



Africa's  
Due Diligence  
Data Platform



NIGERIAN EXPORT PROMOTION COUNCIL

MANSA Digital Initiative (MANSA) is partnering with The Nigerian Export Promotion Council (NEPC) to assign a unique digital identification (AEI) code to registered Exporters in Nigeria. MANSA is Africa's centralized Digital Repository Platform for conducting KYC and accessing investors. Being a MANSA-verified entity facilitates easy cross-border transactions across payment platforms including the Pan African Payments and Settlements System (PAPSS)

MANSA promotes intra and extra-African trade by providing information on all African countries' natural endowments.

MANSA encourages trade expansion through increased transparency, potentially leading to the growth of trade/business relationships in Africa.

Onboarding your profile on MANSA will:

- ✓ Facilitate access to Afreximbank's programmes and facilities
- ✓ Provide access to new markets across Africa.
- ✓ Provide investors with a single, easily accessible platform for viewing investors' information for both equity and investment purposes
- ✓ Facilitate business linkages among entities in different countries
- ✓ Enable all trading partners, at a low-cost, access to reliable and relevant information on counterparties across the African continent.
- ✓ Ease access to key investment information on all African countries.
- ✓ Promote good governance and enhance transparency and accountability in intra and extra-African trade.

Once onboarded the MANSA Repository, the entity is allotted its Africa Entity Identifier (AEI) code which is a key requirement for entities to leverage other Afreximbank's products and initiatives, e.g. The Pan African Payment and Settlement System (PAPSS) which allows entities to trade in their own local currencies; Access to funding (domestic and international); The Bank's SME incubation programme, and others.

..... *Go Global with MANSA: Passport to Trade and Investment*

**Please, kindly go through the manual page, below  
and follow the instructions on how to  
register/onboard to the platform**

For clarifications/help to register, please send us a mail at  
[tradealert@businessindex.com.ng](mailto:tradealert@businessindex.com.ng); [mansabusiness@afreximbank.com](mailto:mansabusiness@afreximbank.com) or call:  
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## Contributor Guide

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

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

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

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

#### REGISTRATION TIPS:

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

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

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

CAC Registration documents  
Current and Valid Export Certificate

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

**1-3 Years Account/Bank Statement of your Company**

Identification Documents of Business Owners (Driver license, etc)

CLICK HERE TO [REGISTER AND ONBOARD AS A CONTRIBUTOR](#) OR GO HERE: [WWW.MANSAAFRICA.COM](http://WWW.MANSAAFRICA.COM) IN YOUR WEB BROWSER. THE LINK DIRECTS YOU TO THE HOME PAGE OF THE MANSA PORTAL.

Click Here ([BENEFITS/INCENTIVES](#)) to see the benefits/incentives of registering on the MANSA Digital Platform.

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

[tradealert@businessindex.com.ng](mailto:tradealert@businessindex.com.ng); [mansabusiness@afreximbank.com](mailto:mansabusiness@afreximbank.com) **or call:**

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## REGISTRATION PROCESS:

### Step One:

Registration (Maker)

### Step Two:

Confirm your e-mail account

### Step Three:

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

### Step Four:

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

### Step Five:

Finished Registration

### Step Six:

REVIEW YOUR DATA BEFORE SUBMISSION

### Step Seven:

**Supervisor** (Checker) Approves the registration and data uploaded

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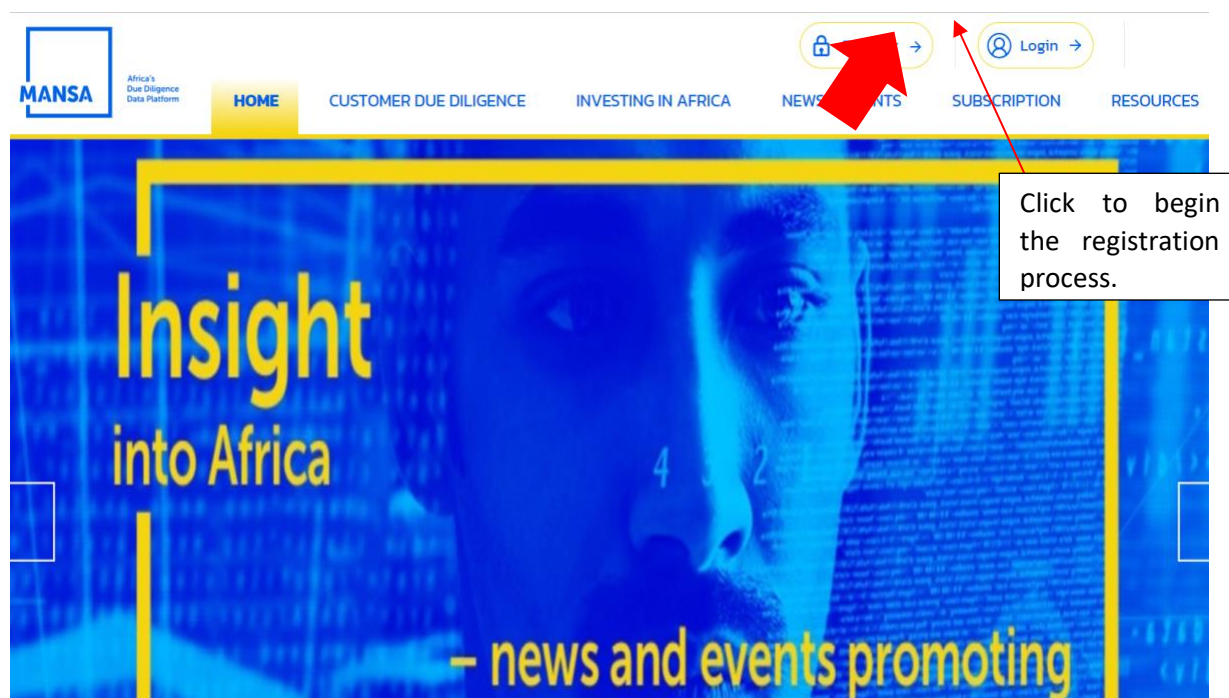


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## PART 1: ACCOUNT CREATION

**NAVIGATE TO THE TOP-RIGHT SECTION OF THE HOME PAGE.**

**CLICK ON REGISTER/LOGIN**



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## FILL IN THE DETAILS AND CLICK ON CREATE ACCOUNT

**Create Account**

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

**Complete the form**

First Name	Last Name
E-mail	Confirm Email
Password	Confirm Password
Country	Language

☐ I'm not a robot

[Create Account](#)

Click "Create account"

You will be directed to the page below. An email will be sent to the email address you registered with.

HOME CUSTOMER DUE DILIGENCE INVESTING IN AFRICA NEWS & EVENTS SUBSCRIPTION RESOURCES

**Activate your account** using the link in **your email notification**. If you didn't receive the email, [click here](#) to resend

NB: If you don't get the activation email, click "[Click here](#)" to resend the activation email.

Navigate to your mailbox to activate your account. Click "[confirm email](#)".

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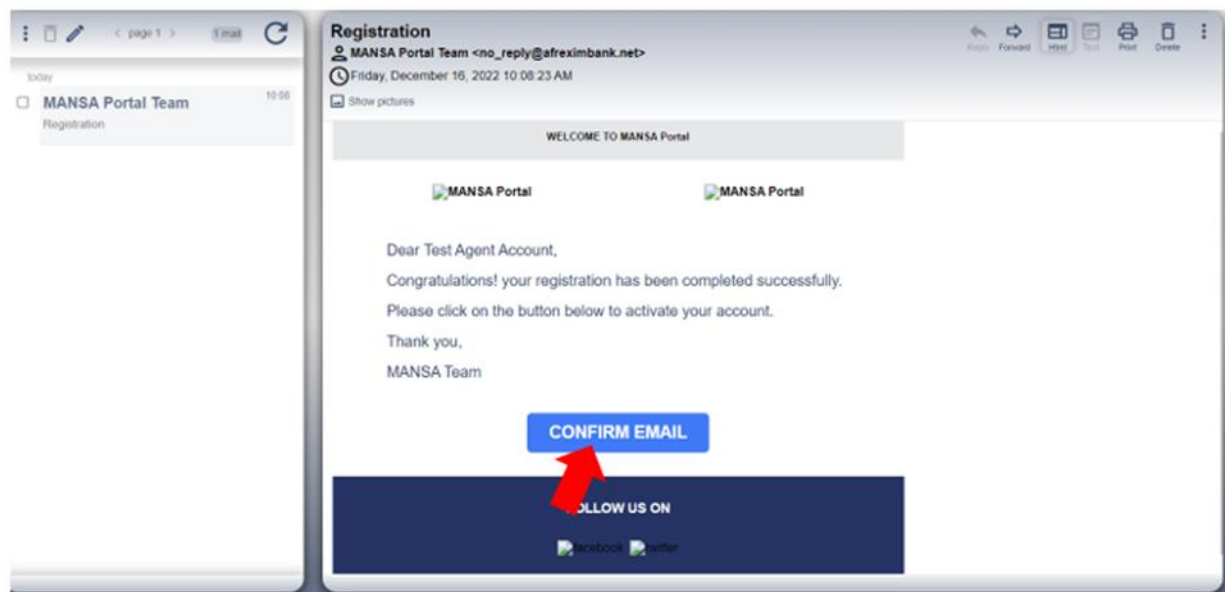
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## PART 2: ACCOUNT CREATION CONFIRMATION

YOU WILL RECEIVE AN EMAIL TO ACTIVATE ACCOUNT.

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



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### PART 3: SUBMITTING OF BASIC COMPANY DATA AND AUTHORIZATION

login to the platform. Input email and password, click “sign in.”

YOU WILL BE REDIRECTED TO REGISTER AS A CONTRIBUTOR

ENTER COMPANY’S DETAILS LIKE [REGISTRATION NUMBER, REGISTRATION DOCUMENT, LETTER OF AUTHORIZATION, TELEPHONE, ADMIN DETAILS AND CLICK ON CONTINUE, THEN CLICK ON SUBMIT FOR AUTHORIZATION.

Input the **verification code** sent to your registered email address and click **Validate**.

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Select **“Register as a Contributor”**, click **“Proceed”**.

Input details in the form. Input phone number, job title, and attach “letter of Authorization” then click **“Proceed.”**

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Fill in the entity details and attach **Company Registration Document**.

Fill your **entity details**

<b>Business Name *</b>	<b>Business Organization Number *</b>
<input type="text" value="Test Agency"/>	<input type="text" value="1234567"/>
<b>Country *</b>	<b>Postal Zip/Code</b>
<input type="text" value="NG Nigeria"/>	<input type="text" value="234"/>
<b>Address *</b>	<b>Phone Number *</b>
<input type="text" value="access bank data center, 16/17 idejo street , off adeola odeku"/>	<input type="text" value="+234 122 344 55"/>
<b>Email</b>	<b>Website</b>
<input type="text" value="testagentaccount@yopmail.com"/>	<input type="text"/>
<b>Fax</b>	<b>Company Registration Document *</b>
<input type="text" value="1 (702) 123-4567"/>	<input type="text" value="20221216100522716_t..."/> <a href="#">Choose a file</a>

### Select administrator privileges (Maker / checker)

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

☒ Yes ☐ No

**Select the administrator's applicable privilege(s) \***

☒ Maker ☒ Checker

☐ Accept Terms & Conditions ⓘ

Please accept the terms & conditions or upload a file

Or you have to download and upload the Registration Document

[Download Terms & Conditions](#)

[Choose a file](#)

Please upload a file or accept the terms & conditions

[Proceed](#)

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Accept terms and conditions or download and reattach the terms and conditions.

Click **“Proceed”**

Click **“Send to Authorization”**

The screenshot shows the MANSA web application interface. On the left is a blue sidebar with the MANSA logo and a 'My Workspace' section containing links for Profile, Subscription Management (highlighted), Password Management, and Log out. The main content area has a top navigation bar with links: HOME, CUSTOMER DUE DILIGENCE, INVESTING IN AFRICA, NEWS & EVENTS, SUBSCRIPTION, and RESOURCES. Below this, there are three input fields: 'Role' with 'Agent' selected, 'Profile Information', and 'Fill your Entity'. A yellow button labeled 'Send to authorization' is at the bottom right, with a red arrow pointing to it.

You will receive a notification as shown below:

The screenshot shows the same MANSA interface after a successful registration. A green checkmark notification in the top right corner states: 'Your registration as a contributor has been successfully completed. You will receive an email once the administrator approved your profile.' In the center, a white modal dialog box is open, addressed to 'Dear Wed Contrib,'. It contains the text: 'The administrator profile has been successfully created for your organization as a CONTRIBUTOR, and is being reviewed for approval by the MANSA Team. You will receive an email once the administrator profile is approved.' The dialog is signed 'Regards, MANSA Team'.

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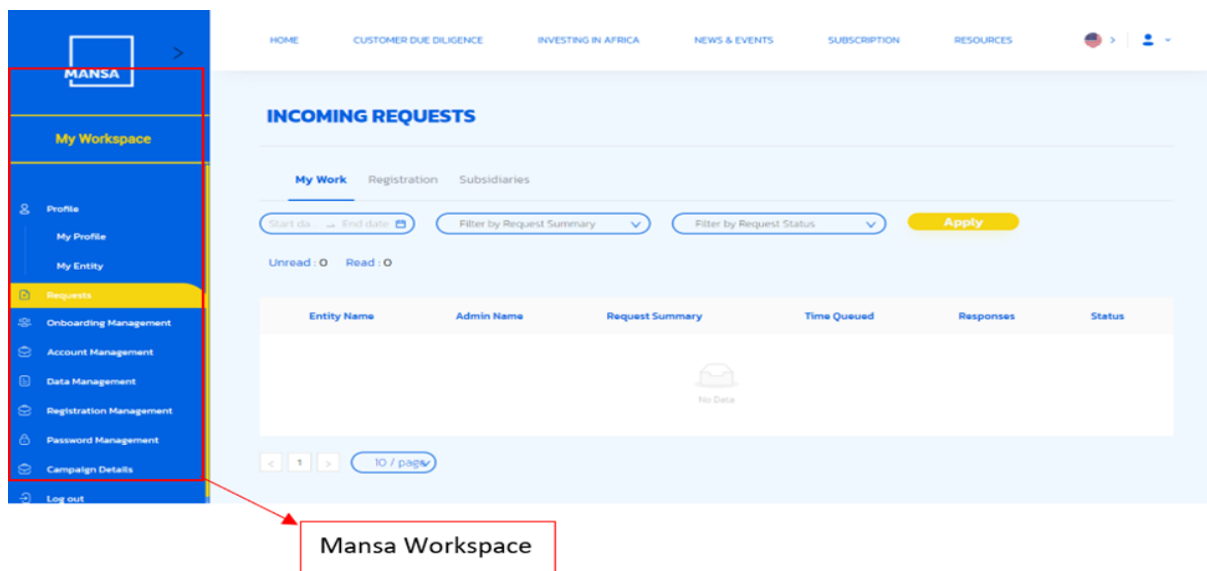
NB: your request will be sent to Afreximbank Mansa Administrator, and you will be notified via email once your request has been approved.

Navigate to your mailbox and click “get started”.



You can do the following on the workspace:

- View and edit your Contributor profile.
- Contribute CDD profile.
- Manage contributor user accounts (Maker, checker, verifier & publisher)
- Manage data.
- Manage Passwords
- View campaign details.
- Logout of Mansa.



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## CREATING USERS (MAKERS & CHECKERS)

As a contributor administrator, it is important to assign roles to members of your team to make the CDD contribution process seamless.

There are (2) necessary roles that needs to be assigned to team members, and these include:

Role	Description
<b>Maker</b>	The role is responsible for uploading the company's information and document to the MANSA Platform
<b>Checker</b>	This role is responsible for approving the registration and data uploaded.

Complete the steps below to create a user:

**Step 1:** Click **"Account Management"**

**Step 2:** Click **"Manage Users"**

**Step 3:** Select **"Administrators contributors"**

**Step 4:** Click **"Add"**

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**Step 5:** Input the user details (Name, email).

**Step 6:** Select user type (Maker and/or Checker). Select the one that applies to the user being created.

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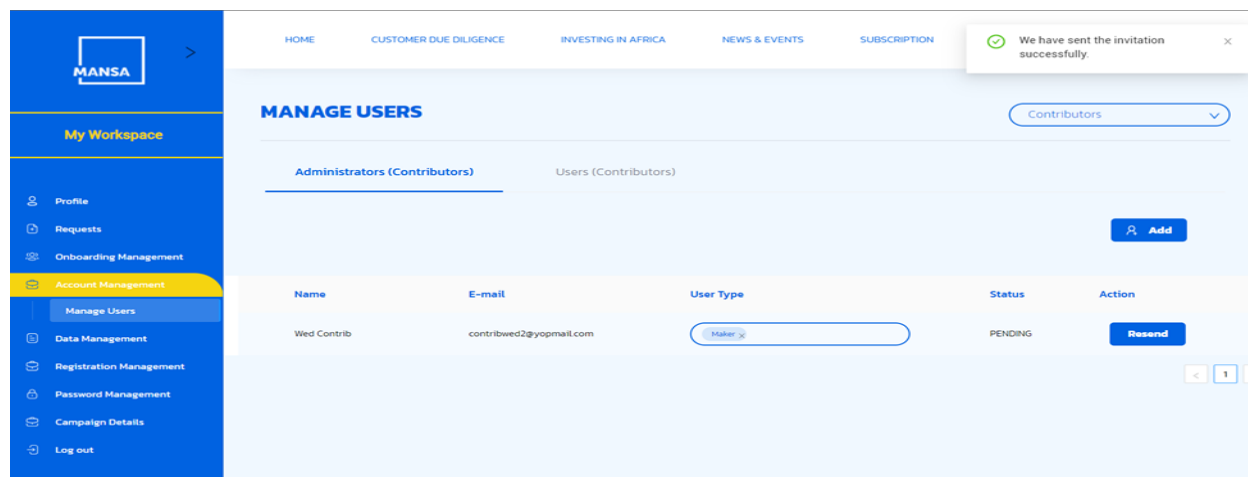


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#### Step 7: Click “Create”

**NB:** You will be directed to the page below. You will also receive a notification stating that the invitation has been sent to the user’s email address.



**Step 8:** The user will now get an invitation email to finish their account registration on MANSA. The user will need to click on “**Access Account**” where they will be redirected to MANSA platform to finish setting up their account.

#### Step 9: Click “Create account”

**Step 10:** Sign in with your new credentials. Contributing CDD data:

After successfully onboarding a contributor, the next step is to contribute CDD data.

## CONTRIBUTE TO CDD DATA

Follow the steps below to contribute CDD data.

**Step 1:** Click “Onboarding Management”

**Step 2:** Click on “Contribute CDD data”

**Step 3:** Select the entity by clicking the drop-down arrow under “Select Your entity”.

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

#### PART 5: SUBMITTING OF VITAL DOCUMENT TO THE PLATFORM

Step 4: Click **"Manual Contribution"**

SELECT CONTRIBUTE FROM THE LEFT,

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**Step 5:** Click **“Proceed”**

**Step 6:** Select **BUSINESSINDEX-NIGERIA** from the list as your verifier

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Email: r@yopmail.com Website: 20230608051440942\_mansa\_logo\_-white.jpg

Telephone: 23478898 Fax:

Overview: test Logo:

Countries: Please select a country Available Verifiers: Please select one or more

Invite your verifier if it does not exist in the previous list

abc@abc.com xyz@xyz.com Send Invites

Your Invited Verifiers Actions

Click Continue

Continue

**Step 7:** Input the entity details in the CDD form and click **“continue”** to proceed to next section.

**Step 8:** Make sure to select BusinessIndex -Nigeria in the “Independent reviewing/ Verification entity” for each section.

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Tax Certificate

Independent Reviewing/Verification Entity for this section

Select Independent reviewing/verification entities \*

Select one or more

Required fields 5.88%

Save and close Save Continue

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**CLICK SAVE, CONTINUE TO NEXT PAGE; KEEP SELECTING **BUSINESSINDEX-NIGERIA** AS THE**

**VERIFIER TILL END AND LAST PAGE**

**Step 9:** Complete the CDD form by filling all six forms (Identification, Ownership and Management, Business Information, Compliance Information, Financial Information, and association & membership)

**Step 10:** On the summary page, review the details you have contributed and click “**complete**” to submit the contribution to a checker for approval.

**Step 11:** You will get a notification that the contribution has been submitted.

**Step 12:** Click on “**Requests**” to view the status of the request.

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MANSA

My Workspace

Profile

Requests

Onboarding Management

Contribute CDD data

Onboard a Contributor

Account Management

Data Management

Registration Management

HOME CUSTOMER DUE DILIGENCE INVESTING IN AFRICA NEWS & EVENTS SUBSCRIPTION RESOURCES

My Work Registration Subsidiaries Customer Due Diligence Profiles

Start → End Filter by Request Summary Filter by Request Status Apply

Unread: 5 Read: 0

Entity Name	Admin Name	Request	Status
demo 2	Demo Agent	Under Review	New
test 2	Demo Agent	Under Review	New
demo1	Demo Agent	Under Review	Delayed
demo business	Demo Agent	Under Review	Delayed
Test business	Demo Agent	Under Review	Delayed

Click "Complete" to submit the CDD contribution to a checker.

## CHECK/APPROVE CDD REQUESTS.

The checker user will login to the system to approve requests on the portal. Please follow the steps below to check/approve CDD requests.

**Step 1:** Checker logs in to the platform.

**Step 2:** Click on "Request"

**Step 3:** Navigate to the new request.

MANSA

My Workspace

Profile

Requests

Onboarding Management

Data Management

Password Management

Campaign Details

Log out

HOME CUSTOMER DUE DILIGENCE INVESTING IN AFRICA NEWS & EVENTS SUBSCRIPTION RESOURCES

My Work Registration Subsidiaries Customer Due Diligence Profiles

Start → End Filter by Request Summary Filter by Request Status Apply

Unread: 1 Read: 0

Entity Name	Admin Name	Request Summary	Time Queued	Responses	Status
testagent	Test Agent	Review Application	08:11 PM	View	New

Click "View" to see details of the CDD.

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**Step 4:** Click **“View”**

**Step 5:** Navigate to compliance Information. Scroll down to **“Compliance Information.”** the checker will need to include their position.

Question	Answer
Can you confirm that a register of directors or shareholders is being kept and is always up to date?	Yes
Can you confirm your business files annual returns on time with Company Registrar or designated authority in your country, where required or given option to.	Yes
Businesses are encouraged to file an annual return with the Company Registrar or relevant authority	Yes
Can you confirm that your business letters are sent with official documents bearing your business names	Yes

Completed/Submitted By : testagent checker1

Position (\*) :

Checker to insert their position.

Print

**Step 6:** The checker will review the details of each section and input comments where necessary.

**Step 7:** Click **“Approve”** to approve the request and send to the verifier.

**Note:**

- If the checker rejects, the submission/profile will be terminated
- If the checker Approves, the submission will be sent to the verifier
- If the checker requests update, the submission will be sent to the Maker for update.

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## PART 6 REVIEW YOUR DATA BEFORE SUBMISSION

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

CONTRIBUTION

Back Complete

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

Back Complete

CONTRIBUTION

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

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**PART 7: A SUPERVISOR (CHECKER) RECIEVES THE DATA SUBMITTED, CROSS CHECKS THE DATA AND APPROVES**

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

INCOMING REQUESTS TABS

Contribution Maker **Contribution Checker** My Work

Filter By Date  Filter By Request Summa  Filter By Request Status

Unread: 0, Read: 0

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

Previous **1** Next

Filter By Date  Filter By Request Summary  Filter By Request Status

Unread: 1, Read: 0

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

THE CHECKER **CLICKS ON THE + TO VERIFY THE INFO** AND MUST ENTER HIS DETAILS AND POSITION IN THE COMPLIANCE INFORMATION SECTION; LIKE

CONTRIBUTOR PROFILE

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

MD, CEO, COO, CFO, ETC. TO APPROVE THE PROFILE

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

**Declaration Information**

Completed/Submitted By: Checker 234

Position:

[Print](#)

**SIGNED COMPLIANCE QUESTIONNAIRE AND STATEMENT** ⓘ

[Choose File](#) No file chosen [Add](#)

## NOTE

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

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

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

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