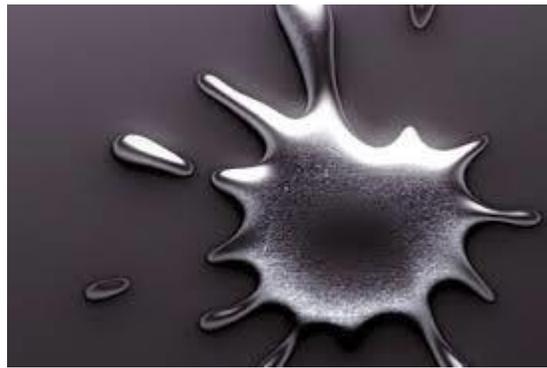


## **PROJECT PLATINUM**



### **SAP Supplier Relationship**

*SLC\_ Supplier Self Registration\_ user manual*

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## 1. REGISTERING AS A SUPPLIER

In order for supplier to be able to do business with REA, the first step they perform is the supplier self-registration. In this case the supplier will be required to fill in a registration form which is via a link available on REA’s website. The data they provide is transferred to the REA’s system, where it is analyzed. If the registration request is approved, they are listed as potential suppliers. They can then create permanent users for the employees in their company and establish a business relationship with the REA.

### 1.1. Carry out initial registration

To register, a supplier will proceed as follows.

#### Steps:

1. Use below URL for new suppliers registration into REA.

[https://spqportal.rea.local:8080/sap\(bD1lbiZjPTlwMCZkPW1pbg==\)/bc/bsp/srmsmc/ros\\_ext/bspwdapplication.do#VIEW\\_ANCHOR-ROS\\_ATTACH](https://spqportal.rea.local:8080/sap(bD1lbiZjPTlwMCZkPW1pbg==)/bc/bsp/srmsmc/ros_ext/bspwdapplication.do#VIEW_ANCHOR-ROS_ATTACH)

2. The supplier registration form below will open.

**Welcome to the Supplier Registration Page**

Welcome to REA supplier registration page. Read the mandatory requirements before registering.  
\* Fields marked with an asterisk are mandatory

**General Company Information**

Company Name* :	<input type="text"/>	Vendor Category* :	Local <input type="text"/>
D-U-N-S Number:	<input type="text"/>	IFMIS No:	<input type="text"/>
Language* :	English <input type="text"/>	E-PIN Certificate No* :	<input type="text"/>
Homepage:	<input type="text"/>	TCC No* :	<input type="text"/>
Tax Jurisdiction Code:	<input type="text"/>	TCC expiry date* :	<input type="text"/>
Currency:	<input type="text"/>	AGPO Special category group:	<input type="checkbox"/>
Company/Business Reg.No.* :	<input type="text"/>	AGPO Certificate No:	<input type="text"/>
Director Name:	<input type="text"/>	AGPO Certificate Exp Date:	<input type="text"/>
Director ID No:	<input type="text"/>		

<b>Physical Address</b>		<b>Postal address</b>	
Country* :	<input type="text"/>	PO Box:	<input type="text"/>
Region:	<input type="text"/>	Other City: / Zip Code:	<input type="text"/>
District:	<input type="text"/>	Other Country:	<input type="text"/>
City* : / Zip Code* :	<input type="text"/>	<b>Communication</b>	
House Number: / Street:	<input type="text"/>	Phone Number* : / Extension:	<input type="text"/>
Building: / Floor: / Room:	<input type="text"/>	Fax Number: / Extension:	<input type="text"/>
		E-Mail* :	<input type="text"/>

### Contact Details

Title:	<input type="text"/>	Phone Number* : / Extension:	<input type="text"/>	<input type="text"/>
First Name* :	<input type="text"/>	Fax Number: / Extension:	<input type="text"/>	<input type="text"/>
Last Name* :	<input type="text"/>	E-Mail* :	<input type="text"/>	
Academic Title:	<input type="text"/>	Language* :	English	<input type="text"/>
Department:	<input type="text"/>	Country* :	<input type="text"/>	
Function:	<input type="text"/>			

### Product Categories \*

No product categories selected

 Add

### Information

#### Mandatory Requirements

1. Must be registered or be incorporated. Certificate of registration/incorporation must be attached.
2. Only E-Mail addresses registered on the company's domain will be accepted.
3. Must have registered offices of Business premises.
4. Must provide a valid tax compliance certificate with the revenue authority, evidenced by attachment of Tax Compliance Certificate.
5. Attachment of AGPO certificate in mandatory requirement list in registration page, when one is registering under the special category (Youth, Women or PWD)
6. Attachment of E-Pin Certified with both VAT & Income Tax obligations in mandatory requirement list in registration page.
7. CR 12 for limited company & copy of Directors IDs

### Attachments

Here you can upload documents required as mandatory. System allows only pdf attachments.

System allows only PDF attachments.

Description:

### Comment

Here you can enter a comment

### Data Privacy Statement and Terms and Conditions

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

I have read the [terms and conditions](#) and accept the terms

- Fill the registration form as shown below under General Company Information

**General Company Information**

Company Name* :	YY COMPANY LIMITED	Vendor Category* :	Local
D-U-N-S Number:	N/A	IFMIS No:	IFMIS/00000....
Language* :	English	E-PIN Certificate No* :	P00987878T.....
Homepage:	WWW.YY.CO.KE	TCC No* :	T00000090Y.....
Tax Jurisdiction Code:		TCC expiry date* :	28.01.2018
Currency:		AGPO Special category group:	<input type="checkbox"/>
Company/Business Reg.No.* :	REG/0007/2099	AGPO Certificate No:	
Director Name:	EMER J.J.	AGPO Certificate Exp Date:	
Director ID No:	9800008		

- Enter the following information under Physical Address, Postal Address and Communication as shown below;

<b>Physical Address</b>		<b>Postal address</b>	
Country* :	Kenya	PO Box:	6767
Region:	NAIROBI	Other City / Zip Code:	
District:	SOUTH C	Other Country:	Kenya
City* : / Zip Code* :	NAIROBI	<b>Communication</b>	
House Number: / Street:	0001 KIMATHI STREET	Phone Number* : / Extension:	078989.....
Building: / Floor: / Room:	HIGHRISE 002 456	Fax Number: / Extension:	N/A
		E-Mail* :	emer@yy.co.ke

- Enter Contact Details as shown below

**Contact Details**

Title:	Mr.	Phone Number* : / Extension:	07898989...
First Name* :	JOHN	Fax Number: / Extension:	N/A
Last Name* :	EMER	E-Mail* :	emer@yy.co.ke
Academic Title:	Dr.	Language* :	English
Department:	SALES	Country* :	Kenya
Function:	MARKETING		

- Click Add button on 'Product categories' as shown below.

**Product Categories \***

No product categories selected



- Select the required field in product categories as shown below.

### Selection of Product Categories

Select the product categories you can supply

Find:

#### Available Product Categories

Category Name	
<input type="checkbox"/> <input type="checkbox"/> Materials	
<input type="checkbox"/> <input type="checkbox"/> Material group 1	
<input type="checkbox"/> <input type="checkbox"/> Material group 2	
<input checked="" type="checkbox"/> <input type="checkbox"/> Transformers	
<input checked="" type="checkbox"/> <input type="checkbox"/> Surge Diverters	

- Click on 'Choose File' to attach the required documents.

### Attachments

Here you can upload documents required as mandatory. System allows only pdf attachments.

System allows only PDF attachments.

Description:

- Select required file and click on 'Open' button as shown below.

 TAX COMPLIANCE CERTIFICATE	05/09/2017 10:36	PDF File	149 KB
 Supplier Profile	19/09/2017 09:33	PDF File	460 KB
 test_file	13/09/2017 19:30	Text Document	1 KB

TAX COMPLIANCE CERTIFICATE All Files (\*.\*)

10. Click on 'Add Attachment' as shown below.

**Attachments**

Here you can upload documents required as mandatory. System allows only pdf attachments.  
System allows only PDF attachments.

Description:

C:\Users\user\Desktop\Te

11. The file successfully uploaded will appear as shown below

File Name	Description
 TAXCOMPLIANCECERTIFICATE.pdf	TAXCOMPLIANCECERTIFICATE

12. Enter a comment in the comment box as shown below

**Comment**

Here you can enter a comment

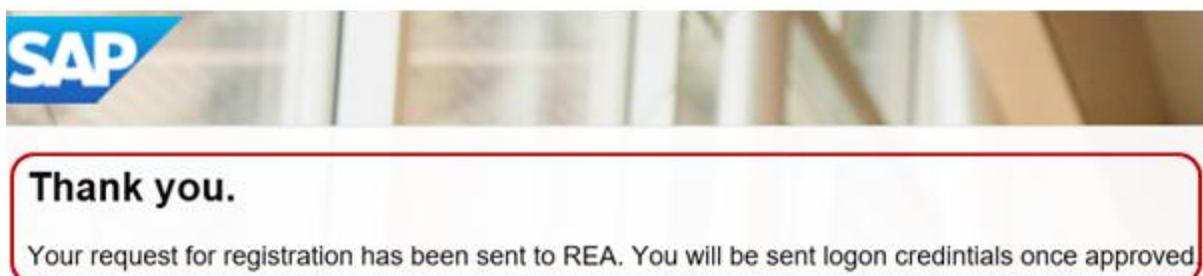
13. Select data privacy statement and terms and conditions checkboxes

**Data Privacy Statement and Terms and Conditions**

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

I have read the [terms and conditions](#) and accept the terms

14. Registration request will be forwarded to the Purchasing organization and the following message confirms that the registration request has been received



## 1.2. Create Supplier administrator account

If the supplier's registration request was approved, the supplier is listed as a potential supplier. Two separate e-mails will be received by the supplier. The first e-mail contains both an initial user ID and a link; the second e-mail contains a password. When the supplier follows the link, they will need the user ID as well as the password to log on to REA supplier's system where they will be able to proceed to the next steps. In case the registration request was rejected, the potential supplier is notified, in which case they cannot create an administrator account.

The administrator in the SAP Supplier Life Cycle Management is responsible for managing employees within the supplier company and is able to:

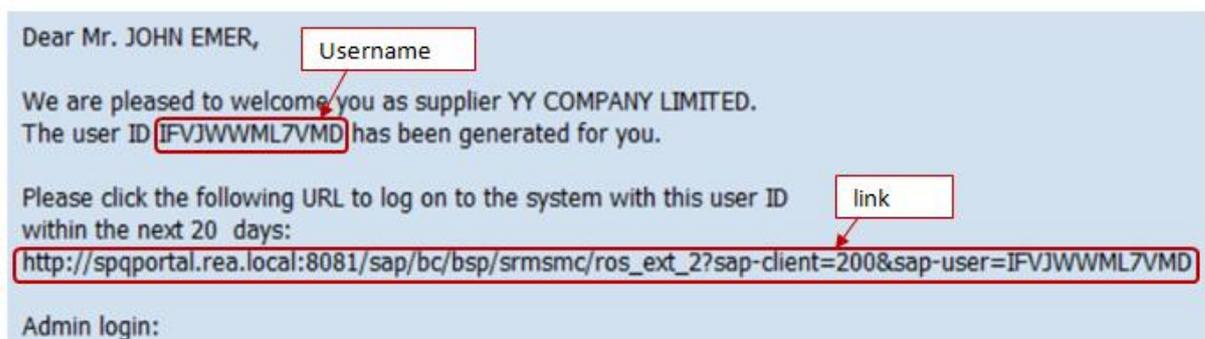
- Create new employees for the supplier company
- Retrieve a list of employees for the supplier company
- Create new user accounts for employees
- Assign roles to user accounts
- Lock user accounts
- Unlock user accounts
- Delete user accounts

Typical activities for the administrator are the overall employee maintenance, the user account maintenance of the supplier company.

To create an administrator account, the supplier will proceed as follows.

### Steps:

1. Login to link provided in email during registration. There will be two emails. The first email contains confirmation message, link and user name like in the example below.



- Click on the link. Log on window pops up as shown below



### SAP NetWeaver

User: \*

Passw ord: \*

Language:

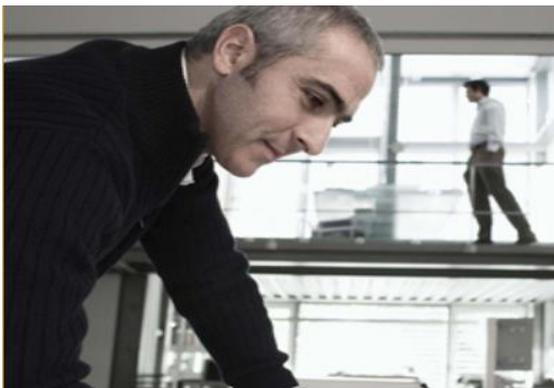
Accessibility

[Change Passw ord](#)

- The second email contains password for log on.

Within the next 20 days you can log on as supplier YY COMPANY LIMITED with the user ID you have already received and the following password:  
ZAs82A\UW#

- Enter the password contained in the second email.



### SAP NetWeaver

User: \*

Passw ord: \*

Language:

Accessibility

[Change Passw ord](#)

- Confirm the supplier contact details and create administrator account as shown below

**Contact Details**

Title:	<input type="text" value="Mr."/>	Phone Number / Extension:	<input type="text" value="07898989"/>
First Name:	<input type="text" value="JOHN"/>	Fax Number / Extension:	<input type="text" value="N/A"/>
Last Name:	<input type="text" value="EMER"/>	E-Mail:	<input type="text" value="emer@yy.co.ke"/>
Academic Title:	<input type="text" value="Dr."/>	Language:	<input type="text" value="English"/>
Department:	<input type="text" value="SALES"/>	Country:	<input type="text" value="Kenya"/>
Function:	<input type="text" value="MARKETING"/>		

**Create Your Administrator Account**

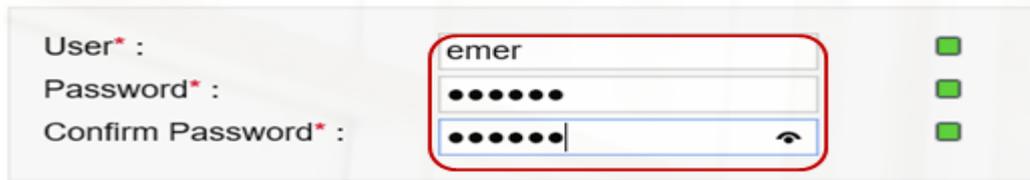
User\* :

Password\* :

Confirm Password\* :

- 6. Enter user name and password as shown below  
Ensure that the Employee user name and password is between 5 and 12 Characters

### Create Your Administrator Account



- 7. Change date format, Decimal format and select time zone as shown below

### Formats and Settings

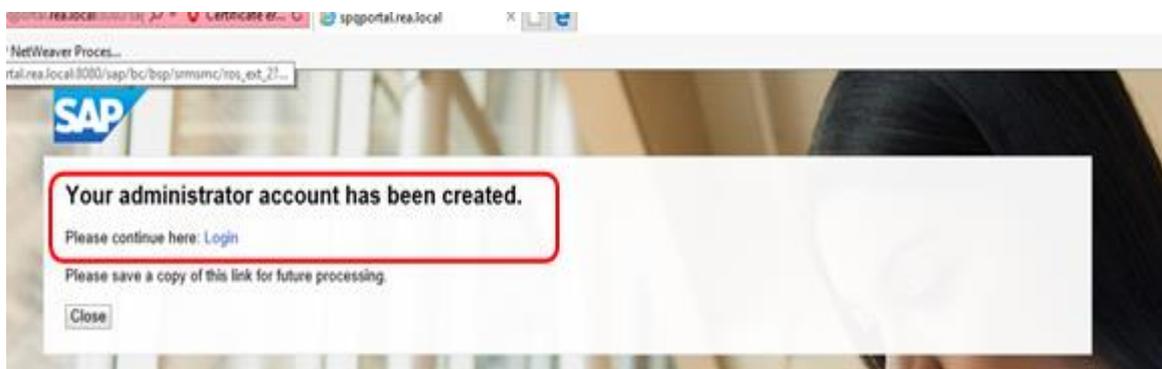


- 8. Check the data privacy box and click 'Create' button as shown below.

### Data Privacy Statement



- 9. After the administrator account has been created successfully login again as shown below.



### 1.3. Create a contact Person

A contact person is an individual in the supplier company with whom REA will deal directly with in terms of addressing questionnaires, forms and all other services that may be required from the supplier.

**Steps:**

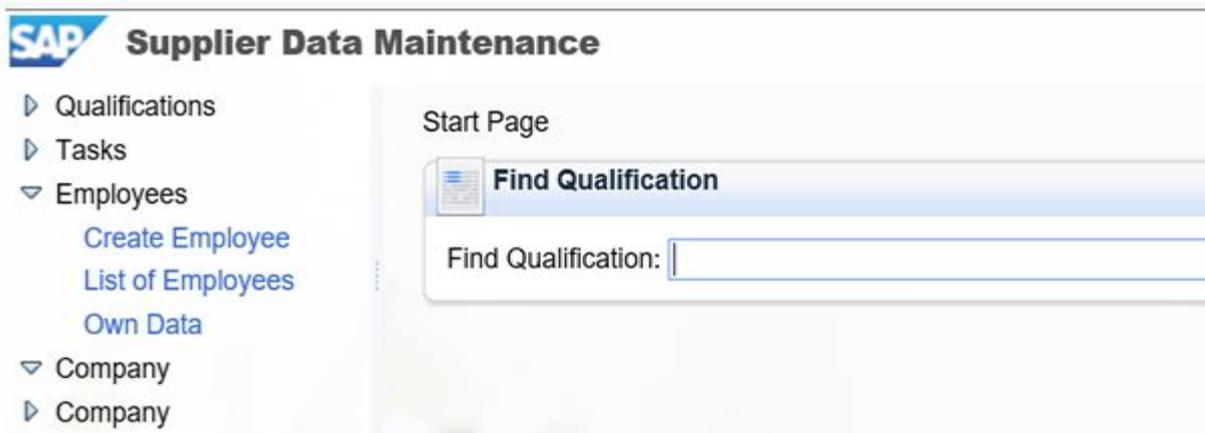
1. Log in to the portal with below credentials

[https://spqportal.rea.local:8080/sap/bc/bsp/srsmmc/s3q\\_ext?sap-client=200](https://spqportal.rea.local:8080/sap/bc/bsp/srsmmc/s3q_ext?sap-client=200)

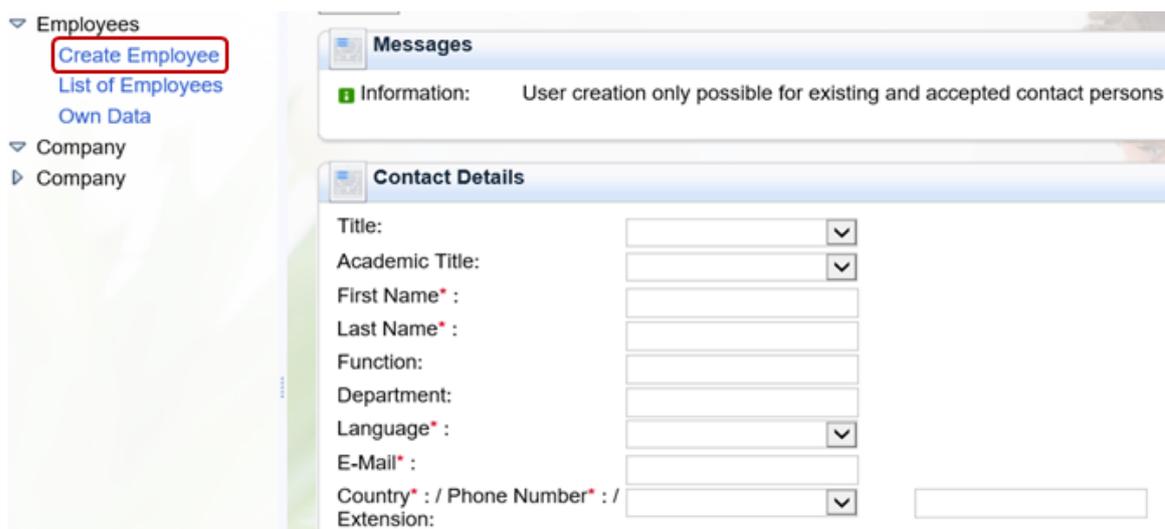
User name: xxxxxx

Password: xxxxxx

2. The supplier data maintenance screen opens as shown below.



3. Select 'Create employee' as shown below.



4. Enter the required information as shown below

Title:	Mr.	
Academic Title:	Eng.	
First Name* :	JOHN	
Last Name* :	EER	
Function:	SALES	
Department:	SALES...	
Language* :	English	
E-Mail* :	john@yy.coke	
Country* : / Phone Number* : / Extension:	Kenya	0700000

5. Read the data privacy statement and select the check box as shown below

**Data Privacy Statement**

Yes, I have read the data privacy statement and accept the terms.

[Customizing Information:  
 You can enter your own data privacy statement here.  
 The text can, for example, state that the users agree to their data being saved and used.  
 You can maintain a text for the data privacy statement in transaction SE61. In Customizing, you can make settings so that this text is used as your data privacy statement.]

6. Click on 'Create' button as shown below

Start Page > Create Employee

**Create**

**Messages**

**Information:** User creation only possible for existing and accepted contact persons

7. Employee is successfully created as confirmed by the message below, after which it has to be approved by REA.

Start Page > Create Employee > Display Employee

**Edit**

**Messages**

**Information:** Employee was created; editing currently not possible (pending approval)

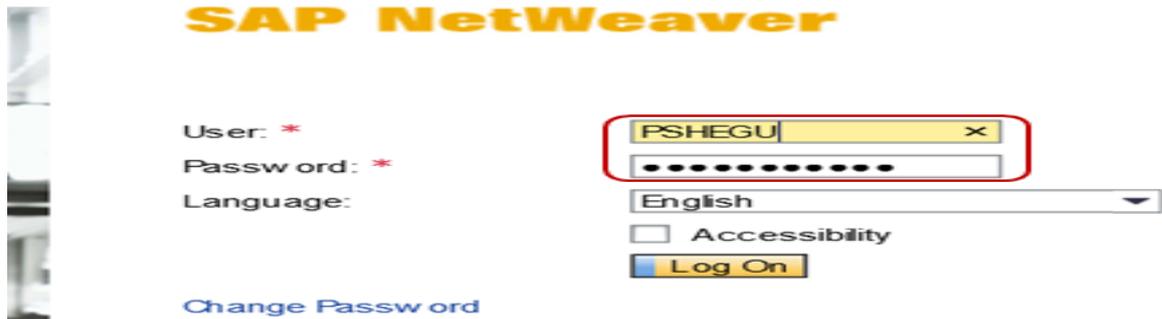
### 1.4. Change Employee data

1. Log in to the portal with below credentials

[https://spqportal.rea.local:8080/sap/bc/bsp/srsmc/s3q\\_ext?sap-client=200](https://spqportal.rea.local:8080/sap/bc/bsp/srsmc/s3q_ext?sap-client=200)

User name: xxxxxx

Password: xxxxxx



2. The screen below will be displayed.



3. Select 'List of Employees' and the list of employees will open as shown below.



- Select the employee you wish to change, with status 'Unlocked' and click edit button. The employee details will be displayed as shown below.

- Enter new information in the 'Contact Details' as shown below.

- Enter user details as shown below

7. Assign new roles and notifications to the employee by selecting the Check boxes as shown below

Roles	
	Role Name
<input checked="" type="checkbox"/>	SAP SRM PPS: RFx Respondent
<input checked="" type="checkbox"/>	Product Categories Expert
<input checked="" type="checkbox"/>	Qualification Expert
<input checked="" type="checkbox"/>	Supplier Task Processor
<input checked="" type="checkbox"/>	cFolders User
<input checked="" type="checkbox"/>	SAP SRM: Bidder
<input checked="" type="checkbox"/>	SAP SRM SUS: Administrator Purchaser
<input type="checkbox"/>	Employee Administrator
<input type="checkbox"/>	Supplier Master Data Manager

Notifications	
	E-Mail Notification
<input checked="" type="checkbox"/>	Notification About Qualification Request
<input type="checkbox"/>	Notification About Changes to Supplier Data
<input type="checkbox"/>	Notification About Changes to Contact Persons
<input checked="" type="checkbox"/>	Notification About Task

8. Click on 'Save' Button as shown below

Start Page > List of Employees > Display Employee > Edit Employee

**Save** Display

**Contact Details**

Title: Mr.

Academic Title: Eng.

First Name\* : john

Last Name\* : emer|

Function: Sales and Marketing

Department: Sales

Language\* : English

E-Mail\* : john@emer.co.ke

Country\* : / Phone Number\* : / Kenya

Extension:

Your Picture Here

9. The Employee data is successfully changed as confirmed by the message below.

Start Page > List of Employees > Display Employee

Edit Display Changes

**Messages**

**Information:** Employee was changed; editing currently not possible (pending approval)

## 2. SUPPLIER QUALIFICATION RESPONSE

In order for a one to qualify as a supplier to REA a qualification process consisting of several steps must be completed.

The potential supplier initially receives a questionnaire containing general questions as well as questions relating to the product categories they offer. Once you have been qualified as a supplier, they may be asked to provide certain qualification details, for example specific certificates, on a recurring basis.

In addition to the regular qualification process, they might be invited to participate in qualifications for special projects. Here, purchasers would like to qualify only a subset of suppliers. If you are primarily specialized in a certain product category, for instance, they might be asked to participate in such a process.

### 2.1. Creating and submitting responses.

If a qualification request which consists of one or several questionnaires is issued to a supplier, they can easily access it in the list of new qualifications, where it automatically appears. They also receive an e-mail for each qualification request. From this, they can directly access the respective qualification request.

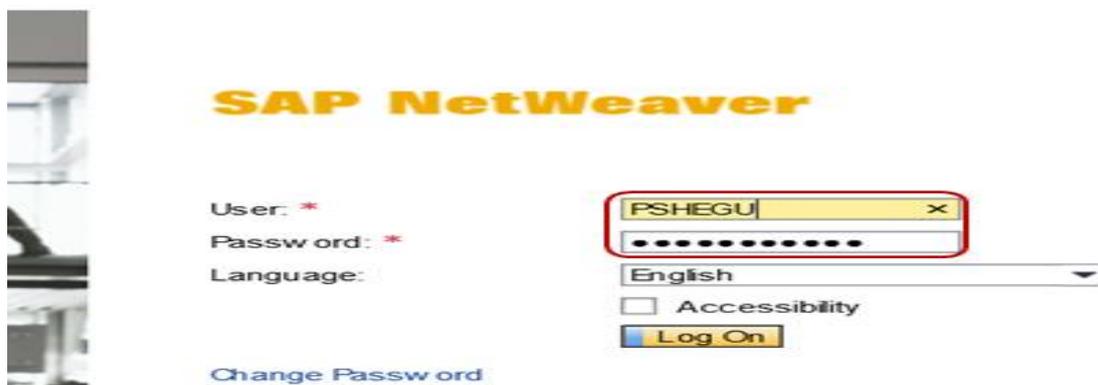
When the supplier has filled in the responses, they submit a qualification response which is sent to the purchaser at REA side, where it will be processed. They can see all qualification responses they have completed and sent to the purchaser in the list of Submitted qualifications. They can display the qualification responses, but they can no longer change them.

#### Steps:

1. Login with new username and password.

User name: xxxxxx

Password: xxxxxxxx



- Click On 'New' under Qualification as shown below.



- Open the Qualification questionnaire as shown below.



- Respond to the qualification questionnaire as shown below

### Introduction

---

### 1 S SECTION 1

*Mandatory requirements*

1.1 Is your company registered?  
*If 'yes' attach registration certificate*

Yes  
 No  
 Not Applicable

File Name                      File Description

To add attachments, click the icon "Add Attachment"

1.2 What is your turn-over for the most recent quarter?

over 1000000  
 500000-1000000  
 250000-500000  
 100000-250000

File Name\*                      File Description

To add attachments, click the icon "Add Attachment"

5. Read the Data Privacy Statement, mark the checkbox and click 'Submit' button.

**Data Privacy Statement**

Yes, I have read the data privacy statement and accept the terms.

Customizing Information:  
You can enter your own data privacy statement here.  
The text can, for example, state that the users agree to their data being saved and used.  
You can maintain a text for the data privacy statement in transaction SE61. In Customizing, you can make settings so that this text is used as your data privacy statement.

### 3. SUPPLIER TASK MANAGEMENT

In Activity Management, the supplier administrator can create tasks that enable them to collaborate with internal employees. Tasks allow one to break related activities down into smaller units. They can assign tasks to a processor and define a due date.

#### 3.1. Create task

1. Login with new user name and password and click on 'login'

User name: xxxxxx

Password: xxxxxxxx

**SAP NetWeaver**

User: \* PSHEGU

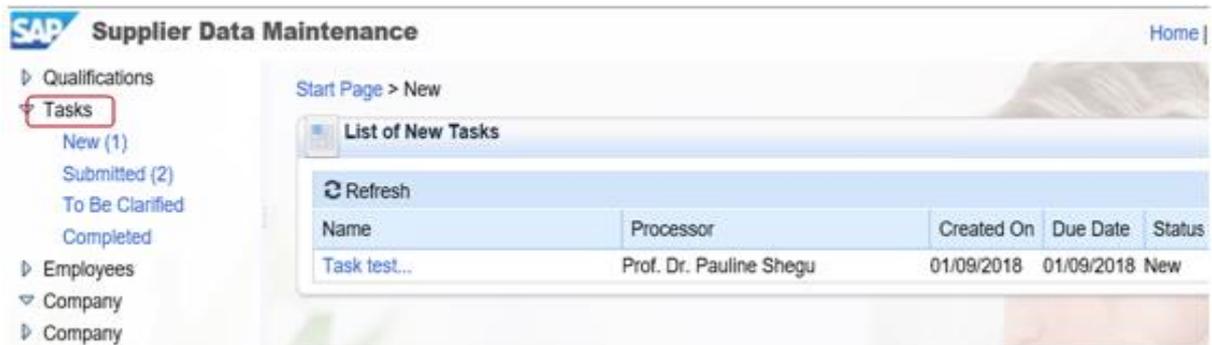
Password: \* .....

Language: English

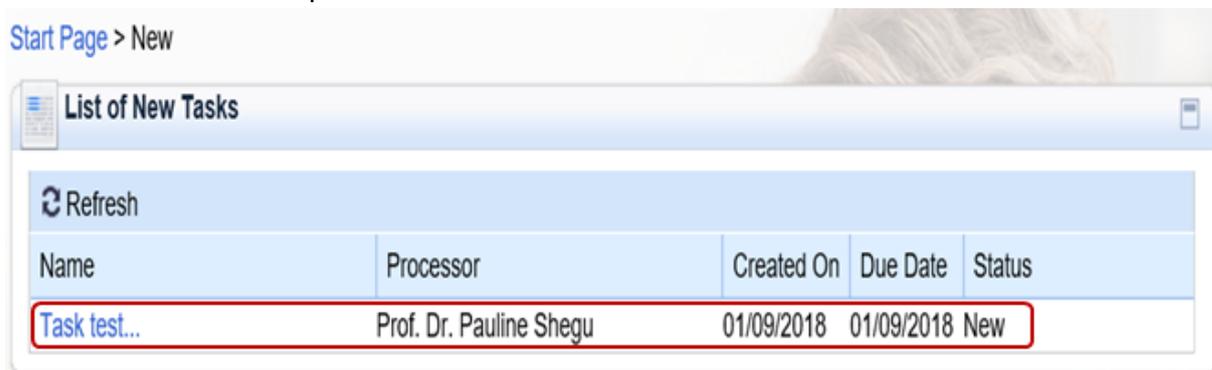
Accessibility

[Change Password](#)

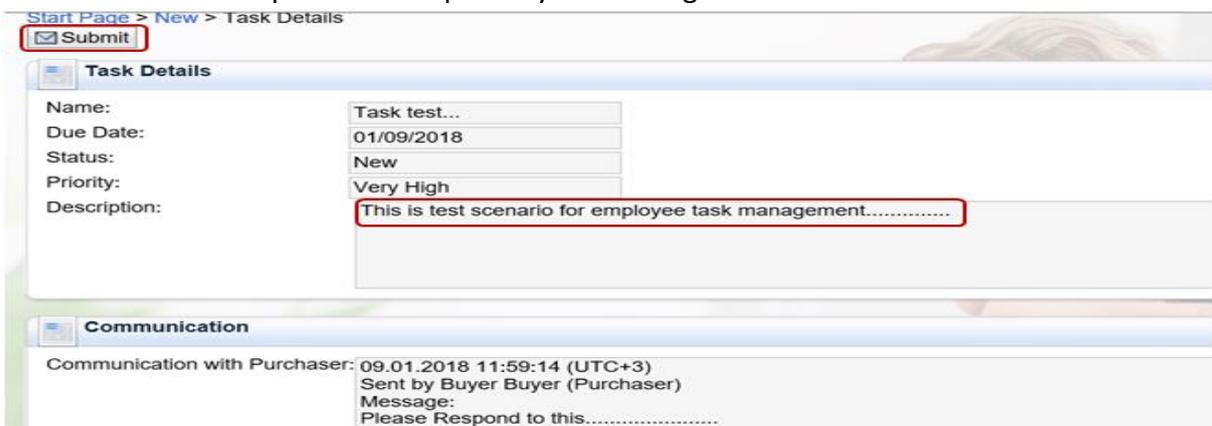
- Click on 'Tasks' as shown below



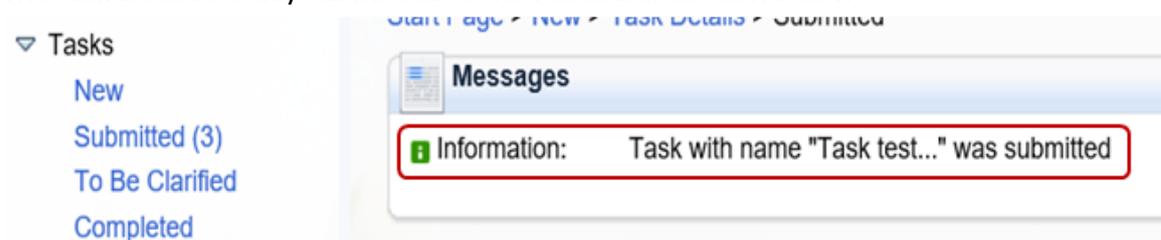
- Click on Task name to open it.



- Read the Task Description and respond by submitting as shown below



- The task is successfully submitted to the Purchaser as seen below



### 3.2. Submission of Attachments (Add Attachment)

Sometimes a supplier may be required to submit attachments as requested by REA. In this case the attachments will be sent together with the response from the supplier. To submit an attachment, the supplier proceeds as follows

**Steps:**

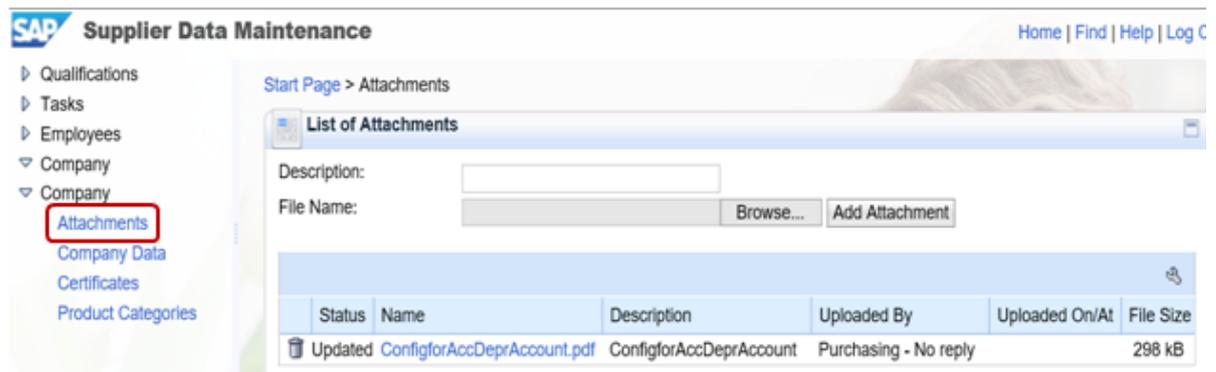
1. Login with new user name and password and click on “login”

User name: xxxxxx

Password: xxxxxxx



2. Click on `Attachment` under Company as shown below



- Enter the attachment description as shown below

Start Page > Attachments

**List of Attachments**

Description:  x

File Name:  Browse... Add Attachment

Status	Name	Description	Uploaded By	Uploaded On/At	File Size
Updated	ConfigforAccDeprAccount.pdf	ConfigforAccDeprAccount	Purchasing - No reply		298 kB

- Click on 'Browse' to upload the document

	TAX COMPLIANCE CERTIFICATE	05/09/2017 10:36	PDF File	149 KB
	test_file	13/09/2017 19:30	Text Document	1 KB

File Name:  All Files (\*.\*)

Open Cancel

- Click 'Add Attachment' as shown below

**List of Attachments**

Description:

File Name:  Browse... **Add Attachment**

Status	Name	Description	Uploaded By
Deleted (Pending Approval)	ConfigforAccDeprAccount.pdf	ConfigforAccDeprAccount	Purchasing - No reply
New (Pending Approval)	TAX COMPLIANCE CERTIFICATE.pdf	TEST ATTACHMENT....	Pauline Shegu

### 3.3. Delete an Attachment

#### Steps:

- Login with new user name and password and click on "login"

User name: xxxxxx

Password: xxxxxx



## SAP NetWeaver

User: \*

Password: \*

Language:

Accessibility

[Change Password](#)

- Select the 'Attachment' under Company then click on Delete icon as shown below

**SAP Supplier Data Maintenance** Home | Find | Help | Log Out

Start Page > Attachments

**List of Attachments**

Description:

File Name:

Status	Name	Description	Uploaded By	Uploaded On/At	File Size
<input type="button" value="Delete"/>	Updated	<a href="#">ConfigforAccDeprAccount.pdf</a>	ConfigforAccDeprAccount	Purchasing - No reply	298 kB

## 4. SUPPLIER MAINTENANCE OF COMPANY DATA

Keeping your supplier data up to date is essential. This is because as a supplier, you may wish to change things like company address or other details.

Several functions are available in the supplier data maintenance area for the supplier company. The changes the supplier makes to their supplier master data are monitored by the purchasing company, that is, REA and have to be approved for them to take effect.

#### 4.1. Change supplier data.

1. Click on 'Company data' as shown below

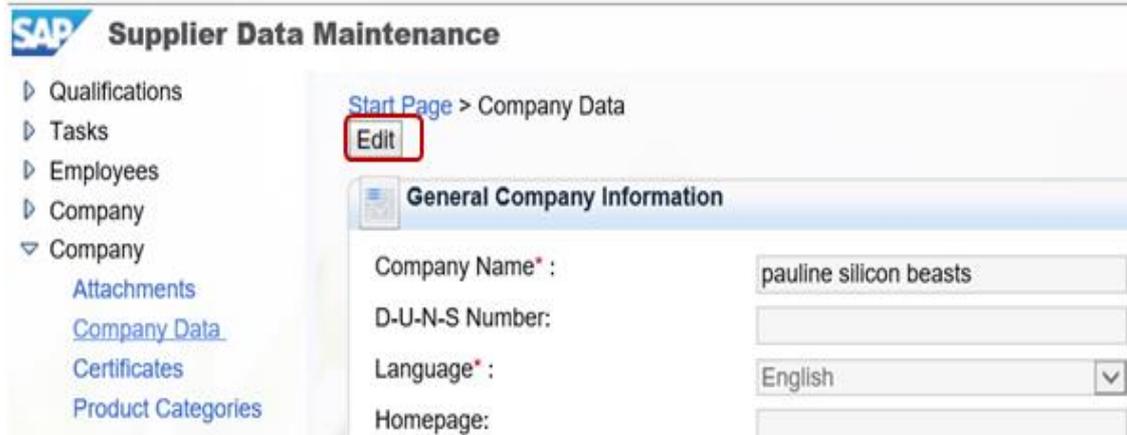


Company Name\* : pauline silicon beasts  
 D-U-N-S Number:   
 Language\* : English  
 Homepage:   
 Tax Jurisdiction Code:   
 Currency: Kenyan Shilling

Your logo here

Physical Address

2. Click on 'Edit' button as shown below



**SAP Supplier Data Maintenance**

Start Page > Company Data

**Edit**

**General Company Information**

Company Name\* : pauline silicon beasts  
 D-U-N-S Number:   
 Language\* : English  
 Homepage:

3. Enter new company information under General company information as shown below



**SAP Supplier Data Maintenance**

Start Page > Company Data

Save Display

**General Company Information**

Company Name\* : New Silcon Limited  
 D-U-N-S Number: DUNS0002  
 Language\* : English  
 Homepage: www.silcon.co.ke  
 Tax Jurisdiction Code: T0009000  
 Currency: Kenyan Shilling

4. Enter the required information under Physical Address as shown below.

**Physical Address**

Country* :	Kenya	Postal address
Region:	COAST	PO Box:
District:	SOUTH C	Other Country:
City* / Zip Code* :	nairobi 35252	Other City: / Zip Code:
House Number: / Street:	0003 URBAN	
Street Suffix:	N	
Street Prefix:	U	
Building: / Floor: / Room:	UPRISE 002 0001	

5. Enter new information under Communication tab.

**Communication**

Phone Number	Extension	Country	Standard Number
07089999999	+254	Kenya	<input checked="" type="radio"/>
<input type="button" value="New Line"/>			
Fax Number	Extension	Country	Standard Number
No result found			
<input type="button" value="New Line"/>			
E-Mail Address	Standard E-Mail Address		
info@yysilcon.co.ke	x	<input checked="" type="radio"/>	<input type="button" value="New Line"/>

6. Enter Bank and Tax Details.

**Bank and Tax Details**

Country	Bank Key	Account Number	Control Key	Bank Reference	Account Holder	IBAN	SWIFT Cod
Kenya	00010		01	Commercial	Emer john	x	
<input type="button" value="New Line"/>							
Tax Type					Tax Number		
Kenya: Tax number					P051234567K		
<input type="button" value="New Line"/>							

7. Click save button as shown below.

Start Page > Company Data

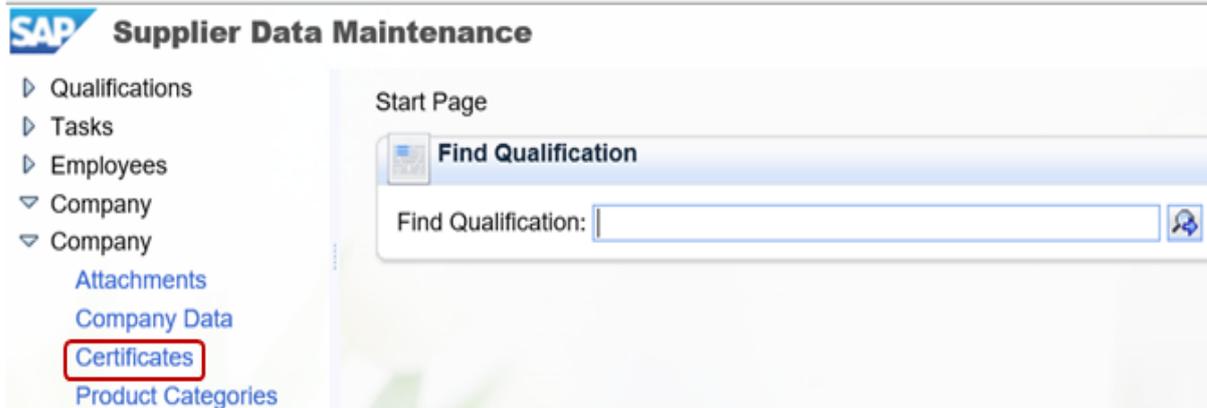
**General Company Information**

## 4.2. Certificate Management

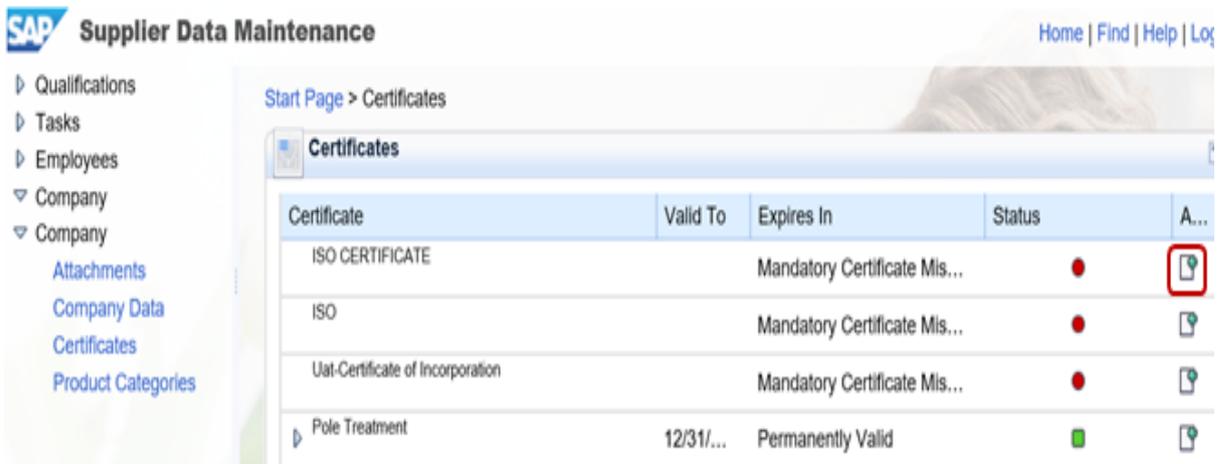
Certificate management is important in order to be able to upload certificates and to be alerted about certificates that have never been provided by your company.

### Steps:

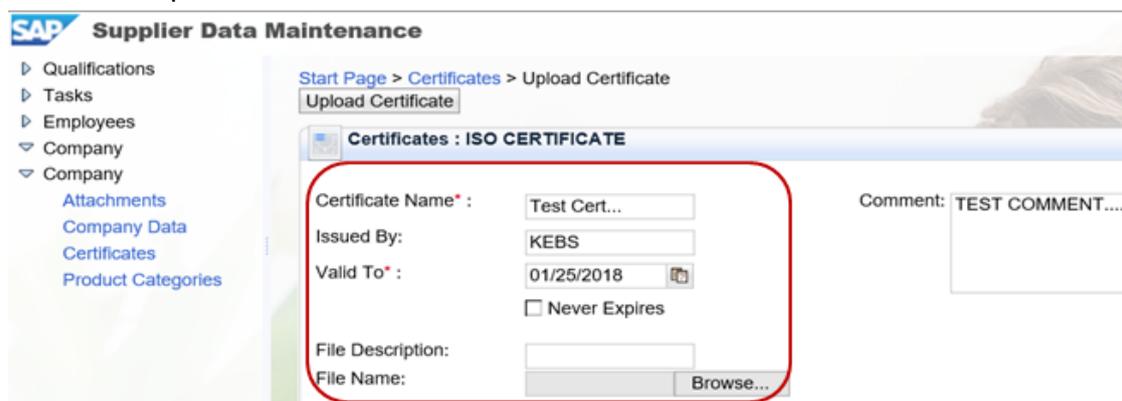
1. Click on 'Certificate' as shown below.



2. Click on 'Upload Certificate' Icon



3. Enter the required information as shown below



4. Enter file name and Description, browse then upload the Certificate.

Start Page > Certificates > Upload Certificate

Upload Certificate

**Certificates : ISO CERTIFICATE**

Certificate Name\* :  Comment:

Issued By:

Valid To\* :  

Never Expires

File Description:  

File Name:

5. Click on 'Upload Certificate' as shown below.

Start Page > Certificates > Upload Certificate

Upload Certificate

**Certificates : ISO CERTIFICATE**

Certificate Name\* :  Comment:

Issued By:

Valid To\* :  

Never Expires

File Description:

File Name:

6. The certificate is successfully uploaded.

Start Page > Certificates

**Messages**

✓ Certificate has been created; still pending approval

**Certificates**

Certificate	Valid To	Expires In	Status	A..
ISO CERTIFICATE	01/25/...	Less than 1 Month	Pending Approval	
Test Cert...	01/25/...	Less than 1 Month	Pending Approval	

### 4.3. Amend Product Category

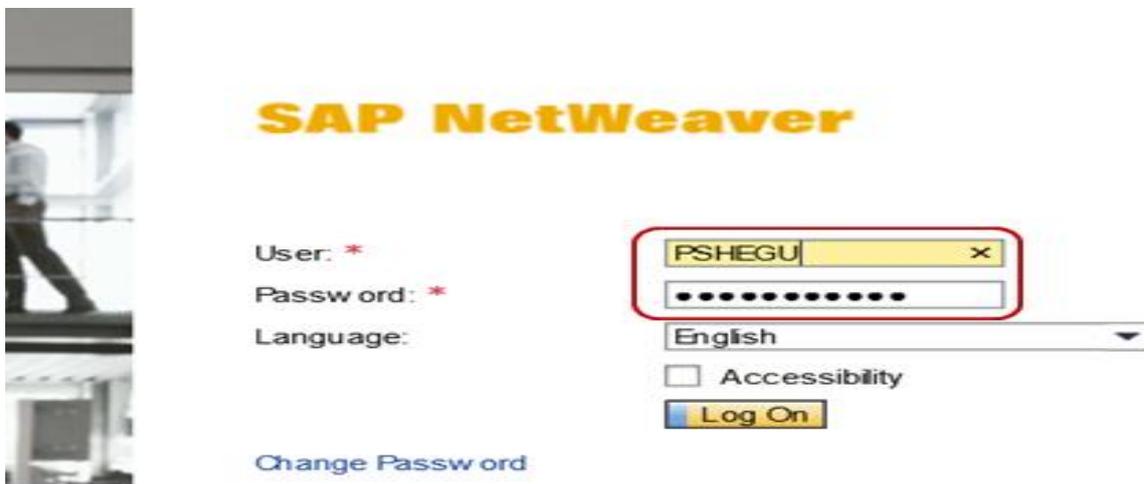
A supplier may wish to supply a different product category or add another category to the ones they supply. As such the supplier maintains the new category by amending the existing categories.

**Steps:**

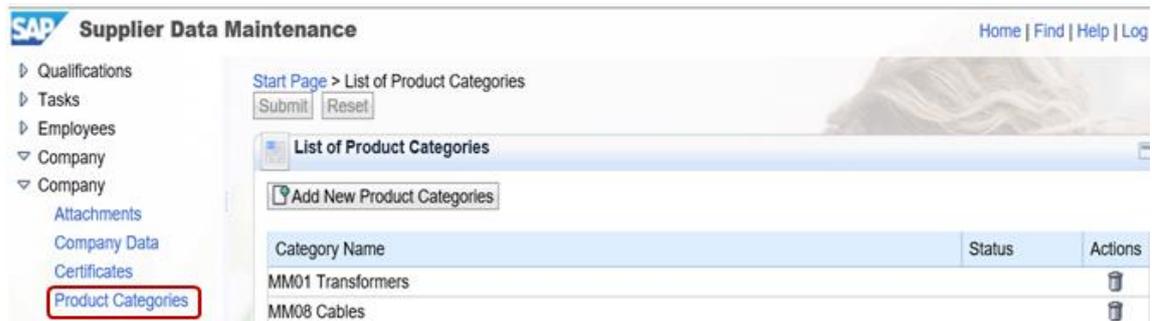
1. Login with new user name and password and click on “login”

User name: xxxxxx

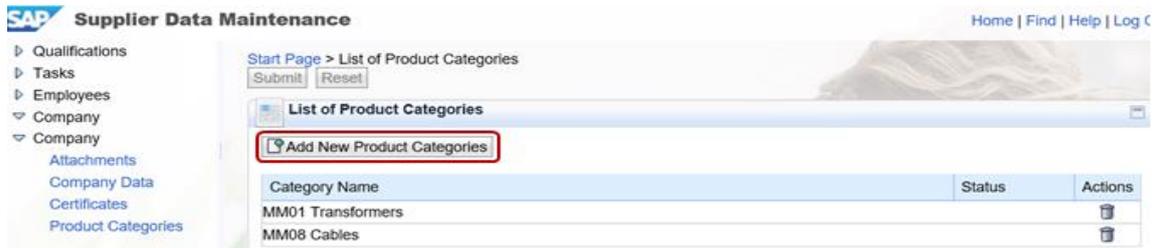
Password: xxxxxx



2. Click on `Product Categories` under Company as shown below.



3. Click on 'Add New Product Categories' as shown below.



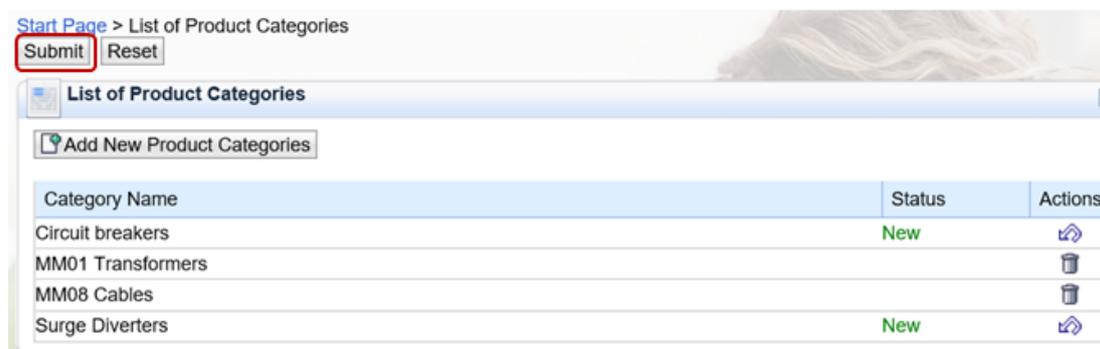
4. Enter the new product categories by selecting the check boxes as shown below.



5. Click 'Ok' button at the bottom of the window.



6. Click 'Submit' button as shown below.

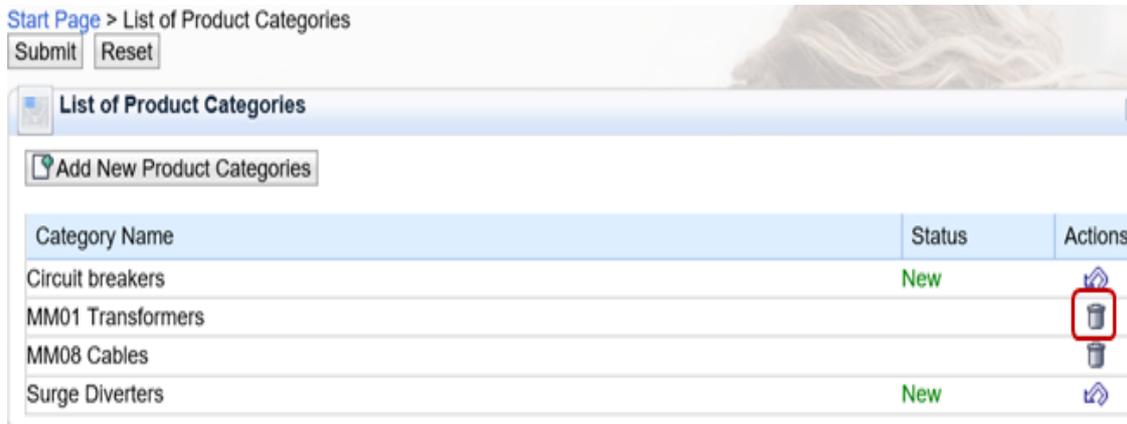


#### 4.4. Delete Product categories

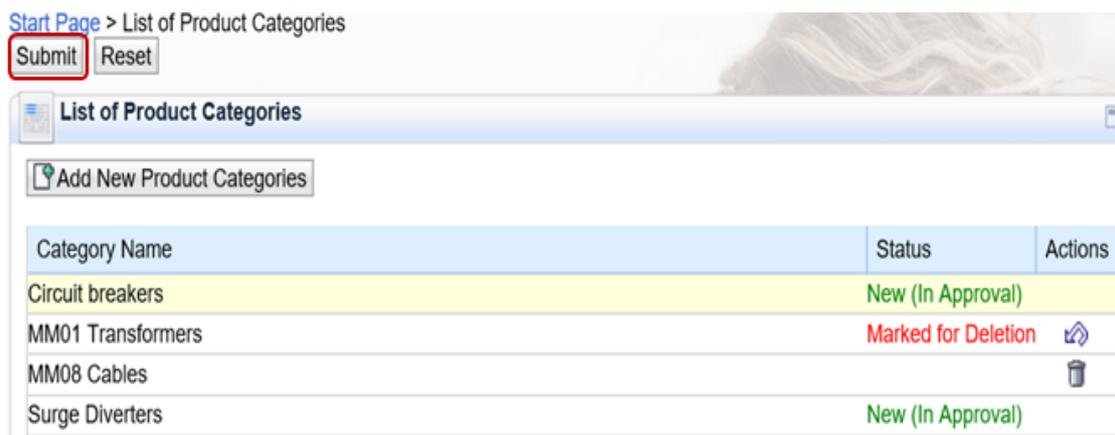
A supplier may delete some product categories that the no longer wish to supply.

##### Steps:

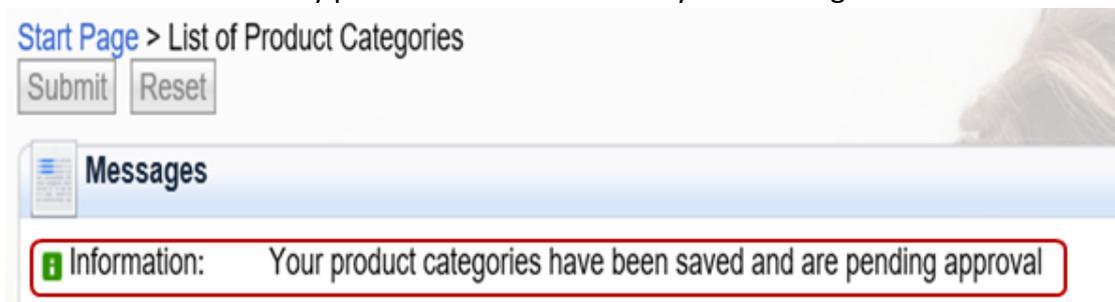
1. Click on the Trash can (delete icon) on the right side of the window as shown below.



2. Click 'Submit' Button as shown below.



3. The action is successfully performed as confirmed by the message below.



## 5. RFX RESPONSE

Refer to quick bidding reference

## 6. SUPPLIER SELF SERVICE

Supplier Self-Service is the of process ensuring online collaboration with the supplier for the Purchase Order Confirmation process, advance shipping notification process and invoicing process. Supplier Self Service involves the following main activities.

- Creation of purchase Order Response
- Confirmation of Quantities to be supplied
- Creation of Advanced Shipping Notification (for goods)
- Creation of Service Entry Sheet (for services)
- Acceptance of Goods Receipt Note
- Creation of Invoice
- Creation of Credit Memo.

### 6.1. Create Purchase Order Response for Materials

If a supplier happens to be successful from the outcome of the bidding process, REA will engage them in a contract after which the supplier will be given a purchase order. This purchase order will be send to the supplier in an electronic form and as such the supplier will only access it online by logging onto the supplier portal.

#### Steps:

1. Login to the Portal with the following link:

<http://spqportal.rea.local:8081/sap/bc/bsp/sap/srmsus?sap-client=200>

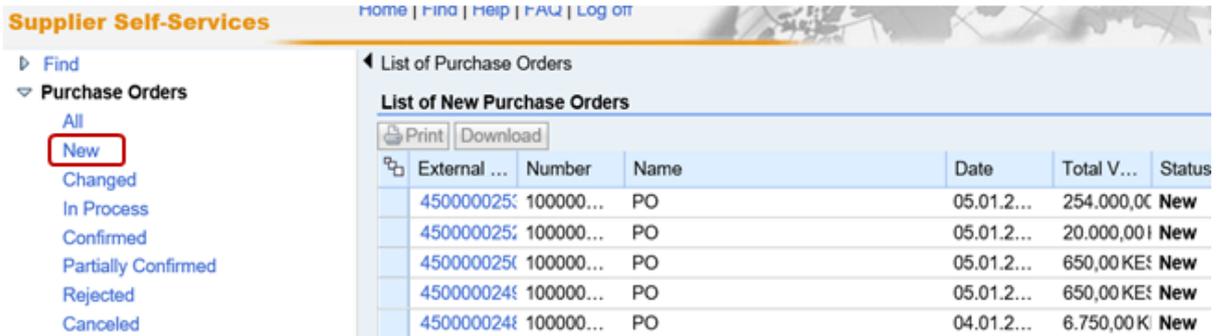
2. Enter the login credentials as shown below:

 No switch to HTTPS occurred, so it is not secure to send a password

---

System	SUQ
Client: *	200
User: *	101630
Password: *	<input type="password"/>
Language:	English
	<input type="checkbox"/> Accessibility
	<input type="button" value="Log On"/>

- Click on 'New' under Purchase orders as shown below.



**Supplier Self-Services** Home | Find | Help | FAQ | Log out

Find

- Purchase Orders
  - All
  - New**
  - Changed
  - In Process
  - Confirmed
  - Partially Confirmed
  - Rejected
  - Canceled

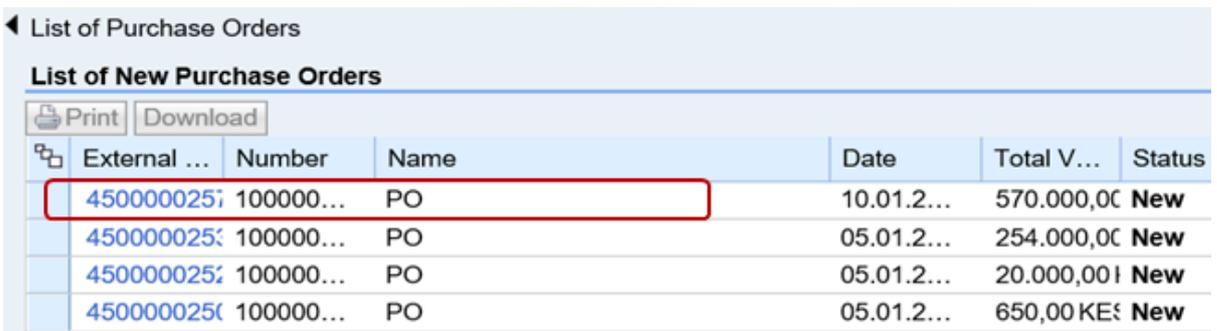
List of Purchase Orders

List of New Purchase Orders

Print Download

External ...	Number	Name	Date	Total V...	Status
450000025	100000...	PO	05.01.2...	254.000,0€	New
450000025	100000...	PO	05.01.2...	20.000,00€	New
450000025	100000...	PO	05.01.2...	650,00 KE€	New
450000024	100000...	PO	05.01.2...	650,00 KE€	New
450000024	100000...	PO	04.01.2...	6.750,00 K€	New

- Click on 'Purchase Order' number as shown below.



List of Purchase Orders

List of New Purchase Orders

Print Download

External ...	Number	Name	Date	Total V...	Status
450000025	100000...	PO	10.01.2...	570.000,0€	New
450000025	100000...	PO	05.01.2...	254.000,0€	New
450000025	100000...	PO	05.01.2...	20.000,00€	New
450000025	100000...	PO	05.01.2...	650,00 KE€	New

- Click on 'Process' tab as shown below



List of Purchase Orders > Display Purchase Order

Purchase Order: 4500000257

Process Display Document Flow Download

Communication and Collaboration

General Information

**Basic Data**

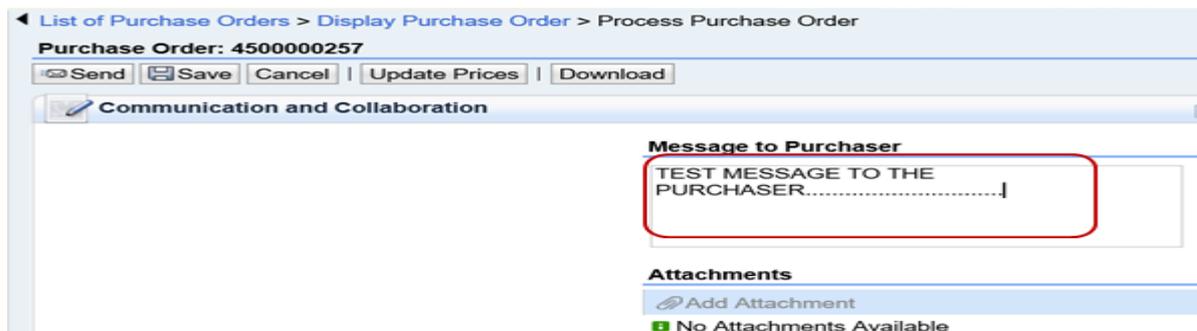
Purchase Order ID: 4500000257

Number: 1000000677

**Terms of Payment**

Payment in ...	Discount in %

- Enter Message to the Purchaser as shown below



List of Purchase Orders > Display Purchase Order > Process Purchase Order

Purchase Order: 4500000257

Send Save Cancel Update Prices Download

Communication and Collaboration

**Message to Purchaser**

TEST MESSAGE TO THE PURCHASER.....

**Attachments**

Add Attachment

No Attachments Available

7. Scroll down and click 'Confirm All Items' under Item overview as shown below

The screenshot shows the 'Item Overview' window. At the top, there are three buttons: 'Confirm All Items' (highlighted with a red box), 'Reject All Items', and 'Reset All Items'. Below the buttons is a table with the following data:

Nu...	C..	R..	Short Text	Product	PO Q...	Purch...	R...	Confi...	Unit ...	C...	S.
1	✓	✗	Transformers		1,00 each	570.000,0	1...	1,00	each	1...	I..

Summary values at the bottom right:

- Net Value (Unconfirmed Items) 570.000,00 KES
- Net Value (Confirmed Items) 0,00 KES
- Net Value (Total of all Items) 570.000,00 KES

8. Click 'Send' button as shown below

The screenshot shows the 'Purchase Order: 4500000257' screen. The 'Send' button is highlighted with a red box. Below the buttons is a section titled 'Communication and Collaboration' with a 'Message to Purchaser' text area containing the text 'TEST MESSAGE TO THE PURCHASER.....' and an 'Attachments' section below it.

The purchase Order Response is successfully sent to the purchaser as confirmed by the message as shown below;

The screenshot shows a message notification box with the text: 'Info: Your changes have been adopted successfully'. The entire message box is highlighted with a red border.

## 6.2. Creation of Advanced Shipping Notification

After successful confirmation of receipt of Purchase Order, the supplier will process an advance shipping notification for the goods they want to deliver. To do this, the supplier will proceed as follows.

1. After log on, Click on 'Create ASN' tab as shown below

**Purchase Order: 4500000257**

Buttons: **Create ASN** | Display History | Display Document Flow | Download

Communication and Collaboration

General Information

Basic Data		Terms of Payment	
Purchase Order ID:	4500000257	Payment in ...	Discount in %
Number:	1000000677		
Name:	PO		
Date:	10.01.2018		

Terms of Delivery

2. Scroll down and enter the quantities under Item Overview as shown below

Item Overview

Buttons: Select All | Deselect All | Propose Outstanding Quantities

Number	Description	Product	Qua...	Unit...	Purchase Order No.	Purchase Order It...	I..
10	Transformers		1	each	4500000257	1	<input type="checkbox"/>

Partner Information

Partner	Nu...	Name	Street	H..	P...	City	T...	Fax	E-mail
Sold-to ...	159	Rural Electrif...							
Ship-To ...	159	REA-Bonded...							

3. Scroll up and click on 'Goods Delivered to Recipient' tab

List of Purchase Orders > Display Purchase Order > Process ASN

**Display ASN: 3000000305**

Buttons: **Goods Delivered to Recipient** | Save | Cancel | Print | Download

General Information

Basic Data		Delivery Information	
Number:	3000000305	Delivery Date (Ex	10.01.2018 13:00
Name:	ASN	Shipping Date:	10.01.2018 13:00
Date:	10.01.2018	Means of Transp	<input type="text"/>
Status:	Created	Transport ID Cod	<input type="text"/>
		Bill of Lading:	<input type="text"/>

- The ASN is successfully sent to the Purchaser as confirmed by the message shown below



### 6.3. Acceptance of Goods receipt Note

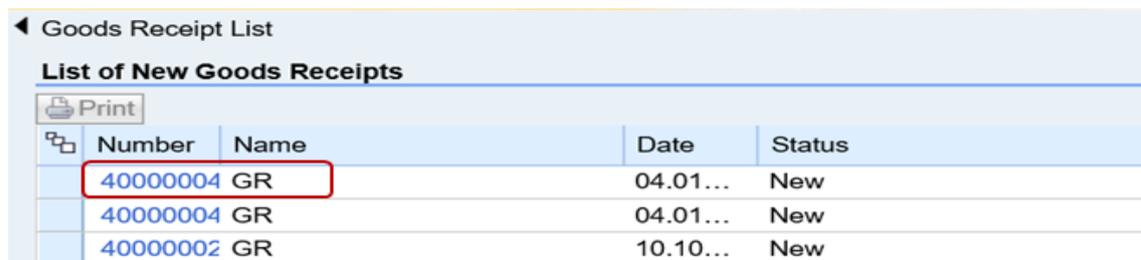
When REA receives the goods after supplier’s delivery, a notification is triggered to the supplier indicating the goods have been received. The supplier will be able to access this from the portal.

**Steps:**

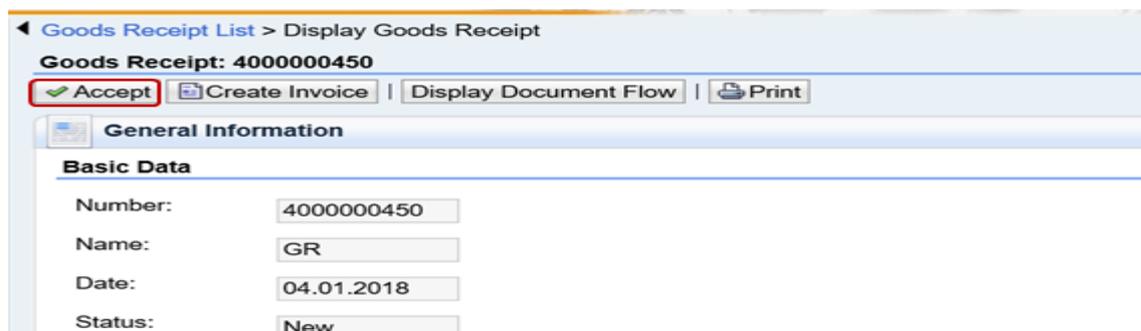
- After log on, click on ‘Goods Receipt-New’ under Notifications from Purchaser as shown below.



- Click on Goods Receipt Number under list of new Goods Receipts to view details.



- Click on ‘Accept’ tab as shown below

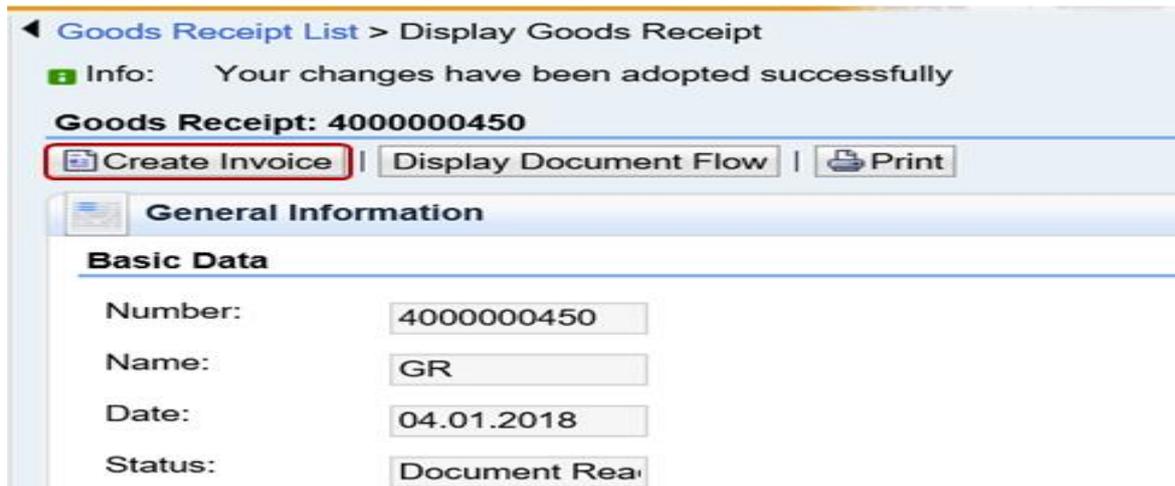


### 6.4. Creation of Invoice

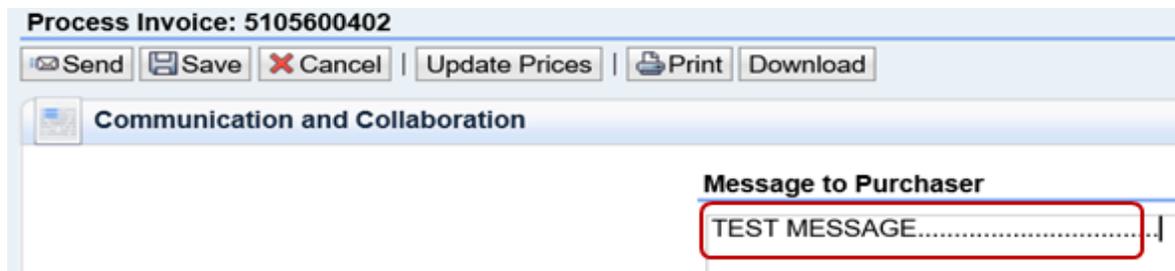
The supplier will be able to create invoices following delivery of goods or services.

#### Steps:

1. Click on 'Create Invoice' as shown below.



2. Enter message to the purchaser in the comment box as shown below



3. Click on 'Send' button as shown below



- The invoice is successfully sent to the purchaser as confirmed by the message shown below

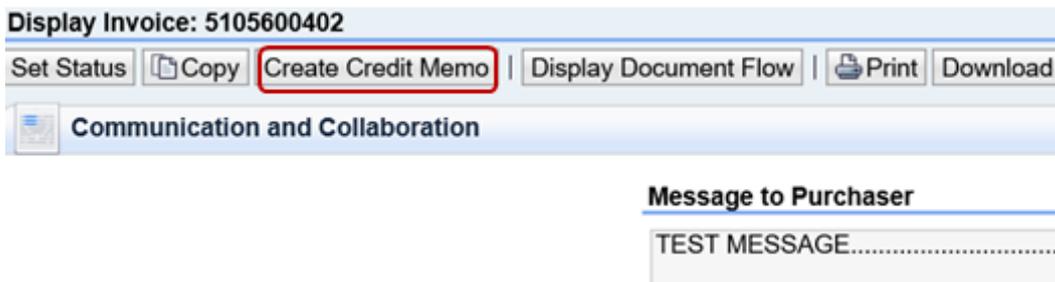


### 6.5. Creation of Credit Memo

The supplier will also be able to create credit memos. A credit memo will be created by the supplier in case REA returns items or if an error was made when the supplier was billing REA. In this case, the supplier can issue a **credit memo** to adjust the REA’s open balance. Credit memos have the opposite effect of invoices and create a negative balance on REA’s account.

**Steps:**

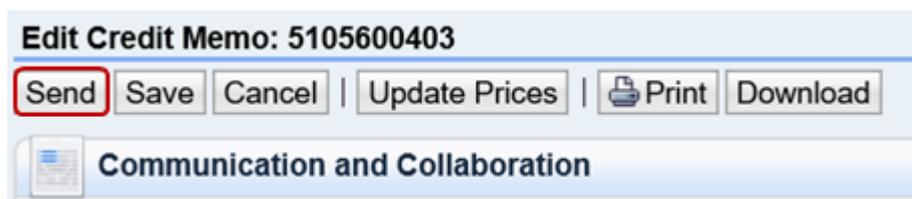
- Click on ‘Create Credit Memo’ tab as shown below;



- Enter message to the Purchaser in the comment box as shown below



- Click ‘Send’ button as shown below.



- The credit memo is created successfully as confirmed by the message shown below

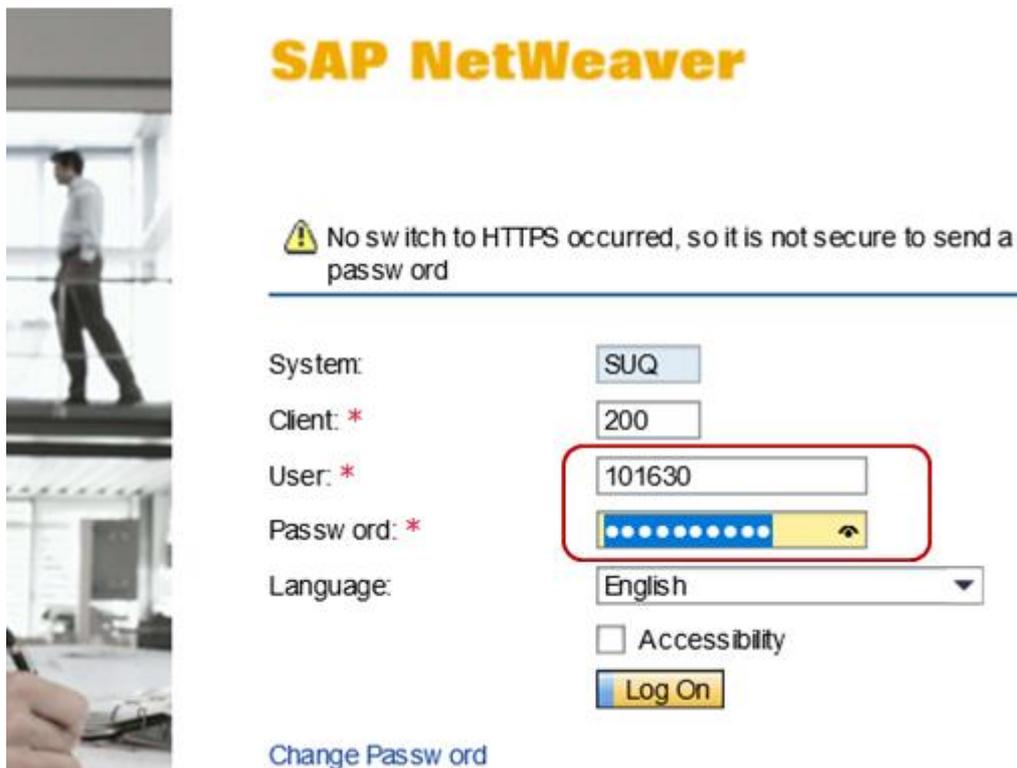


### 6.6. Create Confirmation for Service Purchase Order

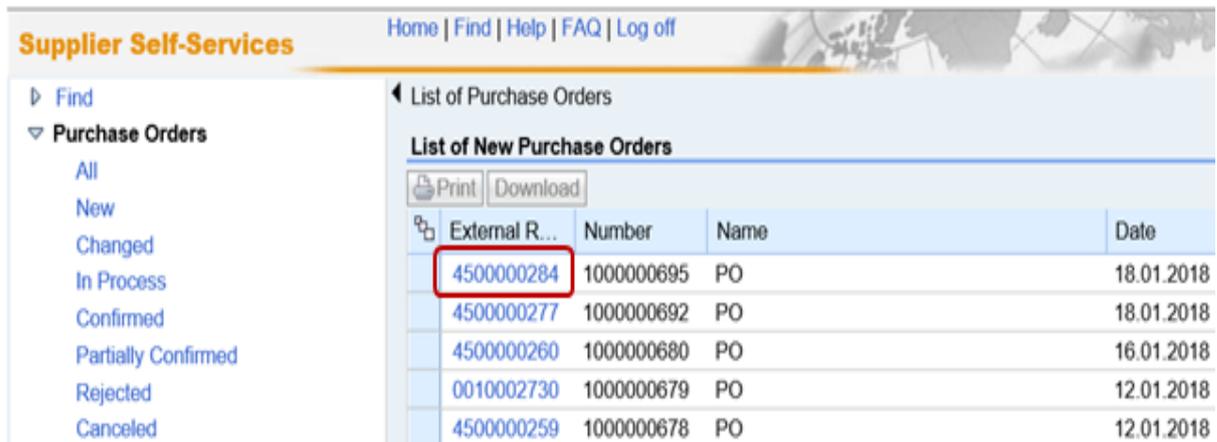
A supplier who has been contracted by REA to provide a service will also access the purchase order online and be able to create a response the same way.

#### Steps:

- Login to the portal with the following link;  
<http://spqportal.rea.local:8081/sap/bc/bsp/sap/srmsus?sap-client=200>
- Login with the required credentials



- Click on 'Purchase Orders' 'New' to display the purchase orders list as shown below.



Supplier Self-Services Home | Find | Help | FAQ | Log off

Find

Purchase Orders

- All
- New
- Changed
- In Process
- Confirmed
- Partially Confirmed
- Rejected
- Canceled

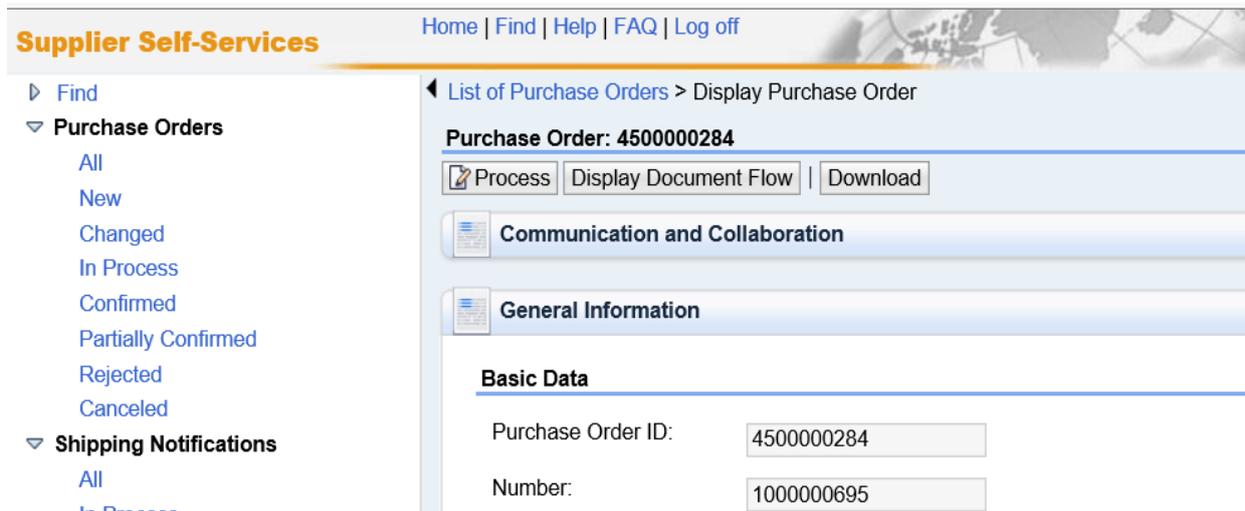
List of Purchase Orders

List of New Purchase Orders

Print Download

External R...	Number	Name	Date
450000284	1000000695	PO	18.01.2018
450000277	1000000692	PO	18.01.2018
450000260	1000000680	PO	16.01.2018
0010002730	1000000679	PO	12.01.2018
450000259	1000000678	PO	12.01.2018

- Click on Purchase Order Number as shown above to display it as below.



Supplier Self-Services Home | Find | Help | FAQ | Log off

Find

Purchase Orders

- All
- New
- Changed
- In Process
- Confirmed
- Partially Confirmed
- Rejected
- Canceled

Shipping Notifications

- All
- In Process

List of Purchase Orders > Display Purchase Order

Purchase Order: 450000284

Process Display Document Flow Download

Communication and Collaboration

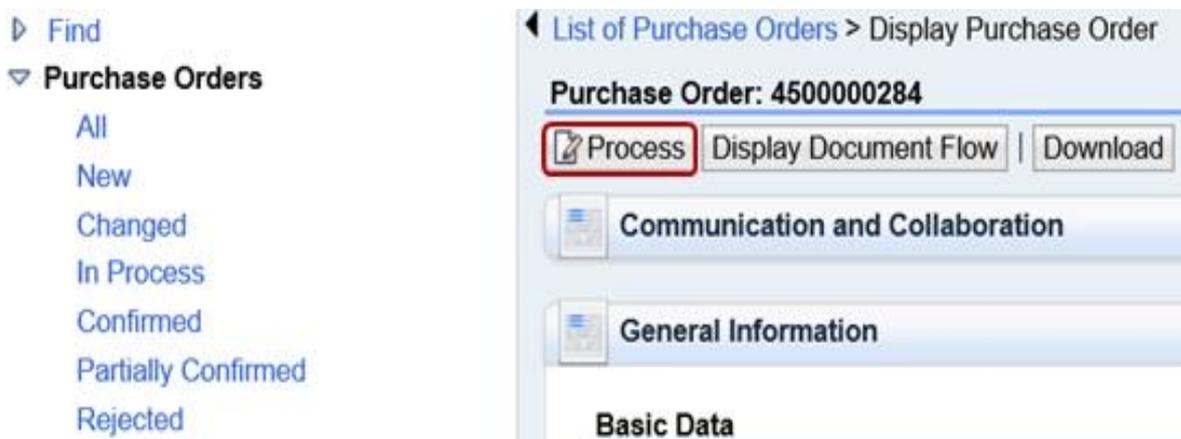
General Information

Basic Data

Purchase Order ID: 450000284

Number: 1000000695

- Click on 'Process'



List of Purchase Orders > Display Purchase Order

Purchase Order: 450000284

Process Display Document Flow Download

Communication and Collaboration

General Information

Basic Data

- Enter message to the purchaser in the comment box

**Purchase Order: 4500000284**

Send Save Cancel | Update Prices | Download

Communication and Collaboration

**Message to Purchaser**

Test Message.....

**Attachments**

Add Attachment

No Attachments Available

- Scroll down and click on 'confirm all Items'

**Item Overview**

Confirm All Items Reject All Items Reset All Items Expand All Collapse All

	N...	C.	R.	Short Text	Product	PO Q...	Purch...	R...	Conf...	Unit o...	C...	S...
▼	1			Service Item		1,000 Ac	1.960.00	1...	1,000	Activ....	1...	I...
└	1.1			L.T-Pole dressing	35018	49,00 ea	1.960.00		49,00	each		I...
									Net Value (Unconfirmed Items)		1.960.000,00KES	
									Net Value (Confirmed Items)		0,00KES	
									Net Value (Total of all Items)		1.960.000,00KES	

- Click 'send'

List of Purchase Orders > Display Purchase Order > Process Purchase Order

**Purchase Order: 4500000284**

Send Save Cancel | Update Prices | Download

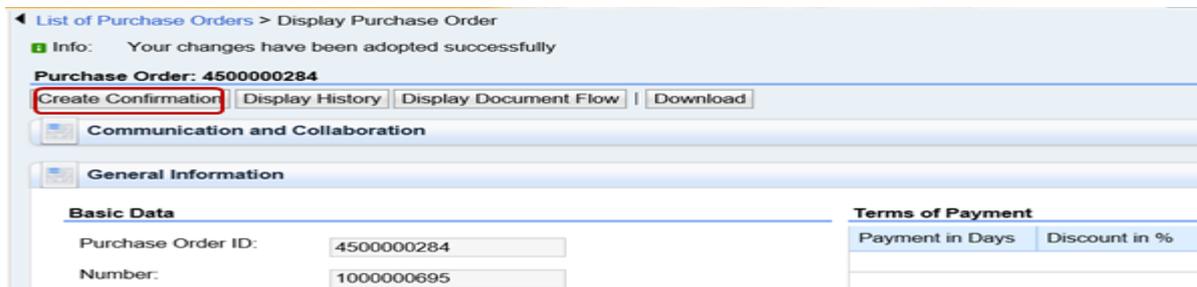
Communication and Collaboration

**Message to Purchaser**

Test Message.....

9. Create Confirmation; this step is to be done after service delivery

Click 'Create Confirmation'



◀ List of Purchase Orders > Display Purchase Order

Info: Your changes have been adopted successfully

**Purchase Order: 4500000284**

Create Confirmation | Display History | Display Document Flow | Download

Communication and Collaboration

General Information

**Basic Data**

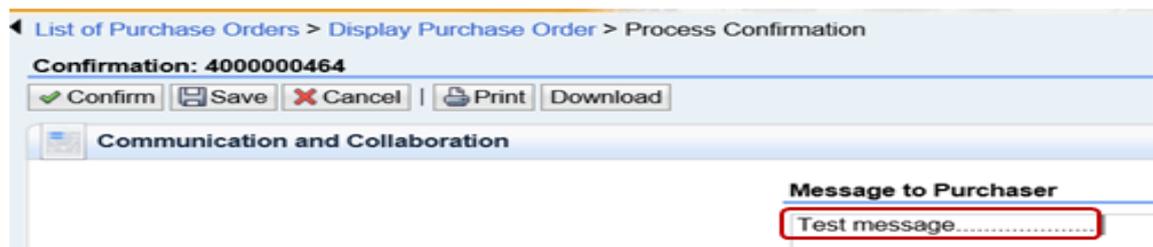
Purchase Order ID: 4500000284

Number: 1000000695

**Terms of Payment**

Payment in Days | Discount in %

10. Enter message in the comment box



◀ List of Purchase Orders > Display Purchase Order > Process Confirmation

**Confirmation: 4000000464**

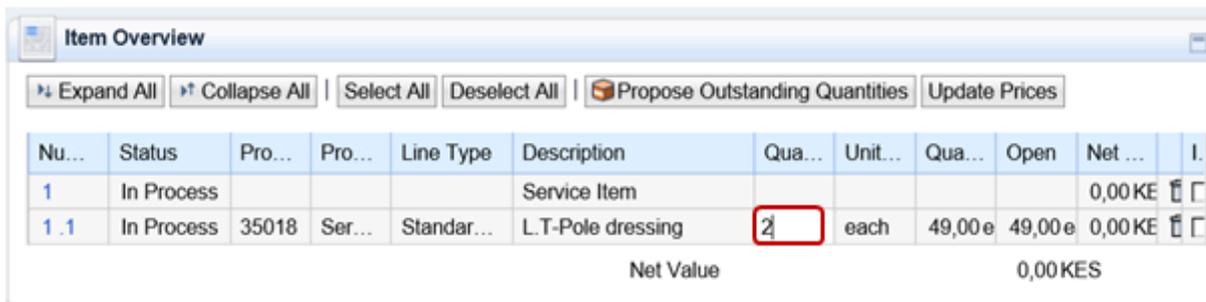
Confirm | Save | Cancel | Print | Download

Communication and Collaboration

**Message to Purchaser**

Test message.....

11. Enter the quantity as shown below

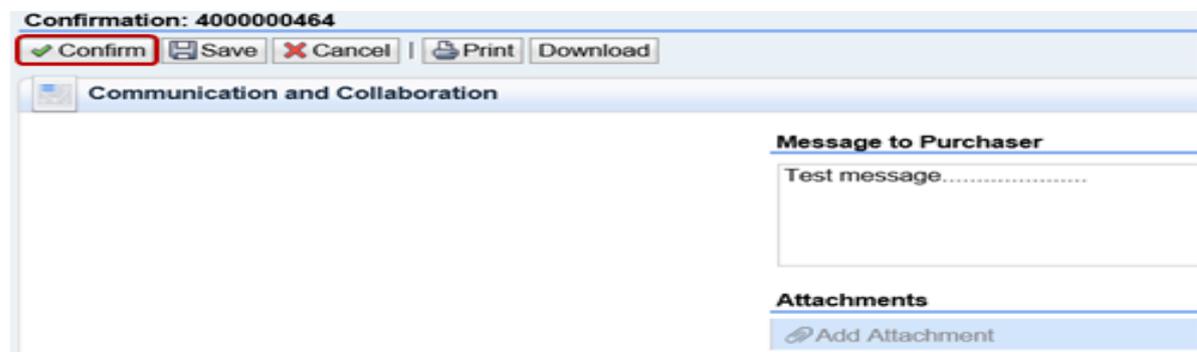


Item Overview

Expand All | Collapse All | Select All | Deselect All | Propose Outstanding Quantities | Update Prices

Nu...	Status	Pro...	Pro...	Line Type	Description	Qua...	Unit...	Qua...	Open	Net ...	I.
1	In Process				Service Item					0,00 KE	
1.1	In Process	35018	Ser...	Standar...	L.T-Pole dressing	2	each	49,00 e	49,00 e	0,00 KE	
Net Value										0,00 KES	

12. Click 'Confirm'



**Confirmation: 4000000464**

Confirm | Save | Cancel | Print | Download

Communication and Collaboration

**Message to Purchaser**

Test message.....

**Attachments**

Add Attachment

13. Select the confirmation number as shown.



Supplier Self-Services Home | Find | Help | FAQ | Log off

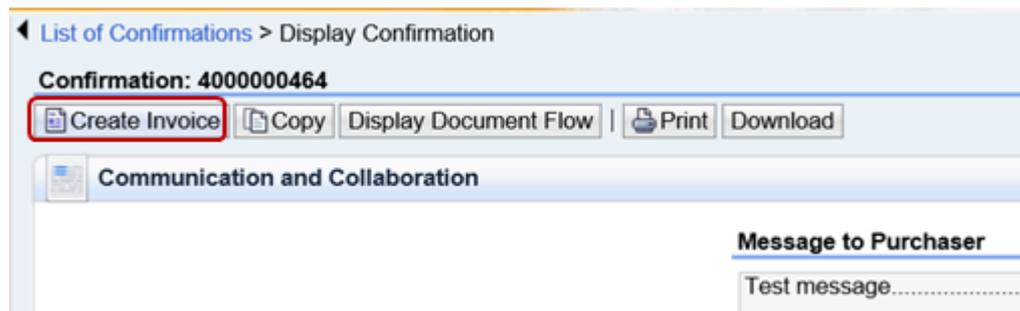
- Find
- Purchase Orders
- Shipping Notifications
- Confirmations
  - All
  - In Process
  - Completion Reported
  - Approved
  - Rejected
  - Canceled

List of Confirmations

Print Download

Number	Name	Date
400000464	test	18.01.2018
400000441	serv01	18.12.2017
400000432	Service Confirmation	11.12.2017
400000393	ses	27.10.2017
400000392	ses	27.10.2017

14. Click on 'Create invoice'. The invoice will automatically be send to REA online.



List of Confirmations > Display Confirmation

Confirmation: 400000464

Create Invoice Copy Display Document Flow Print Download

Communication and Collaboration

Message to Purchaser

Test message.....