



PROJECT PLATINUM



SAP Supplier Relationship

SLC_ Supplier Self Registration _ user manual

January 2018



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1. REGISTERING AS A SUPPLIER

In order for supplier to be able to do business with REREC, 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 REEA's website. The data they provide is transferred to the REREC's system, where it is analysed. 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 REREC.

1.1. Carry out initial registration

To register, a supplier will proceed as follows.

Steps:

1. Use below URL for new supplier's registration into

REA.[https://spqportal.rea.local:8080/sap\(bD1biZjPTlwMCZkPW1pbg==\)/bc/bsp/srsmc/ros_ext/bspwdapplication.do#VIEW_ANCHOR-ROS_ATTACH](https://spqportal.rea.local:8080/sap(bD1biZjPTlwMCZkPW1pbg==)/bc/bsp/srsmc/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"/>		

Physical Address		Postal address	
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"/>	Communication	
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"/>
First Name* :	<input type="text"/>	Fax Number: / Extension:	<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

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 Certificate 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

3. 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		

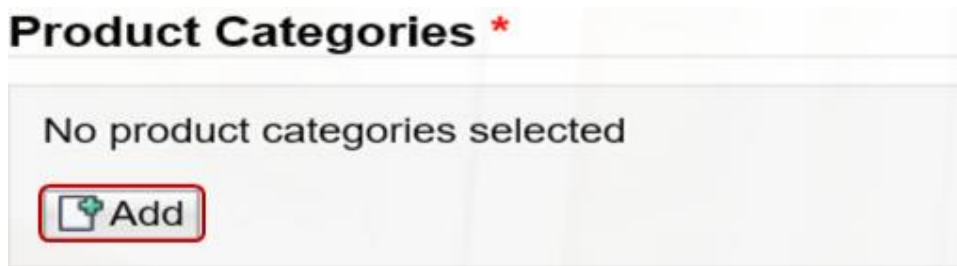
4. Enter the following information under Physical Address, Postal Address and Communication as shown below;

Physical Address		Postal address	
Country* :	Kenya	PO Box:	6767
Region:	NAIROBI	Other City: / Zip Code:	
District:	SOUTH C	Other Country:	Kenya
City* : / Zip Code* :	NAIROBI	Communication	
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

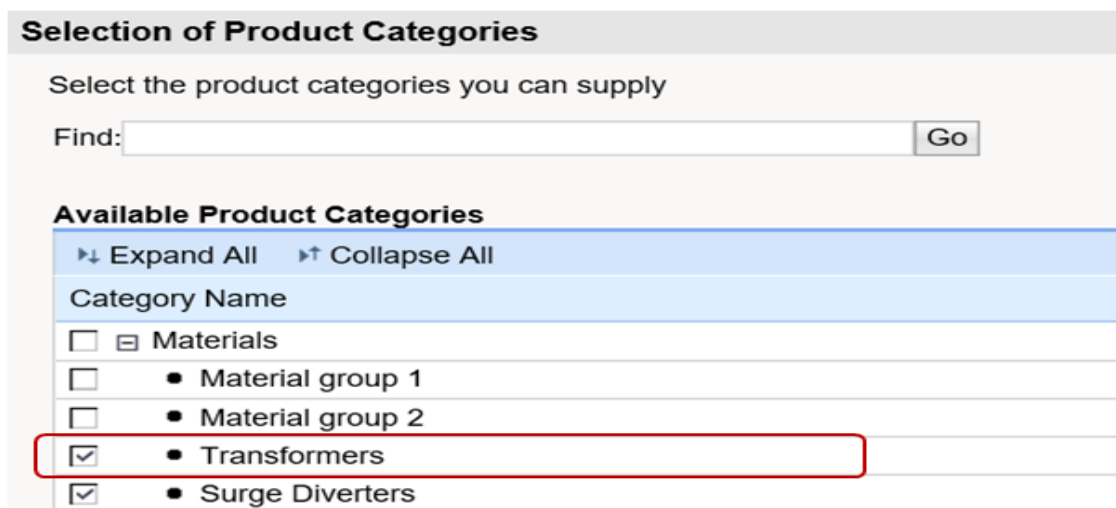
5. Enter Contact Details as shown below

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		

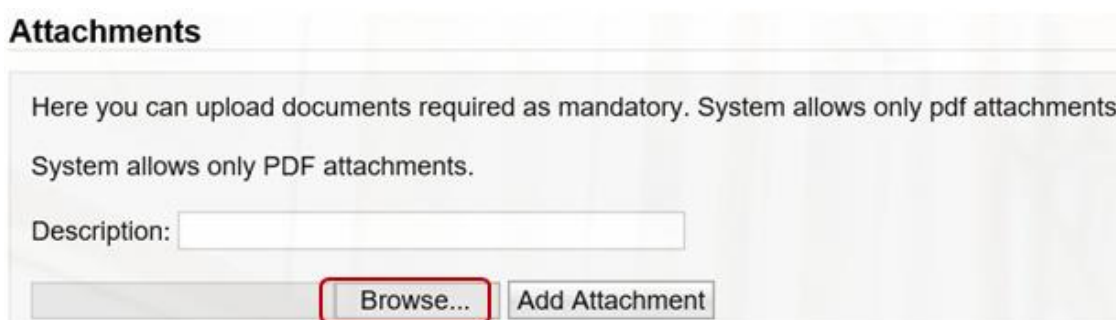
6. Click Add button on 'Product categories' as shown below.



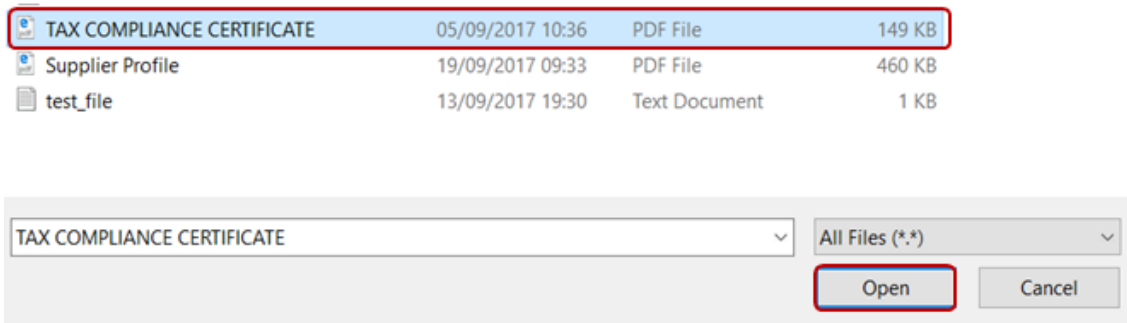
7. Select the required field in product categories as shown below.



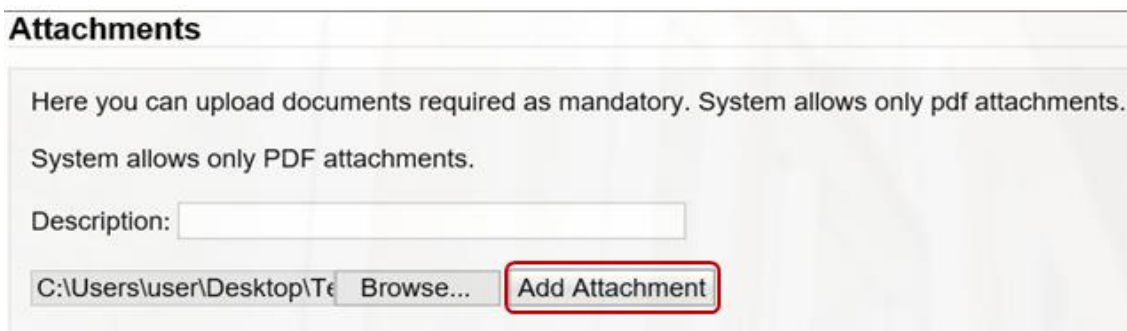
8. Click on 'Choose File' to attach the required documents.



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



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



11. The file successfully uploaded will appear as shown below



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



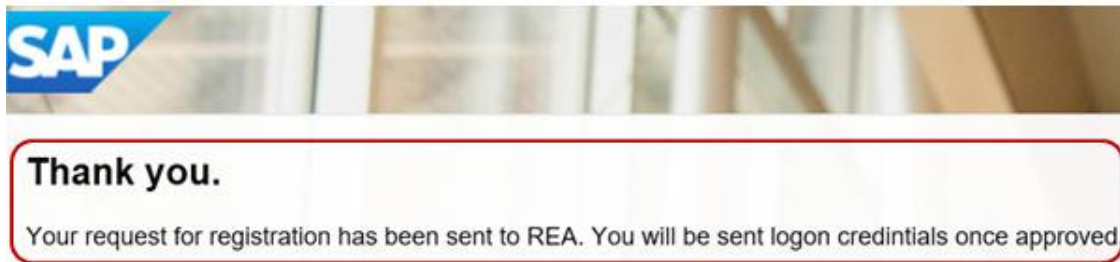
13. Select data privacy statement and terms and conditions checkboxes

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 REREC 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:

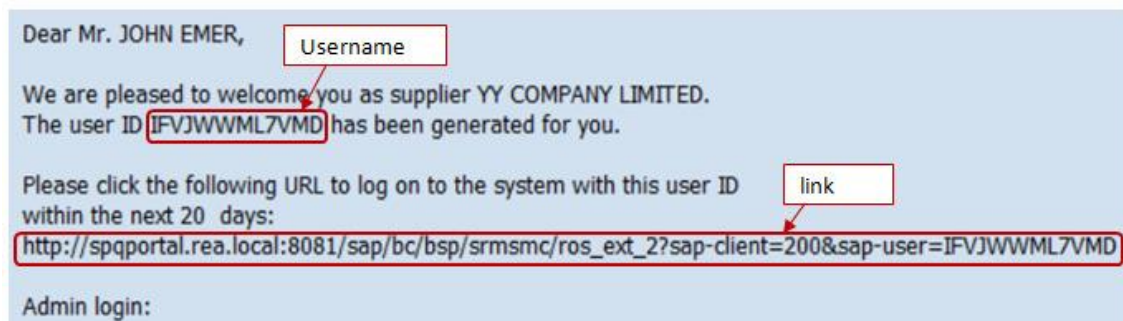
- Create new employees for the supplier company
- Retrieve a list of employees for the supplier company
- Create new user accounts for employees
- Assign roles to user accounts
- Lock user accounts
- Unlock user accounts
- Delete user accounts

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.



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



3. 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#

4. Enter the password contained in the second email.



SAP NetWeaver

User: *

Password: *

Language:

Accessibility

[Change Password](#)

5. 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

Create Your Administrator Account

User* :

Password* :

Confirm Password* :

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

Formats and Settings

Date Format:

Decimal Format:

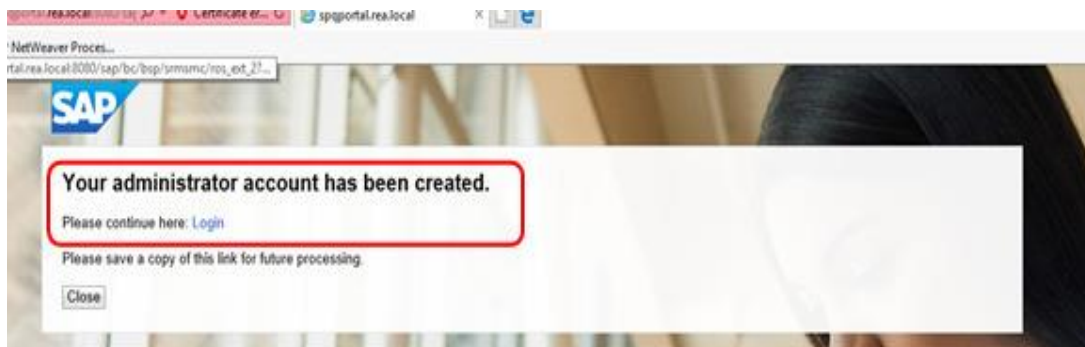
Time Zone:

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

Data Privacy Statement

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

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 REREC will deal directly with in terms of addressing questionnaires, forms and all other services that may be required from the supplier.

Steps:

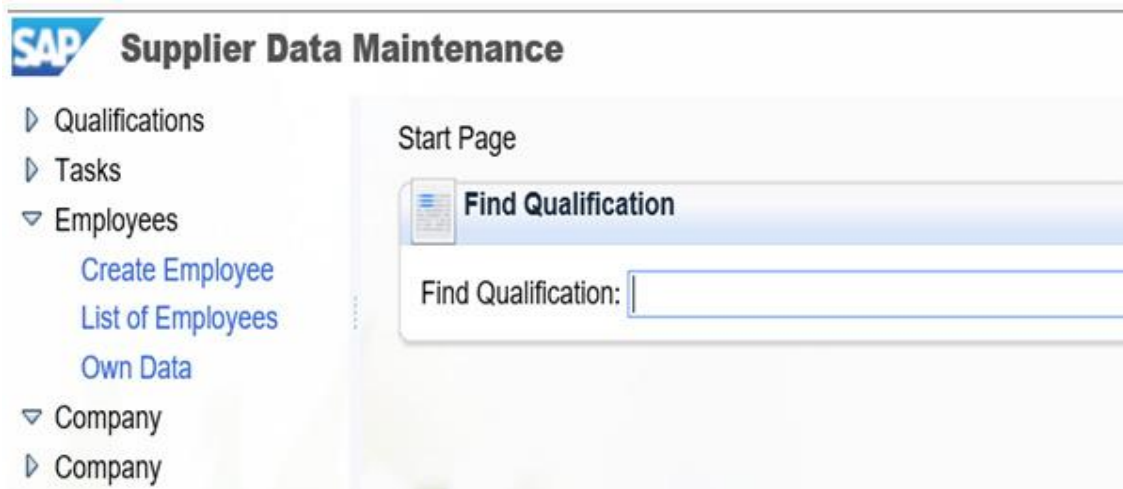
1. Log in to the portal with below credentials

https://spqportal.rea.local:8080/sap/bc/bsp/srmsmc/s3q_ext?sap-client=2

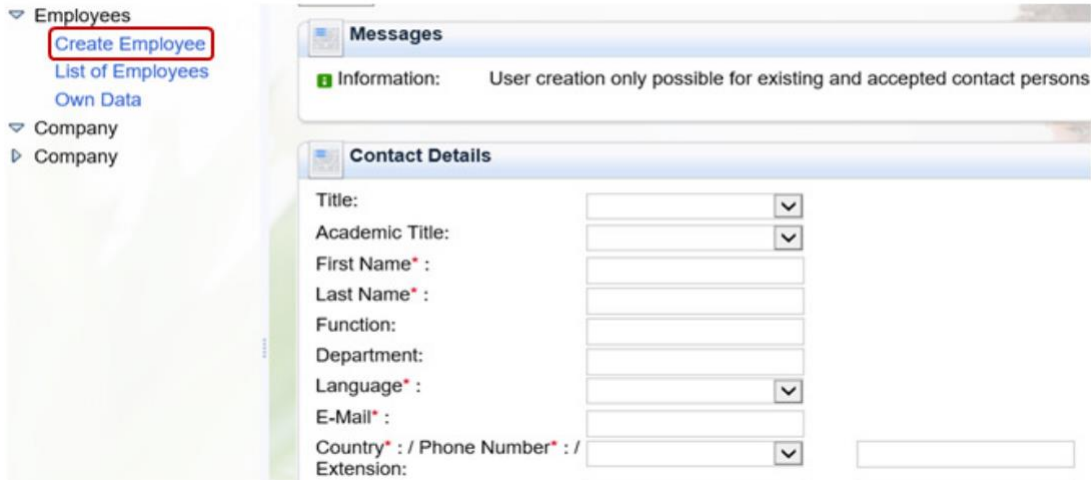
00 User name: xxxxxx

Password: xxxxxx

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

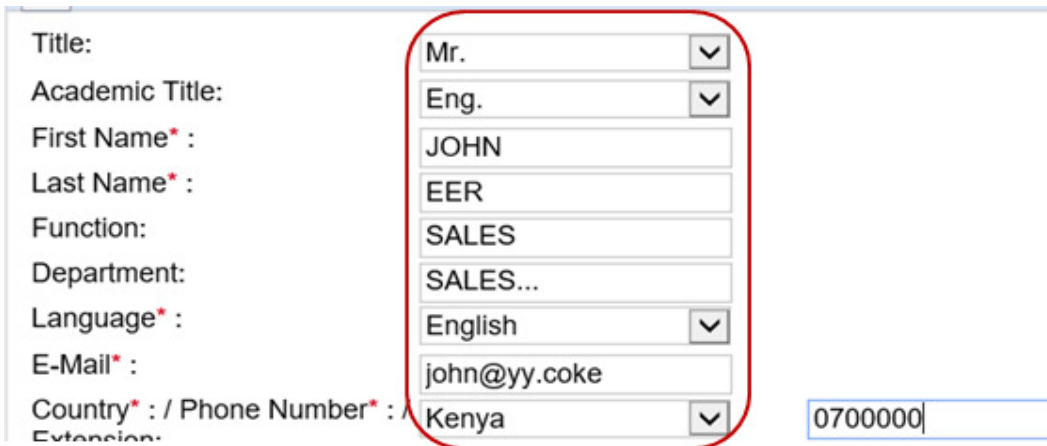


3. Select 'Create employee' as shown below.



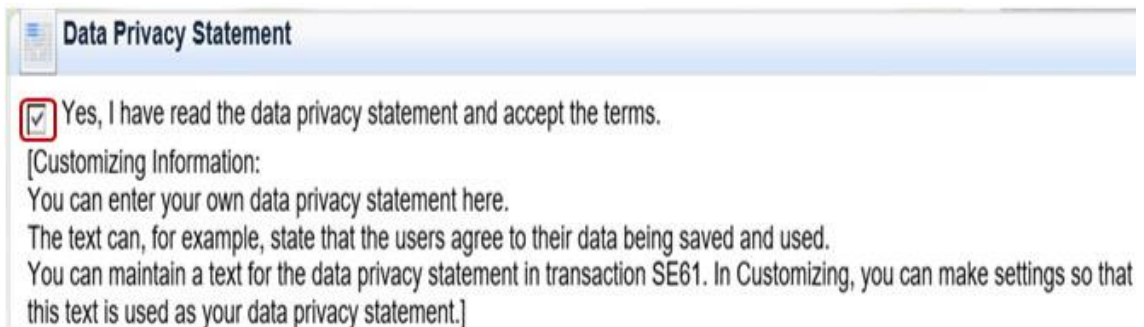
The screenshot shows the SAP SRM interface for creating an employee. On the left, a navigation menu includes 'Employees', 'Company', and 'Company'. The 'Employees' section is expanded, showing 'Create Employee' (highlighted with a red box), 'List of Employees', and 'Own Data'. The main area contains two sections: 'Messages' with an information note: 'User creation only possible for existing and accepted contact persons', and 'Contact Details' with the following fields: Title (dropdown), Academic Title (dropdown), First Name* (text), Last Name* (text), Function (text), Department (text), Language* (dropdown), E-Mail* (text), and Country* / Phone Number* / Extension (dropdown and text).

4. Enter the required information as shown below



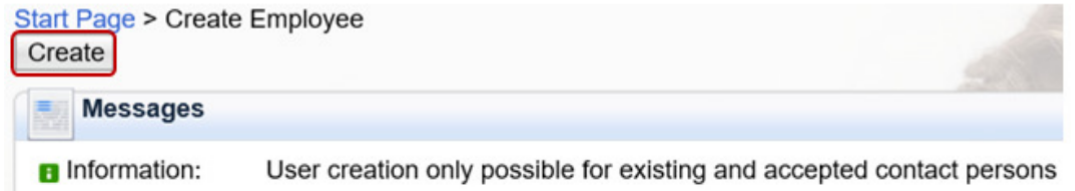
The screenshot shows the 'Contact Details' form with the following data entered: Title: Mr., Academic Title: Eng., First Name*: JOHN, Last Name*: EER, Function: SALES, Department: SALES..., Language*: English, E-Mail*: john@yy.coke, and Country*: Kenya. The phone number field contains 0700000. A red circle highlights the Title, Academic Title, First Name, Last Name, Function, Department, Language, and Country fields.

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

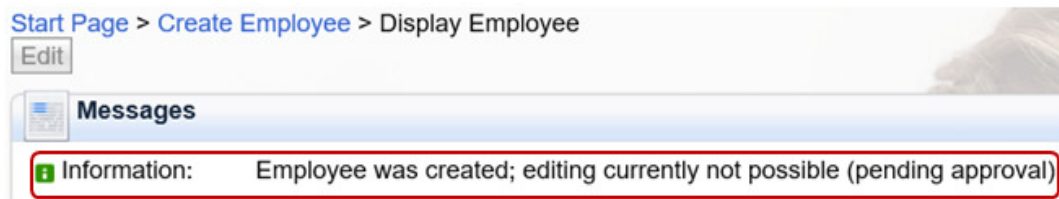


The screenshot shows the 'Data Privacy Statement' form. A checkbox is checked, indicating acceptance of the terms. Below the checkbox, there is a section for 'Customizing Information' with a text area for entering a custom data privacy statement. The text in the area reads: 'You can enter your own data 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



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



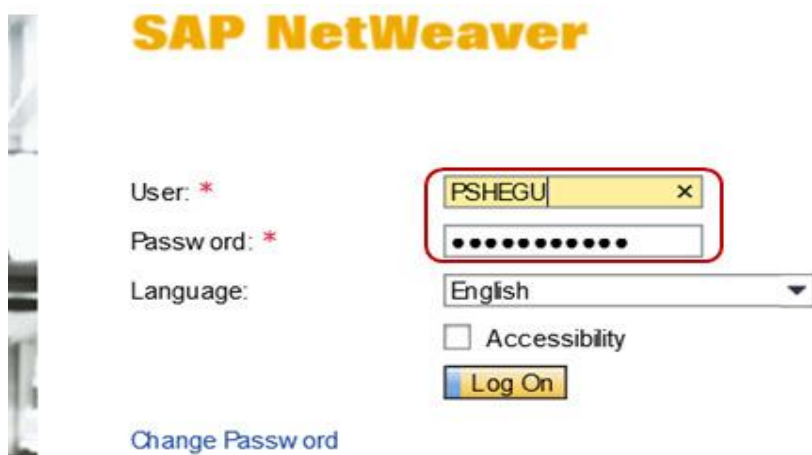
1.4. Change Employee data

- Log in to the portal with below credentials

https://spqportal.rea.local:8080/sap/bc/bsp/srsmc/s3q_ext?sap-client=2

00 User name: xxxxxx

Password: xxxxxx



2. The screen below will be displayed.



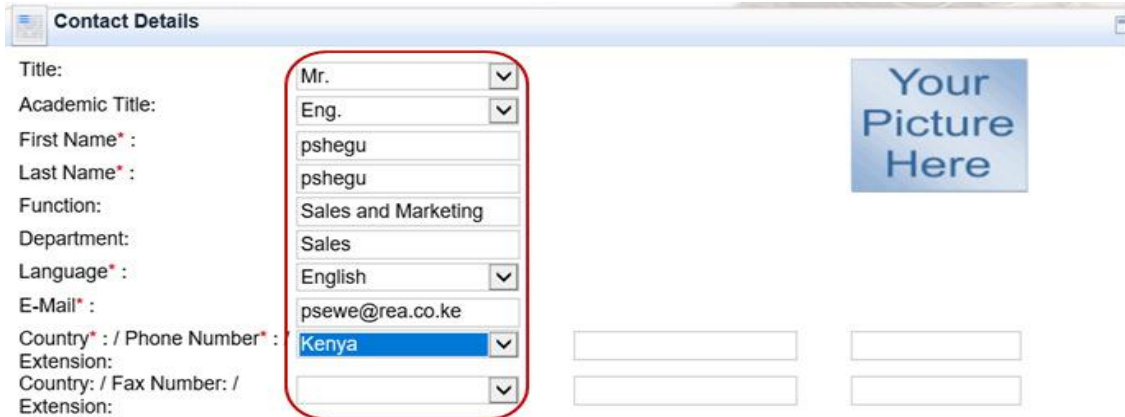
3. Select 'List of Employees' and the list of employees will open as shown below.



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



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

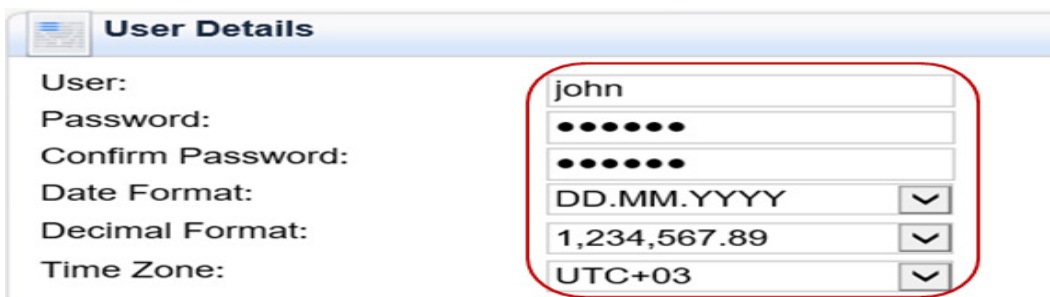


The screenshot shows the 'Contact Details' form in SAP. The following fields are highlighted with a red box:

- Title: Mr.
- Academic Title: Eng.
- First Name*: pshegu
- Last Name*: pshegu
- Function: Sales and Marketing
- Department: Sales
- Language*: English
- E-Mail*: psewe@rea.co.ke
- Country* / Phone Number*: Kenya

Other fields include: Country: / Fax Number: / Extension: (empty), and a 'Your Picture Here' placeholder.

6. Enter user details as shown below



The screenshot shows the 'User Details' form in SAP. The following fields are highlighted with a red box:

- User: john
- Password: [masked]
- Confirm Password: [masked]
- Date Format: DD.MM.YYYY
- Decimal Format: 1,234,567.89
- Time Zone: UTC+03

7. Assign new roles 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"/>	SAP SRM: Bidder
<input checked="" type="checkbox"/>	Employee Administrator
<input checked="" type="checkbox"/>	Product Categories Expert
<input checked="" type="checkbox"/>	Qualification Expert
<input checked="" type="checkbox"/>	Supplier Master Data Manager
<input checked="" type="checkbox"/>	Supplier Task Processor
<input checked="" type="checkbox"/>	cFolders User

8. Select the check boxes under 'Notification tab' as shown below

Notifications

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

9. 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* : / Extension: Kenya

Your Picture Here

10. 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 REREC 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.

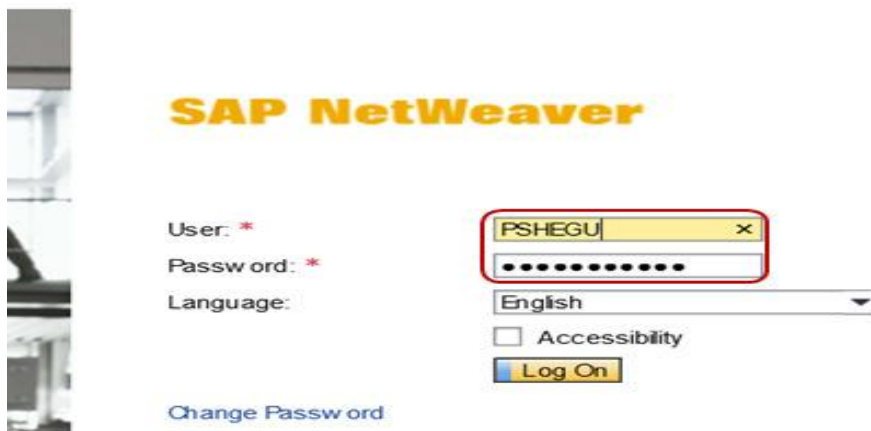
2.1. Creating and submitting responses.

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 REREC 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:

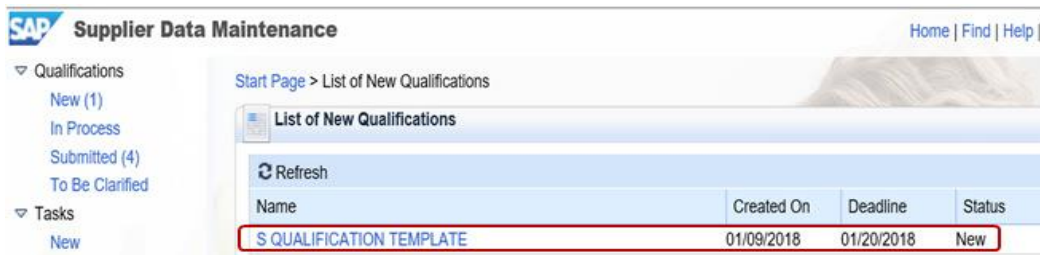
1. Login with new username and password. User name: xxxxxx
Password: xxxxxxx



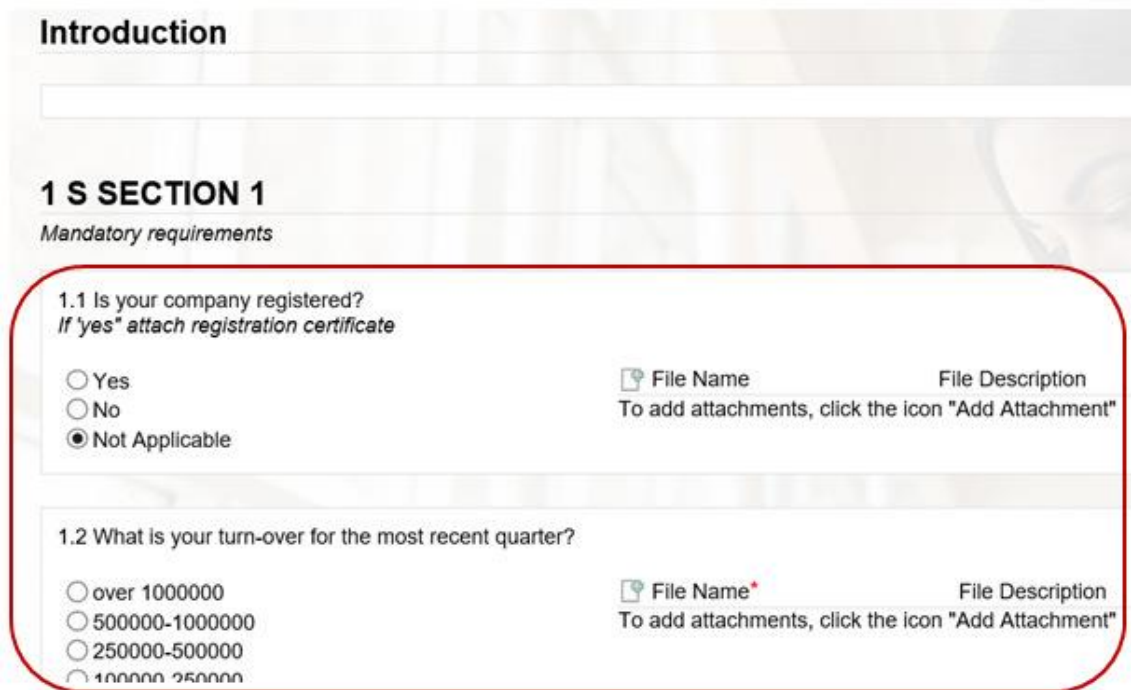
2. Click On 'New' under Qualification as shown below.



3. Open the Qualification questionnaire as shown below.



4. Respond to the qualification questionnaire as shown below



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

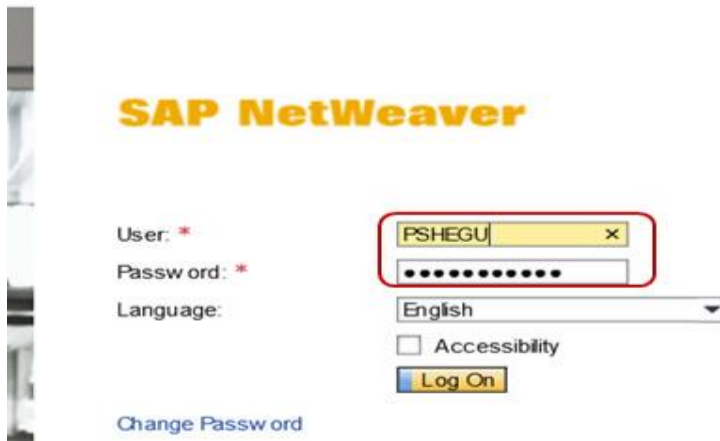
In Activity Management, the supplier administrator can create tasks that enable them to collaborate with internal employees. Tasks allow one to break related activities down into smaller units. They can assign tasks to a processor and define a due date.

3.1. Create task

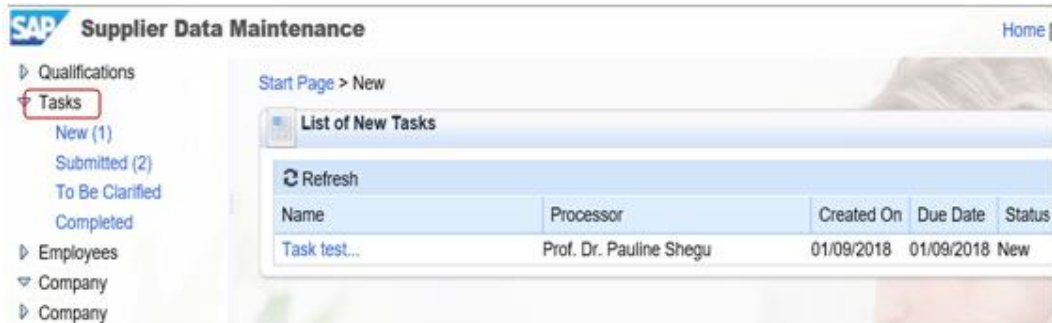
1. Login with new user name and password and click on

'login' User name: xxxxxx

Password: xxxxxxxx



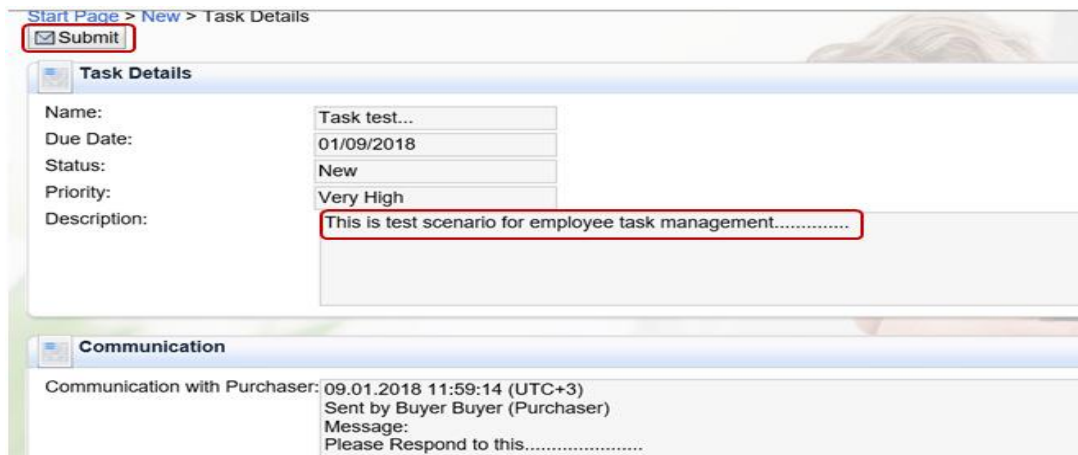
2. Click on 'Tasks' as shown bellow



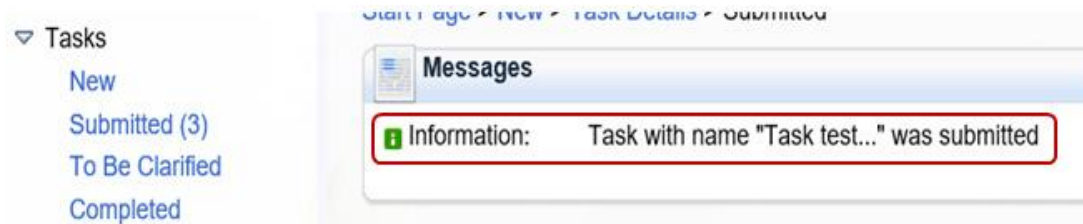
3. Click on Task name to open it.



4. Read the Task Description and respond by submitting as shown below



5. 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 REREC. 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:

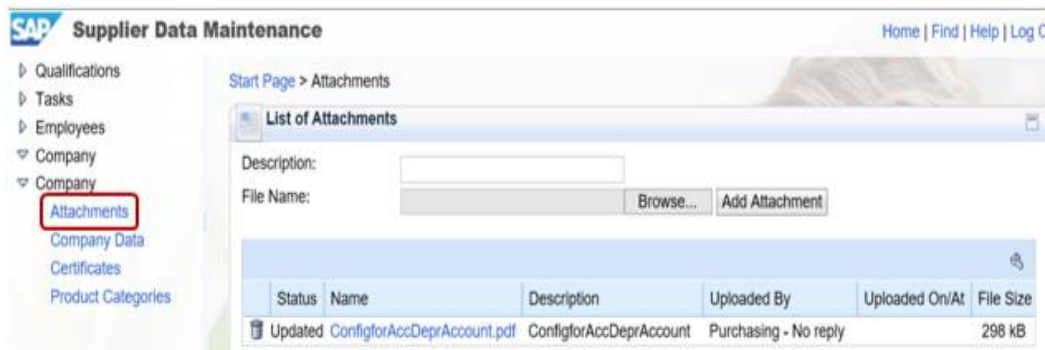
1. Login with new user name and password and click on

“login” User name: xxxxxx

Password: xxxxxxxx



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



3. 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

4. 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

TAX COMPLIANCE CERTIFICATE

All Files (*.*)

Open Cancel

5. 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:

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

“login” User name: xxxxxx

Password: xxxxxxx



SAP NetWeaver

User: *

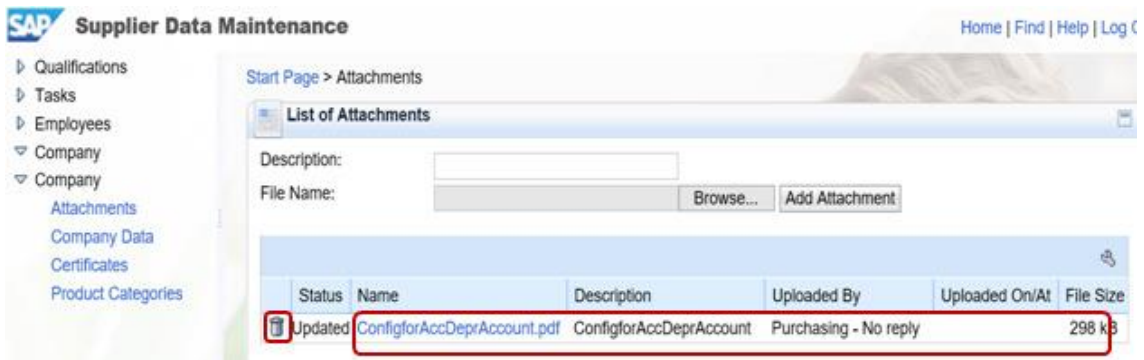
Password: *

Language:

Accessibility

[Change Passw ord](#)

2. Select the ‘Attachment’ under Company then click on Delete icons shown below



SAP Supplier Data Maintenance

Start Page > Attachments

List of Attachments

Description:

File Name:

Status	Name	Description	Uploaded By	Uploaded On/At	File Size
<input checked="" type="checkbox"/>	Updated	ConfigforAccDeprAccount.pdf	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, REREC and have to be approved for them to take effect.

4.1. Change supplier data.

1. Click on 'Company data' as shown below



2. Click on 'Edit' button as shown below



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

SAP Supplier Data Maintenance

- Qualifications
- Tasks
- Employees
- Company
- Company
 - Attachments
 - Company Data
 - Certificates
 - Product Categories

Start Page > Company Data

General Company Information

Company Name* : New Silicon 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
 Region: COAST
 District: SOUTH C
 City* : / Zip Code* : nairobi 35252
 House Number: / Street: 0003 URBAN
 Street Suffix: N
 Street Prefix: U
 Building: / Floor: / Room: UPRISE 002 0001

Postal address
 PO Box:
 Other Country:
 Other City: / Zip Code:

5. Enter new information under Communication tab.

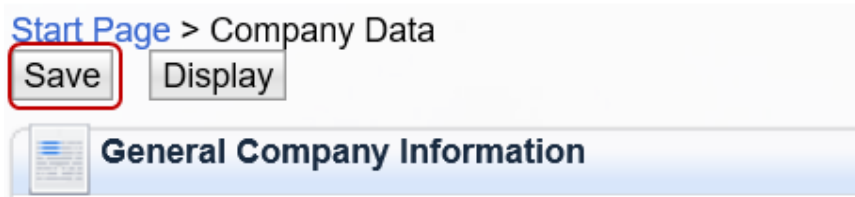
Communication

Phone Number	Extension	Country	Standard Number	
070899999999	+254	Kenya	<input checked="" type="radio"/>	<input type="button" value="Delete"/>
<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	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Delete"/>
<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	
New Line							
Tax Type					Tax Number		
Kenya: Tax number					P051234567K		

7. Click save button as shown below.



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

SAP Supplier Data Maintenance Home | Find | Help | Log

Start Page > Certificates

Certificate	Valid To	Expires In	Status	A...
ISO CERTIFICATE		Mandatory Certificate Mis...	●	
ISO		Mandatory Certificate Mis...	●	
Uat-Certificate of Incorporation		Mandatory Certificate Mis...	●	
Pole Treatment	12/31/...	Permanently Valid	■	

3. Enter the required information as shown below

SAP Supplier Data Maintenance


Start Page > Certificates > Upload Certificate

Upload Certificate

Certificates : ISO CERTIFICATE

Certificate Name* : Comment:

Issued By:

Valid To* :  Never Expires

File Description:

File Name:

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	<input type="button" value="🔍"/>
Test Cert...	01/25/...	Less than 1 Month	Pending Approval	<input type="button" value="🔍"/>

4.3. Amend Product Category

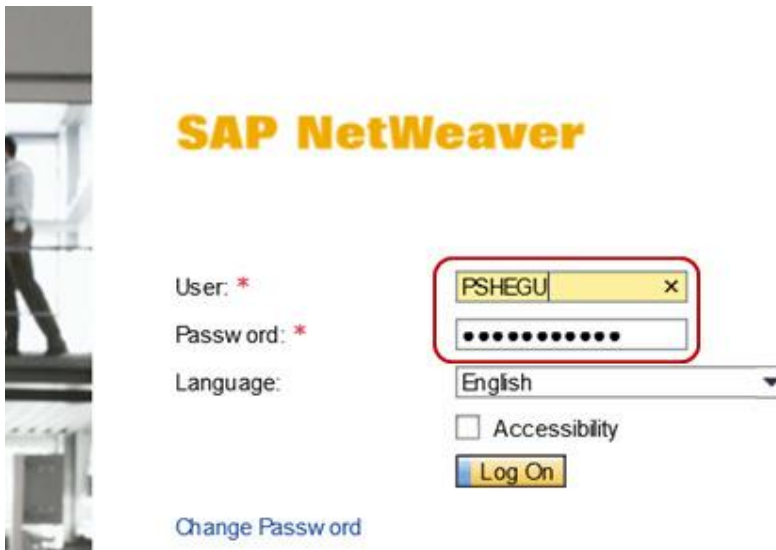
A supplier may wish to supply a different product category or add another category to the ones they supply. As such the supplier maintains the new category by amending the existing categories.

Steps:

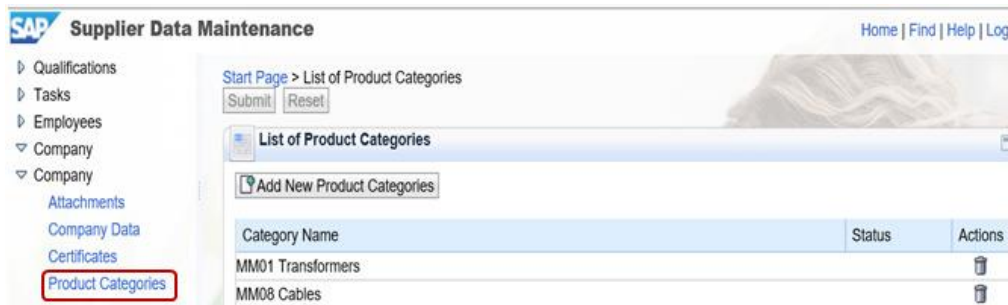
1. Login with new user name and password and click on

“login” User name: xxxxxx

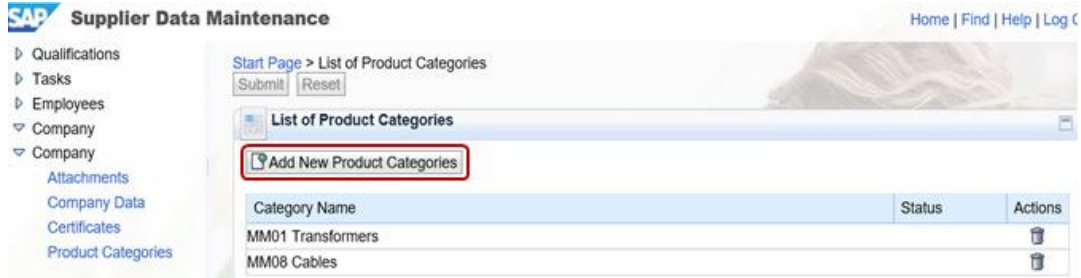
Password: xxxxxxxx



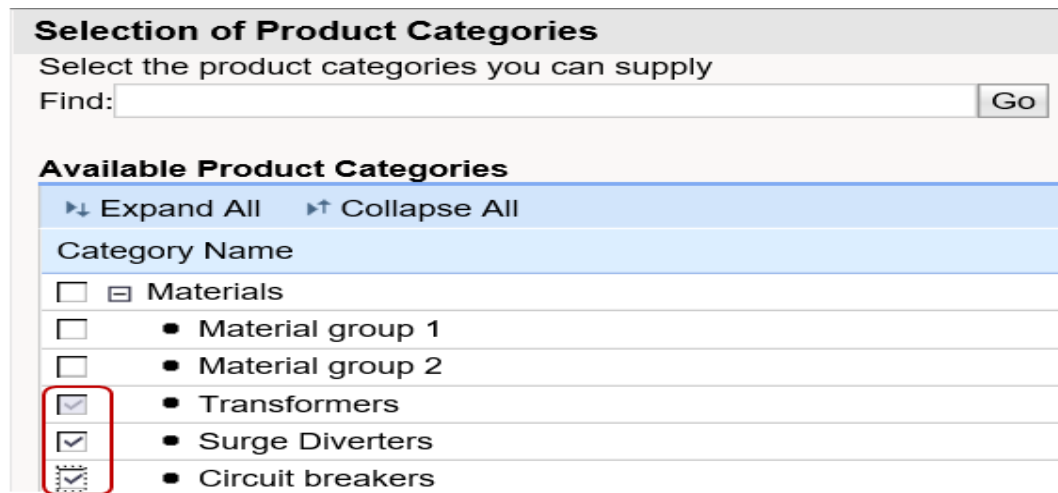
2. Click on `Product Categories` under Company as shown below.



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



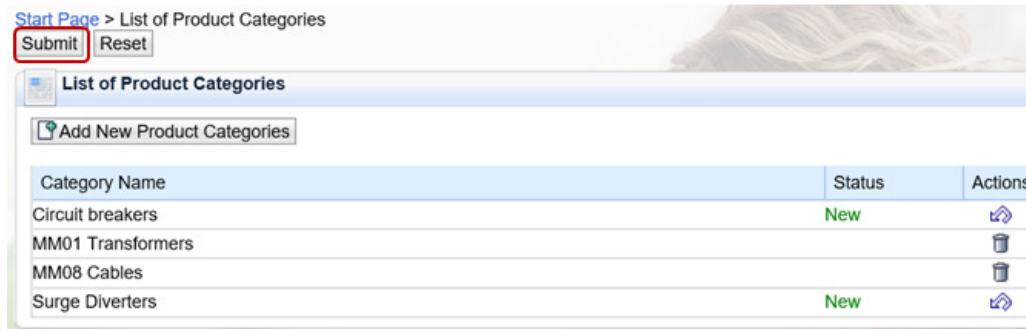
4. Enter the new product categories by selecting the check boxes as shown below.



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



6. Click 'Submit' button as shown below.

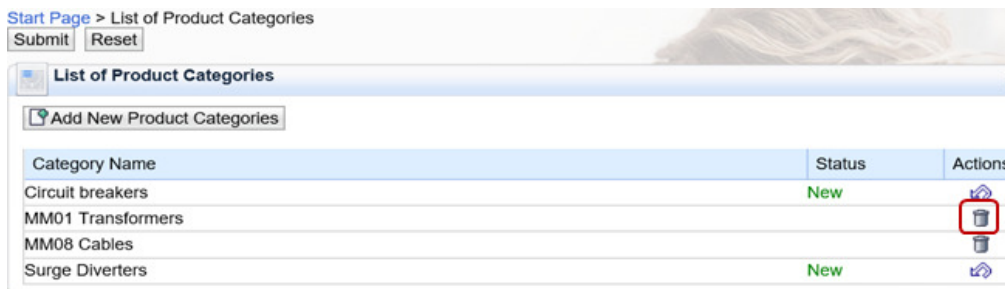


4.4. Delete Product categories

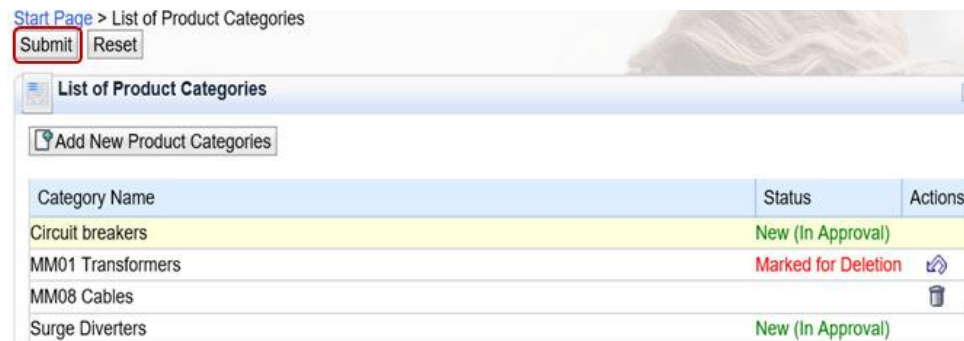
A supplier may delete some product categories that the no longer wishes to supply.

Steps:

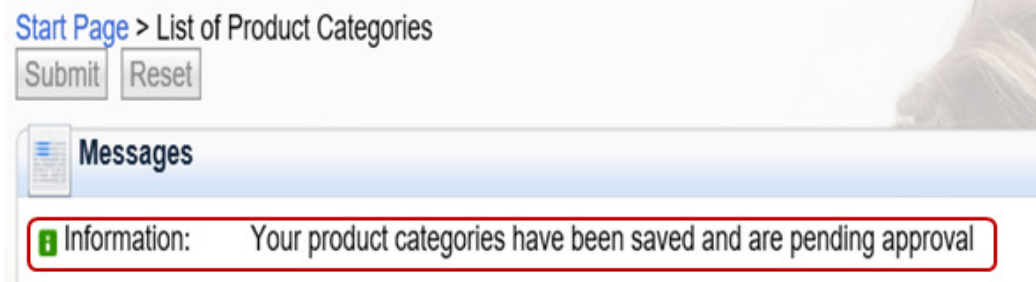
1. Click on the Trash can (delete icon) on the right side of the window as shown below.



2. Click 'Submit' Button as shown below.



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



5. RFX RESPONSE

RFX response involves responding to bids that will have been advertised by REREC. In this case, the supplier logs into the system using their credentials then they can locate the bid item to respond to.

Steps:

1. Login to the portal with the following link:

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

2. Enter the Log on credentials as shown below: User: xxxxxxxxxx
Password: xxxxxxxxxx

SAP NetWeaver

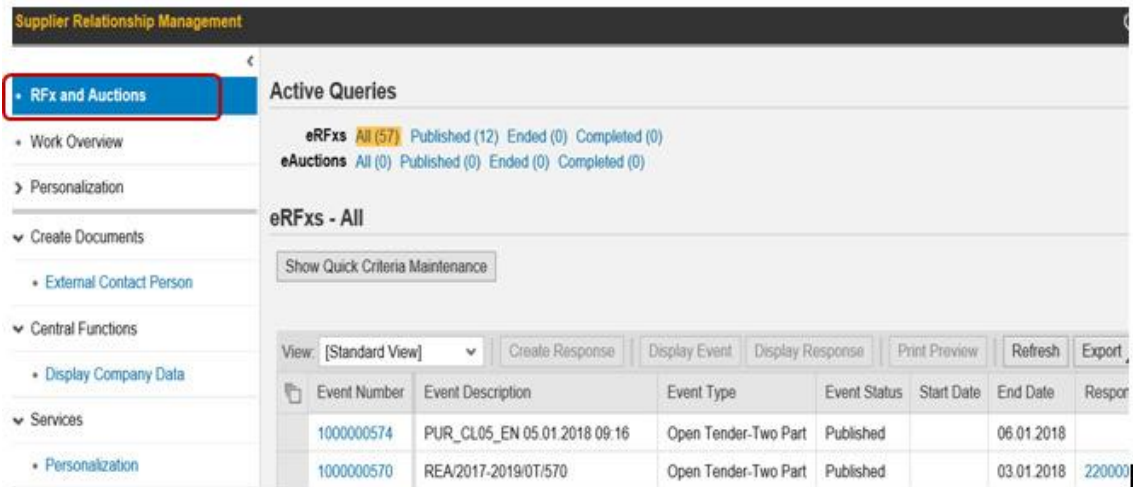
System:	SUQ
Client: *	200
User: *	emp_regq1
Password: *
Language:	English
	<input type="checkbox"/> Access sibility
	<input type="button" value="Log On"/>

[Change Pas sword](#)



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3. Click on `RFx and Auctions` as shown below.



Supplier Relationship Management

- RFx and Auctions** (highlighted)
- Work Overview
- Personalization
- Create Documents
 - External Contact Person
- Central Functions
 - Display Company Data
- Services
 - Personalization

Active Queries

eRFxs All (57) Published (12) Ended (0) Completed (0)
 eAuctions All (0) Published (0) Ended (0) Completed (0)

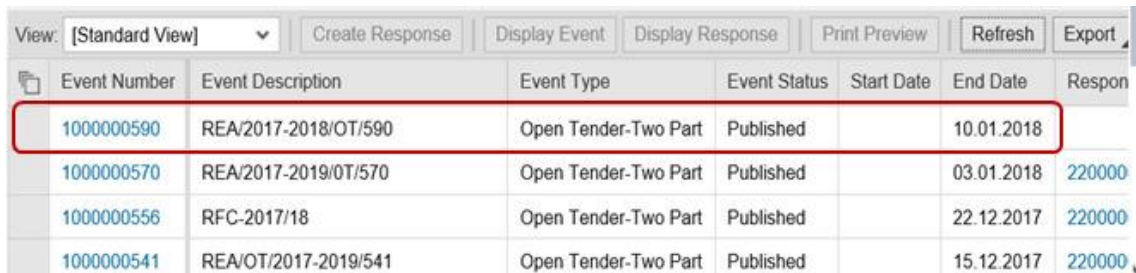
eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Respon
100000574	PUR_CL05_EN 05.01.2018 09:16	Open Tender-Two Part	Published		06.01.2018	
100000570	REA/2017-2019/OT/570	Open Tender-Two Part	Published		03.01.2018	220000

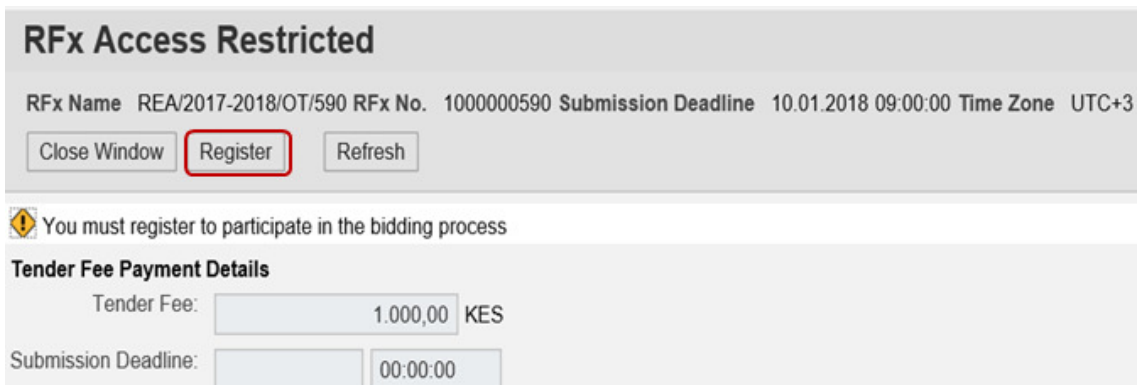
4. Click on event number of thee Rfx to be responded to in order to open it.



View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Respon
100000590	REA/2017-2018/OT/590	Open Tender-Two Part	Published		10.01.2018	
100000570	REA/2017-2019/OT/570	Open Tender-Two Part	Published		03.01.2018	220000
100000556	RFC-2017/18	Open Tender-Two Part	Published		22.12.2017	220000
100000541	REA/OT/2017-2019/541	Open Tender-Two Part	Published		15.12.2017	220000

5. Click on `Register` as shown below.



RFx Access Restricted

RFx Name REA/2017-2018/OT/590 RFx No. 100000590 Submission Deadline 10.01.2018 09:00:00 Time Zone UTC+3

Close Window **Register** Refresh

! You must register to participate in the bidding process

Tender Fee Payment Details

Tender Fee: KES

Submission Deadline:

6. Click on 'Pay Tender Fee' as shown below

RFx Access Restricted

RFx Name REA/2017-2018/OT/590 RFx No. 1000000590 Submission Deadline 10.01.2018 09:00:00 Time Zone UTC+3

! Pay tender fee to access the RFx

Tender Fee Payment Details

Tender Fee: KES

Submission Deadline:

7. Click on 'Pay tender Fee' button in the payment gateway window.

Tender Fee - Dummy Payment Gateway

Tender Fee Payment Details

Tender Fee Amount:

8. Click on 'Go to RFx' button as shown below.

RFx Access Restricted

RFx Name REA/2017-2018/OT/590 RFx No. 1000000590 Submission Deadline 10.01.2018 09:00:00 Time Zone UTC+3

Tender fee payment successful; access to RFx has been granted

Tender Fee Payment Details

Tender Fee: KES

Submission Deadline:

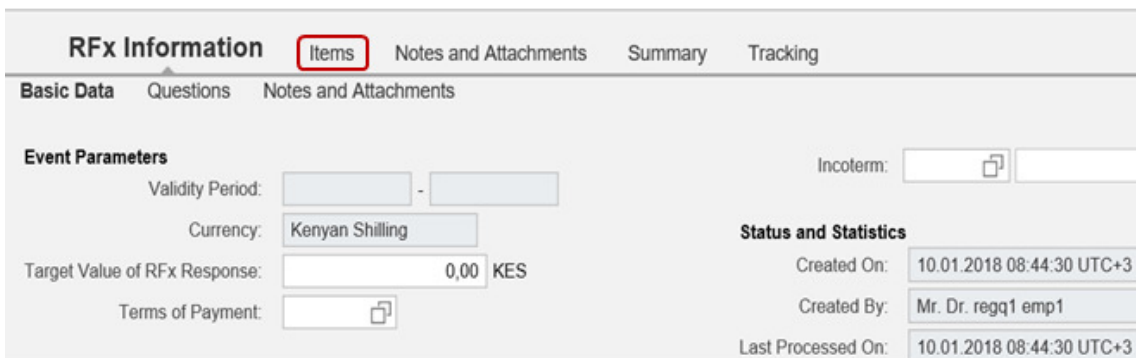
9. Click on 'Participate' button as shown below.



10. Click on 'Create Response' button as shown below.



11. Click on 'Items' tab as shown below.



12. Scroll to the right and enter the price for each item.

RFX Information		Items	Notes and Attachments	Summary	Tracking	
Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency
MM01	Transformers	10,00	10,00	NO	5000	KES
MM01	Transformers	2,00	2,00	NO	6000	KES

13. Click on 'Notes and Attachment' to view attachment and notes(if any).

RFX Information		Items	Notes and Attachments	Summary	Tracking
Basic Data	Questions	Notes and Attachments			
▼ Notes					
Clear					
Category	Description				
Conditions of Participation	-Empty-				
RFx/Auction Text	-Empty-				
Bidder's Remarks	-Empty-				
Purchaser's Remarks	-Empty-				

14. Click on 'Technical RFx Response' tab as shown below.

Create RFx Response

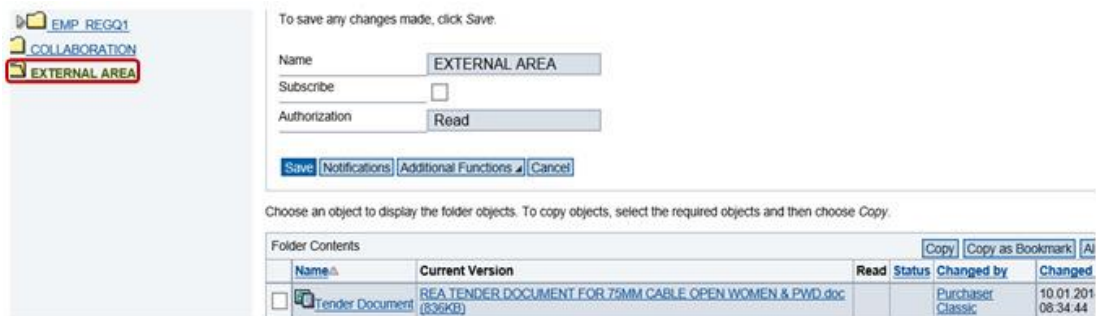
RFx Response Number 2200000521 **RFx Number** 1000000590 **Status** In Process **Submit**
Opening Date 10.01.2018 09:00:00 UTC+3 **Remaining Time** 0 Days 00:11:16 **RFx Owner**
RFx Response Version Number Active Version **RFx Version Number** 1

RFX Information		Items	Notes and Attachments	Summary	Tracking
Basic Data	Questions	Notes and Attachments			

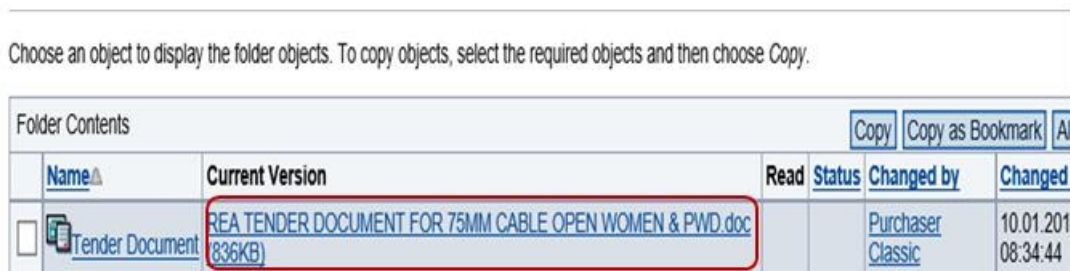
15. Enter user name and password in the pop-up window as shown below and click 'Ok';



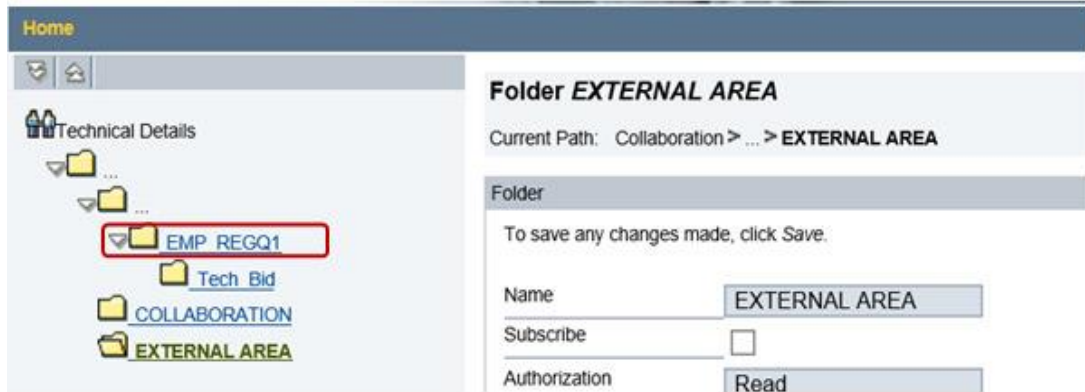
16. On the resulting window, click on 'External Area' Folder as shown below;



17. Click on tender Document to open it.



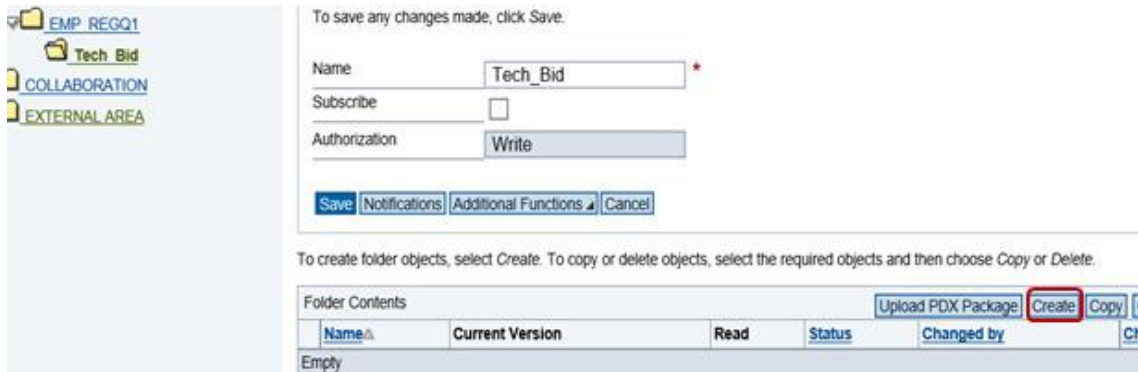
18. Click on company name folder as shown below.







19. Click on 'Technical Bid' folder as shown below.



20. Click on 'Create' tab as shown below.



21. Select 'Document' as shown below.

What do you want to create?	
 Folder	A folder is used to structure the collaboration and is also a container for storing objects.
 Bookmark	A bookmark can be linked to any Web site.
 Discussion	A discussion is a communication forum about a collaboration, a folder or a folder object.
 Document	A document can contain any file in different versions.

22. Enter the document name and description as shown below.

Create Document

Navigation: [Folder Overview](#)

Current Path: Collaboration > ... > ... > [EMP_REGQ1](#) > [Tech_Bid](#) > Create Document

Create Document

Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose *Next*.

Name *

Description

23. Scroll down and click 'continue' to upload required documents.

Subscribe

PGP Documents You are only allowed to use PGP files in this document.

Upload Local File
 Create File Later

24. After selecting the file, choose save.

To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*.

Folder Contents		<input type="button" value="Upload PDX Package"/>	<input type="button" value="Create"/>	<input type="button" value="Copy"/>	<input type="button" value="Copy"/>
<input type="checkbox"/>	Name	Current Version	Read	Status	Changed by
<input type="checkbox"/>	BID RESPONSE	BID RESPONSE.pdf (151KB)			reqq1 emp1

25. Log out and close the window as shown below.

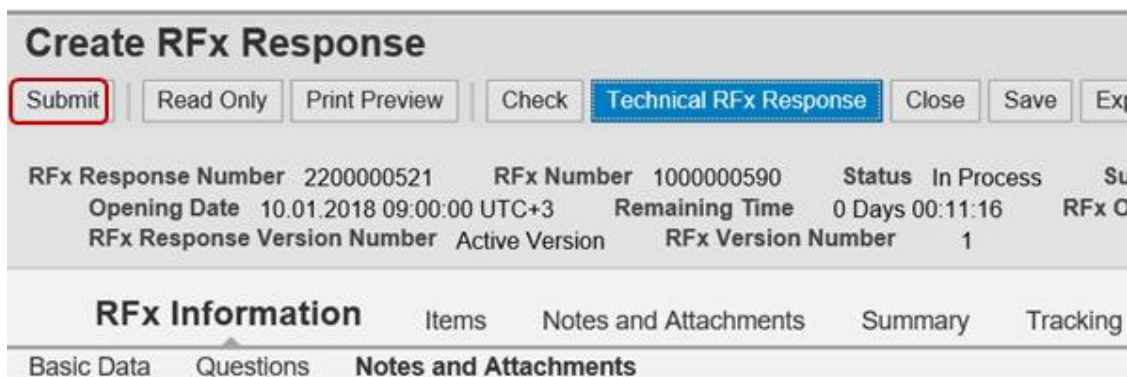
Refresh Search Favorites Settings Help

Folder Tech_Bid [Help](#)

Current Path: Collaboration > ... > ... > [EMP_REGQ1](#) > Tech_Bid

Folder

26. Click on 'Submit' Button as shown below.



27. The RFX Response is submitted successfully as shown below. This response will be submitted to REREC for further processing.



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, REREC 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 ass shown below:

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

System:

Client: *

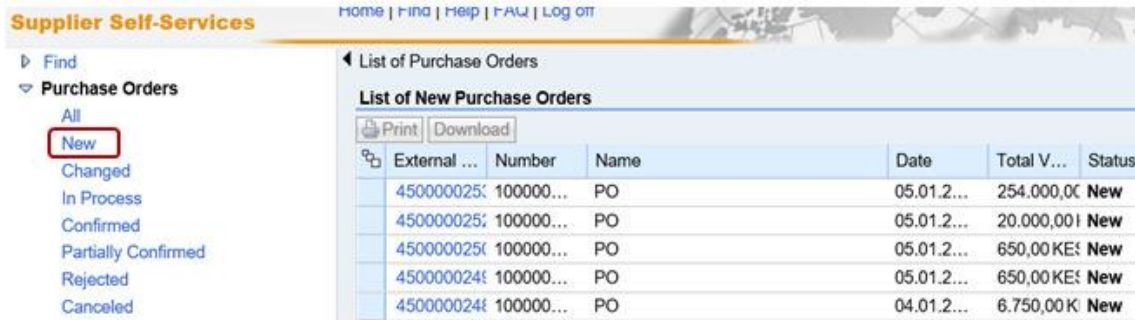
User: *

Passw ord: *

Language:

Accessibility

3. Click on 'New' under Purchase orders 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

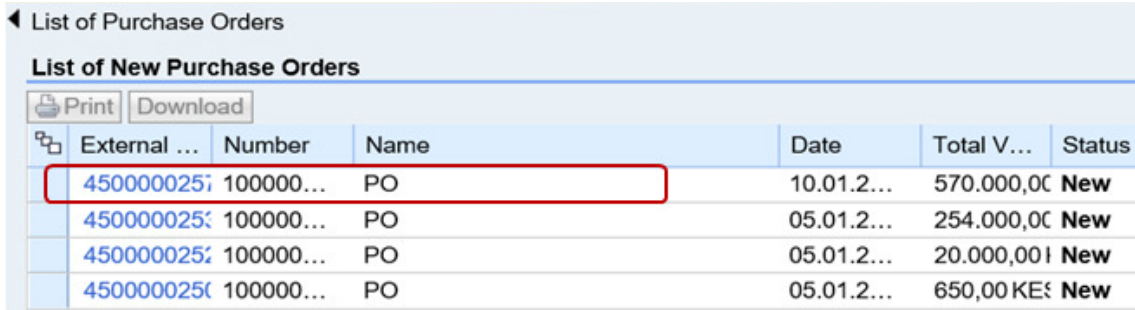
List of Purchase Orders

List of New Purchase Orders

Print Download

External ...	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

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



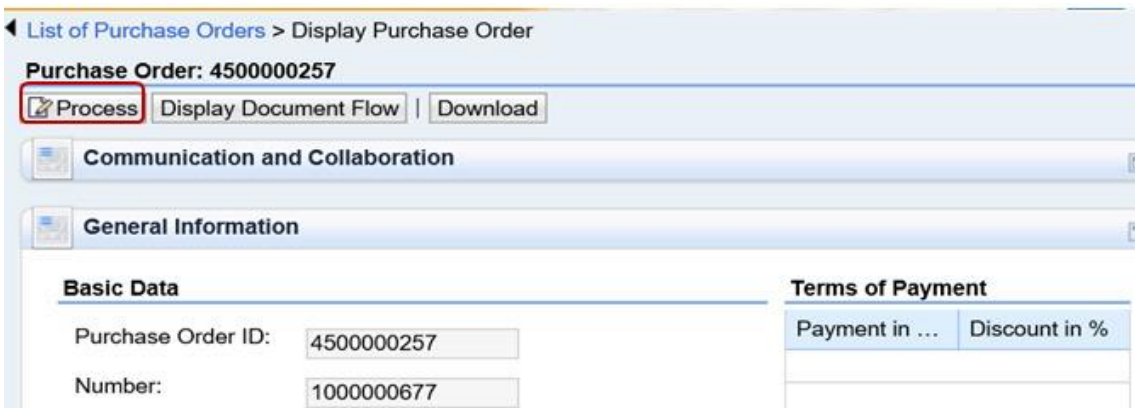
List of Purchase Orders

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

5. Click on 'Process' tab as shown below



List of Purchase Orders > Display Purchase Order

Purchase Order: 450000025

Process Display Document Flow Download

Communication and Collaboration

General Information

Basic Data

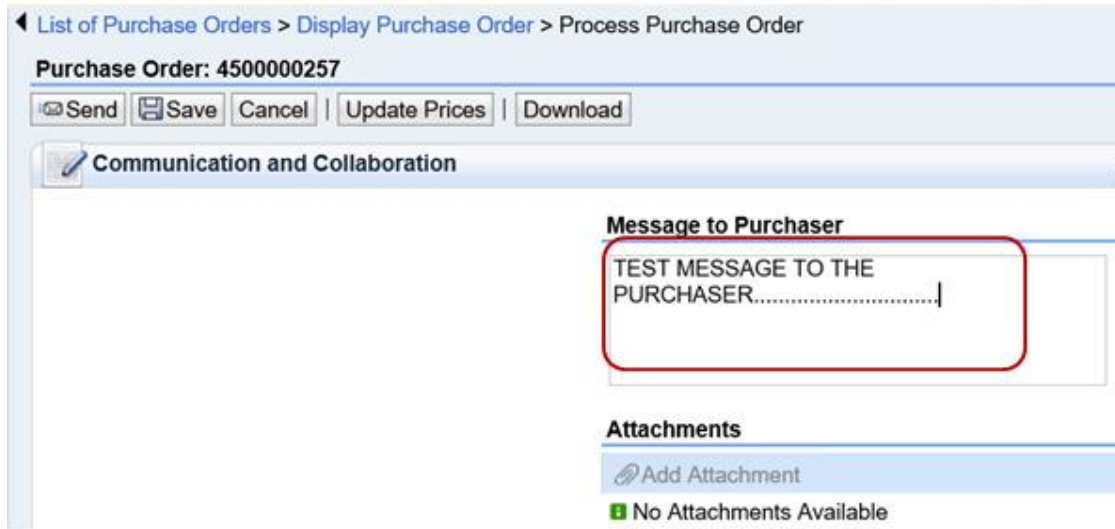
Purchase Order ID: 450000025

Number: 100000677

Terms of Payment

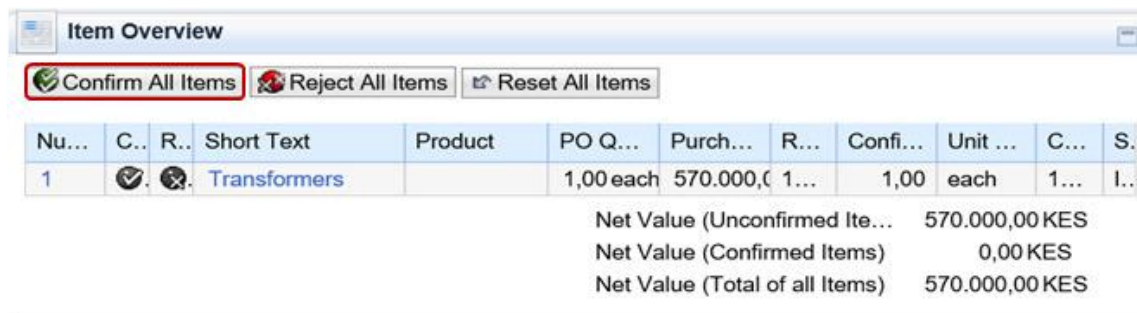
Payment in ...	Discount in %

6. Enter Message to the Purchaser as shown below



List of Purchase Orders > Display Purchase Order > Process Purchase Order
Purchase Order: 450000257
 Send Save Cancel | Update Prices | Download
Communication and Collaboration
Message to Purchaser
 TEST MESSAGE TO THE PURCHASER.....
Attachments
 Add Attachment
 No Attachments Available

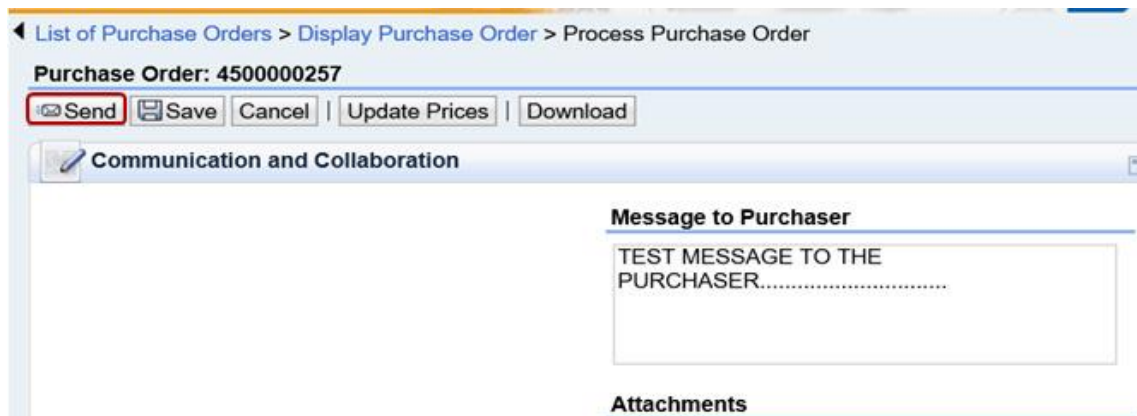
7. Scroll down and click 'Confirm All Items' under Item overview as shown below



Item Overview
 Confirm All Items Reject All Items Reset All Items

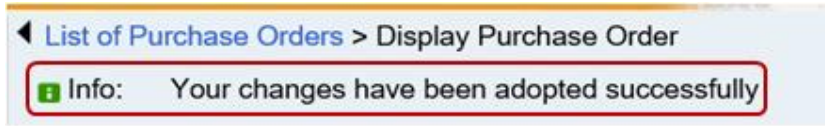
Nu...	C..	R..	Short Text	Product	PO Q...	Purch...	R...	Confi...	Unit ...	C...	S.
1	✓	✗	Transformers		1,00 each	570.000,0	1...	1,00	each	1...	l..
									Net Value (Unconfirmed It...	570.000,00 KES	
									Net Value (Confirmed Items)	0,00 KES	
									Net Value (Total of all Items)	570.000,00 KES	

8. Click 'Send' button as shown below



List of Purchase Orders > Display Purchase Order > Process Purchase Order
Purchase Order: 450000257
 Send Save Cancel | Update Prices | Download
Communication and Collaboration
Message to Purchaser
 TEST MESSAGE TO THE PURCHASER.....
Attachments

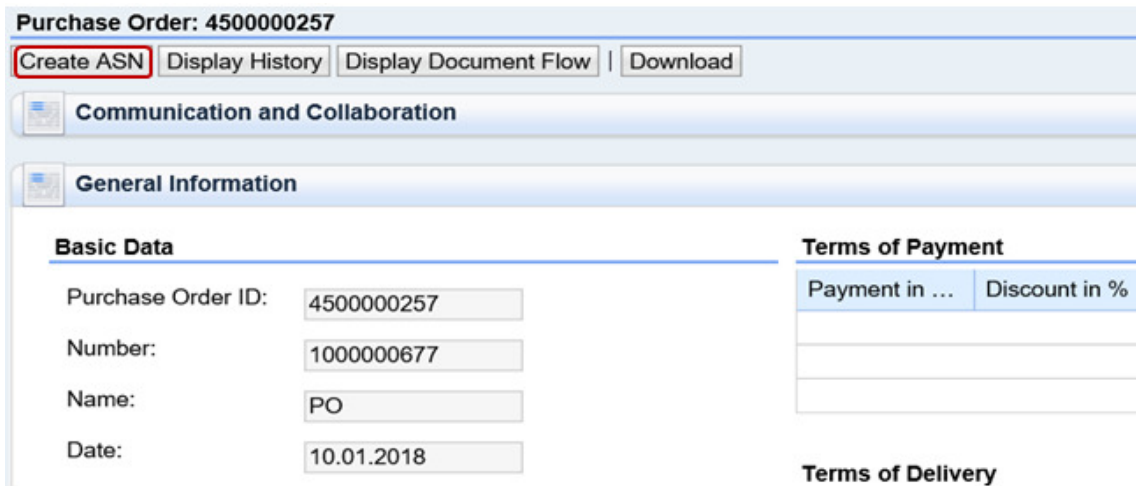
- The purchase Order Response is successfully sent to the purchaser as confirmed by the message as shown below;



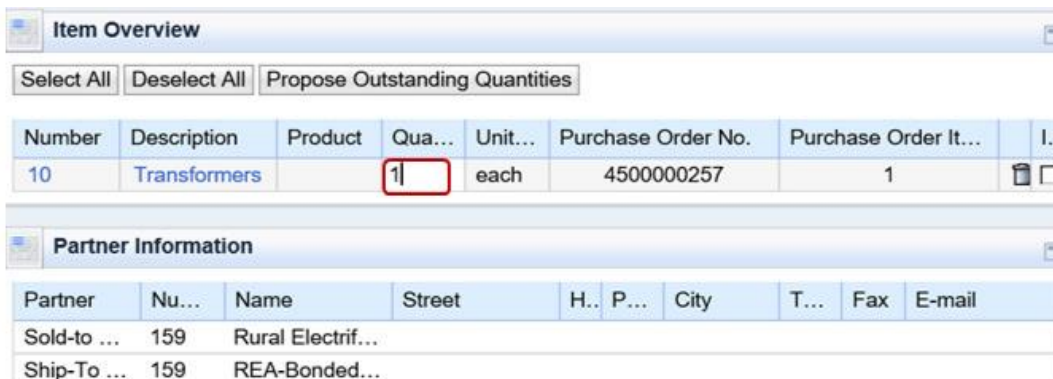
6.2. Creation of Advanced Shipping Notification

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.

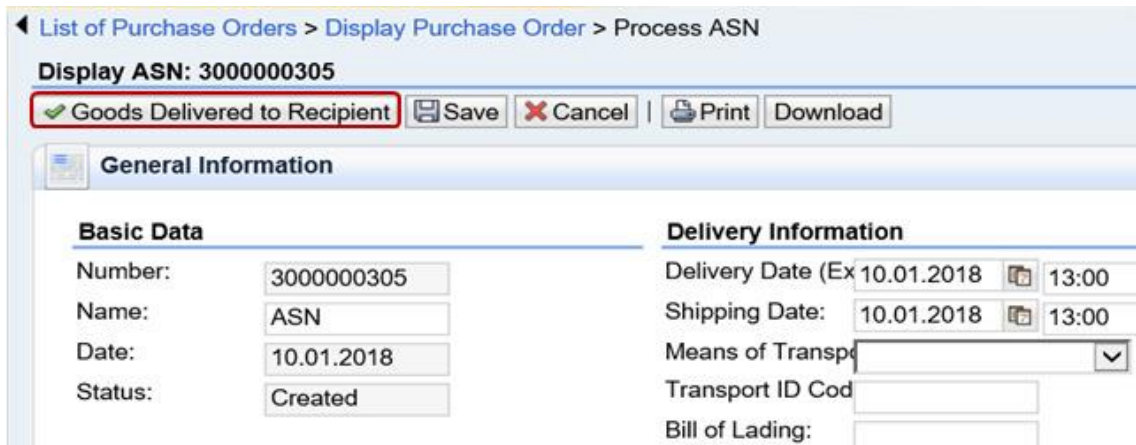
- After log on, click on 'Create ASN' tab as shown below



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



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



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

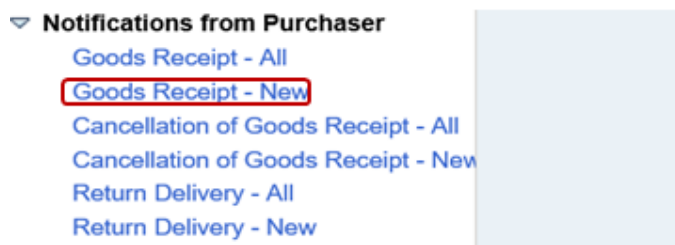


6.3. Acceptance of Goods Receipt Note

When REREC 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:

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



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

Goods Receipt List

List of New Goods Receipts

Print

Number	Name	Date	Status
40000004	GR	04.01...	New
40000004	GR	04.01...	New
40000002	GR	10.10...	New

3. Click on 'Accept' tab as shown below

Goods Receipt List > Display Goods Receipt

Goods Receipt: 400000450

General Information

Basic Data

Number: 400000450

Name: GR

Date: 04.01.2018

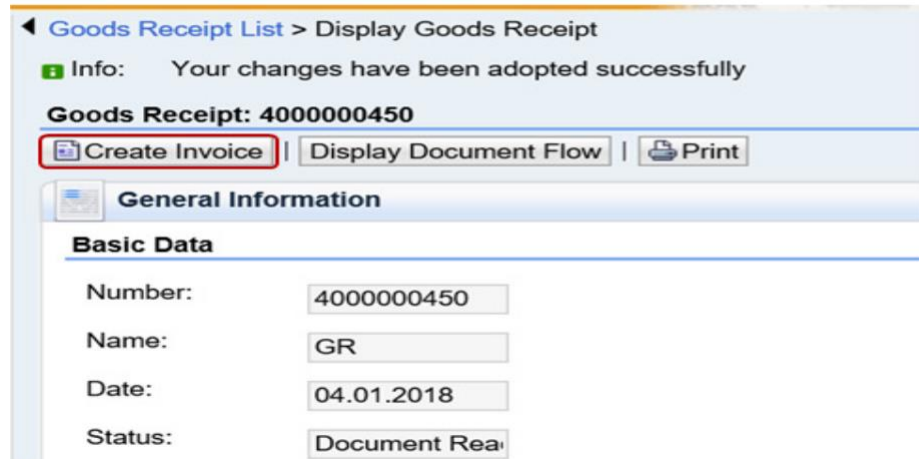
Status: New

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



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

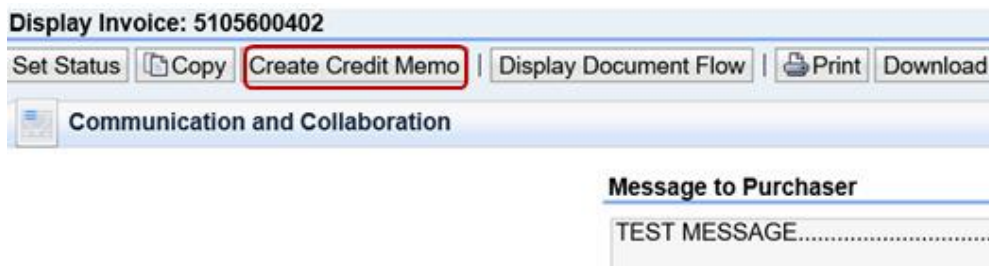


6.5. Creation of Credit Memo

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

Steps:

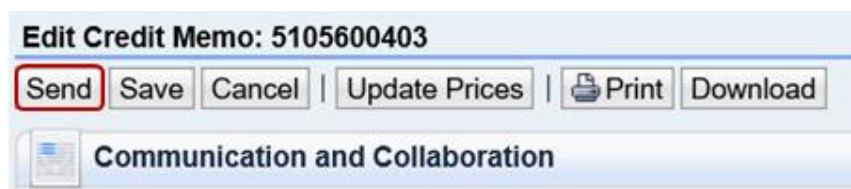
1. Click on 'Create Credit Memo' tab as shown below;



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



3. Click 'Send' button as shown below.



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



6.6. Create Response for Service Purchase Order

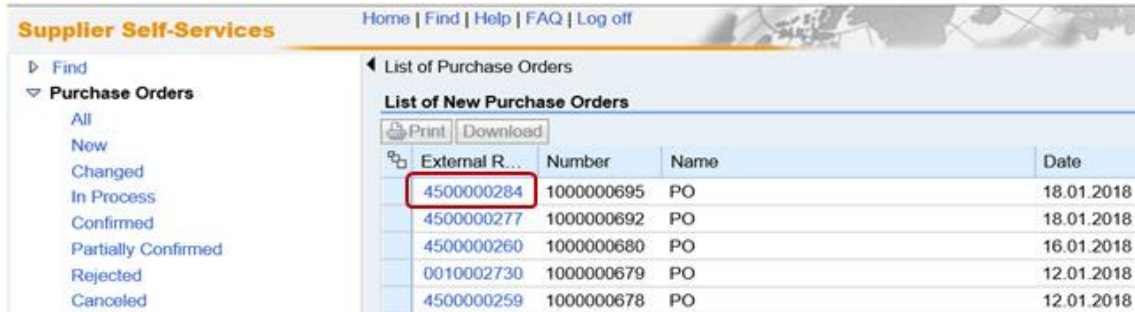
A supplier who has been contracted by REREC to provide a service will also access the purchase order online and be able to create a response the same way.

Steps:

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



3. 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

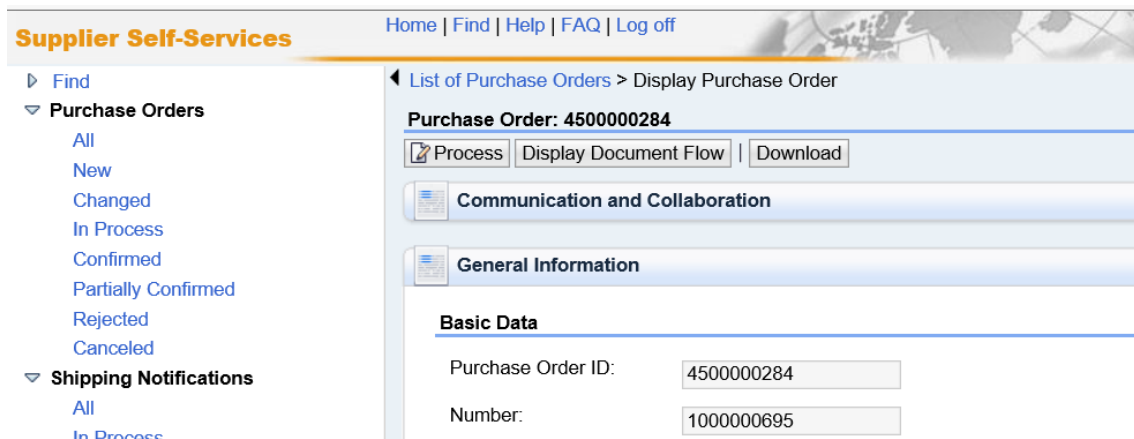
List of Purchase Orders

List of New Purchase Orders

Print Download

External R...	Number	Name	Date
4500000284	1000000695	PO	18.01.2018
4500000277	1000000692	PO	18.01.2018
4500000260	1000000680	PO	16.01.2018
0010002730	1000000679	PO	12.01.2018
4500000259	1000000678	PO	12.01.2018

4. 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: 4500000284

Process Display Document Flow Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 4500000284

Number: 1000000695

5. Click on 'Process'



List of Purchase Orders > Display Purchase Order

Purchase Order: 4500000284

Process Display Document Flow Download

Communication and Collaboration

General Information

Basic Data

6. Enter message to the purchaser in the comment box

Purchase Order: 450000284

Send Save Cancel Update Prices Download

Communication and Collaboration

Message to Purchaser

Test Message.....

Attachments

Add Attachment

No Attachments Available

7. 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...	Confi...	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 ear	1.960.00		49,00	each		I...
									Net Value (Unconfirmed Items)	1.960.000,00 KES		
									Net Value (Confirmed Items)	0,00 KES		
									Net Value (Total of all Items)	1.960.000,00 KES		

8. Click 'send'

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

Purchase Order: 450000284

Send Save Cancel Update Prices Download

Communication and Collaboration

Message to Purchaser

Test Message.....

9. 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		Terms of Payment	
Purchase Order ID:	4500000284	Payment in Days	Discount in %
Number:	1000000695		

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.....

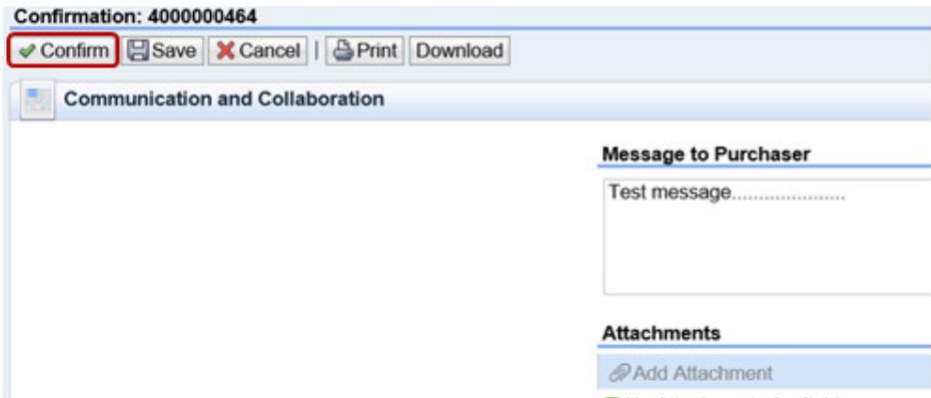
11. Enter the quantity as shown below

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	49,00e	49,00e	0,00 KE	
Net Value									0,00 KES		

12. Click 'Confirm'



13. Select the confirmation number as shown.



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

