

2023

E- Procurement Portal User Manual

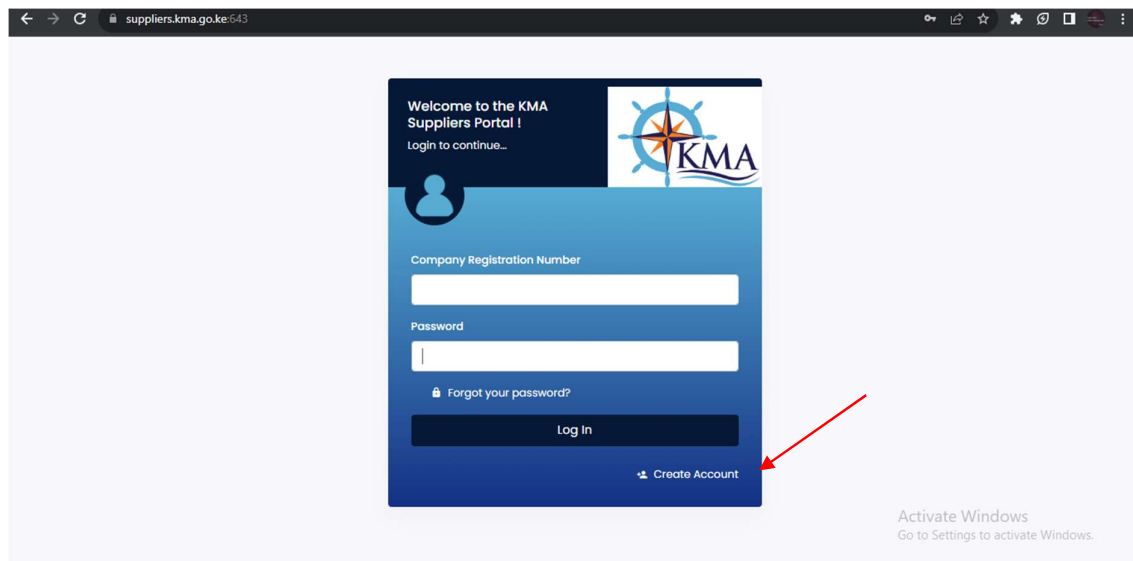
INTRODUCTION

The supplier portal holds a number of activities which acts as a medium between the suppliers and Procurement department

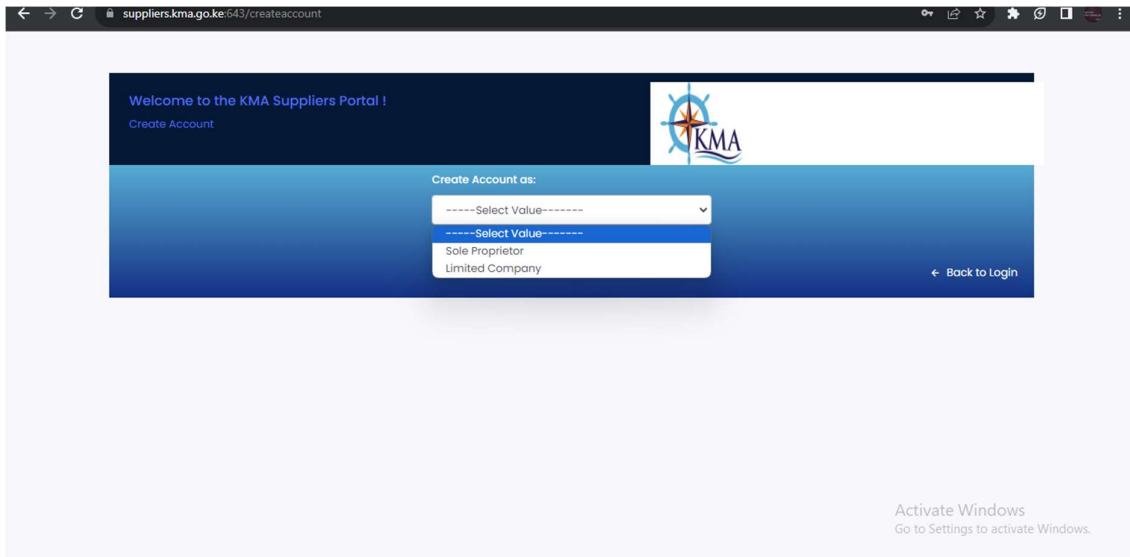
SUPPLIER REGISTRATION

The supplier can create an account as follows.

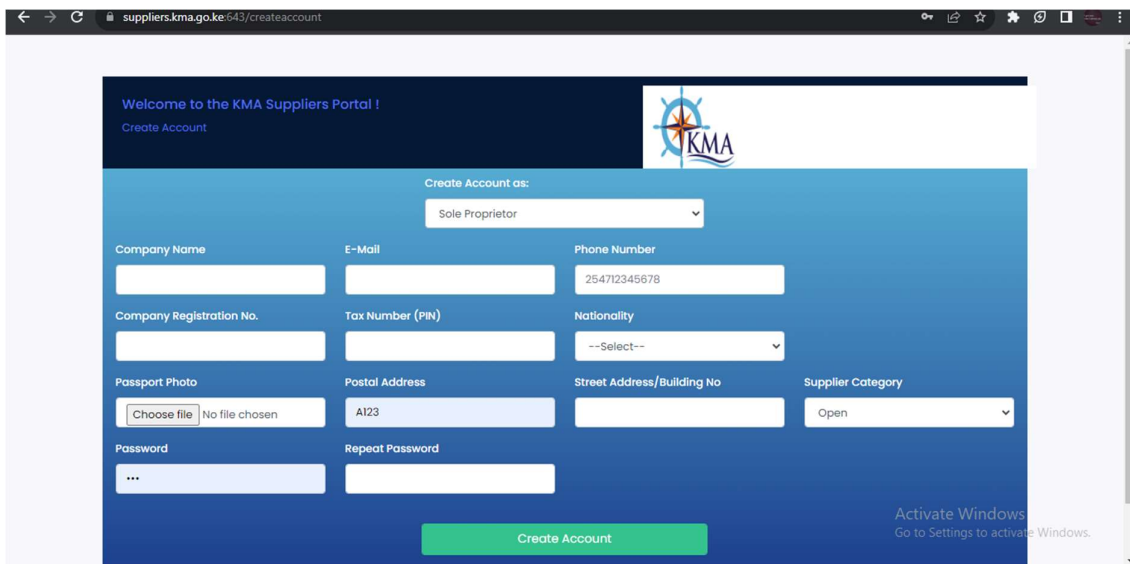
On a browser> Key in the URL/Link to the portal as shared or advertised/Published> Click on Create account as below with a red arrow> Choose your business type > and fill in the first required information.



Choose the ACCOUNT TYPE AS BELOW



The first page is the bio data which one is required to fill in then click on CREATE ACCOUNT <THE GREEN BUTTON> For sole proprietor



The first page is the bio data which one is required to fill in then click on CREATE ACCOUNT <THE GREEN BUTTON> For Limited company.

Welcome to the KMA Suppliers Portal!
Create Account

Create Account as:
Limited Company

Company Name *
Company Registration No. *
Tax Number (PIN) *
Company Logo
Choose file No file chosen

Country of Operation *
Country *
Telephone Number *
Mobile Phone Number *
254712345678 254712345678

E-Mail *
Postal Address *
Postal Code *
Physical Address *

Supplier Category *
Open

Password *
Repeat Password *

Create Account

Activate Windows
Go to Settings to activate Windows.

The supplier will receive an email as well a message as below that lets them know their account has been created however, they need to log in to complete registration.

Account Successfully Created. Kindly proceed to login to complete the registration process

Welcome to the KMA Suppliers Portal!
Login to continue...

Company Registration Number
A123

Password
...

Forgot your password?

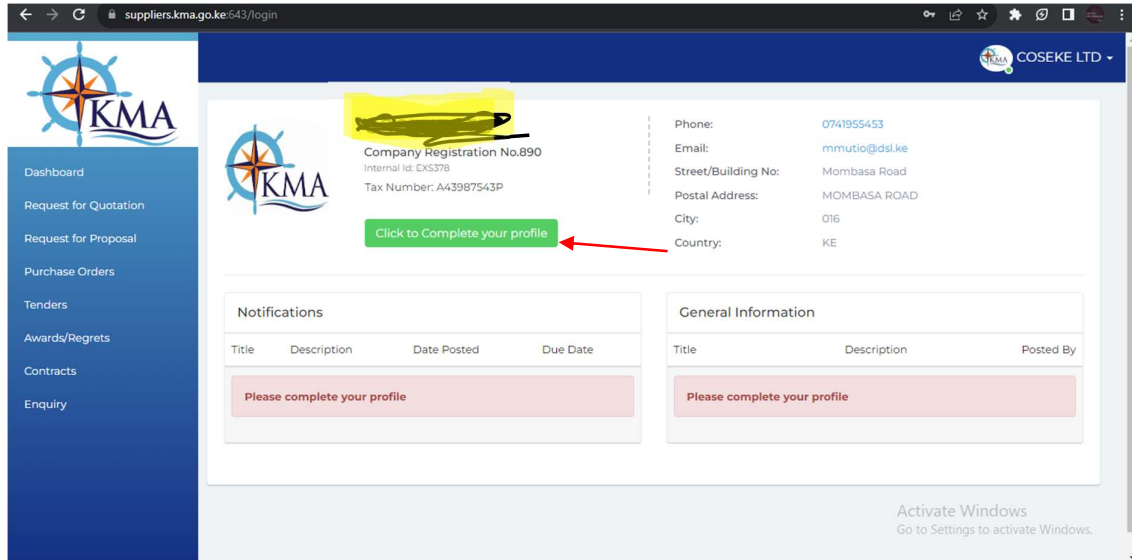
Log In

Create Account

Activate Windows
Go to Settings to activate Windows.

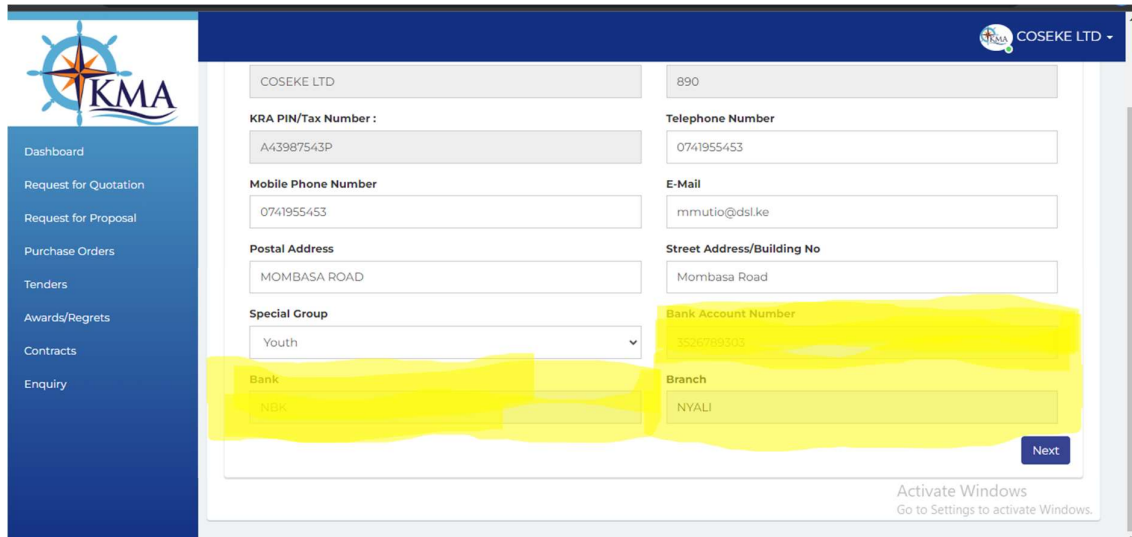
The supplier is to key in the company registration number > password > click on Log in.

On Login the page below will open, which requires you to complete registration.



Click on the GREEN Button <Click to Complete your Profile>

The page that opens will have the data earlier fed, however the supplier is required to key in their bank details THEN click on **NEXT**



Director and Contact Person's Details

The next page will allow the supplier to key in the director and contact person's information as follows:

The screenshot shows a web browser window with the URL suppliers.kma.go.ke/643/submitstep1. The page features a blue header with the KMA logo and 'COSEKE LTD'. A navigation bar contains five steps: 1. General Info, 2. Director and Contact Person Details (highlighted in green), 3. Product Category, 4. Special Groups, and 5. Attachments. The main content area is titled 'Director and Contact Person Details' and contains the following form fields:

- Director Name
- Director Email
- Director Telephone
- Director National ID/Passport No
- Director Nationality (dropdown menu)
- Gender (dropdown menu, currently set to Male)
- Ownership(Shares in Percentage)
-

An 'Activate Windows' watermark is visible in the bottom right corner.

Key in the information then Click on Add Director

The portal will allow a supplier to add one or more director or contact person.

ON adding the director, the below page will open which allows the supplier to go to the next page. Click NEXT as shown below in Yellow.

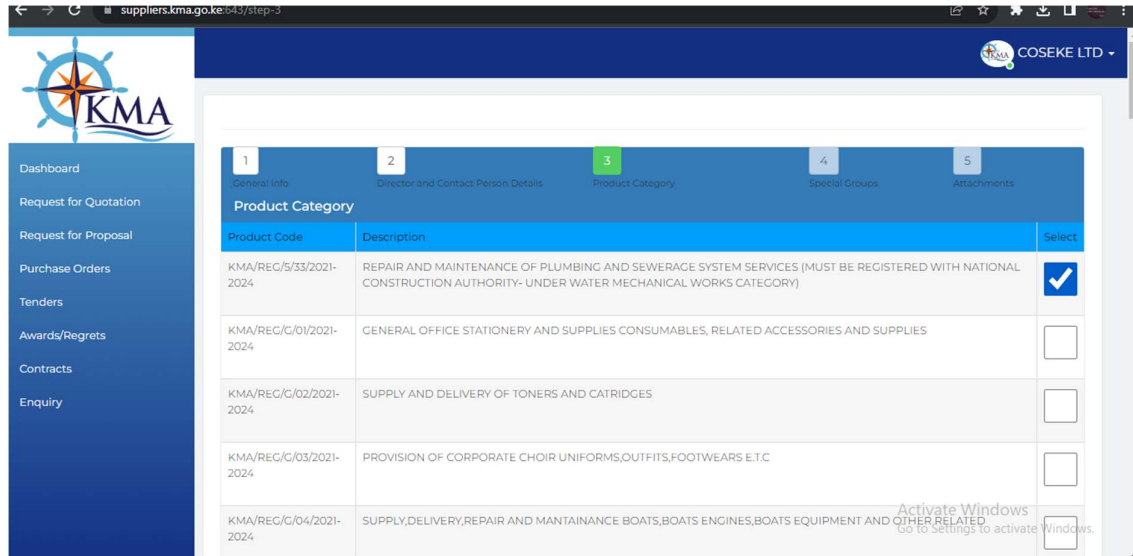
The screenshot shows the same web browser window, but now the 'Director and Contact Person Details' page displays a table of added directors. The table has the following data:

Name of Director	Email	Telephone	Gender	Nationality	National ID/Passport No.	Ownership	Action
John	mercy.mutisya39@gmail.com	0741955453	Male	KENYAN	32367312	100	<input type="button" value="Delete"/>

Below the table, the form fields for adding a new director are visible. A yellow box highlights a button. The 'Activate Windows' watermark is also present.

PRODUCT CATEGORY

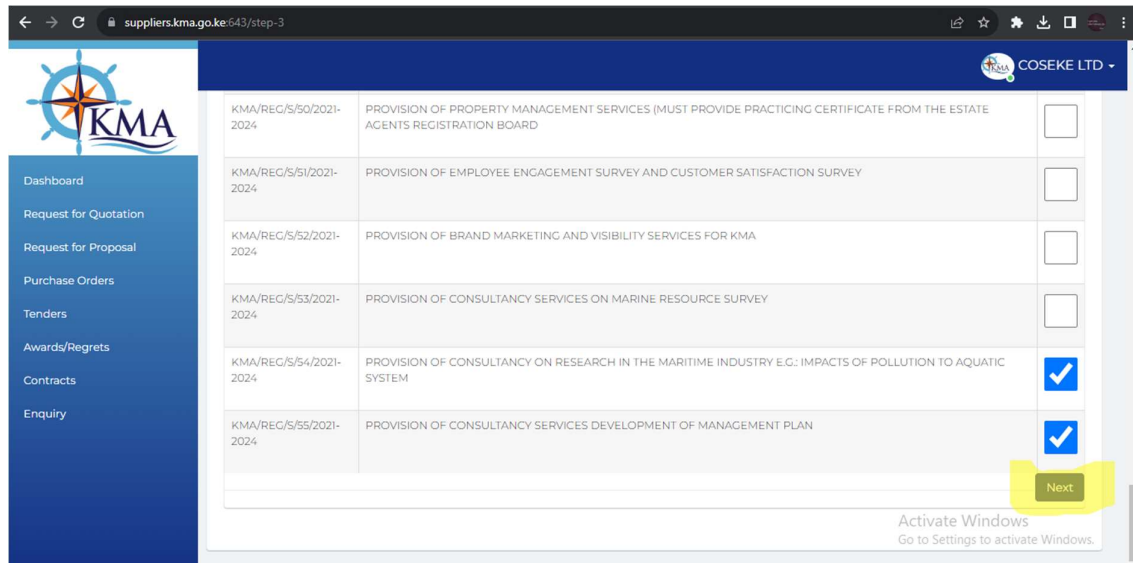
This page allows the supplier to select by check marking on the box on the right the categories they belong to. i.e what they can supply.



The screenshot shows the 'Product Category' selection page in the KMA supplier portal. The page is titled 'Product Category' and is part of a multi-step process (steps 1-5). The table below lists various product categories with checkboxes for selection.

Product Code	Description	Select
KMA/REG/S/33/2021-2024	REPAIR AND MAINTENANCE OF PLUMBING AND SEWERAGE SYSTEM SERVICES (MUST BE REGISTERED WITH NATIONAL CONSTRUCTION AUTHORITY- UNDER WATER MECHANICAL WORKS CATEGORY)	<input checked="" type="checkbox"/>
KMA/REG/C/01/2021-2024	GENERAL OFFICE STATIONERY AND SUPPLIES CONSUMABLES, RELATED ACCESSORIES AND SUPPLIES	<input type="checkbox"/>
KMA/REG/C/02/2021-2024	SUPPLY AND DELIVERY OF TONERS AND CARTRIDGES	<input type="checkbox"/>
KMA/REG/C/03/2021-2024	PROVISION OF CORPORATE CHOIR UNIFORMS,OUTFITS,FOOTWEARS E.T.C	<input type="checkbox"/>
KMA/REG/C/04/2021-2024	SUPPLY,DELIVERY,REPAIR AND MANTAINANCE BOATS,BOATS ENGINES,BOATS EQUIPMENT AND OTHER RELATED	<input type="checkbox"/>

Check against the product category> Then Click Next as shown .



The screenshot shows the 'Product Category' selection page in the KMA supplier portal. The page is titled 'Product Category' and is part of a multi-step process (steps 1-5). The table below lists various product categories with checkboxes for selection. The 'Next' button is highlighted in yellow.

KMA/REG/S/50/2021-2024	PROVISION OF PROPERTY MANAGEMENT SERVICES (MUST PROVIDE PRACTICING CERTIFICATE FROM THE ESTATE AGENTS REGISTRATION BOARD	<input type="checkbox"/>
KMA/REG/S/51/2021-2024	PROVISION OF EMPLOYEE ENGAGEMENT SURVEY AND CUSTOMER SATISFACTION SURVEY	<input type="checkbox"/>
KMA/REG/S/52/2021-2024	PROVISION OF BRAND MARKETING AND VISIBILITY SERVICES FOR KMA	<input type="checkbox"/>
KMA/REG/S/53/2021-2024	PROVISION OF CONSULTANCY SERVICES ON MARINE RESOURCE SURVEY	<input type="checkbox"/>
KMA/REG/S/54/2021-2024	PROVISION OF CONSULTANCY ON RESEARCH IN THE MARITIME INDUSTRY E.G: IMPACTS OF POLLUTION TO AQUATIC SYSTEM	<input checked="" type="checkbox"/>
KMA/REG/S/55/2021-2024	PROVISION OF CONSULTANCY SERVICES DEVELOPMENT OF MANAGEMENT PLAN	<input checked="" type="checkbox"/>

Next

SPECIAL GROUP PAGE

The next page is the special group page.

N.B the page will only be filled by suppliers who belong to a special group.

The screenshot shows the 'Special Groups' page in the KMA system. The page has a navigation menu on the left with options: Dashboard, Request for Quotation, Request for Proposal, Purchase Orders, Tenders, Awards/Regrets, Contracts, and Enquiry. The main content area has a breadcrumb trail: 1 General Info, 2 Director and Contact Person Details, 3 Product Category, 4 Special Groups, 5 Attachments. The 'Special Groups' section contains a form with the following fields:

- Supplier Category: --Select Value--
- AGPO Certificate No.:
- Date of Issue: dd/mm/yyyy
- Validity in Years:

A green 'Add' button is located at the bottom of the form. The browser address bar shows 'suppliers.kma.go.ke/step-4'.

Fill in the information as required>Click on ADD. THEN Next as shown below

The screenshot shows the 'Special Groups' page after adding a new group. The page has a navigation menu on the left with options: Dashboard, Request for Quotation, Request for Proposal, Purchase Orders, Tenders, Awards/Regrets, Contracts, and Enquiry. The main content area has a breadcrumb trail: 1 General Info, 2 Director and Contact Person Details, 3 Product Category, 4 Special Groups, 5 Attachments. The 'Special Groups' section contains a table with the following data:

Special Group	AGPO Certificate No.	Issue Date	Validity	Expiry Date	Action
1	NT/PPD/2022/DCW/7861	2023-11-08 00:00:00.000	2	2025-11-08 00:00:00.000	Delete

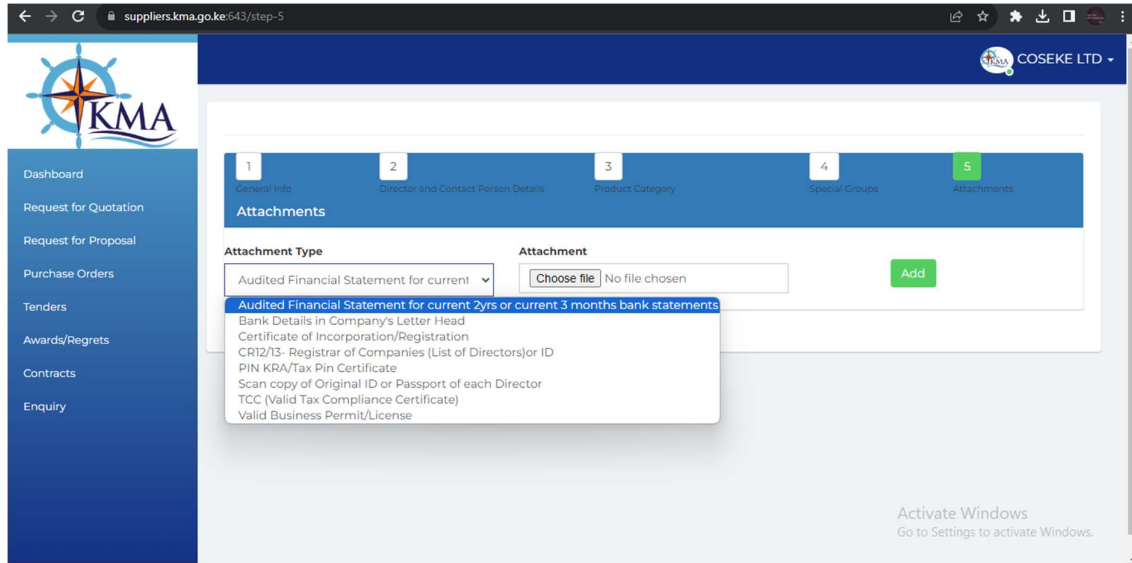
Below the table, the form fields for adding a new group are visible:

- Supplier Category: --Select Value--
- AGPO Certificate No.:
- Date of Issue: dd/mm/yyyy
- Validity in Years:

A green 'Add' button is located at the bottom of the form. A yellow box highlights the 'Next' button. The browser address bar shows 'suppliers.kma.go.ke/step-4/addSpecialGroup'.

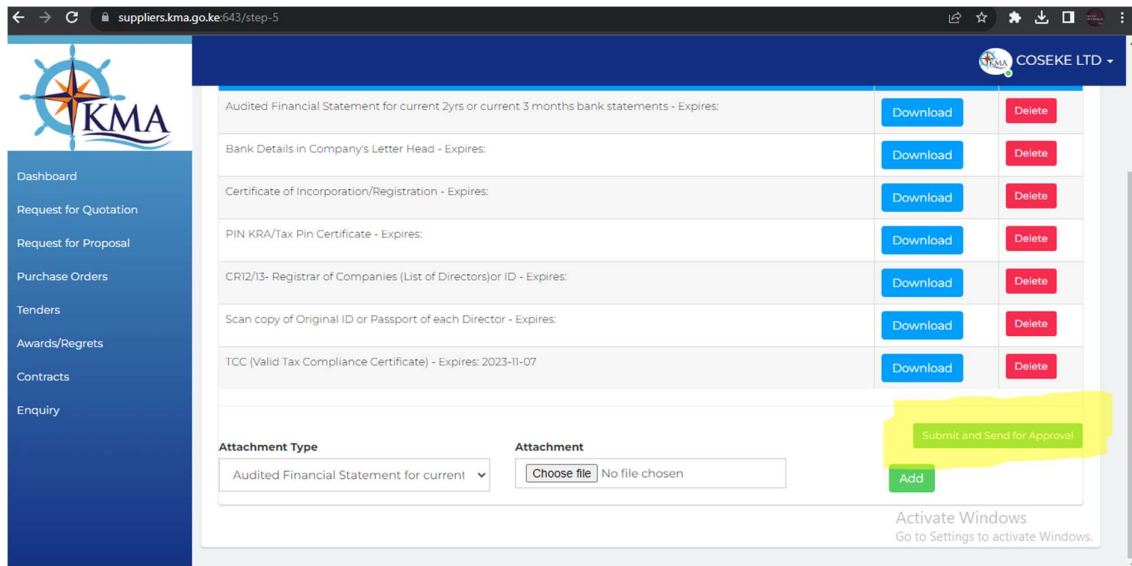
Attachments

The supplier is to attach the following valid documents



Click on the Document you want to attach> Choose file from you computer or phone> then click ADD. REPEAT this for all the documents.

SUBMIT APPLICATION



After attaching all the documents click on the button in green (Marked in yellow) Submit and Send for approval.

The supplier will get an email on the email address keyed in while filling the general information for any communication.

Communication will be made once approval is granted or otherwise.