

Invoice Creation

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.

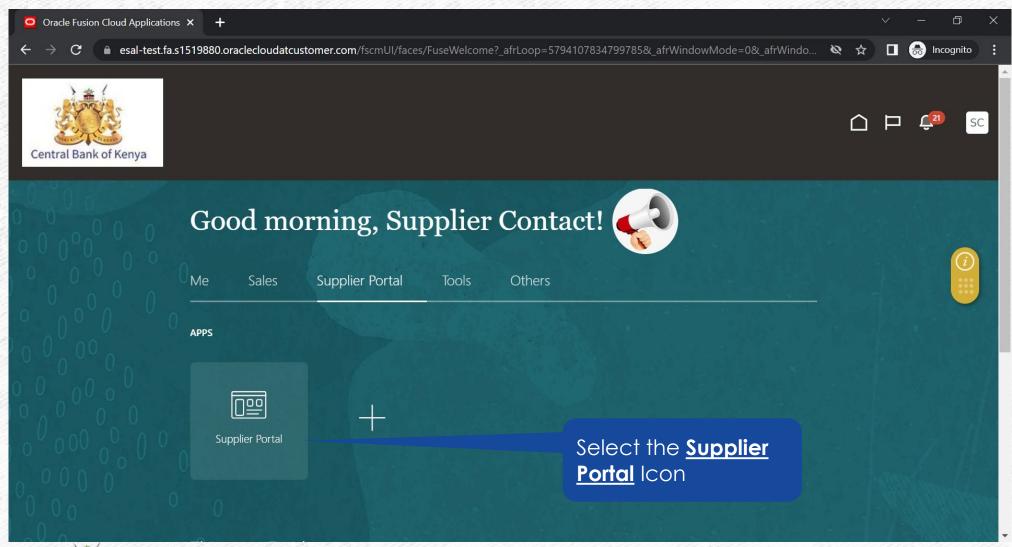
Please also view the Supplier Portal Activation Guides



Invoice Creation

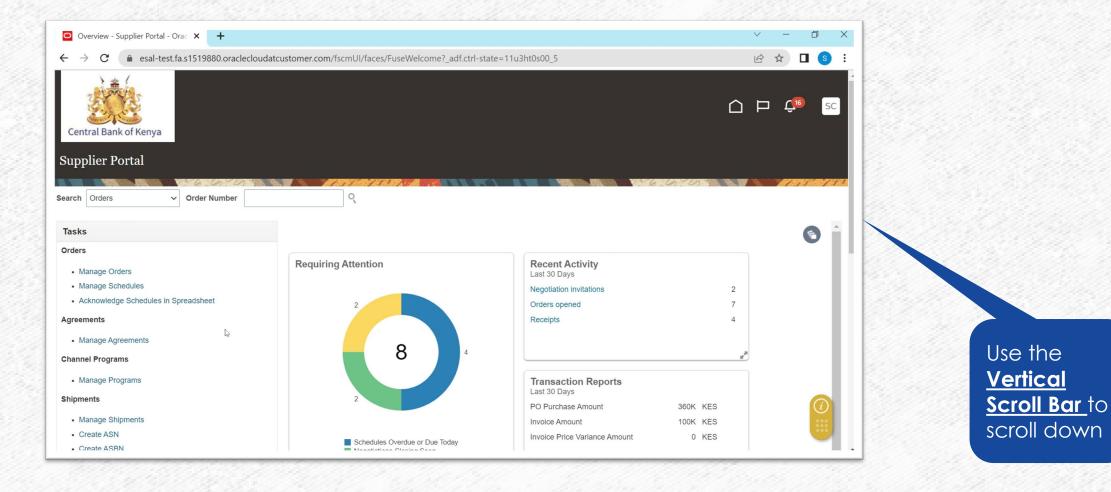


Step 1: Navigate to Supplier Portal



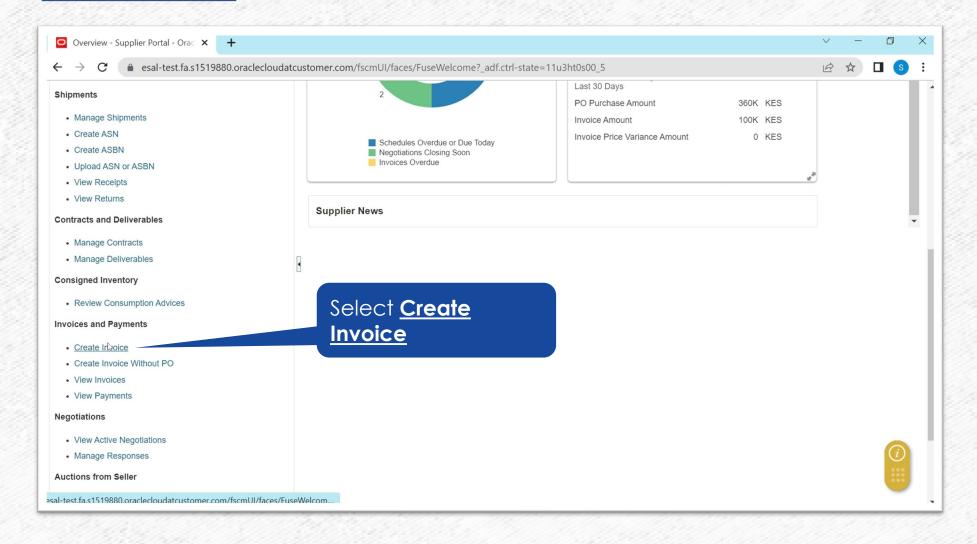


Step 2: Navigate to Invoice Section





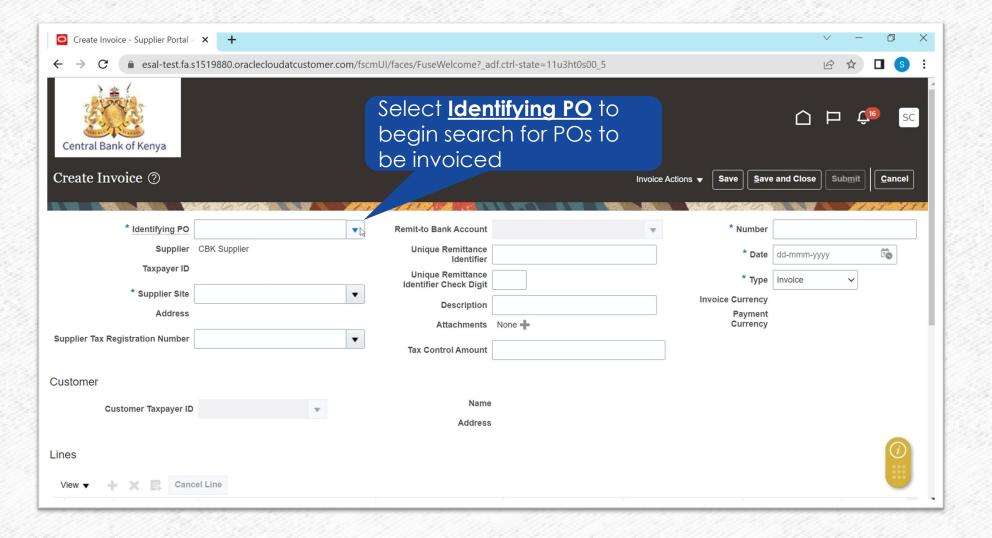
Step 3: Select Create Invoice



NB: All Invoices should be created against a Purchase Order

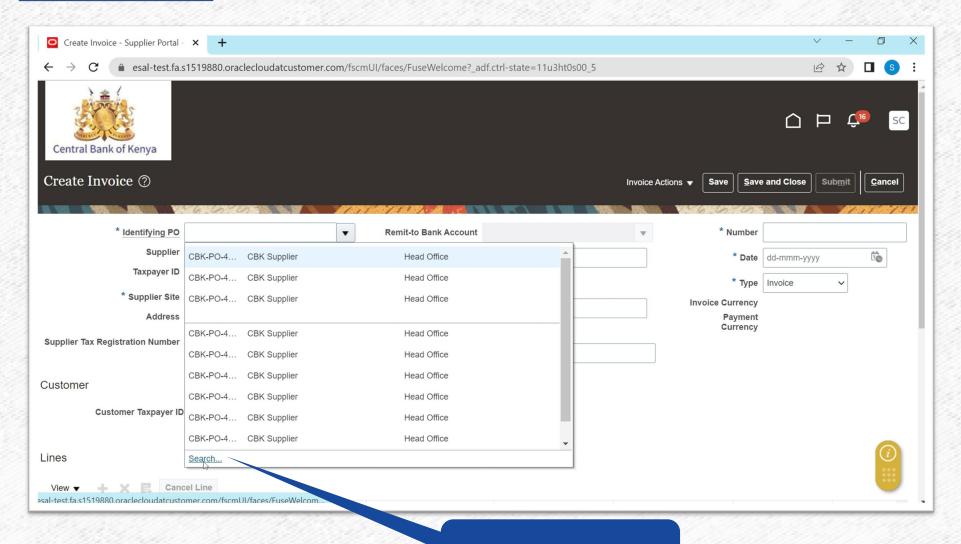


Step 4: Initiate Search for PO to be invoiced





Step 5: Navigate to the Search Window

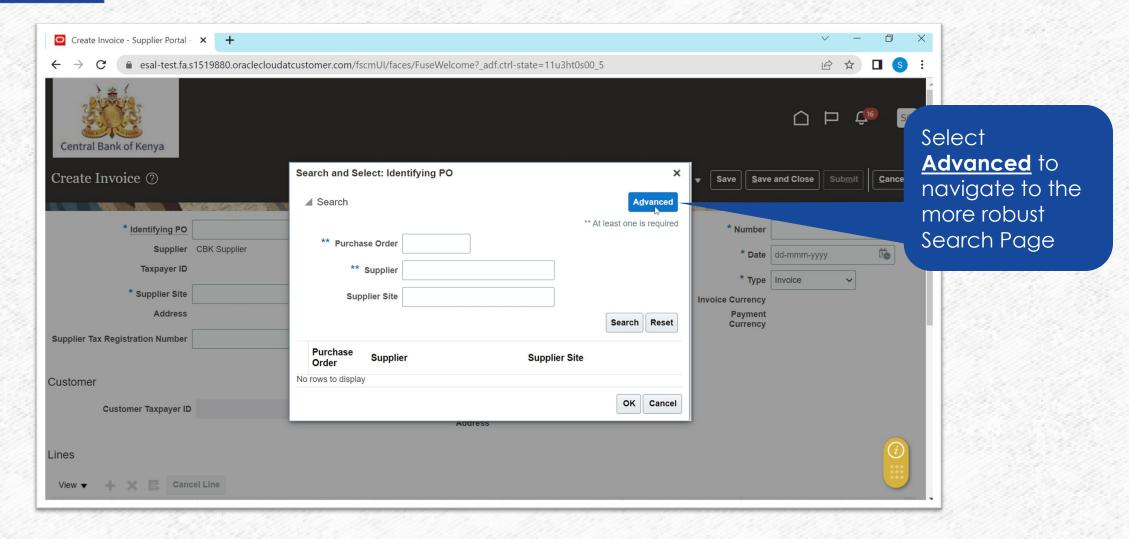


NB: If Purchase
Order appears
on the list, there
is no need to
Select <u>Search</u>
and one can
pick the
required
Purchase Order



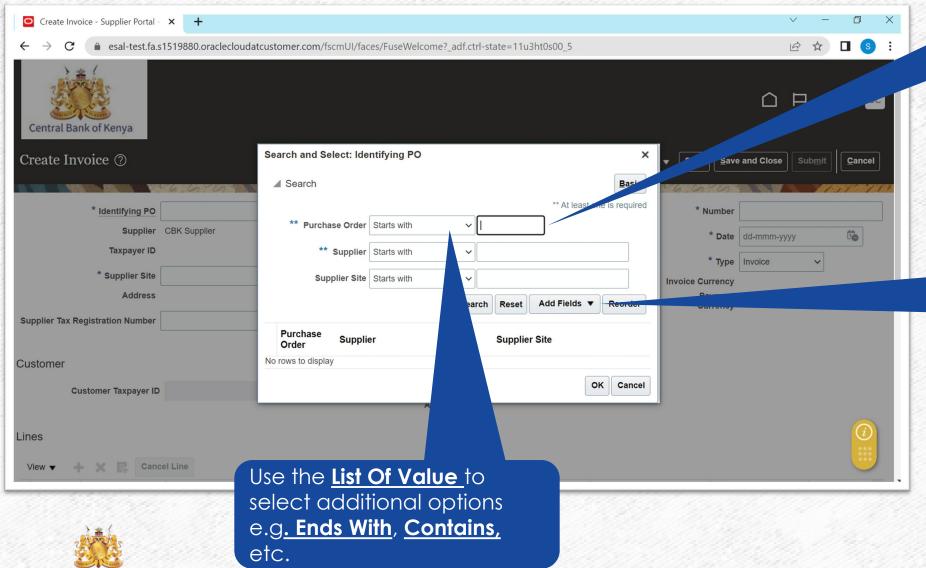


Step 6: Navigate to Advanced Search





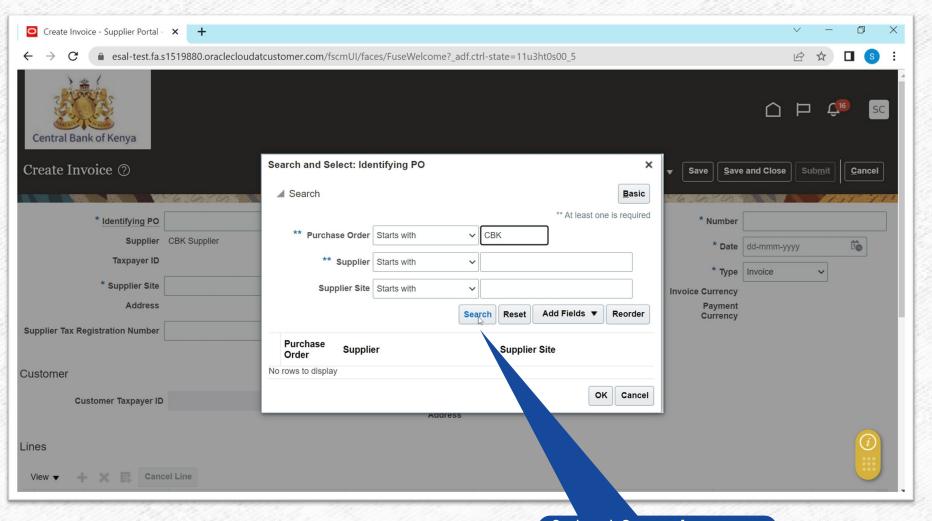
Step 7: Enter Search Criteria



Enter **Purchase Order** Number NB: Impacted by choice in List Of Values

Optional Use the Add Fields button to select other **Purchase Order** fields that would help with the search.

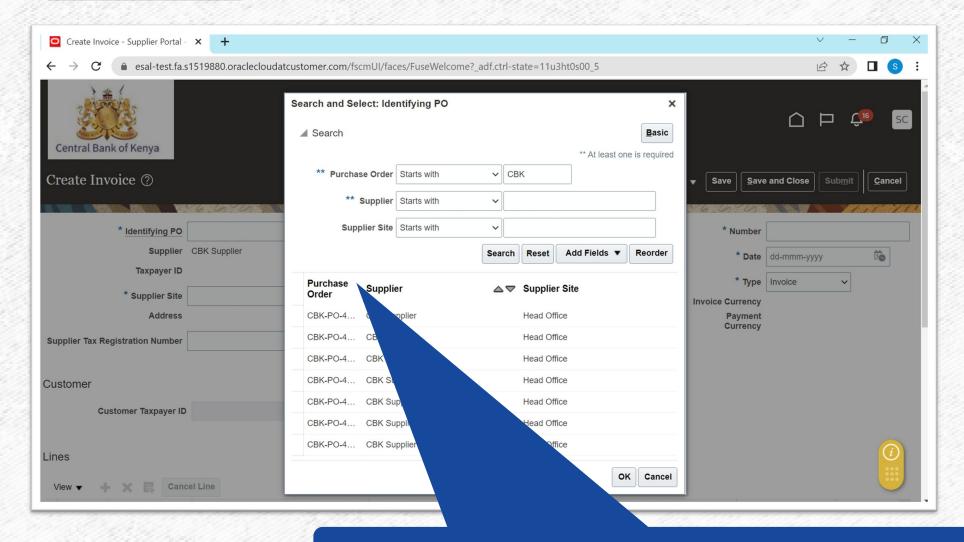
Step 8: Initiate the Search





Select **Search**button to evoke the
Search

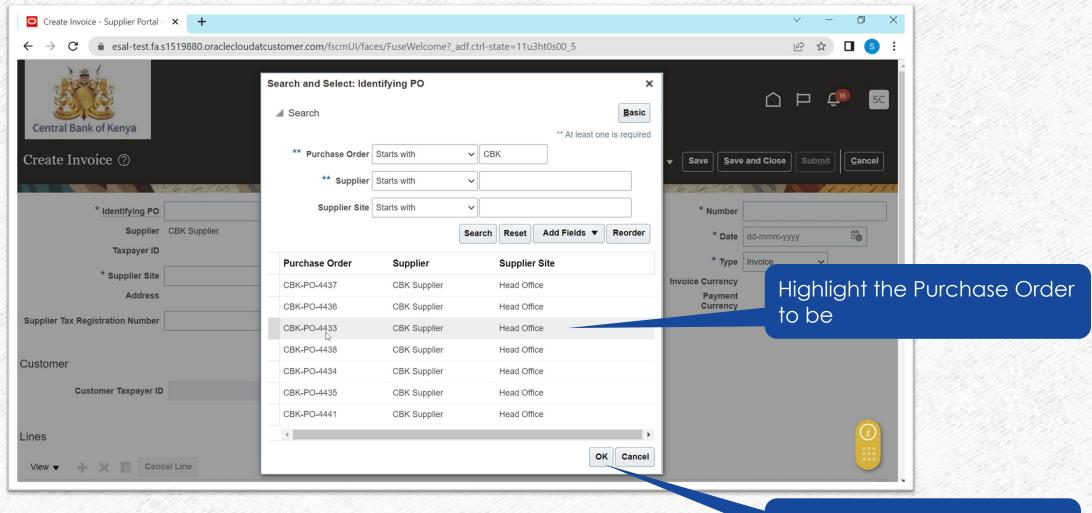
Step 9: Adjust the column widths as needed





Adjust the Column Width by selecting the space between the Column Titles

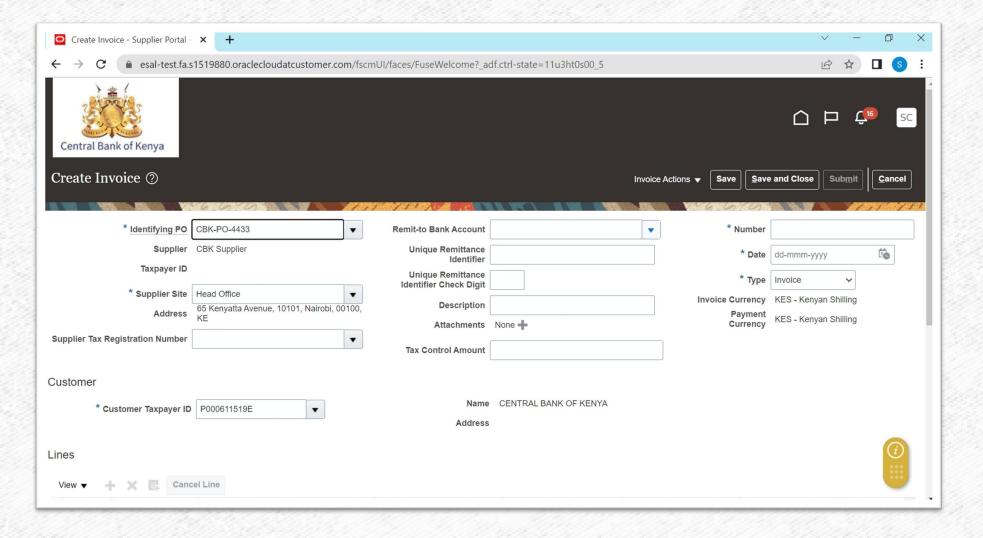
Step 10: Select Purchase Order(s) to be invoiced





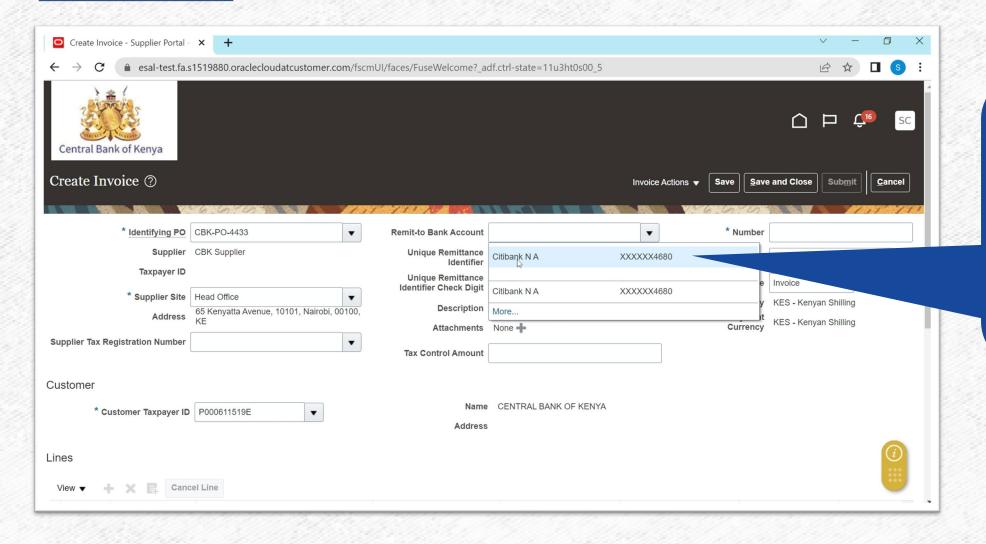
Select **Ok** to confirm the Purchase Order select

Step 11: Data defaults from Purchasing Document





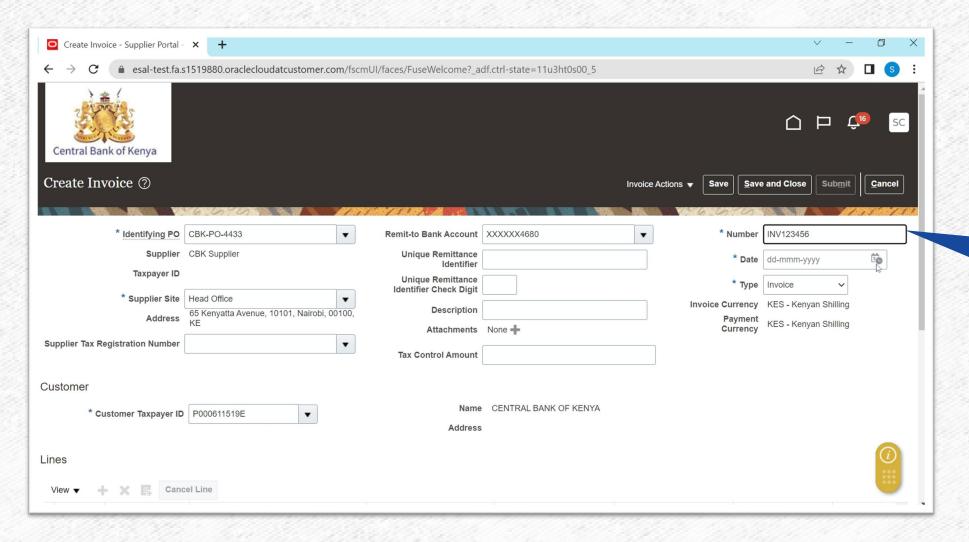
Step 12: Select Remit to Bank Account



Select Remit-to Bank
Account from the List
Of Values
NB: Only Approved
Bank Accounts
appear in the list.
Represents the Bank
Account to which
CBK will remit Invoice
Due amount



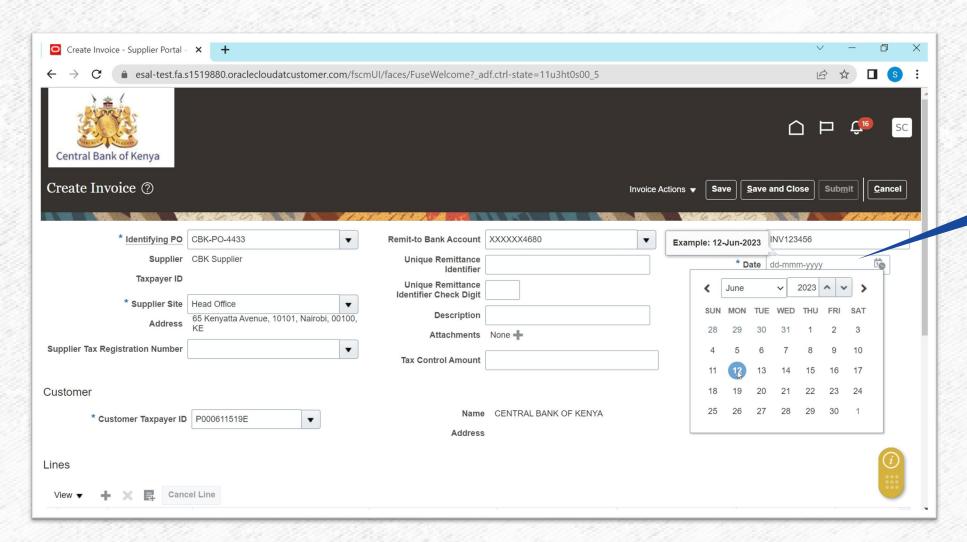
Step 13: Enter the Invoice Number



Enter the <u>Number</u>
(This represents your Internal Invoice Number)



Step 14: Enter Invoice Date

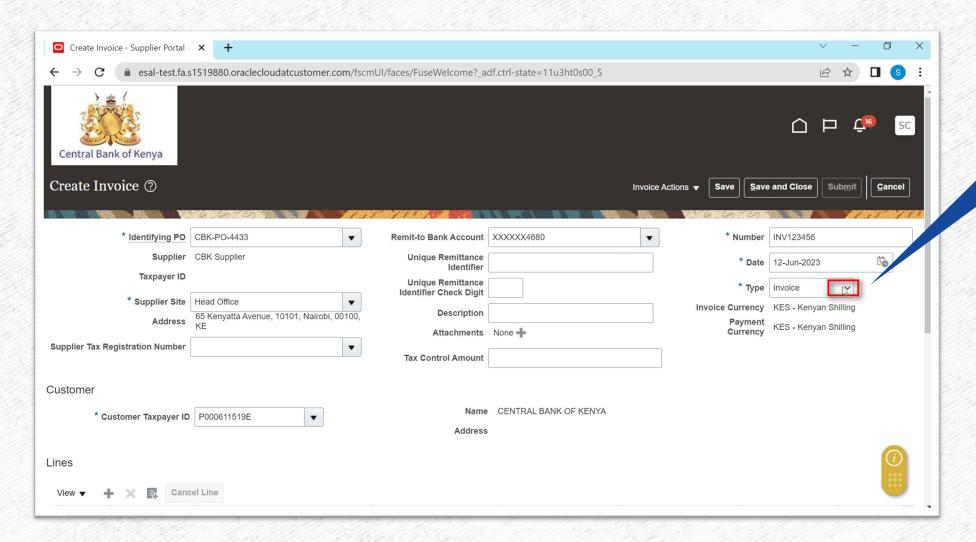


Select <u>Date</u> (This represents the Invoice Date)

NB: One can Key in the date in the Example format or Use the Calendar to Select the desired date



Step 15: Select Type

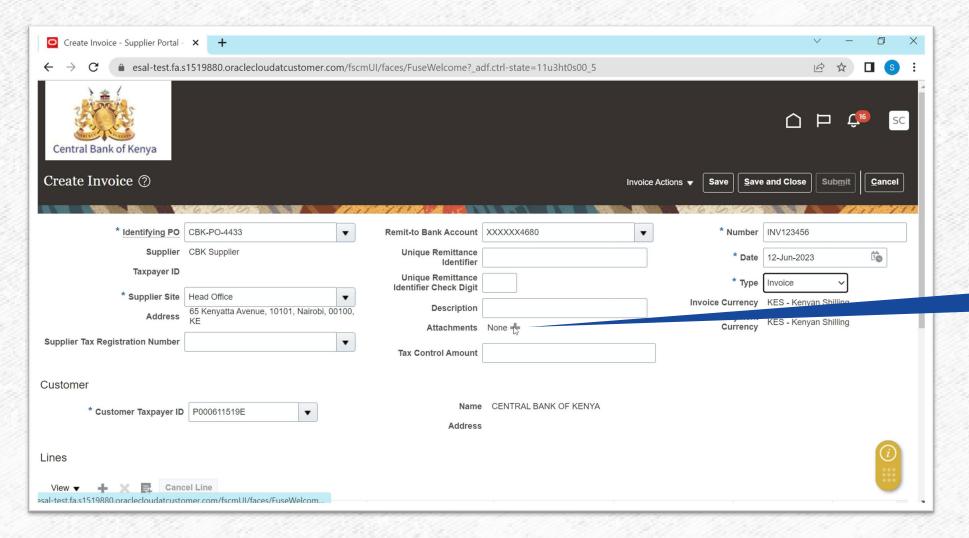


Select **Type** of Invoice to be created

Available Options are:
Invoice
Credit Memo
Retainage Release



Step 16a: Add Attachment

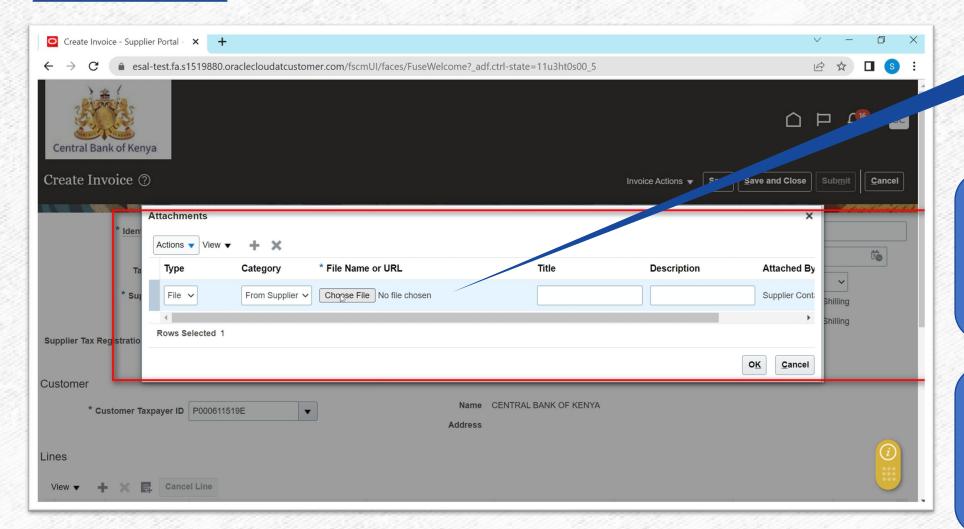


Select the + Icon
Next to the
Attachments



Step 16b: Initiate the addition of the file from local

<u>machine</u>



Select the <u>Choose</u>

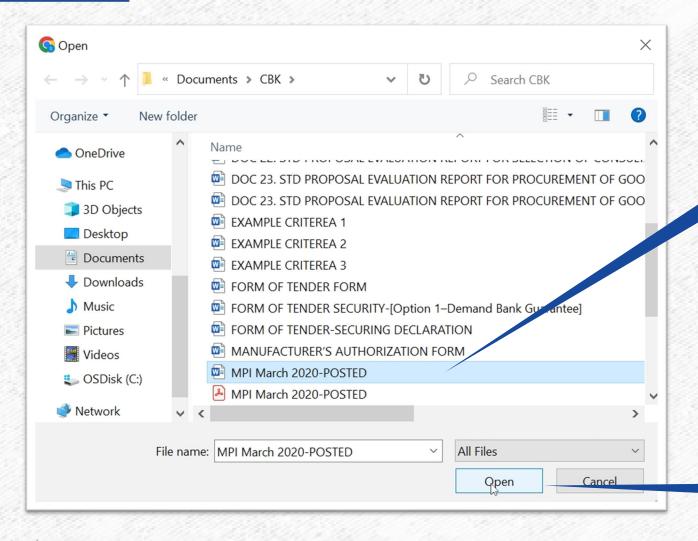
<u>File</u> Button to Select
File to the Invoice

NB: Attach any and all relevant documents for the Invoice e.g. ETR Receipt, Invoice PDF Copy, etc

NB: More than one file can be attached by selecting the <u>+</u> Icon



Step 16c: Initiate the addition of the file from local machine

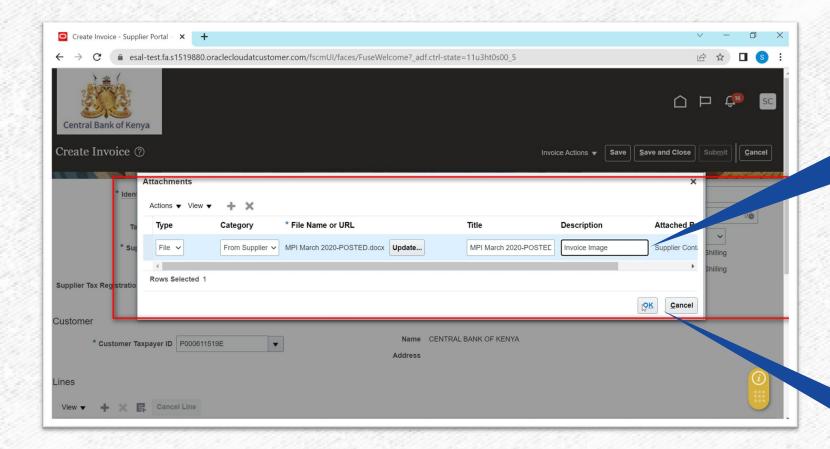


Highlight File to be uploaded

Select **Open** to upload the file



Step 16d: Enter Attachment Description

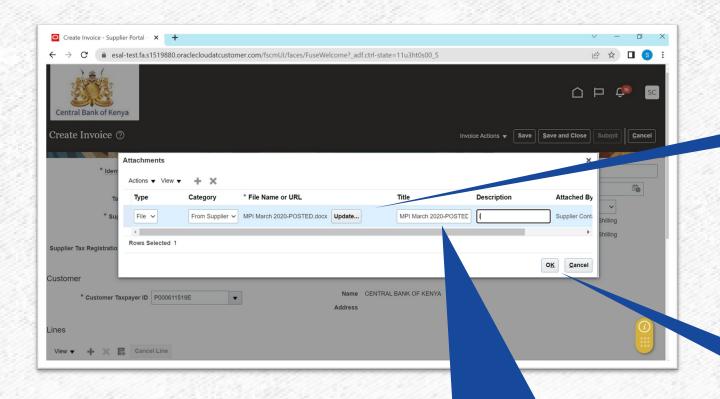


Enter a meaningful **Description** that gives more information on the attachment e.g. Invoice Image

Select <u>Ok</u> when all required attachments have been added



Step 16e: Confirm the correct file(s) have been uploaded



Confirm File has been uploaded

NB: Title will default from the name of the uploaded file.

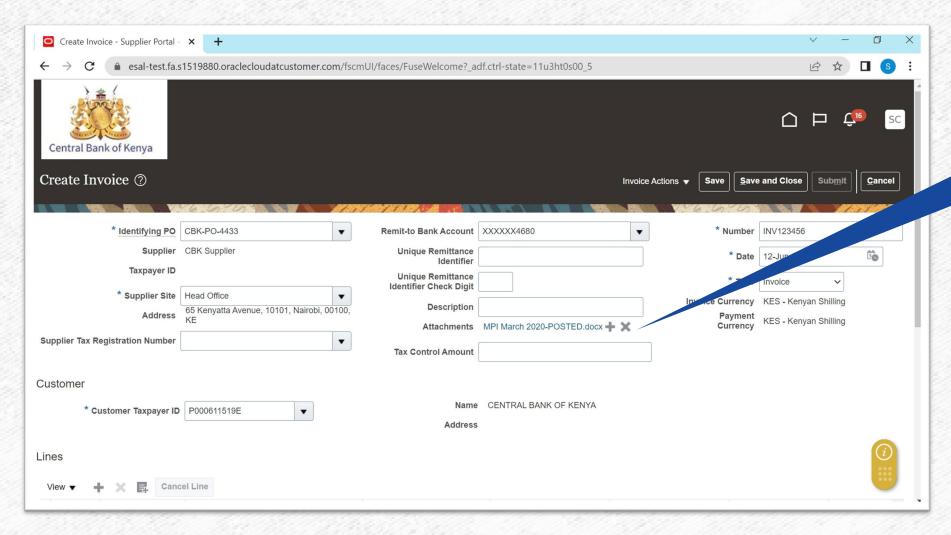
It can be updated as required



If required the uploaded file can be changed by using the **Update** Button

Select <u>Ok</u> when all required attachments have been added

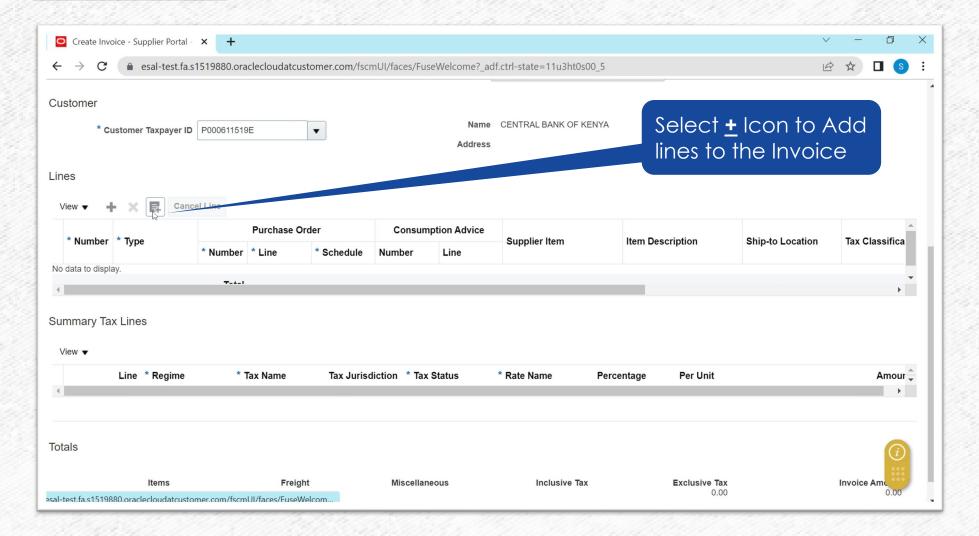
Step 17 Confirm Attachments are added



Text Indicates that documents have been attached

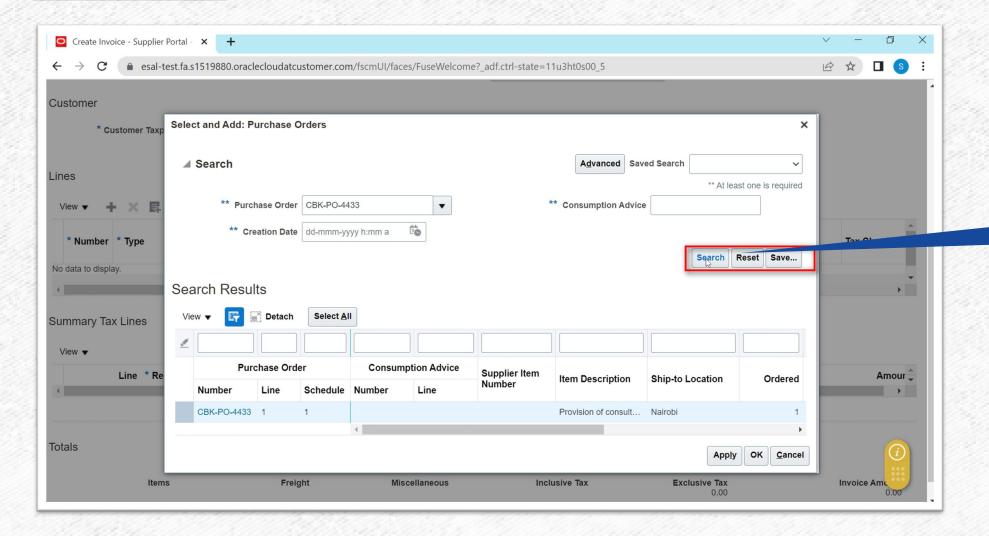


Step 18a: Add Lines to the Invoice





Step 18b: Add Lines to the Invoice

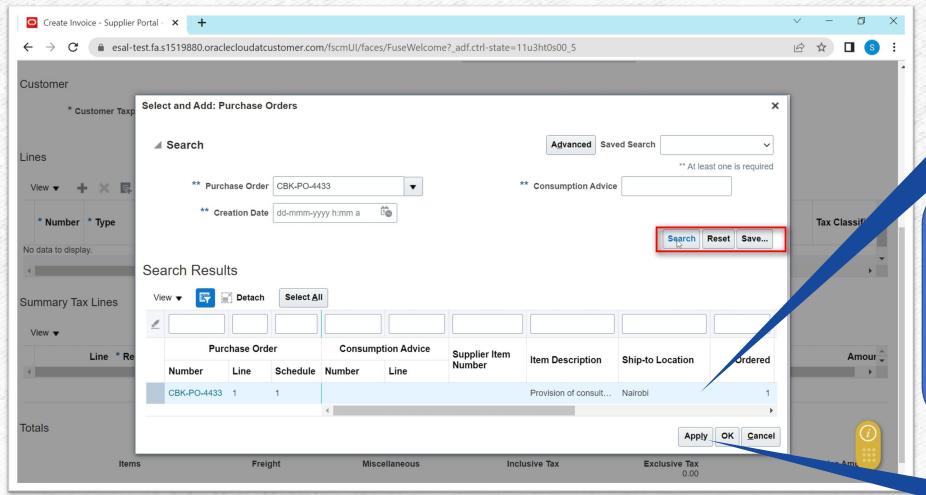


Select <u>Search</u> to evoke the Search

Note: The Purchase Order has defaulted



Step 18c: Highlight Required Line(s) to be Invoiced and Apply



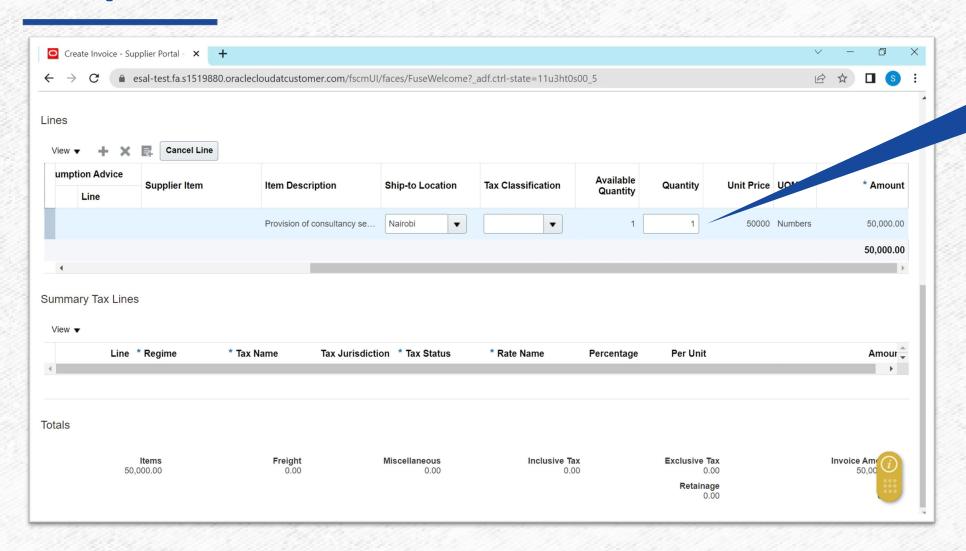
Highlight Rows to be Invoiced

Note:
One can Use CTRL +
(Specific Lines) to select
lines not in Sequence
Shift + <Range of Lines>
can be used for lines in
Sequence

Select **Ok** once required line(s) have been selected



Step 18d: Confirm or Enter Quantities to be billed

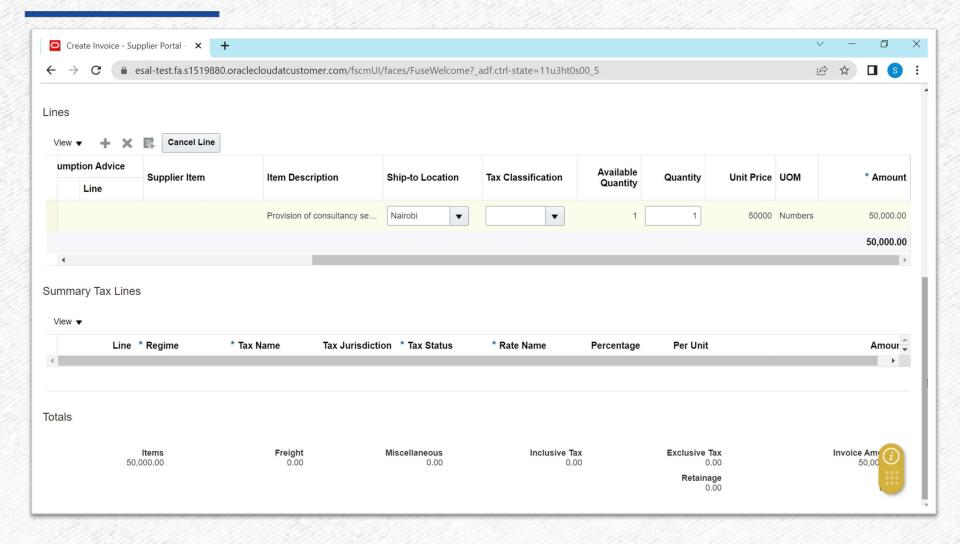


Enter (Confirm) the **Quantity** to be billed

Note:
One can partially or
fully invoice the
Ordered Purchase
Order Quantities



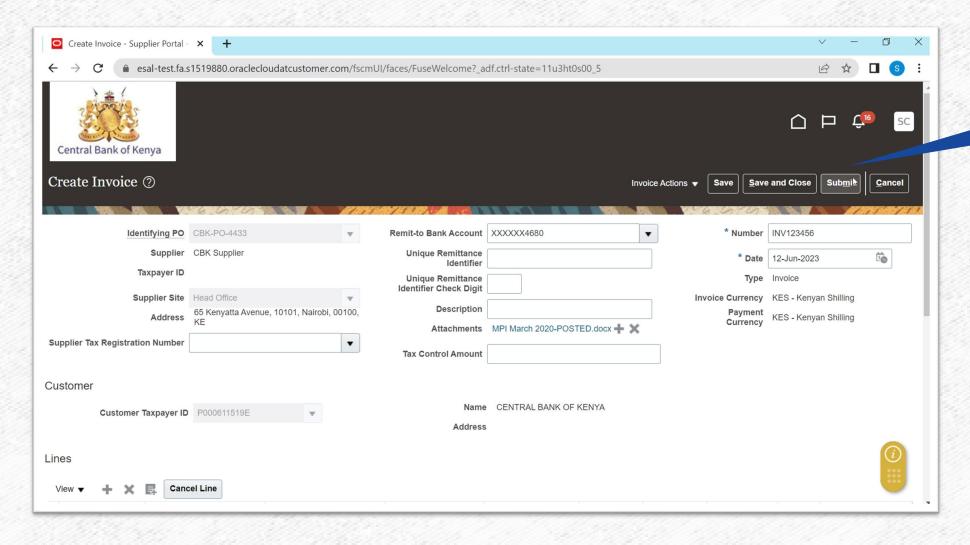
Step 18e: Confirm Invoice Details



Review Invoice
Details e.g. Lines
to be Invoiced,
Totals,
Attachments, etc.



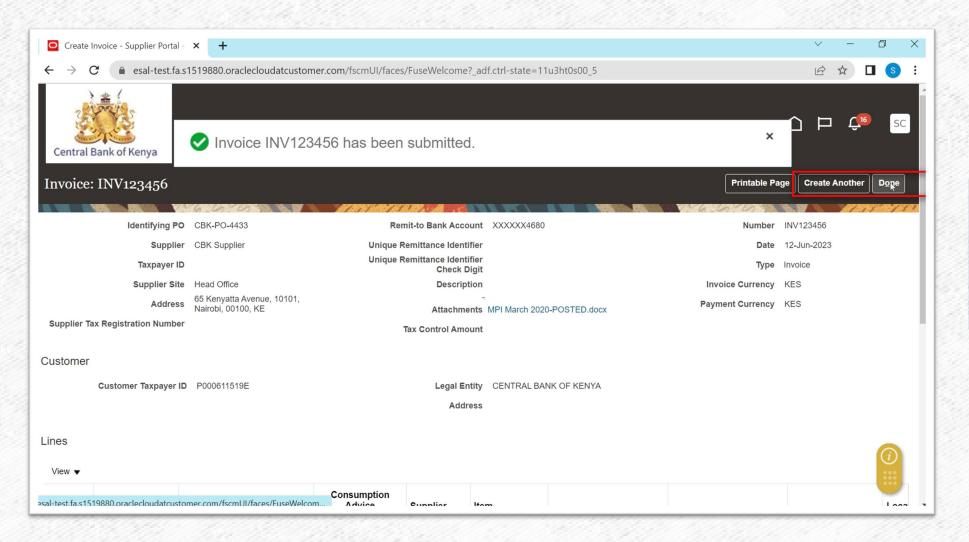
Step 19: Submit Invoice to the Bank



Select **Submit** the Invoice to CBK



Step 20: Invoice Submission Confirmation



Once receipt of confirmation, the invoice will be available to CBK Team for review, approval and action.



Additional Information & Contacts



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



Central Bank of Kenya

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083 000

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