

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

Select a	a zone to v	iew or cha	Content	ty settings.		Advance
Int	ernet [ocal intra	et Trust	ed sites Res	Stricted sites	
4	Local in This zon found or	i tranet e is for all n your intra	websites ti anet.	hat are	Site	:s
Secur	ity level fo	r this zone				
All0	Med - / (in 1 1 - 1 - 5	Appropriat tranet) Most conte Unsigned A Same as M	e for webs ent will be r ActiveX con edium leve	ites on your loo un without pro trols will not be I without promp	cal network mpting you e downloade ots	d
E	Enable Pr	otected M	ode (requir Cust	res restarting I	nternet Exp	lorer) level
				Reset all zone	s to default	level
0 5	iome <u>settin</u>	gs are ma	naged by y	your system ad	ministrator.	



Local intranet						
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.						
Add this website to the zone:						
https://procurement.lukoil-overseas.com/ Add Add						
Websites:						
*.lukoil-overseas.com	Remove					
http://app02msk.msk.lo						
http://mail.contoso.internal						
	Close					

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).

1	here is a problem with this website's security certificate.
T	he security certificate presented by this website was not issued by a trusted certificate authority.
s	ecurity certificate problems may indicate an attempt to fool you or intercept any data you send to the erver.
٧	Ve recommend that you close this webpage and do not continue to this website.
1	2 Click here to close this webpage.
6	Continue to this website (not recommended).

Step 3. (optional) Authorization window

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



LUKOIL MID-EAST LIMITED

	User name
line and	Password
	Domain: MSK-LO Remember my credentials
	Insert a smart card

Step 4. change the initial password

You should change the initial password.

Fig. 4

Ge-SRM Supplier Relationship Management system Password has expired Change Password User ID Old Password New Password Confirm Password Change
@ 2008 SAP AG, All rights reserved.

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 attachement.