



# 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**  
**(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.*



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## 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:

ЛУКОЙЛ  
НЕФТЯНАЯ КОМПАНИЯ

Общество с ограниченной ответственностью  
ЛУКОЙЛ Узбекистан Оперейтинг Компани

1 2 3 4 5

English page

Добро пожаловать на страницу саморегистрации поставщиков в G-SRM.  
Пожалуйста, выберите актив в котором вы хотите зарегистрироваться, затем нажмите ОК.

LUKOIL UZBEKISTAN OPERATING COMPANY LTD (RUS)

Далее

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

ЛУКОЙЛ  
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На русском

Welcome to the self-registration in G-SRM system.  
Please select asset in which you want to register then press OK to continue.

LUKOIL UZBEKISTAN OPERATING COMPANY LTD (ENG) 1

Next 2



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## 2. Step 2: Agreement with the Disclaimer

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

Then press 'Next' (2).

The screenshot shows the LUKOIL registration interface. At the top, the LUKOIL logo and 'OIL COMPANY' are on the left, and 'LUKOIL UZBEKISTAN OPERATING COMPANY' is on the right. Below this is a progress bar with five steps: 1 (blue), 2 (blue), 3 (grey), 4 (grey), and 5 (grey). Step 1 is labeled 'Introduction' and contains text about the SAP G-SRM system, its benefits, and required documents. Step 2 is labeled 'Disclaimer:' and contains a paragraph about the purpose of the registration and a checkbox labeled 'Agree\*' with an asterisk. Below the checkbox is a red '1' and a red '2' next to a 'Next' button with a right arrow.

**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.

For avoidance of errors in the course of operation in the SAP G-SRM system you are recommended to use only Microsoft Internet Explorer

**Disclaimer:**

Information and related documents are requested solely for the purpose of including your company into the database of "LUKOIL Uzbekistan Operating Company" LLC.

☒ Agree\* (supplier's agreement with the disclaimer, if this box is not checked registration is impossible): \*

1 2 Next

## 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.*



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### General Information

#### Information about the Company

Company name: \*   
(full name of the company specified in its commercial/trade license or registration documents)  
Description of the company: \*   
Country of the company's incorporation: \*  ☐ USA  
Year of the company's incorporation: \*  Language:  English  
Represented Brands:   
Region (geographical area): \*   
  
Contact information  
Telephone number: \*   
Fax:   
E-mail address: \*   
Company site: \*   
  
Human resources  
Total number of employees: \*

#### Head of the company

Name and surname: \*   
Job title: \*   
Telephone:   
E-mail address:

#### Registered address

Country: \*  ☐ Iraq  
Postal code / city: \*    
Street / house number: \*    
Building / floor / room: \*

#### Business address

☒ Business address is the same as the Registered Address  
Country: \*  Iraq  
Postal code / city: \*    
Street / house number: \*    
Building / floor / room:

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



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### General Information

#### Information about the Company

Company name: \*   
(full name of the company specified in its commercial/trade license or registration documents)  
Description of the company: \*   
Country of the company's incorporation: \*  ☐ USA  
Year of the company's incorporation: \*  Language:  English  
Represented Brands:   
Region (geographical area): \*   
  
Contact information  
Telephone number: \*   
Fax:   
E-mail address: \*   
Company site: \*   
  
Human resources  
Total number of employees: \*

#### Head of the company

Name and surname: \*   
Job title: \*   
Telephone:   
E-mail address:

#### Registered address

Country: \*  ☐ Iraq  
Postal code / city: \*    
Street / house number: \*    
Building / floor / room: \*

#### Business address

☒ Business address is the same as the Registered Address  
Country: \*  Iraq  
Postal code / city: \*    
Street / house number: \*    
Building / floor / room:



## 3.2.Contact Persons

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

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

**Contact persons**

Specify at least 2 persons

*Mr/Ms	*First name	*Last name	*Time Zone	*Telephone number	*E-mail address	City	Job title
Mr.	Waleed	Al Ralph	UTC+3	9262345676	walraphi@oiltechnology.com	Baghdad	General manager
Ms.	Kavita	Lafta	UTC+3	9261278908	klafita@oiltechnology.com	Baghdad	Acting manager

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.







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### FPAL Categories

[Download FPAL](#)

Click on the arrow sign next to the category of products / work / service to view specific subcategories within the group. It is possible to mark subcategories only.

Category ID	Description	Add
▼ 1	LIST OF PRODUCTS / EQUIPMENT / MATERIAL CODES	<input type="checkbox"/>
▶ 1.01	DRILLING EQUIPMENT	<input type="checkbox"/>
▶ 1.02	MATERIAL AND PRODUCT HANDLING EQUIPMENT	<input type="checkbox"/>
▼ 1.03	COMPRESSORS / EXPANDERS / BLOWERS AND ACCESSORIES	<input type="checkbox"/>
▪ 1.03.01	CENTRIFUGAL COMPRESSORS	<input type="checkbox"/>
▪ 1.03.02	RECIPROCATING COMPRESSORS	<input type="checkbox"/>
▪ 1.03.03	SCREW / ROTARY COMPRESSORS	<input checked="" type="checkbox"/>
▪ 1.03.04	AXIAL COMPRESSORS	<input checked="" type="checkbox"/>
▪ 1.03.05	BLOWERS AND FANS	<input checked="" type="checkbox"/>
▪ 1.03.06	GAS EXPANDERS	<input type="checkbox"/>
▪ 1.03.07	JET COMPRESSORS	<input checked="" type="checkbox"/>
▪ 1.03.08	STEAM EJECTORS / THERMOCOMPRESSORS	<input type="checkbox"/>
▪ 1.03.99	OTHER COMPRESSORS, BLOWERS AND ACCESSORIES	<input type="checkbox"/>
▶ 1.04	PUMPS AND ACCESSORIES	<input type="checkbox"/>
▶ 1.05	DRIVERS AND ACCESSORIES	<input type="checkbox"/>
▶ 1.06	HEATERS / FURNACES / BOILERS	<input type="checkbox"/>
▶ 1.07	HEAT EXCHANGERS / HEAT TRANSFER EQUIPMENT	<input type="checkbox"/>

#### Selected categories FPAL

Category ID	Description
1.03.03	SCREW / ROTARY COMPRESSORS
1.03.04	AXIAL COMPRESSORS
1.03.07	JET COMPRESSORS
1.03.05	BLOWERS AND FANS



## 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'.

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**Attaching evidencing documents**

Attachments:  
1. Certificate of Company's Incorporation; (attach the documents to the folder **Certificate of registration as a legal entity**)  
2. Documents regarding election and appointment of chief executive officer. (attach the documents to the folder **Appointment of the 1 head of the comp**)  
3. Optional documents (attach to the folder **Other documents**)

Name	Description	Source File	Data Change	Folder
1. Certif. of registr-n as legal entity	Certificate of registration as a legal entity	Add file	23.05.2018 09:36:59	Registration documents
2. Appointment of the 1 head of the comp	Election and appointment of the first head of the company	Add file	23.05.2018 09:36:59	Registration documents
3. Other documents	Optional documents	Add file	23.05.2018 09:36:59	Registration documents

Back Send

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

**Add predefined Supplier attachment**

Name: 1. Certif. of registr-n as legal entity

Description: Certificate of registration as a legal entity

File: Browse...

OK Cancel

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.



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### Attaching evidencing documents

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Attachments				
<a href="#">Add Attachment</a> <a href="#">Change Description</a> <a href="#">Delete Attachment</a>				
Name	Description	Source File	Data Change	Folder
<a href="#">1. Certif. of registr-n as legal entity</a>	Certificate of registration as a legal entity	Certificate.pdf	23.05.2018 09:45:42	Registration documents
<a href="#">2. Appointment of the 1 head of the comp</a>	Election and appointment of the first head of the company	Appointment.pdf	23.05.2018 09:46:07	Registration documents
<a href="#">3. Other documents</a>	Optional documents	Other document...	23.05.2018 09:46:30	Registration documents

[Back](#) [Send](#)

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

Then the following window will appear:

**Confirmation Pop-up** ✕

You successfully submitted your application form.  
You will receive a confirmation e-mail soon.

[Close](#)

Registration is now completed.