



# USER MANUAL FOR SUPPLIER OWN DATA CHANGE/UPDATE

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## COMPANY OWN DATA CHANGE IN SUPPLIER LOG IN

### SUPPLIER LOG IN



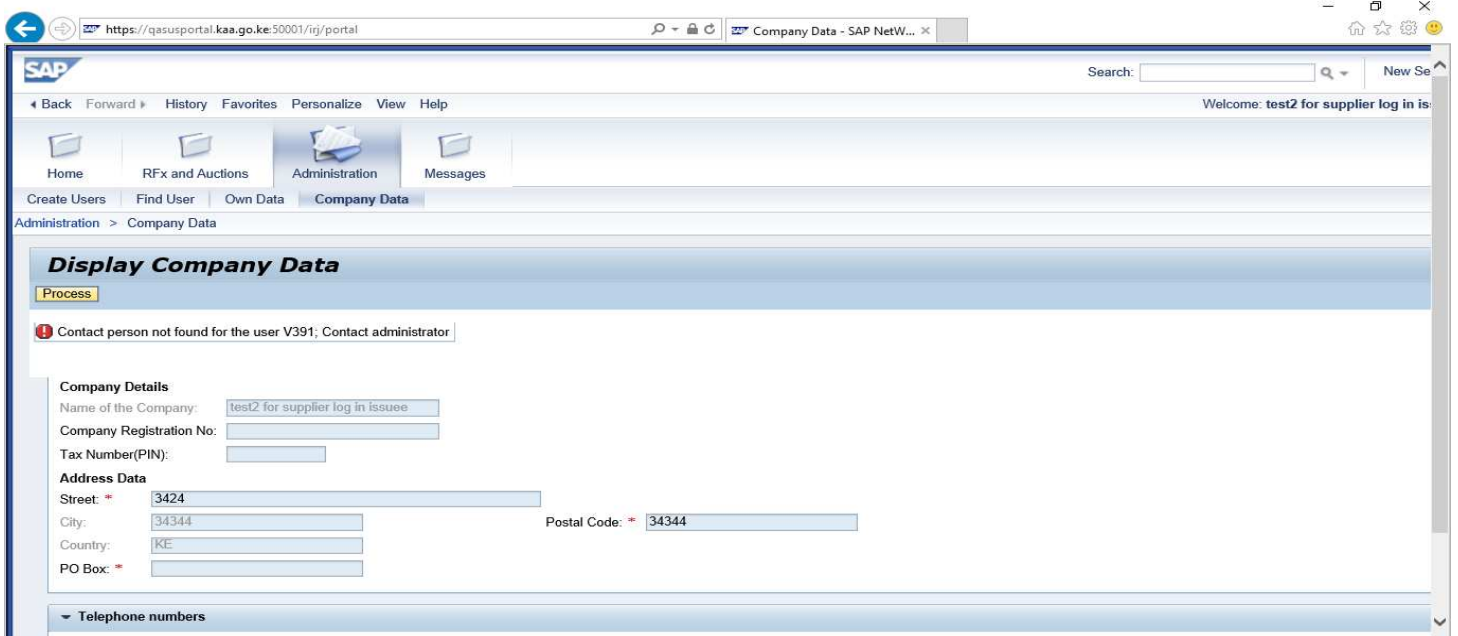
Log in as supplier with received credentials with authorizations

Example:

USER ID: V391 & Password: kaa123

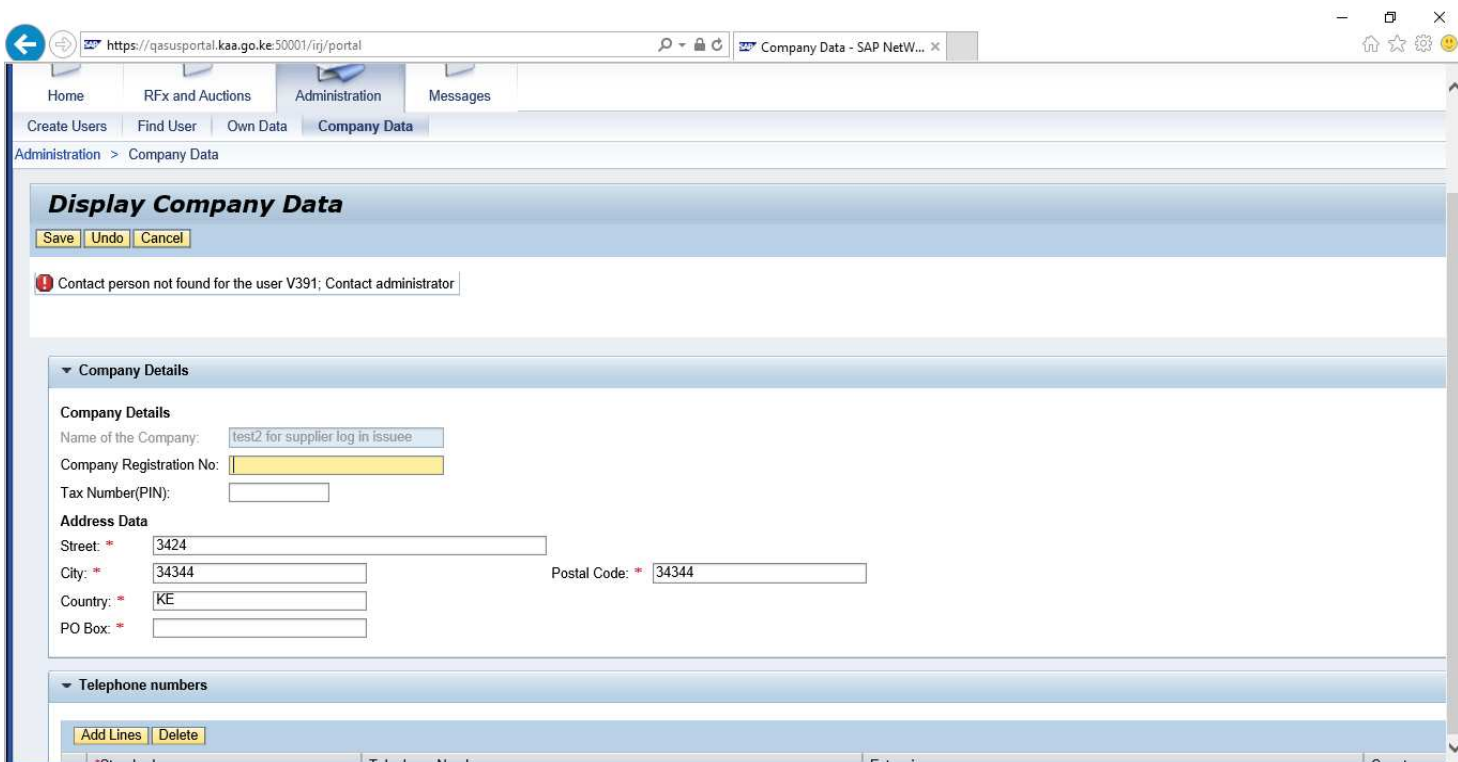


The following screen will be displayed - ignore the message "*Contact person not found for the user v391: Contact administrator*"



## PROCESS

Go to Administration >> Company data >> Click on button **PROCESS** >> System will allow supplier to input his Company registration Number and Tax Number (PIN)



## UPDATE COMPANY DETAILS- INCLUDES ALL MISSING DETAILS

(N/B: All data must be entered correctly as REFLECTED in the source DOCUMENT)

- Company registration number, Tax/PIN number and Address Data

The screenshot shows the 'Display Company Data' form in the SAP QAS Portal. The browser address bar shows 'https://qasusportal.kaa.go.ke:50001/irj/portal'. The navigation menu includes 'Home', 'RFx and Auctions', 'Administration', and 'Messages'. The breadcrumb trail is 'Administration > Company Data'. The form title is 'Display Company Data' with 'Save', 'Undo', and 'Cancel' buttons. A red error message states: 'Contact person not found for the user V391; Contact administrator'. The 'Company Details' section contains the following fields: 'Name of the Company' (test2 for supplier log in issuee), 'Company Registration No.' (A3244232343242Q), and 'Tax Number(PIN):' (A345435353Q). The 'Address Data' section contains: 'Street' (3424), 'City' (34344), 'Postal Code' (34344), 'Country' (KE), and 'PO Box' (23433).

- Telephone Numbers (one number per line)

The screenshot shows the 'Display Company Data' form in the SAP QAS Portal, displaying telephone numbers. The browser address bar shows 'https://qasusportal.kaa.go.ke:50001/irj/portal'. The navigation menu includes 'Home', 'RFx and Auctions', 'Administration', and 'Messages'. The breadcrumb trail is 'Administration > Company Data'. The form title is 'Display Company Data' with 'Close' and 'Process' buttons. The 'Address Data' section contains: 'Street' (ZEBRA HSE 87), 'City' (NAIROBI), 'Postal Code' (00200), 'Country' (KE), and 'PO Box' (36542). The 'Telephone numbers' section contains a table with the following data:

*Standard	Telephone Number	Extension	Country
<input type="radio"/>	254722747890		KE
<input type="radio"/>	+254722747890		KE

➤ email address (one email address per line)

The screenshot shows the SAP Administration interface for 'Company Data'. The main heading is 'Display Company Data'. Below it, there are buttons for 'Close' and 'Process'. A section titled 'E-mail Addresses' is expanded, showing a table with one entry:

*Standard	E-Mail Address
	sammy.kemboi246@gmail.com

## ATTACHMENTS

Attach all required Attachments (the documents should be scanned individually/singly in color and PDF format before attaching):

The screenshot shows the SAP Administration interface for 'Company Data' with the 'Attachments' section. The main heading is 'Display Company Data'. Below it, there are buttons for 'Save', 'Undo', and 'Cancel'. A message states: 'Contact person not found for the user V391; Contact administrator'. Below this, there are instructions: '7. IDC: Scan copy of Original National ID or Passport of each director (Mandatory)' and '8.OTH: Any other relevant document'. There are buttons for 'Add Attachment' and 'Delete Attachment'. A table lists the attachments:

DocType	File Name
AGPO	<a href="#">AGPO Special Group certificates .pdf</a>
CR12	<a href="#">CR12 Registrar of companies – List of directors.pdf</a>
FIN	<a href="#">FIN Audited Financial Statements for current 2 years</a>
IDC	<a href="#">IDC Scan copy of Original National ID or Passport of</a>
OTH	<a href="#">Others.pdf</a>

## CATEGORIES SELECTION – PRODUCT CATEGORY

Select appropriate Categories you are currently pre-qualified for; and as supported by the attached documents:

**Display Company Data**

Save Undo Cancel

Contact person not found for the user V391; Contact administrator

Product Categories

**Product Categories Provided**

Search for:  Search Reset

Show Selected Items Show all

Product Category Description	Product Category	Select
Goods	G01	<input type="checkbox"/>
ICT Hard/Software	G0102	<input checked="" type="checkbox"/>
Services	S01	<input type="checkbox"/>

## DIRECTORS INFORMATION

Enter Director's details and make sure Ownership/shares percentage (%) must be equal to 100% Cumulative:

**Display Company Data**

Save Undo Cancel

Contact person not found for the user V391; Contact administrator

**Director Details:**

\*Below fields are mandatory. Input complete list of directors. Total ownership must be 100%  
\* Scanned copy of National ID or Passport is to be attached for each director

Director Name	Gender	Contact no.	E-mail	Nationality	Ownership percentage	Changed on	Time	Changed by
Ramesh	Male	87987897	ramesh@phoenixteam.com	IND	100		00:00:00	
					0.00		00:00:00	
					0.00		00:00:00	
					0.00		00:00:00	
					0.00		00:00:00	

Add Row Remove Row

## SPECIAL GROUP CERTIFICATE

Enter Special group, business type, certificate number, certificate issue date and validity of the certificate (*In years e.g. 2*):

Home | RFX and Auctions | Administration | Messages

Create Users | Find User | Own Data | Company Data

Administration > Company Data

### Display Company Data

Save | Undo | Cancel

! Contact person not found for the user V391; Contact administrator

						0.00		00:00:00	
--	--	--	--	--	--	------	--	----------	--

Add Row | Remove Row

Special Group

#### Special Groups

\*Only enter active certificates recognized by Kenya Public Procurement and one must fill all the fields in a given row.

Special Group	Business Type	Certificate No.	Date	Period (in Yrs)	Date	Changed on	Time	Changed by
Youth	Goods	3453533453	03/07/2017	02			00:00:00	
				00			00:00:00	
				00			00:00:00	
				00			00:00:00	
				00			00:00:00	

Add Row | Remove Row

## SAVE CHANGES

Click on button SAVE → please note that, the system will check the Tax/PIN Number validation; if already used by another supplier it would not accept changes (PIN number should be enter correctly as in the Tax/PIN certificate)

Home | RFX and Auctions | Administration | Messages

Create Users | Find User | Own Data | Company Data

Administration > Company Data

### Display Company Data

Save | Undo | Cancel

! Potential supplier 000000391 already in system with PIN A345435353P.

Company Details

Company Details

Name of the Company: test2 for supplier log in issuee

Company Registration No: A3454353435Q

Tax Number(PIN): A345435357

Address Data

Click on button SAVE once changes are done in log in.



System will generate the below message on successful data change updates

The screenshot shows a web browser window with the URL <https://qasusportal.kaa.go.ke:50001/irj/portal>. The browser tab is titled "Company Data - SAP NetW...". The page has a navigation menu with "Home", "RFx and Auctions", "Administration", and "Messages". Under "Administration", there are sub-menus for "Create Users", "Find User", "Own Data", and "Company Data". The breadcrumb trail is "Administration > Company Data". The main heading is "Display Company Data". Below the heading is a "Process" button. A yellow message box with a green checkmark icon contains the text "Changes Successfully Updated.". Below this is a section titled "Company Details" with a dropdown arrow. Under "Company Details", there are three fields: "Name of the Company:" with the value "test2 for supplier log in issuee", "Company Registration No:" with the value "A3454353435Q", and "Tax Number(PIN):" with the value "A345435357P".

Home RFx and Auctions Administration Messages

Create Users Find User Own Data Company Data

Administration > Company Data

**Display Company Data**

Process

✓ Changes Successfully Updated.

▼ Company Details

Company Details

Name of the Company: test2 for supplier log in issuee

Company Registration No: A3454353435Q

Tax Number(PIN): A345435357P