



# LUKOIL

OIL COMPANY

LUKOIL UZBEKISTAN OPERATING  
COMPANY

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## **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 Internet-browser.

**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).



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## 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: <ul style="list-style-type: none"> <li>Tender</li> <li>Request for proposal</li> </ul>
Purchasing organization	Procurement LUOC	
Event Status	Published	Status of event: <ul style="list-style-type: none"> <li>Published</li> <li>Transaction completed</li> </ul>
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	<b>Submitted</b> – 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 <b>Saved</b> – 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 <b>No Bid Created</b> – 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 LUKOIL	
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



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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% during 30 days after delivery	Payment Terms
End of Binding Period	26.02.2019	Bid validity
Currency	USD	Currency, which will be used for the submitted bids evaluation
Delivery basis	LUOC, Uzbekistan	Delivery basis

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



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

The screenshot shows the 'RFx Information' tab with sub-tabs for 'RFX Parameters', 'Questions', 'Note and Attachments', and 'Terms and Conditions'. The 'Terms and Conditions' sub-tab is active, displaying two lines of text: 'Я принимаю все условия и соглашения в конкурсе. / I accept all Contract Draft terms and conditions.' and 'Коммерческое предложение действительно в течении 90 дня, начиная с крайнего срока подачи предложений. / Commercial offer is valid for 90 days from submission deadline date.'

### 3.2.2. Viewing the list of purchased goods

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

The screenshot shows the 'Items' tab with a table of purchased goods. The table has columns: Line Number, Item Type, Description, Full Description, Manufacturer & Part No, Product Category, Quantity, Unit, Currency, Delivery Date, Delivery date is critical, Notes, Attachments, and Total Value. The first row shows a material item with a description in Russian: 'Крупн универсал 1/2" 3/4" 1" в чемодане'.

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

The screenshot shows the 'Items' tab with the 'Export Items to Excel' button highlighted in a red box. The button is located in the top right corner of the tab, next to 'Questions and Answers ( 1 )'.

### 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.

The screenshot shows the 'Notes and Attachments' tab. It has two main sections: 'Notes' and 'Attachments'. The 'Notes' section has a table with columns 'Assigned To', 'Category', and 'Text Preview'. The 'Attachments' section has a table with columns 'Assigned To', 'Category', 'Description', and 'File Name'. Red arrows and numbers 1 and 2 point to the 'Category' and 'Description' columns respectively.



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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".





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Close Refresh **Participate** Do Not Participate Tentative Create Response Questions and Answers ( 0 )

RFX Information Items Notes and Attachments

RFX Parameters Questions Note and Attachments Terms and Conditions

RFX Number: 2100000613

Purchasing Organization: Procurement LME

Time Zone: UTC-5

Submission Deadline: \* 26.11.2016 21:00:00

Opening Date: \* 28.11.2016 06:00:00

**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.

Close Refresh Register **Questions and Answers ( 0 )** Export Items to Excel

RFX Information Items Notes and Attachments

RFX Parameters Questions Note and Attachments Terms and Conditions

RFX Number: 2500000163

Purchasing Organization: Procurement LUOK

Time Zone: UTC+1

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



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Questions and Answers

Refresh New Message Reply View Attachments...

Message Info Message

Chat has no messages yet.

Send Message

Send Question to:

Message: Please advise the full description for requested items.

Send Add Attachment... Cancel

Close

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.

Questions and Answers

Refresh New Message Reply View Attachments...

Message Info Message

10.05.2018 06:42:26 UTC+1  
Ms. Sofia Baker  
To Purchaser

Please advise the full description for requested items.

Close

## 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.

Close Refresh Do Not Participate Tentative Create Response Questions and Answers ( 0 )

RFX Information Items Notes and Attachments

RFX Parameters Questions Note and Attachments Terms and Conditions



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## 7.2. Agreement with the tender terms

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

The screenshot shows a web interface with a top navigation bar containing buttons: Submit, Close, Read Only, Print Preview, Check, Save (without Submit), Delete, and Questions and Answers (0). Below this is a tabbed interface with 'Rfx Information' selected. Under 'Rfx Information', there are sub-tabs: Basic Data, Questions, Notes and Attachments, Items, Summary, and Tracking. The 'Basic Data' sub-tab is active, displaying a disclaimer text. At the bottom of the disclaimer, there is a checkbox labeled 'Agree' which is checked, and a label 'Event Parameters' below it.

## 7.3. Answers to questions

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

The screenshot shows the 'Questions' tab selected in the 'Rfx Information' section. It displays a table with three columns: Question, Reply, and Comment. There are three rows of questions:

Question	Reply	Comment
Date of delivery: *	02.01.2017	
Do you have ISO 9000 Certificate?: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Have you read all attached documents?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Reply	

## 7.4. Addition of mandatory documents

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

The screenshot shows the 'Notes and Attachments' tab selected. It displays a table with two columns: Category and Description. There are three rows of categories:

Category	Description
<a href="#">Rfx/Auction Text</a>	-Empty-
<a href="#">Bidder's Remarks</a>	-Empty-
<a href="#">Purchaser's Remarks</a>	-Empty-

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

The screenshot shows the 'Attachment to be submitted by bidder' section. It contains a table with four columns: Description, Requirement, Sample, and File source. There is one row of data:

Description	Requirement	Sample	File source
test		image001.png	Add File Source

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

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



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Description	Requirement	Sample	File source
test		image001.png	image001--(1).png

**! 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;

Line Number	Description	Full Description Item	Manufacturer & Part No	Analogue	Item Type	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Delivery Date	Total Value	RFx / Response (i)	RFx / Response (j)
0001	Ключ универсальный 1/2" 3/4" 1" в комплекте			Add analogue	Material	0360	Tools	10	10	EAC	\$6.00	USD	On 10.10.2016	\$60.00	0.0	0.0
0002	Ключ универсальный 1/2" 3/4" 1" в комплекте			Add analogue	Material	0360	Tools	10	10	EAC	\$5.00	USD	On 10.10.2016	\$50.00	0.0	0.0
0003	Ключ универсальный 1/2" 3/4" 1" в комплекте			Add analogue	Material	0360	Tools	10	10	EAC	\$20.00	USD	On 10.10.2016	1,200.00	0.0	0.0
														Total Value	3,100.00	UZS

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.



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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 3XXXXXXXXXX submitted



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## 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.

Event Number	Event Description	Event Type	Event Status	Submission Deadline	Response Number	Response Status
2100000128	Cars	Request for proposal	Published	25.12.2011	3000000285	Saved

In the bid form click the "Edit" button.

**Edit** Close Print Preview Refresh Withdraw Questions and Answers ( 1 )

RFX Information Notes and Attachments Items Summary Tracking

Basic Data Questions Notes and Attachments Terms and Conditions

DISCLAIMER: By submitting its commercial offer the Bidder hereby agrees with and acknowledges the following best commercial bid that will have been submitted to the Company by the Submission Deadline. 2. The Cor Bidder, or cancel this Tender/Request for quotation at any time prior to the Submission Deadline or any time decisions and undertaking any responsibility or liability to a Bidder. 3. A Bidder has reviewed a draft of the C designed with the preferred Bidder, and unconditionally agrees on it. 4. The Bidder's access to the SRM system is 3 months and up to 3 years, if a Bidder has made any corrections or amendments to a commercial bid in the

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 SUBMITTED YOUR RESPONSE. OTHERWISE IT WILL NOT BE SENT TO THE BUYER.**

Event Number	Event Description	Event Type	Event Status	Submission Deadline	Response Number	Response Status	Event Version
2100000258	Apple iPad and Diary	Request for proposal	Published	24.09.2012	3000000521	Submitted	

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.