

# SUPPLIER TRAINING



## SRM SUPPLIER SELF SERVICE (SRM SUS)

23<sup>rd</sup> April 2018

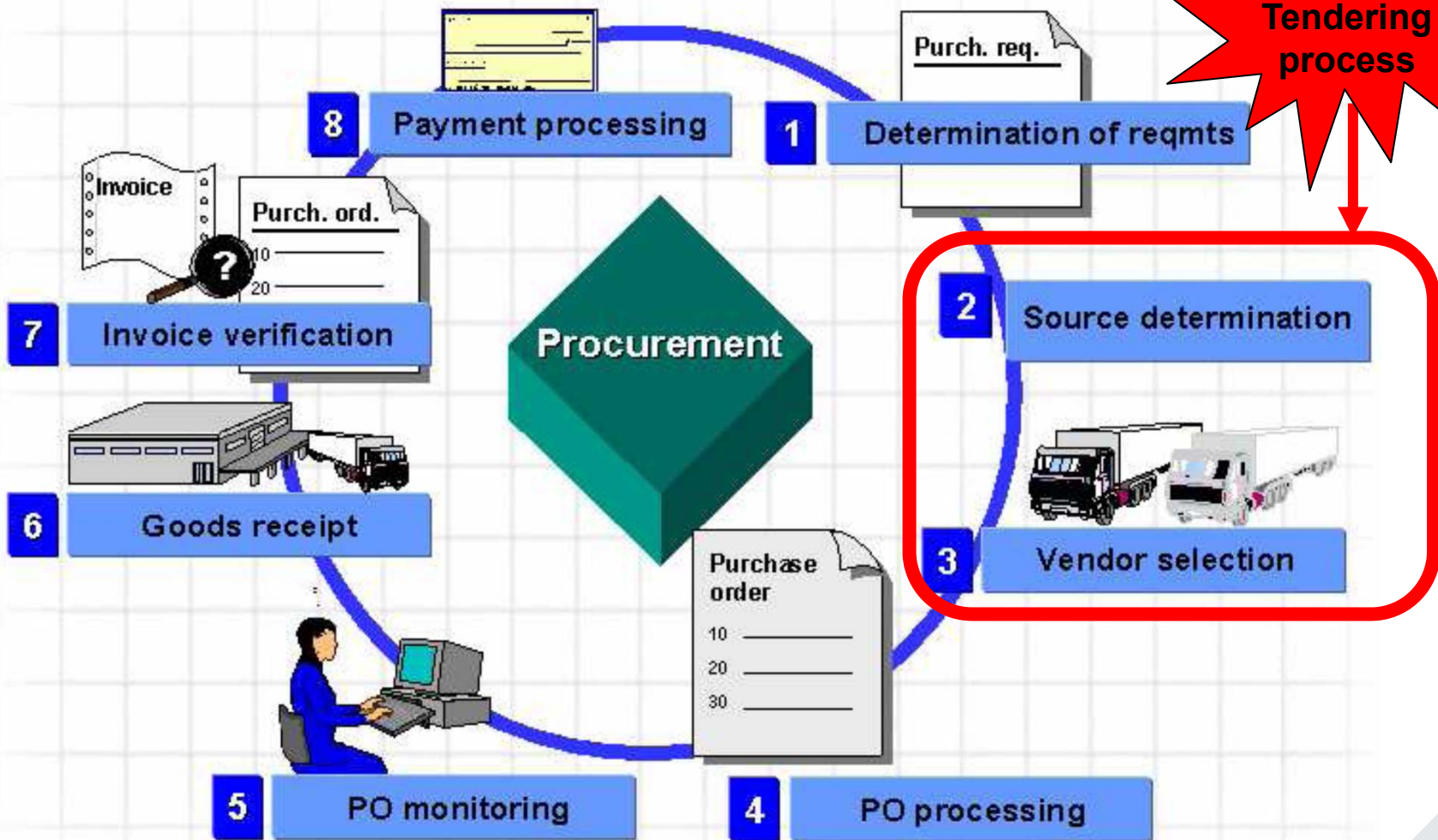
# OBJECTIVE

- **Overview**
- **Access to SUS Portal & Supplier Registration**
- **Maintain/Update Company Data**
- **Supplier Qualification**
- **Notification of New Documents**
- **RFQ Response**
- **Bid Response & cFolder**
- **SUS Collaboration:-**
  - **Purchase Order Acknowledgement**
  - **Creation of Advance Shipping Notification (ASN)**
  - **Confirmation of Services**
  - **Create Invoice**
  - **Tracking Follow-on Documents**



# Where we are

## Procurement Cycle



## SUPPLIER SELF- REGISTRATION (SRM SUS)

- Is the process in which a supplier interested in doing business with KenGen registers by providing company data in an online form and sending the form to the buyer for approval
- On receipt of the registration form, a notification containing **User ID** and **Initial password** to access the Supplier Self Service Portal is sent.



## BENEFITS OF SUPPLIER SELF- SERVICE

- Ability for the suppliers to self register and become bidders
- Ability for the suppliers to acknowledge Purchase Orders.
- Ability to submit follow-on documents for Goods and Services
- Ability to process Invoices online
- Ability to maintain up-to-date company information
- Improved visibility for suppliers

# SUPPLIER SELF- REGISTRATION (SRM SUS)

- Supplier registration – **one time event** - is done via the SAP Supplier Self Service (SUS) registration form
- Supplier goes to the site and registers via url:  
[www.supplierregistration.kengen.co.ke](http://www.supplierregistration.kengen.co.ke) or Links provided via the KenGen website
- Supplier gets a welcome page to start filling the company details
- Bidders Registering for Open/ Public Tenders – Automatic Login credentials sent via **domain** email provided during registration
- Registering for Restricted/Direct RFx – Requires approval to be able to participate in the bidding process



# SUPPLIER REGISTRATION PAGE



## Welcome to the Supplier Registration Page

Here, the company can provide instructions or general information that is displayed to suppliers when they are filling out the registration.  
\* Fields marked with an asterisk are mandatory

### General Company Information

* Company Name:	<input type="text"/>
D-U-N-S Number:	<input type="text"/>
* Language:	English <input type="button" value="v"/>
Homepage:	<input type="text"/>
Tax Jurisdiction Code:	<input type="text"/>
Currency:	<input type="text"/> <input type="button" value="v"/>
Vendor Category:	Open National <input type="button" value="v"/>
	<input type="checkbox"/> Public Tender

#### Address

* Country:	<input type="text"/> <input type="button" value="v"/>
Region:	<input type="text"/> <input type="button" value="v"/>
District:	<input type="text"/>
* City: / * Postal Code:	<input type="text"/> <input type="text"/>
Company Postal Code:	<input type="text"/>
House Number: / Street:	<input type="text"/> <input type="text"/>
Building: / Floor: / Room:	<input type="text"/> <input type="text"/> <input type="text"/>

#### PO Box Address

PO Box:	<input type="text"/>
<input type="checkbox"/> PO Box Without Number	
Other City: / Postal Code:	<input type="text"/> <input type="text"/>
Other Country:	<input type="text"/> <input type="button" value="v"/>

#### Communication

* Phone Number: / Extension:	<input type="text"/> <input type="text"/>
Fax Number: / Extension:	<input type="text"/> <input type="text"/>
* E-Mail:	<input type="text"/>

### Contact Details

Title:	<input type="text"/> <input type="button" value="v"/>
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Academic Title:	<input type="text"/> <input type="button" value="v"/>
Department:	<input type="text"/>
Function:	<input type="text"/>

* Phone Number: / Extension:	<input type="text"/> <input type="text"/>
Fax Number: / Extension:	<input type="text"/> <input type="text"/>
* E-Mail:	<input type="text"/>
* Language:	English <input type="button" value="v"/>
* Country:	<input type="text"/> <input type="button" value="v"/>

# SUPPLIER REGISTRATION PAGE

## Product Categories \*

No product categories selected

 Add

## Data Privacy Statement

I have read the [data privacy statement](#) and accept the terms

 Send

Undo Entries





# Sample Registration



## Welcome to the Supplier Registration Page

Here, the company can provide instructions or general information that is displayed to suppliers when they are filling out the registration.

\* Fields marked with an asterisk are mandatory

### General Company Information

* Company Name:	SHUNET & SONS LTD		
D-U-N-S Number:			
* Language:	English	▼	
Homepage:	www.shunet.co.ke		
Tax Jurisdiction Code:			
Currency:	United States Dollar	▼	
Vendor Category:	Women	▼	
	<input checked="" type="checkbox"/> Public Tender		
<b>Address</b>			
* Country:	Kenya	▼	
Region:		▼	
District:	RIFT VALLEY		
* City: / * Postal Code:	NAROK	100	
Company Postal Code:	789		
House Number: / Street:	122	NTIMAMA AVENUE	
Building: / Floor: / Room:	NAROKPLAZA	3	301
<b>PO Box Address</b>			
PO Box:			
	<input type="checkbox"/> PO Box Without Number		
Other City: / Postal Code:			
Other Country:		▼	
<b>Communication</b>			
* Phone Number: / Extension:	0711366931		
Fax Number: / Extension:			
* E-Mail:	sh@shunet.co.ke		

Note: Click on the Public Tender Checkbox  if Registering for Public/ Open Tenders (RFx)  
DO NOT check the checkbox  if for Restricted RFx



# Sample Registration

## Contact Details

Title:	Ms.	* Phone Number: / Extension:	0711366931
* First Name:	SHUNET	Fax Number: / Extension:	
* Last Name:	NALIMU	* E-Mail:	sh@shunet.co.ke
Academic Title:	Doctor of Philosophy	* Language:	English
Department:	SUPPLY CHAIN	* Country:	Kenya
Function:	CONSULTANT		

## Product Categories \*

Category Name	
0400012 Gas Turbine	<input type="button" value="Delete"/>

## Data Privacy Statement

I have read the [data privacy statement](#) and accept the terms

- Click on the Add button to select the Product categories
- Click on the Send button to submit the form – Registration submitted for approval



**Thank you.**

Your request for registration has been sent out to the responsible purchasing organization.

# **SAP SUS LOGIN & SUPPLIER RESPONSE TO RFx**



# SUPPLIER LOGIN

- After Supplier registration, the supplier will be provided with;
  - User / Supplier ID
  - Password



**SAP NetWeaver**

User \*

Password \*

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## THE RFx RESPONSE

- Traditionally RFQs and Tenders have been done manually.
- Suppliers going forward will be responding to the bidding process via the e-Procurement Portal – SAP Supplier Self Service (SUS)
- The floating of RFx (Quotation and Tenders) shall be done online and therefore the Supplier shall be expected to submit the responses online.
- Suppliers will be required to login to SUS portal and find newly published RFx – Quotations and Tenders.

# THE RFx RESPONSE

## SUS Portal RFx and Auctions Page

**KenGen**  
Energy for the nation

Kenya Electricity  
Generating Company Ltd

Log off

Welcome: Nimo Hussein

Back Forward History Favorites Personalize View Help

Home **RFx and Auctions** Supplier Order Collaboration User Administration Supplier Task Processor Bidder

Overview Service Map

RFx and Auctions > Overview > RFx and Auctions Full Screen Options

eRFxs - All

Show Quick Criteria Maintenance Change Query Define New Query Personalize

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
5000000684	Copy of 5000000677	Restricted Tender 2E	Published	19.04.2018	19.04.2018	6000000812	Submitted			0	00:00:00	12:33:00
5000000683	Copy of 5000000681	Req. For Quotation	Published	19.04.2018	19.04.2018	6000000810	Submitted			0	00:00:00	12:08:00
5000000678	Supply of Laptops & Software	Restricted Tender 2E	Published	19.04.2018	19.04.2018	6000000801	Submitted			0	00:00:00	11:50:00
5000000677	KGN14015 19.04.2018 11:16:39	Restricted Tender 2E	Published	19.04.2018	19.04.2018	6000000797	Submitted			0	00:00:00	14:00:00
5000000673	KGN70386 19.04.2018 11:09:58	Restricted Tender 2E	Published	19.04.2018	19.04.2018	6000000802	Accepted			0	00:00:00	12:00:00
5000000650	TENDER FOR UPS	Open Tendering	Published	18.04.2018	18.04.2018	6000000766	Rejected			0	00:00:00	17:00:00
5000000649	Copy of 5000000639	Open Tendering	Published	18.04.2018	18.04.2018	6000000758	Rejected			0	00:00:00	14:00:00
5000000647	Copy of 5000000634	Open Tendering	Published	18.04.2018	18.04.2018	6000000751	Submitted			0	00:00:00	12:30:00
5000000646	Copy of 5000000633	Open Tendering	Published	18.04.2018	18.04.2018	6000000750	Accepted			0	00:00:00	12:20:00
5000000644	supply of biometric	Open Tendering	Published	18.04.2018	18.04.2018	6000000744	Rejected			0	00:00:00	11:50:00

Last Refresh 19.04.2018 12:30:14 UTC+3 Refresh



## THE RFx RESPONSE

- The supplier will view new Quotations and Tenders once they're logged in to the portal and click on the RFx and Auctions tab.
- All RFx (All) and eAuctions (All) are listed here.
- Click on Refresh button to populate the new RFx on the list
- Select the new line item with a response status “**No Bid Created**” and click on the event number (RFx No.)

# THE RFx RESPONSE

## Display RFx :

**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:

Technical RFx Response Opening Date:

Start Date:

\* Submission Deadline:

Opening Date:

End of Binding Period:

Currency:

### ▼ Partners and Delivery Information

Function	Number	Name
Requester		Francis Karanja

- Click on the Register button





# THE RFx RESPONSE

- Display RFx Screen

## Display RFx :

You are registered to the RFx and will be informed of changes

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    Remaining Time 0 Days 09:52:59  
RFx Version Number    RFx Version Type Active Version

## RFx Information

Items    Notes and Attachments

RFx Parameters    Questions    Notes and Attachments

Time Zone:

Technical RFx Response Opening Date:

Start Date:

\* Submission Deadline:

Opening Date:

End of Binding Period:

Currency:

### ▼ Partners and Delivery Information

Function	Number	Name	Phone Number
Requester		Francis Karanja	

- Click “Participate” button to confirm that you will respond to the RFx
- Click on “Create Response” button to create a response to the particular RFx



# THE RFx RESPONSE

- Create RFx Response

## Create RFx Response

Submit Read Only Print Preview Check Technical RFx Response Close Save Export Import

! Enter incoterm with location indication

RFx Response Number 6000000093 RFx Number 5000000136 Status In Process Submission Deadline 28.02.2018 00:00:00 UTC+3 Remaining Time 0 Days 09:13:09 RFx Owner SUS\_PL\_INT  
RFx Response Version Number Active Version RFx Version Number Active V

### RFx Information

Items Notes and Attachments Summary Tracking

Basic Data Questions Notes and Attachments

#### Event Parameters

Currency: Kenyan Shilling

Terms of Payment: KG45 KGN: Net due in 45 Days

#### Service and Delivery

Incoterm: DDP KAMBURU POWER STATION

#### Status and Statistics

Created On: 27.02.2018 14:41:24 UTC+3

Created By: Mr. Kirui Dennis

Last Processed On: 27.02.2018 14:41:24 UTC+3

Last Processed By: Mr. Kirui Dennis

#### Partners and Delivery Information

Details Send E-Mail Call Clear

Function	Number	Name	Valid from	Valid to	Phone Number
! The table does not contain any data					

- Navigate to;
  - RFx Information tab - Fill in the Terms of Payment, Incoterm (if applicable) and Delivery location
  - Items tab – You see the items list to quote the prices

# THE RFx RESPONSE

- Items tab

## Create RFx Response

Submit Read Only Print Preview **Check** Technical RFx Response Close Save Export Import

RFx response is complete and contains no errors

RFx Response Number 600000093 RFx Number 5000000136 Status In Process Submission Deadline 28.02.2018 00:00:00 UTC+3 Remaining Time 0 Days 09:03:30 RFx Owner SUS\_PL\_INT Total Value 150.00 KES RFx Response Version Number Active Version

RFx Information **Items** Notes and Attachments Summary Tracking

Details Add Item Copy Paste Delete Calculate Value

Line Number	Description	Variant	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	RFx / Response	RFx / Resp
1	test			0200005	Fuses		10	10	EA	15.00	KES	1		0/0	0/0

### Details for Item 1 test

Item Data Questions Notes and Attachments

#### Basic Data

##### Identification

Item Type: Material  
 Product Type:  
 Product Category: 0200005 Fuses  
 Product ID:  
 Description: test

Item Variant Description: Original Item

##### Further Properties

Supplier Product Number:

##### Currency, Values and Pricing

Currency: Kenyan Shilling  
 Required Quantity: 10 EA each  
 Submitted Quantity: 10 EA each  
 Price: 15.00 KES Per: 1 EA

##### Service and Delivery

Delivery Date: 00:00:00  
 Delivery Days: 015

##### Status and Statistics

#### Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name	Phone Number
Requester		Francis Karanja	

- 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



## THE RFx RESPONSE

- **Under Notes and Attachments**
  - Supplier is able to view any notes / remarks or attachments the Purchaser has made relevant to the RFx
  - The supplier can make any Notes and Attachments relevant to the RFx in general, or the particular items in the RFx
  - Supplier is able to view and can add any notes (bidder's remarks) relevant to the RFx, for the specific items or general data, or attach documents e.g. brochures or technical data (can also be general data or specific to the items)

# THE RFx RESPONSE

RFx Response - Internet Explorer

## Create RFx Response

Submit Read Only Print Preview Check Close Save Export Import

RFx Response Number 600000058 RFX Number 500000088 Status In Process Submission Deadline 14.12.2017 14:00:00 UTC+3 Opening Date 14.12.2017 14:30:00 UTC+3 Remaining Time 0 Days 00:00:00 RFX Owner SUS\_PI\_INT  
Total Value 2,900.00 KES RFX Response Version Number Active Version RFX Version Number Active V

RFx Information Items **Notes and Attachments** Summary Tracking

▼ Notes

Add Clear Filter Settings

Assigned To	Category	Text Preview
Document ...	Bidder's Remarks	Goods are available. Ex Japan goods.

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	Test Technical Bid	Test Tendering Document Technical Bid RFP.pdf	1		<input type="checkbox"/>	pdf	87	S010002772	14.12.2017

### Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

Selected File: MANUSCRIPT Brochure.pdf

Description:

\* Assign To:

Item Number:

➤ Attaching a document to the RFx

# THE RFx RESPONSE

**Under Summary tab** – you are able to see your RFx Response number, the total number of notes and attachments, Total RFx Response value

**Create RFx Response**

Submit Read Only Print Preview Check Close Save Export Import

RFx Response Number 6000000058 RFX Number 5000000088 Status In Process Submission Deadline 14.12.2017 14:00:00 UTC+3 Opening Date 14.12.2017 14:30:00 UTC+3 Remaining Time 0 Days 00:00:00 RFX Owner SUS\_PI\_INT  
Total Value 2,900.00 KES RFX Response Version Number Active Version RFX Version Number Active V

**Edit RFx Response:**

Submit Read Only Print Preview Check Close Save Delete Export Import

RFx Response Number 6000000058 RFX Number 5000000088 Status Saved Submission Deadline 14.12.2017 15:30:00 UTC+3 Opening Date 14.12.2017 16:30:00 UTC+3 Remaining Time 0 Days 00:52:10 RFX Owner SUS\_PI\_INT  
Total Value 2,900.00 KES RFX Response Version Number Active Version RFX Version Number Active V

RFx Information **Items** Notes and Attachments Summary Tracking

Item Overview

Line Number	Description	Variant	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	RFX / Response	RFX / Response	Internal Item
1	PAPER, ...			750608	1600002	General Stationery	5	5	RM	580.0	KES	1		0/1	0/0	1


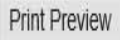



- Click on the **Check** button to verify that there are no errors and keep refreshing for any changes.



# SUBMITTING THE RFx RESPONSES

- Submit RFx response

## Display RFx Response:

 Edit  Print Preview   Technical RFx Response  Close  Withdraw  Export



 RFx response 6000000093 submitted


RFx Response Number 6000000093    RFx Number 5000000136    Status In Process    Submission Deadline 28.02.2018 00:00:00 UTC+3    Remaining Time 0 Days 08:22:50    RFx Owner SUS\_PI\_INT    To  
RFx Response Version Number Active Version    RFx Version Number Active V

RFx Information    Items    Notes and Attachments    Summary    **Tracking**

RFx Response Versions    **RFx Versions**

### ▼ Version Overview

 Detail  Compare

 Version	Document/Version Type	Created On	Changed On	Document Name
	Active Document	27.02.2018 13:27:51	27.02.2018 15:18:11	KGN00152 27.02.2018 13:20

➤ Click on the **Submit** button

## THE RFx RESPONSE

- **Save** button- You can keep saving the document as you work on it. When you save, you have to go back to the RFx response and click on the **Edit** to continue working on it. (You can edit the document before the deadline has reached)
- You can submit a document before the deadline of submission date.
- If the deadline has reached, you **CANNOT** submit a Response. (Error as below)



# THE RFX RESPONSE

Internet Explorer window: Rfx Response: - Internet Explorer

Display RFX Response:

Buttons: Edit, Print Preview, Refresh, Check, Close, Export

Summary Data:

RFX Response Number	6000000058	RFX Number	5000000088	Status	Saved	Submission Deadline	14.12.2017 14:00:00 UTC+3	Opening Date	14.12.2017 14:30:00 UTC+3	Remaining Time	0 Days 00:00:00	RFX Owner	SUS_PI_INT
Total Value	2,900.00 KES	RFX Response Version Number	Active Version	RFX Version Number	Active V								

Navigation: RFX Information, Items, Notes and Attachments, **Summary**, Tracking

Summary Details:

- RFX Response Number: 6000000058
- Items with Response: 1 out of 1 items responded to
- Questions: 0 out of 0 questions answered ( 0 out of 0 mandatory)
- Notes: 1 notes added
- Attachments: 2 attachments added
- Total RFX Response Value: 2,900.00 KES

Modal Message:

**Action could not be performed**

Rfx Response cannot be submitted as submission deadline has reached

OK

- No Submission of RFX response are permitted once the submission deadline has elapsed

# STATUS OF RFx RESPONSE

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
5000000680	KGN70462 19.04.2018 11:39:47	Req. For Quotation	Published	19.04.2018	19.04.2018	6000000808	Accepted			0	00:00:00	12:50:00
5000000678	Supply of Laptops & Software	Restricted Tender 2E	Published	19.04.2018	19.04.2018	6000000800	Accepted			0	00:00:00	11:50:00
5000000677	KGN14015 19.04.2018 11:16:39	Restricted Tender 2E	Published	19.04.2018	19.04.2018	6000000804	Submitted			0	00:00:00	14:00:00
5000000676	Copy of 5000000654	Open Tendering	Published	19.04.2018	19.04.2018	6000000790	Submitted			0	00:00:00	11:40:00
5000000674	KGN-PROC-026-2018	Restricted Tender 2E	Published	19.04.2018	19.04.2018	6000000794	Accepted			0	00:00:00	12:15:00
5000000673	KGN70386 19.04.2018 11:09:58	Restricted Tender 2E	Published	19.04.2018	19.04.2018	6000000805	Submitted			0	00:00:00	12:00:00
5000000649	Copy of 5000000639	Open Tendering	Published	18.04.2018	18.04.2018	6000000757	Accepted			0	00:00:00	14:00:00
5000000647	Copy of 5000000634	Open Tendering	Published	18.04.2018	18.04.2018	6000000749	Accepted			0	00:00:00	12:30:00
5000000646	Copy of 5000000633	Open Tendering	Published	18.04.2018	18.04.2018	6000000748	Rejected			0	00:00:00	12:20:00
5000000644	supply of biometric	Open Tendering	Published	18.04.2018	18.04.2018	6000000746	Accepted			0	00:00:00	11:50:00

- Status of the RFx responses – Once the RFx has been submitted, it gives a Response number, and the status – “Submitted”
- You can also withdraw a response before deadline and be able to Re-Submit.

# **TECHNICAL RFx RESPONSE & cFOLDERS**



# TECHNICAL RFX RESPONSE

## Create RFX Response

Submit Read Only Print Preview Check **Technical RFX Response** Close Save Export Import

✔ RFX response is complete and contains no errors

RFX Response Number 6000000093 RFX Number 5000000136 Status In Process Submission Deadline 28.02.2018 00:00:00 UTC+3 Remaining Time 0 Days 09:03:30 RFX Owner SUS\_PI\_INT Total Value 150.00 KES RFX Response Version Number Active Version

RFX Information **Items** Notes and Attachments Summary Tracking

Details Add Item Copy Paste Delete Calculate Value

Line Number	Description	Variant	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	RFX / Response	RFX / Resp
1	test			0200005	Fuses		10	10	EA	15.00	KES	1		0/0	0/0

### Details for Item 1 test

Item Data Questions Notes and Attachments

#### Basic Data

##### Identification

Item Type: Material  
Product Type:  
Product Category: 0200005 Fuses  
Product ID:  
Description: test

Item Variant Description: Original Item

##### Further Properties

Supplier Product Number:

##### Currency, Values and Pricing

Currency: Kenyan Shilling  
Required Quantity: 10 EA each  
Submitted Quantity: 10 EA each  
Price: 15.00 KES Per: 1 EA

##### Service and Delivery

Delivery Date: 00:00:00  
Delivery Days: 015

##### Status and Statistics

#### Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name	Phone Number
Requester		Francis Karanja	

➤ Once you have filled your response and want to upload Technical documents, click on the “**Technical RFX Response**” to open the **cFolder** window to upload technical bids



# TECHNICAL RFx cFOLDER

Responses and Awards - Internet Explorer

Komponenten auch anderer Software-Hersteller enthalten.

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Scroll down the page and  
Accept the License terms

Login with the Supplier  
ID and Password

Responses and Awards - Internet Explorer

Windows Security

iexplore.exe  
The server ppmqas.kengen.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.

Remember my credentials

# cFolder Screen

**SAP mySAP PLM cFolders** Collaboration on the Web

Home Refresh Search Favorites Settings Help Logout

**Folder Tech\_Bid** [Help](#)

Current Path: Collaboration > ... > ... > [S010002772](#) > Tech\_Bid

Folder

Name

Subscribe

Authorization

[Save](#) Notifications [Additional Functions](#) [Cancel](#)

Folder Contents

	<a href="#">Name</a> ▲	Current Version	Read	<a href="#">Status</a>	<a href="#">Changed by</a>	<a href="#">Changed on</a>
<input type="checkbox"/>	<a href="#">Manufacturers Authorization</a>	<a href="#">Manufacturers Authorization.pdf (182KB)</a>			<a href="#">Kirui Dennis</a>	18.04.2018 17:09:48
<input type="checkbox"/>	<a href="#">Technical Bid</a>	<a href="#">Technical Bid Document.pdf (7.085KB)</a>			<a href="#">Kirui Dennis</a>	18.04.2018 17:10:48

- S\_ID>>Tech\_Bid – **Private** Folder – Bidders upload private Tech Bid documents (PDF format)
- EXT AREA (Public) – External Area/Public folder – Purchaser’s share the Detailed Tender Document with potential bidders/suppliers
- Click on the Tech\_Bid folder – To Upload Technical bids (PDF format)



**SAP mySAP PLM cFolders** Collaboration on the Web

Home Refresh Search Favorites Settings Help Logout

**Folder Tech\_Bid** Help

Current Path: Collaboration > ... > ... > S010002772 > Tech\_Bid

Folder

To save any changes made, click Save.

Name  \*

Subscribe

Authorization

To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.

Folder Contents

Name	Current Version	Read	Status	Changed by	Changed on
Empty					

- Click on the **Create** button >>  
Select the relevant choice - **Documents**

**SAP mySAP PLM cFolders** Collaboration on the Web

Home Favorites Settings Help Logout

**Create Object** Help

Navigation: [Folder Overview](#)

Current Path: Collaboration > ... > ... > S010002772 > Tech\_Bid > Create Object

What do you want to create?

<a href="#">Folder</a>	A folder is used to structure the collaboration and is also a container for storing objects.
<a href="#">Bill of Material</a>	A bill of material structures materials and represents a directory of all parts (items) that belong to a material.
<a href="#">Bookmark</a>	A bookmark can be linked to any Web site.
<a href="#">Discussion</a>	A discussion is a communication forum about a collaboration, a folder or a folder object.
<a href="#">Document</a>	A document can contain any file in different versions.
<a href="#">Engineering Change Number</a>	An Engineering Change Number contains all the information required for managing a change
<a href="#">Manufacturer Part Number</a>	A code or number used by a manufacturer or vendor to identify a material.
<a href="#">Material</a>	A material is an item (product, goods and so on) that is created, used in production, traded, or consumed.
<a href="#">Note</a>	A note is for adding a short descriptive text and can have versions.
<a href="#">IPPE Node</a>	IPPE nodes stand for product functions whose concrete form are the IPPE variants.
<a href="#">IPPE Variant</a>	IPPE variants are the concrete form of functions of the product.

# Upload Attachments in cFolder

Responses and Awards - Internet Explorer

The screenshot displays the SAP mySAP PLM cFolders web interface. The top navigation bar includes the SAP logo, 'mySAP PLM cFolders', and 'Collaboration on the Web'. Below this, there are links for 'Home', 'Favorites', 'Settings', 'Help', and 'Logout'. The main content area is titled 'Create Document' and includes a 'Help' link. The navigation path is shown as 'Folder Overview' and 'Current Path: Collaboration > ... > S010002772 > Tech Bid > Create Document'. The 'Create Document' form contains the following elements:

- Name:** A text input field containing 'Technical Bid' with a red asterisk indicating a required field.
- Description:** A text area containing 'Technical bid outlining the technical details of the Tender'.
- Subscribe:** A checkbox that is currently unchecked.
- PGP Documents:** A checkbox labeled 'You are only allowed to use PGP files in this document.' which is also unchecked.
- Upload Options:** Two radio buttons: 'Upload Local File' (which is selected) and 'Create File Later'.
- Buttons:** 'Continue' and 'Cancel' buttons at the bottom of the form.

- Give the name of the document and the description
- Ensure “**Upload Local File**” is selected
- Click on “**Continue**” button



# Upload Attachments in cFolder

Responses and Awards - Internet Explorer

**SAP mySAP PLM cFolders** Collaboration on the Web

Home Favorites Settings Help Logout

Technical Details

- ...
  - ...
    - S010002772
      - Tech Bid
      - COLLAB (PUBLIC)
      - EXT AREA(PUBLIC)

**Create Version**

Navigation: [Version Overview](#)

Current Path: Collaboration > ... > ... > [S010002772](#) > [Tech Bid](#) > [Technical Bid](#) > Create Version

To select the required file, choose **Browse** and then **Save**.

Select **Browse** on the local file and attach and click on the **Save** button

Responses and Awards - Internet Explorer

**SAP mySAP PLM cFolders** Collaboration on the Web

Home Refresh Search Favorites Settings Help Logout

Technical Details

- ...
  - ...
    - S010002772
      - Tech Bid
        - New Folder
        - COLLAB (PUBLIC)
        - EXT AREA(PUBLIC)

**Folder Tech\_Bid** [Help](#)

Current Path: Collaboration > ... > ... > [S010002772](#) > Tech\_Bid

Data was saved

Folder

To save any changes made, click Save.

Name  \*

Subscribe

Authorization

To create folder objects, select **Create**. To copy or delete objects, select the required objects and then choose **Copy** or **Delete**.

Folder Contents		<a href="#">Upload PDX Package</a>	<a href="#">Create</a>	<a href="#">Copy</a>	<a href="#">Copy as Bookmark</a>	<a href="#">Paste</a>	<a href="#">All</a>	<a href="#">None</a>
<input type="checkbox"/>	Name▲	Current Version	Read	Status	Changed by	Changed on		
<input type="checkbox"/>	<a href="#">New Folder</a>				<a href="#">Kirui Dennis</a>	18.12.2017 11:44:29		
<input type="checkbox"/>	<a href="#">Tech Specs</a>	<a href="#">Technical Specs.pdf (145KB)</a>			<a href="#">Kirui Dennis</a>	18.12.2017 11:39:53		
<input type="checkbox"/>	<a href="#">Technical Bid</a>	<a href="#">Paininated Tender Doc FOR ASSORTED CHEMICALS.pdf (892KB)</a>			<a href="#">Kirui Dennis</a>	18.12.2017 11:36:04		
<input type="checkbox"/>	<a href="#">Zipped Tech Tender Docs</a>	<a href="#">Zipped Tech Files.zip (2.090KB)</a>			<a href="#">Kirui Dennis</a>	18.12.2017 11:46:46		

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

Click on the **Save** button to save the documents attached.

# LOCATION OF RFx / TENDER DOCUMENT

- The Purchasers RFx / Tender document is located in the Collaboration folder – **EXT AREA(PUBLIC)**.
- The COLLAB folder allows to view & create collaboration documents visible to ALL bidders/suppliers e.g Addendums, seeking clarifications

The screenshot displays the SAP mySAP PLM cFolders web interface. The top navigation bar includes the SAP logo, 'mySAP PLM cFolders', and 'Collaboration on the Web'. A secondary navigation bar contains 'Home', 'Refresh', 'Search', 'Favorites', 'Settings', 'Help', and 'Logout'. The left sidebar shows a tree view with folders: 'Technical Details', 'S010002772', 'COLLAB (PUBLIC)', and 'EXT AREA(PUBLIC)'. The main content area is titled 'Folder EXT AREA(PUBLIC)' and shows the 'Current Path' as 'Collaboration > ... > EXT AREA(PUBLIC)'. Below this, the 'Folder' configuration is shown with fields for 'Name' (EXT AREA(PUBLIC)), 'Subscribe' (unchecked), and 'Authorization' (Read). At the bottom of the configuration section are buttons for 'Save', 'Notifications', 'Additional Functions', and 'Cancel'. Below the configuration is a 'Folder Contents' table with columns for 'Name', 'Current Version', 'Read', 'Status', 'Changed by', and 'Changed on'. A single document is listed: 'KGEN Tender Document' with a current version of 'CONFIDENTIAL -KGN-GDD-011-2017- EXPRESSION OF INTEREST (EOI) FOR PROCUREMENT OF CONSULTANCY SERVICES FOR UPSCALING OF GEOTHERMAL.pdf (892KB)'. The document was changed by 'Collins Mutai' on '18.04.2018 16:24:52'.

Folder Contents		Copy	Copy as Bookmark	All	None
Name ▲	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> KGEN Tender Document	CONFIDENTIAL -KGN-GDD-011-2017- EXPRESSION OF INTEREST (EOI) FOR PROCUREMENT OF CONSULTANCY SERVICES FOR UPSCALING OF GEOTHERMAL.pdf (892KB)			Collins Mutai	18.04.2018 16:24:52

## LOCATION OF RFx / TENDER DOCUMENT

- The **EXT AREA** (Public) folder is where you will find the Tender / RFx Document.
- To access or download the RFx / Tender document, go to the **EXT AREA** (Public) folder and click on the RFx / Tender document stored by the purchaser
- Download and Save the document to your local machine
- After uploading the Technical RFx documents, logout of the cFolder and go back to the RFx Response in SUS and Submit the RFx Response.

## SUPPLIER SELF SERVICE FOR PO

- This is the process of ensuring online collaboration with the supplier for the Purchase Order Confirmation process, Advance Shipping Notification process, Confirmations for Services and the Invoicing process

## CREATE CONFIRMATION OF PURCHASE ORDERS

- The Supplier acknowledges receipt of Purchase Orders online in this process - for Goods and/or Services.
- To execute this function go to the SUS Portal >> **Purchase Order** tab – as shown in the screen below

# CREATE CONFIRMATION OF PURCHASE ORDERS

The screenshot displays the KenGen SAP Supplier Self-Services interface. At the top, the KenGen logo is on the left, and the text "Kenya Electricity Generating Company Ltd" is on the right. Below the header, there are navigation tabs for "Administration", "Supplier Task Processor", "Supplier Order Collaboration User", and "Bidder". The "Supplier Order Collaboration User" tab is active. Underneath, there are more navigation options: "Administration", "Confirmations", "Invoices and Credit Memos", "Messages", "Notification from Purchaser", "Purchase Orders", "Scheduling Agreement Releases", and "Shipping Notifications". The "Purchase Orders" tab is selected. The breadcrumb trail shows "Supplier Order Collaboration User > Purchase Orders > All". The main content area is titled "Supplier Self-Services" and includes a "List of Purchase Orders" section. On the left, there is a sidebar with a "Find" section and a "Purchase Orders" section containing links for "All", "New", "Changed", "In Process", "New", and "New". The "List of Purchase Orders" section has "Print" and "Download" buttons. Below these buttons is a table with the following data:

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

- You get a List of Purchase Orders
- Click on the PO (External reference no.) with a “**New**” status

# CREATE CONFIRMATION OF PURCHASE ORDERS

KenGen Energy for the nation

Kenya Electricity Generating Company Ltd

Welcome: Ms. Natasha Ryan

Supplier Order Collaboration User > Purchase Orders > All

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

List of Purchase Orders > Display Purchase Order

Purchase Order: 4100000056

Process | 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: New

Follow-On Documents:

1 Purchase Order Response

2 Shipping Not

3 Goods Recei

4 Invoice

**Terms of Payment**

Payment in D...	Discount in %
30	

**Terms of Delivery**

Incoterm	Location
DDP	KENYA

https://susi01.saps.kengen.int:4302/nwbc/?sap-client=300&sap-language=...

- Click on the **Process** button to process the PO – Acknowledging the receipt of the PO



# Process Purchase Order Screen

The screenshot shows the SAP interface for processing a purchase order. At the top, the KenGen logo is on the left, and the company name 'Kenya Electricity Generating Company Ltd' is on the right. Below the header, there are navigation tabs for 'Administration', 'Supplier Task Processor', 'Supplier Order Collaboration User', and 'Bidder'. The main navigation bar includes 'Administration', 'Confirmations', 'Invoices and Credit Memos', 'Messages', 'Notification from Purchaser', 'Purchase Orders', 'Scheduling Agreement Releases', and 'Shipping Notifications'. The breadcrumb trail is 'Supplier Order Collaboration User > Purchase Orders > All'. The left sidebar shows a tree view with 'Supplier Self-Services' expanded, containing 'Find', 'Qualifications', and 'Purchase Orders' with various status filters. The main content area displays 'List of Purchase Orders > Display Purchase Order > Process Purchase Order' for 'Purchase Order: 4100000056'. It includes action buttons like 'Send', 'Save', 'Cancel', 'Update Prices', 'Print', and 'Download'. Below this is the 'Communication and Collaboration' section with an 'Attachments' area containing an 'Add Attachment' button and a 'No Attachments Available' message. The 'General Information' section is divided into 'Basic Data' and 'Terms of Payment'. The 'Basic Data' table shows: Purchase Order ID: 4100000056, Number: 1000000030, Name: PO, Date: 01.03.2018. The 'Terms of Payment' table shows: Payment in D...: 30, Discount in %: . The 'Terms of Delivery' section is partially visible at the bottom.

KenGen Energy for the nation

Kenya Electricity Generating Company Ltd

Log off

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor Supplier Order Collaboration User Bidder

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

Supplier Order Collaboration User > Purchase Orders > All Full Screen Options

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

SAP

Find

Qualifications

Qualifications

Purchase Orders

- All
- New
- Changed
- In Process
- New
- New
- In Process
- In Process
- Confirmed
- Partially Confirmed
- Rejected
- Submitted
- Submitted
- Canceled

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

Purchase Order: 4100000056

Send Save Cancel Update Prices Print Download

Communication and Collaboration

Attachments

Add Attachment

No Attachments Available

Browse... Upload

General Information

Basic Data

Purchase Order ID:	4100000056
Number:	1000000030
Name:	PO
Date:	01.03.2018
Status:	

Terms of Payment

Payment in D...	Discount in %
30	

Terms of Delivery

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

- Under Attachments section – Add any documents as you process the PO





# Process Purchase Order Screen

KenGen Energy for the nation

Kenya Electricity Generating Company Ltd

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

Supplier Order Collaboration User > Purchase Orders > All

Full Screen Options

**Submitted**  
To Be Clarified  
In Process  
Completed  
Sent

▼ **Confirmations**  
All  
In Process  
Completion Reported  
Rejected  
Approved  
Canceled

▼ **Invoices and Credit Memos**  
All  
In Process  
Document Sent  
Approved  
Rejected  
Create Invoice

**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 Tu		2 Piece	26.60	KI 0...	2	Piece	09.	C
6	✓	✗	Portable ventilation		2 Piece	28.50	KI 0...	2	Piece	09.	C
7	✓	✗	Hand held blower		1 Piece	9.50	KE 0...	1	Piece	09.	C
8	✓	✗	CLAMP METER (M		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

◀ Back 1 2 Forward ▶

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/ tab



# Process Purchase Order Screen

## Confirmation of Items

- 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 below

# Process Purchase Order Screen

The screenshot displays the KenGen SAP system interface. At the top, the KenGen logo and 'Energy for the nation' tagline are visible on the left, and 'Kenya Electricity Generating Company Ltd' is on the right. Below the header, there are navigation tabs for 'Administration', 'Supplier Task Processor', 'Supplier Order Collaboration User', and 'Bidder'. A secondary navigation bar includes 'Administration', 'Confirmations', 'Invoices and Credit Memos', 'Messages', 'Notification from Purchaser', 'Purchase Orders', 'Scheduling Agreement Releases', and 'Shipping Notifications'. The breadcrumb trail shows 'Supplier Order Collaboration User > Purchase Orders > All'. The main content area is titled 'List of Purchase Orders > Display Purchase Order > Process Purchase Order' and shows details for 'Purchase Order: 4100000056'. Action buttons include 'Send', 'Save', 'Cancel', 'Update Prices', 'Print', and 'Download'. A 'Communication and Collaboration' section contains an 'Attachments' area with 'Add Attachment' and 'No Attachments Available' options, along with 'Browse...' and 'Upload' buttons. A 'General Information' section is divided into 'Basic Data' and 'Terms of Payment'. The 'Basic Data' table lists: Purchase Order ID (4100000056), Number (1000000030), Name (PO), Date (01.03.2018), and Status (In Process). The 'Terms of Payment' table shows: Payment in D... (30) and Discount in % (30). Below this is a 'Terms of Delivery' section with a table for Incoterm and Location.

Basic Data	
Purchase Order ID:	4100000056
Number:	1000000030
Name:	PO
Date:	01.03.2018
Status:	In Process

Terms of Payment	
Payment in D...	Discount in %
30	30

Terms of Delivery	
Incoterm	Location
DDP	KENYA

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

# Process Purchase Order Screen

The screenshot displays the KenGen SAP system interface. At the top left is the KenGen logo with the tagline "Energy for the nation". To the right, it says "Kenya Electricity Generating Company Ltd" and "Log off". Below the header is a navigation bar with "Back", "Forward", "History", "Favorites", "Personalize", "View", and "Help". A user greeting "Welcome: Ms. Natasha Ryan" is on the right. The main navigation area includes "Administration", "Supplier Task Processor", "Supplier Order Collaboration User", and "Bidder". A secondary navigation bar lists "Administration", "Confirmations", "Invoices and Credit Memos", "Messages", "Notification from Purchaser", "Purchase Orders", "Scheduling Agreement Releases", and "Shipping Notifications". The breadcrumb trail shows "Supplier Order Collaboration User > Purchase Orders > All".

The main content area is titled "List of Purchase Orders > Display Purchase Order > Process Purchase Order". The specific purchase order is "Purchase Order: 4100000056". Action buttons include "Send", "Save", "Cancel", "Update Prices", "Print", and "Download".

There are two main sections: "Communication and Collaboration" and "General Information".

**Communication and Collaboration:** Includes an "Attachments" section with "Add Attachment" and "No Attachments Available" (indicated by a green 'i' icon). There are "Browse..." and "Upload" buttons.

**General Information:** Contains a "Basic Data" table and two summary tables.

Basic Data	
Purchase Order ID:	4100000056
Number:	1000000030
Name:	PO
Date:	01.03.2018
Status:	In Process

Terms of Payment	
Payment in D...	Discount in %
30	

Terms of Delivery	
Incoterm	Location
DDP	KENYA

At the bottom, there is a "Follow-On Documents" section and a URL: "https://susoasapp.kengen.int:4302/nwbc/?sap-client=300&sap-language=...".

➤ Click Send button – PO confirmation message sent to Purchaser



# Process Purchase Order Screen: Confirmation of PO - Display



Kenya Electricity  
Generating Company Ltd

Log off

Back Forward History Favorites Personalize View Help

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

Supplier Order Collaboration User > Purchase Orders > All

Full Screen Options

## Supplier Self-Services

Home | Find | Help | FAQ | Log off



Find

Qualifications

Qualifications

Purchase Orders

All

New

Changed

In Process

New

New

In Process

In Process

Confirmed

Partially Confirmed

Rejected

Submitted

Submitted

Canceled

To Be Clarified

List of Purchase Orders > Display Purchase Order

Info: Your changes have been adopted successfully

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: Partly Confirmed

#### Terms of Payment

Payment in ...	Discount in %
30	

#### Terms of Delivery

Incoterm	Location
DDP	KENYA

Follow-On Documents:



# CREATING ADVANCE SHIPPING NOTIFICATION (ASN)



## CREATING ADVANCE SHIPPING NOTIFICATION (ASN)

- After successful confirmation of receipt of Purchase Order, you shall process an Advance Shipping Notification (ASN) for the Goods you want to deliver.
- ASN - This is a document detailing the Items and quantities to be delivered.
- Navigate to;
  - **Purchase Order** in SAP SUS and select the relevant PO from the list of Purchase orders with the status as **Confirmed**.

# CREATING ADVANCE SHIPPING NOTIFICATION (ASN)

## List of POs

The screenshot displays the KenGen SAP Supplier Self-Service interface. At the top left is the KenGen logo with the tagline "Energy for the nation". The top right shows the company name "Kenya Electricity Generating Company Ltd" and a "Log off" link. Below the header is a navigation bar with tabs for "Administration", "Supplier Task Processor", "Supplier Order Collaboration User", and "Bidder". A secondary navigation bar includes links for "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 includes a "List of Purchase Orders" section. This section contains a table with columns for External Reference, Number, Name, Date, Total Value, and Status. The table lists five confirmed purchase orders. A left-hand navigation menu shows "Purchase Orders" expanded with sub-links for "All", "New", "Changed", "In Process", "New", and "New".

KenGen  
Energy for the nation

Kenya Electricity  
Generating Company Ltd

Log off

Back Forward History Favorites Personalize View Help

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

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

SAP

Find

Qualifications

Qualifications

Purchase Orders

- All
- New
- Changed
- In Process
- New
- New

List of Purchase Orders

List of Purchase Orders

Print Download

External Reference ...	Number	Name	Date	Total Value	Status
4100000056	1000000030	PO	01.03.2018	213.75KES	Confirmed
4100000027	1000000010	PO	08.12.2017	11.00KES	Confirmed
4100000026	1000000008	PO	08.12.2017	20.00KES	Confirmed
4100000024	1000000007	PO	08.12.2017	22.00KES	Confirmed
4100000023	1000000008	PO	08.12.2017	30.00KES	Confirmed

- Click on confirmed PO



# CREATING ADVANCE SHIPPING NOTIFICATION (ASN): Click Create ASN button



Back Forward History Favorites Personalize View Help Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

Supplier Self-Services Home | Find | Help | FAQ | Log off SAP

- Find
- Qualifications
- Qualifications
- Purchase Orders
  - All
  - New
  - Changed
  - In Process
  - New
  - New
  - In Process
  - In Process
  - Confirmed
  - Partially Confirmed
  - Rejected
  - Submitted
  - Submitted
  - Canceled
  - To Be Clarified
  - To Be Clarified
- Tasks
- Shipping Notifications
  - New
  - All
  - Submitted
  - To Be Clarified
  - In Process
  - Completed
  - Sent
- Confirmations
  - All

List of Purchase Orders > Display Purchase Order

**Purchase Order: 410000056**

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

Communication and Collaboration

General Information

Basic Data		Terms of Payment	
Purchase Order ID:	410000056	Payment in Days	Discount in %
Number:	1000000030	30	
Name:	PO		
Date:	01.03.2018		
Status:	Confirmed		
Follow-On Documents:		Terms of Delivery	
#	1 2 3 4	Incoterm	Location
	Purchase Order Response Shipping Not Goods Receiv Invoice	DDP	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	09.03.2018	0 Piece		Canceled by ...
2	Schedule A & B		2 Piece	0.00 KES	09.03.2018	0 Piece		Canceled by ...
3	Double ended metric open jaw spanner (8m		4 Piece	57.00 KES	09.03.2018	4 Piece	09.03.2018	Confirmed
4	E-Z Fit Single Pipe Chain Clamp 10-38inc		1 Piece	12.35 KES	09.03.2018	1 Piece	09.03.2018	Confirmed
5	Constant Swing Tubing Cutter		2 Piece	26.60 KES	09.03.2018	2 Piece	09.03.2018	Confirmed
6	Portable ventilation fan with 5m air duc		2 Piece	28.50 KES	09.03.2018	2 Piece	09.03.2018	Confirmed
7	Hand held blower		1 Piece	9.50 KES	09.03.2018	1 Piece	09.03.2018	Confirmed
8	CLAMP METER (MULTI-METER)		1 Piece	14.25 KES	09.03.2018	1 Piece	09.03.2018	Confirmed
9	ELECTRICIAN TERMINATION TOOL KIT		1 Piece	11.40 KES	09.03.2018	1 Piece	09.03.2018	Confirmed

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

# CREATING ADVANCE SHIPPING NOTIFICATION (ASN)

**KenGen**  
Energy for the nation

Kenya Electricity  
Generating Company Ltd

Log off

Back Forward History Favorites Personalize View Help

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

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

Find

- Qualifications
- Qualifications
- Purchase Orders
  - All
  - New
  - Changed
  - In Process
  - New
  - New
  - In Process
  - In Process
  - Confirmed
  - Partially Confirmed
  - Rejected
  - Submitted
  - Submitted
  - Canceled
  - To Be Clarified
  - To Be Clarified
- Tasks
- Shipping Notifications
  - New
  - All
  - Submitted
  - To Be Clarified
  - In Process
  - Completed
  - Sent
- Confirmations
  - All

List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 3000000030

Goods Delivered to Recipient Save Cancel Print Download

Communication and Collaboration

Attachments

Add Attachment

No Attachments Available

Browse... Upload

General Information

Basic Data

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

Delivery Information

Delivery Date (Expected):	00.03.2018	15:00
Shipping Date:	01.03.2018	15:00
Means of Transport:		
Transport ID Code:		
Bill of Lading:		

Item Overview

Select All Deselect All Propose Outstanding Quantities

Number	Description	Product	Quantity	Unit of Mea...	Purchase Order No.	Purchase Order Item	It...
10	Double ended metric open jaw		0	Piece	4100000056	3	
20	E-Z Fit Single Pipe Chain Clar		0	Piece	4100000056	4	
30	Constant Swing Tubing Cutter		0	Piece	4100000056	5	
40	Portable ventilation fan with 5e		0	Piece	4100000056	6	
50	Hand held blower		0	Piece	4100000056	7	
60	CLAMP METER (MULTI-MET		0	Piece	4100000056	8	
70	ELECTRICIAN TERMINATION		0	Piece	4100000056	9	
80	INSULATION RESISTANCE T		0	Piece	4100000056	10	
				Piece	4100000056	11	
				Piece	4100000056	12	

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

- Document Name (ASN)
- Select the Means of Transport & Transport ID Code/Bill of Lading

# CREATING ADVANCE SHIPPING NOTIFICATION (ASN): Propose Quantities

KenGen Energy for the nation

Kenya Electricity Generating Company Ltd

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

Find  
Qualifications  
Purchase Orders  
Tasks  
Shipping Notifications  
Confirmations

List of Purchase Orders > Display Purchase Order > Process ASN  
Display ASN: 3000000030  
Goods Delivered to Recipient Save Cancel Print Download

Communication and Collaboration

Attachments  
Add Attachment  
No Attachments Available  
Browse... Upload

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  
Select All Deselect All Propose Outstanding Quantities

Number	Description	Product	Quantity	Unit of Mea...	Purchase Order No.	Purchase Order Item	It...
10	Double ended metric open jaw		0	Piece	4100000056	3	<input type="checkbox"/>
20	E-Z Fit Single Pipe Chain Clar		0	Piece	4100000056	4	<input type="checkbox"/>
30	Constant Swing Tubing Cutter		0	Piece	4100000056	5	<input type="checkbox"/>
40	Portable ventilation fan with 5		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 – Tick the Checkbox  under Item selection
- Click on **Propose Outstanding Quantities** - Propose the quantities to supply as per the PO.



# CREATING ADVANCE SHIPPING NOTIFICATION (ASN)

KenGen Energy for the nation

Kenya Electricity Generating Company Ltd

Log off

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

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

Find

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- Qualifications
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  - New
  - In Process
  - In Process
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  - To Be Clarified
- Tasks
- Shipping Notifications
  - New
  - All
  - Submitted
  - To Be Clarified
  - In Process
  - Completed
  - Sent
- Confirmations
  - All
  - In Process

List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 3000000030

Goods Delivered to Recipient

Communication and Collaboration

Attachments

No Attachments Available

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 metric open jaw		0	Piece	4100000056	3	<input type="checkbox"/>
20	E-Z Fit Single Pipe Chain Clar		0	Piece	4100000056	4	<input type="checkbox"/>
30	Constant Swing Tubing Cutter		0	Piece	4100000056	5	<input type="checkbox"/>
40	Portable ventilation fan with 5e		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"/>

- To submit ASN, Click on the “Goods Delivered to Recipient”



# CREATING ADVANCE SHIPPING NOTIFICATION (ASN)

**KenGen**  
Energy for the nation

Kenya Electricity  
Generating Company Ltd

Welcome: Ms. Natasha Ryan

Supplier Order Collaboration User

Supplier Self-Services

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		Delivery Information	
Number:	3000000030	Delivery Date (Expected):	09.03.2018 15:00
Name:	ASN	Shipping Date:	01.03.2018 15:00
Date:	01.03.2018	Means of Transport:	
Status:	Sent	Transport ID Code:	
		Bill of Lading:	

Item Overview

Number	Description	Product	Quantity	Purchase Order No.	Purchase Order Item
10	Double ended metric open jaw spanner (6m		4 Piece	4100000056	3
20	E-Z Fit Single Pipe Chain Clamp 10-36inc		1 Piece	4100000056	4
30	Constant Swing Tubing Cutter		2 Piece	4100000056	5
40	Portable ventilation fan with 5m air duc		2 Piece	4100000056	6
50	Hand held blower		1 Piece	4100000056	7
60	CLAMP METER (MULTI-METER)		1 Piece	4100000056	8
70	ELECTRICIAN TERMINATION TOOL KIT		1 Piece	4100000056	9
80	INSULATION RESISTANCE TESTER		1 Piece	4100000056	10
90	WIRE STRIPPER		3 Piece	4100000056	11
100	CABLE TRACER/LOCATOR		1 Piece	4100000056	12

Partner Information

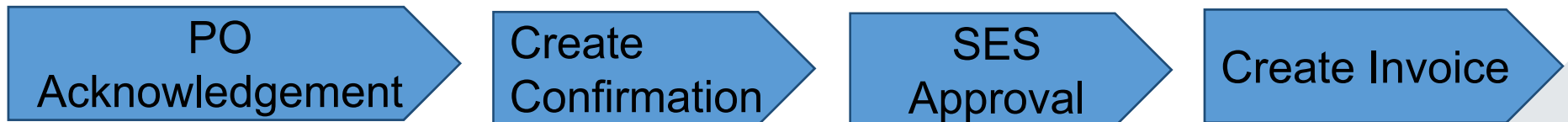
Partner	Number	Name	Street	Ho...	PostCode	City	Telepho...	Fax	E-mail
					000100	Nairobi	123456...		

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

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

## CREATE CONFIRMATIONS FOR SERVICES

- Once a Service PO has been received by the supplier, an acknowledgment of the PO should be submitted before delivery date elapses
- For *Service Procurement we use Confirmations* – Supplier perform Confirmations for Services performed and sends back to the customer
- The next step is to Create Confirmation for the services rendered, and send to the customer. The Confirmation generates a Service Entry Sheet (SES) in the Back-End system



## CREATE CONFIRMATIONS FOR SERVICES

- Navigate to **Purchase Order** tab in SAP SUS and select the relevant PO from the list of Purchase orders with the status as “**Confirmed**”.
- Click on the Purchase Order no. create an acknowledgement



# CREATE CONFIRMATIONS FOR SERVICES



Kenya Electricity  
Generating Company Ltd

Log off

Back Forward History Favorites Personalize View Help

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

## Supplier Self-Services

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  - All
  - Submitted
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  - In Process
  - Sent
- Confirmations
  - All

List of Purchase Orders > Display Purchase Order

Purchase Order: 4100000041

Process Display Document Flow Print Download

### Communication and Collaboration

### General Information

#### Basic Data

Purchase Order ID: 4100000041  
Number: 1000000023  
Name: PO  
Date: 18.12.2017  
Status: New

#### Follow-On Documents:



#### Terms of Payment

Payment in Days	Discount in %
30	

#### Terms of Delivery

Incoterm	Location
----------	----------

### Item Overview

Expand All Collapse All

Number	Short Text	Product	PO Quantity	Purchase Order ...	Required on	Confirmed Quan...	Confirmed for	Status
1	Service Item		1.000 Activ.unit	5.00 KES	22.12.2017	0.000 Activ.unit		New
1.1	Cleaning service for Garissa		1.000 Activ.unit	5.00 KES		0.000 Activ.unit		New

- Click on the Process button to acknowledge the PO and send back to the buyer





# CREATE CONFIRMATIONS FOR SERVICES



Kenya Electricity  
Generating Company Ltd

Log off

Back Forward History Favorites Personalize View Help

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

All  
Submitted  
To Be Clarified  
Completed  
In Process  
Sent

▼ Confirmations

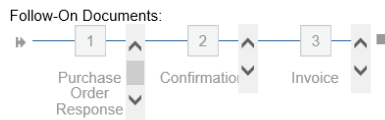
All  
In Process  
Completion Reported  
Rejected  
Approved  
Canceled

▼ Invoices and Credit Memos

All  
In Process  
Document Sent  
Approved  
Rejected  
Create Invoice

▼ Notifications from Purchaser

Goods Receipt - All  
Goods Receipt - New  
Cancellation of Goods Receipt - All  
Cancellation of Goods Receipt - New  
Return Delivery - All



Incoterm	Location

**Item Overview**

Confirm All Items
  Reject All Items
  Reset All Items
  Expand All
  Collapse All

	Number	C...	R...	Short Text	Product	PO Quantity	Purchase Or...	Requir...	Confirmed Q...	Unit of Measure	Confir...	St...
▼	1	✓	✗	Service Item		1.000 Activ.unit	5.00 KES	22.12....	1.000	Activ.unit	22.12.201	C...
└	1.1			Cleaning service for Garissa		1.000 Activ.unit	5.00 KES		1.000	Activ.unit		C...
										Net Value (Unconfirmed Items)	5.00 KES	
										Net Value (Confirmed Items)	0.00 KES	
										Net Value (Total of all Items)	5.00 KES	

**Partner Information**

Partner	Number	Name	Street	Hou...	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	592	KenGen	Stima Plaza		000100	Nairobi	123456789		
Ship-To Address	592	Sec-Applicat			00100	Nairobi			

- Confirm All Items or Reject Items on the Item overview & Click on the **Send** button
- The Purchase Order acknowledgement is sent to buyer

# CREATE CONFIRMATIONS FOR SERVICES: Click "Create Confirmation"



Kenya Electricity  
Generating Company Ltd

Log off

Back Forward History Favorites Personalize View Help

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

## Supplier Self-Services

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  - Completed
  - In Process
  - Sent
- Confirmations
  - All

List of Purchase Orders > Display Purchase Order

Purchase Order: 4100000041

Create Confirmation Display History Display Document Flow Print Download

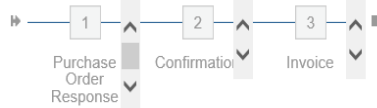
### Communication and Collaboration

### General Information

#### Basic Data

Purchase Order ID: 4100000041  
 Number: 1000000023  
 Name: PO CLEANING SERVICE GARISSA  
 Date: 18.12.2017  
 Status: Confirmed

#### Follow-On Documents:



#### Terms of Payment

Payment in Days	Discount in %
30	

#### Terms of Delivery

Incoterm	Location

### Item Overview

Expand All Collapse All

Number	Short Text	Product	PO Quantity	Purchase Order ...	Required on	Confirmed Quan...	Confirmed for	Status
1	Service Item		1.000 Activ.unit	5.00 KES	22.12.2017	1.000 Activ.unit	22.12.2017	Confirmed
1.1	Cleaning service for Garissa		1.000 Activ.unit	5.00 KES		1.000 Activ.unit		Confirmed

# CREATE CONFIRMATIONS FOR SERVICES

**KenGen**  
Energy for the nation

Kenya Electricity  
Generating Company Ltd

Welcome: Ms. Natasha Ryan

Administration | Supplier Task Processor | **Supplier Order Collaboration User** | Bidder

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

Supplier Self-Services

List of Purchase Orders > Display Purchase Order > Process Confirmation

Confirmation: 4000000016

Confirm | Save | Cancel | Print | Download

Communication and Collaboration

General Information

Basic Data		Service Information	
Confirmation:	4000000016	Service Agent Name:	COLLINS CKM
Name:	CLEANING SERVICE FOR GARISSA	Service Location:	GARISSA
Date:	18.12.2017		
Purchase Order No.:	4100000041		
Status:	In Process		

Item Overview

Number	Status	Product	Product Ty...	Line Type	Description	Quantity	Unit of Me...	Quantity O...	Open	Net Value	I...
1	In Process				Service Item					5.00 KES	<input type="checkbox"/>
1.1	In Process		Service	Standard Line	Cleaning service for Garissa	1.000	Activ unit	1.000 Activ.un	1.000 Activ.un	5.00 KES	<input checked="" type="checkbox"/>
Net Value										5.00 KES	

Partner Information

Partner	Number	Name	Street	Hou...	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	592	KenGen	Stima Plaza		000100	Nairobi	123456789		
Ship-To Address	592	Sec-Applicat			00100	Nairobi			

- Fill in the details in the Basic data field (Document Name, Service Agent Name and Service Location)
- Select the Items (checkbox  under Item selection) & propose quantities as per the PO (under quantity column)

# CREATE CONFIRMATIONS FOR SERVICES: Click on the "Confirm" button to submit



Kenya Electricity  
Generating Company Ltd

Log off

Back Forward History Favorites Personalize View Help

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

## Supplier Self-Services

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- Tasks
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  - New
  - All
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  - To Be Clarified
  - Completed
  - In Process
  - Sent
- Confirmations
  - All

List of Purchase Orders > Display Purchase Order > Process Confirmation

Confirmation: 4000000016

Confirm Save Cancel Print Download

### Communication and Collaboration

### General Information

#### Basic Data

Confirmation:	4000000016
Name:	CLEANING SERVICE FOR GARISSA
Date:	18.12.2017
Purchase Order No.:	4100000041
Status:	In Process

#### Service Information

Service Agent Name:	COLLINS CKM
Service Location:	GARISSA

### Item Overview

Expand All Collapse All Select All Deselect All Propose Outstanding Quantities Update Prices


Number	Status	Product	Product Ty...	Line Type	Description	Quantity	Unit of Me...	Quantity O...	Open	Net Value	I...
1	In Process				Service Item					5.00 KES	🗑️ ✓
1.1	In Process		Service	Standard Line	Cleaning service for Garissa	1.000	Activ.unit	1.000 Activ.un	1.000 Activ.un	5.00 KES	🗑️ ✓

Net Value 5.00 KES

### Partner Information

Partner	Number	Name	Street	Hou...	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	592	KenGen	Stima Plaza		000100	Nairobi	123456789		
Ship-To Address	592	Sec-Applicat			00100	Nairobi			


- Confirmation Message – creates an SES (Service Entry Sheet) in the back-end system


Kenya Electricity  
Generating Company Ltd
Log off

[Back](#) [Forward](#) [History](#) [Favorites](#) [Personalize](#) [View](#) [Help](#)
Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor Supplier Order Collaboration User Bidder

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Find

Qualifications

Purchase Orders

- All
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- Confirmed
- Partially Confirmed
- Rejected
- Canceled
- Submitted
- To Be Clarified

Tasks

Shipping Notifications

- New
- All
- Submitted
- To Be Clarified
- Completed
- In Process
- Sent

Confirmations

- All

◀ List of Purchase Orders > Display Purchase Order > Display Confirmation

Info: Your changes have been adopted successfully  
 Warning: Performance timeframe is in the future ( Number 1.1 )

**Confirmation: 400000016**

[Copy](#) [Display Document Flow](#) [Print](#) [Download](#)

**Communication and Collaboration**

**General Information**

Basic Data		Service Information	
Confirmation:	400000016	Service Agent Name:	COLLINS CKM
Name:	CLEANING SERVICE FOR GARISSA	Service Location:	GARISSA
Date:	18.12.2017		
Purchase Order No.:	4100000041		
Status:	Completion Reported		

**Item Overview**

[Expand All](#) [Collapse All](#)

Number	Status	Product	Product Type	Line Type	Description	Quantity	Quantity Ord...	Open	Net Value
1	Sent				Service Item				5.00 KES
1.1	Sent		Service	Standard Line	Cleaning service for Garissa	1.000 Activ. unit	1.000 Activ. unit	0.000 Activ. unit	5.00 KES
Net Value									5.00 KES

**Partner Information**

Partner	Number	Name	Street	Hou...	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	592	KenGen	Stima Plaza		000100	Nairobi	123456789		

# Display List of Confirmations

The screenshot displays the KenGen SAP interface. At the top left is the KenGen logo with the tagline "Energy for the nation". To the right is an aerial view of a power plant. Further right, it says "Kenya Electricity Generating Company Ltd" and "Log off". Below this is a navigation bar with "Back", "Forward", "History", "Favorites", "Personalize", "View", and "Help". On the right of this bar, it says "Welcome: Ms. Natasha Ryan".

Below the navigation bar is a menu with "Administration", "Supplier Task Processor", "Supplier Order Collaboration User", and "Bidder". Under "Supplier Order Collaboration User", there are sub-menus: "Administration", "Confirmations" (highlighted with a purple box), "Invoices and Credit Memos", "Messages", "Notification from Purchaser", "Purchase Orders", "Scheduling Agreement Releases", and "Shipping Notifications".

Below the menu is a "Supplier Self-Services" section with "Home | Find | Help | FAQ | Log off" and an SAP logo. A left-hand navigation pane shows "Find", "Qualifications", "Purchase Orders" (expanded), "Tasks", and "Shipping Notifications". Under "Purchase Orders", there are status filters: "All", "New", "Changed", "New", "In Process", "In Process", "Confirmed", "Partially Confirmed", "Rejected", "Canceled", "Submitted", and "To Be Clarified".

The main content area shows a "List of Confirmations" table with the following data:

Number	Name	Date	Total Value	Status
4000000016	CLEANING SERVICE FOR GARISSA	18.12.2017	5.00 KES	Completion Reported
4000000013	CLEANING SERVICES RBS PLAZA	08.12.2017	450.00 KES	In Process
4000000011	CLEANING SERVICE RBS BUILDING	08.12.2017	90.00 KES	Accepted by Customer

- Displays the confirmations done with various status as shown above
- The customer has to approve/accept to move to the next step

# **SUS - CREATE INVOICES FOR GOODS & SERVICES**



# CREATE INVOICE - FOR SERVICE

The screenshot displays the KenGen SAP system interface. At the top, the KenGen logo and 'Energy for the nation' tagline are visible on the left, and 'Kenya Electricity Generating Company Ltd' is on the right. Below the header, there are navigation tabs for 'Administration', 'Supplier Task Processor', 'Supplier Order Collaboration User', and 'Bidder'. A secondary navigation bar includes 'Administration', 'Confirmations', 'Invoices and Credit Memos', 'Messages', 'Notification from Purchaser', 'Purchase Orders', 'Scheduling Agreement Releases', and 'Shipping Notifications'. The main content area shows the 'Supplier Self-Services' section with a 'List of Confirmations' table. The table has columns for 'Number', 'Name', 'Date', 'Total Value', and 'Status'. Three rows are visible, with the second row highlighted in yellow.

Number	Name	Date	Total Value	Status
4000000016	CLEANING SERVICE FOR GARISSA	18.12.2017	5.00 KES	Accepted by Customer
4000000013	CLEANING SERVICES RBS PLAZA	08.12.2017	450.00 KES	In Process
4000000011	CLEANING SERVICE RBS BUILDING	08.12.2017	90.00 KES	Accepted by Customer

- The next process after Confirmation has been accepted by the buyer is invoice creation.
- Note down that the status of the confirmation has changed
- Click on the Confirmation number with status *“Accepted by customer”*





# CREATE INVOICE - FOR SERVICE



Kenya Electricity  
Generating Company Ltd

Log off

Back Forward History Favorites Personalize View Help

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

## Supplier Self-Services

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  - Canceled
  - Submitted
  - To Be Clarified
- Tasks
- Shipping Notifications
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  - Sent
- Confirmations
  - All

List of Confirmations > Display Confirmation

Confirmation: 4000000016

Create Invoice Copy Display Document Flow Print Download

### Communication and Collaboration

### General Information

#### Basic Data

Confirmation: 4000000016  
 Name: CLEANING SERVICE FOR GARISSA  
 Date: 18.12.2017  
 Purchase Order No.: 4100000041  
 Status: Accepted by Customer

#### Service Information

Service Agent Name: COLLINS CKM  
 Service Location: GARISSA

### Item Overview

Expand All Collapse All

Number	Status	Product	Product Type	Line Type	Description	Quantity	Quantity Ord...	Open	Net Value
1	Accepted				Service Item				5.00 KES
1.1	Accepted		Service	Standard Line	Cleaning service for Garissa	1.000 Activ.unit	1.000 Activ.unit	0.000 Activ.unit	5.00 KES
Net Value									5.00 KES

### Partner Information

Partner	Number	Name	Street	Hou...	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	592	KenGen	Stima Plaza		000100	Nairobi	123456789		
Ship-To Address	592	Sec-Applicat			00100	Nairobi			

- Click on the “Create Invoice” button



# CREATE INVOICE - FOR SERVICE



Kenya Electricity  
Generating Company Ltd

Log off

Back Forward History Favorites Personalize View Help

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

## Supplier Self-Services

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  - Changed
  - New
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  - In Process
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  - Rejected
  - Canceled
  - Submitted
  - To Be Clarified
- Tasks
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  - Completed
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  - Sent
- Confirmations
  - All

List of Confirmations > Display Confirmation > Process Invoice

Process Invoice: 5000000013

Send Save Cancel Update Prices Print Download

### Communication and Collaboration

#### Message to Purchaser

Pay us within the next 30 days as agreed.

Director: Softouch Company Ltd

#### Attachments

Add Attachment

No Attachments Available

### General Information

#### Basic Data

Number: 5000000013  
Name: CLEANING SERVICE FOR GARISSA  
Date: 18.12.2017  
External Reference No.: 00000000004100000041  
Status: In Process

Unplanned Delivery Costs: 0.00 KES

Electronic Tax Reg.

#### Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

- Click "Send" button: Note Invoice number, a message can be added for purchaser (buyer)



# DISPLAY INVOICE



Kenya Electricity  
Generating Company Ltd

Log off

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Welcome: **Ms. Natasha Ryan**

Administration | **Supplier Task Processor** | **Supplier Order Collaboration User** | Bidder

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Supplier Self-Services



- Find
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  - In Process
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- Tasks
- Shipping Notifications
  - New
  - All
  - Submitted
  - To Be Clarified
  - Completed
  - In Process
  - Sent

List of Confirmations > Display Confirmation > Display Invoice

Info: Your changes have been adopted successfully

Display Invoice: 5000000013

[Set Status](#) | [Copy](#) | [Create Credit Memo](#) | [Display Document Flow](#) | [Print](#) | [Download](#)

## Communication and Collaboration

### Message to Purchaser

Pay us within the next 30 days as agreed.

Director: Softouch Company Ltd

## General Information

### Basic Data

Number: 5000000013  
Name: CLEANING SERVICE FOR GARISSA  
Date: 18.12.2017  
External Reference No.: 00000000004100000041  
Status: Document Sent  
Status (New): Accepted by Customer  
Unplanned Delivery Costs: 0.00 KES

### Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Electronic Tax Reg.

# Display Invoice cont....



Kenya Electricity  
Generating Company Ltd

Log off

Back Forward History Favorites Personalize View Help

Welcome: Ms. Natasha Ryan

Administration Supplier Task Processor **Supplier Order Collaboration User** Bidder

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

- Submitted
- To Be Clarified
- Completed
- In Process
- Sent

▼ **Confirmations**

- All
- In Process
- Completion Reported
- Rejected
- Approved
- Canceled

▼ **Invoices and Credit Memos**

- All
- In Process
- Document Sent
- Approved
- Rejected
- Create Invoice

▼ **Notifications from Purchaser**

- Goods Receipt - All
- Goods Receipt - New
- Cancellation of Goods Receipt - All
- Cancellation of Goods Receipt - New
- Return Delivery - All
- Return Delivery - New

▼ **Scheduling Agreement Releases**

- All

Unplanned Delivery Costs: 0.00 KES

Electronic Tax Reg.
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**Item Overview**

Number	Description	Product	Quantity	Net Value	Tax	External Referenc...	Purchase Order It...
10	Service Item		1.000 Activ.unit	5.00 KES	0 % Input tax	4100000041	0000010001
Net Value							5.00 KES
Unplanned Delivery Costs							0.00 KES
Tax							0.00 KES
Gross Price							5.00 KES

**Partner Information**

Partner	Number	Name	Street	Hou...	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	592	KenGen	Stima Plaza		000100	Nairobi	123456789		
Ship-To Address	592	Sec-Applicat			00100	Nairobi			

**Terms of Payment**

Date	Invoiced Amount	Paid Amount	Status
<input checked="" type="checkbox"/> Payment may not yet have been made			
<input type="button" value="Check Payment Status"/>			

THANK YOU

