



**Enterprise
Support Service
Centre**

**ANP-ESSC
PORTAL
USER MANUAL**

E-PROCUREMENT & CONTRACT 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 foster collaboration among key stakeholders, including the Government of Timor-Leste (GoTL), oil and gas operators, and 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 identification of 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. It enhances 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 administrators, suppliers, 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 the registration of local and international SMEs, corporate enterprises, and consultants, who can then become verified and qualify for participation in oil and gas industry business opportunities.
- **Goods and Services:** This module serves as an e-commerce centre, enabling suppliers to publish product and service catalogues for evaluation by oil operators.
- **E-procurement and Contract Management:** This module facilitates the bidding process, encompassing procurement planning, expressions of interest, announcements (requests for proposals and tenders), bid evaluation, and contract awarding. Additionally, it will enable contract management, allowing ANP and oil operators to track the status of their contracts, 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

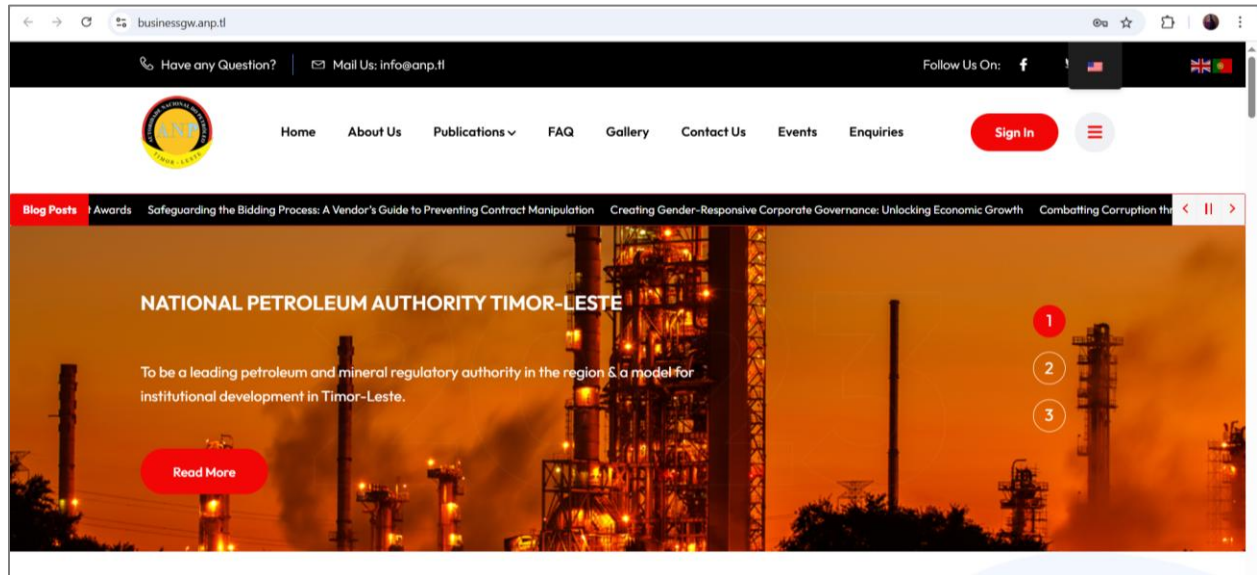
This module streamlines the procurement lifecycle by digitizing and managing all procurement and contracting activities on the ESSC platform.

Key Functions:

- **Tender Creation & Publishing:**
Regulators or operators can create and publish procurement opportunities, specifying requirements, timelines, and evaluation criteria.
- **Bid Submission & Evaluation:**
Suppliers (local or international) can submit bids through a structured interface. The system supports transparent bid evaluation workflows, allowing multiple evaluators to assess and score proposals.
- **Vendor Selection & Contract Award:**
Based on predefined evaluation criteria, successful vendors are selected, and contract award notifications are generated automatically.
- **Contract Management:**
Enables digital contract creation, monitoring, and amendment. Includes milestone tracking, performance reporting, and automated alerts for renewal or closure.
- **Audit & Compliance:**
Ensures traceability and accountability with complete logs of procurement processes for regulatory oversight.
- **Integration with Other Modules:**
Pulls supplier data from the **Supplier Management Module**, uses service categories from **Goods & Services**, and interacts with the **Customer Support System** for procurement-related queries.

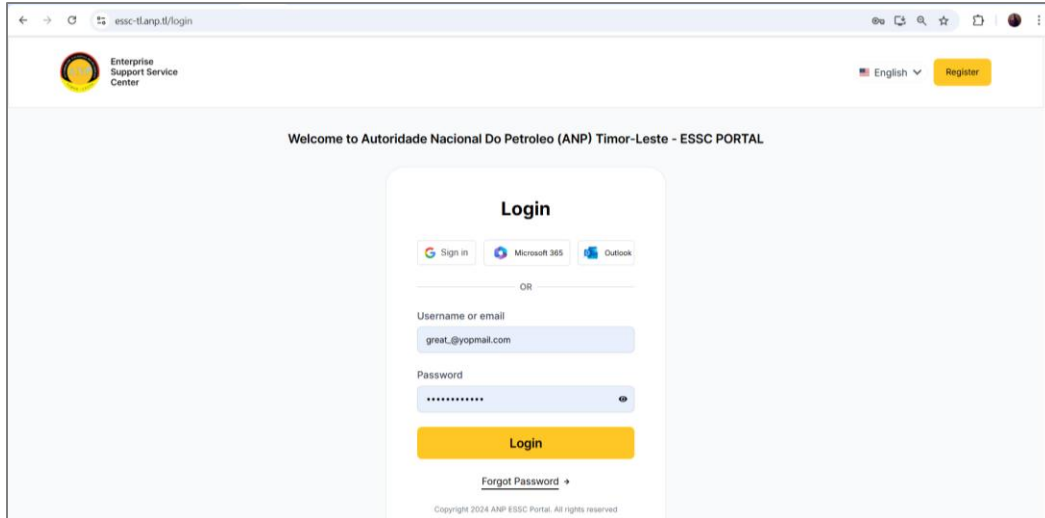
How to Use the E-Procurement & Contract Management Module - As An Operator

As a Verified Operator, on your browser, click on the business gateway URL: <https://businessgw.anp.tl/>

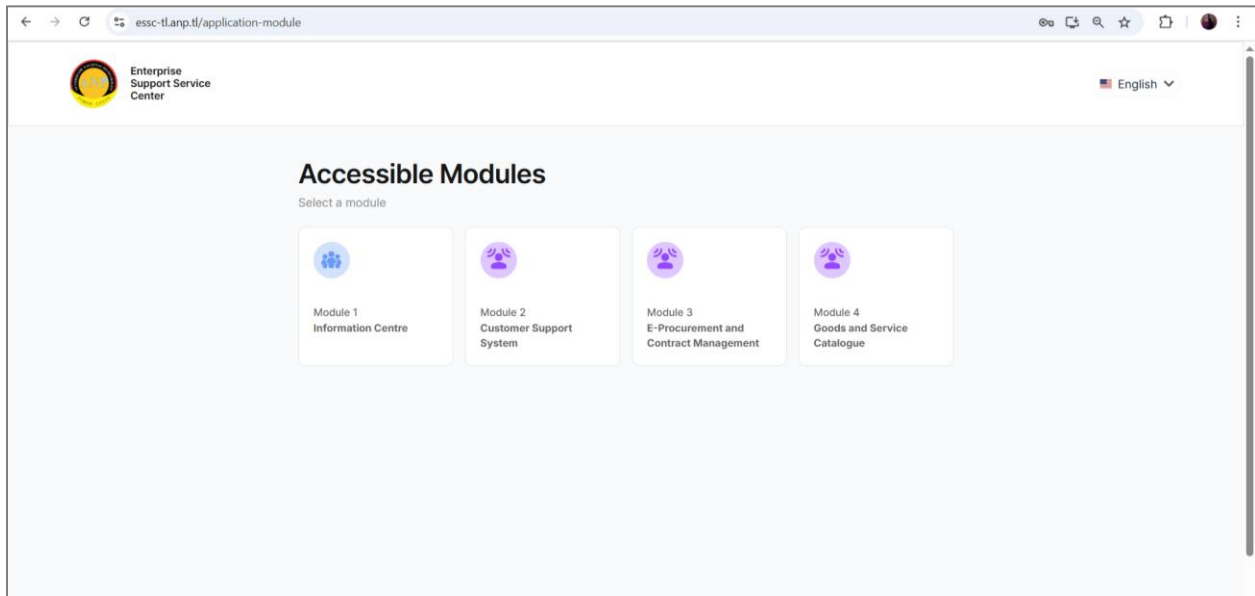


At the top right corner, where the '**Sign In**' button is located, click on the button to be redirected to the login page.

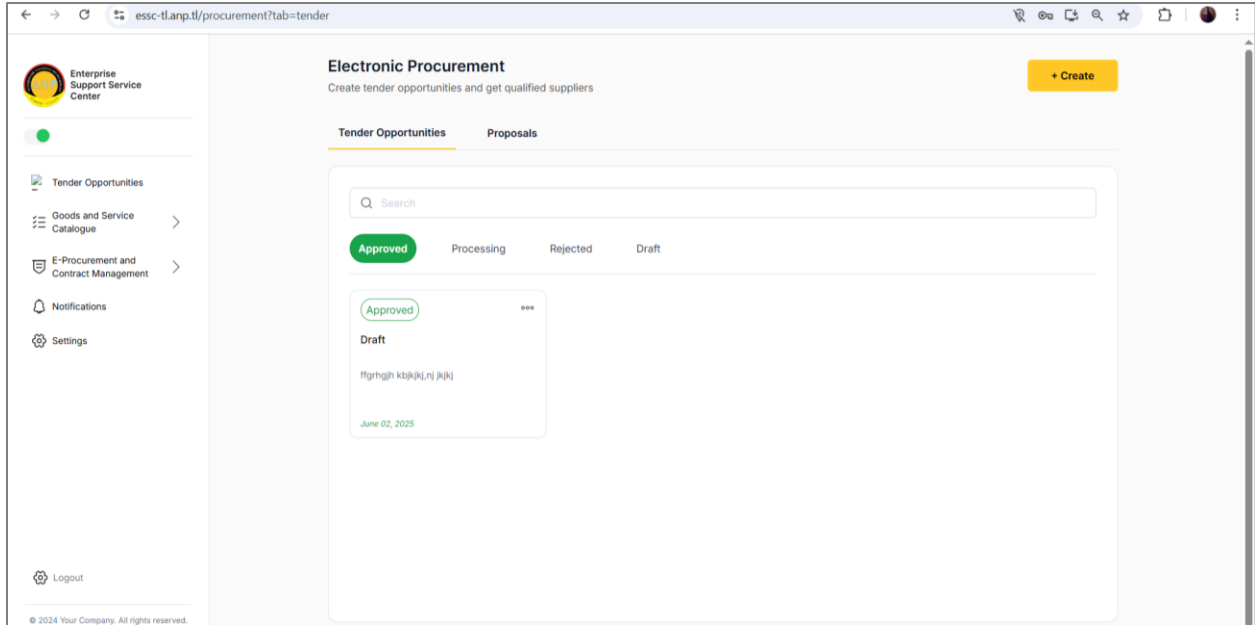
Once the page is opened, put your login credentials, and click on the login button.



If your login is successful, the accessible modules screens will be displayed.



Click on the Module 3: E-procurement and Contract Management.

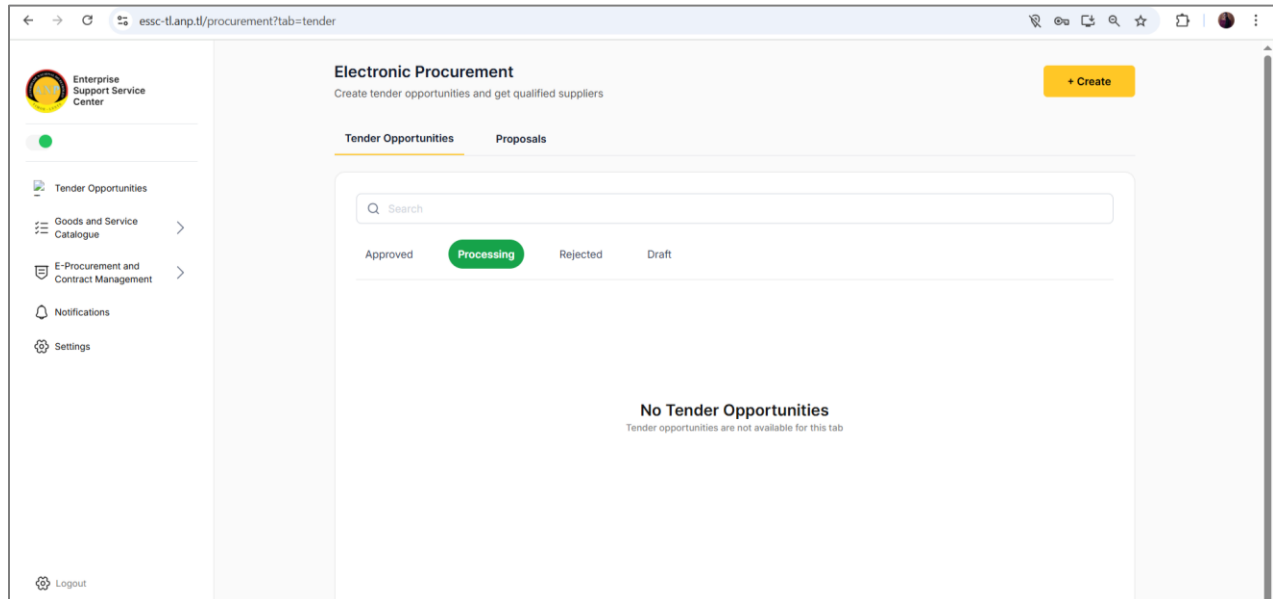


After you have clicked on the E-procurement and Contract management module, the above screen will be displayed. You can also view the list of Approved, Processing, Rejected, and Drafted Tender Opportunities.

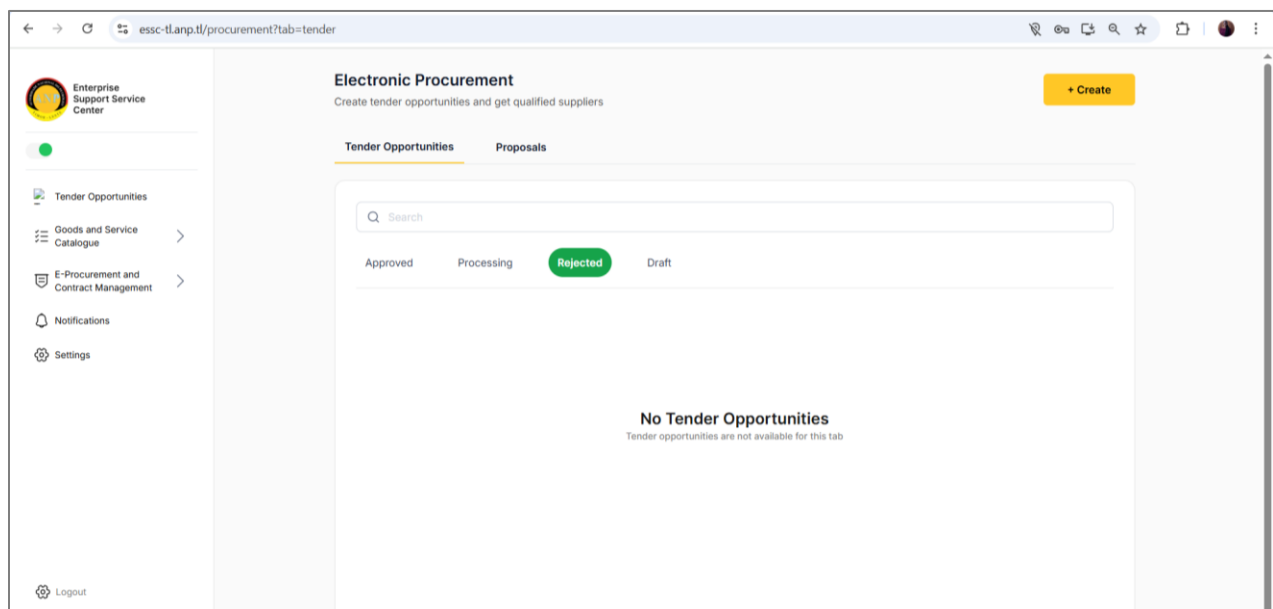
The Tender Opportunities Dashboard

The Approved Tender Opportunities are those that have already been published and approved by the regulators.

The Processing Tender Opportunities are the opportunities that the Regulators have not yet approved.

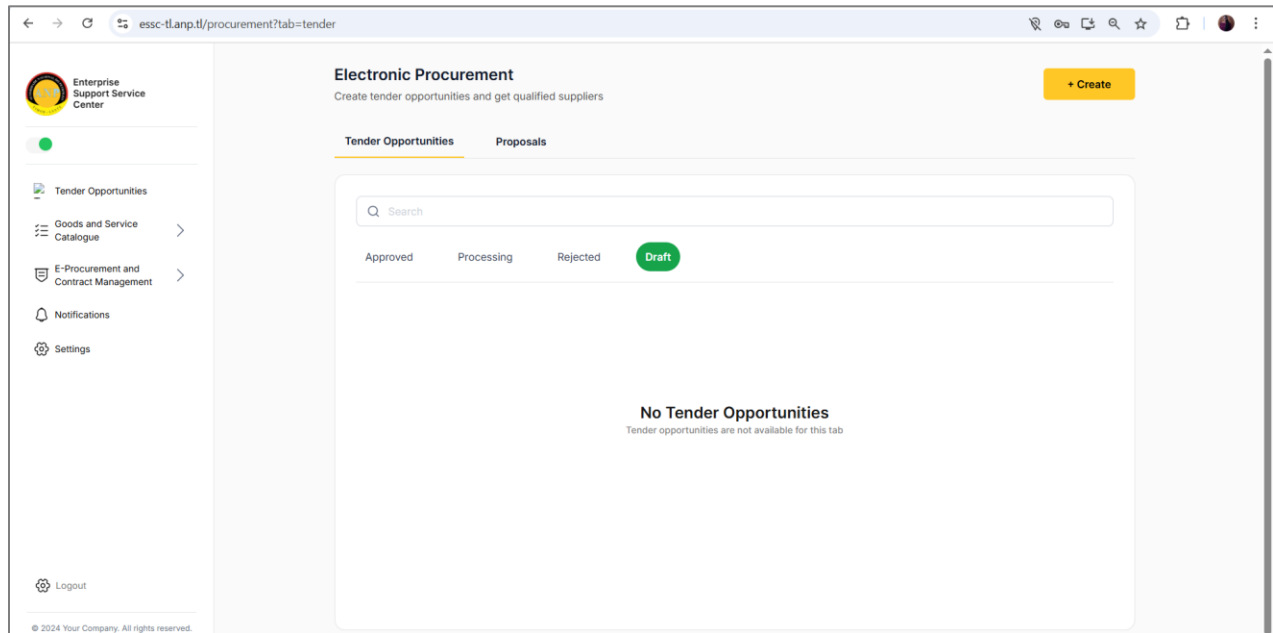


The Rejected Tender Opportunities are the opportunities that are rejected by the regulator.



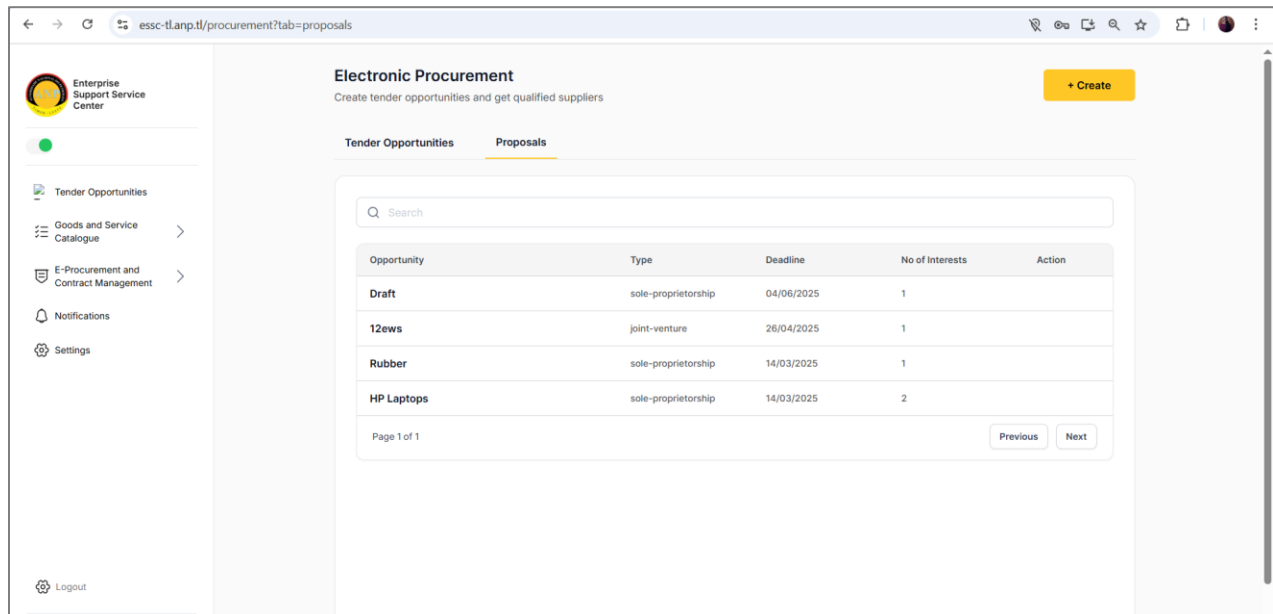


The Drafted Tender Opportunities are those that are not published yet, but you have created them.



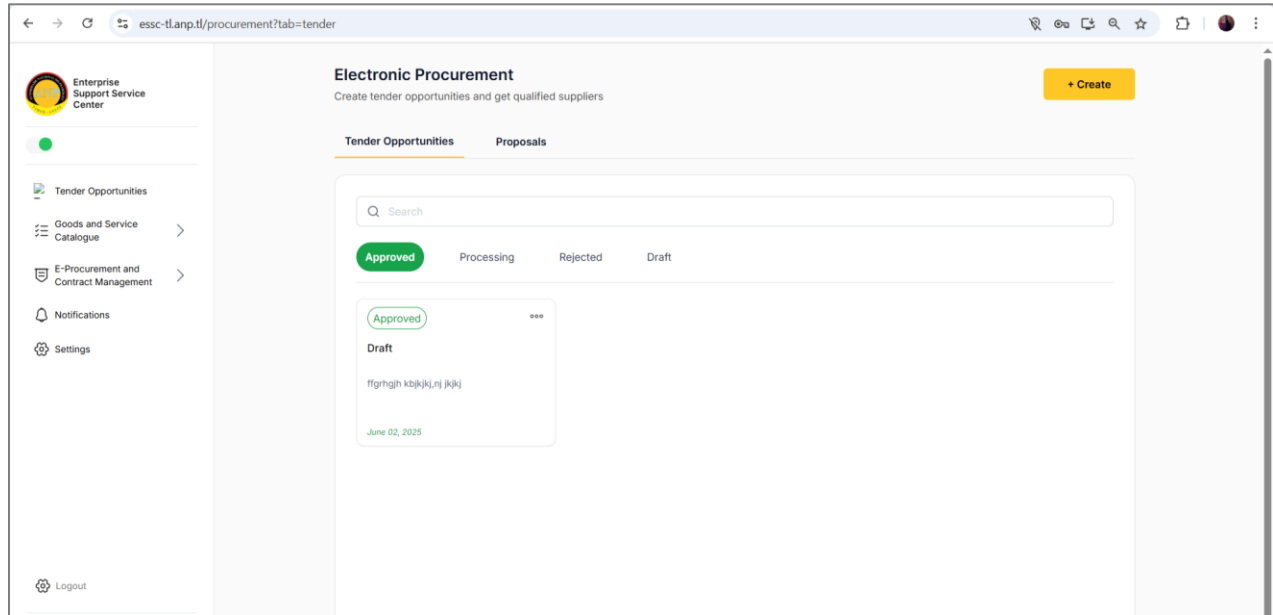
The Proposal Dashboard

Under the proposal dashboard, you can see the Opportunity, Type, Deadline, No of Interests, and the Action columns.



How To Create A Tender Opportunity As An Operator

On the E-procurement Dashboard, at the top right corner, click on the Create Button.



After clicking on the Create button, the procurement form will be displayed.

The tender creation has multiple tabs:

- **Service Information** (Current step)
- Goods and Services
- Expression of Interest
- Technical Information
- Commercial

Step 1: Provide Service Details

Required Fields

Basic Information

- **Title of Procurement:** Enter a clear title for your tender
- **Country:** Select the country from dropdown
- **Supplier Type:** Choose what type of suppliers should bid

Timeline

- **Bidding Start Date:** When bidding opens (DD/MM/YYYY format)
- **Bidding End Date:** When bidding closes (DD/MM/YYYY format)



Detailed Requirements

Description

- Enter a detailed description of what you need
- Be specific about requirements and expectations
- Use the text box provided

Bid Requirements

- List all documents suppliers must submit
- Include evaluation criteria
- Specify submission requirements

Prerequisites/Submission Requirements

- List any qualifications suppliers must have
- Include license requirements
- Add experience requirements
- Specify technical capabilities needed

Additional Information

- **Optional Field:** Add any extra details
- Include contact information if needed
- Add clarification procedures

Navigation Options

- **Save & Exit:** Save your work and leave
- **Save & Continue:** Save and move to next step



← → ↻ essc-tlanp.tl/procurement/create

Enterprise Support Service Center

- Tender Opportunities
- Goods and Service Catalogue
- E-Procurement and Contract Management
- Notifications
- Settings

Logout

Create New Procurement Plan

Service Information | Goods and Services | Expression of Interest | Technical Information | Commercials

Provide service details

Title of Procurement *

Industry *

Which type of Supplier should bid *

Bidding start date * Bidding end date *

Description *

Bid Requirements *

← → ↻ essc-tlanp.tl/procurement/create

Enterprise Support Service Center

- Tender Opportunities
- Goods and Service Catalogue
- E-Procurement and Contract Management
- Notifications
- Settings

Logout

Describe the project

Bid Requirements *

Prerequisites or Submission requirements *

Additional Information

Save & Exit Save & Continue

© 2024 Your Company. All rights reserved.

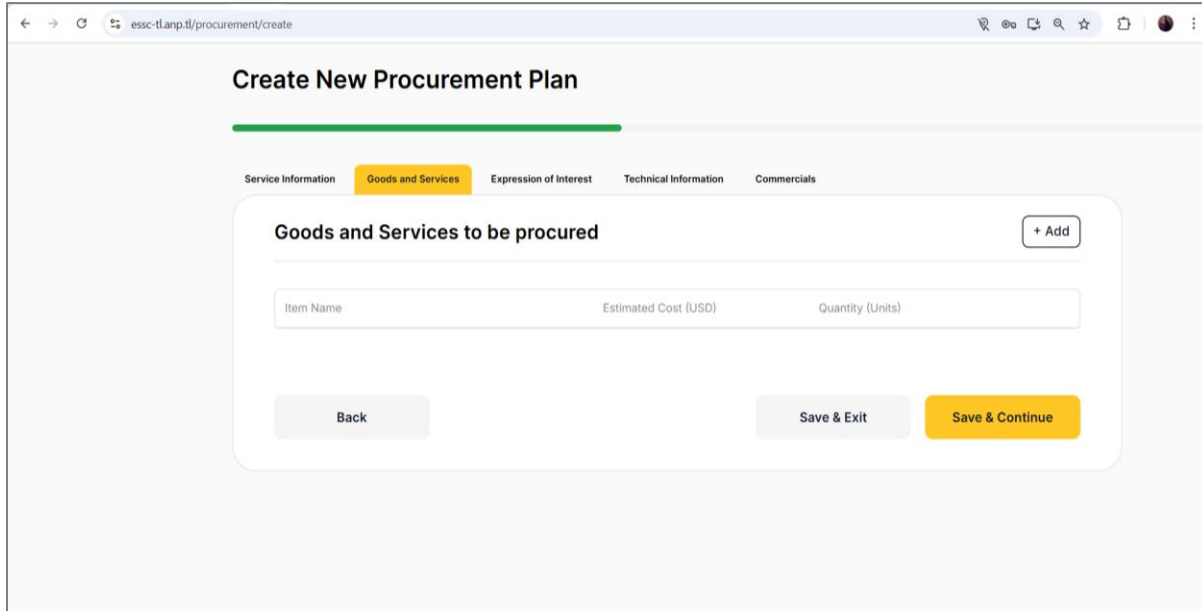
Step 2: Goods and Services

This step lists what you want to buy or hire.

Adding Items

How to Add Items

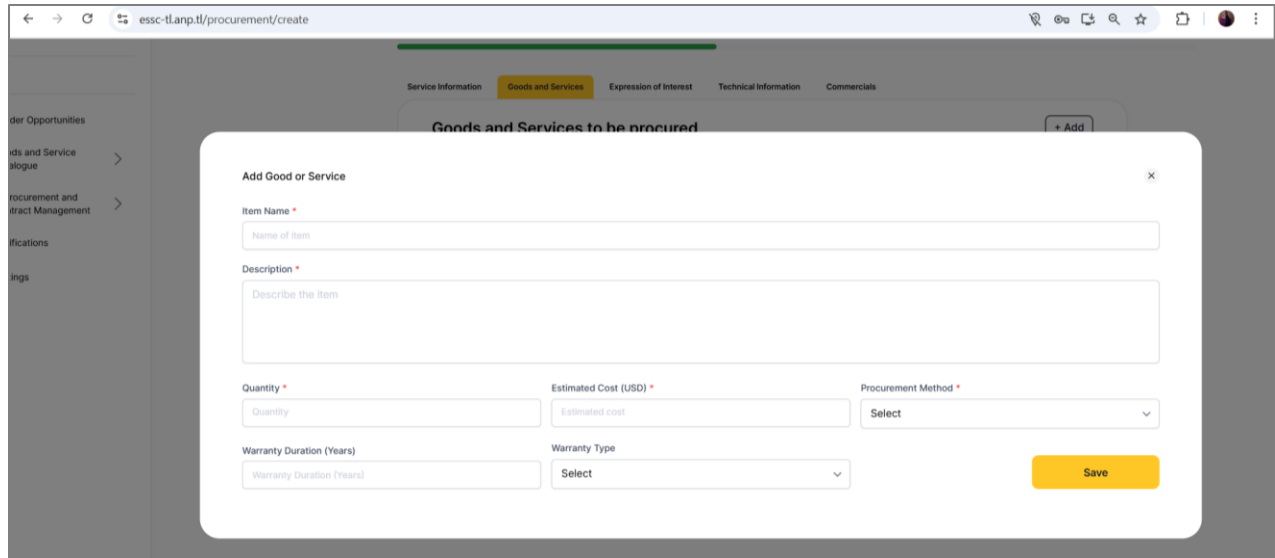
1. Click the **"+ Add"** button

A screenshot of a web browser showing the 'Create New Procurement Plan' form. The browser address bar displays 'essc-t.lanp.tl/procurement/create'. The page has a navigation menu with tabs: 'Service Information', 'Goods and Services' (highlighted in yellow), 'Expression of Interest', 'Technical Information', and 'Commercials'. Below the menu is a section titled 'Goods and Services to be procured' with a '+ Add' button in the top right corner. Underneath is a table with three columns: 'Item Name', 'Estimated Cost (USD)', and 'Quantity (Units)'. At the bottom of the form are three buttons: 'Back', 'Save & Exit', and 'Save & Continue' (highlighted in yellow).

After you have clicked on the add button, you will see the form below to fill.

Add the Item name, Description, Quantity, Estimated Cost, Procurement Method, Warranty Duration and Warranty Type.

Click on the **"Save"** button to proceed to the next form



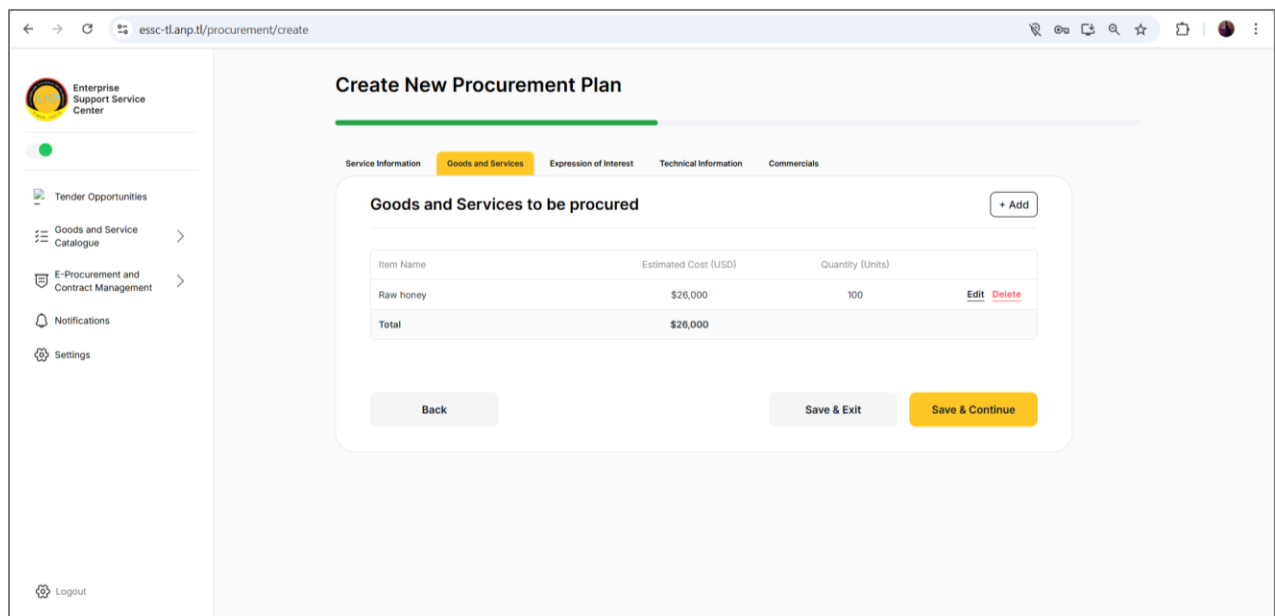
The screenshot shows a web browser window with the URL `essc-tl.anp.tl/procurement/create`. The page is titled "Goods and Services to be procured" and features a modal form for adding a new item. The form includes the following fields:

- Item Name ***: A text input field with the placeholder "Name of Item".
- Description ***: A larger text area with the placeholder "Describe the Item".
- Quantity ***: A text input field with the placeholder "Quantity".
- Estimated Cost (USD) ***: A text input field with the placeholder "Estimated cost".
- Procurement Method ***: A dropdown menu with "Select" as the current option.
- Warranty Duration (Years)**: A text input field with the placeholder "Warranty Duration (Years)".
- Warranty Type**: A dropdown menu with "Select" as the current option.

A yellow "Save" button is located at the bottom right of the modal form.

After you click on the save button, you are redirected to the initial add page, and you can see the item added to that page. You can either edit or delete the item.

Click on the **"Save and Continue"** button to move to the next form.



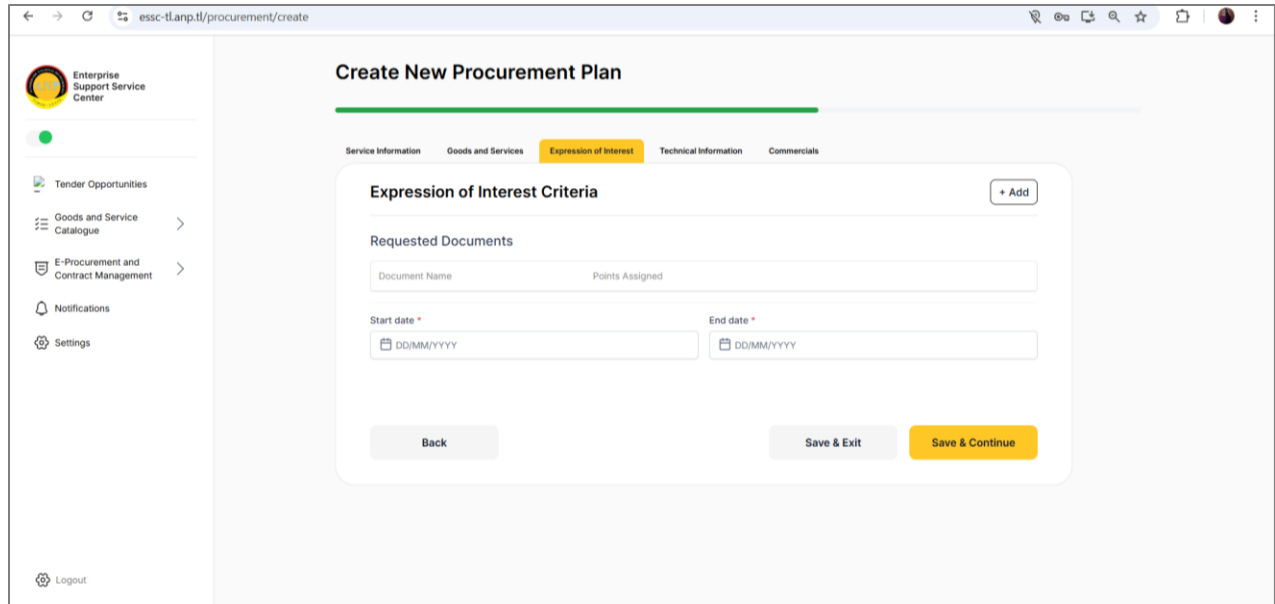
The screenshot shows the "Create New Procurement Plan" page in the procurement system. The page is titled "Create New Procurement Plan" and features a modal form for adding goods and services. The form includes a table with the following data:

Item Name	Estimated Cost (USD)	Quantity (Units)	
Raw honey	\$26,000	100	Edit Delete
Total	\$26,000		

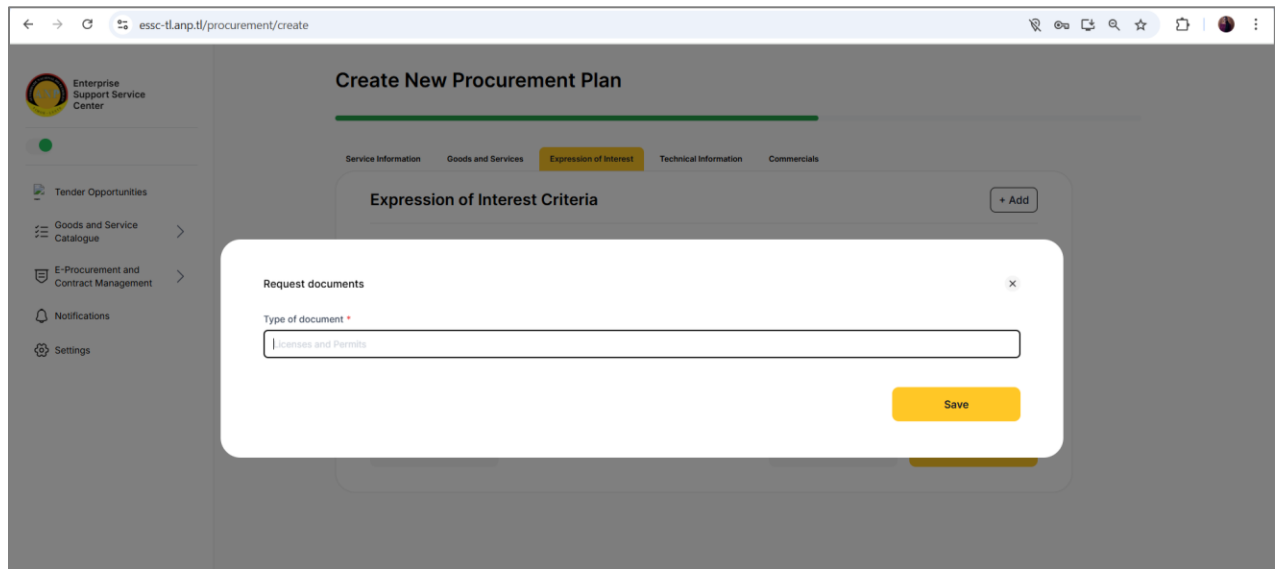
At the bottom of the modal form, there are three buttons: "Back", "Save & Exit", and "Save & Continue".

The next form is the Expression of Interest form. Click on the Add button at the top right corner to provide the document that should be uploaded while submitting an Expression of Interest.

Also, add the Start Date and the End Date, and click on save and continue



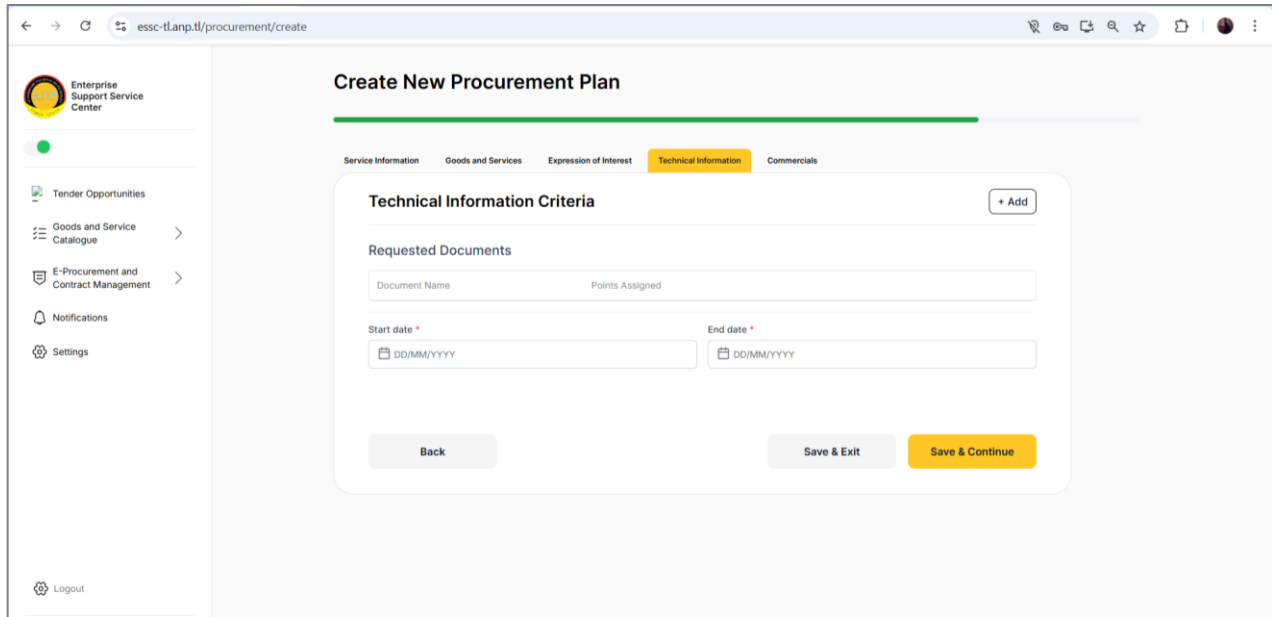
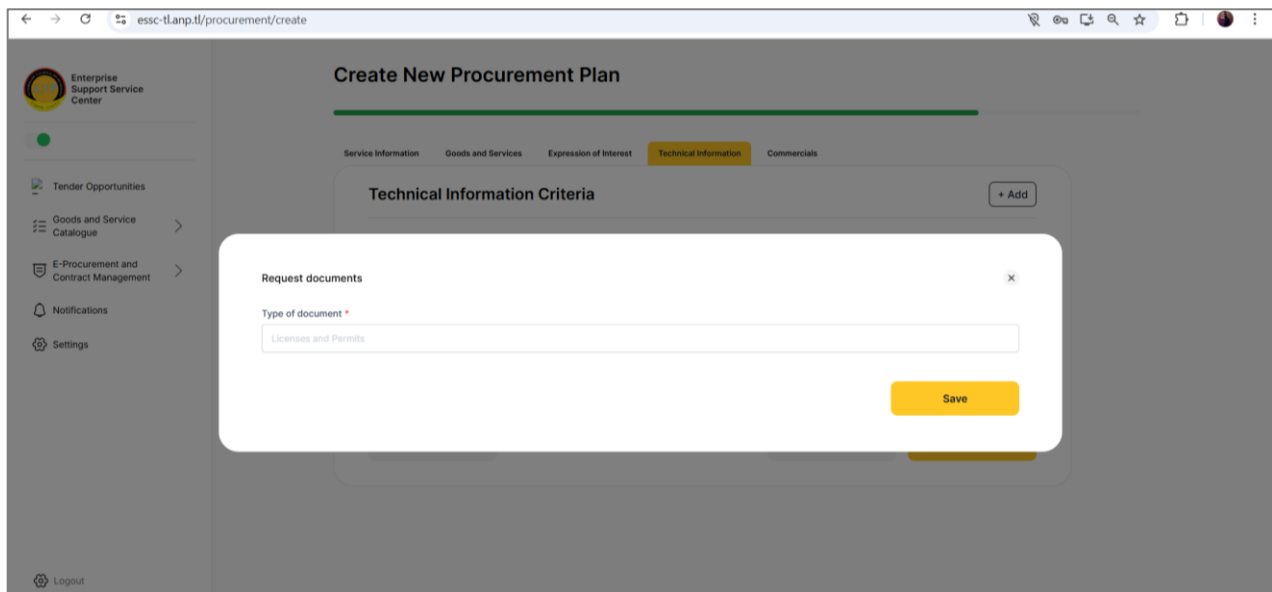
The screenshot shows the 'Create New Procurement Plan' form in the 'Expression of Interest Criteria' tab. The form includes a sidebar with navigation options: Tender Opportunities, Goods and Service Catalogue, E-Procurement and Contract Management, Notifications, and Settings. The main form area has a header 'Create New Procurement Plan' and a progress bar. Below the progress bar are tabs for Service Information, Goods and Services, Expression of Interest (active), Technical Information, and Commercials. The 'Expression of Interest Criteria' section has a '+ Add' button. Below it is a 'Requested Documents' section with a table for Document Name and Points Assigned. There are also 'Start date' and 'End date' fields with date pickers. At the bottom are 'Back', 'Save & Exit', and 'Save & Continue' buttons.



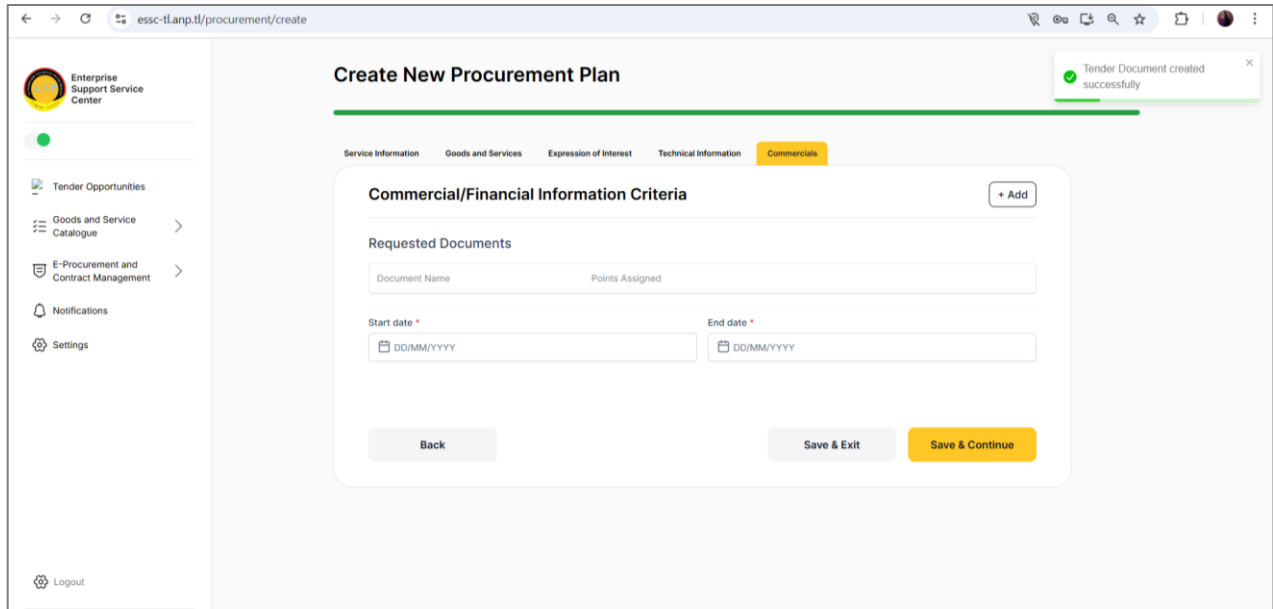
The screenshot shows a modal form titled 'Request documents' with a close button (X) in the top right corner. The form has a 'Type of document' field with a dropdown menu showing 'Licenses and Permits'. A yellow 'Save' button is located at the bottom right of the modal.

The next form is the Technical Information Criteria.

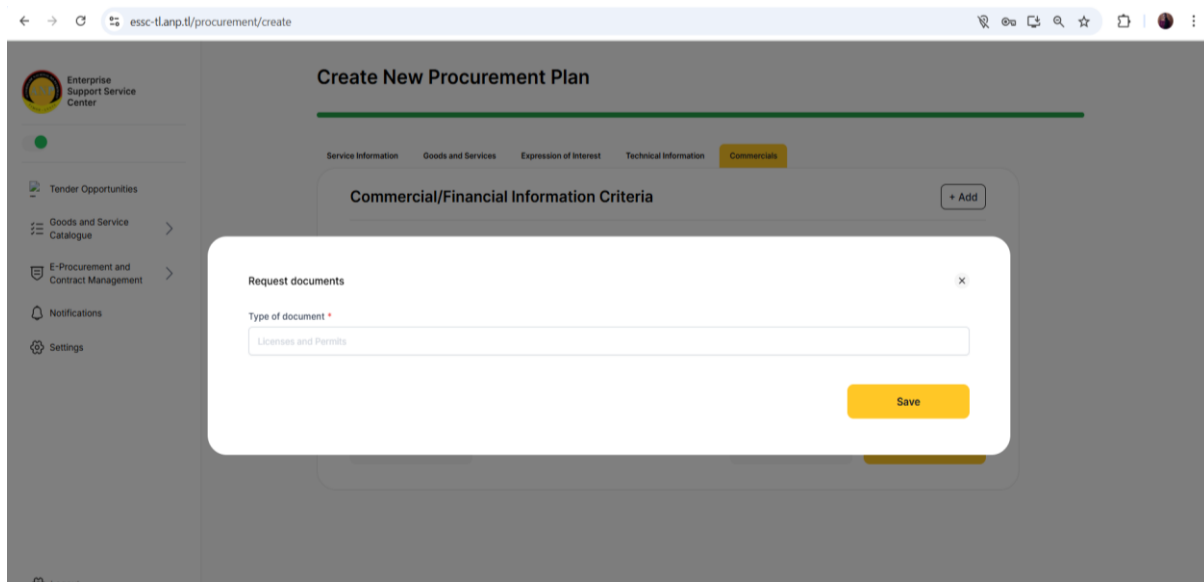
Click on add at the top right corner to specify the type of document required. Save it and you will be redirected to the initial screen to add the start date and end date. Once you are done, click on save and continue.

This screenshot shows the 'Create New Procurement Plan' interface with the 'Technical Information' tab selected. The main heading is 'Create New Procurement Plan'. Below it are tabs for 'Service Information', 'Goods and Services', 'Expression of Interest', 'Technical Information', and 'Commercials'. The 'Technical Information Criteria' section includes a '+ Add' button and a 'Requested Documents' table with columns for 'Document Name' and 'Points Assigned'. Below the table are 'Start date' and 'End date' fields, both with calendar icons and 'DD/MM/YYYY' placeholders. At the bottom are 'Back', 'Save & Exit', and 'Save & Continue' buttons. A sidebar on the left contains navigation options like 'Tender Opportunities', 'Goods and Service Catalogue', 'E-Procurement and Contract Management', 'Notifications', and 'Settings', along with a 'Logout' button at the bottom.This screenshot shows a modal window titled 'Request documents' overlaid on the 'Technical Information Criteria' form. The modal has a close button (X) in the top right corner. It contains a 'Type of document' field with a dropdown menu currently showing 'Licenses and Permits'. A yellow 'Save' button is located at the bottom right of the modal. The background of the main form is dimmed.

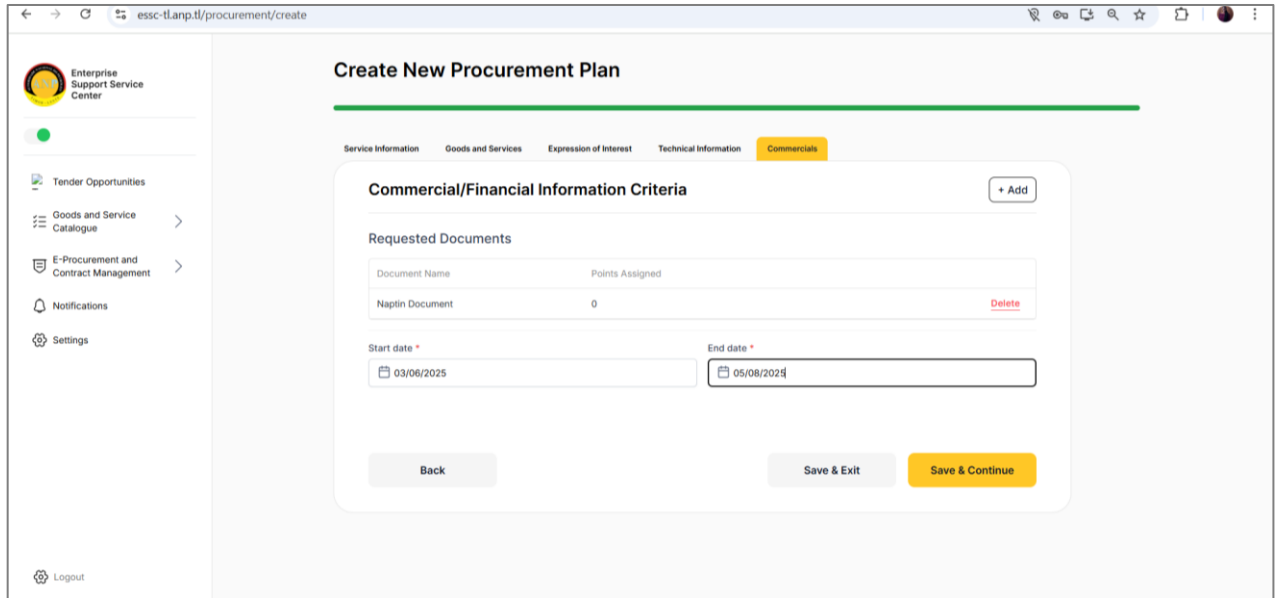
The next form is the Commercial Form.



Click on Add at the top right corner to specify the document required, and click on save once you are done.

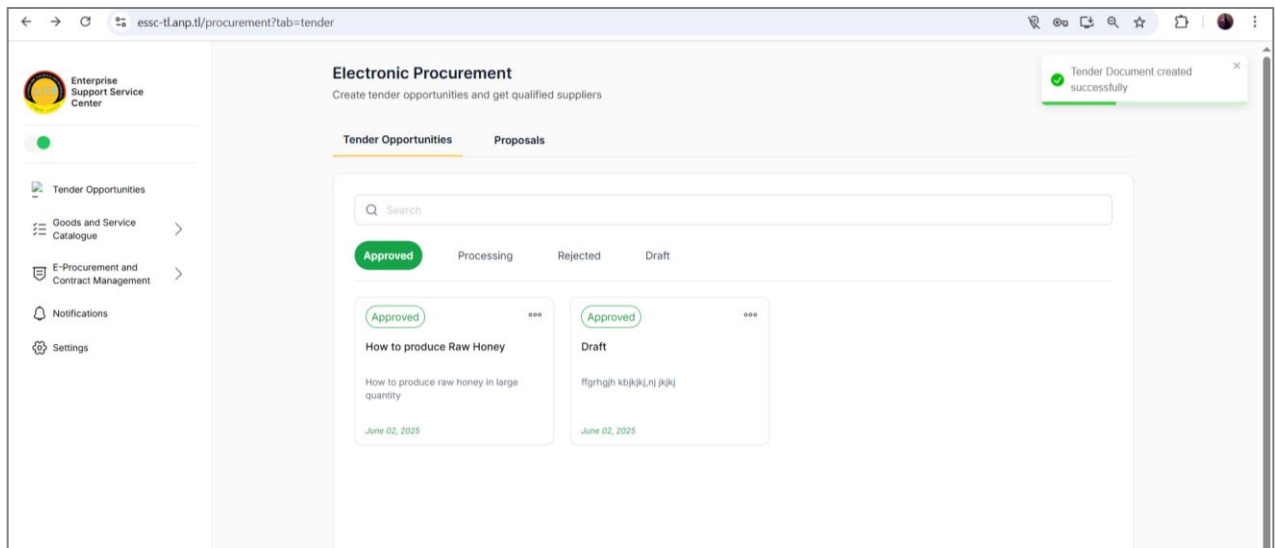


You will be redirected to the main screen, and you can add the start date and end date and click on Submit once you are done. On each of the screens, you can navigate to the previous screen, and you can save and exit.



The screenshot shows the 'Create New Procurement Plan' page in the Enterprise Support Service Center. The page is titled 'Create New Procurement Plan' and has a navigation bar with tabs: Service Information, Goods and Services, Expression of Interest, Technical Information, and Commercials. The 'Commercials' tab is active. Below the navigation bar, there is a section for 'Commercial/Financial Information Criteria' with a '+ Add' button. Underneath, there is a 'Requested Documents' table with columns for 'Document Name' and 'Points Assigned'. The table contains one entry: 'Naplin Document' with '0' points assigned and a 'Delete' button. Below the table, there are 'Start date' and 'End date' fields. The 'Start date' is set to '03/06/2025' and the 'End date' is set to '05/08/2025'. At the bottom of the form, there are three buttons: 'Back', 'Save & Exit', and 'Save & Continue'.

Once you are done, the tender opportunity will now be displayed on the Tender Opportunity Dashboard, and Suppliers can now view it.

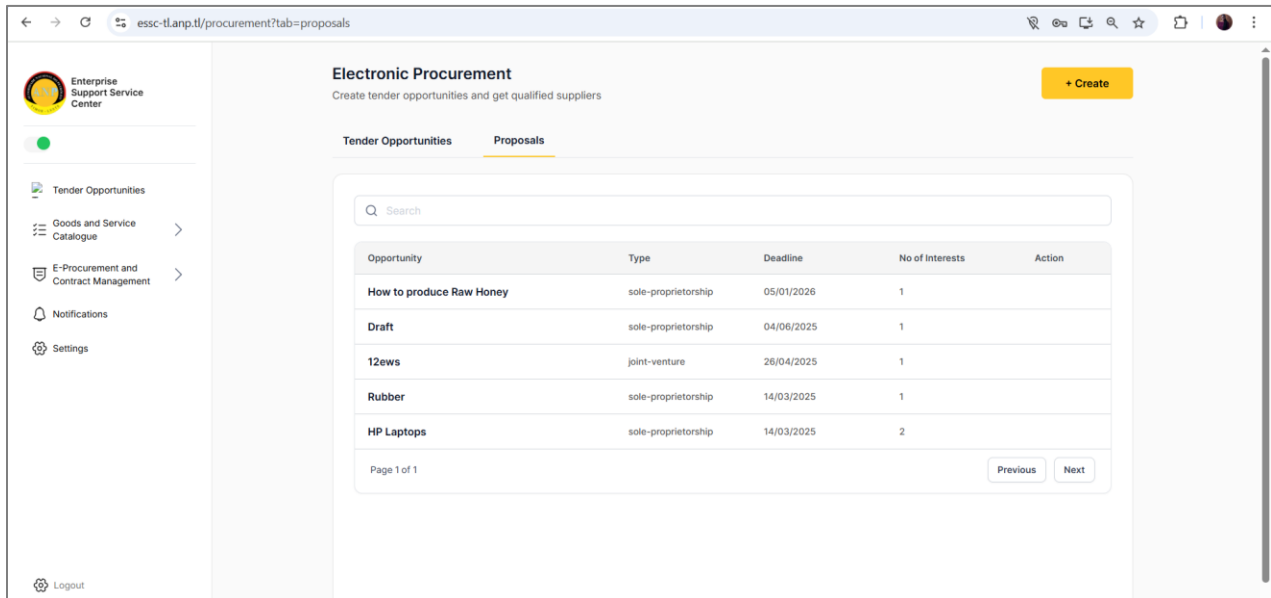


The screenshot shows the 'Electronic Procurement' dashboard in the Enterprise Support Service Center. The page is titled 'Electronic Procurement' and has a subtitle 'Create tender opportunities and get qualified suppliers'. There is a notification banner at the top right that says 'Tender Document created successfully'. Below the notification, there are two tabs: 'Tender Opportunities' and 'Proposals'. The 'Tender Opportunities' tab is active. Below the tabs, there is a search bar and a filter bar with buttons for 'Approved', 'Processing', 'Rejected', and 'Draft'. The 'Approved' button is selected. Below the filter bar, there are two cards. The first card is titled 'How to produce Raw Honey' and has a status of 'Approved'. The second card is titled 'Draft' and has a status of 'Draft'. Both cards have a date of 'June 02, 2025'.

How to Accept A Request to View from A Supplier

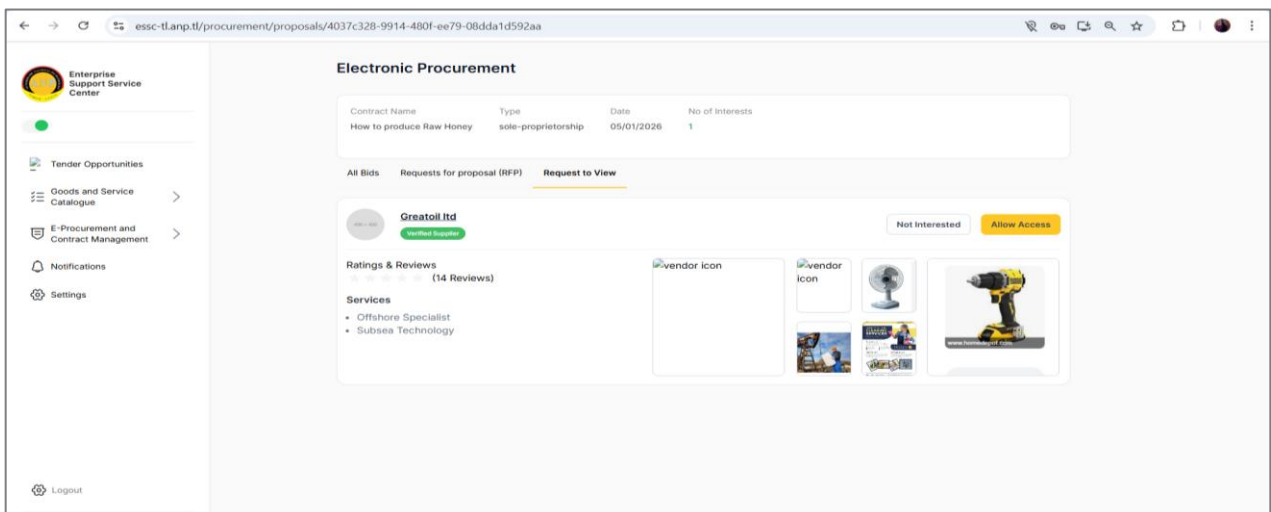
Once a supplier sends a request to view, it will be displayed on the Proposal Tab.

Click on the **Proposal tab**, and you will see the opportunity name, the type, deadline, and number of interests shown. Click on the action button.



Opportunity	Type	Deadline	No of Interests	Action
How to produce Raw Honey	sole-proprietorship	05/01/2026	1	
Draft	sole-proprietorship	04/06/2025	1	
12ews	joint-venture	26/04/2025	1	
Rubber	sole-proprietorship	14/03/2025	1	
HP Laptops	sole-proprietorship	14/03/2025	2	

After you have clicked on the action button, the details of the Supplier that requested to view the opportunity will be displayed. You can decide to ignore or allow access.



Contract Name: How to produce Raw Honey | Type: sole-proprietorship | Date: 05/01/2026 | No of Interests: 1

Supplier: Greatoil Ltd (Verified Supplier)

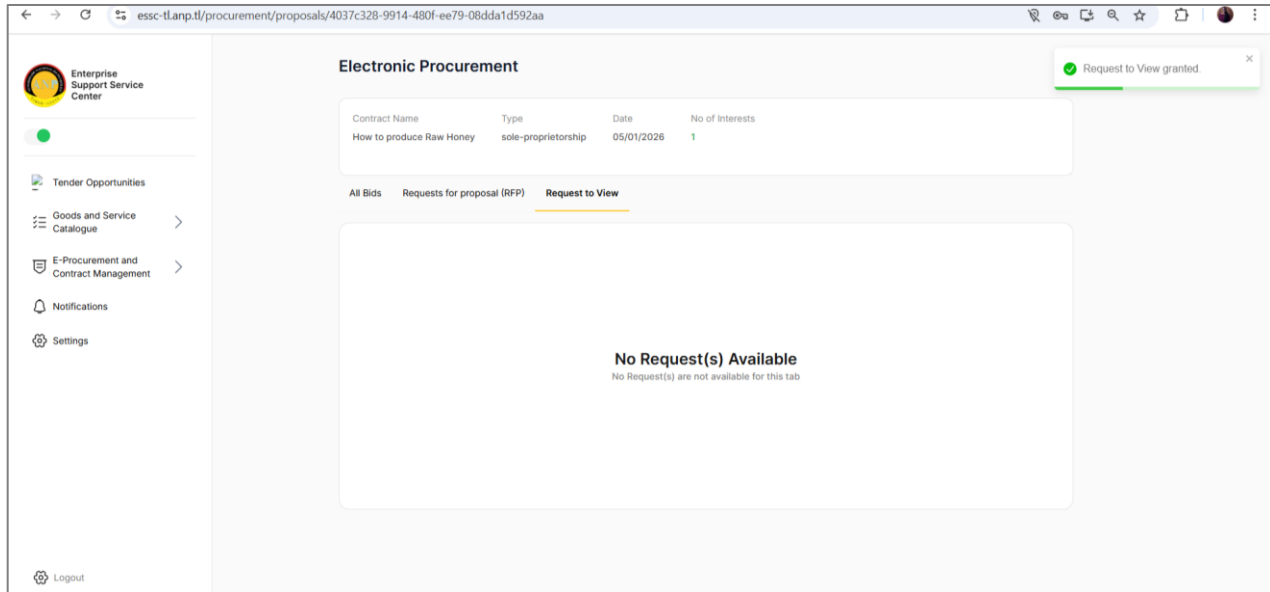
Actions: Not Interested | Allow Access

Ratings & Reviews: (14 Reviews)

Services:

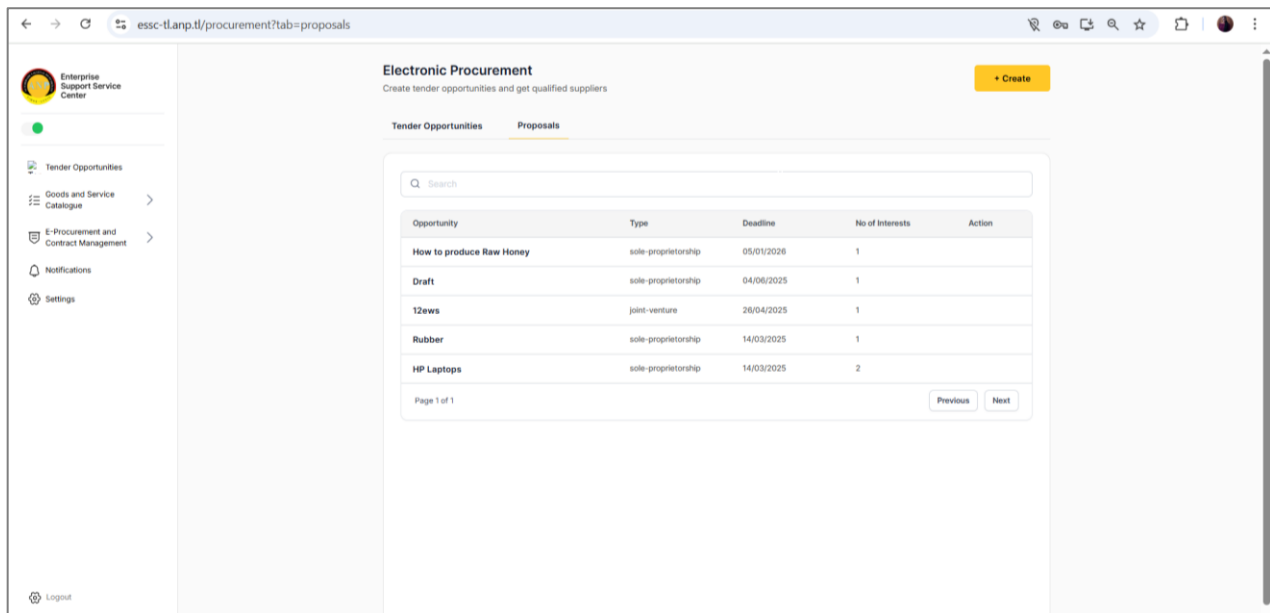
- Offshore Specialist
- Subsea Technology

If you click on **Allow Access**, the Supplier will be granted access to the Tender Opportunity.



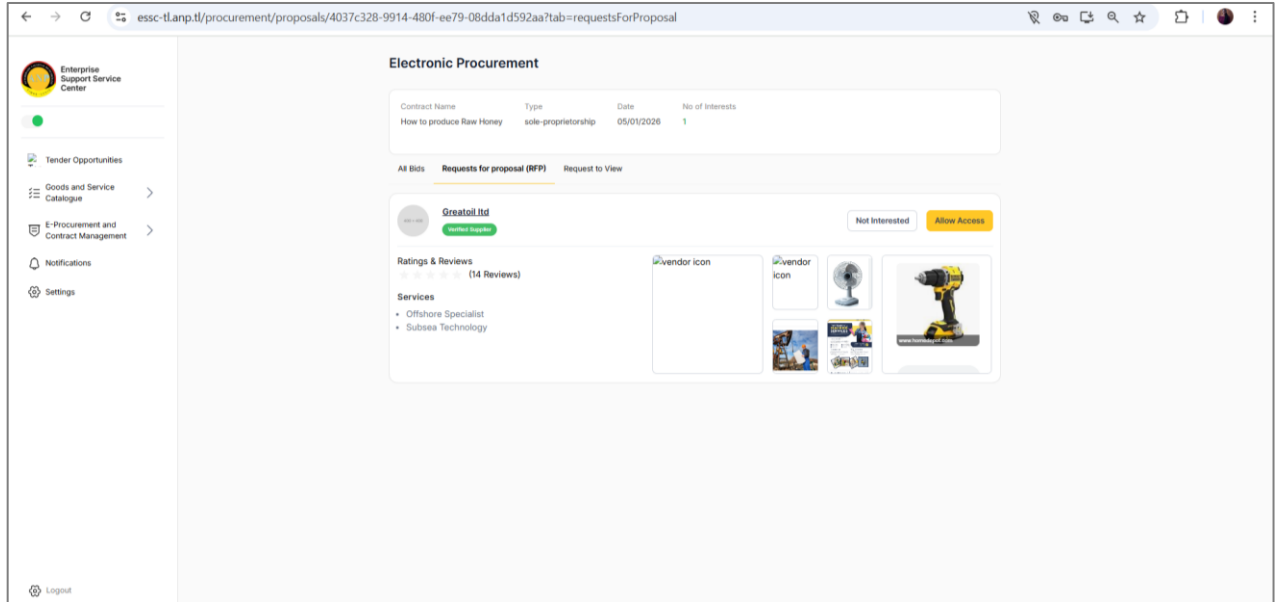
How to Respond to A Request for Proposal From a Supplier

As an Operator, click on the Proposal tab on your E-procurement dashboard. On the requested Opportunity, click on the Action column.



After you click on Action, you will see the All Bids, Requests for Proposal and Request to View tabs. Click on the Request for Proposal tab.

The details of the supplier that requested the proposal will be displayed. Click on either the **Not Interested** or **Allow Access** button.

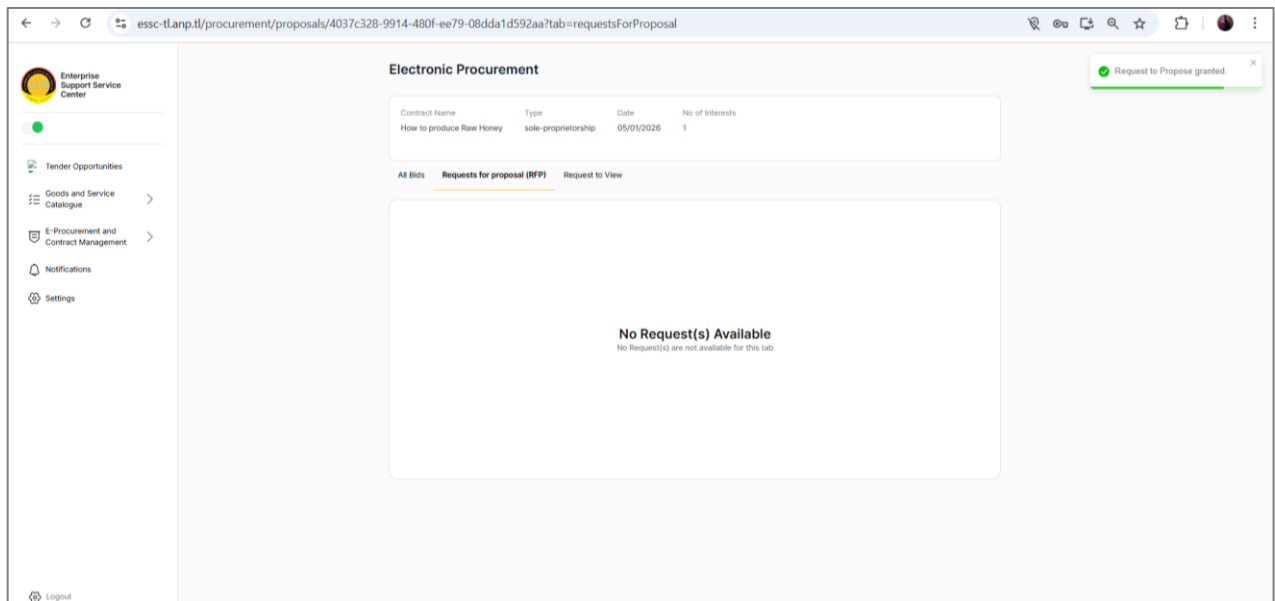


The screenshot shows the 'Electronic Procurement' page in the Enterprise Support Service Center. The URL is `essc-tl.anp.tl/procurement/proposals/4037c328-9914-480f-ee79-08dda1d592aa?tab=requestsForProposal`. The page displays a table with the following data:

Contract Name	Type	Date	No of Interests
How to produce Raw Honey	sole-proprietorship	05/01/2026	1

Below the table, there are tabs for 'All Bids', 'Requests for proposal (RFP)', and 'Request to View'. The 'Requests for proposal (RFP)' tab is active, showing a card for 'Greatoil Ltd' with a 'Verified Supplier' badge. The card includes a 'Not Interested' button and an 'Allow Access' button. It also displays 'Ratings & Reviews' (14 Reviews) and 'Services' (Offshore Specialist, Subsea Technology). There are several 'vendor icon' placeholders and images of various products.

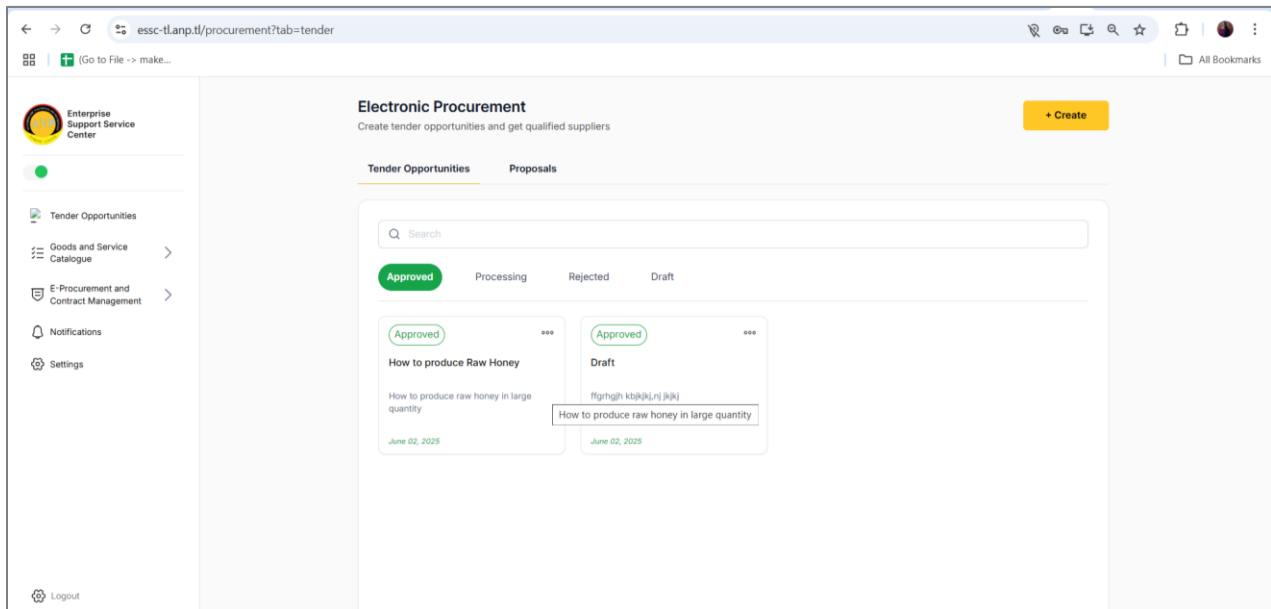
Once you approve the request, the supplier will be able to proceed with their application.



The screenshot shows the same 'Electronic Procurement' page, but now displaying 'No Request(s) Available'. A green notification banner at the top right reads 'Request to Propose granted'. The table and tabs from the previous screenshot are still visible, but the main content area is empty except for the 'No Request(s) Available' message.

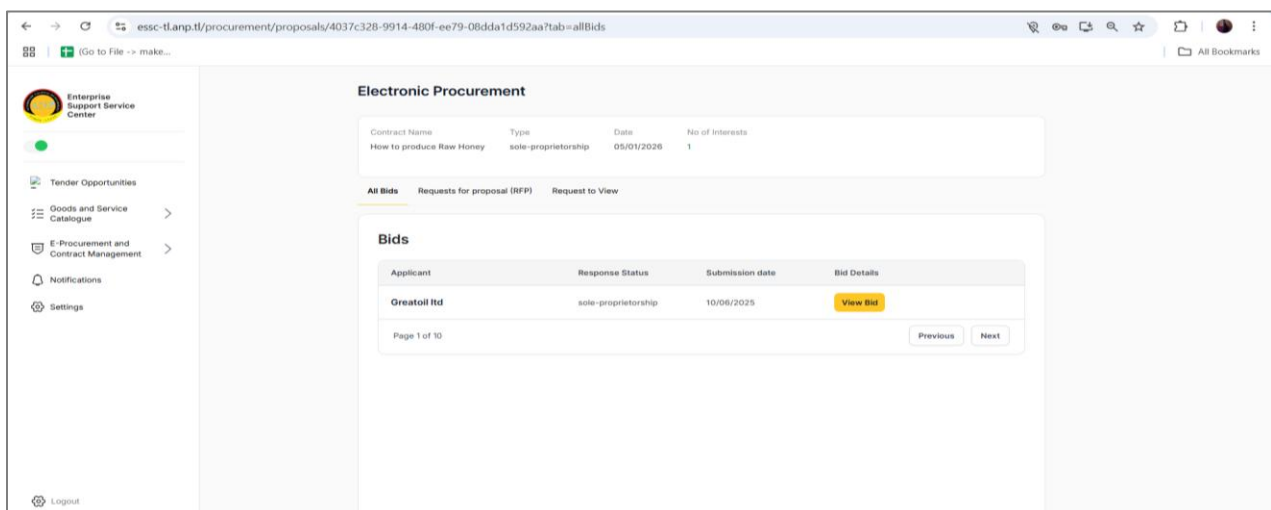
How to View An Expression Of Interest Submitted by a Supplier

On your e-Procurement page, click on the opportunity that you want to review. For the purpose of this guide, we are still making use of How to produce raw honey.

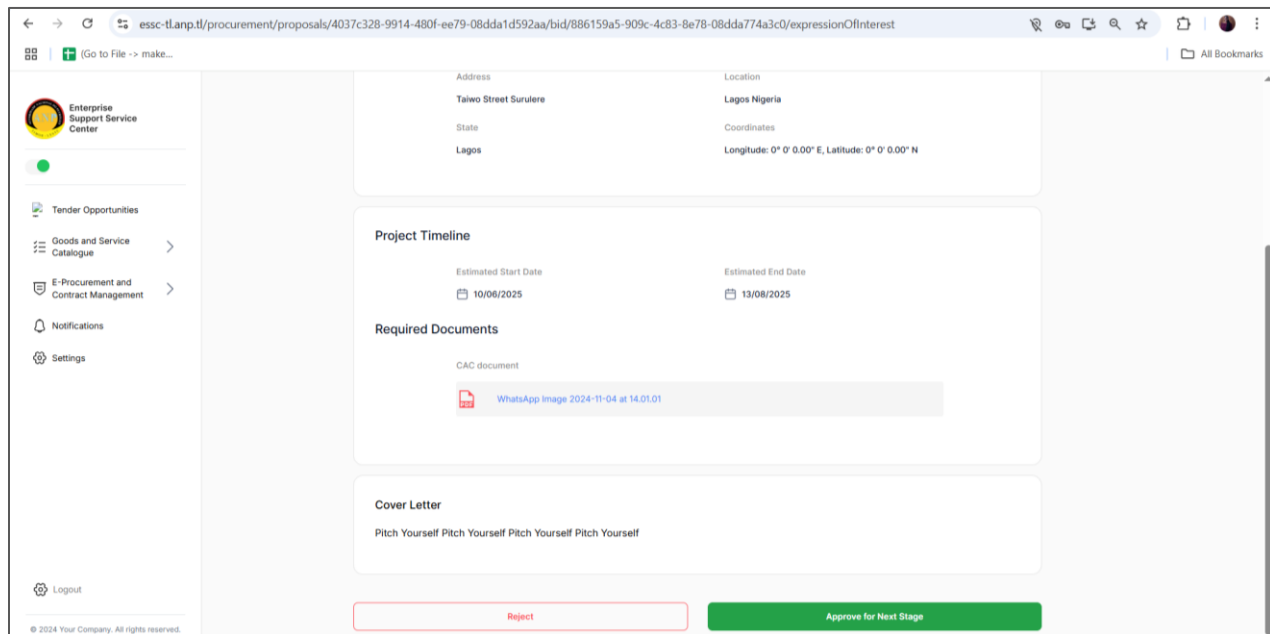
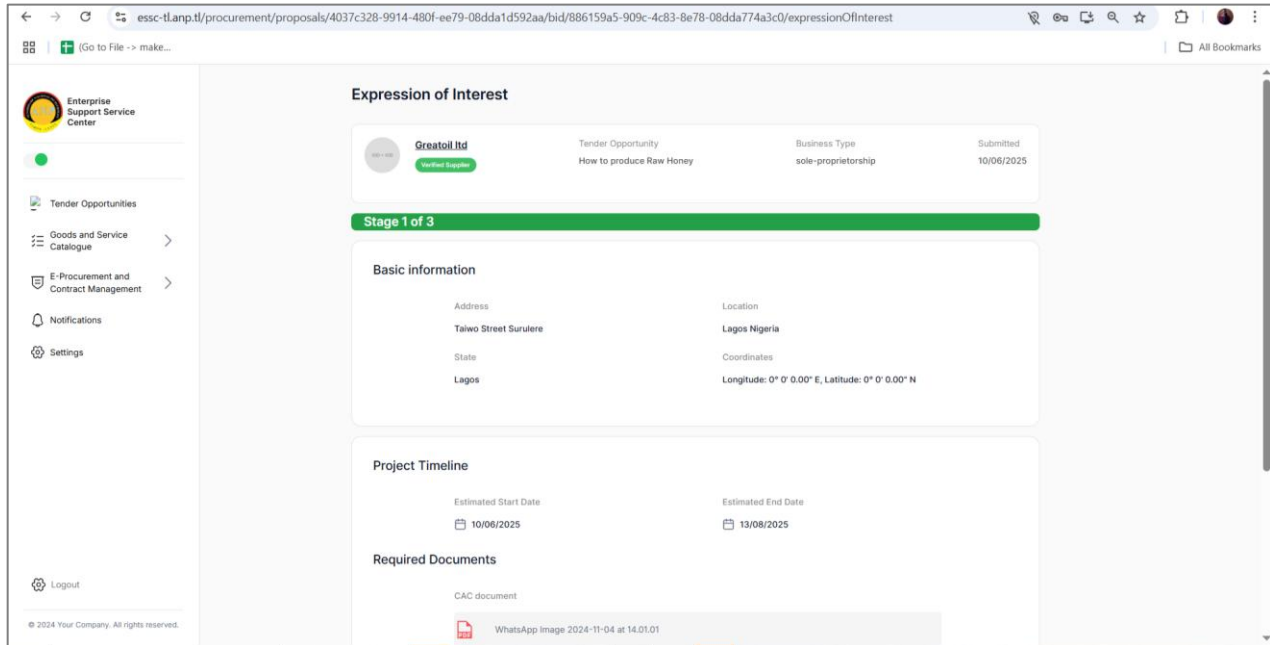


Click on the Proposals tab to see the list of Suppliers that have expressed an interest.

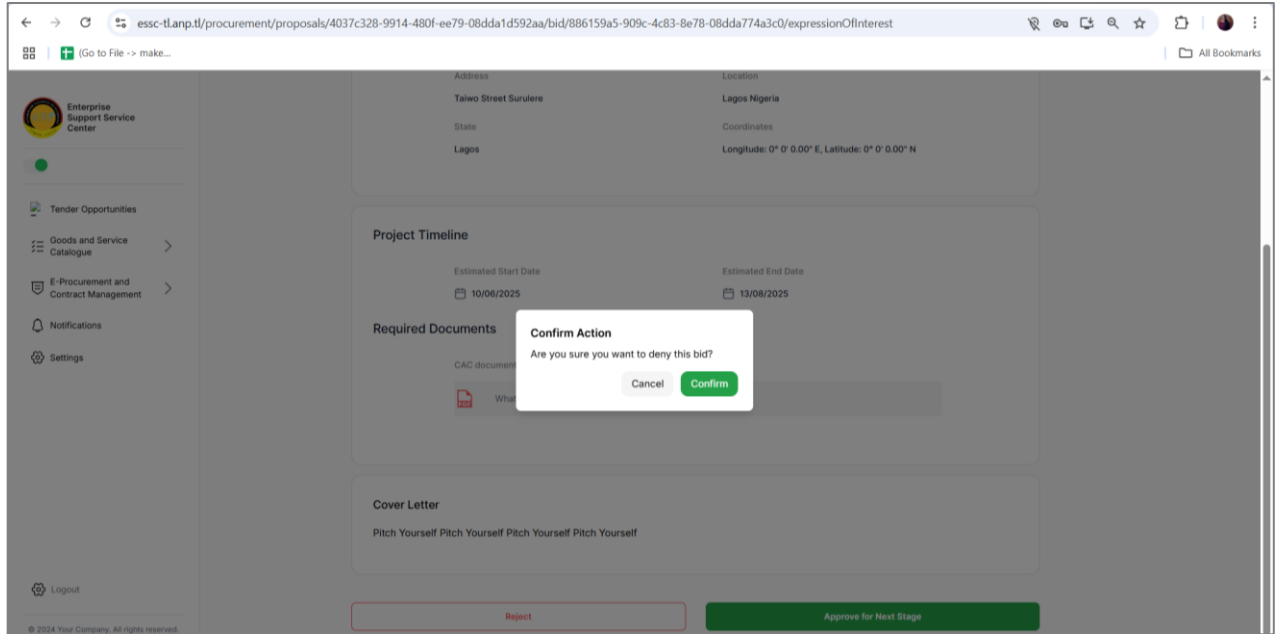
Next, click on **"All Bids"**. You will see those who have shown interest in bidding. Click on the View Bid tab.



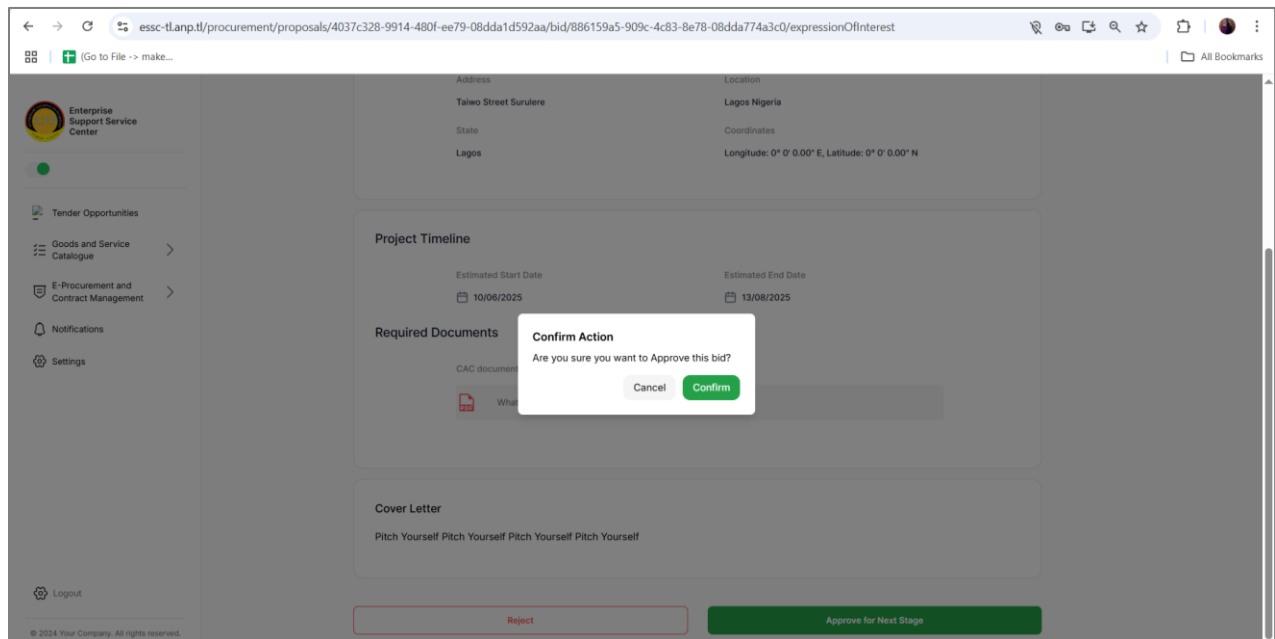
The profile of the company will be displayed and you have the option of declining their request, or approving it for the next stage.



If you click on the **Reject** button, there is a pop-up message for you to confirm your selection.



If you click on Approve for next stage, there is a pop-up message for you to confirm your selection.



Once you select any of the options, you cannot reverse the selection. The supplier can now proceed to the next stage if approved.



essc-tl.anp.tl/procurement/proposals/4037c328-9914-480f-ee79-08dda1d592aa/bid/886159a5-909c-4c83-8e78-08dda774a3c0/expressionOfInterest

Enterprise Support Service Center

- Tender Opportunities
- Goods and Service Catalogue
- E-Procurement and Contract Management
- Notifications
- Settings
- Logout

State: Lagos

Coordinates: Longitude: 0° 0' 0.00" E, Latitude: 0° 0' 0.00" N

Project Timeline

Estimated Start Date	Estimated End Date
10/06/2025	13/08/2025

Required Documents

CAC document

WhatsApp Image 2024-11-04 at 14.01.01

Cover Letter

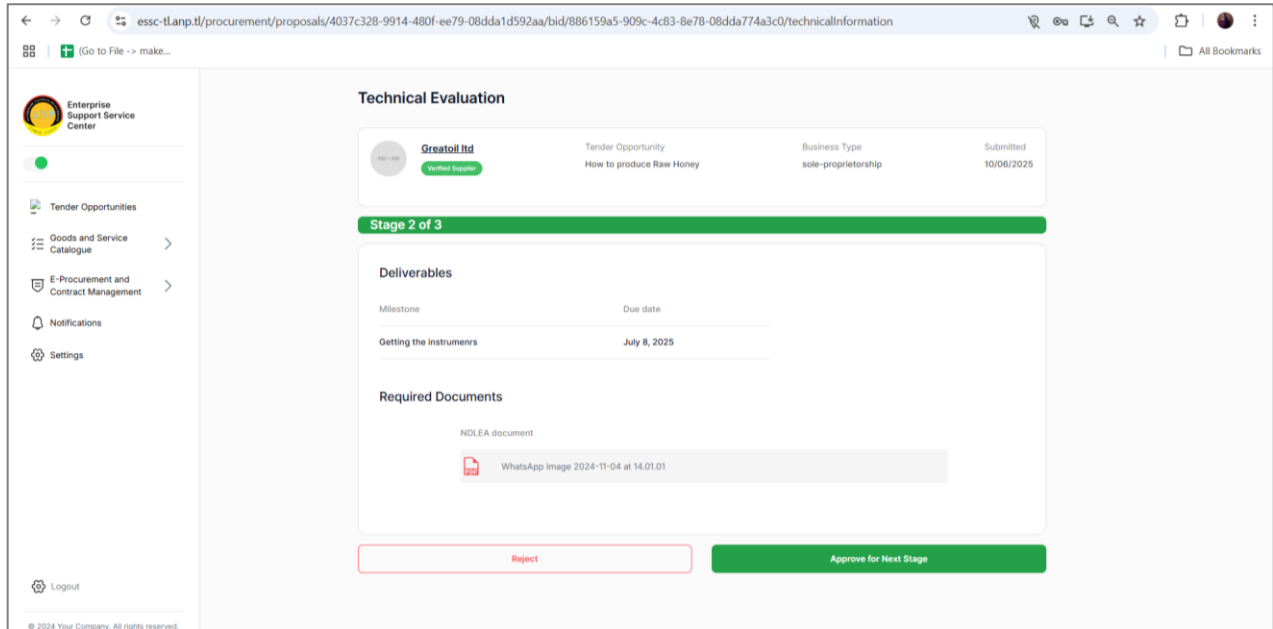
Pitch Yourself Pitch Yourself Pitch Yourself Pitch Yourself

An action has already been taken on this bid. No further actions can be performed.

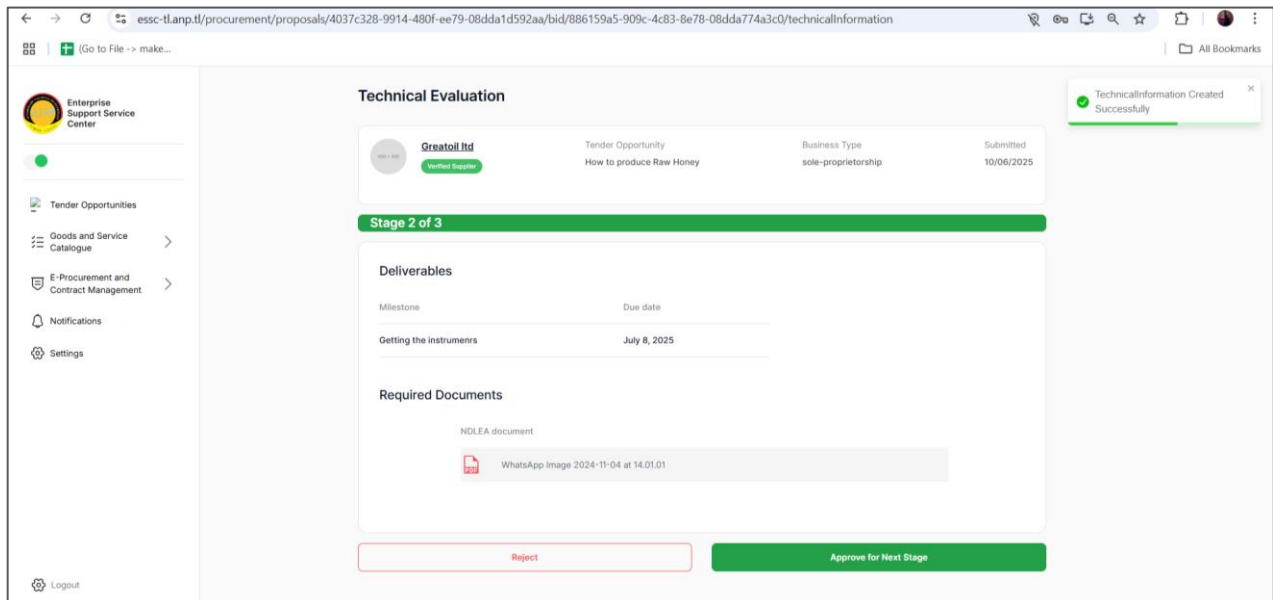
© 2024 Your Company. All rights reserved.

How to Review a Technical Evaluation Request Submitted by a Supplier

This Follow the steps listed above for review of Expression of Interest.



If you approve the evaluation, the supplier will proceed to the next stage.



How to Review a Commercial Information/Financial Projection Submitted by A Supplier

Follow the steps listed above for review of Expression of Interest.

Once you click on the view details, the screen below will be displayed, and you can review the submission of the supplier.

Commercial Information/Financial Projection

Greateoil Ltd (Verified Supplier) | Tender Opportunity: How to produce Raw Honey | Type: sole-proprietorship | Submitted: 02/06/2025

Stage 3 of 3

Deliverables	Amount
Getting the instruments	\$32,000
Total	\$32,000

Commercial Information Breakdown

Total Material Cost (USD)	\$32,000	Total labour Cost (USD)	\$32,000
Statutory Cost (USD)	\$32,000	Discount Offered (USD)	\$1,000
Gross Total Cost (USD) <small>Material Cost + Labour Cost + Statutory Cost</small>	\$96,000		
Final Total Cost (USD) <small>Gross Total Cost - Discount</small>	\$95,000		

You can approve or reject the submission.

Commercial Information Breakdown

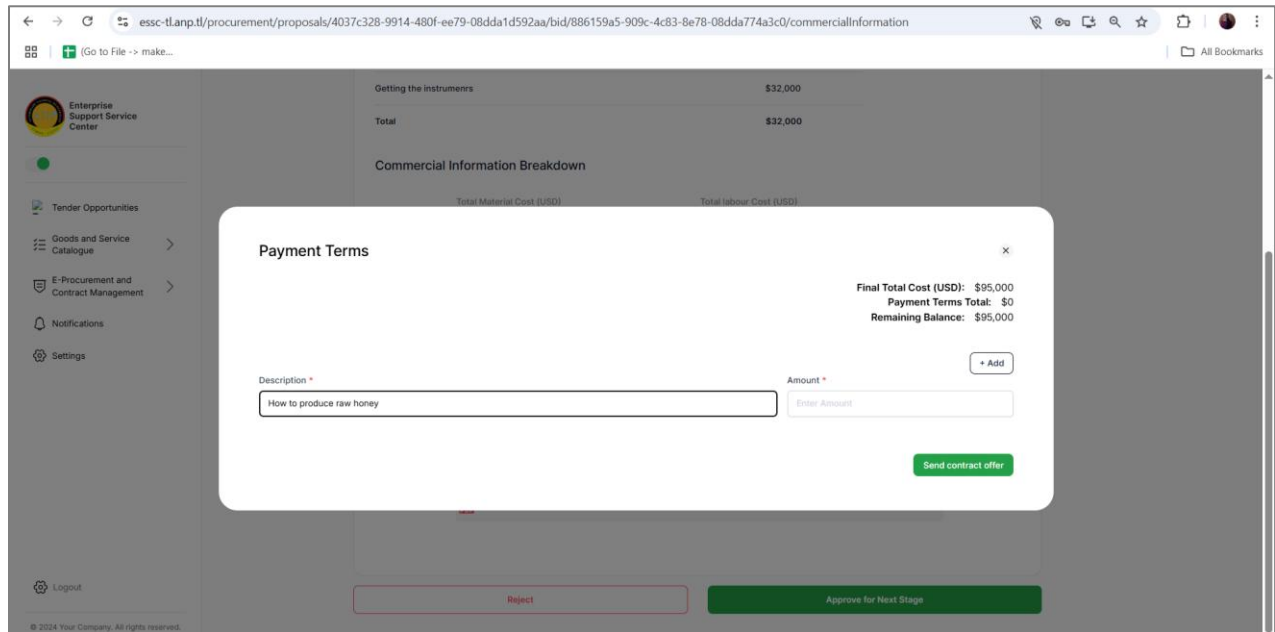
Total Material Cost (USD)	\$32,000	Total labour Cost (USD)	\$32,000
Statutory Cost (USD)	\$32,000	Discount Offered (USD)	\$1,000
Gross Total Cost (USD) <small>Material Cost + Labour Cost + Statutory Cost</small>	\$96,000		
Final Total Cost (USD) <small>Gross Total Cost - Discount</small>	\$95,000		

Required Documents

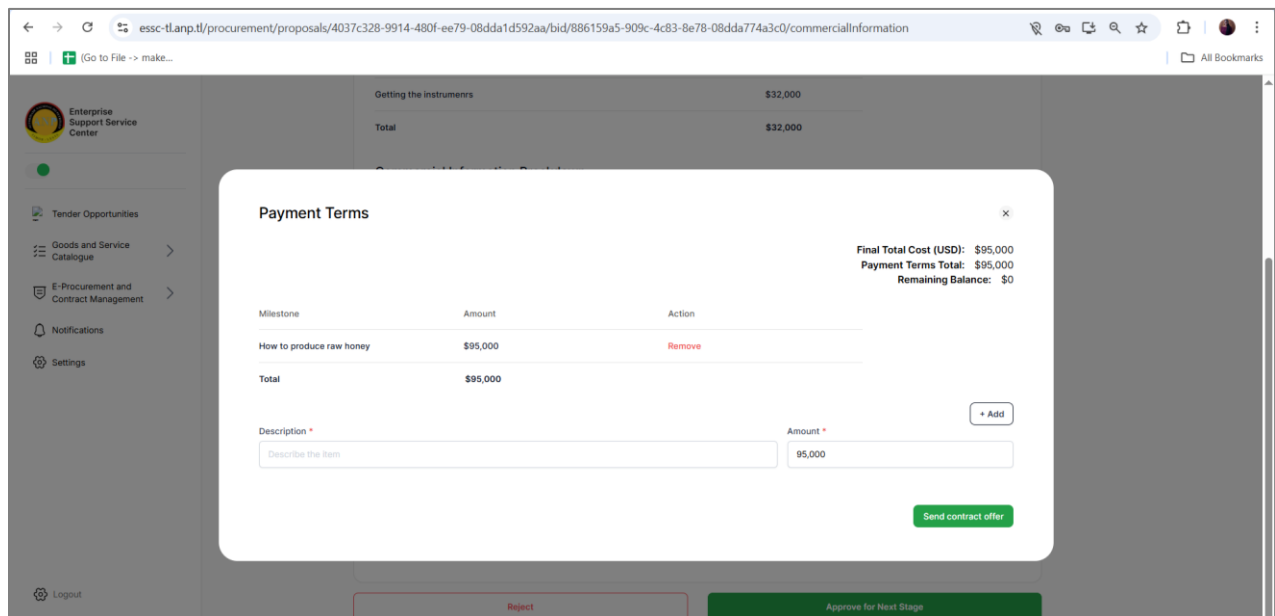
Napfin Document

WhatsApp Image 2024-11-04 at 14.01.01

If you click on Approve for next stage, the payment details will be shown and you can add the description and the amount you want to pay based on the payment terms agreed with the Supplier.



After you have entered all the details, click on add before you click on send contract offer.



Once you confirm, it will be sent to the supplier.

Enterprise Support Service Center

Getting the Instruments \$32,000

Total \$32,000

Final Total Cost (USD): \$95,000
Payment Terms Total: \$95,000
Remaining Balance: \$0

Milestone	Amount
How to produce raw honey	\$95,000
Total	\$95,000

Confirm Contract Offer
Are you sure you want to send this contract offer?

Cancel Confirm

Description * Amount *
Describe the item 95,000

+ Add

Send contract offer

Logout

Report Approve for Next Stage

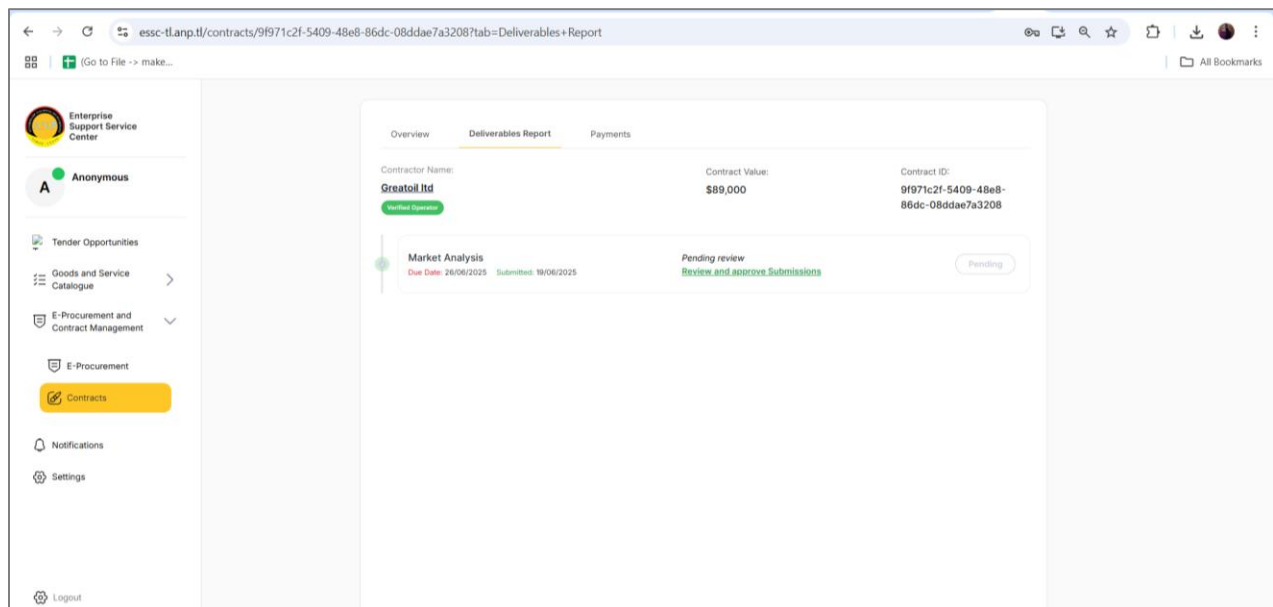
© 2024 Intel Company. All rights reserved.

Please note that before the Contract Offer Letter can be sent by the Operator, the tender opportunity must be sent for approval to the regulator regardless of the tender value.

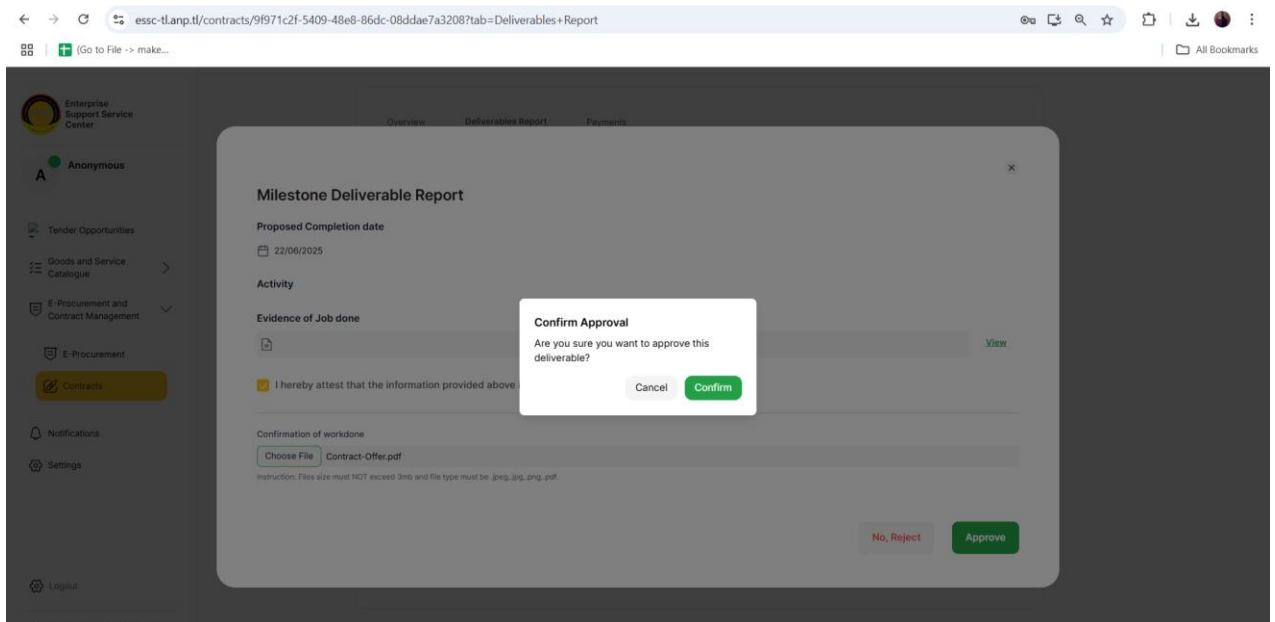
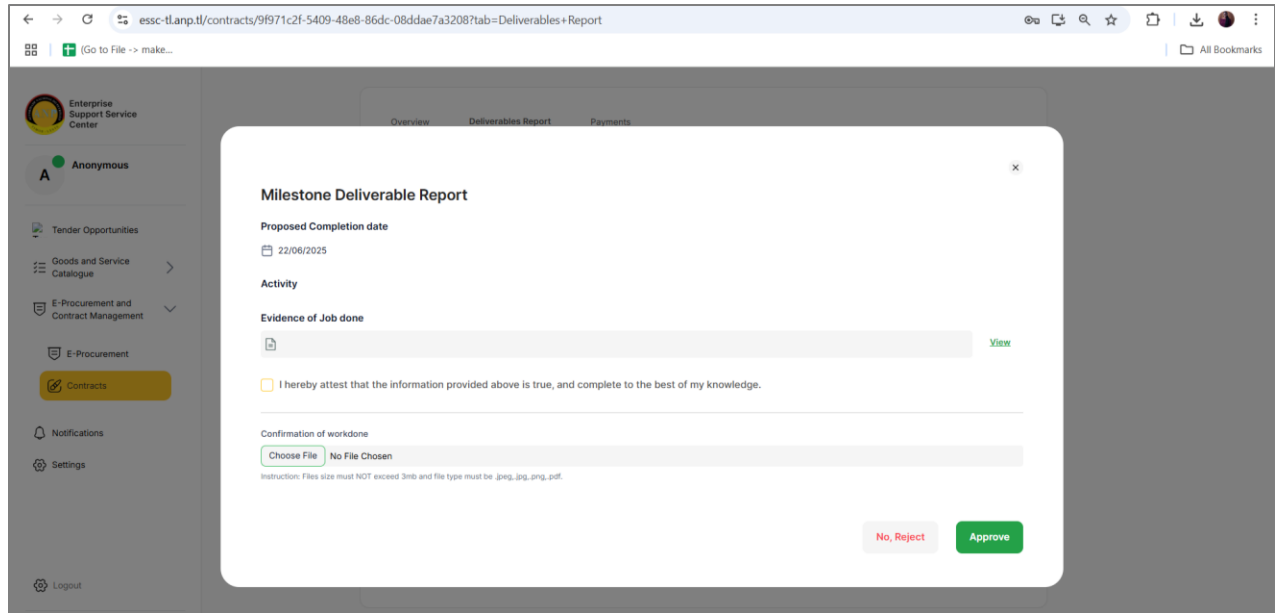
How to Review Project Milestone(s) Submission by a Supplier

After a Supplier has submitted the contract offer, they can now proceed to start working on the project and report each milestone defined in the deliverables.

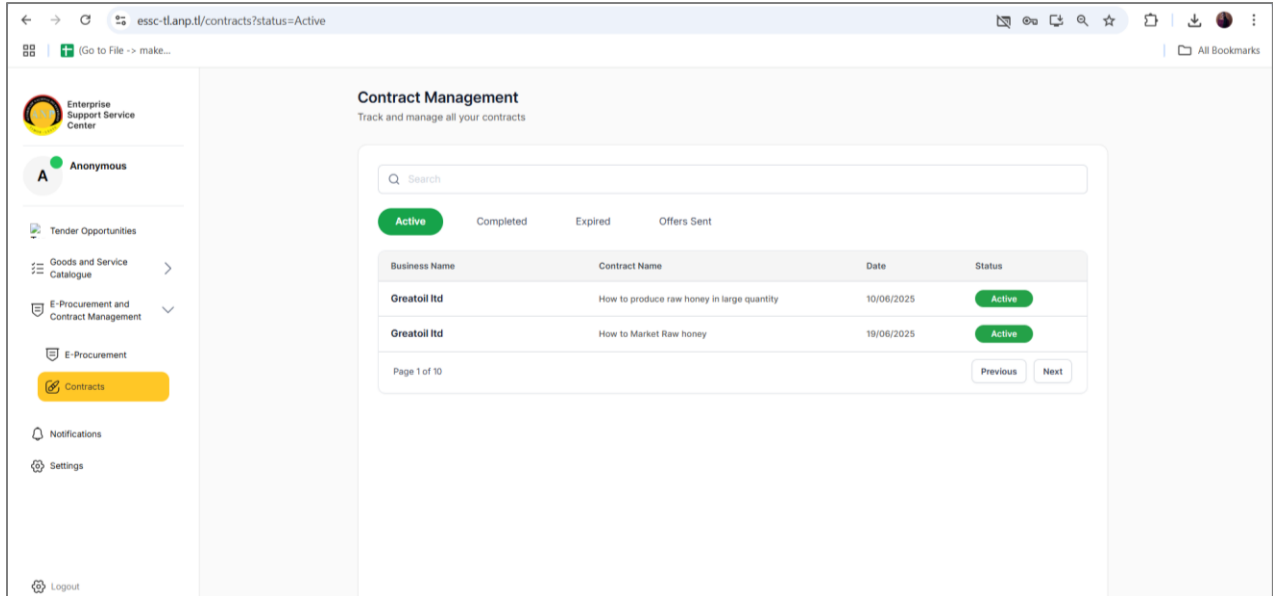
To review the milestone reported, click on the Contract side of the e-procurement, and click on Deliverables report. You will see the deliverable report submitted by the vendor, and you can accept or reject it.



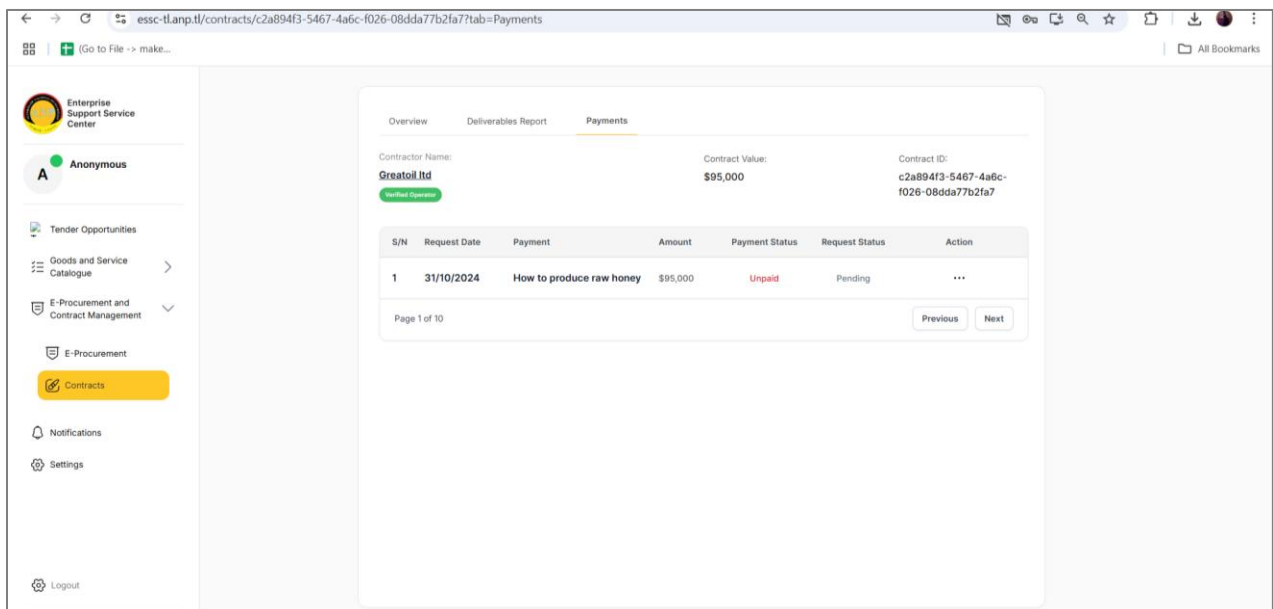
Once you click on the review and approve submission, the modal below will pop-up, and you can view the attachment, tick the attestation, upload a confirmation of work done and approve or reject the submission.



After you have approved the milestone report, the supplier is notified, and they can request payment. To review the payment request, click on the contract tab and select active. The projects you need to review will be shown; select them and proceed. Select active.



The details of the project you need to review will be displayed. Select the Payment section, and you will see three dots appear under the active button.



You have three options: click the **Approve** button, and confirm your selection.



essc-tl.anp.tl/contracts/c2a894f3-5467-4a6c-f026-08dda77b2fa7?tab=Payments

Enterprise Support Service Center

Anonymous

Overview Deliverables Report **Payments**

Contractor Name: **Greatoil Ltd** Contract Value: **\$95,000** Contract ID: **c2a894f3-5467-4a6c-f026-08dda77b2fa7**

S/N	Request Date	Payment	Amount	Payment Status	Request Status	Action
1	31/10/2024	How to produce raw honey	\$95,000	Unpaid	Pending	Approve Reject Mark as Paid

Page 1 of 10

Logout

essc-tl.anp.tl/contracts/c2a894f3-5467-4a6c-f026-08dda77b2fa7?tab=Payments

Enterprise Support Service Center

Anonymous

Overview Deliverables Report **Payments**

Contractor Name: **Greatoil Ltd** Contract Value: **\$95,000** Contract ID: **c2a894f3-5467-4a6c-f026-08dda77b2fa7**

S/N	Request Date	Payment	Amount	Payment Status	Request Status	Action
1	31/10/2024	How to produce raw honey	\$95,000	Unpaid	Pending	...

Page 1 of 10

Previous Next

Confirm Approval

Are you sure you want to approve this payment request?

Cancel **Confirm**

Logout



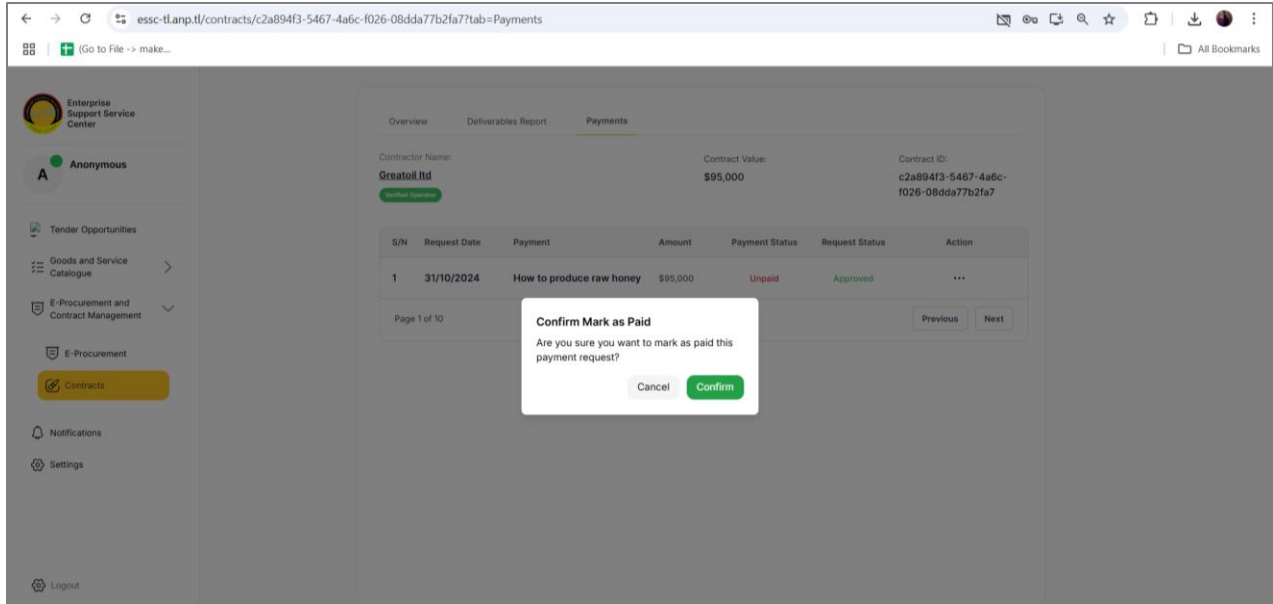
The screenshot shows the 'Payments' tab for a contract with 'Greatoil Ltd'. The contract value is \$95,000. A table lists one payment request: S/N 1, Request Date 31/10/2024, Payment 'How to produce raw honey', Amount \$95,000, Payment Status 'Unpaid', and Request Status 'Approved'. A notification 'Payment request approved!' is visible in the top right corner.

S/N	Request Date	Payment	Amount	Payment Status	Request Status	Action
1	31/10/2024	How to produce raw honey	\$95,000	Unpaid	Approved	...

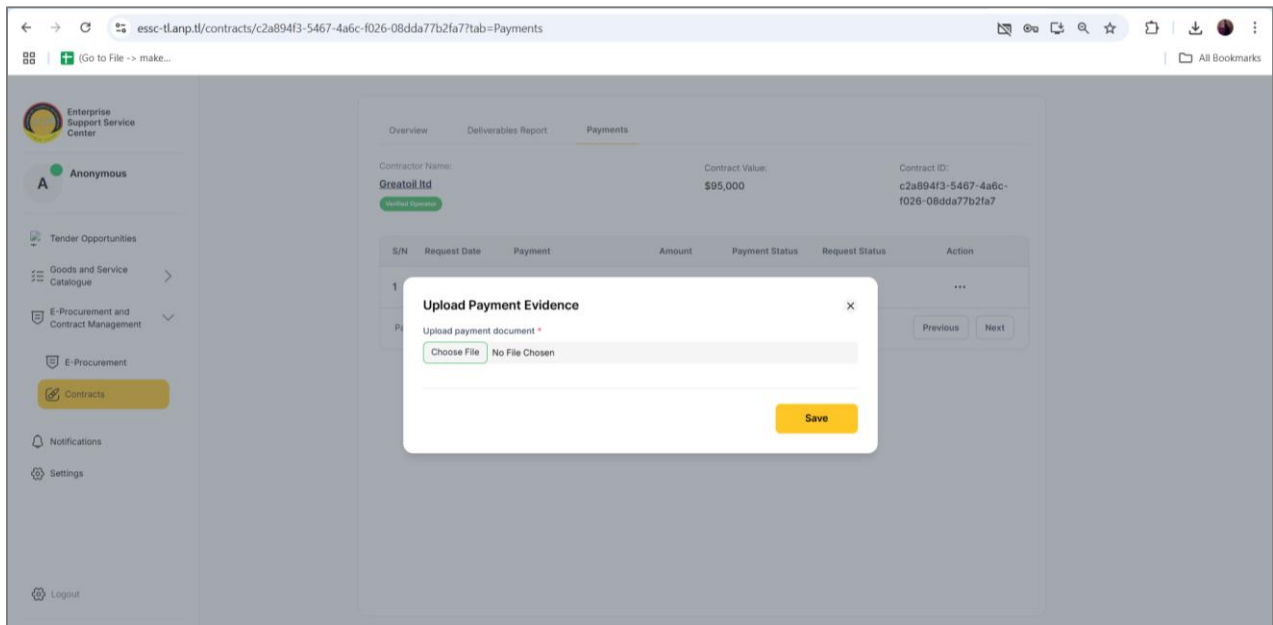
Also, you will need to mark as paid once you have initiated payment so the supplier is notified.

This screenshot shows the same payment request as above, but with the 'Action' menu open. The menu options are 'Approve', 'Reject', and 'Mark as Paid'. The 'Payment Status' is still 'Unpaid'.

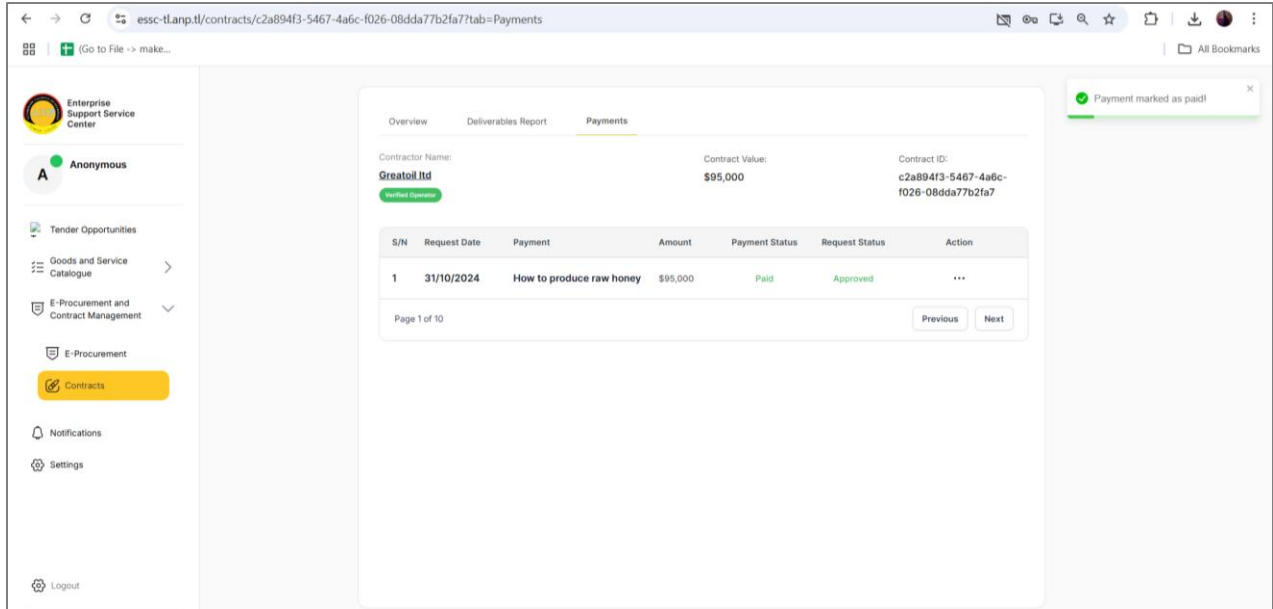
S/N	Request Date	Payment	Amount	Payment Status	Request Status	Action
1	31/10/2024	How to produce raw honey	\$95,000	Unpaid	Approved	Approve Reject Mark as Paid



Once you confirm, you will need to upload the confirmation of payment.



A notification will show that the project has been marked as paid, and the payment status will also change to paid.



The screenshot displays the 'Payments' tab for a contract. The contractor is 'Greateoil Ltd' with a contract value of \$95,000. A table lists one payment request for 'How to produce raw honey' on 31/10/2024, with a status of 'Paid' and 'Approved'. A notification 'Payment marked as paid!' is visible in the top right corner.

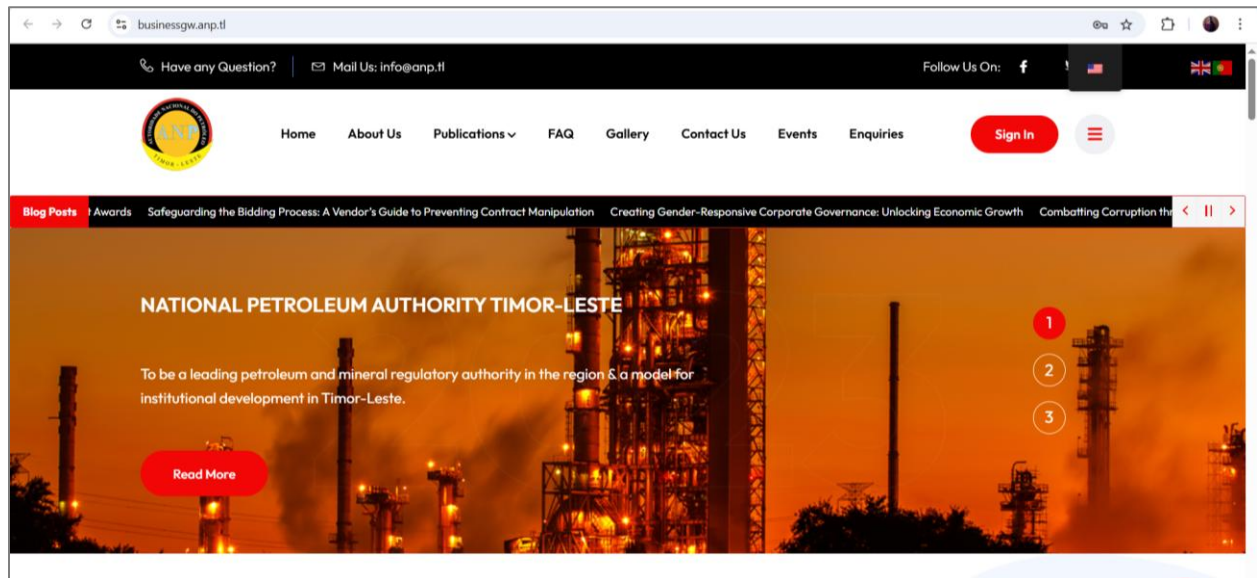
S/N	Request Date	Payment	Amount	Payment Status	Request Status	Action
1	31/10/2024	How to produce raw honey	\$95,000	Paid	Approved	...

And the whole process can now be closed.

Please note, where there are multiple project milestones for a project, each of the processes described in the **How to Review Project Milestones submission by a Supplier** above, must be followed before any project can be termed completed.

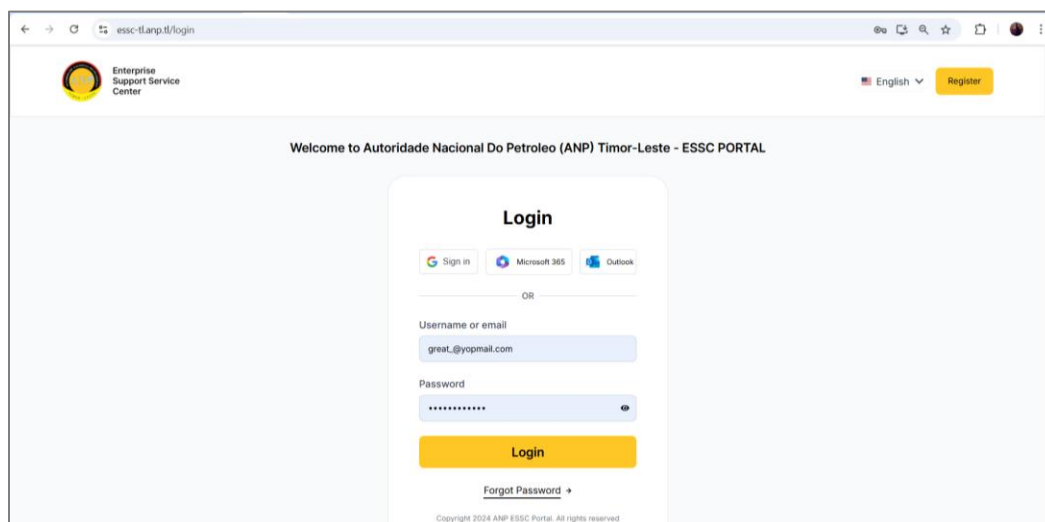
How to Access the E-Procurement & Contract Management Module As A Supplier

As a Verified Supplier, on your browser, click on the business gateway URL: <https://businessgw.anp.tl/>

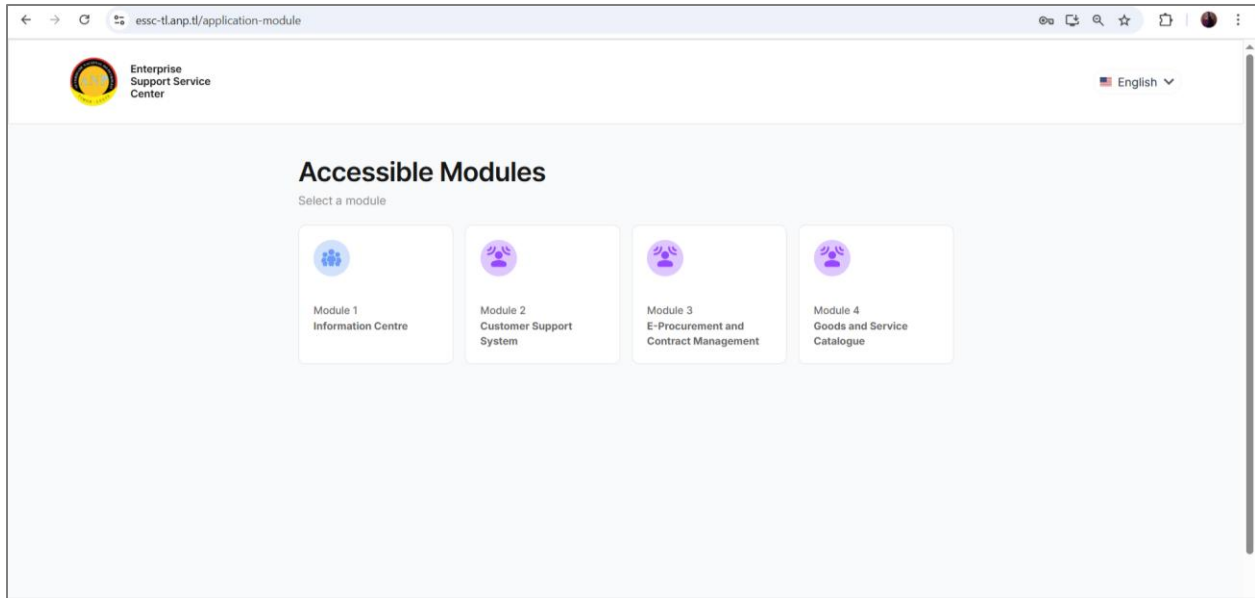


At the top right corner, where the '**Sign In**' button is located, click on the button to be redirected to the login page.

Once the page is opened, put your login credentials and click on the login button

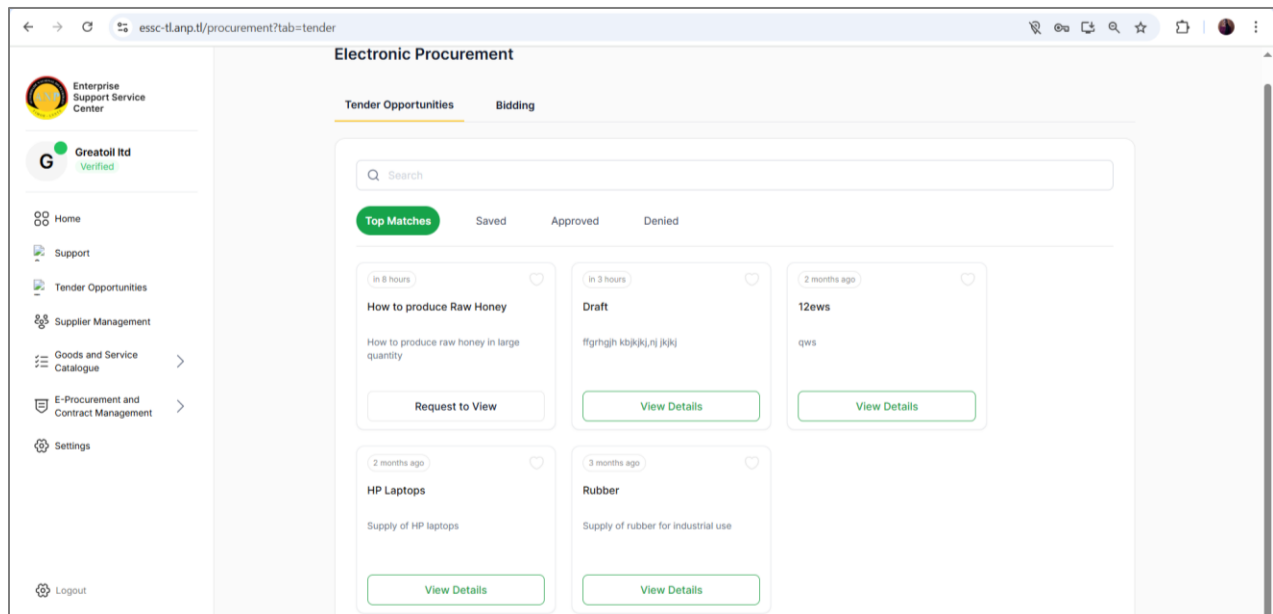


Upon successful login to the portal, the accessible modules screens will be displayed.



You can now click on the '**E-procurement and Contract Management Catalogue**' button to access the module.

E-Procurement & Contract Management Dashboard



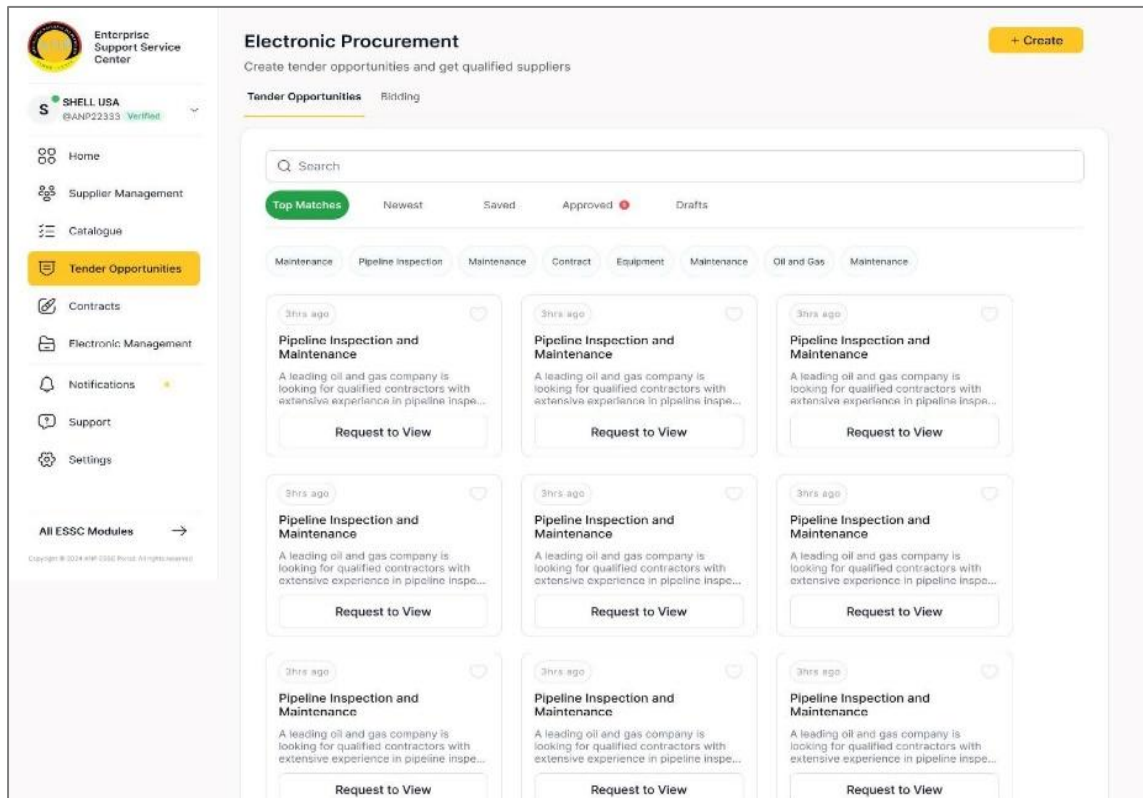
On the E-procurement dashboard, you will see two tabs- Tender opportunities and Bidding.

- The Tender opportunities are essentially invitations from the operators and regulators to suppliers to bid for contracts to provide goods or services.
- Bidding for tender opportunities involves a structured process where potential suppliers compete to win contracts by submitting detailed proposals in response to a request for tender (RFT). This process ensures fair competition, transparency, and allows the buyer to evaluate different solutions and select the best provider.

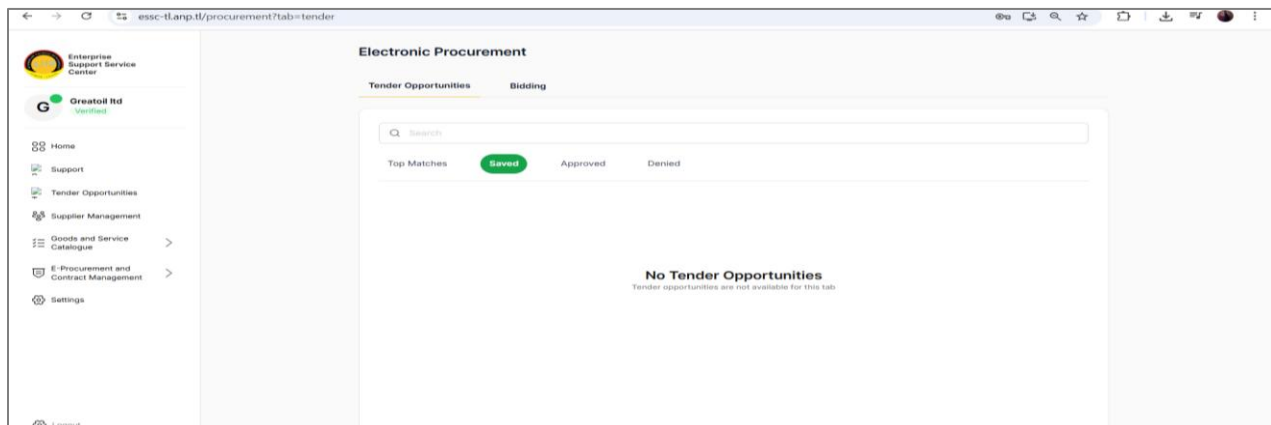
The Tender Opportunities Tab

Under the Tender Opportunities section, you can view the Top Matches, Saved, Approved, and Denied tabs.

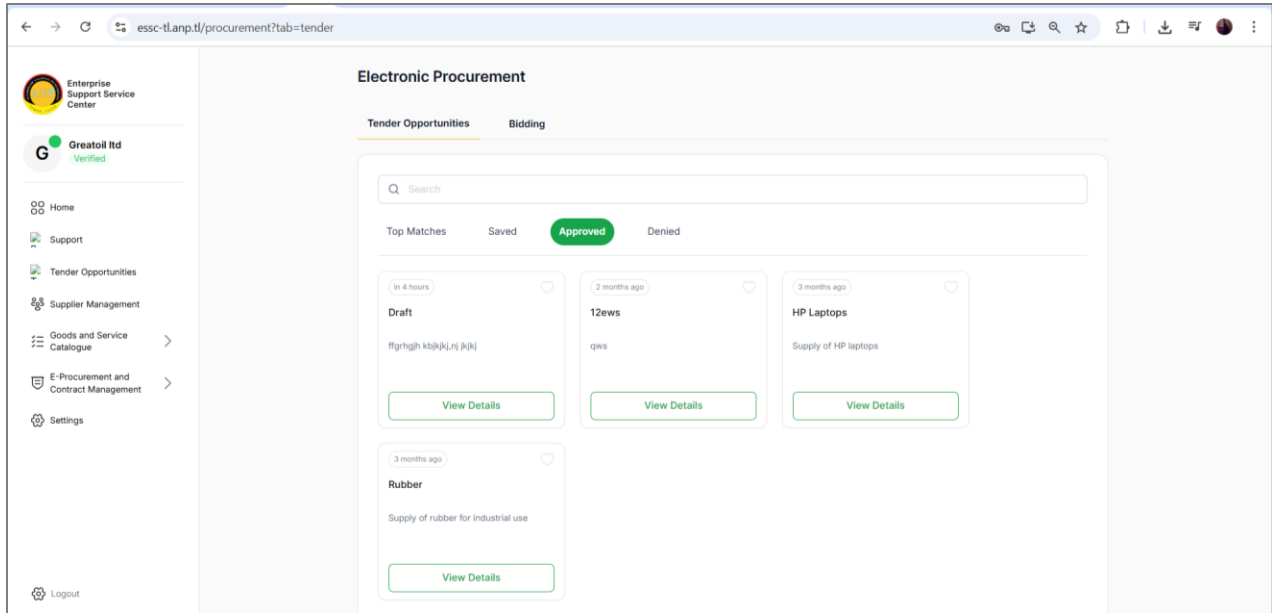
The Top matches are those that align with the supplier's profile.



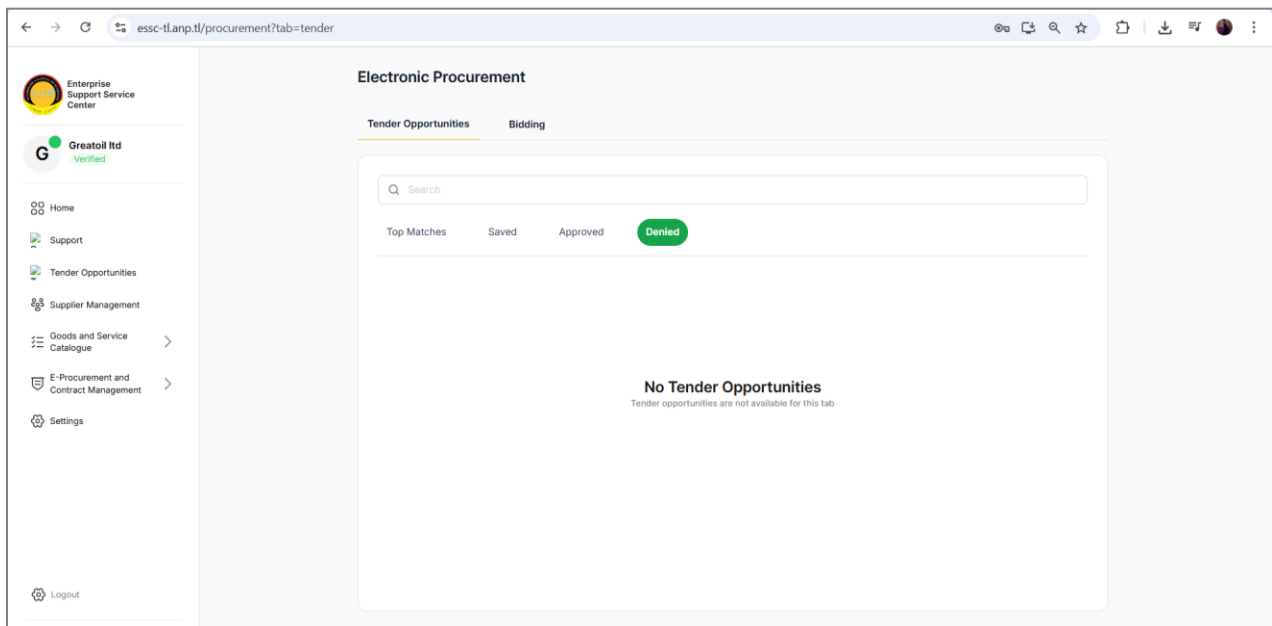
The Saved tab is for those tender opportunities you are not ready to submit a request for. You can save them and view them at a later date.



The Approved tab is used for managing the tender opportunities that you responded to, and they have been approved by the Operator.



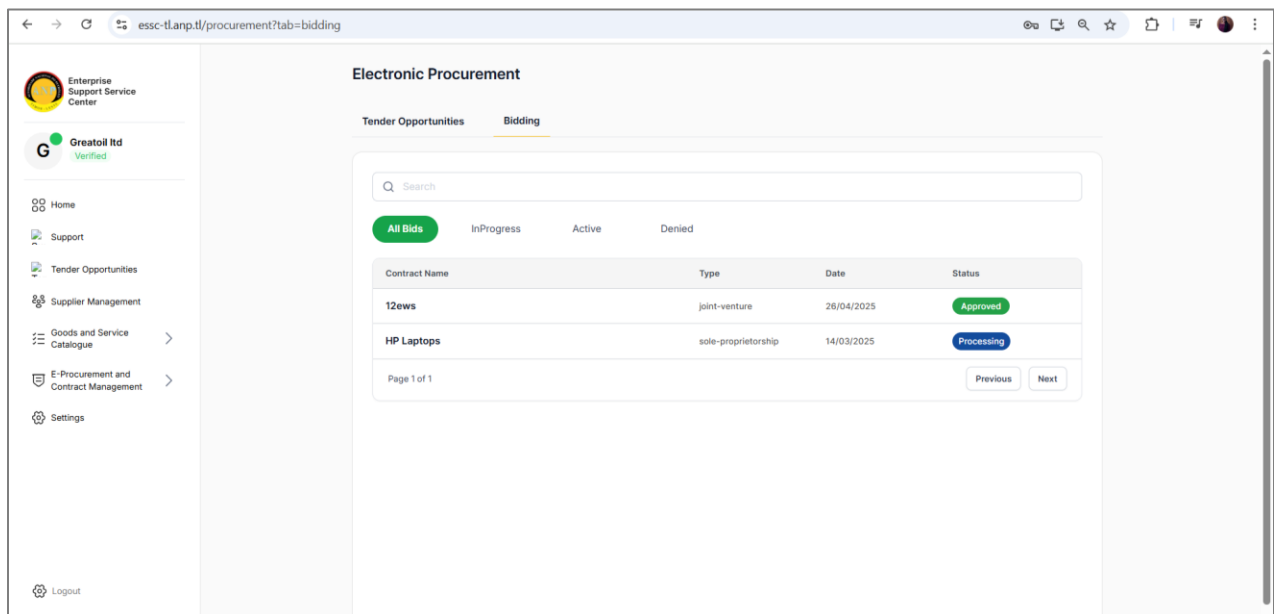
The Denied tab displays the Tender Opportunities you bid for that were denied.



The Bidding Tab

Under the Bidding tab, you can view the All Bids, In Progress, Active, and Denied Bids.

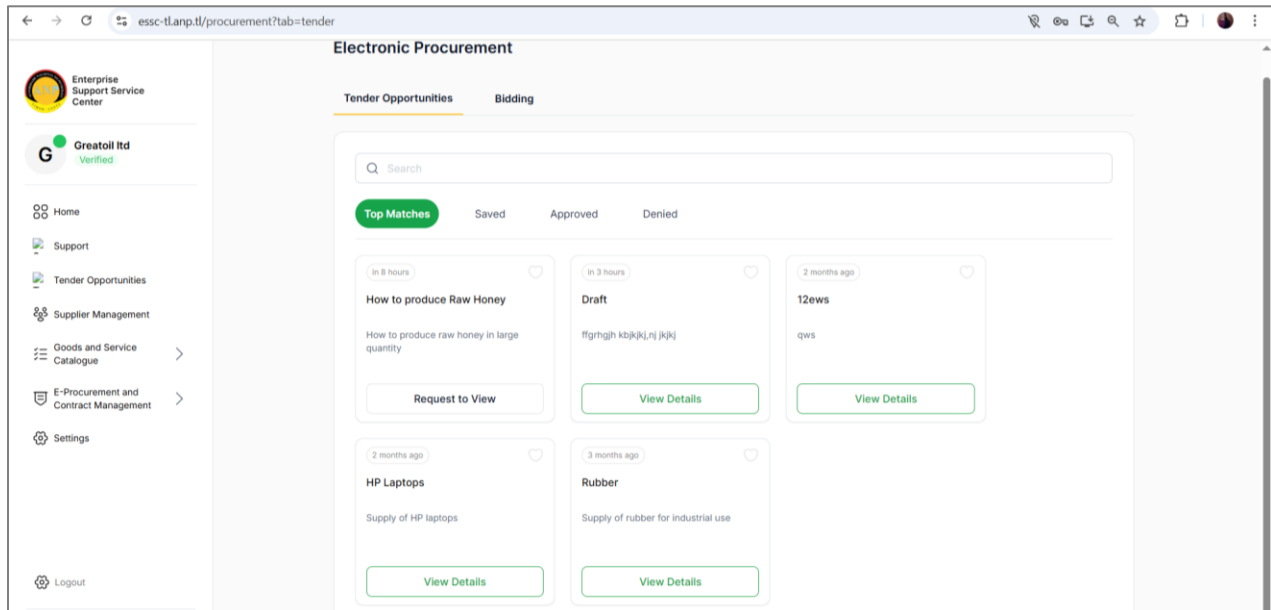
The All Bids tab is to show all the bidding exercises that you have participated in, you can see their Contract Names, Types, Date and Status.



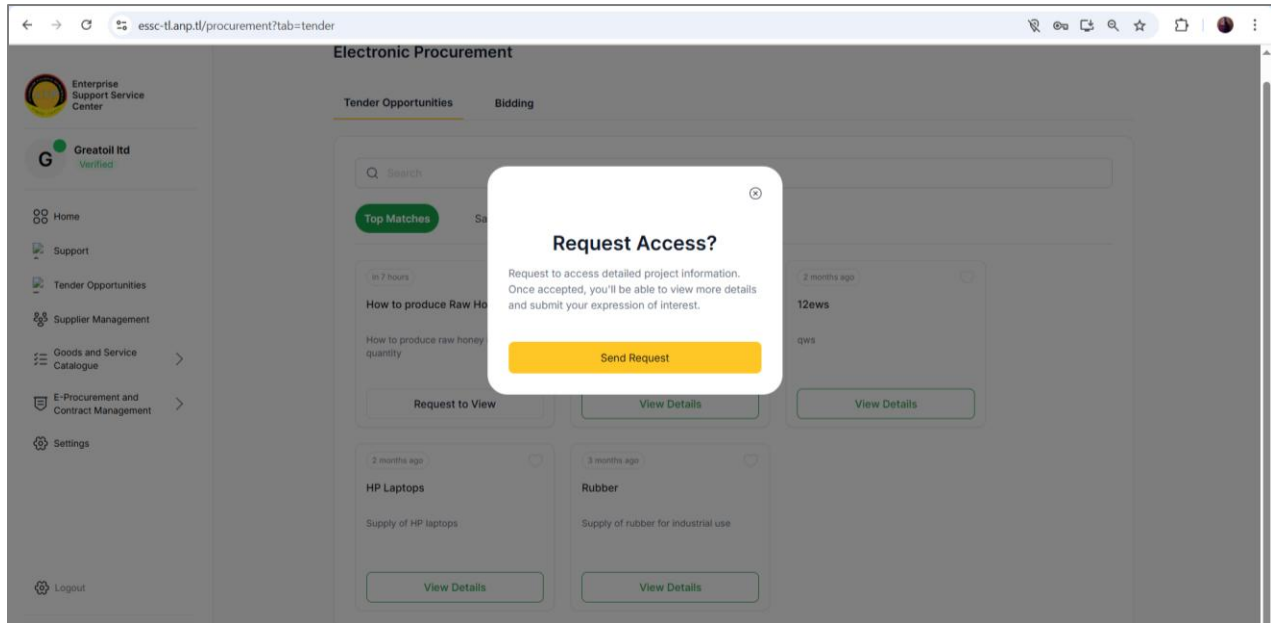
This is the same for the In Progress, Active and Denied tabs.

How to Apply For A Tender Opportunity As A Supplier

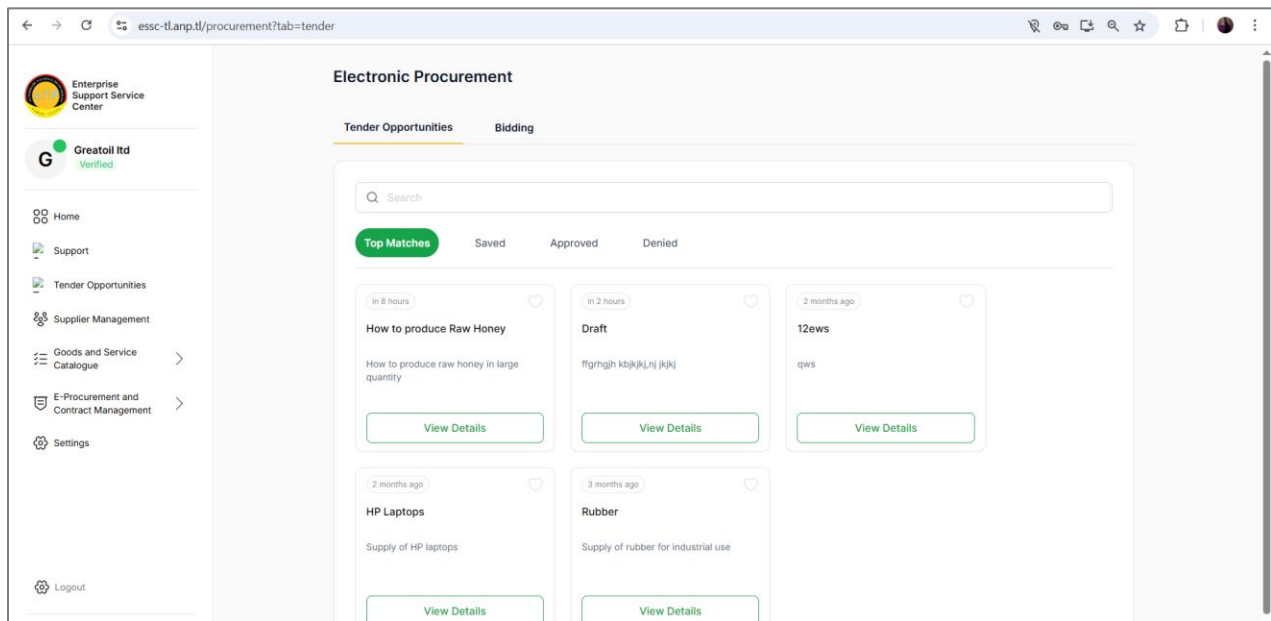
On the E-Procurement dashboard, under 'Top Matches', you will see a list of available tender opportunities. For new Tender opportunities, the call to action will be 'Request to View'. For those that you have requested for already, the call to action will be 'View Details'.



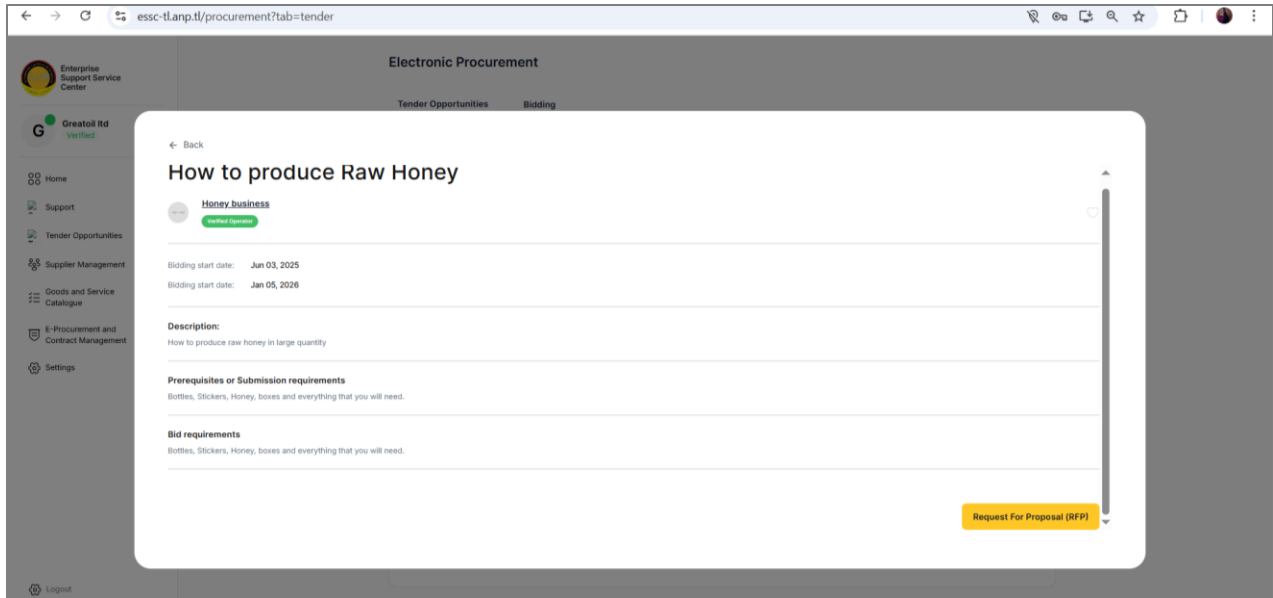
After you have clicked on the Request to view button, you will see another screen asking you to confirm your selection. Click on Send Request, and the owner of the Tender Opportunity will respond.



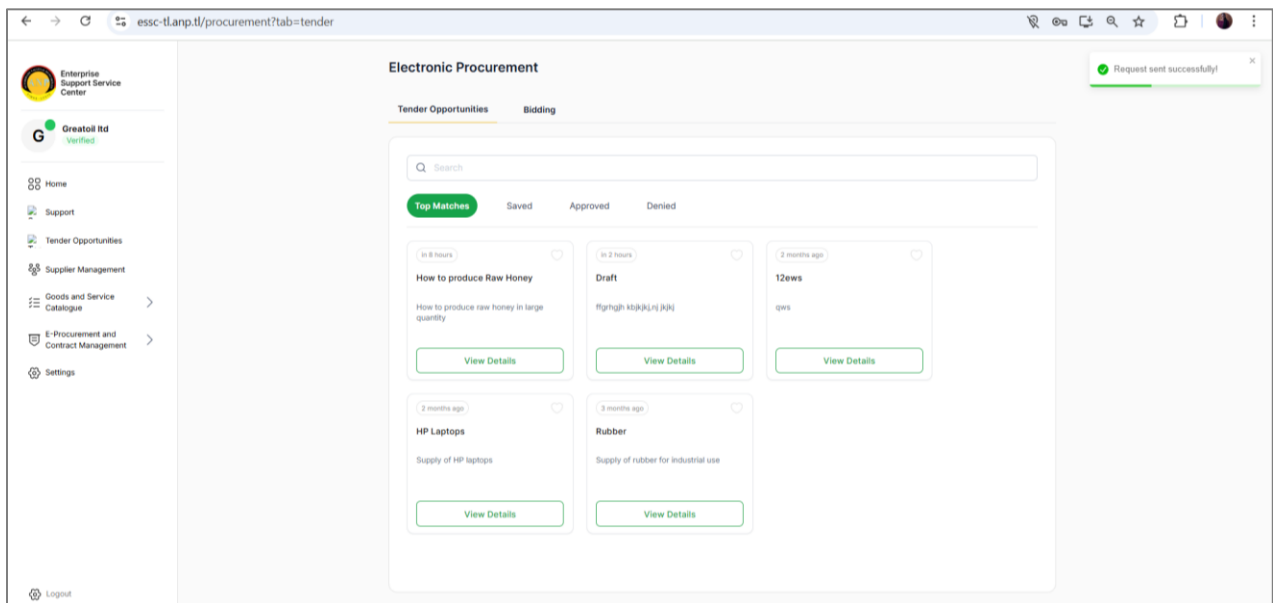
Once the request is granted, the Call to Action button changes to 'View Details'



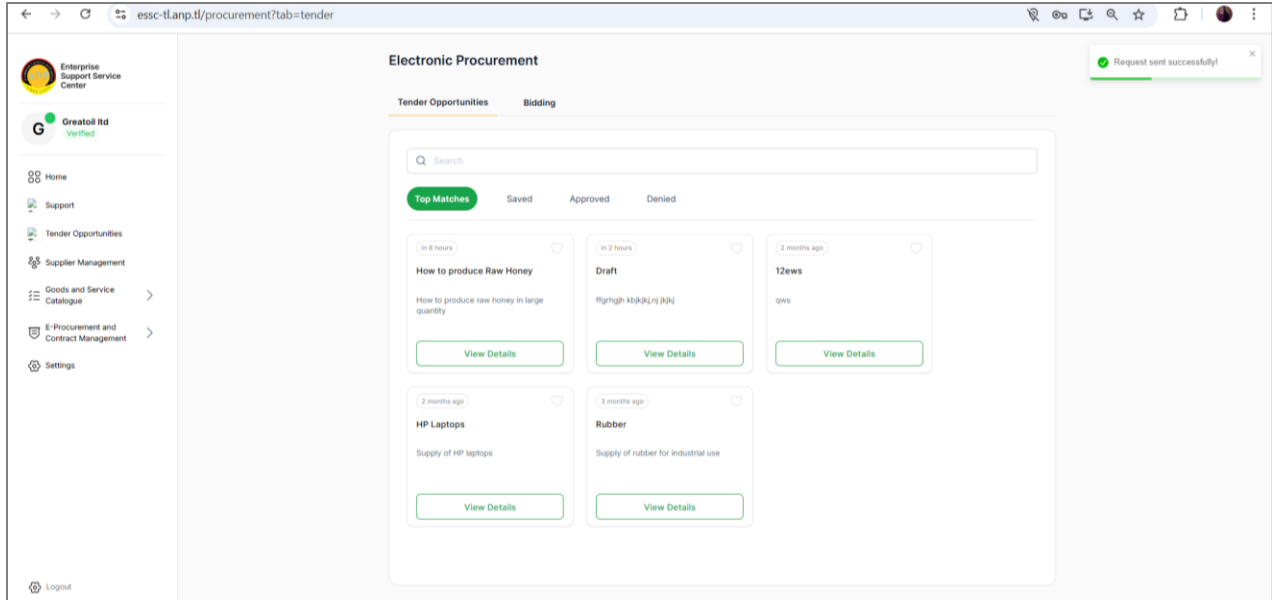
After you have clicked on the **View details** button, the screen below is displayed, and you can see the details about the project.



At this point, you can send a Request for Proposal. Click on the Request for Proposal, and it will be sent to the project owner.

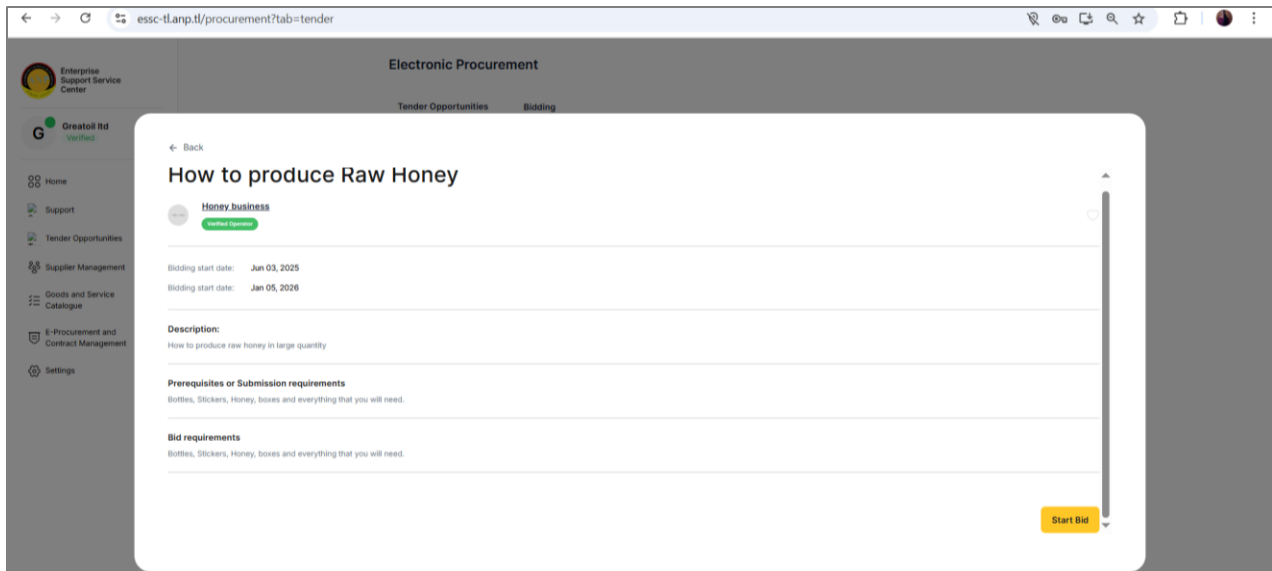


Once your Request for Proposal is granted, you can start bidding. On your Tender Opportunity dashboard, click on View Details on the opportunity for which you have sent a request for proposal.

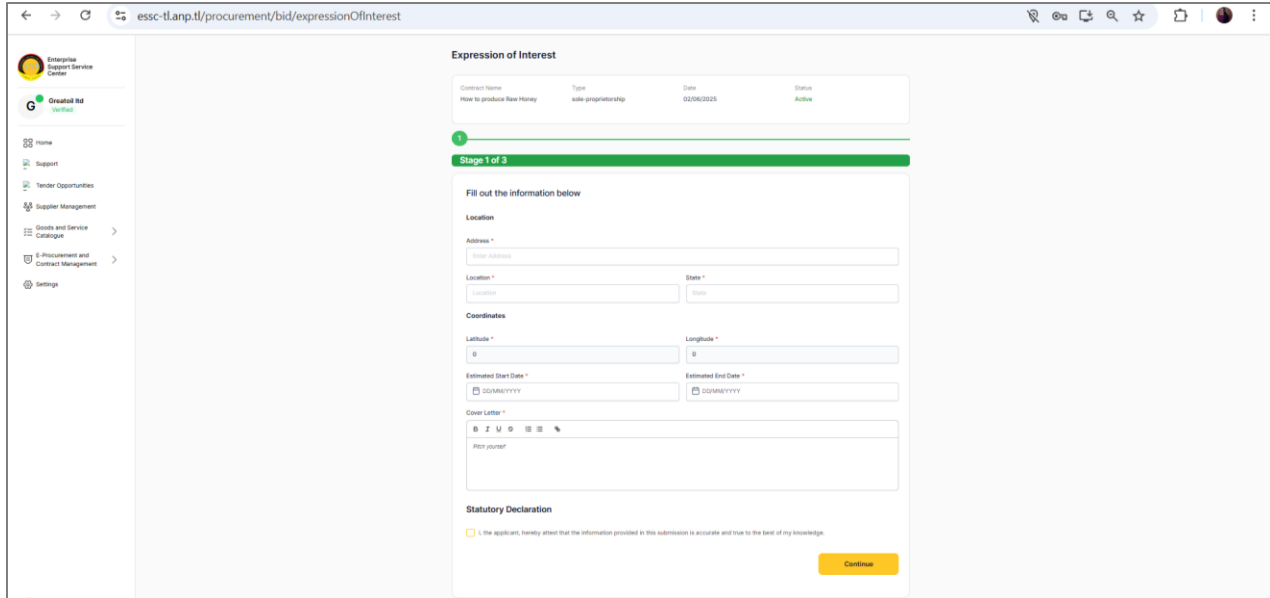


After you click on View Details, you can now start the bidding process.

Please note that each tender opportunity may be divided into multiple phases. For instance, Express of interest (EOI), Technical and Commercial phase, depending on the choice of the tender owner. Each phase may also have different document requirements and with different start/end dates.



After you click on the Start Bid button, the Expression of Interest form will be displayed.



Contract Name	Type	Date	Status
How to produce Raw Honey	sole proprietorship	02/06/2025	Active

Stage 1 of 3

Fill out the information below

Location

Address *
Enter Address

Location * State *
Location State

Coordinates

Latitude * Longitude *
0 0

Estimated Start Date * Estimated End Date *
03/06/2025 03/06/2025

Cover Letter *

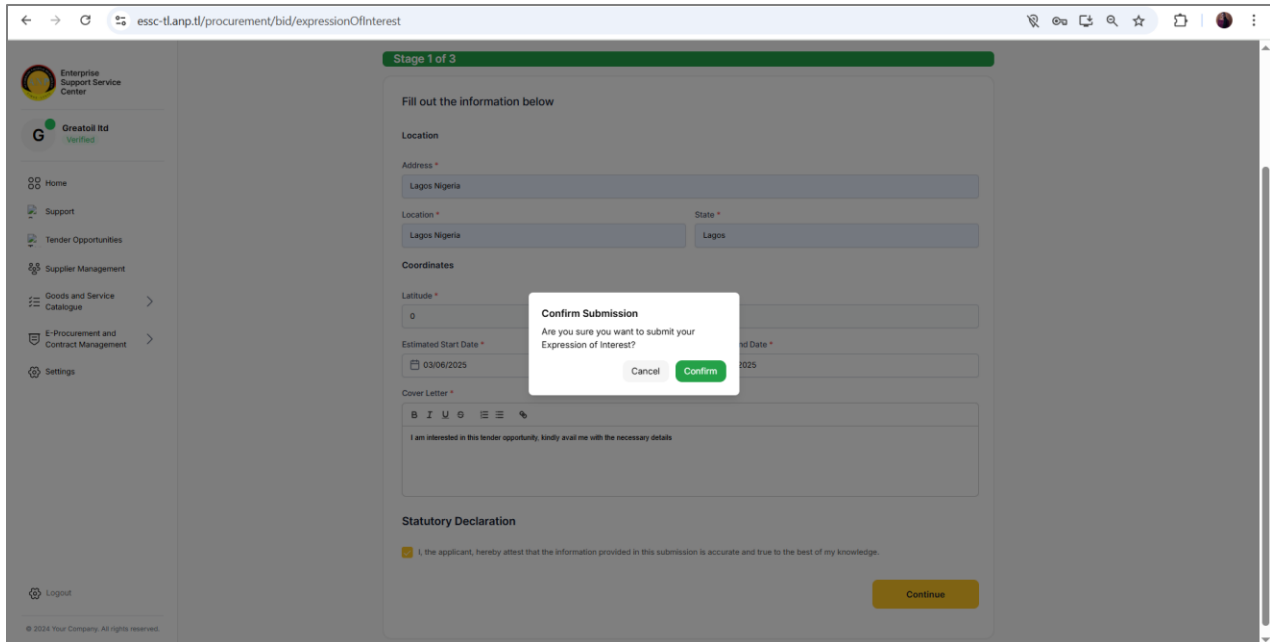
Statutory Declaration

I, the applicant, hereby attest that the information provided in this submission is accurate and true to the best of my knowledge.

Continue

The first stage is where you fill your Location, Address, Estimated Start Date and End Date, cover letter, and tick the Statutory Declaration.

After filling the form, click on the continue button, and a confirmation screen is displayed. Click the '**Confirm**' button to continue or '**Cancel**' to abort the process.



Stage 1 of 3

Fill out the information below

Location

Address *
Lagos Nigeria

Location * State *
Lagos Nigeria Lagos

Coordinates

Latitude * Longitude *
0 0

Estimated Start Date * Estimated End Date *
03/06/2025 03/06/2025

Cover Letter *

Statutory Declaration

I, the applicant, hereby attest that the information provided in this submission is accurate and true to the best of my knowledge.

Continue

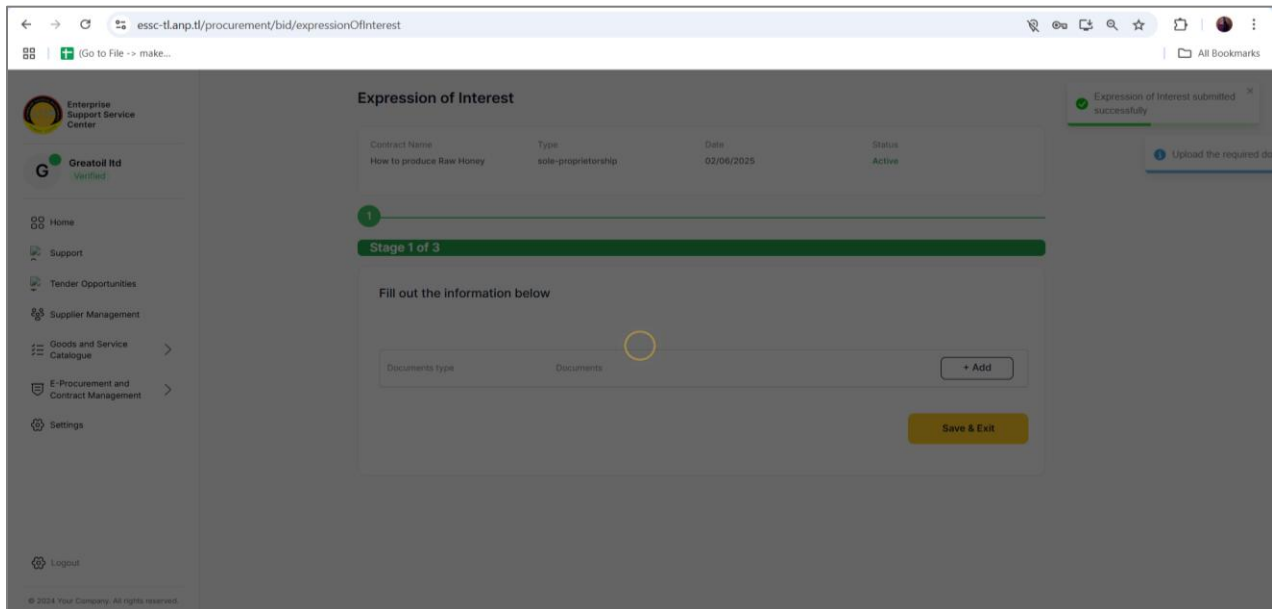
Confirm Submission

Are you sure you want to submit your Expression of Interest?

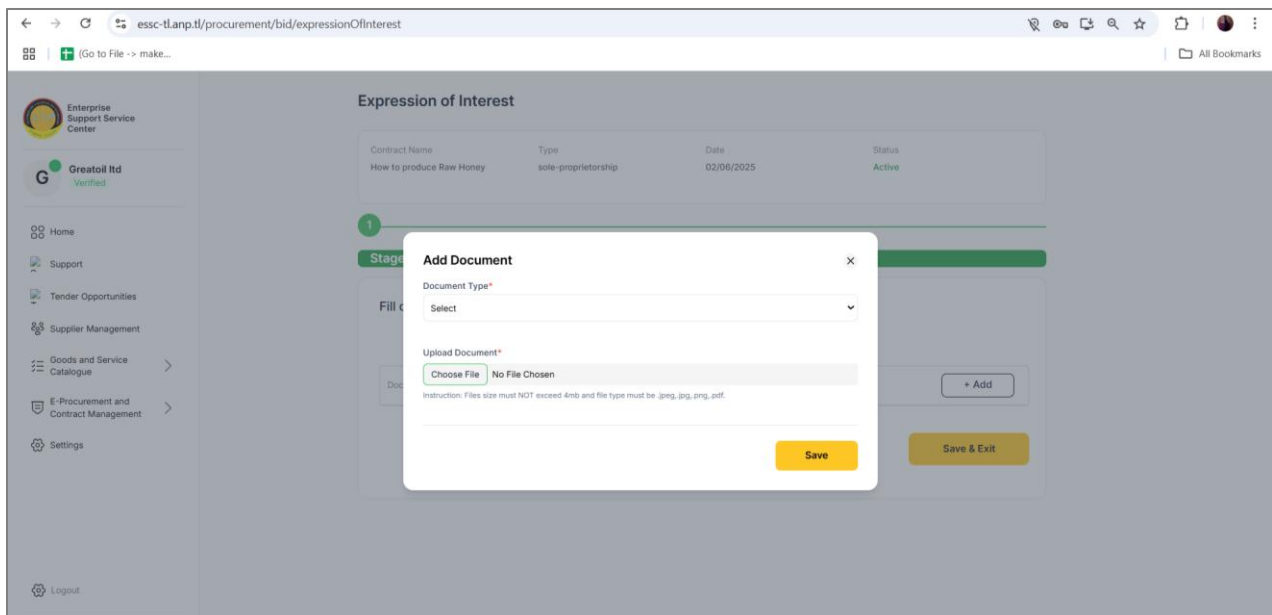
Cancel Confirm

After submitting the form, the next step is to upload the required document.

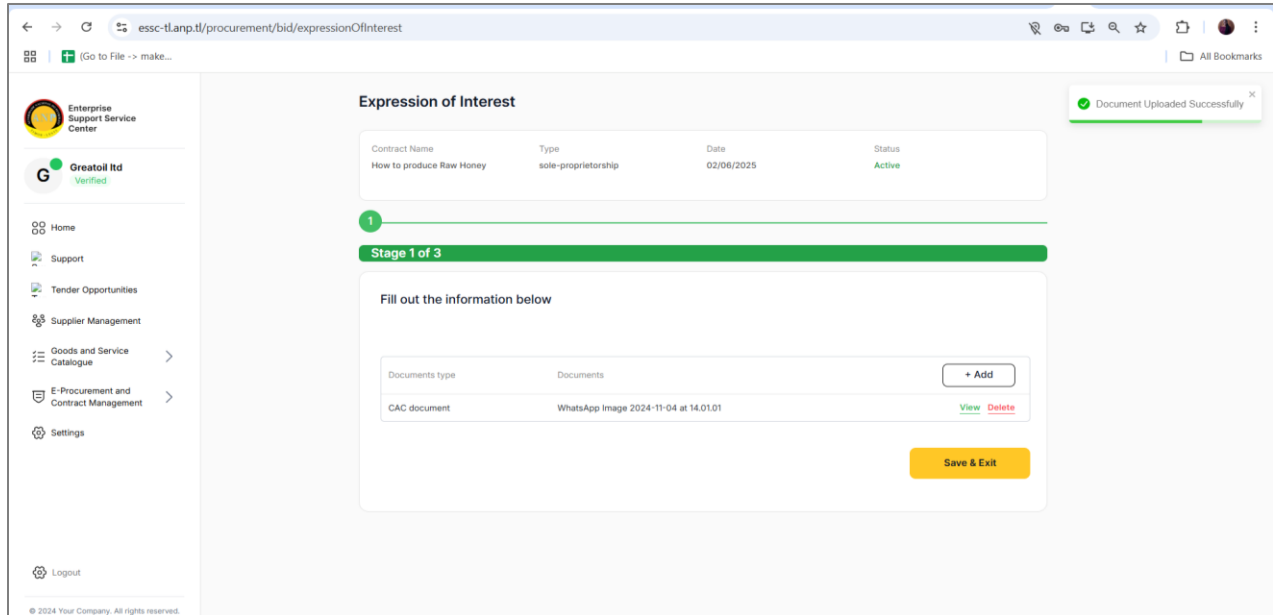
Click on the Add button and the screen where you will select the document will be shown.



Select the document type and use the Upload button to add the document. Once you have uploaded the document, click on save.

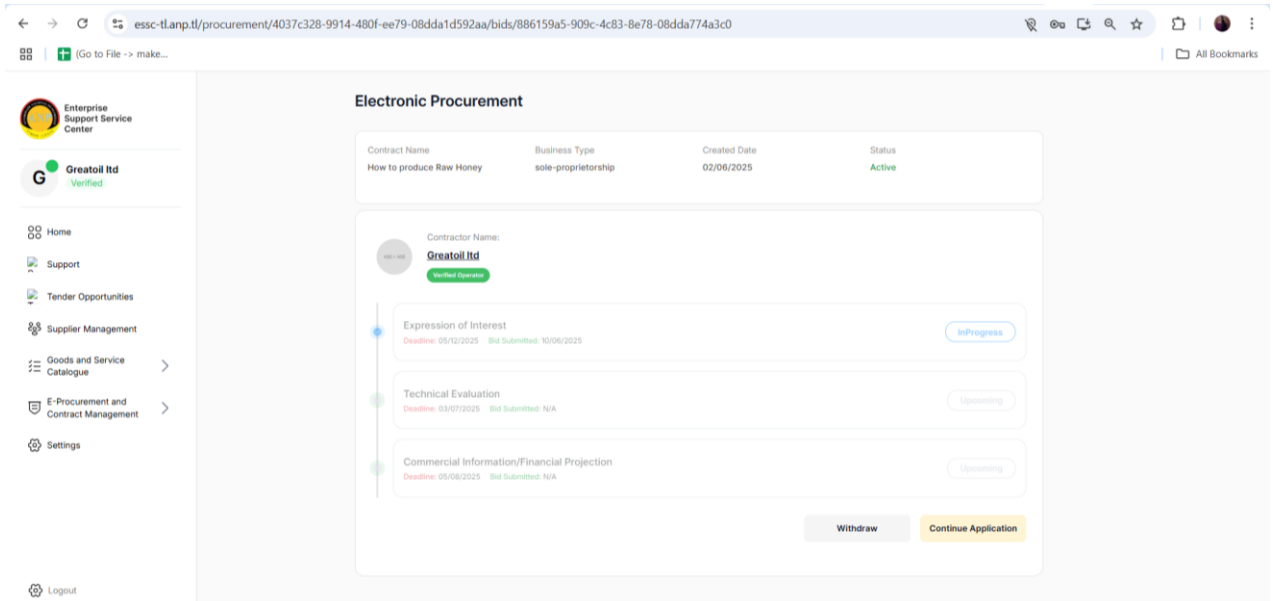


A notification will be displayed that the document is successfully uploaded. You can view the document or delete it.



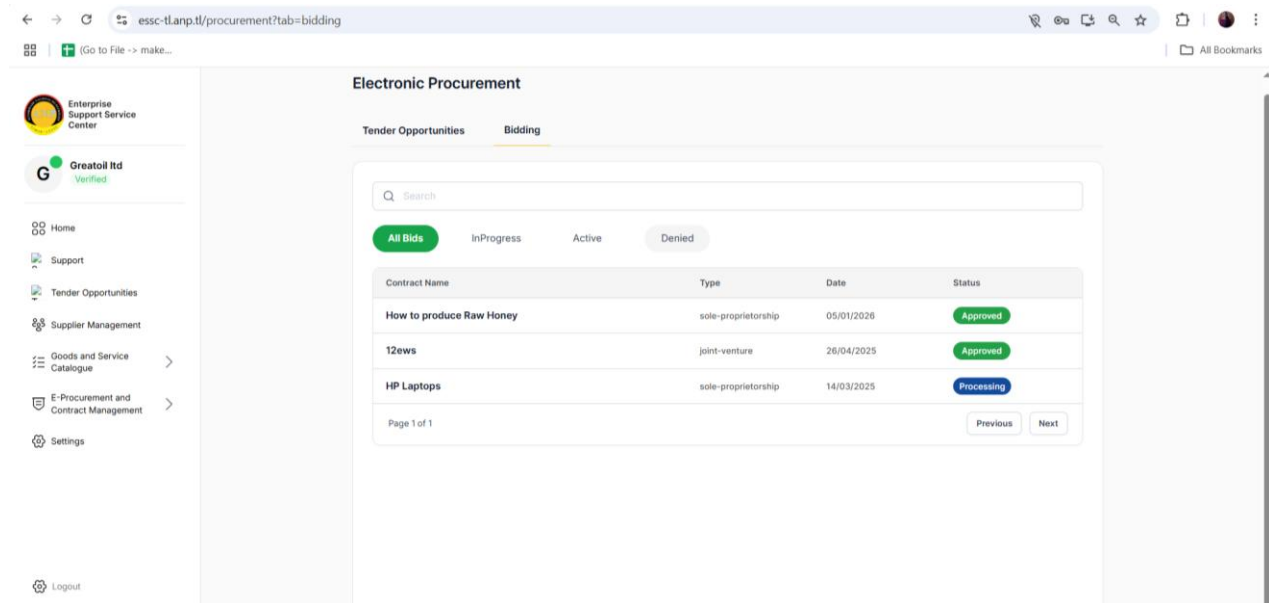
Click the "**Save and Exit**" button to proceed to the next stage.

At this point, your expression of interest is sent to the Owner of the opportunity to review your submission.



How to Continue Bidding As A Supplier

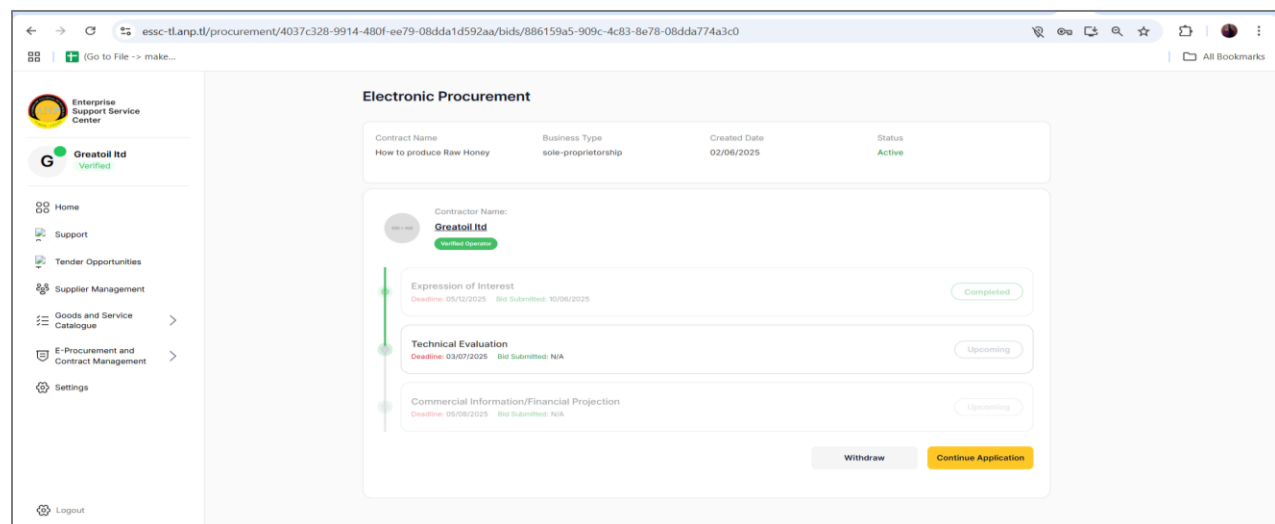
If an operator approves your expression of interest, you will be notified. And you can come back to your E-procurement module, click on bidding, and you will see the status of the bidding exercise.



The screenshot shows the 'Electronic Procurement' interface with the 'Bidding' tab selected. A table lists bidding opportunities:

Contract Name	Type	Date	Status
How to produce Raw Honey	sole-proprietorship	05/01/2026	Approved
12zeus	joint-venture	26/04/2025	Approved
HP Laptops	sole-proprietorship	14/03/2025	Processing

To proceed with the Bidding exercise, click on the opportunity, and at the bottom of the screen, you will see the continue application. Click on Continue Application.



The screenshot shows the details for the 'How to produce Raw Honey' bidding opportunity. The status is 'Active'. The contractor is 'Greatoil Ltd'. The bidding process is shown in a vertical timeline:

- Expression of Interest: Completed (Deadline: 05/01/2025, Bid Submitted: 03/06/2025)
- Technical Evaluation: Upcoming (Deadline: 03/07/2025, Bid Submitted: N/A)
- Commercial Information/Financial Projection: Upcoming (Deadline: 05/08/2025, Bid Submitted: N/A)

Buttons for 'Withdraw' and 'Continue Application' are visible at the bottom.

This advances you to the second stage, known as the Technical Evaluation stage. Add the Deliverables, the due date, and also upload the necessary documents, and accept the Statutory Declaration by clicking on the checkbox on the declaration page.

essc-tl.anp.tl/procurement/bids/886159a5-909c-4c83-8e78-08dda774a3c0/technicalInformation

Enterprise Support Service Center
Greatoil Ltd Verified

Home
Support
Tender Opportunities
Supplier Management
Goods and Service Catalogue
E-Procurement and Contract Management
Settings
Logout

Technical Evaluation

Contract Name	Business Type	Created Date	Status
How to produce Raw Honey	sole-proprietorship	02/06/2025	Active

1

Stage 2 of 3

Deliverables

Deliverables *	Due date *
deliverables	DD/MM/YYYY

Documents type Documents

Statutory Declaration

I, the applicant, hereby attest that the information provided in this submission is accurate and true to the best of my knowledge.

Submit

essc-tl.anp.tl/procurement/bids/886159a5-909c-4c83-8e78-08dda774a3c0/technicalInformation

Enterprise Support Service Center
Greatoil Ltd Verified

Home
Support
Tender Opportunities
Supplier Management
Goods and Service Catalogue
E-Procurement and Contract Management
Settings
Logout

Technical Evaluation

Contract Name	Business Type	Created Date	Status
How to produce Raw Honey	sole-proprietorship	02/06/2025	Active

1

Stage 2 of 3

Add Document

Document Type*
Select

Upload Document*
Choose File | No File Chosen

Instruction: File size must NOT exceed 4mb and file type must be .jpeg, .jpg, .png, .pdf.

Save

Statutory Declaration

I, the applicant, hereby attest that the information provided in this submission is accurate and true to the best of my knowledge.

Submit

Repeat the above Add document process, to upload all the document requirements.

essc-tl.anp.tl/procurement/bids/886159a5-909c-4c83-8e78-08dda774a3c0/technicalInformation

Enterprise Support Service Center

Greatoil Ltd Verified

Home Support Tender Opportunities Supplier Management Goods and Service Catalogue E-Procurement and Contract Management Settings Logout

Stage 2 of 3

Deliverables

Milestone	Due date	
Getting the instrumens	July 8, 2025	Remove

Deliverables * Due date *

Deliverables: Due date:

Documents type Documents

NDLEA document WhatsApp Image 2024-11-04 at 14.01.01 View Delete

Statutory Declaration

I, the applicant, hereby attest that the information provided in this submission is accurate and true to the best of my knowledge.

Submit

Click on Submitted. After you submit, this is sent to the operator for review. You will not be able to proceed until the review is done.

essc-tl.anp.tl/procurement/4037c328-9914-480f-ee79-08dda1d592aa/bids/886159a5-909c-4c83-8e78-08dda774a3c0

Enterprise Support Service Center

Greatoil Ltd Verified

Home Support Tender Opportunities Supplier Management Goods and Service Catalogue E-Procurement and Contract Management Settings Logout

Electronic Procurement

Technical info submitted successfully

Contract Name	Business Type	Created Date	Status
How to produce Raw Honey	sole-proprietorship	02/06/2025	Active

Contractor Name: Greatoil Ltd Verified Operator

Expression of Interest Completed
 Deadline: 05/12/2025 Bid Submitted: 10/06/2025

Technical Evaluation InProgress
 Deadline: 03/07/2025 Bid Submitted: 10/06/2025

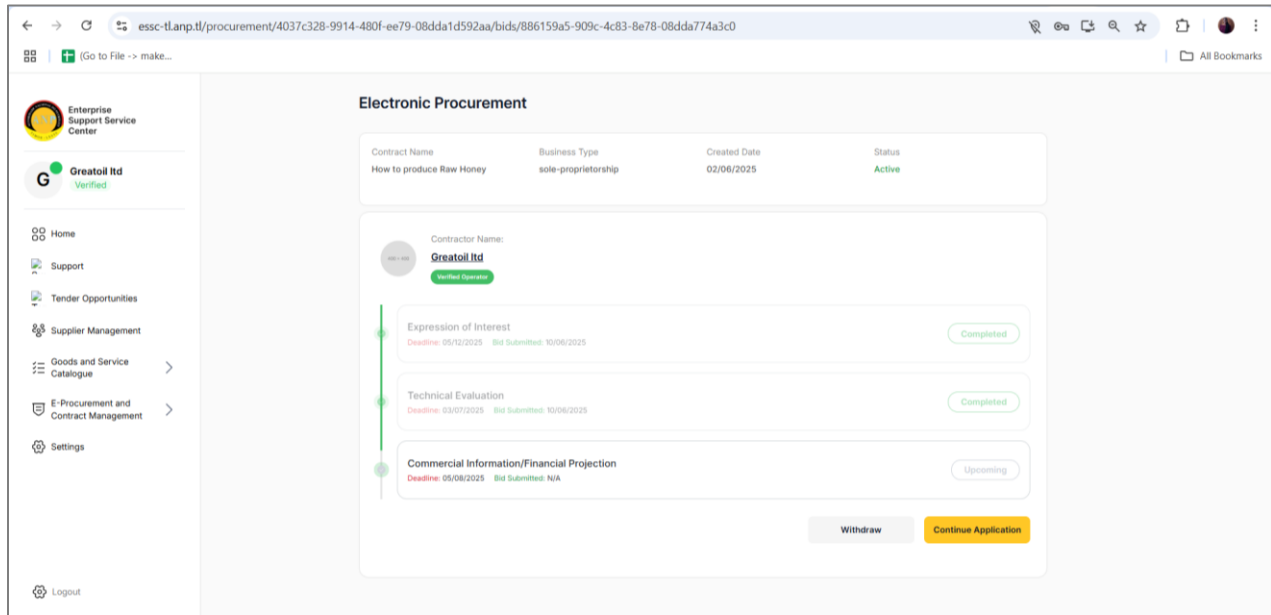
Commercial Information/Financial Projection Upcoming
 Deadline: 05/08/2025 Bid Submitted: N/A

Withdraw Continue Application

How To Submit Your Commercial Information/Projection

Once the operator approves your Technical submission, you are notified to proceed with your submission of the Commercial Information/Projection for the tender opportunity.

To access this section, select the tender opportunity and click on the **“Continue Application”** button (for the respective tender(s)) on the tender details page.



The screenshot shows the 'Electronic Procurement' dashboard. At the top, there is a table with the following data:

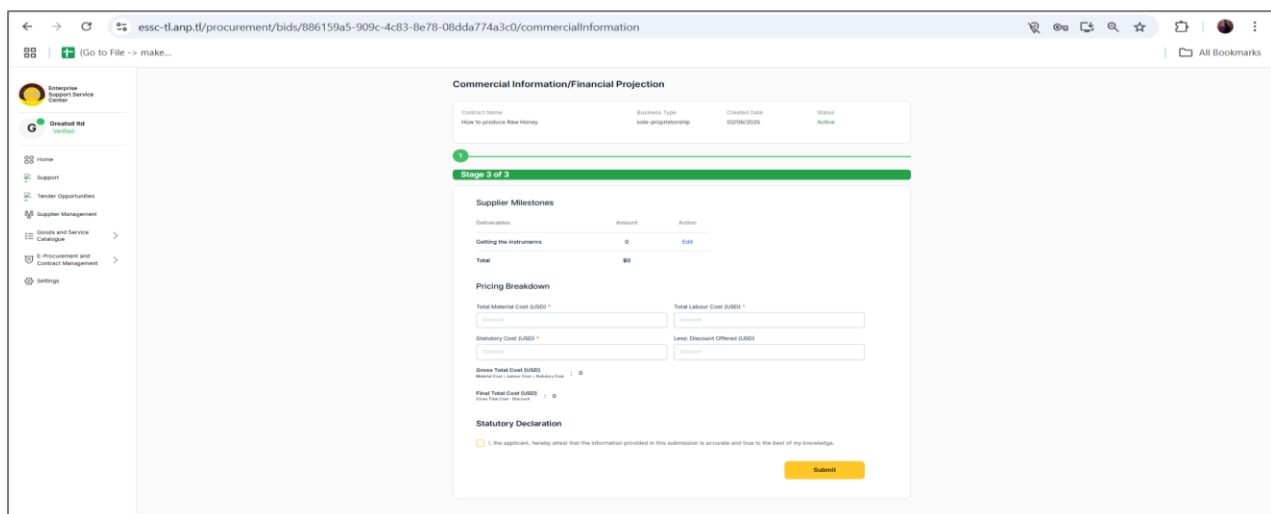
Contract Name	Business Type	Created Date	Status
How to produce Raw Honey	sole-proprietorship	02/06/2025	Active

Below the table, the 'Contractor Name' is 'Greatoil Ltd' (Verified Company). A progress bar shows three milestones:

- Expression of Interest: Completed (Deadline: 05/12/2025, Bid Submitted: 10/06/2025)
- Technical Evaluation: Completed (Deadline: 03/07/2025, Bid Submitted: 10/06/2025)
- Commercial Information/Financial Projection: Upcoming (Deadline: 05/08/2025, Bid Submitted: N/A)

At the bottom right, there are two buttons: 'Withdraw' and 'Continue Application'.

On the milestone, state the estimated cost. Use the Edit button to add the amount.



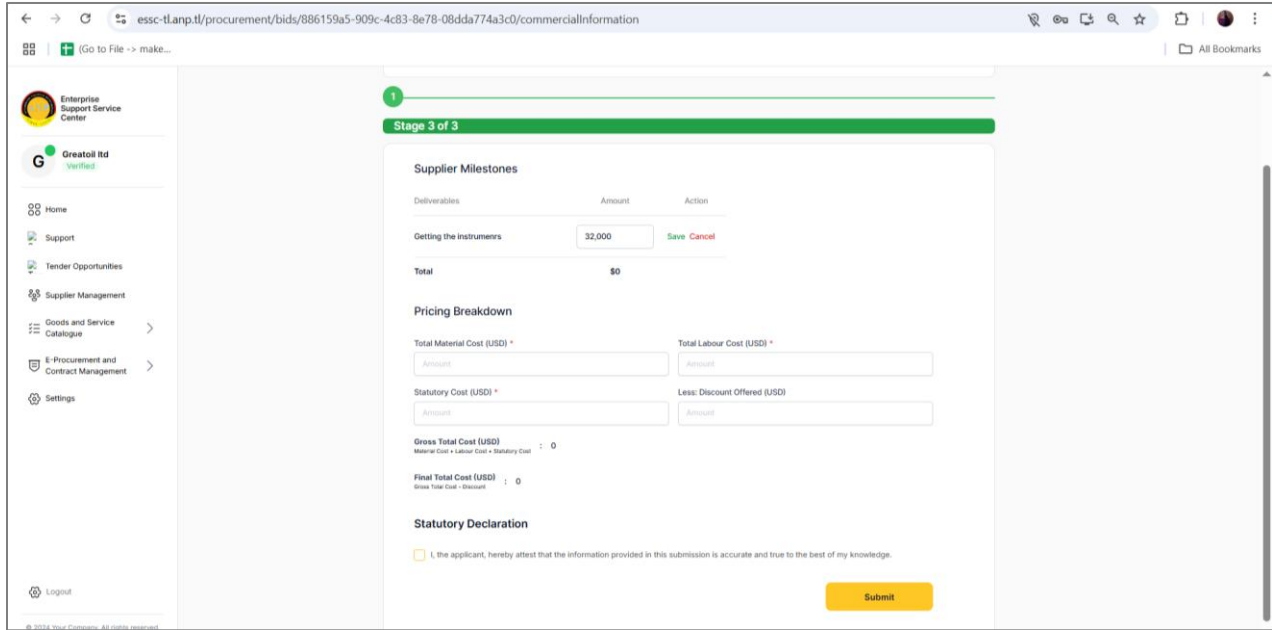
The screenshot shows the 'Commercial Information/Financial Projection' form. At the top, there is a table with the following data:

Contract Name	Business Type	Created Date	Status
How to produce Raw Honey	sole-proprietorship	02/06/2025	Active

Below the table, there is a progress bar showing 'Stage 3 of 3'. The form is divided into several sections:

- Supplier Milestones:** A table with columns for Description, Amount, and Action. The first row is 'Getting the Instruments' with an amount of '0' and an 'Edit' button. The total is '0\$'.
- Pricing Breakdown:** Fields for Total Material Cost (USD) and Total Labour Cost (USD). Below these are fields for Inventory Cost (USD) and Less: Discount Offered (USD).
- Statutory Declaration:** A checkbox and text: 'I, the applicant, hereby attest that the information provided in this submission is accurate and true to the best of my knowledge.' A 'Submit' button is at the bottom right.

Click the **“Save”** button to save/end this section or **“Cancel”** button to discard the entries to continue later.



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Stage 3 of 3

Supplier Milestones

Deliverables	Amount	Action
Getting the instruments	32,000	Save Cancel
Total	\$0	

Pricing Breakdown

Total Material Cost (USD) *

Total Labour Cost (USD) *

Statutory Cost (USD) *

Less: Discount Offered (USD)

Gross Total Cost (USD)
Material Cost + Labour Cost + Statutory Cost : 0

Final Total Cost (USD)
Gross Total Cost - Discount : 0

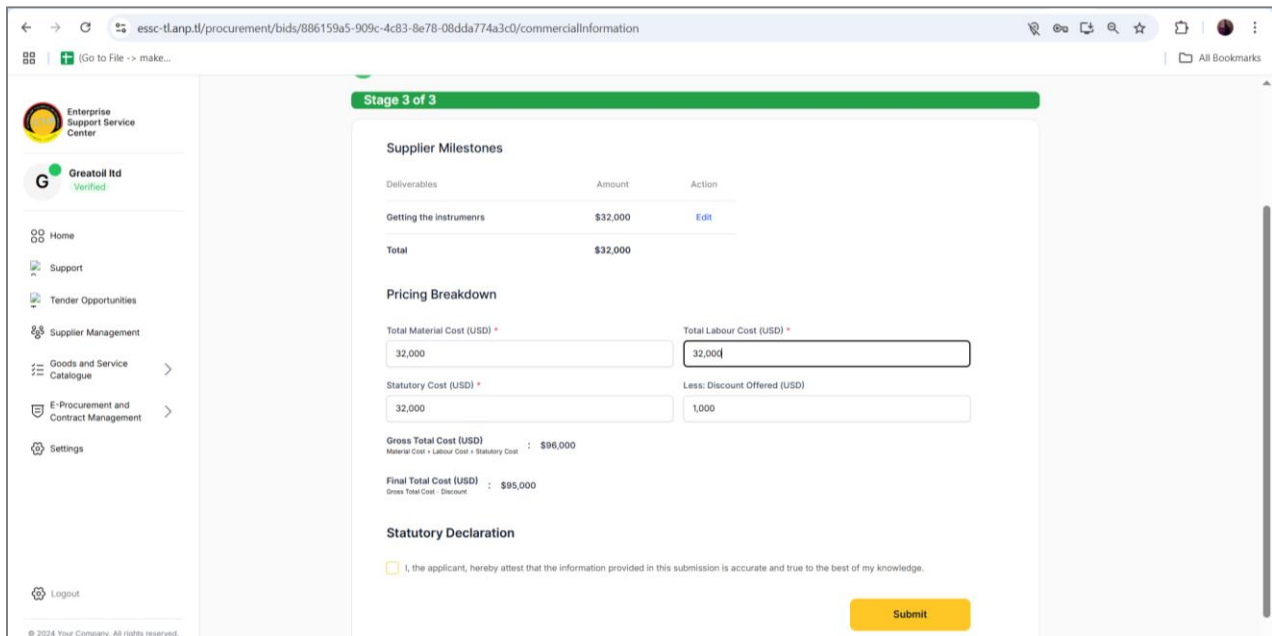
Statutory Declaration

I, the applicant, hereby attest that the information provided in this submission is accurate and true to the best of my knowledge.

Submit

Fill the required fields and tick the statutory declaration, then click on the **“Submit”** button.

Once you submit, you are prompted to upload required documents.



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Stage 3 of 3

Supplier Milestones

Deliverables	Amount	Action
Getting the instruments	\$32,000	Edit
Total	\$32,000	

Pricing Breakdown

Total Material Cost (USD) *

Total Labour Cost (USD) *

Statutory Cost (USD) *

Less: Discount Offered (USD)

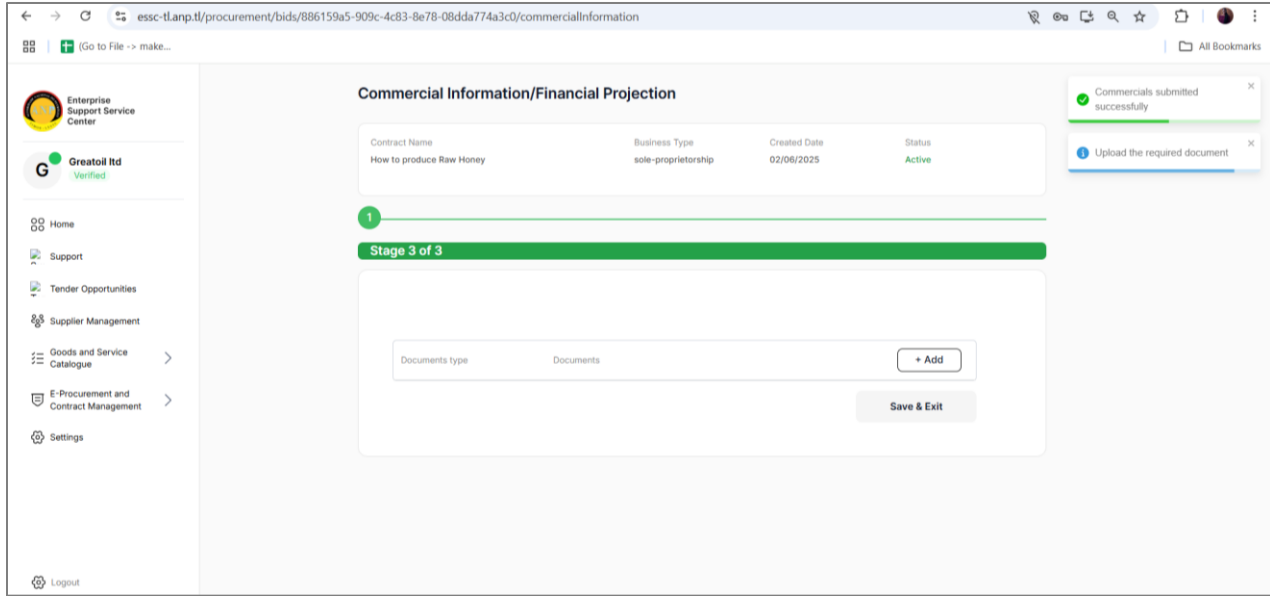
Gross Total Cost (USD)
Material Cost + Labour Cost + Statutory Cost : \$96,000

Final Total Cost (USD)
Gross Total Cost - Discount : \$95,000

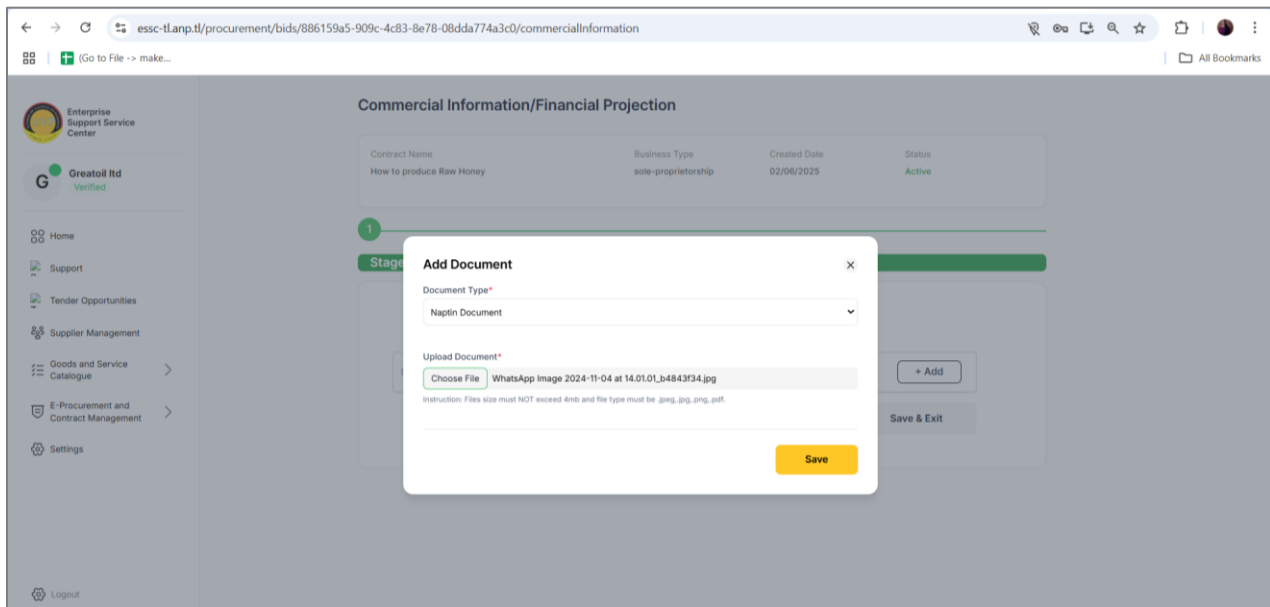
Statutory Declaration

I, the applicant, hereby attest that the information provided in this submission is accurate and true to the best of my knowledge.

Submit

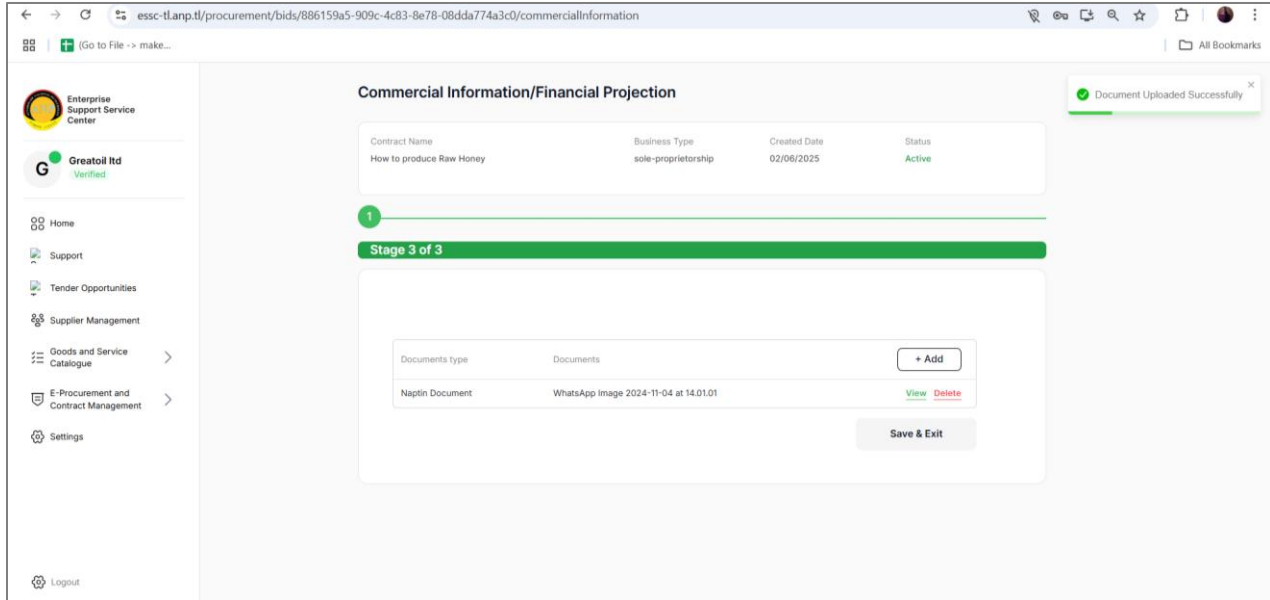


Click on the + **Add** button. Upload the document requested and click on the **“Save”** button to upload/save the document.

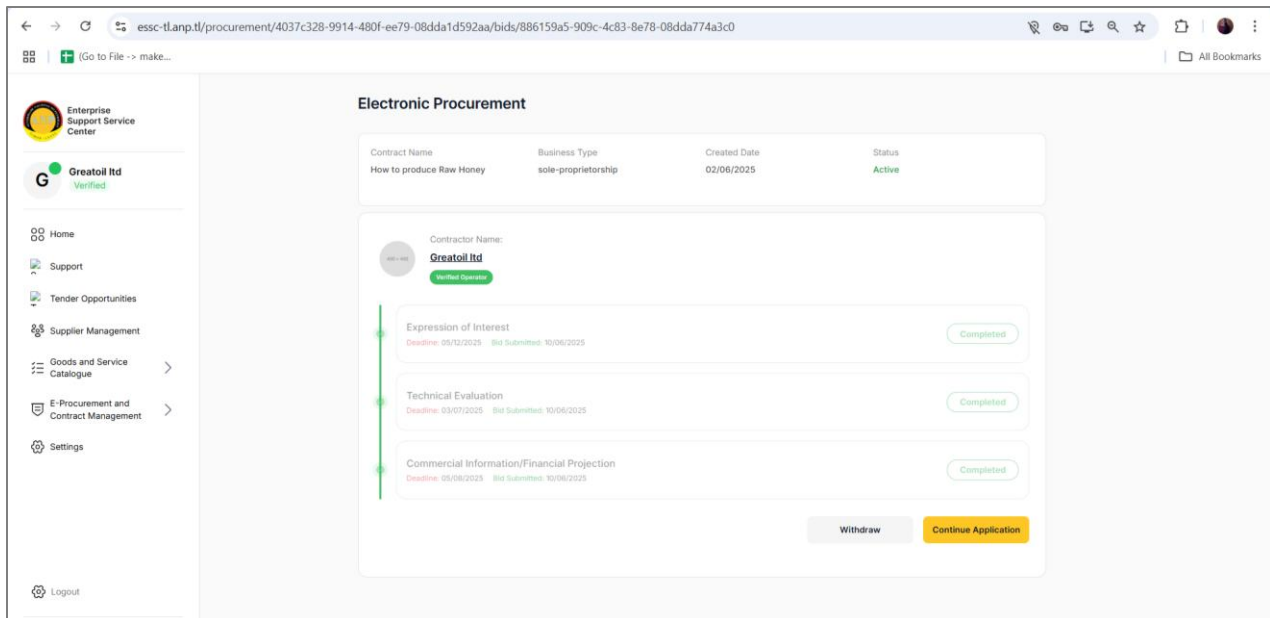


Your document is uploaded successful and you can now click on the **“Save & Exit”** button end this section.

To add an additional document(s), depending on the requirements, repeat the above processes.



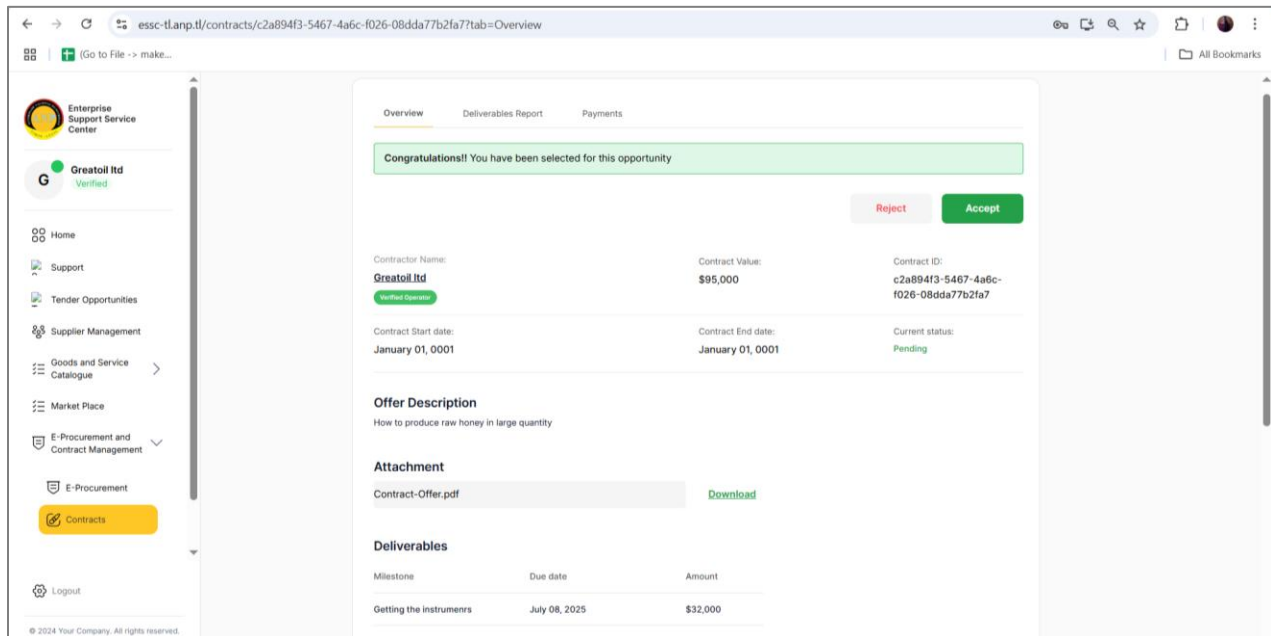
Once you are done, the Operator will be notified and will review your submission. After the Operator is done approving your submission, the contract offer will be sent to your mail, and you can proceed with your application.



If you are selected as the winner of the tender opportunity, a mail will be sent out to inform you. And you can log in to the application to view the contract offer, review it and accept or reject the offer.

Please kindly note, before the offer letter/contract is giving to any Winner, the Operator is required to seek for approval of all tender opportunities from the regulator. Once the approval is done, the Operator can then proceed to finalize the issuance of both the Offer Letter/Contract documents with the preferred winner(s).

Refer to section of this manual on how to request for approval of any tender and how to approve request for contract approval as a regulator.



The details of the deliverables will also be displayed on the overview tab. Click on download to review the contract offer.



essc-tl.anp.tl/contracts/c2a894f3-5467-4a6c-f026-08dda77b2fa7?tab=Overview

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- Market Place
- E-Procurement and Contract Management
 - E-Procurement
 - Contracts**
- Logout

Attachment

Contract-Offer.pdf [Download](#)

Deliverables

Milestone	Due date	Amount
Getting the instrumenrs	July 08, 2025	\$32,000

Payment Terms

How to produce raw honey	\$95,000
You will get	\$95,000

The estimated amount you will receive after service fees.

Contract details

Total Amount	\$95,000
Offer Date	June 10, 2025
Offer expires	June 17, 2025

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A screenshot of the Offer letter.

CONTRACT OFFER

Ref. No. 0050 |
Date 22. 06. 2025

From
Honey business
Aranseolu Street, Jackross Bus stop, Iyana Iyesi, Ota, Ogun State
veilloufavaroi-4851@yopmail.com

To
Greatoil Ltd
8 Power line Street, Off Akilo,
Lagos
greatoil@yopmail.com

Offer Description
How to produce raw honey in large quantity

Deliverables

Milestone	Due date	Amount
Getting the instrumenrs	Jul 08, 2025	\$32,000

Payment Terms

Value of Offer
Total amount for this opportunity

If you are satisfied with what is stated on the offer letter, you can append your signature.

Beneficiary _____

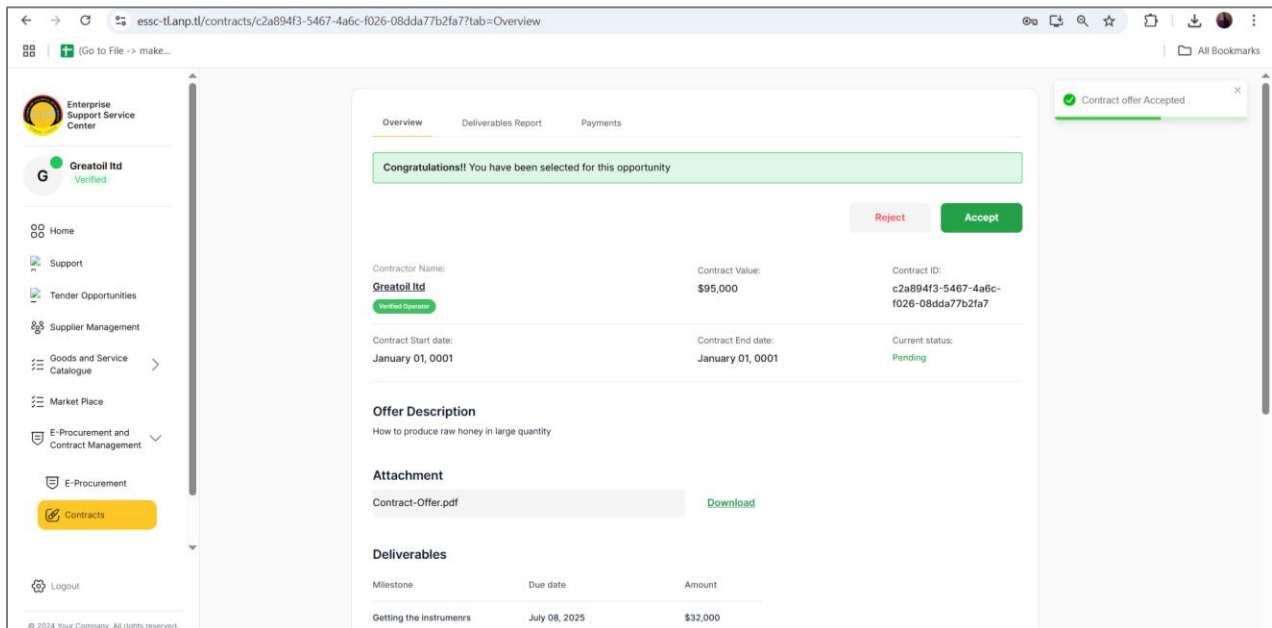
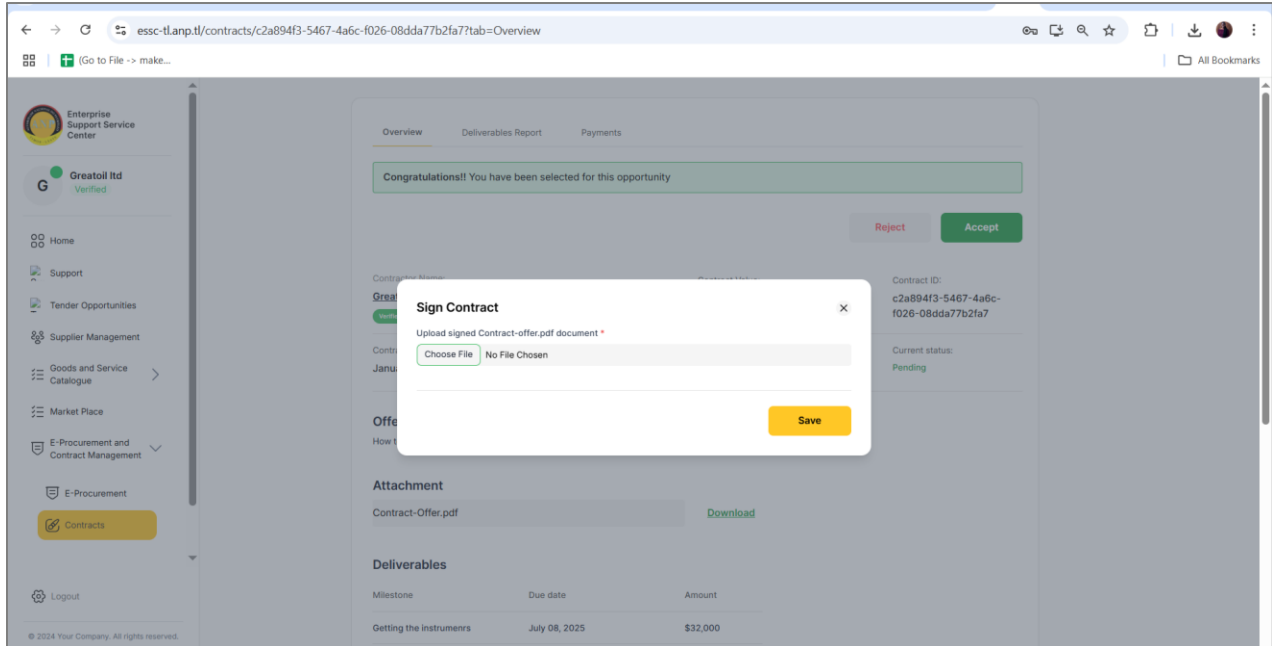
Submitted by: _____

In witness whereof, the parties hereto have executed this Agreement as of the day and year first below written.

Client Name _____ Date _____

Authorised Supplier Signature _____ Date _____

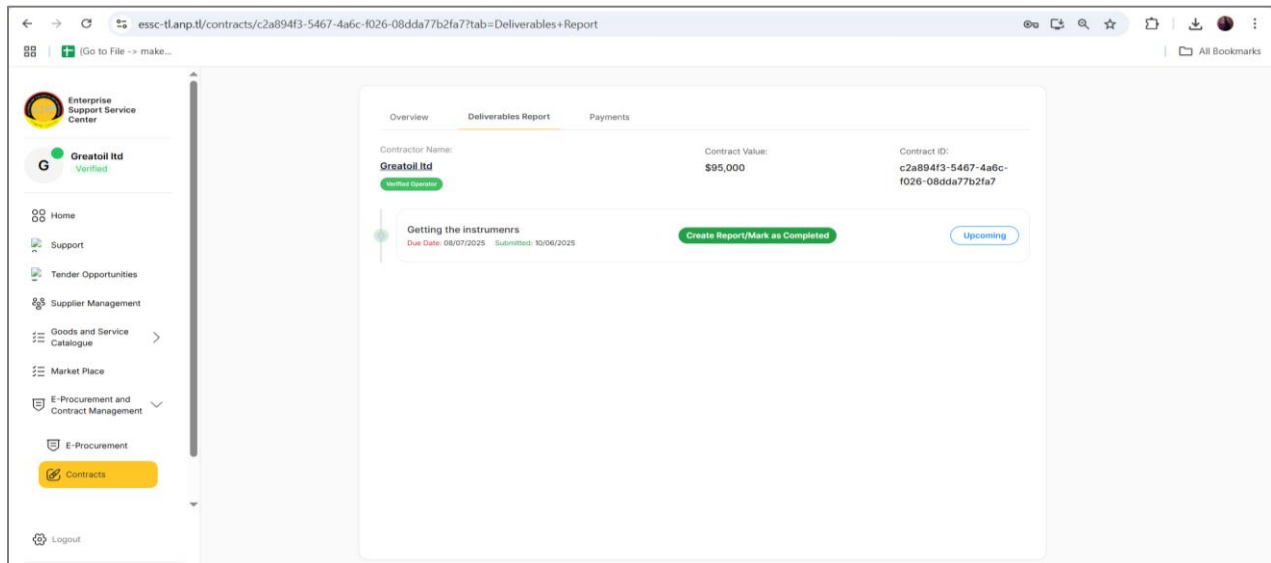
On the application, click on accept and a modal will be shown for you to upload the signed offer letter.



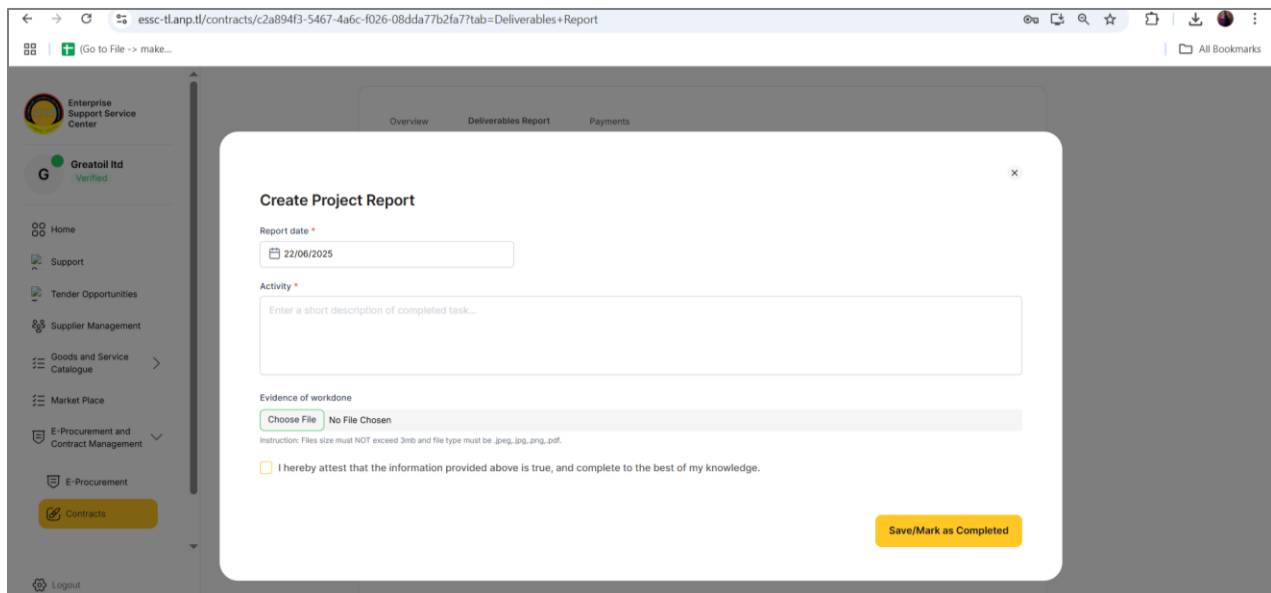
You have uploaded the signed offer letter; you can now proceed with carrying out the project.

How to Report Completion Of Deliverables

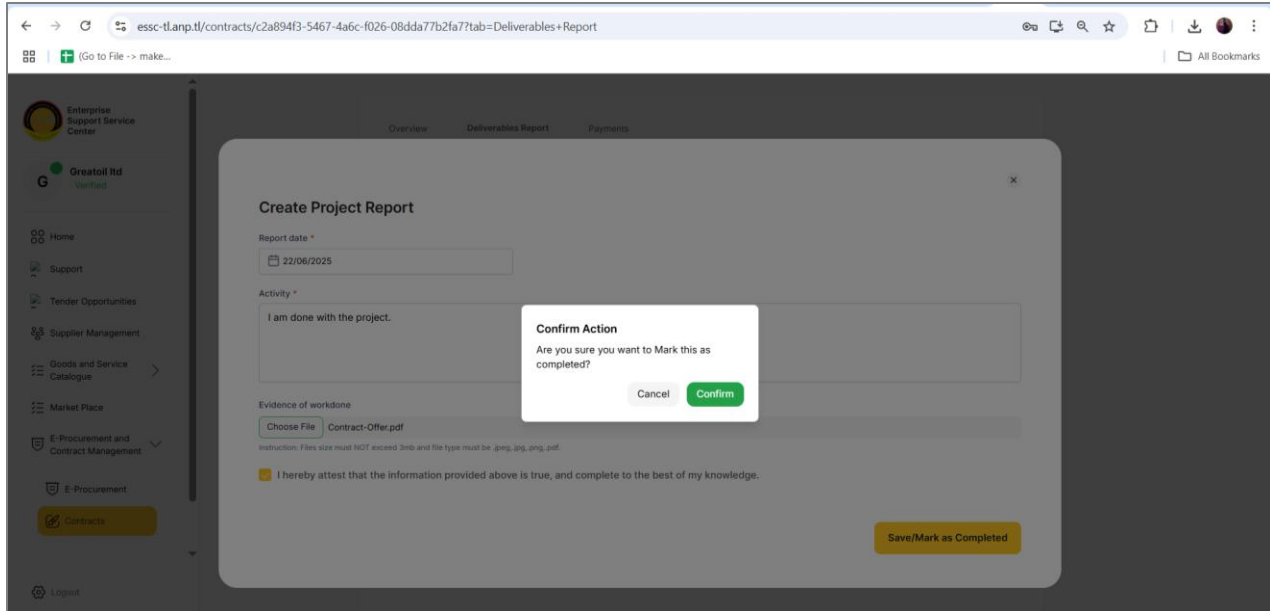
On the contract side of the e-procurement, click on the Deliverables report. You will see the project details, and you can click on 'Create report/Mark as completed'.



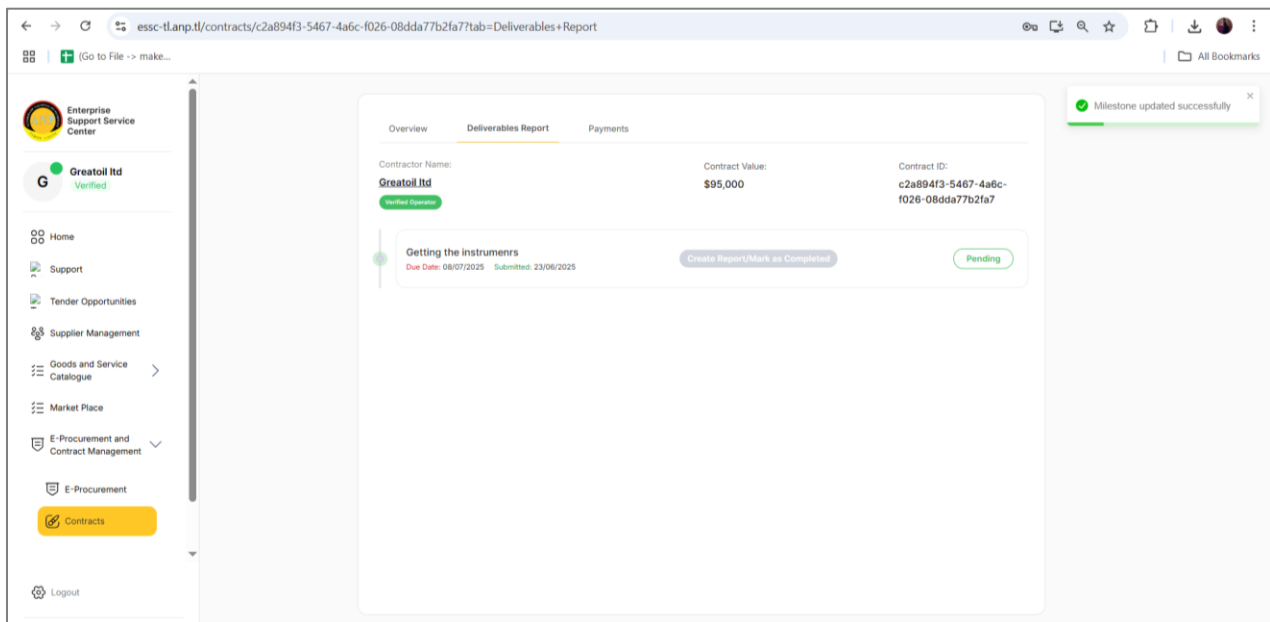
The modal below will appear, and you can add the report you have regarding the deliverables. Add the activity and evidence of work done, and then click on the attestation.



Click on **Save/Mark as completed**, and confirm your submission.

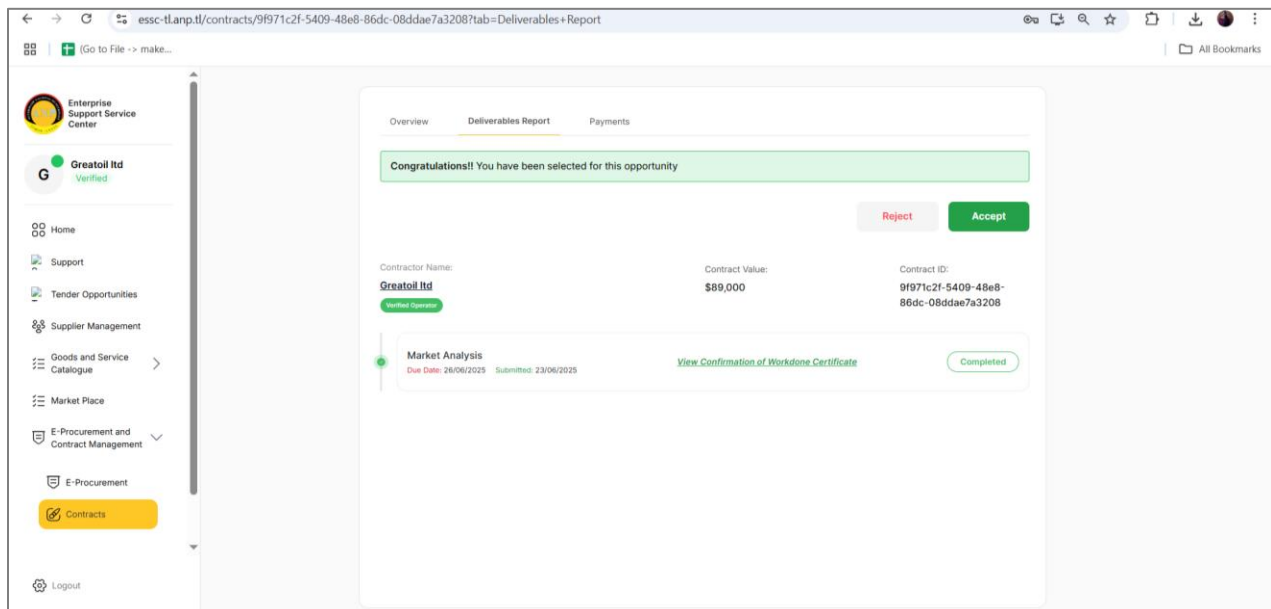


A notification will be displayed showing you have successfully added the milestone. If there are many deliverables/milestone, you can repeat this process for them all.

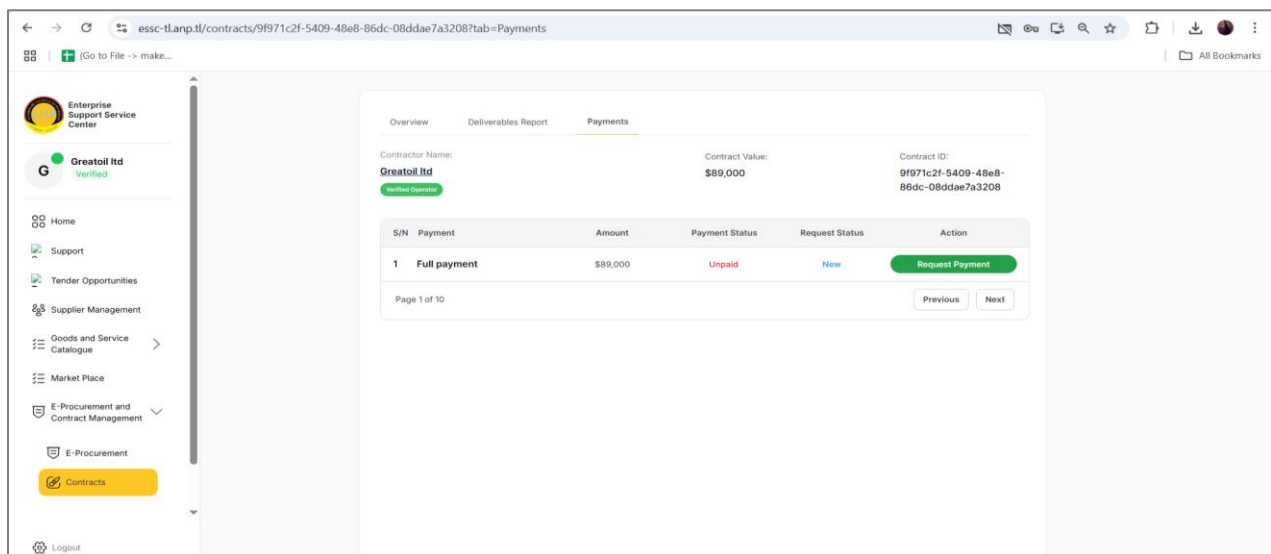


A notification will be sent to the operator for review of your submission.

Once the operator approves, you will be able to see the status on your board. You will also need to view the operator's confirmation of work done certificate.



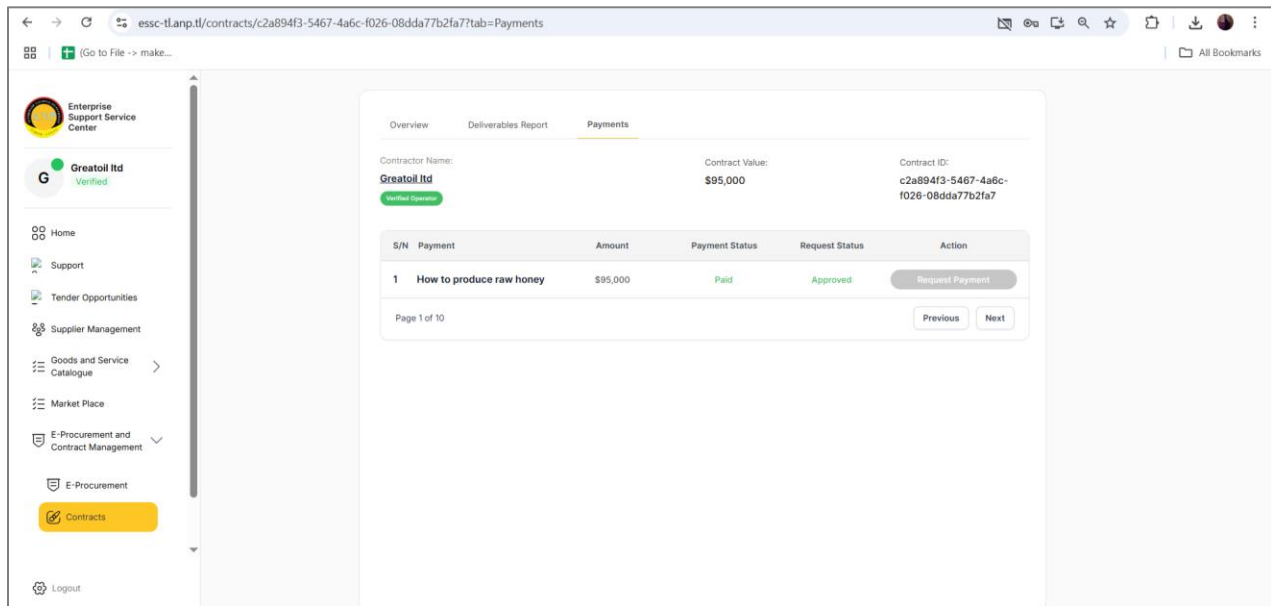
After this, you can request payment for the milestone that has been reported. Click on the payment tab, and click on request payment.



This will be sent to the operator to process.

Once the operator approves, the status will be updated to 'approved', the Supplier you can request payment.

Also, the operator will need to mark the project as paid. Once that's done, the status of the project changes to **Paid**.



The request for payment button is greyed out.

The Supplier could request for payment against each completed milestone.
The Operator is also expected to review each request and approve or reject based on evidence of completion of each milestone.