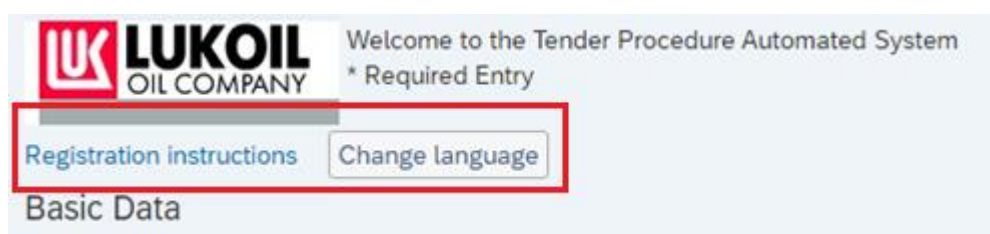


Guidelines for registration in the Tender Procedure Automated System

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.ext.lukoil.com/sap/bc/webdynpro/sap/zeng_self_reg



If necessary, you can download the registration instructions and change language.

Fill in the sections on the information about the Bidders:

- Basic Data

Basic Data

Company Name*:

Full Company Name*:

"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

Company Name*:

Full Company Name*:

OPF*:

INN*:

KPP*:

OGRN*:

- Legal Address

Legal Address

Postal code*:	
Country*:	Russian Fed. 
Locality:	
City:	
Street*:	
House Number*:	
Building:	
Room:	
Floor:	
Telephone Number*:	
Fax Number:	
E-Mail Address*:	

- Actual Address

Actual Address

Actual Address the same with the Legal Address: ☐

Postal code:	
Country:	Please choose 
Locality:	
City:	
Street:	
House Number:	
Building:	
Room:	
Floor:	

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

Actual Address

Actual Address the same with the Legal Address: ☒

- Contact Data

Contact Data

Telephone Number*:

E-Mail Address*:

Login*:

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.

Agreement to the processing of personal data*: ☒

For protection from automatic registration, please enter the arithmetic operation result.

Protection from automatic registration.

Enter result of arithmetic operation in digital form

TWENTY ADD ZERO

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

Then the Bidder shall follow the link, provided in the letter and enter your login and password In the opened page.

Upon your first-time entry the system shall suggest that you change your password.