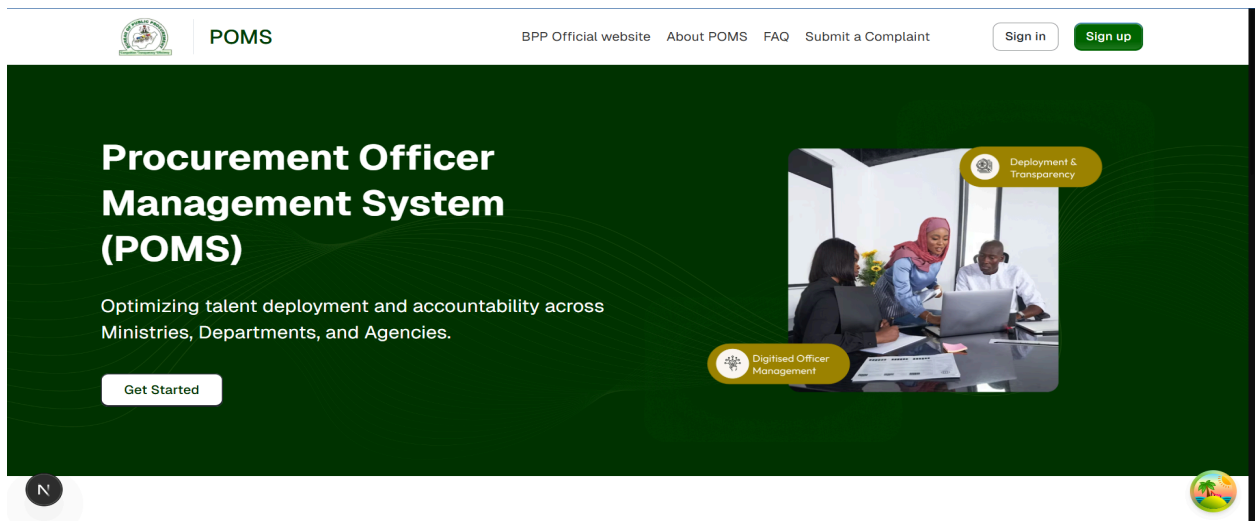




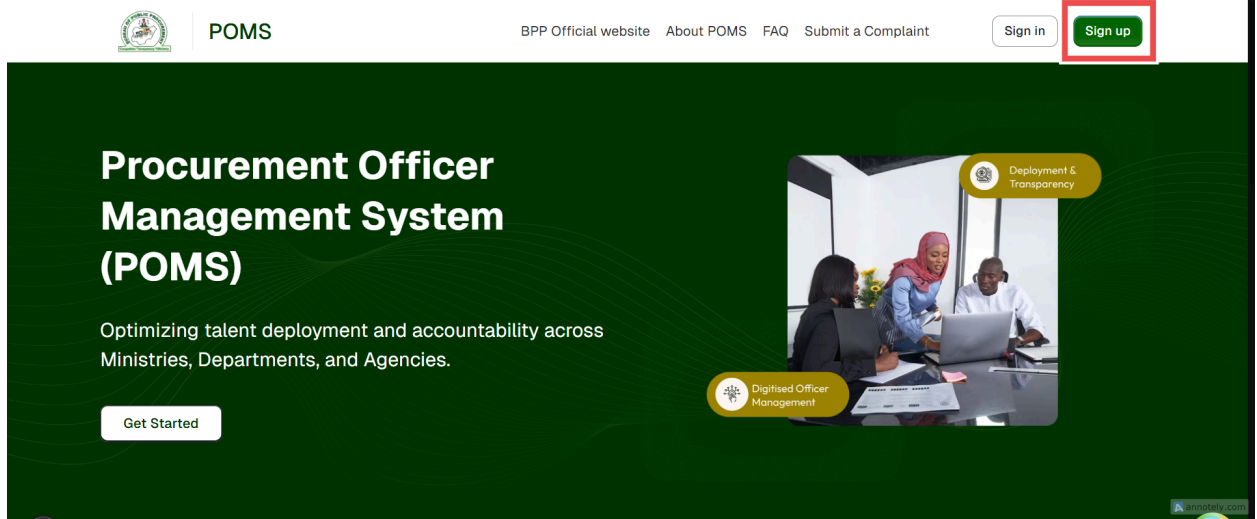
# Procurement Officer Onboarding Guide

## Sign Up on BPP

1. From your device, go to the [BPP Home Page](#)

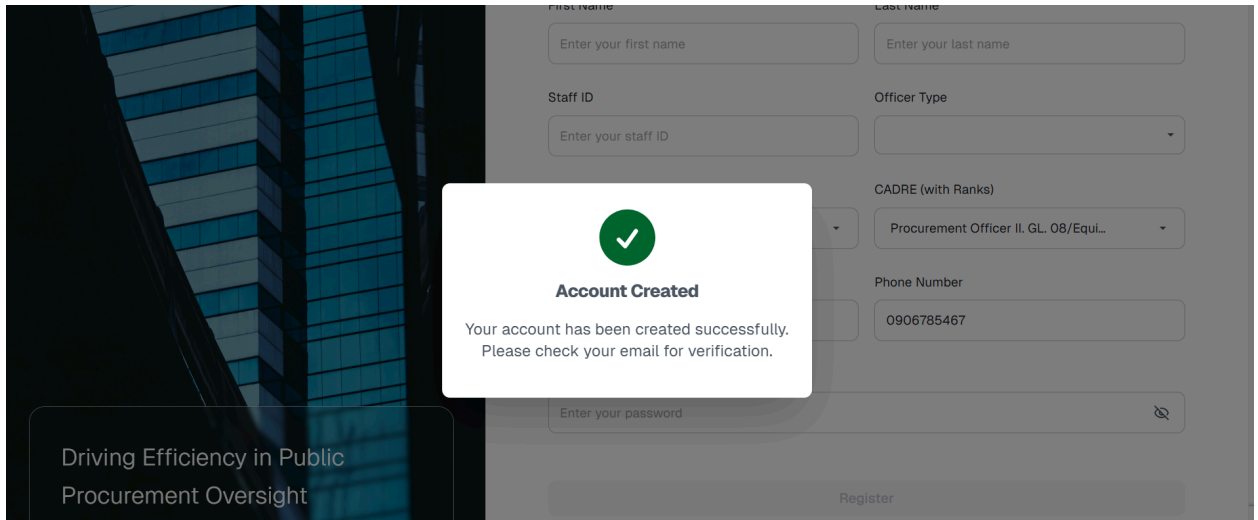


2. Click the **Sign Up** button in the Navbar. You will be directed to a form.

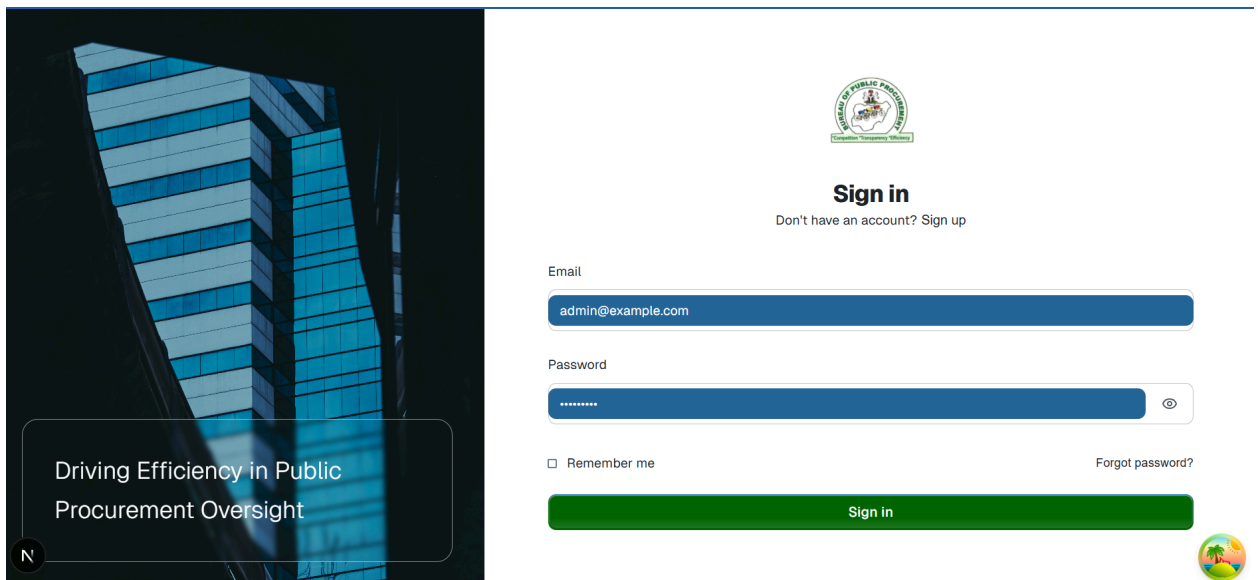


3. Fill out the form and click on **Register**.

4. A confirmation message will appear. Check your email and follow the link to verify your account.

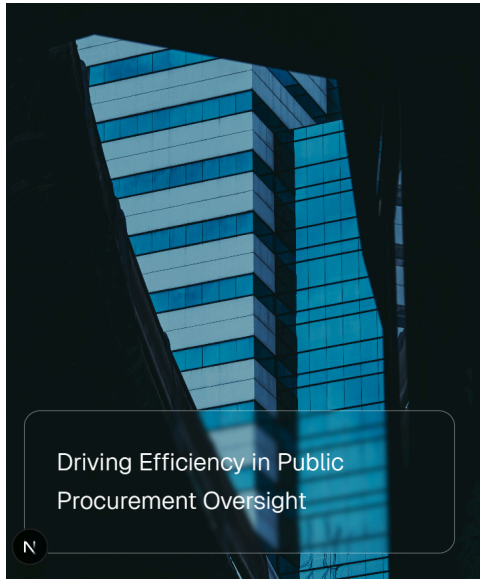


5. After verification, you will be redirected to the Login Page.



Sign In On BPP

1. Enter the email address and password you used to sign up and click **Sign In.**



2. Once signed in, you will be taken to the profile page to complete your profile. Follow the steps below to complete your profile:

### Step One: NIMC Verification

- Enter your **11-digit National Identification Number (NIN)** in the provided field.

Complete your profile

Please complete the following steps to complete your profile.

Sign out

Please note: Once submitted, your data cannot be edited. Make sure all the information provided is accurate and complete before submitting.

✓

NIMC Verification

Employment Data

Certifications & Qualifications

Complete

NIMC Verification

Enter your NIN

56784536780

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- Once verified, your details will automatically appear in the form.
- Click **Next** to continue, or select **Skip** to move to the next stage without NIN verification.

SUsan Odii

Odiisusan@gmail.com

Gender

female

Date of Birth

09/10/2025

State of Origin

Nasarawa

Residence Address

Number 56 Doma road Lafia Nasarawa state

☐ Do you have a disability?

Upload Photo

Click to select file or drag and drop

Supported formats: JPG, JPEG, PNG (Maximum allowable file size is 5120KB)

Next

Skip

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## Step Two: Employment Data

- To enter your employment details, click **Add Employment**

Complete your profile

Please complete the following steps to complete your profile.

Sign out

ⓘ Please note: Once submitted, your data cannot be edited. Make sure all the information provided is accurate and complete before submitting.

✓

✓

NIMC Verification

Employment Data

Certifications & Qualifications

Complete

Employment Data

+ Add Employment

Previous

Next

- Fill in your current employment details such as your MDA, employment type, mode of entry, date of employment, and date of confirmation.
- To remove an entry, click the **Remove** button.

Employment Data

Employment (1)  
Employment details

Remove

MDA

Alvan Ikoku Federal College Of Education Owerri

Type of Employment

Full-time

Mode of Entry

Direct employment

Date of Employment

09/05/2025

Date of Confirmation

09/05/2025

+ Add Employment

Previous

Next

○ Click **Next** to proceed to the next stage.

Employment Data

Employment (1)  
Employment details

Remove

MDA

Alvan Ikoku Federal College Of Education Owerri

Type of Employment

Full-time

Mode of Entry

Direct employment

Date of Employment

09/05/2025

Date of Confirmation

09/05/2025

+ Add Employment

Previous

Next

## Step Three: Certifications & Qualifications

- Click **Add New Qualification** to upload your qualifications.
- Click **Add New Certification** to upload your certifications.
- After uploading, click **Next** to proceed

The screenshot shows a progress bar at the top with four steps: 'NIMC Verification' (checked), 'Employment Data' (checked), 'Certifications & Qualifications' (checked), and 'Complete' (unchecked). Below the progress bar, the title 'Certifications & Qualifications' is displayed. The main content area contains two sections: 'Qualification' and 'Certifications'. Each section has a green button labeled 'Add New Qualification' and 'Add New Certification' respectively. At the bottom, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red border.

Qualification

Add New Qualification

Certifications

Add New Certification

Previous Next

## Step Four: Complete Submission

- Confirm that all data provided is correct and complete.



- Click **Submit Profile** to finalize your profile registration.

Complete your profile

Please complete the following steps to complete your profile.

Sign out

✓

✓

✓

✓

NIMC Verification

Employment Data

Certifications & Qualifications

Complete

Confirm Profile Submission

Please ensure that you have reviewed the profile information before submitting for approval.

Once Submitted, the profile will be reviewed by the admin and you will be notified via email.

ⓘ Please note that once submitted, the profile cannot be edited.

Previous

Submit Profile

- After submission, you will be redirected to the sign-in page.
- You will receive an email notification once your profile has been reviewed..