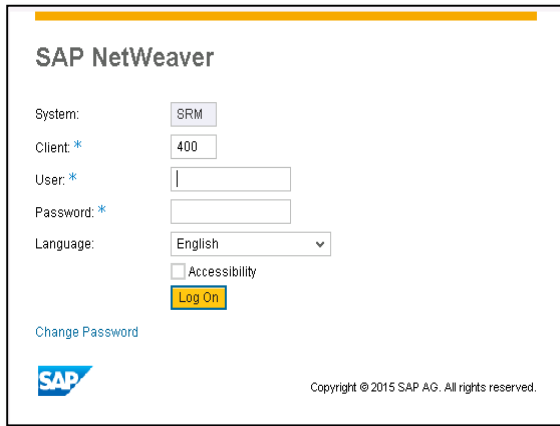


## Log On Instructions



The screenshot shows the SAP NetWeaver Log On screen. It includes the following fields and options:

- System: SRM
- Client: 400
- User: (empty text box)
- Password: (empty text box)
- Language: English (dropdown menu)
- Accessibility: (checkbox, unchecked)
- Log On: (button)
- Change Password: (link)
- SAP Logo
- Copyright © 2015 SAP AG. All rights reserved.

### In the Log-On screen

1. Confirm that the Caps lock and Number lock keys on your keyboard are off
2. Type in your username in the appropriate field
3. Type in your password in the appropriate field
4. Click on the Log On button

## Important Icons

[Show Quick Criteria Maintenance](#)

### Quick Criteria Maintenance

- Maintain search criteria for quick /frequent searches

[Change Query](#) [Define New Query](#)

### Change or define new Query

- Add remove fields to existing query
- Create New queries

### Intent to Participate

[Participate](#)

- Show the buyer's intent to participate

[Do Not Participate](#)

[Tentative](#)

### cFolders

- Display/Read RFx attachments safely
- Attach compliance documents, documents requested by buyer etc.

## Further Help

### ✓ Visit SAP Online Help

Available from the Help menu on every SAP screen OR press F1 for field-level help

### ✓ Contact Support desk

Contact any of the following persons:

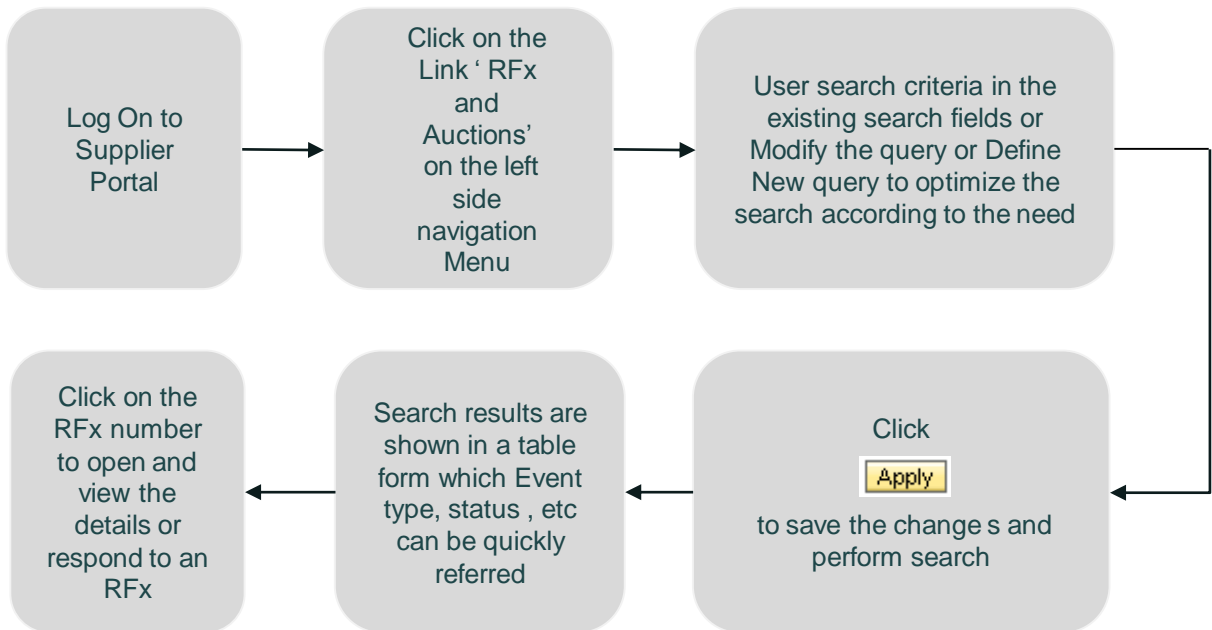
Phone number: +254203201332

Phone number: +254203201344



**General Help**  
sapsrmhd@kplc.co.ke

### Search RFX Documents



### Create bid / Responding to RFX

