

#### **Central Bank of Kenya**

## Supplier Initiated Change Order

### Is your user account already activated?

## If Yes

Please use the link <u>https://myapplications.microsoft.com/?tenantId=centralbank.go.ke</u> 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**





# Step 2: Navigate to Open Orders (Use <u>one</u> of the below 3 Options



5

**Central Bank of Kenya** 

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

<ul> <li>Manage Orders - Supplier Por</li> <li> <ul> <li>C</li> <li>C</li> <li>Central Bank of Kenya</li> </ul> </li> <li>Manage Orders ⑦</li> <li>Headers Schedules</li> </ul>	rta X +	https://esal-1	test.fa.s1519880.oraclecloud	latcustomer.com	n/fscmUI/faces/	/FuseWelcome?_afrL	00000000000000000000000000000000000000	29004985037&_afrW	VindowMode=0&_at	*Windowld=n	☆			High ame sele Mer to st Ord	nlight t endec ct the nu and art the er Pro	the lin d and <b>Actic</b> d Sele e Chc cess	e to b the o <b>ns</b> ct <b>Edit</b> inge
✓ Search	Sold-to Legal Entity Supplier Site		•					p=to Locatio	A.	٩	Generation Overdue a	and Due Today \vee					
6	Order (							State	es Yes v	~	Search	Reset Save					
Search Results       Actions     View     Forma       Edit	t ▼ 35 E Supplier Site	Freeze	Detach d Wrap	Supplier Item	Schedule	Ordered Quantity	Pricing UOM	Price	Ordered Currence	y Status	Ship-to Location	Requested F Date E					
Export to Excel	Head Office	1	MICROWAVE WITH GRILL(2	5.0	1	1 Piece	Piece	15,000.00	15,000.00 KES	Open	Nairobi	22-Jun-2023					
	Head Office	1	PRINTING BANK/SUPERVISI	10	1	100 Piece	Piece	10.00	1,000.00 KES	Open	Nairobi	22-Jun-2023	22				
CBK-PO-6101	Head Office	1 cmLII/faces/Eus	Service contract lines include	d ii 04985037& afrWin	1 ndowMode=0& a	1 Monthly afrWindowld-Ri명용 ad	Monthly	7,540.00	7,540.00 KES	Open W-9888 afrM	Kisumu EH NRY Si afrMEDW-15	22-Jun-2023 368 <sup>2</sup> 3rt/02022864					



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

Solido Legal Entity   Supplier Site   Order   Line Description     Startin Legal Entity     Order     Startin Line Description     Starti	Manage Orders - Supplier Porta × +     ← → C ○ A     Centrel Bent Of Netrys     Manage Orders ⑦     Headers Schedules     ✓ Search	ਰੇ https://esal-	test.fa.s1519880.oracleclouda	atcustomer.com/f	scmUI/faces/	FuseWelcome?_afrLo	op=471452900	94985037&_afrV	VindowMode=0&_afr\ Advanced Manage	WindowId=n Watchlist Sa	ta ved Search	- D X		Dou Orde to C Orde	ble cl <b>er</b> tha reate er for	lick or It you a Ch	n tł wi nar
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Order   Line Description     Search Results     Actors V Ver V Format V Prese Description     Supplier Site     In Reser Supplier Site     In Supplier Site     In Reser Supplier Sit	Supplier 5	iite	•					Ship-to Locati	on	4			120				
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Order       Supplier Site       Line       Line Description       Supplier       Schedule       Ordered       Quidwiti       Price       Ordered       Currency       Status       Ship-to Location       Requested       F         A       CBK-FQ-6103       Head Office       1       MICROWAVE WITH GRILL(2-5       1       1       Piece       16,000.00       15,000.00       KES       Open       Nairobi       22-Jun-2023         A       CBK-FQ-6102       Head Office       1       PRINTING BANK/SUPERVIS/V       1       100       Piece       10,000.00       KES       Open       Nairobi       22-Jun-2023         A       CBK-PQ-6102       Head Office       1       Service contract lines inclued ii       1       1       Nonthy       7,540.00       7,540.00       KES       Open       Nairobi       22-Jun-2023         A       CBK-PQ-6100       Head Office       1       Investor Classification Training       1       1       Piece       30,000.00       KES       Open       Nairobi       22-Jun-2023         Columns Hidden 47       Investor Classification Training       1       1       Piece       30,000.00       XES       Open       Nairobi       23-Jun-2023         Columns Hidden 47       I	Search Results						0	veraue schedui	es <u>res</u>		Search	Reset Save					
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CBK-PO-6100         Head Office         1         Piece         30,000.00         KES         Open         Nairobi         23-Jun-2023           Columns Hidden 47         -         <	Search Results          Actions • View • Format • • • • • • • • • • • • • • • • • • •	Ey Freeze Line 1 1	Circle Description  MICROWAVE WITH GRILL(25.0  PRINTING BANK/SUPERVISIO	Supplier Item	Schedule 1	Ordered UOM Quantity UOM 1 Piece 100 Piece	Pricing UOM Piece Piece	Price 15,000.00 10.00	Ordered Currency 15,000.00 KES 1,000.00 KES	Status Open Open	Search Ship-to Location Nairobi Nairobi	Reset Save Requested F 22-Jun-2023 22-Jun-2023					
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#### **Step 3b.ii: Selecting a Purchasing Document to create a Change Order**

<ul> <li>Manage Orders - Supplier Porto × +</li> <li>← → C</li> <li>○ △ σ<sup>2</sup></li> <li>Central Bank of Kenya</li> <li>Purchase Order: CBK-PO-6103 (<sup>2</sup>)</li> </ul>	https://esal-test.fa.s1519880. <b>oraclecloudatcustomer.com</b> /fscmUl/faces/FuseWelcome?_afrLo	oop=4714529004985037&_afrWindowMode=0&_afrWindowId=r Acknowledge View PDF Actions ▼ Refresh   Done	- 0 × ☆ ♥ ■ = ∴ □ ↓ ↓ Sc Order Life Cvet	Select <b>Actions</b> and then <b>Edit</b> to start the Change Order Process
Main Contract Terms  General  Sold-to Legal Entity CENTRAL BANK OF Bill-to BU CBK Business Unit Order CBK-PO-8103 Status Open Buyer Procurement Team Creation Date 27-Aug-2023 Terms Notes and Attachments	F KENYA Supplier CBK Supplier Supplier Ste Head Office Supplier Contact Supplier Contact Bill-to Location Nairobi Ship-to Location Nairobi	Edit Cancel Document View Document History View Change History Ordered 15,0 View Revision History Description Source Agreement Supplier Order Master Contract	Ordered 0 6K 12K 18K Amount (KES) View Details	
Required No Acknowledgment No Payment Terms Immediate	Shipping Method Freight Terms FOB	Requires signature     Pay on receipt     Confirming order	8	



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

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#### **Step 4: Enter a description for the Change**

<ul> <li>Manage Orders - Supplier Porta × +</li> <li>← → C</li> <li>C △ △ □<sup>2</sup> https://esal-test.fa.s1519880.</li> <li>Central Bank of Kenya</li> <li>Edit Change Order: 1 ⑦</li> </ul>	oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afrLoop=47145290049	- @ × 85037&_afrWindowMode=0&_afrWindowId=∩ ☆ ♡ № =	
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✓ General ⑦         Sold-to Legal Entity       CENTRAL BANK OF KENYA         Bill-to BU       CBK Business Unit         Order       CBK-PO-6103         Status       Open         * Buyer       Team, Procurement         Creation Date       27-Aug-2023	SupplierCBK Supplier* Supplier SiteHead OfficeSupplier ContactSupplier ContactBill-to LocationNairobiDefault Ship-to LocationNairobi	Ordered 15,000.00 KES Description ///. Agreement Master Contract	Enter a <b>Descript</b> for why the cha Order is been raised e.g., dela delivery, chang price, etc.
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#### **Step 5a: Update / Change Line Level Details**

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Bit He DUCK Subject Sub	Sold-to Legal Entity	CENTRAL BANK OF KENYA	Supplier	CBK Supplier	Ordered 15,000.00 KES		
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	San Car	Line	n ne <u>lines</u> tab			Supplier Po	rtal guide-Supplier Initiated Change Order

### **Step 5b: Update / Change Schedule Level Details**

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Sold-to Legal Entity     CHTRAL BANK OF KENYA     Supplier     CBK Supplier     CBK Supplier     Ordered     15,000.00 KES       Bill-to BU     CBK PO-8103     Supplier Contact     Supplier Contact     Agreement       Status     Open     Bill-to Location     Nairobi     Agreement       Bill-to Date     Z-Aug-2023     Default Ship-to Location     Nairobi	
Bill-to BU CBK Business Unit * Supplier Stei Hed Office Description   Order CBK-PO-6103 Supplier Contact Supplier Contact Agreement   Status Open Bill-to Location Nairobi Master Contract   * Buyee Tam, Procurement Default Ship-to Location Nairobi   Terms Notes and Attachments   Payment Terms Immediate Shipping Method	
Order CBK-PO-8103 Supplier Contact Agreement   Status Open Bill-to Location Nairobi Agreement   * Buyer Team, Procurement Default Ship-to Location Nairobi Master Contract     Terms Notes and Attachments     Payment Terms immediate Shipping Method	
Status     Open     Bill-to Location     Nairobi     Agreement       * Buyer     Team, Procurement     Default Ship-to Location     Nairobi     Master Contract       Creation Data     27.4ug-2023     Default Ship-to Location     Nairobi     —       Terms     Notes and Attachments     —     —     —     —       Payment Terms     Immediate     Shipping Method Freight Terms     —     —     —       Fool     —     —     —     —     —       Vadditional Information     *     *     *     Context Prompt     —	
* Buyer     Team, Procurement     Master Contract       Creation Date     27.Aug-2023     Default Ship-to Location     Nairobi         Terms     Notes and Attachments     —     —     Requires signature         Payment Terms     Immediate     Shipping Method     —     —     Requires signature       Feight Terms     Immediate     Shipping Method     —     —     Requires signature       FoB     —     —     —     —     —       Additional Information     *     Deliver to Location     Nairobi     —	
Creation Date     27-Aug-2023       Terms     Notes and Attachments       Payment Terms     Immediate       Payment Terms     Shipping Method       Freight Terms     — Requires signature       FOB     — Pay on receipt       Confirming order	
Terms       Notes and Attachments       — Requires signature         Payment Terms       Immediate       Shipping Method       — Requires signature         Freight Terms       — Pay on receipt       — Day on receipt         FOB       — Confirming order	
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Columns Hidden 15	

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



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

#### **Step 6: Submit Change Order for Approval**

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Actions ▼ Save ▼ Submit Cancel
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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**





# Additional Information & Contacts



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



#### **Central Bank of Kenya**

Address: Haile Selassie Avenue Mailing Address: P.O Box 60000 – 00200, Nairobi, Kenya Tel / Fax: +254 20 286 0000 Phone: +254 20 286 1000, +254 20 286 3000, +254 709 081 000, +254 709 083 000

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