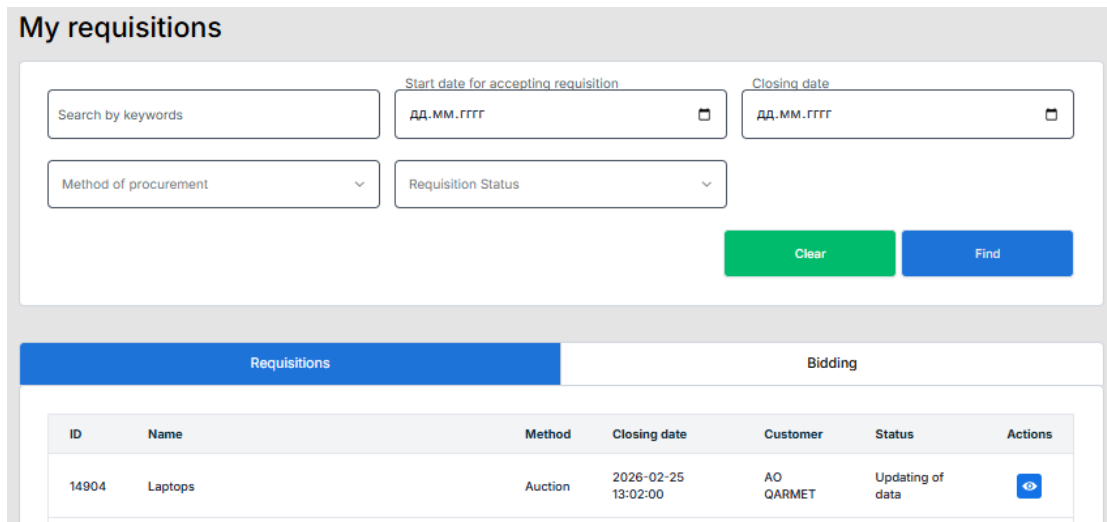
Figure 18

Note! *If a bid is submitted in the final minutes of the auction, the application submission deadline is automatically extended by the time set in the auction settings.*

Note! *Preference in selecting the winner of the procedure will be given to the supplier who submitted the best proposals for all lots.*

3. Updating of data

To update a requisition at the «**Updating of data**» stage, it is necessary to click on the icon on the «My requisition» page opposite the requisition with the «Updating of data» status (Figure 19).



The screenshot shows the 'My requisitions' interface. At the top, there are search filters: 'Search by keywords', 'Start date for accepting requisition' (DD.MM.YYYY), 'Closing date' (DD.MM.YYYY), 'Method of procurement', and 'Requisition Status'. Below these are 'Clear' and 'Find' buttons. The main content area has two tabs: 'Requisitions' (active) and 'Bidding'. A table lists requisitions with columns: ID, Name, Method, Closing date, Customer, Status, and Actions. One requisition is shown with ID 14904, Name 'Laptops', Method 'Auction', Closing date '2026-02-25 13:02:00', Customer 'AO QARMET', and Status 'Updating of data'. An eye icon in the Actions column indicates the update status.


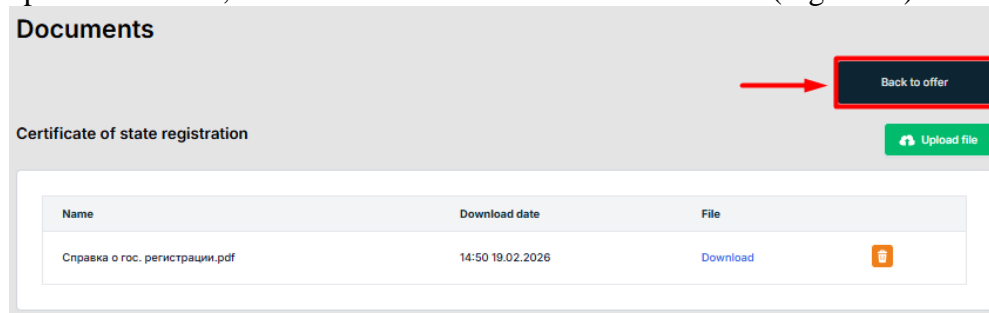
ID	Name	Method	Closing date	Customer	Status	Actions
14904	Laptops	Auction	2026-02-25 13:02:00	AO QARMET	Updating of data	

Figure 19

The Documents tab – this tab displays all the documents uploaded by the supplier during the requisition submission. The supplier can click the "My Documents" button, delete old documents, upload new ones, and then click the "Back to Offer" button (Figure 20).



The screenshot shows the 'Documents' interface. At the top right, there is a 'Back to offer' button highlighted with a red box and a red arrow. Below it is an 'Upload file' button. The main content area has a section titled 'Certificate of state registration' and a table of documents with columns: Name, Download date, and File. One document is shown with Name 'Справка о гос. регистрации.pdf', Download date '14:50 19.02.2026', and File 'Download' with a trash icon.


Name	Download date	File
Справка о гос. регистрации.pdf	14:50 19.02.2026	Download 

Figure 20

To ensure that new documents appear in the bid, you need to click the "Update Documents" button (Figure 21).

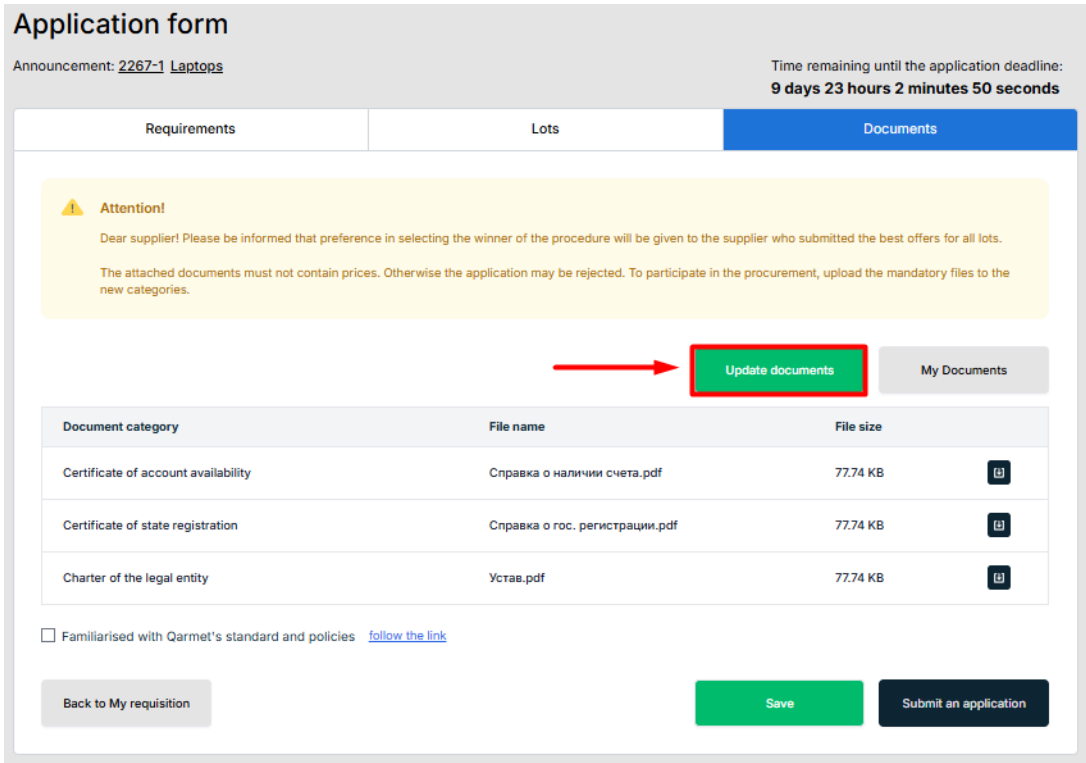


Figure 21

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 22).

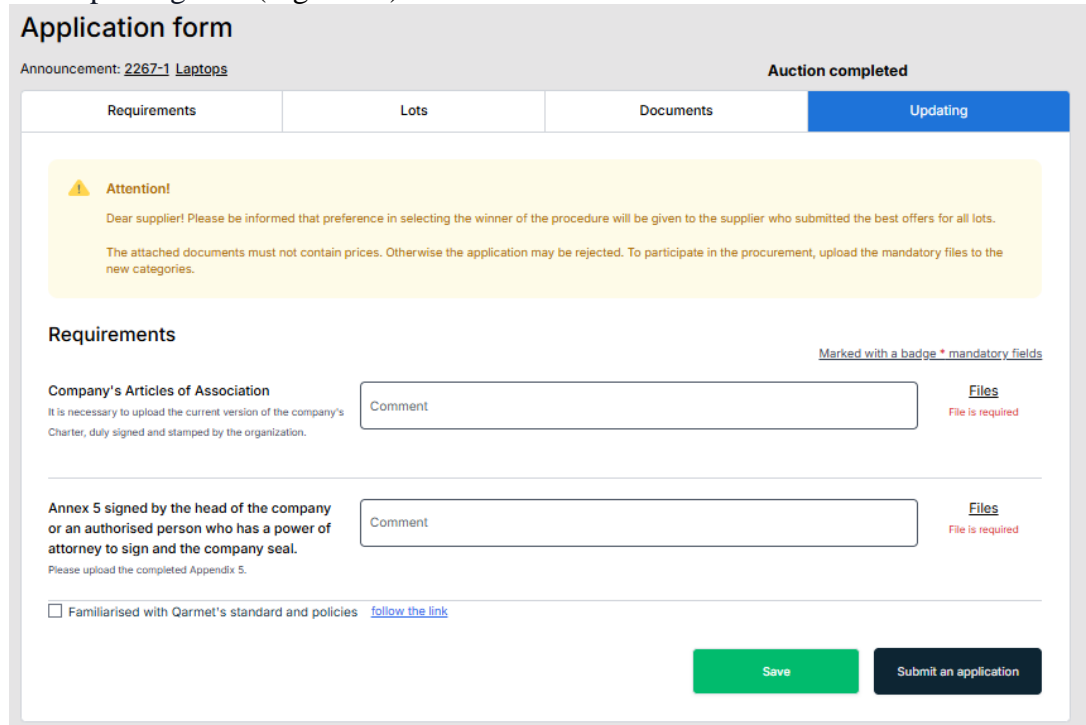


Figure 22

- 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.

4. Verification of auction 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 requisitions» 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» (Figure 23).

Application form

Announcement: 2267-1 Laptops Auction completed

Requirements	Lots	Documents	Updating					
Auction currency: <input type="text" value="KZT"/>								
ID	Lot name	Quantity per specification	Unit of measure	Starting price	Current best bid per unit	Price per unit, without VAT	Amount without VAT	Com
14905 Winner	Acer laptop	5.000	SHT	250000.00	237000.00	<input type="text" value="237000.00"/>	<input type="text" value="1185000.00"/>	<input type="text"/>
Total amount:							<input type="text" value="1185000.00"/>	

Figure 23