



**Enterprise
Support Service
Centre**

**ANP-ESSC
PORTAL
USER MANUAL**

SUPPLIER MANAGEMENT MODULE





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Introduction

Welcome to the ESSC Project User Manual. This manual is designed to guide users through the functionality and features of the ESSC platform. It provides step-by-step instructions for using each module effectively and troubleshooting common issues.

Purpose of the ESSC Platform

The ESSC platform will help to foster collaboration among key stakeholders, including the Government of Timor-Leste (GoTL), oil and gas operators, and both local and international suppliers/vendors, to efficiently seek and provide goods and services within the oil and gas industry.

For oil and gas operators, the platform streamlines the process of identifying potential vendors or suppliers capable of meeting industry standards. It ensures thorough background screening and profiling to verify suitability and compliance.

For stakeholders, the platform offers a straightforward approach to identifying and assessing gaps in the technical and financial capabilities of local suppliers/vendors relative to industry requirements. It enables tracking and monitoring of development progress among participating suppliers while supporting capacity-building initiatives to help them meet industry standards.

For local and international suppliers, the platform provides easy access to critical information about procurement opportunities in the oil and gas sector, enhancing their ability to participate actively and contribute to the industry's growth.

Audience

This manual is intended for all users of the ESSC platform, including ANP-Regulators, Suppliers, Operators and other stakeholders.

Overview of Modules

The ESSC platform is composed of the following modules:

- **Supplier Management:** This module hosts the business registration system, facilitating local/international and corporate enterprises, including consultants, to register, become verified, and qualify for participation in oil and gas industry business opportunities.
- **Goods and Catalogue:** This module serves as an e-commerce center, enabling suppliers to publish product and service catalogues for assessment by oil operators.
- **E-procurement and Contract Management:** This module will facilitate the entire bidding process, encompassing procurement planning, expressions of interest, announcements (requests for proposals, tenders), bid evaluation, and contract awarding. Additionally, it will enable contract management, allowing ANP and oil operators to track contract statuses, including those of subcontractors.
- **Information Center:** This module functions as a content management system, serving as an online information hub to deliver updates on news, activities, publications, marketing materials, photo galleries, posts, and advertisements.
- **Intranet:** This module functions as a tool to enable document management and collaborations between all Regulator and its Stakeholders within the portal.

Module Descriptions And User Guides

Supplier Management

Purpose:

The purpose of this module is to manage the registration and verification of local and international businesses, ensuring they meet the necessary requirements to participate in oil and gas industry business opportunities.

Features:

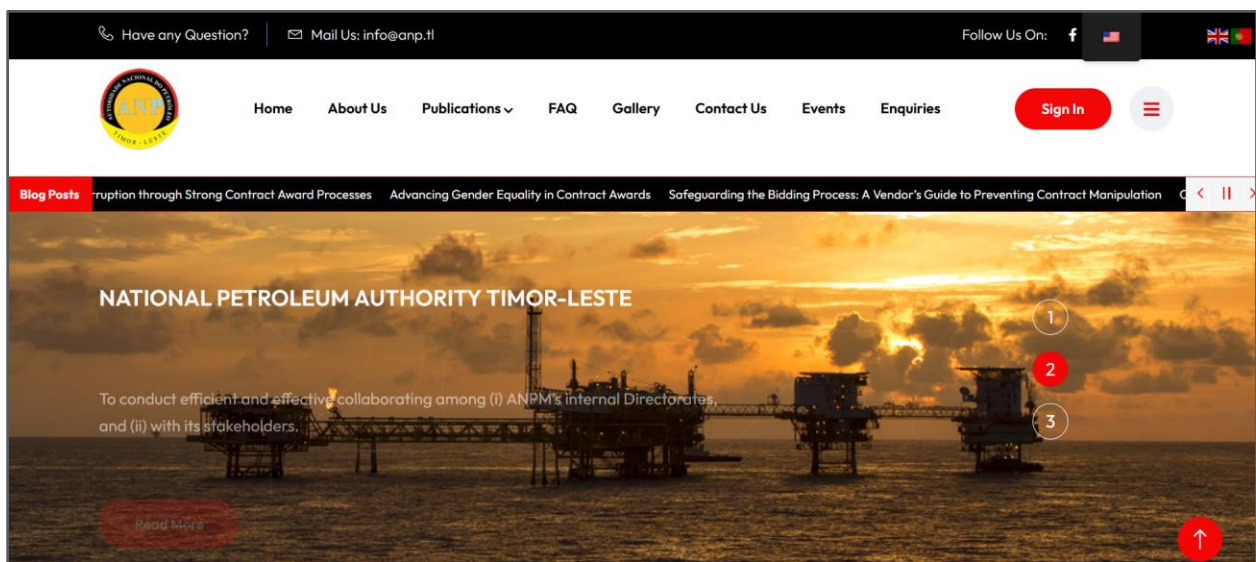
- Supplier registration and approval workflow.
- Real-time status updates.
- Compliance documentation management.

Supplier Onboarding Process

Every Supplier that wants to perform any transaction(s) on the ESSC portal is expected to register and get verified by the Regulator (ANP Team).

The following steps describe how a Supplier can register and get verified by the Regulator.

Kindy visit the ESSC Information Centre via the following URL: <https://businessgw.anp.tl/> to access the portal and also get the list of the requirements you need as a Supplier, before registering on the portal.



On the main Information Centre page, click on the "Sign In" button. This will redirect you to the portal Login/Registration page as shown in the figure below.


How to Register as Supplier

To register as a Supplier, on the login page shown above, click on the "Register" button at the top right corner of the login page. This will display the below screen.

How you want to Register?

To register as a Supplier, click on the 'As a Supplier' text on the screen as shown below. You will be redirected to the registration screen.

← → ↻ 🔒 essc-tl.anp.tl/signup-options 67% ☆ 📄 M

 Enterprise Support Service Center English Login


How do you want to register

As a Supplier
I want to offer my products and services and find suitable tender opportunities.

As an Operator or other Users
I want to find and engage suppliers for various product and services.




Registration Options

← → ↻ 📄 essc-tl.anp.tl/register @ 📄 ☆ 📄 📄 📄

 Enterprise Support Service Center English Login

Welcome to Autoridade Nacional Do Petroleo (ANP) Timor-Leste - ESSC PORTAL

Register

 Sign in  Microsoft 365  Outlook

OR

First Name*


Last Name*

Email*

← → ↻ 📄 essc-tl.anp.tl/register @ 📄 ☆ 📄 📄 📄

Last Name*

Email*

Phone Number*
 +670

Password*

Confirm Password*

☐ I understand and agree to [Privacy Policy](#) and [Terms and Conditions](#) and I authorise ESSC to contact me for account management purposes via the contact information I provide.

Register

Copyright 2024 ANP ESSC Portal. All rights reserved

Option 1: Quick Registration with Third-Party Accounts

1. Click on one of the social login buttons:
 - **Google** - to register using your Google account
 - **Microsoft 365** - to register using your Microsoft 365 account
 - **Outlook** - to register using your Outlook account

Option 2: Manual Registration

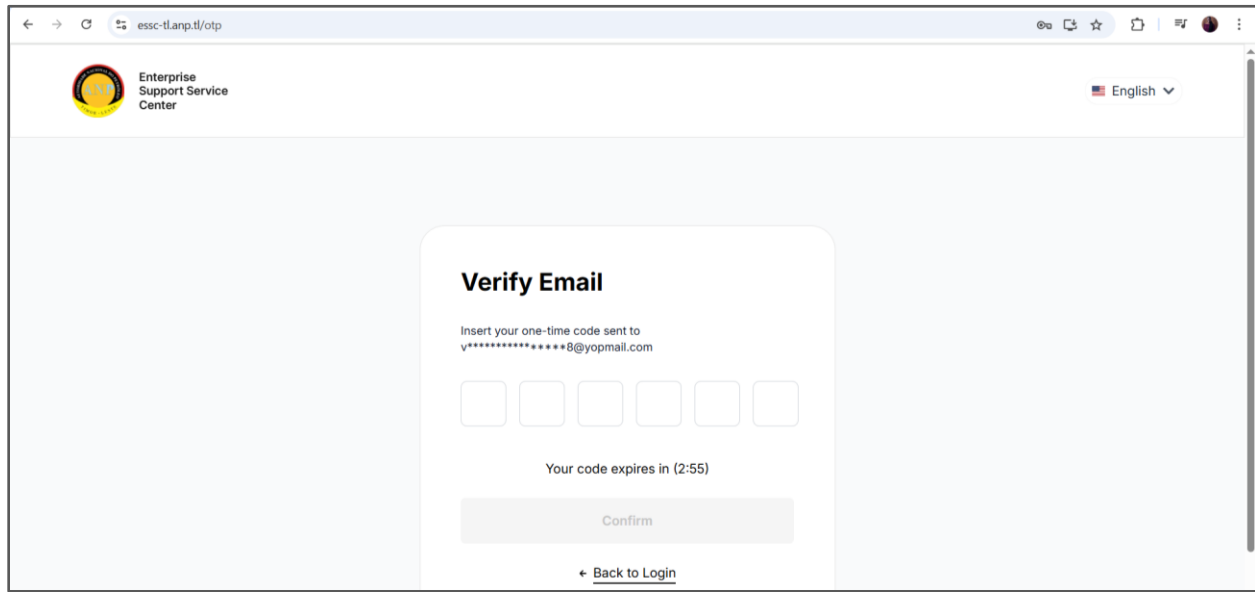
1. **Enter your First Name** in the "First Name" field
2. **Enter your Last Name** in the "Last Name" field
3. **Enter your Email Address** in the "Email" field
4. **Create a Password** in the "Password" field
5. **Confirm your Password** by re-entering it in the "Confirm Password" field
6. **Review and Accept Terms:** Check the box to confirm you understand and agree to:
 - ESSC Privacy Policy
 - Terms and Conditions
 - Authorization for ESSC to contact you for account management purposes
7. **Submit Registration:** Click the yellow "Register" button to complete your registration

Important Notes:

- All fields marked with an asterisk (*) are required
- Make sure your password meets any security requirements
- Ensure both password fields match exactly
- You must agree to the terms and conditions before proceeding

How to Verify your Account

After completing the registration form, the user will see this email verification screen. Here are the steps to follow:



Enterprise Support Service Center

English

Verify Email

Insert your one-time code sent to
v*****8@yopmail.com

□ □ □ □ □ □

Your code expires in (2:55)

Confirm

[← Back to Login](#)

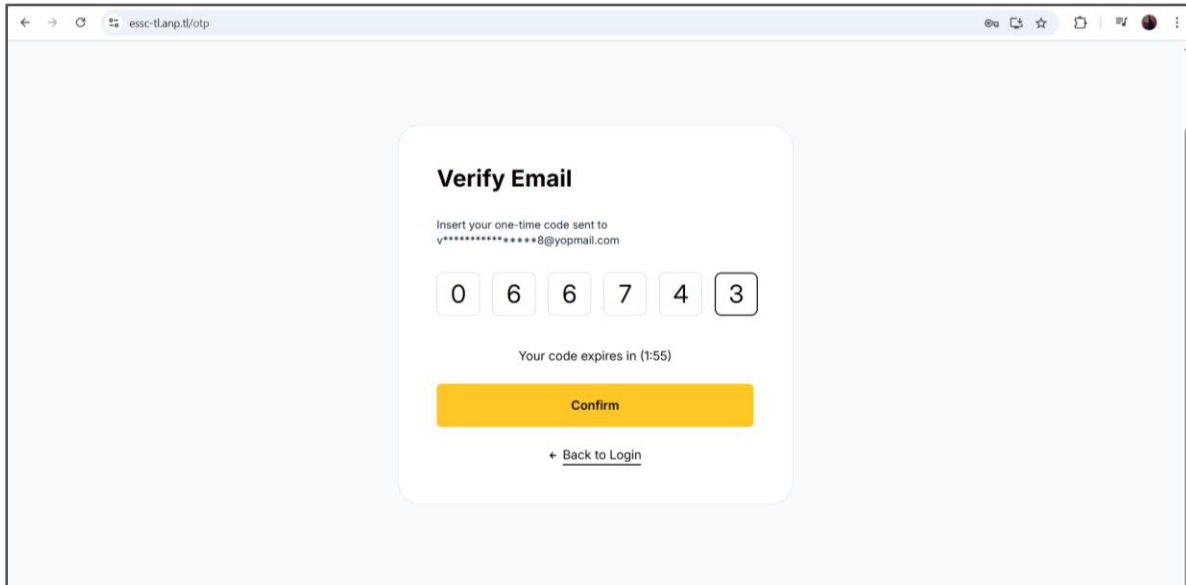
Step 1: Check Your Email

- The system has sent a verification code to the email address you provided during registration
- In this example, the code was sent to **S***[A@shell.com](#) (your actual email will be displayed with some characters masked for privacy)

Step 2: Locate the Verification Code

- Open your email inbox
- Look for an email from the Enterprise Support Service Center/ANP Timor-Leste. (**remember to also check your spam/junk folder if not found in your inbox**)
- Find the 6-digit verification code in the email

Step 3: Enter the Verification Code

A screenshot of a web browser showing a 'Verify Email' page. The page has a light blue background. In the center is a white card with the title 'Verify Email'. Below the title, it says 'Insert your one-time code sent to y*****8@yopmail.com'. There are six input boxes for the code, containing the digits 0, 6, 6, 7, 4, and 3 from left to right. Below the boxes, it says 'Your code expires in (1:55)'. At the bottom of the card is a yellow 'Confirm' button and a link that says '← Back to Login'.

- Return to this verification screen
- Enter the 6-digit code in the four input boxes provided
- Each box accepts one digit, so enter them in sequence from left to right

Step 4: Complete Verification

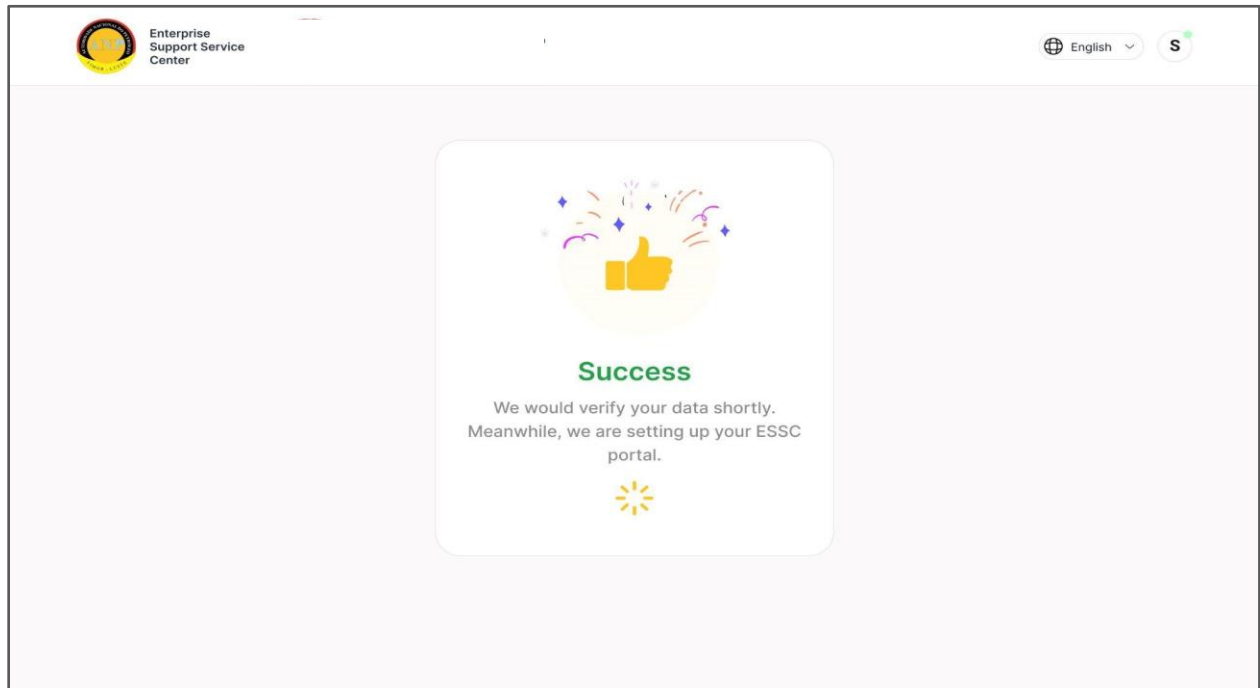
- Once all six digits are entered, click the **"Confirm"** button to verify your email

Alternative Option: Request a New Code

- If you didn't receive the email or the code has expired, click **"Request a new code"**
- This will send a fresh verification code to your email address
- Wait a few minutes and check your email again, including spam/junk folders

Important Notes:

- Check your spam/junk folder if you don't see the verification email
- The verification code may have an expiration time
- Make sure to enter the code exactly as it appears in the email
- Once verified successfully, you'll be able to proceed to login and use the system

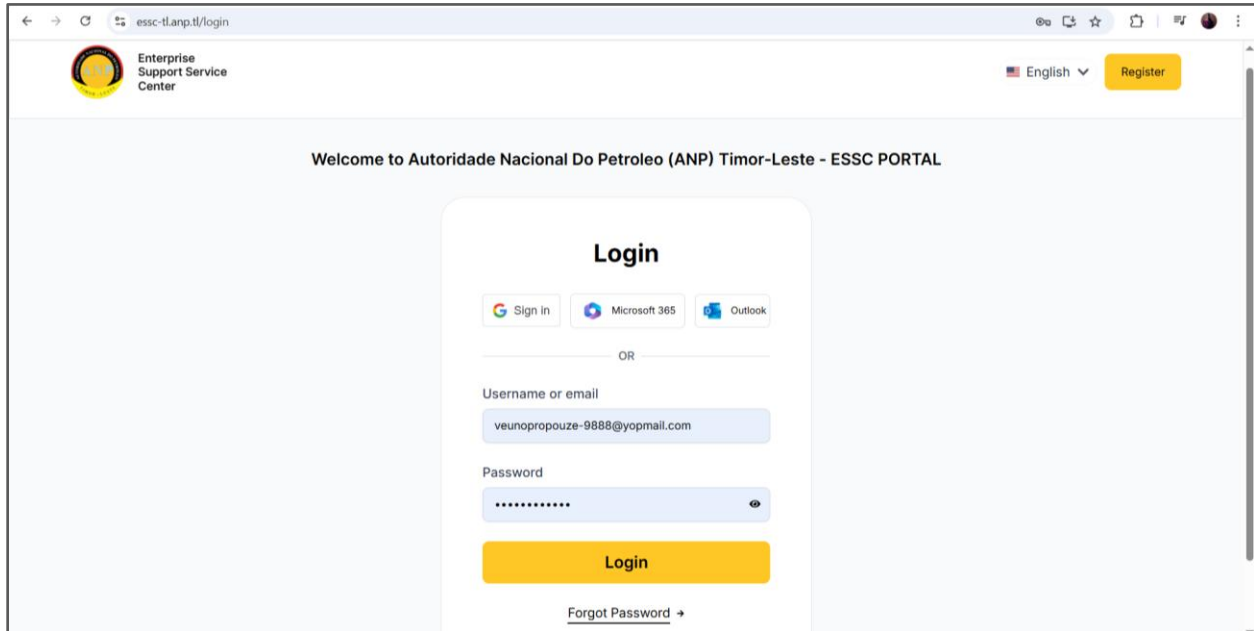


A success message is displayed.

Your account is now ready for you to complete your registration process.

How to Login To The ESSC Portal

Once your account has been confirmed, you are automatically redirected to the login screen. But for subsequent use, use the portal main link via <https://businessgw.anp.tl/> or via the Portal login page: <https://essc-tl.anp.tl/login>



The screenshot shows a web browser window with the URL essc-tl.anp.tl/login. The page header includes the ANP logo, "Enterprise Support Service Center", a language dropdown set to "English", and a "Register" button. The main heading is "Welcome to Autoridade Nacional Do Petroleo (ANP) Timor-Leste - ESSC PORTAL". The login form is centered and titled "Login". It offers three social login options: "Sign in" with a Google icon, "Microsoft 365", and "Outlook". Below these is an "OR" separator. The form then has two input fields: "Username or email" (containing the placeholder "veunopropouze-9888@yopmail.com") and "Password" (masked with dots). A yellow "Login" button is at the bottom of the form, with a "Forgot Password" link below it.

Login Steps

After successfully verifying your email, you'll be directed to this login screen.

Here are the steps to access the system:

Option 1: Quick Login with Third-Party Accounts

1. Click on one of the social login buttons:
 - **Google** - to login using your Google account
 - **Microsoft 365** - to login using your Microsoft 365 account
 - **Outlook** - to login using your Outlook account

Option 2: Manual Login

1. **Enter your Username or Email**
 - In the "Username or email" field, type either:
 - The username you created during registration, OR
 - The email address you used to register
2. **Enter your Password**
 - Type your password in the "Password" field



- Use the eye icon (👁) on the right to show/hide your password if needed
3. **Complete Login**
- Click the **"Login"** button to access the ANP Timor-Leste ESSC Portal

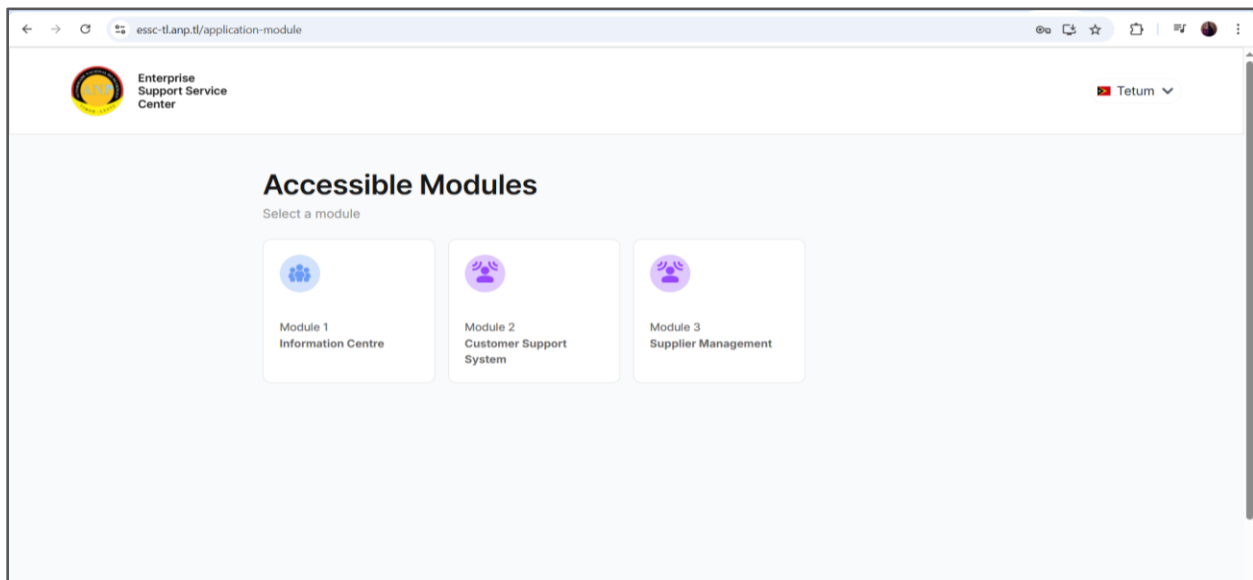
Additional Options:

Forgot Password?

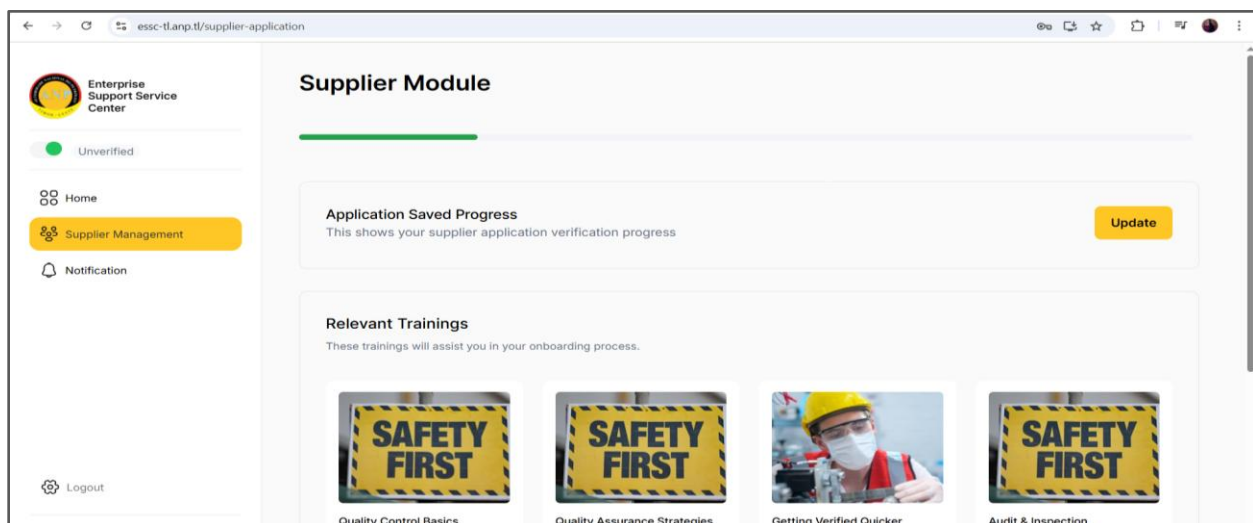
- If you can't remember your password, click **"Forgot Password"**
- This will guide you through the password recovery process

The Supplier Management Dashboard

Upon login in, the screen below will be displayed to you. At this point, only three modules are accessible to you. The information center module, the customer support system module and the supplier management module. For now, we are going to focus on the supplier management module. So, click on the supplier management tab.



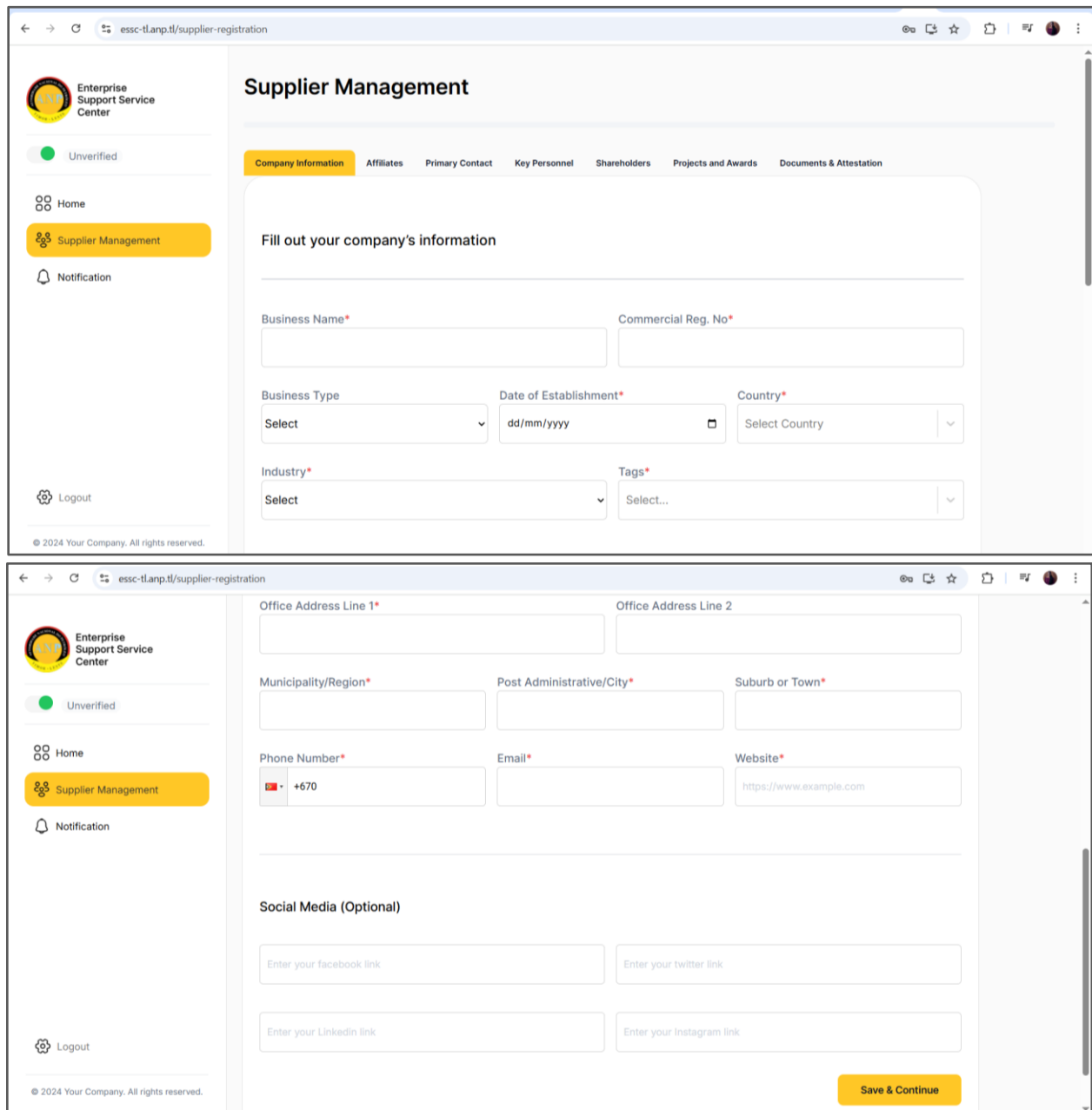
Once you click on the supplier module, the screen below will be shown. As a new user, you are not yet verified, so, you do not have access to other modules on the application. The first thing you need to do, is to update your application. Now, proceed to complete your application. Click on the update button.



After you click on the update button, the next screen you see is the company information details screen. Here, you are to fill the details of your company.

Company Information

Kindly endeavour to fill out all the required information on this section.



The screenshot displays the 'Supplier Management' interface with the 'Company Information' tab selected. The form is titled 'Fill out your company's information' and contains the following fields:

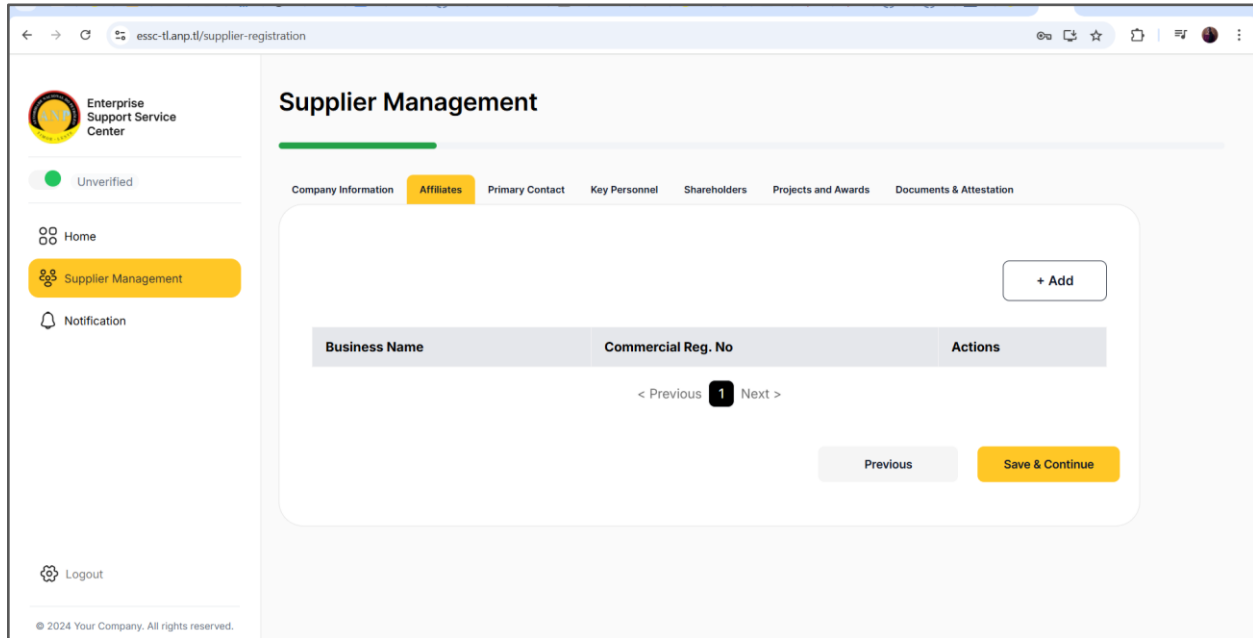
- Business Name*
- Commercial Reg. No*
- Business Type (dropdown menu)
- Date of Establishment* (dd/mm/yyyy)
- Country* (dropdown menu)
- Industry* (dropdown menu)
- Tags* (dropdown menu)
- Office Address Line 1*
- Office Address Line 2
- Municipality/Region*
- Post Administrative/City*
- Suburb or Town*
- Phone Number* (+670)
- Email*
- Website* (https://www.example.com)
- Social Media (Optional):
 - Enter your facebook link
 - Enter your twitter link
 - Enter your LinkedIn link
 - Enter your Instagram link

A 'Save & Continue' button is located at the bottom right of the form. The left sidebar shows the 'Enterprise Support Service Center' logo, a 'Unverified' status, and navigation links for Home, Supplier Management, and Notification. The footer includes a copyright notice: '© 2024 Your Company. All rights reserved.'

After you are done filling the required details here, click on the 'Save & Continue' button so you can proceed to the next tab. Also, you see a pop-up notification that the company details have been added successfully.

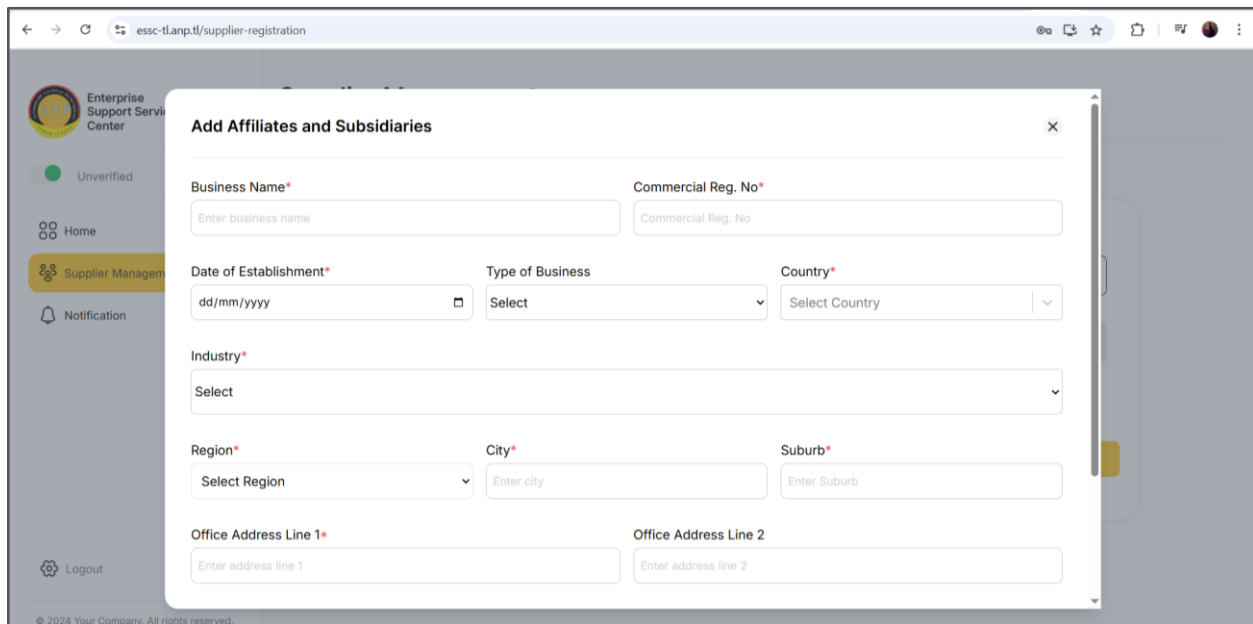
How to Add Affiliates and Subsidiaries

To add any affiliates, kindly click on the “Affiliate” tab to navigate to this section. Please ensure the previous section has been completed.



The screenshot shows the 'Supplier Management' interface with the 'Affiliates' tab selected. The interface includes a sidebar with navigation options: Home, Supplier Management (highlighted), Notification, and Logout. The main content area displays a table with columns for Business Name, Commercial Reg. No, and Actions. A '+ Add' button is visible in the top right corner of the table area. Below the table, there are navigation links: '< Previous', '1', and 'Next >'. At the bottom right, there are 'Previous' and 'Save & Continue' buttons.

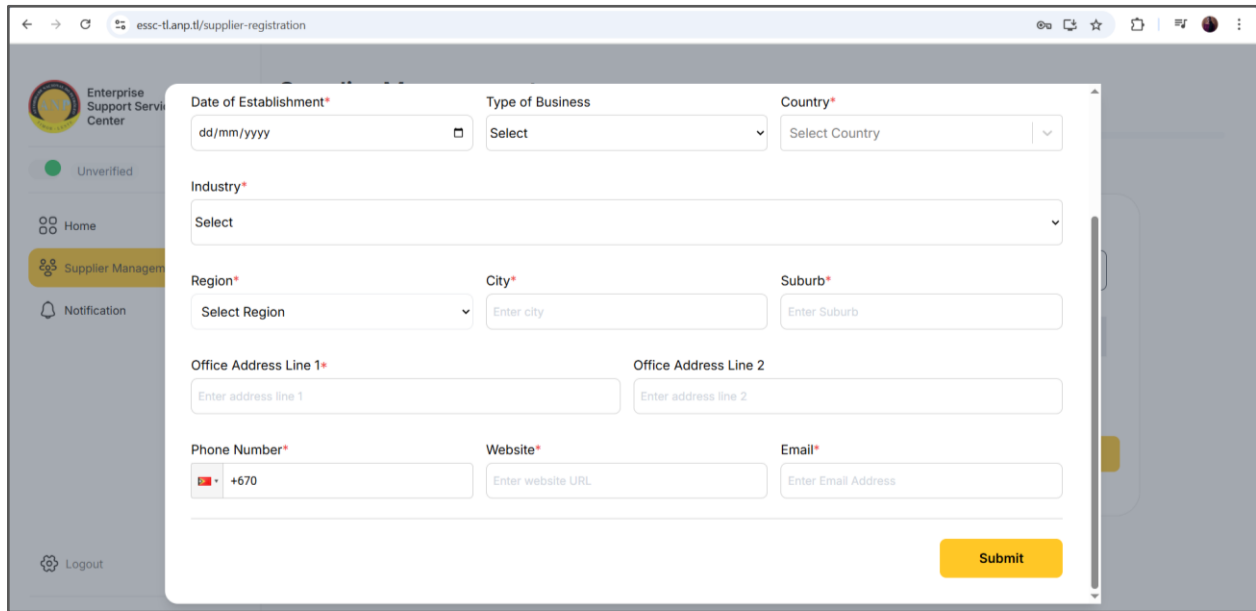
Now, click on the 'Add' button to add an affiliate to your company's profile.



The screenshot shows the 'Add Affiliates and Subsidiaries' form. The form includes the following fields:

- Business Name* (text input)
- Commercial Reg. No* (text input)
- Date of Establishment* (text input with format dd/mm/yyyy)
- Type of Business (dropdown menu)
- Country* (dropdown menu)
- Industry* (dropdown menu)
- Region* (dropdown menu)
- City* (text input)
- Suburb* (text input)
- Office Address Line 1* (text input)
- Office Address Line 2 (text input)

The form is displayed over the 'Supplier Management' interface, with the 'Affiliates' tab still visible in the background.

A screenshot of a web browser showing the "essc-tl.anp.tl/supplier-registration" page. The form is titled "Enterprise Support Service Center" and includes a sidebar with "Unverified", "Home", "Supplier Management", "Notification", and "Logout" links. The main form area contains the following fields: "Date of Establishment*" (dd/mm/yyyy), "Type of Business" (Select), "Country*" (Select Country), "Industry*" (Select), "Region*" (Select Region), "City*" (Enter city), "Suburb*" (Enter Suburb), "Office Address Line 1*" (Enter address line 1), "Office Address Line 2" (Enter address line 2), "Phone Number*" (+670), "Website*" (Enter website URL), and "Email*" (Enter Email Address). A yellow "Submit" button is located at the bottom right of the form.

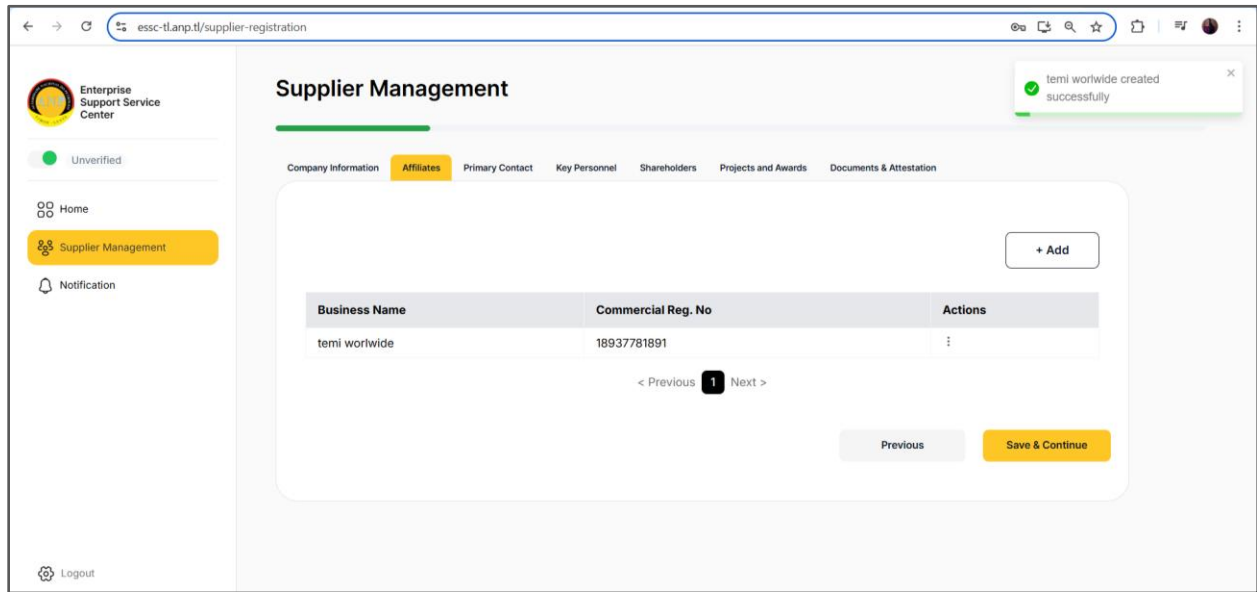
This is the second part of completing your supplier registration. You're now in the "Add Affiliates and Subsidiaries" section. Here is the required information:

Fill in the required fields:

- Business Name
- Commercial Reg. No
- Date of Establishment
- Type of Business
- Country
- Industry
- Region, City, and Suburb
- Office Address Line 1 & 2
- Phone Number
- Website
- Email

After entering all required fields, click the **"Submit"** button.

A confirmation or success message will appear once the submission is complete.



Enterprise Support Service Center

Unverified

Home

Supplier Management

Notification

Logout

Supplier Management

Company Information Affiliates Primary Contact Key Personnel Shareholders Projects and Awards Documents & Attestation

+ Add

Business Name	Commercial Reg. No	Actions
temi worldwide	18937781891	

< Previous 1 Next >

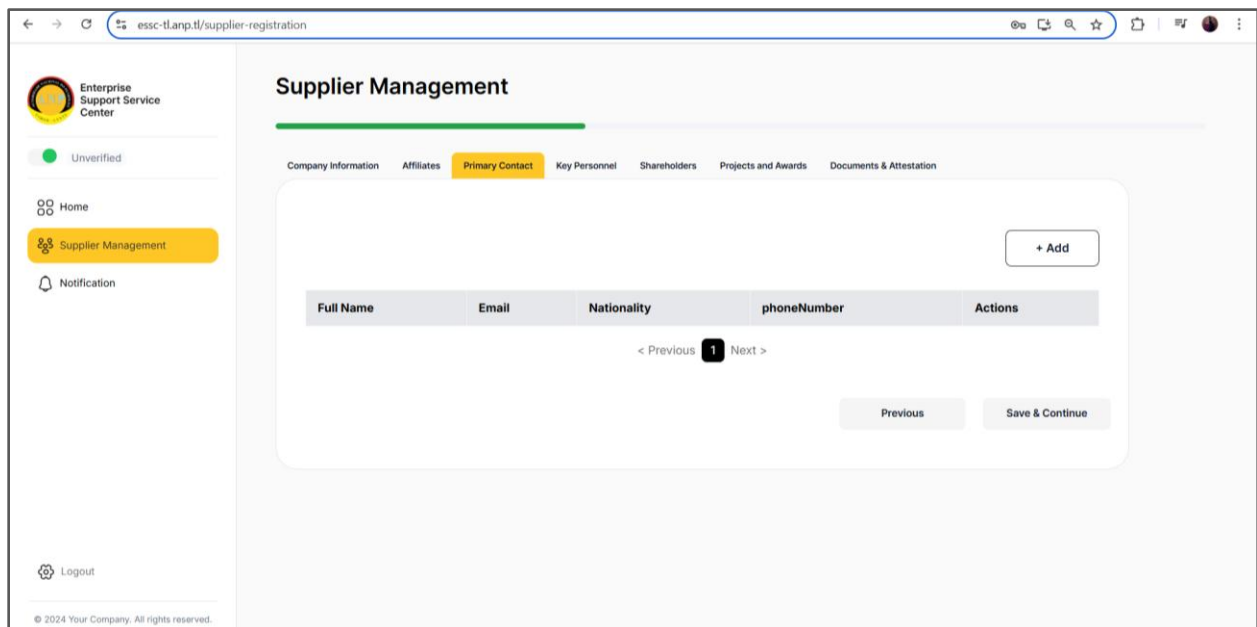
Previous Save & Continue

If you still want to add more Affiliates, you can follow the above listed steps again, otherwise, just click on “Save and Continue” button to navigate to the next tab.

The next requirement is the Primary Contact details.

How to Add Primary Contact Details

To add primary contact details for the supplier, click on “Primary Contact” tab



Enterprise Support Service Center

Unverified

Home

Supplier Management

Notification

Logout

Supplier Management

Company Information Affiliates Primary Contact Key Personnel Shareholders Projects and Awards Documents & Attestation

+ Add

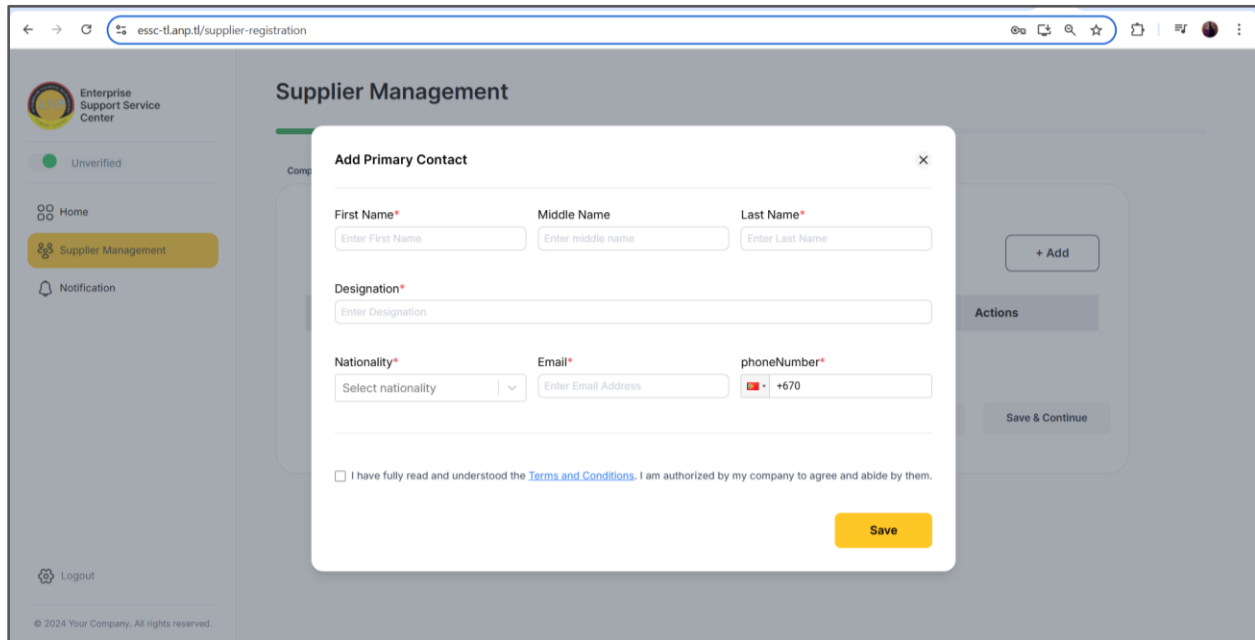
Full Name	Email	Nationality	phoneNumber	Actions

< Previous 1 Next >

Previous Save & Continue

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On this screen above, click on the “Add” button. Once you click on the add button, you will see the personal contact details screen.



The screenshot shows a web browser window with the URL 'essc-tl.anp.tl/supplier-registration'. The page title is 'Supplier Management'. A modal window titled 'Add Primary Contact' is open, containing the following fields:

- First Name* (Required): Enter First Name
- Middle Name (Optional): Enter middle name
- Last Name* (Required): Enter Last Name
- Designation*: Enter Designation
- Nationality* (Required): Select nationality (dropdown)
- Email* (Required): Enter Email Address
- phoneNumber* (Required): +670 (country code dropdown) and a text field for the number

At the bottom of the form, there is a checkbox with the text: "I have fully read and understood the [Terms and Conditions](#). I am authorized by my company to agree and abide by them." Below this is a yellow 'Save' button.

To add the details of the Primary contact, fill in these details:

1. Enter the contact person's first name
2. Middle Name (Optional)
3. Last Name* (Required)
4. Enter the contact person's job title or position- this appears to be 'Designation'.
(Examples: CEO, General Manager, Sales Director, Operations Manager).
5. Nationality* (Required)

Click the dropdown menu to select the contact person's nationality

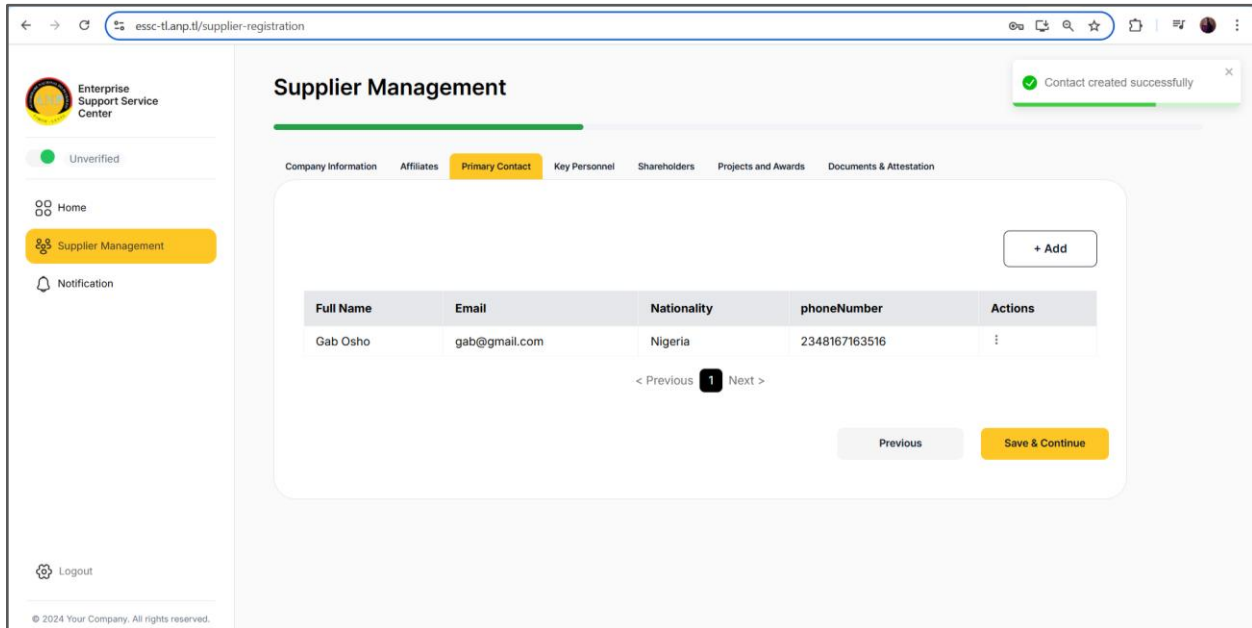
6. Contact Information- Email* (Required)- Enter the contact person's business email address
7. Phone Number* (Required)
 - a. Select country code from dropdown.
8. Terms and Conditions
 - a. Agreement Checkbox* (Required)
 - b. Check the box to confirm:

"I have fully read and understood the Terms and Conditions"

"I am authorised by my company to agree and abide by them"

- c. This checkbox must be checked before you can save

9. Save the Contact
 - a. Save Button
 - b. Click the yellow "Save" button to add this primary contact to your list
 - c. The contact will appear in the Primary Contact table.



Enterprise Support Service Center

Unverified

Home

Supplier Management

Notification

Logout

© 2024 Your Company. All rights reserved.

Supplier Management

Contact created successfully

Company Information Affiliates **Primary Contact** Key Personnel Shareholders Projects and Awards Documents & Attestation

+ Add

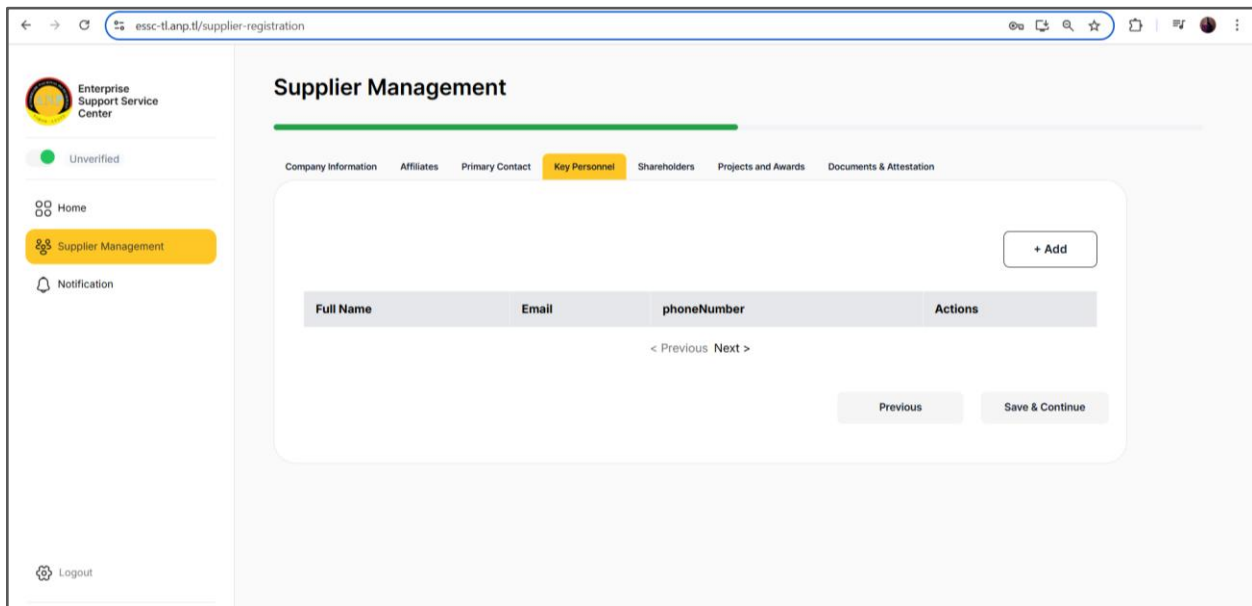
Full Name	Email	Nationality	phoneNumber	Actions
Gab Osho	gab@gmail.com	Nigeria	2348167163516	

< Previous 1 Next >

Previous Save & Continue

How to Add Key Personnel

The next requirement is the “Key Personnel” details. On the Key Personnel’s tab Click on the ‘Add’ button, and fill out the requirements on the displayed form.



Enterprise Support Service Center

Unverified

Home

Supplier Management

Notification

Logout

Supplier Management

Company Information Affiliates Primary Contact **Key Personnel** Shareholders Projects and Awards Documents & Attestation

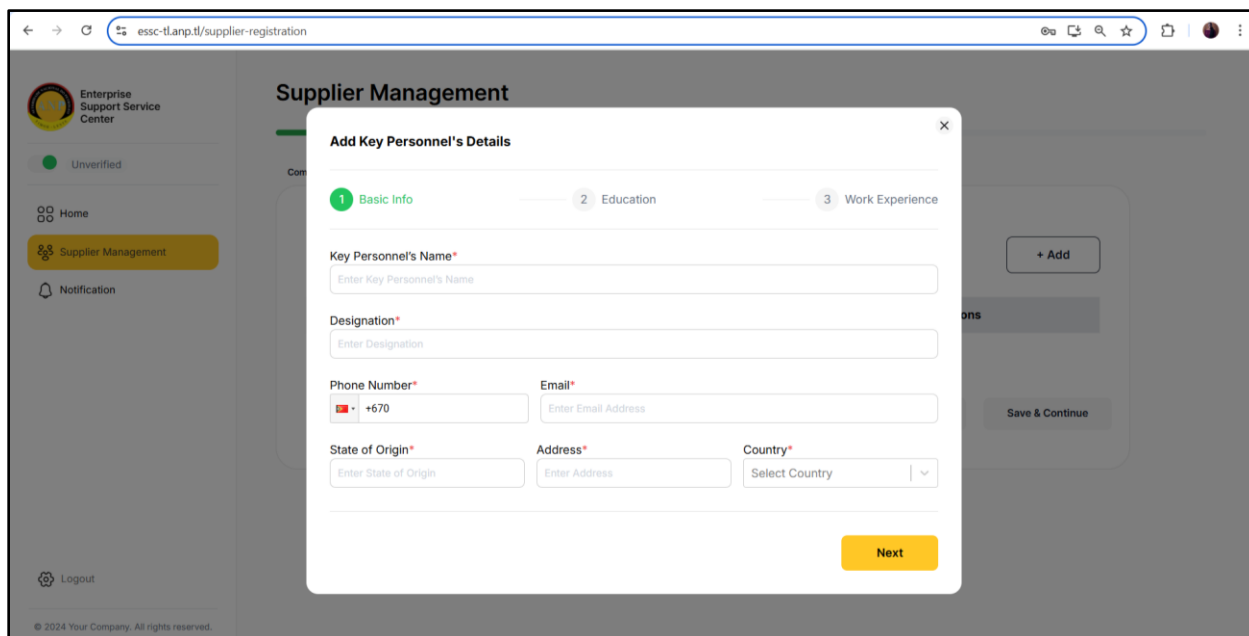
+ Add

Full Name	Email	phoneNumber	Actions
Gab Osho	gab@gmail.com	2348167163516	

< Previous Next >

Previous Save & Continue

On the form page, you are required to fill basic information about the key personnel, educational information, and their work experience.



The screenshot shows a web browser window with the URL `essc-tl.anp.tl/supplier-registration`. The page is titled "Supplier Management" and features a sidebar with navigation links: Home, Supplier Management (highlighted), and Notification. The main content area displays a modal form titled "Add Key Personnel's Details". The form has three tabs: "1 Basic Info" (active), "2 Education", and "3 Work Experience". The "Basic Info" tab contains the following fields: "Key Personnel's Name*" (text input), "Designation*" (text input), "Phone Number*" (text input with a dropdown for country code, currently showing "+670"), "Email*" (text input), "State of Origin*" (text input), "Address*" (text input), and "Country*" (dropdown menu). A yellow "Next" button is located at the bottom right of the form. In the background, a "+ Add" button and a "Save & Continue" button are visible.

Add Key Personnel Details

1. Fill Basic Information:

- Enter Key Personnel's Name
- Enter Designation
- Enter Phone Number
- Enter Email Address
- Select State of Origin
- Enter Address
- Select Country

2. Click "**Next**" to proceed to Education section

Educational Background (Required)

Educational Level* (Required)

- Click the dropdown to select the highest level of education
- Options typically include: Bachelor's, Master's, PhD.

University (Required)

- Enter the name of the educational institution

Major* (Required)

- Enter the field of study or major subject
- Field placeholder: "Enter the school you attended"

Year of Entry* (Required)

- Click the calendar icon to select the start date
- Format: MM/DD/YYYY

Year of Graduation* (Required)

- Click the calendar icon to select the start date
- Format: MM/DD/YYYY

Click on 'Next' after you are done filling all the education details.

After completing this section, you'll proceed to the Work Experience section to add professional background information.

Add Work Experience

1. Fill Work Details:

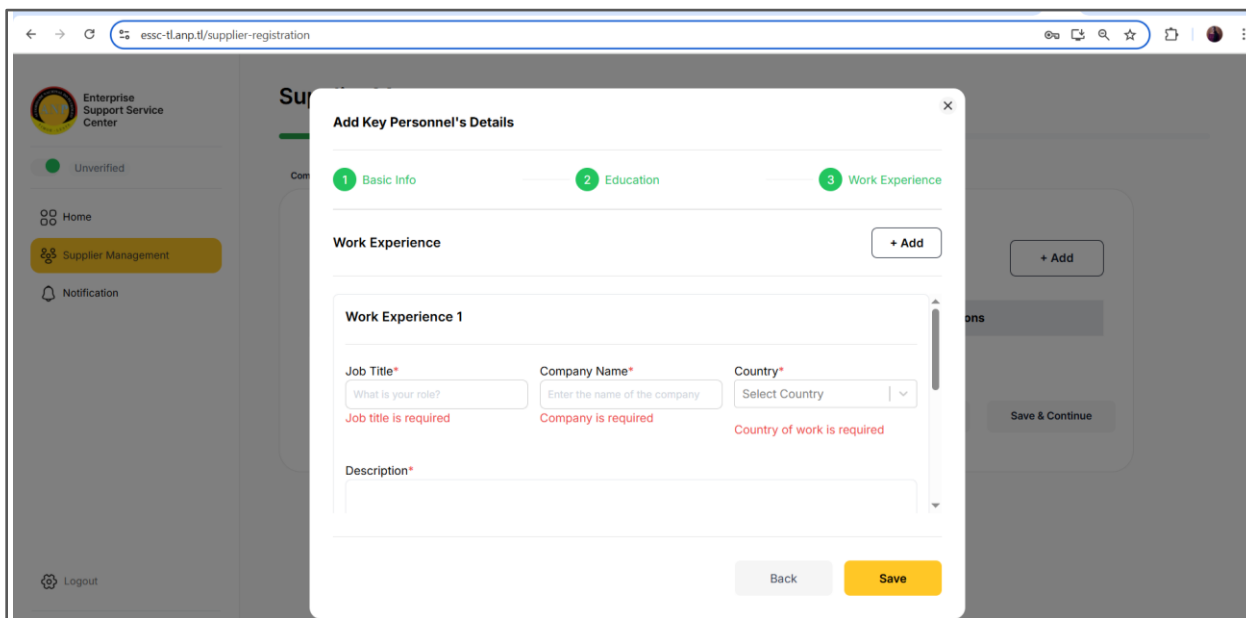
- Enter Job Title
- Enter Company Name
- Enter Country/Location
- Enter Role Description

2. Set Employment Dates:

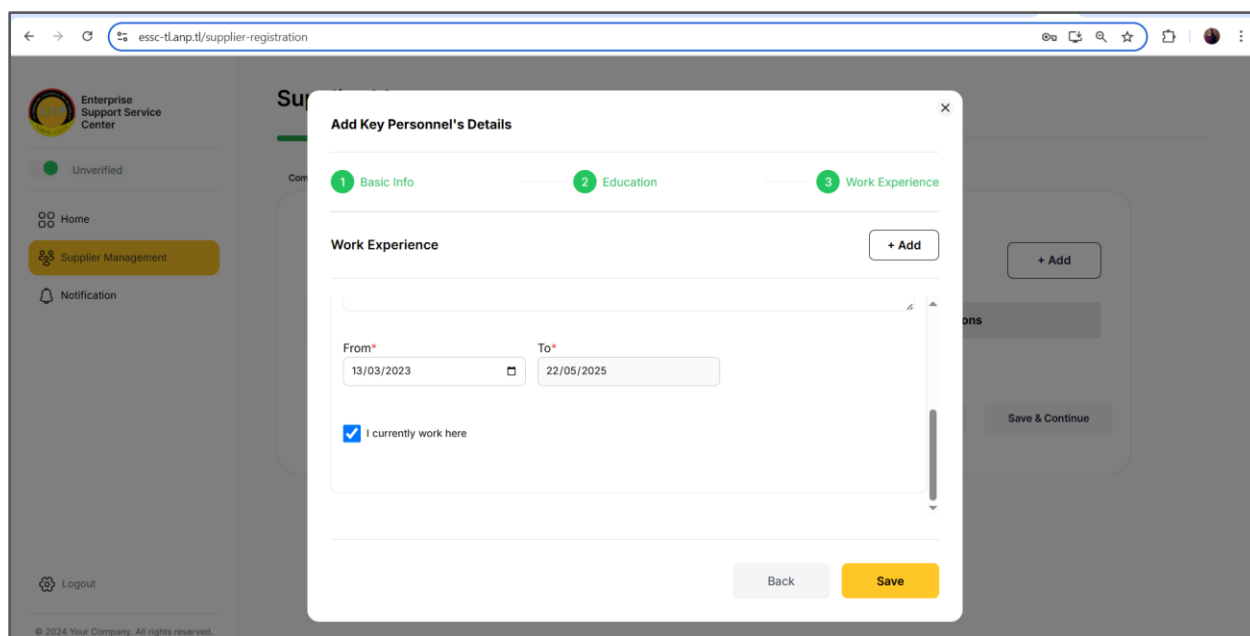
- Select "From" date (MM/DD/YYYY)
- Select "To" date (MM/DD/YYYY)

3. Click **"Save"** to save the work experience

4. Add More: Use **" +Add "** button for additional work experiences



Key Personnel's Details

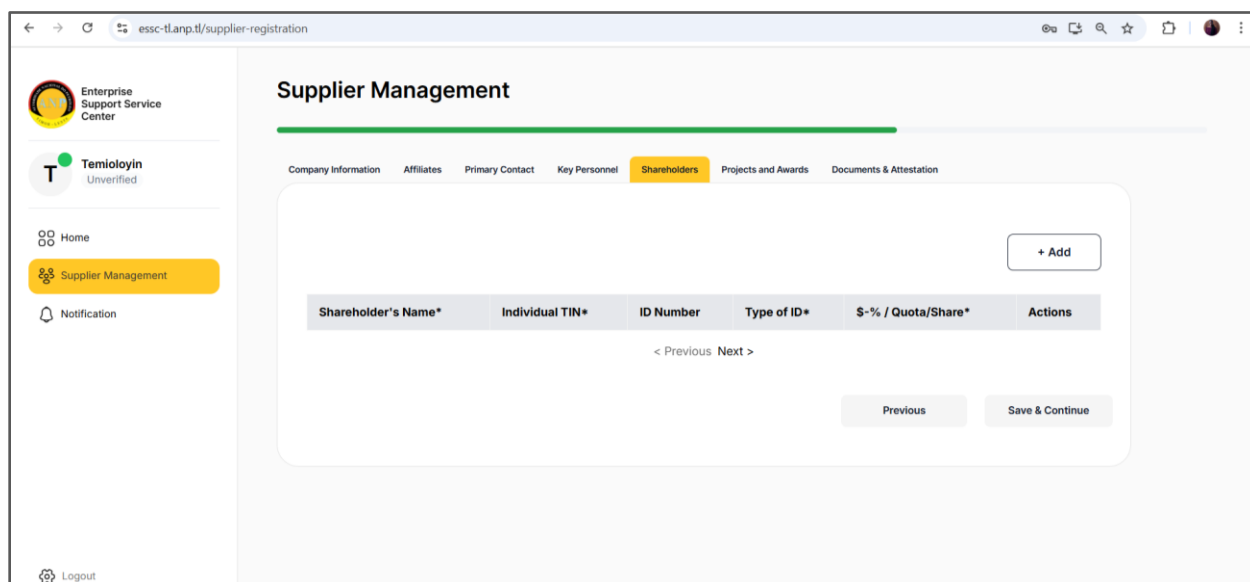


The screenshot shows a web browser window with the URL `essc-tl.anp.tl/supplier-registration`. The page displays a modal form titled "Add Key Personnel's Details" with three steps: 1. Basic Info, 2. Education, and 3. Work Experience. The "Work Experience" step is active, showing a table with columns for "From*", "To*", and a checkbox for "I currently work here". The "From*" field contains the date "13/03/2023" and the "To*" field contains "22/05/2025". The checkbox is checked. There are "Back" and "Save" buttons at the bottom of the modal. The background shows the "Supplier Management" interface with a sidebar containing "Enterprise Support Service Center", "Unverified", "Home", "Supplier Management", and "Notification".

How to Add Shareholder's Details

After completing the Key personnel details, the next form is the Shareholder details form. To start, click on the add button.

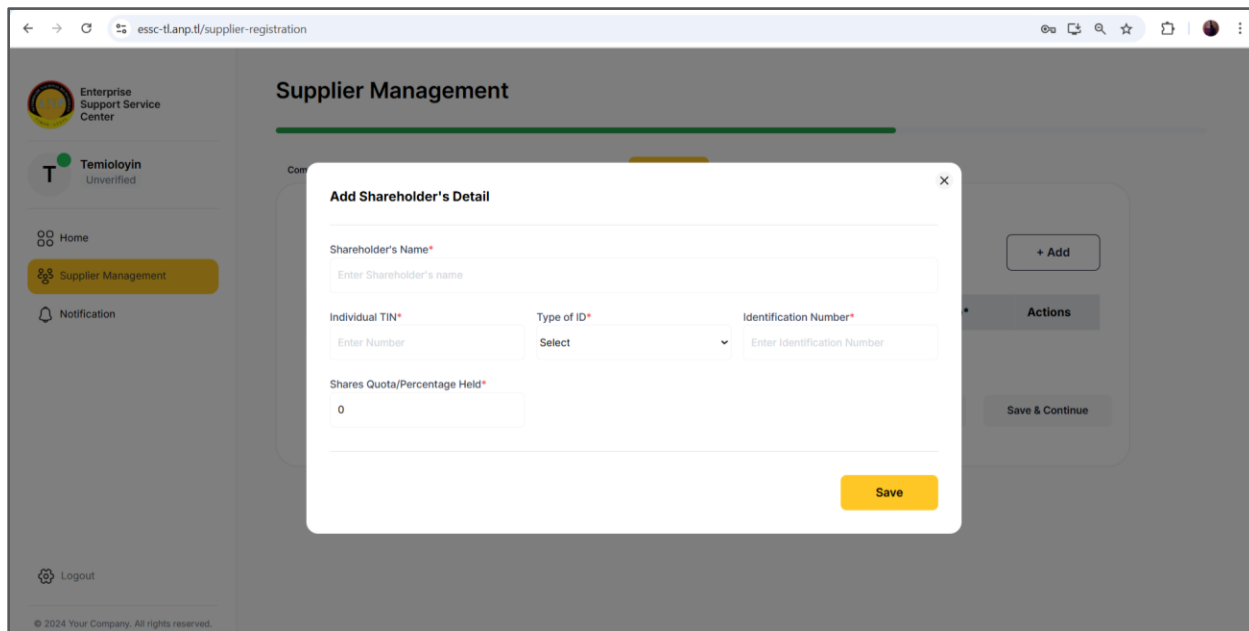
Shareholders Details



The screenshot shows the "Supplier Management" interface with the "Shareholders" tab selected. The "Shareholders" tab is highlighted in yellow. The form displays a table with columns: "Shareholder's Name*", "Individual TIN*", "ID Number", "Type of ID*", "S-% / Quota/Share*", and "Actions". There is a "+ Add" button in the top right corner. Below the table, there are navigation buttons: "< Previous", "Next >", "Previous", and "Save & Continue". The sidebar on the left shows the user profile "Temioloyin Unverified" and the "Supplier Management" section.

Steps to Add a Shareholder's Detail

1. Click the **" +Add "** button
 - Located on the right side under the shareholder list, click **" +Add "** to open the **"Add Shareholder's detail"** form.
2. **Fill in the required fields:**
 - **Shareholder's Name ***
 - Enter the full legal name of the shareholder.
 - **Individual TIN (Tax Identification Number) ***
 - Enter the shareholder's valid TIN. This must be numeric.
 - **Type of ID ***
 - Click the dropdown to choose the type of identification (e.g., International Passport, National ID, Driver's License).
 - **% Quota/Shares ***
 - Enter the percentage of shares owned by the shareholder (e.g., 25 for 25%).
3. Click the **"Save"** button



The screenshot shows a web browser window with the URL `essc-tl.anp.tl/supplier-registration`. The page is titled "Supplier Management" and features a sidebar with navigation links: Home, Supplier Management (selected), and Notification. The main content area displays a modal form titled "Add Shareholder's Detail". The form contains the following fields:

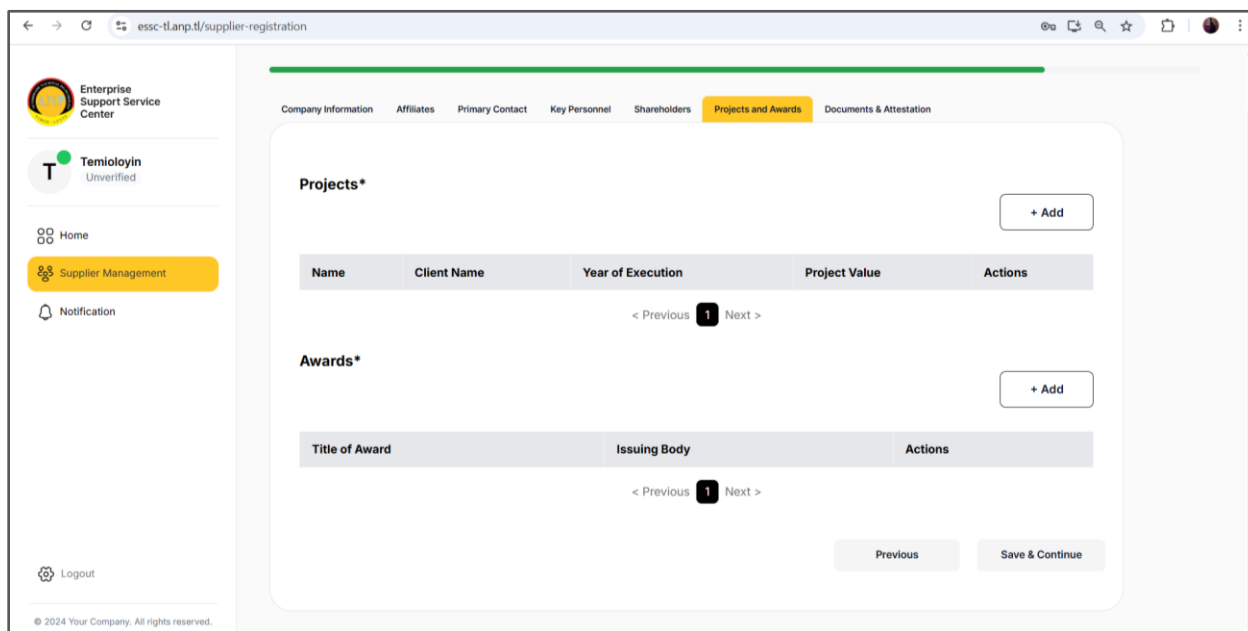
- Shareholder's Name***: A text input field with a placeholder "Enter Shareholder's name".
- Individual TIN***: A text input field with a placeholder "Enter Number".
- Type of ID***: A dropdown menu with a placeholder "Select".
- Identification Number***: A text input field with a placeholder "Enter Identification Number".
- Shares Quota/Percentage Held***: A text input field with a placeholder "0".

At the bottom right of the form is a yellow "Save" button. In the background, a "+ Add" button and an "Actions" section with a "Save & Continue" button are visible.

How to Add Projects And Awards

After filling the stakeholder's details, the next requirement is to add the projects you have worked on and awards you have received.

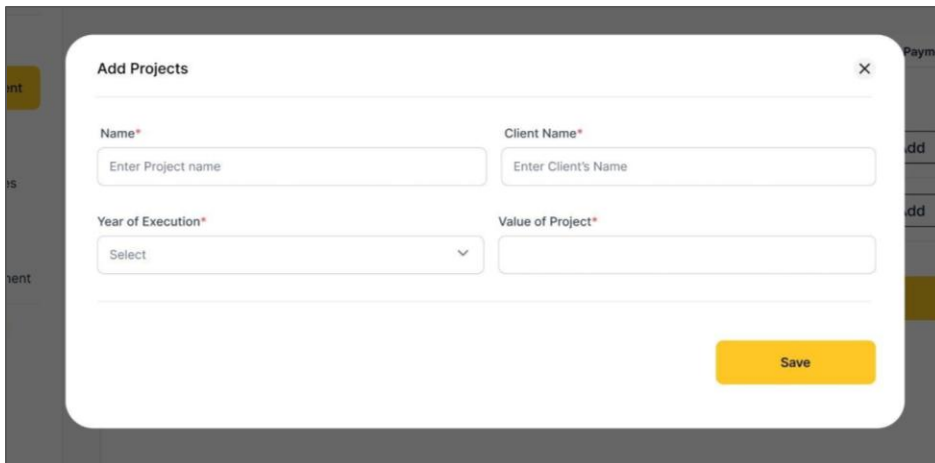
Projects and Awards



Steps To Add A Project

1. Click the **"+ Add"** button next to the Projects section
 - This opens the **"Add Projects"** form as shown in the image.

Projects



2. Fill in the required fields:

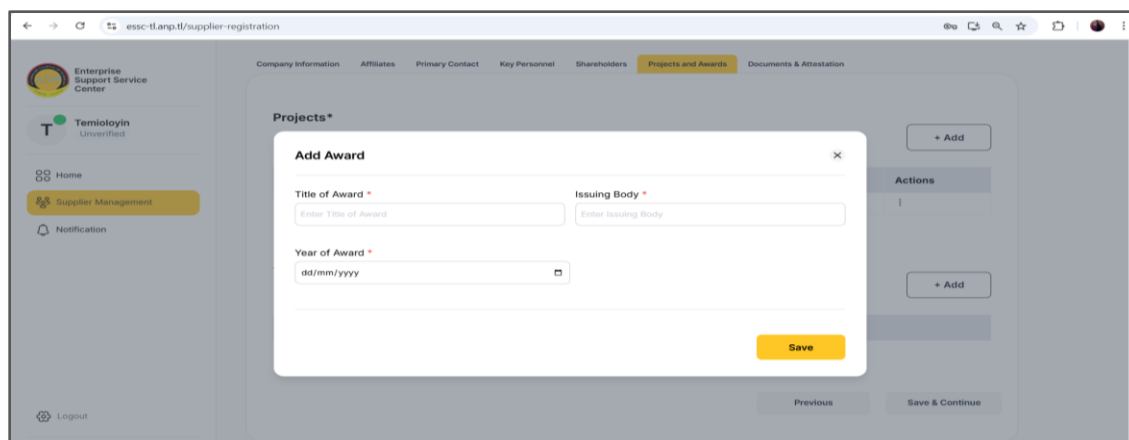
- **Name ***
 - Enter the **Project Name** (e.g., "Pipeline Construction for XYZ Ltd.").
- **Client Name ***
 - Enter the full **Client's Name** who awarded or received the project.
- **Year of Execution ***
 - Select the **year** the project was executed from the dropdown menu.
- **Value of Project ***
 - Enter the **monetary value** of the project (e.g., 1500000 or 1,500,000 USD).

3. Click the "**Save**" button

After filling out all mandatory fields, click the "**Save**" button to submit the project.

Steps To Add An Award

1. Open the "**Add Award**" form
 - In the **Supplier Management** section, locate the **Awards** list and click "**+ Add**".
 - A pop-up titled "**Add Award**" appears.



2. Complete the fields (**all are mandatory**)

Field	What to enter
Title of Award *	The official award name (e.g., "Best Safety Contractor").
Issuing Body *	Name of the organisation that granted the award (e.g., "American Petroleum Institute").
Year of Award *	Select the year the award was received from the dropdown.

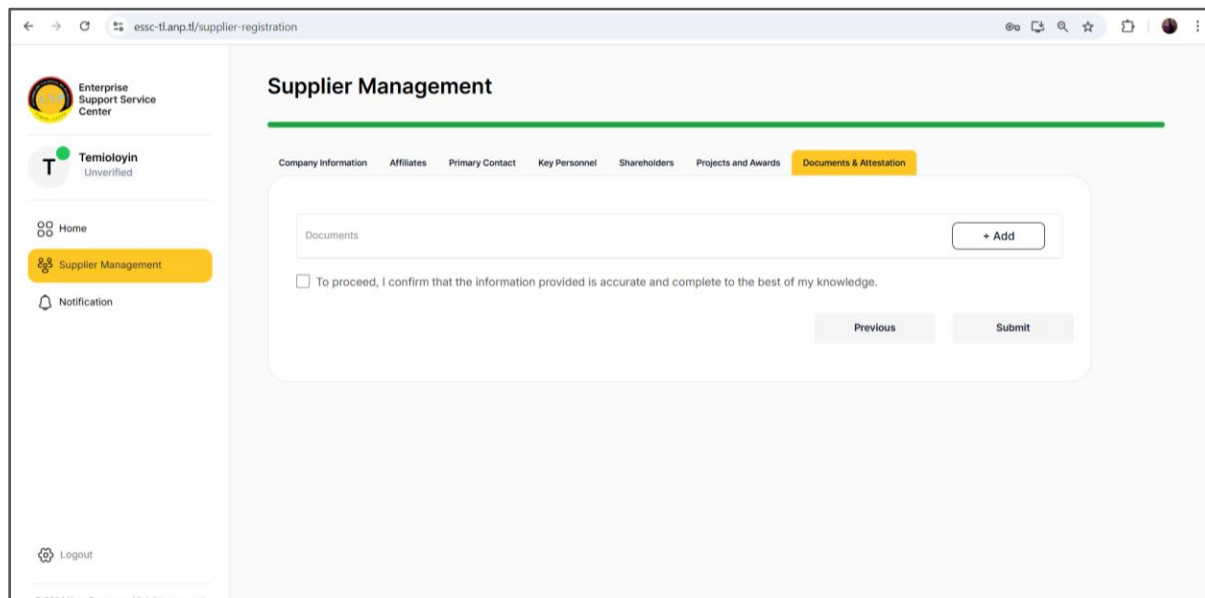
3. Save the record

- Click **"Save & Exit"** to add the award and close the form.

4. Verify entry

How to Add Document and Accept Attestation

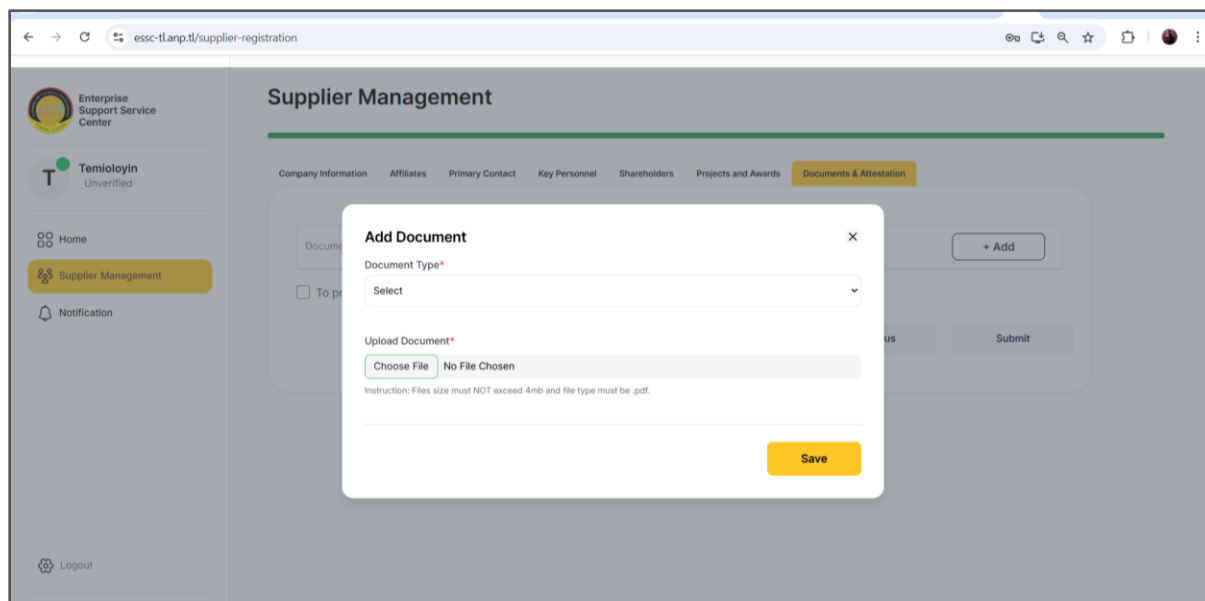
Once you are done, the next form to fill is the document upload (the type of document depends on the requirement by the Regulator).



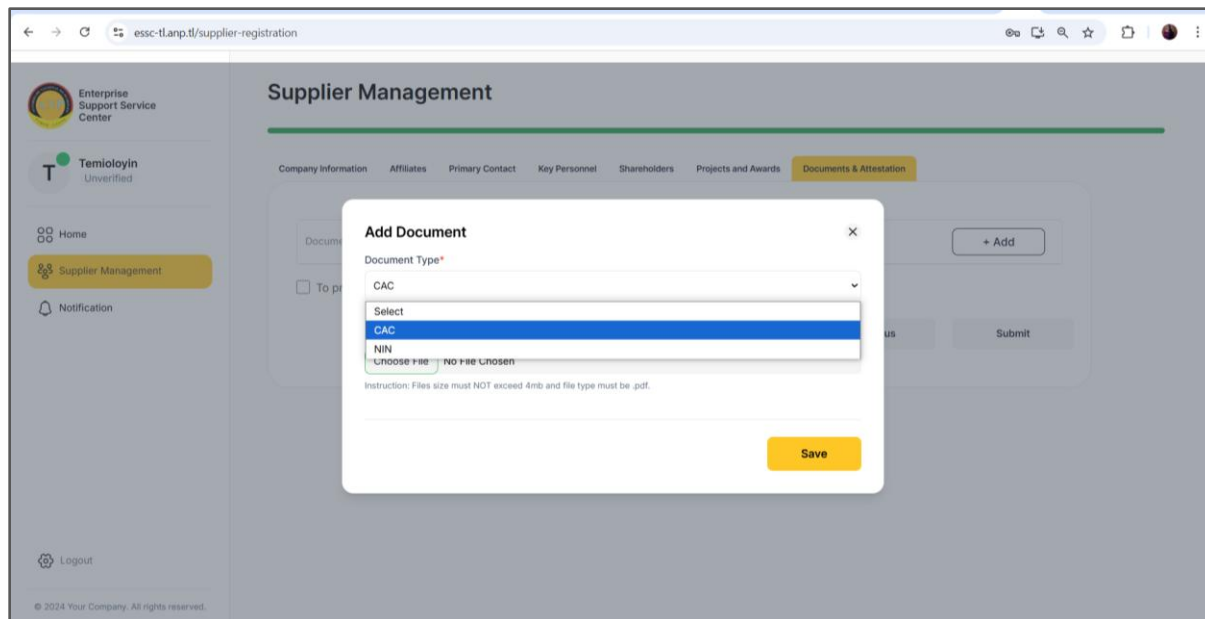
The screenshot shows the 'Supplier Management' interface with the 'Documents & Attestation' tab selected. The page includes a sidebar with navigation links (Home, Supplier Management, Notification, Logout) and a main content area. In the main area, there is a 'Documents' section with a '+ Add' button. Below this, there is a checkbox for 'To proceed, I confirm that the information provided is accurate and complete to the best of my knowledge.' and 'Previous' and 'Submit' buttons.

Click on the **'+ Add'** button, and a modal is displayed for you to upload documents to support your registration.

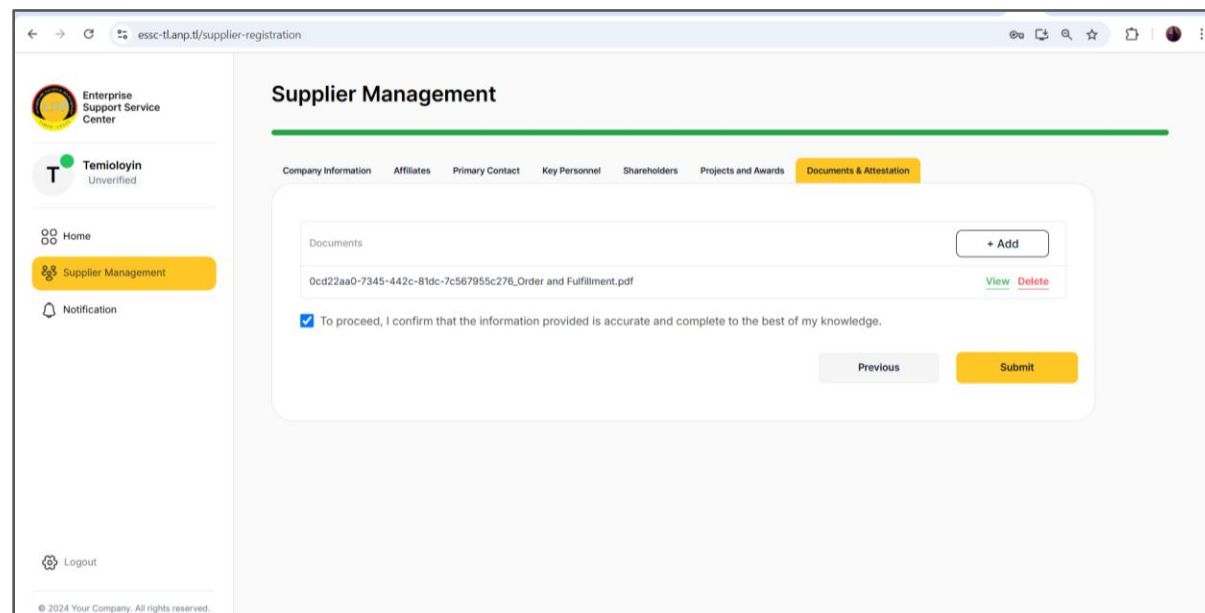
Select the dropdown to pick the type of document(s) you want to upload, then choose file to upload the document.



The screenshot shows the 'Add Document' modal displayed over the 'Supplier Management' page. The modal has a 'Document Type*' dropdown menu with 'Select' as the current option. Below this is an 'Upload Document*' section with a 'Choose File' button and a 'No File Chosen' status. A note states: 'Instruction: Files size must NOT exceed 4mb and file type must be .pdf.' At the bottom right of the modal is a 'Save' button.



After uploading the document, you are redirected to the main page to check the attestation box. Also, you can add as many documents as possible.

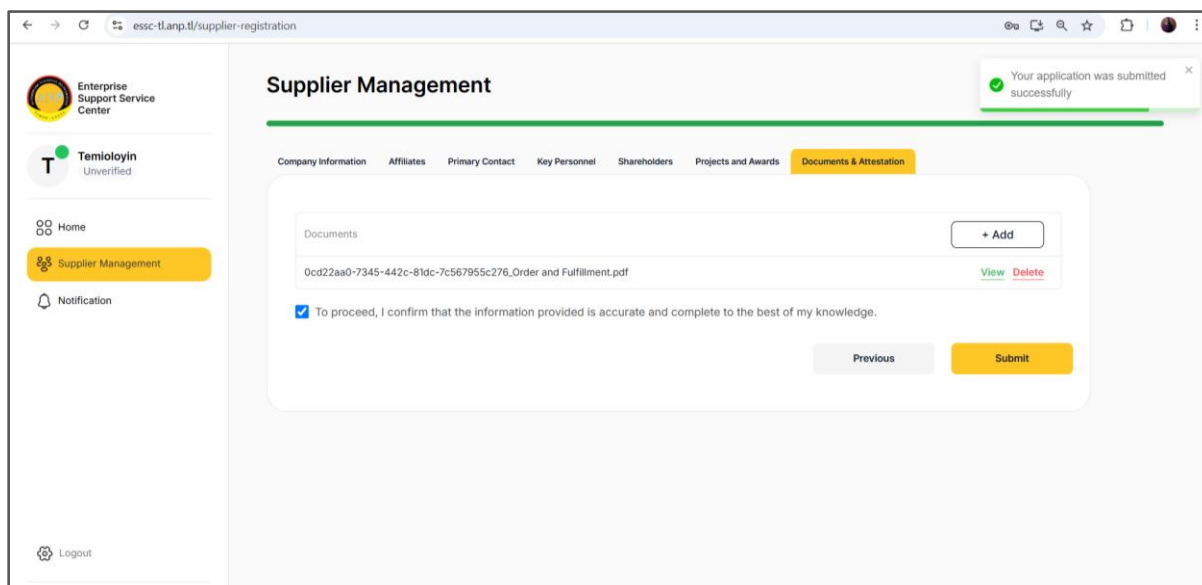


How to Submit your Application

In order for the applicant to submit an application, it is mandatory to accept the attestation clause. This is followed by clicking the “Submit” button. This action will automatically submit the application and the applicant is redirected to the main home screen. An email notification is also sent to the profiled email of the applicant.

It is important to verify all the information on the various sections of the Supplier Management page. Once an application is submitted, the applicant cannot change any of information entered/uploaded.

Upon submission to the Regulator, the application is reviewed by various Regulatory users, via workflow processes, with each team member performing various tasks until the application is finally approved or returned to the applicant.



The screenshot displays the 'Supplier Management' web application interface. The browser address bar shows 'essc-tl.anp.tl/supplier-registration'. The left sidebar contains navigation links: 'Enterprise Support Service Center', 'Temioiyin Unverified', 'Home', 'Supplier Management' (highlighted), 'Notification', and 'Logout'. The main content area is titled 'Supplier Management' and features a horizontal menu with tabs: 'Company Information', 'Affiliates', 'Primary Contact', 'Key Personnel', 'Shareholders', 'Projects and Awards', and 'Documents & Attestation' (selected). A green notification banner at the top right states 'Your application was submitted successfully'. The 'Documents & Attestation' section includes a 'Documents' list with a '+ Add' button and a table entry for '0cd22aa0-7345-442c-81dc-7c567955c276_Order and Fulfillment.pdf' with 'View' and 'Delete' links. Below the table is a checkbox labeled 'To proceed, I confirm that the information provided is accurate and complete to the best of my knowledge.' which is checked. At the bottom right are 'Previous' and 'Submit' buttons.

How to Approve a Supplier's Registration Application

Please kindly note that this process is only available to the Regulator users.

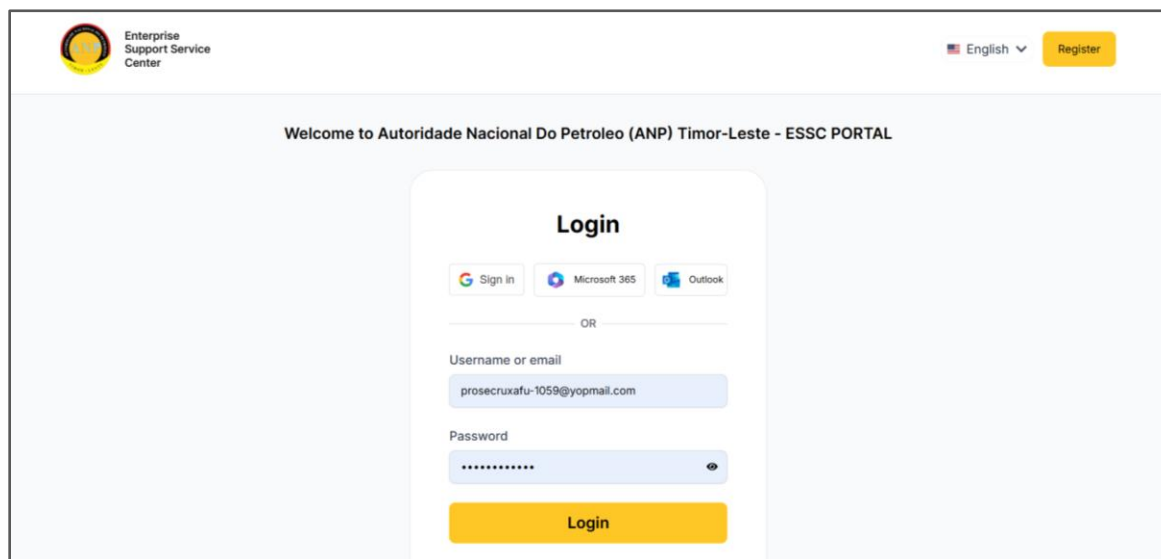
In order for any Supplier's registration application to be approved by the Regulator, the application must meet all the requirements as stipulated in the registration guidelines. (Kindly visit the ESSC Information Centre for details on these requirements)

The below steps explain the steps for reviewing and approving an application by the Regulatory team members.

Note: There are 3 levels of approvers (this is subject change, depending on the needs of the ANP Management) that are required for approving the Supplier Registration application.

To review/approve a Supplier registration application as a Regulator, login in to ESSC portal using your login credentials.

Ensure you have the correct permission to perform this task on the portal. To access the portal enter the URL: <https://essc-tl.anp.tl/login>.



The screenshot shows the login interface of the ESSC PORTAL. At the top left is the 'Enterprise Support Service Center' logo. At the top right are language and registration options: 'English' with a dropdown arrow and a yellow 'Register' button. The main heading is 'Welcome to Autoridade Nacional Do Petroleo (ANP) Timor-Leste - ESSC PORTAL'. Below this is a 'Login' section with three social login buttons: 'Sign in' (Google), 'Microsoft 365', and 'Outlook'. Below these is an 'OR' separator. The 'Username or email' field contains 'prosecruxafu-1059@yopmail.com'. The 'Password' field is masked with dots. A yellow 'Login' button is at the bottom of the form.

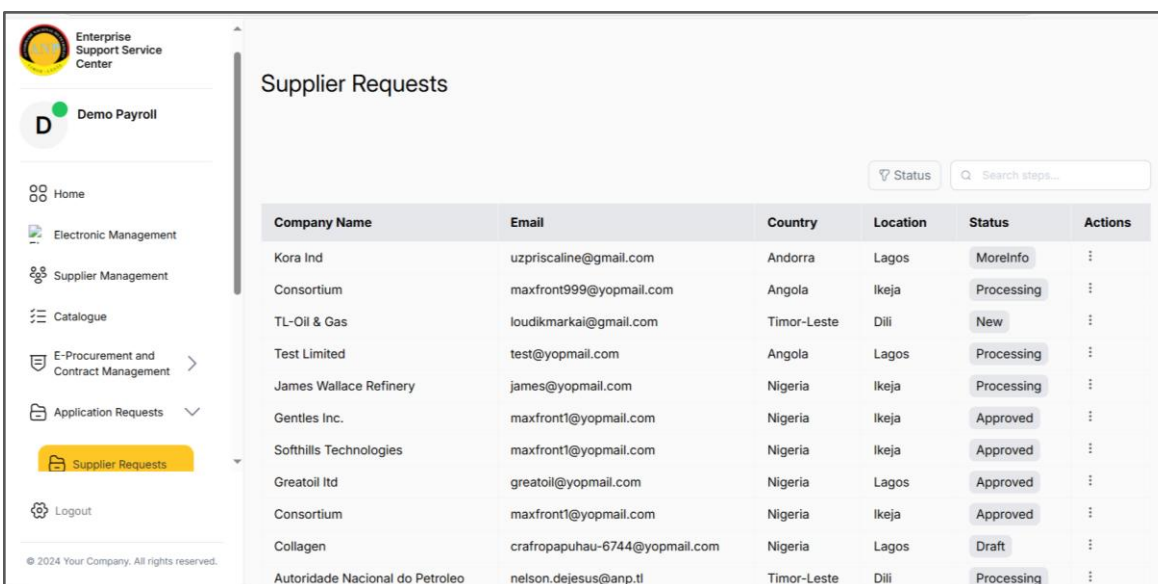
Step 1: Initiating the Approval Workflow

This is the first step. The first Regulator user with Reviewer/Checking role in the workflow process initiates the approval workflow by reviewing the submitted information/document(s) or request for an additional information/document(s).

Note: The regulator initiating the workflow must not be part of the configured approval steps. Any regulator user can perform this initiation.

Once you are logged in, click on the '**Application Requests**' and then select "**Supplier Request**" menu option from the menu list on the left side.

The below window is displayed, containing the list of all submitted supplier requests including their statuses.

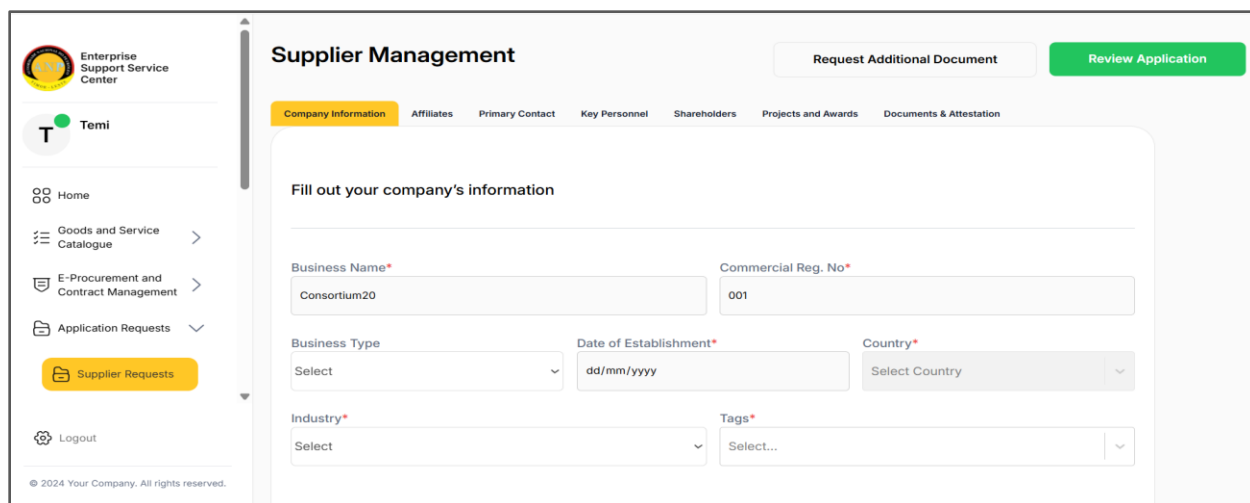


Company Name	Email	Country	Location	Status	Actions
Kora Ind	uzpriscalline@gmail.com	Andorra	Lagos	MoreInfo	⋮
Consortium	maxfront999@yopmail.com	Angola	Ikeja	Processing	⋮
TL-Oil & Gas	loudikmarkai@gmail.com	Timor-Leste	Dili	New	⋮
Test Limited	test@yopmail.com	Angola	Lagos	Processing	⋮
James Wallace Refinery	james@yopmail.com	Nigeria	Ikeja	Processing	⋮
Gentles Inc.	maxfront1@yopmail.com	Nigeria	Ikeja	Approved	⋮
Soft hills Technologies	maxfront1@yopmail.com	Nigeria	Ikeja	Approved	⋮
Greatoil Ltd	greatoil@yopmail.com	Nigeria	Lagos	Approved	⋮
Consortium	maxfront1@yopmail.com	Nigeria	Ikeja	Approved	⋮
Collagen	crafropapuhau-6744@yopmail.com	Nigeria	Lagos	Draft	⋮
Autoridade Nacional do Petroleo	nelson.dejesus@anp.tl	Timor-Leste	Dili	Processing	⋮

You can search for the name of the supplier you want to review or filter the list using the "Filter" button.

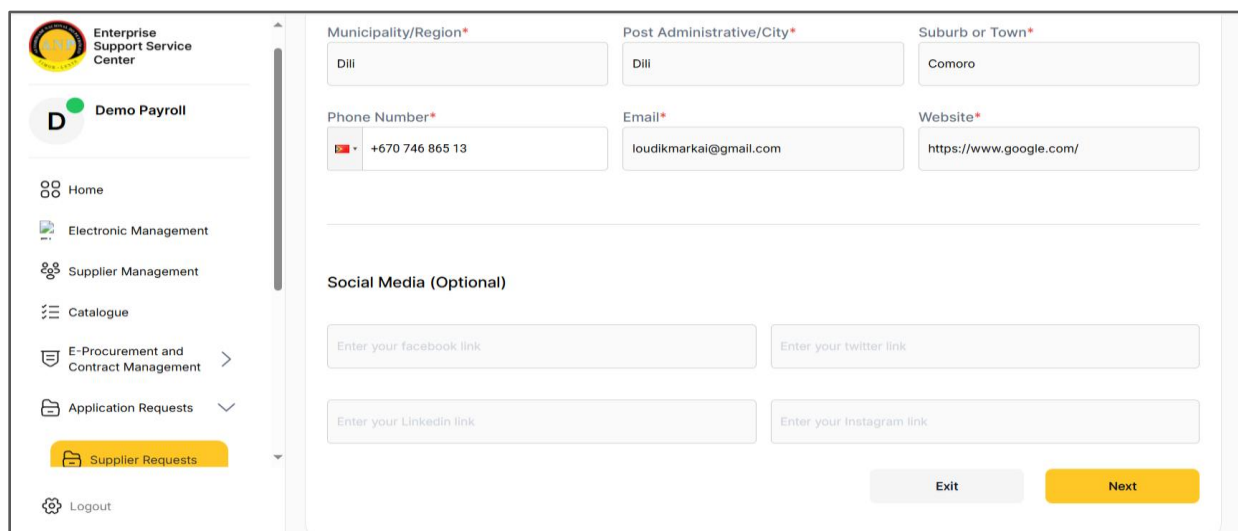
Under the "Actions" placeholder is an ellipsis; click on it to view/review any of the new request(s). Note, that once an application is processed and approved it cannot be reviewed any longer.

Clicking the view button under the "Actions" placeholder, will display the details of the application as shown below.



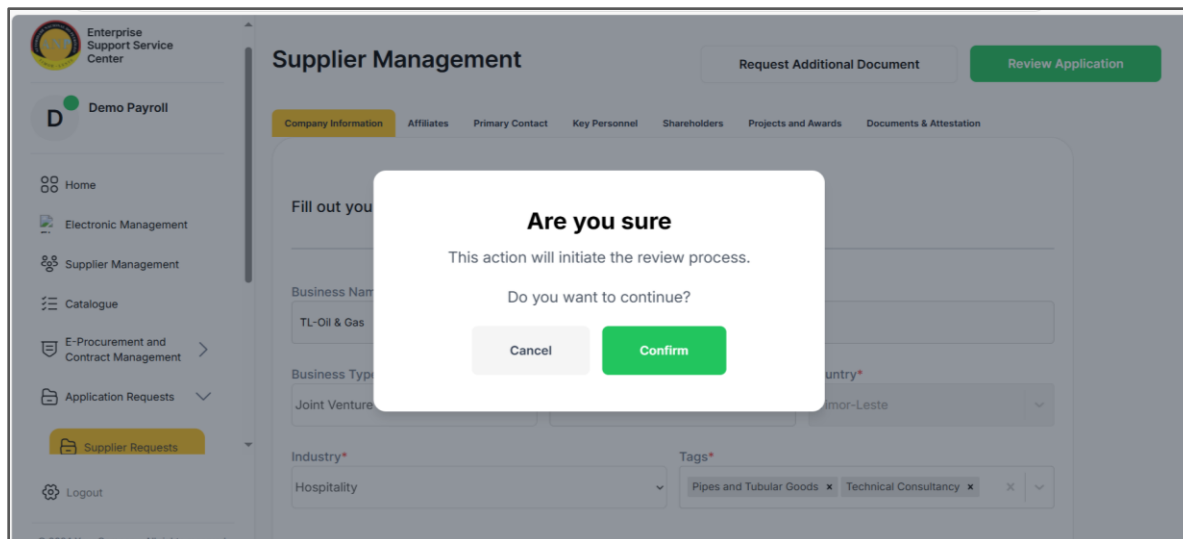
From the above application details page, you can either request for additional document or review the application using the appropriate command button.

To see more of the documents submitted by the supplier, scroll down to the end of the page and click the next button.



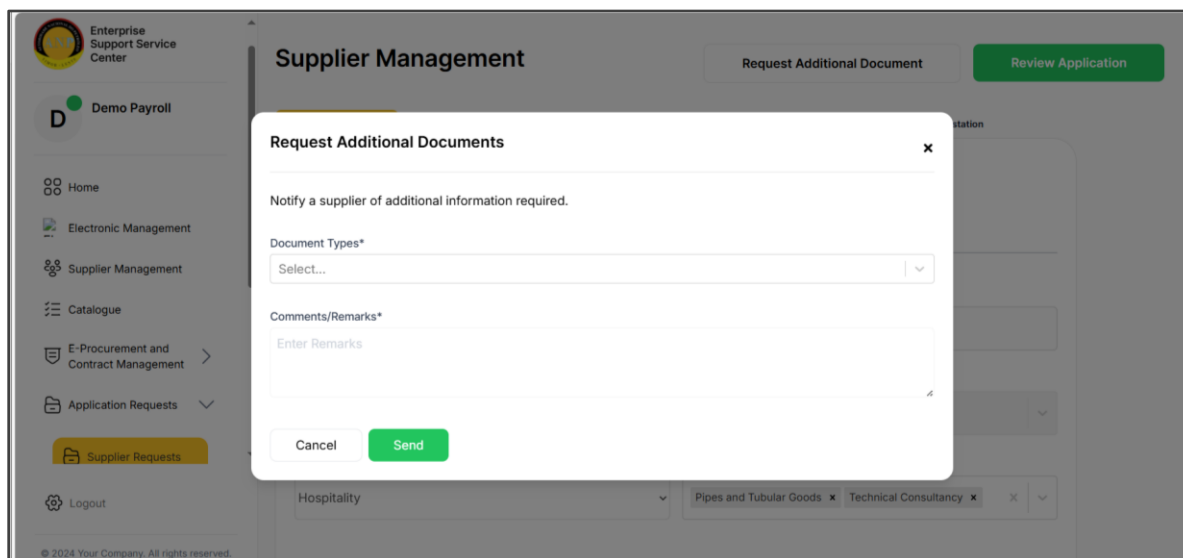
Once you are done reviewing all the details submitted via the various sections of the application, you can click on **"Review Application"** button if you are satisfied.

To complete the review process, click on the **'Review Application'** button. This will display a confirmation modal requesting for confirmation of the above action.



If you are not satisfied, you can return to the review page by clicking on the **"Cancel"** button, or click the **"Confirm"** button to complete the application review process and advance the application to the next step of the workflow for further review by the Regulator on that step.

To request for an additional documents from the Supplier, click on the **"Request Additional Document"** button (on the application's details page). This action will display a modal as shown below. Fill the document type you want the supplier to add and also add your comment.

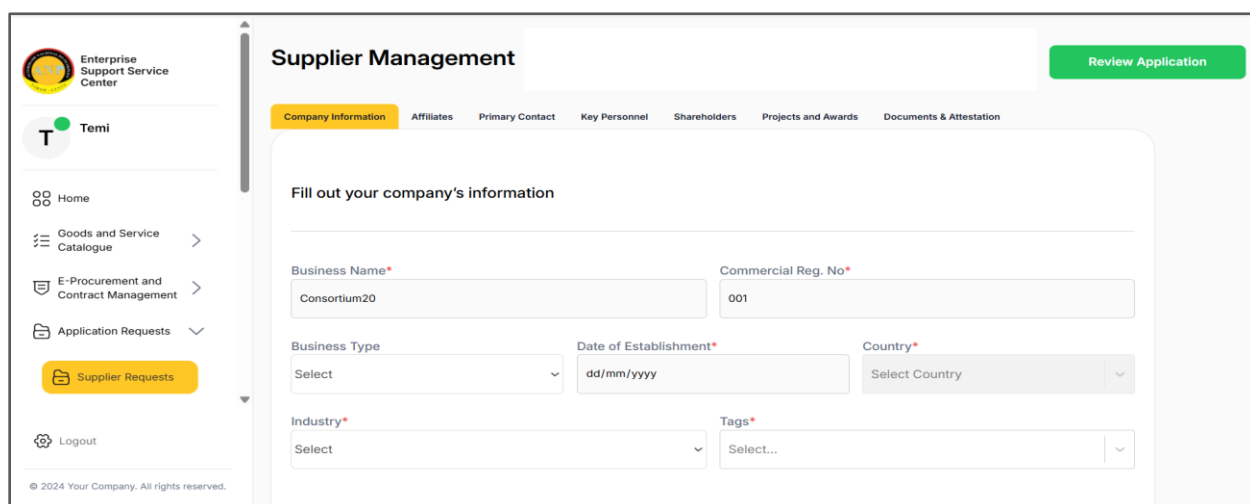


Step 2: **Advance the Application (Approver)**

This is the second step. Any Regulator account user with an Approver role in the workflow can act on this step.

The processes described above are also performed by the regulator on this step. However, only the **"Review Application"** button is available on the step going forward.

Upon completion of the review, click on the **"Review Application"** button to move the application to the next stage (final stage)



The screenshot shows the 'Supplier Management' interface. On the left is a sidebar with the 'Enterprise Support Service Center' logo and navigation links: 'Temi', 'Home', 'Goods and Service Catalogue', 'E-Procurement and Contract Management', 'Application Requests', 'Supplier Requests' (highlighted in orange), and 'Logout'. The main content area is titled 'Supplier Management' and has a 'Review Application' button in the top right corner. Below the title is a tabbed interface with 'Company Information' selected. The form is titled 'Fill out your company's information' and contains the following fields:

- Business Name***: Text input with value 'Consortium20'
- Commercial Reg. No***: Text input with value '001'
- Business Type**: Dropdown menu with 'Select' as the current value.
- Date of Establishment***: Text input with placeholder 'dd/mm/yyyy'.
- Country***: Dropdown menu with 'Select Country' as the current value.
- Industry***: Dropdown menu with 'Select' as the current value.
- Tags***: Dropdown menu with 'Select...' as the current value.

At the bottom left of the sidebar, there is a copyright notice: '© 2024 Your Company. All rights reserved.'

Step 3: **Final Approval (Executor)**

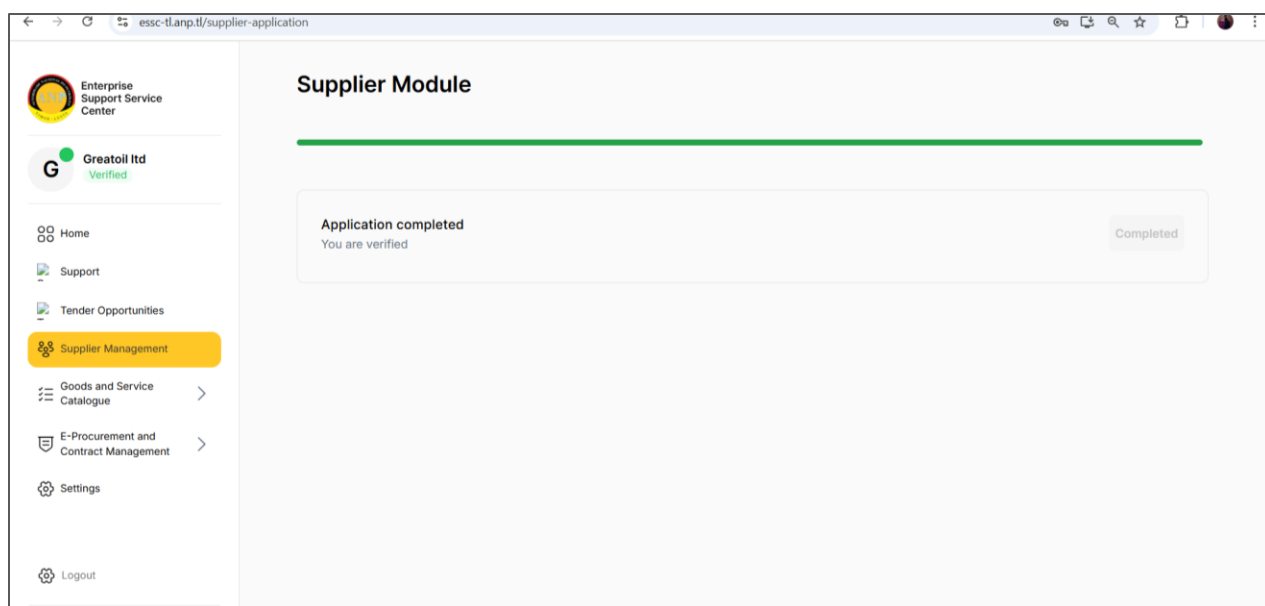
This is the final step. Any Regulator account user with an Executor role in the workflow can act on this step.

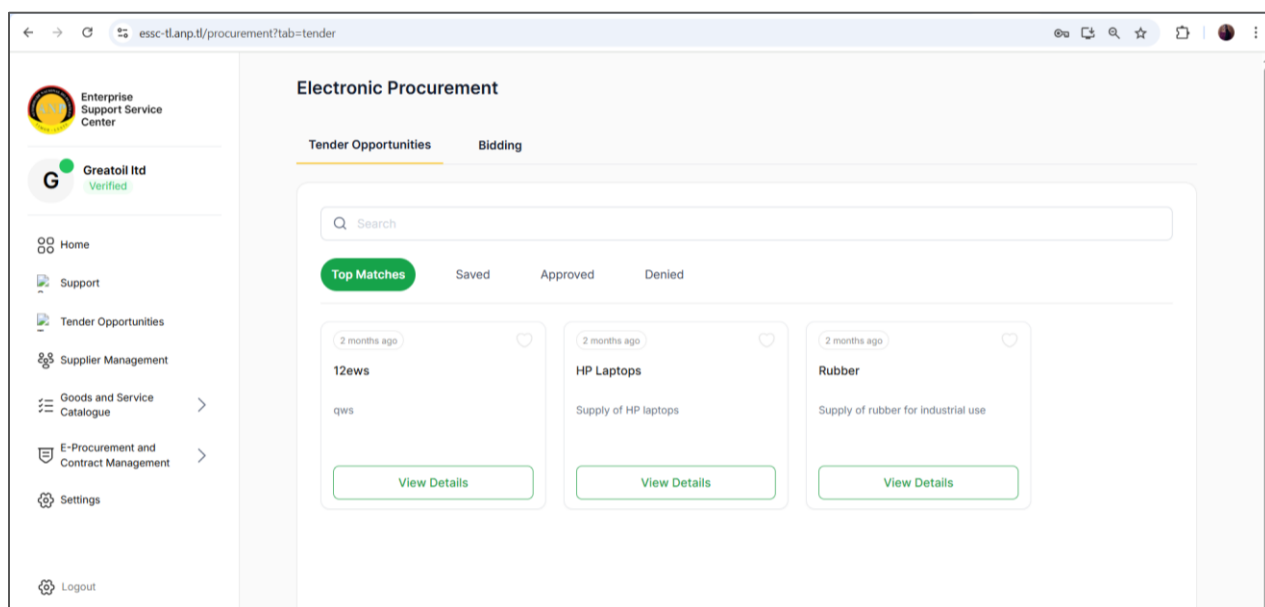
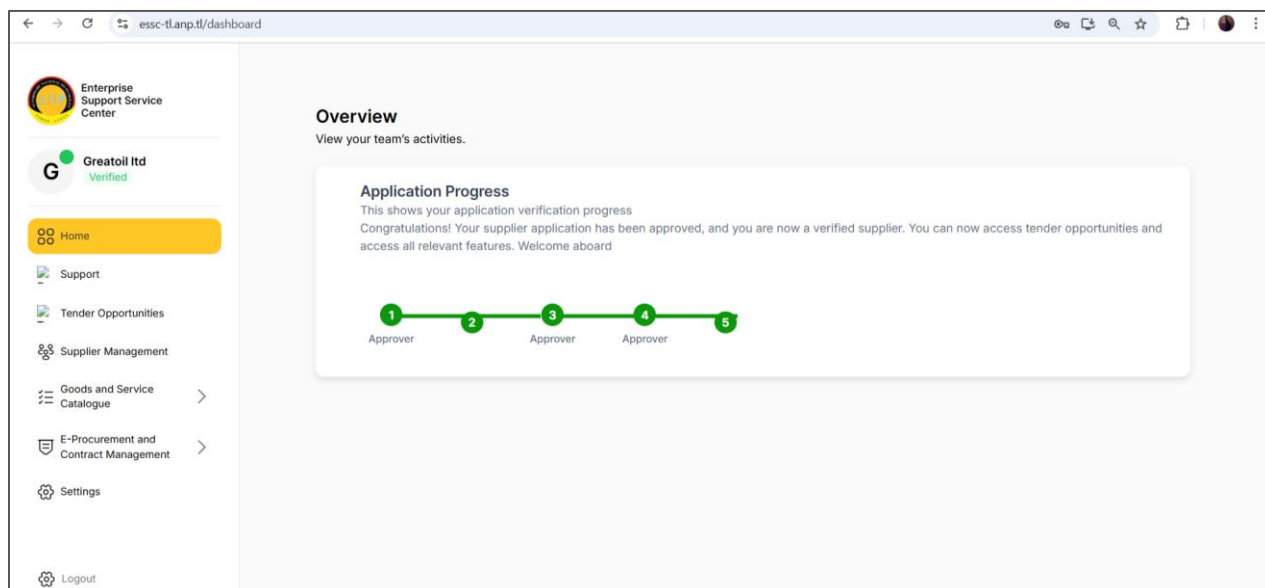
Upon completion of the review, click on the “**Approve**” button to approve the application.

Result:

Once the final approval is granted by the Executor, the supplier’s application automatically approved and the status is updated to “Verified Supplier”.

Upon verification, the Supplier can proceed with full utilization of the modules available to verified Suppliers on the portal.





Once a Supplier account is verified, the Certificate of Registration is automatically generated and sent to the company email address. Kindly check the company's contact email address (as entered in the company information section) to view the certificate.