

EXISTING SUPPLIER USER GUIDE FOR REGISTRATION ON NipeX ARIBA

High Level Summary of the NipeX Registration Steps:

1. You will receive email from NipeX to join the NipeX Ariba Network
2. Complete registration and questionnaire on NipeX Ariba.
3. Your SM ID will be obtained from the NipeX SAP Ariba invite mail you will get after your NipeX SAP Ariba Registration has been approved.
4. Proceed to VMS to complete and activate your VMS profile

Detailed guide and steps on achieving full registration are listed below:

1. Create account on SAP Ariba

An email instruction with subject “Invitation: Register to become a supplier with Nigerian Petroleum Exchange” is sent to your registered email address. Click the link for SAP Business Network in the email to create/sign in to your account on SAP Business Network

Invitation: Register to become a supplier with Nigerian Petroleum Exchange

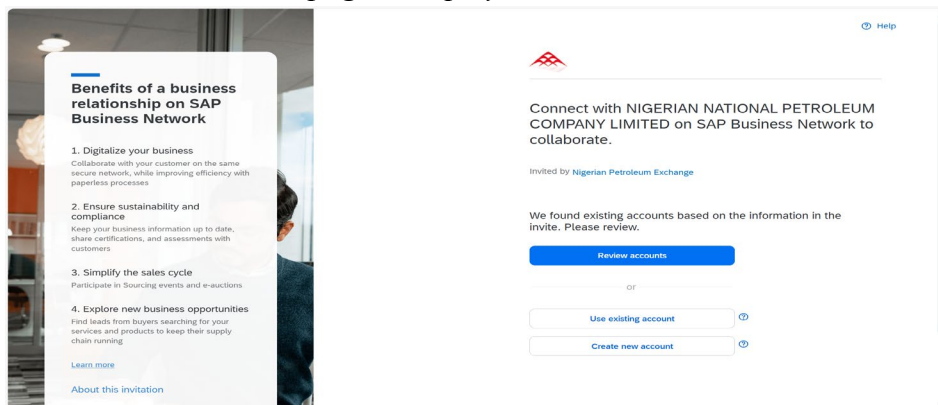
Summarize

Nigerian Petroleum Exchange

Register as a supplier with Nigerian Petroleum Exchange

Hello! You have been invited to register to become a supplier with Nigerian Petroleum Exchange. Start by creating an account with SAP Business Network. It's free. Nigerian Petroleum Exchange uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If you are already a member of SAP Business Network, sign in with your username and password. [Click Here](#) to create an account now. After setting up your SAP Ariba Business Network account, you will need to proceed to the NipeX Vendor Management System registration portal to conclude your NipeX Prequalification. Action: Click on the NipeX VMS Registration URL: <https://vmsnewreg.nipex-ng.com>. Use your SMID XXXXXXXXXX to continue your Prequalification process on NipeX VMS.

- *SAP Business Network page is displayed*



A. Use existing account

A.1 If you already have an account with SAP Business Network with your registered email address, click “Use existing account”

Connect with NIGERIAN NATIONAL PETROLEUM COMPANY LIMITED on SAP Business Network to collaborate.

Invited by [Nigerian Petroleum Exchange](#)

We found existing accounts based on the information in the invite. Please review.

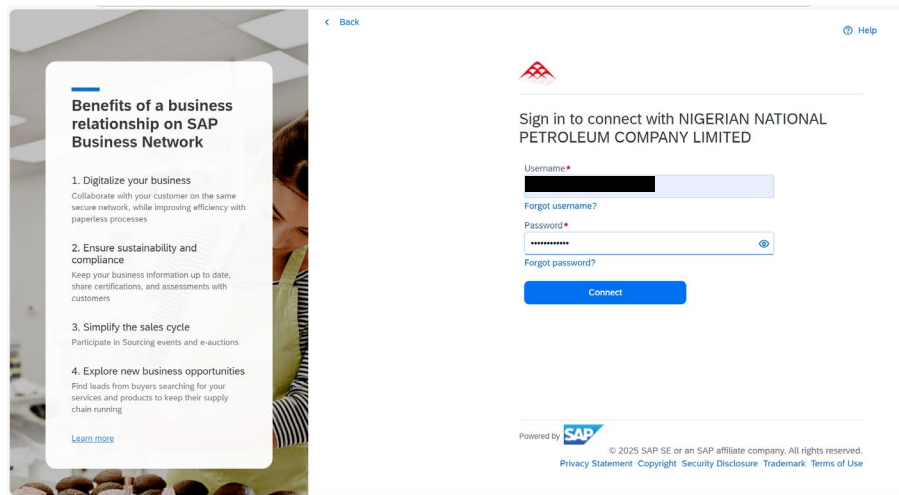
[Review accounts](#)

or

[Use existing account](#)

[Create new account](#)

- *Sign in page is displayed*



Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes.
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers.
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions.
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running.

[Learn more](#)

Sign in to connect with NIGERIAN NATIONAL PETROLEUM COMPANY LIMITED

Username*

Forgot username?

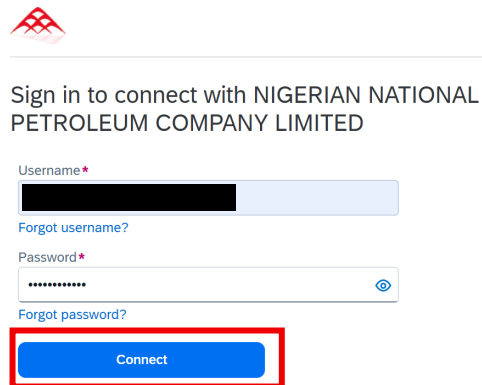
Password*

Forgot password?

[Connect](#)

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A.2 Input your login credentials and click “Connect”



Sign in to connect with NIGERIAN NATIONAL PETROLEUM COMPANY LIMITED

Username*

Forgot username?

Password*

Forgot password?

[Connect](#)

B. Create new account

B.1 If you do not have an account with SAP Business Network with your registered email address, click “Create new account”

Connect with NIGERIAN NATIONAL PETROLEUM COMPANY LIMITED on SAP Business Network to collaborate.

Invited by [Nigerian Petroleum Exchange](#)

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#)

[Create new account](#)

- *Registration page is displayed*

[Back](#) [Help](#)

Benefits of a business relationship on SAP Business Network

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[Learn more](#)

Create an account to connect and collaborate with NIGERIAN NATIONAL PETROLEUM COMPANY LIMITED on SAP Business Network

Company information

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

[Create account](#)

B.2 Fill in all required fields indicated by an asterisk (*) and click “Create account” at the bottom of the page

- *Note: DUNS number is not applicable, so leave it blank*
- *You can choose to leave “Use my email as my username” checked, or uncheck it and create a username in email format. Note that the created username will not affect the email used in creating your account.*


I have read and agree with the [Terms of Use](#).

You must accept Terms of Use

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

You must accept Privacy Statement

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

You must check reCAPTCHA

[Create account](#)

- *Email confirmation page is displayed*

Please confirm your email address

Check your email at [REDACTED] and follow the steps in the email to confirm your email address in the next 72 hours.

[> If you did not receive the email:](#)



B.3 An email confirmation is sent to your registered email. Click “Confirm email”

Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

- *SAP Business Network page is displayed*

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#)

or [Browse](#)

Ship-to or Service Locations

[Add](#)

or [Browse](#)

[Submit](#)

[Remind me later](#)

[Don't show this to me again](#)

B.4 Click “Remind me later”

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#)

or [Browse](#)

Ship-to or Service Locations

[Add](#)

or [Browse](#)

[Submit](#)

[Remind me later](#)

[Don't show this to me again](#)

- *Nigerian Petroleum Exchange (NipeX) Ariba Proposals and Questionnaires page is displayed*

Nigerian Petroleum Exchange Requested Profile

All required customer requested fields have been completed.
View customer requested fields >

Public Profile Completeness

15%

Enter commodities to reach 35% >

Categories in your profile have had over \$14,344.45 USD in business over the last 12 months.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
Status: Open (1)			
Supplier registration questionnaire	Doc2801264906	11/26/2025 3:08 AM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

B.5 Click “Supplier registration questionnaire” under “Registration Questionnaires”

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
Status: Open (1)			
Supplier registration questionnaire	Doc2801264906	11/26/2025 3:08 AM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

- Supplier registration questionnaire page is displayed

Ariba Sourcing

Company Settings TestSupplierNipeX T... Feedback Help

< Go back to Nigerian Petroleum Exchange Dashboard Desktop File Sync

Console Doc2801264906 - Supplier registration questionnaire Time remaining 29 days 23:21:13

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 General Supplier Inf...
- 2 Tax Information

All Content

Name ↑

1 General Supplier Information

1.1 Do you accept the <NipeX> code of business conduct? * Unspecified ↓

1.2 Supplier full name * |

1.3 Country code (main and mobile telephone numbers) * Unspecified ↓

1.4 Main telephone number * |

1.5 Mobile telephone number * |

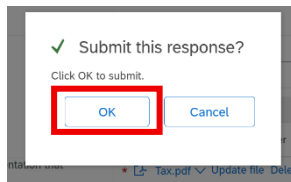
(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

B.6 Fill in all required fields indicated by a red asterisk (*) and click “Submit Entire Response”

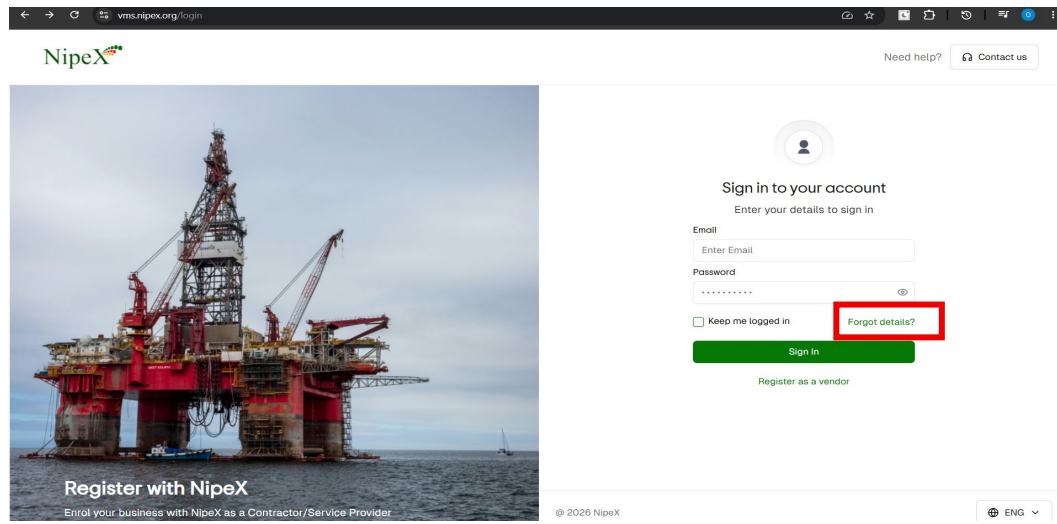
- *Note, the time remaining to submit questionnaire is at the top right corner of the page. You will not be able to submit the questionnaire after the time has elapsed.*
- *Supplier full name is company full name*
- *Format for CAC number is “RC-123456”*
- *You can input the same number for main and mobile telephone numbers (1.4 and 1.5)*
- *Format for VAT number is “AAA.12345678”. Do not include the last 4 digits (-0001) of your TIN. Any document showing the number can be uploaded as a supporting document.*
- *Select “No” for community supplier if you are not an essential supplier for a host community*
- *If you are not ready to submit the questionnaire, you can save your progress by clicking “Save draft”*

B.7 Click “OK”

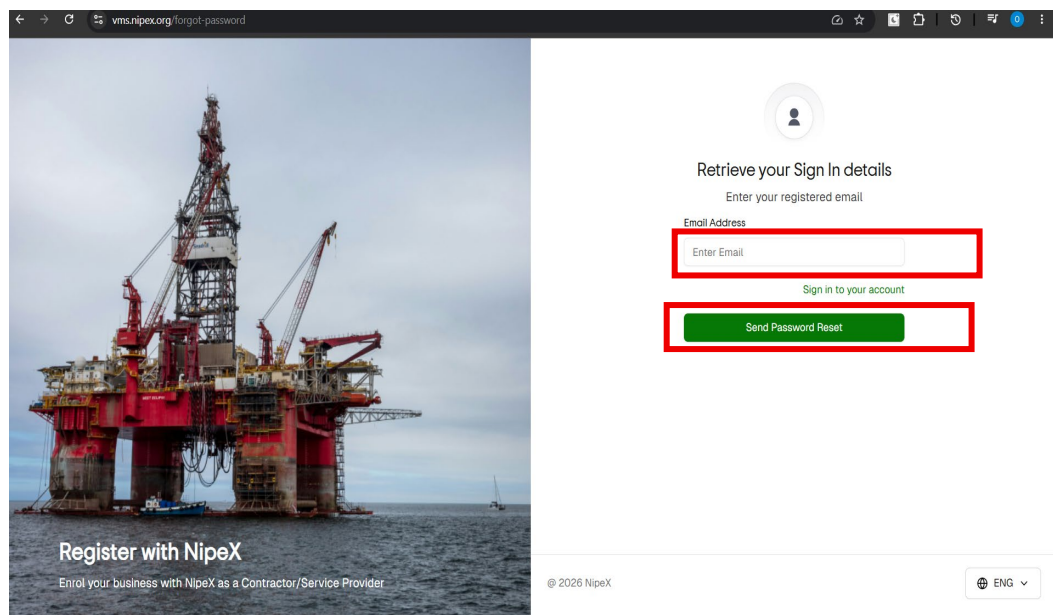


- *Questionnaire is pending approval, and email confirmation of request will be sent to registered email address.*

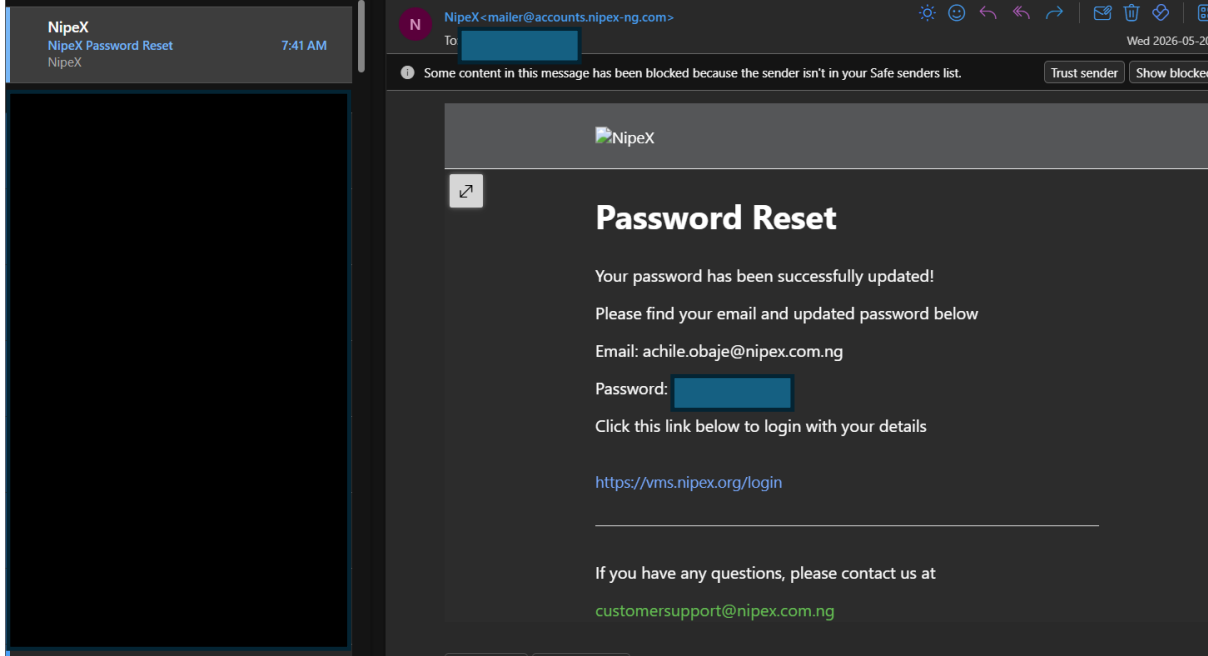
B.8 After Questionnaire Approval, go to vms.nipex.org/login and click on “forgot details”



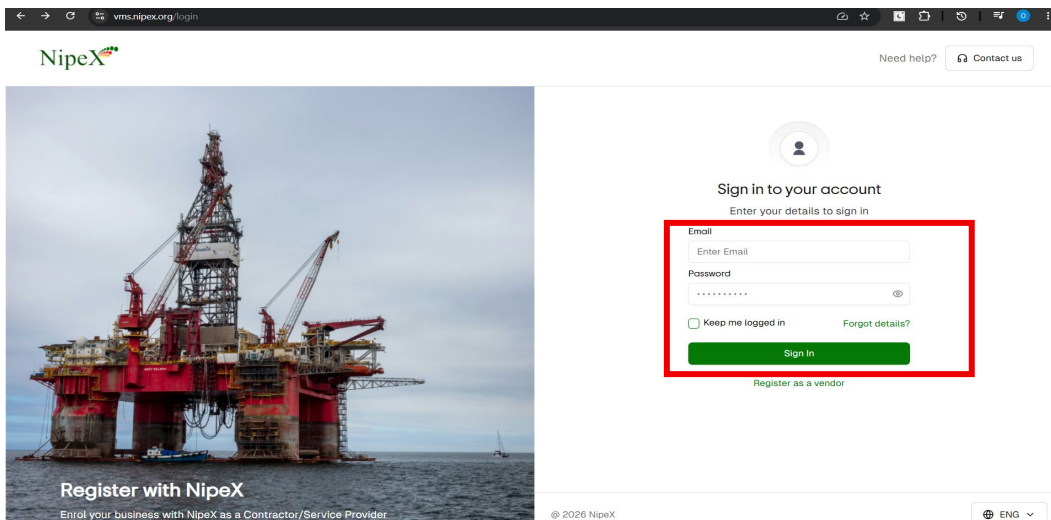
B.9 Enter your NipeX registered email address and click on “Send Password Reset”



B.10 You will receive a mail containing your default password that looks like this:



B.11 Copy the Password in the email and go to vms.nipex.org/login, enter your email address and the new password and click on “Sign In”



Once you successfully login, your profile is set. Watch the videos in the following links to guide you on any service you may require on the VMS platform.

1. [Videos on basic procedures on VMS](#)
2. [PCA Guide](#)