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.

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Welcome to the Supplier Self-Registration	Page	
Welcome to Supplier Self Registration website. This website serve	s as the initial point of entry for future vendors to do business.	
Contact Information, Business information and any special group of	ertificates in PDF format.	
Important. Please make sure to all réquiréd attachments aré attach	ea.	
For assistance please contact Procurement Team b	y Phone 0202811005 or Vendor support team via email srmsupport@kra.go.ke	
* Fields marked with an asterisk are mandatory.		
General Company Information		
* Ownership Type:	Communication	
* Company Name:	* Language: EN ロ	
* Certificate of Registration:	* Telephone:	
* Personal Identification No (PIN):	* Mobile Phone:	
* Repeat PIN:	Fax Number:	
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Director Details:					~

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Director Details:											-
*Below fields are mandatory. Input compl	lete list of directors. Tota	al ownership must be 100%									
Director Name	Director's PIN	Gender	Telephone Nur	nber	E-mail	Nationality	Percentage				
JOHN DOE	A001122334Y	Male ~	0711111111		john@gmail.c	KE	50.00				
JANE DOE	A112233445Y	Male ~	072222222		jane@gmail.c	KE	50.00				
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Add Row Remove Row											
Contact Person Information	on										
		Cop	y Company Data								
* First Name: JOHN		1	* Telephone:	020267925							
* Last Name: DOE			* Mobile Phone:	0711111111							
* Form of Address: Mr. 👻			Fax Number:								
			* E-Mail Address:	kelvin.wambul	lwa@kra.go.ke						
			* Repeat Email:	kelvin.wambul	lwa@kra.go.ke						
Product Categories Provid	heh										
* Please select atleast one product categ	gory. If you have certifica	te for special group, ensure	that you are select	ing product cate	gory matching you	ir certificate.					
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	5	snow selected items Sho	w ail								
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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

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Product Categories Provided					^
* Please select atleast one product category. If you have certificate for special group, ensure that you are selecting	product category matching	ng your certificate.			
Search for: Search R	set				
Show Selected Items Show all	1	1			
Product Category Description	Product Category Sele	elect ^			
Office Equipment	3004				
Motor Boats	3006 🗹				
Intangible Assets (Licences)	3007				
Furniture & Fittings	3009				
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Generators	3011				
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Mandatory Certificates					
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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.

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Attacl	nment			^
*Please	e attach a	II 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 K	enyans	attach Identification Card,For multinational attach Passport.		
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Please	S e expedite	e so that I can participate in an already published tender.		
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This Su	ipplier Se	If Registration site will follow the same standards that have been established as the overall District's High Privacy Policy		
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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

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For assistance please con	ntact Procurement Team by Pho	one 0202811005 or Vendor support	team via email srmsupport@kra.go.ke				
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On completion and Submission of the Application, the text box below is displayed on Clicking on registration.

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For assistance please con	tact Procurement Team by Phone 0202811005 or Ve	nc or support 1		
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General Company Info	rmation	Your registration has been received. You will receive a link in your email to complete the process		
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	The application has closed and you can now close the window			

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.

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

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		Jocelyn Milgo	Conversion of bidder to supplier manual	01/16 12:55PM	418K Ø	2
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Other Mail		ERIC OUMA	KRA supplier registration - Unsuccessful	01/12 04:24PM	2K	
		Admin	: Bereavement : George Malla Oganga's Mother	01/12 04:20PM	1K	
		ERIC OUMA	KRA supplier registration - Unsuccessful	01/12 04:15PM	2K	
		ROS_USER	Confidential Business Questionnaire Form	01/12 03:43PM	ЗК	- 1
		Eric Ouma	Fw: Confidential Business Questionnaire	01/12 02:53PM	82K Ø	2
		Eric Ouma		01/12 02:50PM	399K Ø	2
	- I	Admin	Staff service centre Extensions Now Operational	01/12 12:34PM	2K	
		Susan Muthamia	Lotus Email system Outage	01/11 05:18PM	2K	
		IT Security	Information Security Awareness Board	01/11 04:53PM	91K	- 11
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Follow Up	Thank you for recently registering as a potential supplier on our portal. To complete the registration process, kindly complete th			
All Documents	e Confidential business questionnaire provided in the URL below:			
Junk	When you process a questionnaire, you can choose the following:			
Trash	- Choose 'Send Questionnaire' to save your entries and submit the questionnaire. After having submitted the questionnaire, it can be opened in display mode only.			
Views	Make sure you send the questionnaire and close the confirmation screen before you start processing another questionnaire. Do not p rocess more than one questionnaire at the same time.			
Folders	Best regards,			
• Archive	Supplier registration Team			
Tools				
● Other Mail	Use the following URL to navigate to the questionnaire. <https: application="ROS" bc="" bsp="" form="" hgs-qas-stm.kra.go.ke:44301="" mode="MAINTAIN&<br" page1.htm?uws="" public="" questionnaires&uws="" sap="" uws="">uws refguid=&E2A&CLE37041EE7BF9BC1132563D53F&sap-clent=330&casp-language=EN&Called&BESF=X> This e-mail has been generated automatically. Please do not reply. Thank you for registering with us.</https:>			

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

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Zb-2 Name Nationality Citizenship Details Shares	Part 2 (b) Partnership 2b.1 Given details of Partners as follows:			
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Fill the questionnaire appropriately depending on whether your business in a Sole Proprietorship, Partnership or Incorporated Company. Answer the subsequent Yes/No questions and **Send Questionnaire** the questionnaire for Supplier Prescreening.

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3.8			If answer in '3.7' a	bove is YES give details:										^
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0	Yes No													
3.10			Answer Colulf answer	n "3.9' above is YES give details										
I DECLA	RE that the infe	ormation given or	this form is correct to the best	of my knowledge and belief.										
Date 19/ If a Keny	01/2018 a Citizen, indic	ate under "Citize	Signature of Candidate V ship Details" whether by Birth,	WEE Naturalization or registration.										ш
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					Your questionna	ire has been sent								
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

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Inbox (6)	Supplier Registration Acceptance- ABC CO SUS_ADM	Fr	day, Ja	anuary 1	9, 2018	3 02:57	PM
Drafts	To: kelvin.wambulwa@kra.go.ke				Sh	ow Det	ails
Sent	Dear Sir/Madam,						
Follow Up	We are pleased to inform you that your application for Supplier						
All Documents	Registration on the Authority's Fortal has been successful and you have						
Junk	Registration ID: V1305						
Trash	Please log on to						
	http://hqs-qas-srm.kra.go.ke:50400/irj/portal within seven days using the Registration ID and Password provided above.						:
Folders	Incase of any queries, kindly email to venkateshh@phoenixteam.com or contact us on +254-202817022.						
Archive	Thank you for registering with us.						
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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.

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