KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED
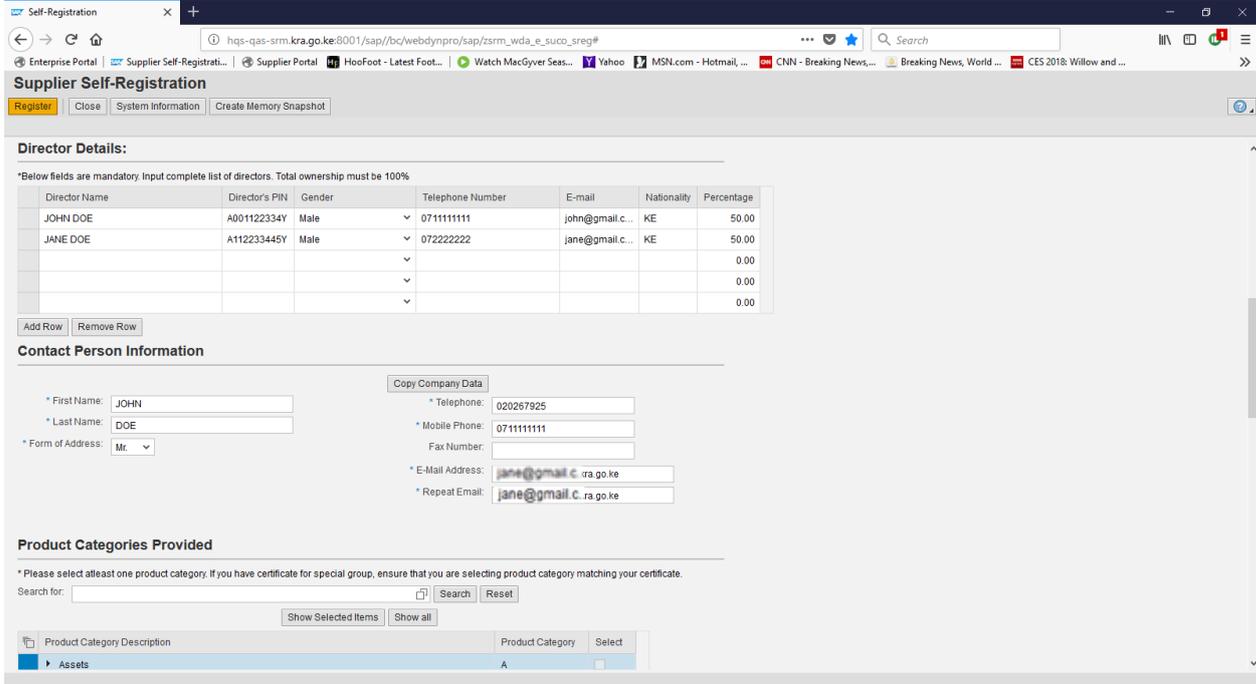
SRM-SUPPLIER SELF REGISTRATION
1. Registration – New Vendors

*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.

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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	☐
▶	Goods	G	☐
▶	Services	S	☐
▶	Works	W	☐

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

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.

ISO 9001
BUREAU VERITAS
Certification
UKAS
QUALITY
MANAGEMENT

Tulipe Ushuru Tujitegemee !
Times Tower Building - Haile Selassie Avenue - P.O. Box, 48240, Nairobi, Kenya,Tel: 020 281 000 / 4 999 999

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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

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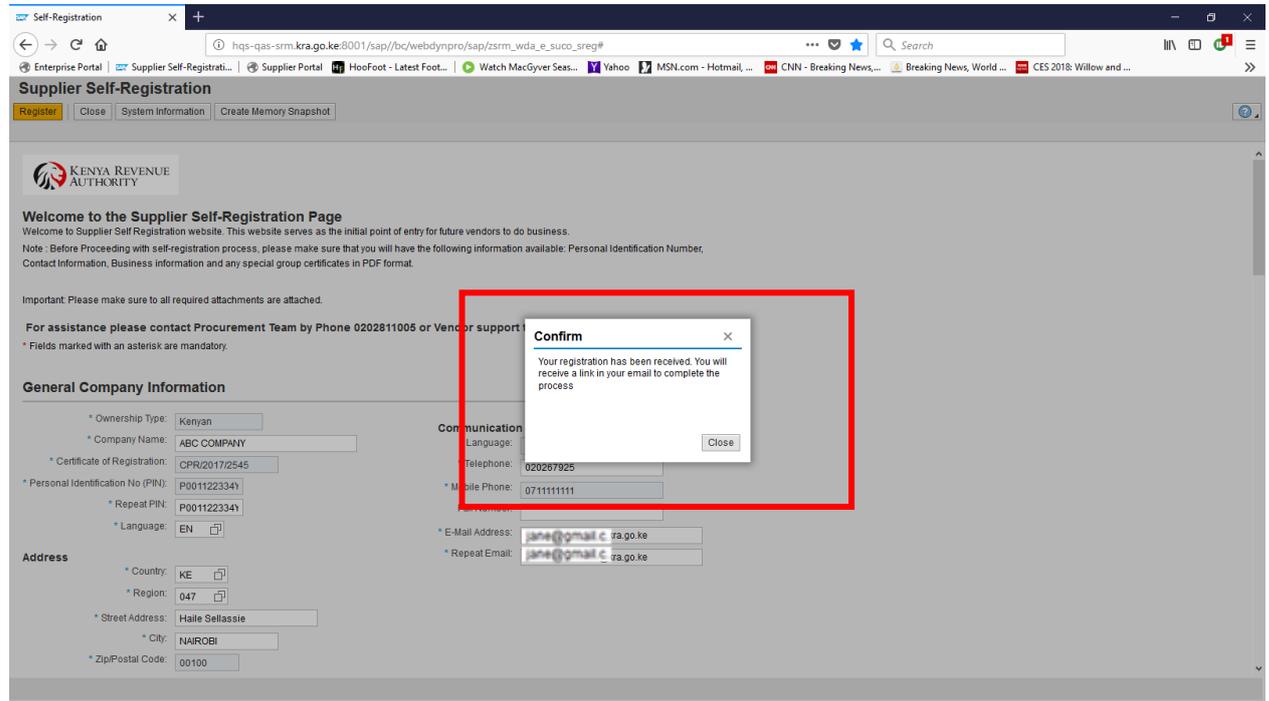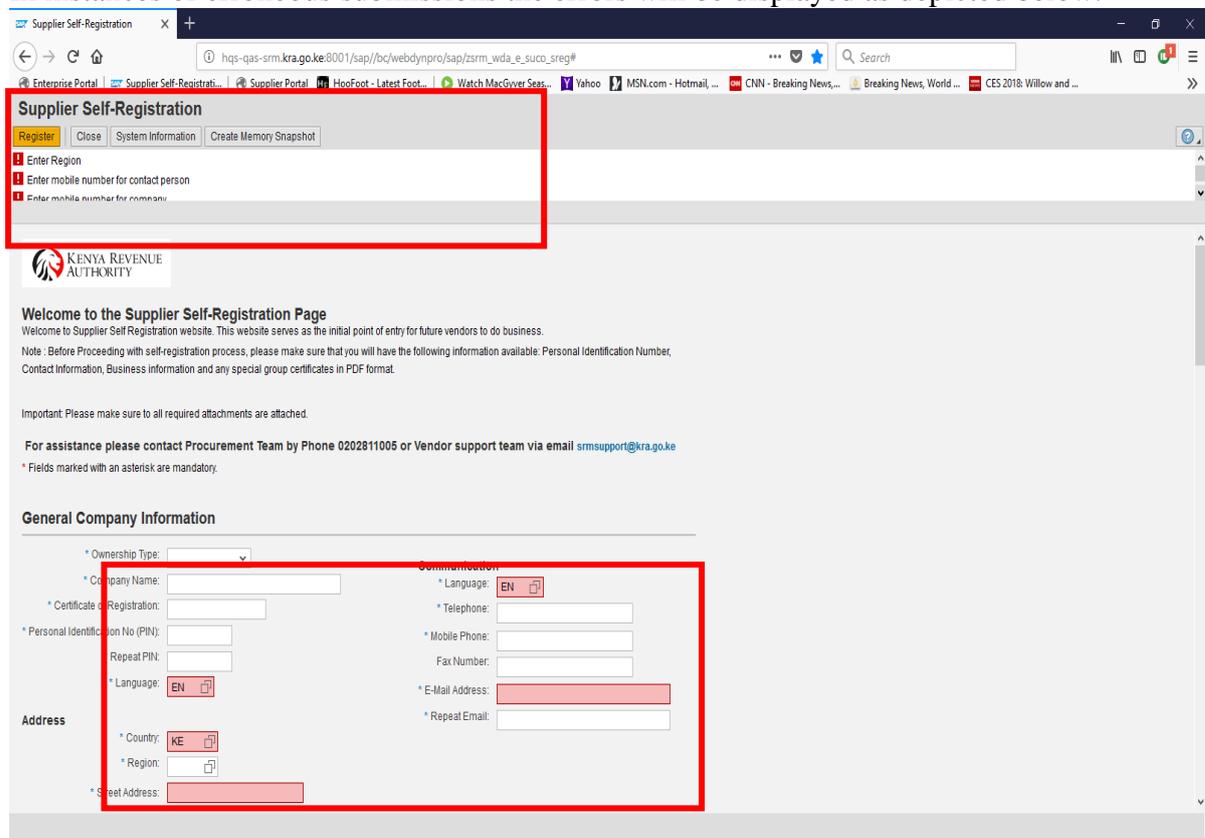
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Upon successful submission the dialogue box will appear as shown below.

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

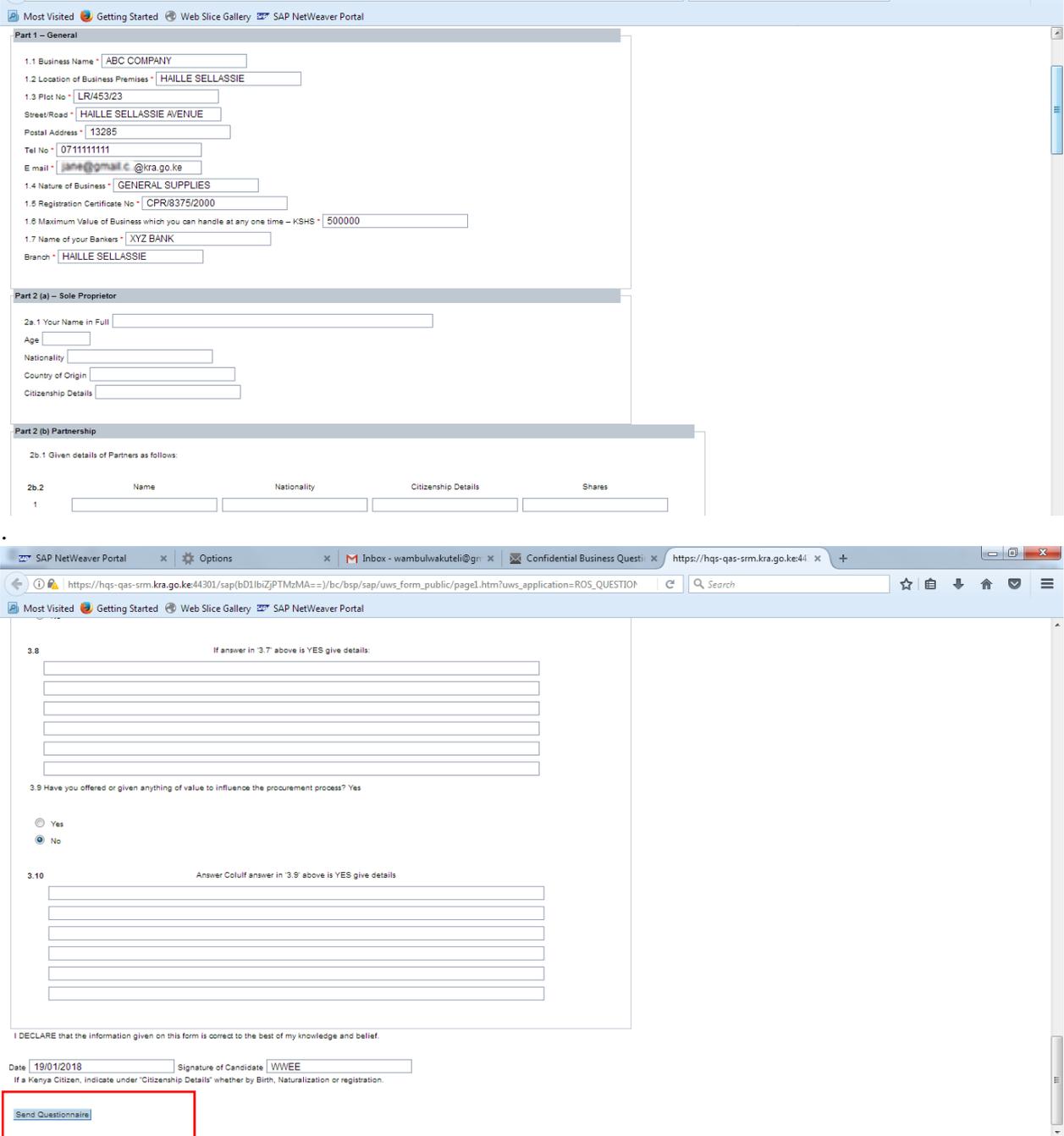Ensure all errors are addressed and re-submit the application accordingly.

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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.

Upon successful submission the message hereunder is displayed

Your questionnaire has been sent

Close this window before processing further questionnaires

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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*)

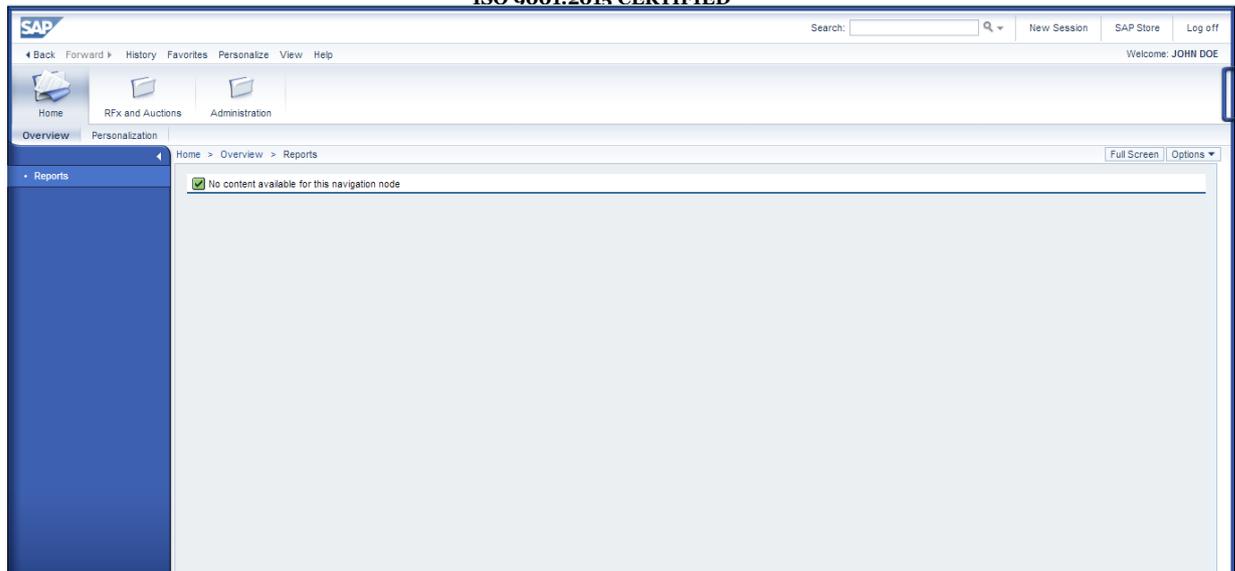Follow the links provided in the email or access the Supplier Portal via the KRA website https://www.kra.go.ke/en/tenders

ACCESSING THE SUPPLIER PORTAL
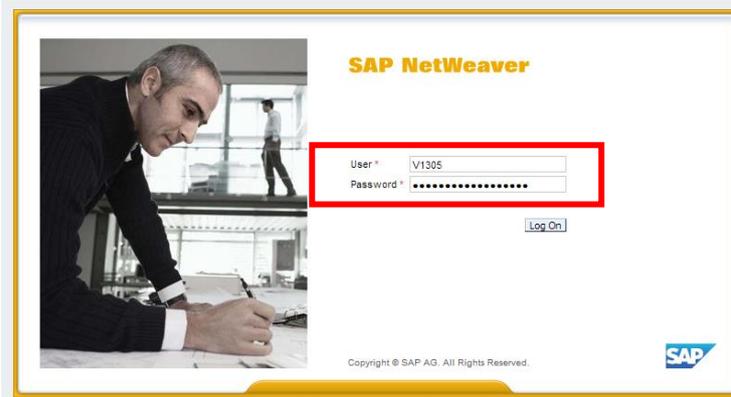
Upon login, the user is prompted to change the initial Password.

Click on Change to complete the login.

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N/B: Password Resets and Unlocking

For password reset and unlocking of supplier accounts, kindly contact 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