

G-SRM system

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

User Manual

Suppliers and Contractors Manual

**(Registration of Suppliers and Contractors and receiving the
registration data for access to G-SRM System)**

Version 1.0

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I. Guideline for Registration of Suppliers (ROS)

Brief Introduction

LUKOIL MID-EAST LIMITED is the operator for development of the West Qurna-2 oilfield Project in the South Iraq, Basra region, since January 2010 under the Development and Production Service Contract. West Qurna-2 is located in the south-eastern part of Iraq, and is 40 miles (65 km) to the north – west of the city of Basra.

For procurement of GOODS, works and services to the amount above \$100,000.00 LUKOIL MID-EAST LIMITED applies open tender procedure with advertising in GULF NEWS (UAE newspaper), Al-SABAH (Iraqi newspaper), AS-SABAH AL JADID (Iraqi newspaper), AZ-ZAMAN (Iraqi newspaper) and placing advertisements at corporate web site www.lukoil-overseas.com

In its procurement activity within the limits of \$100,000.00 LUKOIL MID-EAST LIMITED uses an SRM (Supplier Relationship Management) system for procurement of GOODS by RFQ method. Also SRM system is used for maintenance of records of current capability/capacity of potential suppliers in the market.

In order to implement this, all potential suppliers are hereby given with an opportunity to submit its key information in a format of an application form, for consequent registration in SRM system.

For any queries relating to registration process, please contact wq2.vendors@lukoil-overseas.com

* Fields marked with an asterisk are mandatory.

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 MID-EAST LIMITED 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.*


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://procurement.lukoil-overseas.com/regform>

You should agree with Terms of Disclaimer marked with *.

Then press 'Next'.





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BRIEF INTRODUCTION

LUKOIL MID-EAST LIMITED is the operator for development of the West Qurna-2 oilfield Project in the South Iraq, Basra region, since January 2010 under the Development and Production Service Contract. West Qurna-2 is located in the south-eastern part of Iraq, and is 40 miles (65 km) to the north – west of the city of Basra.

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In order to implement this, all potential suppliers are hereby given with an opportunity to submit its key information in a format of an application form, for consequent registration in SRM system.

For the purpose of registration you may use [Guidelines](#)

For any queries relating to registration process, please contact wq2.vendors@lukoil-overseas.com

* Fields marked with an asterisk are mandatory.

Disclaimer:

☒ I agree: *

All answers given must apply specifically to the Company that will be named in the blank field "Company name"

All information provided is confidential and solely for the use of LUKOIL MID-EAST LIMITED and its affiliated entities.

Submission of the requested information and associated documents is done only for the purpose of your company inclusion in LUKOIL MID-EAST LIMITED data base.

Submission of the requested information and associated documents do not constitute a commitment on the part of LUKOIL MID-EAST LIMITED to request you to any bid.

In the event if your Company participates in tenders or quotation requests of LUKOIL MID-EAST LIMITED, additional submission of requested documents is required in line with the company tender documentation requirements and instructions.

Note: Please pay attention that only registered company has the right to participate in RFQ in SRM

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Step 2: 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.


2.1 General Company Information Section

In this section enter the general information about your company.

LUKOIL OIL COMPANY		G-SRM Suppliers Self Registration	
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General Company Information			
Organisation information Company name: * <input type="text" value="Oil Technology LLC"/> <small>(full name of the company specified in commercial/trade license or registration documents)</small> Supplier overview: <input type="text" value="OT Company specialized in providing services for oil, OT expanded its services to cover upgrading/rehabilitation of Oil industrial"/> Country of Origin: <input type="text" value="US"/> <input type="checkbox"/> USA Year of foundation: <input type="text" value="1980"/> Language: <input type="text" value="EN"/> English Principal organisation changes: <input type="text" value="OT was re-registered in 2004 with more focus on Gas Turbines for both power and mechanical drive units"/> Geographic operating areas: <input type="text" value="USA, Iraq, UAE"/>		Head of company Name and surname: * <input type="text" value="Muhammed Rushidi"/> Job title: <input type="text" value="General Director"/> Telephone: <input type="text" value="96265920398"/> E-Mail address: <input type="text" value="MRushidi@oiltechnology.com"/> Legal Address Country: * <input type="text" value="IQ"/> <input type="checkbox"/> Iraq Postal Code/City: * <input type="text" value="1140"/> <input type="text" value="Baghdad"/> Street/House Number: <input type="text" value="District 935, Arasat"/> <input type="text" value="2"/> Building/Floor/Room: <input type="text" value=""/> <input type="text" value="3"/> <input type="text" value="12"/> PO Box/PO Box Country: <input type="text" value="1140"/> <input type="text" value="IQ"/> <input type="checkbox"/> Actual Address <input checked="" type="checkbox"/> Actual Address the same with the Legal Address Country: <input type="text" value="IQ"/> <input type="checkbox"/> Iraq Postal Code/City: <input type="text" value="1140"/> <input type="text" value="Baghdad"/> Street/House Number: <input type="text" value="District 935, Arasat"/> <input type="text" value="2"/> Building/Floor/Room: <input type="text" value=""/> <input type="text" value="3"/> <input type="text" value="12"/>	
Communication Phone Number: * <input type="text" value="96265920388"/> Fax Number: <input type="text" value="96265920388"/> E-Mail Address: * <input type="text" value="info@oiltechnology.com"/> Web-site: <input type="text" value="oiltechnology.com"/>			
Human resources Total number of employees: * <input type="text" value="700"/> % of Iraqi employees: <input type="text" value="30,00"/> Number of Temporary/Casual staff: <input type="text" value="300"/> % of Iraqi employees: <input type="text" value="30,00"/> Number of Permanent staff: <input type="text" value="500"/> % of Iraqi employees: <input type="text" value="20,00"/> Number of subcontracted staff: <input type="text" value="100"/> % of Iraqi employees: <input type="text" value="20,00"/>			

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





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General Company Information

Organisation information

Company name: *
(full name of the company specified in commercial/trade license or registration documents)

Supplier overview:
Provide a brief summary of your business and main goods/works/services; describe the field in which the company is specialized

Country of:

Year of foundation: Language: English

Principal organisation changes:

Geographic operating areas:

Communication

Phone Number: *

Fax Number:

E-Mail Address: *

Web-site:

Human resources

Total number of employees: * % of Iraqi employees: Number of Temporary/Casual staff: % of Iraqi employees:

Number of Permanent staff: % of Iraqi employees: Number of subcontracted staff: % of Iraqi employees:

Head of company

Name and surname: *

Job title:

Telephone:

E-Mail address:

Legal Address

Country: * Iraq

Postal Code/City: * Baghdad

Street/House Number:

Building/Floor/Room:

PO Box/PO Box Country:

Actual Address

☒ Actual Address the same with the Legal Address

Country: Iraq

Postal Code/City: Baghdad

Street/House Number:

Building/Floor/Room:

In the second part of the Step 2 fill the next information about your company:

- 1 - Shareholders/Ownership;
- 2 - Branch offices;
- 3 - Average annual turnover for the last three years;
- 4 - List of facilities including in Iraq (if any).

To add a new line press 'Add line'.

1 Details of Shareholders/Ownership

Add line Delete line

*Full Name (Individual/Corporation)	*Date of Birth/Registered No.	*Citizenship/Country of origin	Details of Shareholding/Ownership %*
Technology Ltd	1973	US	100,00

2 List of branch offices address in Middle East

Add line Delete line

*Name of branch	*Country	Postal Code	City	Street	House Number	Building Code	Floor	Room Number	*Telephone	Fax	*E-Mail Address	Web-site
Oil and Gas Technologies Ltd	AE	51626	Dubai	Sheikh Zayed Road		O	23	119	+9714445030	+9714445030	info@oilandgastech.com	oilandgastech.com

3 Average annual turnover for the last three years:

Add line Delete line

Year	Turnover value USD	Iraqi content %
2011	8.000.000,00	60,00
2010	7.500.000,00	40,00
2009	7.000.000,00	30,00

4 List of facilities including in Iraq (if any)

Add line Delete line

*Description	*Location	Square meters*
Storage location	Baghdad	700,00
Office	Baghdad	200,00

2.2 Contact Persons Information

The last part of the Step 2 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 Information								
Indicate minimum two contact person that shall get the rights for application form correction, ITT receipt and participation in RFQ in SRM								
<input type="button" value="Add Person"/> <input type="button" value="Delete Person"/>								
	*Mr/Ms	*First name	*Last name	*Time zone	*Telephone	*E-Mail Address	City	Job
	Mr.	Waleed	Al Ralph	UTC+3	9262345676	walralphi@oiltechnology.com	Baghdad	General manager
	Ms.	Kavita	Laffa	UTC+3	9261267908	klaffa@oiltechnology.com	Baghdad	Acting manager
				<input type="button" value="Back"/> <input type="button" value="Next"/>				

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.

Step 3: Product Categories

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

The Main Categories are displayed in the Products/Services Categories list.

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



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Main types of products/work/services offered by your company


Choose the category of products/work/service your company supply/provide

Category ID	Description	Add
▶ 1	LIST OF PRODUCTS / EQUIPMENT / MATERIAL CODES	<input type="checkbox"/>
▶ 2	LIST OF PRODUCTS / EQUIPMENT / MATERIAL CODES (CONTINUED)	<input type="checkbox"/>
▶ 3	LIST OF SERVICE CODES	<input type="checkbox"/>
▶ 4	LIST OF (MULTIDISCIPLINE / COMBINED SUPPLIES AND / OR SERVICES (TURNKEY / PACKAG	<input type="checkbox"/>

Selected product categories:

Category ID	Category Description
<div style="display: flex; align-items: center;"> The table does not contain any data </div>	

Select one or more categories to register. Mark them by ☒ :



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Main types of products/work/services offered by your company

Choose the category of products/work/service your company supply/provide

Category ID	Description	Add
▼ 1	LIST OF PRODUCTS / EQUIPMENT / MATERIAL CODES	<input type="checkbox"/>
▼ 1.01	DRILLING EQUIPMENT	<input type="checkbox"/>
▪ 1.01.01	DRILLING MACHINERY, MUD EQUIPMENT AND ACCESSORIES	<input type="checkbox"/>
▪ 1.01.02	PRODUCTION SURFACE EQUIPMENT	<input type="checkbox"/>
▪ 1.01.03	DRILLING TOOLS AND RETRIEVABLE PRODUCTION TOOLS	<input checked="" type="checkbox"/>
▪ 1.01.04	CASING, TUBING, LINER, CONNECTORS AND ACCESSORIES (OCTG)	<input checked="" type="checkbox"/>
▪ 1.01.05	CEMENTING EQUIPMENT AND LINE HANGER SYSTEMS	<input checked="" type="checkbox"/>
▪ 1.01.06	FISHING AND REPAIR TOOLS (DRILLING)	<input type="checkbox"/>
▪ 1.01.07	DRILLING AND MUD CONTROL INSTRUMENTS	<input checked="" type="checkbox"/>
▪ 1.01.08	PRODUCTION WELL TEST AND MONITORING INSTRUMENTS	<input type="checkbox"/>
▪ 1.01.09	WELLHEAD EQUIPMENT, XMAS TREES AND ACCESSORIES	<input type="checkbox"/>
▪ 1.01.10	PRODUCTION STRING COMPONENTS	<input type="checkbox"/>
▪ 1.01.11	DERRICKS AND ACCESSORIES	<input type="checkbox"/>
▪ 1.01.12	DRILL BITS	<input checked="" type="checkbox"/>
▪ 1.01.13	BOP AND ACCESSORIES	<input type="checkbox"/>
▪ 1.01.14	WIRELINE EQUIPMENT AND ACCESSORIES	<input type="checkbox"/>
▪ 1.01.15	COILED TUBING TOOLS AND ACCESSORIES	<input type="checkbox"/>


Selected product categories:


Category ID	Category Description
1.01.03	DRILLING TOOLS AND RETRIEVABLE PRODUCTION TOOLS
1.01.04	CASING, TUBING, LINER, CONNECTORS AND ACCESSORIES (OCTG)
1.01.05	CEMENTING EQUIPMENT AND LINE HANGER SYSTEMS
1.01.07	DRILLING AND MUD CONTROL INSTRUMENTS
1.01.12	DRILL BITS

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

Step 4: Projects regarding the chosen categories

After you chose the Product/Services categories you are able to specify some past or current projects related to each Product/Services category. Click on each chosen ID Category:





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List of projects

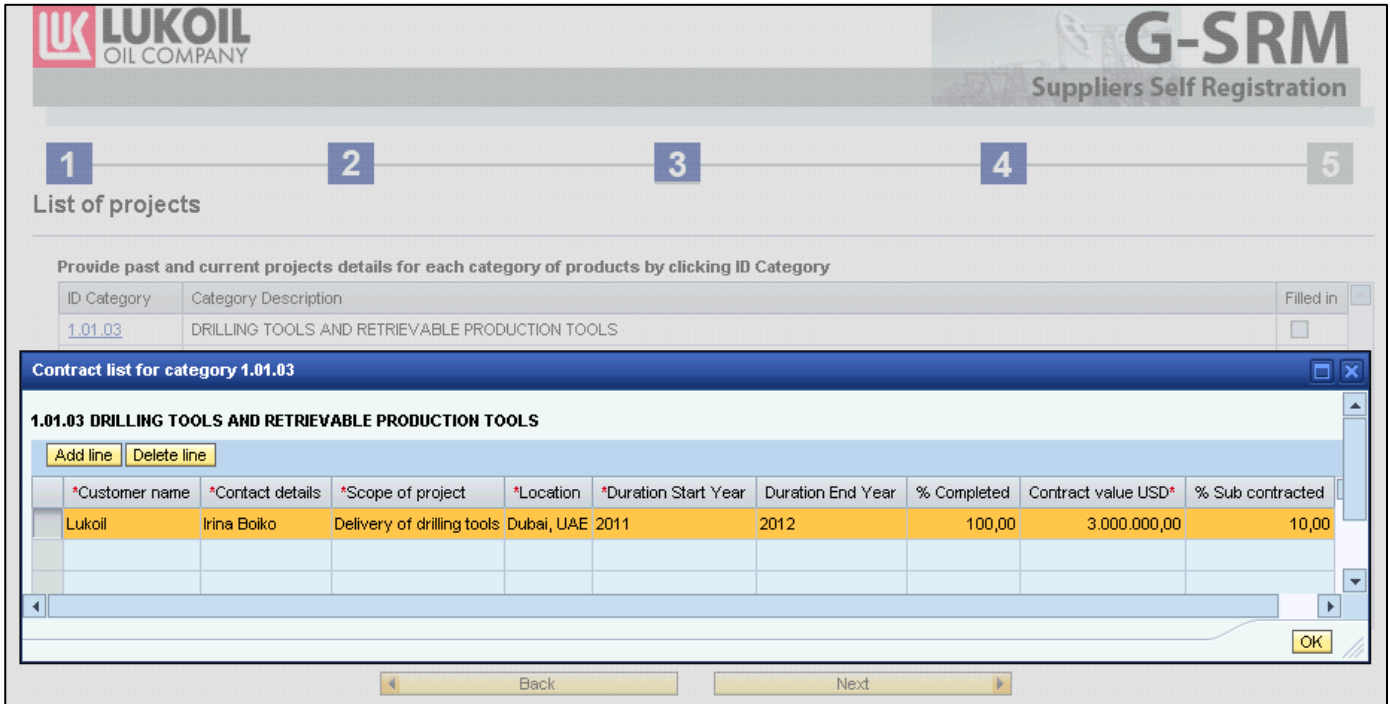
Provide past and current projects details for each category of products by clicking ID Category

ID Category	Category Description	Filled in
1.01.03	DRILLING TOOLS AND RETRIEVABLE PRODUCTION TOOLS	<input type="checkbox"/>
1.01.04	CASING, TUBING, LINER, CONNECTORS AND ACCESSORIES (OCTG)	<input type="checkbox"/>
1.01.05	CEMENTING EQUIPMENT AND LINE HANGER SYSTEMS	<input type="checkbox"/>
1.01.07	DRILLING AND MUD CONTROL INSTRUMENTS	<input type="checkbox"/>
1.01.12	DRILL BITS	<input type="checkbox"/>

◀ Back
Next ▶

Note: If you don't have enough time to fill in the 'Contract list for category' during current session, please continue to fill in the application form without 'Contract list for category' and press 'Send' after you have finished. The system does not allow saving your application form in transitory mode. You will be able to correct your application form and specify contracts after registration of the application form in SRM system.

Then the form where you can add details of the projects will appear. You should use the button 'Add line' to add the information. After you finished press OK:



1 **2** **3** **4** **5**

List of projects

Provide past and current projects details for each category of products by clicking ID Category

ID Category	Category Description	Filled in
1.01.03	DRILLING TOOLS AND RETRIEVABLE PRODUCTION TOOLS	<input type="checkbox"/>

Contract list for category 1.01.03

1.01.03 DRILLING TOOLS AND RETRIEVABLE PRODUCTION TOOLS

[Add line](#) [Delete line](#)

*Customer name	*Contact details	*Scope of project	*Location	*Duration Start Year	Duration End Year	% Completed	Contract value USD*	% Sub contracted
Lukoil	Irina Boiko	Delivery of drilling tools	Dubai, UAE	2011	2012	100,00	3.000.000,00	10,00


[OK](#)


[Back](#) [Next](#)

Step 5: Attaching requested documents

At this step you should attach registration documents; the list of them is described below.

- 1 - At first you should print out the Supplier Declaration Form, sign it and attach.
- 2 - You should attach documents using the button 'Add file'.





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Please attach the requested documents


1. Copies of Licenses and Certificates including TRADE/COMMERCIAL license (attach copies of license(s) and Certificate(s) your Company holds for provision good /works /services in West Gurna-2 Project.
2. Copy of financial statements for the last three full years audited or attested by your company: balance sheet, profit and loss statement, cash flow statement, audit report (or a written confirmation of the absence thereof) and breakdown of accounts payable and receivable. Financial statements shall be prepared and presented according to IFRS or US GAAP.
3. Copy of Articles of Association.
4. Copy of certificate of registration as a legal entity.
5. Copy of tax registration certificate.
- 1 6. Supplier Declaration form Please print out sign and attach this form.
7. References including Ministry's of Oil of Iraq, South Oil Company's, LUKOIL's and others.
8. Other documents (profiles, presentations and others).

[Link to CFolder Area](#)

Attachments			
Add Attachment Edit description Delete Attachment			
Name	Description	File source	Changed On
1. Licenses and Certificates	Copies of Licenses and Certificates including TRADE/COMMERCIAL LICENSE	2 Add file	11.09.2012 14:40:22
2. Financial Statements	Copy of Financial Statements	Add file	11.09.2012 14:40:22
3. Articles of Association	Copy of Articles of Association	Add file	11.09.2012 14:40:22
4. Certif. of registr-n as legal entity	Copy of Certificate of registration as a legal entity	Add file	11.09.2012 14:40:22
5. Tax Registration Certificate	Copy of Tax Registration Certificate	Add file	11.09.2012 14:40:22
6. Supplier Declaration Form	Copy of Supplier Declaration Form	Add file	11.09.2012 14:40:22
7. References	References including Ministry's of Oil of Iraq, South Oil Company's, LUKOIL's and others	Add file	11.09.2012 14:40:22
8. Other documents	Other documents (profiles, presentations and others)	Add file	11.09.2012 14:40:23

Back
Send

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



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Please attach the requested documents

1. Copies of Licenses and Certificates including TRADE/COMMERCIAL license (attach copies of license(s) and Certificate(s) your Company holds for provision good /works /services in West Qurna-2 Project.
2. Copy of financial statements for the last three full years audited or attested by your company: balance sheet, profit and loss statement, cash flow statement, audit report (or a written confirmation of the absence thereof) and breakdown of accounts payable and receivable. Financial statements shall be prepared and presented according to IFRS or US GAAP.
3. Copy of Articles of Association.
4. Copy of certificate of registration as a legal entity
5. Copy of tax registration certificate.
6. [Supplier Declaration form](#) . Please print out sign at
7. References including Ministry's of Oil of Iraq, South Oil Company's, LUKOIL's and others
8. Other documents (profiles, presentations and others)

[Link to CFolder Area](#)

Add predefined Supplier attachment

Name:

Description:

File: Browse...

OK
Cancel

Attachments

Add Attachment
Edit description
Delete Attachment

Name	Description	File source	Changed On
1. Licenses and Certificates	Copies of Licenses and Certificates including TRADE/COMMERCIAL LICENSE	Add file	11.09.2012 14:40:22
2. Financial Statements	Copy of Financial Statements	Add file	11.09.2012 14:40:22
3. Articles of Association	Copy of Articles of Association	Add file	11.09.2012 14:40:22
4. Certif. of registr-n as legal entity	Copy of Certificate of registration as a legal entity	Add file	11.09.2012 14:40:22
5. Tax Registration Certificate	Copy of Tax Registration Certificate	Add file	11.09.2012 14:40:22
6. Supplier Declaration Form	Copy of Supplier Declaration Form	Add file	11.09.2012 14:40:22
7. References	References including Ministry's of Oil of Iraq, South Oil Company's, LUKOIL's and others	Add file	11.09.2012 14:40:22
8. Other documents	Other documents (profiles, presentations and others)	Add file	11.09.2012 14:40:23

Back
Send

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

- Licenses and Certificates including TRADE/COMMERCIAL license;
- Financial Statements;
- Articles of Association;
- Certificate of registration as legal entity;
- Tax Registration Certificate;
- Supplier Declaration Form;
- References;
- Other documents.

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Please attach the requested documents

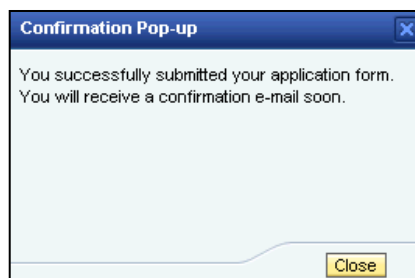
1. Copies of Licenses and Certificates including TRADE/COMMERCIAL license (attach copies of license(s) and Certificate(s) your Company holds for provision good works /services in West Gurna-2 Project.
2. Copy of financial statements for the last three full years audited or attested by your company: balance sheet, profit and loss statement, cash flow statement, audit report (or a written confirmation of the absence thereof) and breakdown of accounts payable and receivable. Financial statements shall be prepared and presented according to IFRS or US GAAP.
3. Copy of Articles of Association.
4. Copy of certificate of registration as a legal entity.
5. Copy of tax registration certificate.
6. [Supplier Declaration form](#) . Please print out sign and attach this form.
7. References including Ministry's of Oil of Iraq, South Oil Company's, LUKOIL's and others.
8. Other documents (profiles, presentations and others).

[Link to CFolder Area](#)
Attachments

Name	Description	File source	Changed On
1. Licenses and Certificates	Copies of Licenses and Certificates including TRADE/COMMERCIAL LICENSE	License.pdf	11.09.2012 15:11:09
2. Financial Statements	Copy of Financial Statements	Financial Statements.pdf	11.09.2012 15:11:26
3. Articles of Association	Copy of Articles of Association	Articles of Associatio...	11.09.2012 15:11:41
4. Certif. of registr-n as legal entity	Copy of Certificate of registration as a legal entity	Certificate of registrati...	11.09.2012 15:11:57
5. Tax Registration Certificate	Copy of Tax Registration Certificate	Tax Registration Certifi...	11.09.2012 15:12:12
6. Supplier Declaration Form	Copy of Supplier Declaration Form	Supplier Declaration F...	11.09.2012 15:12:29
7. References	References including Ministry's of Oil of Iraq, South Oil Company's, LUKOIL's and others	Reference.pdf	11.09.2012 15:12:48
8. Other documents	Other documents (profiles, presentations and others)	Presentation.pdf	11.09.2012 15:13:03

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

Then the following window will appear:



Registration is now completed.

You will receive the following e-mail notification upon successful submission of the registration form:

Dear Sirs,

Please be advised that **Oil technology LLC** application form/profile has been submitted for LUKOIL MID-EAST LIMITED consideration. Your form is registered in SRM system and will be reviewed.

Best regards,
LUKOIL MID-EAST LIMITED

II. Guideline for Supplier Self-Service (SUS)

The following guideline will assist you in managing your information and online details via our Supplier Self-Service (SUS) system.

Among the areas covered in the SUS are:

- First Time Login
- Supplier's Company Own Data Maintenance
- User Own Data Maintenance and Creation new users

2.1 First time login

After the processing of the registration form by LUKOIL MID-EAST LIMITED you will receive 2 letters to the email specified for contact person in the registration form

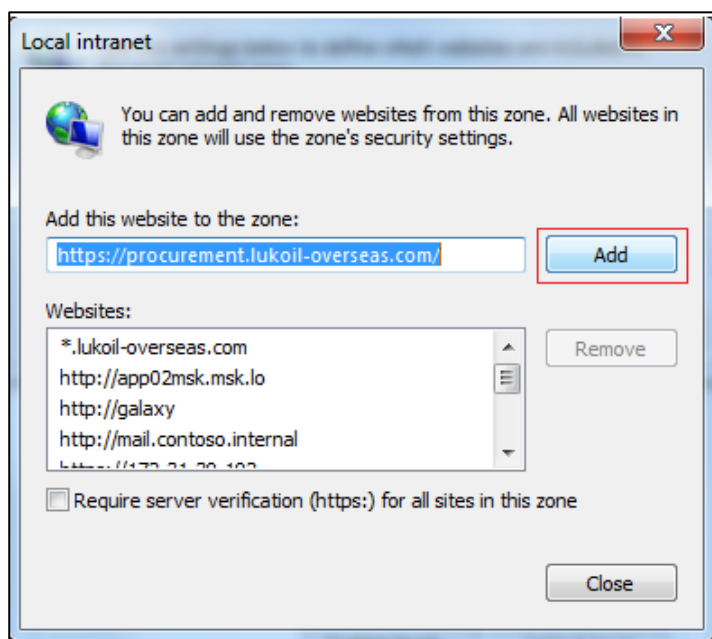
1. With a login and a link to enter the system
2. With initial password for entering the system

If you entered the system for the first time, you should do once the following steps:

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.

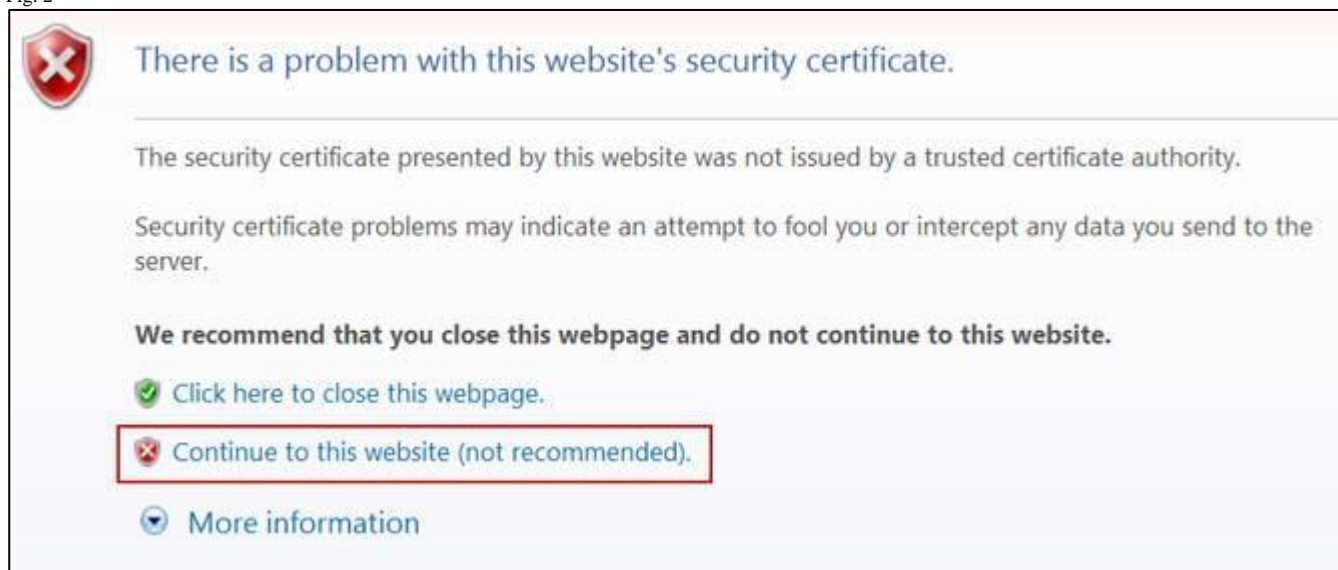




Step 2. (optional) Website's security certificate

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

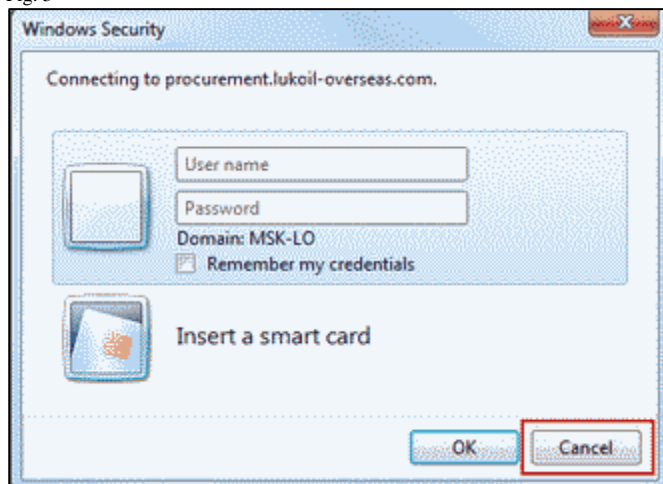
Fig. 2



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 a 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.

2.2 Supplier's Company Own Data Maintenance

Supplier shall use this procedure in two cases:

1. In case of receiving email with description of the fields that have to be filled in or corrected;
2. In case of changing or updating company data.

At the beginning suppliers should follow the next steps:


Step 1. Enter the logon data



Step 2. Company Data Maintenance

Go to the bookmark Supplier Self-Services – Company Data.

In this section there is general information about your company.

If you see icon  against the field then it should be filled in or corrected.

To fill in the required fields press 'Process'.

Welcome Mr. Waleed Al Raphi

Search Advanced Search

RFX Supplier Self-Services Messages

Company Data Own Data Find User Create Users

Company Data

Portal Favorites

Display Company Data

Process

General Company Information

Organisation information

Company name: * Oil Technology LLC

(full name of the company specified in commercial/trade license or registration documents)

Supplier overview: OT Company specialized in providing services for oil, OT expanded its services to cover upgrading/rehabilitation of Oil industrial

Country of Origin: US USA

Year of foundation: 1980

Principal organisation changes: OT was re-registered in 2004 with more focus on Gas Turbines for both power and mechanical drive units

Geographic operating areas: USA, Iraq, UAE

Web-site:

Head of company

Name and surname: * Muhammed Rushidi

Job title:

Telephone:

E-Mail address:

Country: IQ Iraq

Postal Code/City: 1140 baghdad

Street/House Number: District 935, Arasat 2


Building/Floor/Room: 3 12

Actual Address

☐ Actual Address same with Legal Address

Country: IQ Iraq

Then you will be able to change the data (the fields will have white shading).

It is possible to view the remark when you guide the cursor on the icon  (for example, the remark is 'Field empty' below):

Welcome Mr. Waleed Al Raphi

Search Advanced Search

RFX Supplier Self-Services Messages

Company Data Own Data Find User Create Users

Company Data

Portal Favorites

Display Company Data

Save Undo Cancel

General Company Information

Organisation information

Company name: * Oil Technology LLC

(full name of the company specified in commercial/trade license or registration documents)

Supplier overview: OT Company specialized in providing services for oil, OT expanded its services to cover upgrading/rehabilitation of Oil industrial

Country of Origin: US USA

Year of foundation: 1980

Principal organisation changes: OT was re-registered in 2004 with more focus on Gas Turbines for both power and mechanical drive units

Geographic operating areas: USA, Iraq, UAE

Web-site:

Head of company

Name and surname: * Muhammed Rushidi

Job title:

Telephone:

E-Mail address:

Legal Address

Country: * IQ Iraq

Postal Code/City: * 1140 baghdad

Street/House Number: District 935, Arasat 2

Building/Floor/Room: 3 12

Actual Address

☐ Actual Address same with Legal Address

Country: IQ Iraq

Field empty

After alteration press 'Save'.

Welcome Mr. Waleed Al Raphi

Search Advanced Search

RFX Supplier Self-Services Messages

Company Data | Own Data | Find User | Create Users

Company Data

Portal Favorites

Display Company Data

Save Undo Cancel

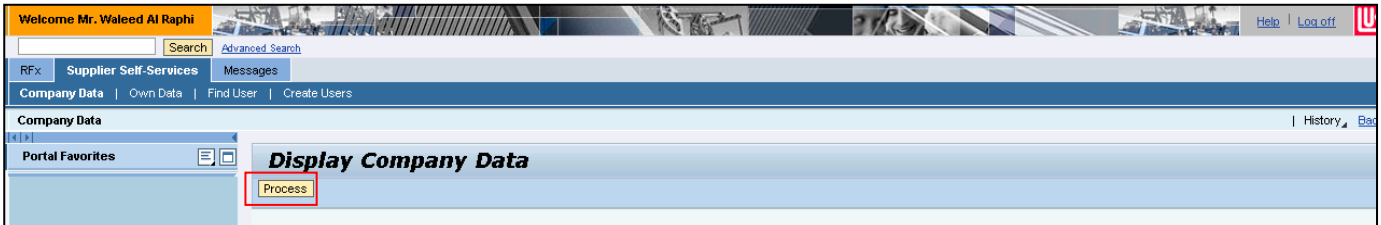
General Company Information

Organisation information Company name: * Oil Technology LLC <small>(full name of the company specified in commercial/trade license or registration documents)</small> Supplier overview: OT Company specialized in providing services for oil, OT expanded its services to cover upgrading/rehabilitation of Oil industrial Country of Origin: US USA Year of foundation: 1980 Principal organisation changes: OT was re-registered in 2004 with more focus on Gas Turbines for both power and mechanical drive units Geographic operating areas: USA, Iraq, UAE Web-site:	Head of company Name and surname: * Muhammed Rushidi Job title: General director Telephone: 96265920398 E-Mail address: MRushidi@oiltechnology.com
Legal Address Country: * IQ Iraq Postal Code/City: * 1140 Baghdad Street/House Number: District 935, Arasat 2 Building/Floor/Room: 3 12 Actual Address <input type="checkbox"/> Actual Address same with Legal Address Country: IQ Iraq	

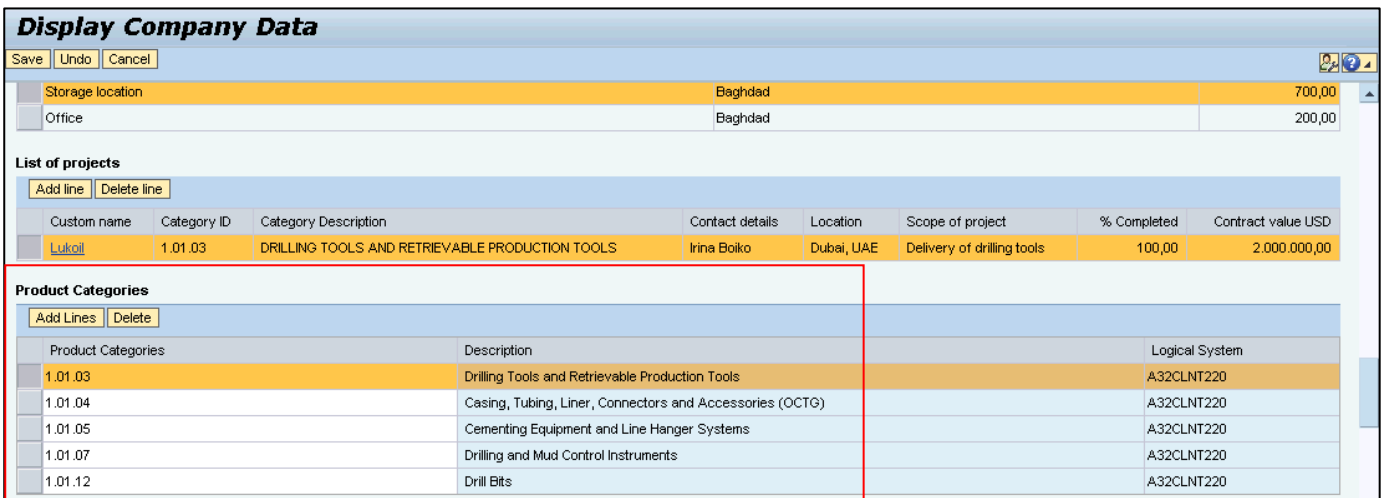
Step 3. Supplier Product Category Maintenance

You can also add a new product category. This procedure is performed when supplier has a new product offered to LME.

Note: if you have already pressed 'Save' at previous step then you should press 'Process' in order to edit the data.

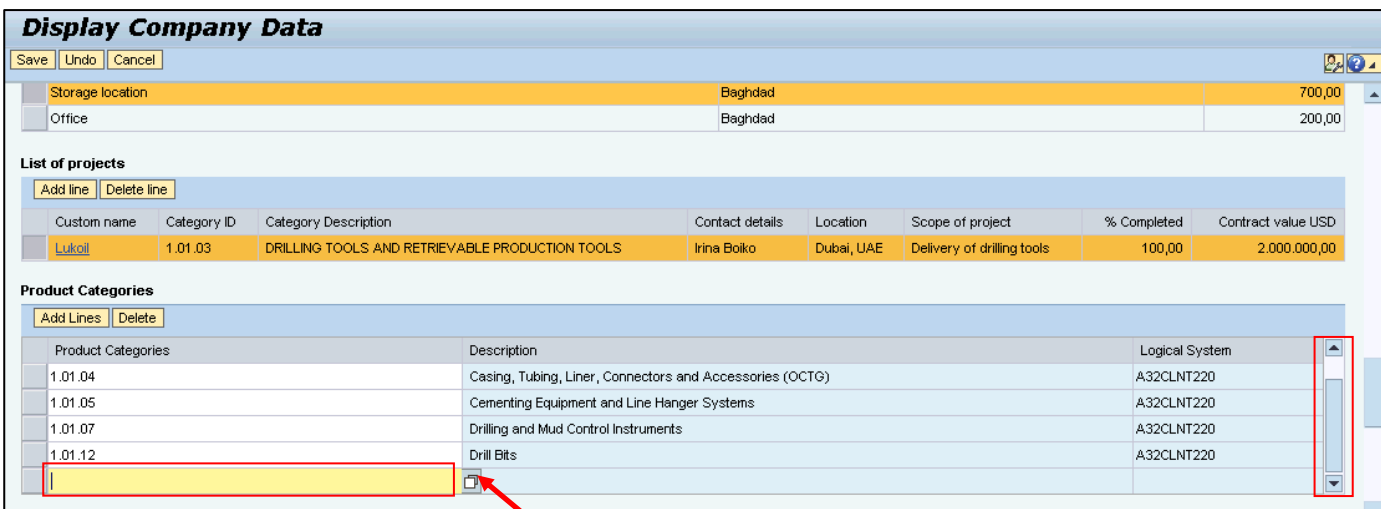


Then scroll up to view the list of product categories:




Product Categories	Description	Logical System
1.01.03	Drilling Tools and Retrievable Production Tools	A32CLNT220
1.01.04	Casing, Tubing, Liner, Connectors and Accessories (OCTG)	A32CLNT220
1.01.05	Cementing Equipment and Line Hanger Systems	A32CLNT220
1.01.07	Drilling and Mud Control Instruments	A32CLNT220
1.01.12	Drill Bits	A32CLNT220

To add a new product category press 'Add line' and fill in the fields:



Product Categories	Description	Logical System
1.01.04	Casing, Tubing, Liner, Connectors and Accessories (OCTG)	A32CLNT220
1.01.05	Cementing Equipment and Line Hanger Systems	A32CLNT220
1.01.07	Drilling and Mud Control Instruments	A32CLNT220
1.01.12	Drill Bits	A32CLNT220

Press the icon  to choose your product category from the list of products.

The window with search criteria will appear. You can add Category Description as shown below and then press 'Start Search':

Category ID: All Values

Hide Filter Criteria Personal Value List Settings

Category Description:

Category ID:

Logical system:

☒ Restrict Number of Value List Entries To

Start Search **Reset**

OK **Cancel**

Choose the corresponding line and press OK:

Display Company Data

Save Undo Cancel

Storage location: Office

List of projects: Add line Delete line

Custom name	Category ID	Category Description
Lukoil	1.01.03	DRILLING TOOLS

Product Categories: Add Lines Delete

Product Categories	Description	Logical System
1.01.04	Casing, Tubing, Liner, Connectors and Accessories (OCTG)	A32CLNT220
1.01.05	Cementing Equipment and Line Hanger Systems	A32CLNT220
1.01.07	Drilling and Mud Control Instruments	A32CLNT220
1.01.12	Drill Bits	A32CLNT220
1.13.06	Diving Equipment - Personal Equipment	A32CLNT220

Category ID: All Values

Hide Filter Criteria Personal Value List Settings

Category Description:

Category ID:

Logical system:

☒ Restrict Number of Value List Entries To

Start Search **Reset**

Category Description	Category ID	Logical system
Diving / ROV / Submersible operations	3.05.09	A32CLNT220
Diving / ROV / Submersible operations	3.06.03	A32CLNT220
Diving / ROV operations	3.07.07	A32CLNT220
Diving Equipment - Personal Equipment	1.13.06	A32CLNT220
Diving Equipment - Vessel Based Eq...	1.13.07	A32CLNT220
Other Marine / Diving and Pipeline Eq...	1.13.99	A32CLNT220
Subsea / Diving / ROV Technology ...	3.01.07	A32CLNT220
Tugs / ROV Support / Diving Suppor...	3.08.01	A32CLNT220

OK **Cancel**

Chosen line will be added into the list of your product categories.
After alteration press 'Save'.

Display Company Data

Save Undo Cancel

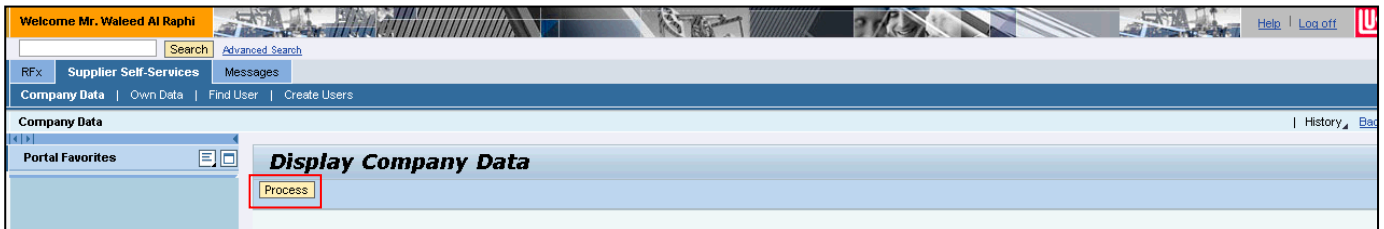
Custom name	Category ID	Category Description	Contact details	Location	Scope of project	% Completed	Contract value USD
Lukoil	1.01.03	DRILLING TOOLS AND RETRIEVABLE PRODUCTION TOOLS	Irina Boiko	Dubai, UAE	Delivery of drilling tools	100,00	2.000.000,00

Product Categories: Add Lines Delete

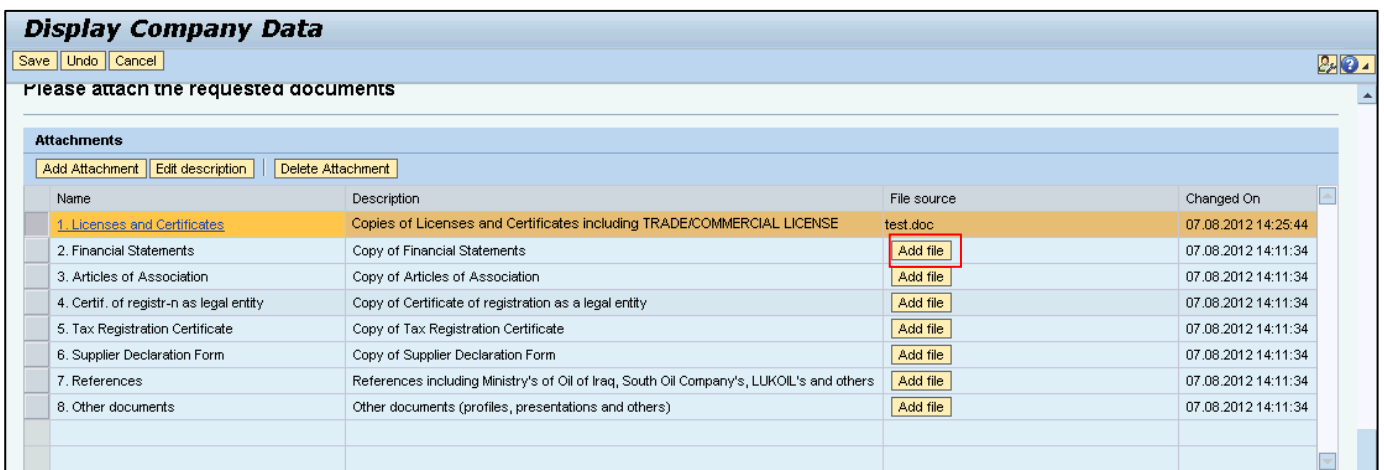
Product Categories	Description	Logical System
1.01.04	Casing, Tubing, Liner, Connectors and Accessories (OCTG)	A32CLNT220
1.01.05	Cementing Equipment and Line Hanger Systems	A32CLNT220
1.01.07	Drilling and Mud Control Instruments	A32CLNT220
1.01.12	Drill Bits	A32CLNT220
1.13.06	Diving Equipment - Personal Equipment	A32CLNT220

Step 4. Attachments Maintenance

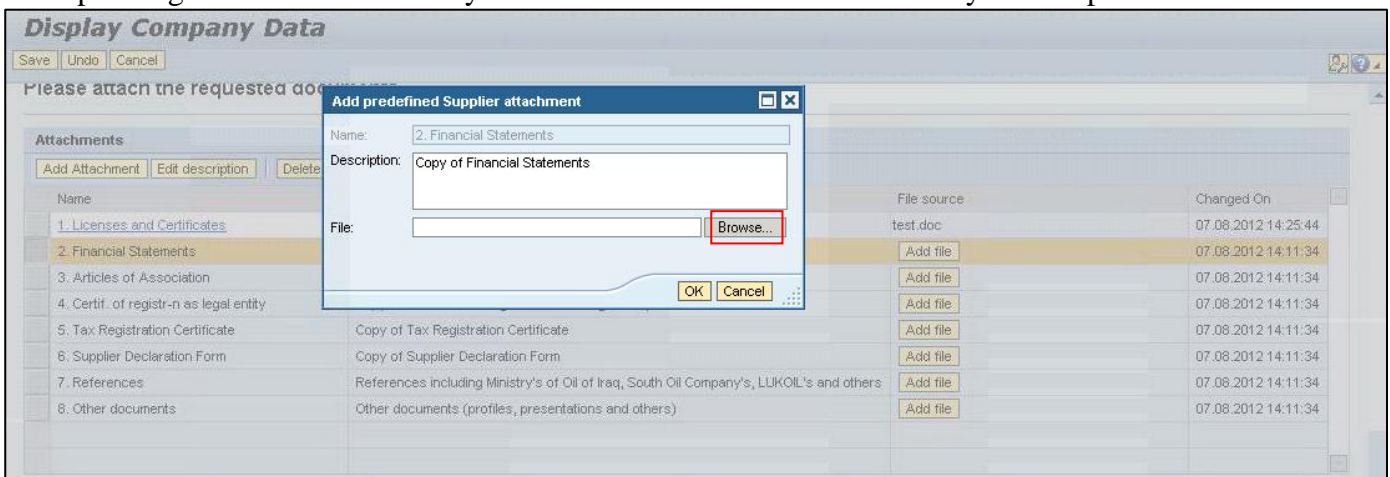
Note: you should attach documents in processing mode. If you have already pressed 'Save' at previous step then you should press 'Process' in order to attach documents.



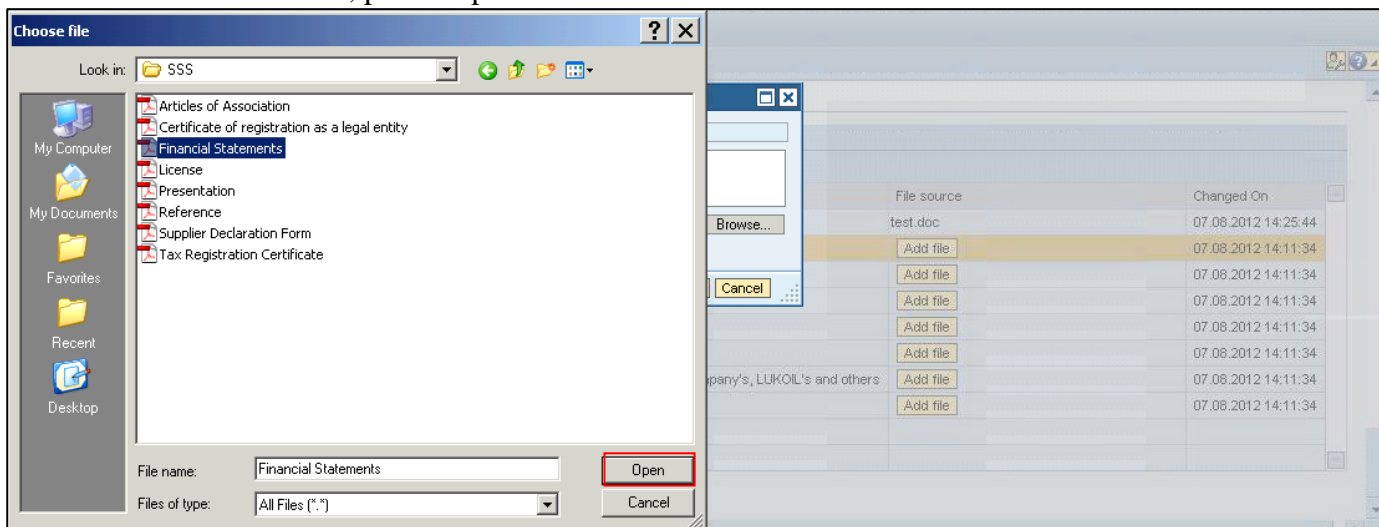
You should attach documents using the button 'Add file'.



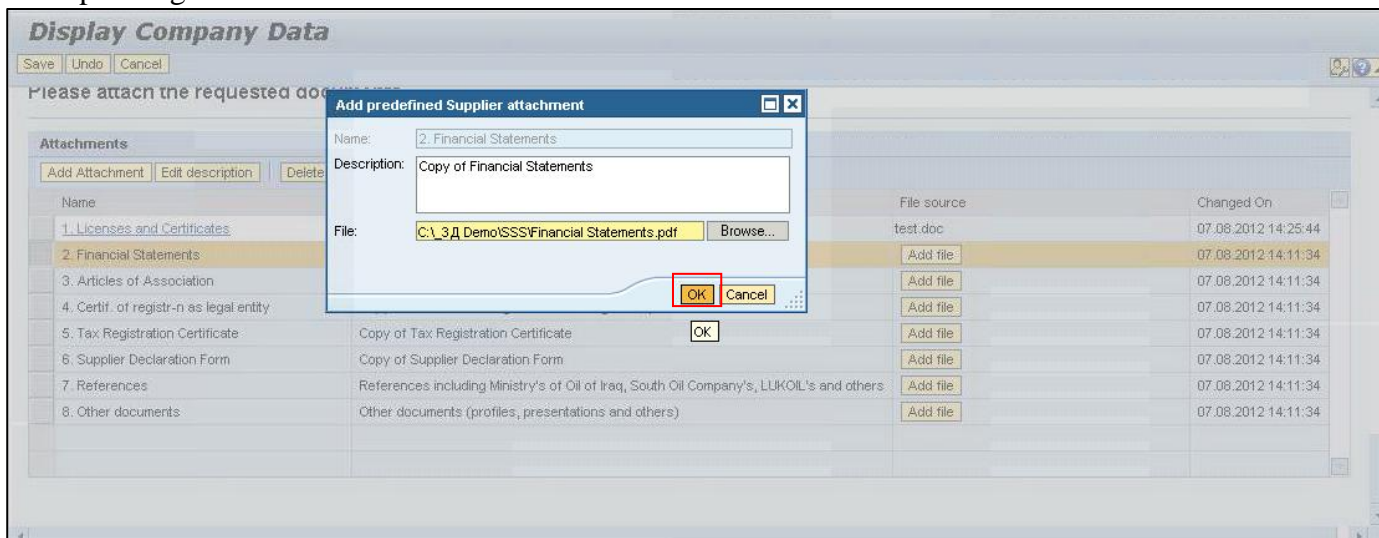
After pressing the button 'Add file' you should browse the document from your computer:



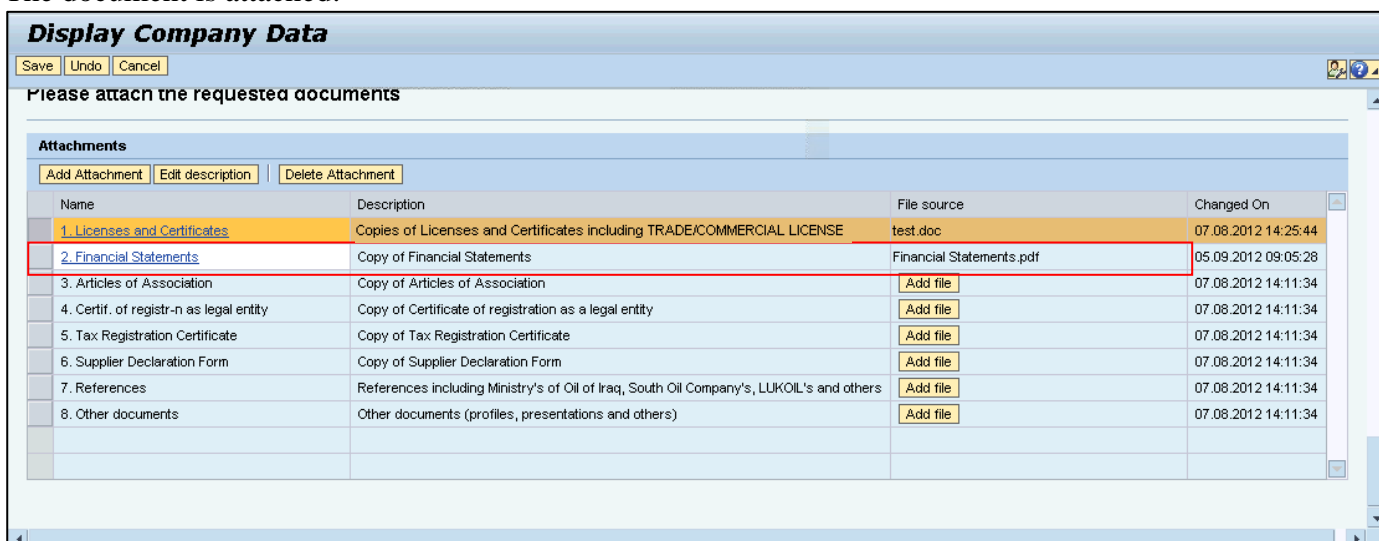
Then choose the document, press 'Open':



After pressing 'OK' the document will be attached:



The document is attached:





After all changes press the button 'Save':

Display Company Data




Then you will see that data has been saved in the SAP SRM system:

Display Company Data

☒ Data has been saved successfully in the SAP SRM system

2.3 User Own Data Maintenance and Creation new users

2.3.1 User Own Data Maintenance (including change password)

Go to the bookmark Supplier Self-Services – Own Data.

In this section there is general information about your contact person.

To fill in the required fields press 'Process'.

Welcome Mr. Waleed Al Raphi

[RFx](#)
[Supplier Self-Services](#)
[Messages](#)

[Company Data](#)
[Own Data](#)
[Find User](#)
[Create Users](#)

Own Data

Portal Favorites

Own Data

User:510571

General User Information

User Name	510571
*FormOfAddr	Select ▾
*First Name	Waleed
*Last Name	Al Raphi
*E-Mail Address	walraphi@oiltechnology.com
*Country	Afghanistan ▾
Language	English ▾
Company	Oil Technology LLC0000018358 ▾
Assigned Roles	SAP SRM SUS: Administrator Supplier

Contact Information

Telephone	96265920390
Fax	
Position	
Department	

Settings

Date Format	DD.MM.YYYY ▾
Decimal Format	12.345.687,80 ▾
Time Zone	Russia (Moskau) UTC+03 ▾
<input type="checkbox"/> Save UI Settings	

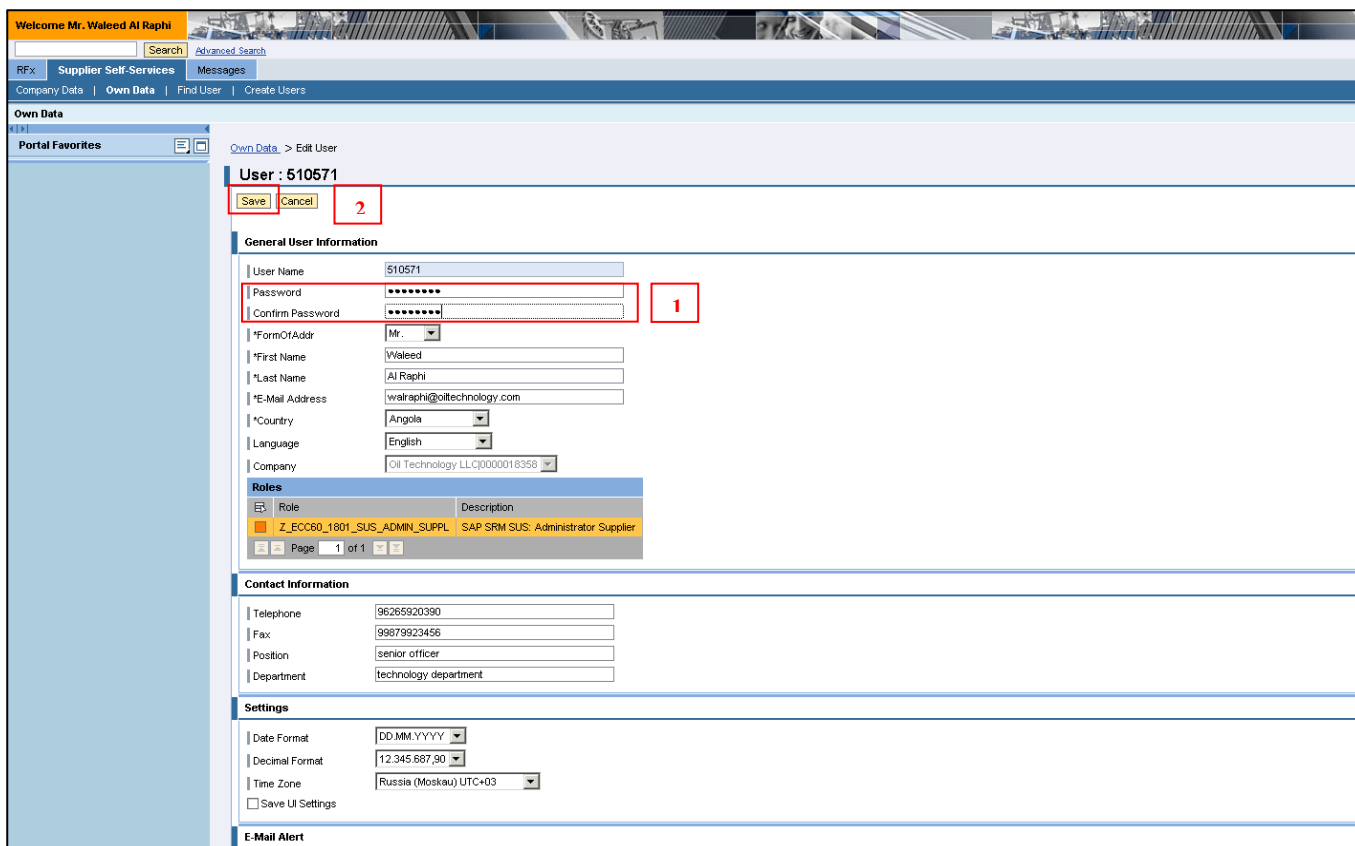
E-Mail Alert

Then you will be able to change your data (the fields will have white shading).

1 - If you want to change your password, you should enter a new password into the field Password and Confirm Password.

Change your data as you wish (for example, contact information).

2 - After all changes press the button 'Save'.



Welcome Mr. Waleed Al Raphi

Search Advanced Search

RFx Supplier Self-Services Messages

Company Data Own Data Find User Create Users

Own Data

Portal Favorites

Own Data > Edit User

User : 510571

Save Cancel **2**

General User Information

User Name 510571

Password **1**

Confirm Password **1**

*FormOfAddr Mr.

*First Name Waleed

*Last Name Al Raphi

*E-Mail Address waleed@oiltechnology.com

*Country Angola

Language English

Company Oil Technology LLC0000018358

Roles

Role	Description
Z_ECC60_1801_SUS_ADMIN_SUPPL	SAP SRM SUS: Administrator Supplier

Page 1 of 1

Contact Information

Telephone 96265920390

Fax 99879923456

Position senior officer

Department technology department

Settings

Date Format DD.MM.YYYY

Decimal Format 12.345.687,90

Time Zone Russia (Moskau) UTC+03

☐ Save UI Settings


E-Mail Alert

Note: Password length should be not less than 8 characters. Check your time zone.

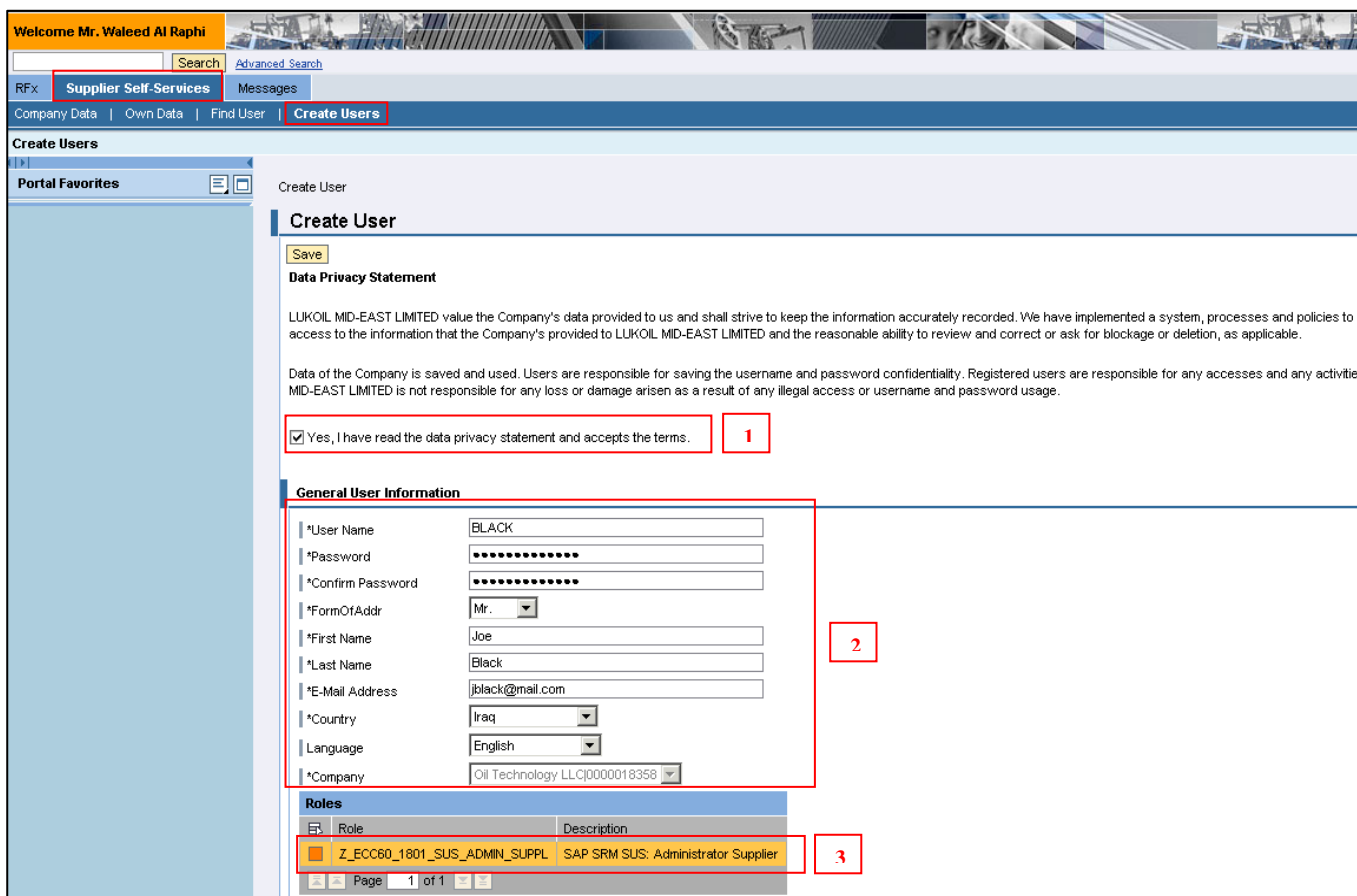
2.3.2 Creation new users

Go to the bookmark Supplier Self-Services – Create Users.

In this section you should enter general information about your new contact person.

- 1 - At first you should agree with Data Privacy Statement.
- 2 - Then fill in all required fields (marked by *).
- 3 - Choose the Role by pressing the icon  to mark it.

Note: It is better to use startpassword as initial password. When contact person enters SRM system under this logon data, it will be changed then: see the Guideline for Supplier Self Service (SUS) from the chapter 2.1 First time login.



Welcome Mr. Waleed Al Raphi

Search Advanced Search

RFx Supplier Self-Services Messages

Company Data Own Data Find User Create Users

Create Users

Portal Favorites

Create User

Create User

Save

Data Privacy Statement

LUKOIL MID-EAST LIMITED value the Company's data provided to us and shall strive to keep the information accurately recorded. We have implemented a system, processes and policies to access to the information that the Company's provided to LUKOIL MID-EAST LIMITED and the reasonable ability to review and correct or ask for blockage or deletion, as applicable.

Data of the Company is saved and used. Users are responsible for saving the username and password confidentiality. Registered users are responsible for any accesses and any activities. MID-EAST LIMITED is not responsible for any loss or damage arisen as a result of any illegal access or username and password usage.

☒ Yes, I have read the data privacy statement and accepts the terms. 1

General User Information

*User Name BLACK

*Password

*Confirm Password

*FormOfAddr Mr.

*First Name Joe

*Last Name Black

*E-Mail Address jblack@mail.com

*Country Iraq

Language English

*Company Oil Technology LLCJ0000018358

Roles

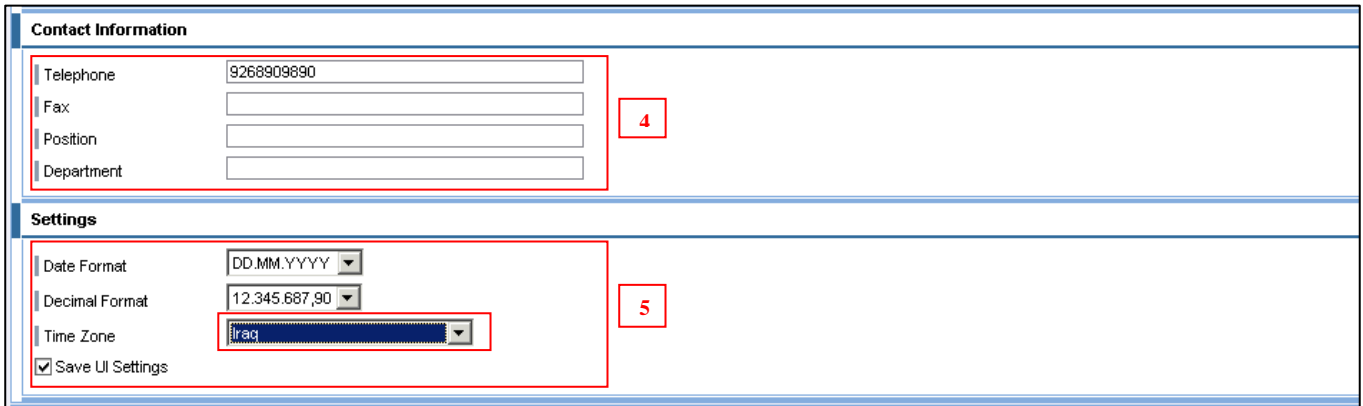
Role	Description
<input checked="" type="checkbox"/> Z_ECC60_1801_SUS_ADMIN_SUPPL	SAP SRM SUS: Administrator Supplier

Page 1 of 1

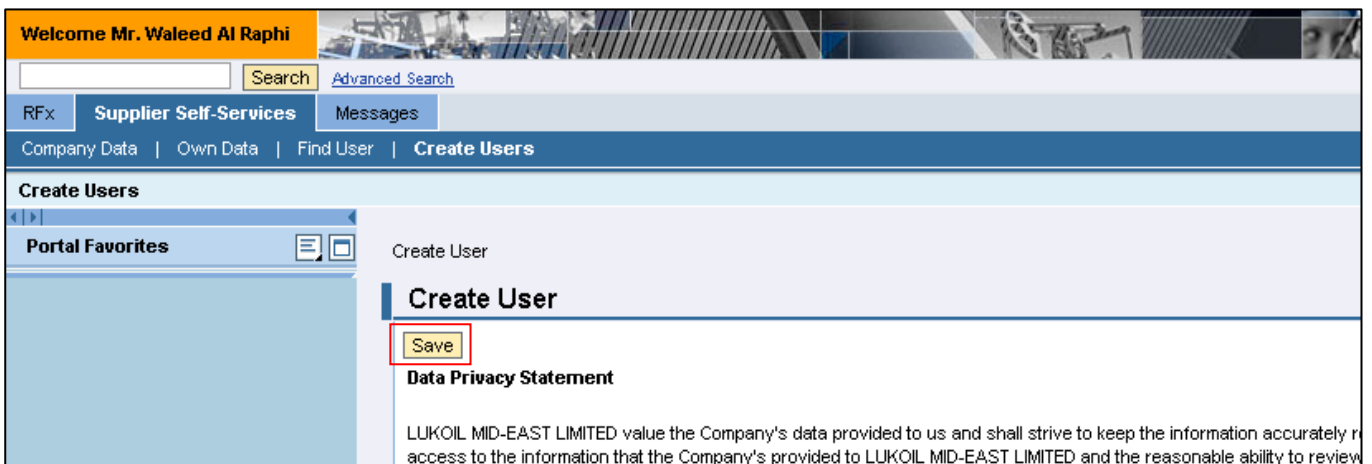
4 - Then scroll up to the lower part of the screen where you are able to fill in the fields concerning contact information,

5 - concerning settings.

It is important to specify the correct time zone.

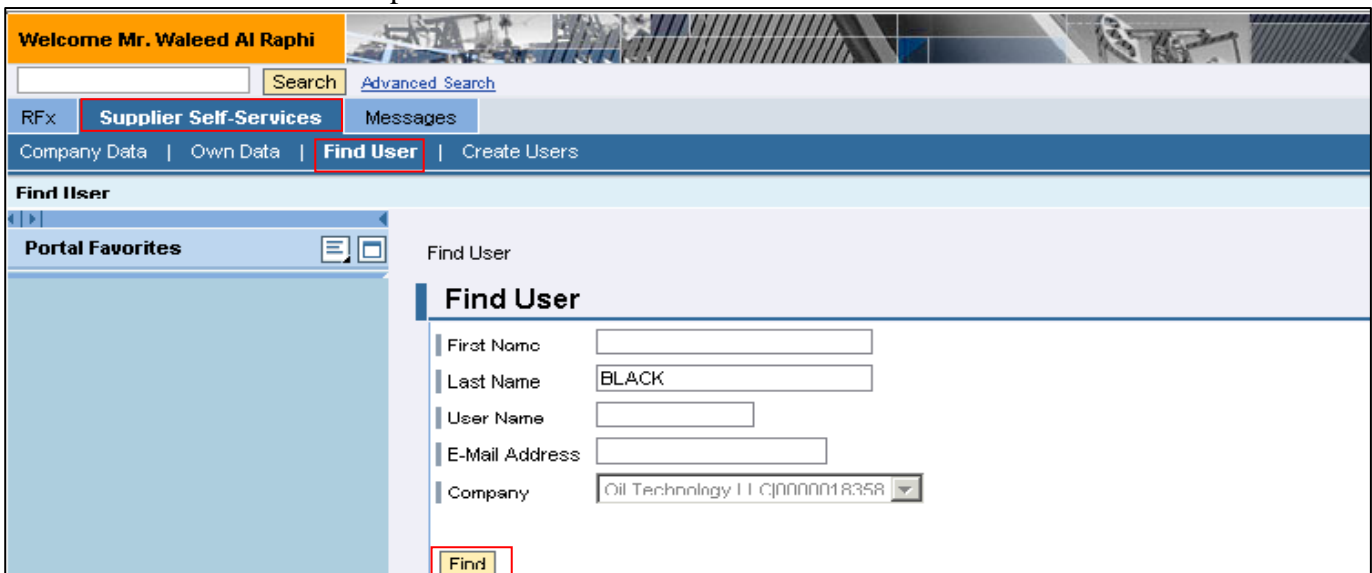








Then press the button 'Save'.










In order to check created user, go to the bookmark Supplier Self-Services – Find User.

Then enter search criteria and press 'Find'.



Then you can use the keys Display (), Process (), Copy (), Remove (), Lock () and Unlock ().

Find User > User List

User List						L...	User	Name	Co...	Company	Roles
							BLACK	Joe Black	18358	Oil Technology LLC	SAP SRM SUS: Administrator Supplier

Page 1 of 1

2.4 Email messages from system

2.4.1 Email Message Containing Registration Data (login, full access)

In case of successful consideration of your application form you will receive the following email. It means that you have authorization to submit your responses for RFQ from the moment of this email receiving:

От: SRMRFCUSER <adminsrm@parma-telecom.ru> 04.09.2012 15:26
 Кому: Nikonov Evgeny
 Копия:
 Тема: Supplier Self Service

Сообщение The_first_time_login.pdf (282 Кбайт)

Dear Sirs,

Oil Technology LLC application form/profile submitted as of **04.09.2012** has been reviewed and approved by LUKOIL MID-EAST LIMITED
 Oil Technology LLC number in SRM system is 18352
 The login for access to SRM system: **784335**
 For reasons of security you will receive password through a separate e-mail.

Oil Technology LLC has the following rights in SRM system:

1. Correct and/or amend Oil Technology LLC application form/profile
2. Participate in RFQ published in SRM system

SRM system has been implemented for procurement of GOODS by RFQ method within limits not exceeding \$100,000.00.
 For procurements of GOODS, works and services for amount above \$100,000.00 LUKOIL MID-EAST LIMITED applies open tender procedure with advertising in GULF NEWS (UAE newspaper), Al-SABAH (Iraqi newspaper), AS-SABAH JADID (Iraqi newspaper), AZ-ZAMAN (Iraqi newspaper) and placing advertisements at corporate web site www.lukoil-overseas.com

In case of necessity please send your request to wq2.vendors@lukoil-overseas.com

Please use the link below to log on to our system:
<https://procurement.lukoil-overseas.com>

Best regards,
 LUKOIL MID-EAST LIMITED

2.4.2 Email Message to the supplier with a list of the data to be amended/corrected (login, access only to amend/correct the data)

In case of insufficient data of your application form you will receive the following email describing the fields which have to be filled in.

If you received this email then you should follow the steps described in second chapter (II. Guideline for Supplier Self-Service (SUS) of this manual.

От: SRMRFCUSER <adminsrm@parma-telecom.ru>
 Кому: Nikonov Evgeny
 Копия:
 Тема: Supplier Self Service

Сообщение The_first_time_login.pdf (282 Кбайт)

Dear Sirs,

Oil Technology LLC application form submitted as of **04.09.2012** has been saved in SRM system and reviewed by LUKOIL MID-EAST LIMITED
 Oil Technology LLC number in SRM system is 18355
 Unfortunately you provided insufficient data for registration.
 Please provide us with the following missed or incorrect data:

1. Job title of Head of Company
 Remark: *Field must be filled in*
2. Telephone of Head of Company
 Remark: *Field must be filled in*
3. E-Mail Address of Head of Company
 Remark: *Field must be filled in*

To correct and/or amend your application form/profile in SRM system please use login: **608697**
 For reasons of security you will receive password through a separate e-mail.

At this stage Oil Technology LLC has the following rights in SRM system:

1. Correct and/or amend Oil Technology LLC application form/profile

In case of successful registration in SRM system you company will get the following rights:

1. Correct and/or amend Oil Technology LLC application form/profile
2. Participate in RFQ published in SRM system

In case of necessity please send your request to wq2.vendors@lukoil-overseas.com

Please use the link below to log on to our system:
<https://procurement.lukoil-overseas.com>

Best regards,
 LUKOIL MID-EAST LIMITED

2.4.3 Email Message Containing a Repeated Request to the Supplier to Amend/Correct the Data Provided (access only to amend/correct the data)

If you received this email then you should follow the steps described in second chapter of this manual
II. Guideline for Supplier Self-Service (SUS):

Dear Sirs,

Oil Technology LLC application form/profile submitted as of **04.09.2012** and corrected as of **06.09.2012** has been saved in SRM system and reviewed by LUKOIL MID-EAST LIMITED
Unfortunately you provided insufficient data for registration.

Please provide us with the following missed or incorrect data:

1. Web-site: of Communication
Remark: Field must be filled in
2. Name and surname of Head of Company
Remark: Field must be filled in
3. Job title Head of Company
Remark: Field must be filled in
4. Telephone of Head of Company
Remark: Field must be filled in

At this stage **Oil Technology LLC** has the following rights in SRM system:

1. Correct and/or amend **Oil Technology LLC** application form/profile

To correct and/or amend your application form/profile in SRM system please use login that were sent you on 04.09.2012 and your unique password you have entered at the moment of the first login.
In case of successful registration in SRM system you company will get the following rights:

1. Correct and/or amend **Oil Technology LLC** application form/profile
2. Participate in RFQ published in SRM system

In case of necessity please send your request to wq2.vendors@lukoil-overseas.com

Please use the link below to log on to our system:
<https://procurement.lukoil-overseas.com>

Best regards,
LUKOIL MID-EAST LIMITED

2.4.4 Email Message About Granting a Full Access to SRM System in Case of Compliance of the Data Amended/Corrected with the Requirements Specified

It means that you have got authorization to submit your responses for request for proposals and tenders from the moment of this email receiving:

From: SRMRFCUSER
Sent: Sunday, September 09, 2012 1:50 PM
To: Nikonov Evgeny
Subject: Supplier Self Service

Dear Sirs,

Oil Technology LLC application form/profile submitted as of **04.09.2012** and corrected as of **07.09.2012** has been reviewed and approved by LUKOIL MID-EAST LIMITED

You received the following rights in SRM system:

1. Correct and/or amend **Oil Technology LLC** application form/profile
2. Participate in RFQ published in SRM system

SRM system has been implemented for procurement of GOODS by RFQ method within the limits of \$100,000.00. For procurements of GOODS, works and services to the amount above \$100,000.00 LUKOIL MID-EAST LIMITED applies open tender procedure with advertising in GULF NEWS (UAE newspaper), Al-SABAH (Iraqi newspaper), AS-SABAH JADID (Iraqi newspaper), AZ-ZAMAN (Iraqi newspaper) and placing advertisements at corporate web site www.lukoil-overseas.com

In case of necessity please send your request to wq2.vendors@lukoil-overseas.com

Best regards,
LUKOIL MID-EAST LIMITED

2.4.5 Email Notification to the Supplier with a List of the Data Amended/Corrected

In some cases LUKOIL MID-EAST LIMITED will correct the data of companies in SRM system. In this case you will receive the following email and you should check corrected data accordingly:

From: SRMRFCUSER
Sent: Sunday, September 09, 2012 12:37 PM
To: Nikonov Evgeny
Subject: Supplier Self Service

Dear Sirs,

Please be advised that **Oil Technology LLC** application form/profile has been amended/corrected by LUKOIL MID-EAST LIMITED form as follows:

1. Supplier overview
2. Presented regions
3. Web-site

In case of necessity please send your request to wq2.vendors@lukoil-overseas.com

Best regards,
LUKOIL MID-EAST LIMITED