



**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:

- A. **NEW Suppliers** – Meaning suppliers NEVER been issued with a KenGen Purchase Order 45000 series or 41000 series as shown below.


ORDER NO : 410000 ORDER NO : 450000

Any NEW supplier 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 private domain email address.

*Please input your correct private domain email address since you shall be getting email notifications through it.

[https://supplierregistration.kengen.co.ke:4302/slc_selfreg\(bD11biZjPTMwMCZkPW1pbg==\)/bspwdaplication.do#VIEW_ANCHOR-ROS_TOP](https://supplierregistration.kengen.co.ke:4302/slc_selfreg(bD11biZjPTMwMCZkPW1pbg==)/bspwdaplication.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 private domain email address you had registered with, then login as shown in the following page.

- B. **EXISTING Suppliers** – 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.

ORDER NO : 410000 ORDER NO : 450000

For EXISTING supplier 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 eprocurement@kengen.co.ke 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.

<https://eprocurement.kengen.co.ke:50001/irj/portal>

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:

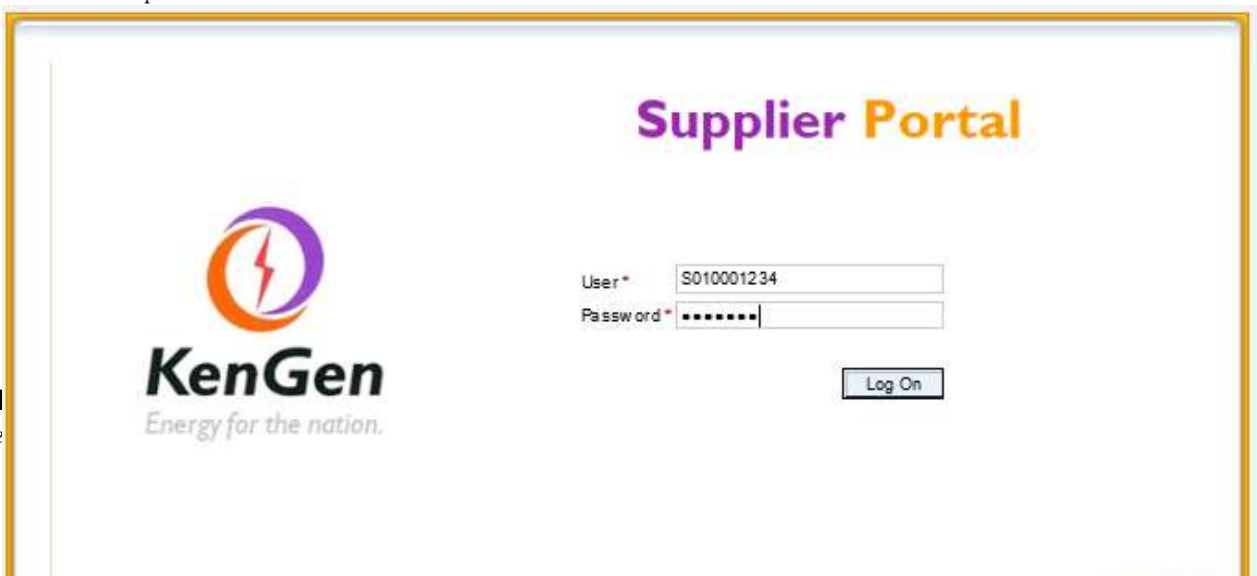


The screenshot shows the KenGen Supplier Portal login interface. On the left is the KenGen logo with the tagline "Energy for the nation." On the right, there are two input fields: "User*" and "Password*", followed by a "Log On" button. At the bottom, there is a copyright notice "Copyright © SAP AG. All Rights Reserved." and the SAP logo.

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.



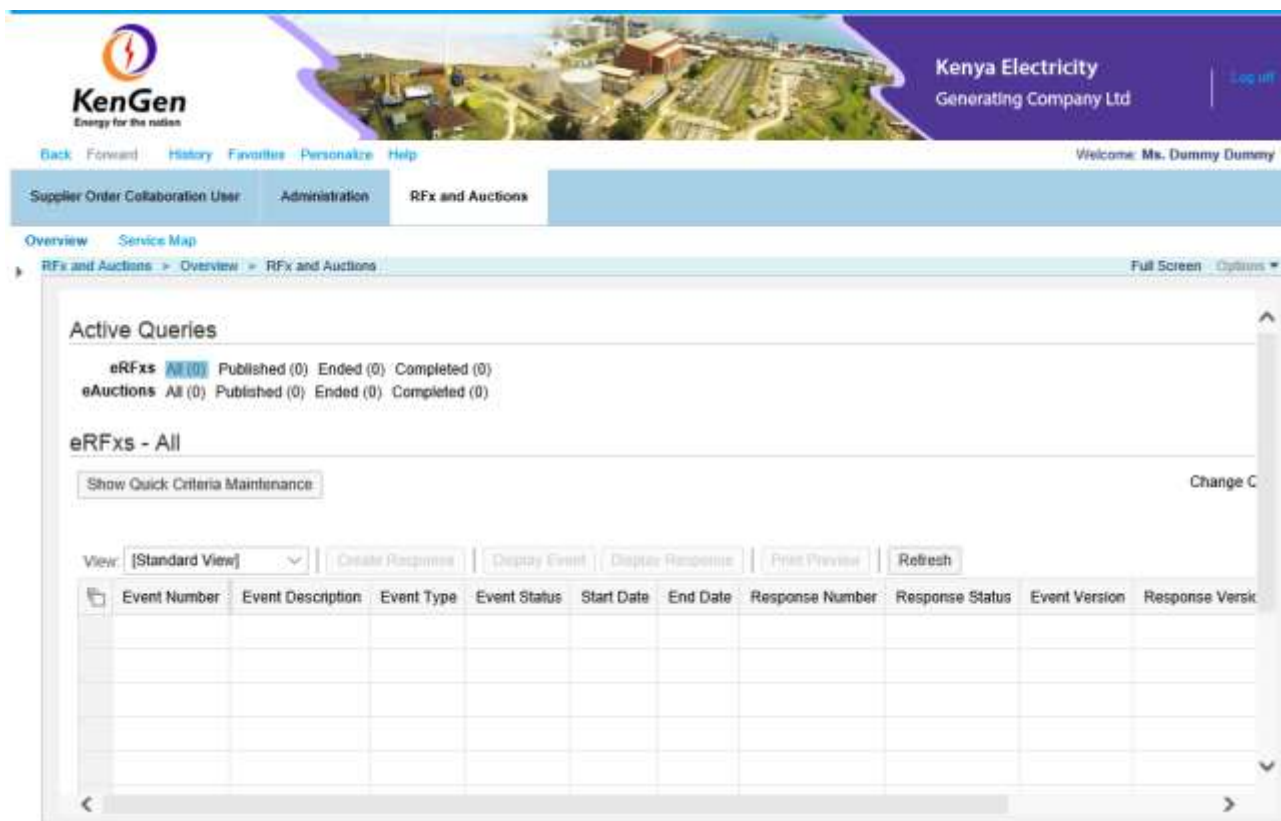
This screenshot shows the same KenGen Supplier Portal login page, but with the "User*" field populated with "S010001234" and the "Password*" field filled with masked characters (dots). The "Log On" button is still visible.

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.



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 Technical RFX Close Register Export

RFX Number: 5000000136 RFX Name: KGN00152 27.02.2018 13:20 RFX Status: Published RFX Start Date: Submission Deadline: 28.02.2018 00:00:00 UTC+3
RFX Version Number: RFX Version Type: Active Version

RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments

Time Zone: UTC+3 Technical RFX Response Opening Date: 00:00:00

Start Date: 00:00:00

* Submission Deadline: 28.02.2018 00:00:00

Opening Date: 00:00:00

End of Binding Period:

Currency: KES

▼ Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name
Requester		Francis Karanja

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



3.4 Filling in RFX Response Details

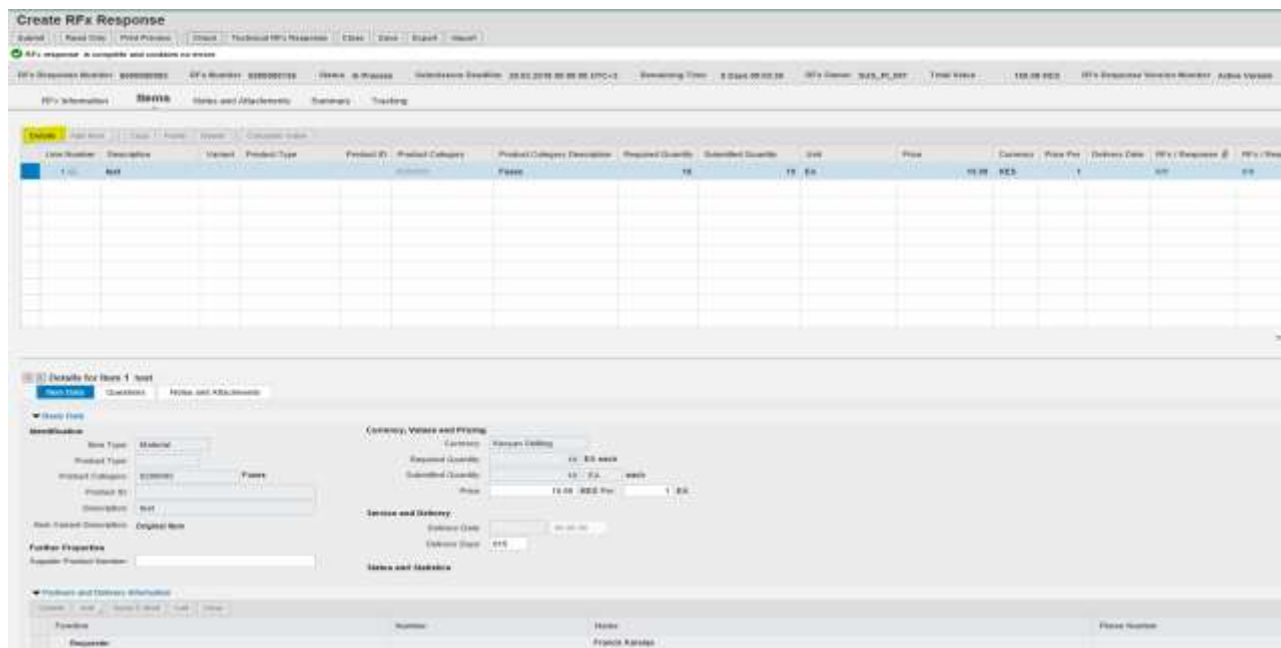
This section is divided in to several tabs which are covered below: Please click on all the tabs to get the all relevant information required regarding the RFX (Quotation Or Tender)

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)



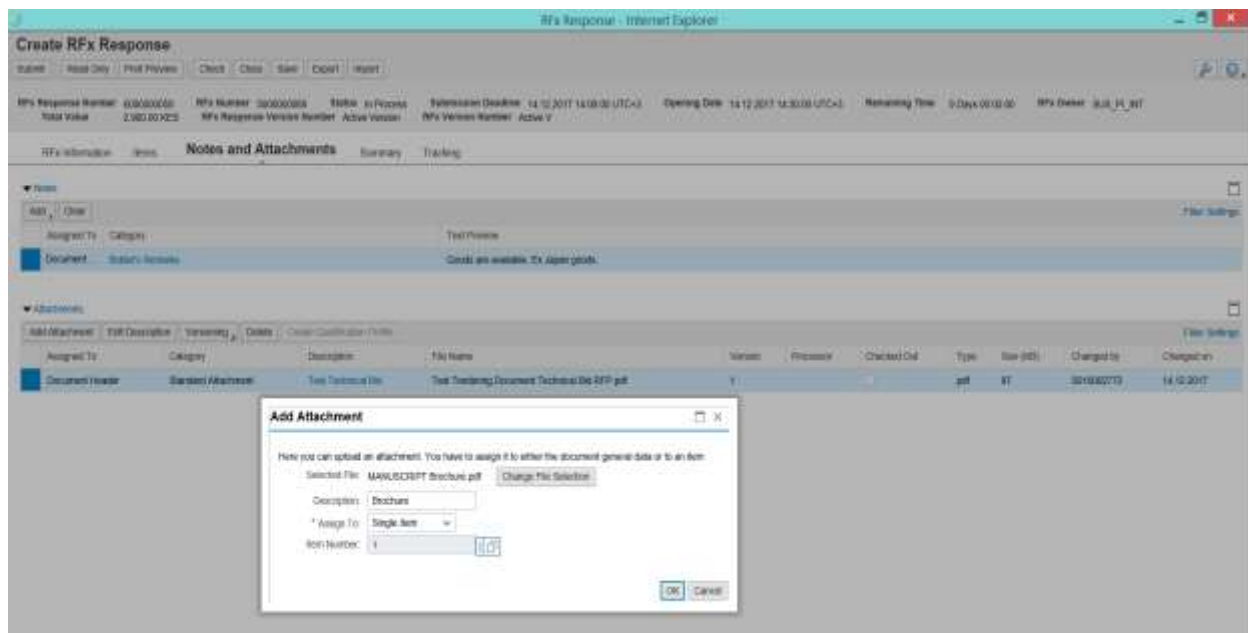
Click on the **Details** button to show more details of the item, fill in the necessary details (Price, delivery days and any necessary details, notes and attachments relevant to the item). Click on the **Check** button to check for any errors.

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.



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.

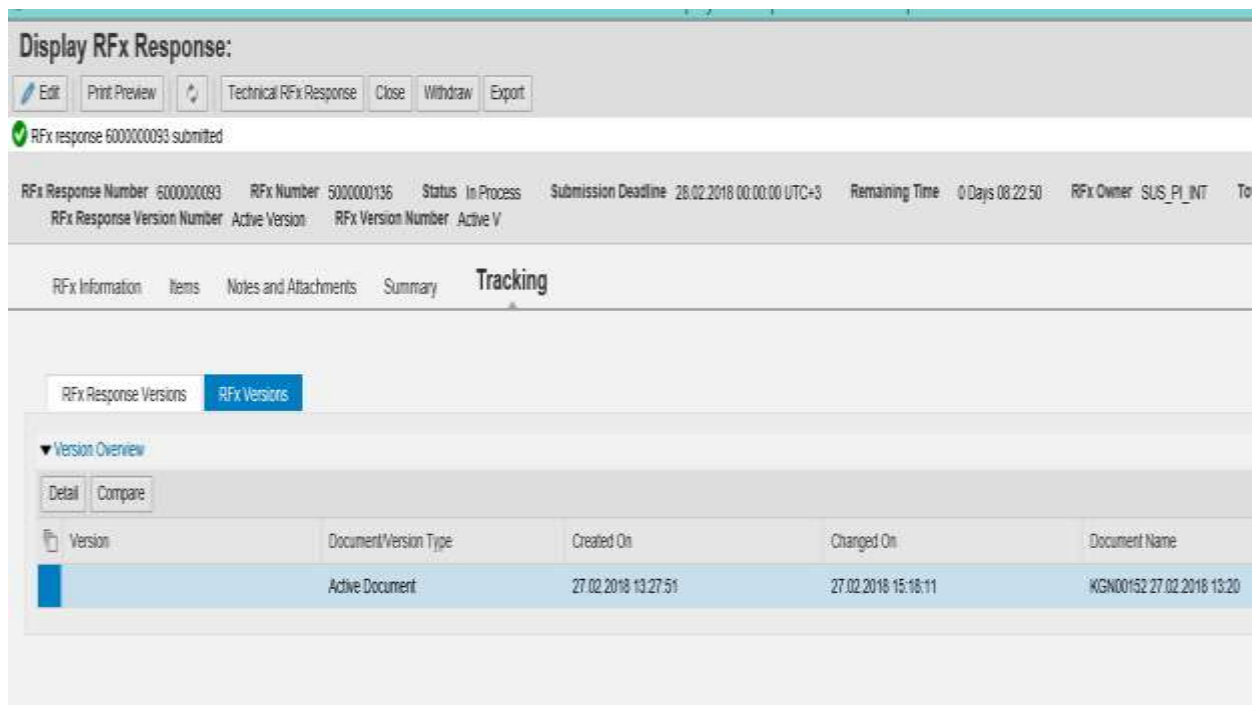
3.5 Submitting RFX Response



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

Click on the **Submit** button.

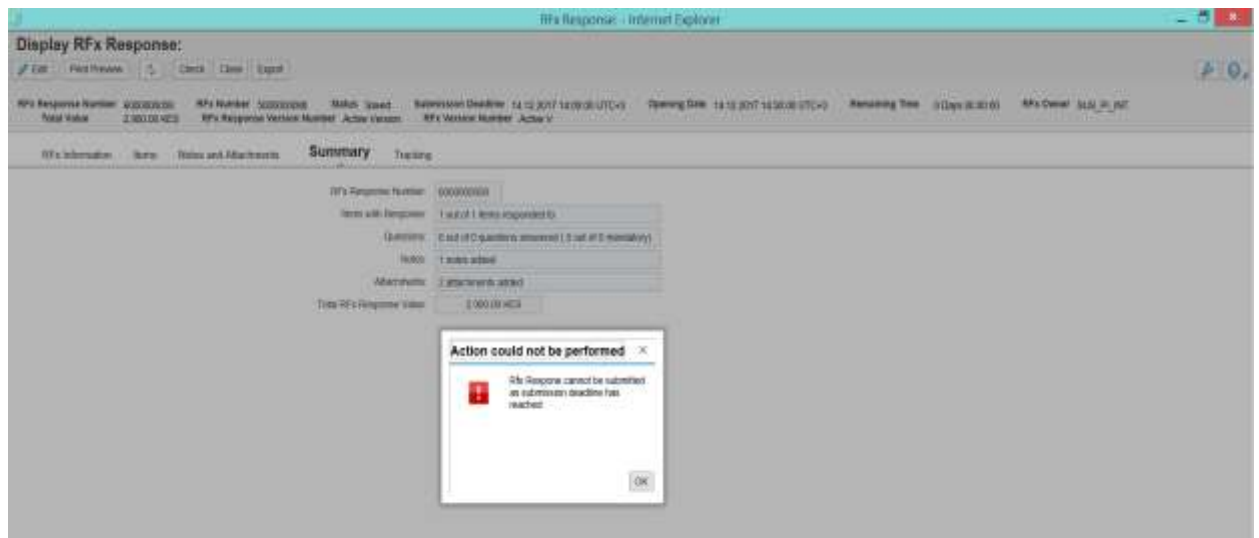
Once submitted, a message appears as per screenshot below and the status in the **RFX and Auctions** tab for the RFX indicates “**Submitted**”.



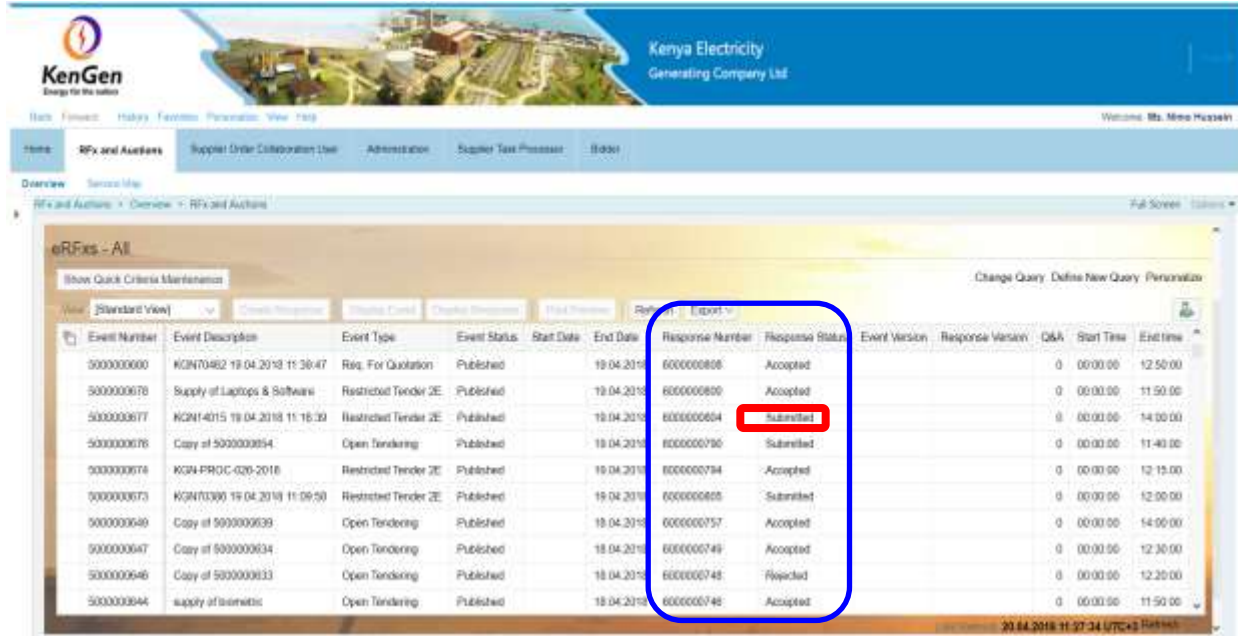
3.5.1 Points to Note

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.



3.6 Status of RFX Response



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

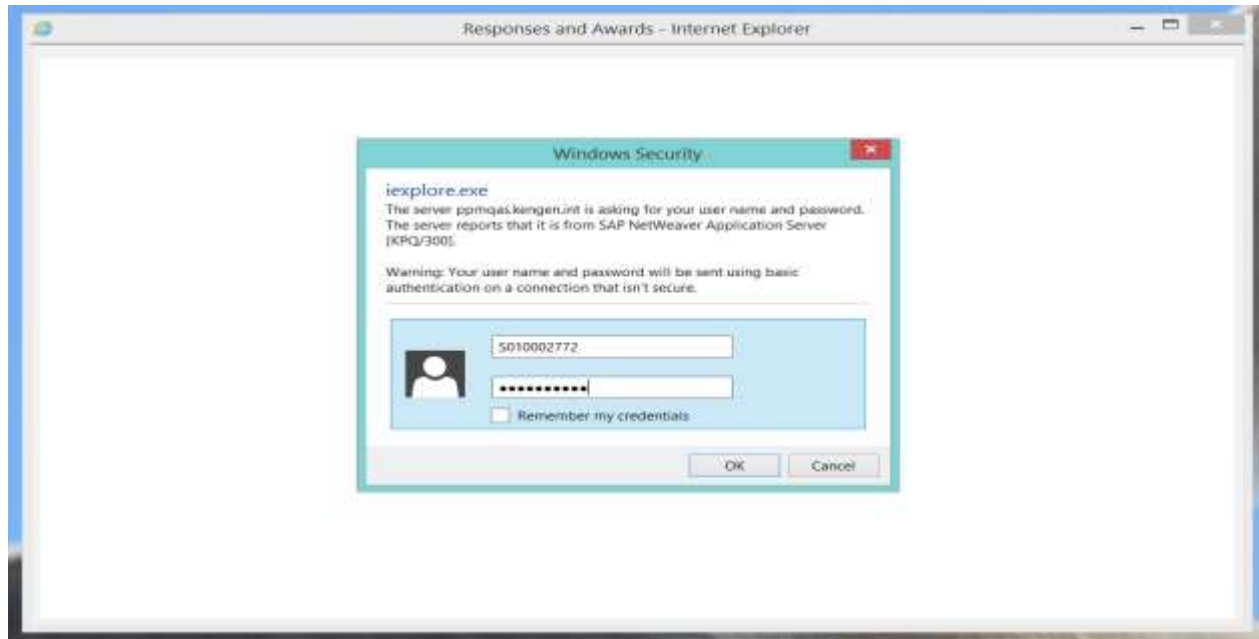
To submit a bid document, a scanned document must be uploaded to the cFolders. A tab called **Technical RFX Response** is used to access the **cFolder** by clicking on it and providing logon credentials.

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.



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

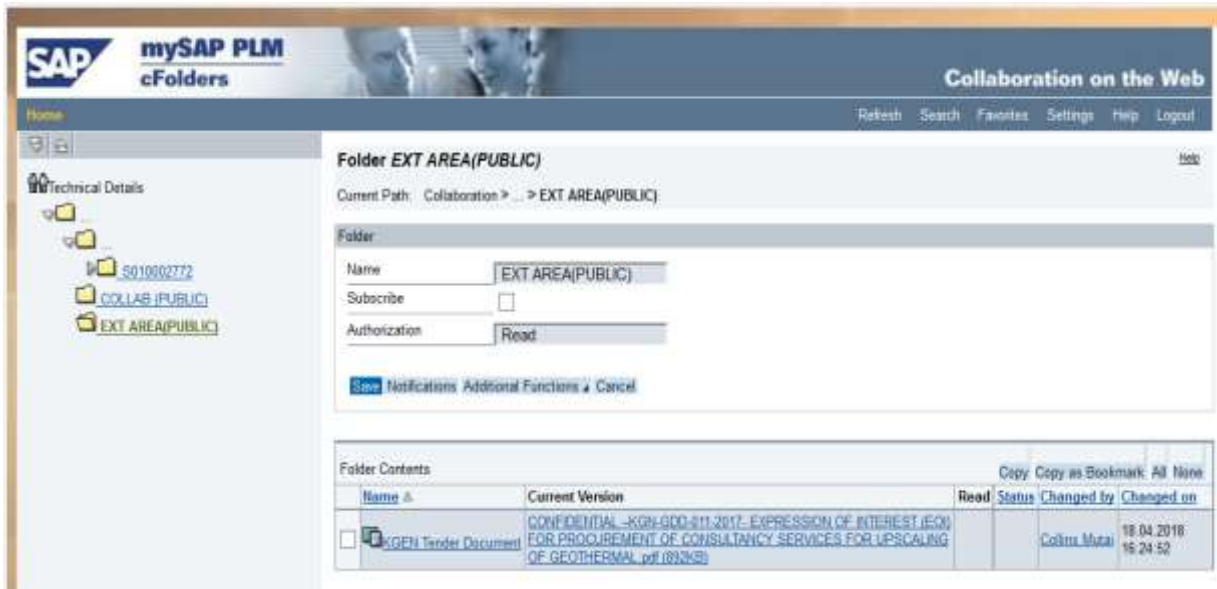
3.8 Navigation in the cFolders

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.



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.



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.

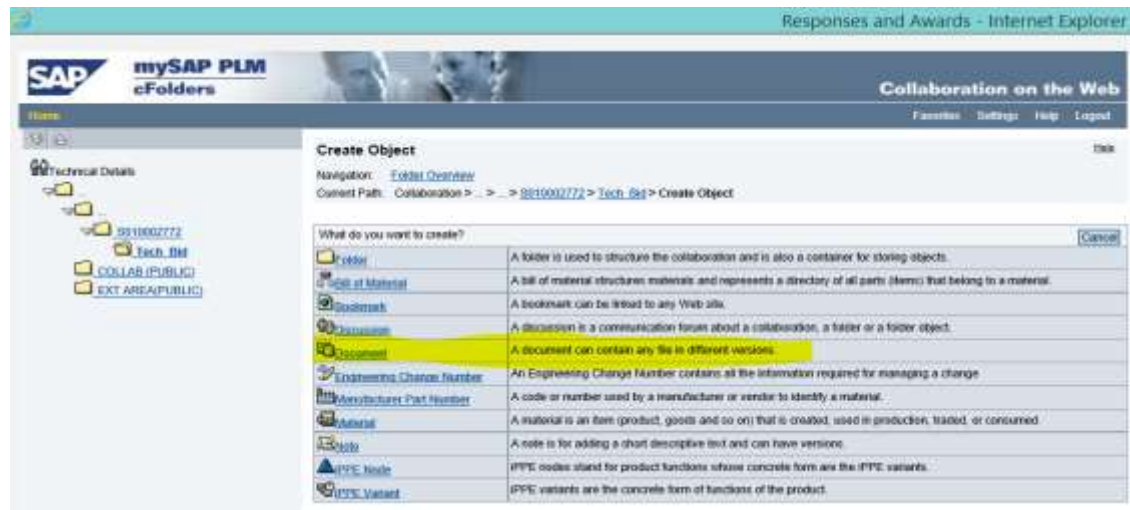
3.8.2 Uploading Bid Documents in cFolder

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**

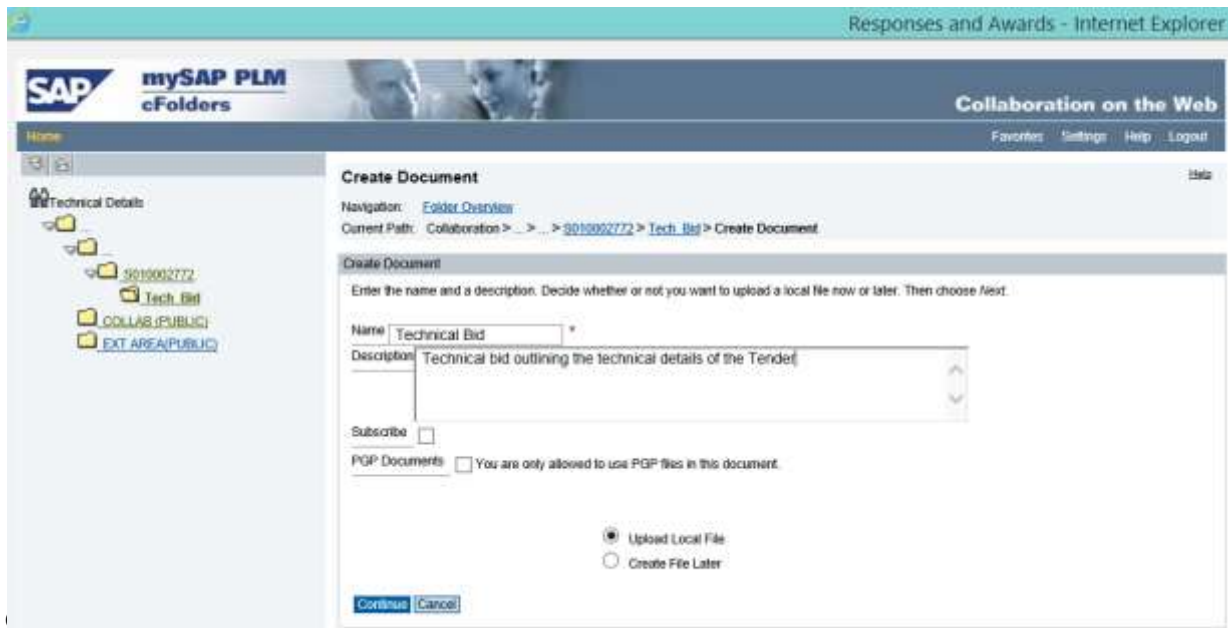


By this time the prepared technical bid document should already be saved in the local machine.

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.



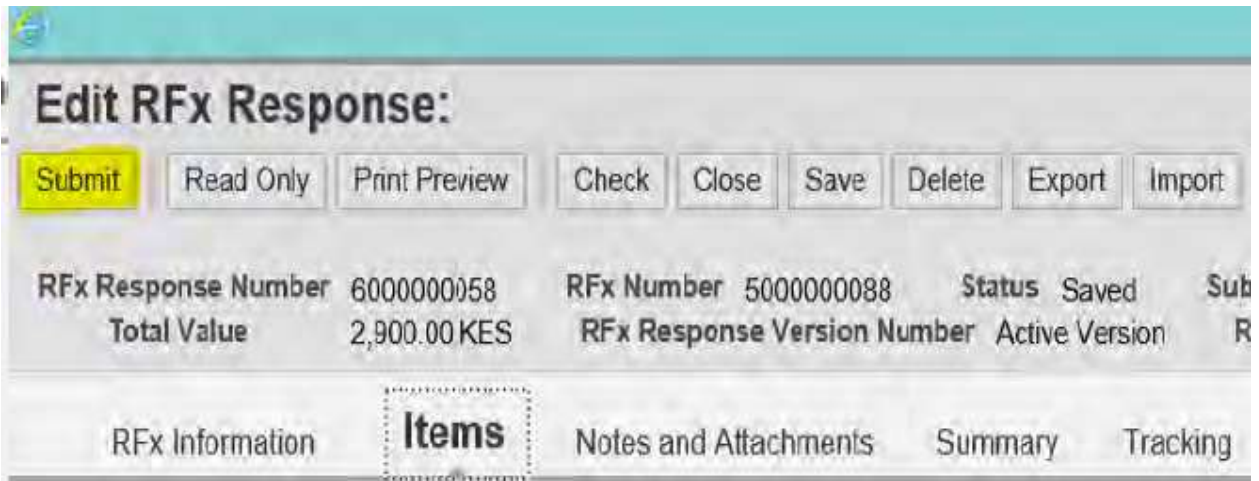
Documents are attached as shown (attach as many documents as needed) – *PDF documents*, *Zipped file documents*

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.

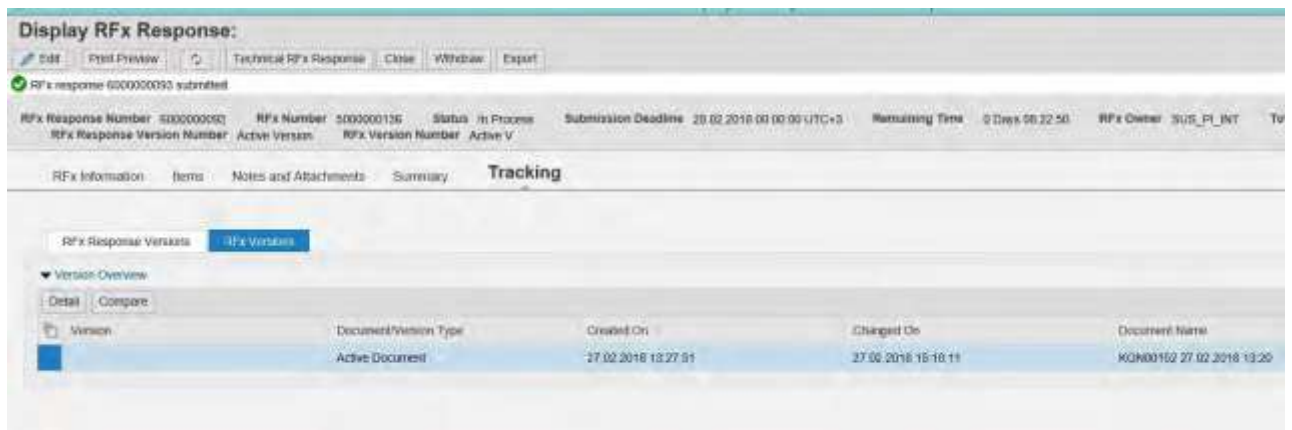
3.9 SUBMITTING THE RFX RESPONSES

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



The RFX response message appears as shown below:

Display RFX Response Screen



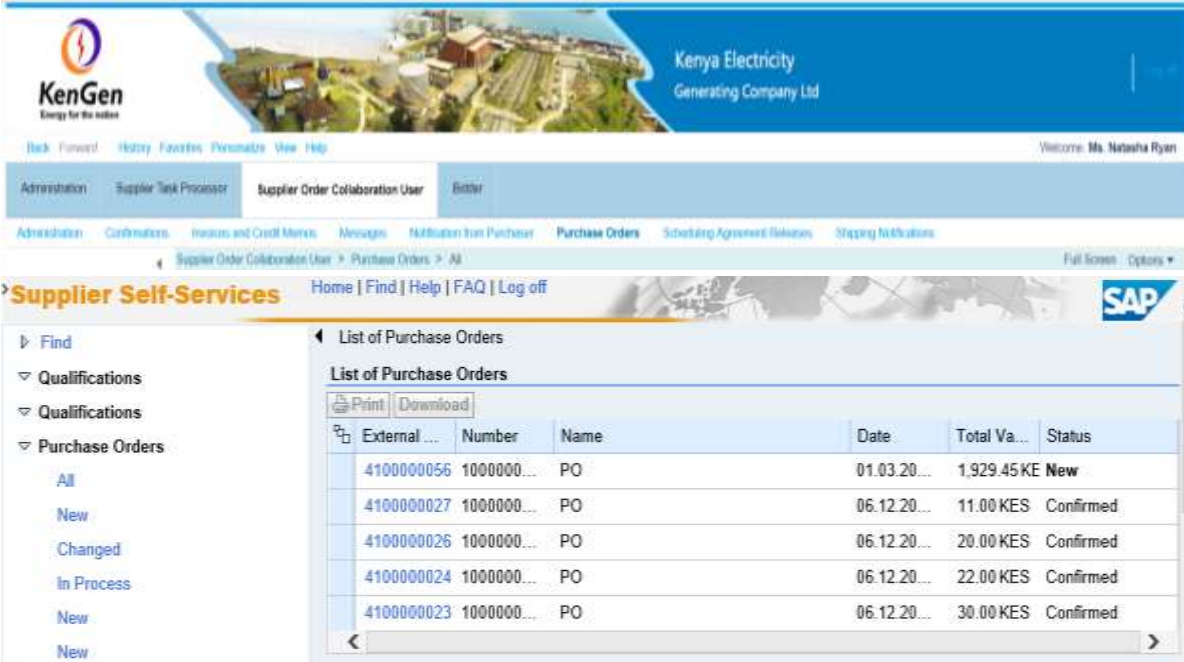
4 Supplier Self Service

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.

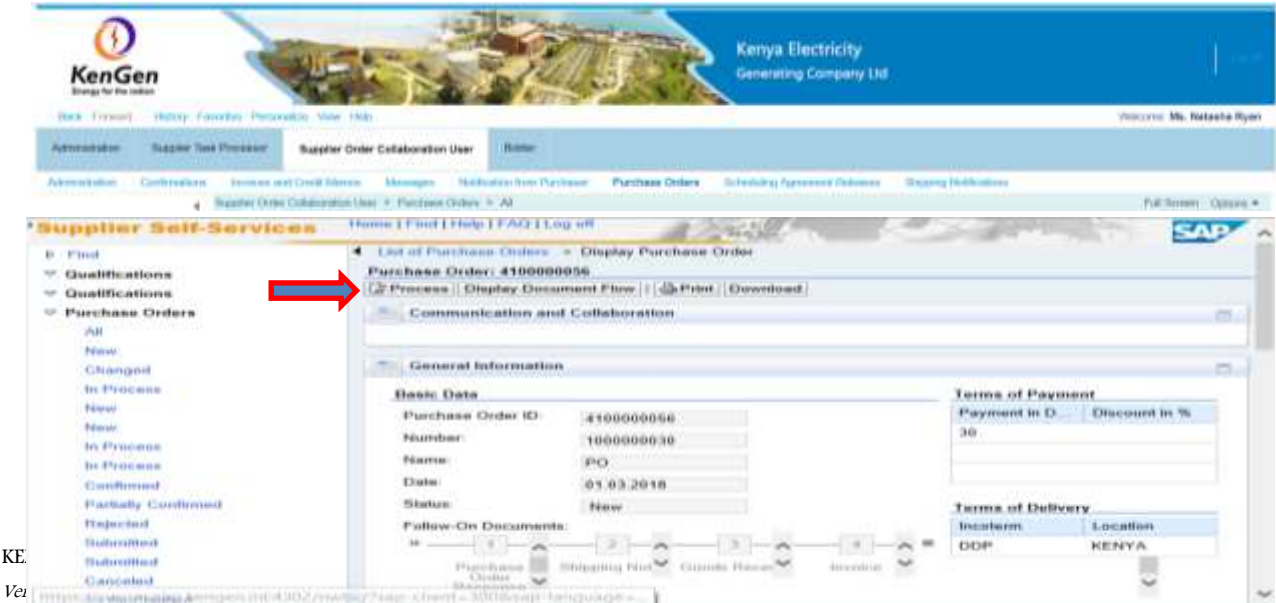


The screenshot shows the KenGen Supplier Self-Service interface. The header includes the KenGen logo and the text "Kenya Electricity Generating Company Ltd". Below the header is a navigation bar with tabs for "Administration", "Supplier Task Processor", "Supplier Order Collaboration User", and "Biller". The main content area displays a "List of Purchase Orders" table with columns for External Reference, Number, Name, Date, Total Value, and Status. The table contains five rows of data, with the first row having a "New" status.

External ...	Number	Name	Date	Total Va...	Status
4100000056	1000000...	PO	01.03.20...	1,929.45 KE	New
4100000027	1000000...	PO	06.12.20...	11.00 KES	Confirmed
4100000026	1000000...	PO	06.12.20...	20.00 KES	Confirmed
4100000024	1000000...	PO	06.12.20...	22.00 KES	Confirmed
4100000023	1000000...	PO	06.12.20...	30.00 KES	Confirmed

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

The Purchase order opens as shown below.

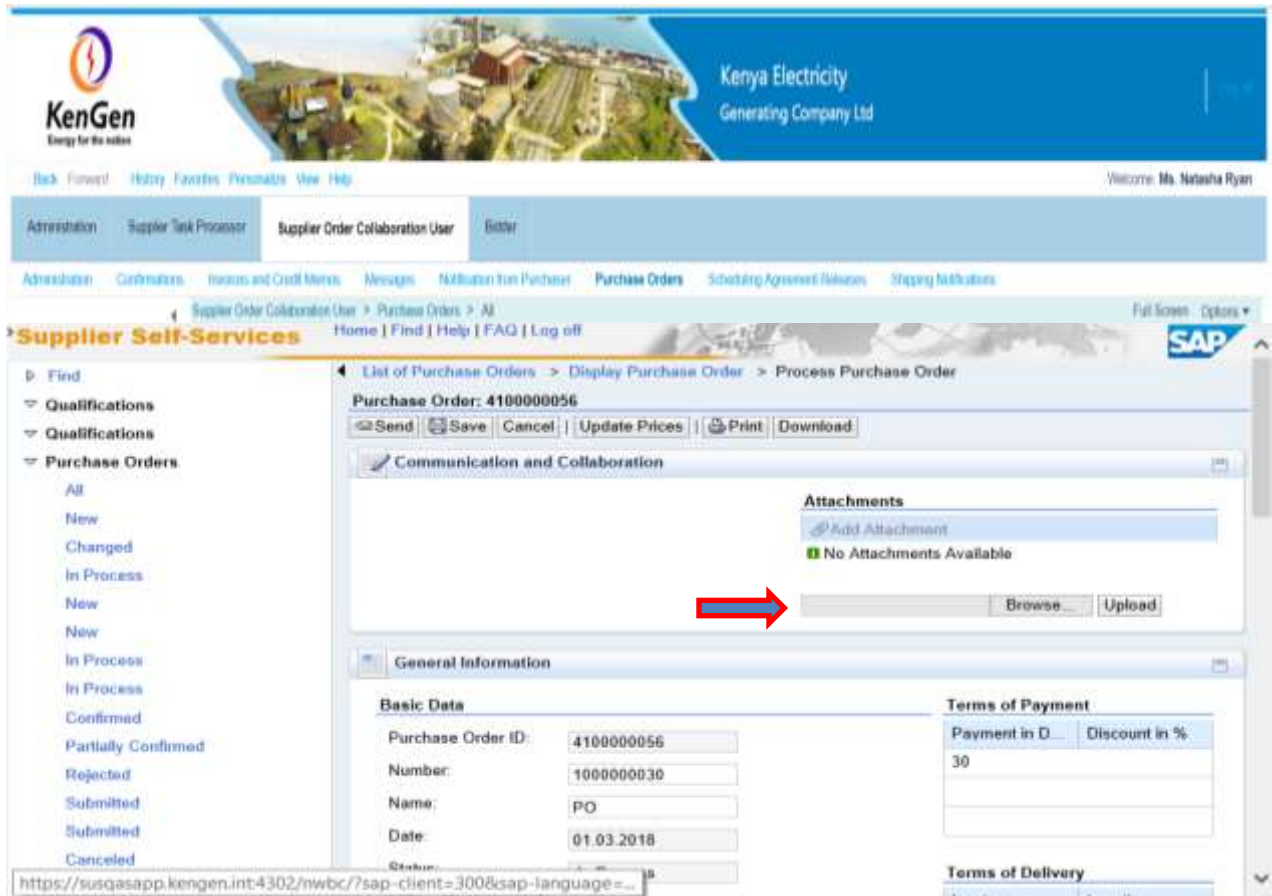


The screenshot shows the KenGen Supplier Self-Service interface displaying the details of a purchase order. The header is the same as in the previous screenshot. The main content area displays the "Purchase Order: 4100000056" details. A red arrow points to the "New" status in the left-hand navigation menu. The details section includes "Communication and Collaboration", "General Information", "Basic Data", and "Terms of Payment".

Basic Data		Terms of Payment	
Purchase Order ID:	4100000056	Payment in D:	Discount in %
Number:	1000000030		30
Name:	PO		
Date:	01.03.2018		
Status:	New		

Terms of Delivery: Incoterm: DDP, Location: KENYA

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



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.

KenGen
Energy for the nation

Kenya Electricity
Generating Company Ltd

Welcome: Ms. Natasha Ryan

Supplier Order Collaboration User

Item Overview

Confirm All Items Reject All Items Reset All Items

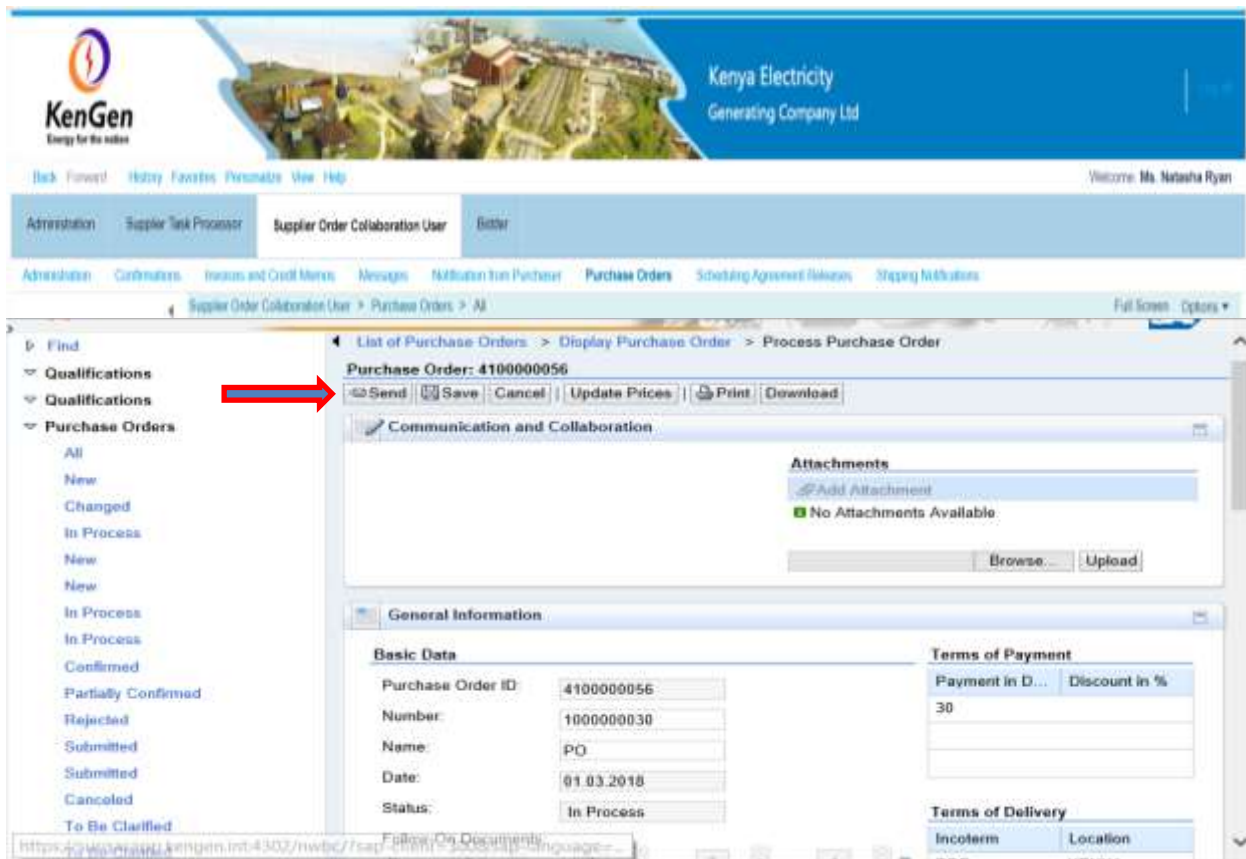
Nu.	Confirm Item	Reject Item	Short Text	Product	PO	Purc.	R.	Co.	Uni.	C.	S	
1	✔	✘	Schedule A & B		4 Piece	1,143.80	0	0	Piece	09	F	
2	✔	✘	Schedule A & B		2 Piece	571.90	0	0	Piece	09	F	
3	✔	✘	Double ended met		4 Piece	57.00	KI	0	4	Piece	09	C
4	✔	✘	E-Z Fit Single Pipe		1 Piece	12.35	KI	0	1	Piece	09	C
5	✔	✘	Constant Swing T		2 Piece	26.60	KI	0	2	Piece	09	C
6	✔	✘	Portable ventilation		2 Piece	26.50	KI	0	2	Piece	09	C
7	✔	✘	Hand held blower		1 Piece	9.50	KE	0	1	Piece	09	C
8	✔	✘	CLAMP METER (P		1 Piece	14.25	KI	0	1	Piece	09	C
9	✔	✘	ELECTRICIAN TE		1 Piece	11.40	KI	0	1	Piece	09	C
10	✔	✘	INSULATION RES		1 Piece	11.40	KI	0	1	Piece	09	C

Net Value (Unconfirmed Items) 1,929.45 KES
 Net Value (Confirmed Items) 0.00 KES
 Net Value (Total of all Items) 1,929.45 KES

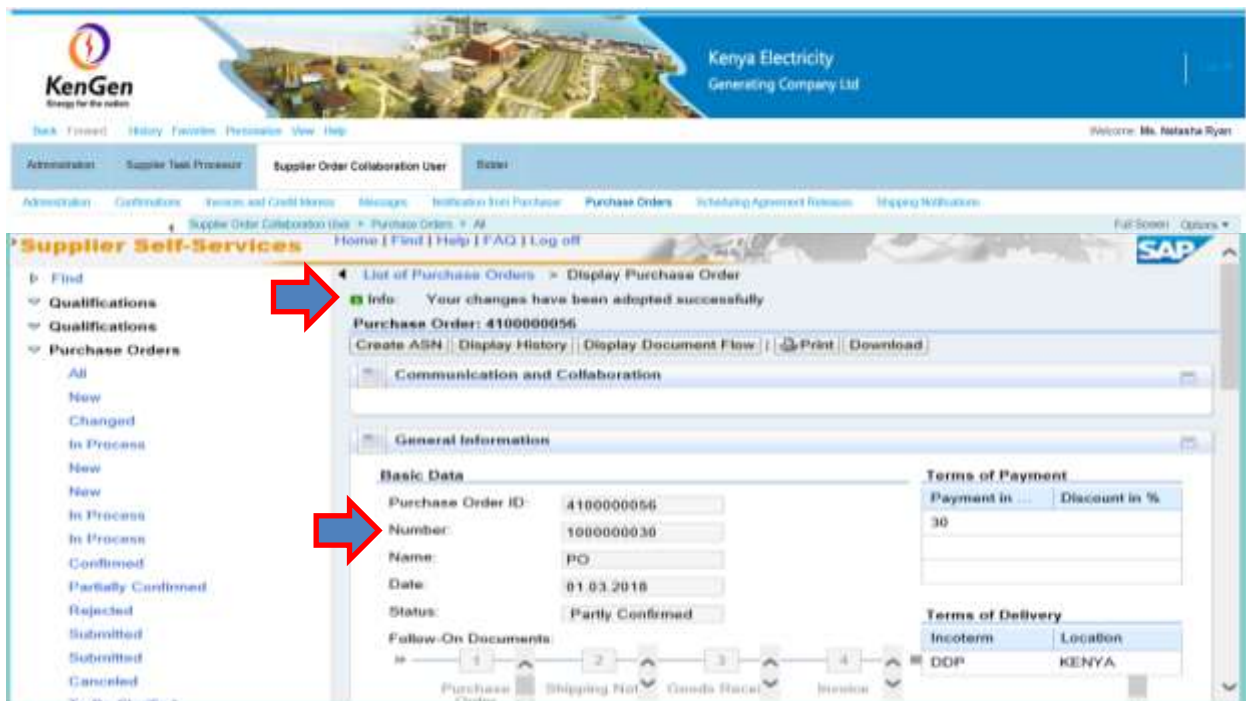
Click on the “**Confirm All Items**” button OR “**Reject All Items**” button – to either confirm or Reject Items OR Do one by one for each line item (Accept or Reject)

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.



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



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

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.

The screenshot displays the KenGen Supplier Self-Service SAP interface. The header includes the KenGen logo and the text 'Kenya Electricity Generating Company Ltd'. Below the header, there are navigation tabs for 'Administration', 'Supplier Task Processor', 'Supplier Order Collaboration User', and 'Bidder'. A secondary navigation bar contains 'Administration', 'Confirmations', 'Invoices and Credit Memos', 'Messages', 'Notification from Purchaser', 'Purchase Orders', 'Scheduling Agreement Releases', and 'Shipping Notifications'. The main content area is titled 'Supplier Self-Services' and features a 'List of Purchase Orders' table. The table has columns for 'External Reference...', 'Number', 'Name', 'Date', 'Total Value', and 'Status'. All listed purchase orders have a status of 'Confirmed'.

External Reference...	Number	Name	Date	Total Value	Status
4100000066	1000000030	PO	01.06.2018	213.75 KES	Confirmed
4100000027	1000000010	PO	08.12.2017	11.00 KES	Confirmed
4100000026	1000000008	PO	08.12.2017	20.00 KES	Confirmed
4100000024	1000000007	PO	08.12.2017	22.00 KES	Confirmed
4100000023	1000000006	PO	08.12.2017	30.00 KES	Confirmed

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

KenGen Energy for the nation

Kenya Electricity Generating Company Ltd

Welcome: Ms. Natasha Ryan

Administration Supplier Task Process Supplier Order Collaboration User Exit

Administration Confirmations Invoices and Credit Memos Messages Notifications from Purchases Purchase Orders Scheduling Agreement Releases Shipping Notifications

Supplier Self-Service Home | Print | Help | FAQ | Log off

Find List of Purchase Orders > Display Purchase Order

Purchase Order: 4100000056

Create ASN | Display History | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 4100000056

Number: 1000000030

Name: PO

Date: 01.03.2018

Status: Confirmed

Terms of Payment

Payment in Days: 30

Discount in %:

Terms of Delivery

Incident: CDP

Location: KENYA

Item Overview

Number	Short Text	Product	PO Quantity	Purchase Ord.	Required on	Confirmed Qu...	Confirmed for	Status
1	Schedule A & B		4 Piece	0.00 KES	06.03.2018	0 Piece		Canceled by ...
2	Schedule A & B		2 Piece	0.00 KES	06.03.2018	0 Piece		Canceled by ...
3	Double ended metric open jaw spanner (5m		4 Piece	57.00 KES	06.03.2018	4 Piece	06.03.2018	Confirmed
4	E-2 Ft Single Pipe Chain Clamp 10-25mm		1 Piece	12.33 KES	06.03.2018	1 Piece	06.03.2018	Confirmed
5	Constant Speed Tubing Cutter		2 Piece	28.80 KES	06.03.2018	2 Piece	06.03.2018	Confirmed
6	Plastic ventilation fan with 5m air duct		2 Piece	28.50 KES	06.03.2018	2 Piece	06.03.2018	Confirmed
7	Hand held blower		1 Piece	9.50 KES	06.03.2018	1 Piece	06.03.2018	Confirmed
8	CLAMP METED (M6.3x1 METED)		1 Piece	14.20 KES	06.03.2018	1 Piece	06.03.2018	Confirmed
9			1 Piece	11.40 KES	06.03.2018	1 Piece	06.03.2018	Confirmed

http://www.sap.kengen.inp:4302/sap/clients/3006/sap-language=...

Click on the **Create ASN** button.

KenGen
Energy for the nation

Kenya Electricity
Generating Company Ltd

Welcome: Ms. Natasha Ryan

Administration | Supplier Task Processor | Supplier Order Collaboration User | Exit

Administration | Confirmations | Invoices and Credit Memos | Messages | Notifications from Purchaser | Purchase Orders | Scheduling Agreement Releases | Shipping Notifications

Supplier Self-Service

List of Purchase Orders - Display Purchase Order - Process ASN

Display ASN: 3000000000

Goods Delivered to Receiver | Save | Cancel | Print | Download

Communication and Collaboration

Attachments

General Information

Basic Data

Number: 3000000000
Name: ASN
Date: 01.03.2018
Status: Created

Delivery Information

Delivery Date (Expected): 09.03.2018 09:10:00
Shipping Date: 01.03.2018 09:10:00
Means of Transport
Transport ID Code
Bill of Lading

Item Overview

Number	Description	Product	Quantity	Unit of Measure	Purchase Order No.	Purchase Order Item	
01	Double ended metal span pin		0	Piece	4100000000	3	
02	E 2 7/8 Single Pipe Chain-Clas		0	Piece	4100000000	4	
03	Constant Spring Tacking Cutter		0	Piece	4100000000	5	
04	Portable ventilation fan with 5l		0	Piece	4100000000	6	
05	Hand held Mower		0	Piece	4100000000	7	
06	CLAMP METER (MULTI-MET)		0	Piece	4100000000	8	
07	ELECTRICIAN TERMINATOR		0	Piece	4100000000	9	
08	INSULATION RESISTANCE 1		0	Piece	4100000000	10	
09			0	Piece	4100000000	11	
10			0	Piece	4100000000	12	

https://saxsasapp.kengen.int:4302/nwbc/?sap-client=300&sap-language=...

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

The screenshot displays the KenGen SAP SRM Suppliers Manual interface. The header includes the KenGen logo and the text "Kenya Electricity Generating Company Ltd". The user is logged in as Ms. Natasha Ryan. The main content area shows a Purchase Order (AGN) with the following details:

- Display A SN:** 3000000030
- Basic Data:**
 - Number: 3000000030
 - Name: AGN
 - Date: 01.03.2018
 - Status: Created
- Delivery Information:**
 - Delivery Date (Expected): 06.03.2018 15:00
 - Shipping Date: 01.03.2018 15:00
 - Means of Transport: [Dropdown]
 - Transport ID Code: [Input]
 - Bill of Lading: [Input]
- Item Overview Table:**

Number	Description	Product	Quantity	Unit of Mea...	Purchase Order No.	Purchase Order Item	Item Selection
10	Double ended metric open jaw		0	Piece	4100000056	3	<input type="checkbox"/>
20	E-Z Fit Single Pipe Chain Clasp		0	Piece	4100000056	4	<input type="checkbox"/>
30	Constant Spring Tubing Cutter		0	Piece	4100000056	5	<input type="checkbox"/>
40	Portable ventilation fan with 50		0	Piece	4100000056	6	<input type="checkbox"/>
50	Hand held blower		0	Piece	4100000056	7	<input type="checkbox"/>
60	CLAMP METER (MULTI-MET		0	Piece	4100000056	8	<input type="checkbox"/>
70	ELECTRICIAN TERMINATION		0	Piece	4100000056	9	<input type="checkbox"/>
80	INSULATION RESISTANCE T		0	Piece	4100000056	10	<input type="checkbox"/>
90	WIRE STRIPPER		0	Piece	4100000056	11	<input type="checkbox"/>
100	CABLE TRACER/LOCATOR		0	Piece	4100000056	12	<input type="checkbox"/>

Click on “Select All” button and Tick the Checkbox 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.

KenGen Energy for the nation
Kenya Electricity Generating Company Ltd

Back Forward History Favorites Personalize View Help

Welcome Ms. Natasha Ryan

Administration Supplier Task Processor Supplier Order Collaboration User Back

Administration Confirmation Invoices and Credit Memo Messages Notification from Purchaser Purchase Orders Scheduling Agreement Releases Missing Notifications

Supplier Self-Service Home | Find | Help | FAQ | Log off

List of Purchase Orders -> Display Purchase Order -> Process ASN

Display ASN: 3000000030

Communication and Collaboration

Attachments

General Information

Basic Data
 Number: 3000000030
 Name: ASN
 Date: 01.03.2018
 Status: Created

Delivery Information
 Delivery Date (Expected): 09.03.2018 15:00
 Shipping Date: 01.03.2018 15:00
 Means of Transport:
 Transport ID Code:
 Bill of Lading:

Item Overview

Number	Description	Product	Quantity	Unit of Mea.	Purchase Order No.	Purchase Order Item	It...
10	Double ended metal open jaw		0	Piece	4100000098	3	<input type="checkbox"/>
20	E-2 Ft Single Pipe Chain Clea		0	Piece	4100000098	4	<input type="checkbox"/>
30	Constant Swing Tubing Cutter		0	Piece	4100000098	5	<input type="checkbox"/>
40	Portable ventilation fan with 50		0	Piece	4100000098	6	<input type="checkbox"/>
50	Hand held blower		0	Piece	4100000098	7	<input type="checkbox"/>
60	CLAMP METER (MULTI-MET		0	Piece	4100000098	8	<input type="checkbox"/>
70	ELECTRICIAN TERMINATIO		0	Piece	4100000098	9	<input type="checkbox"/>
80	INSULATION RESISTANCE T		0	Piece	4100000098	10	<input type="checkbox"/>
90	WIRE STRIPPER		0	Piece	4100000098	11	<input type="checkbox"/>
100	CABLE TRACER/LOCATOR		0	Piece	4100000098	12	<input type="checkbox"/>

Submit the ASN document by Clicking on the “Goods Delivered to Recipient”

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Kenya Electricity Generating Company Ltd

Back Forward History Favorites Personalize View Help

Welcome Ms. Natasha Ryan

Administration Supplier Task Processor Supplier Order Collaboration User Back

Administration Confirmation Invoices and Credit Memo Messages Notification from Purchaser Purchase Orders Scheduling Agreement Releases Shipping Notifications

Supplier Self-Service Home | Find | Help | FAQ | Log off

List of Purchase Orders -> Display Purchase Order -> Display ASN

Info: Your changes have been adopted successfully

Display ASN: 3000000030

Communication and Collaboration

General Information

Basic Data
 Number: 3000000030
 Name: ASN
 Date: 01.03.2018
 Status: Sent

Delivery Information
 Delivery Date (Expected): 09.03.2018 15:00
 Shipping Date: 01.03.2018 15:00
 Means of Transport:
 Transport ID Code:
 Bill of Lading:

Item Overview

Number	Description	Product	Quantity	Unit of Mea.	Purchase Order No.	Purchase Order Item
10	Double ended metal open jaw spanner (50)		0	Piece	4100000098	3
20	E-2 Ft Single Pipe Chain Clamp 10.25in		0	Piece	4100000098	4
30	Constant Swing Tubing Cutter		0	Piece	4100000098	5
40	Portable ventilation fan with 50		0	Piece	4100000098	6
50	Hand held blower		0	Piece	4100000098	7
60	CLAMP METER (MULTI-MET		0	Piece	4100000098	8
70	ELECTRICIAN TERMINATION TOOL KIT		0	Piece	4100000098	9
80	INSULATION RESISTANCE TESTER		0	Piece	4100000098	10
90	WIRE STRIPPER		0	Piece	4100000098	11
100	CABLE TRACER/LOCATOR		0	Piece	4100000098	12

Partner Information

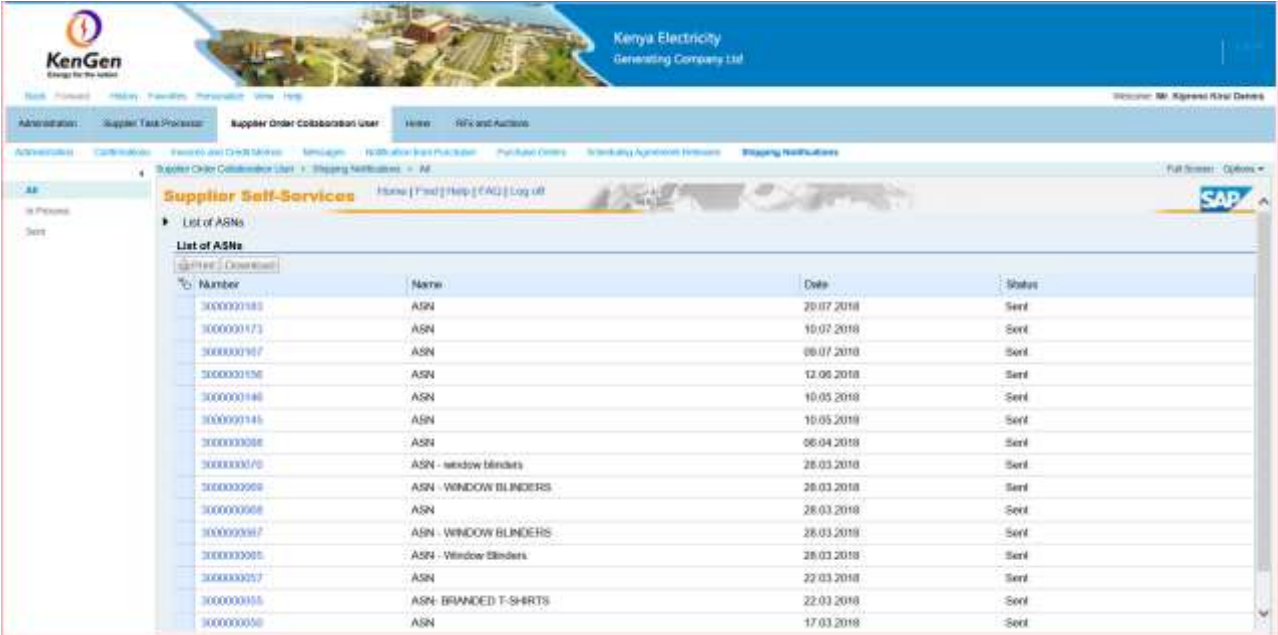
Address: No. Post Code City Telephone Fax E-mail
 000100 Nairobi 123456

https://susqasapp.kengen.int:4302/nwbc/?sap-client=300&sap-language=...

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.



The screenshot displays the SAP Supplier Self-Service interface for Kenya Electricity Generating Company Ltd. The main content area shows a table titled "List of ASNs" with columns for Number, Name, Date, and Status. The table lists 15 ASNs, all with a status of "Sent".

Number	Name	Date	Status
3000001181	ASN	20.07.2018	Sent
3000001171	ASN	10.07.2018	Sent
3000001167	ASN	08.07.2018	Sent
3000001156	ASN	12.06.2018	Sent
3000001146	ASN	10.05.2018	Sent
3000001145	ASN	10.05.2018	Sent
3000003288	ASN	06.04.2018	Sent
3000003170	ASN - window blinders	28.03.2018	Sent
3000003068	ASN - WINDOW BLINDERS	28.03.2018	Sent
3000003068	ASN	28.03.2018	Sent
3000003067	ASN - WINDOW BLINDERS	28.03.2018	Sent
3000003065	ASN - Window Blinders	28.03.2018	Sent
3000003217	ASN	22.03.2018	Sent
3000003115	ASN - BRANDED T-SHIRTS	22.03.2018	Sent
3000003050	ASN	17.03.2018	Sent

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.

Number	Name	Date	Status
400000002	GR	20.07.2018	Document Read
4000000187	GR	10.07.2018	New
400000188	GR	10.07.2018	Document Read
400000178	GR	09.07.2018	Document Read
400000171	GR	20.06.2018	New
400000182	GR	12.06.2018	Document Read
400000124	GR	10.05.2018	New
400000133	GR	10.05.2018	New
400000075	GR	08.04.2018	New
400000058	GR	20.03.2018	Document Read
400000007	GR	28.03.2018	Document Read
400000006	GR	28.03.2018	Document Read
400000054	GR	28.03.2018	Document Read
400000027	GR	22.03.2018	Document Read
400000015	GR	17.03.2018	New

Goods Receipt List processed as per ASN

Purchase Order: 4100000118

Communication and Collaboration

General Information

Basic Data

Purchase Order ID:	4100000118
Number:	100000144
Name:	PO
Date:	12.06.2018
Status:	Confirmed

Terms of Payment

Payment in Days:	30
Discount in %:	

Terms of Delivery

Incoterms:	DDP
Location:	STIMA PLAZA

Follow-On Documents: Purchase Order Responses, Confirmations, Goods Receipts (2), Invoices (2)

The same status can be 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



The screenshot shows the KenGen SAP SRM Supplier Self-Service interface. The main content area displays a 'Document Flow' table with the following data:

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000000144	PO	12.06.2018	Confirmed	112,900.81 KES
Shipping Note	2000000198	ASN	12.06.2018	Sent	0.00
Goods Receipt	4000000162	GR	12.06.2018	Document Read	100,436.82 KES
Confirmation	4000000163	Maintenance of Cables	12.06.2018	Accepted by Customer	2,077.81 KES
Invoice	5000000122	PO	12.06.2018	Document Sent	100,436.82 KES
Invoice	5000000123	Maintenance of Cables	12.06.2018	Document Sent	2,077.81 KES

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

The screenshot displays the 'Supplier Self-Services' interface for Kenya Electricity. The main content area shows a table titled 'List of Purchase Orders' with the following data:

External Reference No	Number	Name	Date	Total Value	Status
4100000383	100000185	PO	24.07.2018	285.00KES	New
4100000380	100000182	PO	20.07.2018	1.100.00KES	Confirmed
4100000378	100000181	PO	20.07.2018	100.00KES	Confirmed
4100000376	100000180	PO	20.07.2018	500.00KES	Confirmed
4100000370	100000175	PO	18.07.2018	500.00KES	In Process
4100000360	100000184	PO	10.07.2018	100.000.00KES	New
4100000358	100000183	PO	10.07.2018	125.000.00KES	Confirmed
4100000358	100000182	PO	10.07.2018	100.000.00KES	Confirmed
4100000350	100000158	PO	09.07.2018	1.800.00KES	Confirmed
4100000338	100000152	PO	20.05.2018	25.000.000.00KES	New
4100000316	100000144	PO	12.06.2018	112.900.00KES	Confirmed
4100000271	100000120	PO - CLEANING SERVICES MAY STINA PLAZA	15.05.2018	10.000.00KES	Confirmed
4100000268	100000112	PO	10.05.2018	100.000.00KES	Confirmed

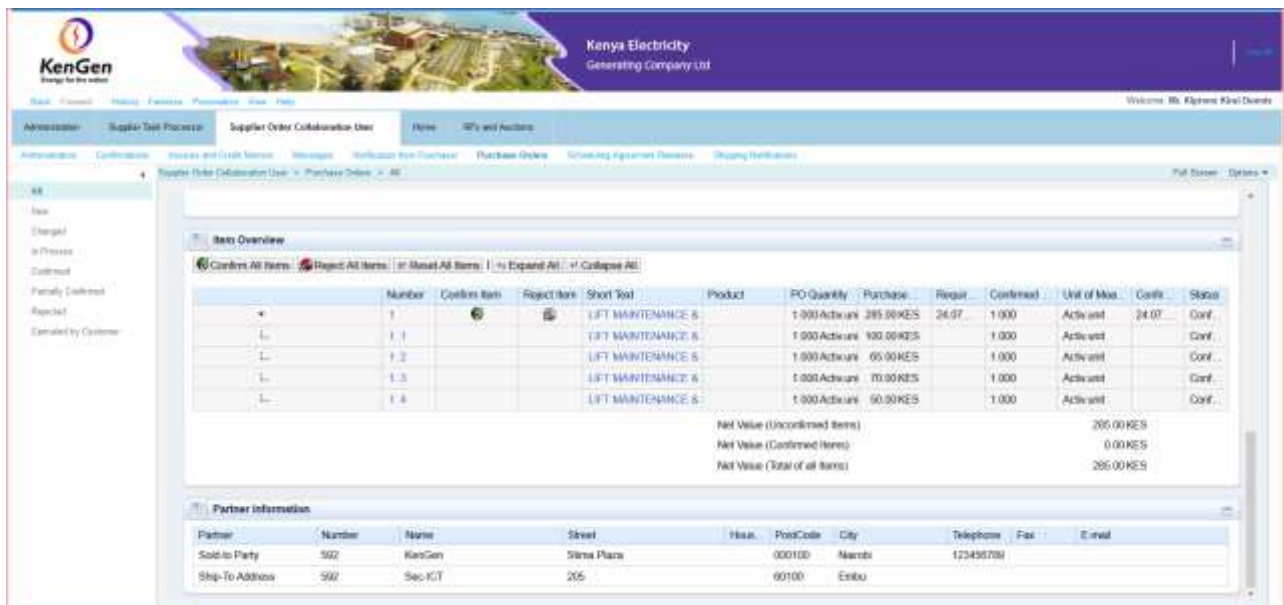
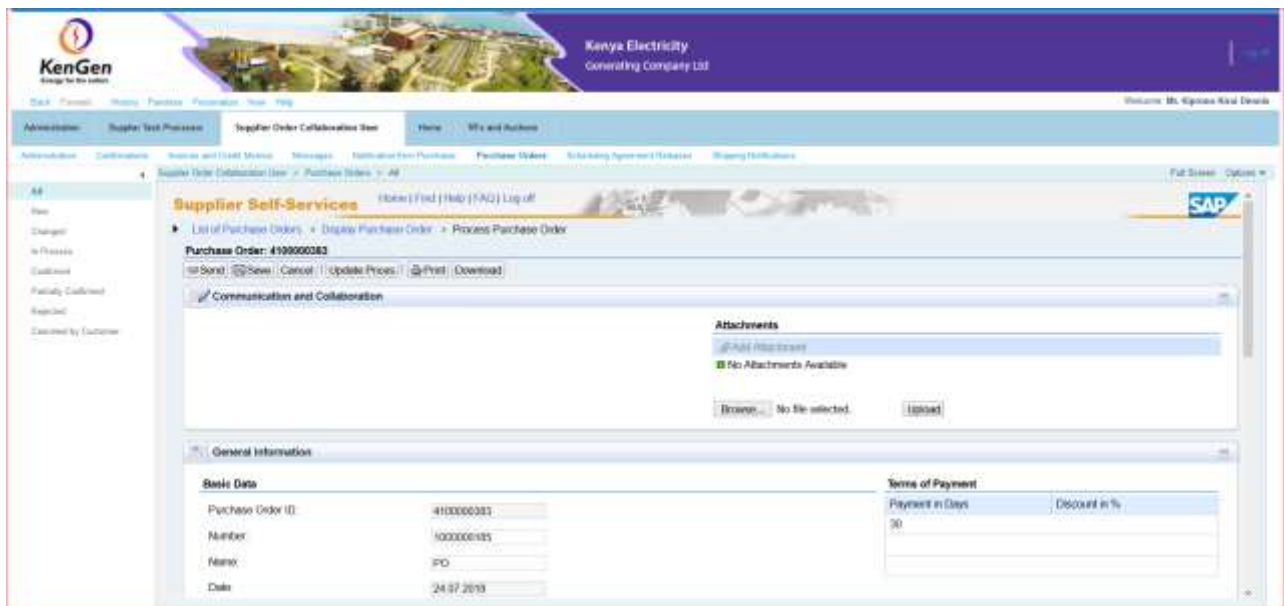
Click on the External reference no of the PO with status “New”.

The screenshot displays the 'Supplier Self-Services' interface for Kenya Electricity, showing the details of a specific purchase order. The 'Purchase Order: 4100000383' is selected, and the 'Process' button is highlighted. The 'General Information' section is expanded, showing the following details:

Basic Data		Terms of Payment	
Purchase Order ID	4100000383	Payment in Days	Discount in %
Number	100000185	30	
Name	PO		
Date	24.07.2018		
Status	New		
Terms of Delivery			
		Incoterms	Location

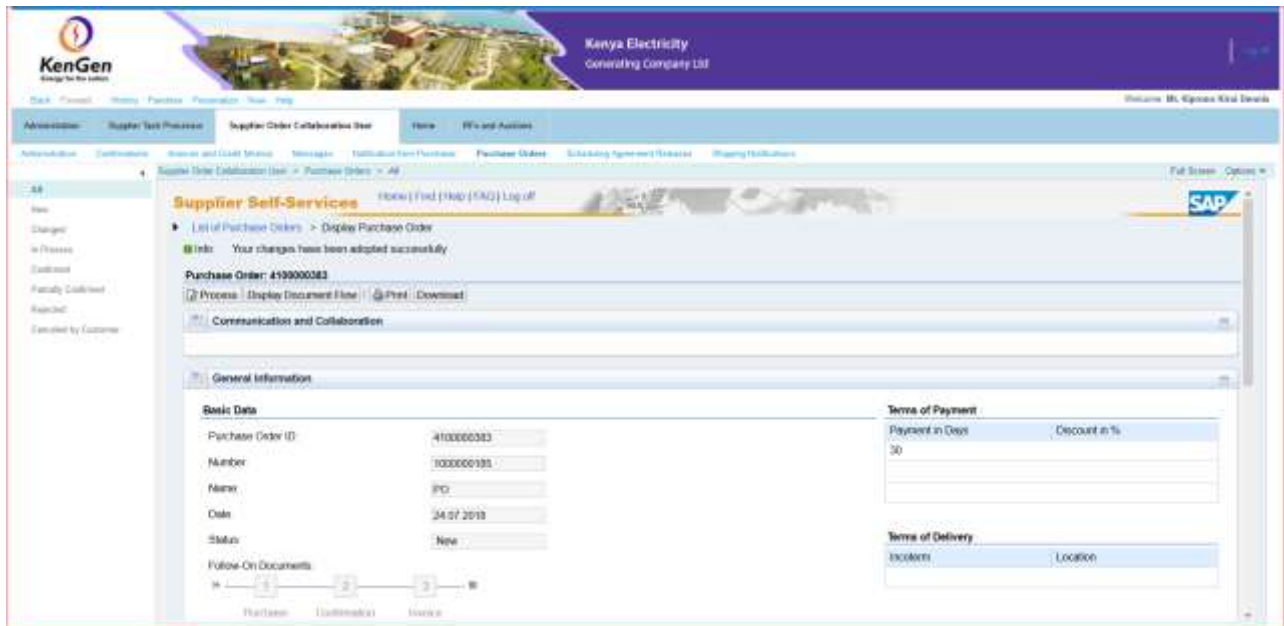
Below the 'General Information' section, there is a 'Follow-On Documents' diagram showing a flow from 'Purchase' to 'Confirmation' to 'Invoice'.

Click on the **Process** button to acknowledge the receipt of the PO.



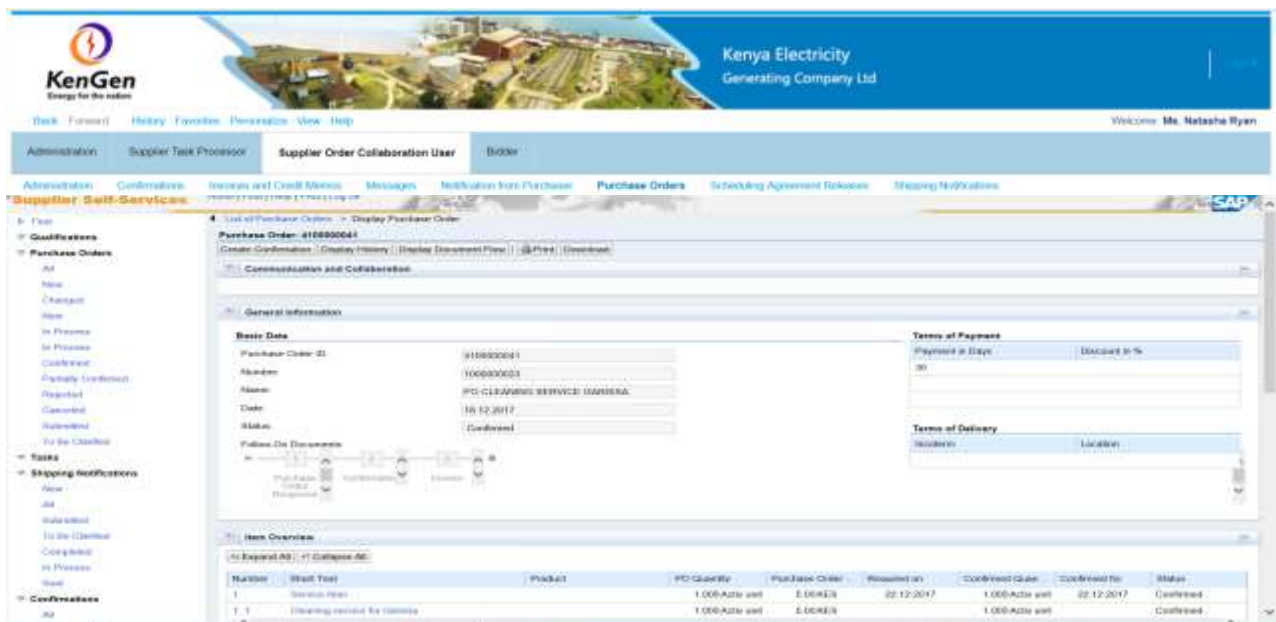
Under Item Overview section - Click on the “**Confirm All Items**”, the confirm item column is checked and turns Green.

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



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

Creating Confirmation



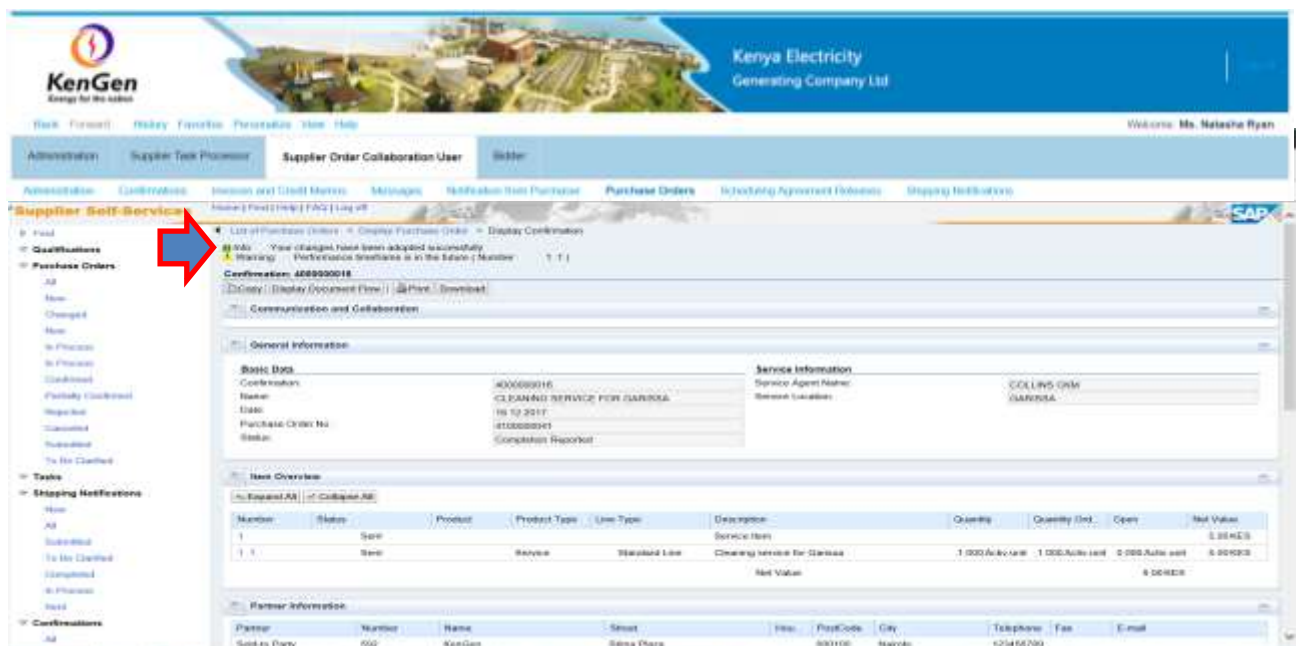


General Information (Basic data): Fill in the Document Name, Service Agent Name, and Service Location.

Under Item Overview, Select the Items (checkbox 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.

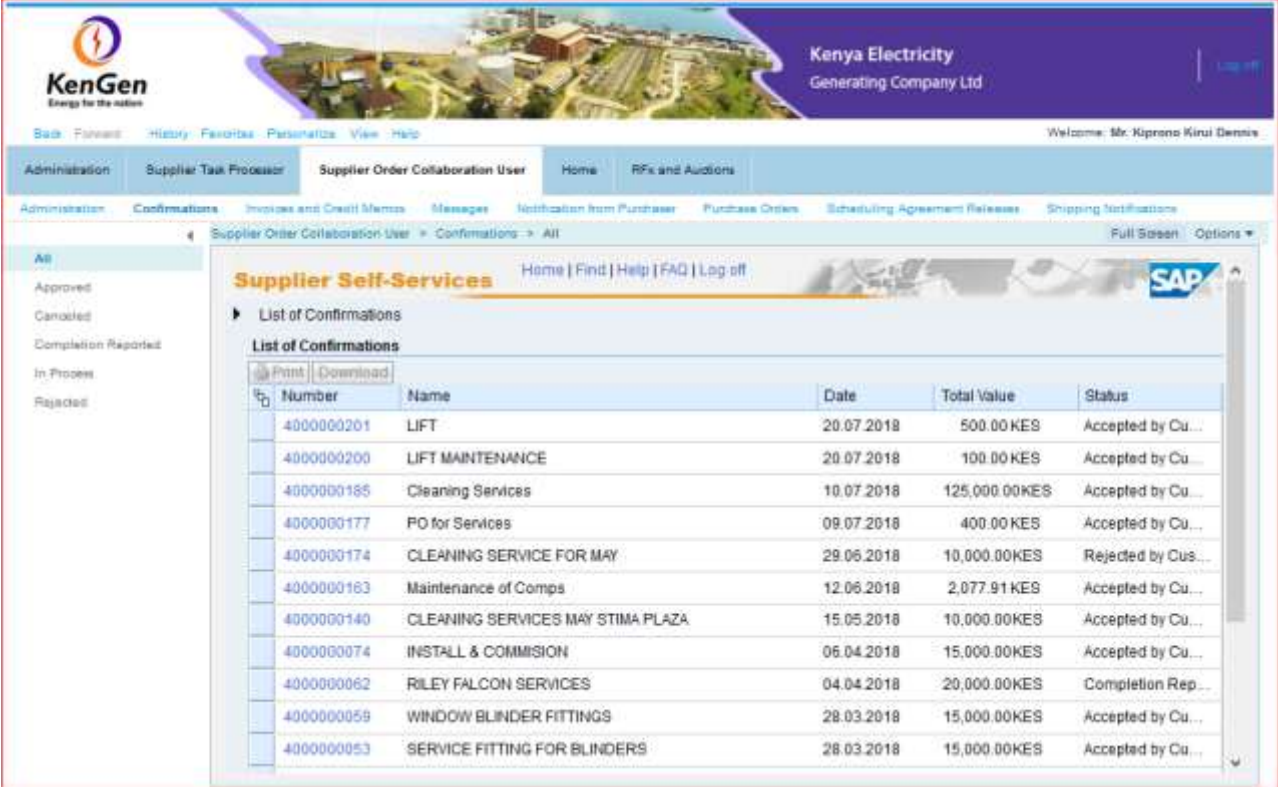


A confirmation message upon submission is indicated as per screenshot, and this creates a

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.



The screenshot displays the SAP SRM interface for KenGen. The main content area shows a table titled "List of Confirmations" under the "Supplier Self-Services" section. The table lists various service confirmations with their respective numbers, names, dates, total values, and statuses.

Number	Name	Date	Total Value	Status
4000000201	LIFT	20.07.2018	500.00 KES	Accepted by Cu...
4000000200	LIFT MAINTENANCE	20.07.2018	100.00 KES	Accepted by Cu...
4000000185	Cleaning Services	10.07.2018	125,000.00 KES	Accepted by Cu...
4000000177	PO for Services	09.07.2018	400.00 KES	Accepted by Cu...
4000000174	CLEANING SERVICE FOR MAY	29.06.2018	10,000.00 KES	Rejected by Cus...
4000000163	Maintenance of Comps	12.06.2018	2,077.91 KES	Accepted by Cu...
4000000140	CLEANING SERVICES MAY STIMA PLAZA	15.05.2018	10,000.00 KES	Accepted by Cu...
4000000074	INSTALL & COMMISSION	06.04.2018	15,000.00 KES	Accepted by Cu...
4000000062	RILEY FALCON SERVICES	04.04.2018	20,000.00 KES	Completion Rep...
4000000059	WINDOW BLINDER FITTINGS	28.03.2018	15,000.00 KES	Accepted by Cu...
4000000053	SERVICE FITTING FOR BLINDERS	28.03.2018	15,000.00 KES	Accepted by Cu...

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*.

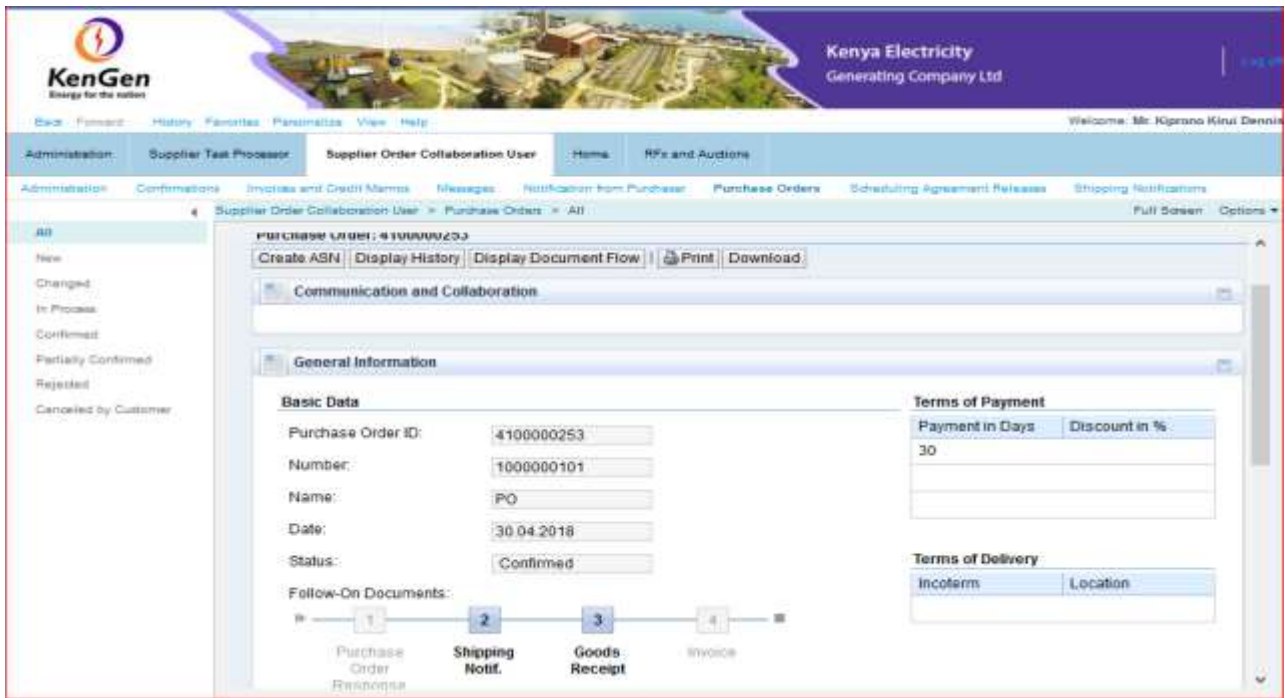
Accepted by Customer – the customer (*KenGen*) has approved the Service Entry Sheet (SES) as acceptance of services rendered ready for invoicing.

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.



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

Display Document flow



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.

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

The screenshot shows the SAP Supplier Self-Services interface for Kenya Electricity. The breadcrumb trail is: List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Goods Receipt. The document title is 'Goods Receipt: 400000134'. Action buttons include 'Accept', 'Create Invoice', 'Display Document Flow', and 'Print'. The 'General Information' section contains the following data:

Basic Data	
Number:	400000134
Name:	GR
Date:	10.05.2018
Status:	New

The 'Item Overview' table is as follows:

Number	Product	Description	Purcha...	Purchase Order Item	Quantity Q...	Goods Re...
1		Smart phones	41000...	1	1 Piece	1 Piece
2		Desk top computer	41000...	2	1 Piece	1 Piece

The screenshot shows the SAP Supplier Self-Services interface for Kenya Electricity. The breadcrumb trail is: List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Goods Receipt > Process Invoice. The document title is 'Process Invoice: 500000144'. Action buttons include 'Send', 'Save', 'Cancel', 'Update Prices', 'Print', and 'Download'. The 'Communication and Collaboration' section contains the following data:

Message to Purchaser:

Attachments:

[Add Attachment](#)

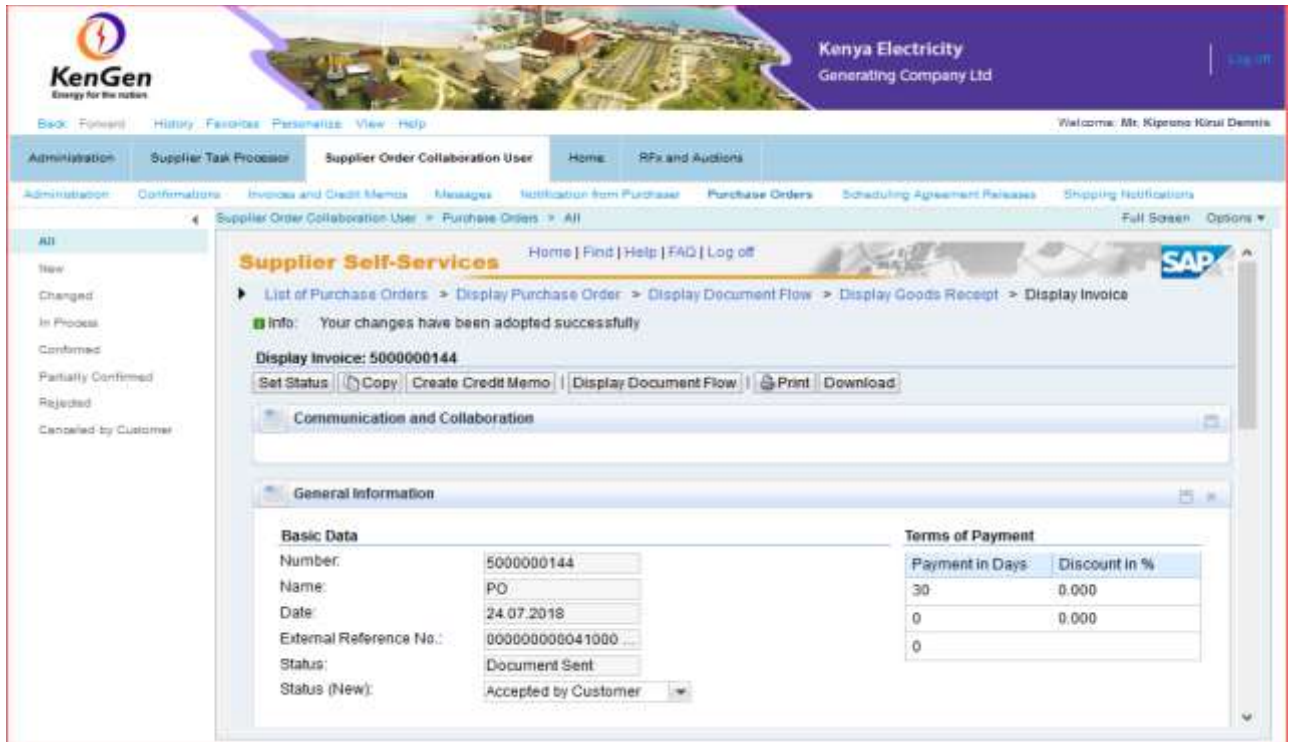
No Attachments Available

No file selected.

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.

You will receive a notification *“Your changes have been adopted successfully”*



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.

The screenshot shows the SAP Supplier Self-Services interface. The top navigation bar includes 'Administration', 'Supplier Task Processor', and 'Supplier Order Collaboration User'. The main content area displays a 'List of Confirmations' table with the following data:

Number	Name	Date	Total Value	Status
400000201	LIFT	20.07.2018	500.00 KES	Accepted by Cu...
400000200	LIFT MAINTENANCE	20.07.2018	100.00 KES	Accepted by Cu...
400000185	Cleaning Services	10.07.2018	125,000.00 KES	Accepted by Cu...
400000177	PO for Services	09.07.2018	400.00 KES	Accepted by Cu...
400000174	CLEANING SERVICE FOR MAY	29.06.2018	10,000.00 KES	Rejected by Cus...
400000153	Maintenance of Comps	12.06.2018	2,077.91 KES	Accepted by Cu...
400000140	CLEANING SERVICES MAY STIMA PLAZA	15.05.2018	10,000.00 KES	Accepted by Cu...
400000074	INSTALL & COMMISSION	06.04.2018	15,000.00 KES	Accepted by Cu...
400000062	RILEY FALCON SERVICES	04.04.2018	20,000.00 KES	Completion Rep...
400000059	WINDOW BLINDER FITTINGS	28.03.2018	15,000.00 KES	Accepted by Cu...
400000053	SERVICE FITTING FOR BLINDERS	28.03.2018	15,000.00 KES	Accepted by Cu...

Click on the confirmation number with status *“Accepted by Customer”*.

The screenshot shows the SAP Supplier Self-Services interface displaying the details for confirmation number 400000177. The 'Confirmation: 400000177' section includes buttons for 'Create Invoice', 'Copy', 'Display Document Flow', 'Print', and 'Download'. Below this, the 'General Information' section is expanded to show the following details:

Basic Data		Service Information	
Confirmation:	400000177	Service Agent Name:	CKM
Name:	PO for Services	Service Location:	STIMA PLAZA
Date:	09.07.2018		
Purchase Order No.:	4100000350		
Status:	Accepted by Custo...		

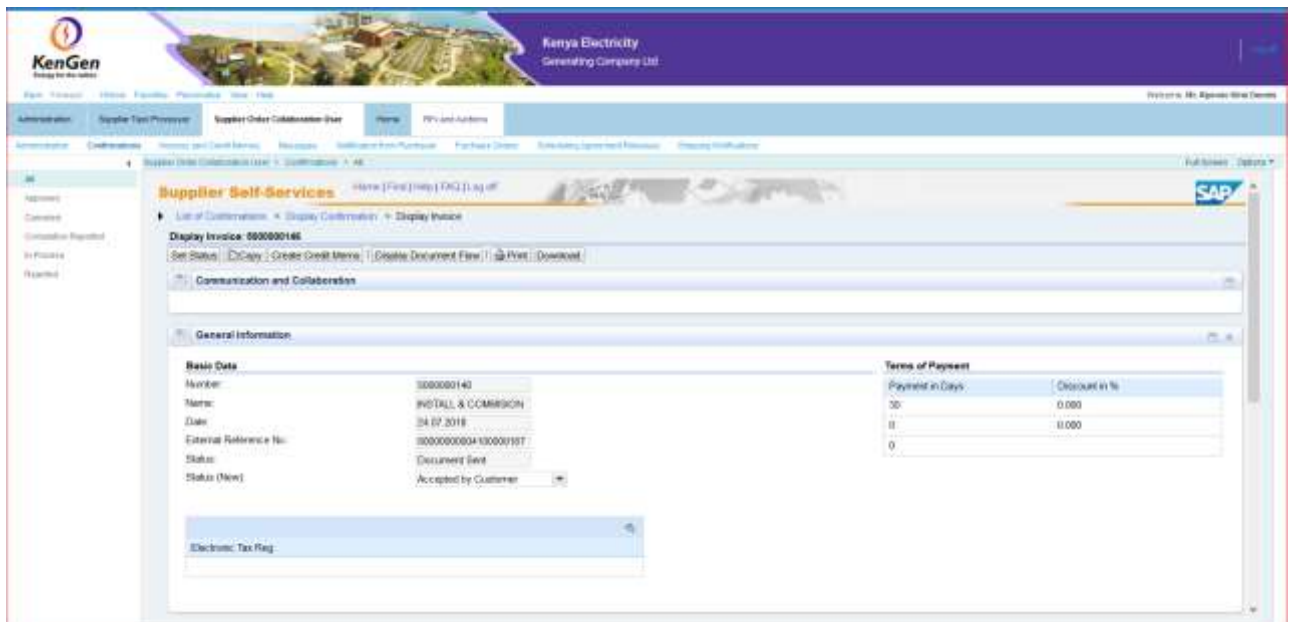
Click on the **“Create Invoice”** button



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.



Display Invoice

Supplier Self-Service Home | Find | Help | FAQ | Log off

Display Invoice: 500000142

Print Invoice | Create Credit Memo | Display Document Print | Print Document

Communication and Collaboration

General Information

Basic Data

Number:	500000142
Name:	PO
Date:	28.07.2018
External Reference No.:	500000000000000000
Status:	Document Sent
Status Descr.:	Accepted by Customer

Terms of Payment

Payment in Days	Discount in %
30	0.000
60	0.000
90	0.000

Item Overview

Item	Description	Product	Quantity	U Price	Net Value	Tax	Entered Reference No.	Purchase Order Item
1	REPAIRS T-OVERTS		5 Pkcs	500.0000	2.500.0000	0 % Input tax	400000000	1
2	REPAIRS T-OVERTS 230		5 Pkcs	600.0000	3.000.0000	0 % Input tax	400000000	2
Net Value								1.500.0000
Implemented Delivery Costs								0.0000
Tax								0.0000
Gross Price								1.500.0000

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

Supplier Self-Service Home | Find | Help | FAQ | Log off

List of Invoices

List of Invoices and Credit Memos

Type	Number	Name	Date	Status	Gross Price
Invoice	500000142	PO	28.07.2018	Document Sent	1.100.00000
Invoice	500000141	LIFT MAINTENANCE	20.07.2018	Document Sent	100.00000
Invoice	500000140	LIFT	20.07.2018	Document Sent	500.00000
Invoice	500000139	PO	03.07.2018	Document Sent	100.000.00000
Invoice	500000138	Cleaning Services	03.07.2018	Document Sent	105.000.00000
Invoice	500000130	PO for Services	09.07.2018	Payment Made	400.00000
Invoice	500000129	PO for Goods	09.07.2018	Document Sent	1.400.00000
Invoice	500000123	Maintenance of Comps	12.06.2018	Document Sent	3.077.91000
Invoice	500000122	PO	12.06.2018	Document Sent	708.436.00000
Invoice	500000111	PO	03.06.2018	Document Sent	100.000.00000
Invoice	500000090	PO	06.04.2018	Document Sent	1.600.00000
Invoice	500000080	WINDOW BLINDERS FITTINGS	25.03.2018	Document Sent	15.000.00000
Invoice	500000052	PO - WINDOW BLINDERS & SERVICE FITTINGS	25.03.2018	Document Sent	4.750.00000
Invoice	500000041	PO - WINDOW BLINDERS & SERVICE FITTINGS	25.03.2018	Document Sent	5.500.00000
Invoice	500000031	PO - BRANCHED T-SHAPES & SERVICE	22.03.2018	Document Sent	900.00000

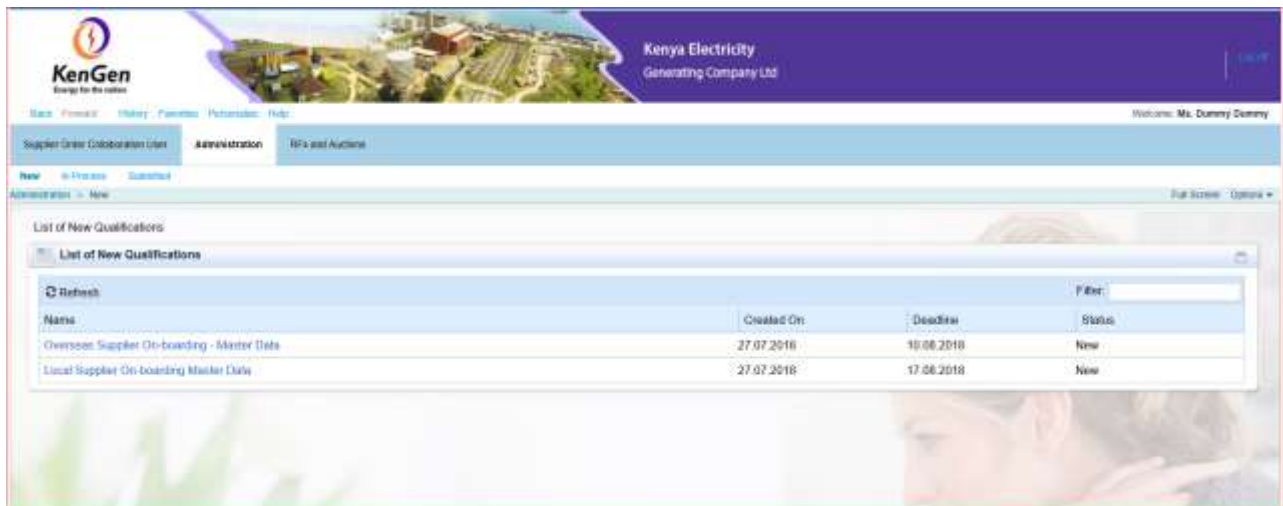
4.8 Supplier Qualification Questionnaire

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

The screenshot shows the KenGen logo at the top left. The main title is "Local Supplier On-boarding Master Data". Below the title are navigation buttons: Previous, Next, Display, Save, Print Preview, and Close. The form contains the following fields:

- Qualification: Local Supplier On-board...
- Supplier: Dummy SUS
- Response Status: New
- Deadline: 17.08.2018
- Submission Date: -

A progress bar shows three steps: 1 Introduction, 2 Local Supplier On-boarding Additional Data, and 3 Data Privacy Statement. Step 1 is currently active.

Introduction

Kindly provide the information for each question in this questionnaire. Thank you.

* Fields marked with an asterisk are mandatory

At the bottom, there are navigation buttons: Previous, Next, Display, Save, Print Preview, and Close.

The screenshot shows the KenGen logo at the top left. The main title is "Local Supplier On-boarding Master Data". Below the title are navigation buttons: Previous, Next, Display, Save, Print Preview, and Close. The form contains the following fields:

- Qualification: Local Supplier On-board...
- Supplier: Dummy SUS
- Response Status: New
- Deadline: 17.08.2018
- Submission Date: -

A progress bar shows three steps: 1 Introduction, 2 Local Supplier On-boarding Additional Data, and 3 Data Privacy Statement. Step 2 is currently active.

1 Supplier On-boarding Additional Data

*1.1 Please provide Physical Address of your Office


File Name: File Description

To add attachments, click the icon "Add Attachment"


A red box highlights the "File Name" label and the "Add Attachment" icon (a folder with a plus sign).

Click on the “Add Attachment” button to browse add an attachment to the respective question.


***1.2 Please Provide Bank Name for your Business**

 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"	

***1.5 Please provide Bank Branch Code**


 File Name	File Description
To add attachments, click the icon "Add Attachment"	

***1.6 Please attach the Latest Certified Bank Statement**


 File Name *	File Description
To add attachments, click the icon "Add Attachment"	

***1.7 Please attach the certificate of registration for your company**

Yes
 No

Valid To:  Never Expires

Issued By:

 File Name	File Description
To add attachments, click the icon "Add Attachment"	

Comment:

File Name File Description
 To add attachments, click the icon "Add Attachment"
 Comment:

Yes
 No

Valid To: Never Expires
 Issued By:

File Name File Description
 To add attachments, click the icon "Add Attachment"
 Comment:

Yes
 No

Valid To: Never Expires
 Issued By:

File Name File Description
 To add attachments, click the icon "Add Attachment"
 Comment:

1 Introduction 2 Local Supplier On-boarding Additional Data 3 **Data Privacy Statement**

Data Privacy Statement

I have read the below data privacy statement and accept the terms

DATA PRIVACY STATEMENT
1 Confidential Information
 To the extent authorized by the law, the parties may wish, from time to time, in connection with work contemplated under this Agreement, to disclose confidential information to each other ("Confidential Information"). Each party will use reasonable efforts to prevent the disclosure of any of the other party's Confidential Information to third parties for a period of six (6) years after the termination of this Agreement provided that the recipient party's obligation shall not apply to information that:

- is not disclosed in writing or reduced to writing and so marked with an appropriate confidentiality legend within thirty (30) days of disclosure;
- is already in the recipient party's possession at the time of disclosure thereof;
- is or later becomes part of the public domain through no fault of the recipient party;
- is received from a third party having no obligations of confidentiality to the disclosing party;
- is independently developed by the recipient party; or
- is required by law or regulation to be disclosed.

 In the event that information is required to be disclosed pursuant to subsection f and to the extent authorized by the law, the party required to make disclosure shall notify the other to allow that party to assert whatever exclusions or exemptions may be available to it under such law or regulation.

2 Data Protection
 KenGen will use the information given on your application purely for purposes in respect of which the application has been made. The information you give us will be kept confidential and your personal information will not be disclosed to third parties without your prior consent except where necessary to confirm factual information provided by you.

3 Publication and Confidentiality
 Each party shall hold in confidence for six (6) years after the termination of this Agreement any confidential information identified as confidential and obtained from the other party during the course of this engagement.

4 Candidate Declaration
 I hereby confirm that to the best of my knowledge the information I have provided in my application is correct and true. I realize that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if qualified, to be dismissed immediately without notice.

Accept the data privacy statement and **Submit** the questionnaire

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