Guide to providing additional information when requested on the NLNG Supplier Management Portal (SMP)

Notifications of requests for additional information will be sent to the organisation's email address, and the forms sent to their profile on the Supplier Management Portal (SMP).

Upon receipt of notification of request for additional information, follow the link in the mail to log on to your account to be taken to the Supplier Area of the Supplier Management Portal (SMP)



On the Supplier Area, click on "My Assessments" to view any pending actions for you.

There are three tabs in "My Assessments" widget when opened.

a. Editable Assessments – Where you will see items pending your actions (you will provide your response to the additional information request)

b. Qualification Assessments – Shows approval of general and statutory information which you provided in the Onboarding Pages when you started the registration process.

c. Category Assessments - Shows approved categories (areas of business interests).



You can also view items pending your actions by clicking on "My Dashboard" and see them under "My Editable Assessments"



Genetical Time Section 2.17.42 WAT - West Africa Time						
No Actions to display	STANDARD LINKS Editable Assessments Qualification Assessments Entriprise Scorecards Development Actions				Ko Unread Messages	
RECEIVED ACTION COLLABORATIONS	MY EDITABLE AS	SESSMENTS				QUICK LINKS
No Actions to display	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION	STANDARD LINKS List of Directories Organization Profile My Categories
MYACTIONS	Nigeria LNG	5506 - Material - BICYCLES AND ACCES.	06/08/2022			CUSTOM LINKS
No Action found	Nigeria LNG	Al0255 - Third Party Personnel (General & Administration - Nigerians)	06/08/2022			
	Nigeria LNG	AB0005 - Service - Architectural Design Services - Major	06/08/2022			
	Nigeria LNG	AA0005 - Service - Corporate Gifts	06/08/2022			

Click on the "Editable Assessments" tab to view items pending your action.

Note that "Assessment Code" is for the main category, (e.g., asm_7720 as below) click on it to open and view the subcategories. "First Category" names the first category under the Assessment, a speech bubble to a First Category means several categories under the Assessment code. (e.g., 5506-Material-Bicycles and Acces.)

When opened you can see all the subcategories under it, as below.

	Assessments	:							
	Editable Assessm	Qualification Assessments Category	y Assessments						
Enter Filter (type to start search)									
	Showing Result 1 -	4 of 4							
1		ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON \downarrow	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION		
	1	asm_7720	Nigeria LNG	图 5506 - Material - BICYCLES AND ACCES.	06/08/2022 22:32				
	2	asm_7718	Nigeria LNG	AI0255 - Third Party Personnel (General & Administration - Nigerians)	06/08/2022 22:23				
	3	asm_7719	Nigeria LNG	AB0005 - Service - Architectural Design Services - Major	06/08/2022 22:21				
	4	asm_7130	Nigeria LNG	AA0005 - Service - Corporate Gifts	06/08/2022 22:19				

However, if the returned form(s) is for Qualification (general and statutory organisation's information) review, "First Category" is most likely to be blank

Assessment 7126 (asm_7126) below is for Qualification review, "First Category" is blank.

	Editable Assessm	ents Qualification Assessments Categ	ory Assessments				
•• •	Enter Filter (type to start search)		Qualification Assessme Category" empty	ment with "First			
L	Showing Result 1	ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON \$	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
	1	asm_7126	Nigeria LNG		07/08/2022 21:05	0	
	2	asm_7718	Nigeria LNG	AI0255 - Third Party Personnel (General & Administration - Nigerians)	06/08/2022 22:23		
	3	asm_7719	Nigeria LNG	AB0005 - Service - Architectural Design Services - Major	06/08/2022 22:21		
	4	asm_7130	Nigeria LNG	AA0005 - Service - Corporate Gifts	06/08/2022 22:19		

Click on it to view the Qualification forms under it.

Please refer to the notification mail for the specific information required for this Assessment and, all the forms under it.

	← Ni	igeria	LNG									··· Return Forms To NLNG
	Deta	ails	Message	is (Unread	0)							
2.	Edita	able For	ms									
	→	Form	List				0					
1			Showing	Result 1	- 3 of 3		Qualificat different	tion Assessme forms under it	with the			
					ТҮРЕ	TITLE		COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
			1	>	Page	Health Safety and Envi Qualification	ronment (HSE) -	۰		20/07/2022 15:58	07/08/2022 21:05	Yes
			2	>	Page	Payment Information -	Qualification	٥		20/07/2022 15:58	07/08/2022 21:05	Yes
			3	>	Conditional Page	Regulatory (Nigeria) (C Qualification	ompliance Details) -				07/08/2022 21:05	Yes

* •	Editable Category Forms EDITABLE CATEGORY FORMS Enter Filter (type to start search) Showing Result 1 - 4 of 4										
	CATEGORY CODE CAT		CATEGORY TITLE SUPPLIER FO		ORM STATUS DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)		LAST MODIFICATION DATE	CATEGORY FORM EDITING ENABLED ON ↑	FORMS REVIEWED		
					MANDATORY	OPTIONAL					
	2		5506	Material - BICYCLES AND ACCES.		0%			06/08/2022 22:32	No	
	3		5535	Material - CONTAINERS, CARGO		0%			06/08/2022 22:32	No	
	4		AF0060	Service - Vehicle Leasing		0%			06/08/2022 22:32	No	
	5		AF0065	Service - Warehouse Services		0%			06/08/2022 22:32	No	

The "Category Code" and, the "Category Title" describe the specific category you are required to provide further information on. Always refer to the mail for the exact information required.

Click on any of them to get to the "Category Specific Requirement" where you will provide the required information. Always refer to the notification mail for the specific information required for this Assessment and, all the categories under it.

Please note that you will receive different email for each Assessment returned to you, in the screenshot below, 4 Assessments were returned, you will also receive 4 unique emails.

Sometimes the emails may read alike but, each is unique to the required information on the returned Assessment, please read them through.

	Assessments	3									
	Editable Assessments Qualification Assessments Category Assessments										
•	Enter Filter (type	to start search) - 4 A	ssessments returne	d for additional infor	mation						
	Showing Result 1	4 of 4									
1		ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON \downarrow	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION				
	1	asm_7720	Nigeria LNG	5506 - Material - BICYCLES AND ACCES.	06/08/2022 22:32						
	2	asm_7718	Nigeria LNG	Al0255 - Third Party Personnel (General & Administration - Nigerians)	06/08/2022 22:23						
	3	asm_7719	Nigeria LNG	AB0005 - Service - Architectural Design Services - Major	06/08/2022 22:21						
	4	asm_7130	Nigeria LNG	AA0005 - Service - Corporate Gifts	06/08/2022 22:19						

Click on the pencil icon to make the Category Specific Requirement page editable.

â	Rot 17:47 V	/AT - West Africa	Time			1
=	← Nigeria	LNG				
1	Editable Cat	egory Forms		Click on the penc	il icon to enter edit mode	<u> </u>
-	→) ← Forms List			Click off the period		
4	Ý	5506 - CATE	SORY SPECIFIC REQUIREMENT			
1						
		✓ 5506 - BI	CYCLES AND ACCES.			
		тпье		DESCRIPTION	RESPONSE	EDITABLE BY
		1	DPR Permit	Please upload a copy of your current Nigerian Upstream Petroleum Regulatory Commission (NUPRC) oil and Gas Industry Service Permit (ODISP) formerly. DPR Permit revent to the aalected category (if more than one file, please merge as one pdf file or, compile and upload a .zip version)	(no file attached) * Expiring on:	Supplier
		2	Work Experience	Please upload copies of Work/Purchase Orders or contract award letters to demonstrate your experience. Competence. Provide documents that show the hull coope of work. Kindly note that if a job was subject subcontracted to you, we will like to view evidence of award of the contract by the clerits of the contract or a reference to contact for any clerification LNK may used. (I more than one file, please mays a one upd free contract per upload a gar version).	(no file attached)	Supplier
		3	OEM Agency / MOU	Please upload OEM Agency / MOU Representation letter relevant to the selected category (if more than one file, please merge as one .pdf file or, compile and upload a .zip version)	(no file attached) * Expiring on:	Supplier
		4	Licenses / Certifications	Please upload the licenses / certifications relevant to the selected category e.g.Professional Licence, Agency, Security, etc. (if more than one file, please merge as one .pdf file or, compile and upload a .zip version)	(no file attached) * Expiring on:	Supplier
q		5	Other Information	Please provide any other relevant information to support your competence, if any		Supplier

The Category Specific Requirement page is now editable.

17:50	WAT - West A	frica Time			Ŧ
Nigeria l	ING		Click on the + symb	ool or, "Attach file" to attach a file	Cancel Save
->	~ 5506	- BICYCLES AND ACCES.			•
		TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
	1	OPR Permit	Please upload a copy of your current Nigerian Upstream Patoteam Regulatory Controlsion (NUPRC) OI and Gas to the selected category (if more than confice pleases menge as one .pdf file or, compile and upload a .zip version)	+ Attach Fre * Equina on defancessyst	Supplier
	2	Work Experience	Please upload copies of Work/Purchase Orders or, contract award laters to demonstrate your experience/competence. Provide documents in as them the later locage of work. The second s	+ AttachTie	Supplier
	3	GEM Agency / MOU	Please upload OEM Agency / MOU Representation letter relevant to the selected category (if more than one file, please merge as one pdf file or, compile and upload a .zp version)	+ Attuch File * Equina on do Add Alaryyyy	Supplier
	4	Licenses / Certifications	Please upload the license / certifications relevant to the selected category a p Professional Licence, Agency, Security, ed.; (if more than of the please merge as one pdf life or, compile and upload a .zp version)	+ Attuch File * Expiring on: ddtAdv7777	Supplier
	5	Other Information	Please provide any other relevant information to support your competence, if any	Characters available 2000	Supplier

Click on the + symbol or, "Attach file" to attach a file if, that is what is required from the notification mail received.

See sample notification mails below for Category and, Qualification.

Fro Sen	m: noreply@jaggaer.com <noreply@jaggaer.com> t:</noreply@jaggaer.com>				
To: Sub LN	NLNG Vendor Services (CPM/4X) NLNGBNY <vendorservices@nlng.com> .ject: asm_7720 - Category Specific Form Review Requested by Buyer Organisation Nigeria 3 on Nigeria LNG</vendorservices@nlng.com>				
Sa as	ample mail notification of request for additional information for Category sessment				
Dee	ar 123 Limited,				
The Cat	Buyer Organisation Nigeria LNG has requested that you verify and update data in the egory Specific Forms on Nigeria LNG	Assessment Code & Main Category where			
Ass Ass	essment Code: asm_7720 essment Group Name: 008 - Logistics (LOGT)	selection was made from			
Buy clas	er Comment (optional): Please provide the under listed information/documents for your sification in the selected category(ies).	The requested information/			
1. (exp Pro Kin	Copies of most recent Work/Purchase Orders or, contract award letters to demonstrate your erience/competence. vide documents that show the full scope of work. dly note that if a job was sublet/subcontracted to you, we would like to view evidence of award diverse that if a job was sublet/subcontracted to you, we would like to view evidence of award award to you was a sublet/subcontracted to you.	documents (numbered)			
of t ma	he contract by the client to the contractor or, a reterence to contact for any clarification NLNG y seek.				
2.1	vidence of OEM agency/distributorship/technical partnership you may have for our review.				
3. /	Applicable licenses/certifications for the services you render, where required.				
Wh pla	ere there are more than one documents to be uploaded for any of the requests above, please ce the documents in a ZIP archive or, merge them as one PDF file.				
To Use Or	access the Questions (provided your access allows you) click the following link and enter your mame and Password <u>https://supplierportal.ning.com/web/login.html</u>	Link to the log-on page			
C	onnect to https://supplierportal.nlng.com/web/login.html				
- Er - G - C - Se	nter your Username and Password o to Assessments in the My Organisation Area lick Editable Assessments elect the required Forms complete and review	Quick guide on how to respond			
- C 55(55; AF(lick 'Keturn Forms to Buyer' to send the Forms back to the Buyer 16 Material - BICYCLES AND ACCES. 15 Material - CONTAINERS, CARGO 1060 Service - Vehicle Leasing 1065 Service - Warehouse Services	The categories selected from the main category shown above			

From: noreply@jaggaer.com <noreply@jaggaer.com></noreply@jaggaer.com>	
Sent: Tex NILNG Vender Services (CDM/(X) NILNOPNIX <venderservices@vlar.com></venderservices@vlar.com>	
Subject: asm. 7126 - Qualification Assessment Form Review Requested by Buyer Organisation	
Nigeria LNG on Nigeria LNG	
Sample mail notification of request for additional information for Qualification assessment	
Dear ### Limited,	
The Buyer Organisation Nigeria LNG has requested that you complete any required data and review Qualification Assessment Forms on Nigeria LNG	
Assessment Code: asm_7126	Qualification Assessment
Assessment Group Name: Qualification Assessment	returned
	The requested information/
Please provide the under listed information/documents for your qualification on the Supplier Management Portal (SMP)	documents (numbered)
1. Current tax clearance	
 Health Safety and Environment (HSE) policy statement 3. Bank account confirmation letter from Zenith Bank Plc addressed to, Head, Vendor Management Services, CPM Department, Nigeria LNG Limited, showing the following details; 	
Account Name	
Account Number(s)	
Sort Code	
Currency Type(s)	
Correspondent bank details for the domiciliary account(s), if any.	
To access the Form Questions (provided your access allows you) click the following link and enter your Username and Password <u>https://supplierportal.nlng.com/web/login.html</u>	Link to the log-on page
Or browse as follows:	
- Connect to https://supplierportal.nlng.com/web/login.html	
- Enter your Username and Password	
- Select Assessments in the My Organisation area	Quiele quide en heur te
- Click Editable Assessments	respond
- Select the Forms to be reviewed and completed	

When done providing the required information, click on "Save" to save.

0 WAT - West A	frica Time						
LNG					Cancel		
~ 5506 - CA	ATEGORY SPECIFIC REQUIREMENT	cli	ck on "Save" to save				
~ 5506	- BICYCLES AND ACCES.	уо	your response				
	TITLE	DESCRIPTION	RESPONSE		EDITABLE BY		
1	DPR Permit	Please upload a copy of your current Nigerian Upstream Petroleum Regulatory Commission (NUPRC) Oil and Gas Industry Service Permit (OsiSP) formerly, DPR Permit relevant to the selected category (if more the coef file	Supplier Training brt (1 KB) 🛟 🖀		Supplier		
		please merge as one .pdf file or, compile and upload a .zip version)	* Expiring on: 12/12/2022	an			
2	Work Experience	Please upload copies of Work/Parchase Orders or contract away letters to demonstrate your experiency competence. Provide documents that it and the full isoper of work. Kindly note that if a job was sublicit subcontracted to you, we will like to view evidence of demonstrate of the contract by the clarification NLNG may seek. (If more than one fise, please merge as one off file or, compile and upload a 2, pivesion)	Suppler Training for (1 KB) (1)	~	Supplier		
3	OBM Agency / MOU	Please upload OEM Apency / MOU Representation letter relevant to the selected category (if more than one file, please memory as one .pdf file or, compile and upload a .zip version)	Supplier Training for (1 KB) (1) (1)		Supplier		
4	Licenses / Certifications	Please upload the licenses / certifications relevant to the selected category or professional Licence, Agency, Security set, (if more than one file, please nerge as one .pdf file or, compile and upload a .zb version)	Supplier Training for (1 KB) () () ()		Supplier		
5	Other Information	Please provide any other relevant information to support your competence, if any	1		Supplier		

Please note that you must open all category forms even if you do not have the required information, so that their "Forms Reviewed" status is "Yes" to be able to return the forms to NLNG for review.

2.	Editable Category	Forms										
0	→ EDITABLE CA	ATEGORY FORMS										
1	Enter Filter (type to start see The Forme Poviowed starture will be "No" if the category bac not been viewed or											
	Showing	Result 1 - 4 of 4 respon										
		CATEGORY CODE	CATEGORY TITLE	SUPPLIER FORM STATUS DOCUMENT		DOCUMENT EXPIRY DATE	LAST MODIFICATION DATE	CATEGORY FORM EDITING ENABLED ON ↑	FORMS REVIEWED			
				MANDATORY	OPTIONAL	(FIRST TO EXFIRE)		ENABLED ON 1				
	2	5506	Material - BICYCLES AND ACCES.		0%			06/08/2022 22:32	No			
	3	5535	Material - CONTAINERS, CARGO		0%			06/08/2022 22:32	No			
	4	AF0060	Service - Vehicle Leasing		0%			06/08/2022 22:32	No			
	5	AF0065	Service - Warehouse Services		0%			06/08/2022 22:32	No			

When done click on "Return Category Forms to NLNG" then click on the "OK" on the pop-up banner to submit your response.

Reference of the second se				supplierportal.nlng.com says All Forms have been reviewed and all mandatory fields completed Return all listed Forms to NLNG or go back to the Forms and Return them later			After savi Return C	After saving your response click Return Category Forms To NLNG to		
1	Enter Filter (type to start search) Showing Result 1 - 4 of 4 CATEGORY CODE CATEGORY TITLE		CATEGORY TITLE	All categories with "Yes" status SUPPLIER FORM STATUS DOCUMENT EXPIRED OF (FIRET TO EXPIRE)			LAST MODIFICATION DATE	SUBMIT YOUR RESPONSE		
	2	5506	Material - BICYCLES AND ACCES.	MANDATORY	OPTIONAL 80%	12/12/2022	07/08/2022 18:00	06/08/2022 22:32	Yes	
	3	5535 AF0060	Material - CONTAINERS, CARGO Service - Vehicle Leasing	Click "C	Click "OK" on the pop-u		n	06/08/2022 22:32	Yes Yes	
	5	AF0065	Service - Warehouse Services	0	40%	12/12/2022	07/08/2022 18:03	06/08/2022 22:32	Yes	

Do the same for the remaining forms.

Please note that if you do not return all forms to NLNG your application will not be reviewed.