

G-SRM system

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

User Manual

Suppliers and Contractors Manual
(The first time login and Supplier Self-Services)

Version 2.0

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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

To enter the system type <https://procurement.westqurna2.com/irj/portal> in the address bar.
If you entered the system for the first time, you should do once the following steps:

Step 1. Change the initial password

You should change the initial password.

Fig. 1

The screenshot shows the G-SRM (Supplier Relationship Management) system interface. On the left, there is a collage of images including a smiling couple and an oil pumpjack, with the text 'WEST QURNA 2' overlaid. The main content area is titled 'G-SRM Supplier Relationship Management system'. A red icon and text indicate 'Password has expired'. Below this is a 'Change Password' section with four input fields: 'User ID' (containing '350658'), 'Old Password', 'New Password', and 'Confirm Password'. Each password field is masked with dots. At the bottom of the form are two buttons: 'Change' and 'Cancel'. The 'Change' button is highlighted with a red rectangular box, and a red arrow points to it. At the bottom of the page, there is a copyright notice '© 2008 SAP AG. All rights reserved.' and the SAP logo.

Enter new password and press “Change” (Fig.1). The password should contain letters and figures, and the number of characters shall be not less than 8.

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

Step 2. You should enable the pop-up windows.

From the Tools menu select Internet Options->Privacy-> don't mark Turn on Pop-up blocker

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 'Edit'.

Welcome Mr. Waleed Al Rathi

Search Advanced Search

RF: Supplier Self-Services Messages

Company Data Own Data Find User Create Users

Company Data

Portal Favorites

Display Company Data

Edit

General Company Information

Guidelines (PDF): [The first time login and Supplier Self-Services - Submitting a Commercial proposal](#) [List of Remarks](#)

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

Represented brands: 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: * Muhammad Rushdi

Job title: *

Telephone: *

E-Mail address: *

Legal Address

Country: * IQ Iraq

Postal Code/City: * 1140 Baghdad

Street/House Number: * District 835, Arasat 2

Building/Room/Room: * 3 12

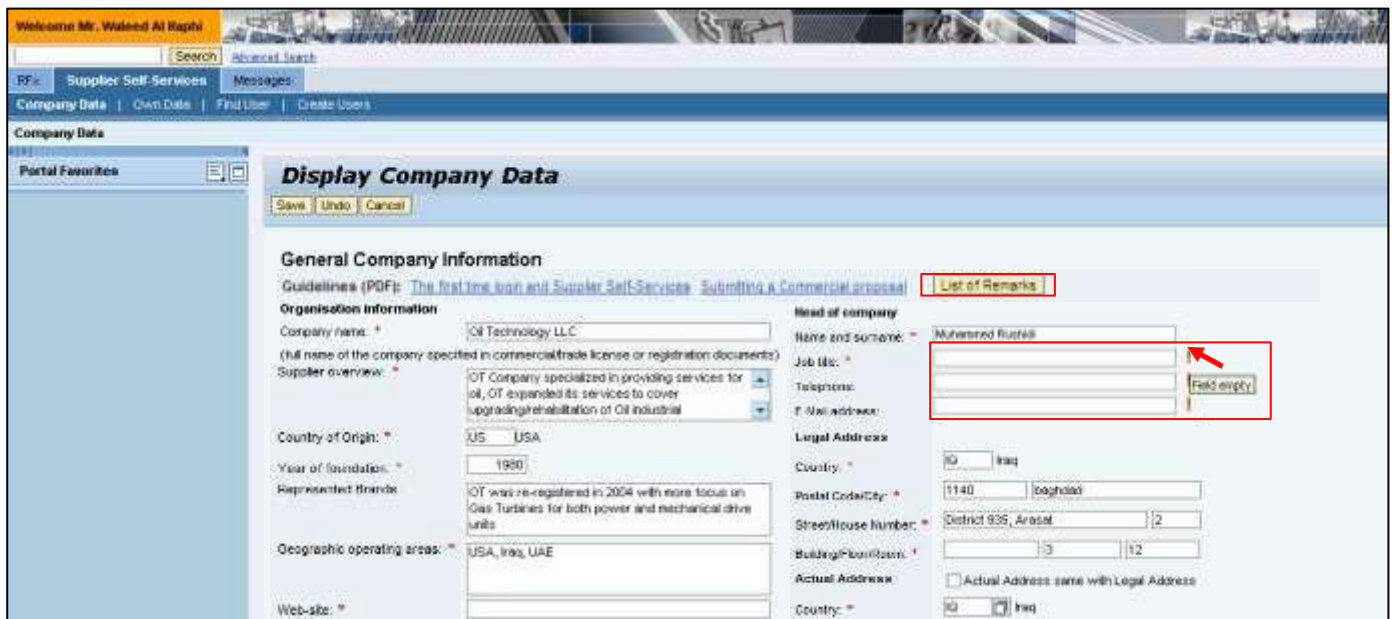
Actual Address

☐ 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), also you can see list of remarks by clicking the button [List of Remarks](#)



Welcome Mr. Waleed Al Rapph

Search Advanced Search

RF: Supplier Self-Services Messages

Company Data | Own Data | Find User | Create Users

Company Data

Portal Favorites

Display Company Data

Save Undo Cancel

Guidelines (PDF): [The first time login and Supplier Self-Services](#) [Submitting a Commercial proposal](#) [List of Remarks](#)

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: * 1990

Represented brands: 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: * Muhanned Rusthi

Job title: *

Telephone: *

E-Mail address: *

Legal Address

Country: * Iraq

Postal Code/City: * 1140 Baghdad

Street/House Number: * District 935, Anasat 2

Building/Floor/Room: * 3 12

Actual Address: ☐ Actual Address same with Legal Address

Country: * Iraq Iraq

After alteration press 'Save'.



Welcome Mr. Waleed Al Rapph

Search Advanced Search

RF: Supplier Self-Services Messages

Company Data | Own Data | Find User | Create Users

Company Data

Portal Favorites

Display Company Data

Save Undo Cancel

Guidelines (PDF): [The first time login and Supplier Self-Services](#) [Submitting a Commercial proposal](#) [List of Remarks](#)

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

Head of company

Name and surname: * Muhanned Rusthi

Job title: * General director

Telephone: * 96.89922398

E-Mail address: * MRusthi@oilttechnology.com

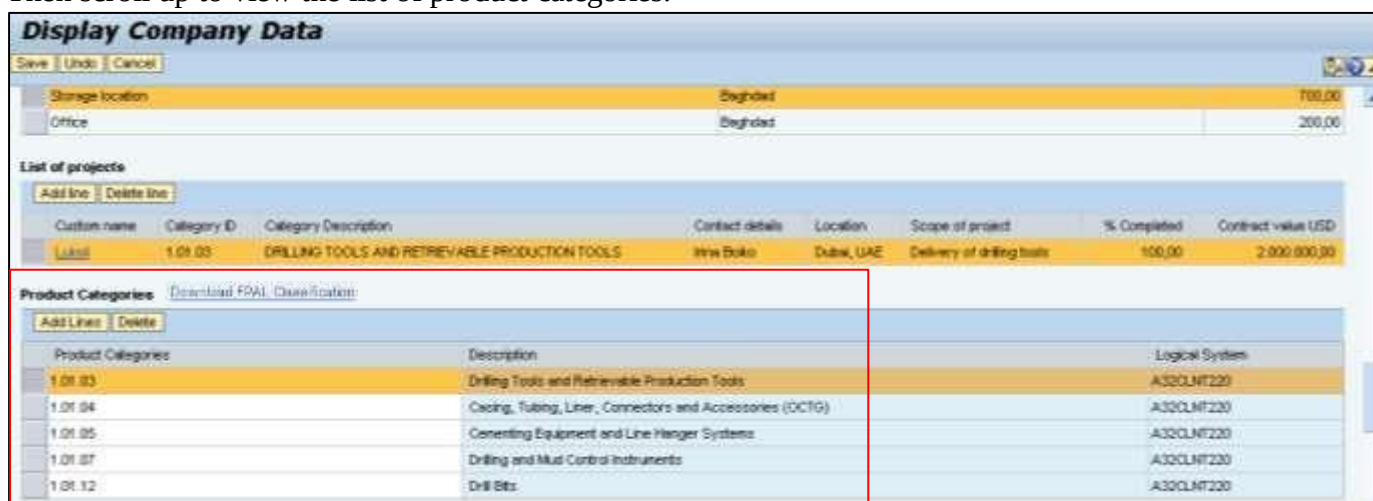
Step 3. Supplier Product Category Maintenance

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

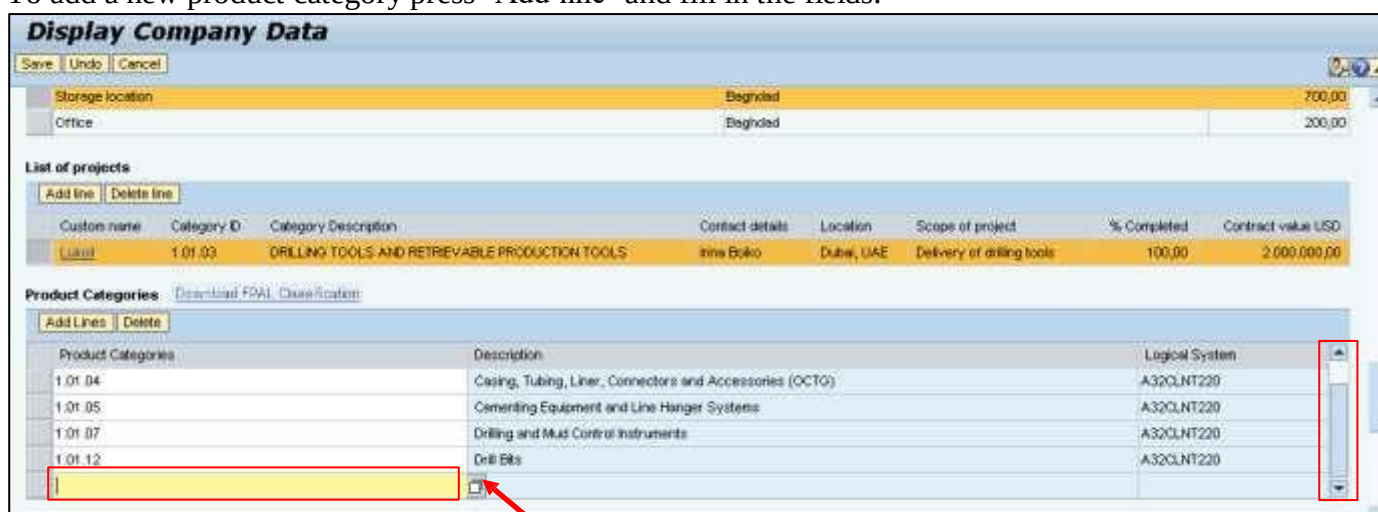
Note: if you have already pressed 'Save' at previous step then you should press 'Edit' in order to edit the data.



Then scroll up to view the list of product categories:



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



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: Categories ID: Category Description

Product Categories: Add line Delete line

Product Categories:

Product Categories	Description	Logical System
1.01.04	Casing, Tubing, Liner, Connectors and Accessories (CCTG)	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**

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

Lukol 1.01.03 DRILLING TOOLS AND RETRIEVABLE PRODUCTION TOOLS Inna Boko Dubai, UAE Delivery of drilling tools 100.00 2,000,000.00

Product Categories Download FPAI Data/Format:

Add Lines Delete

Product Categories:

Product Categories	Description	Logical System
1.01.04	Casing, Tubing, Liner, Connectors and Accessories (CCTG)	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 edit mode. If you have already pressed 'Save' at previous step then you should press 'Edit' in order to attach documents.



After pressing 'Edit' button attach documents using the button 'Add file'.

Display Company Data
Edit:

Please attach the requested documents
In case the originals are not in English please attach additionally translation to English
If not applicable, please attach a scan with a note 'not applicable' and justification

- 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.
- 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.
- Copy of Articles of Association.
- Copy of certificate of registration as a legal entity.
- Copy of tax registration certificate.
- [Supplier Declaration form](#). Please print out sign and attach this form.
- References including Ministry's of Oil of Iraq, South Oil Company's and others.
- Other documents (profiles, presentations and others).

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	test.doc	07.08.2012 14:25:44
2. Financial Statements	Copy of Financial Statements	Add file	07.08.2012 14:11:34
3. Articles of Association	Copy of Articles of Association	Add file	07.08.2012 14:11:34
4. Certif. of registr-n as legal entity	Copy of Certificate of registration as a legal entity	Add file	07.08.2012 14:11:34
5. Tax Registration Certificate	Copy of Tax Registration Certificate	Add file	07.08.2012 14:11:34
6. Supplier Declaration Form	Copy of Supplier Declaration Form	Add file	07.08.2012 14:11:34
7. References	References including Ministry's of Oil of Iraq, South Oil Company's, LUKOIL's and others	Add file	07.08.2012 14:11:34
8. Other documents	Other documents (profiles, presentations and others)	Add file	07.08.2012 14:11:34

If you can not download Supplier Declaration form please hold the button Ctrl and click the link [Supplier Declaration form](#) .

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

Display Company Data
Save Undo Cancel

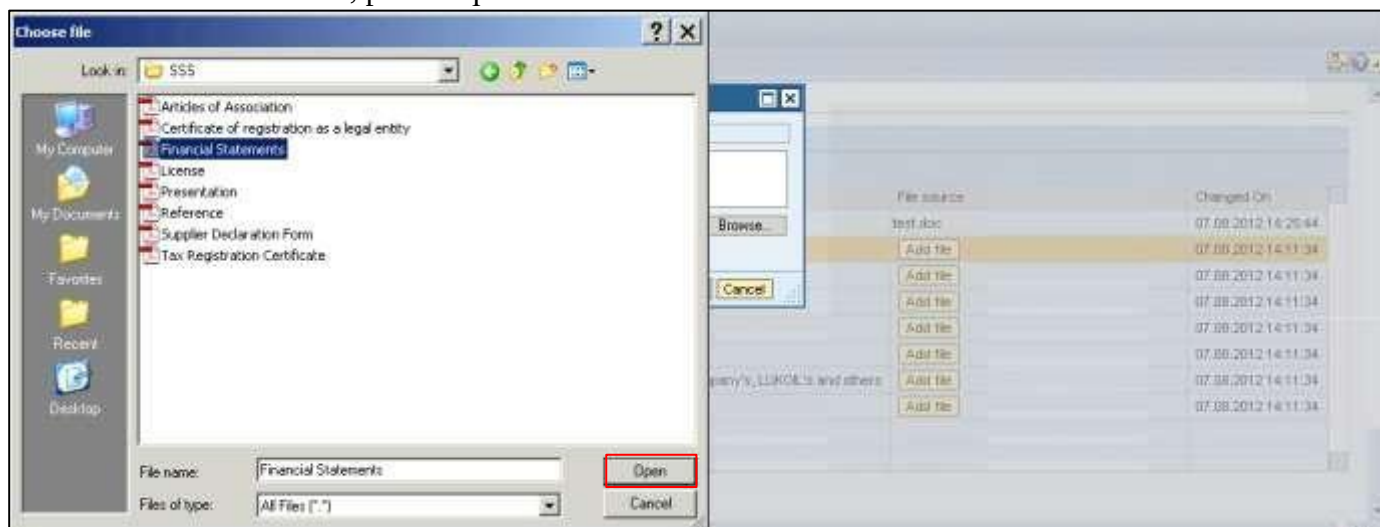
Please attach the requested documents

Attachments
Add Attachment Edit description Delete Attachment

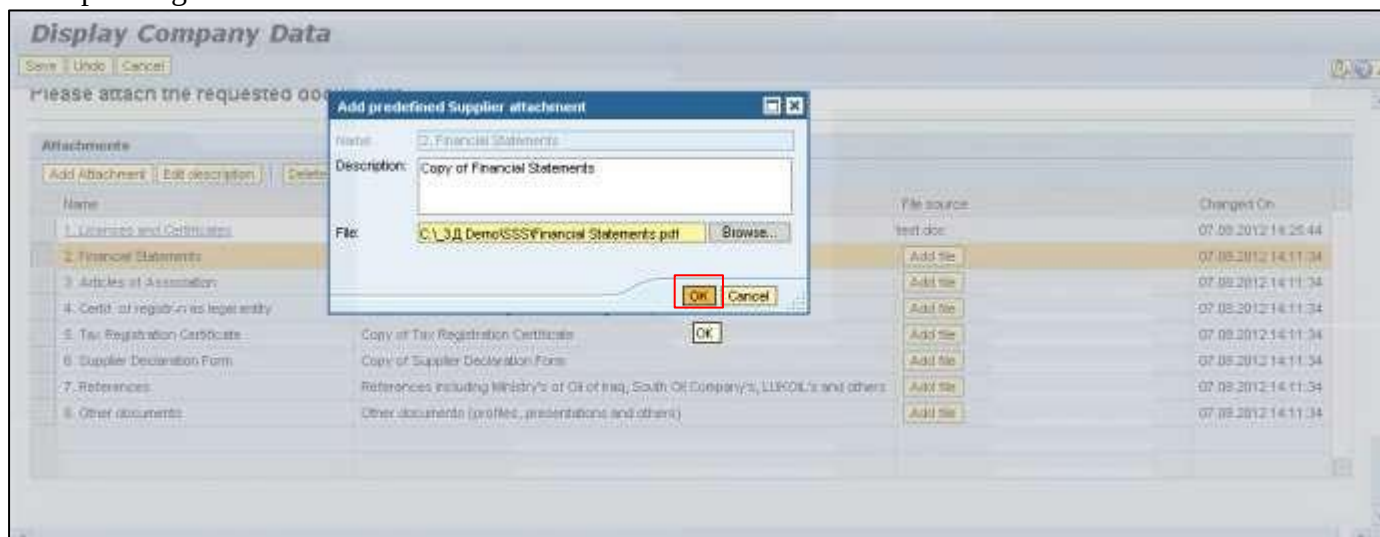
Name	Description	File source	Changed On
1. Licenses and Certificates	Copies of Licenses and Certificates including TRADE/COMMERCIAL LICENSE	test.doc	07.08.2012 14:25:44
2. Financial Statements	Copy of Financial Statements	Add file	07.08.2012 14:11:34
3. Articles of Association	Copy of Articles of Association	Add file	07.08.2012 14:11:34
4. Certif. of registr-n as legal entity	Copy of Certificate of registration as a legal entity	Add file	07.08.2012 14:11:34
5. Tax Registration Certificate	Copy of Tax Registration Certificate	Add file	07.08.2012 14:11:34
6. Supplier Declaration Form	Copy of Supplier Declaration Form	Add file	07.08.2012 14:11:34

Add predefined Supplier attachment
Name: 2. Financial Statements
Description: Copy of Financial Statements
File: Browse...
OK Cancel

Then choose the document, press 'Open':



After pressing 'OK' the document will be attached:



The document is attached:

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	test.doc	07.08.2012 14:25:44
2. Financial Statements	Copy of Financial Statements	Financial Statements.pdf	05.08.2012 09:05:28
3. Articles of Association	Copy of Articles of Association	Add file	07.08.2012 14:11:34
4. Certif. of registr-n as legal entity	Copy of Certificate of registration as a legal entity	Add file	07.08.2012 14:11:34
5. Tax Registration Certificate	Copy of Tax Registration Certificate	Add file	07.08.2012 14:11:34
6. Supplier Declaration Form	Copy of Supplier Declaration Form	Add file	07.08.2012 14:11:34
7. References	References including Ministry's of Oil of Iraq, South Oil Company's, LUKOIL's and others	Add file	07.08.2012 14:11:34
8. Other documents	Other documents (profiles, presentations and others)	Add file	07.08.2012 14:11:34

After all changes press the button 'Save':

Display Company Data

[Save](#) | [Undo](#) | [Cancel](#)

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

Display Company Data

[Edit](#)

☒ Data has been saved successfully in the SAP SRM system

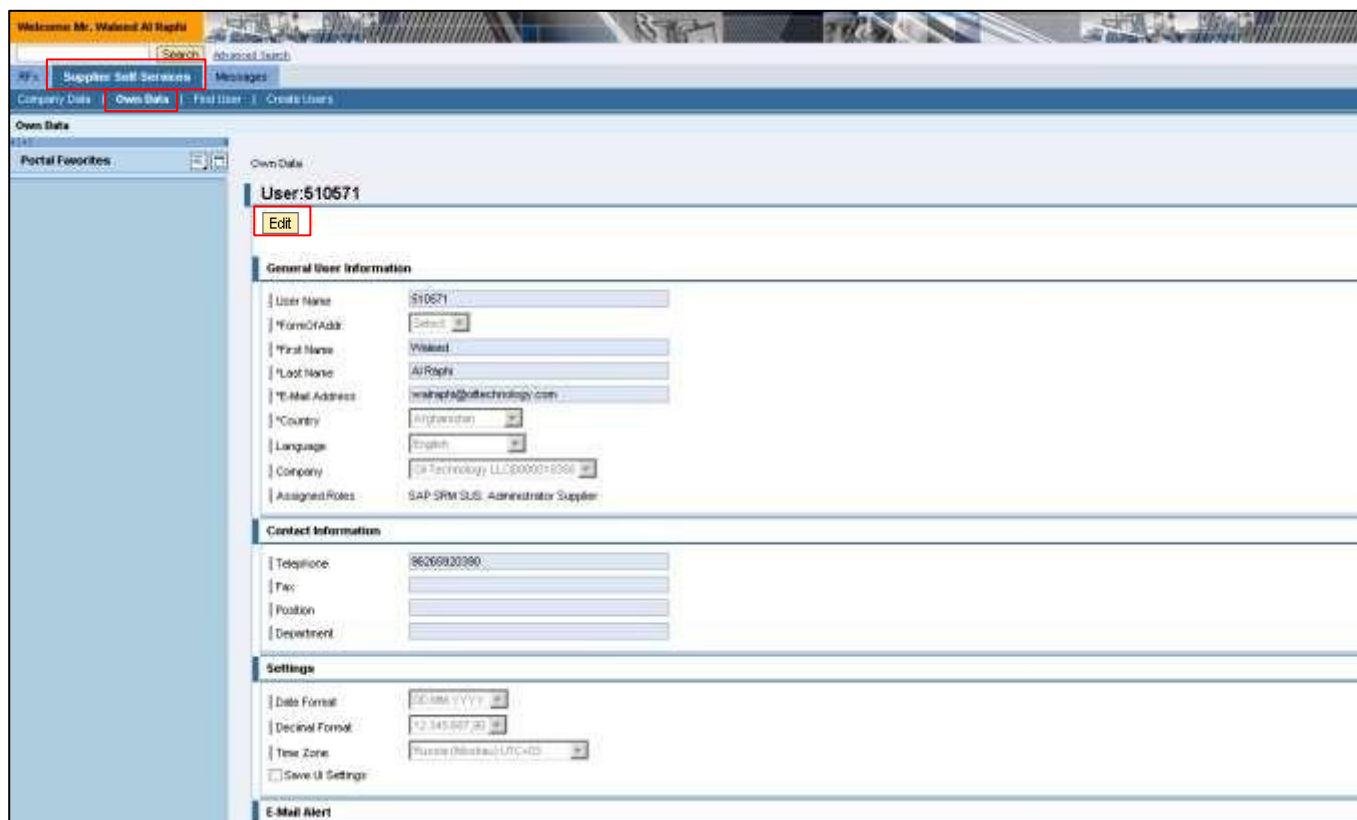
2.3 User Own Data Maintenance and Creation new users

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 ‘Edit’.



Welcome Mr. Walid Al Rappi

Supplier Self-Services

Own Data

User: 510571

[Edit](#)

General User Information

User Name: 510571

Phone/Cell: Select

First Name: Walid

Last Name: Al Rappi

E-Mail Address: walidrappi@bonatti.com

Country: Afghanistan

Language: English

Company: SA Technology LLC 0000000000

Assigned Roles: SAP SRM SLS Administrator Supplier

Contact Information

Telephone: 96269920390

Fax:

Position:

Department:

Settings

Date Format: DD.MM.YYYY

Decimal Format: +2,345,678.90

Time Zone: Riyadh (Riyadh) UTC+03

☐ Save All Settings

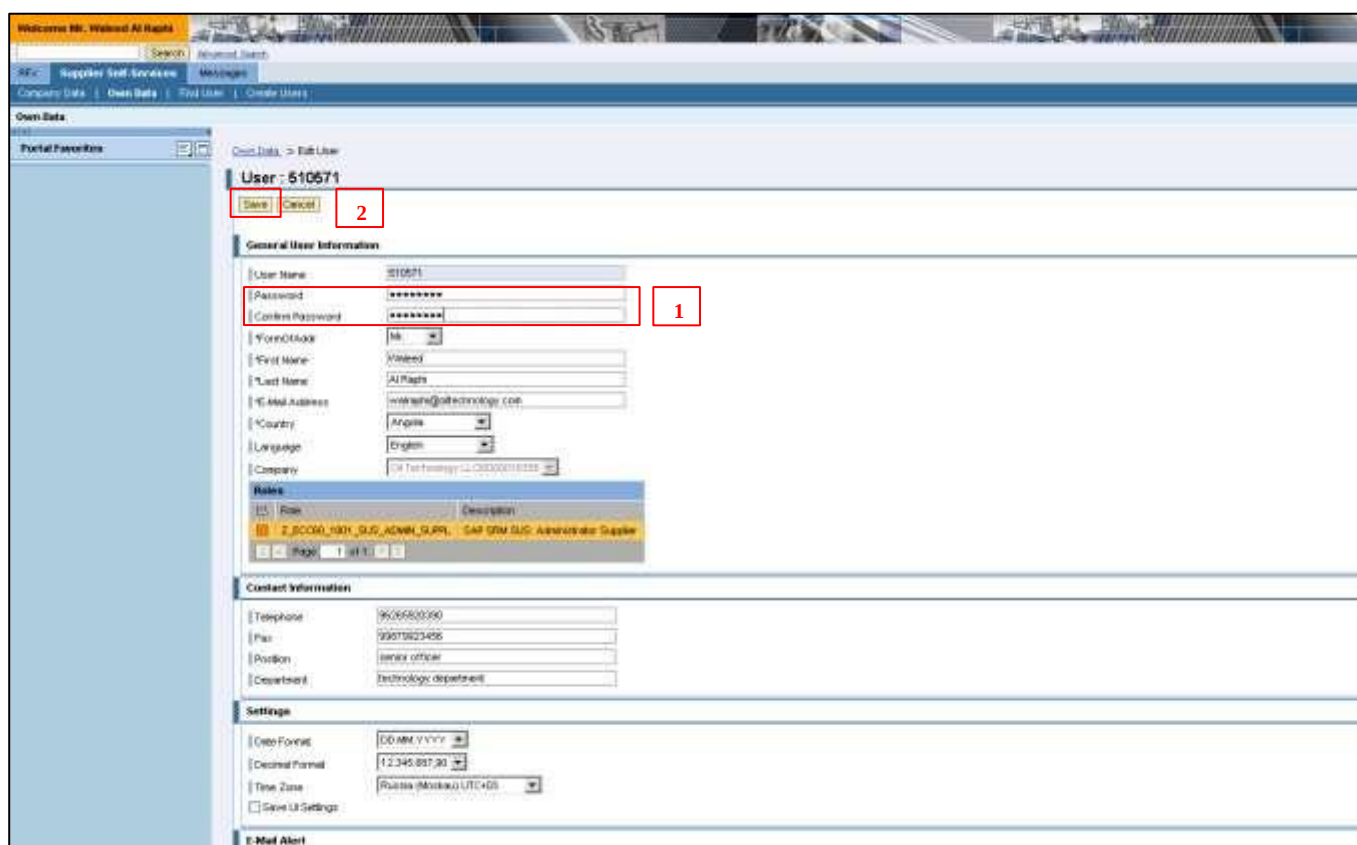
E-Mail Alert

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'.



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 Rappi

Search Advanced Search

RF: **Supplier Self-Services** Messages

Company Data | Own Data | Find User | **Create Users**

Create Users

Portal Favorites

Create User

Create User

Data Privacy Statement

LUNOIL 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 LUNOIL 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@gmail.com

*Country: Iraq

*Language: English

*Company: Oil Technology LTD000818358

Roles

Role	Description
☒ Z_ECC60_1801_SUS_ADMIN_SUPP.	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.

Contact Information

Telephone: 9268909890

Fax:

Position:

Department:

Settings

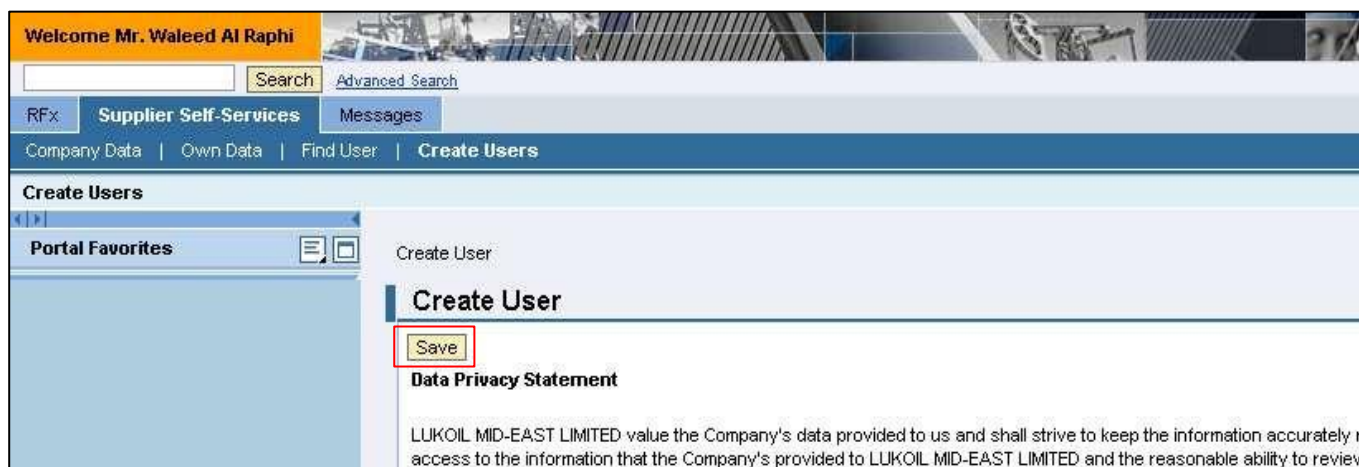
Date Format: DD.MM.YYYY

Decimal Format: 12.345.687,90

Time Zone: Iraq

☒ Save UI Settings

Then 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

Create Users

Portal Favorites

Create User

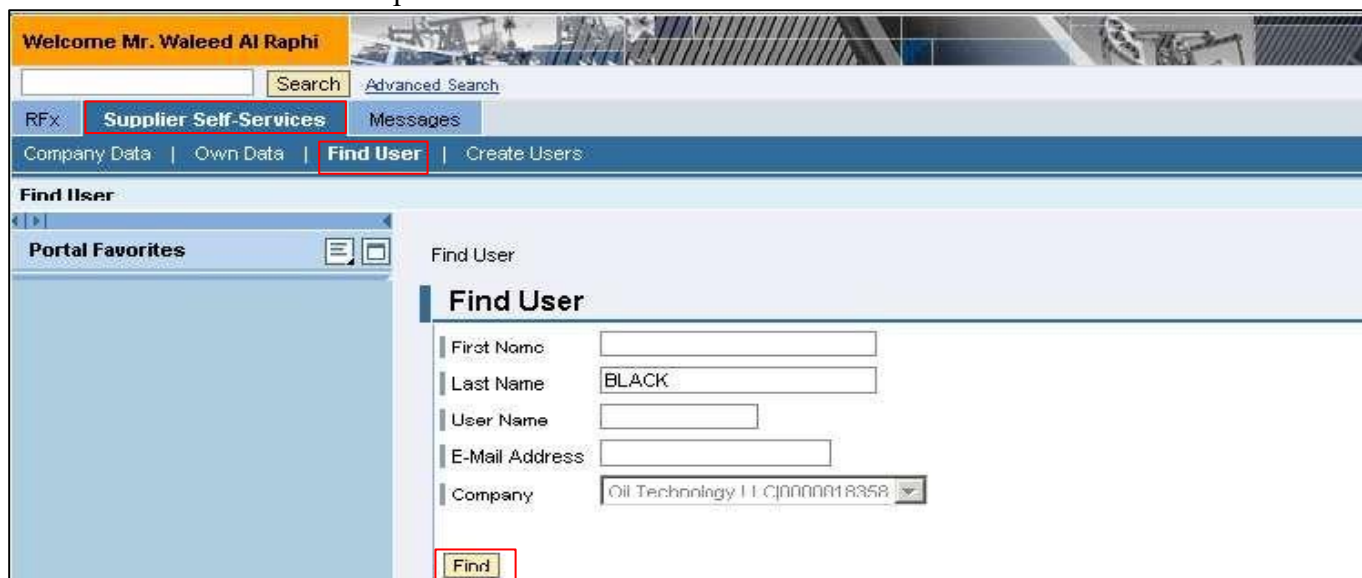
Create User

Save

Data Privacy Statement

LUKOIL MID-EAST LIMITED value the Company's data provided to us and shall strive to keep the information accurately r access to the information that the Company's provided to LUKOIL MID-EAST LIMITED and the reasonable ability to review

In order to check created user, go to the bookmark Supplier Self-Services – Find User. Then enter search criteria and press 'Find'.



Welcome Mr. Waleed Al Raphi

Search Advanced Search

RFx Supplier Self-Services Messages

Company Data Own Data Find User Create Users

Find User

Portal Favorites

Find User

First Name

Last Name BLACK

User Name

E-Mail Address

Company Oil Technology LLC00000018358

Find

Then you can use the keys Display (🔍), Edit (✎), Copy (📋), Remove (🗑️), Lock (🔒) and Unlock (🔓).