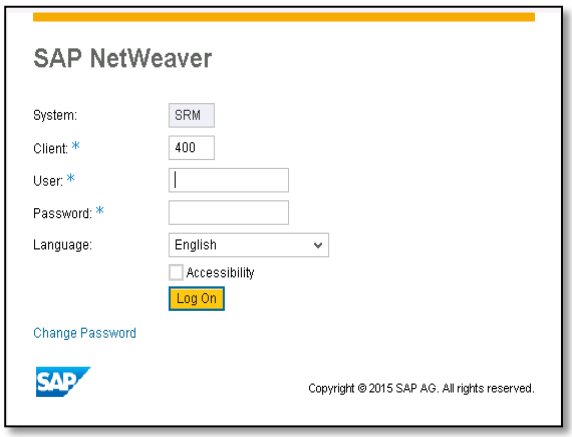
Supplier Self Service (SUS)
Quick Reference Guide

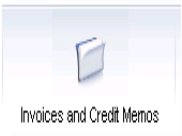
Log On Instructions



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



Invoices

- Display invoice
- Create Invoice

Purchase Orders

- Display Purchase order
- Create follow-on processes
- Display follow-on documents

Shipping Notifications

- Create Shipping Notification
- Display Shipping Notification

Personal Information

- Contact Person Addresses
- Contact person type
- Contact information Phone/email

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

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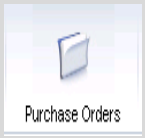
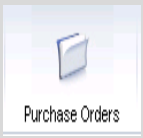
Check new Purchase order received

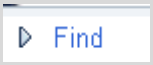
Notification via email regarding New Purchase orders → Click on the link received in email or Log On to Supplier Portal → Click on the purchase order Tab → Click on Purchase order number to Review the Purchase order details



Search Purchase orders or other related documents

Log On to Supplier Portal → Click on the purchase order Tab → Click find from the left side menu → Enter the document type(purchase order/ Invoice/ shipping Notification) → Enter Document Number or other search criteria → Click find button to begin the search





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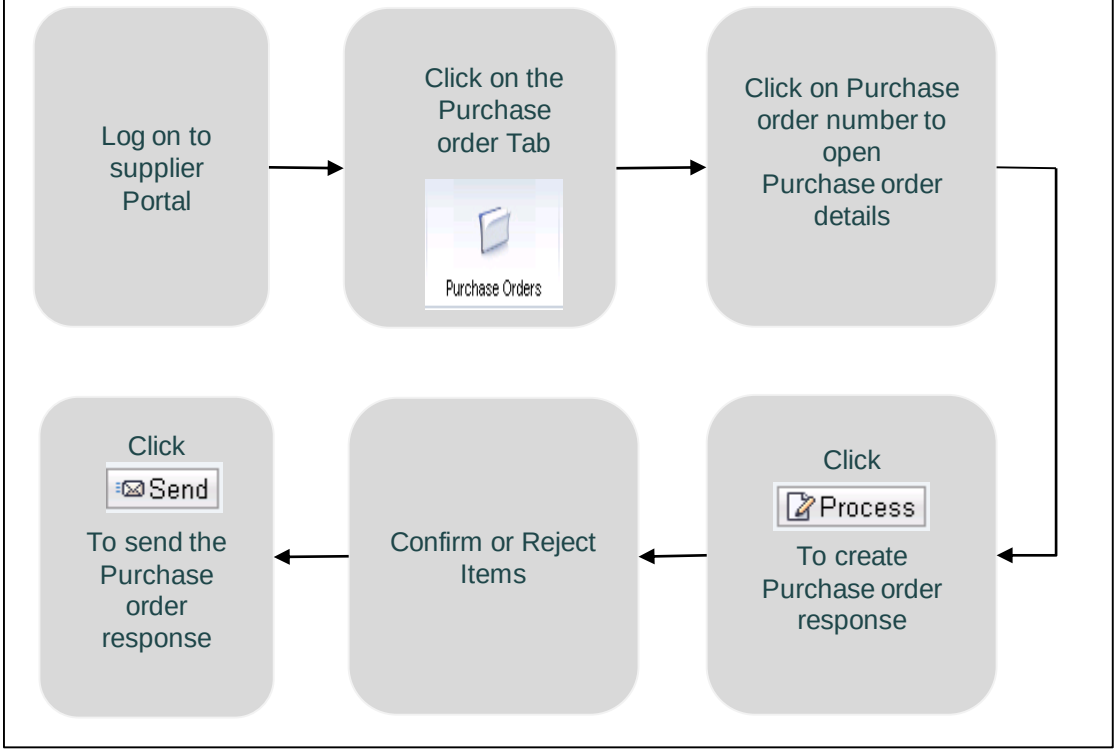
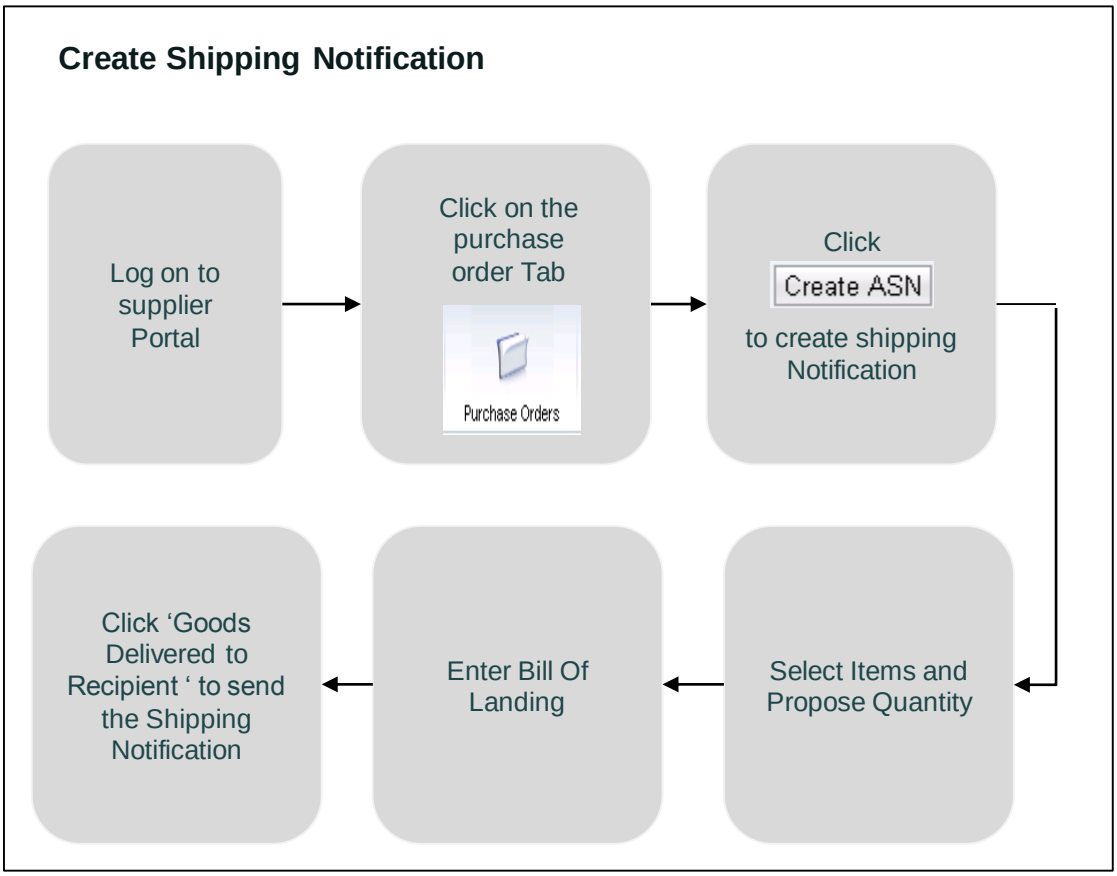
Create Purchase order Response or Order Acknowledgement



Create Shipping Notification



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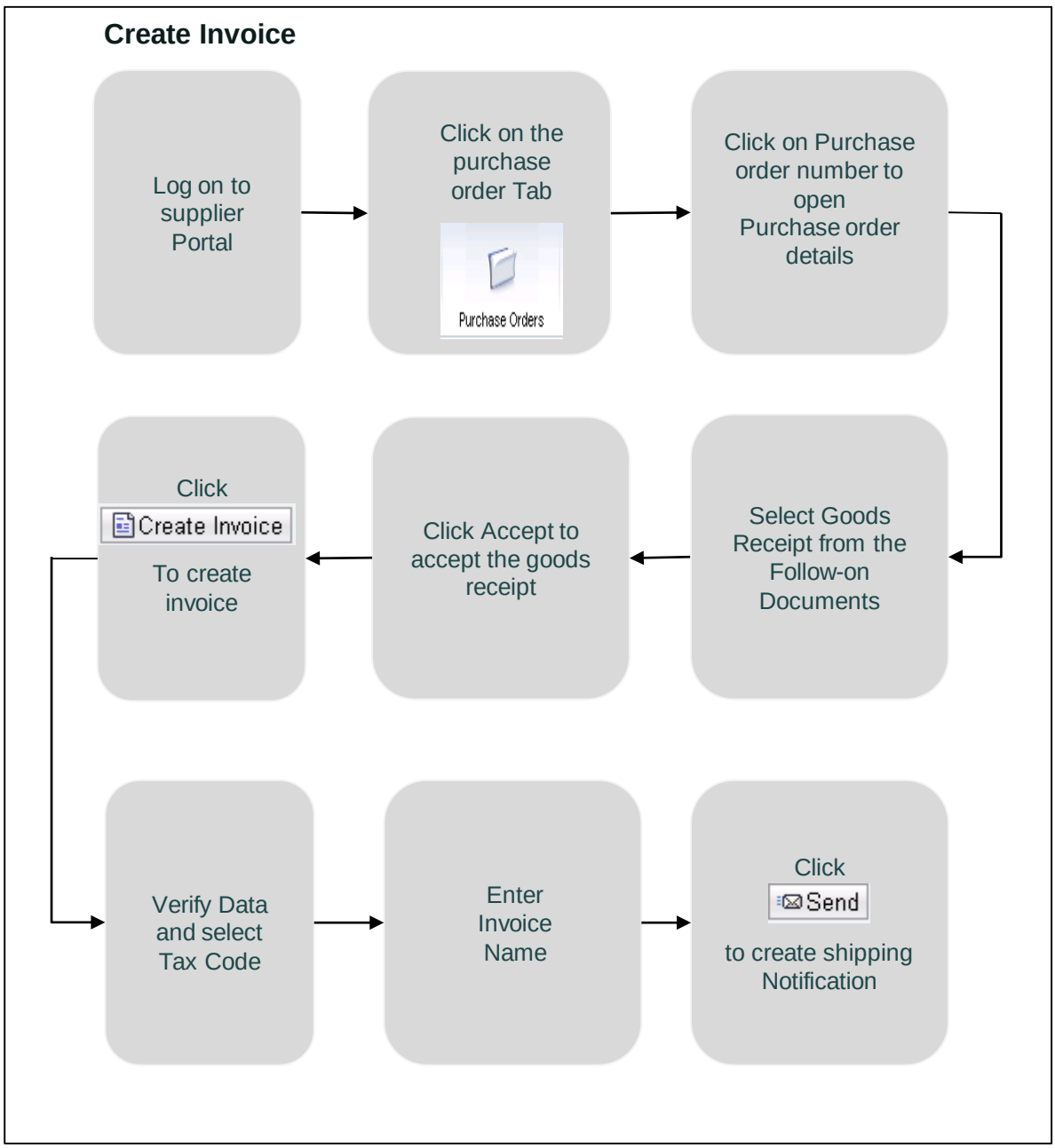
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