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

Contents

1.   Registration – New Vendors

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 click on the registration link:
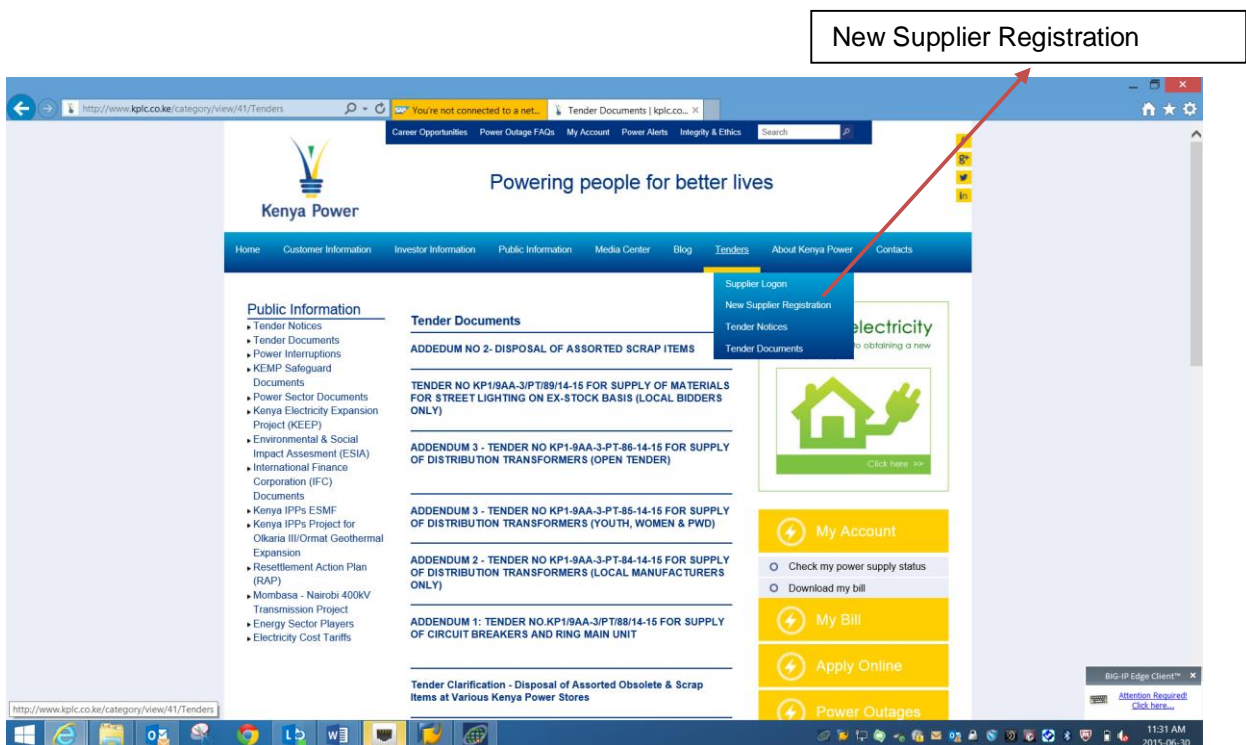
 Use the following link **https://e-stima.kplc.co.ke:8210/supplierregistration** to access the supplier registration page.

The following page will be loaded.

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

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

Under Data Privacy Statement section Check mark Data Privacy Statement.

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/srmsmc/ros_ext_2/ros_bsp_second.do?sap-client=400&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:
IJc+\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: *   4FZXHBQGIGYV
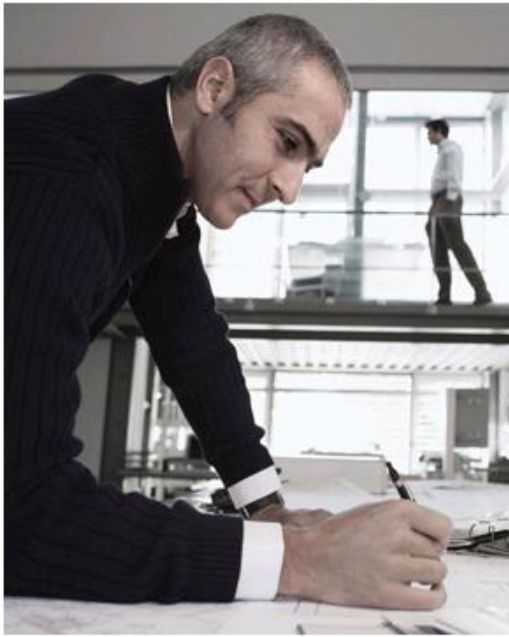
Password: *   ••••••••••

Language: English ▾

☐ Accessibility

[Log On]

Change Password

Copyright © 2015 SAP AG. All rights reserved.   **SAP**

Create Administrator account with User and password

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

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.

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.

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

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

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/srmsmc/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
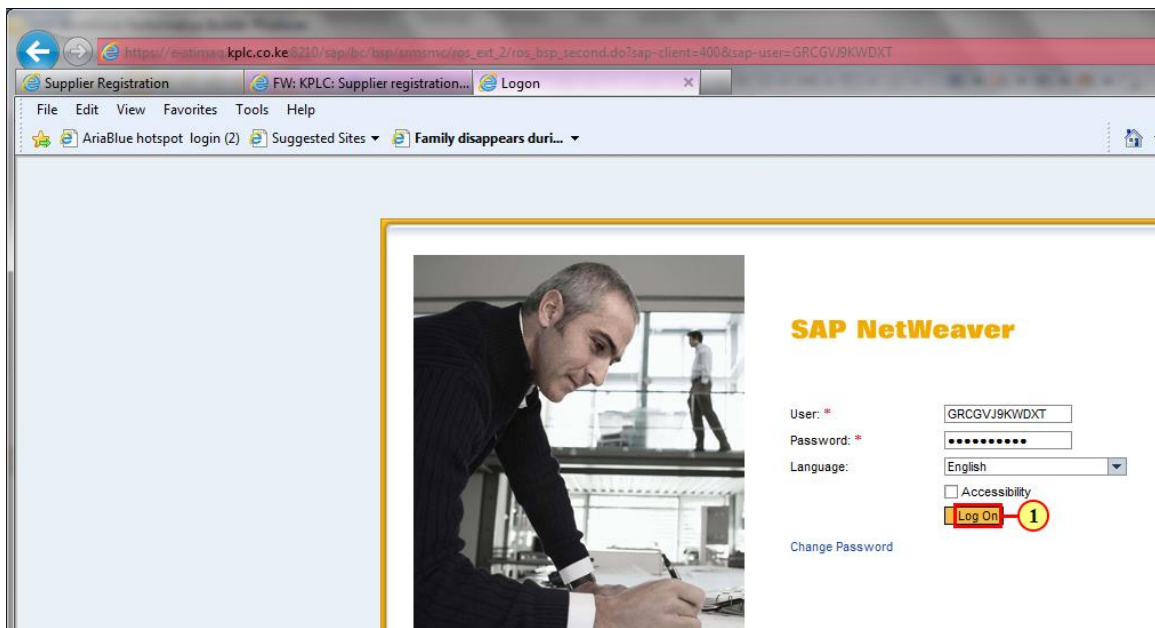
Step	Action
(1)	Click **Log On** Log On.

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

Mark the privacy statement and press Create button.

Once you click create the below screen appears
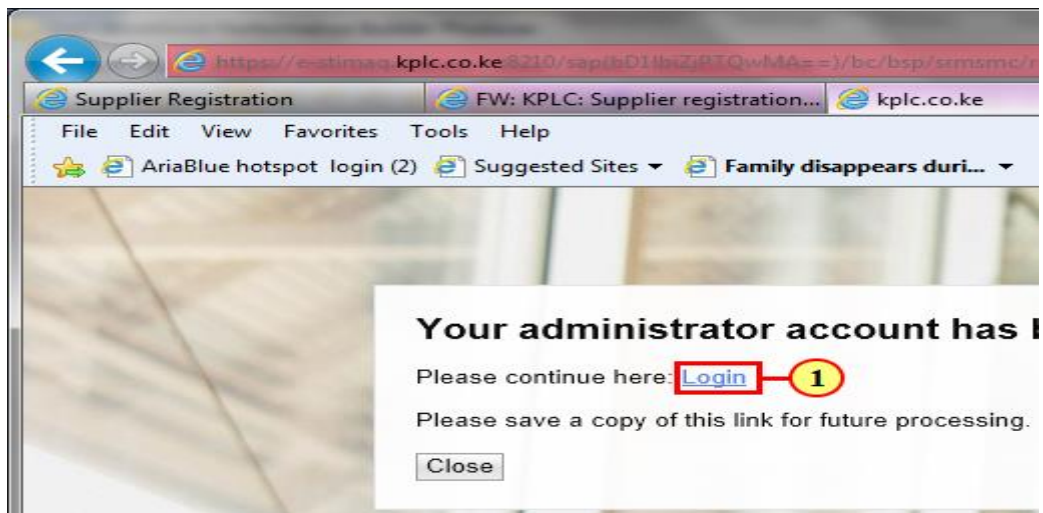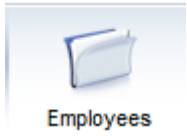
Step	Action
(1)	Click **Login** Login .

The screen below appears
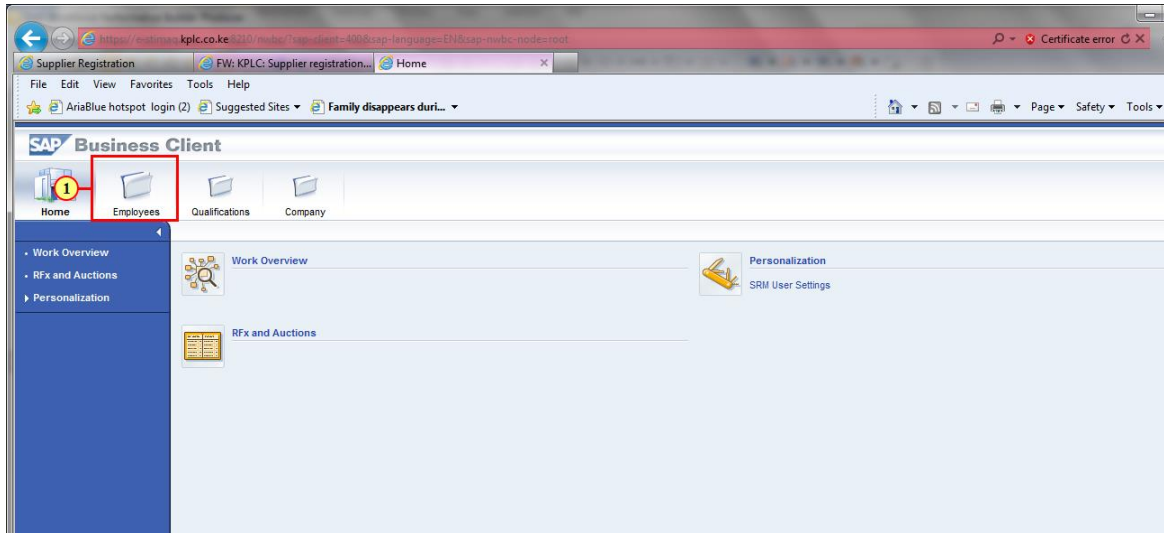
Step	Action
(1)	Click **Employees** .

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.
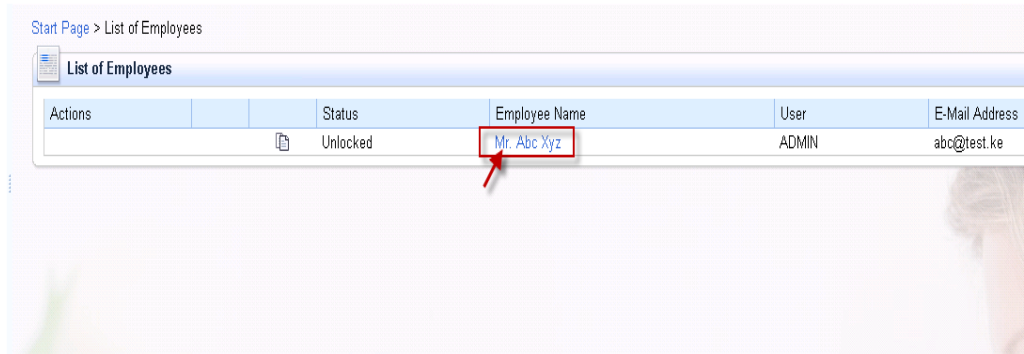
Start Page > List of Employees > Display Employee > Edit Employee

Save | Display

Contact Details

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

User Details

User:	ADMIN
Password:	
Confirm Password:	
Date Format:	DD.MM.YYYY
Decimal Format:	1.234.567,89
Time Zone:	

Click on the Save button.

3.   Participating in an RFx

3.1.   Supplier's Portal - Login
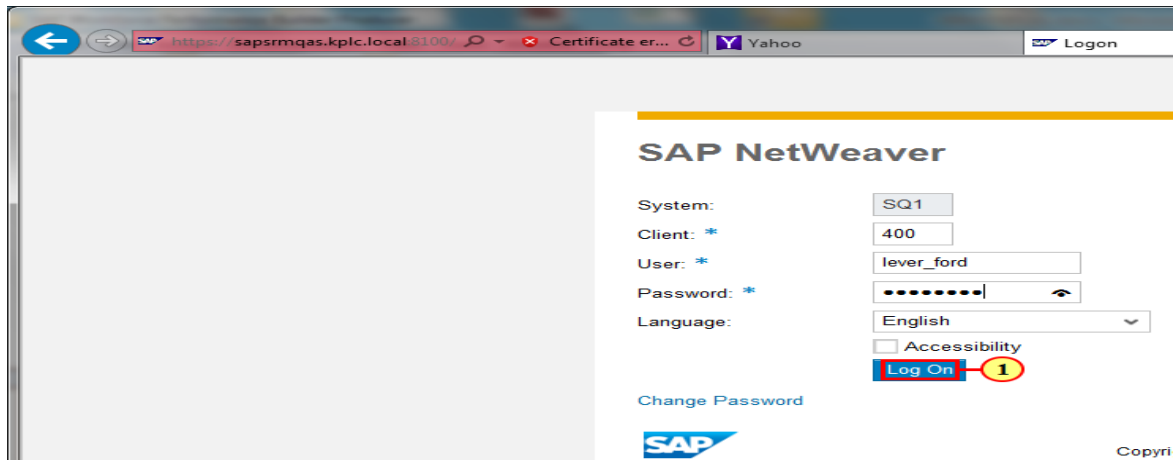
Step	Action
(1)	Click **Log On** Log On.

Once you click "Log On" the below screen appears:

3.2.   Supplier's Portal – Responding to RFX
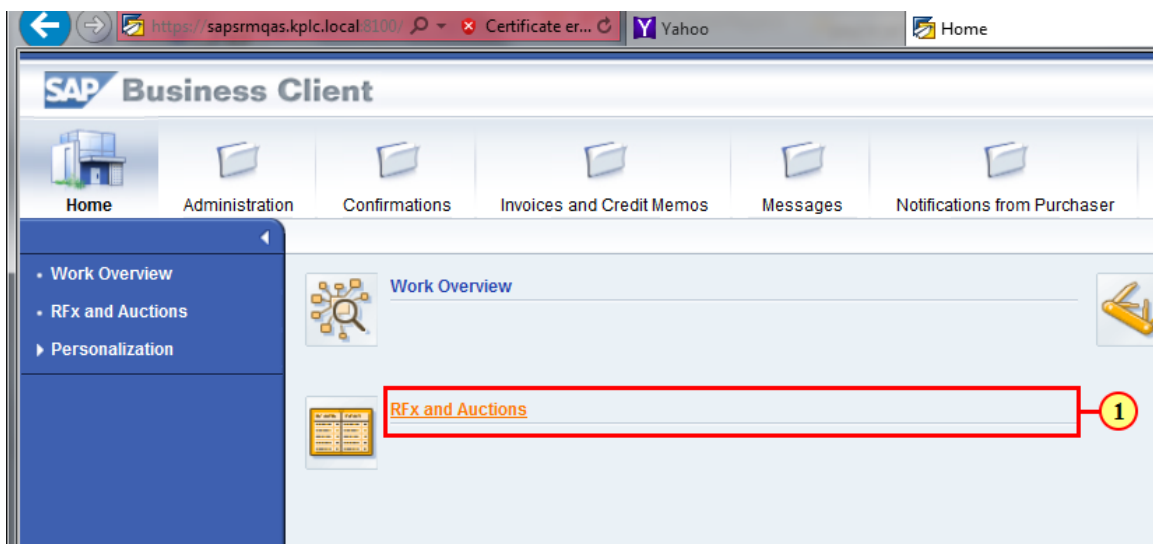
Step	Action
(1)	Click **RFx and Auctions** **RFx and Auctions** .

3.2.1.   Display RFx
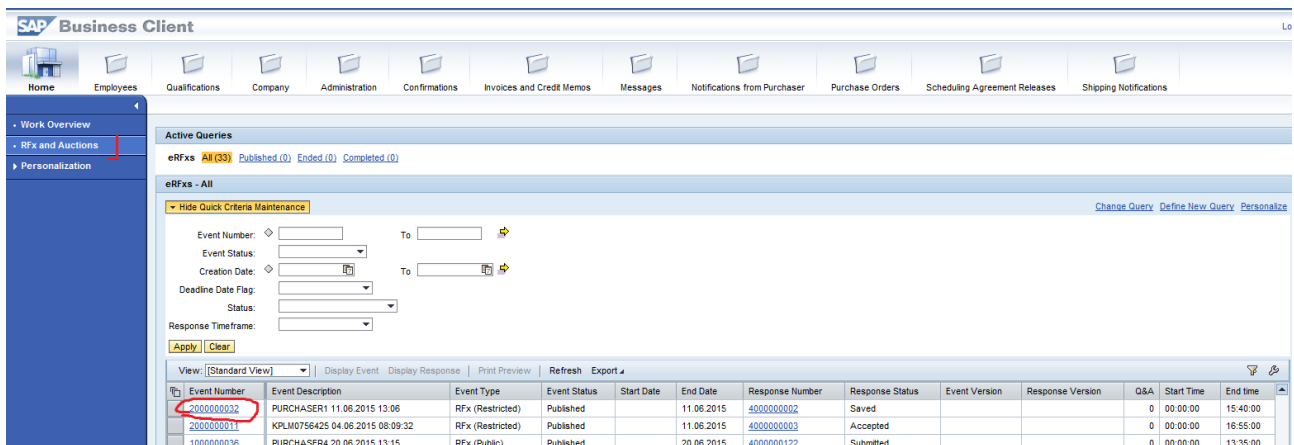
Step	Action
(1)	Click **on RFX number as shown above**

The below screen appears as shown below:

3.2.2.   Display RFx - Participate screen
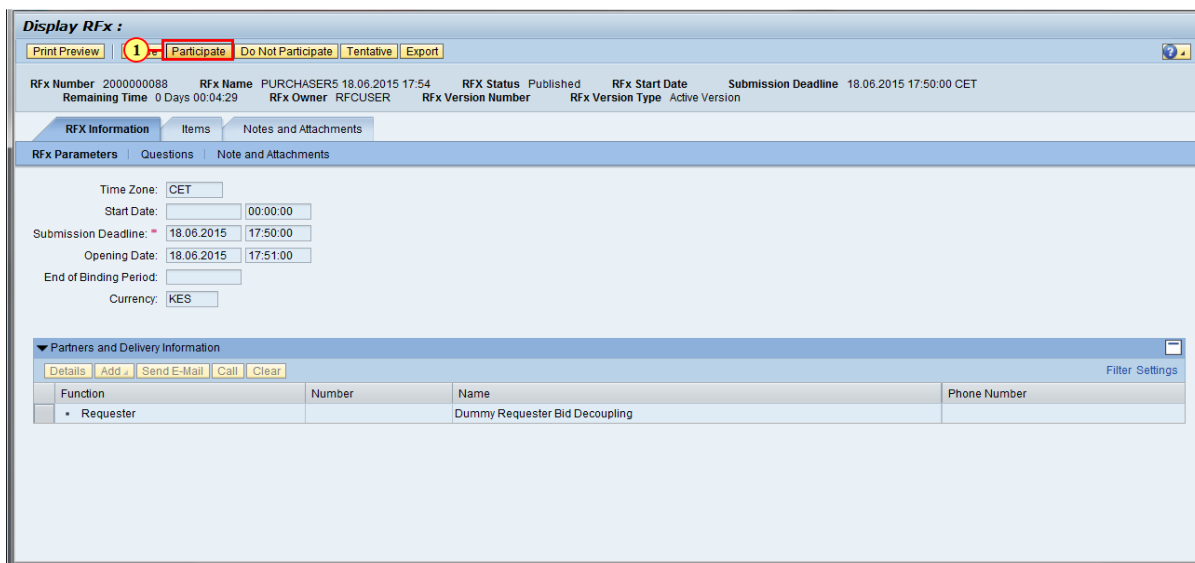
Step	Action
(1)	Click **Participate** Participate .

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

Display RFx :

Print Preview | Close | Te(1)❘ **Create Response** Export

Create Bid

☑ You have been registered. You will be informed of RFx changes via e-mail

RFx Number 2000000088   RFx Name PURCHASER5 18.06.2015 17:54   RFX Status Published   RFx Start Date   Submission Deadline 18.06.2015 17:50:00 CET
Remaining Time 0 Days 00:04:21   RFx Owner RFCUSER   RFx Version Number   RFx Version Type Active Version

RFX Information | Items | Notes and Attachments

RFx Parameters | Questions | Note and Attachments

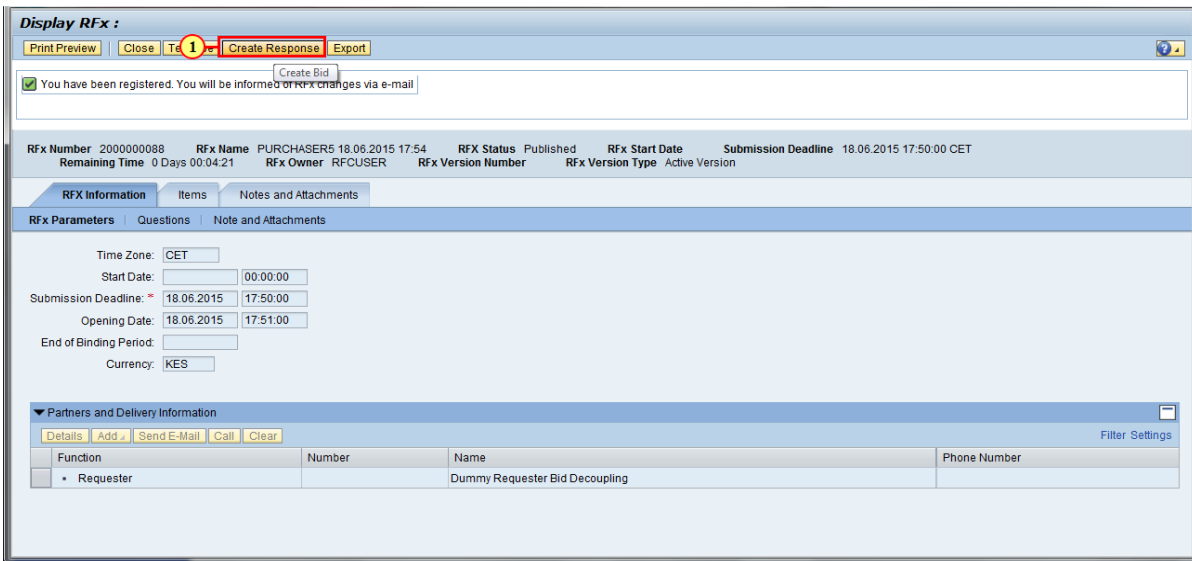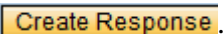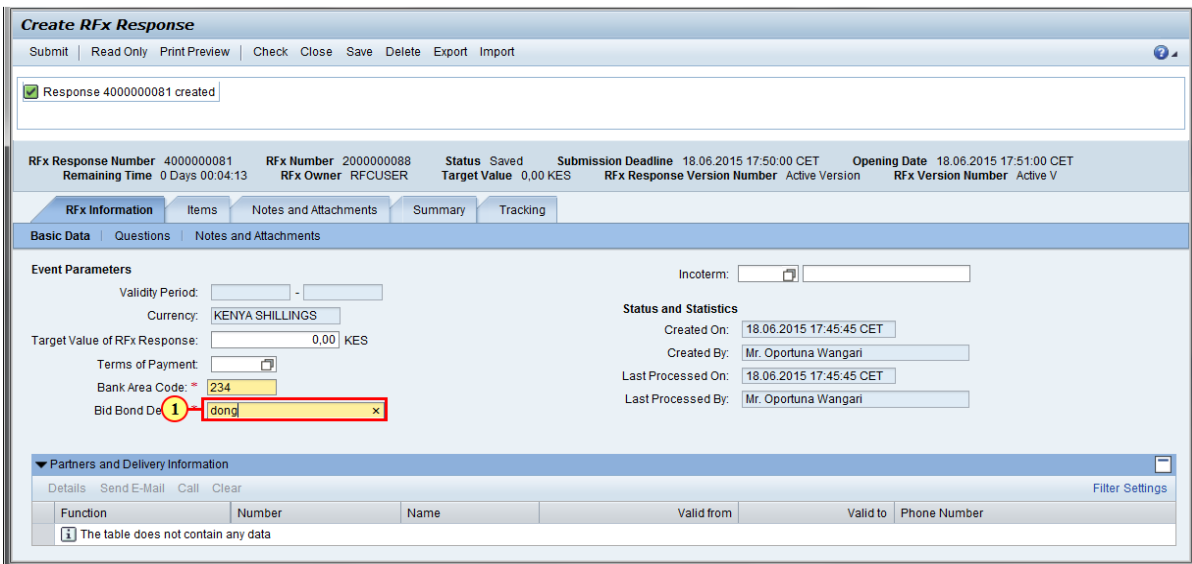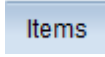| Time Zone: | CET |
Start Date:	00:00:00
Submission Deadline: *	18.06.2015	17:50:00
Opening Date:	18.06.2015	17:51:00
End of Binding Period:	
Currency:	KES

▼ 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 **Create Response** ▢Create Response▢.

Fill in the RFX Information details

Create RFx Response

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

☑ Response 4000000081 created

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 00:04:13   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

Basic Data | Questions | Notes and Attachments

Event Parameters

Validity Period:	-
Currency:	KENYA SHILLINGS
Target Value of RFx Response:	0,00 KES
Terms of Payment:	
Bank Area Code: *	234
Bid Bond De(1)→	dong ×

Incoterm: [ ] [ ]

Status and Statistics

Created On:	18.06.2015 17:45:45 CET
Created By:	Mr. Oportuna Wangari
Last Processed On:	18.06.2015 17:45:45 CET
Last Processed By:	Mr. Oportuna Wangari

▼ Partners and Delivery Information

Details | Send E-Mail | Call | Clear   Filter Settings

Function	Number	Name			Valid from	Valid to	Phone Number
ℹ The table does not contain any data							

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.

Fill in the Items details

Step	Action
(1)	**Price** field is filled out.

3.2.4.   Create RFx Response - Notes and Attachments

Clicking the **Notes and Attachments**   Notes and Attachments   tab selects it and the screen below appears

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

3.3. Collaboration Folders - cFolders
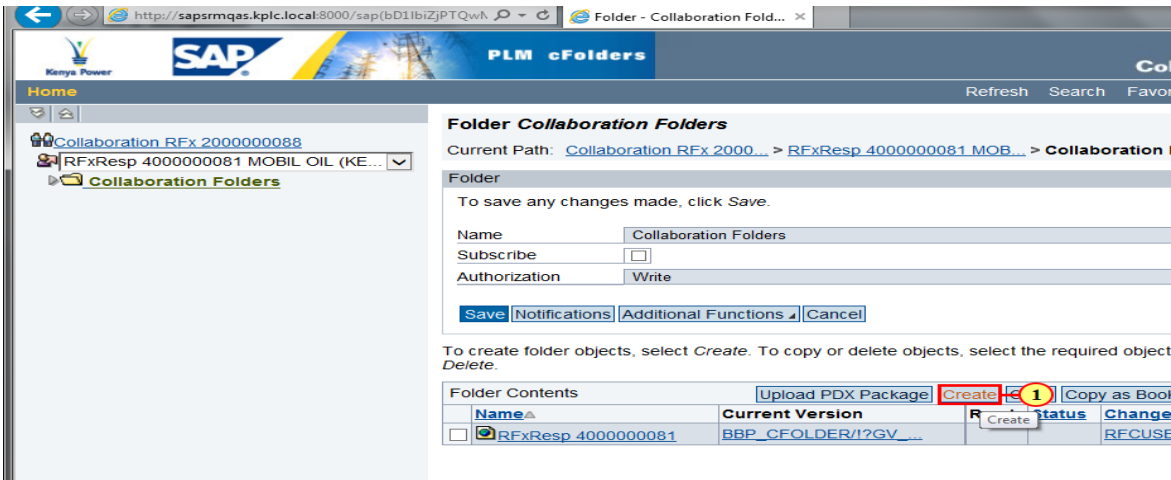
Step	Action
(1)	Click **Collaboration Folders** Collaboration Folders.
(2)	Click Create.

Below screen appears. Click on document

3.3.1. Create Object - cFolders
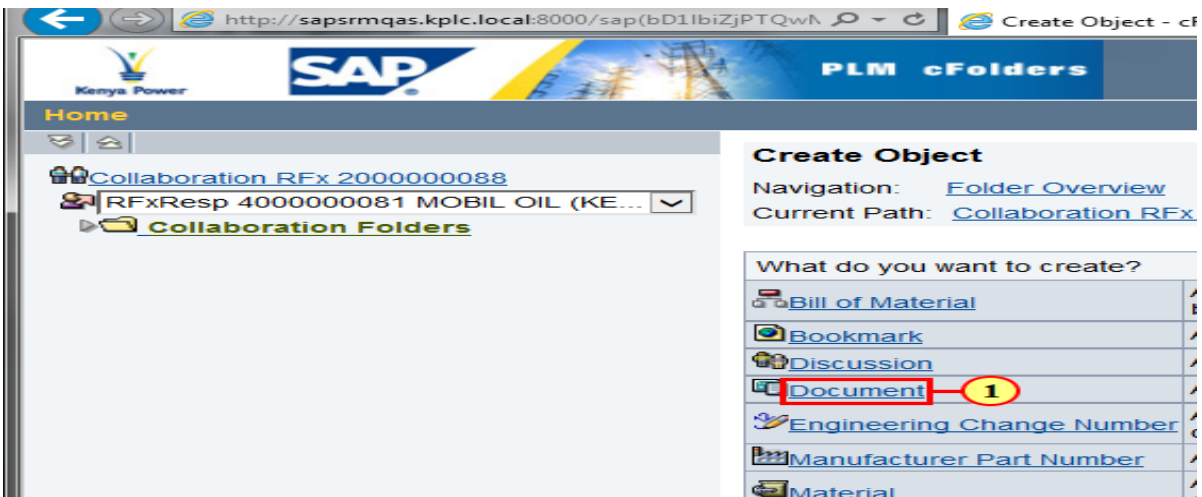
Step	Action
(1)	Click **Document** Document.

3.3.2. Create Document – cFolders
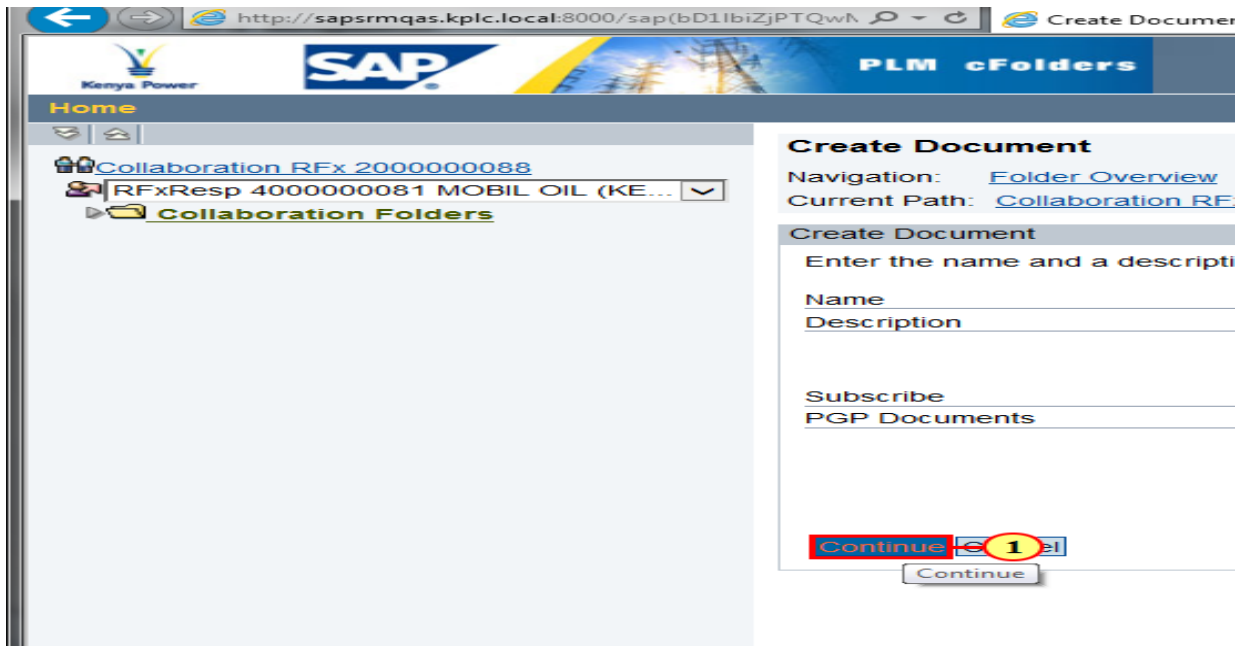
Step	Action
(1)	Click **Continue** Continue.

Once you click continue the below screen appears:

3.3.3. Create Version - cFolders
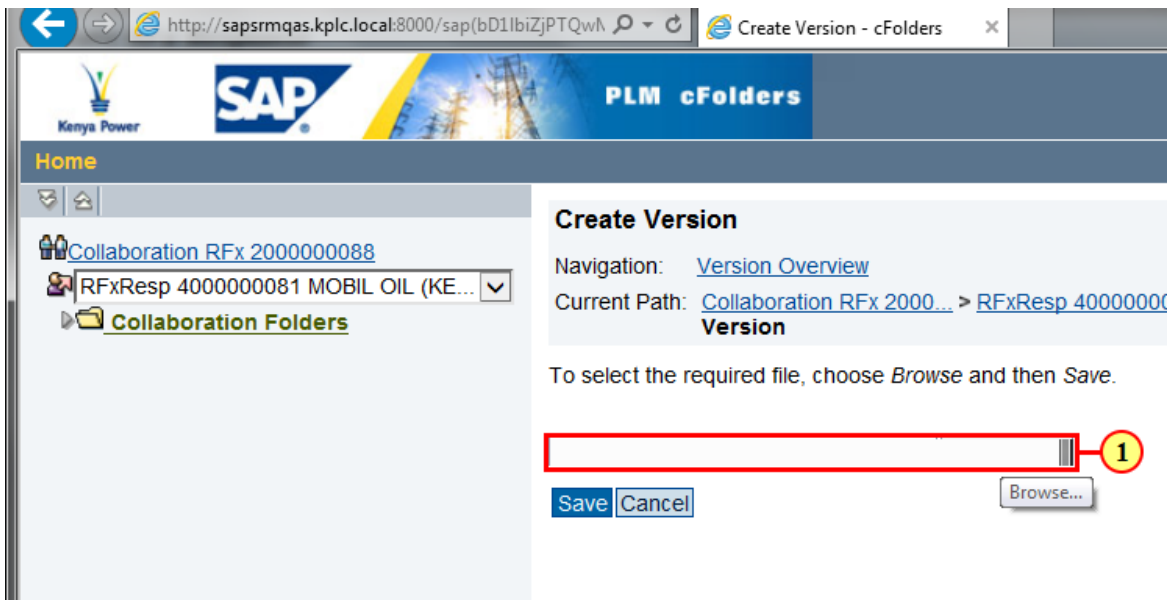
Step	Action
(1)	Click on browse.

The below screen appears:

Choose File to Upload
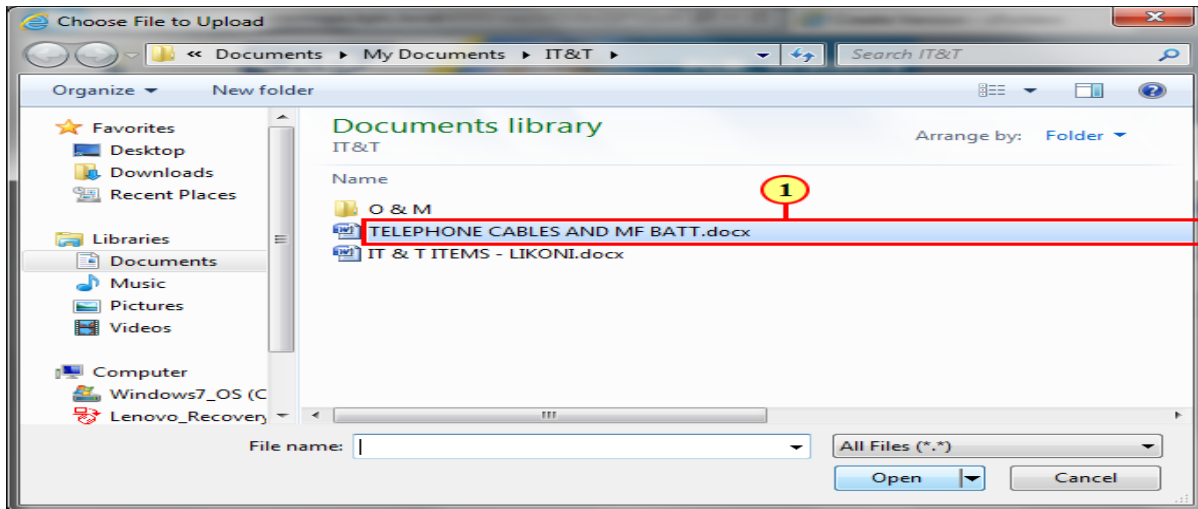
Step	Action
(1)	Click on the document you want to attach in the RFX
(2)	Click Open ![Open](Open button).

Click on save and logout from the cFolder

Step	Action
(1)	Click **Save**

Step	Action
(2)	Click Logout.
(3)	Then click Close ![X].

Submit RFx Response

Step	Action
(1)	Click **Submit**

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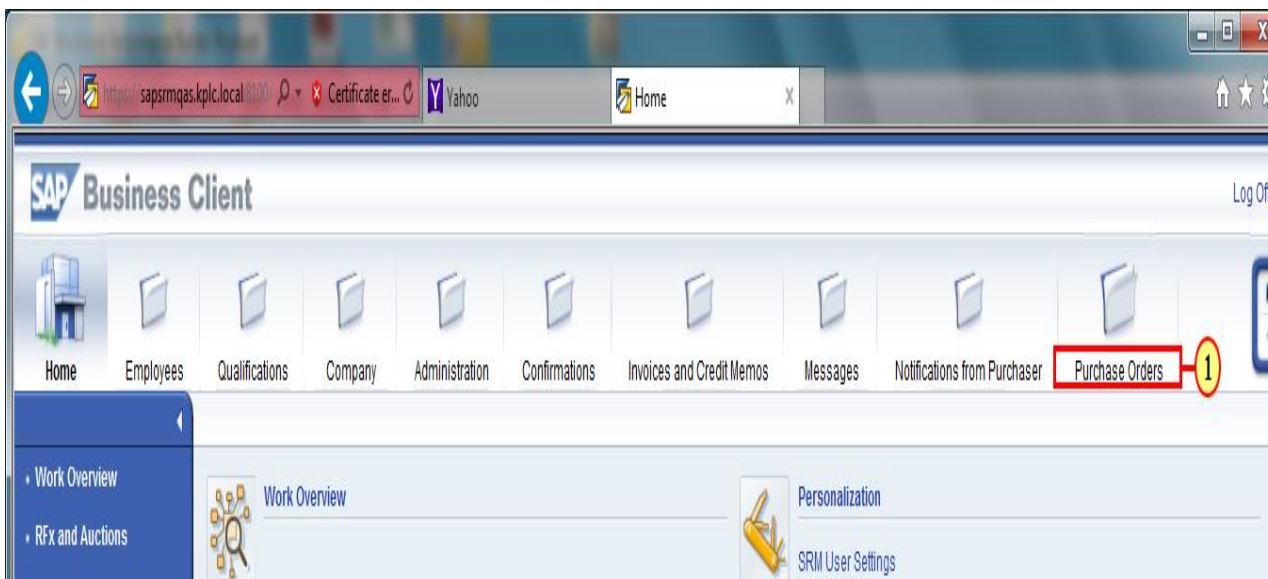
4. Purchase Order Collaboration

4.1. Supplier's Portal – Login
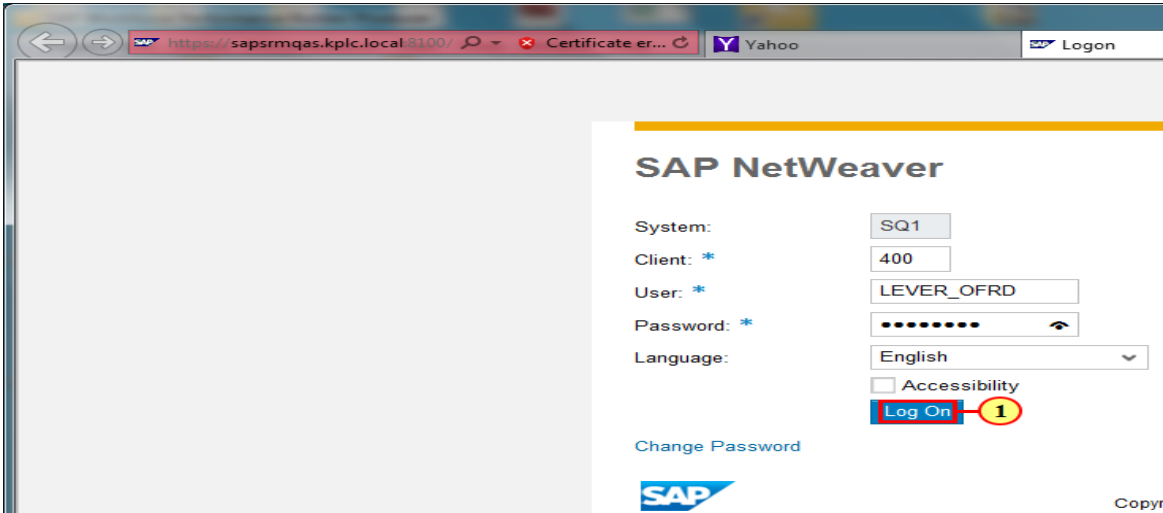
Step	Action
(1)	Click **Log On** Log On.

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
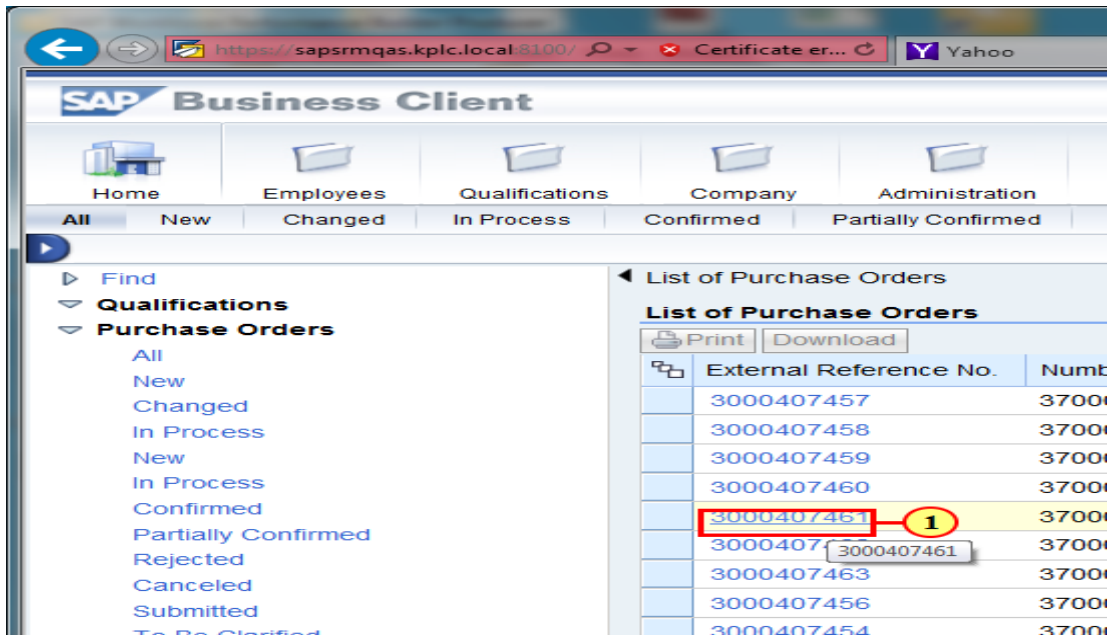
Step	Action
(1)	Click **on purchase order number**

The below screen appears:

4.2.2.   Process Purchase Order
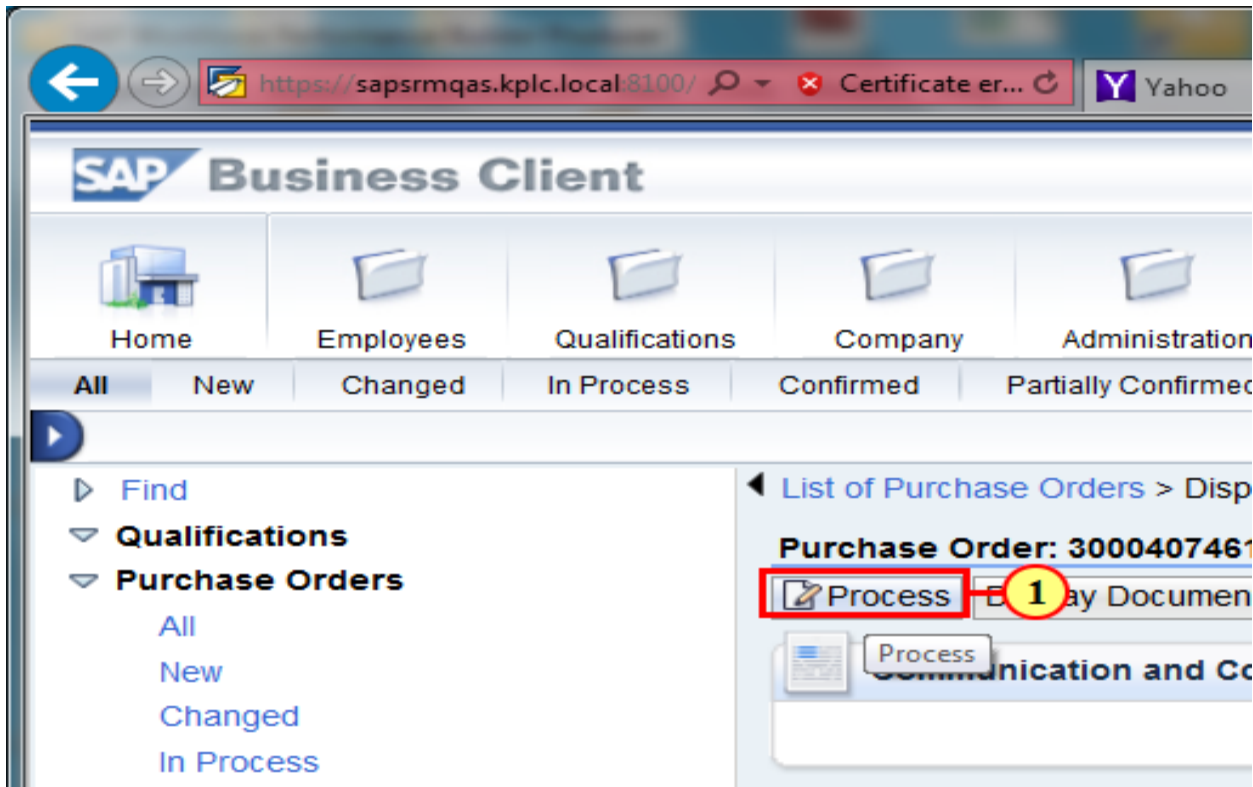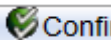

Step	Action
(1)	Click [Process].

Once you click process the below screen appears:

Confirm All items screen for Purchase Order
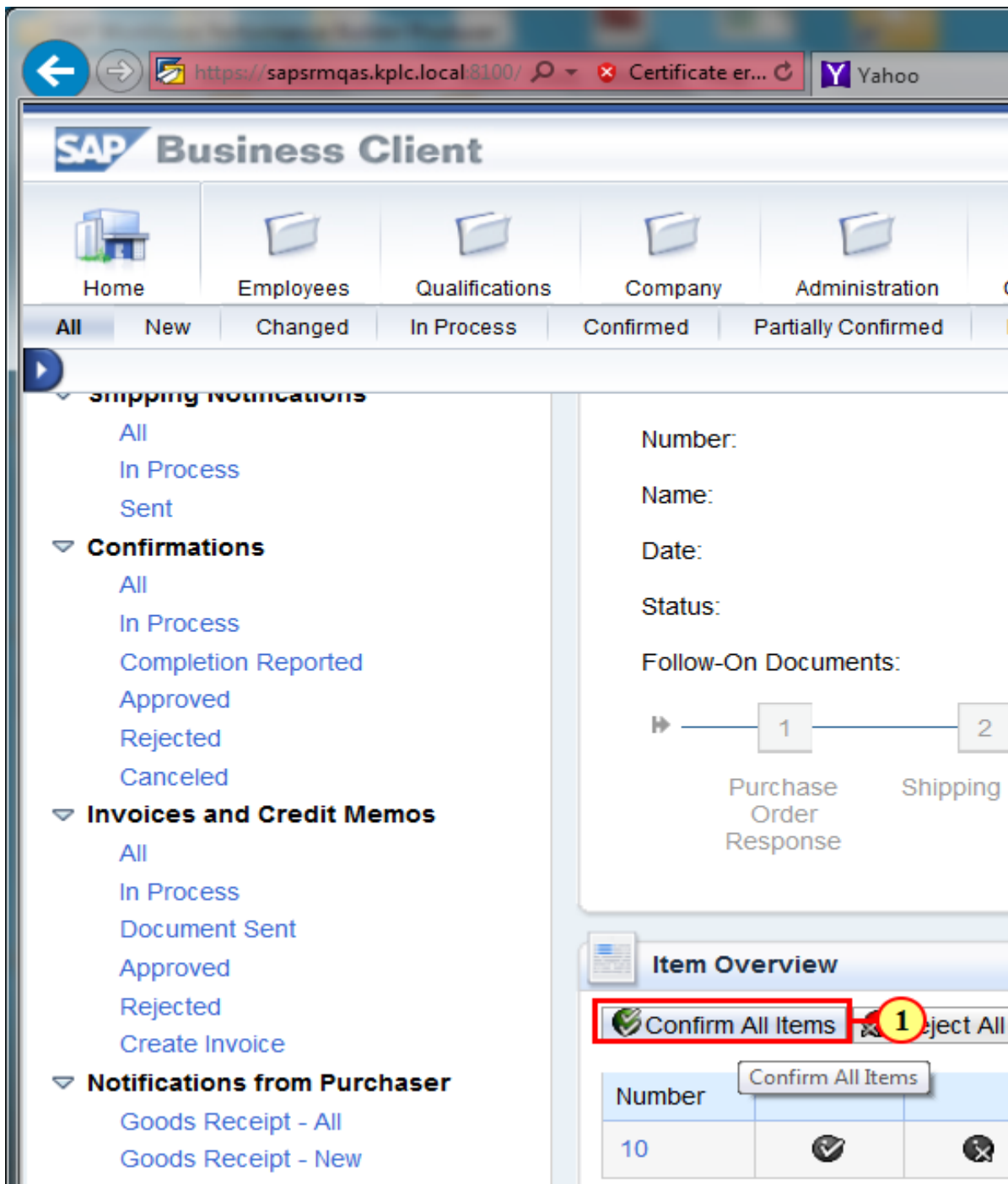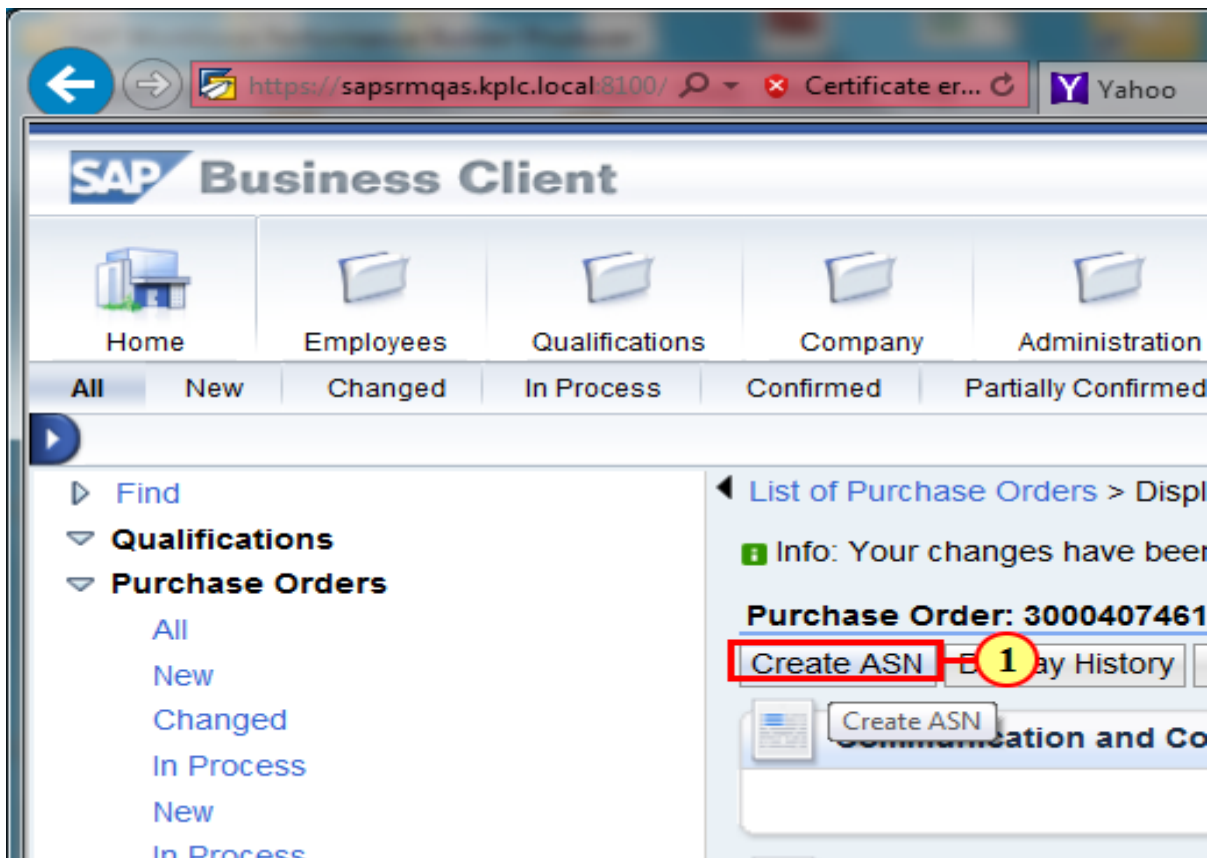

Step	Action
(1)	Click **Confirm All Items** .

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
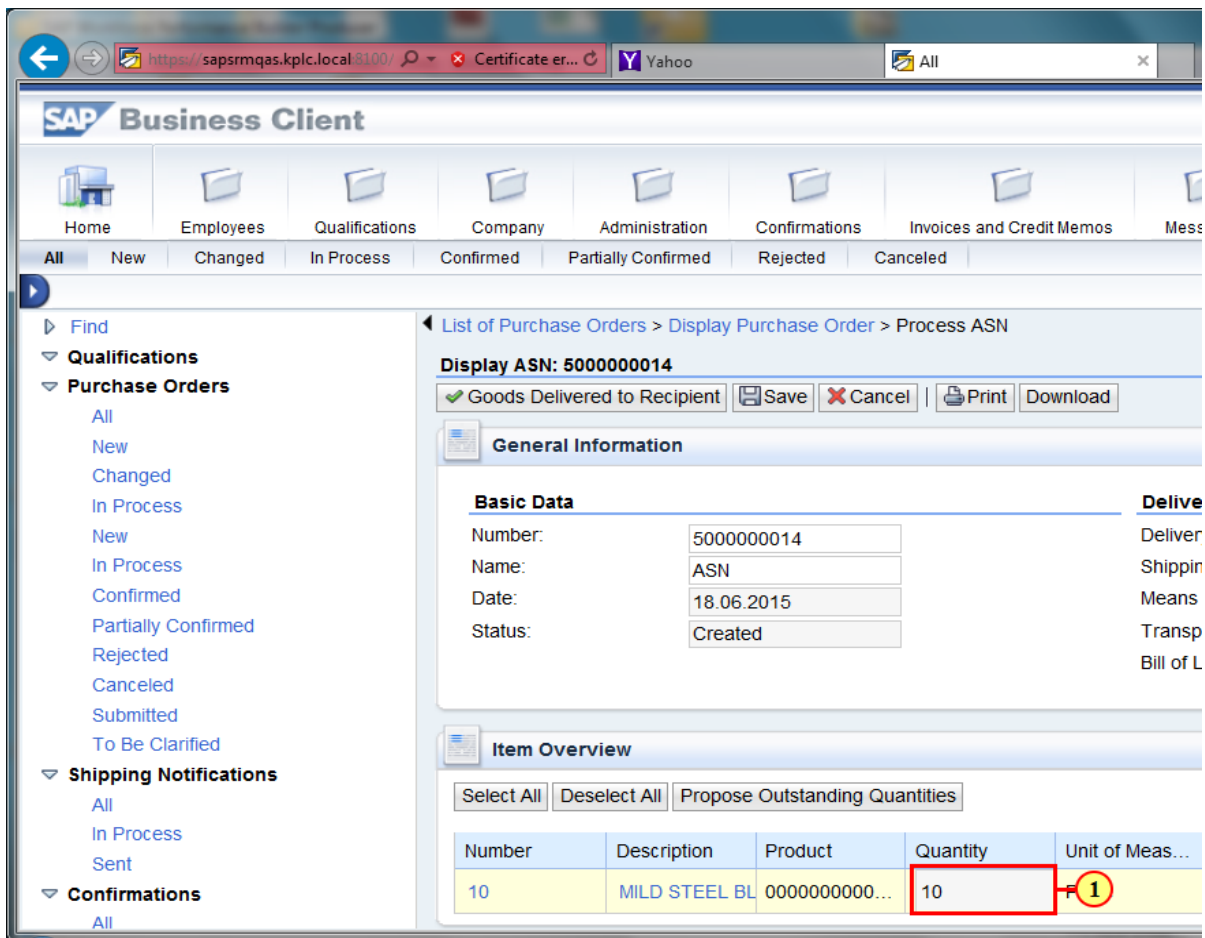
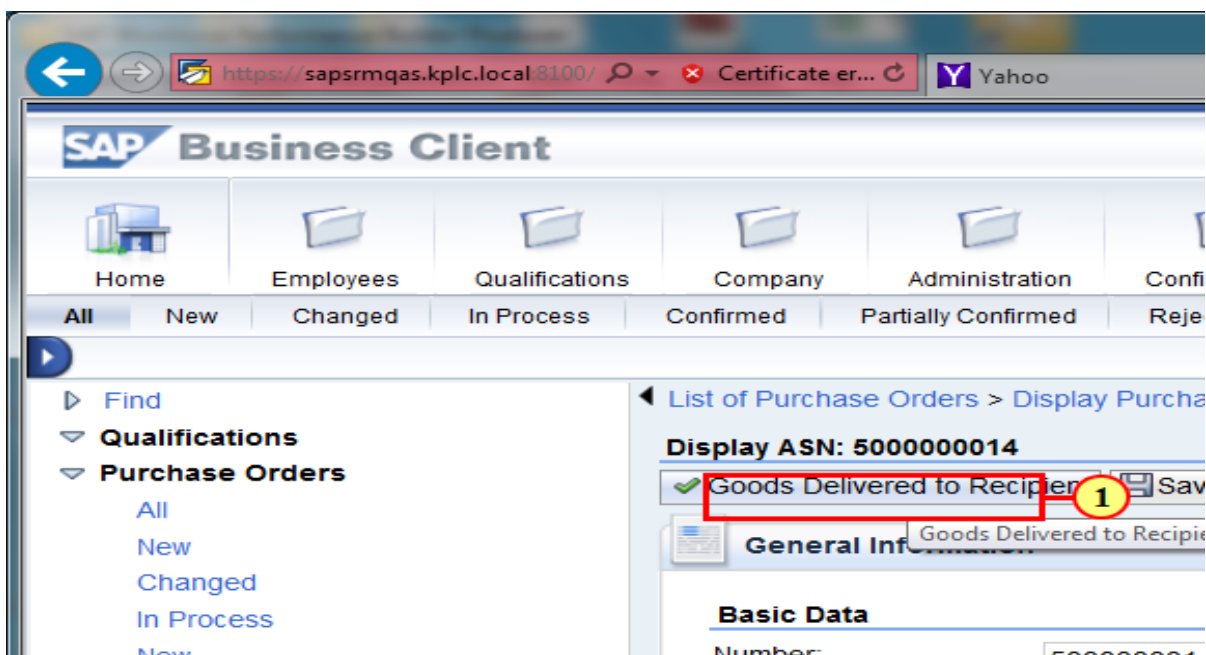| Step	Action
(1)	Fill the quantity to be shipped

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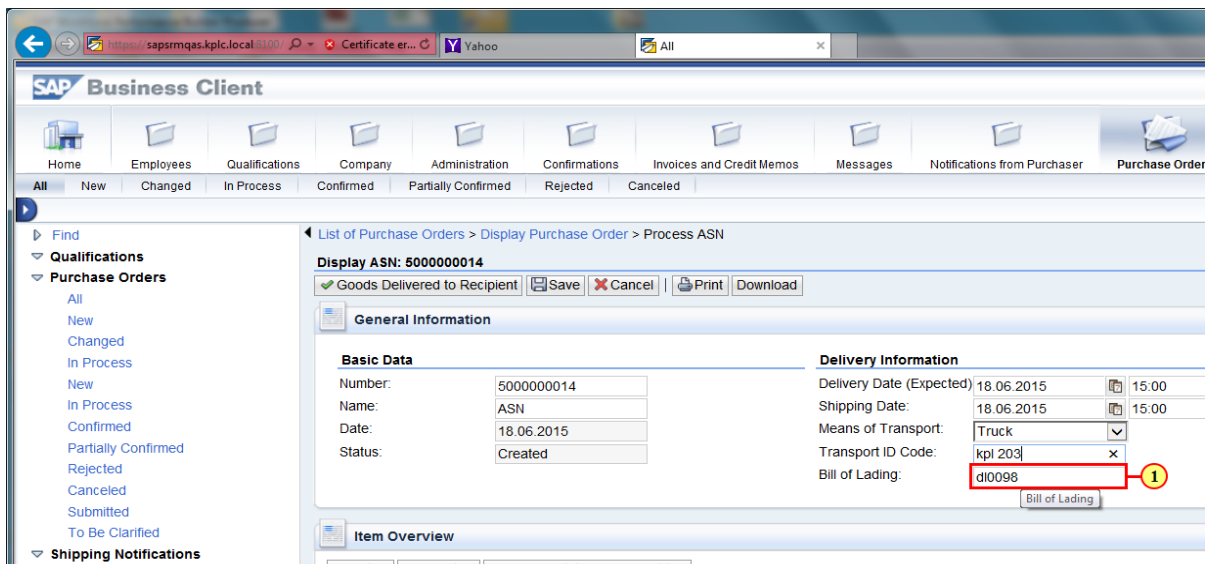
Step	Action
(1)	Fill the means of transport field.
(2)	Fill the means of transport ID code (eg truck number)
(3)	Fill the bill of lading field. (insert delivery note number)

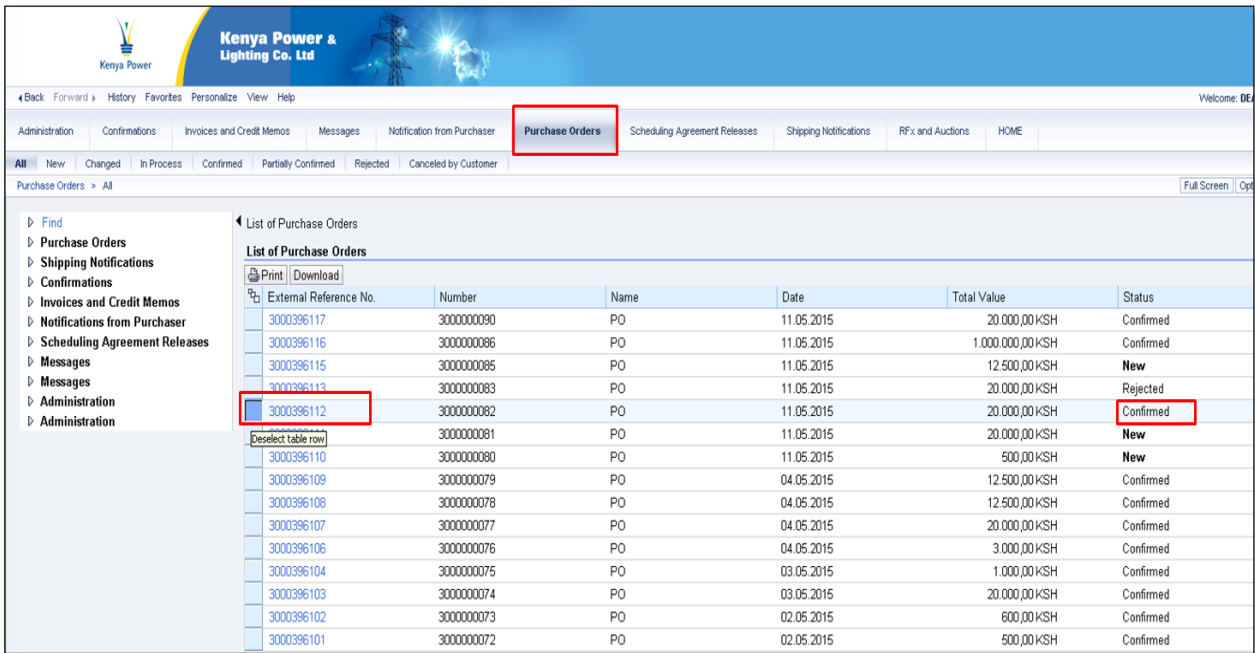Then click Goods delivered to recipient as shown below:

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
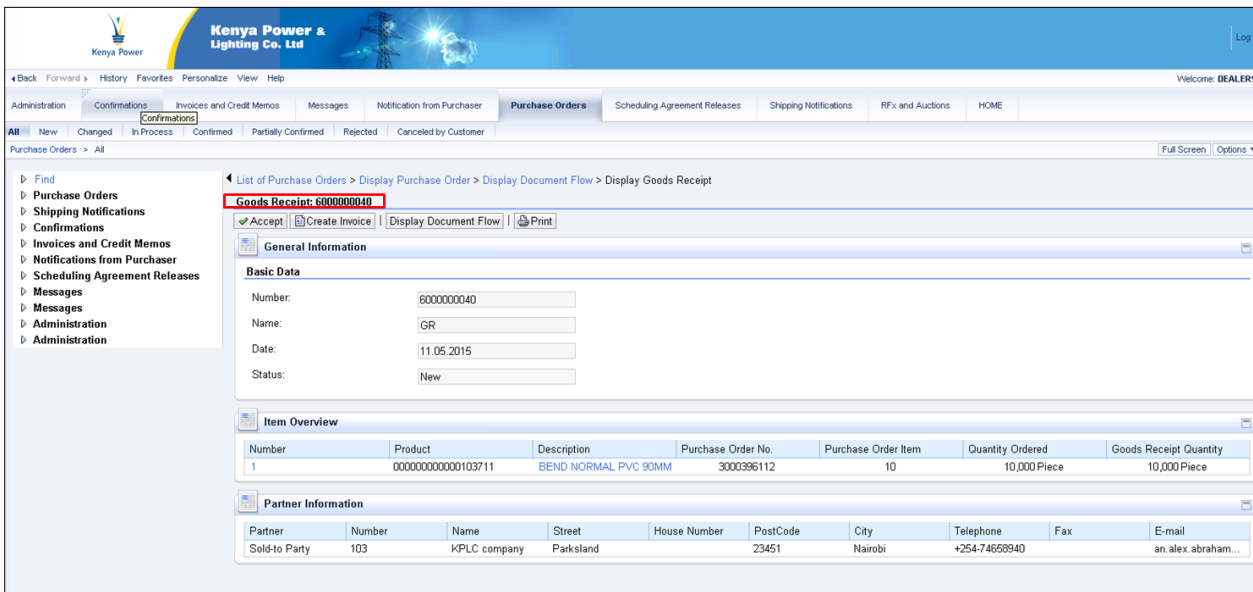

Click on 'Invoices and Credit Memos'.

Click on 'Create Invoice' option from the menu. Navigate to the link ' For a Goods Receipt' to create invoice for the available goods receipts."
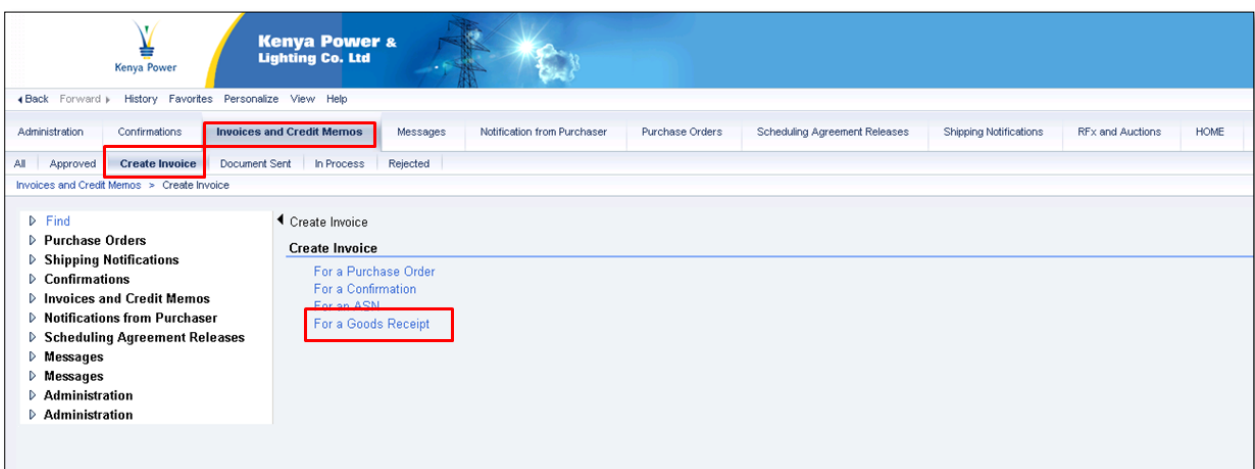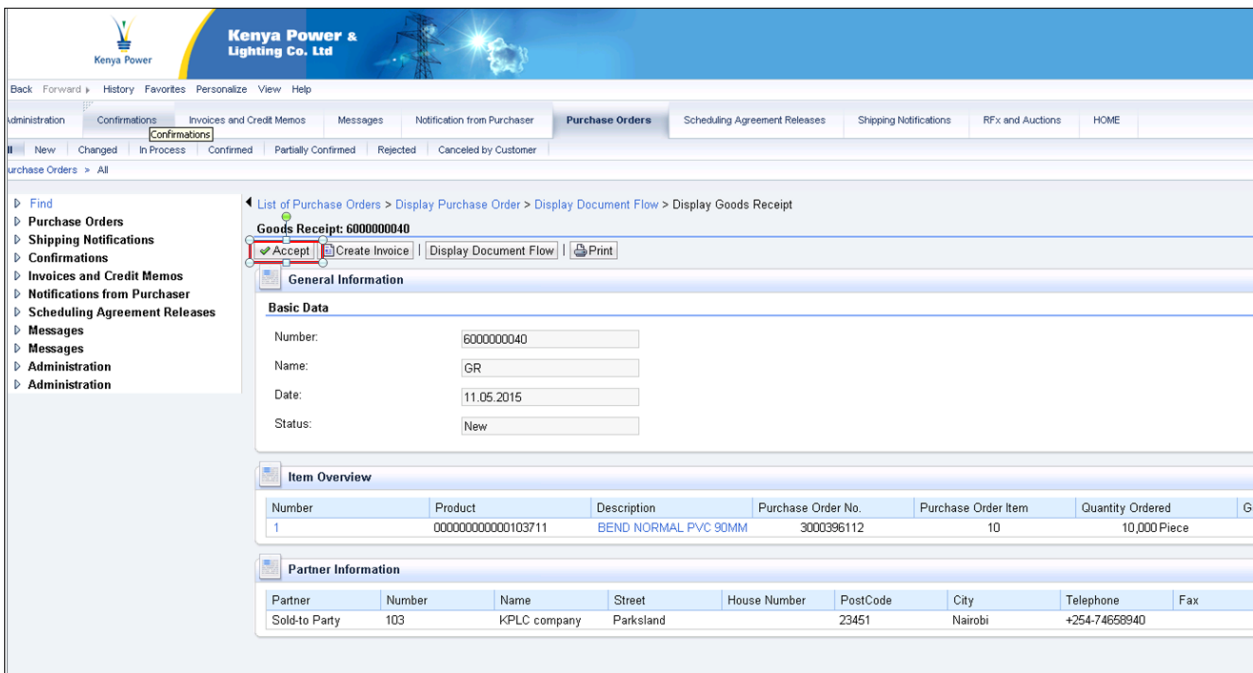
Choose Goods receipt from the Document Flow of the Purchase Order.

The below screen appears

Click on 'Accept' to accept the Goods Receipt.

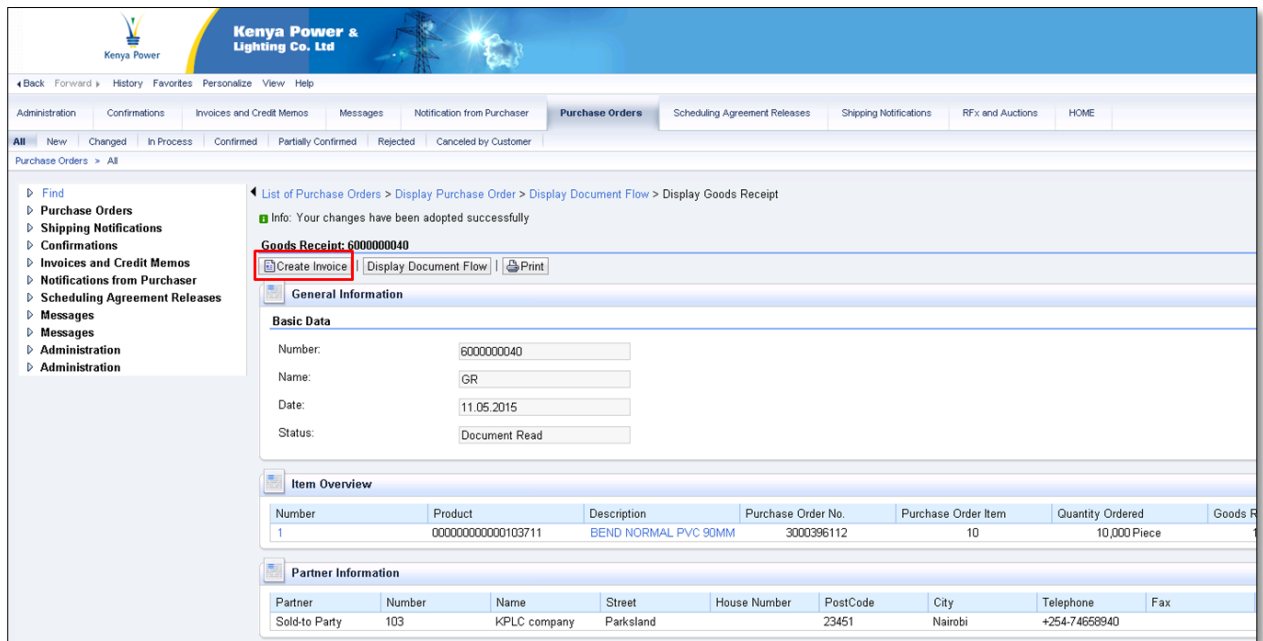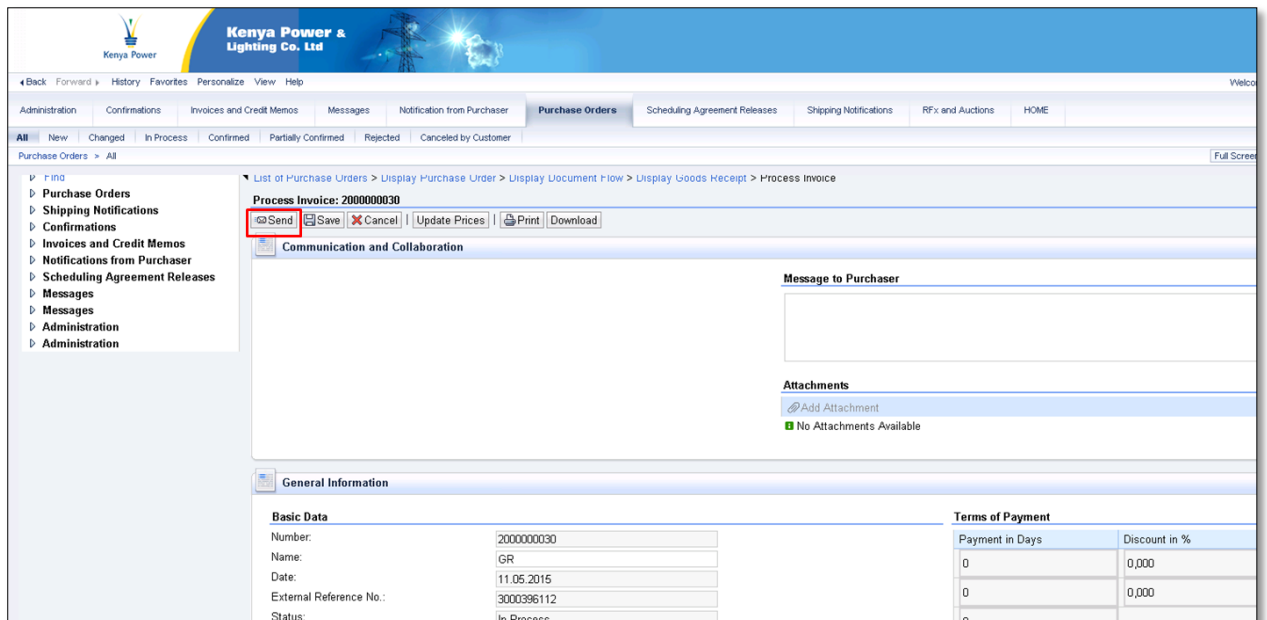
The below screen appears:

Click 'Create Invoice' button to create Invoice.

Fill the required data such as invoice number and date

Click 'Send' to complete Invoice Creation

Once you click send the below screen appears

Check for success message.

Your invoice now is submitted for payment processing