**DUE PROCESS PAYMENT GUIDELINES**

Find below the steps/guidelines outlined for e-payments in respect of:-

* Contractors Vendors Service Providers Registration
* Contracts Vetting Fees
* Tender Fees

The steps are as follow:

* Visit the Board of Internal Revenue website <https://www.igr.ng>
* Go-to Invoice
* Click Remita Invoice
* Select Revenue Head – Public Procurement Bureau-Due Process
* Select Revenue Sub-Head – Contractors Vendors Service Providers Registration Fees, Non-Refundable Tender Fees, or Vetting of Contract Fees
* Fill the remaining fields with the appropriate information
* Click Submit

The system will automatically generate RRR which you can print and take it to any bank to make your payment.

Additional Information

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Revenue Category | Revenue Head  (Public Procurement Bureau – Due Process) | Sub-Head |
| 1. | Contractors/Service Providers Registration Fees | 11010001 | 12040681 |
| 2. | Vetting Fees | 11010001 | 12040605 |
| 3. | Non-Refundable Tender Fees | 11010001 | 12040540 |

Make sure you select appropriately when filling the form.