









Effective Date: 24th April 2014

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Foreword

Public procurement in Kenya has undergone significant development. In the 1960s, the system did not have regulations. This however changed in the 1970s, 1980s and 1990s with the regulation by Treasury circulars. Today, new public procurement standards lead the way premised on Public Procurement and Disposal Act of 2005 and Procurement Regulation of 2006 that created Public Procurement Oversight Authority (PPOA).

A notable transformation commenced in 2003 when the government introduced the Integrated Financial Management Information System (IFMIS) as a Public Finance Management (PFM) reform initiative to automate and streamline Government financial management processes and procedures. Procure to Pay (P2P) is a major component of the IFMIS system. Its aim is to provide an efficient and streamlined procurement and payment system by fully automating the procurement and payment process. This will among others increase control and visibility over the entire life-cycle of a procurement transaction from procurement planning to payment, reduce paperwork, eliminate physical delivery of documents and ensure that suppliers receive payments in days instead of weeks.

Some of the key procurement functionalities configured in the IFMIS Procure to Pay system are: Procurement Planning; Supplier Management; Requisition Management; Quotation Management; Purchase Order (PO) Management; Receipt Management; Invoicing and Payments Management; Inventory Management; Contract Management; Reconciliations and Period End Close.

Electronic procurement begins with the development of procurement plans to the actual procurement of goods and services as well as payment of suppliers for goods delivered or services performed. The system will also ensure compliance with legislation and regulations. But even more important, is the access the IFMIS Procure to Pay System accords suppliers to transact online during the procurement process through Kenya Supplier Portal.

IFMIS - HELA ZETU, HUDUMA BORA

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Introduction

IFMIS electronic procurement is a major breakthrough for public Public Finance Management. Electronic procurement plays a key role in prudent government financial management and resource allocation. It has introduced a new era to government procurement by bringing to an end manual procurement challenges the country has experienced in the past. The National Treasury's IFMIS Department and the Public Procurement Oversight Authority (PPOA) continue to work towards full automation of this process.

There are many benefits of electronic procurement. The National Treasury has committed resources to ensure Ministries, Departments, Agencies and Counties continue to enjoy the benefits of this process. These include increase in transparency and accountability at all levels of the procurement process; reduction of processing time and costs and curtailing of risks as well as errors common in a manual environment. The system also notifies suppliers of the status of the award, contract or Local Purchase Order (LPO).

Protecting and utilizing public funds for optimal performance and service delivery to Kenyans

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Kenya Supplier Portal

Definition

What is Kenya Supplier portal?

1) Is an application that enables buying companies and their suppliers to communicate key information directly with each other

2) It enables suppliers to receive immediate notifications from buyers and respond to them

The Kenya Supplier Portal is being deployed at IFMIS to enable government suppliers to efficiently manage interaction and communication with the government for all purchasing activity. The portal provides a secure, Internet-based access point that enables direct and real-time access to purchasing and invoicing activity with IFMIS.

Suppliers access the latest information for their individual accounts, including:

Purchase Orders Receipt information Invoice and Payment status

The two-way collaboration enables suppliers to:

- ✓ View and acknowledge purchase orders
- ✓ Submit purchase orders change requests
- ✓ View your current purchase agreements
- ✓ View buying company's response to your requests
- View invoices, receipts and received payments
- ✓ Search for order, receipt, invoice, and payments

Sourcing Supplier Portal

Registered suppliers will also have access to the Sourcing Supplier portal. This portal also provides a secure, Internet-based access point that enables direct and real-time access for responding to bid invitations and communicating directly with the GOK Procuring Units.

The Sourcing Supplier Portal enables suppliers to:

- Receive immediate notification of bid request invitations from the Buyer.
- Complete and submit complete bid responses online

The layout of this Training Manual is indicated in the following table:

Chapter	Торіс
Chapter 1: Kenya Supplier Portal Overview	Lesson 1: Introduction to Kenya Supplier Portal

Table 1: Training Manual layout

Related Policies

Below is the list of relevant government Supply Chain Management (SCM) Policies and Procedures:

- General commercial laws (e.g. Sale of Goods Act Cap 31, Law of Contracts Cap 23, Government Contracts Act, Cap 25, etc);
- Laws governing state corporations;
- Labour, tax, customs and banking laws among a myriad of other statutes containing aspects of procurement;
- · Laws governing the practice of various professions; and

Supply chain management: A guide for accounting officers/authorities.

Objectives

This manual Outlines how Kenya Supplier Portal users will :

- ✓ Access the Kenya Supplier portal and Home Page
- \checkmark Use the Orders tab and related functions
- \checkmark Use the Finance tab and related functions
- ✓ Use the Sourcing responsibility to respond to bid requests and communicate directly with the GOK procuring unit.

Topic 1: Kenya Supplier Portal and Home Page Review

Supplier Access and Account Setup

Approved supplier users will be registered at IFMIS for access to the Kenya Supplier portal.

Registered suppliers will receive valid **UserID** and **Password** login credentials via email from designated IFMIS administrators. The email information will also include the appropriate **link** to the Kenya Supplier login page for access.

This topic covers: Navigation to the Kenya Supplier Portal Home Page Review of Home Page elements

Kenya Supplier Portal Login

The Login screen is displayed.

- 1- Enter assigned value in the User Name field.
- 2- Enter assigned value in the **Password** field.

Kenya	a Supp	olier Po	rtal
An Initiative of The National Treasury	"User Name "Password example: nichael.ge Login [vel.undb) xel	
¥ (,
		🏹 Favorites 🔻 🔄 Diagn	ostics Logout Preferences Help Per <u>sonalize Page</u>
Enterprise Search All	Go	Search Results Display Preference Standard	
			Logged In As USERI
Oracle Applications Home Page			
Main Menu Personalize	Worklist		Full List
PrMIS Suppler Site PrMIS Suppler Portal Full Access Home Prove Home Prove Home Prove Home Sourcing Suppler	From Type SUPPLIERPORTAL, KENYA Sourcing Auction Awarded SUPPLIERPORTAL, KENYA Sourcing Industry SUPPLIERPORTAL, KENYA PO Approval SUPPLIERPORTAL, KENYA PO Approval SUPPLIERPORTAL, KENYA PO Approval KIMWELE, CHARLES PO Approval KIMWELE, CHARLES PO Approval MITP Vacation Rules - Redrect or auto-respond to notif	Subject Award Decision: RFO 1 (PO Test, Scenarios) n Two-Stace RFO Evaluation Complete: Technical (RFO 1) Cosed Early: RFO 1 (PO Test Scenarios) For Your Review - Blanket Purchase Argement PO03FEB2014-0 For Your Review - Blanket Purchase Argement PO03FEB2014-0 For Your Review - Standard Purchase Order PO03FEB2014-001, For Your Review - Standard Purchase Ord	Sent * Due 03-Feb-2014 03-Feb-2014 03-Feb-2014 03-Feb-2014 05,0 03-Feb-2014 03,0 03-Feb-2014 03,0 03-Feb-2014 03-Feb-2014 03-Feb-2014 03-Feb-2014 03-Feb-2014 03-Feb-2014 03-Feb-2014

The Oracle Applications Home Page is displayed.

4- Click the Supplier Portal Full Access / Home Page link.



1			🔒 Navigator 🔻	🤰 Favorites 🔻	Home Logout Preferences Personalize Page Diagnos
ome orders Finance					
Search PO Number	GO				
Notifications					Orders
- Notifications			Full List		Purchase Orders
Cubiest			Data		<u>Agreements</u>
Subject	O Tast Courseine)		Date 02 Eab 2014 10:05:46		Invoices
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Orders At A Glan	Description	Order Date			
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PO Number 202030 202020	Description	Order Date 26-Feb-2014 20:05:52 26-Feb-2014 20:04:18			
PO Number 202030 202020 kk7	Description	Order Date 26-Feb-2014 20:05:52 26-Feb-2014 20:04:18 26-Feb-2014 19:23:37			
PO Number 202030 202020 kk7 kk4	Description aah ah! Now!! krik krik!	Order Date 26-Feb-2014 20:05:52 26-Feb-2014 20:04:18 26-Feb-2014 19:23:37 26-Feb-2014 19:03:01			
Orders At A Glan PO Humber 202030 202020 kk7 kk4 kk02	Description aah ah! Now!! krik krik! Agaria	Order Date 26-Feb-2014 20:05:52 26-Feb-2014 20:04:18 26-Feb-2014 19:23:37 26-Feb-2014 19:03:01 26-Feb-2014 14:47:06			

The Kenya Supplier Portal Home Page is displayed.

5- Note the **Notifications** region of the screen. Notifications from the procuring unit personnel will be received in this section.

6- Note the **Orders At A Glance** region of the screen. This region will always contain the five most recent purchase orders for immediate review, showing **PO Number, Description, and Order Date**.

Orders At A Glance		
		Full List
PO Number	Description	Order Date
13000334		10/09/2013 08:42:37
13000332		10/08/2013 20:52:06
13000326		10/08/2013 14:19:30
13000290		10/07/2013 12:52:12
13000289		10/07/2013 12:51:44

All purchase orders can be reviewed in **detail** from this region of the screen.

7- Click the link for the PO Number as indicated to drill down to the additional summary information.



		_							_				
Home	Orders Finan	oe 🛛											
Purchas	e Orders Ag	reements											
Home >													
Standard	Purchase Order : 3	202030, 0 (Tota	al KES 109,340.00)										
Currency	=KES							A-++-	-	dia mulada a		Co	Evenent
								Aco		cknowledge		00	Export
Order	Information								-				
Gener	al			Terms and Conditions		Summary	100 240 00						
						Davment Status	109,340.00 Not Paid						
	Tetel	100 240	00			Received	In Process						
	Curplin	DPC IMI	TED	Carrier		Invoiced	In Process						
	Supplier Site	OLDONYO)	EOB									
	Address	ENAPAI B	UILDING	Freight Terms									
		ENAPAI A	VENUE	Shipping Control									
		PO BOX 1	23										
		RONGAI,	00200	Ship-To Address									
	Buyer	SUPPLIERP	OKTAL, MISS KENYA										
	Order Date	26-Feb-20	014 20:05:52	Address P.O.Box 40112									
_	Description	Currellian C	Sharen Dandina										
_	Reason	Supplier C	nange Pending	NAIROBI,									
	Note to Supplier			Rill-To Addross									
	Operating Unit	The Nation	nal Treasury	bill to Address									
	Sourcing Document												
Su	upplier Order Number			Address P.O.Box 40112									
	Attachments	None		NATROPI									
				introot,									
PODe	tails								-				
- 308 - I	ndicates new values												
I	ndicates cancellation r	request											
		Supplier	n										
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-	G0003 M001000635		CACHE, 6.40 GT/S QPI, 95	W TDP, TURBO, HT), DDR3-1333MHZ,48	GB	CE SSAUSTA PROCESSOR	S (NO INTERNAL	100 30PPORT/111EE ADON A3000 (2.000H2, 0C, 12M	Lach	2 34070	103340 Ope		

The Order Information window is displayed.

- 8- Note the **Summary** information for the order.
- 9- Note the additional information shown, including Buyer and Order Status.

PO Details		
Indicates new values		
Indicates cancellation request		
Supplier		
Line A Type Item/Job Item	Description	UOM Qty Price Amount Status Attachments Reason
1 Goods M001000117	COMPUTER, DIGITAL; UNIT DESIGN DELL OPTIPLEX GX780, DATA STORAGE CAPACITY 20 G8, MEMORY SIZE 2 GB, PROCESSOR CHIP TYPE INTEL CORE 2 DUO, PROCESSOR CLOCK SPEED 2.93 GHZ, OPTIONAL EXTRAS DVD?RW	Each 10 120000 1200000 Open
Return to Home		Actions Request Cancellation 🔽 Go Export

The PO Details region of the window shows summary information for each line of the order.

11- Click the Return to Home link to return to the main page.

Order Information								
Comment.		Townson and	0		Summary			
General		Terms and	Conditions			Total 1,200,000.00		
					Payment	Status Not Paid		
Total	1,200,000.00	Payment	Terms IMMEDIATE		Re	ceived In Process		
Supplier	PRC LIMITED		Carrier		In	voiced In Process		
Supplier Site	OLDONYO		FOB					
Address	ENAPAI BUILDING	Freight	Terms					
	ENAPAI AVENUE	Shipping	Control					
	PO BOX 123							
	RONGAL 00200	Ship-To Ad	dress					
Buver	SUPPLIERPORTAL, Miss KENYA							
Order Date	26-Feb-2014 14:47:06	Address	P.O. Box 40112					
Description	Agaria	1001000	TODOX TOTIL					
Status	Accepted		NAIROBI.					
Reason								
Note to Supplier		Bill-To Add	'ess					
Operating Unit	The National Treasury							
Sourcing Document	·····	Address	P.O. Boy 40112					
Supplier Order Number		Address	F.0.00X 40112					
Attachments	None		NAIROBI.					
PO Details								
TODECING								
Indicates new values								
Indicates cancellation re	equest							
	Supplier							
Line Type Item/Job I	Item scription					UOM Qty Price Amount Stat	tus Attachments R	eason
1 Goods M001000117	COMPUTER, DIGITAL; UNIT	DESIGN DELL OPTIPLEX G	K780, DATA STORAGE CAPACITY 2	20 GB, MEMORY SIZE 2 GB,	PROCESSOR CHIP	Each 10 120000 1200000 Ope	n	
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Return to Home						Actions Request Cancellation	 Go Exr 	ort
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Protecting and utilizing	ng public lunus for optimal pe	enormance and serv	ice delivery to Kenyans					

Topic 2: Kenya Supplier Portal Home Page – Orders Tab

Kenya Supplier portal users will have direct access to summary and detail information related to orders through the **Orders** tab. This tab also provides links to additional information pertaining to orders, including **PO Changes** and **Agreements**.

This topic covers:

Overview of the Orders tab and summary information Review of views related to Purchase Orders Access to Purchase Agreements information

Orders Tab – Summary Information

IFMIS Kenya Supplier Portal Full Access	🔒 Navigator 🔻 🔉 Favorites 🔻	Home Logout Preferences Personalize Page Diagnostics
Home Orders Phance		
Purchase Orders Agreements		
Purchase Orders		
		Multiple PO Change Export
Views		
View All Purchase Orders Go		Advanced Search

The Home Page is displayed.

1- Click on the Orders tab.

	F'MI	S K	enya Supplie	r Portal Fu	II Access								
								🔒 Navigator 🔻	🙀 Favorite	s 🔻	Home Logout Preferenc	es Personalize Pa	ige Diagnostics
Home	Orders	Finance											
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											Mu	tiple PO Change	Export
View	s												
Viev	All Purcha	ise Orders		▼ Go								dvar	red Search
Select	Object:	Acknowled	lge View Char	ige History	Request Cancellation	Request Changes]				() ()	Previous 1-25	▼ <u>Next 25</u> ⊘
Select	PO Number	Do	Operating Unit	Document	Description		Order Date 🗸	Buyer	Currenc	Amount	Status	Acknowledge	Attachments
O	202030	Q	The National	Standard PO	beschpelon		26-Feb-2014 20:05:52	SUPPLIERPORTAL, Miss KENY	A KES	109,340.00	Supplier Change Pending	.,	ritteenteres
0	202020	Q	The National	Standard PO		:	26-Feb-2014 20:04:18	SUPPLIERPORTAL, Miss KENY	A KES	89,780.00	Supplier Change Pending		
0	<u>kk7</u>	Q	The National	Standard PO	aah ah! Now!!	:	26-Feb-2014 19:23:37	SUPPLIERPORTAL, Miss KENY	A KES	448,900.00	Accepted		
0	<u>kk6</u>	1	The National	Standard PO	Okwonkwo	:	26-Feb-2014 19:18:07	SUPPLIERPORTAL, Miss KENY	A KES	0.00	Closed		
0	<u>kk5</u>	1	The National	Standard PO	abutabutah now!!	:	26-Feb-2014 19:11:57	SUPPLIERPORTAL, Miss KENY	A KES	0.00	Closed		
0	<u>kk4</u>	Q	The National Treasury	Standard PO	krik krik!	:	26-Feb-2014 19:03:01	SUPPLIERPORTAL, Miss KENY	A KES	273,350.00	Accepted		
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0	<u>kk2</u>	<u>0</u>	The National Treasury	Standard PO	chap chap.	:	26-Feb-2014 14:44:39	SUPPLIERPORTAL, Miss KENY	A KES	2,090,000.00	Rejected		
0	<u>kk01</u>	<u>0</u>	The National Treasury	Standard PO		:	26-Feb-2014 14:41:43	SUPPLIERPORTAL, Miss KENY	A KES	1,200,000.00	Accepted		
0	<u>kk123</u>	<u>0</u>	The National Treasury	Standard PO		:	26-Feb-2014 14:34:34	SUPPLIERPORTAL, Miss KENY	A KES	454,350.00	Rejected		
0	2020	Q	The National Treasury	Standard PO		:	26-Feb-2014 12:39:59	SUPPLIERPORTAL, Miss KENY	A KES	62,700.00	Rejected		

The **Purchase Orders** window is displayed. This window contains all purchase orders. Note the **links** for drilldown to each **PO Number** listed. The window displays 25 order listings at a time.

- 2- Use the vertical scroll bar to scroll down the list.
- 3- Click on the Next 25 link to view the additional listings.



						🔒 Navi	igator 🔻 🛛 💽	🛓 Favorites 🔻	Home Logout Pret	ferences Personalize	Page Diagnos
ne Orders Fina	ance										
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ews iew All Purchase C ect Object: Acl ect PO Number	Orders knowledge Rev Operat	▼ View Change ing Unit	Go History Req Document Type	uest Cancellation	Request Changes Order Date ⊽	Buyer	Currency	Amount	Status	Adva Previous 25 26-29 o Acknowledge By	anced Searc f 29 💌 Nex Attachme
ews iew All Purchase C ect Object: Acl ect PO Number) P00000201402	Orders knowledge Rev Operat 0 The Nat	▼ View Change ing Unit ional Treasury	Go History Req Document Type Standard PO	uest Cancellation Description Purchase of laptops	Request Changes Order Date V 07-Jan-2014 16:43:39	Buyer KIIWELE, Mr. OHARLES KYAMBATI	Currency KES	Amount 26,583,000.00	Status Open	Adva Previous 25 26-29 o Acknowledge By	anced Searc f 29 💌 Nex Attachme
ews All Purchase C ect Object: Act PO Number) P00000201402) P0000003	Orders knowledge Rev Operat Q The Nat Q The Nat	▼ View Change ing Unit ional Treasury ional Treasury	Go History Req Document Type Standard PO Standard PO	uest Cancellation Description Purchase of laptops Purchase of laptops	Order Date ▼ 07-Jan-2014 16:43:39 19-Dec-2013 17:25:57	Buyer (SINVELE, Mr. CHARLES KYAMBATI KIMWELE, Mr. CHARLES KYAMBATI	Currency KES KES	Amount 26,583,000.00 3,000.00	Status Open Open	Adva Previous 25 26-29 o Acknowledge By	f 29 Nex
ews All Purchase C lect Object: Ack ect PO Number PO0000201402 PO0000003 5401	Drders knowledge Rev Operat Q The Nat Q The Nat Q The Nat	View Change ing Unit ional Treasury ional Treasury ional Treasury	Go History Reg Document Type Standard PO Standard PO Standard PO	Uest Cancellation Description Purchase of laptops Test Test	Order Date * 07-Jan-2014 16:43:39 19-Dec-2013 17:25:57 02-Dec-2013 07:23:31	Buyer (IMWELE, Mr. OHARLES KYAMBATI (IMWELE, Mr. OHARLES KYAMBATI (IMWELE, Mr. OHARLES KYAMBATI	Currency KES KES KES	Amount 26,583,000.00 3,000.00 4,000.00	Status Open Open Supplier Change Pending	Adva Previous 25 26-29 o Acknowledge By	anced Searc f 29 💌 Nex Attachme
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All Purchase C ext Object: Acl ext Pollect: Acl pollect: Acl <t< td=""><td>Drders Rev Operat Q The Nat Q The Nat Q The Nat Q The Nat</td><td>View Change ing Unit ional Treasury ional Treasury ional Treasury</td><td>Go History Req Document Type Standard PO Standard PO Standard PO Standard PO</td><td>uest Cancellation Description Purchase of laptops Purchase of laptops Test Test Purchase of laptops</td><td>Order Date 07-Jan-2014 16:43:39 19-Dec-2013 17:25:57 02-Dec-2013 07:23:31 02-Dec-2013 07:22:58</td><td>Buyer Kimwele, Mr. Charles kyambati Kimwele, Mr. Charles kyambati Kimwele, Mr. Charles kyambati Kimwele, Mr. Charles kyambati</td><td>KES KES KES KES KES</td><td>Amount 26,583,000.00 3,000.00 4,000.00 3,000.00</td><td>Status Open Open Suppler Change Pending Suppler Cancelation Pending</td><td>Adva Previous 25 26-29 o Acknowledge By</td><td>f 29 Nex Attachme</td></t<>	Drders Rev Operat Q The Nat Q The Nat Q The Nat Q The Nat	View Change ing Unit ional Treasury ional Treasury ional Treasury	Go History Req Document Type Standard PO Standard PO Standard PO Standard PO	uest Cancellation Description Purchase of laptops Purchase of laptops Test Test Purchase of laptops	Order Date 07-Jan-2014 16:43:39 19-Dec-2013 17:25:57 02-Dec-2013 07:23:31 02-Dec-2013 07:22:58	Buyer Kimwele, Mr. Charles kyambati Kimwele, Mr. Charles kyambati Kimwele, Mr. Charles kyambati Kimwele, Mr. Charles kyambati	KES KES KES KES KES	Amount 26,583,000.00 3,000.00 4,000.00 3,000.00	Status Open Open Suppler Change Pending Suppler Cancelation Pending	Adva Previous 25 26-29 o Acknowledge By	f 29 Nex Attachme

The window is refreshed to display the next 25 records.

4- Click on the Previous 25 link to view the previous listings.

None Description Orders Finance More Logicit Personals ce Reg Description Purchase Orders Imance	IFMI	S Kenya Supplie	r Portal Fu	II Access									
Nome Orders Finance Purchase Orders Agreements Purchase Orders Agreements Purchase Orders Intellige Orders Verval Purchase Orders Verval Description Order Date Burger Change Pending Verval The Natoral							🏦 Navigator 🔻	🙀 Favorit	es 🔻	Home Logout Preference	es Personalize Pa	ige Diagnostics	
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Purchase Orders Induitable PO Change Purchase Orders Concurrent Advanced Sea Verw All Purchase Orders Concurrent Concurrent Advanced Sea Select Object: Advanced Sea Select Object: Advanced Sea Select Object: Advanced Poe Concurrent Advanced Poe Select Object: Advanced Poe Concurrent Select Object: Advanced Poe Select Object: Advanced Poe Concurrent Advanced Poe Advanced Poe Concurrent Advanced Poe Select Object:	Purchase Orders	Agreements											
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Views Marken Coders Go Select Object: Acknowledge View Change History Request Cancellation Request Changes Order Date Buyer Currency Anount Status Acknowledge Ack										Mu	ltiple PO Change	Export	
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© 2020 Q The National Standard PO 26-Feb-2014 12:39:59 SUPPLIERPORTAL, Miss KENYA KES 62,700.00 Rejected	© ²⁰²⁰	0 The National Treasury	Standard PO			26-Feb-2014 12:39:59	SUPPLIERPORTAL, Miss KENY/	KES	62,700.00	Rejected			

The order information is listed in sequence by the latest Order Date.

5- Click the indicator next to **Order Date** to reverse the sequence.



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\odot	34500	O The National Treasury	Standard PO	Purchase of laptops	02-Dec-2013 07:22:58	KIMWELE, Mr. CHARLES KYAMBATI	KES	3,000.00	Supplier Cancellation Pending		
0	<u>5401</u>	O The National Treasury	Standard PO	Test Test	02-Dec-2013 07:23:31	KIMWELE, Mr. CHARLES	KES	4,000.00	Supplier Change Pending		
0	PO000003	0 The National	Standard PO	Purchase of laptops	19-Dec-2013 17:25:57	KIMWELE, Mr. CHARLES	KES	3,000.00	Open		
0	PO0000201402	The National Treasury	Standard PO	Purchase of laptops	07-Jan-2014 16:43:39	KIMWELE, Mr. CHARLES	KES	26,583,000.00	Open		
0	PO0000201403	The National Treasury	Standard PO	Purchase of laptops	07-Jan-2014 16:44:54	KIMWELE, Mr. CHARLES	KES	26,583,000.00	Open		
0	PO0000201404	The National Treasury	Standard PO	Purchase of laptops	07-Jan-2014 16:46:19	KIMWELE, Mr. CHARLES	KES	26,583,000.00	Open		
0	PO0000201408	The National Treasury	Standard PO	Purchase of laptops	07-Jan-2014 17:15:30	KIMWELE, Mr. CHARLES	KES	26,583,000.00	Supplier Cancellation		
	PO0000201407	The National Treasury	Standard PO	Purchase of laptops	07-Jan-2014 17:15:53	KIMWELE, Mr. CHARLES	KES	26,583,000.00	Open		
0		0 The Netwood	Standard PO		08-Jan-2014 11:40:24	KIMWELE, Mr. CHARLES	KES	454,350.00	Supplier Cancellation		
0	PO08JAN2014001	Treasury							The second se		
0	PC08JAN2014001 PC09JAN2014004	The National Treasury The National Treasury	Standard PO	PRC LIMITED002	09-Jan-2014 13:23:08	KIMWELE, Mr. CHARLES	KES	454,350.00	Supplier Cancellation		

The order information is now listed in sequence by the earliest Order Date.

6- Click the indicator next to Order Date again to return to the original sequence.

Utilizing Purchase Order View

IFMIS Kenya Supplier Portal Full Access		Í
	n Navigator 🔻 🈝 Favorites 🛩 Home Logout Preferences Personalize Page Diagnostic	8
Home Orders Finance		
Purchase Orders Agreements		
Purchase Orders		
	Multiple PO Change Export	
Views		
View All Purchase Orders 💽 Go	Advanced Search	

Use the **View** function to narrow the order search.

1- Click the Advanced Search button.

Advanced Search		
		Views
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The Advanced Search window is displayed. Note the multiple parameters available for search.

- 2- Enter a specific value in the **PO Number** field.
- 3- Click the **Go** button to execute the search.

IFMIS - HELA ZETU, HUDUMA BORA

Advanced Search Specify parameters and values to filter the data that is displayed in your results set.	Views								
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Select PO Number Rev Operating Unit Document Type Description Order Date - Currency Amount Status Acknowledge	e By Attachments								
O 020004 Q The National Treasury Standard PO purchase of computer 16-Jun-2014 12:31:41 KES 73,170.00 Accepted									

Search results are displayed.

4- Click the link under PO Number to view additional information for the order

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All Change Order history is displayed for the order.

7- Click the **Ok** button to close the window.





Returning to the **Actions** box:

- 8- Select the View PDF value.
- 9- Click the Go button.

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The File Download window is displayed.

10- Click the **Open** button.

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A **PDF** copy of the order is displayed. Use this copy for printing or save to desktop. 11- Use the **File>Exit** command to exit from the PDF document.



Viewing Order Agreements

Supplier purchase agreements with IFMIS can be viewed in detail through the **link** under the **Orders** tab.

Home Orders Finance	
Purchase Orders Agreements	
Purchase Orders	
	Multiple PO Change Export

1- Click the Agreements link.

Home Orders Finance		
Purchase Orders Agreements		
Supplier Agreements		
		Export
Simple Search		
Note that the search is case insensitive		Advanced Search
PO Number		
Global	\checkmark	
Effective-From Date		
Effective-To Date		
	Go Clear	

The **Supplier Agreements** window is displayed. Use this window to search for agreements using multiple criteria. 2- To search for **all** Agreements, click the **Go** button.

Home Orders Finance											4
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Effective-To Date											
Go Clear											
PO Number Revision Global Description	Buver	Order Date 🗸	Currency	Amount	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status	
PO0000201410 Q Yes PRC LIMITED Test 123	KIMWELE, Mr. CHARLES		KES		0.00			Draft			
agreekale 0 Yes purchasing agreement		09-Jul-2014 15:22:24	KES			09-Jul-2014	10-Jul-2015				

The search results are displayed.

3- To view a specific Agreement, click the link under the PO Number column.



Home Orders Finance Purchase Orders Agreements					
PO Numbe Revisio Descriptio Currenc Amourt Release Glob Effective End Dat	r 2000000 0 isupptest y KES 0.00 i Yes 05-May-2016		E	Approved Date Supplier Buyer Amount Agreed Status fective Start Date	05-May-2014 12:26:27 PRC LIMITED SUPPLIERPORTAL, Miss KENYA 05-May-2014
Releases					
PO Number	Revision	Status	Order Date	Currency	Amount
No results found.					
	He	ma Ordare Einanca Hor	no Logost Dreferences		

Detail information for the Agreement is displayed, including all **Releases** associated with the Agreement.

4- Click the Return to Orders, Agreements link.

Home Orders Fi	nance												
Purchase Orders	Agreeme	nts											
Supplier Agreement	ls.												
													Export
													export
Simple Search													
Note that the search is	s case inse	Insitive										Advanced	Search
		PO N	umber										
			Global 🖌										
	Effect	ive-Fro	m Date										
	Eff	ective-T	o Date										
			Go Clear										
PO Number	Revision	Globa	Description	Buyer	Order Date 🗸	Currency	Amount Agreed	Amount Released	Effective-From Date	n Effective-To Date	Status	Attachments	Upload Status
P00000201410	Q	Yes	PRC LIMITED Test 123	KIMWELE, Mr. CHARLES KYAMBATI		KES		0.00			Draft		
agreekale	0	Yes	purchasing agreement		09-Jul-2014 15:22:24	KES			09-Jul-2014	10-Jul-2015			
agreementtest	0	Yes	agreement for testing		27-Jun-2014 11:40:37	KES			27-Jun-2014	27-Jun-2015			
agreement202	0	Yes	testing		24-Jun-2014 09:01:12	KES			24-Jun-2014	24-Jun-2015			
testagreemnt01	0	Yes			23-Jun-2014 15:29:17	KES							
4000000ACREEMENT	0	Yes	supply of goods		17-Jun-2014 19:34:16	KES			17-Jun-2014	17-Jun-2015			

The Supplier Agreements window is displayed.

5- Click the **Home** tab to return to the main portal page.



Topic 3: Kenya Supplier Portal Home Page – Finance Tab

Kenya Supplier portal users will have direct access to multiple levels of financial information through the **Finance** tab. This tab provides links to invoice and payment information.

This topic covers:

- Overview of the Finance tab and summary information
- Review of Invoice details
- Review of Payments details

The Home Page is displayed.

1- Click on the Finance tab.

Invoice Information

The View Invoices window is displayed. Note the multiple criteria available for query.

- 2- Enter the value in the **PO Number** field.
- 3- Click the Go button.



									🛶 Favontes 🗸	Home Logout	Preterences	Help Diagnostics
Home Or	ders Shipments	Finance Admin										
Create Invoi	ces View Invoic	es View Payments										
View Invoi	ces											
												Export
Simple Se	arch											
												Advanced Search
	Invoice Number				Invoice Amount	From	То					
	PO Number 130	00228			Amount Due	From	То					
P	ayment Number				Invoice Date	From	🗐 То					
	Invoice Status	-			Due Date	From	То					
	Payment Status	-				(example	10/19/2013)					
	Go	Clear										
Invoice	Invoice Date 🔻	Туре	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
RB5678	10/17/2013	Standard	USD	100.00	100.00 In-Process		Not Paid	11/15/2013		13000228		

Search results are displayed in summary for all invoices related to the PO.

4- Click the link under Invoice to view details.

Home 0 Create Inv Finance: \ Standard Currency=	rders S bices I V iew Invoice Invoice: F USD	hipments Finance Fiew Invoices View PS > RB5678 (Total USD 100)	Admin v Payments										Export
General Invoic Attach Suppli A Invoice	e Date 10 Status In n Hold ments No upplier IN er Site 01 ddress 60 V/ Lines Se	0/17/2013 -Process DUSTRIAL SAFETY PR 191 CAREY DR ALLEY VIEW, OH 4412 cheduled Payments	DDUCTS INC			A	Item Item Freight Miscellaneous Tax Prepayment Retainage Withholding Tax Total	y 100.00 0.00 0.00 0.00 0.00 0.00 0.00 0			Payment Informal Paid Discount Taken Due Status Payment Date Payment Term	tion 0.00 100.00 Not Paid NET 30 DAYS	
Line A	Type Item	Description	Qty UOM 1 EA	Price 100.00	Tax Inclu	ded Amo	unt Ret	ainage Status 0.00 In-Process	PO Number 13000228	PO Line	PO Shipment	Buyer Demmerle, Jennifer L	Receipt

Detail information for the invoice is displayed.

- 5- Note the **Payment Information** summary box.
- 6- Click the Scheduled Payments tab.

Home Orders !	Shipments Finance Admin			
Create Invoices	View Invoices View Payments			
Finance: View Invoid	ces >			
Standard Invoice:	RB5678 (Total USD 100.00)			
Currency=USD				Export
			Payment Information	
General Invoice Date 1 Status In On Hold Attachments N Supplier II Supplier Site 0 Address 6	0/17/2013 n-Process Ione HOUSTRIAL SAFETY PRODUCTS INC 11 091 CAREY DR	Amount Summary Item 100.00 Freight 0.00 Miscelaneous 0.00 Tax 0.00 Prepayment 0.00 Retainage 0.00 Withholding Tax 0.00	Paid 0.00 Discourt Taken 0.00 Due 100.00 Status Itot Paid Poyment Date Term ItET 30 DAYS	
V Invoice Lines S	ALLEY VIEW, OH 44125 Scheduled Payments Hold Reasons	Total 100.00		
Due Date 11/16/2013	Amoun 100.00	e I	Remaining Amount Status Method 100.00 Not Paid Check	

Payment Schedule information for the invoice is displayed.

7- Click the Hold Reasons tab.

Home Orders	Shipments Finance Admin				A			
Create Invoices	View Invoices View Payments							
Finance: View Inv	pices >							
Standard Invoic	e: RB5678 (Total USD 100.00)							
Currency=USD								
						Payment Informa	tion	
General			Amount Summar	γ		Paid	0.00	
Invoice Date Status On Hold Attachments Supplier Supplier Site Address	10/17/2013 In-Process None BINUSTRIAL SAFETY PRODUCTS INC 01 6091 CAREY DR VALLEY VIEW, OH 44125		Item Freight Miscellaneous Tax Prepayment Retainage Withholding Tax Total	100.00 0.00 0.00 0.00 0.00 0.00 0.00 0.		Discount Taken Due Status Payment Date Payment Term	0.00 100.00 Not Paid	
Invoice Lines	Scheduled Payments Hold Reasons							
Hold Name	Hold Reason	lold Date	Rele	ease Name	Release Reason		Relea	ise Date
No results found.								
Return to Finance	View Invoices							

 $\ensuremath{\text{Hold}}$ and $\ensuremath{\text{Release}}$ information for the invoice is displayed.

8- Click the Return to Finance, View Invoices link.



Payments Information

Home Orders Shipments Finance Admin	
Create Invoices View Invoices View Payments	
View Invoices	

1- Click the View Payments link under the Finance tab.

Home Orders Shipmen	ts Finance Admin			
Create Invoices View Inv	oices View Payments			
View Payments				
Simple Search				
Note that the search is case i	nsensitive			
Payment Number		Status	k	Q
Invoice Number	35662 🔶	Payment Amount From		То
PO Number		Payment Date From	То	
\rightarrow	Go Clear	,	(example: 10/19/2013)	

The View Payments window is displayed. Note the multiple criteria available for query.

- 2- Enter the value in the **Invoice Number** field.
- 3- Click the Go button.

		States and the states of the states				- nungator		me Logour i reference	Co Diagnostico
Home Orders	Shipments Finance Admin								
Create Invoices	View Invoices View Paymen	ts							
View Payments									
									Export
Simple Search									
Note that the sear	ch is case insensitive								Advanced Search
Paymer	it Number			Status	Q	k			
Invoic	e Number 35662		Payme	nt Amount From	Т	·o			
P	D Number		Pav	ment Date From	То				
	Go Clear				(example: 10/19/2013)				
Payment	Payment Date 🔻	Currency	Amount Method	Status	Status Date	Bank Account		Invoice	PO Number
1123	10/08/2013	USD	100.00 Check	Negotiable	10/08/2013	KEY CONTROLLED DISBURSEM	ENT	35662	13000332

Search results are displayed.

4- Click the link under the Payment to view detail information.

Home Orde Create Invoice	s View Invoices	ance Admin View Payments					A Nanyalu 🛪 🐱 i avunica T	i iome Lugout Pr	reierences Diagnostics
Finance: View	Payments >								
Payment: 112	23 (Total USD 100.00)								
			Payment Date 10/ Method Che Status Neg Status Date 10/	08/2013 sck jotiable 08/2013		Suppli Supplier S Addre Bank Accou	er DIDUSTRIAL SAFETY PRODUCTS INC te D1 s 6091 CAREY DR VALLEY VIEW OH 44125 nt KEY CONTROLLED DISBURSEMENT		Export
Included In	voices								
Invoice	Invoice Date	Type	Currency	Amount S	tatus Pa	yment Status	Payment PO Number	Receipt	Attachments
	10/00/2020	o contra o ra		200100.0	pproton i d		10000		
Return to Fina	nce: View Payments	←							Export

Detail information for the payment is displayed. If desired, user can drill down on details for all **Included Invoices** associated with the payment.

5- Click the Return to Finance, View



To confirm the status of the submitted invoice:

1- Click the View Invoices link.

Home Orders Shipmer	its Finance Admin					
Create Invoices View In	voices View Payment	its				
View Invoices						
Simple Search						
	-					_
Invoice Number	IS567212 ←		Invoice Amount From		То	
PO Number			Amount Due From		То	
Payment Number			Invoice Date From	То		
Invoice Status	•		Due Date From	То		
Payment Status	•			(example: 10/19/2013)		
\longrightarrow	Go Clear					

The View Invoices window is displayed.

- 2- Enter the value in the Invoice Number field.
- 3- Click the Go button.

Search results are displayed.

4- Note the summary information for the invoice, including the Status of In-Process.

Create Advance Shipment Notice			
			Cancel Add Shipments Preview Submit
Shipment Header Shipment Lines			
Shipment Information			
* Indicates required field			
* Shipment Number 101	* Shipmen	Date 10/18/2013 16:42:20	
* Expected Receipt Date 10/21/2013 16:4	2:28	Note: Shipment Date cannot be later than	
Example: 10/19/2	2013 16:41:19	waay	
Freight Information			
Freight Terms	🚽 🔍 🛛 Freigh	Carrier	
Number of Containers	Bill o	fLading	
Waybill/Airbill Number FX-3456	Pac	ing Slip	
Packaging Code	Special Handl	ng Code	
Tar Weight	Tar Wei	ht UOM	
Net Weight	Net Wei	ht UOM	
Comments			
			Cancel Add Shinmants Dravious Submit

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Topic 4: Sourcing Supplier Portal

Supplier Access to Sourcing Supplier Portal

Approved supplier users to will be registered at IFMIS for access to this portal.

Registered suppliers will receive valid **UserID** and **Password** login credentials via email from designated IFMIS administrators. The email information will also include the appropriate **link** to the login page for access.

This topic covers:

- Navigation to the Sourcing Supplier Home Page and Review
- Responding to RFQ invitations through online quote creation
- Creating online discussions through portal messaging

Sourcing Supplier Home Page



The Oracle Applications Home Page is displayed.

Note the **Sourcing Supplier** responsibility listed. This responsibility provides access to the **Home Page** for Sourcing Supplier.

Note the **Worklist** region of this page. All **Invitations** for quote responses will be listed here.

1- Click the **Subject** link to view the details of the invitation.

	-	E-Business S	iuite			A Manufacture D Constant	Description Marcol Lawred Distances Male
			An and the second second second			 Navgator Navgator Navgator 	Diagnostics Home Logout Preferences Help
Ora	cie Applic.	ations Home Page >					
100	are invit	ted: KFQ 15279 (sdvsdvsdv) 🍕					
	From De To MC Sent 10 ID 400 Negotiatio Negotiatio Supplier IS Supplier S This RFQ i To acknow	mmerie, Jennifer CASTROBINDSAV.COM (721/2031 31:2:14:36 31377 n Preview October 08, 2013 08:33 n Open October 08, 2013 08:33 n Open October 08, 2013 08:03 NUDISTRAL SAFETY PRODUCTS is already in progress. riedge your intent to participate, pr to (regotiation Datalis page if you v	I pm Eastern Time m Eastern Time m Eastern Time i INC rss the Yes button on this pay vant to view the document befi	Company North East Ohio J Title sdvsdvsdv Number 15279 ge. To decline the imitation, press th	tegional Sewer District te No button. You may enter a note to the de and/or to enter a response.	buyer in the space below before acknowledging	Yes. Bo
	Accord to	Action Date	Action	From	To	Details	
	1	10/21/2013 12:14:36	Submit	Demmerle, Jennifer	MCASTRO@INDSAF.COM		
Re	esponse						
		Note to Buyer				0	
Ret	urn to Wor	riliet 🔶					Yes
1	FM	IS - HEL	A ZETU	, HUDUM,	4 BORA		
Pr	rotectir	ng and utilizing public f	unds for optimal per	formance and service c	lelivery to Kenyans		

The **Invitation Details** are displayed. Supplier users can respond directly from this screen, or create a separate detailed **quote** for response.

2- Click the Return to Worklist link.

-		-		-
		E-Bus	iness Suite	
En	terprise Search	All	-	
0	racle Application	s Home Page		
	Main Menu			
			Personalize	
	🕀 🛄 <u>iSupplier</u>	Portal Full Access		
	Sourcing	<u>Supplier</u> cina		
		rcing Home Page Klist		

3- Use the **Sourcing / Sourcing Home Page** link to navigate to the **Home Page**.

Sourcing								
						Navigator *	Favorites 🗸	H
Negotiations								
Search Open Negotiations Title -	Go							
Welcome, MARK CASTRO.								
Your Active and Draft Responses								
Press Full List to view all your company's responses.								Full List
Response Number Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Message	s
68003 Draft	01	15279	sdvsdvsdv	RFQ	5 days 6 hours		Q	
Your Company's Open Invitations								
								Full List
Supplier Site	Negotiation Number	6		Title	Туре	Tim	e Left	
No results found.								
Quick Links								
QUICA LINAS								
Manage View Responses								
Dratts Active Discussified								
Awarded								
Rejected								

The **Home Page** is displayed.

4- Note the information contained in the **Your Active and Draft Responses** region of the page. You will use this region to navigate directly to all reponses.

5- Note the information contained in the **Your Company's Open Invitations** region of the page. All open invitations for RFQ response will be listed here.

6- Note the Quick Links region of the page. You will use this region to navigate directly to view Responses by Type (Active/Disqualified/Accepted/Rejected). Use this region to also update Personal Information related to contact information for responses.



Creating Quotes

Registered supplier users can immediately respond to IFMIS bid invitations through the portal. Completed quotes can include notes to buyer, and any attachments that the supplier user wants to add as part of the response. Prior to submission, quote responses can be **validated** to ensure all required information is entered on the response.

	Sourcing						1 Navigator	Favorites 🔻	н
Negotiations									
Search Open Negotiations	Title •	Go							
Welcome, MARK CASTRO.									
Your Active and Draft	Responses	×							
Press Full List to view all ye	our company's responses.		A						Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages	
68003	Draft	01	15279	sdvsdvsdv	RFQ	5 days 6 hours		0	

All active quote responses are listed in the **Your Active and Draft Responses** section of the Home Page.

1- Click the link under the Negotiation Number field to access the negotiation.

Sourcing				
Repotiations			🖪 Navigator 👻 📓 Favorites 👻	Home Logout Preferences Help Diagnostics
Nanchations				
REO: 15279 -				
	0.000			Actions Create Quote • 60
/	Title se	dvsdvsdv		
V	Time Left 5	days 6 hours	Open Date 10/08	2013 20:33:48
Header Lines Controls			Cost Date and an	2013 17:34:20
	Buyer D	emmerie, Jennifer	Outcome Standa	nd Purchase Order
	Quote Style B	and schenchenche	Event	
C	oreau quan			
Terms				
	Bill-To Address	Administration Euclid Ave	Emmand Terms UPON R	CERT OF INVOICE
	Ship-To Address	Idministration Euclid Ave	Cerrier	
	FOB		Freight Terms PREPAI	0 & ADD
Currency				
	RFQ Currency	USD	Price Precision Any	
Requirements				
Details Section				
No results found.				
			-	-

The Negotiations window is displayed, showing summary information for the RFQ.

2- Click on the Lines tab to access the lines of the RFQ.

Sourcing	,	-					Naxigator 💌 📑 Favorites 🕶	Home Logout Prefe	rrences Help Diagnostics
Regotiations									
Negotiations >									
RFQ: 15279									
Header Lines Controls	Tr	Title sdvisdvisdv Status Active me Left 5 days 6 hour	s				Open Date Close Date	Actions 10/08/2013 20:33:48 10/26/2013 19:34:20	Create Quote • 60
	Display K	tanking Price Only					Price Tiers None		
tines 🔶 🗕									
tine	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (USD)	Active Responses	Time Left
1 fotyennofhunehofbeng		OR01.0R01003	EA	1	10/30/2013 17:00:00	10/30/2013 17:00:00	No Quote	Bind	5 days 6 hours
Return to Negotiations					123			Actions	Create Quote + Go



The RFQ Lines window is displayed, showing all detail lines information for the RFQ.

3- Click on the **Controls** tab to view response rules for the RFQ.

Negotiations	
Negotiations >	
RFQ: 15279	4
Title sdvsdvsdv Status Active Time Left 5 days 6 hours	Actions Create Quote - Go Open Date 10/08/2013 20:33:48 Close Date 10/26/2013 19:34:20
Schedule	
Preview Date 10/08/2013 20:33:48 Close Date 10/26/2013 19:34:20	Open Date 10/08/2013 20:33:48 Award Date
Response Rules	
□ Negotiation is restricted to invited suppliers	
Suppliers are allowed to respond to selected lines	
Suppliers are required to respond with full quantity on each line	
Suppliers are allowed to provide multiple responses	
☑ Buyer may close the negotiation before the Close Date	
Buyer may manually extend the negotiation while it is open	
Return to Negotiations	Actions Create Quote - Go

The Controls window is displayed, listing the Schedule information and all valid Response Rules

established by the IFMIS buyer for the RFQ.

- 4- Review the information in this window.
- 5- To initiate the creation of the quote response, select the Create Quote value in the

Actions box.

6- Click the Go button.3

	Sourcing				🕅 Navigator 🕶 🛤 Favorites 🕇	Home Log	out Preferences Help D	Augnostics
Regotiations								
Negotiations > RFQ: 1527	9 >							
Create Quote: 68003 (RFQ	15279)							
Header Lines	Title ;	ahadasdir			Cancel View 1 Time Left: 5 days 6 h Close Date: 10/26/201	UQ Quote By Spr Nors 3 19:34:20	eadsheet Save Dra	ft <u>Continue</u>
	Supplier I Supplier Site RFQ Currency I Quote Currency I Price Precision	NDUSTRIAL SAFETY PROD 11 - 6091 CAREY DR, , VAI ISD ISD Any	ucts DIC Lley View, oh 44125, us		Quote Valid Until Reference Number	(201)		
Attachments								
Add Attachment								
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								
					Cancel View I	UQ Quote By Spr	eadsheet Save Dra	ft Continue

The Create Quote window is displayed. The window defaults to the Header area of the quote. 7- Use the Calendar icon to enter the appropriate value for the Quote Valid Until date.

Sat	F	Thu	Wed	Tue	Mon	Sun
5		3	2	1	30	29
12	1	10	9	8	7	6
19	1	17	16	15	14	13
26	1	A	23	22	21	20
2		31	30	29	28	27

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The **Calendar** window is displayed.

8- Select the appropriate **Day** value.

	Sourcing				B Manada an D Canada an	Margare 4	and Datasaa libb	Piecester
Vegotiations						Home Lo	god Presences Rep	Diagnostics
Negotiations > RFQ 152 Create Owner: 68003 (RFQ	79 >) 15279)							
Header Lines	Trie st	radiadir			Earcet View R Time Left: 5 days 6 hos Close Cafe: 50/26/2013	Q Quote By Sp 19:34:20	readsheet Save Dr	aft Continue
	Suppler IN Suppler Site III RFQ Currency US Quote Currency US Price Precision Ar	DUSTREAL SAFETY PRODU - 6091 CAREY DR, , VAI D D Y	iets inc Lev View, on 44125, us		Quote Valid Until 0(70)(2013 Reference Number 1000 100/076456			
Attachments								
Add Attachment								
Title No results found.	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
					Cancel View R	Quote By Sp	readsheet Save Dr	aft Continue
1					Contraction of the second			

- 9- Enter the value for the Reference Number of the quote response.
- 10- If desired, enter a Note to Buyer (up to 240 characters) in the designated field.

11- Click the Lines tab.

	Sourcing						🕈 Navigator 🔻 🗣	Favorites - Harr	e Loout Preferences Help Disonestics
Negotiations									
Negotiations >									
Create Quote: 68003 (RFO 1	15279)								
Header Unes		Title <u>schachach</u>					Cancel Time Left S Close Date 1	View RFQ Quote 8 days 6 hours 0/26/2013 19:34:20	ly Spreadsheet Save Draft Continue
	RFQ Curr Price Prec	ency USD Islan Any					Quote Currency U	sio	
Line	Update	Ship-To	Rank	Start Price	Best Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity Promised Date
1 fotyewkythkweh	1	Easterly Internal Location	Blind		No Quote		31 EA	1	1 11/02/2013
Indicates more information	requested. Click	the Update icon.							~
							Cancel	View RFQ Quote E	By Spreadsheet Save Draft Continue
				Negotiations H	iome Logout Pref	erences Help Diagn	ostics		

The Lines window is displayed.

- 12- Enter the Quote Price and Promised Date for each line.
- 13- When complete, click the **Continue** button.

Negotiations									
Negotiations >									
Create Quote 68003: Review	and Submit (RF	FQ 15279)							
						Cancel Ba	ck Validate Save	Draft Printal	ole View Submit
						-			
Header									
	T Supp Supplier S RFQ Curre Quote Curre Price Precis	Fitle sdvsd blier INDUS Site 01 ency USD ency USD sion Any	lvsdv TRIAL SAFETY PRODUCTS INC			Time Left 5 days 6 Close Date 10/26/2 Quote Valid Until 10/30/2 Reference Number ISQUOTE4 Note to Buyer	hours 013 19:34:20 013 156		
Attachments									
Title	Ту	ре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									
Lines	_								
			Quote 1	Total (USD) 31.00					
Select Line	Ship-To		Best Price Start Price	Target Price Q	uote Price (USD) Unit Target Quantity	Quote Quantity Line Total Need	By Date	P	romised Date
I ifohyewiuyfhiuweh	Easterly Inter	nal Location	No Quote		31 EA 1	1 31.00 10/30/	2013 17:00:00 to 10/30/2013	3 17:00:00 1	1/02/2013 12:29:32
Line 1: ifohyewiuyfhiuweh	ofhewjoifhowel	hfiwehfhwe	eofhqwehfiqewhfiqheiofhqoh	foqehfoqhofhoqhfo	qhofhwqoe				
Notes									
Note to Buyer									
Attachments									
	_								
Title	Туј	pe	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results round.									

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The Review and Submit window is displayed.

14- Use the **Validate** button to initiate pre-validation of the quote to ensure all required information has been entered prior to submission.

Note: At any point in quote creation, the user can click the **Save Draft** button prior to submission, and return to the quote to continue creation in another session.

Sourcing	Contraction of the local division of the loc	🖞 Navigator 💌 📑 Favorites 👻	Home Logout Preferences Help Diagnostics
Regotiations			
Negotiations >			
Confirmation Quote 68003 for RFQ 15279 (solvadvadv) has been validated without any errors.			
Create Quote 68003: Review and Submit (RFQ 15279)			
		Cancel Back V	alidate Save Draft Printable View Subgit

The **Confirmation** window is displayed to indicate validation with no errors. 15- Click the **Submit** button.

	Sourcing		
Negotiations			
Quote 68003 for RFQ	15279 (sdvsdvsdv) has be	en submitted.	
Return to Sourcing Ho	ome Page		

The **Confirmation** window is displayed to confirm successful submission of the quote. 16- Click the **Return to Sourcing Home Page** link.



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Creating Online Discussions

Portal supplier users can utilize the **messaging** capabilities to communicate directly with IFMIS Procuring Unit with questions or requests for more information during negotiations. Users will receive updates when message responses are received from IFMIS personnel.

	oourcing						1 Navigator -	🕞 Favorites 🔻	H
egotiations									
earch Open Negotiations	itle 👻	Go							
Velcome, MARK CASTRO.									
Your Active and Draft Re	esponses								
Press Full List to view all your	company's responses.								Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages	
68003	Active	01	15279	sdvsdvsdv	RFQ	5 days 6 hours		Q	
Your Company's Open In	vitations								
									Full List
Supplier Site		Negotiation Number			Title	Туре	Time	Left	
No results found.									
Ouick Links									

All active quote responses are listed in the **Your Active and Draft Responses** section of the Home Page.

1- Click the link under the Response Number field to open the response.

Negotiations									
Negotiations >									•
Quote: 68003 (RFQ 15279)									
Title sdvsdvstv Time Left 5 days 5 hours Quote Style Blind Quote Currency USD Contact CASTRO, MARK Supplers? Quote Status Active Note to Buyer Title Type Description Category Last Updated Usage Update Delete Attachments No results found.					Close Dat Rankin Supplie Supplier Sit Quote Valid Uni	e 10/20 g Price er INDUS e 01 til 10/30	5/2013 19:34:20 Only TRIAL SAFETY PRODUCTS INC //2013	Actions Online Dis Online Dis View Quoi Create Qu Printable 1	cussions - Go cussions te History tote //iew
Lines									
✓TIP All prices are in USD. Quote Total (USD) 31.00									
Show All Details Hide All Details									
Details Line S	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity Need-By Date	Promised Date	Line Active Total Quotes
Show 1 ifohyewiuyfhiuwehofhewjoifhowehfiwehfiweofhqwehfiqewhfiqheiofhqohfoqhofhoqhofhoqhofhwqoe E	asterly Internal	Blind			31 EA	1	1 10/30/2013 17:00:00 10/30/2013 17:00:00	to 11/02/2013 12:29:32	31.00 Blind

The Quote window is displayed.

- 2- To initiate the creation of a discussion, select the Create Discussion value in the Actions box.
- 3- Click the Go button.

Sourcing			🛱 Navigator 👻 📑 Favorites 👻	Home Logout Preferences Help Diagnostics
Regotiations				
Negotiations > Quote: 68003 (RFQ 15279) Create New Message (RFQ 15279)	> Online Discussions (RFQ 15279) >			
 Indicates required field 				Cance Send
Send To • Subject	North East Ohio Regional Sewer District Question on RFQ 15279			
	Will there be additional items added to this RFQ prior to 10/30/2013? Thank you in advance for your response.	*		
		-		Cancel Send

The **Online Discussions** window is displayed. Any previous messages or replies related to this quote will be listed in the **Messages** region of the window.

4- Click the New Message button.



				IN Na	wyator 🔸 🛶 navontes 🔹	Home Logout Prei	erences neip	Diagnostics
Negotiations								
Negotiations > Quote: 68003 (RFQ 15279) >								
Online Discussions (RFQ 15279)								
							Cance!	Printable Page
	Title Status Time Left	<u>sdvsdvsdv</u> Active 5 days 5 hours			Open Date Close Date	10/08/2013 20:33:48 10/26/2013 19:34:20		
Messages 🗲								
New Message								
Subject 🔺	Message			Status	Sender	Date		Reply
Question on RFQ 15279	Will there be additi	onal items added to this RFQ p.	<u></u>	Read	CASTRO, MARK	10/21/2013 13:41:09		R.
							Cancel	Printable Page

The **Create New Message** window is displayed. The **Send To** is pre-populated with the appropriate IFMIS recipient address.

- 5- Enter the desired value in the **Subject** field.
- 6- Enter the desired text (up to 240 characters) in the Message field (scrolling field).
- 7- Click the Send button.

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Messages 🔶						
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	Negotiations Home Logout Preferences	Help Diagnostics				
Question on RFQ 15279	Will there be additional items added to this REO p Negotiations Home Logout Preferences	Read Help Diagnostics	CASTRO, MARK	10/21/2013 13:41:09	Cance] Pr	R,

The **Create New Message** window is closed and user is returned to the **Online Discussions** window.

8- Note the inclusion of the new discussion record under the Messages region of the window.

Negotiations								
Search Open Negotiations	Title 🔻	Go						
	Thuc .							
Welcome, MARK CASTRO.	D						\sim	
Press Full List to view all yo	our company's responses.							Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages
<u>68003</u>	Active	01	<u>15279</u>	sdvsdvsdv	RFQ	5 days 5 hours		<u>0</u>
Your Company's Open	Invitations							Full List
Supplier Site		Negotiation Number	er		Title	Туре	Tim	e Left
No results found.		5						
Quick Links								
Manage	View Responses							
Drafts Personal Information	Active Disqualified Awarded Rejected							

The message has now been sent directly to IFMIS purchasing buyer.

9- Note the Unread Messages column in the Your Active and Draft Responses section of the Home Page window – any reply to your message will display an update to the link in this column.

Summary

Congratulations! You have now learned how to:

- ✓ Access the Kenya Supplier portal and Home Page
- \checkmark Use the Orders tab and related functions
- \checkmark Use the Finance tab and related functions
- ✓ Use the Sourcing responsibility to respond to bid requests and communicate directly with GOK Procuring unit.



REPUBLIC OF KENYA







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