Counterparty's Personal Account (CPA)

Irkutsk Oil Company

Counterparty's instructions for registering in the Counterparty's Personal Account
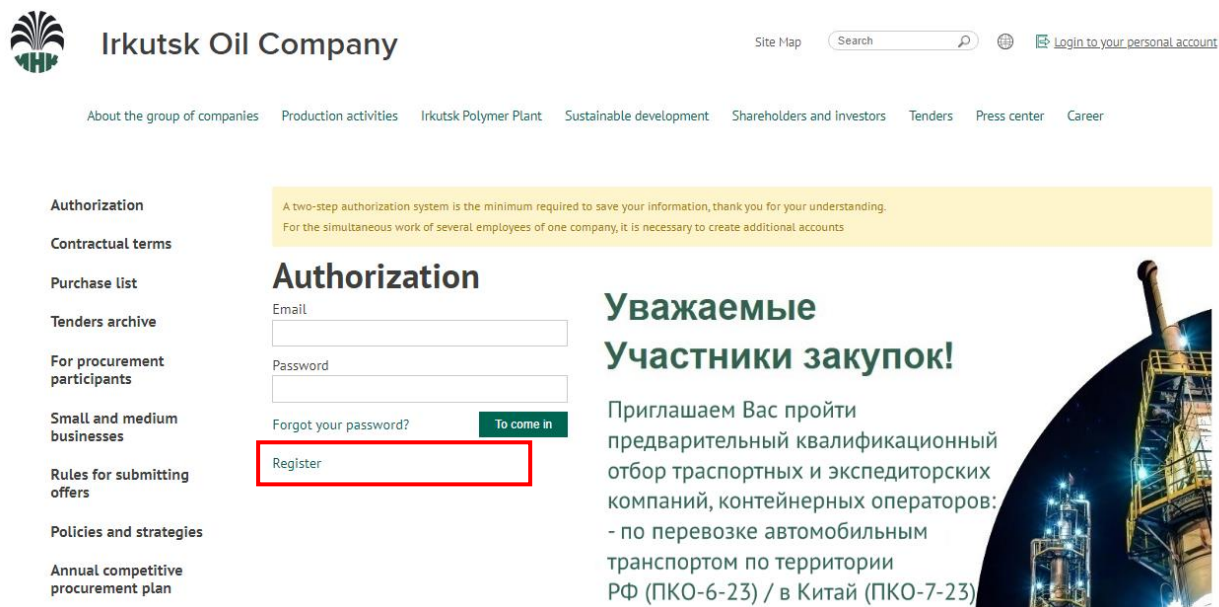
Content

Technical requirements.

To work with CPA, it is recommended to use Google Chrome v.60+. The recommended connection speed to the CPA server is at least 1 Mbit per second. It is not recommended to use connections through a Proxy server. When uploading files to CPA, the maximum file size should not exceed 10 MB. All email notifications to CPA are sent automatically through the internal server of IOC LLC. If you have not received a letter through CPA, check the settings of your mail server, spam lists, stop lists and other software that can block mail delivery.

Pre-registration

To register with CPA you must go to https://lkk.irkutskoil.ru/ and click the **Register** button.

On the registration page you must indicate the TIN/KPP of your organization. If you are not a resident of the Russian Federation, then you need to check the **non-resident** checkbox.

If you receive an error message during registration:

An account for this TIN and KPP was registered previously.

Irkutsk Oil Company

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Authorization

Contractual terms

Purchase list

Tenders archive

For procurement participants

Small and medium businesses

Rules for submitting offers

Registration

An account for this TIN was previously registered.

Instructions for registering in your Personal Account

TIN

checkpoint ⓘ

☐ Non-resident

Continue

You should double-check the specified data (TIN, KPP); if you represent the interests of a branch, then your profile should be created by the head department, who has previously registered with CPA. If the information is correct and you are the head of the parent organization, you can send a request via feedback (https://lkk.irkutskoil.ru/feedback) for clarification about registration.

If the data was entered correctly and the organization has not previously been registered, a form will appear for filling out the account contact information, and you must also take into account the criteria for entering the password:

"The password must be more than 8 characters long and contain at least one capital letter or symbol."

Authorization

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Policies and strategies

Annual competitive procurement plan

Proposals for cooperation

Ask a Question

Registration

Instructions for registering in your Personal Account

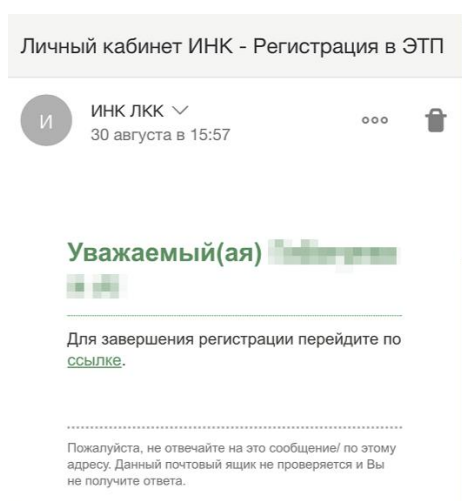Full name

Email

Phone number

Password

The password again

The password must be more than 8 characters long and contain at least one capital letter or symbol.

Register

After filling out all the data, a letter (in Russian) with a link confirming registration will be sent to the specified E-mail:

Without confirming your email address, access to your personal account is impossible. If it was not possible to confirm your email immediately, you can request a second email through the "Forgot your password?" function.

After registration, if you receive a message: "To continue working with your personal account, you need to fill out all the required fields of the form"
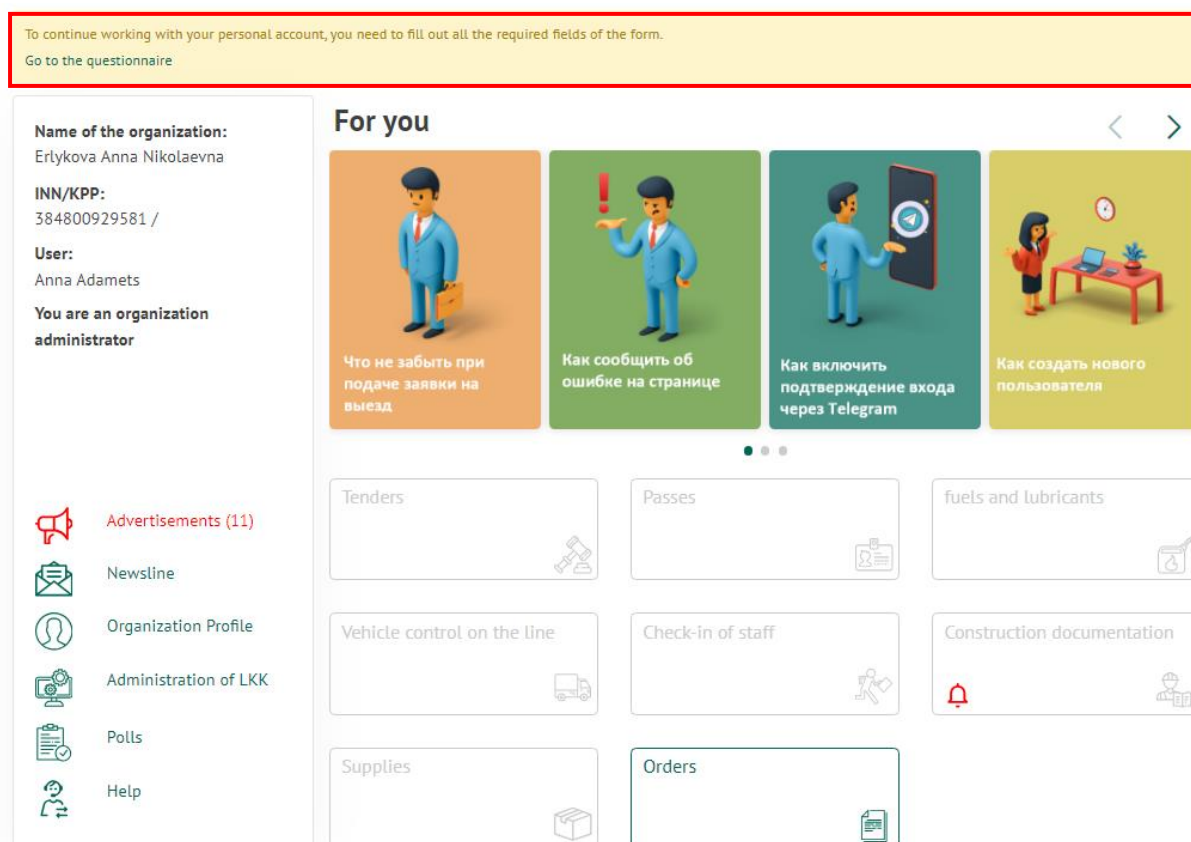
You should **follow the link to the questionnaire** and fill out all the required fields in the questionnaire marked *.

6. Contact information

Corporate website address	
Contact person (full name) *	▨▨▨▨
Job title *	
Contact number *	▨▨▨
Contact person's email *	▨▨▨▨

Password recovery

To recover your access password to CPA, you need to select the "**Forgot your password?**" section on the authorization page (https://lkk.irkutskoil.ru/signin).

Enter the email address specified when registering the company and click the Restore password button. A letter with instructions for restoring your password to CPA will be sent to the specified address.

Administration.

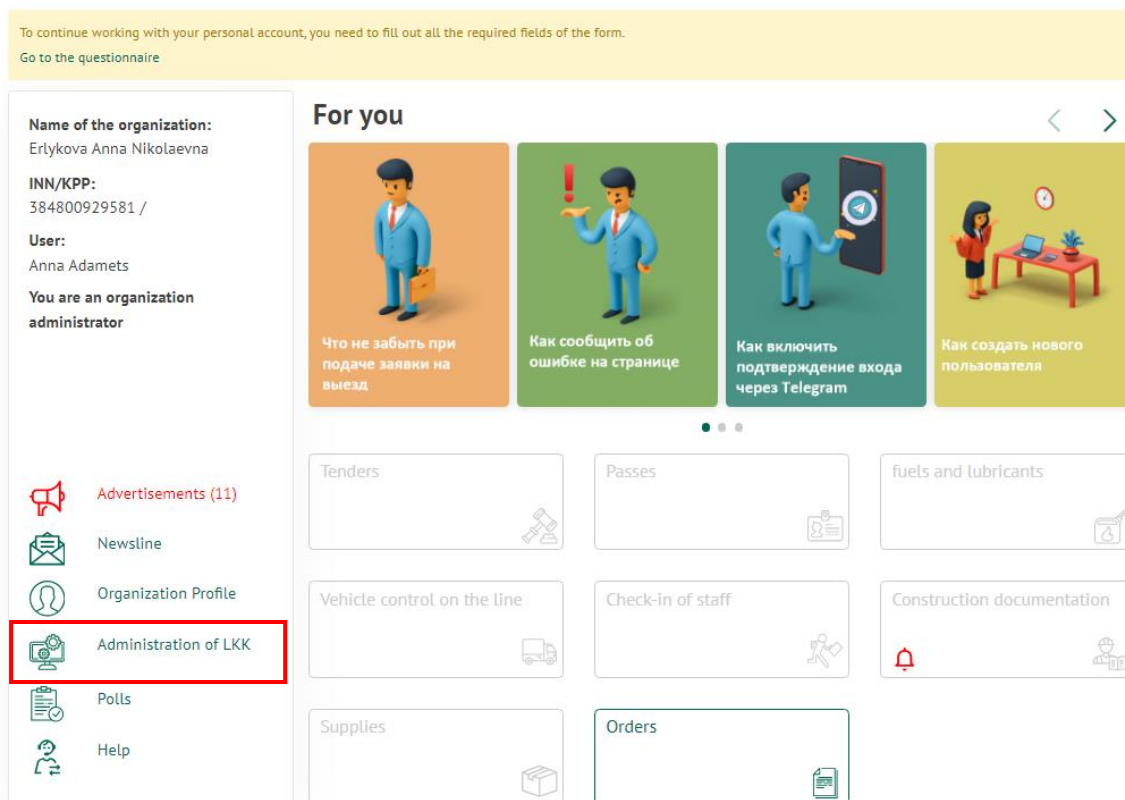When registering with CPA, you automatically become an organization administrator and can create additional logins for your organization to work with individual CPA blocks.

Go to the **Administration of LKK** section and read the instructions for working with the section.

Organization Profile

To change information about a company, you must select the **Organization Profile** subsection.

Questionnaire

Go to the **Questionnaire** section, the basic data is filled in automatically based on the 1C: Counterparty service.

Required fields on the **Questionnaire** page are marked with *.

3. Postal address

☑ Coincides with section: 2. Legal address, according to the Unified State Register of Legal Entities/Unified State Register of Individual Entrepreneurs

4. Physical address

☑ Coincides with section: 2. Legal address, according to the Unified State Register of Legal Entities/Unified State Register of Individual Entrepreneurs

5. Executive body of the organization

contact number	
Corporate E-mail	
Job title	Director ⌄
Head (full name)	
Date of decision on election to office	
Term of office	

6. Contact information

Corporate website address	
Contact person (full name) *	
Job title *	
Contact number *	
Contact person's email *	

If any indicator is missing, you can leave the field blank.

Documentation

Go to the **Documents** section.

Personal Area / Organization Profile

Organization Profile

Company name:
INN:
Gearbox:
Account: (Administrator) Logout

Questionnaire	Documentation	Notes

On the **Documents** page you must upload a scanned copy of ALL documents from the required list. Documents required for downloading are marked in red.

The "Submit Documents" button will become available after filling out the form and uploading all required documents. If it is impossible to provide any document from the list of mandatory ones, you must upload an information letter indicating the reason for the absence or the deadline for its provision.

Uploading scanned documents can be done in the following formats: zip, 7z, 7zip, jpeg, jpg, png, bmp, pdf. The size of each downloaded file is no more than 100 Megabytes. If a document contains more than one file, all files must first be collected into a single archive.

Documentation

Expand all **Collapse all** **Download in one archive** Send documents

Documents for accreditation (required to be uploaded to participate in the tender) ∨

Documents for checking compliance with health and safety requirements ∨

Qualification documents ∨

ESG Questionnaire ∨

Documents for accreditation (required to be uploaded to participate in the tender) ∧

Download template
Agreement with the policy of the supplier LLC "IZP" — **Replace file** Файл загружен 23.05.2023 **View file**

The balance sheet and financial results report of the latest interim accounting (financial) statements certified by the main seal and signature of the manager or other authorized person, or an information letter in free form on the company's letterhead stating that interim accounting statements are not maintained. — **Choose File** Файл не загружен

Download template
Application form (with the signature of the head and the seal of the organization) — **Choose File** Файл не загружен

Certificate of inclusion of the organization in the Unified State Register of Legal Entities (OGRN). If the organization was registered after 01/01/2017, a copy of the Unified State Register of Legal Entities entry sheet in form No. P50007 is provided, certified by the main seal (if any) and the signature of the head, or signed by an enhanced qualified electronic signature (validated no more than 30 days before the date of submission of documents). — **Replace file** Файл загружен 20.01.2022 **View file**

All documents are divided into 3 groups:

• Documents for accreditation (required to be uploaded to participate in the tender)

• Documents for checking compliance with health and safety requirements

• Qualification documents (qualification documents may include licenses, dealer certificates, certificates and other documents. You determine the number and composition of additional documents yourself in accordance with the selected sections of the nomenclature)

• ESG Questionnaire When uploading files, you must specify:

• Document title (for qualification documents only).

• Scanned document file.

Uploading scans of documents can be done in any format (except xls, xlsx, doc and docx). The maximum size of the uploaded file should not exceed 10 Megabytes.

File downloading starts automatically after selecting a file using the download file button. Depending on the file size, Internet access speed and the current load on the PCA server, downloading the file may take considerable time.

If a document contains more than one file (for multi-sheet documents), all files must first be archived into a single archive, no more than 10 Megabytes in size.

After filling out all the data and uploading documents, you get access to working with current tenders for the item you have chosen.

Notes

Go to the **Notes** section.

The completed information and documents are available for review and verification by authorized employees of the INK group of companies.

If any inaccuracy in the information provided is detected, authorized Employees have the right to make a remark.

Nomenclature

Go to the Tenders section.

You need to indicate the sections of the nomenclature list through which your company can receive information about ongoing tenders and take part in them.

The entire nomenclature is grouped into two sections: **Goods and materials (MTP)** and **Services**.

In accordance with the selected nomenclature, you must upload scanned additional documents (licenses, dealer certificates, certificates, etc.) in the **Documents** subsection confirming the ability of your organization to manufacture/supply **Goods and materials (MTP)** or provide **Services**.

You can specify any number of nomenclature sections.

To select a nomenclature section, please click the button ✚ and indicate the type of your company (Manufacturer, Intermediary, etc.) in the pop-up window. If necessary, you can specify an additional comment (note).
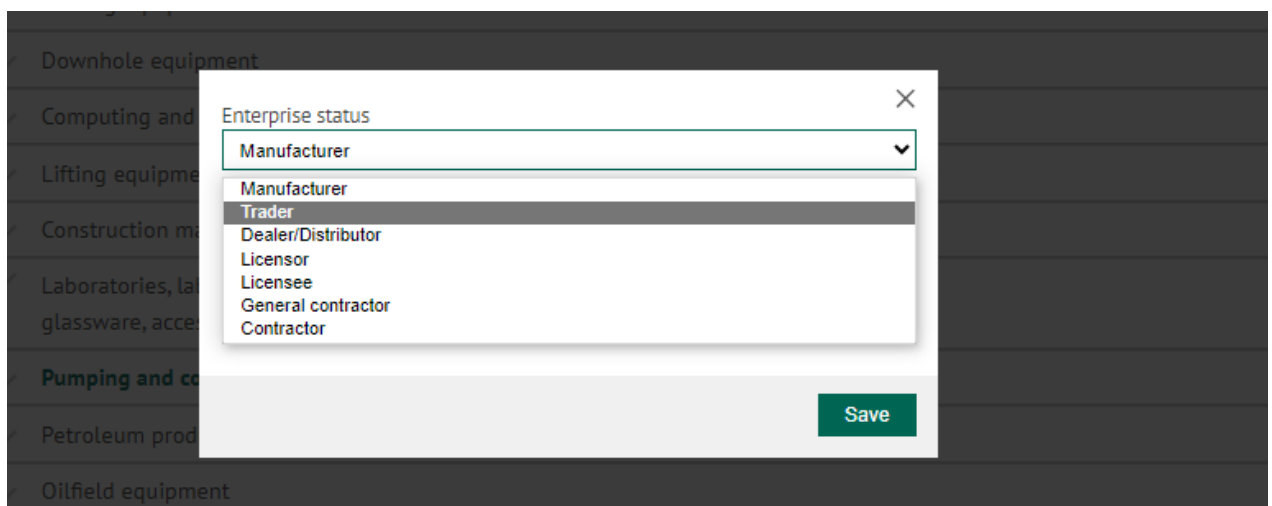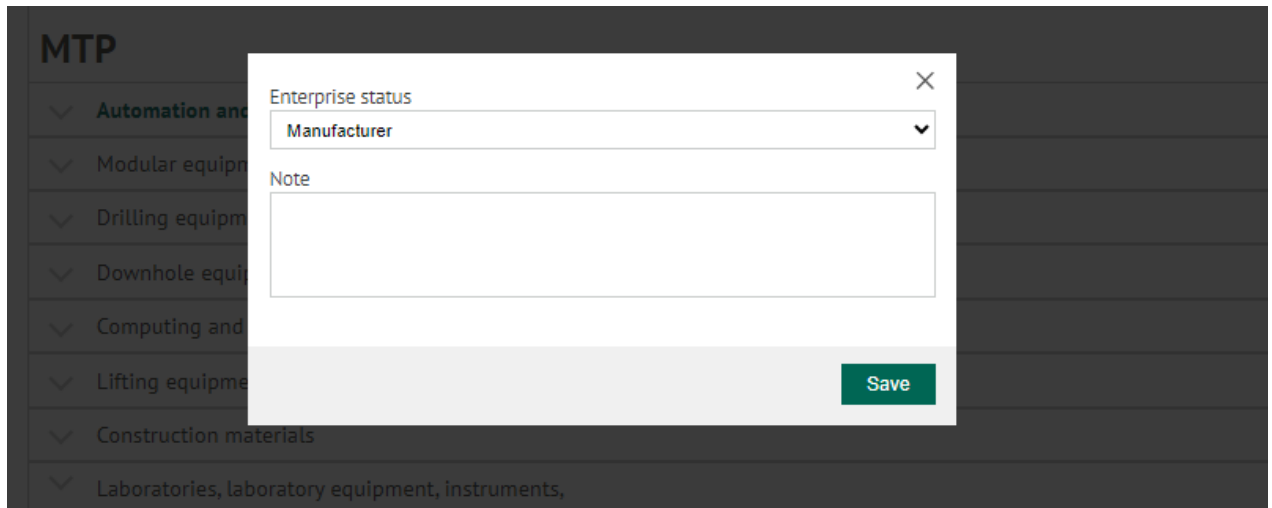
To change the status of an enterprise or a note for a previously selected section of the item, please click the button ⬚. To reject a previously selected section of the nomenclature, click the button ✖ .

Notifications

Go to the Administration of LKK section - Sending Notifications and read the instructions for working with the section.

Name of the organization:
Erlykova Anna Nikolaevna

INN/KPP:
384800929581 /

User:
Anna Adamets

You are an organization administrator

📢 Advertisements (11)

✉️ Newsline

👤 Organization Profile

🖥️ Administration of LKK

📋 Polls

🙋 Help

For you

‹ ›

Что не забыть при подаче заявки на выезд

Как сообщить об ошибке на странице

Как включить подтверждение входа через Telegram

Как создать нового пользователя

● ● ●

Tenders

Passes

fuels and lubricants

Vehicle control on the line

Check-in of staff

Construction documentation

Supplies

Orders

Personal Area / Administration of LKK

Administration of LKK

Instructions for working with the section "LKK Administration"

My organizations

Account

Users and rights

Sending notifications

All instructions are located in the Help section – **Instructions**

Personal Area / Help

Help

Ask a Question

Instructions

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Instructions

Instructions for registering in your Personal Account

Instructions for working with the "Tenders" section

Instructions for working with the "Pass" section

Instructions for working with the "fuels and lubricants" section

Instructions for working with the section "Vehicle control on the line"

Instructions for blocking vehicle access

Instructions for working with the section "Construction documentation"

Instructions for working with the "Mailouts" section

Instructions for working with the "Ask a question" section

Instructions for working with the section "LKK Administration"

Instructions for working with the "Orders" section

Instructions "Obtaining fuel and lubricants using SMART CARDS I.03.02"

Instructions for working with the "Personnel arrival" section