



**Responsible Sourcing SQM  
User's Manual for Sustainability Self-Assessment  
Platform**

Version: 01

Date: February-2023

**PROCEDURE**

**User's Manual for Sustainability  
Platform for Suppliers**

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## 1.OBJECTIVE

The purpose of this Manual is to describe the procedures for access to and process of the Self-Assessment on SQM's Sustainability Platform.

## 2.SCOPE

The Manual applies to external users, referring to service and product providers who are to complete the Sustainability Self-Assessment, which have been defined by the respective areas.

## 3.DESCRPTION OF ACTIVITIES

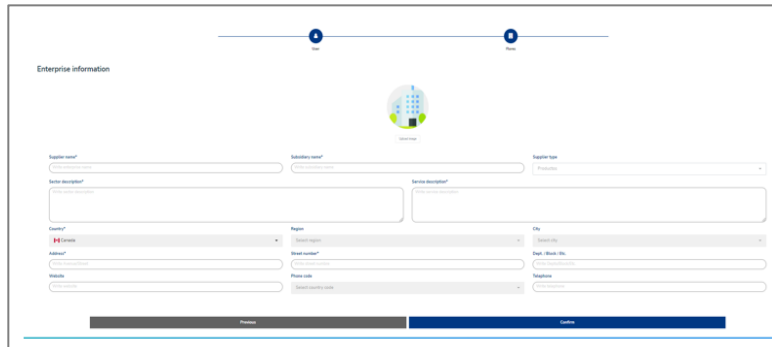
### 3.1 Information requested for access by the user/supplier

The steps for access to the Platform on the part of the user/supplier are described as follows:

**Step 1:** The user must enter the following link to start the process <https://ssaform.sqm.com>. Select the EXTERNAL option where several tools will be displayed, in which you must select the option "Create an account". Then the first tab will open showing the objective of the Self-Assessment Platform and information about the Privacy Policy.



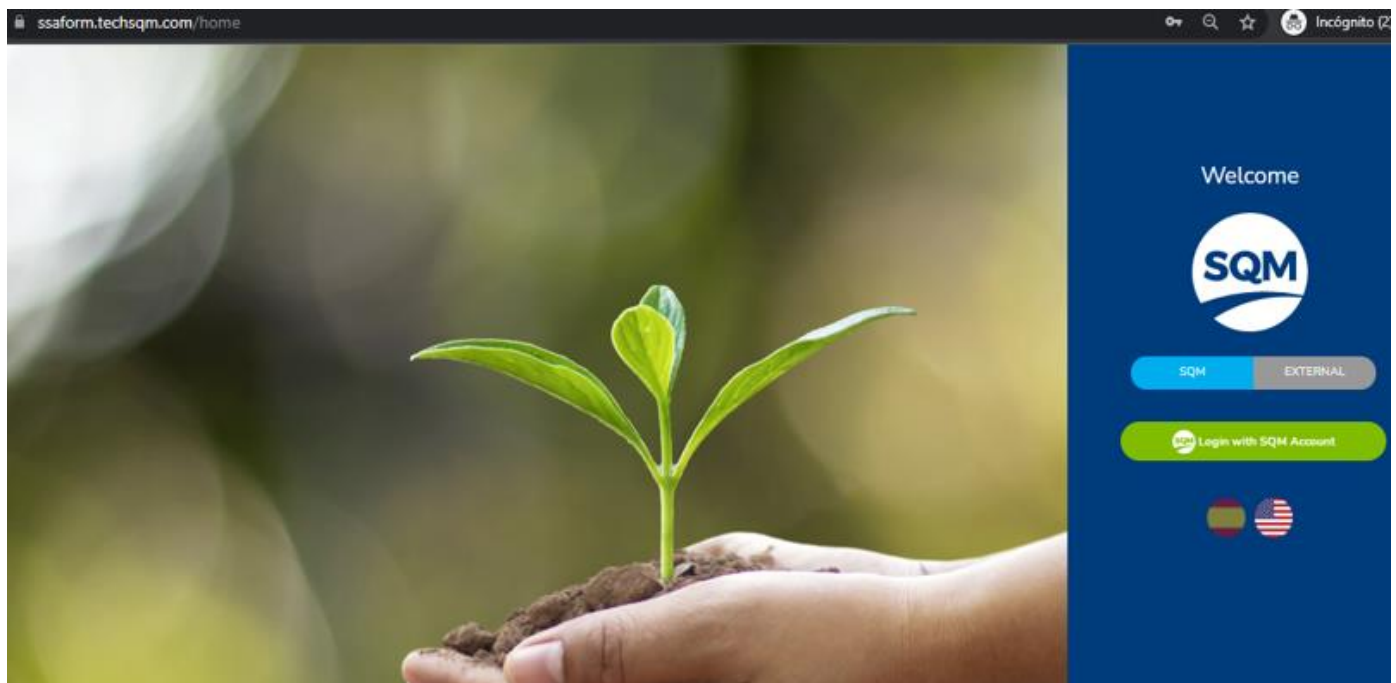
**Step 2:** The next tab requests user information and permits the creation of a password to access the system. Once the requested information is entered, press the blue "Next" button to advance to the second form.



**Step 3:** The next tab requests enterprise information. Once the data are entered, press the blue **“Confirm”** button to complete the registration process. Then, a tab corresponding to the **login** to the Platform will open, which you can access by entering your newly created credentials.

### 3.2 Begin session

Access to the Sustainability Platform is done through the following link: <https://ssaform.sqm.com/>.



Once the link is opened, you should select access as an External User, and two language options are offered, for which you should click on the flag of Spain to select Spanish, or the flag of the US if you prefer English.

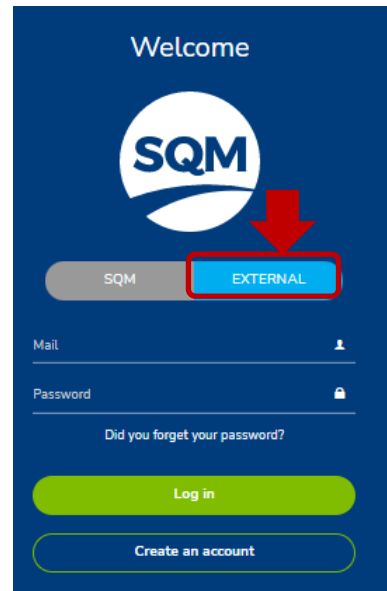


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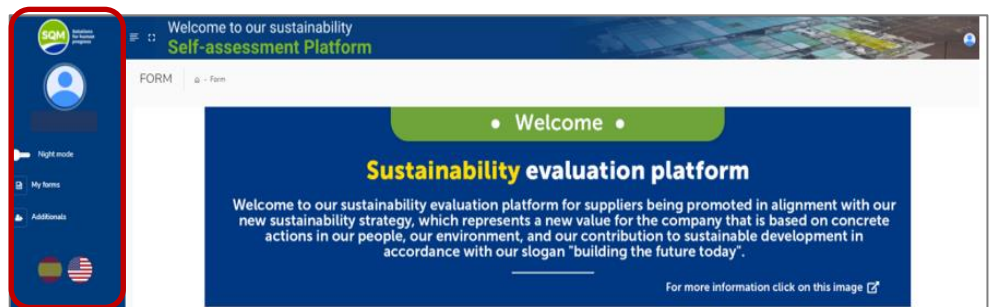
To access your supplier account, select the option **EXTERNAL**, and enter your username (your email address) and the password chosen during the process of validation of information. After entering this information, click on the button Begin session. If you are unable to gain access, please contact the following email address: [ssaform@sqm.com](mailto:ssaform@sqm.com)



Once you have entered with your credentials, you will need to fill in the following information:  
**a) Number of employees with a permanent contract**  
**b) Number of employees with a fixed-term contract**  
**b) Number of subcontracted employees**

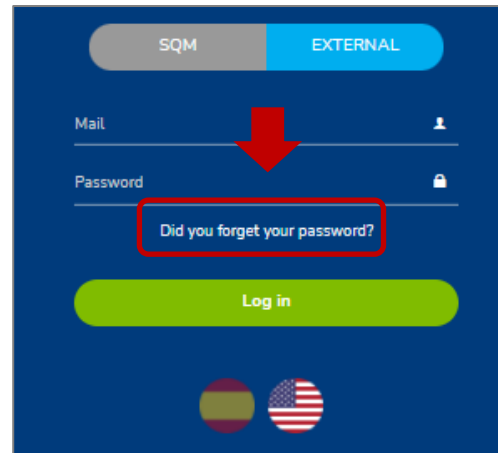


Once you have entered with your information, you will see a menu with different functions and their access corresponding to your external profile.



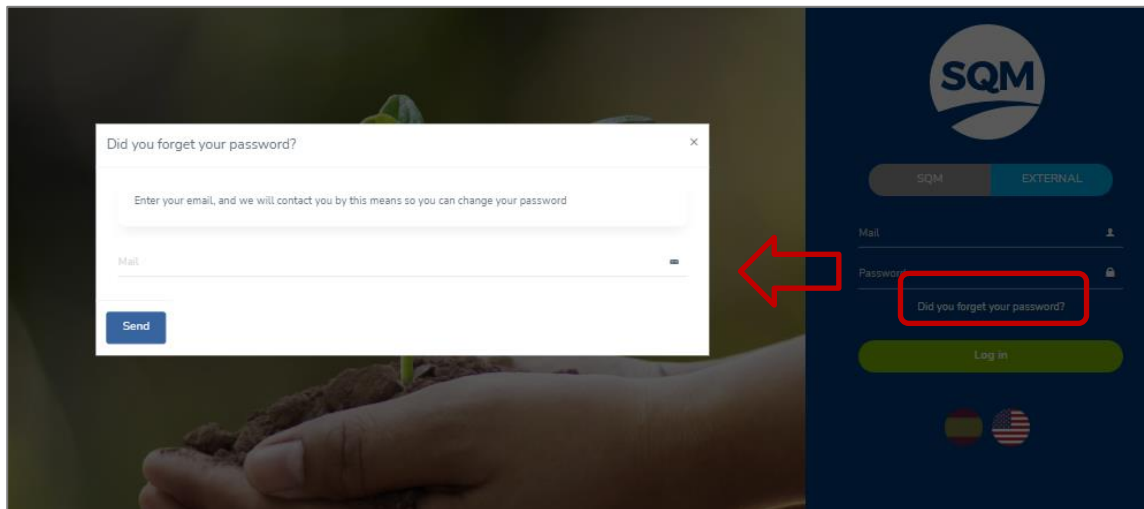
### 3.3 Password recovery

To recover your account password, select the profile External. After entering your email, to begin the password recovery process select the option **Did you forget your password?**

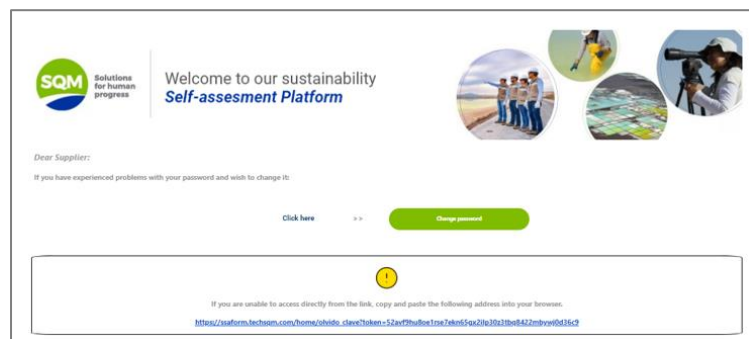


You must perform the following steps.

**Step 1:** Once the password recovery option is selected, a window will appear in which you will be asked to enter your email and click on the "Send" button.



**Step 2:** You will then be sent an email in which you may click on the link or copy the link into your browser to effect the password change.



**Step 3:** When you click on the indicated link in the email, you will be redirected to a new page with options for creating a new password.



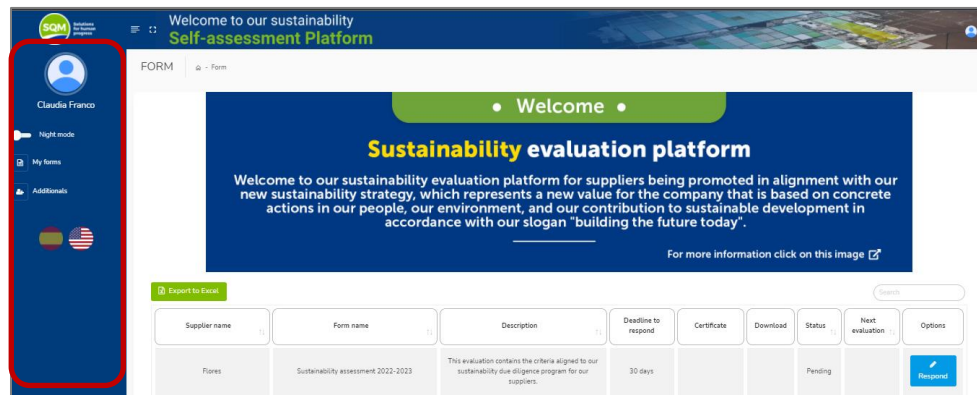
**Step 4:** After entering and confirming the new password, you will receive a message that the change was made correctly. Also, you will receive an email informing you of the change of password.



### 3.4 Creation of additional users

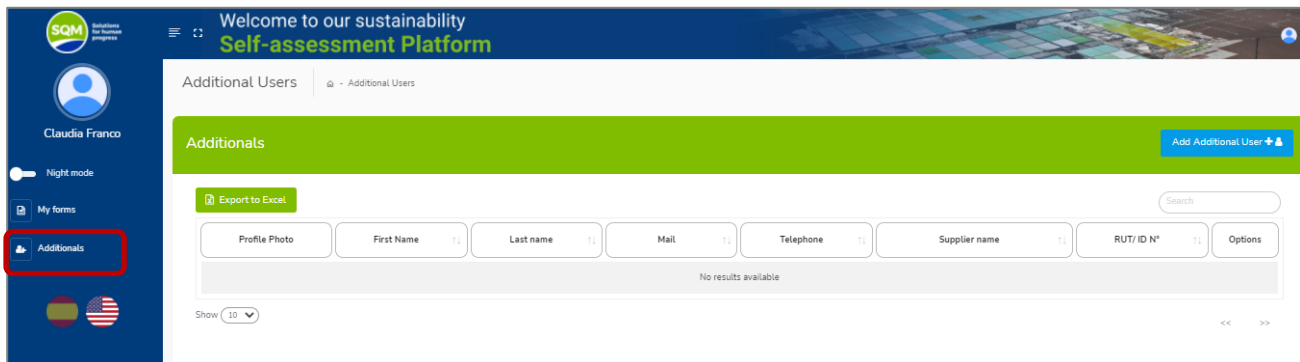
An additional user can be created in order to assist a user/supplier in responding to the form, that is, if a supplier has an additional user created, both may respond to and sign the forms that correspond to their enterprise. Please note that a user/supplier may add up to two additional users.

Within the main menu, the option "Additional" is used to add new users of the supplier.



The steps to be followed are shown below.

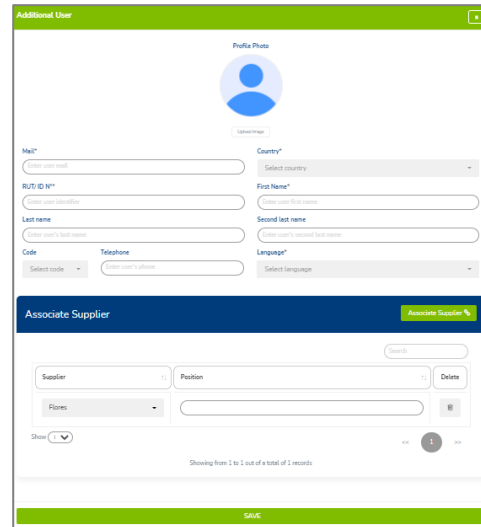
**Step 1:** In the case of a user/supplier, the creation of an additional user may be done in the "Additional" module. To add a new additional user, click on the blue button "Add additional user".



Once the button “Add Additional User” is selected, a window with a form will appear on screen, in which you must complete the data of the new user.

**Step 2:** It's important to note that the table shown in the formula window will be pre-loaded with the enterprise the principal user supplier belongs to.

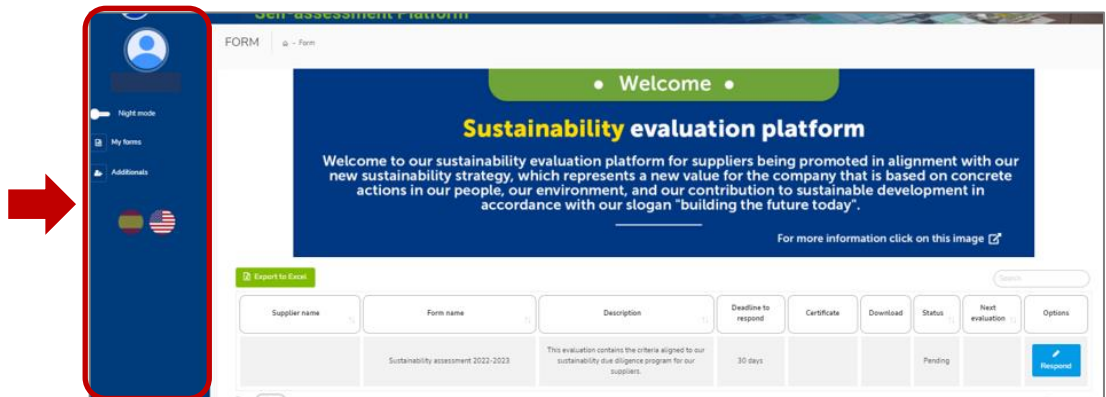
Once the form is completed with the requested data, click on the green “Save” button, for the system to process the information and generate the new user. If there is a field that is improperly filled out, or an obligatory field is missing, the system will generate an error message and will not allow the form to be finalized until the error is corrected.



### 3.5 Carrying out the Self-Assessment

#### 3.5.1 Accessing the form

Once the login to the Platform is completed, the supplier must go to the module “My forms” (main menu). Once there, the form available for response will be shown.



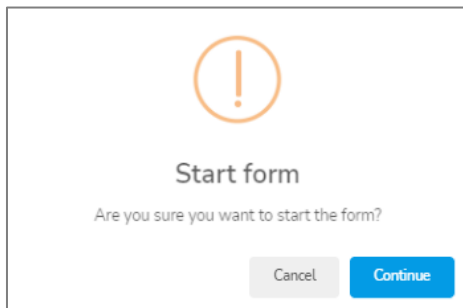
The term “instance” is used to refer to a form that is being, or has been, answered. An instance may have one of seven statuses, which are:

- 1- Pending: this indicates that there is a form published which has not been started yet.
- 2- In process: this indicates that a form has begun to be answered.
- 3- Awaiting signature: this indicates that the form has been completed, but not yet signed. To learn about the signing process please see point 3.5.3.
- 4- Signed: this indicates that the form was signed. A form is signed to place on record that what is being sent is an accurate accounting and that the user supplier declares responsibility for this.
- 5- Reactivated: this indicates that the form may continue to be answered and that it was reactivated by the SQM team to make changes to the form.
- 6- Rejected: this indicates that the form was rejected by the SQM team.
- 7- Approved: this indicates that the form was approved by the SQM team.

### 3.5.2 Answering the form

To begin answering the form, click on the “Respond” button located in the “Options” column.

Supplier name	Form name	Description	Deadline to respond	Certificate	Download	Status	Next evaluation	Options
	Sustainability assessment 2022-2023	This evaluation contains the criteria aligned to our sustainability due diligence program for our suppliers.	30 days			Pending		<input type="button" value="Respond"/>



Once the button is clicked, a window will appear onscreen with a confirmation message. If you wish to start the form, click on the “Continue” button, and if not, click on the “Cancel” button.

Continuing with the process, after clicking the “Continue” button, a new view will open, in which you can answer the form.



As can be seen in the image, there is a progress bar, which shows the status of the form converted into a percentage; this will increase as you continue answering.

It is important to note that there is a selector that allows you to choose the storage frequency of the answers in the system, that is, by selecting one option from the selector, the answers will be stored according to the time indicated here. There are two main options, which are: right away and manual.



By default, the storage of answers will be done automatically and immediately (answers are stored as they are entered); there is, however, an option to combine this immediate storage with a defined time, which are: 2, 5 and 10 minutes. Therefore, by selecting a time, you are selecting the frequency with which the answers will be stored.





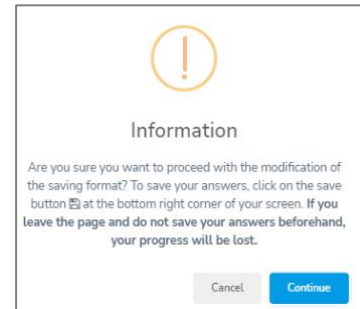
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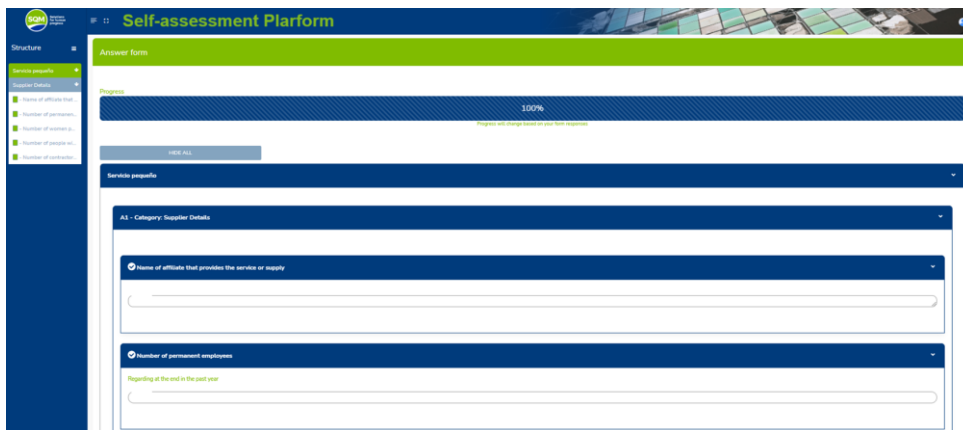
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Manual storage indicates that the answers may be stored whenever the user deems it convenient to do so. Also, it is important to note that the storage type for answers may be changed at any time, and as often as the user requires.

In the case of selecting immediate storage together with a time, an information window will appear on screen indicating the functioning of the saving of answers. If you agree, click on the Continue button; otherwise, select the Cancel button.



To view the form, you may click on the “Show all” button, or if you prefer, you may select the blue bars so that the sections, categories, and questions are displayed.



Now that the form is being shown, you may start to answer. It is worth mentioning that the advance you have in the formula will be saved, so it is not necessary to answer the entire form all at one time.

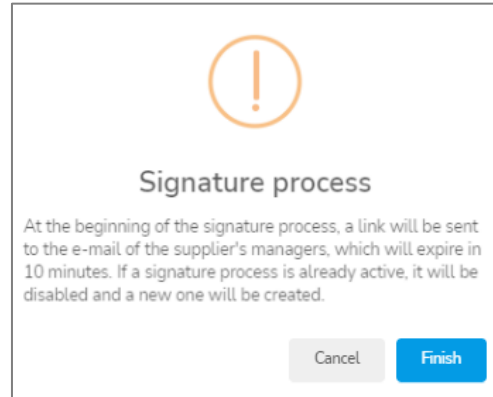
When the “Finalize” button is selected, it may be that there are some questions unanswered. The system will highlight in Orange the section, category and questions that were not answered. Once these questions have been answered, the form may be finalized.



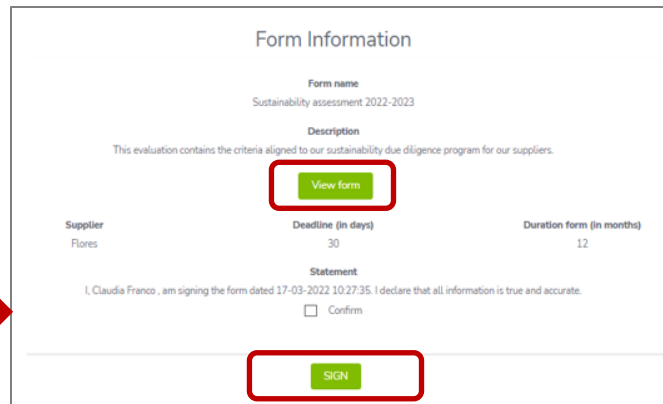
### 3.5.3 Signing of finalization of the process

If the form has been completed and you wish to finalize it, select the "Finalize" button. Once selected, a "Finalize" button will appear onscreen, which when selected will generate a window with a message indicated the next process.

If you want to continue with the process, you must press the "Sign" button, where a new window will open to finish the process.



Click on the "View form" button to confirm that the information sent is true and accurate. To do this, check the box next to "Confirm". After this step, enter your password (the same one that was used to access the system), and select the "Sign" button.



You are now finished; the form has now been sent to the review process. It will remain blocked until receiving a response from the SQM team.

A result of the form, this will be shown in the main table of the "My forms" module, in the "Status" column.



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• Welcome •

## Sustainability evaluation platform

Welcome to our sustainability evaluation platform for suppliers being promoted in alignment with our new sustainability strategy, which represents a new value for the company that is based on concrete actions in our people, our environment, and our contribution to sustainable development in accordance with our slogan "building the future today".

For more information click on this image [↗](#)

Export to Excel

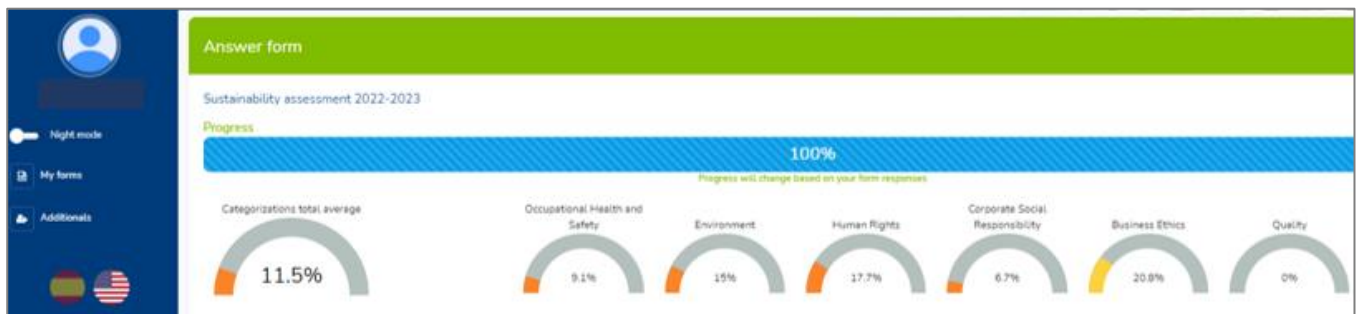
Supplier name	Form name	Description	Deadline to respond	Certificate	Download	Status	Next evaluation	Options
	Sustainability assessment 2022-2023	This evaluation contains the criteria aligned to our sustainability due diligence program for our suppliers.	16-04-2022			Approved without observation	17-03-2023	

In the certificate column, by pressing the button you can download the certificate.



In the download column, pressing the button will allow you to download the form answered by the company.

Additionally, once the result of the form has been sent, the user can view the percentages obtained in each category, selecting "Check" for an approved or rejected form, whichever may be the case.





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#### **4. CHANGE CONTROL**

The change history of this User Manual for the Sustainability Self-Assessment Platform is detailed below:

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Page Number</b>
01	30/03/2022	First Edition of the Handbook	Todos
02	14/02/2023	Self-registration and signature process update	2 y 10