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

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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

New Supplier Registration **(**) 🚡 Tender Documents | kplc.co... × A + 0 Powering people for better lives Kenya Power Public Information Tender Documents lectricity Tender Notices
 Tender Documents
 Power Interruptions
 KEMP Safeguard ADDEDUM NO 2- DISPOSAL OF ASSORTED SCRAP ITEMS KEMP Sateguard Documents Power Sector Documents Kenya Electricity Expansion Project (KEEP) Environmental & Social Impact Assesment (ESIA) International Finance Corporation (IFC) Documents TENDER NO KP1/9AA-3/PT/89/14-15 FOR SUPPLY OF MATERIALS FOR STREET LIGHTING ON EX-STOCK BASIS (LOCAL BIDDERS ONLY) ADDENDUM 3 - TENDER NO KP1-9AA-3-PT-86-14-15 FOR SUPPLY OF DISTRIBUTION TRANSFORMERS (OPEN TENDER) Corporation (IFC) Documents Kenya IPPs ESMF Kenya IPPs Project for Olkaria III/Ormat Geothermal Expansion Resettlement Action Plan ADDENDUM 3 - TENDER NO KP1-9AA-3-PT-85-14-15 FOR SUPPLY OF DISTRIBUTION TRANSFORMERS (YOUTH, WOMEN & PWD) ADDENDUM 2 - TENDER NO KP1-9AA-3-PT-84-14-15 FOR SUPPLY OF DISTRIBUTION TRANSFORMERS (LOCAL MANUFACTURERS ONLY) O Check my power supply status O Download my bill Mombasa - Nairobi 400kV ransmission Project ADDENDUM 1: TENDER NO.KP1/9AA-3/PT/88/14-15 FOR SUPPLY OF CIRCUIT BREAKERS AND RING MAIN UNIT Energy Sector Players Electricity Cost Tariffs BIG-IP Edge Client Tender Clarification - Disposal of Assorted Obsolete & Scrap Items at Various Kenya Power Stores Attention R = 🧭 🚞 😳 🗣 🥎 📭 💷 📁 😥 🞯 7 📁 🗔 🐟 🙃 🔤 💁 🖻 🕥 👿 🤡 🛊 🐨 🔒 🕼

Login to the Kenya Power website and click on the registration link:

Use the following link <u>https://e-stima.kplc.co.ke:8210/supplierregistration</u> to access the supplier registration page.

The following page will be loaded.

	pplier Registrati	on Page		
	pplier registrati	onrage		
e, the company can provide	instructions or general inf	ormation that is dis	played to suppliers when they are filling	out the registration.
elds marked with an asterisk	are mandatory			
	are mandatory			
neral Company Infor	nation			
Company Name:*				
Region(Business Area):		-		
)-U-N-S Number:	P			
.anguage:*	English	•		
łomepage:				
ax Jurisdiction Code:				
Currency:		•		
Address			PO Box Address	
Country:*		•	PO Box:	
Region:		•		PO Box Without Number
			Other City: / Postal Code:	
District:			Other Country:	
лstrict: City:* / Postal Code:*				
			Communication Phone Number:* / Extension:	

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

itle:*	Mr.	Phone Number:* / Extension:	987655678	
First Name:*	Abc	Fax Number: / Extension:		
.ast Name:*	xyz	E-Mail:*	abc@test.ke	
Academic Title:		Language:*	English	•
)epartment:	-	Country:*	KENYA	•
unction:			•	_
2				
PAdd	ant			
译Add ta Privacy Statem	ent			

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 Stateme	nt
🕑 I have read the data p	rivacy statement and accept the terms
Send Undo Entries	Close

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

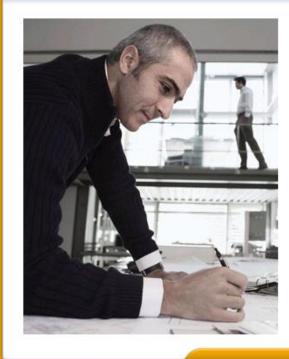
- 1. Supplier Administration Link
- 2. Password

Your supplier registration has been completed
Created I 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 f	or 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 Net	Weaver
User: *	4FZXHBQGIGYV
Password: *	••••••
Language:	English
	C Accessibility
Change Password	10 01
	AP AG. All rights reserved.

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.

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 Administ	rator Account				
User:*	Admin				
Password:*		•			
Confirm Password:*					
Formats and Settings Date Format: Decimal Format: Time Zone:	DD.MM.YYYY 1.234.567,89	•			
Data Privacy Stateme	nt				
I have read the data p	privacy statement and accept the ter	rms			

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

	//estimas kpic.co.ke8210/sep1001 tb20100-MAs =)/bc/bsp/semanc/ros_est-2/ros_bsp_second.do	ρ - ⊗ Certif
Supplier Registratio		RAD-RAD- 2 C
File Edit View	Favorites Tools Help	
👍 🥘 AriaBlue hot	pot login (2) 🗿 Suggested Sites 🔻 🧧 Family disappears duri 🔻	🏠 🔻 🔝 👻 🚔 👻 Page 🕶
11th	Your administrator account has been created. Please continu Please save a copy of this link for future processing. Close	
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.

Supplier Data Maintenance				
Qualifications New Start Page > List of E				
In Process List of Employ Submitted				
To Be Clarified Actions	Status	Employee Name Mr. Abc Xyz	Use ADI	
Create Employee		7		
List of Employees Own Data				
Company Attachments				
Company Data Certificates				
Out Date Ministry Frankright Diselection				
Start Page > List of Employees > Display Employees > Display	oyee > Ealt Employee			
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:	-	•		

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

SAP Supplier Data Maintena	nce		
 Qualifications New In Process Submitted To Be Clarified Employees Create Employee List of Employees Own Data Company Attachments Company Data Dertificates 	Start Page > Company Data Edit General Company Inform	ation	
	Company Name:* D-U-N-S Number: Language:* Homepage: Tax Jurisdiction Code: Currency:	Test Company English KENYA SHILLINGS	
	Address Country:* Region: District: City:* / Postal Code:* Company Postal Code: House Number: / Street:	KENYA	PO Box Address PO Box: Other Country: Other City: / Postal Code: PO Box Without Number

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

Qualifications	Start Page > Attachments	3		
New In Process	List of Attachmen	ts		
Submitted To Be Clarified	Description:	Test Attachr	ment	
Employees Create Employee List of Employees	File Name:	C:\Users\K1	433794\Desktop\pdf-sar Brows	Add Attachment
Own Data	Status	File Name	Description	Created By
Company	No result found			
Attachments Company Data Certificates				

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.

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?sapclient=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

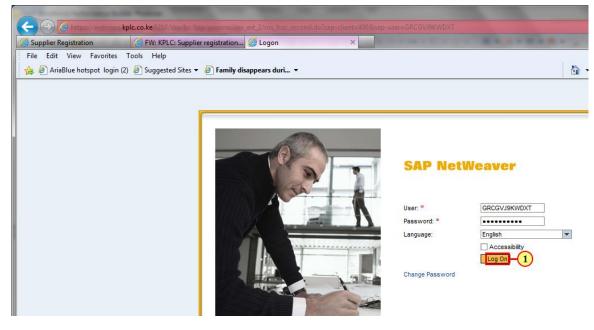
You will receive your password for registration in a separate e-mail.

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

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



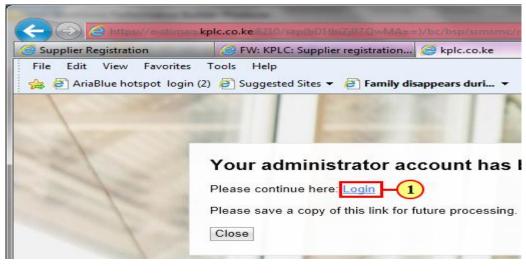
Step	Action
(1)	Click Log On Log On.

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

Mark the privacy statement and press Create button.

	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:			
Jser:*	Admin		
User:*	Admin		
Password:*			
Confirm Password:*			
ormats and Settings Date Format: Decimal Format:			
Time Zone:	1.234.567,89		
TIMO ZONO.	<u>~</u>	1	
ata Privacy Statemen	t		
ata Privacy Statemen	t		

Once you click create the below screen appears



Step	Action
(1)	Click Login Login.

The screen below appears

Supplier Registration File Edit View Favorites	kpic.co.ke 2220 multic Target dent = 400 2usp-languages EN Susp-multic-modes root Image: Strain S	D - S Certificate error C ×
SAP Business C	Client	
∢ • Work Overview • RFx and Auctions ▶ Personalization	Work Overview RFx and Auctions	Personalization SRM User Settings

Step	Action	
(1)	Click Employees	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.

✓ Qualifications New	Start Page > List of E	•				
In Process	List of Employ	yees				
Submitted To Be Clarified	Actions		Status	Employee Name	User	E-Mail Address
		Ē.	Unlocked	Mr. Abc Xyz	ADMIN	abc@test.ke
Create Employee List of Employees Own Data	· · · · · · · · · · · · · · · · · · ·			/		
🗢 Company						
Attachments						
Company Data						
Certificates						

Contact Details				
ïtle:*	Mr.	-		
cademic Title:		-		
irst Name:*	Abc			
ast Name:*	Хуz			
unction:				
epartment:				
anguage:*	English	-		
-Mail:*	abc@test.ke			
ountry:* / Phone Number:* / Extension:	KENYA	-	987655678	
ountry: / Fax Number: / Extension:		▼		
User Details				
ser:	ADMIN			
assword:				
onfirm Password:				
)ate Format:	DD.MM.YYYY	-		

Click on the Save button.

3. Participating in an RFx

3.1. Supplier's Portal - Login

+ ttps://sapsrmqas.kplc.local 31	00/ 🔎 👻 Certificate er 🖒 🚺 Yahoi	o ZV Logon
	SAP Net	tWeaver
	System: Client: * User: * Password: * Language:	SQ1 400 lever_ford English
	Change Passwor	Accessibility
Step Action		

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

(\ominus 🔄 https://sapsrmqas.kp	lc.local/8100/ 🔎 👻 😵	Certificate er 🖒 🍸 Yahoo	-	
S	P Business C	lient			
Ĺ	Home Administration	Confirmations	Invoices and Credit Memos	Messages	Notifications from Purchaser
- RF	Work Overview RFx and Auctions Personalization				
		RFx and Au	<u>ictions</u>		1
Step	Action				
(1)	Click RFx and A <u>RFx and Auctions</u>	uctions			

3.2.1. Display RFx

Image: Employee Dustifications Company Administration Envices and Credit Menos Messages Notifications from Purchaser Purchase Orders Scheduling Agreement Releases Shipping Notifications • Work Overview • Personalizzation • Messages • Messages Notifications from Purchaser Purchase Orders Scheduling Agreement Releases Shipping Notifications • Work Overview • Personalizzation • Personalizzation • Messages • Messages Notifications from Purchaser Purchase Orders Scheduling Agreement Releases Shipping Notifications • Personalizzation	SAP Business C	lient												
• KF and Auctions • KF and Auctions • Personalization • Personalization • Ref xe All • Ref xe All													ns	
V HIGG Guick Creme Manthemane Chance Guiry Define New Guery De	RFx and Auctions													
Event Number: To P Event Status: Creation Date: To To Statu: Status: Status: Vew: Status: Status: Vew: Status: Vew: Vew: Vew: Status: Status: Status: Status: Status: Status: Status: Status: Vew: Vew: Vew: Vew: Vew: Vew: <li< th=""><th></th><th>eRFxs - All</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></li<>		eRFxs - All												
Event Status: To		▼ Hide Quick Criteria M	aintenance								Cha	nge Query	Define New C	Query Personal
Product Number Event Type Event Type Event Status Start Tate End Date Response Number Response Status Event Version Response Version O&A Start Twe End time And the status 2000000011 PURCHASER1 11.06 2015 13.06 RFx (Restricted) Published 11.06 2015 4000000002 Saved 0 00.00 00 15.40.00 200000011 KRLM0756425 04.06 2015 08:09:32 RFx (Restricted) Published 11.06 2015 4000000033 Accepted 0 00.00 00 16.55.00		Event Status: Image: Creation Date: Image: Creation Date: Creation Date Fag: Image: Creation Date: Status: Image: Creation Date: Status: Image: Creation Date: Response Timeframe: Image: Creation Date:												
PURCHASER1 11 06 2015 13:06 PFX (Restricted) Published 11:06 2015 400000022 Saved 0 0:00:00 15:40:00 200000011 KRLM0756425 04:06 2015 08:09:32 RFx (Restricted) Published 11:06 2015 400000023 Accepted 0 0:00:000 15:40:00														
E 2000000011 KPLM0756425 04.06.2015 08.09.32 RFx (Restricted) Published 11.06.2015 4000000002 Accepted I 0 0.00.0000 16.55.00						Start Date				Event Version	Response Version	_		

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

The below screen appears as shown below:

3.2.2. Display RFx - Participate screen

Display RFx :	Display RFx :						
Print Preview	Print Preview 1 - Participate Do Not Participate Export 20						
RFx Number 200000 Remaining Tim		ASER5 18.06.2015 17:54 wner RFCUSER RFx V	RFX Status Published RFx Start Date Submission Deadline 18.06.2015 17:50 Version Number RFx Version Type Active Version	:00 CET			
RFX Information	on Items Notes and A	Attachments					
RFx Parameters	Questions Note and Attachn	nents					
Start D Submission Deadlin	Time Zone: CET Start Date: 00:00:00 Submission Deadline: 18:06:2015 Opening Date: 18:06:2015						
End of Binding Per Curre	riod:						
	ivery Information						
	Send E-Mail Call Clear			Filter Settings			
Function Requester		Number	Name Dummy Requester Bid Decoupling	Phone Number			
Step	Action						
(1)	(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 :							
Vou have been reg	Cre listered. You will be informed on	ate Bid TFX cnanges 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	on Items Notes and	Attachments					
RFx Parameters	Questions Note and Attach	nents					
Start D Submission Deadlin Opening D End of Binding Per	Time Zone: CET Start Date: 00:00:00 Submission Deadline: 18:06:2015 Opening Date: 18:06:2015 To 51:00 17:51:00 End of Binding Period: Currency: Currency: KES						
Details Add a	Send E-Mail Call Clear			Filter Setting	s		
Function • Requester		Number	Name Dummy Requester Bid Decoupling	Phone Number			
Step	Action						
(1)	Click Create Response Create Response						

Fill in the RFX Information details

Create RFx Re	esponse						
Submit Read O	nly PrintPreview Check Close Save Delete Export Import						
Response 4000	Response 4000000081 created						
RFx Response Num Remaining Ti	nber 4000000081 RFx Number 2000000088 Status Saved Submission Deadline 18.06.2015 17.50.00 CET Opening Date 18.06.2015 17.51:00 CET ime 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 Informa	tion Items Notes and Attachments Summary Tracking						
Basic Data Que	estions Notes and Attachments						
Event Parameters Va	lidity Period:						
Target Value of RF)							
Terms	of Payment Last Processed On: 18.06.2015 17:45:45 CET						
Bank A	vea Code = 234						
	dd De 1 - Land -						
Partners and D							
Function	E-Mail Call Clear Filter Se	ungs					
	does not contain any data						
Step	Action						
1&2	The Bank Area Code and Bid Bond details: field is filled out with Bid Bor numbers	ıd					

Then, clicking the **Items** tab selects it and the screen below appears.

Fill in the Items details

Create I	RFx Response										
Submit	Read Only Print Preview	/ Check Close Save	Delete Export	Import							04
Ren	onse Number 40000008 naining Time 0 Days 00:0: x Information Items	3:35 RFx Owner RFC	CUSER Target		lline 18.06.2015 17 ponse Version Num			18.06.2015 17 rsion Number			
Calculat								-			
em Type aterial	Product ID	000000000000000103711	Product Category	Product Category Description Plastic Pipes	Required Quantity	Submitted Quantity	_	ce Currency	Price Per	Total Value 0.00	
aterial	000000000000000000000000000000000000000	000000000000000000000000000000000000000	1100004	Plastic Pipes	100	0,000	_	.00 KES	1	0,00	01
aterial						0,000		.00 KES	1		
aterial						0,000		00 KES	1		
aterial						0,000	0	00 KES	1		
aterial						0,000	0	00 KES	1		
aterial						0,000	0	,00 KES	1		
aterial						0,000		,00 KES	1		
aterial						0,000		,00 KES	1		
aterial						0,000	0	,00 KES	1		
<											>
Step Action											
(1)	(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

Create RFx Response			
Submit Read Only Print Preview Check Close Save Del	ete Export Import		0 4
	to Expert import		• •
RFx Response Number 4000000081 RFx Number 200000088 Remaining Time 0 Days 00:03:01 RFx Owner RFCUSER			
RFx Information Items Notes and Attachments	Summary Tracking		
▼ Notes			
Add 🖌 Clear			Filter Settings
Assigned To Category	Text Preview		
▼ Attachments			
Add Attachment Edit Description Versioning J Delete Create	Qualification Profile		Filter Settings
Assigned To Category Description File	Name Version Processor Checked Out	Type Size (KB) Changed by	Changed on
i The table does not contain any data			
▼ Collaboration			-
Create Assign Delete			
Collaboration Room		Created on	
1 REXResp 400000081 MOBIL OIL (KENYA) LTD		18.06.2015 17:45:46	-
Collaboration Room			

Step	Action
(1)	Click RFxResp 400000081 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

	(テ) (の http://sapsrmqas.kplc.local:8000/sap(bD1lbiZjPTQwN タマ C) (の Folder - Collaboration Fold ×					
Kenya Power	SAP	PLM cFolders			Col	
Home				Refresh Se	arch Favor	
Collaboration RFx 200000088 RFxResp 400000081 MOBIL OIL (KE) Collaboration Folders		Folder Collaboration Folders Current Path: Collaboration RFx 2000 > RFxResp 400000081 MOB > Collaboration I Folder To save any changes made, click Save. Name Collaboration Folders Subscribe				
Step	Action					
(1)	Click Collaboration Folders Collaboration Folders					
(2)	Click Create					

Below screen appears. Click on document

3.3.1. Create Object - cFolders

	http://sapsrmqas.kplc.local:8000/sap(bD1lbi2	ZjPTQwN 🔎 👻 🧭 Create Object - cł
Konya		PLM cFolders
Home		
3 2		Create Object
	laboration RFx 200000088	Navigation: Folder Overview
		Current Path: Collaboration RFx
	Collaboration Folders	
		What do you want to create?
		Bill of Material
		Bookmark /
		Discussion /
		Document 1
		³ Engineering Change Number
		Manufacturer Part Number
		Material
Step	Action	
Step		
(1)	Click Document	

3.3.2. Create Document – cFolders

\leftarrow	http://sapsrmqas.kplc.local:8000/sap(bD1lbi2	zjptqwn 🔎 🗕 🖒	areate Documer 🈂
Keny		PLM c	Folders
Home	•		
	RFxResp 400000081 MOBIL OIL (KE 🗸	_	Folder Overview
	Collaboration Folders	Current Path: Create Docum	Collaboration RF
		Enter the nar	ne and a descripti
		Description	
		Subscribe PGP Docume	
Step	Action		
(1)	Click Continue Continue		

Once you click continue the below screen appears:

3.3.3. Create Version - cFolders

$(\leftarrow) $	http://sapsrmqas.kplc.local:8000/sap(bD1lbi)	ZjPTQwħ 𝒫 ▾ ở 🦉 Create Version - cFolders 🛛 🗙				
Kenya Powe	Kenya Power					
Home						
	oration RFx 200000088 Resp 400000081 MOBIL OIL (KE 🗸	Create Version Navigation: Version Overview Current Path: Collaboration RFx 2000 > RFxResp 40000000 Version				
		To select the required file, choose <i>Browse</i> and then <i>Save</i> .				
Step	Action					
(1)	Click on browse.					

The below screen appears:

Choose File to Upload

Choose I	Choose File to Upload							
00-	Cocuments > My Documents > IT&T > + 4 Search IT&T							
Organize	▼ New folder 🔠 ▼ 🗍 🔞							
🔶 Favo	Arrange by: Folder							
	wnloads Name							
Cibra	cuments IT & T ITEMS - LIKONI.docx							
Pic	eos							
	puter ndows7_OS (C novo_Recover)							
	File name: All Files (*.*) Open Cancel 							
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

	(=) (a) http://sapsrmqas.kplc.local:8000/sap(bD11biZjPTQwA 🔎 - C) (a) Create Versi							
Kenya	Power SAP	PLM cFolders						
Home								
8 2		Create Version						
	Ilaboration RFx 200000088 FxResp 400000081 MOBIL OIL (KE 🗸	Navigation:Version OvenCurrent Path:Collaboration Version						
		To select the required file, ch						
		C:\Users\kpl16668\Documents						
		Save E 1 El						
		Save						
Step	Action							
(1)	Click Save							

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

Submit RFx Response

ubmit Read C	only Print Preview	Check Close Save	e Delete Export Imp	port					
	nber 4000000081 ïme 0 Days 00:03:01	RFx Number 2000 RFx Owner RF0			n Deadline 18.06.2015 1 x Response Version Nur			18.06.2015 17:51:0 sion Number Activ	
RFx Informa	tion Items	Notes and Attachme	ents Summary	Tracking					
 Notes 									[
Add a Clear									Filter Setting
Assigned To	Category		Text Prev	view					
 Attachments 									
Add Attachment			Create Qualification Pro	file					Filter Setting
									-
Assigned To	Category	Description		ersion Processo	or Checked Out	Туре	Size (KB)	Changed by	Changed on
Assigned To		Description			or Checked Out	Туре	Size (KB)	Changed by	-
Assigned To	Category	Description			or Checked Out	Туре	Size (KB)	Changed by	Changed on
Assigned To	Category does not contain any o	Description			or Checked Out	Туре	Size (KB)	Changed by	-
Assigned To	Category does not contain any o n Delete	Description			or Checked Out			Changed by	Changed on
Assigned To The table Collaboration Create Assign Collaboration	Category does not contain any o n Delete n Room	Description Jata			or Checked Out	Crea	led on	Changed by	Changed on
Assigned To The table Collaboration Create Assign Collaboration	Category does not contain any o n Delete	Description Jata			or Checked Out	Crea		Changed by	Changed on
Assigned To The table Collaboration Create Assign Collaboration	Category does not contain any o n Delete n Room	Description Jata			Or Checked Out	Crea	led on	Changed by	Changed on
Assigned To The table Collaboration Create Assign Collaboration	Category does not contain any o n Delete n Room	Description Jata			or Checked Out	Crea	led on	Changed by	Changed on
Assigned To The table Collaboration Create Assign Collaboration RFxResp 400	Category does not contain any of n Delete n Room 20000081 MOBIL OIL (1	Description Jata			or Checked Out	Crea	led on	Changed by	Changed on
Assigned To The table Collaboration Create Assign Collaboration	Category does not contain any o n Delete n Room	Description Jata			Or Checked Out	Crea	led on	Changed by	Changed on
Assigned To The table Collaboration Create Assign Collaboration RFxResp 400	Category does not contain any of n Delete n Room 20000081 MOBIL OIL (1	Description data			Or Checked Out	Crea	led on	Changed by	Changed on

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

() The second s	cate er C Yahoo	227 L	.ogon
	SAP NetW	eaver	
	System:	SQ1	
	Client: *	400	
	User: *	LEVER_OFRD	
	Password: *	•••••	
	Language:	English	~
		Accessibility	
		Log On -1	
	Change Password		
	SAP		Copyri

Step	Action
(1)	Click Log On Log On.

The below screen appears

4.2. Supplier's Portal – Responding to Purchase Order

SAP/ Bu	usiness (Client								L
	Đ	Ð	Ð	Ð	Ð	Ð	D	Ð	E	
Home	Employees	Qualifications	Company	Administration	Confirmations	Invoices and Credit Memos	Messages	Notifications from Purchaser	Purchase Orders	H1

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

🗲 🕞 🔄 https://sapsrmqas.kplc.local 8100/ 🔎 - 😵 Certificate er C 🏹 Yahoo									
SAP Business Client									
1									
Hor	me	Employees	Qualifications		Company	Administra	tion		
All	New	Changed	In Process	Cont	firmed	Partially Confirm	med		
 Find Qualifications Purchase Orders List of Purchase Orders 									
		Cideis			Print Do	ownload			
	New			ъ	Externa	I Reference No.	Numt		
	Change	d			300040	07457	3700		
	In Proce				300040	07458	3700		
	New				300040	07459	3700		
	In Proce				300040	07460	3700		
	Confirm				300040	7461	3700		
	-	Confirmed			300040	3000407461	3700		
	Rejecte Cancele				300040	07463	3700		
	Submitte				300040	07456	3700		
	To Po C	lorified			300040	7454	3700		
Step	Action								
(1)	Click o	on purchase or	der number						

The below screen appears:

4.2.2. Process Purchase Order

	🗲 🕞 ፳ https://sapsrmqas.kplc.local.8100/ 🔎 👻 Certificate er C 🛐 Yahoo								
SAP	SAP Business Client								
	ł		D	D					
Hom	Home		Qualifications	Company	Administration				
All	New	Changed	In Process	Confirmed	Partially Confirmed				
♥ Pur A N C Ir	lificat chase II lew change n Proce	Orders		Purchase O					
Step Ad	ction								
(1) Cl	ick 🔽	Process							

Once you click process the below screen appears:

Confirm All items screen for Purchase Order

Attps://sapsrmqas.kplc.local/8100/	🗸 🗴 Certificate er 🖒 🏹 Yahoo
SAP Business Client	
Home Employees Qualifications All New Changed In Process	Company Administration C Confirmed Partially Confirmed F
All In Process Sent Confirmations All In Process Completion Reported Approved Rejected Canceled Invoices and Credit Memos All	Number: Name: Date: Status: Follow-On Documents: Pollow-On Documents: Purchase Shipping I Order Response
In Process Document Sent Approved Rejected Create Invoice ▼ Notifications from Purchaser Goods Receipt - All Goods Receipt - New	Item Overview Confirm All Items Number 10
Step Action (1) Click	

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

(Certificate er C Yahoo									
SA	SAP Business Client									
1		D	D	D	E					
Ho	ome	Employees	Qualifications	Company	Administration					
All	New	Changed	In Process	Confirmed	Partially Confirmed					
				4 List of Durah	Diani					
	ind			 List of Purch 	ase Orders > Displ					
	ualificat urchase			Info: Your	changes have beer					
	All	Orders		Purchase C	Order: 3000407461					
	New			Create ASN	E 1 ay History					
	Change	ad .		Create						
	In Proce			Create	ation and Co					
	New									
	In Proce	200								
Step	Action									
(1)	Click C	create ASN . (Adv	ance Shipping No.	ote)						

Goods delivered to recipient for Purchase Order

	https://sapsrmqas.k	kplc.local 8100/ 🔎	▼ S Certificate er	C Y Yahoo		All	×		
SAP B	usiness C	lient							
i r	D	D	D	D		E	Γ		
Home	Employees	Qualifications	Company	Administration	Confirmations	Invoices and Cre	edit Memos Mes		
All New Changed In Process Confirmed Partially Confirmed Rejected Canceled									
▶ Find			List of Purchas	se Orders > Displa	ay Purchase Order >	Process ASN			
Purchase Orders Goods Delivered to Recipient Save Cancel Print Download									
New General Information									
	Changed Basic Data								
New	uess .								
In Pro	cess		Name:	000000014			Delive Shippi		
Confi	med		Date:		.06.2015	Me			
Partia	lly Confirmed		Status:		eated		Transi		
Rejec	ted			01	Calca		Bill of		
Cance	eled								
Subm									
	Clarified		Item Ov	erview					
	g Notifications		Select All	Deselect All Prop	oose Outstanding Q	uantities			
All In Pro	2293								
Sent			Number	Description	Product	Quantity	Unit of Meas		
	ations		10	MILD STEE	L BL 000000000	. 10	= 1		
All									
Step	Action								
(1)	Fill the qua	antity 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:

E https:	//sapsrmqas.kplc.local 8100/ 🔎 🗸	🛚 Certificate er 🖒 🏹 Yaho	00	All	×	_	-		
SAP Busi	ness Client								
Home E	Changed In Process	Company Administra		Invoices and Credit Memos	Messages Notifica	tions from Purchaser	Purchase Order		
▶ Find	•	List of Purchase Orders > D	isplay Purchase Order	> Process ASN					
✓ Qualification		Display ASN: 5000000014							
Purchase Or All	ders	Goods Delivered to Reci	pient 🔚 Save 🗙 Can	cel Download					
New									
Changed		Delivery Information							
In Process New		Basic Data	500000014	Delivery Information Delivery Date (Expected	18.05.2015	15:00			
In Process		Name:	000000014		Shipping Date:		15:00		
Confirmed		Date: 18.06.2015			Means of Transport:		✓		
Partially Co	nfirmed	Status:	Created		Transport ID Code:	kpl 203	×		
Rejected Canceled					Bill of Lading:	d10098			
Submitted						Bill of Lading			
To Be Clari	fied	Item Overview							
Shipping Not	ifications		Propose Outstanding O	wantities					
Step	Action								
(1)	Fill the mean	s of transport	field.						
(2)	Fill the mean	s of transport	ID code (eg	g truck numbe	er)				
(3)	Fill the bill o	f lading field.	(insert deli	very note nun	nber)				

Then click Goods delivered to recipient as shown below:

🗲 🕞 🔄 https://sapsrmqas.kplc.local 8100/ 🔎 🔹 Certificate er 🖒 🍸 Yahoo									
SAP Business Client									
		E	D	E	D	Ĩ			
Hor	me	Employees	Qualifications	company	Administration	Confi			
All	New Changed In Process		Confirmed	Partially Confirmed	Reje				
⊽ Pu	alificat	e Orders		Display ASN		Sav			
Step	Action	l							
(1)	Click g	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 Lighting	Power & Co. Ltd								
(Back Forward) History Favorites Persona	alize View	Help								Welcome: DE
Administration Confirmations Invoices a	and Credit Me	emos Messages No	tification from Purchaser	Purchase Orders	Scheduling Agreement Releases	Shipping Notifications	RFx and Auctions	HOME		
All New Changed In Process Confi	inned De	rtially Confirmed Rejected	Canceled by Customer							
Purchase Orders > All	enica ro	a baily committee Rejected	California by Customer						F	ull Screen 0
▶ Find	▲ List o	of Purchase Orders								
Purchase Orders	List	of Purchase Orders								
 Shipping Notifications Confirmations 	-≙ Pr	rint Download								
Confirmations Invoices and Credit Memos	°6 6	External Reference No.	Number	N	lame	Date	Total	√alue	Status	
Notifications from Purchaser		3000396117	300000090	P	0	11.05.2015		20.000,00 KSH	Confirmed	
Scheduling Agreement Releases		3000396116	300000086	P	0	11.05.2015	1.	000.000,00 KSH	Confirmed	
Messages		3000396115	300000085	P	0	11.05.2015		12.500,00 KSH	New	
D Messages		3000396113	300000083	P	0	11.05.2015		20.000,00 KSH	Rejected	
 Administration Administration 		3000396112	300000082	F	0	11.05.2015		20.000,00 KSH	Confirmed	1
Administration	Dese	lect table row	300000081	F	0	11.05.2015		20.000,00 KSH	New	
		3000396110	300000080	F	0	11.05.2015		500,00 KSH	New	
		3000396109	300000079	F	0	04.05.2015		12.500,00 KSH	Confirmed	
		3000396108	300000078	F	0	04.05.2015		12.500,00 KSH	Confirmed	
		3000396107	300000077	F	0	04.05.2015		20.000,00 KSH	Confirmed	
		3000396106	300000076	F	0	04.05.2015		3.000,00 KSH	Confirmed	
		3000396104	300000075	F	0	03.05.2015		1.000,00 KSH	Confirmed	
		3000396103	300000074	P	0	03.05.2015		20.000,00 KSH	Confirmed	
		3000396102	300000073	P	0	02.05.2015		600,00 KSH	Confirmed	
	1	3000396101	300000072	F	0	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	Kenya Power &									
<back favorites="" forward="" help<="" history="" personalize="" td="" view="" →=""></back>										
Administration Confirmations Invoices	and Credit Memos Messages Notification from Purchaser Purchase Orders Scheduling Agreement Releases Shipping Notifications RFx and Auctions I	HOME								
All Approved Create Invoice Document	nt Sent In Process Rejected									
Invoices and Credit Memos > Create Invoice										
 Find Purchase Orders Shipping Notifications Confirmations Invoices and Credit Memos Notifications from Purchaser Scheduling Agreement Releases Messages Administration Administration 	Create Invoice 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.

Kenya Power	nya Power & hting Co. Ltd	A	23							Log
	View Help	59 5 0								Welcome: DEALER
Administration Confirmations Invoices and Confirmations All New Changed In Process Confirme				chase Orders Scheduli	ng Agreement Releases	Shipping No	RFx and Auction	ns HOME		
Full Screen Options										
h Durahana Ondara	Goods Receipt: 60000	100040 Invoice Display Docu	ment Flow	Print	ioods Receipt					0
	Item Overview									
	Number	Product		Description	Purchase Ord	ler No	Purchase Order Item	Quantity Ordere	he	Goods Receipt Quantity
	1	0000000000	00103711	BEND NORMAL PVC 9		396112	10	10,000		10,000 Piece
Partner Information										
	Partner		Name		House Number	PostCode	City	Telephone	Fax	E-mail
	Sold-to Party	103	KPLC company	Parksland		23451	Nairobi	+254-74658940		an.alex.abraham

The below screen appears

Click on 'Accept' to accept the Goods Receipt.

Kenya Power & Lighting Co. Ltd												
Back Forward ⊬ History Favorites Personalize View Help												
Confirmations	d Credit Memos Messa	ges Notification from Rejected Canceled b		chase Orders	Scheduling Agr	eement Releases	Shipping No	otifications	*x and Auctions	HOME		
rchase Orders > All												
 Find Purchase Orders Shipping Notifications Confirmations Invoices and Credit Memos 	List of Purchase Orde Goods Receipt: 600 Accept Create General Inform	0000040 e Invoice Display Do			Display Goods	Receipt						
Notifications from Purchaser												_
Scheduling Agreement Releases	Basic Data											
Messages	Number:	6000	000040									
D Messages												
Administration Administration	Name:	GR										
Administration	Date:	11.0	5.2015									
	Status:	New										
	Item Overview											
	Number	Product		Description		Purchase Orde		Purchase Ord		Quantity Or		G
	1	0000000	0000103711	BEND NORM	AL PVC 90MM	30003	96112	1	0	10,0	00 Piece	
	Partner Information											
	Partner	Number	Name	Street	House	se Number	PostCode	City		Telephone	Fax	
	Sold-to Party	103	KPLC company	Parksland			23451	Nairobi		+254-74658940)	

The below screen appears:

Click 'Create Invoice' button to create Invoice.

Fill the required data such as invoice number and date

Kenya Power & Lighting Co. Ltd									
ABack Forward + History Fevorites Personalize View Help									
Administration Confirmations Invoices and C All New Changed In Process Confirmed Purchase Orders > All		Canceled by Customer	Purchase Orders	Scheduling Agreement Releases	Shipping Notifications	RFx and Auctions H	HOME		
		Document Read Product 0000000000103711 Name KPLC compa	Street	Purchase Orde AL PVC 90MM 300039 House Number		10 Teleph	antity Ordered 10,000 Piece hone Fax 74658940	Goods R 1	

Click 'Send' to complete Invoice Creation

Kenya Power	hting Co. Ltd	3								
HBack Forward > History Favorites Personalize View Help Webb										
Administration Confirmations Invoices and Credit Memos Messages Notification from Purchaser Purchase Orders Scheduling Agreement Releases Shipping Notifications RFx and Auctions HOME										
All New Changed In Process Confirmed Partially Confirmed Rejected Canceled by Customer Purchase Orders > All Full Screet										
P Pind List of Purchase Urders > Lisplay Purchase Urder > Lisplay Locument Plow > Lisplay Goods Receipt > Process Invoice P Purchase Orders Process Invoice Process Invoice P Shipping Notifications See Cancel Update Prices Print Download D Confirmations Concel Memos P Notifications from Purchaser Communication and Collaboration D Scheduling Agreement Releases Message to Purchaser										
									 ▷ Messages ▷ Messages ▷ Administration ▷ Administration 	
				ttachments						
				ØAdd Attachment I No Attachments Availab	le					
	General Information									
	Basic Data				Terms of Payme	nt				
	Number:	200000030			Payment in Days	Discount in %				
	Name:	GR			0	0.000				
	Date:	11.05.2015								
	External Reference No.:	3000396112			0	0,000				
	Status:	In Process			n					

Once you click send the below screen appears

Check for success message.

Kenya Power	enya Power &	l)									
eBack Forward > History Favorites Personalize View Help											
Administration Confirmations Invoices and Credit Memos Messages Notification from Purchase Orders Scheduling Agreement Releases Shipping Notifications RFX and Auctions HOME											
Purchase Orders > All											
Furchase orders > Ail											
 ▷ Find ▷ Purchase Orders ▷ Shipping Notifications ▷ Confirmations ▷ Invoices and Credit Memos ▷ Notifications from Purchaser ▷ Scheduling Agreement Releases ▷ Messages ▷ Messages ▷ Administration ▷ Administration 	 Purchase Orders Purchase Orders Info: Your changes have been adopted successfully Confirmations Display Invoice: 2000000030 Invoices and Credit Memos Set Status [Copy] Create Credit Memo] Display Document Flow Print Download Messages Messages Scheduling Agreement Releases General Information 										
	Basic Data				Terms of Payment						
	Number:	200000030			Payment in Days	Discount in %					
	Name:	GR			0	0,000					
	Date:	11.05.2015			0	000,0					
	External Reference No.:	3000396112			0						
	Status:	Document Sent									
	Status (New):	Accepted by Customer	•								
	Unplanned Delivery Costs:		0,00 KSH								

Your invoice now is submitted for payment processing