



Updating Records of Existing Suppliers

Existing suppliers do not need to do a fresh registration. They will get Supplier Relationship Management (SRM) User IDs and password in their emails, which they will use to log into the Supplier Portal. Their existing profiles lack some mandatory elements that need to be updated, follow these steps to update the records.

1. Log in to the Supplier portal using the given User ID and password then **change the password** when prompted

The first screenshot shows the login page with fields for 'User' (containing 'V1305') and 'Password' (masked with dots), and a 'Log On' button. The second screenshot shows the 'Change Password' page with fields for 'Old Password', 'New Password', and 'Confirm Password' (all masked with dots), and 'Change' and 'Cancel' buttons.

2. After changing the password, **select the Administration Tab (1)**, then click on '**Company Data**'(2)

The screenshot shows the SAP Supplier Portal interface. A red box labeled '1' points to the 'Administration' tab in the top navigation bar. Another red box labeled '2' points to the 'Company Data' link in the sub-navigation bar under 'Administration > Create Users'. The 'Create User' button is also visible on the right.

3. Click on the **change** button to activate all the input fields

The screenshot shows the 'Display Company Data' form. A red box highlights the 'Change' button at the top left of the form. Below it, the 'Company Details' section is expanded, showing fields for 'Name of the Company' (IRL), 'Language' (E), 'PIN' (A016247066A), and 'Certificate of Registration' (UHUH499). The 'Address Data' section is also visible with a 'Street' field (TOM MBOYA).



4. Make the necessary changes within the active fields. Highlight the information then delete.
 - A. To change the telephone number, email etc. , highlight, delete it then input the new one

Old

Telephone numbers

*Standard	Telephone Numbers	Extension	Country
0	33	x	KE

New

Telephone numbers

*Standard	Telephone Number	Extension	Country
0	0700000000	x	KE

- B. To change the attachments(when it expires, or a wrong one) e.g. the national ID

1.Highlight the field

2.Click on delete

Attachment

*Please attach all the relevant documents. You must attach Tax Number For Kenyans attach Identification Card,For multinational attach P

DocType	File Name
IDC	National ID
PIN	PIN Certificate
REG	Certificate of registration
CR12	cr12
AGPO	agpo

3.From this pop-up page, select yes

Delete Attachment

Do you really want to delete? If you are selecting YES, Attachment will permanently get deleted

Yes No

4.National ID deleted from the

DocType	File Name
PIN	PIN Certificate
REG	Certificate of registration
CR12	cr12
AGPO	agpo

- To replace it with the current national ID;

1.Click on Add Attachment

DocType	File Name
PIN	PIN Certificate
REG	Certificate of registration
CR12	cr12
AGPO	agpo

2.select this menu icon to get the document types

Add Attachment

Document type:

File: Browse...

File Name:

Add Cancel



Search: Document type

Results List: 8 results found for Document type

Document type	Description
AGPO	Special Group Certificates
CR12	Registrar of Companies –List of Director
IDC	National Identification Card
OTH	Others
PIN	Personal Identification Number
RAC	Regulatory Authority Certificate
REG	Certificate of INC/Registration
TCC	Tax Compliance Certificate

3. Select the document type from the list e.g. National ID

Choose File to Upload

File Name:

Document type: IDC

File: Browse...

File Name:

Add Cancel

Document type: IDC

File: C:\Users\ \Deskt Browse...

File Name:

Add Cancel

4. browse for that file

5. Name the file then click Add

C. To change the product categories, expand the product category;

Product Categories Provided

Search for: Search Reset

Show Selected Items Show all

Product Category Description	Product Category	Select
Assets	A	<input type="checkbox"/>
• Houses & Buildings	3001	<input type="checkbox"/>
• Motor Vehicles & Motor Cycles	3003	<input type="checkbox"/>
• Office Equipment	3004	<input checked="" type="checkbox"/>
• Motor Boats	3006	<input type="checkbox"/>
• Intangible Assets (Licences)	3007	<input type="checkbox"/>
• Furniture & Fittings	3009	<input type="checkbox"/>
• Computers/IPAD/Laptop/Projector/Scanners	3010	<input type="checkbox"/>
• Generators	3011	<input type="checkbox"/>
Goods	G	<input type="checkbox"/>

Uncheck the unnecessary item and check the needed

D. To change the Director details (to add/remove directors, edit details).



- In case there is addition of directors, please provide an updated CR12 certificate under the Attachments section.
- Fill all the fields when adding a director. To remove a director, highlight then click 'Remove Row' as highlighted below.

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

Director Name	Director PIN	Gender	Contact no.	E-mail	Nationality	Percentage	Changed on	Time	Changed by
Chi Ma	A001009013X	Female	09	f@s.v	KE	100.00	04/11/2018	16:41:48	V1386
						0.00		00:00:00	
						0.00		00:00:00	
						0.00		00:00:00	
						0.00		00:00:00	

Add Row Remove Row

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

Director Name	Director PIN	Gender	Contact no.	Nationality	Percentage	E-mail	Changed on	Time	Changed by
Chi Ma	A001009013X	Female	09	KE	50.00	f@s.v	04/11/2018	16:41:48	V1386
Jet Lee	A123123444G	Male	089888857	KE	50.00	jet@lee.co.ke		00:00:00	
					0.00			00:00:00	
					0.00			00:00:00	
					0.00			00:00:00	

Add Row Remove Row

New director(new ownership percentage)

▼ Director

Director Details:

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

Director Name	Director PIN	Gender	Contact no.	E-mail	Nationality	Percentage	Changed on	Time	Changed by
Chi Ma	A001009013X	Female	09	f@s.v	KE	100.00	04/11/2018	16:41:48	V1386
						0.00		00:00:00	
						0.00		00:00:00	
						0.00		00:00:00	
						0.00		00:00:00	

Add Row Remove Row

E. To change Mandatory certificates(Expiration, wrong details, and removal)

- Upon certificate expiry, indicate the amended dates by changing the dates.
- To remove a certificate, highlight it then click 'Remove Row'

▼ Special Group

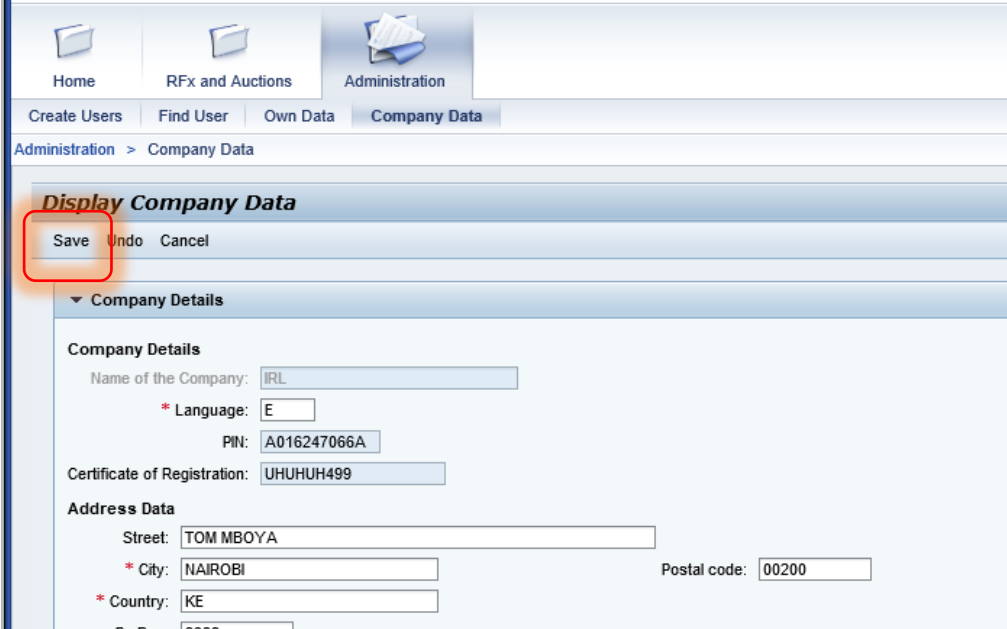
Mandatory Certificates

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

Special Group	Business Type	Registration No	Issue Date	Expiry Date	Changed on	Time	Changed by
Women owned	Service	KKHDFGK/2018	01/30/2018	01/31/2018	04/11/2018	16:41:48	V1386
Youth	Goods	2E2E/456/2018	01/30/2018	01/31/2018	04/11/2018	16:41:48	V1386
National Construction Authority	Works	WTVRBT5433	01/30/2018	01/31/2018	04/11/2018	16:41:48	V1386
Tax Compliance Certificate	Assets	WUUEUWH3391	01/30/2018	01/30/2018	04/11/2018	16:41:48	V1386
						00:00:00	

Add Row Remove Row

5. After amending the necessary details, go to the **'Save'** button at the **top** of the document'. You can also **undo the changes** when necessary.



The screenshot shows the KRA web application interface. At the top, there are navigation tabs: Home, RFx and Auctions, and Administration. Below these are sub-tabs: Create Users, Find User, Own Data, and Company Data. The 'Company Data' sub-tab is selected. The main heading is 'Display Company Data'. Below this heading, there are three buttons: 'Save', 'Undo', and 'Cancel'. The 'Save' button is highlighted with a red box. Below the buttons, there is a section titled 'Company Details' with the following fields: 'Name of the Company' (value: IRL), '* Language' (value: E), 'PIN' (value: A016247066A), and 'Certificate of Registration' (value: UHUHUH499). Below this is a section titled 'Address Data' with the following fields: 'Street' (value: TOM MBOYA), '* City' (value: NAIROBI), '* Country' (value: KE), and 'Postal code' (value: 00200).

END