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Contributor Guide

STEP BY STEP TO ONBOARD YOUR COMPANY TO AFRIEXIMBANK-MANSA PLATFORM

BEFORE YOU REGISTER, WE ENCOURAGE YOU TO TAKE A MINUTE TO BROWSE THROUGH THIS GUIDE

BEFORE YOU GET TO THE POINT TO CONTRIBUTE ON THIS PLATFORM, YOU HAVE TO FIRST REGISTER

BELOW ARE THE STEPS TO REGISTER AND THEN UPLOAD YOUR DOCUMENT.

REGISTRATION TIPS:

- The simplest way to start and finished the registration in a short time and effortlessly; is to **PREPARE ALL REQUIRED DOCUMENT**.
- **SCAN THE DOCUMENTS** in the order required into a folder.
- **TYPE OUT OTHER DETAILS**; *Like Name, Position, Role, Phone Numbers, and addresses on a separate pageto enable you just copy and paste as required*

MANDATORY/REQUIRED DOCUMENTS TO BE UPLOADED ([Click here to see mandatory fields and requirements](#))

Application/Authority Letter ([click to see sample](#))

Company Logo

CAC Registration documents

Current and Valid Export Certificate

UBO ([click to see sample](#))

1-3 Years Account/Bank Statement of your Company

Identification Documents of Business Owners (Driver license, etc)

CLICK HERE TO **REGISTER AND ONBOARD AS A CONTRIBUTOR**

Click Here (**BENEFITS/INCENTIVES**) To See the benefits/incentives of Registering on the MANSA Digital Platform

For clarifications/help to register, please send us a mail at

afreximbankproject@businessindex.com.ng or call: +234 (0) 803-3497-109,
903-0001-239, 903-0001-485



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REGISTRATION PROCESS:

Step One:

Registration (Maker)

Step Two:

Confirm your e-mail account

Step Three:

Create a Checker's (**supervisor**) Account (The maker can also be the checker, but you have to use a different e-mail account as the checker) **The idea is to ensure that someone else in the company is aware, that you are submitting the company's document to Our Platform**

Step Four:

Contribute; this is the stage you are to submit all necessary documents to the platform

Step Five:

Finished Registration

Step Six:

REVIEW YOUR DATA BEFORE SUBMISSION

Step Seven:

Supervisor (Checker) Approves the registration and data uploaded

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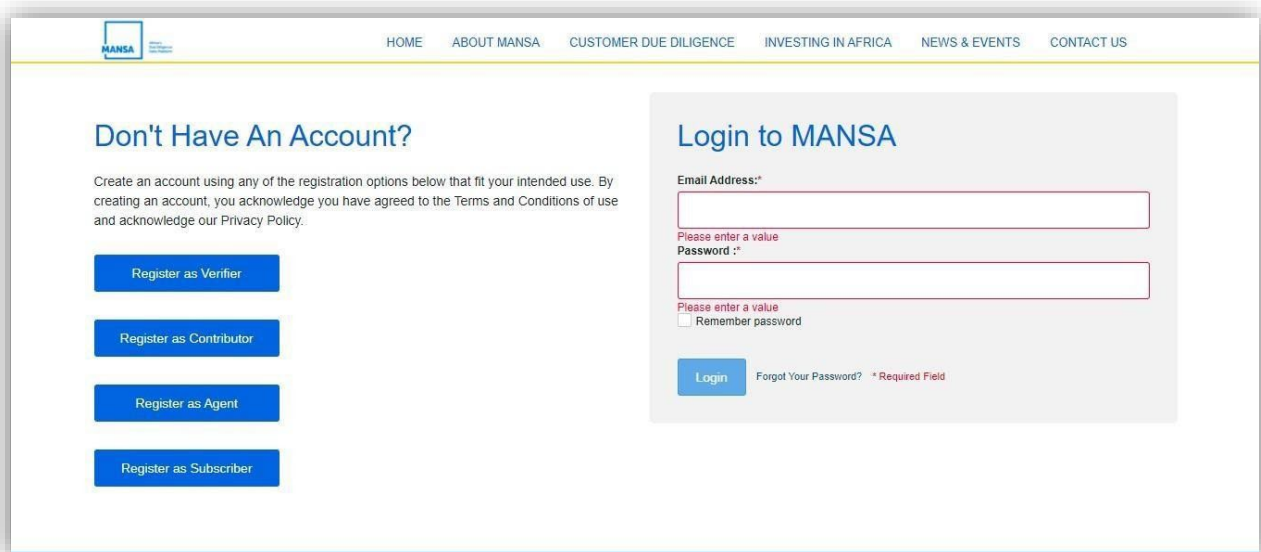


PART 1 ACCOUNT CREATION

CLICK ON REGISTER/LOGIN



CLICK ON REGISTER AS CONTRIBUTOR



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NIGERIAN EXPORT PROMOTION COUNCIL

FILL IN THE DETAILS AND CLICK ON CREATE ACCOUNT

Create Account
Register your organization by first creating an administrator who will administer your organization's profile on the repository.

First Name: *

This field is mandatory

Last Name: *

This field is mandatory

Email: *

This field is mandatory

Confirm Email *

Password: *

This field is mandatory

Confirm Password *

Country *
Select a country

☐ I'm not a robot

Create Account

My Account
If you already have myMANSA Account, use the button below to login. Otherwise create an account using appropriate registration options of contributor or subscriber or verifier.

Login to Account

Registration Successful
Your account has been successfully registered, please check your email to activate your account.

[Resend Activation Email](#)

My Account
If you already have myMANSA Account, use the button below to login. Otherwise create an account using appropriate registration options of contributor or subscriber or verifier.

Login to Account

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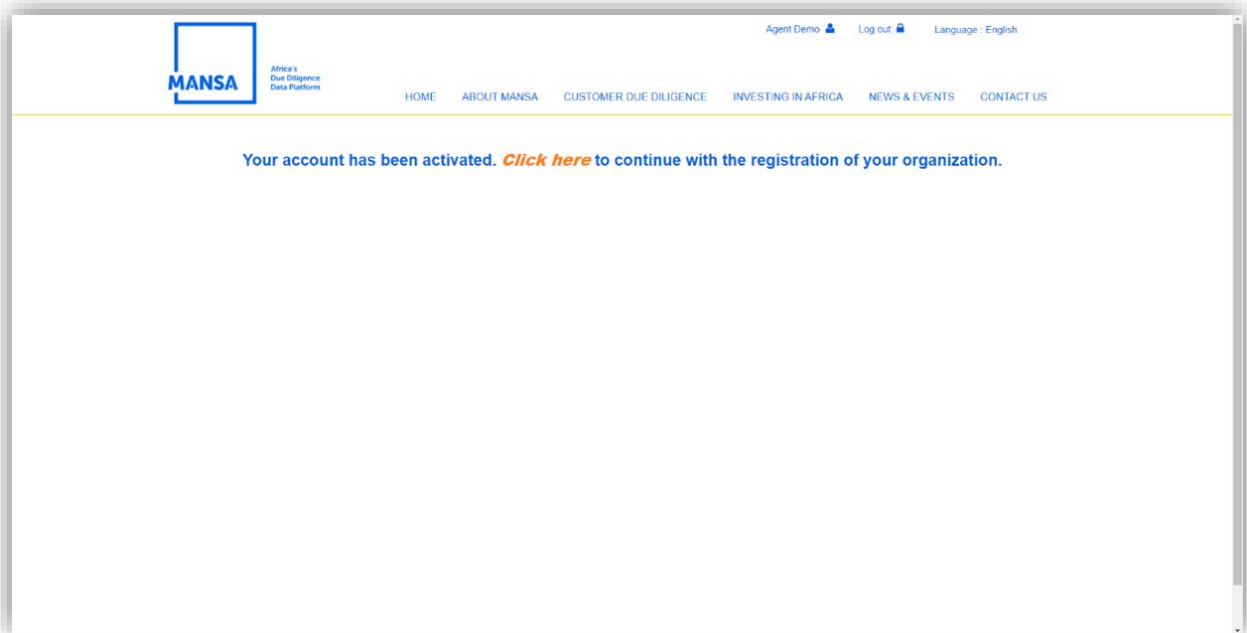
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PART 2 ACCOUNT CREATION CONFIRMATION

YOU WILL RECEIVE AN EMAIL TO ACTIVATE ACCOUNT.

CLICK THE LINK IN YOUR E-MAIL TO REDIRECT YOU TO THE PLATFORM AND ACTIVATE ACCOUNT SUCCESSFULLY



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PART 3 SUBMITTING OF BASIC COMPANY DATA AND AUTHORIZATION

YOU WILL BE REDIRECTED TO REGISTER AS A CONTRIBUTOR
ENTER COMPANY'S DETAILS LIKE [REGISTRATION NUMBER, REGISTRATION DOCUMENT, LETTER OF
AUTHORIZATION, TELEPHONE, ADMIN DETAILS AND CLICK ON CONTINUE, THEN CLICK ON SUBMIT FOR
AUTHORIZATION.

Step 1 Step 2 Step 3

Entity Details Administrator Details Summary

Business Name *

Business Registration Number *

Country *

Postal/Zip Code

Address *

Telephone *

Email

Website

Fax

Company Registration Document * ☐

No file selected... [Browse](#)

Are you a subsidiary? *

☐ Yes

☒ No

Are you an SME? *

☐ Yes

☒ No

Logo *

Capture.PNG [Browse](#)

Overview *

Numbers of characters left: 496

Test

[Continue](#)



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Step 1

Step 2

Step 3

Entity Details

Administrator Details

Summary

First Name *

Last Name *

Email *

Job Title *

Telephone *

+39

Letter of Authorization * ☐

No file selected...

Browse

Will the administrator also have maker/checker privileges to add and/or authorize CDD profile of the organization? (Admin Email is required to enable this option) *

☐ Yes

☐ No

Continue

Maker:

Yes

Checker:

Yes

Letter of Authorization:

Capture.PNG

Submit for Authorization

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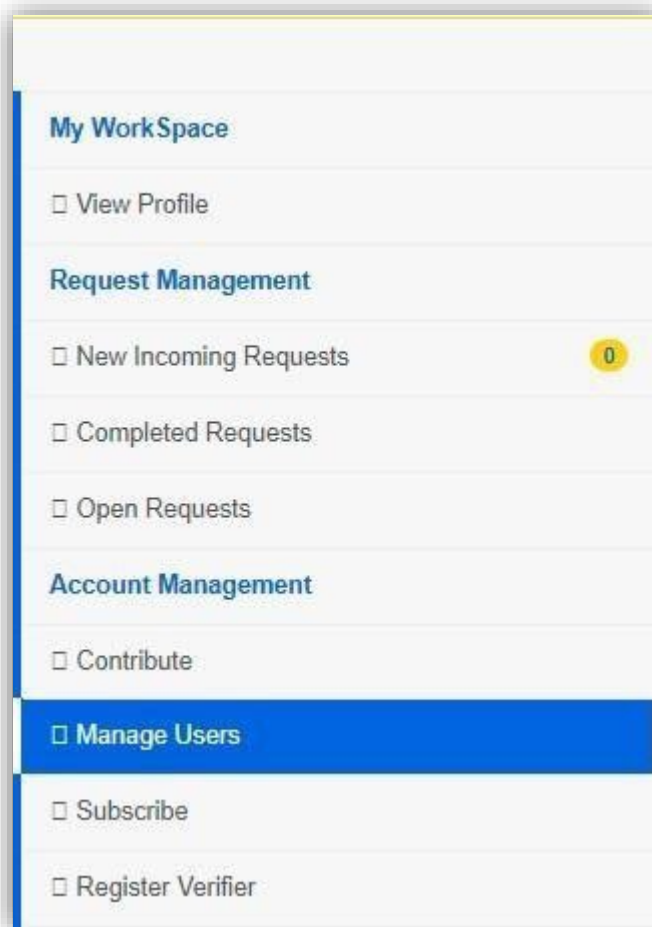


PART 4 ADDING A SUPERVISOR (CHECKER'S) ACCOUNT CREATION

SECOND PHASE IS THE CONTRIBUTING PART

Click on "Manage Users"

And add a "checker" for the Entity (**the Idea is to ensure someone else is aware that you are submitting documents to the platform**), so you can use another of your e-mail and name to create "checker" account. The Checker will always login to Approve the info the maker has submitted.



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ADD THE DETAILS OF THE CHECKER AND THEN, CLICK THE DROPDOWN TO SELECT YOUR COMPANY TO ASSIGNED THE PRIVILEGES FOR THE CHECKER AND CLICK CREATE.

ADD NEW USER

Enter first name

Enter Last Name

enter email

confirm email

Select one or more ▼

☐ Maker

☐ Checker

Create

AN EMAIL WILL BE RECEIVED BY THE CHECKER TO ACTIVATE HIS EMAIL AND ADD HIS CREDENTIALS

MANSA Africa's Due Diligence Data Platform

Agent Demo Log out Language: English

HOME ABOUT MANSA CUSTOMER DUE DILIGENCE INVESTING IN AFRICA NEWS & EVENTS CONTACT US

My Workspace

- View Profile
- Request Management
- New Incoming Requests

MANAGE AGENT ENTITY USERS

Invitation sent successfully to checker_demo@mailinator.com

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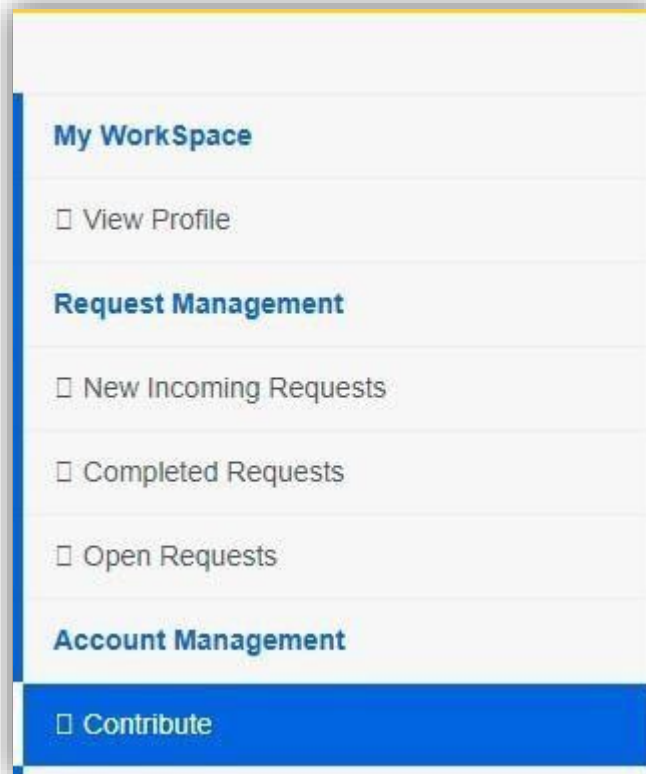


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PART 5 SUBMITTING OF VITAL DOCUMENT TO THE PLATFORM

SELECT CONTRIBUTE FROM THE LEFT,



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SELECT YOUR COMPANY'S NAME FROM THE DROPDOWN, IT WILL OPEN TO AN **8 FIELDS** OF REQUIRED DATA AND DOCUMENTATION, UPLOAD DOCUMENT AND COMPLETE THE FIELDS AS REQUIRED AND APPLICABLE TO YOU TILL THE END.

CONTRIBUTION

SELECT YOUR ENTITY:

Select or search a Contributor in the list...

Continue

AT THE BOTTOM OF EACH PAGE, CLICK ON THE DROPDOWN AND SELECT "**BUSINESSINDEX-NIGERIA**" FROM THE LIST, AS YOUR **VERIFIER**. (See [MANSA partnership letter with NEPC, authorizing BusinessIndex as verifier](#))

CLICK SAVE, CONTINUE TO NEXT PAGE; KEEP SELECTING **BUSINESSINDEX-NIGERIA** AS THE VERIFIER TILL END AND LAST PAGE.

INDEPENDENT REVIEWING/ VERIFICATION ENTITY FOR THIS SECTION

Select one or more

Save and Close Save Continue

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PART 6 REVIEW YOUR DATA BEFORE SUBMISSION

CLICK THE + SIGN TO REVIEW YOUR DETAILS IN EACH SECTION, THEN CLICK ON COMPLETE TO SUBMIT.

CONTRIBUTION

Back Complete

+	Identification
+	Ownership and Management
+	Business Information
+	Compliance Information
+	Financial Information
+	Other Information

Back Complete

CONTRIBUTION

Contribution Success
Your data has been sent to the authorizer for review.

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PART 7, A SUPERVISOR (CHECKER) RECIEVES THE DATA SUBMITTED, CROSS CHECK THE DATA AND APPROVE

AFTER SUBMITTING, THE PROFLE WILL BE REDIRECTED TO THE CHECKER TO APPROVE IT. THE CHECKER WILL FIND THE CASE IN THE NEW INCOMING REQUESTS. IN THE CONTRIBUTION CHECKER TAB, HE WILL OPEN THE CASE.

INCOMING REQUESTS TABS

Contribution Maker **Contribution Checker** My Work

Filter By Date Filter By Request Summa Filter By Request Status

Unread: 0, Read: 0

Entity Name	Step Name	Time Queued	Status
There is no incoming requests			

Filter By Date Filter By Request Summary Filter By Request Status

Unread: 1, Read: 0

Entity Name	Request Summary	Time Queued	Status	Case Request Type
✉ Contributor	Review Application	02:54 PM	New	Agent Assisted Contribution

THE CHECKER **CLICKS ON THE + TO VERIFY THE INFO AND MUST ENTER HIS DETAILS AND POSITION IN THE COMPLIANCE INFORMATION SECTION; LIKE MD, CEO, COO, CFO, ETC. TO APPROVE THE PROFILE**

CONTRIBUTOR PROFILE

- + Identification
- + Ownership And Management
- + Business Information
- + Compliance Information
- + Financial Information



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THEN PRESS **APPROVE OR REJECT** (IF **UPLOADED INFO IS FALSE**) OR REQUEST UPDATE (IF UPLOADED INFO IS NOT ACCURATE).

Declaration Information

Completed/Submitted By: Checker 234

Position:

[Print](#)

SIGNED COMPLIANCE QUESTIONNAIRE AND STATEMENT ⓘ

No file chosen

NOTE

- ☐ If the Checker rejects; your submission/profile will be terminated.
- ☐ If Checker requests for more info/update, your profile will be returned back to the maker.
- ☐ If approved, your profile will be moved to the next step which is Verifier's step.

The **verifier (BUSINESSINDEX-NIGERIA)** will **verify the uploaded profile/information**; either OK it and pass to Afreximbank for approval or request for more information, if information is missing.

At each stage, **the system will notify you on the status of your profile** up to the point of approval and publish.

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