

Central Bank of Kenya

Central Bank of Kenya Plexus ERP i-Supplier Guide

- Introduction
- Supplier Self-Registration Process
- Accessing i-supplier portal
- Managing Supplier Profile
- Submitting Bids
- Acknowledging Purchase Orders
- Managing Contract Deliverables
- Advance Shipping Notice (ASN)
- Invoice Creation



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

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.msapproxy.net/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=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

Step One

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

The screenshot shows a web browser window with the URL: `supplierregistration-centralbankgoke.msappproxy.net/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000007466004&_afLoop=7193859156545362&_...`. The page header includes the Central Bank of Kenya logo and a navigation bar with three steps: 1 (selected), 2, and 3. The main heading is "Register Supplier: Company Details" with a help icon. Below the heading is a note: "Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number." The form is divided into two columns. The left column contains fields for: * Company (text), * Tax Organization Type (dropdown), Supplier Type (dropdown), Corporate Web Site (text), and Attachments (None with a plus icon). The right column contains fields for: D-U-N-S Number (text), * Tax Country (dropdown), Taxpayer ID (text), Tax Registration Number (text), and Note to Approver (text area). Below these columns is the "Additional Information" section with a field for * Supplier Category (dropdown, showing "Tenders/RFP's-Goods-Works & Services for Head-Office/Branch"). At the bottom is the "Your Contact Information" section with a note: "Enter the contact information for communications regarding this registration." It includes fields for: * First Name (text), * Last Name (text), * Email (text), and * Confirm Email (text).

Central Bank of Kenya

1 — 2 — 3
Company Details Contacts Review

Register Supplier: Company Details ⓘ

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments: None +

D-U-N-S Number

* Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

* Supplier Category

Employee Number

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

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”

Central Bank of Kenya

1 — 2 — 3
Company Details Contacts Review

Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number

* Company SupplierGuideTest

* Tax Organization Type Corporation

Supplier Type Supplier

Corporate Web Site

Attachments None

D-U-N-S Number

* Tax Country Kenya

* Taxpayer ID P00002222P

Tax Registration Number P00002222P

Note to Approver

Employee Number

Additional Information

* Supplier Category Tenders/RFG's-Goods/Works & Services for Head-Office/Bra

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name Mr. Supplier

* Last Name Guide

* Email doctadi@gmail.com

* Confirm Email doctadi@gmail.com

Back Next Save for Later Register Cancel

The screenshot shows the 'Edit Contact: Mr. Supplier Guide' form. The form includes fields for Salutation, First Name, Middle Name, Last Name, Job Title, Phone, Mobile, Fax, and Email. The 'Mobile' field is highlighted with a red box, showing the format '254 72x 44xxxx'. Below the form, there are checkboxes for 'Administrative contact' and 'Request user account', both of which are checked and highlighted with red boxes. At the bottom right, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box.

Register Supplier: Contacts

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Guide, Mr Supplier		doctadi@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Edit Contact: Mr. Supplier Guide

Salutation

* First Name

Middle Name

* Last Name

Job Title

☒ Administrative contact

User Account

☒ Request user account

Roles

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking i...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, req...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks includ...

OK Cancel

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

Step four

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

Central Bank of Kenya

Review Supplier Registration: SupplierGuideTest

Back Next Save for Later Register Cancel

Company Details

Company SupplierGuideTest

Tax Organization Type Corporation

Supplier Type Supplier

Corporate Web Site

D-U-N-S Number

Tax Country Kenya

Taxpayer ID P00002222P

Tax Registration Number P00002222P

Note to Approver

Additional Information

Supplier Category Tenders/RFP's-Goods/Works & Services for Head-Office/Branches

Employee Number

Attachments

Actions View

Type	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Columns Hidden: 1

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Guide, Mr. Supplier		gocart@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Columns Hidden: 7

Confirmation

Your registration request was submitted. We'll send you email after your registration request is reviewed.

OK

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
to doctadi ▾

2:28 PM (3 minutes ago)



CBK Enterprise (CBK Business Unit)

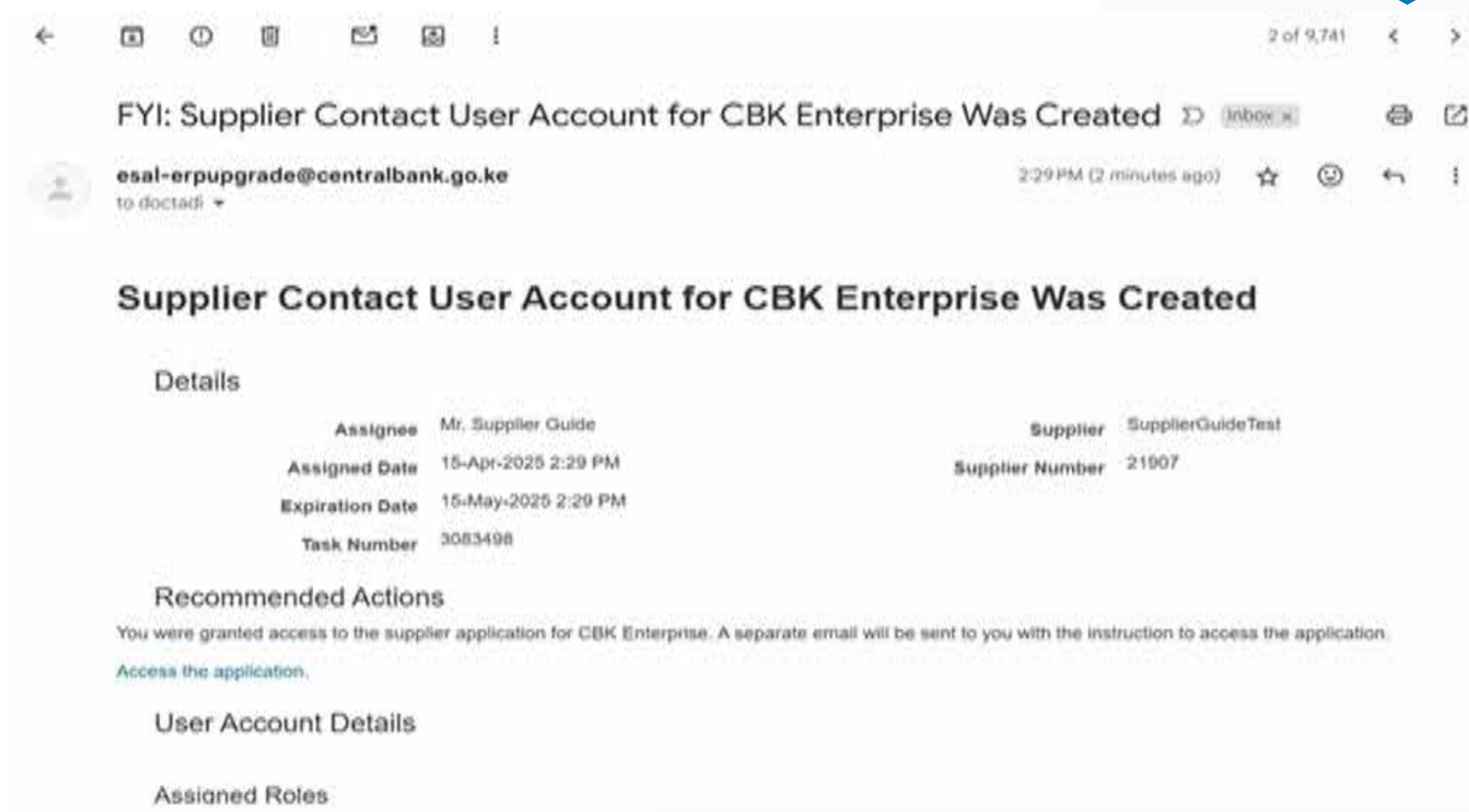
Your Supplier Registration Request was Approved

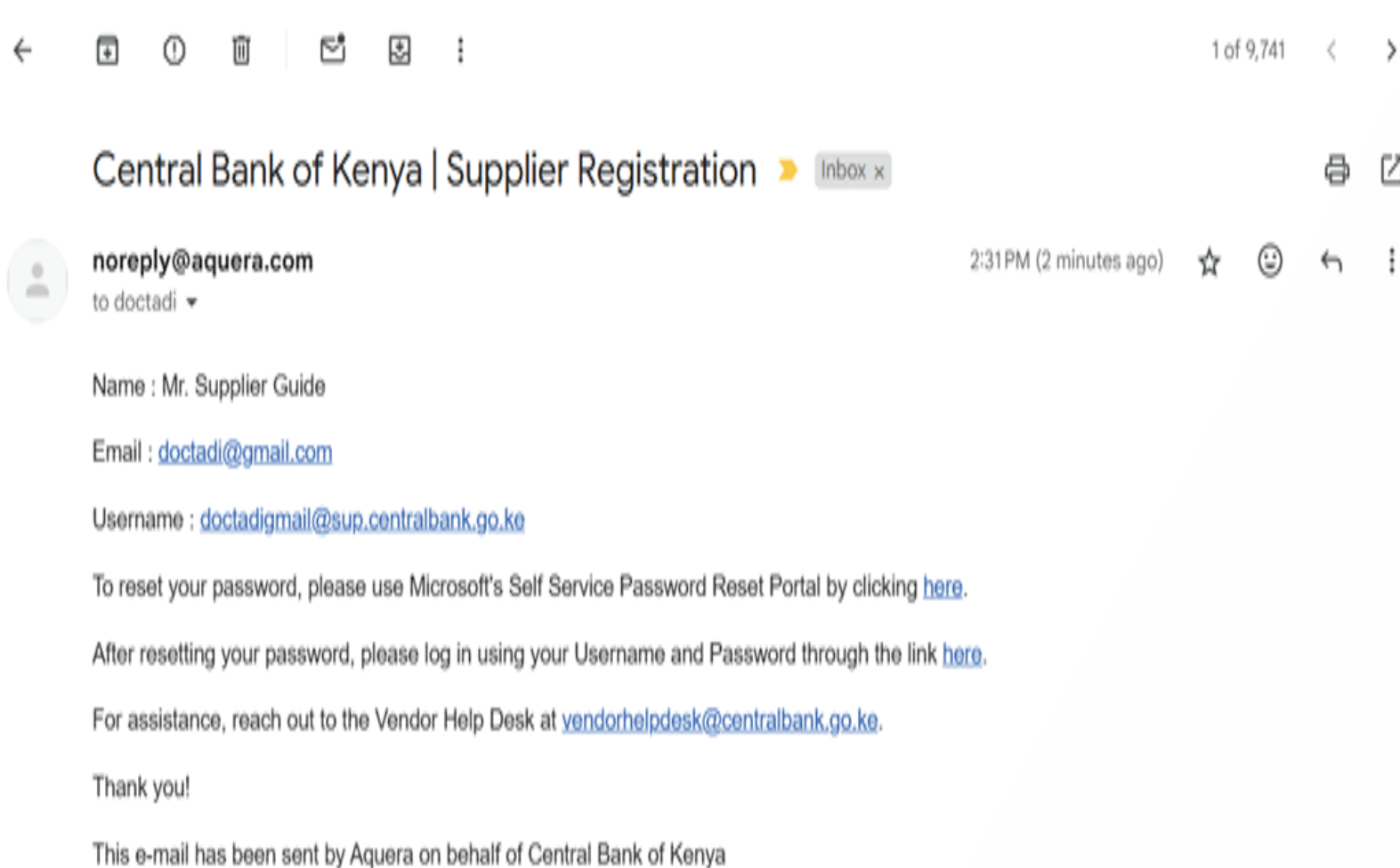
Request Number	1494013
Request Date	15 April 2025
Requested By	Guide, Mr. Supplier
Company	SupplierGuideTest

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

Accessing the i-supplier portal

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





- 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

Accessing the i-supplier portal

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

← → ↻ 🌐 passwordreset.microsoftonline.com

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

doctadigmail@sup.centralbank.go.ke

Example: user@contoso.onmicrosoft.com or user@contoso.com



RPSQXJWQ

Enter the characters in the picture or the words in the audio. *

Next

Cancel

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.

Microsoft

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

☒ Email my alternate email

☐ Text my mobile phone

☐ Call my mobile phone

You will receive an email containing a verification code at your alternate email address (do*****@gmail.com).

Email

Microsoft

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

☒ Email my alternate email

☐ Text my mobile phone

☐ Call my mobile phone

We've sent an email message containing a verification code to your inbox.

802671

Next

[Are you having a problem?](#)

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”

Microsoft

Get back into your account

verification step 1 ✓ > **verification step 2** > choose a new password

Please choose the second contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****79) below. You will then receive a text message with a verification code which can be used to reset your password.

0720442979

Text

Microsoft

Get back into your account

verification step 1 ✓ > **verification step 2** > choose a new password

Please choose the second contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

We've sent you a text message containing a verification code to your phone.

590417

Next

[Try again](#)

[Contact your administrator](#)

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.

Microsoft

Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

* Enter new password:

strong

Confirm new password:

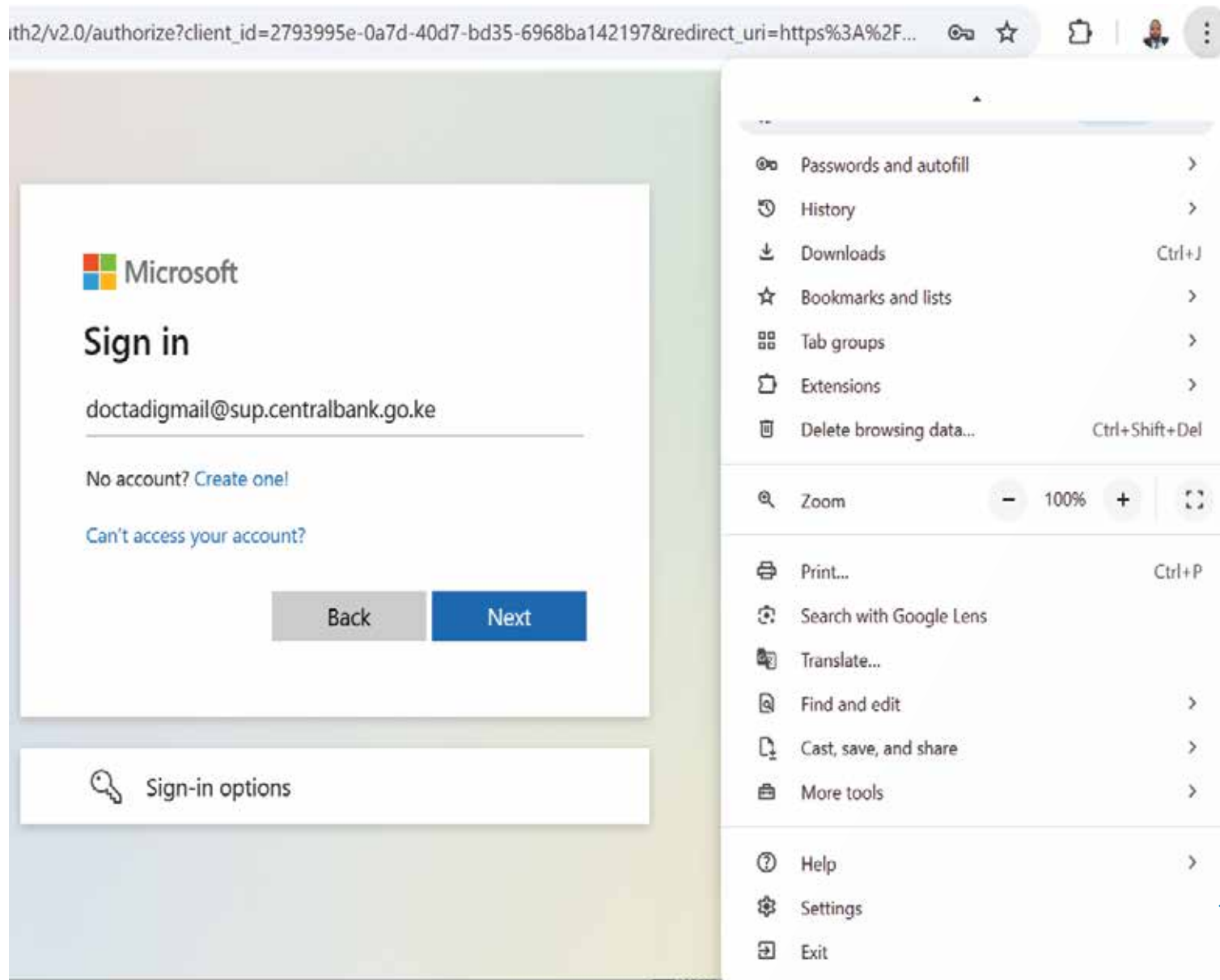
Finish

Cancel

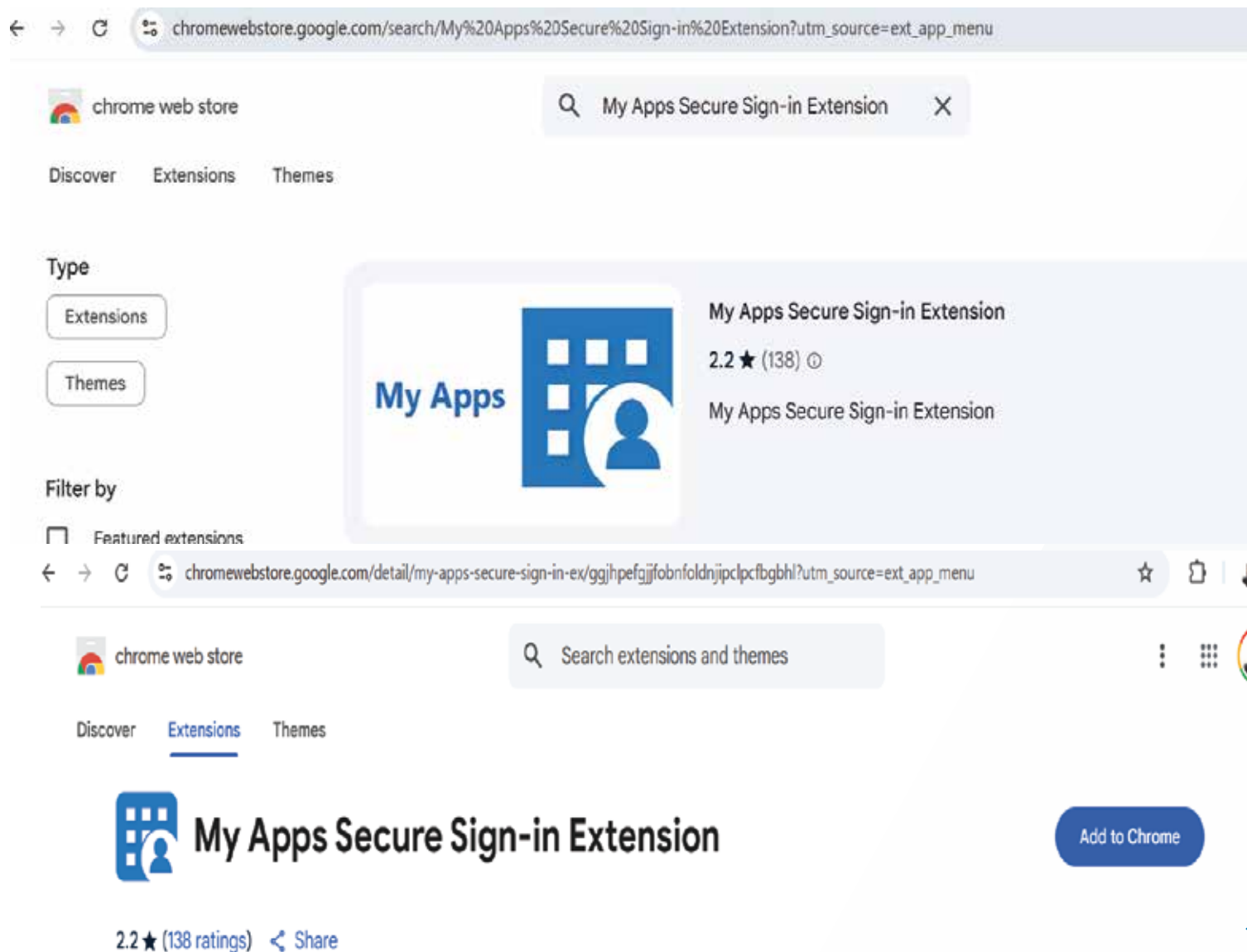
Microsoft

Get back into your account

✓ Your password has been reset




- 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.




- 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.


l?utm_source=ext_app_menu

☆




Sign in to your apps faster and safer

 Your organization now offers a more convenient way to sign in to your websites

 Easily manage your saved passwords and shared team accounts

[Sign in to get started](#)

 Microsoft

← doctadigmail@sup.centralbank.go.ke

Enter password

.....

[Forgot my password](#)


[Sign in](#)

- 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.



doctadigmail@sup.centralbank.go.ke

Enter code

 We texted your phone +XXX XXXXXXXX79. Please enter the code to sign in.

590417

☒ Don't ask again for 90 days

Having trouble? [Sign in another way](#)

[More information](#)

Verify



doctadigmail@sup.centralbank.go.ke

Protect your account

For a faster and safer way to sign in, your organization requires you to use Microsoft Authenticator.

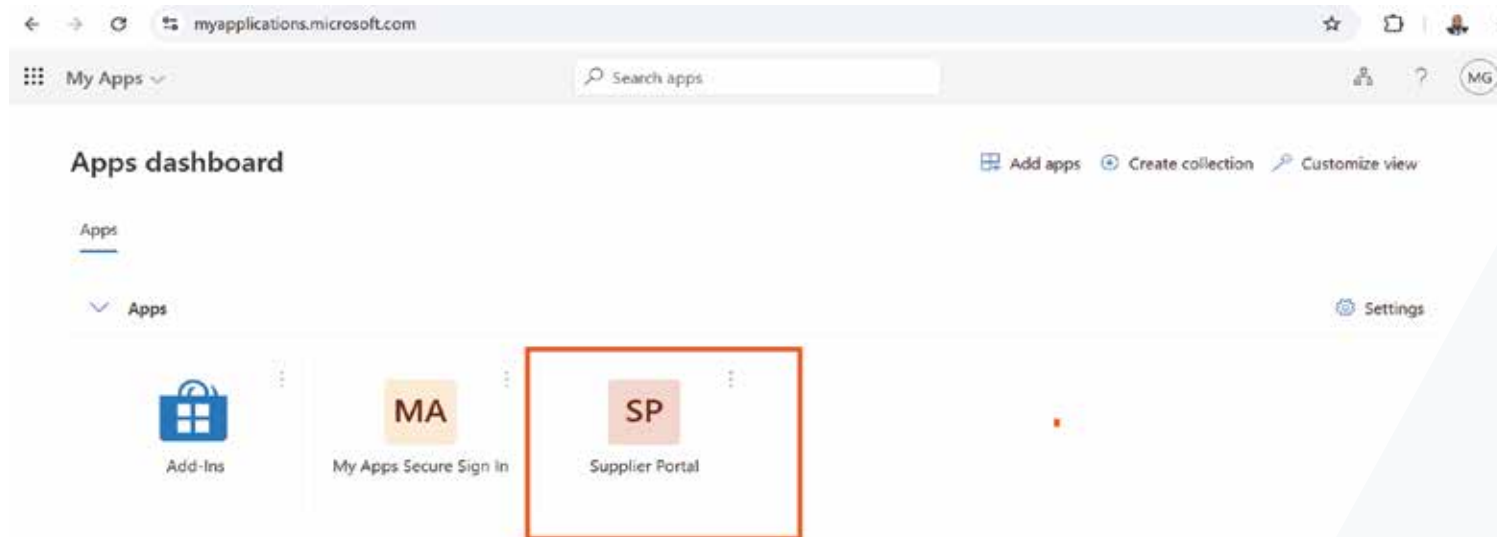
Skip for now (3 times left)

Next

- 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 to 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.

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.

The screenshot displays the Central Bank of Kenya Supplier Portal. The header features the Central Bank of Kenya logo and the text "Central Bank of Kenya". Below the header, the "Supplier Portal" label is highlighted with a red box. The main content area includes a search bar with a dropdown menu set to "Orders" and a search button. A sidebar on the left lists various tasks under categories: Orders, Agreements, Channel Programs, Shipments, and Contracts and Deliverables. The main content area is divided into three sections: "Requiring Attention" with a donut chart showing 3 items (Negotiations Closing Soon), "Recent Activity" showing 3 negotiation invitations and 1 order opened, and "Transaction Reports" showing a PO Purchase Amount of 575K KES. A "Supplier News" section is visible at the bottom.

Central Bank of Kenya

Supplier Portal

Search: Orders Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables

Requiring Attention

3

3 Negotiations Closing Soon

Recent Activity
Last 30 Days

Negotiation invitations	3
Orders opened	1

Transaction Reports
Last 30 Days

PO Purchase Amount	575K KES
--------------------	----------

Supplier News

04 Supplier Profile Change by Supplier

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

The screenshot displays the 'Supplier Portal' interface. On the left, a sidebar lists several sections: 'Create ASN', 'Create ASBN', 'Upload ASN or ASBN', 'View Receipts', 'View Returns', 'Contracts and Deliverables', 'Consigned Inventory', 'Invoices and Payments', 'Negotiations', 'Auctions from Seller', and 'Qualifications and Work Experience'. The 'Company Profile' section is highlighted with a red box. Below it, the 'Manage Profile' option is also highlighted with a red box. On the right, there is a 'Supplier News' section and a 'Negotiations Closing Soon' notification. The number '3' is visible in the top right corner of the main content area.

Supplier Portal

- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Auctions from Seller

- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications and Work Experience

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Supplier News

Negotiations Closing Soon

3

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.

Central Bank of Kenya

Company Profile

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company: Supplier Guide Test

Supplier Number: 21328

Supplier Type: Supplier

Tax Organization Type: Corporation

Status: Active

Attachments: None

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Year Incorporated

Financial Profile

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Fiscal Year End Month

04 Supplier Profile Change by Supplier

- The System Will display Edit Profile Change Request.

The screenshot shows the 'Edit Profile Change Request' interface for the Central Bank of Kenya. The header includes the bank's logo and name, a navigation menu, and a title bar with the request ID '643001'. The main form is divided into several sections: 'General', 'Identification', 'Corporate Profile', and 'Financial Profile'. The 'General' section contains fields for Supplier Name, Supplier Number, Supplier Type, Tax Organization Type, Status, and Attachments. The 'Identification' section includes D-U-N-S Number, Customer Number, SIC, National Insurance Number, and Corporate Web Site. The 'Corporate Profile' section has fields for Year Established, Mission Statement, Year Incorporated, Chief Executive Title, Chief Executive Name, Principal Title, and Principal Name. The 'Financial Profile' section is partially visible at the bottom. The form is styled with a dark header and a light background for the main content area.

Central Bank of Kenya

Edit Profile Change Request: 643001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name Supplier Guide Test

Supplier Number 21328

Supplier Type Supplier

Tax Organization Type Corporation

Status Active

Attachments None

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Financial Profile

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.

Central Bank of Kenya

Edit Profile Change Request: 643001

Change Description

Organization Details | Tax Identifiers | Addresses | **Contacts** | Payments | Business Classifications | Products and Services

General

* Supplier Name: Supplier Guide Test

Supplier Number: 21328

Supplier Type: Supplier

Tax Organization Type: Corporation

Status: Active

Attachments: None

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Financial Profile

04 Supplier Profile Change by Supplier


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

Central Bank of Kenya

Edit Profile Change Request: 643001

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format  Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Guide, Mr. Supplier		doctadi@gmail.com				Active

Columns Hidden 7

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

Edit Contact: Mr. Supplier Guide

Salutation ▼

* First Name

Middle Name

* Last Name

Job Title

☒ Administrative contact

Phone ▼


Mobile ▼

Fax ▼

Email

Status Active ▼

Contact Addresses

Actions ▼ View ▼ Format ▼  Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
P. O. BOX 00517	P. O. BOX 139,NAIROBI,00517,KE		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5


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




▲ User Account

Account Status Active ▼

User Name doctadi@gmail.com

Roles Data Access

Actions ▼ View ▼ Format ▼ ✕ 

 Freeze  Detach  Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, req...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks includ...

- Click “Ok”

▲ User Account

Account Status Active ▼

User Name doctadi@gmail.com

Roles Data Access

Actions ▼ View ▼ Format ▼ ✕  Freeze  Detach  Wrap

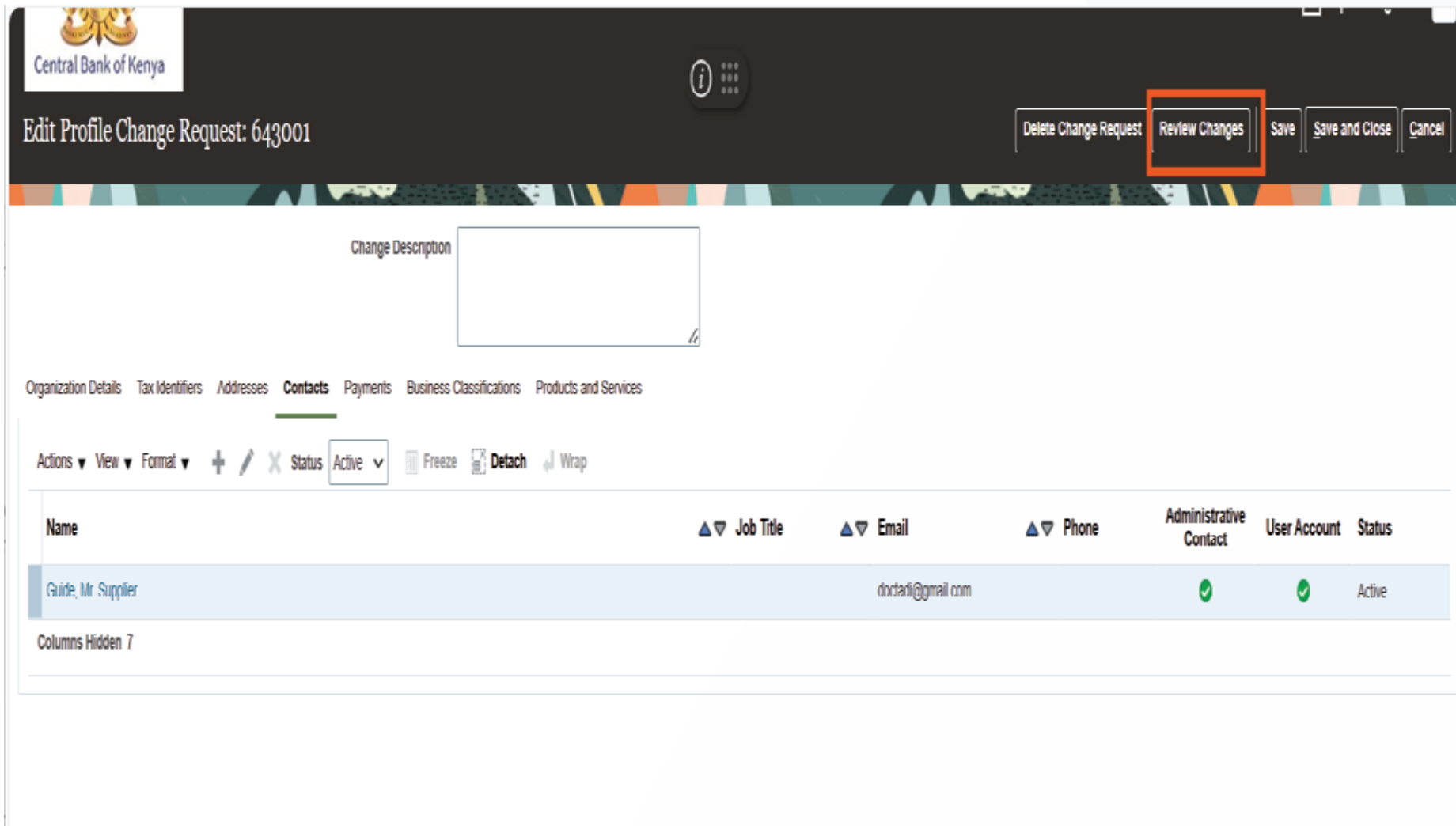
Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, req...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks includ...

OK

Cancel

04 Supplier Profile Change by Supplier

- Click on Review Changes.



Central Bank of Kenya

Edit Profile Change Request: 643001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + / X Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Guide, Mr Supplier		doctadi@gmail.com		✓	✓	Active

Columns Hidden 7

04 Supplier Profile Change by Supplier

- Verify all the details.
- Click on “Submit”

The screenshot shows the 'Review Changes' page for a supplier profile. At the top left is the Central Bank of Kenya logo. The page title is 'Review Changes'. On the right, there are navigation icons (home, list, notifications, and a user icon labeled 'MS'). Below the title bar, there are three buttons: 'Edit', 'Submit' (highlighted with a red box), and 'Cancel'. The main content area is titled 'Change Description' and contains a large text input field with a small 'i' icon. Below this is a section titled 'Contacts' with a dropdown menu and buttons for 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. A table displays the contact information for 'Guide, Mr. Supplier'. The table has columns for Name, Job Title, Email, Phone, Administrative Contact, User Account, Status, and Details. The data row shows 'Guide, Mr. Supplier' with an email of 'doctadi@gmail.com', a green checkmark for Administrative Contact, a green checkmark for User Account, and 'Active' for Status. At the bottom left, it says 'Columns Hidden: 7'.

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Guide, Mr. Supplier		doctadi@gmail.com		✓	✓	Active	

05

Submitting Bids

Submitting Bids

Steps to submitting bids

Step 1

Search and view Negotiations/
Responding to invited Negotiations

1**2****Step 2**

Acknowledge Invitation

Step 3

Create response

3**4****Step 4**

Provide responses to the
Requirements

Step 5

Attach and Upload documents

5**6****Step 6**

Insert Price/Review/validate bid
responses

Step 7

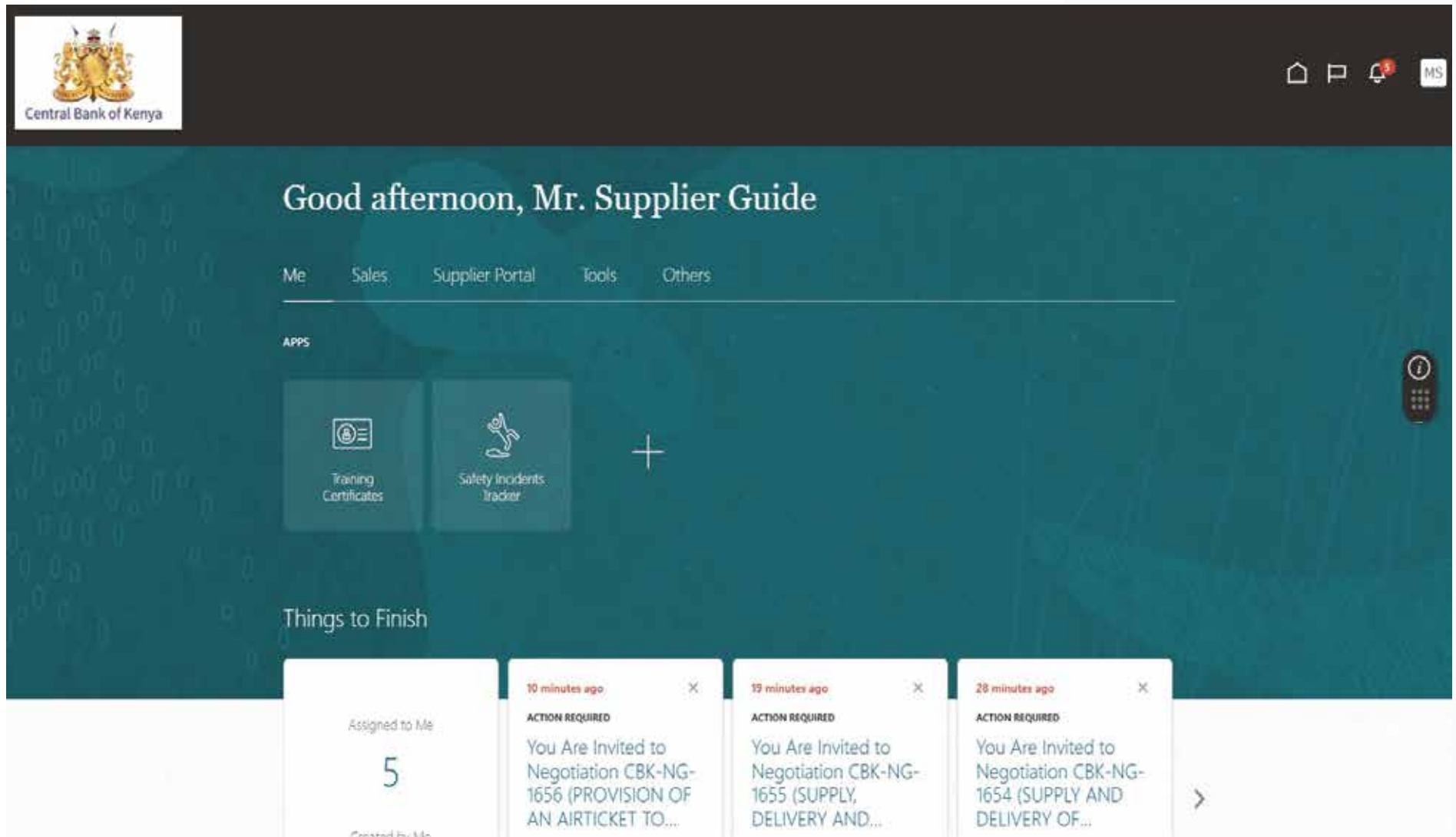
Review & Submit

7**8****Step 8**

Manage Response

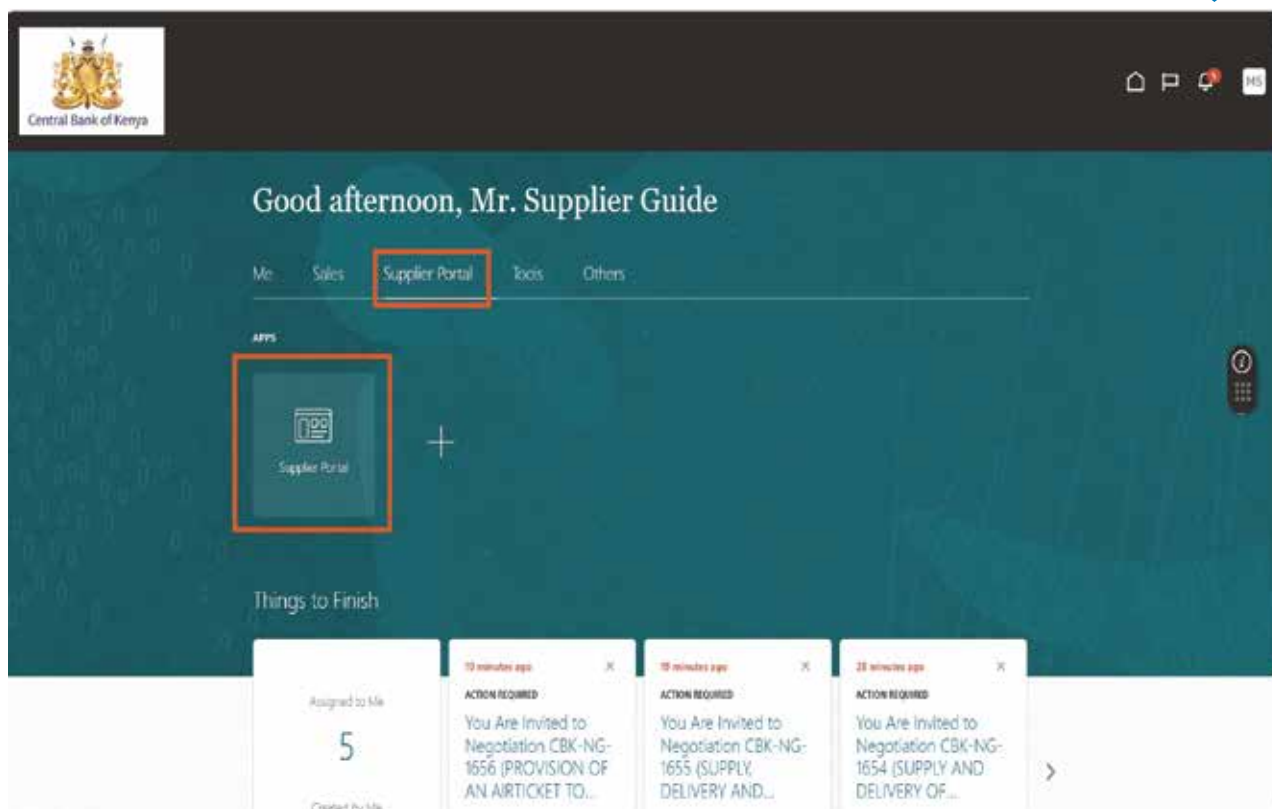
Search and View Active Negotiations (Tenders/RFQ's)

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



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**



Supplier Portal

- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Auctions from Seller

- View Active Seller Auctions
- Manage Seller Auction Bids

- 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.

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;

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
CBK-NG-1656	PROVISION OF AN AIRTICKET TO KISUMU	CBK Air/Train Tr...	1 Day 23 Hours	17-Apr-2025 4:1...	0		0		
CBK-NG-1655	SUPPLY, DELIVERY AND INSTALLATION OF MEDICAL EQUIPMENT	CBK Standard T...	1 Day 23 Hours	17-Apr-2025 3:5...	0		0		
CBK-NG-1654	SUPPLY AND DELIVERY OF PHARMACEUTICAL DRUGS	CBK Standard T...	1 Day 23 Hours	17-Apr-2025 3:5...	0		0		
CBK-NG-1653	PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES	CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:2...	0		0		

Columns Hidden: 4

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**

Central Bank of Kenya

CBK Standard Tender Documents (Single Stage): CBK-NG-1653

Currency - Kenyan Shilling

Title: PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES

Status: Active

Time Remaining: 1 Day 22 Hours

Table of Contents

- Cover Page
- Overview
- Requirements
- Links
- Contract Terms

BANKI KUU YA KENYA

CENTRAL BANK OF KENYA

State Sabote Avenue
P. O. Box 60000 Nairobi Kenya
Telephone: (254) 200 2000 Telex: 22424
Fax: (254) 200 2000
Email: supplies@centralbank.go.ke

TENDER DOCUMENT

Done

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

The screenshot displays the Central Bank of Kenya's 'Active Negotiations' portal. At the top, there's a search bar with fields for 'Negotiation', 'Title', and 'Negotiation Close By'. Below the search bar, a table lists active negotiations. The first row is highlighted in light blue. A pop-up window titled 'Acknowledge Participation' is overlaid on the table. It contains two radio buttons: 'Yes' (selected) and 'No'. Below these is a text area labeled 'Note to Buyer'. At the bottom of the pop-up are 'OK' and 'Cancel' buttons. The 'Acknowledge' button in the table's action column is highlighted with a red box.

Negotiation	Title	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
CBK-NG-1655	PROVISION OF AN AIR TICKET TO KISUMU	17-Apr-2025 4:1...	0	0	0		
CBK-NG-1655	SUPPLY, DELIVERY AND INSTALLATION OF MEDICAL EQUIPMENT	17-Apr-2025 3:5...	0	0	0		
CBK-NG-1654	SUPPLY AND DELIVERY OF PHARMACEUTICAL DRUGS	17-Apr-2025 3:5...	0	0	0		
CBK-NG-1653	PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES	17-Apr-2025 3:2...	0	0	0		


- 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.

Search and View Active Negotiations (Tenders/RFP's)

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

 Central Bank of Kenya

Active Negotiations

Time Zone Arabia Standard Time

Search

Manage Watchlist Saved Search Open Invitations

** Negotiation

** Title

** Negotiation Close By

** Invitation Received Yes









Response Submitted No

Negotiation Open Since

Search Reset

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
CBK-NG-1656	PROVISION OF AN AIRTICKET TO KISUMU	CBK Air/Train Tr...	1 Day 23 Hours	17-Apr-2025 4:1...	0		0		
CBK-NG-1655	SUPPLY, DELIVERY AND INSTALLATION OF MEDICAL EQUIPMENT	CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:5...	0		0		
CBK-NG-1654	SUPPLY AND DELIVERY OF PHARMACEUTICAL DRUGS	CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:5...	0		0		
CBK-NG-1653	PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES	CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:2...	1		0		

Columns Hidden 4

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.

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

The screenshot displays the Central Bank of Kenya Supplier Portal. At the top left is the Central Bank of Kenya logo. The header includes the text "Supplier Portal" and navigation icons (home, profile, notifications, and a menu icon labeled "MS"). Below the header is a search bar with a dropdown menu set to "Orders" and a search button. The main content area is divided into several sections:

- Tasks:** A sidebar menu with categories: Orders, Agreements, Channel Programs, and Shipments. Each category has a list of sub-tasks.
- Requiring Attention:** A donut chart showing the status of negotiations. The chart is divided into two segments: a blue segment representing "Negotiation Responses" (1) and a green segment representing "Negotiations Closing Soon" (4). The total count "5" is displayed in the center of the chart.
- Recent Activity:** A table showing activity from the last 30 days. The table has one row: "Negotiation invitations" with a count of "4".
- Transaction Reports:** A section showing reports from the last 30 days. It displays a lightning bolt icon and the text "No data available".

On the right side of the main content area, there are two circular icons: a user profile icon and an information icon.

Active Negotiations

Search

Will Participate ☒ Yes ☐ No

Note to Buyer

OK Cancel

Negotiation	Title	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
CBK-NG-1655	PROVISION OF AN AIR TICKET TO JOSUJULU	17-Apr-2025 4:11	0	0	0	0	0
CBK-NG-1656	SUPPLY, DELIVERY AND INSTALLATION OF MEDICAL EQUIPMENT	17-Apr-2025 3:58	0	0	0	0	0
CBK-NG-1654	SUPPLY AND DELIVERY OF PHARMACEUTICAL DRUGS	17-Apr-2025 3:58	0	0	0	0	0
CBK-NG-1653	PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES	17-Apr-2025 3:52	0	0	0	0	0

- 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**

Central Bank of Kenya

Active Negotiations

Search

Manage Watchlist Saved Search Open Invitations

Invitation Received: YES

Response Submitted: No

Negotiation Open Since: 00-00-00-0000

Search Results

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	WMB Participate	Unread Messages	View PDF	Response Spreadsheet
CBK-NG-1056	PROVISION OF AN AIR TICKET TO KISUMU	CBK Airfare Tr.	1 Day 23 Hours	17-Apr-2025 4:1...	0	0	0	0	0
CBK-NG-1055	SUPPLY, DELIVERY AND INSTALLATION OF MEDICAL EQUIPMENT	CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:5...	0	0	0	0	0
CBK-NG-1054	SUPPLY AND DELIVERY OF PHARMACEUTICAL DRUGS	CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:5...	0	0	0	0	0
CBK-NG-1053	PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES	CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:2...	1	0	0	0	0

Columns Hidden: 4

- 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**.

Central Bank of Kenya

Create Response (Quote 129039) Overview

Overview Requirements Lines Policy

Messages Dispatched by spreadsheet Actions Next Save Submit Cancel

Item: PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES

Close Date: 17-Apr-2025 3:28 PM

Time Remaining: 1 Day 22 hours

General

Supplier: Supplier Guide Tool

Negotiation Currency: KES

Response Currency: KES

Price Precision: 2 Decimals Maximum

Response Valid Until: 00-Apr-2025 3:28 PM

Reference Number: CBK-NG-1053-2024-2025

Note to Buyer:

Attachments: None

Provide Response to the Requirements

Central Bank of Kenya

Create Response (Quote 129039): Requirements

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved: 15-Apr-2025 6:24 PM
Time Zone: Arabia Standard Time

Time Remaining: 1 Day 21 Hours
Close Date: 17-Apr-2025 3:25 PM

Section 1: MANDATORY REQUIREMENTS

* 1. Provide a copy of the Certificate of Incorporation

a. YES (Selected)

b. NO

Response Attachments: None

Comments

Attachments

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	MR 1 - Certificate of Incorporation.docx	MR 1 - Certificate of Incor...	Mandatory Requirements	Mr. Supplier Guide	15-Apr-2025 6:25 PM

Rows Selected: 1 Columns Hidden: 1

OK Cancel

- 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.

Central Bank of Kenya

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 129039): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved: 15-Apr-2025 9:14 PM
Time Zone: Arabia Standard Time

Time Remaining: 1 Day 21 Hours
Close Date: 17-Apr-2025 3:25 PM

Section 1: MANDATORY REQUIREMENTS

* 1: Provide a copy of the Certificate of Incorporation

☒ a. YES

* Response Attachments: None +

☐ b. NO

Comments

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	MIR 1 - Certificate of Incorporation.docx	MIR 1 - Certificate of incor	Mandatory Requirements	Mr. Supplier Guide	15-Apr-2025 5:25 PM

Rows Selected: 1 Columns Hidden: 1

OK Cancel

- 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.

Central Bank of Kenya

Create Response (Quote 129039): Requirements

Time Remaining: 1 Day 21 Hours

Close Date: 17-Apr-2025 5:25 PM

Section 1. MANDATORY REQUIREMENTS

1. Provide a copy of the Certificate of Incorporation

a. YES

b. NO

Response Attachments: SR1 1 - Certificate of incorporation

Comments

Central Bank of Kenya

Manage Responses

Time Zone: Arabia Standard Time

Search

Advanced Manage Responses Save Search Active or Draft Responses

Response Status: Draft

Line Description

Search Results

Revising a draft response automatically voids it.

Actions View Portal Filter Details View Accept Terms Revise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
129039	Draft	CSK-ND-1585	PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES	CSK Standard T...	1 Day 21 Hours		

Columns Hidden: 8

- 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

Central Bank of Kenya

Manage Responses

Time Zone Arabia Standard Time

Search

Advanced Manage Watchlist Saved Search Active or Draft Responses

*** At least one is required

*** Negotiation Title

*** Negotiation

*** Response

*** Response Status Draft

Line Description

Search Reset

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms **Revise**

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
129009	Draft	CBK-NG-1603	PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES	CEK Standard T...	1 Day 21 Hours	0	

Columns Hidden 8

- 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

Create Response (Quote: 129039): Lines

Time Remaining: 1 Day 21 Hours | Close Date: 17 Apr 2025 9:25 PM

Line	Description	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Provision of Video Coverage and Livestreaming Services during IPCC Media Briefing on August 7, 2025		SERVICE OTHERS			1	Lit		

Grand Totals: All response lines are included. Response Amount: 0.00

Lines: Edit Line: 1 (Quote: 129039)

Close Date: 17 Apr 2025 9:25 PM

Location: Nairobi

Required Delivery Date: 30 Apr 2025

Promised Delivery Date: 30 Apr 2025

Note to Buyer:

Attachments: PRICE + X

Attachments Window:

Type	File Name or URL	Title	Description	Attached By	Attached
File	PRICE.DOCX	PRICE	PRICE	MR. SUPRIYAN GUIN	15-Apr-25

- 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.

Central Bank of Kenya

Create Response (Quote 129039): Lines

Currency: Kenyan Shilling

Time Remaining: 1 Day/21 Hours

Close Date

Line	Description	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Provision of Video Coverage and Live Streaming Services during UFG Media Briefing of August 7, 2025		SERVICE OTHERS		570,000.00	1	LOT	570,000.00	30-Apr-2025

Rows Selected: 1 Columns Hidden: 0

Grand Totals

All response lines are included.

Response Amount: 570,000.00

Confirmation

Response 129039 to negotiation CBK-NG-1653 was validated without errors.

OK

Error

You must edit or revise values in any of the response fields to submit a response revision. (PON-2085083)

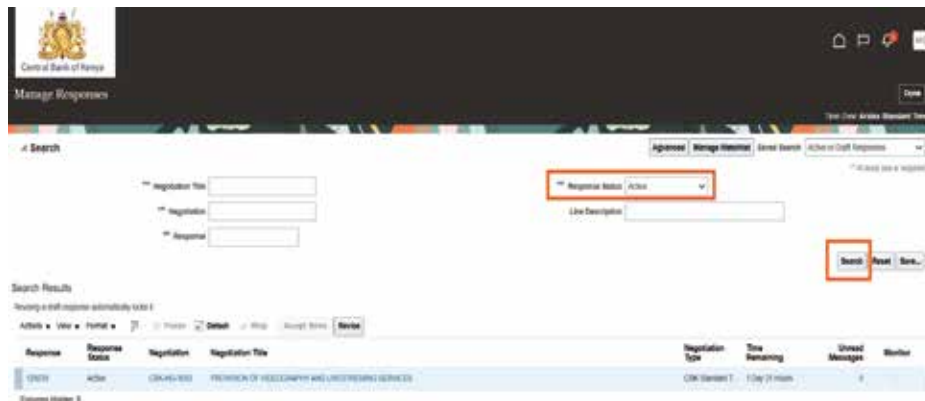
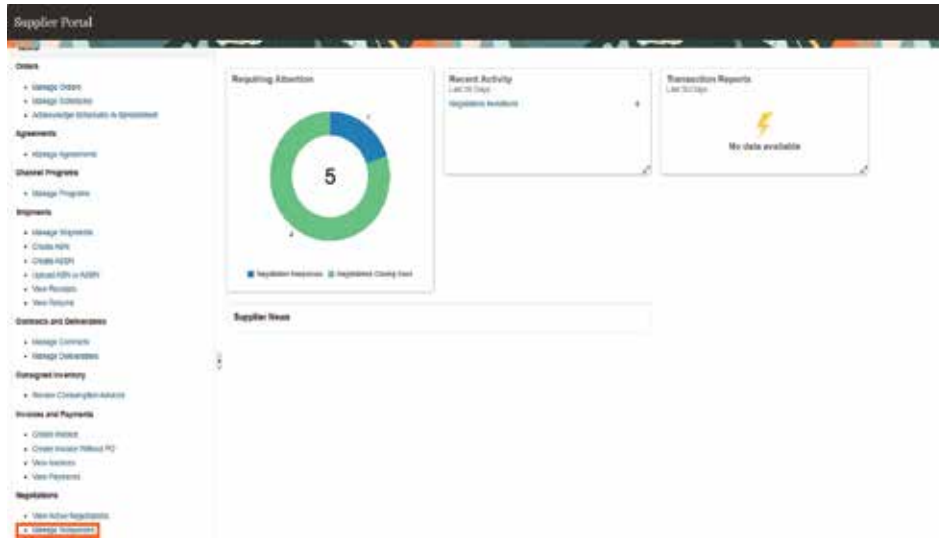
OK

- 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.

The screenshot shows the Central Bank of Kenya's bid review and submission interface. At the top, there is a navigation bar with the Central Bank of Kenya logo and a progress indicator showing four steps: Overview, Requirements, Lines, and Review. The 'Review' step is highlighted with a red box. Below the progress bar, there is a 'Review Response: Quote 129039' section. To the right of this section, there are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box. Below the 'Review Response' section, there is a 'General' section with fields for 'Supplier', 'Supplier Guide Test', 'Negotiation Currency', 'Response Currency', 'Price Precision', 'Response Valid Until', 'Reference Number', 'Note to Buyer', and 'Attachments'. A 'Confirmation' dialog box is displayed in the foreground, stating: 'Response 129039 to negotiation CBK-NG-1653 was submitted. We'll notify you by email.' with an 'OK' button.

- 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**.

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.

Manage Response - View Bid Responses for active negotiations

Supplier Portal

- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Auctions from Seller

- View Active Seller Auctions
- Manage Seller Auction Bids

- 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.

Manage Response – Create Response for active negotiations

Central Bank of Kenya

Active Negotiations

Search

Manage Watchlist Saved Search Open Invitations

Invitation Received Yes No
Response Submitted No
Negotiation Open Since

Search Results

Actions View Format Filter Details View Accept Times Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
CBK-NG-1636	PROVISION OF AN AIR TICKET TO KISUMU	CBK Air/Train Tr...	1 Day 23 Hours	17-Apr-2025 4:1...	0		0		
CBK-NG-1635	SUPPLY DELIVERY AND INSTALLATION OF MEDICAL EQUIPMENT	CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:5...	0		0		
CBK-NG-1634	SUPPLY AND DELIVERY OF PHARMACEUTICAL DRUGS	CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:5...	0		0		
CBK-NG-1633	PROVISION OF VIDEOGRAPHY AND LIFESTREAMING SERVICES	CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:2...	1		0		

Columns Hidden 4

Participation **Create Response**

Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate
CBK Air/Train Tr...	1 Day 23 Hours	17-Apr-2025 4:1...	0	
CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:5...	0	
CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:5...	0	
CBK Standard T...	1 Day 22 Hours	17-Apr-2025 3:2...	1	

- 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**.

Manage Response - View Bid Responses for active negotiations

Central Bank of Kenya

Manage Responses

Search

** Negotiation Title

** Negotiation

** Response

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Negotiation	Negotiation Title
129039	Active	CBK-NG-1653	PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES

Columns Hidden: 8

Central Bank of Kenya

Quote: 129039 (CBK Standard Tender Documents (Single Stage) CBK-NG-1653)

Messages Revise Actions Done

Title: PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES

Time Remaining: 1 Day 21 Hours

Response Status: Active

Close Date: 17-Apr-2025 3:25 PM

Overview Requirements Links

General

Supplier: Supplier Guide Test

Supplier Site

Supplier Contact: Guide M Supplier

Response Currency: KES

Price Precision: 2 decimal minimum

Response Valid Until: 30-Apr-2025 3:25 PM

Reference Number: CBKRPQ0012024-2025

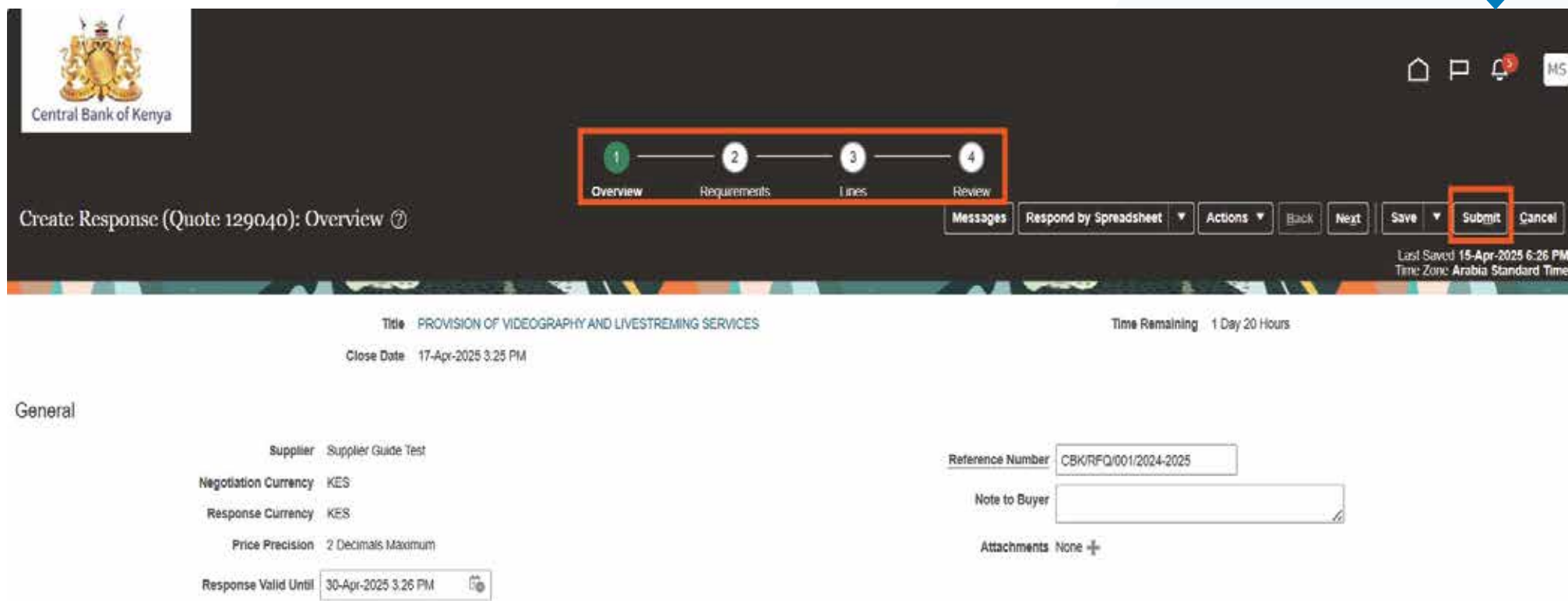
Note to Buyer

Attachments: None

- 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.

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.



Central Bank of Kenya

Create Response (Quote 129040): Overview ⓘ

1 Overview 2 Requirements 3 Lines 4 Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 15-Apr-2025 6:26 PM
Time Zone Arabia Standard Time

Title PROVISION OF VIDEOGRAPHY AND LIVESTREAMING SERVICES Time Remaining 1 Day 20 Hours

Close Date 17-Apr-2025 3:25 PM

General

Supplier Supplier Guide Test

Negotiation Currency KES

Response Currency KES

Price Precision 2 Decimals Maximum

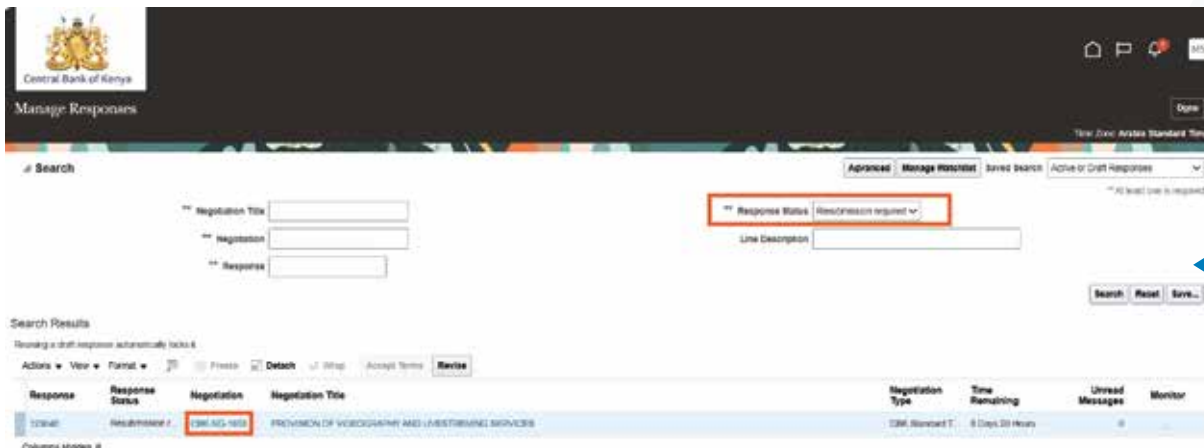
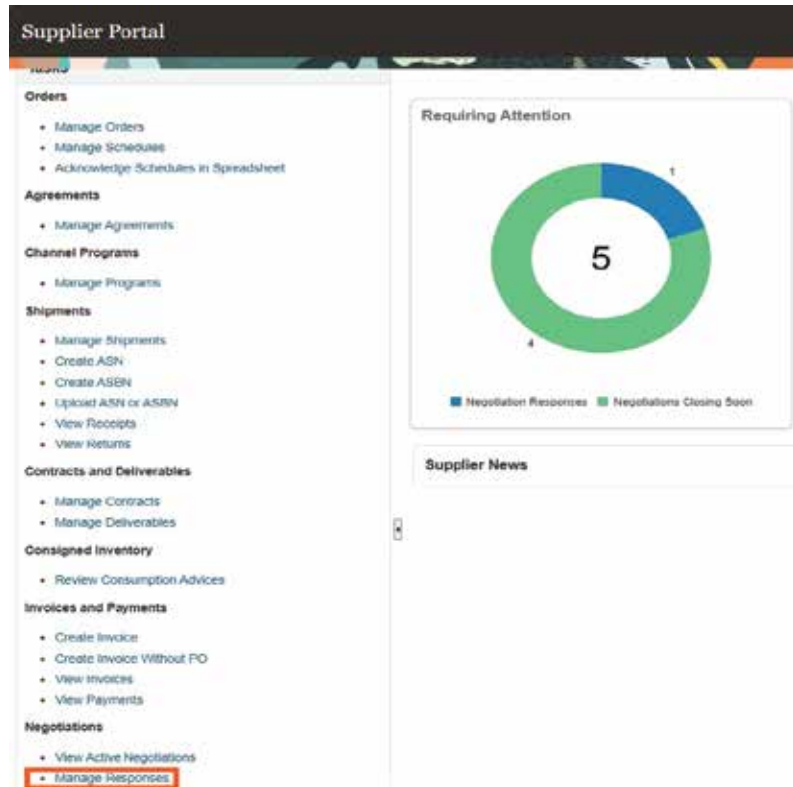
Response Valid Until 30-Apr-2025 3:26 PM

Reference Number CBK/RFP/001/2024-2025

Note to Buyer

Attachments None

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 Responses**.
- 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.

Manage Response – Acknowledging an amendment

Central Bank of Kenya

CBK Standard Tender Documents (Single Stage): CBK-NG-1653

Table of Contents

Cover Page

Table of Contents

Cover Page

Overview

Requirements

Lines

Contract Terms

BANKI KUU
YA
KENYA

CENTRAL BANK
OF
KENYA

Amendments

Amendment 1: PROVISION OF VIDEOGRAPHY AND UNSTREAMING SERVICES

Published Date: 15-Apr-2023 5:5

Status: Active

Acknowledged

Acknowledgment Date

Acknowledged By

Amendment 1: Details

Acknowledgement ☒ I have reviewed the changes and I acknowledge amendment 1 for negotiation CBK-NG-1653

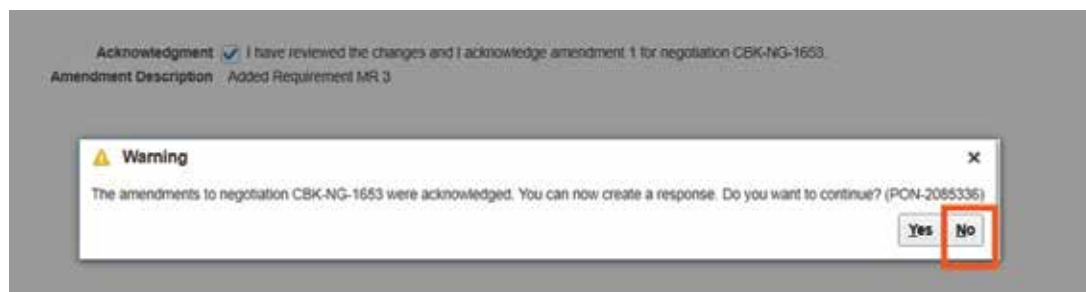
Amendment Description: Added Requirement 1813

Open Date: 15-Apr-2023 2:37 PM

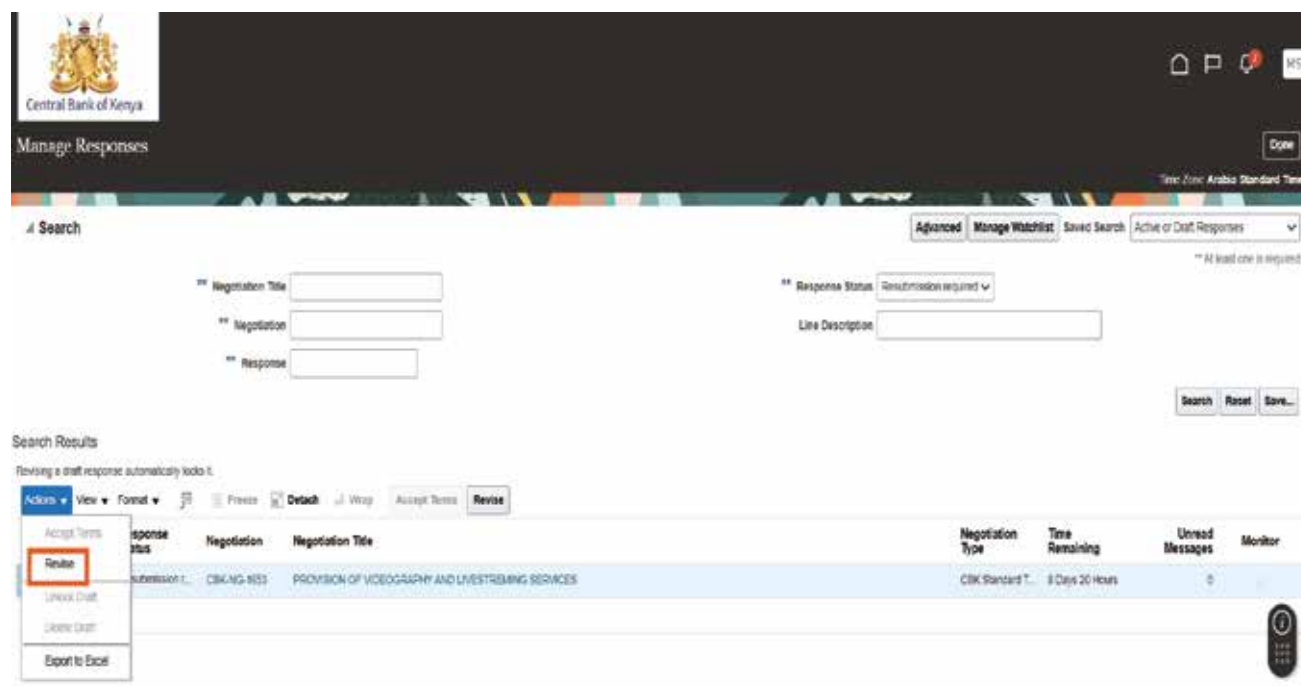
Open Date: 15-Apr-2023 5:35 PM

- 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- XXXX" and click the button **Submit**.

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.



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.



Central Bank of Kenya

Create Response (Quote 129042): Requirements ?

1 Overview 2 Requirements 3 Lines 4 Review

messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved: 15-Apr-2025 6:52 PM
Time Zone: Arabia Standard Time

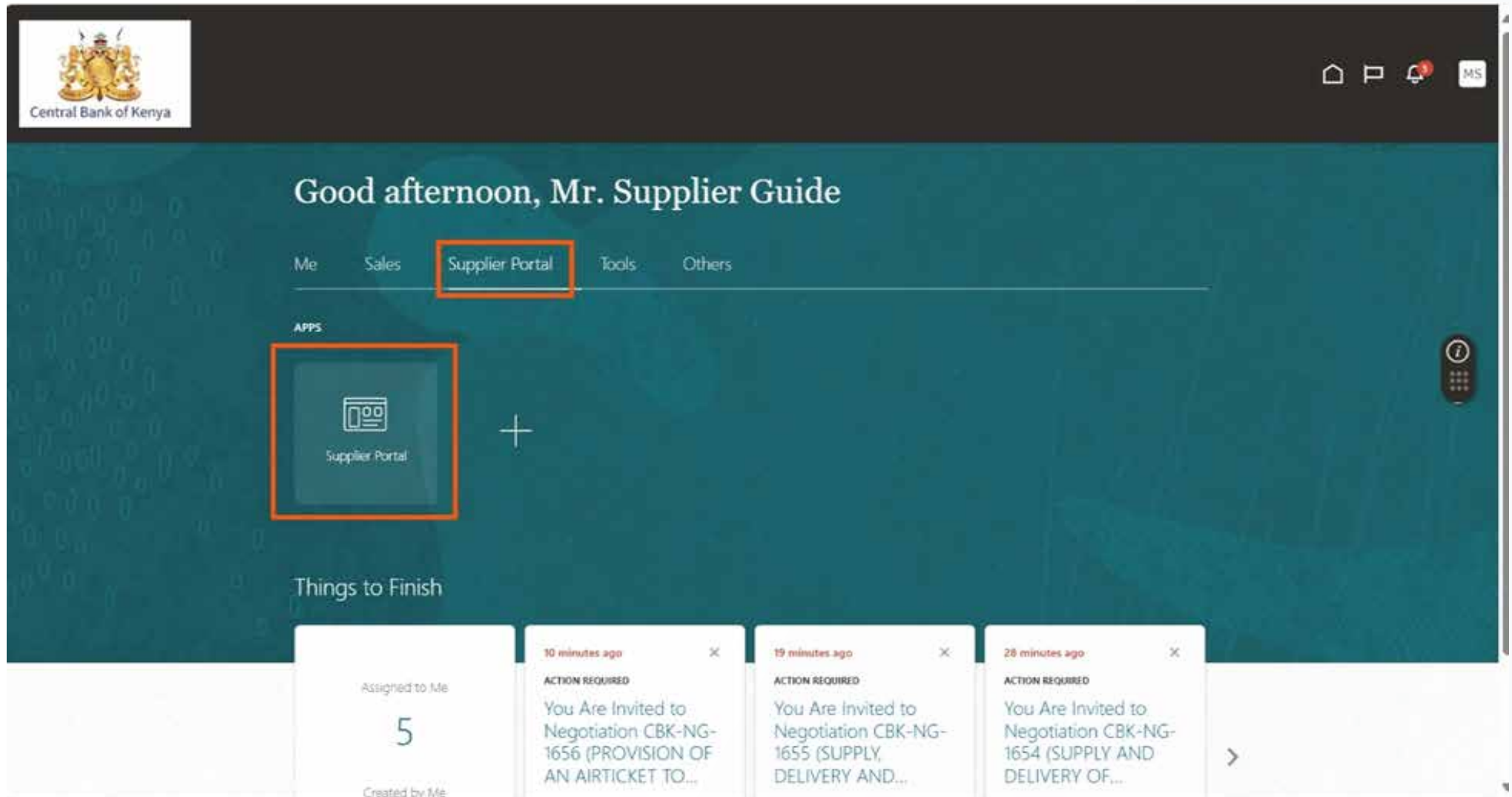
Time Remaining: 8 Days 20 Hours Close Date: 24-Apr-2025 3:25 PM



Line Description

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”

The screenshot displays the Central Bank of Kenya Supplier Portal. At the top left is the Central Bank of Kenya logo. The header area includes a search bar with a dropdown menu set to 'Orders' and a search icon. The main content area is divided into a left sidebar and a main dashboard. The sidebar contains sections for 'Tasks', 'Orders', 'Agreements', 'Channel Programs', and 'Shipments'. The 'Orders' section is expanded, showing 'Manage Orders' (highlighted with a red box), 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'. The main dashboard features a 'Requiring Attention' section with a donut chart showing 3 items, a 'Recent Activity' section showing 3 negotiation invitations and 1 order opened, and a 'Transaction Reports' section showing a PO Purchase Amount of 575K KES.

Central Bank of Kenya

Supplier Portal

Search Orders Order Number

Tasks

Orders

- **Manage Orders**
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts

Requiring Attention

3

3

■ Negotiations Closing Soon

Recent Activity
Last 30 Days

Negotiation invitations	3
Orders opened	1

Transaction Reports
Last 30 Days

PO Purchase Amount	575K KES
--------------------	----------

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.

Manage Orders ?

Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Advanced

Manage Watchlist

Saved Search

Pending Acknowledgment

Status

Include Closed Documents

Yes

Pending Acknowledgment

Yes

Search

Reset

Save...

06 Acknowledging Purchase Orders

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

Manage Orders ? Done

Headers **Schedules**

Search

Sold-to Legal Entity

▼

Bill-to BU

▼

Supplier Site

▼

Order

Advanced

Manage Watchlist

Saved Search

Pending Acknowledgment ▼

Status

▼

Include Closed Documents

Yes ▼

Pending Acknowledgment

Yes ▼

Search

Reset

Save...

Search Results

Actions ▼

View ▼

Format ▼

Freeze


Detach

Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
CBK-PO-1029	14-Jun-2021		Akai Consultant	Vernekar, Sanjay	30.00	KES	Pending Su...		14-Jun-2021

06 Acknowledging Purchase Orders

- Click on “**Acknowledge**” button



Central Bank of Kenya

Purchase Order: CBK-PO-13272 ?

Acknowledge

View PDF

Actions ▼

Refresh

Done

Main

Contract Terms

▲ General

Sold-to Legal Entity

CENTRAL BANK OF KENYA

Supplier

Supplier Guide Test

Ordered

575,000.00 KES

Bill-to BU

CBK Business Unit

Supplier Site

P. O. BOX 00517

Description

Provision of Video Coverage and Livestreaming Services du...

Order

CBK-PO-13272

Supplier Contact

Mr. Supplier Guide

Source Agreement

Status

Open

Bill-to Location

Nairobi

Supplier Order

Buyer

Anthony Njuguna

Ship-to Location

Nairobi

Master Contract

Creation Date

15-Apr-2025

Terms

Notes and Attachments

Required Acknowledgment

No

Shipping Method

— Requires signature

Payment Terms

Immediate

Freight Terms

— Pay on receipt

FOB

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

Acknowledge Document (Purchase Order): CBK-PO-1029

Accept

Reject

View PDF

Cancel

Main

General

Sold-to Legal Entity CENTRAL BANK OF KENYA

Order CBK-PO-1029

Status Pending Supplier Acknowledgment

Buyer Vernekar, Sanjay

Creation Date 14-Jun-2021

Supplier Aaki Consultants

Supplier Site Akai Consultant

Supplier Contact aaki consultants

Bill-to Location Nairobi

Ship-to Location Kisumu

Ordered 30.00 KES

Description

Source Agreement

Supplier Order PO101

Communication Method None

Master Contract

Terms Notes and Attachments

Required Acknowledgment Document

Acknowledgment Due Date 21-Jun-2021

Acknowledgment Note Acknowledged

Payment Terms Immediate

Shipping Method

Freight Terms

FOB

— Pay on receipt

— Confirming order

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.

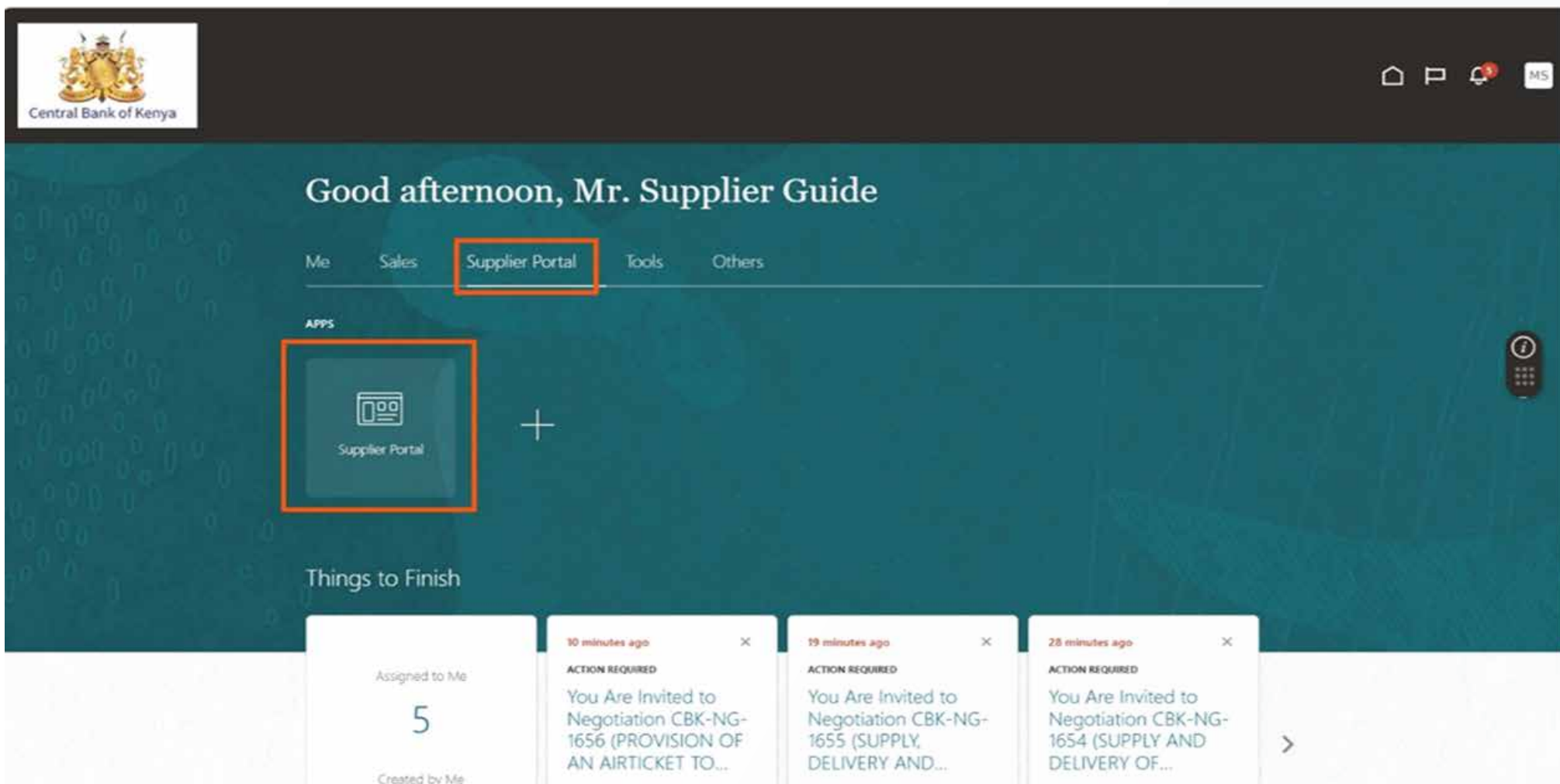


FOREWORD

- 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”



Click on the “Manage Contracts”

The screenshot displays the Oracle Supplier Portal interface. The left sidebar contains a 'TASKS' menu with the following categories and items:

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advices

The main content area features three widgets:

- Requiring Attention**: A donut chart showing 2 items. The legend indicates 'Schedules Overdue or Due Today'.
- Recent Activity**: Last 30 Days. Displays 'No data available' with a lightning bolt icon.
- Transaction Reports**: Last 30 Days. Displays 'No data available' with a lightning bolt icon.

At the bottom, there is a 'Supplier News' section.

The browser address bar shows the URL: https://esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=1byoagi6c9_5&fnd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&_afriLoop=362224056538909#

The Windows taskbar at the bottom shows the search bar, application icons, and system tray information: 20°C Mostly cloudy, 10:17 AM, 10/18/2023.

Search for the Contract due for deliverables response.

Manage Contracts - Supplier Port

https://esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=1byoagi6...

Central Bank of Kenya

Manage Contracts

Done

Search

Number Starts with

Name Contains

Status Equals

Payment Terms

Amount Equals

Agreed Amount Equals

Type

Source Document Number Starts with

Search Reset

Search Results

Actions View Detach

Number	Name	Status	Type	Start Date	End Date	Preview	Contract Documents
31001	Supply of Goods	Draft	Contract for Pro...	1-Oct-2023	31-Dec-2023		

Columns Hidden 6

20°C Mostly cloudy 10:20 AM 10/18/2023

Open the contract and navigate to Deliverables.

The screenshot displays the Oracle Supplier Response to Contracts Deliverables interface. The page title is "Manage Deliverables". The search filter is set to "Paper Quality Certificate". The search results table shows one entry for "Paper Quality Certificate" with status "Open", document type "Supplier Contract", and document number "19002".

Search Filter:

- Deliverable Name: Starts with
- Status: Equals
- Due Date: Equals dd-mmm-yyyy
- Type: Equals
- Document Type: Equals
- Document Number: Starts with 19002

Search Results:

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"

The screenshot shows a web application interface for managing deliverables. The main window is titled "Edit Deliverable: Paper Quality Certificate". It contains the following fields and sections:

- Name:** Paper Quality Certificate
- Type:** Contractual
- Status:** Open (dropdown menu)
- Description:** Enter Descriptions
- Responsible Party Type:** External
- External Party Name:** Marwal Enterprises
- External Party Contact:** MARGARET MARGARET
- Internal Party Name:** CBK Business Unit
- Internal Party Contact:** Masikamani, Manickara
- Requester:** Mwanthi, Victor
- Notes:** (Text area)
- Due Date:** 19-Jan-2022
- Due Date Description:**
- Period:** 7 Days
- When:** After
- Event:** Contract Started
- Notifications:**
 - ☒ Prior to due date
 - ☒ Period: 4 Days
 - ☒ On status change
 - ☒ When deliverable is overdue
 - ☐ Escalate after due date
- Additional Information:** (Expandable section)

The background shows the "Manage Deliverables" search results table with columns for Deliverable Name, Due Date, and Party Name. The table lists "Paper Quality Certificate" with a due date of "19-Jan-2022" and party name "Marwal Enterprises".

Supplier Response to Contracts Deliverables

Enter notes and attachments as required in the deliverable.

Manage Deliverables - Supplier

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

Apps TCM Delivery Centr... IP Portal Oracle OTube HBR Manage Mentor TCM Library Search Sign In - oracle sup... BIMS BOK_DOCS GC3 BOK - Test CBK Demo Sanjay's zoom Welcome to Project... Feed | Degreed

Central Bank of Kenya

Manage Deliverables

Search

Deliverable Name

Starts with

Status

Equals

Due Date

Equals

Type

Equals

Search Results

Actions View Format Freeze Wrap

Deliverable Name

Paper Quality Certificate

Columns Hidden: 2

Edit Deliverable: Paper Quality Certificate

Name

Paper Quality Certificate

Type

Contractual

Responsible Party Type

External

External Party Name

Marwal Enterprises

External Party Contact

MARGARET MARGARET

Internal Party Name

CBK Business Unit

Internal Party Contact

Masilamani, Manickaraj

Requester

Mwanthi, Victor

Status

Open

Description

Enter Descriptions

Notes

Details

Attachments

Status History

Due Date

Due Date

19-Jan-2022

Due Date Description

Period

7 Days

When

After

Event

Contract Started

Additional Information

Notifications

Prior to due date

Period

4 Days

On status change

When deliverable is overdue

Escalate after due date

Save and Close

Cancel

Done

Saved Search My Deliverables

Search Reset Save...

Number

Due Date

Party Name

19-Jan-2022

Marwal Enterprises

26°C Light rain

12:21 AM 1/13/2022

07 Supplier Response to Contracts Deliverables

Change the status to submitted.

The screenshot displays the Oracle Cloud SCM 'Manage Deliverables' interface. A modal window titled 'Edit Deliverable: Paper Quality Certificate' is open, showing the following details:

- Name: Paper Quality Certificate
- Type: Contractual
- Status: Open (dropdown menu is open, showing 'Open', 'Submitted', and 'Completed')
- Description: Open
- Responsible Party Type: External
- External Party Name: Marwal Enterprises
- External Party Contact: MARGARET MARGARET
- Internal Party Name: CBK Business Unit
- Internal Party Contact: Maslamani, Manickaraj
- Requester: Mwanthi, Victor

The modal also includes a 'Notes' section with the text 'Enter notes' and a 'Due Date' section with the following information:

- Due Date: 19-Jan-2022
- Due Date Description:
- Period: 7 Days
- When: After
- Event: Contract Started

The 'Notifications' section is also visible, showing a list of notifications with checkboxes for 'Prior to due date', 'Period: 4 Days', 'On status change', 'When deliverable is overdue', and 'Escalate after due date'.

The background interface shows the 'Manage Deliverables' search results table with columns for 'Deliverable Name', 'Due Date', and 'Party Name'. The table contains one entry: 'Paper Quality Certificate' with a due date of '19-Jan-2022' and party name 'Marwal Enterprises'.

07 Supplier Response to Contracts Deliverables

Click on save and close.

The screenshot displays the Oracle Supplier Response to Contracts Deliverables interface. A modal window titled "Edit Deliverable: Paper Quality Certificate" is open, showing details for a deliverable. The modal includes fields for Name, Type, Status, Description, Notes, and various party information. The background shows the "Manage Deliverables" search results table.

Manage Deliverables - Supplier

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

Apps TCM Delivery Centr... IP Portal Oracle OTube HBR Manage Mentor TCM Library Search Sign In - oracle sup... BIMS BOK_DOCS GC3 BOK - Test CBK Demo Sanjay's zoom Welcome to Project... Feed | Degreed Reading list

Central Bank of Kenya

Manage Deliverables

Search

Deliverable Name Starts with Status Equals Due Date Equals Type Equals

Search Results

Actions View Format Freeze Wrap

Deliverable Name

Paper Quality Certificate

Columns Hidden: 2

Edit Deliverable: Paper Quality Certificate

Name: Paper Quality Certificate
Type: Contractual
Status: Submitted
Description: Enter Descriptions
Notes: Enter notes

Responsible Party Type: External
External Party Name: Marwal Enterprises
External Party Contact: MARGARET MARGARET
Internal Party Name: CBK Business Unit
Internal Party Contact: Masilamani, Manickaraj
Requester: Mwanthi, Victor

Details Attachments Status History

Due Date
Due Date: 19-Jan-2022
Due Date Description:
Period: 7 Days
When: After
Event: Contract Started

Notifications
✓ Prior to due date
Period: 4 Days
✓ On status change
✓ When deliverable is overdue
— Escalate after due date

Additional Information

Save and Close Cancel

Done

Saved Search: My Deliverables

Search Reset Save...

Number Due Date Party Name

19-Jan-2022 Marwal Enterprises

26°C Light rain 12:22 AM 1/13/2022

Click on done.

The screenshot shows a web browser window with the URL `esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=17126wdx72_5&fnd=%3B%3B%3Bfalse%3B256%3B%3B%3B&_afriLoop=403638513505668`. The browser's address bar and tabs are visible at the top. The application header includes the Central Bank of Kenya logo and the text "Manage Deliverables". A "Done" button is located in the top right corner of the header.

Below the header is a search section with the following filters:

- Deliverable Name:** Starts with [text input]
- Status:** Equals [dropdown]
- Due Date:** Equals [dd-mm-yyyy] [calendar icon]
- Type:** Equals [dropdown]
- Document Type:** Equals [dropdown]
- Document Number:** Starts with [text input] 19002

Buttons for "Search", "Reset", and "Save..." are located at the bottom right of the search section. A "Saved Search" dropdown menu is set to "My Deliverables".

Below the search section is a "Search Results" table with the following columns: Deliverable Name, Status, Deliverable Type, Document Type, Document Number, Due Date, and Party Name. The table contains one row of data:

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

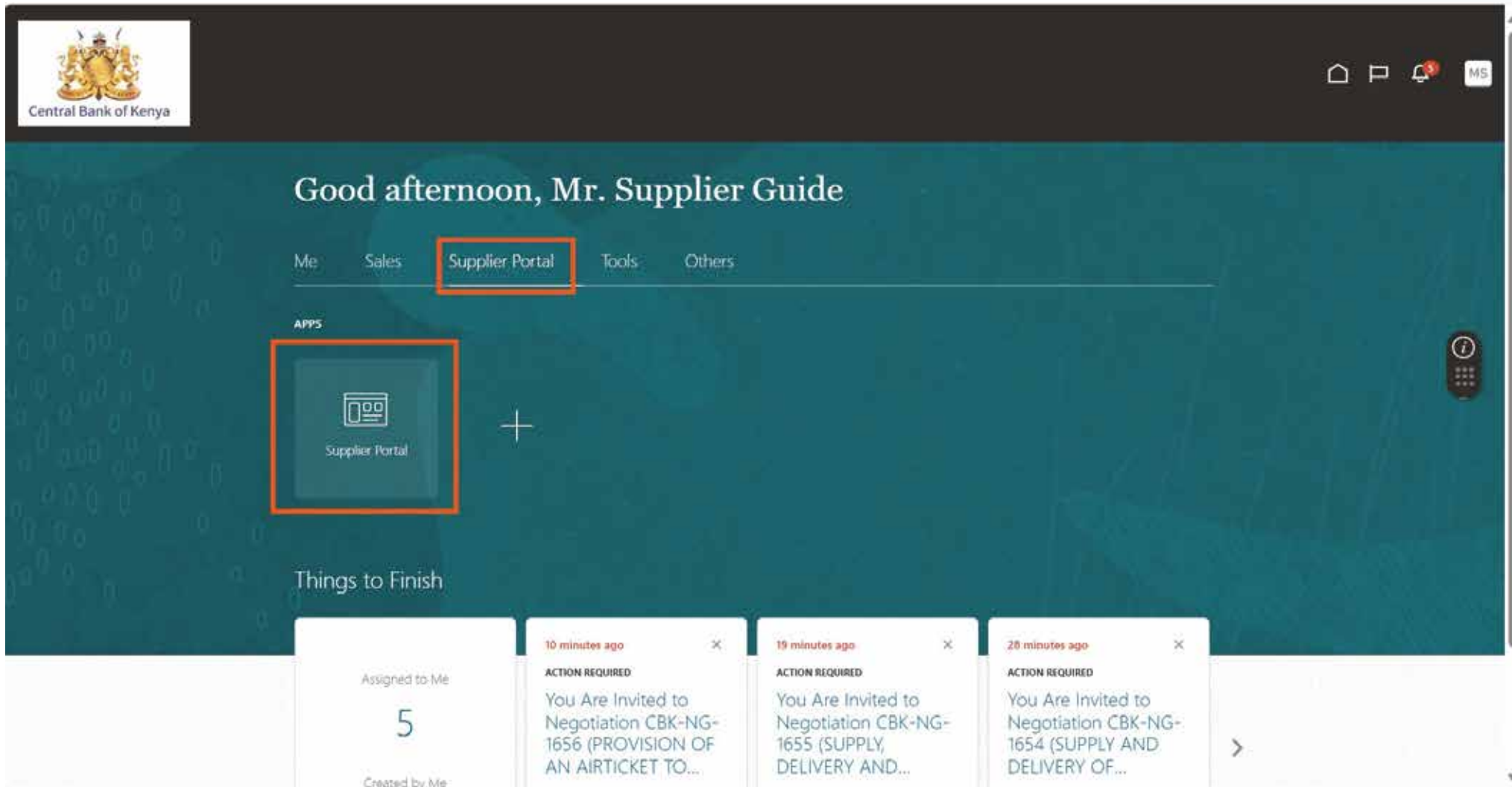
Below the table, it says "Columns Hidden 2".

The Windows taskbar is visible at the bottom of the screen, showing the time as 12:22 AM on 1/13/2022 and the weather as 26°C Light rain.

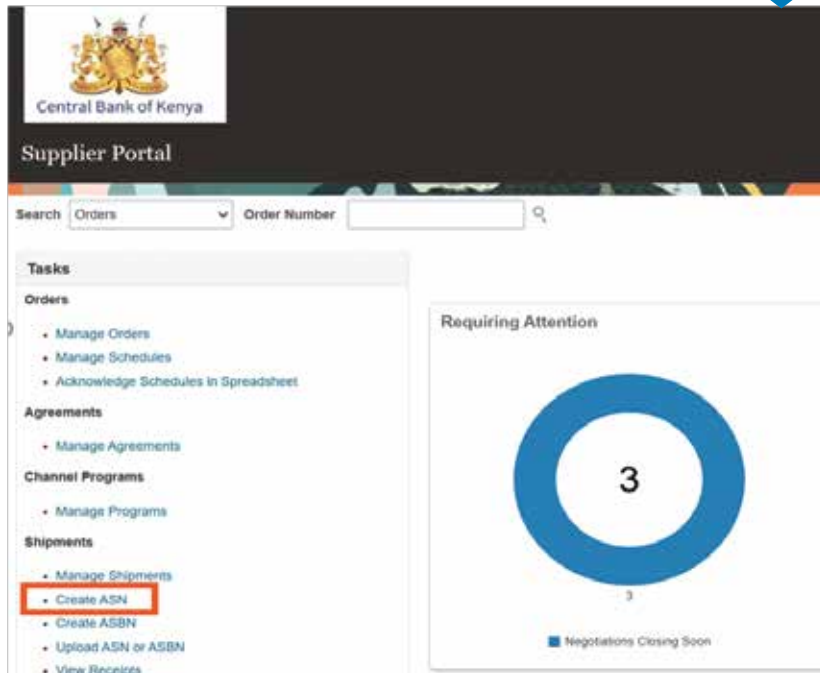
FOREWORD

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.

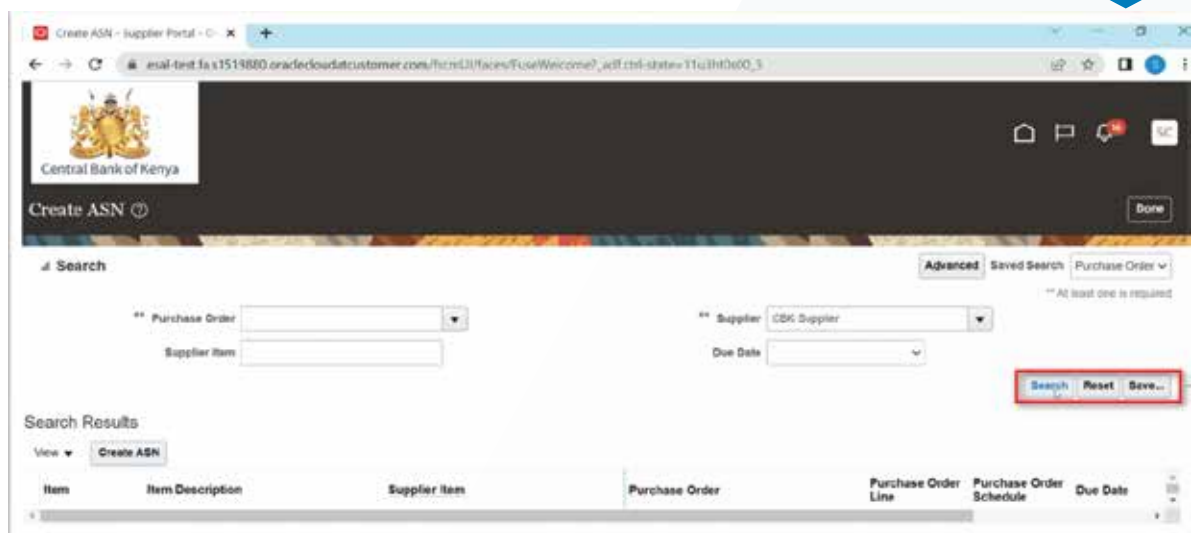
- Log in to the Supplier Portal
- Select the Supplier Portal Icon



- 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.



Central Bank of Kenya

Create ASN ? Done

Search

Advanced Saved Search Purchase Order ▾

Search Results

View ▾ Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	Provision of Vid...		CBK-PO-13272	1	1	30-Apr-2025	1	Lot

Create ASN ? Done

Search

Advanced Saved Search Purchase Order ▾

Search Results

View ▾ Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	Provision of Vid...		CBK-PO-13272	1	1	30-Apr-2025	1	Lot

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.

Central Bank of Kenya

Create ASN Details ⓘ

Submit Cancel

Header

* Shipment: CBK-PO-13272

* Shipped Date: 16-Apr-2025 1:04 PM

* Expected Receipt Date: 16-Apr-2025 1:04 PM

Freight Terms:

Shipping Method:

Number of Supplier Packing Units:

Bill of Lading:

Waybill:

Packing Slip:

Packaging Code:

Special Handling Code:

Tare Weight:

Tare Weight UOM:

Net Weight:

Net Weight UOM:

Comments:

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
▶	Provision of con...		CBK-PO-4441	<input type="text" value="1"/>	Numbers	Nairobi	1	Numbers	0

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.

Central Bank of Kenya

Create ASN Details ?

Submit Cancel

Header

* Shipment CBK-PO-13272

* Shipped Date 16-Apr-2025 1:04 PM

* Expected Receipt Date 16-Apr-2025 1:04 PM

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Confirmation

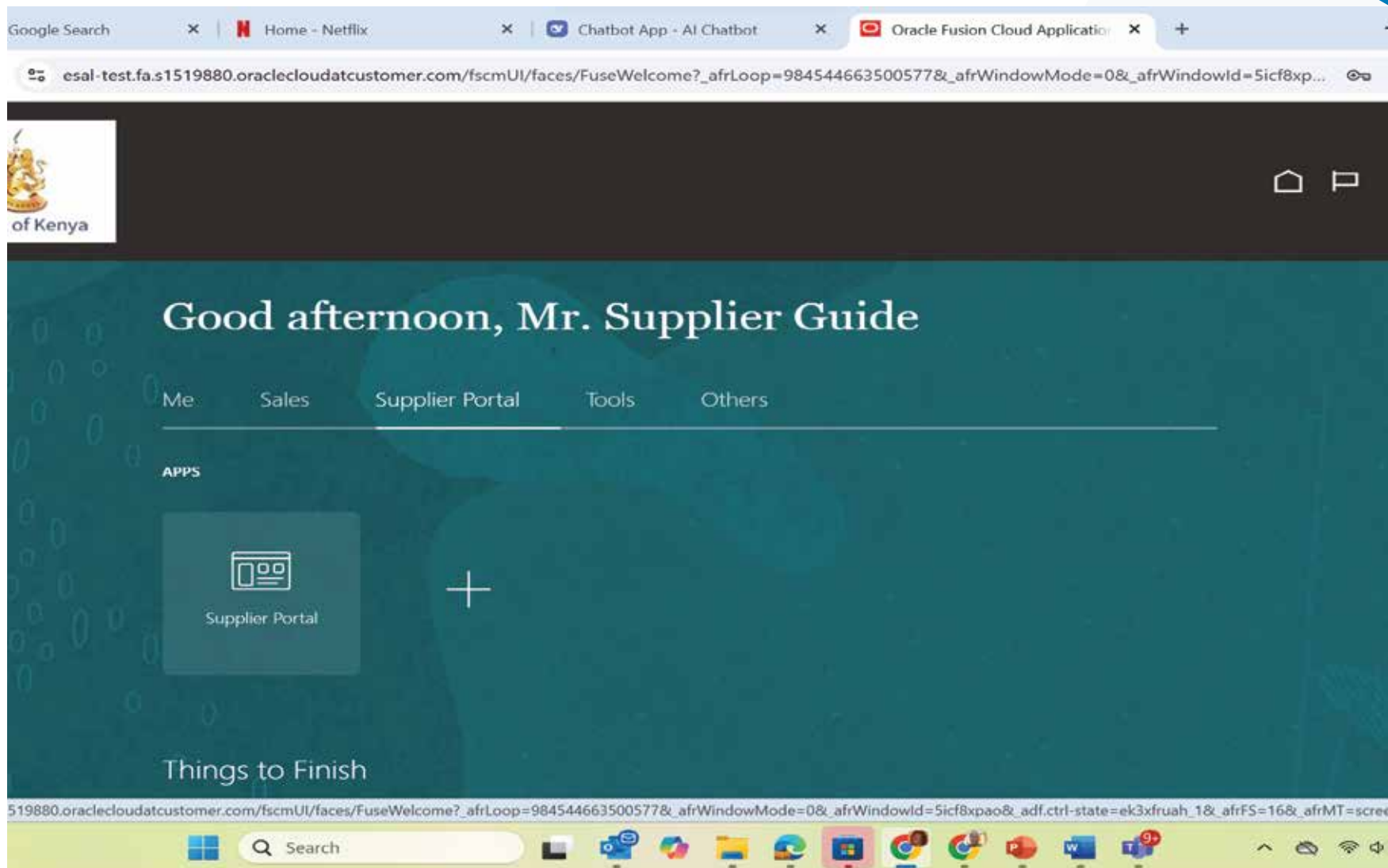
ASN CBK-PO-13272 was created. Number of lines: 1.

OK

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.

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



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.

Supplier Portal

- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- **Create Invoice**
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Supplier News

Summary:

- Negotiation invitations: 3
- Orders changed or canceled: 1
- Orders opened: 1
- Receipts: 1

Financials:

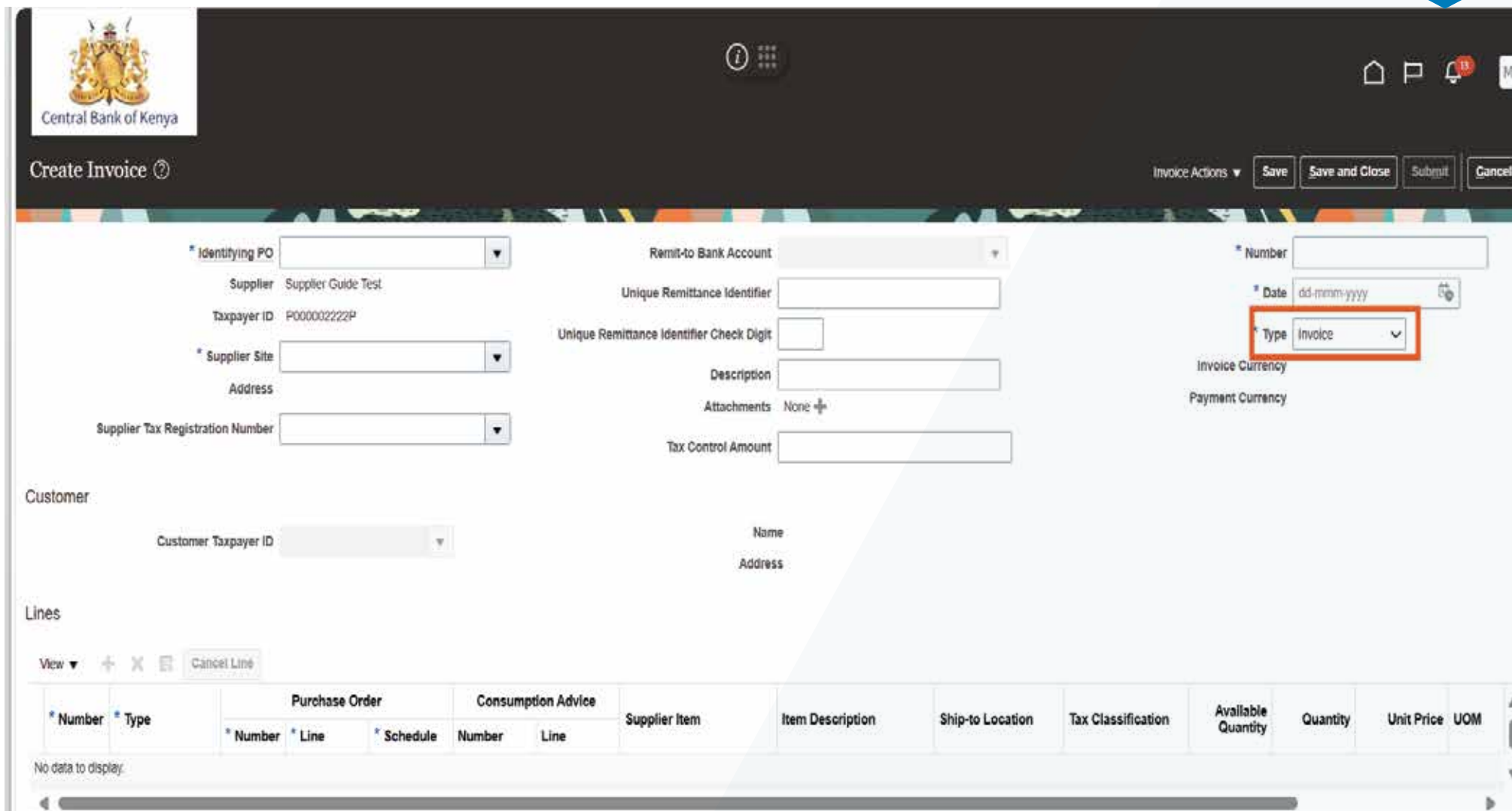
- PO Purchase Amount: 575K KES
- Invoice Amount: 575K KES
- Invoice Price Variance Amount: 0 KES

Visuals:

- Donut chart showing 3 Negotiations Closing Soon.

Select Invoice Type

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



Central Bank of Kenya

Create Invoice ?

Invoice Actions: Save, Save and Close, Submit, Cancel

Supplier

* Identifying PO: [Dropdown]

Supplier: Supplier Guide Test

Taxpayer ID: P000002222P

* Supplier Site: [Dropdown]

Address: [Text Field]

Supplier Tax Registration Number: [Dropdown]

Remit-to Bank Account

Remit-to Bank Account: [Dropdown]

Unique Remittance Identifier: [Text Field]

Unique Remittance Identifier Check Digit: [Text Field]

Description: [Text Field]

Attachments: None

Tax Control Amount: [Text Field]

Customer

Customer Taxpayer ID: [Dropdown]

Name: [Text Field]

Address: [Text Field]

Lines

View: [Dropdown] + X [Icon] Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
		* Number	* Line	* Schedule	Number	Line								
No data to display.														

Invoice Details

* Number: [Text Field]

* Date: dd-mm-yyyy [Text Field]

* Type: Invoice [Dropdown]

Invoice Currency: [Text Field]

Payment Currency: [Text Field]

The screenshot displays the 'Create Invoice - Supplier Portal' interface. The browser tabs include 'Google Search', 'Home - Netflix', 'Chatbot App - AI Chatbot', and 'Create Invoice - Supplier Portal'. The URL bar shows a test environment address.

Form Fields and Values:

- Identifying PO:** CBK-PO-13272
- Supplier:** Supplier Guide Test
- Taxpayer ID:** POC0002222P
- Supplier Site:** P. O. BOX 00517
- Address:** P. O. BOX 139, NAIROBI, 00517, KE
- Registration Number:** (Empty)
- Remit-to Bank Account:** 3w4356780-#
- Unique Remittance Identifier:** CBK/INV01
- Unique Remittance Identifier Check Digit:** 01
- Description:** INVOICE for Supplier Guide Test
- Attachments:** None
- Tax Control Amount:** 575,000.00
- Number:** CBK/INV01
- Date:** 16-Apr-2025
- Type:** Invoice
- Invoice Currency:** KES - Kenyan Shilling
- Payment Currency:** KES - Kenyan Shilling
- Customer Taxpayer ID:** POC00811519E
- Name:** CENTRAL BANK OF KENYA
- Address:** Central Bank of Kenya, Haile Selassie Avenue, P.O BOX 60000, Nairobi, 200, KE

Table Structure:

Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location
	* Number	* Line	* Schedule	Number	Line			
<div>Cancel Line</div>								

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)

Attach Supporting Documents

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

The screenshot displays a web browser window with multiple tabs. The active tab is 'Create Invoice - Supplier Portal'. The address bar shows a URL from 'esal-test.fa.s1519880.oraclecloudatcustomer.com'. The main content area is a 'Create Invoice' form. A modal window titled 'Attachments' is open, showing a table for managing attachments. The table has columns for Type, Category, File Name or URL, Title, Description, and Attached By. The 'Type' column has a dropdown menu set to 'File'. The 'Category' column has a dropdown menu set to 'From Supplier'. The 'File Name or URL' column has a 'Choose File' button and the text 'No file chosen'. The 'Title' and 'Description' columns are empty text boxes. The 'Attached By' column shows 'Mr. Supplier G'. Below the table, it says 'Rows Selected 1'. At the bottom of the modal are 'OK' and 'Cancel' buttons. In the background, the 'Create Invoice' form is partially visible, showing fields for 'Customer Taxpayer ID' (P000611519E), 'Name' (CENTRAL BANK OF KENYA), and 'Address' (Central Bank of Kenya, Halle Selassie Avenue, P.O BOX 60000, Nairobi, 200, KE). At the bottom of the browser window, a Windows taskbar is visible with various application icons.

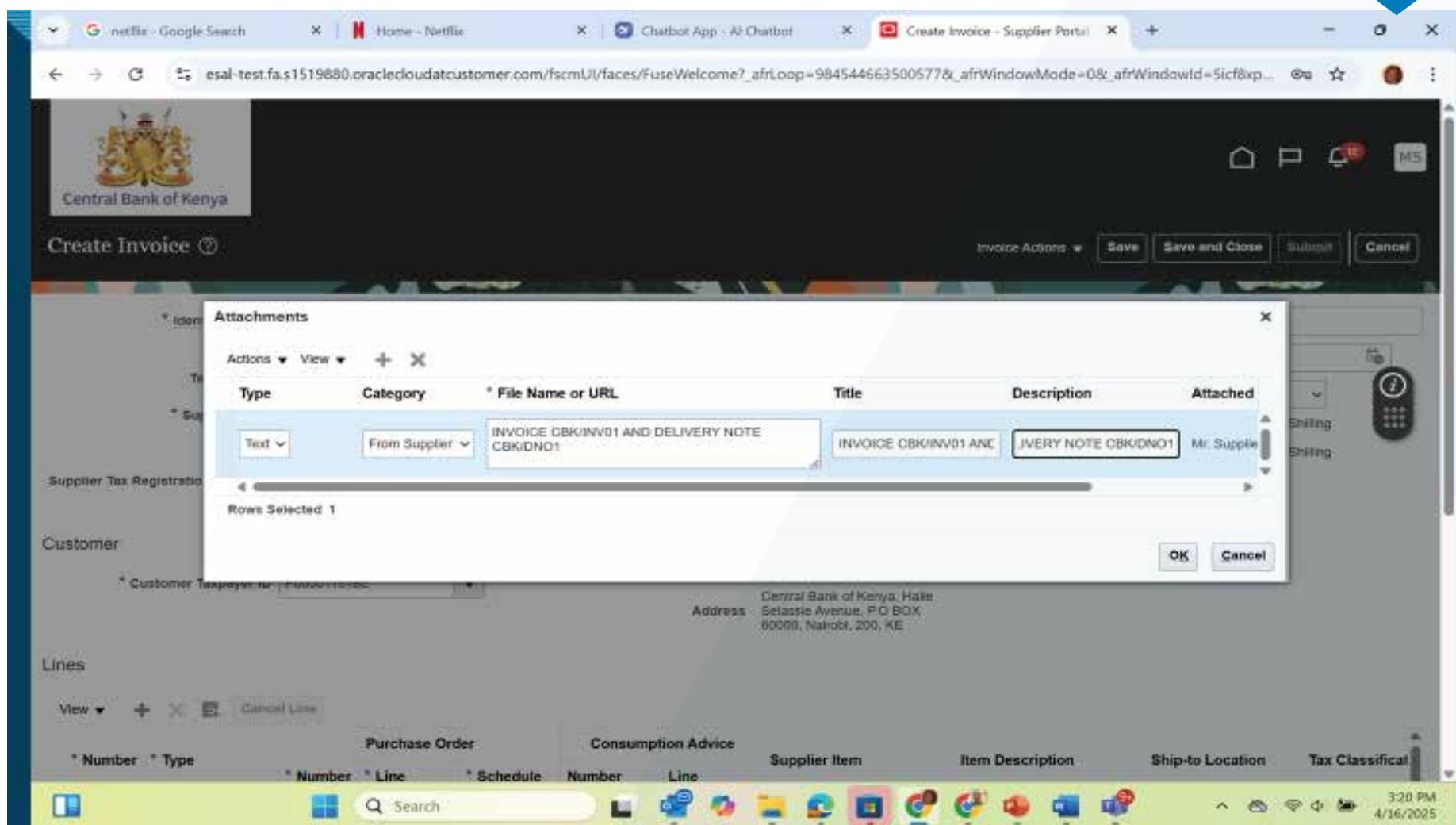
Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen			Mr. Supplier G

Rows Selected 1

OK Cancel

Attach Supporting Documents

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



Review attachments

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

Identifying PO: CBK-PO-13272
 Supplier: Supplier Guide Test
 Taxpayer ID: P000002222P
 Supplier Site: P. O. BOX 00517
 Address: P. O. BOX 139, NAIROBI, 00517, KE
 Supplier Tax Registration Number:

Remit-to Bank Account: 3w4356780-=
 Unique Remittance Identifier: CBK/INV01
 Unique Remittance Identifier Check Digit: 01
 Description: INVOICE for Supplier Guide Test
 Attachments: INVOICE CBK/INV01 AND DELIVERY NOTE CBK/DNO1
 Tax Control Amount: 575,000.00

Number: CBK/INV01
 Date: 16-Apr-2025
 Type: Invoice
 Invoice Currency: KES - Kenyan Shilling
 Payment Currency: KES - Kenyan Shilling

Customer
 Customer Taxpayer ID: P000611518E
 Name: CENTRAL BANK OF KENYA
 Address:

Lines

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
No data to display.										
Total										

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Review and Validate

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

Google Search x Home - Netflix x Chatbot App - AI Chatbot x View Invoices - Supplier Portal x +

esal-test.fa.s1519880.oraclecloudatcustomer.com/fscmUI/faces/FuseWelcome?_afzLoop=984544663500577&_afzWindowMode=0&_afzWindowId=5icf8xp...

Identifying PO CBK-PO-13272 Remit-to Bank Account 3w4356780.00 Number CBK/INV01
 Supplier Supplier Guide Test Unique Remittance Identifier CBK/INV01 Date 16-Apr-2026
 Taxpayer ID P000002222P

Select and Add: Purchase Orders

Search Advanced Saved Search
 ** At least one is required

** Purchase Order
 ** Creation Date

Consumption Advice

Search Reset Save...

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
CBK-PO-13...	1	1				Provision of Video ...	Nairobi	1

Apply OK Cancel

line * Regime * Tax Name Tax Jurisdiction * Tax Status * Rate Name Percentage Per Unit

Search

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.

of Kenya

Invoice Actions Save Save and Close Submit

Identifying PO CBK-PO-13272

Supplier Supplier Guide Test

Taxpayer ID P000002222P

Supplier Site P. O. BOX 00517

Address P. O. BOX 139, NAIROBI, 00517, KE

Registration Number

Remit-to Bank Account 3w4356780-=-

Unique Remittance Identifier CBK/INV01

Unique Remittance Identifier Check Digit 01

Description INVOICE for Supplier Guide Test

Attachments INVOICE CBK/INV01 AND DELIVERY NOTE CBK/DNO1

Tax Control Amount 575,000.00

* Number CBK/INV01

Date 16-Apr-2025

Type Invoice

Invoice Currency KES - Kenyan Shilling

Payment Currency KES - Kenyan Shilling

Customer Taxpayer ID P000611519E

Name CENTRAL BANK OF KENYA

Address

Cancel Line

Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax
	* Number	* Line	* Schedule	Number	Line				
	CBK-PO...	1	1				Provision of Video Coverag...	Nairobi	
Total									

Monitor Invoice Status

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

Central Bank of Kenya

View Invoices

Search

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number

** Supplier

Supplier Site

** Purchase Order CBK-PO-13272

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

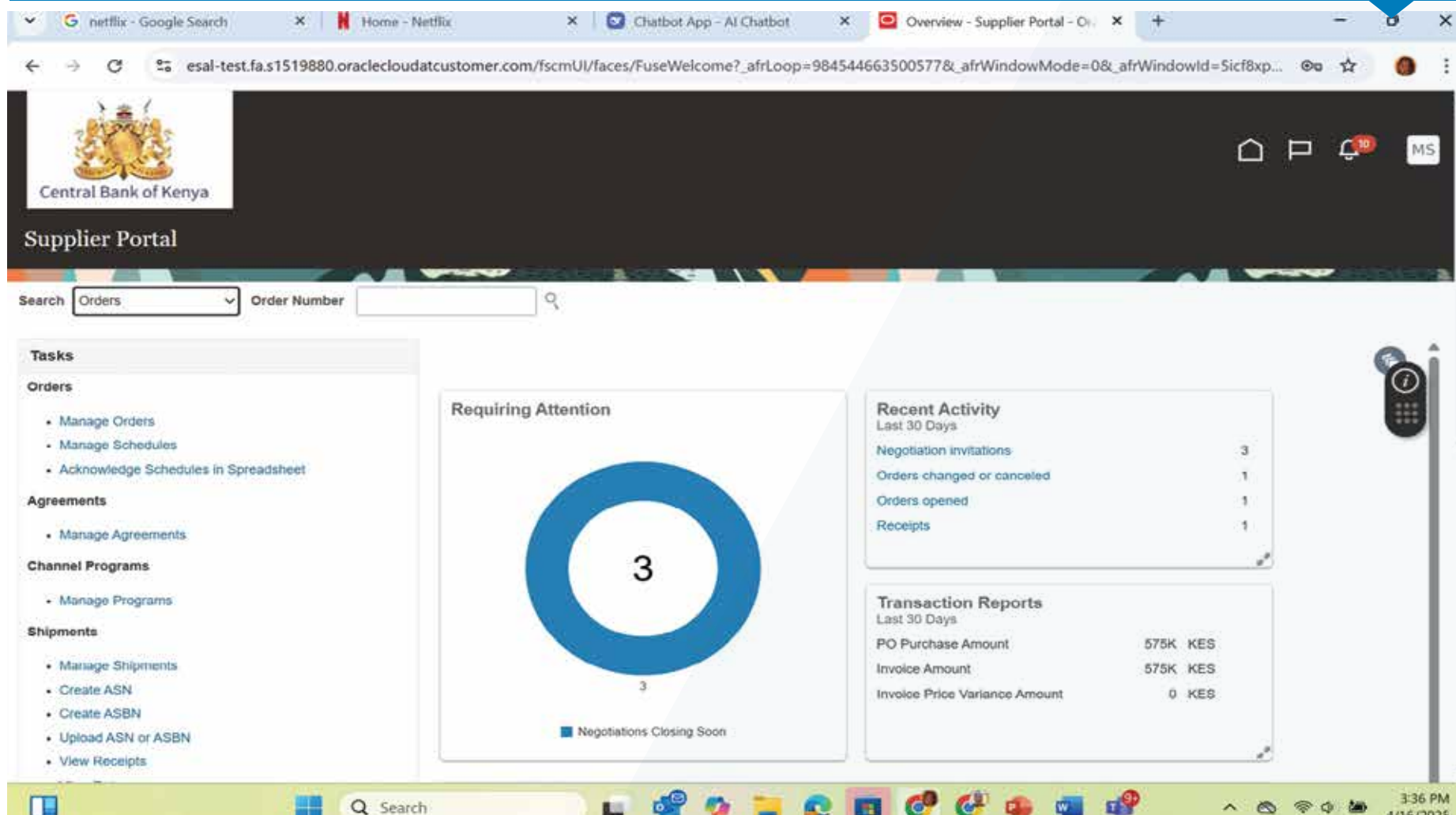
Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
CBK/INV01	16-Apr-2025	Standard	CBK-PO-13272	Supplier Guide Test	P. O. BOX 00517	575,000.00 KES	575,000.00 KES	In proc...		

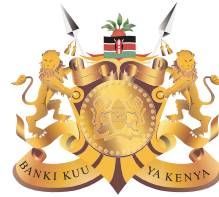
Dashboard info-lets

- 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.



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!