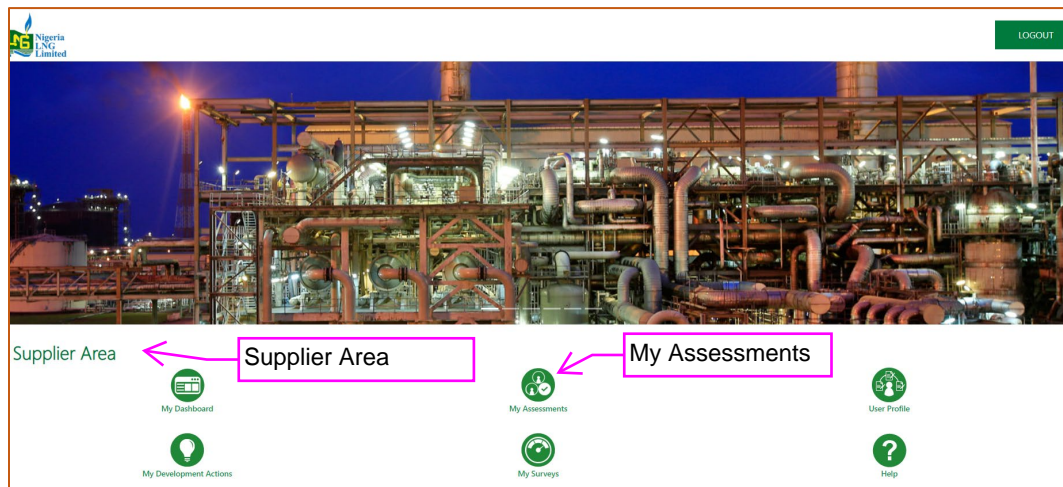


## [Guide to providing additional information when requested on the NLNG Supplier Management Portal \(SMP\)](#)

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)



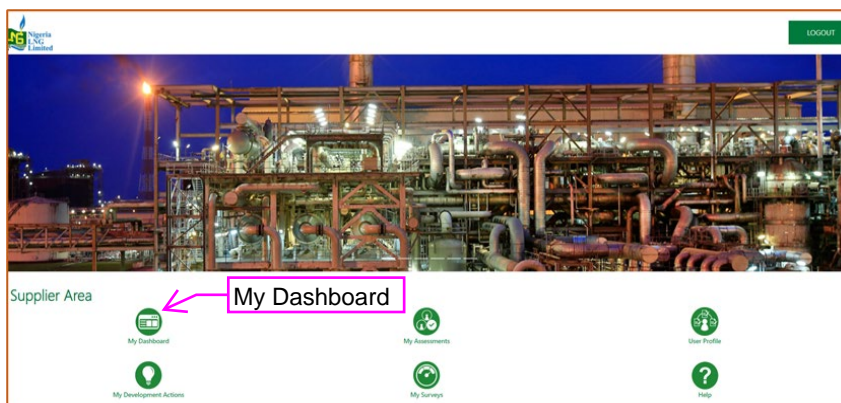
On the Supplier Area, click on "My Assessments" to view any pending actions for you.

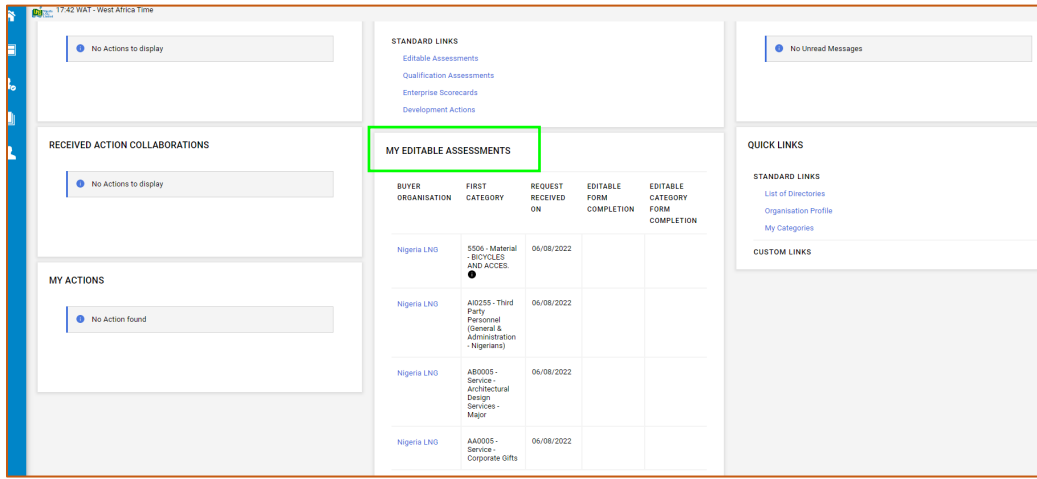
There are three tabs in "My Assessments" widget when opened.

- Editable Assessments – Where you will see items pending your actions (you will provide your response to the additional information request)
- Qualification Assessments – Shows approval of general and statutory information which you provided in the Onboarding Pages when you started the registration process.
- 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"





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.

ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON ↓	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
asm_7720	Nigeria LNG	5506 - Material - BICYCLES AND ACCES	06/08/2022 22:32		
asm_7718	Nigeria LNG	AI0255 - Third Party Personnel (General & Administration - Nigerians)	06/08/2022 22:23		
asm_7719	Nigeria LNG	AB0005 - Service - Architectural Design Services - Major	06/08/2022 22:21		
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.

ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON ↓	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
asm_7126	Nigeria LNG		07/08/2022 21:05	●	
asm_7718	Nigeria LNG	AI0255 - Third Party Personnel (General & Administration - Nigerians)	06/08/2022 22:23		
asm_7719	Nigeria LNG	AB0005 - Service - Architectural Design Services - Major	06/08/2022 22:21		
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.

← Nigeria LNG

Details Messages (Unread 0)

Editable Forms

Form List

Showing Result 1 - 3 of 3

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Page	Health Safety and Environment (HSE) - Qualification	●		20/07/2022 15:58	07/08/2022 21:05	Yes
2	Page	Payment Information - Qualification	●		20/07/2022 15:58	07/08/2022 21:05	Yes
3	Conditional Page	Regulatory (Nigeria) (Compliance Details) - Qualification				07/08/2022 21:05	Yes

Qualification Assessment asm\_7126 with the different forms under it

Editable Category Forms

EDITABLE CATEGORY FORMS

Enter Filter (type to start search)

Showing Result 1 - 4 of 4

	CATEGORY CODE	CATEGORY TITLE	SUPPLIER FORM 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

Category Code and, Category Title

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

Editable Assessments Qualification Assessments Category Assessments

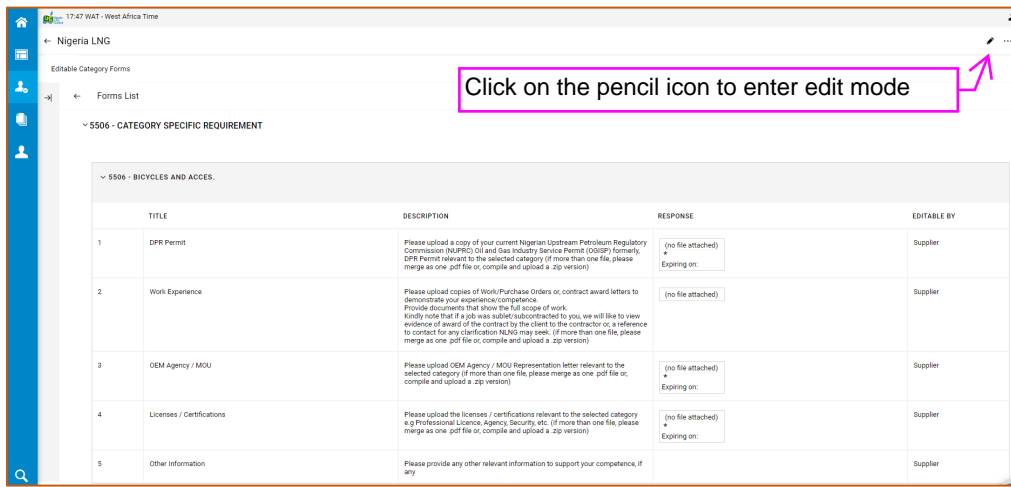
Enter Filter (type to start search)

Showing Result 1 - 4 of 4

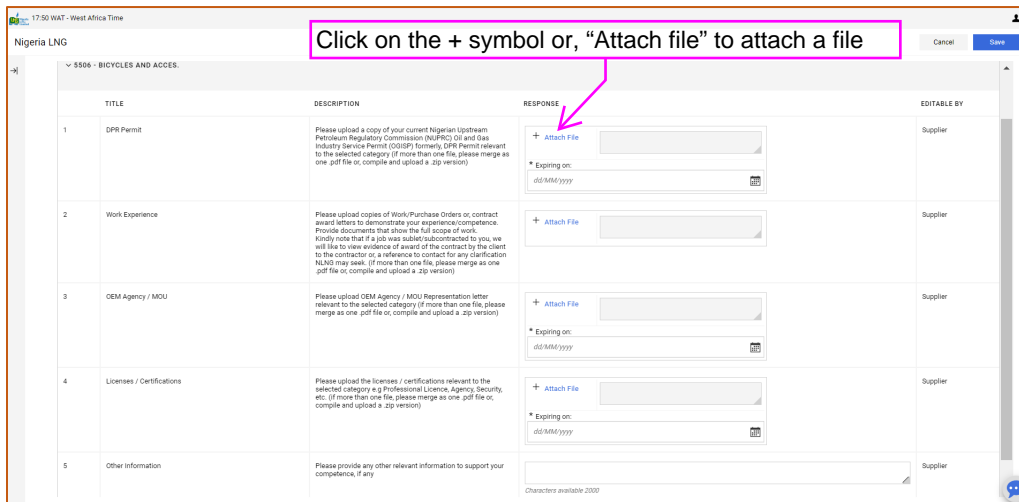
	ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON ↓	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
1	asm_7720	Nigeria LNG	5506 - Material - BICYCLES AND ACCES.	06/08/2022 22:32		
2	asm_7718	Nigeria LNG	A10255 - Third Party Personnel (General & Administration - Nigerians)	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		

4 Assessments returned for additional information

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

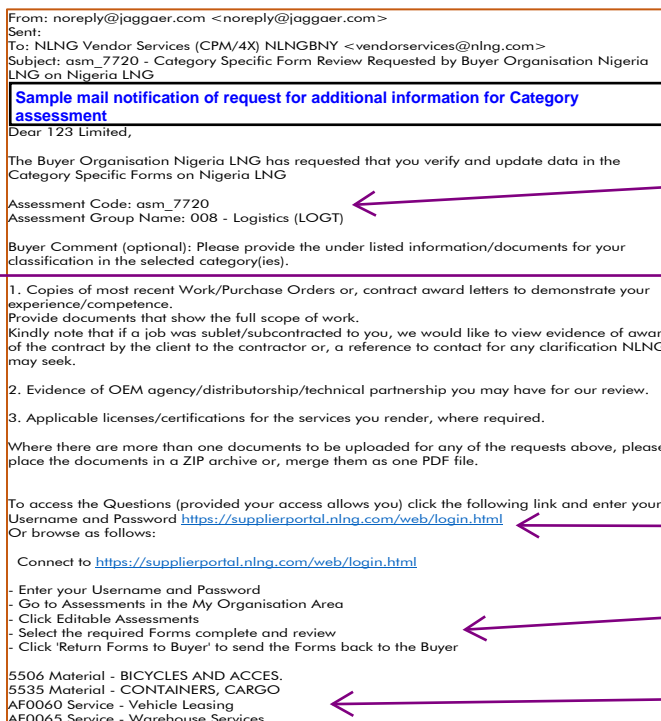


The Category Specific Requirement page is now editable.



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.



Assessment Code & Main Category where selection was made from

The requested information/ documents (numbered)

Link to the log-on page

Quick guide on how to respond

The categories selected from the main category shown above

From: noreply@jaggaer.com <noreply@jaggaer.com>  
 Sent:  
 To: NLNG Vendor Services (CPM/4X) NLNGBNY <vendorservices@nlng.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

Assessment Group Name: Qualification Assessment

Please provide the under listed information/documents for your qualification on the Supplier Management Portal (SMP)

1. Current tax clearance
2. 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 <https://supplierportal.nlng.com/web/login.html>

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
- Click Editable Assessments
- Select the Forms to be reviewed and completed

Qualification Assessment returned

The requested information/documents (numbered)

Link to the log-on page

Quick guide on how to respond

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

Nigeria LNG

5506 - CATEGORY SPECIFIC REQUIREMENT

5506 - BICYCLES AND ACCESS

TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	DRP Permit	Please upload a copy of your current Nigerian Upstream Petroleum Regulatory Commission (NUPRC) Oil and Gas Industry Service Permit (OGISP) formerly, DPR Permit relevant to the selected category (if more than one file, please merge as one .pdf file or, compile and upload a .zip version)	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 full scope of work. Kindly note that if a job was sublet/subcontracted to you, we will file to the evidence of award of the contract by the client to the contractor or, a reference to contact for any clarification NLNG may seek. (if more than one file, please merge as one .pdf file or, compile and upload a .zip version)	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)	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)	Supplier
5	Other information	Please provide any other relevant information to support your competence, if any	Supplier

Characters available: 2000

click on "Save" to save your response

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.

Editable Category Forms

EDITABLE CATEGORY FORMS

Enter Filter (type to start search)

Showing Result 1 - 4 of 4

	CATEGORY CODE	CATEGORY TITLE	SUPPLIER FORM 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 Forms Reviewed status will be "No" if the category has not been viewed or, responded to. They must be "Yes" to be to return the forms to NLNG

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

supplierportal.nlmg.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

OK Cancel

Return Category Forms To NLNG

After saving your response click Return Category Forms To NLNG to submit your response

All categories with "Yes" status

Click "OK" on the pop-up to confirm

	CATEGORY CODE	CATEGORY TITLE	SUPPLIER FORM 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.	●	80%	12/12/2022	07/08/2022 18:00	06/08/2022 22:32	Yes
3	5535	Material - CONTAINERS, CARGO		0%			06/08/2022 22:32	Yes
4	AF0060	Service - Vehicle Leasing		0%			06/08/2022 22:32	Yes
5	AF0065	Service - Warehouse Services	●	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.