

Nigerian Vendors Registration Process – Questions and Answers (Q&As)

General

Q What is vendor/supplier registration about?

A MPN/EEPNL centrally registers new suppliers/vendors on a quarterly basis. Ad-hoc off-cycle suppliers' registration requires the approval of the Area Procurement Manager (APM). The MPN/EEPNL vendor registration process involves the receipts of information which facilitates adequate due diligence in respect of potential suppliers.

Q What is the cost of the registration?

A No fee is required for vendor registration with ExxonMobil Upstream Nigeria Affiliates.

Q Does registration qualify me to do all businesses with ExxonMobil Upstream Nigeria Affiliates irrespective of the type and value?

A The registration process results in the listing of Registered Vendor on eRFx which serves as the source of bidders list for bidding (valued below \$500k for MPNU and \$250k for EEPNL). Additional qualification (NIPEX – NJQS and NCDMB-NJQS) is required before a supplier can be included on bidder lists for high values awards (greater than or equal to USD 500k for MPNU and USD 250k for EEPNL.)

Also, registration is not a guarantee of patronage or award of contracts by ExxonMobil Upstream Nigeria Affiliates.

Process

Q How do I register as a vendor to do business with ExxonMobil?

A The process for Vendor Registration with ExxonMobil Upstream Nigeria Affiliates is highlighted in the following steps (*see process flow chart on page 4*):

1. Prospective supplier downloads [Contractor Registration Form](#) on [Company website](#).
2. Alternatively, MPN Procurement Department emails Contractor Registration Form to prospective supplier via nigeria.vendor.registration@exxonmobil.com.
3. Supplier completes registration form and emails completed form along with copies of required documents to nigeria.vendor.registration@exxonmobil.com.

4. Procurement department receives completed form (including required additional documents) from vendor and with the use of Contractor Registration Assessment Checklist conducts the following checks:
 - i. Checks for completeness
 - ii. Checks to confirm that the vendor was not previously deregistered and that its officers are not same as officers of a previously deregistered company
5. Reviews application and obtains approval for registration
6. Supplier is issued a registration letter
7. Supplier is registered on eRFx and receives email notification containing unique user ID and password to vendor in separate mails.

Q How long does it take to process a vendor's registration after submission of all relevant documents?

A The list of newly registered suppliers is published in the first or second week of a new quarter. All applications received within the last quarter are published at this time.

Q How long before I hear from ExxonMobil regarding my registration application?

A The list of newly registered suppliers is published in the first or second week of a new quarter. However for incomplete or unsuccessful applications, the vendor will be contacted by Procurement department with feedback on the status of their application and further requirements where applicable.

Q Do I need to follow up on my submission for it to be processed?

A Prospective suppliers are not required to follow-up on their application to facilitate the registration process.

Requirements

What forms do I need to complete in order for my registration to be processed?

A The supplier is required to complete and submit the Contractor Registration Form (along with other supporting documents) for registration.

Q What supporting documents should I include with my application in order for my registration to be processed?

A In addition to the registration form, the following documents must be submitted for vendor registration:

1. Department of Petroleum Resources (DPR) Certificates
2. Duns and Bradstreet (D&B) Certificates
3. Completed Prospective Business Questionnaire
4. Completed SHE and Safety Data Questionnaire
5. A copy of VAT Certificate of Registration
6. A copy of current Tax Clearance Certificate from the Federal Government of Nigeria

Q Where do I submit my completed registration forms?

A The completed application form and supporting documents should be sent by email to nigeria.vendor.registration@exxonmobil.com.

Q Are vendors allowed to submit registration documents in part?

A The complete Contractor Registration Form and supporting documents must be submitted all at once before vendor registration can be processed.

De-registration

Q What is vendor deregistration?

A Vendor deregistration is the process of removing registered suppliers from the list of registered MPN/EEPNL suppliers/vendors such that these suppliers may no longer be considered for MPN/EEPNL business.

Q And on what grounds can a vendor be deregistered?

A Vendors may be de-registered by ExxonMobil Upstream Nigeria Affiliates based on the following:

1. Unethical grounds
2. Failure to renew registration timely
3. Vendors that have requested to be deregistered

Process Flowchart

