

STEP 1: Type <https://connect.nlng.com:9999/irj/portal> in your browser or click the link in the email Invite for RFx or Auction.

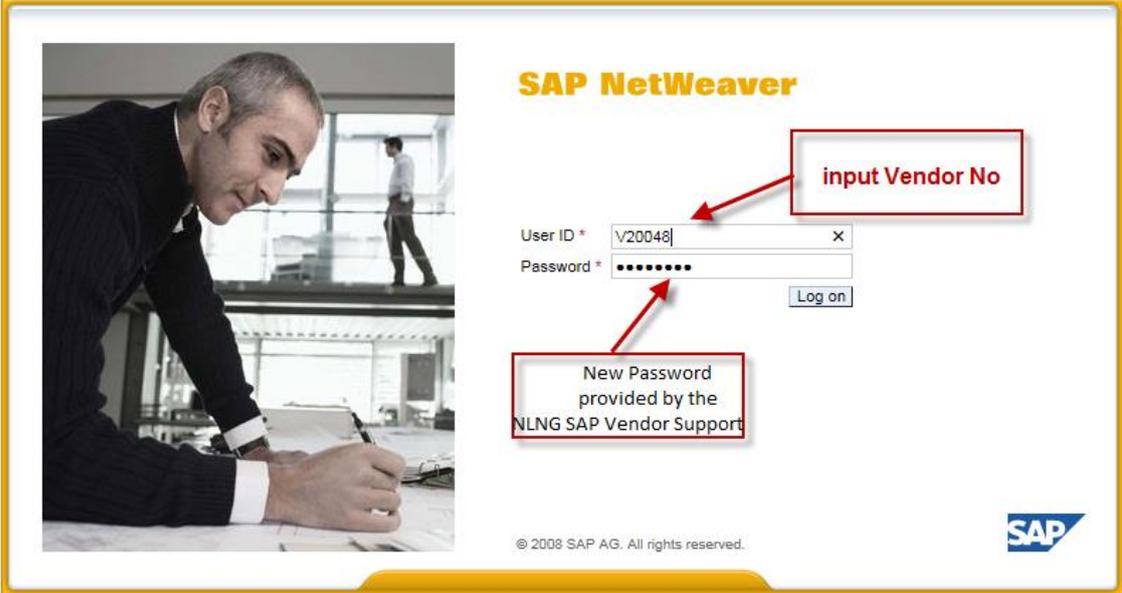


STEP 2: Enter your VENDOR ID and the New Password provided by the NLNG SAP Vendor Support.

(**Note:** Vendor Id in the format "Vxxxxxx" where xxxxx is your Vendor code)

Browser address bar: <https://connect.nlng.com:9999/irj/portal> Nigeria LNG Limited [NG]

SAP NetWeaver Portal



SAP NetWeaver

input Vendor No

User ID * V20048

Password *

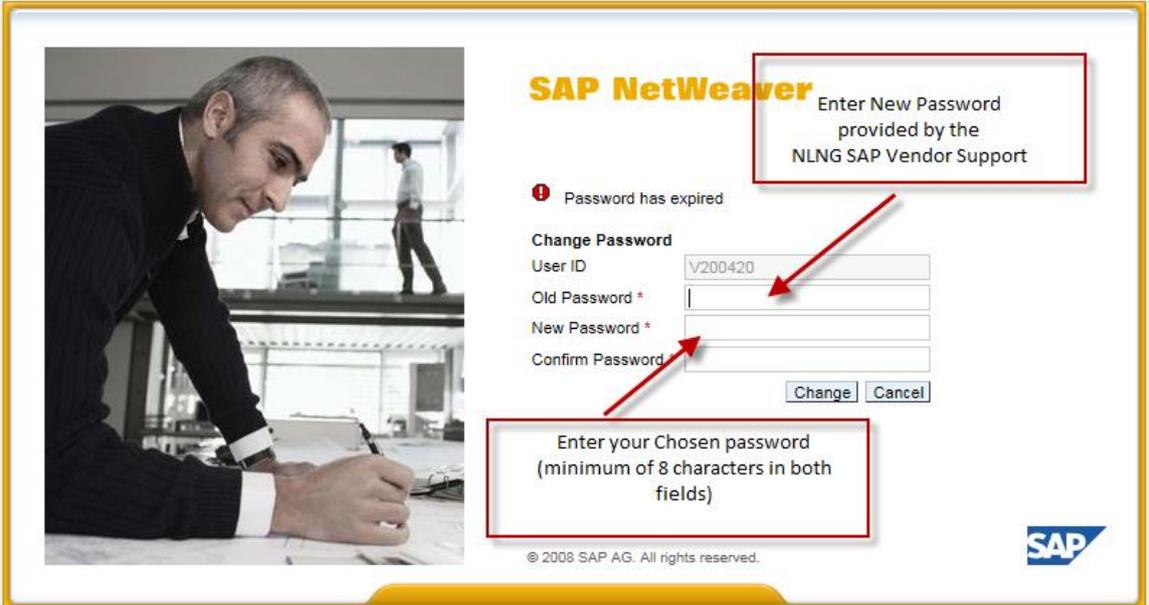
Log on

New Password provided by the NLNG SAP Vendor Support

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STEP 3:



SAP NetWeaver

Enter New Password provided by the NLNG SAP Vendor Support

Password has expired

Change Password

User ID V200420

Old Password *

New Password *

Confirm Password *

Change Cancel

Enter your Chosen password (minimum of 8 characters in both fields)

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STEP 4: Change 2nd Level Password (this should be the same with your chosen 1st Level Password)

Welcome NIGERIA LIMITED .  **NIGERIA LNG LIMITED** [Help](#) | [Personalize](#)

[Advanced Search](#)

[Home](#) | [Administration](#) | [Confirmations](#) | [Invoices and Credit Memos](#) | [Messages](#) | [Notification from Purchaser](#) | **[Purchase Orders](#)** | [Sche](#)

[All](#) | [New](#) | [Changed](#) | [In Process](#) | [Confirmed](#) | [Partially Confirmed](#) | [Rejected](#) | [Canceled by Customer](#)

All | [Back](#) | [Fo](#)

CLICK on Purchase Orders Tab



SAP NetWeaver

Enter New Password provided by the NLNG SAP Vendor Support

 No switch to HTTPS occurred, so it is not secure to send a password

 This is an initial password that must be changed

User: V200420

Current Password: *

New Password: *

Repeat Password: *

Enter your Chosen password (minimum of 8 characters in both fields)



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Step 5: Change 3rd Level password (this should be the same with your chosen 1st Level Password)

Welcome NIGERIA LIMITED . **NIGERIA LNG LIMITED** [Help](#) | [Personalize](#)

[Advanced Search](#)

Scheduling Agreement Releases Shipping Notifications Administration Messages **Rfx and Auctions** Business Reports

Rfx and Auctions | [Back](#) Forward

CLICK on Rfx and Auctions Tab

SAP NetWeaver

Enter New Password provided by the NLNG SAP Vendor Support

⚠ No switch to HTTPS occurred, so it is not secure to send a password

✓ This is an initial password that must be changed

User: V200420

Current Password: *

New Password: *

Repeat Password: *

Enter your Chosen password (minimum of 8 characters in both fields)

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For further enquiries, kindly contact the following SAP Vendor Helpdesk numbers from 8:00am to 4:00pm Mondays to Fridays:

+2348039057036

+2348039055588

You can also send an email, with a screenshot/screen capture, to SAPvendorsupport@nlng.com

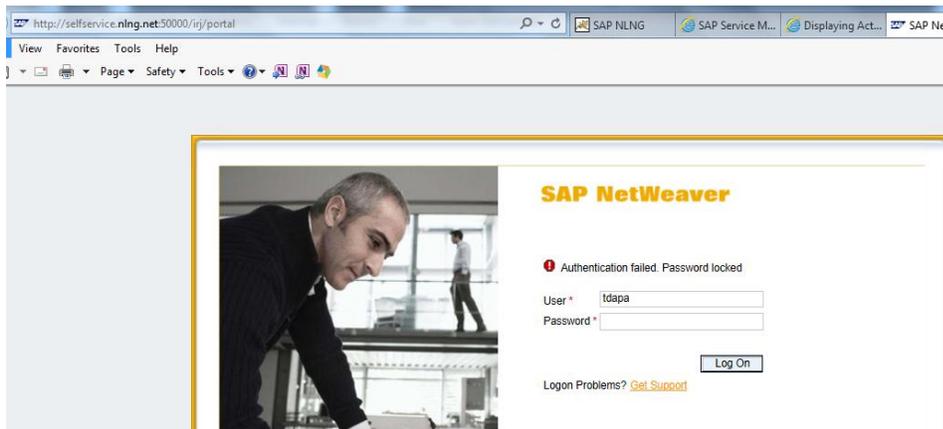
USER GUIDE FOR SAP PASSWORD RESET

Scenario:

You are on the SAP Portal, and your user account is

- 1) Locked
- 2) You do not remember the password for logon

Step 1: Click on “Get Support”



Step 2: Enter the requested details below and click on the submit button

http://selfservice.ning.net:50000/webdynpro/dispatcher/sap.com/tc~sec~ume~wd~enduser/Logon

File Edit View Favorites Tools Help

Home RSS Print Page Safety Tools

Logon Help

Personal information Confirmation

Having trouble logging in?

Provide the following information to receive a new password

Logon ID: *

E-Mail: *

Submit Cancel

For example:

http://selfservice.ning.net:50000/webdynpro/dispatcher/sap.com/tc~sec~ume~wd~enduser/Logon

File Edit View Favorites Tools Help

Home RSS Print Page Safety Tools

Logon Help

Personal information Confirmation

Having trouble logging in?

Provide the following information to receive a new password

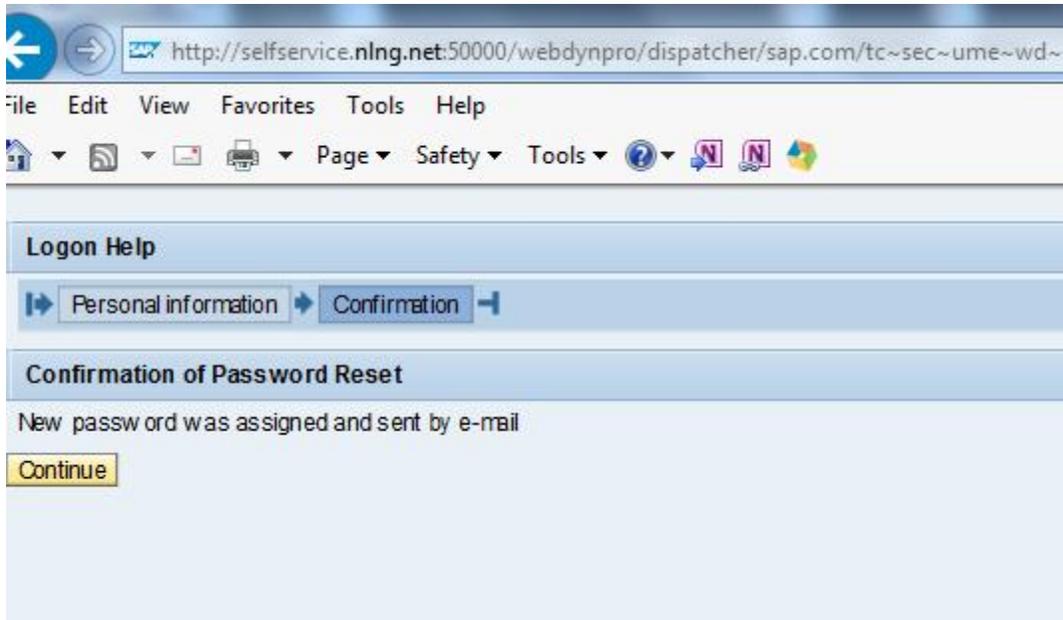
Logon ID: *

E-Mail: *

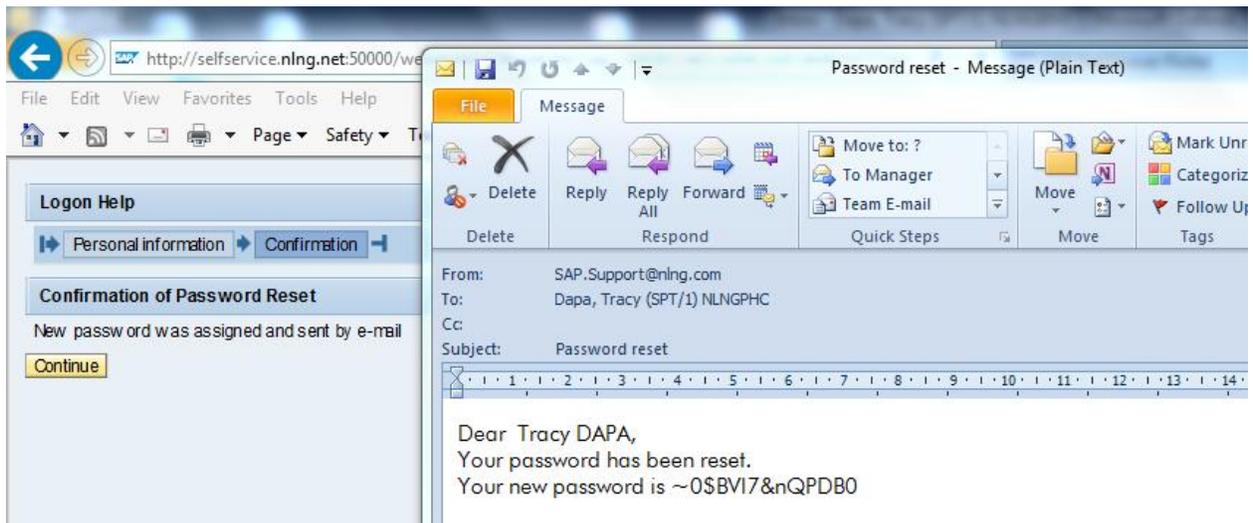
Submit Cancel

Step 3: A new password is generated and sent to the provided email in step 2 above

Step 4: Click on continue



Step 5: Reference your email and copy the new password that was sent to your inbox



Step 6: Go back to the logon page and enter the email generated password to logon



SAP NetWeaver

User *

Password *

Logon Problems? [Get Support](#)

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You are required to change your password at this point: please enter details requested below;



SAP NetWeaver

Change Password

Old Password *

New Password *

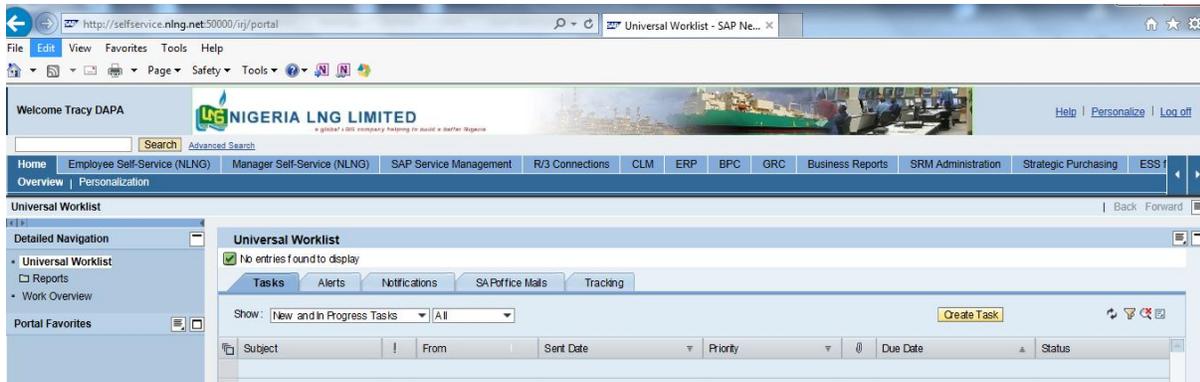
Confirm Password *

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Where old password = (email generated password)

And new password = (any password of your choice)

Step 7: Confirm that portal logon is successful;



End !!!!

Thank You !!!