



# Supplier Web Portal User guide



KCB

BANK



Let's get you set up.

WELCOME

01. Supplier Registration Process
02. How to respond to an RFP invitation
03. How to add a new Supplier Portal user or change your user email address

# 01.

## Supplier Registration Process

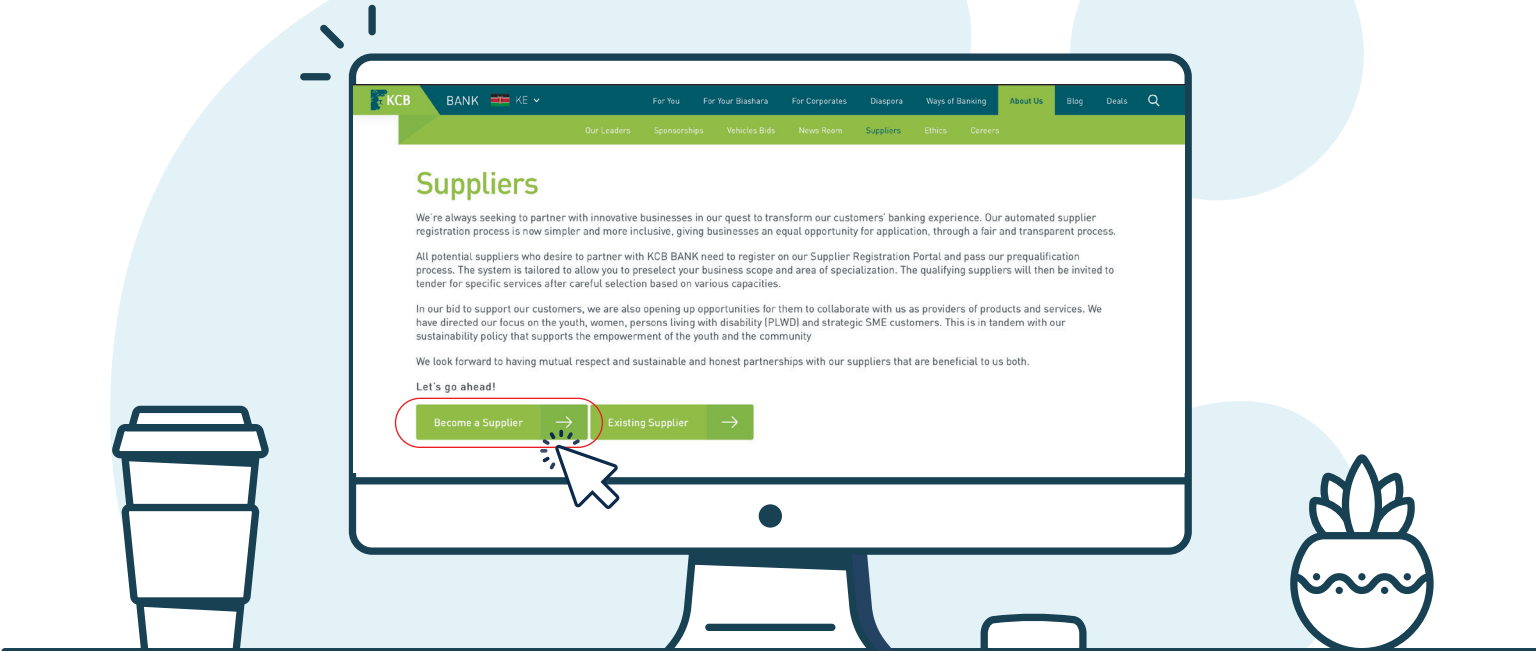
► **Navigate to**

<https://ke.kcbgroup.com/about-us/suppliers>



► **Click on the “Become a Supplier” button.**

The button will open a link on the KCB Supplier Portal where you will follow the steps listed below to complete the supplier registration process.



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Sign In

1

Company  
Details

2

Contacts

3

Addresses

4

Business  
Classifications

5

Bank Accounts

6

Products and  
Services

7

Review

## Register Supplier: Company Details

Back

Next

Save for Later

Register

Cancel

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

Note to Approver

## Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email

### ► STEP 1

#### Select the company details like,

- Company name
- Tax organization type
- Supplier Type (Category)
- Attachments
- Tax Country and Taxpayer ID

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Sign In



## Register Supplier: Company Details

Back Next Save for Later Register Cancel

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

\* Company

\* Tax Organization Type

\* Supplier Type

Corporate Web Site

\* Attachments [ADDITIONAL\\_INFORMATION.zip](#) + X

D-U-I-S Number

Tax Country

Taxpayer ID

Note to Approver

## Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email

## ▶ STEP 2

## Create the supplier Contact and Supplier Portal user account.

- First Name
- Last Name

- Email
- Enable User Account



## Register Supplier: Contacts

[Back](#)
[Next](#)
[Save for Later](#)
[Register](#)
[Cancel](#)

Enter at least one contact.

[Actions](#) ▾
 [View](#) ▾
 [Format](#) ▾
 [+ Create](#)
[✎ Edit](#)
[✕ Delete](#)
[🧊 Freeze](#)
[📄 Detach](#)
[↶ Wrap](#)

| Name        | Job Title | Email                  | Administrative Contact | Request User Account | Edit | Delete |
|-------------|-----------|------------------------|------------------------|----------------------|------|--------|
| Smith, John |           | John.Smith@outlook.com | ✓                      | ✓                    | ✎    | ✕      |

Columns Hidden 7

### Create Contact

Salutation  ▾

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone  ▾

Mobile  ▾

\* Email

Create user account

[Roles](#)

| Role                                | Description   |
|-------------------------------------|---|
| Supplier Self Service Clerk         | Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and ... |
| Supplier Self Service Administrator | Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and ... |
| Supplier Sales Representative       | Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting cha...        |

[Create Another](#)
[OK](#)
[Cancel](#)

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Company Details Contacts **Addresses** Business Classifications Bank Accounts Products and Services Review

Register Supplier: Addresses

Back **Next** Save for Later Register Cancel

Actions ▾ View ▾ Format ▾ **+ Create** Edit Delete Freeze Detach Wrap

| Address Name        | Address | Phone | Address Purpose | Edit | Delete |
|---------------------|---------|-------|-----------------|------|--------|
| No data to display. |         |       |                 |      |        |
| Columns Hidden 3    |         |       |                 |      |        |

**► STEP 3** Create the Supplier Address and link the contact to address.

- Address Name
- Country and other geography details
- Address Purposes

## Create Address

\* Address Name

\* Country

\* Address Line 1

Address Line 2

Address Line 3

\* City

State

Postal Code

\* Address  Ordering

\* Purpose  Remit to

RFQ or Bidding

Phone

Fax

Email

## Address Contacts

Select the contacts that are associated with this address.

Actions

| Name        | Job Title | Email            | Administrative Contact | User Account |
|-------------|-----------|------------------|------------------------|--------------|
| Smith, John |           | John.smith@gm... | —                      | ✓            |

Columns Hidden 4

Create Another  Cancel



## Business Classifications

 None of the classifications are applicableActions ▾ View ▾ Format ▾ **+** ✕ Freeze Detach Wrap

| * Classification | Subclassification | Certifying Agency | Other Certifying Agency | Certificate       | Start Date | Expiration Date | * Attachmen    | Notes |
|------------------|-------------------|-------------------|-------------------------|-------------------|------------|-----------------|----------------|-------|
| Small Business ▾ |                   | Other ▾           | Government              | ISO 9001 Certifik | 1/1/20 🗓️  | 12/31/20 🗓️     | CRN45679430+ 📎 |       |

**▶ STEP 4**

**Select the Business Classification and add the supplier business and legal certificate**

→ Classification type

→ Certificate Name

→ Start and End date of Certificate

→ Attachments

## Create Bank Account

\* Country IBAN Bank Currency Branch \* Account Number 

## Additional Information

Account Name  Agency Location Code Alternate Account Name  Account Type Account Suffix  Description Check Digits 

## Comments

Note to Approver   

## ▶ STEP 5

**Create and Add the supplier bank account,**

→ Bank

→ Branch

→ Account and Currency details

## Create Bank Account

\* Country IBAN Bank Currency Branch \* Account Number 

## Additional Information

Account Name  Agency Location Code Alternate Account Name  Account Type Account Suffix  Description Check Digits 

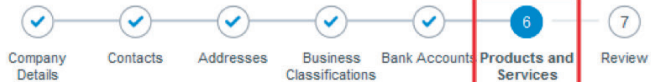
## Comments

Note to Approver   

## ▶ STEP 6

**Select and Add the product and service details to supplier,**

- ➔ Click search and Add icon to add the product and then select the product/service related to supplier company.



## Register Supplier: Products and Services

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Actions ▾ View ▾ Format ▾ **Select and Add** Remove Freeze Detach Wrap

Category Name

Description

Remove

Min data to display

### Select and Add: Products and Services

Search

Category Name  Description

[Search](#) [Reset](#)

View ▾ Format ▾ Freeze Detach Wrap

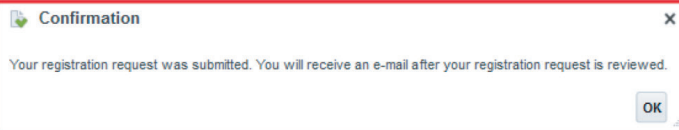
| Select                              | Category Name                                | Description                                |
|-------------------------------------|--|--|
| <input type="checkbox"/>            | ▶ Adhesive Tapes                             | Adhesive Tapes                             |
| <input type="checkbox"/>            | ▶ Advertising  Sponsorship and Communication | Advertising  Sponsorship and Communication |
| <input type="checkbox"/>            | ▶ AIRTIME                                    | AIRTIME                                    |
| <input checked="" type="checkbox"/> | ▶ ATM Stationery                             | ATM Stationery                             |
| <input type="checkbox"/>            | ▶ Bags Sacks and Cartons                     | Bags Sacks and Cartons                     |
| <input checked="" type="checkbox"/> | ▶ Banking Accessories                        | Banking Accessories                        |
| <input type="checkbox"/>            | ▶ Banking Operation Forms                    | Banking Operation Forms                    |
| <input type="checkbox"/>            | ▶ Bicycles and Motor Cycles                  | Bicycles and Motor Cycles                  |
| <input type="checkbox"/>            | ▶ Billboard Rentals                          | Billboard Rentals                          |
| <input type="checkbox"/>            | ▶ Books and Registers                        | Books and Registers                        |

Columns Hidden 1

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Sign In

**► STEP 7**

After inputting all the basic and required information, click on register button to register the supplier information and get the confirmation message and email.

# 02.

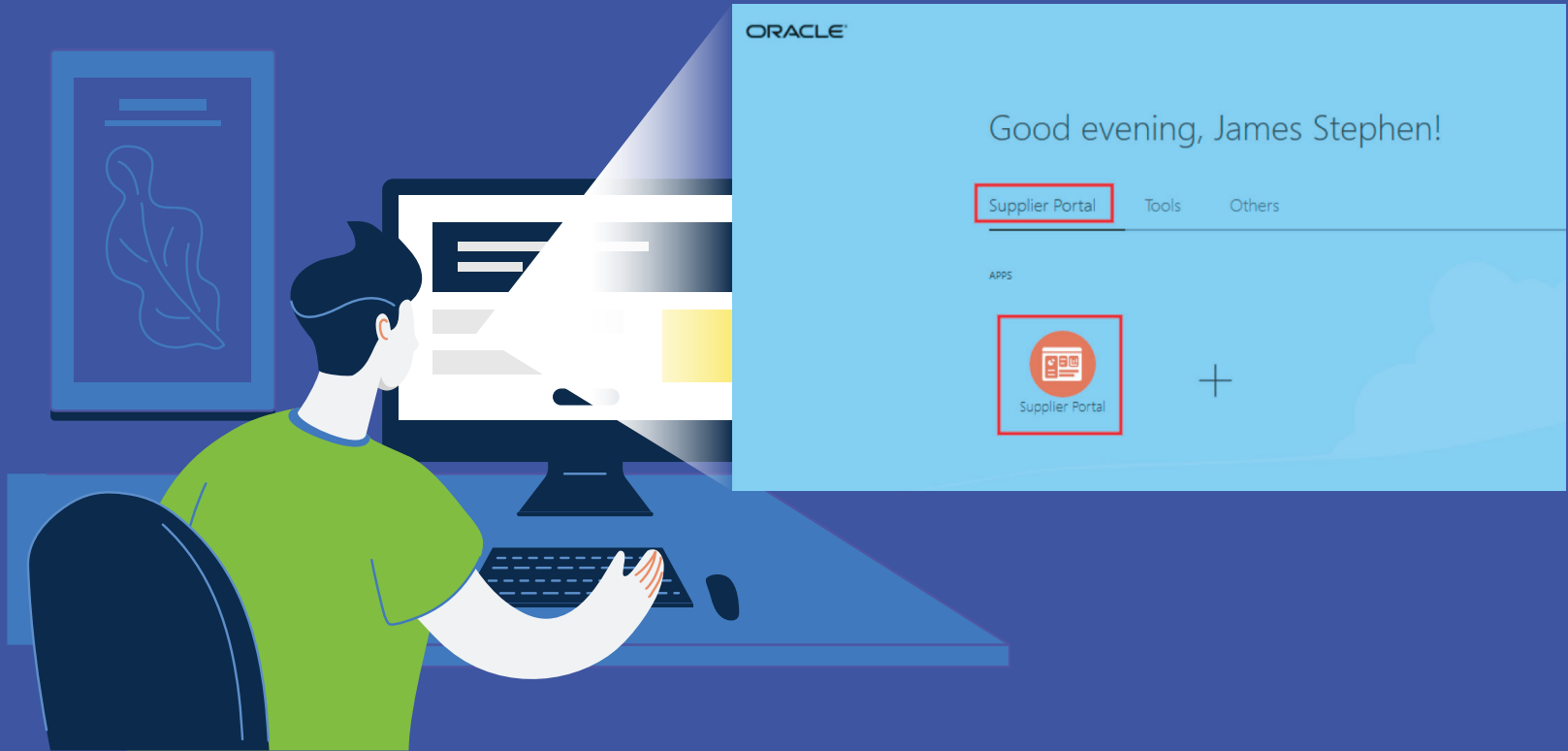
## How to respond to an RFP invitation

▶ **STEP 1**

Login into the Supplier portal using supplier user account details

▶ **STEP 2**

Navigation → Supplier Portal → Supplier Portal



► **STEP 3**

Supplier will accept the negotiation invitation and acknowledge the participation

The screenshot displays the Oracle Active Negotiations interface. On the left, there are search filters for Negotiation, Title, and Negotiation Close By. Below the filters is a table of search results. The table has columns for Negotiation, Title, and Negotiation Type. One row is visible with the following data:

| Negotiation | Title                            | Negotiation Type |
|-------------|----------------------------------|------------------|
| KCBK_BD_19  | ATM Machine Accessories Purchase | RFQ              |

Below the table, it indicates "Columns Hidden 4".

On the right side, a "Notifications" panel is open, showing a list of notifications. The first notification is highlighted with a red box and has an "Actions" dropdown menu open. The "Accept Invitation" option in the dropdown is also highlighted with a red box.

The notification details are as follows:

- ACTION REQUIRED** (7 minutes ago)
- [You Are Invited to Negotiation KCBK\\_BD\\_19 \(ATM Machine Accessories Purchase\)](#)
- KCB IMPL
- Accept Invitation** (highlighted)
- Decline Invitation**
- Dismiss

Other notifications include:

- FYI** (12 hours ago): [Negotiation KCBK\\_BD\\_18 \(Two stage Process\) Was Closed](#)
- FYI** (12 hours ago): Oracle Fusion Applications-Automatically Generated Password
- FYI** (12 hours ago): Supplier Contact User Account for KCB Enterprise was Created

**▶ STEP 4**

Go to Task Pane → Response → View Active Response

The screenshot displays the Oracle Supplier Portal interface. At the top, the Oracle logo is on the left, and navigation icons (home, notifications with a '4' badge, and user profile 'JS') are on the right. Below the header, the page title 'Supplier Portal' is followed by a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field with a search icon.

A left-hand navigation pane titled 'Tasks' contains several categories:

- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements
- Negotiations**
  - View Active Negotiations** (highlighted with a red box)
  - Manage Responses
- Auctions from Seller**
  - View Active Seller Auctions
  - Manage Seller Auction Bids

The main content area features three dashboards:

- Requiring Attention:** A large blue donut chart with the number '1' in the center, indicating one item requiring attention. Below the chart, a legend shows a blue square for 'Negotiations Closing Soon'.
- Recent Activity (Last 30 Days):** A table with one entry: 'Negotiation invitations' (highlighted with a red box) with a count of '1'.
- Transaction Reports (Last 30 Days):** A message 'No data available' accompanied by a yellow lightning bolt icon.

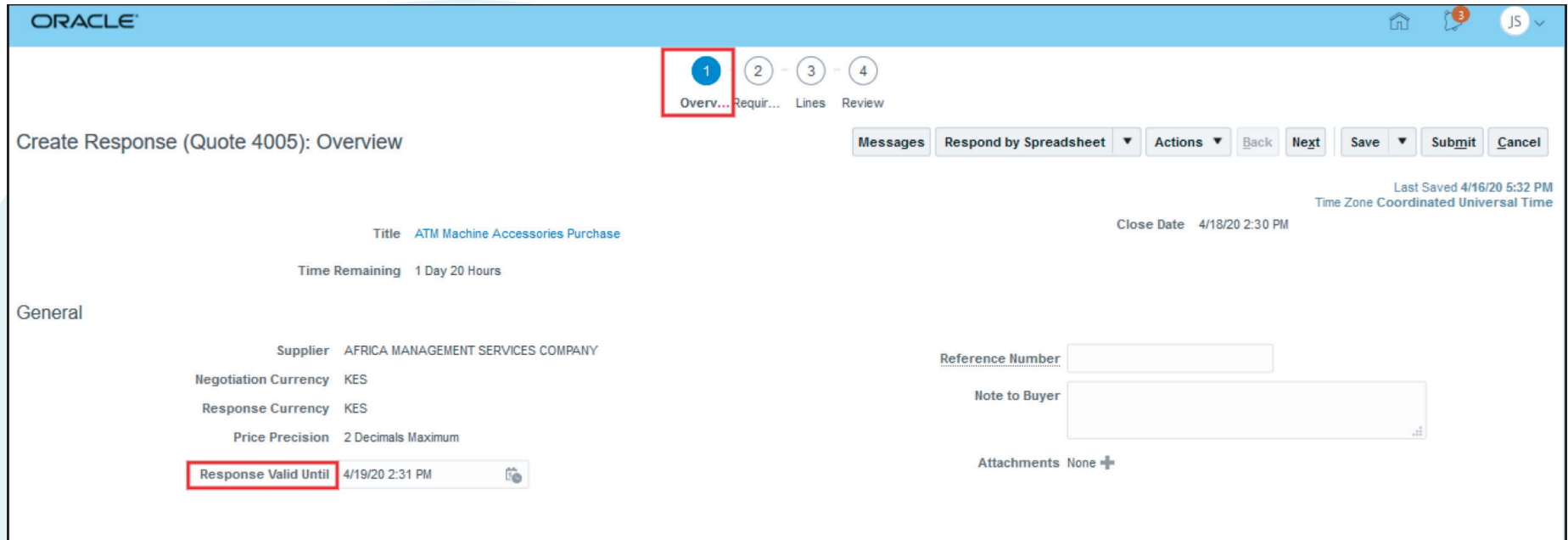


► **STEP 5**

Click on Create response button to start responding the questionnaire

► **STEP 6**

In Overview page, select the response valid date, note to buyer information and attach supporting documents if required



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1 2 3 4  
Overv... Requir... Lines Review

Create Response (Quote 4005): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 4/16/20 5:32 PM  
Time Zone Coordinated Universal Time

Close Date 4/18/20 2:30 PM

Title ATM Machine Accessories Purchase

Time Remaining 1 Day 20 Hours

General

Supplier AFRICA MANAGEMENT SERVICES COMPANY

Negotiation Currency KES

Response Currency KES

Price Precision 2 Decimals Maximum

Response Valid Until 4/19/20 2:31 PM

Reference Number

Note to Buyer

Attachments None +

► **STEP 7**

Start responding(answering) the all questions and attach the supporting documents if required in requirement page

Comments

\* 3. Please attach your health and safety Policy

a. Yes

\* Response Attachments [egpcatalogsimport.1.zip](#) +

b. No

\* 4. Please attach your environmental & sustainability policy

a. Yes

\* Response Attachments [egpcatalogsimport.6.zip](#) +

b. No

\* 5. Does your company have a code of conduct/Ethics policy? If so, please attach a copy

a. Yes

\* Response Attachments [egpcatalogsimport.6.zip](#) +

b. No

\* 6. Evidence of any quality assurance accreditation that your company holds e.g. ISO 9000 certifications. If no accreditation held, please provide a description of your current quality system

a. Yes

b. No

Comments

\* 7. Attach your company profile

**► STEP 8**

Click next to move lines page to response the item price against the requirement

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1 - 2 **3** 4  
Overvi... Requir... **Lines** Review

Create Response (Quote 4005): Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Kenyan Shilling Last Saved 4/16/20 5:38 PM  
Time Zone Coordinated Universal Time

Time Remaining 1 Day 20 Hours Close Date 4/18/20 2:30 PM

Actions View Format + × Freeze Detach Wrap

| Line | Description              | * Alternate Line Description | Create Alternate | Required Details | Category Name | Start Price | Response Price | Total Score | Response Quantity | UOM         | Line Amount | Promised Delivery Date |
|------|--------------------------|------------------------------|------------------|------------------|---------------|-------------|----------------|-------------|-------------------|-------------|-------------|------------------------|
| 1    | CL 9 COMPUTER            |                              | +                |                  | 102.1021      | 18,000.00   | 17,500.00      |             | 10                | Each        | 175,000.00  | 4/18/20                |
| 2    | FIXED ASSET MOVEMENT ... |                              | +                |                  | 102.1021      | 900.00      | 850.00         |             | 5                 | Pack of 100 | 4,250.00    | 4/19/20                |

Rows Selected 1 Columns Hidden 7

**Grand Totals**  
All response lines except alternate lines are included.  
Response Amount 179,250.00

► **STEP 9**

Click next to move review page to validate and review all the information before submitted the response.

► **STEP 10**

Click Submit button to submit the response

The screenshot displays the Oracle Procurement Cloud interface for reviewing a response. At the top, the Oracle logo is on the left, and navigation icons (home, notifications, user profile) are on the right. A progress bar shows four steps: 1 (Overview), 2 (Requirements), 3 (Lines), and 4 (Review), with step 4 being the active step. Below the progress bar, the page title is 'Review Response: Quote 4005'. A toolbar contains buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit' (highlighted with a red box), and 'Cancel'. The main content area shows 'Currency = Kenyan Shilling', 'Title: ATM Machine Accessories Purchase', and 'Close Date: 4/18/20 2:30 PM'. A 'Time Remaining' of '1 Day 20 Hours' is also displayed. Below this, there are tabs for 'Overview', 'Requirements', and 'Lines'. The 'General' section is expanded, showing details for the supplier 'AFRICA MANAGEMENT SERVICES COMPANY', negotiation and response currencies of 'KES', price precision of '2 Decimals Maximum', and response valid until '4/19/20 2:31 PM'. Reference numbers and attachments are also listed.

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1 - 2 - 3 - 4

Overvi... Requir... Lines Review

Review Response: Quote 4005

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Kenyan Shilling

Last Saved 4/16/20 5:47 PM  
Time Zone Coordinated Universal Time

Title: ATM Machine Accessories Purchase

Close Date: 4/18/20 2:30 PM

Time Remaining: 1 Day 20 Hours

Overview Requirements Lines

General

Supplier: AFRICA MANAGEMENT SERVICES COMPANY

Reference Number

Negotiation Currency: KES

Note to Buyer

Response Currency: KES

Price Precision: 2 Decimals Maximum

Attachments: None

Response Valid Until: 4/19/20 2:31 PM

► **STEP 9**

Click next to move review page to validate and review all the information before submitted the response.

► **STEP 10**

Click Submit button to submit the response

The screenshot displays the Oracle Active Negotiations interface. At the top, the Oracle logo is on the left, and navigation icons (home, notifications, user profile) are on the right. The main heading is "Active Negotiations". Below this is a search section with fields for "Negotiation", "Title", and "Negotiation Close By". To the right of the search fields are buttons for "Manage Watchlist", "Saved Search", and "Open Invitations". A confirmation dialog box is centered on the screen, titled "Confirmation", with the message "The response 4005 to negotiation KCBK\_BD\_19 was submitted." and an "OK" button. Below the search fields are dropdown menus for "Invitation Received" (Yes/No) and "Response Submitted" (Yes/No), along with a "Negotiation Open Since" date field. At the bottom right are "Search", "Reset", and "Save..." buttons. The "Search Results" section shows a table with columns: Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. The table currently shows "No results found." and "Columns Hidden 4".

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Active Negotiations

Search

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By

Confirmation

The response 4005 to negotiation KCBK\_BD\_19 was submitted.

OK

Manage Watchlist

Saved Search

Open Invitations

\*\* Invitation Received

Response Submitted

Negotiation Open Since

Search

Reset

Save...

Search Results

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

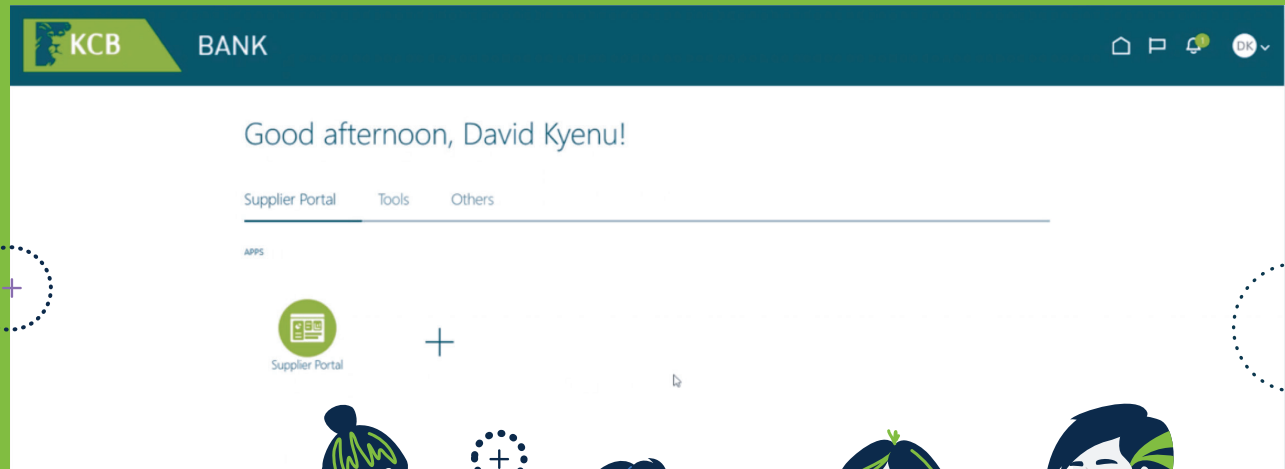
| Negotiation       | Title | Negotiation Type | Time Remaining | Close Date | Your Responses | Will Participate | Unread Messages | View PDF | Response Spreadsheet |
|-------------------|-------|------------------|----------------|------------|----------------|------------------|-----------------|----------|----------------------|
| No results found. |       |                  |                |            |                |                  |                 |          |                      |
| Columns Hidden 4  |       |                  |                |            |                |                  |                 |          |                      |

# 03.

## How to add a new Supplier Portal user or change your user email address

### ▶ STEP 1

Log into the suppliers portal



**▶ STEP 2**

On the side panel, click on the “Manage profile” link

The screenshot displays the KCB Bank Supplier Portal interface. The browser address bar shows the URL: [https://eoin-test.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome?\\_afrcRedirect=12472335690935420&\\_adf.ctrl-state=16gf84vbgo\\_128&\\_afrc](https://eoin-test.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome?_afrcRedirect=12472335690935420&_adf.ctrl-state=16gf84vbgo_128&_afrc). The interface is divided into a left sidebar and a main content area.

**Left Sidebar (Navigation Menu):**

- Tasks
- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- 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
  - Manage Questionnaires
  - View Qualifications
- Company Profile** (highlighted with a red box)
  - Manage Profile

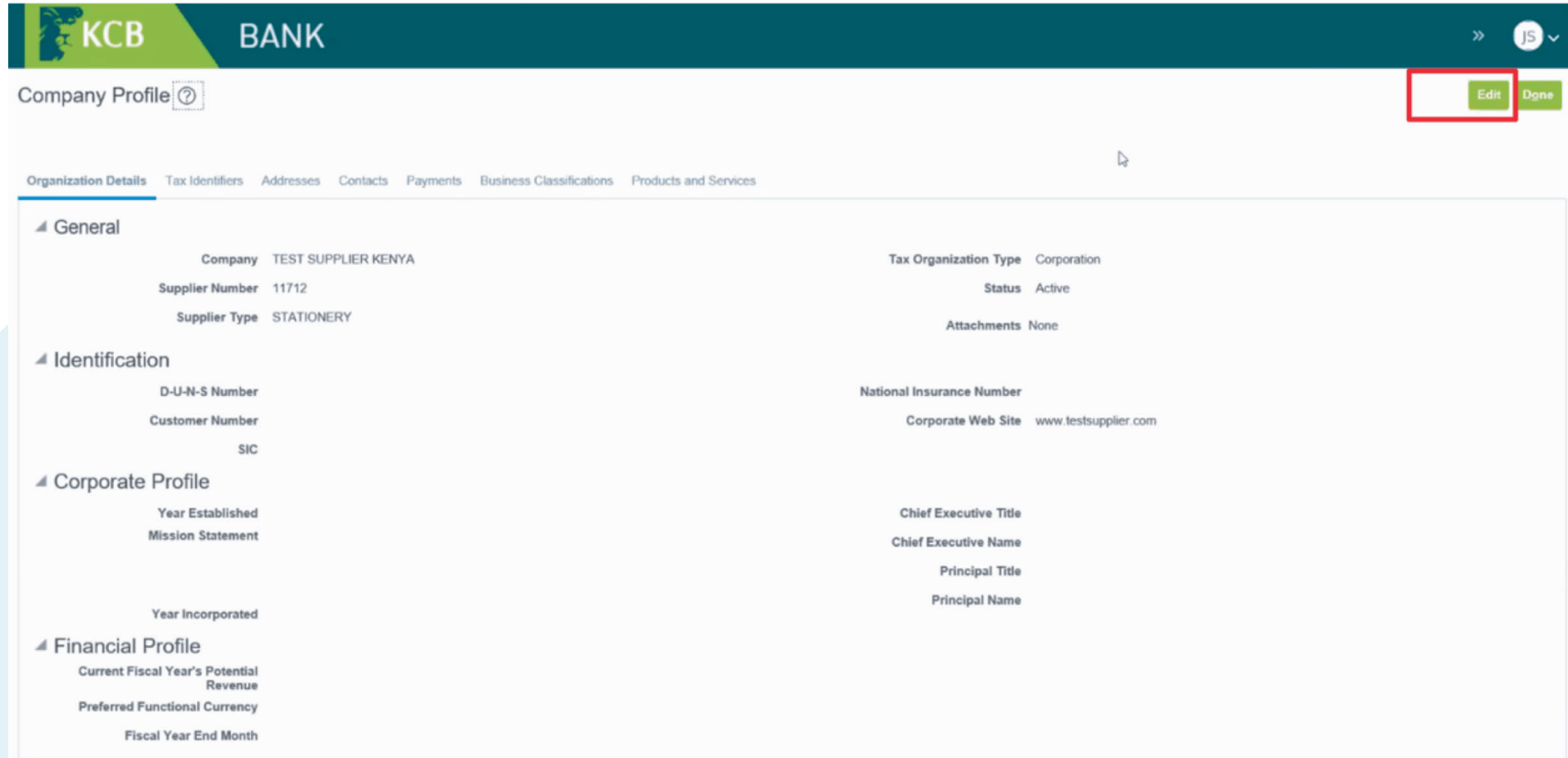
**Main Content Area:**


- Requiring Attention:** A donut chart showing 17 items, with a legend for Negotiation Messages.
- Recent Activity (Last 30 Days):** No data available.
- Transaction Reports (Last 30 Days):** No data available.
- Supplier News:** A section for news updates.

The bottom of the screen shows a meeting control bar with a timer at 46:58, icons for mute, video, chat, and a red 'Request control' button.

**▶ STEP 3**

Click on “Edit profile”



Company Profile 

[Organization Details](#) [Tax Identifiers](#) [Addresses](#) [Contacts](#) [Payments](#) [Business Classifications](#) [Products and Services](#)

**General**

|                 |                     |                       |             |
|-----------------|---------------------|-----------------------|-------------|
| Company         | TEST SUPPLIER KENYA | Tax Organization Type | Corporation |
| Supplier Number | 11712               | Status                | Active      |
| Supplier Type   | STATIONERY          | Attachments           | None        |

**Identification**

|                 |                           |                      |
|-----------------|---------------------------|----------------------|
| D-U-N-S Number  | National Insurance Number |                      |
| Customer Number | Corporate Web Site        | www.testsupplier.com |
| SIC             |                           |                      |

**Corporate Profile**

|                   |                       |
|-------------------|-----------------------|
| Year Established  | Chief Executive Title |
| Mission Statement | Chief Executive Name  |
|                   | Principal Title       |
|                   | Principal Name        |
| Year Incorporated |                       |

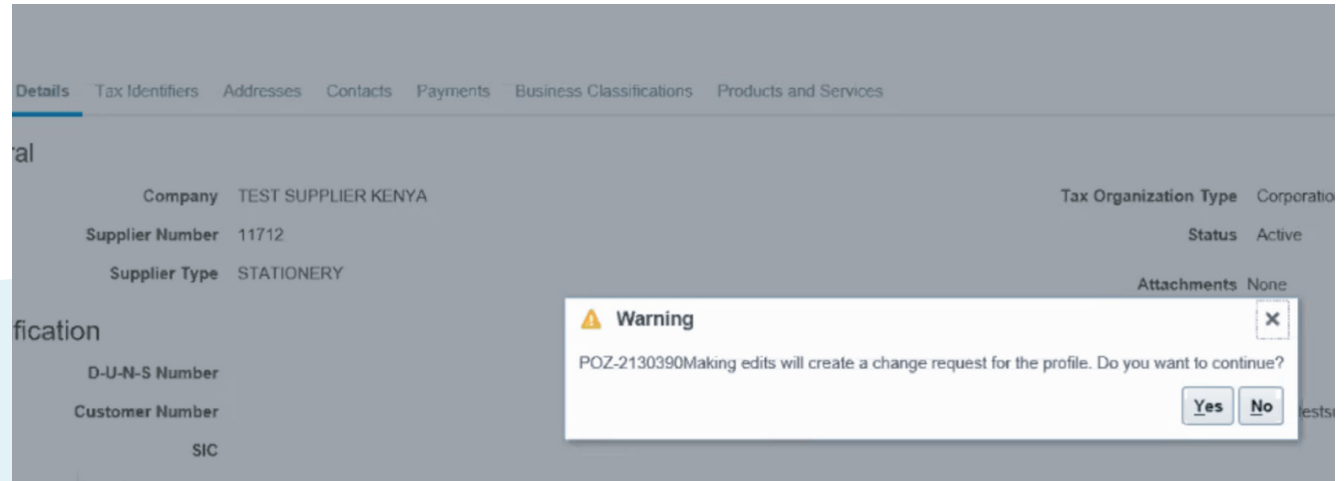
**Financial Profile**

|   |
|---|
| Current Fiscal Year's Potential Revenue |
| Preferred Functional Currency           |
| Fiscal Year End Month                   |



▶ **STEP 4**

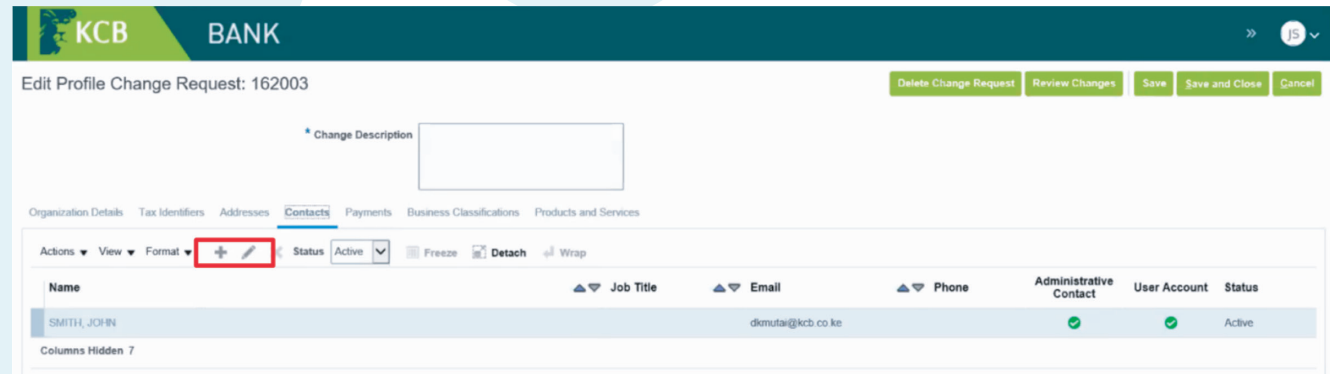
Click yes to acknowledge that you are making a profile change



The screenshot shows a web application interface with a navigation menu at the top: Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services. The 'Details' tab is active. Below the menu, there are several fields for profile information: Company (TEST SUPPLIER KENYA), Supplier Number (11712), Supplier Type (STATIONERY), D-U-N-S Number, Customer Number, and SIC. On the right side, there are fields for Tax Organization Type (Corporation), Status (Active), and Attachments (None). A warning dialog box is overlaid on the page, containing the text: "Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?" with "Yes" and "No" buttons.

▶ **STEP 5**

Click on the Pen icon to edit the supplier user details or the "+" icon to add a new user



The screenshot shows a web application interface with a navigation menu at the top: KCB BANK. Below the menu, there is a header for "Edit Profile Change Request: 162003" and several buttons: Delete Change Request, Review Changes, Save, Save and Close, and Cancel. Below the header, there is a form for "Change Description" with a text input field. Below the form, there is a navigation menu: Organization Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services. Below the navigation menu, there is a table with a toolbar. The toolbar includes buttons for Actions, View, Format, a red box highlighting a "+" icon, a pen icon, Status (Active), Freeze, Detach, and Wrap. Below the toolbar, there is a table with columns: Name, Job Title, Email, Phone, Administrative Contact, User Account, and Status. The table contains one row for "SMITH, JOHN" with values: Job Title (blank), Email (dkmutai@kcb.co.ke), Phone (blank), Administrative Contact (checked), User Account (checked), and Status (Active). Below the table, there is a note: "Columns Hidden 7".

► **STEP 6**

Make the required supplier user changes. You can edit the names, email address, activate or deactivate the user, or change the user roles that are applicable to the user. Once done, save the changes

**Edit Contact: JOHN SMITH** ✕

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

### Contact Addresses

Actions

| Address Name        | Address | Phone | Address Purpose | Status |
|---------------------|---------|-------|-----------------|--------|
| No data to display. |         |       |                 |        |
| Columns Hidden 5    |         |       |                 |        |

### User Account

Account Status

User Name

Roles

Actions

| 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, requ... |
| Supplier Sales Representative           | Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...         |

## Create Contact


 Salutation 

 \* First Name 

 Middle Name 

 \* Last Name 

 Job Title 
 Administrative contact

 Phone    

 Mobile   

 Fax   

 Email 

 Status 

## Contact Addresses

 Actions      

| Address Name | Address | Phone | Address Purpose | Status |
|--------------|---------|-------|-----------------|--------|
|--------------|---------|-------|-----------------|--------|

No data to display.

Columns Hidden 5

## User Account

 Request user account

 Roles 

 Actions      

| 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, requ... |
|-----------------|---|

|                               |   |
|-------------------------------|---|
| Supplier Sales Representative | Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan... |
|-------------------------------|---|

**► STEP 7**

Add the change description then click on the “Review changes” button

Edit Profile Change Request: 162003

Delete Change Request Review Changes Save Save and Close Cancel

\* Change Description Additional user created

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 |
|-------------|----------------------|----------------------|-------|------------------------|--------------|--------|
| KERRY, DAN  | SALES EXECUTIVE      | dankerry@example.com |       |                        |              | Active |
| SMITH, JOHN | KEY ACCOUNT MANAG... | dkmutai@kcb.co.ke    |       | ✓                      | ✓            | Active |

Columns Hidden 7

**▶ STEP 8**

Review the changes and click on the submit button. The profile change will be reviewed and approved by the KCB team, and the user account details will be updated. For new user accounts created, an email will be set to the new user's email account containing the Supplier Portal link and a temporary password that will be used for initial login. The user will be prompted to change their password after the first login

Review Changes

Change Description Additional user created.

Edit Submit Cancel

Contacts

View Format Freeze Detach Wrap

| Name          | Job Title            | Email                | Phone | Administrative Contact | User Account | Status | Details |
|---------------|----------------------|----------------------|-------|------------------------|--------------|--------|---------|
| + KERRY, DAN  | SALES EXECUTIVE      | dankerry@example.com |       |                        |              | Active |         |
| ● SMITH, JOHN | KEY ACCOUNT MANAG... | dkmutai@kcb.co.ke    |       | ✓                      | ✓            | Active |         |

Columns: Hidden 7

Indicates a new profile was created

Indicates an existing profile was edited



Thank You  
for your time.