

PROJECT PLATINUM



SAP Supplier Relationship

SLC_Supplier Self Registration_user manual

January 2018



Table of contents

1. REGIS	STERING AS A SUPPLIER	2
11	CARRY OUT INITIAL REGISTRATIONN	2
	CREATE SUPPLIER ADMINISTRATOOR ACCOUNT	_
	CREATE A CONTACT PERSON	
-	CHANGE EMPLOYEE DATA	
2. SUPP	LIER QUALIFICATION RESPOONSE	17
2.1.	CREATING AND SUBMITTING RESPPONSES	18
3. SUPF	LIER TASK MANAGEMENT	21
3.1.	Спеате такк	21
3.2.	SUBMISSION OF ATTACHMENTS (ADD ATTACHMENT)	23
3.3.	DELETE AN ATTACHMENT	25
4. SUPF	PLIER MAINTENANCE OF COMMPANY DATA	26
4.1.	CHANGE SUPPLIER DATA.	26
4.2.	Certificate Management	28
-	Amend Product Category	-
4.4.	DELETE PRODUCT CATEGORIES	33
5. RFX	RESPONSE	35
6. SUPI	PLIER SELF SERVICE	45
	CREATE PURCHASE ORDER RESPOONSE FOR MATERIALS	
	CREATION OF ADVANCED SHIPPINNG NOTIFICATION	
	ACCEPTANCE OF GOODS RECEIPT NOTE	
	CREATION OF INVOICE	
	CREATION OF CREDIT MEMO.	
6.6.	CREATE RESPONSE FOR SERVICE PURCHASE ORDER	53



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.





1

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* :		
D-U-N-S Number:		
Language* :	English	~
Homepage:		
Tax Jurisdiction Code:		
Currency:		V
Company/Business Reg.No.* :		
Director Name:		
Director ID No:		

/endor Category* :	Local	~
FMIS No:		
E-PIN Certificate No* :		
FCC No* :		
FCC expiry date* :		0
AGPO Special category group:		
AGPO Certificate No:		
AGPO Certificate Exp Date:		1

Physical Address Co

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

Postal address	
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.
- Only E-Mail addresses registered on the company's domain will be accepted.
 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

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Attachments



3. Fill the registration form as shown below under General Company Information

General Company Information

Company Name* :	YY COMPANY LIMITE	D	Vendor Category* :	Local	V
D-U-N-S Number:	N/A		IFMIS No:	IFMIS/00000	
Language* :	English	V	E-PIN Certificate No* :	P00987878T	
Homepage:	WWW.YY.CO.KE		TCC No* :	T00000090Y	
Tax Jurisdiction Code:			TCC expiry date":	28.01.2018	1
Currency:		V	AGPO Special category group:		
Company/Business Reg.No.* :	REG/0007/2099		AGPO Certificate No:		
Director Name:	EMER J.J	×	AGPO Certificate Exp Date:		0
Director ID No:	9800008				_

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





SAP Supplier Relationship Management System Implementation

Physical Address Country* :	Kenya			
Region:	NAIROBI			
District:	SOUTH C			
City* : / Zip Code* :	NAIROBI			
House Number: / Street:	0001	KIMA	THIS	TREET
Building: / Floor: / Room:	HIGHRISE		002	456

Postal address	_	_
PO Box:	6767	
Other City: / Zip Code:		
Other Country:	Kenya	V
Communication		
Phone Number* : / Extension:	078989	
Fax Number: / Extension:	N/A	
E-Mail* :	emer@yy.co.ke	×

5. Enter Contact Details as showwn below

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





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



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 I	PDF attachments.
Description:	
	Browse Add Attachment





9. 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	\sim	All Files (*.*)	~
		Open	Cancel

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

Attachments						
Here you can u	pload docum	nents require	ed as manda	atory. System	allows only pe	df attachments.
System allows of	only PDF att	achments.				
Description:						
C:\Users\user\[Desktop\Te	Browse	Add Attac	hment		

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



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SAP Supplier Relationship Management System

Data Privacy Statement and Terms and Conditions



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

SAP	22 1	IN	N		
Thank you.					
Your request for registration has	been sent to RE	A. You will be s	sent logon cree	dintials once a	pproved

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
- \Box Create new user accounts for employees
- \Box Assign roles to user accounts
- □ Lock user accounts
- \Box Unlock user accounts
- \Box Delete user accounts

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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.

Dear Mr. JOHN EMER, Username
We are pleased to welcome you as supplier YY COMPANY LIMITED.
The user ID IFVJWWML7VMD has been generated for you.
Please click the following URL to log on to the system with this user ID link within the next 20 days:
http://spqportal.rea.local:8081/sap/bc/bsp/srmsmc/ros_ext_2?sap-client=200&sap-user=IFVJWWML7VMD
Admin login:

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

SAP Net	Neaver	
User: * Passw ord: *	IFVJWWML7VMD ×	
Language:	English	•
Change Passw ord		

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 NetV	Veaver	
User: *	IFV JWWML7VMD	
Passw ord: *	•••••	
Language:	English	•
	Accessibility Log On	
Change Passw ord		

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

	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. 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 Priv	vacy Statem	ent
I hav	ve read the <mark>data</mark>	privacy statement and accept the terms
Create	Undo Entries	Close

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

k8000/up/bc/bsp/umme/ms_et_22_	
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.

SAP Supplier Data	Maintenance
QualificationsTasks	Start Page
✓ Employees	Find Qualification
Create Employee List of Employees	Find Qualification:
Own Data	
Company	
Company	

3. Select 'Create employee' as shown below.



QE	REC SAP Supplier	Relationship Management System	
	 Employees Create Employee List of Employees Own Data Company 		for existing and accepted contact persons
	Company	Contact Details Title: Academic Title: First Name* : Last Name* : Function: Department: Language* : E-Mail* : Country* : / Phone Number* : / Extension:	

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	\checkmark	
E-Mail* :	john@yy.coke		
Country*:/Phone Number*:/	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.
[[ustomizing Information:
Y	bu can enter your own data privacy statement here.
	he text can, for example, state that the users agree to their data being saved and used.
Y	bu can maintain a text for the data privacy statement in transaction SE61. In Customizing, you can make settings so that
thi	is text is used as your data privacy statement.]

6. Click on 'Create' button as shown below

13 Rural Electrification and Renewable Energy Corporation





Start Page > Create	Employee	
Messages		
Information:	User creation only possible for existing and accepte	d contact persons

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

Start Edit	Page > Create	Employee > Display Employee
	Messages	
	nformation:	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/srmsmc/s3q_ext?sap-client=2

00 User name: xxxxxx

Password: xxxxxx

User: *	PSHEGU ×
Passw ord: *	
Language:	English
	Accessibility



2. The screen below will be displayed.

SAP Supplier Data N	laintenance
 Qualifications Tasks Employees Create Employee 	Start Page
List of Employees Own Data ⊂ Company ▷ Company	Find Qualification:

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

Supplier Data	Maintenanc	e					Home Find He
 Qualifications Tasks 	Start Page >	List of	fEm	ployees			
	📒 List of	Empl	oyee	s			
Create Employee	Actions			Status	Employee Name	User	E-Mail Address
List of Employees Own Data	C		D	Unlocked	Prof. Dr. Pauline Shegu	PSHEGU	psewe@rea.co.ke
	8	Û	D	Unlocked	Ms. Eng. Jeff Wambua	JWAMBUA	jwambua@beast.de.com
Company	8	Û	D	Unlocked	pshegu pshegu	PSHEGU1	psewe@rea.co.ke
				Pending Approval	Mr. JOHN EER		john@yy.coke

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

SAP Supplier Data Ma	aintenance	
 ✓ Qualifications New In Process Submitted (4) 	Start Page > List of Employees > Edit Contact Details	Display Employee
To Be Clarified	Title: Academic Title: First Name* : Last Name* : Function: Department: Language* : E-Mail* : Country* : / Phone Number* : / Extension: Country: / Fax Number: / Extension:	✓ pshegu pshegu English ✓ psewe@rea.co.ke ✓

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

Contact Details		
Title: Academic Title:	Mr. V Eng. V	Your Picture
First Name* : Last Name* :	pshegu pshegu	Here
Function:	Sales and Marketing	
Department:	Sales	
Language* :	English	
E-Mail* :	psewe@rea.co.ke	
Country* : / Phone Number* : Extension: Country: / Fax Number: / Extension:	Kenya V	

6. Enter user details as shown below



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

Roles	
	Role Name
	SAP SRM PPS: RFx Respondent
\checkmark	SAP SRM: Bidder
	Employee Administrator
\checkmark	Product Categories Expert
	Qualification Expert
	Supplier Master Data Manager
\checkmark	Supplier Task Processor
	cFolders User

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





Notifications

	E-Mail Notification
	Notification About Qualification Request
\checkmark	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 > Save Display	Display Emplo	yee > Edit Employee	
Contact Details			
Title:	Mr.	~	Your
Academic Title:	Eng.	~	Picture
First Name* :	john		
Last Name* :	emer	×	Here
Function:	Sales and Ma	rketing	
Department:	Sales		
Language* :	English	~	
E-Mail* :	john@emer.co	o.ke	
Country* : / Phone Number* : / Extension:	Kenya	~	

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

lit Display Cha	Employees > Display Employee	
Messages		
Information:	Employee was changed; editing currently ne	ot 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.



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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

SAP Net	Weaver
User: *	PSHEGU ×
Passw ord: *	
Language:	English
	Accessibility
	Log On
Change Password	

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







3. Open the Qualification questionnaire as shown below.

Supplier Dat	a Maintenance		Hor	ne Find Hel
✓ Qualifications New (1) In Process	Start Page > List of New Qualifications		Antel!	
Submitted (4) To Be Clarified	2 Refresh			
	Name	Created On	Deadline	Status
New	S QUALIFICATION TEMPLATE	01/09/2018	01/20/2018	New

4. Respond to the qualification questionnaire as shown below

Introduction		
1 S SECTION 1		
Mandatory requirements		6
1.1 Is your company registered? If 'yes" attach registration certificate		
OYes	File Name	File Description
○ No	To add attachments, clic	ck the icon "Add Attachmen
Not Applicable		
1.2 What is your turn-over for the most recent quarter?		
O over 1000000	File Name*	File Description
○ 500000-1000000	To add attachments, clid	ck the icon "Add Attachmen
○ 250000-500000		
10000 250000		

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

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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: xxxxxx

User. *	PSHEGU ×
Passw ord: *	
Language:	English

2. Click on 'Tasks' as shown bellow

Qualifications	Start Page > New				
Tasks New (1)	List of New Tasks				
Submitted (2) To Be Clarified	2 Refresh				
Completed	Name	Processor	Created On	Due Date	Status
Employees	Task test	Prof. Dr. Pauline Shegu	01/09/2018	01/09/2018	New
Company					-
Company					





3. Click on Task name to open it.

Start Page > New					
List of New Tasks					=
2 Refresh					
Name	Processor	Created On	Due Date	Status	
Task test	Prof. Dr. Pauline Shegu	01/09/2018	01/09/2018	New	

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

Submit	sk Details	
Task Details		
Name:	Task test	
Due Date:	01/09/2018	
Status:	New	
Priority:	Very High	
Description:	This is test scenario for employe	e task management
Description:	This is test scenario for employe	e task management
Communication	This is test scenario for employe	e task management

5. The task is successfully submitted to the Purchaser as seen below

asks New	Messages
Submitted (3)	Information: Task with name "Task test" was submitted
To Be Clarified	
Completed	



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

Supplier Data	Mainte	nance					Home Find	Help Log
 Qualifications Tasks Employees 	Start Page > Attachments				lef.			
 Company Company Attachments 		cription: Name:		Brows	se	Add Attachment		
Company Data Certificates								6
Product Categories		Status	Name	Description	- 1	Uploaded By	Uploaded On/At	File Size
	0	Updated	ConfigforAccDeprAccount.pdf	ConfigforAccDeprAcco	unt f	Purchasing - No reply	duvić/	298 kB





3. Enter the attachment description as shown below

Start Page > Attachments						Marine	
	List of At	tachments					E
Des	cription:	TEST ATTAC	CHMENT	1			
File	Name:			Browse	Add Attachment		
							Ł
	Status	Name	Description		Uploaded By	Uploaded On/At	File Size
Û	Updated	ConfigforAccDeprAccour	nt.pdf ConfigforAccDe	eprAccount	Purchasing - No repl	у	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	
			B
Status	Name	Description	Uploaded By
	Name val) ConfigforAccDeprAccount.pdf	Description ConfigforAccDeprAccount	Uploaded By Purchasing - No reply



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

Supplier Data	Maintenance					Home Find	Help Log
 Qualifications Tasks Employees 	Start Page > At	tachments tachments				aca.	8
 Company Company Attachments 	Description: File Name:			Browse	Add Attachment		
Company Data Certificates							B
Product Categories	Status	Name	Description		Uploaded By	Uploaded On/At	File Size
	Updated	ConfigforAccDeprAccount.pdf	ConfigforAccD	eprAccount	Purchasing - No reply	8	298 kB





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

Attachments	Company Name" : D-U-N-S Number:	pauline silicon beasts		Your logo
Company Data Certificates Product Categories	Language* : Homepage:	English	V	here
	Tax Jurisdiction Code: Currency:	Kenyan Shilling	V	
	Physical Address			8

2. Click on `Edit' button as shown below

Supplier Data	Maintenance				
 Qualifications Tasks Employees Company 	Start Page > Company Data Edit General Company Information				
Company Attachments Company Data	Company Name* : D-U-N-S Number:	pauline silicon beas	ts		
Certificates Product Categories	Language* : Homepage:	English	~		

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



QEREC SAP Suppli	er Relationship Management Sys	tem	a nuolivicoo
 Supplier Dat Qualifications Tasks Employees Company Company Attachments Company Data Certificates Product Categories 	a Maintenance Start Page > Company Data Save Display General Company Inform Company Name* : D-U-N-S Number: Language* : Homepage: Tax Jurisdiction Code: Currency:	ation New Silcon Limited DUNS0002 English www.silcon.co.ke T0009000 Kenyan Shilling	×

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

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

5. Enter new information under Communication tab.

Phone Number	Extension			Country		Standard Number	
070899999999	+254			Kenya	~	۲	1
New Line							
Fax Number	Extension		Country		Standard Numb	ber	
No result found							
New Line							
E-Mail Address			Standard	i E-Mail A	ddress		
info@yysilcon.co.ke		×	۲				1

6. Enter Bank and Tax Details.



Bank and Tax Deta	ils								
Country	Bank Key	Account Number	Control Key	Bank Ref	ference	Account Ho	older	IBAN	SWIFT C
Kenya 🗸	00010		01	Commerc	cial	Emer john	×		
New Line									
Тах Туре					Tax Nu	Imber			
Kenya: Tax number			P05123)51234567K		Û		
		~							Û

7. Click save button as shown below.

Save Display	Start Page > Com	
	Save Display]

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.

SAP Supplier Data Qualifications	Maintenance Start Page	
 Tasks Employees Company Company 	Find Qualification	4
Attachments Company Data Certificates Product Categories		

2. Click on 'Upload Certificate' Icon

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 Qualifications Tasks 	Start Page > Certificates				
Employees	Certificates				
 Company Company Attachments Company Data Certificates 	Certificate	Valid To	Expires In	Status	A
	ISO CERTIFICATE		Mandatory Certificate	e Mis 🔹	P
	ISO		Mandatory Certificate	e Mis 🔸	
Product Categories	Uat-Certificate of Incorporation		Mandatory Certificate	e Mis 🔸	
	Pole Treatment	12/31/	Permanently Valid	0	

3. Enter the required information as shown below

 Qualifications Tasks Employees Company 	Start Page > Certificates Upload Certificate				
Company Attachments Company Data Certificates Product Categories	Certificate Name* : Issued By: Valid To* :			Comment:	TEST COMMENT
	File Description: File Name:	Never Expires	Browse		

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

Start Page > Certificates Upload Certificate	> Upload Certificate	
Certificates : ISO	CERTIFICATE	
Certificate Name* : Issued By:	Test Cert	Comment: TEST COMMENT
Valid To* :	KEBS 01/25/2018	
File Description: File Name:	C:\Users\user\D Brows	e

SAP



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

Certificates : ISO	CERTIFICATE		
Certificate Name* :	Test Cert	Comment:	TEST COMMENT.
Issued By:	KEBS		
Valid To* :	01/25/2018		
	Never Expires		
File Description:	TEST CERT		
File Name:	C:\Users\user\De Browse		

6. The certificate is successfully uploaded.

art Page > Certificates				
Messages				
 Certificate has been created; still 	pending approval			
		-		189
Certificates				
Certificate	Valid To	Expires In	Status	A.
V ISO CERTIFICATE	01/25/	Less than 1 Month	Pending Approval	9
Test Cert	01/25/	Less than 1 Month	Pending Approval	Ø





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

SAP

	SAP Net	Veaver	
	User: *	PSHEGU ×	
	Passw ord: *	•••••	
	Language:	English	•
		Accessibility Log On	
and the second s	Change Passw ord		

2. Click on 'Product Categories" under Company as shown below.

Supplier Data	Maintenance	Home Find Help Log
 Qualifications Tasks Employees 	Start Page > List of Product Categories Submit Reset	June .
Company	List of Product Categories	2
Company Attachments	Add New Product Categories	
Company Data	Category Name	Status Actions
Certificates	MM01 Transformers	0
Product Categories	MM08 Cables	Û



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

Supplier Data	Maintenance	Home Fir	nd Help Log
 Qualifications Tasks Employees 	Start Page > List of Product Categories Submit Reset	AUS	
Company	List of Product Categories		2
Company Attachments	Add New Product Categories		
Company Data	Category Name	Status	Actions
Certificates	MM01 Transformers		1
Product Categories	MM08 Cables		1

4. Enter the new product categories by selecting the check boxes 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 	
Circuit breakers	

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

	Other Line Hardware					
	 Books 					
	Files					
		Back	1	2	<u>3</u>	Forward >
OK	Cancel	a Dack	•	~	2	<u>I Orward</u>





6. Click `Submit' button as shown below.

tart Page > List of Product Categories Submit Reset		
List of Product Categories		C
Add New Product Categories		
Category Name	Status	Actions
Circuit breakers	New	ŝ
MM01 Transformers		Û
MM08 Cables		Û
Surge Diverters	New	D

Delete Product categories 4.4.

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. Start Page > List of Product Categories

Submit Reset		
List of Product Categories		
Add New Product Categories		
Category Name	Status	Actions
Circuit breakers	New	10
MM01 Transformers		Ĩ
MM08 Cables		Û
Surge Diverters	New	D

2. Click 'Submit' Button as shown below.

tart Page > List of Product Categories Submit Reset	a la come	
List of Product Categories		
Add New Product Categories		
Category Name	Status	Actions
Circuit breakers	New (In Approval)	
	New (In Approval) Marked for Deletion	ŵ
Circuit breakers MM01 Transformers MM08 Cables		ŵ





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

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

SAP NetWeaver

System:	SUQ	
Client: *	200	
User: *	emp_regq1 X	
Password: *		
Language:	English	~
	Accessibility	
	Log On	
Change Password		



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

 RFx and Auctions 	Activ	ve Queries								
Work Overview		and the second se	1107 O. 11 Store	2) Ended (0) Complete	27.0					
> Personalization	eAuc	200119 PUI (0) P1	unistied (U)	Ended (0) Completed (I						
 Create Documents 	eRFx	(s - All								
External Contact Person	Sho	w Quick Criteria I	Maintenance]						
 Central Functions 										
	View	[Standard View	v] ~	Create Response	Display Event	Display R	esponse	Print Preview	Refresh	Export
- Display Company Data	1000	Event Number	Event Des	cription	Event Type		Event State	us Start Date	End Date	Respo
Display Company Data	0	L. FOIL FRUITUO								
Display Company Data Services	0	100000574	PUR_CL05	5_EN 05.01.2018 09:16	Open Tende	r-Two Part	Published		06.01.2018	

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

View:	[Standard View	v] ~	Create Response	Display Event	Display R	esponse	Print Preview	Refresh	Export
6	Event Number	t Number Event Description			ent Type Event Sta		s Start Date	End Date R	Respon
	1000000590	REA/2017-	2018/OT/590	Open Tende	r-Two Part	Published		10.01.2018	
	1000000570	REA/2017-	2019/0T/570	Open Tende	Open Tender-Two Part Published		03.01.201		220000
	1000000556	RFC-2017/	18	Open Tende	r-Two Part	Published		22.12.2017	220000
	1000000541	REA/OT/20)17-2019/541	Open Tende	r-Two Part	Published		15.12.2017	220000

5. Click on `Register' as shown below.

RFx Access	Restricted	
	-2018/OT/590 RFx No. 1000000590 Submission Deadline 10.01.2018 09:00:00 Time Zone gister Refresh	UTC+3
You must register to	participate in the bidding process	
Tender Fee Payment D	tails	
Tender Fee:	1.000,00 KES	
Submission Deadline:	00:00:00	



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

RFx Acces	Restricted
	017-2018/OT/590 RFx No. 1000000590 Submission Deadline 10.01.2018 09:00:00 Time Zone UTC+3
Tender Fee Paymen	
Tender Fee	1.000,00 KES
Submission Deadline	00:00:00

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

Tender Fee - Du	mmy Payment Gateway
Tender Fee Payment I	Details
Tender Fee Amount: Pay Tender Fee	300,00

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

RFx Access	Restricted			
	Go to RFx Refresh	000000590 Submission Deadline	10.01.2018 09:00:00 Time Zone	UTC+3
C Tender fee paymen	t successful; access to RFx	has been granted		
Tender Fee Payment	Details			
Tender Fee:	1.000,00	KES		
Submission Deadline:	00:00:00)		





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

Display R	Fx:								Open sid	e panel
Print Preview	Technical RF	c Close	Participate	Do Not Participate	Tentative	Create Response	Export	System Informat	tion	0
Create Memory	Snapshot Rel	ated Links	-							0
	000000590 on Deadline 10 on Type Active	01.2018.09	REA/2017-2 00:00 UTC+3		Status Put e 0 Days			C User for PID	RFx Version Number	1
RFX Ir	formation	Items	Notes ar	nd Attachments						
RFx Paramete	rs Question	s Notes	and Attachm	ents						

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

Display F	RFx :							
Print Preview	Technical RFx	Close	Do Not Participate	Tentative	Create Response	Export	System Informatio	n
Related Links								
RFx Number Submissi	1000000590 RI	Fx Name 1.2018 09:	THE FEOTI LOTO OT	590 RF) emaining Tin	CStatus Published ne 0 Days 00:16:4		Start Date x Owner RFC User	for
RFX I	nformation	Items	Notes and Attac	chments				

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

RFx Information	Items Notes and	Attachments	Summary	Tracking	
Basic Data Questions N	lotes and Attachments				
Event Parameters				Incoterm:	- P
Validity Period:	-			incotorin.	
Currency:	Kenyan Shilling			Status and Statistics	
Target Value of RFx Response:	0,00	KES		Created On:	10.01.2018 08:44:30 UTC+3
Terms of Payment:	G			Created By:	Mr. Dr. regq1 emp1
				Last Processed On:	10.01.2018 08:44:30 UTC+3

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



RFx Information		Items	Notes and Att	achments	ments Summary				
)	Product Category	Product Cate	gory Description	Required Q	uantity	Submitted Quantity	Unit	Price	Currency
	MM01	Transformers	5		10,00	10,00	NO	5000	KES
	MM01	Transformers	5		2,00	2,00	NO	6000	KES

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

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

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

Creat	e RFx Re	sponse						
Submit	Read Only	Print Preview	Check	Technical RFx Resp	ponse	Close	Save	Export
Ope		2200000521 .01.2018 09:00:00 rsion Number A		Remaining Time	0 Day	us In Pro s 00:11:1 1		Submis Fx Owner
RI	Fx Inform	ation Item	ns Not	es and Attachments	Su	mmary	Trac	king
Basic Da	ta Questio	ns Notes and	d Attachm	ents				

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







Windows Security	×	<				
iexplore						
The server srqqas.rea.local is asking for your user name and password. The server reports that it is from SAP NetWeaver Application Server [SRQ/200]. Warning: Your user name and password will be sent using basic authentication on a connection that isn't secure.						
emp_regq1						
•••••						
Remember my credentials						
ОК	Cancel					

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

EMP REGOI	3	To save any changes ma	ade, click Save.				
COLLABORATION		Name	EXTERNAL AREA				
B EXTERNAL ANCA	s	Subscribe					
	A	Authorization	Read				
	Chi		initional Functions (Cancel) the folder objects. To copy objects, select the required objects and then choose	ie Copy		Copy as B	lookmark A
		Name@	Current Version	Read	and the second s	Changed by	Changed
	C.	Tender Document	REA TENDER DOCUMENT FOR 75MM CABLE OPEN WOMEN & PWD doc (836KB)			Purchaser Classic	10.01.201

17. Click on tender Document to open it.

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Fol	Ider Contents			Bookmark Al		
	<u>Name</u> ∆	Current Version	Read	Status	Changed by	Changed
	Tender Document	REA TENDER DOCUMENT FOR 75MM CABLE OPEN WOMEN & PWD.doc 836KB)			Purchaser Classic	10.01.201 08:34:44





18. Click on company name folder as shown below.

Home			
· · · · · · · · · · · · · · · · · · ·	Folder EXTERNA Current Path: Collabo	AL AREA	
	Folder		
EMP REGQ1	To save any changes	s made, click Save.	
	Name	EXTERNAL AREA	
	Subscribe		
	Authorization	Read	

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

	To save any char	iges made, click Save.				
	Name	Tech_Bid	*			
CENTERNAL AREA	Subscribe	Subscribe				
All Manufactures (Authorization	Write				
		ons Additional Functions a Cance		required objects	and then choose Copy or D	elete.
	Folder Contents			[Upload PDX Package Crea	fe Copy Copy as Bookmar
	Name/s	Current Version	Read	Status	Changed by	Changed on
	Empty					

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

	To save any chang	To save any changes made, click Save.						
	Name	Tech_Bid	*					
EXTERNAL AREA	Subscribe							
	Authorization	Write						
		ns] [Additional Functions a] [Canc			and then choose Copy or De			
	Name@	Current Version	Read	Status	Changed by			
	Emoly	Current version	Reau	status	Changed by	12		

21. Select `Document' as shown below.





SAP Supplier Relationship Management System

What do you want	to create?
	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 che	oose Next.
Name BID RESPONSE *	
Description BID RESPONSE	

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



24. After selecting the file, choose save.

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Save Notifications Additional Functions A Cancel

To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*Folder Contents
Upload PDX Package
Create
Copy
Copy
Name
Current Version
Read
Status
Changed by
BID RESPONSE
BID RESPONSE.pdf (151KB)
regg1 emp1

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



43 Rural Electrification and Renewable Energy Corporation



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

Create	RFx Re	sponse					
Submit	Read Only	Print Preview	Check	Technical RFx Resp	onse Clo	se Save	Ex
Oper		2200000521 .01.2018 09:00:0 rsion Number		Remaining Time	0 Days 00	n Process :11:16 F 1	SI RFx (
RF	x Informa	ation Ite	ms Note	es and Attachments	Summa	ary Trac	cking
Basic Data	a Question	ns Notes ar	nd Attachm	ents			

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

Display F	RFx R	espon	se:						
Print Preview	0	Technic	al RFx Resp	onse	lose	Export	System Infor	mation	Create Me
🔮 RFx response	220000)521 submi	itted						
	Date 10	.01.2018 0	521 RI 9:00:00 UT (iber Active	7. n 7	Remai	00000590 ning Time Fx Versior	0 Days 00:	n Process 11:16 1	s Subr RFx Owi
RFx Ir	nform	ation	Items	Notes a	and A	ttachment	s Summa	iry T	Fracking
Basic Data	Questio	ns Not	es and Att	achment	s				





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:

A No switch to HTTPS password	occurred, so it is not secure to send a
System	SUQ
Client: *	200
User: *	101630
Password: *	••••••
Language:	English
	Accessibility
	Log On



3. Click on `New' under Purchase orders as shown below.

Supplier Self-Services	Home	Hina Heip	FAULLOG	THE THE THE	No.	13.0	15
 ▶ Find ♥ Purchase Orders 		t of Purchase		3			
All	6	Print Downlo	ad				
New Changed	80	External	Number	Name	Date	Total V	Status
In Process		4500000253	100000	PO	05.01.2	254.000,00	New
Confirmed		4500000252	100000	PO	05.01.2	20.000,001	New
Partially Confirmed		4500000250	100000	PO	05.01.2	650,00 KES	New
Rejected		4500000249	100000	PO	05.01.2	650,00 KES	New
Canceled		4500000248	100000	PO	04.01.2	6.750,00 K	New

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

٩	List	of	Purchase	Orders

	of New Purc		S	 		
8	External	Number	Name	Date	Total V	Status
Γ	4500000257	100000	PO	10.01.2	570.000,00	New
	4500000253	100000	PO	05.01.2	254.000,00	New
2	450000252	100000	PO	05.01.2	20.000,001	New
	450000250	100000	PO	05.01.2	650,00 KE	New

5. Click on 'Process' tab as shown below

Purchase Order: 450000	0257		
Process Display Doc	ument Flow Download		
Communication an	d Collaboration		
Conservation and a			
General Informatio	n		
Basic Data	n	Terms of Paym	ent
	450000257	Terms of Paym Payment in	ent Discount in %



6. Enter Message to the Purchaser as shown below



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

Cor	firm	All It	ems 🕵 Reject A	I Items CR	eset All Items						
Nu	C	R	Short Text	Product	PO Q	Purch	R	Confi	Unit	C	S
1	Ø.	0	Transformers		1,00 each	570.000,0	1	1,00	each	1	1.

8. Click `Send' button as shown below

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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

Purchase Order: 450000	0257		
Create ASN Display His	tory Display Document Flow	Download	
Communication an	d Collaboration		
General Informatio	n		
Basic Data		Terms of Payment	
Purchase Order ID:	450000257	Payment in Discount in	%
Number:	100000677		_
Name:	PO		
Date:	10.01.2018	Terms of Delivery	

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

Select All	Deselect	All Propose C	outstanding	g Quantiti	ies					
Number	Descriptio	n Product	Qua	Unit	Purchase	Order No.	Purc	hase O	rder It	1
10	Transform	ners	1	each	45000	00257		1		1
	r Informat	ion Name	Street		H P	City	T	Fax	E-mail	1
Partne Partner Sold-to	Nu				H P	City	T	Fax	E-mail	ľ





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

Goods Delive	red to Recipient	Save	X Cancel	Print	Downlo	ad		
General In	formation							
Basic Data				Delivery	Informa	ation		
Number:	300000305	5		Delivery	Date (Ex	10.01.2018		13:00
Name:	ASN			Shipping	Date:	10.01.2018		13:00
	ASN 10.01.2018			Shipping Means o		1.1.5.1.5.1.5.5.5.5.5	1	13:00
Name: Date: Status:	15.0000				f Transp	1		100.00.00

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

List of P	urchase Orders > Display Purchase Order > Display ASN	1
Info:	Your changes have been adopted successfully	

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.

Notifications from Purchaser

Goods Receipt - All Goods Receipt - New Cancellation of Goods Receipt - All Cancellation of Goods Receipt - New Return Delivery - All Return Delivery - New

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

Go	ods Receip	t List			
Lis	t of New G	oods Receipts			
-	Print				
ъ	Number	Name	Date	Status	
	4000004	GR	04.01	New	
	4000004	GR	04.01	New	
	4000002	GR	10.10	New	

3. Click on 'Accept' tab as shown below

oods Receipt:	400000450	
Accept	reate Invoice Display Document Flow 🗁 Print	
General In	formation	
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.





fo: Your c	hanges have been adopted successfully
ods Receipt:	400000450
Create Invoic	e Display Document Flow 🖨 Print
General In	formation
asic Data	
Number:	400000450
Name:	GR
Name: Date:	GR 04.01.2018

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

Send	Save	X Cancel	Update Prices	Print	Download
Co	mmunicat	ion and Coll	laboration		
				Me	essage to Purchaser

3. Click on 'Send' button as shown below

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



Rural Electrification and Renewable Energy Corporation 51



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;

Set	Status	Copy	Create Credit Memo	Display Document Flow	Print	Download
	Com	nunicatio	n and Collaboration			
				Message to Pu	irchaser	
				message to re	ar en ager	

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 Info: Your changes have been adopted successfully Display Credit Memo : 5105600403 Set Status | Display Document Flow | Download **Communication and Collaboration**

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 Net	Neaver
	No switch to HTTF passw ord	S occurred, so it is not secure to send a
1	System	SUQ
11	Client: *	200
	User: *	101630
	Passw ord: *	********
	Language:	English
12 15		Accessibility
5-5		Log On
	Change Passw ord	





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

Supplier Self-Services	Home	Find Help F	AQ Log off	THE REAL	K X TH
▷ Find		t of Purchase O t of New Purch			
All	6	Print Downloa	d		
New Changed	8	External R	Number	Name	Date
In Process		4500000284	100000695	PO	18.01.2018
Confirmed		4500000277	1000000692	PO	18.01.2018
Partially Confirmed		4500000260	100000680	PO	16.01.2018
Rejected		0010002730	100000679	PO	12.01.2018
Canceled		4500000259	100000678	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	List of Purchase Orders > Display Purchase Order						
	Purchase Order: 4500000284						
All							
New							
Changed	Communication and Collaboration						
In Process							
Confirmed	General Information						
Partially Confirmed							
Rejected	Basic Data						
Canceled	Purchase Order ID:	4500000284					
All	Number:	100000005					
In Process	Number.	100000695					
 5. Click on `Process' ▶ Find ♥ Purchase Orders 		hase Orders > Display Purchase Order Order: 4500000284					
All							
New	Process	Display Document Flow Download					
Changed	Com	nunication and Collaboration					
In Process	(and)						
Confirmed	Gene	ral Information					
Partially Confirmed							
Rejected	Basic D	Data					

6. 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

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

Confirm All Items	🕵 Reje	ct Al	l Iten	ns the Reset All Ite	ems	N E	kpand All	t Collapse	All				
	N	C.	R.	Short Text	Prod	luct	PO Q	Purch	R	Confi	Unit o	C	s
•	1	ø	1	Service Item			1,000 Ac	1.960.00	1	1,000	Activ	1	I.,
٤.	1.1			L.T-Pole dressing	3501	8	49,00 ea	1.960.00		49,00	each		1.
						Net	Value (Unco Value (Cont Value (Tota	firmed Item	ns)		0.000,001 0,00 Ki 0.000,001	ES	

8. Click `send'

urchase Ord	ier: 45000002	84	
Send	Save Cancel	Update Prices	Download
Commu	nication and	Collaboration	
innard -			Message to Purchase
			Test Message.

9. Click 'Create Confirmation'



Info: Your changes hav Purchase Order: 45000002	ve been adopted successfully		
	ay History Display Document Flow Download	d	
Communication and	Collaboration		
General Information			
General Information		Terms of Payment	
100	4500000284		Discount in %

10. Enter message in the comment box



11. Enter the quantity as shown below

+ Expa	Ind All	Collapse All	Sele	ct All Desel	ect All	SPropose Ou	utstanding Q	uantities	Update	Prices		
Nu	Status	Pro	Pro	Line Type	Descr	iption	Qua	Unit	Qua	Open	Net	E
1	In Proces	s			Servic	e Item		-			0,00 KE	бr
1.1	In Proces	s 35018	Ser	Standar	L.T-Po	ole dressing	2	each	49.00 e	49,00e	0.00 KE	fΓ

12. Click `Confirm'





Confirmation: 4000000464	7
Confirm Save Cancel Print Download Communication and Collaboration	
Communication and Conaboration	Message to Purchaser
	Test message
	Attachments
	Add Attachment

13. Select the confirmation number as shown.

Supplier Self-Services	Home	Find Help F/	AQ Log off		CX78
 Find Purchase Orders Shipping Notifications 		t of Confirmation			
✓ Snipping Notifications ✓ Confirmations	6	Print Download			
All	20	Number	Name		Date
In Process		4000000464	test		18.01.2018
Completion Reported		4000000441	serv01		18.12.2017
Approved		400000432	Service Confirmation	n	11.12.2017
Rejected		400000393	ses		27.10.2017
Canceled		400000392	Ses		27.10.2017

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



