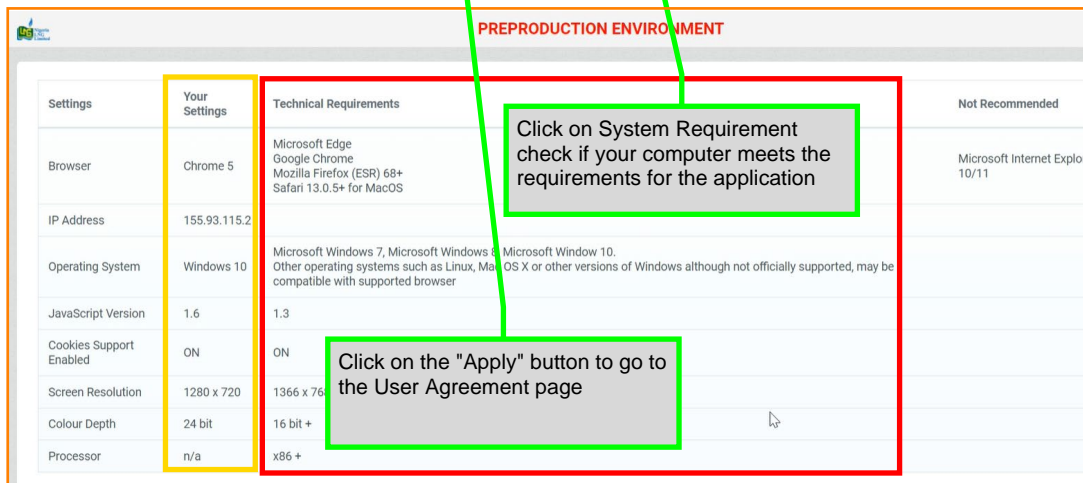
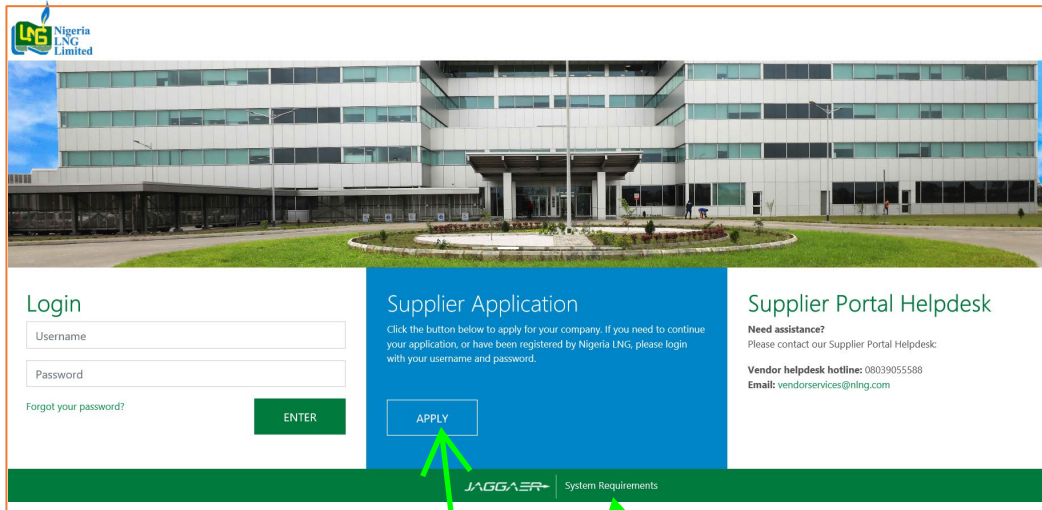


1. Profile Creation and Account Activation (Prospective Suppliers Only)

Please go to <https://supplierportal.nlng.com/> and follow the guide below to create an account/profile, activate it then complete the online form and submit for review and approval



User Agreement

USER AGREEMENT

1. Introduction
 1.1. This User Agreement between Nigeria LNG Limited (NLNG) and the Supplier governs the access and use of NLNG Supplier Management Portal (SMP) by the Supplier to apply for Registration, Maintain supplier profile and respond to Request For Information (RFI).
 1.2. A Registration may include all processes of prequalification before a supplier is approved by NLNG to be in the list of NLNG active supplier database. Approved suppliers will have a supplier profile maintain in the portal with confirmation of registration.
 1.3. The supplier profile will be the means of managing supplier Post registration activities excluding tendering.
 1.4. The post registration activities may include but not limited to update of contact and financial details, addition of Product/Work categories, and submission of general enquiries.
 1.5. The System is provided by JAGGAER UK Ltd and operated by NLNG. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the NLNG, the Supplier agrees to be bound by this User Agreement.
 1.6. The Supplier shall only use the System for registration application, supplier profile updates, and for responding to RFI from NLNG or General enquiries in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access
 2.1. NLNG grants to the Supplier, free of charge, access to the System for the purpose of registration activities, subject to this User Agreement.
 2.2. NLNG may immediately deny access to the System to the Supplier in the following events occur:
 2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of 30 days.
 2.2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of 30 days.

I have read and agree to the User Agreement

I agree I do not agree

Next

Review the terms, and if agreeable select the "I agree" option and click "next" to go to the application data page

Application Data

Application Data | Onboarding Pages | Application Confirmation

Organisation Details

Prospective Supplier Limited

Country: NIGERIA
 State/Country: Rivers
 City: Port Harcourt
 Address: 1 NLNG Road
 Postal Code: 57000
 Company Registration Number: 57000
 VAT Number: 000000-0001
 Tax Identification Number: 000000-0001
 Web site: www.

User Details

Primary Phone Number: (please enter "x" "country code" and "your phone number" with no spaces)
 Primary Email: (IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly.)
 Email Address Validation: Send Validation Code (Email Validation Code: 8190190017EDF92898)
 Username: Prospective
 Preferred Language: English (UK)
 Time Zone: (GMT + 1:00) WAT (Bahrin, Cameroon, Congo, Nigeria)

Fill out the compulsory fields on the Application Data page.

We recommend that the primary phone number and the primary email should not be a personal phone number or, email address but the organisation's

Click on "Send Validation Code" to get a code sent to your email address. Copy the validation code sent to your email address and enter it in appropriate field. Click the "Save" button at the top to go to the "Onboarding Pages"

Enter your username

PREPRODUCTION ENVIRONMENT

Company Information | Application Data | Onboarding Pages | Application Confirmation

Company Information

While on the "Onboarding Pages", you may continue to fill out the forms but, we recommend that you activate your profile and log in for first use

Save & Continue | Cancel

While on the "Onboarding Pages", you may continue to fill out the forms but, we recommend that you activate your profile.

You will get another email after the validation code mail communicating your temporary password with a link to log in for first use. You will be required to change your password.

If you missed the second email, activate your profile as shown below first, returning to the homepage/log on page.

Login

Username

Password

Forgot your password?

ENTER

Supplier Application

Click the button below to apply for your company. If you need to continue your application, or have been registered by Nigeria LNG, please login with your username and password.

APPLY

Supplier Portal Helpdesk

Need assistance?
Please contact our Supplier Portal Helpdesk:

Phone International Numbers
Email customersupport@jaggaer.com
Call me back

JAGGAER System Requirements

Click on "Forgot Password?" to be taken to a page where you will enter your username and email address to request a password change.

PREPRODUCTION ENVIRONMENT

High Contrast Stylesheet Switch to Accessible Controls

* Username

* Email

Forgot Username

Submit Cancel

Back to Top

Enter your username and, email address to request password change link

PREPRODUCTION ENVIRONMENT

Login Page

Password Link Request

An email message containing a Link to define a new Password has been sent to you

Link to reset password with has been sent

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Back to Top

PREPRODUCTION ENVIRONMENT

Click on the link in the body of the mail to come to the password change page, you may also copy and, paste the link in your browser

Change Password

High Contrast Stylesheet Switch to Accessible Controls

* Username

Forgot Username

* New Password

* Confirm Password

Submit Cancel

Enter your username and new password, confirm the password then, click submit to commit the password change.

PREPRODUCTION ENVIRONMENT

Application Data

Application Data Onboarding Pages Application Confirmation

Save & Continue

High Contrast Stylesheet Switch to Accessible Controls

Organisation Details

* Organisation Name EXISTING SUPPLIER LIMITED

* Country NIGERIA

* State/County Rivers

* City Port Harcourt

* Address 1 NLNG Road, off Eastern Bypass

* Postal Code 5000172

* Company Registration Number RC00000

Password change is successful and you are now logged in and, onto the application data page containing the information you created your profile created with.

2. Onboarding Pages

2a. Company information

PREPRODUCTION ENVIRONMENT

Company Information

Application Data Onboarding Pages My Category Selection Application Confirmation

Save & Continue Cancel

Company Information

You are now on the Onboarding Pages chevron.

The onboarding pages chevron has several forms each asking for particular information about your organisation.

Company Information

To navigate between sections with the onboarding pages, click on 'Onboarding Pages' for options.

Question	Description	Response
1 DBA	Doing Business As (DBA)	<input type="text"/>
2 Date of Registration	* Date of Registration/Incorporation of Entity	dd/MM/yyyy
3 Legal status	* Legal status	<input type="text"/>
4 Number of Shareholders	* How many shareholders does your organisation have?	<input type="text"/>
5 Number of Directors	* How many directors does your organisation have?	<input type="text"/>

Correspondence Address = Registered Address?

Question	Description	Response
1 Registered Address 1	* Is Correspondence address is same as Registered Address?	<input type="text"/>

Management Contact

Annotations:

- Green box: Name that you do business by, different from the one on your certificate of incorporation/registration.
- Green box: Select your legal status from the dropdown. Basically, all limited liability company are "Incorporated". Business Names, Firms, etc., are

Company Information

To navigate between sections with the onboarding pages, click on 'Onboarding Pages' for options.

Question	Description	Response
1 DBA	Doing Business As (DBA)	<input type="text"/>
2 Date of Registration	* Date of Registration/Incorporation of Entity	dd/MM/yyyy
3 Legal status	* Legal status	<input type="text"/>
4 Number of Shareholders	* How many shareholders does your organisation have?	<input type="text"/>
5 Number of Directors	* How many directors does your organisation have?	<input type="text"/>

Correspondence Address = Registered Address?

Question	Description	Response
1 Registered Address 1	* Is Correspondence address is same as Registered Address?	<input type="text"/>

Annotations:

- Green box: Select the number of shareholders in the company. A maximum of ten shareholders can be selected. Please select as applicable to your organisation. Select the maximum of ten if there are more than ten shareholders. We will view all shareholders on the company's registration documents.

Company Information

To navigate between sections with the onboarding pages, click on 'Onboarding Pages' for options.

Question	Description	Response
1 DBA	Doing Business As (DBA)	<input type="text"/>
2 Date of Registration	* Date of Registration/Incorporation of Entity	dd/MM/yyyy
3 Legal status	* Legal status	<input type="text"/>
4 Number of Shareholders	* How many shareholders does your organisation have?	<input type="text"/>
5 Number of Directors	* How many directors does your organisation have?	<input type="text"/>

Correspondence Address = Registered Address?

Question	Description	Response
1 Registered Address 1	* Is Correspondence address is same as Registered Address?	<input type="text"/>

Management Contact

Annotations:

- Green box: Select the number of directors in the company. A maximum of ten directors can be selected. Please select as applicable to your organisation. Select the maximum of ten if there are more than ten directors. We will view all directors on the company's registration documents.

Company Information

Company information
To navigate between sections with the onboarding pages, click on 'Onboarding Pages' for options.

Question	Description	Response
1 DBA	Doing Business As (DBA)	<input type="text"/>
2 Date of Registration	• Date of Registration/incorporation of Entity	<input type="text"/>
3 Legal status	• Legal status	<input type="text"/>
4 Number of Shareholders	• How many shareholders does your organisation have?	<input type="text"/>
5 Number of Directors	• How many directors does your organisation have?	<input type="text"/>
6 Host Community Vendor	• Does your company identify as a host community Vendor	<input type="text"/>
7 Parent Company, Subsidiary or Other Related Party	• Does your company have a parent company, Subsidiary or other related party	<input type="text"/>

Only select yes from the dropdown if company ownership is from community where NLNG operates. Please note a future screen will require your letter of identification from your community.

Company Information

Company information
To navigate between sections with the onboarding pages, click on 'Onboarding Pages' for options.

Question	Description	Response
1 DBA	Doing Business As (DBA)	<input type="text"/>
2 Date of Registration	• Date of Registration/incorporation of Entity	<input type="text"/>
3 Legal status	• Legal status	<input type="text"/>
4 Number of Shareholders	• How many shareholders does your organisation have?	<input type="text"/>
5 Number of Directors	• How many directors does your organisation have?	<input type="text"/>
6 Host Community Vendor	• Does your company identify as a host community Vendor	<input type="text"/>
7 Parent Company, Subsidiary or Other Related Party	• Does your company have a parent company, Subsidiary or other related party	<input type="text"/>

Correspondence Address = Registered Address?

Only select yes from the dropdown if you have a parent company, subsidiary or, other related party

Attach

To upload a file, click on the "click to attach file" link to open a pop-up page. On the pop-up, click on "select file to upload", system file explorer will now open to enable you navigate to where the file is located in the computer. Select the file, click open on the system file explorer then click on "confirm" on the pop-up to attach the file.

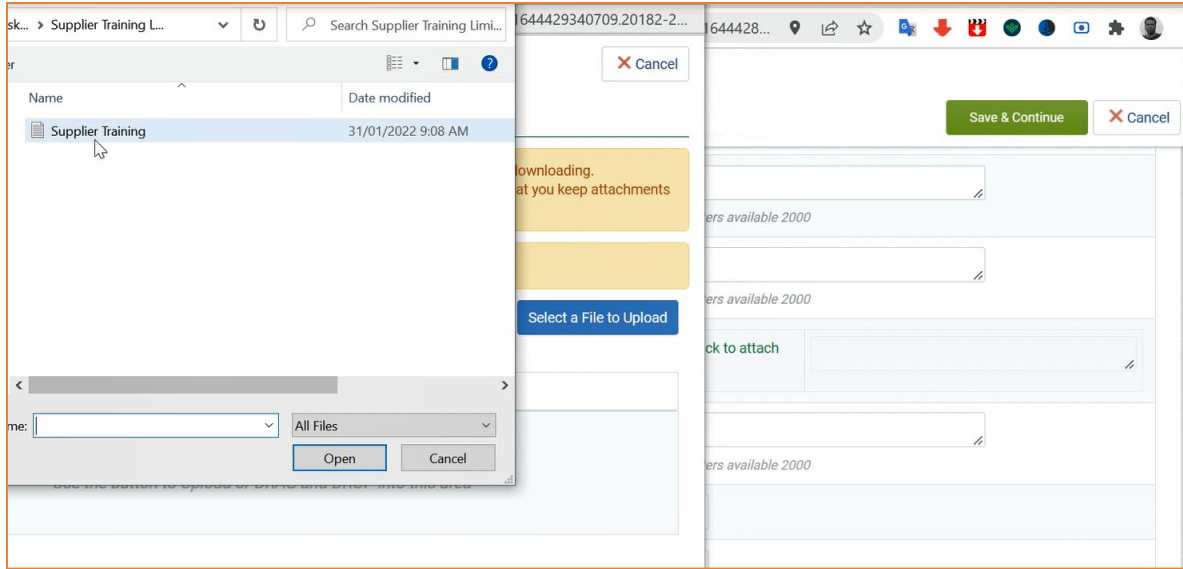
downloading. that you keep attachments

Select a File to Upload

Attachments

#	Type	File Name	Size
Use the button to Upload or DRAG and DROP into this area			

Save & Continue Cancel



To upload a file, click on the "click to attach file" link to open a pop-up page.
 On the pop-up, click on "select file to upload", system file explorer will now open to enable you navigate to where the file is located in the computer.
 Select the file, click open on the system file explorer then click on "confirm" on the pop-up to attach the file.

File extensions not permitted: .exe, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Attachments

#	Type	File Name	Size
1	TXT	Supplier Training.txt	17

Attachment Description

Replace Attachment Remove Attachment

Confirm Cancel

Save & Continue Cancel

Company Information

Secondary Contact 4 Mobile Number

Secondary Contact 5 Fax Number

Secondary Contact 6 E-Mail Address

Secondary Contact 7 *** Upload Organization Chart (if more than one file, please merge as one .pdf file or, compile and upload a .zip version)**

Supplier Training.txt (1 KB)

Secondary Contact 8 *** Total number of personnel as indicated in organization chart**

Secondary Contact 9 *** Does your company identify as a host community Vendor**

Secondary Contact 10 *** Does your company have a parent company, Subsidiary or other related party**

Save & Continue Cancel

Company Information

Complete the company information form, then click on "Save & Continue to go to the next form" → Save & Continue Cancel

1 Nigerian or Foreign 1 Please confirm your organisation's country of registration Nigeria

Company Information - Ownership

Question	Description	Response
1 Ownership 1	Nigerian (%)	100
2 Ownership 2	Foreign (%)	0
3 Ownership 3	Upload additional information or supporting documents (if more than one file, please merge as one .pdf file or, compile and upload a .zip version)	+ Click to attach file
4 Ownership 4	Have you done business with NLNG or any of its affiliates in the past?	Yes
5 Ownership 5	if Yes, Describe general nature of business	I

Enter the percentage of ownership in your organisation that are held by Nigerians and Foreigners. Please enter as applicable to your organisation.

If you have done business with NLNG or any of its affiliates (NSML, BGT) in the past provide a brief description of business done.

2b. Company information (Cont.)

Company Information (cont.)

Application Data → Onboarding Pages → My Category Selection → Application Confirmation

Complete the company information (Cont) form, then click on "Save & Continue to go to the next form" → Save & Continue Cancel

Name of directors 1

Name of directors 1
To navigate between sections with the onboarding pages, click on 'Onboarding Pages' for options.

Question	Description	Response
1 Director/or Authorized Officer 1.1	Director's Name	<input type="text"/> <small>Characters available 2000</small>
2 Director/or Authorized Officer 1.2	Title/Designation	<input type="text"/> <small>Characters available 2000</small>
3 Director/or Authorized Officer 1.3	Phone Number	<input type="text"/>

2c. Financials

Financials

Complete the Financials form, then click on "Save & Continue to go to the next form. It is basically information on your tax clearance certificate. Enter the figure for each year and select the currency type

Save & Continue Cancel

Question	Description	Response
4	Annual Turnover - Previous Year 2 (Currency)	Select an Option (Single selection)
5	Annual Turnover - Previous Year 3	Characters available 2000
6	Annual Turnover - Previous Year 3 (Currency)	Select an Option (Single selection)
Audited account		
1	Audited account 1	Does your company have audited annual accounts/Statement of Affairs?
2	Audited account 2	Additional information that could assist in the processing of this registration/application

Select "Yes" and attach document(s) if you have an audited annual account/ statement of affairs

2d. Health, Safety and, Environment (HSE)

To navigate between sections with the onboarding pages, click on 'Onboarding Pages' for options.

Question	Description	Response
1	HSE 1	Does your company have and operate an HSE Management System?
2	HSE 2	HSE Policy Statement (if more than one file, please merge as one .pdf file or, compile and upload a .zip version)

Supplier Training.txt (1 KB)

Complete the HSE form, then click on "Save & Continue to go to the next form.

HSE Management System

Question	Description	Response
1	HSE 1a	Please upload evidence of your company having and operating HSE Management System
2	HSE Management System 1	Has your HSE Management System been certified by a recognized body?
3	HSE Management System 2	Please provide details or information of your HSE Management System

2e. Conflict of Interest Declaration

Conflict of Interest Declaration

To navigate between sections with the onboarding pages, click on 'Onboarding Pages' for options.

Question	Description	Response
1	Conflict of Interest Declaration 1	Does your company/ or organization have any direct relationship with any of the following

NLNG Staff/Spouse

Please select as applicable to your organisation and, provide further information where required

- None
- NLNG Staff/Spouse
- NLNG Dependant
- NLNG Director/Shareholder
- Nigerian Government Staff/Official

Question	Description	Response
1	NLNG Staff/Spouse 1	NLNG Staff/Spouse

Characters available 2000

2f. Payment Information (Bank Details)

Payment Information

Complete the Payment Information (Bank Details) form, then click on "Save & Continue to go to the next form.

Bank Details
To navigate between sections with the onboarding pages, click on 'Onboarding Pages' for options.

Question	Description	Response
1	Bank Details 1 * Bank Name	<input type="text"/>
2	Bank Details 2 * Bank Country	<input type="text"/>
3	Bank Details 3 * Bank Address	<input type="text"/>
4	Bank Details 4 * Account Name	<input type="text"/>
5	Bank Details * Account Number	<input type="text"/>

Attach bank account confirmation letter issued by your bankers, addressed to, Head, Vendor Management Services, CPM Department, Nigeria LNG Limited, showing the following details;

- Account name
- Account number
- Sort code (branch code)
- Currency type

Include the correspondent bank details for domiciliary account(s), if any.

2g. Quality Assurance and Quality Control (QAQC)

Quality Assurance and Quality Control (QAQC)

Application Data → **Onboarding Pages** → My Category Selection → Application Confirmation

Complete the QAQC form, then click on "Save & Continue to go to the next form.

Quality Assurance and Quality Control (QAQC)

QAQC
To navigate between sections with the onboarding pages, click on 'Onboarding Pages' for options.

Question	Description	Response
1	QAQC 1 * Does your company have and operate a Quality Management System?	<input type="text"/>
2	QAQC 2 * Quality Policy Statement (if more than one file, please merge as one .pdf file or, compile and upload a .zip version)	<input type="text"/>

+ Click to attach file

2h. Regulatory (Nigeria or, Foreign Suppliers as applicable)

Regulatory (Nigeria)

Complete the Regulatory form, then click on "Save & Continue to go to the next form."

Save & Continue Cancel

Compliance Details

Question	Description	Response
1	Regulatory (Nigeria) 1 Details of Shareholders i.e., CAC 2, its equivalent or, complete status report	+ Click to attach file
2	Regulatory (Nigeria) 2 Details of Directors i.e., CAC 7, its equivalent or, complete status report	+ Click to attach file
3	Regulatory (Nigeria) 3 * Upload Certificate of Incorporation/Registration (if more than one file, please merge as one .pdf file or, compile and upload a .zip version)	+ Click to attach file
4	Regulatory (Nigeria) 4 Upload Memorandum & Articles of Association/Constitution/Charter (if more than one file, please merge as one .pdf file or, compile and upload a .zip version)	+ Click to attach file
5	Regulatory (Nigeria) 5 * What State in Nigeria or Country are you registered to pay tax?	

Provide applicable organization's registration documents issued by the registry.
Provide other required information

2i. Onboarding Forms Completion

Basic Profile Form Completion

Application Data Onboarding Pages My Category Selection Application Confirmation

Save & Continue Cancel

Onboarding Forms Completion

Select "Yes" from the dropdown then click on "Save & Continue to complete the Onboarding Pages and move to "My Category Selection"

Onboarding Forms Completion

To navigate between sections with the onboarding pages, click on 'Onboarding Pages' for options.

Question	Description	Response
1	Onboarding Pages Completion * Please confirm you have now completed all mandatory onboarding questions	Yes

3. My Category Selection

Categories

Registration

Application Data Onboarding Pages My Category Selection Application Confirmation

Confirm Cancel

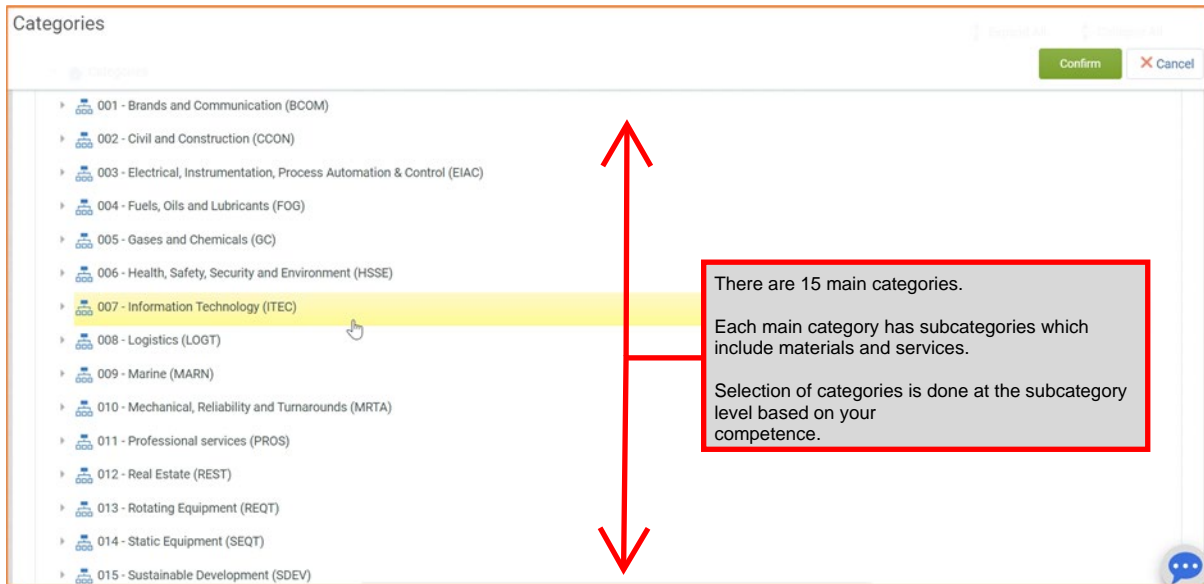
Search or Navigate the Tree

Selected Items: 0

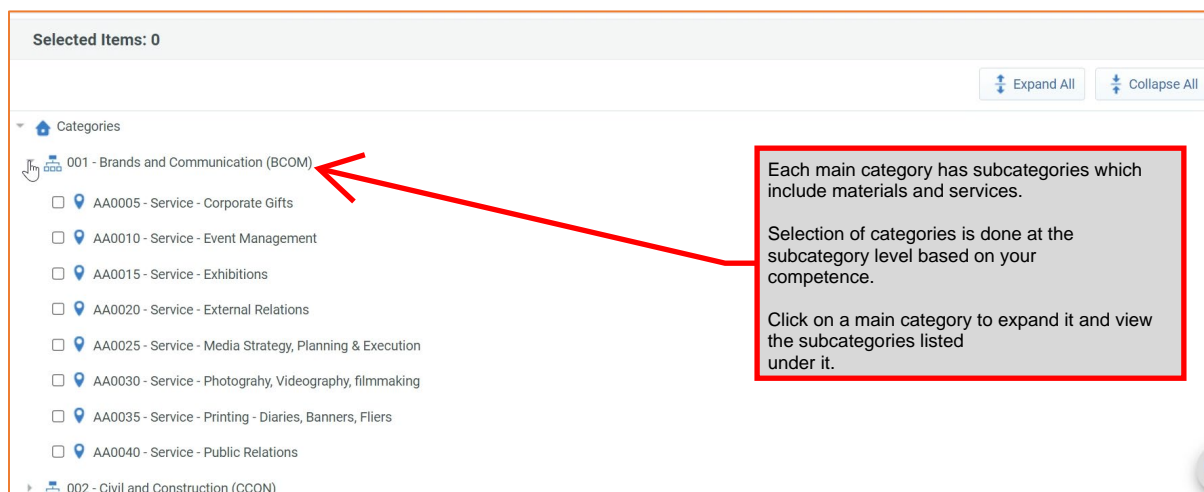
Here, you will indicate your areas of competence by selecting the appropriate material and service groups. Click "Confirm" to commit your selections.

Expand All Collapse All

There are 15 main categories.



Each main category has subcategories which include materials and services.
Selection of categories is done at the subcategory level based on your competence.
Click on a main category to expand it and view the subcategories listed under it.



3a. Category Selection

For your initial registration consideration, kindly select a maximum of five (5) subcategories representing your best areas of competence relevant to NLNG business.

(They can be selected across main categories according to your competence but, not more than five (5) categories in your total selection)

Where more areas of business are required, indicate these in "Other Information" field on the "Category Specific Requirement" page on the next screen when you have confirmed your selections.

3b. Category Specific Requirements

Completion and Submission of Application

Application Confirmation

- Application Data
- Onboarding Pages
- My Category Selection
- Application Confirmation**

[Main Page](#)

You have successfully completed the application phase. Your account you received to access the platform.

✔

Note: Nigeria LNG Limited reserves all rights in conducting business with you. The Onboarding information provided during the Application phase will be used for the purpose of registration.

All forms have been completed and the application submitted for NLNG to review. You can return to Main Page or, log out.

Registration Summary

Completion Status (Mandatory Questions for Registration)	
Application Data	✔
Company Information	✔
Company Information (cont.)	✔