

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

# Supplier Qualification Initiative / Prequalification

## 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.

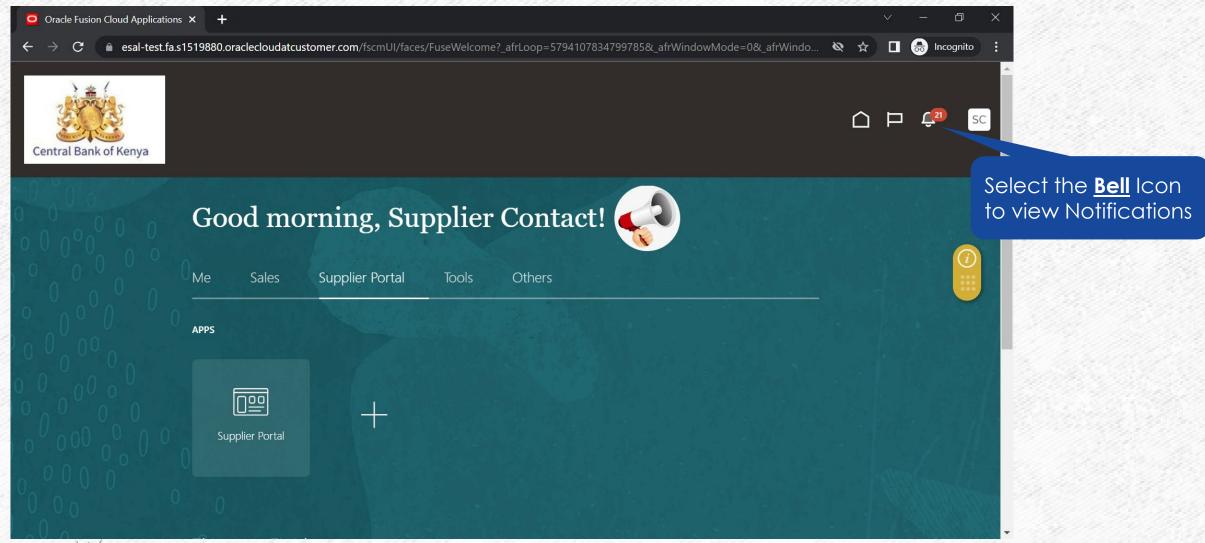
Please also view the Supplier Portal Activation Guides



Supplier Qualification Initiative / Prequalification

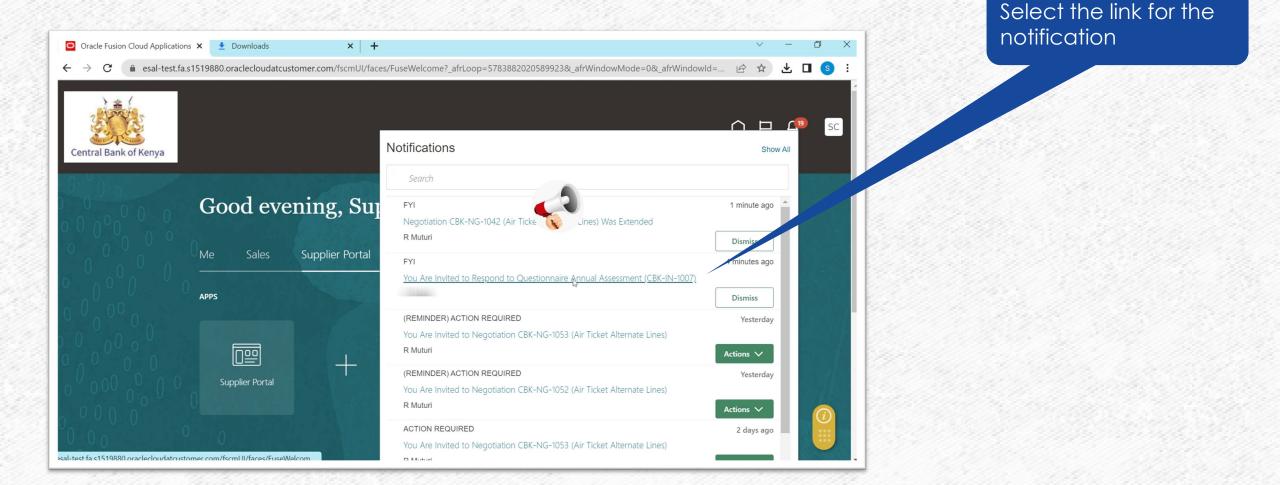


### **Step 1: Navigate to Supplier Portal**





#### **Step 2: Notification would be present**



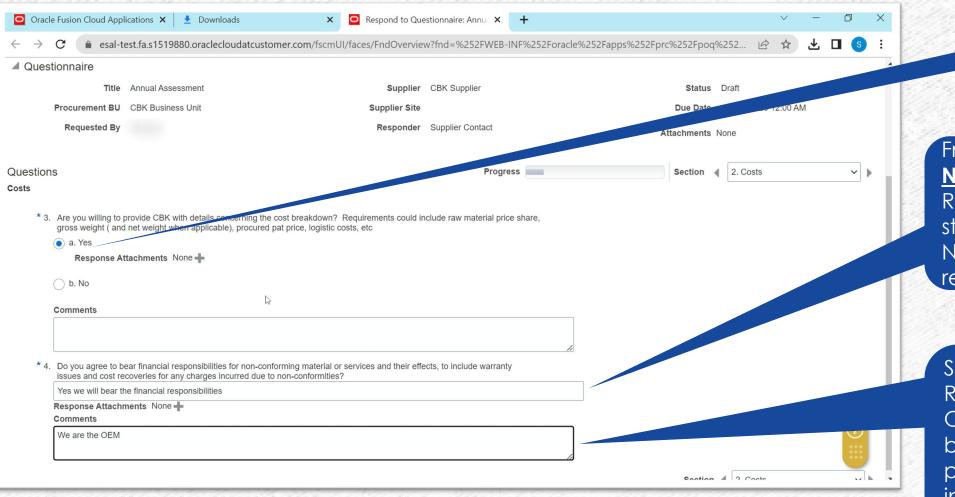


#### **Step 3: View Questionnaire**

	ond to Questionnaire Annual Ass	essment (CBK-IN-1007) - Google	Chrome		-	
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<sup>Edit</sup> ′ou Are Invited to	Respond to Quest	ionnaire Annual Ass	essment (CBK-IN-1	007)		Dismis
etails						
Assignee	Supplier Contact	Questionnaire Title	Annual Assessment	Supplier	CBK Supplier	
From		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 Act				t <u>Respond to</u> tionnaire		
Respond to Questionr						
Respond to Questionr  Nvitation Greetings, You are receiving this noti	fication from company CBK Ente	rprise because you are the contac e us with information that will be u	Ques	<u>tionnaire</u>		ization
Respond to Question  NVITATION Greetings, You are receiving this noti would like to further evalue	fication from company CBK Ente ate, and we hope you can provide		Ct for supplier CBK Supplier. We useful in the evaluation process.	<u>tionnaire</u>		ization
Respond to Question     Nuitation     Greetings,     You are receiving this noti     would like to further evaluat     Access the questionnaire	fication from company CBK Ente ate, and we hope you can provide by following the recommended a	e us with information that will be u	Ques ct for supplier CBK Supplier. We useful in the evaluation process.	tionnaire	as one that our organ	



#### **Step 4a: Types of Responses**



Single Selection from a Range of Choices / Values

Free Text Response <u>NB</u>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**

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Title Annual Assessment	Supplier	CBK Supplier		Status D	raft					
Procurement BU CBK Business Unit	Supplier Site			Due Date 15	5-Jun-	2023 1	2:00 A	М		
Requested By	Responder	Supplier Contact		Attachments No.	ne					
tions			Progress	Section	•	1. Cor	nmunic	cation		•
unication					l.					
_ b. No Comments			1							
* 2. Do you have the latest means of communication to answer queri	es put forth to them?									
🔵 b. No										
b. No Comments			le le							

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**

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Tit	e Annual Assessment	Supplier	CBK Supplier			Status Draft					
Procurement B	U CBK Business Unit	Supplier Site				Due Date 15-Jun	-2023 12:	00 AM			
Requested E	У	Responder	Supplier Contact		Atta	chments None					
Questions				Progress		Section	1. Com	nunicatio	n	~ )	
Communication											
* 1. Is your account	management team or liaison dedicated to follo	ow up on queries?									
ia. Yes	Attachmente Nono										
	Attachments None										
🔵 b. No											
Comments											
				li							
* 2. Do you have th	e latest means of communication to answer qu	ueries put forth to them?									
a. Yes											
🔵 b. No											
Comments											
				li						(i)	
						Section	1. Com	municatio	on	~	

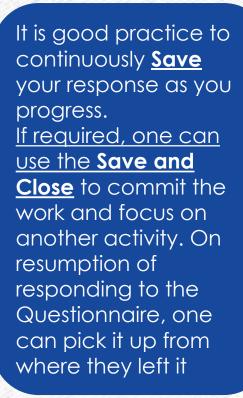
The Questionnaire may have multiple sections, to Navigate one use the **Drop Down** List and Select the desired Section or Scroll Sequentially using the **Back (<)** or **Forward (>)** Buttons



#### **Step 4d: Save and Save and Close**

<ul> <li>Oracle Fusion Cloud Applications X</li> <li>✓ Downloads</li> <li>✓ Constant</li> </ul>	Respond to Que	estionnaire: Annua 🗙	+		$\checkmark$	-	٥	×
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Respond to Questionnaire: Annual Assessment $\oslash$				Save	Save and Close	Sub <u>m</u> it	<b>C</b> ancel	
					Tim⊾ ⊃e Last ≿		ndard Tim )23 4:24 AM	
▲ Questionnaire			1540a - 1540a	1997 - 10 - 1975 - 19				
Title Annual Assessment	Supplier	CBK Supplier		Status	Draft			
Procurement BU CBK Business Unit	Supplier Site			Due Date	15-Jun-2023 12:0	D AM		
Requested By	Responder	Supplier Contact		Attachments	None			
Questions Financial Health		Progre	ess	Section	4. Financial He	alth	~	Å
* 7. What is the average yearly revenue of your organization for the past 10 Years?								
<ul> <li>b. &gt; 5 Million &lt; 25 Million USD</li> <li>Response Attachments None</li> </ul>								
◯ c. > 25 Million < 50 Million USD								
O d. > 50 Million < 100 Million USD							$\overline{i}$	
O e. > 100 Million USD								
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### **Step 4e: Optional and Mandatory Questions**

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Central Bank of Kenya	Serror Messages for this page are listed below.	× C P 🖓 sc
Respond to Questionnaire: An	<ul> <li>You can't submit the questionnaire because question 12 in section Quality requires a response. (POQ-3645094)</li> <li>You can't submit the questionnaire because question 13 in section Quality requires a response. (POQ-3645094)</li> <li>You can't submit the questionnaire because question 14 in section Service &amp; Innovation requires a response. (POQ-3645094)</li> <li>You can't submit the questionnaire because question 15 in section Service &amp; Innovation requires a response. (POQ-3645094)</li> </ul>	Save and Civ.           OQ-3645094)           DQ-3645094)           Last Saved 14-Jun-2023 4:25 p.
Questionnaire		OK
Title Annual Assessme		Status Draft
Procurement BU CBK Business Un	t Supplier Site	Due Date 15-Jun-2023 12:00 AM
Requested By	Responder Supplier Contact	Attachments None
Questions Operational Excellence	Progress	Section 4 5. Operational Excellence V
	for <b>Customer Complaint Handling</b> (non-conformities)? es are qualified and controlled, non-conformities are identified, and preventive and corrective lease describe.	
🔵 a. Yes		
) b. No		
Response Attachments None	+	
Comments		

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

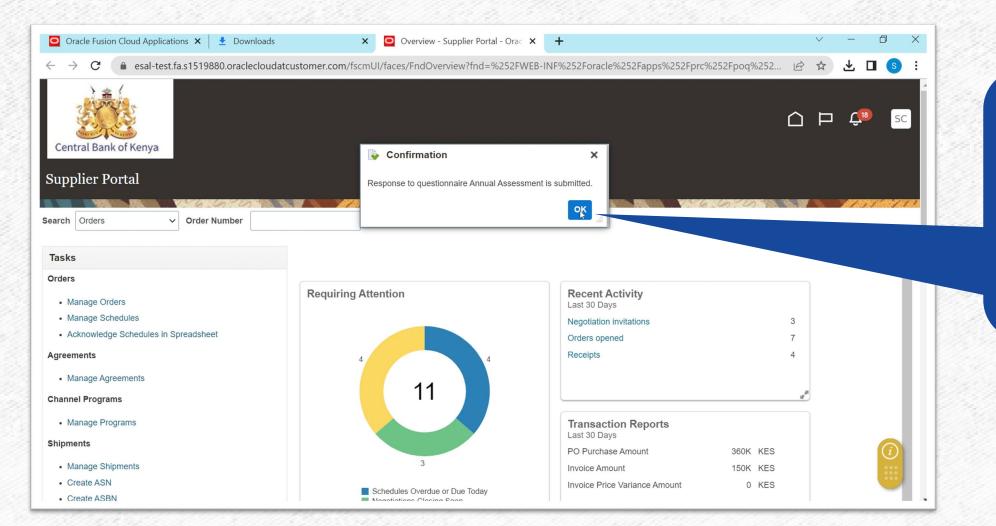
### **Step 5: Submission of Response**

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Central Bank of Kenya		Ć ⊨ Ç <sup>™</sup> sc
Respond to Questionnaire: Annual Assessment (?	$\mathbb{D}$	Save Save and Close Submit
		Time Zone Arabia Stat. Time Last Saved 14-Jun-2023
Questionnaire		
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
Questions	Progress	Section 4 7. Service & Innovation
Service & Innovation		
<ul> <li>* 14. Do you have an Enterprise Resource System (ERP) in place?</li> <li><i>Please describe.</i></li> <li>a. Yes</li> </ul>		
Response Attachments None		
○ b. No		
Comments		
esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/EndOverview		

When all Questions have been responded to and all mandatory attachments add, select the <u>Submit</u> button to commit your Reponses to CBK.



#### **Step 6: Confirmation of Submission**



Supplier Contact will receive a notification stating that the Response has been submitted to the CBK. Select <u>Ok</u> 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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