



User Guide for Supplier Registration

CONTENTS

1. Create An Account
2. Logging In To Your Account
3. Adding Additional Organization Information
4. Discover Notices From Buyers
5. Using The Help Desk

CREATE AN ACCOUNT

Step 1: Go to the Supplier Management Portal (SMP) landing page: <https://prod-moz.daismp.com/>

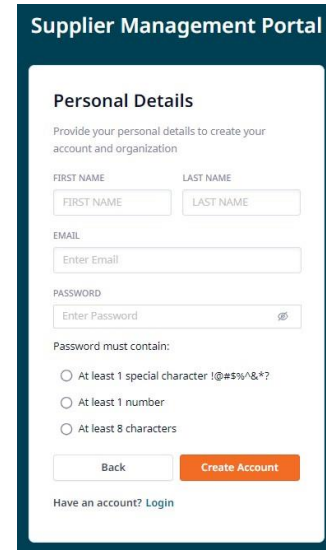
Step 2: Select **Register** and complete the registration process to set up an account

You will be asked the following questions:

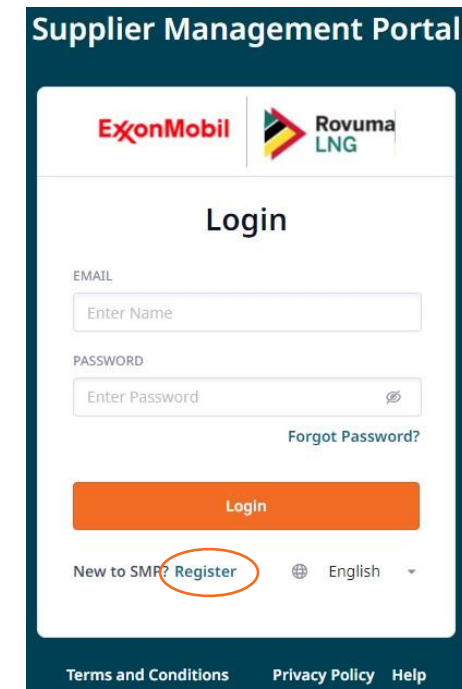
- What country are you registering for?
- What is the name of your organization?
- Personal Details
- Create a Password
- Then click, Create an Account

Step 3: Upon creating your account, you will receive an email verification invite to the system.

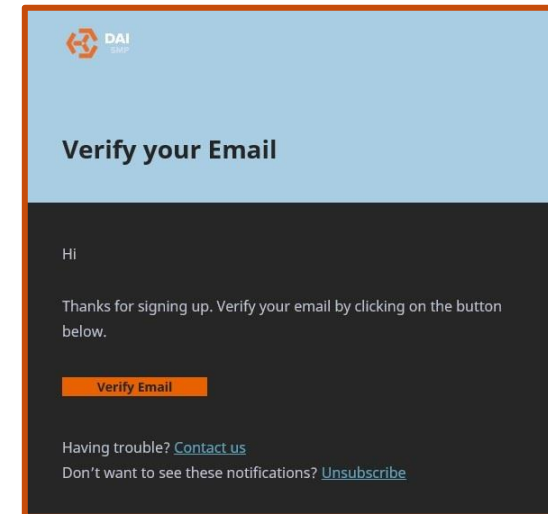
Click on the **Verify Email** button in the email and you will be taken to the SMP to finish the registration process.



The screenshot shows the 'Personal Details' registration form. It includes fields for 'FIRST NAME', 'LAST NAME', 'EMAIL', and 'PASSWORD'. Below the password field, there are three radio button options for password requirements: 'At least 1 special character !@#%&*?', 'At least 1 number', and 'At least 8 characters'. At the bottom, there are 'Back' and 'Create Account' buttons, and a link for 'Have an account? Login'.



The screenshot shows the 'Supplier Management Portal' login page. It features logos for ExxonMobil and Rovuma LNG. The 'Login' section has fields for 'EMAIL' (with a placeholder 'Enter Name') and 'PASSWORD' (with a placeholder 'Enter Password' and a visibility icon). A 'Forgot Password?' link is below the password field. A large orange 'Login' button is centered. At the bottom, there is a 'New to SMP? Register' link circled in red, along with a language selector set to 'English' and links for 'Terms and Conditions', 'Privacy Policy', and 'Help'.



The screenshot shows an email verification message. It starts with 'Hi' and says 'Thanks for signing up. Verify your email by clicking on the button below.' There is a prominent orange 'Verify Email' button. At the bottom, there are links for 'Having trouble? Contact us' and 'Don't want to see these notifications? Unsubscribe'.

LOGGING IN TO YOUR ACCOUNT

Login: Enter the email you used to register, the password you input into the system and click **Login**

Remember that Passwords are case sensitive.

Note: If you forget your password, you can reset by clicking **Forgot password?**



Supplier Management Portal

ExxonMobil | Rovuma LNG

Login

EMAIL

Enter Name

Please enter an email.

PASSWORD

Enter Password

pleaseEnterPassword

[Forgot Password?](#)

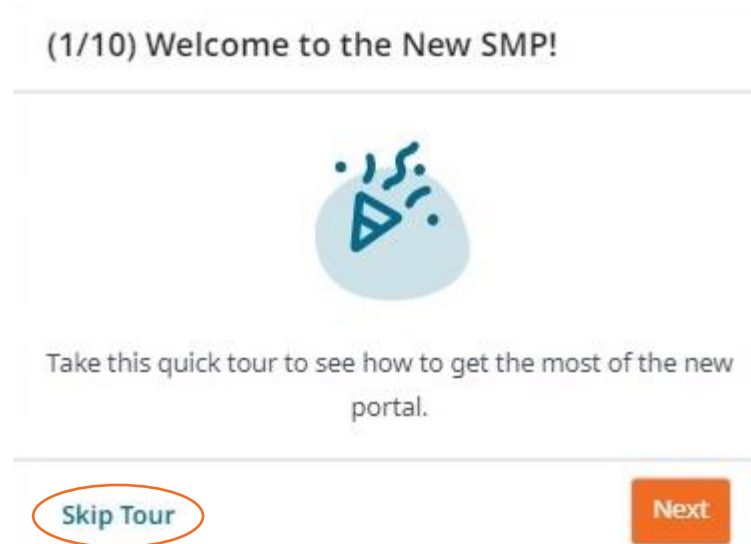
Login

New to SMP? [Register](#) | English

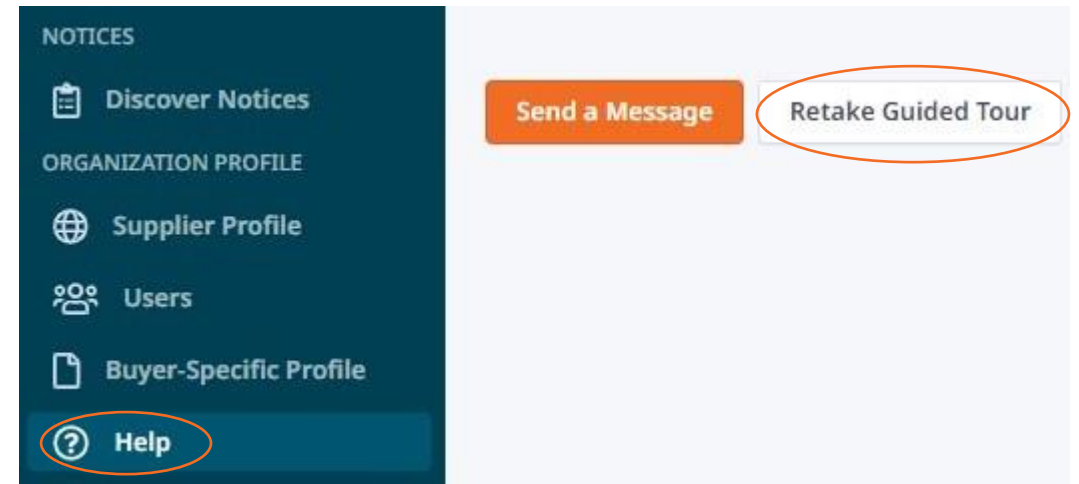
[Terms and Conditions](#) | [Privacy Policy](#) | [Help](#)

LOGGING IN TO YOUR ACCOUNT

Upon logging into your account, a guided tour will automatically initiate to assist you in navigating through the system. Should you prefer to explore the system independently, you have the option to skip the tour.



Additionally, the tour can be retaken at any time by visiting the "Help" tab and selecting "Retake Guided Tour."



ADDING ADDITIONAL ORGANIZATION INFORMATION

It is highly recommended that organizations fill out their profiles to the fullest extent possible. This will ensure an accurate representation of your company to potential buyers.

Step 1: Navigate to the main menu and select **Supplier profile**

Organization Profile [Preview Profile](#)

NOTICES

- Discover Notices

ORGANIZATION PROFILE

- Supplier Profile**
- Users
- Buyer-Specific Profile
- Help

Profile Completeness

General	5/5
Registration Details	5/5
Ownership	5/5
Size	1/1
Goods and Services	1/1
Client References	1/1
Certificates	
Finances	3/3
Geography and Others	9/9
Additional Documents	

General

Full Company Name Completed
MozUp-SMP-Training [Edit](#)

Business Bio Completed
..... [Edit](#)

Do you have a website? Completed
Website URL
www.mozup.org [Edit](#)

Main Phone Completed
+258 8412345684 [Edit](#)

Mobile Phone Completed
+258 847894565 [Edit](#)

ADDING ADDITIONAL ORGANIZATION INFORMATION

Step 2: View and update your Organization Profile. This requires suppliers to provide detailed information regarding their company, including:

- General Details
- Registration Details
- Ownership
- Size and Revenue
- Goods and Services
- Client References
- Certificates
- Finances
- Geography and Others
- Additional documents

General

Full Company Name ✔ Completed
MozUp-SMP-Training Edit

Business Bio ✔ Completed
..... Edit

Registration Details

Country of Incorporation ✔ Completed
Yes Edit

Date Founded ✔ Completed
Jan 14, 2019 Edit

Goods and Services

What Goods and Services does your organization provide? ✔ Completed

Primary (3 Maximum) Edit

SS04AA11 LEGAL CONSULTANCY

SS04AB09 OTHER TRAINING COURSES

SS04AB18 TRAINING FOR EXTERNAL RESOURCES

Secondary

SS01AE01 PROCUREMENT SERVICES

Additional Documents

Upload additional documents here to showcase your qualification. Upload Document

<input type="checkbox"/>	NAME/TYPE/SIZE	LAST EDIT	
<input type="checkbox"/>	Alvará JPG 110.13 KB	Jan 24, 2024 11: 01am	⋮

Showing 1 - 1 of 1 1 of 1 < >

DISCOR NOTICES FROM BUYERS

Suppliers can view and discover newsletters, messages and procurement information such as Expressions of Interest (EOIs) or Requests for Information (RFIs) on the Notice Board.

Step 1: Navigate to the main menu and select **Discover Notices** to view published information from Buyers on the **Notice Board**. Click on each published notice to view more details.

Select the **Favorites** tab to save and view Notices later.

The screenshot shows the DISCOR Notice Board interface. On the left, a dark blue sidebar contains the 'NOTICES' section with 'Discover Notices' highlighted in orange and circled. Below it are 'ORGANIZATION PROFILE' options: 'Supplier Profile', 'Buyer-Specific Profile', and 'Help'. The main content area is titled 'Discover Notices' and has two tabs: 'Notice Board' (selected) and 'Favorites'. A search bar labeled 'Search Notice Title' is at the top. Below it are filters for 'Goods and Services', 'Type', and 'Status'. The notice list shows two entries:

- Test Notice**: Mozambique Buyer Demo, Procurement, Closing at 1:30am, Dec21, 2023. Status: Pre-Awarding. Includes subject line and three item tags: 'BB01AA01 SAWL WELDED LINEP...', 'BB01AA02 ERW WELDED PIPES I...', and 'BB01AA03 WELDED PIPES IN AL...'. '+2 More' and '2 days ago' are also visible.
- test**: Mozambique Buyer Demo, Procurement, Closing at 12:48am, Nov7, 2023. Status: Not Awarded. Includes text 'This is a demo notice.' and 'No Goods and Services selected'. '15 days ago' is also visible.

USING THE HELP DESK

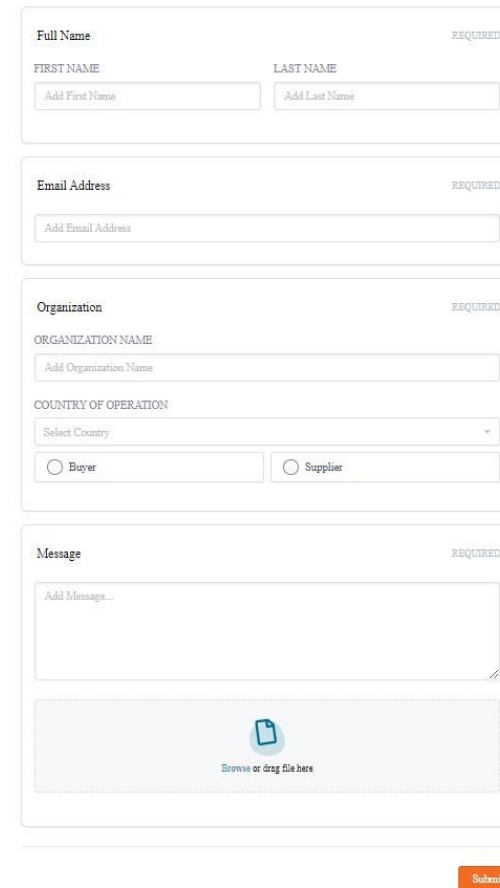
The Help Desk is your best and most efficient way to receive support.

*Through the **Help** function, users can request support at any time from the local team.*

Step 1: On the main menu, select **Help**.



Step 2: You will be taken to a new page, where you can submit a request for support. Please ensure to include the correct email address for follow-up support.



The form consists of four main sections, each with a 'REQUIRED' label in the top right corner:

- Full Name:** Contains two input fields labeled 'FIRST NAME' and 'LAST NAME' with placeholder text 'Add First Name' and 'Add Last Name' respectively.
- Email Address:** Contains one input field with placeholder text 'Add Email Address'.
- Organization:** Contains an input field for 'ORGANIZATION NAME' with placeholder 'Add Organization Name', a dropdown menu for 'COUNTRY OF OPERATION' with 'Select Country' as the placeholder, and two radio button options: 'Buyer' and 'Supplier'.
- Message:** Contains a large text area with placeholder 'Add Message...' and a file upload area with a document icon and the text 'Browse or drag file here'.

A red 'Submit' button is located at the bottom right of the form.

Additional Support



Should you have any further questions or require additional support, please feel free to reach out to MozUp, the Rovuma LNG Enterprise Development Center, at our offices located in Maputo and Pemba, Mozambique, using the following contact details:

- **Maputo:**
 - Address: Rua dos Desportistas, No. 691, JAT VI -1, 1st Floor, Maputo
 - Phone: +258 84 777 3751 / 82 777 3751
- **Pemba**
 - Address: Avenida Alberto Chipande, Pemba Mall, 1st Floor, Office No. 5, Pemba
 - Phone: +258 85 859 3163 / 87 500 4700
- **Email:** info@mozup.org