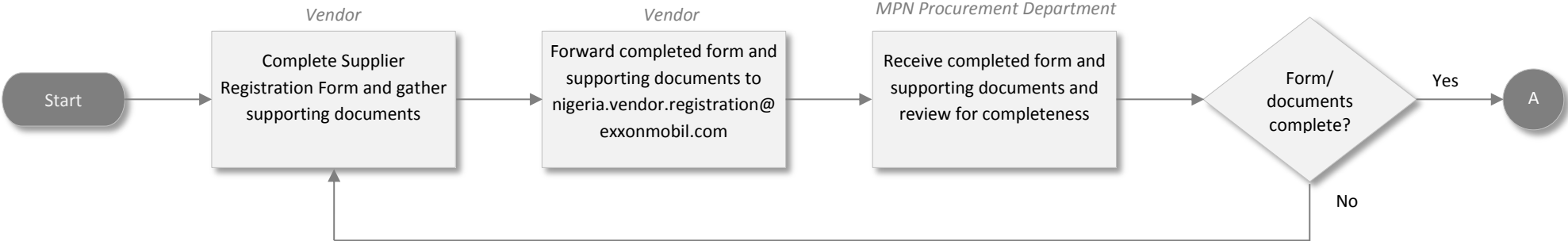


Nigerian Vendors Registration Process

The process for Vendor Registration with ExxonMobil Upstream Nigeria Affiliates is highlighted in the following steps:

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.

Process Flowchart



MPN Procurement Department

