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 m 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(bD1lbiZjPTIwMCZkPW1pbg==)/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* :		Vendor Category* :	Local ⌄
D-U-N-S Number:		IFMIS No:	
Language* :	English ⌄	E-PIN Certificate No* :	
Homepage:		TCC No* :	
Tax Jurisdiction Code:		TCC expiry date* :	
Currency:	⌄	AGPO Special category group:	☐
Company/Business Reg.No.* :		AGPO Certificate No:	
Director Name:		AGPO Certificate Exp Date:	
Director ID No:			

Physical Address

Country* :	⌄
Region:	⌄
District:	
City* : / Zip Code* :	
House Number: / Street:	
Building: / Floor: / Room:	

Postal address

PO Box:	
Other City: / Zip Code:	
Other Country:	⌄

Communication

Phone Number* : / Extension:	
Fax Number: / Extension:	
E-Mail* :	

Contact Details

Title:	⌄	Phone Number* : / Extension:	
First Name* :		Fax Number: / Extension:	
Last Name* :		E-Mail* :	
Academic Title:	⌄	Language* :	English ⌄
Department:		Country* :	⌄
Function:			

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 Certificated 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: [   ]

[   ] Browse...   Add Attachment

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

[Send]   [Undo Entries]

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:	☐
Company/Business Reg.No.* :	REG/0007/2099	AGPO Certificate No:	
Director Name:	EMER J.J x	AGPO Certificate Exp Date:	
Director ID No:	9800008		

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

5. Enter Contact Details as showwn below

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

Product Categories *

No product categories selected

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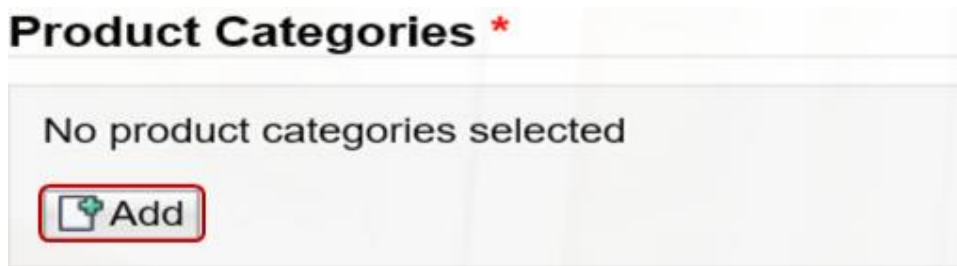
7. Select the required field in product categories as shown below.

Selection of Product Categories

Select the product categories you can supply

Find: [ ] Go

Available Product Categories

Expand All   Collapse All

Category Name

☐ ⊟ Materials
☐   • Material group 1
☐   • Material group 2
☑   • Transformers
☑   • Surge Diverters
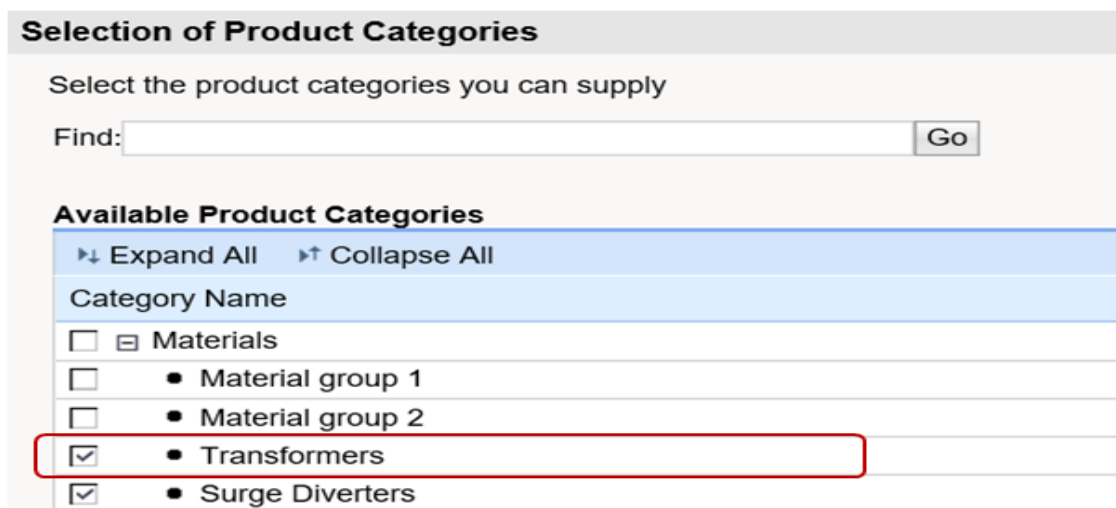
8. Click on 'Choose File' to attach the required documents.

Attachments

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

System allows only PDF attachments.

Description: [ ]

[ ] Browse... Add Attachment
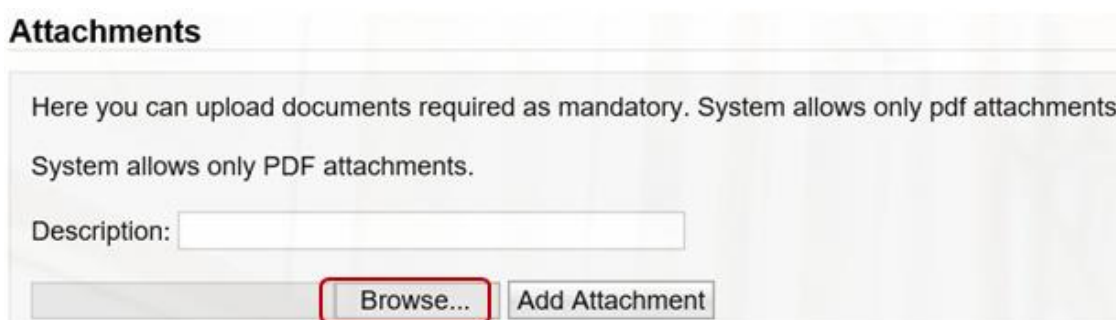
9. Select required file and click on 'Open' button as shown below.
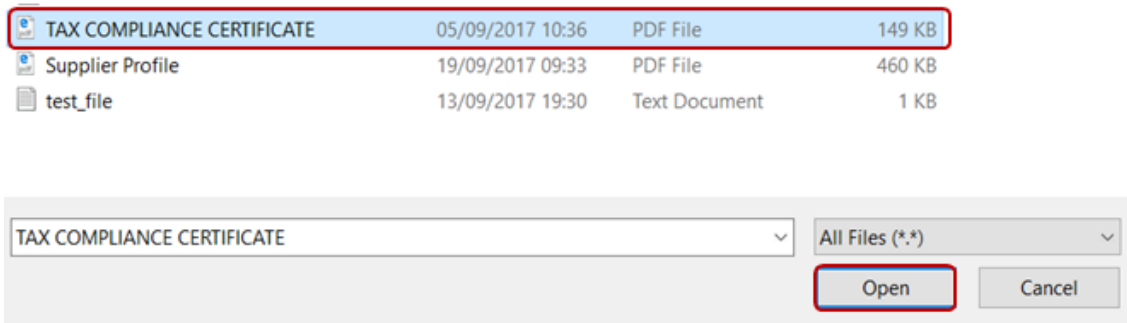
10. Click on 'Add Attachment' as shown below.
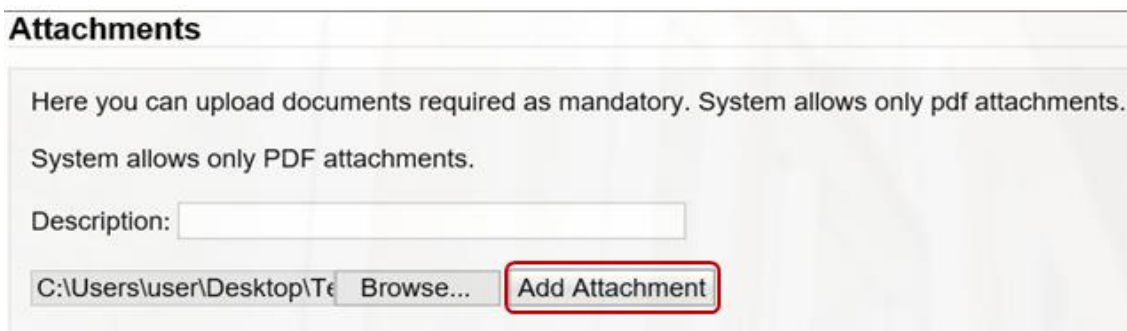
11. The file successfully uploaded will appear as shown below

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

13. Select data privacy statement and terms and conditions checkboxes

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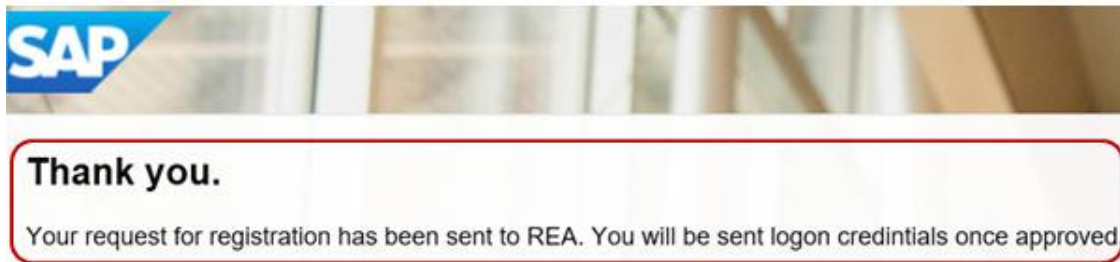
1.2.   Create Supplier administrator account

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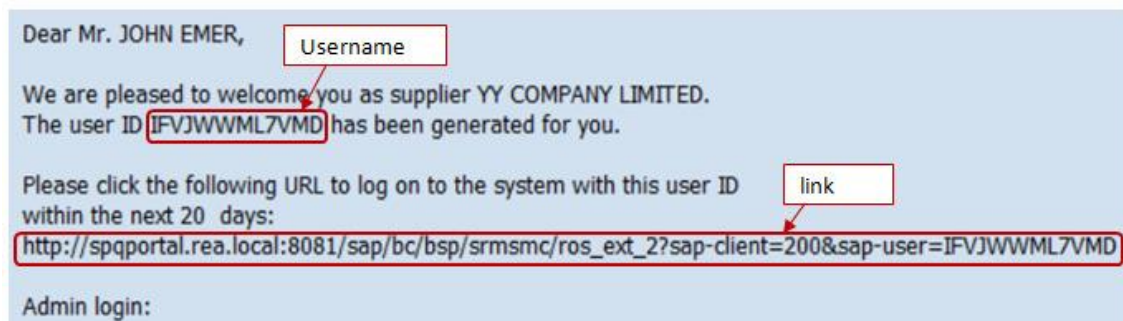
2. Click on the link. Log on window pops up as shown below

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.

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

6. Enter user name and password as shown below

Create Your Administrator Account

User* :	emer
Password* :	••••••
Confirm Password* :	••••••

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

Formats and Settings

Date Format:	DD.MM.YYYY
Decimal Format:	1,234,567.89
Time Zone:	UTC+03

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

Create Undo Entries Close

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

SAP

Your administrator account has been created.

Please continue here: Login

Please save a copy of this link for future processing.

Close
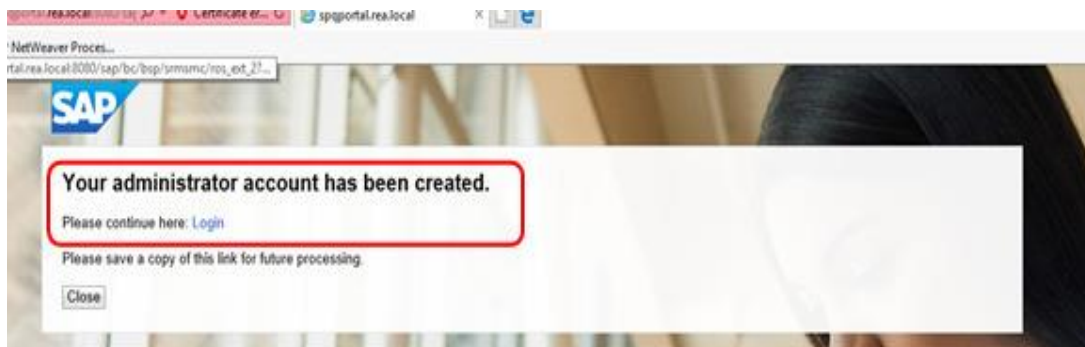
1.3. Create a contact Person

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
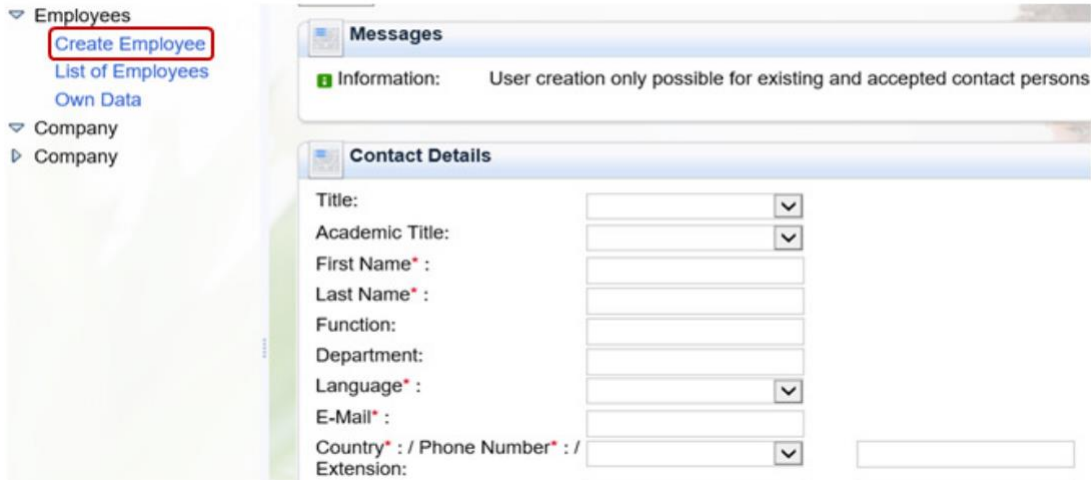
   00 User name: xxxxxx

   Password: xxxxxx

2. The supplier data maintenannce screen opens as shown below.
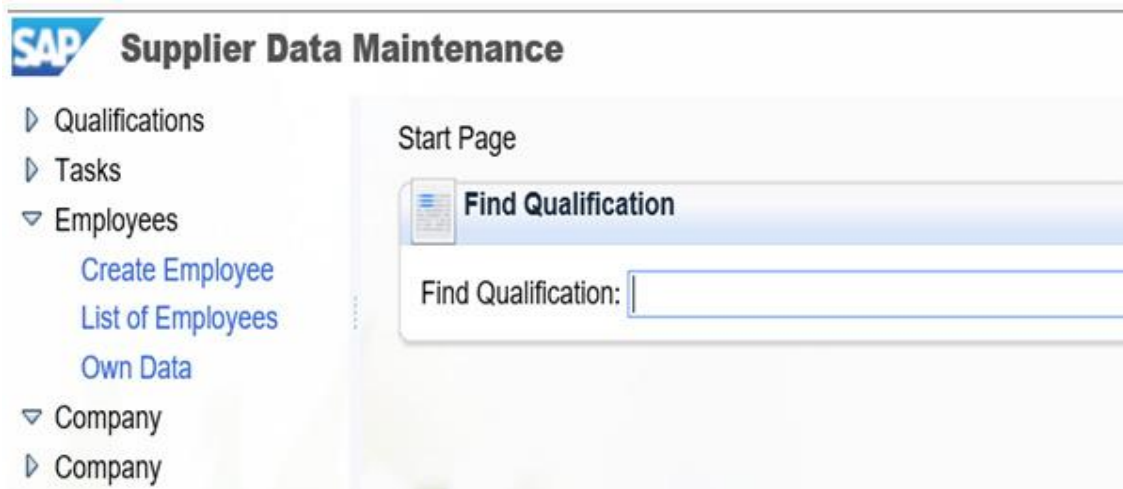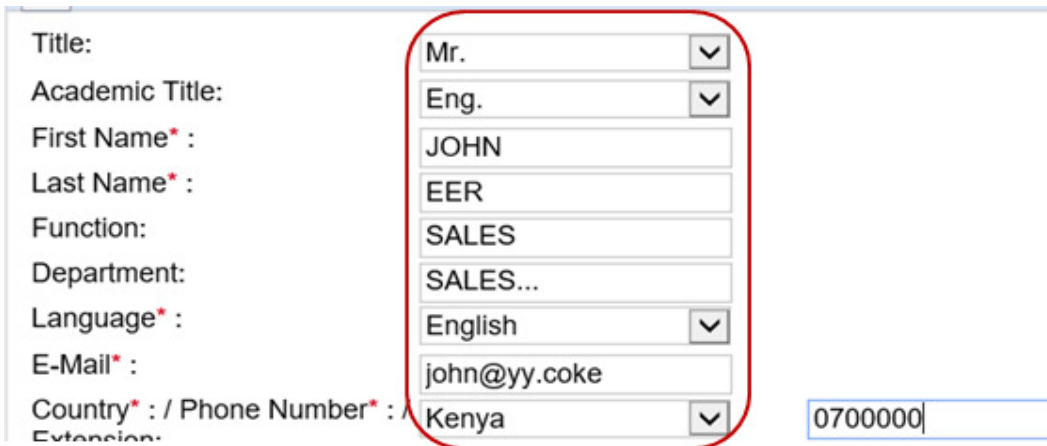
3. Select 'Create employee' as shown below.
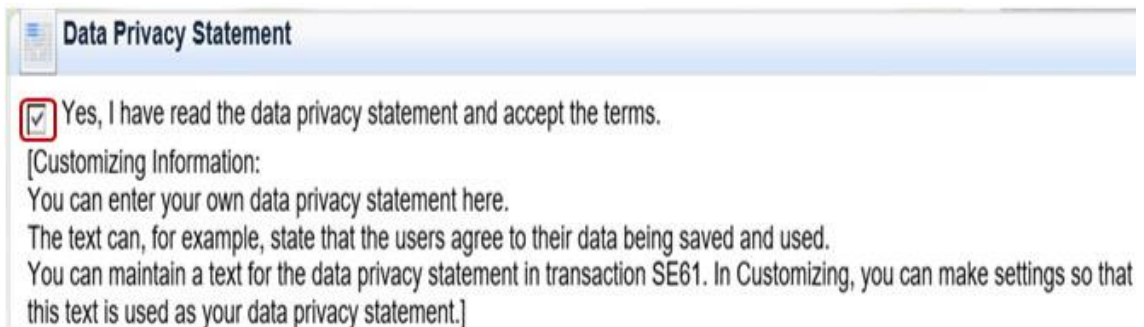
4. Enter the required information as shown below

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

6. Click on `Create' button as shown below

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

1.4.   Change Employee data

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 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 thee `Contact Details' as shown below.
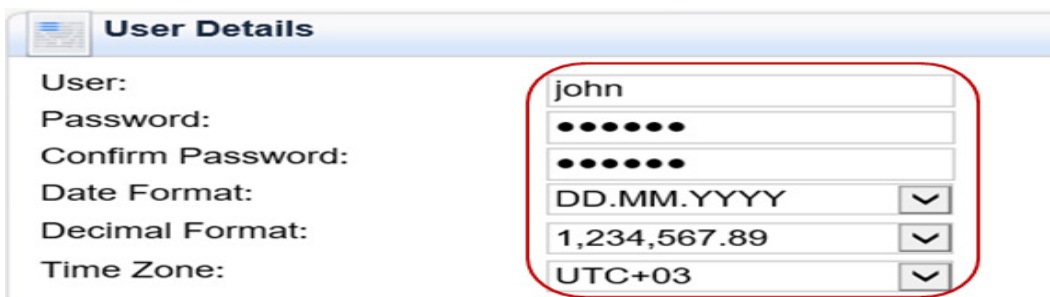
6. Enter user details as shown below

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

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

Notifications

		E-Mail Notification
	☑	Notification About Qualification Request
	☑	Notification About Changes to Supplier Data
	☑	Notification About Changes to Contact Persons
	☑	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

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

2. SUPPLIER QUALIFICCATION 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 sp equalized 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
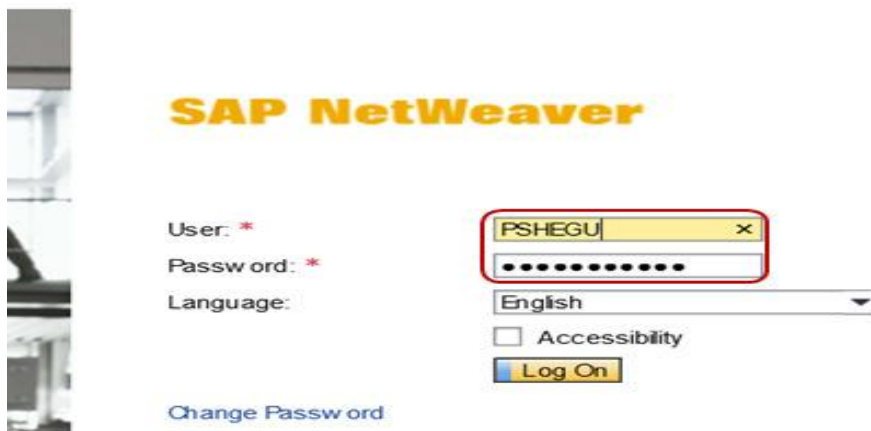
2. Click On `New' under Qualification as shown below.

3. Open the Qualification questionnaire as shown below.
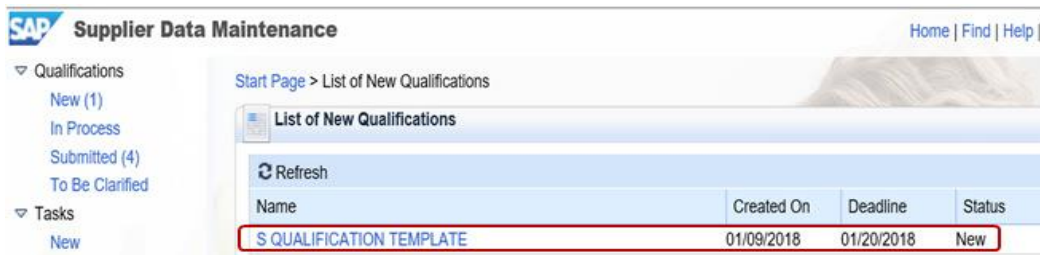
4. Respond to the qualification questionnaire as shown below
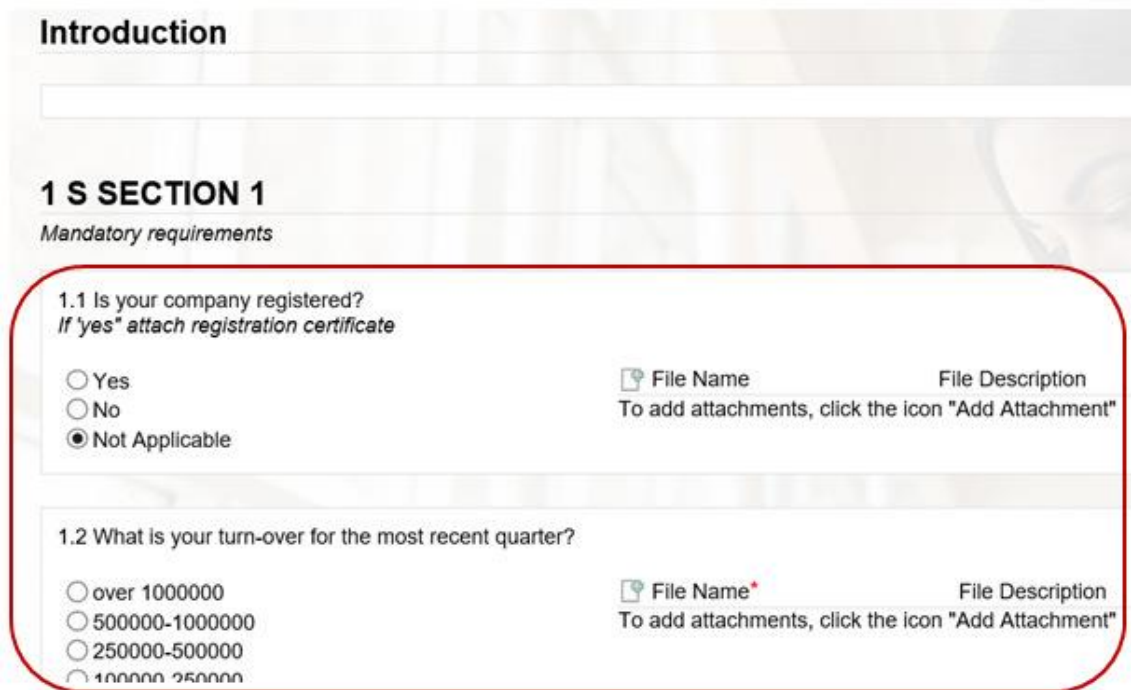
5. Read the Data Privacy Statement, mark the checkbox and click `Submit' button.

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.

✉ Submit

| Display | Save | Print Preview | Close |

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: xxxxxxx
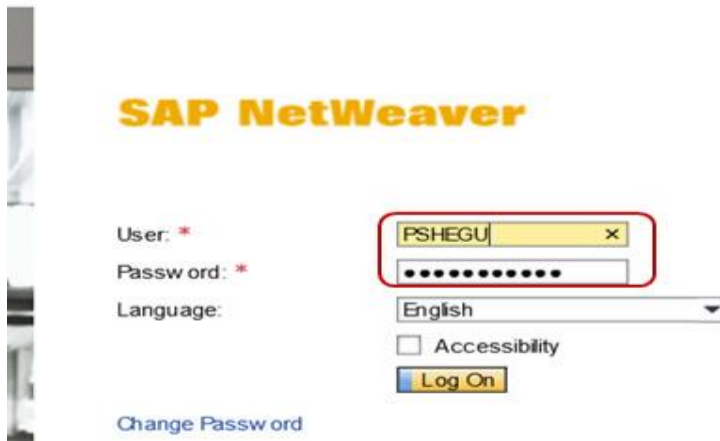
2. Click on `Tasks' as shown bellow
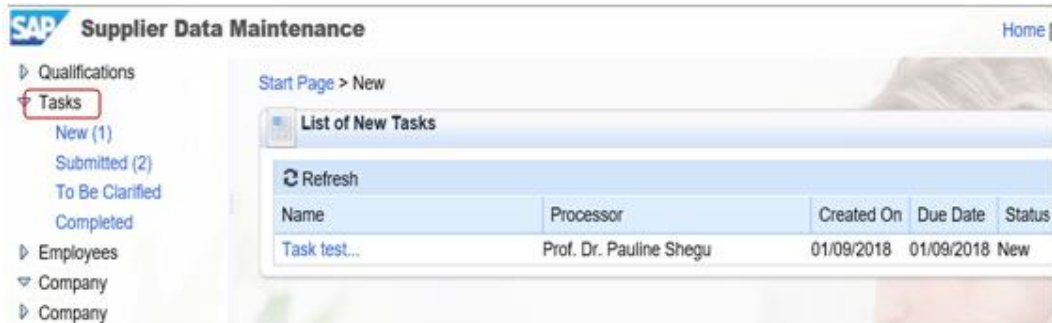
3. Click on Task name to open it.

4. Read the Task Description and respond by submitting as shown below
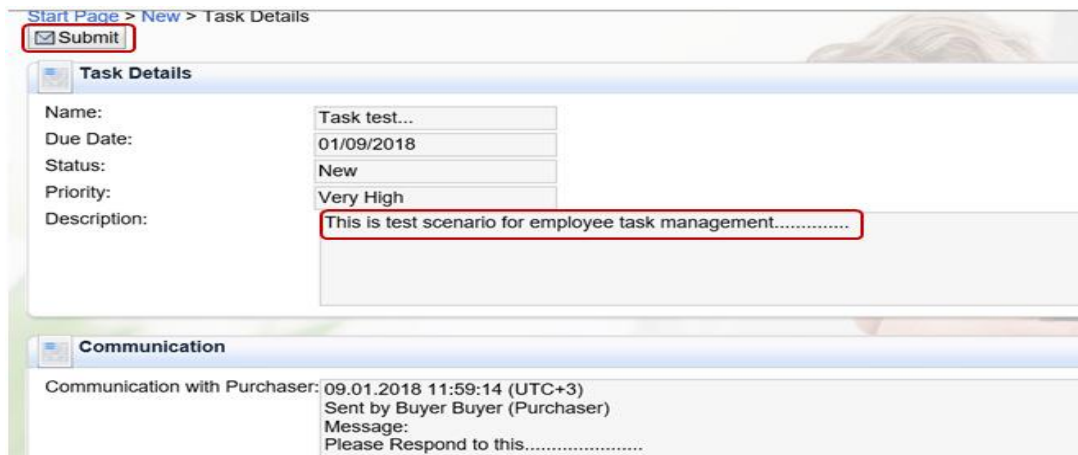
5. The task is successfully submitted to the Purchaser as seen below
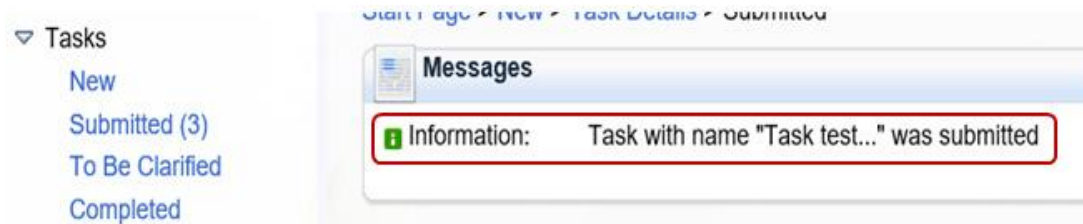
3.2.   Submission of Attachments (Add Attachment)

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: xxxxxxx

2. Click on `Attachment' under Company as shown below
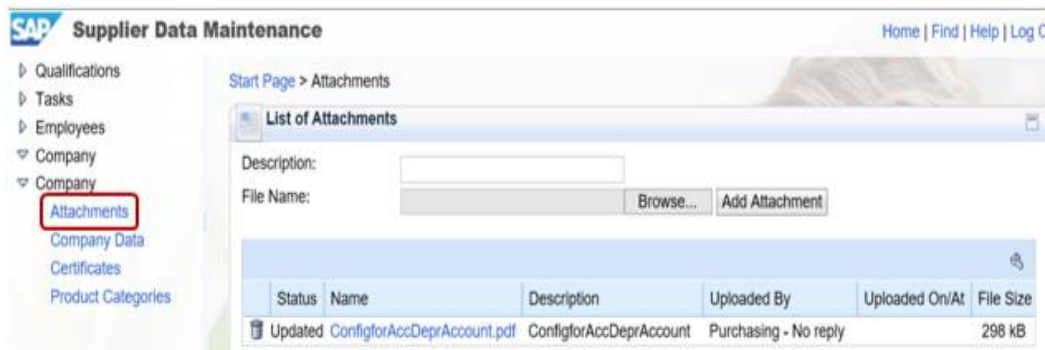
3. Enter the attachment description as shown below

4. Click on `Browse' to upload the document

5. Click `Add Attachment' as shown below

3.3.   Delete an Attachment

Steps:

1. Login with new user name and password and click on
    "login" User name: xxxxxx

    Password: xxxxxxx
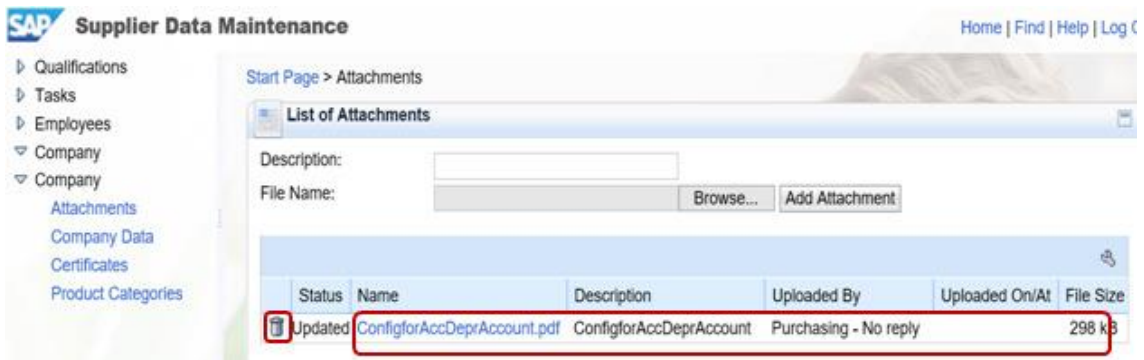
2. Select the 'Attachment' under Company then click on Delete icons shown below

4. SUPPLIER MAINTENNANCE 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

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

5. Enter new information under Communication tab.

6. Enter Bank and Tax Details.

7. Click save button as shown below.
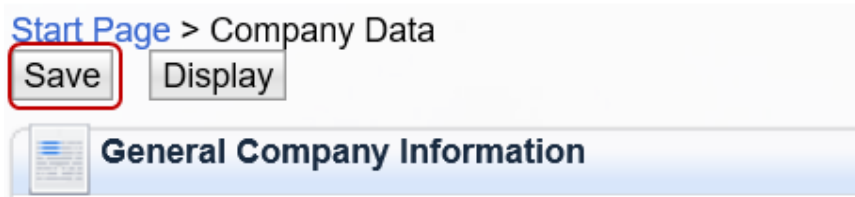
4.2. Certificate Management

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

3. Enter the required information as shown below

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

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

6. The certificate is successfully uploaded.

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: xxxxxxx
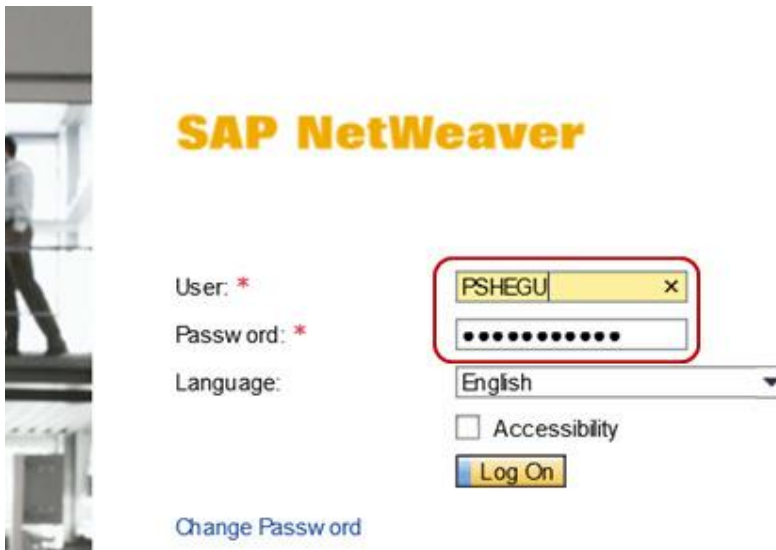
2. Click on `Product Categories'' under Company as shown below.
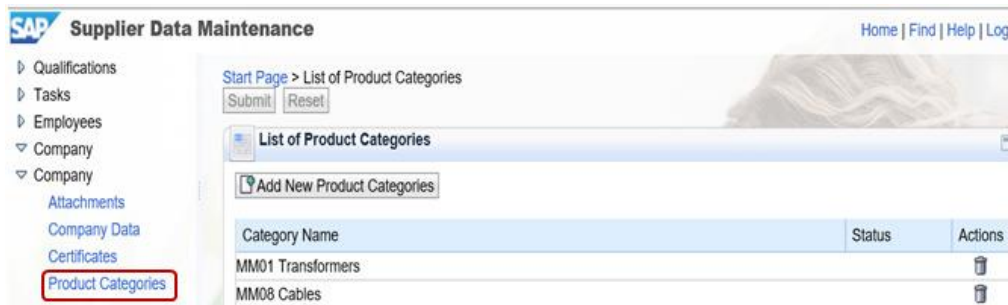
3. Click on `Add New Product Categories' as shown below.
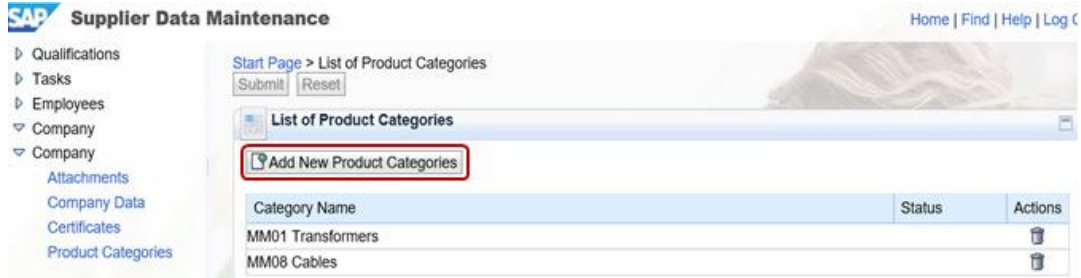
4. Enter the new product categories by selecting the check boxes as shown below.
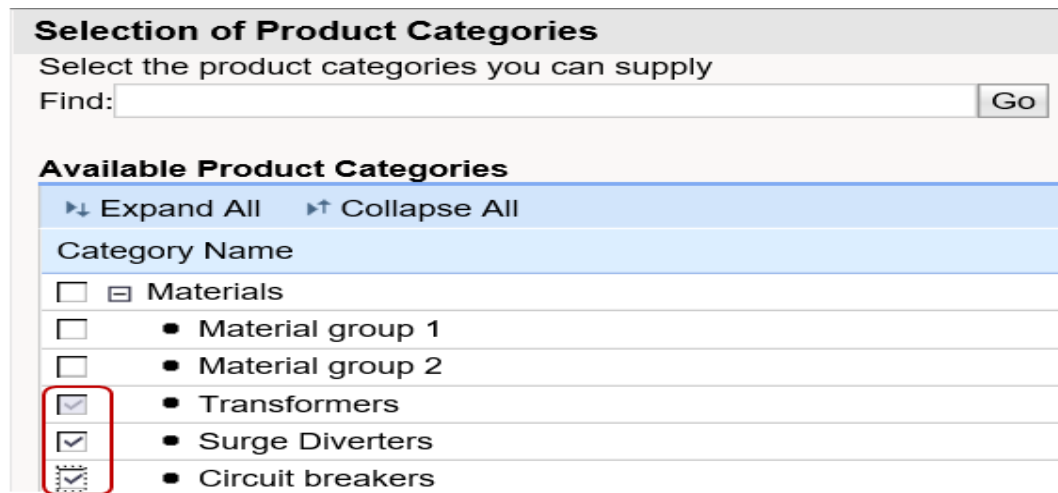
5. Click `Ok ' button at the bottom of the window.

6. Click `Submit' button as shown below.
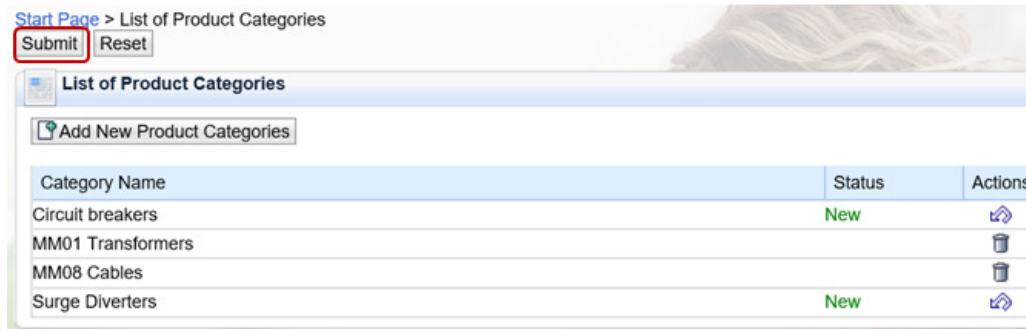
4.4. Delete Product categories

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.
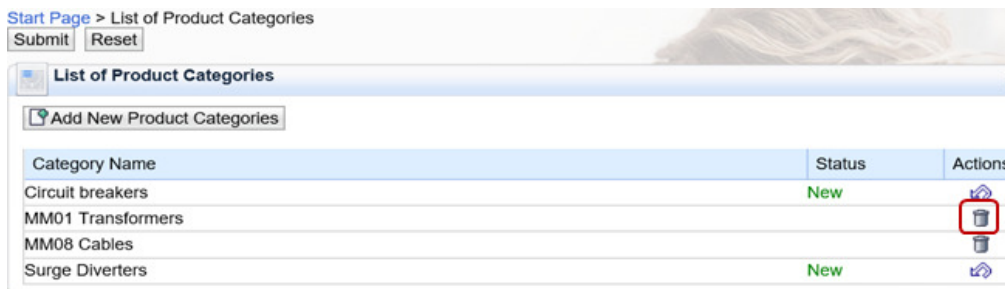
2. Click `Submit' Button as shown below.
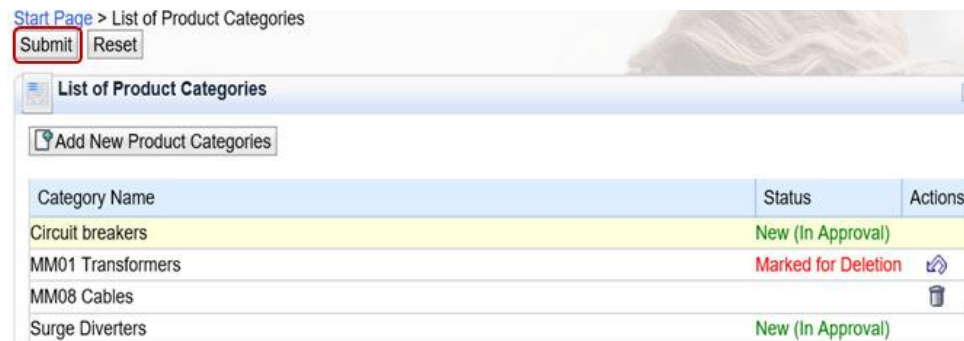
3. The action is successfully performed as confirmed by the message below.
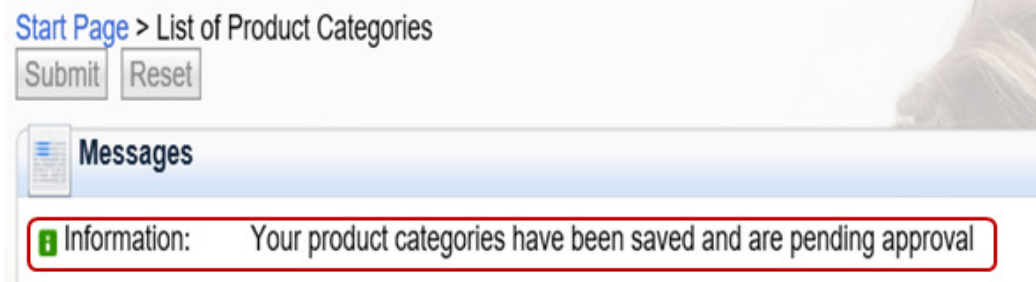
5. RFX RESPONSE

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

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

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

5. Click on `Register' as shown below.

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

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

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

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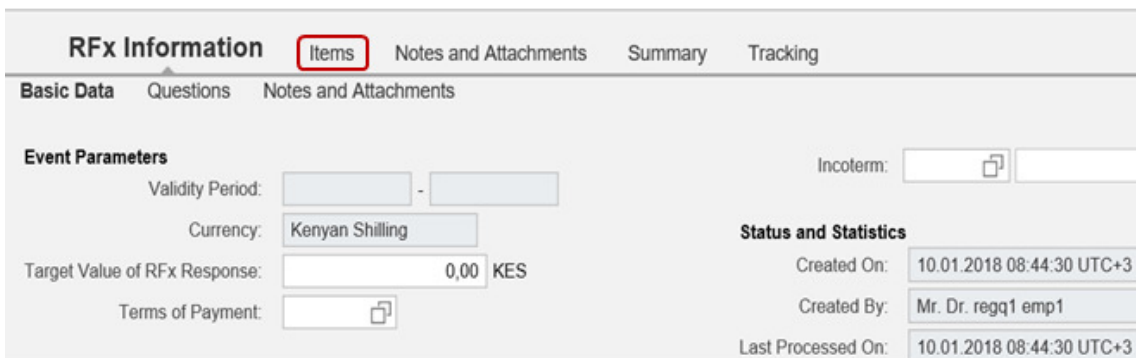
12. Scroll to the right and enter the price for each item.

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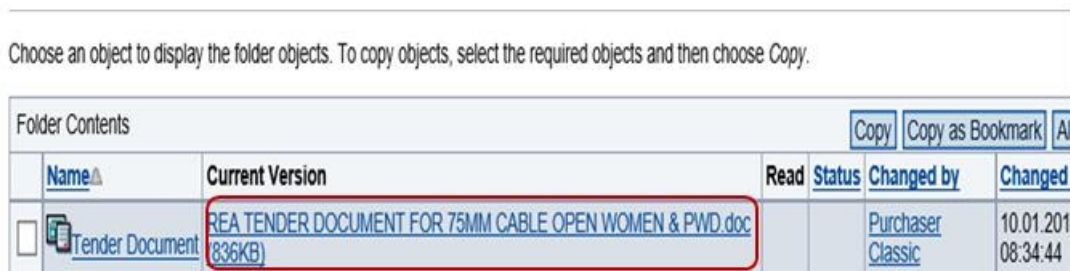

14. Click on `Technical RFx Response' tab as shown below.

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

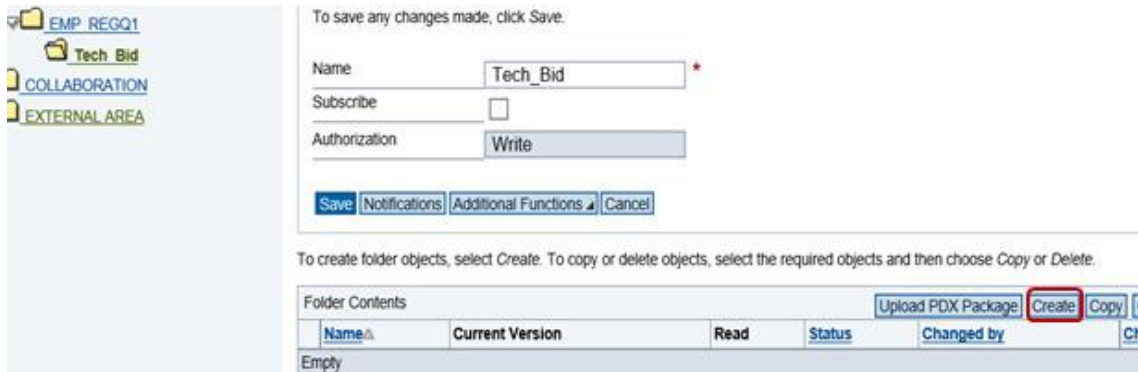16. On the resulting window, click on `External Area' Folder as shown below;
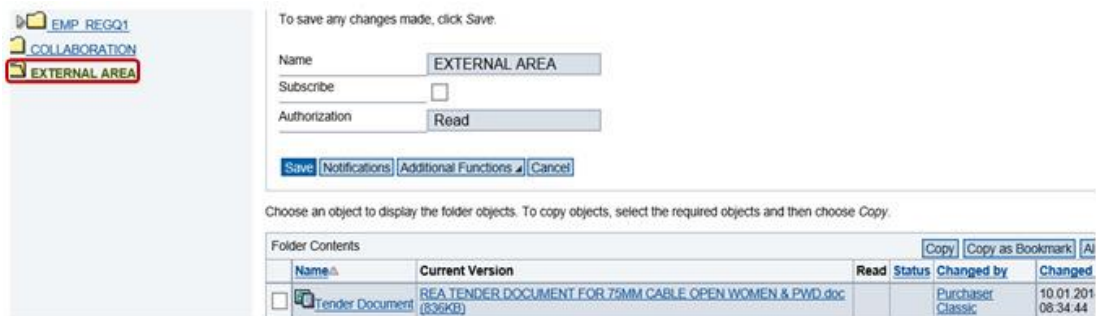
17. Click on tender Document to open it.

18. Click on company name folder as shown below.
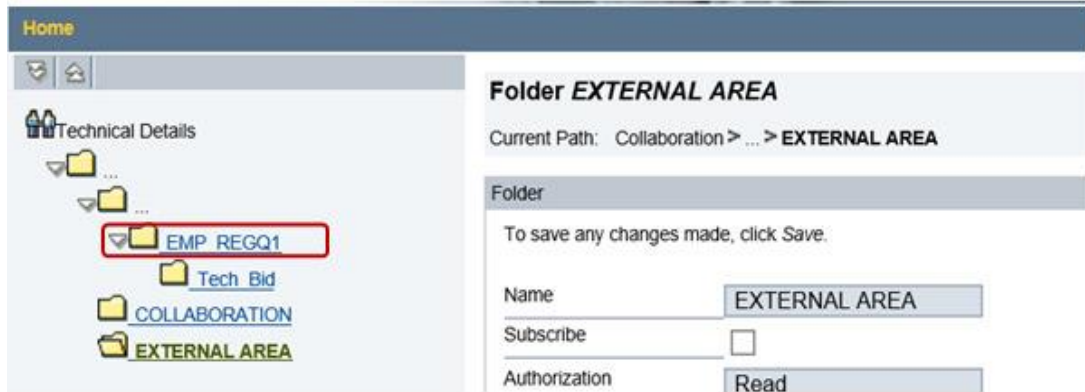
19. Click on `Technical Bid' folder as shown below.

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.

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

24. After selecting the file, choose save.

25. Log out and close the window as shown below.
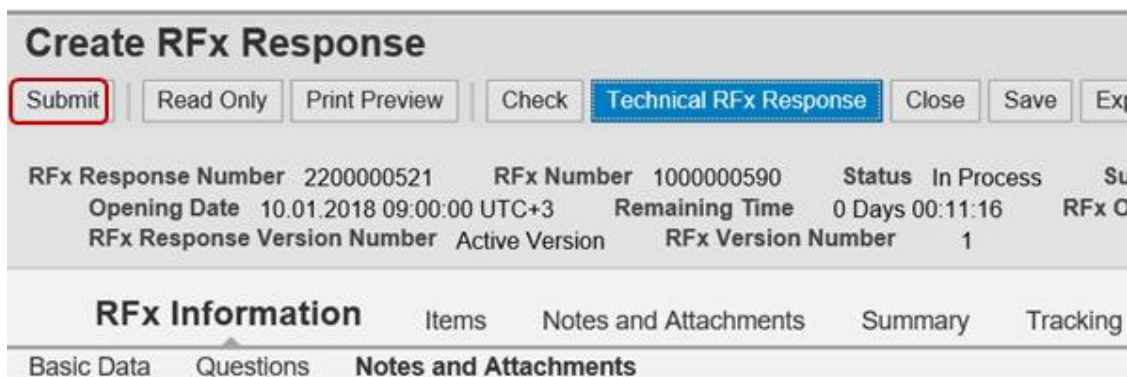
26. Click on `Submit' Button as shown below.

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:80 81/sap/bc/bsp/sap/srmsus?sap-client=200

2. Enter the login credentials ass shown below:
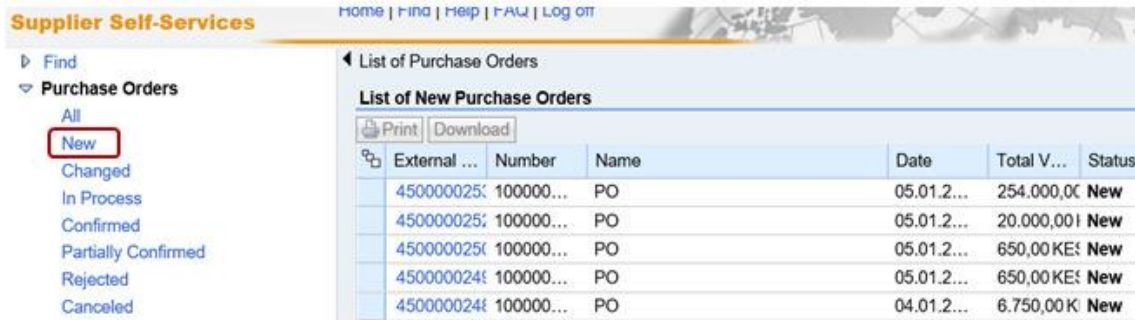
3. Click on `New' under Purchase orders as shown below.

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

5. Click on 'Process' tab as shown below
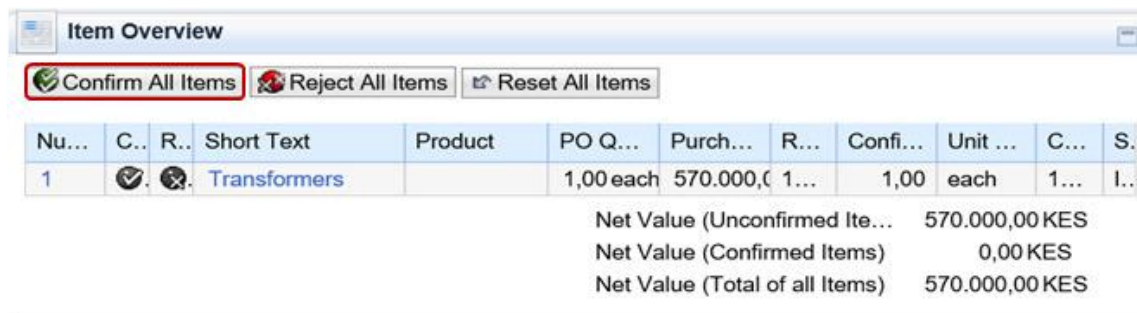
6. Enter Message to the Purchaser as shown below
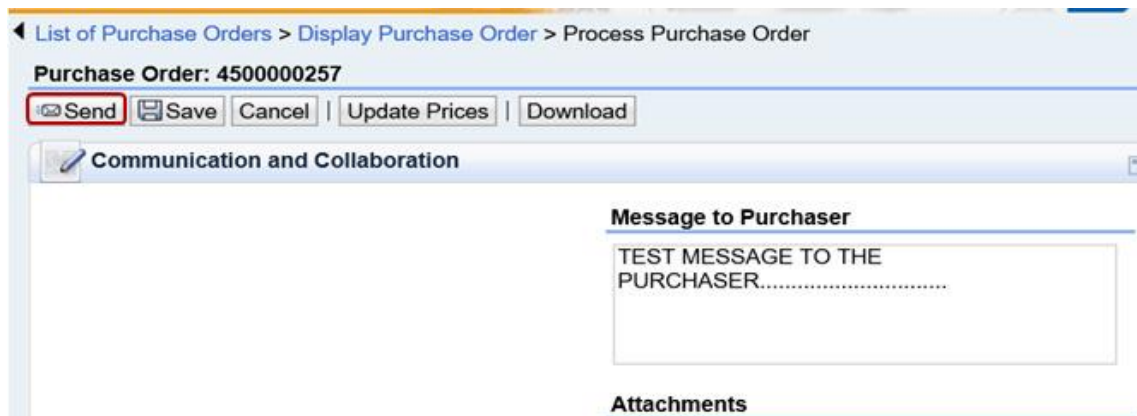
7. Scroll down and click` Confirm All Items' under Item overview as shown below

8. Click `Send' button as shown below

9. The purchase Order Response is successfully sent to the purchaser as confirmed by the message as shown below;
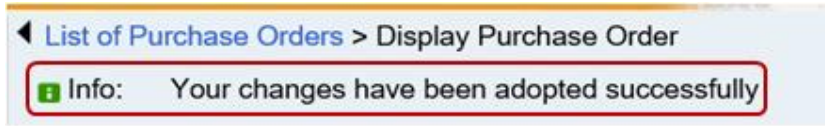
6.2.   Creation of Advanced Shipping Notification

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.

1. After log on, click on 'Create ASN' tab as shown below
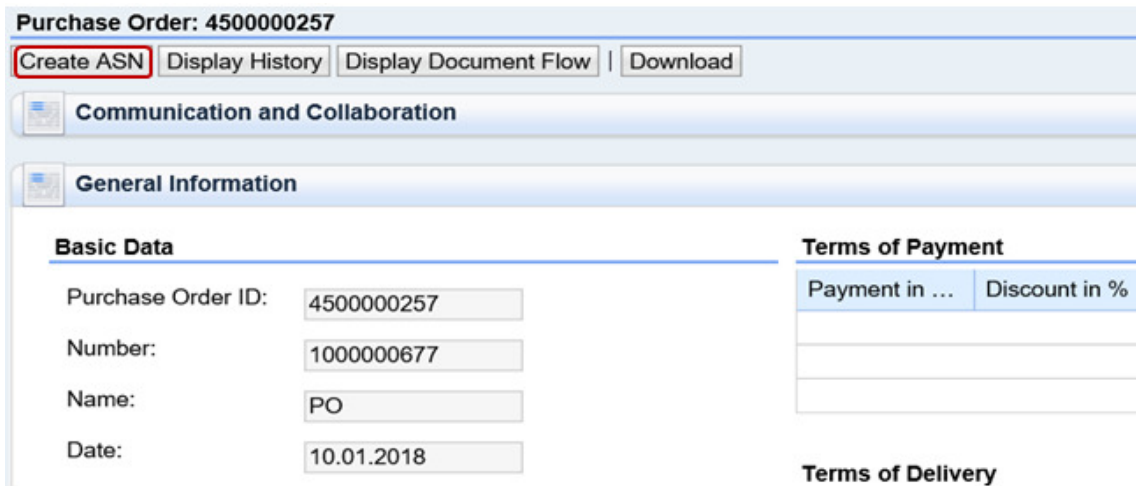
2. Scroll down and enter the quantities under Item Overview as shown below
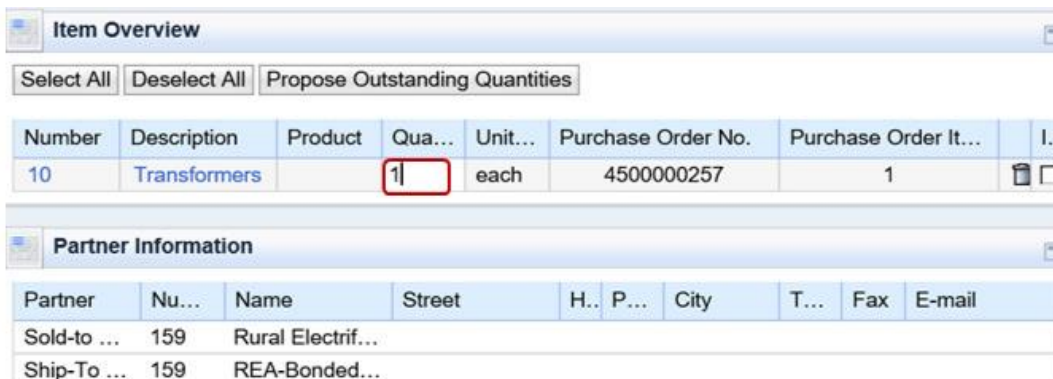
3. Scroll up and click on `Goods Delivered to Recipient' tab
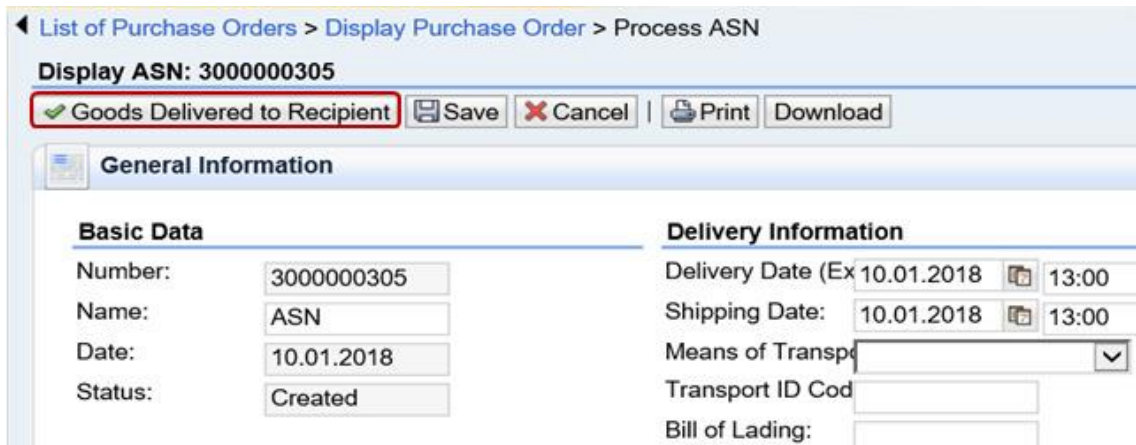
4. The ASN is successfully sent to the Purchaser as confirmed by the message shown below

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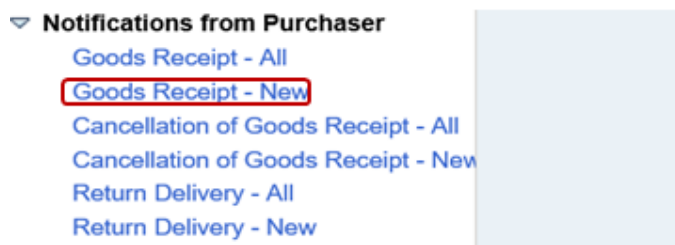
2. Click on Goods Receipt Number under list of new Goods Receipts to view details.

3. 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

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

6.5. Creation of Credit Memo

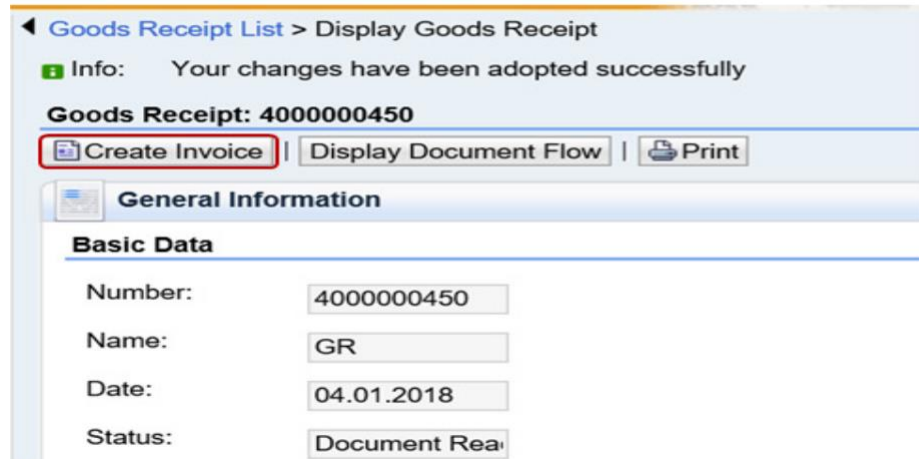The supplier will also be able to create credit memos. A credit memo will be created by the

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.
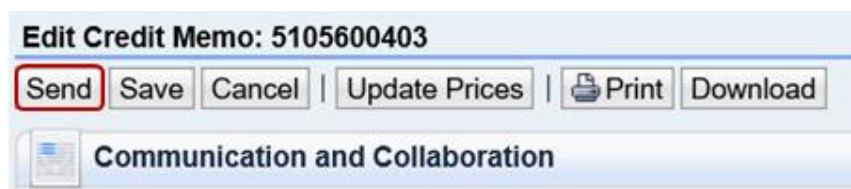
Steps:

1. Click on `Create Credit Memo' tab as shown below;
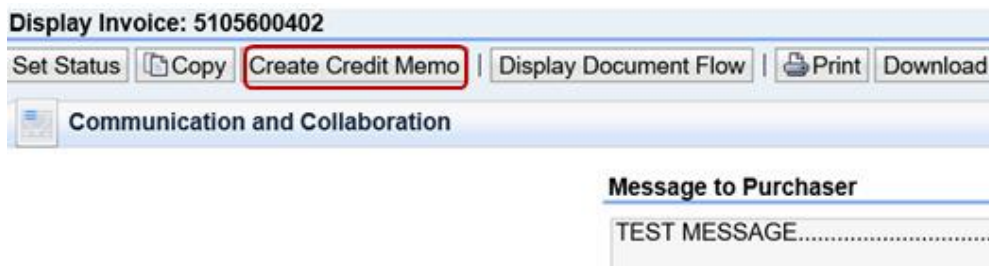
2. Enter message to the Purchaser in the comment box as shown below

3. Click `Send' button as shown below.

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

◀ Goods Receipt List > Display Goods Receipt > Display Invoice > Display Credit Memo

ℹ Info: Your changes have been adopted successfully

Display Credit Memo : 5105600403

| Set Status | | Display Document Flow | | 🖶 Print | Download |

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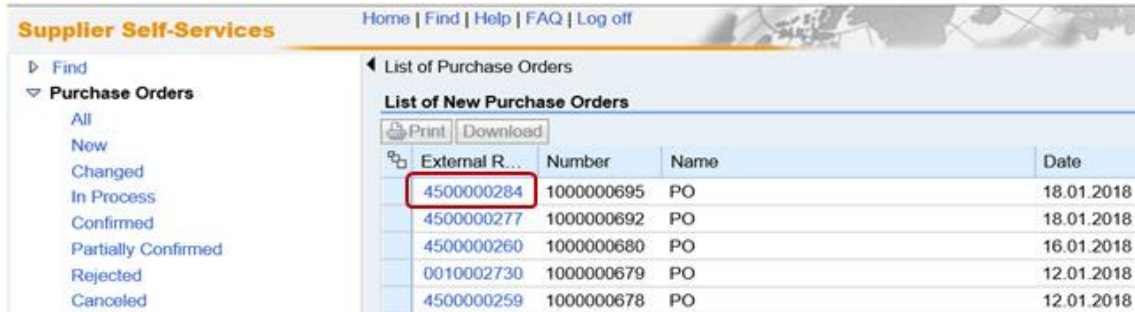## 6.6.   Create Response for Service Purchase Order

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:80 81/sap/bc/bsp/sap/srmsus?sap-client=200

2. Login with the required credentials

SAP NetWeaver

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

System:	SUQ
Client: *	200
User: *	101630
Password: *	••••••••• 👁
Language:	English ▼
	☐ Accessibility
	Log On

Change Password

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

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

5. Click on `Process'

6. Enter message to the purchaser in the comment box

7. Scroll down and click on `confirm all Items'

8. Click `send'

9. Click `Create Confirmation'

10. Enter message in the comment box

11. Enter the quantity as shown below

12. Click `Confirm'

Confirmation: 4000000464

✔ Confirm | 💾 Save | ✖ Cancel | | 🖨 Print | Download

Communication and Collaboration
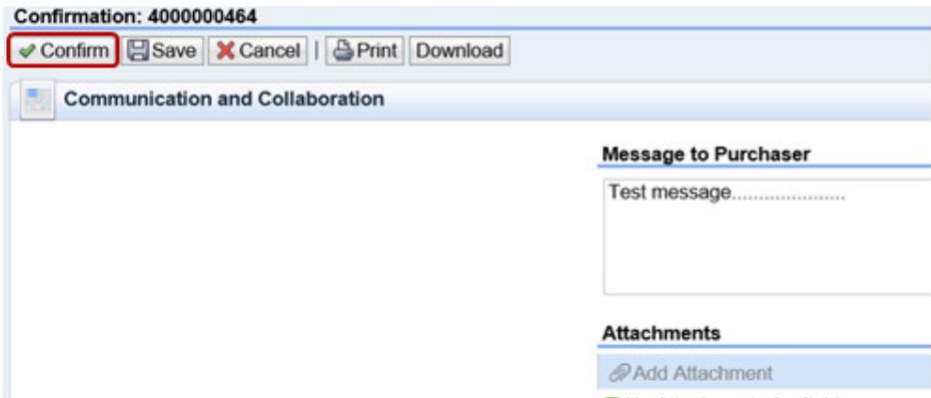
Message to Purchaser

Test message.....................

Attachments

🖉 Add Attachment

13. Select the confirmation number as shown.

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

◄ List of Confirmations

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

List of Confirmations

🖨 Print | Download

Number	Name	Date
4000000464	test	18.01.2018
4000000441	serv01	18.12.2017
4000000432	Service Confirmation	11.12.2017
4000000393	ses	27.10.2017
4000000392	ses	27.10.2017

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

◄ List of Confirmations > Display Confirmation

Confirmation: 4000000464

📄 Create Invoice | 📋 Copy | Display Document Flow | | 🖨 Print | Download

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Message to Purchaser

Test message......................