



Central Bank of Kenya

Supplier Qualification Initiative / Prequalification

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 Qualification Initiative / Prequalification

Step 1: Navigate to Supplier Portal

Oracle Fusion Cloud Applications

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afrLoop=5794107834799785&_afrWindowMode=0&_afrWindo...

Incognito

Central Bank of Kenya

Good morning, Supplier Contact!

Me Sales **Supplier Portal** Tools Others

APPS

Supplier Portal

Select the **Bell** Icon to view Notifications

Step 2: Notification would be present

Select the link for the notification

The screenshot shows the Oracle Fusion Cloud Applications interface for the Central Bank of Kenya. The main header includes the bank's logo and the text "Good evening, Sup". Below the header, there are navigation tabs 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 side of the screen, displaying a list of notifications. The first notification is "FYI Negotiation CBK-NG-1042 (Air Ticket Alternate Lines) Was Extended" with a "Dismiss" button. The second notification is "FYI You Are Invited to Respond to Questionnaire Annual Assessment (CBK-IN-1007)" with a "Dismiss" button. A blue callout bubble points to the link "You Are Invited to Respond to Questionnaire Annual Assessment (CBK-IN-1007)". Below this, there are two reminders: "(REMINDER) ACTION REQUIRED You Are Invited to Negotiation CBK-NG-1053 (Air Ticket Alternate Lines)" and "(REMINDER) ACTION REQUIRED You Are Invited to Negotiation CBK-NG-1052 (Air Ticket Alternate Lines)", both with "Actions" buttons. The bottom notification is "ACTION REQUIRED You Are Invited to Negotiation CBK-NG-1053 (Air Ticket Alternate Lines)".

Step 3: View Questionnaire

You Are Invited to Respond to Questionnaire Annual Assessment (CBK-IN-1007) Dismiss

Details

Assignee	Supplier Contact	Questionnaire Title	Annual Assessment	Supplier	CBK Supplier
From	[Redacted]	Procurement BU	CBK Business Unit	Supplier Site	
Assigned Date	14-Jun-2023 4:18 AM	Response Due Date	15-Jun-2023	Supplier Contact	Supplier Contact
Expiration Date	29-Jun-2023 11:59 PM				
Task Number	434133				

Recommended Actions

- [Respond to Questionnaire](#)

Invitation

Greetings,

You are receiving this notification from company CBK Enterprise because you are the contact for supplier CBK Supplier. We have identified your company as one that our organization would like to further evaluate, and we hope you can provide us with information that will be useful in the evaluation process.

Access the questionnaire by following the recommended actions. We look forward to receiving your response.

If you don't want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this email address: rmuturi@kpmg.co.ke

Select Respond to Questionnaire

Step 4a: Types of Responses

The screenshot displays a questionnaire interface in Oracle Fusion Cloud Applications. At the top, there are tabs for 'Oracle Fusion Cloud Applications', 'Downloads', and 'Respond to Questionnaire: Annu...'. The browser address bar shows a URL starting with 'esal-test.fa.s1519880.oraclecloudatcustomer.com'. The questionnaire details include: Title: Annual Assessment; Supplier: CBK Supplier; Status: Draft; Procurement BU: CBK Business Unit; Supplier Site; Due Date: 12:00 AM; Requested By; Responder: Supplier Contact; Attachments: None. The 'Questions' section is titled 'Costs' and shows a progress bar and a dropdown menu set to '2. Costs'. Question 3 asks: 'Are you willing to provide CBK with details concerning the cost breakdown? Requirements could include raw material price share, gross weight (and net weight when applicable), procured pat price, logistic costs, etc'. It has radio button options 'a. Yes' (selected) and 'b. No'. Below the options is a 'Response Attachments' field with 'None' and a plus sign, and a 'Comments' text area. Question 4 asks: 'Do you agree to bear financial responsibilities for non-conforming material or services and their effects, to include warranty issues and cost recoveries for any charges incurred due to non-conformities?'. It has a text input field containing 'Yes we will bear the financial responsibilities', a 'Response Attachments' field with 'None' and a plus sign, and a 'Comments' text area containing 'We are the OEM'.

Single Selection from a Range of Choices / Values

Free Text Response **NB** Some Free Text Responses are structured e.g. a Number or Date is required

Some questions / Requirements have an Optional comments box that allows one to provide additional information on the Main Response given

Step 4b: Attachments

The screenshot displays a web browser window with the Oracle Fusion Cloud Applications interface. The browser tabs include 'Oracle Fusion Cloud Applications', 'Downloads', and 'Respond to Questionnaire: Annu...'. The address bar shows the URL: 'esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FndOverview?fnd=%252FWEB-INF%252Foracle%252Fapps%252Fprc%252Fpoq%252...'. The page header shows the following details:

Title	Annual Assessment	Supplier	CBK Supplier	Status	Draft
Procurement BU	CBK Business Unit	Supplier Site		Due Date	15-Jun-2023 12:00 AM
Requested By		Responder	Supplier Contact	Attachments	None

The main content area is titled 'Questions' and 'Communication'. A progress bar is shown with the label 'Progress' and a dropdown menu for 'Section' set to '1. Communication'. The first question is:

* 1. Is your account management team or liaison dedicated to follow up on queries?

Options: a. Yes, b. No

Response Attachments: None +

Comments: [Text area]

The second question is:

* 2. Do you have the latest means of communication to answer queries put forth to them?

Options: a. Yes, b. No

Comments: [Text area]

At the bottom right, there is a yellow information icon and a 'Section' dropdown menu set to '1. Communication'.

Note

A question or requirement may have the option to attach a document to add more information for the selection or response. This attachment can be Optional or Required (Mandatory) If Mandatory, one will not be able to submit the response without the required attachments added

Step 4c: Navigation between sections

The screenshot displays a web browser window with the Oracle Fusion Cloud Applications interface. The browser tabs include 'Oracle Fusion Cloud Applications', 'Downloads', and 'Respond to Questionnaire: Annu...'. The address bar shows the URL: 'esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FndOverview?fnd=%252FWEB-INF%252Foracle%252Fapps%252Fprc%252Fpoq%252...'. The main content area shows questionnaire details: Title: Annual Assessment, Supplier: CBK Supplier, Status: Draft, Procurement BU: CBK Business Unit, Supplier Site, Due Date: 15-Jun-2023 12:00 AM, Requested By, Responder: Supplier Contact, and Attachments: None. Below this, there is a 'Questions' section with a 'Communication' filter. A progress bar and a 'Section' dropdown menu are visible, currently set to '1. Communication'. The dropdown menu has left and right arrow buttons. The questionnaire contains two questions with radio button options and text input fields for comments. A yellow information icon is located at the bottom right of the questionnaire area.

The Questionnaire may have multiple sections, to Navigate one use the **Drop Down** List and Select the desired Section or Scroll Sequentially using the **Back (<)** or **Forward (>)** Buttons

Step 4d: Save and Save and Close

The screenshot shows a web browser window with the Oracle Fusion Cloud Applications interface. The browser tabs include 'Oracle Fusion Cloud Applications', 'Downloads', and 'Respond to Questionnaire: Annual Assessment'. The URL is 'esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FndOverview?nd=%252FWEB-INF%252Foracle%252Fapps%252Fprc%252Fpoq%252...'. The page title is 'Central Bank of Kenya' and the main heading is 'Respond to Questionnaire: Annual Assessment'. In the top right corner, there are four buttons: 'Save', 'Save and Close', 'Submit', and 'Cancel'. A blue arrow points from the 'Save and Close' button to a callout box on the right. Below the buttons, there is a metadata section with fields: Title (Annual Assessment), Supplier (CBK Supplier), Status (Draft), Procurement BU (CBK Business Unit), Supplier Site, Due Date (15-Jun-2023 12:00 AM), Requested By, Responder (Supplier Contact), and Attachments (None). A progress bar is shown with the label 'Progress' and a 'Section' dropdown menu set to '4. Financial Health'. The main content area is titled 'Questions' and 'Financial Health', with a question: '* 7. What is the average yearly revenue of your organization for the past 10 Years?'. The options are: a. < 5 Million USD, b. > 5 Million < 25 Million USD (selected), c. > 25 Million < 50 Million USD, d. > 50 Million < 100 Million USD, and e. > 100 Million USD. There is also a 'Response Attachments' field with 'None' and a plus sign. A yellow information icon is visible in the bottom right corner of the page.

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 Questionnaire, one can pick it up from where they left it

Step 4e: Optional and Mandatory Questions

The screenshot shows a web browser window with the Oracle Fusion Cloud Applications interface. An error message dialog box is displayed in the center, titled "Error". The dialog box contains the following text:

Messages for this page are listed below.

- ✖ You can't submit the questionnaire because question 12 in section Quality requires a response. (POQ-3645094)
- ✖ You can't submit the questionnaire because question 13 in section Quality requires a response. (POQ-3645094)
- ✖ You can't submit the questionnaire because question 14 in section Service & Innovation requires a response. (POQ-3645094)
- ✖ You can't submit the questionnaire because question 15 in section Service & Innovation requires a response. (POQ-3645094)

The "OK" button in the dialog box is highlighted with a red box. Below the dialog box, the questionnaire details are visible, including the title "Annual Assessment", supplier "CBK Supplier", and due date "15-Jun-2023 12:00 AM". The current section is "5. Operational Excellence".

A question can either be optional or Mandatory. If a Mandatory question is not responded to, you will receive an error at the point of submission. One will be required to provide a response before they can submit the response successfully. The message provides the questions that require a response



Step 5: Submission of Response

The screenshot shows a web browser window with the Oracle Fusion Cloud Applications interface. The browser tabs include 'Oracle Fusion Cloud Applications', 'Downloads', and 'Respond to Questionnaire: Annual Assessment'. The address bar shows the URL: 'esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FndOverview?fnd=%252FWEB-INF%252Foracle%252Fapps%252Fprc%252Fpoq%252...'. The page header features the Central Bank of Kenya logo and the title 'Respond to Questionnaire: Annual Assessment'. Below the header, there are buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'. A tooltip points to the 'Submit' button. The main content area displays questionnaire details: Title: Annual Assessment, Supplier: CBK Supplier, Status: Draft, Procurement BU: CBK Business Unit, Supplier Site, Due Date: 15-Jun-2023 12:00 AM, Requested By, Responder: Supplier Contact, and Attachments: None. A progress bar and a dropdown menu for 'Section' (7. Service & Innovation) are also visible. The 'Questions' section shows question 14: 'Do you have an Enterprise Resource System (ERP) in place? Please describe.' with radio buttons for 'a. Yes' (selected) and 'b. No'. Below the question, there is a 'Response Attachments' field with 'None' and a plus sign. A 'Comments' section is at the bottom.

When all Questions have been responded to and all mandatory attachments add, select the **Submit** button to commit your Responses to CBK.

Step 6: Confirmation of Submission

The screenshot displays the Oracle Fusion Cloud Applications Supplier Portal interface. A confirmation dialog box is open in the center, displaying the message: "Response to questionnaire Annual Assessment is submitted." Below the message is an "OK" button. The background interface includes the Central Bank of Kenya logo, a search bar, and several data panels:

- Tasks:** Orders (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), Agreements (Manage Agreements), Channel Programs (Manage Programs), Shipments (Manage Shipments, Create ASN, Create ASBN).
- Requiring Attention:** A donut chart showing a total of 11 items. The chart is divided into three segments: blue (4), green (3), and yellow (4). A legend below indicates "Schedules Overdue or Due Today" (blue) and "Negotiations Closing Soon" (green).
- Recent Activity (Last 30 Days):**

Negotiation invitations	3
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 Contact will receive a notification stating that the Response has been submitted to the CBK. Select **Ok** to close the Window

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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