

SRM-REGISTRATION OF SUPPLIERS (ROS) PROCESS

1. Registration – New Vendors

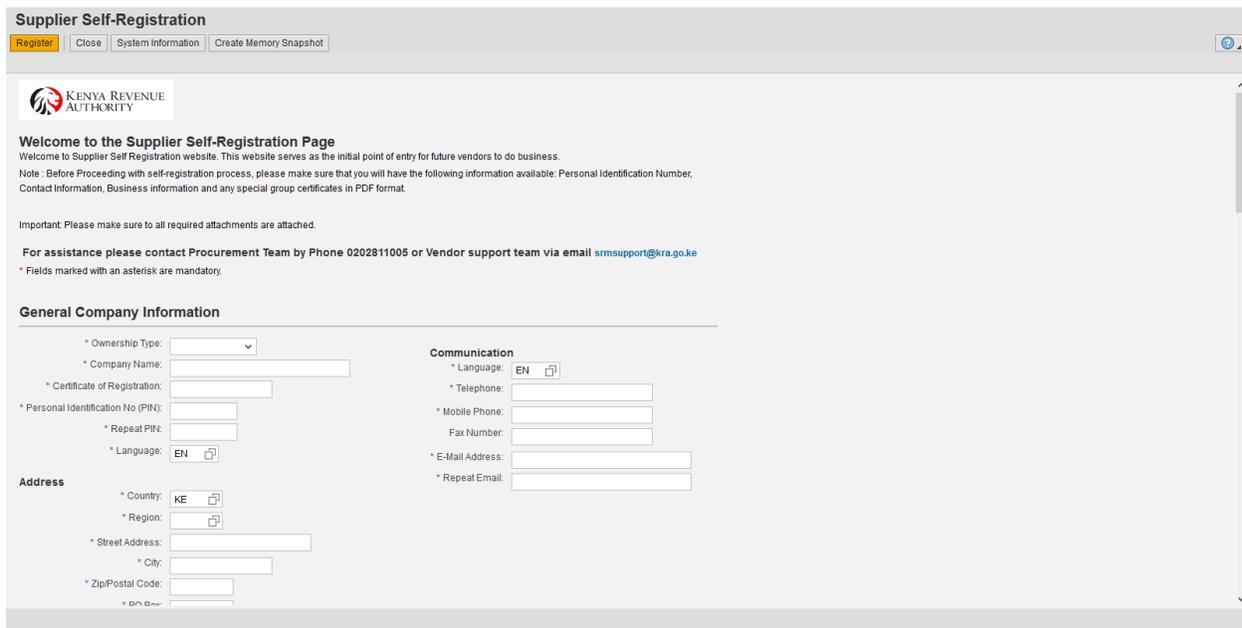
New vendors can get into contact with KRA by registering themselves using the self-registration link on the KRA website. The data the vendor provides will be transferred to the KRA systems where it will be screened in conjunction with relevant authorities. Once the registration is approved, the vendor will be listed as a potential bidder. The bidder can establish a business relationship with KRA.

A potential Supplier will be able to see the registration link on the KRA website under Tenders then Supplier Registration and fill the basic information such as company name address etc. register under certain purchasing category.

Use the following link below to access the supplier registration page.

http://hqs-qassrm.kra.go.ke:8001/sap//bc/webdynpro/sap/zsrm_wda_e_suco_sreg

Under General Company Information and Contact details section fill in the all mandatory fields (marked in Asterisk) as illustrated below.



Supplier Self-Registration

Register Close System Information Create Memory Snapshot

KENYA REVENUE AUTHORITY

Welcome to the Supplier Self-Registration Page
Welcome to Supplier Self Registration website. This website serves as the initial point of entry for future vendors to do business.
Note : Before Proceeding with self-registration process, please make sure that you will have the following information available: Personal Identification Number, Contact Information, Business information and any special group certificates in PDF format.

Important: Please make sure to all required attachments are attached.

For assistance please contact Procurement Team by Phone 0202811005 or Vendor support team via email srmsupport@kra.go.ke
* Fields marked with an asterisk are mandatory.

General Company Information

* Ownership Type:

* Company Name:

* Certificate of Registration:

* Personal Identification No (PIN):

* Repeat PIN:

* Language: EN

Communication

* Language: EN

* Telephone:

* Mobile Phone:

Fax Number:

* E-Mail Address:

* Repeat Email:

Address

* Country: KE

* Region:

* Street Address:

* City:

* Zip/Postal Code:

Supplier Self-Registration

https://hqs-qas-srm.kra.go.ke:44301/sap/bc/webdynpro/sap/zsrm_wda_e_suco_sreg?sap-client=3308...

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* Fields marked with an asterisk are mandatory.

General Company Information

* Ownership Type:

* Company Name:

* Certificate of Registration:

* Personal Identification No (PIN):

* Repeat PIN:

* Language:

Communication

* Language:

* Telephone:

* Mobile Phone:

Fax Number:

* E-Mail Address:

* Repeat Email:

Address

* Country:

* Region:

* Street Address:

* City:

* Zip/Postal Code:

* PO Box:

Director Details:

Self-Registration

hqs-qas-srm.kra.go.ke:8001/sap/bc/webdynpro/sap/zsrm_wda_e_suco_sreg#

Supplier Self-Registration

Register Close System Information Create Memory Snapshot

Director Details:

*Below fields are mandatory. Input complete list of directors. Total ownership must be 100%

Director Name	Director's PIN	Gender	Telephone Number	E-mail	Nationality	Percentage
JOHN DOE	A001122334Y	Male	0711111111	john@gmail.c...	KE	50.00
JANE DOE	A112233445Y	Male	0722222222	jane@gmail.c...	KE	50.00
						0.00
						0.00

Add Row Remove Row

Contact Person Information

Copy Company Data

* First Name:

* Last Name:

* Form of Address:

* Telephone:

* Mobile Phone:

Fax Number:

* E-Mail Address:

* Repeat Email:

Product Categories Provided

* Please select atleast one product category. If you have certificate for special group, ensure that you are selecting product category matching your certificate.

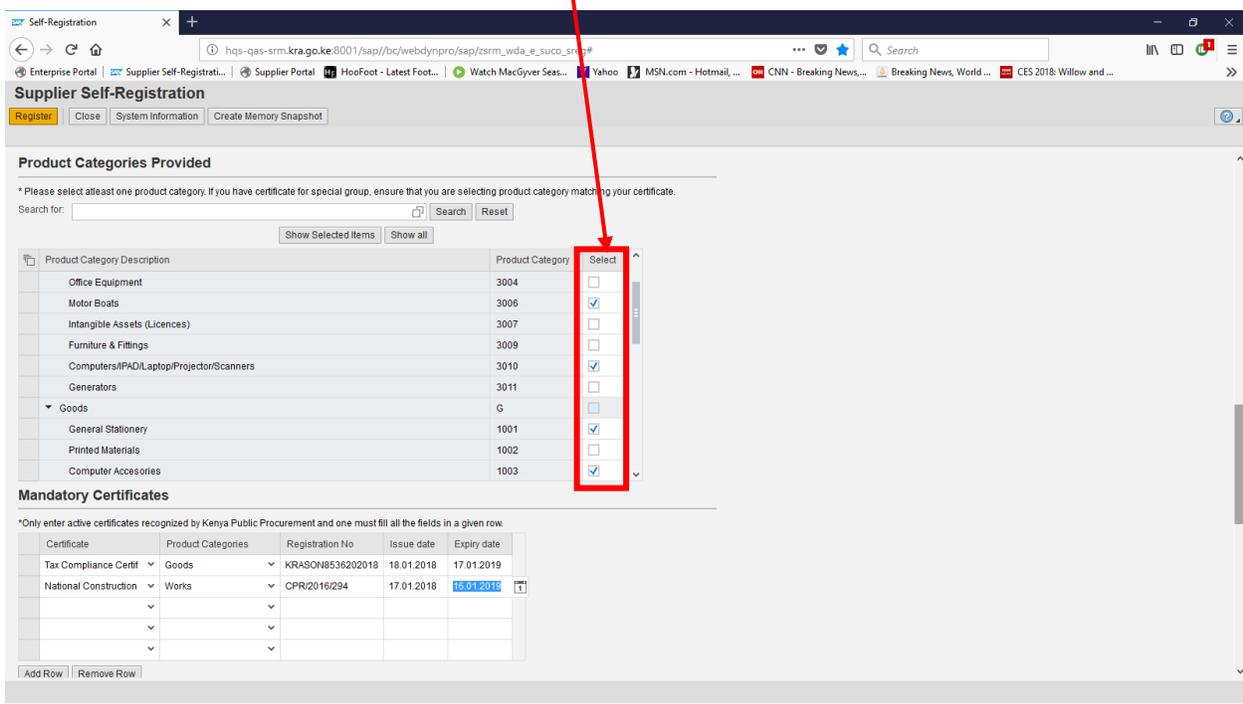
Search for: Search Reset

Show Selected Items Show all

Product Category Description	Product Category	Select
Assets	A	<input type="checkbox"/>

Under Product categories section, click on Arrow to expand the Categories and add the product category that you deal with.

Select Product Categories by checking on select box



Product Categories Provided

* Please select atleast one product category. If you have certificate for special group, ensure that you are selecting product category matching your certificate.

Search for:

Product Category Description	Product Category	Select
Office Equipment	3004	<input type="checkbox"/>
Motor Boats	3006	<input checked="" type="checkbox"/>
Intangible Assets (Licences)	3007	<input type="checkbox"/>
Furniture & Fixings	3009	<input type="checkbox"/>
Computers/MPAD/Laptop/Projector/Scanners	3010	<input checked="" type="checkbox"/>
Generators	3011	<input type="checkbox"/>
Goods	G	<input type="checkbox"/>
General Stationery	1001	<input checked="" type="checkbox"/>
Printed Materials	1002	<input checked="" type="checkbox"/>
Computer Accessories	1003	<input checked="" type="checkbox"/>

Mandatory Certificates

*Only enter active certificates recognized by Kenya Public Procurement and one must fill all the fields in a given row.

Certificate	Product Categories	Registration No	Issue date	Expiry date
Tax Compliance Certif	Goods	KRASON8536202018	18.01.2018	17.01.2019
National Construction	Works	CPR/2016/294	17.01.2018	16.01.2018

Under the **Mandatory Certificates** Section, input all mandatory certificates that are applicable to your company type and nature of business.

Under the **Attachment** tab, attach all the necessary Certificates and documents where applicable such as Special Groups Certificates. Note that this is in addition to Tax Compliance Certificate (TCC), REG, CR12 certificates which are Mandatory.

Supplier Self-Registration

Attachment

*Please attach all the relevant documents. You must attach Tax Number certificate (PIN), Certificate of Incorporation/ Registration (REG), Registrar of Companies – List of Directors (CR12). Also attach certificates for special groups if appropriate.
For Kenyans attach Identification Card, For multinational attach Passport.

DocType	File Name
CR12	CR12
IDC	NATIONAL ID
PIN	COMPANY KRA PIN
REG	CERT OF REGISTRATION
RAC	NCA CERTIFICATE

Notes

Please expedite so that I can participate in an already published tender.

Data Privacy Statement

This Supplier Self-Registration site will follow the same standards that have been established as the overall District's High Privacy Policy

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

[Data Privacy Statement](#)
 Read your data privacy statement here.

Make sure to Read the KRA **Data Privacy Statement** using the provide hyperlink and Check on the check box above.

After checking the Data Privacy Statement, click on **Register** to Complete and Submit your Application

Supplier Self-Registration

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* Fields marked with an asterisk are mandatory.

General Company Information

<p>* Ownership Type: <input type="text" value="Kenyan"/></p> <p>* Company Name: <input type="text" value="ABC COMPANY"/></p> <p>* Certificate of Registration: <input type="text" value="CPR/2017/2545"/></p> <p>* Personal Identification No (PIN): <input type="text" value="P001122334Y"/></p> <p>* Repeat PIN: <input type="text" value="P001122334Y"/></p> <p>* Language: <input type="text" value="EN"/></p>	<p>Communication</p> <p>* Language: <input type="text" value="EN"/></p> <p>* Telephone: <input type="text" value="020267925"/></p> <p>* Mobile Phone: <input type="text" value="0711111111"/></p> <p>* Fax Number: <input type="text"/></p> <p>* E-Mail Address: <input type="text" value="kelvin.wambulwa@kra.go.ke"/></p> <p>* Repeat Email: <input type="text" value="kelvin.wambulwa@kra.go.ke"/></p>
--	--

Address

* Country:

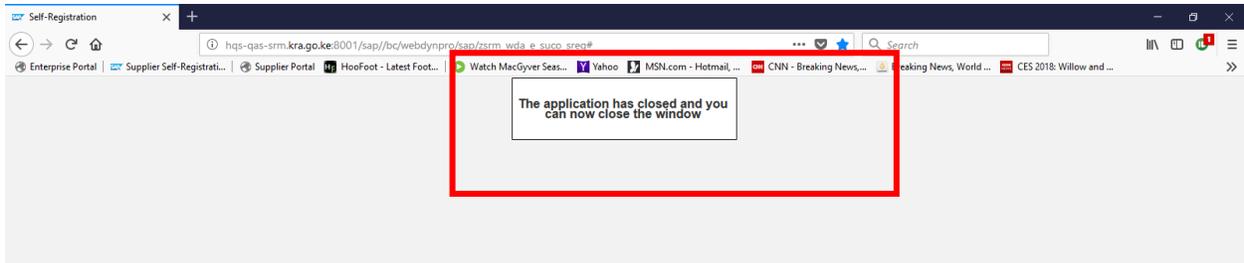
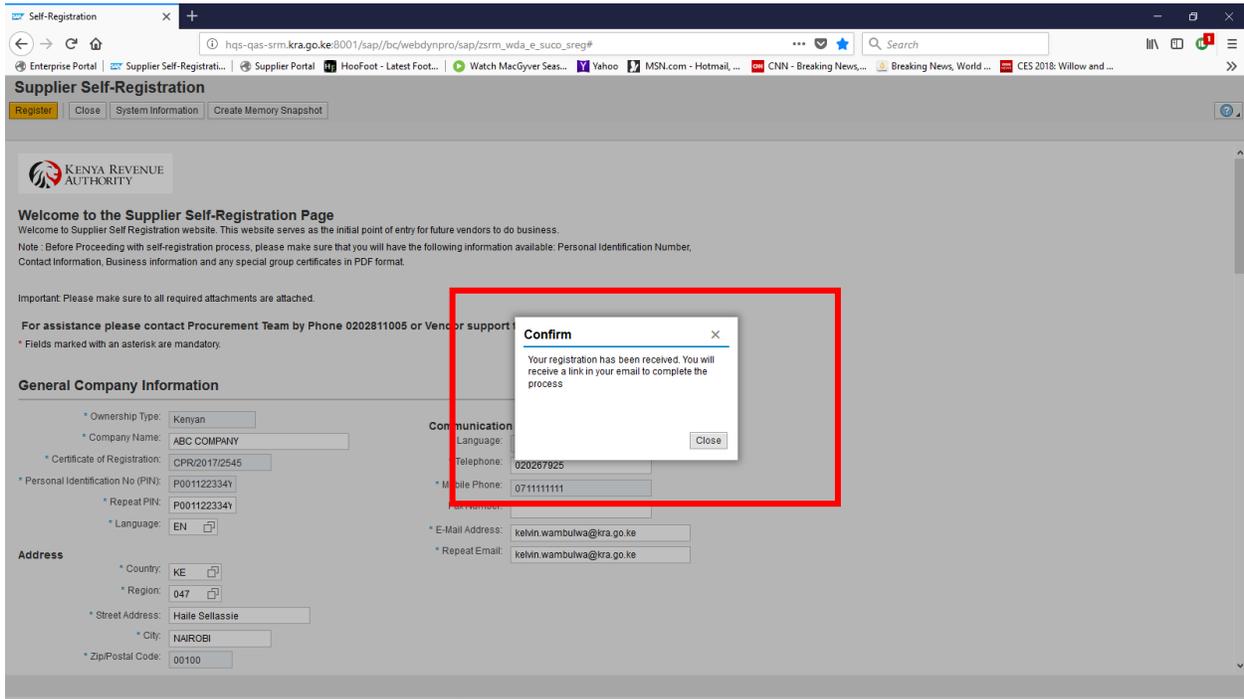
* Region:

* Street Address:

* City:

* Zip/Postal Code:

On completion and Submission of the Application, the text box below is displayed on Clicking on registration.



However, in case of Incomplete or Omission of Mandatory information or Certificates, the System throws errors which the Applicant **MUST** Correct before Proceeding.

An example is illustrated below.

Errors are thrown and Mandatory fields with Missing information highlighted.

Supplier Self-Registration

Register Close System Information Create Memory Snapshot

1 Enter Region
 1 Enter mobile number for contact person
 1 Enter mobile number for company

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* Fields marked with an asterisk are mandatory.

General Company Information

* Ownership Type: [Dropdown]
 * Company Name: [Text]
 * Certificate of Registration: [Text]
 * Personal Identification No (PIN): [Text]
 Repeat PIN: [Text]
 * Language: EN [Dropdown]
 Address
 * Country: KE [Dropdown]
 * Region: [Dropdown]
 * Street Address: [Text]

Communication:
 * Language: EN [Dropdown]
 * Telephone: [Text]
 * Mobile Phone: [Text]
 Fax Number: [Text]
 * E-Mail Address: [Text]
 * Repeat Email: [Text]

After Submitting the Application, a Confidential Business Questionnaire is sent to the Company mail which is required to be filled and resubmitted.

Supplier Self-Registration Potential Supplier Worklist - Supplier Self-Registration Inbox

https://kramail.kra.go.ke/mail/kwambulw.ns?OpenDatabase

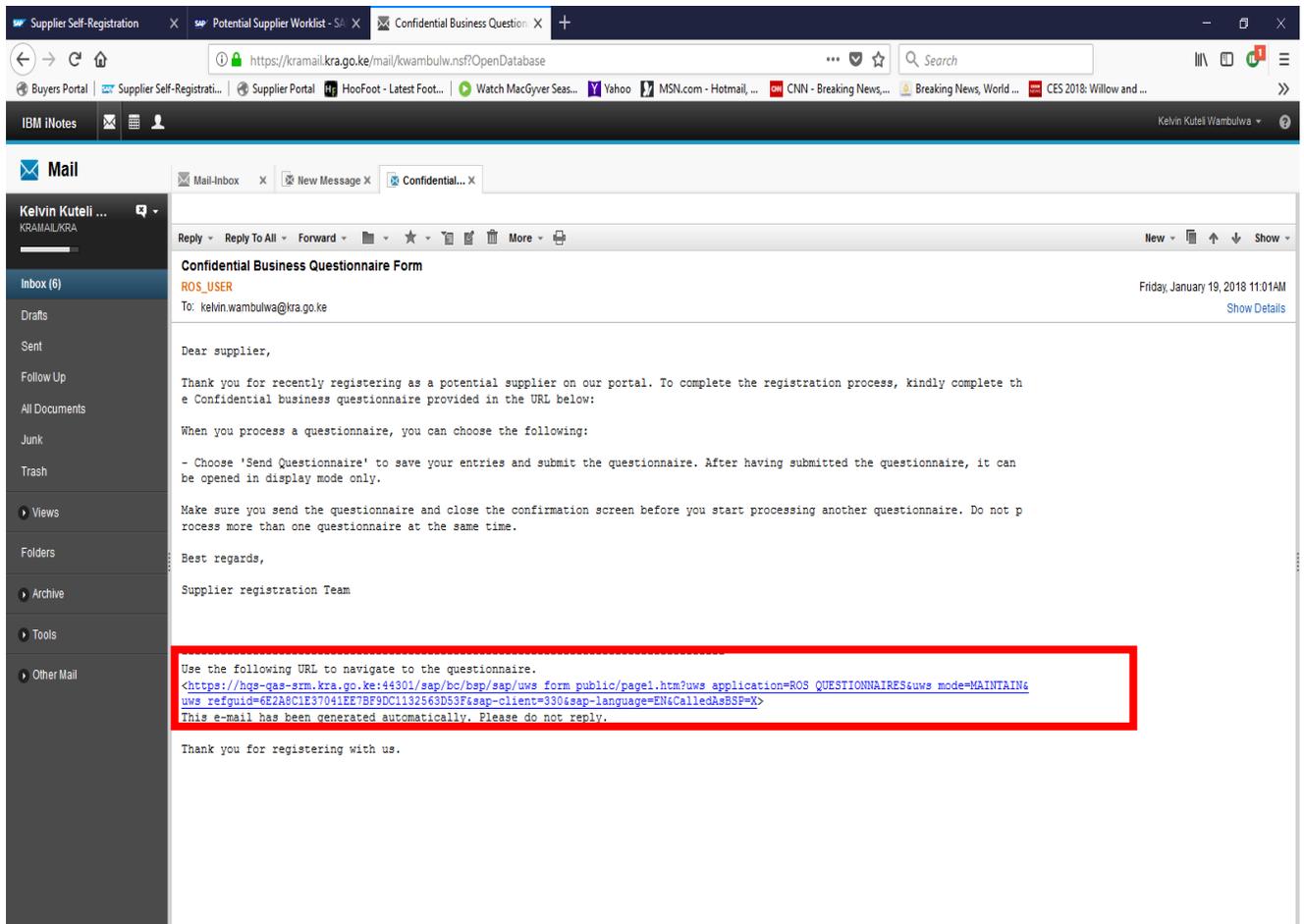
IBM iNotes

Mail

Kelvin Kuteli ...
 KRAMAIL/KRA

Inbox (7)

Who	Subject	Date	Size
ROS_USER	Confidential Business Questionnaire Form	11:01 AM	3K
accessreview	DAILY LOGIN SUMMARY	07:28 AM	2.1M
Admin	BEREAVEMENT: FATHER TO ANN NYAGA, CUSTOMER CARE NYERI STATION	Yesterday 05:10 PM	1K
Rhodah Jemaech Kimatta	mandatory certificate	Yesterday 03:27 PM	488K
Rhodah Jemaech Kimatta	mandatory certificate	Yesterday 12:42 PM	368K
Eric Ouma	Fw: Internal Audit department isupport training	Yesterday 09:29 AM	792K
accessreview	DAILY LOGIN SUMMARY	Yesterday 07:27 AM	2.1M
IT Security	Information Security Awareness Board	01/17 05:18 PM	84K
Admin	KISUMU BRANCH USHURU DELEGATES ELECTION	01/17 04:53 PM	99K
Gerard Majella	SUS Manual	01/17 01:05 PM	3.1M
Jocelyn Milgo	Conversion of bidder to supplier manual	01/16 12:55 PM	418K
accessreview	DAILY LOGIN SUMMARY	01/16 07:27 AM	2.1M
Admin	ROLL OUT OF ISUPPORT - MEDICAL MANAGEMENT MODULE	01/15 03:13 PM	420K
Oscar Maina Wekesa	Fw: Supplier Registration Acceptance- LUZIA	01/15 12:39 PM	3K
SUS_ADMIN	Supplier Registration Acceptance- MOSOCH	01/12 04:27 PM	2K
SUS_ADMIN	Supplier Registration Acceptance- MOSOCH	01/12 04:27 PM	2K
ERIC OUMA	KRA supplier registration - Unsuccessful	01/12 04:24 PM	2K
Admin	: Bereavement : George Malla Oganga's Mother	01/12 04:20 PM	1K
ERIC OUMA	KRA supplier registration - Unsuccessful	01/12 04:15 PM	2K
ROS_USER	Confidential Business Questionnaire Form	01/12 03:43 PM	3K
Eric Ouma	Fw: Confidential Business Questionnaire	01/12 02:53 PM	82K
Eric Ouma		01/12 02:50 PM	399K
Admin	Staff service centre Extensions Now Operational	01/12 12:34 PM	2K
Susan Muthamia	Lotus Email system Outage	01/11 05:18 PM	2K
IT Security	Information Security Awareness Board	01/11 04:53 PM	91K
Admin	Technical challenges with the Staff service centre Extension	01/11 04:01 PM	2K



Click the link to open the questionnaire and respond to it.

Most Visited | Getting Started | Web Slice Gallery | SAP NetWeaver Portal

Part 1 - General

1.1 Business Name - ABC COMPANY

1.2 Location of Business Premises - HAILLE SELLASSIE

1.3 Plot No - LR/453/23

Street/Road - HAILLE SELLASSIE AVENUE

Postal Address - 13285

Tel No - 0711111111

E mail - kelvin.wambulwa@kra.go.ke

1.4 Nature of Business - GENERAL SUPPLIES

1.5 Registration Certificate No - CPR/8375/2000

1.6 Maximum Value of Business which you can handle at any one time - KSHS - 500000

1.7 Name of your Bankers - XYZ BANK

Branch - HAILLE SELLASSIE

Part 2 (a) - Sole Proprietor

2a.1 Your Name in Full

Age

Nationality

Country of Origin

Citizenship Details

Part 2 (b) Partnership

2b.1 Given details of Partners as follows

2b.2	Name	Nationality	Citizenship Details	Shares
1				

Fill the questionnaire appropriately depending on whether your business is a Sole Proprietorship, Partnership or Incorporated Company. Answer the subsequent Yes/No questions and **Send Questionnaire** the questionnaire for Supplier Prescreening.

The screenshot shows a web browser window with the SAP NetWeaver Portal. The browser's address bar displays the URL: [https://hqs-qas-srm.kra.go.ke:44301/sap/b01ibiZPTMzMA=:\)/bc/bsp/sap/uws_form_public/pagel.htm?uws_application=ROS_QUESTION](https://hqs-qas-srm.kra.go.ke:44301/sap/b01ibiZPTMzMA=:)/bc/bsp/sap/uws_form_public/pagel.htm?uws_application=ROS_QUESTION). The browser tabs include 'SAP NetWeaver Portal', 'Options', 'Inbox - wambulwakutei@gn', and 'Confidential Business Questi'. The browser's address bar also contains a search icon and the text 'Search'. The browser's navigation bar includes 'Most Visited', 'Getting Started', 'Web Slice Gallery', and 'SAP NetWeaver Portal'. The main content area of the browser displays a questionnaire form. The form has two main sections. The first section is labeled '3.8' and contains the text 'If answer in '3.7' above is YES give details:'. Below this text are six horizontal input fields. The second section is labeled '3.9' and contains the text 'Have you offered or given anything of value to influence the procurement process? Yes'. Below this text are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. Below the radio buttons is the text 'Answer Coluff answer in '3.8' above is YES give details'. Below this text are six horizontal input fields. At the bottom of the form, there is a declaration: 'I DECLARE that the information given on this form is correct to the best of my knowledge and belief.'. Below the declaration are two input fields: 'Date' with the value '19/01/2018' and 'Signature of Candidate' with the value 'WWEE'. Below these fields is the text 'If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.'. At the bottom of the form is a button labeled 'Send Questionnaire', which is highlighted with a red rectangular border.

The screenshot shows a message box with a blue header bar. The header bar contains the text 'Most Visited', 'Getting Started', 'Web Slice Gallery', and 'SAP NetWeaver Portal'. The main content of the message box is the text 'Your questionnaire has been sent' in bold. Below this text is the text 'Close this window before processing further questionnaires'.

The following message pops up after successfully submitting the fully filled Questionnaire

The Vendor registration request will be approved by KRA. The approved Vendor will become a "Potential supplier" and two emails will be triggered in the system with:

1. Supplier Administration Link
2. Password

Potential Supplier Workfl... Options x Inbox - wambulwakuteli@... iTax First Time login : Suc... SAP NetWeaver Portal x Inbox

Kenya Revenue Authority (KE) | https://kramail.kra.go.ke/mail/kwambulw.nsf/OpenDatabase

IBM iNotes Kelvin Kuteli Wambulwa

Mail

Kelvin Kuteli... KRAMAL/KRA

Inbox (7)

2 documents selected

Who	Subject	Date	Size
SUS_ADM	Supplier Registration Acceptance- ABC CO	02:57PM	2K
SUS_ADM	Supplier Registration Acceptance- ABC CO	02:49PM	2K
RUS_USER	Confidential Business Subcontractor Form	11/01/2018	3K
accessreview	DAILY LOGIN SUMMARY	07:28AM	2.1M
Admin	BEREAVEMENT FATHER TO ANN NYAGA; CUSTOMER CARE NYERI STATION	Yesterday 05:10PM	1K
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SUS_ADM	Supplier Registration Acceptance- MOSOCH	01/12 04:27PM	2K
SUS_ADM	Supplier Registration Acceptance- MOSOCH	01/12 04:27PM	2K
ERIC OUMA	KRA supplier registration - Unsuccessful	01/12 04:24PM	2K

Potential Supplier Workfl... Options x Inbox - wambulwakuteli@... iTax First Time login : Suc... SAP NetWeaver Portal x Supplier Registration Acce...

Kenya Revenue Authority (KE) | https://kramail.kra.go.ke/mail/kwambulw.nsf/OpenDatabase

IBM iNotes Kelvin Kuteli Wambulwa

Mail

Kelvin Kuteli... KRAMAL/KRA

Inbox (6)

Supplier Registration Acceptance- ABC CO

SUS_ADM

To: kelvin.wambulwa@kra.go.ke

Friday, January 19, 2018 02:57PM

Show Details

Dear Sir/Madam,

We are pleased to inform you that your application for Supplier Registration on the Authority's Portal has been successful and you have been registered with the following details:

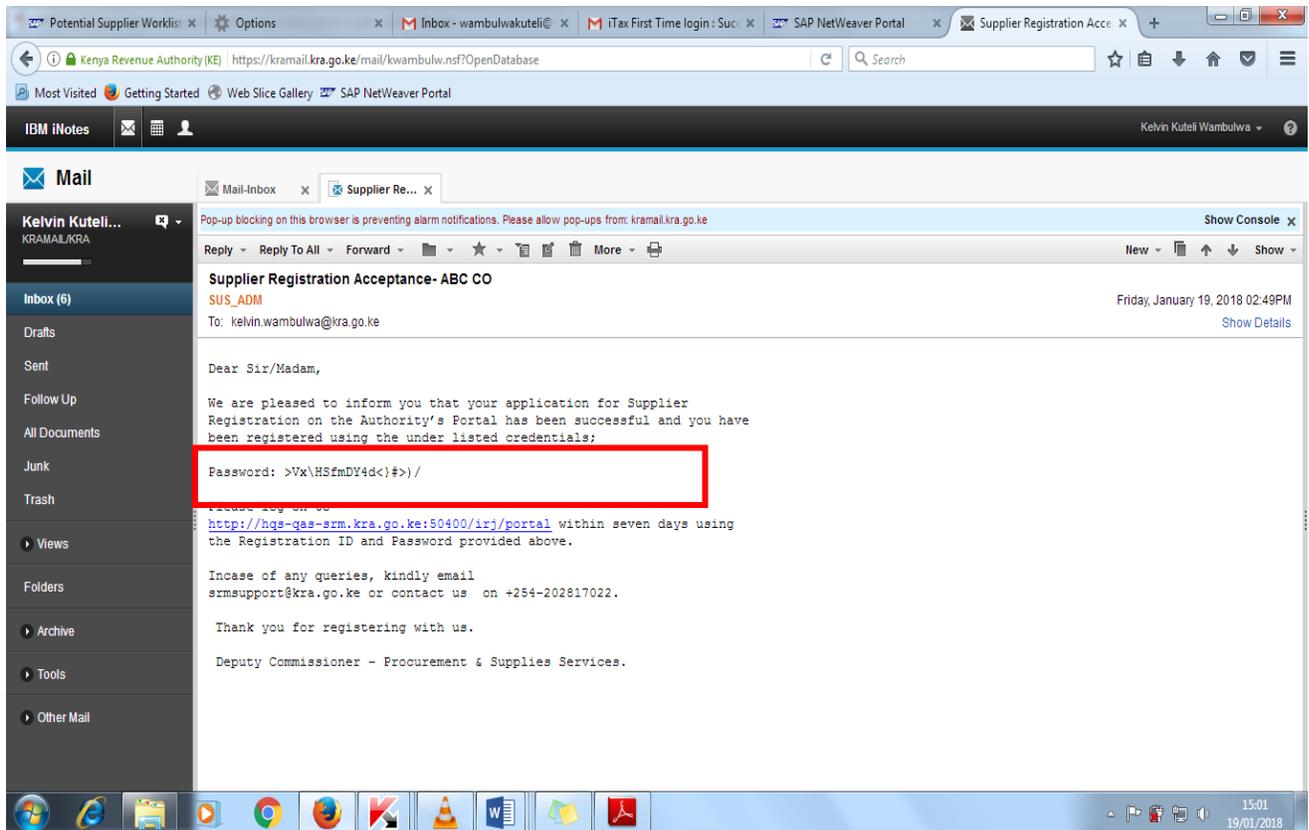
Registration ID: V1305

Please log on to <http://hqs-gas-erm.kra.go.ke:50400/irj/portal> within seven days using the Registration ID and Password provided above.

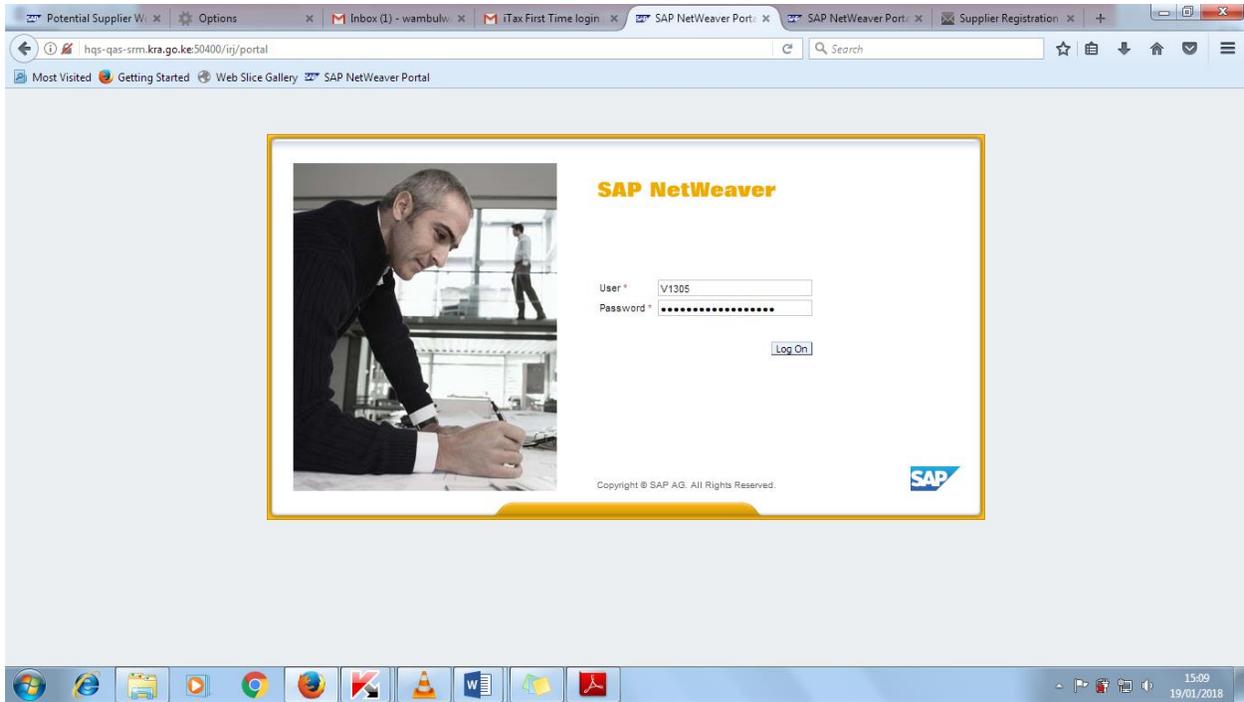
Incase of any queries, kindly email to venkateshh@phoenixteam.com or contact us on +254-202817022.

Thank you for registering with us.

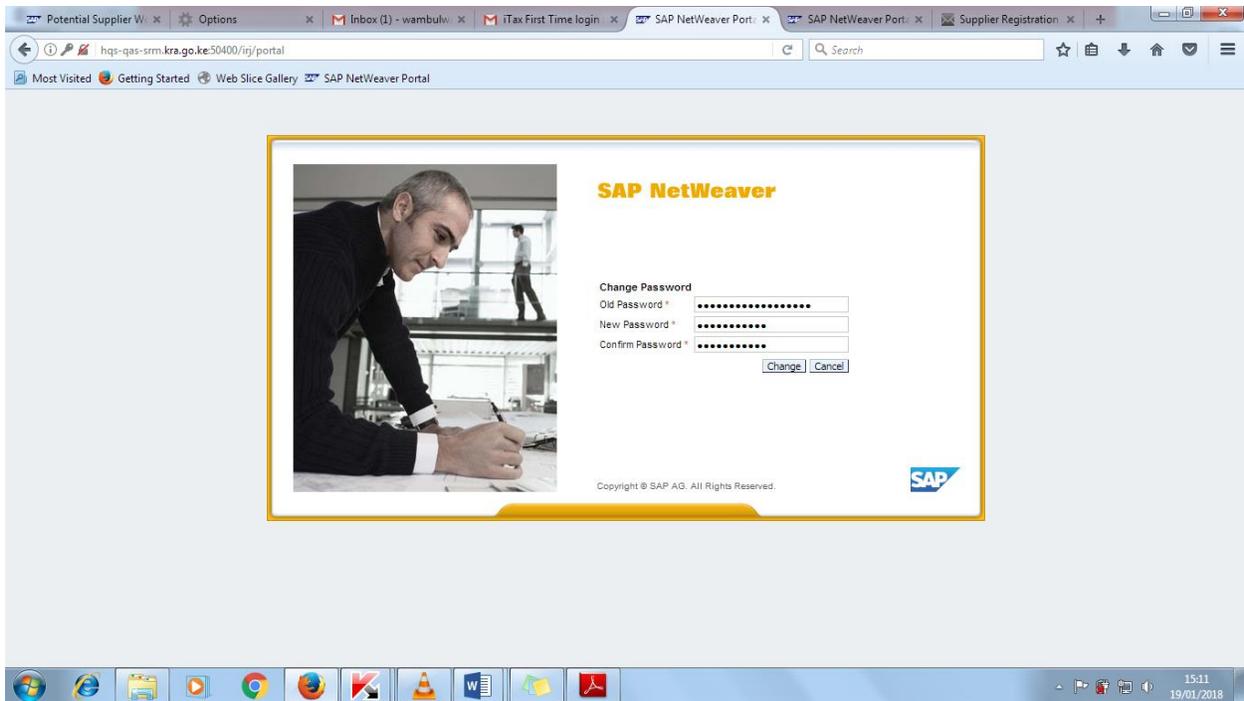
Deputy Commissioner - Procurement & Supplies Services.



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



On clicking on Log On. The system prompts the user to Change the initial Password and create a new Password.



Click on Change and the User has a Successful first time Login.

Potential Supplier W. x Options x Inbox (1) - wambulu x iTax First Time login x Reports - SAP NetWe x SAP NetWeaver Port x Supplier Registration x

hqs-qas-srm.kra.go.ke:50400/ij/portal Search

Most Visited Getting Started Web Slice Gallery SAP NetWeaver Portal

SAP Search: [] New Session SAP Store Log off

Back Forward History Favorites Personalize View Help Welcome: JOHN DOE

Home RFX and Auctions Administration

Overview Personalization

Home > Overview > Reports Full Screen Options

• Reports

✔ No content available for this navigation node

15:12 19/01/2018