



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

Version: 01

Date: March-2022

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

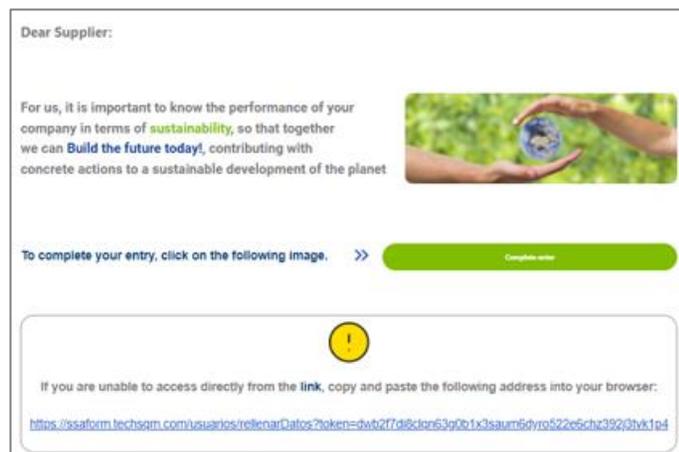
The Manual applies to external users, referring to service and product providers who are to complete the Sustainability Self-Assessment, which have been defined by the respective areas.

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 sustainability area will perform the registration of the user/supplier. Once the registration process is completed, an email will be sent to the user with the links to complete login.



Step 2: The first 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.



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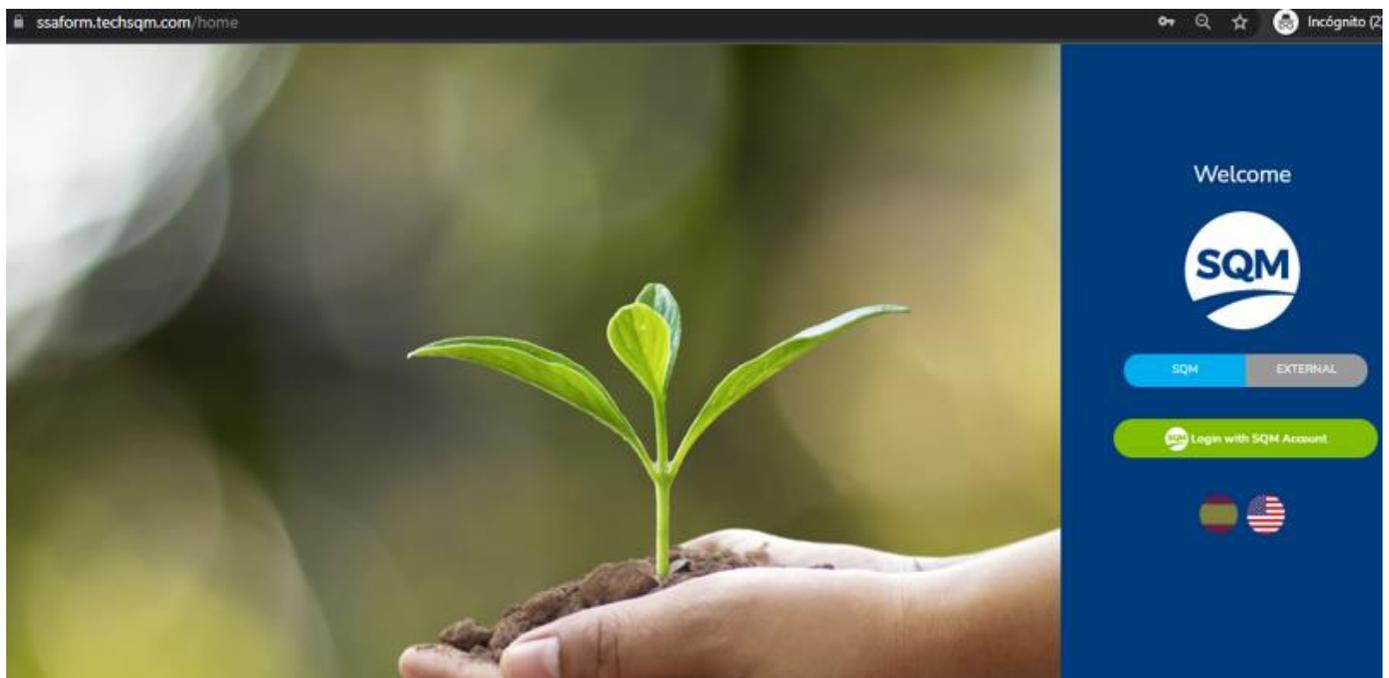
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Step 3: The next tab requests enterprise information. Once the data are entered, press the blue “Confirm” button to complete the registration process. Then, a tab corresponding to the login to the Platform will open, which you can access by entering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

3.2 Begin session

Access to the SQM system is done through the following link: <https://ssaformsqm.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



Welcome

SQM

SQM EXTERNAL

Mail

Password

Did you forget your password?

Log in

Spain United States

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



Welcome to our sustainability Self-assessment Platform

FORM

• Welcome •

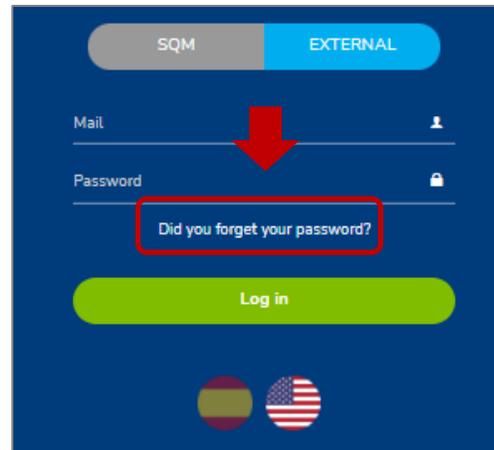
Sustainability evaluation platform

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

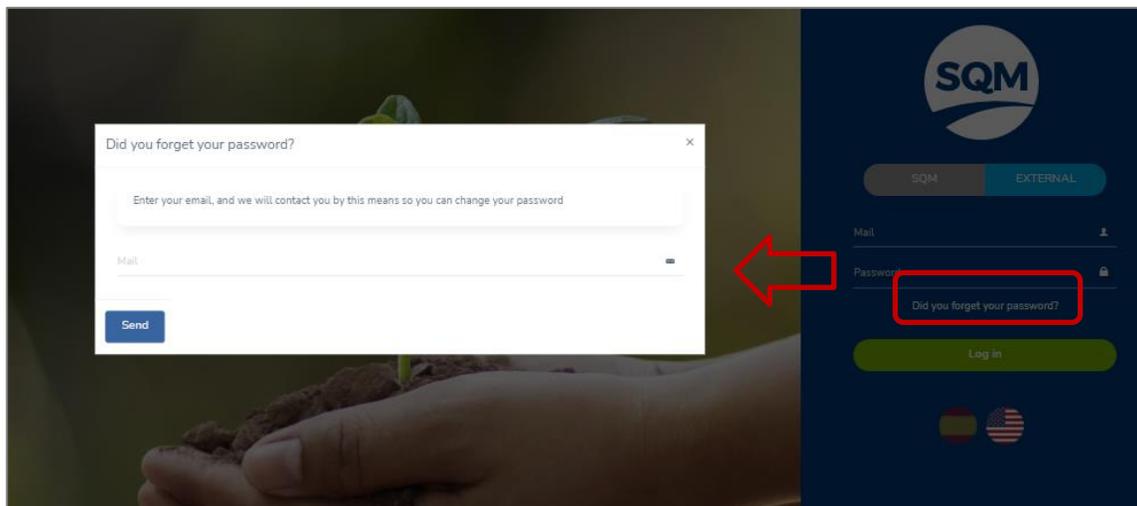
3.3 Password recovery

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?**

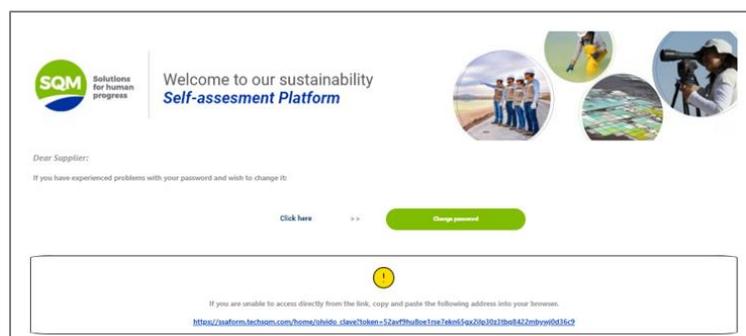


You must perform the following steps:

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.

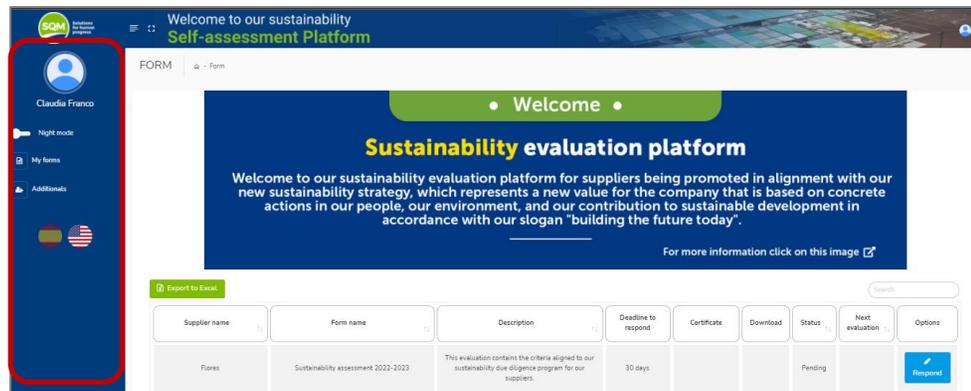


Step 4: After entering and confirming the new password, you will receive a message that the change was made correctly. Also, you will receive an email informing you of the change of password.

3.4 Creation of additional users

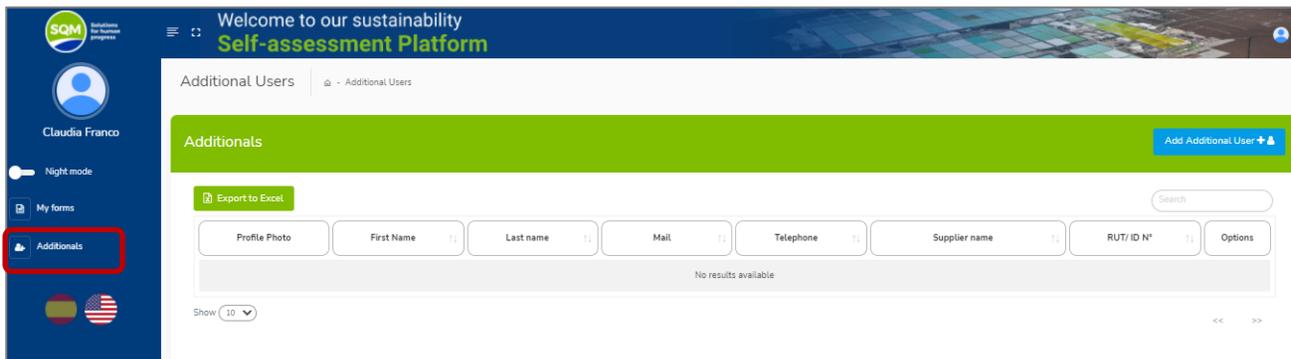
An additional user can be created in order to assist a user/supplier in responding to the form, that is, if a supplier has an additional user created, both may respond to and sign the forms that correspond to their enterprise. Please note that a user/supplier may add up to two additional users.

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



The steps to be followed are shown below.

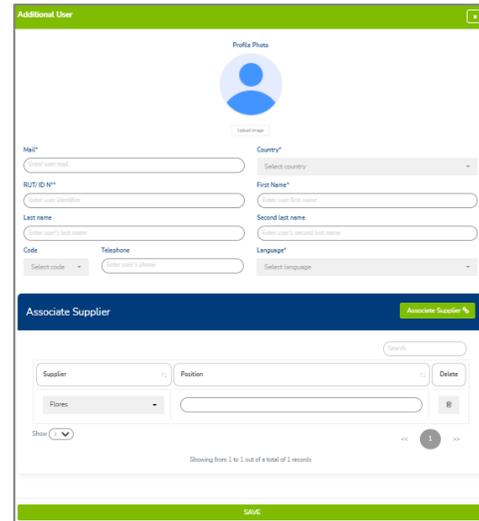
Step 1: In the case of a user/supplier, the creation of an additional user may be done in the "Additional" module. To add a new additional user, click on the blue button "Add additional user".



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.

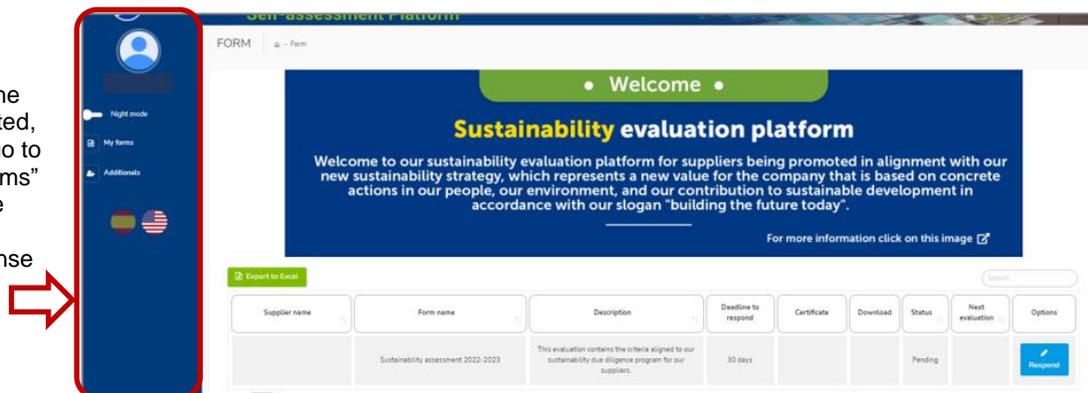
Once the form is completed with the requested data, click on the green “Save” button, for the system to process the information and generate the new user. If there is a field that is improperly filled out, or an obligatory field is missing, the system will generate an error message and will not allow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



Start form

Are you sure you want to start the form?

← 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.

Answer form

Sustainability assessment 2022-2023

Progress

0%
Progress will change based on your form responses

Storage type
Right Away ▾

A - Section: Applies to all suppliers

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.

Storage type

Right Away ▾

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.



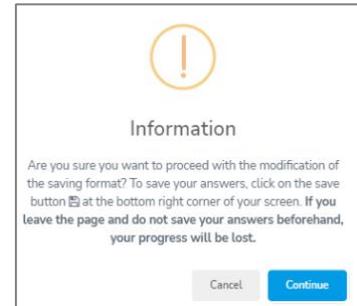
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Manual storage indicates that the answers may be stored whenever the user deems it convenient to do so. Also, it is important to note that the storage type for answers may be changed at any time, and as often as the user requires.

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, 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 wish to continue with the process, select the "Finish" button, which will send an email to the person responsible for reviewing the form and to the same person who is answering, for them to declare that what is being sent is accurate.





Signature process

At the beginning of the signature process, a link will be sent to the e-mail of the supplier's managers, which will expire in 10 minutes. If a signature process is already active, it will be disabled and a new one will be created.

Cancel
Finish



Welcome to our sustainability **Self-assessment Platform**

Dear Supplier,

On 17/03/2022, at 16:25, you have been requested to sign the form **Sustainability assessment 2022-2023** to finalize the process.

You have **10 minutes** to sign and close this operation. Therefore, you may do this until **16:35** (clock); otherwise, you must enter a new request.

Sign form here
Sign



If you are unable to access directly from the link, copy and paste the following address into your browser:
<https://saatforms.texform.com/Forms/Forms?form=3873c3244ff9c333391c79647c1393c4666571>



To sign the form, the user supplier must access the email that was sent and click on the attached link, which will take them to a new tab that will contain a view of the system.

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



Form Information

Form name
Sustainability assessment 2022-2023

Description
This evaluation contains the criteria aligned to our sustainability due diligence program for our suppliers.

Supplier
Flores

Deadline (in days)
30

Duration form (in months)
12

Statement
I, Claudia Franco, am signing the form dated 17-03-2022 10:27:35. I declare that all information is true and accurate.

Confirm

View form

SIGN

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.

With 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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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.

