



Central Bank of Kenya

Request For Quotation (RFQ)

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

Request For Quotation (RFQ)

Step 1: Navigate to Supplier Portal

The screenshot shows a web browser window with the Oracle Fusion Cloud Applications interface. The browser's address bar displays the URL: `esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5794107834799785&_afWindowMode=0&_afWindow...`. The page header features the Central Bank of Kenya logo on the left and navigation icons (home, list, notifications, and SC) on the right. The main content area has a dark teal background with the greeting "Good morning, Supplier Contact!" and a megaphone icon. Below the greeting is a horizontal menu with options: "Me", "Sales", "Supplier Portal" (which is highlighted with a white underline), "Tools", and "Others". Under the "APPS" section, there is a "Supplier Portal" app icon with a plus sign next to it. A yellow information icon is visible on the right side of the page.

Select the **Bell** Icon to view Notifications

Step 2: Notification would be present

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 in the "APPS" section. A "Notifications" panel is open on the right, containing a search bar and a list of notifications. The notifications include:

- FYI: Negotiation CBK-NG-1042 (Air Ticket Alternates) Was Extended (45 minutes ago)
- (REMINDER) ACTION REQUIRED: You Are Invited to Negotiation CBK-NG-1053 (Air Ticket Alternate Lines) (Yesterday)
- (REMINDER) ACTION REQUIRED: You Are Invited to Negotiation CBK-NG-1052 (Air Ticket Alternate Lines) (Yesterday)
- ACTION REQUIRED: You Are Invited to Negotiation CBK-NG-1053 (Air Ticket Alternate Lines) (2 days ago)
- ACTION REQUIRED: You Are Invited to Negotiation CBK-NG-1052 (Air Ticket Alternate Lines) (2 days ago)

The link "You Are Invited to Negotiation CBK-NG-1053 (Air Ticket Alternate Lines)" in the second notification is highlighted with a blue arrow pointing to a callout box.

Select the link for the notification

Step 3: View Notification

The screenshot shows a web browser window with the following content:

- Browser Title:** You Are Invited to Negotiation CBK-NG-1053 (Air Ticket Alternate Lines) - Google Chrome
- URL:** esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/adf.task-flow?tz=Asia%2FRiyadh&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklist...
- Page Header:** You Are Invited to Negotiation CBK-NG-1053 (Air Ticket Alternate Lines) Actions ▾ Accept Invitation Decline Invitation
- Notification Card:**
 - Subject:** Negotiation Invitation
 - Title:** Air Ticket Alternate Lines
 - Sender:** CBK Enterprise
 - From:** [Redacted]
 - Item:** CBK Air/Train Travel Ticket [CBK-NG-1053](#)
 - Opens:** 11-Jun-2023 11:26 PM
 - Closes:** 18-Jun-2023 11:26 PM
 - Item Name:** Air Ticket Alternate Lines
- Supplier:** CBK Supplier
- Supplier Contact:** Supplier Contact
- Acknowledge By:** 12-Jun-2023 11:26 PM
- Text:**

You are receiving this notification from company CBK Enterprise because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file.

Within this file you will also find detailed instructions including information such as

Step 4: Accept or Decline Invitation

You Are Invited to Negotiation CBK-NG-1053 (Air Ticket Alternate Lines) Actions

Negotiation Invitation
Air Ticket Alternate Lines
CBK Enterprise

From [redacted]
CBK Air/Train Travel Ticket **CBK-NG-1053**
Opens **11-Jun-2023 11:26 PM**
Closes **18-Jun-2023 11:26 PM**
Air Ticket Alternate Lines

Supplier CBK Supplier
Supplier Contact Supplier Contact
Acknowledge By 12-Jun-2023 11:26 PM

You are receiving this notification from company CBK Enterprise because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file.

Within this file you will also find detailed instructions including information such as

Please Select Accept Invitation or Decline Invitation to inform CBK on your company's intention to participate in the Negotiation or not.

Step 5: Submit intention to Participate

You Are Invited to Negotiation CBK-NG-1053 (Air Ticket Alternate Lines) Actions Accept Invitation Decline Invitation

Negotiation
Air Ticket
CBK A
From F
CBK A
Opens
Closes
Air Tic

Accept Invitation Submit Cancel

Comment I will participate in the negotiation

Drag files here or click to add attachment

Acknowledge By 12-Jun-2023 11:20 PM

You are receiving this notification from company CBK Enterprise because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file.

Within this file you will also find detailed instructions including information such as

Select **Submit** to inform the CBK on your intentions for the Negotiations

Enter a **Comment** to send a message to the Bank

Step 6: Navigate to Recent Activity

The screenshot displays the Oracle Supplier Portal interface. On the left, a 'Tasks' sidebar lists various actions under categories like Orders, Agreements, Channel Programs, Shipments, Contracts and Deliverables, and Consigned Inventory. The main content area features a 'Requiring Attention' donut chart with a total of 11 items, broken down into Schedules Overdue or Due Today (4), Negotiations Closing Soon (3), and Invoices Overdue (4). To the right, the 'Recent Activity' section for the last 30 days shows 7 Orders opened and 4 Receipts. Below this, the 'Transaction Reports' section shows a PO Purchase Amount of 360K KES, an Invoice Amount of 150K KES, and an Invoice Price Variance Amount of 0 KES. A blue callout bubble points to the 'Negotiation invitations' link in the Recent Activity section.

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory

Requiring Attention

11

- Schedules Overdue or Due Today: 4
- Negotiations Closing Soon: 3
- Invoices Overdue: 4

Recent Activity (Last 30 Days)

- [Negotiation invitations](#)
- Orders opened: 7
- Receipts: 4

Transaction Reports (Last 30 Days)

- PO Purchase Amount: 360K KES
- Invoice Amount: 150K KES
- Invoice Price Variance Amount: 0 KES

Supplier News

Select **Negotiations Invitations** to view Open Negotiations

Step 7: Select Negotiation to View the Negotiation

View Active Negotiations - Suppl

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavd...

Central Bank of Kenya

Active Negotiations

Done

Time Zone Arabia Standard Time

Search

Manage Watchlist Saved Search

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
CBK-NG-1053	Air Ticket Alternate Lines	CBK Air/Train Tr...	CBK Supplier	4 Days 18 Hours	18-Jun-2023 11:...	0	Yes	0	PDF	Spreadsheet
CBK-NG-1052	Air Ticket Alternate Lines	CBK Air/Train Tr...	CBK Supplier	4 Days 18 Hours	18-Jun-2023 11:...	0		0	PDF	Spreadsheet
CBK-NG-1042	Air Ticket Alternate Lines	CBK Air/Train Tr...	CBK Supplier	4 Days 6 Hours	18-Jun-2023 12:...	0		0	PDF	Spreadsheet

Columns Hidden 4

Select **Create Response** to view the Negotiation

Highlight Row, your company wants to respond to



Step 9: Create Response

View Active Negotiations - Suppl

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavd...

Central Bank of Kenya

CBK Air/Train Travel Ticket: CBK-NG-1053

Currency = Kenyan Shilling

Time Zone Arabia Standard Time
CBK Supplier

Messages Create Response Actions Done

Title Air Ticket Alternate Lines
Status Active
Time Remaining 4 Days 18 Hours

Open Date 11-Jun-2023 11:26 PM
Close Date 18-Jun-2023 11:26 PM

Table of Contents

- Overview
- Lines

Expand All

General

Schedule

Title Air Ticket Alternate Lines
Synopsis Air Ticket Alternate Lines

Buyer R Muturi
Outcome Purchase Order
Attachments None

Select Create Response

Step 10: Enter Quote Valid Until Date

Select Next to proceed to the next step.

View Active Negotiations - Suppl x +

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavd...

General Bank of Kenya

1 — 2 — 3
Overview Lines Review

Create Response (Quote 5001): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 14-Jun-2023 5:08 AM
Time Zone Arabia Standard Time
CBK Supplier

Title Air Ticket Alternate Lines Time Remaining 4 Days 18 Hours
Close Date 18-Jun-2023 11:26 PM

General

Supplier CBK Supplier Reference Number
Negotiation Currency KES Note to Buyer
Response Currency KES Attachments None +
Price Precision 2 Decimals Maximum
Response Valid Until 30-Jun-2023 11:27 PM

Select Response Valid Until Date which represents the validity of the response values and prices

It is good practice to continuously **Save** your response as you progress. If required, one can use the **Save and Close** to commit the work and focus on another activity. On resumption of responding to the RFQ, one can pick it up from where you left it

Step 11: Enter Response Price & Promised Delivery Date

The screenshot displays the Oracle Supplier Portal interface for a negotiation. At the top, it shows the currency as Kenyan Shilling and the time remaining as 4 Days 18 Hours. The main table lists the negotiation line item:

Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	Line Amount	Promised Delivery Date
Air Ticket to Momba		+		SERVICE.HIRE OF		100,000.00	1 Piece	100,000.00	1-Jul-2023

Below the table, the Grand Totals section shows: All response lines except alternate lines are included. Response Amount 100,000.00.

Enter the **Response Price** for the line that represents the price you will provide the Goods or Services to the Bank

Enter the **Promised Delivery Date** that represents that date your company can provide the Goods or Services

Step 12 (Optional) Create Alternate

Select **Create Alternate +** to create an alternate option for the

The screenshot shows a web browser window with the URL `esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavd...`. The page displays a negotiation line for 'Air Ticket to Momba' with a 'Create Alternate +' button highlighted. The table below shows the details of the response line.

Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
Air Ticket to Momba		+		SERVICE.HIRE OF		100,000.00	1	Piece	100,000.00	1-Jul-2023

Grand Totals
All response lines except alternate lines are included.
Response Amount 100,000.00

- The Bank may occasionally allow you to respond with an alternate line.
- The alternate response line is in addition to the response to the line you originally defined to the negotiation.
- You might want to add a new line to suggest alternate response information such as a different set of price breaks, cost factors, line attributes, or UOM specifications.

Step 13a: Enter Alternate Line Details

View Active Negotiations - Suppl x +

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavd...

Central Bank of Kenya

Lines: Edit Alternate Line: 1-1 (Quote 5001)

Currency = Kenyan Shilling

Last Saved 14-Jun-2023 5:09 AM

Negotiation Line 1

Close Date 18-Jun-2023 11:26 PM

Description Air Ticket to Mombasa

Location CBK Meru Centre

* Alternate Line Description Morning Flight

Requested Delivery Date

Category Name SERVICE.HIRE OF SERVICES.OTHER SERVICES

Promised Delivery Date dd-mmm-yyyy

* Response Price 75,000.00

Note to Buyer Flight departs at 6 am and arrives at 10 am

Target Quantity 1

* Response Quantity 1

* UOM Piece

Attachments None +

Save Save and Close Cancel

Enter at minimum the below details

- Alternate Line Description
- Response Price
- Response Quantity
- UOM
- Promise Delivery Date
- Note to Buyer to provide additional information

Select **Save and Close** to Exit the Alternate Line Page

Step 13b: View of Original and Alternate Line

View Active Negotiations - Suppl

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavd...

Central Bank of Kenya

Overview — **Lines** — Review

Create Response (Quote 5001): Lines

Currency = Kenyan Shilling

Last Saved 14-Jun-2023 5:09 AM
Time Zone Arabia Standard Time
CBK Supplier

Time Remaining 4 Days 18 Hours Close Date 18-Jun-2023 11:26 PM

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promi: Delive
1	Air Ticket to Momba		+		SERVICE.HIRE OF		100,000.00	1	Piece	100,000.00	1-Jul-2
1-1		Morning Flight			SERVICE.HIRE OF		75,000.00	1	Piece	75,000.00	dd-mn

Rows Selected 1 Columns Hidden 7

Grand Totals



Step 14a: Response Review

View Active Negotiations - Suppl x +

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavd...

Central Bank of Kenya

1 Overview 2 Lines 3 Review

Create Response (Quote 5001): Lines ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 14-Jun-2023 5:10 AM
Time Zone Arabia Standard Time
CBK Supplier

Time Remaining 4 Days 18 Hours Close Date 18-Jun-2023 11:26 PM

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promise Date
1	Air Ticket to Momba		+		SERVICE.HIRE OF		100,000.00	1	Piece	100,000.00	1-Jul-2
1-1	Morning Flight				SERVICE.HIRE OF		75,000.00	1	Piece	75,000.00	dd-mn

Rows Selected 1 Columns Hidden 7

Grand Totals

https://esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavdno1a&_adf.ctrl-state=vmhslv196_1&_afFS=16&_afMT=screen&_afMF...

Select **Next** to go to the Review Page

Step 14b: Response Review: Overview

The screenshot shows a web browser window with the following details:

- Browser Tab:** View Active Negotiations - Suppl
- URL:** esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavd...
- Page Header:** Currency = Kenyan Shilling (left); Last Saved 14-Jun-2023 5:10 AM, Time Zone Arabia Standard Time, CBK Supplier (right)
- Item Information:** Title: Air Ticket Alternate Lines; Time Remaining: 4 Days 18 Hours; Close Date: 18-Jun-2023 11:26 PM
- Navigation:** Overview (selected), Lines
- General Information:**
 - Supplier: CBK Supplier
 - Negotiation Currency: KES
 - Response Currency: KES
 - Price Precision: 2 Decimals Maximum
 - Response Valid Until: 30-Jun-2023 11:27 PM
 - Reference Number: Note to Buyer
 - Attachments: None
- UI Elements:** A yellow information icon (i) is located in the bottom right corner of the main content area.

Review and Confirm Entered Information

Step 14c: Response Review: Lines

View Active Negotiations - Suppl x

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavd...

Central Bank of Kenya

1 Overview 2 Lines 3 Review

Review Response: Quote 5001 ?

Currency = Kenyan Shilling

Last Saved 14-Jun-2023 5:10 AM
Time Zone Arabia Standard Time
CBK Supplier

Title Air Ticket Alternate Lines Time Remaining 4 Days 18 Hours

Close Date 18-Jun-2023 11:26 PM

Overview Lines

View Format Freeze Detach Wrap

Line	Description	Alternate Line Description	Details	Category Name	Response Price	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Attachments
1	Air Ticket to Mombasa			SERVICE.HIRE OF	100,000.00	1 Piece		100,000.00	1-Jul-2023	
1-1		Morning Flight		SERVICE.HIRE OF	75,000.00	1 Piece		75,000.00		

Columns Hidden 8

Review and Confirm Entered Information

Step 15: Submit Response

View Active Negotiations - Suppl x +

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavd...

Central Bank of Kenya

1 Overview 2 Lines 3 Review

Review Response: Quote 5001 ?

Currency = Kenyan Shilling

Last Saved 14-Jun-2023 10:00 AM
Time Zone Arabia Standard
CBK Supplier

Title Air Ticket Alternate Lines Time Remaining 4 Days 18 Hours

Close Date 18-Jun-2023 11:26 PM

Overview Lines

View Format Freeze Detach Wrap

Line	Description	Alternate Line Description	Details	Category Name	Response Price	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Attachments
1	Air Ticket to Mombasa		✉	SERVICE.HIRE OF	100,000.00	1	Piece	100,000.00	1-Jul-2023	
1-1		Morning Flight	✉	SERVICE.HIRE OF	75,000.00	1	Piece	75,000.00		

Columns Hidden 8

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcom...

After Review and confirmation of Response Select **Submit** to send the Quote/Response

Step 16: Confirmation message

View Active Negotiations - Suppl

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=5786502292104863&_afWindowMode=0&_afWindowId=wtavd...

Central Bank of Kenya

CBK Air/Train Travel Ticket: CBK-NG-1053

Currency = Kenyan Shilling

Confirmation

The response 5001 to negotiation CBK-NG-1053 was submitted.

OK

Messages Actions Done

Time Zone Arabia Standard Time

CBK Supplier

Title Air Ticket Alternate Lines

Status Active

Open Date 11-Jun-2023 11:26 PM

Close Date 18-Jun-2023 11:26 PM

Time Remaining 4 Days 18 Hours

Table of Contents

Overview

Overview

Lines

Title Air Ticket Alternate Lines

Synopsis Air Ticket Alternate Lines

Buyer R Muturi

Outcome Purchase Order

Attachments None

Expand All

General

Schedule

Confirmation message will be displayed to confirm submission of Response. Select **Ok** to close Dialogue Box

Additional Information & Contacts

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



Central Bank of Kenya

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Credits:

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