



IFMIS e-Procurement

Kenya Supplier Portal Self Registration: What you Need to Know



Did you know that you can register your business online through the Kenya Supplier Portal? Self-registration is simple. It is quick, efficient and saves on the time spent doing manual registration. Self registration eliminates the process of delivering documents physically to government offices.

Self-registration is a feature in the IFMIS e-Procurement system. e-Procurement has ushered in a new era of a fully automated procurement process - from requisition, tendering, contract award to payment. The shift from manual to e-Procurement has made public procurement more efficient and effective. It has also enhanced visibility and accountability at all levels of the procurement process for the benefit of all Kenyans.

Kenya Supplier Portal

The Kenya Supplier portal is a feature of the IFMIS e-Procurement system. It enables:

- Government procuring entities and their suppliers to communicate key information directly with each other.
- Facilitates self registration for people intending to do business with government.
- It is used in the first stage of the e-Procurement process - the tendering stage.
- It allows suppliers to participate in open tenders, RFQ etc.

Self Registration

Registering a business through the Kenya Supplier Portal has been simplified to allow persons with basic computer knowledge to register businesses on their own.

Following IFMIS e-Procurement roll out to Ministries, Departments & Agencies (MDAs) and Counties, Government suppliers now receive notifications from procuring entities via the Kenya Supplier Portal. A potential supplier wishing to respond to an open tender can register his/her business on the Kenya Supplier Portal.



Below are the steps to follow:

1. Log on to the internet.
 2. Access the Kenya Supplier Portal through <https://supplier.treasury.go.ke:8060>
 3. On the bottom left of the Kenya Supplier Portal home page, there is a link to start the self registration process.
 4. When you click on self registration it will lead you to a form that you are supposed to fill with your company details. That is: - the Name of the company, Tax Country, Company registration Number and Personal identification (PIN number), contact details - email (preferably company email), first name of owner, last name of owner, phone area code, phone number and phone extension.
- NB: Please note that all the asterix (*) marked areas are compulsory when submitting the company contact details. Also:**
- Use upper CAPS,
 - Have no Abbreviations,
 - Have no Special Characters (e.g. & for AND).
5. Submit the form.
 6. After submitting the form you will receive an email showing status of approval from the IFMIS Department.

How To Reset the Password (Incase a Supplier forgets)

- a. On the Supplier Portal, use the log-in assistance link,
- b. On the provided URL that appears as supplier.treasury.go.ke...etc add <https://> before it. This should read as follows:
[https:// supplier.treasury.go.ke](https://supplier.treasury.go.ke)... etc.

- c. Under Username please type the username that was sent to you. (the one you used to register in the IFMIS - Kenya Supplier Portal)
- d. Please click Forgot password button,
- e. Open your e-mail to view the link sent to you for resetting your password,
- f. Click reset password link,
- g. On the provided URL that appears as supplier.treasury.go.ke... etc) add the prefix <https://> before it. This should read as follows:
[https:// supplier.treasury.go.ke](https://supplier.treasury.go.ke)... etc.
- h. Enter Username,
- i. Type and confirm the new password,
- j. Click on confirm password.

How to Retrieve Open Tender from the Kenya Supplier Portal

- a. Get the online tender Number of the organization that has advertised the tender,
 - b. Access the Kenya Supplier Portal,
 - c. Click on Sourcing Supplier,
 - d. Click on Sourcing,
 - e. Click on Sourcing home page,
 - f. Under Open negotiations, Open the Drop Down button and select Number,
 - g. Type the online reference number that you received from the organization advertising the tender,
 - h. Click Go
- For Request for Quotation (RFQ), suppliers get notifications from procuring entities that prequalified them.

For further information, visit the IFMIS website: www.ifmis.go.ke
or call the IFMIS Toll Free Number: 0800 721477.