Gas Distribution Licence Round Portal

Complete applicant and staff click-by-click user manual

Registration, sign-in, payments, reviews, approvals and licence issuance

HOW TO USE THIS EDITION

Edition: 18 October 2026. Current payment-path chapters explain default-selected TEST ONLY simulation, all three fee stages, ordinary USD/Naira payments and Finance inspection. Part 1 then continues the sequential operating walkthrough. Each task identifies the role, numbered clicks, checks, expected saved result and next handover. Part 2 retains the complete illustrated reference manual and correction/Not Qualified examples.

TEST ONLY SCREENSHOTS

Screenshots were captured in authorised training and isolated local copies. They are not genuine bank instructions, regulatory findings or licences. Use the correct environment and your own authorised account. Passwords and verification codes are not included.

This edition is a separate review document. Preparing it does not update or change the deployed portal, production records, dates, accounts or bank settings.

Walkthrough task index

01. Know the account, environment and handover
02. Current edition: choose the correct payment path
03. Automatic simulation: prequalification payment
04. Automatic simulation: LDZ data payment
05. Automatic simulation: licence-grant payment
06. Finance: find and inspect automatic training receipts
07. Compare the three hosted training copies
08. Ordinary payments: USD or Naira at every fee stage
09. Remita sandbox: quote, checkout and provider status
10. Administrator: bank form and Naira preview
11. Simulation blocks, corrections and safe retries
12. Latest screen changes and retained workflow checks
13. Staff and payment readiness
14. Register a single company
15. Register a Joint Venture instead
16. Verify the email and inspect Confirm details
17. Create credentials, then sign in
18. Select an LDZ and area and create the application
19. Upload every prequalification document
20. Generate the prequalification note and submit evidence
21. Verify the prequalification receipt
22. Review, seal and submit prequalification
23. Reviewer 1: assess independently
24. Reviewer 2: assess independently
25. Final Reviewer: complete prequalification
26. Failed prequalification: correction and unsuccessful branch
27. Accept data conditions and obtain verified access
28. Upload the technical requirement evidence

Walkthrough task index / continued

29. Upload commercial evidence and the premium offer
30. Review and seal the technical/commercial package
31. Technical evaluator 1: complete the independent assessment
32. Technical evaluator 2: complete the independent assessment
33. Technical evaluator 3: complete the independent assessment
34. Technical evaluator 4: complete the independent assessment
35. Technical Approval 1: review and record the decision
36. Technical Final Approval: review and record the decision
37. Commercial evaluator 1: complete the independent assessment
38. Commercial evaluator 2: complete the independent assessment
39. Commercial evaluator 3: complete the independent assessment
40. Commercial evaluator 4: complete the independent assessment
41. Commercial Approval 1: review and record the decision
42. Commercial Final Approval: review and record the decision
43. Return selected scored assessments for correction
44. ED reads the completed applicant reviews
45. Recommend the eligible area application for award
46. ED: approve the award recommendation
47. ACE: approve the award recommendation
48. Accept licence-grant payment terms
49. Generate the licence note and submit grant evidence
50. Verify the licence grant receipt
51. Publish the authorised award announcement
52. Check and confirm licence issuance
53. Staff and applicant download the issued licence
54. Administrator reassignment and operational exceptions
55. Completion and limits checklist

01 Know the account, environment and handover

ALL USERS

1. Choose the authorised environment before signing in. Production is https://nmdpra-gdl.azurewebsites.net; development is https://nmdpra-gdl-dev.azurewebsites.net. Local training is http://localhost:5201. Check the address bar, not only the page logo.
2. Use the company/JV account for applicant actions. Use a separate, individually authorised staff account for staff work. Check the displayed company or staff name after every account switch.
3. Keep the application reference, LDZ and selected area with every document, payment and decision. Another area is a separate application with its own gates.
4. Follow these numbered tasks in order. The required role is printed under each heading. Wait for the expected saved status before handing the work to the next role.
5. Use PDF bookmarks for navigation. After this walkthrough, the complete reference manual provides criterion tables, JV guidance, failed/correction examples, reports and larger screenshot details. Its original printed page numbers are retained; the PDF viewer counter covers the whole combined file.

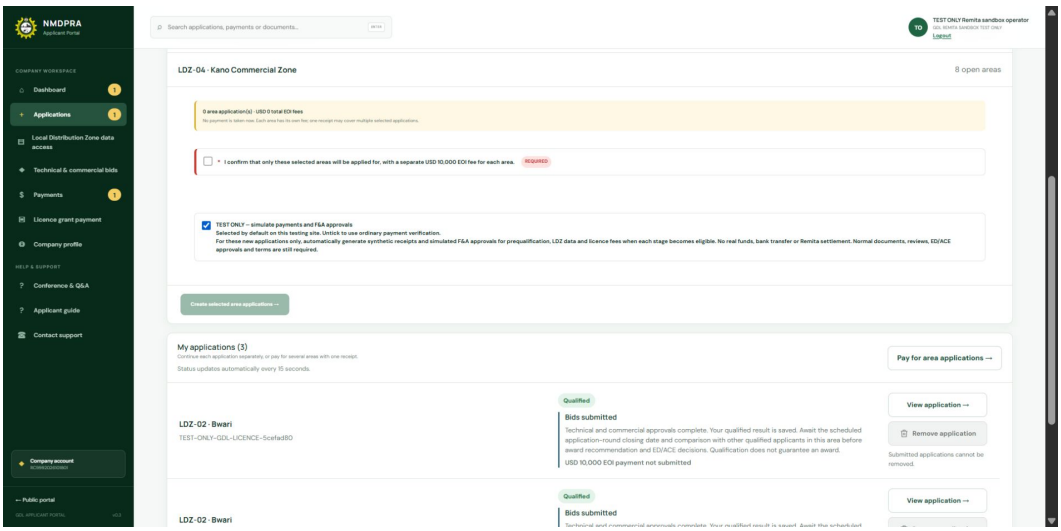
Check: Correct environment, identity and area are known.

Next handover: Administrator checks readiness; applicant starts registration.

All screenshots and example companies are TEST ONLY. Payments and licences shown are simulations. This manual does not authorise a real payment, acceptance, assessment or regulatory decision. Passwords and verification codes are excluded.

02 Current edition: choose the correct payment path

APPLICANT / TRAINING COORDINATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Check the address bar. Development is https://nmdpra-gdl-dev.azurewebsites.net. The production-named colleague testing site is https://nmdpra-gdl.azurewebsites.net. Both currently display a TEST SITE banner and use Remita demo only. Local training normally uses http://localhost:5201; an isolated walkthrough may use another stated port.

2. Register and sign in normally. On Applications, select the intended LDZ and area. Check the USD fee summary and the separate application-selection declaration.

3. On an enabled testing site, TEST ONLY — simulate payments and F&A approvals is already ticked. Leave it ticked for automatic training payments. Untick it before creation if you want to exercise ordinary USD evidence/F&A review or the Naira Remita sandbox route.

4. Confirm the ordinary area-selection declaration only when authorised, then create the selected applications. Each area gets its own reference. Inspect the saved row and TEST ONLY — automatic payment simulation label when selected.

5. The checkbox applies only to newly selected applications. Your choice is retained through refreshes and further creations on this page; reopening Applications restores the enabled-site checked default. Existing applications are not converted.

Check: Check the exact company, reference, stage and saved status; distinguish simulation from provider settlement.

Next handover: Continue with the applicable role/stage in the sequential walkthrough.

Screenshot: actual development Applications page, 18 October 2026. No area was selected and no application was created for this capture. The application-selection declaration remains a separate control. Use a fresh labelled training application for automatic simulation. Do not reuse the three pending provider RRR applications, reset their data, or interpret this default as consent to terms, submission, evaluation or licence issuance.

03 Automatic simulation: prequalification payment

APPLICANT



TEST ONLY - NO FUNDS MOVED

SIMULATED RECEIPT AND F&A APPROVAL

This is synthetic training evidence. It is NOT a bank receipt, Remita payment or proof of settlement.

Company: TEST ONLY - TEST ONLY AUTOMATIC TRAINING LIMITED - LONG COMPANY NAME FOR RECEIPT LAYOUT

Registered email: AUTOMATIC-TRAINING@EXAMPLE.TEST

Application: GDL/2026/EOI/d682cfff784542f78946c7da3674b1f3

LDZ / area: LDZ-02 / Bwari

Fee: GDL/PQ — Application / Prequalification

Underlying fee: USD 10,000.00

Illustrative Naira equivalent: NGN 13,322,582.00

Illustrative rate: NGN 1,332.2582 / USD - historical reference 16 October 2026; NOT a payable quote

Simulation reference (NOT an RRR): SIM-AUTO-PQ-4c65b22ee4cd4e6499098e6ed21693b9

Receipt ID: 3d596a702e684cc8a66b7d8bad76c3bd

Simulation time (WAT): 18 Oct 2026 22:38

F&A result: Approved - AUTOMATIC SIMULATION ONLY

Simulation actor: automatic-simulation@example.test

SIMULATION ONLY - automatic training F&A approval. NO bank settlement. NO Remita payment. NO real funds. Existing provider RRRs remain unchanged.

TEST ONLY - No real funds, no provider invoice, no Remita settlement.

TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Open Applications and Continue application on the newly marked TEST ONLY row. Check company, application reference and LDZ/area at Step 1.
2. Complete the area declaration and Step 2 application documents. Upload the correct TEST ONLY PDFs and check each View PDF and Download. Resolve missing or invalid uploads before payment.
3. Open Step 3: Payment. The TEST ONLY payment simulation panel replaces ordinary payment-mode, bank-transfer and receipt-submission controls.
4. The eligible GDL/PQ fee creates one synthetic receipt and an automatic simulated F&A approval. Use Refresh simulation status if necessary, then inspect the receipt history and verified status.
5. Check USD 10,000, company, reference, area and the SIM-AUTO-PQ reference. The specimen Naira amount is NGN 13,322,582.00 at the historical illustrative rate; it is not payable.
6. Continue to Review & submit only when the normal requirements are complete. Review the company/documents and separately accept the authorised application declaration and sealing confirmation. Simulation does not submit the application for you.

Check: Check the exact company, reference, stage and saved status; distinguish simulation from provider settlement.

Next handover: Continue with the applicable role/stage in the sequential walkthrough.

Receipt specimen: isolated regression fixture, not a browser payment or bank receipt. TEST ONLY — NO FUNDS MOVED must remain visible. No card, transfer, genuine receipt or paid Remita RRR is required for this simulation.

04 Automatic simulation: LDZ data payment

APPLICANT / REVIEWERS



TEST ONLY - NO FUNDS MOVED

SIMULATED RECEIPT AND F&A APPROVAL

This is synthetic training evidence. It is NOT a bank receipt, Remita payment or proof of settlement.

Company: TEST ONLY - TEST ONLY AUTOMATIC TRAINING LIMITED - LONG COMPANY NAME FOR RECEIPT LAYOUT

Registered email: AUTOMATIC-TRAINING@EXAMPLE.TEST

Application: GDL/2026/EOI/d682cfff784542f78946c7da3674b1f3

LDZ / area: LDZ-02 / Bwari

Fee: GDL/LDZ/DATA — Local Distribution Zone data acquisition

Underlying fee: USD 3,000.00

Illustrative Naira equivalent: NGN 3,996,774.60

Illustrative rate: NGN 1,332.2582 / USD - historical reference 16 October 2026; NOT a payable quote

Simulation reference (NOT an RRR): SIM-AUTO-DATA-2b84f796acf34e62b44623980098b9c3

Receipt ID: 205aefc51f904a14804dbde1a664b9cc

Simulation time (WAT): 18 Oct 2026 22:38

F&A result: Approved - AUTOMATIC SIMULATION ONLY

Simulation actor: automatic-simulation@example.test

SIMULATION ONLY - automatic training F&A approval. NO bank settlement. NO Remita payment, NO real funds. Existing provider RRRs remain unchanged.

TEST ONLY - No real funds, no provider invoice, no Remita settlement.

TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Complete normal prequalification: Reviewer 1 and Reviewer 2 submit independently, and Final Reviewer records Qualified. A simulated application payment does not supply this decision.
2. Applicant: reopen the correct application under LDZ data access. Check qualified status and verified prequalification payment. Read the confidentiality, controlled-use and watermarking conditions.
3. Accept those conditions only when authorised. Open the data-payment stage. The marked application receives its eligible GDL/LDZ/DATA synthetic receipt and automatic simulated F&A approval.
4. Use Refresh simulation status and inspect the saved history. Check USD 3,000, company, reference, LDZ/area and SIM-AUTO-DATA. The historical illustrative equivalent is NGN 3,996,774.60.
5. Proceed only through the available data-access, invitation/acknowledgement and bid-upload controls. Complete technical and commercial documents and normal submission requirements; simulation does not release a failed application or skip review.

Check: Check the exact company, reference, stage and saved status; distinguish simulation from provider settlement.

Next handover: Continue with the applicable role/stage in the sequential walkthrough.

A Not Qualified application remains blocked. An unmet prerequisite is not fixed by another payment, deleting history or changing a provider status. The reference chapters explain document corrections and failed outcomes.

05 Automatic simulation: licence-grant payment

APPLICANT / ED / ACE



TEST ONLY - NO FUNDS MOVED

SIMULATED RECEIPT AND F&A APPROVAL

This is synthetic training evidence. It is NOT a bank receipt, Remita payment or proof of settlement.

Company: TEST ONLY - TEST ONLY AUTOMATIC TRAINING LIMITED - LONG COMPANY NAME FOR RECEIPT LAYOUT

Registered email: AUTOMATIC-TRAINING@EXAMPLE.TEST

Application: GDL/2026/EOI/d682cfff784542f78946c7da3674b1f3

LDZ / area: LDZ-02 / Bwari

Fee: GDL/LICENCE — Grant of Gas Distribution Licence

Underlying fee: USD 100,000.00

Illustrative Naira equivalent: NGN 133,225,820.00

Illustrative rate: NGN 1,332.2582 / USD - historical reference 16 October 2026; NOT a payable quote

Simulation reference (NOT an RRR): SIM-AUTO-LICENCE-7352d0a84cff4c21b0617c9169b8bd82

Receipt ID: 63b00e0586f845fdb5f60fce2f46d863

Simulation time (WAT): 18 Oct 2026 22:38

F&A result: Approved - AUTOMATIC SIMULATION ONLY

Simulation actor: automatic-simulation@example.test

SIMULATION ONLY - automatic training F&A approval. NO bank settlement. NO Remita payment, NO real funds. Existing provider RRRs remain unchanged.

TEST ONLY - No real funds, no provider invoice, no Remita settlement.

TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Complete all four technical reviews, Approval 1 and Final Approval; then all four commercial reviews and both approvals. Keep the premium offer as a separate, unscored compliance check.
2. After the round/area gates permit award consideration, authorised staff record the recommendation, ED approves independently and ACE approves after ED. Check both saved Approved states.
3. Applicant: open Licence grant payment for the correct marked application. Check the USD 100,000 grant fee and award eligibility. Read and separately accept the licence-payment terms only when authorised.
4. Open or refresh the eligible payment panel. Inspect the GDL/LICENCE synthetic receipt and automatic simulated F&A approval. Check SIM-AUTO-LICENCE and the historical illustrative NGN 133,225,820.00.
5. The grant receipt is distinct from the USD 100,000 premium offer reviewed earlier. Neither the monetary premium nor a synthetic receipt adds evaluation points.
6. Complete award publication and authorised licence issuance separately. The issuer checks all prerequisites, opens the issuance confirmation and confirms only when authorised. Inspect Licence issued and the saved number, then download and check the registered company, LDZ/area and number.

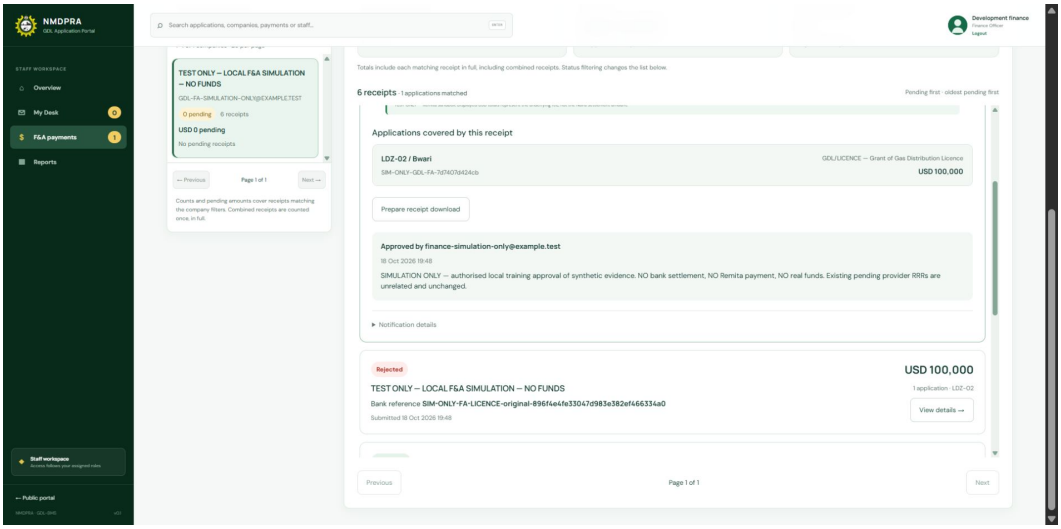
Check: Check the exact company, reference, stage and saved status; distinguish simulation from provider settlement.

Next handover: Continue with the applicable role/stage in the sequential walkthrough.

Simulation never records a recommendation, ED/ACE decision, publication or licence issuance. It creates only the eligible training payment evidence and simulated Finance decision.

06 Finance: find and inspect automatic training receipts

FINANCE & ACCOUNTS / AUTHORISED OVERSIGHT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with your own authorised staff account and open F&A payments. Choose All companies: the default Pending payments view can hide approvals that are already recorded.
2. Search the training company name and open its company/payment list. Filter fee, status or LDZ/area if needed. Check the exact application reference before opening View details.
3. Inspect the receipt reference, company, payment currency, USD fee, Naira equivalent and every application allocation. Check the explicit TEST ONLY / simulation labelling.
4. Click Prepare receipt download, then the generated Download link. Save and open the PDF. Confirm TEST ONLY — NO FUNDS MOVED, the simulation reference, company, area and fee. Do not treat the reference as a Remita RRR.
5. Read the Finance note and simulated approval actor. New automatic records use automatic-simulation@example.test as a synthetic system identity; it is not a staff login. No second approval or real settlement attestation is required for the automatic record.
6. Return to the applicant and refresh the matching stage to check Payment verified. Leave the history intact. Repeated page loads reuse the same stage simulation rather than creating another invoice or receipt.

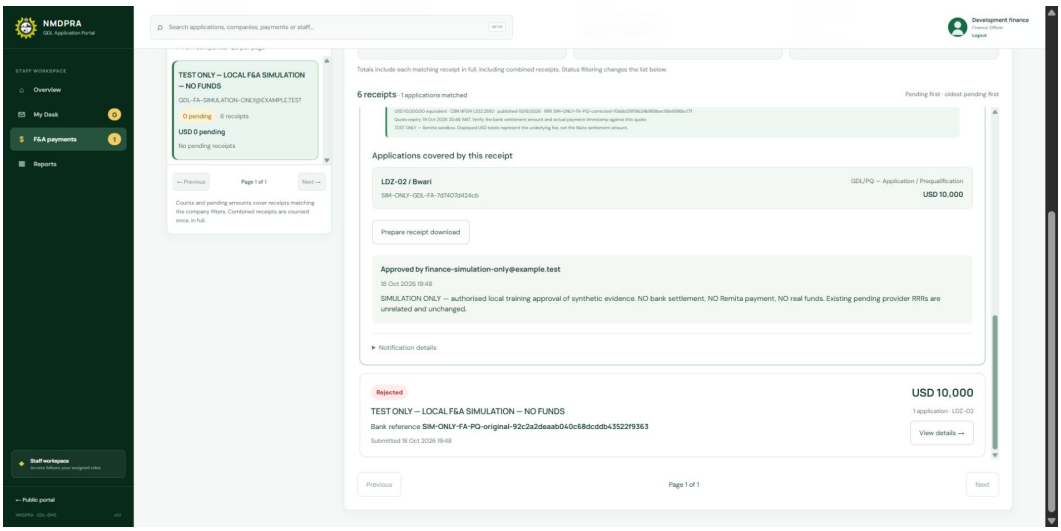
Check: Check the exact company, reference, stage and saved status; distinguish simulation from provider settlement.

Next handover: Continue with the applicable role/stage in the sequential walkthrough.

Screenshot shows an earlier authorised hosted training copy, not a new automatic record. Those copies use finance-simulation-only@example.test and preserve their original SIM-ONLY references. New automatic records use SIM-AUTO references. Neither type proves provider settlement.

07 Compare the three hosted training copies

FINANCE & ACCOUNTS / TRAINING COORDINATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Open F&A payments on development and the production-named testing site in separate sessions. Choose All companies and search LOCAL F&A SIMULATION.
2. Select TEST ONLY — LOCAL F&A SIMULATION — NO FUNDS. Check reference SIM-ONLY-GDL-FA-7d7407d424cb and LDZ-02/Bwari. These are saved copies of the earlier local demonstration, separate from the new automatic workflow.
3. Open View details for GDL/PQ and compare USD 10,000 with NGN 13,322,582.00 on both sites. Download and inspect the receipt.
4. Repeat for GDL/LDZ/DATA: USD 3,000 and NGN 3,996,774.60. Repeat for GDL/LICENCE: USD 100,000 and NGN 133,225,820.00.
5. Compare company, application/area, fee purpose, simulation reference, date, historical rate and Finance note. The note explicitly states no bank settlement, no Remita payment and no real funds.
6. Preserve rejected/older evidence and the pending genuine sandbox references. Do not approve again, upload replacements or retry notifications merely to compare the two copies.

Check: Check the exact company, reference, stage and saved status; distinguish simulation from provider settlement.

Next handover: Continue with the applicable role/stage in the sequential walkthrough.

These example equivalents use 1,332.2582 NGN/USD, dated 16 October 2026. They are historical illustrations, not a current quote or a request for funds.

08 Ordinary payments: USD or Naira at every fee stage

APPLICANT / FINANCE & ACCOUNTS

1. Before creating an ordinary test application, untick automatic simulation. Existing unmarked applications keep their normal payment workflow. At the eligible PQ, data or licence payment stage, check the selected application and fee purpose.
2. Choose USD bank transfer or the offered Naira equivalent / Remita test mode. Changing modes clears receipt declarations and pending confirmations; recheck the form after switching.
3. For USD, generate the debit note and use Open and print debit note. Check bank, beneficiary, account, company, reference, area and fee. Save as PDF. A debit note is not a receipt.
4. After the appropriate authorised payment or clearly labelled manual test exercise, enter the payment reference/date and upload readable PDF/JPG/PNG evidence within 8 MB. Check every allocation, tick the authorised declaration and inspect the submission confirmation before Proceed.
5. Wait for Pending F&A verification. Finance downloads the receipt, checks the entire allocation and settlement evidence in an actual payment workflow, enters a specific note and separately confirms approval or rejection.
6. Applicant: use Refresh status and verify the correct fee/application. Payment approval does not submit, qualify or issue a licence. For ordinary Naira testing, follow the next chapter rather than uploading a simulated receipt as provider payment.

Check: Check the exact company, reference, stage and saved status; distinguish simulation from provider settlement.

Next handover: Continue with the applicable role/stage in the sequential walkthrough.

The earlier Bwari screenshots show this manual USD/F&A exercise with dummy bank details. Their click-by-click review and confirmation steps remain useful; marked automatic applications intentionally use the separate simulation panel.

09 Remita sandbox: quote, checkout and provider status

APPLICANT / FINANCE & ACCOUNTS

1. Use an unmarked TEST ONLY application on a designated test site. Confirm the demo-only banner and normal stage eligibility. Generate the underlying USD debit note if required, then select Naira payment.
2. Click Get CBN Naira quote. Check USD base fee, latest available daily CBN NFEM rate/date, NGN total and expiry. A fresh quote is valid for 24 hours; historical simulation amounts must not be used as current payable amounts.
3. If an existing RRR is displayed, check its status before doing anything else. Retain its reference and amount. Do not create another invoice or repeat a charge while the outcome is uncertain.
4. Open the offered Remita test checkout only for a valid quote. Use only official published sandbox payment details and demo.remita.net. Accept terms yourself or authorise the action when prompted; do not bypass a CAPTCHA or use real card/bank details.
5. After checkout, return to the portal and refresh/check provider status. A popup/browser success message alone is insufficient: provider status, expected RRR/order, currency and exact NGN amount must match.
6. Only after verified sandbox success should the ordinary Naira receipt be submitted to F&A. Finance checks provider evidence and amount/reference before recording its authorised decision. Never approve 021 Transaction Pending as a successful payment.
7. If the quote expired, use the normal rate-refresh flow and preserve prior references for reconciliation. Do not pay an expired quote or create duplicates to work around a loading error. Provider timestamp expiry is not yet certified; late/mismatched settlements require reconciliation.

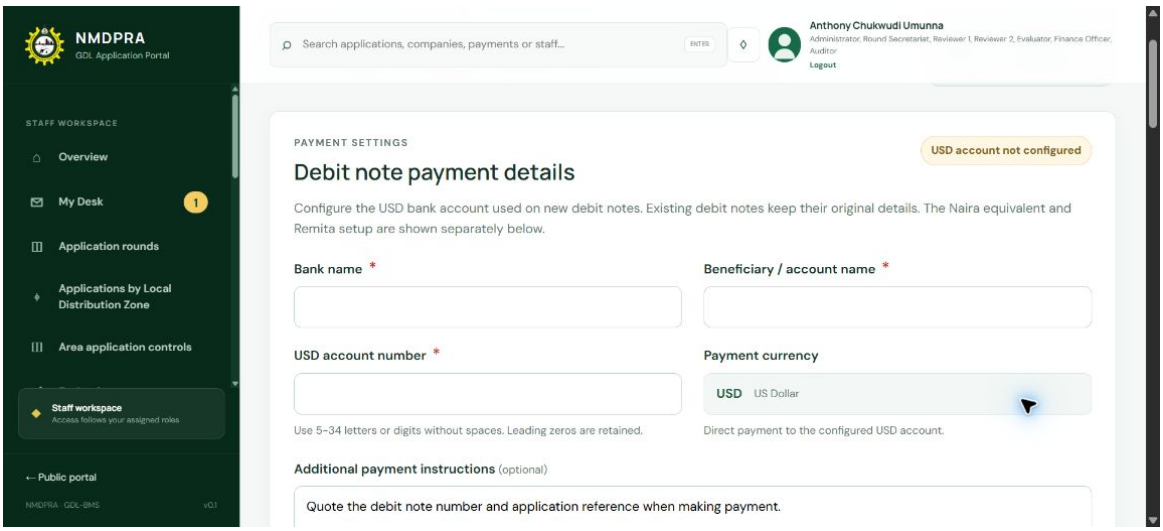
Check: Check the exact company, reference, stage and saved status; distinguish simulation from provider settlement.

Next handover: Continue with the applicable role/stage in the sequential walkthrough.

As of the latest 18 October checks, PQ RRR 151522829754, data RRR 341522829755 and licence RRR 101522829756 remained 021 — Transaction Pending. Generation is verified; successful provider settlement and end-to-end provider/F&A completion remain blocked by sandbox checkout errors. Ticket #7658200 is open. Automatic simulation does not resolve or settle those RRRs.

10 Administrator: bank form and Naira preview

ADMINISTRATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Open Staff roles and find Debit note payment details. Check the configured/not-configured status before editing.
2. Enter approved Bank name and Beneficiary / account name. Enter the USD account number as 5–34 letters/digits without spaces; preserve leading zeros.
3. Currency is USD and is not a Naira account selector. Add approved optional payment instructions. Click Save bank details, inspect the saved result, then Reload saved details to verify.
4. Existing debit notes retain their original account snapshot. Only newly generated notes use the changed settings. Do not edit bank details merely to reproduce a screenshot.
5. In Naira equivalent — Remita test, inspect Merchant ID, API key and Service Type ID presence indicators. Values remain in secure configuration and are not entered or exposed on this page.
6. For an illustration, enter an Example USD amount and click Check latest CBN rate. Read the rate/date and equivalent. This preview creates no debit note, payable quote, RRR or payment. No separate Naira bank account is entered here.

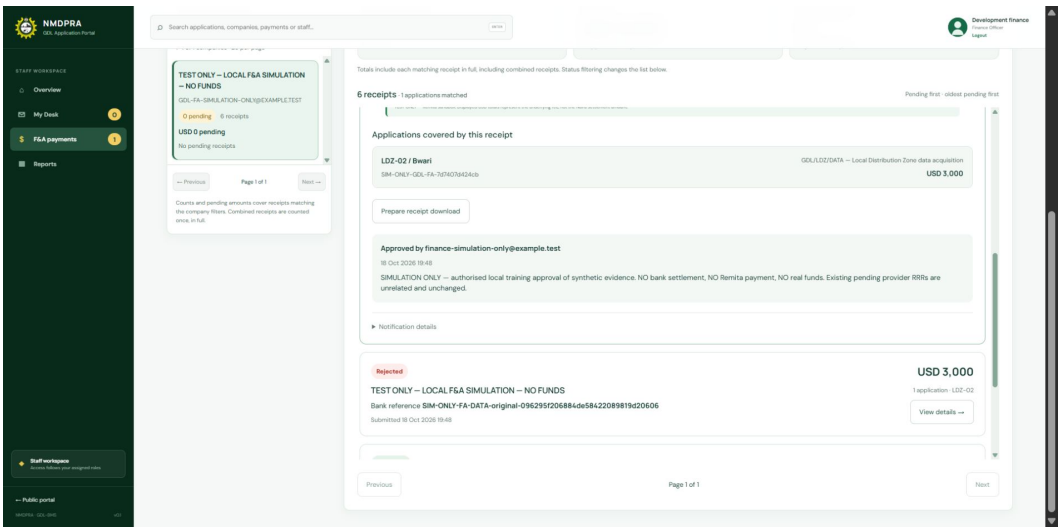
Check: Check the exact company, reference, stage and saved status; distinguish simulation from provider settlement.

Next handover: Continue with the applicable role/stage in the sequential walkthrough.

The preserved bank screenshot documents the redesigned form. Earlier captures may show checkout disabled; the current designated hosted testing sites enable demo checkout, with settlement still subject to provider testing. Never publish keys or reuse dummy account 0000000000 for real activity.

11 Simulation blocks, corrections and safe retries

APPLICANT / FINANCE / ADMINISTRATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. If simulation says a prerequisite is missing, inspect the named stage: required documents, submitted/Qualified state, accepted data conditions, completed award decisions or accepted licence terms. Complete only the ordinary authorised missing action.
2. If an existing receipt or provider invoice blocks simulation, preserve it. Use a new clearly labelled training application rather than changing a pending RRR, deleting evidence or forcing approval.
3. If a synthetic receipt is not visible, refresh simulation status once, then inspect F&A under All companies and the exact reference/fee. Do not repeatedly create applications or invoices.
4. For ordinary uploads, read the specific failure reason and remedy. Check supported type, size, readable/unprotected PDF and correct document before retrying. A selected filename alone is not proof of a saved upload.
5. On session loss, check the exact site and account; sign in again if required. Protected applicant session restoration supports refresh/navigation, but does not grant another company access or replace a valid sign-in.
6. For review failures, use the documented selected-document or selected-assessment correction path. A remaining unmet requirement can receive Not Qualified with reasons; simulation does not override it. Retain the original and correction history.

Check: Check the exact company, reference, stage and saved status; distinguish simulation from provider settlement.

Next handover: Continue with the applicable role/stage in the sequential walkthrough.

Keep passwords, email verification codes and server/API keys outside screenshots and this shared manual. Supply staff accounts through the private access guide; synthetic Finance actors are not accounts for signing in.

12 Latest screen changes and retained workflow checks

ALL USERS

1. Homepage headings now use Nigeria 2026 Gas Distribution Licence Round Portal, Official Portal Round, Portal Guidelines 2026 and Fourteen portal milestones. Application still correctly names an individual company/area submission.
2. Registration Confirm details lists single-company or every JV member, lead designation, contacts, CAC certificate and JV agreement. Use View PDF, Download and Edit details before credentials/confirmation. Certificates stay Pending verification until the authorised review.
3. Technical/commercial workflow cards show assigned staff names. Check four submitted totals 40, 42, 41 and 43 out of 50: average 41.5/50 = 83%. A matching technical and commercial average gives 83/100 combined.
4. Keep the USD 100,000 premium as separate unscored compliance evidence. Approval 1 and Final Approval each review evidence/report and record their own decision; returned assessments reopen only for selected evaluators.
5. ED completed reviews are read-only with View/Download. Award confirmations identify the company, recommendation and scores. After ED approval the handover reads ACE Awaiting Approval; both decisions must be independently Approved.
6. Issuance confirmation checks company, reference, LDZ/area, ED/ACE, publication, verified grant payment and terms. The licence PDF uses the registered company and original allocated number. A display/download fix must preserve the issued record.

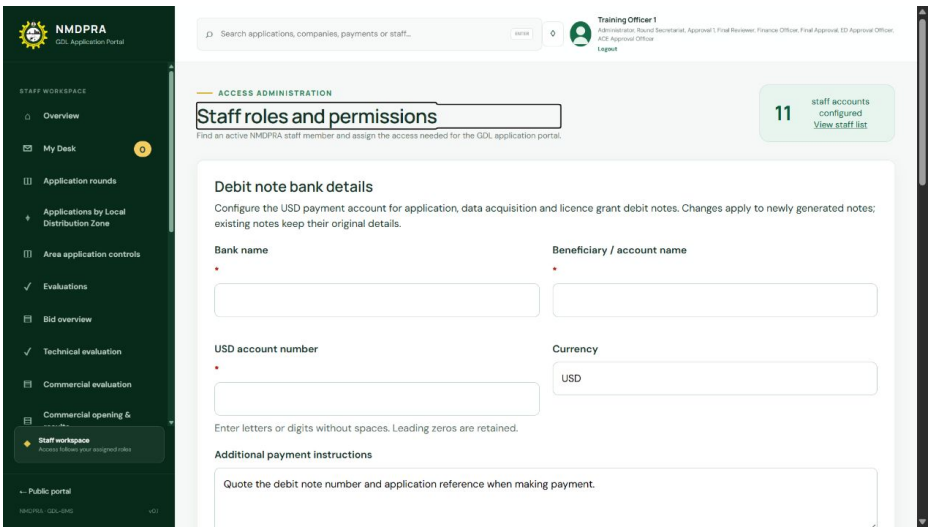
Check: Check the exact company, reference, stage and saved status; distinguish simulation from provider settlement.

Next handover: Continue with the applicable role/stage in the sequential walkthrough.

The full registration-to-licence sequence, upload checklists, failed/correction outcomes and detailed Bwari screenshots remain in this edition. Historical screenshots are identified as training evidence; their old label or environment wording does not override these current instructions.

13 Staff and payment readiness

ADMINISTRATOR / TRAINING COORDINATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Open Staff login and sign in with your authorised Administrator account. Open Administration and check the intended staff are active with the correct names, emails and roles.
2. For prequalification, provide Reviewer 1, Reviewer 2 and Final Reviewer. The first two assess independently; the Final Reviewer makes the final prequalification decision.
3. For each scored stage, keep four independent evaluators plus Approval 1 and Final Approval. Additional staff in the pool do not increase the four-person application panel; scored evaluators require ACE authorisation.
4. In the bank-details section, enter the approved bank name, beneficiary and USD account number; save and reload the saved details. Check the approved source carefully. Do not use dummy screenshot bank details for real payments.
5. Confirm round dates, published document requirements and the staff workspaces required for the session. Do not close or alter a live round for training. Staff then use their own accounts.

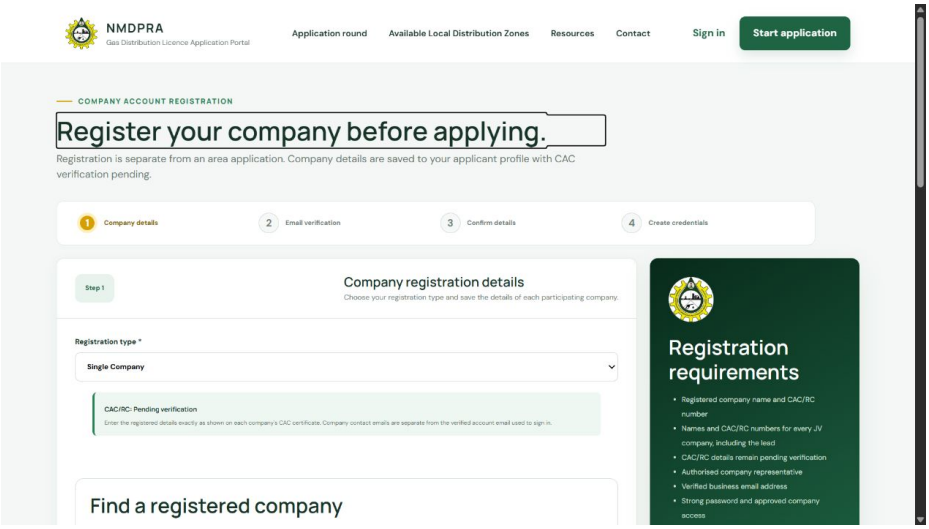
Check: Required roles and approved bank settings are ready; existing assignments and submissions remain intact.

Next handover: Applicant: Register company.

If a role is missing, resolve it through authorised Administration. Do not share passwords, add broad roles to work around a blocked action, or replace submitted assessments to move the workflow.

14 Register a single company

APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. From the public portal, click Register company or the registration/start-application entry. On Company details, select Single company.
2. Type at least three characters of the company name or CAC/RC in the search field. Run the search and inspect the results. Select only the company that matches the certificate.
3. If no correct match is available, click Company not found? Register manually. Enter the registered name and CAC/RC exactly as on the certificate. A service outage is not proof that a company does not exist.
4. Complete the registered address, company contact email and phone. The representative/login email is entered separately later; company contact and account login are not interchangeable fields.
5. Choose the readable CAC certificate PDF, within the displayed limit (8 MB for registration certificates). Wait for validation. Click View PDF, inspect every page, then Download and open the saved file.
6. Click Save company. Check the saved company card and Pending verification. Use Edit if necessary. Complete the ownership/incorporation declarations and click Continue.

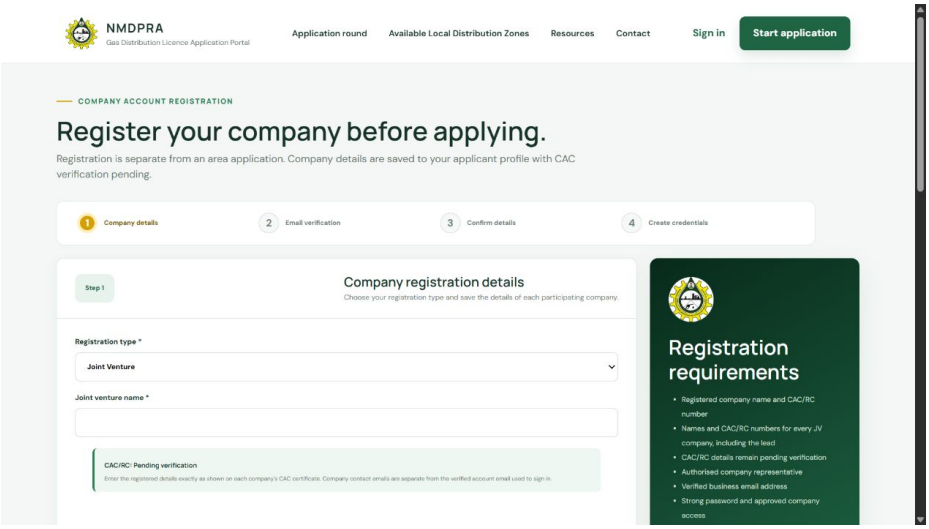
Check: One saved company, correct CAC/RC and readable certificate; Pending verification.

Next handover: Applicant: email verification.

Company search helps find identity information; it does not replace certificate review by the prequalification reviewers. A rejected upload should display its specific reason and remedy.

15 Register a Joint Venture instead

JV APPLICANT - ALTERNATIVE TO SINGLE COMPANY



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

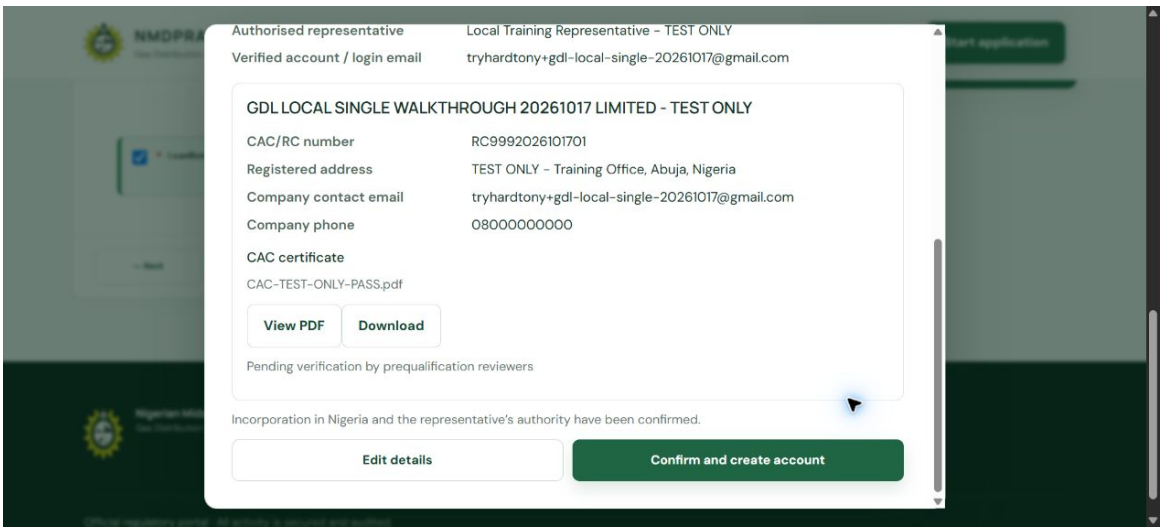
1. On Company details, select Joint Venture and enter the JV name. Add the lead company by search or manual fallback, with its own CAC/RC, address, email and phone.
2. Upload the lead company CAC certificate PDF and use View PDF and Download. Click Save company and inspect the saved lead card.
3. Click Add another company. Search for the next member or select manual registration. Enter that member's own CAC/RC and contacts; upload and inspect its own certificate, then Save company.
4. Repeat Add another company for every remaining member. Keep at least two unique companies, including the lead. Do not reuse one certificate or duplicate a CAC/RC for multiple members.
5. Use Edit to correct a member, Make lead to change the nominated lead, or Remove only for an unwanted member. Recheck the minimum membership and all saved company cards.
6. Upload the mandatory signed Joint Venture Agreement PDF. Use View PDF and Download; check the right agreement is attached and its status is Pending review.
7. Complete the ownership summary and declarations and Continue. Each member certificate remains Pending verification until the prequalification review process is completed.

Check: Every member has a unique CAC/RC and certificate, a lead is nominated, and the JV agreement is present.

Next handover: Applicant: email verification.

16 Verify the email and inspect Confirm details

APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Enter the authorised representative's name and the account email that will be used for company/JV sign-in. Check the spelling before requesting a code.
2. Click Send code, keep registration open, and read the newest message in the account inbox. Use the displayed resend action if needed and check Spam/Junk.
3. Enter the six-digit code and click Verify email. Use the current code within its validity; after a resend, do not keep trying an earlier code. Confirm the representative declaration and Continue.
4. At Confirm details, read the participation type, company/JV name, lead/member details, CAC/RC numbers, addresses, contacts, ownership summary, representative and verified account email.
5. For every company certificate, use View PDF and Download. For a JV, do the same for the Joint Venture Agreement. Inspect the saved files, not just their filenames.
6. Click Edit details if any value or file is wrong, correct it, and return to the summary. Complete any renewed verification requested. Confirm only when the full summary is accurate.

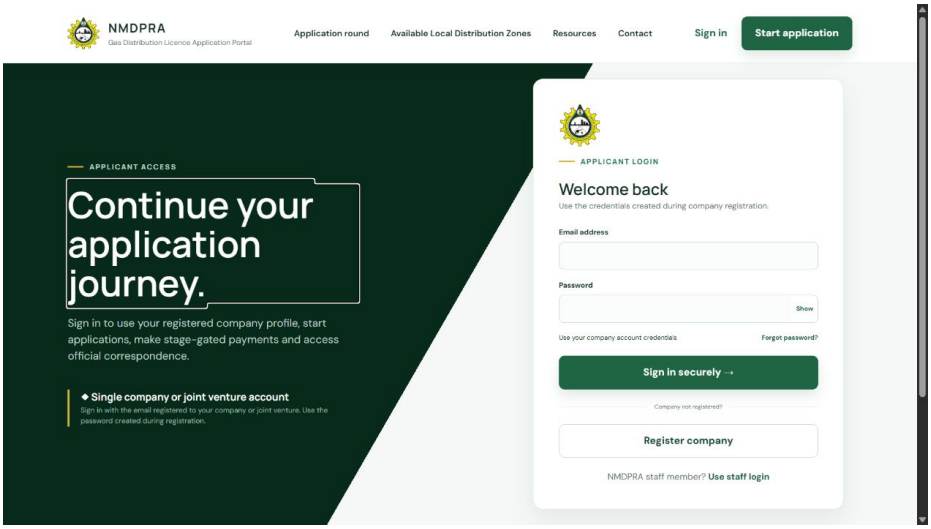
Check: Email verified; all entered details and supporting PDFs checked.

Next handover: Applicant: Create credentials.

Certificate Pending verification and agreement Pending review are expected at registration. They do not mean that the company is already qualified.

17 Create credentials, then sign in

APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

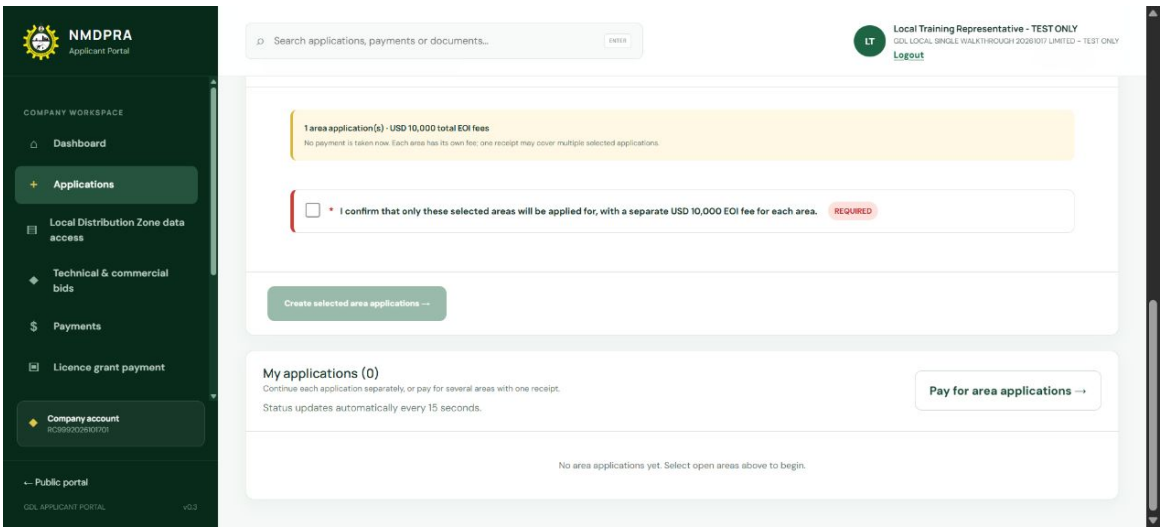
1. Continue to Create credentials. Check the read-only account email. Privately enter and confirm a password meeting every displayed requirement; the current minimum is 12 characters with an uppercase letter and a number.
2. Read and tick the final declaration only when authorised. Click Create company account to open the confirmation; do not treat opening the prompt as account creation.
3. Recheck every displayed detail and document in the prompt. Use Edit details if needed. Click Confirm and create account only when authorised and correct.
4. Wait for the success page and retain the company reference. Click Continue to applicant login. Enter the same registered account email and password, then Sign in securely.
5. On the dashboard, confirm the company/JV name and CAC/RC. Open Company profile and compare the saved details. Test certificate View/Download; for a JV check every member and the agreement.
6. If sign-in fails, check the environment and email first. Use Forgot password? when required. After a valid sign-in, refresh/navigation should restore the company session; sign in again if it has expired. Use Logout when finished.

Check: The correct company/JV dashboard is open; profile files remain readable.

Next handover: Applicant: Applications.

18 Select an LDZ and area and create the application

APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

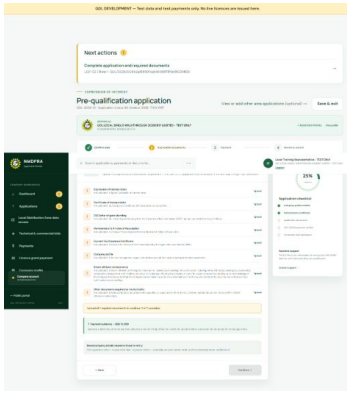
1. Open Applications from the applicant sidebar. Read the LDZ/area choices and select the intended area only; inspect the selected-area summary.
2. For the training example, choose LDZ-02 / Bwari. Do not reproduce this selection for a real company unless it is the intended business application.
3. Review the fee summary. The prequalification application fee is USD 10,000 per area. Later data acquisition and licence grant fees are separate gates.
4. Check TEST ONLY — simulate payments and F&A approvals, selected by default on enabled testing sites. Leave selected for automatic training receipts/F&A, or untick before creation for the ordinary USD/Naira payment route. Verify the saved marker after creation; this does not convert earlier applications.
5. Read the selection declaration and confirm only when authorised. Create the application, wait for the saved result, and record its reference.
6. Click Continue application for the correct area. At Step 1, recheck the company and Bwari-only declaration, then confirm it and open Step 2: Application documents.

Check: A separate reference exists for the intended LDZ/area; Step 2 is open.

Next handover: Applicant: upload prequalification documents.

19 Upload every prequalification document

APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. At Step 2, read the approved requirement wording and the upload limit beside each slot. Prepare the seven separate documents listed below; a registration upload does not automatically remove an application requirement.
2. For the Expression of Interest slot, select its corresponding readable PDF. Wait for the stored filename. Click View PDF, inspect all pages, then Download, save and open the file.
3. Repeat the same upload, validation, View and saved-file Download check for each of the other six document slots. Keep earlier attachments in place as you continue.
4. If a file fails, follow its specific message: correct format, size, empty/damaged file or password protection as indicated. Correcting an extension alone does not turn another format into a valid PDF.
5. Check the completed document counter and every filename. Do not Continue until all mandatory files for that application are present and readable.

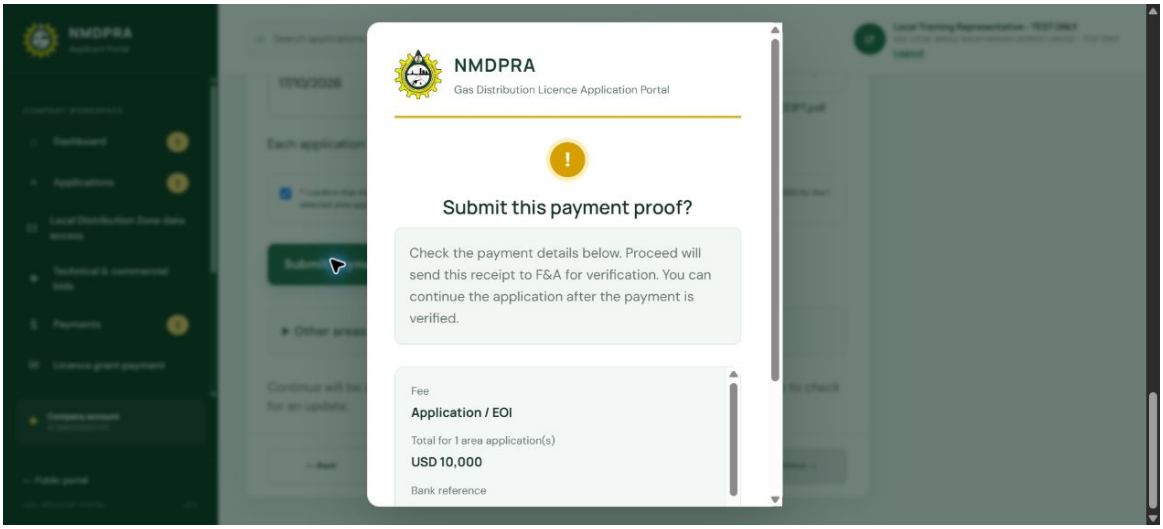
Separate file	Check before continuing
Expression of Interest letter	Correct company, area and application purpose
Certificate of Incorporation	Correct registered company and CAC/RC
CAC letter of good standing	Correct letter and company
Memorandum & Articles of Association	All pages and appendices included
Current Tax Clearance Certificate	Correct company and stated period
Company profile	Complete company profile document
Sworn affidavit on insolvency	Correct company and readable affidavit

Check: All required application documents attached and checked.

Next handover: Applicant: Step 3 Payment.

20 Generate the prequalification note and submit evidence

APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Choose the correct route first. A marked TEST ONLY application automatically creates eligible synthetic payment evidence and simulated F&A approval; use Refresh simulation status and inspect history. The following bank-transfer steps apply to the ordinary, unmarked USD route. For ordinary NGN use the current Remita chapter.
2. Open the eligible application's payment step. Confirm company, application reference and LDZ/area. Check the fee purpose is **GDL/PQ** and the USD amount is **10,000**.
3. Click Generate debit note. Open/print the note and check company identity, CAC/RC, application reference, area, fee purpose, amount, note reference, date, bank name, beneficiary and USD account number.
4. Use Print / Save as PDF, choose Save as PDF in the browser print dialog, save and open the file. If bank details are missing or wrong, stop and contact the authorised Administrator.
5. For genuine operations, use the approved payment process and actual generated bank instructions. For training, use only an explicitly authorised simulated receipt; no real transfer is made in the examples.
6. Return to the matching fee form. Select the application allocation(s) actually covered. Enter the bank reference and actual payment date, and attach a readable receipt within the displayed format/size limit.
7. Check the filename and amount; tick the receipt declaration only when authorised. Click Submit Payment, inspect the confirmation and every allocation, then Proceed if correct.
8. Wait for Pending F&A verification. Do not submit the same receipt again while pending. Use Refresh status after Finance acts; approval must be shown for the intended allocation.

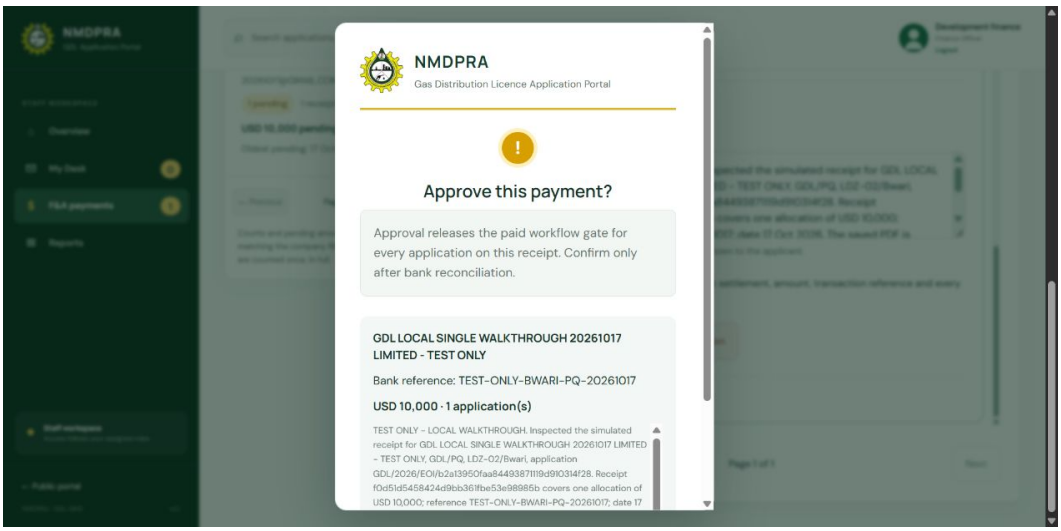
Check: GDL/PQ receipt saved and waiting for F&A; a debit note alone does not mark payment verified.

Next handover: F&A: verify the application receipt.

The current receipt form accepts PDF/JPG/PNG up to 8 MB. An approved combined receipt applies to every allocation in that receipt. Premium-offer evidence is not a licence grant payment receipt.

21 Verify the prequalification receipt

FINANCE & ACCOUNTS



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in through Staff login with your own authorised Finance account. Open F&A payments and select Pending payments; search/filter for the intended company and area.
2. Click Review receipt or View details on the correct item. Check receipt reference, applicant, date, bank reference, currency and total, including every allocation even if the current list was filtered to one area.
3. Use Prepare receipt download if shown, then the generated Download link. Save and open the receipt and inspect all pages. If unreadable, request corrected evidence rather than treating it as reviewed.
4. Check the fee is GDL/PQ and the intended allocation is USD 10,000. In real operations, reconcile actual bank settlement, payer, destination account and reference against the entire receipt.
5. Enter a meaningful verification or rejection note. For an authorised approval, tick the Finance declaration, click Approve payment and read the confirmation again before confirming.
6. If evidence or settlement is inadequate, use the rejection action with a specific reason and clear corrective instruction. Do not approve to bypass a missing check.
7. Wait for the saved outcome, check all affected allocations and notification status, and hand the reference back to the applicant to refresh payment status.

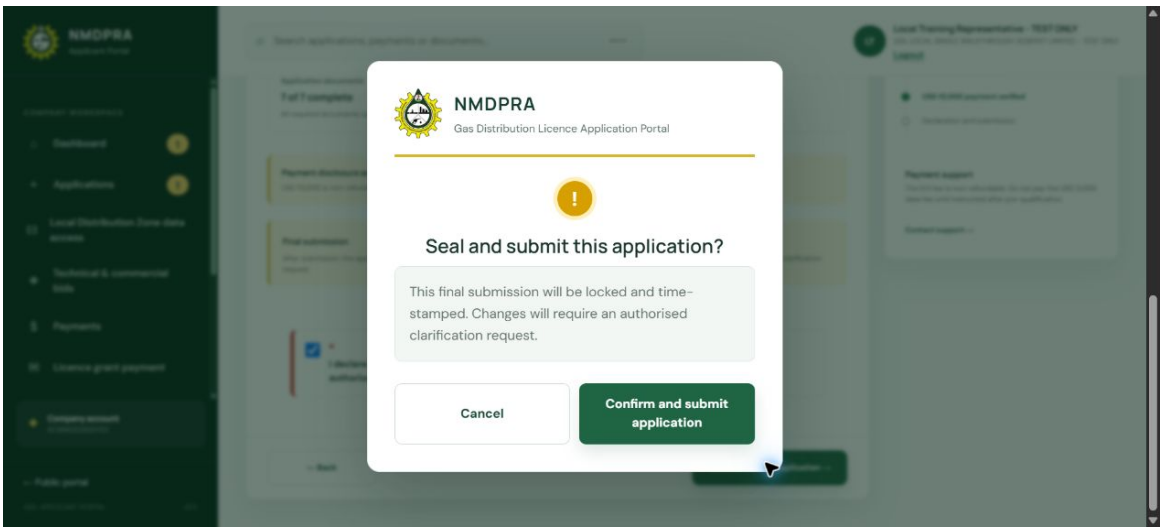
Check: Saved Finance decision; applicant sees Payment verified only after approval.

Next handover: Applicant: Step 4 Review & submit.

Applicants generate debit notes; F&A verifies uploaded receipts. Training notes and receipts explicitly state TEST ONLY and no genuine settlement. Provider email acceptance is not proof of inbox delivery. Automatic TEST ONLY records are already simulated approvals; find them under All companies and inspect them without recording another approval. They do not certify bank or Remita settlement.

22 Review, seal and submit prequalification

APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

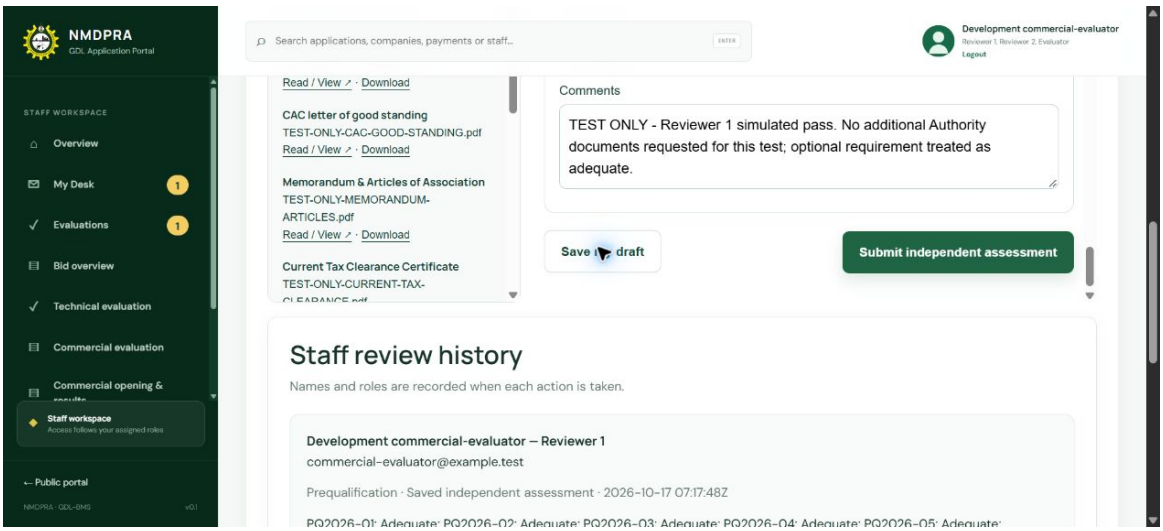
1. Refresh Step 3 for the selected application and check Payment verified for its USD 10,000 fee. Continue to Step 4: Review & submit.
2. Review company, application reference, LDZ/area, every uploaded filename and payment status. Reopen the PDFs if necessary; do not assume a completed percentage proves the correct evidence was uploaded.
3. Read and tick the application declaration only when authorised. Open the sealing confirmation and compare the same company, area and reference.
4. Click the final confirmation/submission only when correct. Wait for the success acknowledgement and saved Submitted/Under review state.
5. Retain the reference. Sealing controls later replacement; use a formal correction request if an authorised reviewer subsequently returns a failed requirement.

Check: Application saved as submitted for prequalification.

Next handover: Reviewer 1 and Reviewer 2 independently.

23 Reviewer 1: assess independently

PREQUALIFICATION REVIEWER



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with the assigned Reviewer 1 account. Open My Desk, select the prequalification task, and confirm company, reference, LDZ/area and your assigned position.
2. Open Start assessment or Continue assessment if shown. Expand the application documents/payment evidence and the first View requirement item.
3. Click Read / View or Download for every supporting file for that requirement. Actually inspect its content. For CAC/JV checks, include all relevant member certificates and the agreement.
4. Return to the assessment and click I confirm review of the supporting evidence. Select Adequate, Not Adequate or Missing as supported by the evidence, and enter specific comments.
5. Use Save my draft while working. Open the next requirement, inspect its files and confirm review, then grade/comment. Check earlier entries remain present; repeat for every requirement, including the verified fee.
6. Review all results. Complete any displayed independence declaration, click Submit independent assessment and inspect the confirmation before confirming.
7. Wait for Submitted. Your assessment is locked unless formally returned. Do not obtain or copy the other independent reviewer's answers.

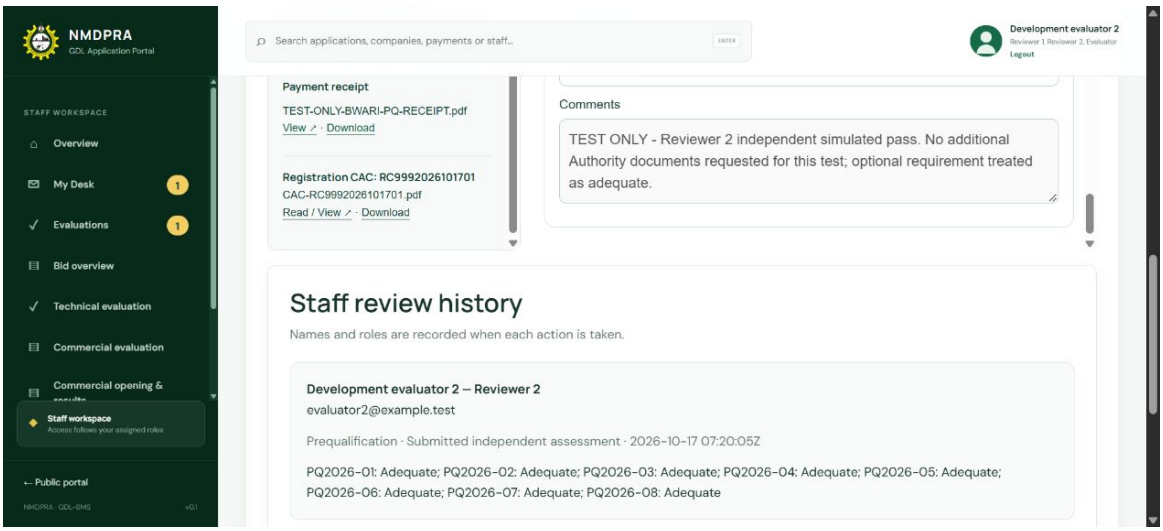
Check: Reviewer 1 submitted; both independent submissions are required.

Next handover: Final Reviewer after both submissions.

Prequalification is a mandatory adequacy/qualification process, not a four-person technical/commercial points average. Staff names and emails identify the assigned people.

24 Reviewer 2: assess independently

PREQUALIFICATION REVIEWER



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with the assigned Reviewer 2 account. Open My Desk, select the prequalification task, and confirm company, reference, LDZ/area and your assigned position.
2. Open Start assessment or Continue assessment if shown. Expand the application documents/payment evidence and the first View requirement item.
3. Click Read / View or Download for every supporting file for that requirement. Actually inspect its content. For CAC/JV checks, include all relevant member certificates and the agreement.
4. Return to the assessment and click I confirm review of the supporting evidence. Select Adequate, Not Adequate or Missing as supported by the evidence, and enter specific comments.
5. Use Save my draft while working. Open the next requirement, inspect its files and confirm review, then grade/comment. Check earlier entries remain present; repeat for every requirement, including the verified fee.
6. Review all results. Complete any displayed independence declaration, click Submit independent assessment and inspect the confirmation before confirming.
7. Wait for Submitted. Your assessment is locked unless formally returned. Do not obtain or copy the other independent reviewer's answers.

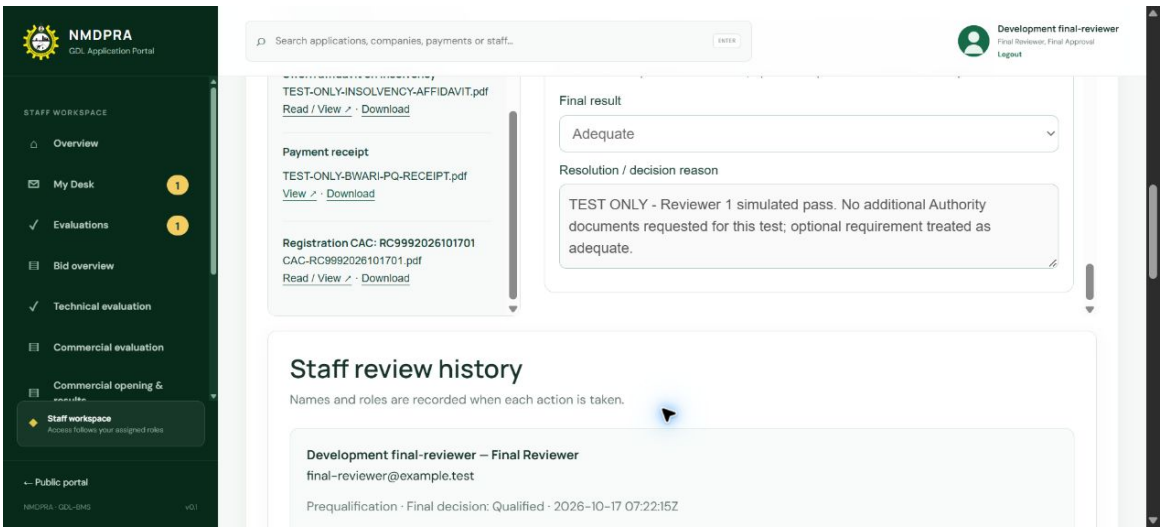
Check: Reviewer 2 submitted; both independent submissions are required.

Next handover: Final Reviewer after both submissions.

Prequalification is a mandatory adequacy/qualification process, not a four-person technical/commercial points average. Staff names and emails identify the assigned people.

25 Final Reviewer: complete prequalification

FINAL REVIEWER



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

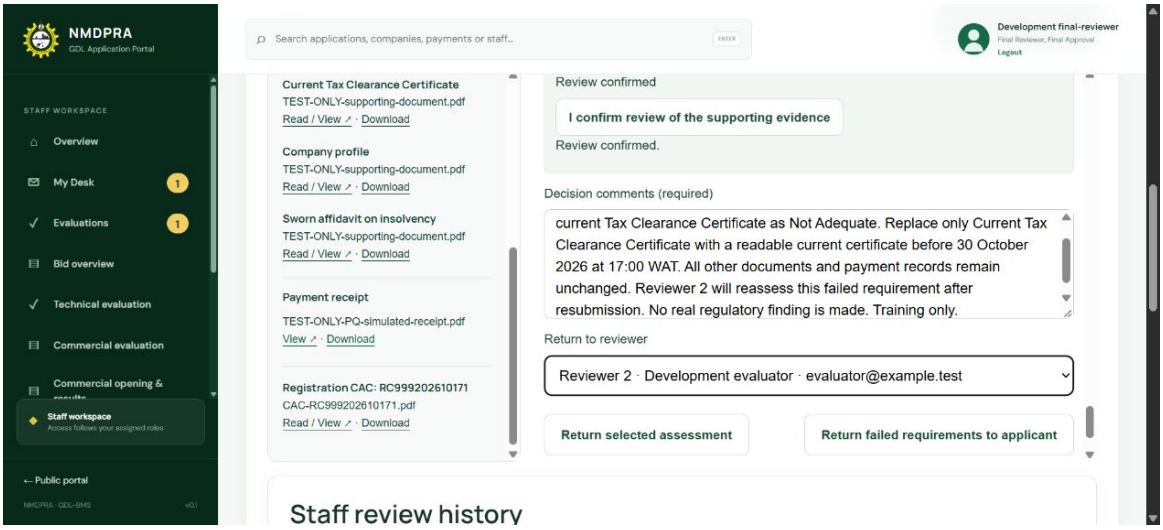
1. Sign in with the assigned Final Reviewer account. Open the application after Reviewer 1 and Reviewer 2 have both submitted.
2. Read the two assessments and any disagreements. Download consolidated assessment. Read/View or Download the underlying documents and report, then complete the required review confirmation.
3. Review every mandatory requirement and the company/JV certificate findings. Record the required resolution/reason for differing findings rather than applying a majority vote.
4. If the application meets all approved requirements, select the final Qualified outcome and inspect its confirmation. Confirm only when authorised.
5. If requirements are not satisfied, choose the authorised correction route or the final Not Qualified outcome with specific reasons, as described in the following task.
6. Check the saved decision, applicable CAC/RC verification result and applicant notification status. A qualified applicant can proceed only through the next displayed gate.

Check: Qualified, a formal correction request, or Not Qualified is recorded with reasons.

Next handover: Applicant: correction or data acquisition, according to the saved outcome.

26 Failed prequalification: correction and unsuccessful branch

FINAL REVIEWER / APPLICANT / SELECTED REVIEWER



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Final Reviewer: identify only failed requirements, select the assigned reviewer who will reassess them, and enter a clear correction reason. Check the existing prequalification deadline before returning work.
2. Click Return failed requirements to applicant, inspect the selection and confirmation, then confirm when authorised. Check the recorded request and notification status.
3. Applicant: sign in, open the correction task and read the reason, failed-item list and deadline. Replace only the authorised files, use View/Download to inspect them, then submit the corrected items before the existing deadline.
4. Selected reviewer: open the returned task, review the new versions, confirm evidence review, update only the permitted reassessment and submit it.
5. Final Reviewer: read the reassessment and latest report. Record Qualified if the approved requirements are now satisfied, or Not Qualified with the final reason if they remain unsatisfied.
6. Applicant: read the saved outcome. Not Qualified does not erase earlier receipts or history and does not unlock data access, technical/commercial submission or licence payment.

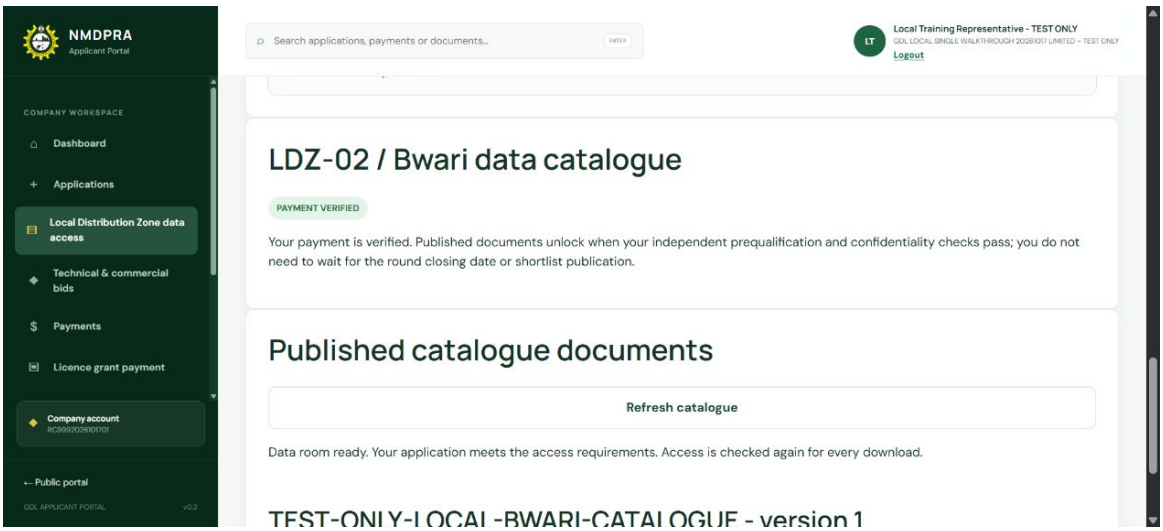
Check: Correction history and original evidence retained; successful and failed branches are explicit.

Next handover: Qualified applicants continue; unsuccessful applicants stop at the recorded outcome.

A correction does not extend the deadline. Returning a staff assessment is different from authorising applicant document replacement. The reference section contains the captured tax-only correction and final Not Qualified example.

27 Accept data conditions and obtain verified access

APPLICANT / F&A



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. As the qualified applicant, open Local Distribution Zone data access and select the correct area application.

2. Read confidentiality, non-disclosure, watermarking and controlled-use conditions. Accept them only when authorised; check the terms state saved successfully.

3. Generate the separate GDL/LDZ/DATA debit note for USD 3,000. Check the full note and approved bank details, then print/save it.

4. After the approved payment process, attach the corresponding receipt, enter reference/date and check the exact area allocation. Review the submission confirmation and submit it to F&A.

5. F&A follows the same full receipt download, settlement reconciliation, decision-note, declaration and confirmation sequence used for the application fee, now for GDL/LDZ/DATA USD 3,000.

6. Applicant: Refresh status until the actual saved Finance outcome is shown. After approval, open the published catalogue for the selected area and follow its access restrictions.

7. Check the invitation and acknowledgement steps shown in the technical/commercial workspace. Qualification or payment alone does not replace a required invitation/acknowledgement.

Check: Confidentiality accepted, data fee verified and applicable catalogue/invitation gates satisfied.

Next handover: Applicant: technical and commercial requirement uploads.

The captured training catalogue is not proof of an implemented GIS appointment service or operating-system screenshot prevention. Do not infer unsupported security guarantees from this guide.

28 Upload the technical requirement evidence

APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Open Technical & commercial bids for the eligible area application. Confirm its invitation, acknowledgement and submission-window requirements are satisfied.
2. Read View requirement for each named upload slot. Upload a separate complete readable PDF for every slot in the approved technical checklist.
3. Use View PDF and Download after each upload; inspect all pages, drawings and appendices. Ensure the filenames, company/JV and selected area agree.
4. A scored technical group can depend on several separate upload slots. Do not assume a single combined PDF replaces every slot or that one opened file satisfies all evidence-review gates.
5. Check the complete required-file count before moving to commercial evidence. The reference chapter Technical upload checklist lists the current 14 technical supporting slots and the eight scored groups.

Technical scored group	Maximum / 50
Gas supply security and connectivity	8.33
Network design, engineering and hydraulic adequacy	10.00
Implementation programme	8.33
HSSE, integrity and maintenance	6.67
Technical experience, organisation and personnel	6.67
Metering, digital systems and data	4.17
Customer service and access	3.33
Local content and capacity development	2.50

Check: All technical supporting evidence is present and readable.

Next handover: Applicant: commercial requirements and separate premium document.

29 Upload commercial evidence and the premium offer

APPLICANT


TEST ONLY - LOCAL TRAINING DOCUMENT

Premium Bid Offer

GDL LOCAL SINGLE WALKTHROUGH 2026/1017 LIMITED - TEST ONLY

LDZ-OZ / Bwari | Application: GDL/2026/EOI/b2e135f06ba6448387111fb5f1031420

Training requirement 23 of 23. Synthetic illustrative evidence for testing PDF upload, document access, review confirmation, scoring and correction controls.

This is a workflow fixture, not a genuine engineering study, audited account, funding commitment, commercial offer or professional certification. Any score assigned is simulated and grants no actual eligibility.

SIMULATED PREMIUM OFFER: USD 100,000 per LDZ. Separate unscored compliance test. No binding offer or payment obligation is created.

TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. In the same area workspace, upload the separate commercial requirement PDFs listed below. Read the approved wording and any displayed limits first.
2. For every uploaded file, wait for validation, inspect View PDF and open the saved Download. Check company, area, financial figures and completeness.
3. Upload the separate premium-offer document in its own slot. It must clearly support the offered USD amount and relevant LDZ.
4. Do not substitute the later licence grant receipt for a premium offer. The premium compliance check contributes no points; the licence grant payment is a later workflow record.
5. Recheck that all technical, commercial and premium requirement files are attached before the final package review.

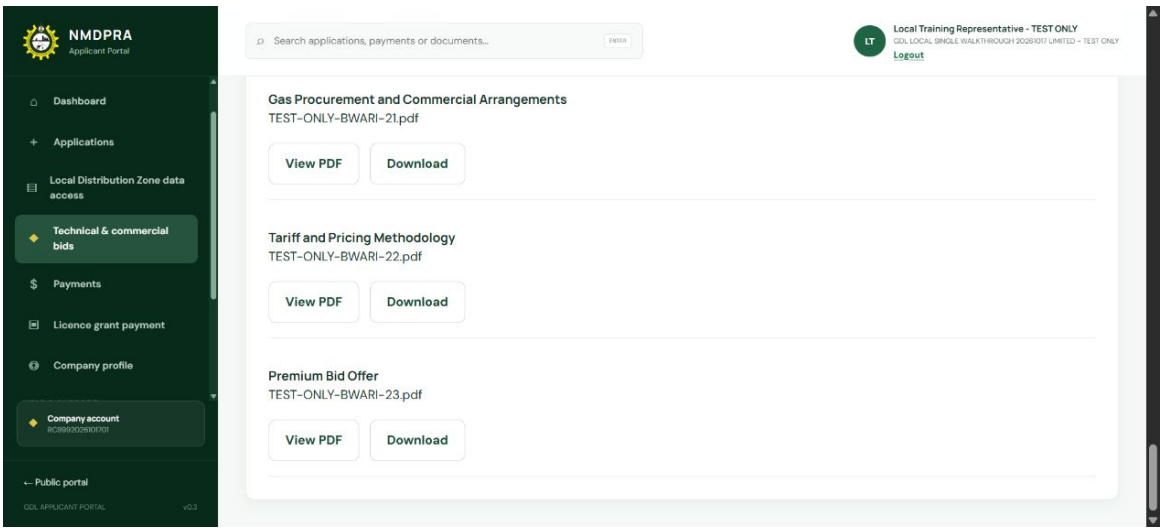
Commercial requirement	Maximum / 50
Detailed Project Cost Estimate - CAPEX and OPEX	7.50
Five-year Work Programme	6.25
Funding Plan and Evidence of Financial Capacity	10.00
Financial and Economic Feasibility Study	7.50
Audited Financial Information	6.25
Demand and Market Study	5.00
Gas Procurement and Commercial Arrangements	3.75
Tariff and Pricing Methodology	3.75
Premium offer - separate compliance	0; minimum USD 100,000

Check: Eight scored commercial requirements plus the separate premium document are present.

Next handover: Applicant: review and seal the complete requirement package.

30 Review and seal the technical/commercial package

APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

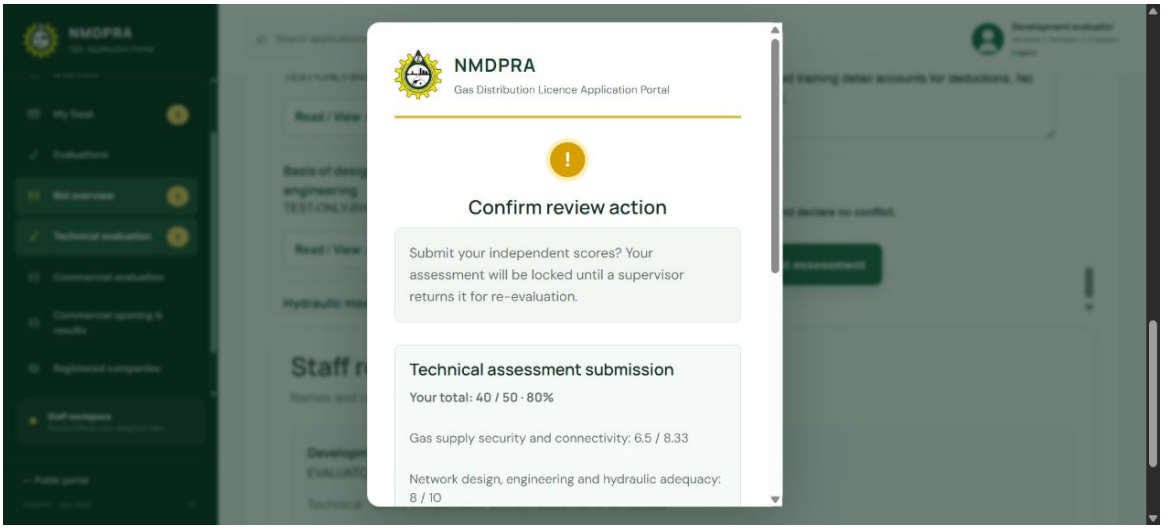
1. Check company, application reference and LDZ/area. Read the displayed submission deadline and verify the required attachment counter is complete.
2. Reopen files where necessary and check that evidence belongs to this application, is readable and contains all required appendices.
3. Complete the required submission declarations only when authorised, then use the final submission action shown for the package.
4. Inspect the confirmation, check the file list and application identity, and confirm only when correct.
5. Wait for a saved sealed/submitted status. Technical evaluation begins under its four independent assignments. Commercial evidence remains controlled until the application passes technical Final Approval.

Check: The package is saved and sealed; technical assessment can proceed.

Next handover: Four technical evaluators.

31 Technical evaluator 1: complete the independent assessment

TECHNICAL EVALUATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with the independently assigned technical evaluator account for position 1. Open My Desk or Technical evaluation and select the exact company, reference and LDZ/area.
2. For the first scored criterion, open View requirement and Read / View or Download every supporting document. Inspect the content, return to the assessment and confirm review of the supporting evidence.
3. Enter a justified score within the displayed criterion maximum and add evidence-based comments, including document/page references where useful. Use Save draft.
4. Open the next criterion and its documents. Check the previous scores/comments remain present, then confirm review and score the new criterion. Repeat until all eight scored criteria are complete.
5. Review the total out of 50 and all comments. The training example for this position is 40/50 (80%), not a required score for a real applicant.
6. Tick the independence declaration only after completing your own review. Click Submit independent assessment. Read the confirmation, all criterion scores and total. Confirm only when correct and authorised.
7. Check Submitted/locked status before leaving the page. If submission fails, read the message, repair the indicated problem and check saved status before retrying.

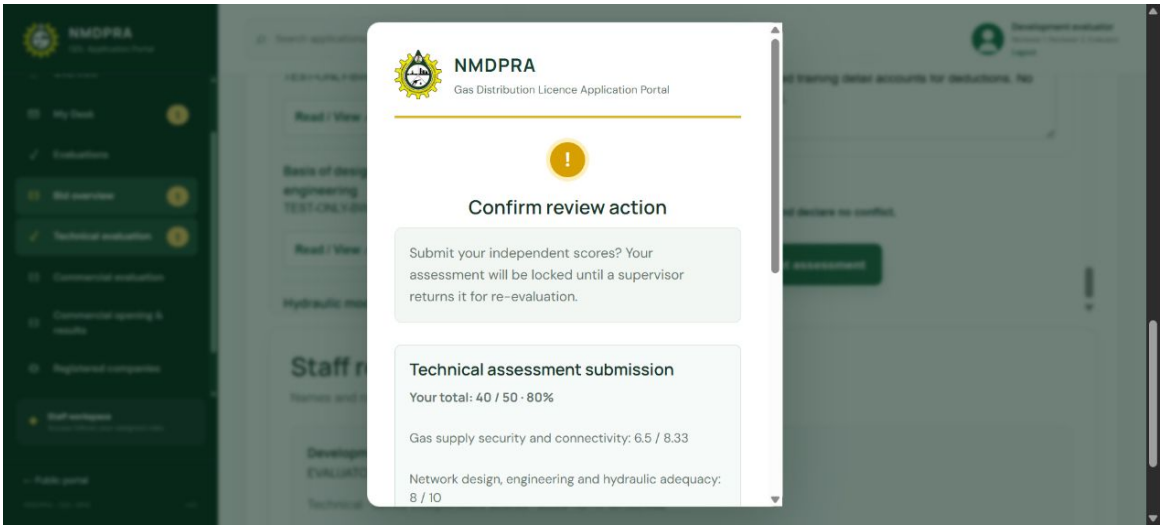
Check: Position 1 saved as Submitted. All four independent submissions are required.

Next handover: Technical Approval 1 after all four submissions; otherwise the remaining assigned evaluator(s).

Other independent assessments remain private during scoring. Screenshot is an illustrative training view; the assigned account and evidence determine the real work. The four totals 40, 42, 41 and 43 average to 41.5/50 (83%).

32 Technical evaluator 2: complete the independent assessment

TECHNICAL EVALUATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with the independently assigned technical evaluator account for position 2. Open My Desk or Technical evaluation and select the exact company, reference and LDZ/area.
2. For the first scored criterion, open View requirement and Read / View or Download every supporting document. Inspect the content, return to the assessment and confirm review of the supporting evidence.
3. Enter a justified score within the displayed criterion maximum and add evidence-based comments, including document/page references where useful. Use Save draft.
4. Open the next criterion and its documents. Check the previous scores/comments remain present, then confirm review and score the new criterion. Repeat until all eight scored criteria are complete.
5. Review the total out of 50 and all comments. The training example for this position is 42/50 (84%), not a required score for a real applicant.
6. Tick the independence declaration only after completing your own review. Click Submit independent assessment. Read the confirmation, all criterion scores and total. Confirm only when correct and authorised.
7. Check Submitted/locked status before leaving the page. If submission fails, read the message, repair the indicated problem and check saved status before retrying.

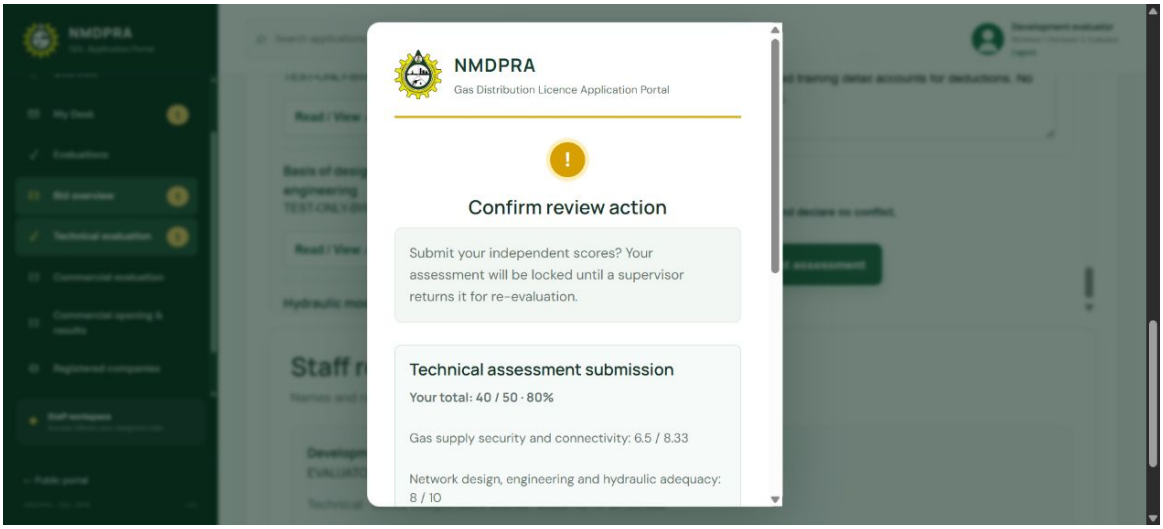
Check: Position 2 saved as Submitted. All four independent submissions are required.

Next handover: Technical Approval 1 after all four submissions; otherwise the remaining assigned evaluator(s).

Other independent assessments remain private during scoring. Screenshot is an illustrative training view; the assigned account and evidence determine the real work. The four totals 40, 42, 41 and 43 average to 41.5/50 (83%).

33 Technical evaluator 3: complete the independent assessment

TECHNICAL EVALUATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with the independently assigned technical evaluator account for position 3. Open My Desk or Technical evaluation and select the exact company, reference and LDZ/area.
2. For the first scored criterion, open View requirement and Read / View or Download every supporting document. Inspect the content, return to the assessment and confirm review of the supporting evidence.
3. Enter a justified score within the displayed criterion maximum and add evidence-based comments, including document/page references where useful. Use Save draft.
4. Open the next criterion and its documents. Check the previous scores/comments remain present, then confirm review and score the new criterion. Repeat until all eight scored criteria are complete.
5. Review the total out of 50 and all comments. The training example for this position is 41/50 (82%), not a required score for a real applicant.
6. Tick the independence declaration only after completing your own review. Click Submit independent assessment. Read the confirmation, all criterion scores and total. Confirm only when correct and authorised.
7. Check Submitted/locked status before leaving the page. If submission fails, read the message, repair the indicated problem and check saved status before retrying.

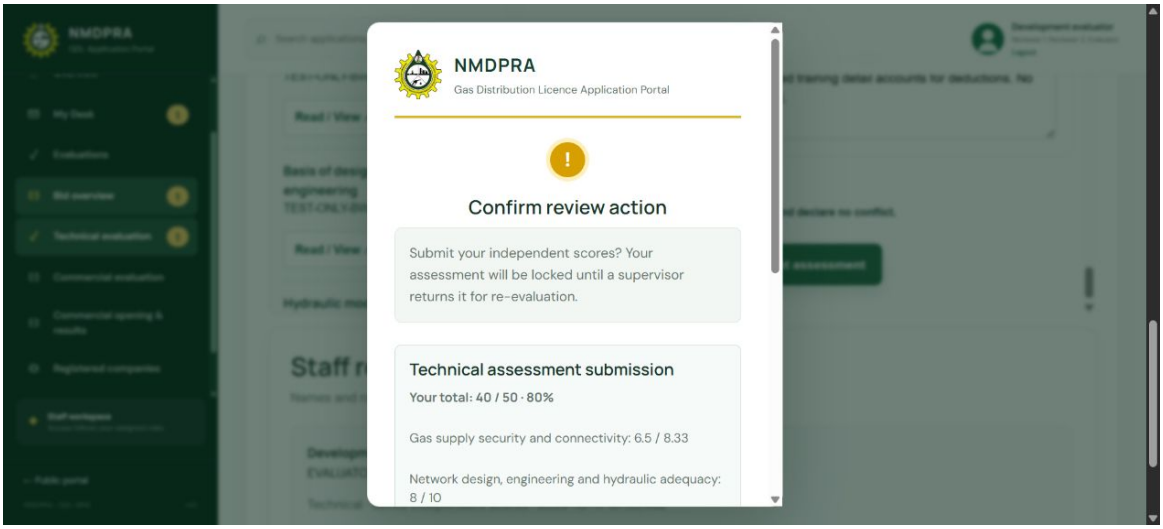
Check: Position 3 saved as Submitted. All four independent submissions are required.

Next handover: Technical Approval 1 after all four submissions; otherwise the remaining assigned evaluator(s).

Other independent assessments remain private during scoring. Screenshot is an illustrative training view; the assigned account and evidence determine the real work. The four totals 40, 42, 41 and 43 average to 41.5/50 (83%).

34 Technical evaluator 4: complete the independent assessment

TECHNICAL EVALUATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with the independently assigned technical evaluator account for position 4. Open My Desk or Technical evaluation and select the exact company, reference and LDZ/area.
2. For the first scored criterion, open View requirement and Read / View or Download every supporting document. Inspect the content, return to the assessment and confirm review of the supporting evidence.
3. Enter a justified score within the displayed criterion maximum and add evidence-based comments, including document/page references where useful. Use Save draft.
4. Open the next criterion and its documents. Check the previous scores/comments remain present, then confirm review and score the new criterion. Repeat until all eight scored criteria are complete.
5. Review the total out of 50 and all comments. The training example for this position is 43/50 (86%), not a required score for a real applicant.
6. Tick the independence declaration only after completing your own review. Click Submit independent assessment. Read the confirmation, all criterion scores and total. Confirm only when correct and authorised.
7. Check Submitted/locked status before leaving the page. If submission fails, read the message, repair the indicated problem and check saved status before retrying.

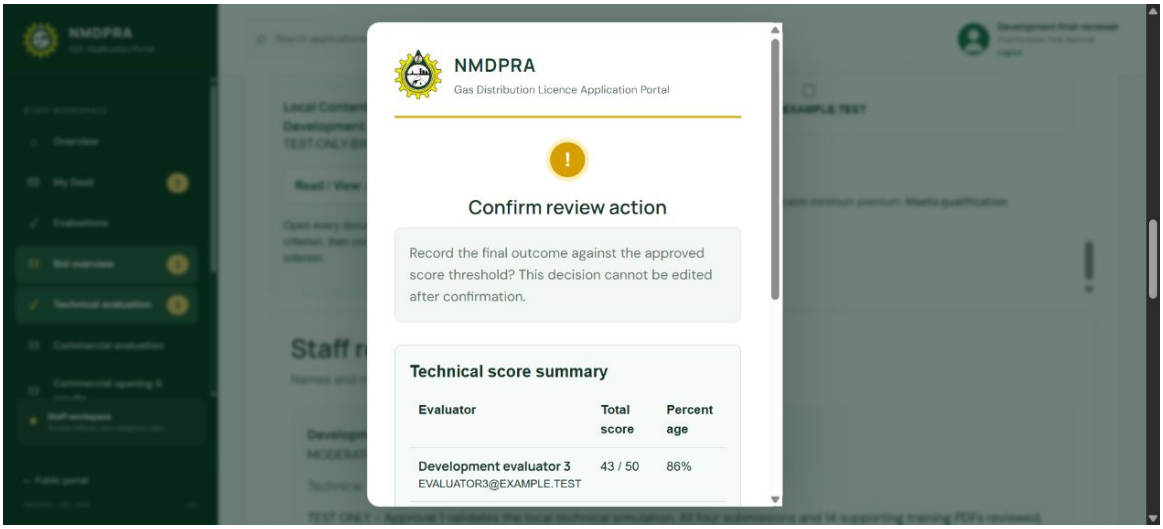
Check: Position 4 saved as Submitted. All four independent submissions are required.

Next handover: Technical Approval 1 after all four submissions; otherwise the remaining assigned evaluator(s).

Other independent assessments remain private during scoring. Screenshot is an illustrative training view; the assigned account and evidence determine the real work. The four totals 40, 42, 41 and 43 average to 41.5/50 (83%).

35 Technical Approval 1: review and record the decision

TECHNICAL APPROVAL 1



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in under Approval 1. Open the technical task for the correct application. Check all four evaluators show Submitted and Awaiting Approval 1 is shown.
2. Read each evaluator's total and percentage, criterion comments and consolidated average. In the training example: 40/50, 42/50, 41/50 and 43/50; mean 41.5/50 (83%).
3. Read/View or Download the supporting evidence and Download consolidated report. Open the report and complete the required evidence-review confirmation.
4. Check the approved scoring matrix and threshold for this application; a progress indicator alone is not evidence of qualification.
5. Recheck the score summary above Decision comments / reason and enter a meaningful note. If an assessment needs correction, use the selected-return process instead of replacing it.
6. Click Validate and send to Final Approval and inspect the confirmation, including the scores. Confirm only when authorised, then wait for the saved status.
7. Verify Awaiting Final Approval and hand the task to a separate authorised final approver.

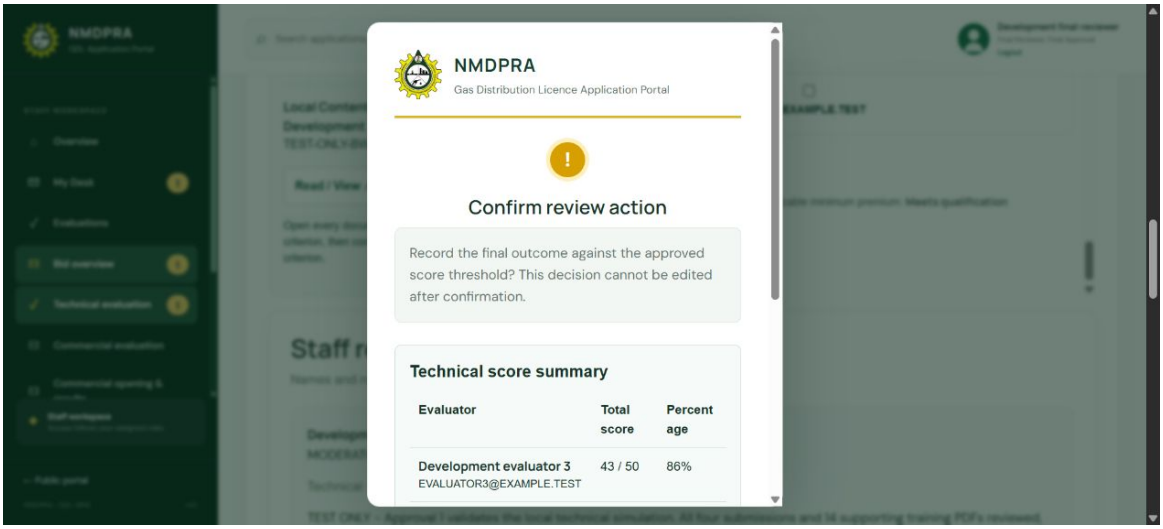
Check: Validation saved; Awaiting Final Approval.

Next handover: Technical Final Approval.

Use the current approved threshold (the standard displayed example is 70%, or 35/50). Decisions use the unrounded value and applicable requirements. Final Approval must be independent of Approval 1 and the evaluators.

36 Technical Final Approval: review and record the decision

TECHNICAL FINAL APPROVAL



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in under Final Approval. Open the technical task for the correct application. Check Approval 1 validation is recorded and Awaiting Final Approval is shown.
2. Read each evaluator's total and percentage, criterion comments and consolidated average. In the training example: 40/50, 42/50, 41/50 and 43/50; mean 41.5/50 (83%).
3. Read/View or Download the supporting evidence and Download consolidated report. Open the report and complete the required evidence-review confirmation.
4. Check the approved scoring matrix and threshold for this application; a progress indicator alone is not evidence of qualification.
5. Recheck the score summary above Decision comments / reason and enter a meaningful note. If an assessment needs correction, use the selected-return process instead of replacing it.
6. Click Confirm final outcome and inspect the confirmation, including the calculated outcome and scores. Confirm only when authorised, then wait for the saved status.
7. Verify Qualified or Not Qualified. A technical pass releases this application's commercial evaluation; a commercial pass enables completed reviews and later award consideration.

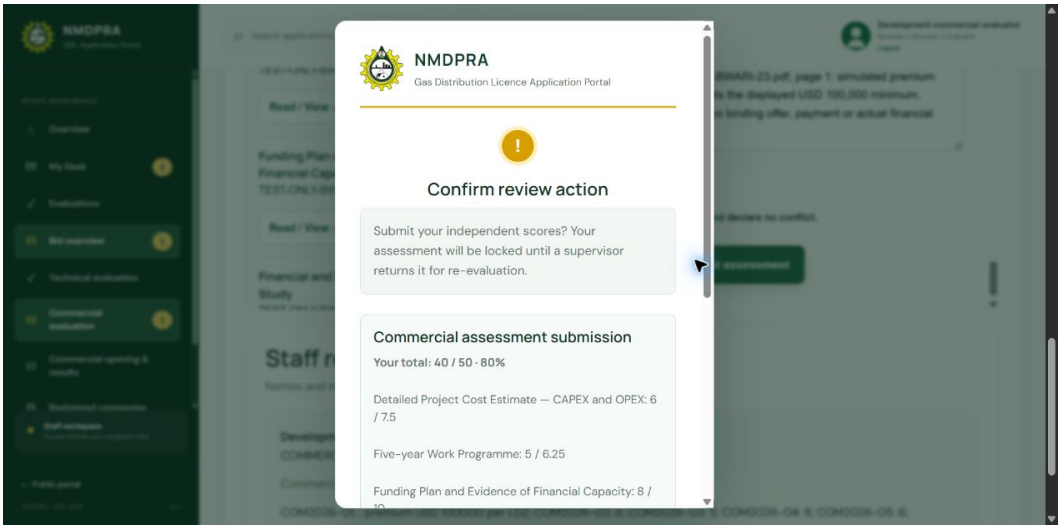
Check: Final stage outcome saved.

Next handover: Commercial evaluators after a technical pass; award consideration after a commercial pass.

Use the current approved threshold (the standard displayed example is 70%, or 35/50). Decisions use the unrounded value and applicable requirements. Final Approval must be independent of Approval 1 and the evaluators.

37 Commercial evaluator 1: complete the independent assessment

COMMERCIAL EVALUATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with the independently assigned commercial evaluator account for position 1. Open My Desk or Commercial evaluation and select the exact company, reference and LDZ/area.
2. For the first scored criterion, open View requirement and Read / View or Download every supporting document. Inspect the content, return to the assessment and confirm review of the supporting evidence.
3. Enter a justified score within the displayed criterion maximum and add evidence-based comments, including document/page references where useful. Use Save draft.
4. Open the next criterion and its documents. Check the previous scores/comments remain present, then confirm review and score the new criterion. Repeat until all eight scored criteria are complete.
5. Open the premium-offer document, Read/View or Download and confirm review. Enter the offered USD amount, check comma grouping and record comments. Inspect the separate minimum-compliance result; do not add premium money to the point total.
6. Review the total out of 50 and all comments. The training example for this position is 40/50 (80%), not a required score for a real applicant.
7. Tick the independence declaration only after completing your own review. Click Submit independent assessment. Read the confirmation, all criterion scores and total and the separate premium amount. Confirm only when correct and authorised.
8. Check Submitted/locked status before leaving the page. If submission fails, read the message, repair the indicated problem and check saved status before retrying.

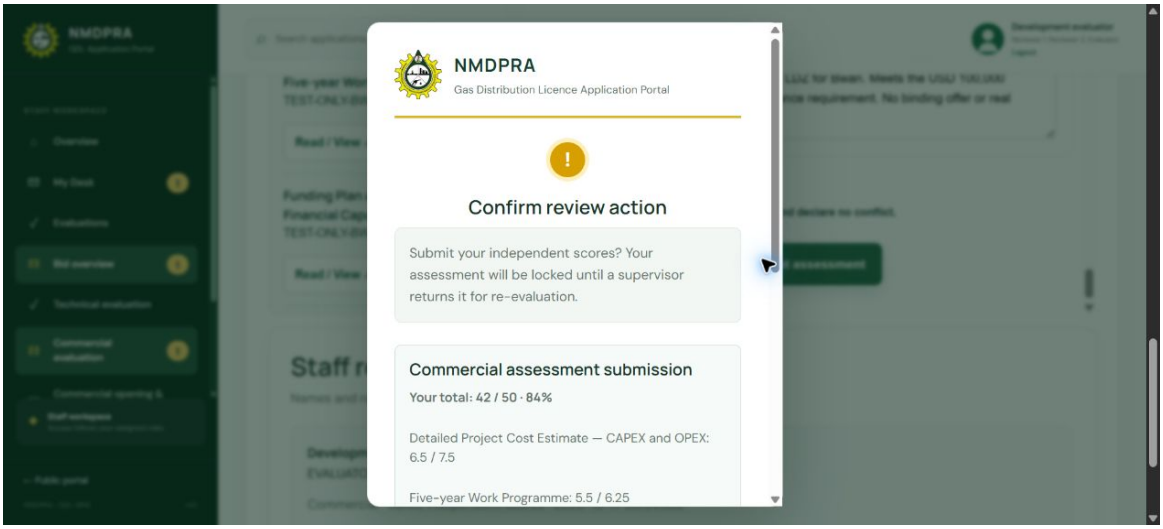
Check: Position 1 saved as Submitted. All four independent submissions are required.

Next handover: Commercial Approval 1 after all four submissions; otherwise the remaining assigned evaluator(s).

Other independent assessments remain private during scoring. Screenshot is an illustrative training view; the assigned account and evidence determine the real work. The four totals 40, 42, 41 and 43 average to 41.5/50 (83%).

38 Commercial evaluator 2: complete the independent assessment

COMMERCIAL EVALUATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with the independently assigned commercial evaluator account for position 2. Open My Desk or Commercial evaluation and select the exact company, reference and LDZ/area.
2. For the first scored criterion, open View requirement and Read / View or Download every supporting document. Inspect the content, return to the assessment and confirm review of the supporting evidence.
3. Enter a justified score within the displayed criterion maximum and add evidence-based comments, including document/page references where useful. Use Save draft.
4. Open the next criterion and its documents. Check the previous scores/comments remain present, then confirm review and score the new criterion. Repeat until all eight scored criteria are complete.
5. Open the premium-offer document, Read/View or Download and confirm review. Enter the offered USD amount, check comma grouping and record comments. Inspect the separate minimum-compliance result; do not add premium money to the point total.
6. Review the total out of 50 and all comments. The training example for this position is 42/50 (84%), not a required score for a real applicant.
7. Tick the independence declaration only after completing your own review. Click Submit independent assessment. Read the confirmation, all criterion scores and total and the separate premium amount. Confirm only when correct and authorised.
8. Check Submitted/locked status before leaving the page. If submission fails, read the message, repair the indicated problem and check saved status before retrying.

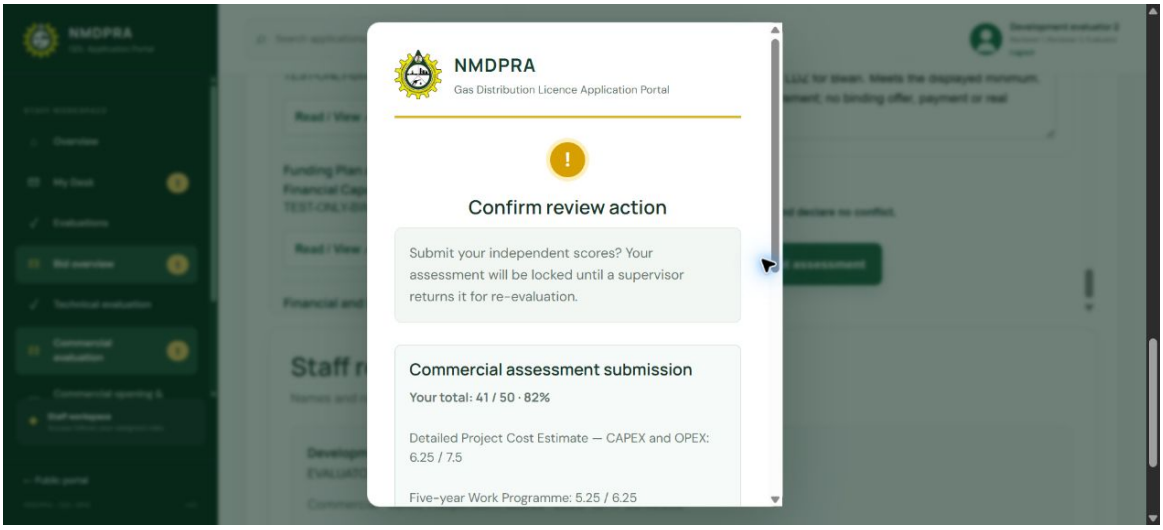
Check: Position 2 saved as Submitted. All four independent submissions are required.

Next handover: Commercial Approval 1 after all four submissions; otherwise the remaining assigned evaluator(s).

Other independent assessments remain private during scoring. Screenshot is an illustrative training view; the assigned account and evidence determine the real work. The four totals 40, 42, 41 and 43 average to 41.5/50 (83%).

39 Commercial evaluator 3: complete the independent assessment

COMMERCIAL EVALUATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with the independently assigned commercial evaluator account for position 3. Open My Desk or Commercial evaluation and select the exact company, reference and LDZ/area.
2. For the first scored criterion, open View requirement and Read / View or Download every supporting document. Inspect the content, return to the assessment and confirm review of the supporting evidence.
3. Enter a justified score within the displayed criterion maximum and add evidence-based comments, including document/page references where useful. Use Save draft.
4. Open the next criterion and its documents. Check the previous scores/comments remain present, then confirm review and score the new criterion. Repeat until all eight scored criteria are complete.
5. Open the premium-offer document, Read/View or Download and confirm review. Enter the offered USD amount, check comma grouping and record comments. Inspect the separate minimum-compliance result; do not add premium money to the point total.
6. Review the total out of 50 and all comments. The training example for this position is 41/50 (82%), not a required score for a real applicant.
7. Tick the independence declaration only after completing your own review. Click Submit independent assessment. Read the confirmation, all criterion scores and total and the separate premium amount. Confirm only when correct and authorised.
8. Check Submitted/locked status before leaving the page. If submission fails, read the message, repair the indicated problem and check saved status before retrying.

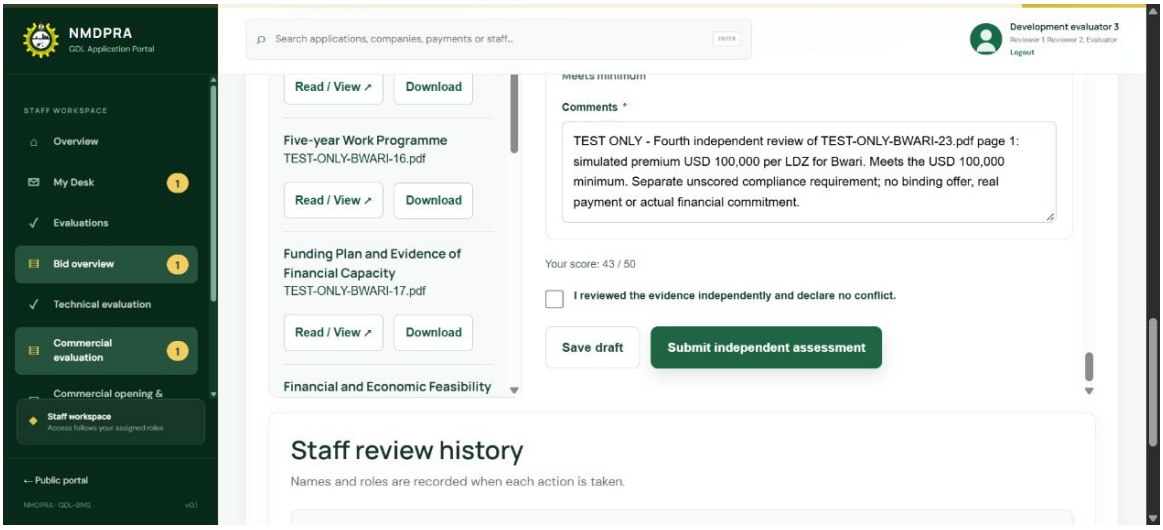
Check: Position 3 saved as Submitted. All four independent submissions are required.

Next handover: Commercial Approval 1 after all four submissions; otherwise the remaining assigned evaluator(s).

Other independent assessments remain private during scoring. Screenshot is an illustrative training view; the assigned account and evidence determine the real work. The four totals 40, 42, 41 and 43 average to 41.5/50 (83%).

40 Commercial evaluator 4: complete the independent assessment

COMMERCIAL EVALUATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with the independently assigned commercial evaluator account for position 4. Open My Desk or Commercial evaluation and select the exact company, reference and LDZ/area.
2. For the first scored criterion, open View requirement and Read / View or Download every supporting document. Inspect the content, return to the assessment and confirm review of the supporting evidence.
3. Enter a justified score within the displayed criterion maximum and add evidence-based comments, including document/page references where useful. Use Save draft.
4. Open the next criterion and its documents. Check the previous scores/comments remain present, then confirm review and score the new criterion. Repeat until all eight scored criteria are complete.
5. Open the premium-offer document, Read/View or Download and confirm review. Enter the offered USD amount, check comma grouping and record comments. Inspect the separate minimum-compliance result; do not add premium money to the point total.
6. Review the total out of 50 and all comments. The training example for this position is 43/50 (86%), not a required score for a real applicant.
7. Tick the independence declaration only after completing your own review. Click Submit independent assessment. Read the confirmation, all criterion scores and total and the separate premium amount. Confirm only when correct and authorised.
8. Check Submitted/locked status before leaving the page. If submission fails, read the message, repair the indicated problem and check saved status before retrying.

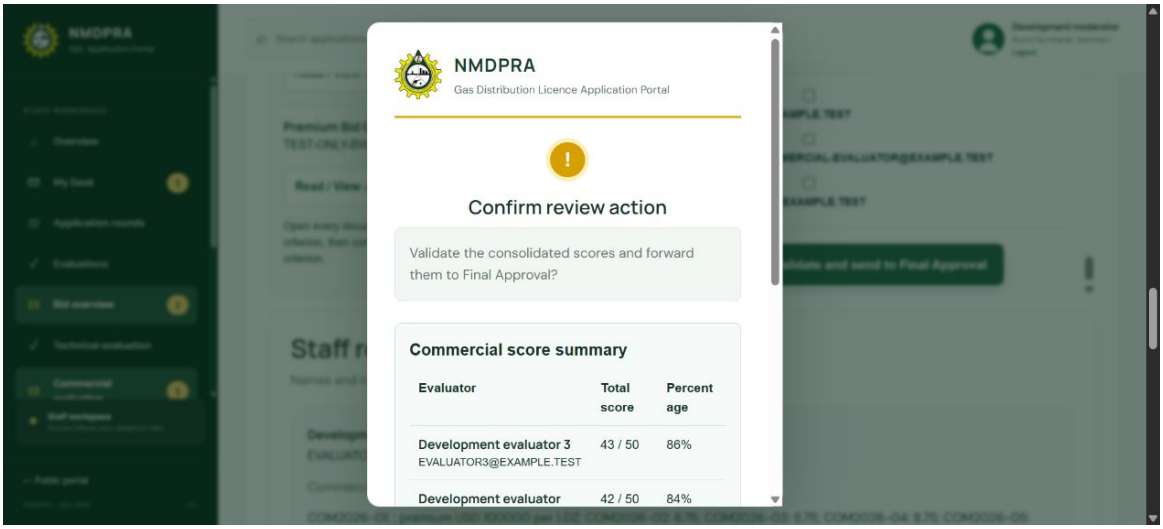
Check: Position 4 saved as Submitted. All four independent submissions are required.

Next handover: Commercial Approval 1 after all four submissions; otherwise the remaining assigned evaluator(s).

Other independent assessments remain private during scoring. Screenshot is an illustrative training view; the assigned account and evidence determine the real work. The four totals 40, 42, 41 and 43 average to 41.5/50 (83%).

41 Commercial Approval 1: review and record the decision

COMMERCIAL APPROVAL 1



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in under Approval 1. Open the commercial task for the correct application. Check all four evaluators show Submitted and Awaiting Approval 1 is shown.
2. Read each evaluator's total and percentage, criterion comments and consolidated average. In the training example: 40/50, 42/50, 41/50 and 43/50; mean 41.5/50 (83%).
3. Read/View or Download the supporting evidence and Download consolidated report. Open the report and complete the required evidence-review confirmation.
4. For commercial, inspect each premium entry and the separate compliance/agreement result. Inconsistent or below-minimum amounts cannot be concealed by a good point score.
5. Recheck the score summary above Decision comments / reason and enter a meaningful note. If an assessment needs correction, use the selected-return process instead of replacing it.
6. Click Validate and send to Final Approval and inspect the confirmation, including the scores. Confirm only when authorised, then wait for the saved status.
7. Verify Awaiting Final Approval and hand the task to a separate authorised final approver.

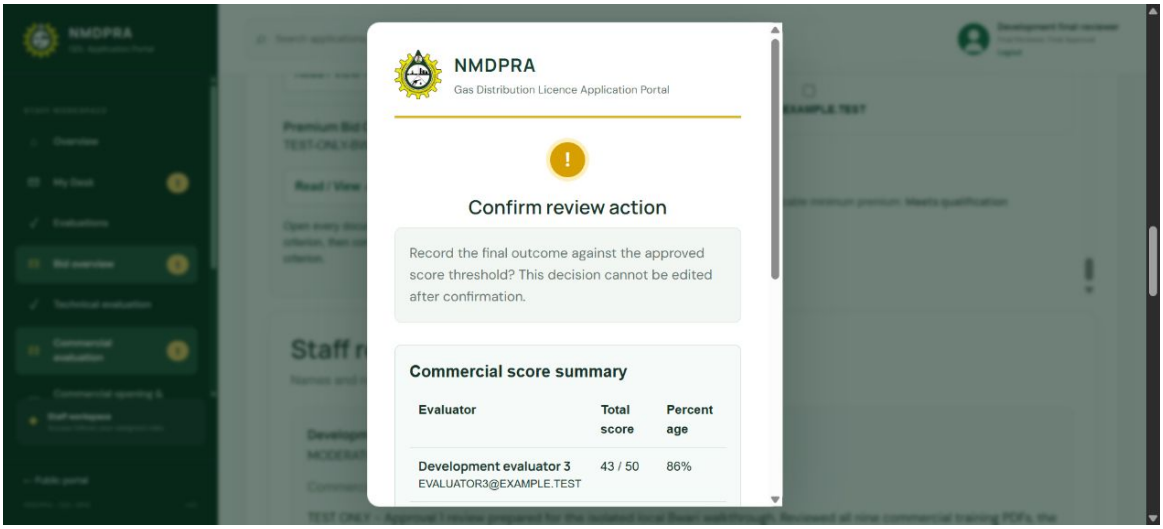
Check: Validation saved; Awaiting Final Approval.

Next handover: Commercial Final Approval.

Use the current approved threshold (the standard displayed example is 70%, or 35/50). Decisions use the unrounded value and applicable requirements. Final Approval must be independent of Approval 1 and the evaluators.

42 Commercial Final Approval: review and record the decision

COMMERCIAL FINAL APPROVAL



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in under Final Approval. Open the commercial task for the correct application. Check Approval 1 validation is recorded and Awaiting Final Approval is shown.
2. Read each evaluator's total and percentage, criterion comments and consolidated average. In the training example: 40/50, 42/50, 41/50 and 43/50; mean 41.5/50 (83%).
3. Read/View or Download the supporting evidence and Download consolidated report. Open the report and complete the required evidence-review confirmation.
4. For commercial, inspect each premium entry and the separate compliance/agreement result. Inconsistent or below-minimum amounts cannot be concealed by a good point score.
5. Recheck the score summary above Decision comments / reason and enter a meaningful note. If an assessment needs correction, use the selected-return process instead of replacing it.
6. Click Confirm final outcome and inspect the confirmation, including the calculated outcome and scores. Confirm only when authorised, then wait for the saved status.
7. Verify Qualified or Not Qualified. A technical pass releases this application's commercial evaluation; a commercial pass enables completed reviews and later award consideration.

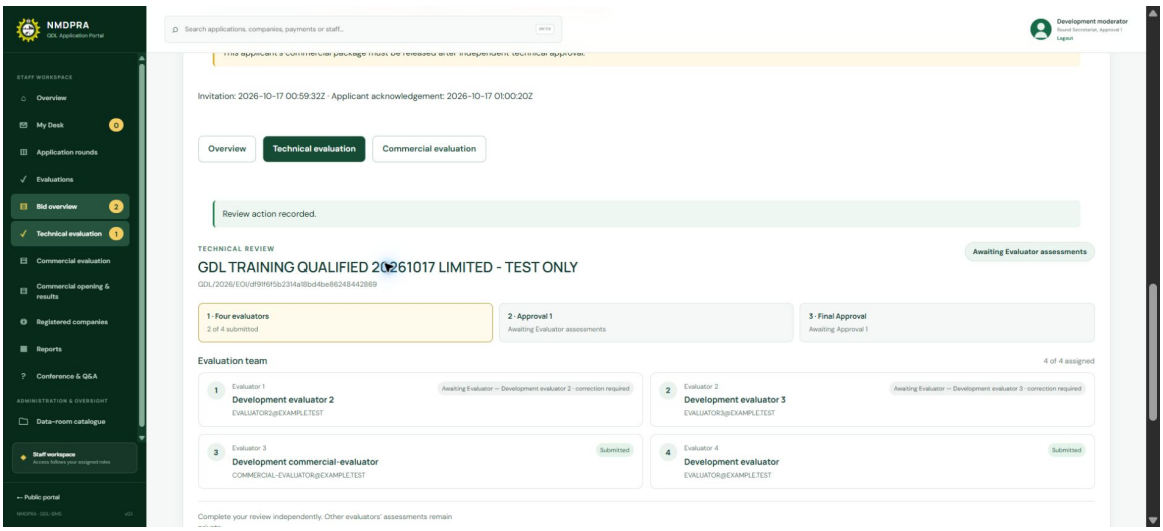
Check: Final stage outcome saved.

Next handover: Commercial evaluators after a technical pass; award consideration after a commercial pass.

Use the current approved threshold (the standard displayed example is 70%, or 35/50). Decisions use the unrounded value and applicable requirements. Final Approval must be independent of Approval 1 and the evaluators.

43 Return selected scored assessments for correction

APPROVAL 1 / FINAL APPROVAL / SELECTED EVALUATORS



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Open the relevant technical or commercial consolidation and identify the specific assessments and evidence that require correction.
2. Under Return assessments for correction, select the relevant evaluator name/email checkboxes. Select one or several as necessary; do not reopen unrelated submissions.
3. Enter a specific Decision comments / reason, click Return selected assessments, and check the selected people and reason in the confirmation before confirming.
4. Verify that only selected assessments reopen and that unselected submissions stay locked. Returned staff read the reason, revisit evidence, update scores/comments, save and resubmit.
5. After the panel becomes complete again, Approval 1 validates the revised consolidation and Final Approval reviews it. A return from Final Approval does not skip renewed validation.

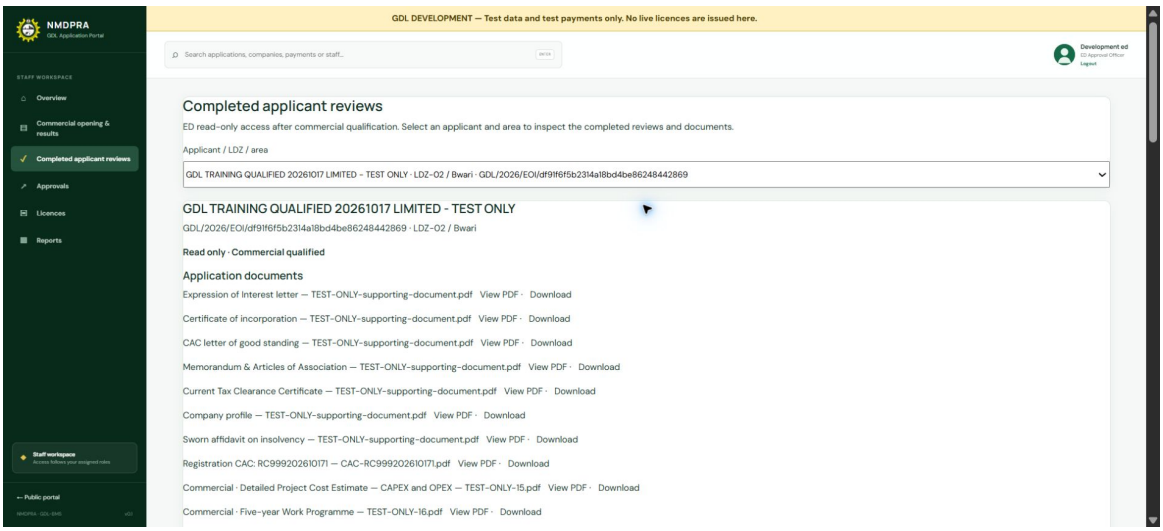
Check: Correction trail retained and only authorised assessments reopened.

Next handover: Approval 1 then Final Approval again.

This returns a staff assessment, not applicant documents. Do not use Administrator reassignment to erase or replace a submitted assessment.

44 ED reads the completed applicant reviews

ED



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

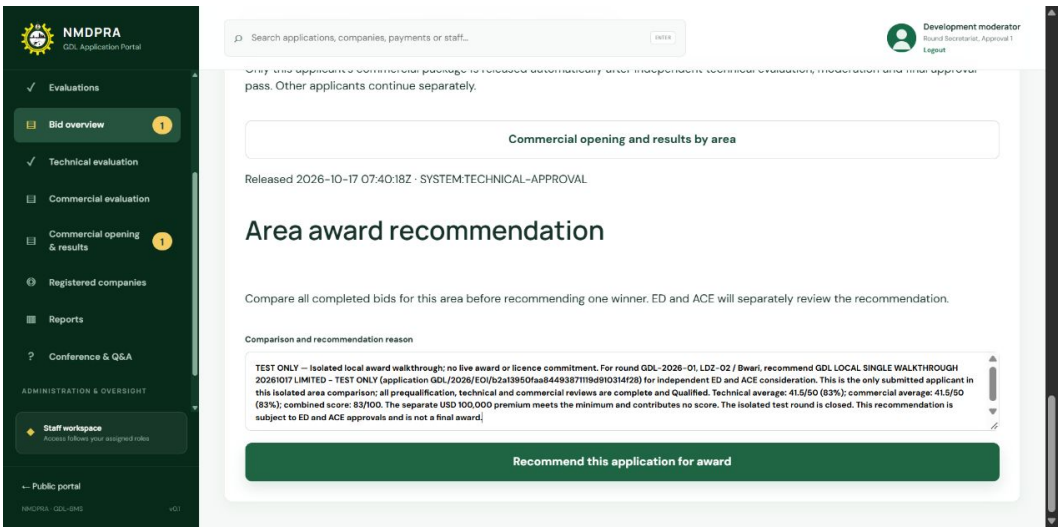
1. Sign in as ED and open Completed applicant reviews. Select the applicant, LDZ and area after both technical and commercial qualification.
2. Read the prequalification findings and Final Reviewer decision. Open the documents with View/Download.
3. Inspect each technical and commercial evaluator's totals/percentages, the two stage averages, approval comments and final decisions.
4. Review the premium separately. The example combined score is 41.5 + 41.5 = 83/100; the USD 100,000 premium contributes zero points.
5. Use this page for read-only oversight. Award approval is performed later under Approvals after a valid recommendation and closing gate.

Check: Completed evidence and outcomes inspected without editing assessments.

Next handover: Secretariat/authorised staff: award consideration.

45 Recommend the eligible area application for award

ROUND SECRETARIAT / AUTHORISED STAFF



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Open Commercial opening & results / award consideration, filter the correct LDZ/area, and check the configured closing gate.
2. Review all submitted applications for that area, final technical/commercial decisions and outstanding reviews. Qualification alone is not an award, and a pending competing review can hold the area.
3. Open the intended review record and compare the completed evidence, consolidated scores and premium compliance. Check invitation/acknowledgement and sealed submission evidence.
4. For an eligible record, enter the recommendation reason explaining the area comparison. Review the intended company, reference, area and outcome.
5. Use Recommend this application for award / the displayed recommendation action, confirm when authorised, and check the saved recommendation and ED handover.

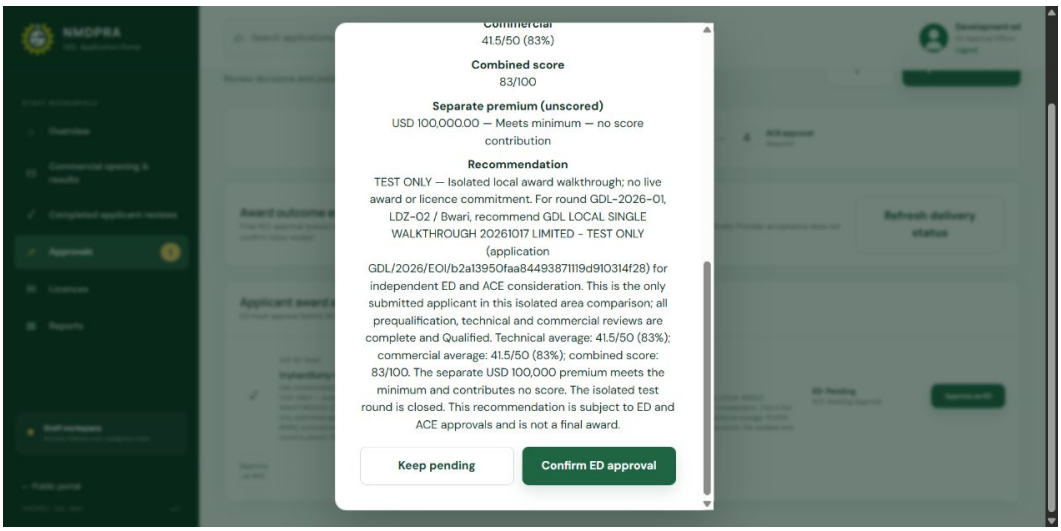
Check: Recommendation saved for independent ED and ACE consideration.

Next handover: ED: award approval.

Training award steps used an isolated closed-round copy. Do not change a shared/live closing date to reproduce the screenshot. An early-area close or override is not established by this example.

46 ED: approve the award recommendation

ED



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with your own authorised ED account. Open Approvals and locate the company under Applicant award approvals. Check LDZ/area, reference and recommendation.
2. Review the completed applicant assessments and the recommendation before acting.
3. Check the company, two stage scores, combined result and separate premium compliance. Do not confuse the premium offer with the later licence grant receipt.
4. Click Approve as ED. In Confirm ED award approval?, recheck company, email/reference, area, score summary and recommendation.
5. Use Keep pending to cancel if needed. Click Confirm ED approval only when authorised and correct. Wait for the saved state.
6. Verify ED Approved and ACE Awaiting Approval. ED approval does not perform the independent ACE decision.

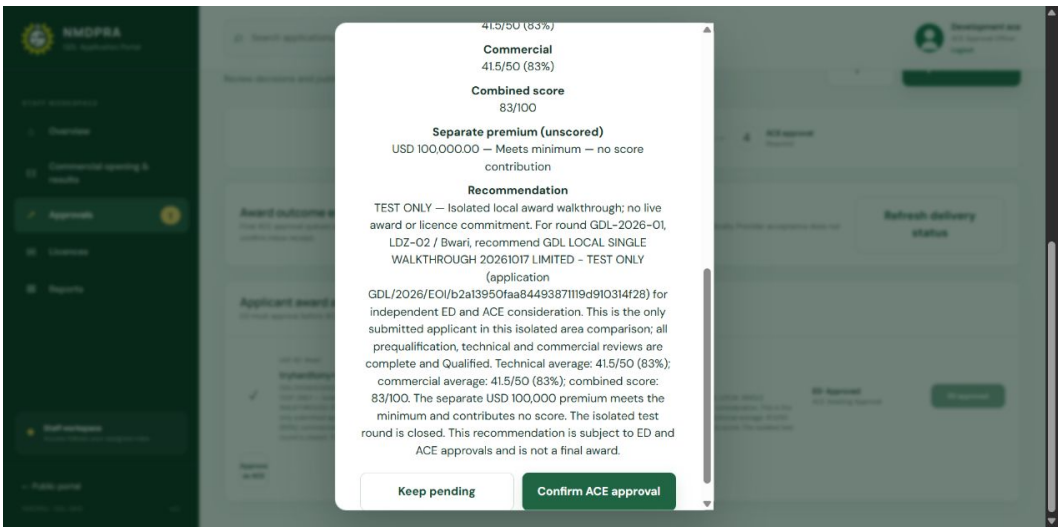
Check: ED approval recorded.

Next handover: ACE: independent award approval.

The current confirmation messages use environment-neutral wording. Historical screenshots retain their explicit isolated-training context. No live approval is performed to prepare this manual.

47 ACE: approve the award recommendation

ACE



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in with your own authorised ACE account. Open Approvals and locate the company under Applicant award approvals. Check LDZ/area, reference and recommendation.
2. Verify ED Approved before acting. Review the ED decision independently.
3. Check the company, two stage scores, combined result and separate premium compliance. Do not confuse the premium offer with the later licence grant receipt.
4. Click Approve as ACE. In Confirm ACE award approval?, recheck company, email/reference, area, score summary and recommendation, including ED Approved.
5. Use Keep pending to cancel if needed. Click Confirm ACE approval only when authorised and correct. Wait for the saved state.
6. Verify both ED and ACE show Approved. Review Award outcome emails / Refresh delivery status; queued or provider-accepted does not prove inbox receipt.

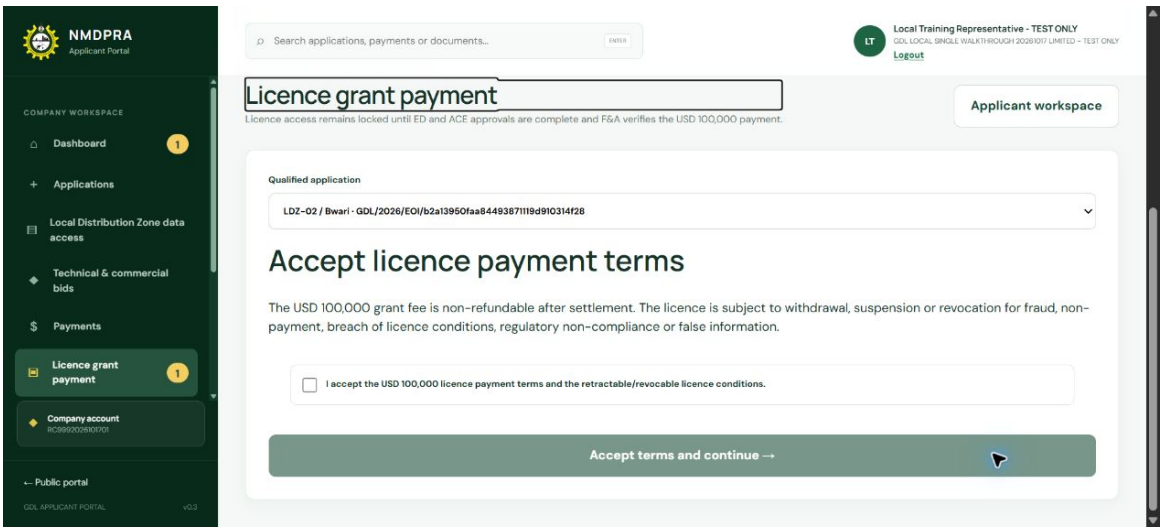
Check: ACE approval recorded.

Next handover: Applicant: licence grant payment.

The current confirmation messages use environment-neutral wording. Historical screenshots retain their explicit isolated-training context. No live approval is performed to prepare this manual.

48 Accept licence-grant payment terms

APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

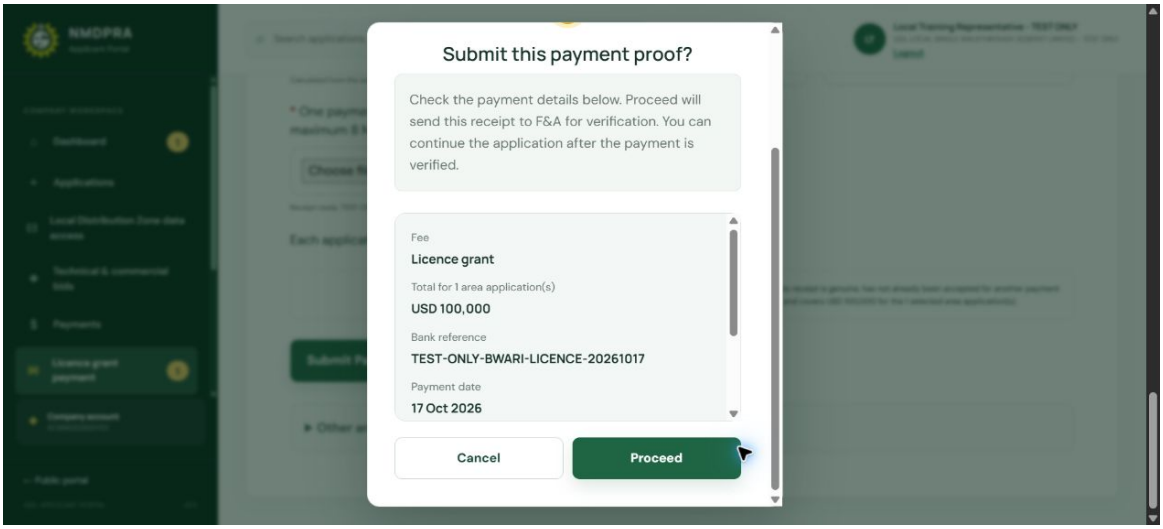
1. Sign in to the company account and open Licence grant payment. Select the correct qualified application and area.
2. Check ED/ACE approval eligibility and the USD 100,000 grant fee. If separate badges are not shown on the applicant page, authorised staff can inspect the saved approvals.
3. Read the non-refundable grant-fee and licence conditions, including withdrawal/suspension/revocation conditions. Accept only if authorised to bind the applicant.
4. Tick the terms checkbox and click Accept terms and continue. Wait for the accepted state before generating a note.
5. If the page loses the company after refresh, sign in again on the correct environment. Do not enter another company's reference to work around a missing session.

Check: Terms accepted for the intended application; no payment is implied.

Next handover: Applicant: generate GDL/LICENCE note and upload its receipt.

49 Generate the licence note and submit grant evidence

APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Choose the correct route first. A marked TEST ONLY application automatically creates eligible synthetic payment evidence and simulated F&A approval; use Refresh simulation status and inspect history. The following bank-transfer steps apply to the ordinary, unmarked USD route. For ordinary NGN use the current Remita chapter.
2. Open the eligible application's payment step. Confirm company, application reference and LDZ/area. Check the fee purpose is **GDL/LICENCE** and the USD amount is **100,000**.
3. Click Generate debit note. Open/print the note and check company identity, CAC/RC, application reference, area, fee purpose, amount, note reference, date, bank name, beneficiary and USD account number.
4. Use Print / Save as PDF, choose Save as PDF in the browser print dialog, save and open the file. If bank details are missing or wrong, stop and contact the authorised Administrator.
5. For genuine operations, use the approved payment process and actual generated bank instructions. For training, use only an explicitly authorised simulated receipt; no real transfer is made in the examples.
6. Return to the matching fee form. Select the application allocation(s) actually covered. Enter the bank reference and actual payment date, and attach a readable receipt within the displayed format/size limit.
7. Check the filename and amount; tick the receipt declaration only when authorised. Click Submit Payment, inspect the confirmation and every allocation, then Proceed if correct.
8. Wait for Pending F&A verification. Do not submit the same receipt again while pending. Use Refresh status after Finance acts; approval must be shown for the intended allocation.

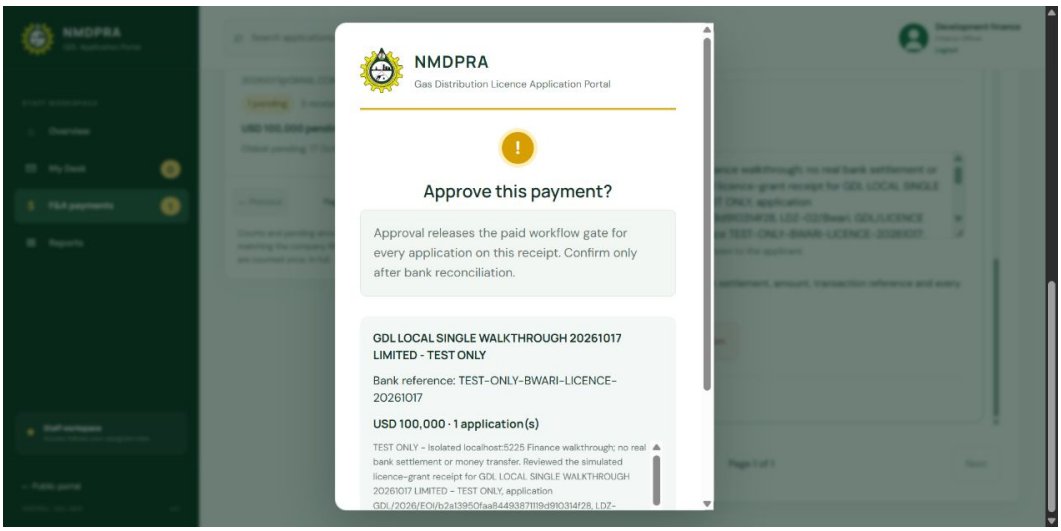
Check: GDL/LICENCE receipt saved and waiting for F&A; a debit note alone does not mark payment verified.

Next handover: F&A: verify the licence grant receipt.

The current receipt form accepts PDF/JPG/PNG up to 8 MB. An approved combined receipt applies to every allocation in that receipt. Premium-offer evidence is not a licence grant payment receipt.

50 Verify the licence grant receipt

FINANCE & ACCOUNTS



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Sign in through Staff login with your own authorised Finance account. Open F&A payments and select Pending payments; search/filter for the intended company and area.
2. Click Review receipt or View details on the correct item. Check receipt reference, applicant, date, bank reference, currency and total, including every allocation even if the current list was filtered to one area.
3. Use Prepare receipt download if shown, then the generated Download link. Save and open the receipt and inspect all pages. If unreadable, request corrected evidence rather than treating it as reviewed.
4. Check the fee is GDL/LICENCE and the intended allocation is USD 100,000. In real operations, reconcile actual bank settlement, payer, destination account and reference against the entire receipt.
5. Enter a meaningful verification or rejection note. For an authorised approval, tick the Finance declaration, click Approve payment and read the confirmation again before confirming.
6. If evidence or settlement is inadequate, use the rejection action with a specific reason and clear corrective instruction. Do not approve to bypass a missing check.
7. Wait for the saved outcome, check all affected allocations and notification status, and hand the reference back to the applicant to refresh payment status.

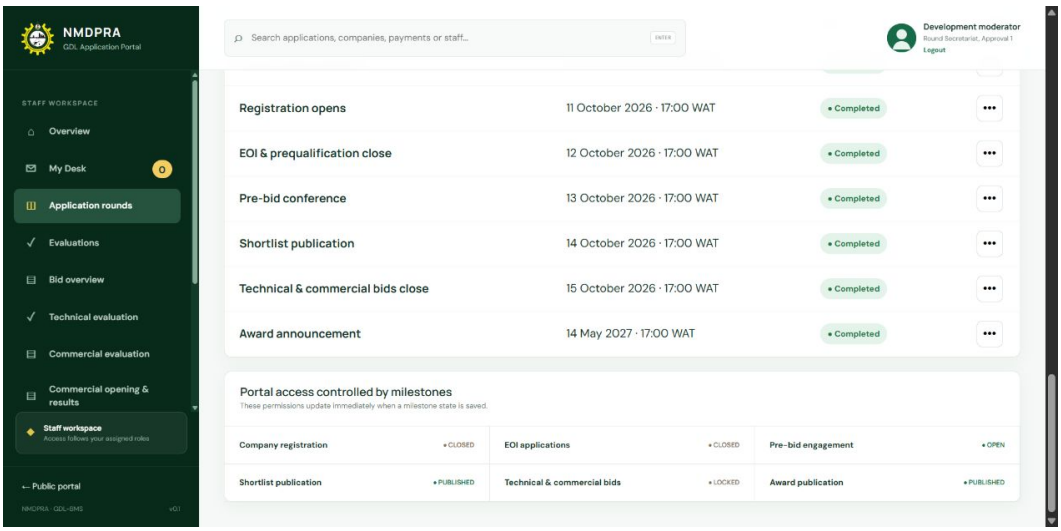
Check: Saved Finance decision; applicant sees Payment verified only after approval.

Next handover: Applicant refreshes Payment verified; authorised staff complete publication/issuance gates.

Applicants generate debit notes; F&A verifies uploaded receipts. Training notes and receipts explicitly state TEST ONLY and no genuine settlement. Provider email acceptance is not proof of inbox delivery. Automatic TEST ONLY records are already simulated approvals; find them under All companies and inspect them without recording another approval. They do not certify bank or Remita settlement.

51 Publish the authorised award announcement

ROUND SECRETARIAT / AUTHORISED ADMINISTRATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Check the recorded award recommendation, ED/ACE approvals and relevant payment/issuance prerequisites for the application.
2. Open Application rounds and find Award announcement. Inspect the milestone date and current state before opening its controls.
3. Use the authorised milestone control to mark the announcement completed only when permitted. Read any confirmation and complete it only when authorised.
4. Refresh the round status and verify Published. Retain the recorded dates and history; do not silently change the schedule to make issuance available.
5. Tell the authorised issuer to reopen the exact application in the licence register and check all remaining gates.

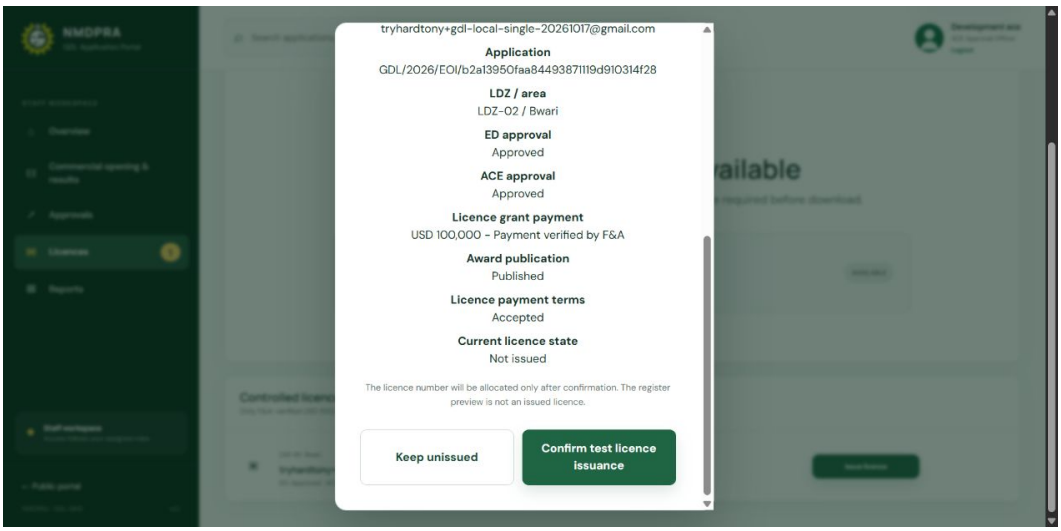
Check: Award publication saved as Published.

Next handover: ACE/authorised issuer: licence issuance.

Completing this milestone in a live environment is consequential. The illustrated completion happened only in the authorised isolated simulation.

52 Check and confirm licence issuance

ACE / AUTHORISED ADMINISTRATOR



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

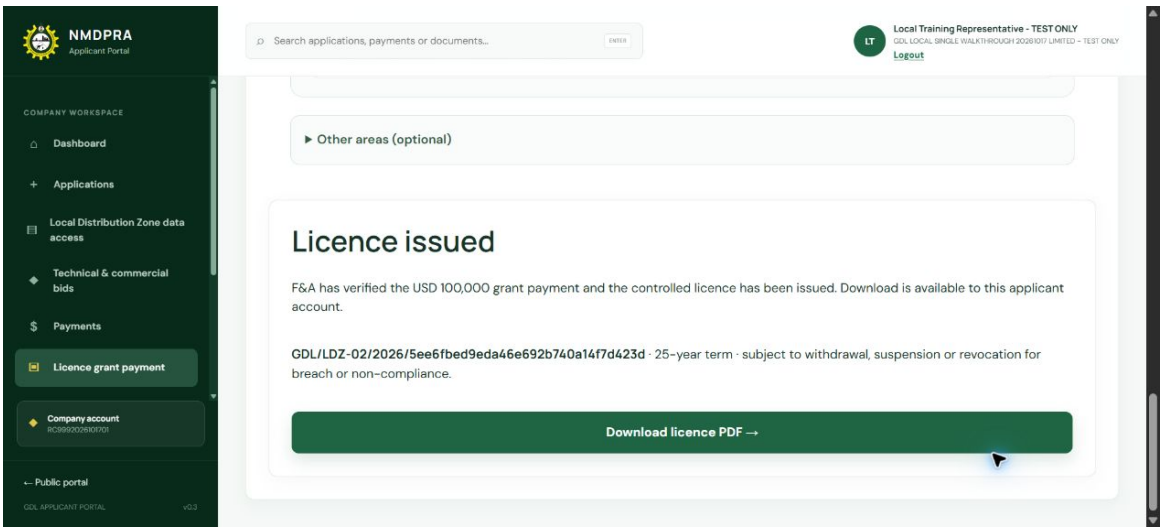
1. Open Licences and locate the exact company/application row in Controlled licence register. Recheck LDZ/area and applicant identity.
2. Check ED Approved, ACE Approved, USD 100,000 grant payment verified by F&A, accepted terms and award Published. If any prerequisite is missing, investigate the block reason rather than bypassing it.
3. Click Issue licence on the application row. Do not use the illustrative register-preview number as an actual issued licence number.
4. In Confirm licence issuance?, check registered company, applicant email, application reference, LDZ/area, both approvals, verified grant payment, publication, accepted terms and current state.
5. Click Keep unissued to cancel if necessary. Click Confirm licence issuance only when authorised. Wait for Licence issued and record the allocated licence number.
6. On a timeout/retry, inspect the saved record first. An existing issued licence retains its original number; do not manufacture another number or edit the record to recreate the download.

Check: Licence issued with its saved number; all original workflow records retained.

Next handover: Staff and applicant: download and verify the PDF.

53 Staff and applicant download the issued licence

AUTHORISED STAFF / APPLICANT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. Staff: on the issued application row, click Download licence PDF. Save the file through the browser and open the saved PDF.
2. Check the full registered company name, application reference, LDZ/area, original licence number, issue information and conditions. A company-name formatting fix must not change the issued record or number.
3. If the registered company cannot be found, resolve the profile through the authorised process. Do not substitute a login email or invent the licensee name.
4. Applicant: sign in, open Licence grant payment and select the issued application. Check Licence issued and the number, then click Download licence PDF.
5. Save and open the applicant PDF and compare the same identity/area/number fields. Keep the original downloaded file unchanged and retain the application reference for support.
6. The walkthrough ends when the correct staff and applicant copies open successfully. In the Bwari simulation, both native saves/opens were user-confirmed and the rendered PDF identity was also checked.

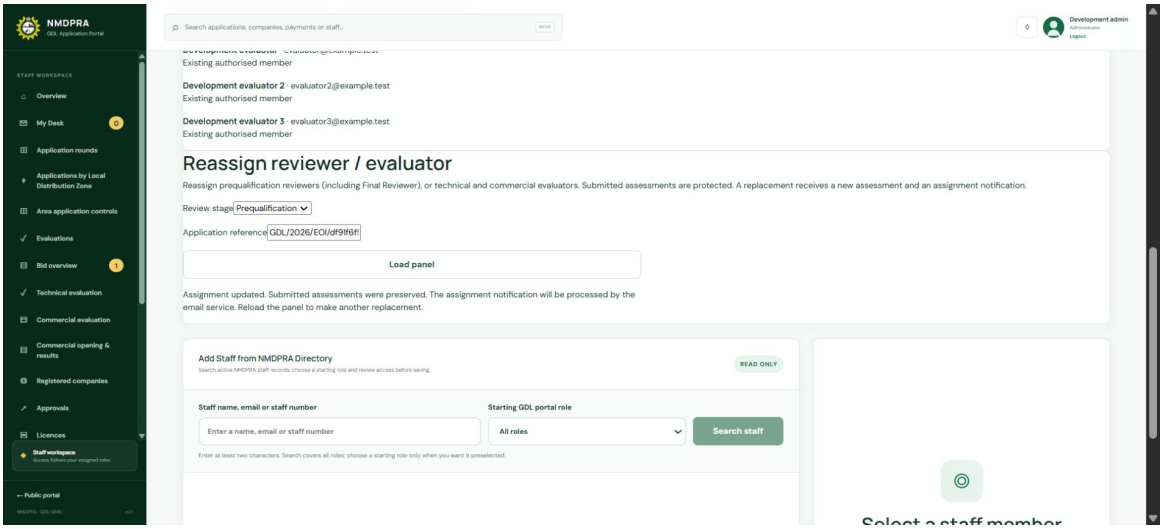
Check: Issued licence PDF downloaded and verified by staff and applicant.

Next handover: Retain records; use the authorised support route for any discrepancy.

The included Bwari specimen is explicitly TEST ONLY and not an official NMDPRA licence. The reference manual includes its corrected company, area and original licence number.

54 Administrator reassignment and operational exceptions

ADMINISTRATOR / SUPPORT



TEST ONLY - captured training example. Current role, wording and saved record govern the action.

1. For an unsubmitted assignment requiring replacement, open Administration, choose Prequalification, Technical or Commercial, select/enter the application reference and click Load panel.
2. Inspect the company, area, stage and existing submissions. Select the outgoing position and an eligible active replacement with the required role and independence; scored replacements must be ACE-authorised.
3. Enter a reason and read the preservation declaration. Click Reassign reviewer/evaluator, inspect outgoing/incoming names in the confirmation and confirm only when authorised.
4. Reload the panel. Check submitted assessments remain unchanged, the replacement is assigned, and notification status is recorded. The incoming person checks My Desk under their own account.
5. For a submitted assessment, use the selected correction process instead of replacement. For missing emails, inspect the portal queue/provider result and recipient address; do not claim inbox receipt from a queued status.
6. For a failed action, retain environment, role, reference, LDZ/area, time and exact safe error text. Avoid repeated submissions, guessed credentials or screenshots exposing passwords/codes.

Check: Assignment/audit history preserved; support has enough information to diagnose a blocked task.

Next handover: Return to the correct role/stage and verify saved status.

55 Completion and limits checklist

ALL USERS

1. Check registration, verified email, readable CAC/JV documents, correct company profile and area-specific application reference.
2. Check submitted prequalification, two independent reviews and Final Reviewer outcome, with any failed-item correction history retained.
3. Check accepted data conditions, verified GDL/LDZ/DATA fee, applicable invitation/acknowledgement and sealed requirement package.
4. Check four technical submissions, Approval 1, Final Approval; then four commercial submissions, separate premium compliance, Approval 1 and Final Approval.
5. Check recommendation, independent ED then ACE, accepted licence terms, verified GDL/LICENCE receipt, Published award and saved issuance.
6. Check both staff and applicant PDFs open with the correct company, area and original licence number. Never treat a screenshot, debit note, draft or confirmation prompt as a completed saved decision.
7. For NGN, distinguish generated demo RRRs from provider settlement and automatic simulations. The three existing provider RRRs remained 021 Transaction Pending on 18 October 2026. No successful settlement or exact provider timestamp-expiry enforcement is certified.

Check: The required saved outcomes and PDF are verified, with no missing handover.

Next handover: End of the completed application journey.

The following reference section preserves the full original operating chapters, technical/commercial upload tables, scoring formulae, JV detail, unsuccessful branch, audit/reporting instructions, troubleshooting and larger screenshot slices. No live records were changed for this edition.

Gas Distribution Licence Round Portal

Applicant & Staff User Manual

Detailed click-by-click instructions
Registration to licence PDF download

18 October 2026 | Release-based operating guide

TEST ONLY SCREENSHOTS

Training examples were captured in authorised development tests and isolated local copies. No production records were changed. Use official portal records and approved instructions for real applications.

Single company and Joint Venture registration · Prequalification · Payments · Technical and commercial evaluation · Approvals · Award and licence · Administration

Contents

Click a section title to jump to its instructions. Use your PDF viewer's bookmarks to return to a chapter.

01. How to use this manual
02. Current edition: choose the correct payment path
03. Automatic simulation: prequalification payment
04. Automatic simulation: LDZ data payment
05. Automatic simulation: licence-grant payment
06. Finance: find and inspect automatic training receipts
07. Compare the three hosted training copies
08. Ordinary payments: USD or Naira at every fee stage
09. Remita sandbox: quote, checkout and provider status
10. Administrator: bank form and Naira preview
11. Simulation blocks, corrections and safe retries
12. Latest screen changes and retained workflow checks
13. The complete application journey
14. Before you register
15. Single company: search or enter manually
16. Joint Venture: add every member
17. Verify the account email
18. Confirm details and create credentials
19. Applicant sign-in and password recovery
20. Dashboard, profile and document status
21. Select LDZ areas and create applications
22. Prequalification application: confirm and upload
23. Generate a debit note yourself
24. Upload USD payment evidence

Contents / continued

25. Naira quote and Remita: test route
26. Seal and submit prequalification
27. Respond to a prequalification correction
28. Data acquisition and confidentiality
29. Invitation and final document workspace
30. Technical upload checklist
31. Commercial upload checklist and premium
32. Review and seal all requirement documents
33. Staff sign-in and account setup
34. My Desk and role boundaries
35. F&A: locate and inspect a receipt
36. F&A: approve, reject and reconcile
37. Reviewer 1 and Reviewer 2: open evidence
38. Prequalification: grade, save and submit
39. Final Reviewer: qualification decision
40. Final Reviewer: return for correction
41. Technical evaluator: access and score
42. Commercial evaluator: score and premium
43. How totals, averages and percentages work
44. Approval 1: validate the consolidation
45. Final Approval: confirm the stage outcome
46. Return one or several evaluator assessments
47. ED: completed applicant reviews
48. Award consideration and recommendation

Contents / continued

49. ED and ACE award approvals
50. Applicant: licence grant payment
51. Issue the licence and download the PDF
52. Administrator: configure bank details
53. Administrator: staff roles and evaluator pool
54. Administrator: reassign a reviewer/evaluator
55. Round Secretariat: dates and milestones
56. Data-room catalogue management
57. Conference and applicant questions
58. Reports, audit and controlled configuration
59. Notifications: what to check
60. Status dictionary and next action
61. Troubleshooting: applicant tasks
62. Troubleshooting: staff tasks
63. End-to-end completion checklist
64. Scope, evidence and known differences
65. Licence PDF download checkpoint
66. Worked example: four technical assessments
67. Worked example: return two technical assessments
68. Worked example: commercial average and premium
69. Worked example: award outcomes are separate
70. Worked example: inspect the generated licence note
71. Worked example: payment verified before issuance
72. Correction example: applicant sees one returned file

Contents / continued

73. Correction example: selected reassessment only
74. Correction example: final unsuccessful decision
75. Not Qualified: applicant outcome and retained payment
76. Not Qualified: downstream access remains blocked
77. Do and do not: documents, scores and decisions
78. Training access and environment checklist
79. Joint Venture: confirm every member and agreement
80. Bwari walkthrough: completed local example and boundaries
81. Bwari walkthrough: save the single company
82. Bwari walkthrough: verify the representative email
83. Bwari walkthrough: review details and the certificate
84. Bwari walkthrough: create credentials and review the prompt
85. Bwari walkthrough: sign in and inspect the company profile
86. Bwari walkthrough: select Bwari and check fees
87. Bwari walkthrough: open the application and document list
88. Bwari walkthrough: upload Expression of Interest letter
89. Bwari walkthrough: upload Certificate of Incorporation
90. Bwari walkthrough: upload CAC letter of good standing
91. Bwari walkthrough: upload Memorandum and Articles
92. Bwari walkthrough: upload Current Tax Clearance Certificate
93. Bwari walkthrough: upload Company profile
94. Bwari walkthrough: upload Sworn affidavit on insolvency
95. Bwari walkthrough: generate the prequalification debit note
96. Bwari walkthrough: attach and submit prequalification evidence

Contents / continued

97. Bwari walkthrough: Finance checks and verifies the test receipt
98. Bwari walkthrough: review and seal prequalification
99. Bwari walkthrough: two independent reviews and Final Reviewer
100. Bwari walkthrough: data terms, fee and requirements
101. Bwari walkthrough: technical assessments out of fifty
102. Bwari walkthrough: technical Approval 1 and Final Approval
103. Bwari walkthrough: first independent commercial review
104. Bwari walkthrough: second independent commercial review
105. Bwari walkthrough: third independent commercial review
106. Bwari walkthrough: fourth independent commercial review
107. Bwari walkthrough: commercial Approval 1 consolidation
108. Bwari walkthrough: commercial final decision and combined score
109. Bwari walkthrough: award closing gate and isolated recommendation
110. Bwari walkthrough: ED independent award approval
111. Bwari walkthrough: ACE independent award approval
112. Bwari walkthrough: applicant session and licence terms
113. Bwari walkthrough: licence debit note and printed PDF
114. Bwari walkthrough: licence receipt and submission confirmation
115. Bwari walkthrough: Finance verifies the licence receipt
116. Bwari walkthrough: Payment verified before licence issuance
117. Bwari walkthrough: complete the isolated award announcement
118. Bwari walkthrough: issuance prerequisites and confirmation
119. Bwari walkthrough: issued record and original licence number
120. Bwari walkthrough: corrected staff licence PDF

Contents / continued

121. Bwari walkthrough: corrected licence specimen
122. Bwari walkthrough: applicant licence download - completed
123. Bwari walkthrough: fixes, limits and local handover
124. Automatic receipt specimen: Prequalification
125. Automatic receipt specimen: LDZ data
126. Automatic receipt specimen: Licence grant
127. Detailed screen: Confirm details and create credentials (1/3)
128. Detailed screen: Confirm details and create credentials (2/3)
129. Detailed screen: Confirm details and create credentials (3/3)
130. Detailed screen: Dashboard, profile and document status (1/3)
131. Detailed screen: Dashboard, profile and document status (2/3)
132. Detailed screen: Dashboard, profile and document status (3/3)
133. Detailed screen: Select LDZ areas and create applications (1/3)
134. Detailed screen: Select LDZ areas and create applications (2/3)
135. Detailed screen: Select LDZ areas and create applications (3/3)
136. Detailed screen: Prequalification application: confirm and upload (1/3)
137. Detailed screen: Prequalification application: confirm and upload (2/3)
138. Detailed screen: Prequalification application: confirm and upload (3/3)
139. Detailed screen: Generate a debit note yourself (1/4)
140. Detailed screen: Generate a debit note yourself (2/4)
141. Detailed screen: Generate a debit note yourself (3/4)
142. Detailed screen: Generate a debit note yourself (4/4)
143. Detailed screen: Upload USD payment evidence (1/5)
144. Detailed screen: Upload USD payment evidence (2/5)

Contents / continued

145. Detailed screen: Upload USD payment evidence (3/5)
146. Detailed screen: Upload USD payment evidence (4/5)
147. Detailed screen: Upload USD payment evidence (5/5)
148. Detailed screen: Seal and submit prequalification (1/2)
149. Detailed screen: Seal and submit prequalification (2/2)
150. Detailed screen: Data acquisition and confidentiality (1/2)
151. Detailed screen: Data acquisition and confidentiality (2/2)
152. Detailed screen: Invitation and final document workspace (1/5)
153. Detailed screen: Invitation and final document workspace (2/5)
154. Detailed screen: Invitation and final document workspace (3/5)
155. Detailed screen: Invitation and final document workspace (4/5)
156. Detailed screen: Invitation and final document workspace (5/5)
157. Detailed screen: Technical upload checklist (1/15)
158. Detailed screen: Technical upload checklist (2/15)
159. Detailed screen: Technical upload checklist (3/15)
160. Detailed screen: Technical upload checklist (4/15)
161. Detailed screen: Technical upload checklist (5/15)
162. Detailed screen: Technical upload checklist (6/15)
163. Detailed screen: Technical upload checklist (7/15)
164. Detailed screen: Technical upload checklist (8/15)
165. Detailed screen: Technical upload checklist (9/15)
166. Detailed screen: Technical upload checklist (10/15)
167. Detailed screen: Technical upload checklist (11/15)
168. Detailed screen: Technical upload checklist (12/15)

Contents / continued

169. Detailed screen: Technical upload checklist (13/15)
170. Detailed screen: Technical upload checklist (14/15)
171. Detailed screen: Technical upload checklist (15/15)
172. Detailed screen: Worked example: inspect the generated licence note (1/2)
173. Detailed screen: Worked example: inspect the generated licence note (2/2)
174. Detailed screen: Correction example: final unsuccessful decision (1/1)
175. Detailed screen: Joint Venture: confirm every member and agreement (1/2)
176. Detailed screen: Joint Venture: confirm every member and agreement (2/2)
177. Detailed screen: Bwari walkthrough: save the single company (1/1)
178. Detailed screen: Bwari walkthrough: verify the representative email (1/1)
179. Detailed screen: Bwari walkthrough: review details and the certificate (1/1)
180. Detailed screen: Bwari walkthrough: open the application and document list (1/1)

01 How to use this manual

ALL USERS

1. Use the clickable contents to open the task you need. Follow numbered instructions in order. Bold text identifies a button, field or status you should find on screen.
2. Check the address and TEST SITE banner before signing in. Development and the production-named colleague testing site currently use Remita demo and TEST ONLY training; neither is an approved real-money collection route.
3. Start with registration if your company has no account. Existing single-company and Joint Venture users sign in with their registered account email and password.
4. Staff should start at Staff sign-in, then use the chapter for their assigned role. An action being described here does not grant permission to perform it.
5. After a save or submission, wait for the success message and check the resulting status. If a request times out, refresh the record before trying again to avoid duplicate work.

Environment	Address
Production	https://nmdpra-gdl.azurewebsites.net
Development	https://nmdpra-gdl-dev.azurewebsites.net
Screenshot demonstration	Isolated localhost copy; not a service address for applicants

Edition: 18 October 2026. Before creation, choose automatic TEST ONLY simulation (selected by default on enabled testing sites) or untick it for ordinary USD/Naira payments and Finance review. Follow the current payment chapters; historical Bwari screenshots illustrate the manual USD route.

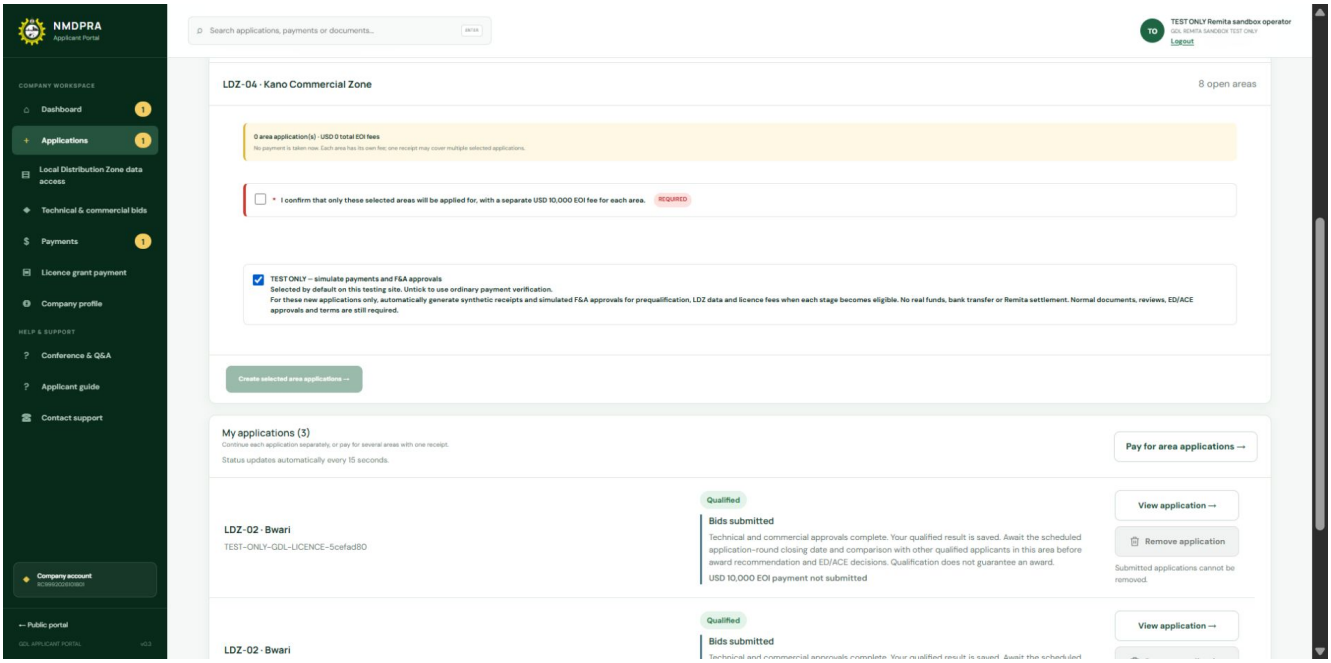
All screen examples and receipt/licence specimens are training evidence. They are not genuine settlement, eligibility findings or real licences. This manual update changed no application records.

The complete local Bwari registration-to-licence example and separate correction/Not Qualified branch are retained. Its session, confirmation and licence-name fixes were subsequently integrated into the main source. Historical captions identify the original isolated captures.

Use your own authorised account and assigned role. Passwords, email codes and API keys remain outside this shared guide. Actual saved status and permissions govern every action.

02 Current edition: choose the correct payment path

APPLICANT / TRAINING COORDINATOR



TEST ONLY - training screenshot. See chapter notes for context.

1. Check the address bar. Development is https://nmdpra-gdl-dev.azurewebsites.net. The production-named colleague testing site is https://nmdpra-gdl.azurewebsites.net. Both currently display a TEST SITE banner and use Remita demo only. Local training normally uses http://localhost:5201; an isolated walkthrough may use another stated port.
2. Register and sign in normally. On Applications, select the intended LDZ and area. Check the USD fee summary and the separate application-selection declaration.
3. On an enabled testing site, TEST ONLY — simulate payments and F&A approvals is already ticked. Leave it ticked for automatic training payments. Untick it before creation if you want to exercise ordinary USD evidence/F&A review or the Naira Remita sandbox route.
4. Confirm the ordinary area-selection declaration only when authorised, then create the selected applications. Each area gets its own reference. Inspect the saved row and TEST ONLY — automatic payment simulation label when selected.
5. The checkbox applies only to newly selected applications. Your choice is retained through refreshes and further creations on this page; reopening Applications restores the enabled-site checked default. Existing applications are not converted.

Screenshot: actual development Applications page, 18 October 2026. No area was selected and no application was created for this capture. The application-selection declaration remains a separate control.

Use a fresh labelled training application for automatic simulation. Do not reuse the three pending provider RRR applications, reset their data, or interpret this default as consent to terms, submission, evaluation or licence issuance.

03 Automatic simulation: prequalification payment

APPLICANT


TEST ONLY - NO FUNDS MOVED

SIMULATED RECEIPT AND F&A APPROVAL

This is synthetic training evidence. It is NOT a bank receipt, Remita payment or proof of settlement.

Company: TEST ONLY - TEST ONLY AUTOMATIC TRAINING LIMITED - LONG COMPANY NAME FOR RECEIPT LAYOUT

Registered email: AUTOMATIC-TRAINING@EXAMPLE.TEST

Application: GDL/2026/EOI/d682cfff784542f78946c7da3674b1f3

LDZ / area: LDZ-02 / Bwari

Fee: GDL/PQ — Application / Prequalification

Underlying fee: USD 10,000.00

Illustrative Naira equivalent: NGN 13,322,582.00

Illustrative rate: NGN 1,332.2582 / USD - historical reference 16 October 2026; NOT a payable quote

Simulation reference (NOT an RRR): SIM-AUTO-PQ-4c65b22ee4cd4e6499098e6ed21693b9

Receipt ID: 3d596a702e684cc8a66b7d8bad76c3bd

Simulation time (WAT): 18 Oct 2026 22:38

F&A result: Approved - AUTOMATIC SIMULATION ONLY

Simulation actor: automatic-simulation@example.test

SIMULATION ONLY - automatic training F&A approval. NO bank settlement, NO Remita payment, NO real funds. Existing provider RRRs remain unchanged.

TEST ONLY - No real funds, no provider invoice, no Remita settlement.

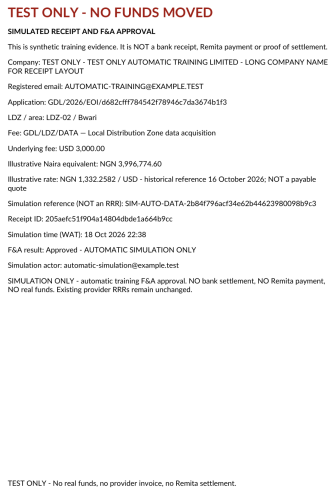
TEST ONLY - training screenshot. See chapter notes for context.

1. Open Applications and Continue application on the newly marked TEST ONLY row. Check company, application reference and LDZ/area at Step 1.
2. Complete the area declaration and Step 2 application documents. Upload the correct TEST ONLY PDFs and check each View PDF and Download. Resolve missing or invalid uploads before payment.
3. Open Step 3: Payment. The TEST ONLY payment simulation panel replaces ordinary payment-mode, bank-transfer and receipt-submission controls.
4. The eligible GDL/PQ fee creates one synthetic receipt and an automatic simulated F&A approval. Use Refresh simulation status if necessary, then inspect the receipt history and verified status.
5. Check USD 10,000, company, reference, area and the SIM-AUTO-PQ reference. The specimen Naira amount is NGN 13,322,582.00 at the historical illustrative rate; it is not payable.
6. Continue to Review & submit only when the normal requirements are complete. Review the company/documents and separately accept the authorised application declaration and sealing confirmation. Simulation does not submit the application for you.

Receipt specimen: isolated regression fixture, not a browser payment or bank receipt. TEST ONLY — NO FUNDS MOVED must remain visible. No card, transfer, genuine receipt or paid Remita RRR is required for this simulation.

04 Automatic simulation: LDZ data payment

APPLICANT / REVIEWERS


TEST ONLY - NO FUNDS MOVED

SIMULATED RECEIPT AND F&A APPROVAL

This is synthetic training evidence. It is NOT a bank receipt, Remita payment or proof of settlement.

Company: TEST ONLY - TEST ONLY AUTOMATIC TRAINING LIMITED - LONG COMPANY NAME FOR RECEIPT LAYOUT

Registered email: AUTOMATIC-TRAINING@EXAMPLE.TEST

Application: GDL/2026/EOI/d682cfff784542f78946c7da3674b1f3

LDZ / area: LDZ-02 / Bwari

Fee: GDL/LDZ/DATA — Local Distribution Zone data acquisition

Underlying fee: USD 3,000.00

Illustrative Naira equivalent: NGN 3,996,774.60

Illustrative rate: NGN 1,332.2582 / USD - historical reference 16 October 2026; NOT a payable quote

Simulation reference (NOT an RRR): SIM-AUTO-DATA-2b84f796acf34e62b44623980098b9c3

Receipt ID: 205aefc51f904a14804dbde1a664b9cc

Simulation time (WAT): 18 Oct 2026 22:38

F&A result: Approved - AUTOMATIC SIMULATION ONLY

Simulation actor: automatic-simulation@example.test

SIMULATION ONLY - automatic training F&A approval. NO bank settlement, NO Remita payment, NO real funds. Existing provider RRRs remain unchanged.

TEST ONLY - No real funds, no provider invoice, no Remita settlement.

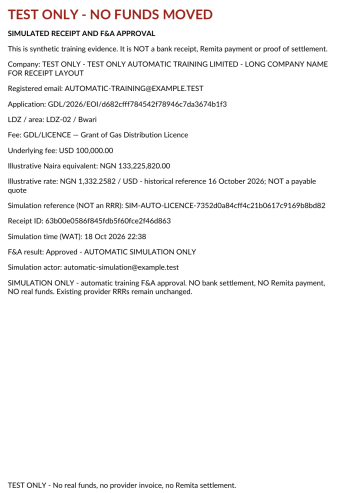
TEST ONLY - training screenshot. See chapter notes for context.

1. Complete normal prequalification: Reviewer 1 and Reviewer 2 submit independently, and Final Reviewer records Qualified. A simulated application payment does not supply this decision.
2. Applicant: reopen the correct application under LDZ data access. Check qualified status and verified prequalification payment. Read the confidentiality, controlled-use and watermarking conditions.
3. Accept those conditions only when authorised. Open the data-payment stage. The marked application receives its eligible GDL/LDZ/DATA synthetic receipt and automatic simulated F&A approval.
4. Use Refresh simulation status and inspect the saved history. Check USD 3,000, company, reference, LDZ/area and SIM-AUTO-DATA. The historical illustrative equivalent is NGN 3,996,774.60.
5. Proceed only through the available data-access, invitation/acknowledgement and bid-upload controls. Complete technical and commercial documents and normal submission requirements; simulation does not release a failed application or skip review.

A Not Qualified application remains blocked. An unmet prerequisite is not fixed by another payment, deleting history or changing a provider status. The reference chapters explain document corrections and failed outcomes.

05 Automatic simulation: licence-grant payment

APPLICANT / ED / ACE



TEST ONLY - NO FUNDS MOVED

SIMULATED RECEIPT AND F&A APPROVAL

This is synthetic training evidence. It is NOT a bank receipt, Remita payment or proof of settlement.

Company: TEST ONLY - TEST ONLY AUTOMATIC TRAINING LIMITED - LONG COMPANY NAME FOR RECEIPT LAYOUT

Registered email: AUTOMATIC-TRAINING@EXAMPLE.TEST

Application: GDL/2026/EOI/d682cfff784542f78946c7da3674b1f3

LDZ / area: LDZ-02 / Bwari

Fee: GDL/LICENCE — Grant of Gas Distribution Licence

Underlying fee: USD 100,000.00

Illustrative Naira equivalent: NGN 133,225,820.00

Illustrative rate: NGN 1,332.2582 / USD - historical reference 16 October 2026; NOT a payable quote

Simulation reference (NOT an RRR): SIM-AUTO-LICENCE-7352d0a84cff4c21b0617c9169b8bd82

Receipt ID: 63b00e0586f845fdb5f60fce2f46d863

Simulation time (WAT): 18 Oct 2026 22:38

F&A result: Approved - AUTOMATIC SIMULATION ONLY

Simulation actor: automatic-simulation@example.test

SIMULATION ONLY - automatic training F&A approval. NO bank settlement, NO Remita payment, NO real funds. Existing provider RRRs remain unchanged.

TEST ONLY - No real funds, no provider invoice, no Remita settlement.

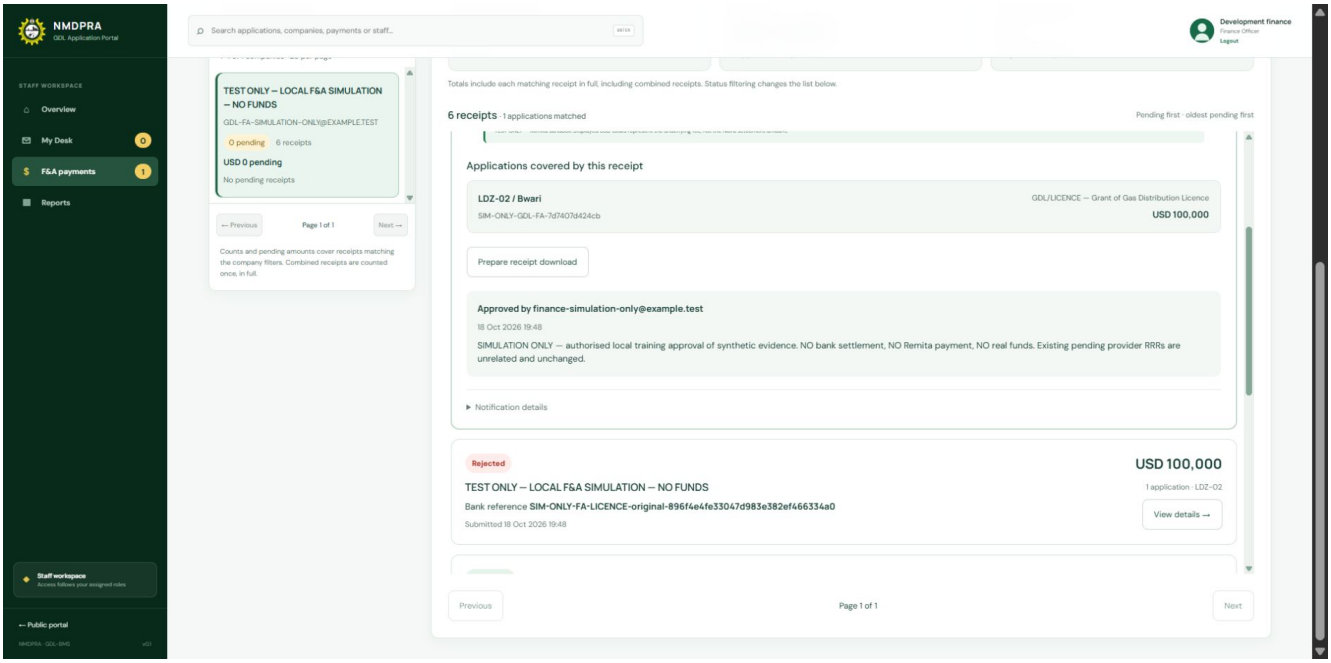
TEST ONLY - training screenshot. See chapter notes for context.

1. Complete all four technical reviews, Approval 1 and Final Approval; then all four commercial reviews and both approvals. Keep the premium offer as a separate, unscored compliance check.
2. After the round/area gates permit award consideration, authorised staff record the recommendation, ED approves independently and ACE approves after ED. Check both saved Approved states.
3. Applicant: open Licence grant payment for the correct marked application. Check the USD 100,000 grant fee and award eligibility. Read and separately accept the licence-payment terms only when authorised.
4. Open or refresh the eligible payment panel. Inspect the GDL/LICENCE synthetic receipt and automatic simulated F&A approval. Check SIM-AUTO-LICENCE and the historical illustrative NGN 133,225,820.00.
5. The grant receipt is distinct from the USD 100,000 premium offer reviewed earlier. Neither the monetary premium nor a synthetic receipt adds evaluation points.
6. Complete award publication and authorised licence issuance separately. The issuer checks all prerequisites, opens the issuance confirmation and confirms only when authorised. Inspect Licence issued and the saved number, then download and check the registered company, LDZ/area and number.

Simulation never records a recommendation, ED/ACE decision, publication or licence issuance. It creates only the eligible training payment evidence and simulated Finance decision.

06 Finance: find and inspect automatic training receipts

FINANCE & ACCOUNTS / AUTHORISED OVERSIGHT



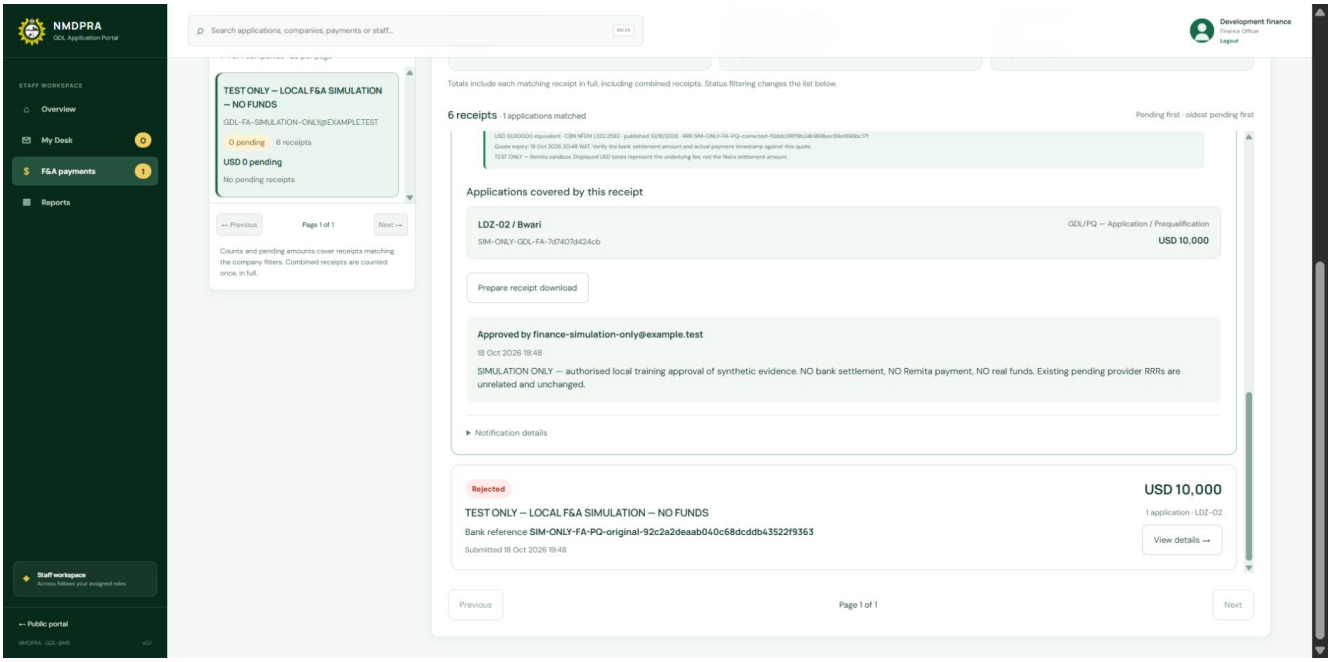
TEST ONLY - training screenshot. See chapter notes for context.

1. Sign in with your own authorised staff account and open F&A payments. Choose All companies: the default Pending payments view can hide approvals that are already recorded.
2. Search the training company name and open its company/payment list. Filter fee, status or LDZ/area if needed. Check the exact application reference before opening View details.
3. Inspect the receipt reference, company, payment currency, USD fee, Naira equivalent and every application allocation. Check the explicit TEST ONLY / simulation labelling.
4. Click Prepare receipt download, then the generated Download link. Save and open the PDF. Confirm TEST ONLY — NO FUNDS MOVED, the simulation reference, company, area and fee. Do not treat the reference as a Remita RRR.
5. Read the Finance note and simulated approval actor. New automatic records use automatic-simulation@example.test as a synthetic system identity; it is not a staff login. No second approval or real settlement attestation is required for the automatic record.
6. Return to the applicant and refresh the matching stage to check Payment verified. Leave the history intact. Repeated page loads reuse the same stage simulation rather than creating another invoice or receipt.

Screenshot shows an earlier authorised hosted training copy, not a new automatic record. Those copies use finance-simulation-only@example.test and preserve their original SIM-ONLY references. New automatic records use SIM-AUTO references. Neither type proves provider settlement.

07 Compare the three hosted training copies

FINANCE & ACCOUNTS / TRAINING COORDINATOR



TEST ONLY - training screenshot. See chapter notes for context.

1. Open F&A payments on development and the production-named testing site in separate sessions. Choose All companies and search LOCAL F&A SIMULATION.
2. Select TEST ONLY — LOCAL F&A SIMULATION — NO FUNDS. Check reference SIM-ONLY-GDL-FA-7d7407d424cb and LDZ-02/Bwari. These are saved copies of the earlier local demonstration, separate from the new automatic workflow.
3. Open View details for GDL/PQ and compare USD 10,000 with NGN 13,322,582.00 on both sites. Download and inspect the receipt.
4. Repeat for GDL/LDZ/DATA: USD 3,000 and NGN 3,996,774.60. Repeat for GDL/LICENCE: USD 100,000 and NGN 133,225,820.00.
5. Compare company, application/area, fee purpose, simulation reference, date, historical rate and Finance note. The note explicitly states no bank settlement, no Remita payment and no real funds.
6. Preserve rejected/older evidence and the pending genuine sandbox references. Do not approve again, upload replacements or retry notifications merely to compare the two copies.

These example equivalents use 1,332.2582 NGN/USD, dated 16 October 2026. They are historical illustrations, not a current quote or a request for funds.

08 Ordinary payments: USD or Naira at every fee stage

APPLICANT / FINANCE & ACCOUNTS

1. Before creating an ordinary test application, untick automatic simulation. Existing unmarked applications keep their normal payment workflow. At the eligible PQ, data or licence payment stage, check the selected application and fee purpose.
2. Choose USD bank transfer or the offered Naira equivalent / Remita test mode. Changing modes clears receipt declarations and pending confirmations; recheck the form after switching.
3. For USD, generate the debit note and use Open and print debit note. Check bank, beneficiary, account, company, reference, area and fee. Save as PDF. A debit note is not a receipt.
4. After the appropriate authorised payment or clearly labelled manual test exercise, enter the payment reference/date and upload readable PDF/JPG/PNG evidence within 8 MB. Check every allocation, tick the authorised declaration and inspect the submission confirmation before Proceed.
5. Wait for Pending F&A verification. Finance downloads the receipt, checks the entire allocation and settlement evidence in an actual payment workflow, enters a specific note and separately confirms approval or rejection.
6. Applicant: use Refresh status and verify the correct fee/application. Payment approval does not submit, qualify or issue a licence. For ordinary Naira testing, follow the next chapter rather than uploading a simulated receipt as provider payment.

The earlier Bwari screenshots show this manual USD/F&A exercise with dummy bank details. Their click-by-click review and confirmation steps remain useful; marked automatic applications intentionally use the separate simulation panel.

09 Remita sandbox: quote, checkout and provider status

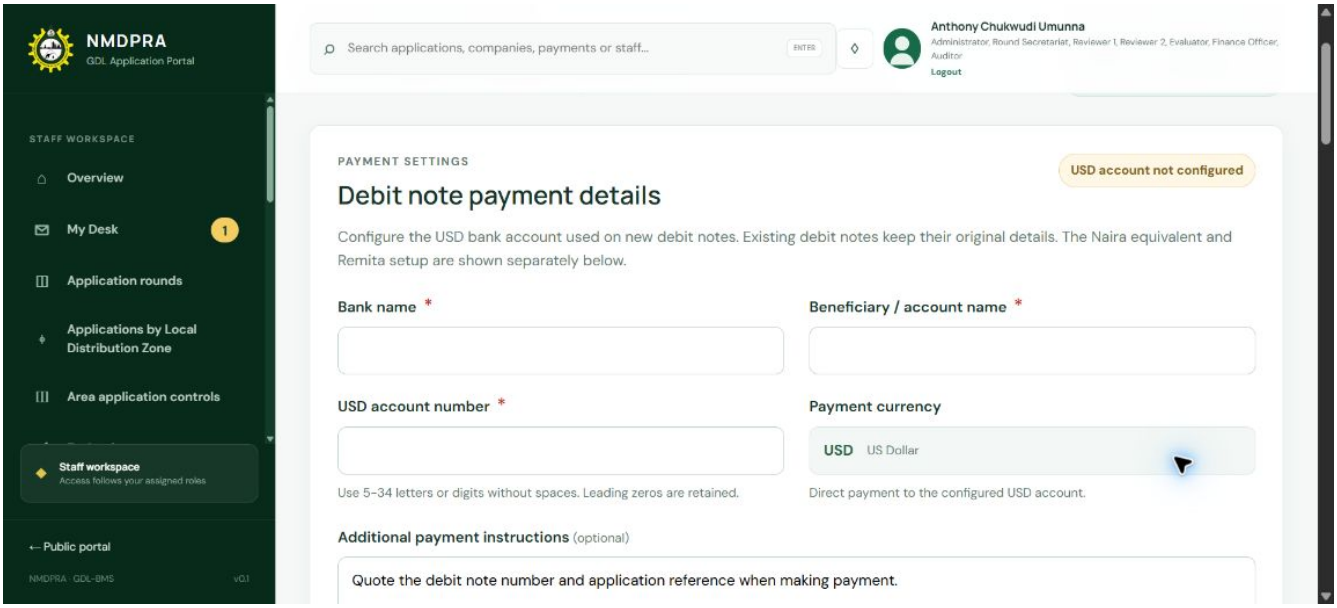
APPLICANT / FINANCE & ACCOUNTS

1. Use an unmarked TEST ONLY application on a designated test site. Confirm the demo-only banner and normal stage eligibility. Generate the underlying USD debit note if required, then select Naira payment.
2. Click Get CBN Naira quote. Check USD base fee, latest available daily CBN NFEM rate/date, NGN total and expiry. A fresh quote is valid for 24 hours; historical simulation amounts must not be used as current payable amounts.
3. If an existing RRR is displayed, check its status before doing anything else. Retain its reference and amount. Do not create another invoice or repeat a charge while the outcome is uncertain.
4. Open the offered Remita test checkout only for a valid quote. Use only official published sandbox payment details and demo.remita.net. Accept terms yourself or authorise the action when prompted; do not bypass a CAPTCHA or use real card/bank details.
5. After checkout, return to the portal and refresh/check provider status. A popup/browser success message alone is insufficient: provider status, expected RRR/order, currency and exact NGN amount must match.
6. Only after verified sandbox success should the ordinary Naira receipt be submitted to F&A. Finance checks provider evidence and amount/reference before recording its authorised decision. Never approve 021 Transaction Pending as a successful payment.
7. If the quote expired, use the normal rate-refresh flow and preserve prior references for reconciliation. Do not pay an expired quote or create duplicates to work around a loading error. Provider timestamp expiry is not yet certified; late/mismatched settlements require reconciliation.

As of the latest 18 October checks, PQ RRR 151522829754, data RRR 341522829755 and licence RRR 101522829756 remained 021 — Transaction Pending. Generation is verified; successful provider settlement and end-to-end provider/F&A completion remain blocked by sandbox checkout errors. Ticket #7658200 is open. Automatic simulation does not resolve or settle those RRRs.

10 Administrator: bank form and Naira preview

ADMINISTRATOR



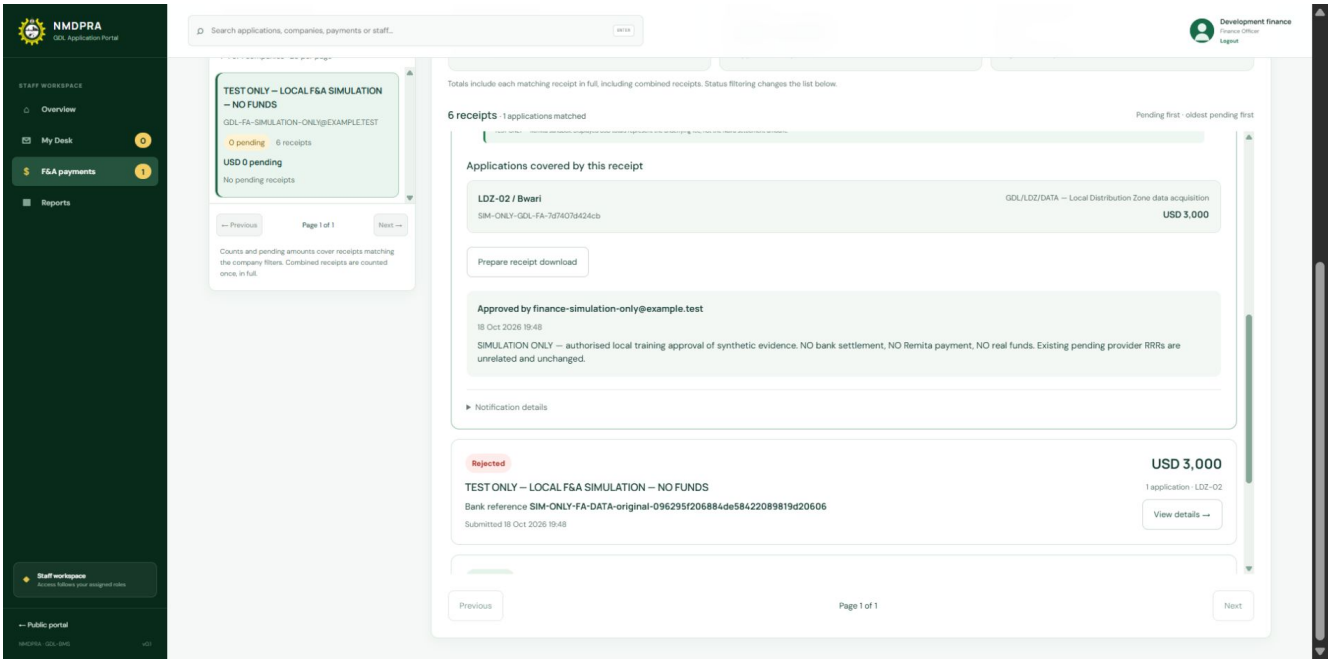
TEST ONLY - training screenshot. See chapter notes for context.

1. Open Staff roles and find Debit note payment details. Check the configured/not-configured status before editing.
2. Enter approved Bank name and Beneficiary / account name. Enter the USD account number as 5–34 letters/digits without spaces; preserve leading zeros.
3. Currency is USD and is not a Naira account selector. Add approved optional payment instructions. Click Save bank details, inspect the saved result, then Reload saved details to verify.
4. Existing debit notes retain their original account snapshot. Only newly generated notes use the changed settings. Do not edit bank details merely to reproduce a screenshot.
5. In Naira equivalent — Remita test, inspect Merchant ID, API key and Service Type ID presence indicators. Values remain in secure configuration and are not entered or exposed on this page.
6. For an illustration, enter an Example USD amount and click Check latest CBN rate. Read the rate/date and equivalent. This preview creates no debit note, payable quote, RRR or payment. No separate Naira bank account is entered here.

The preserved bank screenshot documents the redesigned form. Earlier captures may show checkout disabled; the current designated hosted testing sites enable demo checkout, with settlement still subject to provider testing. Never publish keys or reuse dummy account 0000000000 for real activity.

11 Simulation blocks, corrections and safe retries

APPLICANT / FINANCE / ADMINISTRATOR



TEST ONLY - training screenshot. See chapter notes for context.

1. If simulation says a prerequisite is missing, inspect the named stage: required documents, submitted/Qualified state, accepted data conditions, completed award decisions or accepted licence terms. Complete only the ordinary authorised missing action.
2. If an existing receipt or provider invoice blocks simulation, preserve it. Use a new clearly labelled training application rather than changing a pending RRR, deleting evidence or forcing approval.
3. If a synthetic receipt is not visible, refresh simulation status once, then inspect F&A under All companies and the exact reference/fee. Do not repeatedly create applications or invoices.
4. For ordinary uploads, read the specific failure reason and remedy. Check supported type, size, readable/unprotected PDF and correct document before retrying. A selected filename alone is not proof of a saved upload.
5. On session loss, check the exact site and account; sign in again if required. Protected applicant session restoration supports refresh/navigation, but does not grant another company access or replace a valid sign-in.
6. For review failures, use the documented selected-document or selected-assessment correction path. A remaining unmet requirement can receive Not Qualified with reasons; simulation does not override it. Retain the original and correction history.

Keep passwords, email verification codes and server/API keys outside screenshots and this shared manual. Supply staff accounts through the private access guide; synthetic Finance actors are not accounts for signing in.

12 Latest screen changes and retained workflow checks

ALL USERS

1. Homepage headings now use Nigeria 2026 Gas Distribution Licence Round Portal, Official Portal Round, Portal Guidelines 2026 and Fourteen portal milestones. Application still correctly names an individual company/area submission.
2. Registration Confirm details lists single-company or every JV member, lead designation, contacts, CAC certificate and JV agreement. Use View PDF, Download and Edit details before credentials/confirmation. Certificates stay Pending verification until the authorised review.
3. Technical/commercial workflow cards show assigned staff names. Check four submitted totals 40, 42, 41 and 43 out of 50: average 41.5/50 = 83%. A matching technical and commercial average gives 83/100 combined.
4. Keep the USD 100,000 premium as separate unscored compliance evidence. Approval 1 and Final Approval each review evidence/report and record their own decision; returned assessments reopen only for selected evaluators.
5. ED completed reviews are read-only with View/Download. Award confirmations identify the company, recommendation and scores. After ED approval the handover reads ACE Awaiting Approval; both decisions must be independently Approved.
6. Issuance confirmation checks company, reference, LDZ/area, ED/ACE, publication, verified grant payment and terms. The licence PDF uses the registered company and original allocated number. A display/download fix must preserve the issued record.

The full registration-to-licence sequence, upload checklists, failed/correction outcomes and detailed Bwari screenshots remain in this edition. Historical screenshots are identified as training evidence; their old label or environment wording does not override these current instructions.

13 The complete application journey

ALL USERS

18 October 2026 update: before application creation, choose automatic TEST ONLY simulation (selected by default on enabled sites) or untick it for ordinary USD/Naira evidence and F&A testing. Follow the current payment chapters first; earlier Bwari screenshots show the manual USD route.

1. Register a single company or Joint Venture using company search or manual CAC/RC entry. Upload each company certificate and, for a JV, the signed agreement. Verify the account email and create credentials.

2. Sign in, select specific LDZ areas and create a separate application for each area. Complete the prequalification documents. Generate the USD 10,000 debit note per area, pay and upload evidence. F&A verifies the receipt. Seal and submit each application.

3. Reviewer 1 and Reviewer 2 assess independently. Final Reviewer confirms Qualified or Not Qualified, or returns failed requirements for correction before the existing deadline. Applicants resubmit only the authorised documents.

4. A qualified applicant accepts the data confidentiality conditions, generates and pays the USD 3,000 data note per application, and obtains F&A verification. Published data-room documents become available. The invitation must be issued and acknowledged.

5. Upload all technical requirement PDFs, commercial requirement PDFs and the premium offer PDF. Review and submit the full document set before the applicable deadline. The documents are sealed.

6. Four independent technical evaluators score out of 50. Approval 1 validates the consolidation; Final Approval confirms the outcome. A technical pass releases that applicant's commercial documents.

7. Four independent commercial evaluators score out of 50 and record the separate, unscored premium compliance result. Approval 1 and Final Approval complete the commercial decision.

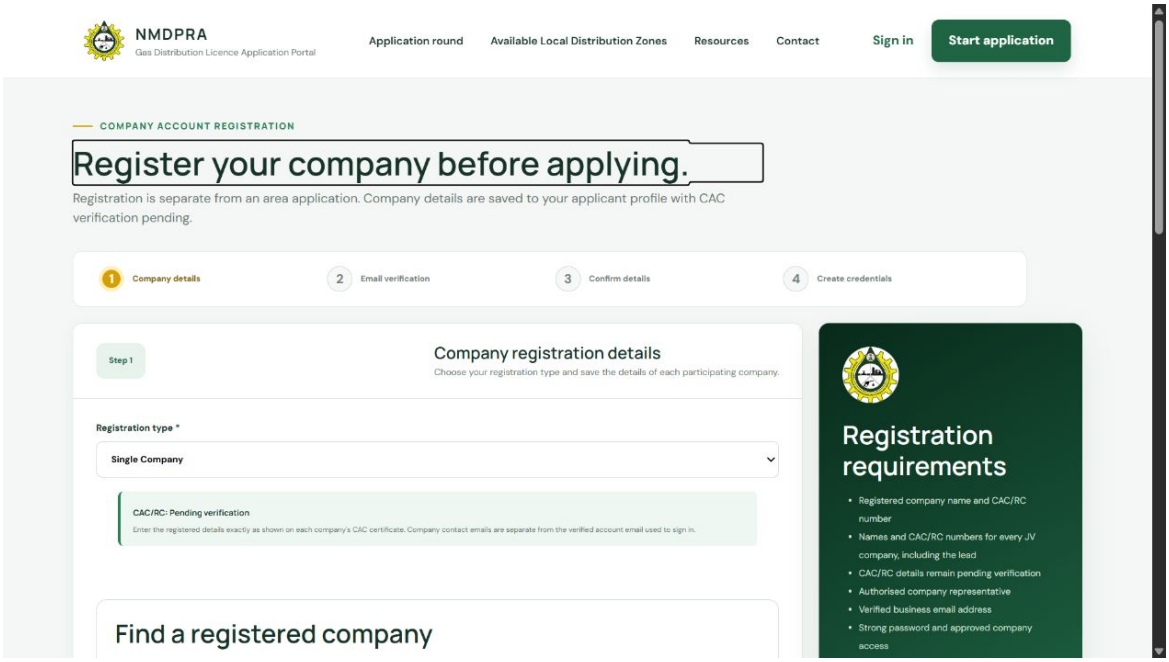
8. After technical and commercial qualification, ED can read completed reviews and supporting documents. Award consideration follows the round closing rules and area-specific recommendation. ED approval precedes ACE approval.

9. The applicant accepts the licence payment terms, generates the USD 100,000 grant debit note and uploads settlement evidence. F&A verifies it. Award publication and other required approvals must be complete before authorised issuance.

10. The applicant opens Licence grant payment and downloads the issued licence PDF. Each area retains its own application, decisions, fees and licence record.

14 Before you register

APPLICANT



Supplemental screenshot - earlier prepared local training state.

1. Prepare the registered name, CAC/RC number, registered address, company email and phone number for the company. For a JV, collect the same details for every member, including the lead company.
2. Prepare a readable CAC certificate PDF for each company. Each registration certificate must be no larger than 8 MB. Do not upload a password-protected or unreadable PDF.
3. For a JV, prepare the signed Joint Venture Agreement as a readable PDF, no larger than 8 MB. Identify the lead company and prepare the ownership summary and JV name.
4. Choose the authorised representative and an account email whose inbox you can access. The login email belongs to the company/JV account; it is distinct from the contact email stored against each member company.
5. Open the portal and click **Register company**. If registration is closed, use your existing account or contact support; a new account cannot bypass the round dates.

Company search is a convenience for finding a name and CAC/RC. A search match is not final regulatory verification. Certificates remain Pending verification for the prequalification reviewers and Final Reviewer.

A JV uses one applicant account with multiple member-company records. Do not create duplicate standalone registrations just to add members to a JV.

15 Single company: search or enter manually

APPLICANT

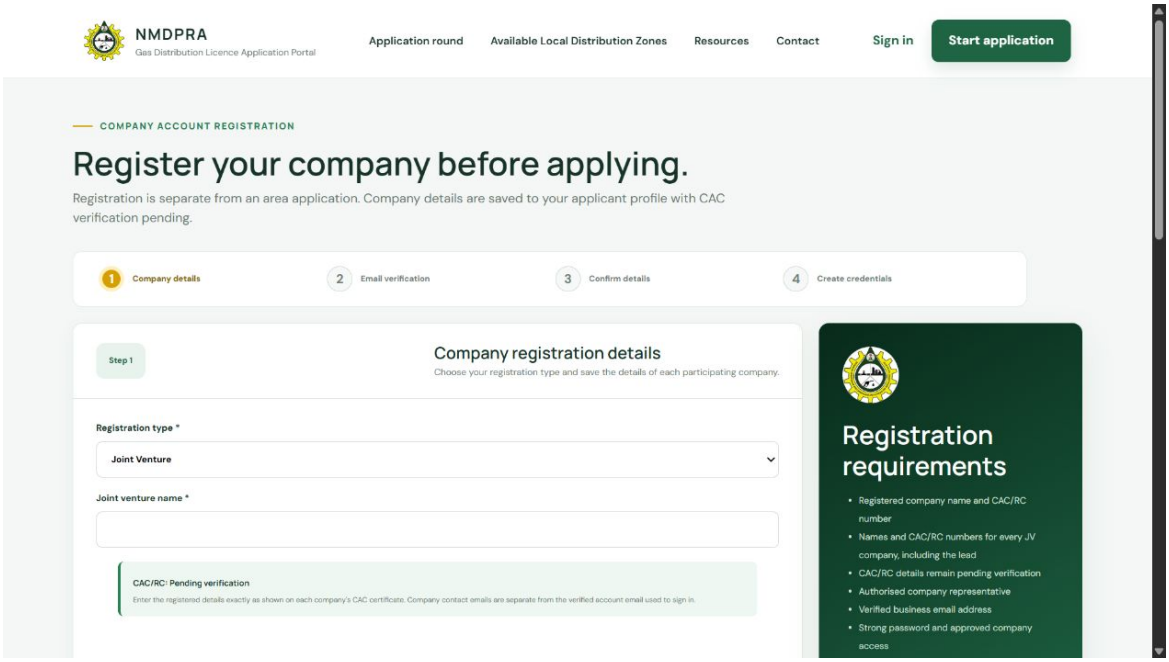
1. On Company details, select **Single company**. Enter at least three characters of the company name or CAC/RC in the company search field.
2. Run the search and examine the results. Select the correct registered company. Check the returned name and CAC/RC against the certificate; similar names must not be treated as the same company.
3. If no correct match is found, click **Company not found? Register manually**. Enter the registered company name and CAC/RC exactly as shown on the certificate. A service outage is not proof that a company is unregistered.
4. Complete the registered address, company contact email and phone. The name allows up to 200 characters, CAC/RC 30, address 500, email 254 and phone 30.
5. Choose the CAC certificate PDF. Wait for validation, then check the filename. Use **View PDF** and **Download** when available to confirm the correct file.
6. Click **Save company**. Check the saved company card. Use **Edit** to fix mistakes before continuing; Cancel abandons the current unsaved edit.
7. Complete the ownership summary and incorporation declaration shown on the form. Click **Continue** to reach email verification.

If the company is already registered, use its existing login. The duplicate-company dialog offers Cancel or Use another company; it is not an approval to register the same entity twice.

No MDGOSP permit is required by this registration flow. The internal company-data provider name is not an applicant-facing requirement.

16 Joint Venture: add every member

APPLICANT



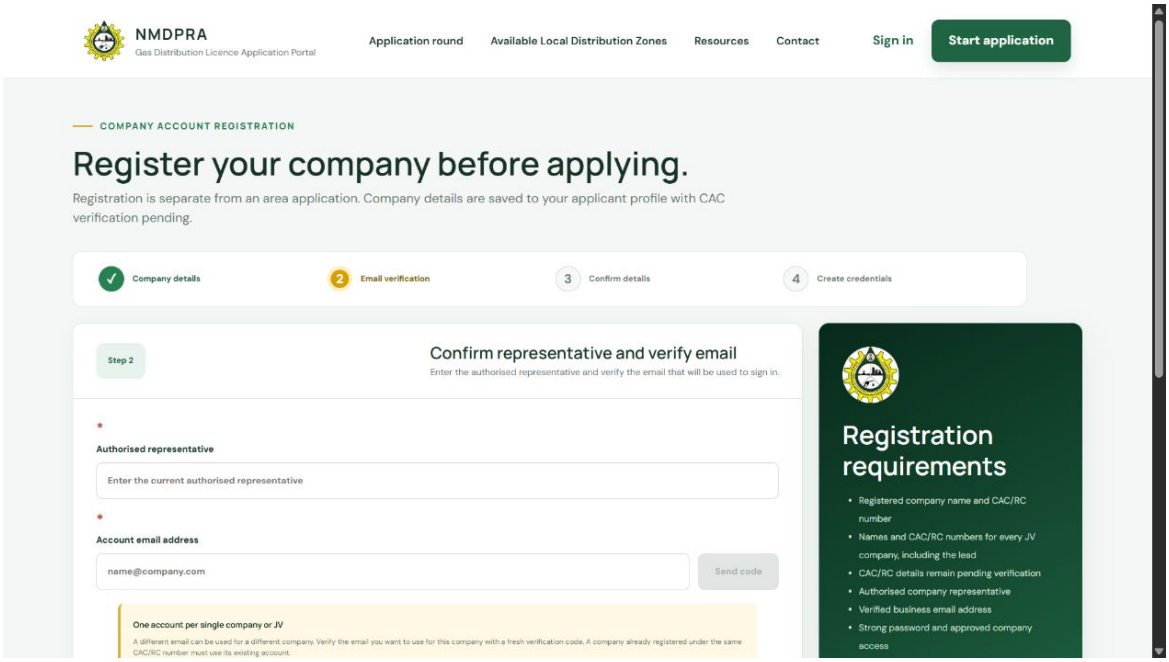
Supplemental screenshot - earlier prepared local training state.

1. Select **Joint Venture** and enter the JV name. Add the lead company using the same name/CAC search or manual fallback described for a single company.
2. Fill all lead-company contact fields and upload its CAC certificate PDF. Click **Save company**. Verify the saved name and RC before adding another member.
3. Click **Add another company**. Search for the next member or choose manual registration. Enter that member's own CAC/RC, address, email and phone, and upload that member's own certificate.
4. Click **Save company** for each member. Repeat until all participating companies are listed. A JV needs at least two companies, including the lead, and must not repeat a CAC/RC.
5. Use **Edit** to correct a member. Use **Make lead** if the nominated lead is wrong. Use **Remove** only for a member that should not participate; retain the minimum membership.
6. Upload the signed **Joint Venture Agreement** PDF. Open its View PDF link and download it to check readability and signatures. It is shown as **Pending review**.
7. Complete the ownership summary and required declarations. Confirm that every company certificate is present before continuing.

A lead-company certificate does not replace the certificates of the other members. Pending verification applies to each saved certificate. The JV agreement has its own review status.

17 Verify the account email

APPLICANT



Supplemental screenshot - earlier prepared local training state.

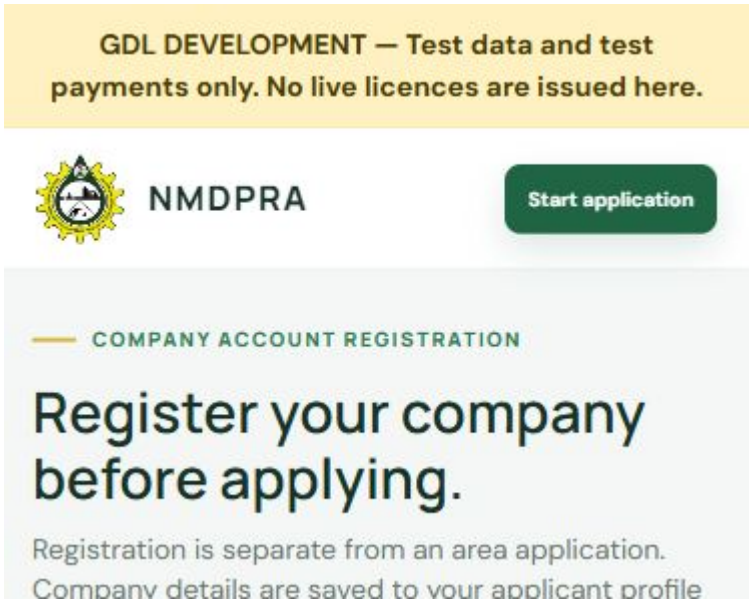
1. At Email verification, enter the authorised representative's name and the email that will be used to sign in for the company or JV.
2. Click **Send code**. Keep the registration page open and open the email inbox in another tab. Check Junk/Spam if the message is not visible.
3. Copy the six-digit verification code into the form. Click **Verify email**. The code is time limited: use it within 10 minutes. Too many incorrect attempts require a new code.
4. If necessary, use **Resend code** and use the newest message. Do not continue retrying an older code after requesting another.
5. Confirm the authorised-representative declaration. Check that the page indicates verification succeeded, then click **Continue**.

Never share the verification code or password with an evaluator or support officer. Verification proves access to the inbox; it does not verify the CAC certificate.

If delivery fails, recheck spelling, wait for the displayed retry option, then contact support with the email address and time. Do not send a password or code.

18 Confirm details and create credentials

APPLICANT



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

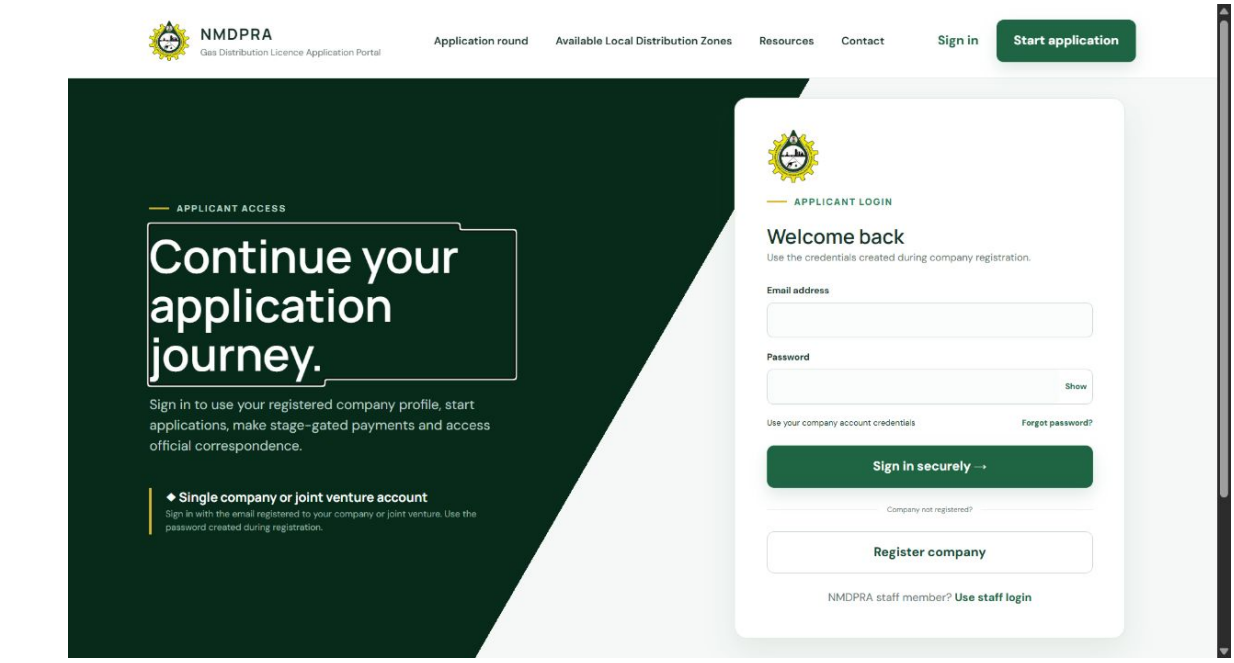
1. On Confirm details, review the company/JV name, each member's CAC/RC and certificate, lead member, ownership information, representative and verified login email.
2. Click **Back** to correct an error. After a change, complete any verification requested again. Do not accept the confirmation checkbox until the details are accurate.
3. Tick the confirmation declaration and continue to Create credentials. Confirm the read-only login email is the intended account.
4. Enter and confirm a new password. Use at least 12 characters, including an uppercase letter and a number. Meet any additional rule shown beside the field.
5. Read and tick the final declaration. Click **Create company account**. In the confirmation dialog, review the information and click **Confirm and create account** only when authorised.
6. Wait for the success page and record the company reference. The certificates remain **Pending verification**. Click **Continue to applicant login** and sign in.

Account creation is not an area application, payment, prequalification decision or licence award. Existing records are not replaced by a new registration.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

19 Applicant sign-in and password recovery

APPLICANT

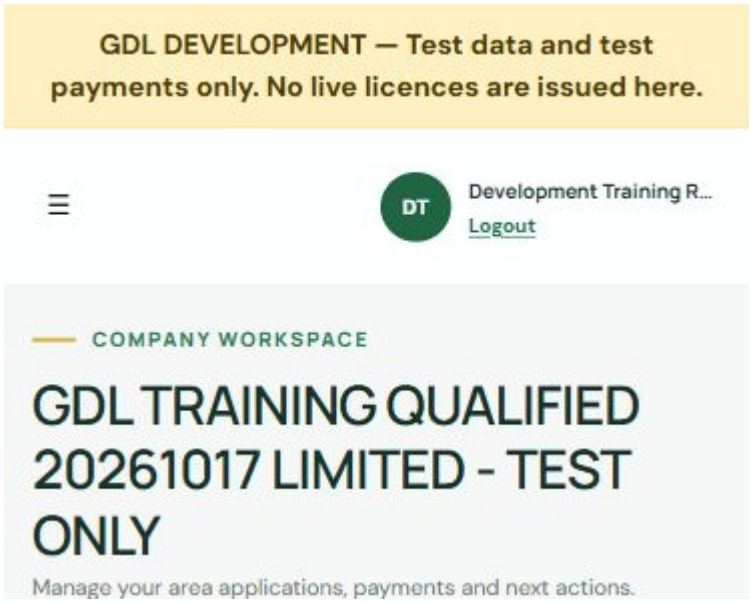


Supplemental screenshot - earlier prepared local training state.

1. Open **Applicant login**. Enter the verified account email and password created at registration. Single companies and JVs use the same sign-in form.
2. Use **Show password** only if it is safe to display it. Click **Sign in securely**. Confirm the correct company appears on the dashboard.
3. If the password is forgotten, click **Forgot password?**. Enter the registered account email, then click **Send reset link**. The confirmation is deliberately generic and does not reveal whether an account exists.
4. Open the latest reset email. The link expires after 30 minutes and works once. Choose and confirm the new password using the rules on the reset page, then return to sign-in.
5. If the link expired or was already used, request a fresh one. If the email address itself is wrong, contact support rather than creating a duplicate company.
6. When finished, click **Logout**. A staff account uses Staff login and cannot substitute for an applicant company account.

20 Dashboard, profile and document status

APPLICANT



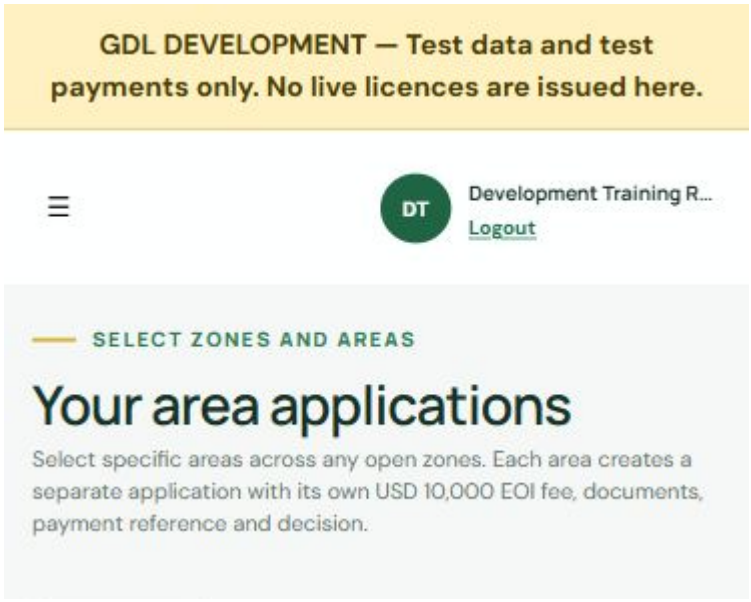
Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. After sign-in, check the company name and reference. Open **Company profile** to review the saved details, members and registration documents.
2. For each CAC certificate, use **View PDF** to open it and **Download** to save a copy. For a JV, do the same for the agreement. Check every member, not only the lead.
3. Read the certificate and agreement status. Pending verification/review means review is outstanding; uploading a file or matching a search result does not complete verification.
4. Return to **Dashboard**. Each area application has its own reference, progress and next action. Select the required application before making payments or uploading further evidence.
5. Use **Refresh status** if an expected change is not visible. The dashboard also refreshes status periodically. Read the text beside the colour; do not rely on colour alone.
6. Follow the next-action link for that area. A 100% completeness indicator means the required application inputs are complete, not that the company is qualified or awarded a licence.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

21 Select LDZ areas and create applications

APPLICANT



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

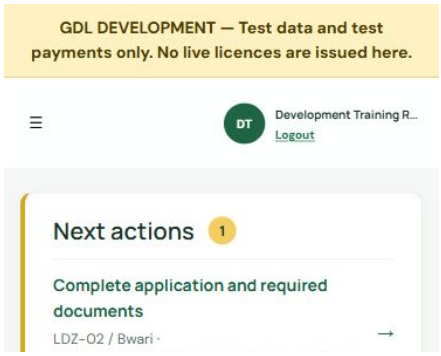
1. Click **Applications** in the applicant menu. Expand the relevant Local Distribution Zone to see the specific areas.
2. Select each area for which the company/JV intends to apply. Check the LDZ and area carefully. Selecting one area does not include every area in the zone.
3. Review the selected-area summary and total fees. The application fee is USD 10,000 for each area, including multiple areas selected together.
4. Read the declaration and tick it. Click **Create selected area applications**. Wait for creation to finish.
5. Record each new application reference. Click **Open** or **Continue application** for the area you will complete first.
6. To add another area later, return to Applications. Do not try to change the area inside an existing application. Removal is restricted to eligible drafts; submitted or paid applications are not ordinary deletable drafts.

Area selection takes place before prequalification. Each application keeps its own documents, payment allocations, reviews and final submission.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

22 Prequalification application: confirm and upload

APPLICANT



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

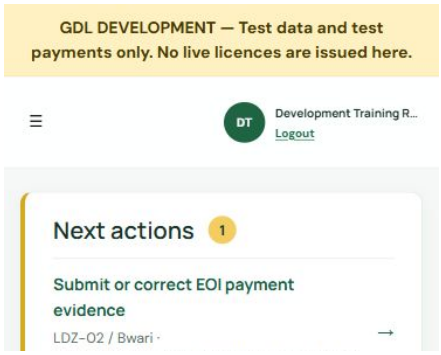
1. Open the chosen application. Check the closing date in WAT, company reference and area. In Step 1, tick the declaration confirming that this application covers only that named area.
2. Click **Continue** to Step 2, Application documents. Read each requirement and click **Upload** beside its title.
3. Choose the correct PDF or DOCX from your computer. Standard prequalification application uploads allow up to 25 MB per file. This is different from the 8 MB registration-certificate and later criterion-PDF limits.
4. Wait for the successful upload indication and filename. Click **View** to check the attachment. Use **Replace** for a wrong or updated file before final submission.
5. Repeat for all required documents. Upload Other documents required by the Authority when requested; do not put the payment receipt in that optional slot.
6. Check that the required-document counter is complete. Click **Continue** to Payment. Use **Save & exit** to return to your applications and resume later.

Document	What to check
Expression of Interest letter	Correct company/JV and application scope; signed where required.
Certificate of incorporation	Correct registered entity and CAC/RC.
CAC letter of good standing	Separate evidence from the incorporation certificate.
Memorandum & Articles of Association	Readable and complete.
Current Tax Clearance Certificate	Current period and correct entity.
Company profile	Relevant company information and capabilities.
Sworn affidavit on insolvency	Full required declaration, not just the short guidance summary.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

23 Generate a debit note yourself

APPLICANT



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. Open **Payments** or the payment step of the selected application. Confirm the fee type and area before generating anything.
2. Find **Generate your debit note** and click **Generate debit note** for the eligible application. F&A does not prepare or approve the note.
3. Click **Open and print debit note**. Verify the applicant/company, application reference, LDZ/area, fee purpose, amount, currency, note reference and generated date.
4. Check the approved bank name, beneficiary and USD account number shown on the note. Use the actual generated note, not the example screenshots in this manual, as payment instructions.
5. Print or save the note using the browser print dialog. If bank details are not configured, contact the Administrator through support; do not invent details or pay an unofficial account.
6. After payment, return to the matching fee section and upload the receipt. Generating or printing a note does not mark the fee paid.

Fee description	USD amount / timing
GDL/PQ	10,000 per area; before prequalification submission
GDL/LDZ/DATA	3,000 per qualified application; after confidentiality acceptance
GDL/LICENCE	100,000 licence grant fee; subject to award/approval gates

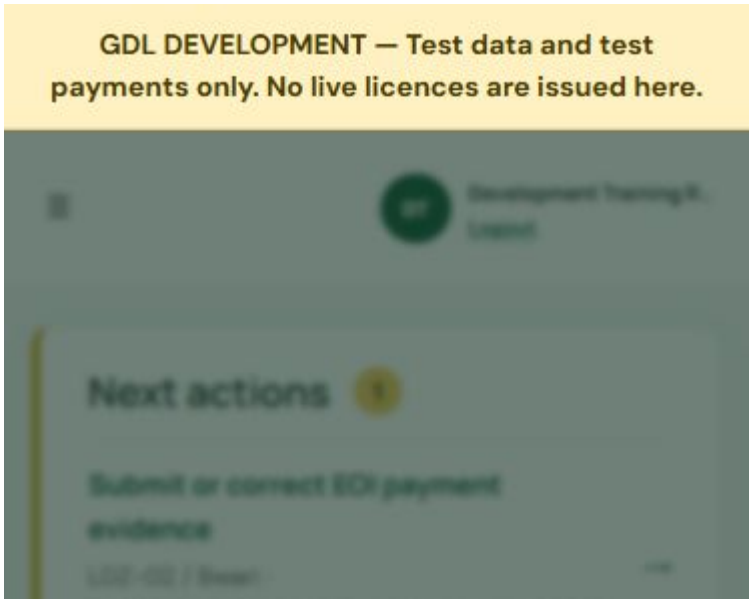
Notes use the bank configuration saved when generated. Later bank-setting changes apply to new notes; do not silently replace the bank details on an existing note.

The unscored premium offer document is a commercial commitment. It is not the licence grant payment receipt.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

24 Upload USD payment evidence

APPLICANT



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. Select the eligible application/area allocations covered by the receipt. Use Select all only if the payment genuinely covers every selected fee. Check the calculated USD total.
2. Enter the bank transaction reference (3-120 characters) and payment date. Use the actual payment date; a future date is not accepted.
3. Upload one readable receipt in PDF, JPG or PNG format, no larger than 8 MB. Check the filename and ensure the amount, bank reference and payer are legible.
4. Tick the declaration that the receipt is genuine, is not already accepted for another payment by the company, and covers the selected total.
5. Click **Submit Payment**. Review the confirmation: fee type, currency, amount, payment date, bank reference, filename and selected areas. Click **Proceed** only if correct; otherwise cancel and edit.
6. Wait for the recorded receipt and Pending F&A verification status. Do not submit the same receipt again while it is pending.
7. Use **Refresh status** after F&A acts. If approved, verify that the intended allocations are marked paid. If rejected/returned, read the reason, correct the evidence and resubmit as instructed.

A combined receipt can cover multiple eligible area fees; F&A's decision applies to its complete allocation list. The fee is still separate for each area.

Payment approval does not submit or qualify an application. Return to its remaining steps after verification. Never upload a sample training receipt for a real payment.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

25 Naira quote and Remita: test route

APPLICANT / F&A

1. Use this route only when an authorised test is being conducted and the portal explicitly offers **Remita test**. Do not make a real payment into a test flow.
2. For an ordinary provider test, use an unmarked application and choose the Naira payment mode. Marked automatic applications use synthetic receipts instead of provider checkout.
3. Select the relevant fee/application allocations and click **Get CBN Naira quote**. Check the USD base amount, daily NFEM rate, rate date, Naira amount and quote expiry.
4. The Naira quote lasts 24 hours from generation. If you return after expiry, refresh the quote. A new amount may result from the newly available daily rate; a daily rate is not a continuously changing intraday price.
5. Open **Remita test checkout** only for the current quote. Retain the RRR and the quote reference shown. Check the description: GDL/PQ, GDL/LDZ/DATA or GDL/LICENCE.
6. After a test settlement, follow the Naira-receipt form: payment date, PDF/JPG/PNG receipt up to 8 MB, and confirmation of the exact quoted amount. Submit the receipt to F&A.
7. If the quote expires after an RRR was generated, do not assume the old RRR can no longer be paid. Ask F&A to reconcile any late or mismatched settlement rather than creating duplicate payments.

Official demo credentials are configured on the designated testing sites and RRR generation was verified for all three fee purposes. Successful provider settlement remains unverified: the three existing RRRs were 021 Transaction Pending on 18 October 2026. This is not an approved live Naira collection service.

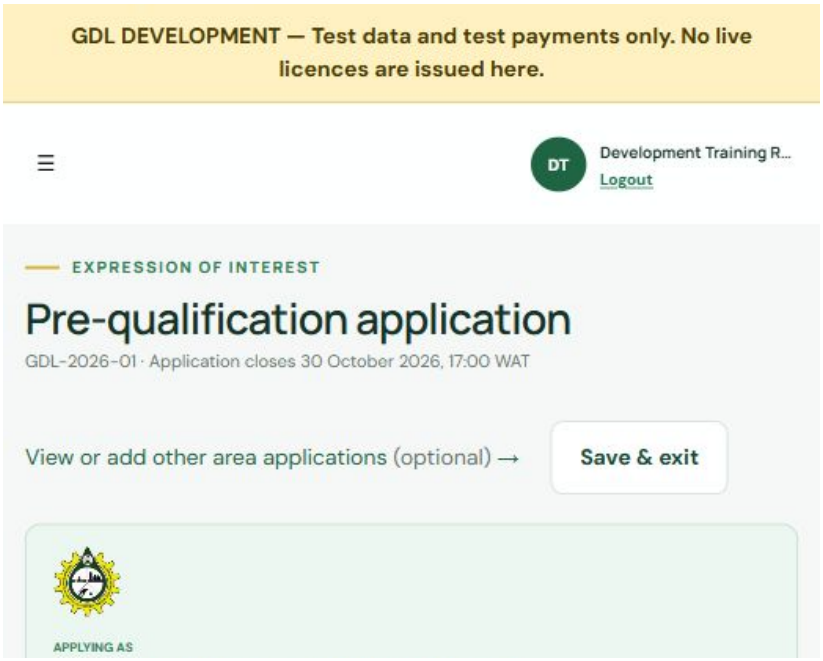
The portal enforces its 24-hour quote window. Provider-side expiry may use a calendar date and is not proof of exact 24-hour rejection. Late payments need reconciliation. A browser success screen alone does not grant payment verification.

USD amounts remain the fee basis. Both currencies retain a fee-purpose description and application/area allocation.

The designated hosted testing sites now have demo credentials and sandbox checkout enabled. These settings do not authorise real collection. Exact provider expiry enforcement, old-RRR cancellation and successful settlement remain unverified; preserve pending references for reconciliation. Provider reference: https://api.remita.net/.

26 Seal and submit prequalification

APPLICANT



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. Return to Step 3 of the application. Confirm the USD 10,000 fee for this specific area says **Payment verified**. Click Continue when enabled.
2. In Step 4, check the registered company, company reference, LDZ and area, document count and payment status. Use Back to correct anything still editable.
3. Read the non-refundable fee disclosure and final submission warning. Tick the declaration that the application is complete, accurate and submitted with authority.
4. Click **Seal and submit application**. Review the confirmation and click **Confirm and submit application** when ready.
5. Wait for **Application successfully submitted**. Save the application reference and acknowledgement. Open the applicant workspace to track the reviewer stage.
6. Complete the same process for every other selected area. A single company account or one approved combined receipt does not automatically submit all applications.

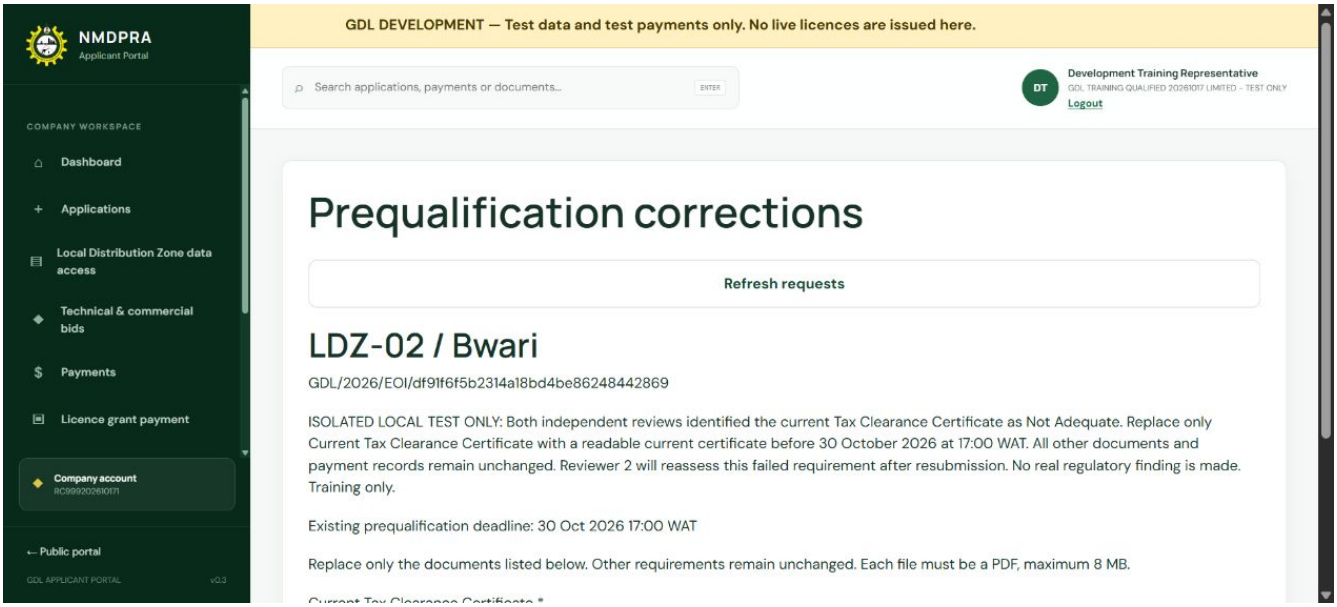
After submission, the application is sealed and server-time-stamped. Ordinary replacements are locked. Corrections require a formally authorised, time-bound return.

If Continue is disabled, check area confirmation, required documents, payment verification and the declaration. A debit note alone does not satisfy payment.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

27 Respond to a prequalification correction

APPLICANT



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

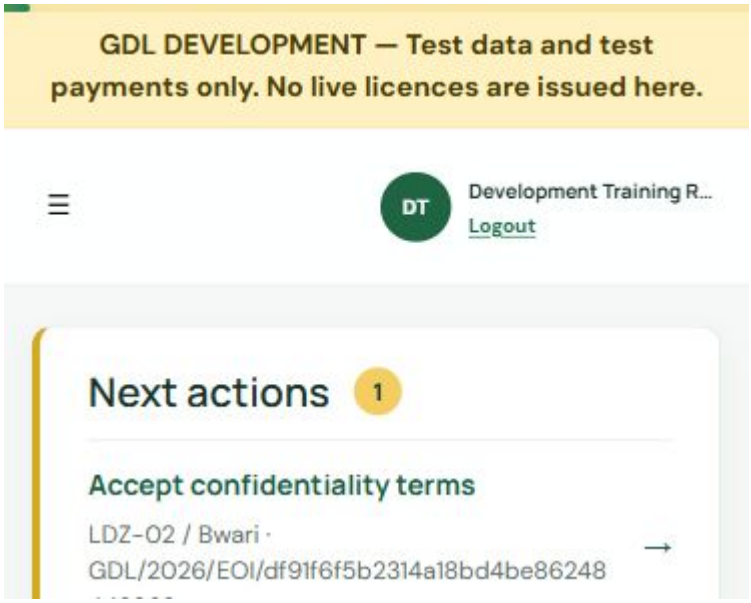
1. Read the return email and sign in directly to the portal. Open the correction link for the matching application or go to the correction action shown on your dashboard.
2. Check the application reference, LDZ/area, return reason, failed requirements and deadline in WAT. The existing prequalification deadline is not automatically extended.
3. For each listed failed requirement, read the reviewer's explanation. Prepare a corrected PDF, up to 8 MB per correction upload, and choose the file for that exact requirement.
4. Check each selected filename and preview/download the document where offered. Do not replace unrelated successful requirements or submit a whole new application.
5. Click **Submit corrected documents**. Wait for confirmation. The correction goes to the reviewer selected by Final Reviewer; it does not let the applicant choose a friendly reviewer.
6. Refresh requests/status and retain the confirmation. If the deadline has passed, contact support; the portal does not allow an expired correction to bypass the closing rules.

The unaffected documents and assessments stay preserved. The assigned reviewer revisits the returned requirements, and Final Reviewer makes the eventual decision.

Email notification is part of the return workflow, but the portal record is authoritative. A sent/provider-accepted email status does not prove inbox delivery.

28 Data acquisition and confidentiality

APPLICANT



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

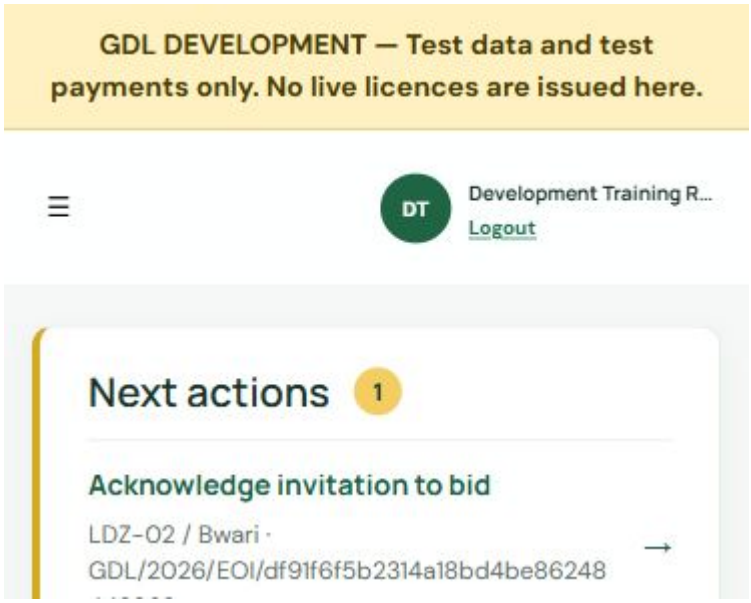
1. After prequalification is Qualified, click **Local Distribution Zone data access**. Select the correct submitted application from the Application list.
2. Read the confidentiality, non-disclosure, watermarking and controlled-use conditions. If authorised to accept, tick the required checkbox and click **Accept and continue**.
3. Generate the USD 3,000 data-acquisition debit note for this application. Pay using the approved instructions and upload the receipt in the data-payment section.
4. Wait for F&A verification. Use Refresh status rather than uploading the receipt again. Payment alone is not sufficient if confidentiality acceptance or qualification is missing.
5. When access opens, use **Refresh catalogue**. Read each published document title and description, then use its download control. Keep restricted documents secure and use them only as permitted.
6. If there are no published documents for the selected area, contact the Round Secretariat. The invitation can remain pending until the required data-room conditions are satisfied.

Access is application/area-specific. A payment or published file for one area does not unlock every LDZ. After licence issuance, new data-room activity for that completed area is closed.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

29 Invitation and final document workspace

APPLICANT



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. Open **Technical & commercial bids** in the applicant menu. The page heading is Technical and commercial documents. Select the application carefully.
2. Read the invitation and deadline. Click **Acknowledge invitation** when it is offered. If there is no invitation, first check qualification, verified fees, confidentiality and published data access.
3. For every technical and commercial requirement, open **View requirement**. Prepare a separate readable PDF for that upload slot, no larger than 8 MB.
4. Choose a file for each slot. Wait for Ready for submission, verify the filename, and use View PDF/Download to inspect the selected attachment. Replace incorrect files before submission.
5. Upload the premium offer PDF in its separate slot. Its minimum USD 100,000 per LDZ is an unscored compliance requirement, not another scored criterion.
6. Keep the page open while preparing the final set. These selected files are held for submission; switching applications or leaving the page can clear unsent selections. Recheck the file counter before proceeding.

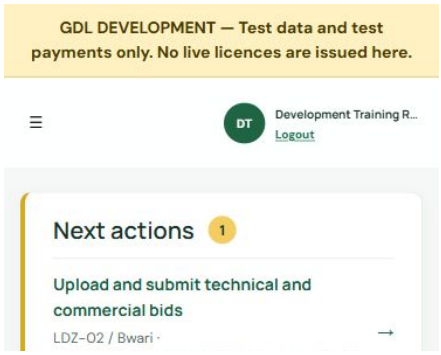
The current standard set contains 14 technical requirement PDFs, 8 scored commercial requirement PDFs and 1 premium offer PDF. Follow the actual approved matrix and slot list shown for the application.

Existing sealed submissions may use a combined package. They remain preserved; do not create a new submission merely because the current form has individual upload slots.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

30 Technical upload checklist

APPLICANT / EVALUATOR



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. Open each View requirement dropdown and compare your document with the actual approved wording, not just this short checklist.
2. Use filenames that identify company, area and subject. Check that drawings, schedules and tables remain readable when opened.
3. Ensure the uploaded file contains the whole requirement, including appendices. Do not upload a password-protected PDF or a link to a file that staff cannot access.
4. Reopen every preview before final submission. A file appearing in a slot proves selection, not technical adequacy.

Scored group / maximum	Separate supporting uploads
TEC-01 / 8.33	Gas supply plan; network connectivity and city gate.
TEC-02 / 10.00	LDZ boundary/geospatial data; basis of design and preliminary engineering; hydraulic/capacity analysis; entry/exit points.
TEC-03 / 8.33	Five-year implementation programme.
TEC-04 / 6.67	HSSE; integrity and maintenance.
TEC-05 / 6.67	Technical experience; organisation and key personnel.
TEC-06 / 4.17	Metering, digital systems and data.
TEC-07 / 3.33	Customer service and access.
TEC-08 / 2.50	Local content and capacity development.
TOTAL / 50.00	14 supporting upload slots in the current standard matrix.

Prepare each item as a separate PDF for its named slot. A group may have more than one supporting document: the evaluator must access every required supporting file before confirming that criterion.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

31 Commercial upload checklist and premium

APPLICANT / EVALUATOR

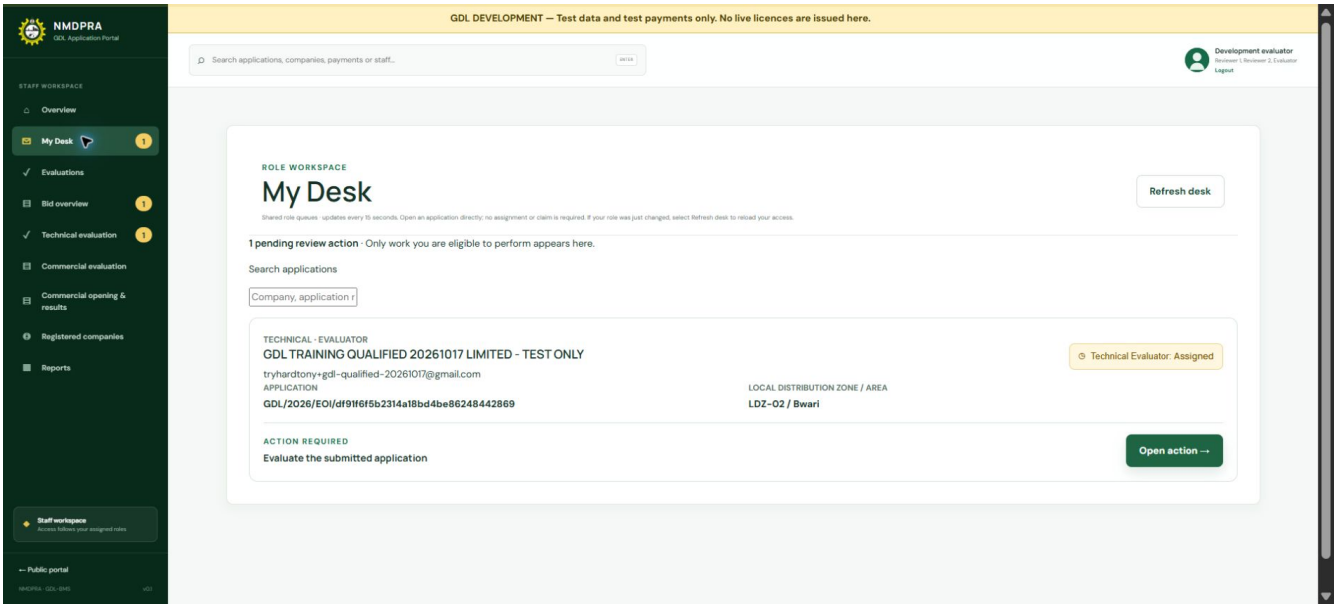
1. Upload one PDF for each of the eight scored requirements, following the View requirement guidance.
2. Upload the signed/supporting premium offer document in the final separate requirement. Make the proposed USD amount and the relevant LDZ clear.
3. Do not upload the grant-fee receipt as a substitute for the premium offer document. The offer and payment are different workflow records.
4. Check that financial figures in the documents agree and that the correct company/JV and area are identified.
5. The evaluator will record the premium amount with thousands separators, comments and the compliance finding. It does not add any points to the commercial total.

Scored requirement	Maximum / 50
Detailed Project Cost Estimate - CAPEX and OPEX	7.50
Five-year Work Programme	6.25
Funding Plan and Evidence of Financial Capacity	10.00
Financial and Economic Feasibility Study	7.50
Audited Financial Information	6.25
Demand and Market Study	5.00
Gas Procurement and Commercial Arrangements	3.75
Tariff and Pricing Methodology	3.75
TOTAL	50.00
Premium offer document - separate compliance	0 points; minimum USD 100,000 per LDZ

These weights describe the current standard matrix. An older submitted assessment retains its recorded matrix and maximum. Always read the maximum displayed for that specific application.

32 Review and seal all requirement documents

APPLICANT



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

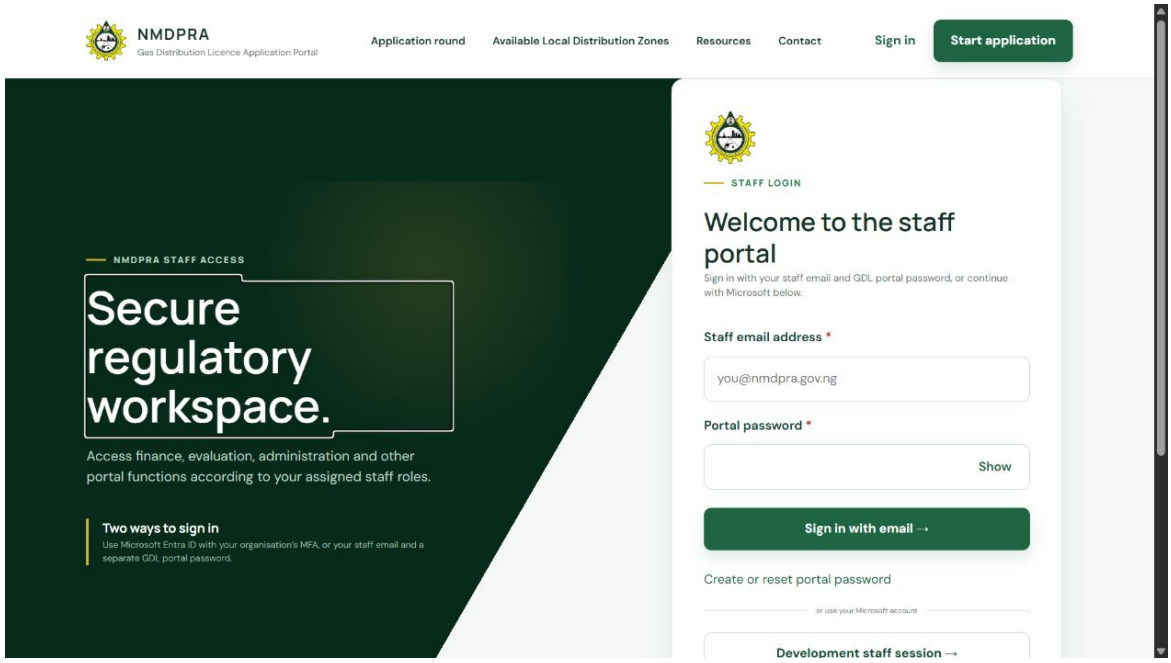
1. Check the application reference and area again. Make sure every required slot shows a valid attachment and the counter equals the required total.
2. Open any document you have not checked. Confirm the technical set, commercial set and premium offer are complete and consistent.
3. Read and tick the declaration that the submission is complete and final. Click **Review final submission**.
4. In the confirmation dialog, check the application and selected documents. Click **Submit documents** only when ready to seal all requirements.
5. Wait for the success message and submission timestamp. Retain the reference. If an error occurs, check the page's recorded submission state before retrying.
6. Return to the dashboard to monitor technical evaluation. Commercial evidence is released for evaluation only after that application passes the technical approval sequence.

Do not close the page mid-upload. A selected local file is not the same as a successfully sealed submission.

After submission, ordinary replacement is unavailable. A return of an evaluator assessment is for the evaluator to correct their review; it does not automatically reopen the applicant's technical/commercial files.

33 Staff sign-in and account setup

ALL STAFF



Supplemental screenshot - earlier prepared local training state.

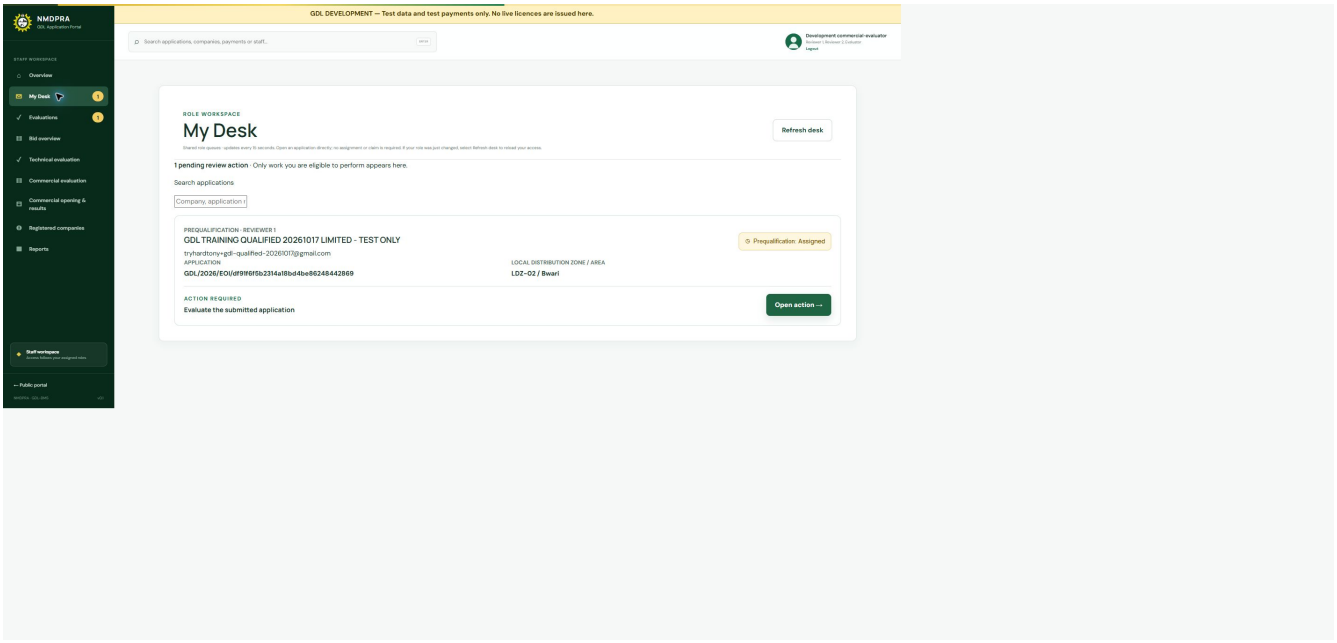
1. Open **Staff login**. Use your own authorised NMDPRA staff account, not an applicant email.
2. For portal credentials, enter the staff email and GDL portal password, then click **Sign in with email**. A Microsoft password is not necessarily the same as a GDL portal password.
3. If portal credentials have not been set or need resetting, choose **Create or reset portal password**. Follow the email-code process and enter a compliant new password yourself.
4. Use the newest eight-digit setup code within its 10-minute validity. Repeated incorrect codes are limited; use the displayed resend timing. Never share the code or password.
5. Where Microsoft sign-in is offered, select it and complete your organisation's authentication/MFA. Do not bypass an organisational access restriction.
6. On the staff overview, confirm your name and roles. If the required workspace is missing, ask the Administrator to check your active role assignment.
7. Use **Logout** when finished. Repeated bad password attempts can lock sign-in temporarily; avoid trying guessed credentials.

Current portal-password setup requires at least 12 characters with the displayed complexity rules. Five failed sign-in attempts can cause a 15-minute lock. Email-code requests are rate limited.

Use your own authorised credentials for business activity. Development test identities and private passwords are supplied separately in the private test-access guide. Never copy test passwords into the shared manual, a public repository or production settings.

34 My Desk and role boundaries

ALL STAFF



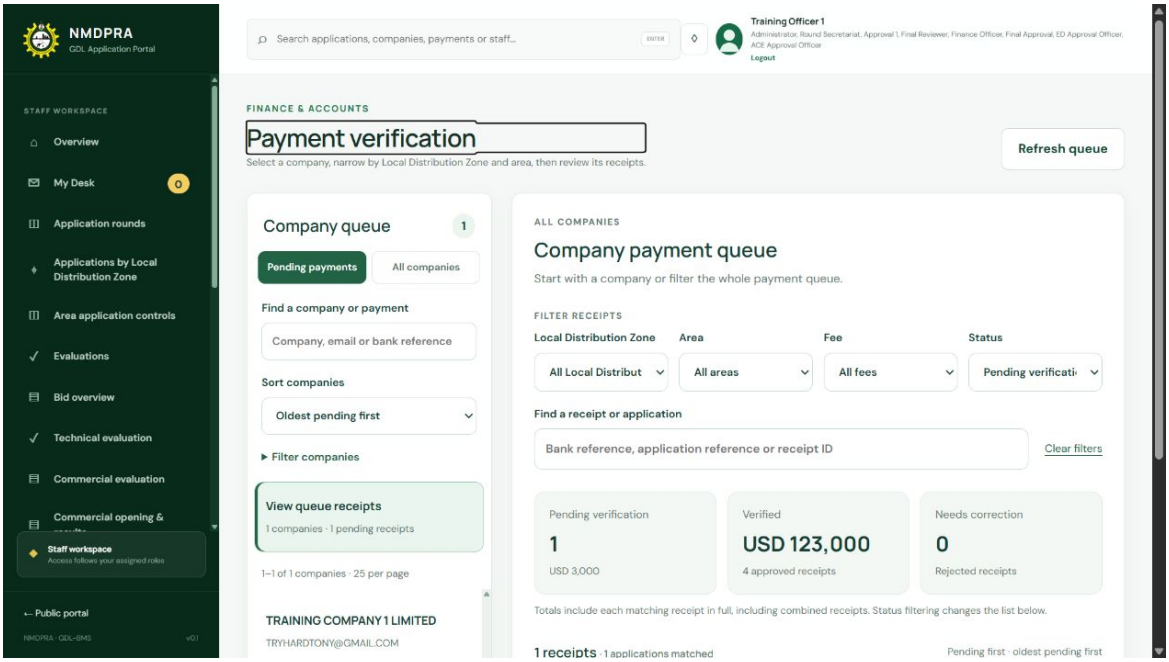
Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. Open **My Desk**. Read the stage, applicant, LDZ/area and requested action for each item.
2. Click the record's action or View workflow link. Confirm the application reference before reviewing evidence.
3. Use the workflow page's Refresh control to pick up newly submitted reviews or decisions. An eligible-role queue lists who may act; it does not mean every listed person has already been assigned a decision.
4. If all four scored reviews are submitted and the status says Awaiting Approval 1, the application is waiting for validation. Final Approval follows that validation, not the fourth evaluator directly.
5. If you are an independent reviewer/evaluator, only your assessment is visible. Approval roles can inspect the relevant consolidated submissions. ED's completed-review access is read-only and gated by qualification.
6. If an action is unavailable, check your role, the record's current stage, evidence-review confirmation and separation-of-duty restrictions. Do not ask another person to share credentials.

Stage	Participants
Prequalification	Reviewer 1 + Reviewer 2 independently; Final Reviewer decides.
Technical	4 independent evaluators; Approval 1; Final Approval.
Commercial	4 independent evaluators; Approval 1; Final Approval.
Award	Authorised recommendation; ED approval; ACE approval.
Payments / issuance	F&A verifies receipts; authorised ACE/Administrator issues after all gates.

35 F&A: locate and inspect a receipt

FINANCE & ACCOUNTS



Supplemental screenshot - earlier prepared local training state.

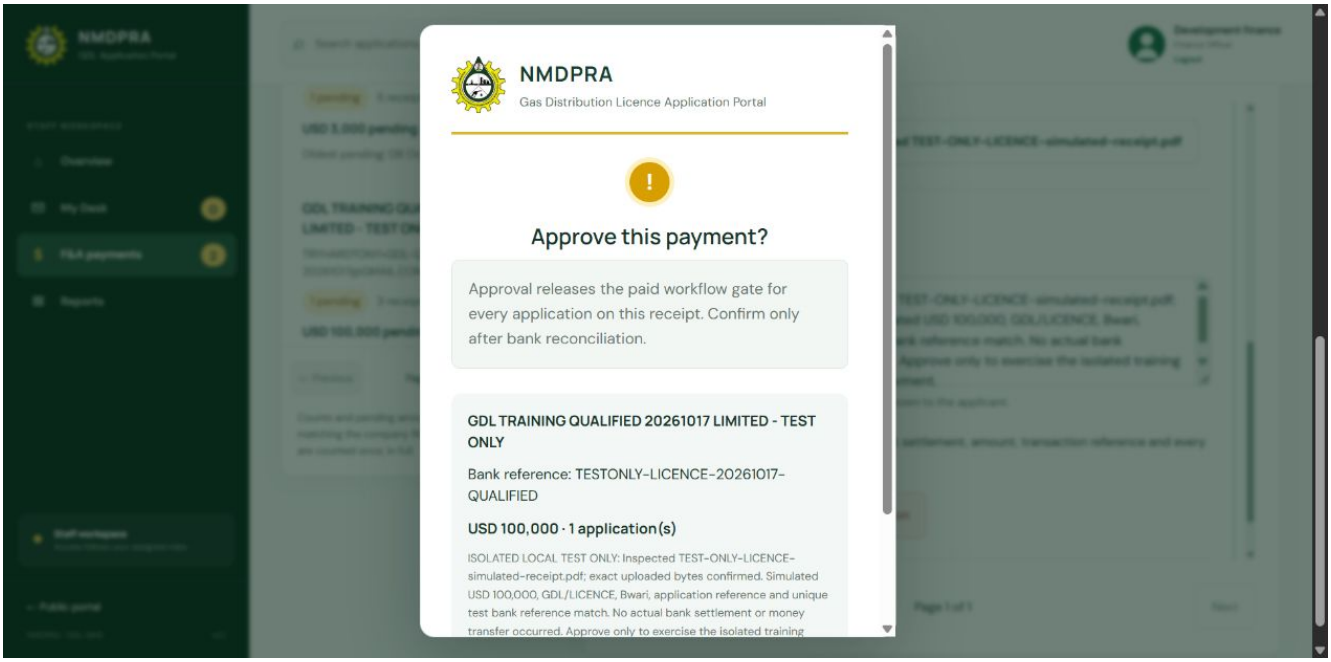
1. Open **F&A payments**. Choose Pending payments for work awaiting a decision, or All companies for historical records.
2. Search by company, email or bank reference. Use the area/payment-type filters and sort options to locate the intended receipt.
3. Select the company, then click **Review receipt** or **View details** for the correct item.
4. Read the receipt ID, applicant, payment date, bank reference, fee purpose, currency and total. Examine every area allocation, including those outside the current filter.
5. Use the receipt download/preview action. If the page first offers **Prepare receipt download**, click it, then the generated Download link. Open the saved file and verify it is readable.
6. Compare the uploaded evidence against the actual bank settlement. Check payer, destination account, reference, date, currency and total against the full allocation list.

F&A verifies uploaded receipts only; applicants generate their own debit notes. A note, screenshot of checkout or unconfirmed bank instruction is not settlement evidence.

For a combined receipt, approval/rejection affects all its allocations. Do not approve only the visible area by mistake.

36 F&A: approve, reject and reconcile

FINANCE & ACCOUNTS



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

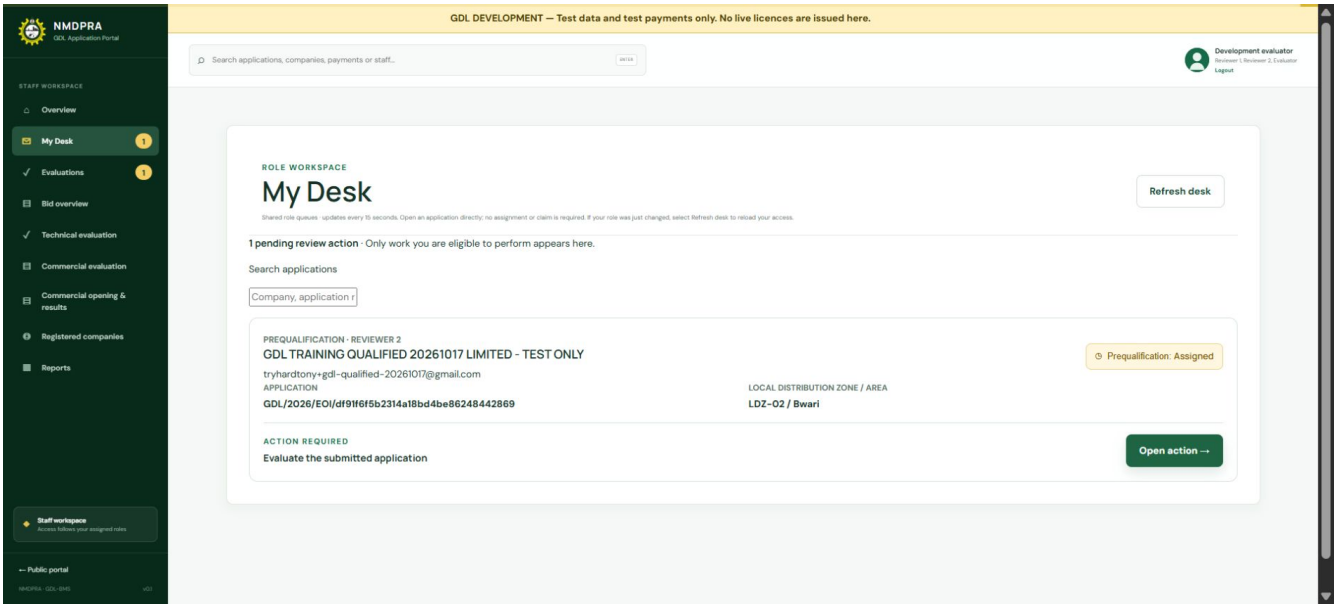
1. Enter a verification or rejection note explaining the decision. The note requires at least five characters and allows up to 2,000; use meaningful reasons, not a filler word.
2. For approval, tick the declaration confirming that actual settlement, amount, reference and every allocation have been checked.
3. Click **Approve payment** and review the final confirmation. Confirm only if all required checks are satisfied.
4. For a rejected receipt, use the rejection action and state exactly what is wrong and what the applicant must correct. Do not mark a receipt paid to bypass missing evidence.
5. Wait for the saved decision and check each allocation's status. Review the applicant-email notification status and use a permitted retry action only if delivery failed.
6. For Naira test payments, compare the RRR, quote ID, quote amount, settlement time and expiry. Escalate late settlement, duplicate references or mismatched amounts for reconciliation; do not silently change the underlying USD obligation.

An approved payment unlocks only the corresponding payment gate. It does not submit prequalification, release all data areas, qualify a review or issue a licence.

A provider-accepted email status means the mail service accepted the message. It is not confirmation that the recipient read or received it in their inbox.

37 Reviewer 1 and Reviewer 2: open evidence

PREQUALIFICATION REVIEWERS



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

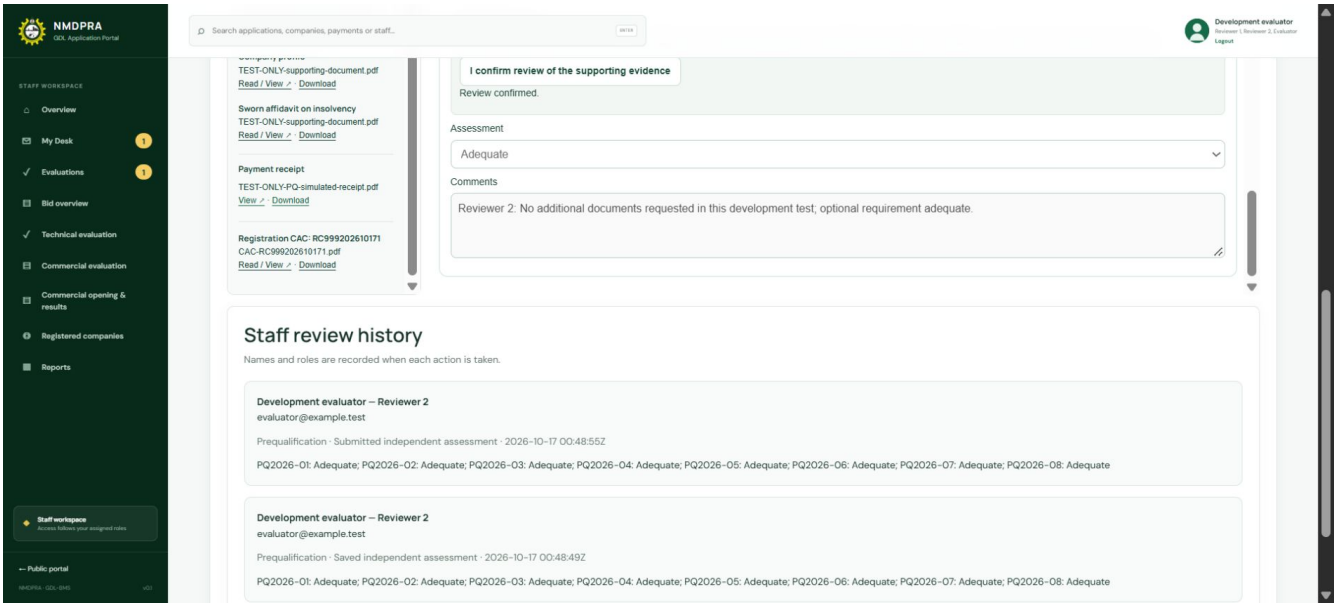
1. Open My Desk, then the assigned prequalification application. Confirm the company, reference and LDZ/area.
2. Click **Start assessment** or Continue assessment if shown. The button moves to the assessment on the same page; it should not return to the public portal.
3. Expand **Application documents and payment**. Use the scrollable document list to reach all attachments and the payment receipt.
4. For the first criterion, click **Read / View** or **Download** for every supporting document. Actually inspect the content; opening a link alone is not a sufficient professional review.
5. Return to the assessment tab and click **I confirm review of the supporting evidence** for the criterion. This unlocks its assessment controls after the recorded access requirement is satisfied.
6. For incorporation/CAC checks, inspect all applicable registration certificates, including every JV member, as well as the application's supporting documents. Review the JV agreement where applicable.

Other independent reviewers' answers remain private. The Final Reviewer sees the consolidation after both submissions.

If an expected document is absent, record the missing-evidence finding through the available control; do not pretend to have read an unavailable file.

38 Prequalification: grade, save and submit

PREQUALIFICATION REVIEWERS



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

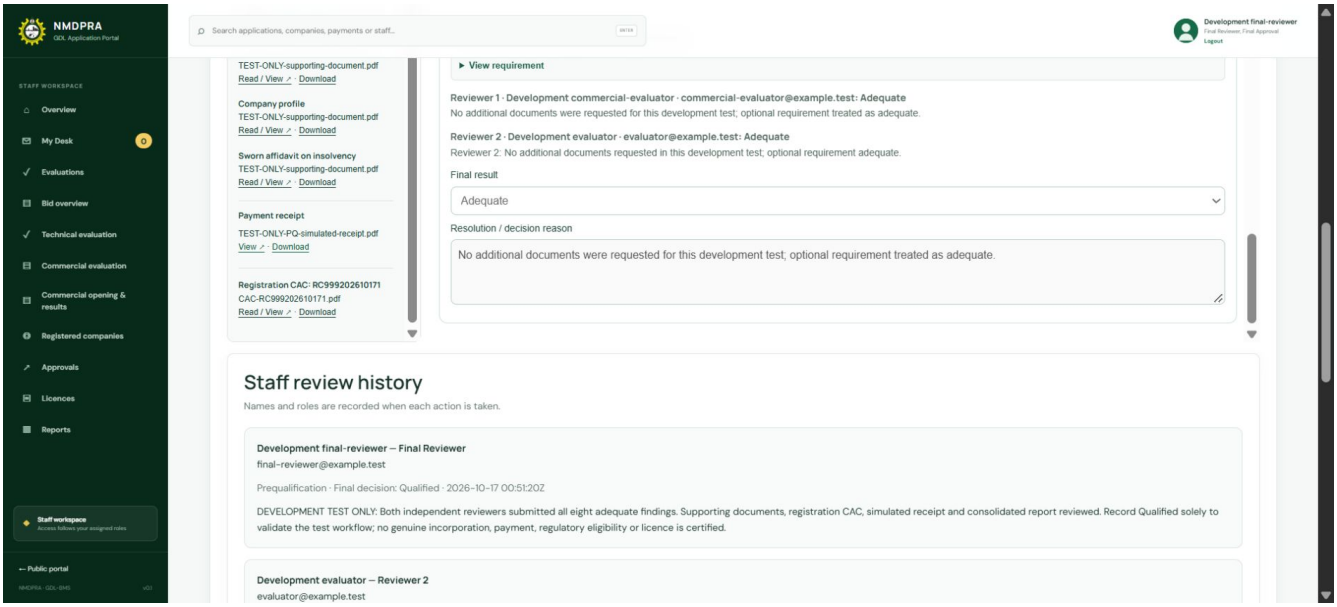
1. Open **View requirement** for the criterion. After document access and review confirmation, choose **Adequate**, **Not Adequate** or **Missing** as supported by the evidence.
2. Enter meaningful comments for every required criterion, up to 2,000 characters. Identify the document/page and explain a deficiency clearly enough for correction.
3. Repeat for every requirement. For the verified fee, inspect the receipt and payment status. Do not ask the applicant to duplicate the receipt under Other documents.
4. For Other documents required by the Authority, follow the displayed rule: if no additional document was requested, record Adequate with an explanation that none was required.
5. Click **Save my draft** before leaving the page. Continue with the next document: opening View/Download should retain the earlier on-page grades and comments.
6. Check the whole assessment, including any missing evidence and required declarations. Click **Submit independent assessment** and review the confirmation.
7. Confirm submission only when complete. Verify that your status becomes Submitted and the assessment is locked. Both independent submissions are needed before Final Reviewer can decide.

Prequalification is a requirement-by-requirement adequacy review, not the technical/commercial 50-point matrix.

If fields unexpectedly reset, stop and report the application reference, stage and steps. Avoid repeatedly submitting to recover lost work; first check the saved draft.

39 Final Reviewer: qualification decision

PREQUALIFICATION FINAL REVIEWER



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

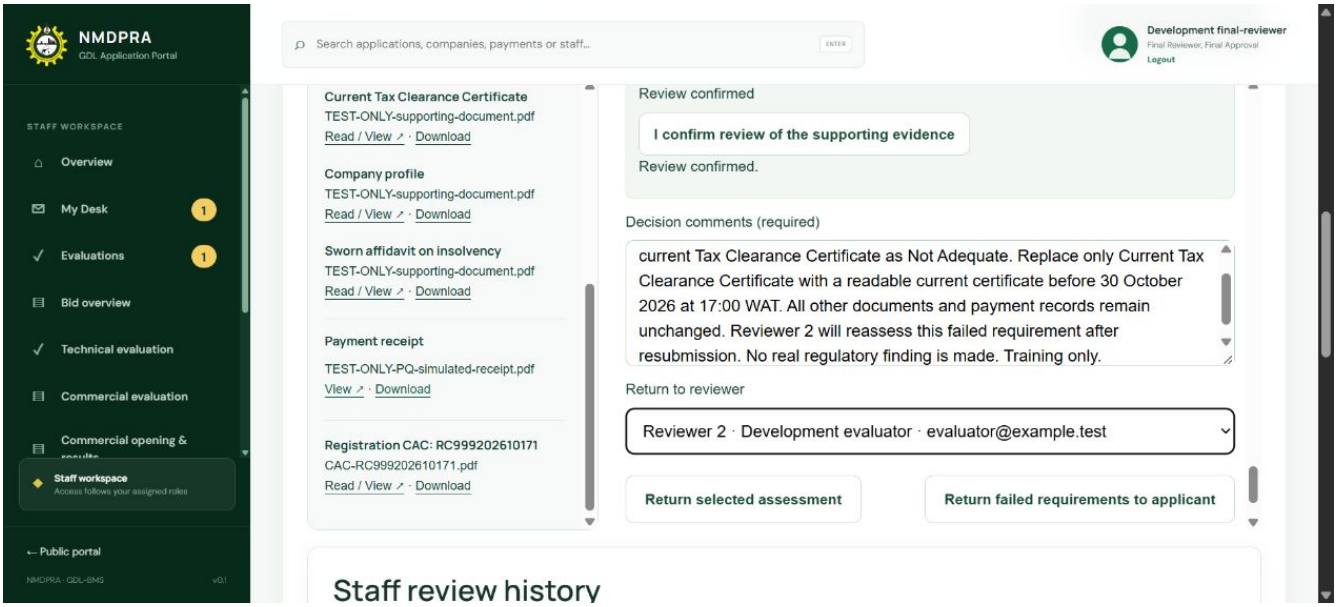
1. Open the application from My Desk after both independent reviewers have submitted. Confirm that the panel shows two completed reviews.
2. Open the supporting evidence and download the consolidated assessment report. Inspect both reviewers' findings for every criterion.
3. Compare Adequate, Not Adequate and Missing outcomes. Resolve disagreements explicitly; the final decision is not a majority vote or an average of two grades.
4. Record the final result and resolution explanation where required. Check every company/JV certificate and the verified application payment.
5. Complete the evidence/report review confirmation and enter decision comments.
6. Choose **Qualified** or **Not Qualified**. Read the confirmation and use Confirm Qualified or Confirm Not Qualified as appropriate.
7. Verify the saved outcome. Qualified applicants can progress to the data-acquisition stage, subject to its payment and access conditions. CAC verification confirmation follows the final prequalification review, not Administrator approval.

If both reviewers are not finished, the consolidation is not available for a final decision. If evidence or required findings are incomplete, finish or return the review rather than forcing a qualification.

Not Qualified is a recorded decision. Use a formal correction return before the deadline when correction is allowed, rather than treating a failure as an informal email request.

40 Final Reviewer: return for correction

PREQUALIFICATION FINAL REVIEWER



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

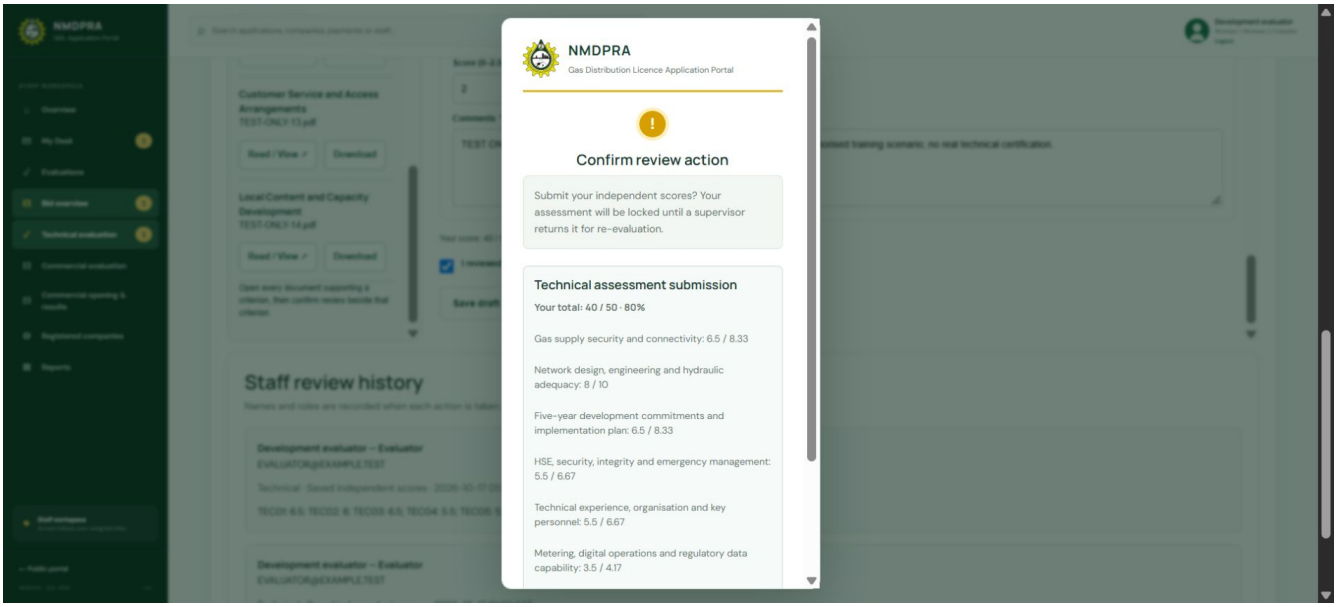
1. Decide whether the problem is the staff assessment or an applicant document. These are different return actions.
2. For a staff review correction, select the relevant reviewer, enter a specific reason and use the return action. The other reviewer's completed assessment is retained.
3. For applicant evidence correction, select only the failed requirements supported by a Missing/Not Adequate finding and an eligible document slot.
4. Select the reviewer who will check the resubmitted evidence. The applicant does not select this reviewer.
5. Enter the return reason with precise instructions. Check the existing prequalification closing deadline and complete the review confirmation.
6. Use **Return failed requirements to applicant** and confirm the return. Check the saved request and notification state.
7. After correction submission, the selected reviewer revisits the failed items. Inspect the updated result and complete the final decision when the review is ready.

A return does not extend the deadline or unlock every document. Unaffected submissions and review history remain preserved.

An email should notify the applicant, but staff should check the recorded request and mail status if the applicant reports non-receipt. An expired correction remains subject to Final Reviewer's decision on the available evidence.

41 Technical evaluator: access and score

TECHNICAL EVALUATORS



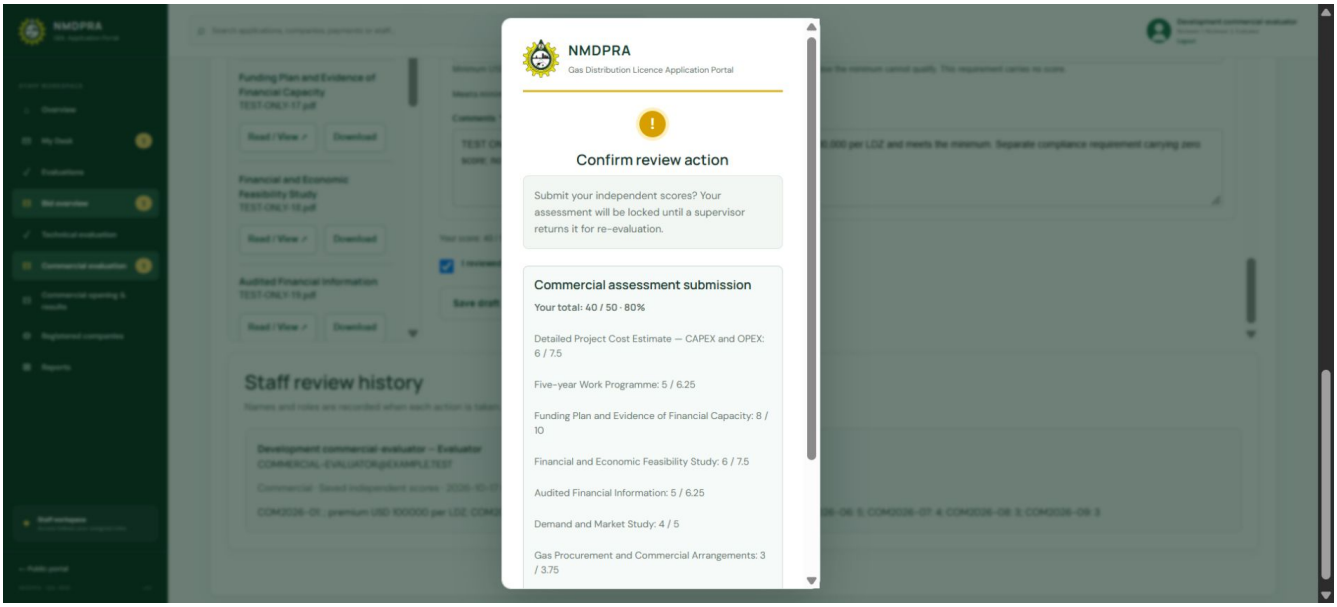
Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. Open **Technical evaluation** from My Desk or the staff menu. Search/select the assigned application and confirm its company, reference and area.
2. Click **Start assessment** or Continue assessment to move into the assessment section. Use the document sidebar and requirement dropdowns.
3. For each criterion, open or download every supporting PDF. For an older combined submission, open the combined package and identify the relevant pages.
4. Click **I confirm review of the supporting evidence**. Enter a score within the displayed range and required comments explaining the score. Comments allow up to 4,000 characters.
5. Use the approved maximum shown beside the criterion. Do not enter a percentage into a point field or assume every criterion has the same weight.
6. Save the draft and move to the next criterion. Earlier scores/comments should remain when you open another document. Save before navigating away or closing the page.
7. When all criteria are complete, review the total out of 50 for the current matrix. Complete the independence/no-conflict declaration and submit the independent assessment.
8. Read the score summary in the submission confirmation. Confirm only if the per-item scores and total are correct, then check Submitted status.

There are four independent evaluators per application. Adding staff to the authorised pool does not increase the panel size. Submitted assessments are locked until formally returned.

42 Commercial evaluator: score and premium

COMMERCIAL EVALUATORS



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. Open **Commercial evaluation** and select the assigned application. If commercial evidence is sealed, check that technical Final Approval has recorded Qualified for this application.
2. For each of the eight scored criteria, Read/View or Download all supporting evidence, confirm review, enter a score within the displayed maximum and add required comments.
3. Save the draft while working. Review the eight criterion totals against the approved 50-point commercial matrix.
4. Open the final **Premium offer** requirement. Read/download its supporting document and confirm review.
5. Enter the premium amount in USD per LDZ. Thousands separators improve readability; verify the amount itself is correct. Record 0 for a missing offer only where the displayed instruction requires it, and explain the absence.
6. Record comments and inspect the compliance result. An offer below USD 100,000 does not meet the minimum. This requirement contributes zero points.
7. Complete the independence declaration and click Submit independent assessment. Check scores, total and premium information in the confirmation before confirming.
8. Verify Submitted status. Approval 1 receives the consolidation after all four evaluators have submitted.

The four premium entries must support a consistent amount/result. A disagreement is a correction issue, not a reason to average different monetary offers.

Other evaluators' scores and comments stay private during independent review.

43 How totals, averages and percentages work

EVALUATORS / APPROVAL ROLES

Example commercial evaluator	Points / 50	Percentage
Evaluator 1	38.75	77.50%
Evaluator 2	40.00	80.00%
Evaluator 3	42.50	85.00%
Evaluator 4	41.25	82.50%
Average	40.625	81.25%

Each evaluator's total is the sum of that evaluator's scored criteria. The premium offer is excluded. With the current matrix, the technical total is out of 50 and the commercial total is out of 50.

Stage average = (Evaluator 1 total + Evaluator 2 total + Evaluator 3 total + Evaluator 4 total) / 4. All four submissions have equal weight.

Evaluator percentage = evaluator total / stage maximum x 100. Stage percentage = stage average / stage maximum x 100. Approval summaries and reports show individual totals/percentages plus the consolidated average.

Current 50/50 combined score = technical average out of 50 + commercial average out of 50. Browser walkthrough example: technical 41.50 + commercial 41.50 = 83.00 out of 100.

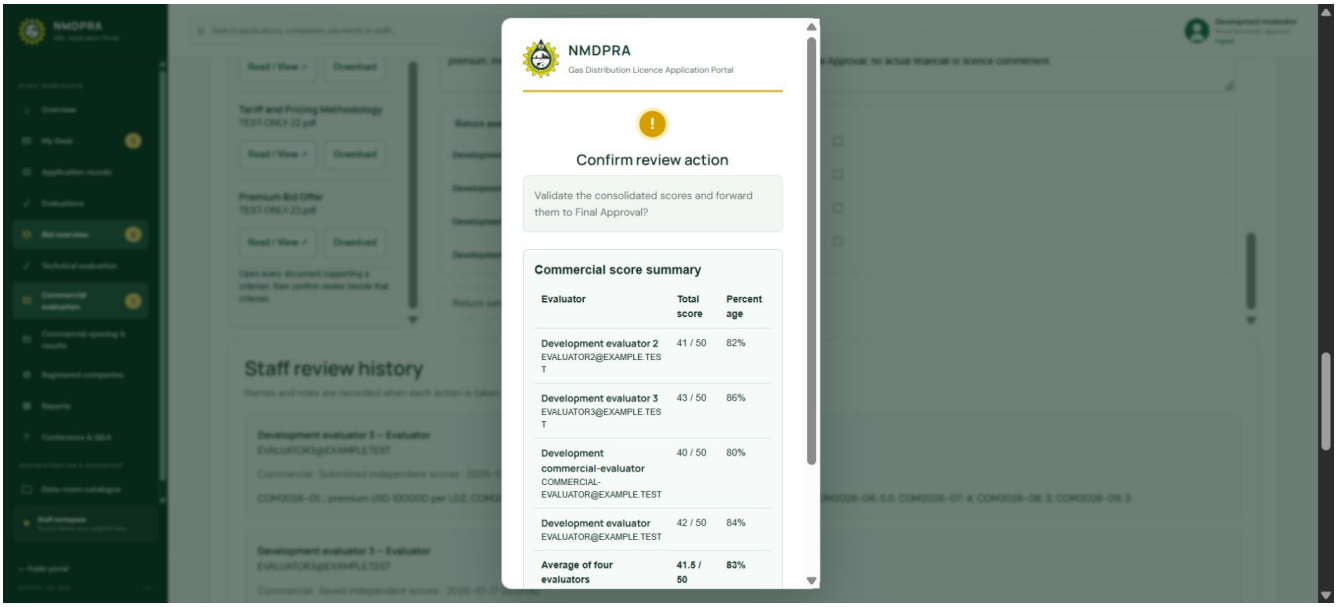
The displayed current threshold is 70% per stage (35/50). The approved configuration controls the threshold. Decisions use the unrounded percentage, so a rounded display must not be used to override a boundary.

Qualification also requires the completed review sequence and, for commercial, premium compliance. A good combined score alone cannot bypass a failed stage or missing approval.

Legacy matrices: retain the stored maxima on an old assessment. The current combined 50/50 calculation normalises the two stage percentages and averages them. For 49.75/60 and 32.5/40, that is (82.9167% + 81.25%)/2 = 82.0833/100. Do not simply add old raw points when applying the new equal-stage weighting.

44 Approval 1: validate the consolidation

TECHNICAL / COMMERCIAL APPROVAL 1



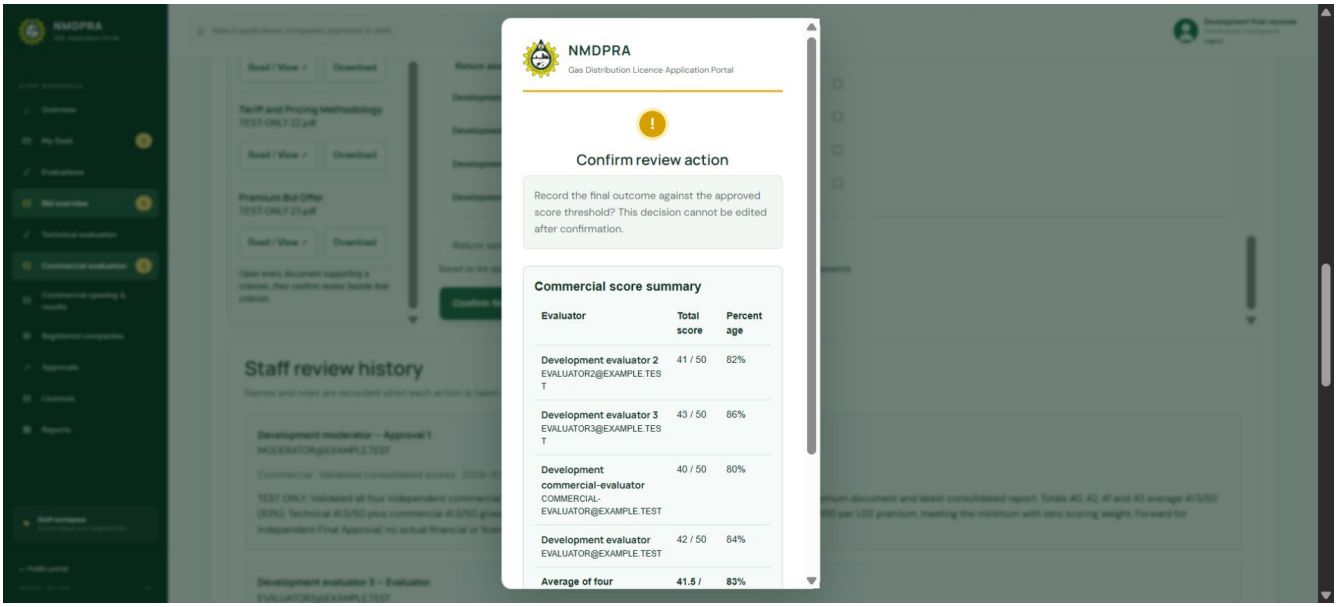
Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. Open the stage's pending item from My Desk. Confirm all four evaluators show Submitted and the application says **Awaiting Approval 1**.
2. Click **Review consolidation**. Read the stage average, required percentage, each evaluator's total and percentage, and the individual criterion findings.
3. Expand evaluator rows under each criterion to compare evidence and comments. For commercial, inspect the separate premium compliance result and recorded amounts.
4. Read/View or Download the supporting evidence and click **Download consolidated report**. The scored report downloads as HTML; use browser Print to save a PDF if needed.
5. Complete the evidence-review confirmation. Recheck the score summary immediately above **Decision comments / reason**, then enter your validation comments.
6. If satisfied, click **Validate and send to Final Approval**. Check the scores in the confirmation prompt and confirm.
7. Verify the new Awaiting Final Approval status. If an assessment needs correction, use the selected-assessment return process instead.

Approval 1 must be independent of the evaluators. The portal records who actually submits the validation, not every staff member listed in the eligible role queue.

45 Final Approval: confirm the stage outcome

TECHNICAL / COMMERCIAL FINAL APPROVAL



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

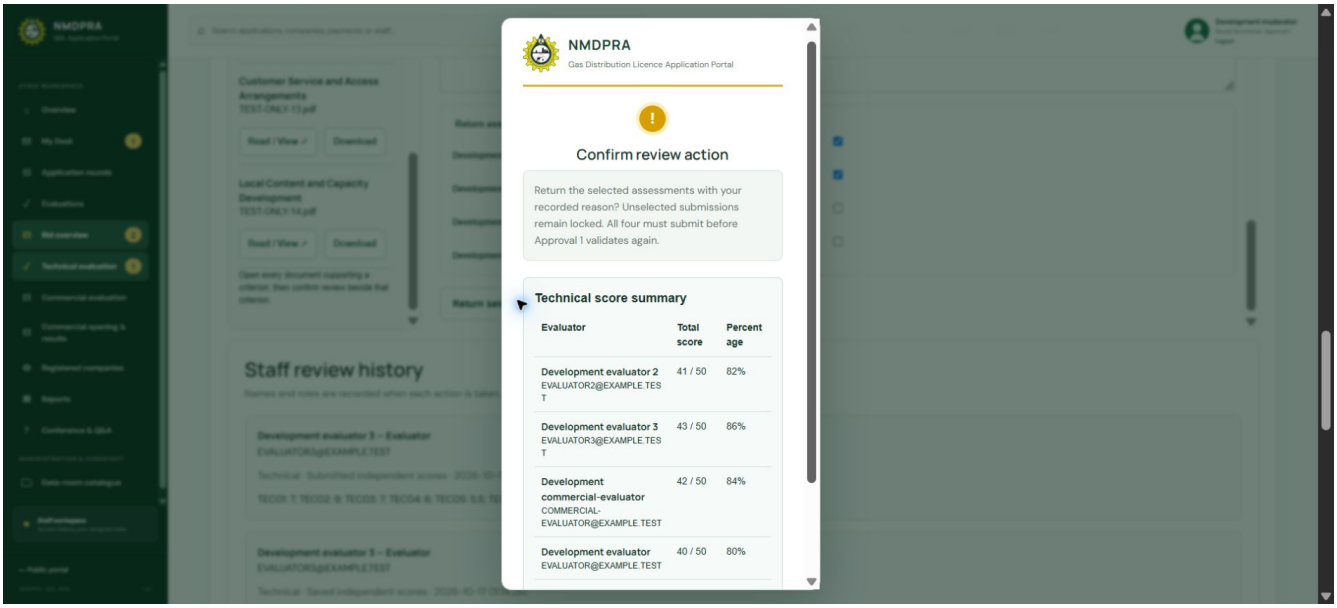
1. Open the application after Approval 1 validation. Check the recorded validation, panel completeness and stage status.
2. Review the consolidated report, each evaluator's total and percentage, average and criterion-level comments. Read the underlying supporting documents.
3. Download the consolidated report and complete the required review confirmation. The total/average table sits above the decision-comment field.
4. For commercial, confirm the premium result separately from the point score. Check for missing, below-minimum or inconsistent offers.
5. Enter **Decision comments / reason**. Click **Confirm final outcome** and read the confirmation, including the score summary.
6. Confirm only when the displayed outcome follows the approved criteria and threshold. Check the saved Qualified or Not Qualified status.
7. A technical pass releases that applicant's commercial evaluation. A commercial pass allows completed-review access and later award consideration, subject to the remaining gates.

Final Approval must be a different person from Approval 1 and from the four evaluators. A role grant does not remove this separation.

The system determines the applicable outcome from the completed assessments and approved rules; comments cannot override the score or premium requirement.

46 Return one or several evaluator assessments

APPROVAL 1 / FINAL APPROVAL



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

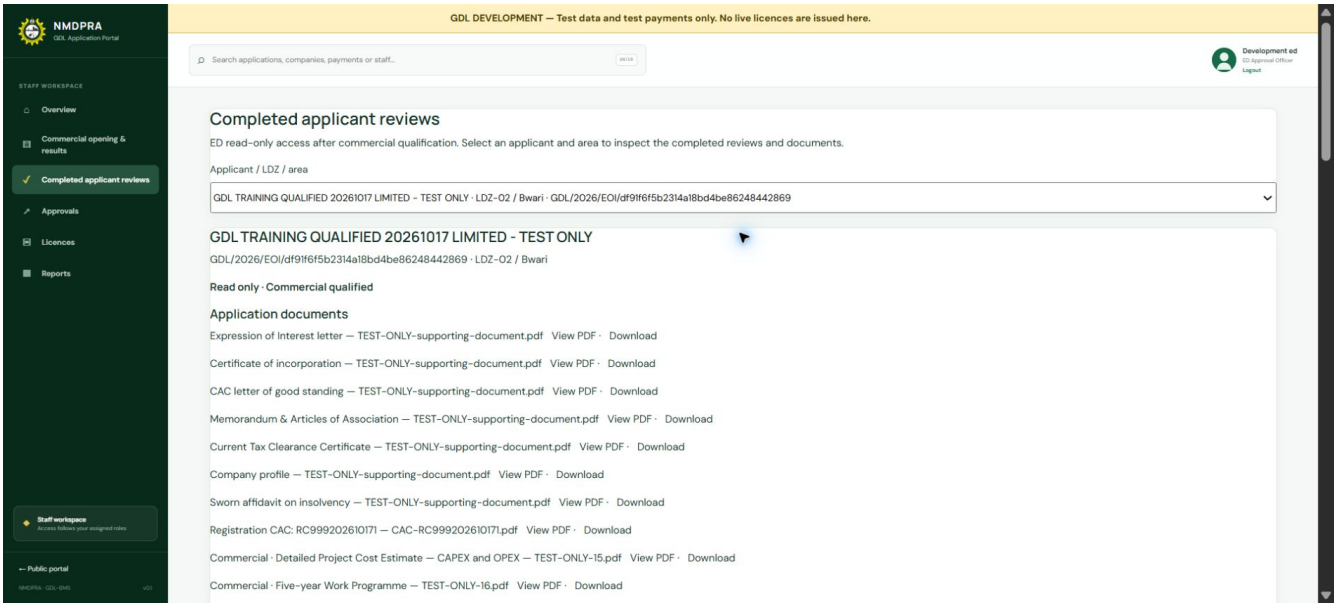
1. Open the technical or commercial consolidation and identify the specific assessment(s) that need correction. Review the evidence before returning them.
2. In **Return assessments for correction**, tick the relevant evaluator name/email. Tick more than one when several assessments need correction.
3. Enter a clear Decision comments / reason explaining which criteria and findings must be revisited. Avoid vague directions such as "redo".
4. Click **Return selected assessments**. Check the selected names and confirmation details, then confirm the return.
5. Verify that only those assessments are reopened. Unselected submitted assessments remain locked and preserved.
6. The returned evaluator opens My Desk, reads the reason, revisits documents, updates scores/comments, saves and resubmits. They must recheck the submission score prompt.
7. Once the panel is complete again, Approval 1 validates the new consolidation and Final Approval reviews it. A return from Final Approval does not skip the renewed validation.

Assessment requirements updated means the scoring requirements changed and a fresh assessment may be needed. It is different from an individual correction reason.

Returning a staff assessment is not a document-replacement request to the applicant. The original sealed evidence remains controlled.

47 ED: completed applicant reviews

ED APPROVAL OFFICER



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

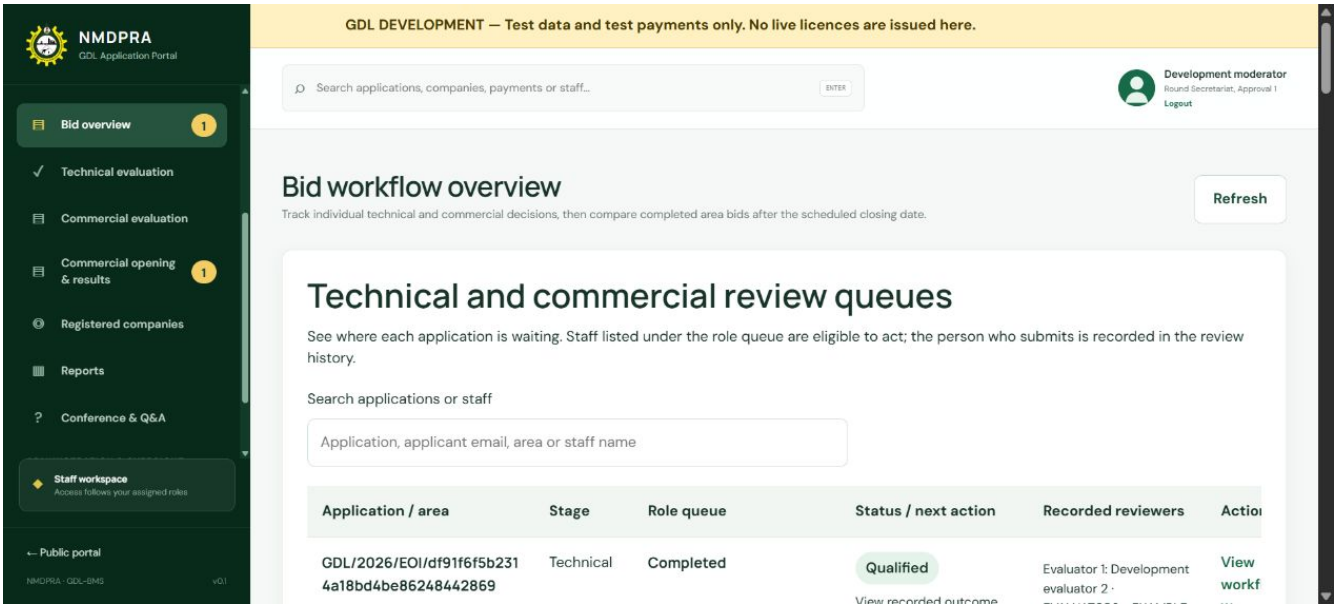
1. Sign in with the ED role and open **Completed applicant reviews**. This read-only workspace becomes available for an application after both technical and commercial qualification.
2. Select the applicant, LDZ and area. Verify the application reference so that another area's review is not mistaken for this one.
3. Read the prequalification findings and Final Reviewer decision. Open the underlying application documents with View/Download.
4. Expand the technical and commercial reports. Inspect each evaluator's totals/percentages, consolidated averages, approval comments and final outcomes.
5. Review the separate premium compliance result. Open/download the requirement documents needed to understand the decision.
6. Use the read-only information for oversight and the later award approval process. Do not expect edit, score or return buttons in this view.

Completed reviews access is not award approval. The ED must use the separate Approvals workflow for an award decision after a valid area recommendation.

If an application is absent, first verify both qualification statuses and the correct area. A complete-looking progress bar does not satisfy this gate.

48 Award consideration and recommendation

ROUND SECRETARIAT / AUTHORISED STAFF



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

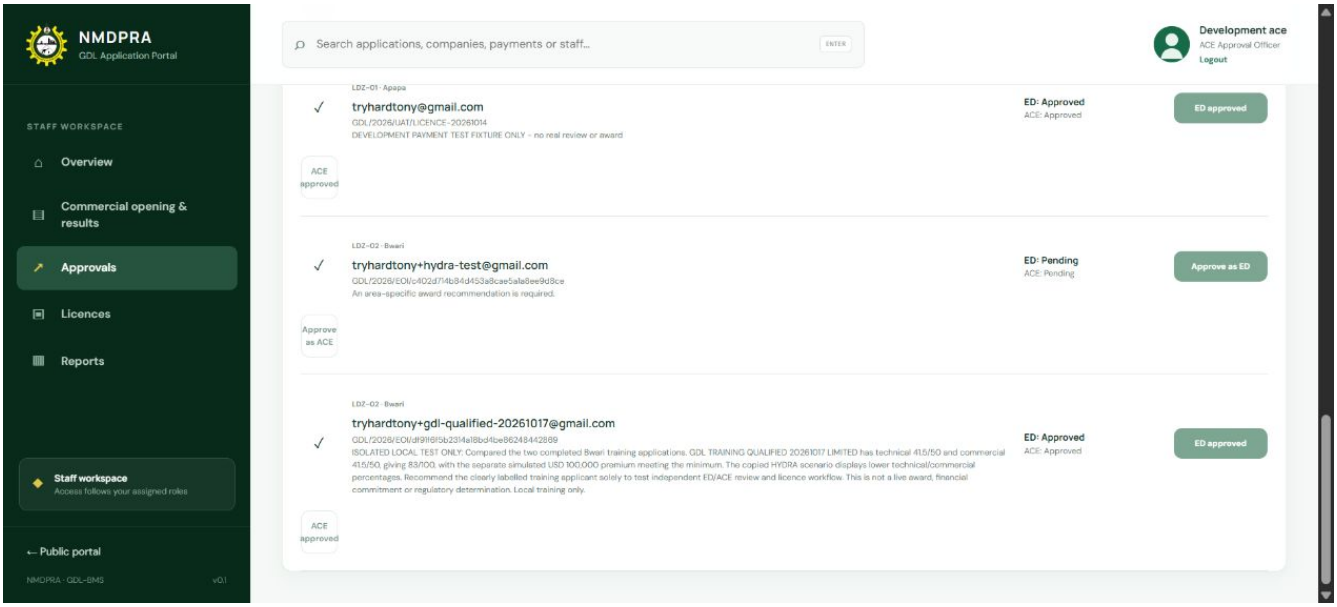
1. Open **Commercial opening & results** or the award-consideration view from the application workspace.
2. Filter by LDZ/area and check the round closing date. Award consideration starts only after the configured close; qualification during an open round is not an award.
3. Review all submitted applications for that area, their technical/commercial final decisions and any outstanding reviews. A pending review can hold the affected area.
4. Open the application review record and inspect the consolidated outcome and premium result. Confirm that invitation acknowledgement and sealed submission evidence are present.
5. For an eligible application, use **Recommend this application for award** where available. Record the required recommendation reason and confirm the intended company, round and area.
6. Check the recorded recommendation and next approval status. Refer it through ED then ACE; do not treat a recommendation as final approval.

Do not change a live round closing date to test this step. Screens in this manual use isolated training states.

An unavailable action should be investigated through its displayed block reason: closing date, outstanding reviews, missing evidence, missing recommendation or permission.

49 ED and ACE award approvals

ED / ACE APPROVAL OFFICERS



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

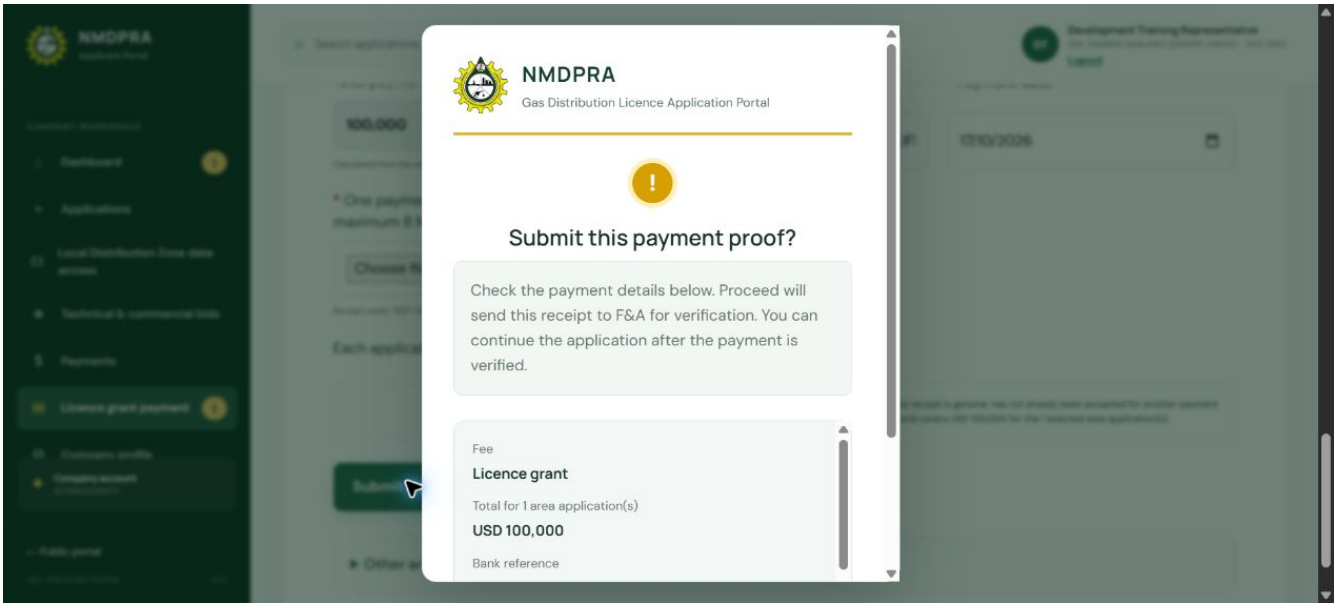
1. Open **Approvals** and locate the application under Applicant award approvals. Check its LDZ/area and recommendation.
2. As ED, review the completed reviews and the recommendation. Click **Approve as ED** only when authorised and the button is enabled. Complete the confirmation shown.
3. Verify ED: Approved. The ACE step must follow the ED decision; an ED account cannot substitute for ACE authority.
4. As ACE, open the same application using your own session. Review the ED decision and supporting outcome, then use **Approve as ACE** and its confirmation.
5. Verify both recorded approvals and review the **Award outcome emails** section. Use **Refresh delivery status** to see the queue/provider state.
6. Continue with the configured award-publication milestone and licence-payment process. Approval does not itself verify a bank settlement or issue a licence.

Final ACE approval queues individual outcomes for submitted applicants in the same round and area. Failed delivery retries are not proof of inbox receipt.

A blocked button includes a reason. Missing invitation/submission evidence in a legacy record must be resolved through the authorised process, not a fabricated approval.

50 Applicant: licence grant payment

APPLICANT



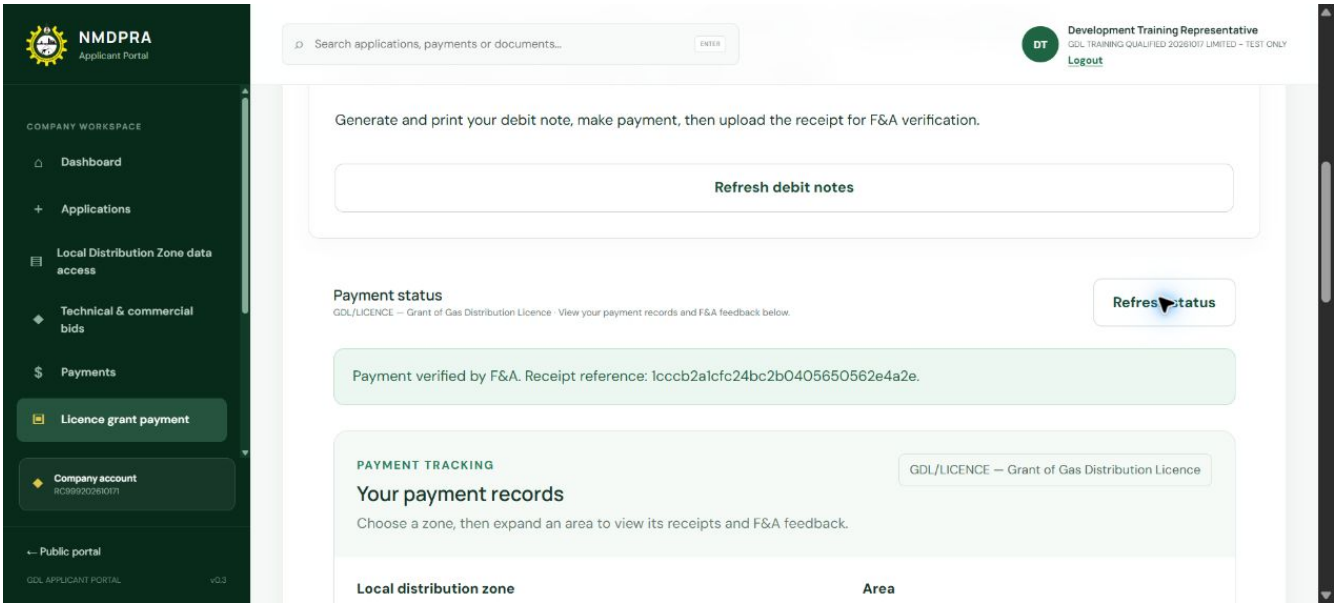
Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. Open **Licence grant payment** and select the correct qualified application. Check the ED/ACE and award status before proceeding.
2. Read the USD 100,000 non-refundable grant-fee terms and the licence withdrawal, suspension/revocation conditions. Accept only if authorised.
3. Tick the terms checkbox and click **Accept terms and continue**. Generate the GDL/LICENCE debit note when the application is eligible.
4. Inspect the generated note's company, area, amount and approved bank details. Make the actual payment through the approved process.
5. Upload the payment receipt with the bank reference, date and required declaration, following the same receipt validation rules as other fee types.
6. Wait for F&A verification. The status should say **Payment verified** once the receipt is approved, even if issuance is still pending.
7. Return to the page after issuance. Payment verification alone does not make the PDF available: approvals, award publication and authorised issuance are also required.

The licence grant fee and the earlier premium offer document are distinct. Do not assume uploading an offer satisfies a fee obligation.

51 Issue the licence and download the PDF

ACE / AUTHORISED ADMINISTRATOR; APPLICANT



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

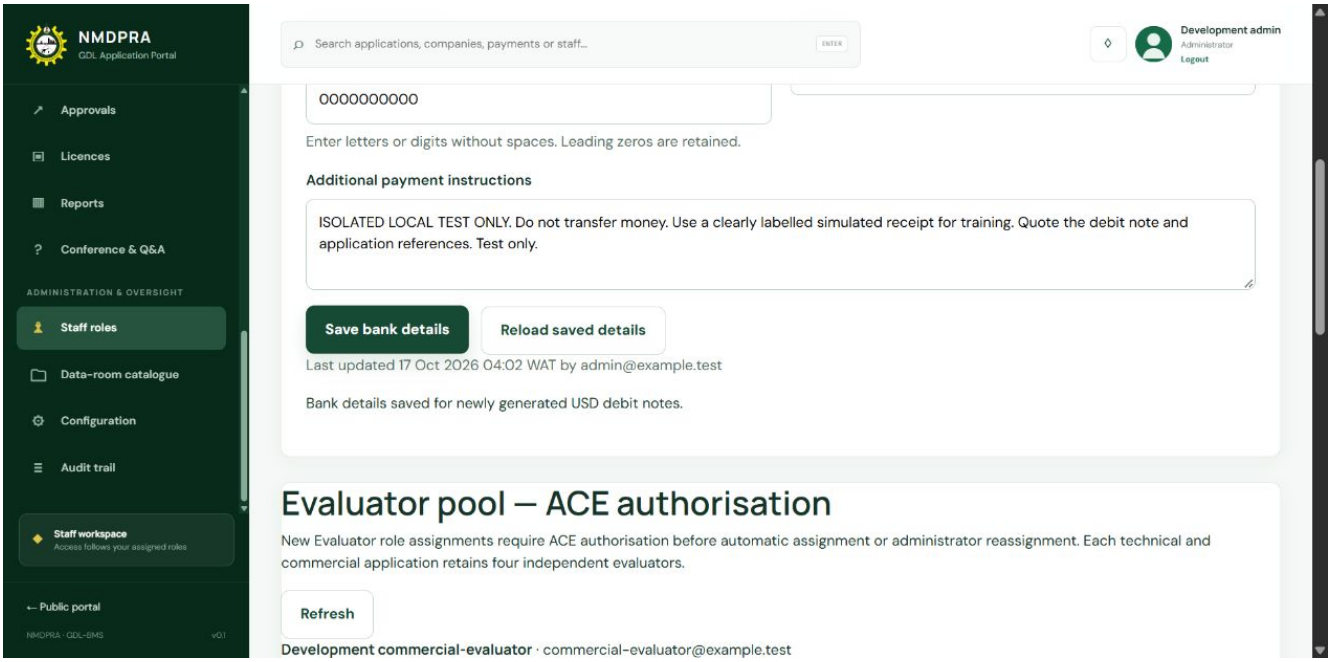
1. Staff: open **Licences**. Locate the application by LDZ/area and applicant, and check ED approval, ACE approval and Payment verified.
2. If the page says issuance opens after award announcement, the authorised Secretariat must complete the proper publication milestone. Do not issue before the publication gate is satisfied.
3. When every gate is met, click **Issue licence** for that application. Follow any confirmation shown and check that the record changes to Licence issued.
4. Staff can then click **Download licence PDF**. Save and open the PDF. Check licence number, company, LDZ/area, issue information and conditions against the register.
5. Applicant: sign in, open Licence grant payment, select the issued application and click **Download licence PDF**. Check your browser's Downloads folder if no preview opens.
6. Retain the original downloaded PDF securely. If the document is incorrect or inaccessible, contact support with the application and licence references; do not edit the official PDF yourself.

The register preview number is illustrative and is not an issued licence. A locked Issue licence button must not be bypassed.

The screenshot shows the pre-issuance gate, not a real issued licence. Final issuance instructions are verified against the current page and download implementation; no live licence was issued for this manual.

52 Administrator: configure bank details

ADMINISTRATOR



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

1. Open **Staff roles** / Administration and locate the debit-note bank configuration section.
2. Enter the approved **Bank name** (up to 160 characters), **Beneficiary** (up to 200) and **USD account number**.
3. Retain leading zeros in the account number. The accepted account value is 5-34 alphanumeric characters without spaces; do not convert it to a numeric calculation.
4. Check the read-only currency and enter any approved additional instructions (up to 4,000 characters). Do not add unapproved bank instructions.
5. Click **Save bank details**. Check the success message, then use **Reload saved details** to confirm the stored values.
6. Verify a newly generated authorised test note in the appropriate test environment. Existing notes retain their original bank snapshot.

Only authorised administrators configure these shared details. F&A does not need to type instructions for each debit note. A wrong configuration affects newly generated notes, so check the approved source carefully.

The redesigned panel also shows a separate Naira equivalent / Remita test section with secure-credential presence indicators and Check latest CBN rate preview. No separate Naira bank account is entered. See the current payment chapters.

53 Administrator: staff roles and evaluator pool

ADMINISTRATOR / ACE

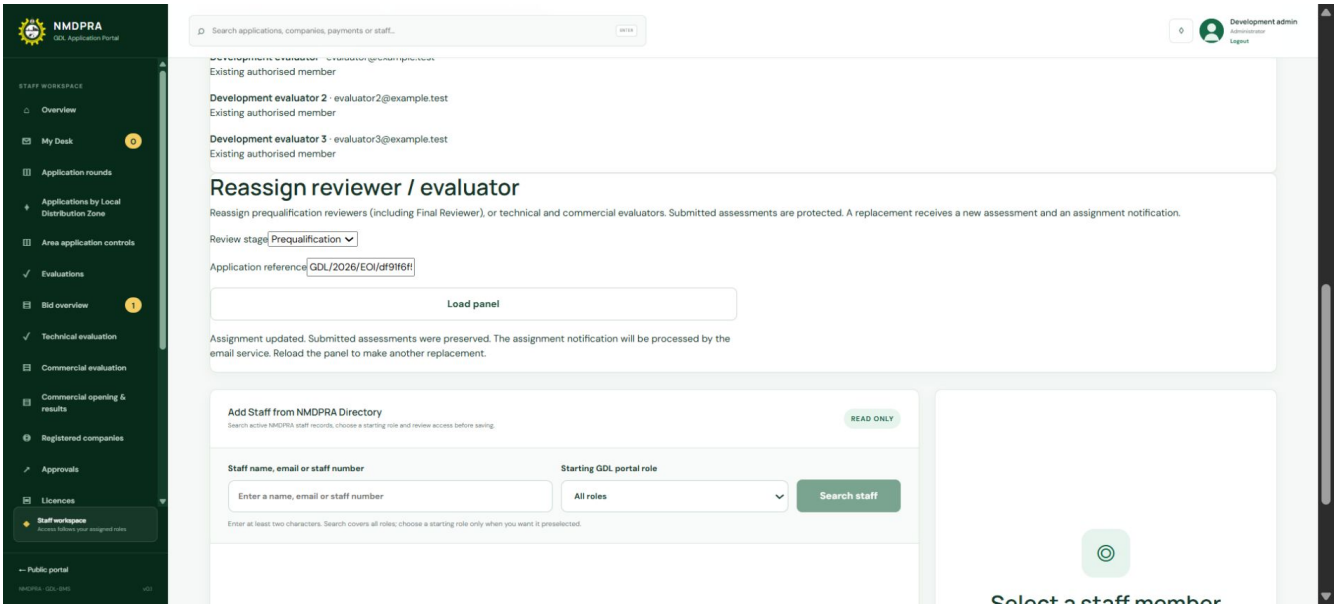
1. Administrator: open Administration. Click **View staff list** to find an existing account, or search the NMDPRA directory by at least two characters of a name, email or staff number.
2. Select the correct directory person. Review their name and email, active status and selected starting role. Internal staff numbers are identifiers, not a substitute for checking the person.
3. Use **Configure roles** or **Review access**. Select only the required roles and click **Save role assignment**. Review and confirm the access change.
4. For prequalification, assign Reviewer 1, Reviewer 2 or Final Reviewer as appropriate. For scored stages, use Evaluator, Approval 1 and Final Approval. These are different workflows.
5. A new evaluator must be authorised by ACE before entering the eligible scored-evaluator pool. Administrator addition alone is not ACE authorisation.
6. ACE: open Approvals, find the evaluator-pool request, review the person and reason, enter a decision reason, then Authorise evaluator or Reject request.
7. Administrator: refresh and check the authorisation status. The pool can contain more than four staff, but each technical/commercial application still uses four independent evaluators.

Preserve existing submitted assessments when changing access. Deactivating or changing a role is not the same as reassigning an active application.

Names and emails identify people on workflow screens/reports. Some internal administration search controls may still accept staff numbers.

54 Administrator: reassign a reviewer/evaluator

ADMINISTRATOR



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

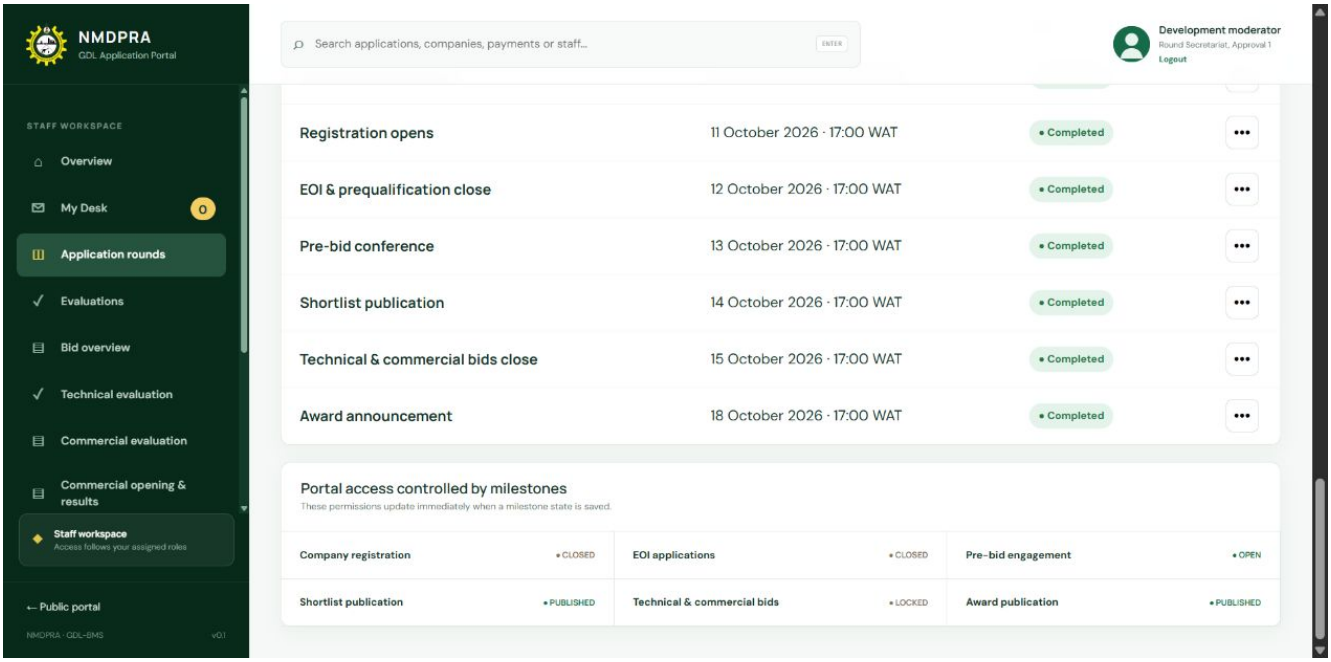
1. Open the reassignment section in Administration. Choose Prequalification, Technical or Commercial and enter/select the exact application reference.
2. Click **Load panel**. Check the company, LDZ/area, stage and current panel before selecting an outgoing person.
3. Choose the reviewer/evaluator to replace. Reassignment is for an eligible unsubmitted position; a submitted assessment is preserved and should use the correction workflow rather than replacement.
4. Choose the incoming active staff member with the correct position/role. Technical/commercial replacements must belong to the ACE-authorised evaluator pool and satisfy independence checks.
5. Enter the reason (up to 2,000 characters). Read and tick the declaration acknowledging that the outgoing draft is archived and submitted assessments remain preserved.
6. Click **Reassign reviewer/evaluator** and review the confirmation. Check the outgoing and incoming names before confirming.
7. Reload the panel. Verify the new assignment, unchanged submitted assessments and assignment-notification status. Ask the incoming staff member to check My Desk using their own account.

For example, replacing two unsubmitted panel members must not erase the other two submitted assessments. Do not solve a pending queue by reassigning a completed submission.

No eligible replacement usually means an inactive/wrong role, absent ACE authorisation, duplicate panel membership or an independence conflict.

55 Round Secretariat: dates and milestones

ROUND SECRETARIAT / ADMINISTRATOR



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

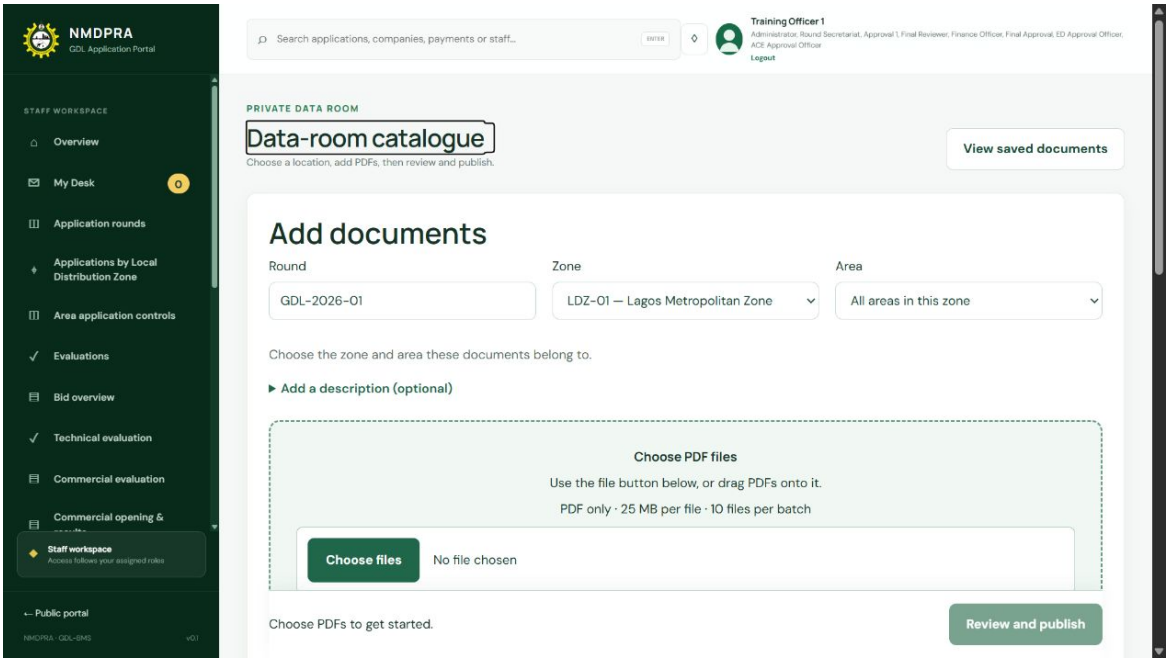
1. Open **Application rounds**. Read the active round identifier, timeline and current gate states before making any change.
2. Inspect registration/EOI closing dates, submission windows and milestone status. Times shown as WAT are Nigeria time; do not interpret them as UTC.
3. Open the intended milestone control, review its current state and any required reason/confirmation. Change only the authorised milestone and save.
4. Check the resulting gate status on the page. Registration, EOI, engagement, data access, submission, shortlist and award publication are controlled by different conditions.
5. Before completing shortlist or award publication, verify all prerequisites and required independent decisions. A stage advance is not a substitute for a missing application decision.
6. After an authorised change, refresh the affected applicant/staff view to confirm the correct gate. Record the reason and inspect the audit trail if the outcome differs from expectation.

Never change production dates just to demonstrate a workflow. This manual used an isolated copy for prepared states.

A closed application window preserves existing records but blocks new submissions. A correction return uses the existing deadline unless an independently authorised policy change has been made.

56 Data-room catalogue management

ROUND SECRETARIAT / AUTHORISED STAFF



Supplemental screenshot - earlier prepared local training state.

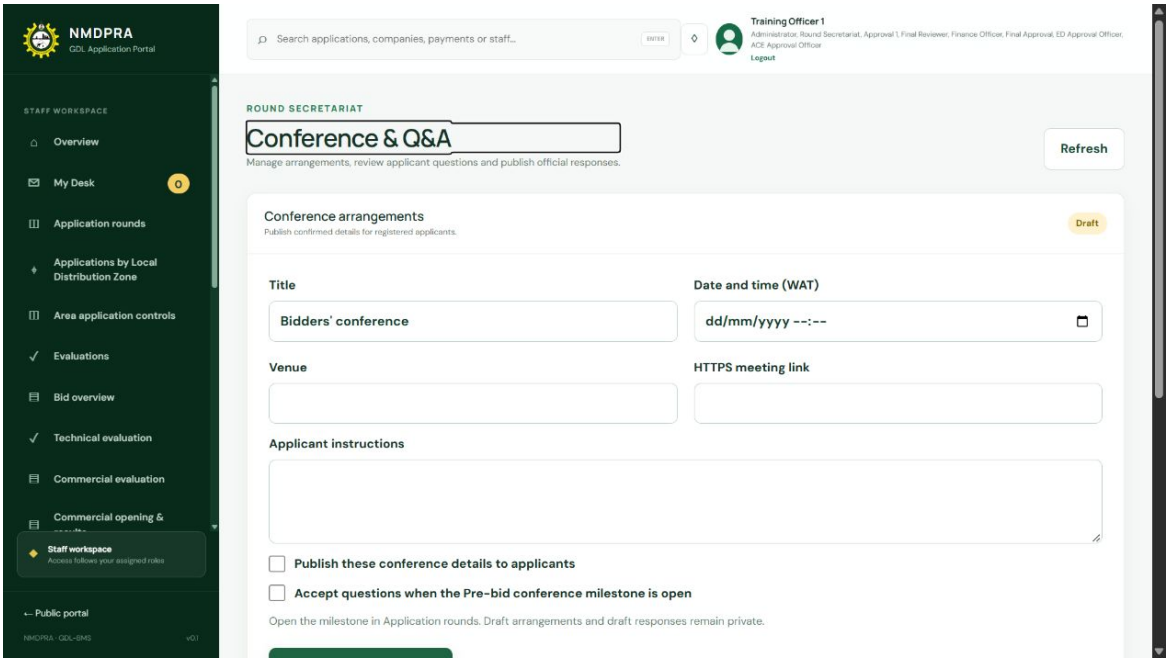
1. Open **Data-room catalogue**. Check the intended LDZ/area and the scope of each existing item.
2. Use the catalogue's add/edit controls to enter the document title, description, area scope and required file information. Upload the approved document through the provided control.
3. Check the filename and preview/download the file where offered. Verify the document is the approved version and contains no unrelated confidential material.
4. Save the item in its intended draft/published state. Publish only when authorised; a draft item does not make the document available to applicants.
5. Refresh the catalogue and verify the item's area and publication state. Use an authorised test applicant to check access in development, not a real applicant's credentials.
6. If a qualified applicant cannot obtain an invitation/data access, check the area catalogue as well as payment and confidentiality acceptance.

Publishing a file for one area is not necessarily publication for all areas. Respect the scope selected in the catalogue.

This chapter describes the catalogue task sequence. Field availability follows the signed-in role and the current upload/storage configuration.

57 Conference and applicant questions

APPLICANT / ROUND SECRETARIAT



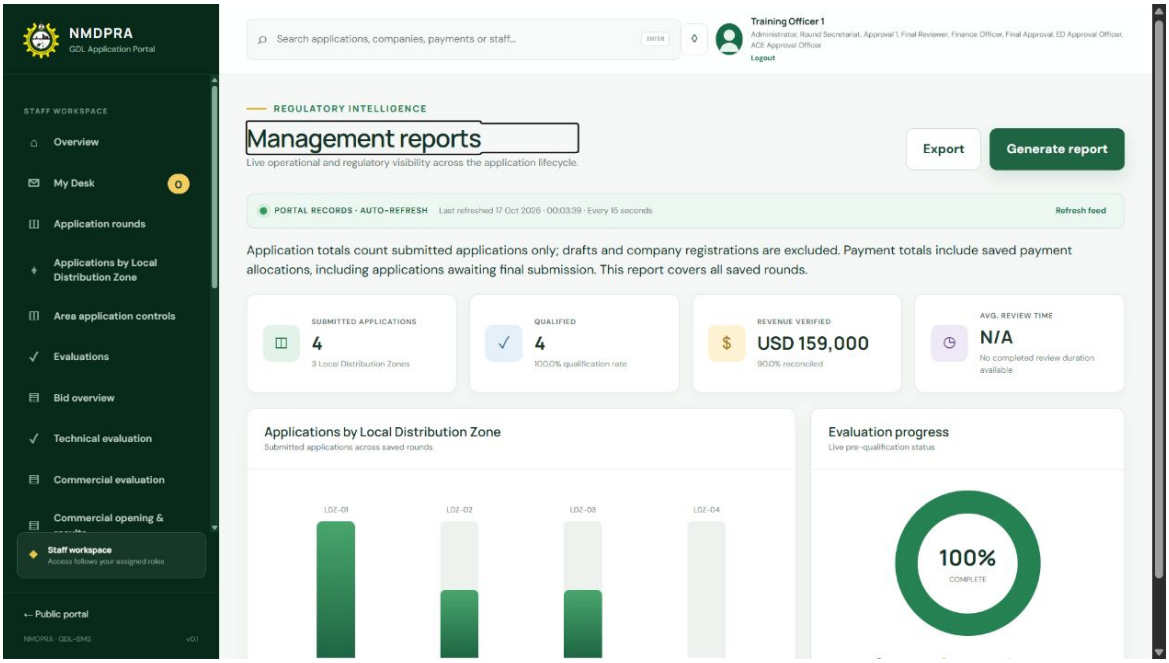
Supplemental screenshot - earlier prepared local training state.

1. Applicant: open **Conference & Q&A**. Read the published date/time, venue, meeting link, instructions and existing official answers first.
2. When questions are open, choose the category, enter a clear question and submit using the confirmation shown. Do not include passwords or confidential evidence in a question intended for publication.
3. Secretariat: open Conference & Q&A in the staff menu. Enter Title, Date and time (WAT), Venue, HTTPS meeting link and Applicant instructions.
4. Tick Publish these conference details to applicants when authorised. Enable questions only for the open engagement milestone, then click **Save conference details**.
5. Filter Applicant questions by Awaiting publication, All questions or Published. Select a question and review its content.
6. Edit **Question for publication** to remove company names, emails and confidential details. Enter the Official answer. Click **Save draft** to keep it private.
7. When authorised, click **Publish response**, review the confirmation and confirm. Check the published result. Draft answers are not visible to applicants.

Current field limits: title 150, venue 300, meeting link 1,000, applicant instructions/question 4,000 and official answer 8,000 characters. Publication requires meaningful question and answer text.

58 Reports, audit and controlled configuration

AUTHORISED STAFF / AUDITOR / ADMINISTRATOR



Supplemental screenshot - earlier prepared local training state.

1. Open **Reports**. Choose the relevant report and filters, then generate/export the current view using the controls shown. Confirm the round, area and status before distributing it.
2. For an individual scored-stage report, use Download consolidated report inside that application. It contains evaluator totals, percentages, averages and comments; do not confuse it with a general register export.
3. Open **Audit trail** for recorded activity. Search/filter by the available action, actor, date or application fields and inspect the matching event details.
4. Use names, emails, application reference, area and timestamps together when investigating an issue. Do not identify a record only by a similar company name.
5. Administrator: open **Configuration** only for an authorised policy change. Review matrix versions, weights, thresholds and published state before saving or publishing a new configuration.
6. After a configuration change, check how affected pending assessments are handled. Preserve prior submitted results/history and follow the Assessment requirements updated workflow where a fresh review is required.

Matrix version/release information is administrative metadata. Evaluator/applicant instructions should focus on the approved criteria for their record.

Exported reports contain controlled application information. Store and share them only with authorised recipients.

59 Notifications: what to check

ALL USERS

1. Check the portal record first: application reference, current status, assigned name/email and recorded event time.
2. Check Inbox, Junk/Spam and any organisational quarantine. Use the correct registered email, not an unrelated company-contact address.
3. Authorised staff should inspect the notification queue/provider status and use an available retry control for a failed message. Avoid sending repeated notifications without checking the existing attempt.
4. If escalating, give support the reference, environment, role, time and notification type. Do not send passwords, verification codes or full bank credentials.

Event	Expected communication / verification
Registration email verification	Code to the entered account email; verify on the registration form.
Password recovery/setup	Time-limited link/code; never share it.
Reviewer/evaluator assignment	Assigned staff check email and My Desk.
Prequalification return	Applicant gets failed requirements, reason and deadline; verify the portal request.
Assessment returned to staff	Selected reviewer/evaluator checks the reason and reopened work.
Payment decision	Applicant checks approval/rejection and all affected allocations.
Stage progression	Relevant role checks My Desk and current workflow status.
Award outcome	After final ACE approval, outcome queue covers submitted applicants for the round/area.

Queued, sent and provider accepted are different from delivered to Inbox or read. The portal cannot infer that a person read an email simply because the provider accepted it.

NMDPRA-branded messages should still be checked against the correct portal address. The manual does not contain sample passwords or authentication codes.

60 Status dictionary and next action

ALL USERS

Status / message	Meaning and next action
Pending verification / Pending review	Evidence uploaded; prequalification review/final confirmation remains.
Awaiting Reviewer 1 / Reviewer 2	The named independent reviewer still has work to submit.
Awaiting Final Reviewer	Both independent reviews need the final prequalification decision.
Assigned / Under review	A review is allocated or in progress; it is not a final qualification.
Submitted (evaluator)	That staff assessment is locked pending consolidation or a formal return.
Awaiting Approval 1	Four scored submissions are ready for validation.
Awaiting Final Approval	Approval 1 has validated; separate final decision is due.
Qualified	That stage passed. Check the next gate; it does not mean awarded.
Not Qualified	That stage failed according to the recorded decision.
Returned for correction	Only authorised selected work/documents may be revised.
Payment verified	F&A approved the relevant receipt allocation; other gates remain.
Awaiting closing date	Qualification complete but award consideration is not yet open.
Licence issued	Authorised issuance completed; PDF download should be available.

Use the status text as well as colours. Green/completed and amber/pending styles help scanning but are not a substitute for the recorded wording.

If an overview label says Eligible role queue or uses old supervisor language, open the detailed workflow. Approval 1 and Final Approval are the technical/commercial approval roles; Final Reviewer is prequalification.

61 Troubleshooting: applicant tasks

APPLICANT

Problem	What to do
No company search match	Check spelling/RC; use manual registration with the certificate. Do not assume an outage means no registration exists.
Certificate upload rejected	Use a readable, unencrypted PDF under 8 MB; correct extension alone does not make a valid PDF.
JV cannot continue	Check minimum two unique companies, each CAC/RC and certificate, lead, JV name, agreement and declarations.
No verification email	Check account email and Spam; use latest code and the allowed resend action.
Continue is disabled	Check required fields/declarations, uploads and verified payment for that exact area.
Payment approved but not submitted	Return to Step 4 and seal the application.
Data room empty	Check qualification, terms, verified data fee and published catalogue for the selected area.
No invitation	Check all data-access prerequisites and contact Secretariat; do not create another application.
Lost unsent technical/commercial files	Stay on the selected application and select the files again; verify successful final submission.
Correction upload locked	Check the return request and existing deadline. Only selected failed items can be changed.
Licence download missing	Check ED/ACE, grant payment, publication and issuance; a paid fee alone is insufficient.

62 Troubleshooting: staff tasks

STAFF

Problem	What to do
No eligible reviewer available	Administrator checks active position roles, assignment, conflicts and scored-evaluator ACE authorisation.
Four submitted but pending	Open detailed stage: Awaiting Approval 1 means validation is next, not a fifth evaluator.
Cannot enter score/grade	Open/download all required evidence, then explicitly confirm review. Check assignment and submission lock.
Cannot approve	Review documents, download report, confirm review, add comments and check independence/stage.
Commercial package sealed	Technical final qualification for this application must be complete.
Scores seem inconsistent	Check matrix maximum/version and unrounded percentage. Do not compare old raw 60/40 totals to new 50/50 points.
One evaluator needs correction	Approval role selects that assessment; do not reassign a submitted record.
PDF does not open	Try Download, verify permissions/session and check the file. Do not score unreadable evidence as reviewed.
Previous scores disappear	Check saved draft first; record the reproduction steps and report it. Avoid overwriting with blanks.
Email not received	Check destination, event/queue status, provider result and Spam; provider acceptance is not inbox proof.
Issuance still locked	Inspect award publication, recommendation, ED/ACE and verified grant fee.
Wrong environment	Stop before any mutation; open the intended production/development address and recheck the account.

63 End-to-end completion checklist

ALL USERS

APPLICANT - correct company/JV and all CAC certificates saved; JV agreement uploaded; email verified; credentials created; profile Pending verification understood.

APPLICATION - exact LDZ/area selected; separate reference created; prequalification files complete; correct debit note; receipt verified; final declaration and sealed submission confirmed.

PREQUALIFICATION - Reviewer 1 and Reviewer 2 independently read and submit; Final Reviewer reviews consolidation, resolves differences and records outcome; any failed-document return remains within deadline.

DATA / DOCUMENTS - confidentiality accepted; data fee verified; catalogue accessible; invitation acknowledged; every technical/commercial PDF and premium offer uploaded; full document set sealed before close.

TECHNICAL - four independent scores submitted; each total/percentage and stage average visible; Approval 1 validation; separate Final Approval decision; correction loop completed where needed.

COMMERCIAL - four independent scores out of 50; separate premium minimum checked; Approval 1 then Final Approval; premium never added to points.

AWARD / LICENCE - round close and area consideration; recommendation; ED then ACE; publication; licence terms; grant fee verified; authorised issuance; applicant and staff PDF download checked.

CONTROL - each action on the correct environment/reference; no shared credentials; names/emails checked; required notifications and saved status reviewed; evidence and audit history retained.

64 Scope, evidence and known differences

REFERENCE

This manual is based on the application release available on 18 October 2026, current Razor page/service implementations, and browser captures of an isolated copy of that release. It describes how to operate the current workflow; it is not a certification of every live integration.

All screenshots are labelled TEST ONLY and were captured with training identities/prepared states. Some preserved legacy demonstration submissions use combined packages and older filenames. They illustrate navigation, not acceptable business evidence.

Authorised development test submissions and reviews were performed for the training company. No production records were changed. Award and licence decisions, and the correction/Not Qualified branch, were performed only in isolated local copies with external email disabled. The isolated correction scenario reuses the test registration and uploaded documents; it does not represent a second real company registration.

The detailed prequalification screen implements two independent reviewers and Final Reviewer. Some overview help text still mentions four evaluators/moderation or older queue terms. Those legacy labels are not instructions to add two more prequalification reviewers.

Some navigation and stored criterion titles still contain the words bid/bidding or Premium Bid Offer. Use the actual visible control to navigate. The manual does not claim all legacy wording has been removed.

Current scored matrices use 50 technical and 50 commercial points. Historical assessments retain their stored criteria/maxima. Reports normalise stage percentages for equal-stage combined weighting. Read each record's actual matrix and threshold.

Remita remains a test route requiring credentials and end-to-end provider verification. Exact provider-side expiry enforcement and live settlement were not demonstrated. Do not use the test instructions as authority for real Naira collection.

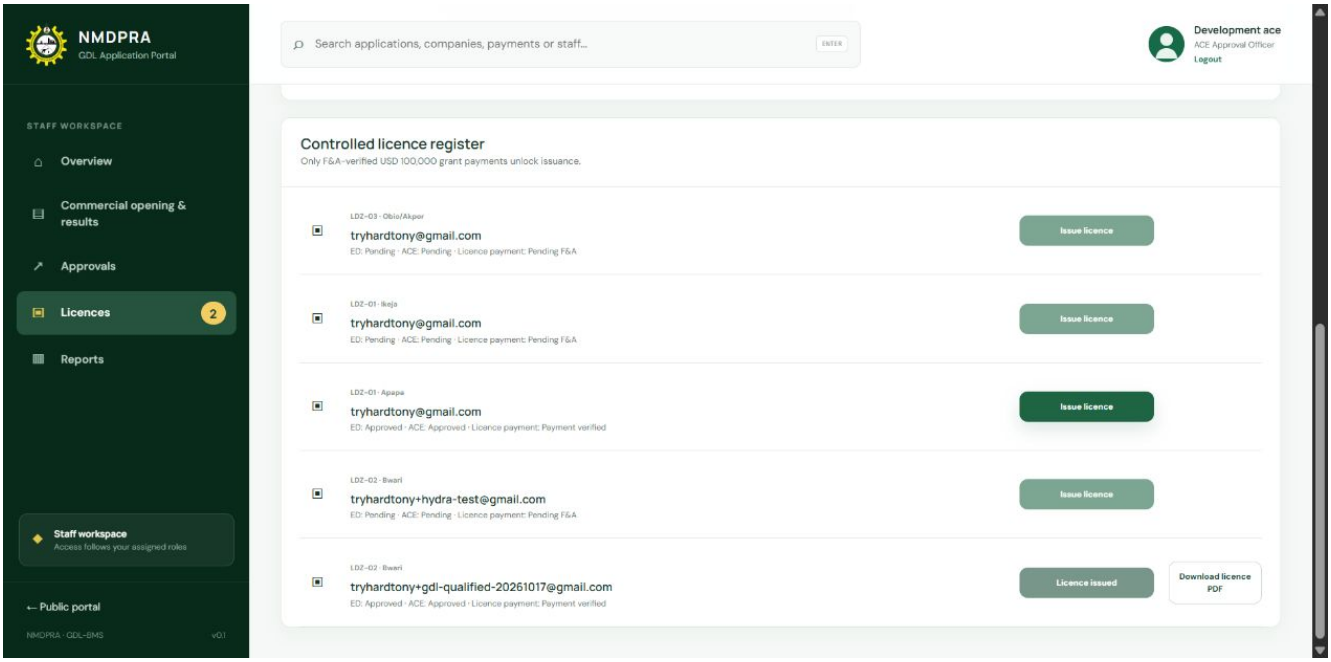
Screenshots show representative checkpoints, not every possible error dialog or every record state. Steps for consequential actions are checked against the implementation and intentionally stop short of changing live records.

Source areas checked: registration/login/profile; application selection and uploads; debit notes/receipts; prequalification panel and corrections; technical/commercial panel and reports; staff administration; completed reviews; approvals, rounds, catalogue, conferences, audit and licence PDF download.

For a problem, use the portal Contact support route. Include environment, role, application/area, expected action, exact error and time. Redact passwords, OTPs and sensitive payment information from screenshots.

65 Licence PDF download checkpoint

SCREEN REFERENCE



Authorised browser walkthrough - labelled test records; no genuine payment or licence.

The isolated licence was issued through the actual ACE action after ED/ACE approval, simulated F&A grant-payment verification and local award publication. The applicant opened Licence grant payment, refreshed status and used Download licence PDF. The user confirmed that the applicant PDF saved and opened with the correct training company, Bwari area and licence number. No live licence was issued.

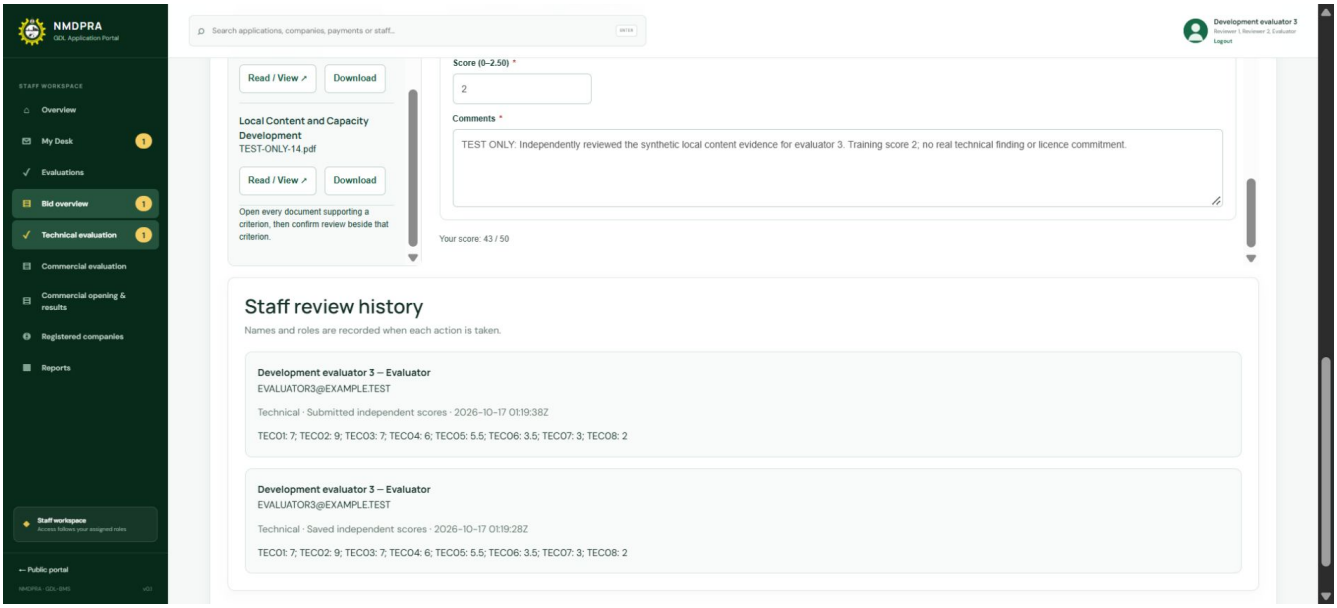
Locate the correct applicant and LDZ/area in the register. When that record is issued, Download licence PDF is available beside it. In a real workflow, complete all gates described in the issuance chapter before this state can be reached.

The page can also show other applications that remain locked. Their pending payment or approval labels do not apply to the issued record. Always read the row for the intended application.

For applicants, the equivalent control appears under Licence grant payment after the issued application is selected and the required terms are already accepted. Open the downloaded PDF from the browser download list and verify its application/licence details.

66 Worked example: four technical assessments

TECHNICAL / APPROVAL ROLES



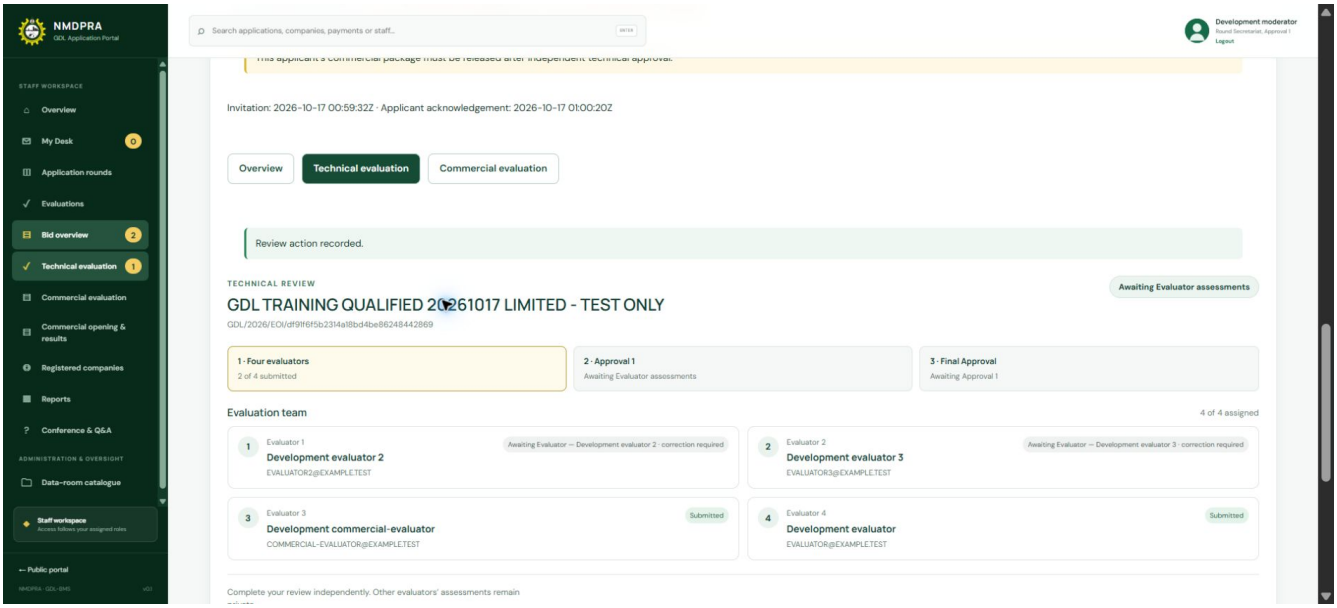
TEST ONLY - training screenshot. See chapter notes for context.

Independent evaluator	Total / 50	Percentage
Development evaluator	40	80%
Development commercial-evaluator	42	84%
Development evaluator 2	41	82%
Development evaluator 3	43	86%
Average: (40 + 42 + 41 + 43) / 4	41.5	83%

Each reviewer accessed the supporting documents, confirmed review, entered scores/comments and submitted separately. All four submissions were required before Awaiting Approval 1. The display uses the stored matrix; the table is a worked training example, not a production company score.

67 Worked example: return two technical assessments

APPROVAL 1 / EVALUATORS



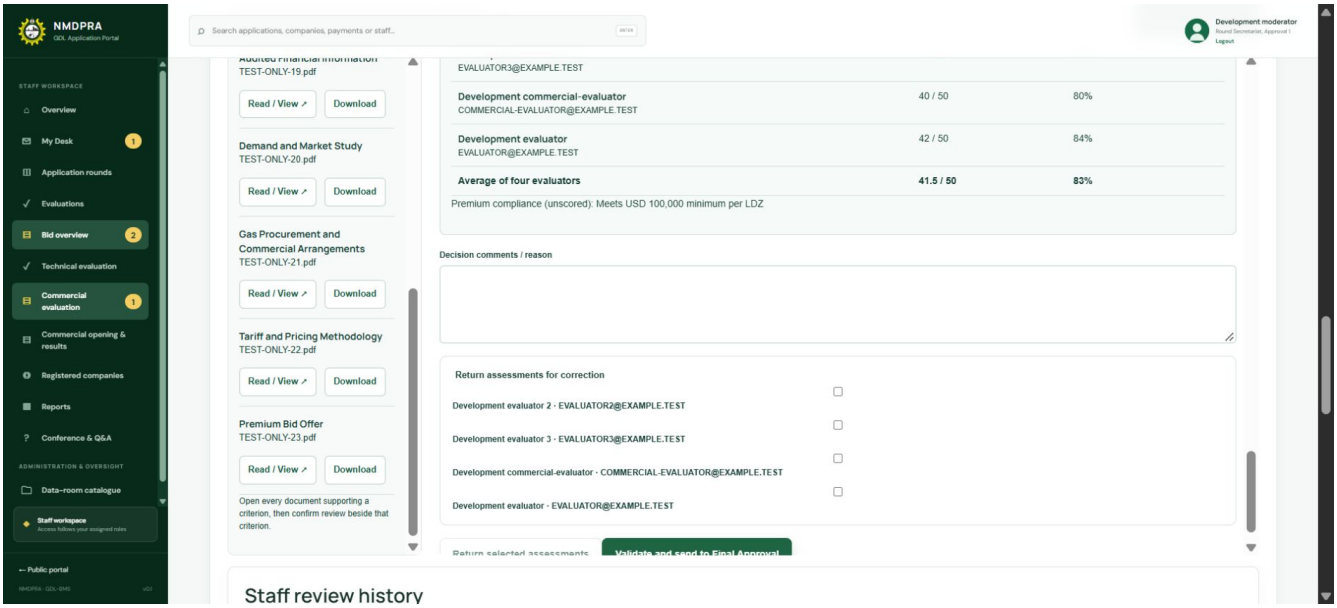
TEST ONLY - training screenshot. See chapter notes for context.

1. In Approval 1, select the two assessments needing correction and enter a specific reason. Confirm the return.
2. Check that only the selected two submissions reopen. The other two stay Submitted and locked.
3. Each returned evaluator opens the reason, checks the relevant evidence, edits the requested comments or scores, saves and resubmits.
4. Approval 1 rechecks the refreshed consolidation and validates before Final Approval.

In the walkthrough, evaluator 2 and evaluator 3 clarified TEC02 document references. Their totals stayed 41 and 43; the average remained 41.5/50. Unreturned submissions and unrelated findings were preserved. This is a correction of staff assessments, separate from returning failed prequalification documents to an applicant.

68 Worked example: commercial average and premium

COMMERCIAL / APPROVAL ROLES



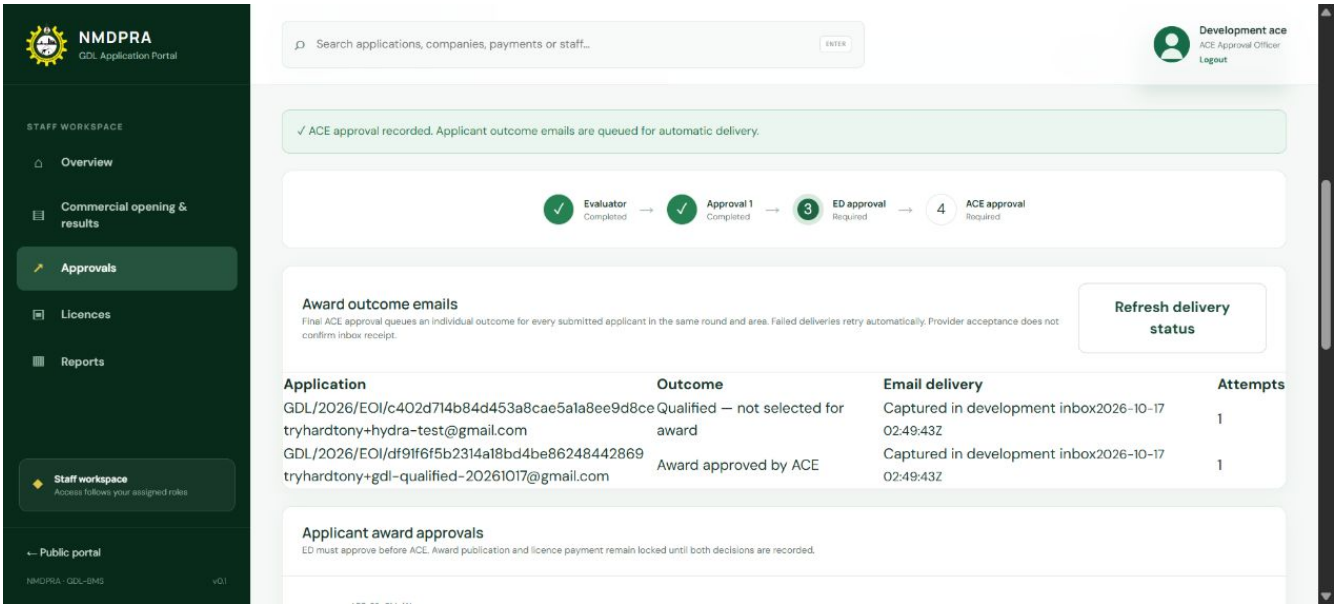
TEST ONLY - training screenshot. See chapter notes for context.

1. Check all four commercial submissions: 40, 42, 41 and 43 out of 50.
2. Calculate (40 + 42 + 41 + 43) / 4 = 41.5/50 = 83%.
3. Inspect each evaluator's separate premium amount and compliance result. All four recorded USD 100,000 and Meets minimum in this example.
4. Add technical 41.5/50 and commercial 41.5/50 to obtain 83/100. Do not add premium money to the score.
5. Approval 1 and Final Approval each review the evidence/report, confirm review, enter reasons and confirm the scored outcome.

The premium is a document-backed, unscored compliance check. A high point score cannot compensate for a below-minimum or unresolved premium. The example uses simulated assessments only.

69 Worked example: award outcomes are separate

ROUND SECRETARIAT / ED / ACE



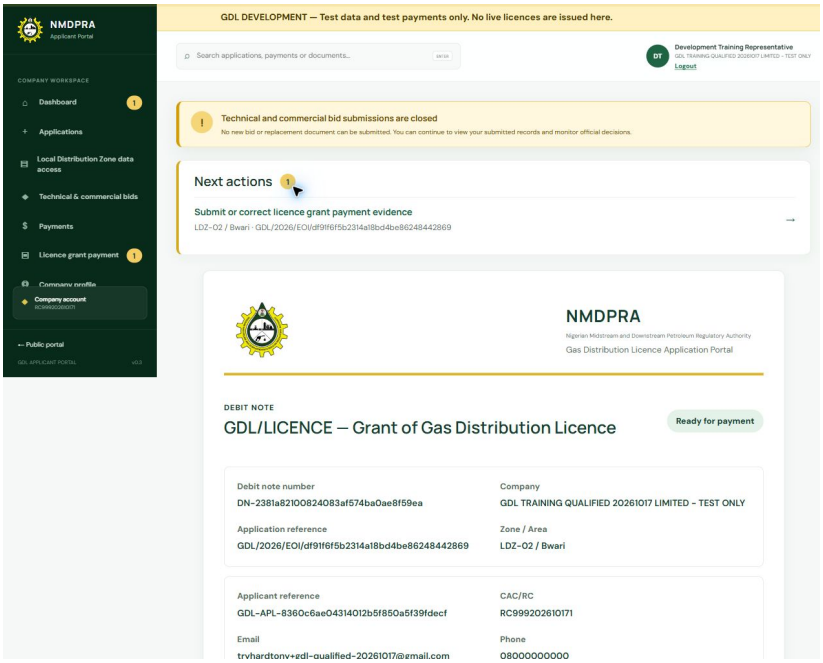
TEST ONLY - training screenshot. See chapter notes for context.

1. After the scheduled close and completed area reviews, compare qualified applicants within that area and record the recommendation with reasons.
2. ED reviews and approves first. ACE reviews independently after ED approval.
3. Inspect outcome notifications for each submitted applicant in the same round/area.
4. Distinguish Qualified but not selected for award from Not Qualified at evaluation. Both outcomes can prevent a licence, but their reasons and preceding review history differ.

The isolated Bwari exercise recommended the training applicant with 83/100. The copied HYDRA training scenario was Qualified - not selected for award. Notifications were captured locally; no external recipient inbox delivery was claimed. A second isolated scenario later demonstrates terminal prequalification Not Qualified.

70 Worked example: inspect the generated licence note

APPLICANT



TEST ONLY - training screenshot. See chapter notes for context.

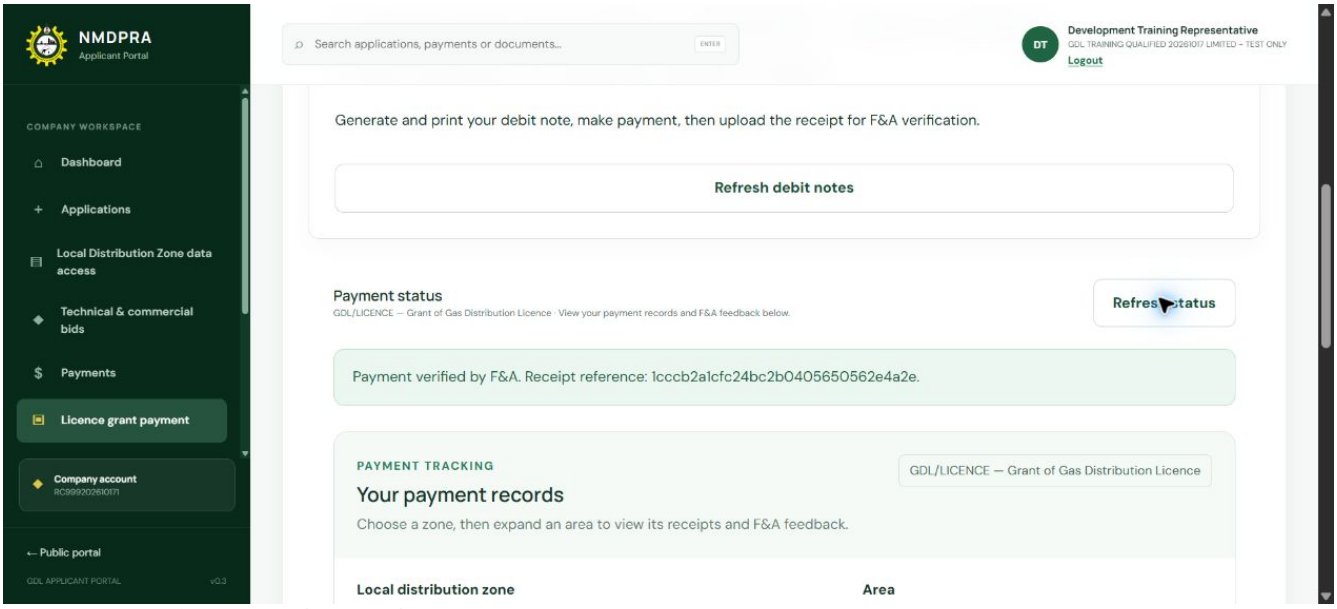
1. Open Licence grant payment for the correct application after ED/ACE approval. Accept terms only when authorised to accept them.
2. Click Generate debit note, then Open and print debit note.
3. Check company name, applicant reference, CAC/RC, email, phone, address, application reference and LDZ/area.
4. Check GDL/LICENCE, USD 100,000.00, the issue date/time, beneficiary, bank name, account number and payment reference.
5. Use Print / Save as PDF and retain the note. A debit note is not a receipt. Make genuine payment only to approved configured details in a real workflow.

This screenshot uses dummy bank details ending in a zero-only account and says DO NOT PAY. Do not reuse them for business payments. The applicant generates the note; Finance verifies uploaded settlement evidence afterwards.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

71 Worked example: payment verified before issuance

APPLICANT / F&A / ACE



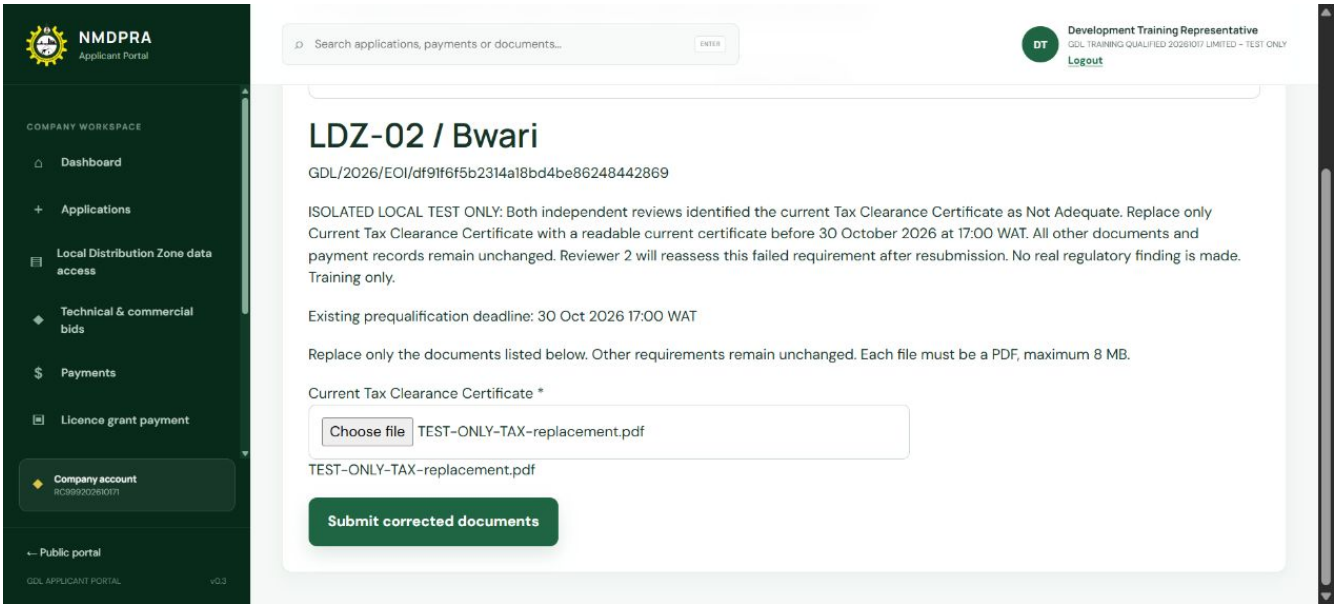
TEST ONLY - training screenshot. See chapter notes for context.

1. Upload the receipt against the selected licence application and exact total; check the confirmation before proceeding.
2. Finance opens the exact receipt, checks actual settlement in a real workflow, the amount/reference/date and every allocation, and records a decision note.
3. After Finance approval, click Refresh status in the applicant payment page.
4. Verify Payment verified by F&A before treating the payment gate as cleared.
5. An authorised issuer still checks award publication, ED/ACE and all remaining issuance prerequisites.

The test receipt explicitly says NO MONEY PAID. Finance's note records the simulation. The test applicant saw Payment verified before the licence was issued; it did not need to wait for issuance to see the correct payment status.

72 Correction example: applicant sees one returned file

APPLICANT



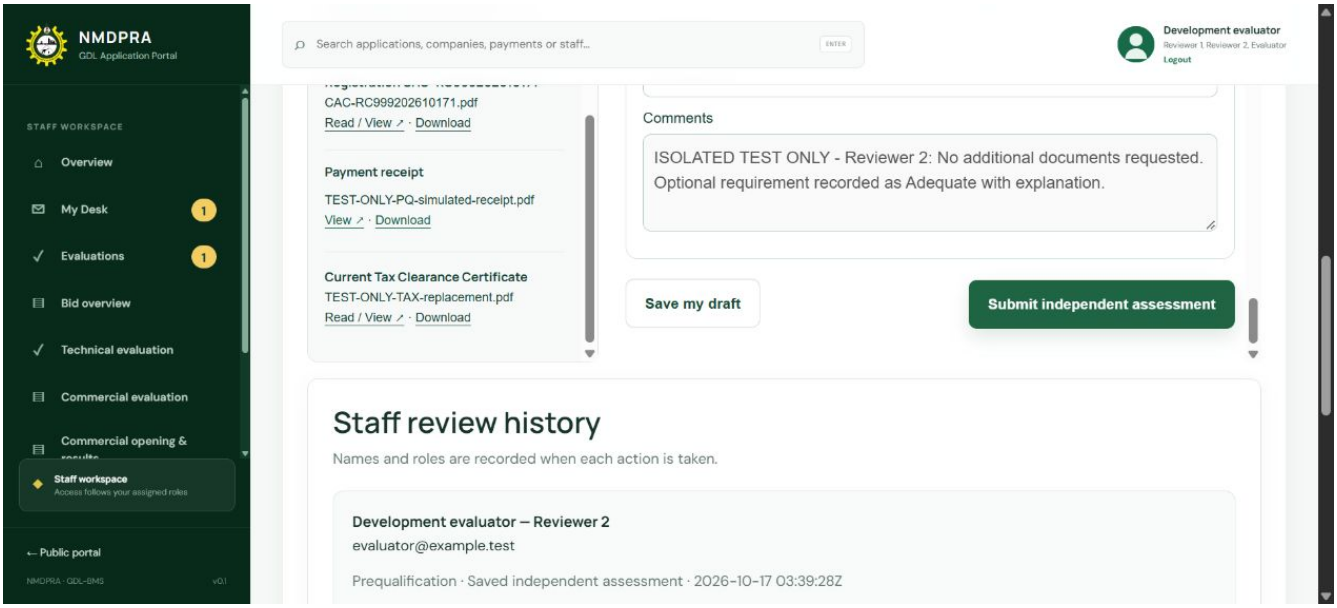
TEST ONLY - training screenshot. See chapter notes for context.

1. Sign in to the company account and click Prequalification corrections.
2. Check the application reference, LDZ/area, final-reviewer reason and existing deadline.
3. Only the returned Current Tax Clearance Certificate upload is offered in this example. Select the replacement PDF, maximum 8 MB.
4. Verify the replacement filename, then click Submit corrected documents.
5. Wait for Corrections submitted to the selected reviewer. Do not replace unaffected files or create another payment.

This branch reuses a labelled test company in a separate isolated local copy. The replacement was deliberately insufficient so the subsequent Not Qualified route could be tested. In real activity, upload the actual current certificate requested by the review.

73 Correction example: selected reassessment only

ASSIGNED PREQUALIFICATION REVIEWER



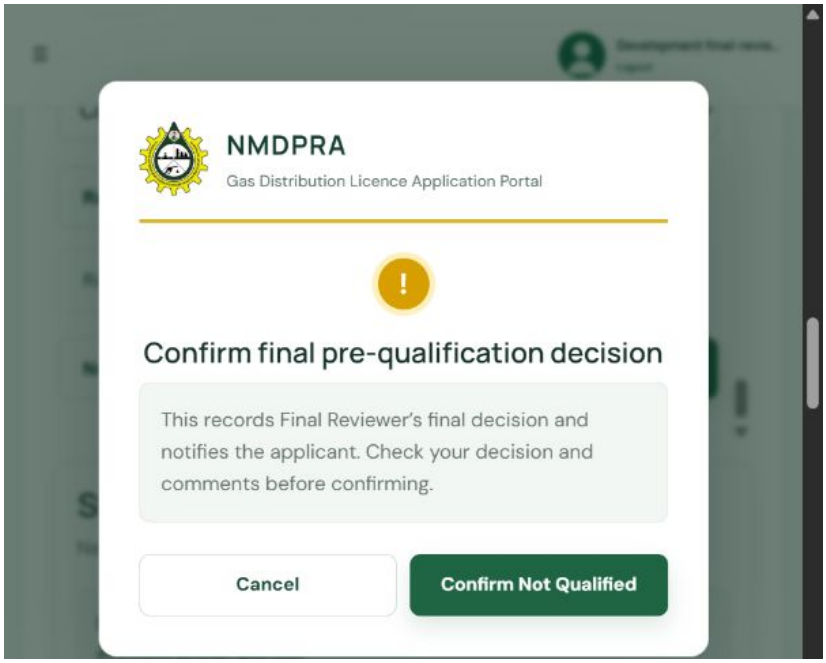
TEST ONLY - training screenshot. See chapter notes for context.

1. Open the returned item from My Desk and read the correction reason.
2. Check the seven unchanged Adequate findings: they remain present and locked. Tax clearance alone is reset to Not reviewed.
3. Download or Read/View the new tax-file version and explicitly confirm review. Prior access to the replaced version does not unlock the new version.
4. Grade the returned requirement and record a reason referencing the new document. Save and submit.
5. Check that the correction becomes Reviewed and the application returns to Awaiting Final Reviewer.

Preservation checks confirmed Reviewer 1's entire submitted assessment was unchanged, Reviewer 2's other seven findings were identical, only the tax PDF changed, and payment verification remained true. The browser exercise also exposed and fixed applicant-session checking on correction submission; 96 panel checks passed.

74 Correction example: final unsuccessful decision

FINAL REVIEWER



TEST ONLY - training screenshot. See chapter notes for context.

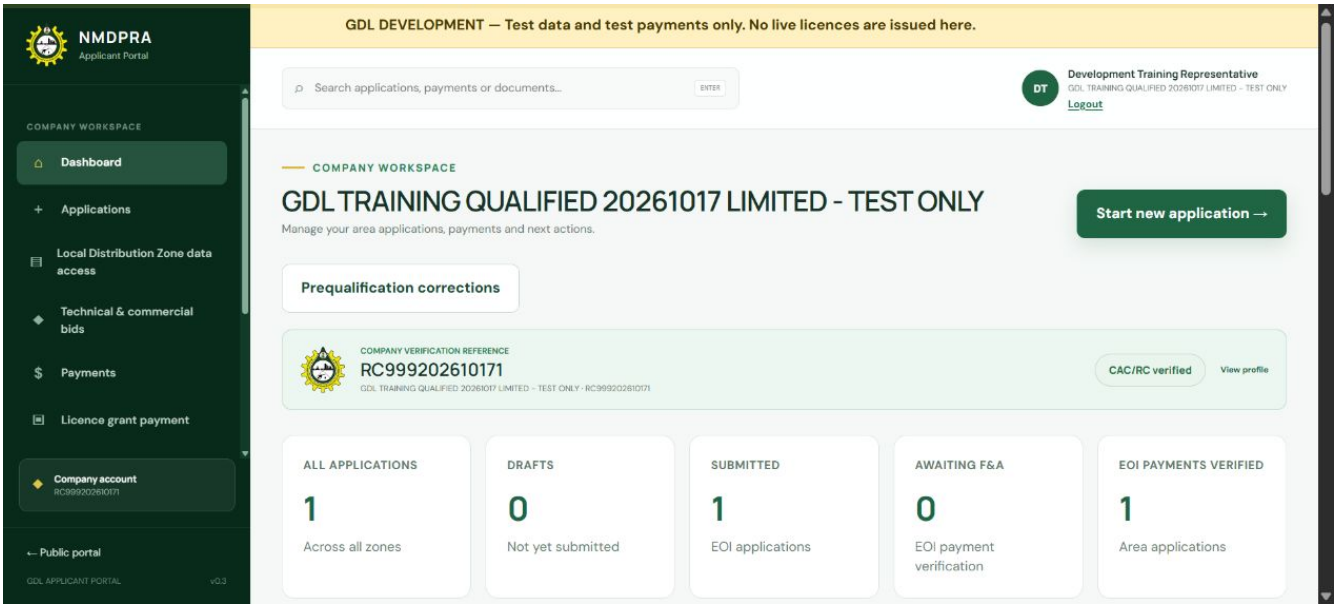
1. Open the reassessed application from My Desk. Review both independent assessments, the replacement document and the latest consolidated report.
2. Access the required document set and report and confirm review again for the updated evidence.
3. Check the final criterion results and record the specific final reason. Do not disqualify automatically merely because a document was returned.
4. If the requirement remains unsatisfied under the approved criteria, click Not Qualified and review the final confirmation.
5. Click Confirm Not Qualified only when authorised. Check the saved final outcome and notification status.

In this isolated training branch, the intentionally insufficient replacement remained Not Adequate. Final Reviewer recorded Not Qualified with the correction history and original evidence retained. This is not a real regulatory decision.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

75 Not Qualified: applicant outcome and retained payment

APPLICANT

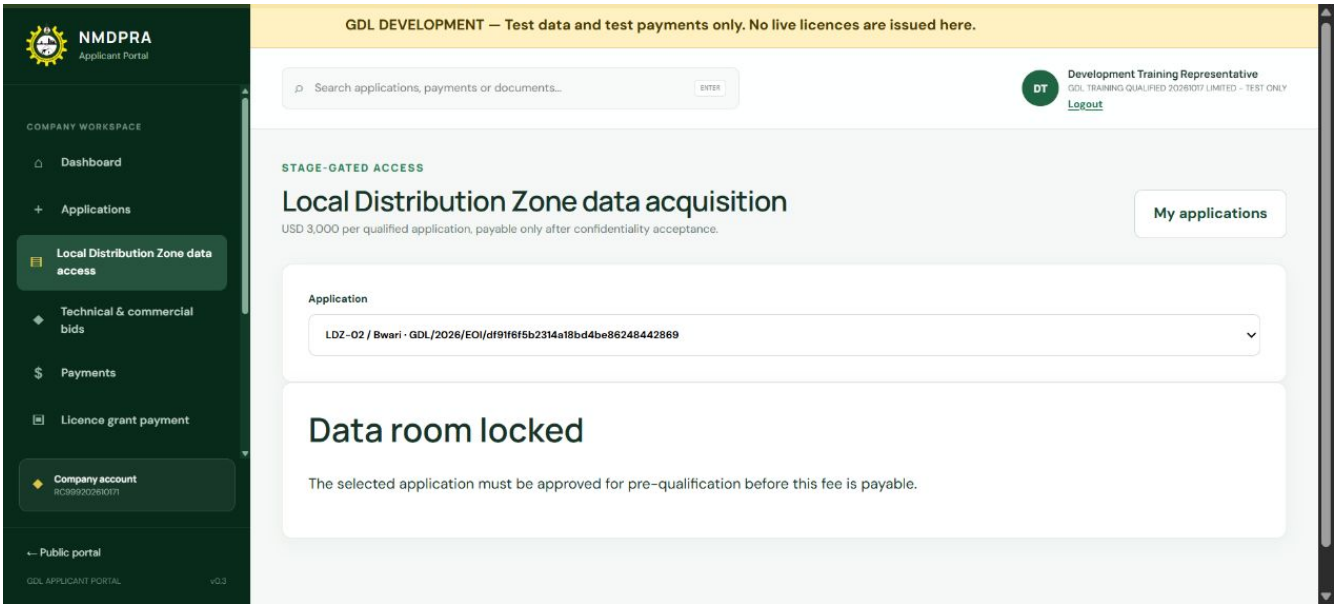


TEST ONLY - training screenshot. See chapter notes for context.

1. Open Dashboard and select the correct LDZ/area application.
2. Read Pre-qualification not successful and the recorded Not qualified decision and reason.
3. Check the decision date/time and retain the application reference for any authorised enquiry.
4. Your earlier verified application payment and submitted records remain visible; a failed outcome does not erase their history.
5. Do not start downstream payments or assume a resubmission is allowed. Follow a current authorised correction request or the official guidance.

76 Not Qualified: downstream access remains blocked

APPLICANT / SUPPORT



TEST ONLY - training screenshot. See chapter notes for context.

1. Open Local Distribution Zone data access. The failed application shows Data room locked because prequalification must pass.
2. Open Technical & commercial bids. Eligibility checks block document submission without prequalification and the later prerequisites.
3. Open Licence grant payment. The failed application is not eligible; the page states This application is not qualified.
4. Do not try another route, old payment reference or duplicate application to bypass the failed result. Contact authorised support using the recorded reference.

These three gates were checked in the browser after the local final decision. No new data fee, sealed technical/commercial package or licence was released for the failed application.

77 Do and do not: documents, scores and decisions

ALL USERS

Do	Do not
Check the selected application, LDZ/area and environment before every action.	Apply a receipt, document or decision to a similar-looking but different area.
Open each required supporting file and confirm review before grading.	Treat a click as proof of reading, or score evidence you could not inspect.
Save drafts and check successful submission/lock messages.	Assume unsaved text or selected files survive reloads and sign-outs.
Use formal selected-assessment or selected-document correction actions.	Overwrite submitted work, unrelated documents or another reviewer's findings.
Give specific, evidence-based reasons and respect the existing deadline.	Record a real eligibility decision from the synthetic examples in this guide.
Check exact stage maxima, percentages, average and separate premium result.	Add monetary premium offers to point scores or average inconsistent offers.
Use genuine bank settlement checks and approved payment details in real activity.	Use dummy accounts, test receipts or an untested Remita route for real collections.
Keep test passwords and keys in private configuration/access records.	Publish credentials, OTPs or API keys in screenshots, source control or a shared manual.

78 Training access and environment checklist

TRAINING COORDINATOR / ALL USERS

Production-named testing site: https://nmdpra-gdl.azurewebsites.net. Use your authorised training account, TEST ONLY applications and no real funds. No passwords are included.

Development staff login: https://nmdpra-gdl-dev.azurewebsites.net/staff/login. Test identities are listed in the separately supplied private access guide. Test account availability and roles must be verified by the coordinator before a session.

Applicant test identity: tryhardtony+gdl-qualified-20261017@gmail.com. The qualified/licensed and Not Qualified screenshots show this labelled identity in separate isolated copies; they are not simultaneous outcomes in one live application.

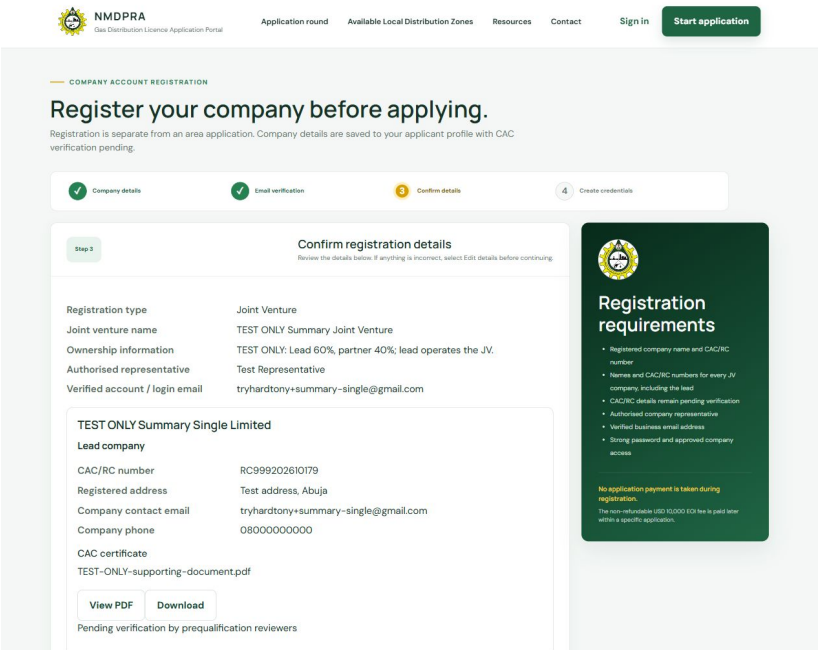
Private test passwords are deliberately excluded from this shared guide and its Git copy. The coordinator supplies the private access guide through an approved channel.

In the original release, refresh/new tab could lose the circuit-scoped applicant session. A protected session-restoration fix was first tested in the isolated localhost:5225 copy and is now integrated into the main local source; confirm the target environment has the updated release. Use separate browser sessions for staff and applicant training and check the displayed identity after switching. Do not infer applicant ownership from the staff cookie.

Required tools: a supported browser, PDF viewer, reliable inbox access for verification codes, readable genuine PDFs and the approved evaluation guidelines. Training demonstrations use clearly labelled replacements and simulate payments.

79 Joint Venture: confirm every member and agreement

JOINT VENTURE APPLICANT



TEST ONLY - training screenshot. See chapter notes for context.

1. At Confirm details, read the JV name, ownership summary, representative and verified login email.
2. Review each listed member separately, including the lead designation, registered name, CAC/RC, address, company email and phone.
3. For every member, use View PDF and Download to inspect its own CAC certificate. Each certificate remains Pending verification by prequalification reviewers.
4. Inspect the separately listed Joint Venture Agreement with View PDF and Download; its status is Pending review.
5. If any member, lead designation, company detail or file is wrong, click Edit details, correct the relevant item and return to Confirm details. Previously entered correct details are retained.
6. Only after checking all members and the agreement should the authorised representative confirm the registration details and continue to credential creation.

Captured during the actual local browser verification of the detailed registration-summary component. The test partner address was edited and retained in this summary. The screenshot is a labelled training JV, not a production registration.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

80 Bwari walkthrough: completed local example and boundaries

TEST ONLY | ALL USERS

1. Use this worked example alongside the earlier operating chapters. It records the completed local single-company walkthrough, not another production application or a second live award.
2. Registration through commercial qualification used localhost:5201. Award through licence download used a separate isolated copy on localhost:5225 with a closed test schedule and external email disabled.
3. Check the company, application reference and LDZ/area at every transition. The earlier training account in this manual is a different identity; do not use its email for this example.
4. All receipts, bank details and licence specimens in this example are simulated. No genuine payment, production licence issuance or deployment was performed to update this manual.

Company: GDL LOCAL SINGLE WALKTHROUGH 20261017 LIMITED - TEST ONLY. **CAC/RC:** RC9992026101701.

Applicant login email: tryhardtony+gdl-local-single-20261017@gmail.com. Use the password created for this account; passwords and verification codes are excluded from this shared guide.

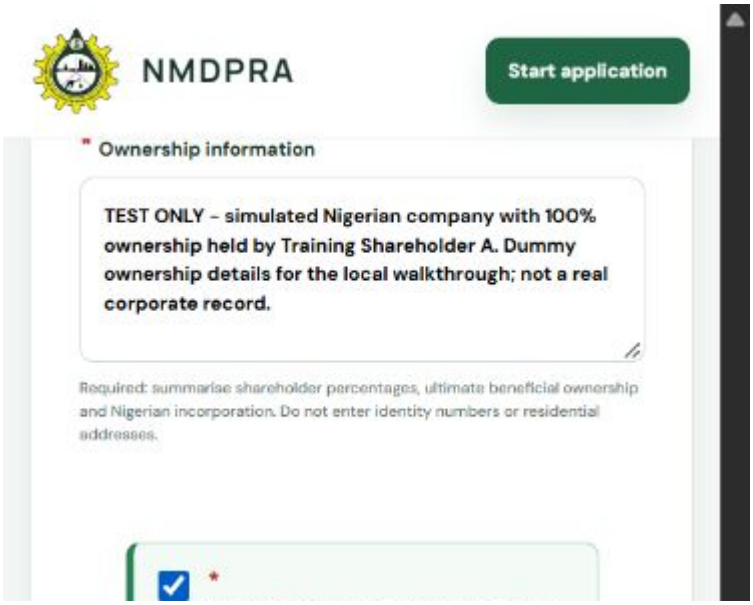
Application: GDL/2026/EOI/b2a13950faa84493871119d910314f28. **Selection:** LDZ-02 / Bwari.

Final test result: technical 41.5/50 plus commercial 41.5/50 = 83/100. Premium USD 100,000 is separate and unscored. Licence GDL/LDZ-02/2026/5ee6fbed9eda46e692b740a14f7d423d.

Evidence legend: screenshots show captured browser states; the narrative records verified steps between captures. Native PDF saving/opening was confirmed by the user. A rendered same-generator PDF was also inspected. These checks do not certify real bank settlement or live service behaviour.

81 Bwari walkthrough: save the single company

TEST ONLY | APPLICANT



TEST ONLY - training screenshot. See chapter notes for context.

1. Open Register company and choose Single company. Search by company name or CAC/RC; if there is no correct match, choose manual registration.
2. Enter the TEST ONLY registered name, RC9992026101701, address, contact email and phone. Attach the labelled test CAC certificate PDF.
3. Click Save company and check the saved company card. Confirm the certificate remains Pending verification; a saved card is not a qualification decision.
4. Complete the ownership and incorporation declarations and click Continue.

Local company search in this run used existing portal records; an external company-search service was not configured. This run therefore does not prove external CAC/RC lookup.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

82 Bwari walkthrough: verify the representative email

TEST ONLY | APPLICANT



TEST ONLY - training screenshot. See chapter notes for context.

1. Enter Local Training Representative - TEST ONLY and the local-single account email. Request a verification code.
2. For this local test, obtain the code from the development inbox, enter it and click Verify email. Do not publish or share the code.
3. Check Verified and the authorised-representative declaration. Continue only after the exact account email is verified.

No external email was sent in this local run. Code expiry, incorrect-attempt limits and resend invalidation were not exercised here; follow the main verification chapter for those controls.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

83 Bwari walkthrough: review details and the certificate

TEST ONLY | APPLICANT



TEST ONLY - training screenshot. See chapter notes for context.

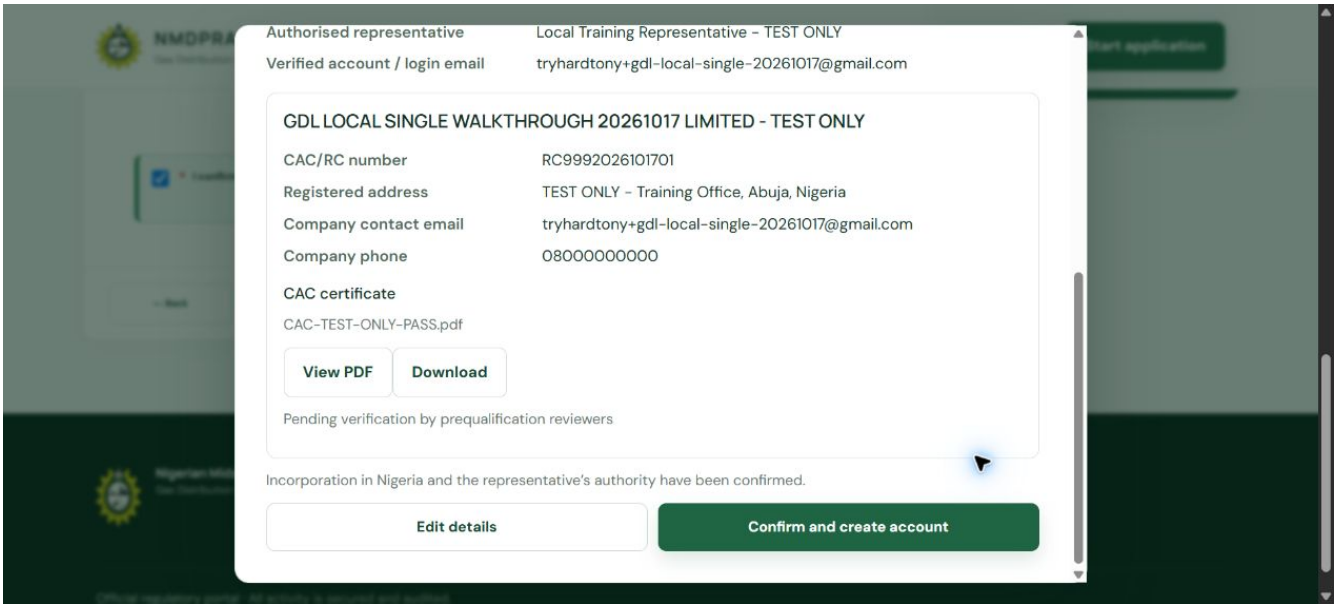
1. At Confirm details, compare the saved company name, CAC/RC, address, contacts, ownership information, representative and verified login email with the source details.
2. Click View PDF for the CAC certificate and check readable pages. Click Download, save and open the file; the user confirmed the test certificate saved and opened correctly.
3. If any field or file is wrong, use Edit details, correct it and return to the summary. Do not confirm incorrect data.
4. Confirm the details and continue to Create credentials.

A blank local PDF preview was corrected and retested during the walkthrough. The displayed certificate still remained Pending verification.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

84 Bwari walkthrough: create credentials and review the prompt

TEST ONLY | APPLICANT



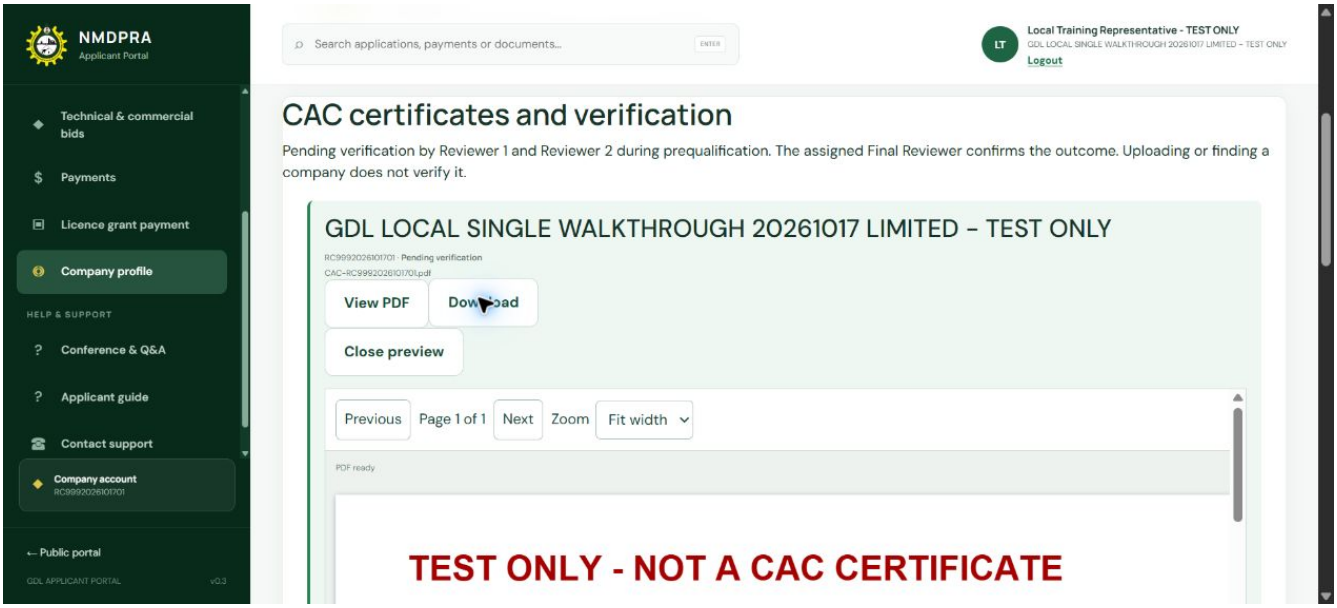
TEST ONLY - training screenshot. See chapter notes for context.

1. At Create credentials, check the read-only verified email. Enter and confirm the password privately and meet every requirement displayed on the form.
2. Tick the required declaration and click Create company account to open the confirmation. Review every displayed company and representative value again.
3. Use View PDF or Download in the prompt to check the attached certificate. Use Edit details to correct a mistake before creation.
4. Only after authorisation, click Confirm and create account. Wait for the success screen; do not repeatedly submit if the response is slow.

Passwords are never shown in this manual. Account creation does not create an LDZ application or qualify the company.

85 Bwari walkthrough: sign in and inspect the company profile

TEST ONLY | APPLICANT

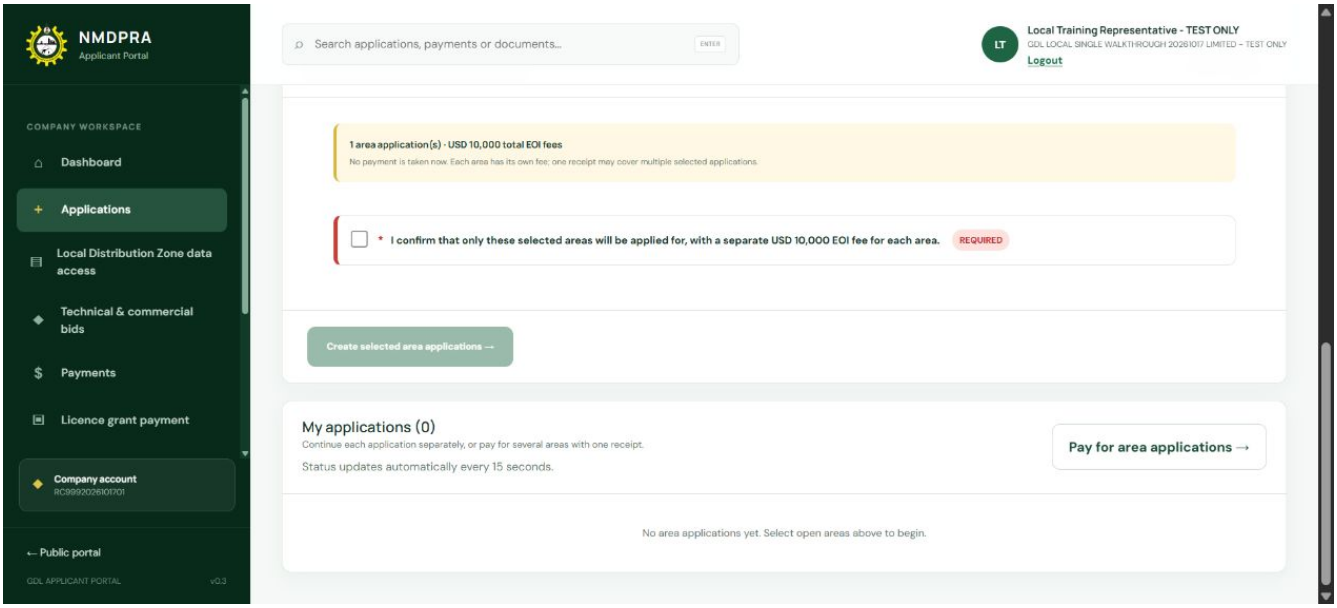


TEST ONLY - training screenshot. See chapter notes for context.

1. From the registration success screen, open applicant login. Enter the local-single email and the password created for that account, then click Sign in securely.
2. Confirm the dashboard belongs to the expected TEST ONLY company. Open Company profile and compare the saved name, CAC/RC and contact details.
3. Use CAC View PDF and Download. Open the saved certificate and check RC9992026101701; both viewing and the saved file were checked in this run.
4. Return to Applications without editing the saved profile.

86 Bwari walkthrough: select Bwari and check fees

TEST ONLY | APPLICANT

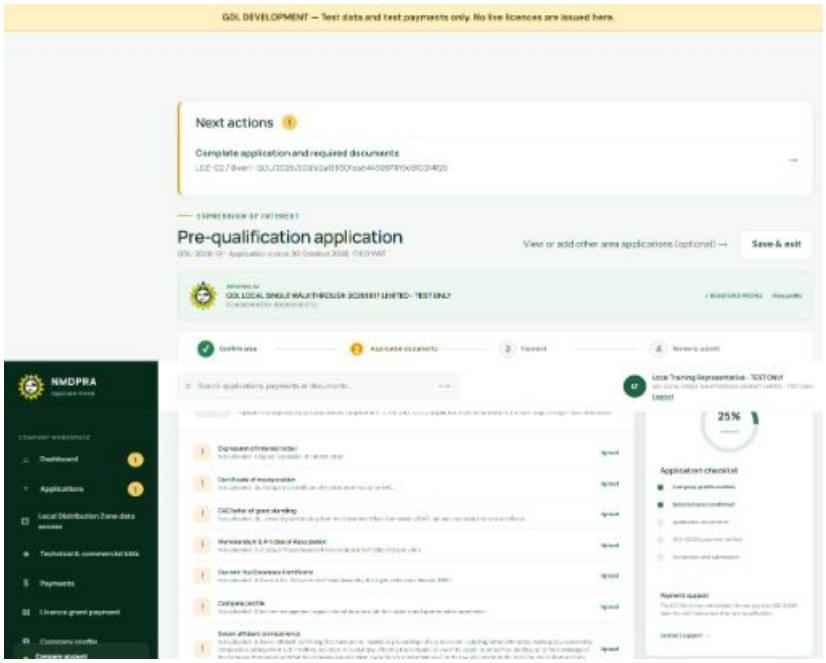


TEST ONLY - training screenshot. See chapter notes for context.

1. Open Applications, locate LDZ-02 and select Bwari only. Check the selection summary; do not accidentally include another area.
2. Review the displayed prequalification fee of USD 10,000 for the single selected area. Later data and licence fees are separate stages.
3. Read and confirm the selection declaration, then create the single area application when authorised.
4. Check the success result and retain the application reference ending b2a13950faa84493871119d910314f28.

87 Bwari walkthrough: open the application and document list

TEST ONLY | APPLICANT



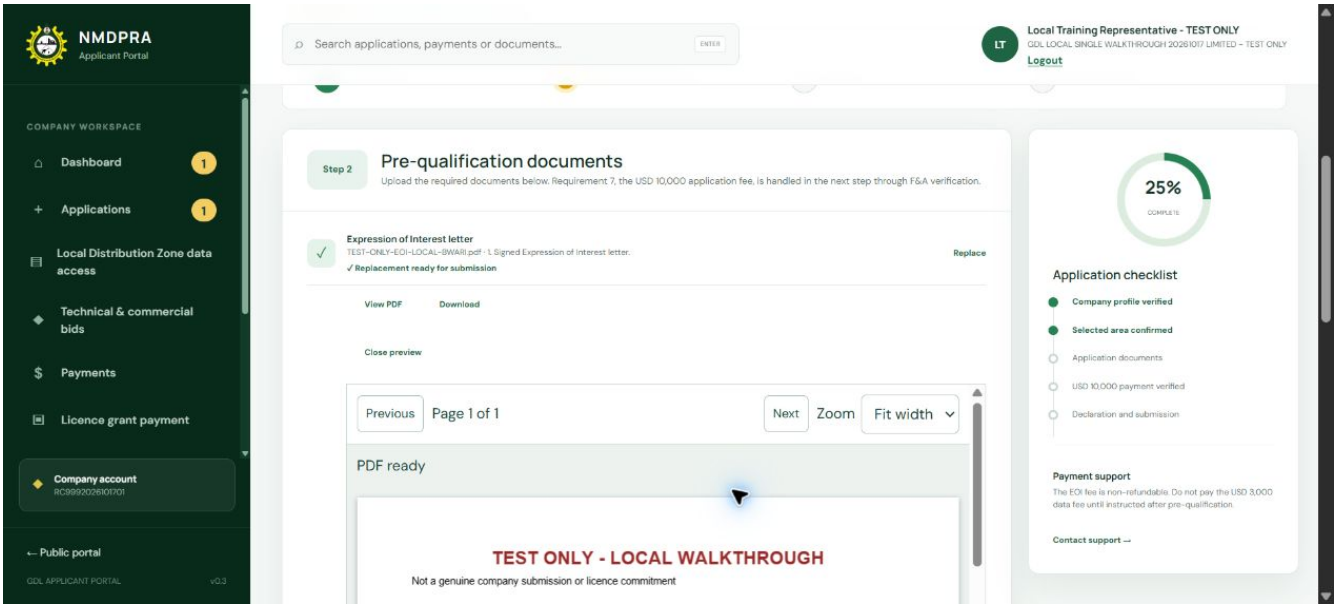
TEST ONLY - training screenshot. See chapter notes for context.

1. Click Continue application for the Bwari record. At Step 1, check the company and Bwari-only selection and confirm the declaration.
2. Open Step 2: Application documents. Read the required-document list and each upload limit before choosing a file.
3. Prepare a separate readable TEST ONLY PDF for each requirement. Registration CAC storage does not remove a requirement shown in the application document list.
4. After each upload, wait for the stored filename, then test View PDF and Download before moving to the next requirement.

The screenshot above is an excerpt. The sequential detailed captures at the end preserve the full screen, including fields below the fold. Zoom the PDF when reading dense screen text.

88 Bwari walkthrough: upload Expression of Interest letter

TEST ONLY | APPLICANT



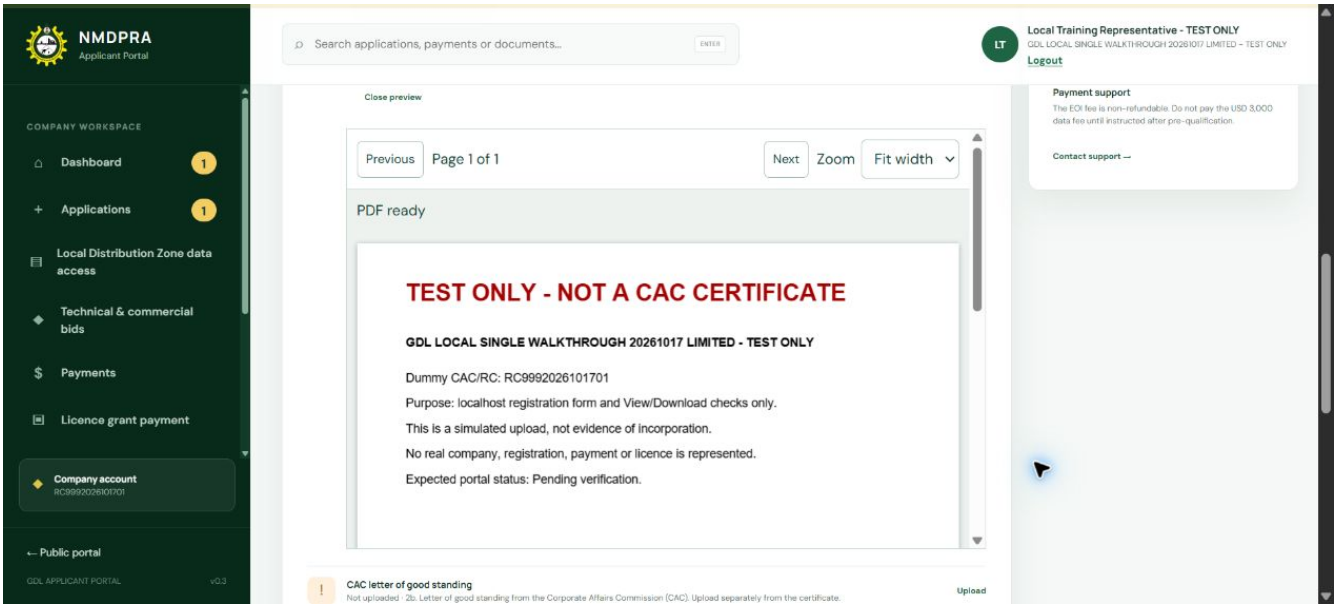
TEST ONLY - training screenshot. See chapter notes for context.

1. On Step 2, use the upload control for Expression of Interest letter. Choose the corresponding TEST ONLY PDF and wait for validation and the saved filename.
2. Click View PDF. Confirm the letter identifies the test company and intended application/area. The local View/Download issue was fixed and both actions were retested.
3. Click Download, save the file and open it in a PDF viewer. The user confirmed the saved document opened correctly during this local walkthrough.
4. Return to the document list and check earlier uploaded files remain present. Continue only when this requirement is complete.

If upload fails, read the specific on-screen cause and repair that issue before retrying. Check format, size and readability; do not rename an unrelated file to make it appear compliant.

89 Bwari walkthrough: upload Certificate of Incorporation

TEST ONLY | APPLICANT



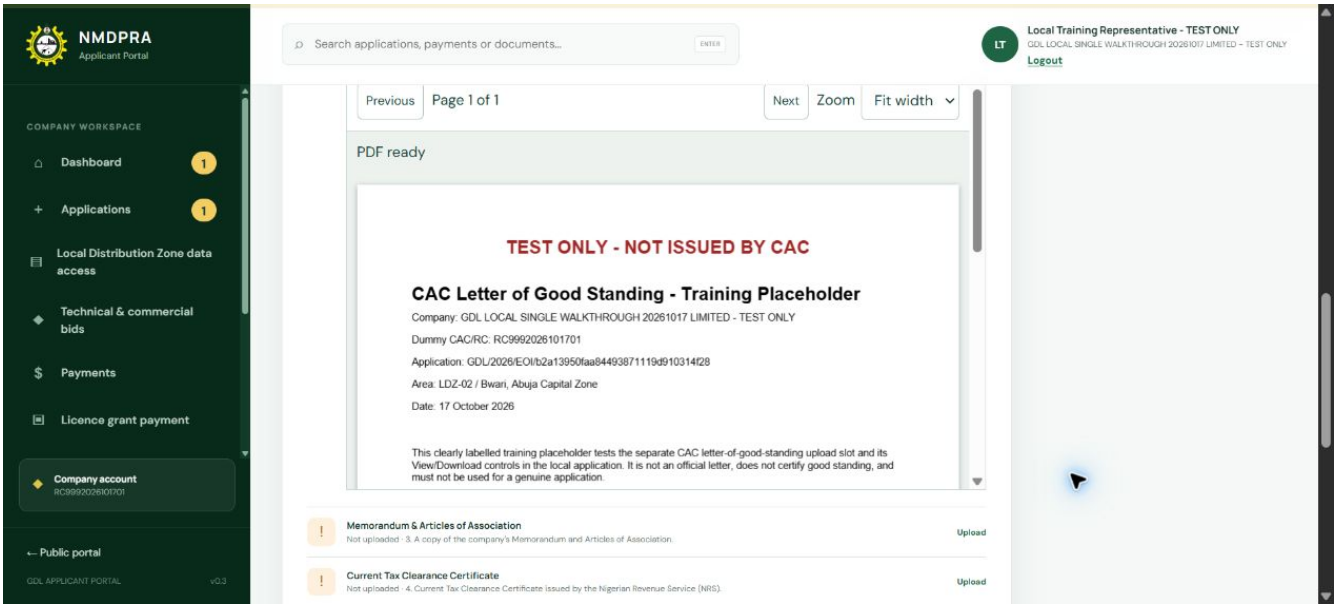
TEST ONLY - training screenshot. See chapter notes for context.

1. On Step 2, use the upload control for Certificate of Incorporation. Choose the corresponding TEST ONLY PDF and wait for validation and the saved filename.
2. Click View PDF. Confirm the certificate belongs to this company and shows RC9992026101701.
3. Click Download, save the file and open it in a PDF viewer. The user confirmed the saved document opened correctly during this local walkthrough.
4. Return to the document list and check earlier uploaded files remain present. Continue only when this requirement is complete.

If upload fails, read the specific on-screen cause and repair that issue before retrying. Check format, size and readability; do not rename an unrelated file to make it appear compliant.

90 Bwari walkthrough: upload CAC letter of good standing

TEST ONLY | APPLICANT



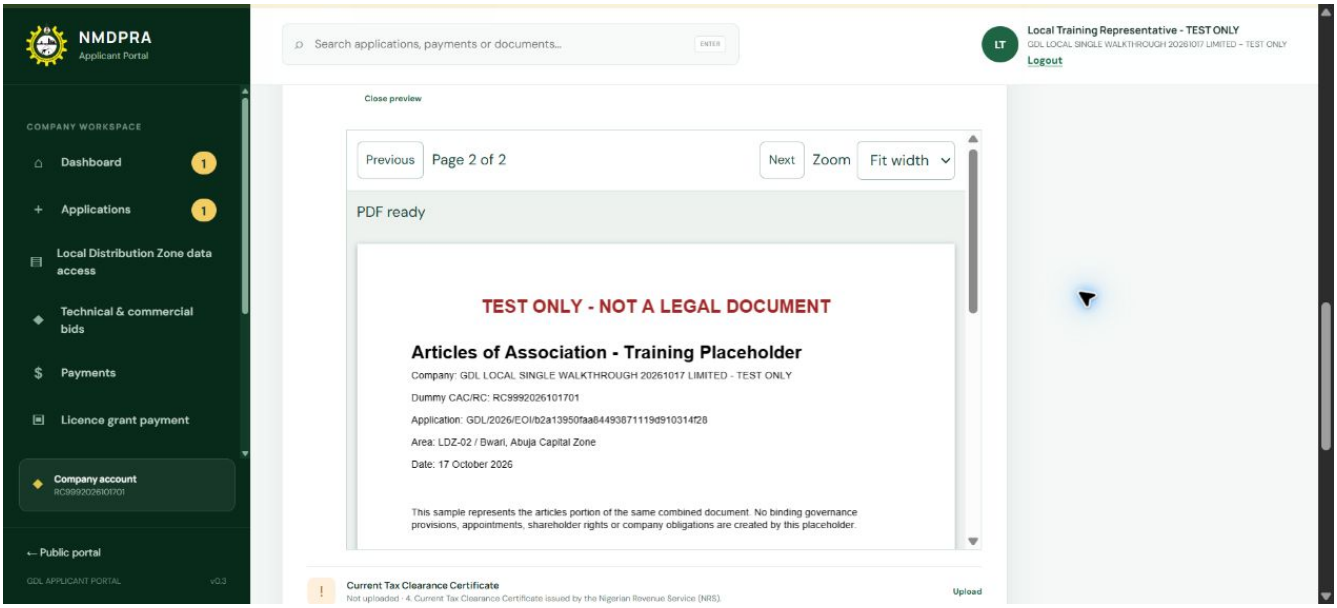
TEST ONLY - training screenshot. See chapter notes for context.

1. On Step 2, use the upload control for CAC letter of good standing. Choose the corresponding TEST ONLY PDF and wait for validation and the saved filename.
2. Click View PDF. Confirm the selected file is the good-standing letter, not a duplicate of the incorporation certificate.
3. Click Download, save the file and open it in a PDF viewer. The user confirmed the saved document opened correctly during this local walkthrough.
4. Return to the document list and check earlier uploaded files remain present. Continue only when this requirement is complete.

If upload fails, read the specific on-screen cause and repair that issue before retrying. Check format, size and readability; do not rename an unrelated file to make it appear compliant.

91 Bwari walkthrough: upload Memorandum and Articles

TEST ONLY | APPLICANT



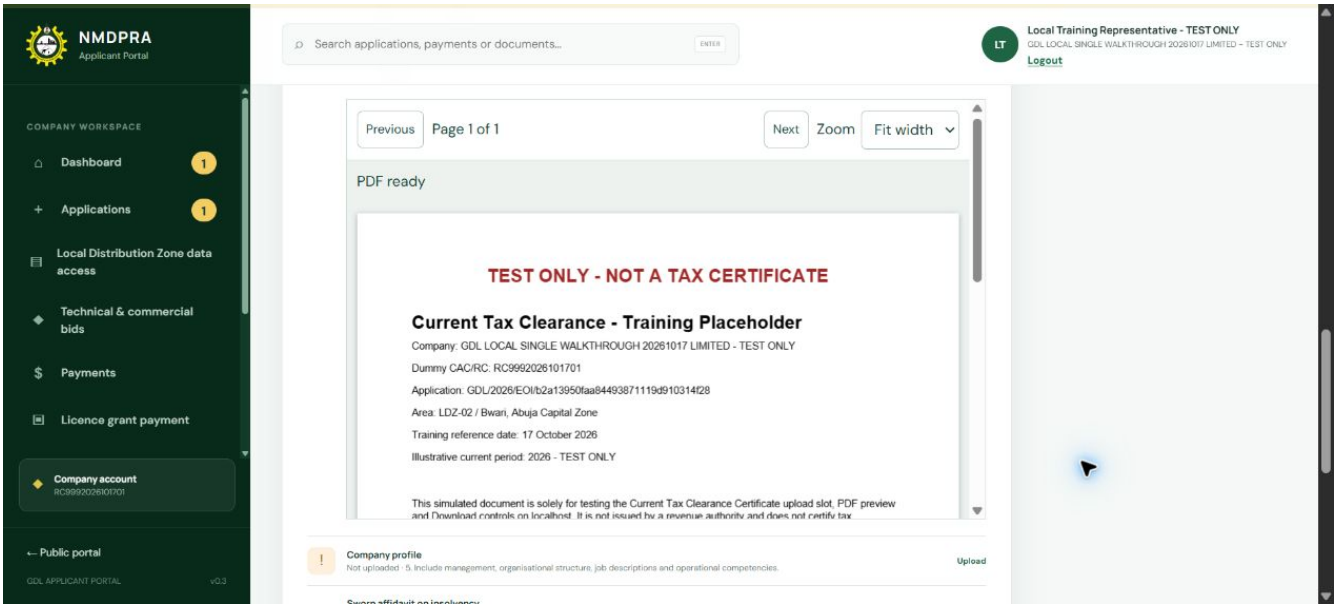
TEST ONLY - training screenshot. See chapter notes for context.

1. On Step 2, use the upload control for Memorandum and Articles. Choose the corresponding TEST ONLY PDF and wait for validation and the saved filename.
2. Click View PDF. Check both pages of the test Memorandum & Articles of Association; a readable first page alone is insufficient.
3. Click Download, save the file and open it in a PDF viewer. The user confirmed the saved document opened correctly during this local walkthrough.
4. Return to the document list and check earlier uploaded files remain present. Continue only when this requirement is complete.

If upload fails, read the specific on-screen cause and repair that issue before retrying. Check format, size and readability; do not rename an unrelated file to make it appear compliant.

92 Bwari walkthrough: upload Current Tax Clearance Certificate

TEST ONLY | APPLICANT



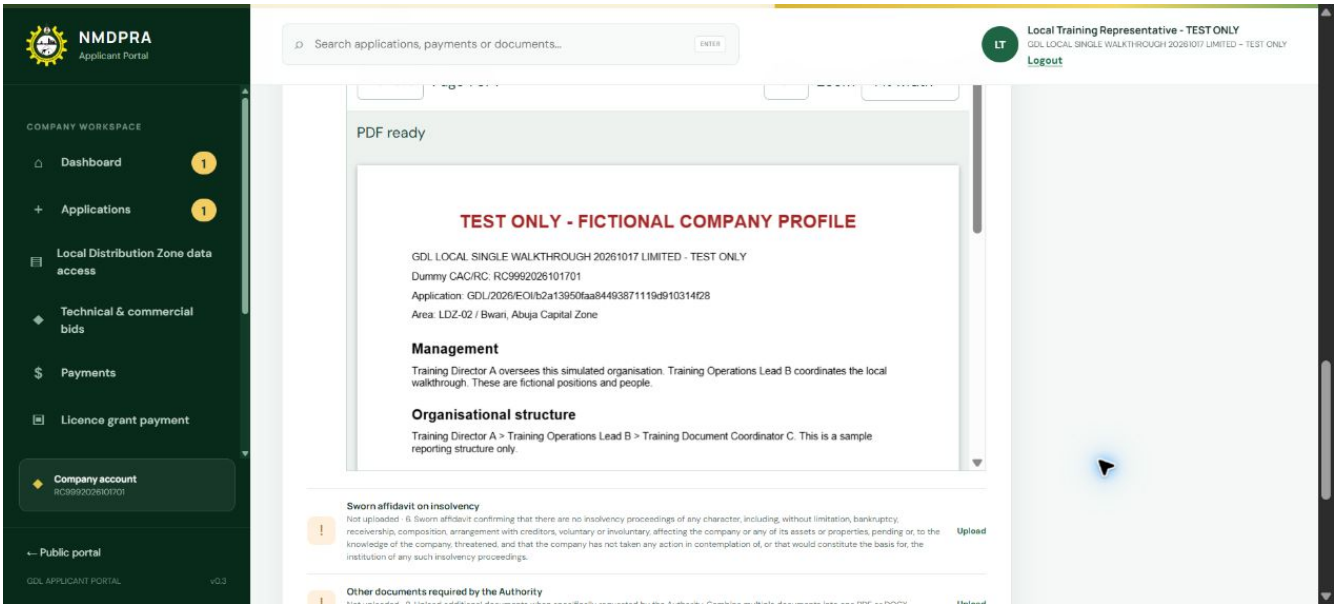
TEST ONLY - training screenshot. See chapter notes for context.

1. On Step 2, use the upload control for Current Tax Clearance Certificate. Choose the corresponding TEST ONLY PDF and wait for validation and the saved filename.
2. Click View PDF. Check the company identity and the dates/period stated in the test tax-clearance document.
3. Click Download, save the file and open it in a PDF viewer. The user confirmed the saved document opened correctly during this local walkthrough.
4. Return to the document list and check earlier uploaded files remain present. Continue only when this requirement is complete.

If upload fails, read the specific on-screen cause and repair that issue before retrying. Check format, size and readability; do not rename an unrelated file to make it appear compliant.

93 Bwari walkthrough: upload Company profile

TEST ONLY | APPLICANT



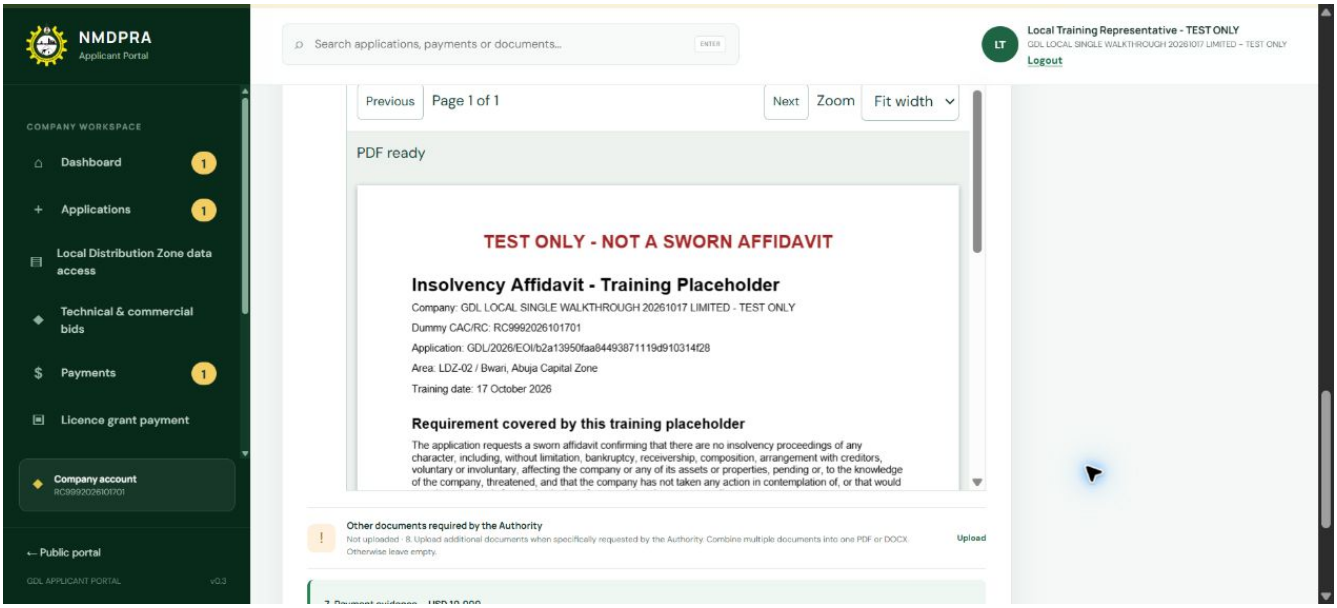
TEST ONLY - training screenshot. See chapter notes for context.

1. On Step 2, use the upload control for Company profile. Choose the corresponding TEST ONLY PDF and wait for validation and the saved filename.
2. Click View PDF. Confirm the uploaded file is the Company profile document and belongs to the intended company.
3. Click Download, save the file and open it in a PDF viewer. The user confirmed the saved document opened correctly during this local walkthrough.
4. Return to the document list and check earlier uploaded files remain present. Continue only when this requirement is complete.

If upload fails, read the specific on-screen cause and repair that issue before retrying. Check format, size and readability; do not rename an unrelated file to make it appear compliant.

94 Bwari walkthrough: upload Sworn affidavit on insolvency

TEST ONLY | APPLICANT



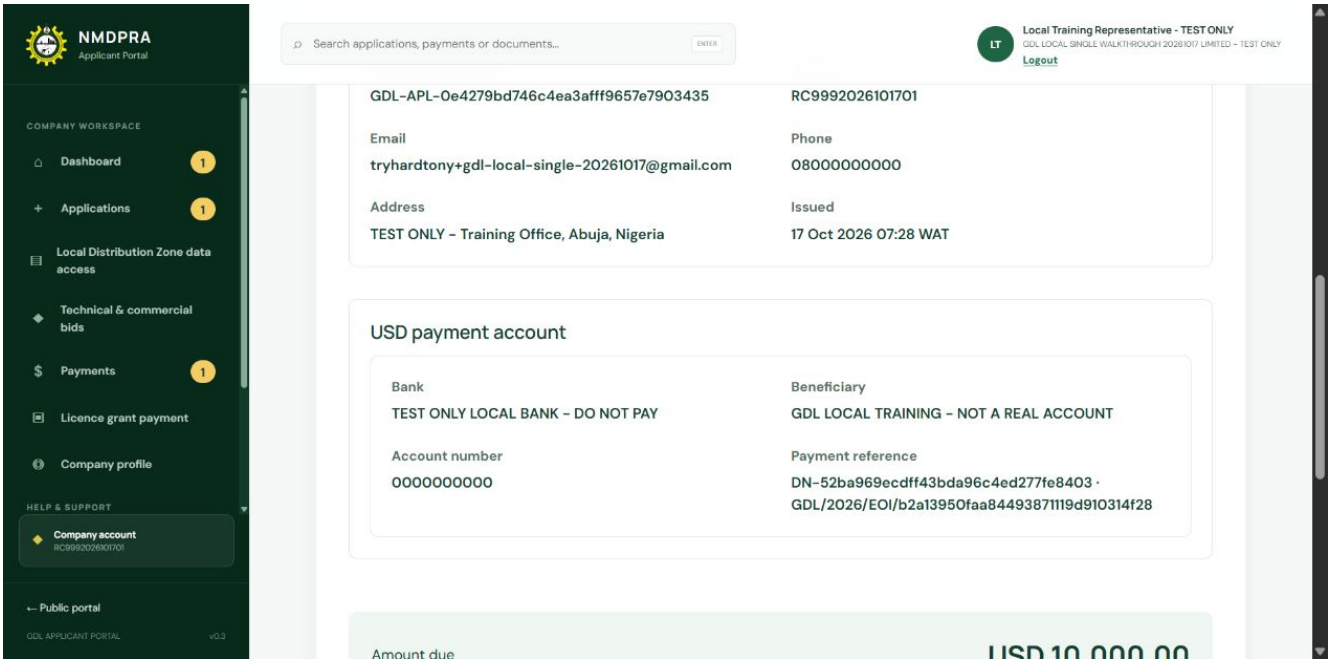
TEST ONLY - training screenshot. See chapter notes for context.

1. On Step 2, use the upload control for Sworn affidavit on insolvency. Choose the corresponding TEST ONLY PDF and wait for validation and the saved filename.
2. Click View PDF. Confirm the correct affidavit is attached and readable before leaving the document step.
3. Click Download, save the file and open it in a PDF viewer. The user confirmed the saved document opened correctly during this local walkthrough.
4. Return to the document list and check earlier uploaded files remain present. Continue only when this requirement is complete.

If upload fails, read the specific on-screen cause and repair that issue before retrying. Check format, size and readability; do not rename an unrelated file to make it appear compliant.

95 Bwari walkthrough: generate the prequalification debit note

TEST ONLY | APPLICANT / ADMINISTRATOR



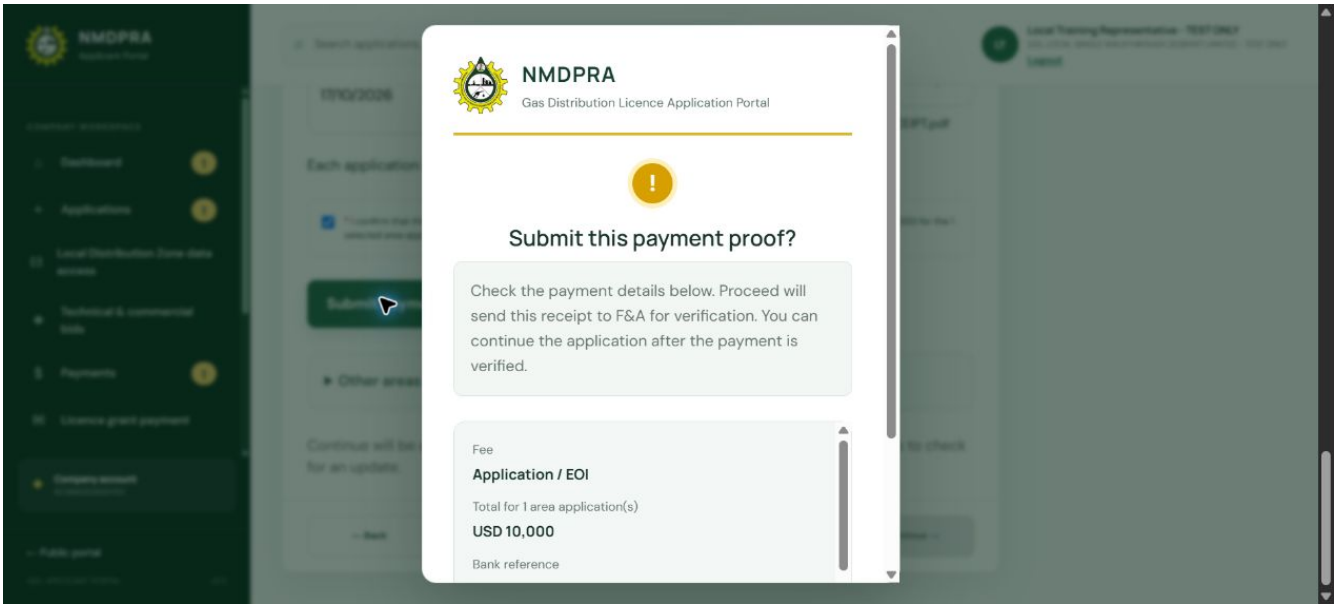
TEST ONLY - training screenshot. See chapter notes for context.

1. Open Step 3: Payment. Check the Bwari selection, USD 10,000 total and applicant-generated debit-note action.
2. If bank configuration is missing, the Administrator must save approved details in the bank-settings section. For this local test only, clearly labelled dummy bank details were configured.
3. Return as the applicant and generate the note. Check company identity, application reference, LDZ-02/Bwari, GDL/PQ, USD 10,000 and beneficiary/bank/account details.
4. Use Print / Save as PDF and inspect the saved note. The user confirmed all displayed details in the saved PDF. A debit note is not evidence of payment.

Dummy local bank: TEST ONLY LOCAL BANK - DO NOT PAY; beneficiary GDL LOCAL TRAINING - NOT A REAL ACCOUNT; account 0000000000. Never use these details for a genuine transfer.

96 Bwari walkthrough: attach and submit prequalification evidence

TEST ONLY | APPLICANT

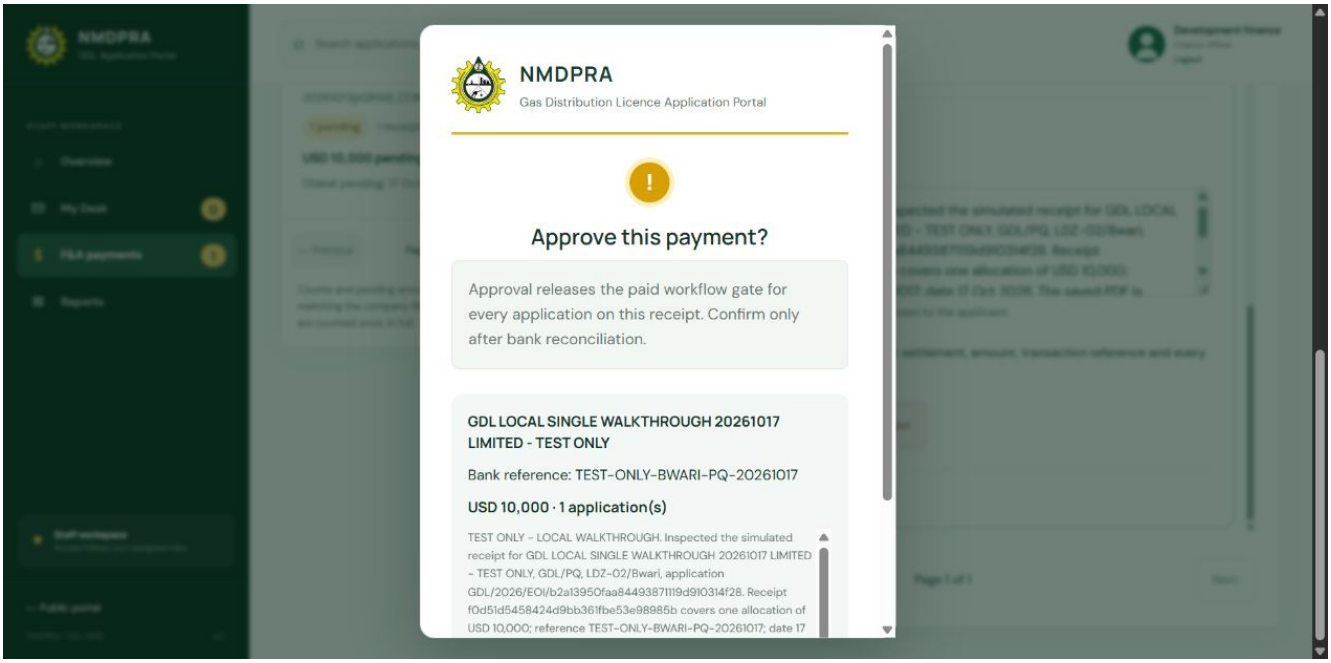


TEST ONLY - training screenshot. See chapter notes for context.

1. Attach the TEST ONLY Bwari receipt. Enter TEST-ONLY-BWARI-PQ-20261017 as the test bank reference and check payment date, fee, currency, amount and allocation.
2. Review the attached filename and receipt before ticking the payment declaration. Do not substitute the debit note for a receipt.
3. Open the submission confirmation and compare the company, area, total and receipt details. Click Proceed only when authorised to submit.
4. Check that the receipt moves to pending F&A verification. Uploading evidence alone must not be treated as payment verified.

97 Bwari walkthrough: Finance checks and verifies the test receipt

TEST ONLY | F&A

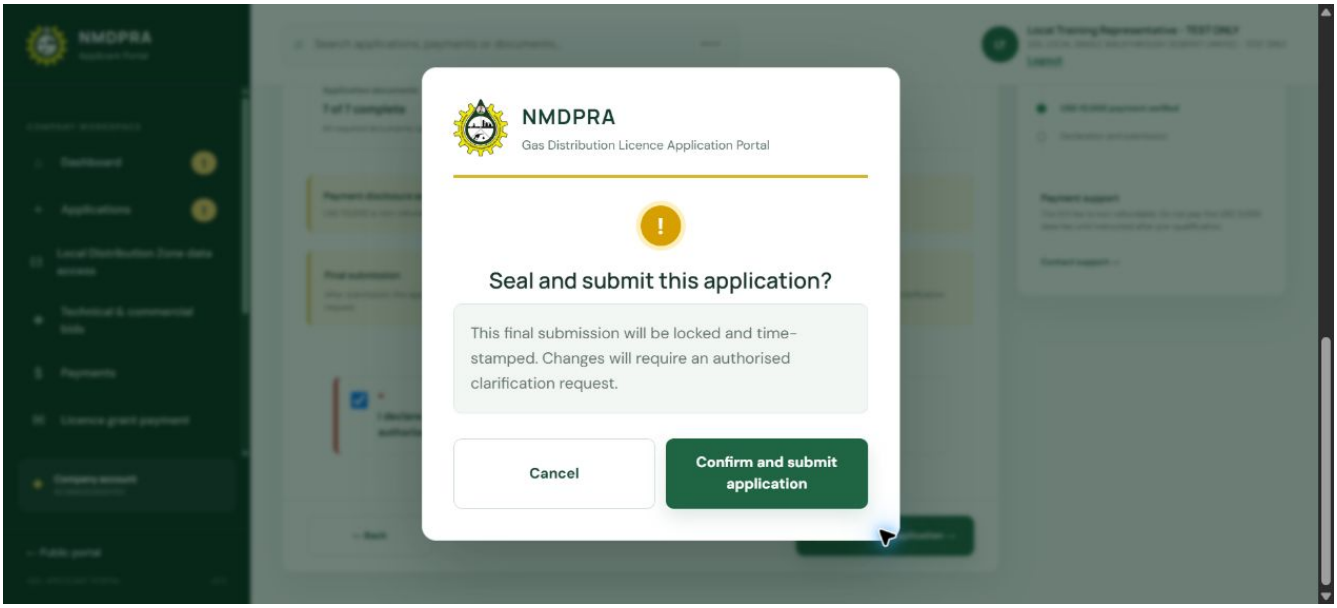


TEST ONLY - training screenshot. See chapter notes for context.

1. Sign in with the authorised local Finance role. Open the exact Bwari receipt and compare its company, reference, amount and application allocation.
2. Prepare the receipt download, save and open it. Inspect all pages. For genuine operations, reconcile actual bank settlement before approving.
3. Enter the explicit simulation-only Finance note and tick the Finance declaration. Open the approval confirmation and check every allocation again.
4. Confirm the authorised simulated approval, then return as the applicant and check Payment verified. The local walkthrough involved no money transfer.

98 Bwari walkthrough: review and seal prequalification

TEST ONLY | APPLICANT

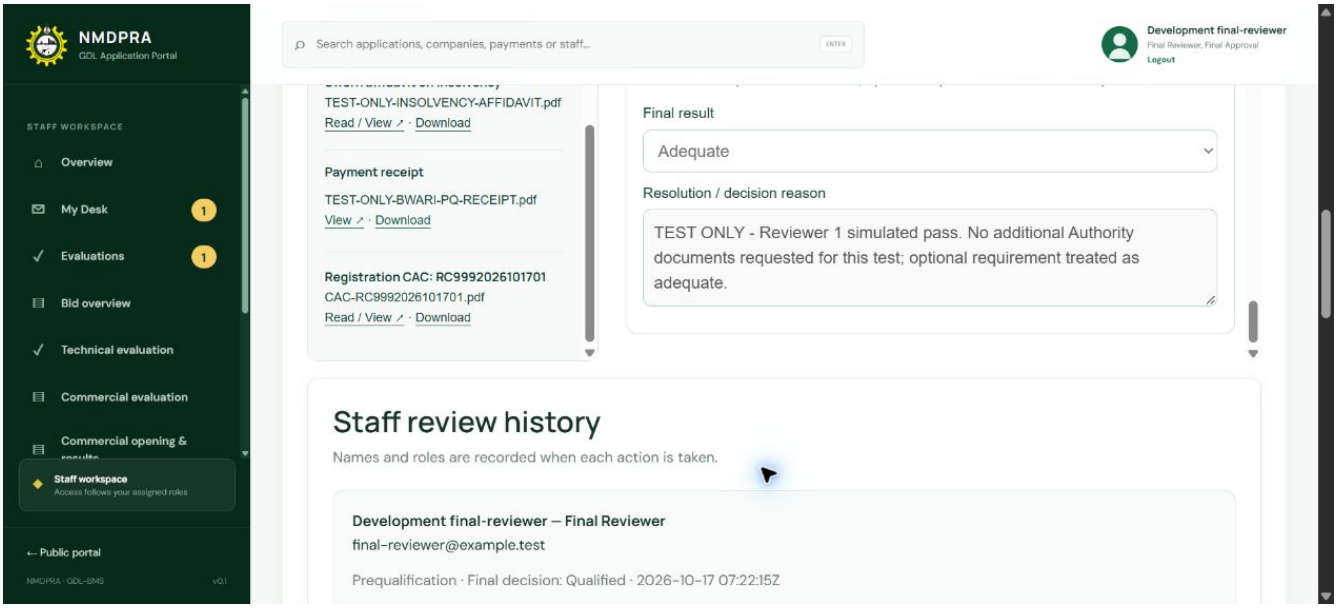


TEST ONLY - training screenshot. See chapter notes for context.

1. Open Step 4: Review & submit. Check Bwari, all required files and the verified application payment.
2. Read the application declaration and tick it only when authorised. Open the sealing confirmation and review the same application identity.
3. Confirm and submit the TEST ONLY application. Check the success message and saved submitted/under-review status.
4. Retain the reference. Do not expect sealed documents to remain freely editable; later corrections must use an authorised return request.

99 Bwari walkthrough: two independent reviews and Final Reviewer

TEST ONLY | PREQUALIFICATION STAFF



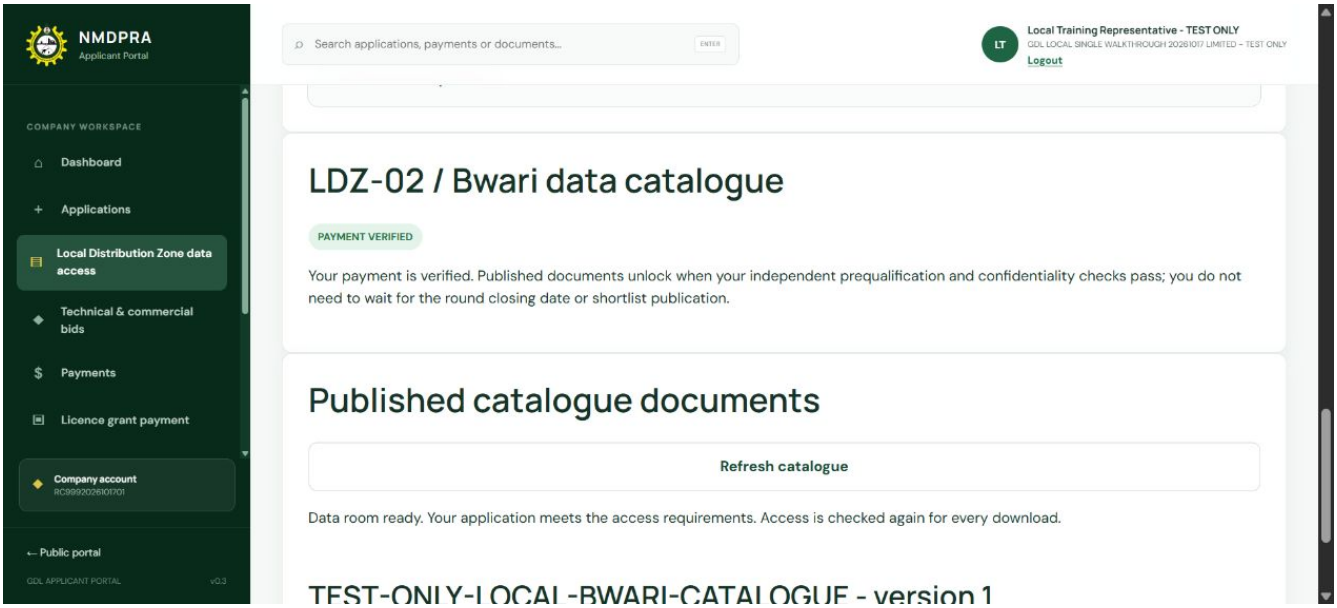
TEST ONLY - training screenshot. See chapter notes for context.

1. Reviewer 1 opens the assigned application from My Desk, reads/views or downloads the evidence, confirms review, grades the requirements and submits independently.
2. Reviewer 2 signs in separately and completes an independent evidence review and assessment. Earlier submitted assessments remain retained.
3. The Final Reviewer reviews both submissions, the documents and report, confirms review and records the final qualification decision.
4. This test application was recorded Qualified. For a failed requirement, use the earlier correction and Not Qualified chapters; do not bypass the existing deadline or erase the failed assessment.

Prequalification uses Reviewer 1, Reviewer 2 and Final Reviewer. It does not use four evaluators or technical/commercial Approval 1 and Final Approval.

100 Bwari walkthrough: data terms, fee and requirements

TEST ONLY | APPLICANT / F&A



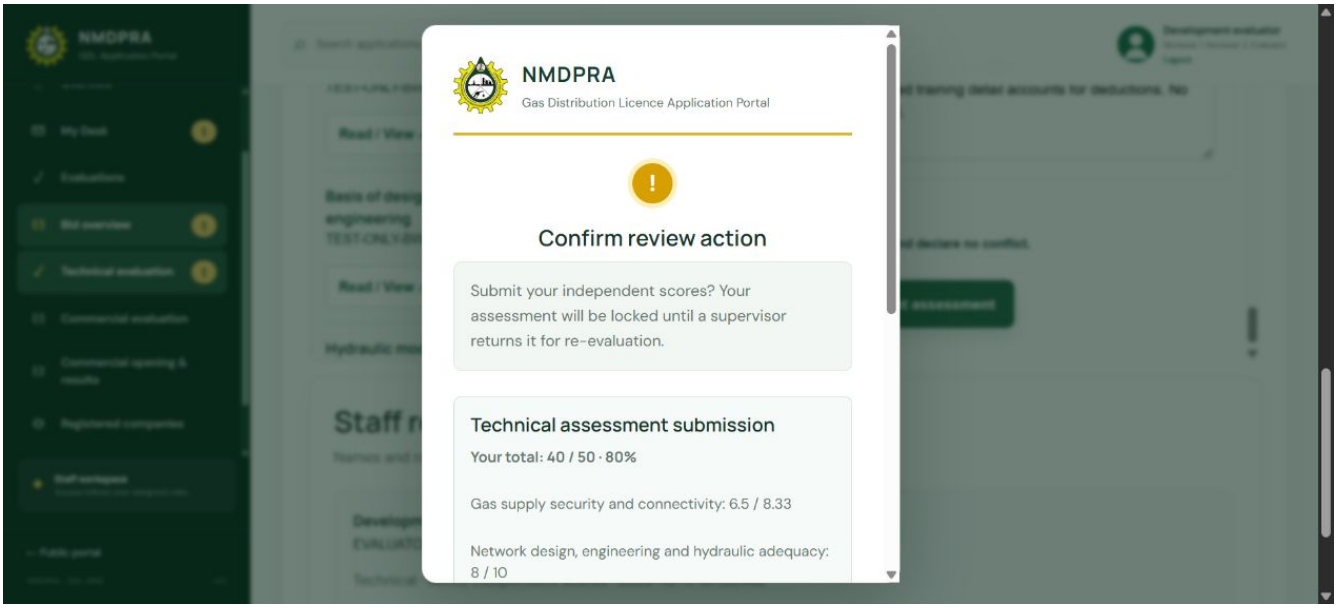
TEST ONLY - training screenshot. See chapter notes for context.

1. As the qualified applicant, open Local Distribution Zone data access for Bwari. Review and accept the confidentiality and controlled-use terms only when authorised.
2. Generate the separate GDL/LDZ/DATA USD 3,000 debit note. Upload the labelled simulated receipt; Finance reviews and verifies it through its own receipt workflow.
3. Check the data-access state and the invitation/acknowledgement prerequisites shown for this record.
4. Open the technical/commercial workspace. Upload evidence for every displayed technical and commercial criterion and the separate premium-offer document, then review and seal the required document set.

This was a fixture-based local data-access exercise, not proof of secure GIS streaming, operating-system screenshot prevention or a real online mapping appointment. Follow the access restrictions actually displayed and the authority's controlled-use policy.

101 Bwari walkthrough: technical assessments out of fifty

TEST ONLY | FOUR INDEPENDENT EVALUATORS



TEST ONLY - training screenshot. See chapter notes for context.

1. Each assigned technical evaluator signs in to their own assessment. Read/View or Download the linked evidence and confirm review before entering the corresponding scores.
2. Enter criterion scores within the displayed maxima, with evidence-based comments. Save progress; when opening another document, check previous scores/comments remain.
3. Tick the independence declaration and open the submission confirmation. Check the total, percentage, criterion details and application identity before confirming.
4. The four submitted totals in this example were 40, 42, 41 and 43 out of 50. Confirm each submission is saved/locked before changing user.

This run uses four technical evaluators. Do not combine their totals into a score out of 200 for the final applicant result; use their stage average.

102 Bwari walkthrough: technical Approval 1 and Final Approval

TEST ONLY | TECHNICAL APPROVALS

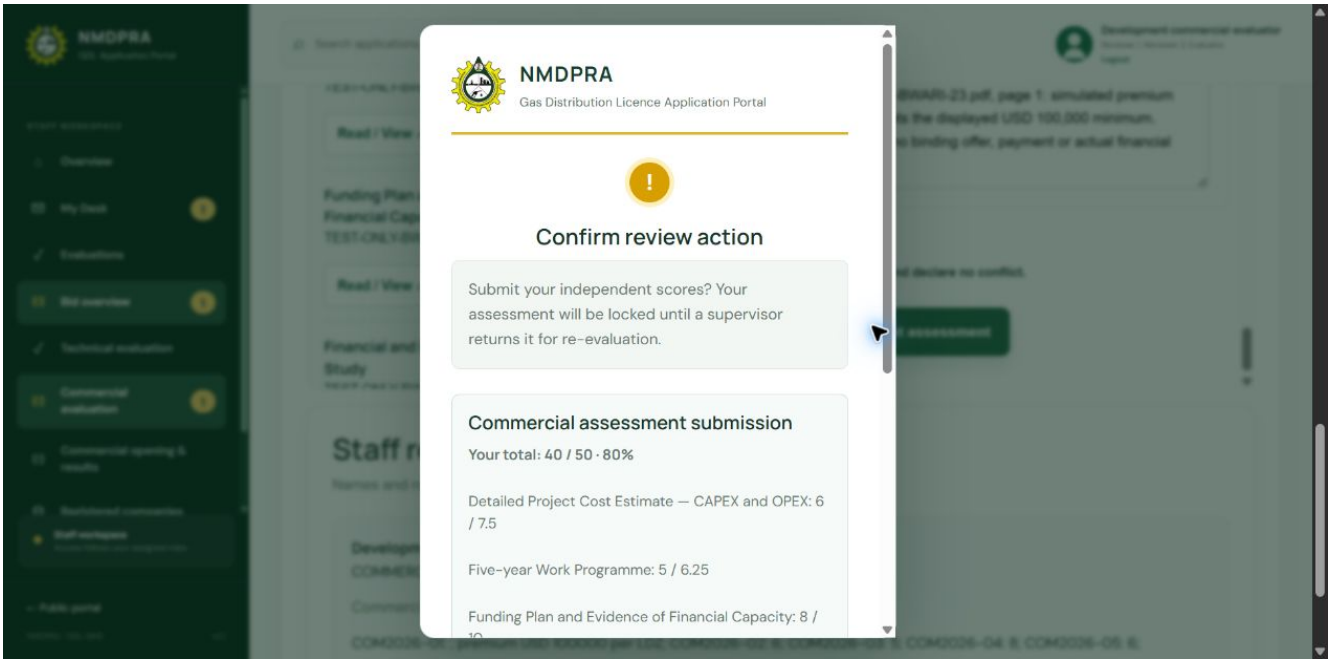


TEST ONLY - training screenshot. See chapter notes for context.

1. Approval 1 opens Bwari and checks all four evaluator totals and percentages: 40/50 (80%), 42/50 (84%), 41/50 (82%), 43/50 (86%).
2. Check the consolidated mean: (40 + 42 + 41 + 43) / 4 = 41.5/50, or 83%. Read the evidence and report, confirm review and prepare the validation note.
3. Review the validation confirmation, then confirm only when authorised. Check Awaiting Final Approval.
4. Final Approval independently reviews the evidence, totals and report, confirms review and the final technical outcome. A saved technical pass releases commercial evaluation for this application.

103 Bwari walkthrough: first independent commercial review

TEST ONLY | COMMERCIAL EVALUATOR



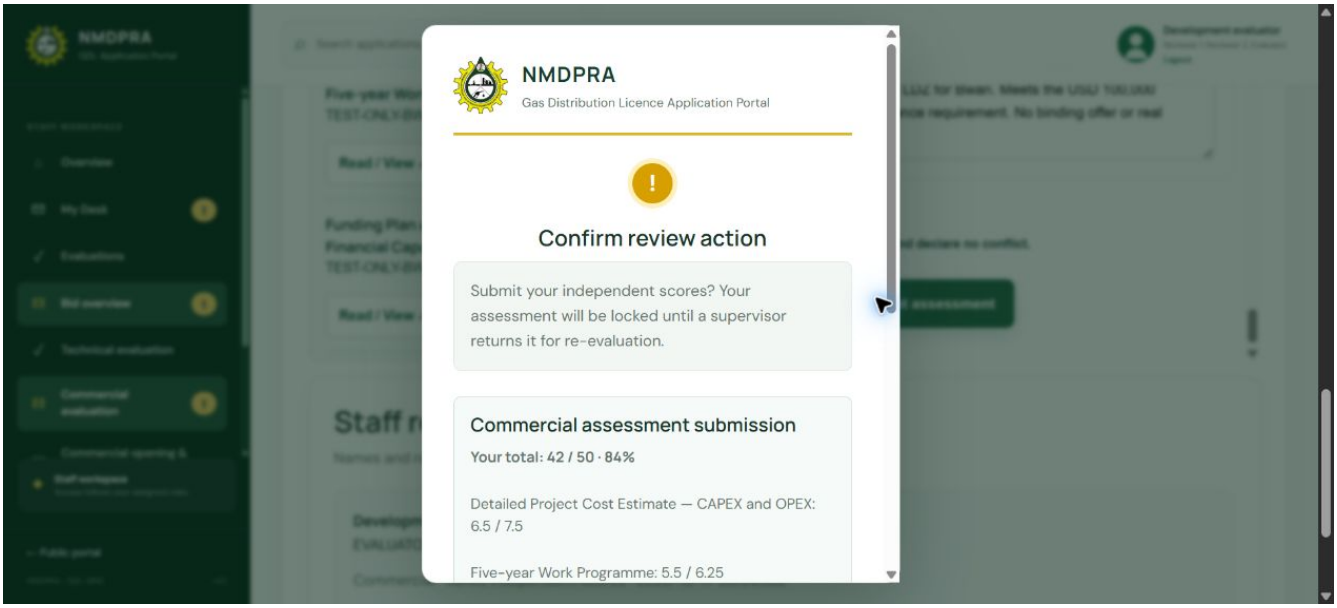
TEST ONLY - training screenshot. See chapter notes for context.

1. Open the assigned commercial assessment under the correct evaluator identity. Check the Bwari reference and the already released commercial evidence.
2. Read/View or Download each required evidence file and the premium document, then confirm review. Enter scores and comments within the 50-point matrix.
3. Check this evaluator's total is 40/50 (80%). Record the USD 100,000 premium separately as meeting the minimum; it contributes no score points.
4. Tick the independence declaration and open the confirmation. Recheck score, premium and identity, confirm when authorised, then verify the saved Submitted state.

A confirmation dialog alone is not proof of a saved submission.

104 Bwari walkthrough: second independent commercial review

TEST ONLY | COMMERCIAL EVALUATOR



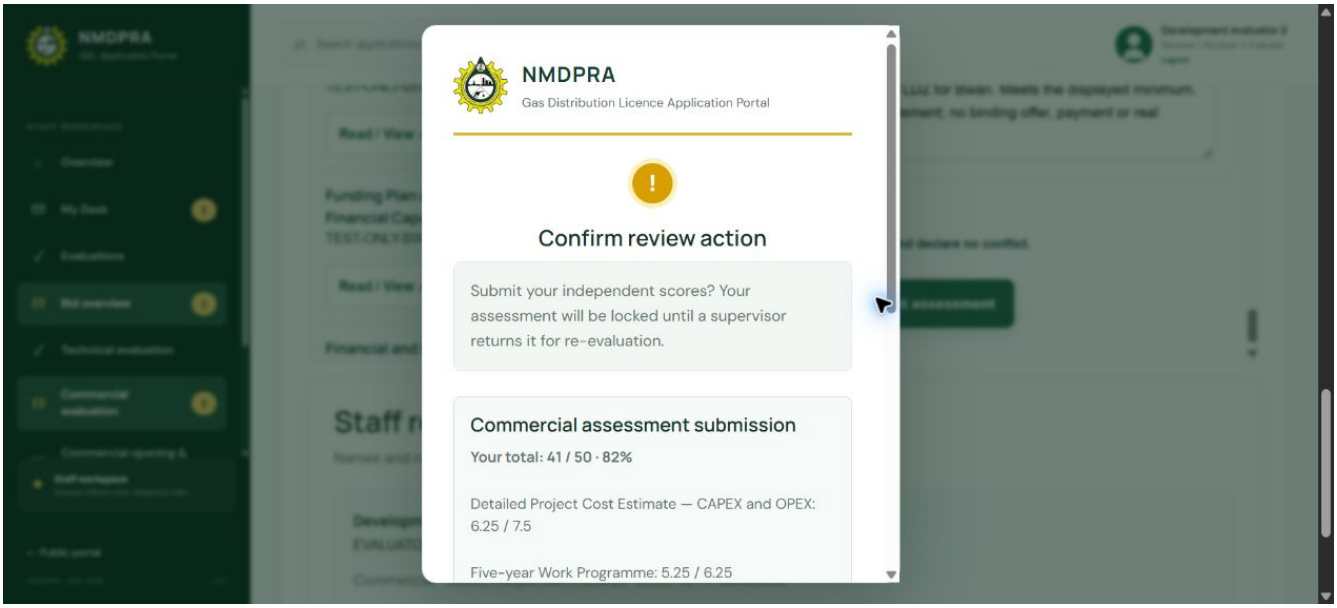
TEST ONLY - training screenshot. See chapter notes for context.

1. Open the assigned commercial assessment under the correct evaluator identity. Check the Bwari reference and the already released commercial evidence.
2. Read/View or Download each required evidence file and the premium document, then confirm review. Enter scores and comments within the 50-point matrix.
3. Check this evaluator's total is 42/50 (84%). Record the USD 100,000 premium separately as meeting the minimum; it contributes no score points.
4. Tick the independence declaration and open the confirmation. Recheck score, premium and identity, confirm when authorised, then verify the saved Submitted state.

A confirmation dialog alone is not proof of a saved submission.

105 Bwari walkthrough: third independent commercial review

TEST ONLY | COMMERCIAL EVALUATOR



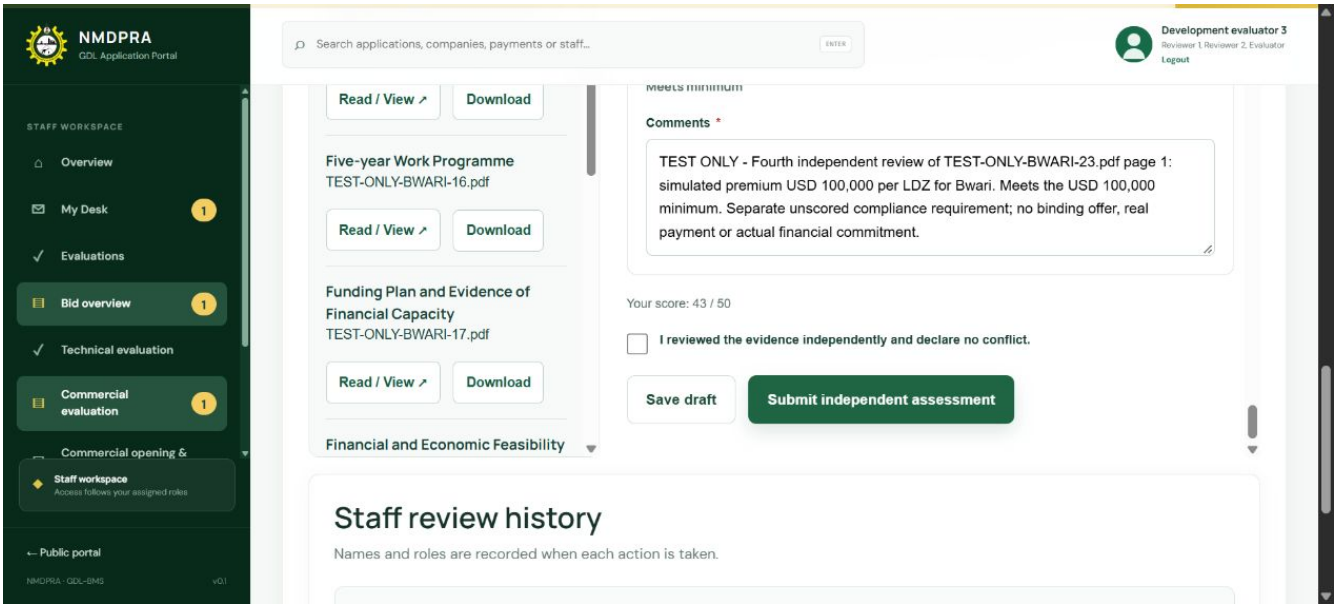
TEST ONLY - training screenshot. See chapter notes for context.

1. Open the assigned commercial assessment under the correct evaluator identity. Check the Bwari reference and the already released commercial evidence.
2. Read/View or Download each required evidence file and the premium document, then confirm review. Enter scores and comments within the 50-point matrix.
3. Check this evaluator's total is 41/50 (82%). Record the USD 100,000 premium separately as meeting the minimum; it contributes no score points.
4. Tick the independence declaration and open the confirmation. Recheck score, premium and identity, confirm when authorised, then verify the saved Submitted state.

A confirmation dialog alone is not proof of a saved submission.

106 Bwari walkthrough: fourth independent commercial review

TEST ONLY | COMMERCIAL EVALUATOR



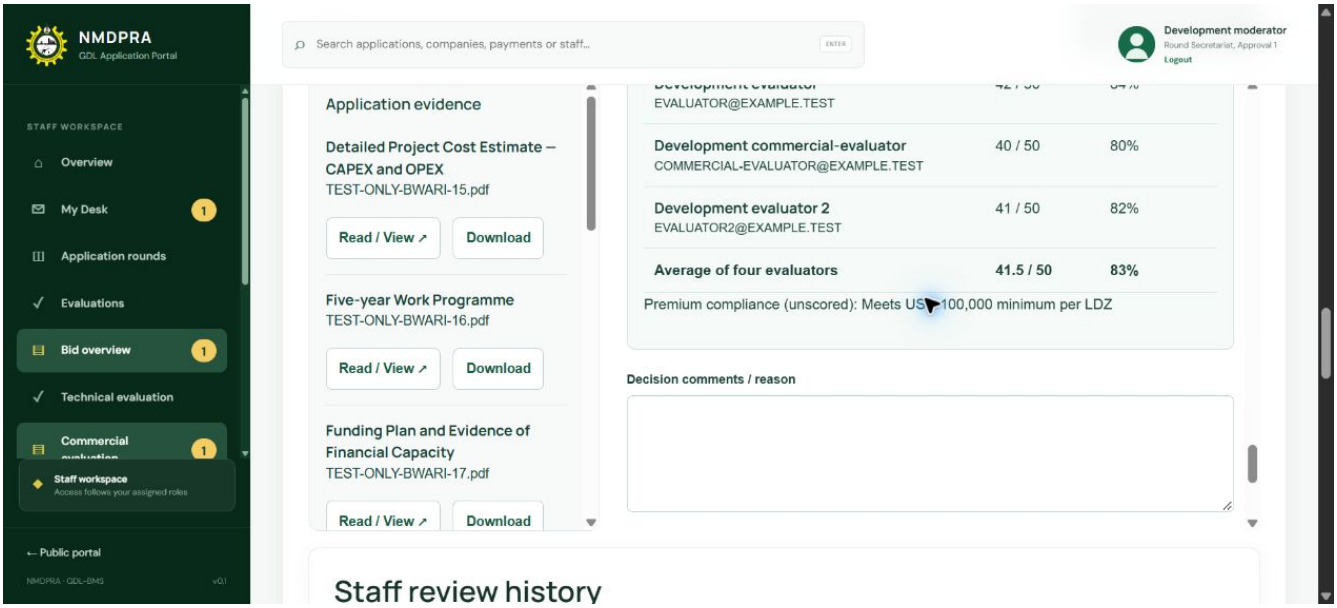
TEST ONLY - training screenshot. See chapter notes for context.

1. Open the assigned commercial assessment under the correct evaluator identity. Check the Bwari reference and the already released commercial evidence.
2. Read/View or Download each required evidence file and the premium document, then confirm review. Enter scores and comments within the 50-point matrix.
3. Check this evaluator's total is 43/50 (86%). Record the USD 100,000 premium separately as meeting the minimum; it contributes no score points.
4. Tick the independence declaration and open the confirmation. Recheck score, premium and identity, confirm when authorised, then verify the saved Submitted state.

The fourth-review illustration shows its prepared draft. Its final saved state is evidenced by the four-person Approval 1 summary on the following pages. A confirmation dialog alone is not proof of a saved submission.

107 Bwari walkthrough: commercial Approval 1 consolidation

TEST ONLY | APPROVAL 1



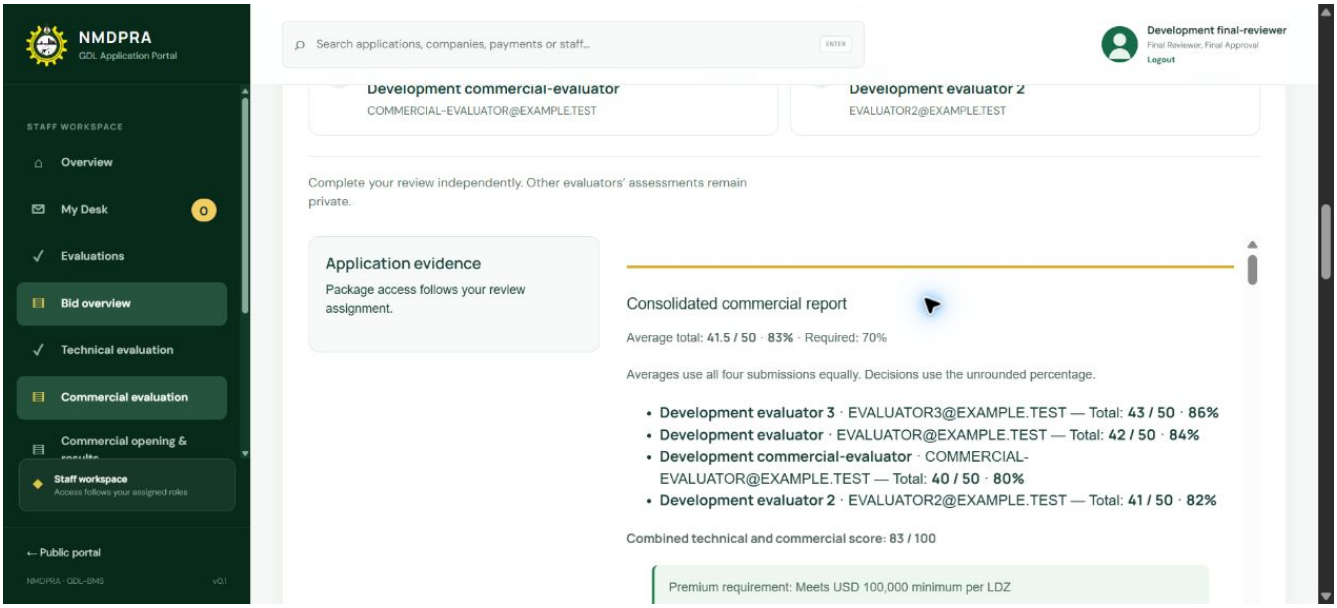
TEST ONLY - training screenshot. See chapter notes for context.

1. After the fourth submission, check Awaiting Approval 1 and all four saved totals: 40, 42, 41 and 43 out of 50.
2. Check the average is 41.5/50 (83%), shown with each evaluator's total and percentage above the comment section.
3. Inspect the commercial evidence and consolidated report, confirm review, and enter the Approval 1 note. Check that USD 100,000 is a separate premium-compliance result.
4. Open the validation confirmation, compare the score/premium, then confirm when authorised. Check Awaiting Final Approval; do not assume a click succeeded until the status is saved.

The walkthrough investigated the fourth-submission persistence issue locally and then checked the saved four-review consolidation. This documents the resulting verified state, not an instruction to edit assessment JSON or manufacture missing reviews.

108 Bwari walkthrough: commercial final decision and combined score

TEST ONLY | FINAL APPROVAL



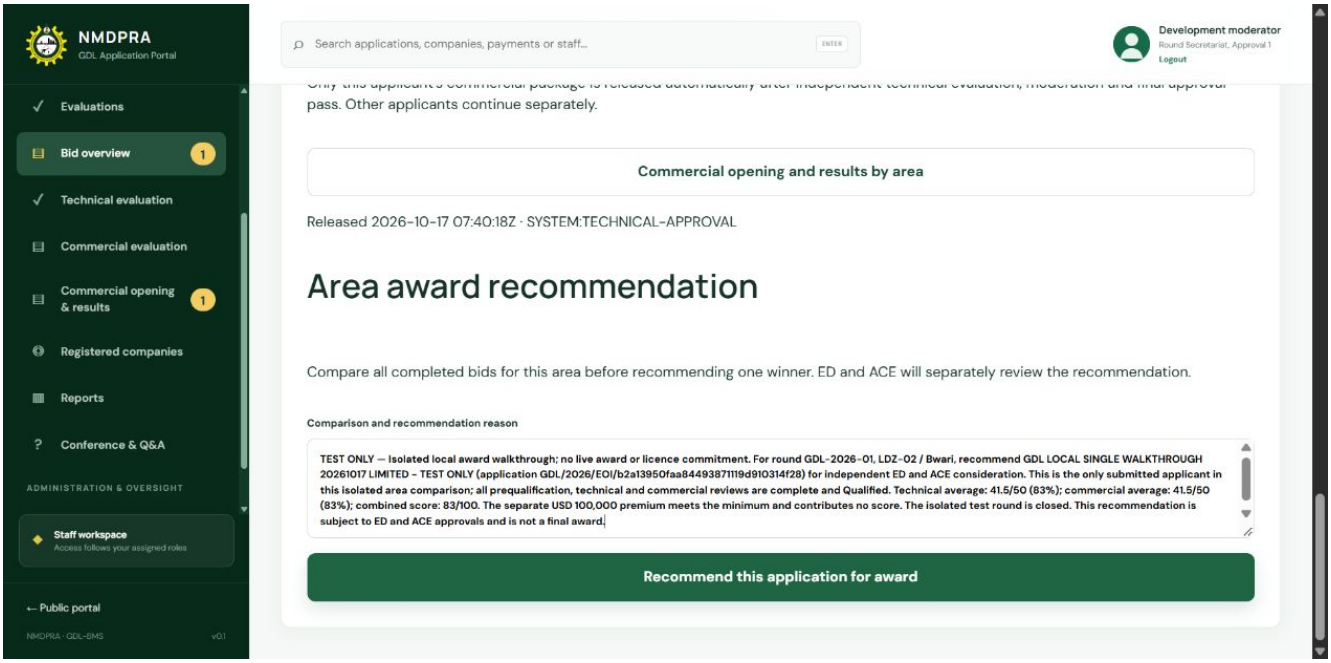
TEST ONLY - training screenshot. See chapter notes for context.

1. Open Bwari as Final Approval. Independently review the evidence, consolidated report, Approval 1 result and all four evaluator totals.
2. Check commercial 41.5/50 (83%), technical 41.5/50 (83%) and separate premium USD 100,000. Confirm evidence review and enter the Final Approval note.
3. Review the final confirmation and confirm only when authorised. Check Qualified after the save.
4. Check the combined total is 41.5 + 41.5 = 83/100. Do not add the premium amount or average the stage totals a second time.

A commercially qualified result is eligibility for award consideration. It is not an award or issued licence.

109 Bwari walkthrough: award closing gate and isolated recommendation

TEST ONLY | ROUND SECRETARIAT



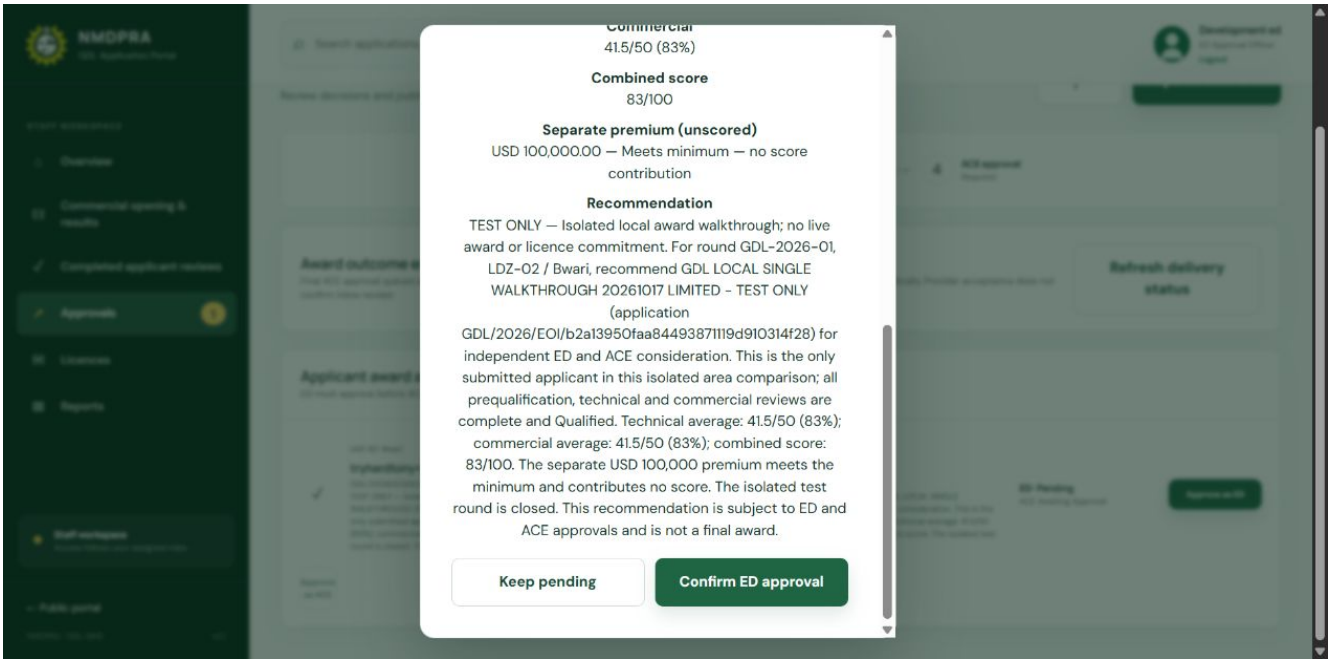
TEST ONLY - training screenshot. See chapter notes for context.

1. Open Award consideration and filter LDZ-02/Bwari. Check technical/commercial qualification and the 83/100 result.
2. The original local round was still open until 26 February 2027 at 17:00 WAT. Continue award training only in the authorised separate localhost:5225 copy with a closed synthetic test schedule.
3. Enter a TEST ONLY recommendation reason identifying the company, area, 83/100 assessment and separate compliant premium. Review the comparison and reason before recording.
4. Record the authorised test recommendation and check it moves to ED approval. Do not change the shared round dates or treat this as permission to award early in production.

Any future area-specific early-close or Administrator/ACE override requires its own approved implementation and verification; it was not demonstrated by this isolated closed-round walkthrough.

110 Bwari walkthrough: ED independent award approval

TEST ONLY | ED



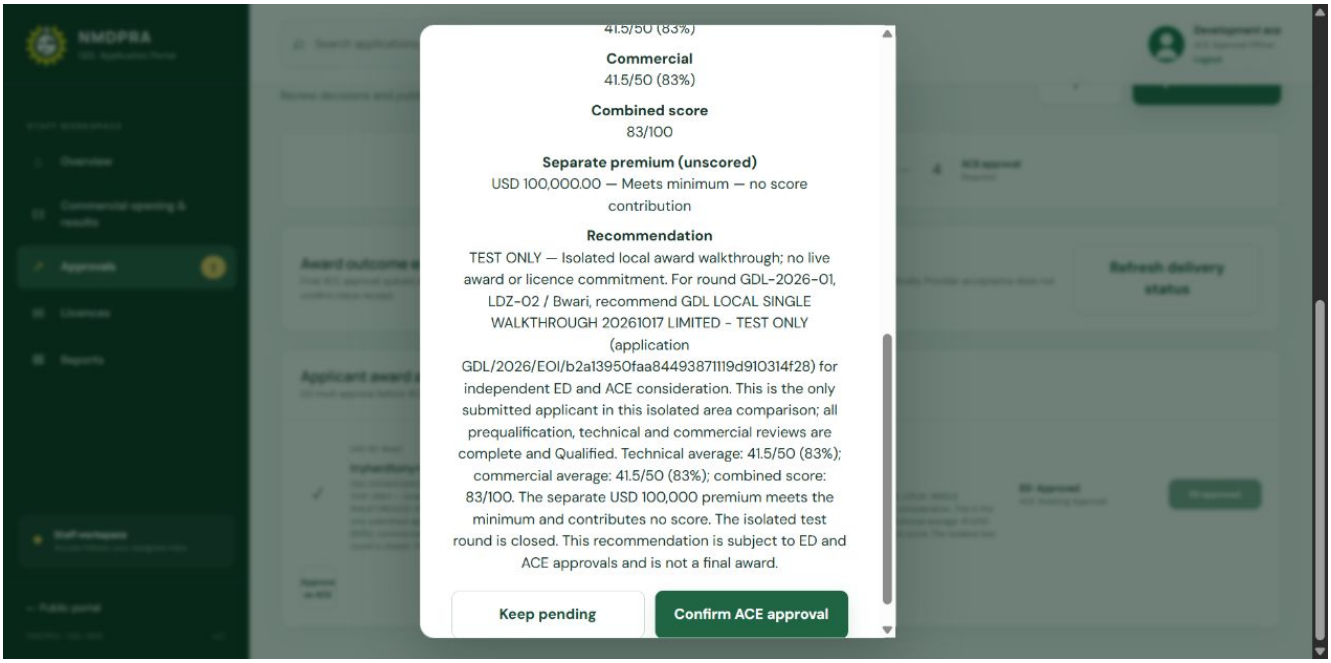
TEST ONLY - training screenshot. See chapter notes for context.

1. Sign in as ED in the isolated copy and open the Bwari award approval. Review the recorded recommendation and completed applicant reviews/documents.
2. Check technical 41.5/50, commercial 41.5/50, combined 83/100 and separate USD 100,000 premium.
3. Open the ED approval confirmation and verify the company/application and recommendation. Cancel if anything is wrong; confirm only after authorisation.
4. After confirmation, check ED Approved and ACE Awaiting Approval. The ED account must not perform the independent ACE action.

The ED confirmation was first tested in the isolated copy and is now integrated into the main local source. Restoring the ED test account affected only that disposable copy; no production role change is included.

111 Bwari walkthrough: ACE independent award approval

TEST ONLY | ACE



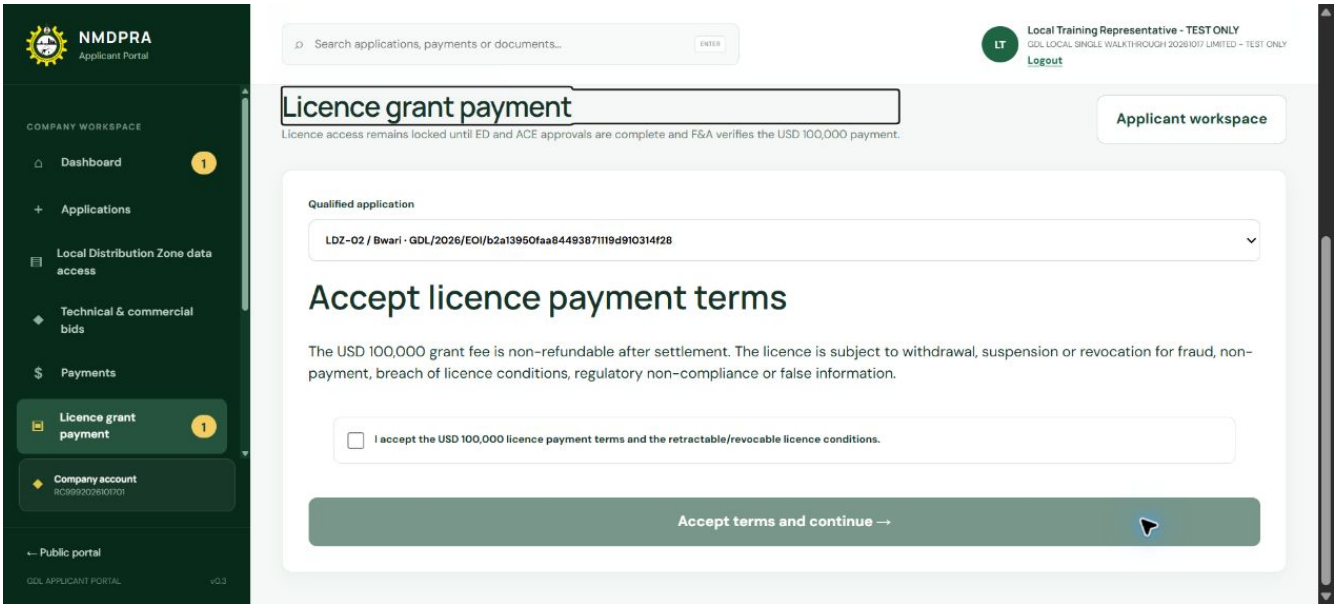
TEST ONLY - training screenshot. See chapter notes for context.

1. Sign in separately as ACE in the isolated copy. Open Bwari and verify ED Approved before considering the ACE action.
2. Review the recommendation, completed evidence and 83/100 score. Treat the USD 100,000 premium separately from scored points and from the licence grant fee.
3. Open the ACE approval confirmation. Check the company, area, ED result, score and recommendation, then confirm only when authorised.
4. Check both ED and ACE now show Approved before continuing as the applicant.

The ACE confirmation was first tested in the isolated copy and is now integrated into the main local source. The restored ACE test account remains confined to the isolated copy; no test identity is deployed.

112 Bwari walkthrough: applicant session and licence terms

TEST ONLY | APPLICANT



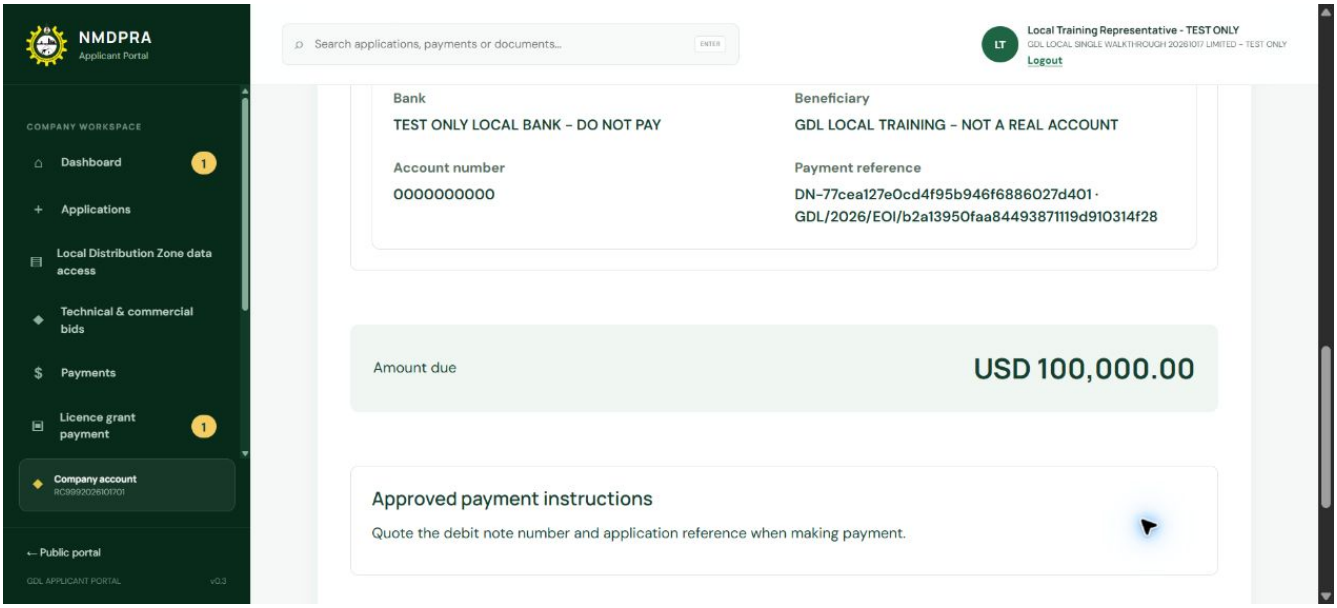
TEST ONLY - training screenshot. See chapter notes for context.

1. Open the applicant login on localhost:5225 using the local-single account, not the earlier qualified training email. Sign in and confirm the expected company on the dashboard.
2. Refresh the dashboard, navigate to Licence grant payment and refresh again. The isolated session fix retained the valid company identity in the tested browser.
3. Select Bwari, confirm the saved ED/ACE approvals and check the USD 100,000 grant fee. The applicant page may not display separate ED and ACE badges; those were checked against the saved approval records.
4. Read the non-refundable grant-payment and revocable-licence conditions. Accept only when authorised; check the resulting state before generating a debit note.

This session-restoration fix was first tested in isolation and is now integrated into the main local source. It restores a valid authenticated applicant session; it does not bypass login, create an account or authorise another company's application. If sign-in fails, recheck environment/email and use password recovery or support.

113 Bwari walkthrough: licence debit note and printed PDF

TEST ONLY | APPLICANT

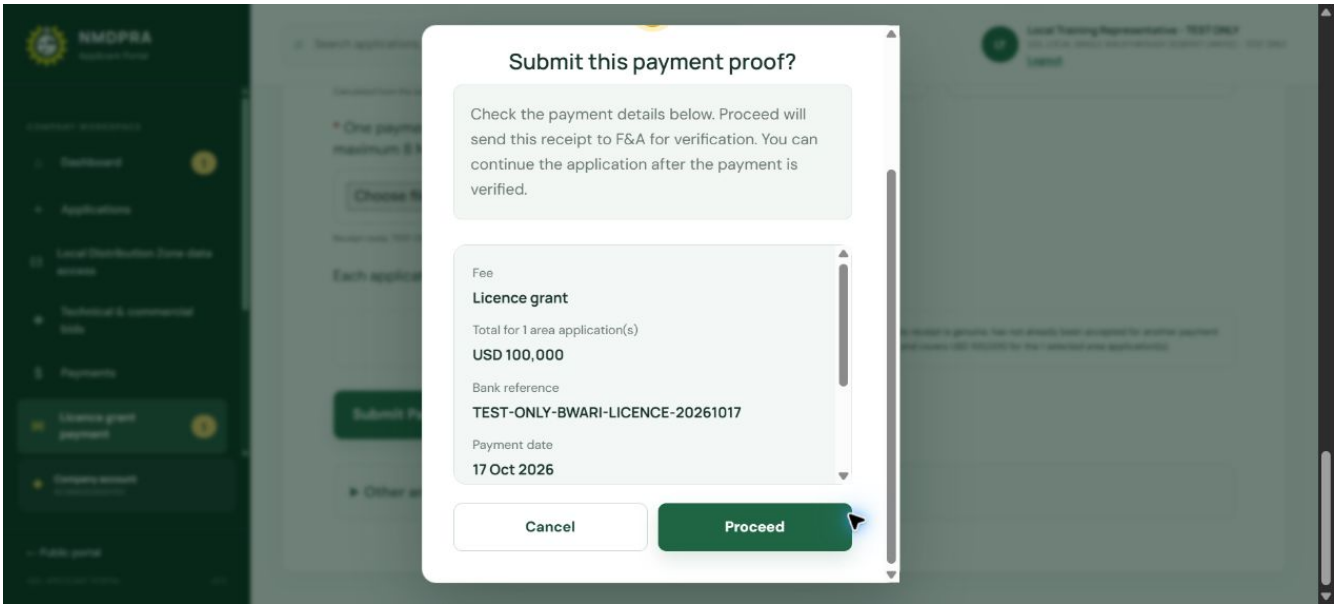


TEST ONLY - training screenshot. See chapter notes for context.

1. After accepting terms, click Generate debit note and open the generated note. Check the full registered company name, CAC/RC, application reference and LDZ-02/Bwari.
2. Check GDL/LICENCE, USD 100,000.00 and debit note DN-77cea127e0cd4f95b946f6886027d401. Verify the beneficiary, bank, account and issue details.
3. For this isolated test, confirm the bank says TEST ONLY LOCAL BANK - DO NOT PAY, beneficiary GDL LOCAL TRAINING - NOT A REAL ACCOUNT, account 0000000000.
4. Click Print / Save as PDF, choose Save as PDF in the browser dialog, save and open it. The user confirmed the saved note and all details. No payment was made.

114 Bwari walkthrough: licence receipt and submission confirmation

TEST ONLY | APPLICANT

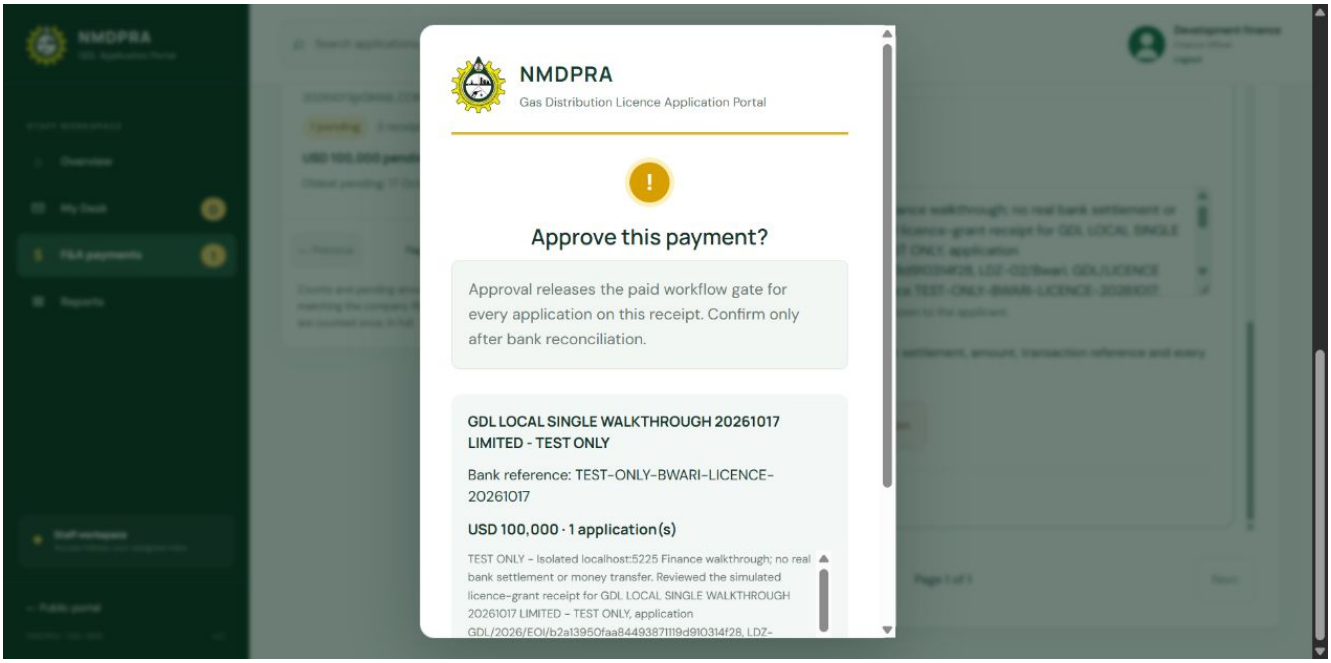


TEST ONLY - training screenshot. See chapter notes for context.

1. Attach TEST-ONLY-BWARI-LICENCE-RECEIPT-USD100000.pdf. Check that it is marked NO MONEY TRANSFERRED - NOT A BANK RECEIPT.
2. Enter the test reference TEST-ONLY-BWARI-LICENCE-20261017 and payment date 17 October 2026. Check GDL/LICENCE, USD 100,000 and the single Bwari allocation.
3. Tick the authorised simulation declaration and open the receipt submission confirmation. Check all values before clicking Proceed.
4. After authorised submission, check the receipt is pending F&A verification. Do not label the payment verified until Finance records its decision.

115 Bwari walkthrough: Finance verifies the licence receipt

TEST ONLY | F&A

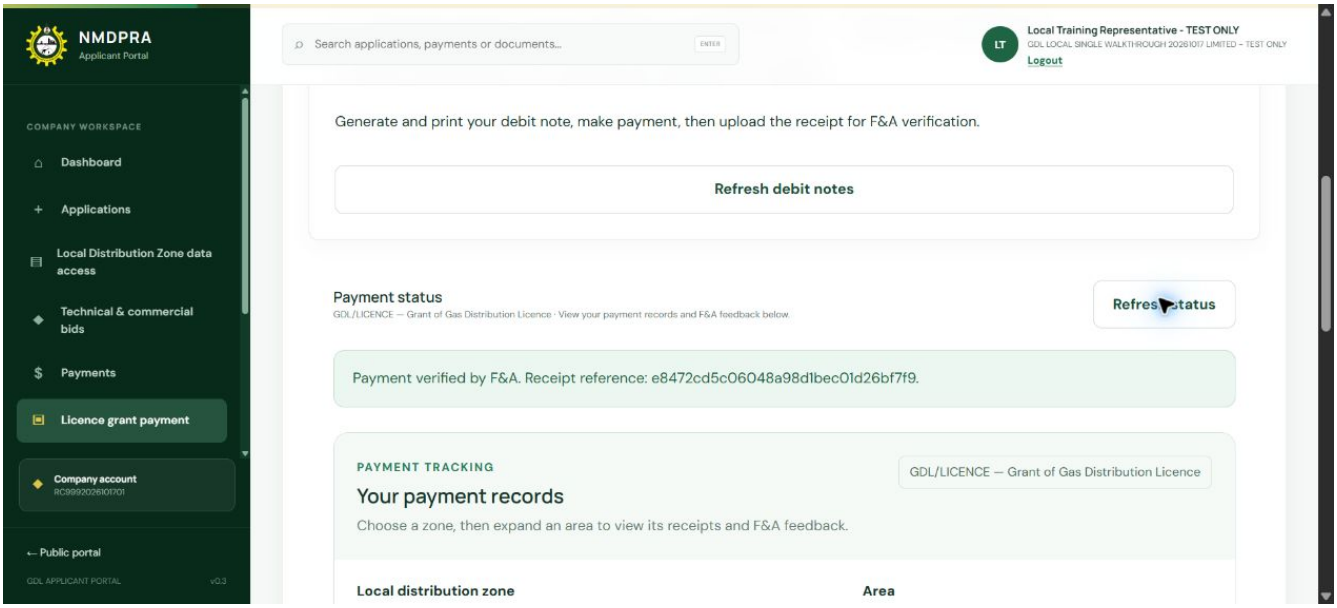


TEST ONLY - training screenshot. See chapter notes for context.

1. Sign in as local Finance and open receipt e8472cd5c06048a98d1bec01d26bf7f9 for Bwari. Download and open the test receipt; the user confirmed it saved and opened.
2. Match the company, application, date/reference, debit note, USD 100,000 fee and single allocation. Real operations also require actual settlement reconciliation.
3. Enter the TEST ONLY simulation note stating no real money transfer or bank settlement. Tick the Finance declaration and inspect the approval confirmation.
4. Confirm the specifically authorised simulated approval. Do not use this example to approve a genuine payment without settlement evidence.

116 Bwari walkthrough: Payment verified before licence issuance

TEST ONLY | APPLICANT

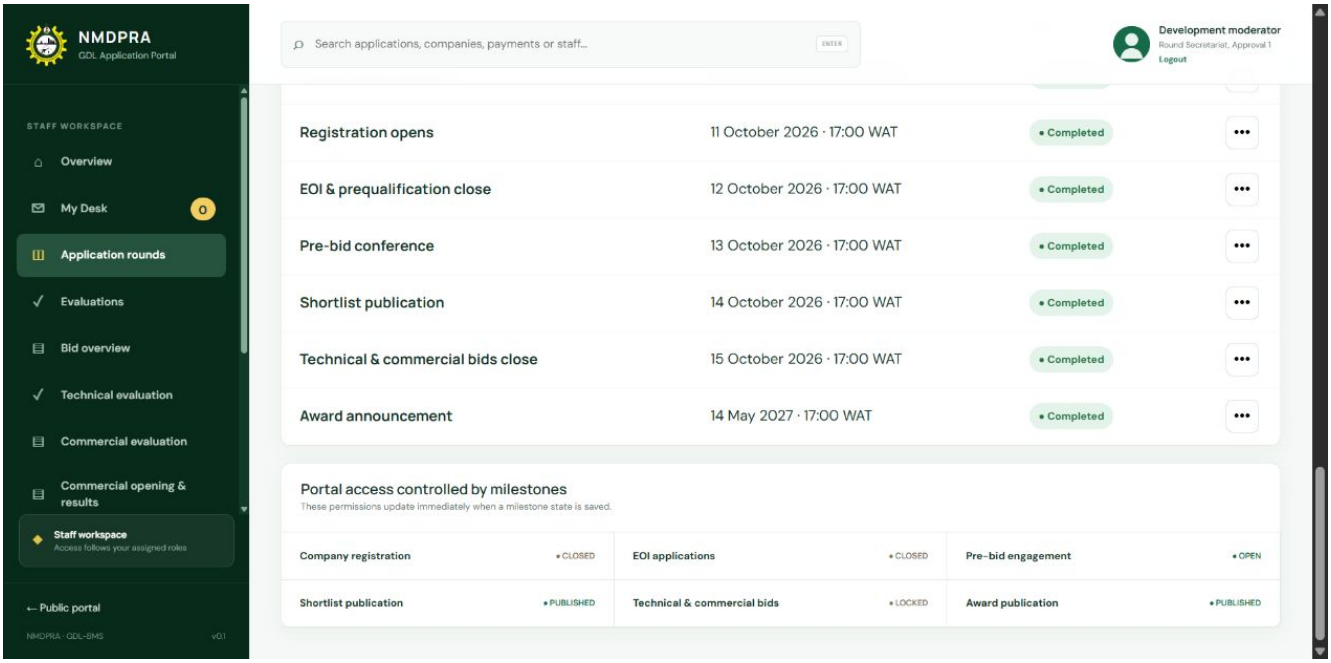


TEST ONLY - training screenshot. See chapter notes for context.

1. Return to the applicant Licence grant payment screen for the same Bwari application and refresh its status.
2. Check Payment verified by F&A and the USD 100,000 receipt result before licence issuance.
3. Read the recorded simulation note and retain the payment evidence. A verified payment alone does not issue the licence.
4. Check the remaining award-publication and issuance requirements with the authorised staff roles.

117 Bwari walkthrough: complete the isolated award announcement

TEST ONLY | ROUND SECRETARIAT



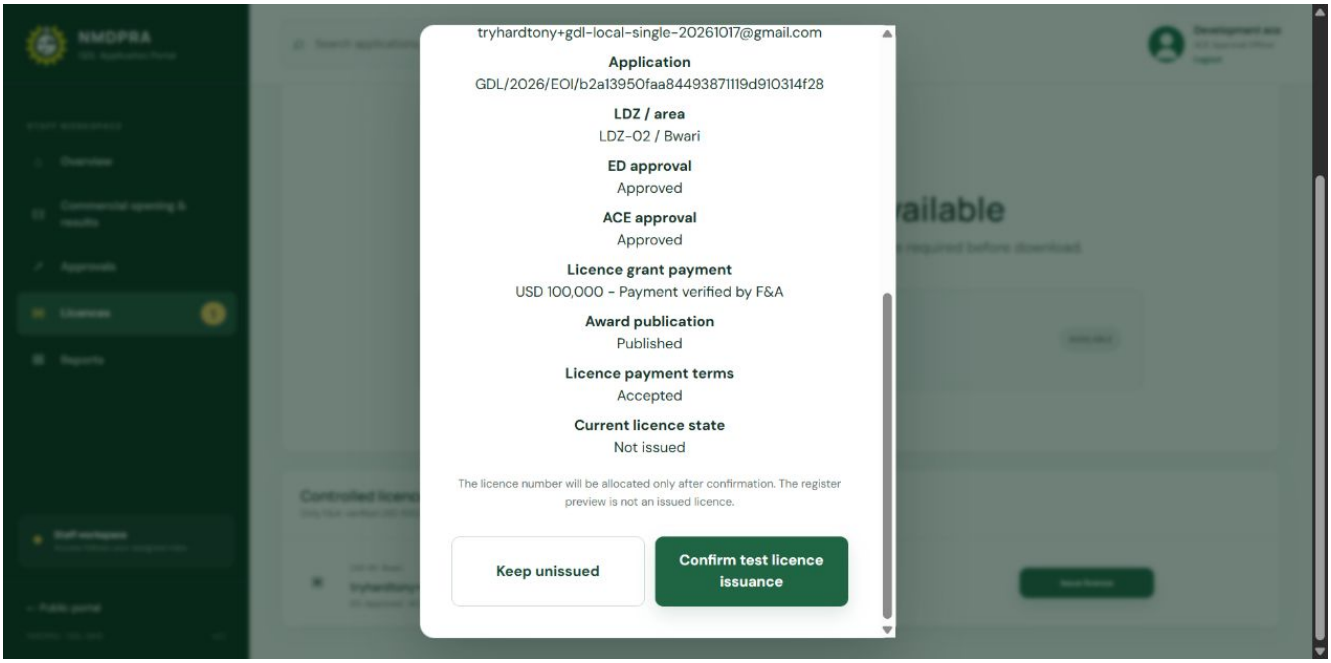
TEST ONLY - training screenshot. See chapter notes for context.

1. Open the award-announcement milestone in the isolated copy and check the Bwari ED/ACE approvals and verified grant payment.
2. Review the milestone controls and status. Mark the isolated award announcement Completed only after the test authorisation.
3. Check the award-publication result changes to Published. Retain the recorded milestone date/history rather than silently changing the schedule.
4. Return to the licence register as ACE to check whether issuance prerequisites are now satisfied.

The isolated schedule retained its displayed award-announcement date. Manual completion here was an authorised simulation, not a production publication or evidence of an implemented early-area-close feature.

118 Bwari walkthrough: issuance prerequisites and confirmation

TEST ONLY | ACE



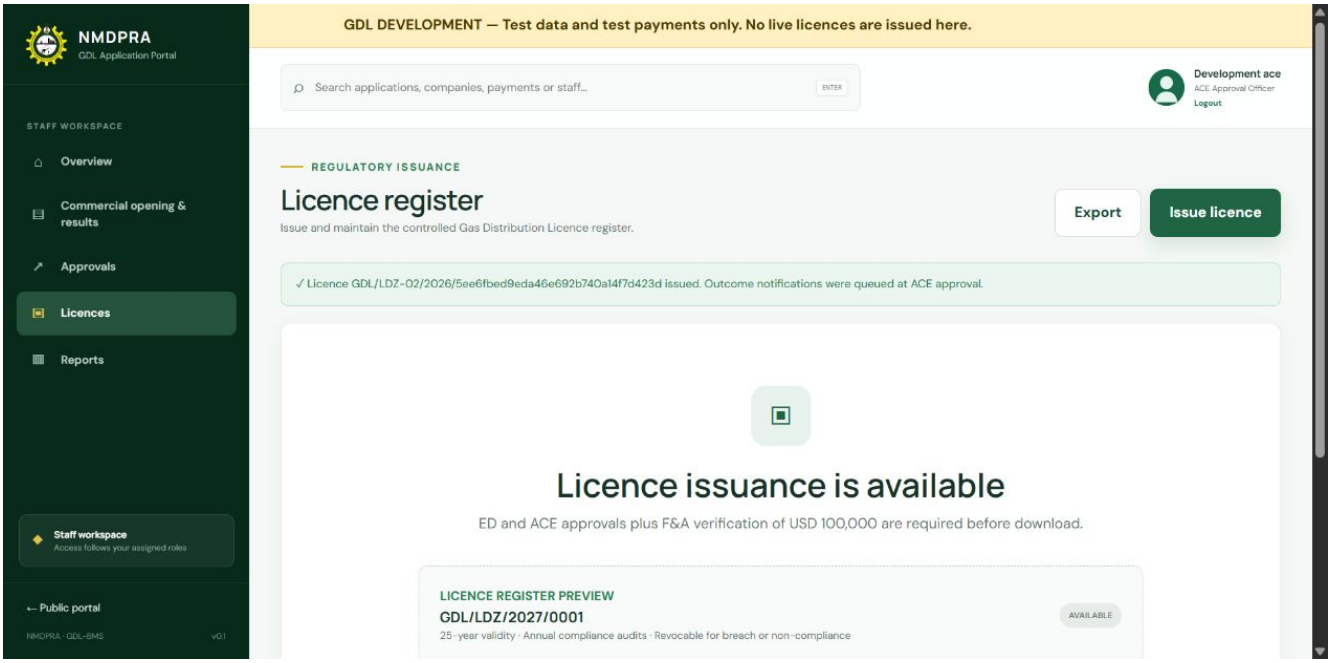
TEST ONLY - training screenshot. See chapter notes for context.

1. Open Staff > Licences and locate the exact Bwari record. Check ED Approved, ACE Approved, Payment verified, grant fee USD 100,000 and award Published.
2. Use the application-row issuance action. The register preview number is illustrative and must not be copied as the issued licence number.
3. Open the test issuance confirmation. Check the full company, email/application, area, approvals, payment, publication, accepted terms and current Not issued state.
4. Use Keep unissued to cancel if necessary. In this run cancellation/reopening preserved the records; issuance occurred only after the user separately authorised confirmation.

The issuance confirmation was first tested in the isolated copy and is now integrated into the main local source. The underlying approval, payment and publication gates are retained.

119 Bwari walkthrough: issued record and original licence number

TEST ONLY | ACE



TEST ONLY - training screenshot. See chapter notes for context.

1. Confirm test licence issuance only after the authorised review. Wait for the saved Licence issued state and the generated number.
2. Check GDL/LDZ-02/2026/5ee6fbed9eda46e692b740a14f7d423d for this Bwari application. Do not substitute the illustrative register-preview number.
3. Retain the issued record and history. A PDF presentation correction must not allocate another licence or change its original issuance identity.
4. Use Download licence PDF on that issued application row to inspect the staff copy.

120 Bwari walkthrough: corrected staff licence PDF

TEST ONLY | ACE / SUPPORT

1. Open the downloaded staff licence PDF and compare Licensee with the registered company, not only the applicant login email.
2. The initial staff PDF used the email as Licensee. The download handler was corrected to read the registered company name and stop with a clear error if that name is unavailable. This fix is now integrated into the main local source.
3. Download again and check the full TEST ONLY company name, LDZ-02/Bwari and the original licence number. The user confirmed the corrected staff PDF saved and opened.
4. Check the simulation-specimen notice, issue information and conditions. Record comparison confirmed the presentation fix preserved application, payment, company and milestone data.

The next page renders the corrected PDF using the same generator. It is a verification specimen, not a screenshot of the native browser download dialog or an official licence.

121 Bwari walkthrough: corrected licence specimen

TEST ONLY | SAME-GENERATOR PDF RENDER



NIGERIAN MIDSTREAM AND DOWNSTREAM
PETROLEUM REGULATORY AUTHORITY

GRANT OF GAS DISTRIBUTION LICENCE

Licence number	GDL/LDZ-02/2026/5ee6fbed9eda46e692b740a14f7d423d
Licensee	GDL LOCAL SINGLE WALKTHROUGH 20261017 LIMITED - TEST ONLY
Application	GDL/2026/EOI/b2a13950faa84493871119d910314f28
LDZ / area	LDZ-02 / Bwari
Issued	17 October 2026
Term	25 years, subject to annual compliance audits and applicable regulations
Payment	USD 100,000 grant fee verified by F&A

Conditions

This simulation specimen is subject to the Petroleum Industry Act, applicable NMDPRA regulations, approved application terms, safety and environmental obligations, reporting duties and payment of applicable charges. The licence may be suspended, withdrawn or revoked for fraud, false information, non-payment, breach of conditions or regulatory non-compliance.

SIMULATION SPECIMEN — This document is a local simulation and is not an official NMDPRA licence.

Prepared through the controlled award workflow by Applicant portal.

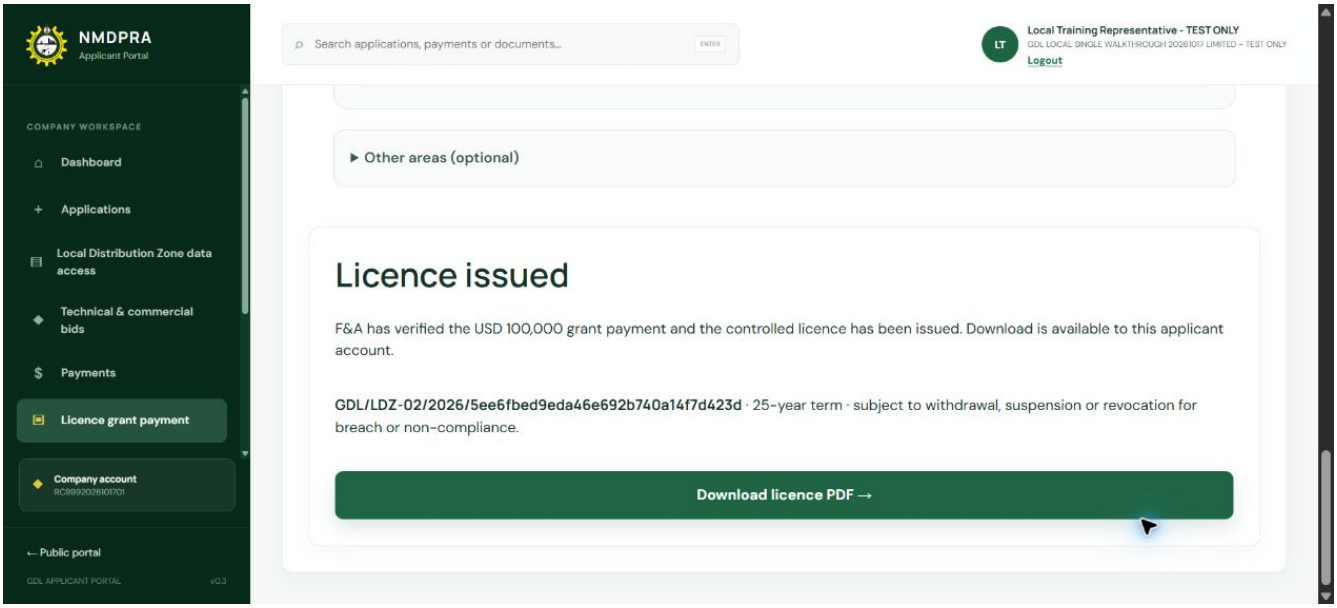
NMDPRA · Gas Distribution Licence Application Portal | Page 1

TEST ONLY - training screenshot. See chapter notes for context.

Rendered verification copy of the applicant licence PDF. Check the registered company name, LDZ-02/Bwari and licence number against the issued record. This is a local SIMULATION SPECIMEN, not an official NMDPRA licence.

122 Bwari walkthrough: applicant licence download - completed

TEST ONLY | APPLICANT



TEST ONLY - training screenshot. See chapter notes for context.

1. Sign in as the local-single applicant and open Licence grant payment for Bwari. Check Licence issued and the saved licence number.
2. Click Download licence PDF. Save the file using the browser and open the saved PDF.
3. Verify GDL LOCAL SINGLE WALKTHROUGH 20261017 LIMITED - TEST ONLY; LDZ-02 / Bwari; and GDL/LDZ-02/2026/5ee6fbed9eda46e692b740a14f7d423d.
4. Check the issue information, terms and simulation notice. The user confirmed the applicant PDF saved and opened correctly. The walkthrough stops here; no further decision, payment or deployment follows.

Both corrected staff and applicant native PDF saves/opens were user-confirmed. The same-generator PDF text and rendered layout were independently checked. Keep the original saved file; do not edit an official licence PDF in a real workflow.

123 Bwari walkthrough: fixes, limits and local handover

TEST ONLY | SUPPORT / TRAINING COORDINATOR

1. PDF preview and document actions: the blank registration preview and Expression of Interest View/Download issue were fixed locally and retested. Each later uploaded prequalification document was viewed and its saved PDF confirmed.
2. Uploads and persistence: specific upload-failure guidance was introduced locally. The fourth commercial submission was checked through the saved four-review Approval 1 consolidation before validation continued.
3. Promoted fixes: ED approval, ACE approval and licence-issuance confirmations were added, applicant refresh/navigation session restoration was tested, and the staff licence PDF was corrected to use the registered company name. They were first exercised in isolation and then integrated into the main local source.
4. The ED/ACE and issuance confirmations, protected applicant session restoration and company-name PDF fix have now been merged into the main local source and tested. Release packaging excludes test accounts, applications, payments, dates and bank settings. Confirm environment deployment status from the release verification; screenshots remain TEST ONLY.

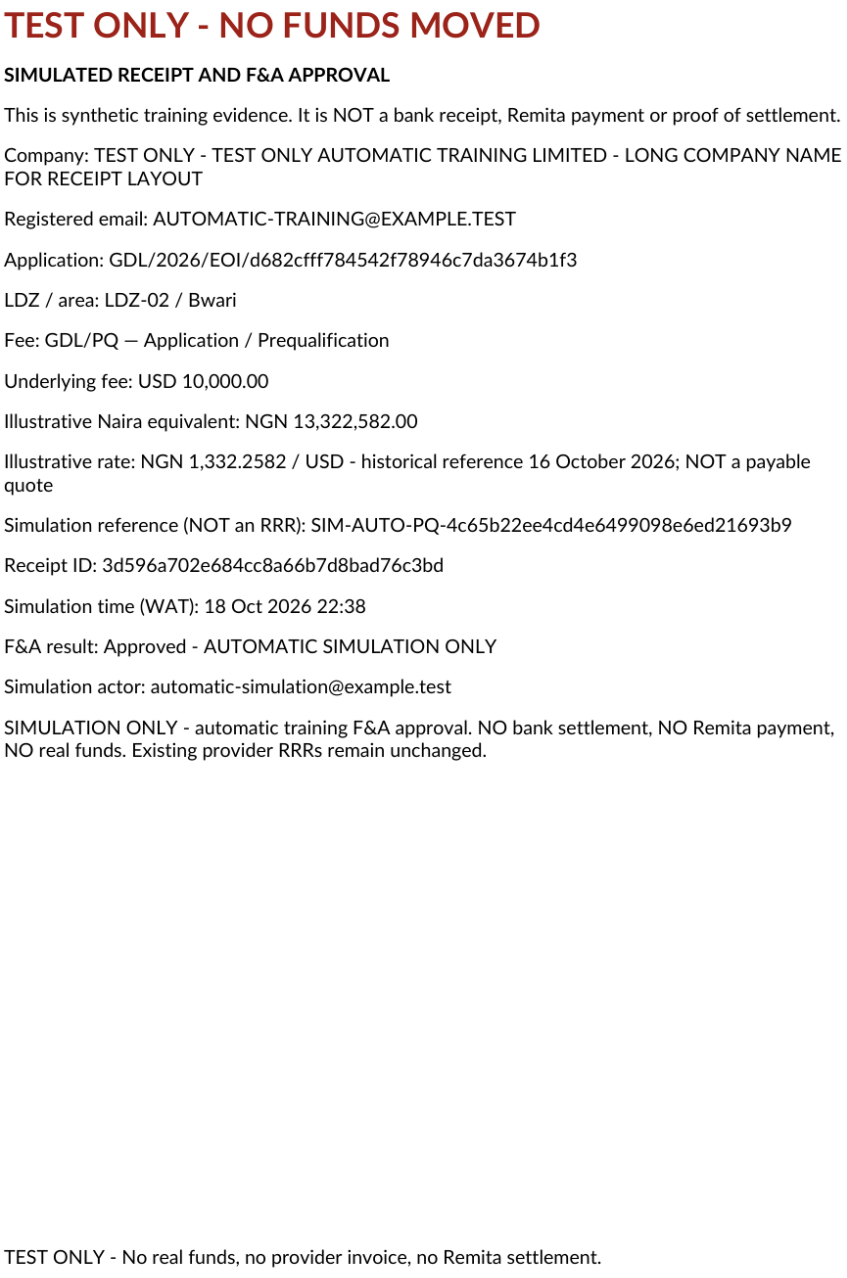
The main local walkthrough on port 5201, the award copy on port 5225 and live sites are different environments. Some screenshots have older overview text despite correct detailed saved states. Check the actual application record; do not infer status from static journey text.

This historical USD walkthrough did not exercise NGN/Remita settlement or external inbox delivery. The current payment chapters document the subsequently configured demo route and verified RRR generation. Successful provider settlement and exact provider expiry enforcement remain unverified.

Earlier chapters retain the separate correction/Not Qualified branch and JV instructions. This completed Bwari branch is a single-company qualified example; it does not replace or claim a new end-to-end JV walkthrough.

124 Automatic receipt specimen: Prequalification

TEST ONLY — ISOLATED AUTOMATIC SIMULATION FIXTURE



TEST ONLY - NO FUNDS MOVED

SIMULATED RECEIPT AND F&A APPROVAL

This is synthetic training evidence. It is NOT a bank receipt, Remita payment or proof of settlement.

Company: TEST ONLY - TEST ONLY AUTOMATIC TRAINING LIMITED - LONG COMPANY NAME FOR RECEIPT LAYOUT

Registered email: AUTOMATIC-TRAINING@EXAMPLE.TEST

Application: GDL/2026/EOI/d682cfff784542f78946c7da3674b1f3

LDZ / area: LDZ-02 / Bwari

Fee: GDL/PQ — Application / Prequalification

Underlying fee: USD 10,000.00

Illustrative Naira equivalent: NGN 13,322,582.00

Illustrative rate: NGN 1,332.2582 / USD - historical reference 16 October 2026; NOT a payable quote

Simulation reference (NOT an RRR): SIM-AUTO-PQ-4c65b22ee4cd4e6499098e6ed21693b9

Receipt ID: 3d596a702e684cc8a66b7d8bad76c3bd

Simulation time (WAT): 18 Oct 2026 22:38

F&A result: Approved - AUTOMATIC SIMULATION ONLY

Simulation actor: automatic-simulation@example.test

SIMULATION ONLY - automatic training F&A approval. NO bank settlement, NO Remita payment, NO real funds. Existing provider RRRs remain unchanged.

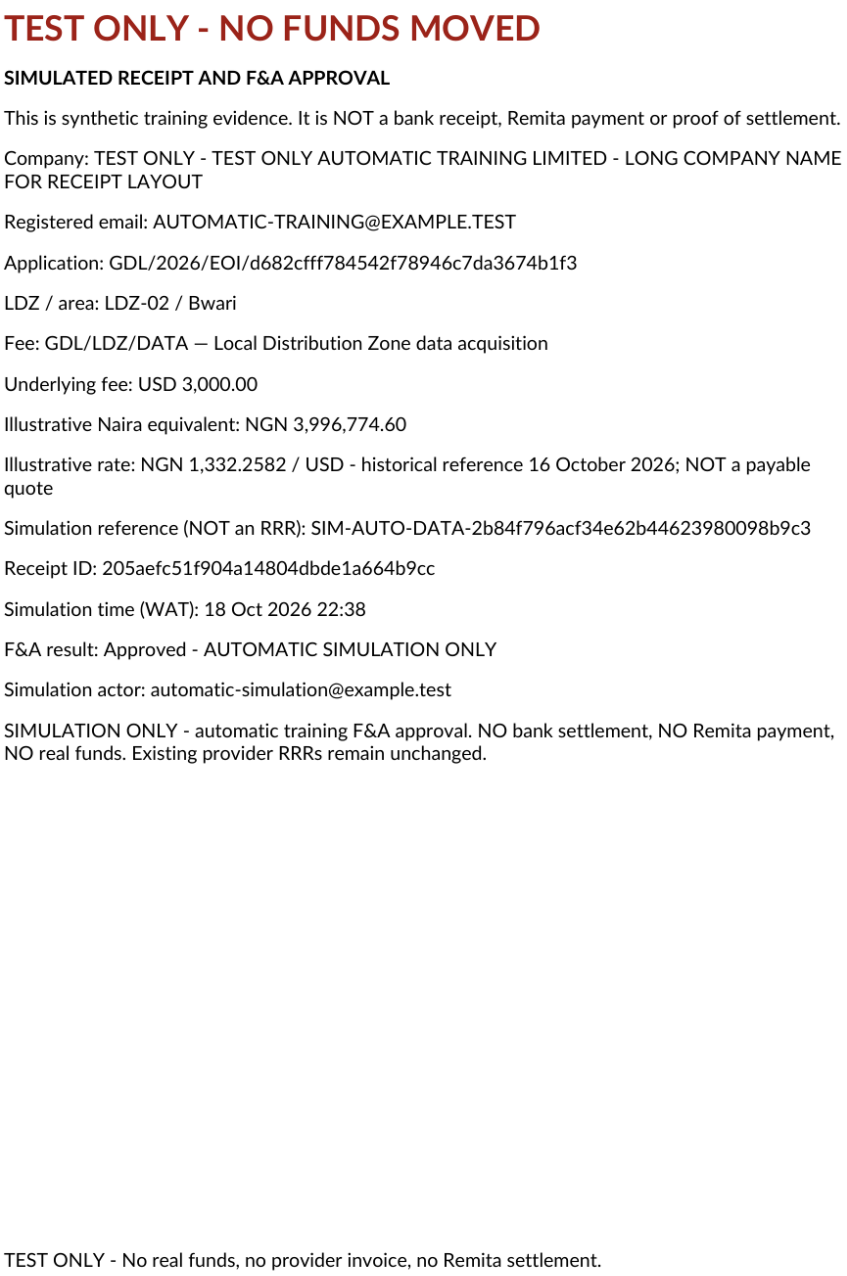
TEST ONLY - No real funds, no provider invoice, no Remita settlement.

Full synthetic receipt specimen; historical illustration only.

Inspect the full receipt: company, application reference, fee purpose, USD amount, historical illustrative Naira amount, SIM-AUTO reference and no-funds statement. This is not a Remita invoice or bank settlement.

125 Automatic receipt specimen: LDZ data

TEST ONLY — ISOLATED AUTOMATIC SIMULATION FIXTURE



TEST ONLY - NO FUNDS MOVED

SIMULATED RECEIPT AND F&A APPROVAL

This is synthetic training evidence. It is NOT a bank receipt, Remita payment or proof of settlement.

Company: TEST ONLY - TEST ONLY AUTOMATIC TRAINING LIMITED - LONG COMPANY NAME FOR RECEIPT LAYOUT

Registered email: AUTOMATIC-TRAINING@EXAMPLE.TEST

Application: GDL/2026/EOI/d682cfff784542f78946c7da3674b1f3

LDZ / area: LDZ-02 / Bwari

Fee: GDL/LDZ/DATA — Local Distribution Zone data acquisition

Underlying fee: USD 3,000.00

Illustrative Naira equivalent: NGN 3,996,774.60

Illustrative rate: NGN 1,332.2582 / USD - historical reference 16 October 2026; NOT a payable quote

Simulation reference (NOT an RRR): SIM-AUTO-DATA-2b84f796acf34e62b44623980098b9c3

Receipt ID: 205aefc51f904a14804dbde1a664b9cc

Simulation time (WAT): 18 Oct 2026 22:38

F&A result: Approved - AUTOMATIC SIMULATION ONLY

Simulation actor: automatic-simulation@example.test

SIMULATION ONLY - automatic training F&A approval. NO bank settlement, NO Remita payment, NO real funds. Existing provider RRRs remain unchanged.

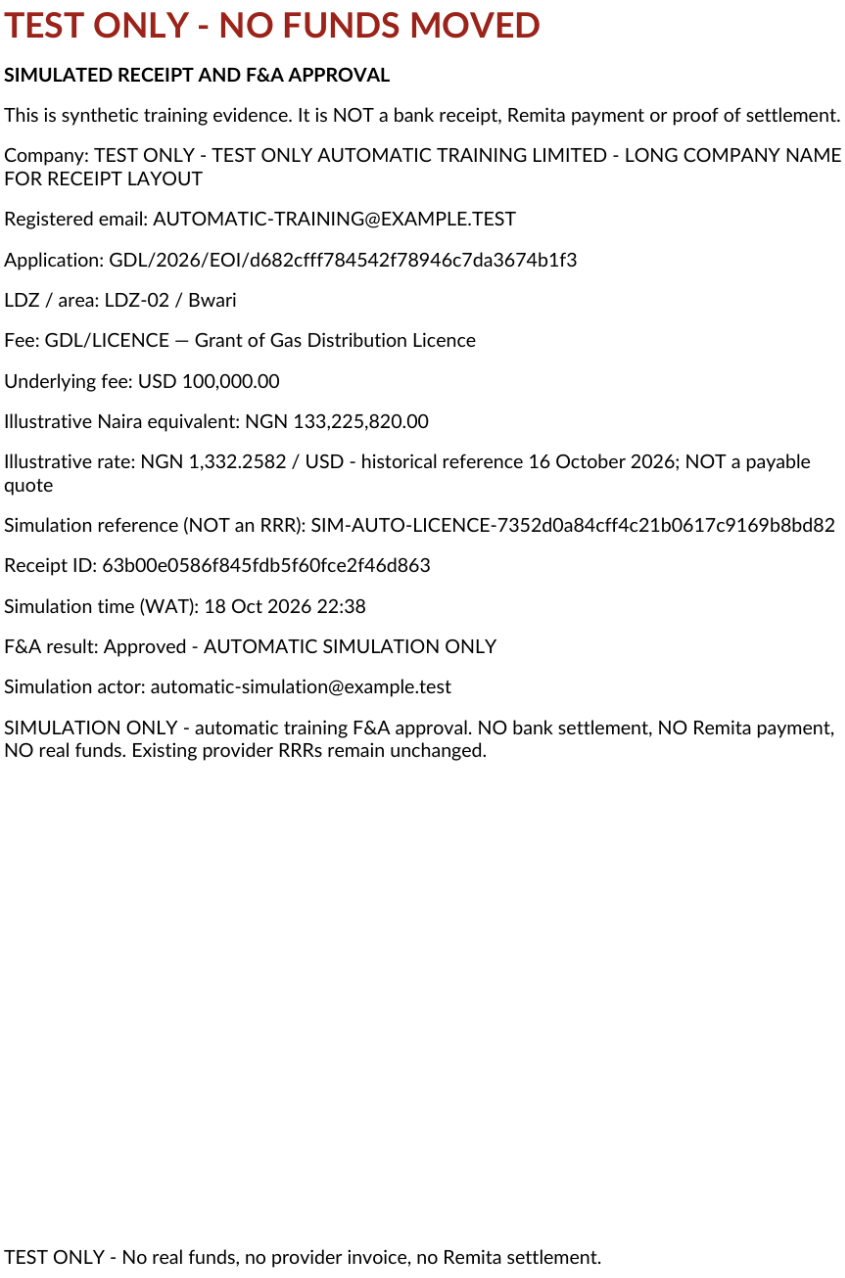
TEST ONLY - No real funds, no provider invoice, no Remita settlement.

Full synthetic receipt specimen; historical illustration only.

Inspect the full receipt: company, application reference, fee purpose, USD amount, historical illustrative Naira amount, SIM-AUTO reference and no-funds statement. This is not a Remita invoice or bank settlement.

126 Automatic receipt specimen: Licence grant

TEST ONLY — ISOLATED AUTOMATIC SIMULATION FIXTURE

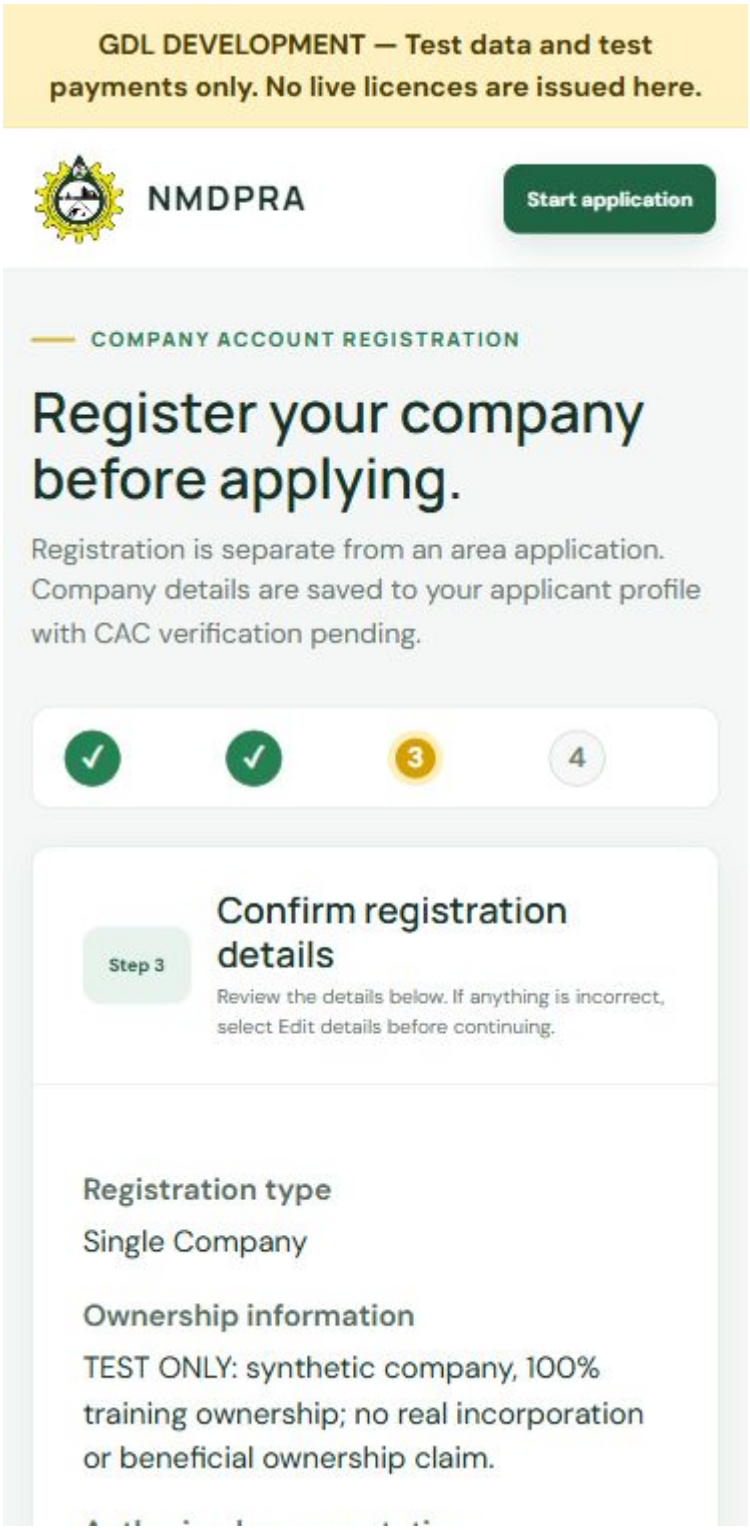


Full synthetic receipt specimen; historical illustration only.

Inspect the full receipt: company, application reference, fee purpose, USD amount, historical illustrative Naira amount, SIM-AUTO reference and no-funds statement. This is not a Remita invoice or bank settlement.

127 Detailed screen: Confirm details and create credentials (1/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

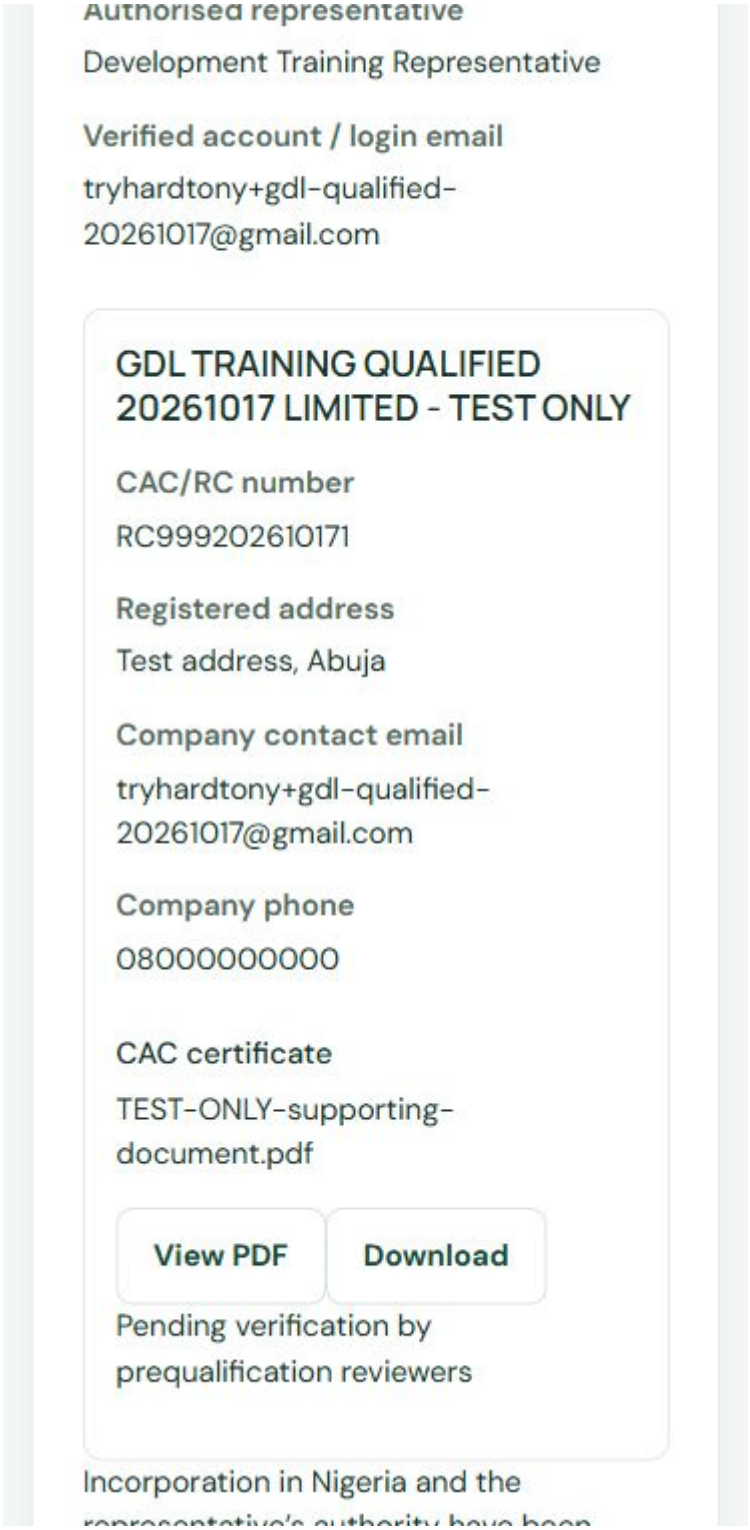


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

128 Detailed screen: Confirm details and create credentials (2/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

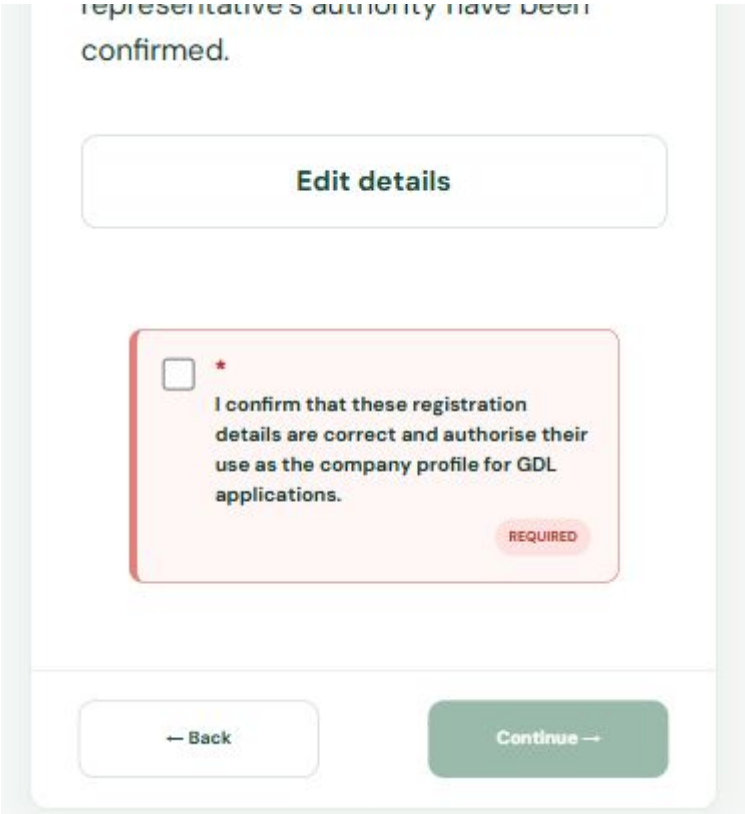


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

129 Detailed screen: Confirm details and create credentials (3/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

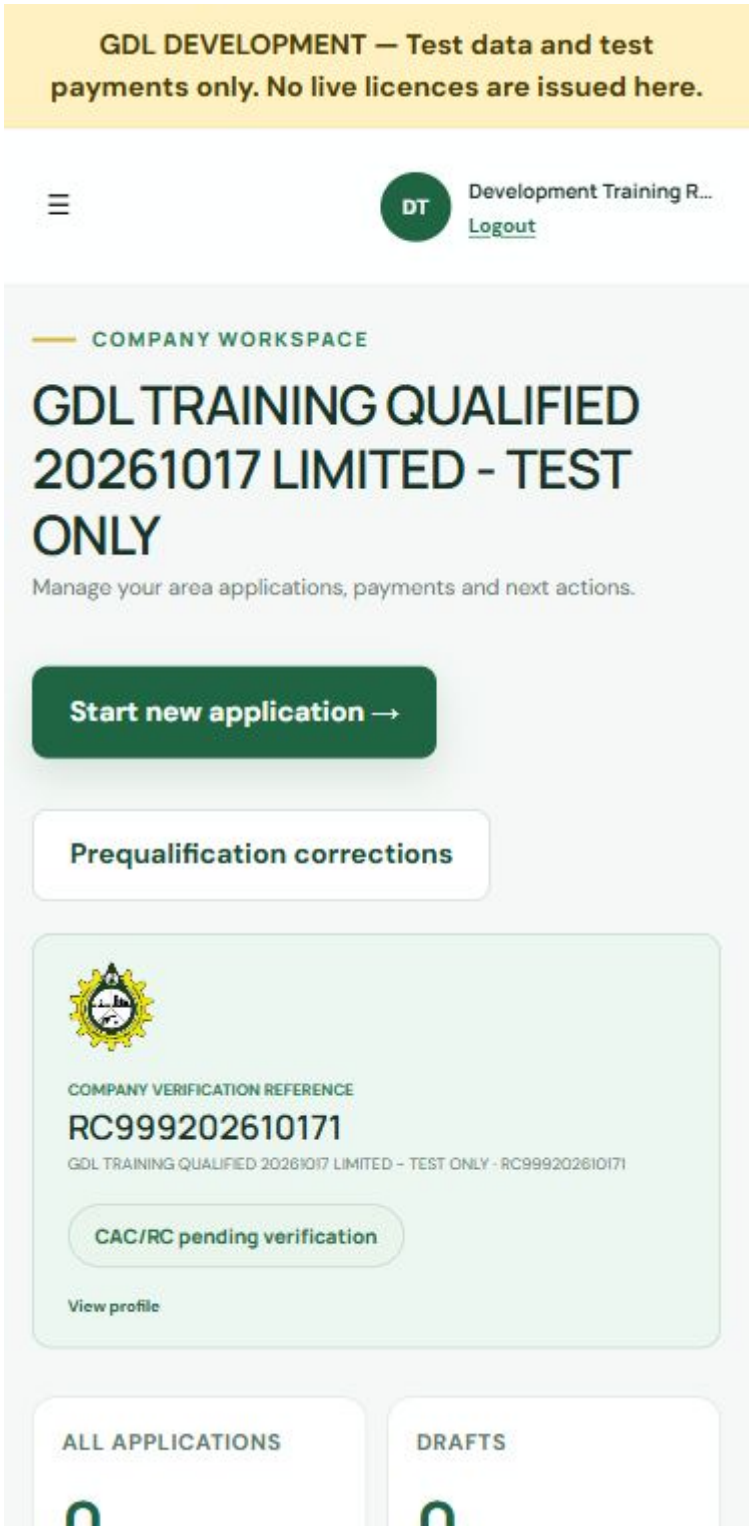


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

130 Detailed screen: Dashboard, profile and document status (1/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

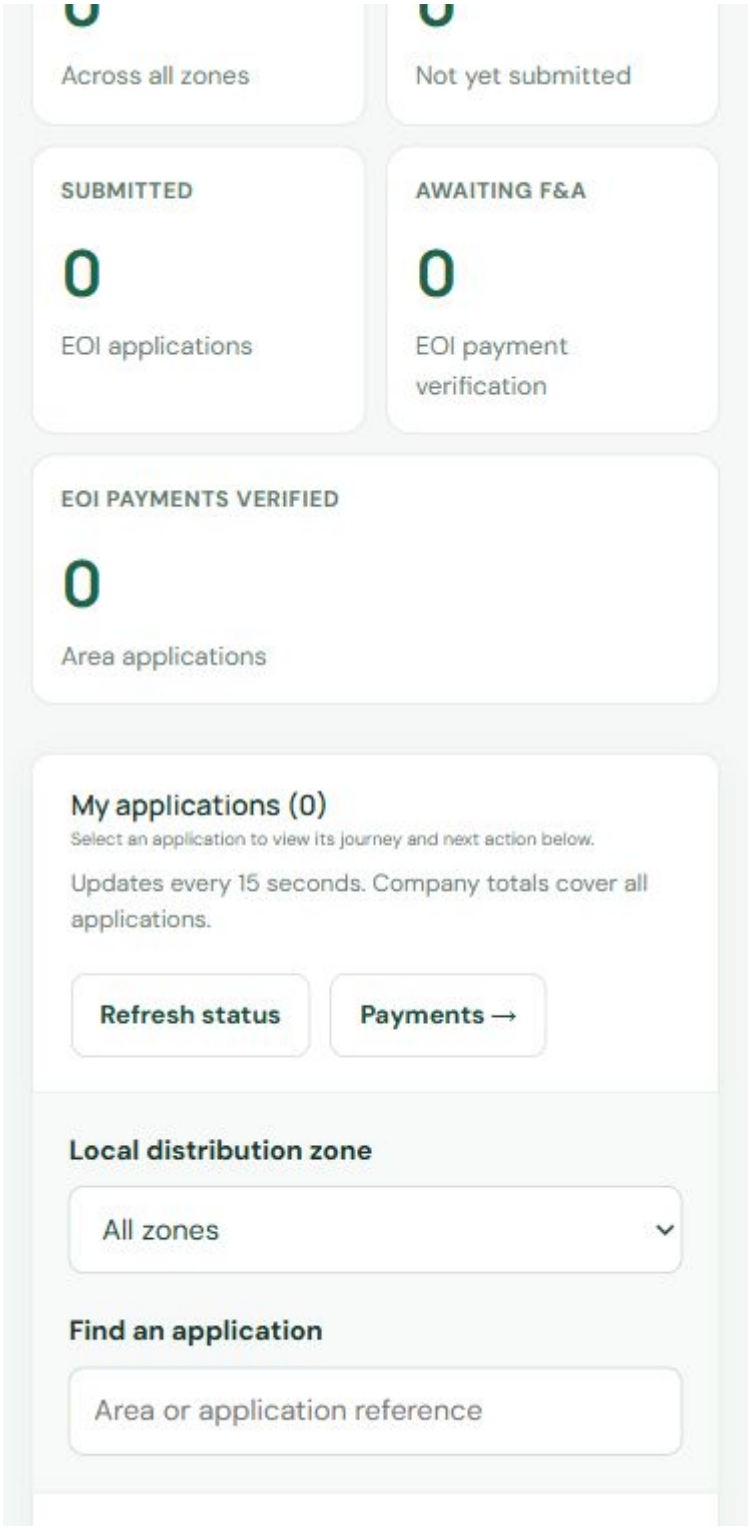


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

131 Detailed screen: Dashboard, profile and document status (2/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

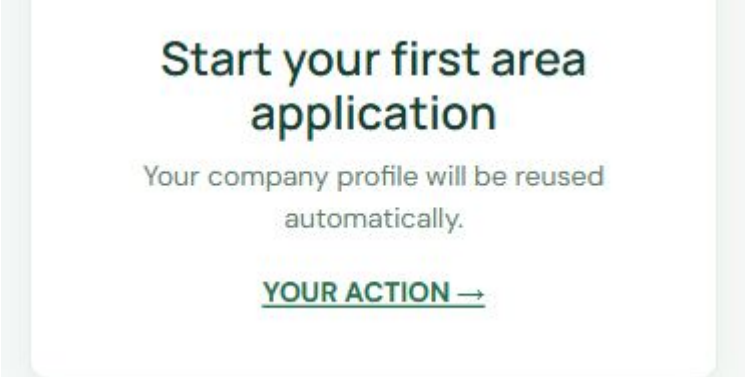


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

132 Detailed screen: Dashboard, profile and document status (3/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

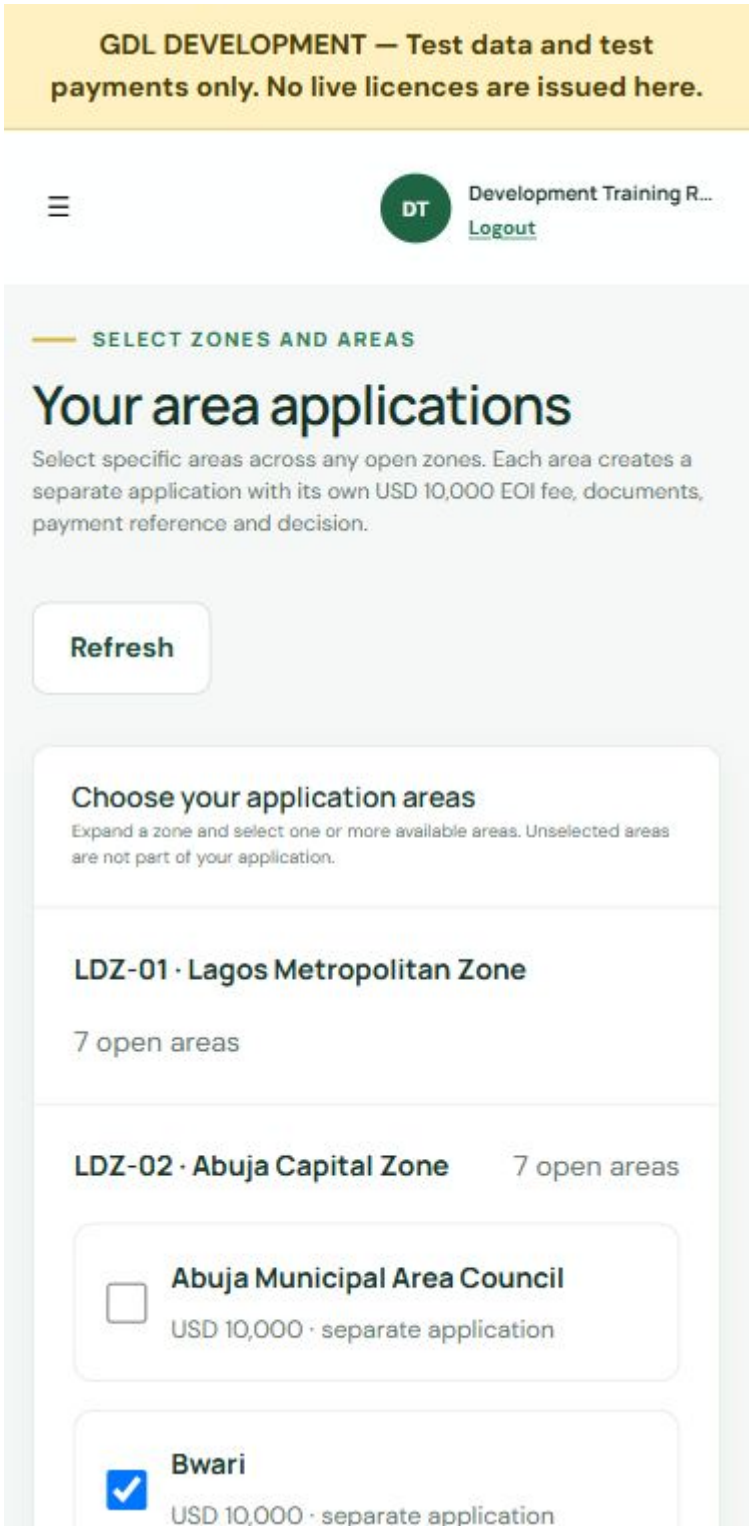


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

133 Detailed screen: Select LDZ areas and create applications (1/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

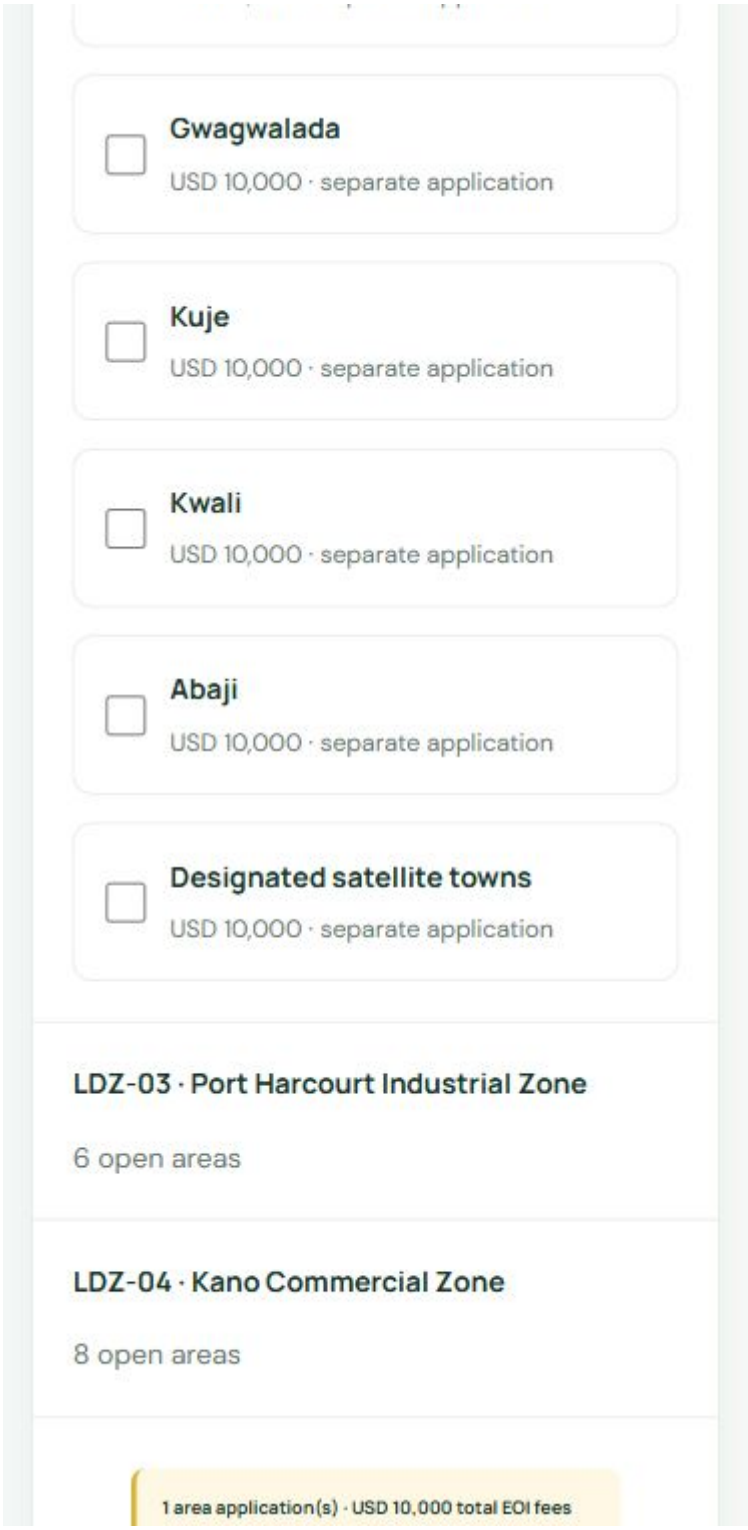


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

134 Detailed screen: Select LDZ areas and create applications (2/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

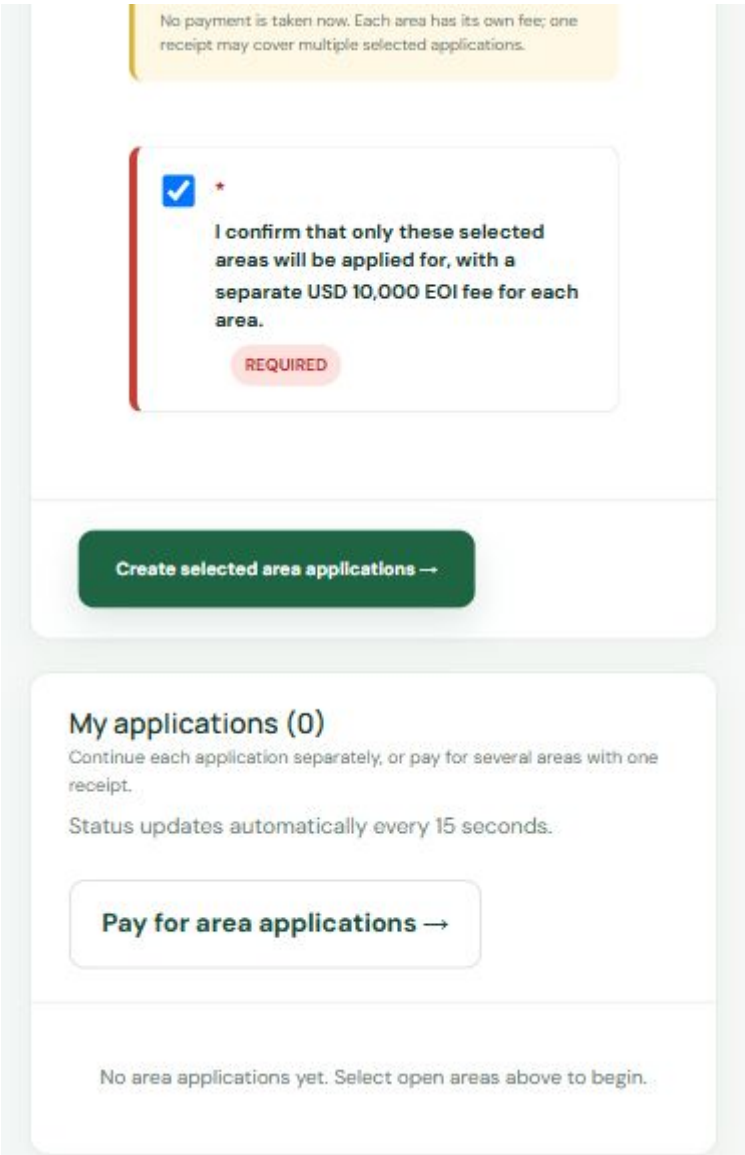


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

135 Detailed screen: Select LDZ areas and create applications (3/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

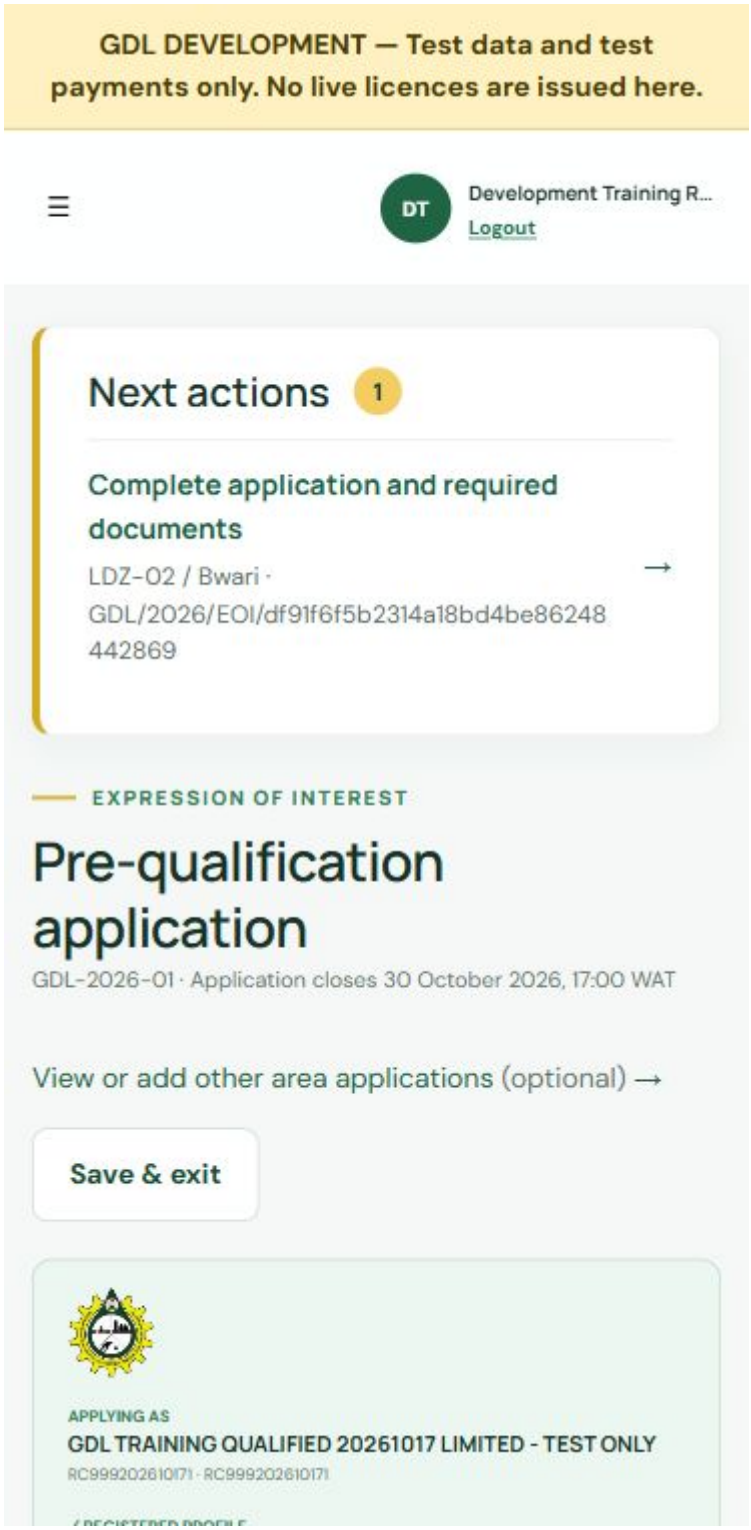


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

136 Detailed screen: Prequalification application: confirm and upload (1/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

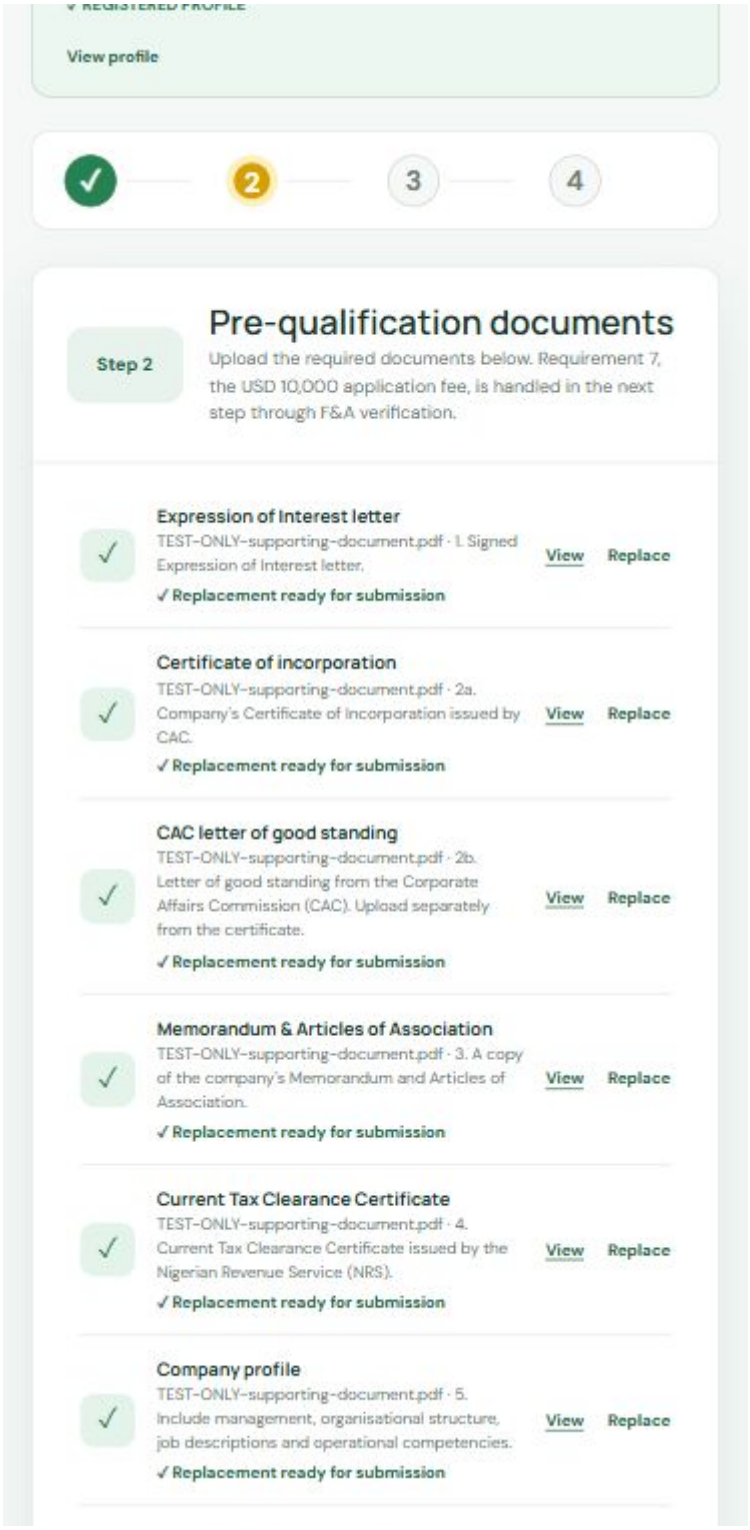


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

137 Detailed screen: Prequalification application: confirm and upload (2/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

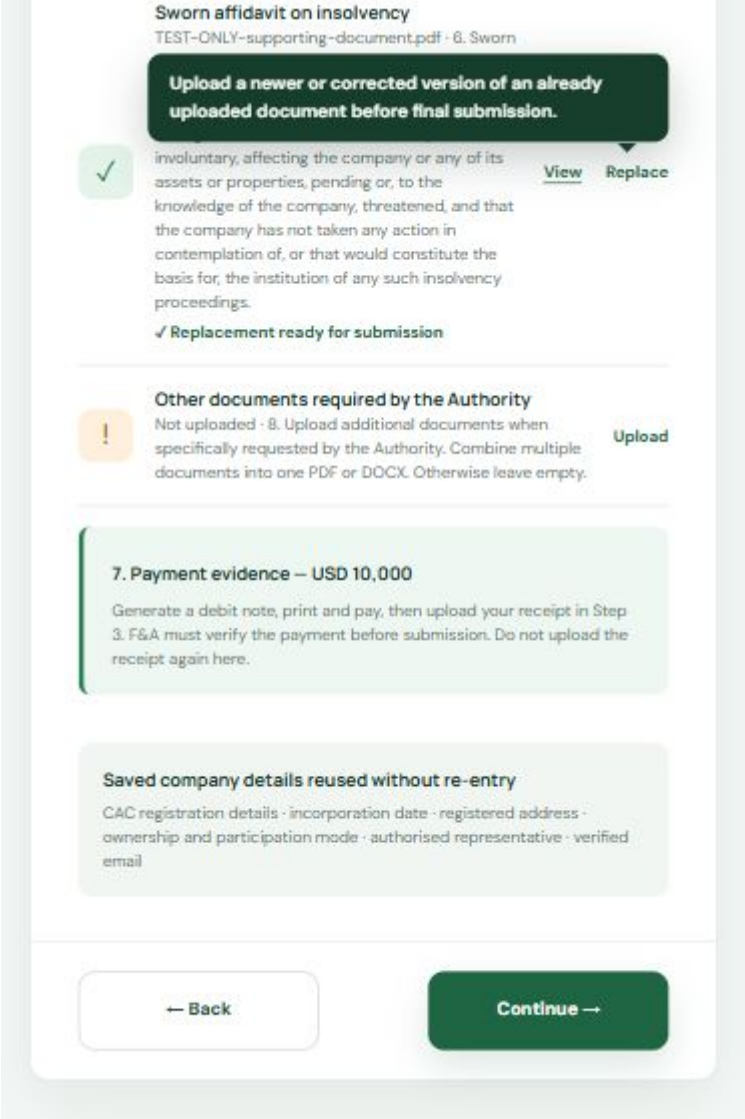


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

138 Detailed screen: Prequalification application: confirm and upload (3/3)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

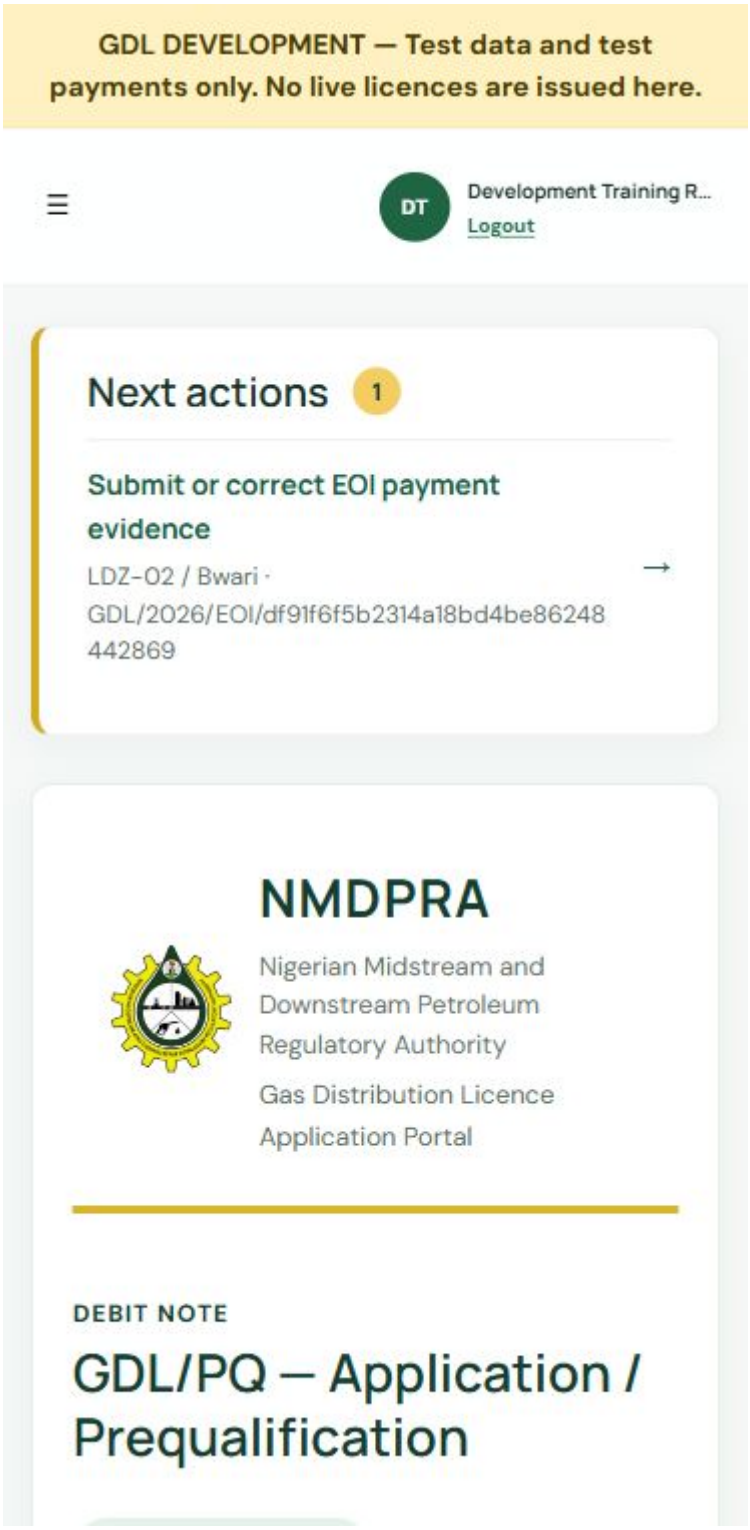


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

139 Detailed screen: Generate a debit note yourself (1/4)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

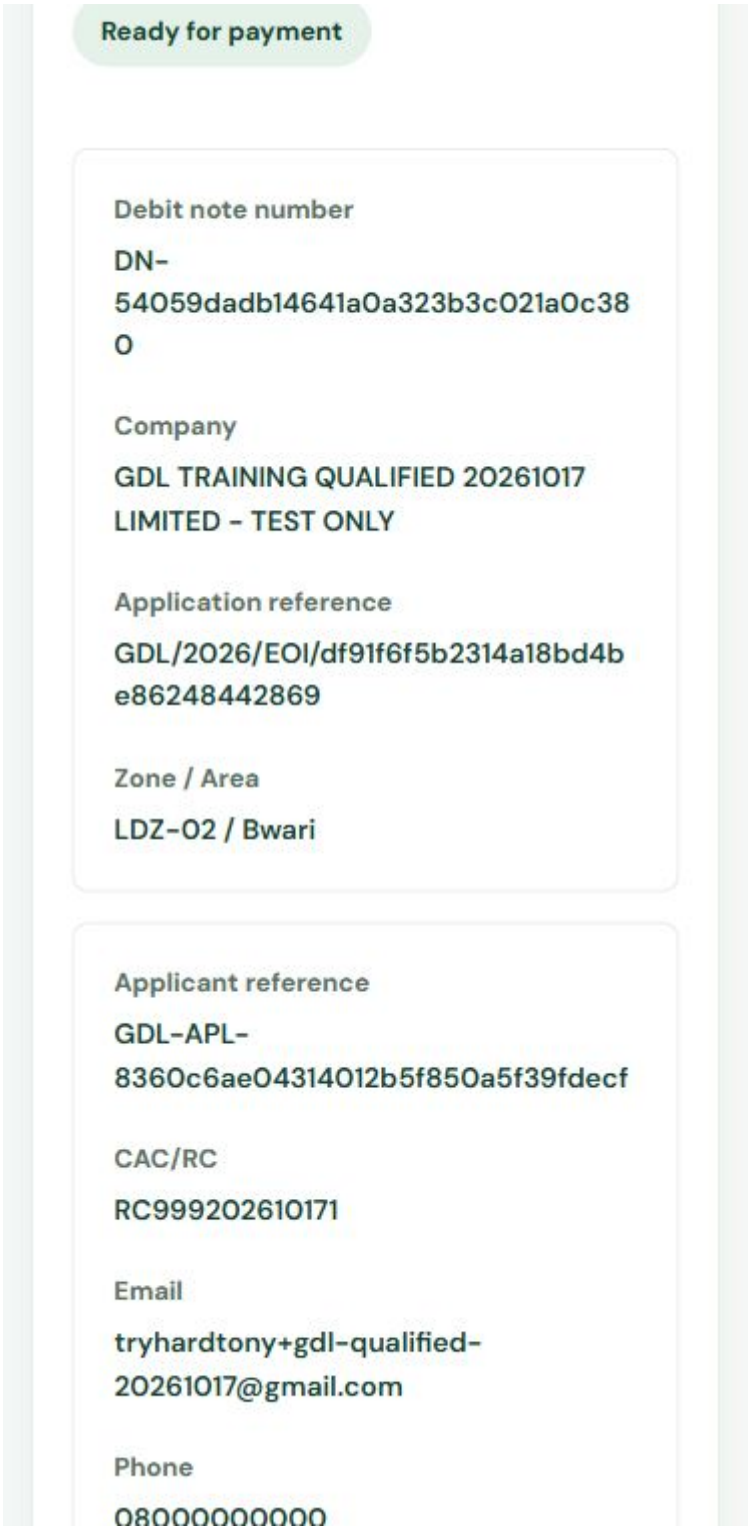


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

140 Detailed screen: Generate a debit note yourself (2/4)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

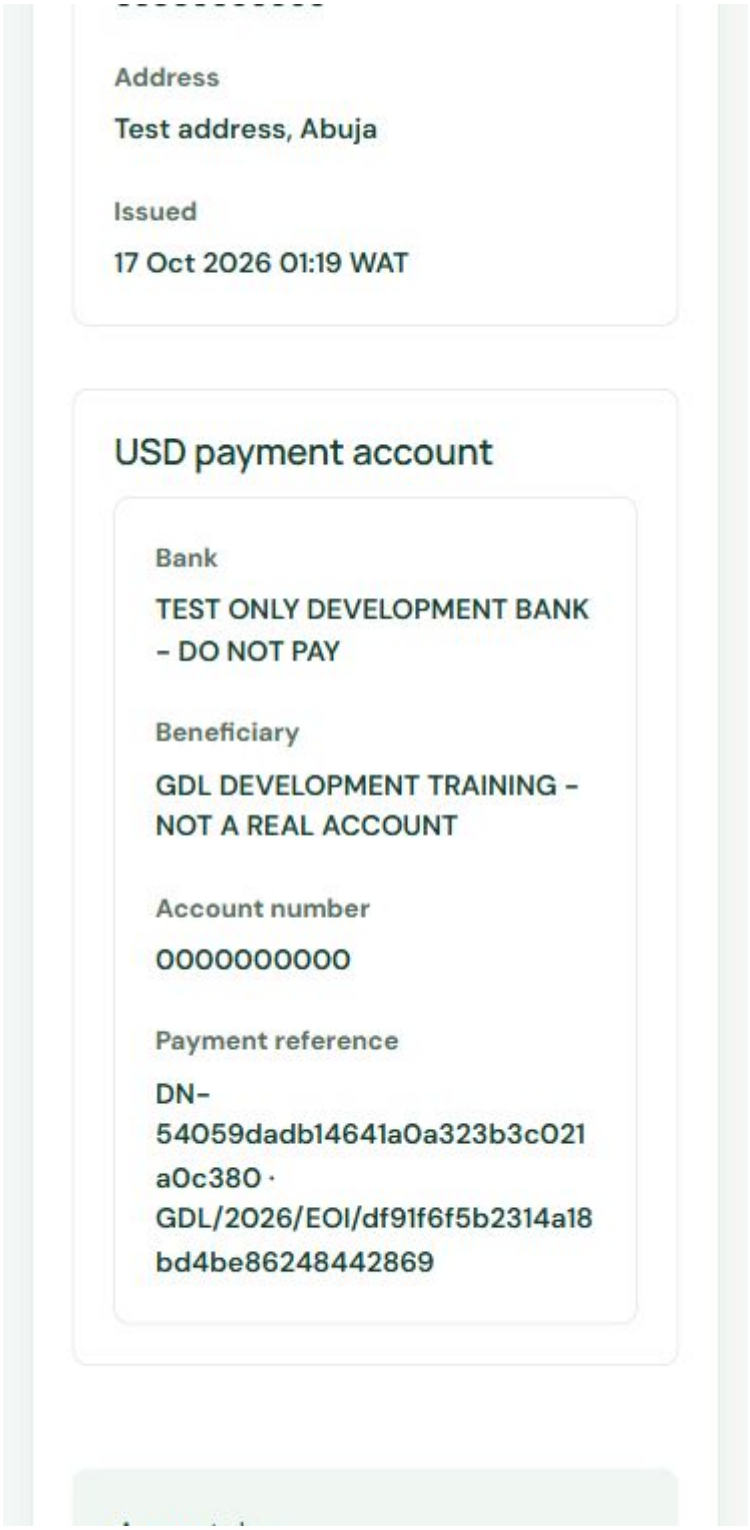


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

141 Detailed screen: Generate a debit note yourself (3/4)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

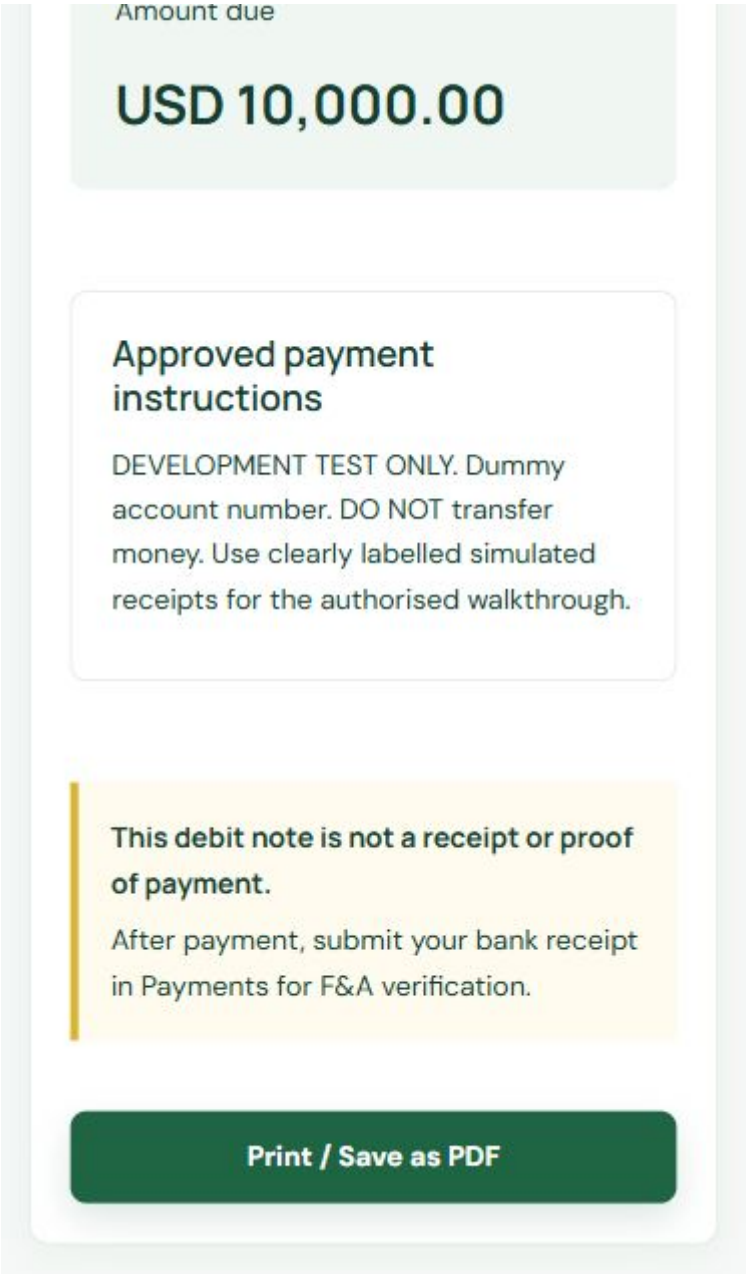


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

142 Detailed screen: Generate a debit note yourself (4/4)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

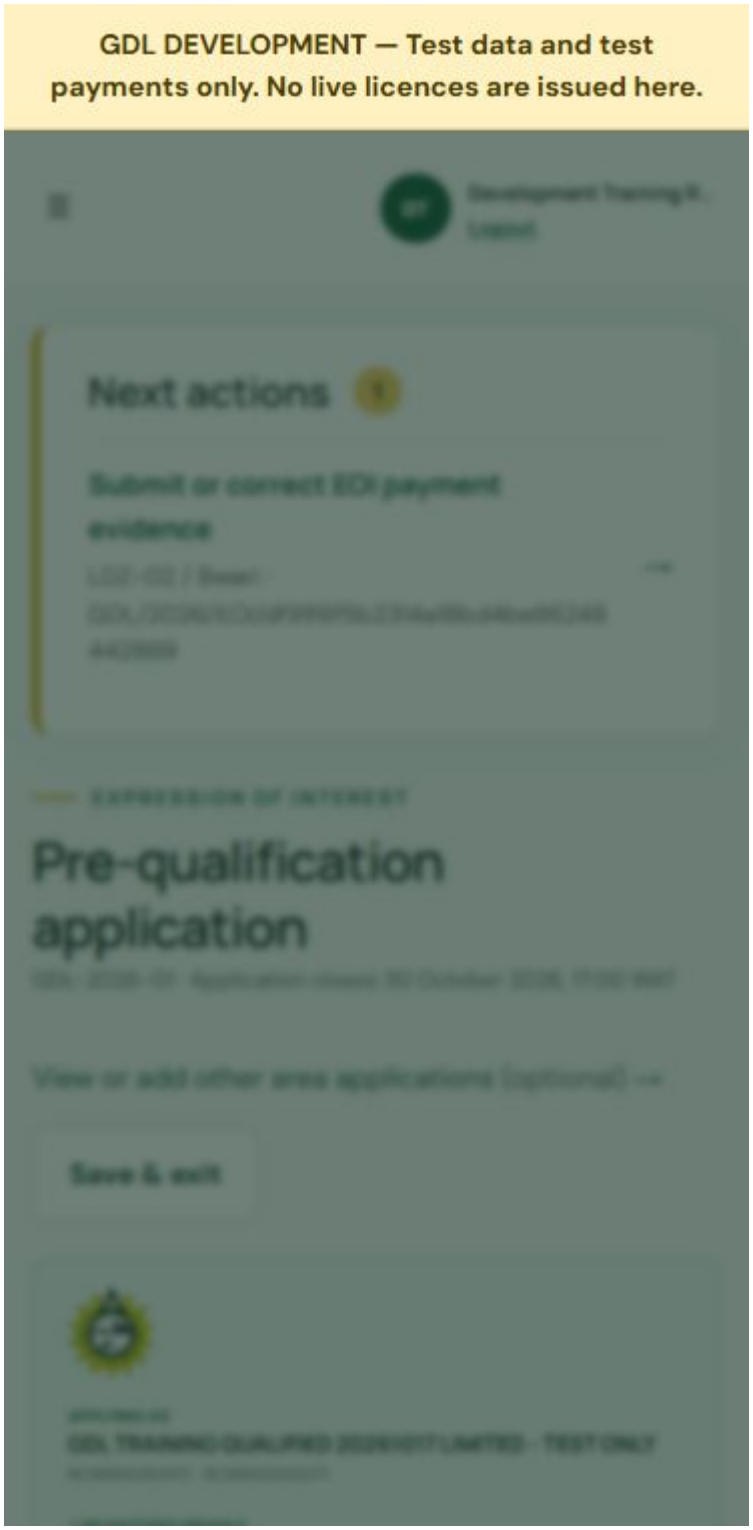


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

143 Detailed screen: Upload USD payment evidence (1/5)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

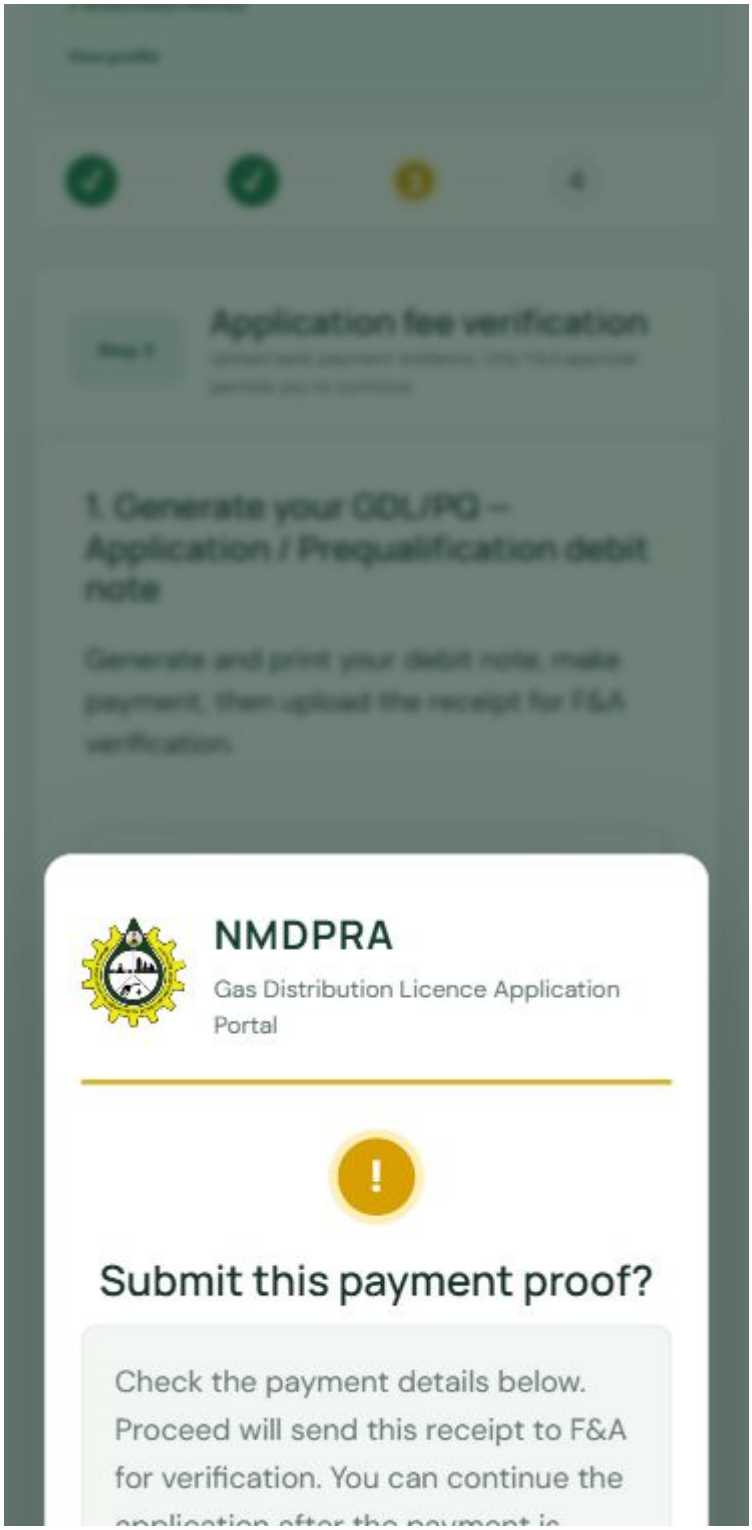


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

144 Detailed screen: Upload USD payment evidence (2/5)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

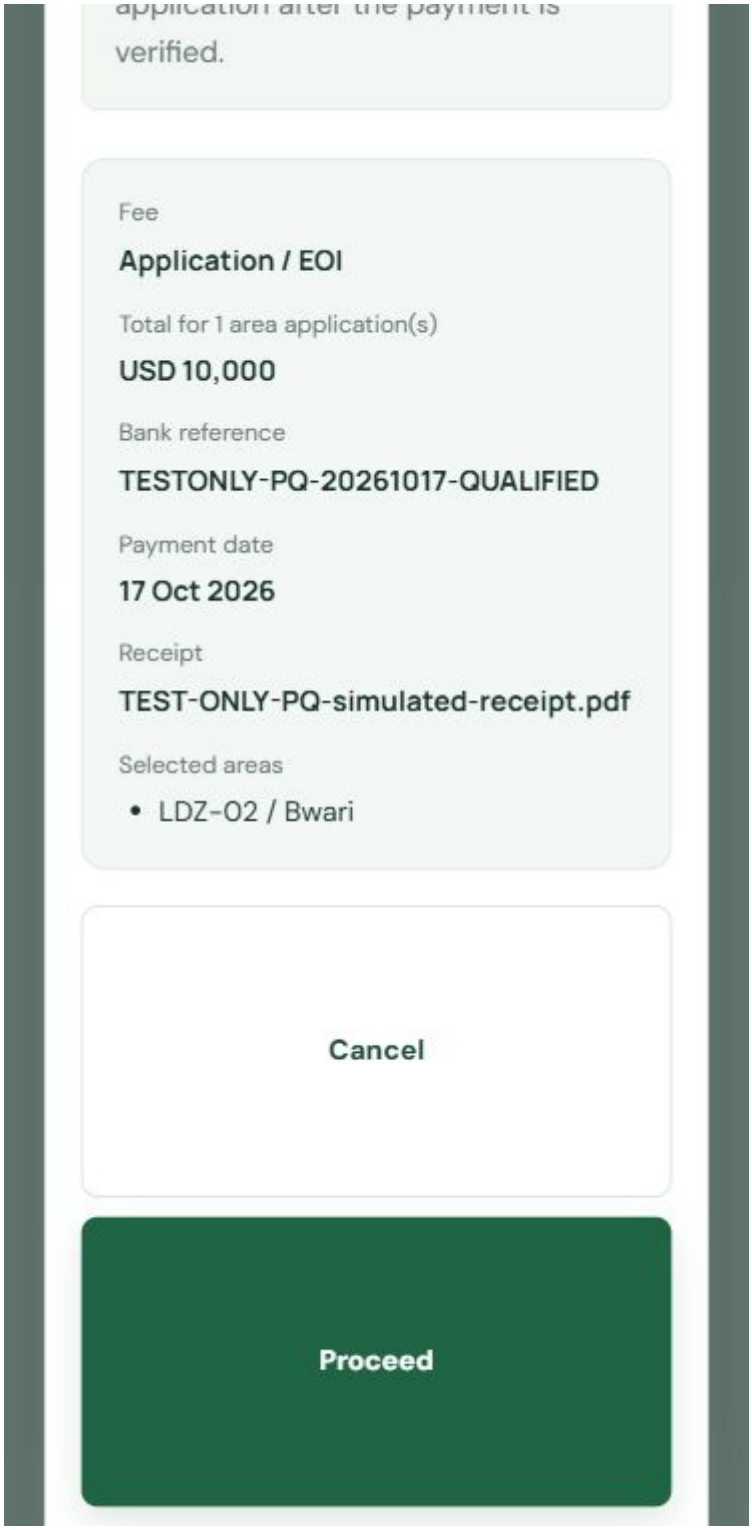


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

145 Detailed screen: Upload USD payment evidence (3/5)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

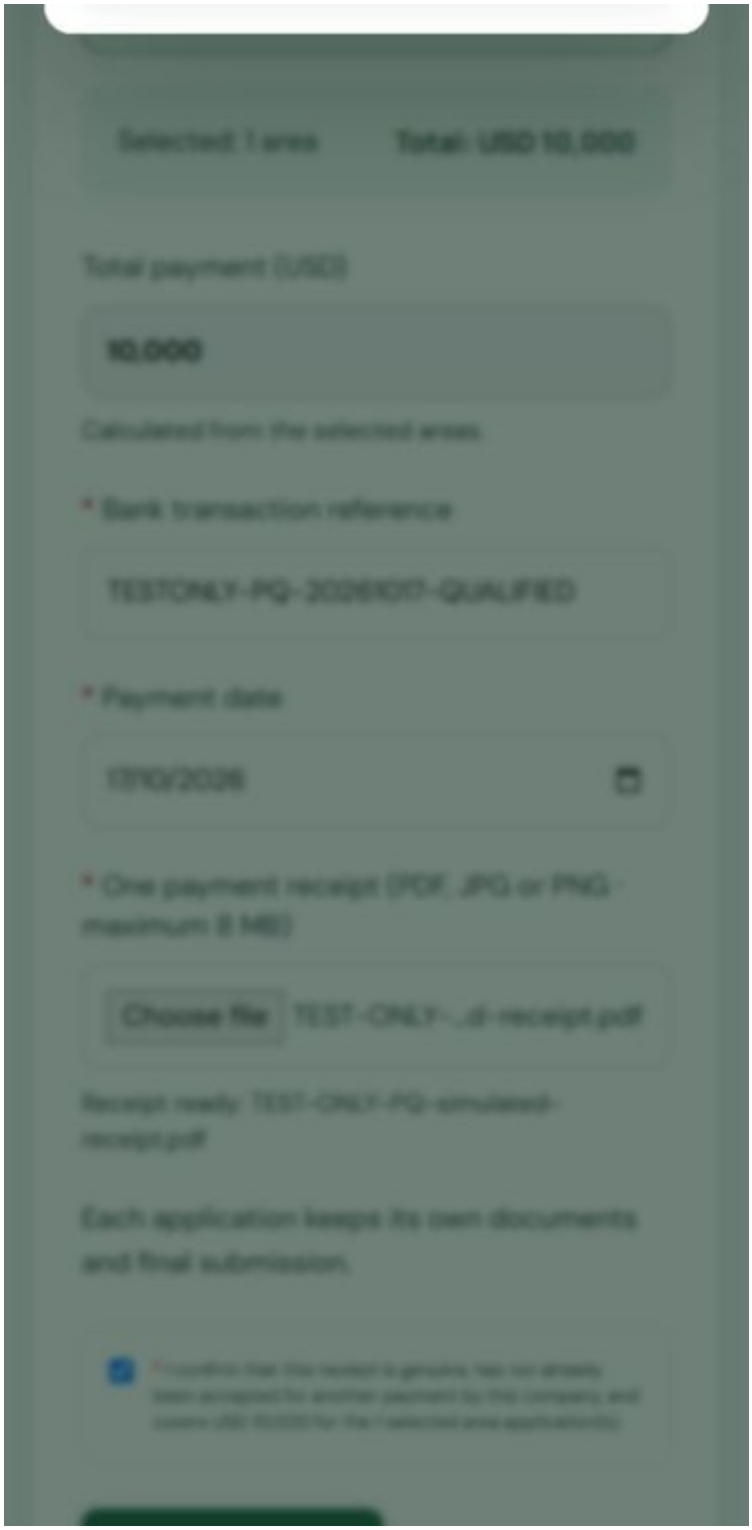


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

146 Detailed screen: Upload USD payment evidence (4/5)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

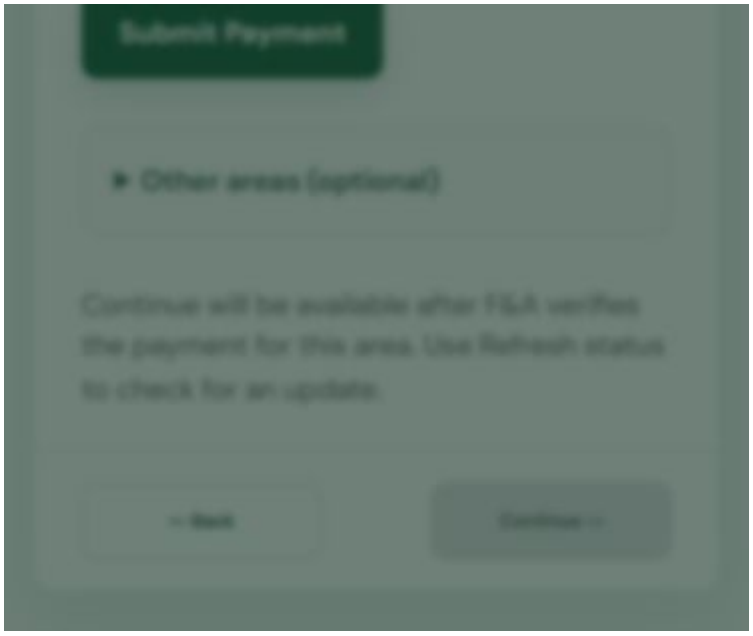


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

147 Detailed screen: Upload USD payment evidence (5/5)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

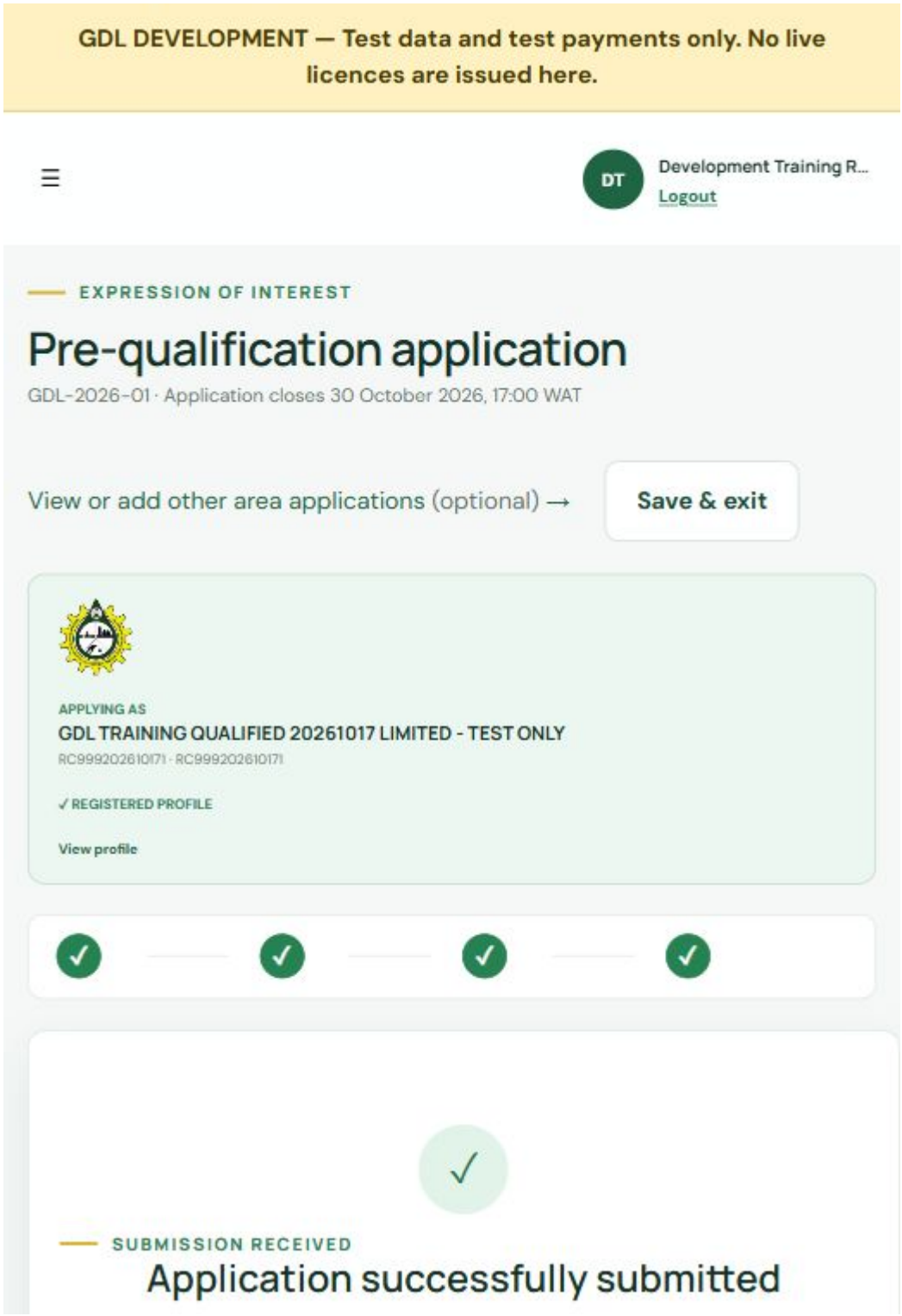


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

148 Detailed screen: Seal and submit prequalification (1/2)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

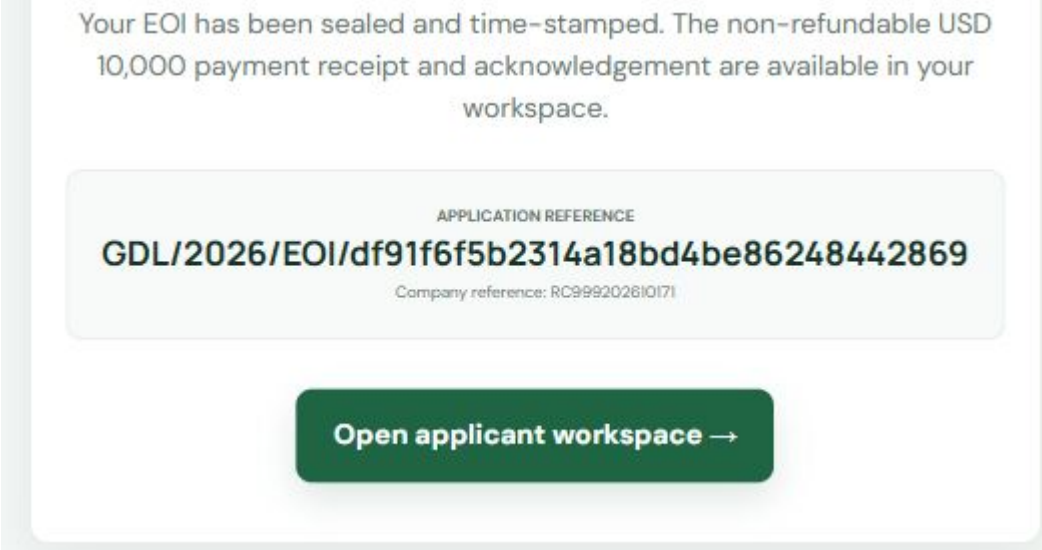


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

149 Detailed screen: Seal and submit prequalification (2/2)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

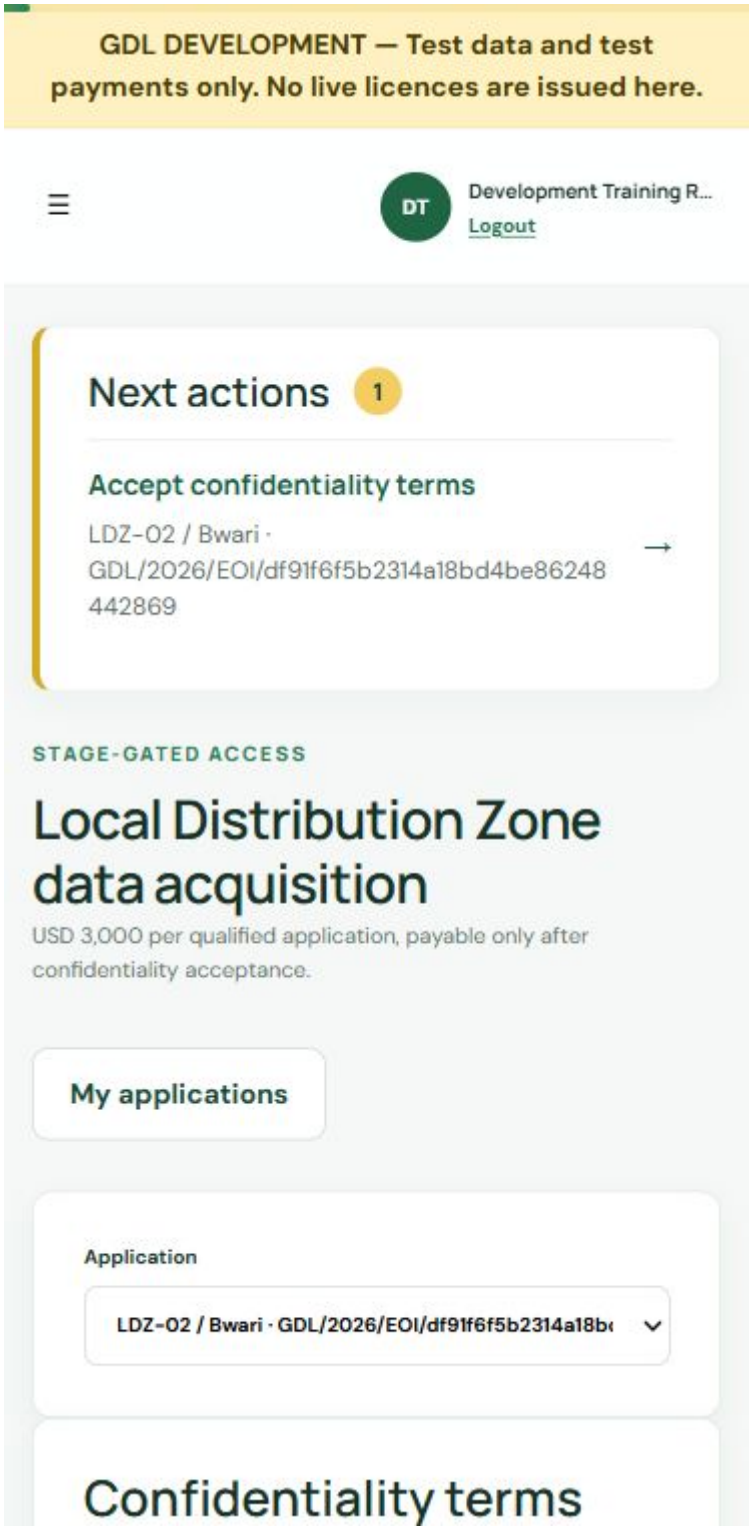


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

150 Detailed screen: Data acquisition and confidentiality (1/2)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

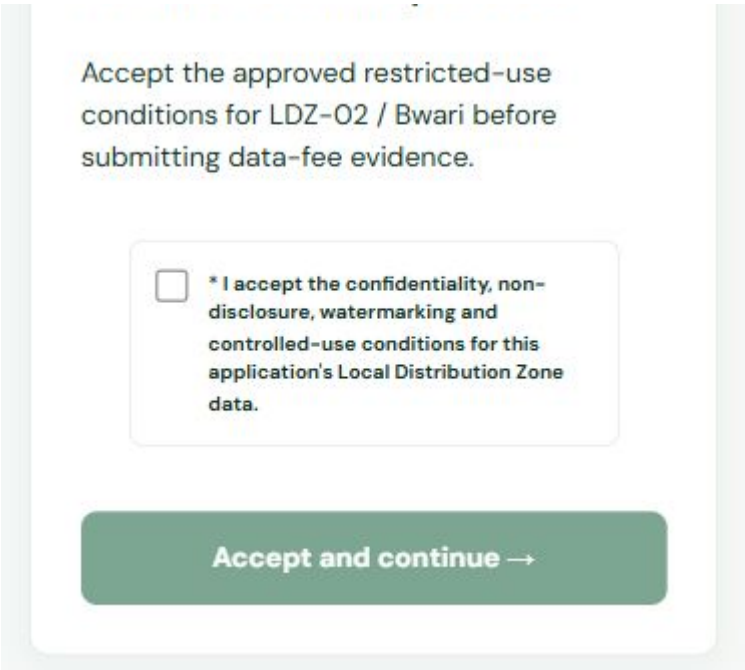


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

151 Detailed screen: Data acquisition and confidentiality (2/2)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

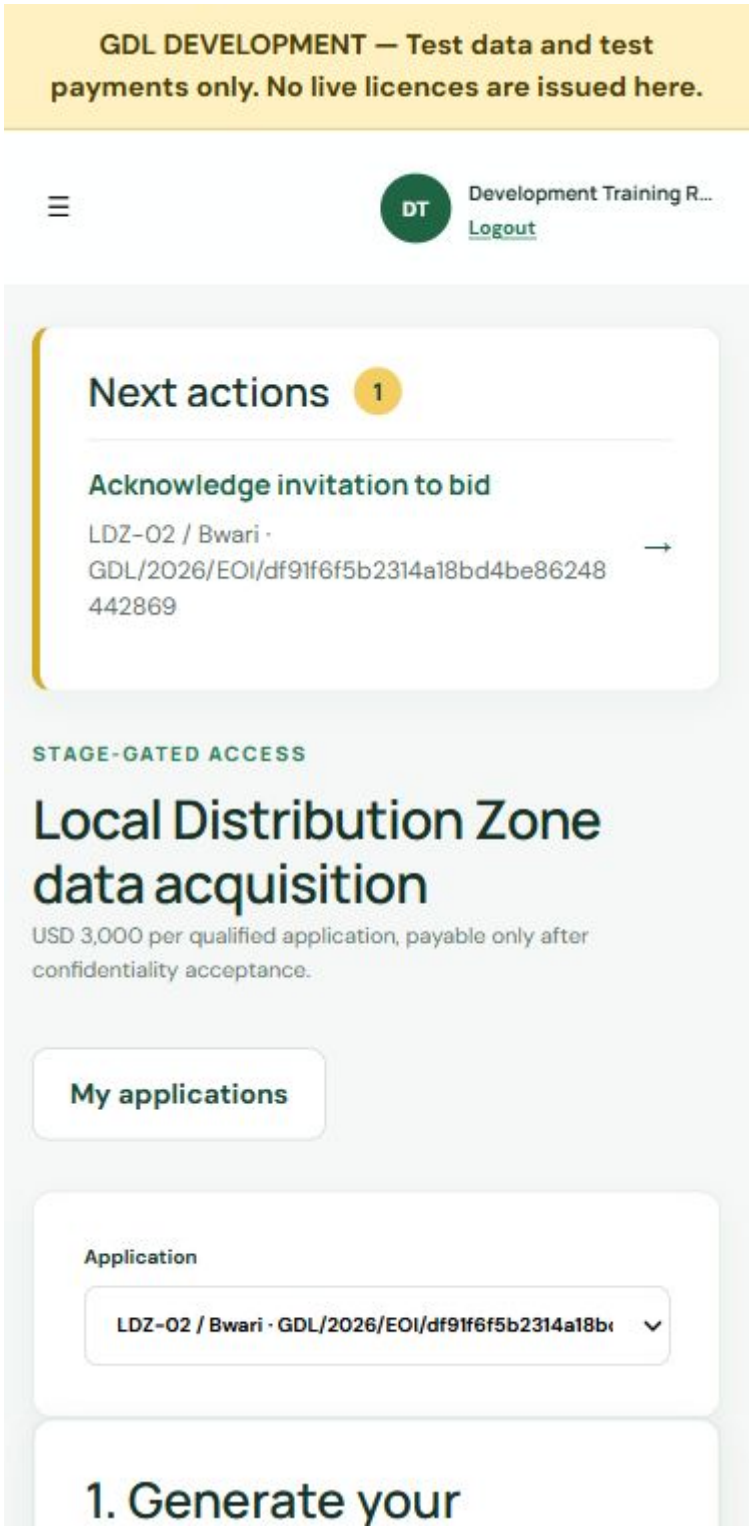


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

152 Detailed screen: Invitation and final document workspace (1/5)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

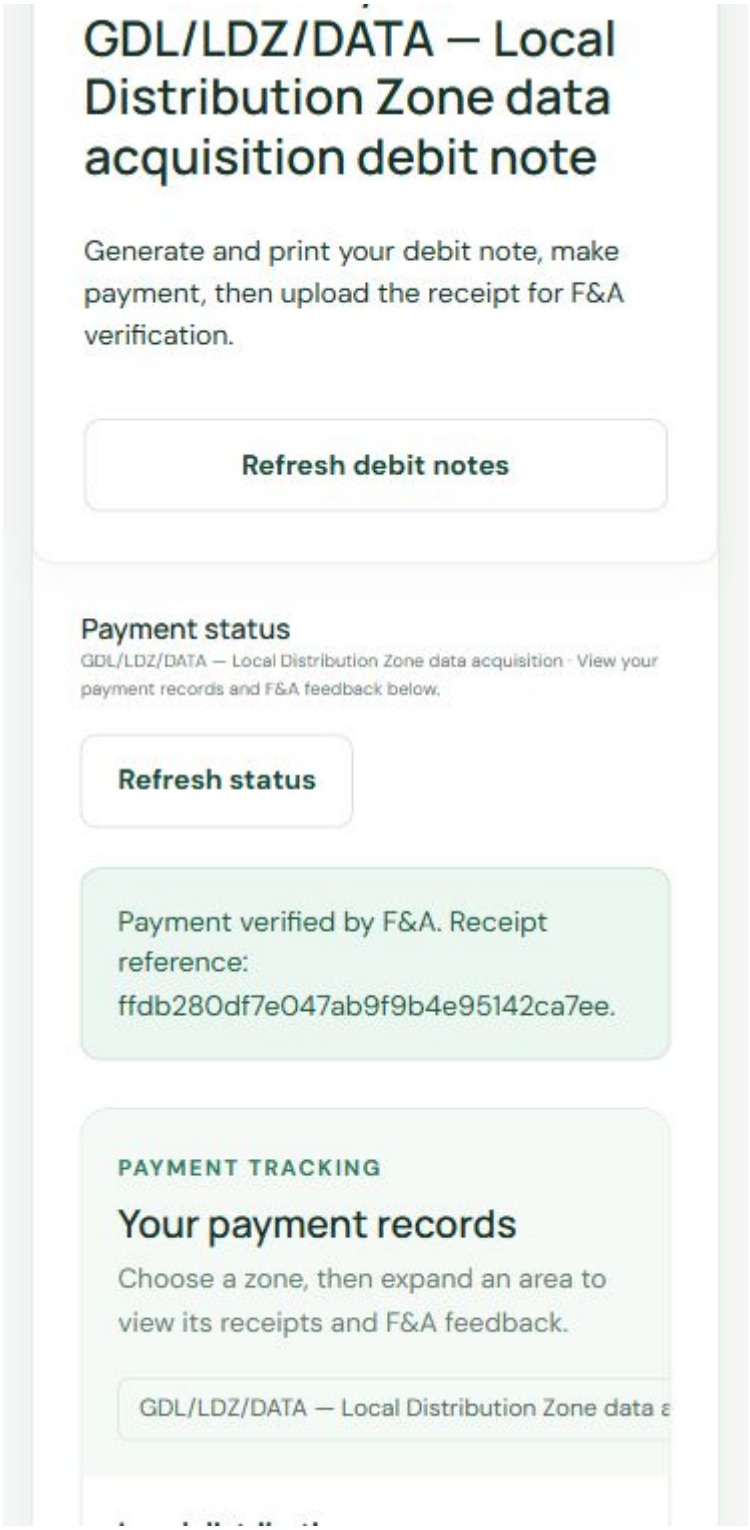


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

153 Detailed screen: Invitation and final document workspace (2/5)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

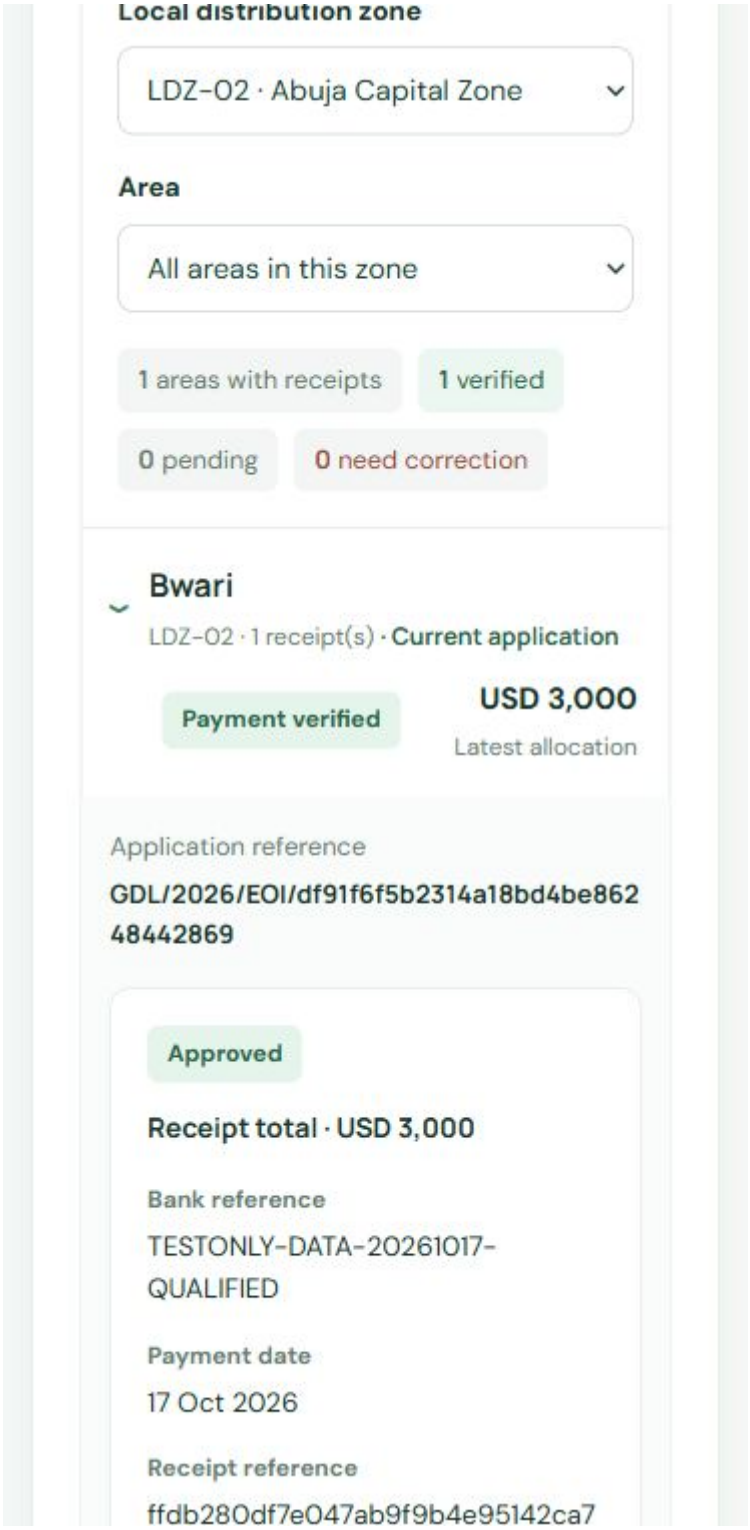


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

154 Detailed screen: Invitation and final document workspace (3/5)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

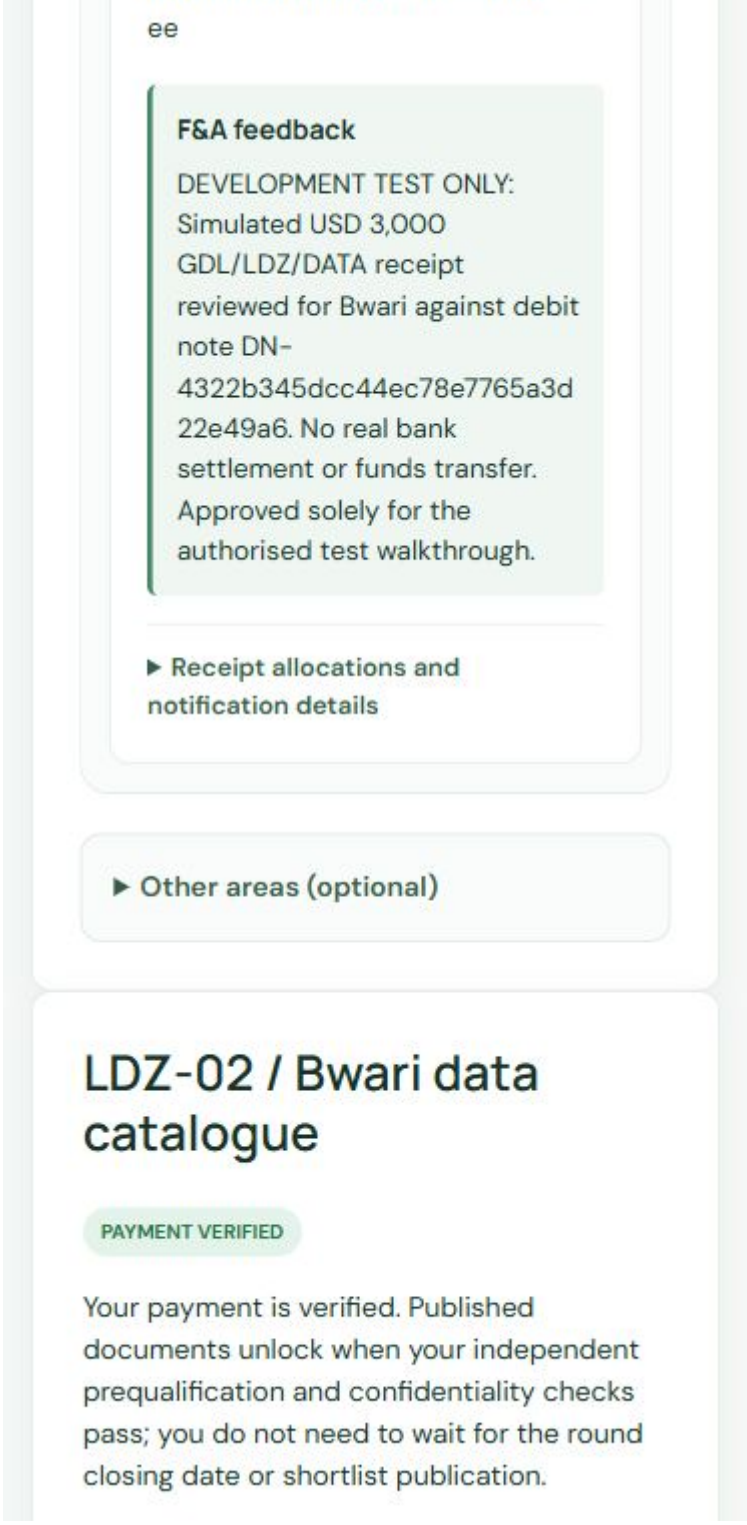


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

155 Detailed screen: Invitation and final document workspace (4/5)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

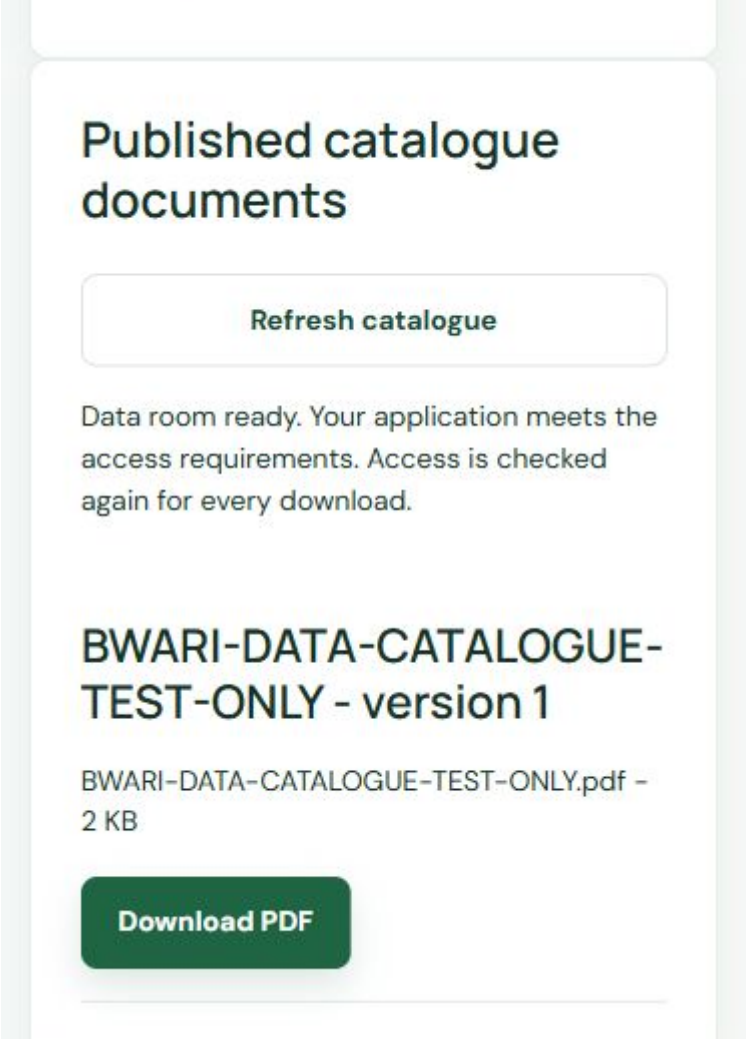


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

156 Detailed screen: Invitation and final document workspace (5/5)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

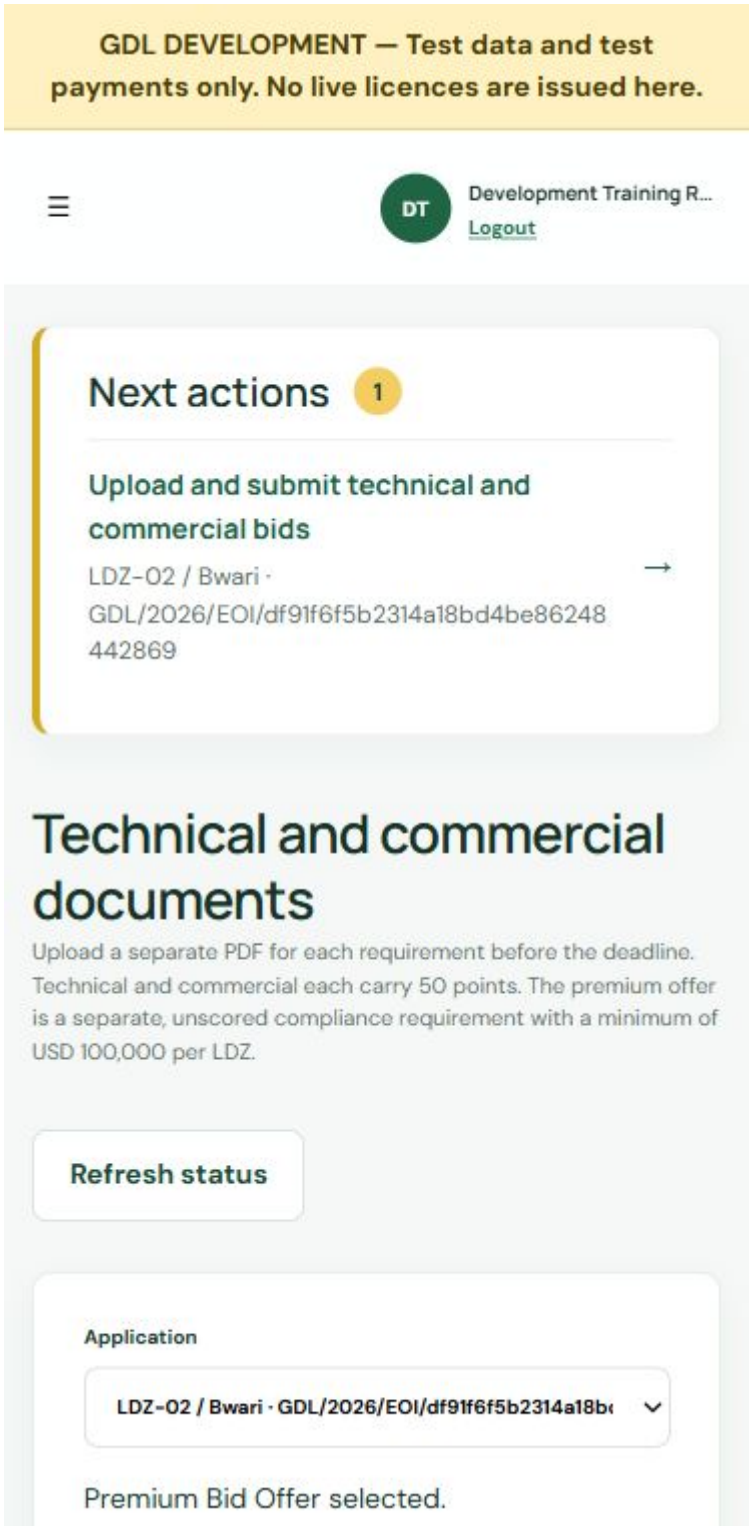


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

157 Detailed screen: Technical upload checklist (1/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

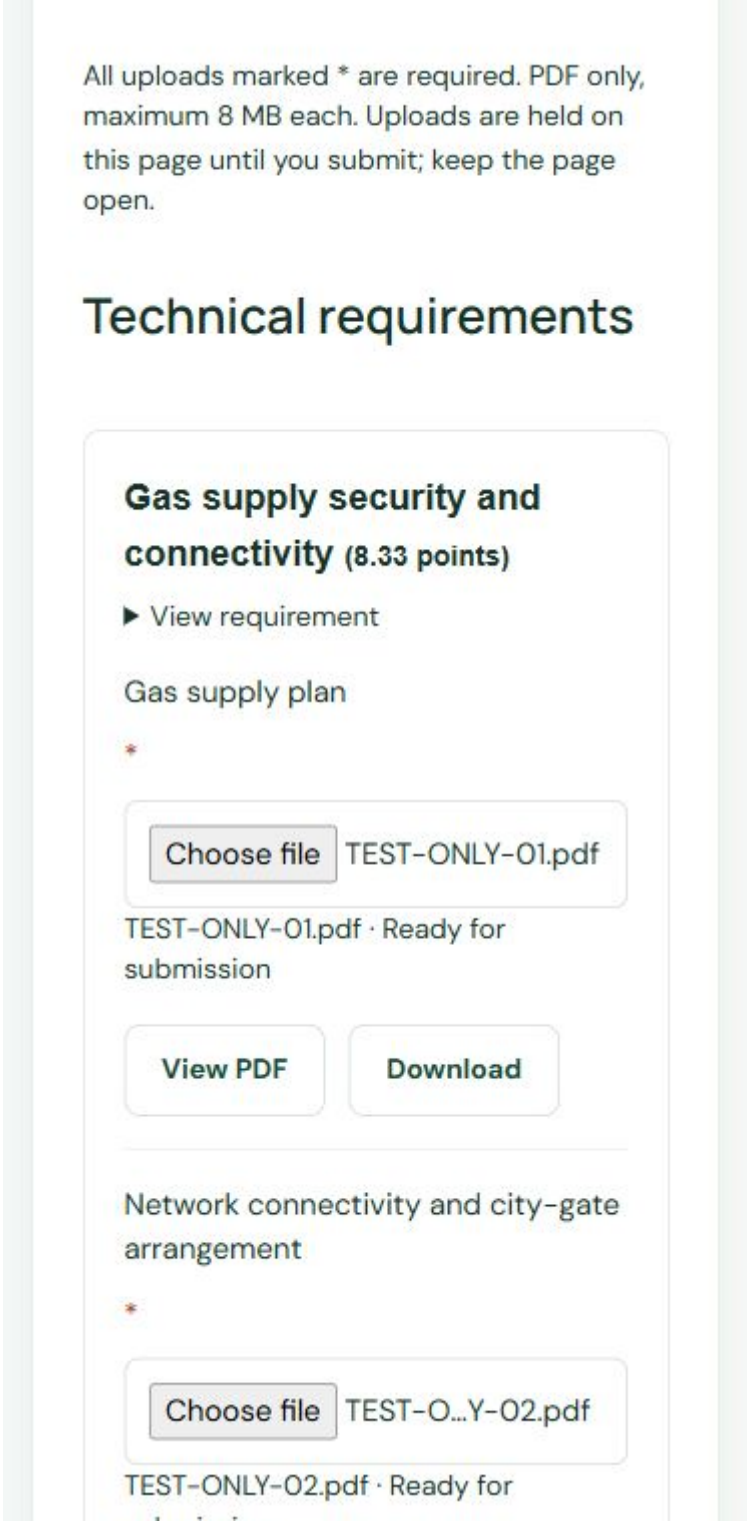


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

158 Detailed screen: Technical upload checklist (2/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

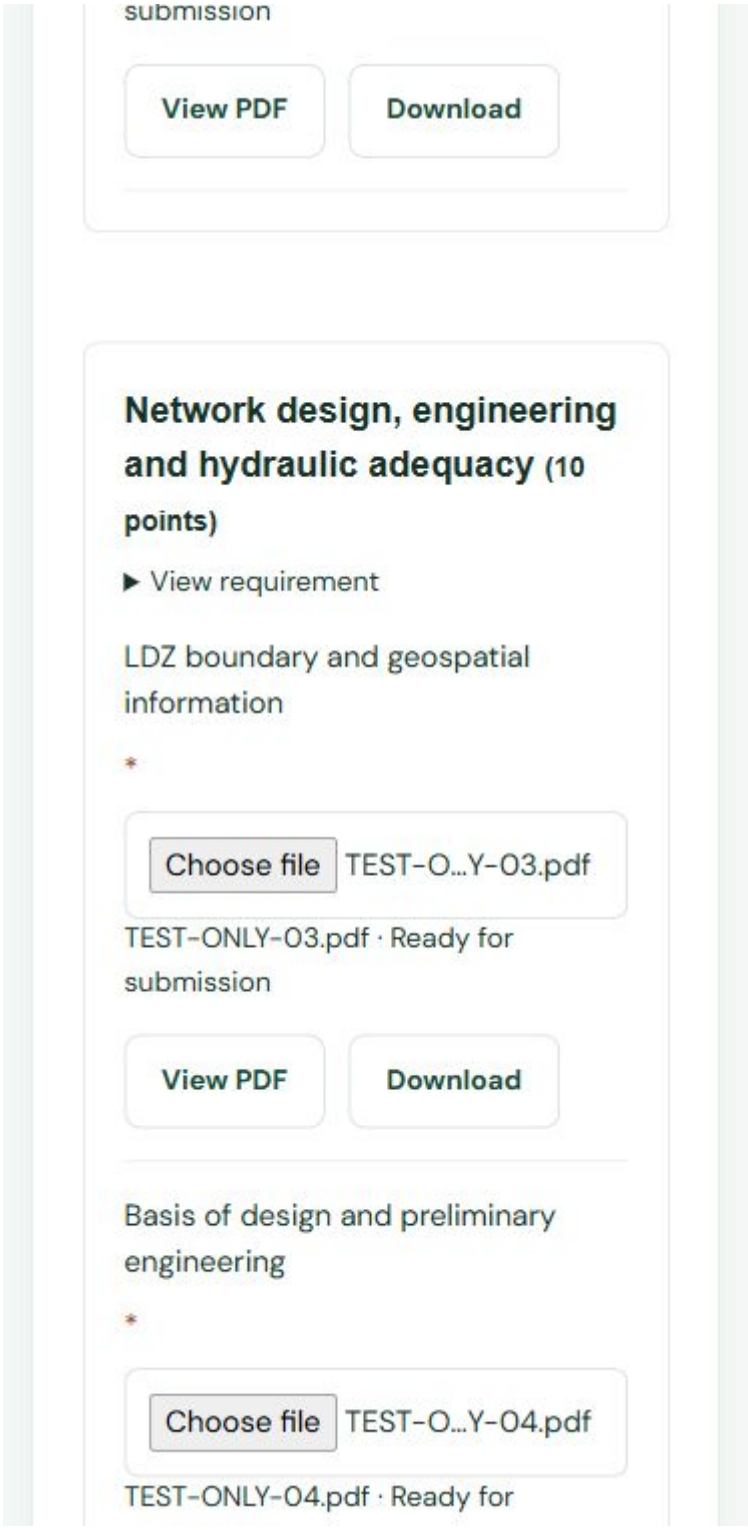


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

159 Detailed screen: Technical upload checklist (3/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

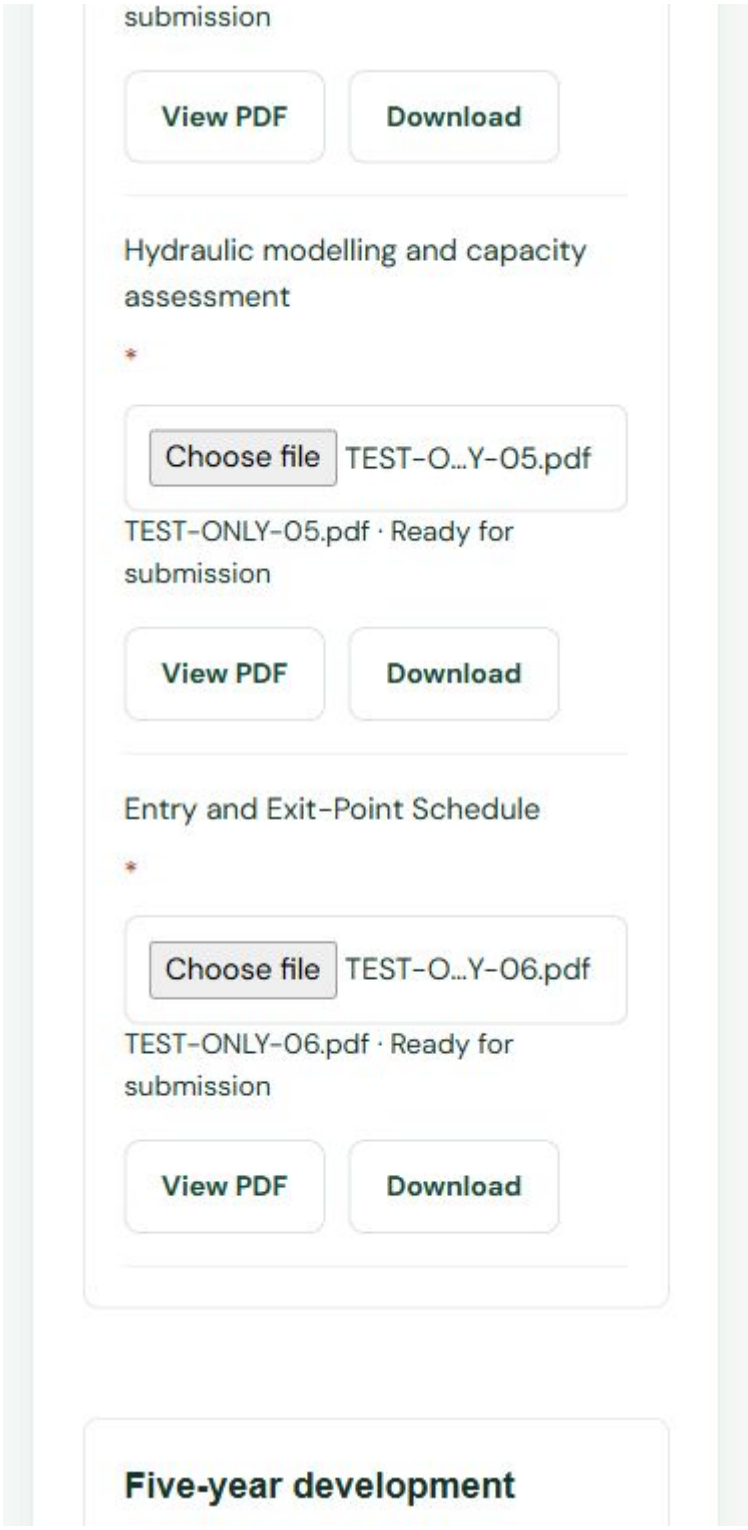


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

160 Detailed screen: Technical upload checklist (4/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

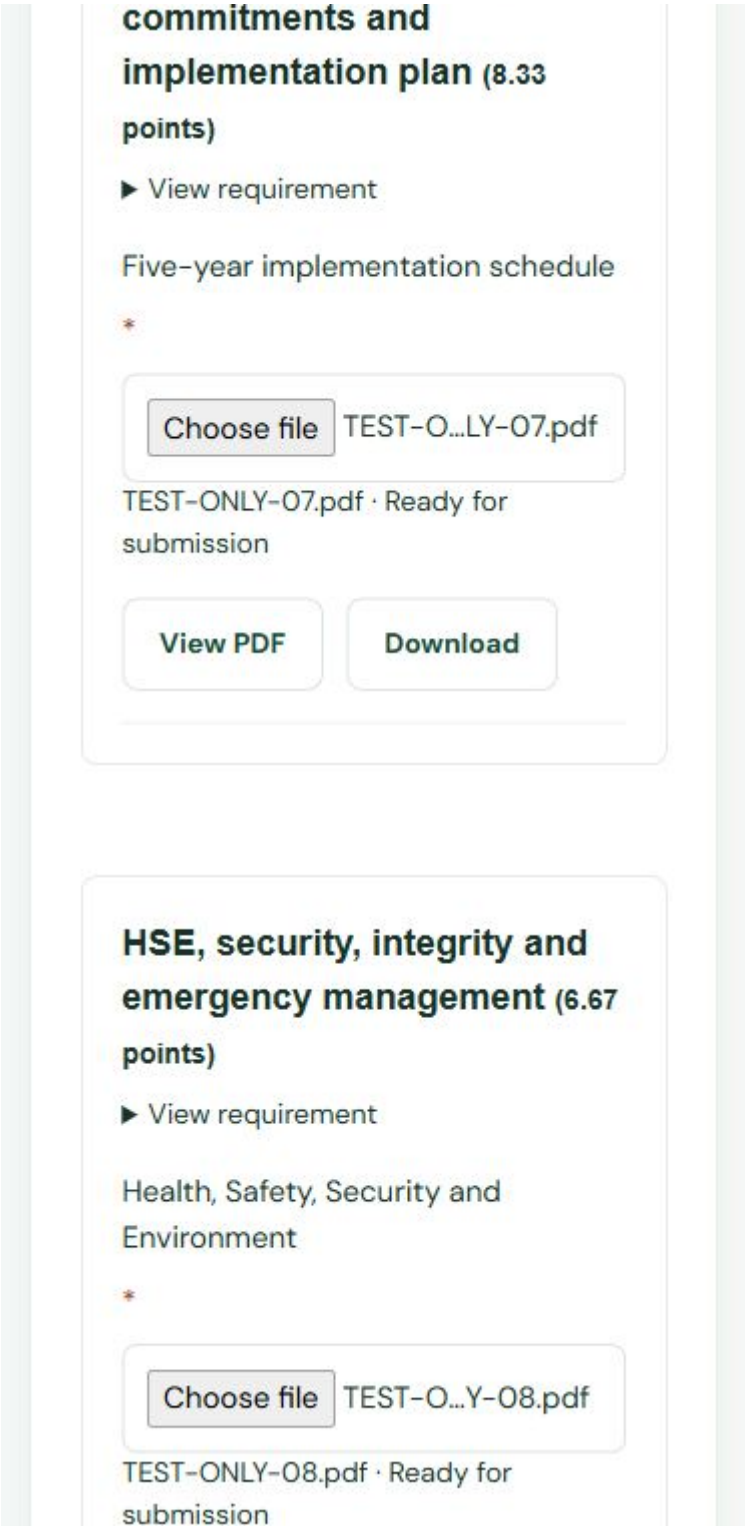


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

161 Detailed screen: Technical upload checklist (5/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

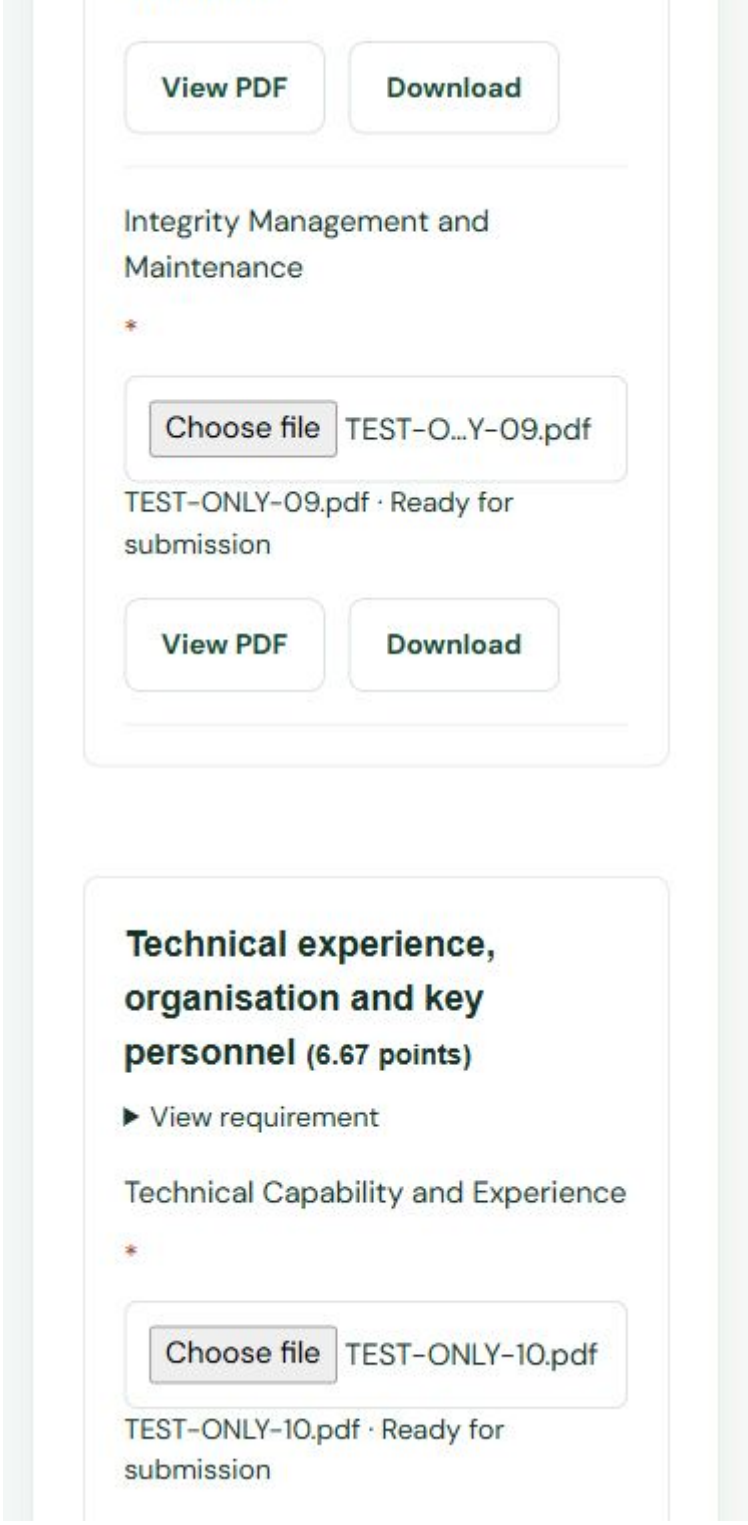


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

162 Detailed screen: Technical upload checklist (6/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

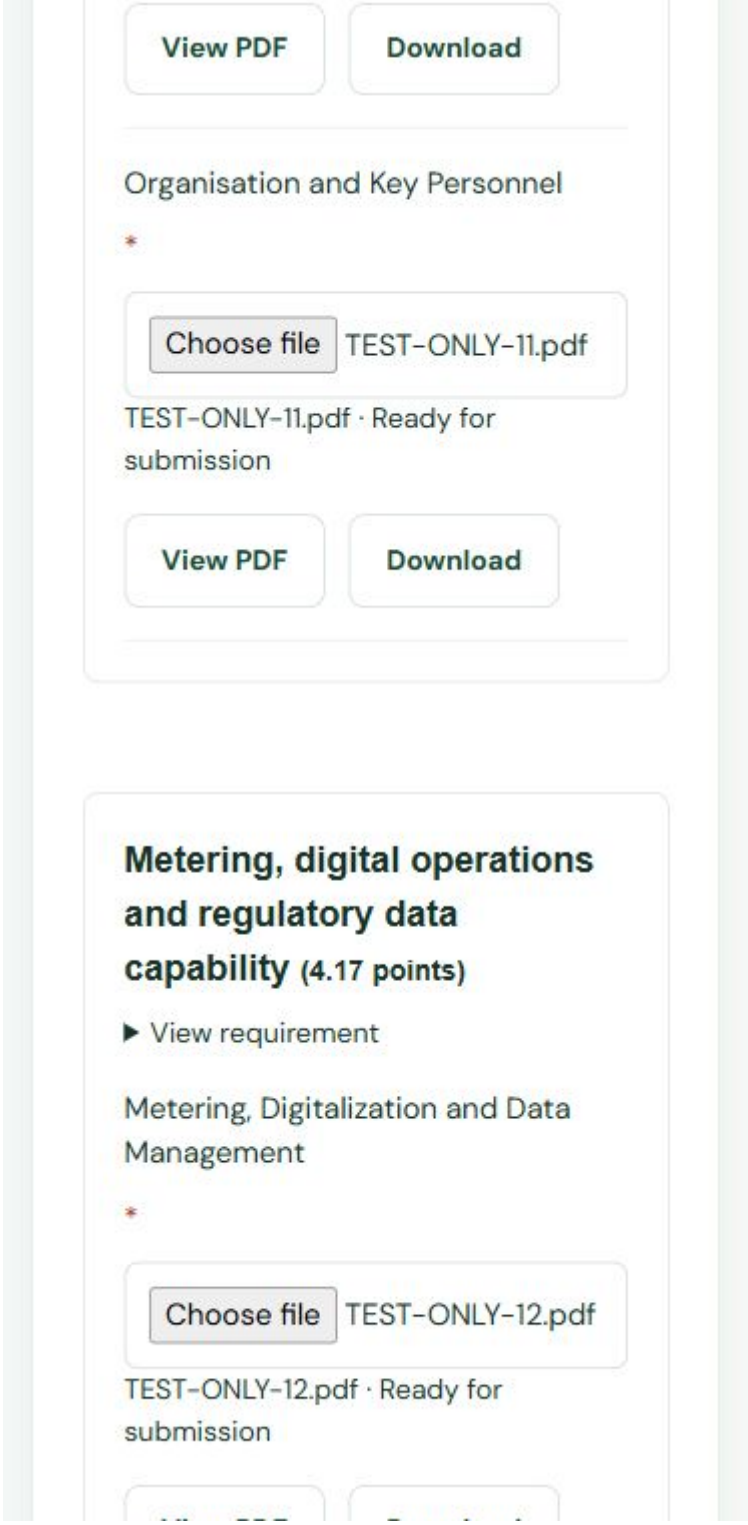


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

163 Detailed screen: Technical upload checklist (7/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

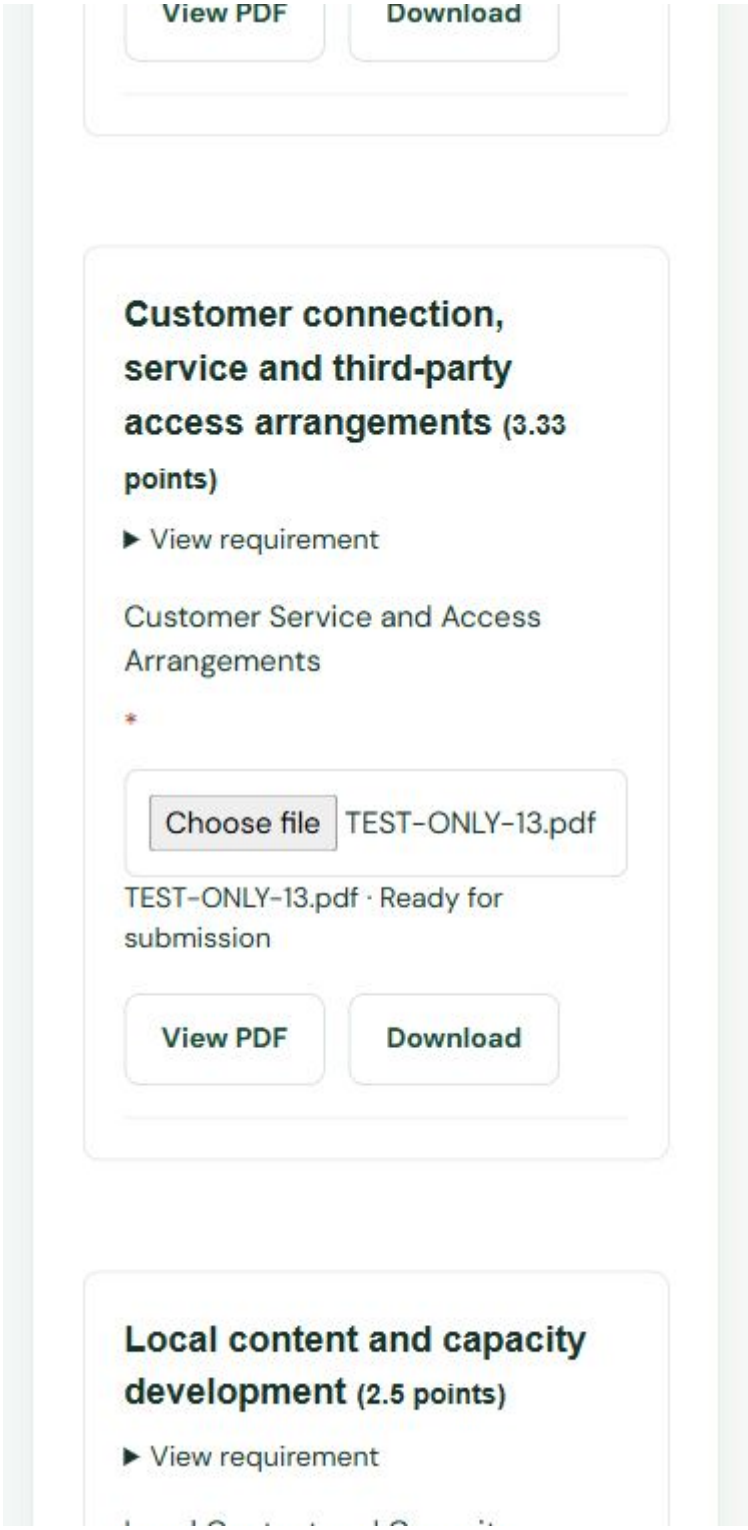


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

164 Detailed screen: Technical upload checklist (8/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

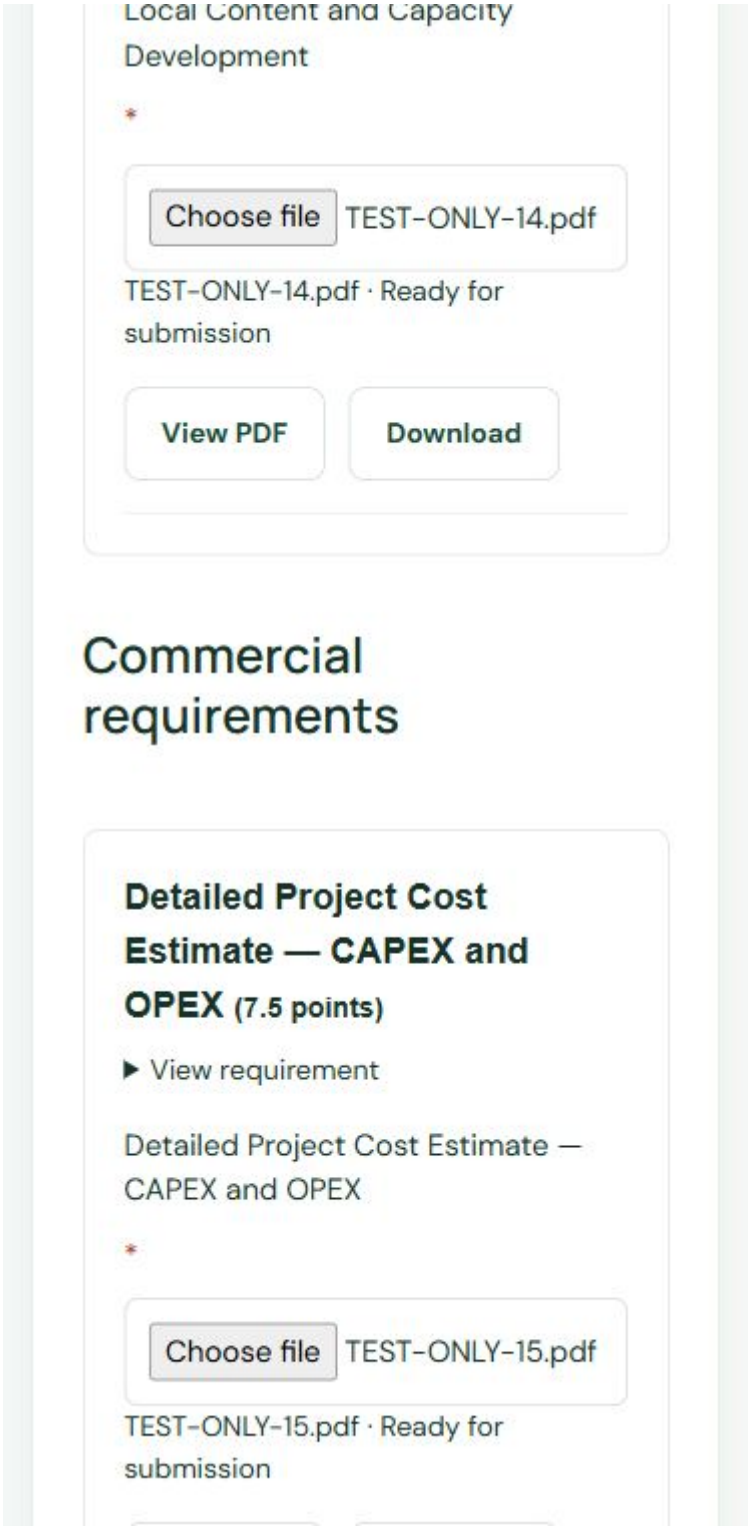


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

165 Detailed screen: Technical upload checklist (9/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

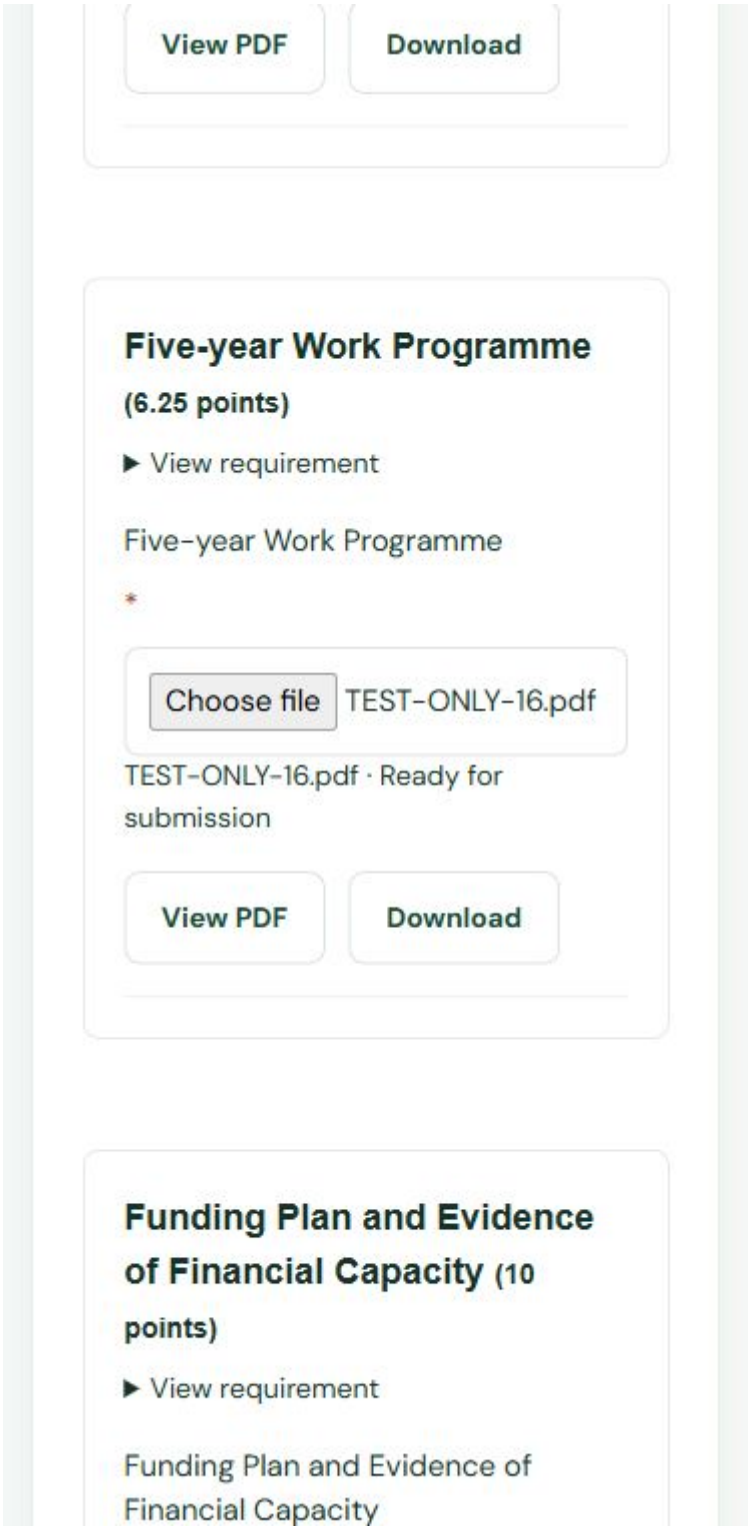


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

166 Detailed screen: Technical upload checklist (10/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

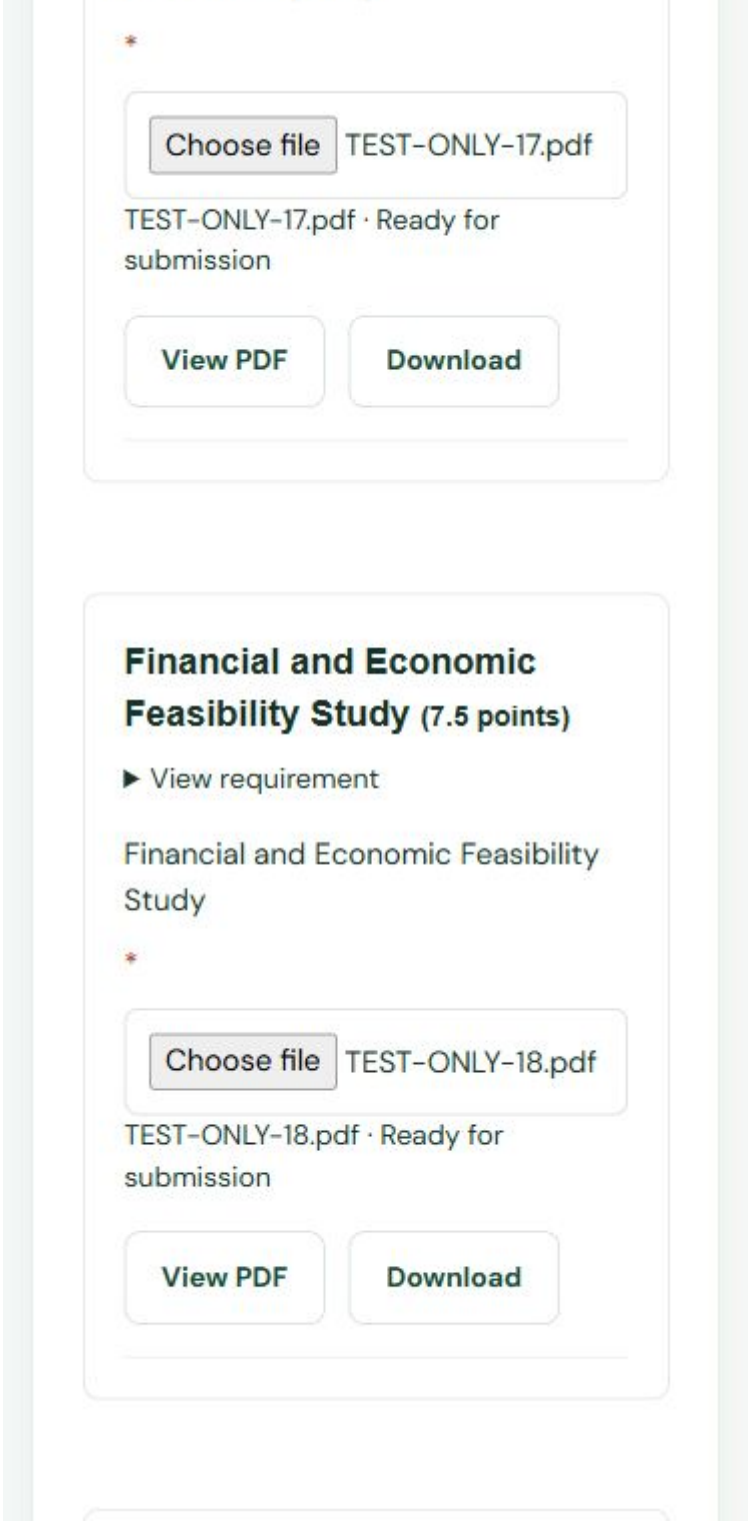


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

167 Detailed screen: Technical upload checklist (11/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

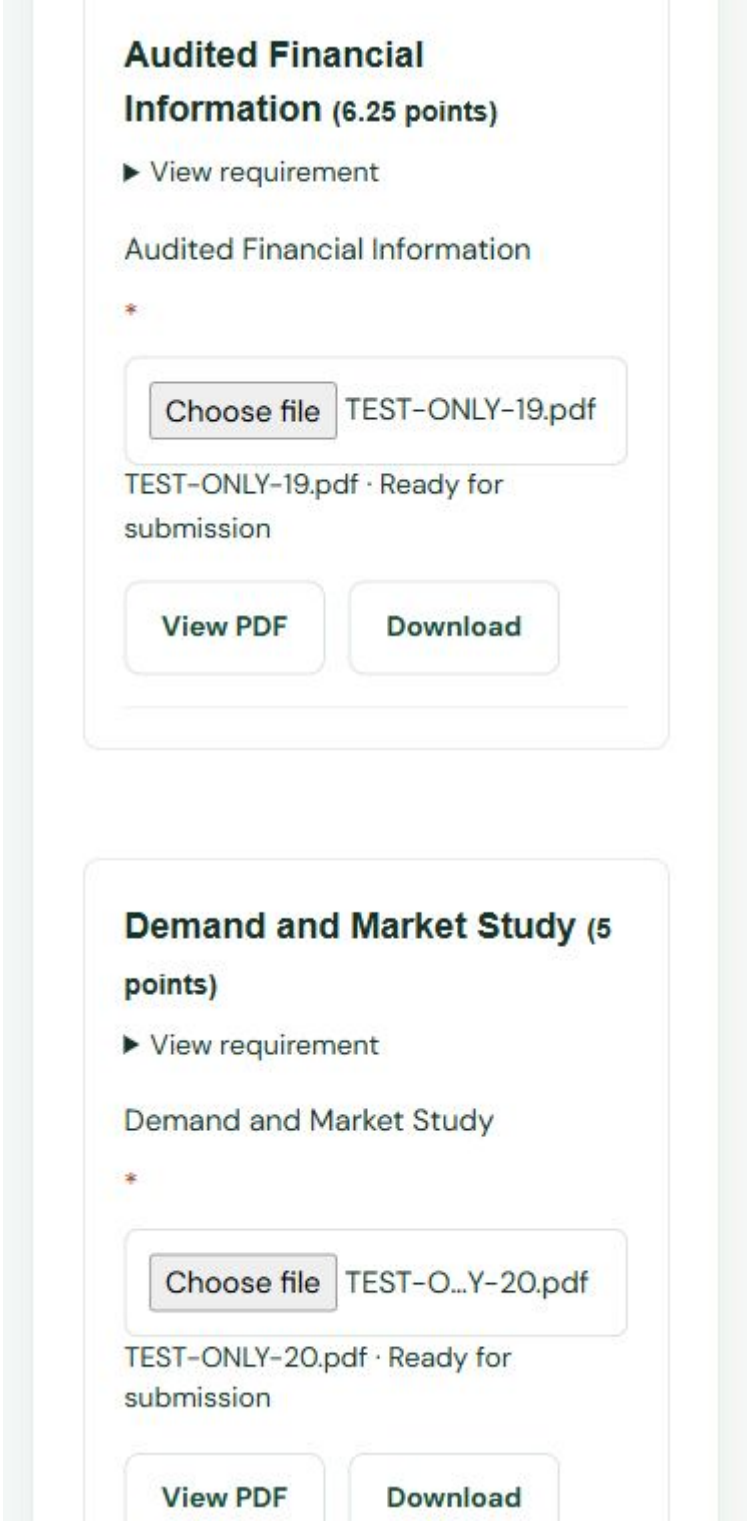


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

168 Detailed screen: Technical upload checklist (12/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

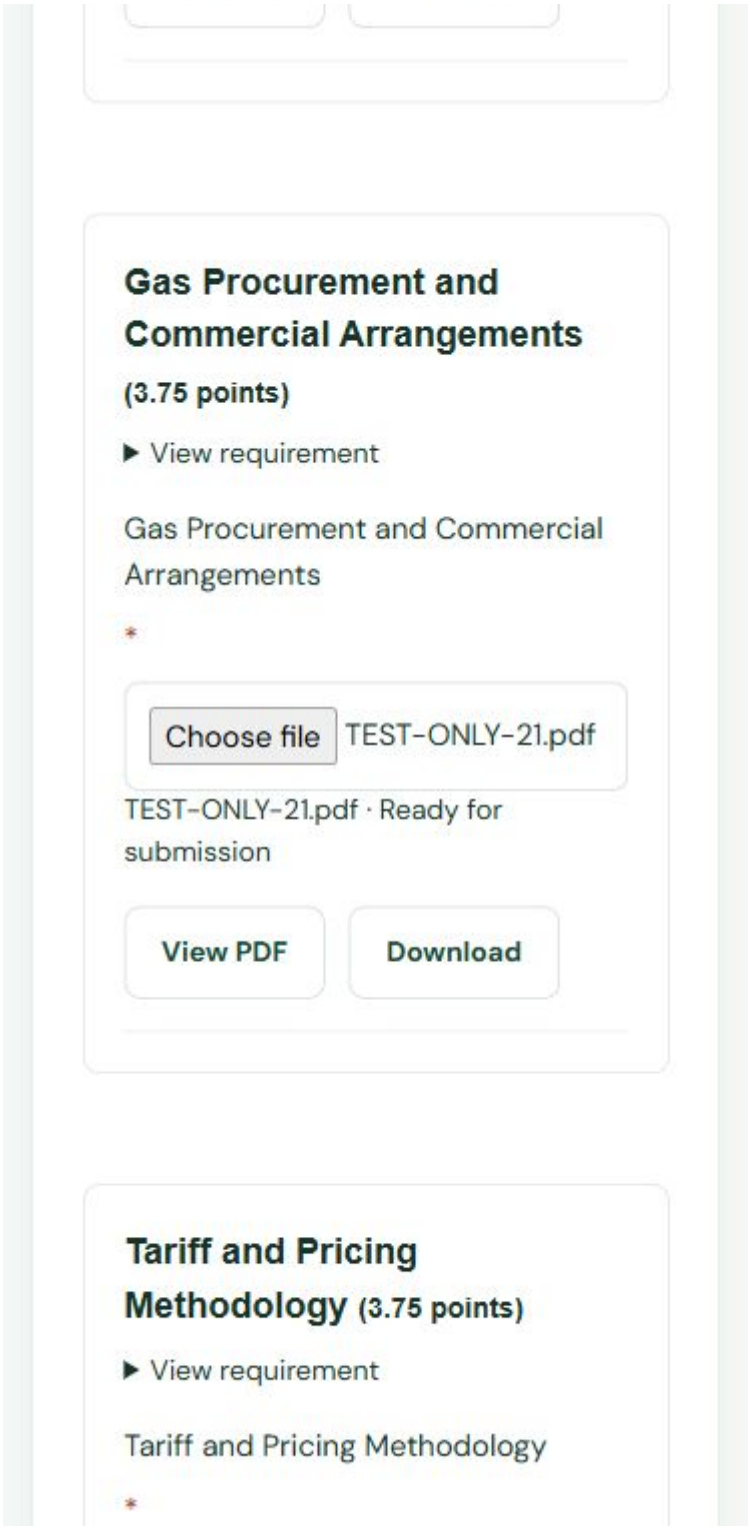


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

169 Detailed screen: Technical upload checklist (13/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

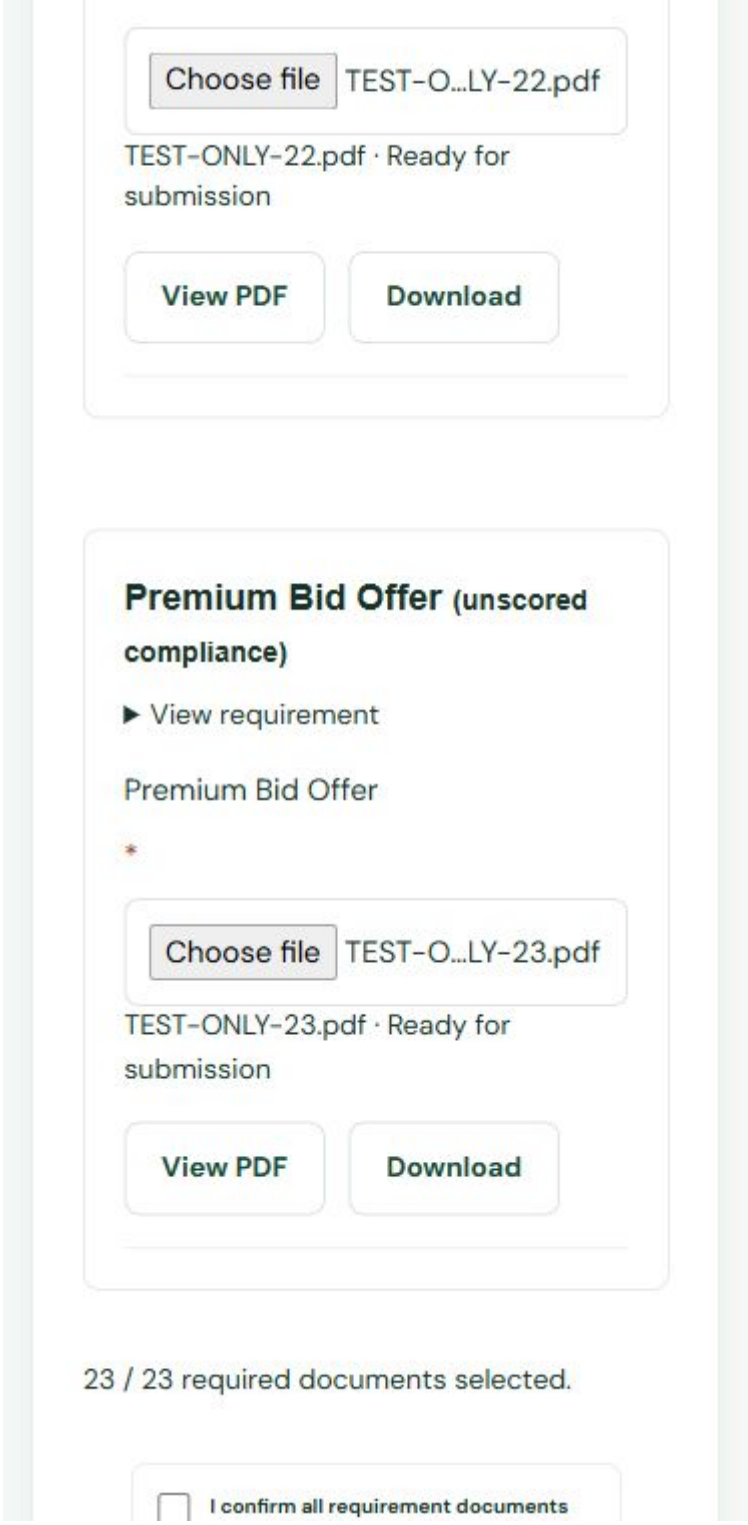


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

170 Detailed screen: Technical upload checklist (14/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

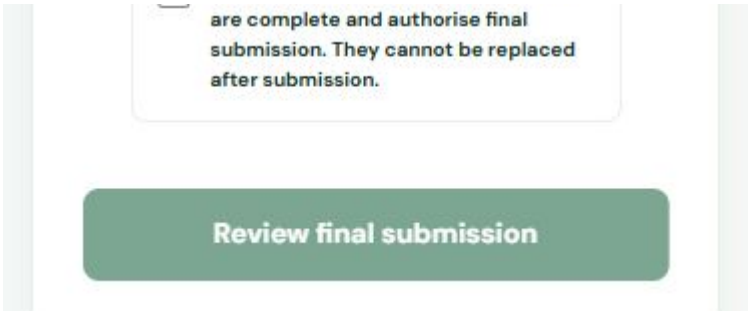


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

171 Detailed screen: Technical upload checklist (15/15)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

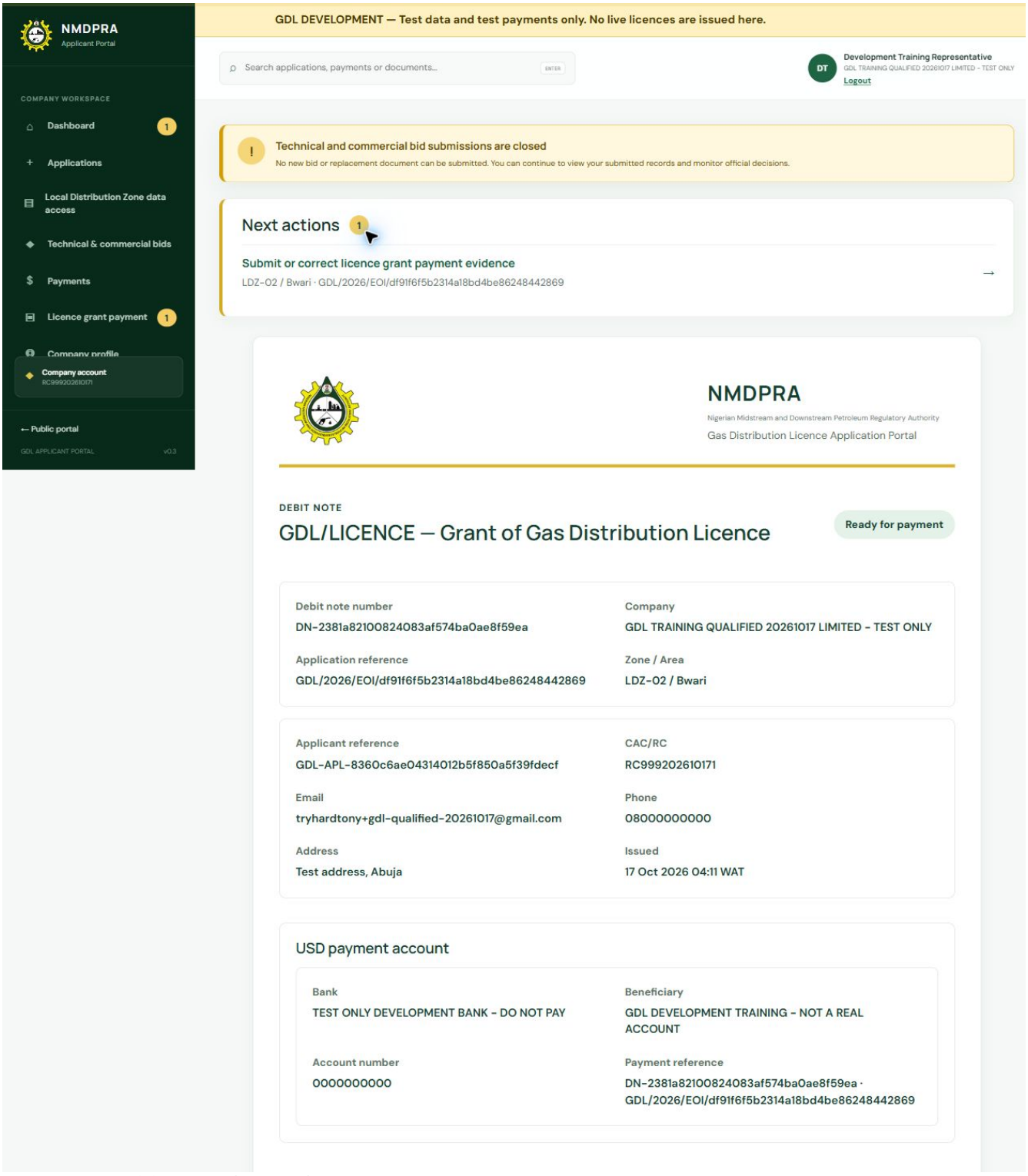


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

172 Detailed screen: Worked example: inspect the generated licence note (1/2)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

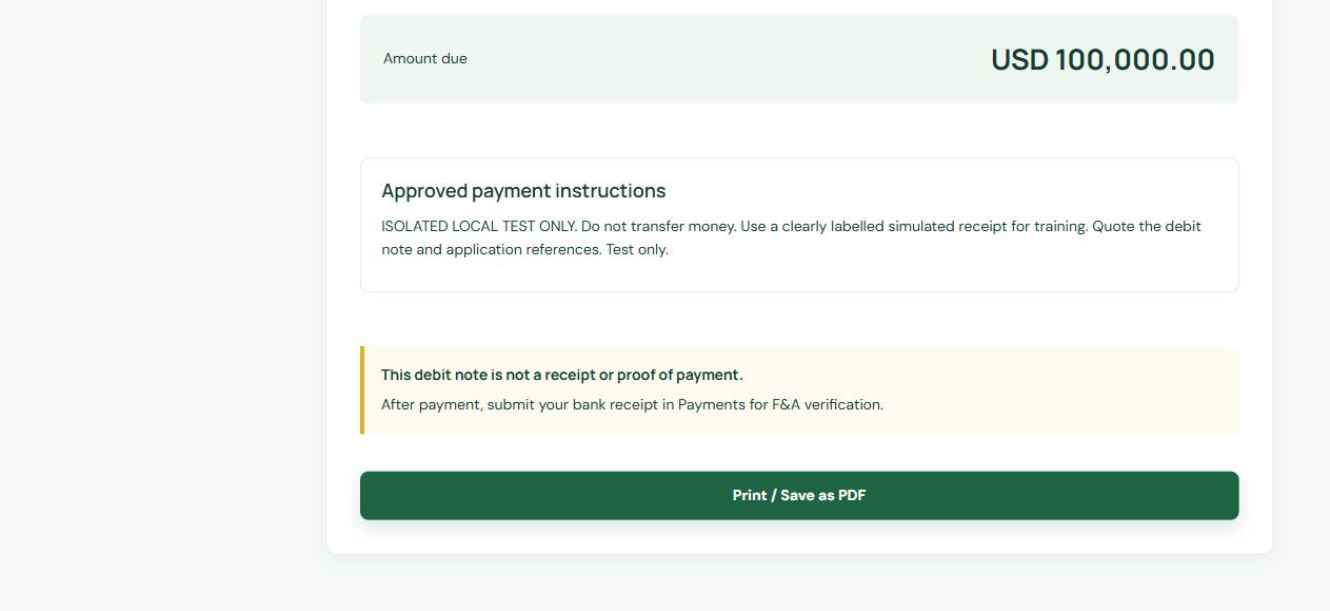


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

173 Detailed screen: Worked example: inspect the generated licence note (2/2)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

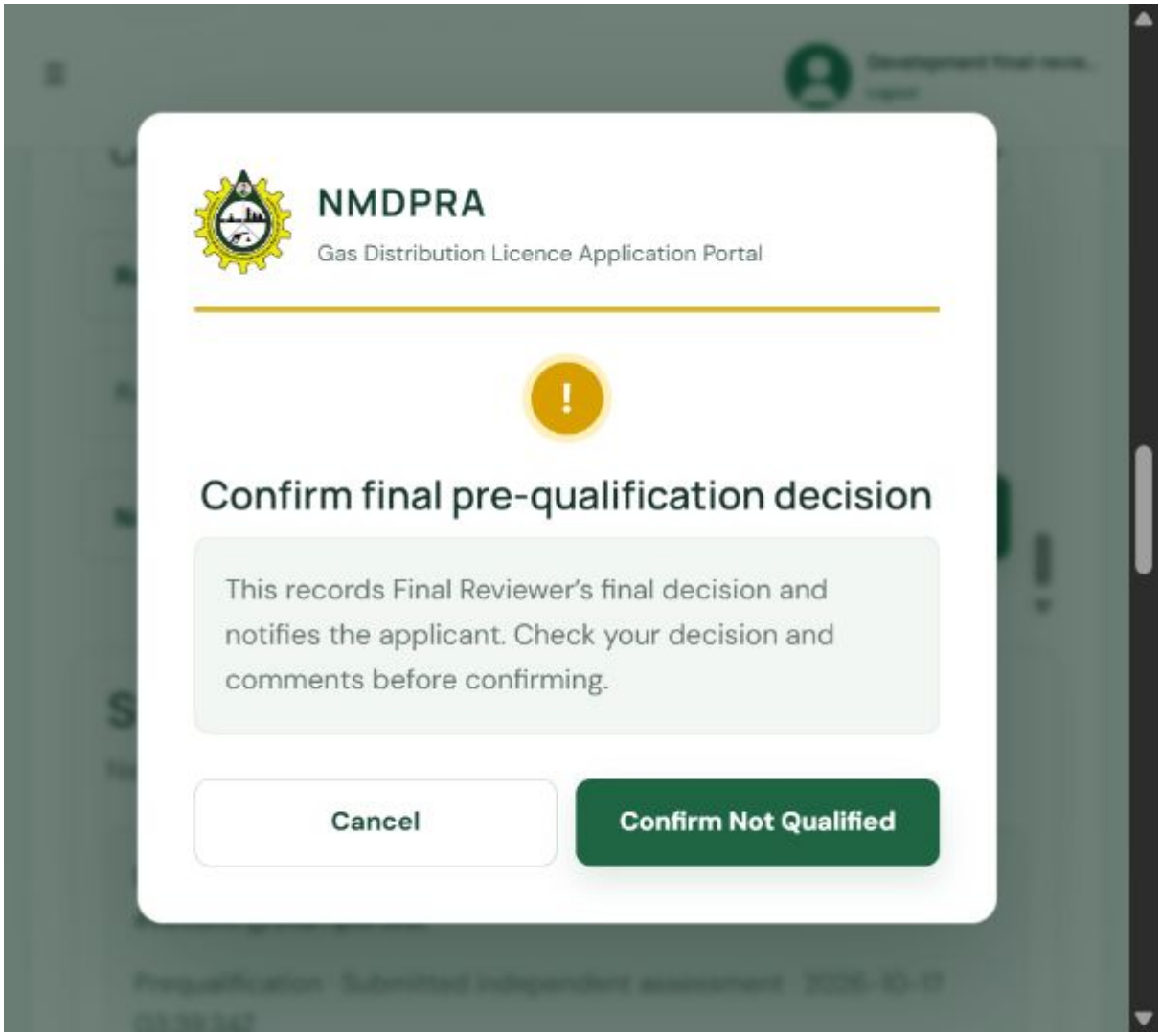


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

174 Detailed screen: Correction example: final unsuccessful decision (1/1)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

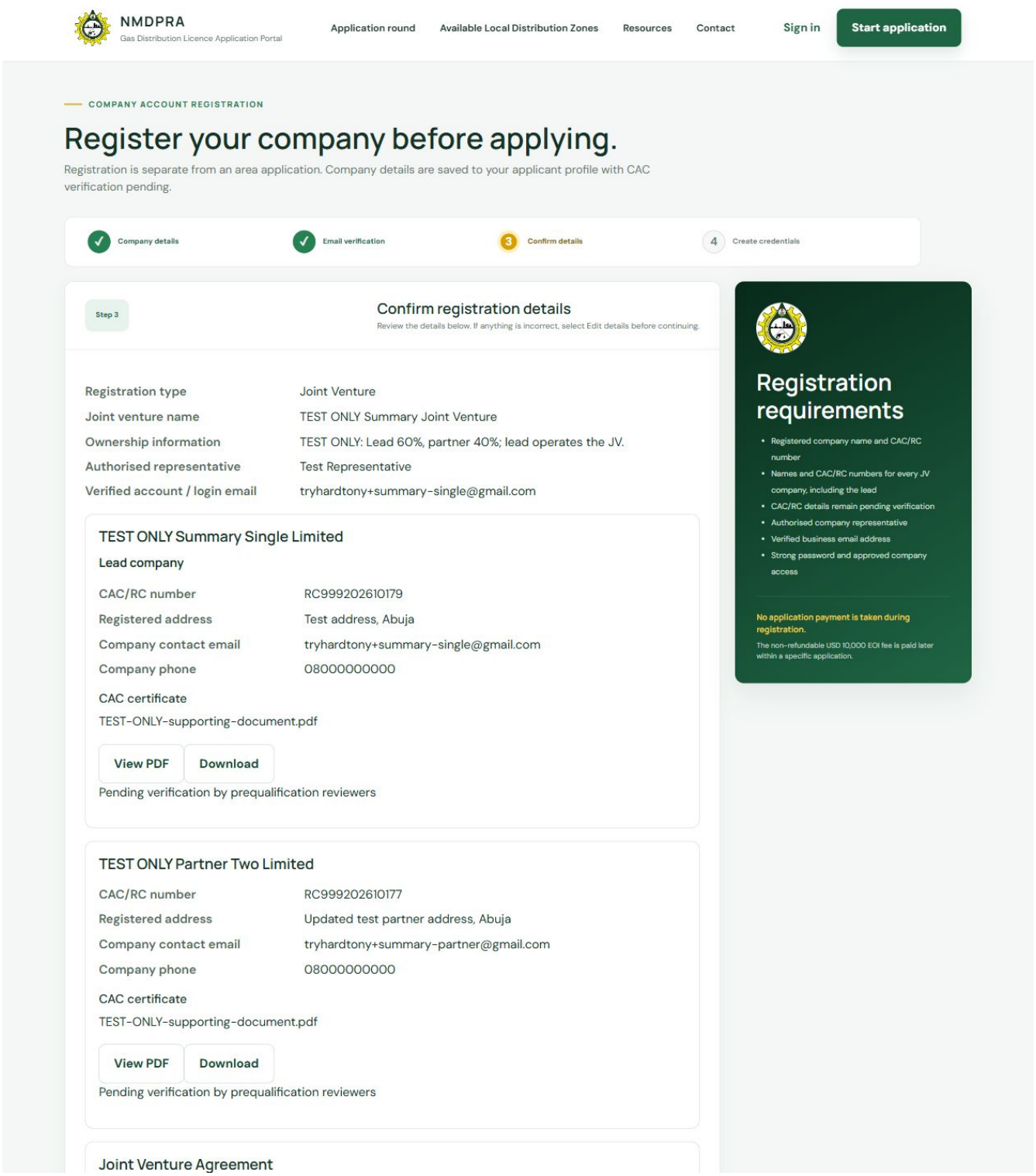


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

175 Detailed screen: Joint Venture: confirm every member and agreement (1/2)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

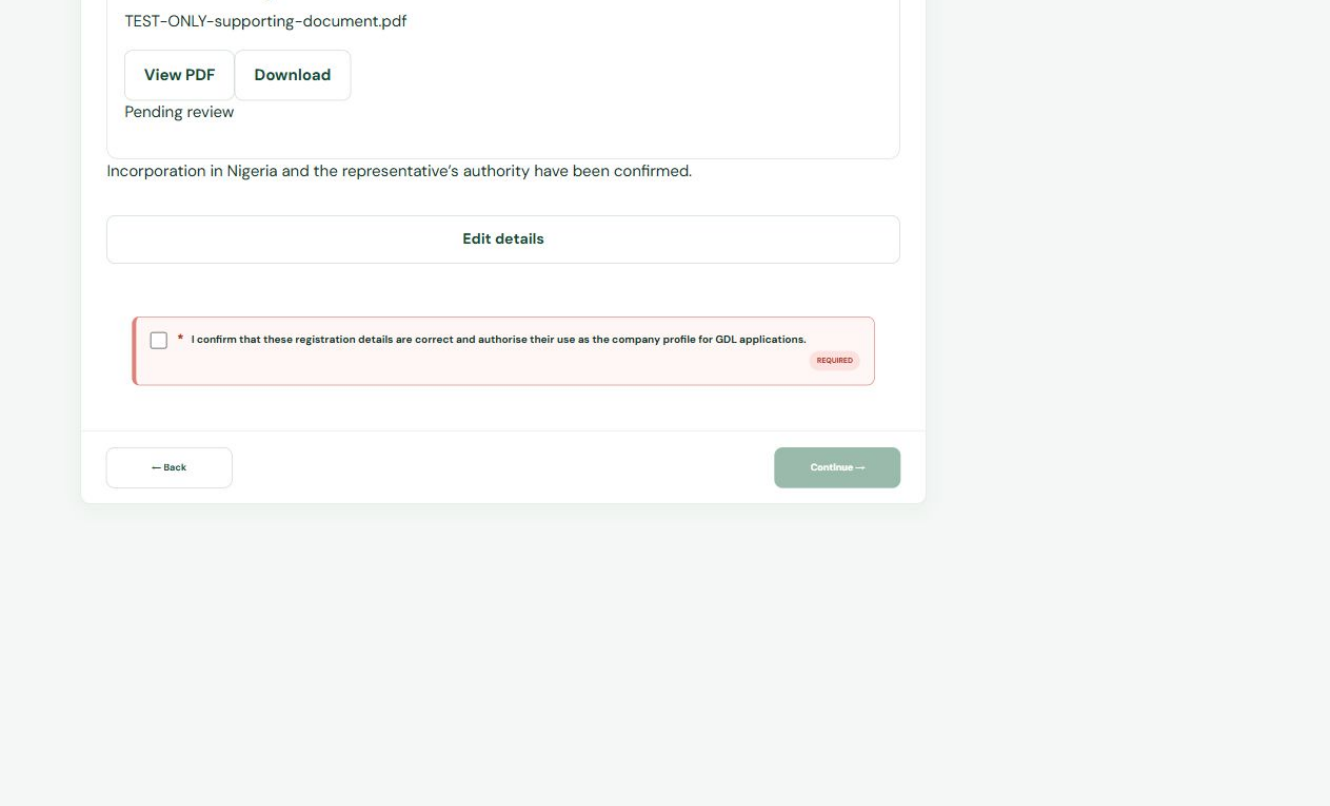


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

176 Detailed screen: Joint Venture: confirm every member and agreement (2/2)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

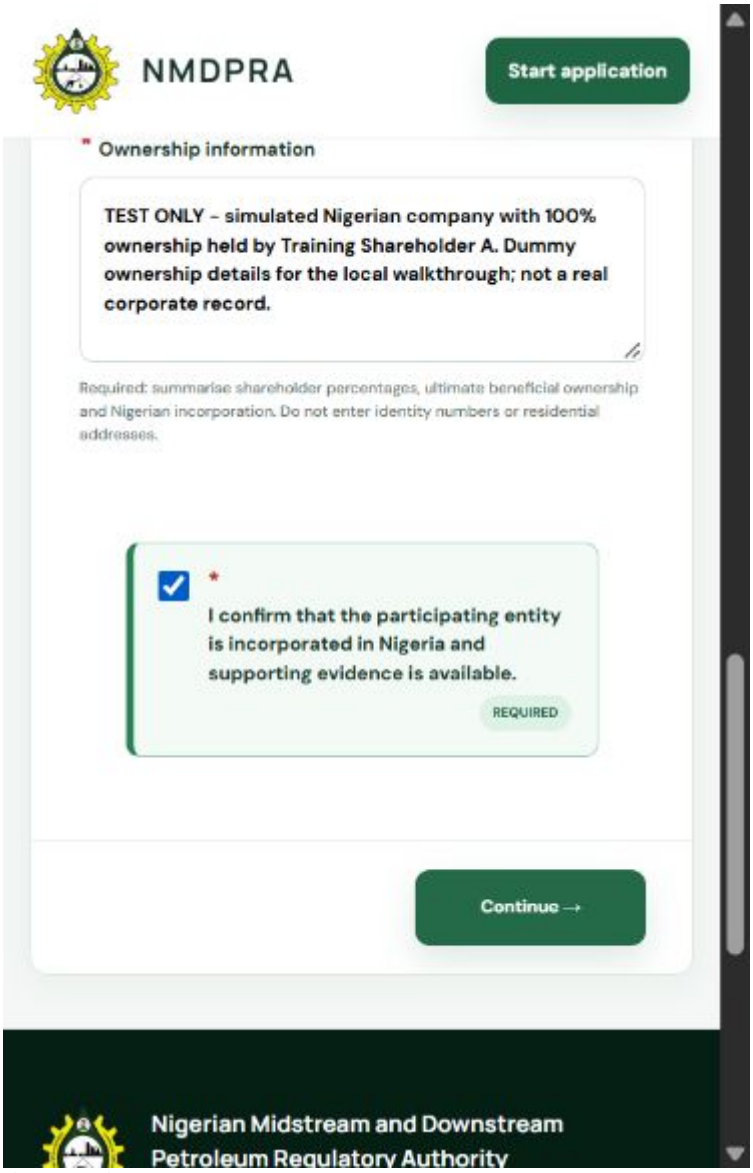


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

177 Detailed screen: Bwari walkthrough: save the single company (1/1)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

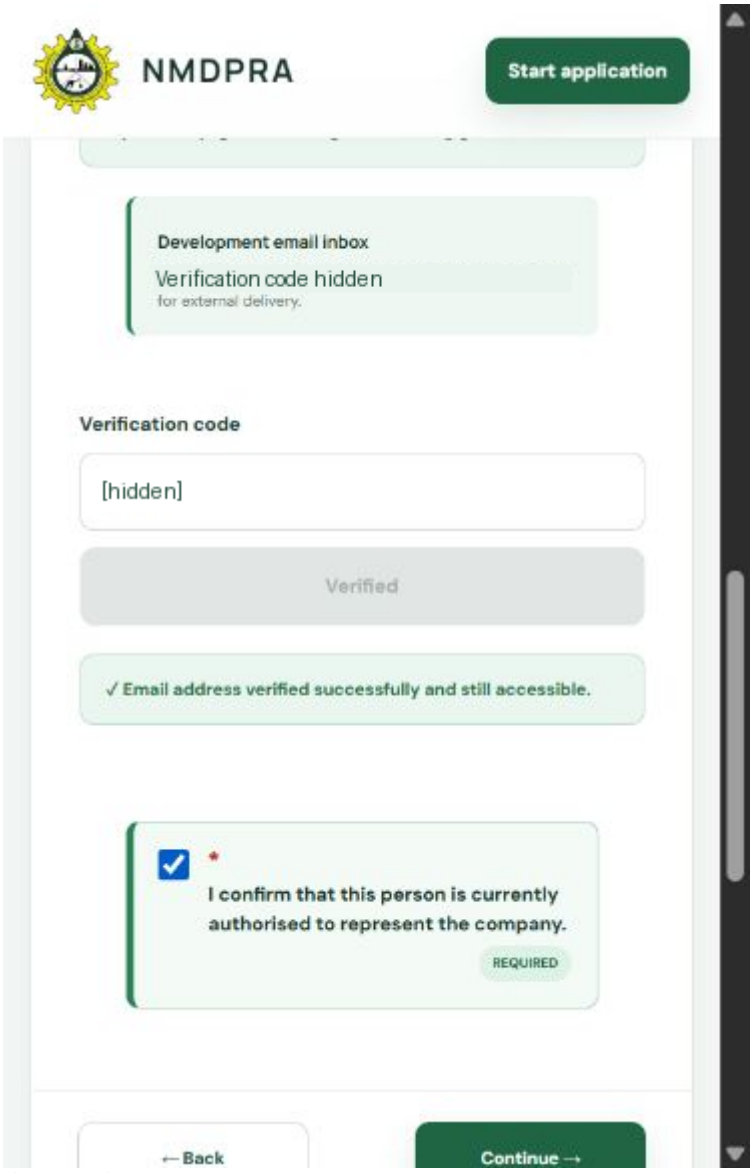


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

178 Detailed screen: Bwari walkthrough: verify the representative email (1/1)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

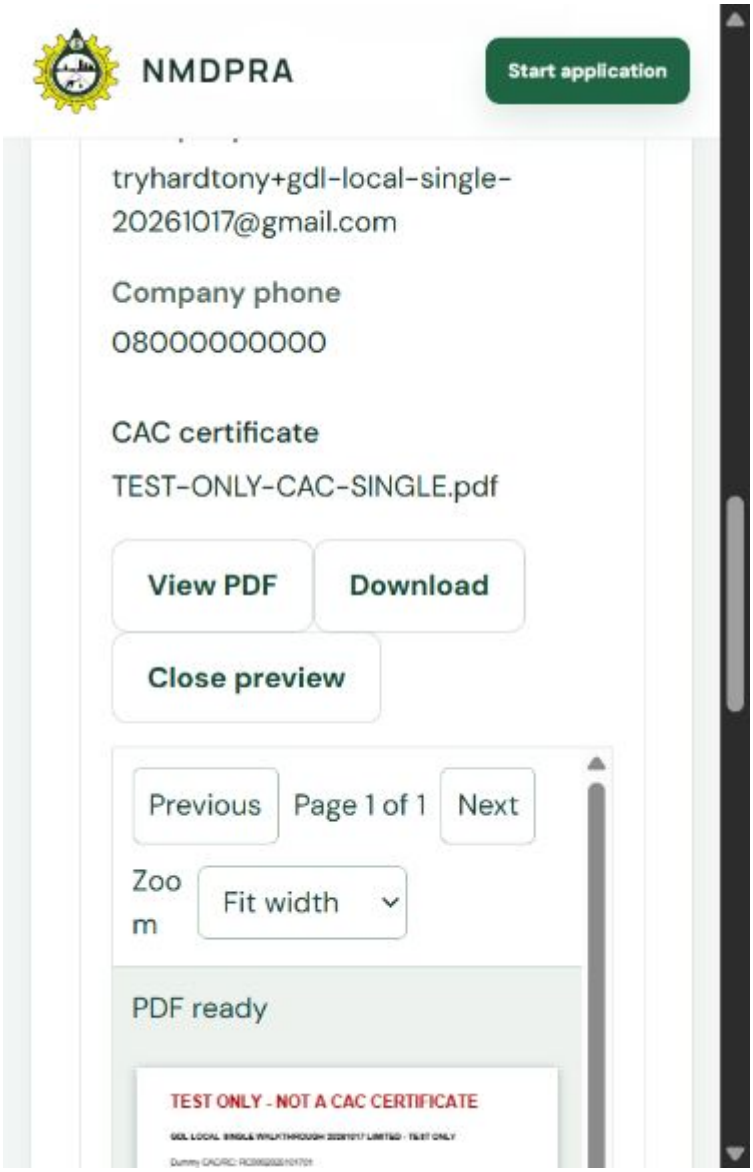


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

179 Detailed screen: Bwari walkthrough: review details and the certificate (1/1)

TEST ONLY - SEQUENTIAL SCREEN DETAIL

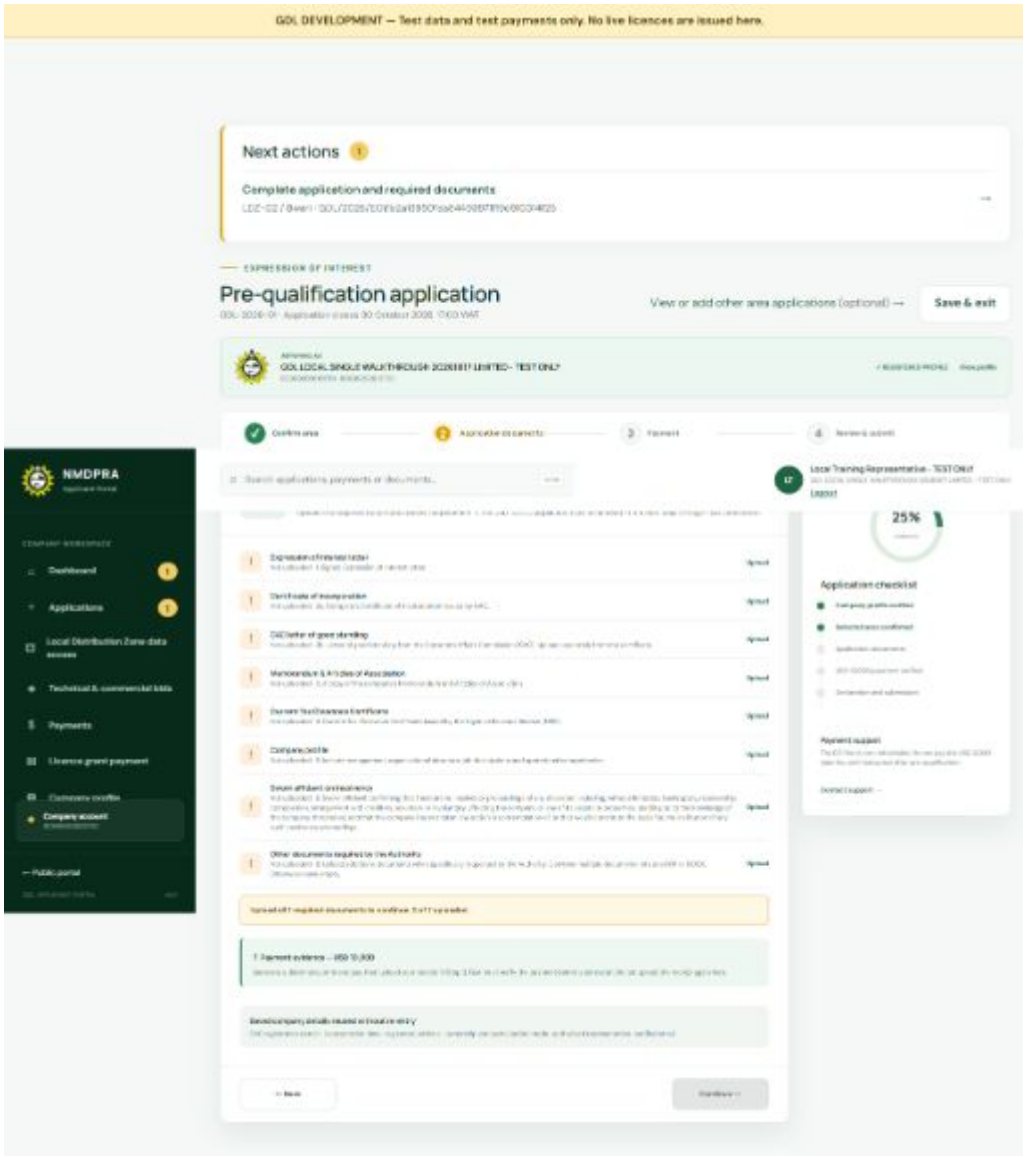


TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.

180 Detailed screen: Bwari walkthrough: open the application and document list (1/1)

TEST ONLY - SEQUENTIAL SCREEN DETAIL



TEST ONLY - training screenshot. See chapter notes for context.

Read with the operating chapter of the same name. This is a slice of the original captured screen; it is not a separate submission or decision.