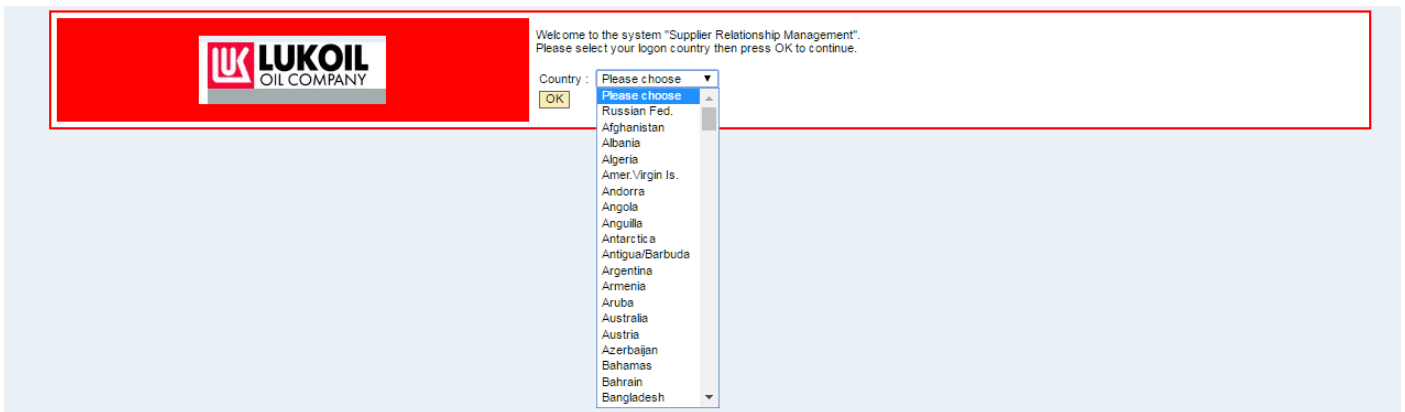


Guidelines for registration in the Tender Procedure Automated System

For participation in tenders and bidding process a Bidder should go through the registration procedure in the Tender Procedure Automated System (hereinafter - the System), by following the link:

https://tender.lukoil.com/sap/bc/bsp/sap/zeng_self_reg/start.htm

In the drop-down menu select a country and click  .



Fill in the sections on the information about the Bidders:

- Basic Data

Basic Data	
Company Name : *	<input type="text"/>
Full Company Name : *	<input type="text"/>

"Company Name" and "Full Company Name" fields are to be filled in Latin characters.

For Russian Federation companies, fill in the following fields: "OPF", "Company Name", "Full Company Name", "INN", "KPP" and "OGRN".

Basic Data	
OPF : *	<input type="text" value="Please choose"/>
Company Name : *	<input type="text"/>
Full Company Name : *	<input type="text"/>
INN : *	<input type="text"/>
KPP : *	<input type="text"/>
OGRN : *	<input type="text"/>

- Legal Address

Legal Address	
Postal code : *	<input type="text"/>
Country : *	<input type="text" value="Australia"/>
City : *	<input type="text"/>
Street : *	<input type="text"/>
House Number : *	<input type="text"/>
Building :	<input type="text"/>
Room :	<input type="text"/>
Floor :	<input type="text"/>

- Actual Address

Actual Address	
Actual Address the same with the Legal Address :	<input type="checkbox"/>
Postal code :	<input type="text"/>
Country :	<input type="text" value="Please choose"/>
City :	<input type="text"/>
Street :	<input type="text"/>
House Number :	<input type="text"/>
Building :	<input type="text"/>
Room :	<input type="text"/>
Floor :	<input type="text"/>

Actual Address can be entered manually or copied from the Legal Address using the tick mark:

Actual Address the same with the Legal Address :	<input checked="" type="checkbox"/>
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- Contact Data

Contact Data	
Telephone Number : *	<input type="text"/>
Fax Number :	<input type="text"/>
E-Mail Address : *	<input type="text"/>


Please enter only one e-mail address in the “E-Mail address” field. Adding of addresses, separated by comma, is not acceptable.

- Contact Person (employee, authorized to work in the system)

Contact Person	
Mr/Mrs : *	Mr. ▼
First Name : *	Sam
Last Name : *	Smith
Position :	Manager
Telephone Number : *	+558942154736
E-Mail Address : *	sam_smith@test123.com
Login : *	TEST001

Please enter only one e-mail address in the “E-Mail address” field. Adding of addresses, separated by comma, is not acceptable. Login for entering the system should be created by users. Login shall not include blanks.

We need your approval for personal data processing. For protection from automatic registration, please enter the arithmetic operation result.

Agreement to the processing of personal data :	<input checked="" type="checkbox"/>
Protection from automatic registration.	
Enter result of arithmetic operation in digital form	
EIGHTEEN ADD SEVENTEEN	35 
<input type="button" value="Submit"/>	

After you have filled in all data, please click Submit button. This action will be followed by the following message:

Your registration questionnaire has been sent.
Shortly you’ll receive a notification of the questionnaire’s receipt to the specified email.
In case of acceptance, the system login and password will be sent to you.

In case of favorable decision, the Bidder shall receive an e-mail with registration data (login and temporary password) and a link for entering the system.

Then the Bidder shall follow the link, provided in the letter.

In the opened page please enter your login and password. Upon your first-time entry the system shall suggest that you change your password.