

Frequently Asked Questions (FAQs) for SEPLAT's Vendor Registration

S/N	Question	Answer
1	How do I become a SEPLAT vendor?	<p>The process for registration is in two phases:</p> <p>Phase 1: Vendor Validation by Dun & Bradstreet and obtain a Duns Number.</p> <p>Phase 2: Vendor Registration on VMS portal</p> <p>Please see the Vendor Registration Process below.</p>
2	What are the requirements for registration?	<p>. You have to be validated by Dun & Bradstreet and obtain their Duns Number before you register with SEPLAT.</p> <p><u>1. a) Nigeria Vendors/Contractors</u></p> <ul style="list-style-type: none"> • Business Registration / Certificate of Incorporation • Memo & Articles of Association • Form C02/C07 Or Form 2.3 & 2.5 (Particulars of Directors) • Tax Clearance for The Past Three Years • Vat Registration Certificate – With Tin (Tax Identification Number) • Proof of Medical Retainership • OEM Agency Letter (For Supply of Materials) • Letter of Bank Financial Competence • Bank details on official letterhead, duly signed • Current DPR Permit • NSITF Certificate • Completed Vendor Registration Form • Duns and Bradstreet (D&B) Certificate (Duns Number) <p><u>2. b) Foreign Vendors</u></p> <ul style="list-style-type: none"> • Certificate of Registration • Bank details on official letterhead, duly signed <ul style="list-style-type: none"> • OEM Agency letter (if applicable) • Proof of Medical Retainership • Completed Vendor Registration Form

3	We are having challenges uploading our documents on the Portal	<ul style="list-style-type: none"> • Reduce the size of your documents to 5MB • Allowable file format: PDF <p>Or Contact: For Vend-R: Dun & Bradstreet Phone: 01 280 3777 Email: info@dnbnigeria.com</p> <p>For VMS: SEPLAT Vendor Management Email: VManagement@seplatpetroleum.com</p>
4	How much does it cost for a supplier/contractor to be registered with SEPLAT?	<p>Registration as a Vendor/Contractor with SEPLAT is FREE. Please do not pay money to anybody for registration. SEPLAT does not accept fees or gratuities for supplier's registration. However, document validation with Dun & Bradstreet may attract some charges. See the link for the registration and charges: https://vendr.dnbnigeria.com/register</p>
5	How long does it take for a company to be registered as a Vendor/Contractor?	<p>Once a vendor is validated with a Duns Number and completes the SEPLAT Vendor Registration form, it takes about 3 to 5 working days to register a Vendor.</p>
6	Will I receive any written document from SEPLAT to show that we have been registered?	<p>Successful applicant registered as a vendor with SEPLAT receives an e-mail notification from the VMS portal.</p>
7	What is required on a Bank Detail Template?	<p>Provide bank details in the following format and submit on your Company's letter head paper, duly signed and attached electronically in scanned pdf version.</p> <p>Bank Information: Beneficiary Account Details (For Naira Accounts):</p> <ul style="list-style-type: none"> • Account Name • Nuban Account Number • Bank Name • Bank Address • Sort Code <p>Foreign Currency Account Details (Only Where Applicable)</p> <ul style="list-style-type: none"> • Beneficiary Account Details (Final Destination) • Payment Currency • Account Name • Bank Name • Account Number • Branch Address (If Applicable)

		<ul style="list-style-type: none"> • Swift Code / Bic • ABA Routing / Sort Code (State Which) <p>Intermediary/Correspondence Bank (if applicable)</p> <ul style="list-style-type: none"> • Bank Name • Account Number • Address • Country • Swift Code / Bic • ABA Routing/ Sort Code (State Which) • IBAN (If Applicable)
8	Are there specific areas of business that SEPLAT is looking for vendors to register?	Registration as a SEPLAT Vendor is subject to relevance of vendor's area of expertise to SEPLAT's business needs. Available areas for registration can be found on SEPLAT's Vendor Validation and Registration Portal.
9	How do I apply for Extension of Services/Expansion of Service Category and Product Category?	<p>Send a request to the Vendor Management Unit for extension of service/product category with the following attachments:</p> <ol style="list-style-type: none"> 1. Valid DPR permit for the new product/service category 2. Evidence of previous work done in that category 3. Upon completion of the above procedure, a notification/letter will then be issued to the vendor indicating extension or expansion accordingly. 4. A vendor whose request is not granted shall be communicated via email. 5. Agency Representation letter from an Original Equipment Manufacturer-OEM (if registering as a supplier of products/equipment).
10	What are the requirements for change of contact details?	<p>For a change as such, a letter written on the company's letter head and signed by the CEO or any of the directors of the company shall be sent to the Vendor Management Unit with the following attachments:</p> <ol style="list-style-type: none"> 1. CAC certified true copy of particulars of directors. <p>The Board resolution authorizing the change of contact details.</p>

11	What are the requirements for change of Company Status from Registered Business Name to Limited Liability Company?	<p>For a change as such, a letter written on the Company's letter head and signed by the CEO or any of the directors of the company shall be sent to the Vendor Management Unit with the following attachments:</p> <ol style="list-style-type: none"> 1. CAC documents for the Registered Business Name. 2. CAC documents for the Limited Liability Company. 3. Other documents such as current DPR certificate, Tax clearance, and workmen compensation and insurance policy where available. <p>The Board resolution authorizing the change of status.</p>
12	What are the requirements for change of bank details?	<p>For a change as such, a letter written on the company's letter head stating the bank information and signed by the CEO or any of the directors of the company shall be sent to the Vendor Management Unit with the following attachments:</p> <ol style="list-style-type: none"> 1. A Board Resolution on your letterhead authorizing the change; 2. A letter of non-indebtedness from your existing bank as you currently have in our Accounting system; and 3. A letter of indemnity signed by two directors, or a director and a Secretary, indemnifying SEPLAT from any consequence arising from the change.
13	What are the requirements for change of Company name?	<p>For a change as such, a letter written on the company's letter head stating the bank information and signed by the CEO or any of the directors of the company shall be sent to the Vendor Management Unit with the following attachments:</p> <ol style="list-style-type: none"> 1. The Board resolution authorizing the change of name. 2. Corporate Affairs Commission (CAC) certified true copy of particulars of the directors for both old and new company name. 3. CAC certificate on change of name and copy of the old certificate.

14	What is SEPLAT's contact email address for vendor related matters?	The SEPLAT Vendor Management email address is VManagement@seplatpetroleum.com.
15	Why does SEPLAT deal with only OEMs or their Agents for specific products?	SEPLAT does this to ascertain/ get assurance on the genuineness of the products/spares.
16	How do we inform Vendor Management or Supply Chain that we are OEM representative for certain products, and we should be invited to bid for those products?	Vendors to send valid agency letter from the OEM stating your status to the Vendor Management via email or physical copy and will be recognized as such.
17	Are there categories of jobs/services reserved for community vendors?	Yes. We have a list of jobs reserved for the communities and it is followed strictly.
18	How many Product or Service categories is a Contractor/Vendor allowed to register on?	We encourage prospective Vendors to register in their areas of core competence and where they have the requisite Permits, Licenses etc. (Maximum 6 broad categories with the concomitant Subcategories)
19	What do we need to do in other to get an Invitation to tender or a Purchase Order?	Register with SEPLAT with valid documentations. If there is a requirement in your registered category, you will be invited to tender as long as your DPR permit and contact details in our database are up to date. To be issued a PO, you must win a bid. If your quote is considered competitive and meets our award strategy, a Purchase Order will be issued to you. Bidders with historical documented poor performance will not be invited to subsequent tenders.
20	How do we arrange for presentation of our Services/Products with SEPLAT?	A Vendor can formally request for a presentation on their area of specialization through the Vendor Management Unit who will liaise with the relevant User Department to facilitate the presentation. Request for presentation to be sent VManagement@seplatpetroleum.com.

21	Is a prospective Vendor allowed to submit registration documents in part?	The complete Vendor Registration Form and supporting documents must be submitted all at once before vendor validation and registration can be processed.
22	On what grounds can a vendor be de-registered?	Vendors may be de-registered by SEPLAT based on the Following grounds: 1. Failure to renew relevant permits 2. Failure to validate the documents and registration on time as required 3. Vendors that have requested to be removed from the vendor database 4. For unethical reasons/breach of contract terms and conditions 5. Poor Contract Performance etc.
23	How do I know that my application for registration is not successful?	The Vendor Management Unit will contact the Vendor with feedback on the status of their application and further requirements where applicable.
24	Do I need to follow up on my submission for it to be processed?	Prospective Vendors/Contractors are not required to follow-up on their application to facilitate the registration process.
25	After registration as a Vendor, what next?	Your registered product and service categories will be uploaded in our System and you will be invited to tender where there is need for your registered categories.

New Vendor Registration Process :Two - Step Process

