

KPLC – SUPPLIER RELATIONSHIP MANAGEMENT



USER GUIDE FOR VENDOR REGISTRATION, RFX PARTICIPATION AND PURCHASE ORDER COLLABORATION



This document is updated to reflect approved changes to the content, and is subjected to version control. The version record and status are documented below.

Version No.	Version Date	Author	Comment/Change Details
1.0	June 22, 2015	KPLC Procurement team	First Version
1.1	June 30, 2015	KPLC Procurement team	Add New Vendor Registration process
1.2	January 26, 2018	KPLC ILS team	Add preferred browser Add settings for using C folder Add Vat instruction to Vendors

Contents

1. REGISTRATION – NEW VENDORS	4
1.1. Supplier Registration Link	4
1.2. Supplier Registration – SRM Portal	11
2. REGISTRATION – EXISTING VENDORS	14
2.1. Supplier Registration Link, User ID & Password	14
2.2. Supplier Registration - SRM Portal	15
3. PARTICIPATING IN AN RFX.....	19
3.1. Supplier's Portal - Login	19
3.2. Supplier's Portal – Responding to RFX.....	19
3.2.1. Display RFx	20
3.2.2. Display RFx - Participate screen	20
3.2.3. Display RFx - Create Response screen	21
3.2.4. Create RFx Response - Notes and Attachments	22
3.3. Collaboration Folders - cFolders	25
3.3.1. Create Object - cFolders	25
3.3.2. Create Document – cFolders.....	25
3.3.3. Create Version - cFolders.....	26
4. PURCHASE ORDER COLLABORATION	29
4.1. Supplier's Portal – Login	29
4.2. Supplier's Portal – Responding to Purchase Order	29
4.2.1. List of Purchase Orders	30
4.2.2. Process Purchase Order	31
4.3. Create ASN for Purchase Order	33
4.4. Invoice Creation Process.....	36

1. Registration – New Vendors

Minimum System Technical Requirements for SRM SUS

For successful operation in the system the following requirements should be met: 1. Internet browser. Microsoft Internet Explorer version 8.0 or higher should be installed.

New vendors can get into contact with KPLC by registering themselves using the self-registration link on the KPLC website. The data the vendor provides will be transferred to the KPLC systems where it is analyzed. Once the registration is approved, the vendor will be listed as a potential supplier. Vendor can then create permanent users for the employees and establish a business relationship with KPLC.

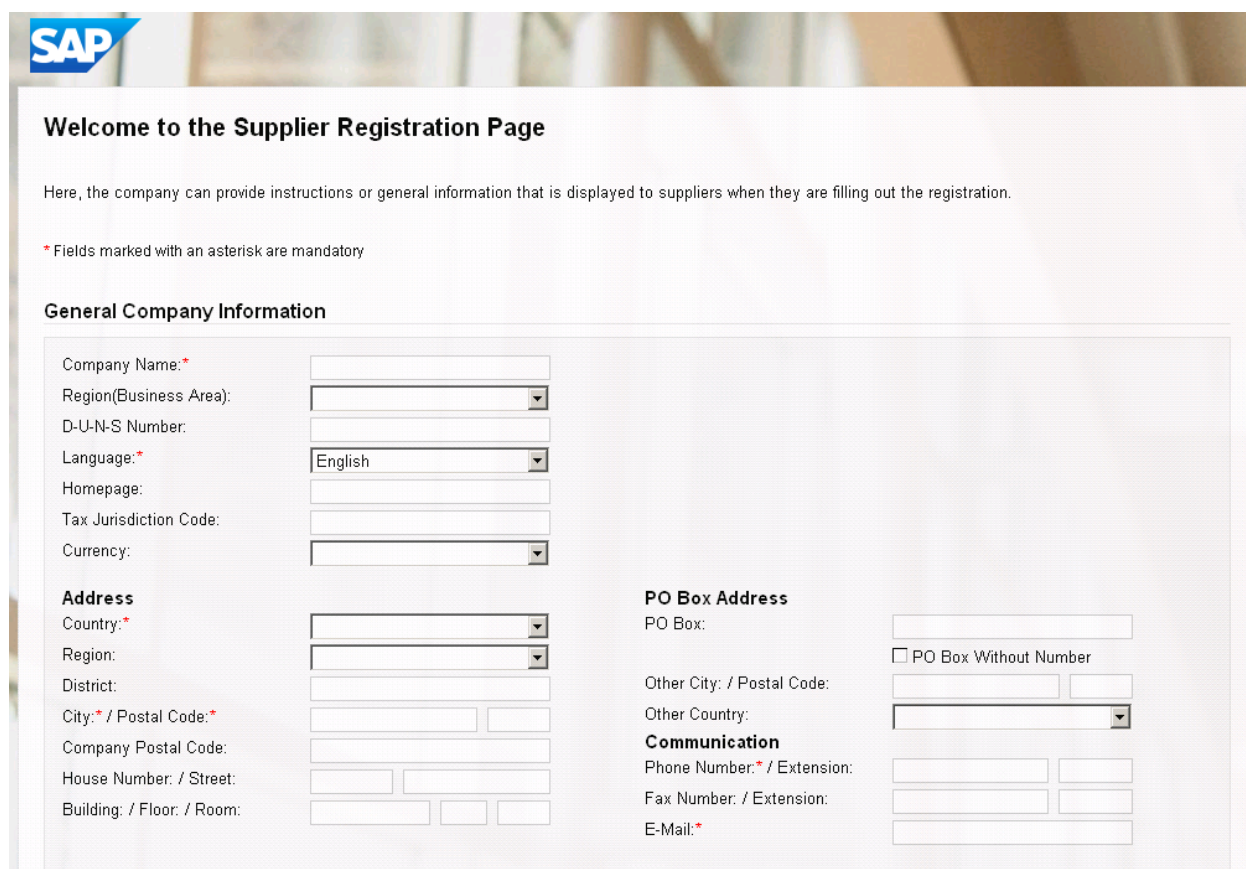
Supplier will be able to see the registration link on the KPLC website and fill the basic information such as company name address etc. register under certain purchasing category.

1.1. Supplier Registration Link

Login to the Kenya Power website and register by visiting the link:

www.kplc.co.ke/vendorregistration

The following page will be loaded.



The screenshot shows the SAP Supplier Registration Page. At the top left is the SAP logo. The page title is "Welcome to the Supplier Registration Page". Below the title, a message states: "Here, the company can provide instructions or general information that is displayed to suppliers when they are filling out the registration." A note indicates: "* Fields marked with an asterisk are mandatory".

The form is divided into two main sections: "General Company Information" and "Address".

General Company Information:

- Company Name:*
- Region(Business Area):
- D-U-N-S Number:
- Language:*
- Homepage:
- Tax Jurisdiction Code:
- Currency:

Address:

- Country:*
- Region:
- District:
- City:*/ Postal Code:*
- Company Postal Code:
- House Number: / Street:
- Building: / Floor: / Room:

PO Box Address:

- PO Box:
- ☐ PO Box Without Number
- Other City: / Postal Code:
- Other Country:

Communication:

- Phone Number:*/ Extension:
- Fax Number: / Extension:
- E-Mail:*

Fill in your data that which is marked in Asterisk as shown above:

Under General Company Information and Contact details section fill in the all mandatory fields

The screenshot displays a web form for vendor registration. It is divided into three main sections: 'Contact Details', 'Product Categories', and 'Data Privacy Statement'. The 'Contact Details' section contains fields for Title, First Name, Last Name, Academic Title, Department, Function, Phone Number, Fax Number, E-Mail, Language, and Country. The 'Product Categories' section shows a message 'No product categories selected' and an 'Add' button with a red arrow pointing to it. The 'Data Privacy Statement' section has a checkbox for accepting terms and buttons for 'Send', 'Undo Entries', and 'Close'.

Contact Details	
Title:*	Mr.
First Name:*	Abc
Last Name:*	xyz
Academic Title:	
Department:	
Function:	
Phone Number:*/ Extension:	987655678
Fax Number: / Extension:	
E-Mail:*	abc@test.ke
Language:*	English
Country:*	KENYA

Product Categories

No product categories selected

[Add](#)

Data Privacy Statement

☒ I have read the [data privacy statement](#) and accept the terms

[Send](#) [Undo Entries](#) [Close](#)

Under Product categories section, Click on Add button and add the product category that you deal with.

Select Product Categories from popup page, Click on OK button

Selection of Product Categories

Select the product categories you can supply

Find:

Go

Available Product Categories

Expand All

Collapse All

Category Name

☐

SPC_LEVEL_1 Fuels

☐

SPC_LEVEL_2 Industrial Lubricant

☒

SPC_LEVEL_3 Paints and Varnishes

☐

SPC_LEVEL_4 Solvents

☐

SPC_LEVEL_5 Anticorrosion

OK

Cancel

Under Data Privacy Statement section Check mark Data Privacy Statement.

Data Privacy Statement

☒ I have read the [data privacy statement](#) and accept the terms

Click on Send button.

The Vendor registration request will be approved by KPLC. The Vendor will become a "Potential supplier" and two emails will be triggered in the system with

1. Supplier Administration Link
2. Password

Your supplier registration has been completed

Created  RFCUSER

Dear Mr. Abc Xyz,

We are pleased to welcome you as supplier Test Company.
The user ID 4FZXHBQGIGYV has been generated for you.

Please click the following URL to log on to the system with this user ID
within the next 31 days:

https://sapsrmdev.kplc.local:8100/sap/bc/bsp/srsmmc/ros_ext_2/ros_bsp_second.do?sap-client=4008&sap-user=4FZXHBQGIGYV

You can then create an Employee Administrator user. With this user you
have access to all supplier qualification functions and to the user
administration.

Best regards,
Your Supplier Registration Team

You will receive your password for registration in a separate e-mail.

Password for logon after supplier registration

Created  RFCUSER

Within the next 31 days you can log on as supplier Test Company with
the user ID you have already received and the following password:
lJc+\CnptC

Supplier receives two mails in the inbox. Launch the Link from the first mail and enter the password from the second mail. Press Login



SAP NetWeaver

User: *

Password: *

Language:

☐ Accessibility

[Change Password](#)

Copyright © 2015 SAP AG. All rights reserved.



Create Administrator account with User and password

Procedure

1. As the new supplier, choose the link to the SAP Supplier Life Cycle system as provided in the welcome mail.
2. Use the password from the second e-mail.

Field Name	User Action and Values	Comment
User	Enter the user name you, as the supplier will use to administer your SAP SLC account in the future	User and password entered here are used to access the supplier account in the future. Enter your own preferred user ID, Logon details from the welcome mail are no longer valid.
Password	Enter your own password.	Password from the welcome is no longer valid.
Confirm Password	Enter the password again	Make sure that you remember the new user and password
Box I have read the data	Check the box	

SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

Once you log in, the below screen appears where the supplier is supposed to create his admin account as shown below.

Contact Details

Title:	Mr.	Phone Number / Extension:	987655678
First Name:	Abc	Fax Number / Extension:	
Last Name:	Xyz	E-Mail:	abc@test.ke
Academic Title:		Language:	English
Department:		Country:	KENYA
Function:			

Create Your Administrator Account

User:*	Admin	
Password:*	*****	
Confirm Password:*	*****	

Formats and Settings

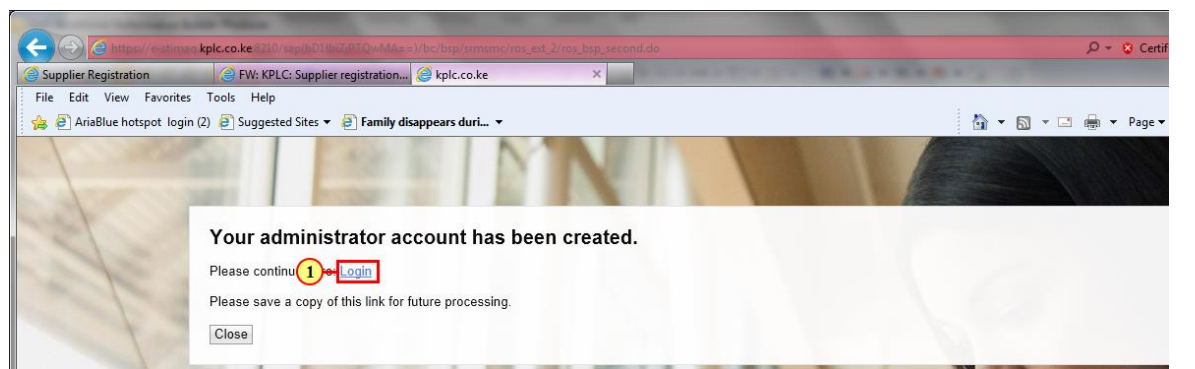
Date Format:	DD.MM.YYYY
Decimal Format:	1.234.567,89
Time Zone:	

Data Privacy Statement

☒ I have read the [data privacy statement](#) and accept the terms

Create Undo Entries Close

Mark the privacy statement and press Create button. The below screen appears



Step	Action
(1)	Click Login Login .

Click Log in and below screen appears

1.2. Supplier Registration – SRM Portal

Click on Login link

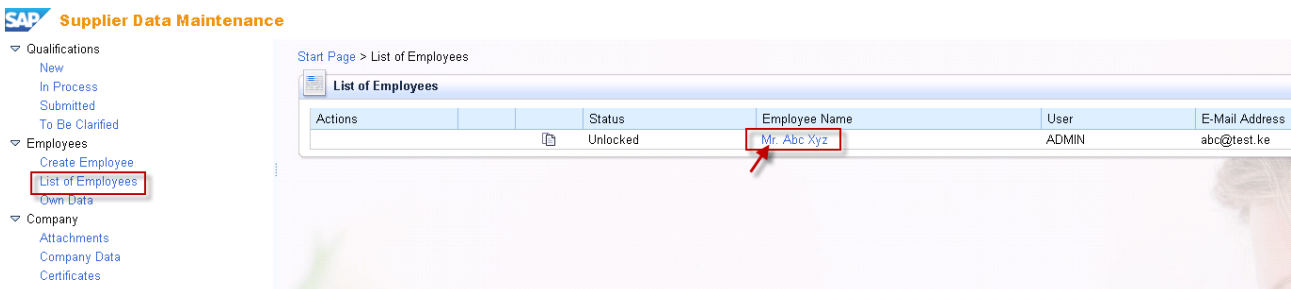
Enter the user credentials as created in the Administrator screen.



The image shows the SAP NetWeaver login interface. On the left is a photograph of a man in a suit writing on a document. To the right of the photo, the text "SAP NetWeaver" is displayed in orange. Below this, there are input fields for "User:" (containing "Admin"), "Password:" (masked with dots), and "Language:" (set to "English"). There is also an "Accessibility" checkbox and a "Log On" button. A "Change Password" link is located below the login fields. At the bottom, the copyright notice "Copyright © 2015 SAP AG. All rights reserved." and the SAP logo are visible.

List of employees

Click on List of Employees -To view List of employees: To make any changes in existing employee data - Click on Employee name: employee details are displayed -> Click on Edit button: Make changes -> Click on save button.



The image shows the SAP Supplier Data Maintenance interface. On the left is a navigation menu with options like "Qualifications", "Employees", and "Company". The "List of Employees" option is highlighted with a red box. The main area displays a table titled "List of Employees" with columns: "Actions", "Status", "Employee Name", "User", and "E-Mail Address". A red box highlights the "Mr. Abc Xyz" entry in the "Employee Name" column, with a red arrow pointing to it. The "Status" column shows "Unlocked", the "User" column shows "ADMIN", and the "E-Mail Address" column shows "abc@test.ke".

[Start Page](#) > [List of Employees](#) > [Display Employee](#) > [Edit Employee](#)

Save

Display

Contact Details

Title:*	<input type="text" value="Mr."/>	
Academic Title:	<input type="text"/>	
First Name:*	<input type="text" value="Abc"/>	
Last Name:*	<input type="text" value="Xyz"/>	
Function:	<input type="text"/>	
Department:	<input type="text"/>	
Language:*	<input type="text" value="English"/>	
E-Mail:*	<input type="text" value="abc@test.ke"/>	
Country:*/ Phone Number:*/ Extension:	<input type="text" value="KENYA"/>	<input type="text" value="987655678"/>
Country: / Fax Number: / Extension:	<input type="text"/>	<input type="text"/>

User Details

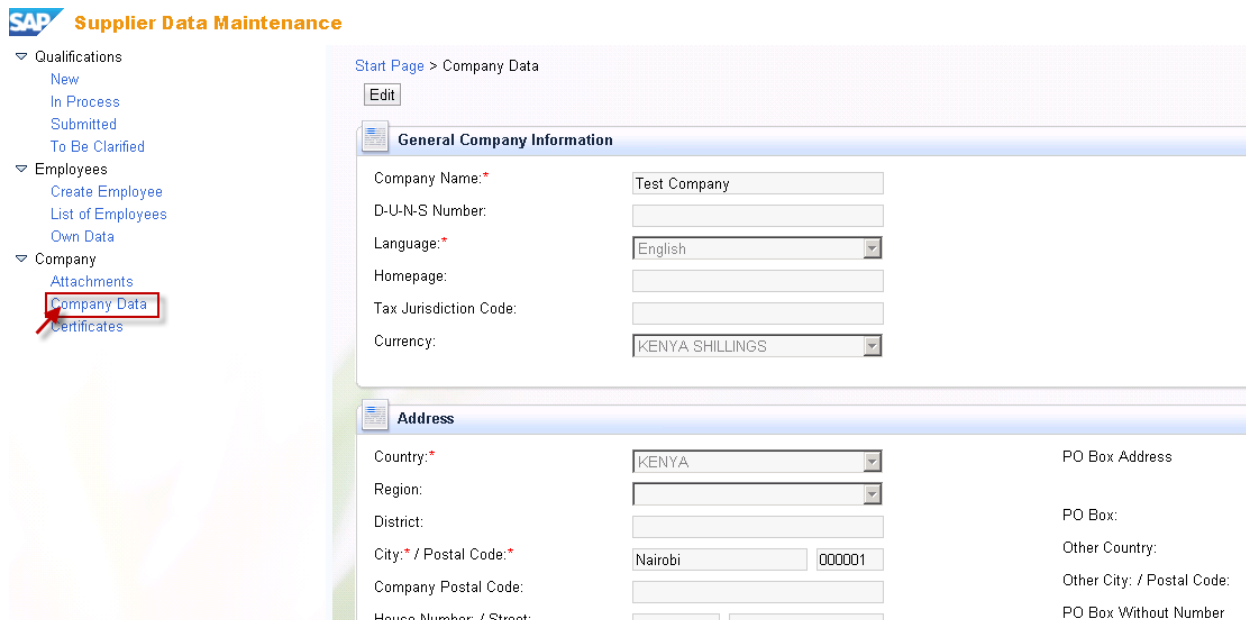
User:	<input type="text" value="ADMIN"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
Date Format:	<input type="text" value="DD.MM.YYYY"/>
Decimal Format:	<input type="text" value="1.234.567,89"/>
Time Zone:	<input type="text"/>

SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

After approval by KPLC, click on company data and the below screen appears

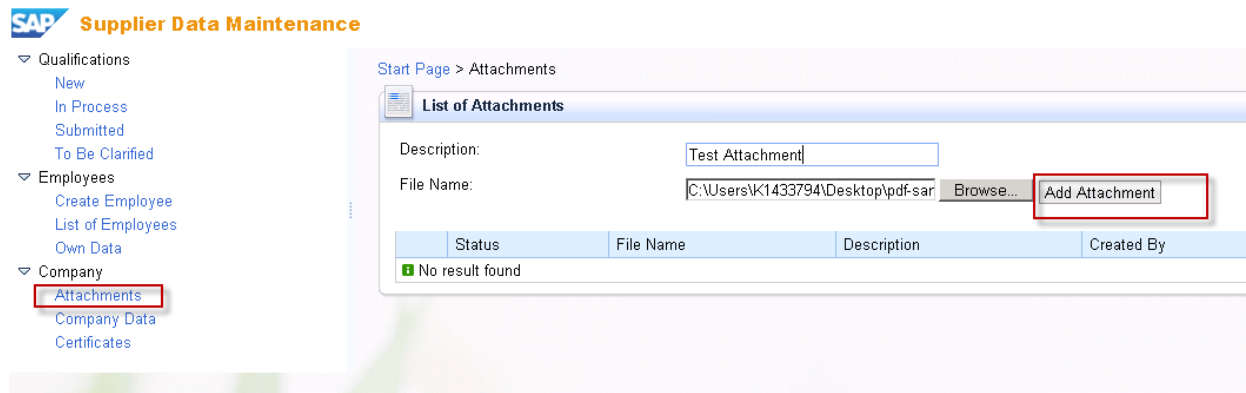
Click on Company data in the left

Click on Edit button: Make changes -> Click on Save button



The screenshot shows the SAP Supplier Data Maintenance interface. On the left, the navigation menu includes 'Qualifications', 'Employees', and 'Company'. Under 'Company', 'Attachments' and 'Company Data' are listed, with 'Company Data' highlighted by a red box and a red arrow. The main area displays the 'Company Data' form. At the top, there is a breadcrumb 'Start Page > Company Data' and an 'Edit' button. The form is divided into two sections: 'General Company Information' and 'Address'. The 'General Company Information' section contains fields for 'Company Name' (Test Company), 'D-U-N-S Number', 'Language' (English), 'Homepage', 'Tax Jurisdiction Code', and 'Currency' (KENYA SHILLINGS). The 'Address' section contains fields for 'Country' (KENYA), 'Region', 'District', 'City' (Nairobi), 'Postal Code' (000001), 'Company Postal Code', and 'House Number / Street'. There are also fields for 'PO Box Address', 'PO Box', 'Other Country', 'Other City / Postal Code', and 'PO Box Without Number'.

Click on Attachments- To view List of attachments: Upload a new attachment and Click on Save button.



The screenshot shows the SAP Supplier Data Maintenance interface for the 'Attachments' section. On the left, the navigation menu includes 'Qualifications', 'Employees', and 'Company'. Under 'Company', 'Attachments' and 'Company Data' are listed, with 'Attachments' highlighted by a red box. The main area displays the 'List of Attachments' form. At the top, there is a breadcrumb 'Start Page > Attachments' and a 'List of Attachments' header. The form contains fields for 'Description' (Test Attachment) and 'File Name' (C:\Users\K1433794\Desktop\pdf-sar). There are 'Browse...' and 'Add Attachment' buttons, with the 'Add Attachment' button highlighted by a red box. Below the form, there is a table with columns 'Status', 'File Name', 'Description', and 'Created By'. The table shows one row with the status 'No result found'.

Once you have completed your data entry, your data changes are approved in KPLC

NB:

Now the vendor can be able to participate in the RFxs.

2. Registration – Existing Vendors

Existing vendors will receive emails with administrator credentials and a link to the website for the supplier's portal. After updating the supplier credentials and own data, the administrator of the existing vendor can participate in RFx's and Collaboration functionality.

2.1. Supplier Registration Link, User ID & Password

Two emails are triggered from the system

- 1. The first email contains the link and User ID. For example mail like below is triggered from KPLC SRM system to supplier contact person.**

From: RFCUSER [mailto:RFCUSER@KPLC.CO.KE]
Sent: Wednesday, June 17, 2015 9:46 AM
To: Carol Makokha
Subject: Your supplier registration has been completed

Dear Mr. Bencarol,

We are pleased to welcome you as supplier Bencarol.
The user **ID Z5ZUMWOHZH8M** has been generated for you.

Please click the following URL to log on to the system with this user ID within the next 31 days:
https://sapsrmqas.kplc.local:8100/sap/bc/bsp/srsmc/ros_ext_2/ros_bsp_second.do?sap-client=400&sap-user=Z5ZUMWOHZH8M

You can then create an Employee Administrator user. With this user you have access to all supplier qualification functions and to the user administration.

Best regards,
Your Supplier Registration Team

You will receive your password for registration in a separate e-mail.

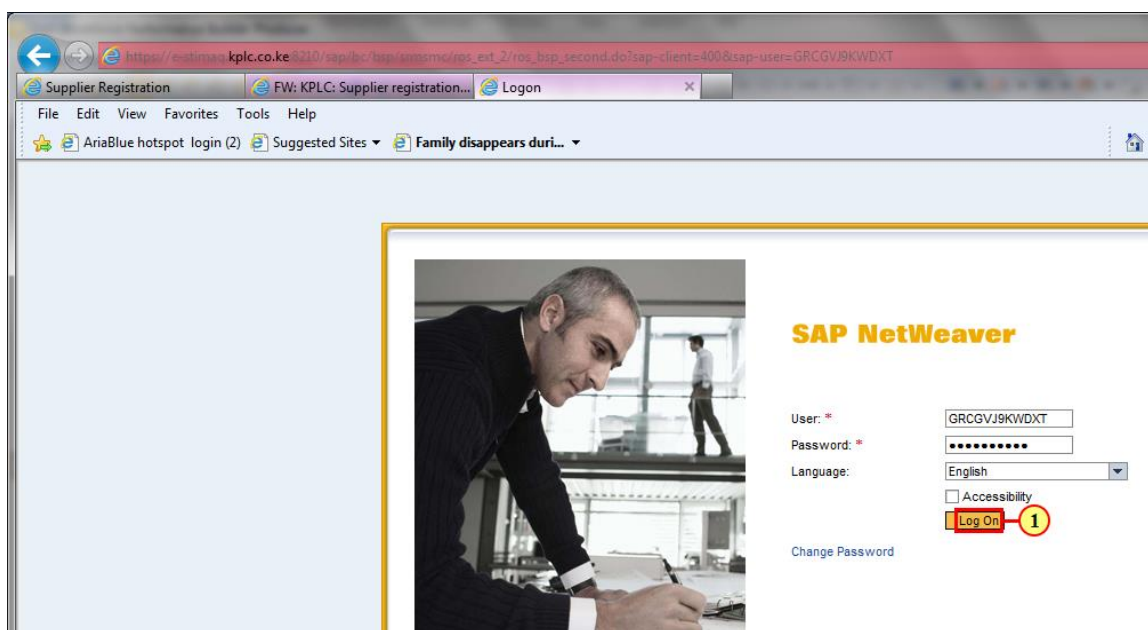
2. Second email contains password. For example mail like below is triggered from KPLC SRM system to supplier contact person.

From: RFCUSER [mailto:RFCUSER@KPLC.CO.KE]
Sent: Wednesday, June 17, 2015 9:46 AM
To: Carol Makokha
Subject: Password for logon after supplier registration

Within the next 31 days you can log on as supplier Bencarol with the user ID you have already received and the following password: **CnNp}lGJ(%**

2.2. Supplier Registration - SRM Portal

Launch the Link from the first mail and enter the password from the second mail. Press Login



Step	Action
(1)	Click Log On Log On .

- 1 Create Administrator account with User and password
(User : *AdminSupplier*
Password: *welcom@123*)

Mark the privacy statement and press Create button.

Contact Details

Title:	Mr.	Phone Number / Extension:	987655678
First Name:	Abc	Fax Number / Extension:	
Last Name:	Xyz	E-Mail:	abc@test.ke
Academic Title:		Language:	English
Department:		Country:	KENYA
Function:			

Create Your Administrator Account

User:*	Admin	
Password:*	*****	
Confirm Password:*	*****	

Formats and Settings

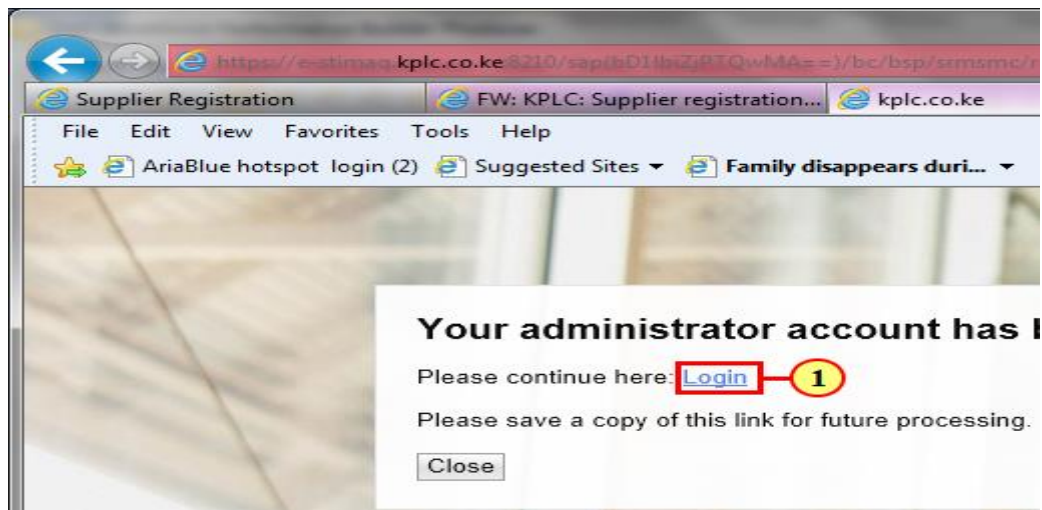
Date Format:	DD.MM.YYYY
Decimal Format:	1,234,567.89
Time Zone:	

Data Privacy Statement

☒ I have read the [data privacy statement](#) and accept the terms

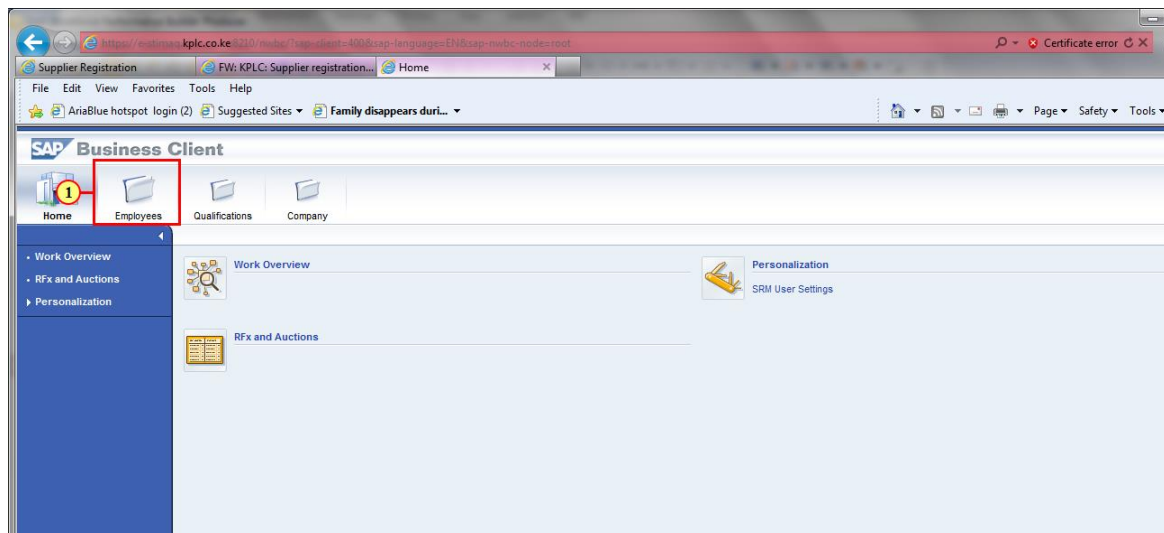
[Create](#) [Undo Entries](#) [Close](#)

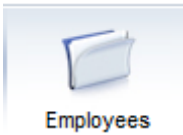
Once you click create the below screen appears



Step	Action
(1)	Click Login Login .

The screen below appears



Step	Action
(1)	 Click Employees .

The screen below appears


Click on List of Employees -To view List of employees

To make any changes in existing employee data - Click on Employee Name and employee details are displayed -> Click on Edit button and Make changes if you want.


SAP Supplier Data Maintenance

- Qualifications
 - New
 - In Process
 - Submitted
 - To Be Clarified
- Employees
 - Create Employee
 - List of Employees
 - Own Data
- Company
 - Attachments
 - Company Data
 - Certificates


Start Page > List of Employees

List of Employees					
Actions		Status	Employee Name	User	E-Mail Address
		Unlocked	Mr. Abc Xyz	ADMIN	abc@test.ke

[Start Page](#) > [List of Employees](#) > [Display Employee](#) > [Edit Employee](#)

 **Contact Details**

Title:*	<input type="text" value="Mr."/>	
Academic Title:	<input type="text"/>	
First Name:*	<input type="text" value="Abc"/>	
Last Name:*	<input type="text" value="Xyz"/>	
Function:	<input type="text"/>	
Department:	<input type="text"/>	
Language:*	<input type="text" value="English"/>	
E-Mail:*	<input type="text" value="abc@test.ke"/>	
Country:*/ Phone Number:*/ Extension:	<input type="text" value="KENYA"/>	<input type="text" value="987655678"/>
Country: / Fax Number: / Extension:	<input type="text"/>	<input type="text"/>

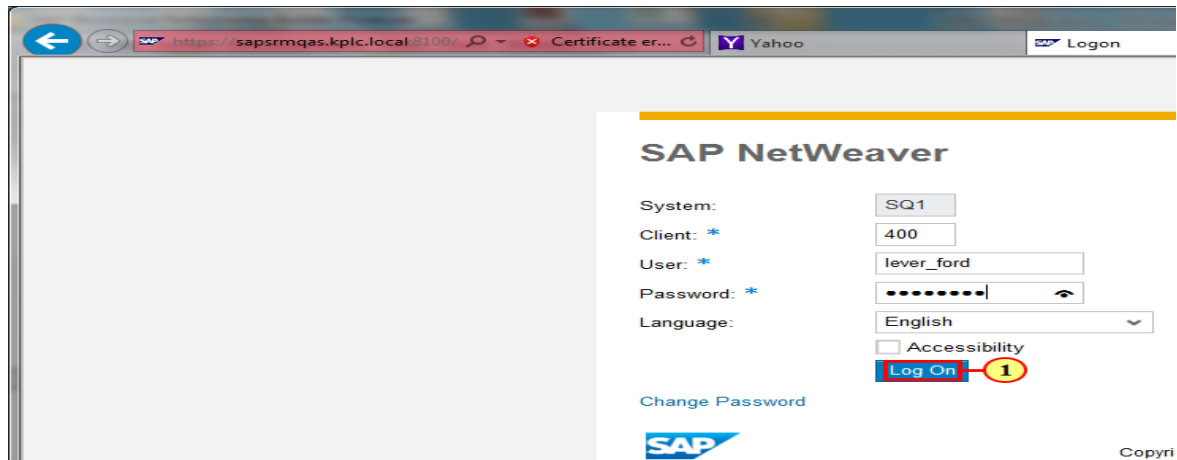
 **User Details**

User:	<input type="text" value="ADMIN"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
Date Format:	<input type="text" value="DD.MM.YYYY"/>
Decimal Format:	<input type="text" value="1.234.567,89"/>
Time Zone:	<input type="text"/>

Click on the Save button.

3. Participating in an RFx

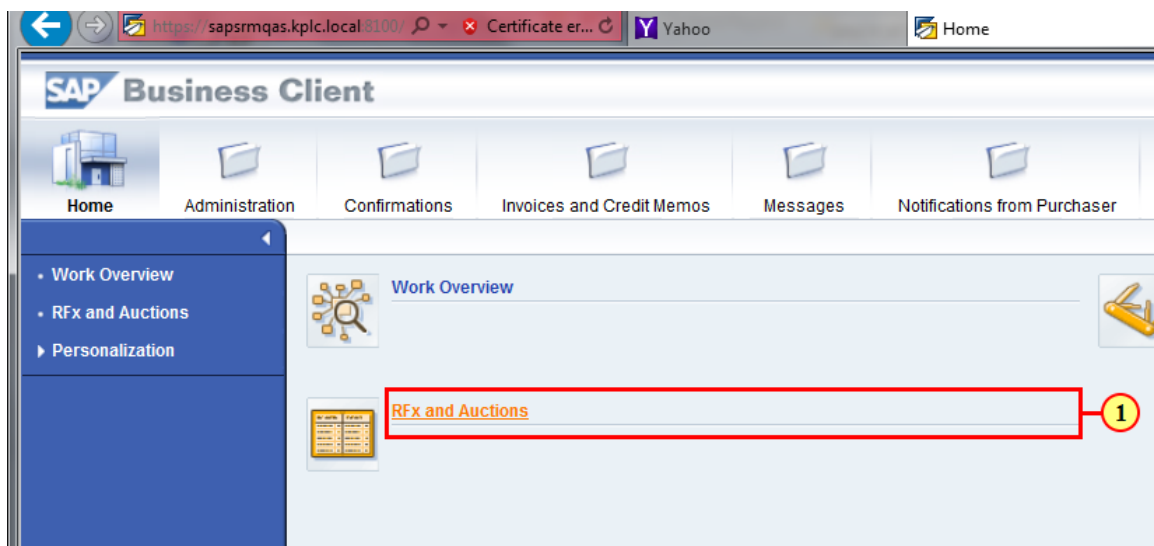
3.1. Supplier's Portal - Login



Step	Action
(1)	Click Log On Log On .

Once you click “Log On” the below screen appears:

3.2. Supplier's Portal – Responding to RFX



Step	Action
(1)	Click RFx and Auctions RFx and Auctions .

3.2.1. Display RFx

The screenshot shows the 'Active Queries' page in SAP Business Client. The left sidebar has 'RFx and Auctions' selected. The main area shows a table of RFx events. The first row is highlighted with a red circle around the Event Number 2000000032.

%	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
	2000000032	PURCHASER1 11.06.2015 13:06	RFx (Restricted)	Published		11.06.2015	4000000002	Saved			0	00:00:00	15:40:00
	2000000011	KPLM0756425 04.06.2015 08:09:32	RFx (Restricted)	Published		11.06.2015	4000000003	Accepted			0	00:00:00	16:55:00
	1000000038	PURCHASER4 20.06.2015 13:15	RFx (Public)	Published		20.06.2015	4000000122	Submitted			0	00:00:00	13:35:00

Step	Action
(1)	Click on RFx number as shown above

The below screen appears as shown below:

3.2.2. Display RFx - Participate screen

The screenshot shows the 'Display RFx' screen. The 'Participate' button is highlighted with a red circle and a yellow '1'. The screen displays various RFx details including Rfx Number, Rfx Name, Rfx Status, Rfx Start Date, Submission Deadline, and Rfx Parameters.

RFx Information

Rfx Number: 2000000088 Rfx Name: PURCHASER5 18.06.2015 17:54 Rfx Status: Published Rfx Start Date: 18.06.2015 17:50:00 CET
 Remaining Time: 0 Days 00:04:29 Rfx Owner: RFCUSER Rfx Version Number: Rfx Version Type: Active Version

RFx Parameters

Time Zone: CET
 Start Date: 00:00:00
 Submission Deadline: 18.06.2015 17:50:00
 Opening Date: 18.06.2015 17:51:00
 End of Binding Period:
 Currency: KES

Partners and Delivery Information

Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester		Dummy Requester Bid Decoupling	

Step	Action
(1)	Click Participate Participate .

NOTE: only for public RFx, suppliers need to click on “Register” button before clicking on “Participate” button

The below screen appears:

3.2.3. Display RFx - Create Response screen

Step	Action
(1)	Click Create Response Create Response .

Fill in the RFx Information details

Step	Action
1&2	The Bank Area Code and Bid Bond details: field is filled out with Bid Bond numbers

Then, clicking the **Items** [Items](#) tab selects it and the screen below appears.

[illegible]

3.2.4. Create RFx Response - Notes and Attachments

SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

Step	Action
(1)	Click RFxResp 4000000081 MOBIL OIL (KENYA) LTD.

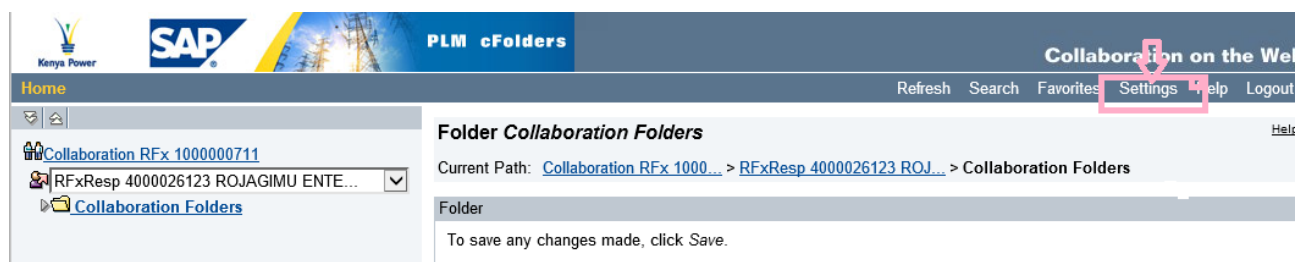
Once you click collaboration area the below screen appears:

NOTE: Collaboration link appears only when it is initiated by KPLC procurement team. Otherwise, suppliers can use attachment section to share documents

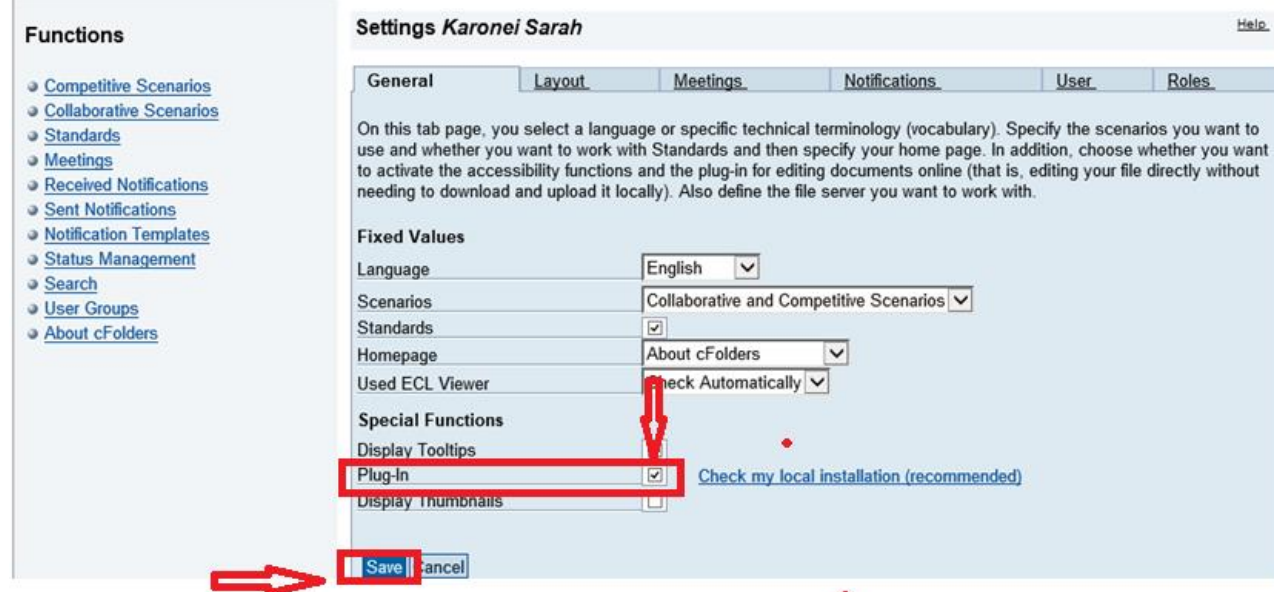
Prerequisites for using Collaboration Area

All first time users of the Collaboration Area are required to accept the ensuing privacy statement and accept the terms

Next – go to settings



Below screen appears uncheck the plug in field and save your changes



Accept the changes and click on back arrow to go back to the Collaboration Area

Message from webpage



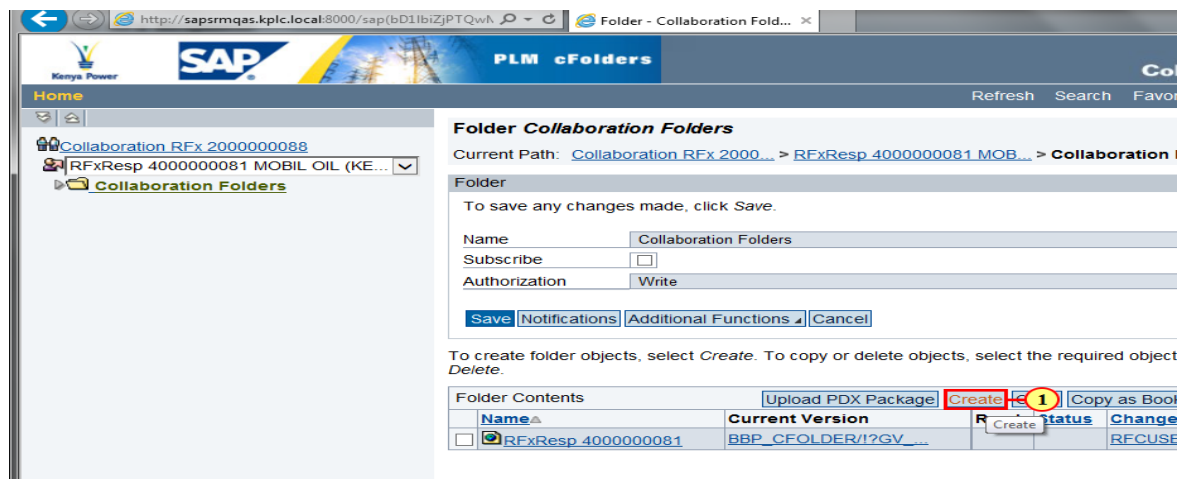
Note:

Settings were saved.

OK

The screenshot shows a web browser window with the URL [http://kstim.kplm.local:8320/SAP\(bD1IbiZjPTQwMCZkPW1pbiZpPTEmcz1TSUQIM2F8Tk90JTNhcHJvZHNyZWwFwcDJfU1AxXzAzJTNhcv\)](http://kstim.kplm.local:8320/SAP(bD1IbiZjPTQwMCZkPW1pbiZpPTEmcz1TSUQIM2F8Tk90JTNhcHJvZHNyZWwFwcDJfU1AxXzAzJTNhcv). The browser tab is titled "Settings - Karonei Sarah - c...". The SAP interface includes a header with the SAP logo, "PLM cFolders", and "Collaboration on the Web". A navigation bar contains "Home", "Favorites", "Settings", "Help", and "Logout". The main content area is titled "Settings Karonei Sarah" with a "Help" link. Below the title are tabs for "General", "Layout", "Meetings", "Notifications", "User", and "Roles". The "General" tab is active, displaying the text: "On this tab page, you select a language or specific technical terminology (vocabulary). Specify the scenarios you want to". On the left side, under "Functions", there are links for "Competitive Scenarios", "Collaborative Scenarios", and "Standards".

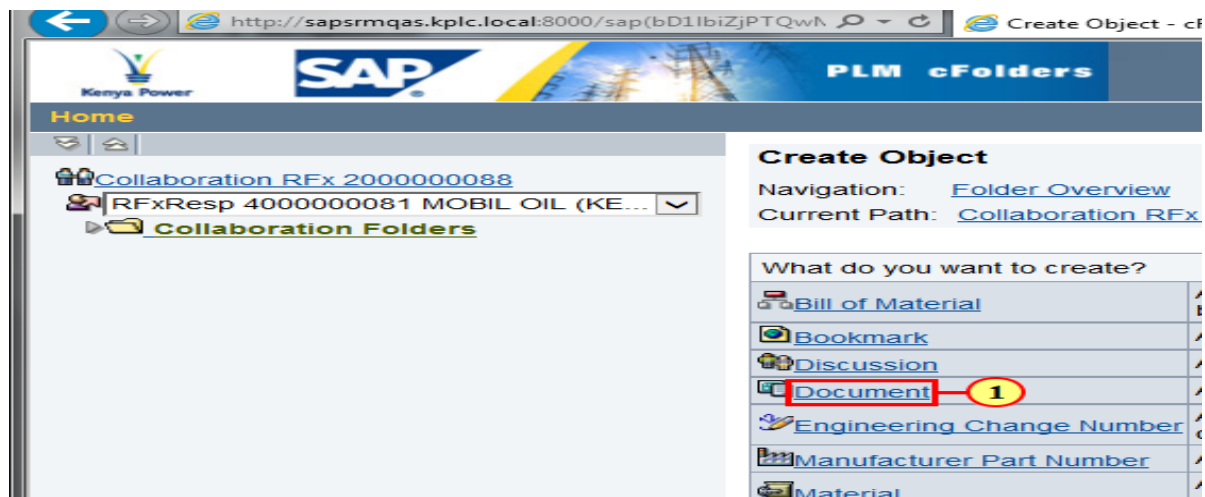
3.3. Collaboration Folders - cFolders



Step	Action
(1)	Click Collaboration Folders Collaboration Folders .
(2)	Click Create .

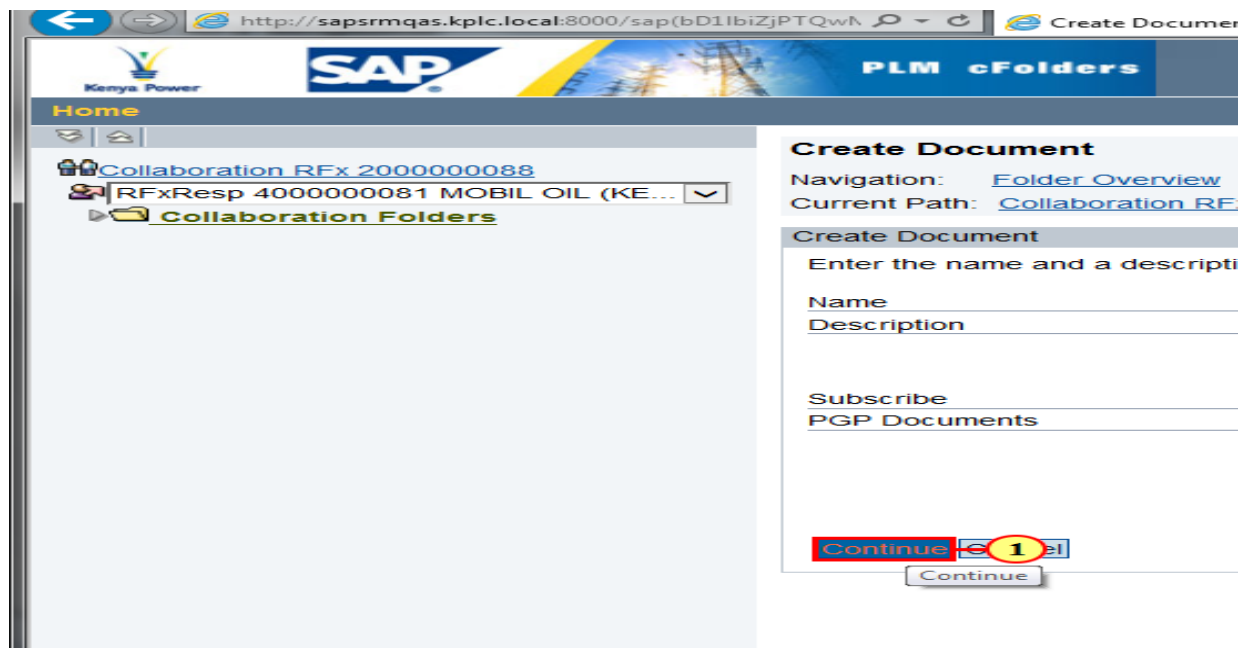
Below screen appears. Click on document

3.3.1. Create Object - cFolders



Step	Action
(1)	Click Document Document .

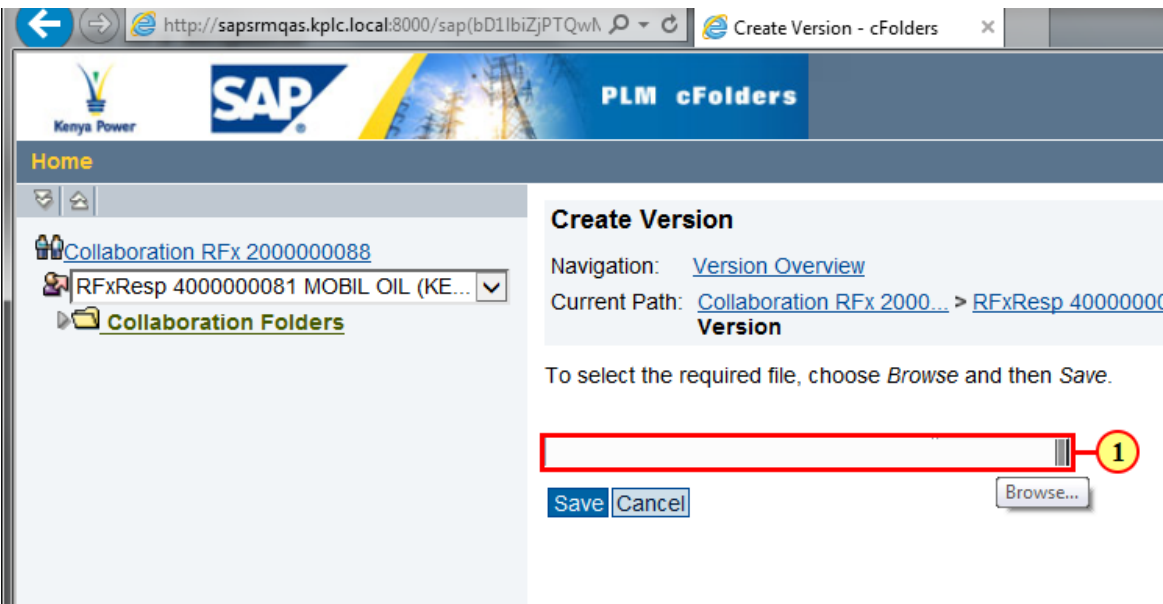
3.3.2. Create Document – cFolders



Step	Action
(1)	Click Continue Continue .

Once you click continue the below screen appears:

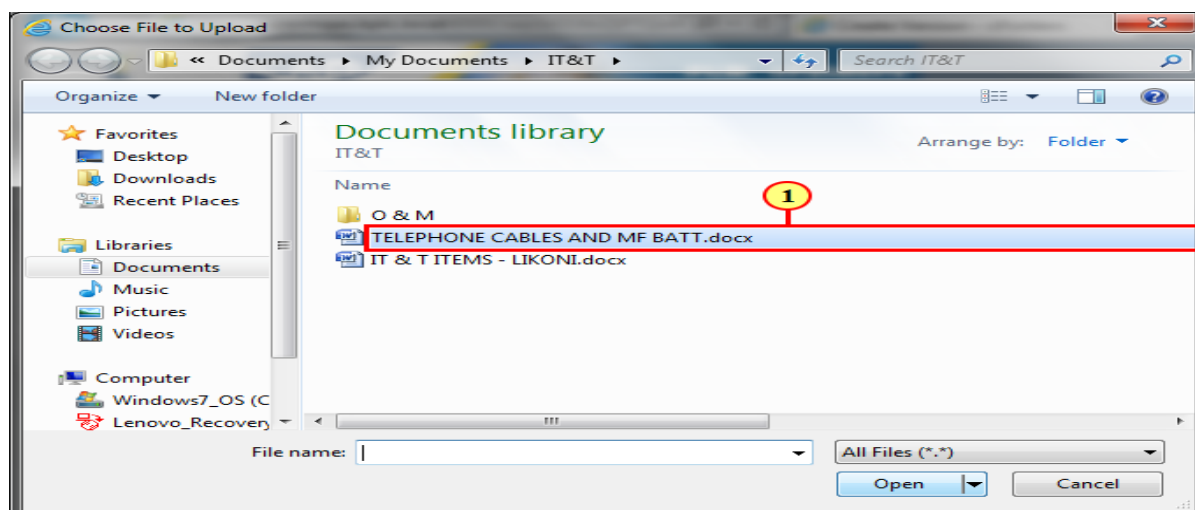
3.3.3. Create Version - cFolders




Step	Action
(1)	Click on browse.

The below screen appears:

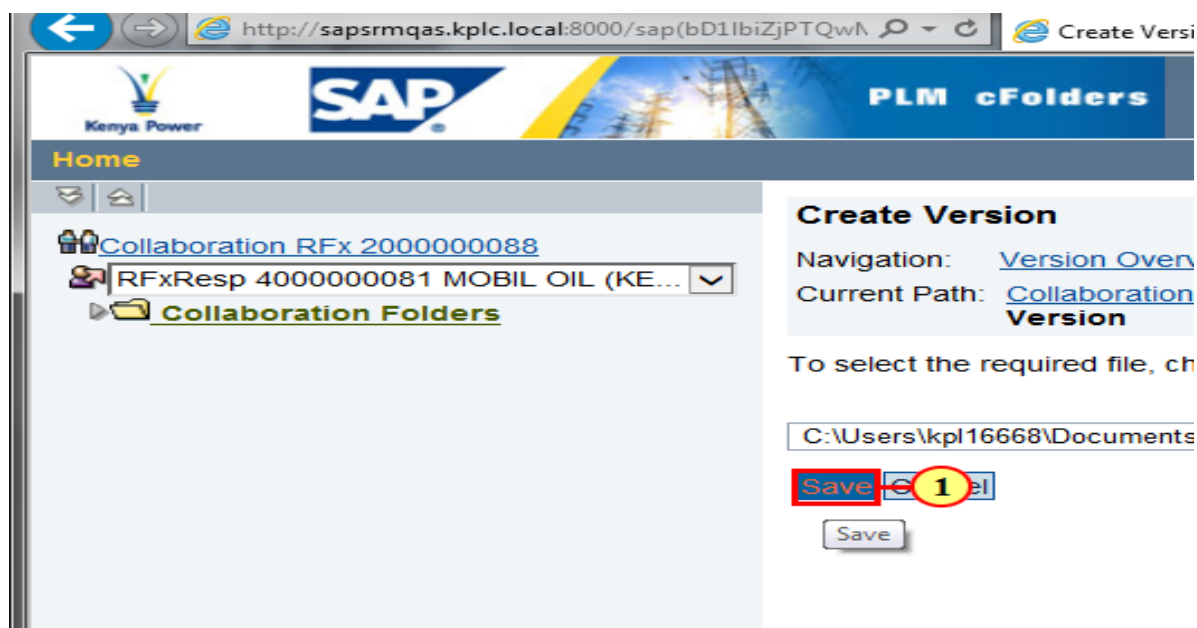
Choose File to Upload




Step	Action
(1)	Click on the document you want to attach in the RFX
(2)	Click Open  .

Click on save and logout from the cFolder

Note: The Attachment section allows you to attach softcopies of supporting documents. There is no maximum size for all attachments however there is a limit of 100MB per file. The only file type allowed is pdf. and zipped files of any type will not work with this solution.



SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

Step	Action
(1)	Click Save
(2)	Click Logout.
(3)	Then click Close  .

Submit RFx Response

Create RFx Response

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import

RFx Response Number 4000000081 RFx Number 2000000088 Status Saved Submission Deadline 18.06.2015 17:50:00 CET Opening Date 18.06.2015 17:51:00 CET
Remaining Time 0 Days 00:03:01 RFx Owner RFCUSER Target Value 0,00 KES RFx Response Version Number Active Version RFx Version Number Active V

RFx Information | Items | **Notes and Attachments** | Summary | Tracking

Notes

Add | Clear Filter Settings

Assigned To	Category	Text Preview
-------------	----------	--------------

Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

Collaboration

Create | Assign | Delete

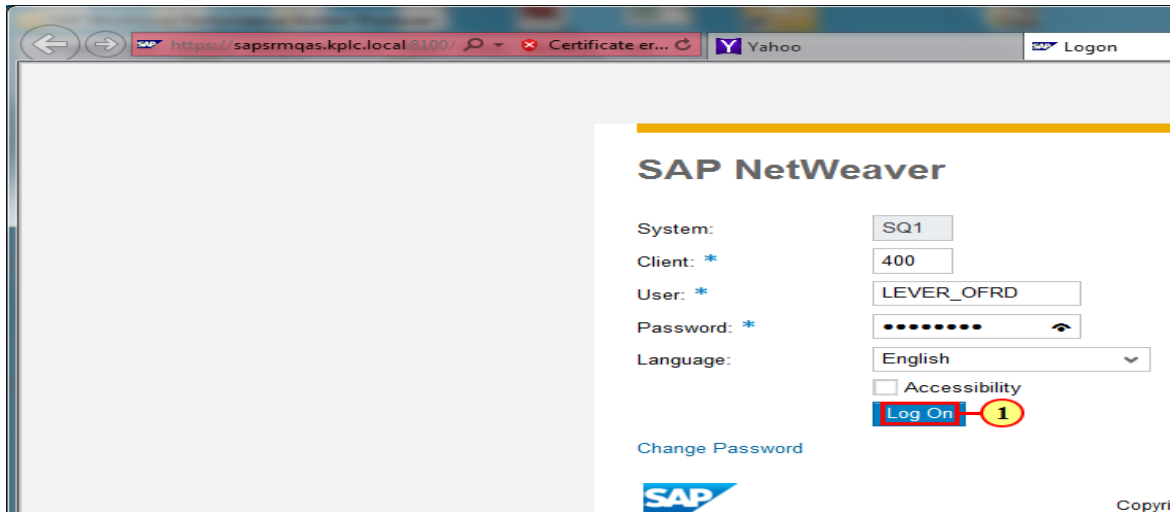
Collaboration Room	Created on
RFxResp 4000000081 MOBIL OIL (KENYA) LTD	18.06.2015 17:45:46

Step	Action
(1)	Click Submit

NOTE: Supplier can withdraw the submitted bid and then resubmit with the changes only before the submission deadline.

4. Purchase Order Collaboration

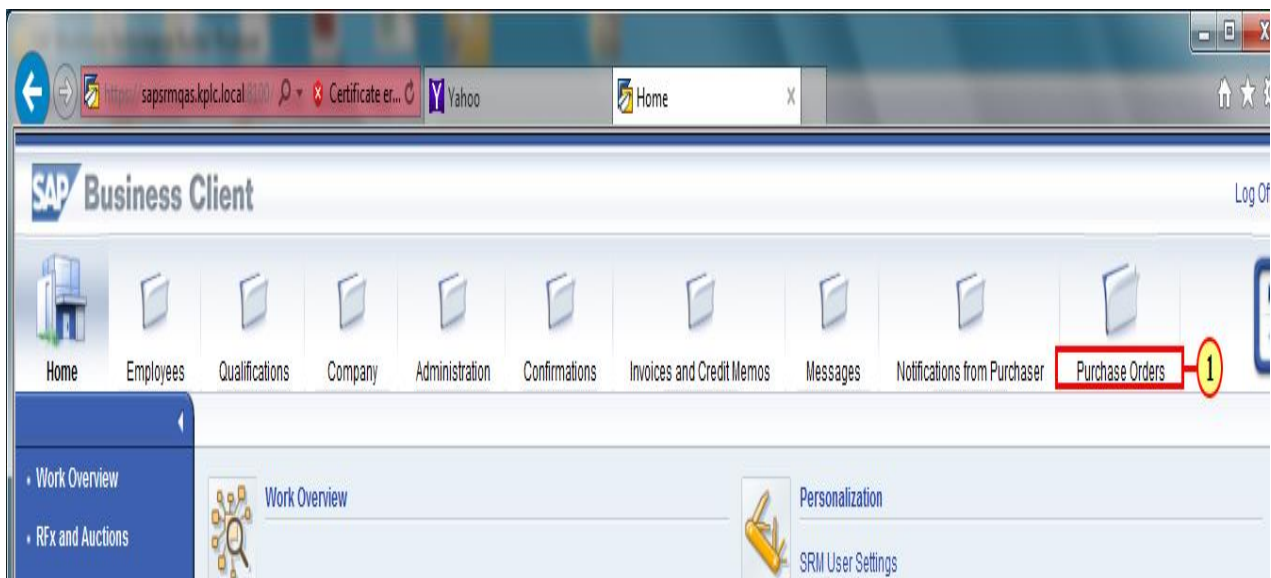
4.1. Supplier's Portal – Login



Step	Action
(1)	Click Log On Log On .

The below screen appears

4.2. Supplier's Portal – Responding to Purchase Order

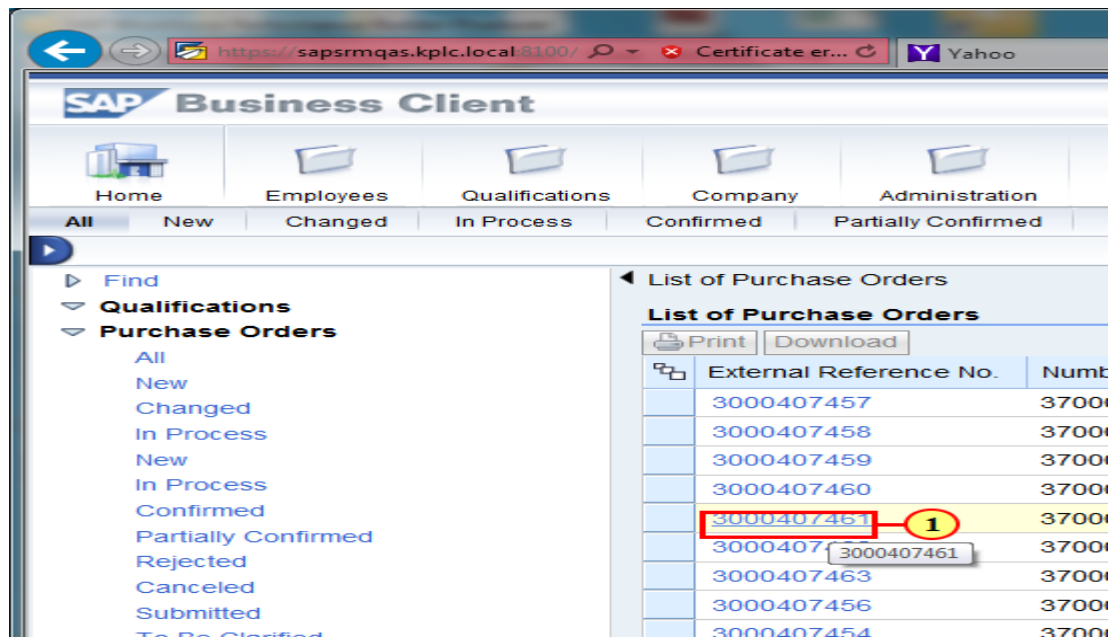


Step	Action
(1)	Click Purchase Orders tab.

The below screen appears:

4.2.1. List of Purchase Orders

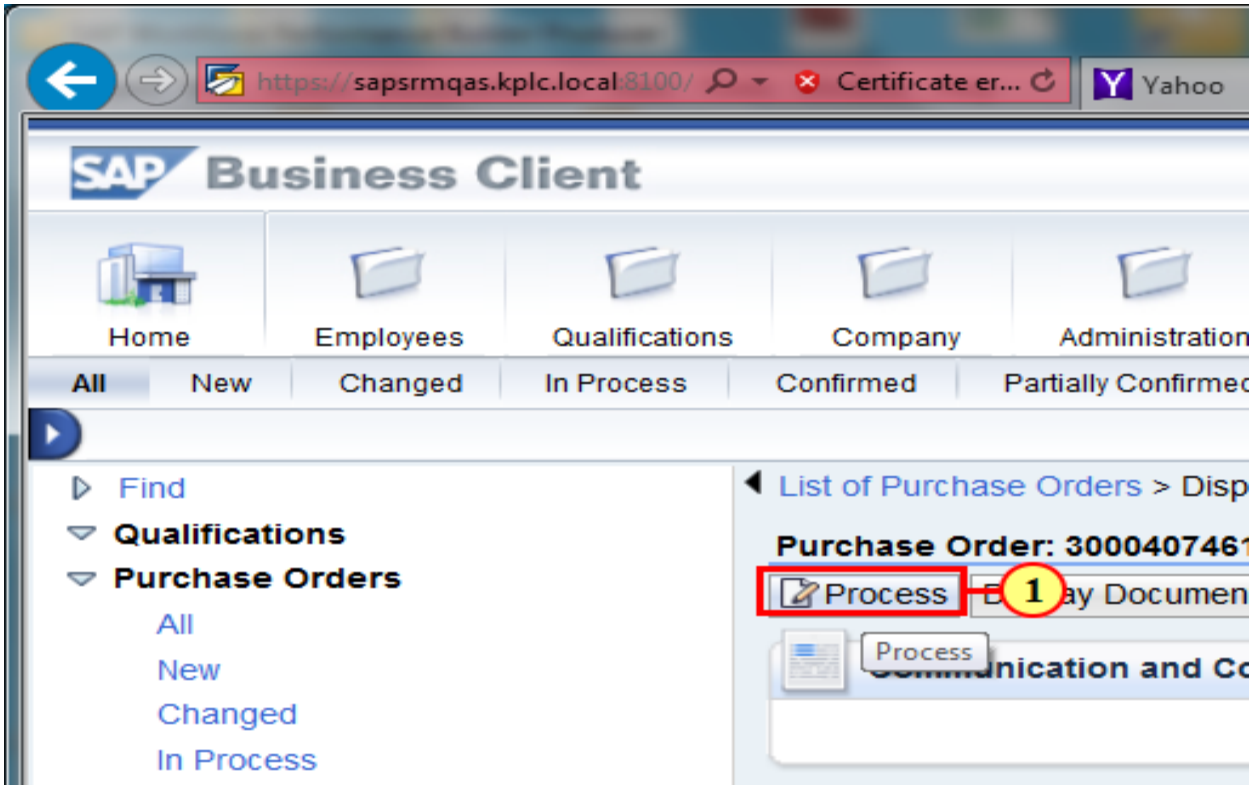
Check the purchase order whose status is **NEW** in the List of Purchase Orders as shown below




Step	Action
(1)	Click on purchase order number

The below screen appears:

4.2.2. Process Purchase Order

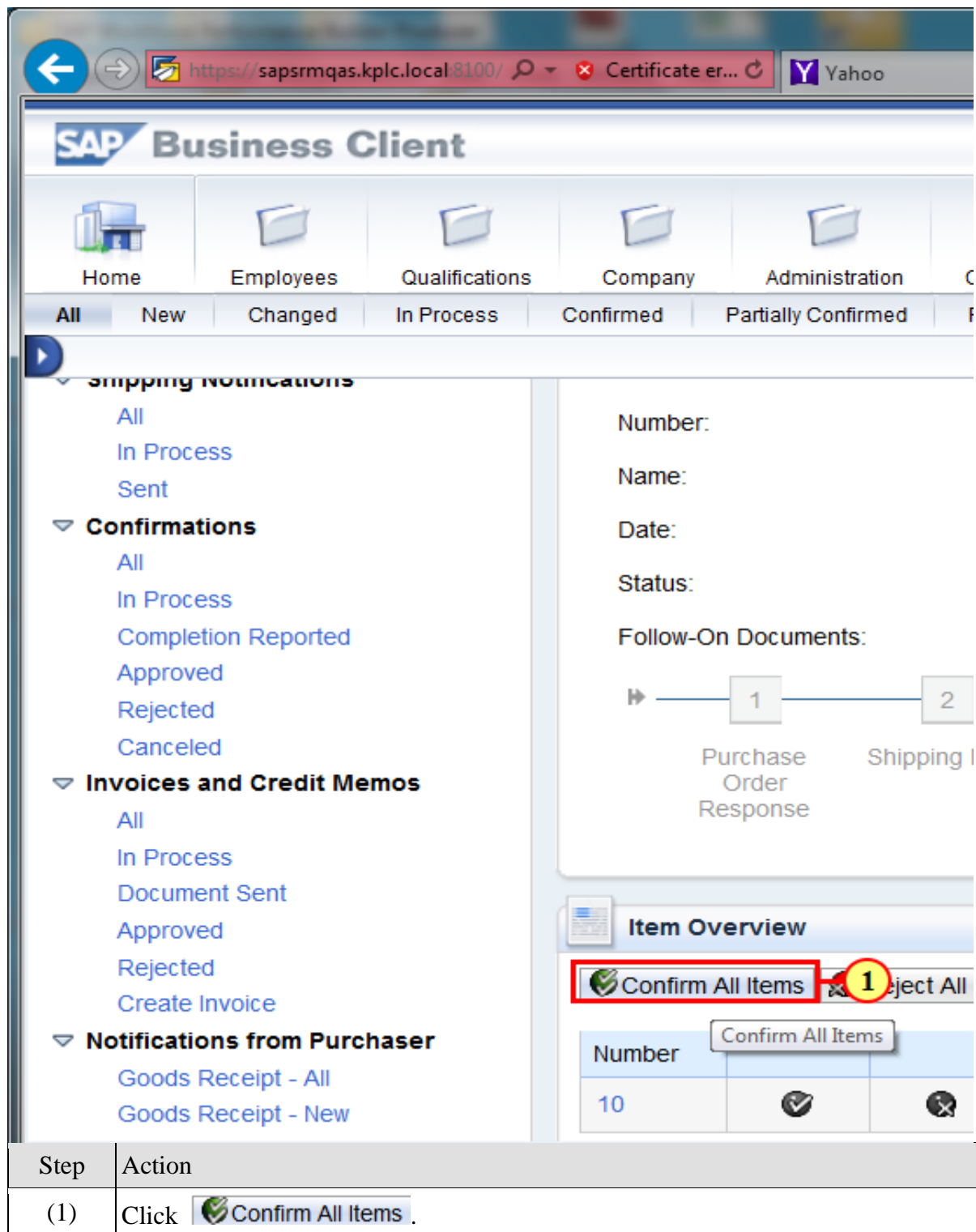



The screenshot shows the SAP Business Client web interface. The browser address bar displays 'https://sapsrmqas.kplc.local:8100/'. The SAP logo and 'Business Client' text are at the top. Below the header, there are navigation tabs: Home, Employees, Qualifications, Company, and Administration. A secondary set of tabs shows 'All', 'New', 'Changed', 'In Process', 'Confirmed', and 'Partially Confirmed'. On the left, a sidebar menu includes 'Find', 'Qualifications', and 'Purchase Orders' (with sub-items: All, New, Changed, In Process). The main content area displays 'List of Purchase Orders > Display' and 'Purchase Order: 3000407461'. A 'Process' button, marked with a red box and a yellow circle with the number '1', is visible next to the purchase order details. Below the screenshot, a table outlines the step and action for this process.

Step	Action
(1)	Click  Process.

Once you click process the below screen appears:

Confirm All items screen for Purchase Order

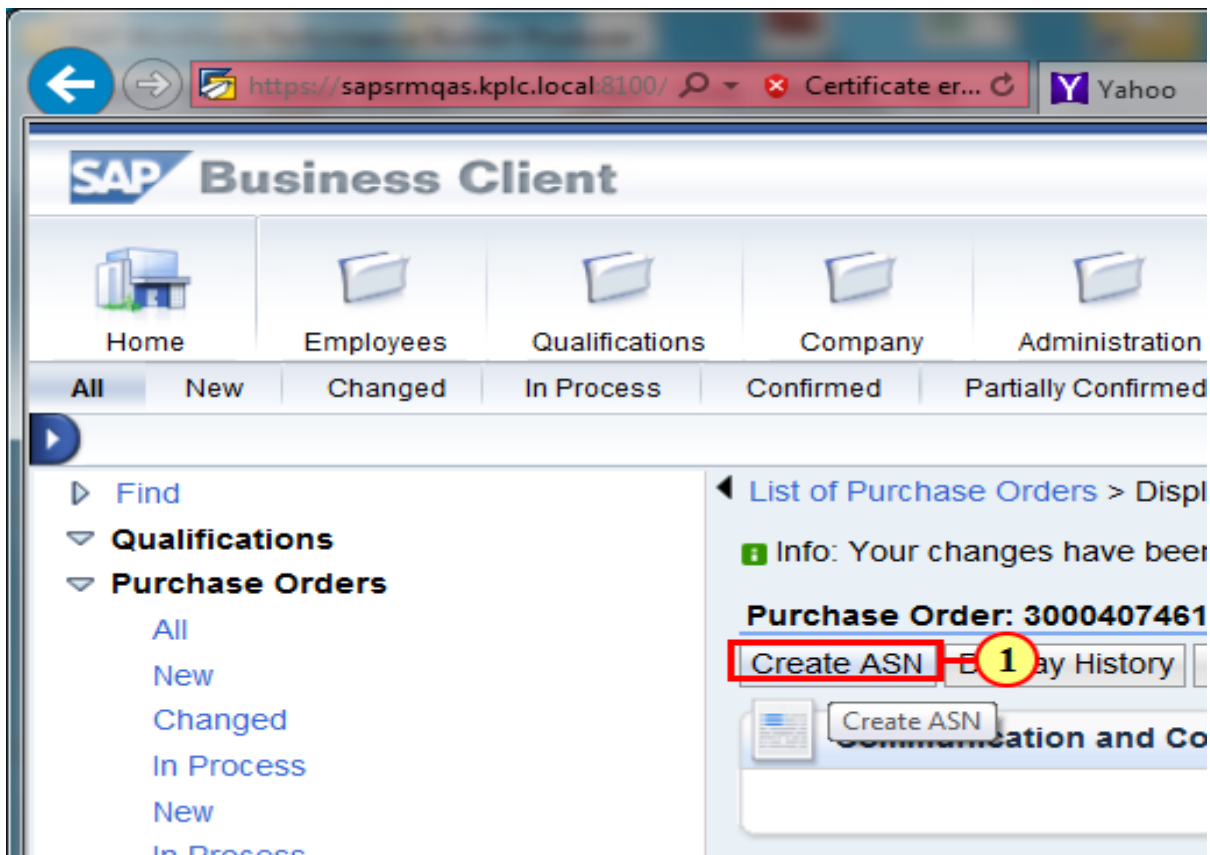


Step	Action
(1)	Click  Confirm All Items .

NOTE: you need to click send button to acknowledge the PO

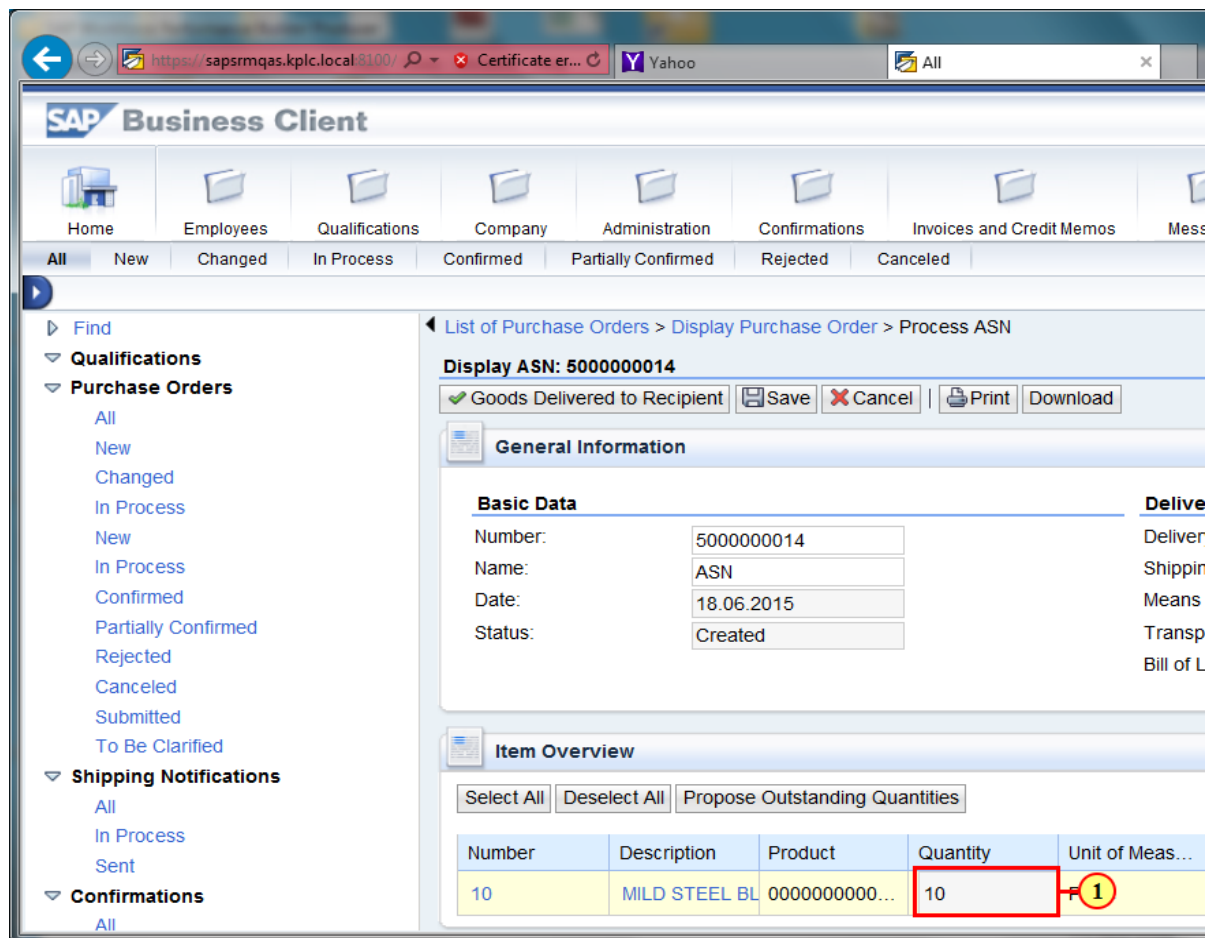
Once you click “**Send**” button the below screen for create ASN appears:

4.3. Create ASN for Purchase Order



Step	Action
(1)	Click Create ASN . (Advance Shipping Note)

Goods delivered to recipient for Purchase Order



Step	Action
(1)	Fill the quantity to be shipped

After filling in the quantity to be supplied then ensure the means of transport field, means of transport ID code, and bill of lading field is completed as shown below:

SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

SAP Business Client

Home Employees Qualifications Company Administration Confirmations Invoices and Credit Memos Messages Notifications from Purchaser Purchase Order

All New Changed In Process Confirmed Partially Confirmed Rejected Canceled

Find

Qualifications

Purchase Orders

All New Changed In Process Confirmed Partially Confirmed Rejected Canceled Submitted To Be Clarified

Shipping Notifications

List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 5000000014

Goods Delivered to Recipient Save Cancel Print Download

General Information

Basic Data

Number: 5000000014
Name: ASN
Date: 18.06.2015
Status: Created

Delivery Information

Delivery Date (Expected): 18.06.2015 15:00
Shipping Date: 18.06.2015 15:00
Means of Transport: Truck
Transport ID Code: kpl 203
Bill of Lading: dl0098

Item Overview

Select All Deselect All Process Outstanding Quantities

Step	Action
(1)	Fill the means of transport field.
(2)	Fill the means of transport ID code (eg truck number)
(3)	Fill the bill of lading field. (insert delivery note number)

Then click Goods delivered to recipient as shown below:

SAP Business Client

Home Employees Qualifications Company Administration Conf

All New Changed In Process Confirmed Partially Confirmed Reje

Find

Qualifications

Purchase Orders

All New Changed In Process New

List of Purchase Orders > Display Purchase Order

Display ASN: 5000000014

Goods Delivered to Recipient Save

General Information

Basic Data

Number: 5000000014

Step	Action
(1)	Click goods delivered to receipt tab.

4.4. Invoice Creation Process

After log on:

Access the option 'Purchase order' from the Navigation Menu. From the list of purchase orders, choose the Purchase order with status 'confirmed' for creating Invoice

Kenya Power & Lighting Co. Ltd.

Navigation: Administration, Confirmations, Invoices and Credit Memos, Messages, Notification from Purchaser, **Purchase Orders**, Scheduling Agreement Releases, Shipping Notifications, RFx and Auctions, HOME

Sub-navigation: All, New, Changed, In Process, Confirmed, Partially Confirmed, Rejected, Canceled by Customer

Find: Purchase Orders, Shipping Notifications, Confirmations, Invoices and Credit Memos, Notifications from Purchaser, Scheduling Agreement Releases, Messages, Messages, Administration, Administration

List of Purchase Orders

External Reference No.	Number	Name	Date	Total Value	Status
3000396117	3000000090	PO	11.05.2015	20,000,00 KSH	Confirmed
3000396116	3000000086	PO	11.05.2015	1,000,000,00 KSH	Confirmed
3000396115	3000000085	PO	11.05.2015	12,500,00 KSH	New
3000396113	3000000083	PO	11.05.2015	20,000,00 KSH	Rejected
3000396112	3000000082	PO	11.05.2015	20,000,00 KSH	Confirmed
3000396110	3000000081	PO	11.05.2015	20,000,00 KSH	New
3000396109	3000000080	PO	11.05.2015	500,00 KSH	New
3000396108	3000000079	PO	04.05.2015	12,500,00 KSH	Confirmed
3000396107	3000000078	PO	04.05.2015	12,500,00 KSH	Confirmed
3000396106	3000000077	PO	04.05.2015	20,000,00 KSH	Confirmed
3000396105	3000000076	PO	04.05.2015	3,000,00 KSH	Confirmed
3000396104	3000000075	PO	03.05.2015	1,000,00 KSH	Confirmed
3000396103	3000000074	PO	03.05.2015	20,000,00 KSH	Confirmed
3000396102	3000000073	PO	02.05.2015	600,00 KSH	Confirmed
3000396101	3000000072	PO	02.05.2015	500,00 KSH	Confirmed

Click on 'Invoices and Credit Memos'.

Click on 'Create Invoice' option from the menu. Navigate to the link 'For a Goods Receipt' to create invoice for the available goods receipts."

Kenya Power & Lighting Co. Ltd.

Navigation: Administration, Confirmations, **Invoices and Credit Memos**, Messages, Notification from Purchaser, Purchase Orders, Scheduling Agreement Releases, Shipping Notifications, RFx and Auctions, HOME

Sub-navigation: All, Approved, **Create Invoice**, Document Sent, In Process, Rejected

Find: Purchase Orders, Shipping Notifications, Confirmations, Invoices and Credit Memos, Notifications from Purchaser, Scheduling Agreement Releases, Messages, Messages, Administration, Administration

Create Invoice

- For a Purchase Order
- For a Confirmation
- For an ASN
- For a Goods Receipt**

Choose Goods receipt from the Document Flow of the Purchase Order.

The screenshot shows the 'Kenya Power & Lighting Co. Ltd.' SRM interface. The top navigation bar includes 'Administration', 'Confirmations', 'Invoices and Credit Memos', 'Messages', 'Notification from Purchaser', 'Purchase Orders', 'Scheduling Agreement Releases', 'Shipping Notifications', 'RFx and Auctions', and 'HOME'. The 'Purchase Orders' tab is active. The left sidebar shows a tree view with 'Find', 'Purchase Orders', 'Shipping Notifications', 'Confirmations', 'Invoices and Credit Memos', 'Notifications from Purchaser', 'Scheduling Agreement Releases', 'Messages', and 'Administration'. The main content area displays the 'List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Goods Receipt' path. The 'Goods Receipt: 6000000040' is highlighted. Below this, there are buttons for 'Accept', 'Create Invoice', 'Display Document Flow', and 'Print'. The 'General Information' section includes 'Basic Data' with fields for Number (6000000040), Name (GR), Date (11.05.2015), and Status (New). The 'Item Overview' table shows one item with the following data:

Number	Product	Description	Purchase Order No.	Purchase Order Item	Quantity Ordered	Goods Receipt Quantity
1	000000000000103711	BEND NORMAL PVC 90MM	3000396112	10	10,000 Piece	10,000 Piece

The 'Partner Information' section shows the following data:

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	103	KPLC company	Parkland		23451	Nairobi	+254-74658940		an.alex.abraham...

The below screen appears

Click on 'Accept' to accept the Goods Receipt.

This screenshot is identical to the previous one, but with the 'Accept' button in the 'Goods Receipt: 6000000040' section highlighted with a red box. The rest of the interface, including the navigation bar, sidebar, and data tables, remains the same.

The below screen appears:

SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

Click 'Create Invoice' button to create Invoice.

Fill the required data such as invoice number and date

The screenshot shows the Kenya Power & Lighting Co. Ltd. SRM interface. The left sidebar contains a navigation menu with options like Find, Purchase Orders, Shipping Notifications, Confirmations, Invoices and Credit Memos, etc. The main content area displays the 'Goods Receipt: 6000000040' section. A red box highlights the 'Create Invoice' button. Below this, there is a 'General Information' section with 'Basic Data' fields: Number (6000000040), Name (GR), Date (11.05.2015), and Status (Document Read). An 'Item Overview' table lists one item: BEND NORMAL PVC 90MM, with a quantity of 10,000 pieces. A 'Partner Information' table shows details for KPLC company, including address, post code, city, and telephone.

Click 'Send' to complete Invoice Creation

The screenshot shows the Kenya Power & Lighting Co. Ltd. SRM interface at the 'Process Invoice: 2000000030' stage. A red box highlights the 'Send' button. The interface includes a 'Communication and Collaboration' section with a 'Message to Purchaser' text area and an 'Attachments' section with an 'Add Attachment' button. The 'General Information' section contains 'Basic Data' fields: Number (2000000030), Name (GR), Date (11.05.2015), External Reference No. (3000396112), and Status (In Process). A 'Terms of Payment' table shows payment details: Payment in Days (0) and Discount in % (0.000).

Once you click send the below screen appears

Check for success message.

The screenshot displays the Kenya Power & Lighting Co. Ltd. SRM interface. The top navigation bar includes links for Back, Forward, History, Favorites, Personalize, View, and Help. Below this, a secondary navigation bar lists various modules: Administration, Confirmations, Invoices and Credit Memos, Messages, Notification from Purchaser, Purchase Orders (highlighted), Scheduling Agreement Releases, Shipping Notifications, RFx and Auctions, and HOME. A third navigation bar shows filters for All, New, Changed, In Process, Confirmed, Partially Confirmed, Rejected, and Canceled by Customer. The main content area shows a breadcrumb trail: List of Purchase Orders > Display Purchase Order > Display [Content Area - To enter press Tab] > Receipt > Display Invoice. A red box highlights a green information message: "Info: Your changes have been adopted successfully". Below this, the "Display Invoice: 2000000030" section contains buttons for Set Status, Copy, Create Credit Memo, Display Document Flow, Print, and Download. The "General Information" section is divided into "Basic Data" and "Terms of Payment". The "Basic Data" section includes fields for Number (2000000030), Name (GR), Date (11.05.2015), External Reference No. (3000396112), Status (Document Sent), Status (New) (Accepted by Customer), and Unplanned Delivery Costs (0,00 KSH). The "Terms of Payment" section includes a table with columns for Payment in Days and Discount in %.

Terms of Payment	
Payment in Days	Discount in %
0	0,000
0	0,000
0	

Your invoice now is submitted for payment processing