

SUPPLIER RELATIONSHIP MANAGEMENT ~ SAP SRM

SUPPLIER'S USER GUIDE

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THE SRM SUPPLIERS USER GUIDE

1 INTRODUCTION

1.1 The KenGen ICT Development (Presidential Executive Order)

The Kenya Electricity Generating Company PLC (KenGen PLC) adopted eProcurement in vision of 2030 and compliance with Presidential Executive Order #6 – Implement Eprocurement Systems For Transparency, Accountability & Efficiency.

1.2 Why Supplier Relationship Management (E-Procurement)

The SAP SRM shall enable the Suppliers to receive and respond to request for quotations and Tenders online via the Supplier portal.

SRM is an e-procurement solution to streamline the Procure-to-Pay process, enforce and strengthen supplier relationships with KenGen. SRM SAP was identified as the best fit for KenGen considering our needs – PPRA compliance, integration to existing ERP which is SAP.

2 Getting started in Supplier Portal

SAP SRM is a web-based application that requires one to log in to the web to access it.

2.1 SUPPLIER REGISTRATION & LOGIN

POINTS TO NOTE:

<u>A.</u> <u>NEW Suppliers</u> – Meaning suppliers NEVER been issued with a KenGen Purchase Order 45000 series or 41000 series as shown below.

ORDER NO : 410000 CODER NO

: 45000

Any <u>NEW supplier</u> as shown above is required to register on the link shown below.

*Copy & Paste it to your URL in any of your internet browser and tick on Public Tender Public Tender to get an auto-generated User ID & password sent to your <u>private domain email address</u>. *Please input your correct <u>private domain email address</u> since you shall be getting email notifications through it.

https://supplierregistration.kengen.co.ke:4302/slc_selfreg(bD11biZjPTMwMCZkPW1pbg==)/bspwdap plication.do#VIEW ANCHOR-ROS TOP

Once you have registered on the link above, and clicked on the button please wait for the User ID & Password to be sent to the <u>private domain email address</u> you had registered with, then login as shown in the following page.

<u>B.</u> <u>EXISTING Suppliers</u> – Meaning suppliers issued with a KenGen Purchase Order 45000 series before 30th April 2018 or 41000 series as shown below is required to login as shown in the next page.



For <u>EXISTING supplier</u> issued with a KenGen Purchase Order 45000 series before 30th April 2018, but haven't gotten an User ID & Password, please forward your company details (Company Name & private domain email address) to <u>eprocurement@kengen.co.ke</u> for Supplier Replication into SRM.

Login to Supplier Portal

To access the application, copy and paste the web address below to a browser and click enter. <u>https://eprocurement.kengen.co.ke:50001/irj/portal</u>

The same web link can be accessed from the KenGen website under the tenders' section named supplier portal or at the bottom page of the KenGen website under Quick links.

The supplier portal appears as shown below:

	Supplier Portal	
KenGen Energy for the nation.	User* Password* Log On	
	Copyright @ SAP' AG: All Rights Reserved.	SAP

Input the log on credentials as below:

- i. User: (provided after registration)
- ii. Password: (Initial password is provided)

*POINT TO NOTE: You shall be prompted to input your Old Password & New Password. Old Password is the auto-generated password sent to your private domain email address. New Password is at your preference.

Ĩ		Supplier Portal
	\mathbf{O}	User* S010001234
	KenGen Energy for the nation.	Log On

3 The RFx Response

The submission of the RFx (Quotations and Tenders) shall be done online using the Supplier Portal. Suppliers will execute confirmations in the supplier portal via the confirmation process mentioned here under.

3.1 Participation in RFx (Quotations and Tenders)

All Quotations and Tenders will be viewed under RFx and Auction tab.

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View B	rent Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Versk

All RFx and Auctions are listed here.

3.2 ACCESSING NEWLY PUBLISHED RFX

Click on Refresh button to populate the new RFx on the list

Select the line item with a response status "No Bid Created" and click on the Event Number (RFx No.)

The RFx Screen appears as below:

Display RFx :			~				
Print Preview Techn	scal RFx Clos	e Register Exp	tion				
RFx Number 50000001 RFx Version Num!	36 RFx Nan ber RFx V	ne KGN00152.27.0 ersion Type Active	2.2018 13:20 RFX Status Version	Published F	RFx Start Date	Submission Deadline	28 02 2018 00 00:00 UTC+3
RFX Informa	ation Iter	ns Notes and A	Machments				
RFx Parameters Q	uestions Not	es and Atlachment	5				
	10000-00						
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Start Date:		00:00:00					
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3.3 Participating in RFx

Click on Register button to sign up for participation in the particular RFx (This will only appear where event type is **Open Tender-RFx**)

Click on the "Create Response" button to create a response for the RFx

Create Response

3.4 Filling in RFx Response Details

This section is divided in to several tabs which are covered below: Please click on all the tabs to get the all relevant information required regarding the RFx (Quotation Or Tender)

3.4.1 RFx Information tab

Fill in the Terms of Payment, Incoterm (if applicable) and Delivery location

3.4.2 Items tab

You see the items list to quote the prices (Price schedule)

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Click on the **Details** button to show more details of the item, fill in the necessary details (Price, delivery days and any necessary details, notes and attachments relevant to the item). Click on the **Check** button to check for any errors.

3.4.3 Notes and Attachments

Supplier can view any notes / remarks or attachments the Purchaser has made relevant to the RFx.

Supplier can add any notes (bidder's remarks) relevant to the RFx, for the specific items or general data. Attachments can be added also using the add attachment tab. The attachments may include brochures or technical data (can also be general data or specific to the items). How to add Notes and Attachments: Navigate to the Notes and Attachments tab.

Click on add attachment tab to get the pop-up screen shown below.

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		* Ansge Tor Single for BontHumber 4	 [[d]	OK GAVE					

Click on **browse** to select a file from the computer storage.

The selected file appears in the Searched File textbox. Click Ok to upload the file.

3.5 Submitting RFX Response

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Click on the **Check** button to ensure that the response is free of errors.

Click on the **Submit** button.

Once submitted, a message appears as per screenshot below and the status in the **RFx and Auctions** tab for the RFx indicates "**Submitted**".

Display RFx Response: <pre></pre>				1.37 1		
First Preview Q Technical RFx Response Close Withdraw Expont RFX response 600000033 submitted RFX Response Number S00000036 RFX Response Number S00000036 RFX Response Version Number Active Version RFX Response Versions	Display RFx Response:					
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		Active Document		27.02.2018 13.27.51	27.02.2018 15:18:11	KGN00152 27 02 2018 13:20

3.5.1 Points to Note

Save button- The save button allows one to save their work even as they continue working on it. After clicking save button, one must go back to the RFx response and click on the **Edit** button to continue working on the response. Editing is only possible before the deadline has reached.

No Submission of RFx response are permitted once the submission deadline date has elapsed The Error below appears when trying to submit a response after submission deadline.

	The Response - Internet Explorer	- 0
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Next Value 2.00000.022 RPs Rappons Vertice Martine Active Version 8	Vessel Dealers 14 (1 201/ 120/01/01/04) Revery Date 14 (3 201/ 14/00/01/04) Revering The order (2 201/ 14/04/04 (2 201/ 14/04/	
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3.6 Status of RFx Response

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Status of the RFx responses – Once the RFx has been submitted, it gives a Response number, and the status – "*Submitted*".

A response can be withdrawn or edited and re-submitted before submission deadline.

3.7 Access to cFolders & Technical RFX Response

To submit a bid document, a scanned document must be uploaded to the cFolders. A tab called **Technical RFx Response** is used to access the **cFolder** by clicking on it and providing logon credentials.

Click on the **"Technical RFx Response"** tab to open the cFolder window to upload technical bids.

For first time logon, a license terms page appears as shown below.



Read and accept the license terms in order to proceed to the logon page for cFolders shown below.

Windows Security	
iexplore.exe This server pprhotakkengen.int is asking for your user name and password. The server reports that it is from SAP NetWeaver Application Server [KPQ/300]. Warning: Your user name and password will be sent using basic authentication on a connection that isn't secure.	
5010002772	
OK Cancel	

*POINT TO NOTE: You shall be prompted to input your Old Password & and not New Password. Old Password is the auto-generated password sent to your private domain email address. New Password is at your preference.

3.8 Navigation in the cFolders

The cFolder is partitioned into three main sections;

Technical details as the main root of the folder

- Supplier Folder (Supplier_ID >> Tech_Bid >> For Example: S010002772) This is the Private Folder for the suppliers and is where they upload the bid document.
- COLLAB (PUBLIC): This folder is used by suppliers to share information amongst themselves and the purchaser. **Note**: This is a public folder and whatever is uploaded to this folder will be seen by everyone including fellow bidders.
- EXT AREA (PUBLIC): This is where the Tender document is uploaded by the Purchaser (KenGen)

The cFolders appear as shown below.

SAP mySAP PLM cFolders		Col	abor	ation on	the Web
tione	Refeato d	ieanch f	avortes	Settings	thep Logout
Contract Details Contract De	Folder EXT AREA(PUBLIC) Current Path: Collaboration > > EXT AREA(PUBLIC) Folder Narres EXT AREA(PUBLIC) Subscribe Authorization Read				Heg
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3.8.1 Accessing and Downloading the Tender / RFx Document

The EXT AREA (Public) folder is where you will find the Tender / RFx Document.

Click EXT AREA (PUBLIC) as shown below screenshot.

CFolders		c				
tione		Refeath Search	h Fan	ontes	Settings	thep Logout
	Folder EXT AREA(PUBL) Current Path: Collaboration > Folder Narrey EX Subscribe EX Authorization Res	IC) > EXT AREA(PUBLIC) T AREA(PUBLIC) ad Functions 4 Cancel				10
	Folder Contents	Current Version CONFIDENTIAL_KON-GOLETT-2017-EXPRESSION OF INTEREST IFON	Read	Cepy (Status	Copy as Book Changed by	mark All No Changed or 18 04 2018

To access or download the RFx / Tender document, go to the **EXT AREA** (Public) folder and click on the RFx / Tender document added by the purchaser.

Download and Save the document into your local computer.

3.8.2 Uploading Bid Documents in cFolder

To Upload the Bid document / create attachments in the cFolder, navigate as follows:

Supplier_ID>>Tech_Bid – **Private** Folder – this is used by the bidder to upload private Tech Bid documents.

Click on the **Tech_Bid folder** – It is advisable to upload Technical Bids/ Bid Documents that are in PDF format.

Click on the Create button and select the relevant choice e.g. Document



By this time the prepared technical bid document should already be saved in the local machine.

Select Browse to attach the bid document and attach and click on the Save button.



The create document window appears as shown below.



Ensure "Upload Local File" is selected and Click on "Continue" button.

3	ses and Aw	ards - Int	ernet D	plore			
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	1010012772	Folder					
-	Tech Bid	To save any changes may	le, cácla Seve				
	New Folder	Name	Tech Bid				
	AREA(PUBLIC)	Subscribe					
1.000	Concernence -	Authorization	write				
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Documents are attached as shown (attach as many documents as needed) - PDF documents,

Zipped file documents

Click on the Save button to save the documents attached.

After uploading the Technical RFx documents, logout of the cFolder and go back to the RFx Response in Supplier Portal and Click on Submit the RFx Response.

3.9 SUBMITTING THE RFX RESPONSES

To submit the result, display the create response tab to view the screen below.

Edit F	RFx Resp	onse:						
Submit	Read Only	Print Preview	Check	Close	Save	Delete	Export	Import
RFx Res Tot	ponse Number al Value	6000000058 2,900.00 KES	RFx Nur RFx Re	nber 50(sponse \)000008 /ersion l	3 Stat Number /	tus Save Active Vers	d Sub sion R

The RFx response message appears as shown below:

Display RFx Response Screen

Display DEv Desponses				
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4 Supplier Self Service

This process ensures online collaboration with the supplier for the acknowledgement of Purchase Order, Confirmation for Services, Advance Shipping Notification (ASN) process and Invoicing process.

4.1 Acknowledgment of Purchase Orders

The Supplier acknowledges the receipt of Purchase order online. To execute this function, go to **Purchase Order** tab to view the screen below.

Acknowledgment of a Purchase Order is the same process for both a Goods Purchase Order and a Service Purchase Order.



Click on the PO (External reference no.) with a "New" status.

The Purchase order opens as shown below.

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Click on the Process button to begin the acknowledgement process for the PO.

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Under Attachments section, any related document (invoices & delivery note or for Foreign suppliers, shipping documents-airwaybill, bill of lading) can be attached.

CONFIRMATION OF ITEMS ON THE PO

Under Items Overview section, the supplier confirms the items which are ready to be supplied and reject those which cannot be supplied. Refer to screen below.

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Create Invoice					Net Value (Total	of all term	6)	1,9	29.45 KES	5	

Click on the "**Confirm All Items**" button OR "**Reject All Items**" button – to either confirm or Reject Items OR Do one by one for each line item (Accept or Reject)

It checks the **Green tick** on the Confirm Item column or **Red** label on the Reject Item column as shown above.

Click on the **Update Prices** button to update the prices of the Items you have confirmed. The prices get updated removing the rejected items.

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Click **Send** button – PO confirmation message sent to Purchaser.

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Confirmation document no. created and green message screen appears as above "*Your changes have been adopted successfully*".

KENGEN SAP SRM Suppliers Manual Version 1 Once an Acknowledgement of the Purchase Order has been done, the next is to either process an Advance Shipping Notification (ASN) – for a Goods Purchase Order or process a Confirmation for Services rendered.

4.2 Creating Advance Shipping Notification (ASN)

ASN is a document detailing the Items and quantities to be delivered to the customer. After successful confirmation of receipt of Purchase Order, an advance shipping notification should be processed for the goods to be delivered. Select the Purchase order tab in Supplier Portal and select one from the list of Purchase

Orders with the status as "Confirmed".

The Purchase Orders are listed as shown below.

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Click on the External Reference no. to open the confirmed/acknowledged PO.

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Click on the **Create ASN** button.

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Fill in the Document Name (ASN).

Select & input the -Means of Transport & Transport ID Code/Vehicle Reg. No / Bill of Lading/ Invoice No:

Attach the necessary document in the Attachments section e.g. Delivery Note & invoice

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Click on "Select All" button and Tick the Checkbox \blacksquare under Item selection.

Click on **Propose Outstanding Quantities** to Propose the quantities to supply as per the PO. The propose outstanding quantities will auto fill the quantity field with the quantities as per the PO, but it's possible to vary them.

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Submit the ASN document by Clicking on the "Goods Delivered to Recipient"

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ASN document no. created and green message screen appears as above "Your changes have been adopted successfully".

4.3 List of Advance Shipping Notifications (ASNs)

To view the list of Advance Shipping Notifications, navigate to *Supplier Order Collaboration User* → *Shipping Notifications* to see the list of ASNs that have been sent to the Purchaser/ customer.

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4.4 Notifications from Purchaser / Customer

When an ASN is processed and sent to the Purchaser, they will process a Goods Receipt as evidence of receipt of goods delivered in their premises.

A Goods Receipt Note (GRN) is generated by the respective storekeeper you delivered the goods to and the supplier is notified.

The Notifications from the purchaser are found under *Supplier Order Collaboration User* → *Notifications from the Purchaser*

A Goods Receipt (GR) is an indication that goods have been received and can proceed to Invoice the purchaser.

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The same status can is monitored from the PO level, by opening the Purchase order as per screenshot above.

Click on the Display Document Flow to see the flow of documents as per screenshot below

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4.5 Creating Confirmation for Services

Once a Service PO has been received, an acknowledgment of the PO shall be submitted before delivery date elapses.

The supplier Creates Confirmation for the services rendered and sends to the buyer. The Confirmation generates a Service Entry Sheet (SES) in the buyer system.

The SES will be approved by the buyer/requestor of the service (*KenGen*) as a sign of acceptance for the services rendered.

The status of the Service PO will change to "Accepted by the Customer" under Confirmations tab.

List of Purchase Orders

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Under Item Overview section ~ Click on the "Confirm All Items", the confirm item column is checked and turns Green.

Click on the **Send** Button to submit the document and a notification "*Your changes have been adopted successfully*".

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Confirmation Message shown as per screenshot above "*Your changes have been adopted successfully*".

Creating Confirmation

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General Information (Basic data): Fill in the Document Name, Service Agent Name, and Service

Location.

Under Item Overview, Select the Items (checkbox \blacksquare under Item selection) & propose quantities as per the PO (under quantity column).

For Service POs, the quantity for a service is 1 AU (Activity Unit) or depends with how the PO was initially generated.

Click on the **Confirm** button to submit the Confirmation.

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A confirmation message upon submission is indicated as per screenshot, and this creates a

KENGEN SAP SRM Suppliers Manual Version 1

Service Entry Sheet (SES) in the KenGen system

4.6 Display List of Confirmations

This is a display of the confirmations for services that have been rendered with various status as shown below.

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The various status of the Confirmations is indicated as below:

Completion reported – newly created confirmation for a service awaiting approval by the buyer/requestor of service *KenGen*).

Accepted by Customer – the customer (*KenGen*) has approved the Service Entry Sheet (SES) as acceptance of services rendered ready for invoicing.

4.7 Creating Invoice for Goods and Services

4.7.1 Creating an Invoice for Goods

An Invoice can be created when the goods have been received and a GRN generated by the customer.

Open the list of POs under Purchase Orders tab and open the PO.

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Click on the Display Document Flow button to view if a GRN has been generated from the customer's side.

Display Document flow

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The document flow shows the stages the PO has undergone through, after the customer has generated a Goods Receipt Note (GRN), then can create an Invoice.

KENGEN SAP SRM Suppliers Manual Version 1

Click on the **Goods Receipt** in the Document Type column.

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Upload attachments in the attachments section: Related documents e.g. Delivery notes and Scanned ETR can be attached to the Invoice.

Click on the **Send** button to submit the invoice to the customer for approval.

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You will receive a notification "Your changes have been adopted successfully"

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4.7.2 Creating an Invoice for Services

Once your confirmation for services has been accepted by the Purchaser / customer, the information shall be relayed to you on SUS, and you will open the tab of Confirmations, and view the acceptance status

An Invoice can be created when the Service Entry Sheet (SES) for services rendered have been approved by the customer.

Open the list of confirmations under **Confirmations** tab.

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		4000000185	Cleaning Services PO for Services	10.07.2018 09.07.2018	125,000.00KES	Accepted by Cu
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Click on the confirmation number with status "Accepted by Customer".

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Click on the "Create Invoice" button

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Related document can be attached to the Invoice.

Confirm the Net value of the invoice before sending to the customer for approval.

Click on "Send" button.

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4.7.3 View List of Invoices

The list of invoices generated by the supplier can be viewed by navigating to Supplier Order Collaboration User → Invoices and Credit Memos tab

View List of Invoices as below

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4.8 Supplier Qualification Questionnaire

Supplier Qualification is the process in which the purchaser selects new suppliers that fulfill the requirements to become vendors.

This process is accomplished by sending a questionnaire to potential suppliers/vendors so that they can provide more information required e.g. Bank details, compliance to legal requirements (certificates of registration, tax compliance certificates etc.) and other support documents for best practices.

The suppliers will be sent a questionnaire and will access in the Supplier portal.

Navigate to Administration tab → List of New Qualifications



A new qualification questionnaire is found under "*New*" tab, others could be in process or have been submitted.

4.8.1 Two Qualification Questionnaires

- 1. Local Supplier On-boarding Master Data
- 2. Overseas Supplier On-boarding Master Data

Click on the link of the questionnaire to open and respond accordingly by answering each question.

4.8.2 Questionnaire Display

Prevenue 4	Next Display Save Print Preview Close			
	Qualification: Local Supplier On-board	Response Status	New	
	Supplier Dummy SUS	Deadline	17.08.2018	
		Submission Date	•	
	1 2 3 =			
introd	luction Local Supplier Data Privacy On-boarding Statement Additional Data			
Introdu	ction			
Kindly pro	vide the information for each question in this questionnair	e. Thank you.		
* Fields m	arked with an asterisk are mandatory			
Freedom	Next Display Save Print Preview Close			

Qualification Level Rundles On based	Bernard Steller	No.
Sumplier Dummy SUS	Deadline:	17 08 2018
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1 Supplier On-boarding Additional D	ata	
1 Supplier On-boarding Additional Data 1.1 Please provide Physical Address of your Office	ata	
Additional Data 1 Supplier On-boarding Additional D *1.1 Please provide Physical Address of your Office	ata File Name File To add attachments, click the icon "A	Description dd Attachment"

the respective question. KENGEN SAP SRM Suppliers Manual Version 1

	File Name File Description To add attachments, click the icon "Add Attachment"
*1.3 Please Provide Bank Account for your Business	File Name File Description To add attachments, click the icon "Add Attachment"
*1.4 Please provide your Bank Branch	File Name File Description To add attachments, click the icon "Add Attachment"
	File Name File Description To add attachments, click the icon "Add Attachment"

	File Name File Description To add attachments, click the icon "Add Attachment"
*1.6 Please attach the Latest Certifie	d Bank Statement File Description To add attachments, click the icon "Add Attachment"
*1.7 Please attach the certificate of a	egistration for your company Valid To: In Never Expires
	Issued By:
	File Name File Description
	To add attachments, click the icon "Add Attachment"
	Comment:

	To add attachments aligh (File Description
	to add attachments, click b	te icon Add Attachment
	Comment:	
*1.8 Please attach the PIN certificate	showing the tax number	
OYes	Valid To:	Never Expires
() NO	Issued By:	
	TP File Name	File Description
	To add attachments, click th	ne icon "Add Attachment"
	Comment:	
*1.9 Please attach the Tax Compliant	e certificate showing validity period	
OYes	Valid To: E	Never Expires
	issued By	
	IP File Name	File Description
	To add attachments, click th	ne icon "Add Attachment"
Previous Next Display Save Pri	nt Preview Close	



Accept $[\mathbf{\Sigma}]$ the data privacy statement and **Submit** the questionnaire

Use the "Previous" and "Next" to navigate the pages of the questionnaire