



BUREAU OF PUBLIC PROCUREMENT (BPP)

STEPS TO UPDATE COMPANY INFORMATION ON THE CCSP PORTAL

- 1. Log in Securely**
 - Access the CCSP Portal (federalcontractors.bpp.gov.ng) using your registered email and password.
 - Ensure your login credentials are kept confidential.
- 2. Navigate to the Update Section**
 - Go to "Company Profile" or "Update Information" on your dashboard.
- 3. In the event that you need to modify your company details (change of company name, email address etc) the request must be accompanied by the following documents:**
 - A formal request letter on your company's letterhead addressed to the Bureau, deposing to the reasons for the modification.
 - Supporting documents (CAC documents (Form 07), board resolution, and an e-affidavit deposing to the reasons for the modification).
 - Government issued ID Card of one of the Board of Directors (the applicant)
- 4. Verification & Approval**
 - The BPP will review and verify the request before approving changes.
 - Unauthorized updates without proper documentation will be rejected.

Security Measures to Prevent Unauthorized Changes

- Do not share your login details with unauthorized personnel.
- Regularly monitor your company profile for any unauthorized changes.

If you notice any suspicious activity, report it immediately to the BPP via info@bpp.gov.ng or ccspsupport@bpp.gov.ng

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