NipeX New Registration Process

Important Information:

Refer to the New NipeX Product Code Booklet Vs NUPRC Permits Guide under Downloads tab of Services Menu of the NipeX portal home page. The Guide is to ensure appropriate/relevant NUPRC Permits are available before you commence registration.

Maximum of 20 product codes is allowed during new or first registration.

1. Log on to the NipeX website: www.nipex-ng.com
2. Click on 'Services' tab and select 'NJQS Registration'
3. Click 'No' if not registered
4. Complete the form and then click 'Submit'
5. Ensure you have all the mandatory documents to enable you proceed, tick all boxes then click 'Yes'
6. Select payment method: either – Offline or Online or Payment already made (with GlobalPay Transaction No available)
7. For 'Offline' payment, an email will be received from NipeX to make payment
8. After payment has been made **(Refer to Note D i and D ii below),** click on 'Continue' in the body of mail to proceed
9. Please enter all payment details:

(Refer to Note D ii below)

¨ Transaction Number is Globalpay Transaction ID

¨ Depositor's name is the Company's name only. **Names of individuals will be rejected**

¨ Click 'Submit' and forward teller/remita receipt to fsdept@nipex.com.ng with the subject: "Request for payment validation with Company Name in bracket" **Example, Request for Payment Validation (ABC Limited).**

10. NipeX verifies payment with bank
11. An email would be received from NipeX confirming payment. Click on 'Click here' to continue the registration process
12. Provide additional details about the company and then click on 'Next'
13. Upload the mandatory documents. Click 'Save'
14. NipeX quality-checks documents for conformity/completeness
15. An email confirming successful document upload would be received. In the mail sent, there is the option to re-upload documents by clicking on 'Click here'
16. If documents are compliant, notification emails with log in details to access the full registration Questionnaire will be received later
17. Complete all sections of the questionnaire
18. On the declaration page, click on 'Confirm' button
19. Click on 'Submit' tab to forward completed questionnaire to NipeX

20. Your questionnaire will be quality checked and if these are no errors, the questionnaire will be approved.

21. Upon questionnaire approval, you will be scheduled for desktop audit after which you will be scheduled for onsite audit upon a successful desktop audit.

Note:

A. Please access the NipeX site preferably with Google chrome or Mozilla. Internet Explorer is not recommended for this site
B. Document for upload should only be 'PDF' and 'jpeg' files format
C. If there are issues with documents at the quality checking stage, an email will be received by the supplier on the status of the document with an option to re-upload the concerned documents.
D. NipeX payment process is as follows:

i. HOW TO MAKE NipeX PAYMENT

1. Go to NipeX website: www.nipex-ng.com
2. Click the Payment Menu
   The underlisted payment links will be displayed:
   - NJQS New Registration Payment
   - NJQS Renewal Fees (Annual subscription).
   - NJQS Product Code Addition (PCA) Payment
   - NJQS Penalty Fees Payment

Please carefully select and click on "NJQS New Registration Payment" link to make payment.

3. You will be directed to the GLOBALPAY page. Kindly fill the form as follows:

4. **FIRST NAME:** Company's Name (i.e NipeX Nigeria Ltd)
5. **LAST NAME:** Company's Name (Repeat company's name)
6. **EMAIL ADDRESS:** Company or payers email address (example fs.nipex.com.ng)
7. **TELEPHONE:** Payer's phone number (example +2348000012345)
8. Click Proceed - This will take you to the payment section:

NOTE: Individual email addresses and Name will not be accepted.

PAYMENT SECTION

PAYMENT DETAILS: Select any of the options below:

CARD: (visa, master etc.)
USSD
BANK
TRANSFER

CONFIRM PAYMENT: Payment must be confirmed to complete this process. Note the Transaction ID for future references.