

NEW SUPPLIER USER GUIDE FOR REGISTRATION ON NipeX ARIBA

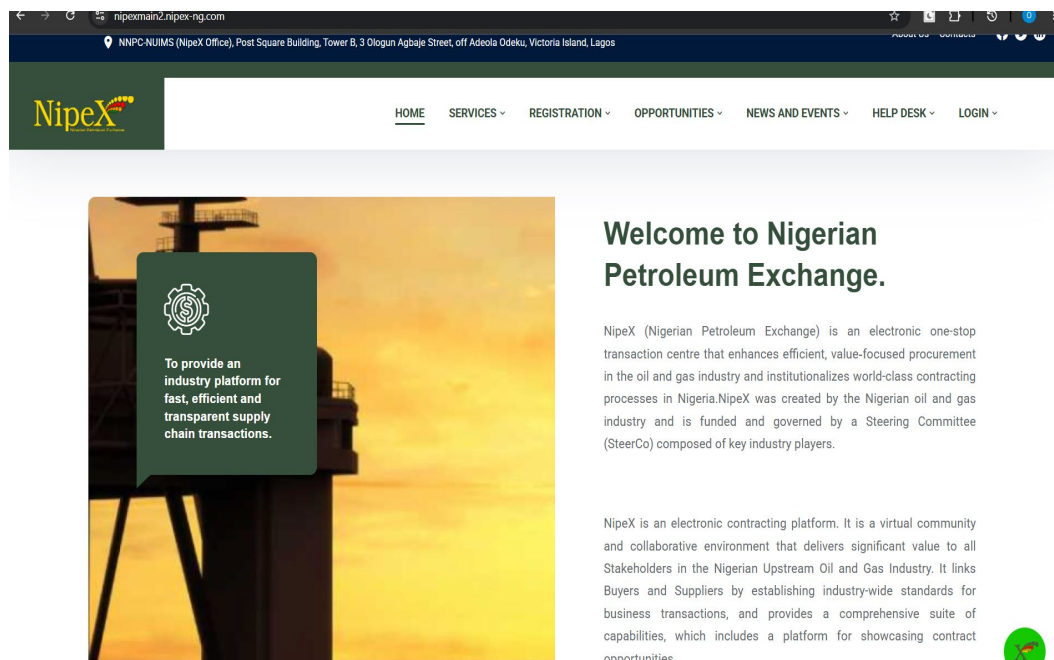
High Level Summary of the NipeX Registration Steps:

1. Start Ariba registration by going to the NipeX website (<https://745056983.sourcing-eu.ariba.com/ad/selfRegistration>)
2. Complete your registration and questionnaires and wait for approval
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 NipeX VMS (<https://vms.nipex.org>) to complete your VMS profile by entering your NipeX SAP Ariba SM ID.

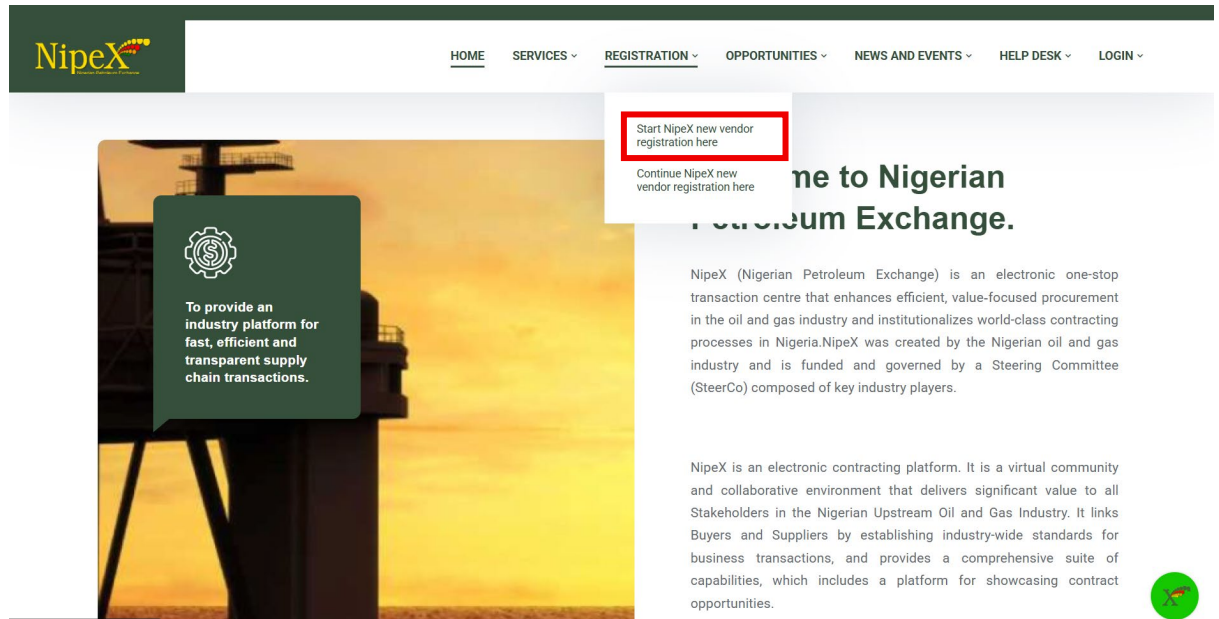
Detailed guide and steps on achieving full registration are listed below:

1. Register on the NipeX website

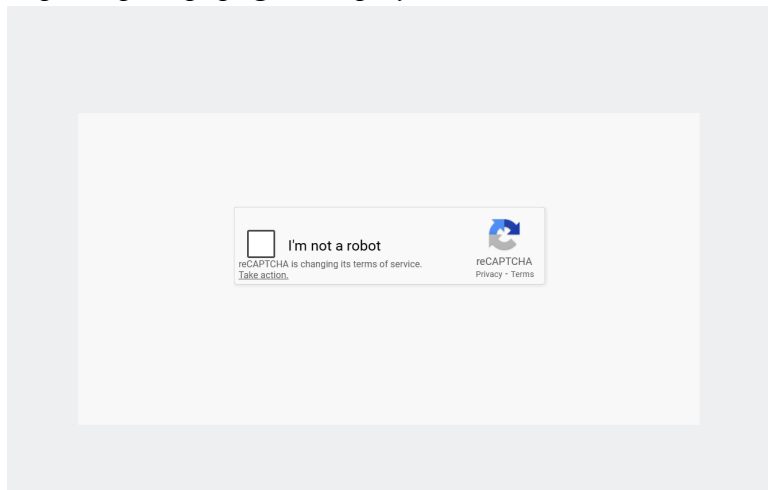
- 1.1 Open browser and go to the NipeX website (nipex.com-ng)
 - *NipeX landing page is displayed*



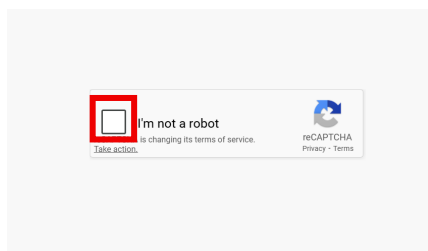
1.2 Under “Services”, click “NipeX SAP Ariba Vendor Registration”



- *Captcha prompt page is displayed*



1.3 Check the box



- *Self-registration form is displayed*

NipeX™

Supplier self-registration request form

1 General Supplier Information

1.1 Supplier Full Legal Name *

1.2 CAC Number * ⓘ

1.3 Community Supplier * ⓘ Yes No

1.4 Supplier Main Address

Street ⓘ House Number ⓘ

Street 2 ⓘ

Street 3 ⓘ

District ⓘ

Postal Code ⓘ City ⓘ

1.4 Fill in all required fields indicated by a red asterisk (*) and click “Submit” at the bottom of the page

1.10 Please state how many years your organization has been in the relevant line of business *

2 Primary Supplier Contact

2.1 Contact First Name *

2.2 Contact Last Name *

2.3 Contact Email *

2.4 Contact Phone

2.5 Contact Location and Communication Language *

Submit Cancel

- Note: The format for “CAC Number” is “RC-12xxx”

- “Registration complete” page is displayed, and email confirmation of request is sent to registered email address

NipeX™

Your request for registration as a supplier with Nigerian Petroleum Exchange is complete.

The Nigerian Petroleum Exchange supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at uchechi.ugo@nmpgroup.com

Supplier self-registration request form [Print](#)

1 General Supplier Information

1.1 Supplier Full Legal Name TestSupplierNipeX

1.2 CAC Number ⓘ RC-12345

1.3 Community Supplier ⓘ No

1.4 Supplier Main Address +

1.5 Please provide a description of the nature of your organization TestSupplierNipeX

1.6 Please identify your organization's type Corporation

1.7 Is your organization publicly traded? No


1.8 Please describe your organization's specific TestSupplierNipeX

2. Create account on SAP Ariba

When request has been approved by NipeX team, an email instruction with subject “Invitation: Register to become a supplier with Nigerian Petroleum Exchange” is sent to your registered email address

2.1 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

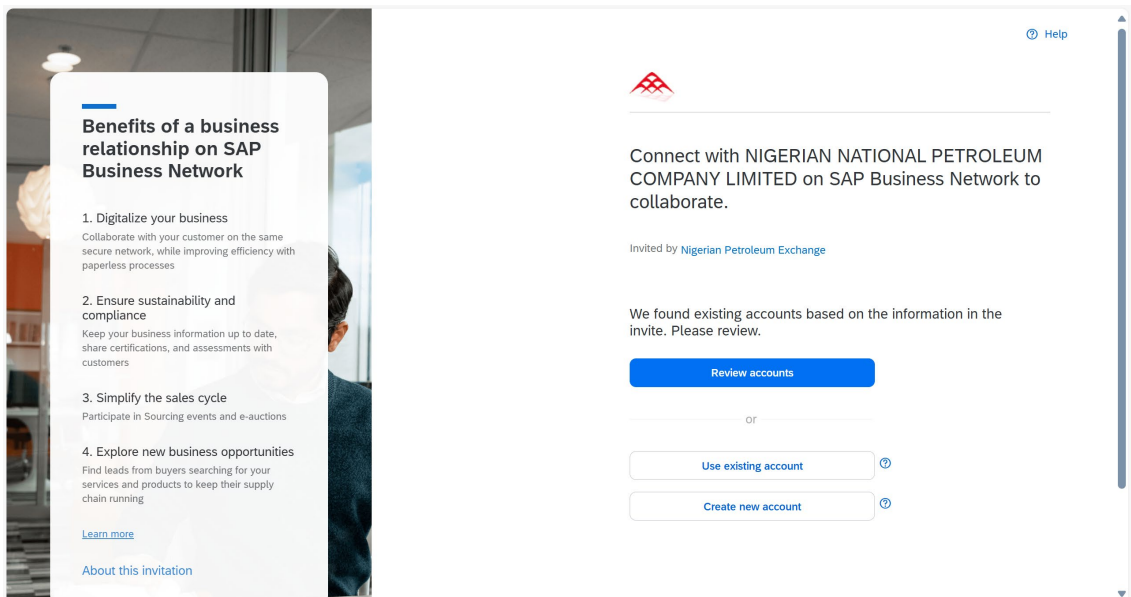
 Summarize

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 TestSupplierNipeX already has an account with 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: S78953167 to continue your Prequalification process on NipeX VMS.

- *SAP Business Network 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](#)
[About this invitation](#)

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](#) ⓘ

2.2

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*

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[Learn more](#)

Sign in to connect with NIGERIAN NATIONAL PETROLEUM COMPANY LIMITED

Username*
uchechi.ugo@nnpigroup.com
[Forgot username?](#)

Password*

[Forgot password?](#)

[Connect](#)

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[Privacy Statement](#) [Copyright](#) [Security Disclosure](#) [Trademark](#) [Terms of Use](#)

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

Sign in to connect with NIGERIAN NATIONAL PETROLEUM COMPANY LIMITED

Username*
uchechi.ugo@nnpigroup.com
[Forgot username?](#)

Password*

[Forgot password?](#)

[Connect](#)

A.3

B. Create new account

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

- 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](#)

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

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 

[Privacy](#) [Terms](#)

You must check reCAPTCHA

[Create account](#)

- *Email confirmation page is displayed*

Please confirm your email address

Check your email at uchechi.ugo@nnpcgroup.com 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

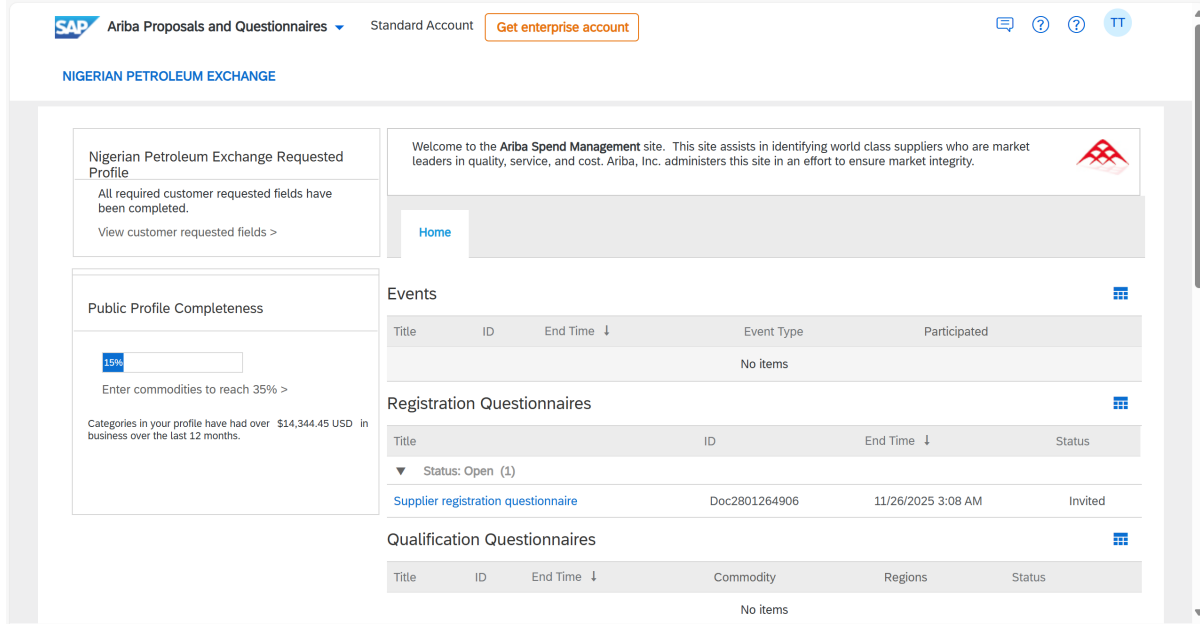
[Browse](#)

[Submit](#)

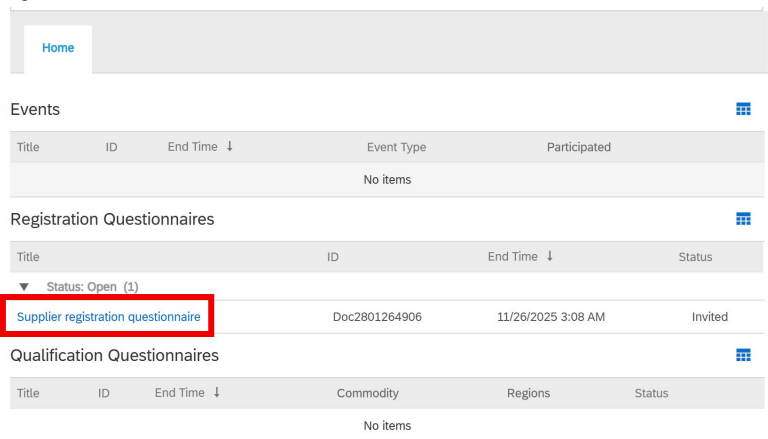
[Remind me later](#)

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

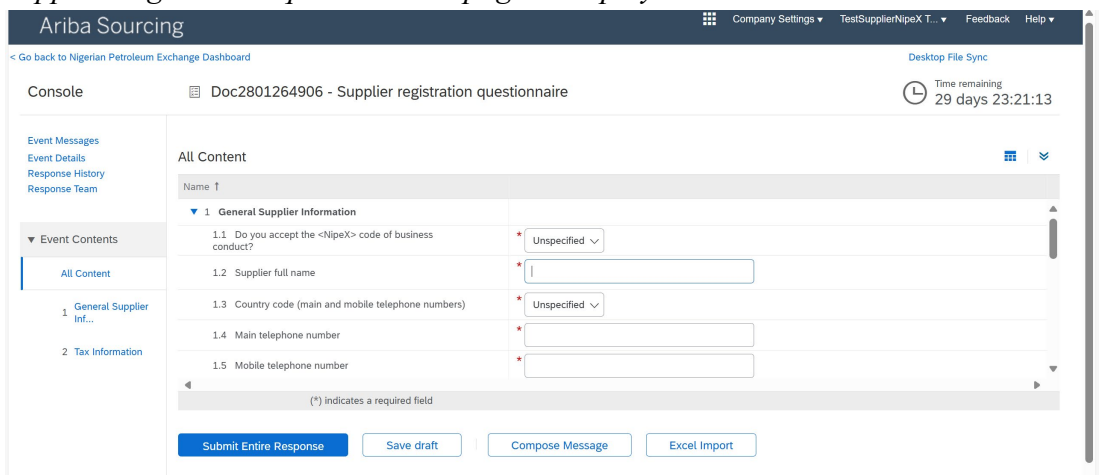
- *Nigerian Petroleum Exchange (NipeX) Ariba Proposals and Questionnaires page is displayed*



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



- Supplier registration questionnaire page is displayed



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

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

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

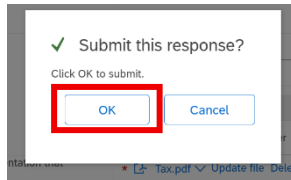
(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

- 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.

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 is sent to registered email address

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Supplier Inf...
2 Tax Information

All Content

1.8 CAC Number RC-12345

1.9 Community Supplier No

2 Tax Information

2.1 Tax number(s)

Country/Region: Nigeria (NG) ⓘ

Tax Name	Tax Type	Tax Number
Nigeria: VAT Registration Number	Organization	AAA12345678

2.2 Please attach official supporting documentation that supports the tax information provided Tax.pdf

Revise Response

Compose Message

When request has been approved by NipeX team, an email confirmation is sent to your registered email address

B.8 Click the link in your email to sign in to your account on SAP Business Network, and confirm status is now “Registered”

The screenshot shows the Ariba Spend Management interface. On the left, there are two panels: 'Nigerian Petroleum Exchange Requested Profile' with a progress bar at 15% and 'Public Profile Completeness' with a progress bar at 15%. The main content area has a 'Home' button and several sections: 'Events' (No items), 'Registration Questionnaires' (one item: 'Supplier registration questionnaire' with status 'Registered'), 'Qualification Questionnaires' (No items), and 'Questionnaires' (No items). The 'Registered' status in the Registration Questionnaires table is highlighted with a red box.

3. Sign in on NipeX-VMS

3.1. Go to nipex.com-ng, Under “Services”, click “Continue NipeX new vendor registration here”

The screenshot shows the NipeX website homepage. The navigation menu includes HOME, SERVICES, REGISTRATION, OPPORTUNITIES, NEWS AND EVENTS, HELP DESK, and LOGIN. A prominent banner features the NipeX logo and the text 'Welcome to Nigerian Petroleum Exchange.' Below the banner, there is a call to action: 'Continue NipeX new vendor registration here', which is highlighted with a red box. The page also includes a description of NipeX as an electronic one-stop transaction center and a virtual community.

- *Nipex-VMS sign up page is displayed*



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ENG



Register as a Vendor

Enter your details to create an account

SM ID

Enter SM ID (9 digits)

By clicking Confirm, you agree to accept [NipeX Terms and Conditions](#)

Continue

3.2. Input your Ariba SMID provided in Questionnaire approval email and click “Continue”



Register as a Vendor

Enter your details to create an account

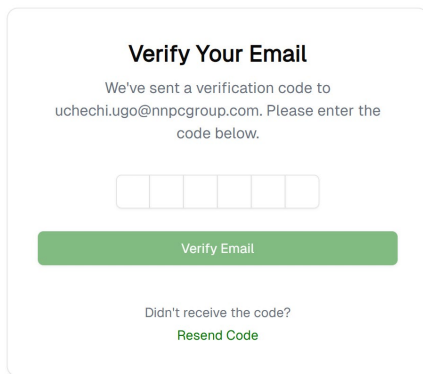
SM ID

Enter SM ID (9 digits)

By clicking Confirm, you agree to accept [NipeX Terms and Conditions](#)

Continue

- *Email verification prompt is displayed*



Verify Your Email

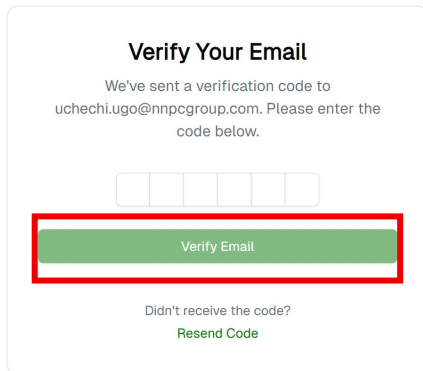
We've sent a verification code to uchechi.ugo@nnpcgroup.com. Please enter the code below.

[Code input field]

Verify Email

Didn't receive the code?
[Resend Code](#)

3.3. Enter verification code sent to your registered email address and click “Verify Email”



Verify Your Email

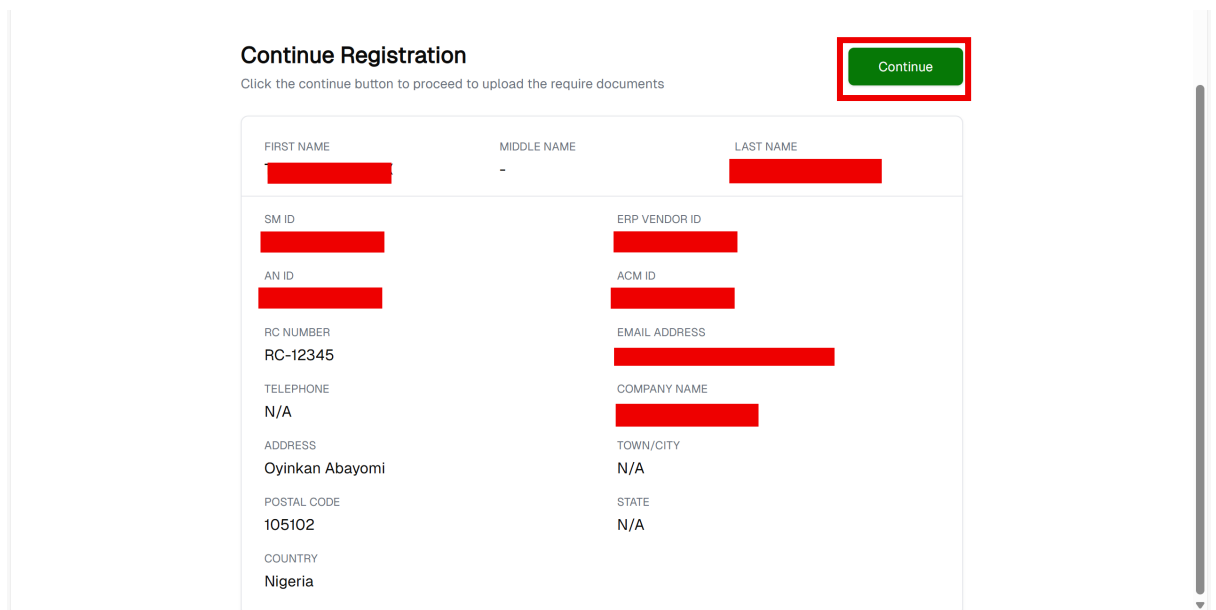
We've sent a verification code to uchechi.ugo@nnpcgroup.com. Please enter the code below.

[Code input field]

Verify Email

Didn't receive the code?
[Resend Code](#)

3.4. Click “Continue”



Continue Registration

Click the continue button to proceed to upload the require documents

Continue

FIRST NAME	MIDDLE NAME	LAST NAME
[REDACTED]	-	[REDACTED]

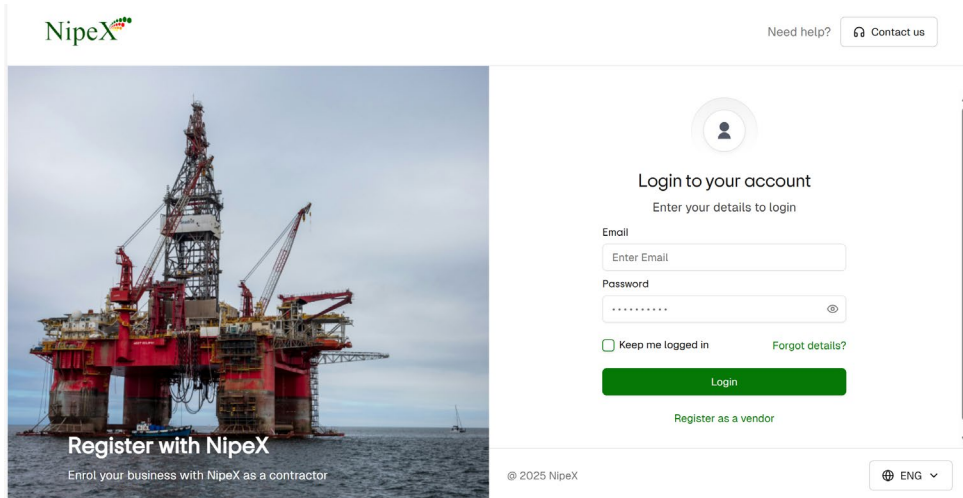
SM ID	ERP VENDOR ID
[REDACTED]	[REDACTED]
AN ID	ACM ID
[REDACTED]	[REDACTED]
RC NUMBER	EMAIL ADDRESS
RC-12345	[REDACTED]
TELEPHONE	COMPANY NAME
N/A	[REDACTED]
ADDRESS	TOWN/CITY
Oyinkan Abayomi	N/A
POSTAL CODE	STATE
105102	N/A
COUNTRY	
Nigeria	

An email instruction with login details is sent to your registered email address

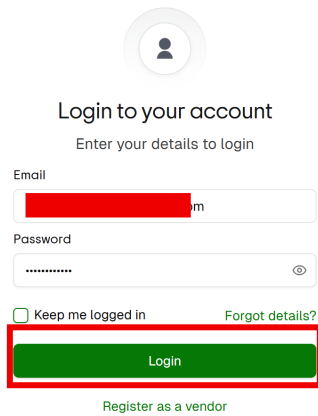


Check your mail to continue
We have sent you details to complete your registration process

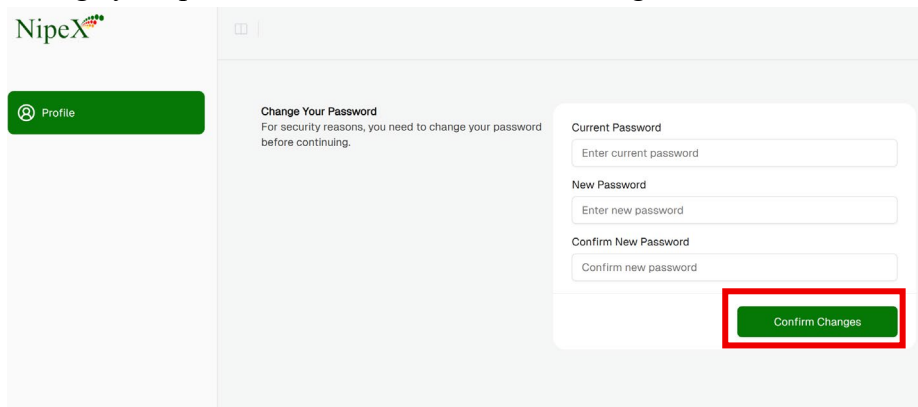
- 3.5. Click the [link](#) in the email instruction to log in to NipeX-VMS
- *NipeX-VMS log in page is displayed*



- 3.6. Input the login details provided in the email and click “Login”



- 3.7. Change your password and click “Confirm Changes”



- 3.8. Input your new credentials, and click “Log in”



Profile icon placeholder

Login to your account

Enter your details to login

Email
Enter Email

Password
.....

Keep me logged in [Forgot details?](#)

Login

[Register as a vendor](#)

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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](#)