

G-SRM System

Management of Supplier and Contractor Relations based on the Supplier Relationship Management SAP SRM Solution

User Manual Manual for Suppliers and Contractors

(Submitting a commercial proposal for Request for proposal)

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1. Specifications

- Microsoft Internet Explorer 6.0 SP2 or a more current version of Internet Explorer should be installed.
- If the Internet access is via a proxy-server, please make sure with your system administrator that you are allowed to access the site https://procurementluoc.lukoil-international.com
- In order to ensure the possibility of working with PDF-documents you need Adobe Acrobat Reader 6.0 or a more current version.
- For viewing graphics the most current version of Java Runtime Environment (Sun Java JRE) is needed (for viewing Java Applets).
- You need to add *.lukoil-international.com to the list of Intranet Sites of the Internetbrowser.

Note: when working in the SRM system you cannot use the forward and backward navigation buttons. You can only use the SRM system buttons.

2. Login

! Important

Make sure that *.lukoil-international.com site is added to the list of "local intranet sites" of your browser (Tools -> Internet Options -> Security -> Local Intranet -> Sites -> Advanced)

To enter the system type https://procurementluoc.lukoil-international.com in the address bar. On the appeared screen type in the user name and password and click "Log on".

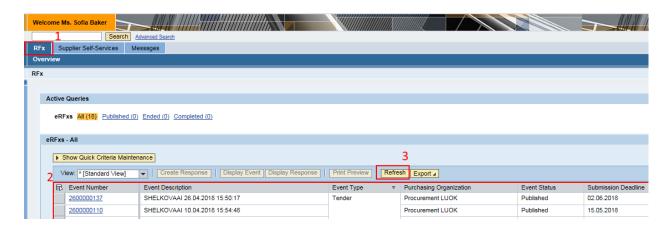


3. Viewing the Request for proposal

3.1. Viewing the list of Request for proposal

For viewing the list of available Requests for proposal (2), go to the "RFx" tab (1). To update the information in the list, click "Refresh" (3).



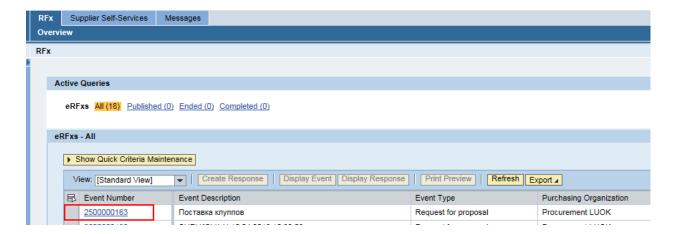


Fields' description

Field	Example	Comment
Event Number	2600000128	Request for proposal system number
Event Description	Car	Text description of Request for proposal
Event Type	Request for proposal	Type of event: • Tender • Request for proposal
Purchasing organization	Procurement LUOC	
Event Status	Published	Status of event: • Published • Transaction completed
Submission deadline	25.12.2018	Date of making final decisions
Response Number		If the bid is submitted, the field will show the bid number.
Response Status	No Bid Created	Submitted – the bid for the Request for proposal was submitted, bids with this status are available for review by the purchaser and participate in the winner selection Saved – the bid for the Request for proposal was saved, bids with this status are not available for review by the purchaser and will not participate in the winner selection No Bid Created – no bid for the Request for proposal was created

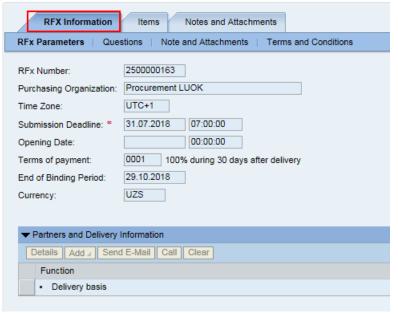
3.2. Viewing the information about the Request for proposal

For detailed viewing and getting information about the Request for proposal terms, click on the Event number in the list.



3.2.1. Viewing general information about the Request for proposal

For viewing the general information about the Request for proposal, go to the "RFx Information" tab.



The tab consists of several blocks:

a) "RFx Parameters" Block

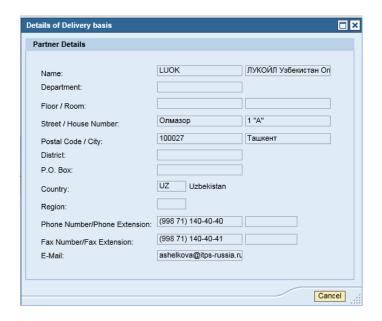
Includes general information about the Request for proposal.

Field	Example	Comment
RFx Number	2500000163	System number of the Request for commercial offers
Purchasing organization	Procurement	
	LUOC	
Time Zone	UTC-5	Time belt of the Request for proposal holders,
		according to which time and dates are specified
Submission deadline	25.12.2018	Deadline for bids' submittal



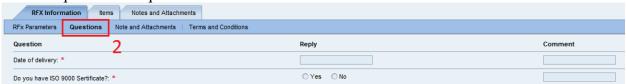
Field	Example	Comment
Opening Date	26.12.2018	Date, when the purchaser will be able to see the
		information on the submitted bids
Terms of payment	100%	Payment Terms
Terms or payment	during 30	
	days after	
	delivery	
End of Binding Period	26.02.2019	Bid validity
Currency	USD	Currency, which will be used for the submitted bids
		evaluation
Delivery basis	LUOC,	Delivery basis
	Uzbekistan	

For viewing the detailed information about the delivery basis, click on "Delivery basis" line in "Partners and Delivery information" Block and then click "Details".



b) "Questions" Block (2)

Includes qualification questions.



c) "Notes and Attachments" Block

Includes the list of RFxs attachments, which added by purchaser, and the list of attachments to be submitted by bidder.

d) Terms and Conditions

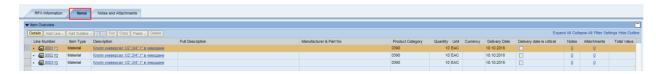


Includes the list of Requests terms to be accepted by bidder in order to participate at the RFx.

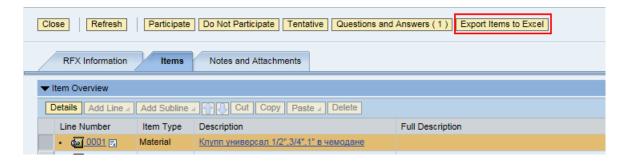


3.2.2. Viewing the list of purchased goods

For viewing the list of purchased goods, go to "Items" tab.



For exporting description of materials into the xls- file press the «Export items to Excel» button.



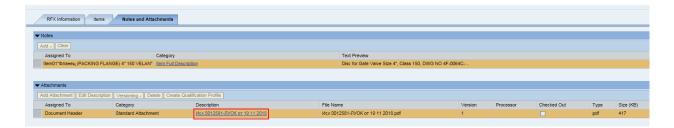
3.2.3. Viewing purchasing documentation

For viewing the purchaser information, attached to the Request for proposal, go to "Notes and Attachments" tab.

This tab includes:

- Purchaser's notes ("Notes" Block) (1). For viewing it, click the link in the "Category" column;
- Attached documents ("Attachments" Block) (2). For viewing it, click the link in the "Description" column.





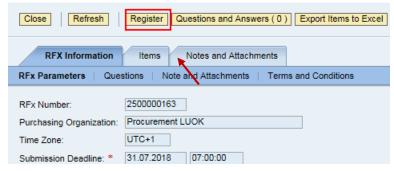
After clicking, an area for downloading the document will be displayed. You can select an action with the file - open it or save it to the specified path.



4. Registration for participation in Request for proposal

Note: this step is done if you are registered in the System and see the published Request for proposal, but were not invited to participate by e-mail.

In order to register for participation in the Request for proposal, click the "Register" button in the RFx form.

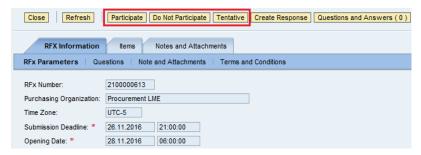


Note: you will be informed by e-mail about all changes at the RFx if you were invited to the RFx or you registered for participation by yourself.

5. Informing the purchaser about the intention to participate in the Request for proposal

In order to inform the purchaser about the intention to participate or not to participate in the Request for proposal, use buttons "Participate", "Do not participate" or "Tentative".

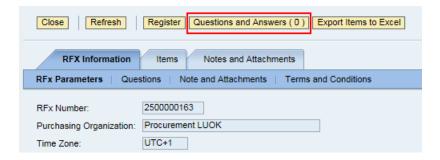




Note: Decision on participation or non-participation can be changed until the "Submission Deadline" occurrence.

6. Send Questions to purchaser

If during the process of viewing the information of the RFx or in other cases you have any questions to the purchaser or need to notify him, you can send it through the "Questions and Answers" window.



To send your message click the "New message" button and enter question at the "Message" filed.





You can also add attachments to the message by clicking the "Add Attachment" button. Press "Send" after entering your message.

Notification of a new message will come to the purchaser by e-mail. The text and date of the question and the answer to it will be displayed in the "Questions and Answers" window.



7. Bid preparation

7.1.Response creation

Note: this step is done if you were invited by e-mail or have registered in the System for participation in the Request for proposal.

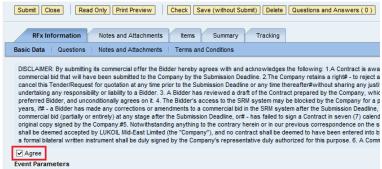
To create response, click the "Create Response" button in the RFx form.





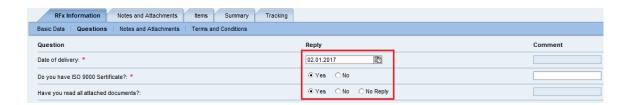
7.2. Agreement with the tender terms

Read the DISCLAIMER carefully. In the event of agreement with the Request terms, put the "Agree" tick.



7.3. Answers to questions

Go to "Questions" tab, answer the questions, add your comments if applicable.



7.4. Addition of mandatory documents

Go to "Notes and attachments" tab in the section «Attachment to be submitted by bidder».



See the document template in the Sample column (in case it was added) (1).



For addition of the file press«Add file source» (2).

For change of the added file press «Change file selection».



! Important:

- add only files which are relevant to each particular document which was requested
- max size of attached file should be no more than 100Mb

7.5. Agreement with the contest terms

Go to «Terms and Conditions» tab and put «Agree» thick opposite all terms.

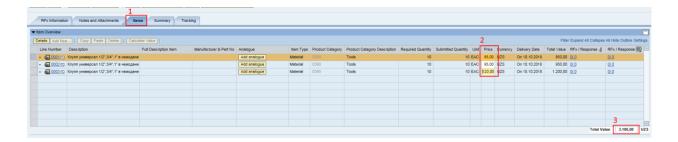


7.6.Price specification

To specify the price, go to the "Items" (1) tab. In the "Price" (2) field enter the price for each item.

! Important:

- the price is specified per unit of product;
- the price should be inclusive of taxes and charges;

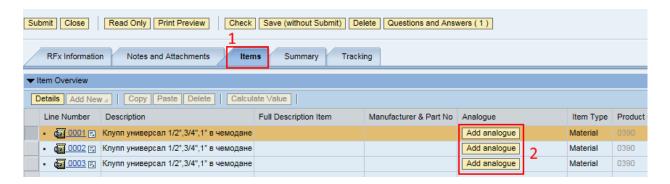


The total value - (Price * Submitted Quantity) is calculated automatically (3).

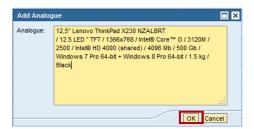
7.7. Specifying the possibility of supplying analogues

The System stipulates the possibility to provide the information on provision of analogues. In the "Items" tab (1) on the «Analogue» column, click «Add analogue» button (2) on the item position, for which it is necessary to enter the information about the analogues.





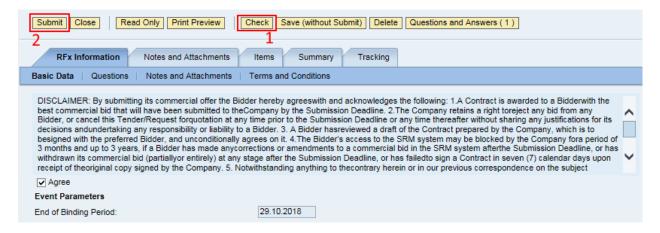
You should specify only one possible analogue per item and its price in the field Price. *! Important*: If you specify several analogues per item this item will not be considered.



Click "Ok":

Information about analogue will be available for viewing and editing in «Analogue» column.

8. Filling a bid



Check the bid by clicking the "Check" (1) button. If errors were made while filling out the bid, the system will show a relevant error message. Correct the errors and reiterate the check.

For submitting the bid, click the **"Submit"** (2) button.

! Important: For saving the bid without sending it to the buyer, click the "Save (without Submit)" button.

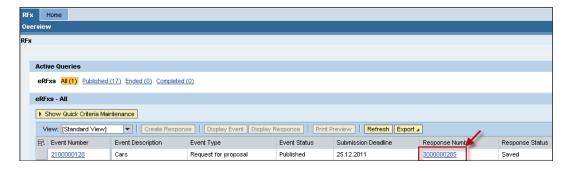
If submittal was successful, the System will show the message on the bid registration.

RFx response 3XXXXXXXXX submitted

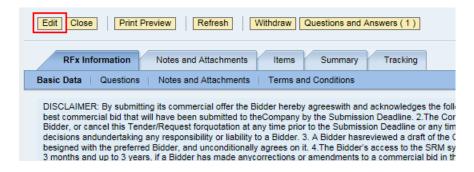


9. Changing the submitted bid

You can edit the data of your bid until the "Submission Deadline" occurrence. For editing the bid, select the required response from the list.



In the bid form click the "Edit" button.



After entering changes, click the "Submit" button.

After submitting the bid you can track the request status in the RFx list. In case of acceptance or rejection of your bid, you will receive a notification to the e-mail address, specified during registration process.

!!! PAY YOUR ATTENTION TO THE FACT THAT YOU HAVE <u>SUBMITTED</u> YOUR RESPONSE. OTHERWISE IT WILL NOT BE SENT TO THE BUYER.



If your response was accepted, you will receive a message via your e-mail with a link to the commercial offer (.pdf-file) including information about purchaser, terms of agreement, positions and its total cost.