REPUBLIC OF KENYA

THE NATIONAL TREASURY

ifmis Re-engineering

An Initiative of The National Treasury

IFMIS PROCURE TO PAY iSOURCING MANUAL

IFMIS - HELA ZETU, HUDUMA BORA

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

Effective Date: 14th April 2014

Notice

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 iSupplier Portal.

Table of Contents

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).

Registration

IFMIS will be responsible for registering the suppliers to enable their use of the iSourcing. Prior to registration, each supplier will be asked to provide a contact name and a phone number, as well as a "valid" "Group" email address that can be used by iSourcing for notifications and other communication. The reason a group email address is required is to allow more than one person at your facility to have access to it and to allow you to control who at your facility has access to it – without IFMIS's involvement. This allows for full coverage of work, through vacations, position change, or any other instance that might otherwise leave work undone. It's also helpful to have an email address that is used only for iSourcing communications.

When you have been registered by IFMIS, you will receive a system-generated email from IFMIS indicating your username and password. This email will be sent to the "group" email address you provided to us. It will indicate your username (generally your email address) and a randomly generated initial password.

General Navigation Tips

Regular Internet users should feel comfortable navigating through the various iSourcing screens. The functionality is not unlike what you might find on a typical web site. Keep an eye out for vertical and horizontal scroll bars. In many cases, you will be able to scroll down and/or to the right to see additional information. As a strong recommendation, avoid using the "Back" button on your browser toolbar. This is true for all Web-based transactional applications. In most cases, you will be able to navigate to the page you want by using the buttons on the screen rather than on the toolbar.

Logging In

To connect to the sourcing responsibility, enter the supplier.treasury.go.ke (Note: you may want to create a shortcut for this URL for your desktop) When you are connected, you will see this Login screen:

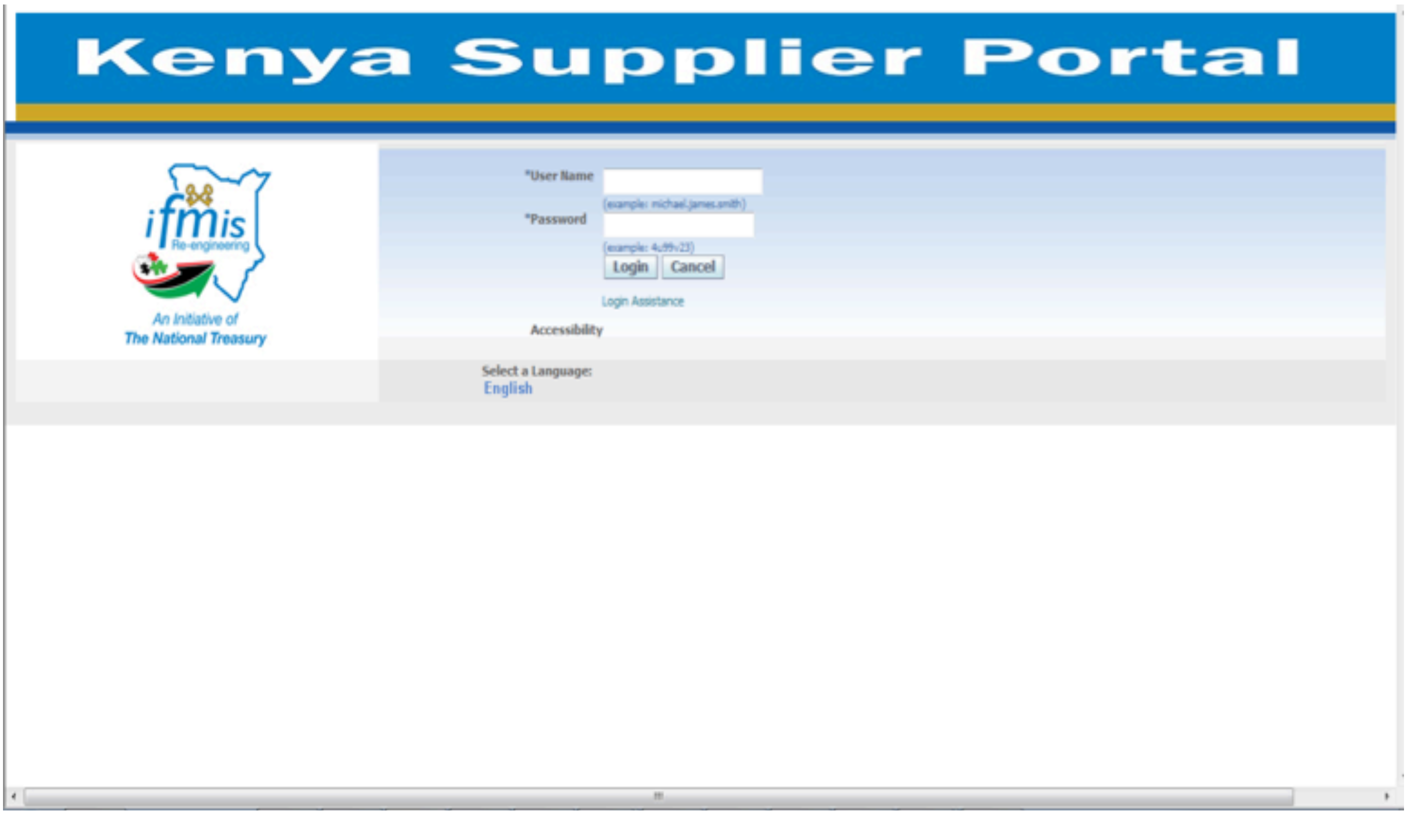

Figure 1

Enter your **Username** and **Password** and click on the Login

Button. Note: The first time you log in, you will be prompted to change your password. Make sure you remember the new password!

The Home Page

When you are successfully logged into IFMIS *Kenya Supplier portal*,

the "Home" page below will appear. This page provides you with the following information and functions:

On the personal home page you can see your name on the right top corner

1. Click the Sourcing Supplier responsibility assigned to you. Responsibility is a set of privileges assigned to User (Supplier)

2. When you will click on the Sourcing Supplier responsibility two new links will appear on the right side of the page. Sourcing Home Page Worklist

3. Click the Sourcing home page to see the responded and invited tenders.

4. Click the Work list to see the Notifications received by you.

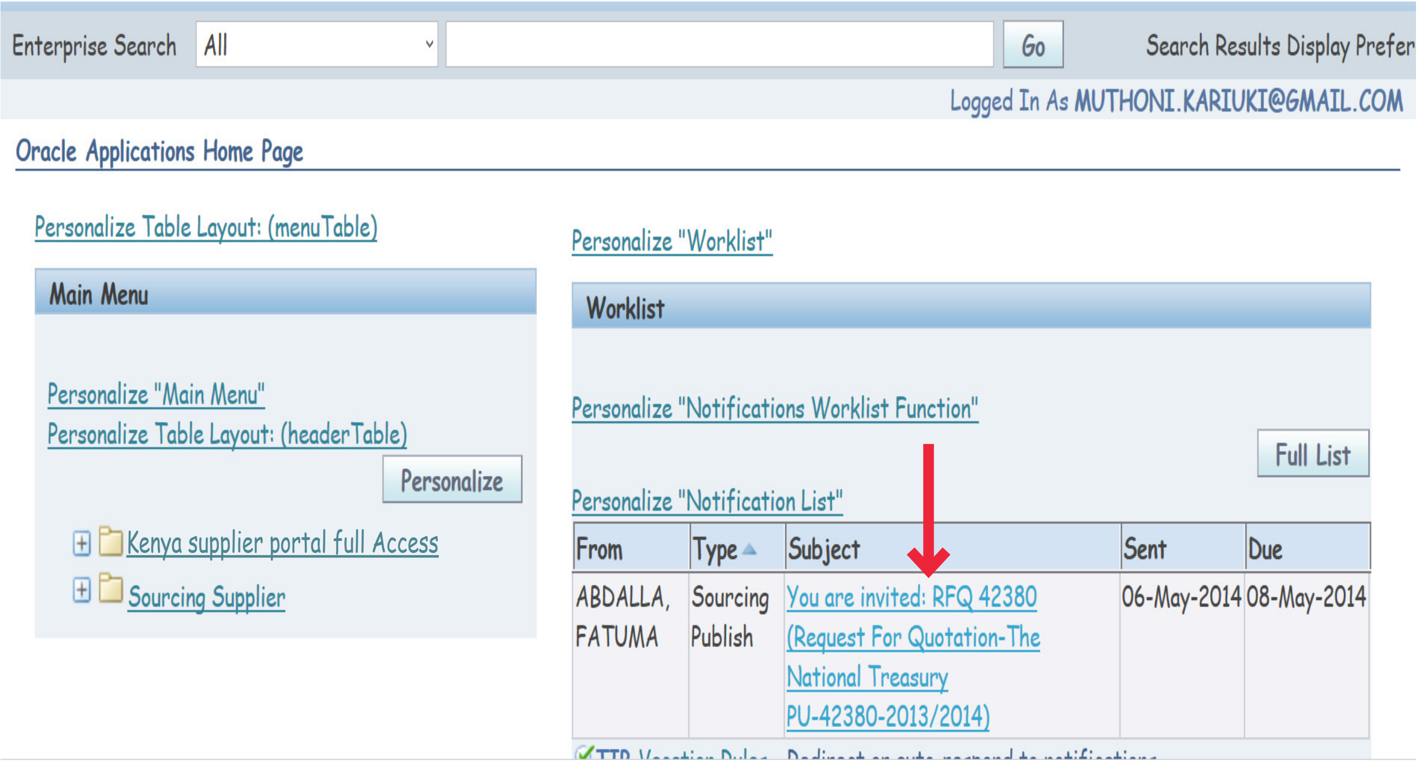

Figure 2

Global buttons

The following buttons display on the home page

Home – Returns you to the main Page where you can Select another responsibility if u have more than one.

Logout – Logs you out of the iSourcing Portal

Preferences – Displays the Preferences page.

Help – Accesses the help index page.

User Preferences

You can change your user settings or preferences at any time by clicking on the preferences icon. The following preferences can be changed:

Password You can reset or change your password. A valid password must be at least six, but no more than 30, characters. Passwords can be alphanumeric or special characters.

To change your preferences:

a) Click the Preferences icon.

b) Complete or update the required fields.

c) Click Apply to save your changes. Click Cancel to return to the system without making any changes.

Acknowledging Participation

You can acknowledge your participation in two ways one using your work list on personal home page, and other is Clicking on open invitation on Sourcing Home Page.

Acknowledge using work list

1. Click on Work list link as shown in previous screen
2. All the Open notifications will be shown.
3. Click on the Notification's subject link.
4. A new page will be displayed on your screen
5. Enter any note to buyer in note to buyer text.
6. Press yes to acknowledge your interest to buy and quote for the tender.
7. Press No to reject to participate in the tender.

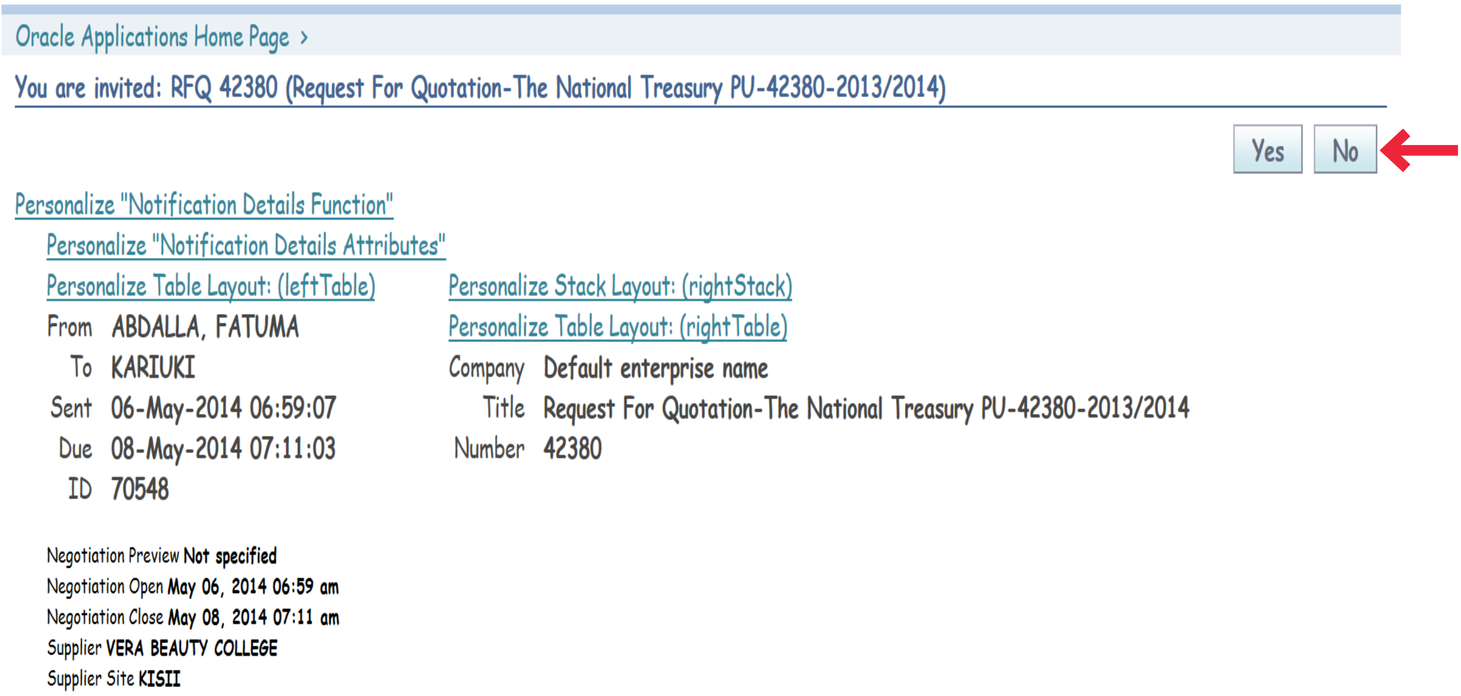

Figure 3

Acknowledging Participation through Sourcing Home Page

1. Click Sourcing home page, as shown on Personal Home Page above
2. Click on the Tender number in Your Company's Open Invitations Tender details will open in a new page as shown below
3. Choose Acknowledge Participation from Actions dropdown list Press Go. Acknowledge participation page will open. Select yes to participate or no to reject.
4. Enter any information or note for the buyer. Click apply

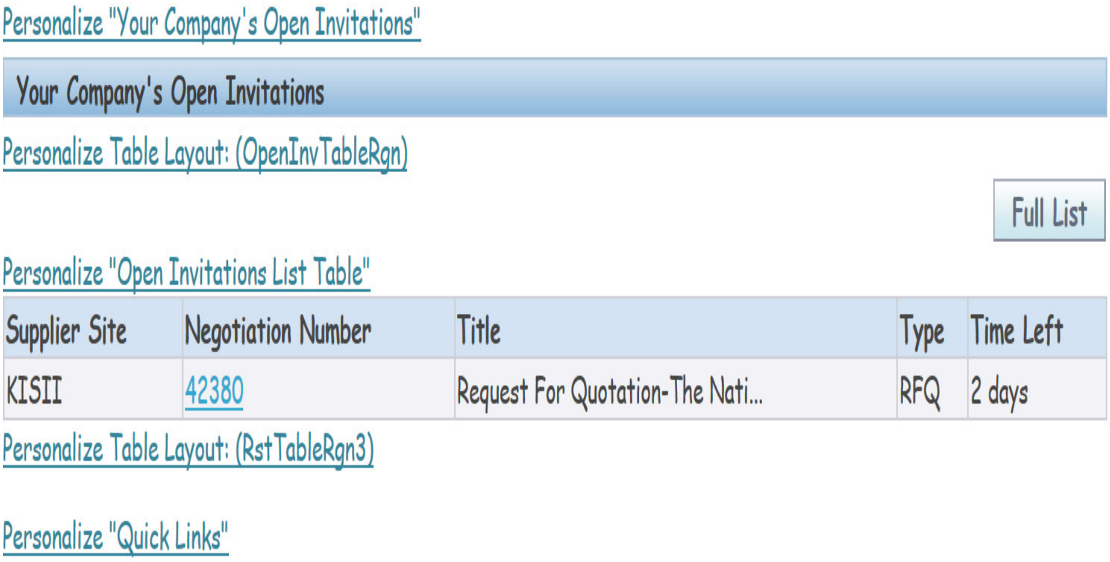

Figure 4

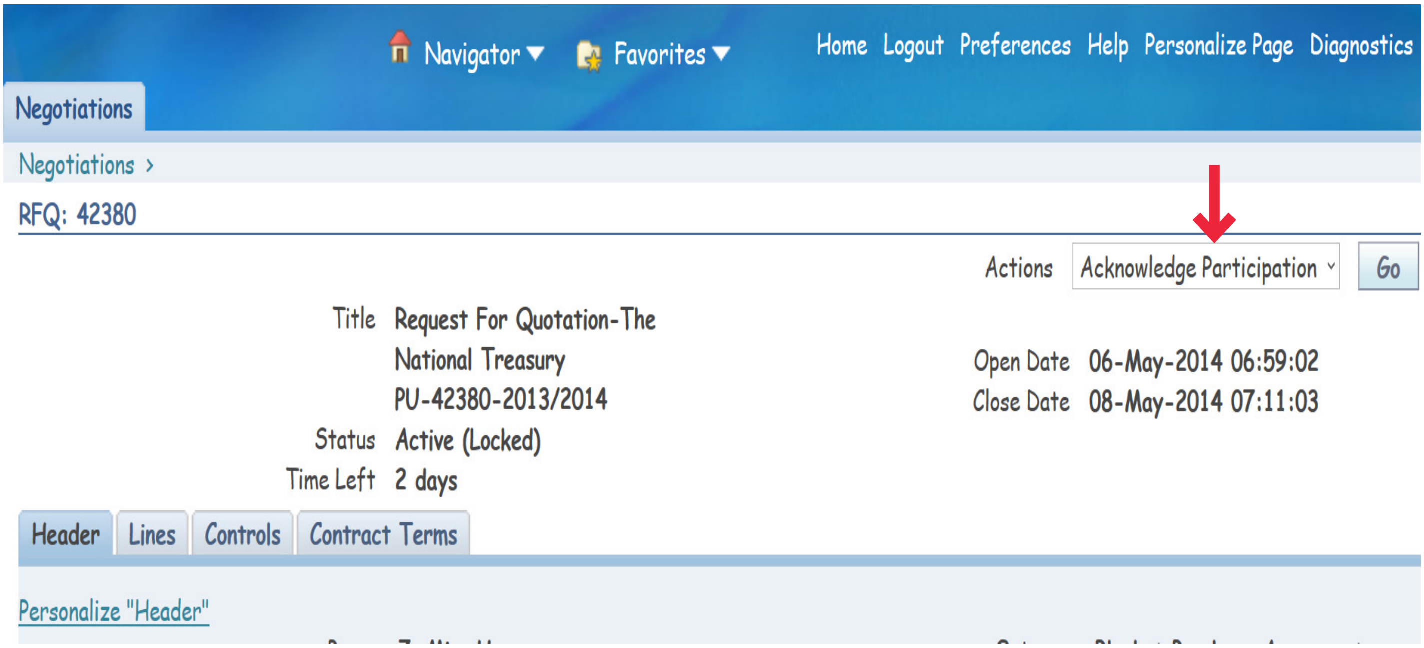

Figure 5

Using Online Discussion

To ask query from buyer related to this particular tender, you can use ***online discussion*** feature of this product, wherein you can ask your queries or doubts online to the buyers, and buyer can respond to your queries online too.

Navigation:

1. Sourcing Supplier Responsibility > Sourcing Home Page
2. Click the link ***unread messages*** on Sourcing Home Page or choose ***Online Discussion*** from the Action dropdown list on RFQ detail page.

You will be directed to Online Discussion Page where you will be able to see the message from the Buyer against tender and your quote

3. Click the link below message to read the message.
4. Click reply to reply the message.
5. Click New Message to create a new message.

Reading the Message

Clicking on the message link will show you the complete message.

1. Click Reply to reply the message.
2. Click print to print the message.
3. Click “return to Online discussion” to return

Replying to the Message

Click Reply to reply the message on the online discussion page or at the reply button on message read page. Clicking on reply will show you a text box on a new page where you can type your message

1. Type the message you want to send.
2. Click “Send” to submit your query.

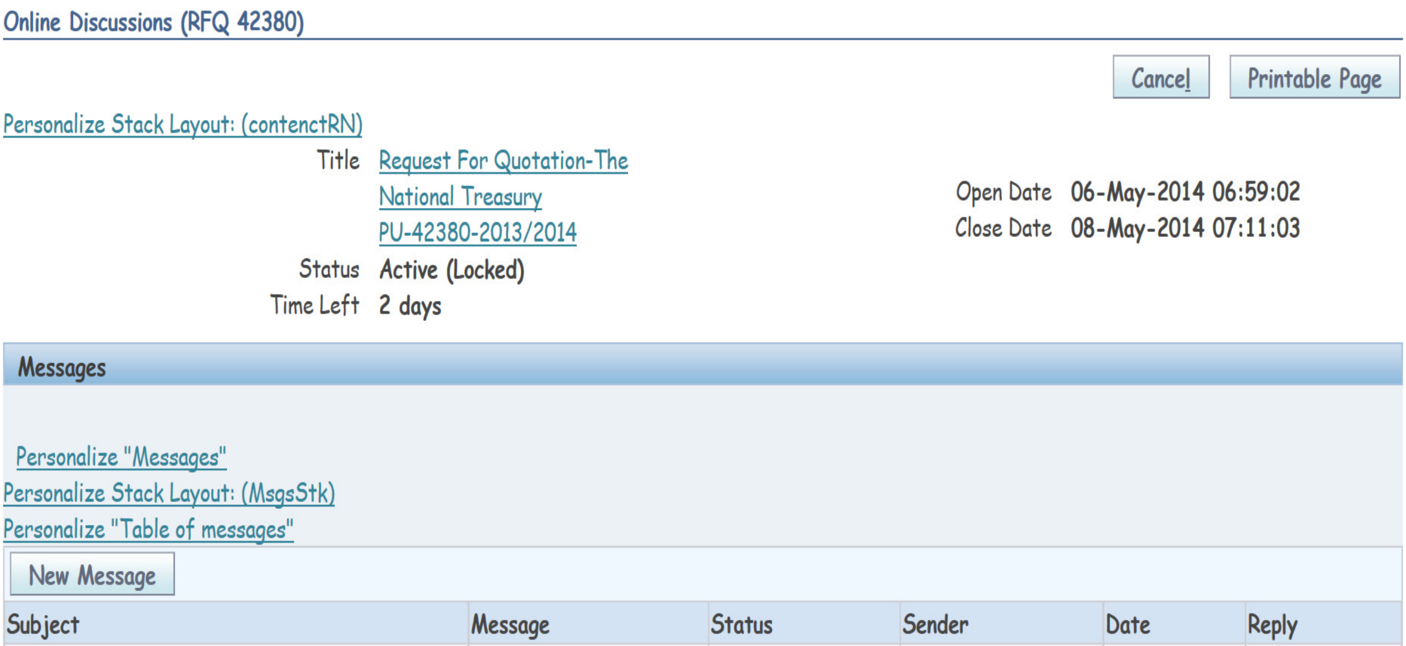

Figure 6

Viewing Tender/RFQ Details - Header

1. Click on the negotiation number on the home page.
2. Tender page will appear.
3. You can see tender header detail, line detail, tender terms, currency as well as notes and attachments
4. Click return to RFQ to go back to the tender details.
5. Click file name under Notes & Attachment Section to download the attachment.
6. Choose Open to open the Document.
7. Click Save to save the document and give the location where you want to save the file.
8. Click cancel to cancel the action

Figure 7

Viewing Tender Details -Line

1. Click on lines to see the line details

   All the lines of the Tender will be available; you can also click on a particular line to get the details of that line.

Viewing Tender Details – Terms

1. Click Contract terms to view terms and conditions. If Available
2. Download or open the file. Same as downloading an attachment.

Creating Response/Quote

1. Select the tender for quoting from Your Company's open Invitation on
2. Sourcing Home Page.
3. Click on the negotiation number.
4. Select Create Quote from Actions list
5. Press Go.

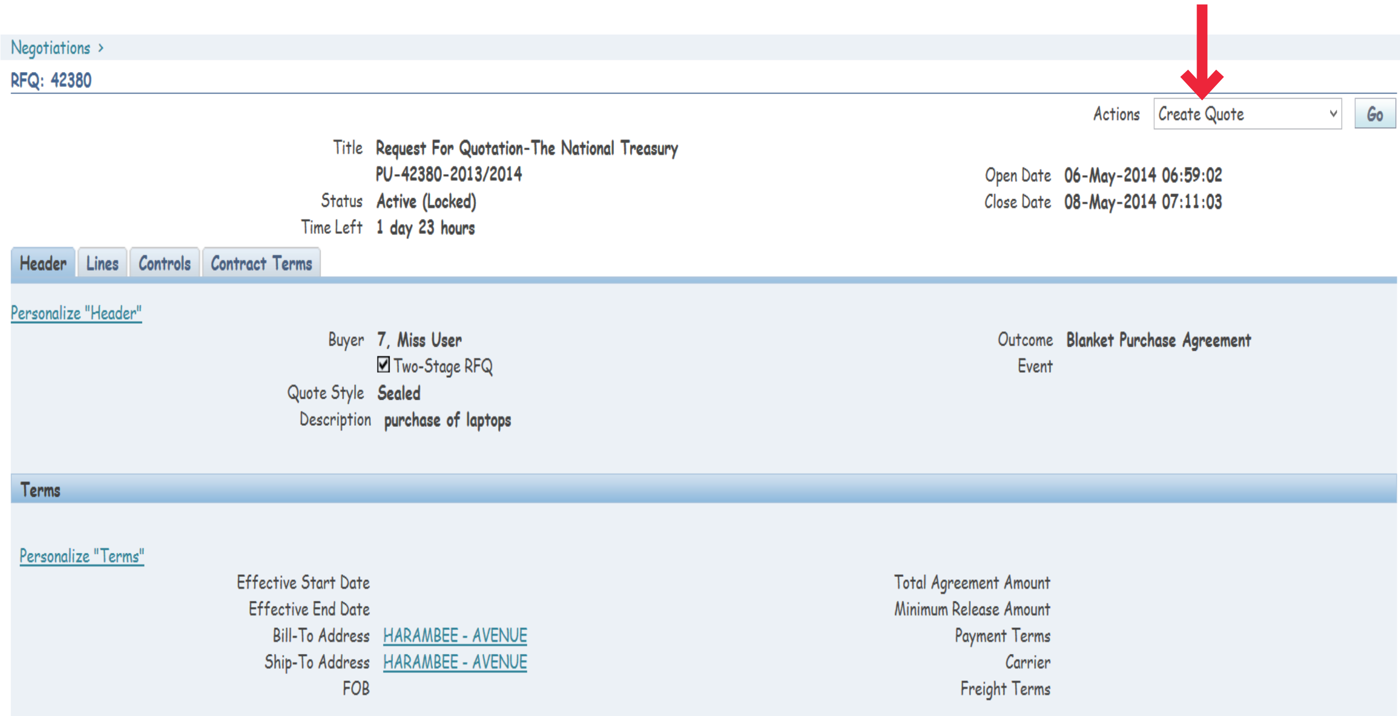

Figure 8

Creating Quotation header Details

1. Enter Reference number if any.
2. Enter any message to the buyer in Note to buyer.

Attaching the documents

1. Click Add attachment on creating Response header page and enter the description for the attachment.
2. Click browse to select the attachment location in the system.
3. Click open to add the attachment.
4. Enter a name for the attachment.
5. Click Add another to add more attachments.
6. Click Apply to add the attachment to the tender header

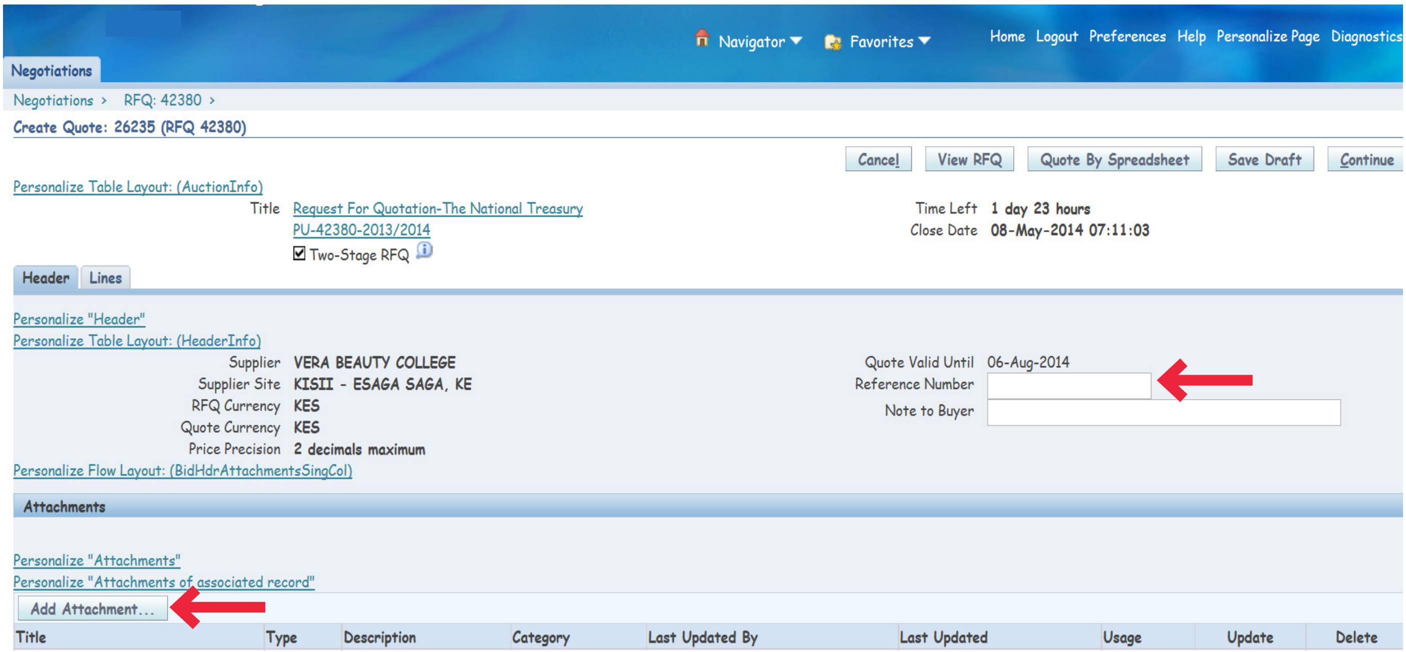

Figure 9

Populating Tender line Details and adding Attachments

Enter the Quote Price and quote values.

Viewing and Filling Attributes

1. Click the line link on the creating response/quote home page. Enter the Quote value for the quote.
2. You must enter a quote value for attribute type required.
3. Enter any note for the buyer for the line.
4. Click Add Attachment to add attachment at the line.
5. Click cancel to cancel the changes.
6. Click Save Draft to save the changes temporarily in the system.
7. Click apply to apply the changes

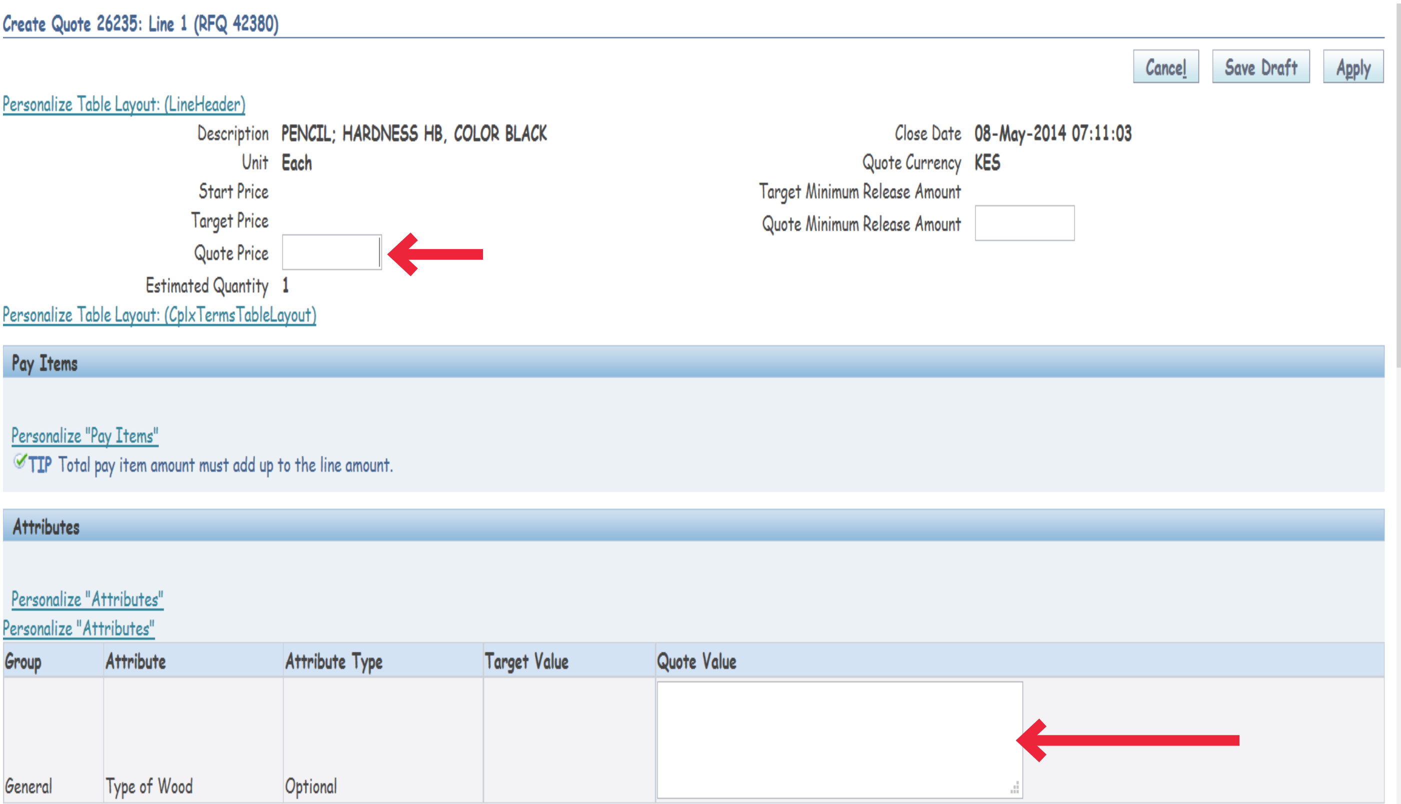

Figure 10

Adding line level attachment

1. Enter the description for the document.
2. Choose the document to be attached. Click open.
3. Click Add Another to add more documents
4. Click Apply to attach the document. The line level attachment can be seen below.
5. Click update to update the attachment.
6. Click delete to delete the attachment.
7. Click Save draft to save the document in drafts.
8. Click apply to save the changes

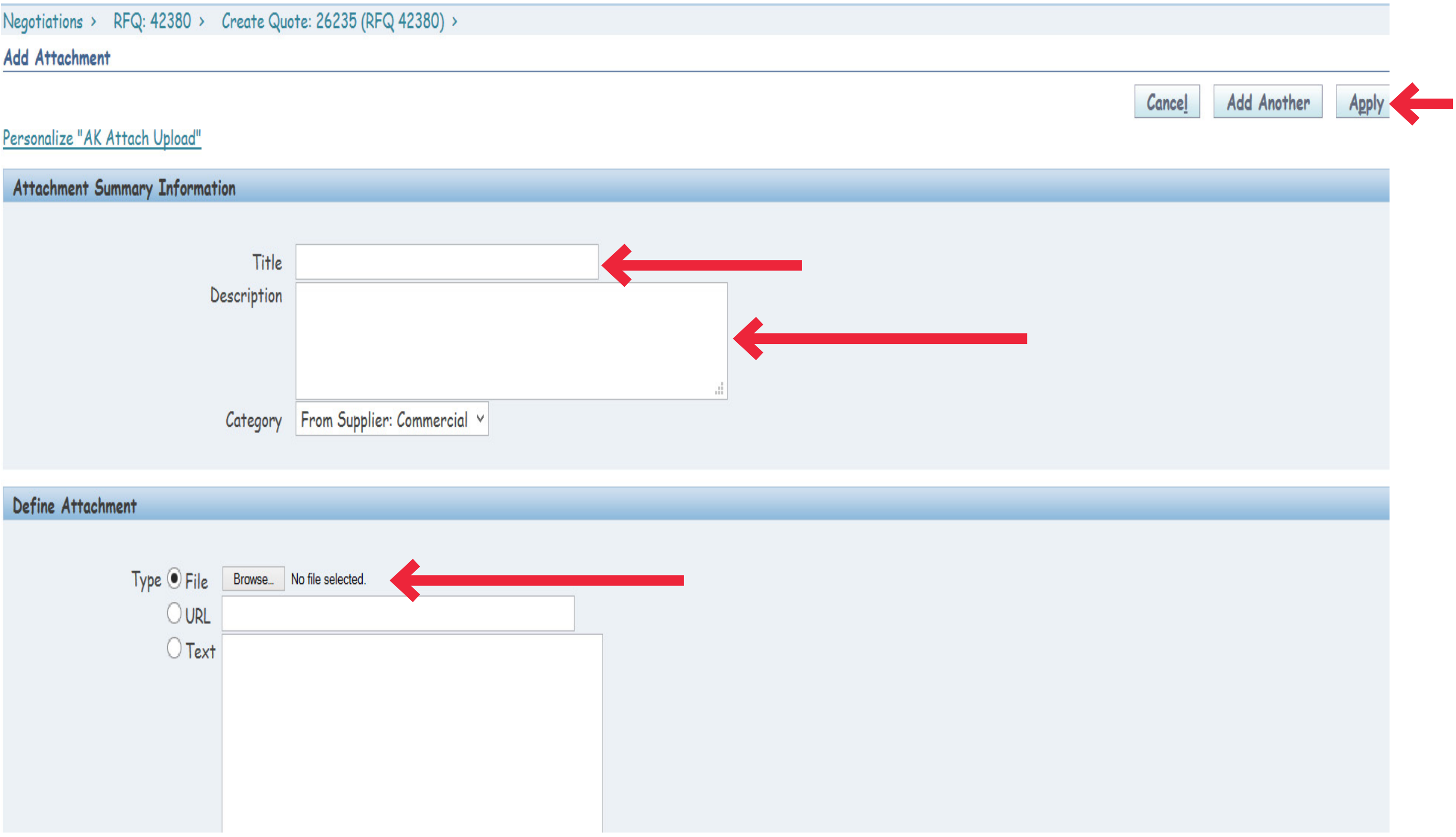

Figure 11

Reviewing and Submitting Response/Quotation

Reviewing the Response/Quote

After completing all the details as needed,

1. Click Save Draft to save the response and submit it at a later date.
2. Click Submit to submit the quote. A warning message will be shown: multiple quotes for the tender is not allowed.

Submitting Response/Quote

1. Confirmation message will be shown as indicated below.
2. Click “Return to Sourcing Home Page” to go to sourcing home page.

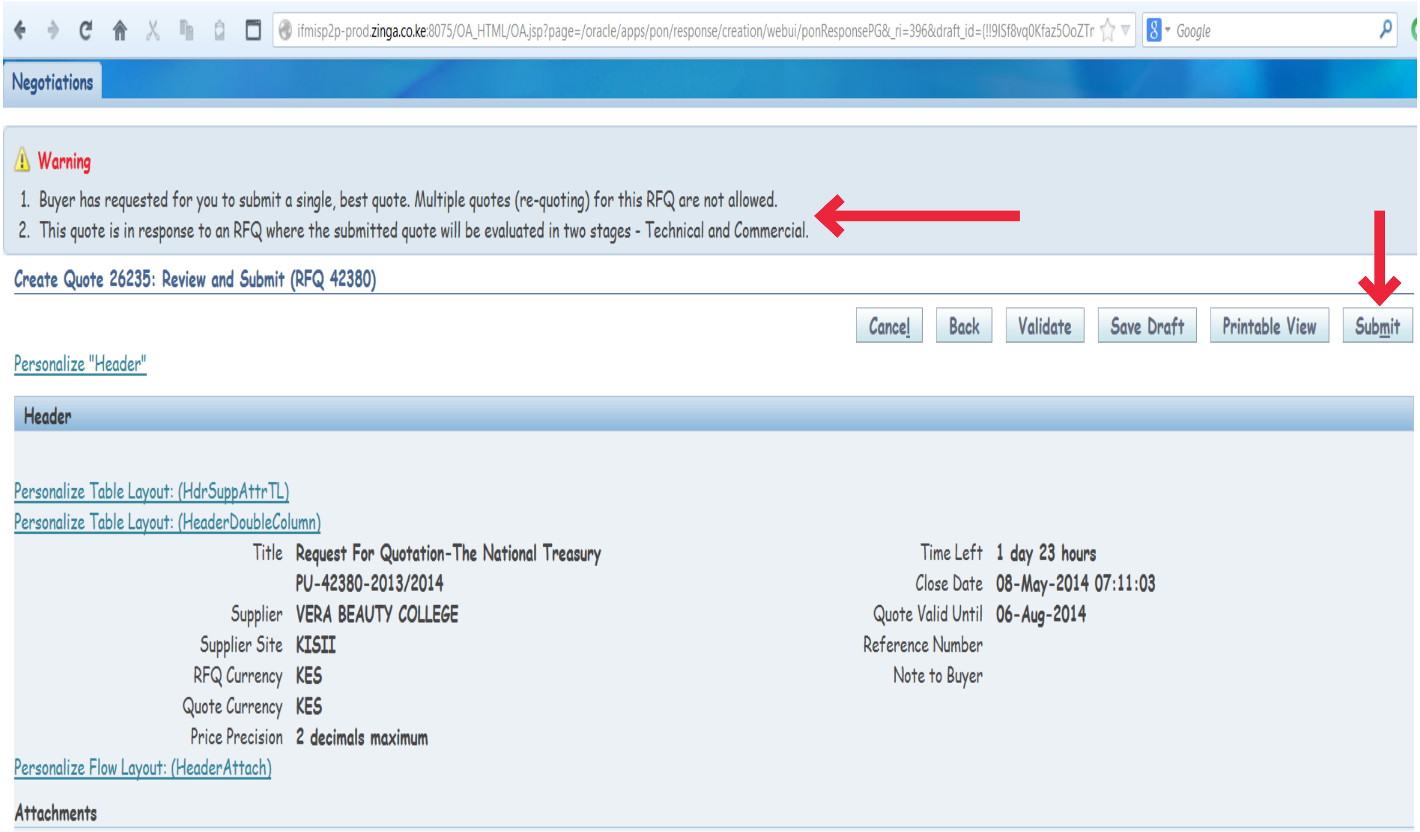

Figure 12

Viewing details of your Response / Quote

1. Find your responses from "Your Active and Draft Response". If it is not shown click on full list to see all your responses.
2. Select the response number you want to review or revise. Review / revise the response as needed.
3. Click Continue to submit your response/quote to the customer. If the response has already been submitted to customer you cannot submit it again.

Viewing Active, Rejected, Awarded and Disqualified *Response*

Active Response

Click "Active" link in Quick links.

If the negotiation is still "Open", you can select your "Active" response and click Revise to update your information and submit a new response.

Note: Negotiation status is different from response status.

1. Select the Response you want to see.
2. Click Revise, if you want to revise your response and submit a new response. Other processes are same as explained above

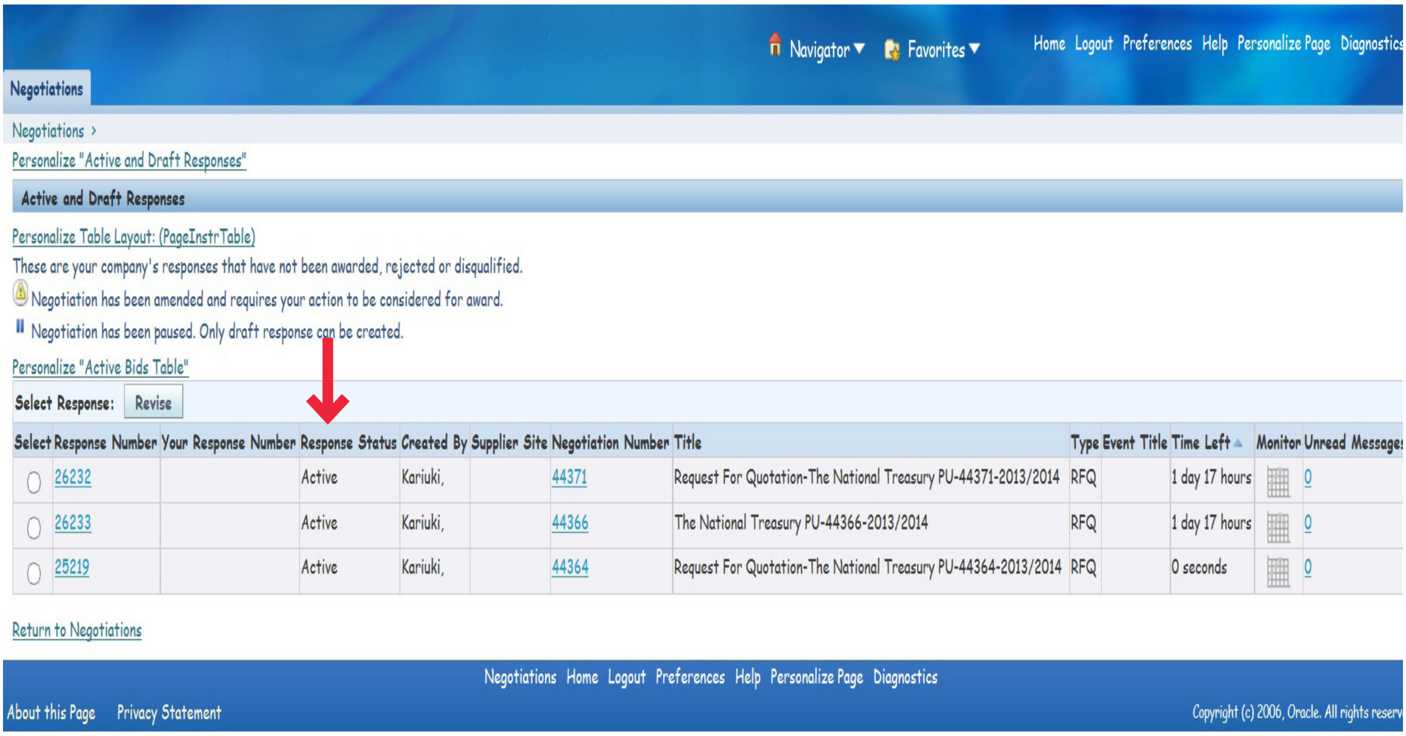

Figure 13

Awarded

Click “Awarded” link in Quick links
The Awarded Items page shows you all negotiation items for which you have been awarded business and also enables you to drill down for detailed information about the negotiation items and your responses to them.

Find the Response you want to see.

1. You may see the purchase order created for your response
2. You may see the reason for the awarded tender.
3. Click the response number if you want to see its details

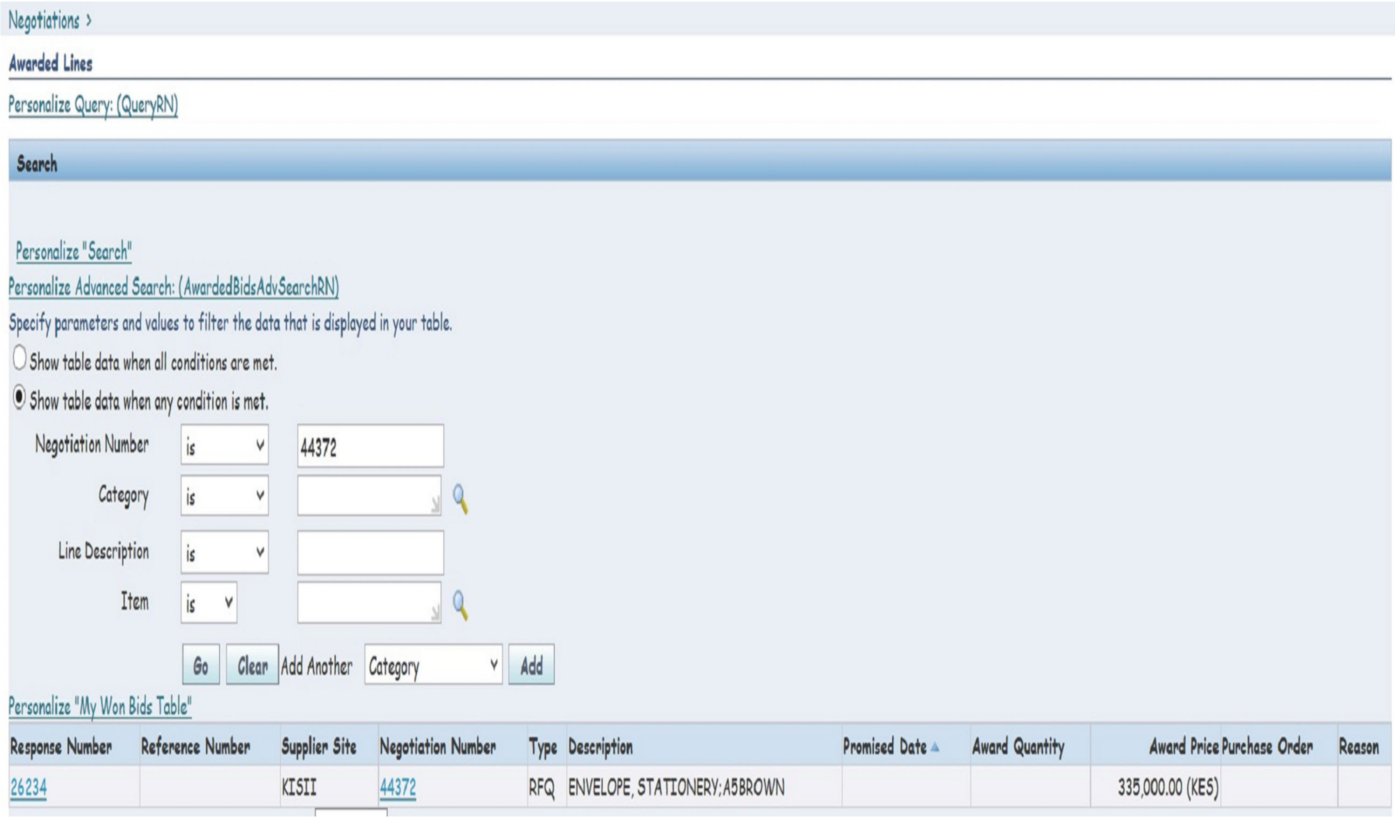

Figure 14

Rejected

Click “Rejected” link in Quick links
The Rejected Items page shows you all items for which you responded but were not awarded by the Customer and also enables you to drill down for detailed information about the negotiation and your responses to it.
Find the Response you want to see.

1. You may see the reason for rejection from customer.
2. You may click the response number if you want to see the details.

Disqualified Response

Click “Disqualified” link in Quick links
The Disqualified Responses page shows you all responses you have placed in any negotiation that have been disqualified by the customer.

If the negotiation is still open, you can select your response and click Revise to update your information and submit a new response.

1. Select the Response you want to see.
2. Click Revise, if you like to revise your response and submit a new response.
3. Other processes are same as explained above.

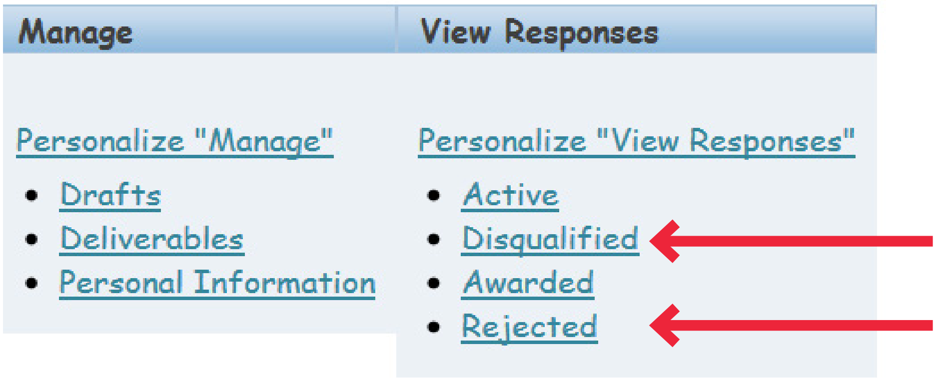
Manage
View Responses
Personalize "Manage"
Drafts
Deliverables
Personal Information
Personalize "View Responses"
Active
Disqualified
Awarded
Rejected

Figure 15

REPUBLIC OF KENYA

THE NATIONAL TREASURY

An Initiative of
The National Treasury

IFMIS PROCURE TO PAY iSOURCING MANUAL

The National Treasury
IFMIS Department
Treasury Building, Harambee Avenue
P.O. Box 30007 - 00100 Nairobi, Kenya
Phone: +254 20 2252299 Ext.33168
http://www.ifmis.go.ke