

Central Bank of Kenya

Supplier portal guide

Google Chrome

Is your user account already activated?

If Yes

Please use the link <https://myapplications.microsoft.com/?tenantId=centralbank.go.ke> to login into the CBK Supplier Portal

If No

Please follow the steps in this guide to perform the activation of your user account.

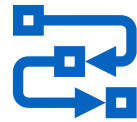
Welcome to the iSupplier activation portal guide for Central Bank of Kenya

01



Hope you have received an invitation email from Central Bank of Kenya for the account activation.

02



This document is a step by step guide that will take you through the activation process of your organization on the **Central Bank of Kenya New iSupplier portal**.

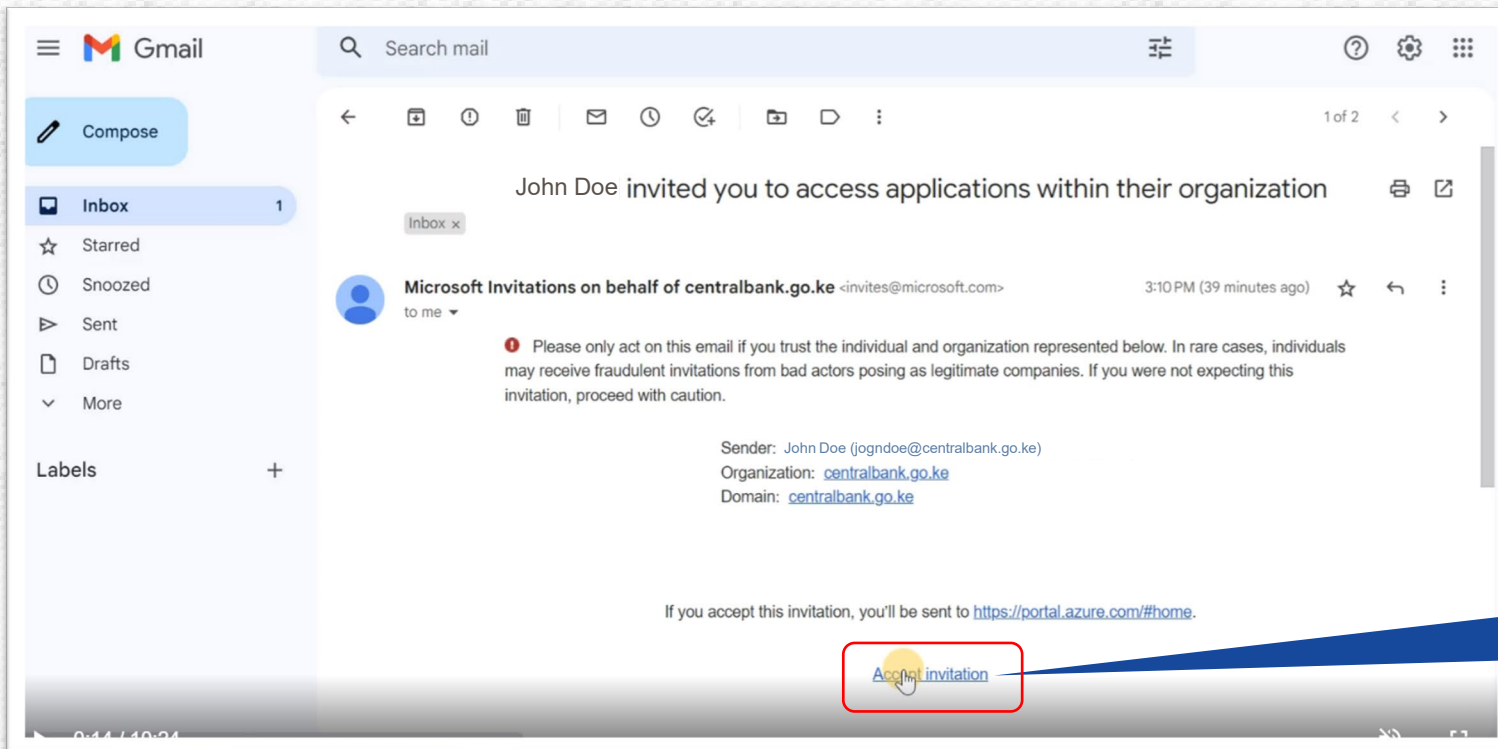
03



Once you follow all the steps as instructed in this guide, your organization will be activated on the **New iSupplier portal** of the **Central Bank of Kenya**.

Step 1

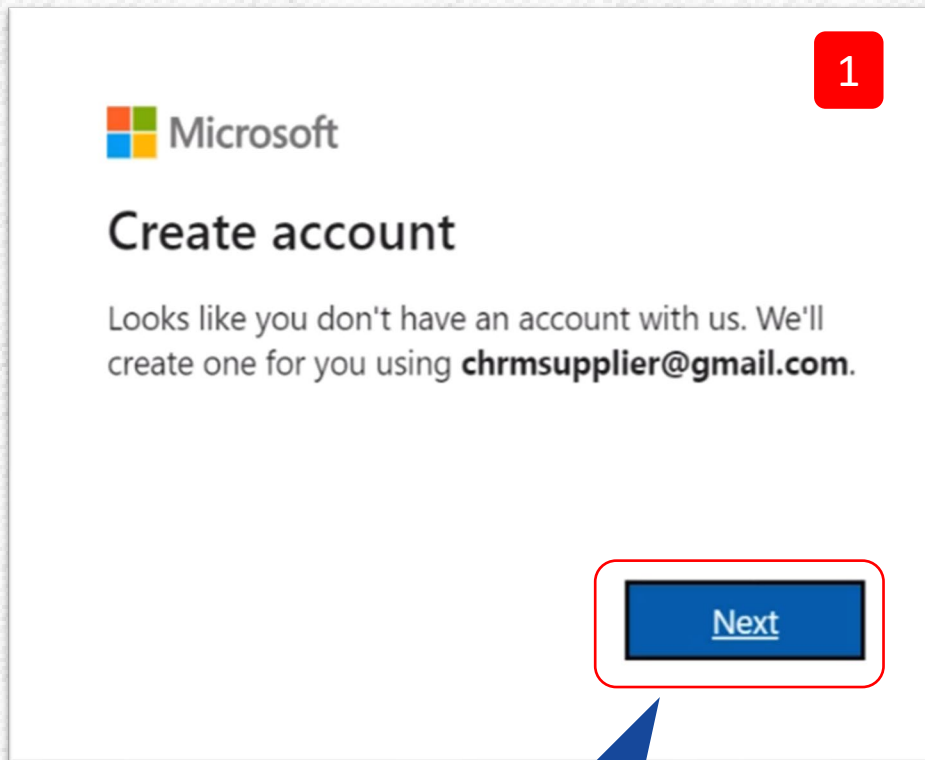
Check for an invitation email from **Central Bank of Kenya** in the email address you have provided for the registration. The email content would look similar as shown in the below screenshot, follow the steps as guided.



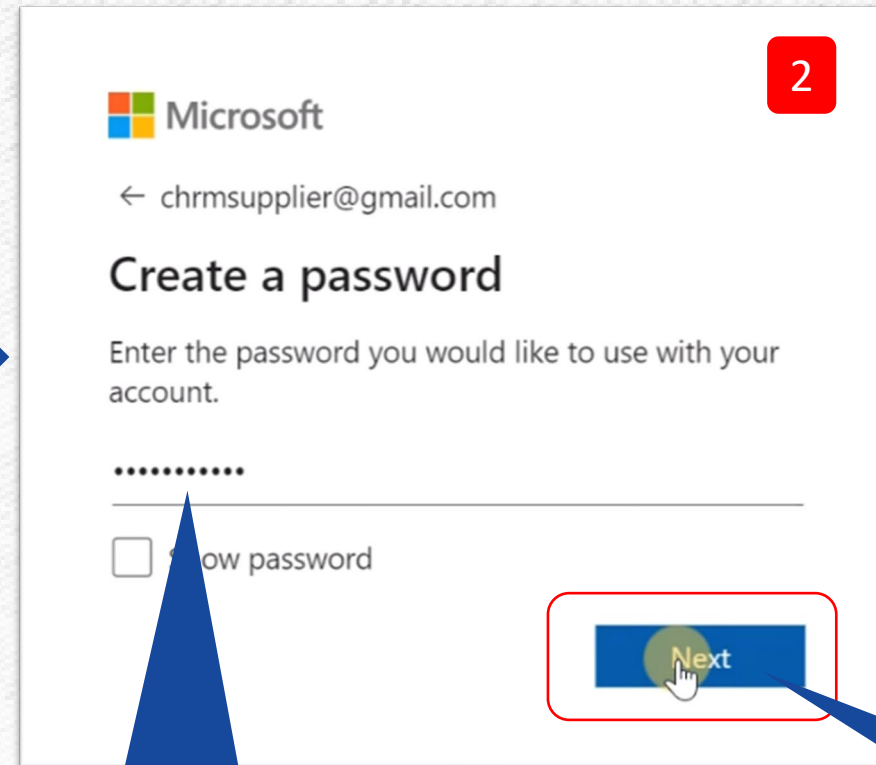
Click on the “Accept Invitation” link.

Step 2

Once you have clicked on the activation link from the previous step, below screen will appear



Click on **NEXT** to Create your account.

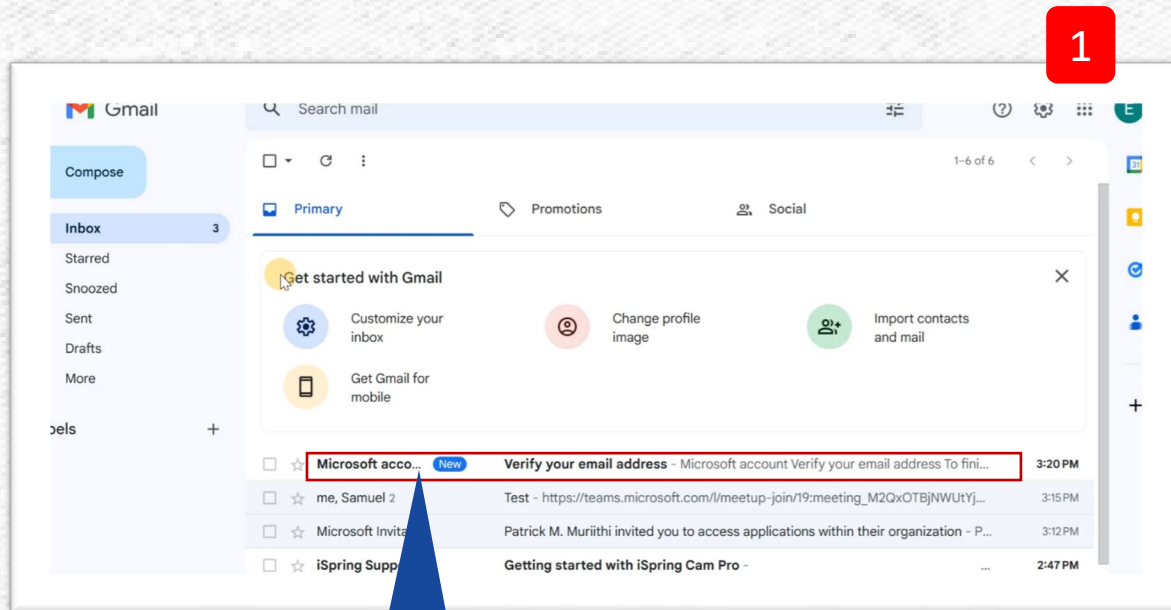


You will be prompted to create a password.

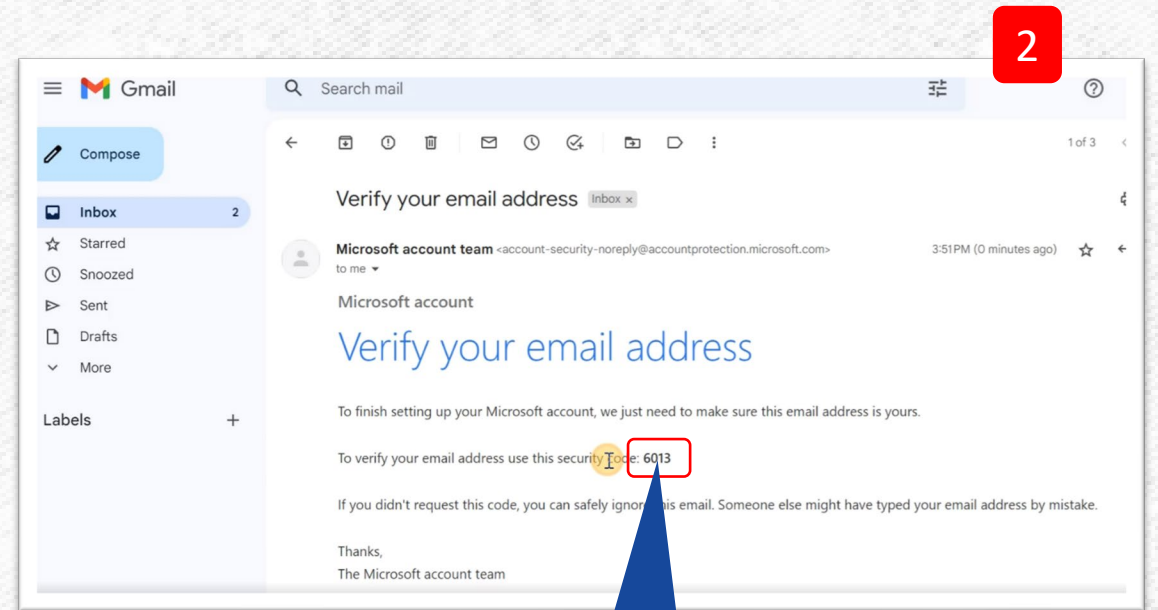
Once you have entered your password, click on **Next**.

Step 3

You are now supposed to verify your email, Once you have created your password, you would receive a verification code on your email as shown in the below screenshot



Click the email to open it.



Copy the security code as shown.

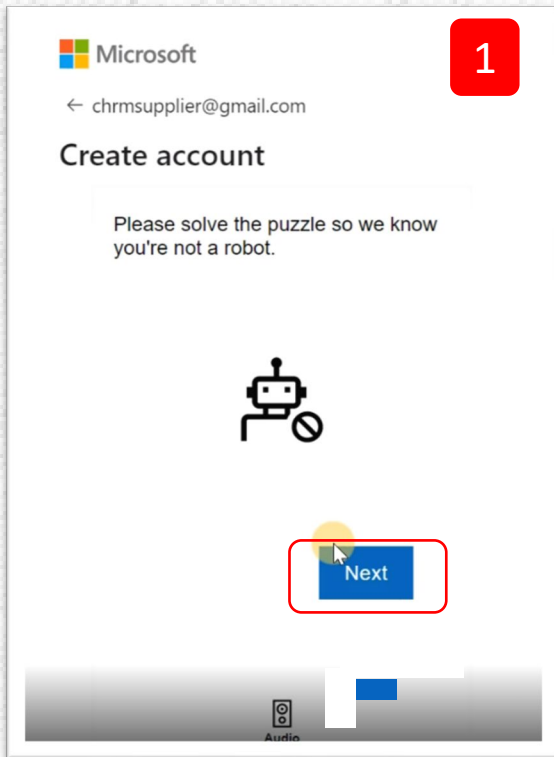
Step 4

Enter the code you have copied on the previous step.

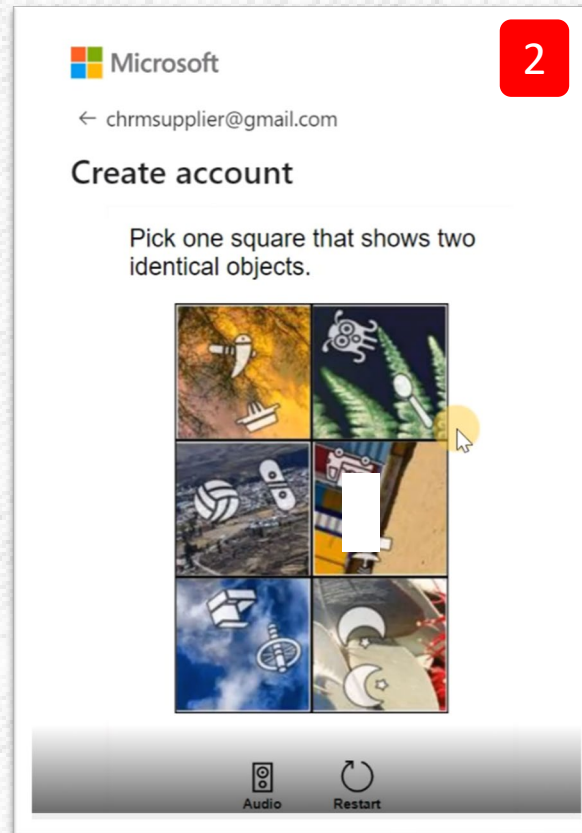
Enter the code and click **NEXT** button.

Step 5

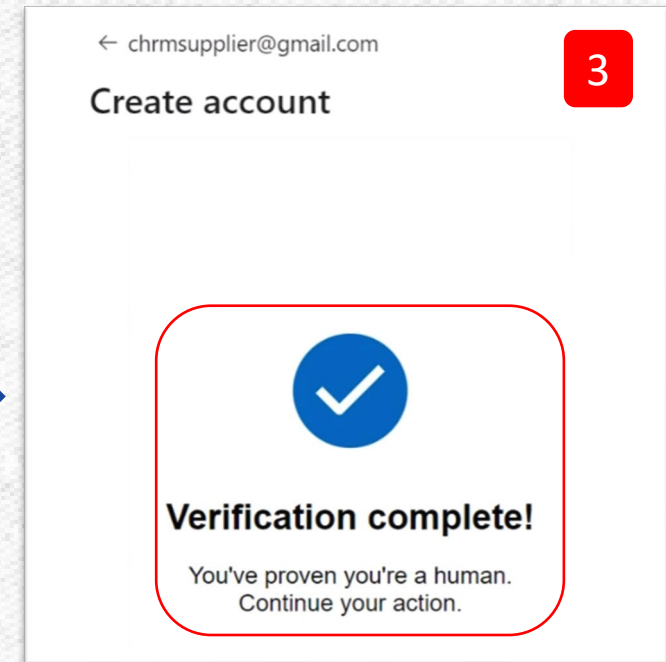
Once you have entered the code on the previous step you will be required to solve a puzzle



You will click the **NEXT** button for the puzzle.



Solve the puzzle as required to complete the verification




After this you will be prompted to accept the terms and condition in the next screen

Step 6

1

Permission requested by:

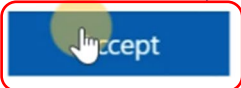
 centralbank.go.ke
centralbank.go.ke

By accepting, you allow this organization to:

- ✓ Receive your profile data
Your profile data means your name, email address, and photo
- ✓ Collect and log your activity
Your activity data means your access, usage, and content associated with their apps and resources
- ✓ Use your profile data and activity data
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

You should only accept if you trust centralbank.go.ke. **centralbank.go.ke has not provided a link to their privacy statement for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations> [Learn More](#)


This resource is not shared by Microsoft.


Cancel 



Read and accept the Terms and Conditions and click the **Accept** button.

2



 Microsoft


chrmsupplier@gmail.com

More information required

Your organization needs more information to keep your account secure. Before making changes to your security info you must complete multifactor authentication.

[Use a different account](#)

[Learn more](#)



Once you click on **Next** you will be taken to an additional security verification.

Step 7


If you encounter below screen, select 'I want to set up a different method' as shown below.

centralbank.go.ke

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

Select the below to set up .

Step 8

Select your authentication method as phone by selecting from the drop down as shown.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by

On your phone

After you in

I want to use

Choose a different method

Which method would you like to use?

Choose a method

Cancel Confirm

Next

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by

On your phone

After you in

I want to use

Choose a different method

Which method would you like to use?

Choose a method

Phone

Authenticator app

Cancel Confirm

Next

set up a different method

Click the Drop Down to select a method.

Select the Phone Option.

Step 9

As an additional security verification you will be prompted to add your phone number as shown on the below screen

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account.

Step 1: How should we contact you?

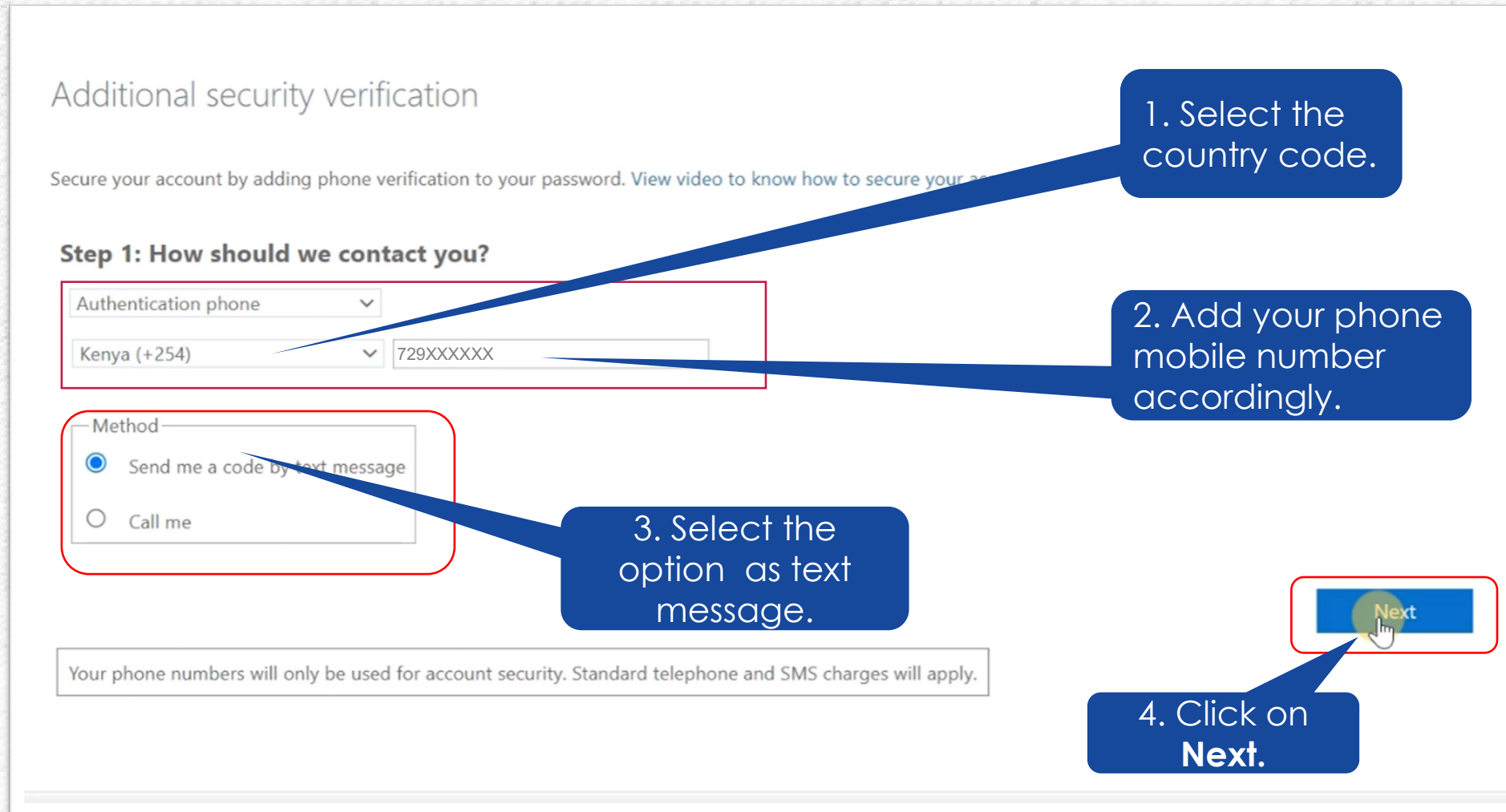
Authentication phone

Method

Send me a code by text message

Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.



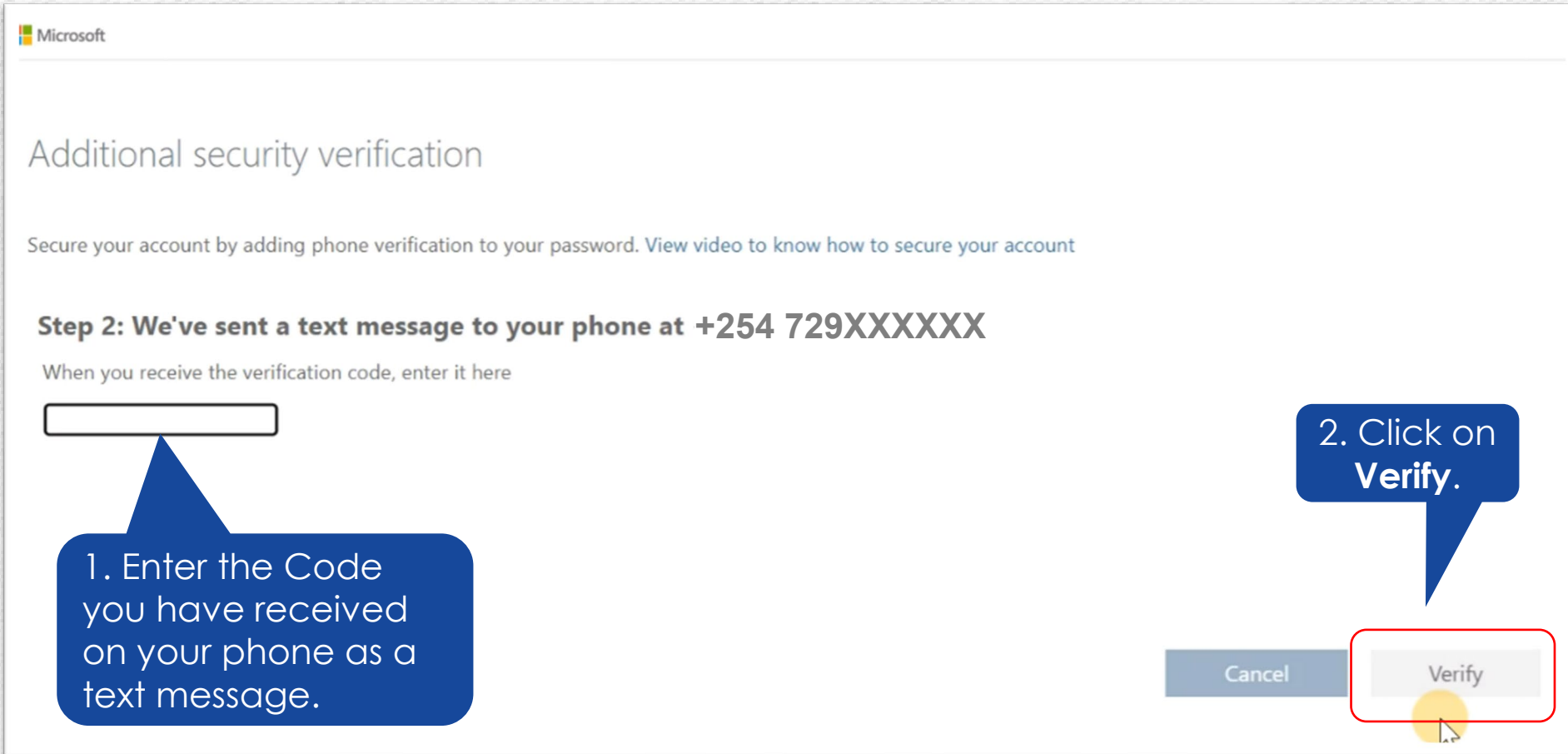
1. Select the country code.

2. Add your phone mobile number accordingly.

3. Select the option as text message.

4. Click on **Next**.

Step 9...Continues



The screenshot shows a Microsoft account verification page. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a sub-heading: "Secure your account by adding phone verification to your password. View video to know how to secure your account". The main instruction is "Step 2: We've sent a text message to your phone at +254 729XXXXXX". Below this is a prompt: "When you receive the verification code, enter it here". There is an empty text input field. To the right of the input field are two buttons: "Cancel" and "Verify". A mouse cursor is pointing at the "Verify" button. Two blue callout boxes provide instructions: "1. Enter the Code you have received on your phone as a text message." pointing to the input field, and "2. Click on Verify." pointing to the "Verify" button.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +254 729XXXXXX

When you receive the verification code, enter it here

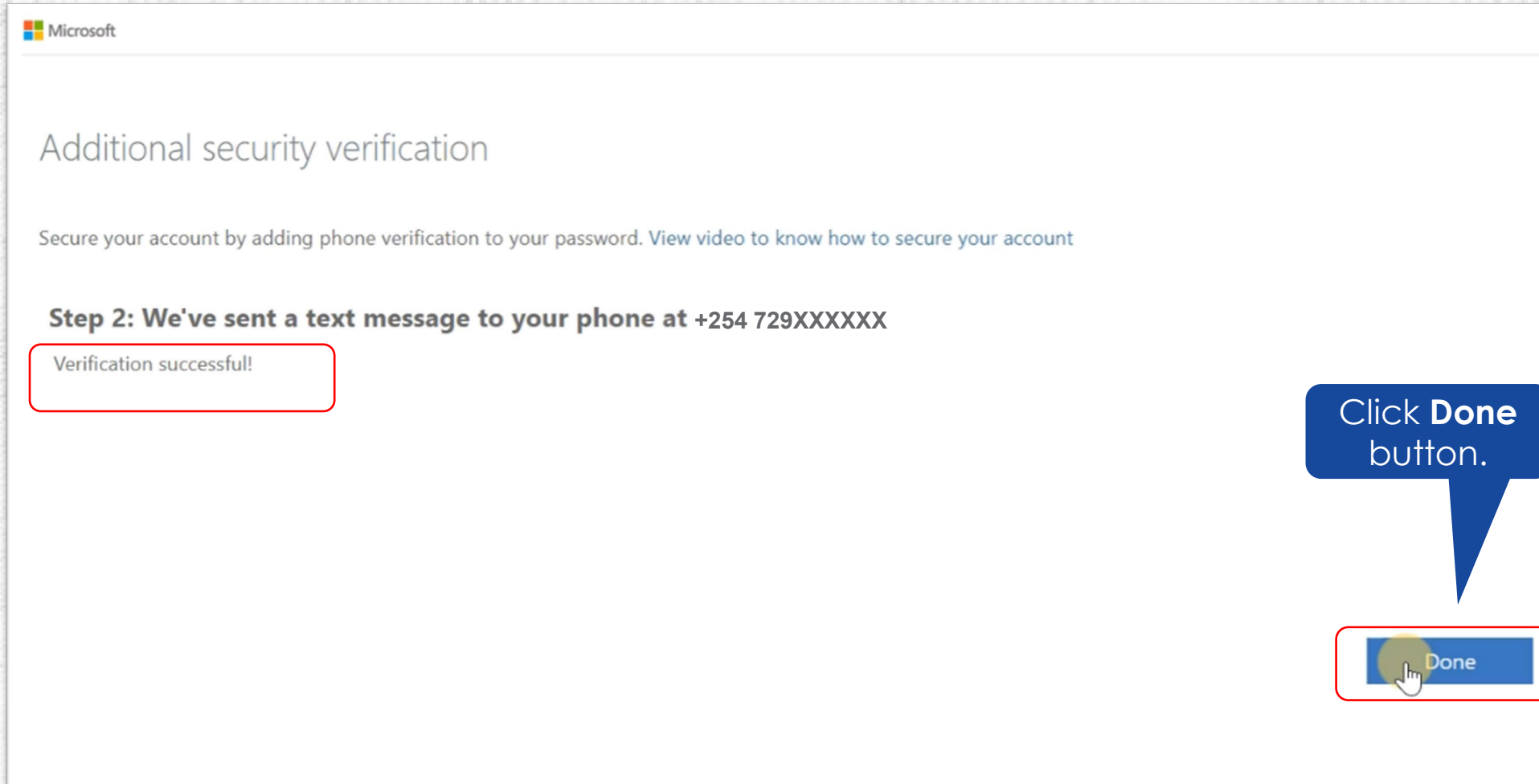
1. Enter the Code you have received on your phone as a text message.

2. Click on **Verify**.

Cancel Verify

Step 9...Continues

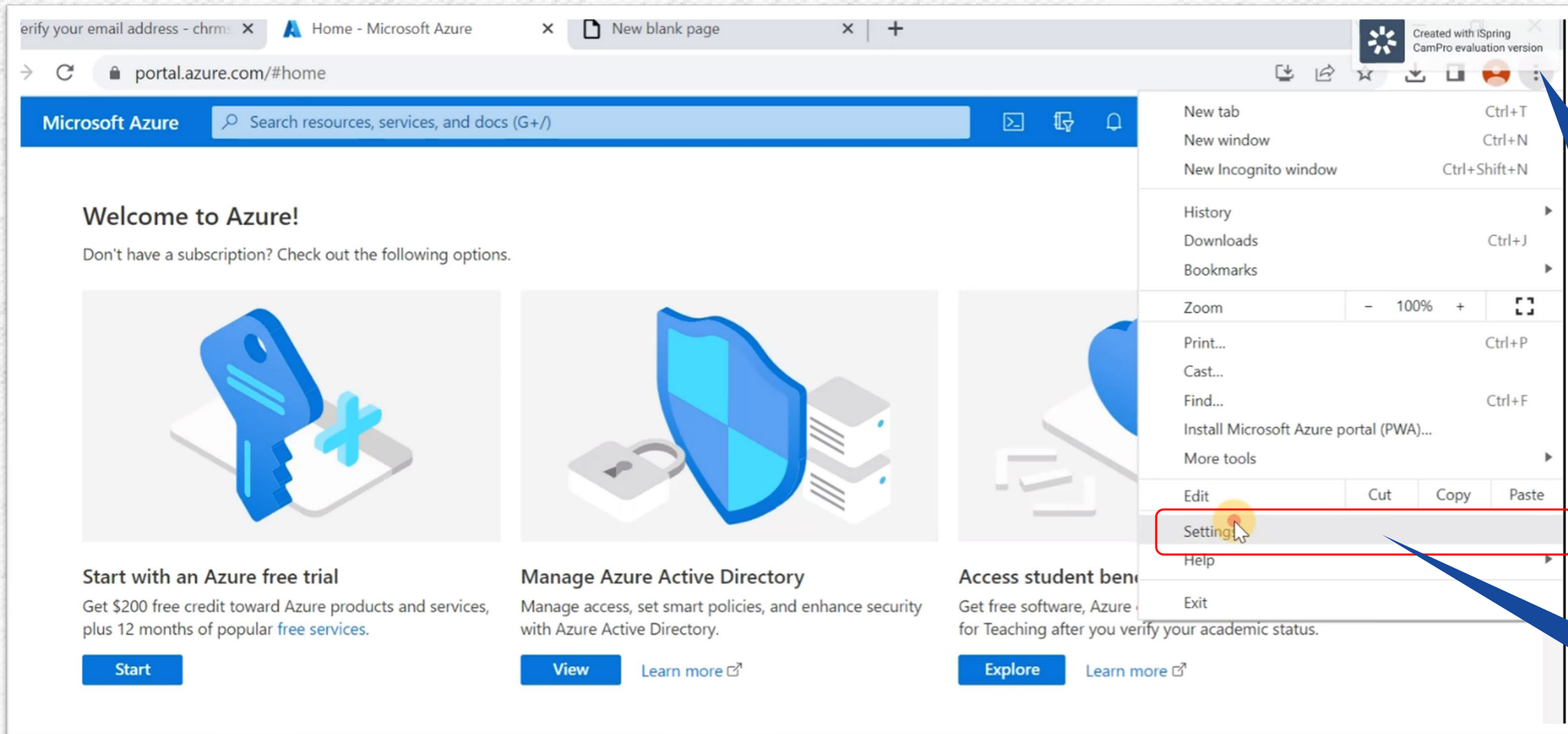
This page will appear once your verification is successful as shown below.



The screenshot shows a Microsoft account verification page. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a sub-heading: "Secure your account by adding phone verification to your password. View video to know how to secure your account". The main instruction is "Step 2: We've sent a text message to your phone at +254 729XXXXXX". A red-bordered box highlights the text "Verification successful!". On the right side, a blue callout bubble points to a blue "Done" button, with the text "Click Done button." inside the bubble. The "Done" button is also highlighted with a red border and has a hand cursor icon over it.

Step 10

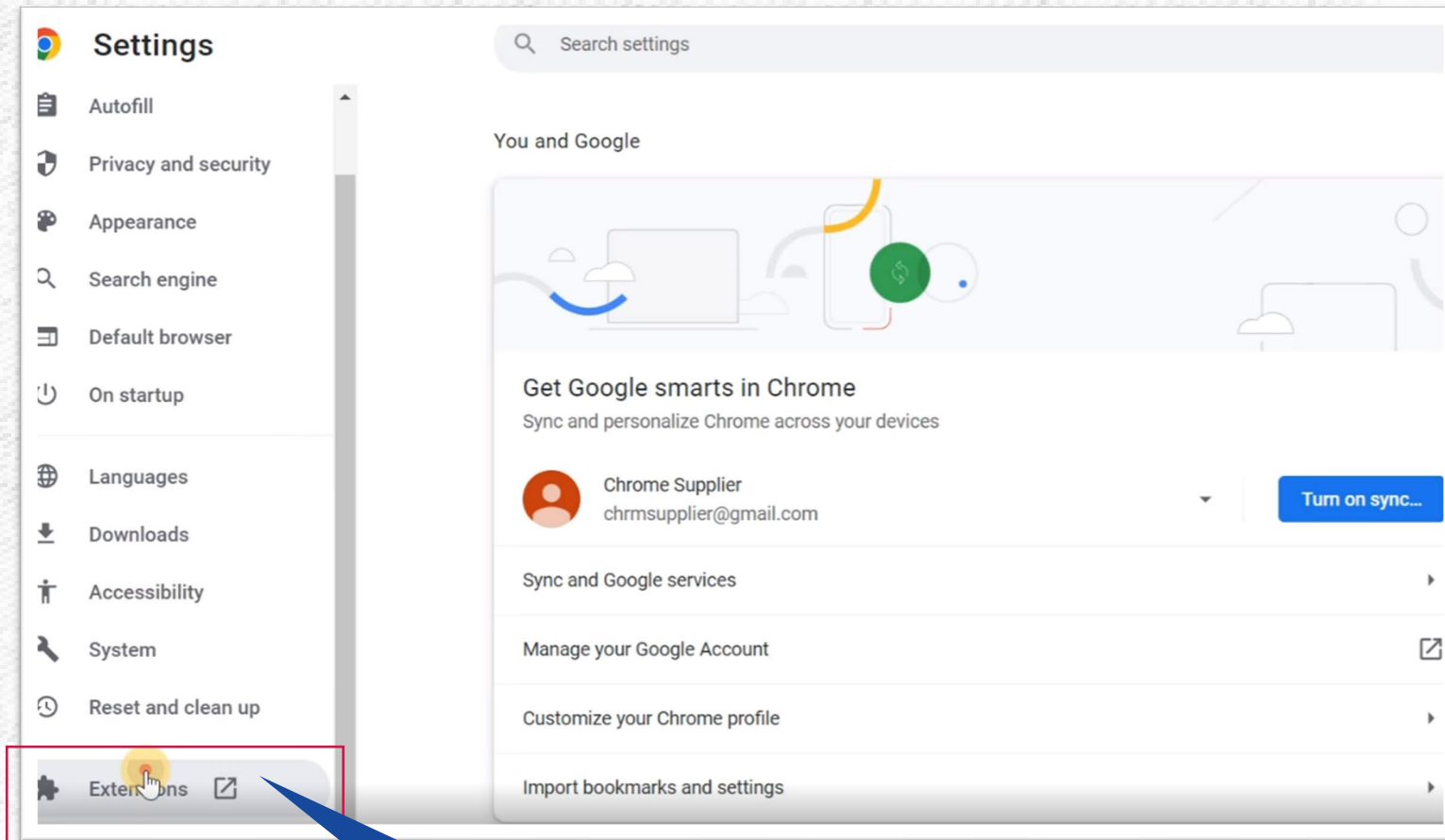
Once you have clicked **Done** on the previous page the below screen will appear



1. Click on the three dots on the right hand corner of your screen as shown on this image.

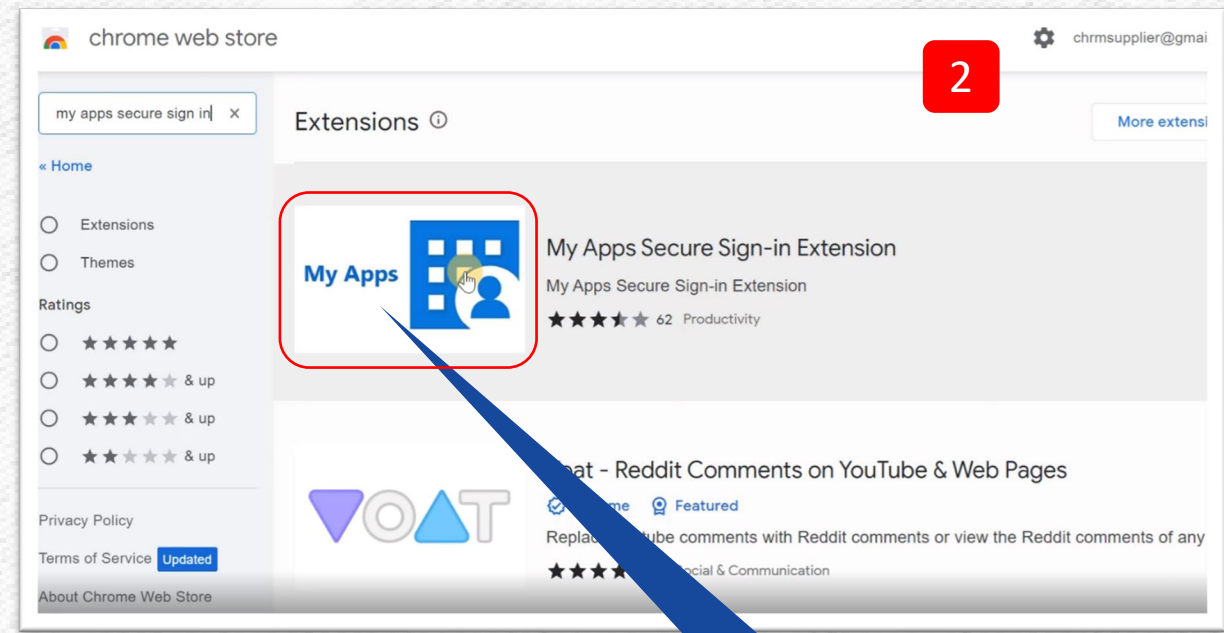
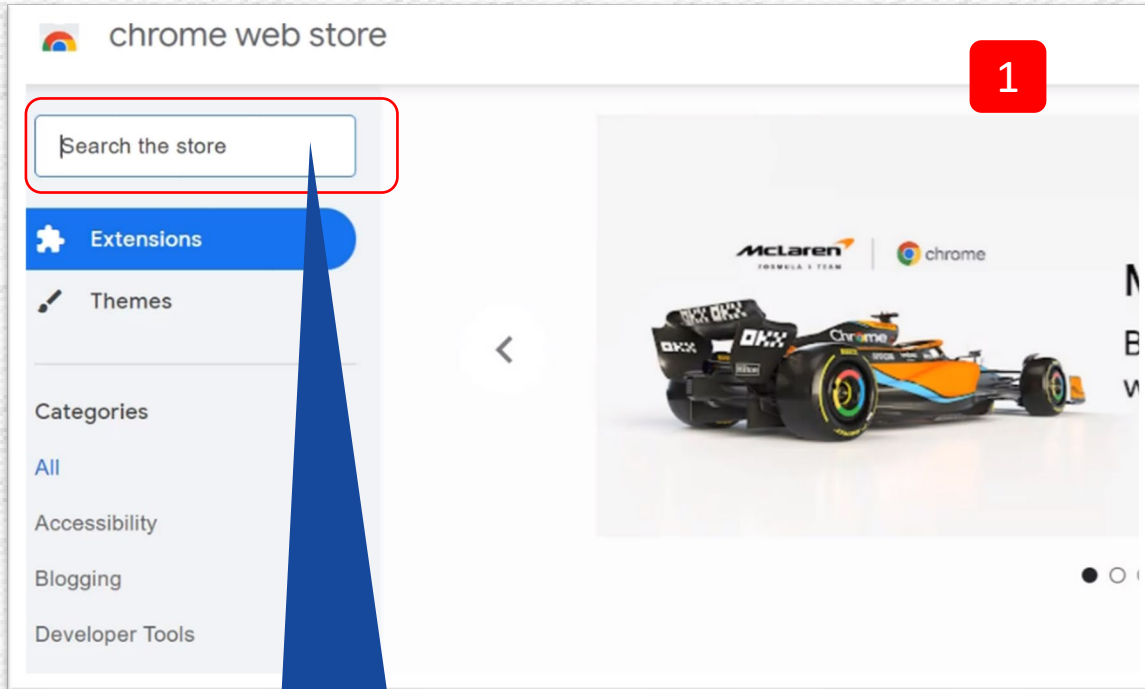
2. Click select **Settings**.

Step 10... Continues



Click on **Extensions**.

Step 10... Continues

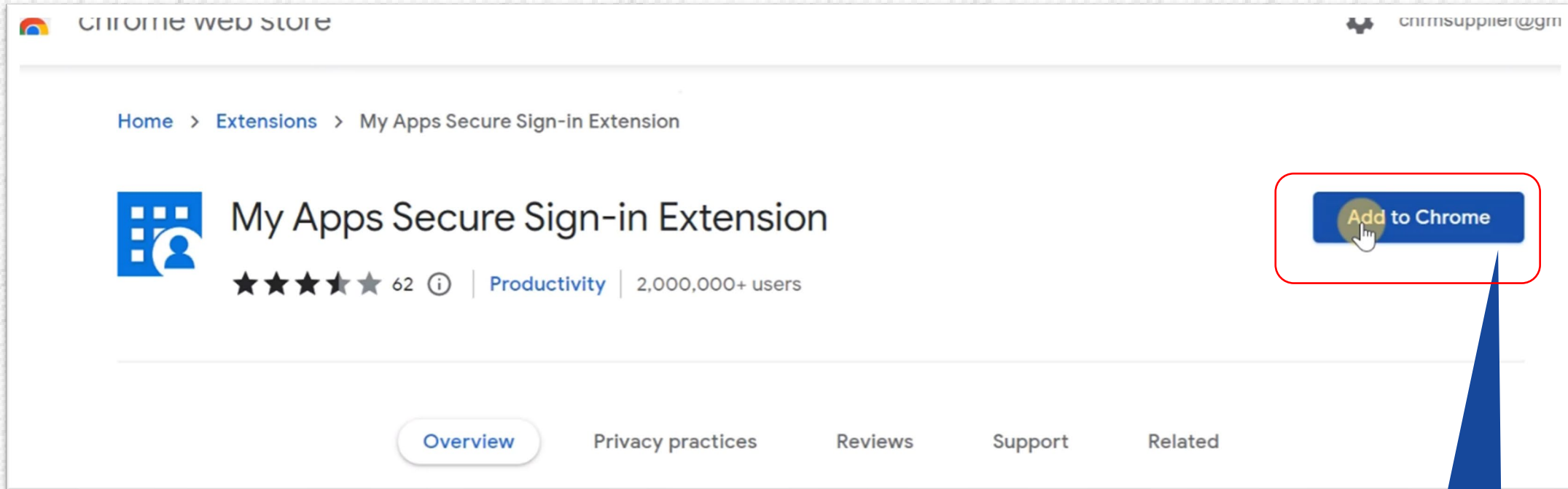


Type on search box
"My Apps Secure
Sign-in Extension."

Click on **My Apps
Secure Sign-in
Extension.**

Step 10...Continues

Once you click on **My Apps Secure Sign-in Extension** select **add to Chrome** 



The screenshot shows the Chrome Web Store interface. At the top, it says 'CHROME web store' and 'cbrmsupplier@gm'. Below that is a breadcrumb trail: 'Home > Extensions > My Apps Secure Sign-in Extension'. The main content area features the extension's icon (a blue grid with a person), the title 'My Apps Secure Sign-in Extension', a 5-star rating with 62 reviews, and the category 'Productivity' with '2,000,000+ users'. A red box highlights the 'Add to Chrome' button, which has a hand cursor over it. At the bottom, there are tabs for 'Overview', 'Privacy practices', 'Reviews', 'Support', and 'Related'.

Click on **Add to Chrome.** 

Step 11

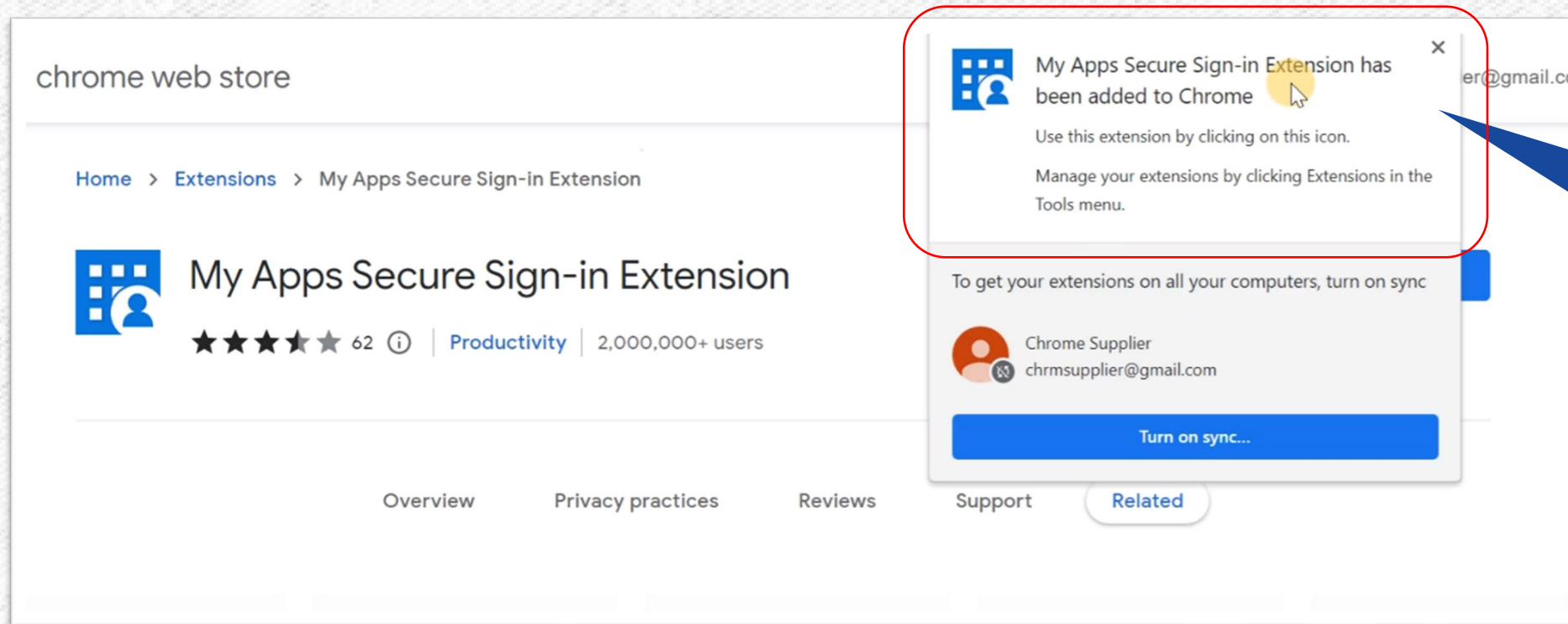
Once you click on **Add to chrome**  as shown on the previous screen, below screen will appear.

The screenshot shows the Chrome Web Store interface. At the top left, it says "chrome web store". Below that, there's a breadcrumb trail: "Home > Extensions > My Apps Secure". The main content area features the extension "My Apps Secure Sign-in" with a blue icon, a 4.5-star rating (62 reviews), and "2,000,000+ users". A modal dialog is open over the extension, titled "Add 'My Apps Secure Sign-in Extension'?", with the text "It can: Read and change all your data on all websites". The dialog has two buttons: "Add extension" (highlighted with a red box) and "Cancel". In the top right corner of the page, there's a user profile "chrmsupplier@c" and a "Checking..." button. At the bottom of the extension card, there are tabs for "Overview", "Privacy practices", "Reviews", "Support", and "Related".


Click on **Add Extension.**

Step 12...Continues

Sign-in Extension now has been added to **Chrome Browser**  as shown below.



The screenshot shows the Chrome Web Store page for the 'My Apps Secure Sign-in Extension'. The page includes the extension's icon, name, a 5-star rating with 62 reviews, and a category of 'Productivity' with over 2,000,000 users. A notification popup is overlaid on the right side of the page, indicating that the extension has been successfully added to the Chrome browser. The notification text reads: 'My Apps Secure Sign-in Extension has been added to Chrome. Use this extension by clicking on this icon. Manage your extensions by clicking Extensions in the Tools menu.' Below the notification, there is a section for 'Turn on sync...' with a 'Turn on sync...' button and a 'Chrome Supplier' profile for 'chrmsupplier@gmail.com'. At the bottom of the page, there are navigation tabs for 'Overview', 'Privacy practices', 'Reviews', 'Support', and 'Related'.

Sign-in Extension has now been added to **Chrome.** 

Step 13

You now have to sign into to the extension as shown below.



1. Click on extension icon.

2. select my apps secure sign on.

3. Click "sign in to get started."

Once you have completed all the above steps, you will now have completed the extension installation.

Step 14

You can optionally confirm that the extension has the right permissions as shown below

The screenshot shows a Chrome browser window with the 'My Apps' dashboard open at myapplications.microsoft.com. The dashboard displays two app tiles: 'CBK_Supplier_Test' and 'My Apps Secure Sign In'. The 'My Apps Secure Sign In' extension is selected, and its permissions are being reviewed. The 'On all sites' option is selected under 'When you click the extension'. The 'View web permissions' option is also visible.

Annotations and steps:

1. Click on the Extension Icon.
2. Click on the Three Dots.
3. Select The option as shown.
4. Confirm that the option selected is "On all Sites"

Step 15

Once the sign in is successful you are now ready to access the My Supplier Application

The screenshot shows a web browser window at myapplications.microsoft.com. The page displays a grid of applications under the heading "My Apps". Three applications are visible: "CBK_Supplier_Test", "My Apps Secure Sign In", and "Supplier Portal". The "Supplier Portal" application is highlighted with a blue callout box that says "Click on the **Supplier Portal** App." The browser's address bar shows the URL, and the page includes a search bar and a "Return to new view" button.

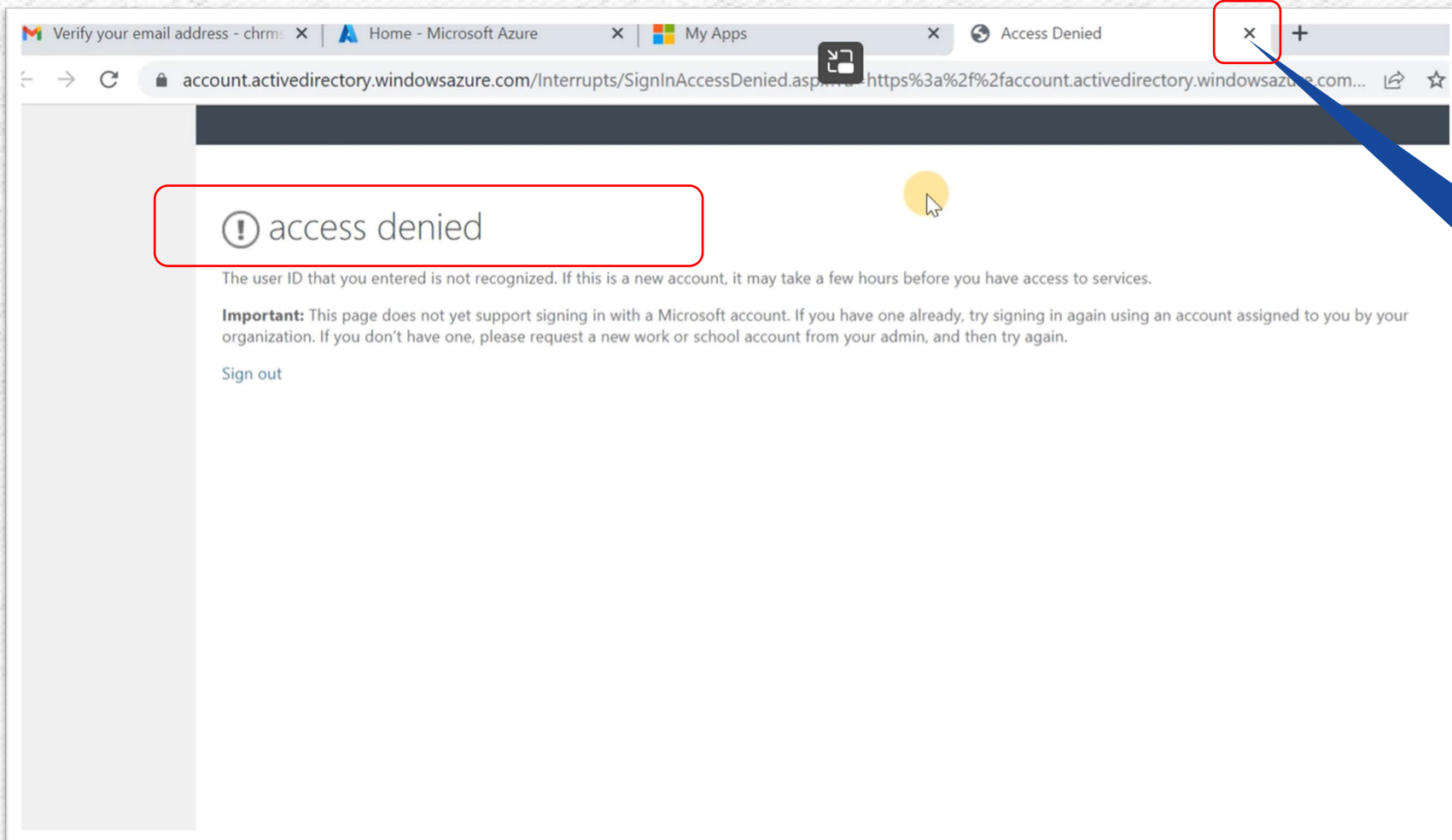
Congratulations! You are now logged on Central Bank of Kenya New iSupplier portal

The screenshot shows a web browser window with two tabs: 'My Apps' and 'Oracle Fusion Cloud Applications'. The address bar displays the URL: `suppliertest-centralbankgoke.msappproxy.net/fscmUI/faces/FuseWelcome?_afLoop=6335058432399204&_afWindowMode=0&_afWindowId=null...`. The page header features the Central Bank of Kenya logo on the left and navigation icons (home, flag, notification with '1', and a 'C' icon) on the right. The main content area has a dark teal background with a pattern of light teal circles. A large white text message reads 'Good afternoon, Chrome Supplier Test o!' next to a megaphone icon. Below this is a horizontal menu with items: 'Me', 'Sales', 'Supplier Portal' (which is underlined), 'Tools', and 'Others'. Under the 'APPS' section, there is a 'Supplier Portal' app icon and a plus sign for adding more apps. A yellow information icon is visible on the right side of the page.

In case of Access denied error

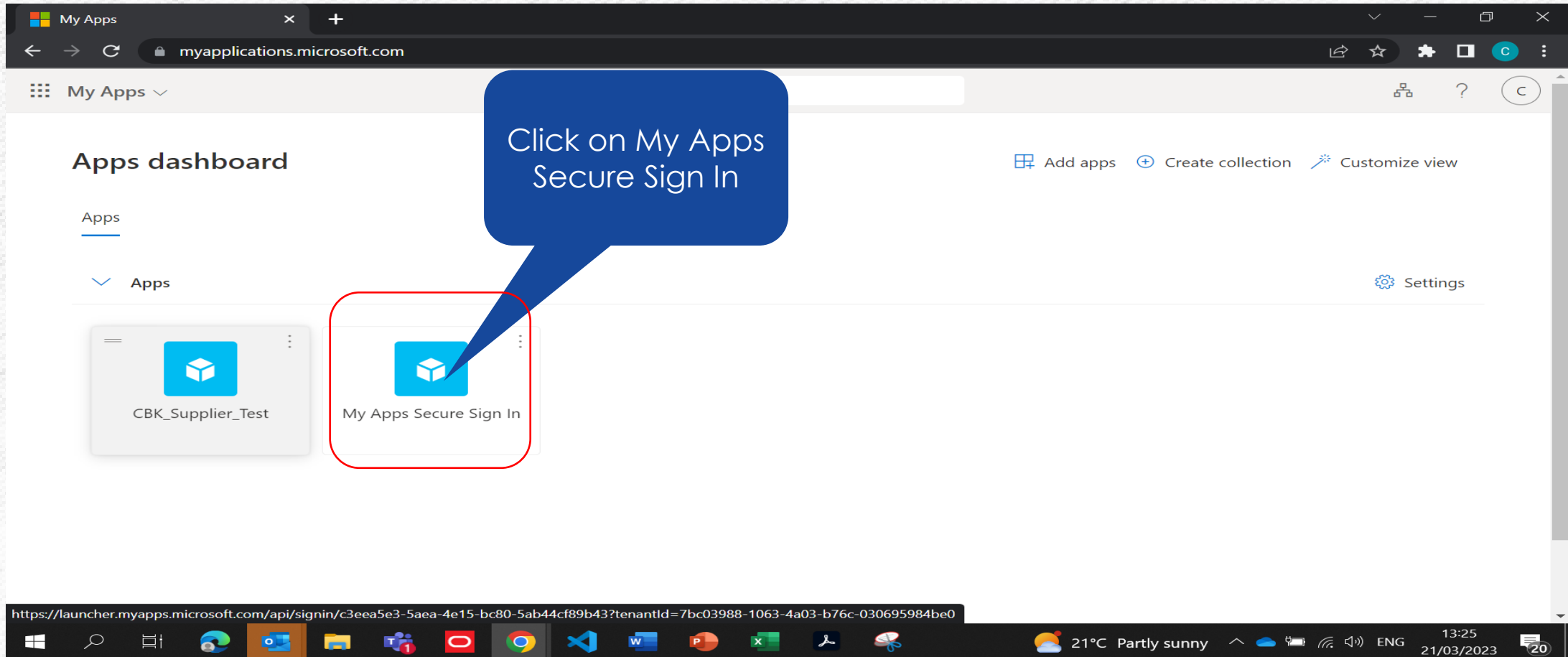


Access denied error

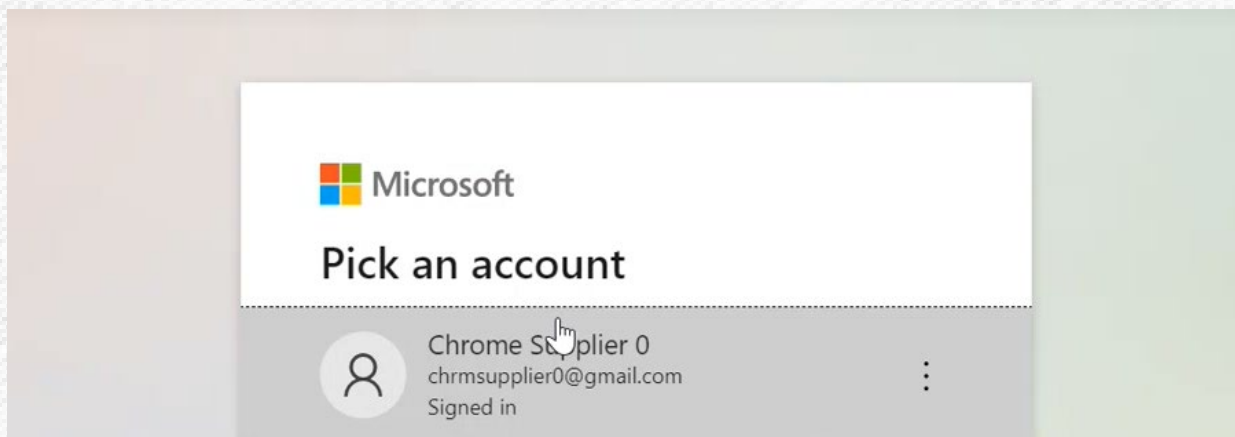


If you get this error
Close the access
denied window.

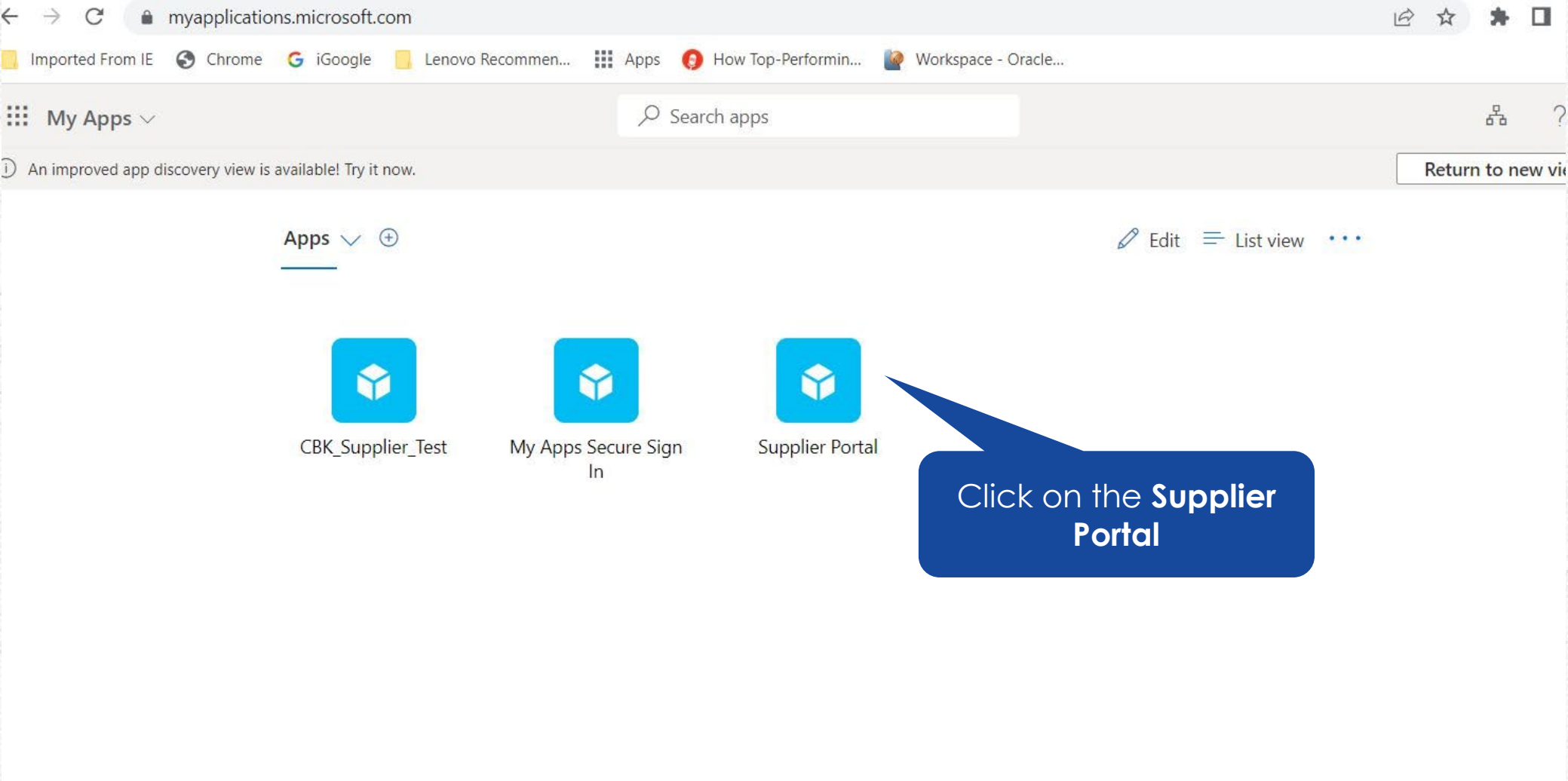
Click on My Apps Secure Sign In



You will be prompted to sign in



Once the sign in is successful you are now ready to access the My Supplier Application



Congratulations! You are now logged on Central Bank of Kenya New iSupplier portal

My Apps Oracle Fusion Cloud Applications

supliertest-centralbankgoke.msapproxy.net/fscmUI/faces/FuseWelcome?_afrLoop=6335058432399204&_afrWindowMode=0&_afrWindowId=null...

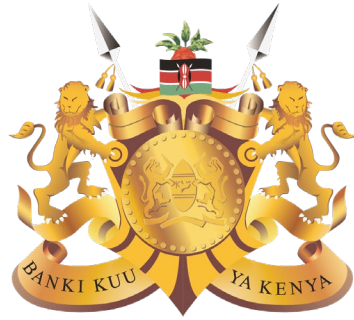
Central Bank of Kenya

Good afternoon, Chrome Supplier Test o!

Me Sales **Supplier Portal** Tools Others

APPS

Supplier Portal



Central Bank of Kenya