

Central Bank of Kenya

Acknowledge Purchasing Document

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

Please refer to the Section Logging Into Supplier Portal (Already Activated) in Activation Guides browser (Microsoft Edge or Google Chrome) specific guides for additional information

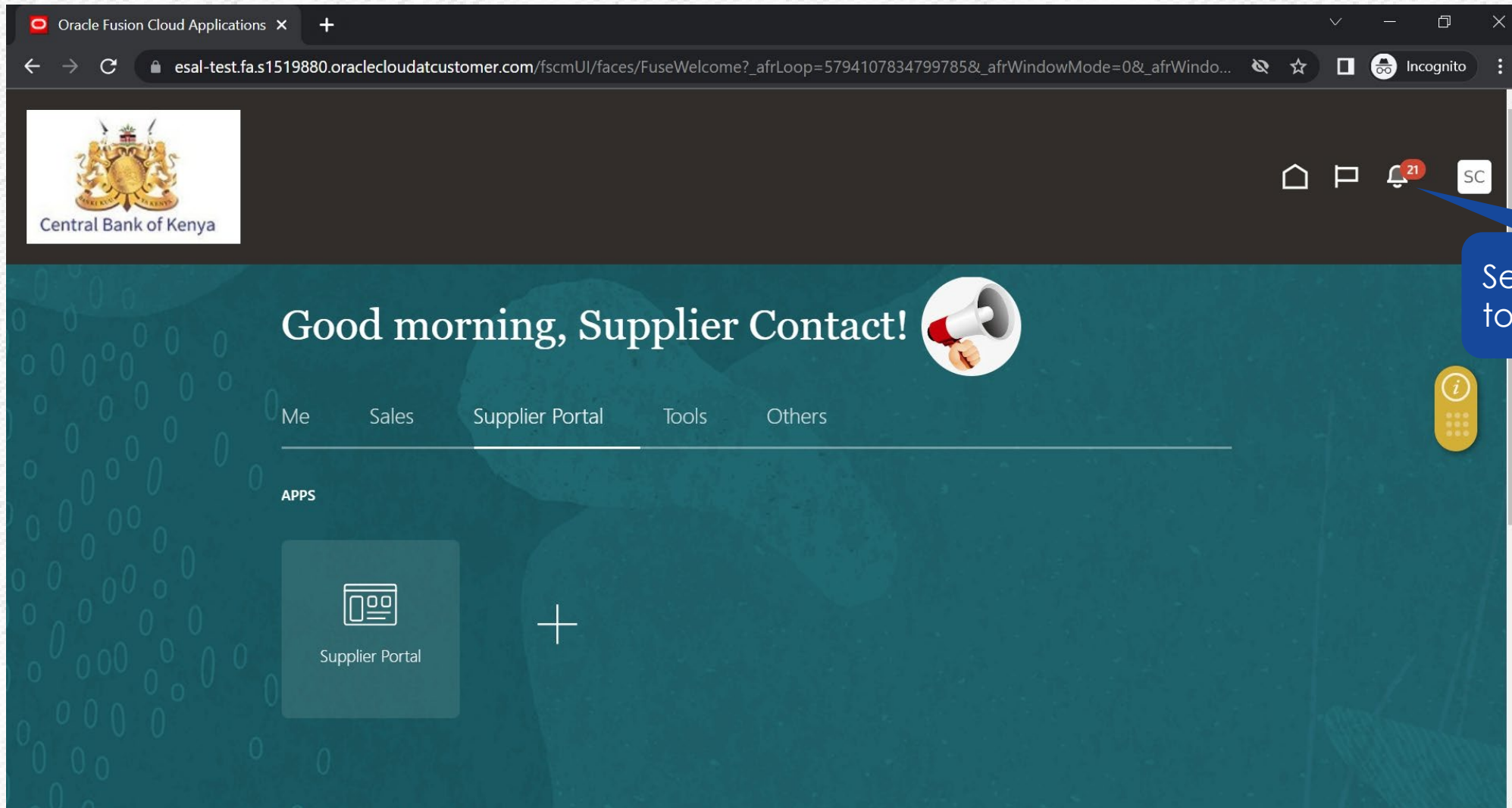
If No

Please reach out to the Vendor Help desk to get information on how to activate your user account.

Please also view the Supplier Portal Activation Guides

Acknowledge Purchasing Document

Step 1: View Notifications



Select the **Bell** Icon to view Notifications

Step 2: Select Acknowledgment Notification

The screenshot shows the Oracle Fusion Cloud Applications interface for the Central Bank of Kenya. The main dashboard area displays a greeting 'Good morning, Su...' and navigation options for 'Me', 'Sales', and 'Supplier Portal'. A 'Supplier Portal' app icon is visible. A 'Notifications' panel is open on the right, listing several notifications. The first notification, 'Document (Purchase Order) Acknowledgment', is highlighted with a blue callout box. The notification text includes 'Document (Purchase Order) Acknowledgment' and 'es Acknowledgment'. A blue arrow points from the callout box to the link in the notification. Other notifications include 'Award Decision for Your Response 5005 to Negotiation CBK-NG-1054 (Complex PO Negotiation)', 'Negotiation CBK-NG-1054 (Complex PO Negotiation) Was Closed', and 'You Are Invited to Negotiation CBK-NG-1054 (Complex PO Negotiation)'. The interface also shows a search bar, a 'Dismiss' button for each notification, and an 'Actions' dropdown for the 'ACTION REQUIRED' notifications.

Select the link for the notification

Step 3: Access the Purchasing Document

Document (Purchase Order) CBK-PO-4443 Requires Acknowledgment

[Dismiss](#)

Details

Assignee	Supplier Contact	Sold-to Legal Entity	CENTRAL BANK OF KENYA
From	R Muturi	Order	CBK-PO-4443
Assigned Date	14-Jun-2023 7:11 AM	Buyer	
Due Date	16-Jun-2023 7:11 AM	Ordered	490,000.00 KES
Task Number	434250		

Recommended Actions

- [Review and Take Action](#)

Order Details

Supplier	CBK Supplier	Description	
Supplier Site	Head Office	Note to Supplier	
Ship-to Location	Nairobi	Requisition	
Supplier Order		Requester	Jacqueline Muturi

Schedules

Requested	Promised
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Select Review and Take Action

Step 4: Review Purchasing Document

The screenshot displays the Oracle Fusion Cloud Applications interface for a 'Complex Work Purchase Order: CBK-PO-4443'. The page header includes the Central Bank of Kenya logo and navigation icons. The main content area is divided into several sections:

- Order Life Cycle:** A bar chart showing the 'Ordered' status with an amount of 490,000.00 KES. The x-axis represents 'Amount (KES)' with markers at 0, 200K, and 400K. A 'View Details' button is located below the chart.
- Main Section:**
 - General:**

Sold-to Legal Entity	CENTRAL BANK OF KENYA	Supplier	CBK Supplier	Ordered	490,000.00 KES
Bill-to BU	CBK Business Unit	Supplier Site	Head Office	Description	Source Agreement
Order	CBK-PO-4443	Supplier Contact	Supplier Contact	Supplier Order	Master Contract
Status	Closed for Receiving ⓘ	Bill-to Location	Nairobi		
Buyer	[Redacted]	Work Location	Nairobi		
Creation Date	14-Jun-2023				
 - Terms:** Notes and Attachments
 - Required Acknowledgment:** Yes — Requires signature
 - Acknowledgment Due Date:** 16-Jun-2023 — Pay on receipt

Step 5: Acknowledge the Purchasing Document

Select Acknowledge Button

Complex Work Purchase Order: CBK-PO-4443

Buttons: Acknowledge, View PDF, Actions, Refresh, Done

Main

General

Sold-to Legal Entity	CENTRAL BANK OF KENYA	Supplier	CBK Supplier	Ordered	490,000.00 KES
Bill-to BU	CBK Business Unit	Supplier Site	Head Office	Description	Source Agreement
Order	CBK-PO-4443	Supplier Contact	Supplier Contact	Supplier Order	Master Contract
Status	Closed for Receiving ⓘ	Bill-to Location	Nairobi		
Buyer	R Muturi	Work Location	Nairobi		
Creation Date	14-Jun-2023				

Terms Notes and Attachments

Required Acknowledgment	Yes	— Requires signature
Acknowledgment Due Date	16-Jun-2023	
Payment Terms	Immediate	— Pay on receipt

Order Life Cycle

View Details

Step 6: Confirm Acknowledgment of Purchasing Document

The screenshot displays the Oracle Fusion Cloud Applications interface for a purchase order. A modal dialog titled "Acknowledge Revision 0" is open, featuring two input fields: "Supplier Order" and "Acknowledgment Note". Below these fields are "Accept" and "Cancel" buttons. The background interface shows the purchase order details for "Complex Work Purchase Order: CBK-PO-4443", including the "General" tab with fields for "Sold-to Legal Entity" (CENTRAL BANK OF KENYA), "Bill-to BU" (CBK Business Unit), "Order" (CBK-PO-4443), "Status" (Closed for Receiving), "Buyer", and "Creation Date" (14-Jun-2023). The "Terms" section includes "Required Acknowledgment" (Yes), "Acknowledgment Due Date" (16-Jun-2023), and "Payment Terms" (Immediate). The "Order Life Cycle" section shows the order is in the "Ordered" state with an amount of 490,000.00 KES.

Optionally Enter your **Supplier Order** (Internal Reference) Number

Optionally write **Acknowledgment Note** to CBK

Select **Accept** to confirm Acknowledgement of the Purchasing Document

Available Options

- Accept the Purchasing Document. The application moves the Purchasing Document to **Open** status, ready for implementation.
- Partially accept a Purchasing Document requiring acknowledgment at the document and schedule level. You can accept some schedules, reject the remaining schedules, and accept the document at the header level. The application puts the document in **Open** status, ready for implementation with the accepted schedules. Rejected schedules are **canceled**.
- Reject the Purchasing Document. The application moves the Purchasing Document to **Rejected** status

Additional Information & Contacts

If you experience further challenges please write to us:
vendorhelpdesk@centralbank.go.ke



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Credits:

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