

KPLC – SUPPLIER RELATIONSHIP MANAGEMENT



USER GUIDE FOR VENDOR REGISTRATION, RFX PARTICIPATION AND PURCHASE ORDER COLLABORATION



SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

This document is updated to reflect approved changes to the content, and is subjected to version control. The version record and status are documented below.

Version No.	Version Date	Author	Comment/Change Details
1.0	June 22, 2015	KPLC Procurement team	First Version
1.1	June 30, 2015	KPLC Procurement team	Add New Vendor Registration process
1.2	January 26, 2018	KPLC ILS team	Add preferred browser Add settings for using C folder Add Vat instruction to Vendors

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1. Registration – New Vendors

Minimum System Technical Requirements for SRM SUS

For successful operation in the system the following requirements should be met: 1. Internet browser. Microsoft Internet Explorer version 8.0 or higher should be installed.

New vendors can get into contact with KPLC by registering themselves using the self-registration link on the KPLC website. The data the vendor provides will be transferred to the KPLC systems where it is analyzed. Once the registration is approved, the vendor will be listed as a potential supplier. Vendor can then create permanent users for the employees and establish a business relationship with KPLC.

Supplier will be able to see the registration link on the KPLC website and fill the basic information such as company name address etc. register under certain purchasing category.

1.1. Supplier Registration Link

Login to the Kenya Power website and register by visiting the link:

www.kplc.co.ke/vendorregistration

The following page will be loaded.

SAP

Welcome to the Supplier Registration Page

Here, the company can provide instructions or general information that is displayed to suppliers when they are filling out the registration.

* Fields marked with an asterisk are mandatory

General Company Information

Company Name:*	<input type="text"/>
Region(Business Area):	<input type="text"/>
D-U-N-S Number:	<input type="text"/>
Language:*	<input type="text" value="English"/>
Homepage:	<input type="text"/>
Tax Jurisdiction Code:	<input type="text"/>
Currency:	<input type="text"/>
Address	
Country:*	<input type="text"/>
Region:	<input type="text"/>
District:	<input type="text"/>
City:*/ Postal Code:*	<input type="text"/>
Company Postal Code:	<input type="text"/>
House Number: / Street:	<input type="text"/>
Building: / Floor: / Room:	<input type="text"/>
PO Box Address	
PO Box:	<input type="text"/>
	<input type="checkbox"/> PO Box Without Number
Other City: / Postal Code:	<input type="text"/>
Other Country:	<input type="text"/>
Communication	
Phone Number:*/ Extension:	<input type="text"/>
Fax Number: / Extension:	<input type="text"/>
E-Mail:*	<input type="text"/>

Fill in your data that which is marked in Asterisk as shown above:

Under General Company Information and Contact details section fill in the all mandatory fields


The screenshot displays a web form with three main sections:

- Contact Details:** A grid of input fields. Mandatory fields (marked with an asterisk) include Title (dropdown menu with 'Mr.' selected), First Name (text box with 'Abc'), Last Name (text box with 'xyz'), Academic Title (dropdown menu), E-Mail (text box with 'abc@test.ke'), Language (dropdown menu with 'English' selected), and Country (dropdown menu with 'KENYA' selected). Other fields include Phone Number / Extension, Fax Number / Extension, Department, and Function.
- Product Categories:** A section with the text 'No product categories selected' and a red-bordered 'Add' button with a red arrow pointing to it.
- Data Privacy Statement:** A section with a checked checkbox and the text 'I have read the data privacy statement and accept the terms'. Below it are three buttons: 'Send', 'Undo Entries', and 'Close'.

Under Product categories section, Click on Add button and add the product category that you deal with.

Select Product Categories from popup page, Click on OK button

Your supplier registration has been completed

Created  RFCUSER

Dear Mr. Abc Xyz,


We are pleased to welcome you as supplier Test Company.
The user ID 4FZXHBQGIGYV has been generated for you.

Please click the following URL to log on to the system with this user ID within the next 31 days:
https://sapsrmdev.kplc.local:8100/sap/bc/bsp/srmsmc/ros_ext_2/ros_bsp_second.do?sap-client=4008&sap-user=4FZXHBQGIGYV
You can then create an Employee Administrator user. With this user you have access to all supplier qualification functions and to the user administration.

Best regards,
Your Supplier Registration Team

You will receive your password for registration in a separate e-mail.

Password for logon after supplier registration

Created  RFCUSER

Within the next 31 days you can log on as supplier Test Company with the user ID you have already received and the following password:
l3c+\CnptC

Supplier receives two mails in the inbox. Launch the Link from the first mail and enter the password from the second mail. Press Login



SAP NetWeaver

User: *

Password: *

Language:

 Accessibility

[Change Password](#)

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Create Administrator account with User and password

Procedure

1. As the new supplier, choose the link to the SAP Supplier Life Cycle system as provided in the welcome mail.
2. Use the password from the second e-mail.

Field Name	User Action and Values	Comment
User	Enter the user name you, as the supplier will use to administer your SAP SLC account in the future	User and password entered here are used to access the supplier account in the future. Enter your own preferred user ID, Logon details from the welcome mail are no longer valid.
Password	Enter your own password.	Password from the welcome is no longer valid.
Confirm Password	Enter the password again	Make sure that you remember the new user and password
Box I have read the data	Check the box	

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Once you log in, the below screen appears where the supplier is supposed to create his admin account as shown below.

Contact Details

Title:	Mr.	Phone Number / Extension:	987655678
First Name:	Abc	Fax Number / Extension:	
Last Name:	Xyz	E-Mail:	abc@test.ke
Academic Title:		Language:	English
Department:		Country:	KENYA
Function:			

Create Your Administrator Account

User:*	Admin	<input type="checkbox"/>
Password:*	*****	<input type="checkbox"/>
Confirm Password:*	*****	<input type="checkbox"/>

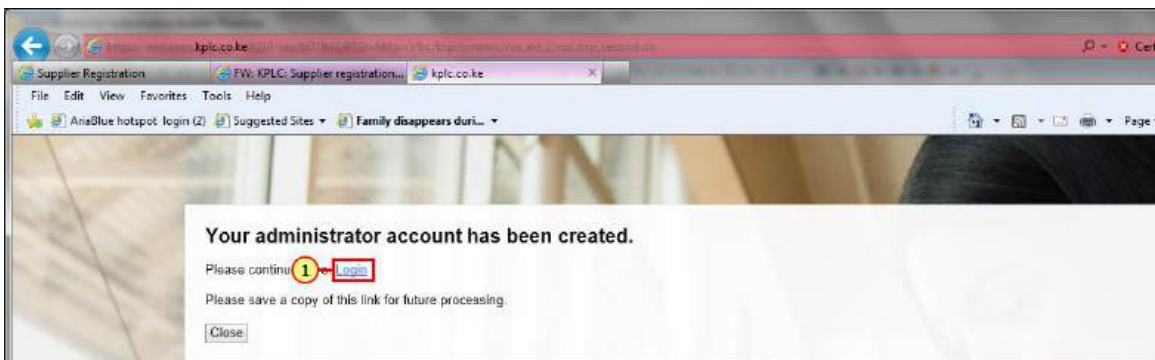
Formats and Settings

Date Format:	DD.MM.YYYY
Decimal Format:	1,234,567,89
Time Zone:	

Data Privacy Statement

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

Mark the privacy statement and press Create button. The below screen appears



Step	Action
(1)	Click Login Login .

Click Log in and below screen appears

1.2. Supplier Registration – SRM Portal

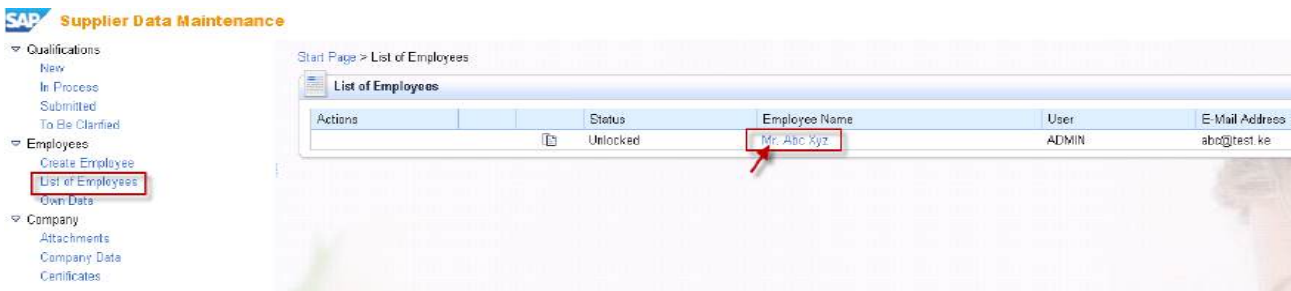
Click on Login link

Enter the user credentials as created in the Administrator screen.



List of employees

Click on List of Employees -To view List of employees: To make any changes in existing employee data - Click on Employee name: employee details are displayed -> Click on Edit button: Make changes -> Click on save button.



[Start Page](#) > [List of Employees](#) > [Display Employee](#) > [Edit Employee](#)

Contact Details

Title:*	<input type="text" value="Mr."/>	
Academic Title:	<input type="text"/>	
First Name:*	<input type="text" value="Abc"/>	
Last Name:*	<input type="text" value="Xyz"/>	
Function:	<input type="text"/>	
Department:	<input type="text"/>	
Language:*	<input type="text" value="English"/>	
E-Mail:*	<input type="text" value="abc@test.ke"/>	
Country:*/ Phone Number:*/ Extension:	<input type="text" value="KENYA"/>	<input type="text" value="987655678"/>
Country: / Fax Number: / Extension:	<input type="text"/>	<input type="text"/>

User Details

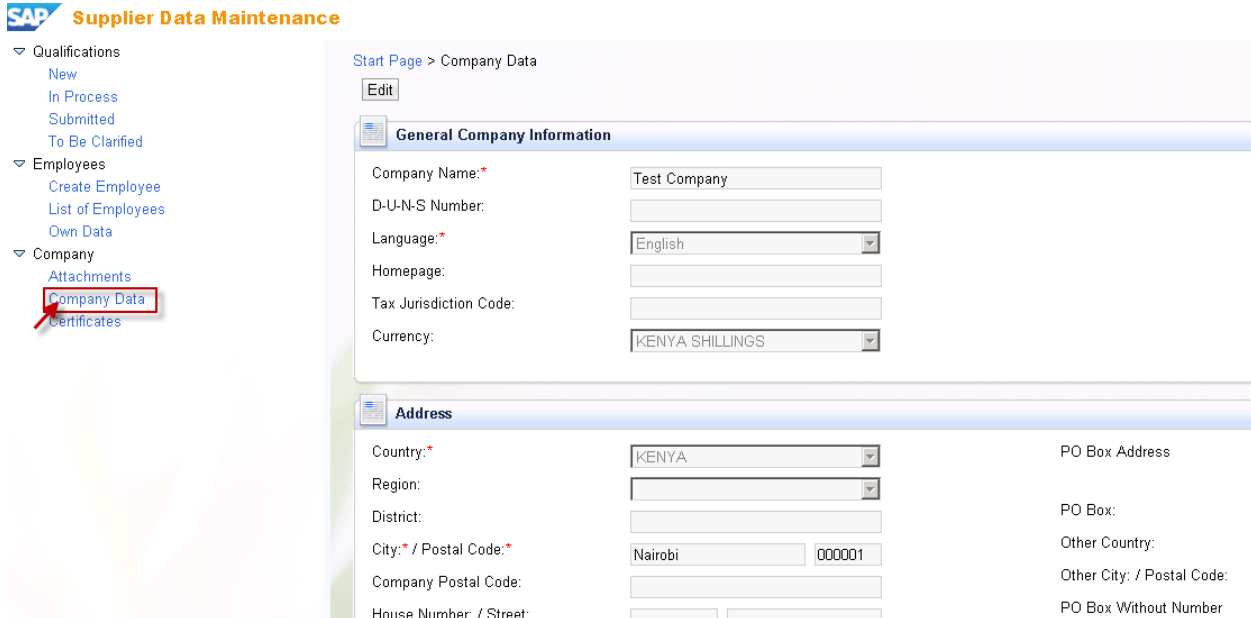
User:	<input type="text" value="ADMIN"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
Date Format:	<input type="text" value="DD.MM.YYYY"/>
Decimal Format:	<input type="text" value="1.234.567,89"/>
Time Zone:	<input type="text"/>

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After approval by KPLC, click on company data and the below screen appears

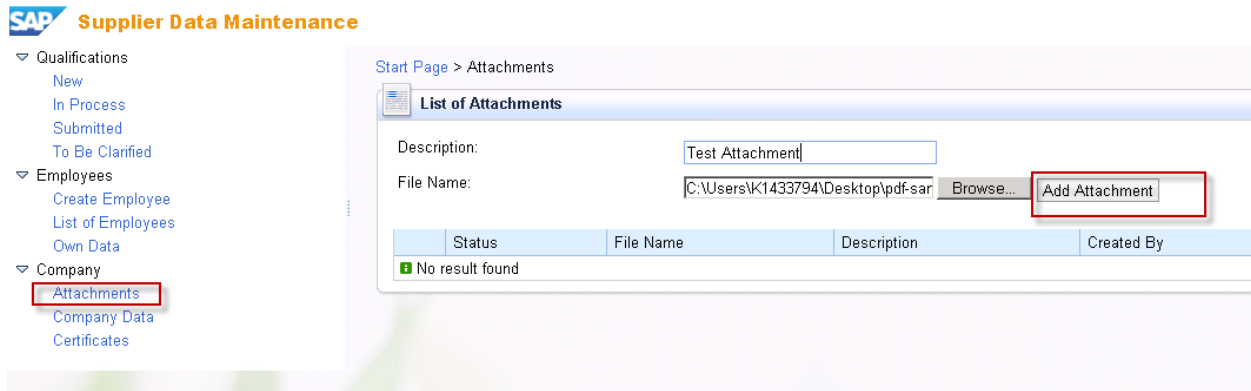
Click on Company data in the left

Click on Edit button: Make changes -> Click on Save button



The screenshot shows the SAP Supplier Data Maintenance interface. On the left, a navigation menu includes 'Company' > 'Company Data', which is highlighted with a red box. The main content area is titled 'Start Page > Company Data' and features an 'Edit' button. Below this, there are two sections: 'General Company Information' and 'Address'. The 'General Company Information' section contains fields for 'Company Name' (Test Company), 'D-U-N-S Number', 'Language' (English), 'Homepage', 'Tax Jurisdiction Code', and 'Currency' (KENYA SHILLINGS). The 'Address' section includes fields for 'Country' (KENYA), 'Region', 'District', 'City' (Nairobi), 'Postal Code' (000001), 'Company Postal Code', and 'House Number / Street'. There are also fields for 'PO Box Address', 'PO Box', 'Other Country', 'Other City / Postal Code', and 'PO Box Without Number'.

Click on Attachments- To view List of attachments: Upload a new attachment and Click on Save button.



The screenshot shows the SAP Supplier Data Maintenance interface for attachments. On the left, a navigation menu includes 'Company' > 'Attachments', which is highlighted with a red box. The main content area is titled 'Start Page > Attachments' and features a 'List of Attachments' section. This section has input fields for 'Description' (Test Attachment) and 'File Name' (C:\Users\K1433794\Desktop\pdf-sar), along with 'Browse...' and 'Add Attachment' buttons. Below the input fields is a table with columns for 'Status', 'File Name', 'Description', and 'Created By'. The table currently shows 'No result found'.

Once you have completed your data entry, your data changes are approved in KPLC

NB:

Now the vendor can be able to participate in the RFxs.

2. Registration – Existing Vendors

Existing vendors will receive emails with administrator credentials and a link to the website for the supplier’s portal. After updating the supplier credentials and own data, the administrator of the existing vendor can participate in RFX’s and Collaboration functionality.

2.1. Supplier Registration Link, User ID & Password

Two emails are triggered from the system

- 1. The first email contains the link and User ID. For example mail like below is triggered from KPLC SRM system to supplier contact person.**

From: RFCUSER [mailto:RFCUSER@KPLC.CO.KE]
Sent: Wednesday, June 17, 2015 9:46 AM
To: Carol Makokha
Subject: Your supplier registration has been completed

Dear Mr. Bencarol,

We are pleased to welcome you as supplier Bencarol.
The user ID **Z5ZUMWOHZH8M** has been generated for you.

Please click the following URL to log on to the system with this user ID within the next 31 days:
https://sapsrmqas.kplc.local:8100/sap/bc/bsp/srmsmc/ros_ext_2/ros_bsp_second.do?sap-client=400&sap-user=Z5ZUMWOHZH8M

You can then create an Employee Administrator user. With this user you have access to all supplier qualification functions and to the user administration.

Best regards,
Your Supplier Registration Team

You will receive your password for registration in a separate e-mail.

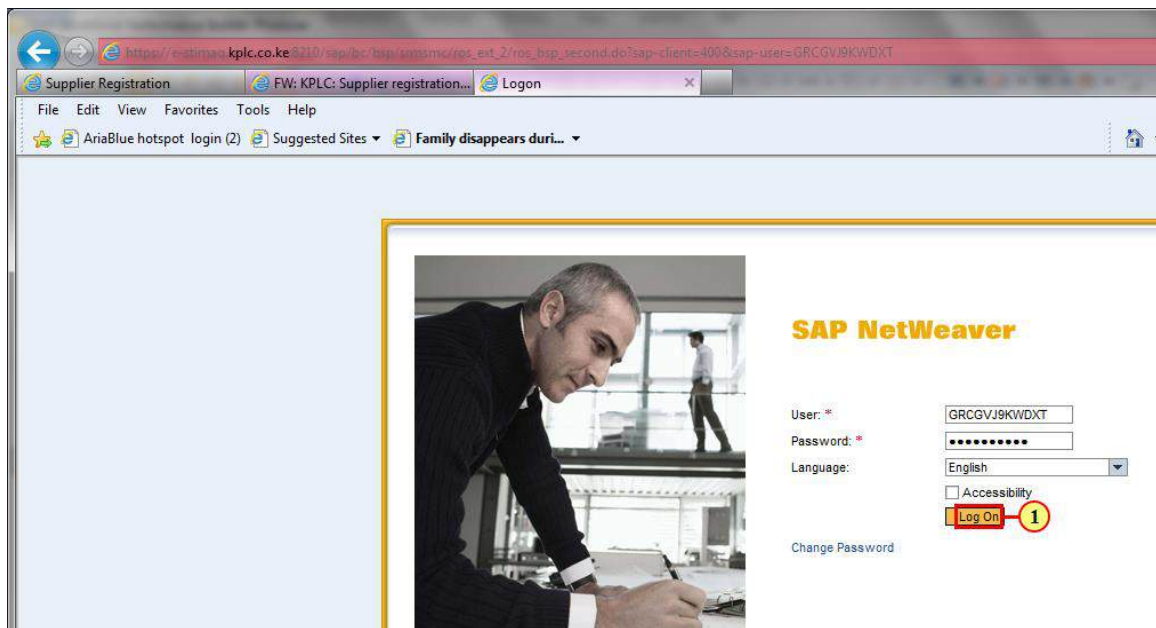
2. Second email contains password. For example mail like below is triggered from KPLC SRM system to supplier contact person.

From: RFCUSER [mailto:RFCUSER@KPLC.CO.KE]
Sent: Wednesday, June 17, 2015 9:46 AM
To: Carol Makokha
Subject: Password for logon after supplier registration

Within the next 31 days you can log on as supplier Bencarol with the user ID you have already received and the following password: **CnNp}IGJ(%**

2.2. Supplier Registration - SRM Portal

Launch the Link from the first mail and enter the password from the second mail. Press Login



Step	Action
(1)	Click Log On Log On .

- 1 Create Administrator account with User and password
(User : *AdminSupplier*
Password: *welcom@123*)

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Mark the privacy statement and press Create button.

Contact Details

Title:	Mr.	Phone Number / Extension:	987655678
First Name:	Abc	Fax Number / Extension:	
Last Name:	Xyz	E-Mail:	abc@test.ke
Academic Title:		Language:	English
Department:		Country:	KENYA
Function:			

Create Your Administrator Account

User:*	Admin	<input type="checkbox"/>
Password:*	*****	<input type="checkbox"/>
Confirm Password:*	*****	<input type="checkbox"/>

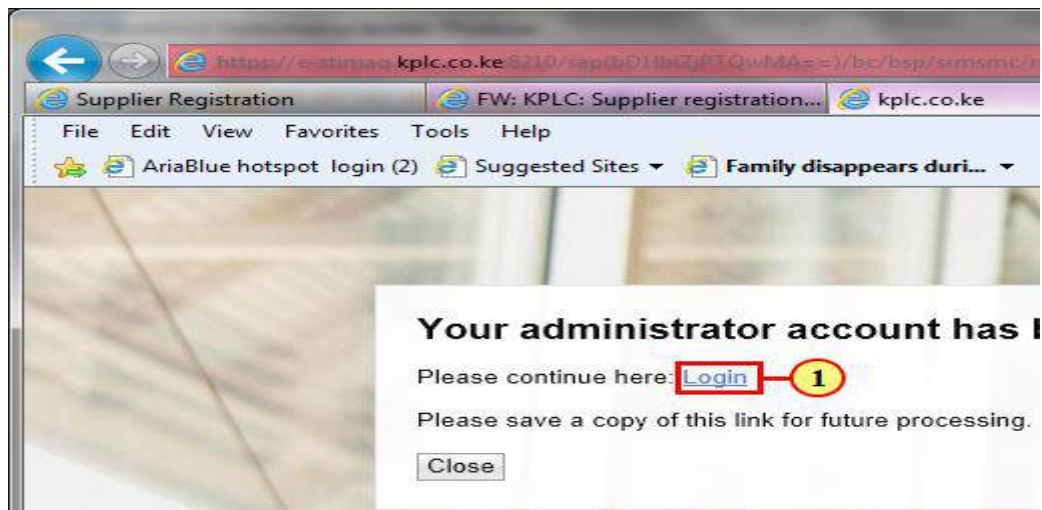
Formats and Settings

Date Format:	DD.MM.YYYY
Decimal Format:	1,234.567,89
Time Zone:	

Data Privacy Statement

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

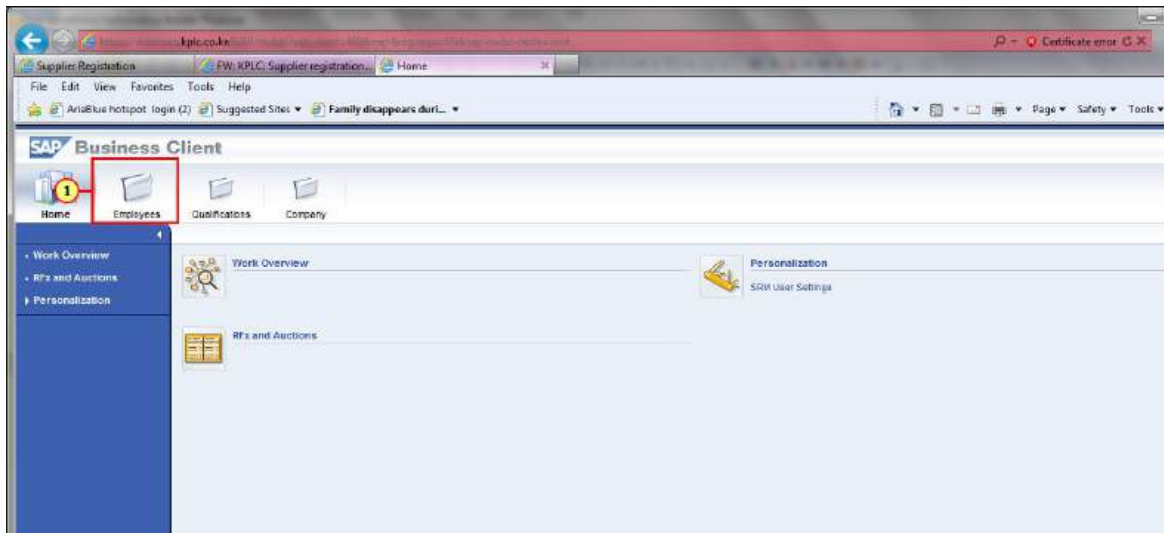
Once you click create the below screen appears



Step	Action
(1)	Click Login Login .

The screen below appears

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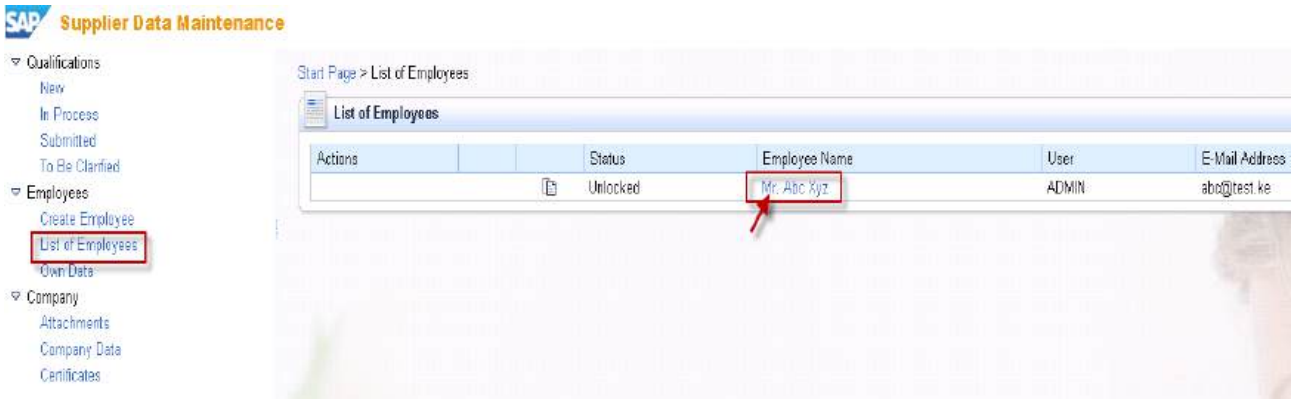


Step	Action
(1)	Click Employees 

The screen below appears

Click on List of Employees -To view List of employees

To make any changes in existing employee data - Click on Employee Name and employee details are displayed -> Click on Edit button and Make changes if you want.



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[Start Page](#) > [List of Employees](#) > [Display Employee](#) > [Edit Employee](#)

Contact Details

Title:*	<input type="text" value="Mr."/>	
Academic Title:	<input type="text"/>	
First Name:*	<input type="text" value="Abc"/>	
Last Name:*	<input type="text" value="Xyz"/>	
Function:	<input type="text"/>	
Department:	<input type="text"/>	
Language:*	<input type="text" value="English"/>	
E-Mail:*	<input type="text" value="abc@test.ke"/>	
Country:*/ Phone Number:*/ Extension:	<input type="text" value="KENYA"/>	<input type="text" value="987655678"/>
Country: / Fax Number: / Extension:	<input type="text"/>	<input type="text"/>

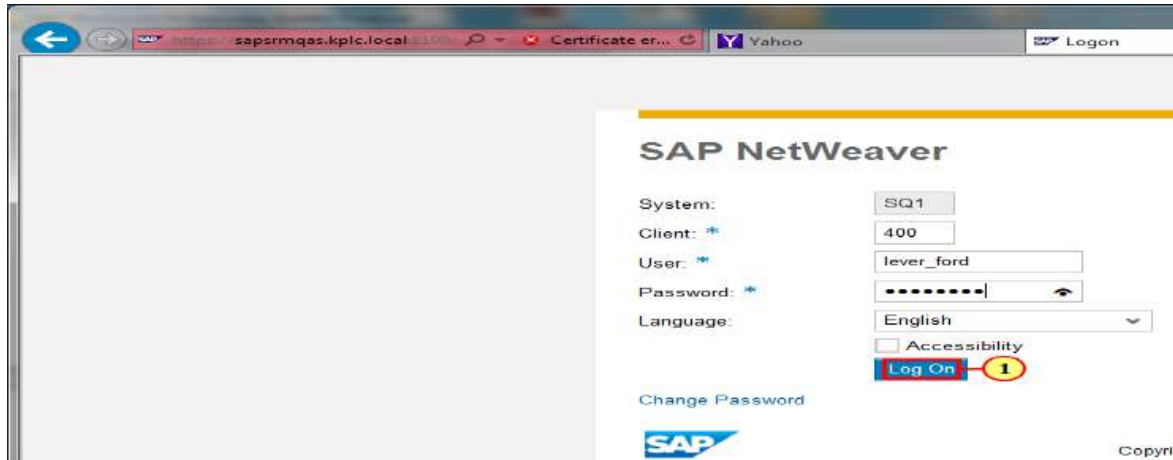
User Details

User:	<input type="text" value="ADMIN"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
Date Format:	<input type="text" value="DD.MM.YYYY"/>
Decimal Format:	<input type="text" value="1.234.567,89"/>
Time Zone:	<input type="text"/>

Click on the Save button.

3. Participating in an RFx

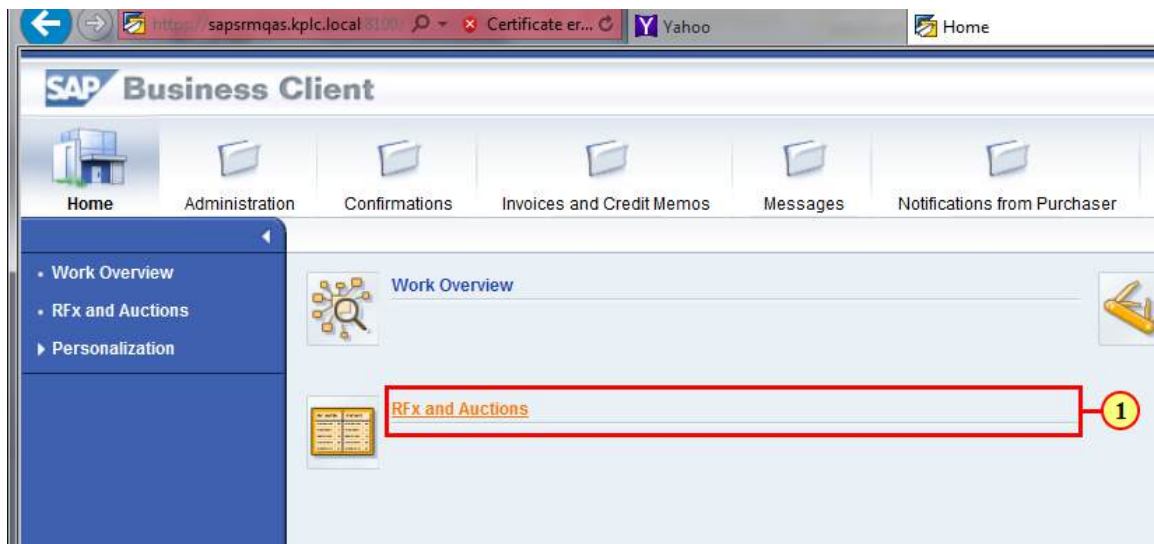
3.1. Supplier’s Portal - Login



Step	Action
(1)	Click Log On Log On .

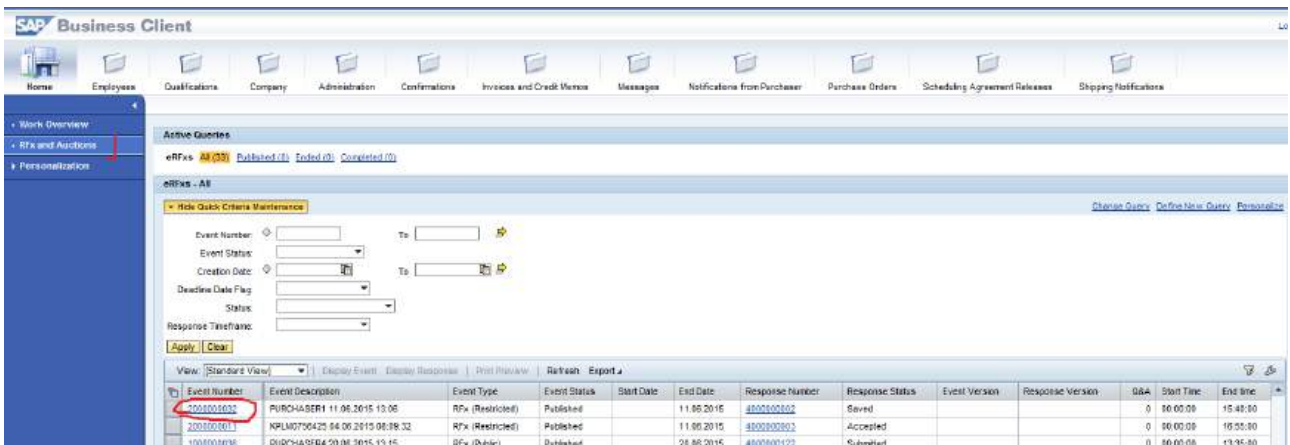
Once you click “Log On” the below screen appears:

3.2. Supplier’s Portal – Responding to RFx



Step	Action
(1)	Click RFx and Auctions RFx and Auctions

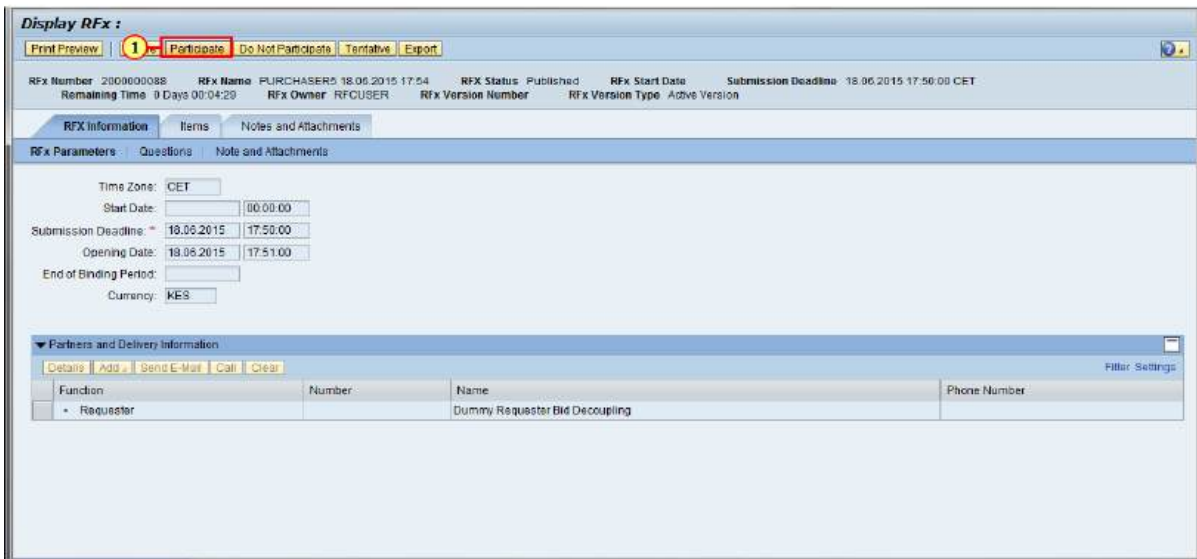
3.2.1. Display RFx



Step	Action
(1)	Click on RFx number as shown above

The below screen appears as shown below:

3.2.2. Display RFx - Participate screen

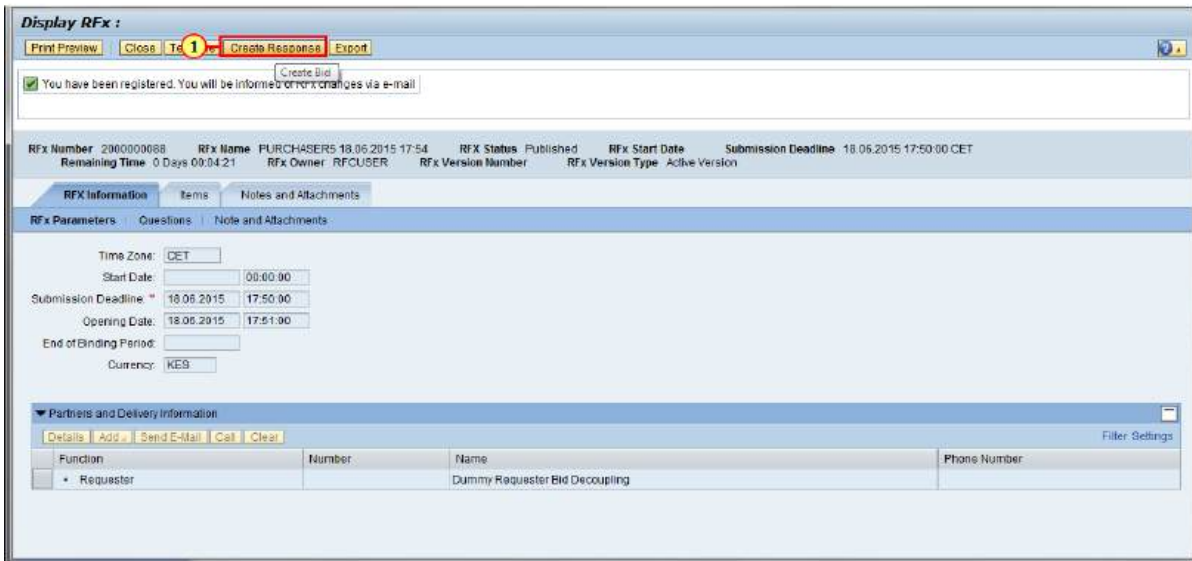


Step	Action
(1)	Click Participate Participate .

NOTE: only for public RFx, suppliers need to click on “Register” button before clicking on “Participate” button

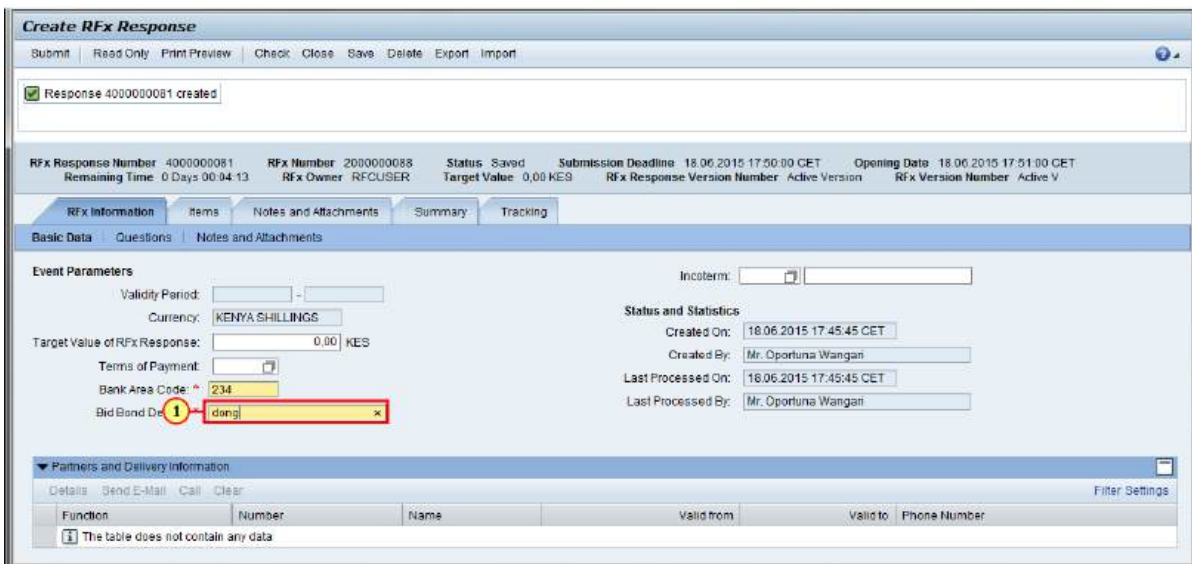
The below screen appears:

3.2.3. Display RFx - Create Response screen



Step	Action
(1)	Click Create Response Create Response .

Fill in the RFX Information details



Step	Action
1&2	The Bank Area Code and Bid Bond details: field is filled out with Bid Bond numbers

Then, clicking the **Items** [Items](#) tab selects it and the screen below appears.

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Step	Action
(1)	Click RFxResp 4000000081 MOBIL OIL (KENYA) LTD.

Once you click collaboration area the below screen appears:

NOTE: Collaboration link appears only when it is initiated by KPLC procurement team. Otherwise, suppliers can use attachment section to share documents

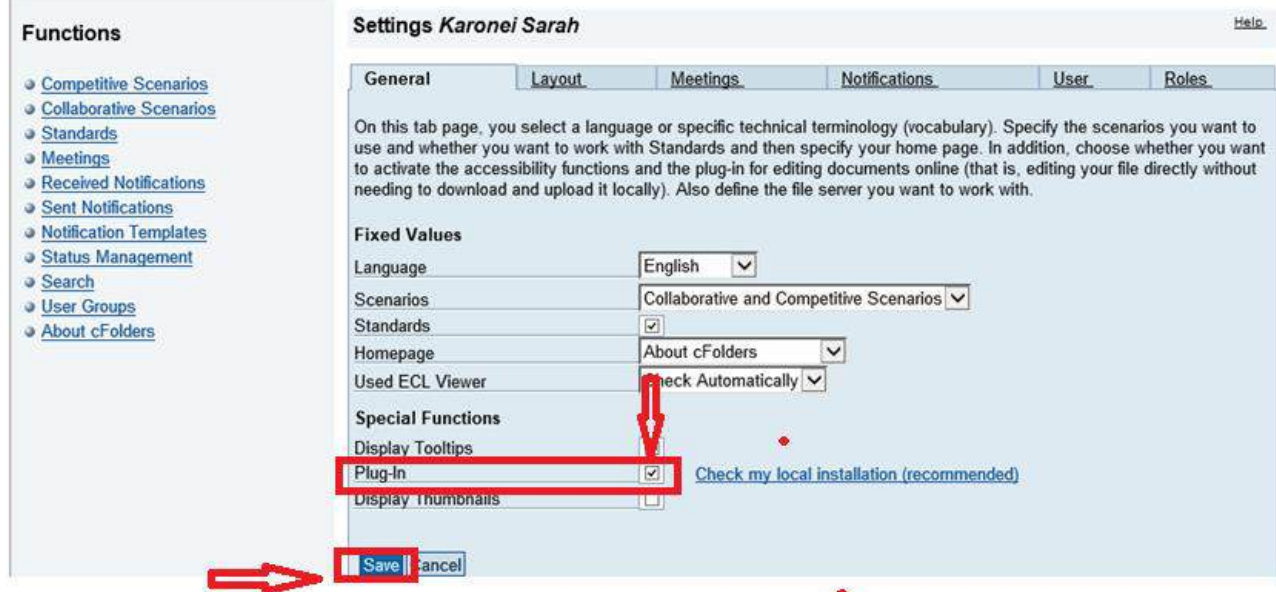
Prerequisites for using Collaboration Area

All first time users of the Collaboration Area are required to accept the ensuing privacy statement and accept the terms

Next – go to settings



Below screen appears uncheck the plug in field and save your changes



Accept the changes and click on back arrow to go back to the Collaboration Area

Message from webpage ×



Note:

Settings were saved.

OK

http://kstima.kplc.local:8320/SAP(bD11biZjPTQwMCZkPW1pbiZpPTEmcz1TSUQIM2FBTk9OJTNhcHJvZHNYbWFwDjFfU1AxXzAzJTNhcV

Settings - Karonei Sarah - c... X

Kenya Power SAP PLM cFolders Collaboration on the Web

Home Favorites Settings Help Logout

Functions

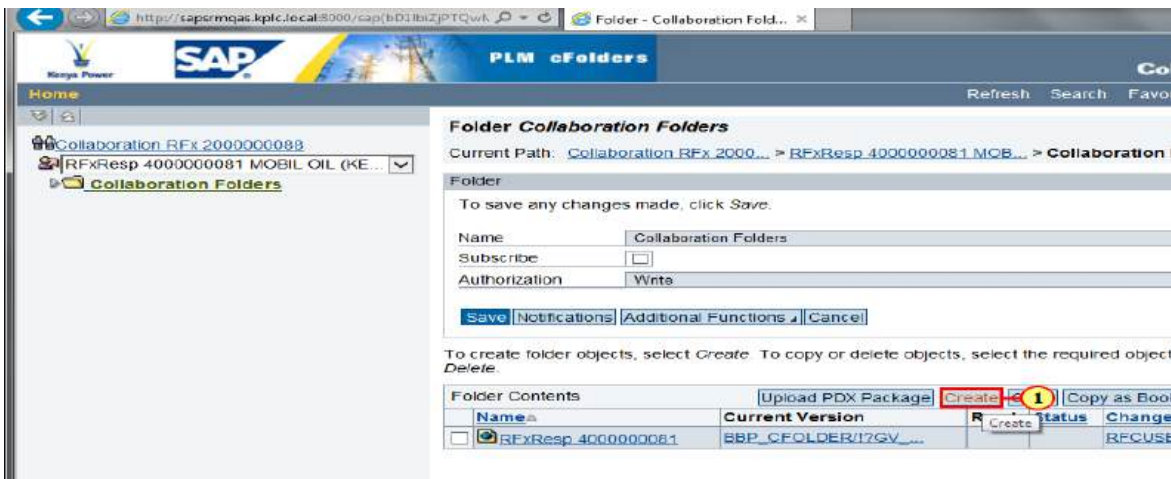
- Competitive Scenarios
- Collaborative Scenarios
- Standard

Settings *Karonei Sarah* [Help](#)

General Layout Meetings Notifications User Roles

On this tab page, you select a language or specific technical terminology (vocabulary). Specify the scenarios you want to

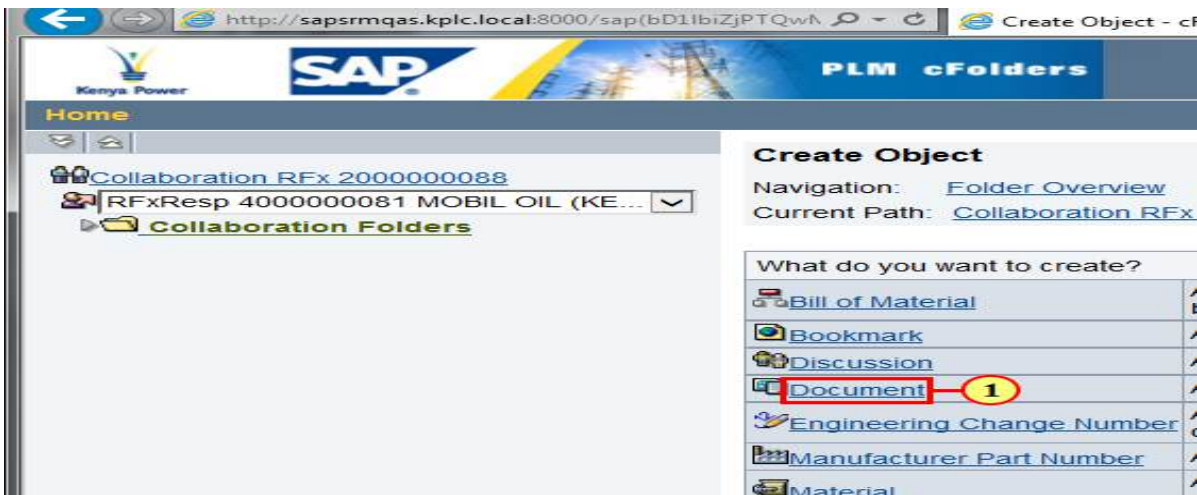
3.3. Collaboration Folders - cFolders



Step	Action
(1)	Click Collaboration Folders Collaboration Folders .
(2)	Click Create .

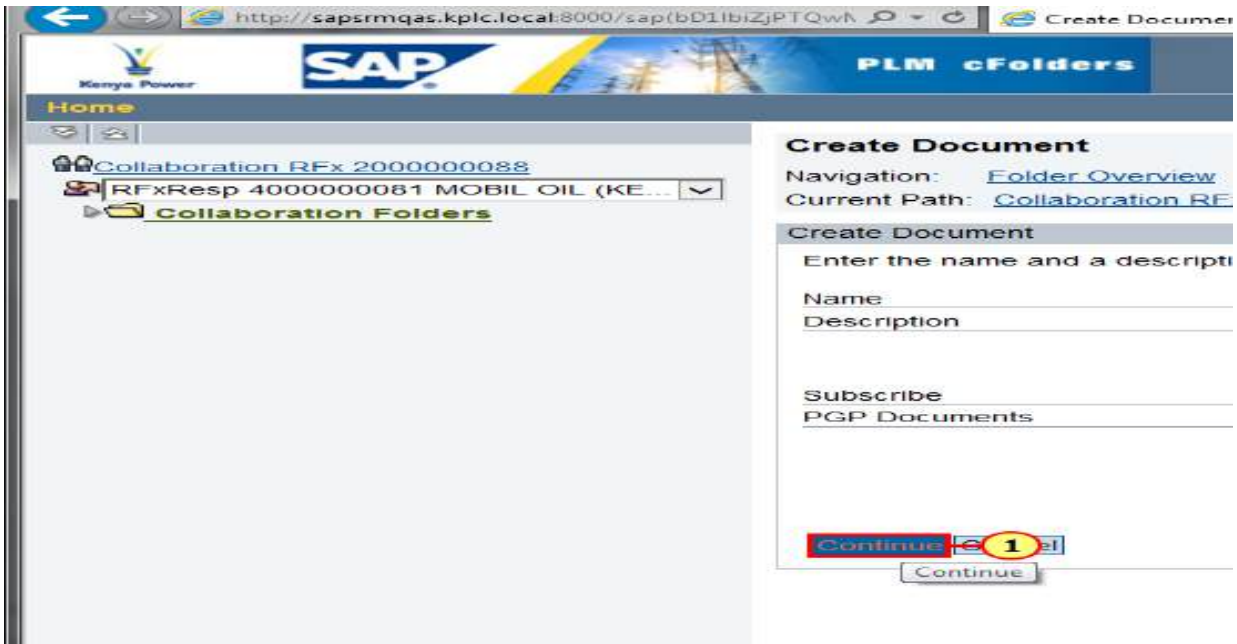
Below screen appears. Click on document

3.3.1. Create Object - cFolders



Step	Action
(1)	Click Document Document .

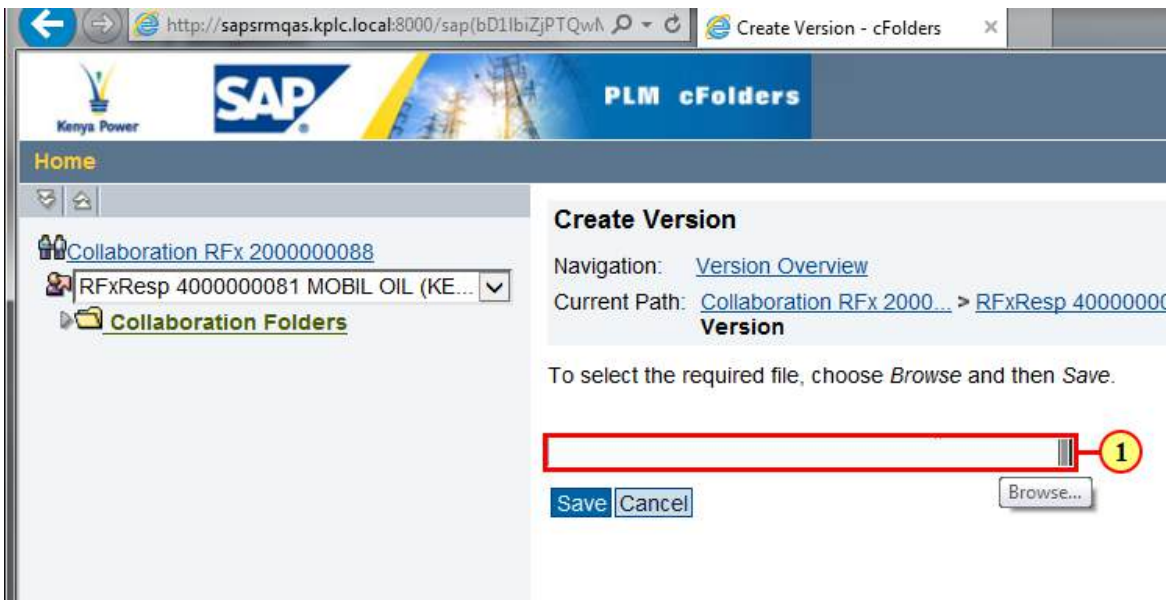
3.3.2. Create Document – cFolders



Step	Action
(1)	Click Continue Continue .

Once you click continue the below screen appears:

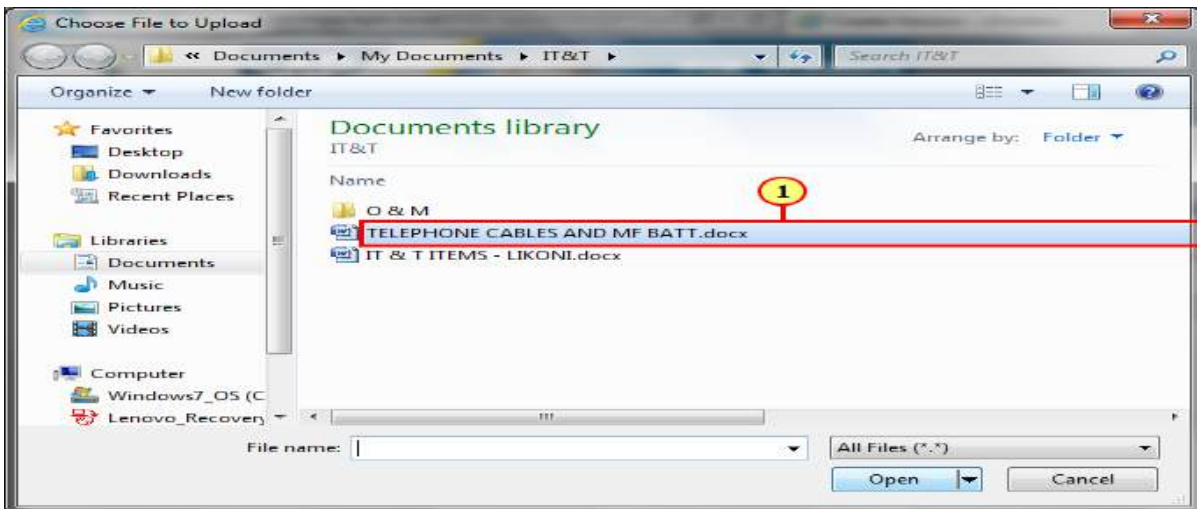
3.3.3. Create Version - cFolders




Step	Action
(1)	Click on browse.

The below screen appears:

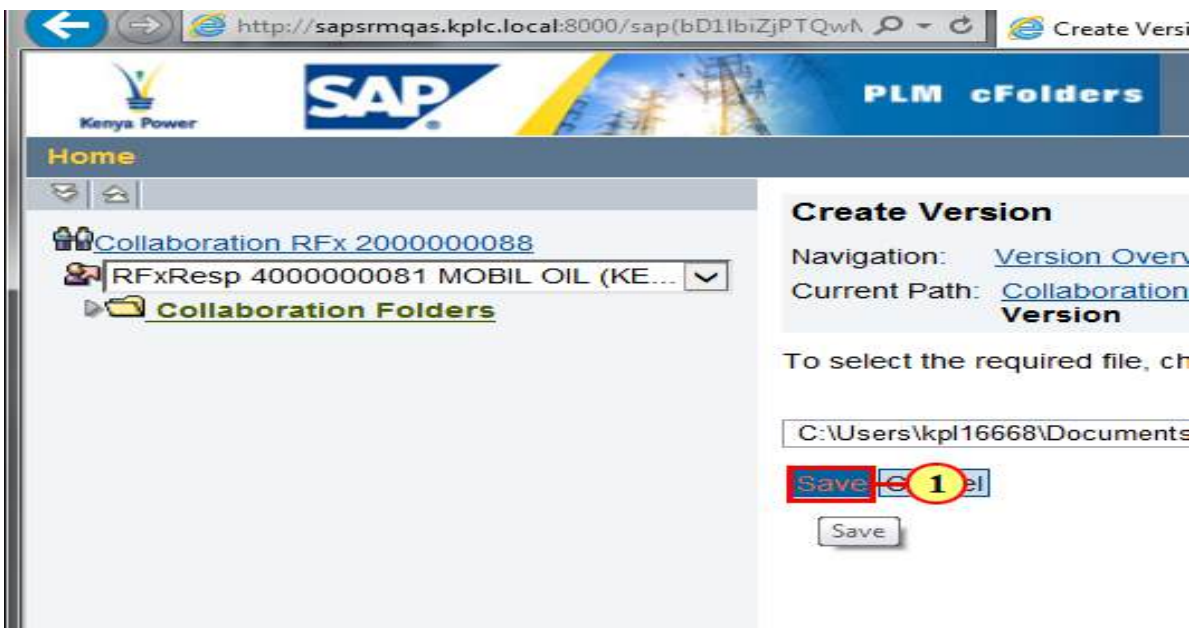
Choose File to Upload




Step	Action
(1)	Click on the document you want to attach in the RFX
(2)	Click Open 

Click on save and logout from the cFolder

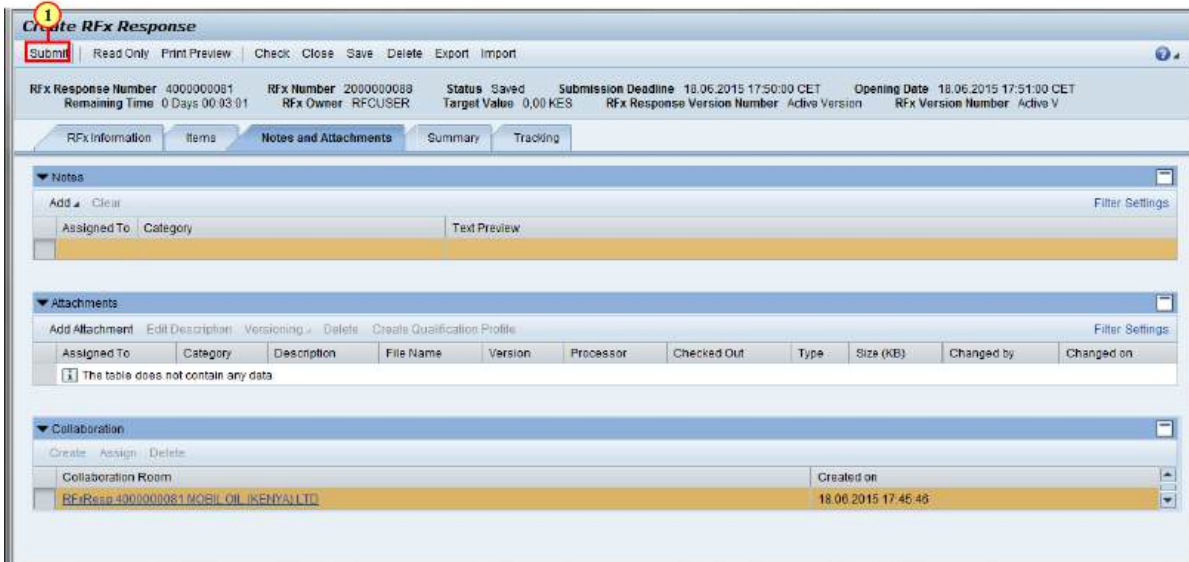
Note: The Attachment section allows you to attach softcopies of supporting documents. There is no maximum size for all attachments however there is a limit of 100MB per file. The only file type allowed is pdf. and zipped files of any type will not work with this solution.



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Step	Action
(1)	Click Save
(2)	Click Logout.
(3)	Then click Close  .

Submit RFx Response

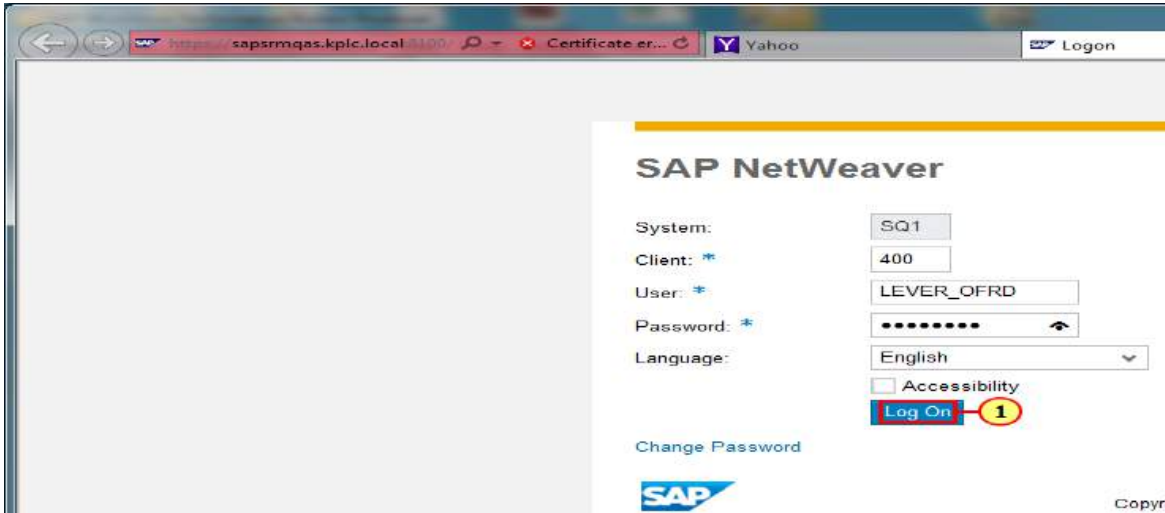


Step	Action
(1)	Click Submit

NOTE: Supplier can withdraw the submitted bid and then resubmit with the changes only before the submission deadline.

4. Purchase Order Collaboration

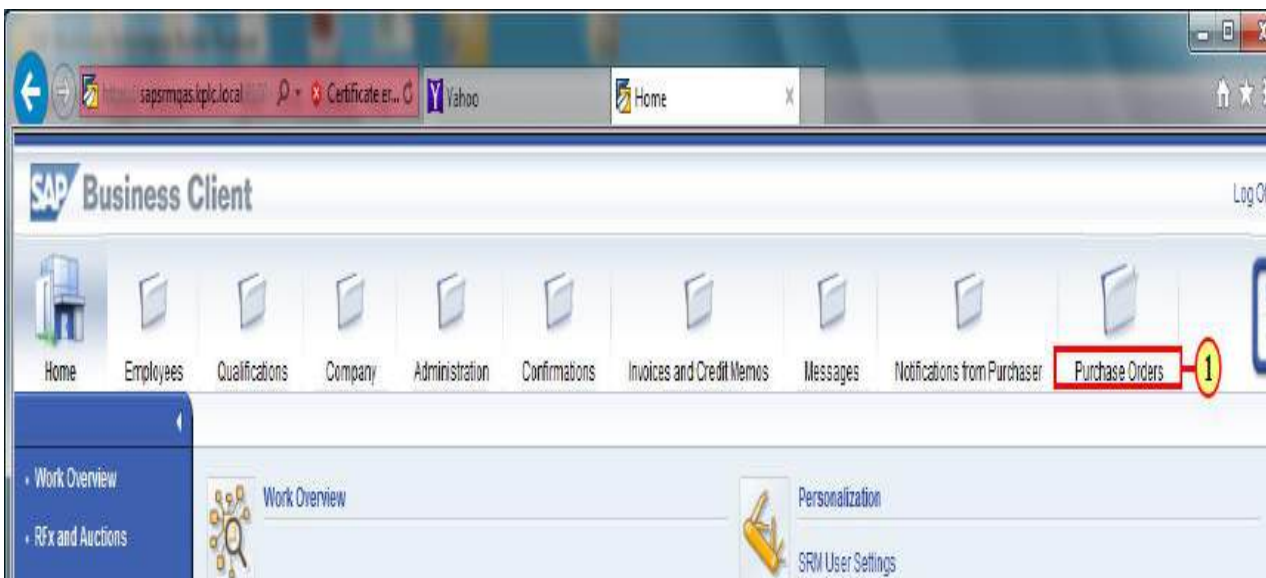
4.1. Supplier’s Portal – Login



Step	Action
(1)	Click Log On Log On .

The below screen appears

4.2. Supplier’s Portal – Responding to Purchase Order



SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION

Step	Action
(1)	Click Purchase Orders tab.

The below screen appears:

4.2.1. List of Purchase Orders

Check the purchase order whose status is **NEW** in the List of Purchase Orders as shown below

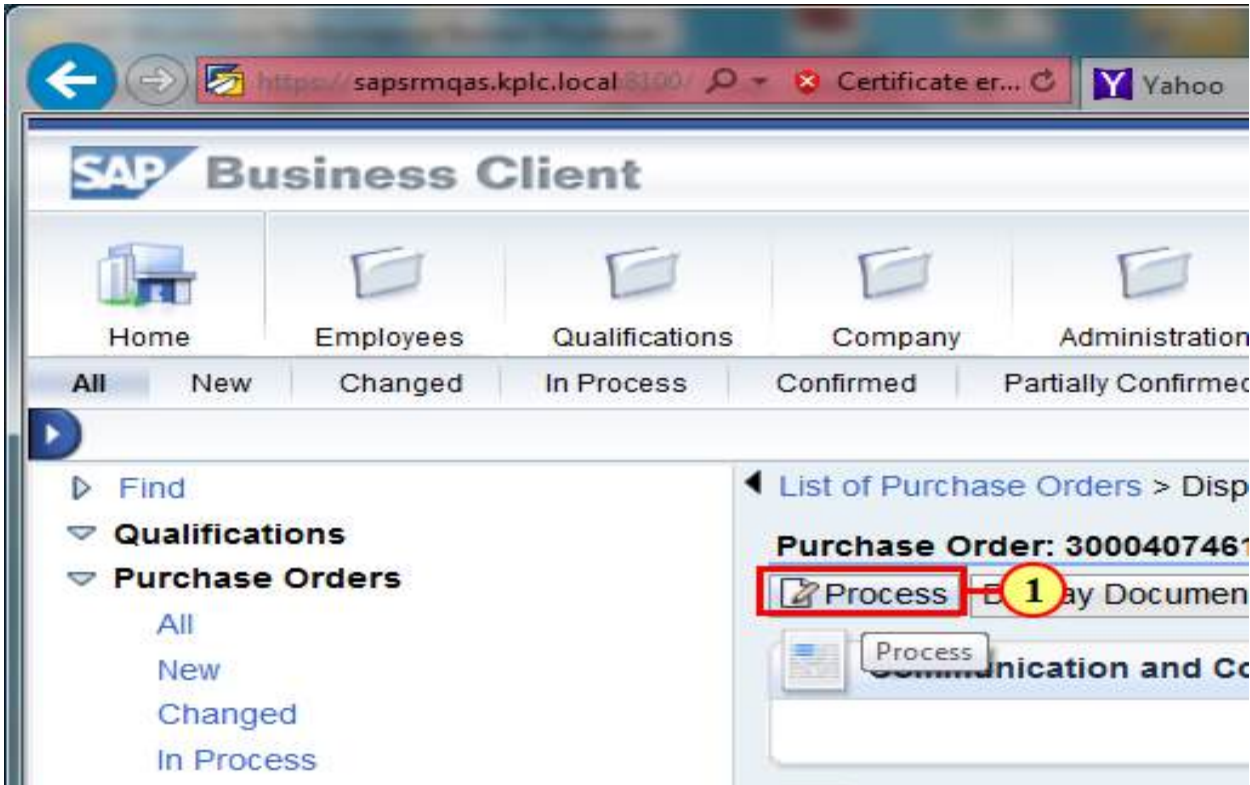
The screenshot shows the SAP Business Client interface. The left sidebar has a tree view with 'Purchase Orders' expanded, showing various status filters. The main area displays a table titled 'List of Purchase Orders' with columns for 'External Reference No.' and 'Number'. The row with '3000407461' is highlighted in yellow, and the number '3000407461' is circled in red with a '1' next to it.


External Reference No.	Number
3000407457	37000
3000407458	37000
3000407459	37000
3000407460	37000
3000407461	37000
3000407462	37000
3000407463	37000
3000407464	37000
3000407465	37000
3000407466	37000

Step	Action
(1)	Click on purchase order number

The below screen appears:

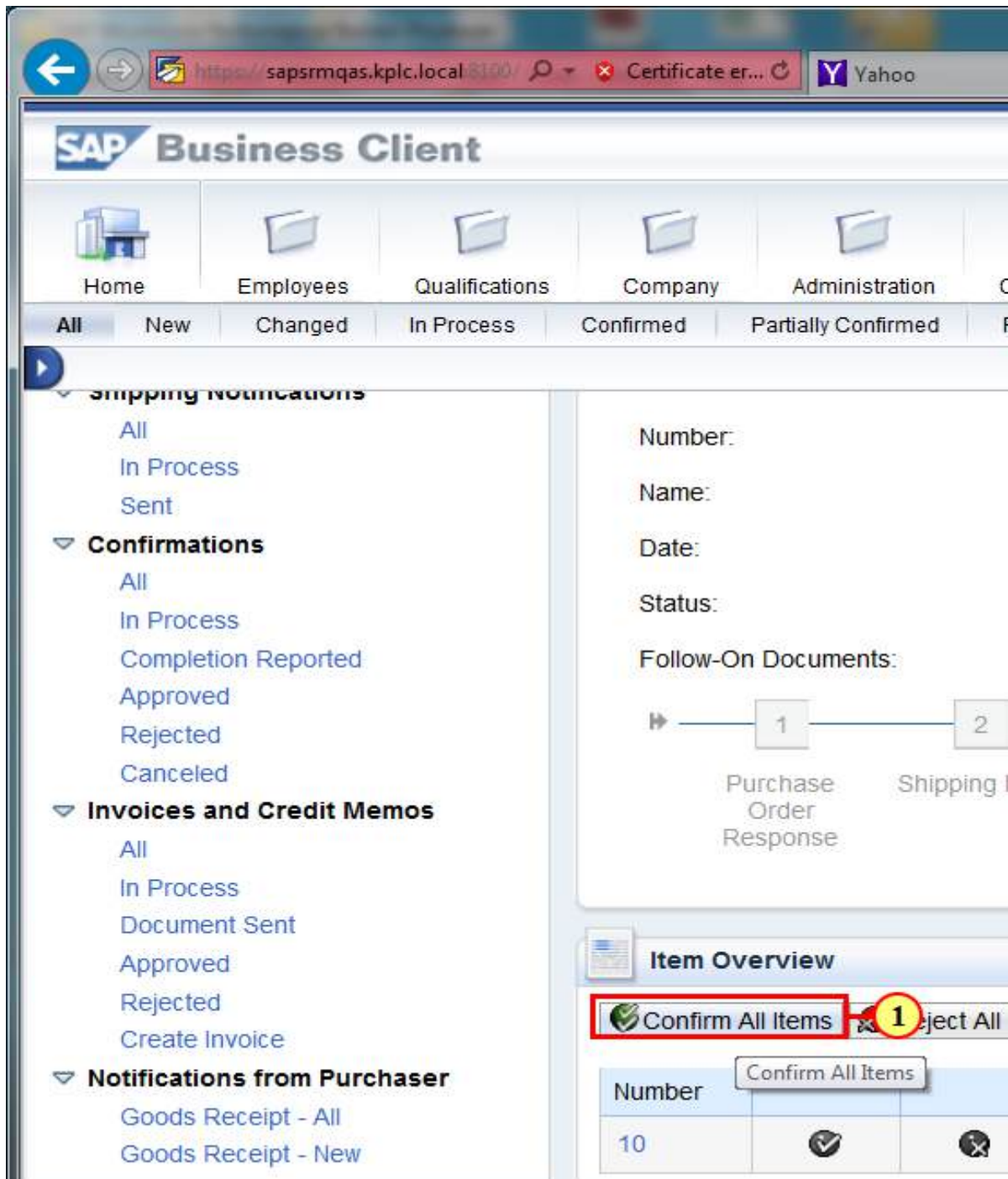
4.2.2. Process Purchase Order




Step	Action
(1)	Click  Process .

Once you click process the below screen appears:

Confirm All items screen for Purchase Order

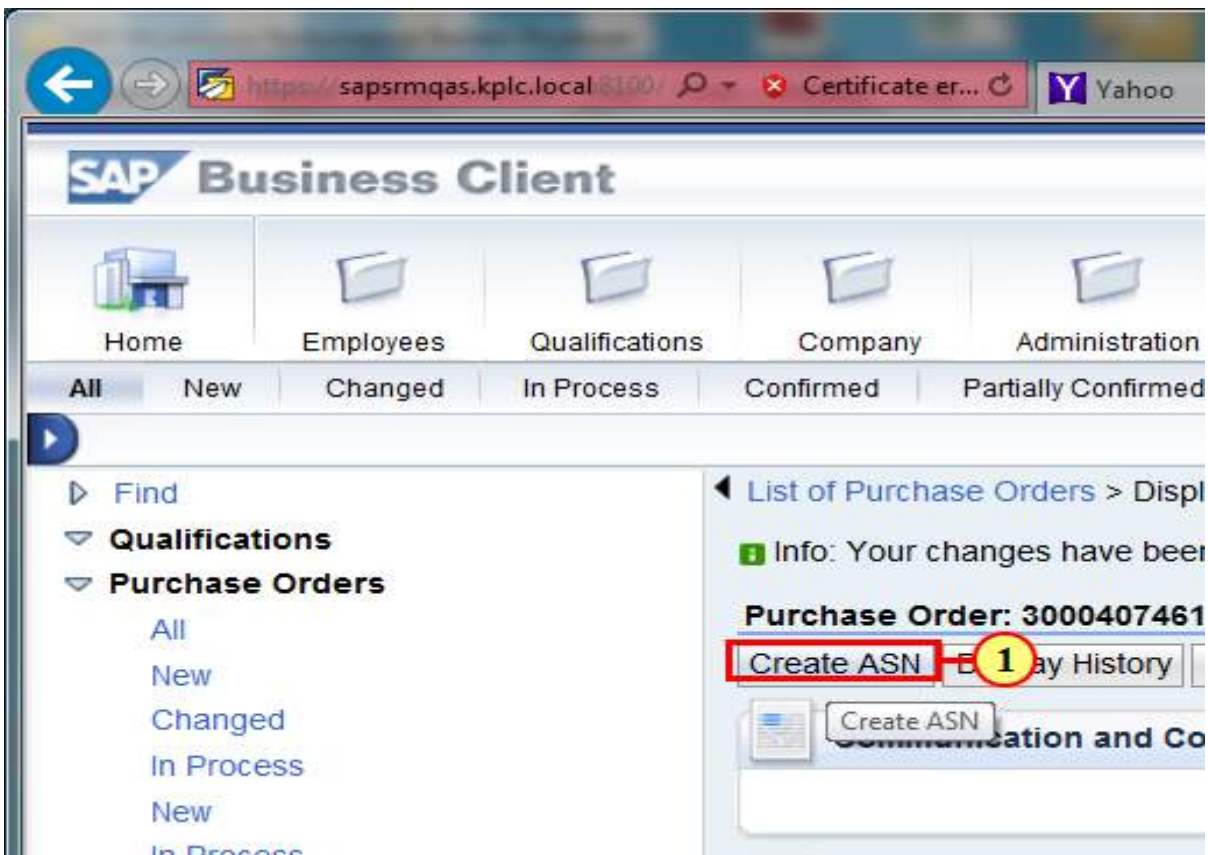


Step	Action
(1)	Click  Confirm All Items .

NOTE: you need to click send button to acknowledge the PO

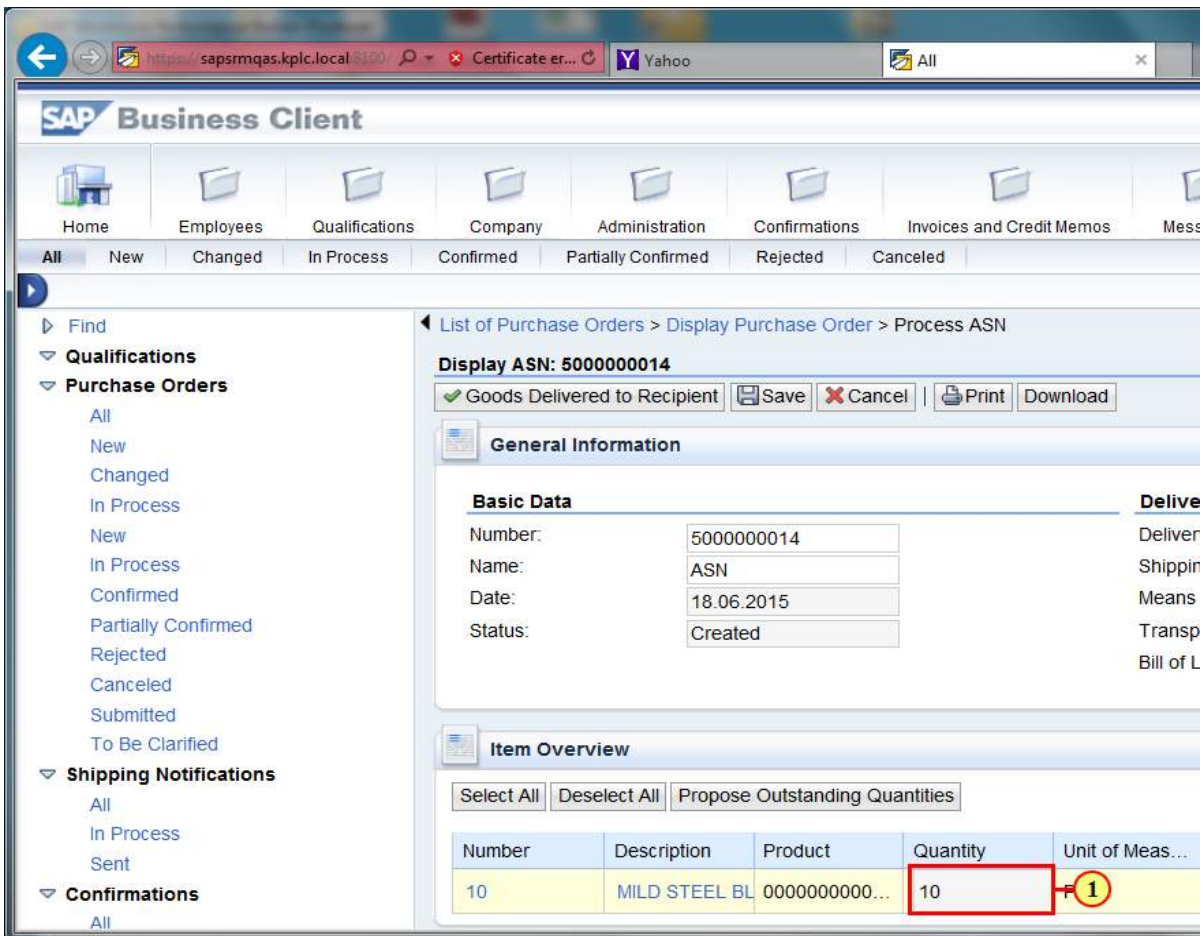
Once you click “Send” button the below screen for create ASN appears:

4.3. Create ASN for Purchase Order



Step	Action
(1)	Click Create ASN . (Advance Shipping Note)

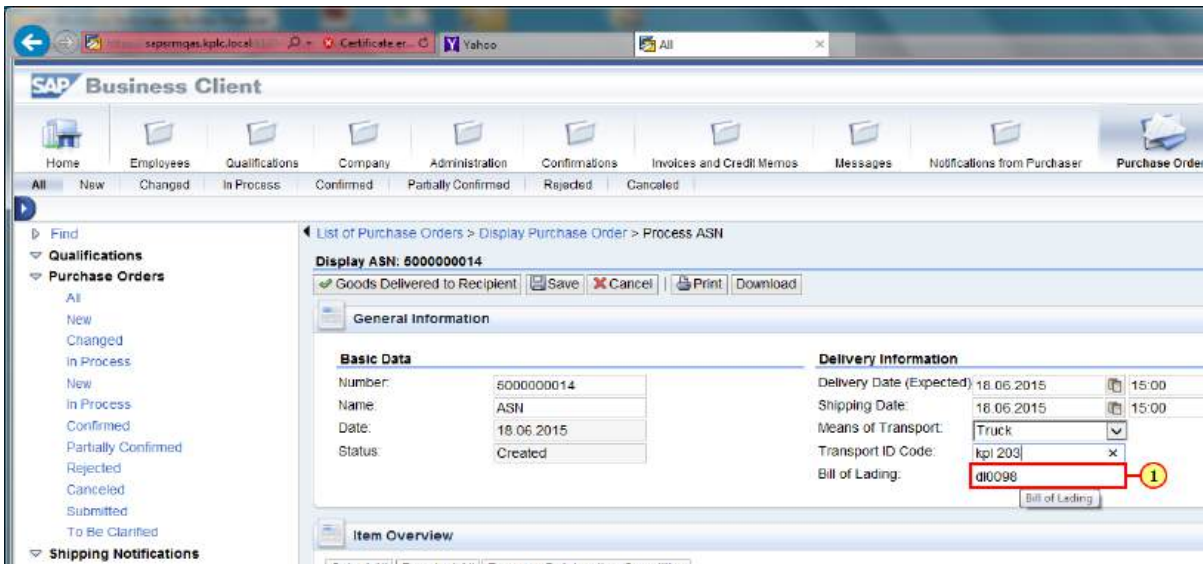
Goods delivered to recipient for Purchase Order



Step	Action
(1)	Fill the quantity to be shipped

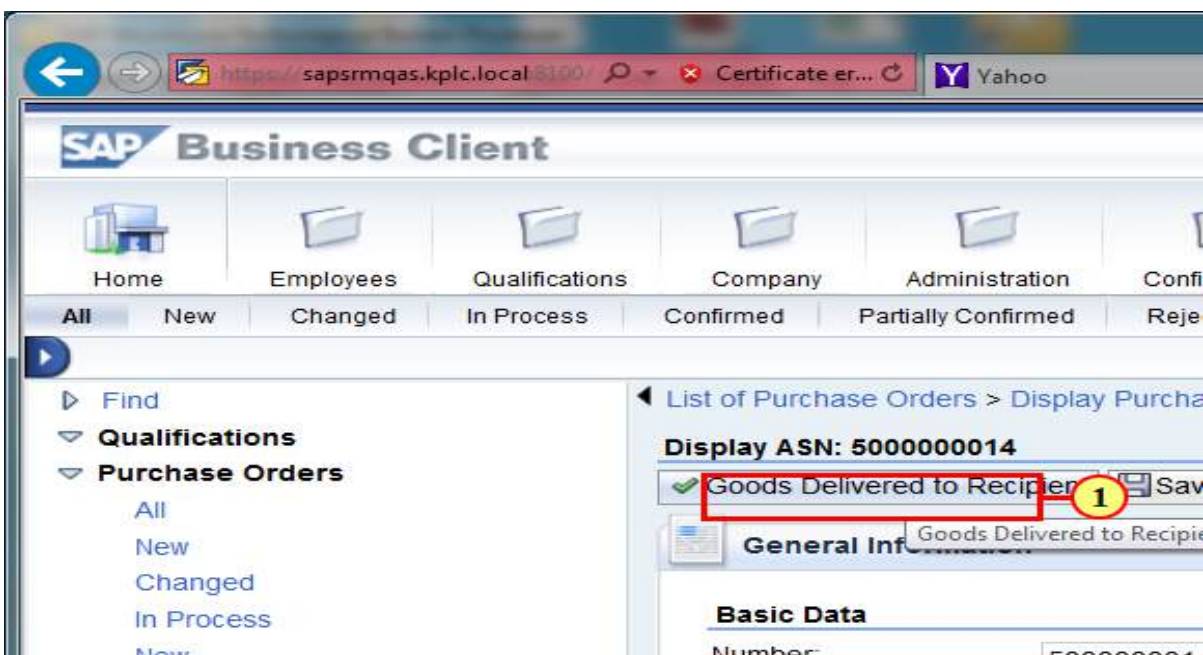
After filling in the quantity to be supplied then ensure the means of transport field, means of transport ID code, and bill of lading field is completed as shown below:

SRM – VENDOR REGISTRATION, RFx AND PURCHASE ORDER COLLABORATION



Step	Action
(1)	Fill the means of transport field.
(2)	Fill the means of transport ID code (eg truck number)
(3)	Fill the bill of lading field. (insert delivery note number)

Then click Goods delivered to recipient as shown below:

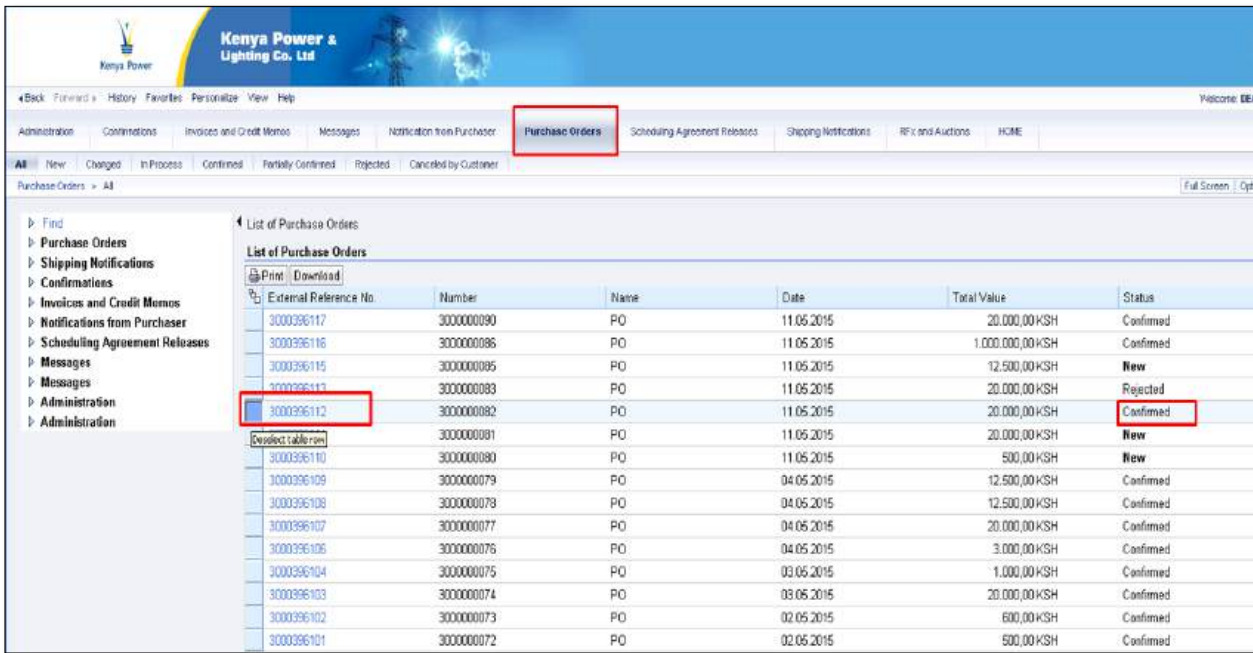


Step	Action
(1)	Click goods delivered to receipt tab.

4.4. Invoice Creation Process

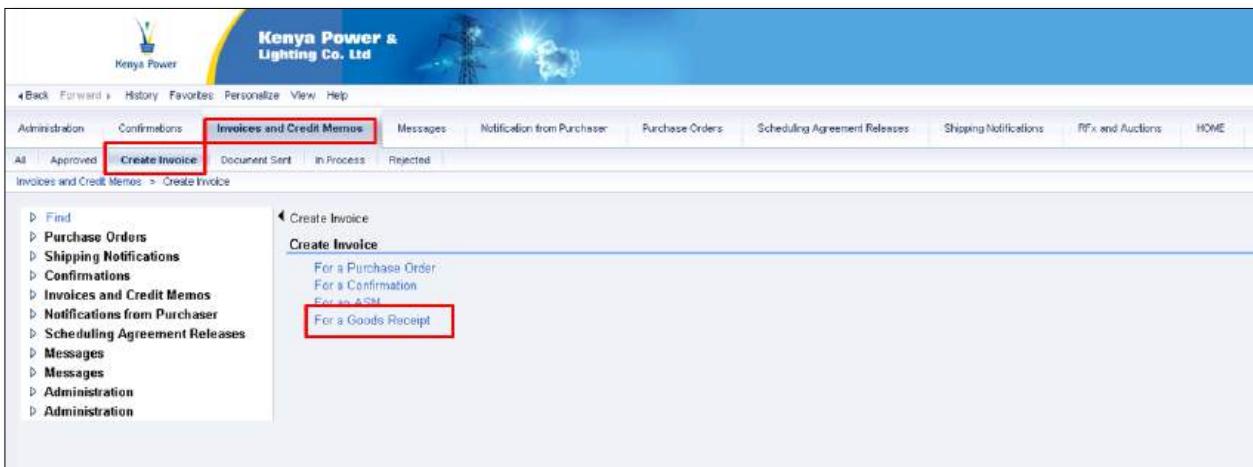
After log on:

Access the option 'Purchase order' from the Navigation Menu. From the list of purchase orders, choose the Purchase order with status 'confirmed' for creating Invoice



Click on 'Invoices and Credit Memos'.

Click on 'Create Invoice' option from the menu. Navigate to the link ' For a Goods Receipt' to create invoice for the available goods receipts."



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Choose Goods receipt from the Document Flow of the Purchase Order.

The screenshot displays the SRM interface for Kenya Power & Lighting Co. Ltd. The main content area shows the 'Goods Receipt' screen for purchase order 6000000040. The breadcrumb trail is: List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Goods Receipt. The 'Goods Receipt: 6000000040' is highlighted in red. Below the breadcrumb, there are buttons for 'Accept', 'Create Invoice', 'Display Document Flow', and 'Print'. The 'General Information' section includes 'Basic Data' with fields for Number (6000000040), Name (GR), Date (11.05.2015), and Status (New). The 'Item Overview' table shows one item with the following data:

Number	Product	Description	Purchase Order No.	Purchase Order Item	Quantity Ordered	Goods Receipt Quantity
1	000000000000103711	BEND NORMAL PVC 90MM	3000396112	10	10,000 Piece	10,000 Piece

The 'Partner Information' table shows the following data:

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	103	KPLC company	Parkland		23451	Nairobi	+254-74658940		an.alex.abraham...

The below screen appears

Click on 'Accept' to accept the Goods Receipt.

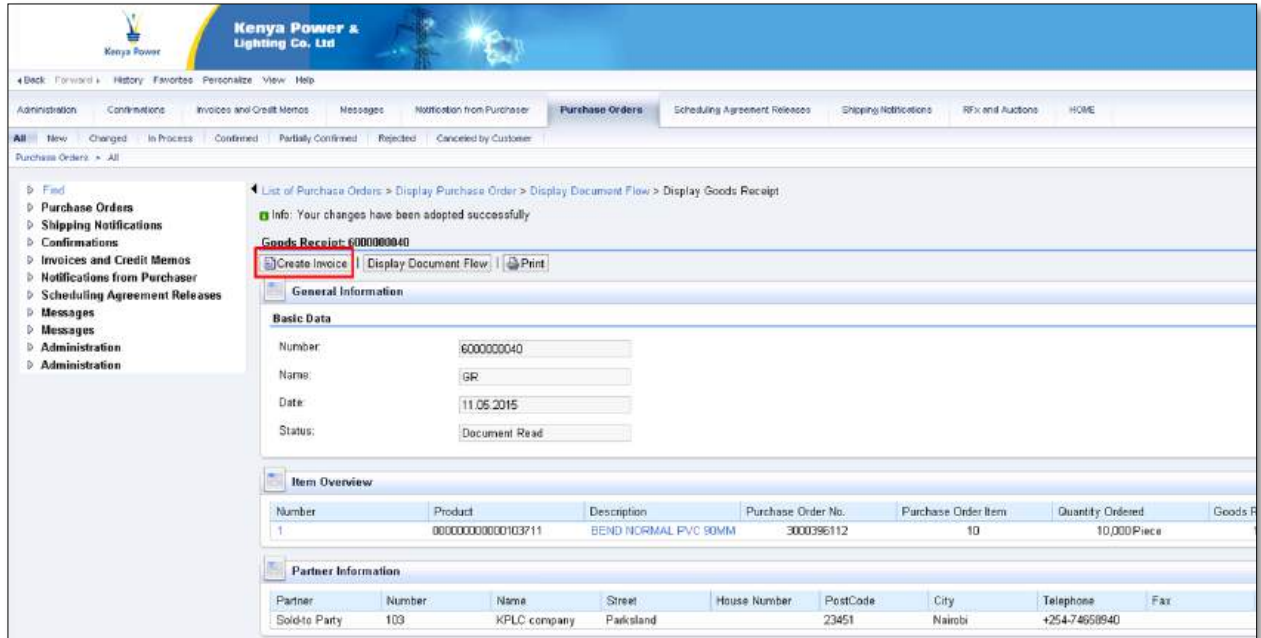
This screenshot is identical to the previous one, but the 'Accept' button in the 'Goods Receipt: 6000000040' header is highlighted with a red box, indicating the next step in the process.

The below screen appears:

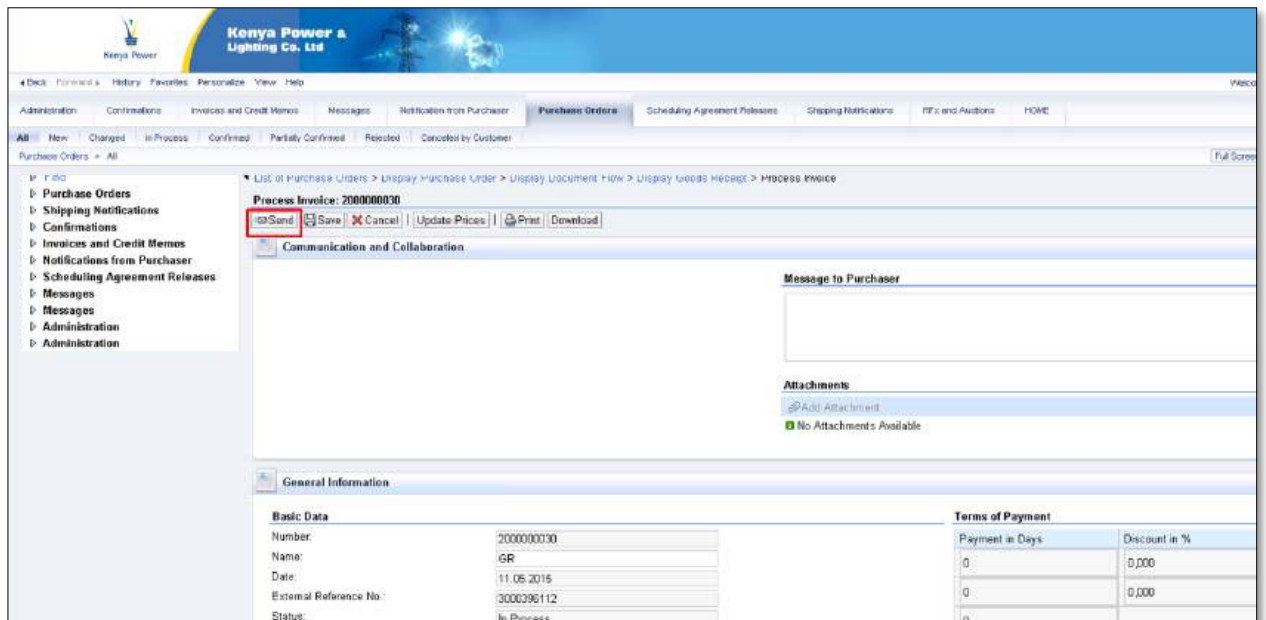
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Click 'Create Invoice' button to create Invoice.

Fill the required data such as invoice number and date



Click 'Send' to complete Invoice Creation



Once you click send the below screen appears

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Check for success message.

The screenshot displays the SRM interface for Kenya Power & Lighting Co. Ltd. The main content area shows a breadcrumb trail: "List of Purchase Orders > Display Purchase Order > Display [Invoice Number] > Receipt > Display Invoice". A red box highlights a green information message: "Info: Your changes have been adopted successfully". Below this, the "Display Invoice: 2000000030" section is visible, including a "Communication and Collaboration" tab and a "General Information" section. The "General Information" section contains two tables: "Basic Data" and "Terms of Payment".

Basic Data	
Number:	2000000030
Name:	GR
Date:	11.05.2015
External Reference No.:	3000396112
Status:	Document Sent
Status (New):	Accepted by Customer
Unplanned Delivery Costs:	0,00 KSH

Terms of Payment	
Payment in Days	Discount in %
0	0,000
0	0,000
0	

Your invoice now is submitted for payment processing