

Central Bank of Kenya

Supplier Initiated Change Order

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

Supplier Initiated Change Order

Step 1: Navigate to Supplier Portal

The screenshot shows a web browser window with the Oracle Fusion Cloud Application interface. The browser tab is labeled "Oracle Fusion Cloud Application" and the address bar shows the URL: https://esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=4714529004985037&_afWindowMode=0&_afWindowId=n. The page title is "Central Bank of Kenya".

The main content area has a dark teal background with the text "Good evening, Supplier Contact!". Below this is a navigation menu with items: Me, Sales, Supplier Portal, Procurement, Tools, and Others. The "Supplier Portal" item is highlighted with a white underline.

Under the navigation menu, there is a section titled "APPS" containing a grid of application icons. The "Supplier Portal" icon, which depicts a computer monitor with a grid, is highlighted with a blue callout box. The callout box contains the text: "Select the Supplier Portal Icon".

Below the "APPS" section is a section titled "Things to Finish" which displays a summary card for "Assigned to Me" with the number "7". To the right of this card are three notification cards, each with a "2 days ago" timestamp and a close button (X). The notifications are:

- (REMINDER) ACTION REQUIRED: You Are Invited to Negotiation CBK-NG-1039 (Cleaning Services)
- (REMINDER) ACTION REQUIRED: You Are Invited to Negotiation CBK-NG-1040 (CURTAIN MATERIAL AND...)
- (REMINDER) ACTION REQUIRED: You Are Invited to Negotiation CBK-NG-1037 (Air Ticket Negotiation)

Step 2: Navigate to Open Orders (Use one of the below 3 Options)

The screenshot shows the Supplier Portal interface. On the left is a navigation menu with categories: Orders, Agreements, Channel Programs, Shipments, Contracts and Deliverables, and Consigned Inventory. The 'Orders' section is expanded, showing links like 'Manage Orders', 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'. The main content area features a 'Requiring Attention' donut chart with a total value of 8. The chart is divided into three segments: 'Schedules Overdue or Due Today' (blue, value 4), 'Business Classifications Expiring' (green, value 1), and 'Negotiations Closing Soon' (yellow, value 3). A tooltip for the blue segment shows 'Series: Schedules Overdue or Due Today Value: 4'. To the right of the chart are 'Recent Activity' and 'Transaction Reports' sections. The 'Recent Activity' table shows 'Negotiation invitations' (3) and 'Orders opened' (4). The 'Transaction Reports' table shows 'PO Purchase Amount' (53.5K KES).

Select the **Open Orders number** hyperlink

Suitable where the goal is to update a specific Purchasing Document

Select **Schedules Overdue or Due today** hyperlink

Suitable where the goal is to update a specific line

Select **Manage Orders** hyperlink

Can be used to access both the Purchasing Document & Schedules



Step 3a: Selecting a Specific Schedule to perform a Change Order

Manage Orders - Supplier Portal

Central Bank of Kenya

Manage Orders

Search

Sold-to Legal Entity
Supplier Site
Order
Line Description

Ship-to Location
Status
Overdue Schedules

Search Results

Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date
Head Office	1	MICROWAVE WITH GRILL(25.0		1	1	Piece	Piece	15,000.00	15,000.00	KES	Open	Nairobi	22-Jun-2023
Head Office	1	PRINTING BANK/SUPERVISOR		1	100	Piece	Piece	10.00	1,000.00	KES	Open	Nairobi	22-Jun-2023
Head Office	1	Service contract lines included in		1	1	Monthly	Monthly	7,540.00	7,540.00	KES	Open	Kisumu	22-Jun-2023

Highlight the line to be amended and select the **Actions** Menu and Select **Edit** to start the Change Order Process

Step 3b.i: Selecting a Purchasing Document to create a Change Order

Manage Orders - Supplier Portal

Central Bank of Kenya

Manage Orders

Search

Sold-to Legal Entity
Supplier Site
Order
Line Description

Supplier Item
Ship-to Location
Overdue Schedules

Search Results

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date
CBK-PO-6103	Head Office	1	MICROWAVE WITH GRILL(25.0		1	1	Piece	Piece	15,000.00	15,000.00	KES	Open	Nairobi	22-Jun-2023
CBK-PO-6102	Head Office	1	PRINTING BANK/SUPERVISOR		1	100	Piece	Piece	10.00	1,000.00	KES	Open	Nairobi	22-Jun-2023
CBK-PO-6101	Head Office	1	Service contract lines included in		1	1	Monthly	Monthly	7,540.00	7,540.00	KES	Open	Kisumu	22-Jun-2023
CBK-PO-6100	Head Office	1	Investor Classification Training		1	1	Piece	Piece	30,000.00	30,000.00	KES	Open	Nairobi	23-Jun-2023

Columns Hidden 47

Double click on the **Order** that you wish to Create a Change Order for

Step 3b.ii: Selecting a Purchasing Document to create a Change Order

Manage Orders - Supplier Portal

https://esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=4714529004985037&_afWindowMode=0&_afWindowId=n

Central Bank of Kenya

Purchase Order: CBK-PO-6103

Acknowledge View PDF Actions Refresh Done

Order Life Cycle

Ordered 15,000

Description

Source Agreement

Supplier Order

Master Contract

Main Contract Terms

General

Sold-to Legal Entity: CENTRAL BANK OF KENYA

Supplier: CBK Supplier

Ordered: 15,000

Bill-to BU: CBK Business Unit

Supplier Site: Head Office

Description

Order: CBK-PO-6103

Supplier Contact: Supplier Contact

Source Agreement

Status: Open

Bill-to Location: Nairobi

Supplier Order

Buyer: Procurement Team

Ship-to Location: Nairobi

Master Contract

Creation Date: 27-Aug-2023

Terms Notes and Attachments

Required Acknowledgment: No

Shipping Method: — Requires signature

Payment Terms: Immediate

Freight Terms: — Pay on receipt

FOB: — Confirming order

Additional Information

Deliver to Location: Nairobi

Context Prompt

Order Life Cycle

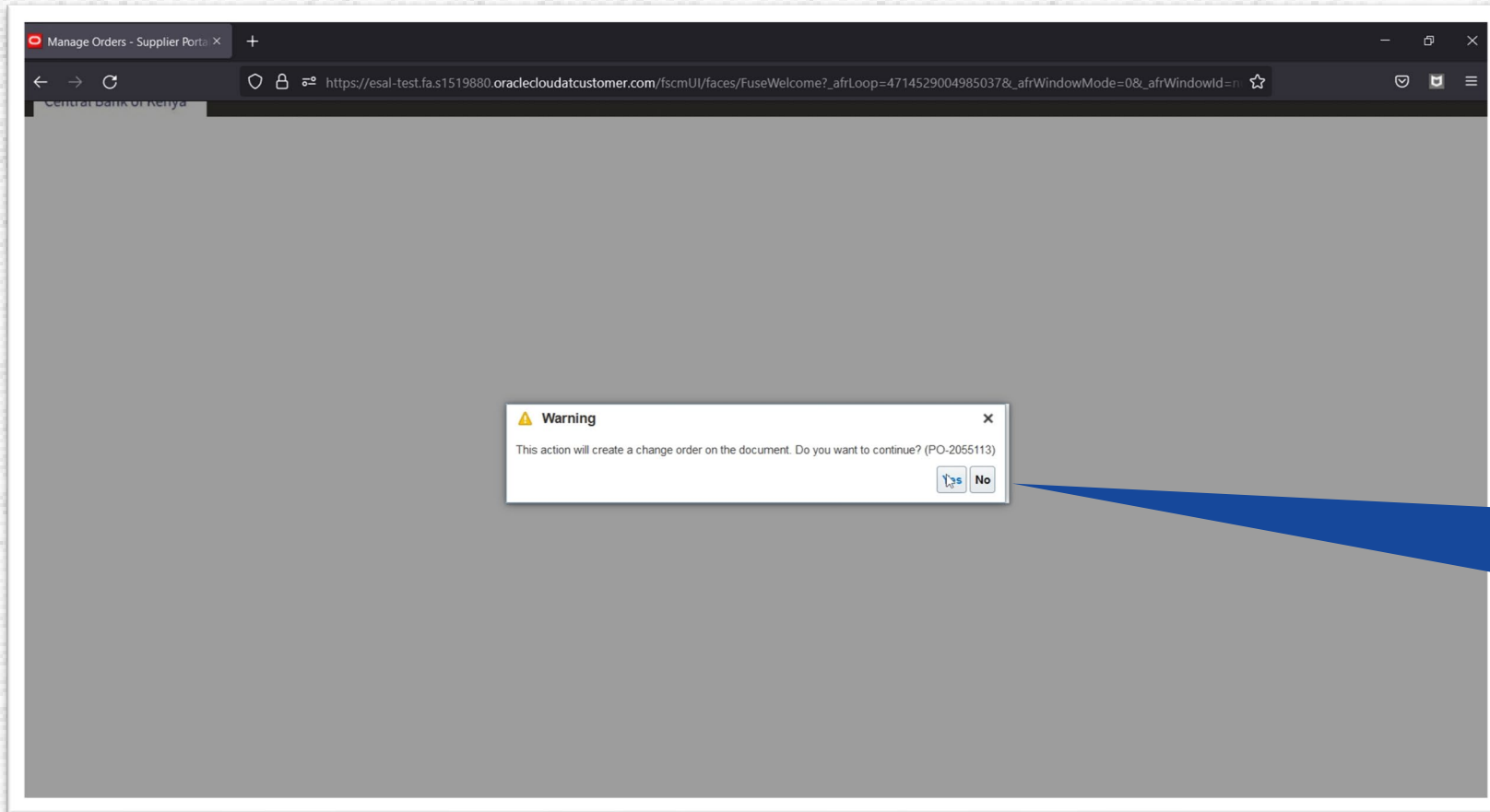
Ordered

Amount (KES)

View Details

Select **Actions** and then **Edit** to start the Change Order Process

Step 3c: Confirm the choice to create a Change Order



Select **Yes** to initiate the Change Order creation process.
Select **No** to prevent the creation of a Change Order

Step 4: Enter a description for the Change

Manage Orders - Supplier Portal

Central Bank of Kenya

Edit Change Order: 1

Change Order 1 Status Incomplete Initiating Party Supplier

* Description Amount Changed 0.00 KES Initiator Supplier Contact

Creation Date 31-Aug-2023

Main Contract Terms

General

Sold-to Legal Entity CENTRAL BANK OF KENYA Supplier CBK Supplier Ordered 15,000.00 KES

Bill-to BU CBK Business Unit * Supplier Site Head Office Description

Order CBK-PO-6103 Supplier Contact Supplier Contact Agreement

Status Open Bill-to Location Nairobi Master Contract

* Buyer Team, Procurement Default Ship-to Location Nairobi

Creation Date 27-Aug-2023

Terms Notes and Attachments

Payment Terms Immediate Shipping Method Requires signature

Enter a **Description** for why the change Order is been raised e.g., delay in delivery, change of price, etc.



Step 5a: Update / Change Line Level Details

Manage Orders - Supplier Portal

https://esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afLoop=4714529004985037&_afWindowMode=0&_afWindowId=n

Sold-to Legal Entity: CENTRAL BANK OF KENYA
Supplier: CBK Supplier
Ordered: 15,000.00 KES

Bill-to BU: CBK Business Unit
* Supplier Site: Head Office
Description

Order: CBK-PO-6103
Supplier Contact: Supplier Contact

Status: Open
Bill-to Location: Nairobi
Agreement

* Buyer: Team, Procurement
Default Ship-to Location: Nairobi
Master Contract

Creation Date: 27-Aug-2023

Terms: Notes and Attachments

Payment Terms: Immediate
Shipping Method: — Requires signature
Freight Terms: — Pay on receipt
FOB: — Confirming order

Additional Information

* Deliver to Location: Nairobi
Context Prompt

Lines: Schedules

Actions: View, Format, Freeze, Detach, Wrap

* Line	* Description	Supplier Item	Quantity	UOM	* Base Price	Price	Ordered	* Location	Note to Supplier	Change Reason	Procurement Method	Youth - Reservation	Work
1	MICROWAVE WITH GRILL		1	Piece	15,000.00	15,000.00	15,000.00	Nairobi					

Columns Hidden: 15

Line **Quantity** and / or **Base Price** can be updated as needed

Please provide a **Change Reason** to provide additional information for why the change for the specific line is being requested

NB: the Sum of **Quantities** for the **Schedules Tab** for the specific **line** MUST Match the Quantities for the **Line** in the **Lines** Tab



Step 5b: Update / Change Schedule Level Details

The screenshot displays the Oracle Supplier Portal interface for a change order. The top section shows order details for 'CENTRAL BANK OF KENYA' with a supplier 'CBK Supplier'. The 'Ordered' amount is 15,000.00 KES. Below this, there are sections for 'Terms' (Payment Terms: Immediate, Shipping Method: Requires signature, Freight Terms: Pay on receipt, FOB) and 'Additional Information' (Deliver to Location: Nairobi, Context Prompt). The bottom section is the 'Schedules' table.

Line	Description	* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
1	MICROWAVE WITH GRILL(25.0 LITRES)	Nairobi	1	Piece	22-Jun-2023	14-Sep-2023	

Schedule **Quantity** can be updated as needed

Enter the **Promised Delivery Date** to indicate the Date your company intends to fulfil the procured items

Please provide a **Change Reason** to provide additional information for why the change for the specific line is been requested

NB: the Sum of **Quantities** for the **Schedules Tab** for the specific **line** MUST Match the Quantities for the **Line** in the **Lines Tab**



Step 6: Submit Change Order for Approval

Manage Orders - Supplier Portal

Central Bank of Kenya

Edit Change Order: 1

Actions Save Submit Cancel

Change Order 1 Status Incomplete Initiating Party Supplier

* Description Change Order Amount Changed 0.00 KES Initiator Supplier Contact

Creation Date 31-Aug-2023

Main Contract Terms

General

Sold-to Legal Entity CENTRAL BANK OF KENYA Supplier CBK Supplier Ordered 15,000.00 KES

Bill-to BU CBK Business Unit * Supplier Site Head Office Description

Order CBK-PO-6103 Supplier Contact Supplier Contact Agreement

Status Open Bill-to Location Nairobi Master Contract

* Buyer Team, Procurement Default Ship-to Location Nairobi

Creation Date 27-Aug-2023

Terms Notes and Attachments

Payment Terms Immediate Shipping Method — Requires signature

Freight Terms

Once all Changes to be requested have been reviewed and confirmed, Select **Submit** to commit and send the Change Order request to the Procurement team



Step 7: Confirmation Submission of Change Order

The screenshot displays the Oracle Supplier Portal interface for a purchase order. A modal dialog box titled "Confirmation" is centered on the screen, containing the text: "The change order 1 for document Purchase Order number CBK-PO-6103 was submitted for approval." Below the text is an "Ok" button. The background page shows the purchase order details for "Purchase Order: CBK-PO-6103".

Confirmation Dialog:

The change order 1 for document Purchase Order number CBK-PO-6103 was submitted for approval.

Order Details:

Sold-to Legal Entity	CENTRAL BANK OF KENYA	Supplier	CBK Supplier	Ordered	15,000.00 KES
Bill-to BU	CBK Business Unit	Supplier Site	Head Office	Description	
Order	CBK-PO-6103	Supplier Contact	Supplier Contact	Source Agreement	
Status	Open	Bill-to Location	Nairobi	Supplier Order	
Buyer	Procurement Team	Ship-to Location	Nairobi	Master Contract	
Creation Date	27-Aug-2023				

Terms: Notes and Attachments

Required Acknowledgment	No	Shipping Method	— Requires signature
Payment Terms	Immediate	Freight Terms	— Pay on receipt
		FOB	— Confirming order

Additional Information:

Deliver to Location: Nairobi

Select **Ok** to acknowledge confirmation of submission of the Change Order request to the Procurement team

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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