



## **GUIDELINE FOR MAKING PAYMENTS FOR SUPPLIER FEES ON NipeX**

To initiate the payment process of interest:

1. Visit the NipeX website at <u>www.nipex-ng.com</u> (or simply click on the corresponding link provided next to each payment option below).

1. Click the Payment Menu/tab

The underlisted payment links will be displayed:

- > NJQS New Registration Payment-NJQS New Registration Payment
- > NJQS Renewal Fees (Annual subscription)- <u>NJQS annual RegistrationPayment</u>
- > NJQS Product Code Addition (PCA) Payment- NJQS Product Code Addition
- > NJQS Penalty Fees Payment-

Please carefully select and click on the appropriate payment you want to make.

- 2. You will be directed to the REMITA page. Kindly fill the form as follows:
- 3. **COMPANY NAME:** Company's Name (e.g. NipeX Nigeria Ltd)
- 4. **PAYER'S NAME:** Company's Name (Repeat company's name)
- 5. **EMAIL ADDRESS:** Company or payers email address (example fs.nipex.com.ng)
- 6. **TELEPHONE:** Payer's phone number (example +2348000012345)
- 7. 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) BANK TRANSFER USSD BANK BRANCH ETC.

**CONFIRM PAYMENT:** Payment must be confirmed to complete this process.

Send copy of receipt to <u>fsdept@nipex.com.ng</u> and <u>customersupport@nipex.com.ng</u> After payment for confirmation.