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Supplier Qualification & Management System Registration Guide - Version 1.6



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Introduction

This document is intended to help guide you through the Oyu Tolgoi Registration process for the Supplier Qualification & Management System (SQMS) for Oyu Tolgoi LLC. This system is operated by Achilles, who can be contacted by emailing oyu.tolgoi@achilles.com or by phoning on:

Asia - +852 2815 7100 (English)

+ 852 3996 7364 (Mongolian)

If you have any further questions, not answered in this document, please send us your query at oyu.tolgoi@achilles.com and an Achilles representative will respond to you. When you start your registration process for SQMS, it is helpful to understand the terminology used in the application process and some of the standard functionality that the system uses. Not all users have time to read a full user guide, so in order to ensure that you have all the information that you may find useful, there is a quick start section at the beginning of this guide that will provide you with some basic system functionality and features.

SQMS – Supplier Qualification & Management System

Registration Stage – whereas suppliers register their interest's and provide basic information such as contact details, address, products and services that you offer or would like to supply with Oyu Tolgoi.

Prequalification Stage – suppliers who are not identified as low risk will be invited to complete a prequalification for Oyu Tolgoi during the tendering stage. This involves completing more detailed information in HSE, Finance, Quality Management, CSR and HR Management to facilitate the supplier qualification assessment.

Quick Start Help

INFORMATION REQUIRED

When completing Oyu Tolgoi SQMS Registration Stage, it is necessary to provide certain company information, you may find it helpful to have this information on hand before you start your questionnaire.

1. Company address and contact details.
2. Company incorporation details (e.g. registration number, if applicable) based on a single legal entity not your parent company or head office.
3. Basic details of your company's financial year/employee numbers.
4. Upload State Registration Certificates (mandatory), Organisation Chart (mandatory) and Marketing Material (optional)
5. Details of the products or services that your company wishes to provide.

UNDERSTANDING THE BUTTONS

Continue - This button will appear at the bottom of a page and will allow you to continue to the next page or section. If you are moving to a new section, the button will give the name of the next section; for example, if the next section is about your company, the button will look like this: **Next: About Your Company**

Previous: About You - This button will allow you to go back to the previous section or page, the name of the previous page will be displayed in the button, as you can see here, the previous section was "About You".

 - This button will automatically scroll the page you are on back to the top.

 - This button will appear when the page you are on contains fields where previous information entered has been locked, you can use this button to unlock and change these fields.

 - This icon will provide you with further information on the question it is located next to.

 - This button will produce a list of key words and is only used in the product & service code section, the keywords will help you to match your products and services to the codes.

 - This button will allow you to remove a selection that you have just made when selecting places or codes.

ENTERING YOUR INFORMATION

(Required) - If the term "required" appears next to any question or request for information, this means that the information or answer must be completed in order to submit your application and finish your registration.

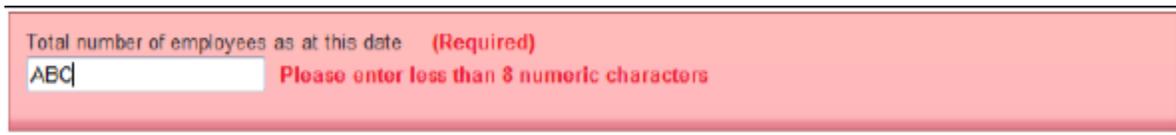
If you do not enter information in these fields, the system will not allow you to continue to the next section (or submit your application), it will highlight the field and display the following message:



Address Line 1 **(Required)**

This field cannot be left blank.

- Where a field has a small arrow on its right, this is a drop down menu and you will need to select your answer from the list provided. You will not be able to enter free text in these fields. Some fields will only accept your information in a particular format such as numbers, dates or characters. If you enter the wrong format in these fields, the system will highlight the field and display the following message:



Total number of employees as at this date (Required)
ABC Please enter less than 8 numeric characters

Where information is given in a particular format such as dates and places, the system has features to help make this easier.

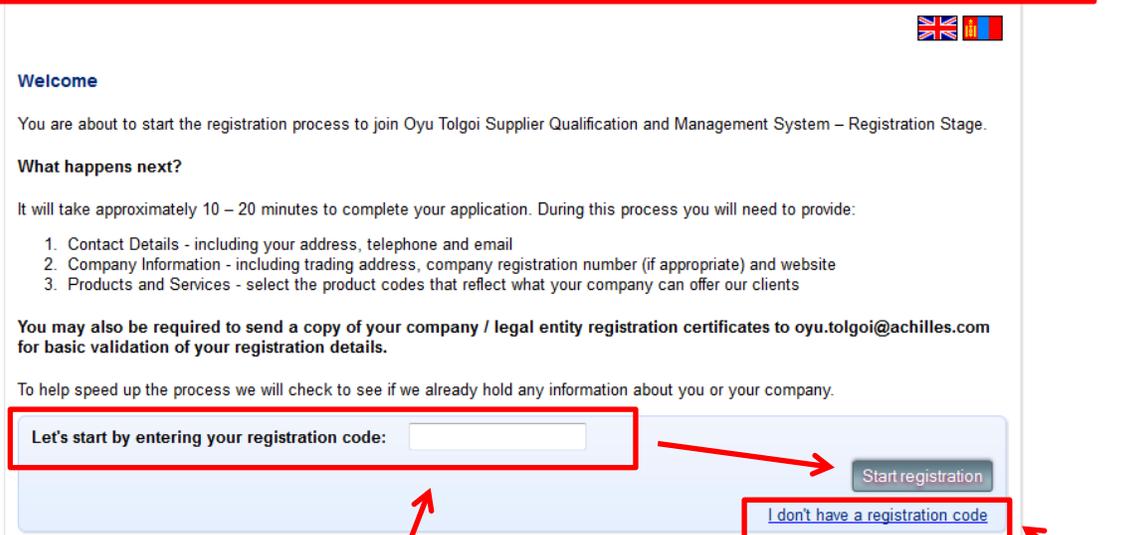
If you are required to enter a date, you will see a blue calendar icon, which when clicked on will display a calendar for you to pick a date from:

Welcome

STARTING YOUR REGISTRATION

Welcome Page & Menu Bar

This is the first page you will see in the registration process, you will notice that the menu bar at the top of the page is highlighting the section you are in, and will give you visibility of where you are in the application process.



Using a Registration Code
 If you have been provided a registration code in your invitation, you can enter it here, you will then need to click on the bottom right hand button to start.

Not Using a Registration Code
 If you have not received a registration code, simply click on this link to start your registration

Tip:
 If you have a registration code, some of your information will be pre-populated during the application. If you do not have a code, you will be required to complete all of your company information, as represented in the

The **"About You"** section will capture your basic contact details, the system will automatically check to see if you have previously provided Achilles your information.

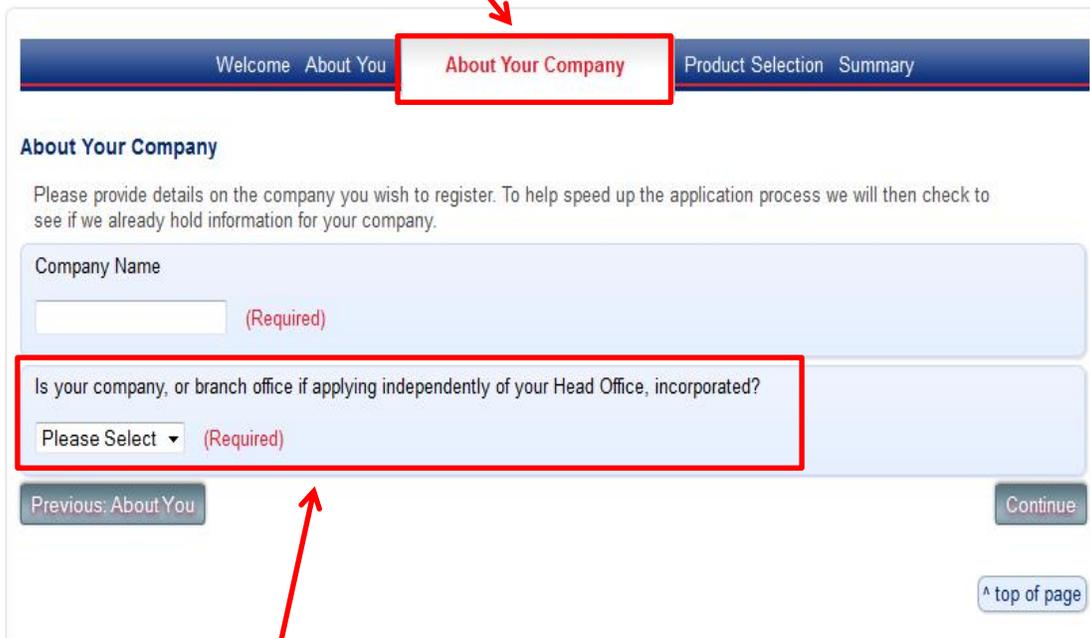
The **Email address** entered here will be used for your SQS registration details.

Information entered here will be locked (greyed out) when you click **Continue**, and the page will expand.

Additional Details

You can enter further details in the about you section such as additional contact information. You will then need to scroll down the page to enter all required fields before you can continue to the next section.

The **About your company** section will capture basic company details. Again, the system will automatically check to see if your company has previously provided Achilles information.

A screenshot of a web form titled "About Your Company". The form has a navigation bar with "Welcome", "About You", "About Your Company" (highlighted with a red box), "Product Selection", and "Summary". Below the navigation bar, the form asks for "Company Name" (with a text input field and "(Required)" label) and "Is your company, or branch office if applying independently of your Head Office, incorporated?" (with a dropdown menu labeled "Please Select" and "(Required)" label, highlighted with a red box). At the bottom, there are "Previous: About You" and "Continue" buttons, and a "top of page" link.

Incorporation Details

You will be required to provide your companies incorporation details in this section. It is important that you enter the details of your specific legal entity in these fields, not that of your parent company. Depending on your answers here, additional information may be required.

Tip:

Incorporation is the process of legally establishing a corporate entity as separate from its owners. For example: in the United Kingdom, an incorporated company will be registered with Companies House and have a company registration number. In the US this should be your Incorporation number or Federal Tax ID number.

Note: If your company is trading from the **United States, Canada or South Africa**, you will be asked to complete some additional information regarding Local content.

Country of Incorporation
United States (Required)

Incorporation Number
(Required)

Local Issuing Authority
Alabama (Required)

Previous: About You Continue

[^ top of page](#)

Tip: As you answer these questions and/or make selections additional questions may appear; please use the scroll bar to make sure that you have answered all of the questions.

You will be required to enter further information about your company including your company's trading address. This should be the physical address where you provide your products and services from.

Please provide company trading address
 Same as contact address



If you are not able to answer any mandatory address fields please enter a hyphen "-"

Address Line 1
No. 67 Argyll Street (Required)

Address Line 2
Wachai

Address Line 3

Town or City
Hong Kong (Required)

County / State / Province

Postcode or Zip Code
00852 (Required)

Country
Hong Kong (Required)

You may click "Same as contact address" if the details were the same,



Please provide the latest financial and employee data for your company.

Last Financial Year
  Clear (Required)

Can you provide Accounts for this year?
 Yes (Required)

Currency
 Please Select (Required)

Annual Turnover
 (Required)

Total number of employees as at this date
 (Required)

Please upload your Company Registration Certificate (Required)
 Maximum file size is 6MB (.jpg, .jpeg, .png, .rtf, .pdf, .doc, .docx, .xls, .xlsx) Add Document

Please upload your corporate brochure (Required)
 Maximum file size is 6MB (.jpg, .jpeg, .png, .rtf, .pdf, .doc, .docx, .xls, .xlsx) Add Document

Please upload a copy of your organisation chart. (Required)
 Maximum file size is 6MB (.jpg, .jpeg, .png, .rtf, .pdf, .doc, .docx, .xls, .xlsx) Add Document

Please indicate what percentage of the company is owned by non-Mongolian entity or nationals?
 Please Select (Required)

Are you a manufacturer of products supplied to Oyu Tolgoi LLC?
 Please Select (Required)

Are you a trader of products supplied to Oyu Tolgoi LLC?
 Please Select (Required)

Total number of Mongolian National permanent employees as at this date.
 (Required)

Total number of Mongolian National temporary / contract employees as at this date.
 (Required)

Number of Mongolian nationals (including sub-contractors) are resident in Umnugovi (South Gobi) province
 (Required)

Total number of permanent employees of all nationalities as at this date.
 (Required)

Total number of South Gobi Residence permanent employees as at this date.
 (Required)

Last Financial Year

You will need to click on the blue calendar icon shown to the right before the calendar will be available. Free text is not permitted in this field.

Accounts Information

You should make sure you enter up-to-date information in this section, all of your information will be checked and validated by Achilles before it will be published.

Annual Turnover

A company's Annual Turnover refers to its Gross Revenue. Please note, this field will only accept numerical characters. For example, for a turnover of \$1 Million, you should enter "Dollars – United States" in the Currency field and 1000000 in the "Turnover" field. (Please do not include "," or ".")

Total number of employee

Refers to **all employees** both permanent and temporary employees.

Additional and Required details

You can enter further details in the "About your company" section such as additional information relating to your business operations in Mongolia which is highly **important** for Oyu Tolgoi.

If your company is a "100% Foreign Entity" please select the appropriate answer accordingly.

If you're a "Mongolian company", you are highly recommended to provide the most accurate and appropriate details on each sections.

You will then need to select on the **dropdown menu** to choose on each sections to let you proceed on the step.

Mongolian South Gobi Nationals Refers to all South Gobi residence including **permanent** and **temporary employees**.



More Additional Details

The following details are required, as indicated, you may enter "0" if no such functions exists to your company.

Total number of employees in Research and Development as at this date.
Number of employees working in the above department / function Enter 0 if no such function exists.
(Required)

Total number of employees in Manufacturing as at this date.
Number of employees working in the above department / function. Enter 0 if no such function exists.
 (Required)

Total number of employees in Maintenance and Service / Call Centre as at this date
Number of employees working in the above department / function. Enter 0 if no such function exists.
 (Required)

Total number of employees in General Office as at this date.
Number of employees working in the above department / function - General Office includes Finance, Human Resources, Legal, Admin, IT etc). Enter 0 if no such function exists.
 (Required)

Total number of employees in Sales and Marketing as at this date
Number of employees working in the above department / function. Enter 0 if no such function exists.
 (Required)

Total number of employees in Logistics, Distribution and Storage as at this date.
Number of employees working in the above department / function. Enter 0 if no such function exists.
 (Required)

The last 3 remaining questions will allow you to select on the **dropdown menu** to specify some details about the status of your current and future dealings with Oyu Tolgoi LLC.

You will need to agree to the principles laid out by Oyu Tolgoi. To view the **Oyu Tolgoi Procurement Policies**, click on the link below

How many years have you worked with Oyu Tolgoi?
 Please Select (Required)

Do you have active contract(s) with Oyu Tolgoi LLC as at this date?
 Please Select (Required)

Please confirm that you have read and you comply with Oyu Tolgoi Procurement principles.
<http://ot.mn/en/suppliers/terms-conditions>
 Please Select (Required)

Previous: About You Next: Product Selection





Product Selection – Selecting Product Codes

You are now in the “**Products and Services**” section; here you can select all products and services that you would like to supply.

Searching & Selecting Codes

The product codes have been structured in a 3 level hierarchy: Category > Sub-category > Product / Service. Clicking on the check boxes will expand the category. You can only select at Product / Service level. Alternatively, you can use the search by free text to find potential matches.

You may press “**Click to see product brochure**”.

The screenshot shows a web interface for product selection. At the top, a navigation bar includes 'Welcome', 'About You', 'About Your Company', 'Product Selection' (highlighted with a red box), and 'Summary'. Below the navigation bar, the page title is 'Product Selection'. A message reads: 'Select the Products and Services you would like to supply Oyu Tolgoi LLC. Once you have selected all codes we will have a full profile of your company and will be able to calculate your risk level.' A red box highlights a link 'Click to see product brochure'. Below this is a search bar with 'Find' and 'View all' buttons. The main content area is divided into two panes. The left pane shows a hierarchical tree of product categories: '1.0.0 GOODS AND PRODUCTS', '1.27.0 MOVING EQUIPMENT AND SPARE PARTS', '1.39.0 LIGHTING', '3.0.0 ENGINEERING AND CONSULTING', and '3.10.0 MINE ENGINEERING'. Under '3.10.0 MINE ENGINEERING', '3.10.1 Underground mining' and '3.10.3 mining Planning' are checked. The right pane, titled 'What you provide Oyu Tolgoi LLC (3)', lists the selected items: '3.39.2 Support System for Planning and Management of mining Business', '3.10.1 Underground mining', and '3.10.3 mining Planning'. At the bottom left, a 'Previous: About Your Company' button is visible. At the bottom right, a 'Continue' button is highlighted with a red box. Red arrows point from the text above to these key elements: the 'Product Selection' tab, the 'Click to see product brochure' link, the search bar, the selected product codes in the left pane, the 'Continue' button, and the 'What you provide' list.

Adding/Removing Codes

To add a Product / Service click on the check box. Selected product codes are displayed in the right pane. To remove a code simply click on the bin. Press **continue** to proceed.



Registration Submission

SUMMARY

You have completed your SQMS Registration, should you be invited to Screening/Prequalification assessment, Achilles will contact you again in the future.

You do not need to provide any further information at this time. You may be invited to the Screening stage at a later date where Achilles will contact you again in the future. Please continue to the summary page to confirm your application.

[Continue](#)

[Previous: About Your Company](#)

[^ top of page](#)

Welcome [About You](#) [About Your Company](#) [Product Selection](#) [Summary](#)

Your application to join Oyu Tolgoi Supplier Qualification and Management System – Registration Stage is nearly complete. Please review the information below and accept the Terms and Conditions before submitting. Please be reminded to submit your company / entity registration certificate to Achilles oyu.tolgoi@achilles.com for validation.

Registration to Oyu Tolgoi Supplier Qualification and Management System – Registration Stage

You are registering the following products and services.

- 3.10.1 Underground Mining
- 3.10.3 Mining Planning
- 3.39.2 Support System for Planning and Management of Mining Business

Your Company's information will undergo data validation by Achilles, once the information had been validated your information will be made available to Oyu Tolgoi LLC.

[Click here to view the Terms & Conditions](#)

Please tick to confirm you agree to the Terms and Conditions

Warning: Once you continue past this point you will not be able to go back.

[Previous: Product Selection](#)

[Continue](#)

[^ top of page](#)

Terms & Conditions

You will need to accept to the Terms and Conditions before you can complete the TSMS process. You can view them by clicking the link provided.

Tip: Before you finish your application, you will see details of the next stages. Your information will be submitted to Achilles for validation, once this has been completed your information will be published to Oyu Tolgoi.

SETTING LOGIN CREDENTIALS



Credentials

Once you have finished your application on TSMS, you will come to a summary screen informing you of the next steps, at the bottom of this screen you will find the "set up login details" button.

Welcome About You About Your Company Product Selection **Summary**

Thank you.
 What Happens Next?
 - An email confirming your application and how to create login details has been sent to you.
 - Please send a copy of your company / entity registration certificate to oyu.tolgoi@achilles.com.
 - Your application has been submitted to Achilles, where we will perform some checks on the data.
 - Once Achilles has completed all checks, the information will be made visible to Oyu Tolgoi LLC.
 - You will then need to keep your information up to date on a regular basis.

Please continue to set up your user details so that you will be able to log in to access your information. You will need these details to keep your information up to date.

[Set up login details](#)

[^ top of page](#)

Registering User Details for Please delete

Please provide a username that is at least 5 characters and does not contain any spaces. Your password must be at least 8 characters, including a mixture of upper and lower case letters and numbers. Once complete click on continue.

Username: (Required)

New Password (Required)

Retype your password making sure it is the same as above. (Required)

Registering User Details

The questions below represent some key information that allows us to uniquely identify you. By providing this information you can quickly request a new password if you have forgotten your existing one and it allows our service desk people to quickly deal with your requests.

Memorable Date. (Required)

Memorable Word. (Required)

The name of your first school. (Required)

Login Details

You can create a username and password here, and are required to fill in some memorable data when logging in for security reasons. Once you have completed this information, if you forget your password, Achilles will use this information to confirm your identity.

**You have now completed the Oyu Tolgoi SQMS
registration process.**