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Tender Procedure Automated System operation manual

To start working in the System, please follow the link <u>https://tenders.lukoil.com/sap/bc/webdynpro/sap/ztenders_eng</u>, using you registration details. A new page will open, where you will be requested to use your login and password.

IMPORTANT: If you enter wrong password three times, your login will be blocked. In this case you will have to contact the Helpdesk.



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To participate in the tender, the bidder shall submit an application by clicking 'Send request' before the deadline indicated on the Tender Information tab.

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				Structural unit: Co	ontracts&Procurement
nectors and Accessories (OCTG)				Tender category: Ca	asing, Tubing, Liner, Con

After that, the status of the application will change to "Application for participation submitted".



Upon approval of the bidder's application by the tender organizer and other approvers, the status of the tender application will change to "Application registered", and additional design and engineering documentation will appear on the Tender Documentation tab.

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After the registration of the tender application and prior to the bid submission deadline, the bidder should submit the relevant bid through the Tender Procedure Automated System.

The date of the bid receipt will be registered in the system. After that the bid status will change to "Bid submitted".

After the registration of the tender application and prior to the bid submission deadline, the bidder should submit the relevant bid.

To submit the bid you need to open the specific tender by selecting the required line and clicking 'Browse'. When the tender is opened, click 'Edit'.

The following information should be filled on the Tender Bid tab:

- 'Documentation' table in the Technical bid;

- 'Bid price (without VAT)', 'Delivery basis' and 'Time provision of services' fields in the Commercial bid as well as the commercial documentation.

You can use 'Check' button to check the accuracy and completeness of the generated bid.

The bidder can also submit an alternative bid by clicking 'Create alternative bid' (if the option of submit an alternative bid is available in this tender).

On the appeared Alternative Bid tab, you need to generate a documentation package in the same way as

IMPORTANT: Make sure that the data is filled for all lots in which the bidder is going to participate before clicking 'Submit bid'. Otherwise, after you have submitted the bid, it's no longer possible to add information on any lot which you did not highlight prior to clicking 'Submit Bid'.

The date of the bid receipt will be registered in the system. After that the bid status will change to 31.6 Tm3480**B(0):55(p)]TR(IBM)56**B)te1T EMC /P &MCID 4/Lang (e6US)>BDC BT1 0 0 1 92.06 4266 Tm385()]TEATT10(iEE

