



**Oyu Tolgoi LLC**  
**Supplier Qualification & Management**  
**System Registration manual**  
**(For first time users)**

**2018**

## Content

1. INTRODUCTION .....	3
2. NOTE BEFORE REGISTRATION .....	3
3. REGISTRATION .....	4
4. ACCESS.....	5
5. DASHBOARD.....	10
6. REGISTRATION .....	11
7. PRE-QUALIFICATION .....	15
8. CAPACITY BUILDING .....	18
9. QUALIFICATION .....	19
10. EXPRESSION OF INTEREST& REQUEST FOR QUOTATION.....	20
11. MY MENU .....	27
12. CONTACT DETAILS .....	29

## INTRODUCTION

Oyu Tolgoi LLC has established integrated supplier database which is intended to help procurement professionals as a sourcing tool to find information on potential suppliers and invite them for tenders.

On the other hand, companies willing to become supplier can register into the database via the link in the website.

This manual was developed to assist companies, organizations and individuals so that they can successfully register in the database and information they provide is as accurate and complete as possible.

Potential suppliers need to provide accurate and comprehensive information when registering in database which is crucial for future partnership between supplier and Oyu Tolgoi.

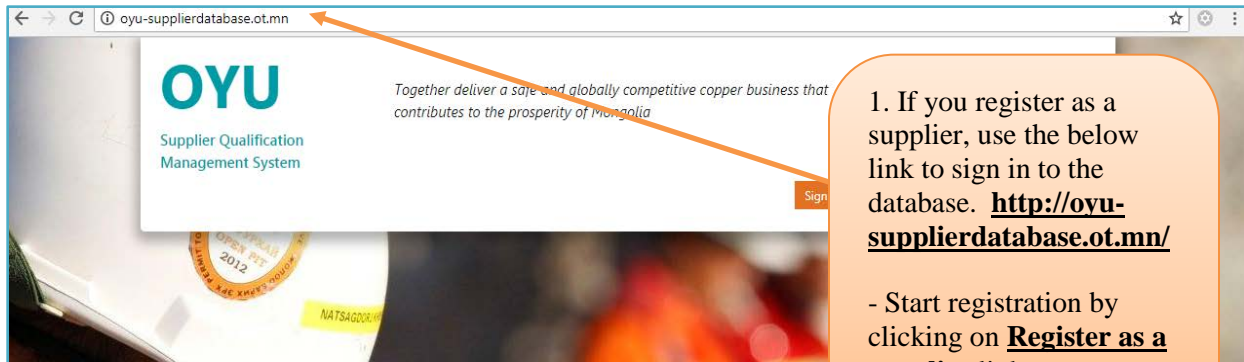
Companies registered in database can update their data whenever they need to. In particular, they can update changes in the company's address; new product and services; changes in number of employee, changes in the ratio of the company equity etc. This database has the ability to update the changes.

### NOTE:

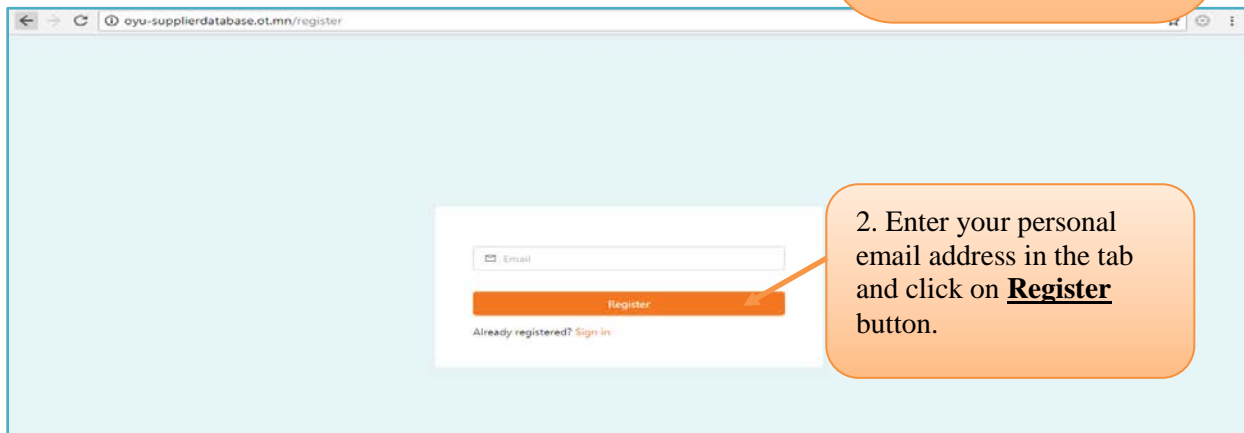
- \* If this icon appears, it means that the information or answer must be provided to continue the registration.
- You need to prepare soft copies of following documents before starting the registration, (1) copy of state registration certificate; (2) company's brochure and (3) organizational chart. You will need to upload these three documents into the system while registering.

## REGISTRATION

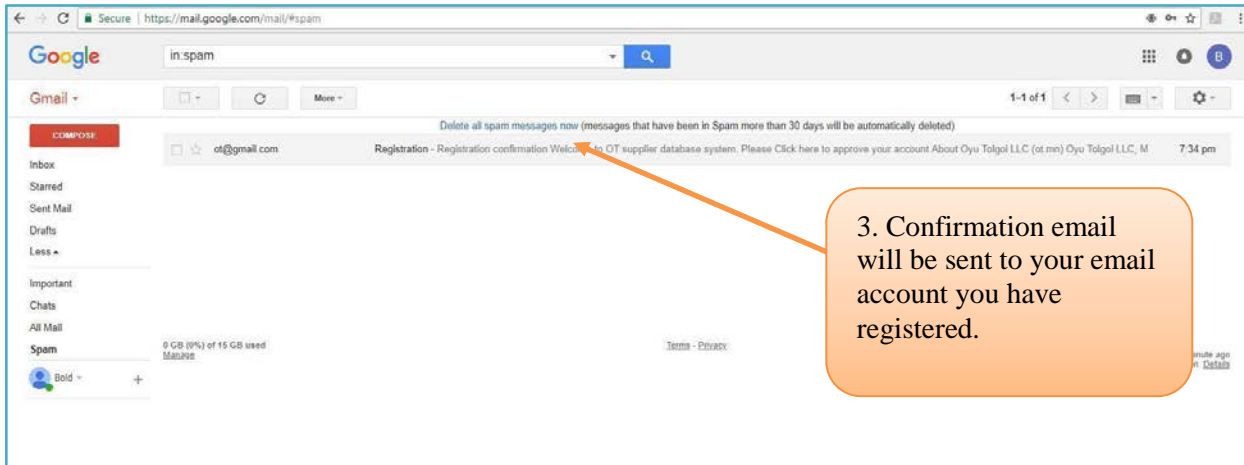
- Register as a supplier



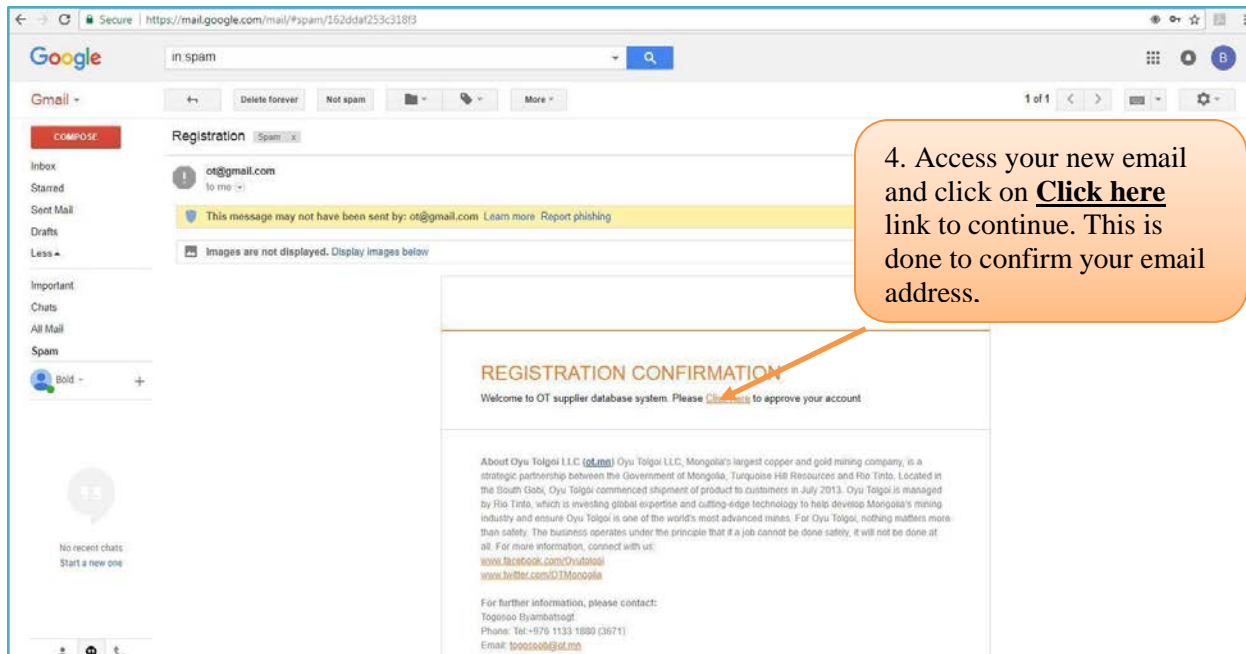
1. If you register as a supplier, use the below link to sign in to the database. <http://oyu-supplierdatabase.ot.mn/>  
- Start registration by clicking on **Register as a supplier** link.



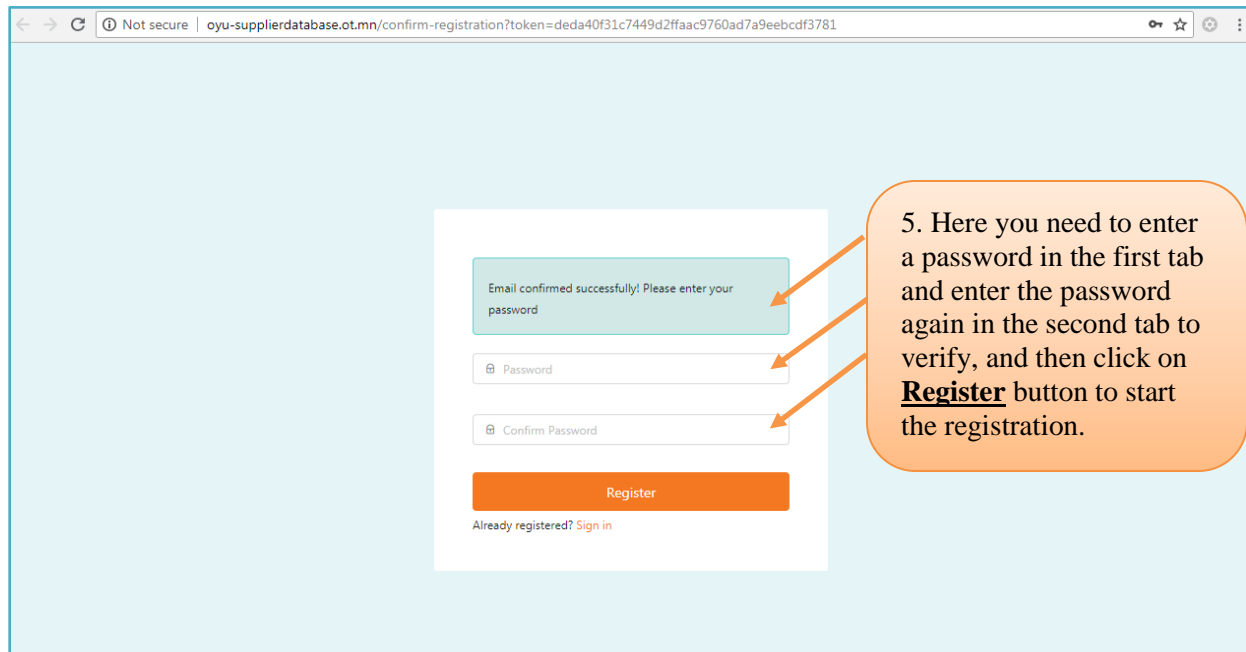
2. Enter your personal email address in the tab and click on **Register** button.

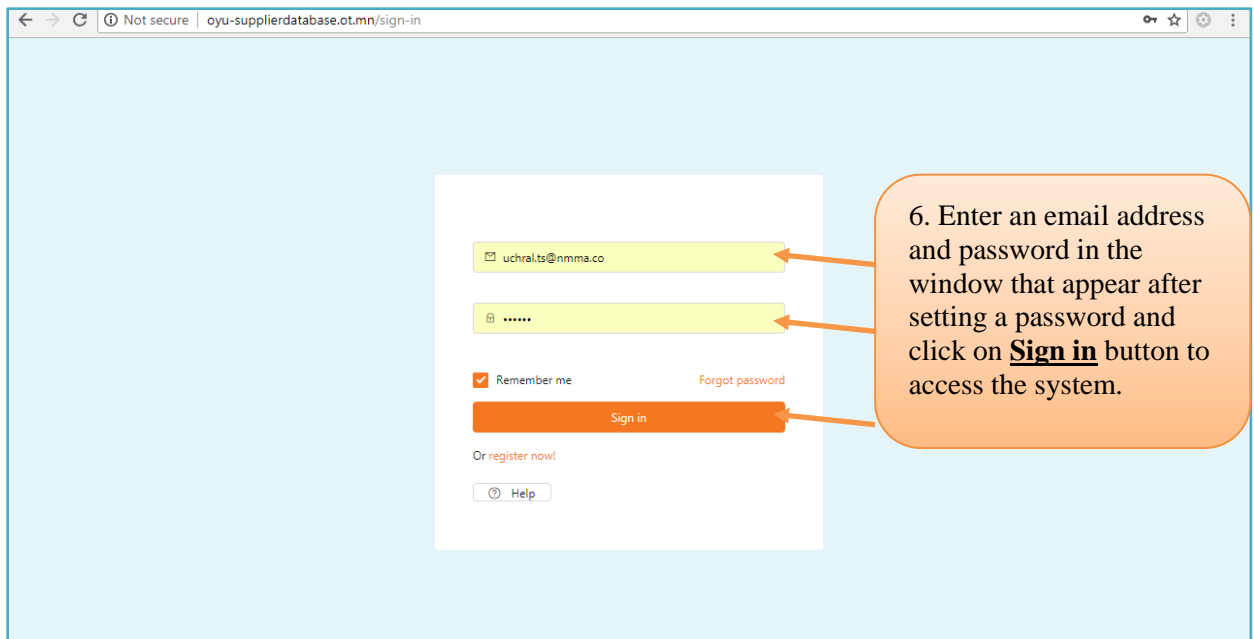


3. Confirmation email will be sent to your email account you have registered.



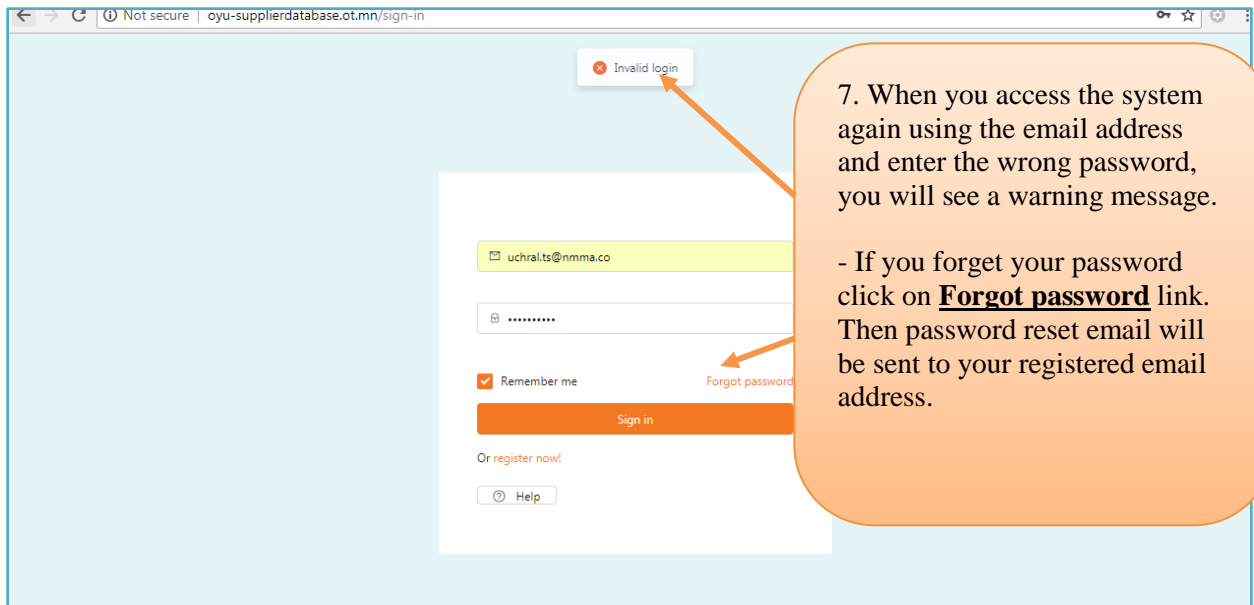
## ACCESS





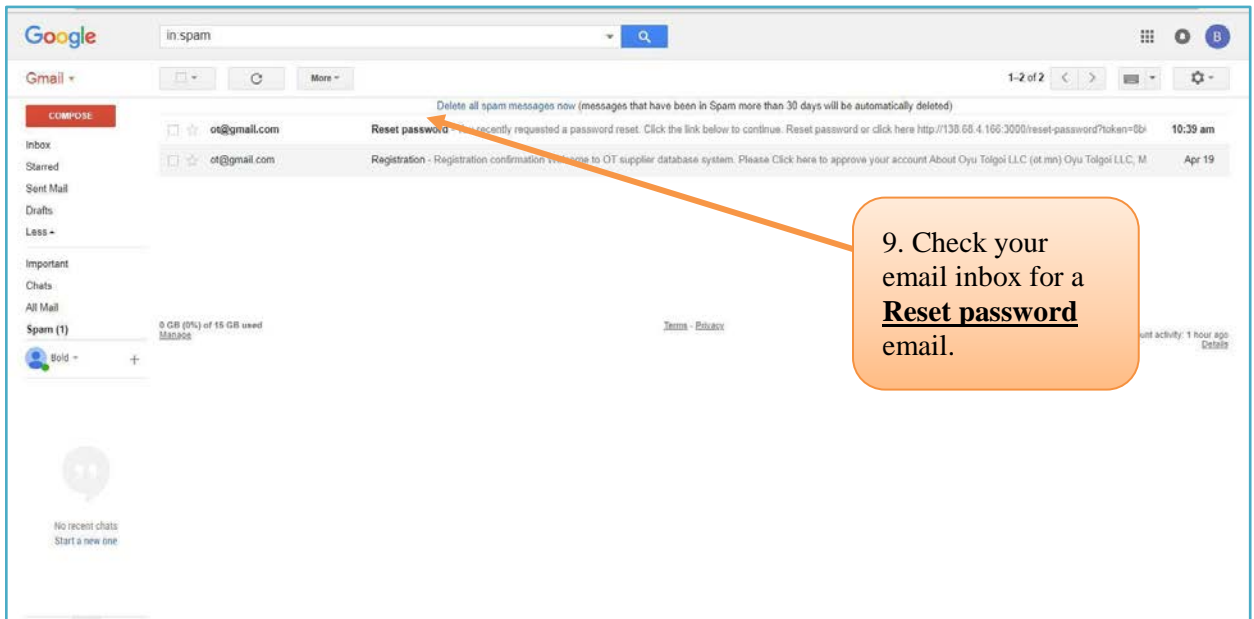
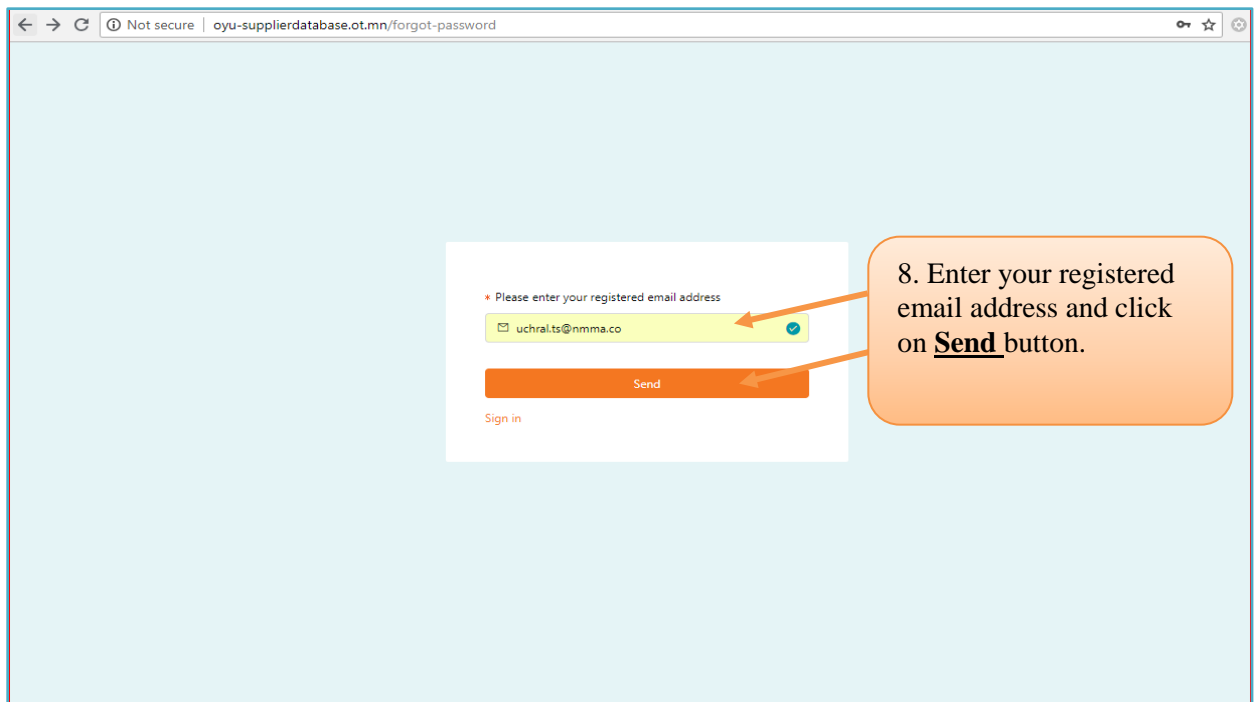
6. Enter an email address and password in the window that appear after setting a password and click on **Sign in** button to access the system.

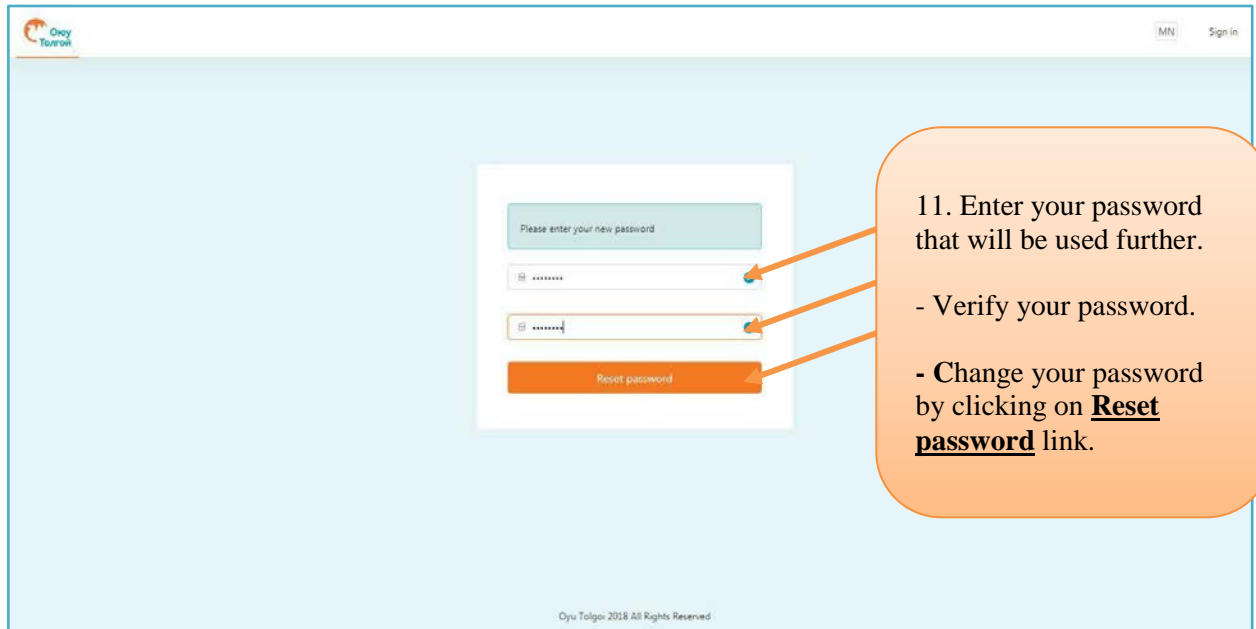
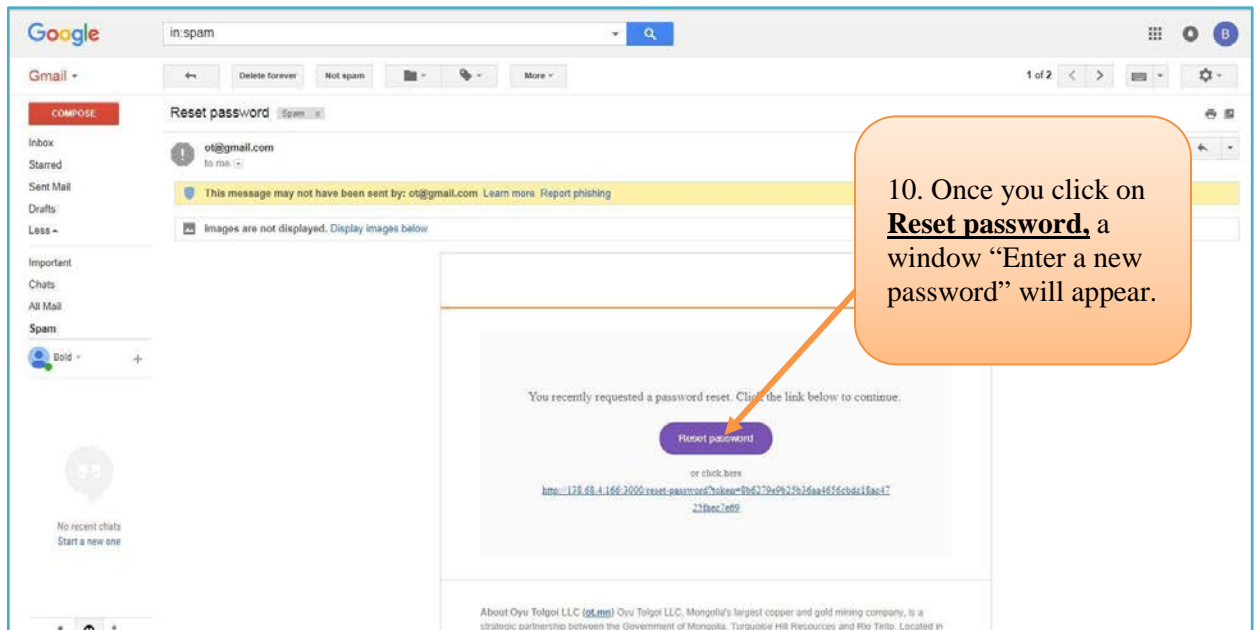
### FORGET PASSWORD



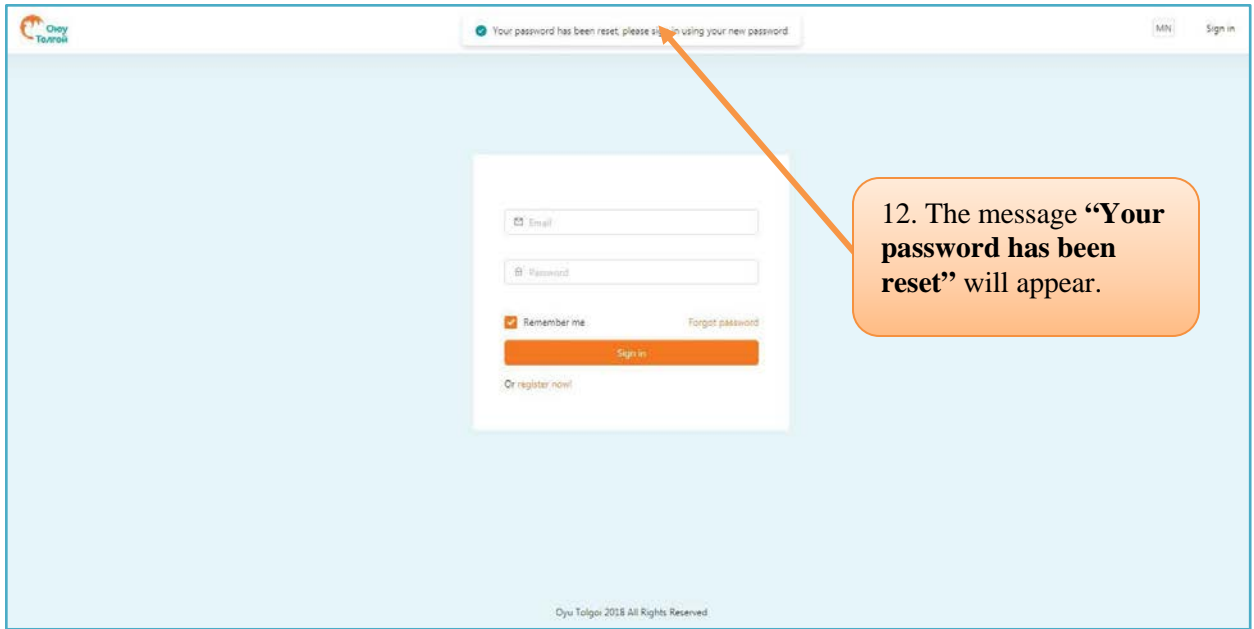
7. When you access the system again using the email address and enter the wrong password, you will see a warning message.

- If you forget your password click on **Forgot password** link. Then password reset email will be sent to your registered email address.

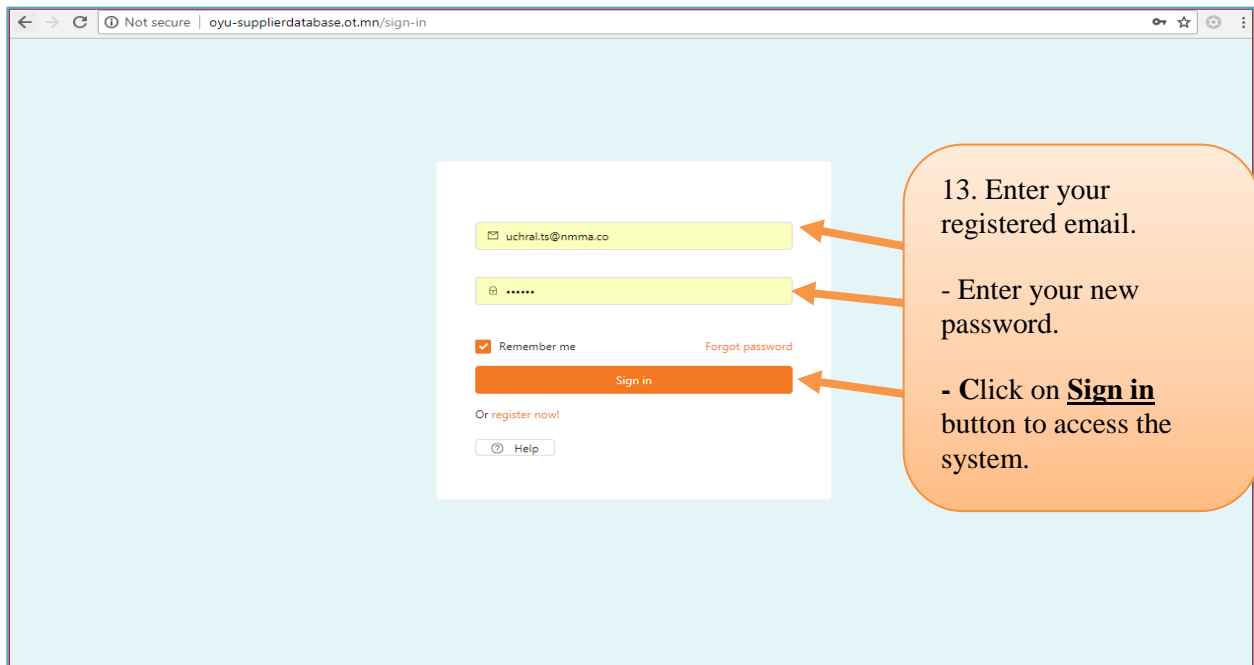








12. The message “Your password has been reset” will appear.



13. Enter your registered email.  
- Enter your new password.  
- Click on **Sign in** button to access the system.

# DASHBOARD

The screenshot shows the dashboard interface with a sidebar on the left containing menu items: Tenders & EOI, Registration, Pre-qualification, Qualification/audit, and Capacity building. The main content area includes a 'Welcome!' message with a link to the 'Registration' form. Below this are several summary cards: 'Open EOI/RFQ' with a value of 0, 'DIFOT Score' with a value of 75, 'Success feedback' with 'Nothing new', 'Reminder' with a value of 0, 'Pre-qualification status' with 'In progress', and 'Qualification/audit'. At the bottom, there is an 'Expression Of Interest' section with search filters and a table showing 'No data'. A callout box labeled '14' points to the 'MN' language selection button in the top right corner.

14. You can change language by clicking on **EN** button.

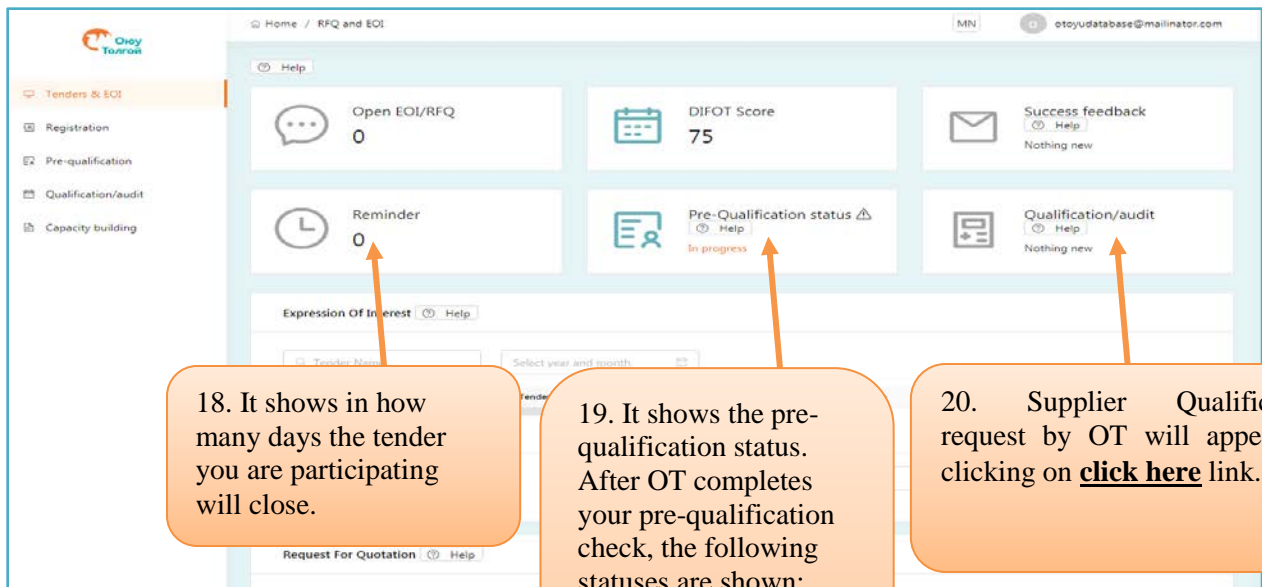
- Switch to the registration by clicking on **register** link and enter your company's information.

This screenshot is similar to the first one but with three callout boxes providing context for specific data points. Callout box '15' points to the 'Open EOI/RFQ' card (value 0). Callout box '16' points to the 'DIFOT Score' card (value 75). Callout box '17' points to the 'Success feedback' card (value 'Nothing new'). The rest of the dashboard layout remains the same as in the first image.

15. Here is the number of open “Expression of Interest” (EOI) and “Request for Quotation” (RFQ).

16. Here you can see performance indicator of supplier that cooperates with OT by supplying products **OR** evaluation score of delivery completed within the specified time period.

17. Survey of your company's success extent after collaborating with OT.



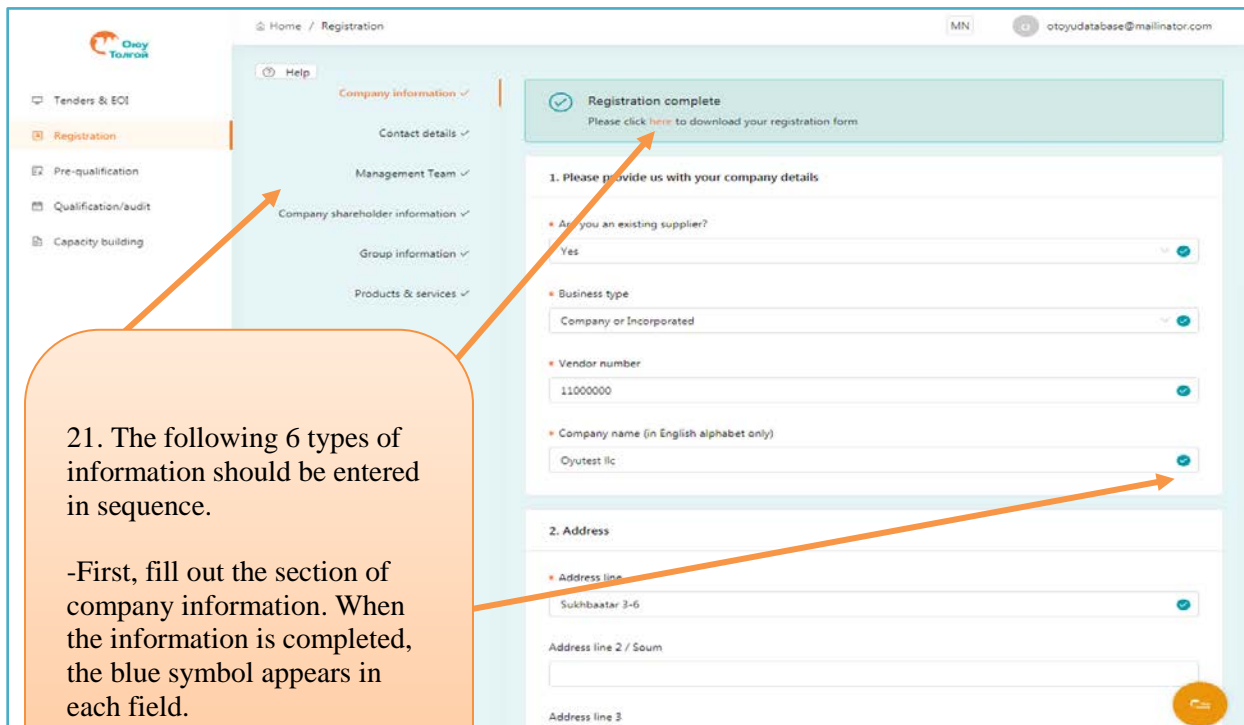
18. It shows in how many days the tender you are participating will close.

19. It shows the pre-qualification status. After OT completes your pre-qualification check, the following statuses are shown: pre-qualified **“Тийм”**; not pre-qualified - **“Үгүй”**.

20. Supplier Qualification request by OT will appear by clicking on **click here** link.

## REGISTRATION

- **Entering company information**



21. The following 6 types of information should be entered in sequence.

-First, fill out the section of company information. When the information is completed, the blue symbol appears in each field.

- You can download your own information by clicking on **Click here** link.

- **Entering contact details**

22. You can copy contact details directly from the section “company information”.

- click the **Copy from company information**

- **Entering management information**

23. The field “**management team**” is information about the company’s senior leaders.

- There are many fields, you can copy and paste previous info if it is the same information.
- Click the **copy above** button to copy.

- **Entering company's shareholder information**

24. **Company shareholder information** section can contain up to 5 shareholders' information.

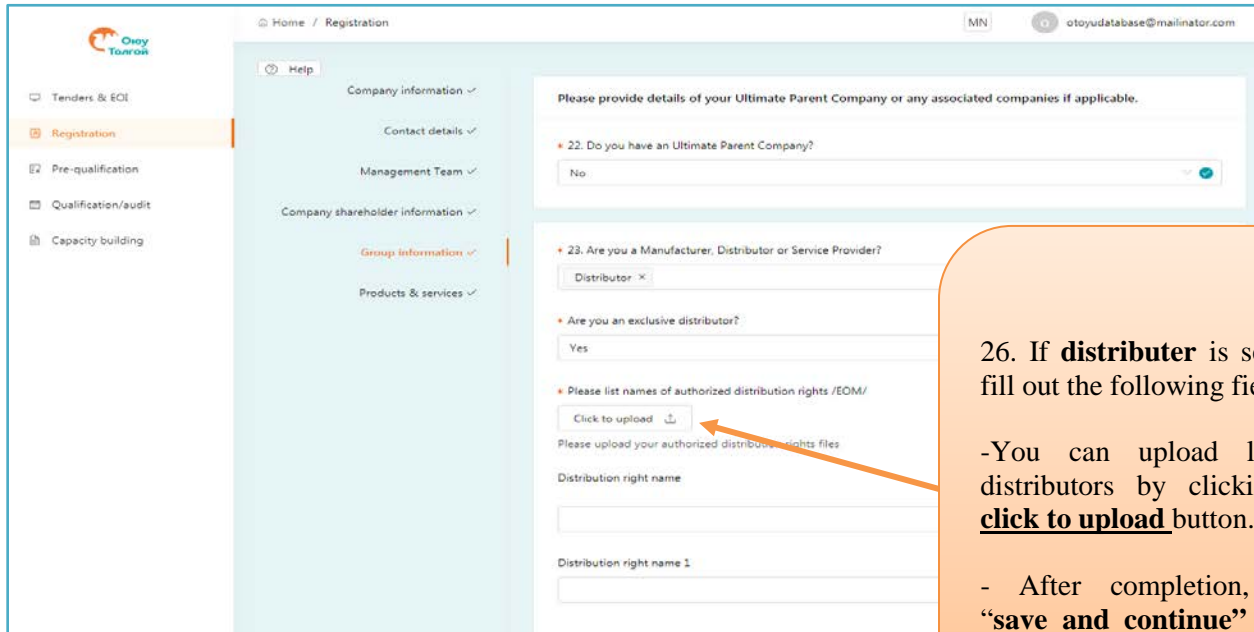
- If more than 5 suppliers' information is provided, click **upload** button and insert ready list of shareholders information.

- **Entering Group information**

25. If there is a parent company, access the **group information** section; if not, leave this section and continue with the registration.

- Click the tab to enter the information. Choose from **Original equipment manufacturer, service provider, distributor** or **none of above** and register.

- If the **original equipment manufacturer** is selected, click **Add factory** button to add more factory.

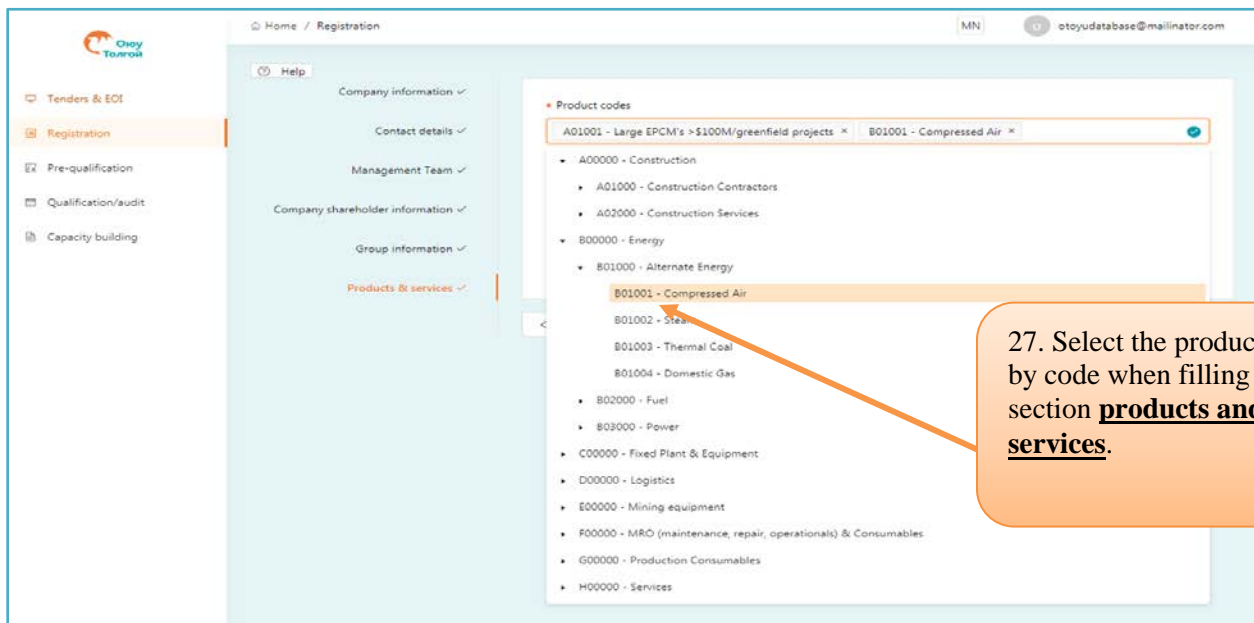


26. If **distributer** is selected fill out the following fields.

-You can upload list of distributors by clicking on **click to upload** button.

- After completion, click **“save and continue”** button and continue.

● **Entering information on products and services**



27. Select the product type by code when filling out the section **products and services**.

28. Please note that it is important to select product or service code that your company can supply.

- You will not be able to choose more than 20 product codes.
- Click **save and submit** button to continue.

## PRE - QUALIFICATION

- **Entering financial information**

29. Four types of information must be provided in **pre-qualification** section.

- First - **financial information**. **Financial information is not qualified** means that there is no action taken by OT. Once you answer the question and submit, this tab will be changed accordingly.

30. If your company is currently in operation for less than 3 years, answer the first question **No**.

Home / Prequalification MN otoyudatabase@mailinator.com

Financial information is not qualified

Can you provide accounts for the last 3 financial years?  
Yes

Currency  
Tugrugt (MNT)

Annual turnover:

2017	500000000
2016	600000000
2015	400000000

Pre-tax profit:

2017	300000000
2016	200000000
2015	200000000

Total assets:

2017	500000000
2016	400000000
2015	500000000

31. If your company currently in operation for more than 3 years, then the first question needs to be answered Yes.  
- Financial statement must be uploaded year by year.

• Entering human resource information

Home / Prequalification MN otoyudatabase@mailinator.com

Business integrity & human resource is not qualified

Human resource management

Please upload copy of your organisation chart  
Click to upload

Does your company meet minimum standards of fair employment practice required by Mongolian labor laws and regulations?  
No

Does the Company have a job description procedure in place?  
No

Does the company conclude valid contracts with all employees. (include skilled/unskilled, temporary and permanent, and underage workers, etc)  
No

32. Click on the click to upload to enter the data file when entering data in “Human Resource” section.



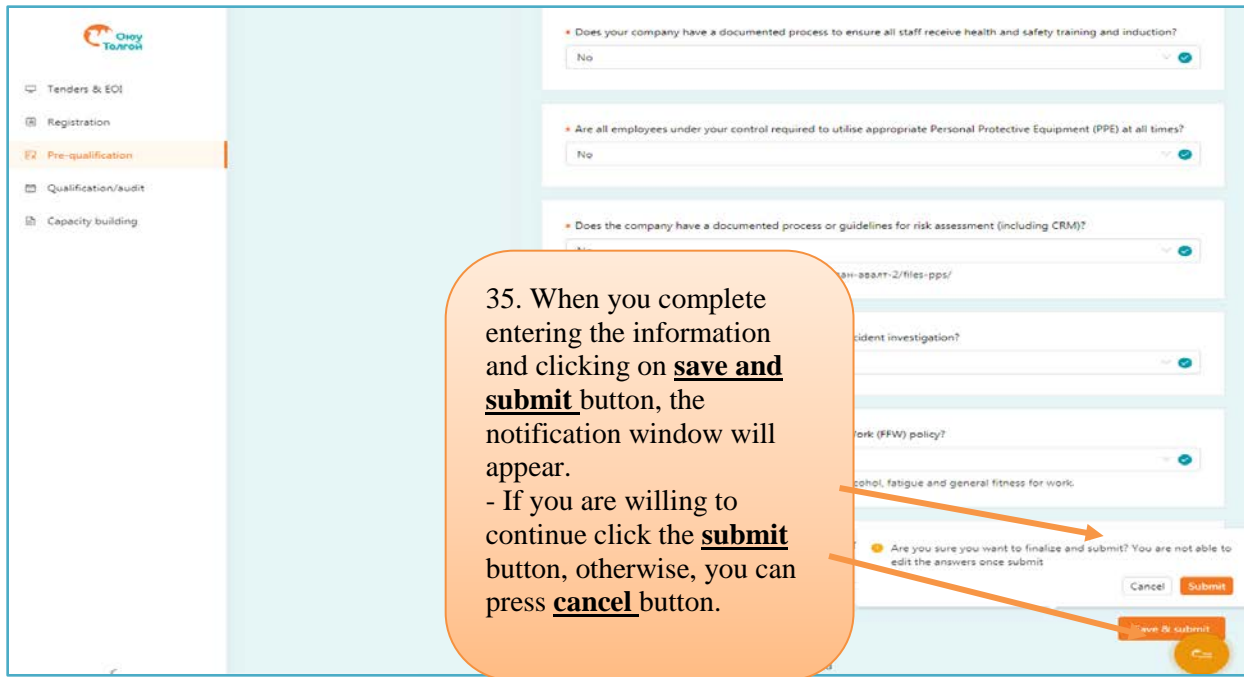
- **Entering environmental management information**

33. Click on **Click to upload** to upload information on environment management section.

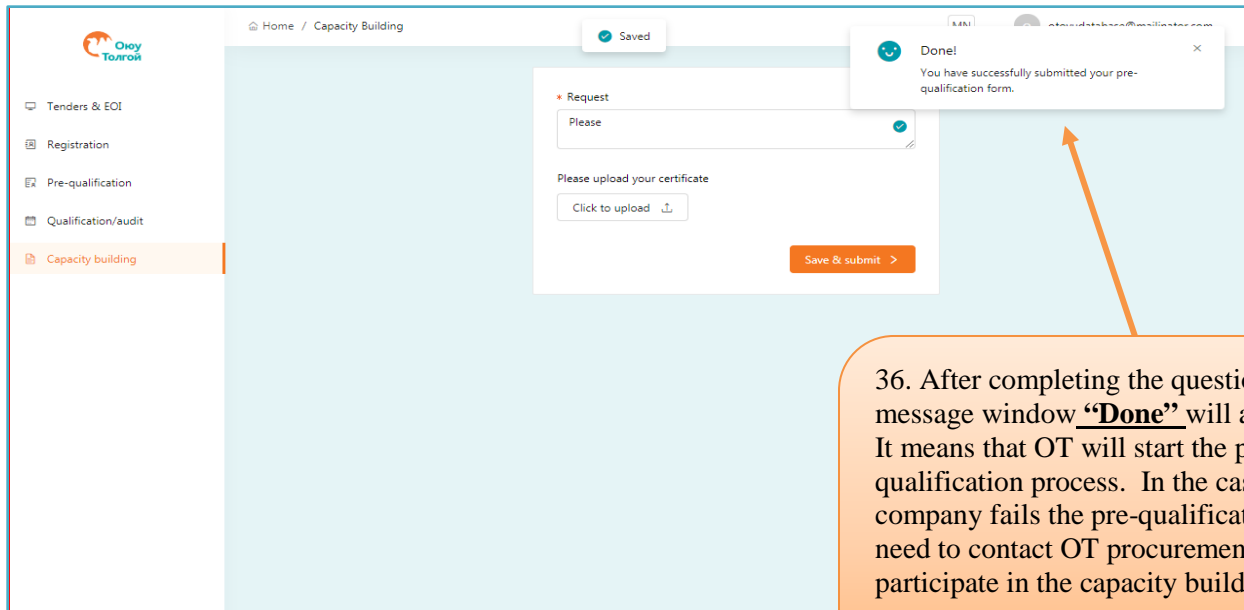
- After completing, click on **Save & Continue** button to continue.

- **Entering health and safety management system**

34. Click on **Click to upload** to upload information on health & safety management system.



## Capacity building program



## Qualification

- Qualification table

Home / Qualification/audit

MN otoyudatabase@mailinator.com

Qualification/audit requests

Status	Publish Date	Expiration Date	Auditor Report	Auditor Improvement Plan	More
open	2018/08/10 09:41	2018/09/06 09:41	-	-	View
open	2018/08/10 09:42	2018/09/03 09:42	-	-	View

37. Click the link **view** to see OT supplier qualification questionnaire.

Home / Supplier qualification

MN otoyudatabase@mailinator.com

Supplier profile

Company information

Type  
tier3

Ownership  
Bat

Shareholder  
Bat 20%

Number of employees  
10

SQA result  
Audited

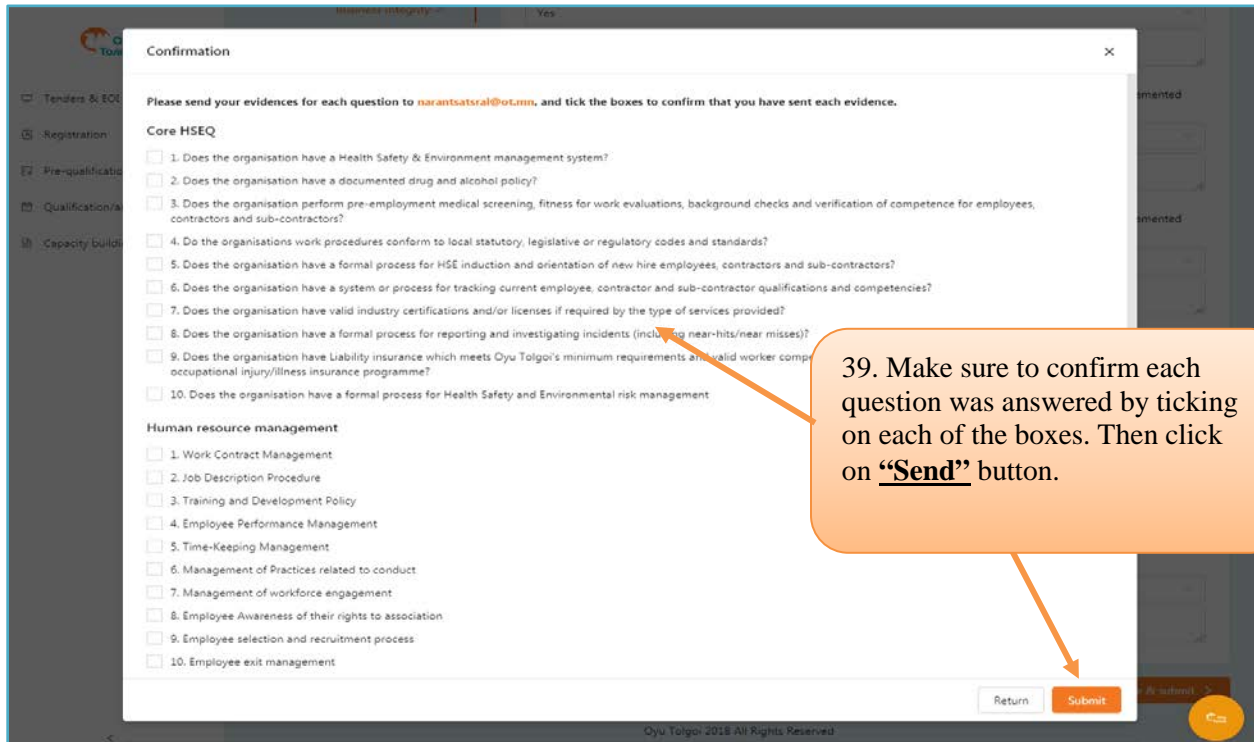
Oyu Tolgoi LLC (OT) related performance ratios

OT experience

Share of OT related income in total income (SOTRI)

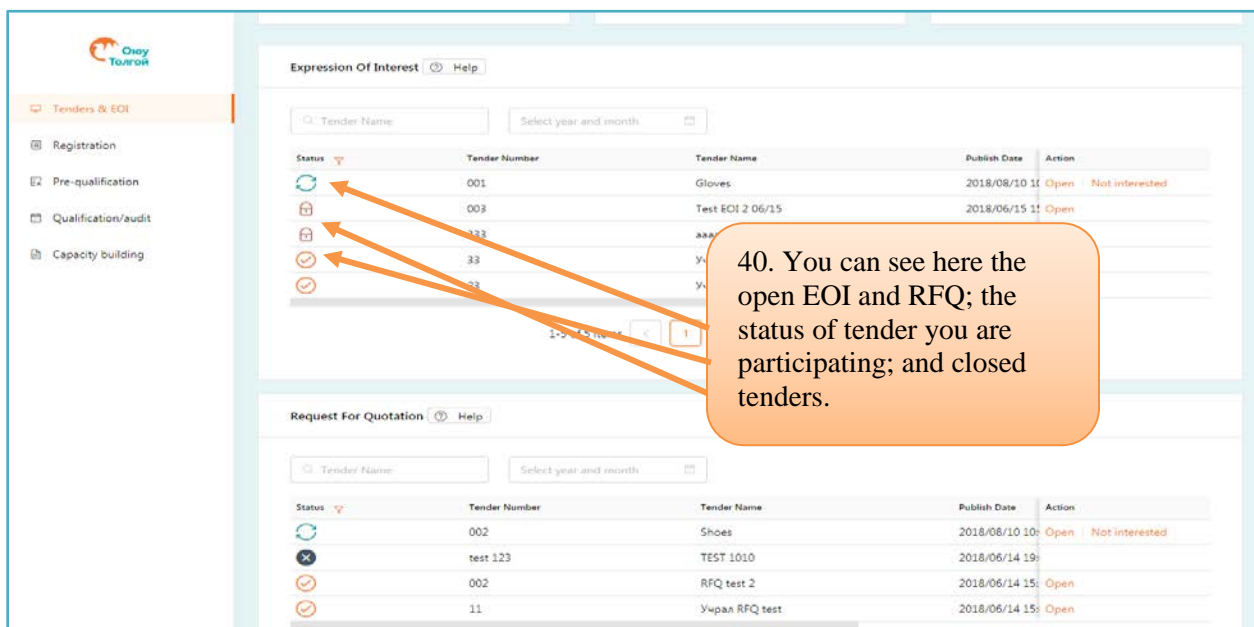
38. Read every question in the tab carefully and answer, upload relevant evidences. Then the evaluation will be done accurately.

- Select confirmation of qualification questionnaire



## Expression of interest and Request for quotation

- Expression of interest and Request for quotation table



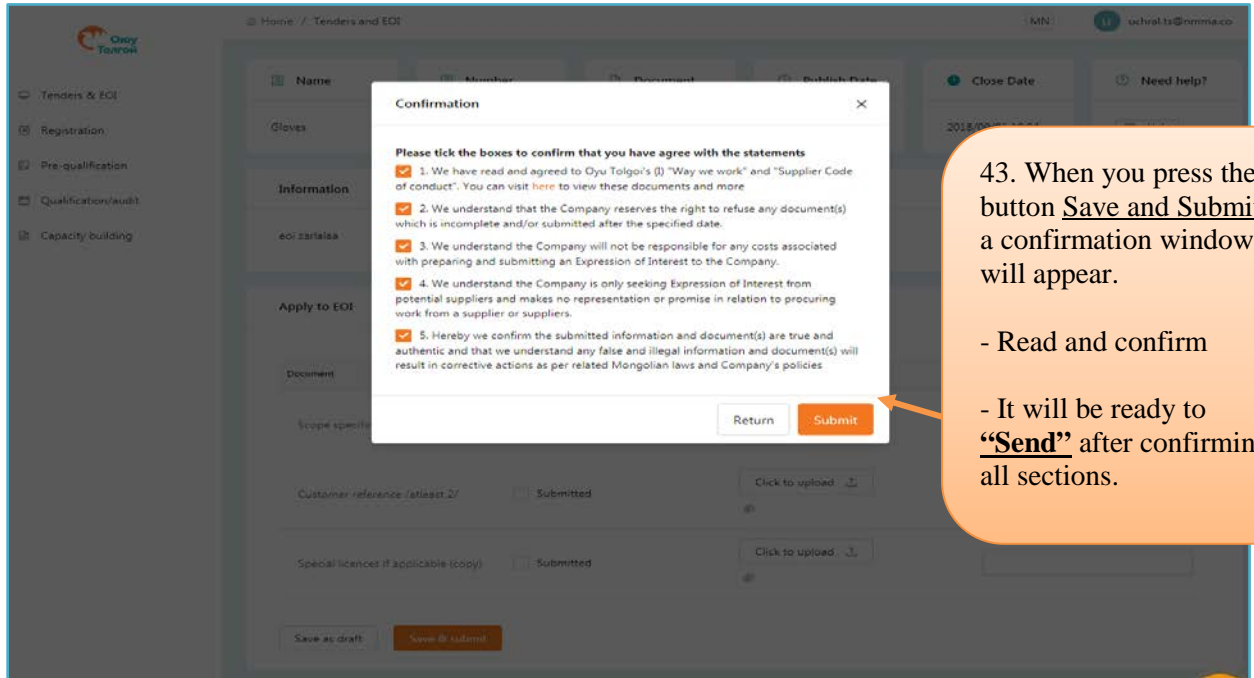
**41. The following message will appear when you click on Not Interested.**

- If you click on the button Yes, selected tender information will disappear.

- **Respond to Expression of interest**

**42. If you want to express your interest, fill out the following fields.**

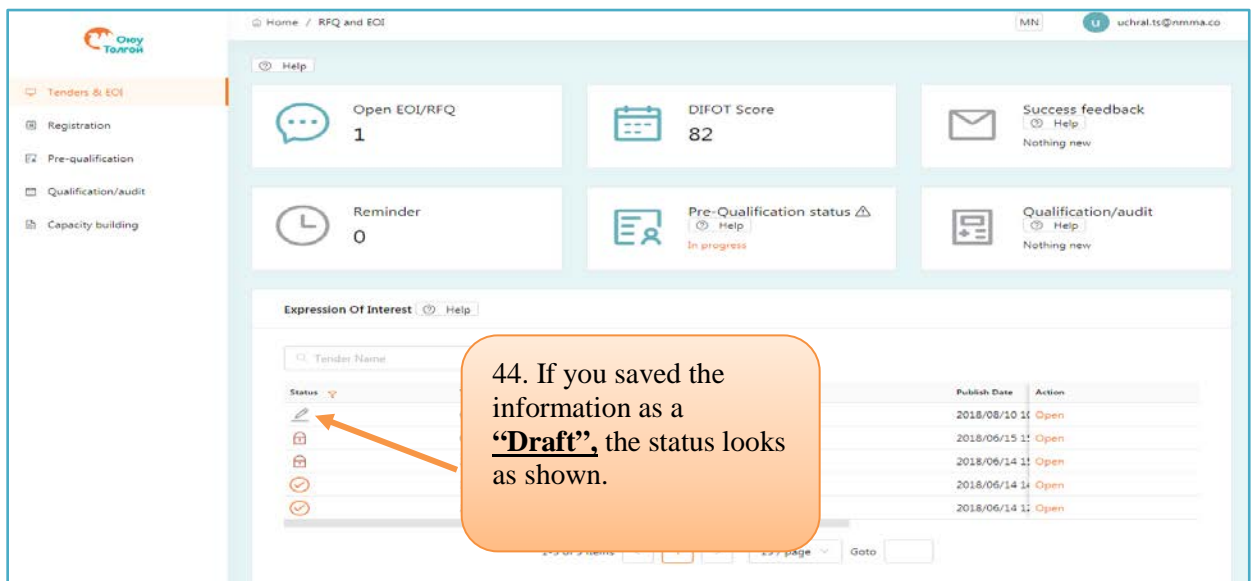
- You can save draft using the button **“Save as Draft”**
- If you are sure you can click **“Save & Submit”** button.



43. When you press the button Save and Submit, a confirmation window will appear.

- Read and confirm

- It will be ready to "Send" after confirming all sections.



44. If you saved the information as a "Draft", the status looks as shown.

45. If you are done sending the information, the status will look as shown.

Status	Tender Number	Tender Name	Publish Date	Action
Open	001	Gloves	2018/06/10 11	Open
Open	003	Test EOI 2 06/15	2018/06/15 11	Open
Open	333	aaaa	2018/06/14 11	Open
Open	33	Учпан rect 2	2018/06/14 11	Open
Open	23	Учпан rect	2018/06/14 11	Open

- Respond to Request for quotation

46. The following message will appear when you click on **Not Interested**.

- If you click on the button **Yes**, selected tender information will disappear.

Status	Tender Number	Tender Name	Publish Date	Action
Open	002		2018/08/10 10	Open Not interested
Open	test 123			
Open	002			
Open	11			

**Disclaimer**  
Lead time quoted will be taken seriously and treated as final. Quotes will be rejected with different formats than this template. Please dont delete the lines you cannot quote just leave with a value of 0 and dont change the sequence of lines. Quoted price must include all expenses including packaging and delivery to OT warehouse.

OT Material Code	Purchase Request Number	Short Text	Quantity	UOM	Manufacturer
001	1	yellow shoes	2	2	2

Buttons: Save as draft, Save & submit, Download template

47. Please fill in the following fields to send your quotation.  
-You can use **Download template** button to enter the information

Your file is ready to download

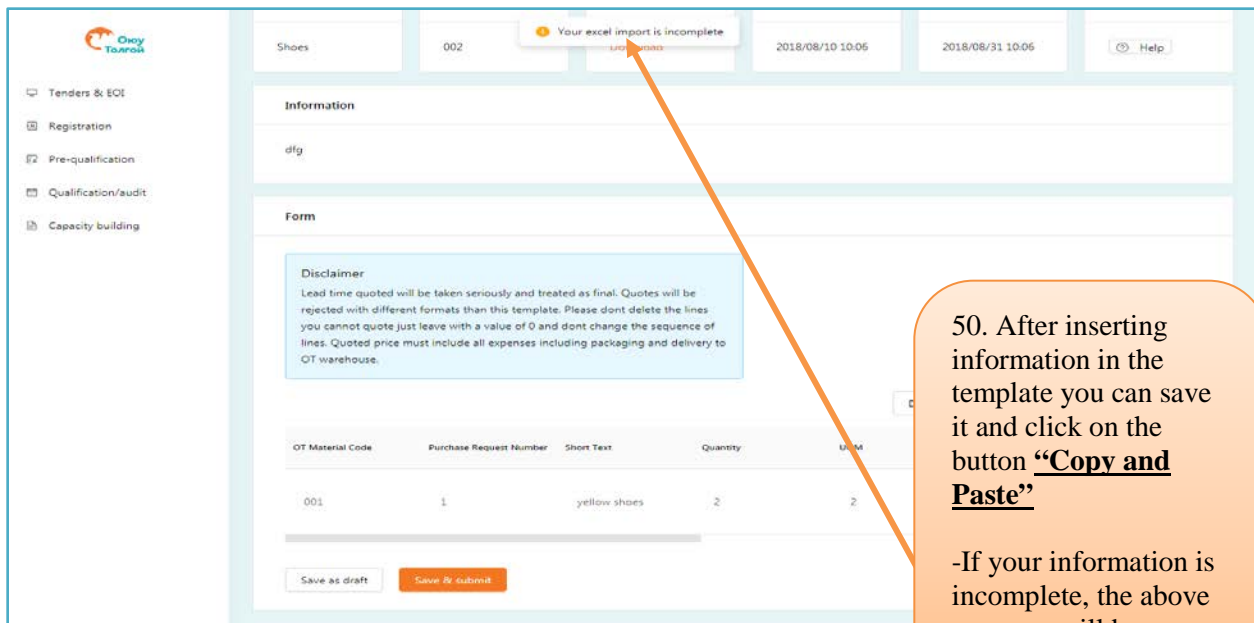
Buttons: Download

48. When you click on **Download** you will see the following message.  
-Click on the link to download the spreadsheet.

	A	B	C	D	E	F	G	H	I
	code	purchaseRequestNumber	shortText	quantity	uom	manufacturer	manufacturerPart	suggestedManufacturer	suggestedManufacturerPartNumber
2	Baraa1	521421	yellow shoes	120	250	Test LLC	215102	Sunny	
3	Baraa2	532542	yellow shoes	150	250	Test LLC	554233	Sunny	
4	Baraa3	511142	yellow shoes	200	250	Test LLC	123054	Sunny	
5									
6									
7									
8									

49. Enter the information in the downloaded template.



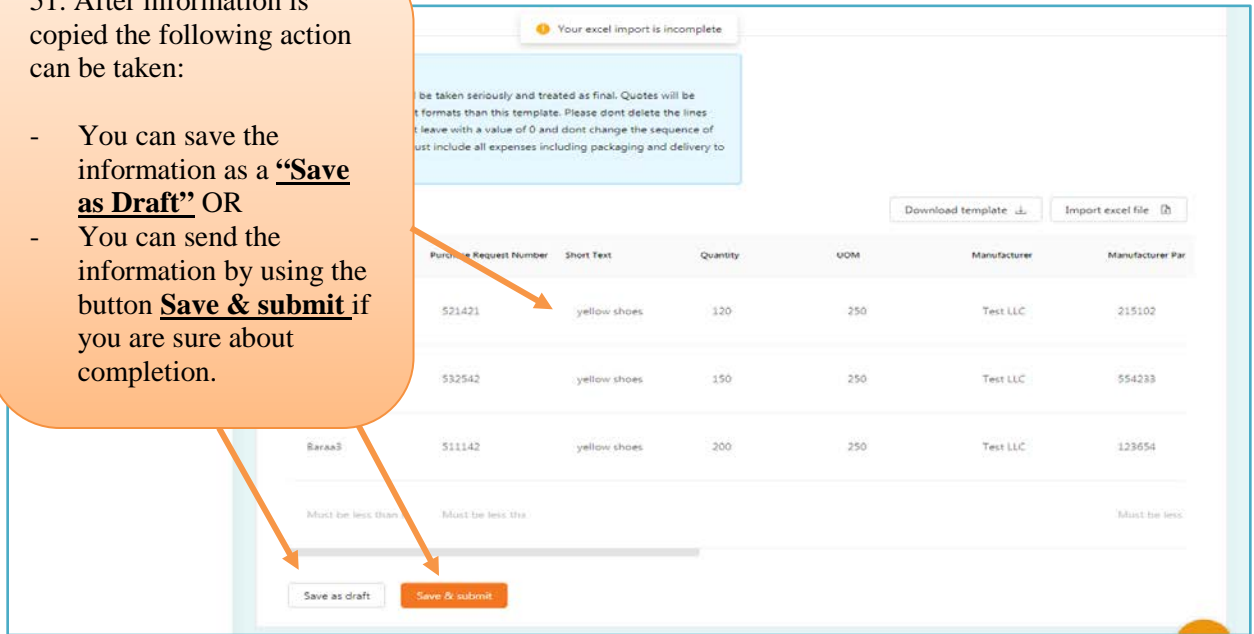


50. After inserting information in the template you can save it and click on the button **“Copy and Paste”**

-If your information is incomplete, the above message will be displayed.

51. After information is copied the following action can be taken:

- You can save the information as a **“Save as Draft”** OR
- You can send the information by using the button **Save & submit** if you are sure about completion.



**Expression Of Interest** | Help

Tender Name:  Select year and month:

Status	Tender Number	Tender Name	Publish Date	Action
	001	Gloves	2018/08/10 11	Open
	003	Test EOI 2 06/15	2018/06/15 11	Open
	333	aaaa	2018/06/14 11	Open
	33	Yupan recr 2	2018/06/14 11	Open
	23	Yupan recr	2018/06/14 11	Open

1-5 of 5 items | < 1 > | 15 / page | Goto:

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**Request For Quotation** | Help

Tender Name:  Select year and month:

Status	Tender Number	Tender Name	Publish Date	Action
	002	Shoes	2018/08/10 10	Open
	test 123	TEST 1010	2018/06/14 19	
	002	RFQ test 2	2018/06/14 15	Open
	11	Yupan RFQ test	2018/06/14 15	Open

1-4 of 4 items | < 1 > | 15 / page | Goto:

52 If you saved the information as **“Save as Draft”**, it looks as shown.

**Expression Of Interest** | Help

Tender Name:  Select year and month:

Status	Tender Number	Tender Name	Publish Date	Action
	001	Gloves	2018/08/10 11	Open
	003	Test EOI 2 06/15	2018/06/15 11	Open
	333	aaaa	2018/06/14 11	Open
	33	Yupan recr 2	2018/06/14 11	Open
	23	Yupan recr	2018/06/14 11	Open

1-5 of 5 items | < 1 > | 15 / page | Goto:

---

**Request For Quotation** | Help

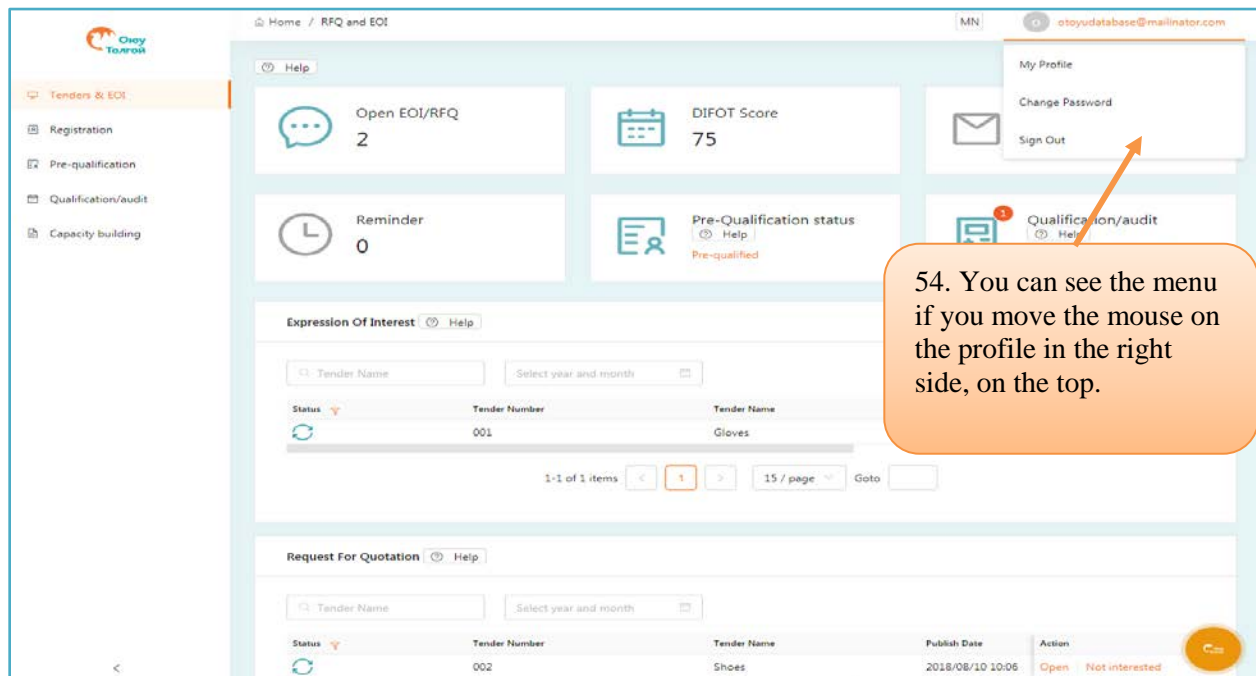
Tender Name:  Select year and month:

Status	Tender Number	Tender Name	Publish Date	Action
	002	Shoes	2018/08/10 10	Open
	test 123	TEST 1010	2018/06/14 19	
	002	RFQ test 2	2018/06/14 15	Open
	11	Yupan RFQ test	2018/06/14 15	Open

1-4 of 4 items | < 1 > | 15 / page | Goto:

53. If you are done sending the information, the status looks as shown.

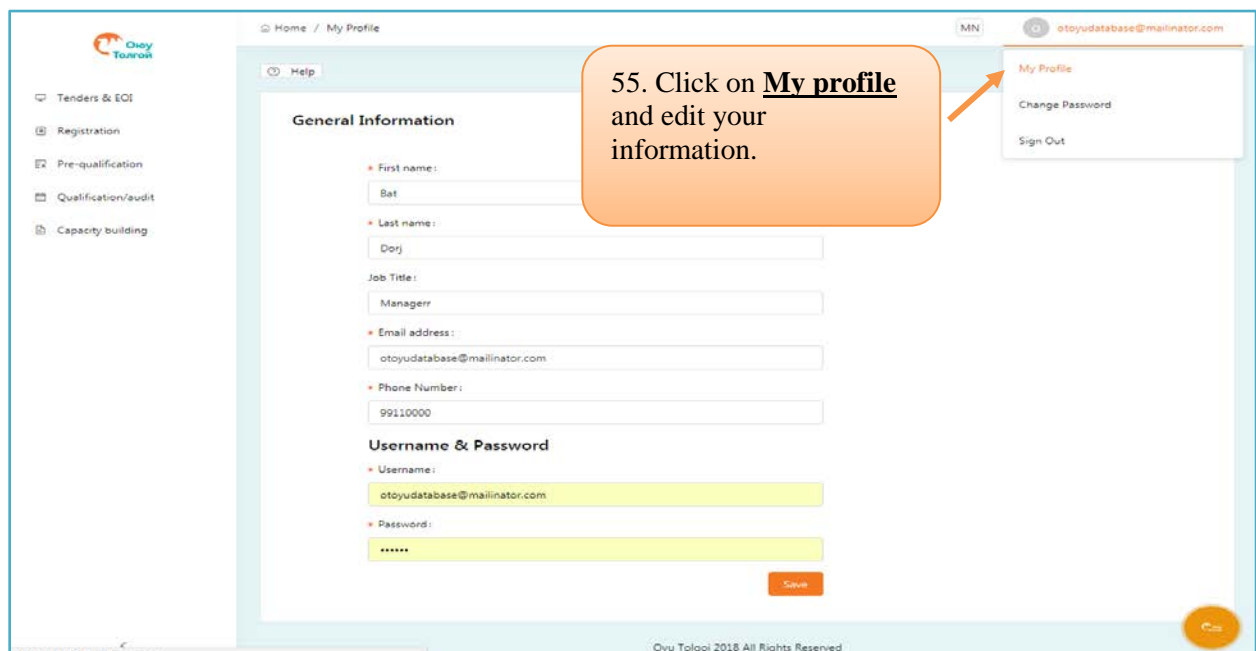
## My menu



The screenshot shows the Oyu Tolgoi portal home page. The user is logged in as 'otoyudatabase@mailinator.com'. The profile menu is open, showing options: My Profile, Change Password, and Sign Out. An orange callout box points to the 'My Profile' option.

54. You can see the menu if you move the mouse on the profile in the right side, on the top.

- **Change general information**



The screenshot shows the 'My Profile' page. The user is logged in as 'otoyudatabase@mailinator.com'. The profile menu is open, showing options: My Profile, Change Password, and Sign Out. An orange callout box points to the 'My Profile' option.

55. Click on My profile and edit your information.

**General Information**

- \* First name: Bat
- \* Last name: Dorj
- Job Title: Managerr
- \* Email address: otoyudatabase@mailinator.com
- \* Phone Number: 99110000

**Username & Password**

- \* Username: otoyudatabase@mailinator.com
- \* Password: \*\*\*\*\*

Save

- **Change password**

56. You can change your password by clicking on Change Password.  
- Fill in the tabs and click on Save to update your password.

- **Sign out**

57. You exit the system by clicking on the Sign Out.

Contact Details:

If you have questions about registering in the Database, please contact:

Togosoo.B

E-mail: [togosooob@ot.mn](mailto:togosooob@ot.mn)

Phone: 331880 ext.: 3671

Narantsatsral.G

E-mail: narantsatsralg @ot.mn

Phone: 331880 ext.: 3789

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