

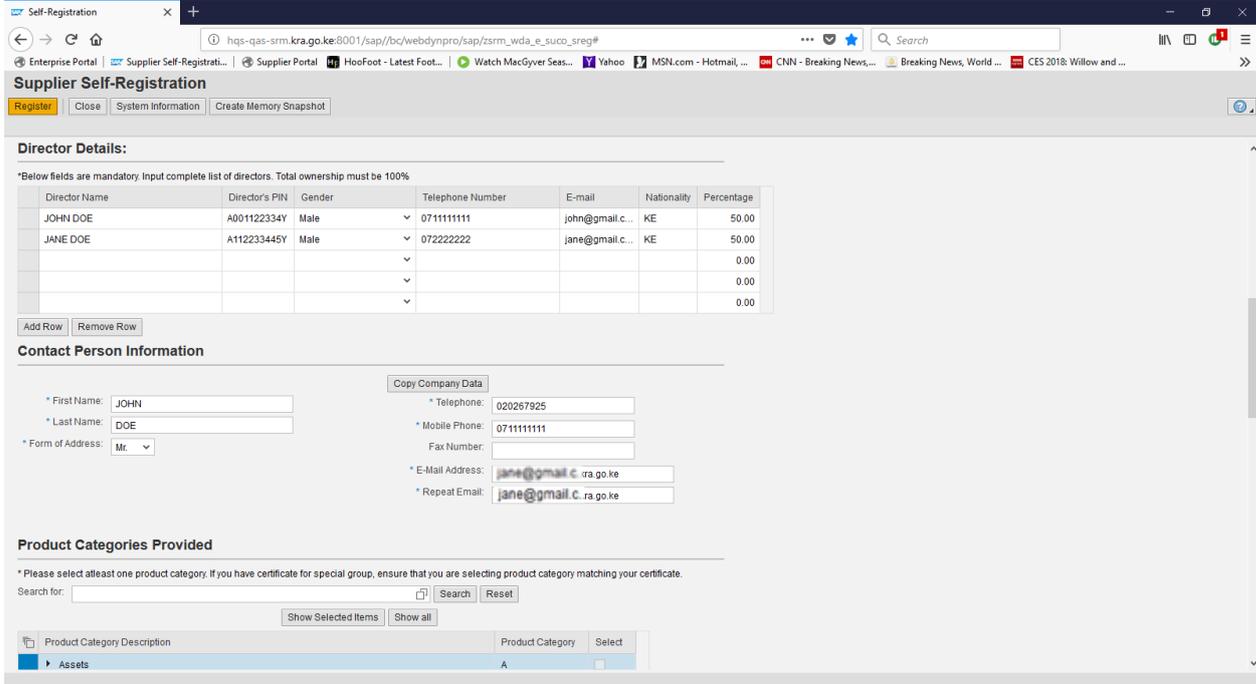
## SRM-SUPPLIER SELF REGISTRATION

### 1. Registration – New Vendors

New vendors are required to self-register via the link on the KRA website <https://suppliers.kra.go.ke/registration#>. This is a two-stage process involving **Supplier Self Registration and Confidential Business Questionnaire**.

#### SUPPLIER SELF-REGISTRATION

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



Self-Registration

hqs-qas-srm.kra.go.ke/8001/sap/bc/webdynpro/sap/zsrm\_wda\_e\_suco\_sreg#

Enterprise Portal | Supplier Self-Registrati... | Supplier Portal | HooFoot - Latest Foot... | Watch MacGyver Seas... | Yahoo | MSN.com - Hotmail... | CNN - Breaking News, World... | Breaking News, World... | CES 2018: Willow and ...

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
						0.00

Add Row | Remove Row

**Contact Person Information**

Copy Company Data

\* First Name: JOHN  
\* Last Name: DOE  
\* Form of Address: Mr.

\* Telephone: 020267925  
\* Mobile Phone: 0711111111  
\* Fax Number:  
\* E-Mail Address: jane@gmail.c...ra.go.ke  
\* Repeat Email: jane@gmail.c...ra.go.ke

**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

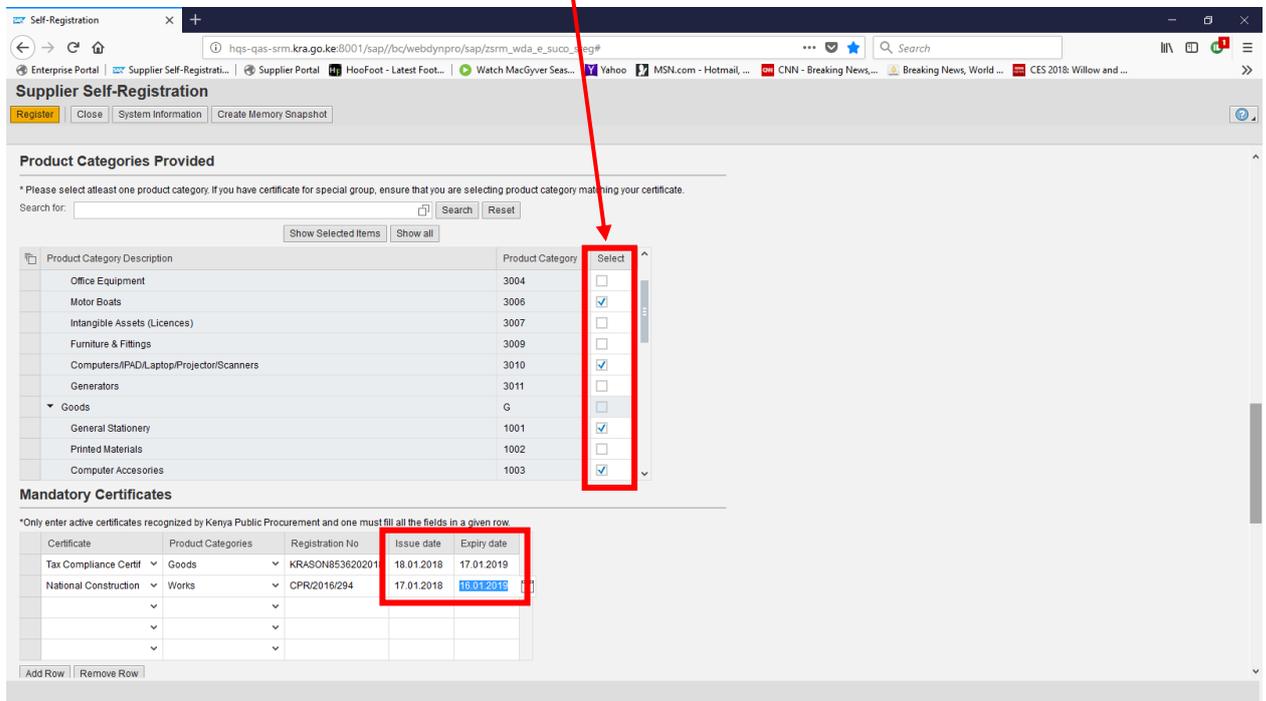
Show Selected Items Show all

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 as shown below.

Product Category Description	Product Category	Select
▶ Assets	A	<input type="checkbox"/>
▶ Goods	G	<input type="checkbox"/>
▶ Services	S	<input type="checkbox"/>
▶ Works	W	<input type="checkbox"/>

Select Product Categories by checking on select box. You are allowed to select up to maximum of three sub categories per category.



**Supplier Self-Registration**

**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
Office Equipment	3004	<input 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 checked="" type="checkbox"/>
Generators	3011	<input type="checkbox"/>
Goods	G	<input type="checkbox"/>
General Stationery	1001	<input checked="" type="checkbox"/>
Printed Materials	1002	<input 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	KRASON853620201	18.01.2018	17.01.2019
National Construction	Works	CPR/2016/294	17.01.2018	16.01.2018

Add Row Remove Row

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

**Please Note: Upon successful on-boarding you will be required to update the issue and expiry dates of the certificates failure to which you will not be visible for future tenders**

Under the **Attachment** tab, attach all the necessary Certificates and documents where applicable such as Special Groups Certificates (AGPO & PWD), Tax Compliance Certificate (TCC), Personal Identification Number (PIN), National Identification Card (IDC) etc.

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

**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  
 Enter your data privacy statement here.

Ensure to read and comprehend the terms and conditions contained in the **Data Privacy Statement** provided via the hyperlink and tick on the check box above.

Click on **Register** to Complete and Submit your Application

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



**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](mailto:srmsupport@kra.go.ke)

\* Fields marked with an asterisk are mandatory.

**General Company Information**

\* Ownership Type: Kenyan

\* Company Name: ABC COMPANY

\* Certificate of Registration: CPR/2017/2545

\* Personal Identification No (PIN): P0011223341

\* Repeat PIN: P0011223341

\* Language: EN

**Communication**

\* Language: EN

\* Telephone: 020267925

\* Mobile Phone: 0711111111

Fax Number:

\* E-Mail Address: jane@gmail.com.kra.go.ke

\* Repeat Email: jane@gmail.com.kra.go.ke

**Address**

\* Country: KE

\* Region: 047

\* Street Address: Haile Sellassie

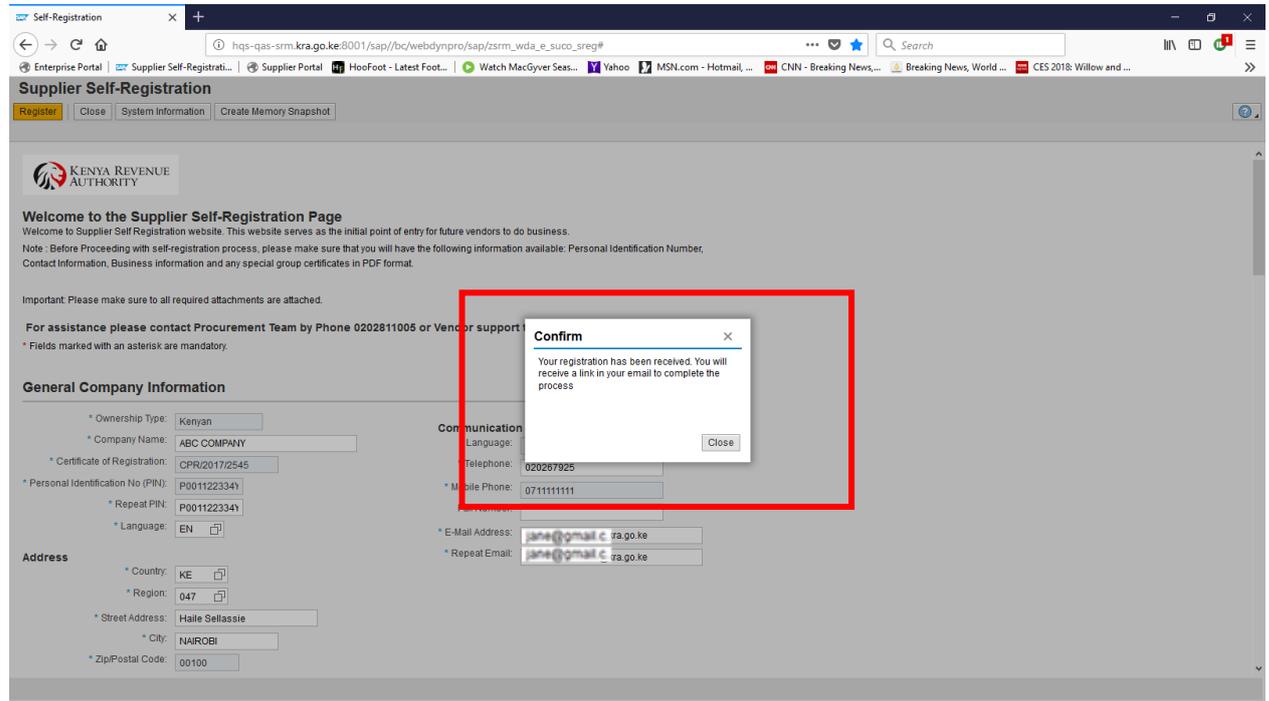
\* City: NAIROBI

\* Zip/Postal Code: 00100

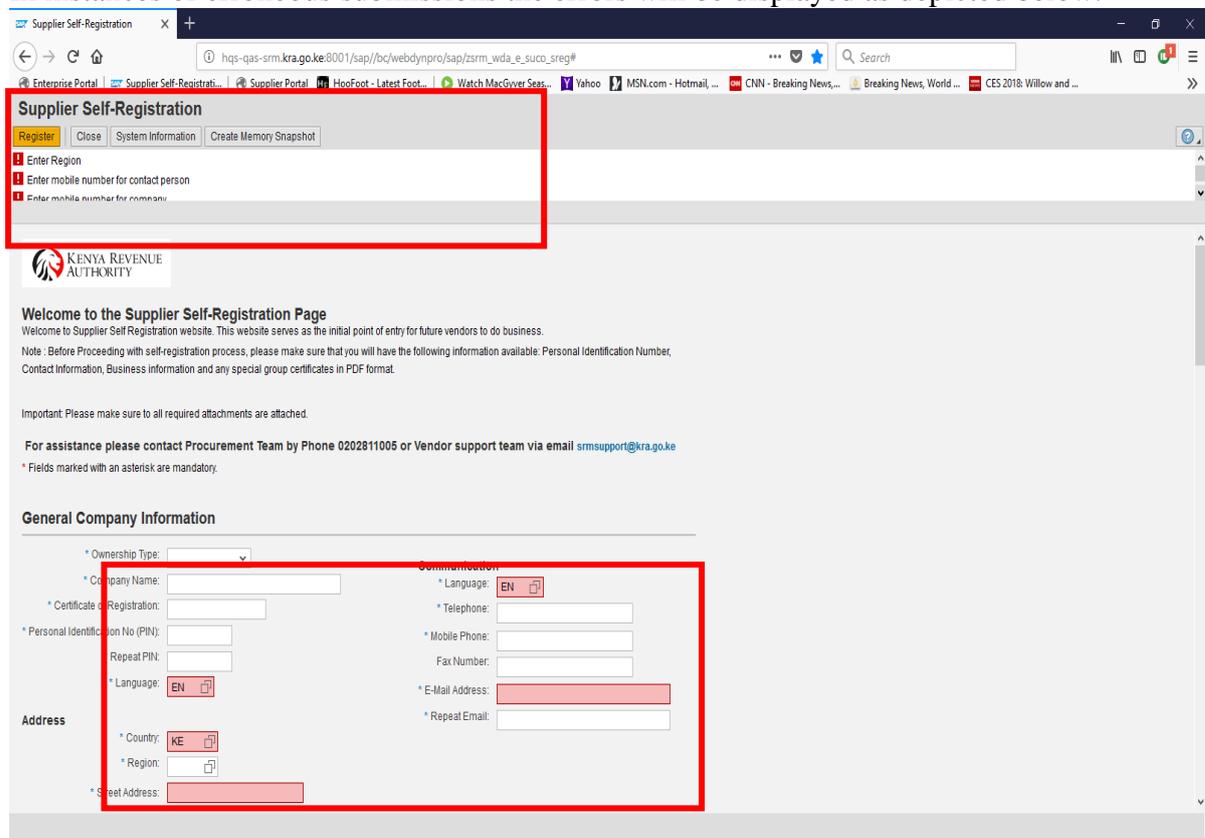


ISO 9001:2015 CERTIFIED

Upon successful submission the dialogue box will appear as shown below.



In instances of erroneous submissions the errors will be displayed as depicted below.



Ensure all errors are addressed and re-submit the application accordingly.



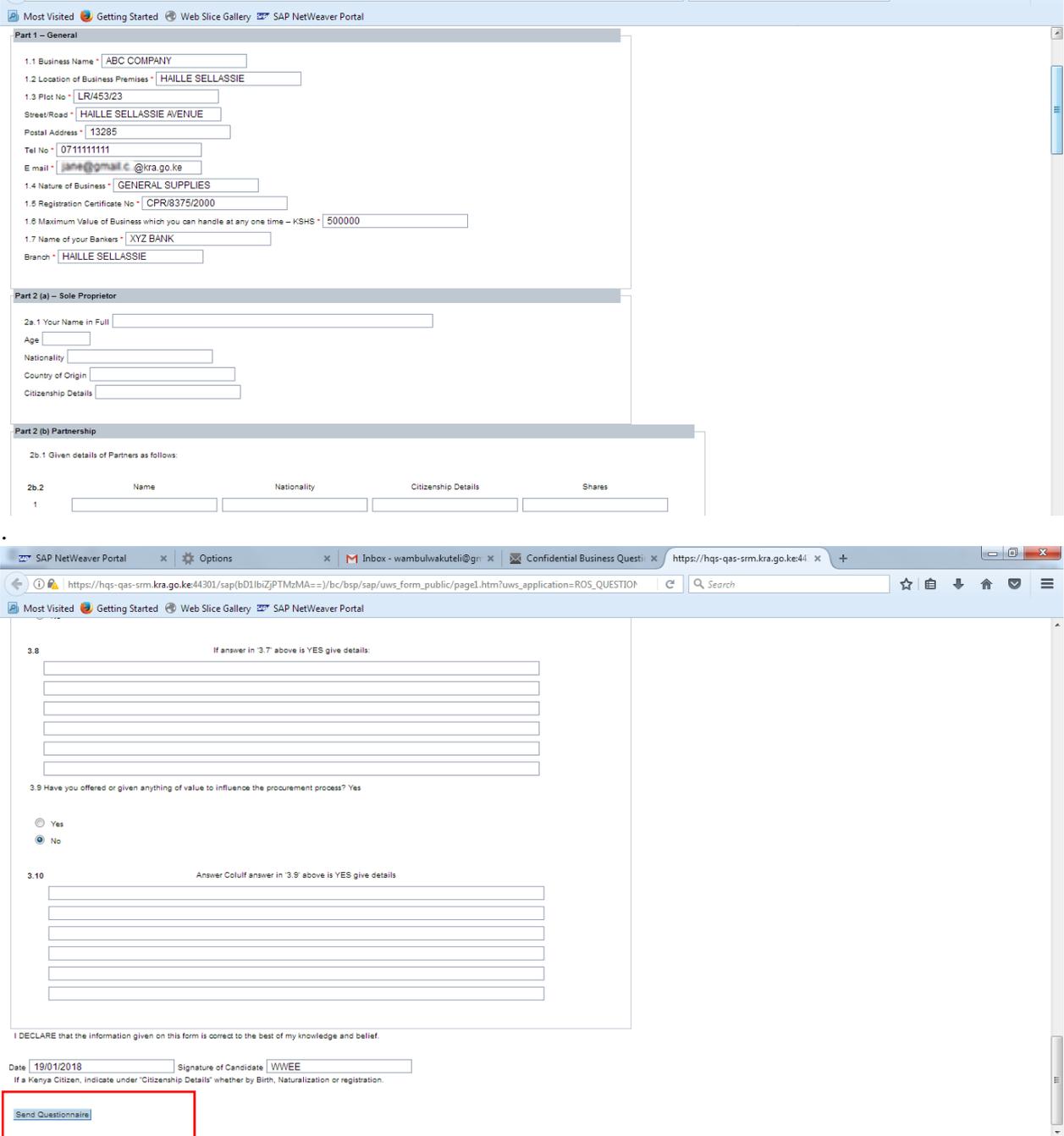
**Tulipe Ushuru Tujitegeme!**

Times Tower Building - Haile Sellassie Avenue - P.O. Box, 48240, Nairobi, Kenya, Tel: 020 281 000 / 4 999 999



### CONFIDENTIAL BUSINESS QUESTIONNAIRE

The confidential business questionnaire is sent via url link to the supplier's email address. Click the link to open, complete and submit.



**Part 1 - General**

1.1 Business Name - ABC COMPANY  
1.2 Location of Business Premises - HAILLE SELLISSIE  
1.3 Plot No - LR/453/23  
Street/Road - HAILLE SELLISSIE AVENUE  
Postal Address - 13285  
Tel No - 0711111111  
E mail - jane@gmail.com@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 SELLISSIE

**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				

3.8 If answer in 3.7 above is YES give details:

3.9 Have you offered or given anything of value to influence the procurement process? Yes  
 Yes  
 No

3.10 Answer Colulf answer in 3.9 above is YES give details:

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date 19/01/2018 Signature of Candidate WVEE  
If a Kenya Citizen, indicate under 'Citizenship Details' whether by Birth, Naturalization or registration.

**Send Questionnaire**

Upon successful submission the message hereunder is displayed



**Your questionnaire has been sent**

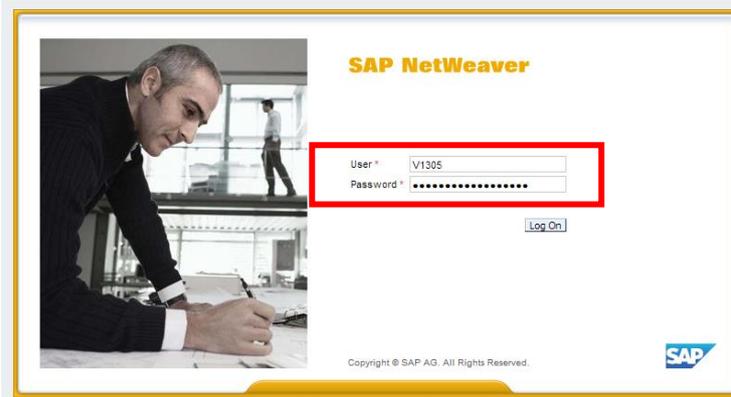
Close this window before processing further questionnaires

The vendor application undergoes pre-screening to ensure completeness, consistency and correctness of the information provided. On approval, the login credentials hereunder will be sent to the vendor via email;

1. Vendor ID
2. Password (*valid for 7 days*)

Follow the links provided in the email or access the Supplier Portal via the KRA website <https://www.kra.go.ke/en/tenders>

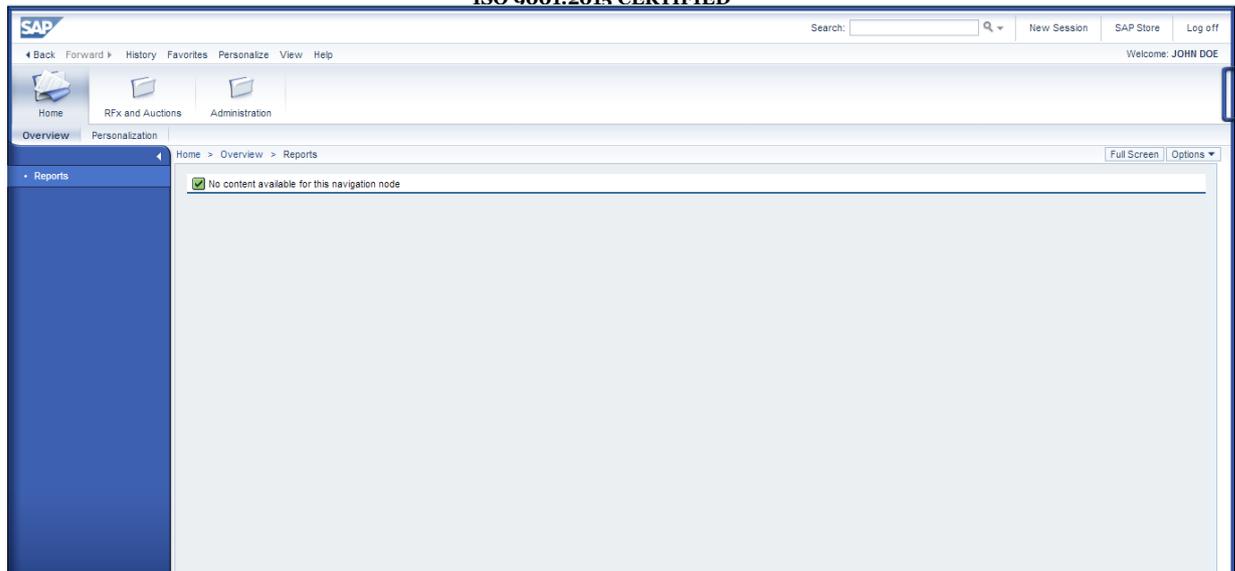
## ACCESSING THE SUPPLIER PORTAL



Upon login, the user is prompted to change the initial Password.



Click on Change to complete the login.



### N/B: Password Resets and Unlocking

For password reset and unlocking of supplier accounts, kindly contact [srmsupport@kra.go.ke](mailto:srmsupport@kra.go.ke). Please note that all resets are sent to the Contact Person captured during registration

### UPDATING OF SUPPLIER DATA

1. Login to the supplier portal
2. Select **Administration** tab
3. Select **Company Data** tab
4. Click **Change** to enable editing of the fields

