



NIGERIAN NATIONAL PETROLEUM CORPORATION

NNPC TOWERS, HERBERT MACUALAY WAY,
P.M.B. 190, GARKI- ABUJA, NIGERIA

NEW GUIDELINES FOR REGISTRATION OF CONTRACTORS, VENDORS AND SUPPLIERS WITH THE NIGERIAN NATIONAL PETROLEUM CORPORATION (NNPC)

Background

In line with the Transformation Agenda of Mr. President and the dedicated commitment of the Hon. Minister of Petroleum Resources to reposition the Nigerian Oil & Gas Industry for visible efficiency and effectiveness, the Nigerian National Petroleum Corporation (NNPC) has changed its business processes to aggressively reposition the Corporation to a world class standard.

Pursuant of the above, NNPC has acquired Systems, Applications and Products, Enterprise Resource Planning (SAP-ERP) Solution as its official platform for managing its business processes; including vendor management, contracting & procurement, invoicing, contractors' payments, etc. In the same vein, effective 30th June, 2014 NNPC has ceased to register Contractors, Vendors and Suppliers on a manual basis.

Any Nigerian registered company who wishes to conduct business with NNPC requires registration on the on-line vendor registration portal. This is to ensure that all Contractors, Vendors and Suppliers are classified under specified work categories in addition to capturing all relevant statutory and regulatory requirements of working in the Nigerian oil and gas industries.

To this end, this initiative is designed with the principal aim of entrenching transparency into the contracting and procurement process, enhancing excellence in Vendor capabilities and increasing visibility of contract

opportunities to indigenous Contractors/Vendors/Suppliers with the following attendant benefits to the contracting community:

1. Registration fees abolished
2. Multiple registration in NNPC business areas abolished (One Stop Shop online registration)
3. Briefcase Contractors discouraged (Contractors categorized into specific work areas; etc.)

Please see Table A below for registration procedures:

Table A – Steps / Requirements for Registration

S/N	Steps / Requirements
1.	Visit NNPC website (www.nnpcgroup.com) to access registration portal: <ol style="list-style-type: none"> a) Click on NNPC Business b) Select Business Information c) Click on Vendor Registration d) Select Vendor Registration Guidelines and Read
2.	Select Vendor Registration and Complete registration form online with particular attention to your area of specialization(s)
3.	Click Submit button
4.	Print Page after submission and follow instructions.
5.	Send scanned copy of the following statutory documents to email address provided: <ol style="list-style-type: none"> a) Certificate of incorporation (CAC)/Registered Business name b) Article of Association for Limited Company c) Three (3) years current tax clearance certificate d) DPR certificate e) VAT Certificate f) Reference letter from your bank g) PENCOM certificate (where applicable) h) Current ITF Registration certificate (where applicable)
6.	NNPC to Verify and confirm Vendor documents received.

Notes:

- a) No Registration fees required*
- b) The SCM Division and SCM department of all NNPC business areas shall manage the contractors, vendors and suppliers database on a continuous basis.*
- c) For further clarifications contact the nearest NNPC Supply Chain Management Office nation-wide.*
- d) All documents submitted shall be verified*
- e) Submission of fake document shall attract sanctions and automatic blacklisting*

MANAGEMENT