

# NipeX

## Suppliers' Quick Guide

### 1 Introduction

The Nigerian Petroleum Exchange is a technology solution implemented to facilitate tendering processes in the Upstream sector of the Nigerian oil and gas Industry.

Suppliers will be expected to perform some basic operations to ensure optimization of the NipeX system.

This handbook is provided to serve as a quick guide to enable suppliers within the Oil & Gas Industry successfully respond to bid invitations on the NipeX system.

### Suppliers tendering Process begins with the following activities;

1. Visitors in the NipeX public area check the opportunities (Published Requirements) i.e adverts on NipeX
2. Respond to opportunities/adverts
3. Supplier receives notification of Bid Invitation (RFP,RFQ or DET) in external email inbox (e.g. yahoo mail account) After they have been certified eligible for the bid from the njqs portal.

### 2 Accessing the NipeX Portal:

- 1 Open an internet explore page, Type in [www.nipex-ng.com](http://www.nipex-ng.com) into the address bar and click the Go button

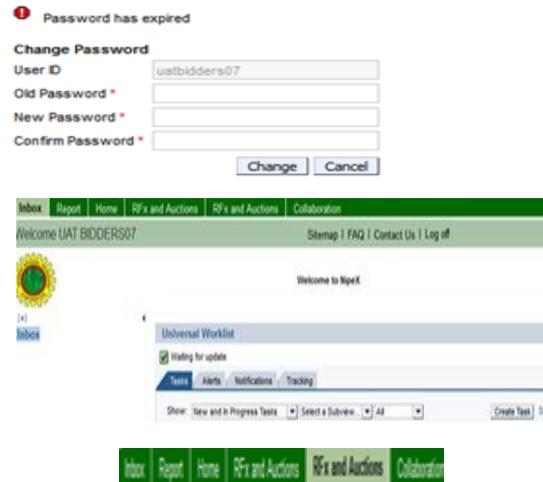


The public page of the portal is displayed.

- A Click on Login and select emarket 7.0
- B Enter your username and password in the fields provided and Click the **Log On** button.

The secure area is displayed

### SAP NetWeaver



### 3 Accessing bid invitation ( RFP, RFQ or DET)



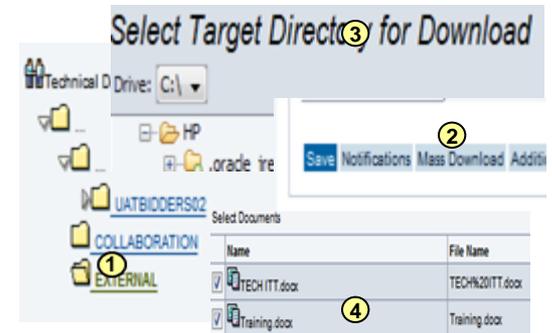
- 1 Enter user ID and password again to access the srm system. Current password is your initial password. Click on continue

- 1 Click on "NipeX Rfx and Auction" tab
- 2 Click on "Work Center" tab then click refresh
- 3 Click on the event number



- 1 Click on "participate" tab if you are interested in the bid. Click on do not participate in you are not interested in the bid and tentative if you have not made up your mind.
- 2 Click on Technical Rfx for DET or Notes and Attachment then Collaboration link for RFP to access the c-folder.

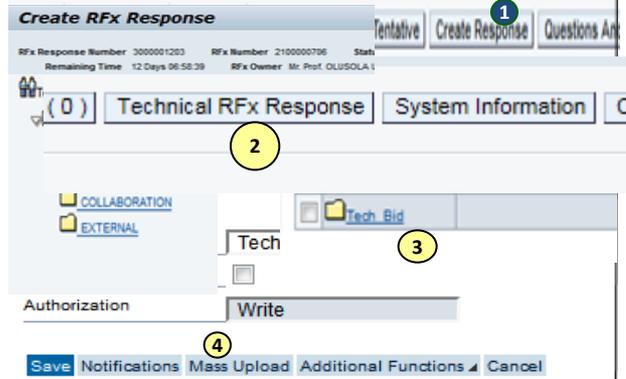
### 5 Mass Download of bid documents :



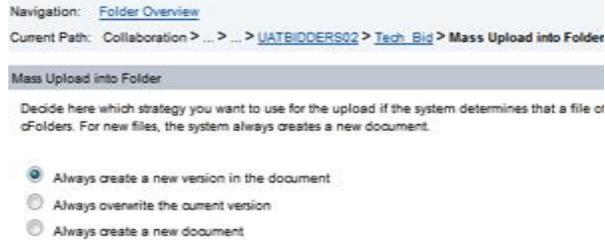
- 1 On the vertical menu, Click on the external folder link to download documents

- ② Click on mass download
- ③ Select the target directory and click on continue to download the bid documents.

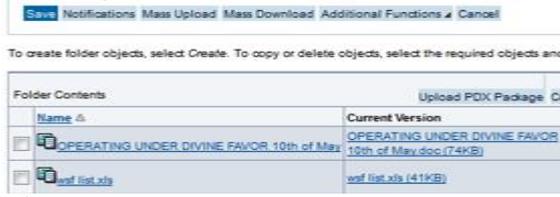
### 6 Upload and Submit Reviewed Documents:



### Mass Upload into Folder Tech\_Bid

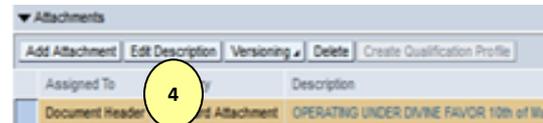
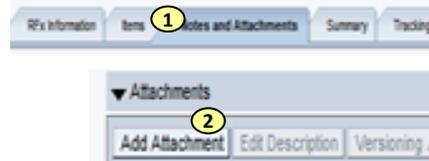


- ② Click on the "Tech bid" folder
- ③ Click on mass upload
- ④ Click on continue
- ⑤ Select the source folder from your computer and click on continue to initiate upload.



- ⑥ For RFP, Click on the submit button to submit your technical response .

### 7 Submitting Commercial bid in DET:



- ① Click on notes and attachment
- ② Click on the "add attachment" folder
- ③ Click on browse and select your commercial bid document . Click on ok to upload. ④ This shows the uploaded commercial document.



- ⑤ RFX response 3000001203 submitted
- ⑥ RFX response 3000001203 is complete and contains no errors
- ⑦ Click on the submit button . The Message above is displayed on successful submission of the bid invitation

### 8 NipeX Contact Details

Telephone: 08132054220, 01-4484360

Electronic copies can be downloaded from the NipeX Portal following the link;  
<http://www.nipexnig.com/download/>

- ① On the vertical menu, Click on "Create Response", then "Technical Rfx Response for DET or Notes and Attachment then Collaboration link for RFP to access the c- folder"