

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
(Self-Registration of Suppliers and Contractors)

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Guideline for Registration of Suppliers (ROS)

Introduction

"LUKOIL Uzbekistan Operating Company" LLC has introduced SAP G-SRM system (Supplier Relationship Management).

SAP G-SRM system:

- gives equal rights to all participants;
- provides more information;
- makes activity of procurement divisions more transparent;
- reduces human factor in the procurement process;
- ensures information security;
- stores historical data of relations.

Start operating in the system and you will considerably expand your capacity for interaction with our company. If you want to operate in the SAP G-SRM system you should **get registered**.

Please, note that scanned copies of the following documents are required for registration:

- Certificate of Company's Incorporation;
- Documents regarding election and appointment of the chief executive officer

Note: For Self-Registration you should go through all 5 steps at once and press Send. If you are not able to fill in all fields at the moment of registration you should go through all 5 steps at once and after sending your application form to LUKOIL Uzbekistan Operating Company SRM system you will have the right to edit or update your company and contact person data and your company registration in data base.

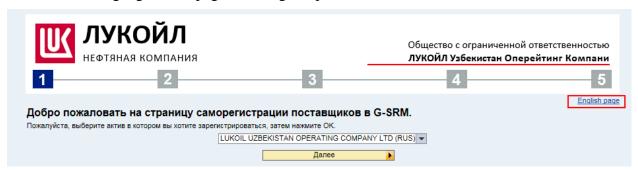
Note: Please pay attention that only registered company has the right to participate in RFQ in SRM. In case a company of group of companies is going to participate in RFQ in SRM system such company shall be registered in SRM system.



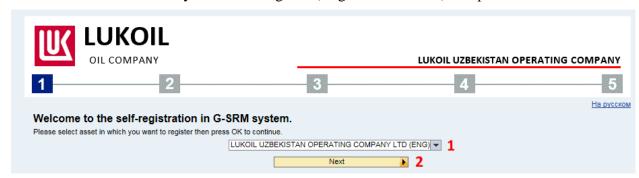
1. Step 1: How to Access to Supplier Self-Registration Form

Access to the supplier/contractor registration application form is provided by the following URL: https://procurementluoc.lukoil-international.com/regform

First, choose language of the page at the right top corner:



Then select asset in which you want to register (English or Russian) and press 'Next'.

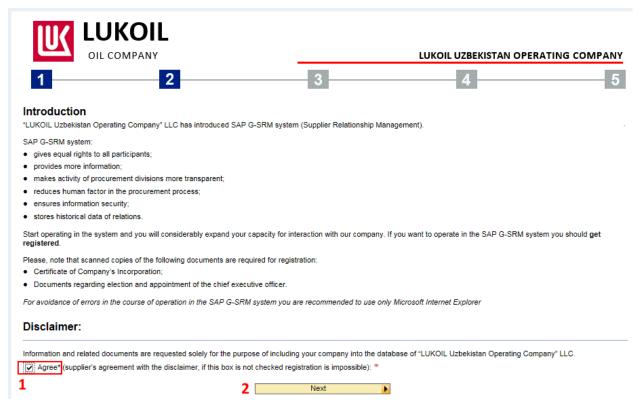




2. Step 2: Agreement with the Disclaimer

You should agree with Terms of Disclaimer marked with * (1).

Then press 'Next' (2).



3. Step 3: Fill in the Form

Please, fill in all the required fields of the application form, marked with *.

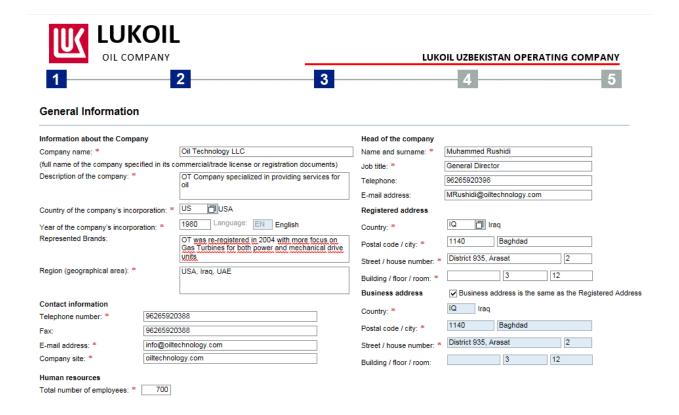
The filling of other fields is desirable for the purposes of obtaining information about supplier/contractor.

3.1.General Company Information Section

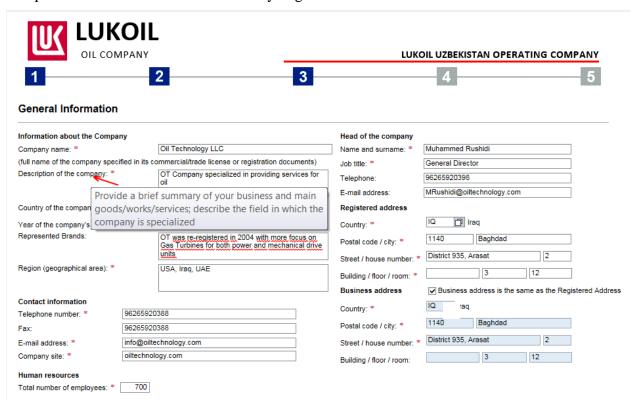
In this section, enter the general information about your company.

Note: it is recommended to indicate the abbreviated name of the form of ownership in the name of the company, for example, LLC, OJSC, JSC, etc.





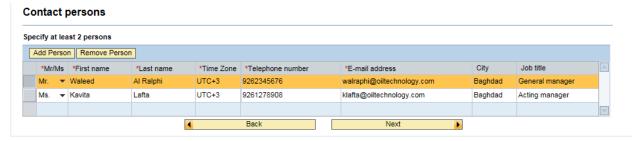
It is possible to view the reminder when you guide the cursor on the field name:



3.2. Contact Persons

The last part of the Step 3 is connected with Contact person information. <u>It's strongly recommended to indicate more than two contact person.</u>

Press 'Add person' to fill in the fields data:



After filling the required fields press 'Next'.

In case of any errors you'll see the list of them.

Example:

- Enter the city postal code of the company
- Enter a city for the company
- Enter total number of employees

It means that you will not be able to proceed to the next Step unless you correct the errors.

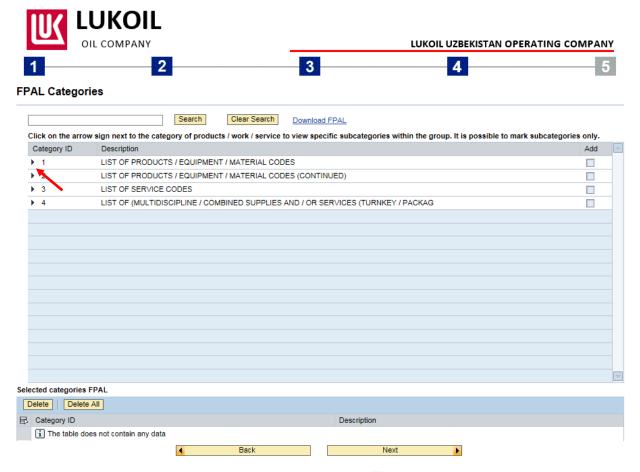


4. Step 4: Product Categories

You are given the choice to select as many Products related to your company's area of expertise as you have.

The Main Categories are displayed in the Products Categories list.

Click on the arrow sign next to the category ID to display specific categories within that group:

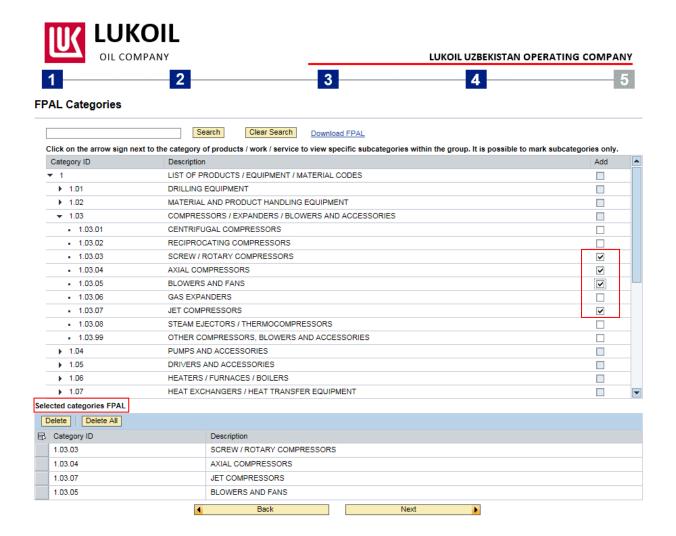


Select one or more categories to register. Mark them by \square .

In order to look through the FPAL directory of products click the link <u>Download FPAL</u>. Then the directory .xls will be downloaded on your laptop.

The selected product categories will be displayed in the table 'Selected categories FPAL'. After marking the fields press 'Next'.

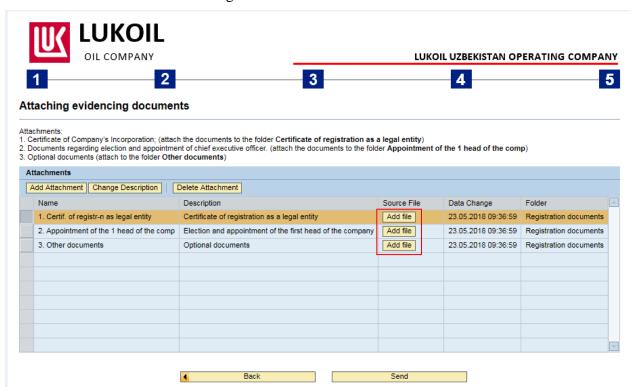






5. Step 5: Attaching evidencing documents

At this step you should attach registration documents; the list of them is described below. You should attach documents using the button 'Add file'.



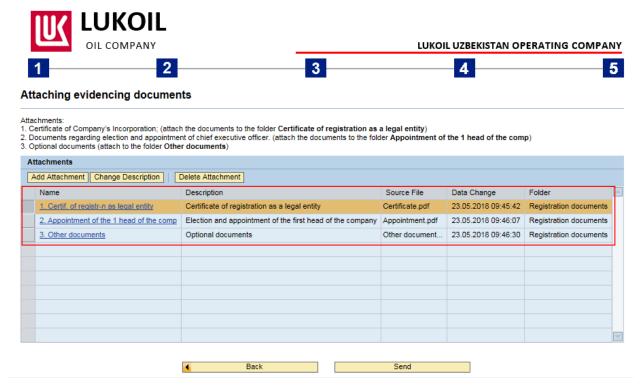
After pressing the button 'Add file' you should browse the document from your computer:



All documents described in the table 'Attachments' should be attached:

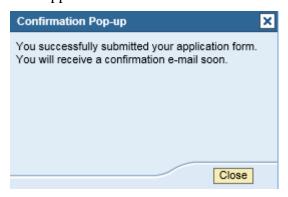
- Certificate of registration as a legal entity;
- Election and appointment of the first head of the company;
- Optional documents.





After you attached all documents, press the button 'Send'.

Then the following window will appear:



Registration is now completed.