
KPLC – SUPPLIER RELATIONSHIP MANAGEMENT



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



SRM – VENDOR REGISTRATION, RFx 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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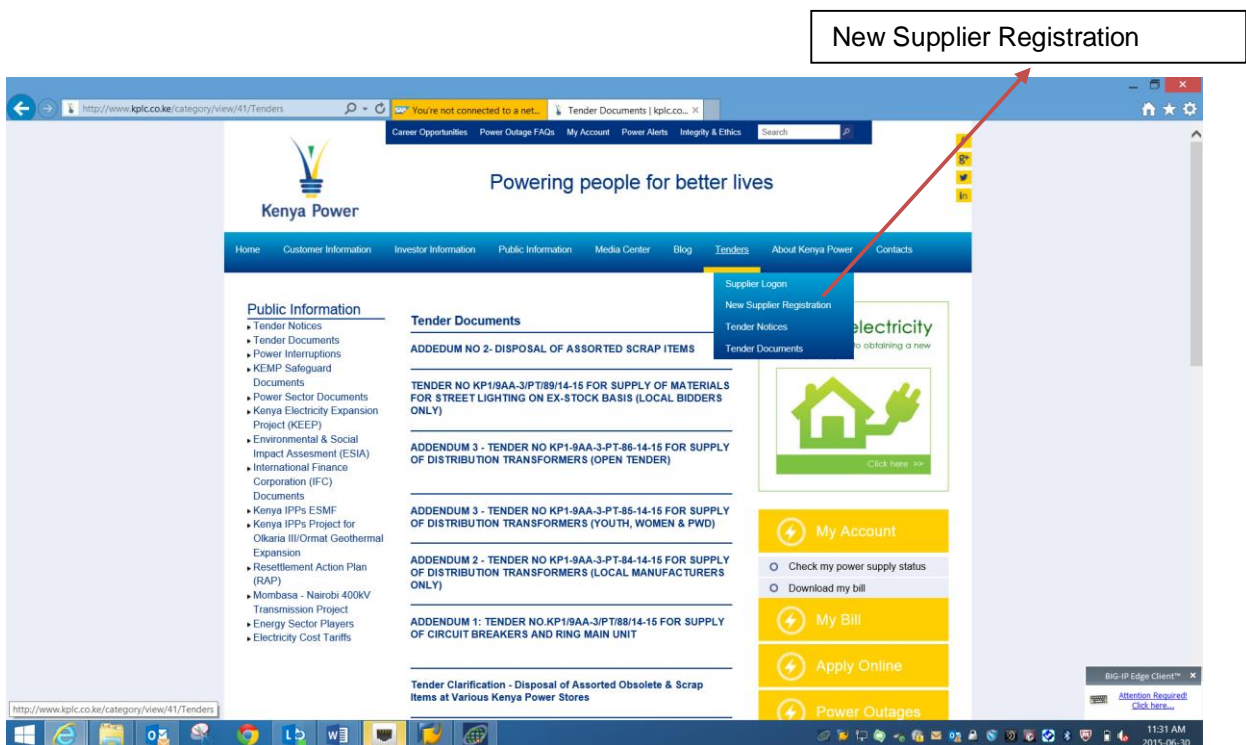
1. Registration – New Vendors

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

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.



Welcome to the Supplier Registration Page

Here, the company can provide instructions or general information that is displayed to suppliers when they are filling out the registration.

* Fields marked with an asterisk are mandatory

General Company Information

Company Name:*	<input type="text"/>
Region(Business Area):	<input type="text"/>
D-U-N-S Number:	<input type="text"/>
Language:*	<input type="text" value="English"/>
Homepage:	<input type="text"/>
Tax Jurisdiction Code:	<input type="text"/>
Currency:	<input type="text"/>

Address

Country:*	<input type="text"/>
Region:	<input type="text"/>
District:	<input type="text"/>
City:*/ Postal Code:*	<input type="text"/>
Company Postal Code:	<input type="text"/>
House Number: / Street:	<input type="text"/>
Building: / Floor: / Room:	<input type="text"/>

PO Box Address

PO Box:	<input type="text"/>
<input type="checkbox"/> PO Box Without Number	
Other City: / Postal Code:	<input type="text"/>
Other Country:	<input type="text"/>

Communication

Phone Number:*/ Extension:	<input type="text"/>
Fax Number: / Extension:	<input type="text"/>
E-Mail:*	<input type="text"/>

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

Contact Details

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

Product Categories

No product categories selected

Data Privacy Statement

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

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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:

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

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=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

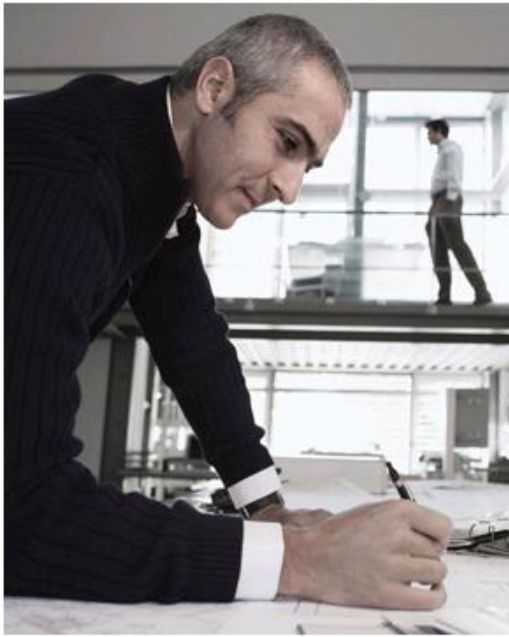
You will receive your password for registration in a separate e-mail.

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:
!3c+\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](#)

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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 Administrator Account

User:*	Admin	<input type="checkbox"/>
Password:*	*****	<input type="checkbox"/>
Confirm Password:*	*****	<input type="checkbox"/>

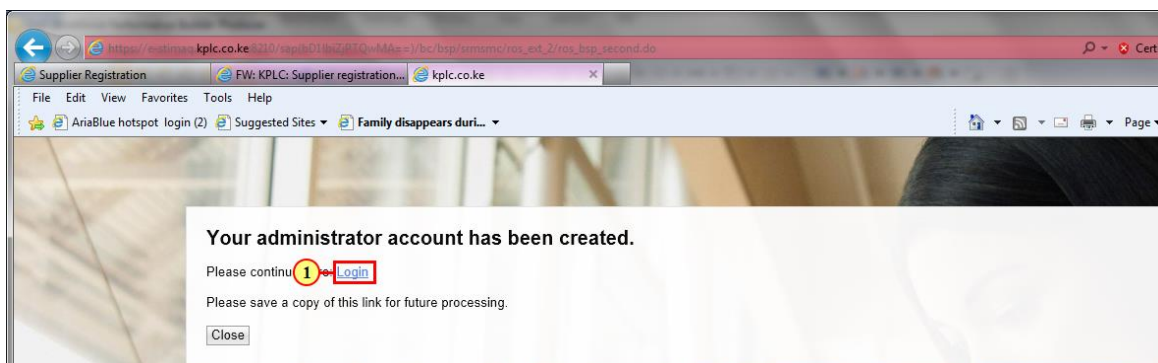
Formats and Settings

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

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.



SAP NetWeaver

User: *

Password: *

Language: ▼

Accessibility

[Change Password](#)

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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.

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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

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

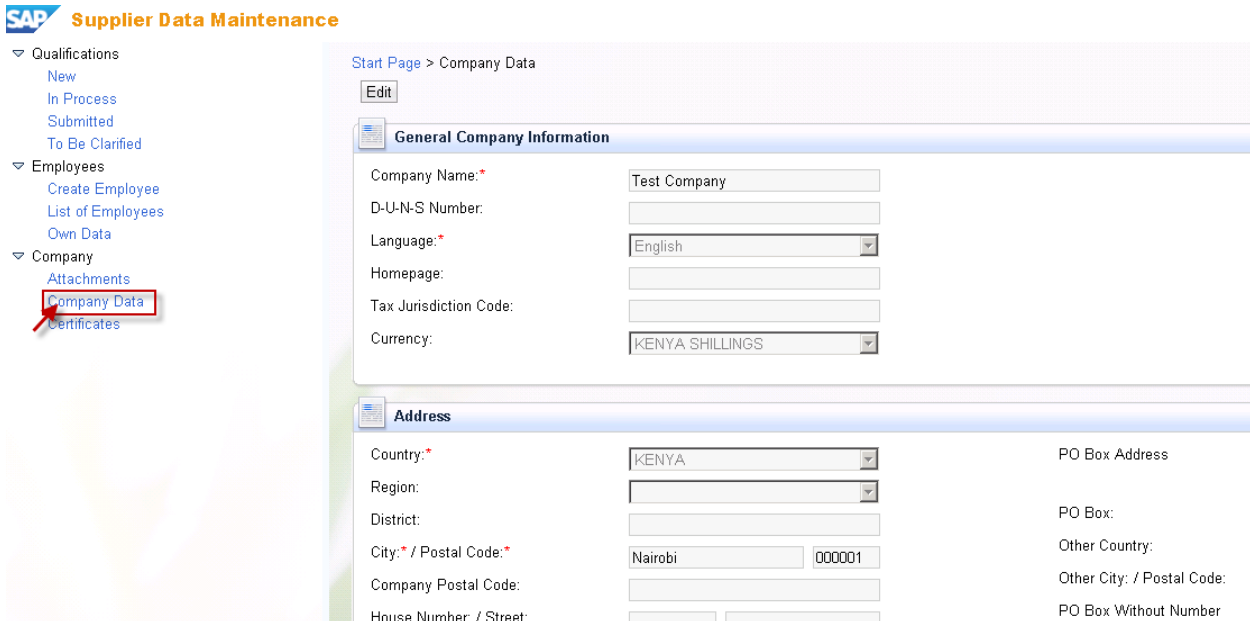
User:	ADMIN
Password:	
Confirm Password:	
Date Format:	DD.MM.YYYY
Decimal Format:	1.234.567,89
Time Zone:	

SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

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

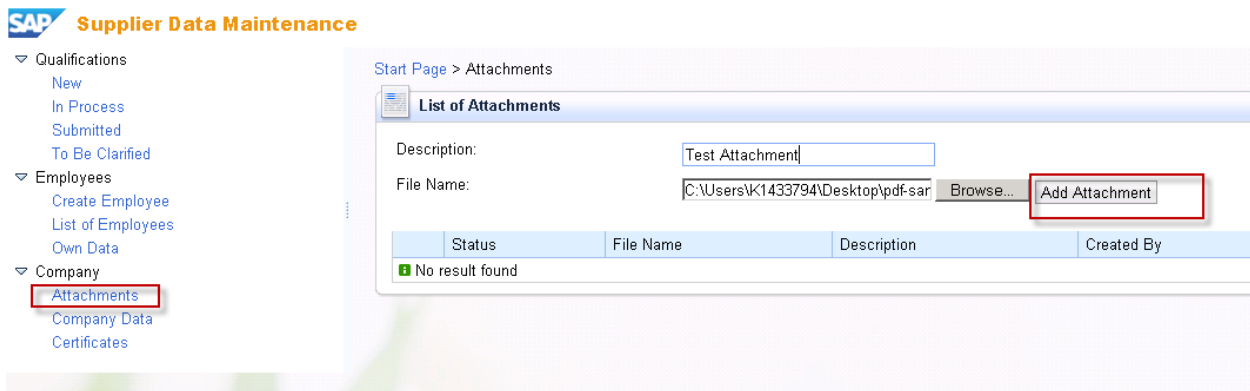
Click on Company data in the left

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



The screenshot shows the SAP Supplier Data Maintenance interface. On the left, a navigation menu includes 'Qualifications', 'Employees', and 'Company'. Under 'Company', 'Attachments' and 'Company Data' are highlighted with red boxes. The main content area is titled 'Start Page > Company Data' and features an 'Edit' button. Below this, there are 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, House Number / Street, 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 Attachments. On the left, the navigation menu includes 'Qualifications', 'Employees', and 'Company'. Under 'Company', 'Attachments' is highlighted with a red box. The main content area is titled 'Start Page > Attachments' and features a 'List of Attachments' section. This section includes a 'Description' field (Test Attachment) and a 'File Name' field (C:\Users\K1433794\Desktop\pdf-sar) with a 'Browse...' button and an 'Add Attachment' button highlighted with a red box. Below the form is a table with columns for Status, File Name, Description, and Created By. The table currently shows '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/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.

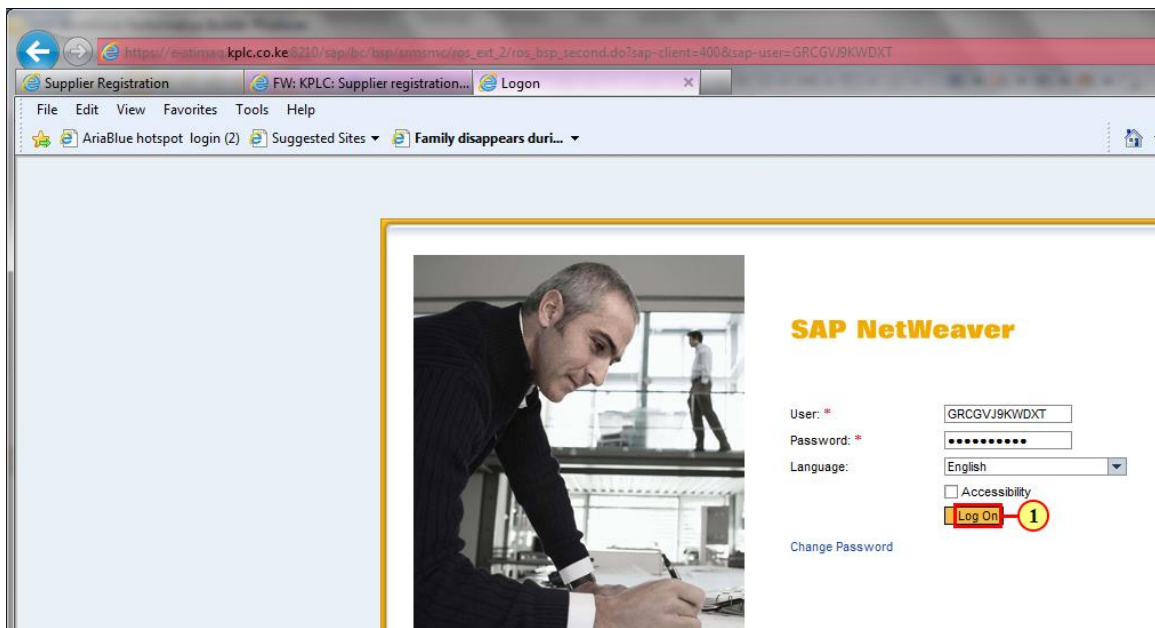
2. Second email contains password. For example mail like below is triggered from KPLC SRM system to supplier contact person.

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}IGJ(%**

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	<input type="checkbox"/>
Password:*	*****	<input type="checkbox"/>
Confirm Password:*	*****	<input type="checkbox"/>

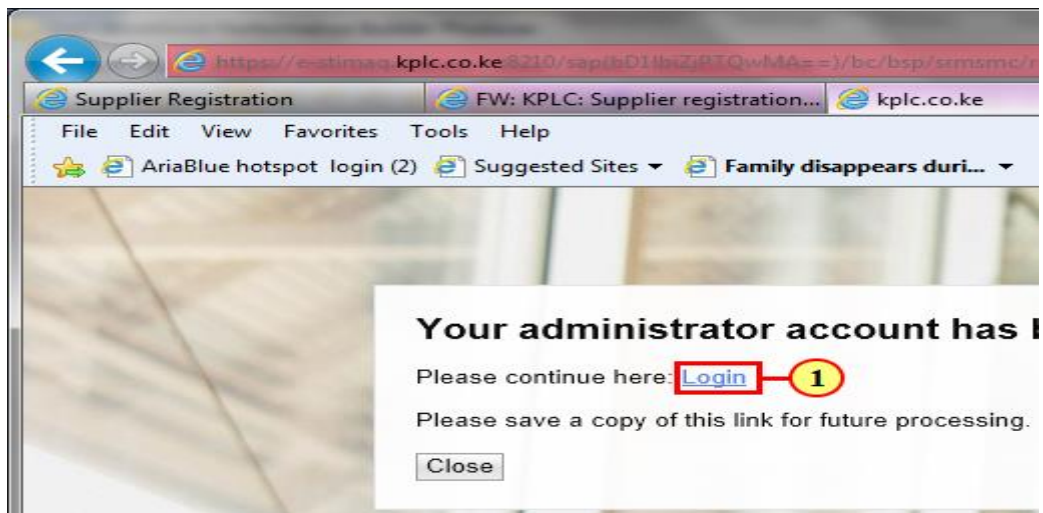
Formats and Settings

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

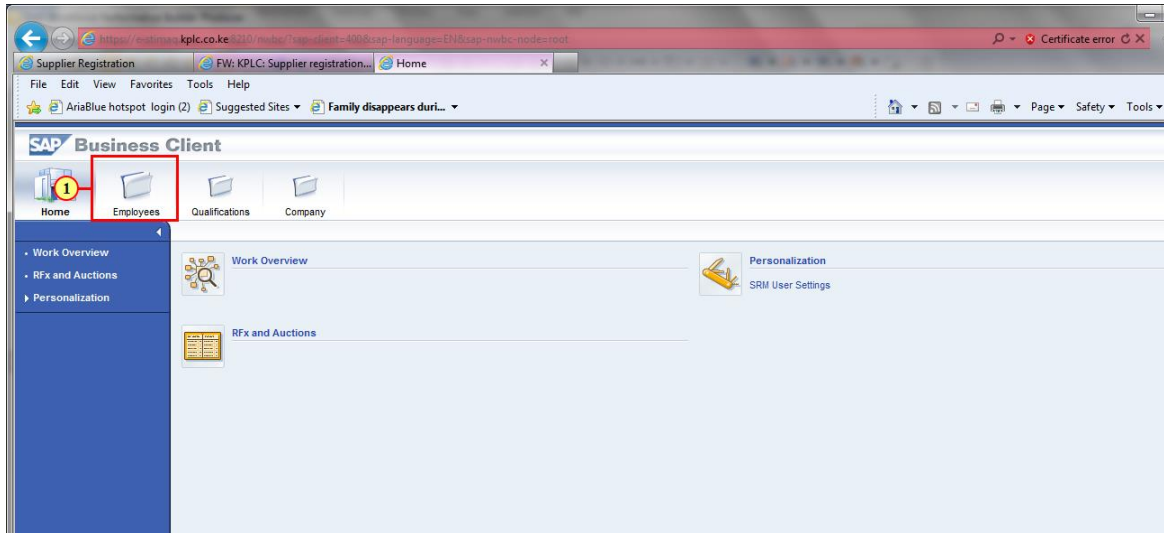
Once you click create the below screen appears

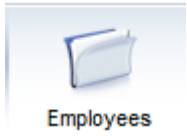


Step	Action
(1)	Click Login Login .

The screen below appears

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Step	Action
(1)	Click Employees 

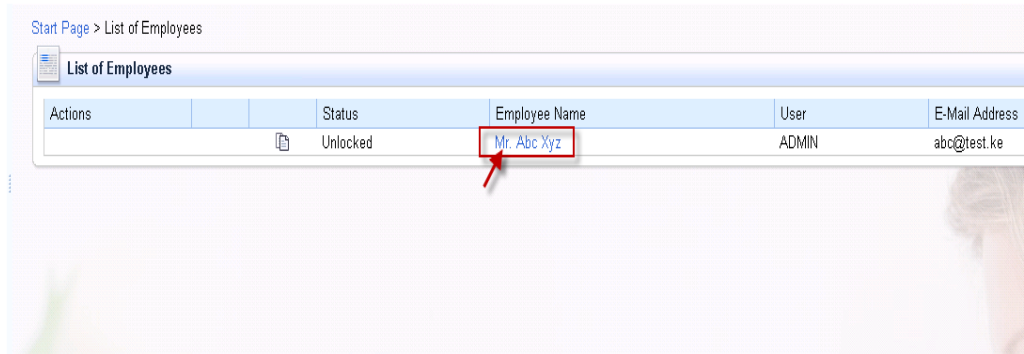
The screen below appears

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



SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

[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"/>

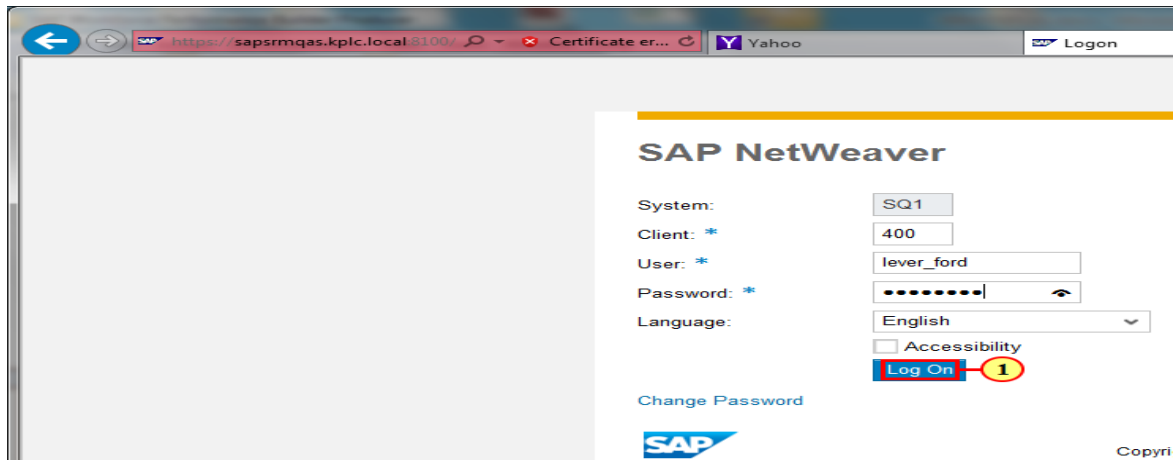
User Details

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

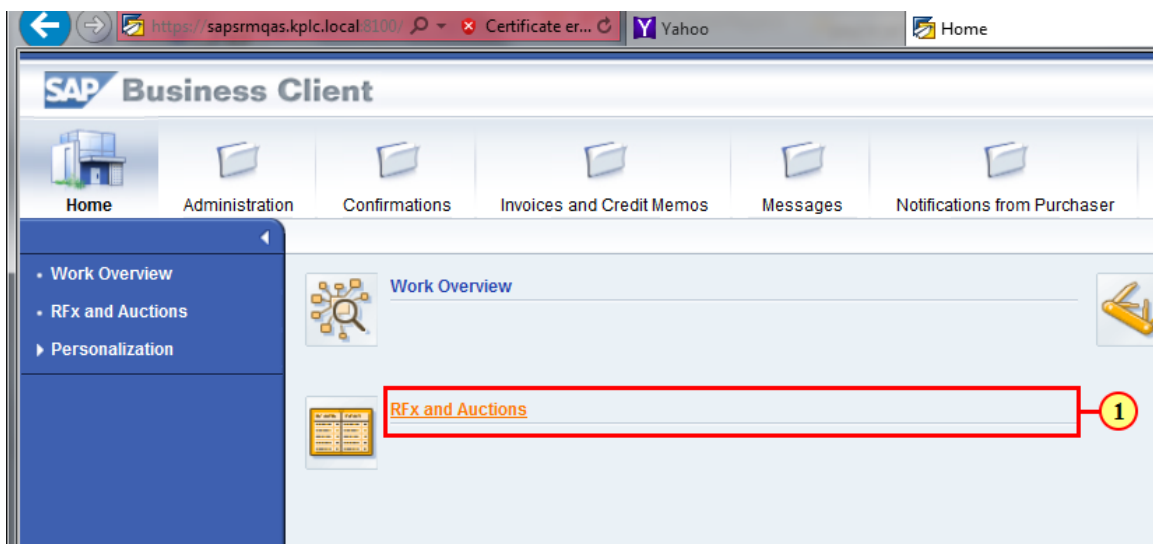
3.1. Supplier’s Portal - Login



Step	Action
(1)	Click Log On Log On .

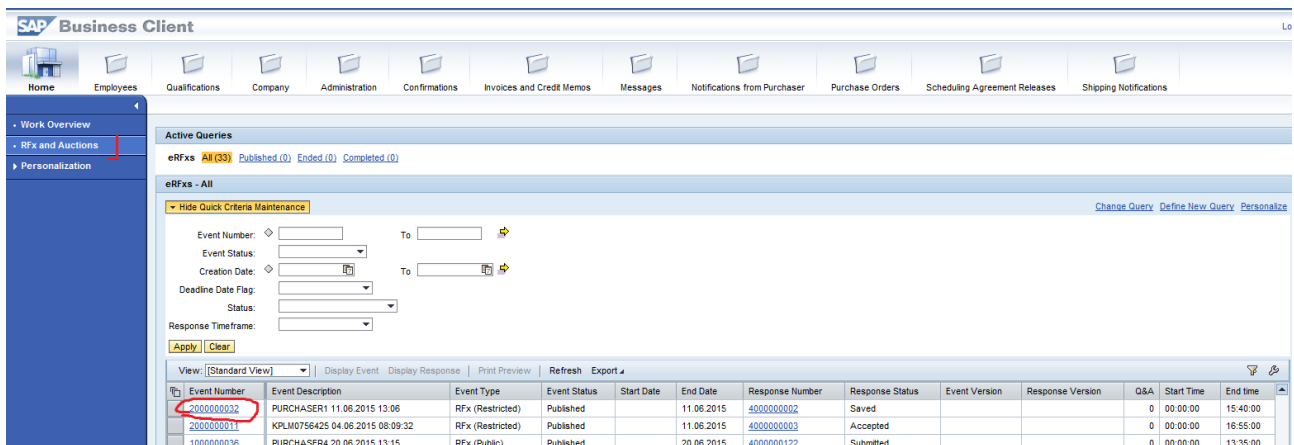
Once you click “Log On” the below screen appears:

3.2. Supplier’s Portal – Responding to RFX



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

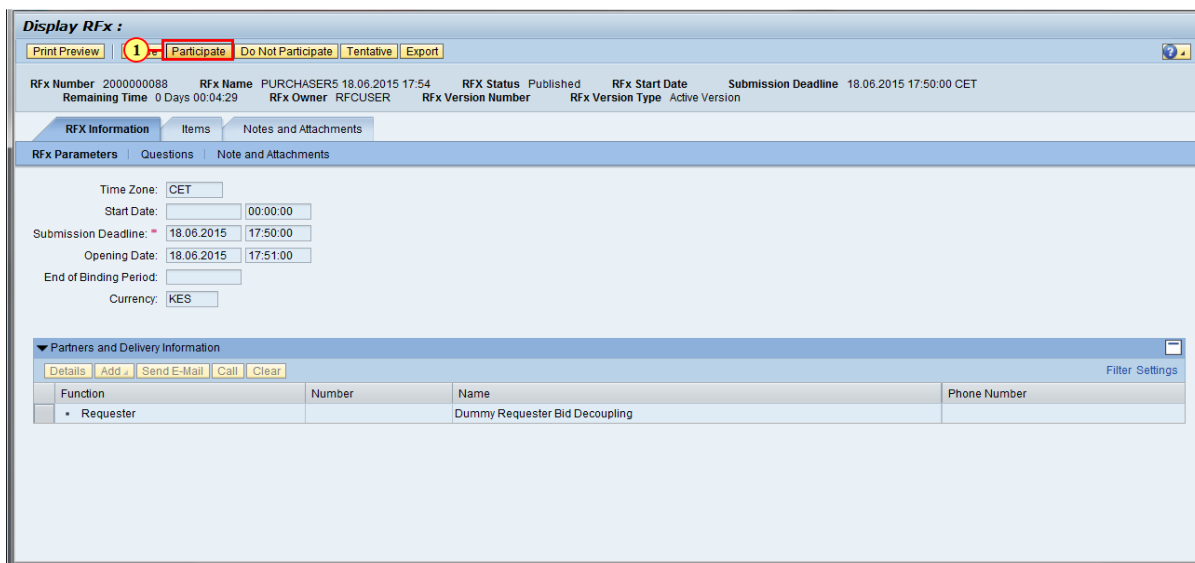
3.2.1. Display RFx



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

The below screen appears as shown below:

3.2.2. Display RFx - Participate screen

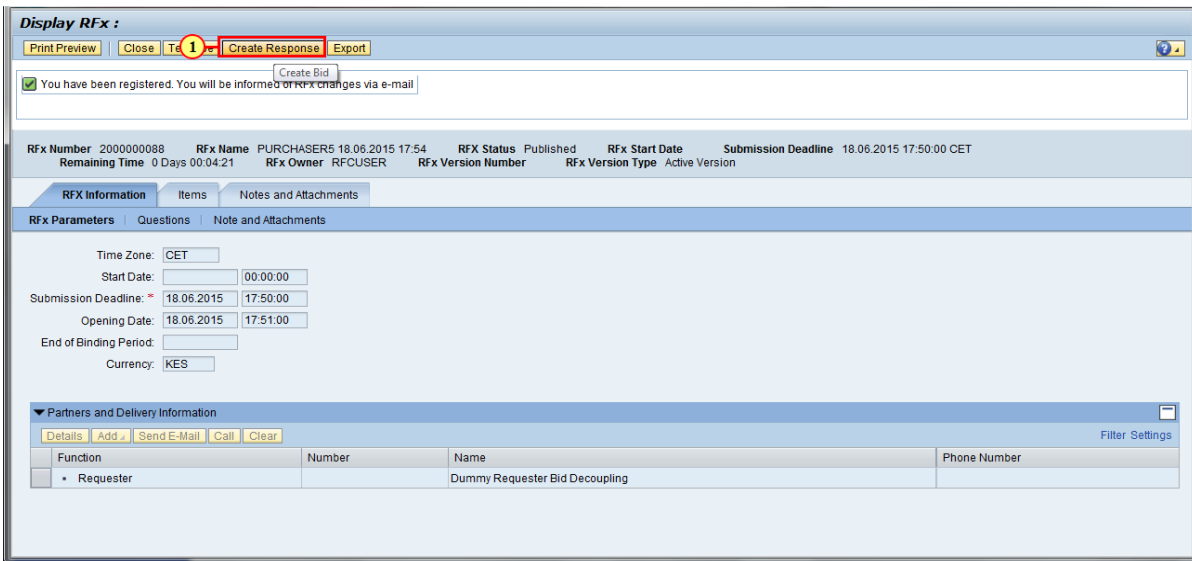


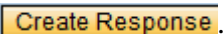
Step	Action
(1)	Click Participate Participate .

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

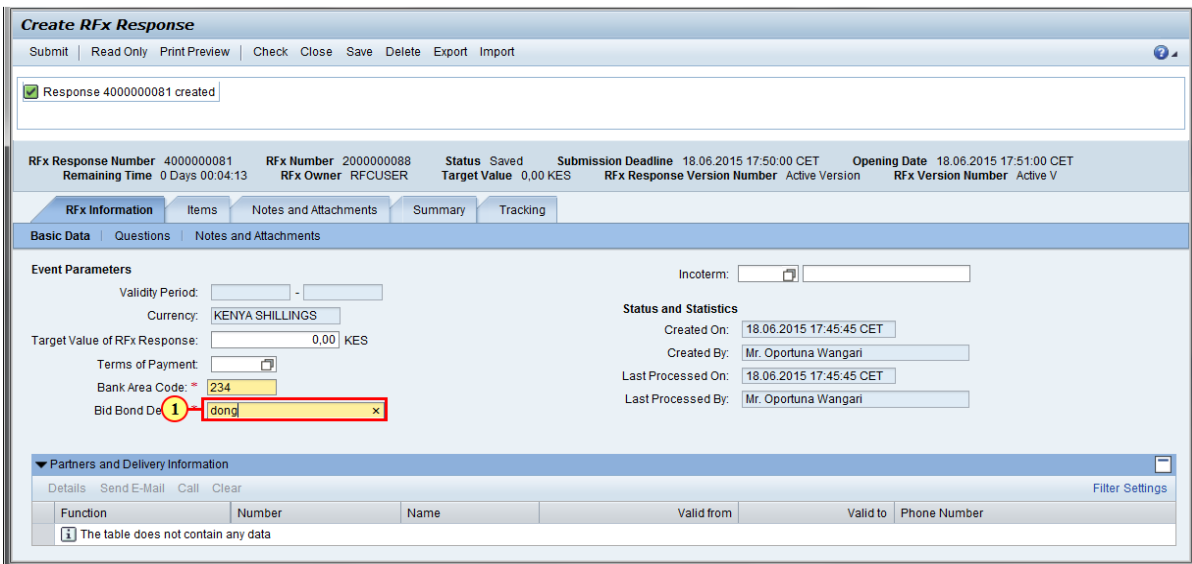
The below screen appears:

3.2.3. Display RFx - Create Response screen

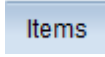


Step	Action
(1)	Click Create Response 

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**  tab selects it and the screen below appears.

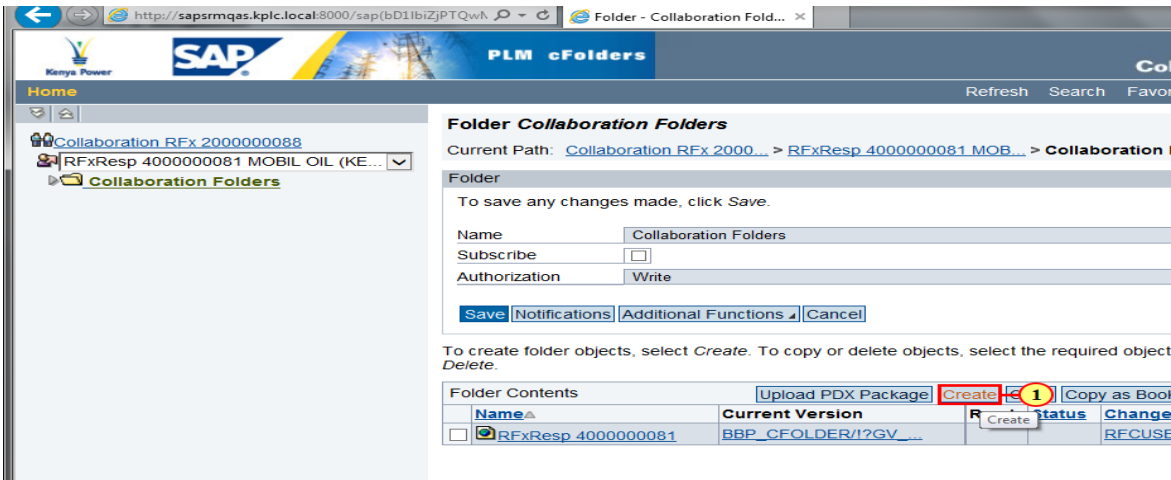
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Step	Action
(1)	Click RFxResp 4000000081 MOBIL OIL (KENYA) LTD.

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

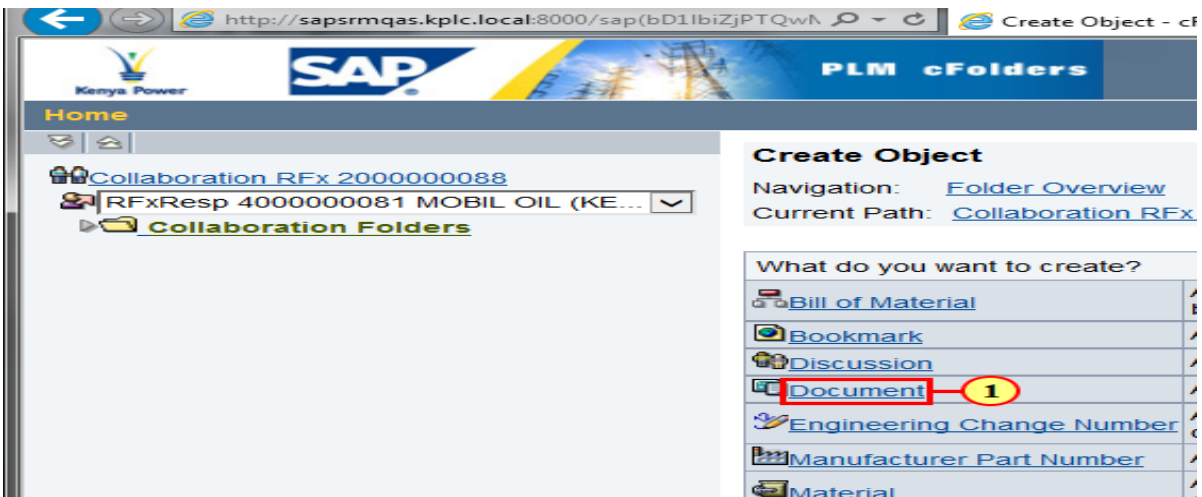
3.3. Collaboration Folders - cFolders



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

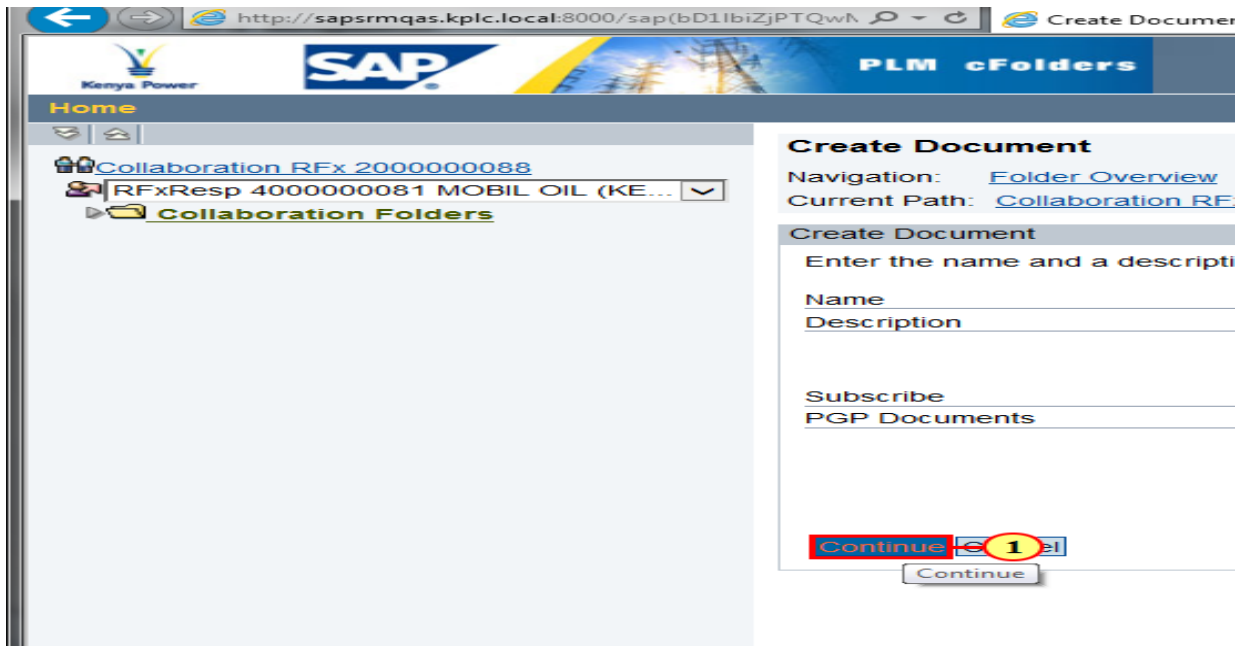
Below screen appears. Click on document

3.3.1. Create Object - cFolders



Step	Action
(1)	Click Document Document .

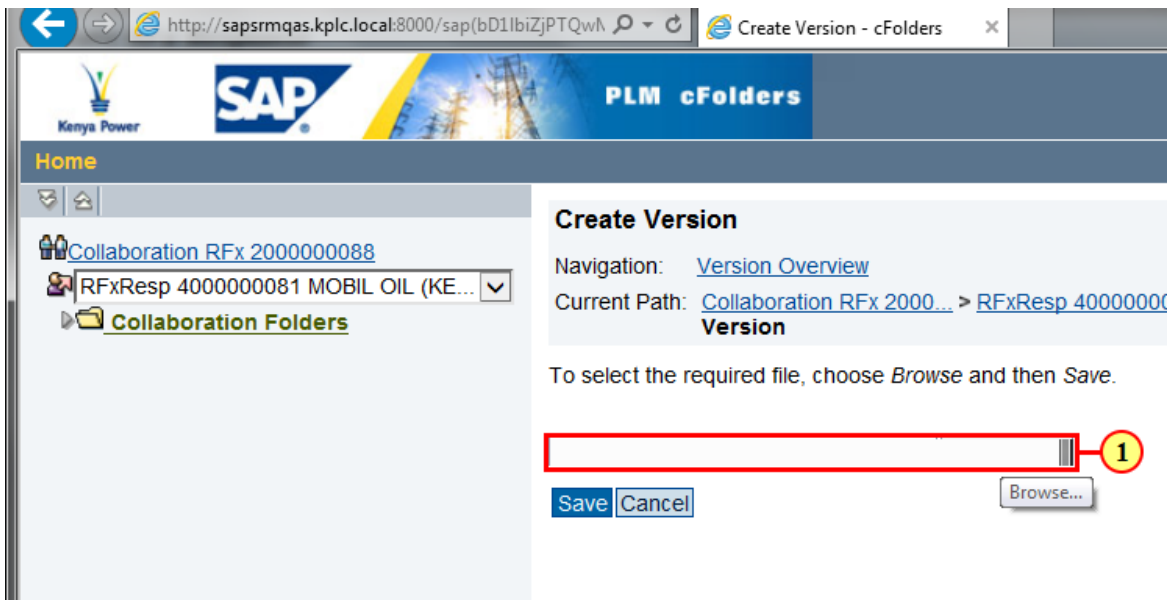
3.3.2. Create Document – cFolders



Step	Action
(1)	Click Continue Continue

Once you click continue the below screen appears:

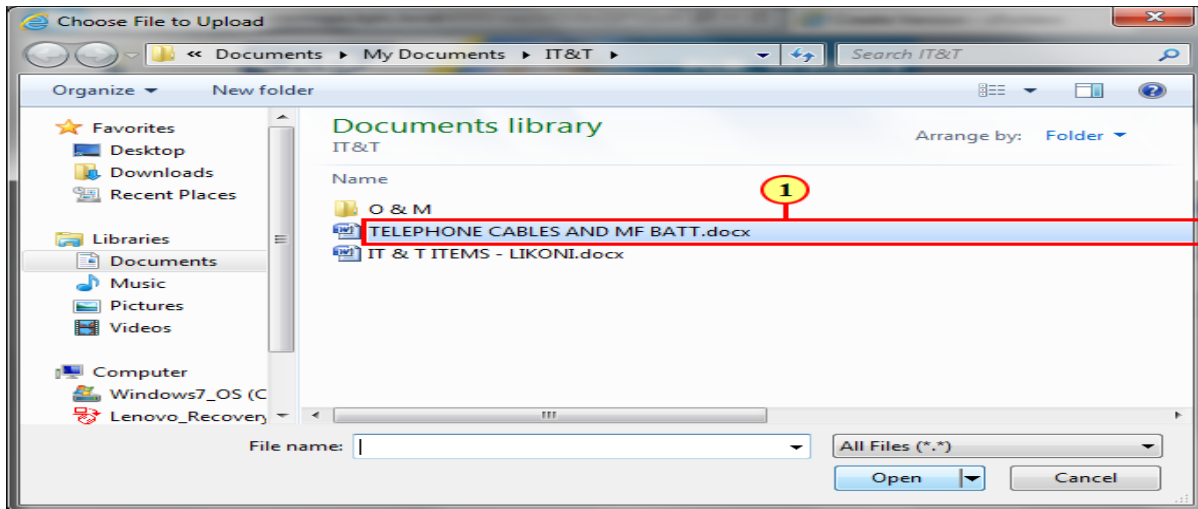
3.3.3. Create Version - cFolders




Step	Action
(1)	Click on browse.

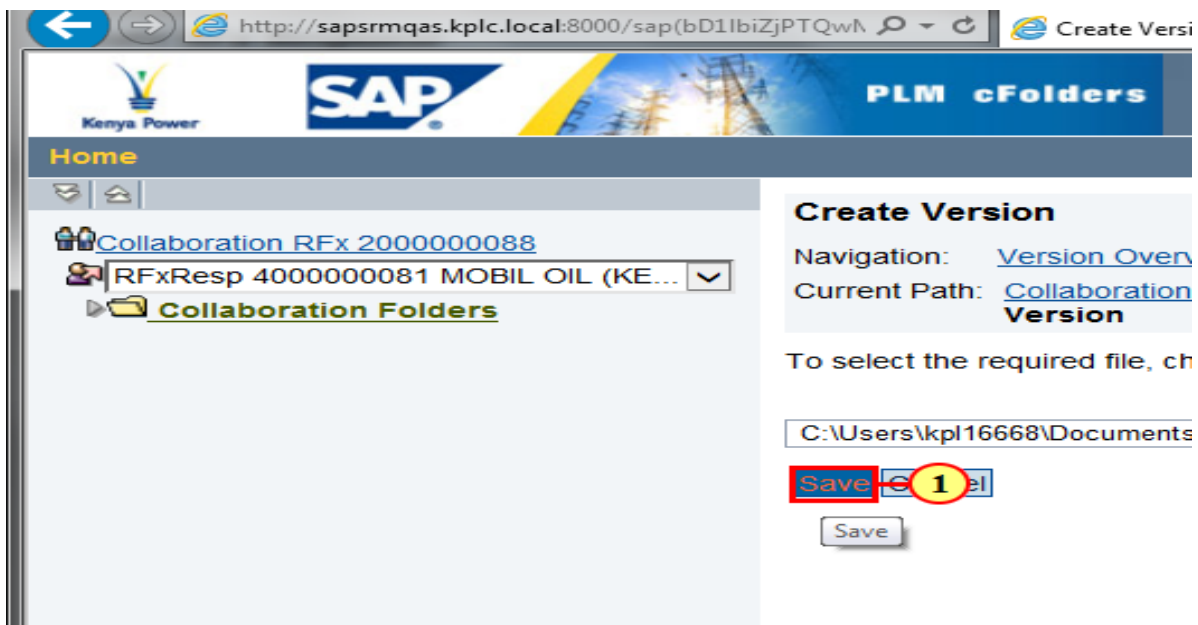
The below screen appears:

Choose File to Upload




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

Click on save and logout from the cFolder

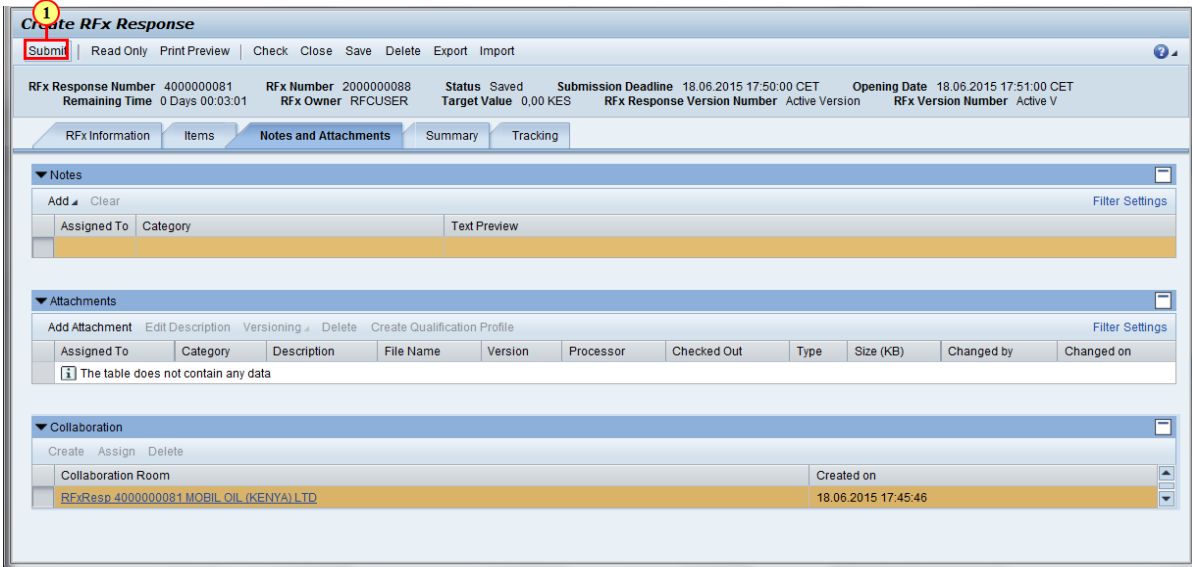


Step	Action
(1)	Click Save

SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

Step	Action
(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

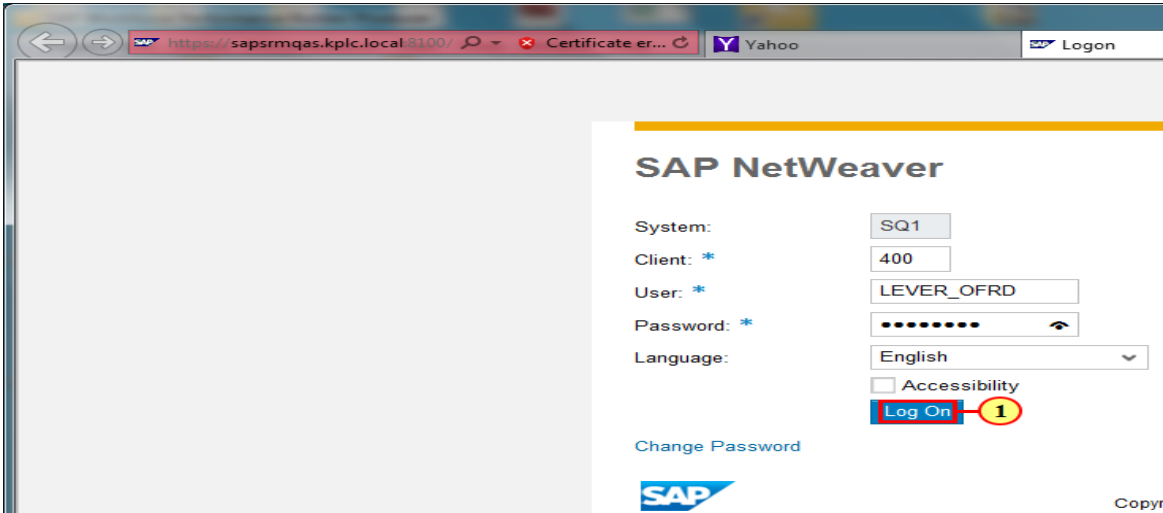
Collaboration Room	Created on
RFxResp_4000000081_MOBIL_OIL_(KENYA)_LTD	18.06.2015 17:45:46

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

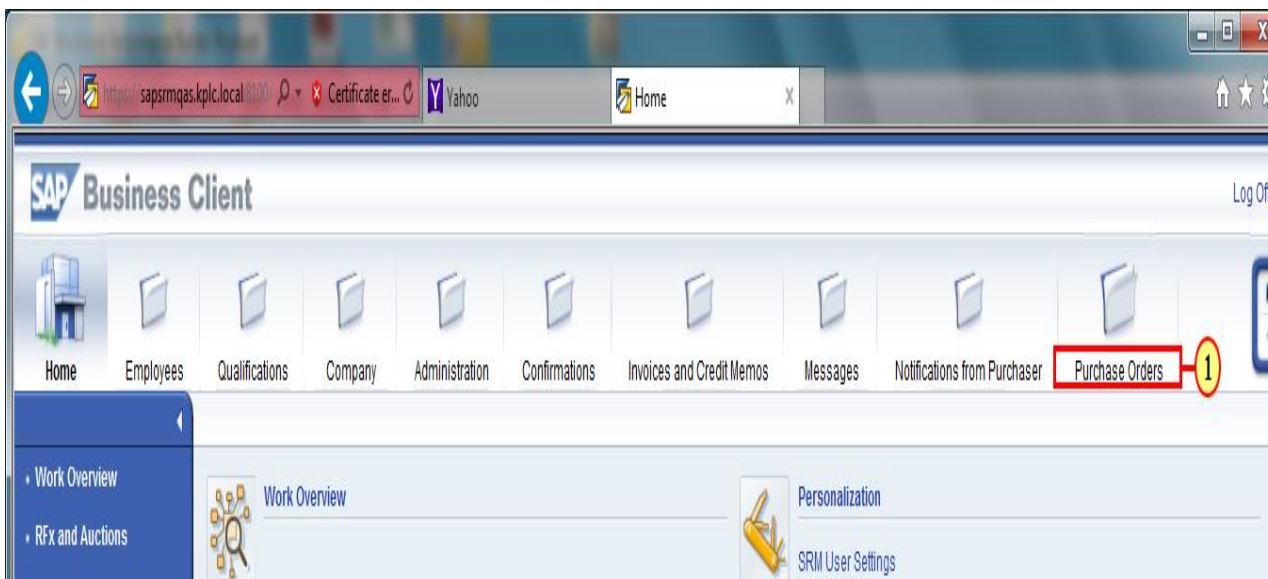
4.1. Supplier’s Portal – Login



Step	Action
(1)	Click Log On Log On .

The below screen appears

4.2. Supplier’s Portal – Responding to Purchase Order



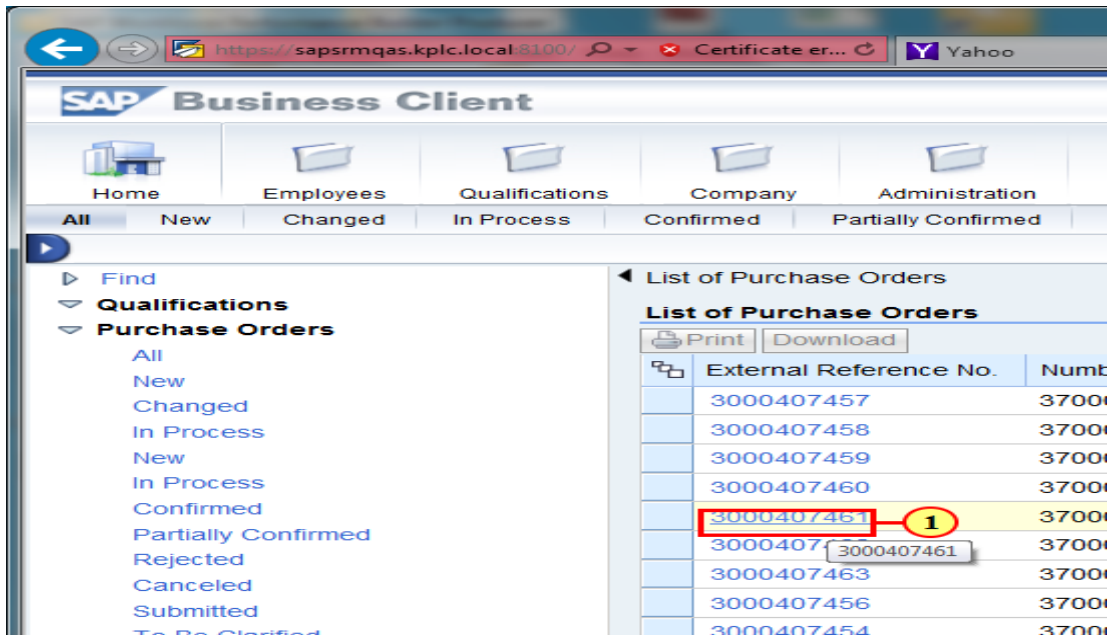
SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

Step	Action
(1)	Click Purchase Orders tab.

The below screen appears:

4.2.1. List of Purchase Orders

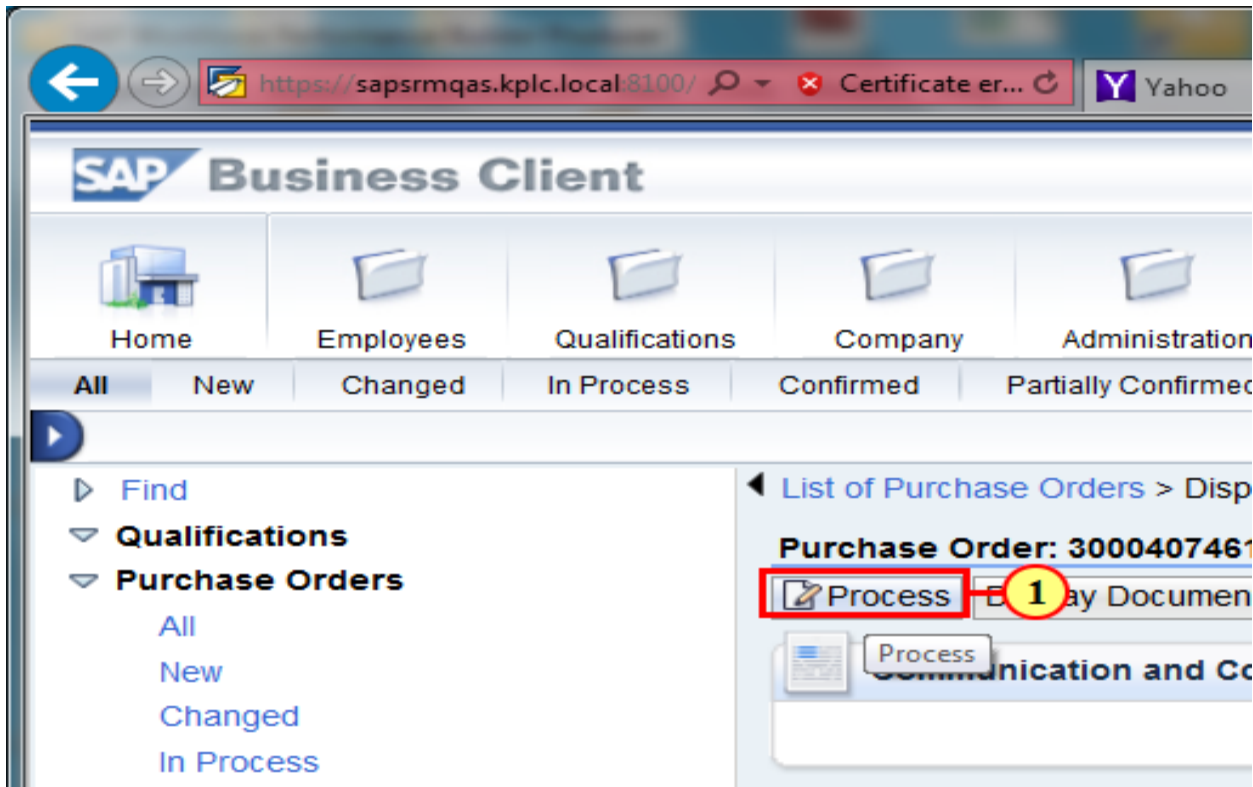
Check the purchase order whose status is **NEW** in the List of Purchase Orders as shown below




Step	Action
(1)	Click on purchase order number

The below screen appears:

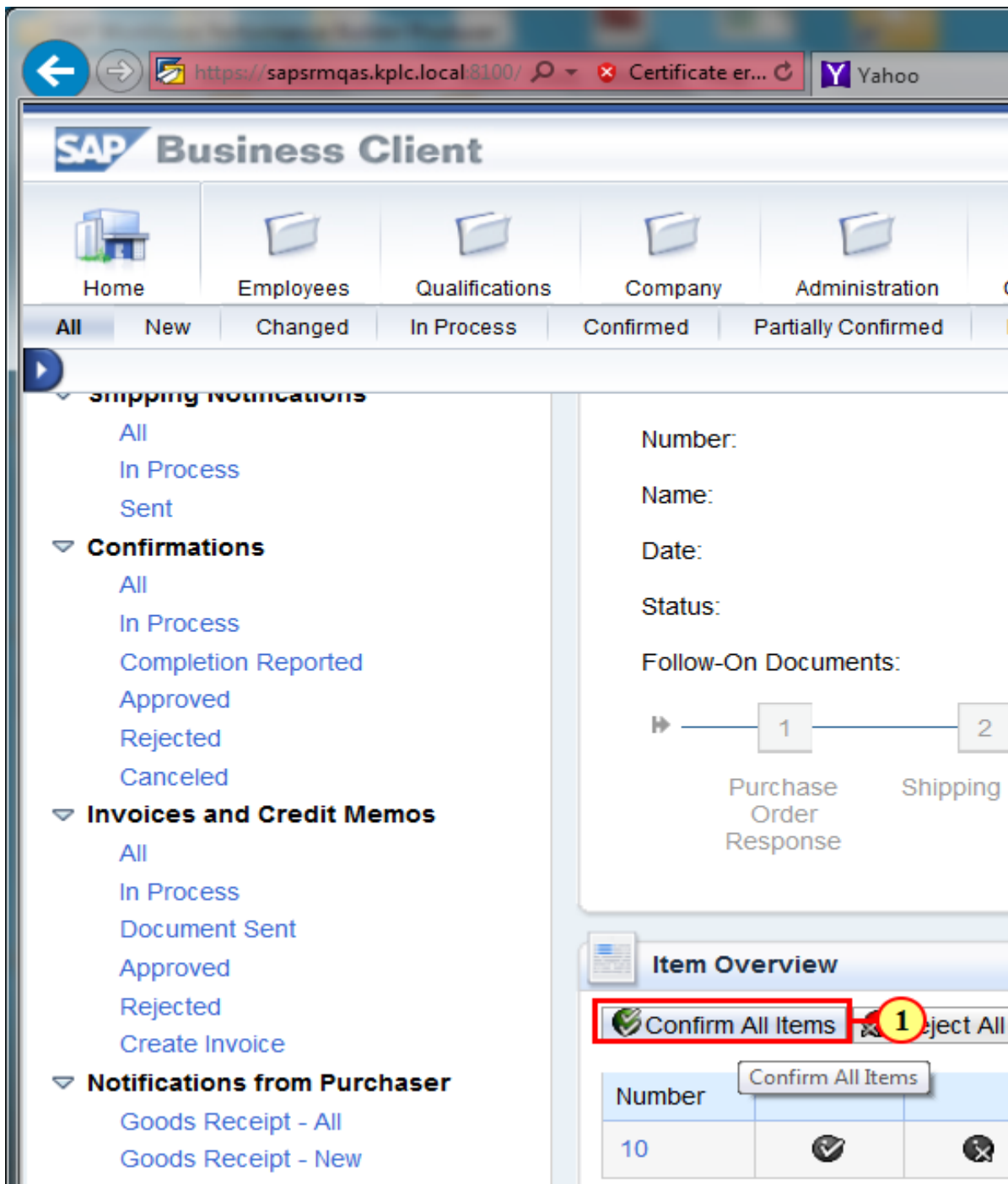
4.2.2. Process Purchase Order

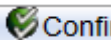


Step	Action
(1)	Click  Process .

Once you click process the below screen appears:

Confirm All items screen for Purchase Order

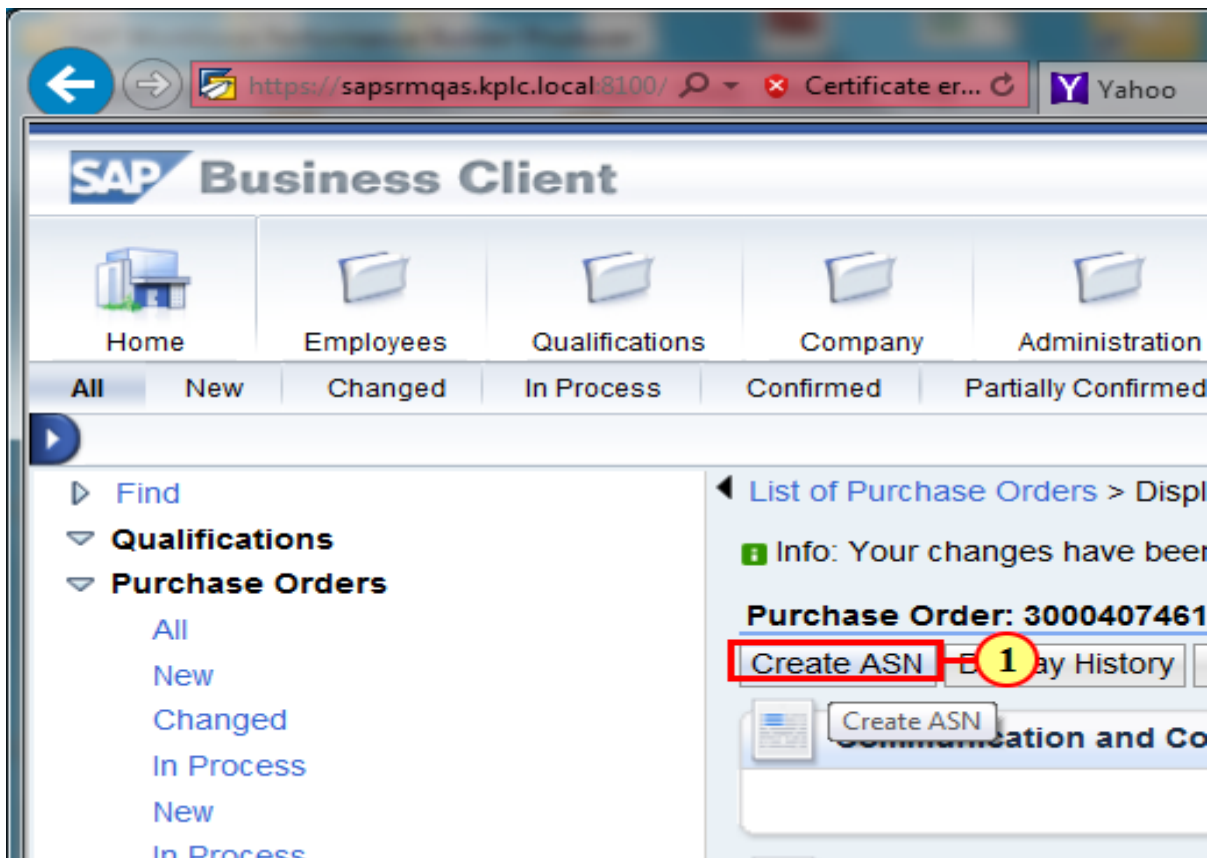


Step	Action
(1)	Click  Confirm All Items .

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

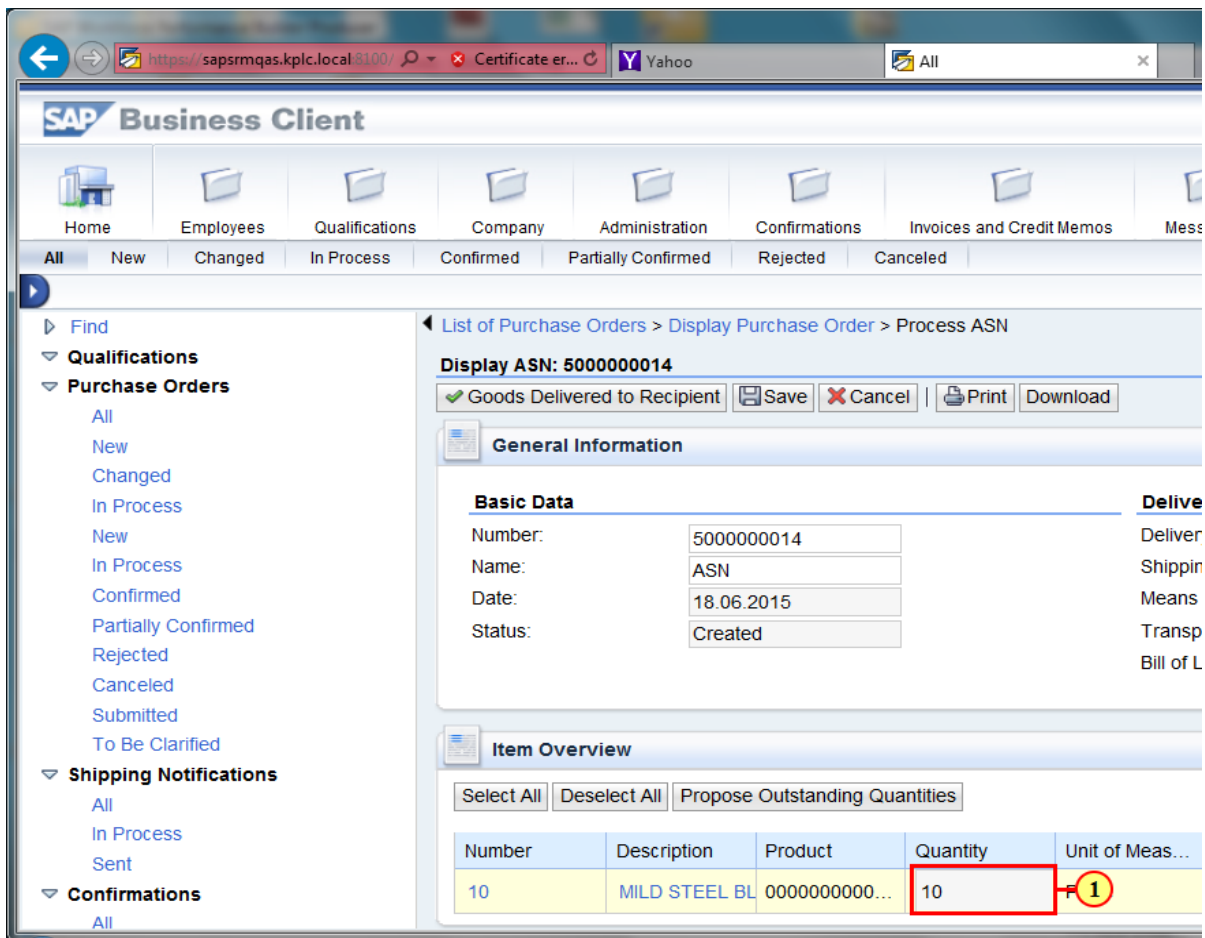
Once you click “Send” button the below screen for create ASN appears:

4.3. Create ASN for Purchase Order



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

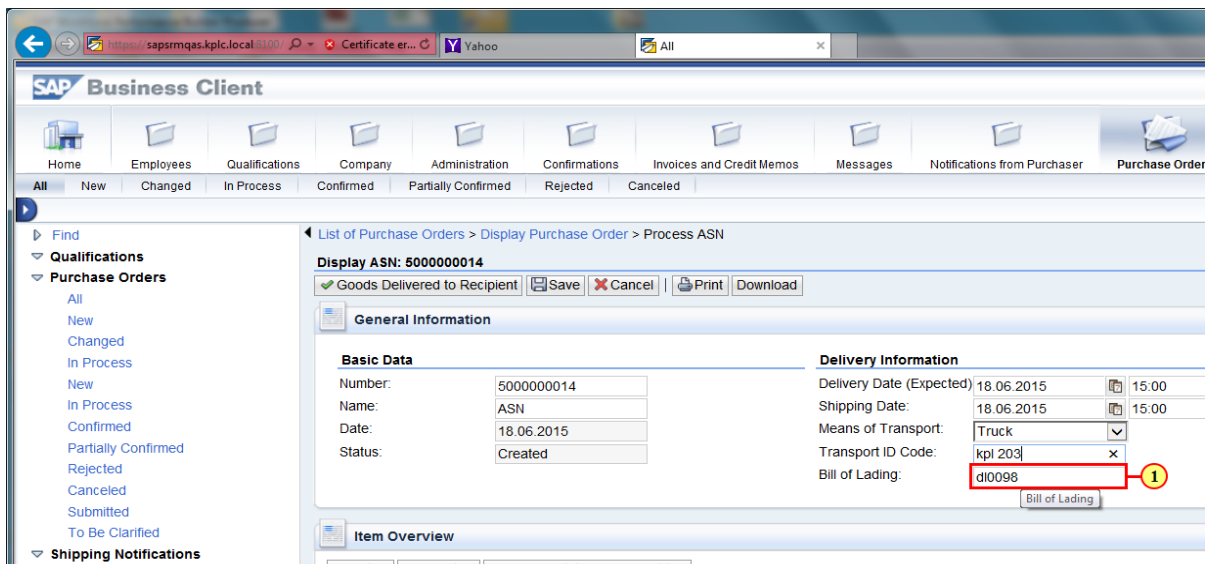
Goods delivered to recipient for Purchase Order



Step	Action
(1)	Fill the quantity to be shipped

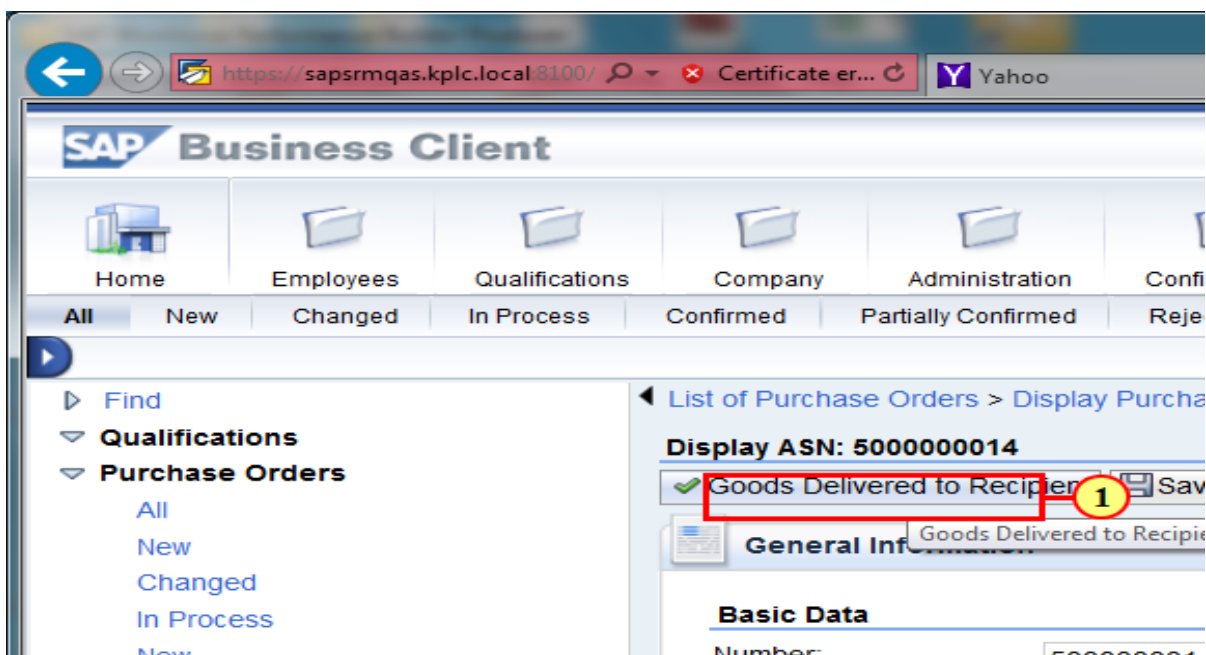
After filling in the quantity to be supplied then ensure the means of transport field, means of transport ID code, and bill of lading field is completed as shown below:

SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION



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:

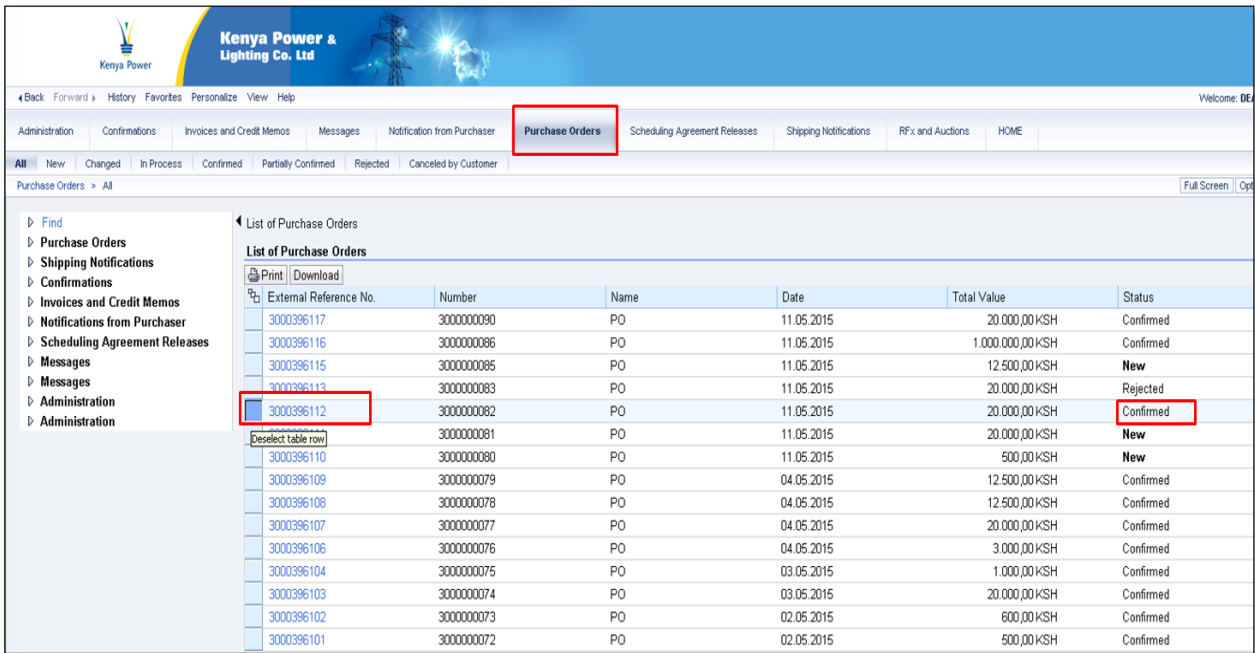


Step	Action
(1)	Click goods delivered to receipt tab.

4.4. Invoice Creation Process

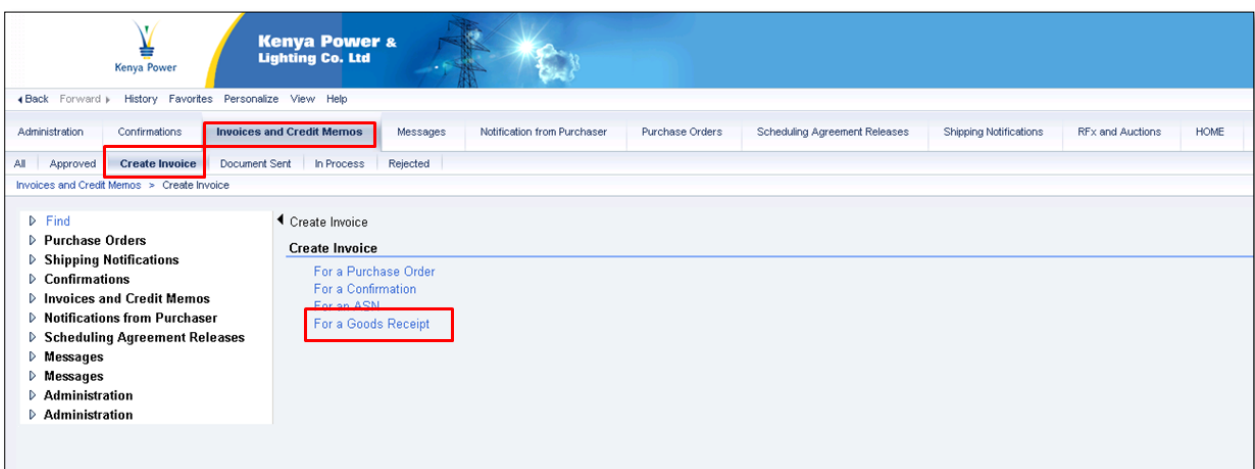
After log on:

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



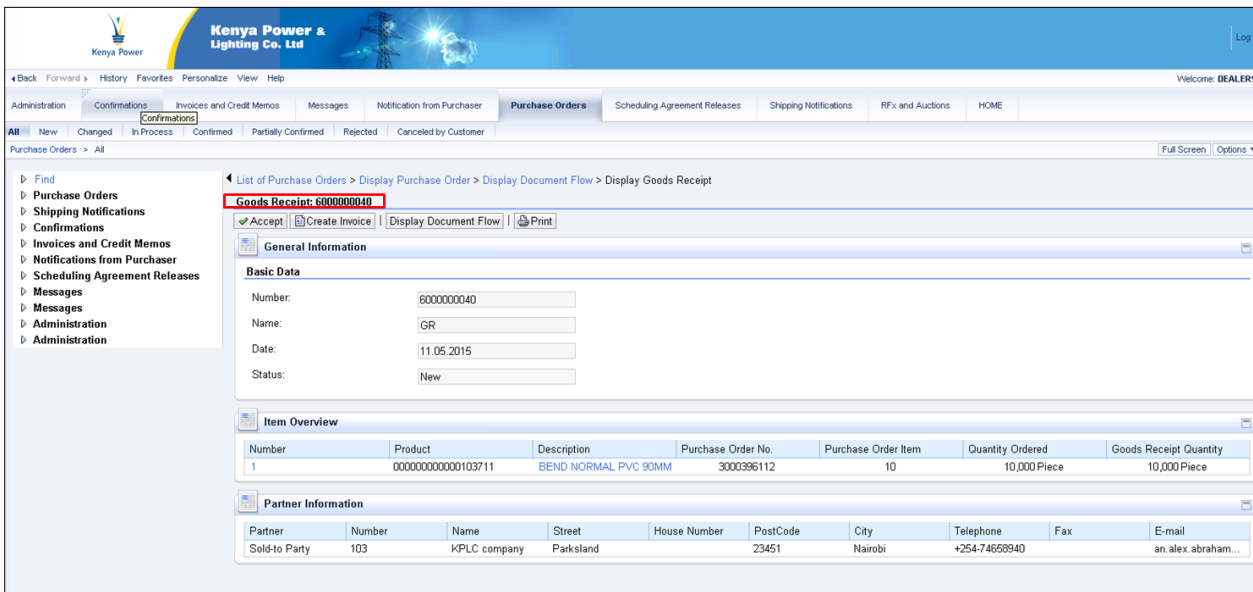
Click on 'Invoices and Credit Memos'.

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



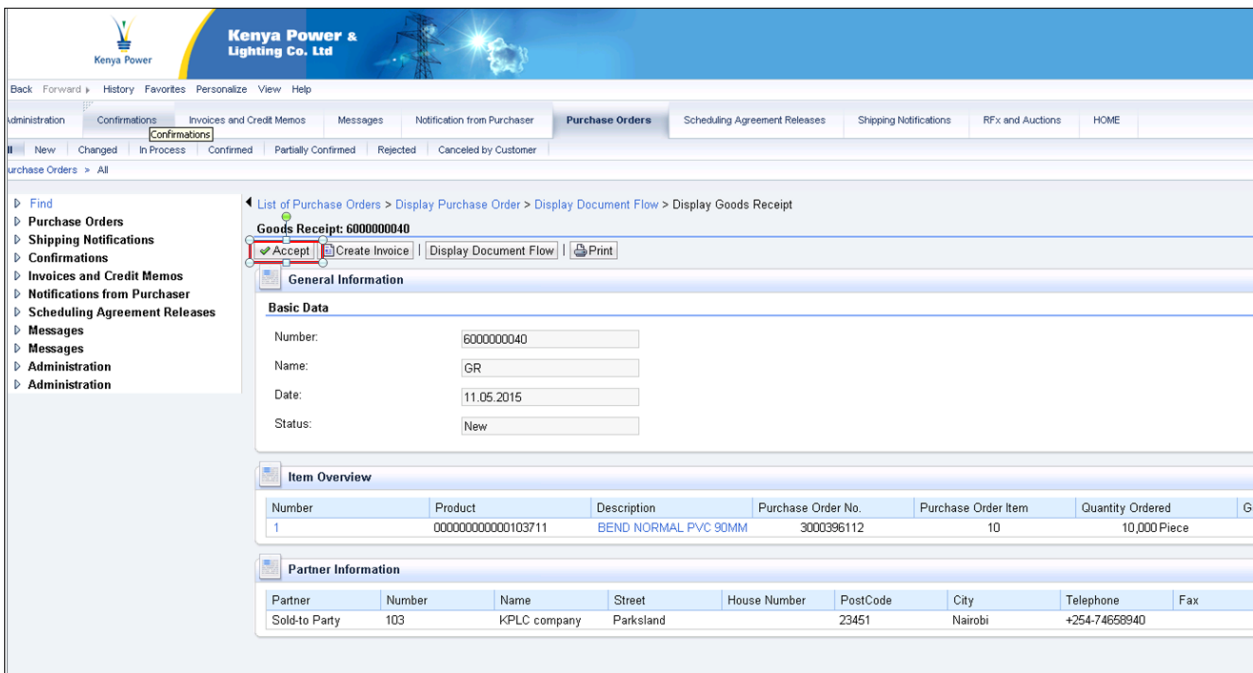
SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

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



The below screen appears

Click on 'Accept' to accept the Goods Receipt.

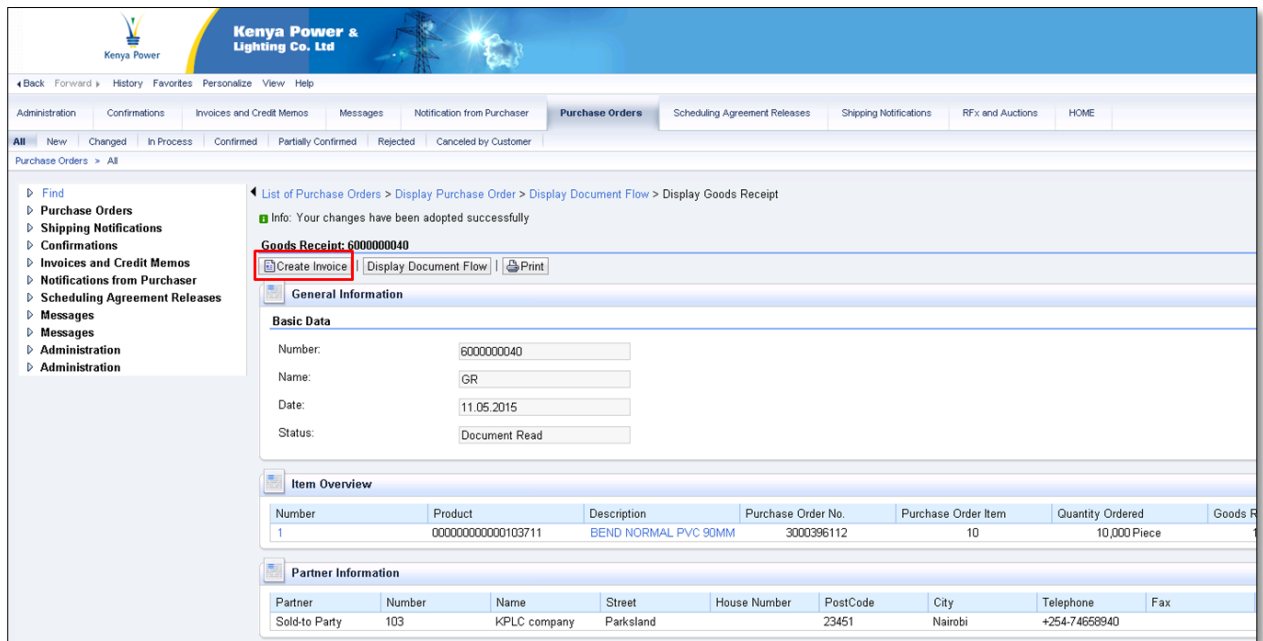


The below screen appears:

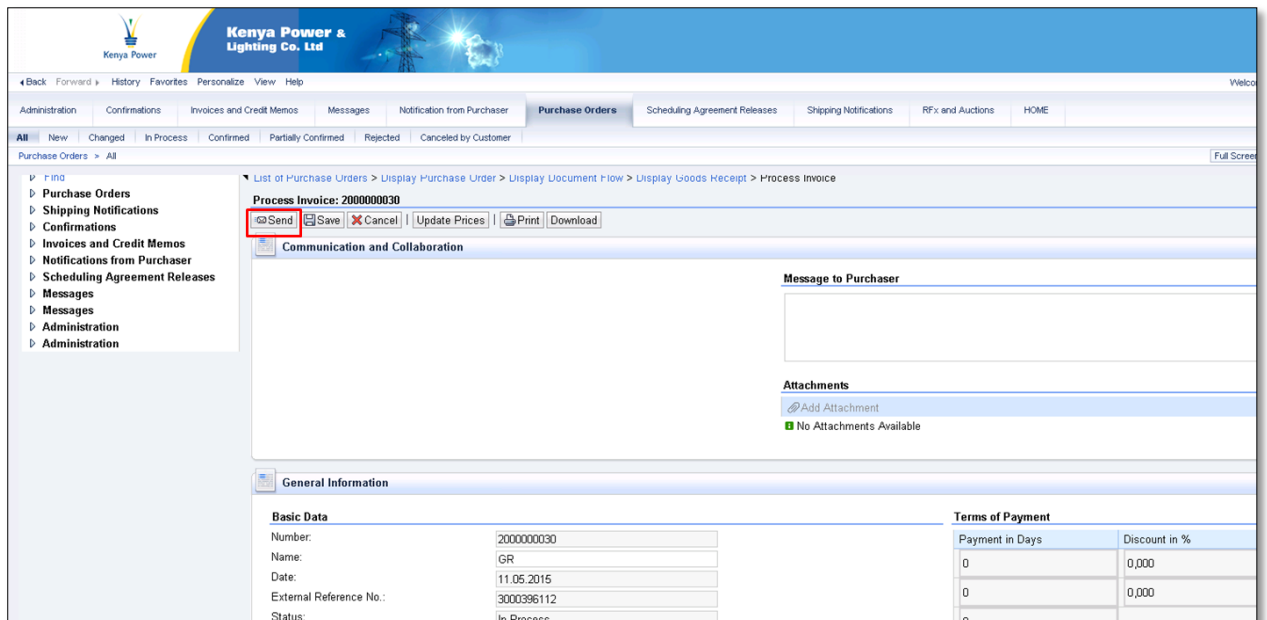
SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

Click 'Create Invoice' button to create Invoice.

Fill the required data such as invoice number and date



Click 'Send' to complete Invoice Creation



Once you click send the below screen appears

Check for success message.

The screenshot shows the SRM interface for Kenya Power & Lighting Co. Ltd. The main content area displays a success message: "Info: Your changes have been adopted successfully". Below this, the "Display Invoice: 200000030" section is visible. The "Status (New)" dropdown menu is set to "Accepted by Customer". The "Terms of Payment" table shows 0 days for payment and 0% discount.

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

Your invoice now is submitted for payment processing