

G-SRM system

Management of relations with suppliers/contractors
on the basis of SAP SRM Supplier Relations Management

User Manual

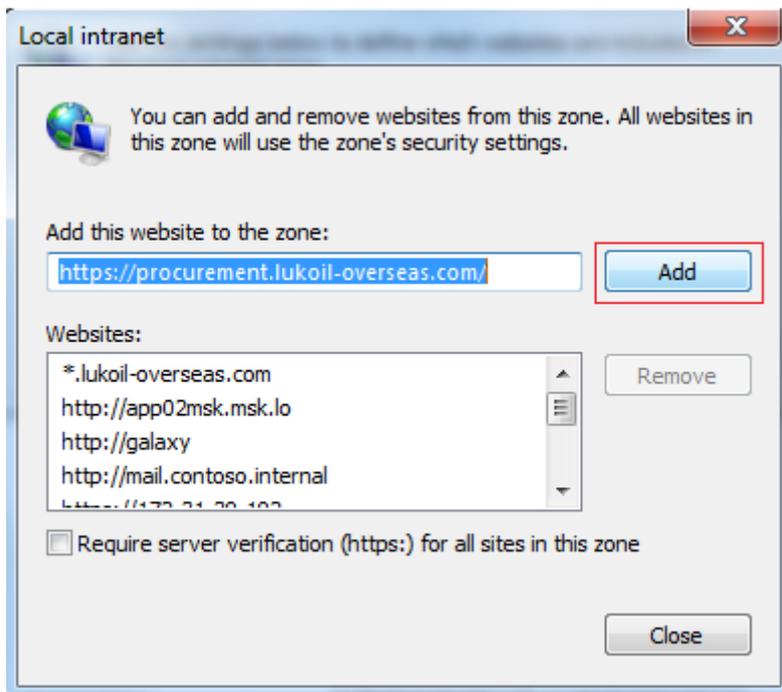
Suppliers and Contractors Manual

(First time login)

Step 1. Adding site in "Local Intranet"

Please, add <https://procurement.lukoil-overseas.com> into the zone of websites of Local Intranet of your browser in accordance with browser's instructions.

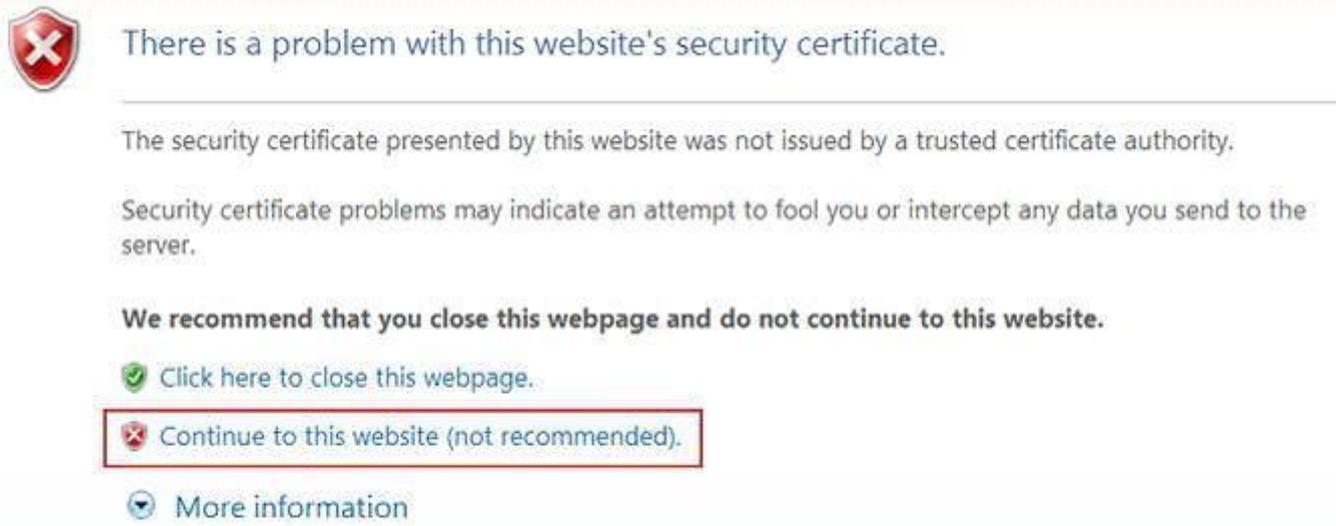




Step 2. (optional) Website's security certificate

If you see this message, you should follow to "Continue to this website (not recommended)" link (Fig.2).

Fig. 2



Step 3. (optional) Authorization window

If you see such window, you should press "Cancel" button (Fig.3).

Fig. 3



Step 4. change the initial password

You should change the initial password.

Fig. 4



Enter new password and press “Change” (Fig.4). The password should contain letters and figures, and the number of characters shall be not less than 5.

Note: Further on use your new password to enter the system.

If you will have any questions please contact me.

Please confirm the receipt of this email with attachment.