Quick Reference Guide

1. Supplier Registration

New suppliers to access the Self Registration page via the **KenGen** website

NB: New Suppliers register only once.

Fill the Registration form detailing the company information, address and Contact details. **PRIVATE DOMAIN EMAIL ADDRESS IS A MUST**

Fill All the mandatory fields marked with asterisk *, Select the Vendor Category.

Tick the Public Tender check box ☑ **IF registering for the first time to participate in an open tender**

Click on **Add** to Select the preferred Product categories and click on **OK**

Read and Accept ☑ the Data Privacy Statement and click on the **Send** button to submit the registration form.

An auto generated Supplier ID and initial password shall be sent to the domain email provided.

2. Bidding / RFx Response

- ✓ Navigate to the "***RFx and Auctions***" tab
- ✓ New RFx have a response status "***No Bid Created***"
- ✓ To respond, click on the **"Event Number"** with corresponding status
- ✓ Click on the ***"Register"*** button for Open Tenders (then refresh), then click on the **"Participate"** button (then refresh)
- ✓ Click on the **"Create Response"** button
- ✓ To view the full Tender Name: Click on **RFx Information->> Notes & Attachments->>Tendering Text**
- ✓ Navigate to the various tabs (RFx Information, Items, Notes & Attachments, and Conditions)
- ✓ Fill in the necessary details required for your RFx Response
- ✓ Changes to your RFx Response can be made as long as the Submission deadline has not elapsed.

3. How to Access cFolder

- ✓ Click on "**Technical RFx Response**"
- ✓ For First time log on, accept the license agreement to enable you to log on
- ✓ Log on to the cFolder using your **current** Username and Password
- ✓ Navigate to the External Area (Public) to view/download the Tender / RFx document
- ✓ To attach your bid / Technical response, navigate to the **Tech_Bid** folder
- ✓ Click on the Create button, and select the relevant object to create (***Document***)
- ✓ Give a name and description to the document you are attaching, and select on "*Upload Local file*". Click Continue
- ✓ Click on "**Choose file**" / "**Browse**" for the relevant document from the computer
- ✓ Then click on "**Save"** button
- ✓ Logout of the cFolder and close the window
- ✓ Submit the RFx response once your response if fully completed.

4. CHANGING THE C-FOLDER PASSWORD

- ✓ Log on to the Supplier Self Service (SUS) Portal - Open any RFx Response from the RFx and Auctions window
- ✓ From the Display RFx window, click on the "**Technical RFx Response**" button
- ✓ Log on using the current credentials (Supplier ID and system generated Password)
- ✓ Open cFolder page – mySAP PLM cFolders
- ✓ Click on the **Settings** link on the menu
- ✓ Navigate to the **User** tab
- ✓ Click on the Change Password button (bottom of the screen)
- ✓ Key in the old system generated password, and new passwords and click **save** button
- ✓ Confirmation message: Password has been changed, close the Window

5. Response to the Qualification Questionnaire

- ✓ Log on the Supplier portal (SUS Portal)
- ✓ Navigate to **Administration** tab >> List of New Qualifications
- ✓ Select the relevant Qualification questionnaire sent to you to open.
- ✓ For Local Suppliers >> "***Local Supplier On-boarding Additional Data***".
- ✓ For Overseas Suppliers >> "***Overseas Supplier On-boarding Additional Data***".
- ✓ Note down the deadline for submission on the Introduction page.
- ✓ Navigate through the pages of the questionnaire using ***Next*** or ***Previous.***
- ✓ Respond to **All** the mandatory fields in the questionnaire with asterisk *.
- ✓ Attach the required documents in each question by Clicking on the **Icon** File Name to add an attachment
- ✓ Read and accept the Data Privacy Statement by ticking the checkbox ☑
- ✓ Click on **Submit** button before the deadline

Note: Provide all the necessary information in each question and be saving the document by clicking on the **Save** button

6. ACKNOWLEDGING ORDERS

Once a Purchase Order is created by a Purchaser, it will appear in the individual supplier's SUS portal area.

TO DISPLAY NEW PURCHASE ORDERS

Login >> Supplier Order Collaboration User >> Purchase Orders >>Click on NEW PO

- ✓ A list of Purchase Orders is displayed.
- ✓ Click on the desired PO number to view details.
- ✓ If all PO line requirements can be satisfied,
- ✓ Click **Confirm All Items to** accept supply of selected items by clicking ☑ check box.
- ✓ Click **Reject All Items to** reject supply of selected items by clicking ☑ check box.
- ✓ Once satisfied with the details of the PO items:
- ✓ Click **Send** to save the PO acknowledgement and alert the purchaser

7. MANAGING DELIVERIES

Deliveries to purchaser will not be accepted without a Delivery Notification created by the supplier in SUS. Two types of documents can be created in SUS for delivery purposes:

ADVANCED SHIPPING NOTIFICATION (ASN)

A list of acknowledged POs is displayed for ASN processing.

- ✓ Click on the desired PO number to display and then click **Create ASN** to capture a shipping notice.
- ✓ Capture delivery information.
- ✓ Edit item quantity where necessary OR Click **Propose Outstanding Quantities** to retrieve original PO quantity values.
- ✓ To apply delivery info to all line items, click **Select All**.
- ✓ Click Goods **Delivered to Recipient** to send ASN to Purchaser.

CONFIRMATION OF SERVICE (SES)

A list of acknowledged POs is displayed for Service processing.

- ✓ Click on the desired PO number to display
- ✓ Click on the **Process** button to acknowledge the PO
- ✓ Confirm All Items or Reject Items on the Item overview
- ✓ Click on the Send button and Click on the **"Create Confirmation"** button
- ✓ Fill in the details in the Basic data
- ✓ Select the Items (checkbox ☑ under Item selection) & propose quantities as per the PO (under quantity column)
- ✓ Click on **"Update Prices".**
- ✓ Click on the **"Confirm"** button to submit
- ✓ The buyer has to approve/accept the services to move to the next step

8. INVOICING PROCESS

Once Good Receipt is created or Services Accepted, creation of invoice canbe initiated on the portal and sent to buyer for processing by finance. Kindly attach relevant documments.

Login >Supplier Order Collaboration User >Confirmations (for services)

Note that the status of the confirmation has changed.

- ✓ Click on the Confirmation number with status "***Accepted by customer***"
- ✓ Click on the "**Create Invoice**" button
- ✓ Click "**Send**" button: Note Invoice number, a message can be added for purchaser
- ✓ Keep on checking the Status of the invoice

  Note: Payment Process is still manual

ONCE AN INVOICE IS PROCESSED, THE SUPPLIER CAN DISPLAY THE INVOICE DOCUMENT CREATED USING THESE SIMPLE STEPS:

Login **>>** Supplier Order Collaboration User **>>** Click on All Invoices & Credit Memos