Central Bank of Kenya

Central Bank of Kenya Plexus ERP i-Supplier Guide

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01 Introduction

The Central Bank of Kenya (CBK) is currently using Plexus ERP system in managing business operations. The system is designed with an i-supplier portal that enables collaborative and timely interaction with suppliers on procure to pay engagements from the comfort of their workplaces or homes.

Consequently, this guideline is developed to assist prospective and existing suppliers to navigate the CBK i-supplier portal. It covers core processes in procure to pay, ranging from Supplier registration, participation in bids, Invoicing and payments.
Further assistance is available from our vendor management team through the contacts below:-

vendorhelpdesk@centralbank.go.ke

supplies@centralbank.go.ke

02 Supplier Self-Registration Process

To participate in CBK bids a vendor is required to register (if not already registered) as a prospective supplier using the ***link*** below which is also available in the CBK website. CBK supplier registration link:

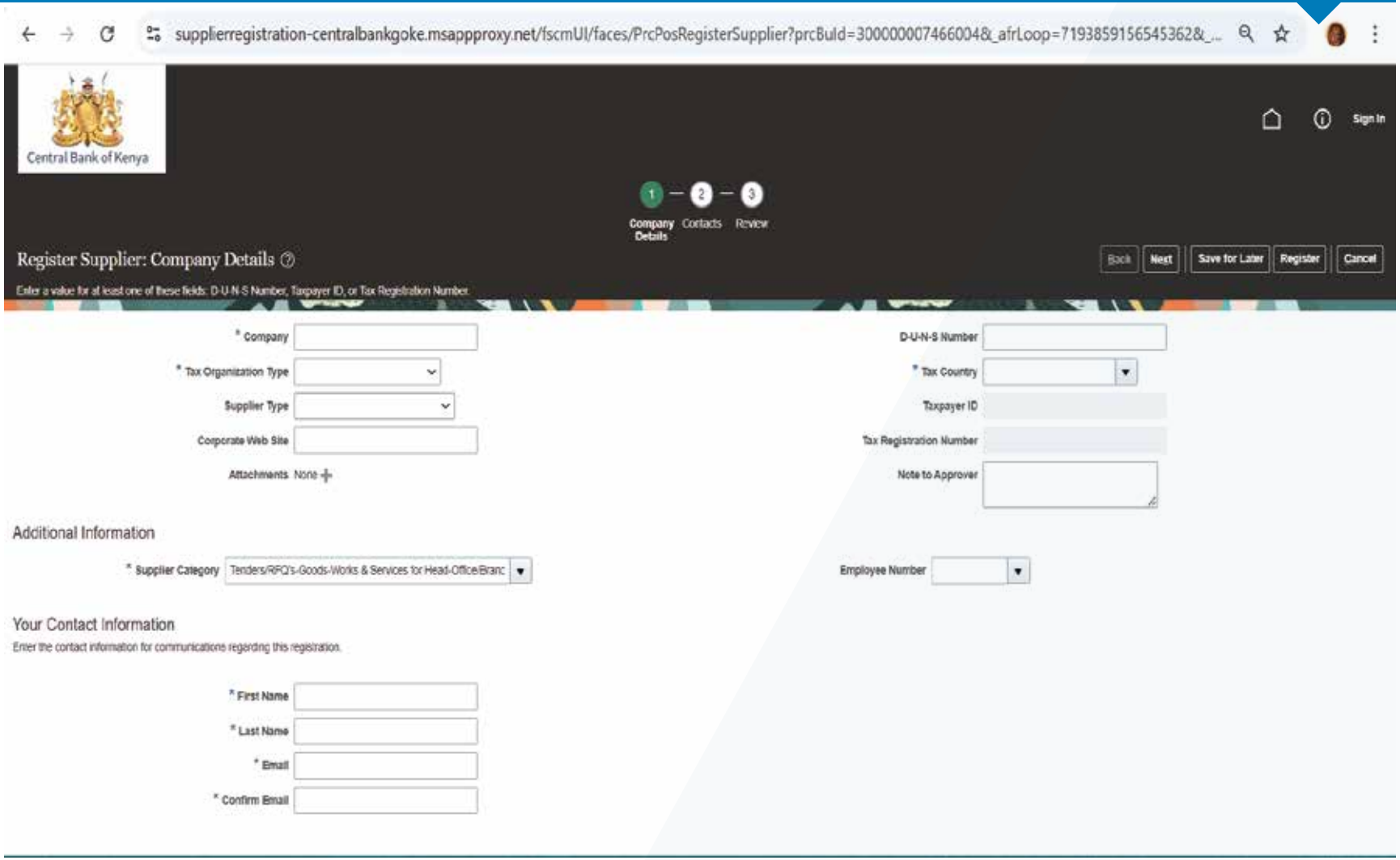
https://supplierregistration-centralbankgoke.msappproxy.net/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000007466004

During the registration process, the vendor is advised to input the following documents/detail;

- Supplier Name
- KRA PIN number
- Contact Person/Name
- Email address
- Mobile Telephone Number
- Attachments: Tax Compliance Certificate, AGPO (where necessary), Certificate of Incorporation/Registration

02 Supplier Self-registration Process

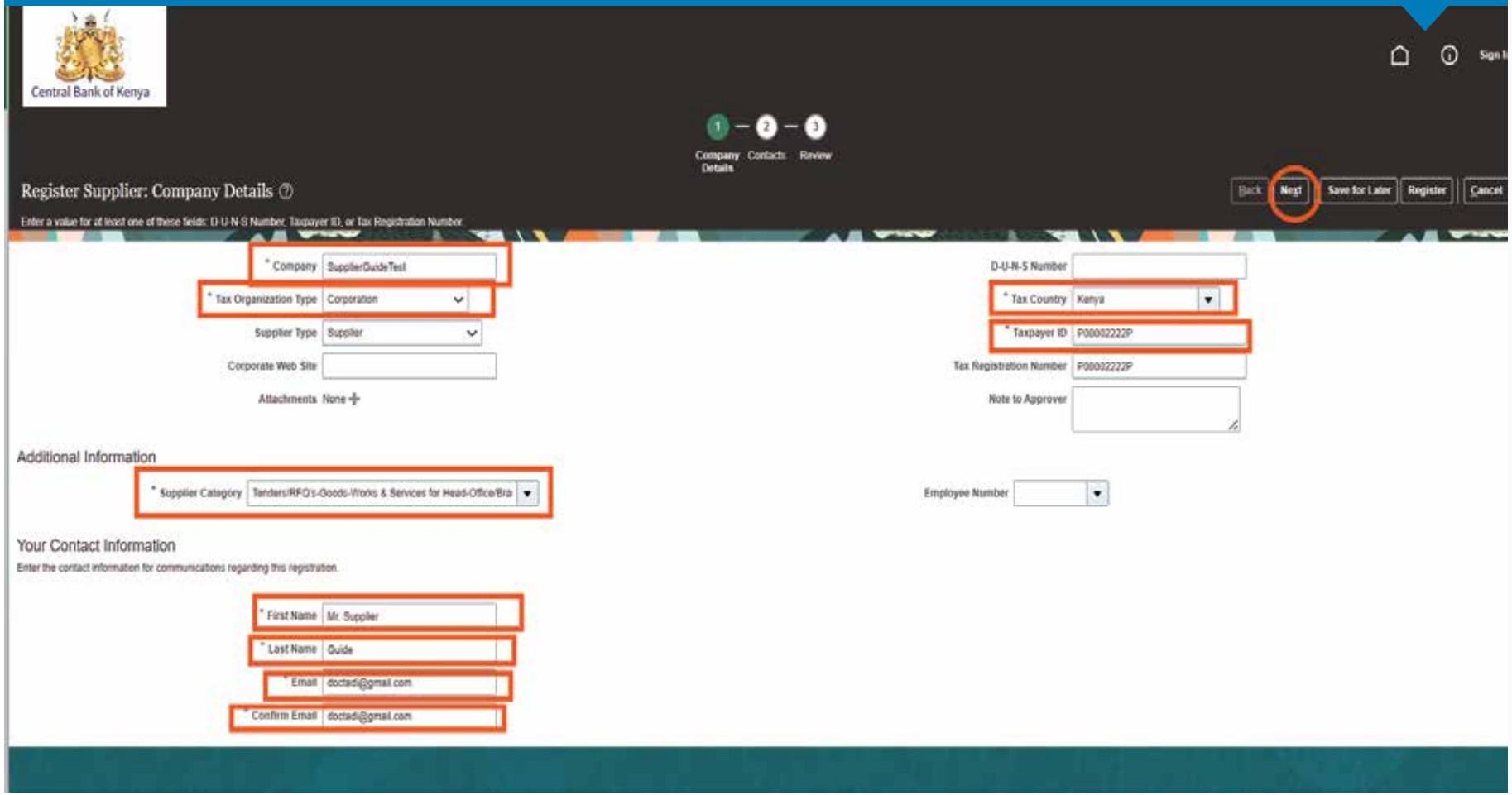
Step One
Click on the Supplier registration link to open the page displayed on the left



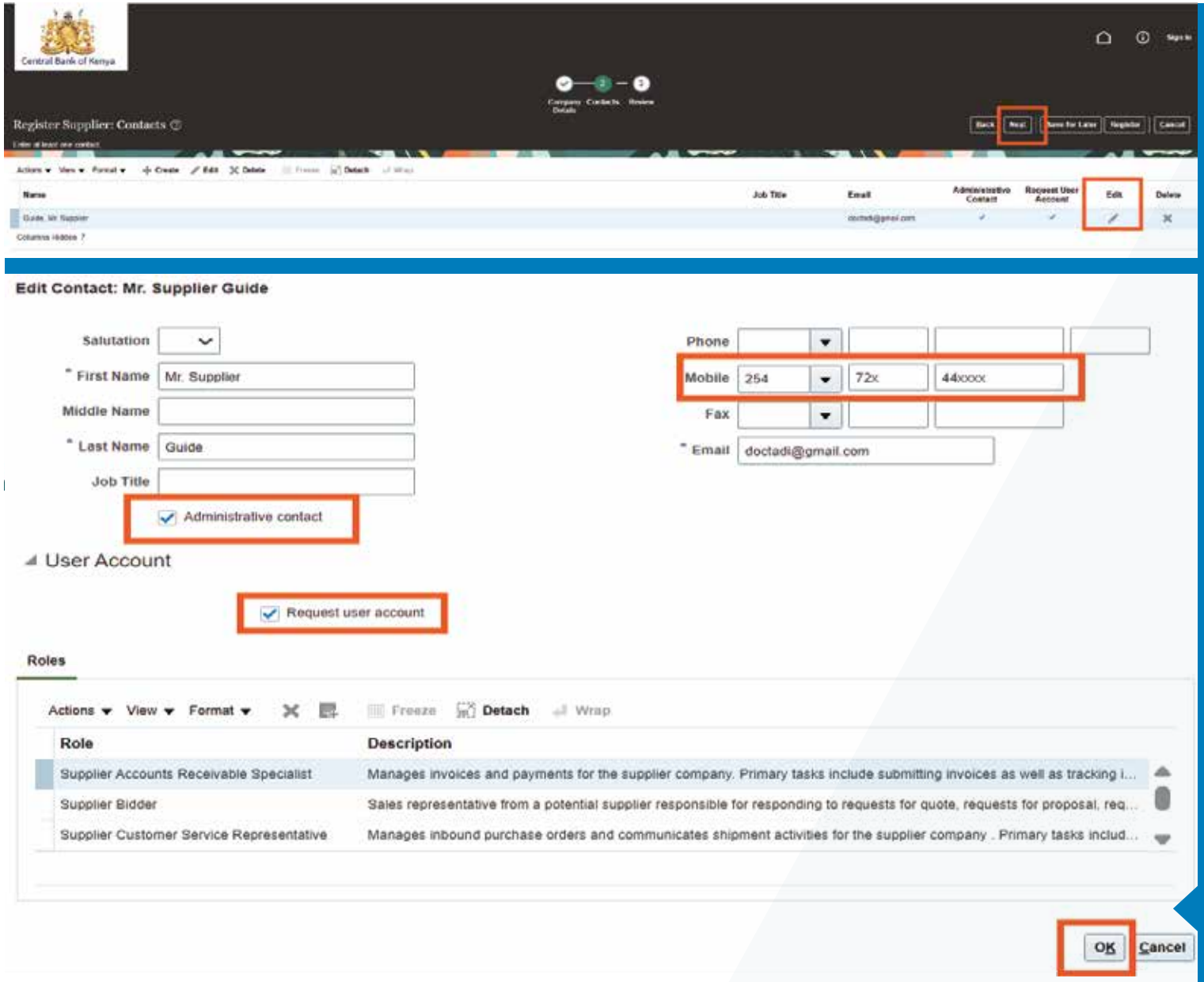
02 Supplier Self-registration Process

Step two

- Fill in your details correctly in the fields provided
- Note- Fields marked with * asterisks are mandatory and must be filled to progress to the next stage
- After filling your details click on "Next"



02 Supplier Self-registration Process



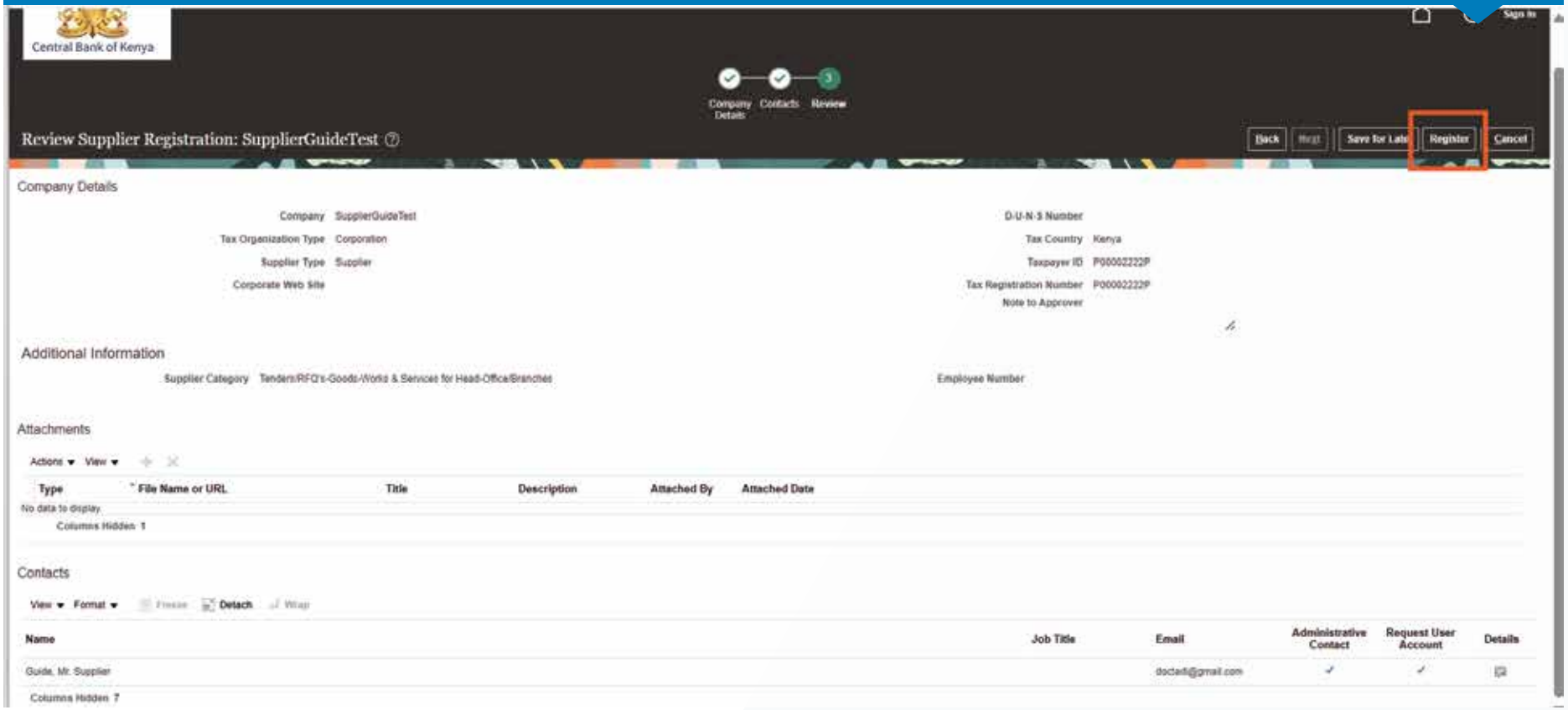
Step three

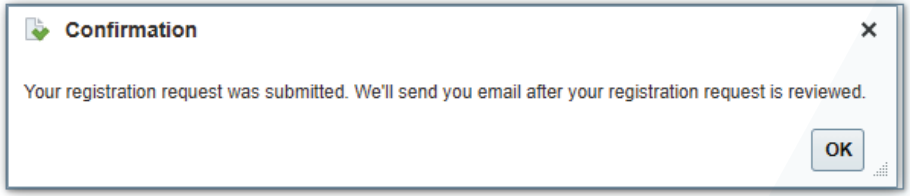
- Click on the Pencil icon to edit your contact details Fill in your cell phone number in the format provided herein
- Type your email address in the respective field
- Check the boxes labeled "Administrative Contact" and "Request User Account"
- Click "OK" then "Next" to continue

02 Supplier Self-registration Process

Step four

- Review your details and click on "Register"
- You will receive a notification that your registration request has been submitted





02 Accessing i-supplier portal

- Open the email address you provided as your contact.
- You will receive three emails.
- The first email will inform you "Your registration request was Approved"

Supplier Registration Request 1494013 Was Approved Inbox x

esal-erpupgrade@centralbank.go.ke 2:28 PM (3 minutes ago)

to doctadi

CBK Enterprise (CBK Business Unit)

Your Supplier Registration Request was Approved

Request Number	1494013
Request Date	15 April 2025
Requested By	Guide, Mr. Supplier
Company	SupplierGuideTest

An ImageUser account information will be sent in a separate email.

02 Accessing the i-supplier portal

- The second email will inform you "Supplier Contact User Account for CBK Enterprise Was Created"

2 of 9,741

FYI: Supplier Contact User Account for CBK Enterprise Was Created Inbox x

esal-erpupgrade@centralbank.go.ke 2:29 PM (2 minutes ago)
to doctadi

Supplier Contact User Account for CBK Enterprise Was Created

Details

Assignee	Mr. Supplier Guide	Supplier	SupplierGuideTest
Assigned Date	15-Apr-2025 2:29 PM	Supplier Number	21907
Expiration Date	15-May-2025 2:29 PM		
Task Number	3083498		

Recommended Actions

You were granted access to the supplier application for CBK Enterprise. A separate email will be sent to you with the instruction to access the application.

Access the application.

User Account Details

Assigned Roles

03 Accessing the i-supplier portal

1 of 9,741

Central Bank of Kenya | Supplier Registration Inbox x

noreply@aquera.com 2:31 PM (2 minutes ago)

to doctadi

Name : Mr. Supplier Guide

Email : doctadi@gmail.com

Username : doctadigmail@sup.centralbank.go.ke

To reset your password, please use Microsoft's Self Service Password Reset Portal by clicking here.

After resetting your password, please log in using your Username and Password through the link here.

For assistance, reach out to the Vendor Help Desk at vendorhelpdesk@centralbank.go.ke.

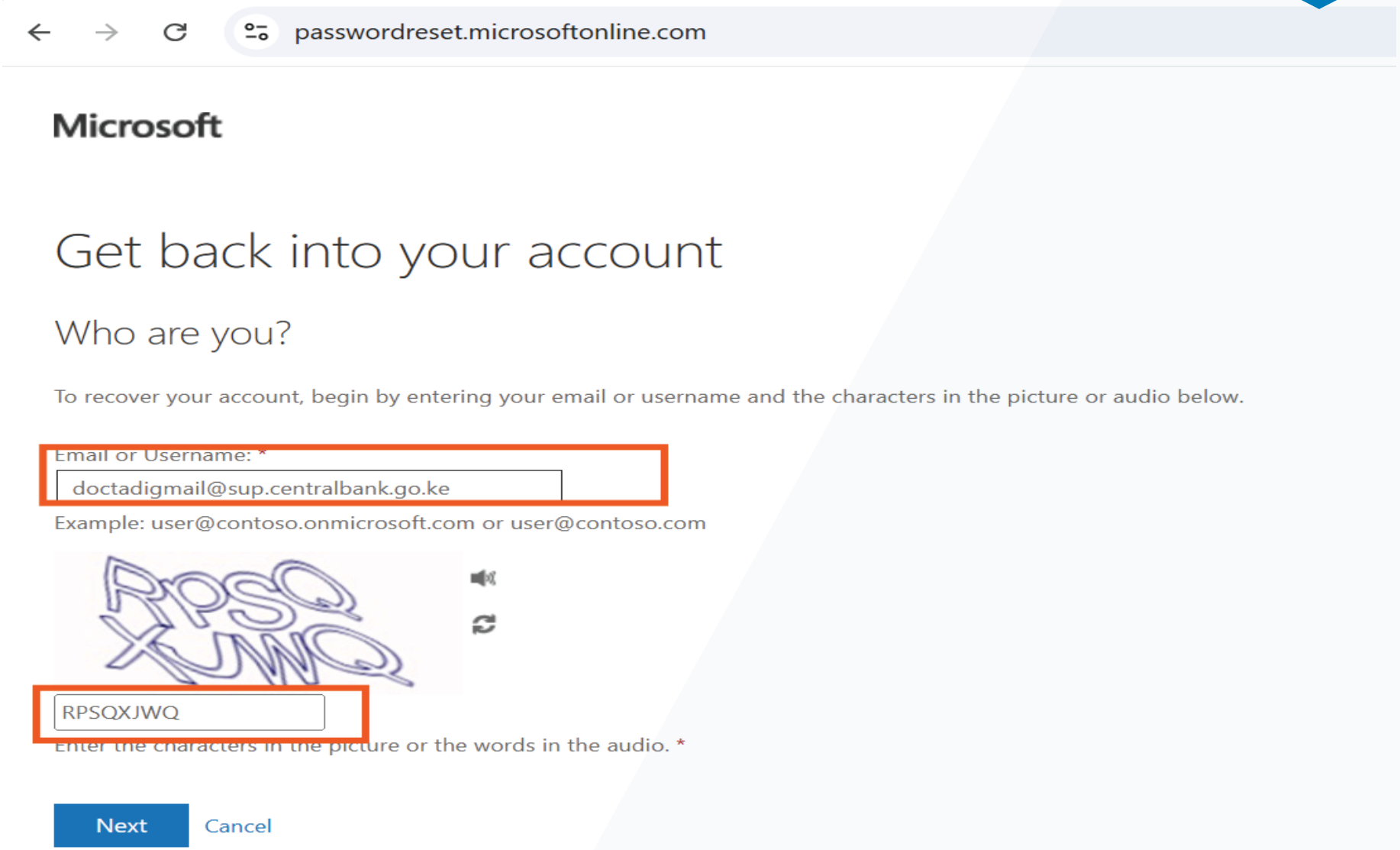
Thank you!

This e-mail has been sent by Aquera on behalf of Central Bank of Kenya

- The Third email is sent by aquera.com on behalf of Central Bank of Kenya(CBK).
- It delivers three important requirements to enable progression to the next stages:
  1. Username
  2. Link to reset your password
  3. Link to access the i-supplier portal
- Click on the link to reset your password

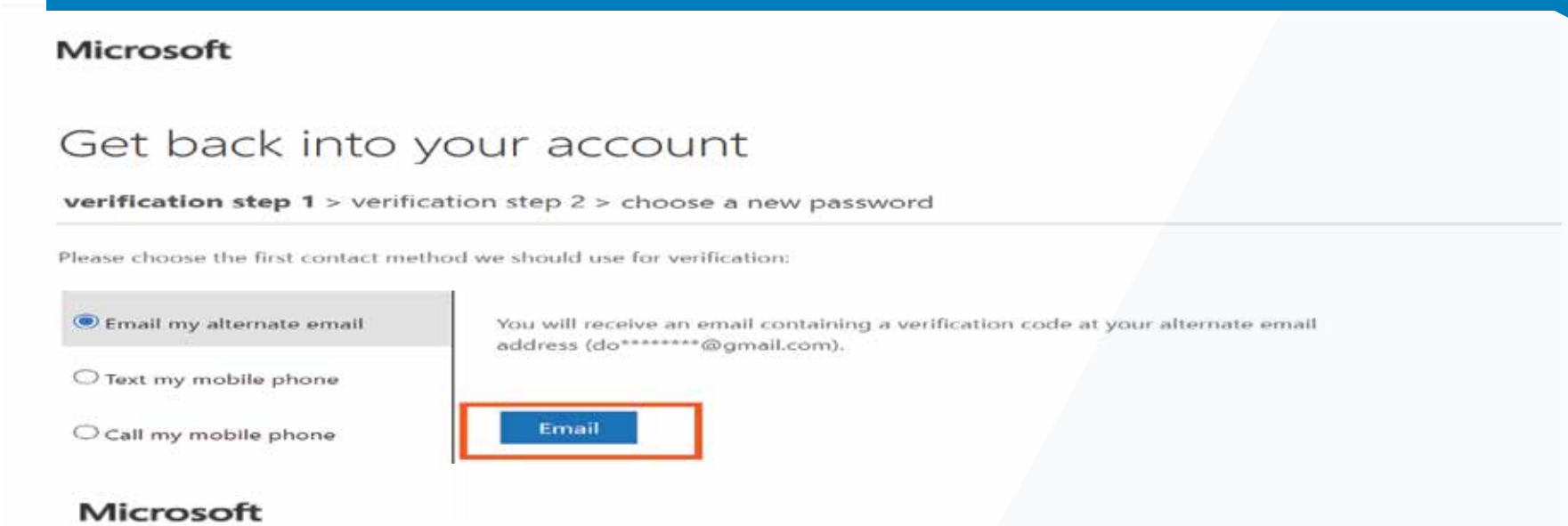
03 Accessing the i-supplier portal

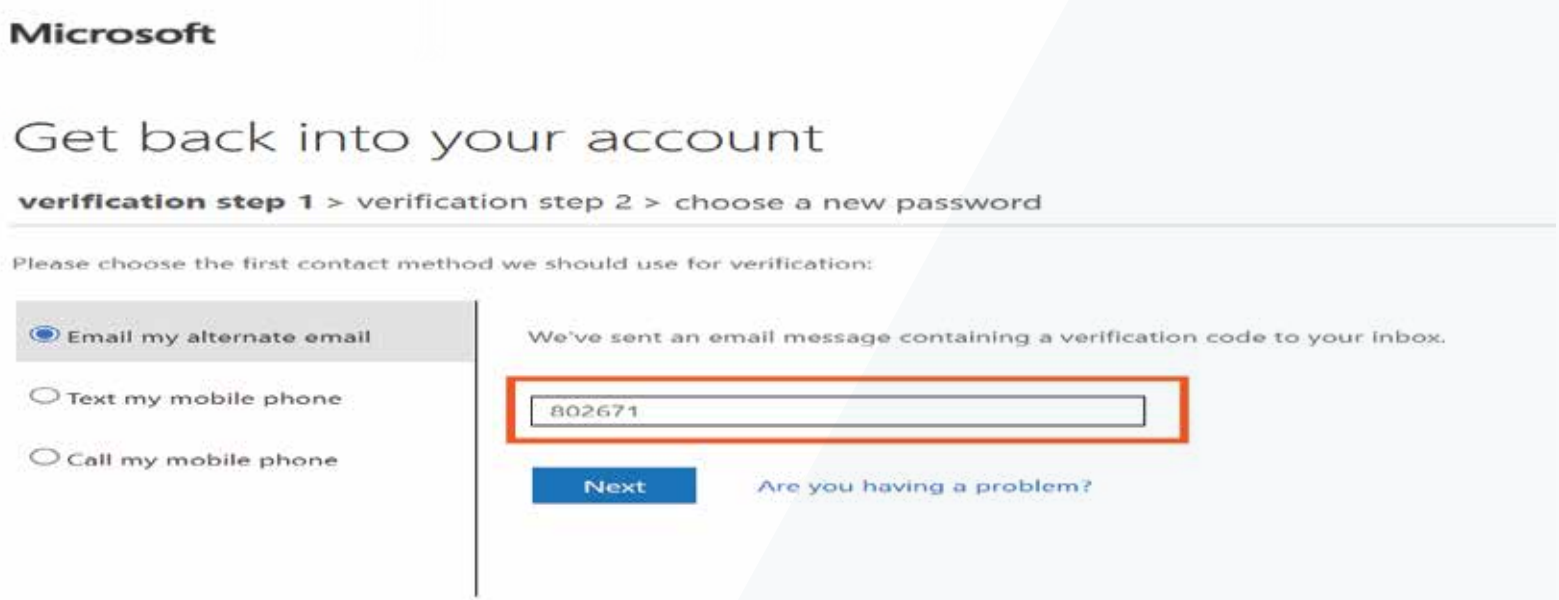
- Type the username provided in the email and the CAPTCHA correctly in the respective fields and click "Next"



03 Accessing the i-supplier portal

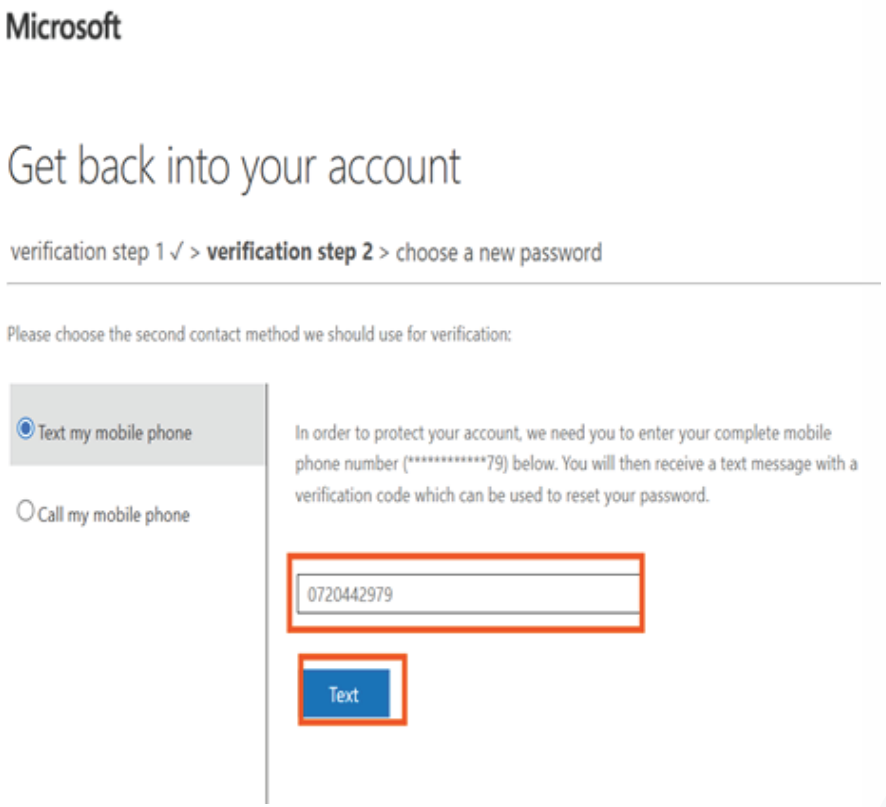
- Click on the field labeled "Email" to receive a code into your email.
- Type the code in the appropriate field and click 'Next' to proceed.

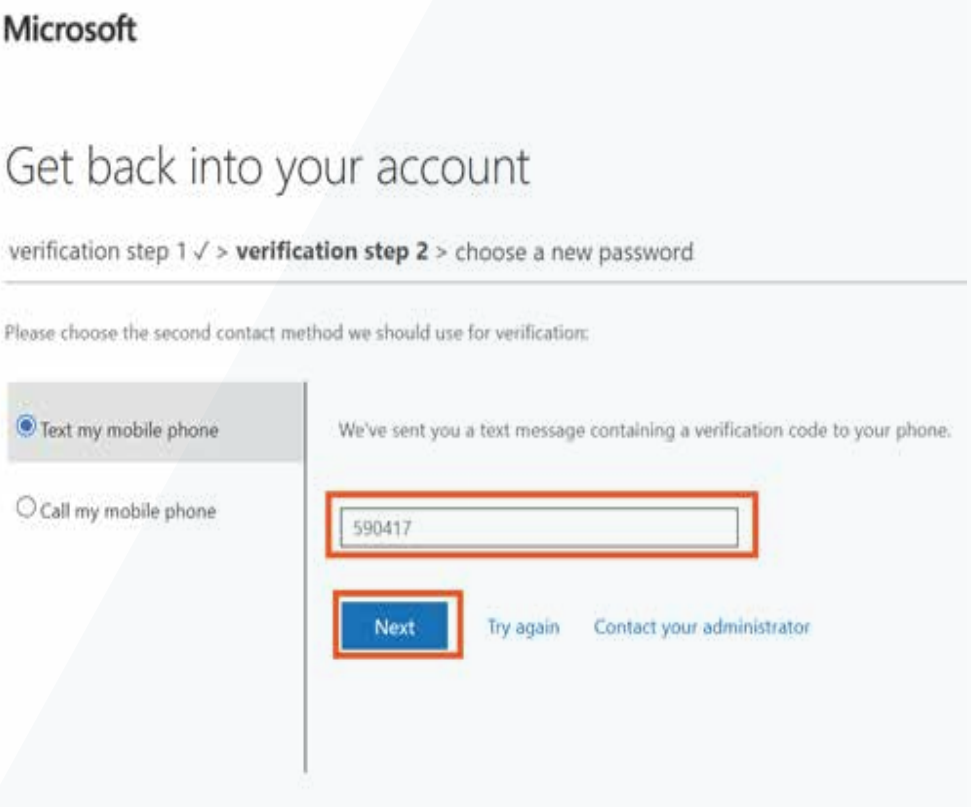




03 Accessing the i-supplier portal

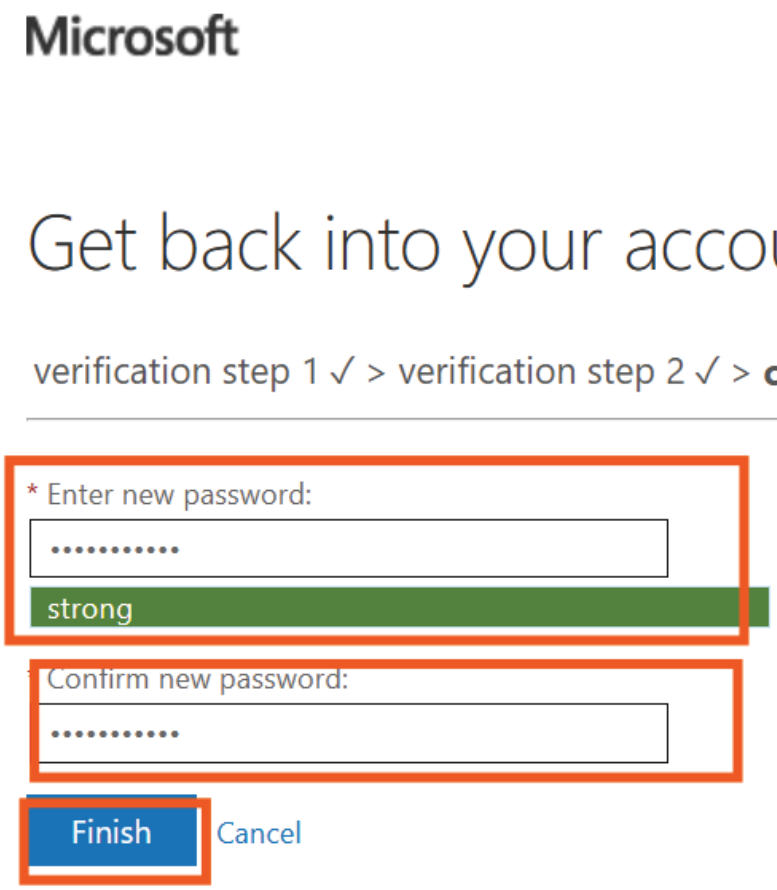
- Type your Cell phone number in the respective field and click "Text"
- You will receive a code on your Cell phone.
- Type the code in the appropriate field and click "Next"

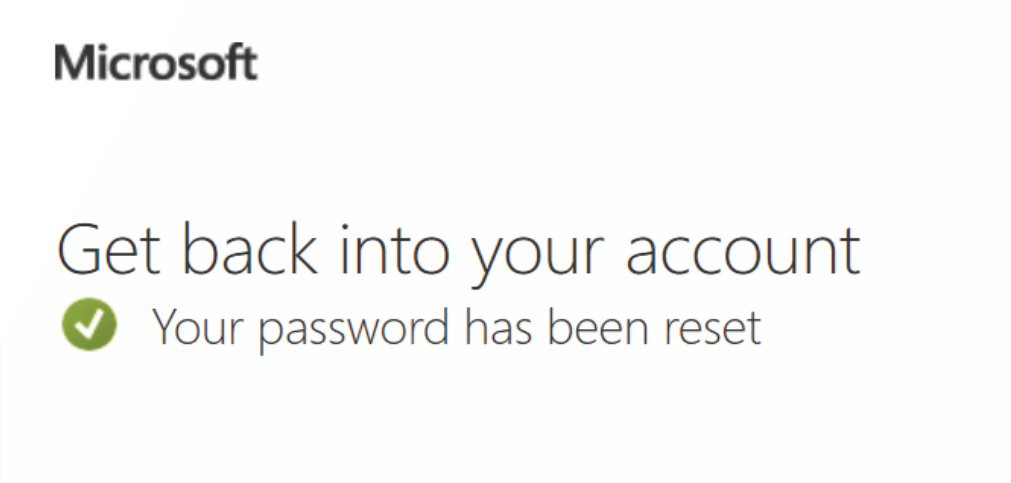




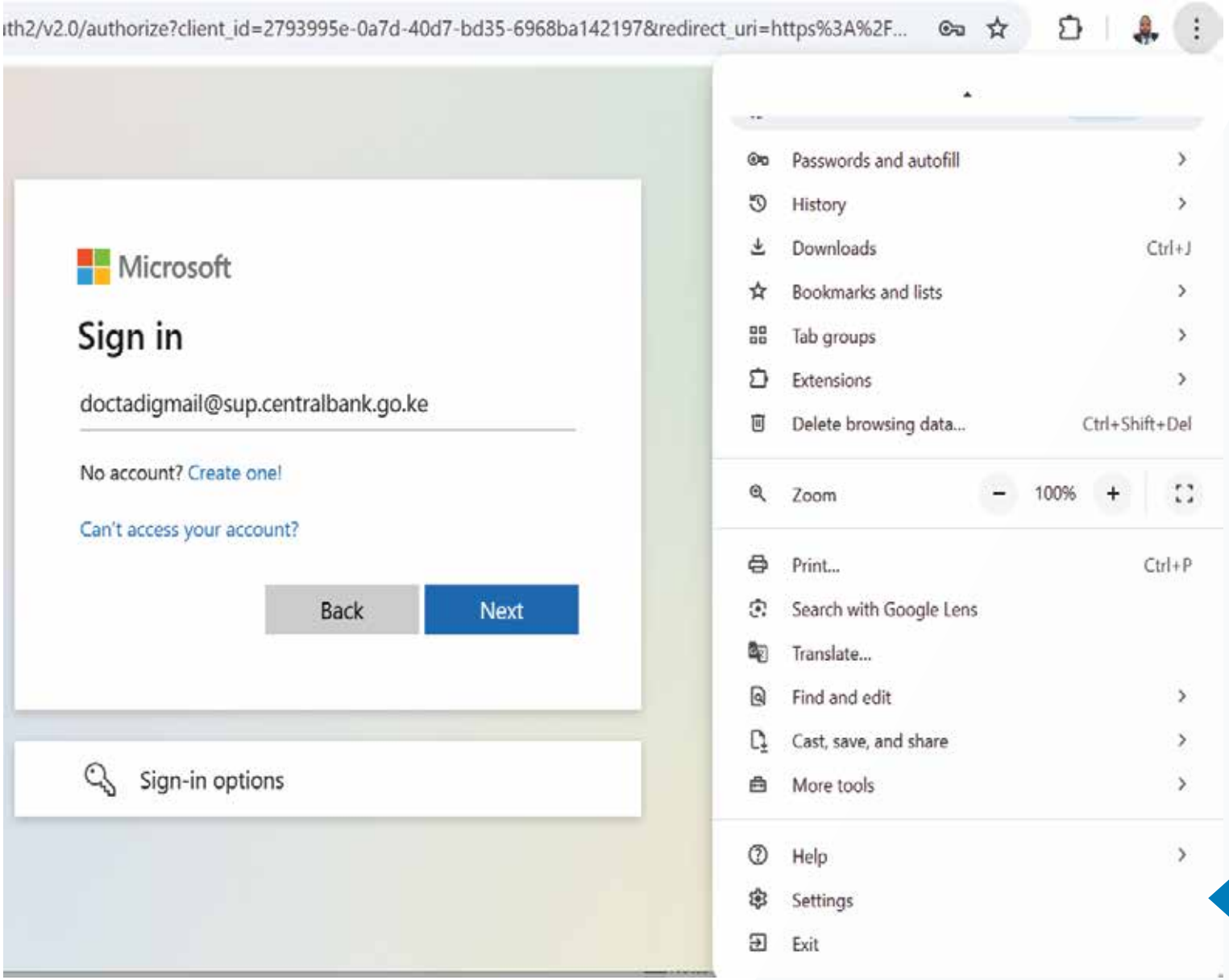
03 Accessing the i-supplier portal

- Set your preferred password in the field provided and confirm the same in the second field. Click "Finish"
- You will receive confirmation that 'Your Password has been reset'.
- You will also receive an email from Microsoft on behalf of CBK confirming the same.



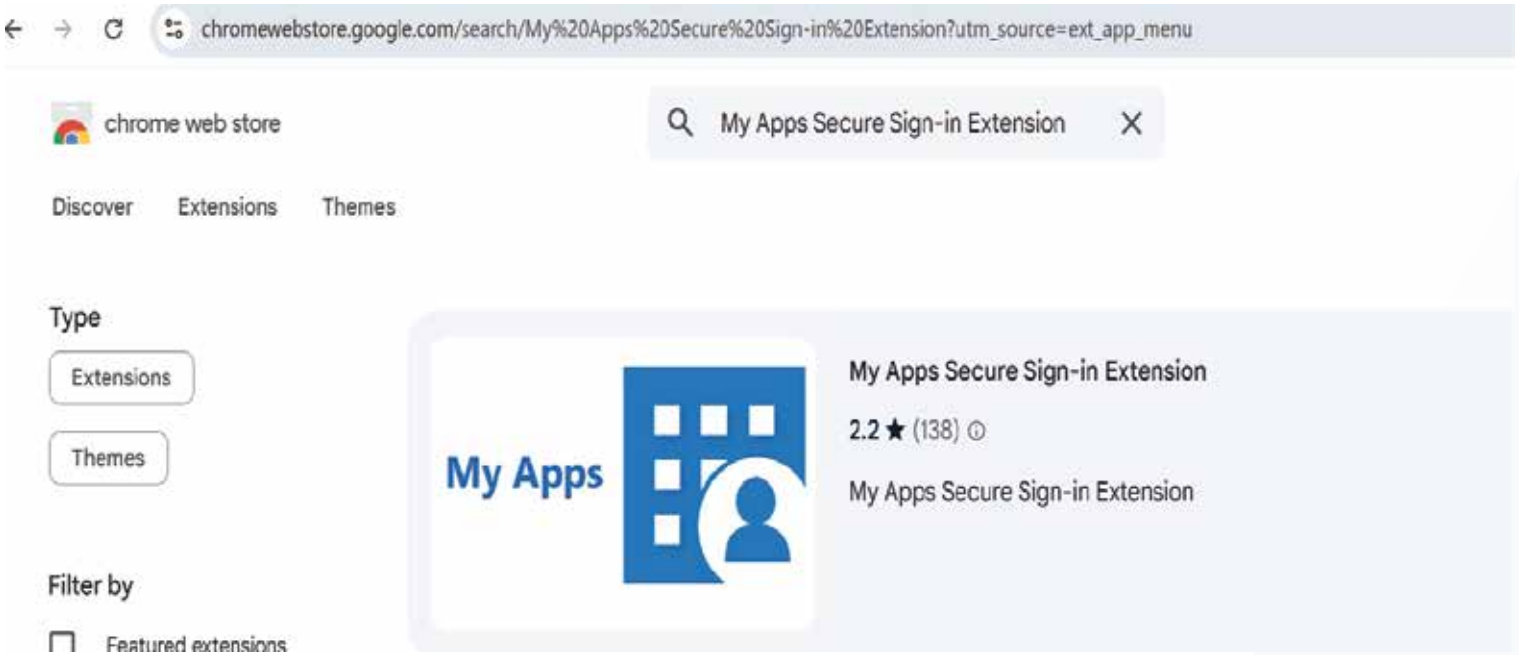


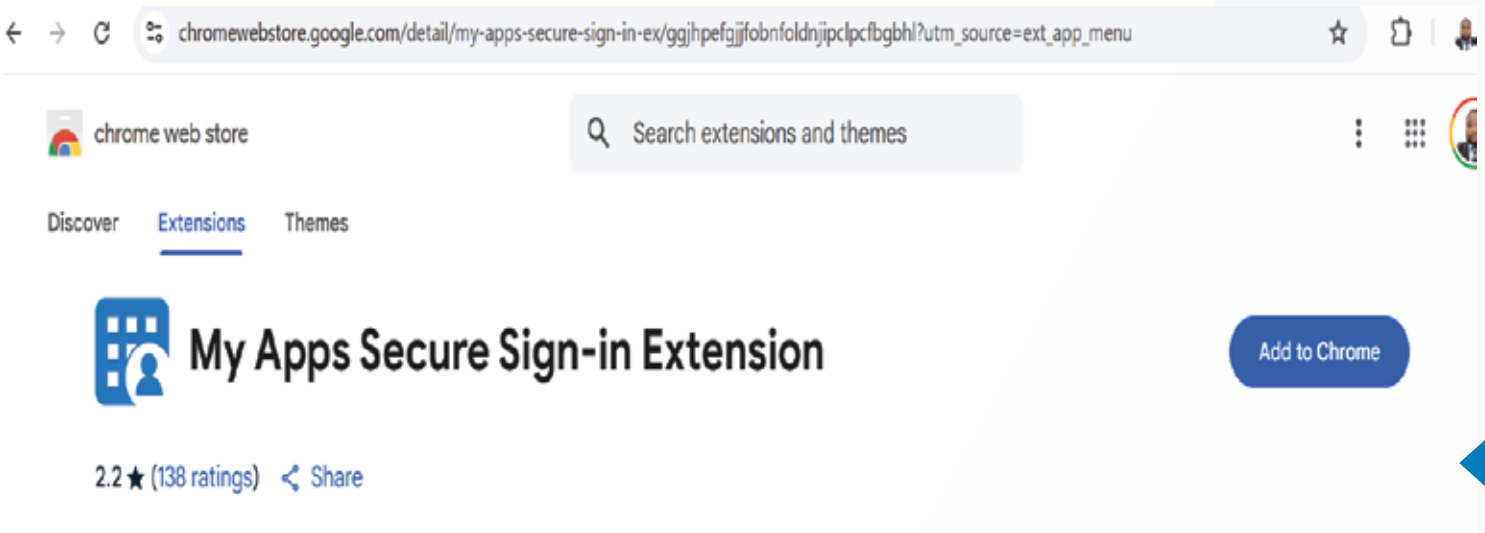
03 Accessing the i-supplier portal



- Go back to your email and open the noreply email received earlier
- Click on the link "To access the portal click "here"
- Ensure it opens on "Chrome" or "Microsoft Edge" browser. The URL will contain "myapplications.micro-soft.com"
- Before signing in, click on the three dots on top right of your browser to access settings and install "My Apps Secure Sign-in Extension" on your browser.

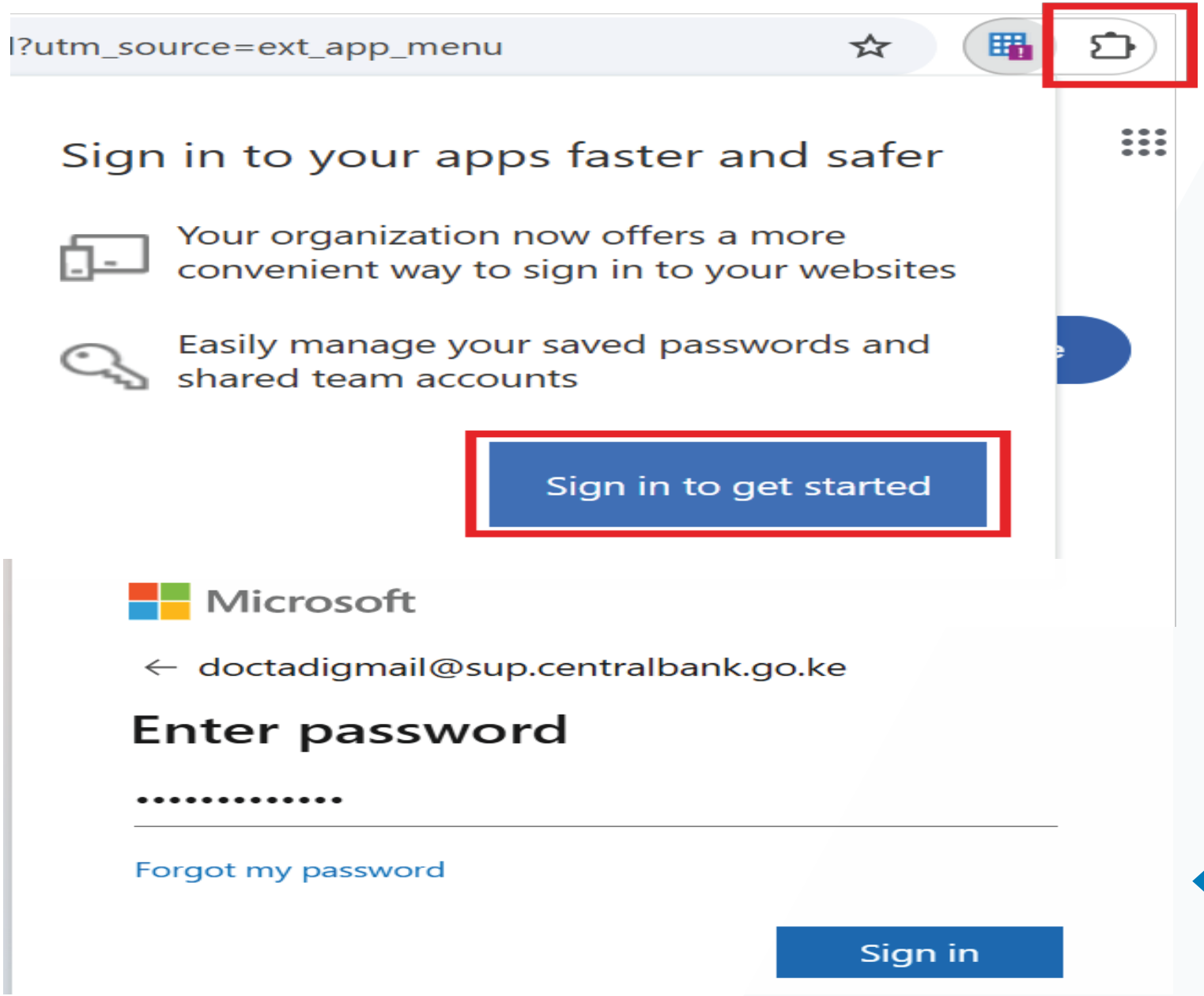
03 Accessing the i-supplier portal





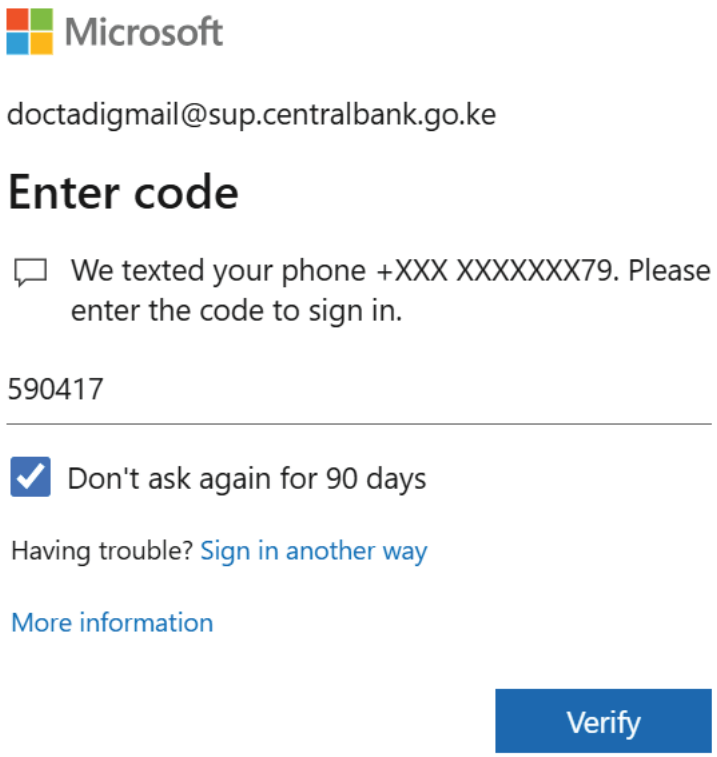
- Go to Extensions.
- Search for "My Apps Secure Sign-in Extension"
- Click on the "My Apps Secure Sign-in Extension" icon.
- Click on "Add to Chrome" then click "Add extension" on the pop up.
- You will receive a pop up informing you the extension has been added to Chrome.

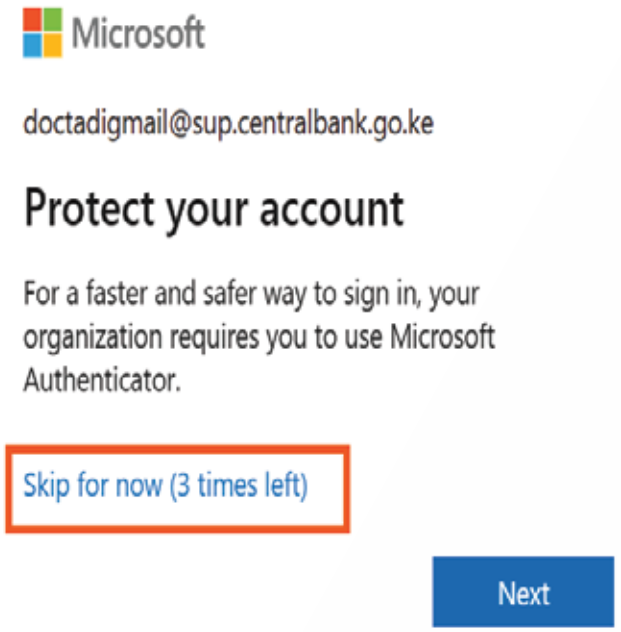
03 Accessing the i-supplier portal



- The Extension will appear like a "broken gear" icon on top right on your browser.
- Click on the "My Apps Secure Sign-in Extension" icon.
- Click on "My apps secure sign on"
- Sign in to get Started using your username and the password that you had previously reset.

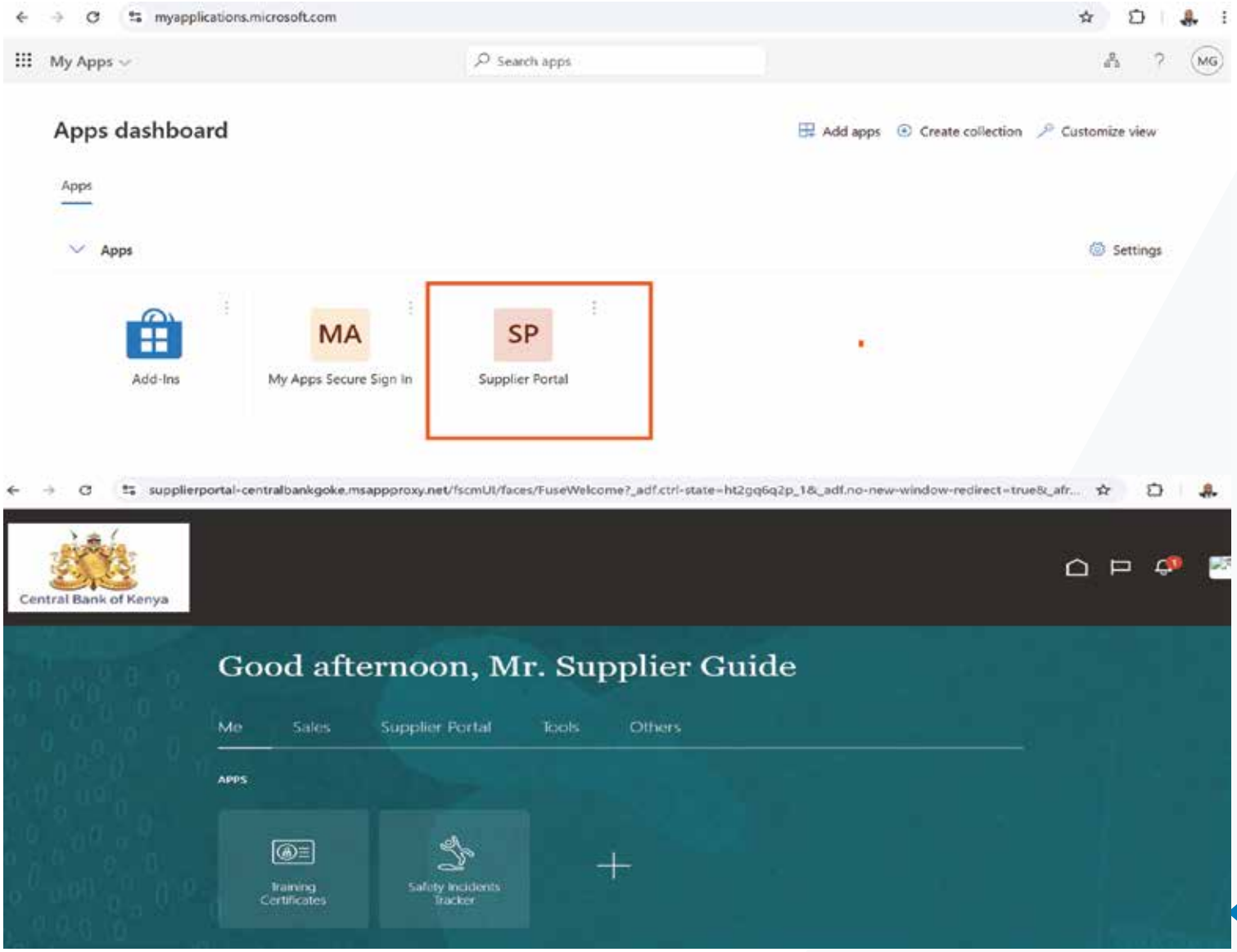
03 Accessing the i-supplier portal





- After clicking on the "Sign in" a new window will require you to authenticate the login with your cell phone number by sending a code to your cell phone
- Enter the code in the appropriate field and click Verify
- On the next pop up click on "Skip for now (3 times left) and click "Next"
- You will receive a confirmation that you are now successfully Signed in.
- Close the Tab

03 Accessing the i-supplier portal



- Go the Previous tab by "myapplications.microsoft.com" and refresh the tab
- There will be three icons. Click on the "Supplier portal icon to access the CBK i-supplier landing page.
- Note. The landing page might load slowly as your machine establishes connection for the first time.
- Once page is successfully loaded, you can now navigate the portal to Manage your Supplier profile, participate in CBK bids, and monitor activities like Invoices and payments.

04 Managing Supplier Profile

FOREWORD

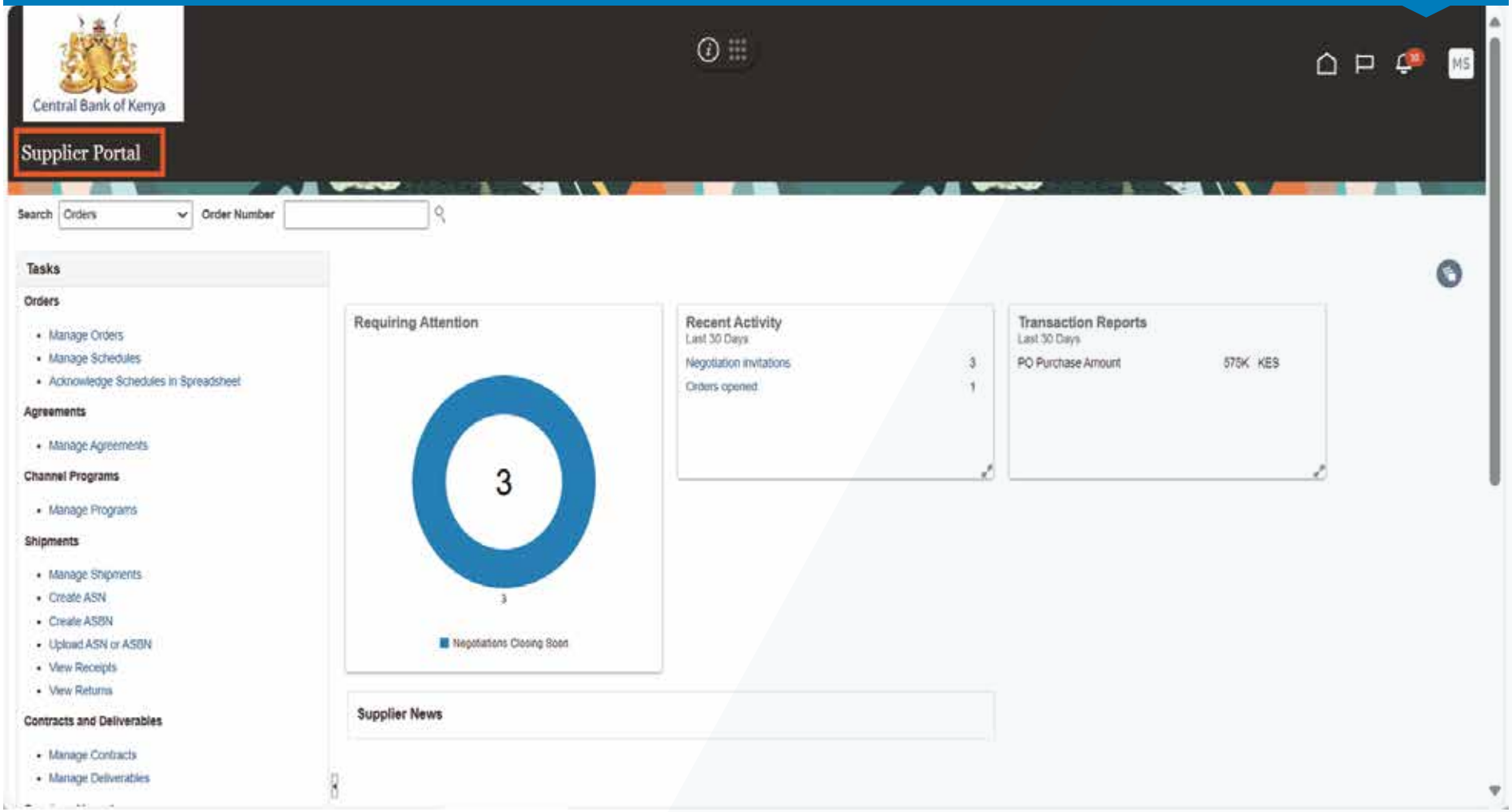
- In the event vendor details require amendment, the supplier's self-service Administrator is enabled to make changes on the supplier profile in the portal.
- Changes in supplier's profile may range from:
  - Supplier Name
  - Bank Account details
  - Contact person
  - Telephone number
  - Email address etc.
- A change of Supplier's Name and Bank Account Number must be supported with documentary prove which should be scanned and attached when submitting the change request.
- ***Note:*** Once changes are done on the supplier profile, the administrator submits the change request to CBK for approval. It is only after being approved that the changes become effective.

04 Supplier Profile Change by Supplier

- Navigate to Supplier Portal
- Click on Supplier Portal Icon

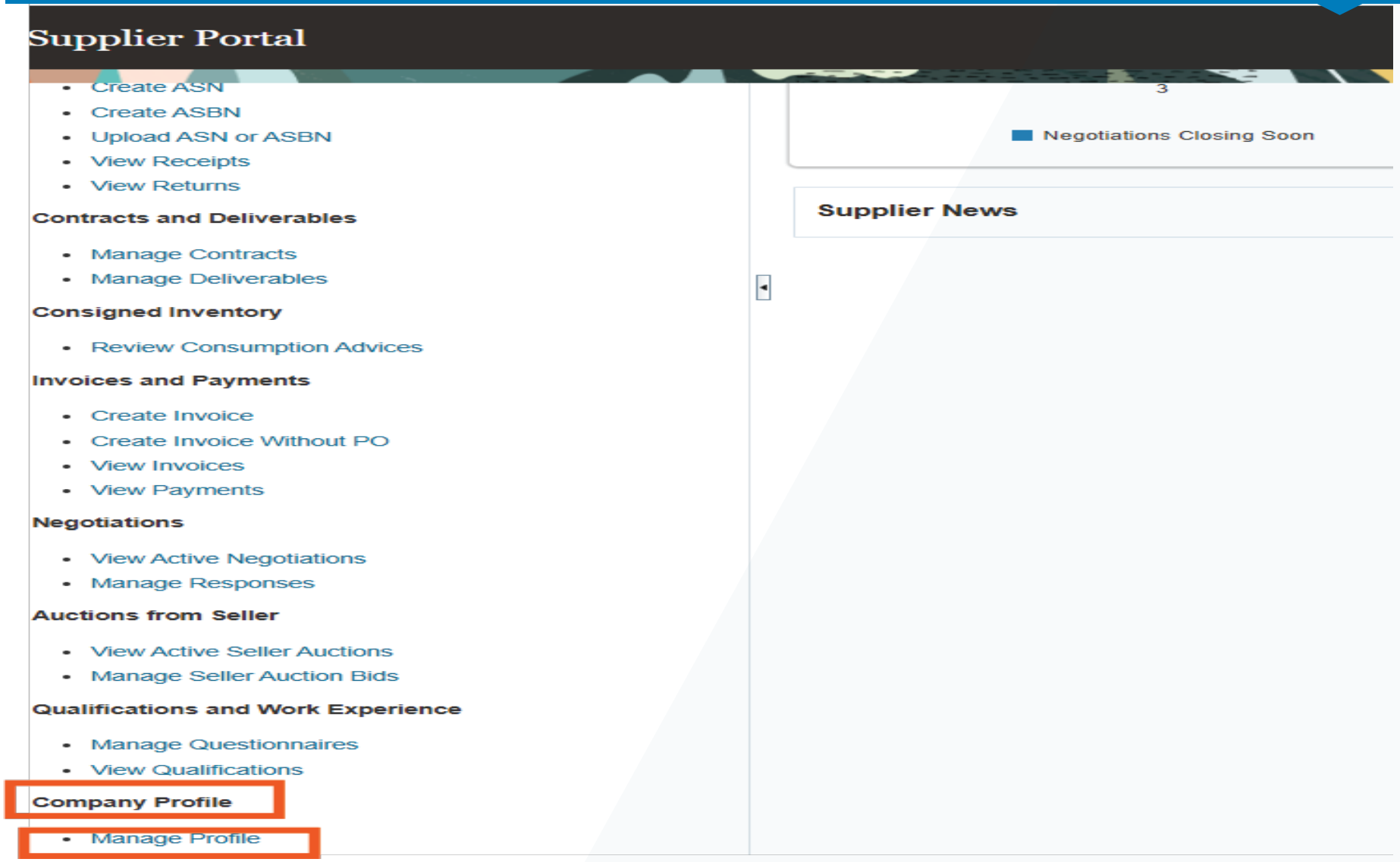
04 Supplier Profile Change by Supplier

- Supplier Portal Overview page will be displayed.



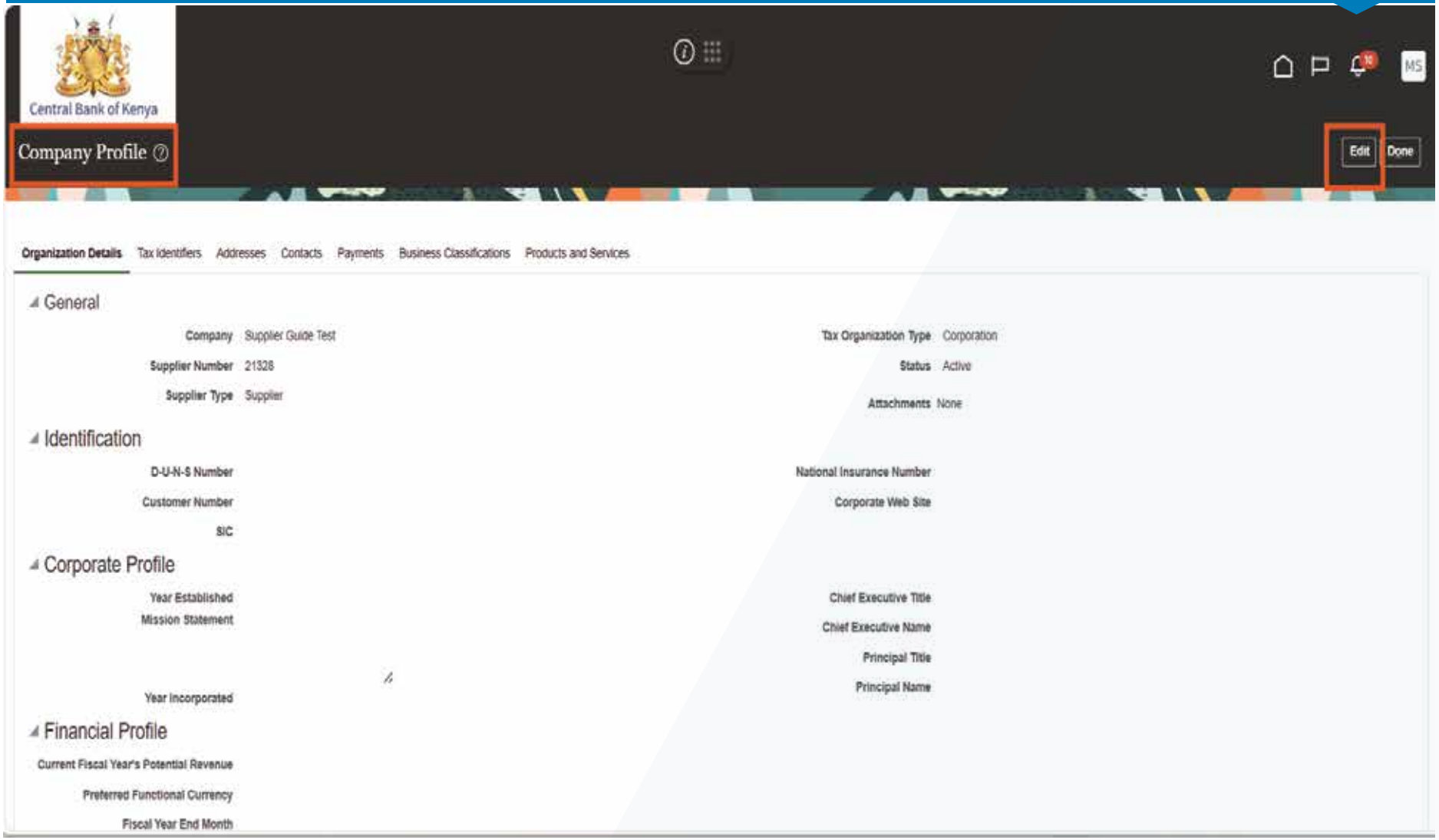
04 Supplier Profile Change by Supplier

- Scroll up to find 'Company Profile' section.
- Click on 'Manage Profile'



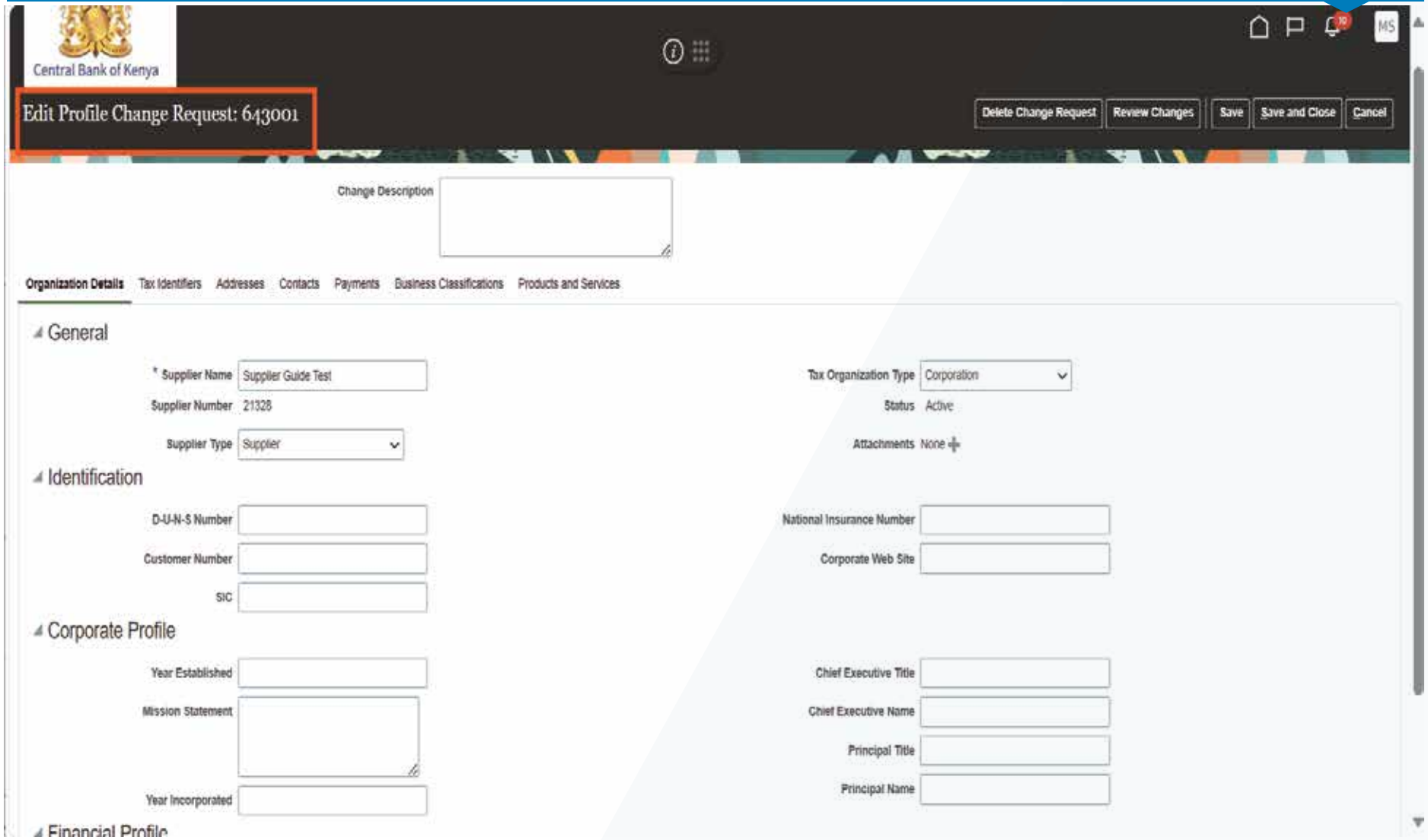
04 Supplier Profile Change by Supplier

- The system will display a Company Profile page.
- Click "Edit" available on the top right-hand side of the Company Profile page.



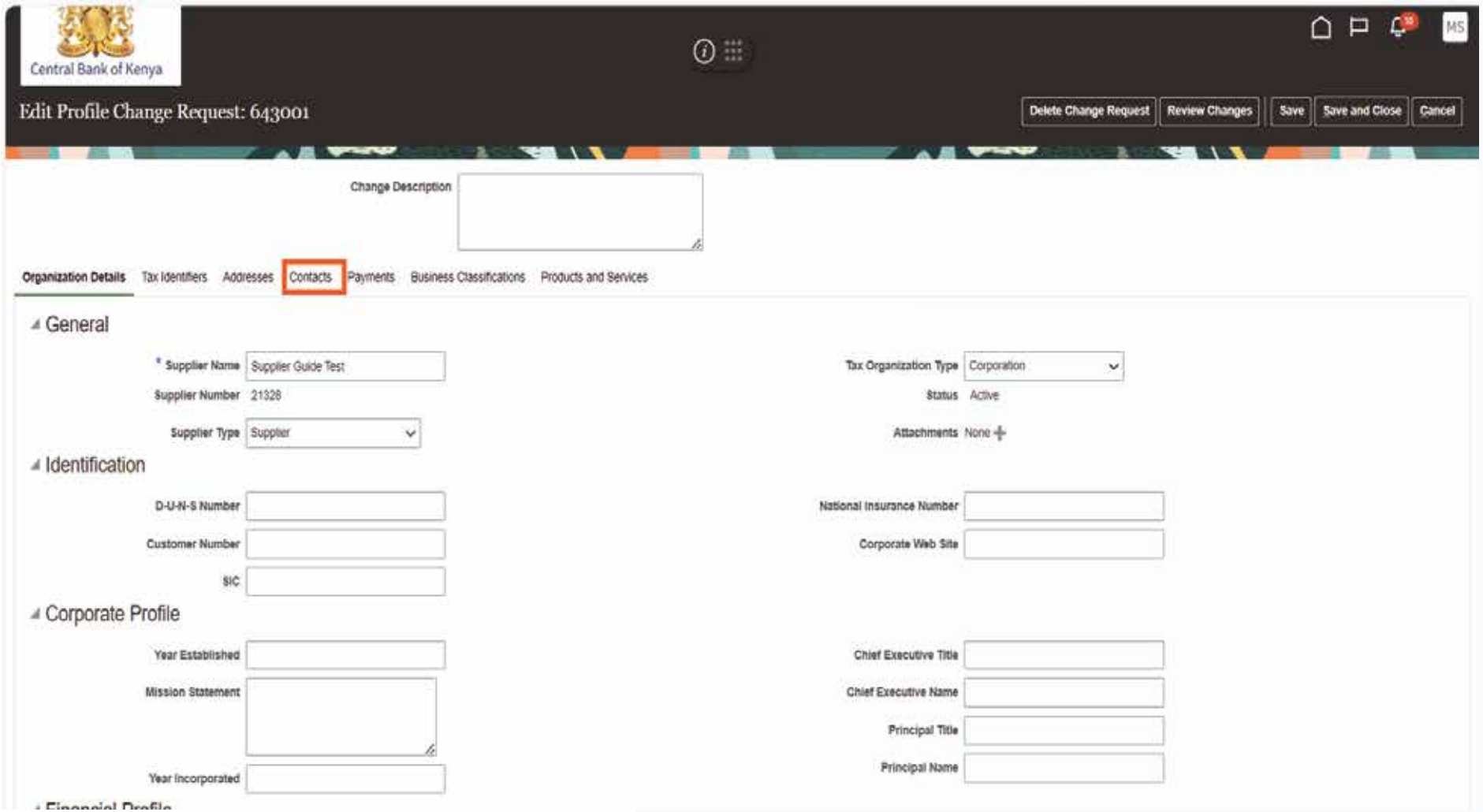
04 Supplier Profile Change by Supplier

- The System Will display Edit Profile Change Request.



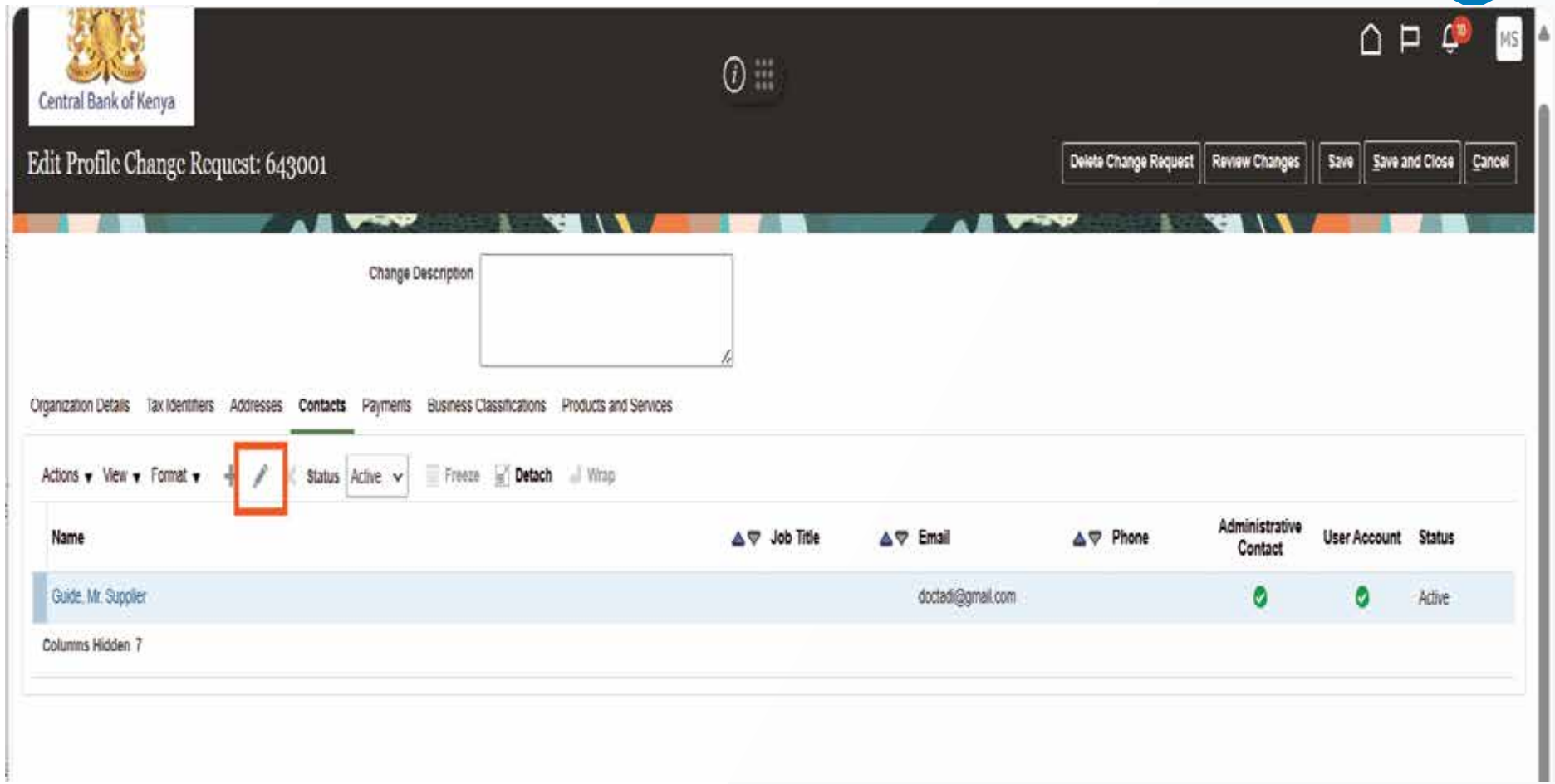
04 Supplier Profile Change by Supplier

- Click on Contacts Tab
- ***Note:*** For demonstration we are updating contact details. But any Supplier information can be updated.



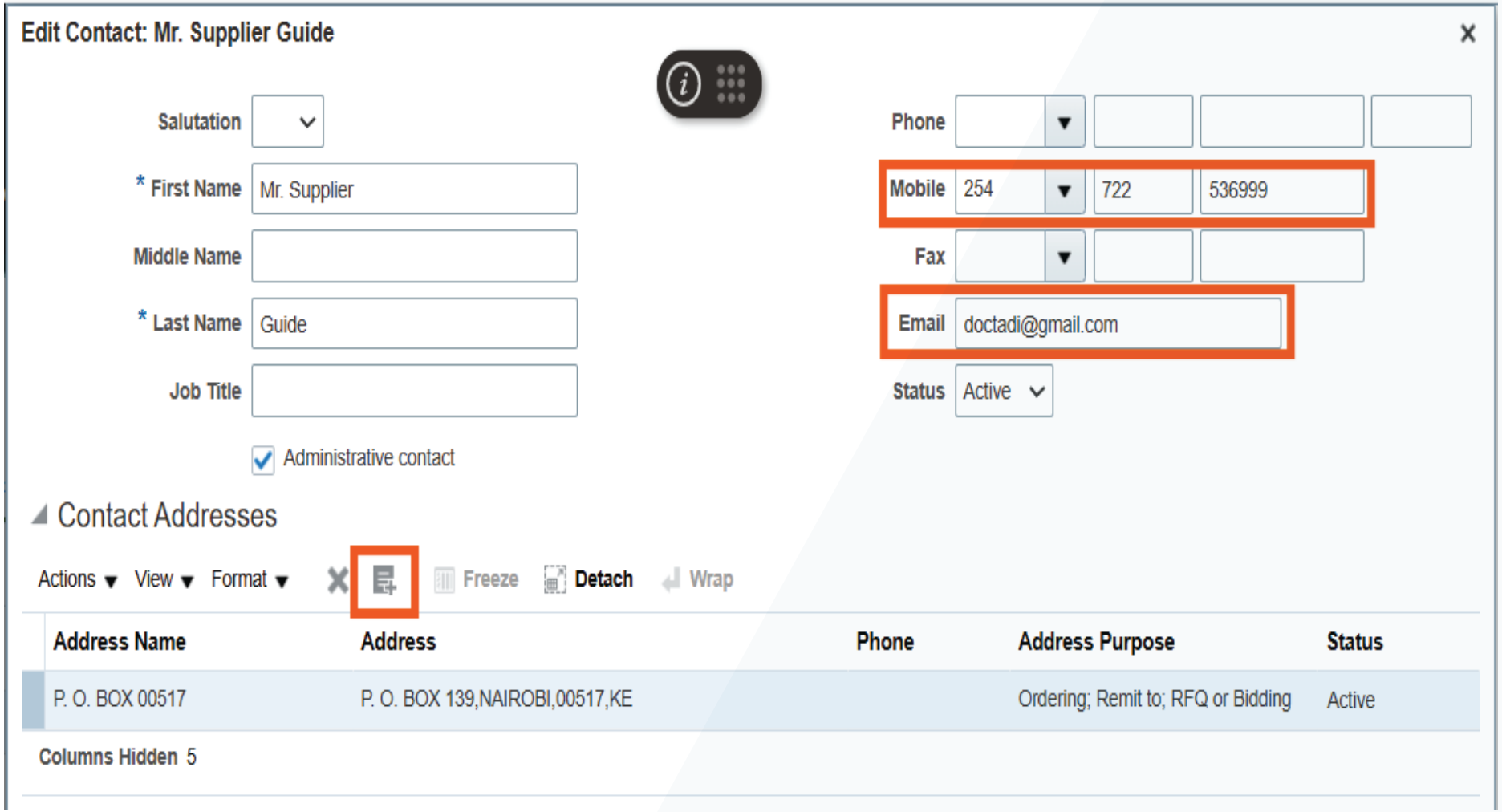
04 Supplier Profile Change by Supplier

- The system will display a Contacts page.
- Create or Edit Contacts on Contacts Page.



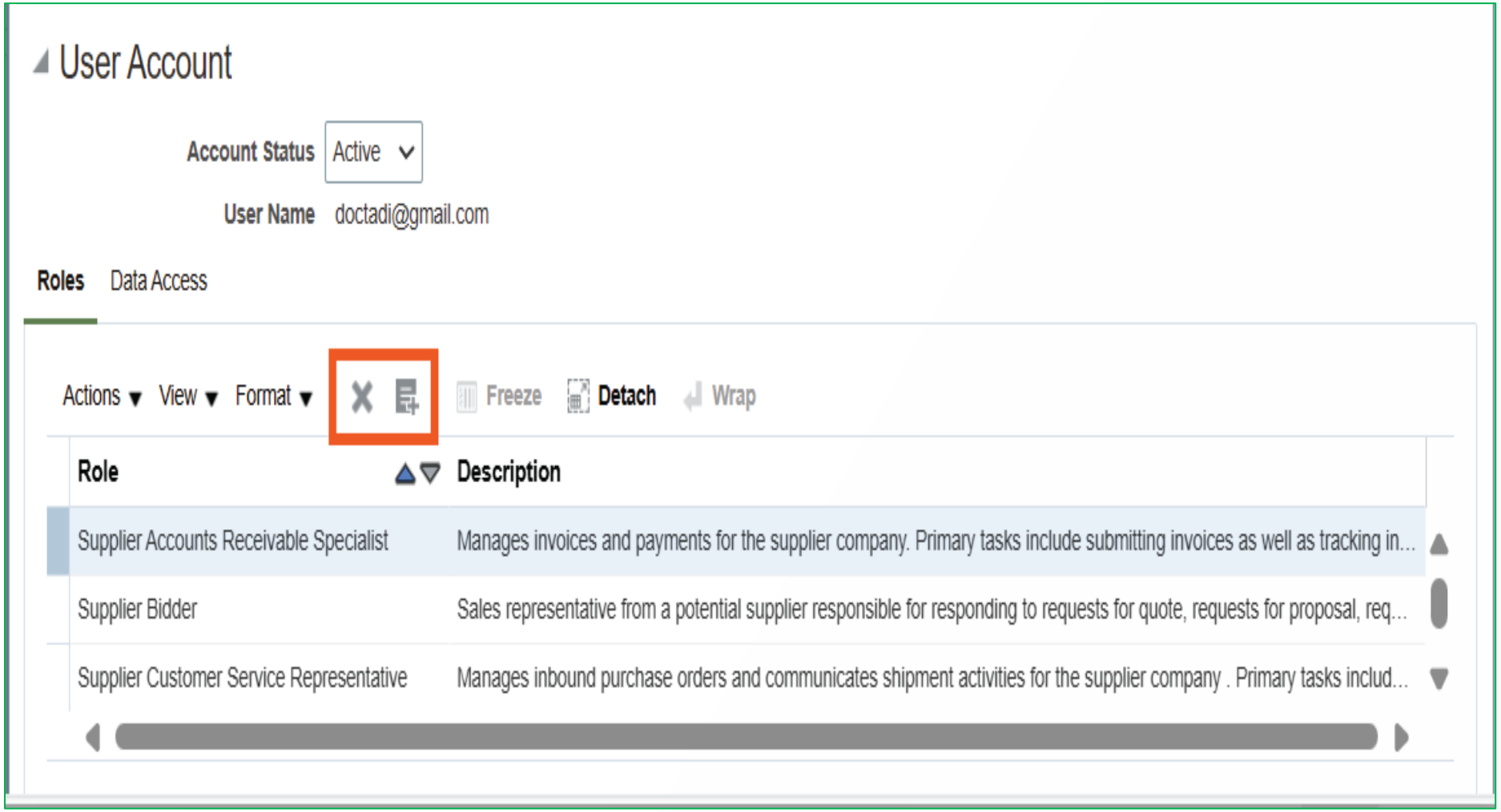
04 Supplier Profile Change by Supplier

- Update the Contact Details (Phone, Mobile, Email etc).
- Remove/Add Addresses to Contact in Contact Addresses section.



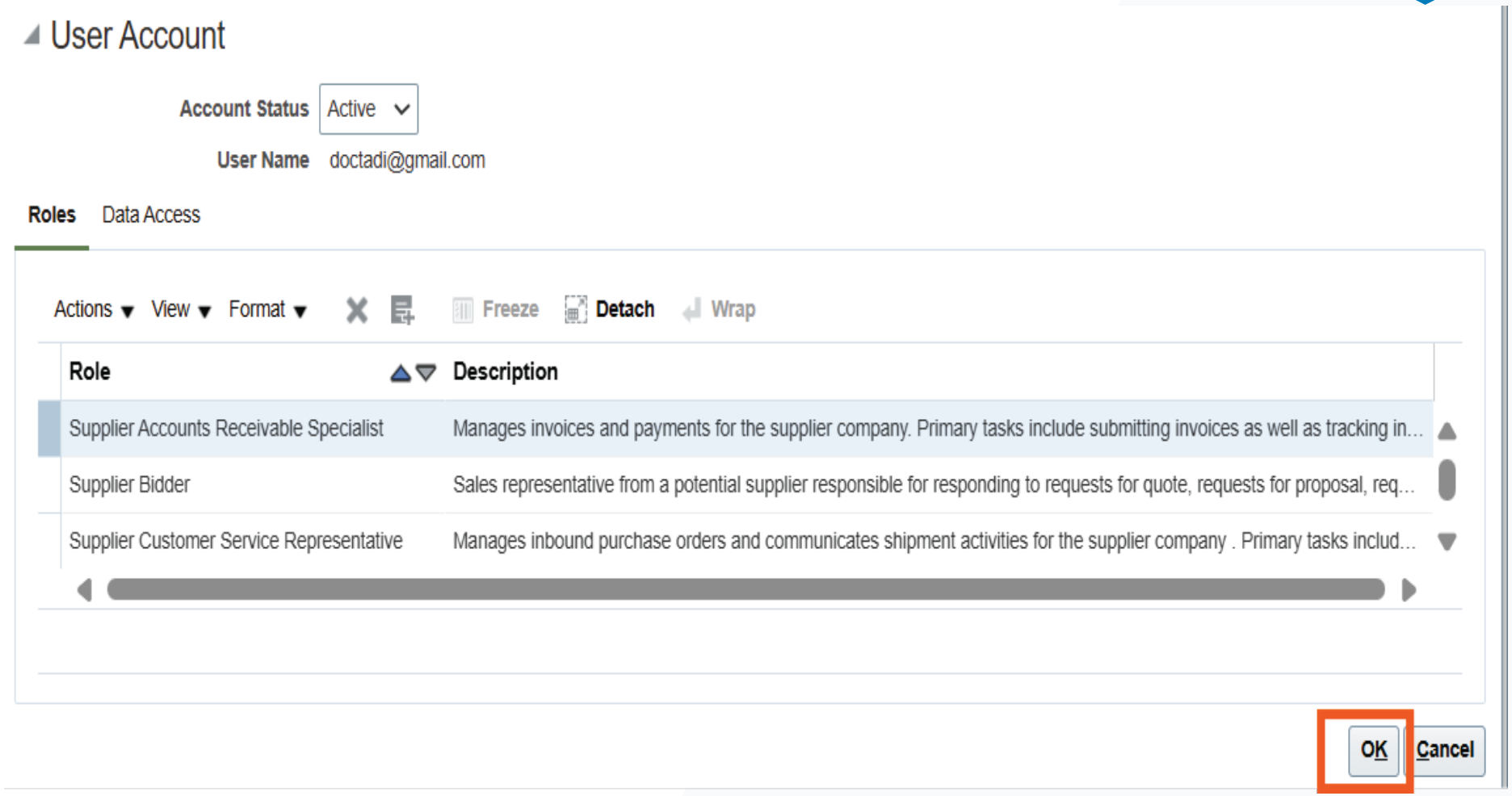
04 Supplier Profile Change by Supplier

- Remove/Add Contact Role in User Account section of Contacts Page.



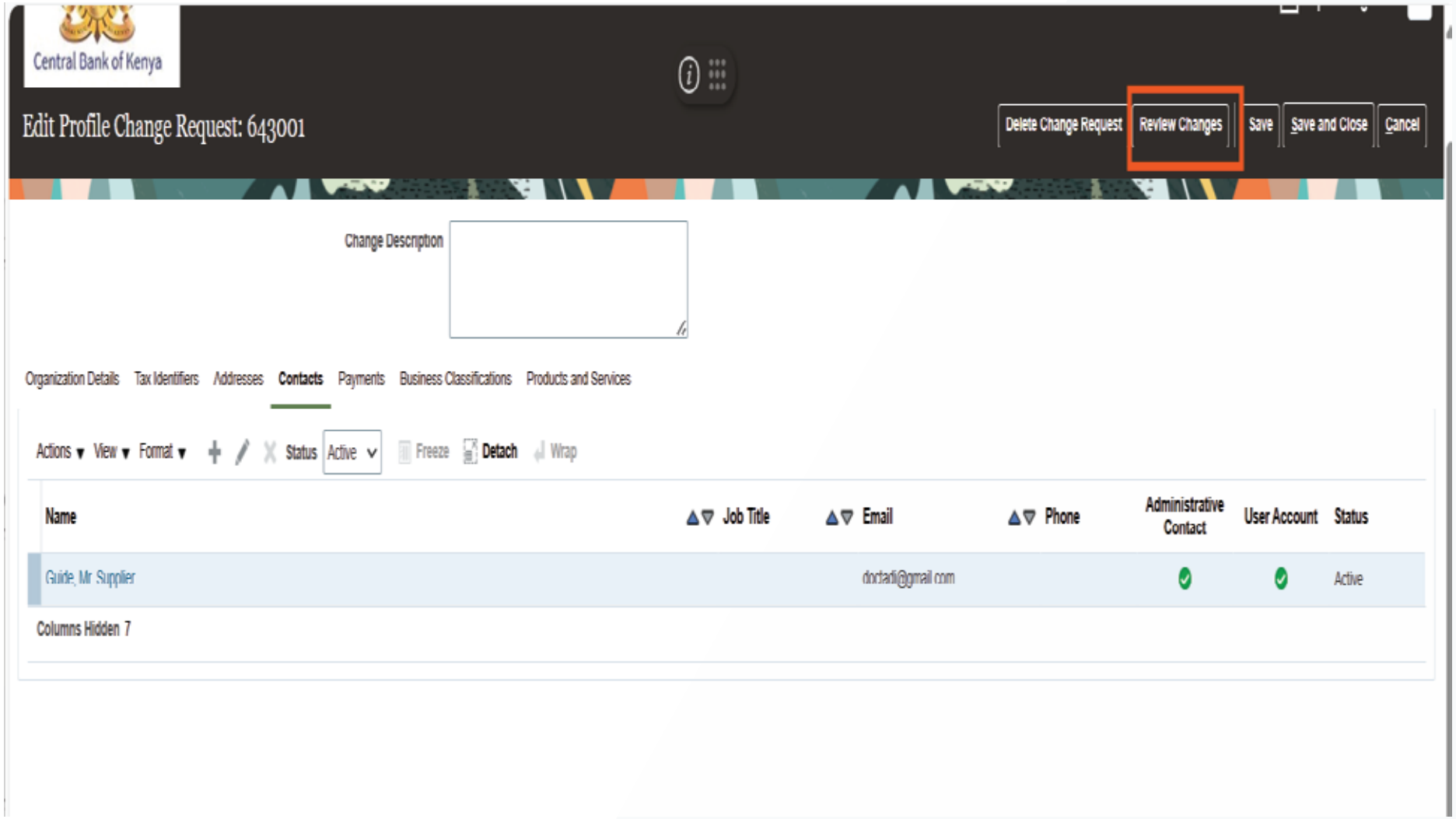
04 Supplier Profile Change by Supplier

- Click "Ok"



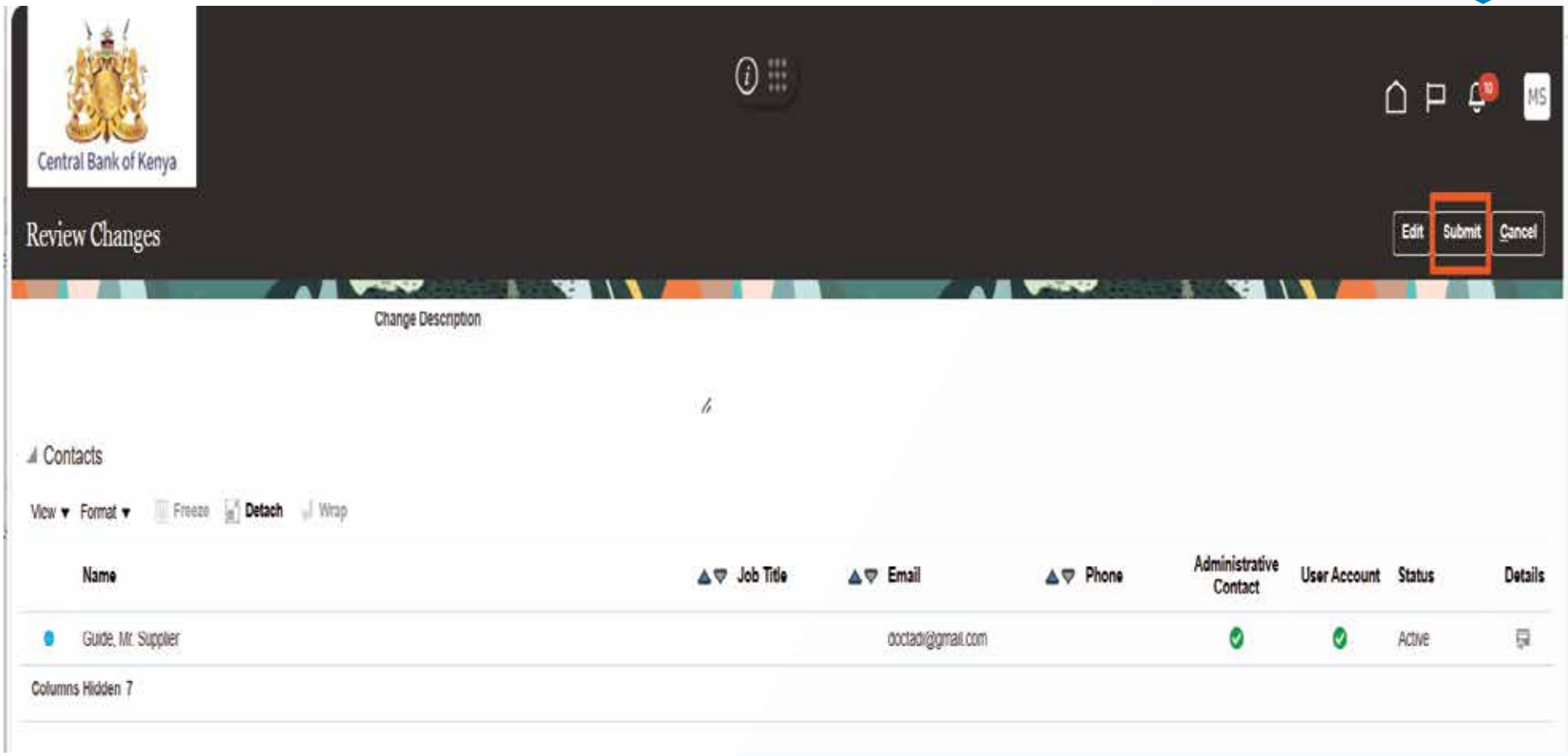
04 Supplier Profile Change by Supplier

- Click on Review Changes.



04 Supplier Profile Change by Supplier

- Verify all the details.
- Click on "Submit"



Submitting Bids

05 Steps to submitting bids

Step 1
Search and view Negotiations/ Responding to invited Negotiations

Step 2
Acknowledge Invitation

Step 3
Create response

Step 4
Provide responses to the Requirements

Step 5
Attach and Upload documents

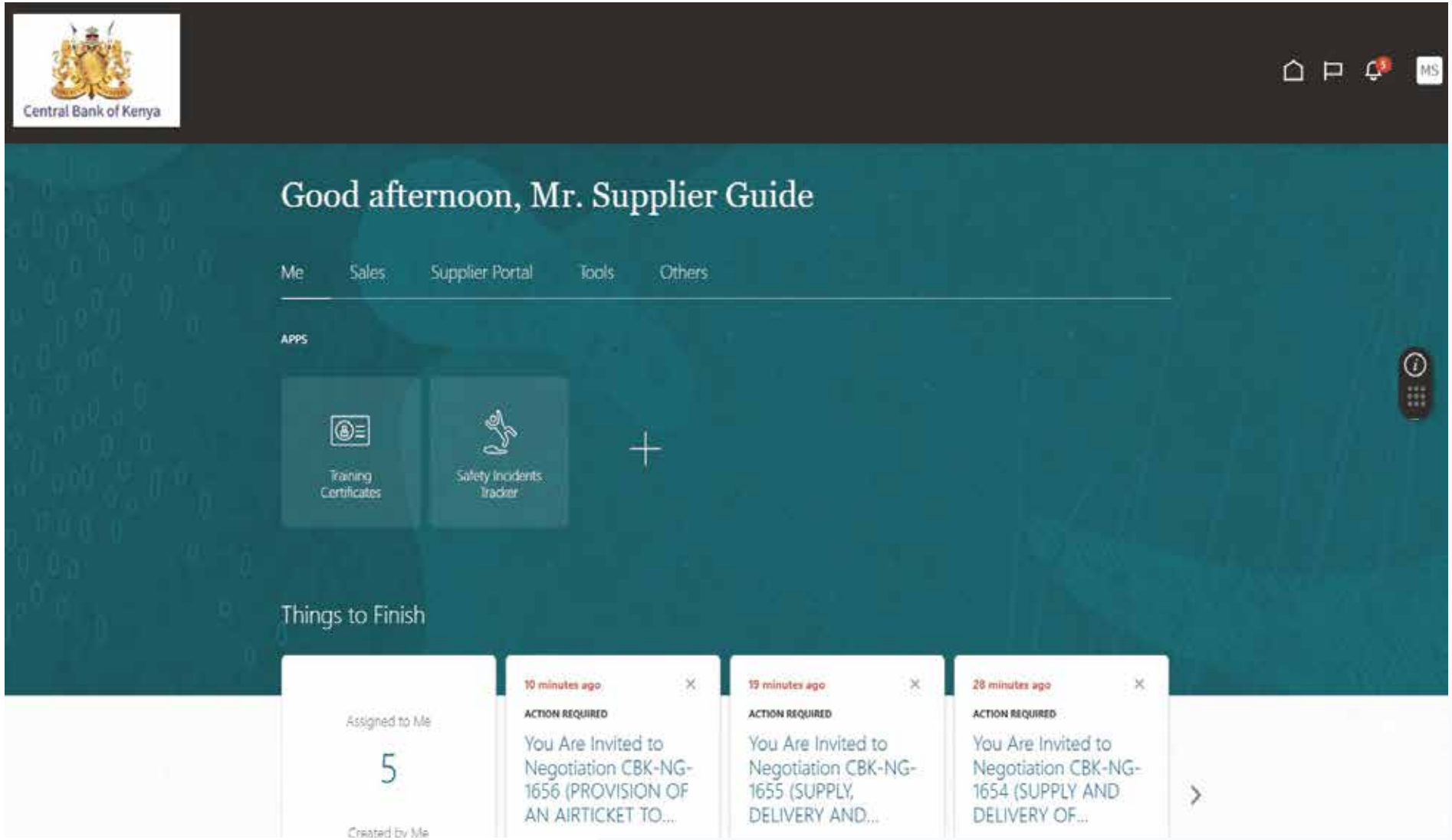
Step 6
Insert Price/Review/validate bid responses

Step 7
Review & Submit

Step 8
Manage Response

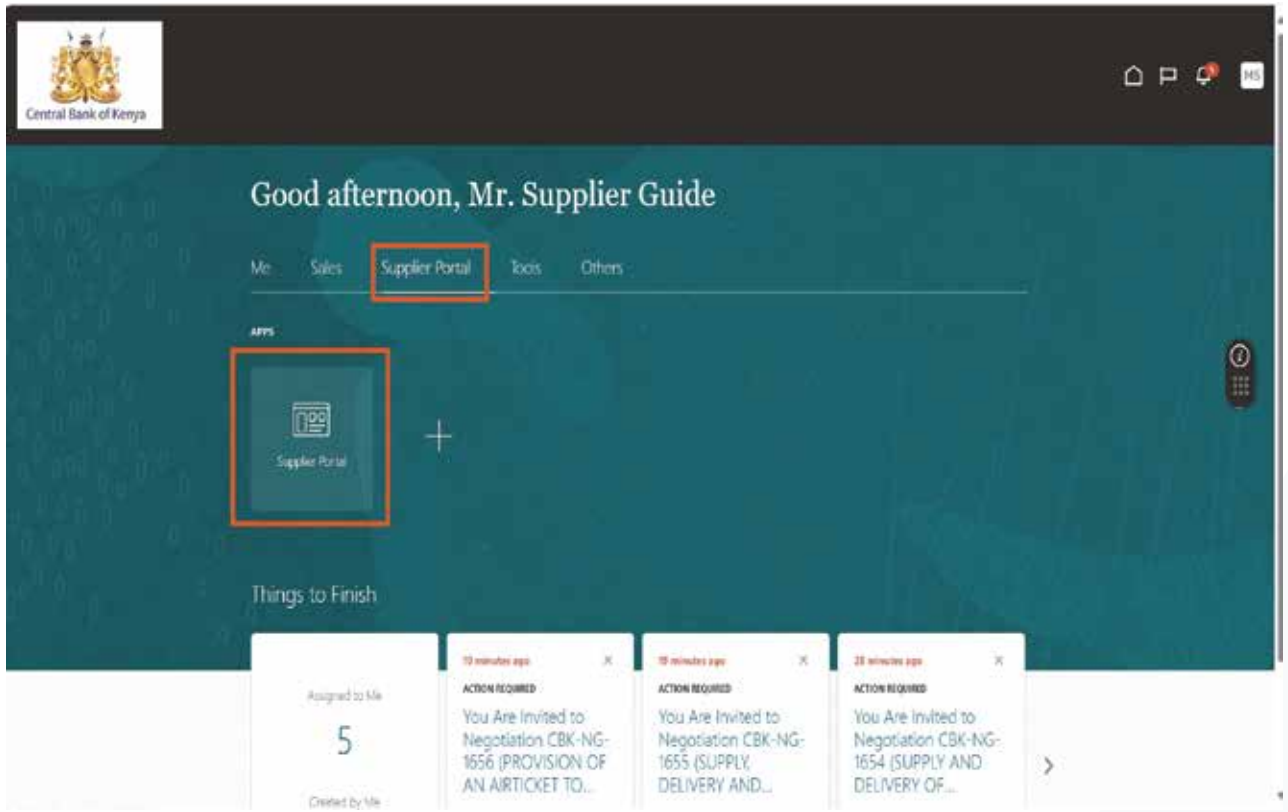
05 Search and View Active Negotiations (Tenders/RFQ's)

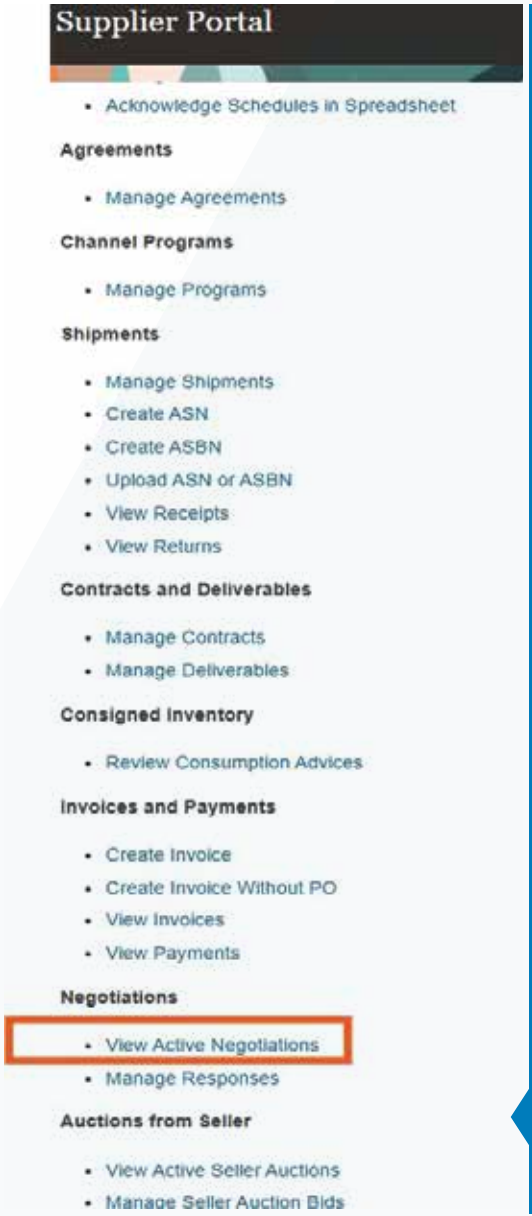
- To start participating in a tender through the CBK i-Supplier Portal. Log in using your registered credentials



05 Search and View Active Negotiations (Tenders/RFQ's)

- Once you are logged in to the ***Supplier profile account***, click on Supplier Portal then the ***Supplier Portal tile***



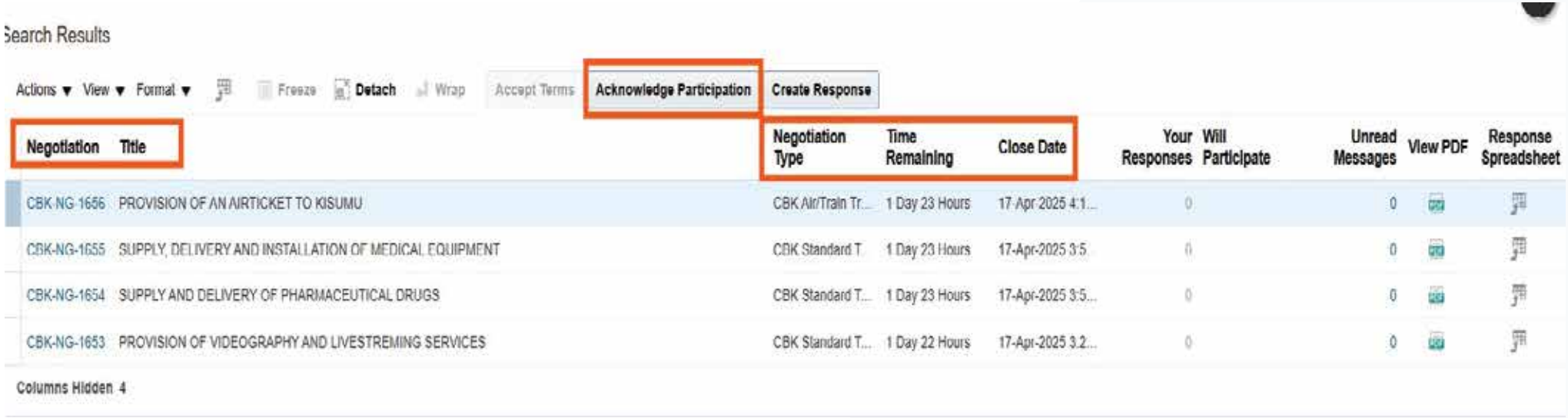


- Then Click the ***View Active Negotiation*** link in the Task Panel on the left side.
- ***Important:*** Negotiation is a term used in the Oracle ERP System to refer to Tenders and Request for Quotations.

05 Search and View Active Negotiations (Tenders/RFQ's)

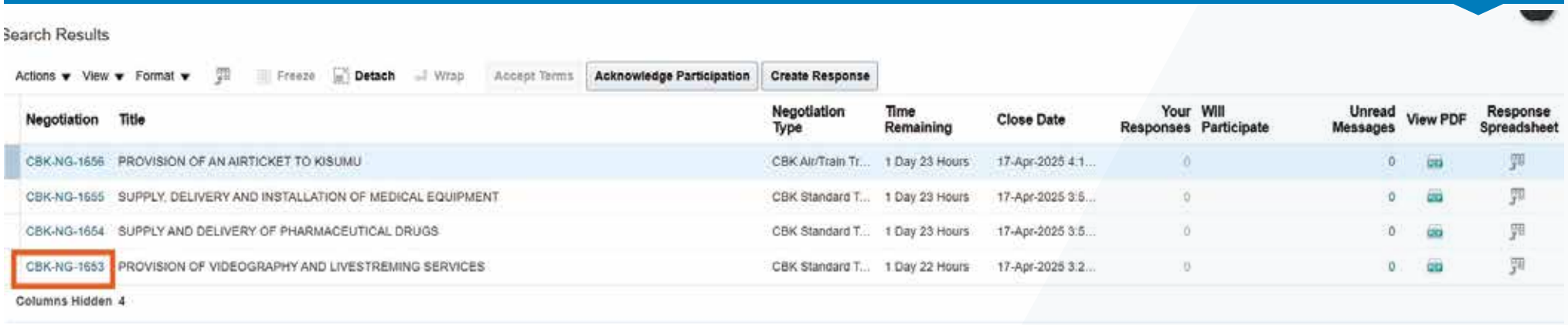
All the ongoing Negotiations (Tenders and RFQ's) will be listed and will contain the following details;

- Negotiation Number – The number of the bid (CBK-NG-XXXX);
- Title – The name of the Negotiation
- The Negotiation publishing dates and closure deadline
- Acknowledge Participation



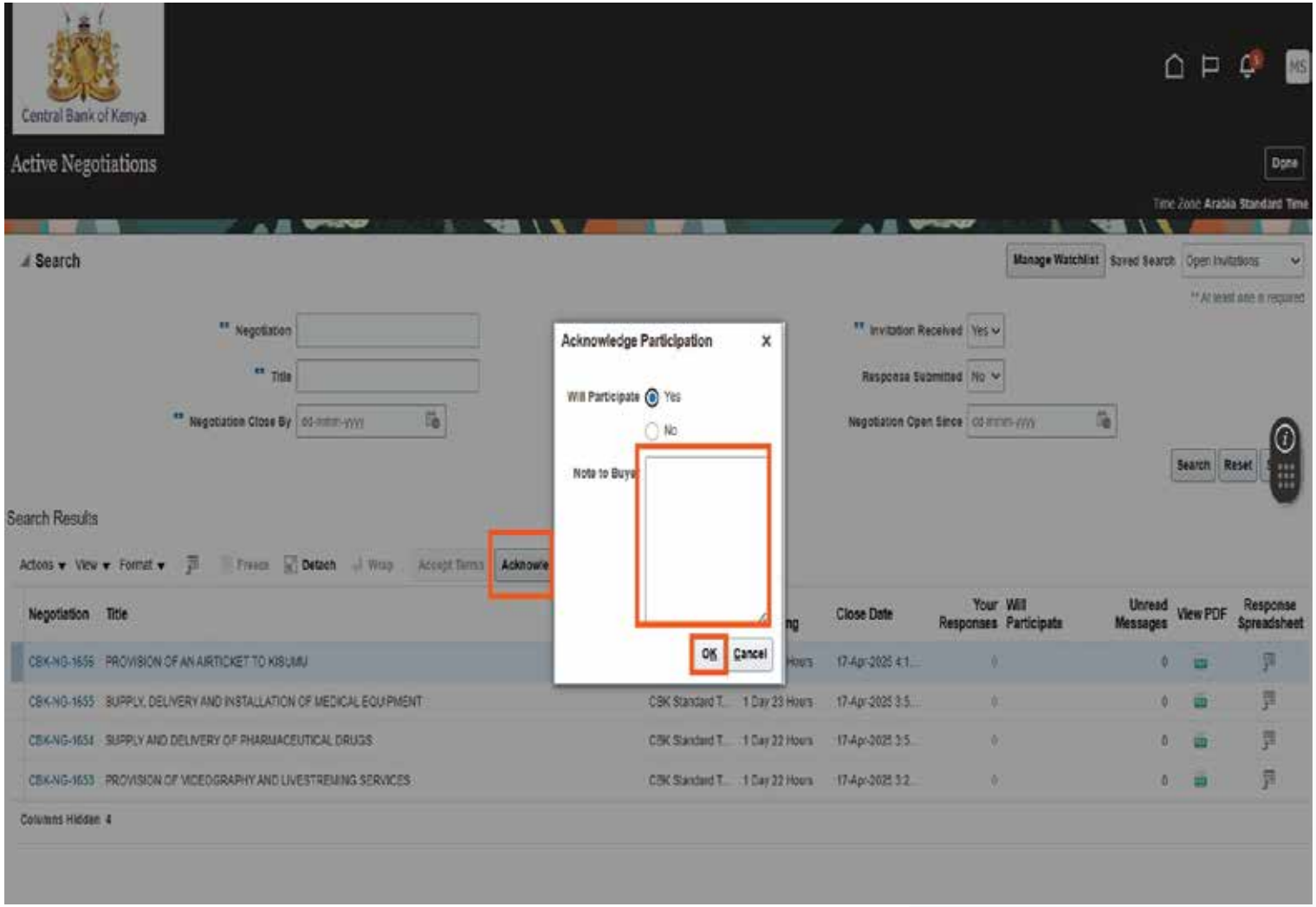
05 Search and View Active Negotiations (Tenders/RFQ's)

Select the hyperlink of the Negotiation number you will be responding to. This will open the negotiation;



On the left side of the page, you can view the various sections contained in the negotiation through the ***Table of Contents***. After reviewing and would like to participate, click ***Done***

05 Search and View Active Negotiations (Tenders/RFQ's)



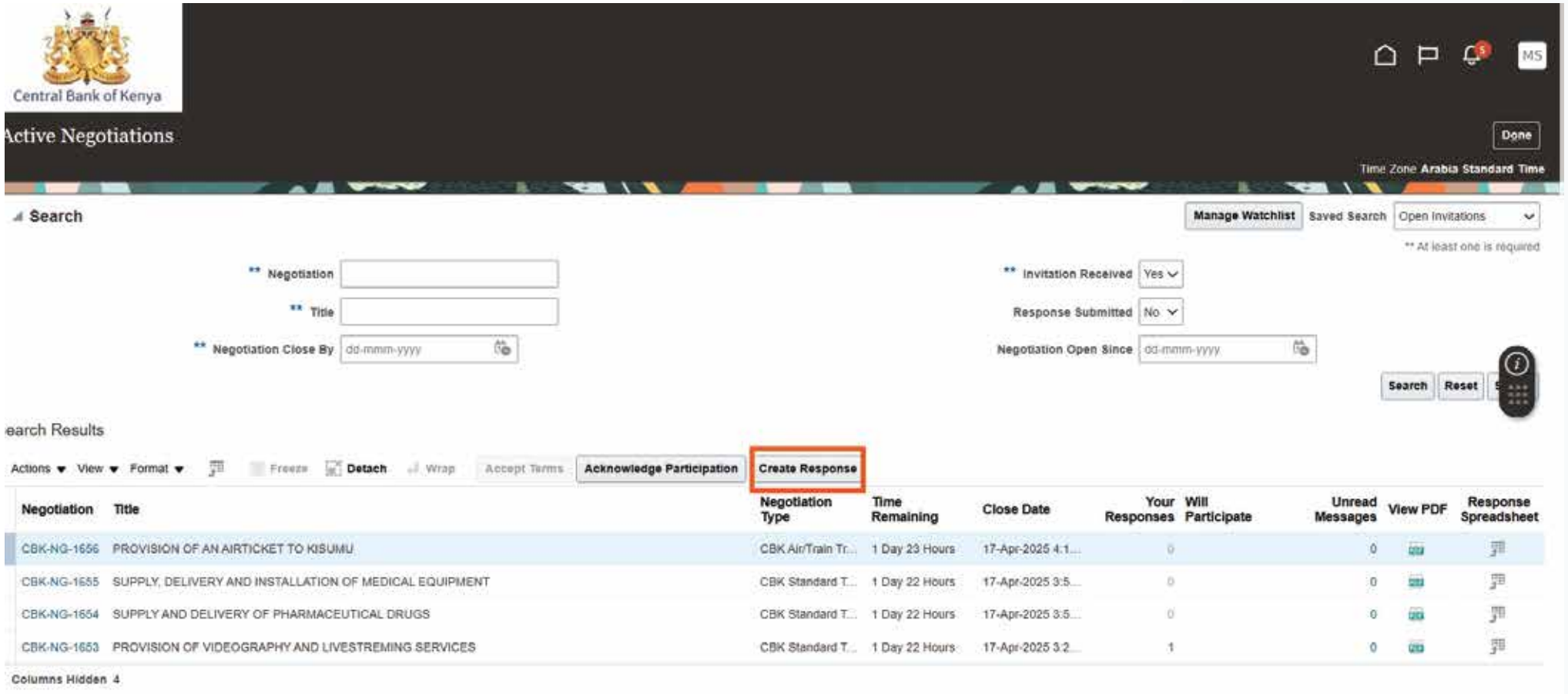
- Once you have viewed the contents of the Negotiation you intend to participate, highlight it (It will appear in light blue), then Click the button ***Acknowledge Participation***
- A pop up will appear where you will select ***Yes***, include ***Note to Buyer*** then click ***OK***.

NB: Acknowledge Participation

Note: By acknowledging participation, you will be able to receive automatic e-mail notifications with information on any changes related to that negotiation.

05 Search and View Active Negotiations (Tenders/RFQ's)

- Highlight the negotiation to participate in (It will appear in light blue), then Click the button ***Create Response***

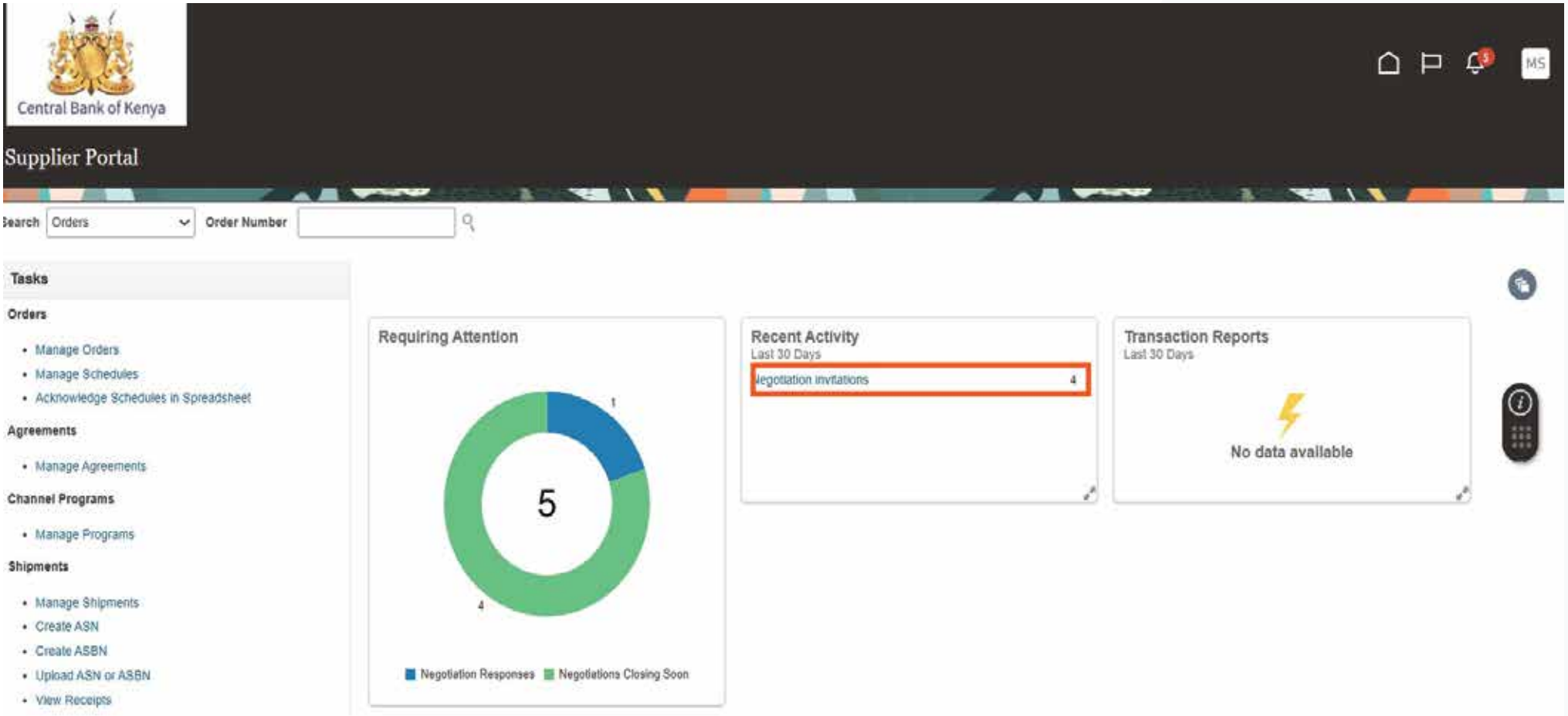


05 Acknowledge Invitation (Tenders/RFQ's)

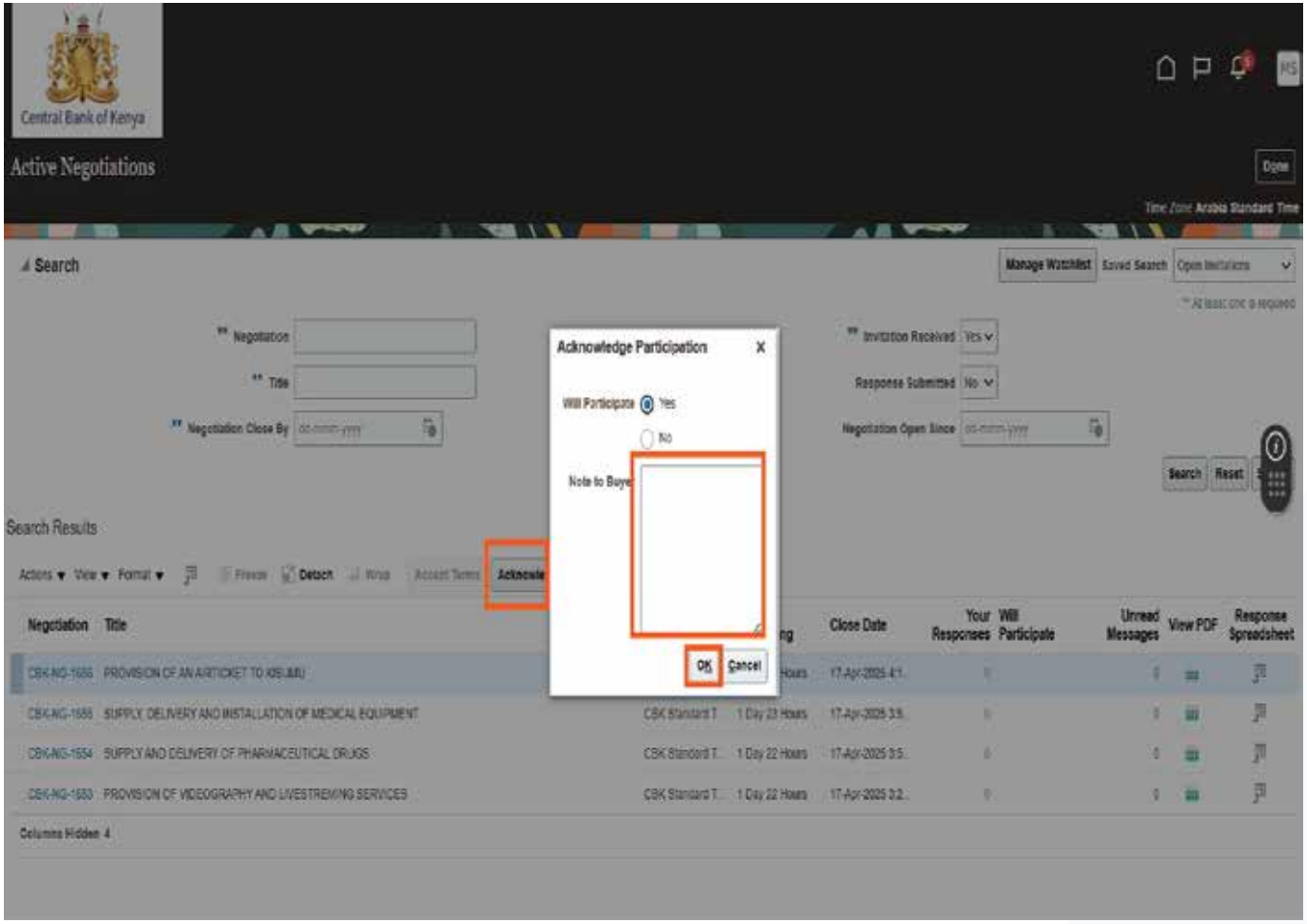
- Negotiations (Bids), you will receive a notification in the email you provided when registering.
- The email will read, ***'You have been invited to a Negotiation CBK-NG-1234'***
- This will be a prompt to notify you of the invitation and then proceed to log into your supplier portal to be able to respond.

05 Acknowledge Invitation (Tenders/RFQ's)

- Log onto you supplier portal.
- On the landing page, Click ***'Supplier Portal'*** and select ***Supplier Portal tile***.
- Under recent Activities, you can Click on ***Negotiation Invitations***.



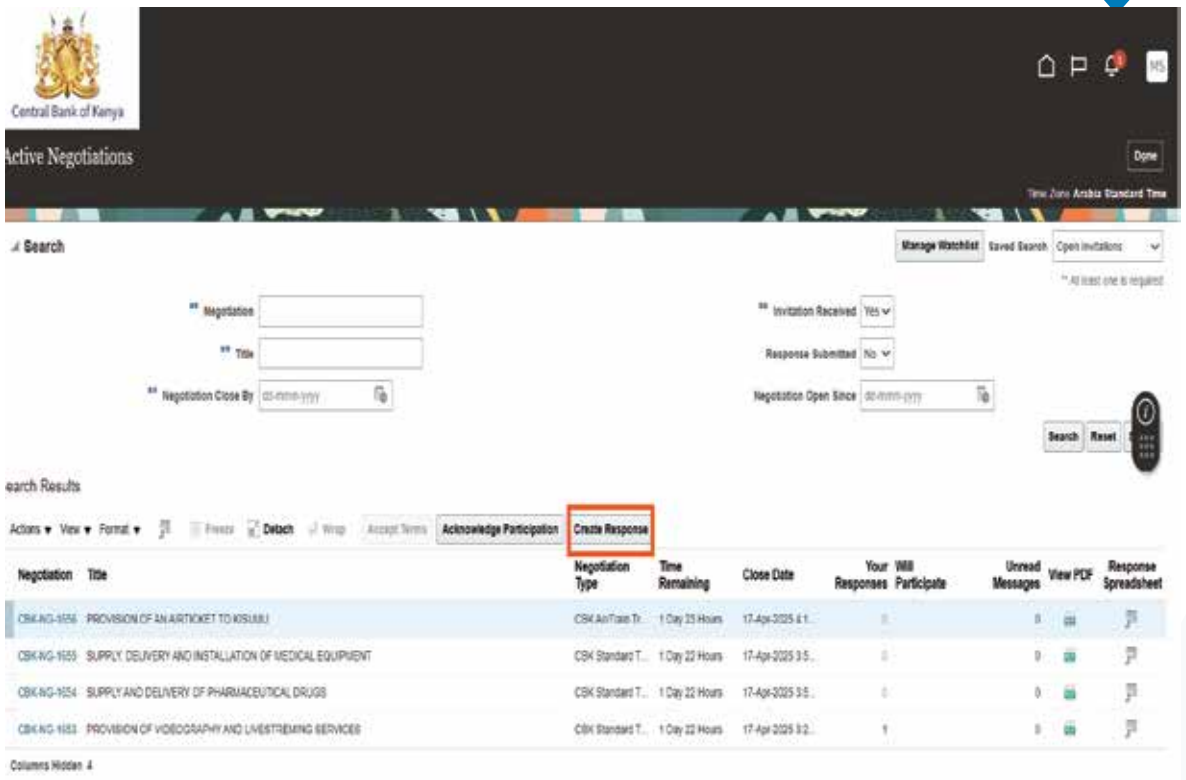
05 Acknowledge Invitation (Tenders/RFQ's)



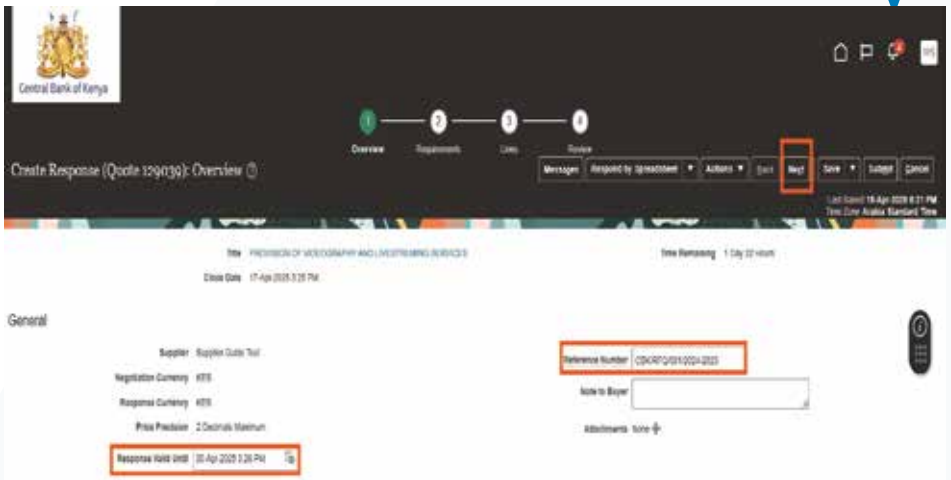
- Highlight the relevant negotiation you intend to participate from the left and click the button. ***Acknowledge Participation***.
- ***Note:*** By acknowledging participation, you will be able to receive automatic e-mail notifications with the information on any changes related to that the negotiation.
- Click the ***Notifications bell*** icon on the top right, select the corresponding notification for the negotiation invited, click on the ***Actions*** button and select the option ***'Accept Invitation'*** or ***'Decline Invitation'*** from the drop-down menu.

05 Create Response

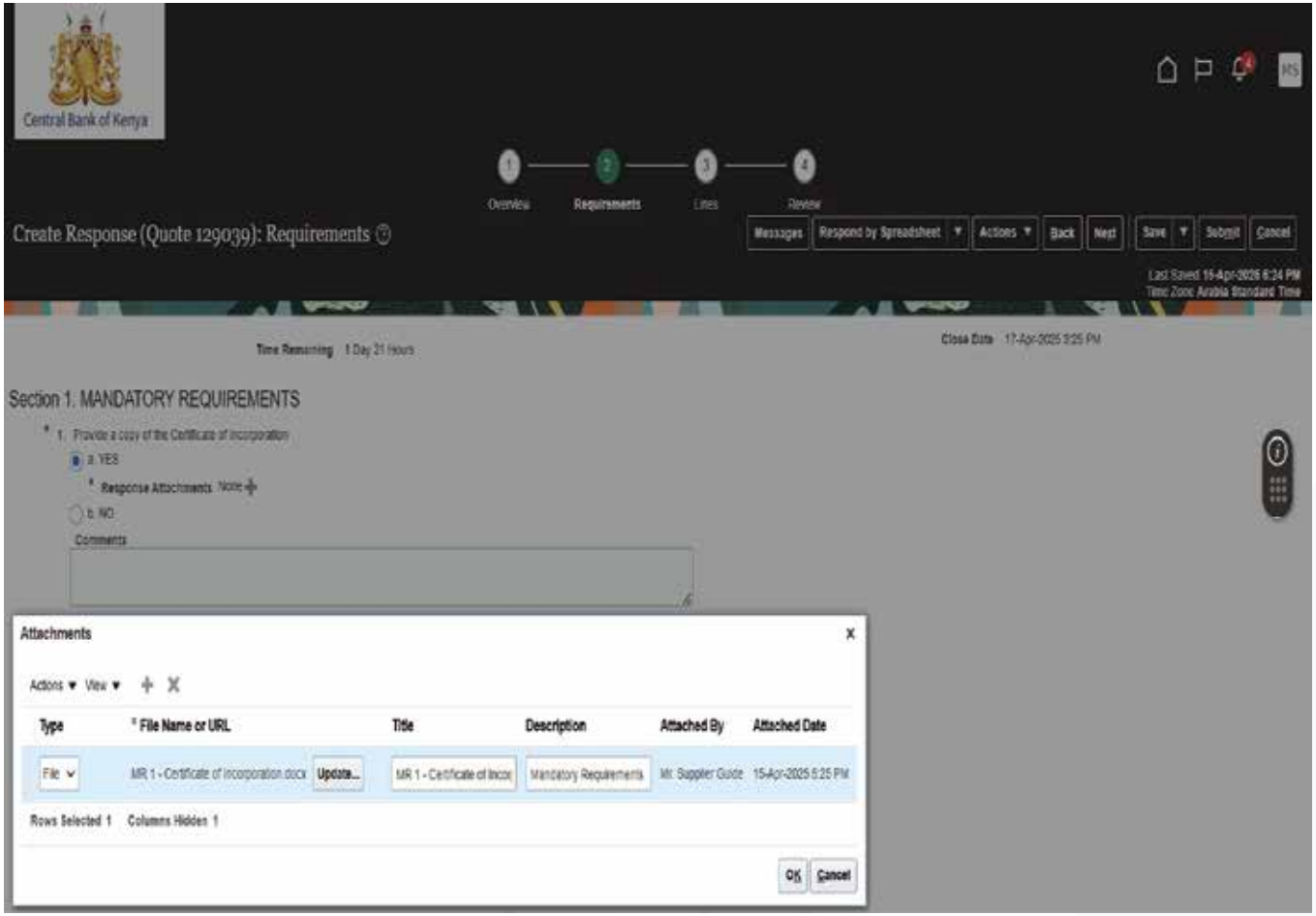
- When you have accepted invitation. On the selected/highlighted negotiation, click on ***Create Response***



- Enter the ***Response Validity Date*** which is the price validity period by selecting on the calendar and time noting to select AM/PM.
- Enter the ***Reference Number***
- You will then click ***Next***.

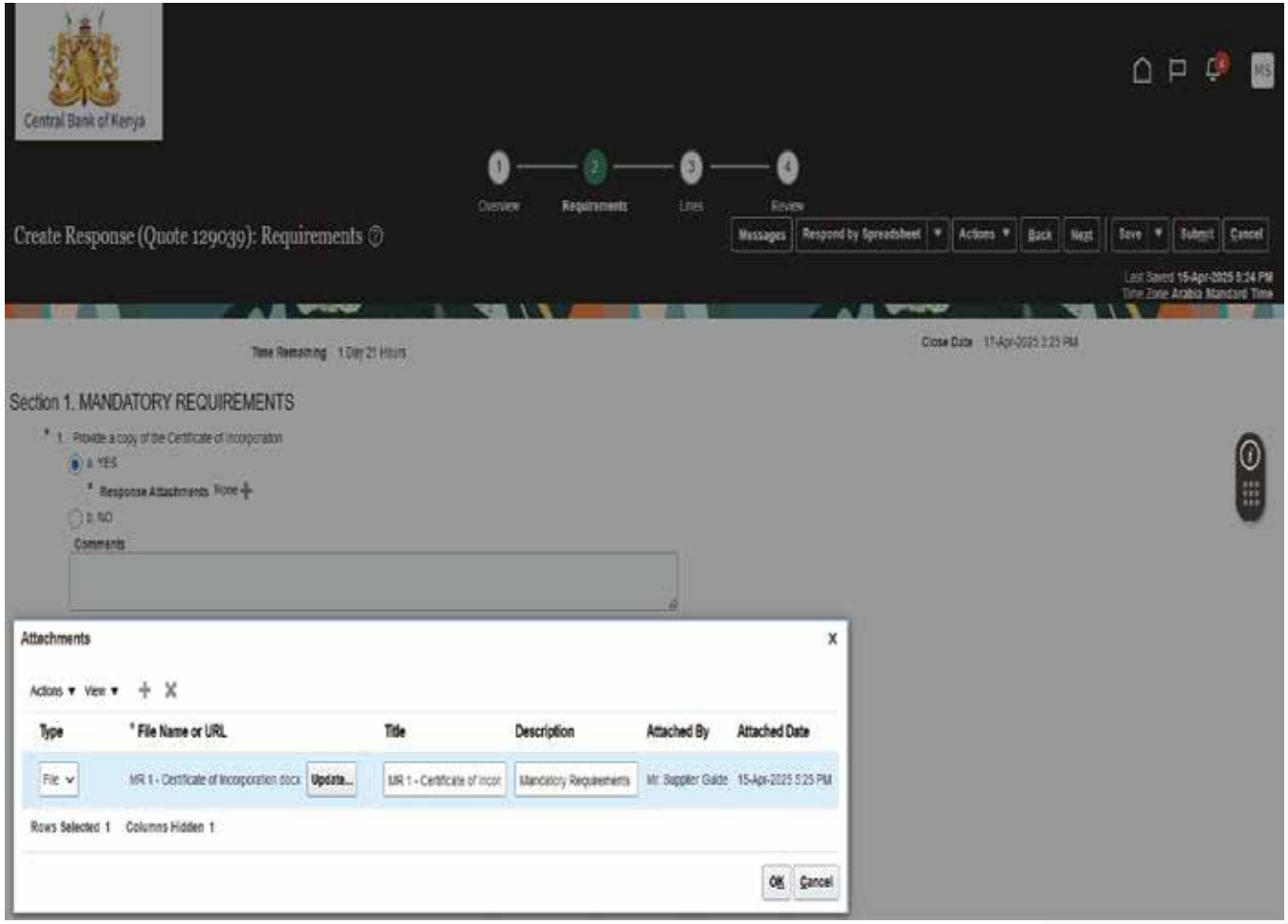


05 Provide Response to the Requirements



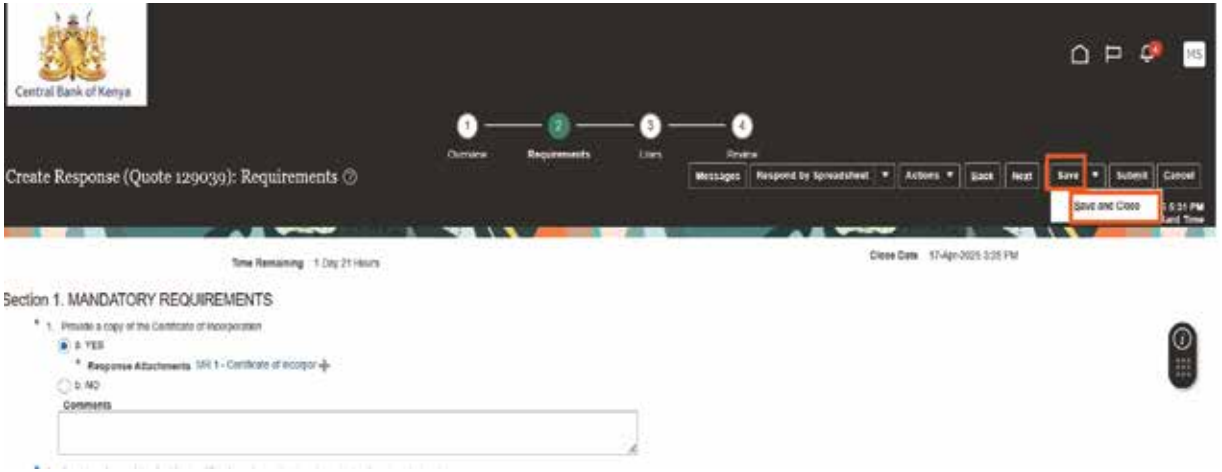
- On the ***Requirements***, you will be required to provide information by either responding to the questions with a ***Yes and/or attaching the relevant supporting documentation*** to each question (Note: The requirements questions will vary depending on the item being procured)
- These questions are used for evaluation process in awarding the negotiation. Read carefully and provide relevant documents/ information.
- The questions with ***Asterick**** are mandatory and have to be responded to and if required, include supporting documents.

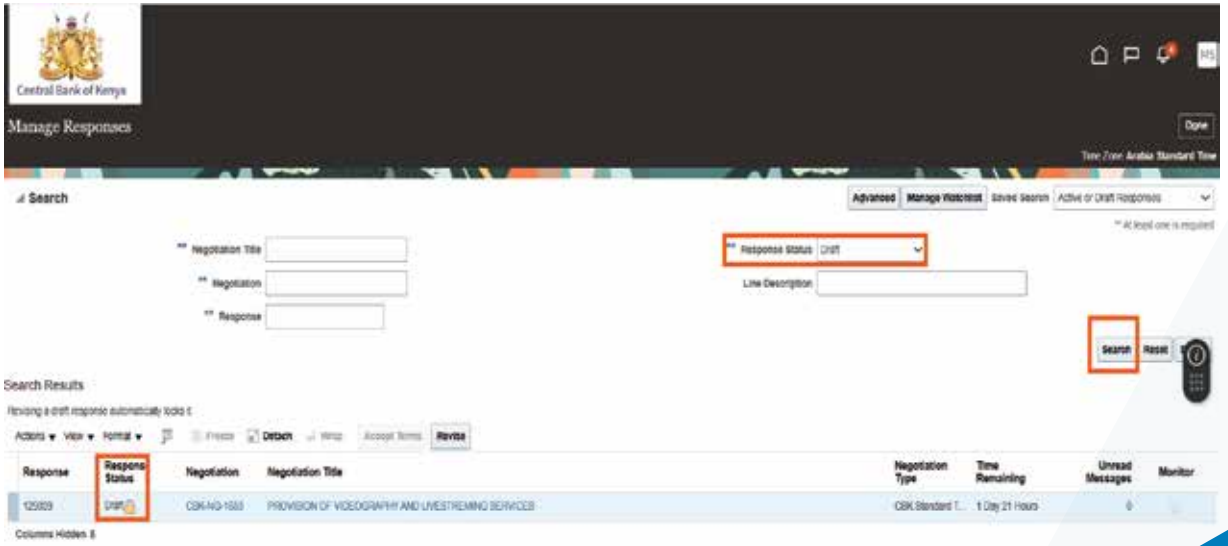
05 Attach and Upload Documents



- On the ***Requirements***, you may be required to attach supporting documentation Click the **+** button to add an attachment. Click ***Choose File*** button and select the file on your computer that you are required to upload or attach. Once the file is uploaded, enter the description.
- To add more attachments, click the **+** button and repeat the same process for each file.
- To delete an uploaded file, first select the file by clicking on the appropriate row. The selected row becomes highlighted (in light blue).
- Then, click the ***X*** icon.

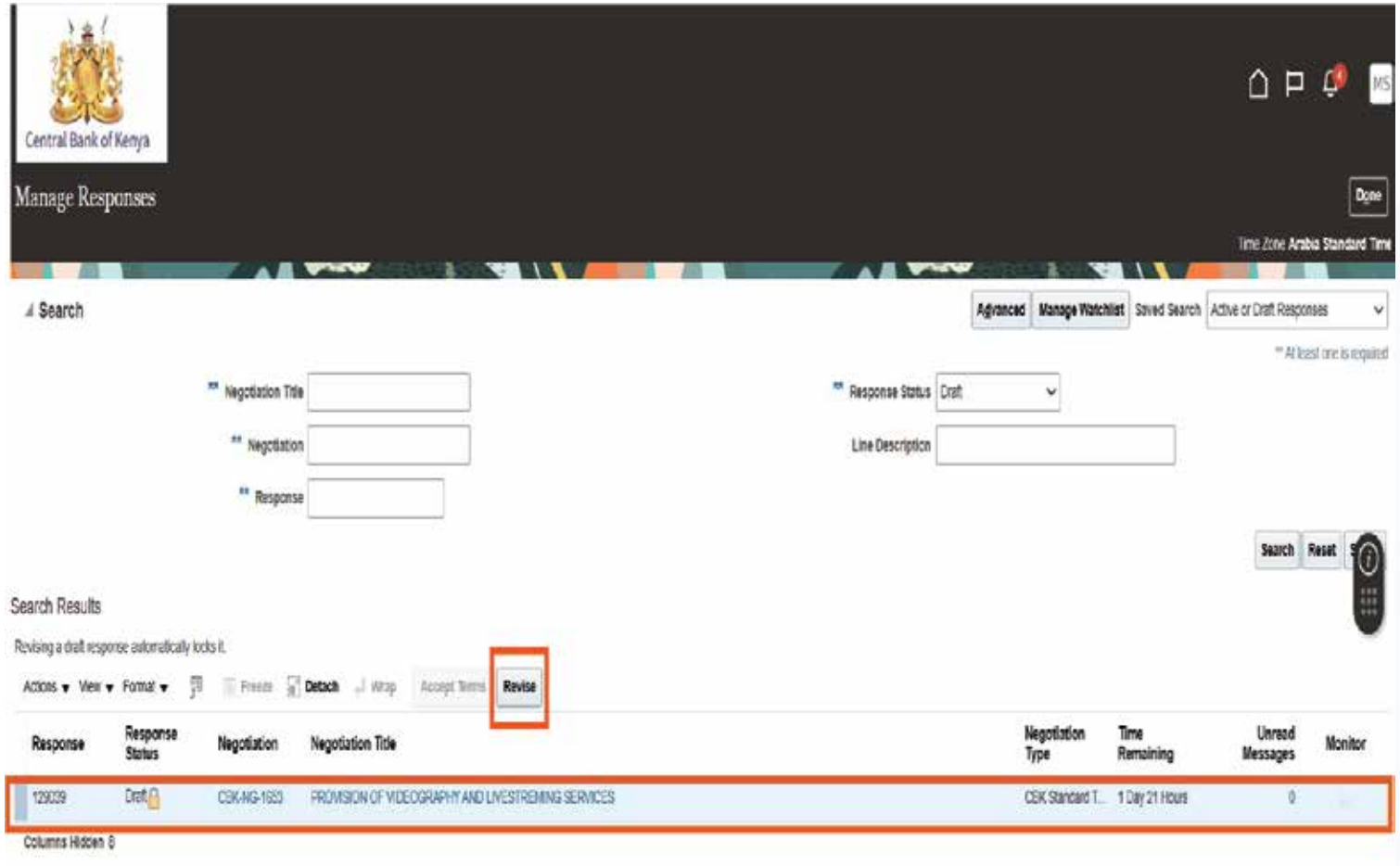
05 Attach and Upload Documents





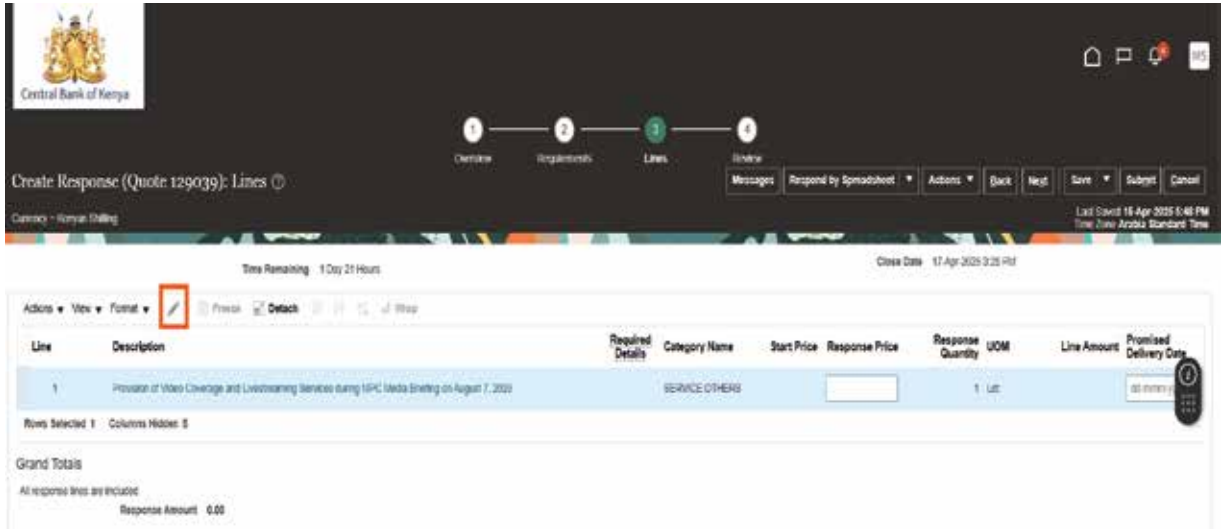
- You can save your bid response and come back later to add additional information by clicking on ***Save or Save and close***. (***Note:*** By saving your bid for later does not mean you have submitted. You must click on ***Submit bid***).
- ***Note:*** You have to submit your bid before the closing date and time.
- Go to the Homepage, select ***Manage Responses*** on the left.
- Select the option ***Draft*** in the field ***Response status*** and click on ***Search***. All your bid responses which are saved but not submitted will be listed. In the column ***Negotiation***, the negotiation number is displayed. This will help in identifying the bid response that you intend to complete.

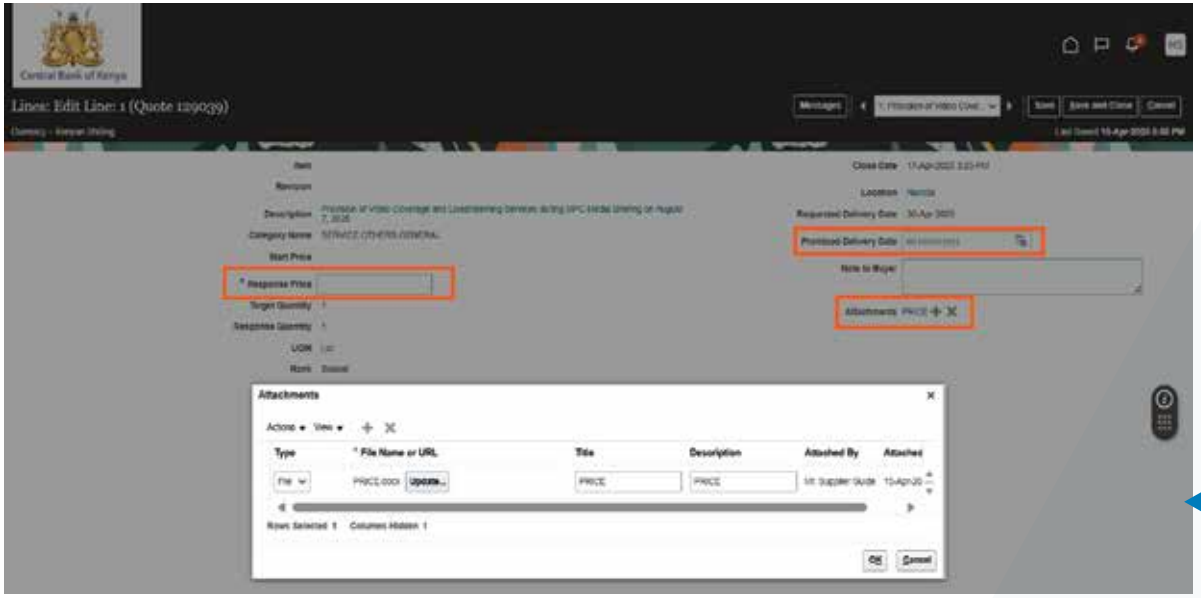
05 Revise/Deleting a Draft Negotiation



- Identify the bid response that you intend to continue to complete and select it.
- To proceed working on your draft bid response and complete it, click the option ***Revise***.
- To delete the draft response and create new draft bid response from scratch, click the option ***Delete Draft***.

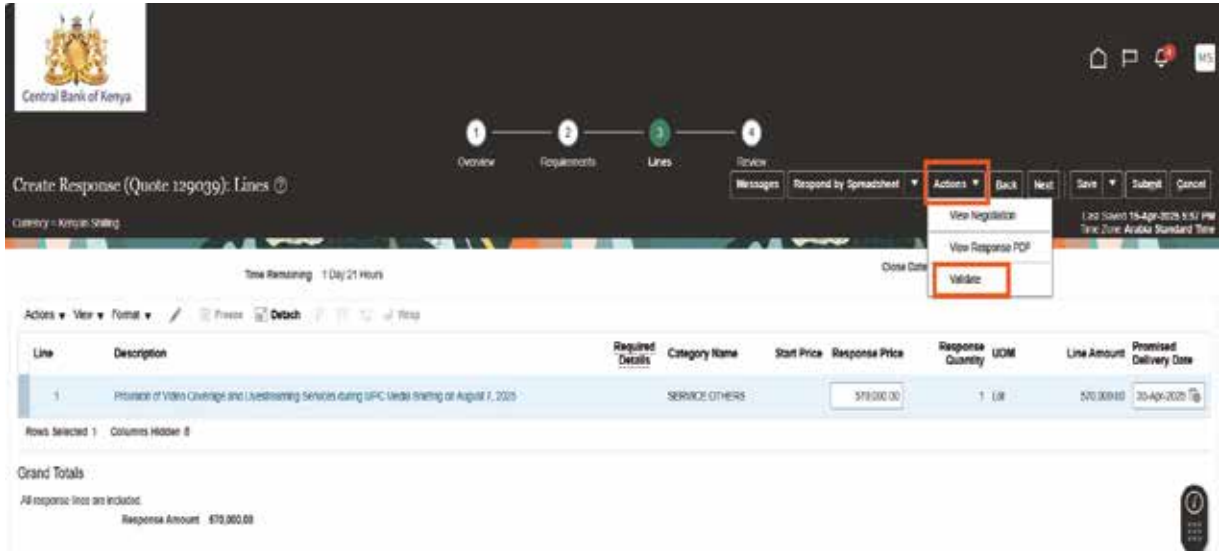
05 Insert Bid Prices in the Lines

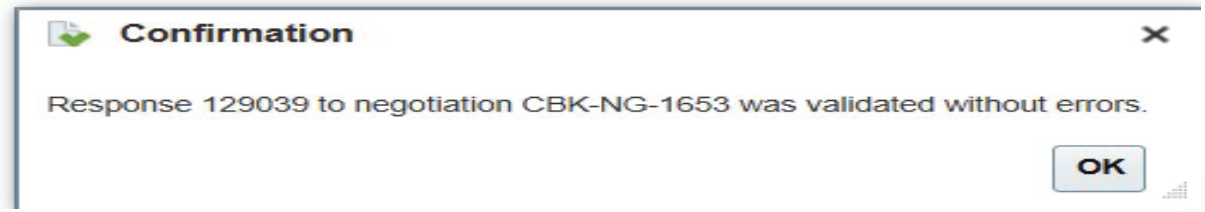


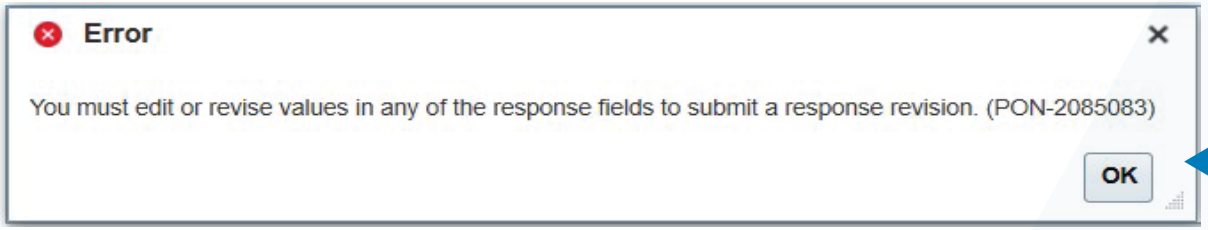


- To proceed to enter the prices, click on ***lines***.
- On each line of the negotiation, the unit price to be captured should be ***inclusive of all taxes and levies***.
- You can add attachments on the Line Item level. Select the ***Line Item*** (it will become highlighted in light blue), then click the ***Edit*** icon.
- Click the **+** button to add an attachment. Click ***Choose File*** button and select the file on your computer that you are required to upload/attach. Once the file is uploaded, enter the description.
- To add more attachments, click the **+** button and repeat the same process for each file.

05 Validate the Negotiation

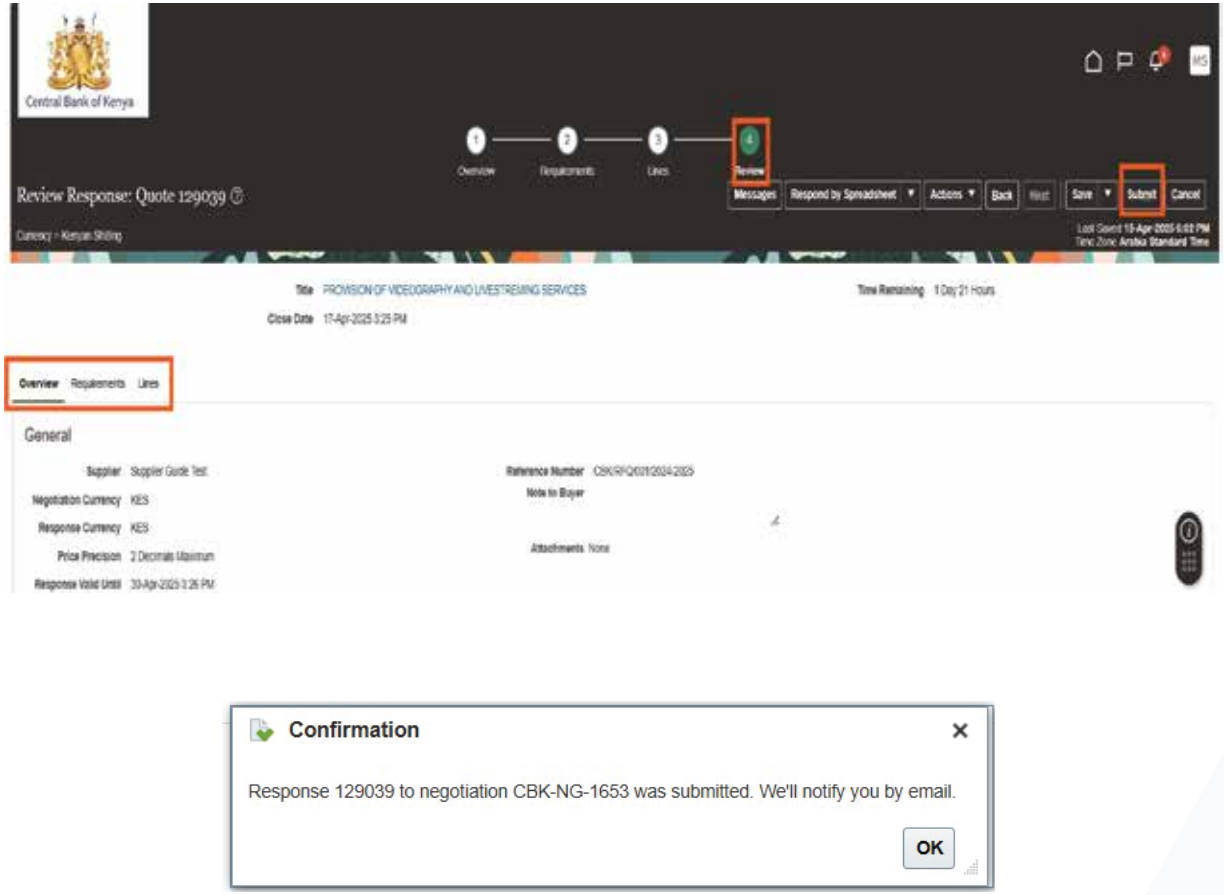






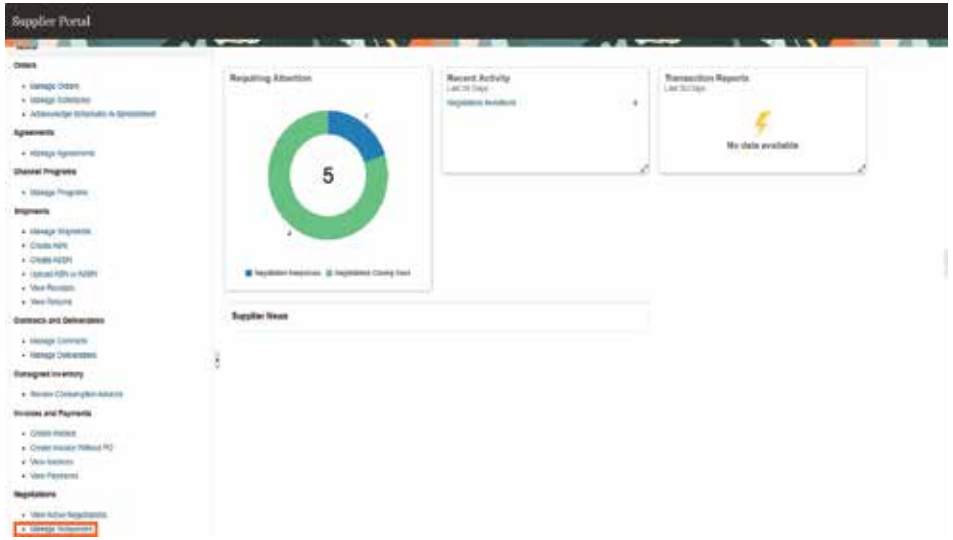
- You can validate the bid response prior to submission. Click the ***Actions*** button and select the option ***Validate*** from the dropdown list.
- The system will perform a validation of the bid response.
- If no errors are identified, you can proceed with the submission.
- If the validation process identifies an issue with the bid response, an error message will pop up and inform you what exactly is not correct on the bid response for your action.

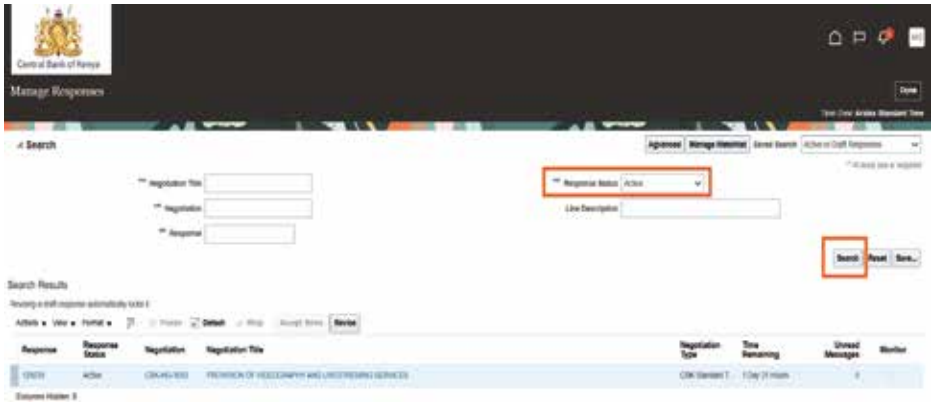
05 Review and Submit



- You can review your bid response by clicking ***Review***. Then click on different Sections to view the entered info.
- Once you are satisfied your bid is complete and your responses have been validated, click on ***Submit***
- A confirmation message will pop up on your screen informing you that the bid response was submitted
- You will also receive an automatically generated e-mail notification confirming that the bid response was submitted. Click ***OK***.

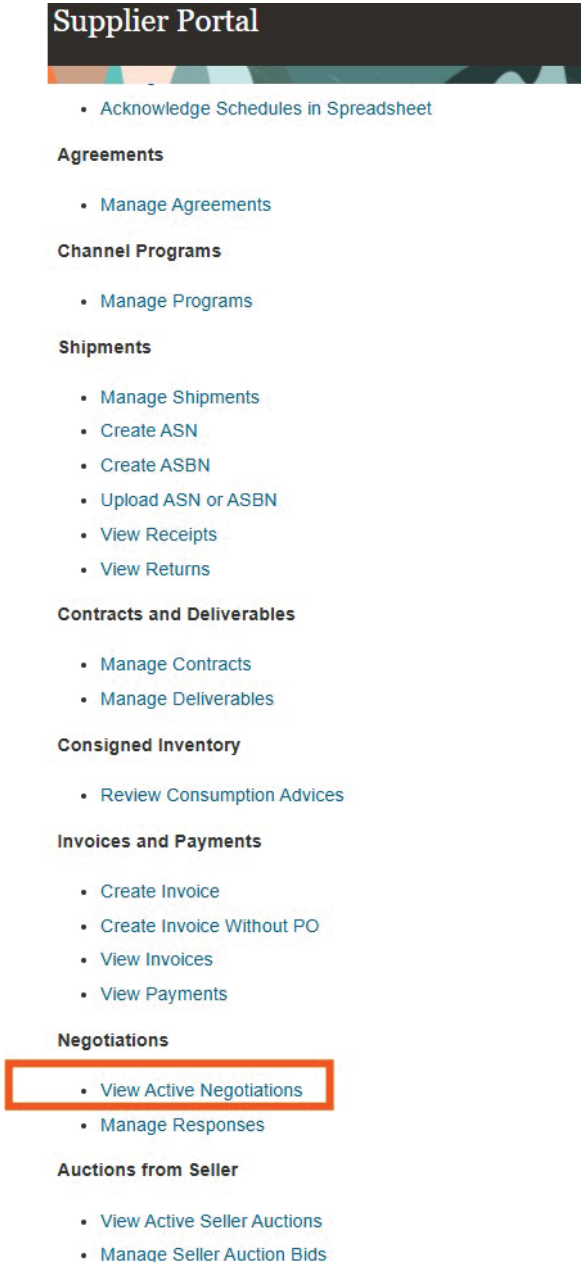
05 Manage Response – View Bid Responses for active negotiations





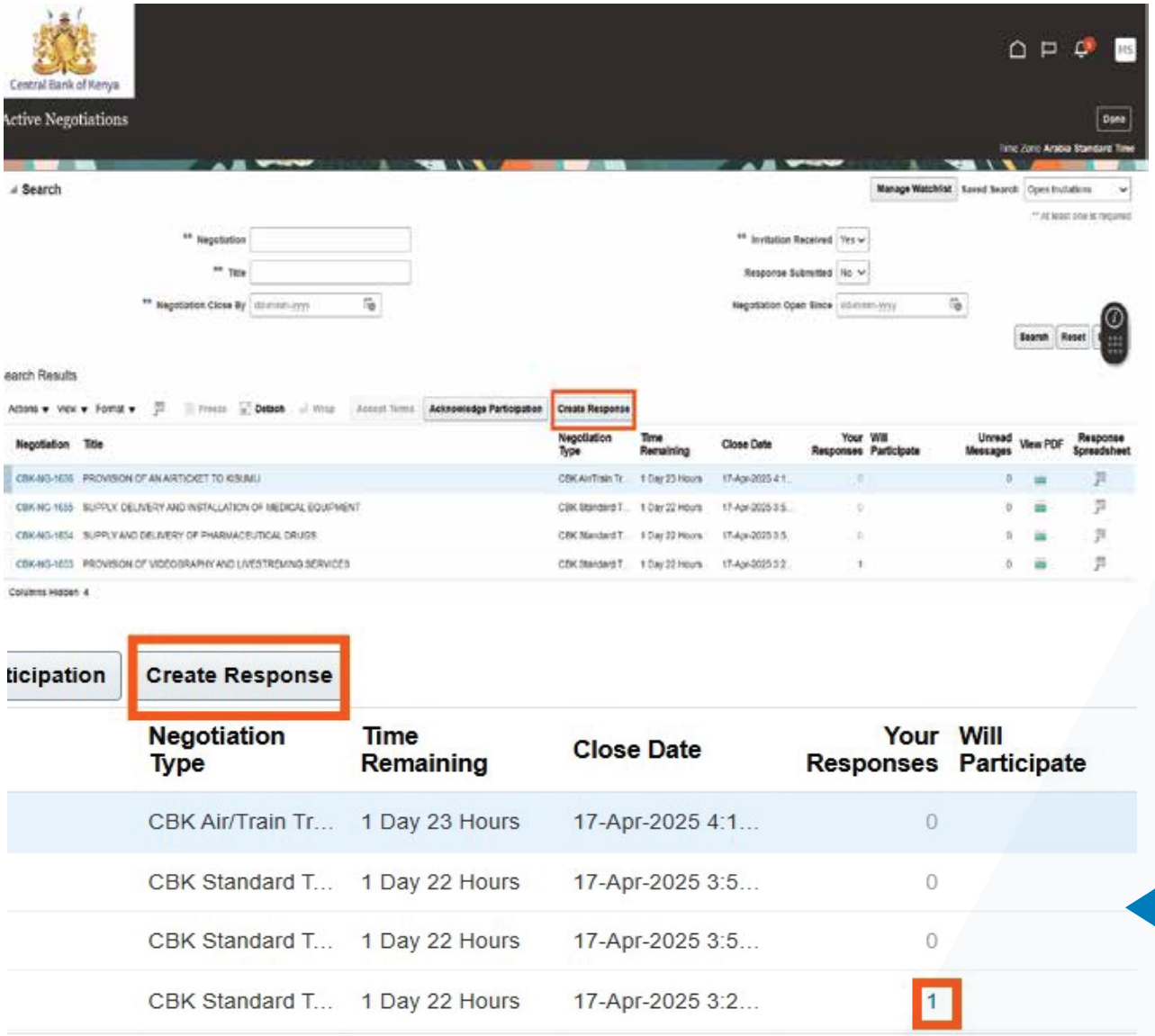
- To view your bid responses for the negotiations that you participated, login to your Supplier profile and go to ***"Supplier Portal"***.
- Click on ***"Manage Responses"***. You can use different Search criteria. If you know the ***Negotiation Number***, enter it in the ***"Negotiation Title"*** field and click the ***Search*** button. Your bid response for that negotiation will be displayed in the Search Results.
- You can also search your bid responses by selecting one of the values in the dropdown list for the ***"Response Status"***:
  - ***Active*** – to see bid responses submitted for ongoing negotiations;
  - ***Active or draft*** – to see both the submitted and draft responses for ongoing negotiations;
  - ***Awarded*** – to see your awarded bid responses;
  - ***Disqualified*** – to see your bid responses which were disqualified during the evaluation process;
  - ***Draft*** – to see the bid responses which were saved as draft (not submitted);
  - ***Pending Award*** – to see your bid responses which are awaiting an award decision.
  - ***Rejected*** – to see your bid responses that were not awarded;
  - ***Resubmission required*** – to see your bid responses which have to be resubmitted because the negotiations were amended.
- Click the button ***"Search"*** and all bid responses with that status will be listed.

05 Manage Response - View Bid Responses for active negotiations



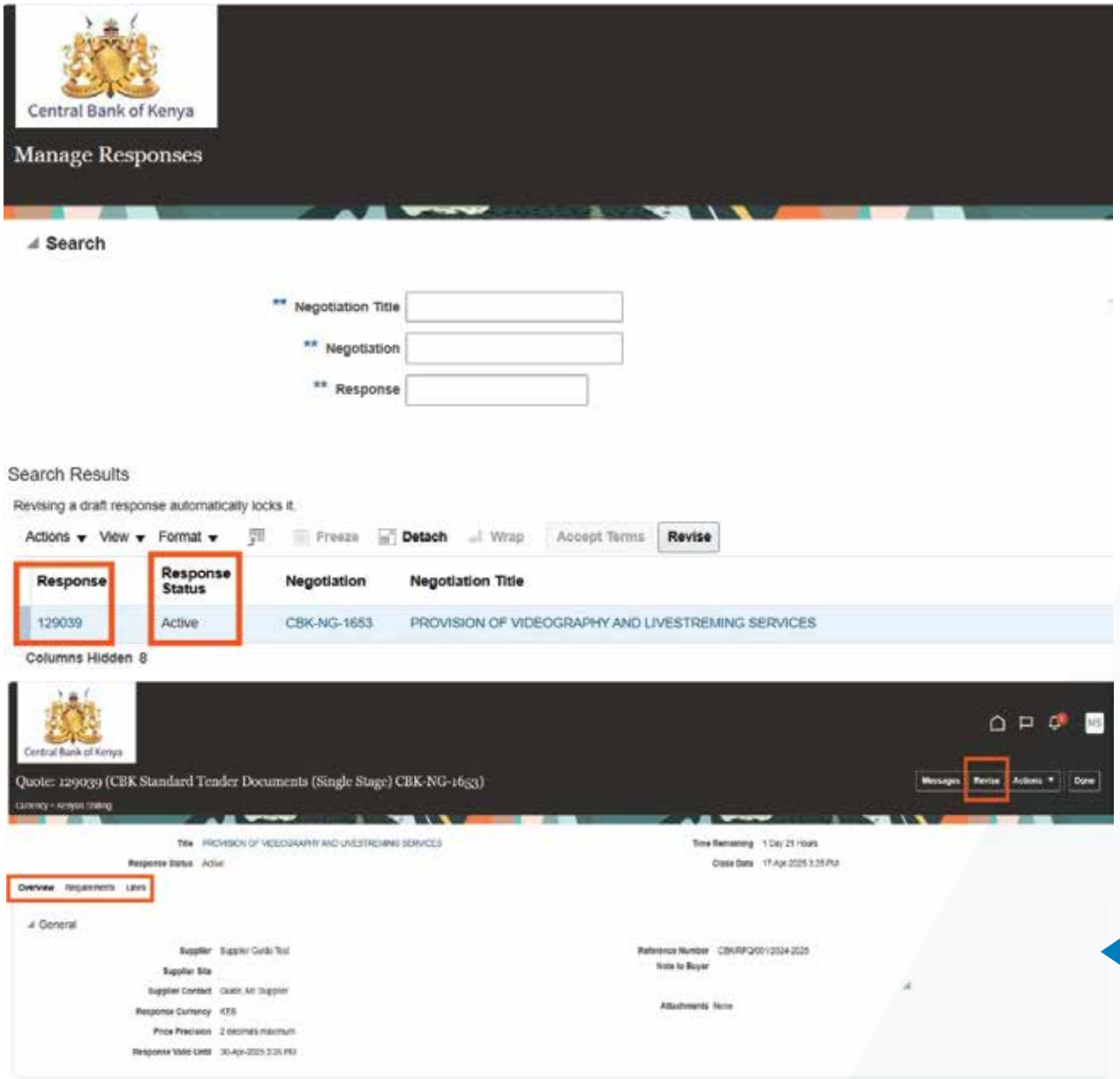
- To view your bid response(s) for the on-going (Active) negotiations, login to the system, click on the ***Supplier Portal*** icon and then ***View Active Negotiations*** link. All on-going negotiations will be listed.

05 Manage Response – Create Response for active negotiations



- The negotiations for which you created a draft or submitted a bid response will have the value **1** in the column ***Your Responses***. To open the bid response, click the number **1**.
- The negotiations for which you have not created a bid response will have value **0** in the column ***Your Responses***.

05 Manage Response - View Bid Responses for active negotiations

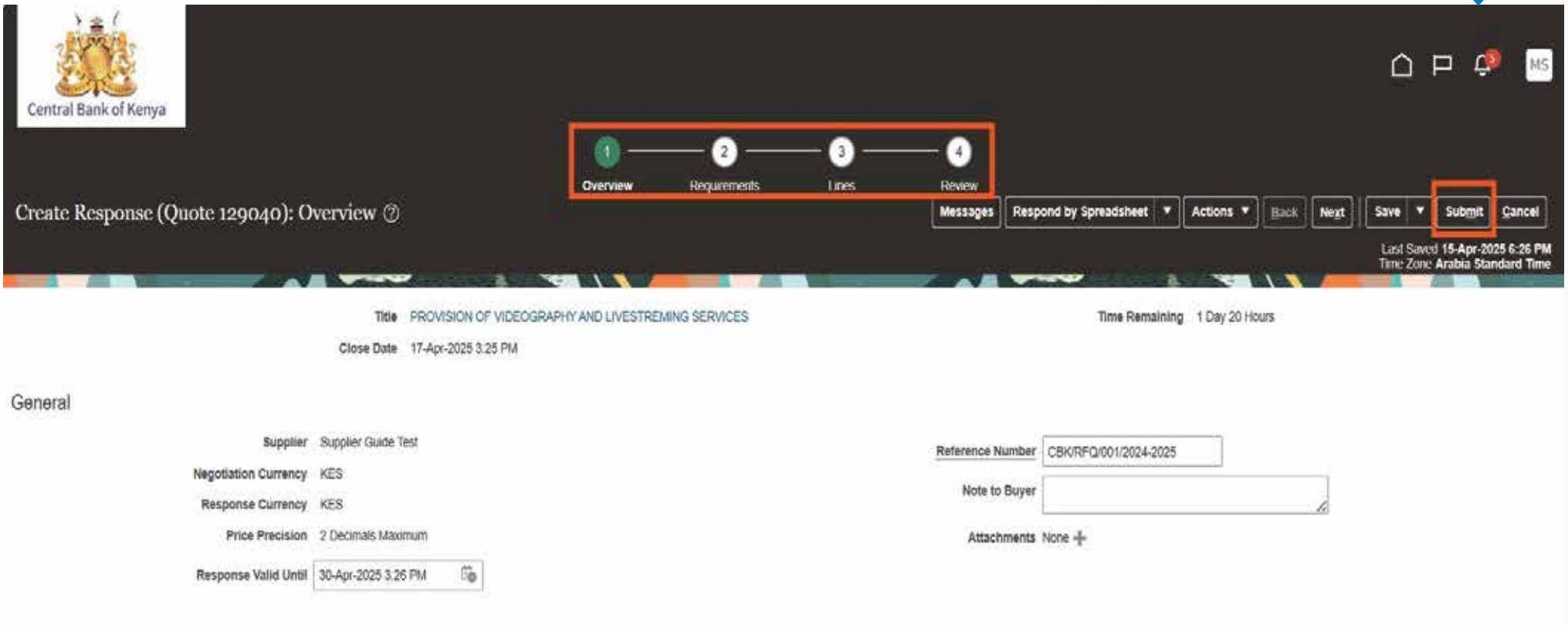


- In the column ***"Response Status"*** you will see the status of your bid. For a bid to be successfully submitted, the status must show as ***"Active"***. Then, click on the number displayed in the column ***"Response"*** and the system will open your submitted bid.

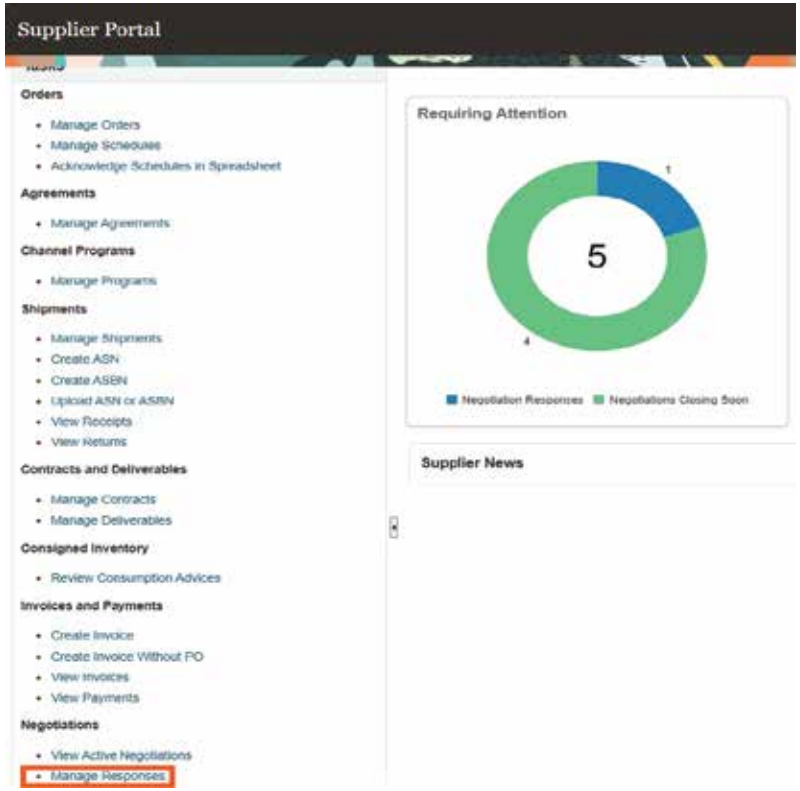
- Click on different ***Sections*** to view the entered info. To revise the bid response, click the ***Revise*** button. The bid response will be open for editing.

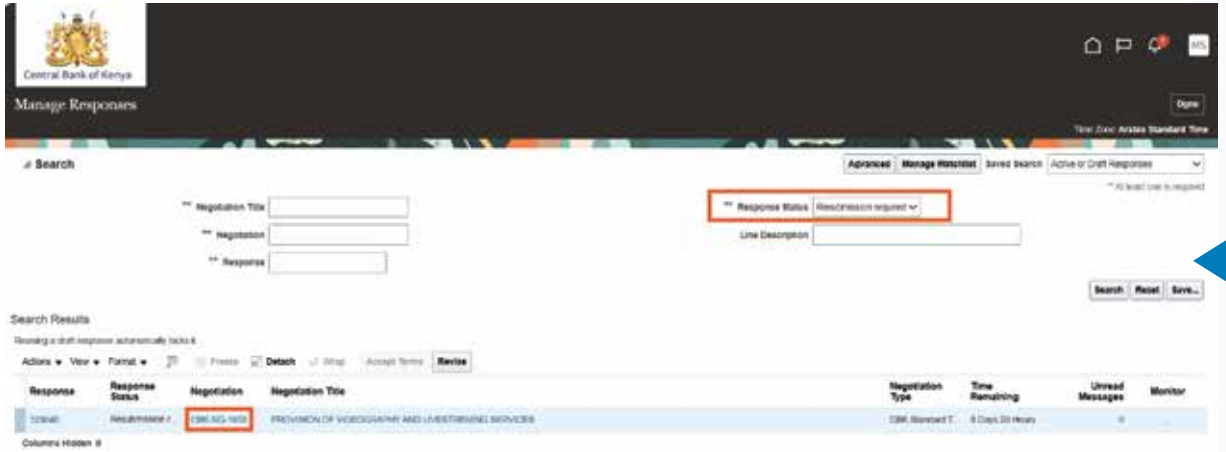
05 Manage Response – Submit a Bid Response for active negotiations

- To view and edit the data entered in different sections of your bid response (Overview, requirements or Lines), click on the appropriate step of the response. Once you implemented the changes, click the ***Submit*** button to post your revised bid response.
- ***Important:*** Make sure that you submit your bid after you edit/revise it.



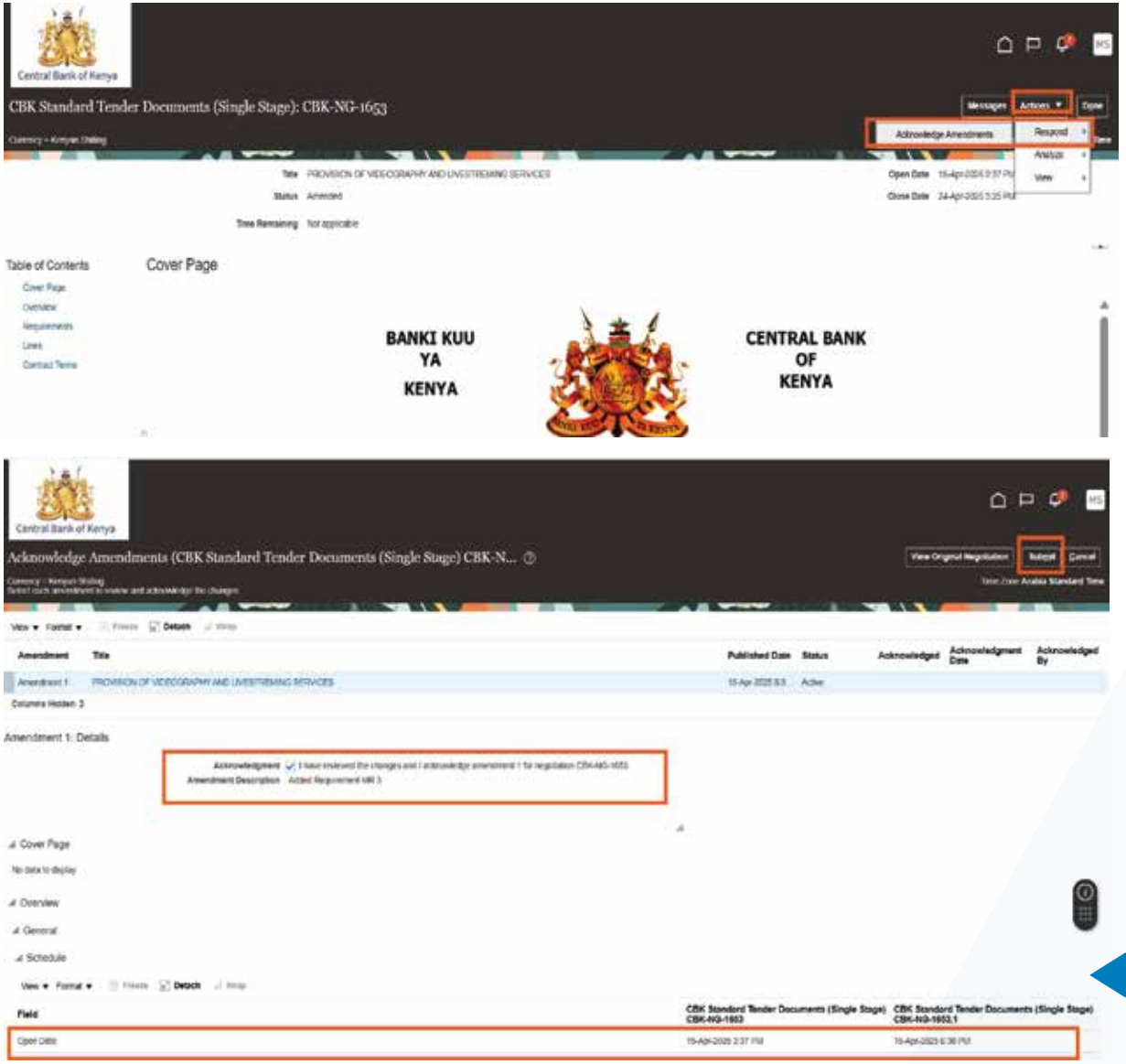
05 Manage Response – Revising a bid after a negotiation is amended





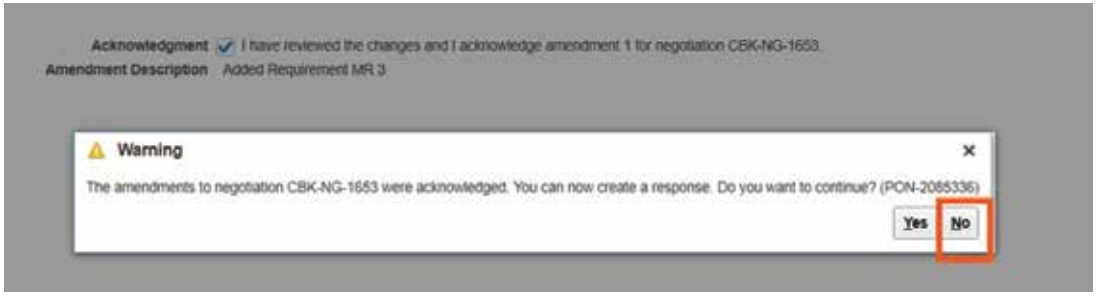
- You must acknowledge the amendment first and then you will be able to resubmit your bid response.
- Click on the ***Supplmusttal*** icon and then click on ***Manage Reponses***.
- In the Selection panel, select the option ***Resubmission required*** in the field ***Response Status***.
- Your bid responses that have to be resubmitted for amended negotiations will be listed in the ***Search Results***.
- Click the negotiation for which you wish to acknowledge the amendment and resubmit your bid response.

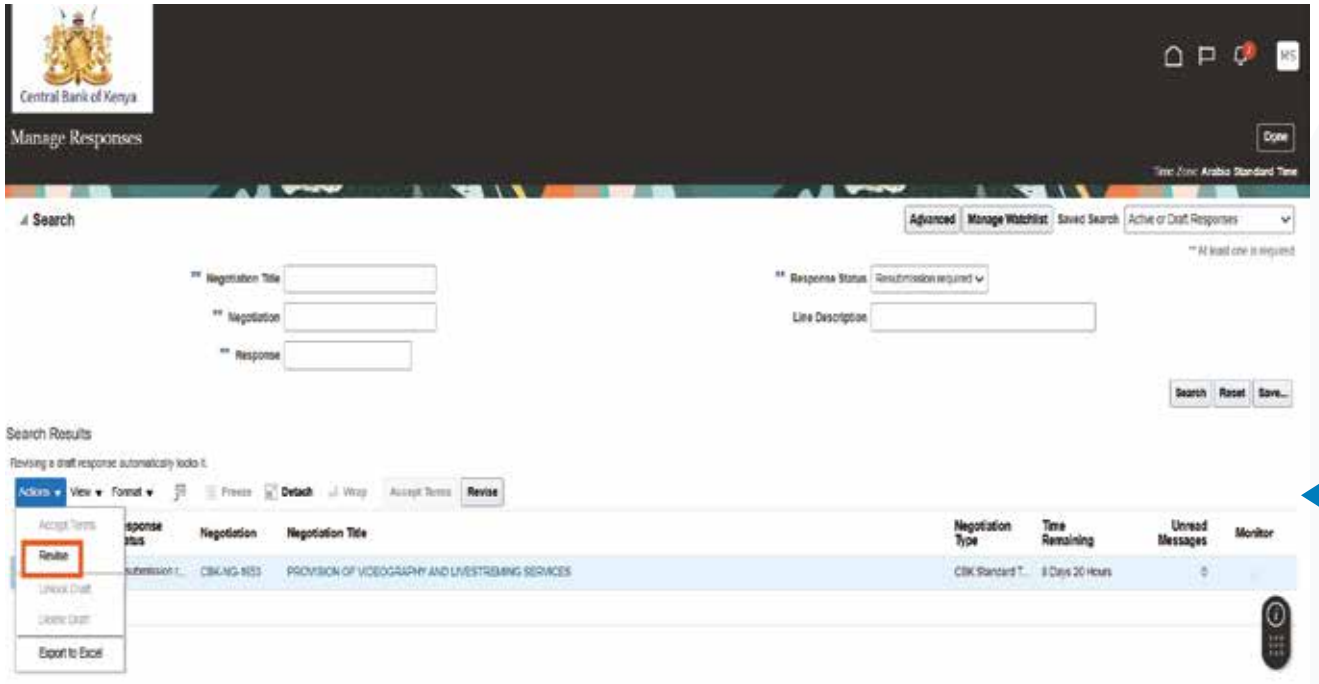
05 Manage Response – Acknowledging an amendment



- The amended negotiation will open. Click the button ***Actions***, then select the option ***Respond*** and click on ***Acknowledge Amendments***.
- A short description of the changes in the amended negotiation will be displayed in the ***Amendment Description*** part. Scroll to see more details of the amended negotiation.
- To acknowledge the amendment, check the box in front of the text "I have reviewed the changes and I acknowledge amendment 1 for negotiation "CBK-NG- XXXXX" and click the button ***Submit***.

05 Manage Response – Warning message after Acknowledging an amendment

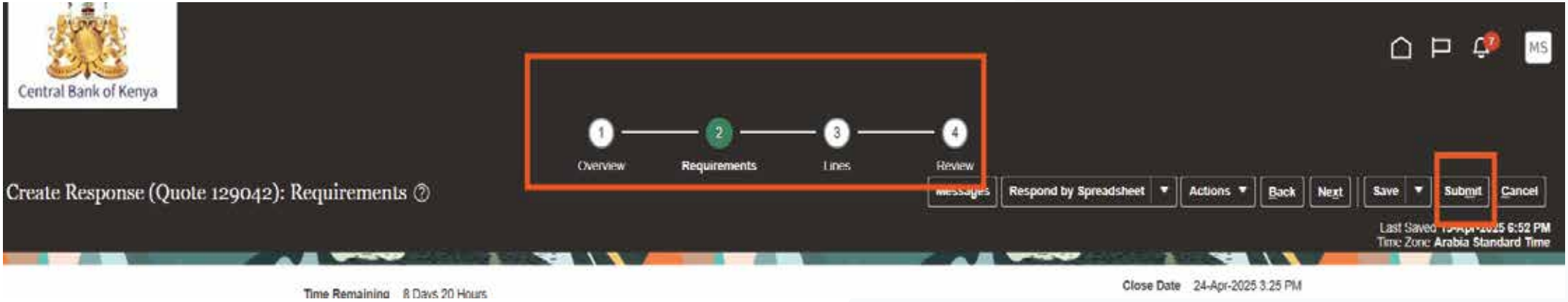


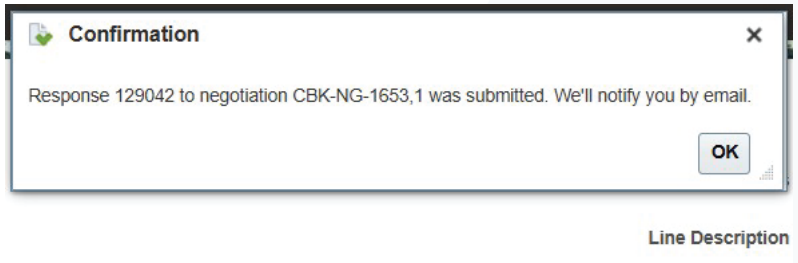


- A warning message informing you that you acknowledged the amended version of the negotiation and new bid response will be created will popup.
- Select the option ***No***, as you are not going to create new bid response but revise the existing one.
- Click the option ***Actions*** and select the option Revise.

05 Manage Response – Submitting an amended bid

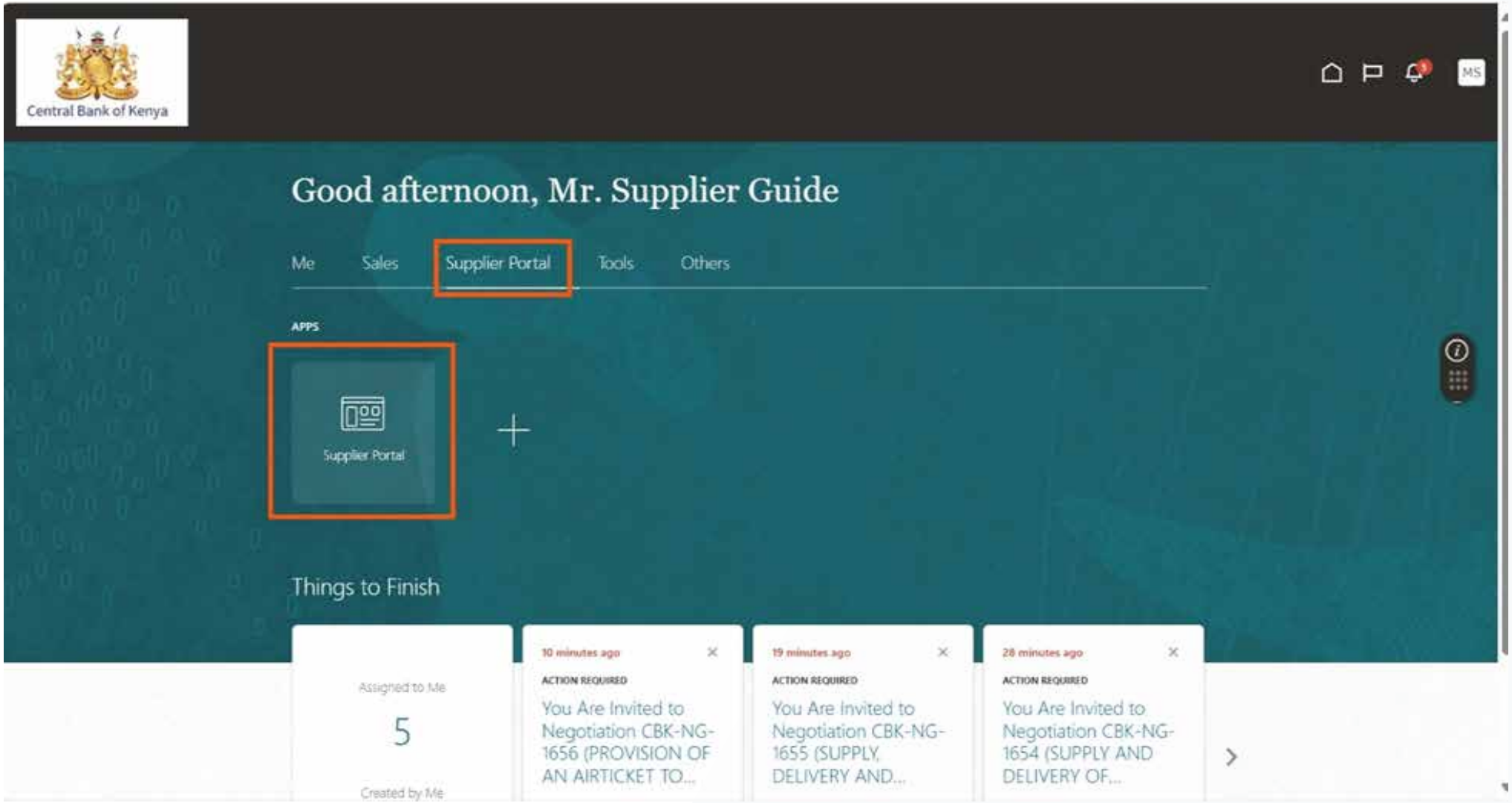
- All responses submitted in the previous bid (Before amendment) of the negotiation will be displayed and all the fields will be open for editing. Click on each section of the bid response and you will be able to edit the info/data.
- Once your revised bid response is complete, click the ***Submit*** button.
- A confirmation message that your bid response is submitted will be displayed on your screen.





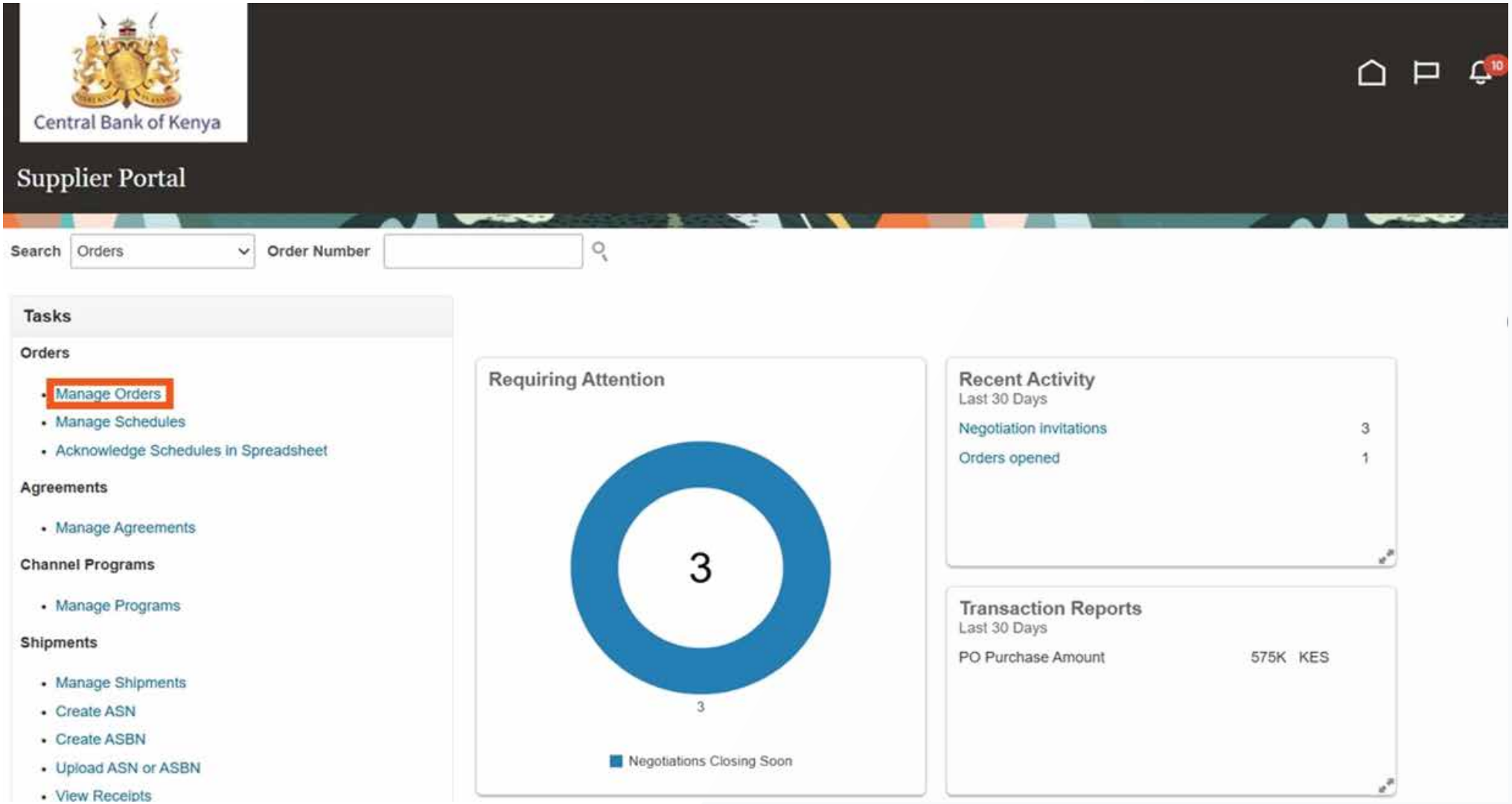
06 Acknowledging Purchase Orders

- Once you are logged in to the Supplier profile account, click on "Supplier Portal" then the "Supplier Portal icon"



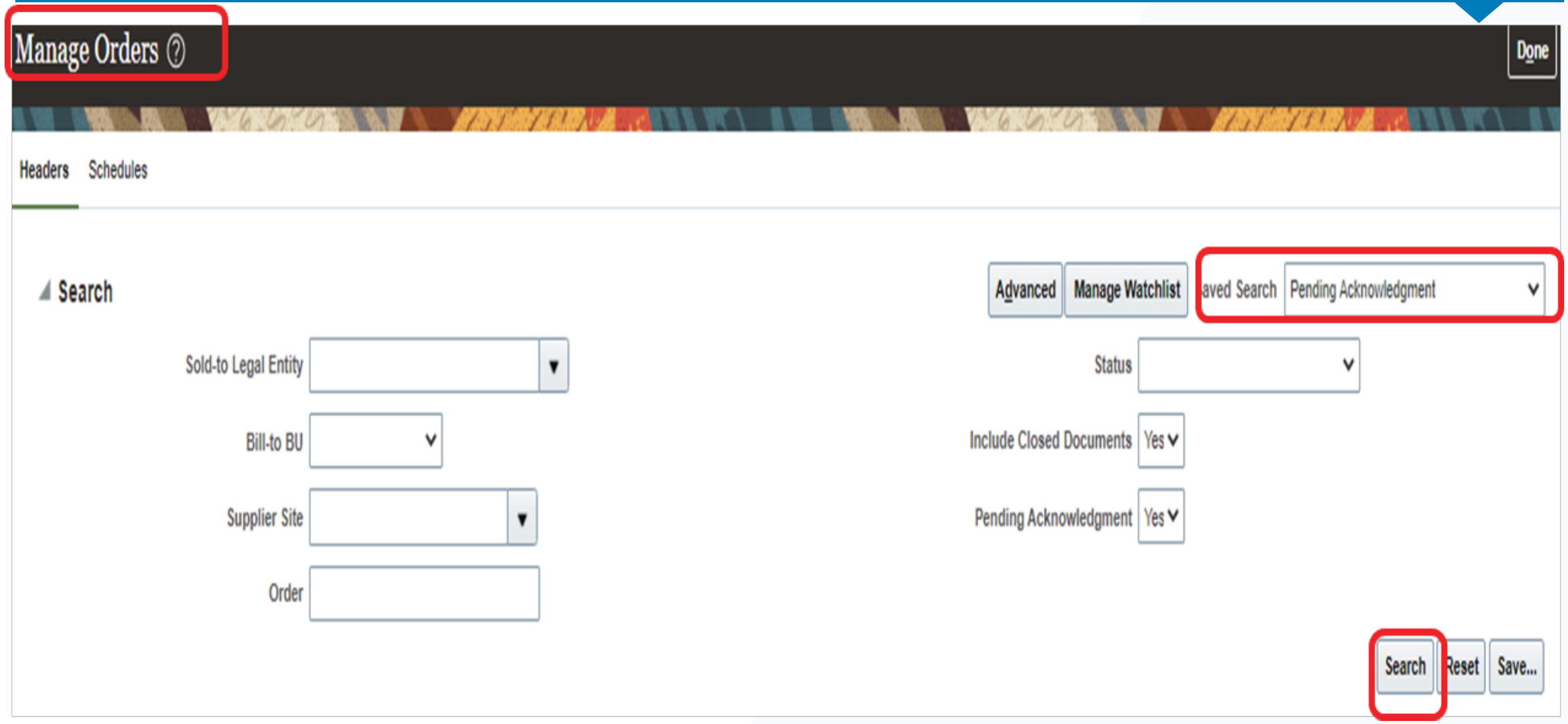
06 Acknowledging Purchase Orders

- Under Orders section
- Click on "Manage Orders"



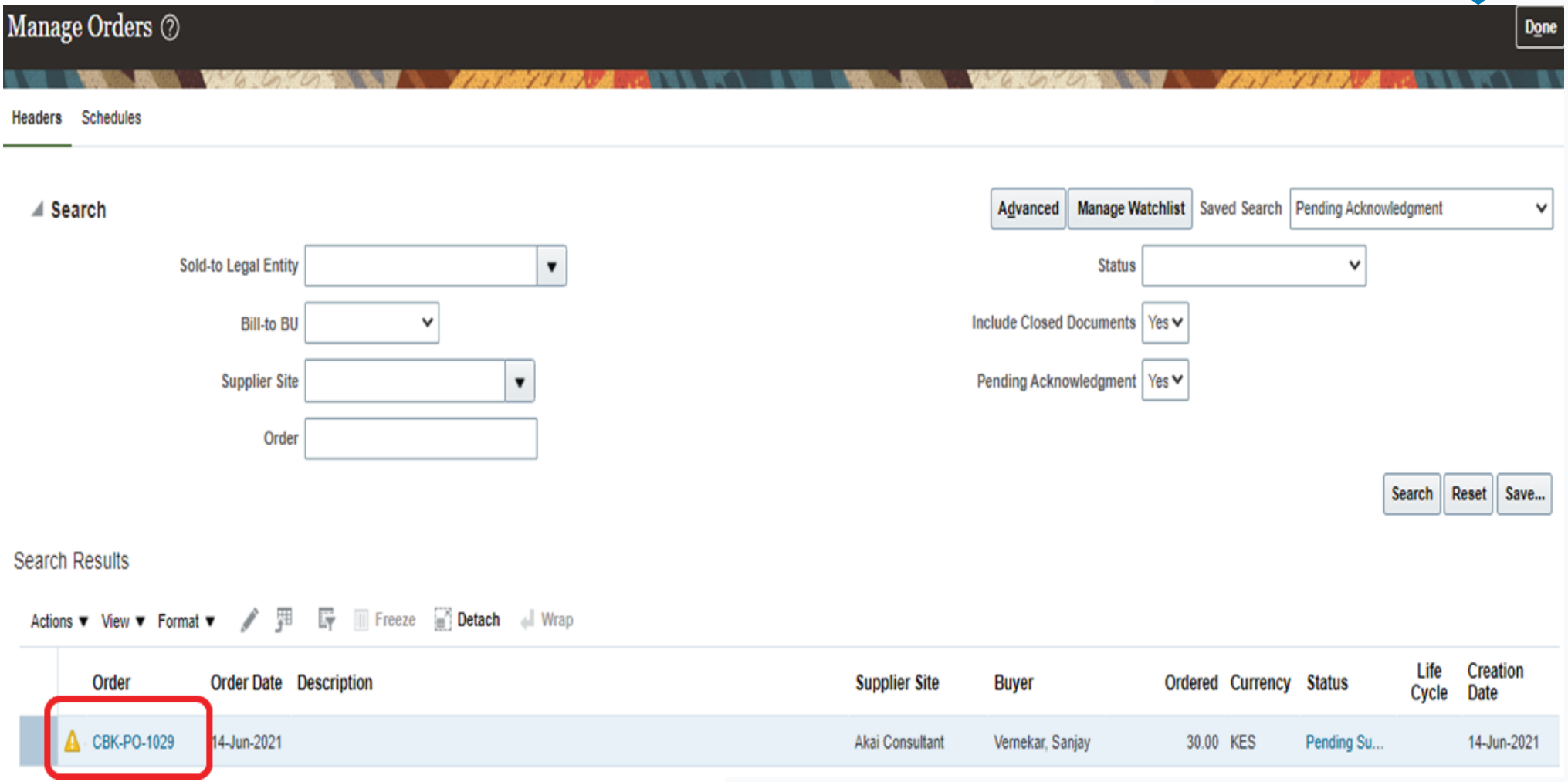
06 Acknowledging Purchase Orders

- The system will display a popup dialog box "Manage Orders"
- Search for "Pending Acknowledgement" from saved searches or search the required Purchase Order based on search criteria such as Sold-to legal Entity, Bill-to BU, Supplier Site, Order, Status.



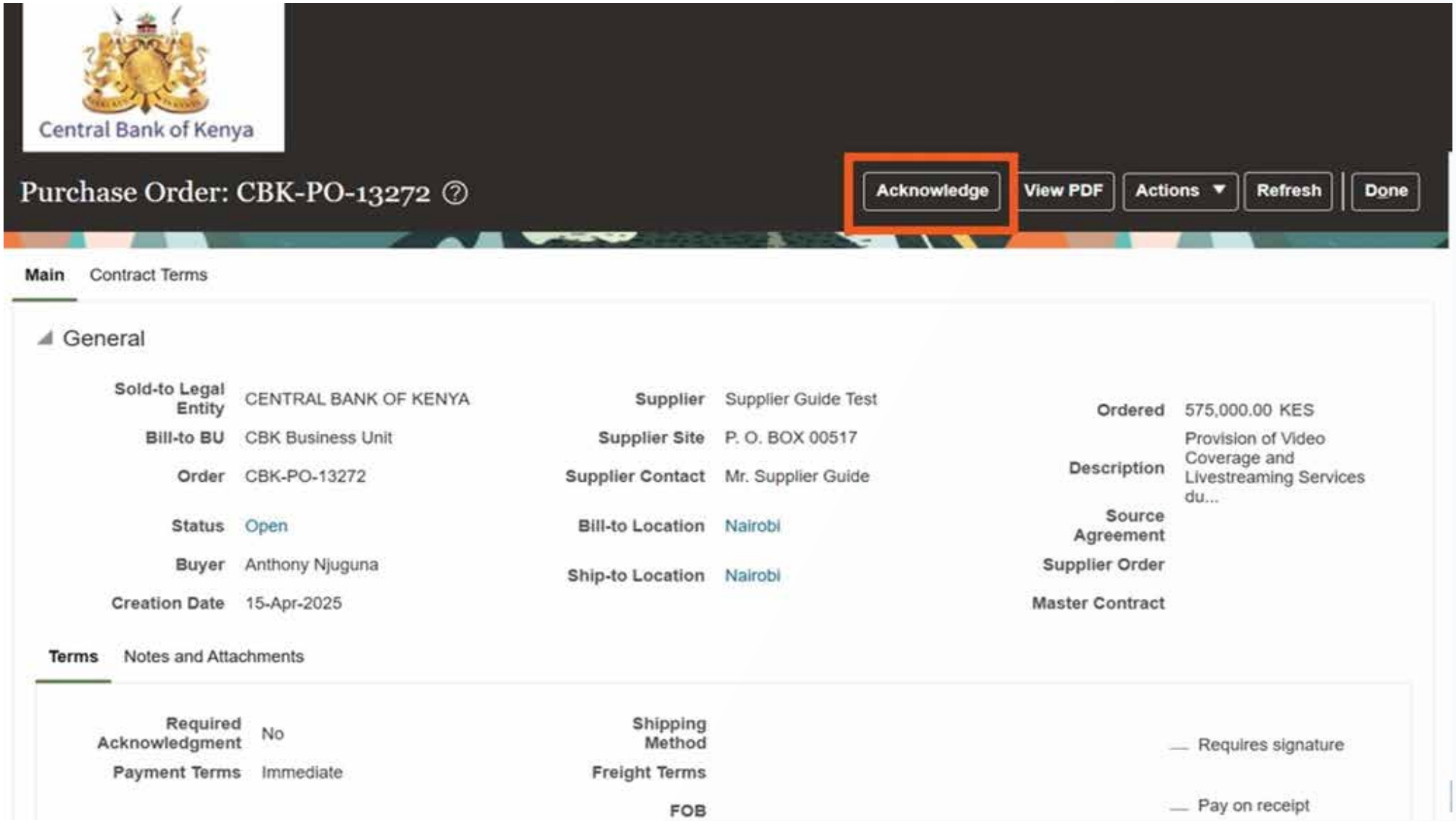
06 Acknowledging Purchase Orders

- Under Search Results
- The line depicting the required PO will appear
- Click on ***PO number***



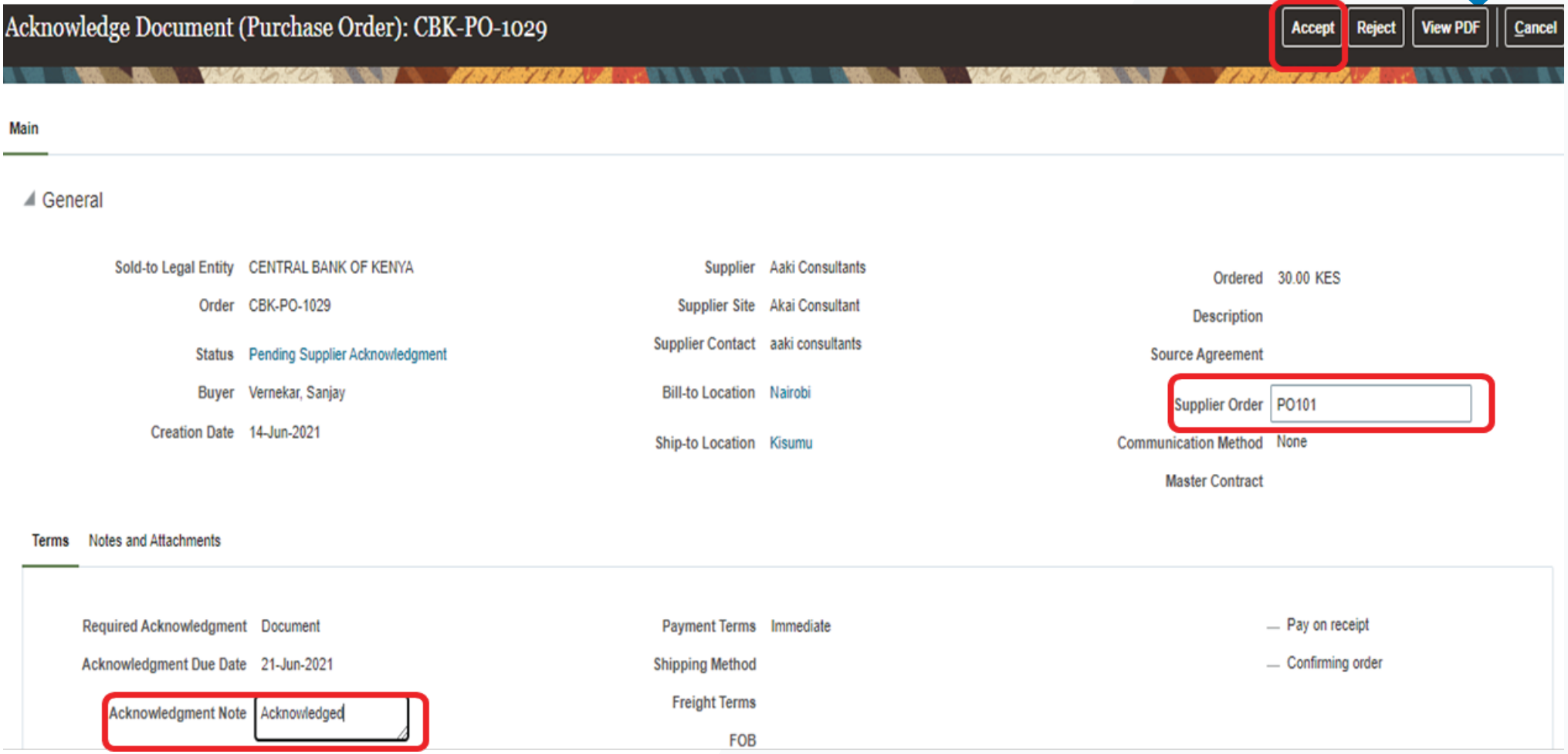
06 Acknowledging Purchase Orders

- Click on "***Acknowledge***" button



06 Acknowledging Purchase Orders

- The 'Acknowledge Document' page opens
- Under General tab Enter Supplier Order Notes(Optional)
- Under Terms tab Enter Acknowledgment Note(Optional)
- Click Accept



06 Acknowledging Purchase Orders

- The system will display warning Message 'The document will be accepted. Do you want to continue?
- Click "OK" and Click Done.
- The Purchase Order is acknowledged and notification is sent to the buyer.

07 Managing Contract Deliverables

FOREWORD

- The I-Supplier Portal allows a supplier to respond to contract deliverables by confirming receipt of the contract, acknowledging/updating deliverables, and reporting on tasks completed or milestones achieved.

- The I-Supplier portal is a repository of records where a supplier can monitor their performance based on fulfilled deliverables against the terms of the contracts

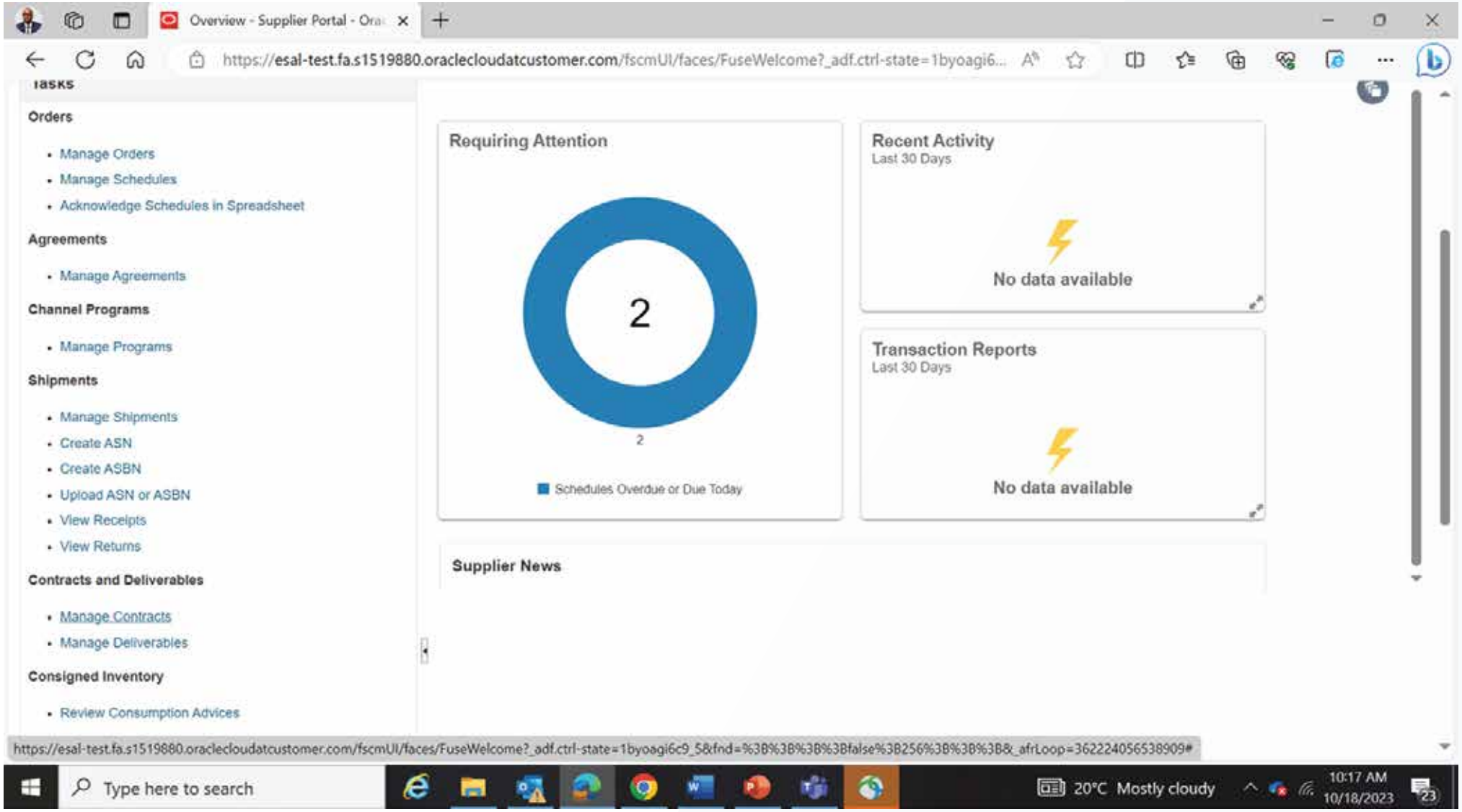
- The system allows for tracking of progress and uploading of documentation to enhance interaction.

07 Managing Contract Deliverables

- Once you are logged in to the Supplier profile account,
- Click on "Supplier Portal"
- Click "Supplier Portal icon"

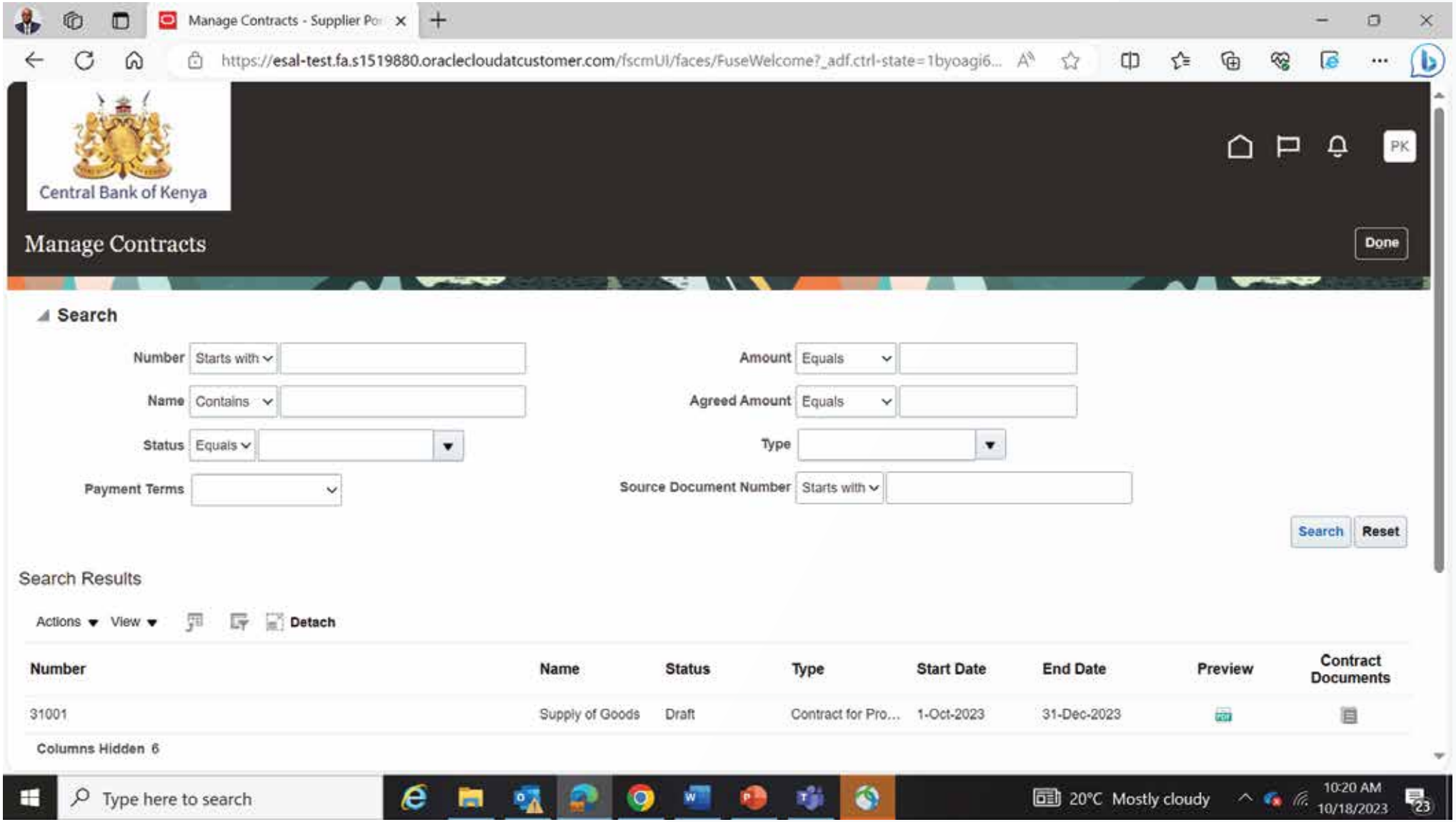
07 Supplier Response to Contracts Deliverables

Click on the "Manage Contracts"



07 Supplier Response to Contracts Deliverables

Search for the Contract due for deliverables response.



07 Supplier Response to Contracts Deliverables

Open the contract and navigate to Deliverables.

Manage Deliverables - Supplier

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=17126wdx72_5&fnd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&_afrLoop=403638513505668

Central Bank of Kenya

Manage Deliverables

Done

Search

Saved Search: My Deliverables

Deliverable Name: Starts with

Document Type: Equals

Status: Equals

Document Number: Starts with 19002

Due Date: Equals dd-mmm-yyyy

Type: Equals

Search | Reset | Save...

Search Results

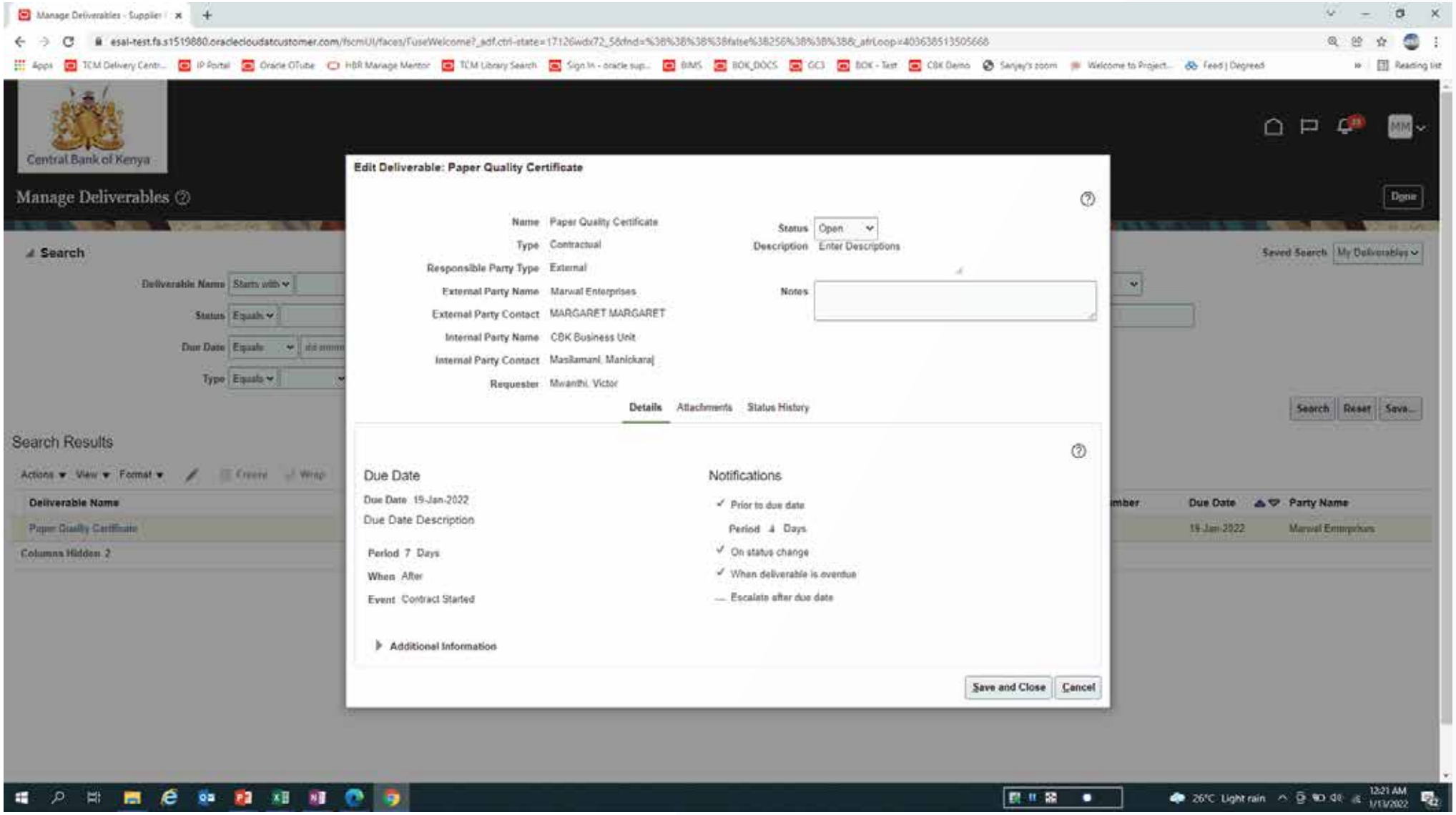
Actions | View | Format | Freeze | Wrap

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Paper Quality Certificate	Open	Contractual	Supplier Contract	19002	19-Jan-2022	Marwal Enterprises

Columns Hidden 2

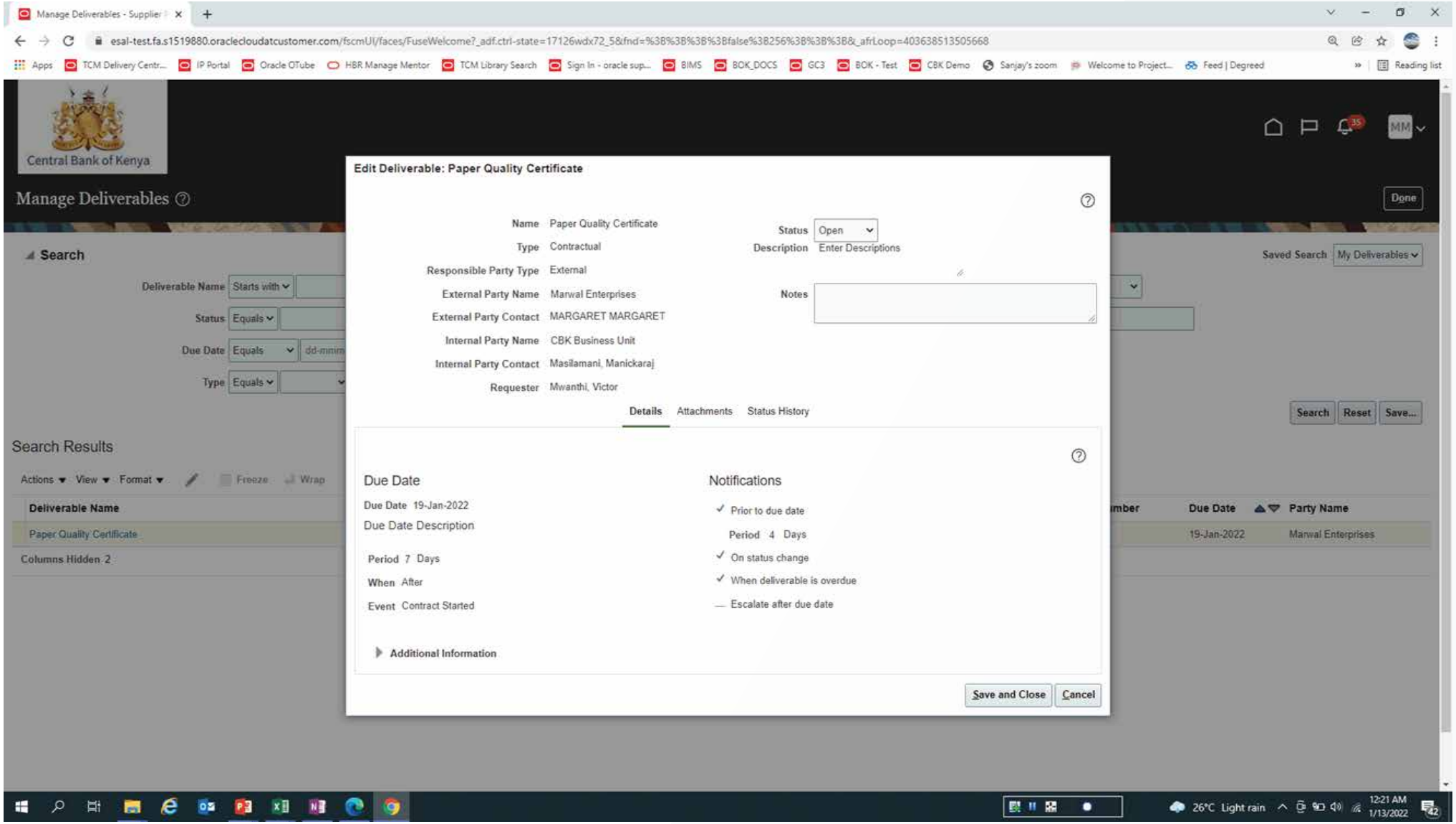
07 Supplier Response to Contracts Deliverables

Click on the deliverable to open the "Edit deliverable window"



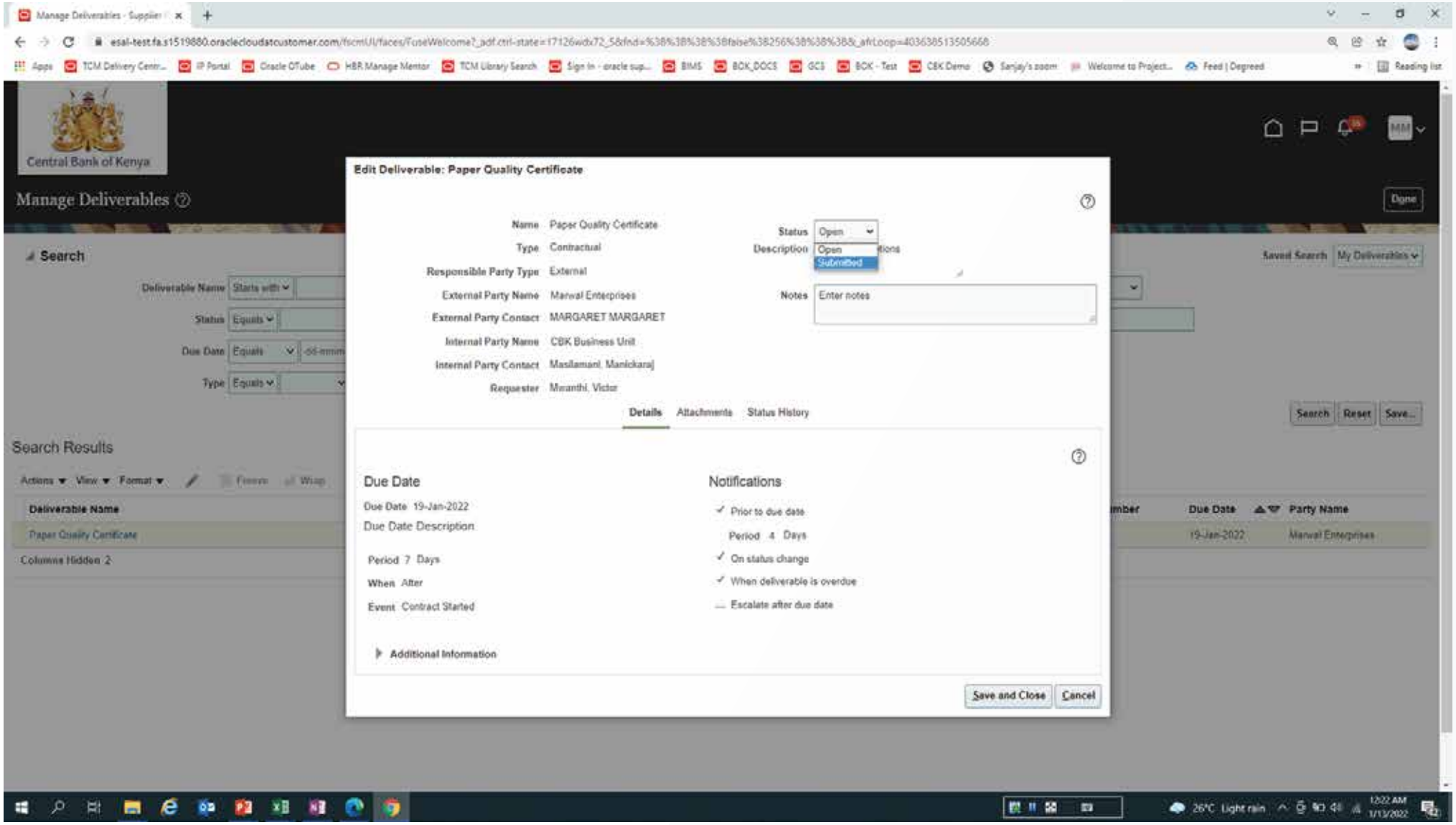
07 Supplier Response to Contracts Deliverables

Enter notes and attachments as required in the deliverable.



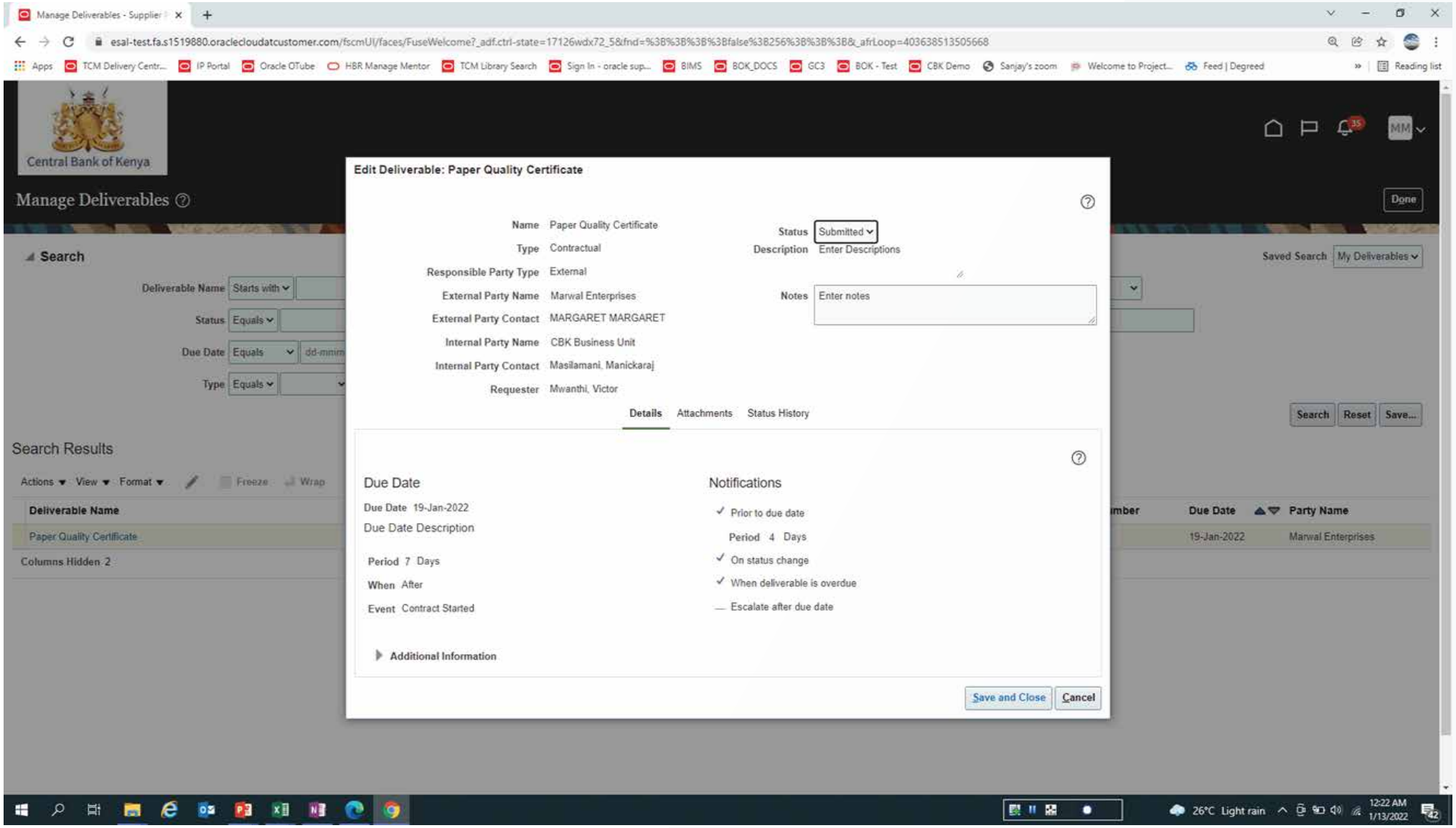
07 Supplier Response to Contracts Deliverables

Change the status to submitted.



07 Supplier Response to Contracts Deliverables

Click on save and close.



07 Supplier Response to Contracts Deliverables

Click on done.

Manage Deliverables - Supplier

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=17126wdx72_5&fnd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&_afrLoop=403638513505668

Central Bank of Kenya

Manage Deliverables

Done

Search

Saved Search: My Deliverables

Deliverable Name: Starts with

Document Type: Equals

Status: Equals

Document Number: Starts with 19002

Due Date: Equals dd-mmm-yyyy

Type: Equals

Search | Reset | Save...

Search Results

Actions | View | Format | Freeze | Wrap

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Paper Quality Certificate	Submitted	Contractual	Supplier Contract	19002	19-Jan-2022	Marwal Enterprises

Columns Hidden 2

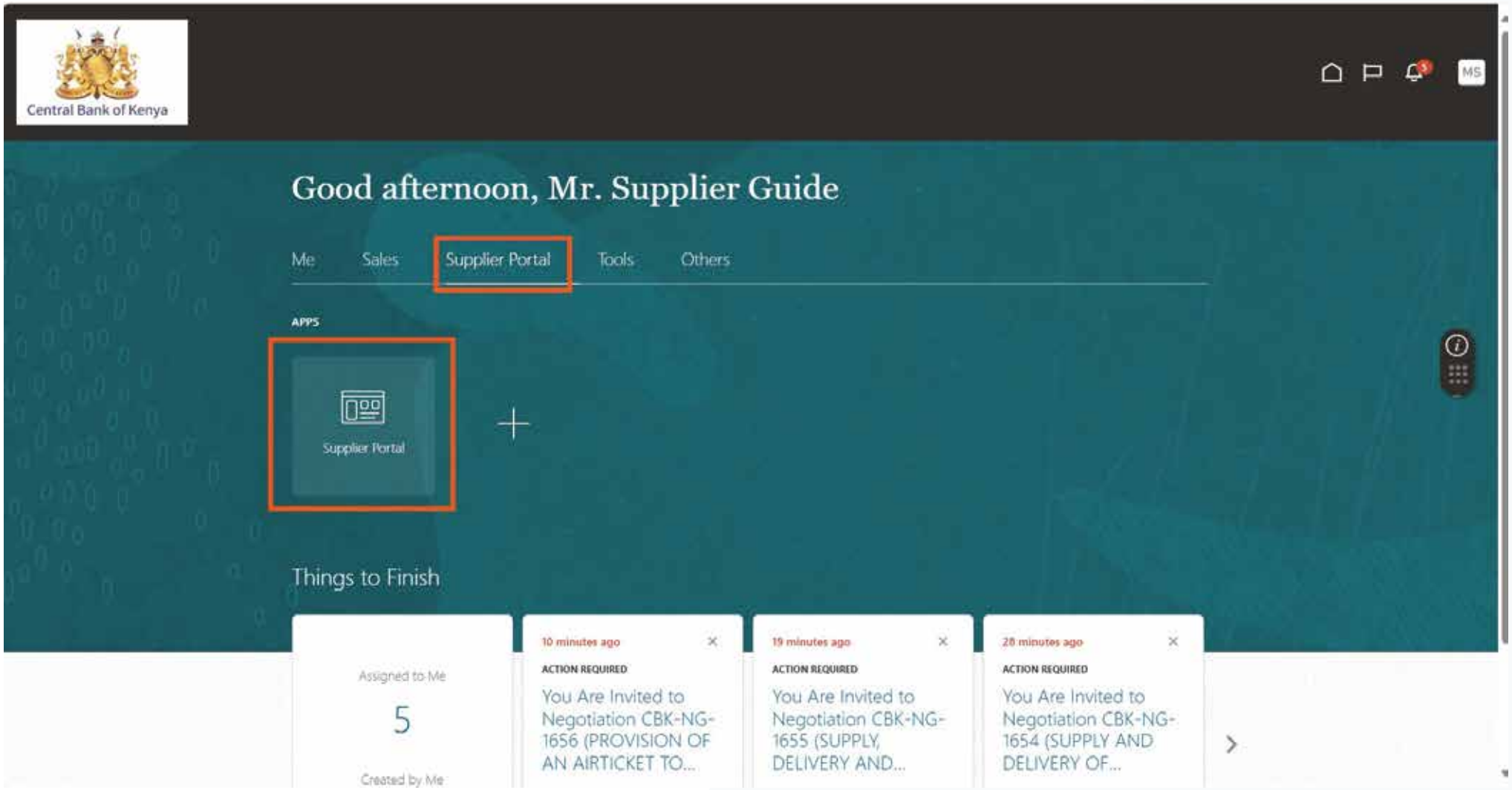
08 Advance Shipping Notice (ASN)

FOREWORD

An Advance Shipping Notice (ASN) is an electronic notification of an upcoming delivery which is sent directly from a supplier to the Procuring Entity, in advance of an incoming shipment.

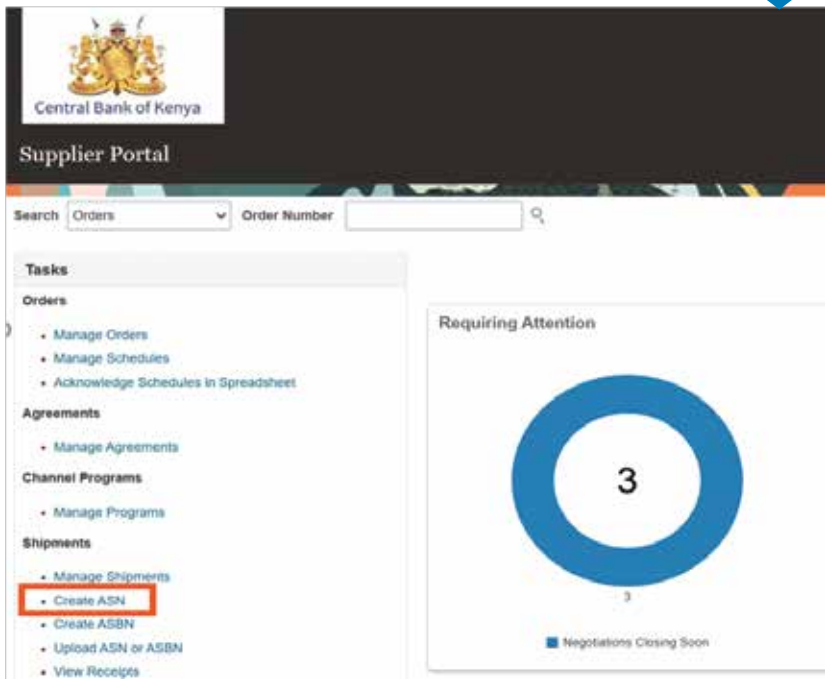
08 Navigating the Supplier Portal

- Log in to the Supplier Portal
- Select the Supplier Portal Icon

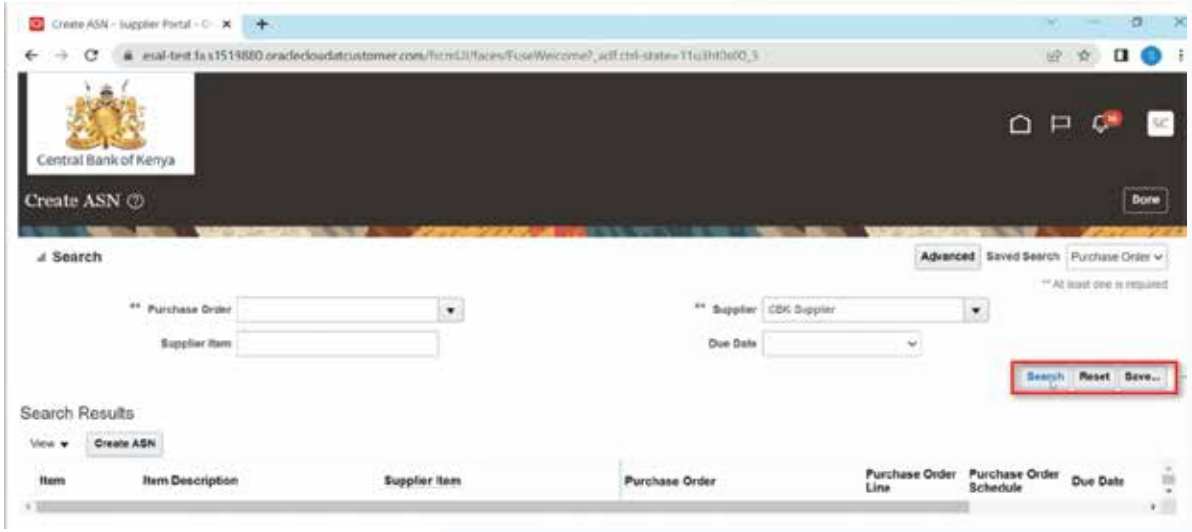


08 Create ASN

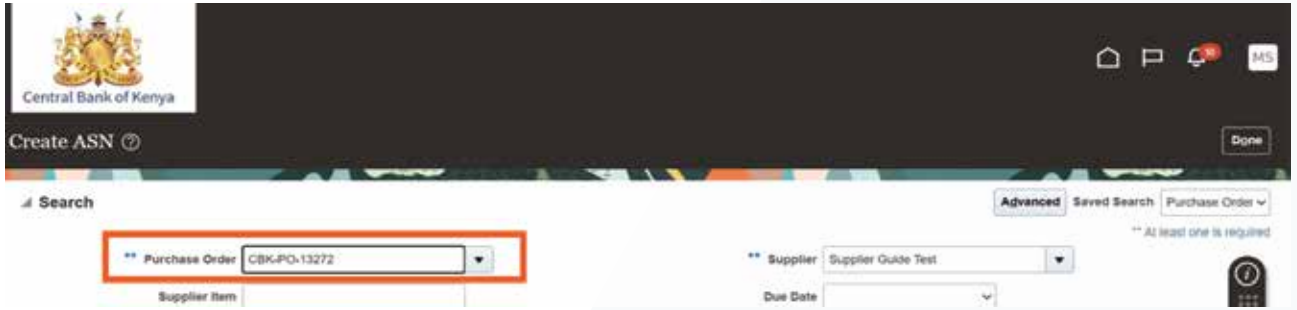
- Select Create ASN.



- Enter the LPO number you have been awarded.

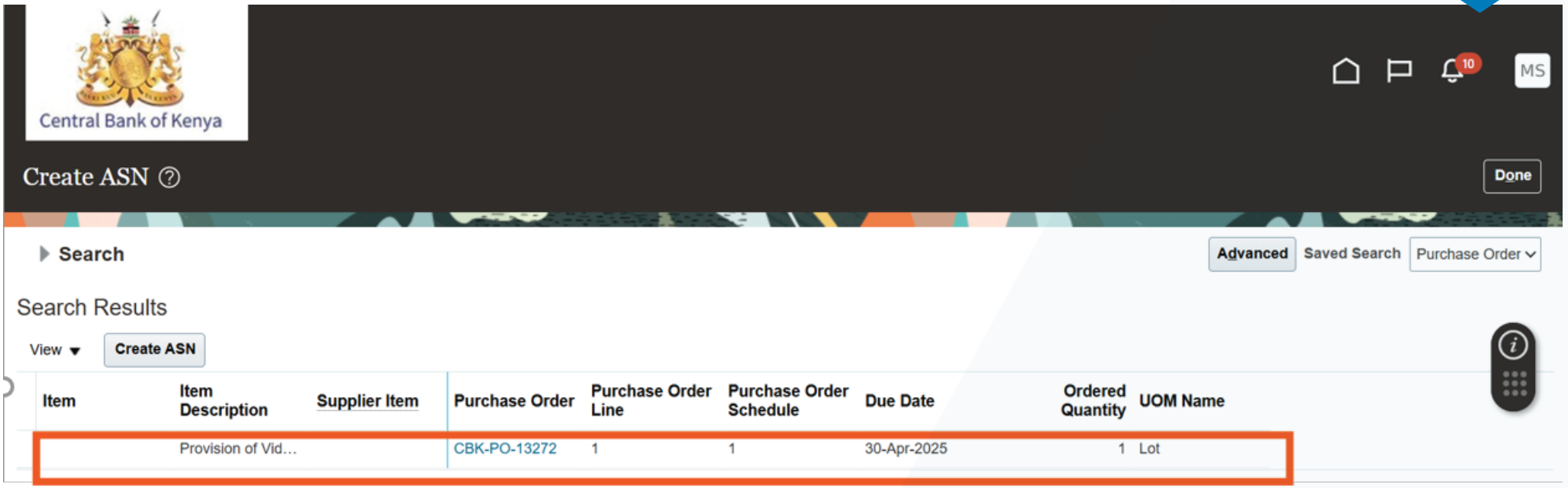


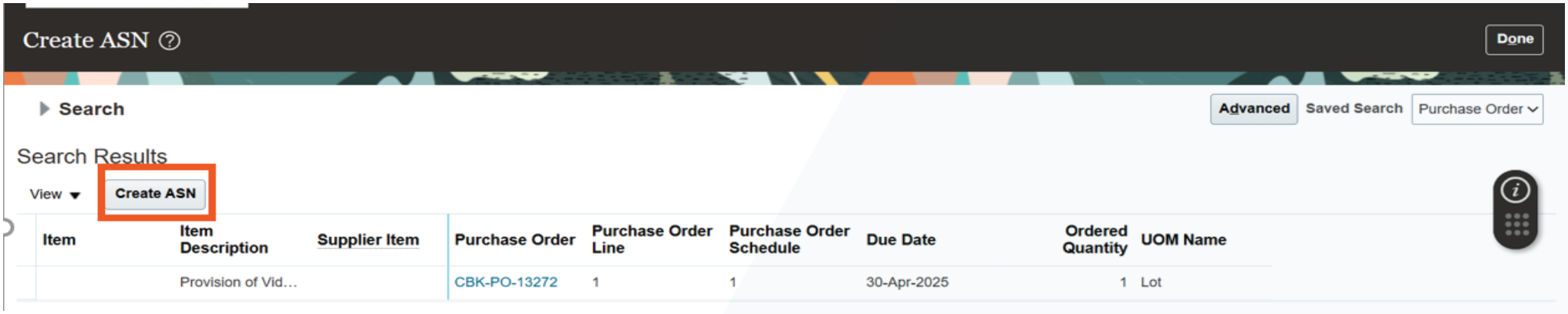
- Select search



08 Select Lines to create ASN

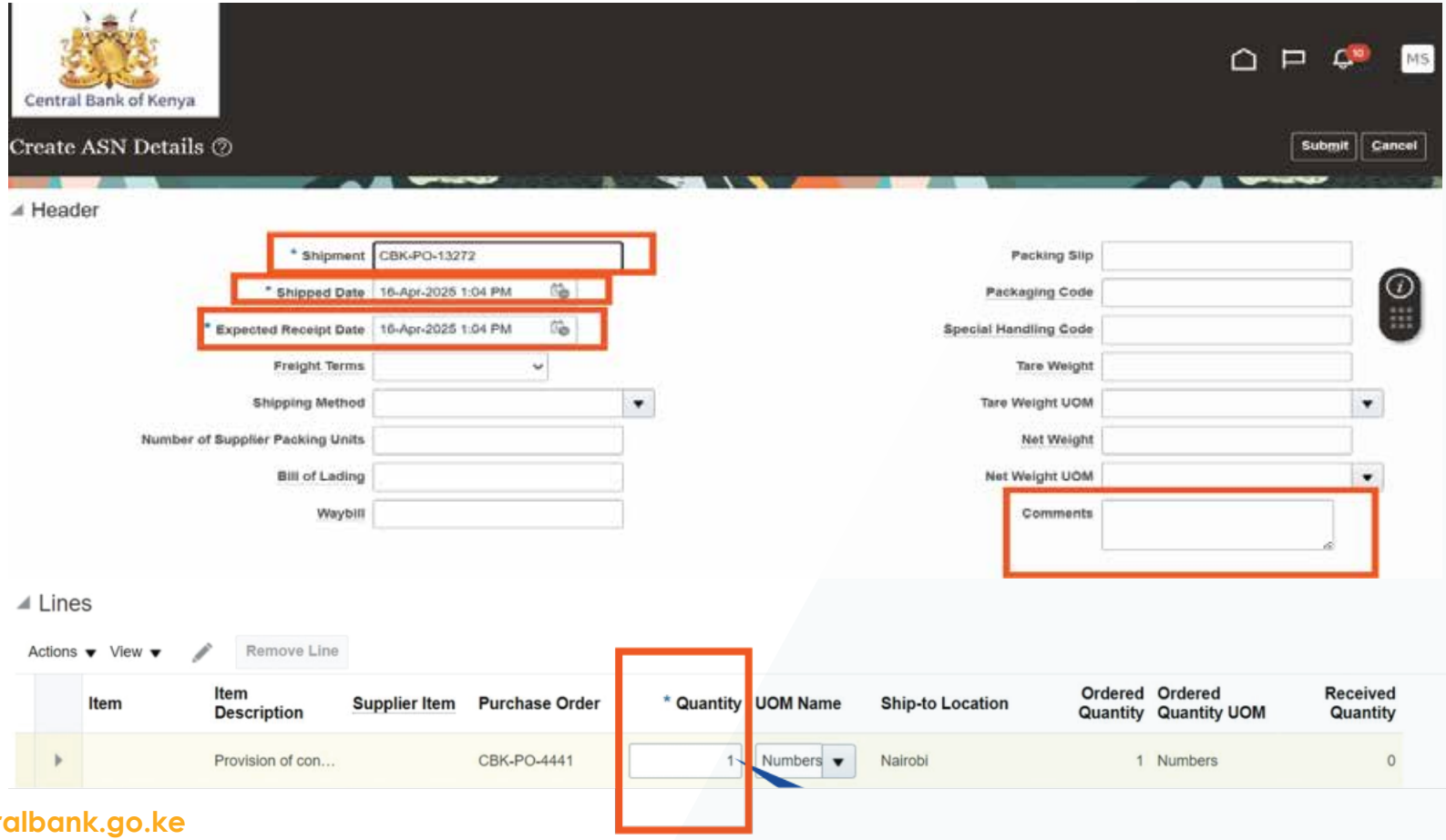
- The LPO will populate.
- Highlight the line of the LPO which you want to create an ASN.
- Select Create ASN.





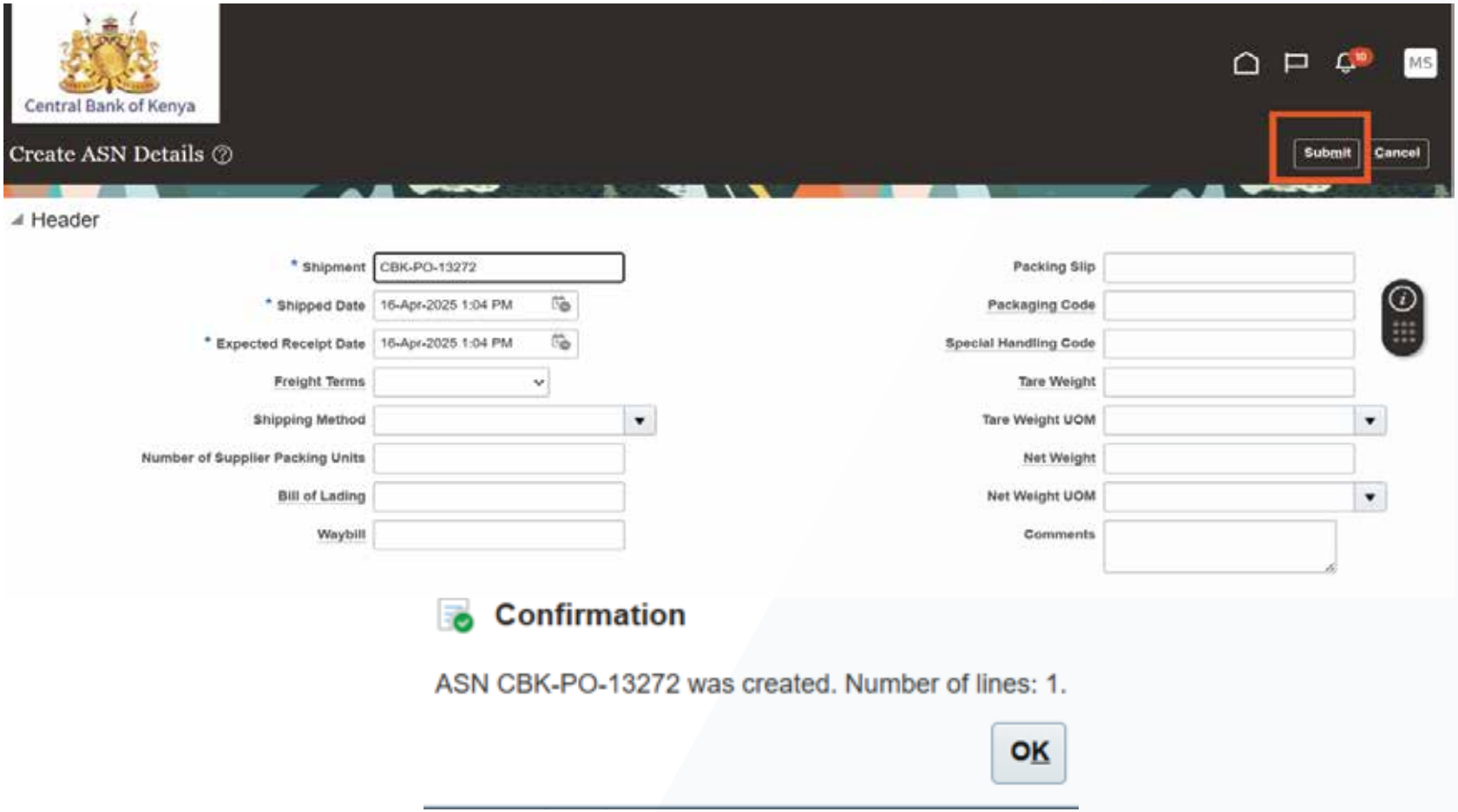
08 Initiate ASN and populate Header and Lines Information

- Enter the Shipment number i.e. the LPO Number.
- ***Fill the Shipped date*** i.e. the dates the goods will be dispatched from your organization.
- ***Enter the Receipt Date*** i.e. this indicates the date that the goods are expected to be received by the Procuring Entity (CBK).
- Enter any other information that is relevant in the person receiving the ***comments***.
- Enter ***Quantity*** of the goods to be delivered.



08 Submitting the ASN

- Once you have completed filling in the ASN Details.
- ***Submit***
- A Pop-up message acknowledging that an Advance Shipping Notice has been created against an LPO will appear.
- Select Ok and Close the Window.



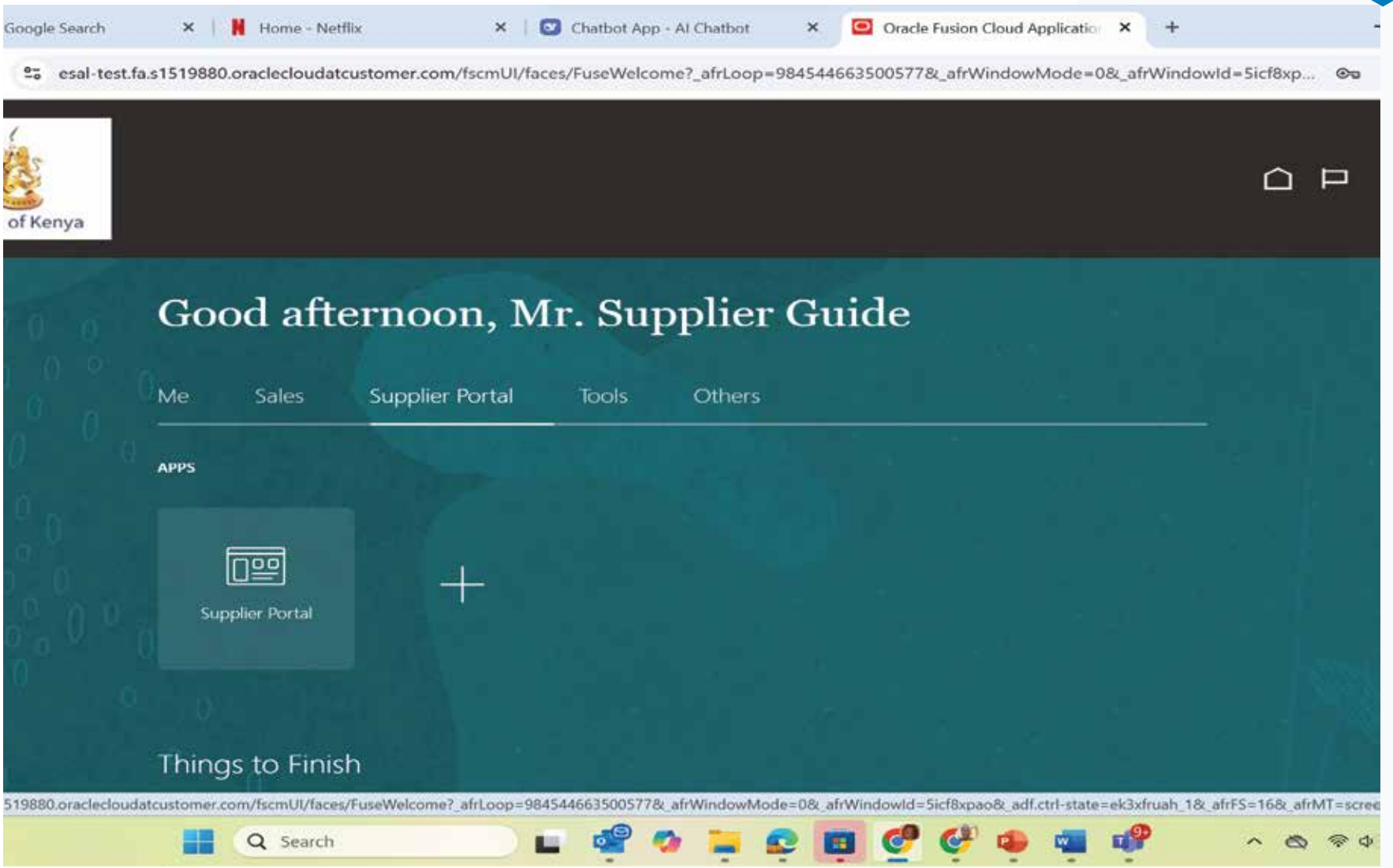
09 Invoice Creation

FOREWORD

- CBK i-supplier portal provides vendors with a functionality to create and submit invoice for goods/services already delivered and received by the Bank.
- This functionality does not negate invoices generated by vendors from their own systems. Vendor system generated invoices are supposed to be scanned and attached as part of the invoice creation process.
- After submission of an Invoice, the vendor can monitor its progress by checking the Invoice status.
- Submitted Invoices proceed to the CBK payment division which undertakes validation, verification, matching and payment.

09 Invoice Creation

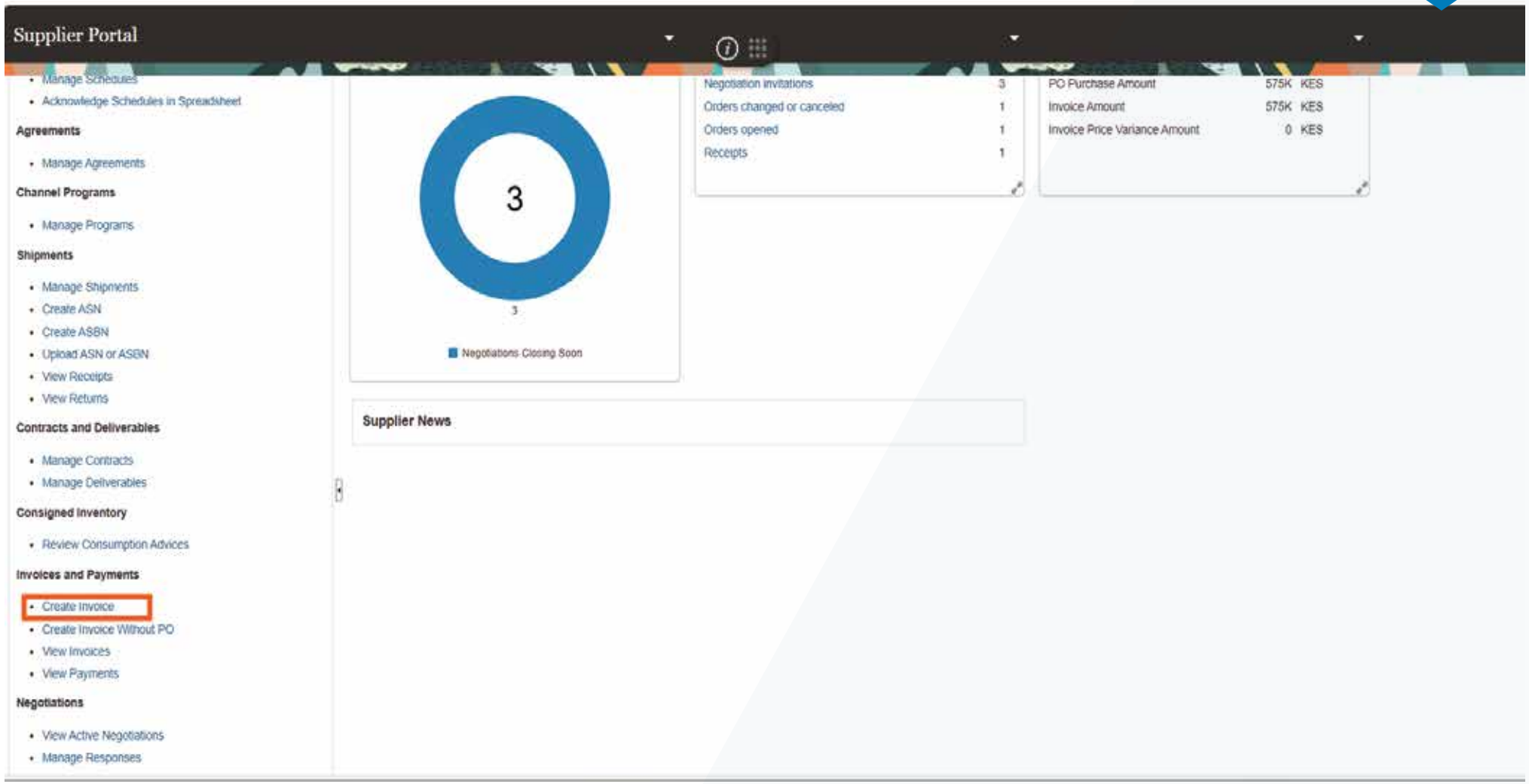
- Log in to the Supplier Portal
- Select the Supplier Portal Icon



09 Invoice Creation

Navigate to the Invoices Section

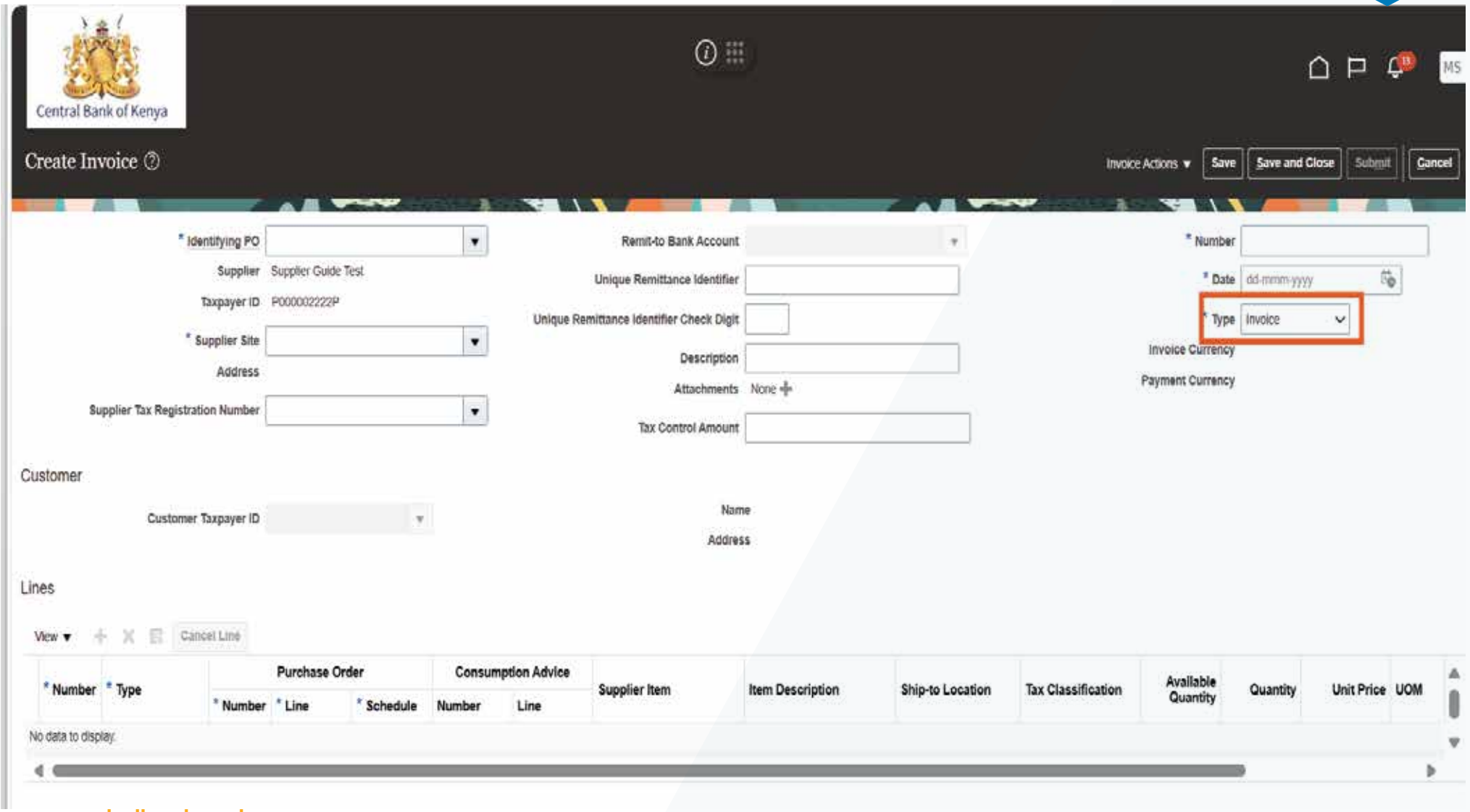
- From the main dashboard, look for the “Invoices” tab or section.
- Click on “Create Invoice” or “Submit Invoice,” depending on the available options.



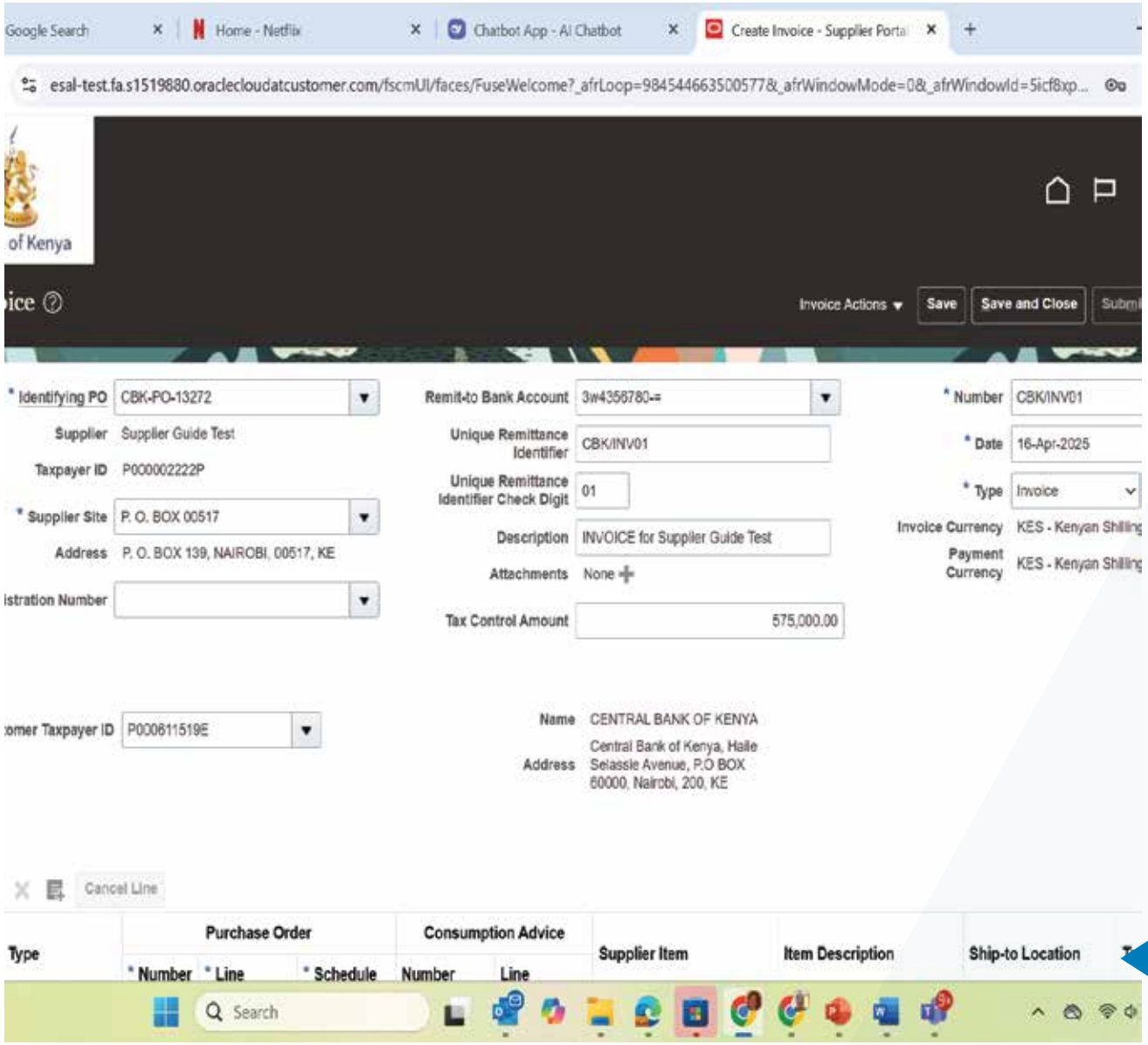
09 Invoice Creation

Select Invoice Type

- Choose the appropriate invoice type (e.g., Standard Invoice, Credit Memo).



09 Invoice Creation



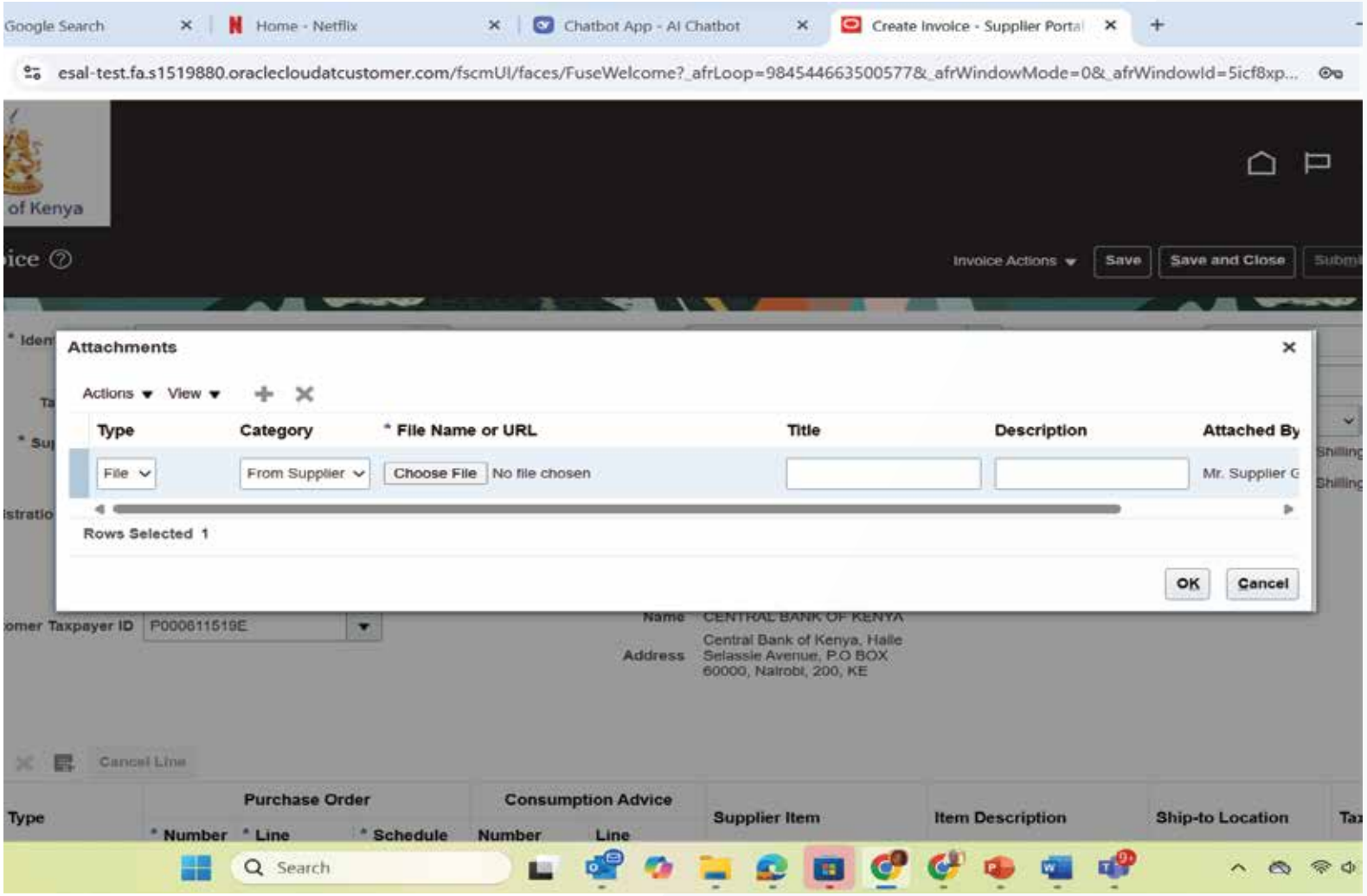
Enter Invoice Information

- Supplier Details: Ensure that your supplier details are pre-filled or select your company from the dropdown, if required.
- Invoice Number: Enter a unique invoice number as per your organization's guidelines.
- Invoice Date: Input the date when the invoice is being raised.
- Invoice Amount: Specify the total amount for the invoice.
- Line Items: Add details for each line item, including:
  - Description
  - Quantity
  - Unit Price
  - Tax information (if applicable)

09 Invoice Creation

Attach Supporting Documents

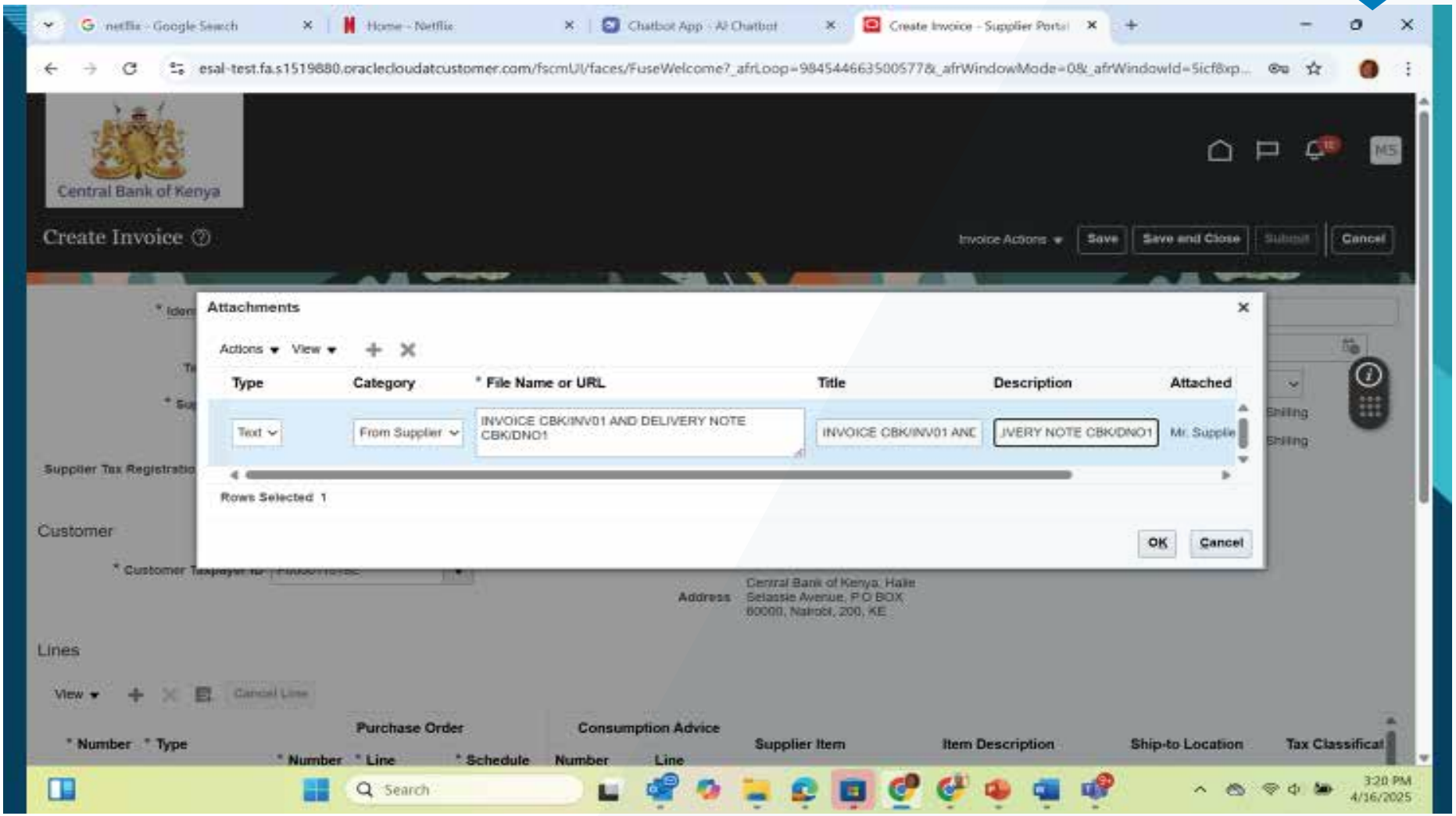
- Use the attachment feature to upload any necessary documents such as receipts or supporting evidence for the invoice.



09 Invoice Creation

Attach Supporting Documents

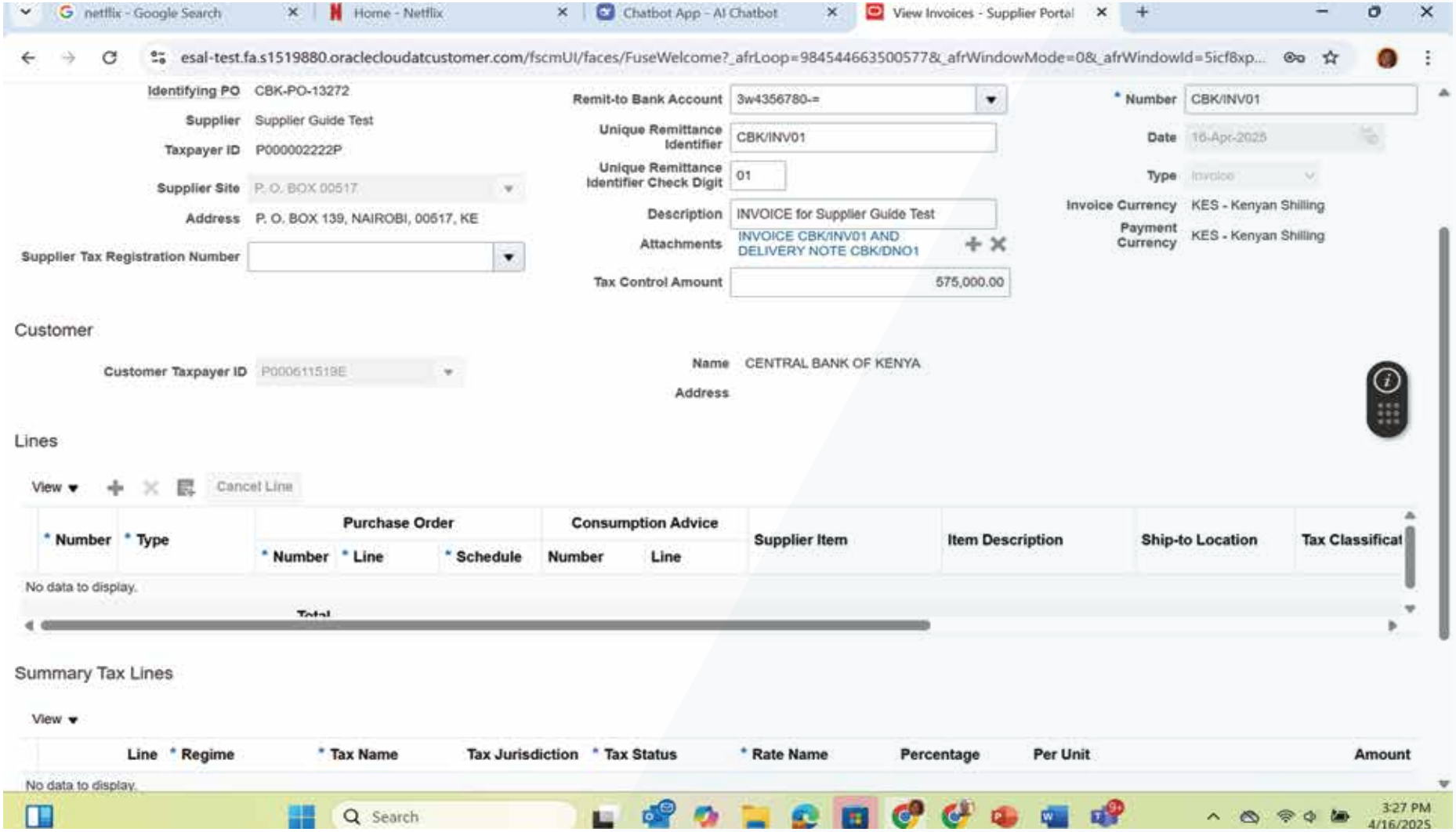
- Use the plus + symbol to attach more documents.
- Ensure you attach the vendor system generated Invoice at this point.



09 Invoice Creation

Review attachments

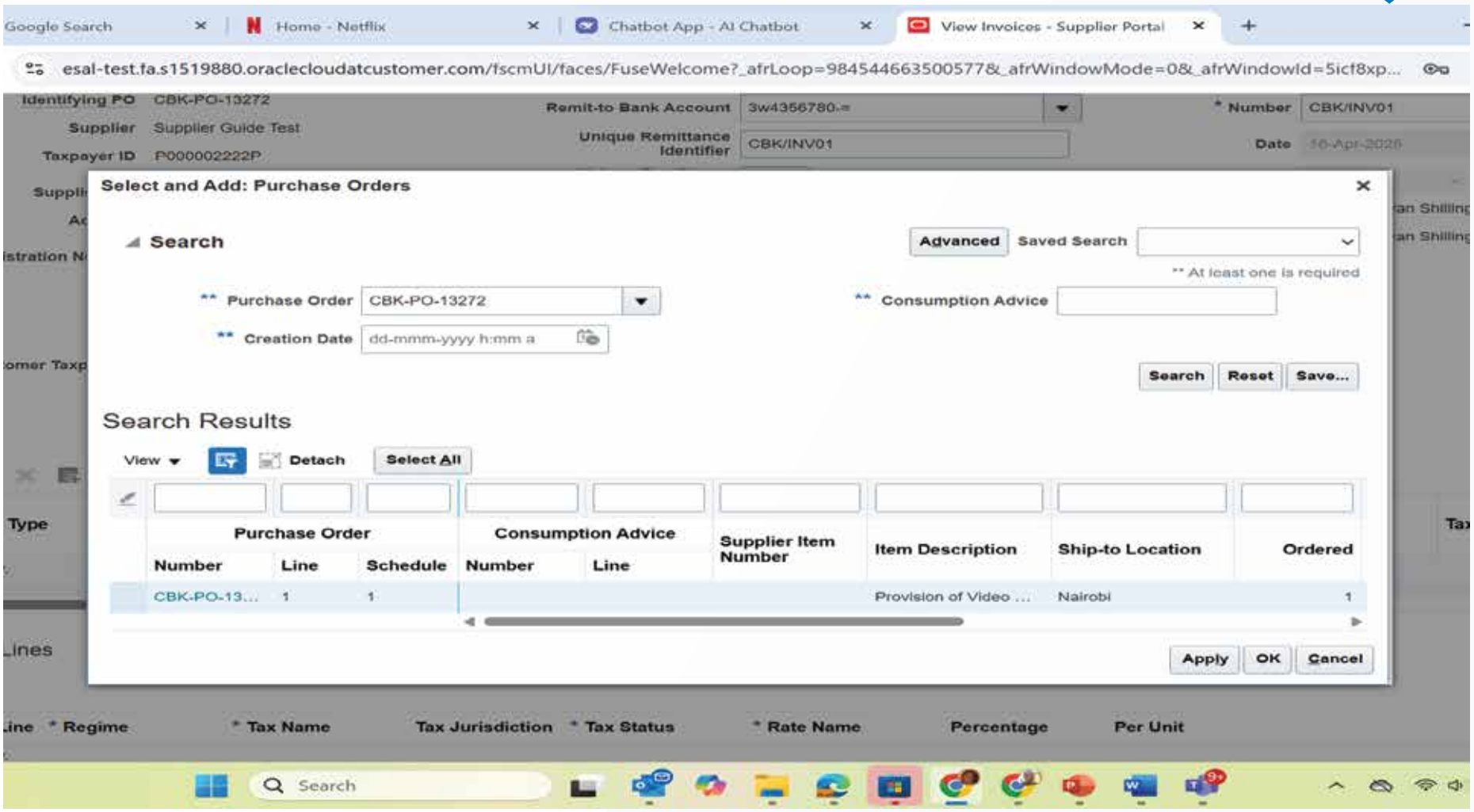
- Review attachments. The plus "+" and "x" symbols allows you to add or remove attachments.



09 Invoice Creation

Review and Validate

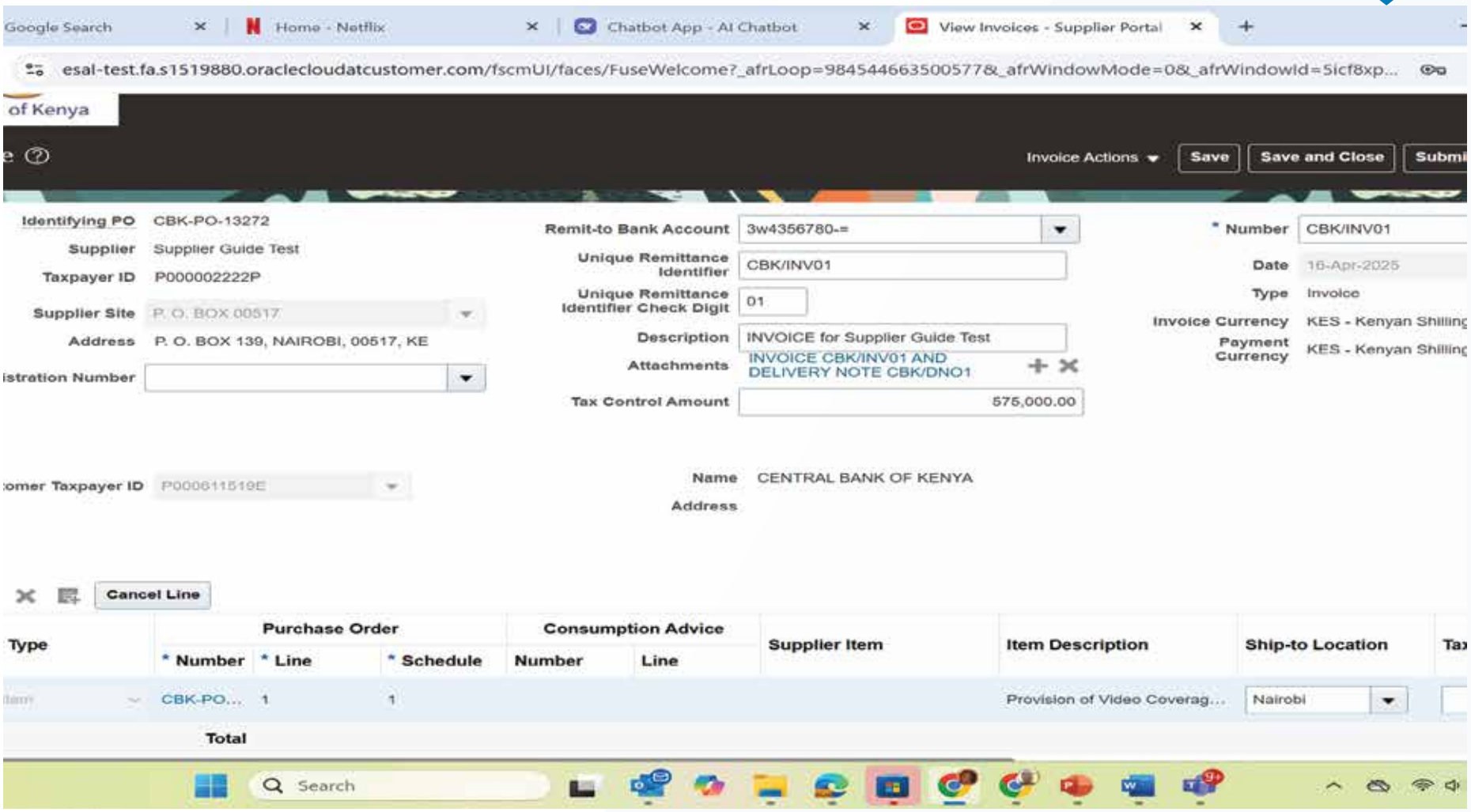
- Check the invoice details for accuracy and completeness.
- Validate the invoice to ensure there are no errors.



09 Invoice Creation

Submit Invoice for Approval

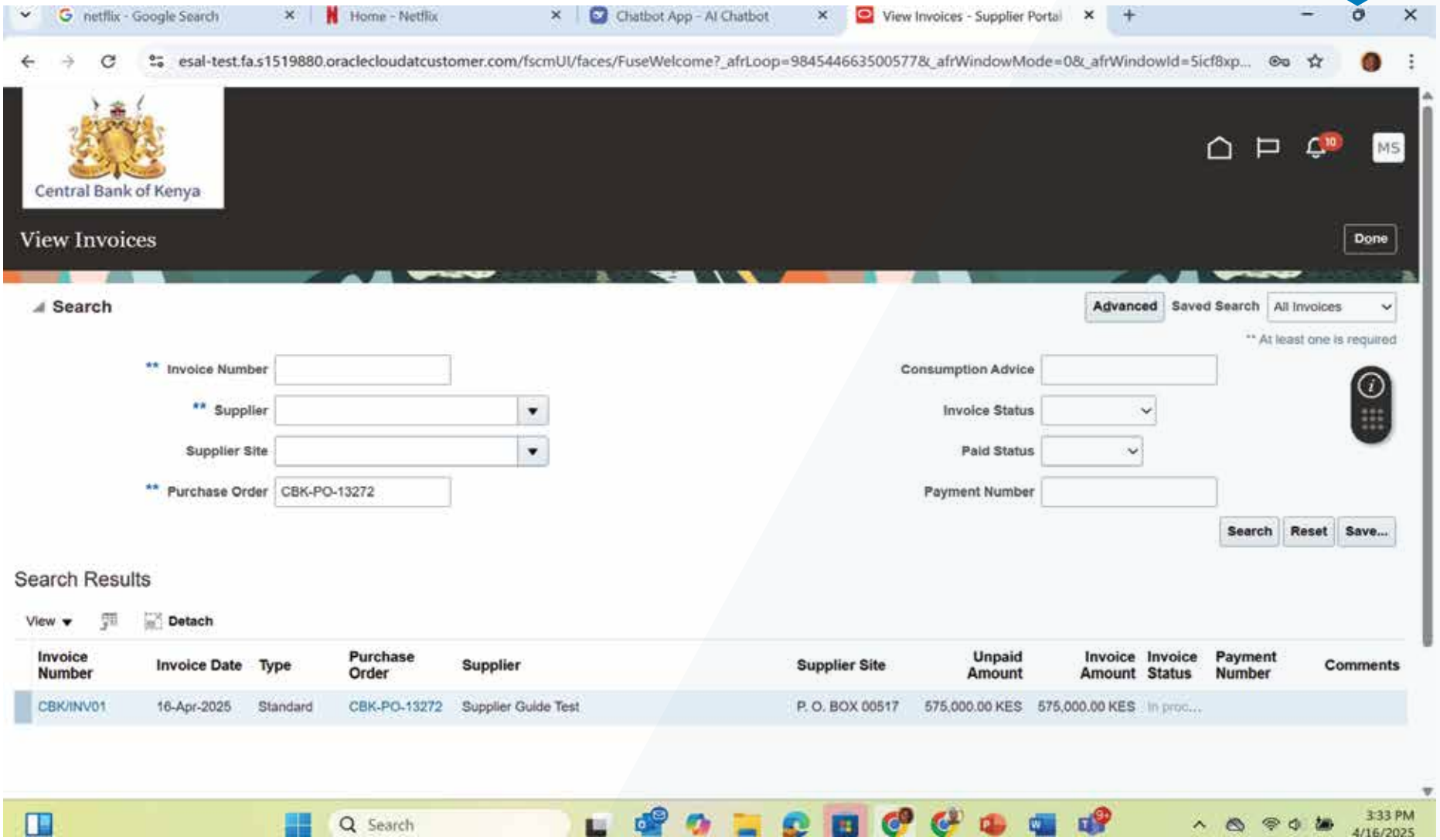
- Once validated, submit the invoice.
- If the items have been received against the Purchase order(PO) the invoice will be processed.



09 Invoice Creation

Monitor Invoice Status

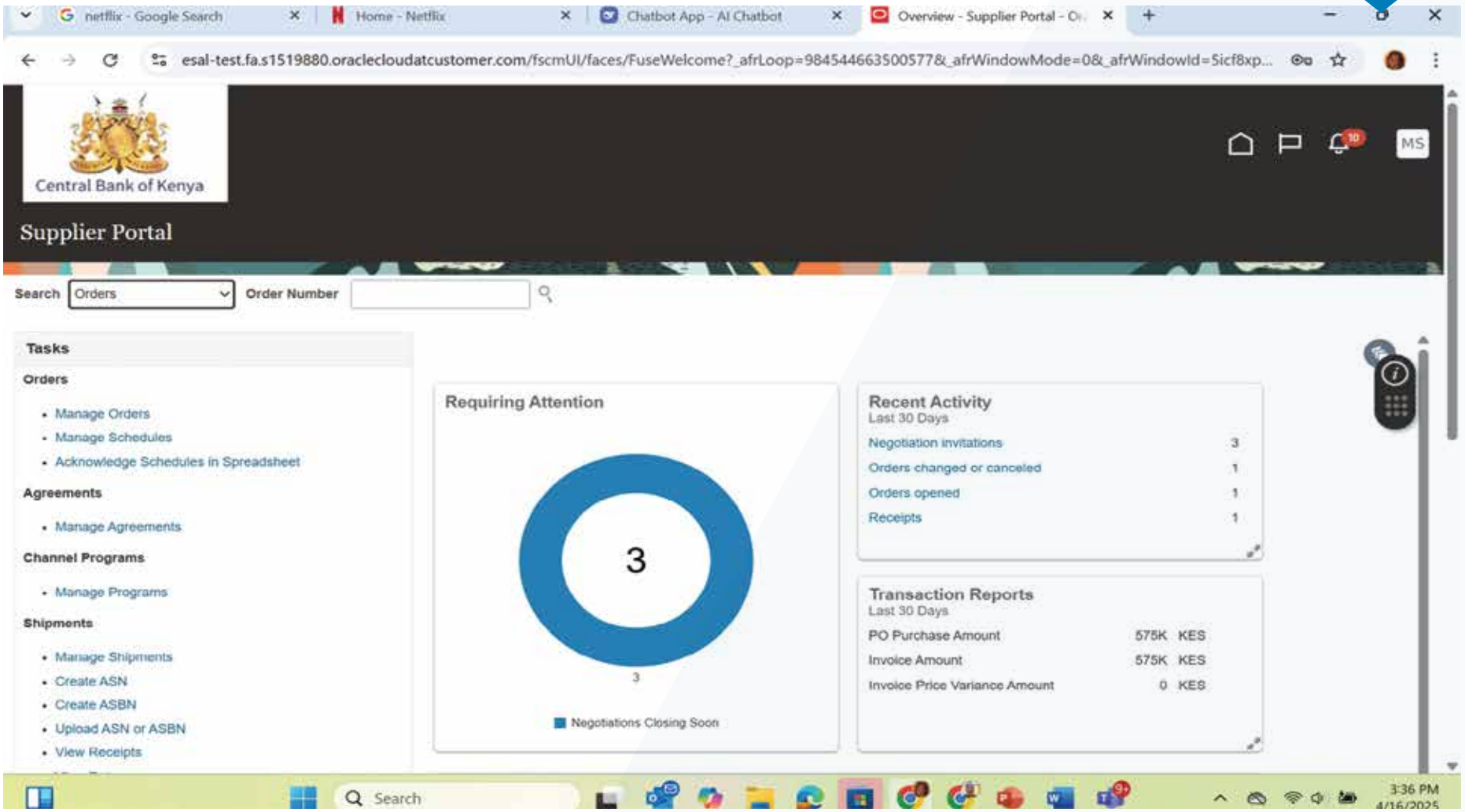
- After submission, you can monitor the progress of your invoice by checking the "Invoice Status"



09 Invoice Creation

Dashboard info-lets

- More information is available on the dashboard info-lets.
- Most of the info-let information is hyperlinked to enable drill down to the data source.



09 Invoice Creation

Tips

- Familiarize yourself with the specific requirements of Central Bank of Kenya regarding invoice creation.
- Ensure you have all necessary documentation and information before starting the process to avoid delays.
- If you encounter any issues, contact;
  - **Client Procurement Contact:** [supplies@centralbank.go.ke]
  - **IT Support:** [vendorhelpdesk@centralbank.go.ke]

Central Bank of Kenya

Thank You!