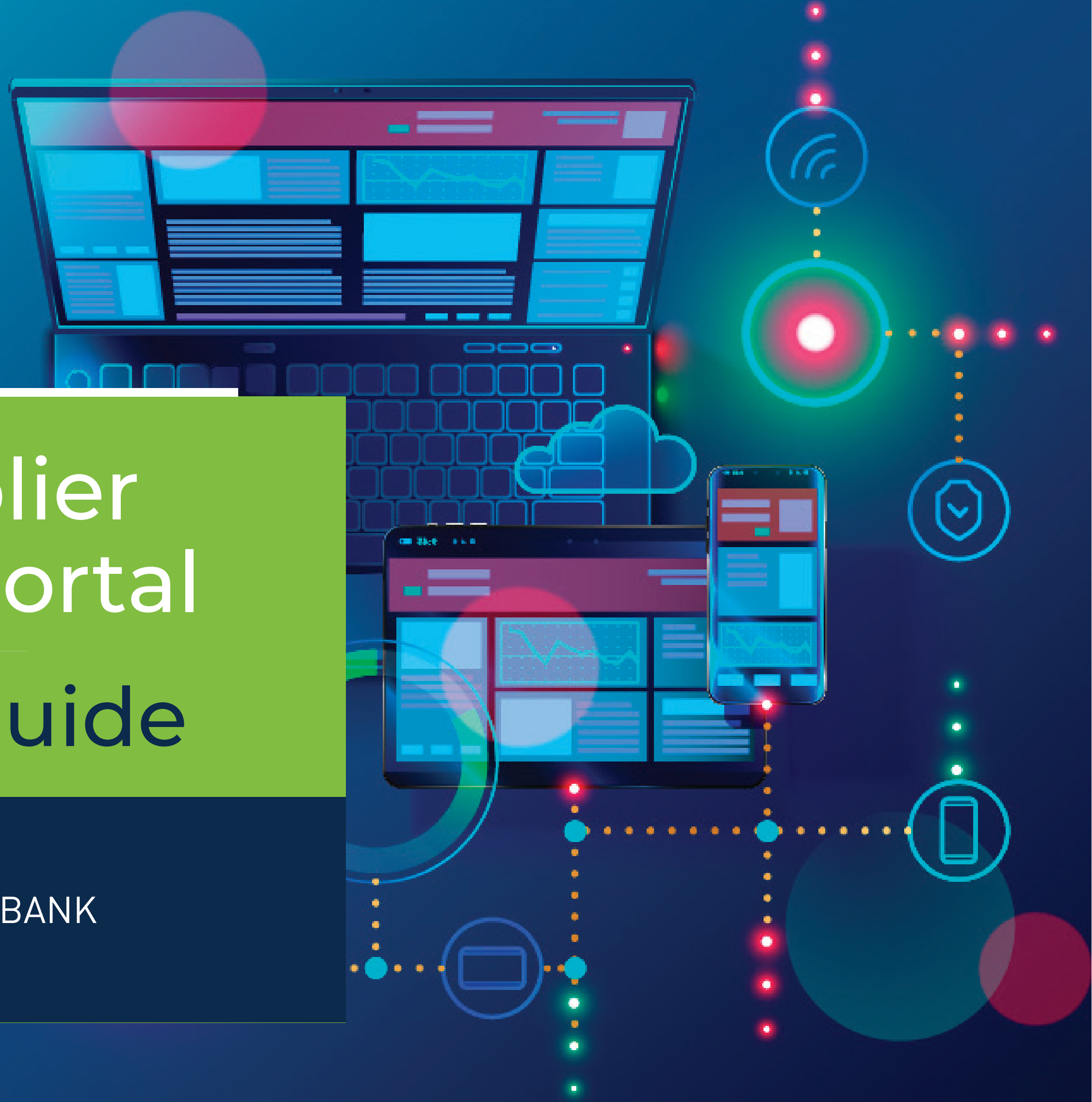
Supplier Web Portal

User guide



KCB BANK

KCB BANK

WELCOME

Let’s get you set up.

01. Supplier Registration Process

02. How to respond to an RFP invitation

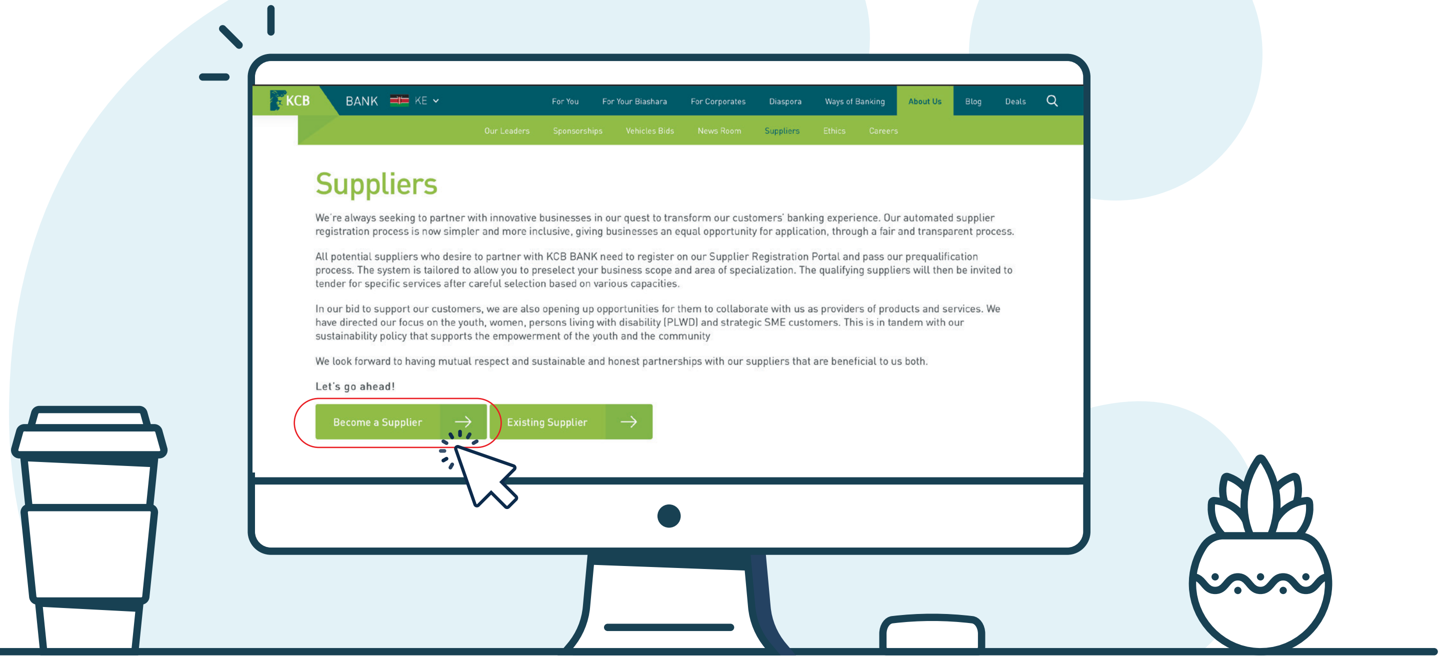
03. How to add a new Supplier Portal user or change your user email address

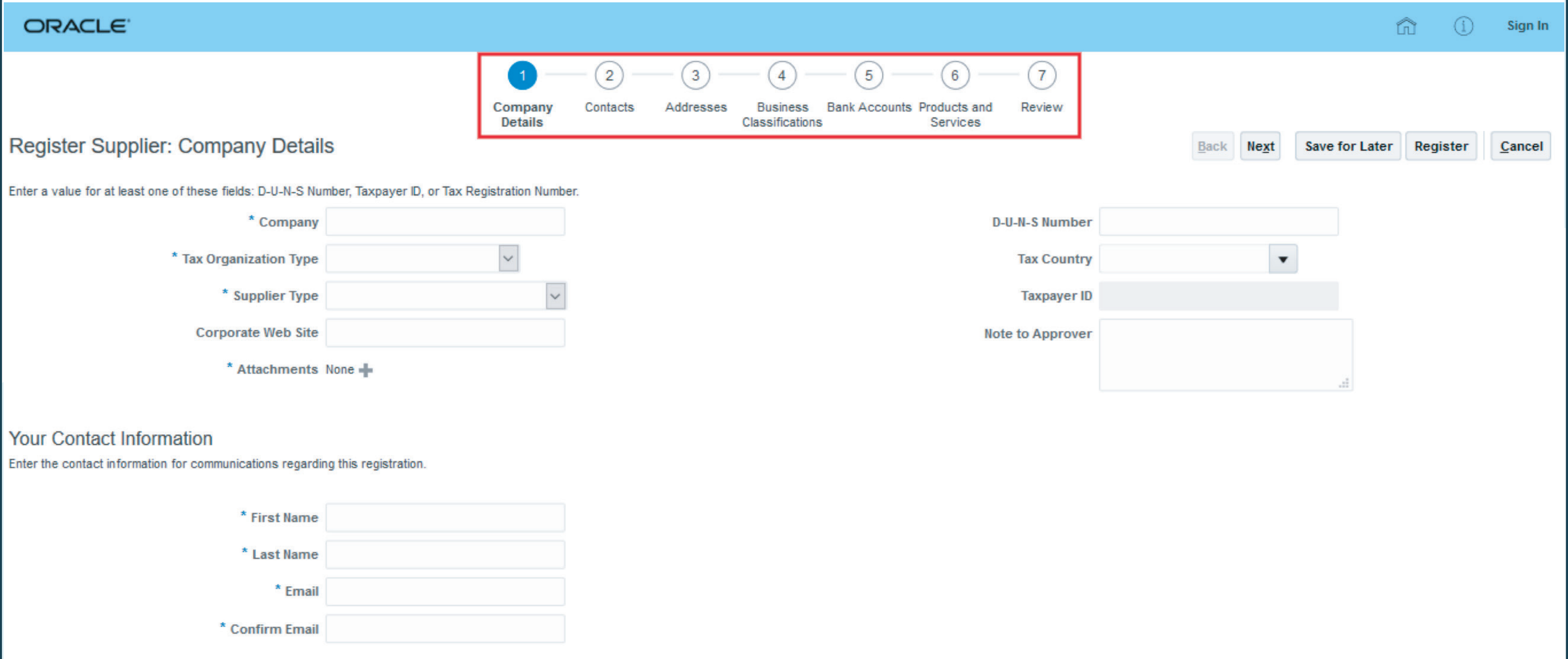
01. Supplier Registration Process

- **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.

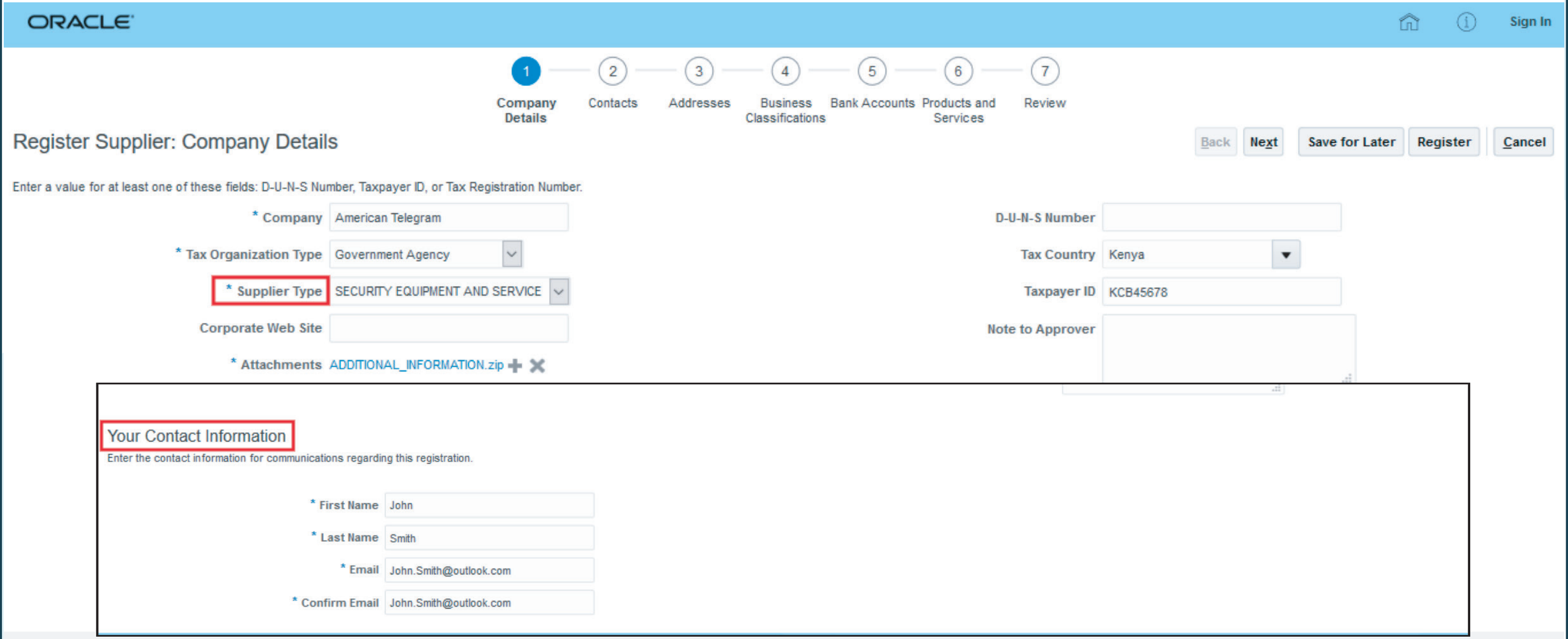




STEP 1

Select the company details like,

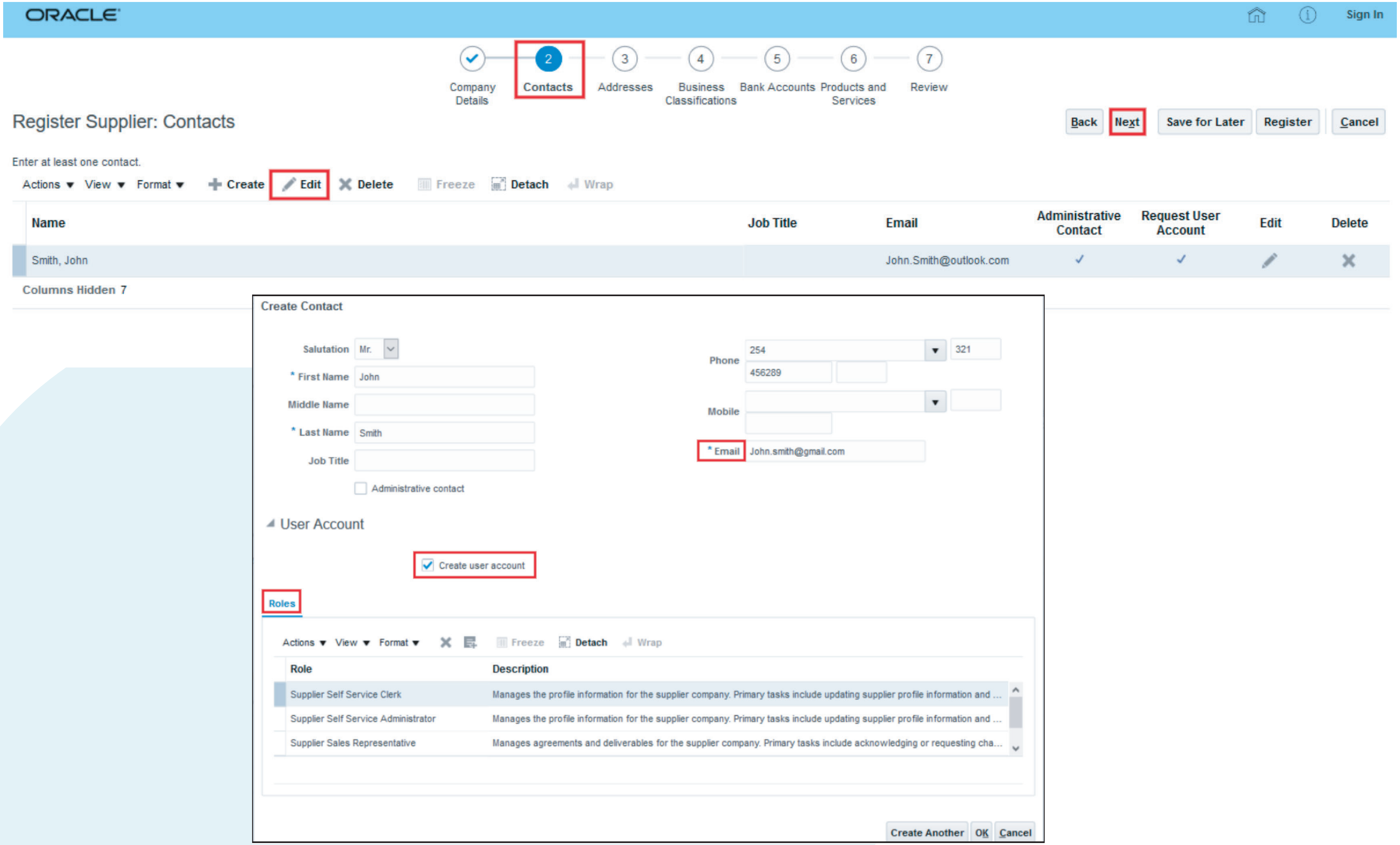
- Company name
- Tax organization type
- Supplier Type (Category)
- Attachments
- Tax Country and Taxpayer ID

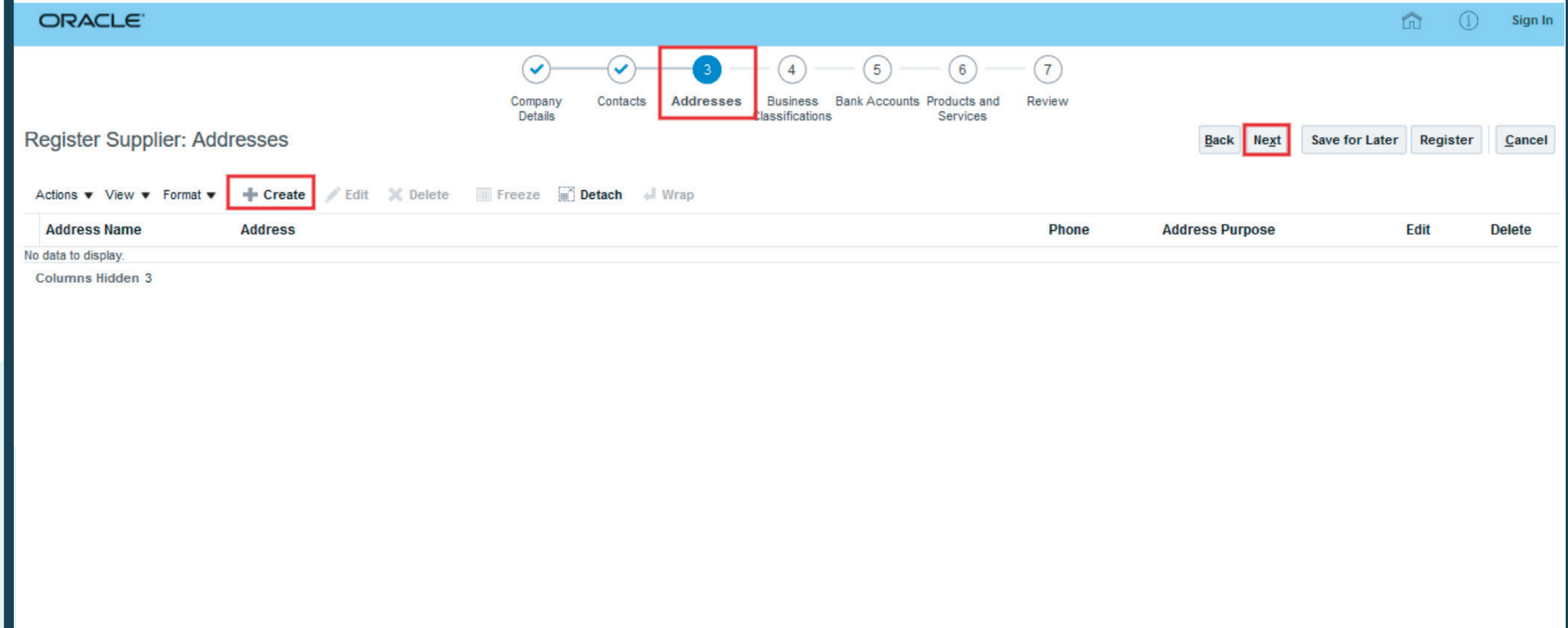


▸ **STEP 2**

Create the supplier Contact and Supplier Portal user account.

- ➔ First Name
- ➔ Last Name
- ➔ Email
- ➔ Enable User Account

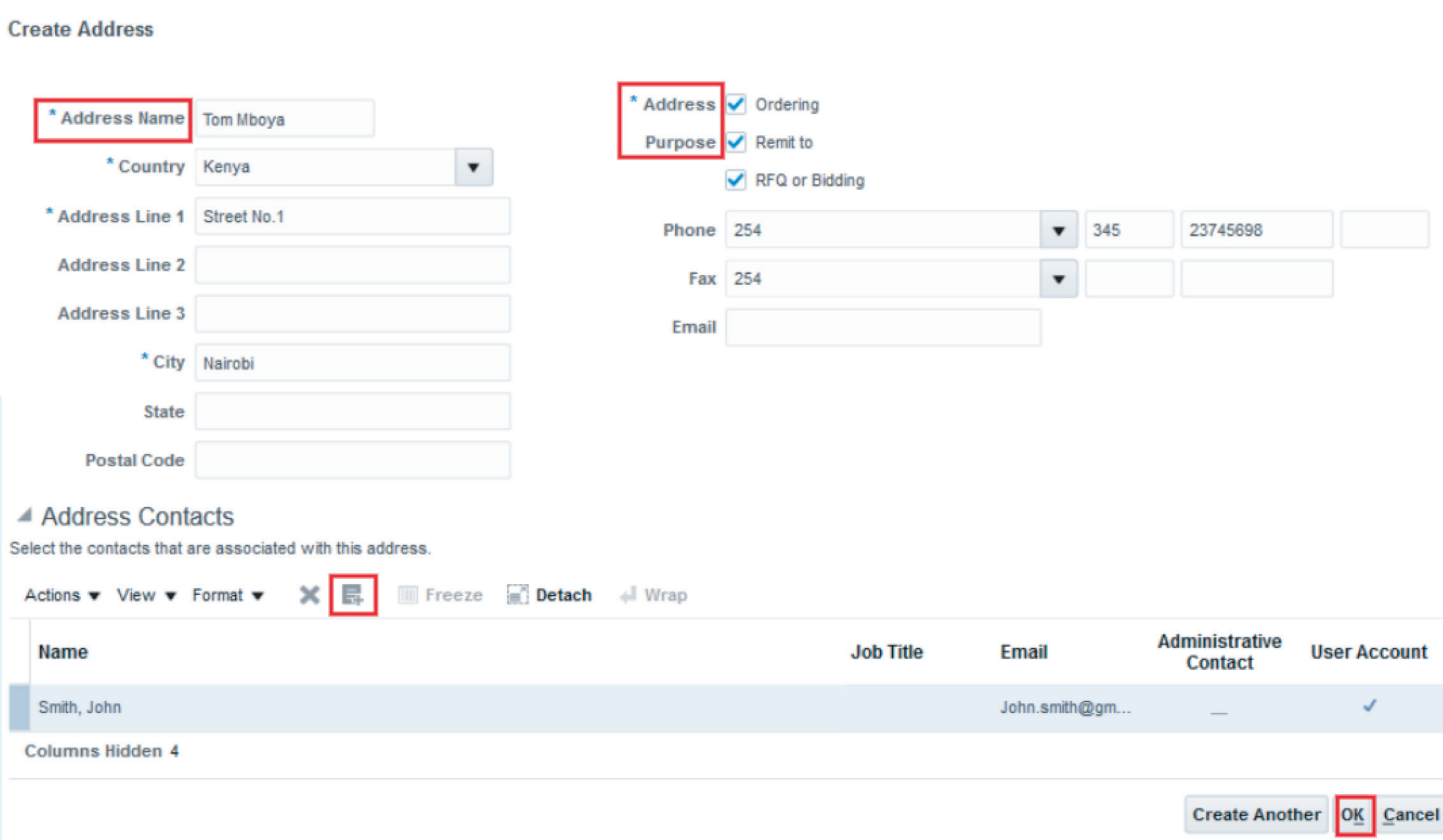

ORACLE
Sign In
Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Review
Register Supplier: Contacts
Back
Next
Save for Later
Register
Cancel
Enter at least one contact.
Actions View Format Create Edit Delete Freeze Detach Wrap
Name
Job Title
Email
Administrative Contact
Request User Account
Edit
Delete
Smith, John
John.Smith@outlook.com
Columns Hidden 7
Create Contact
Salutation Mr.
* First Name John
Middle Name
* Last Name Smith
Job Title
Administrative contact
Phone 254 321 456289
Mobile
* Email John.smith@gmail.com
User Account
Create user account
Roles
Actions View Format Freeze Detach Wrap
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

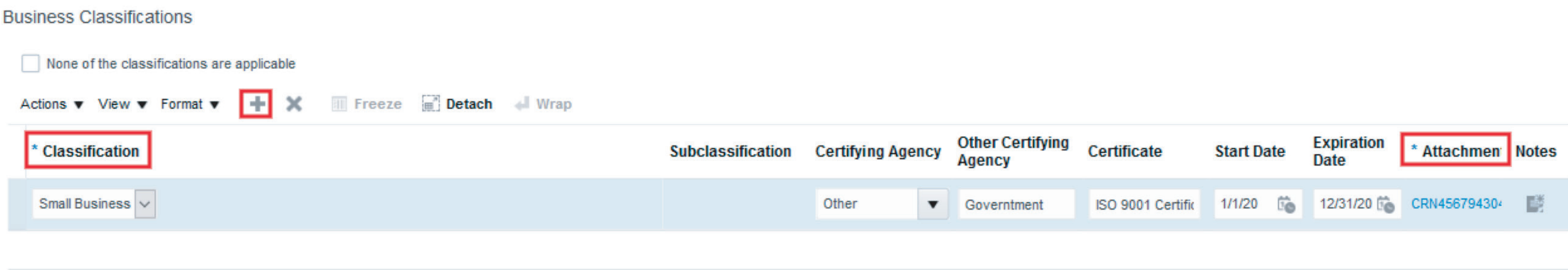


▸ STEP 3

Create the Supplier Address and link the contact to address.

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

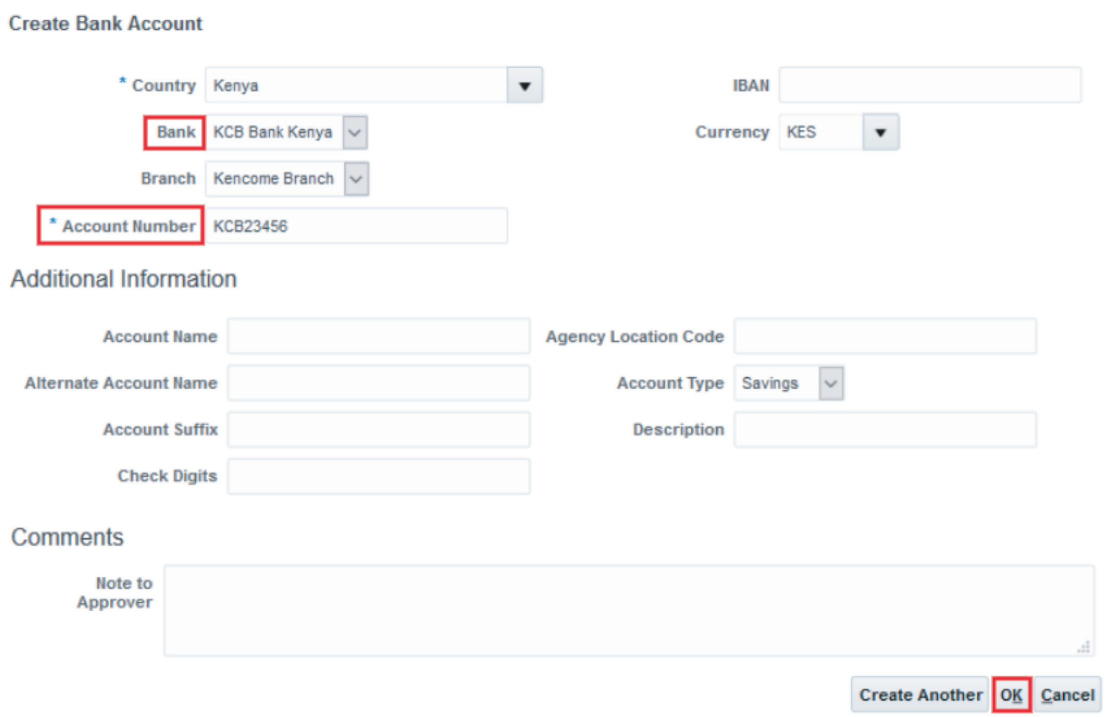

Create Address
* Address Name
Tom Mboya
* Country
Kenya
* Address Line 1
Street No.1
Address Line 2
Address Line 3
* City
Nairobi
State
Postal Code
* Address Purpose
Ordering
Remit to
RFQ or Bidding
Phone
254
345
23745698
Fax
254
Email
Address Contacts
Select the contacts that are associated with this address.
Actions
View
Format
Freeze
Detach
Wrap
Name
Job Title
Email
Administrative Contact
User Account
Smith, John
John.smith@gm...
Columns Hidden 4
Create Another
OK
Cancel



▸ STEP 4

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

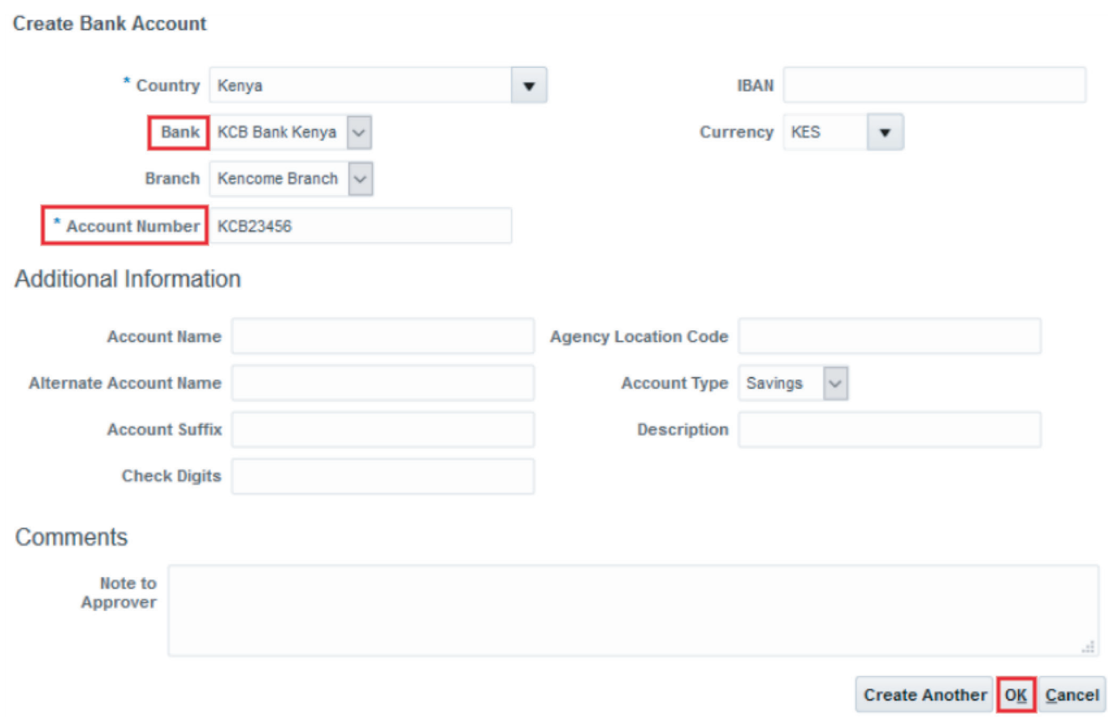
- ➔ Classification type
- ➔ Certificate Name
- ➔ Start and End date of Certificate
- ➔ Attachments



▸ STEP 5

Create and Add the supplier bank account,

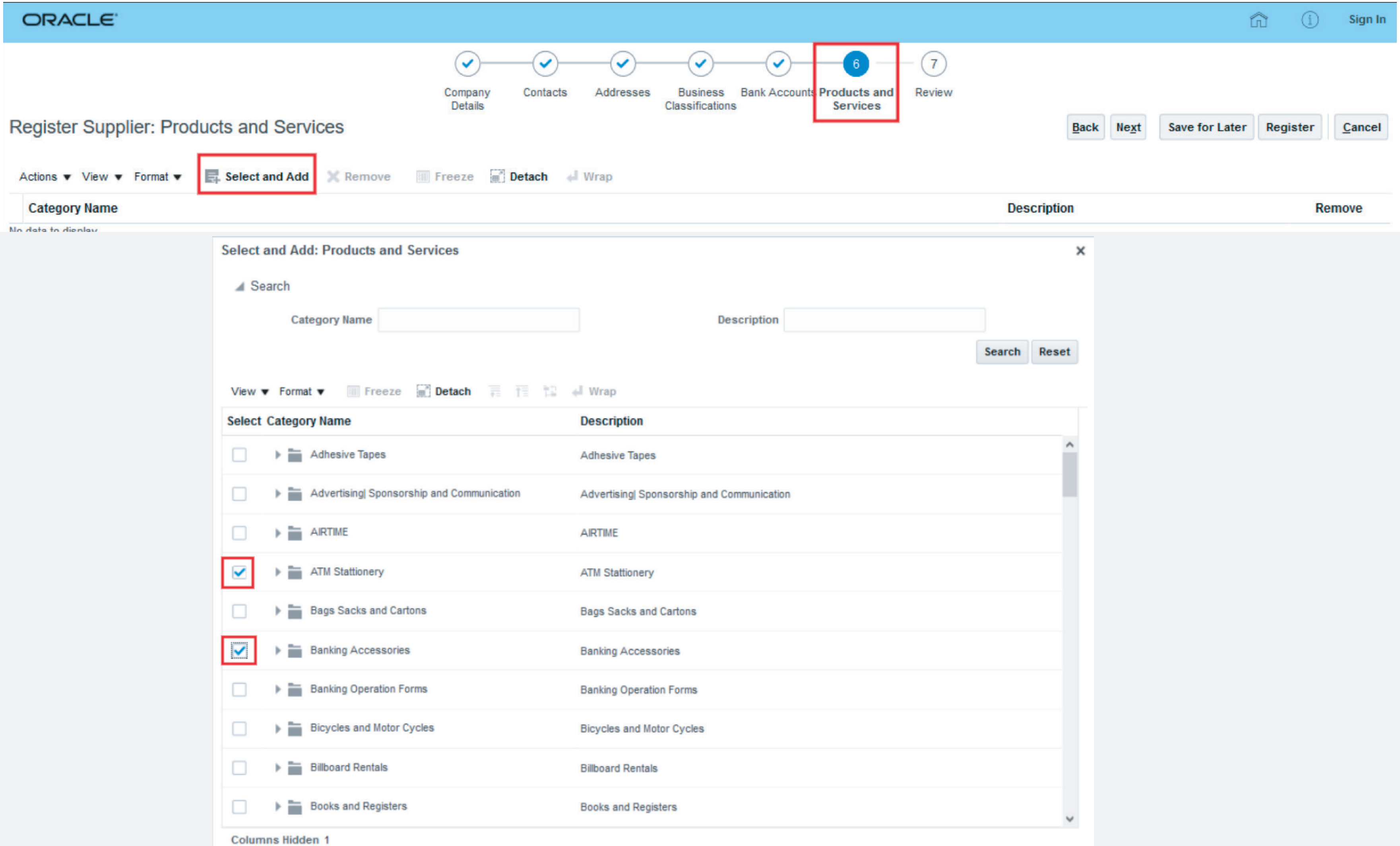
- ➔ Bank
- ➔ Branch
- ➔ Account and Currency details



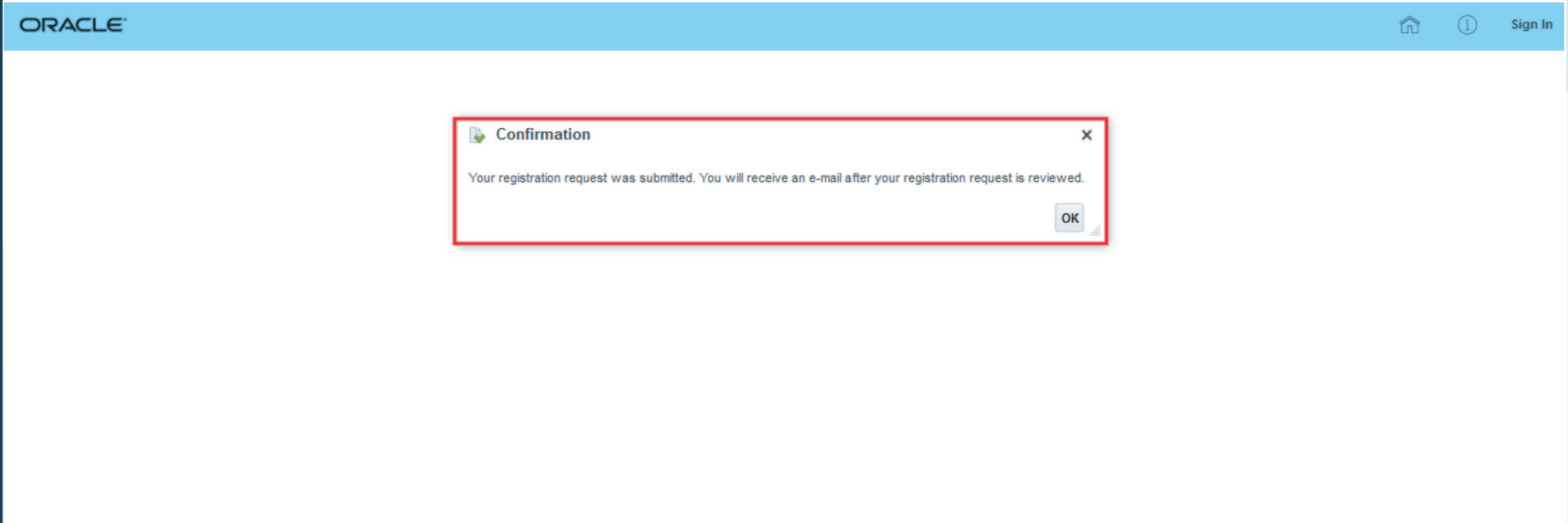
▸ STEP 6

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.



ORACLE
Sign In
Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
6
Products and Services
7
Review
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
Select and Add: Products and Services
Search
Category Name
Description
Search
Reset
View
Format
Freeze
Detach
Wrap
Select
Category Name
Description
Adhesive Tapes
Adhesive Tapes
Advertising| Sponsorship and Communication
Advertising| Sponsorship and Communication
AIRTIME
AIRTIME
ATM Stattionery
ATM Stattionery
Bags Sacks and Cartons
Bags Sacks and Cartons
Banking Accessories
Banking Accessories
Banking Operation Forms
Banking Operation Forms
Bicycles and Motor Cycles
Bicycles and Motor Cycles
Billboard Rentals
Billboard Rentals
Books and Registers
Books and Registers
Columns Hidden 1

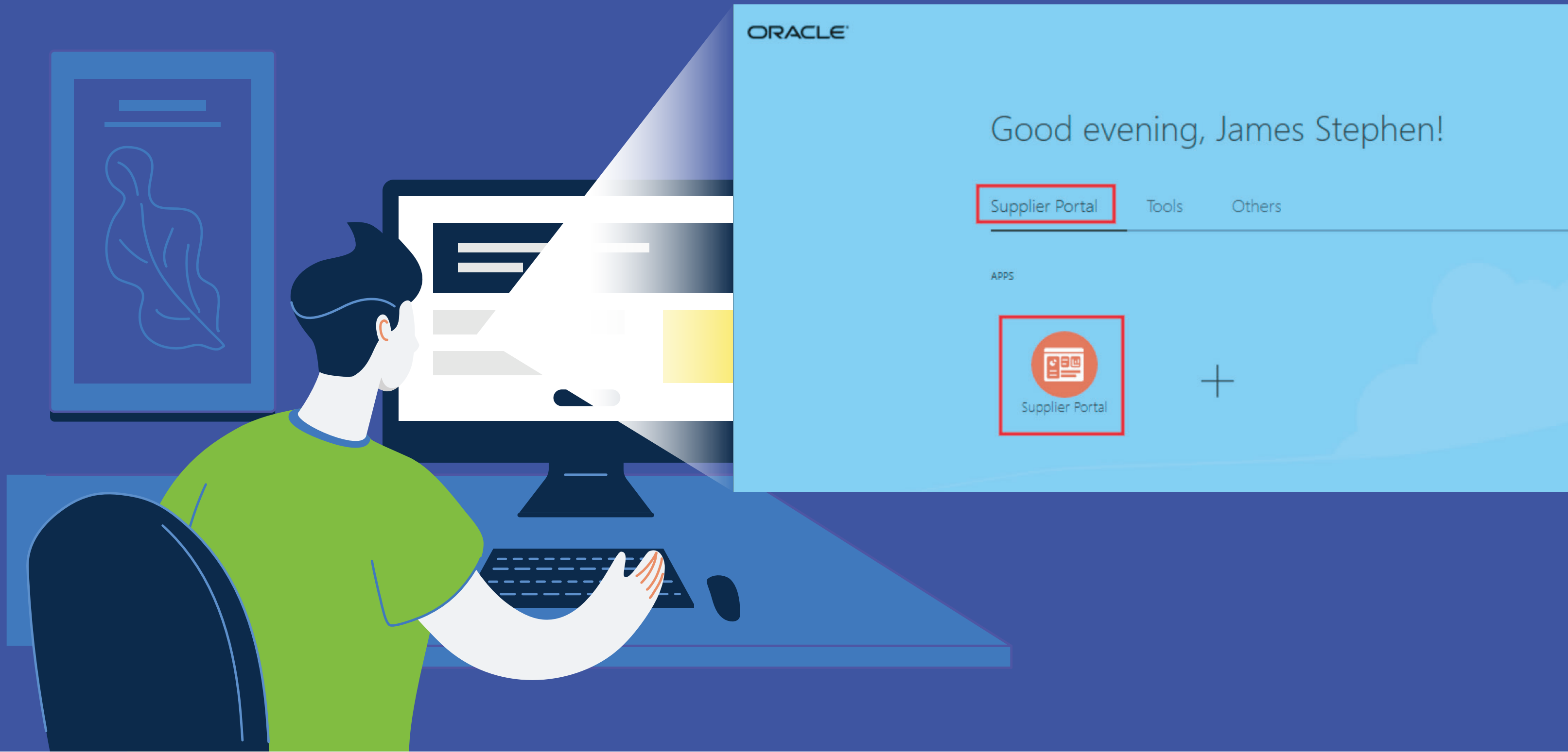


STEP 7

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

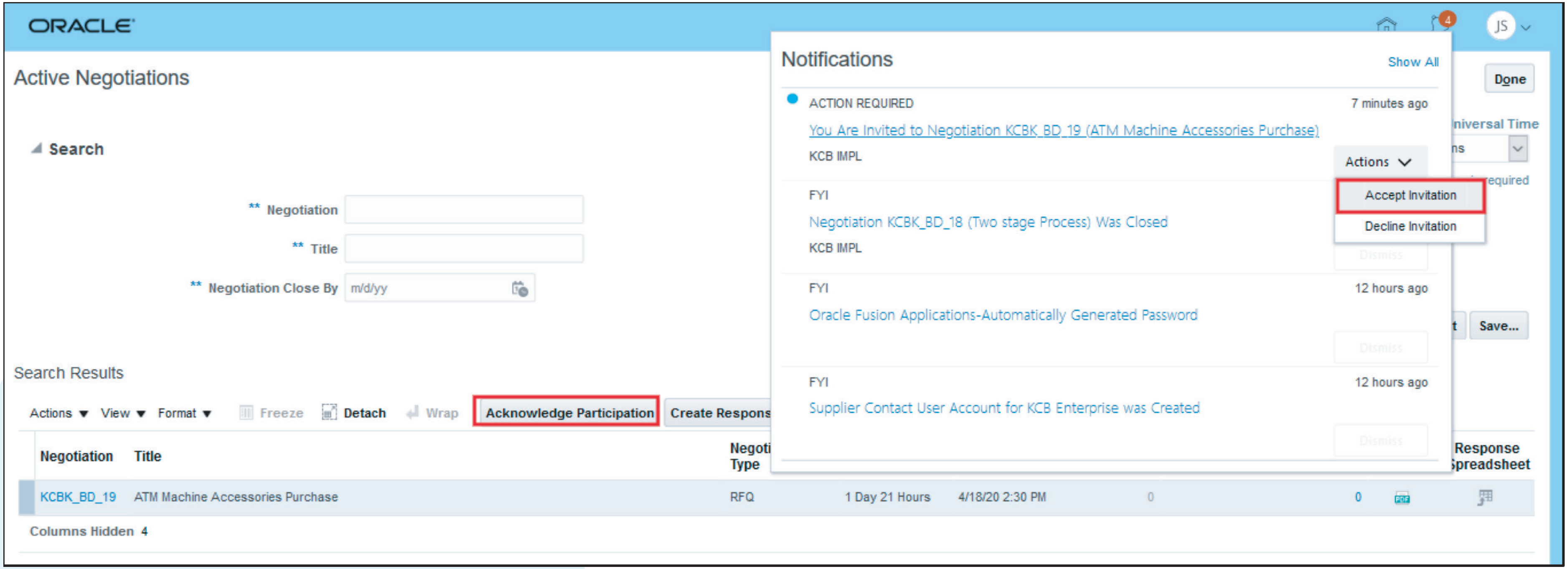
02. How to respond to an RFP invitation

- **STEP 1**
  Login into the Supplier portal using supplier user account details
- **STEP 2**
  Navigation ➔ Supplier Portal ➔ Supplier Portal



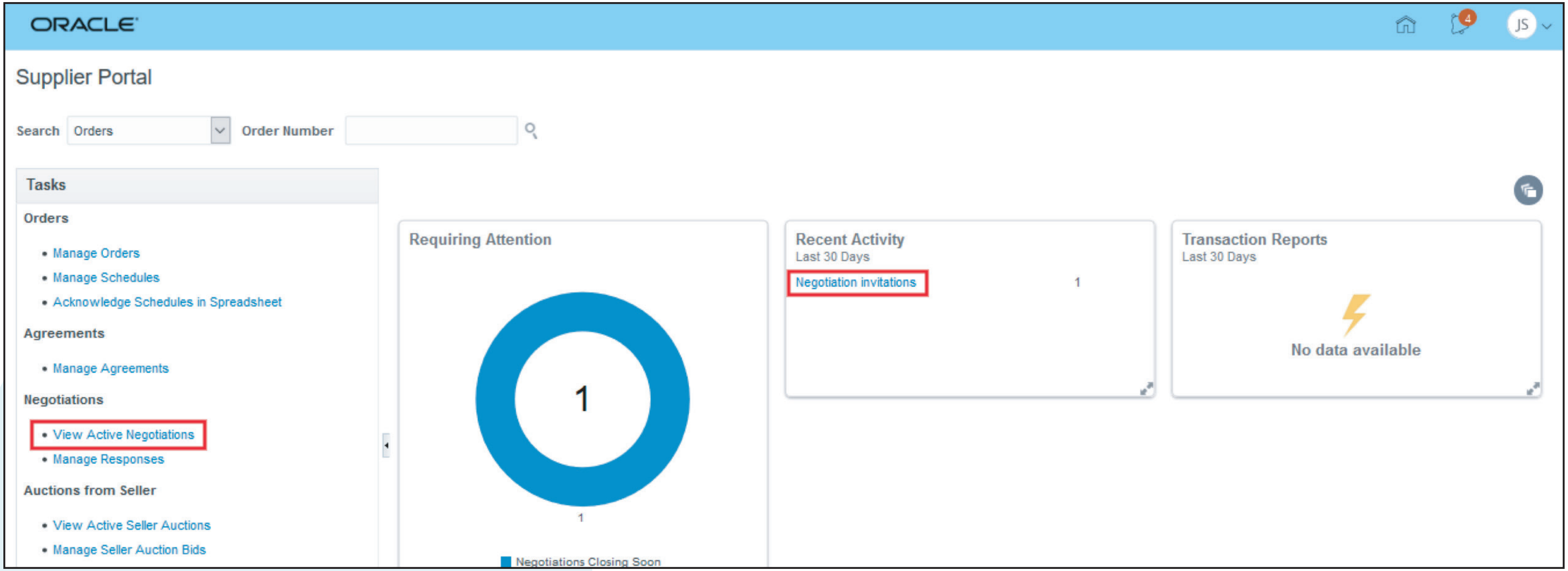
▸ STEP 3

Supplier will accept the negotiation invitation and acknowledge the participation



▸ **STEP 4**

Go to Task Pane ➔ Response ➔ View Active Response

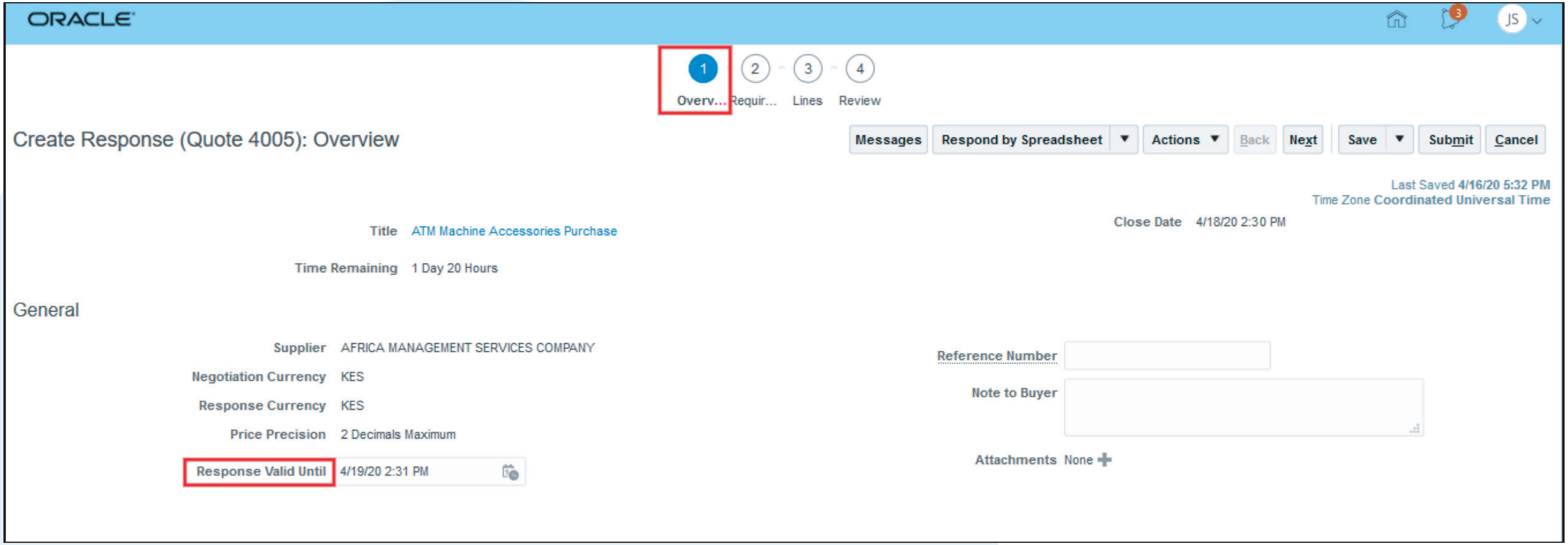


- **STEP 5**

  Click on Create response button to start responding the questionnaire

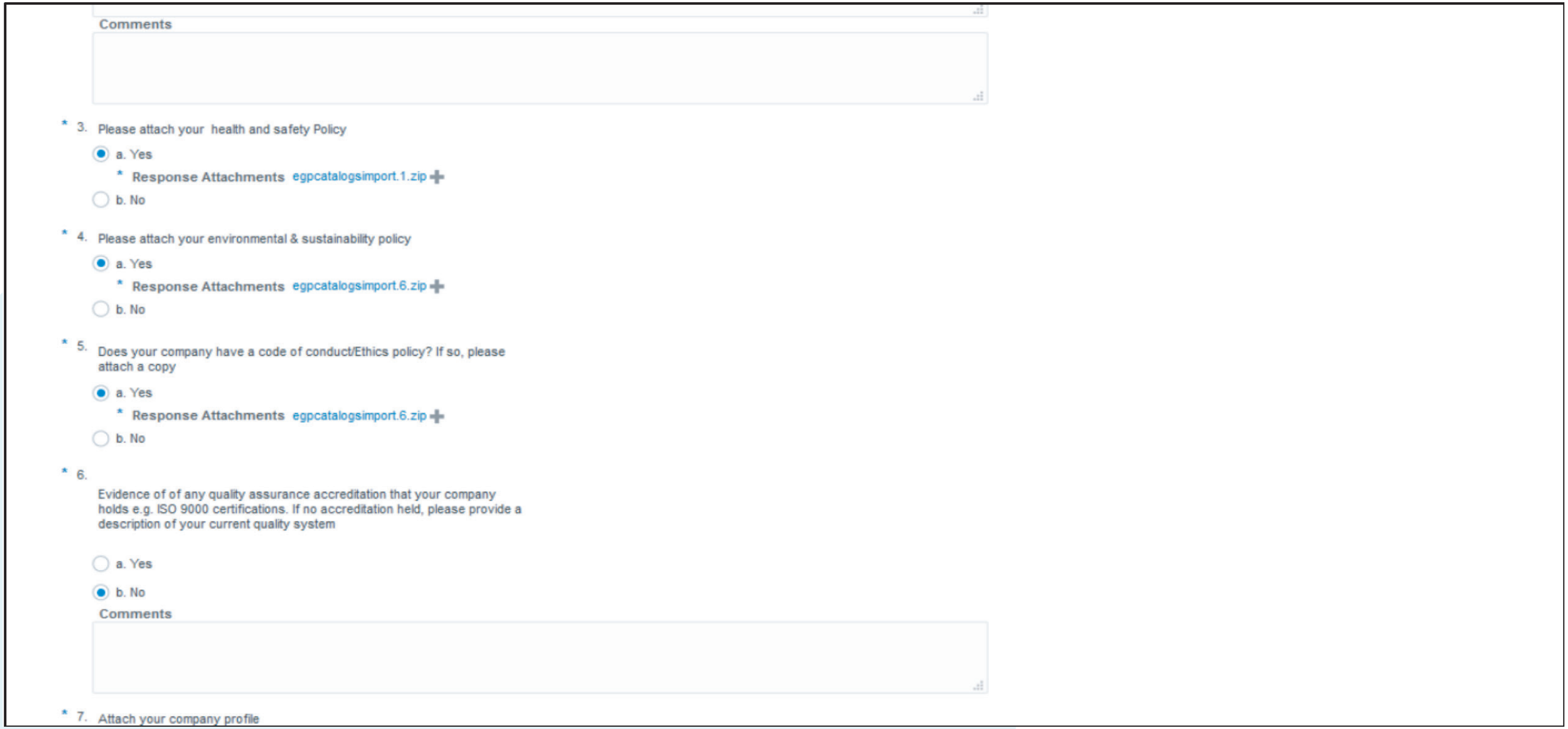
- **STEP 6**

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



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 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

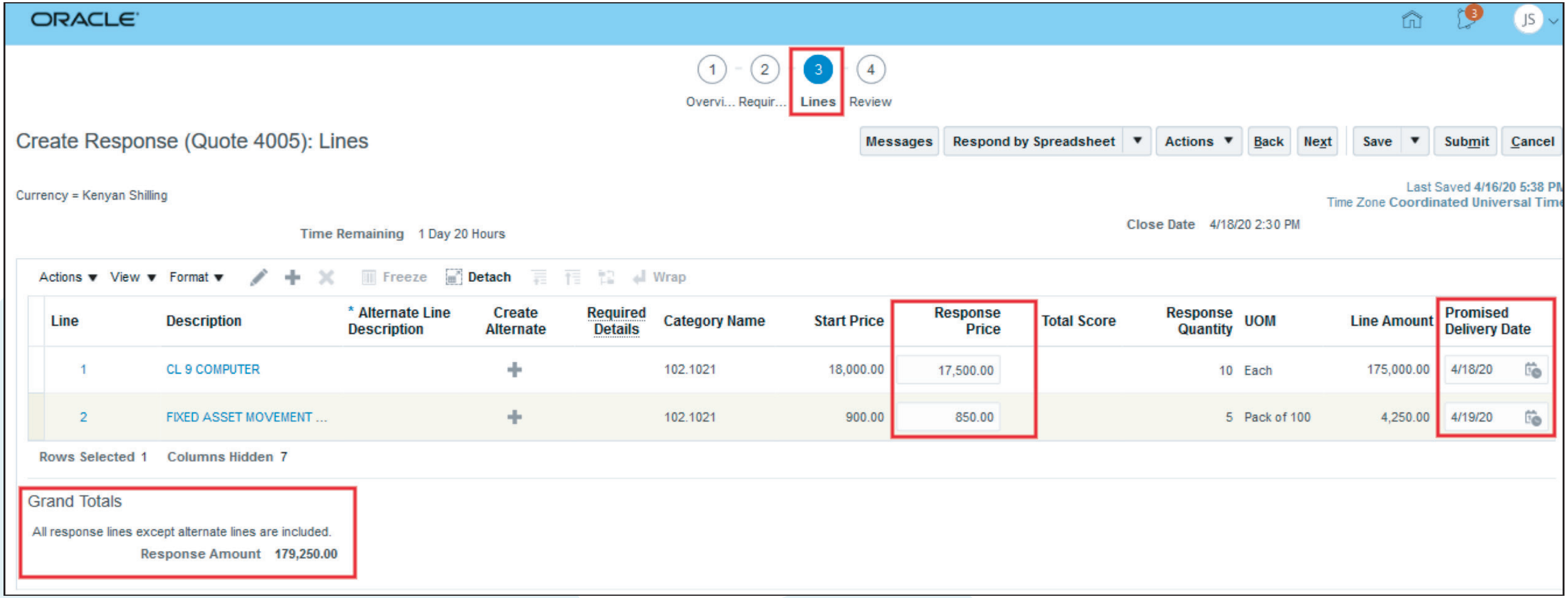
b. No

Comments

* 7. Attach your company profile

STEP 8

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

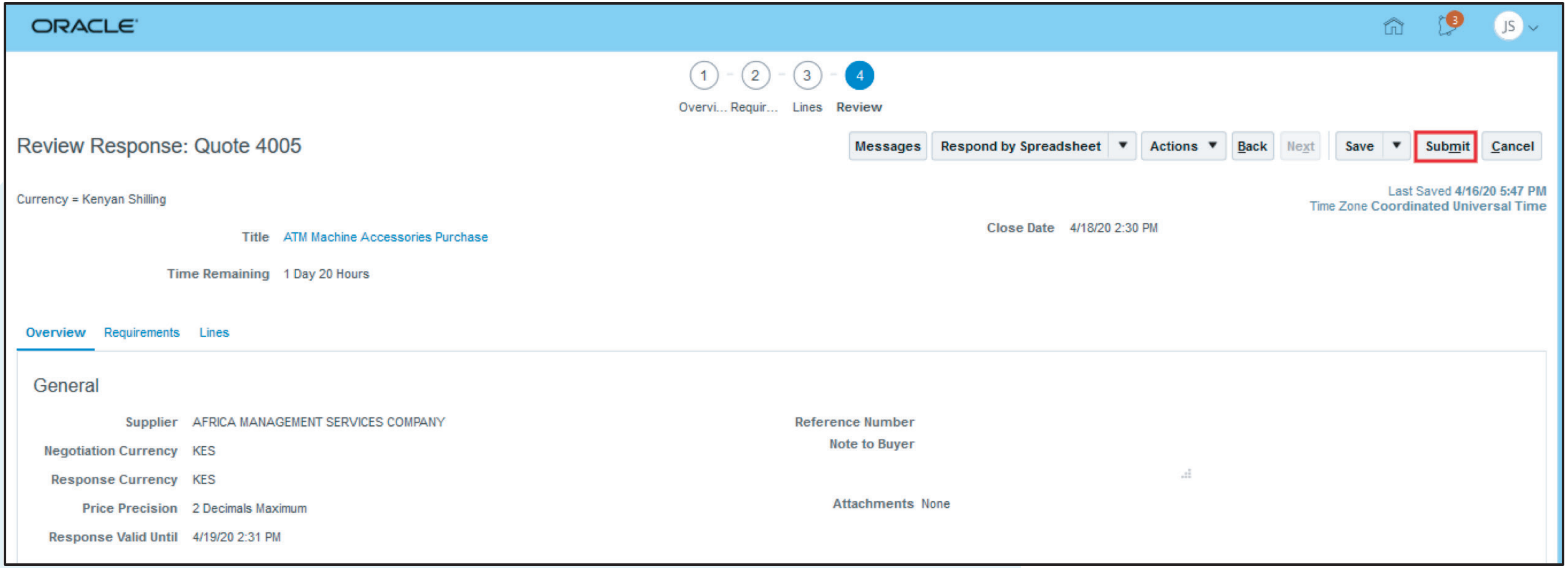


- **STEP 9**

  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



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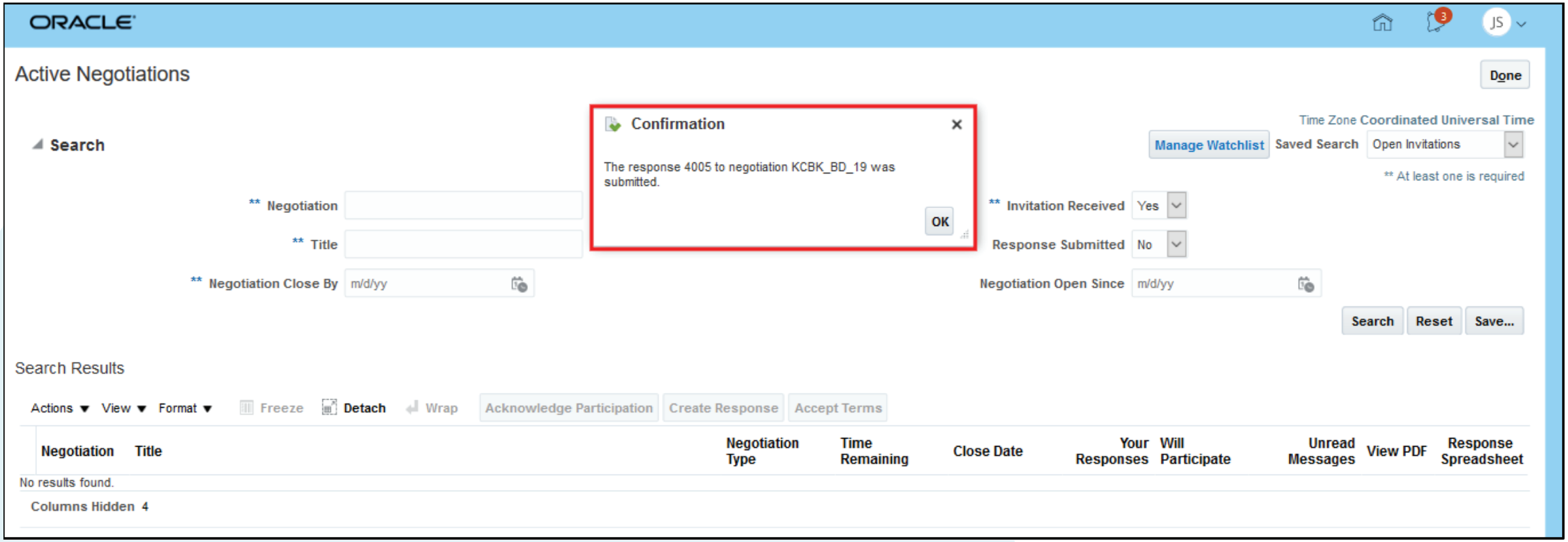
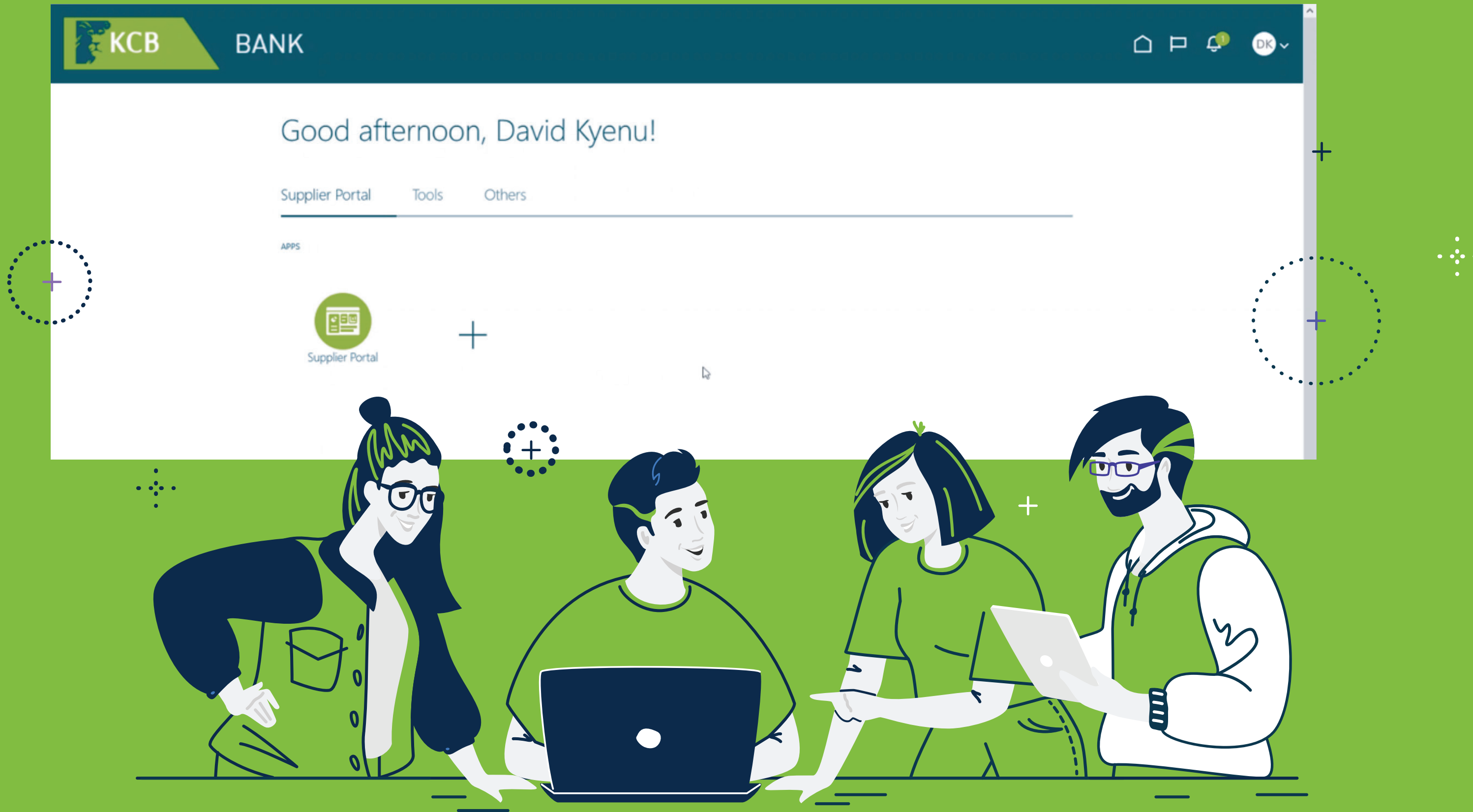


03. How to add a new Supplier Portal user or change your user email address

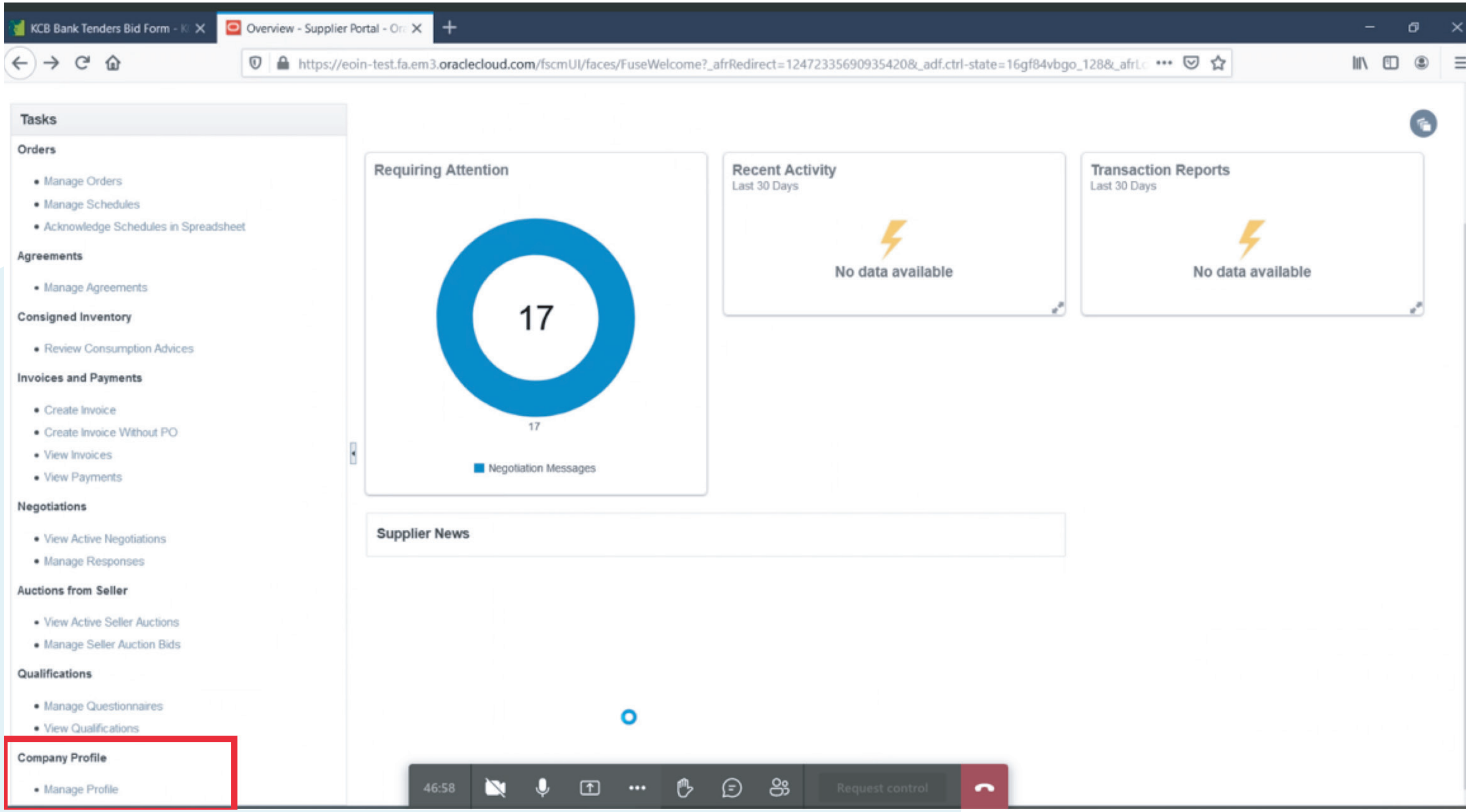
▸ **STEP 1**

Log into the suppliers portal



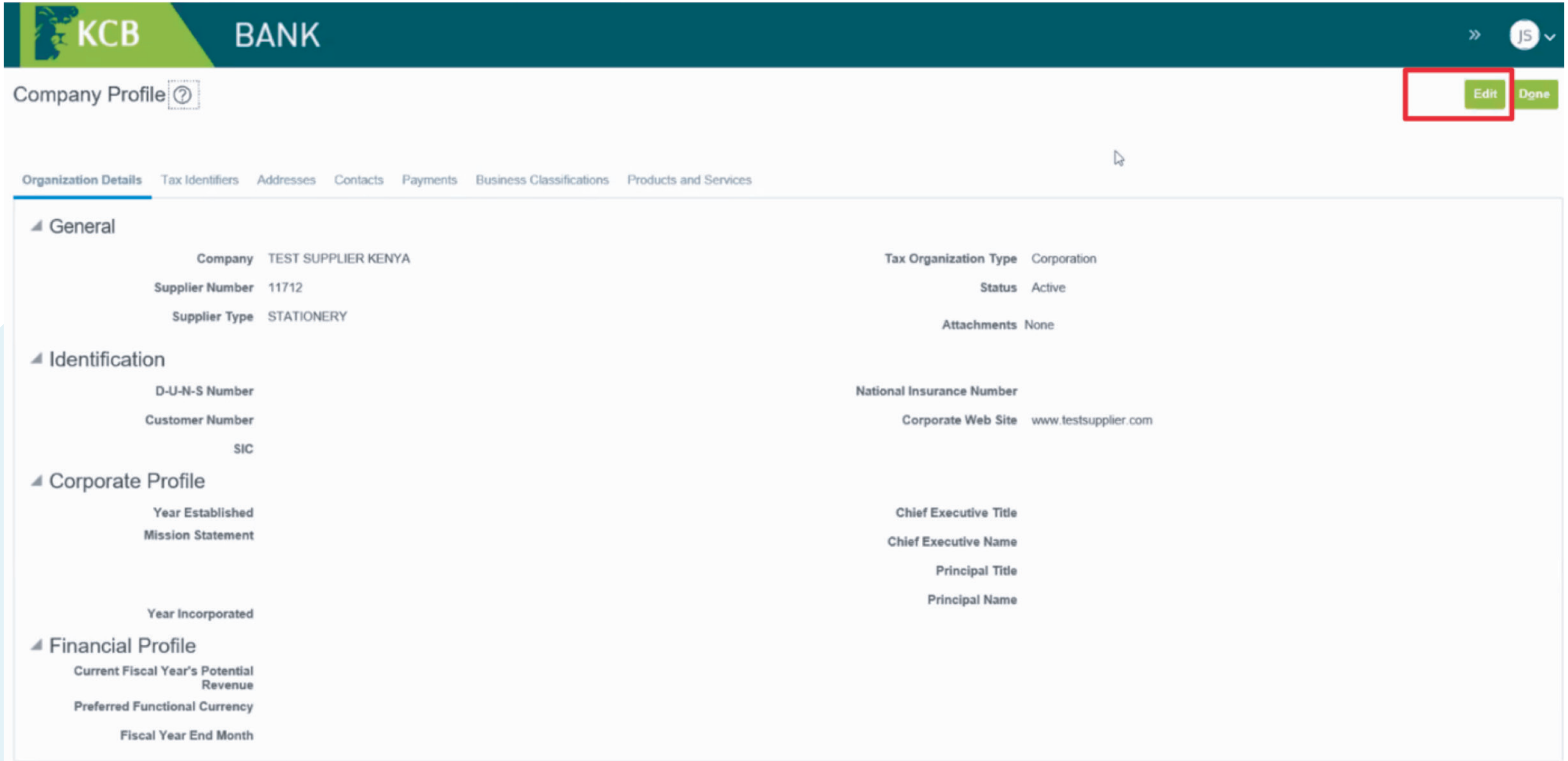
STEP 2

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



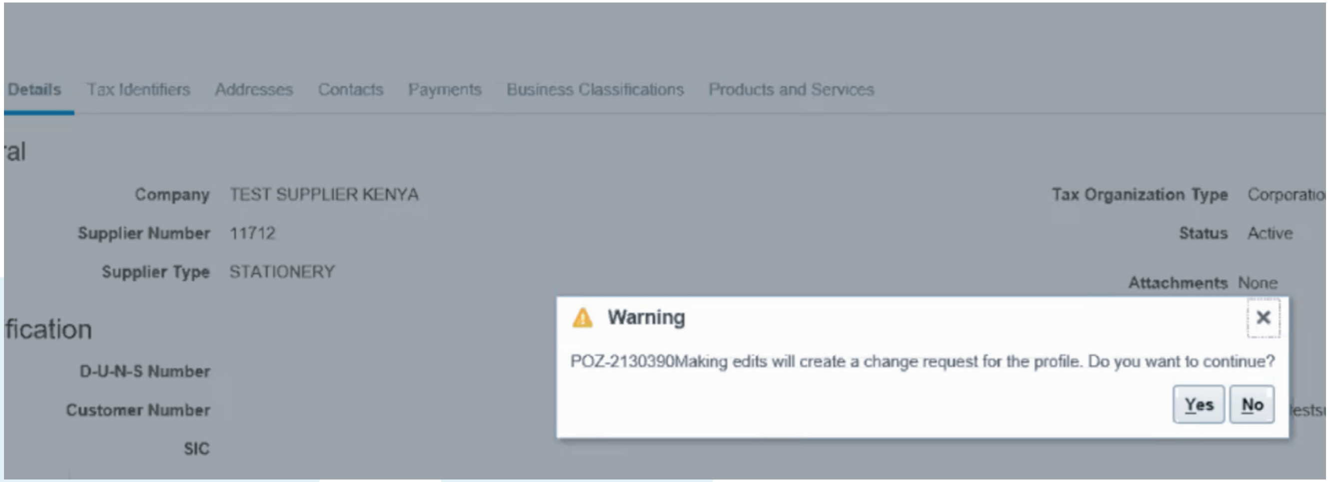
STEP 3

Click on “Edit profile”



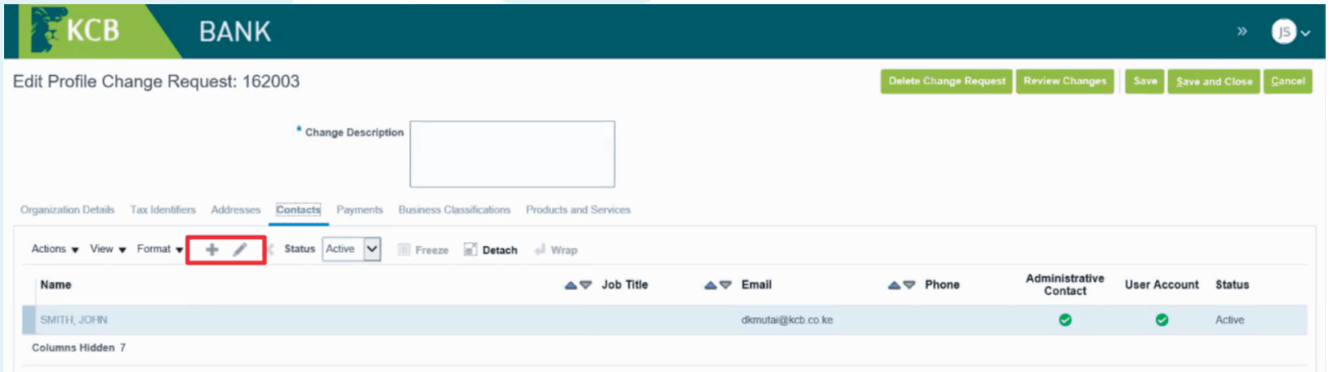
STEP 4

Click yes to acknowledge that you are making a profile change



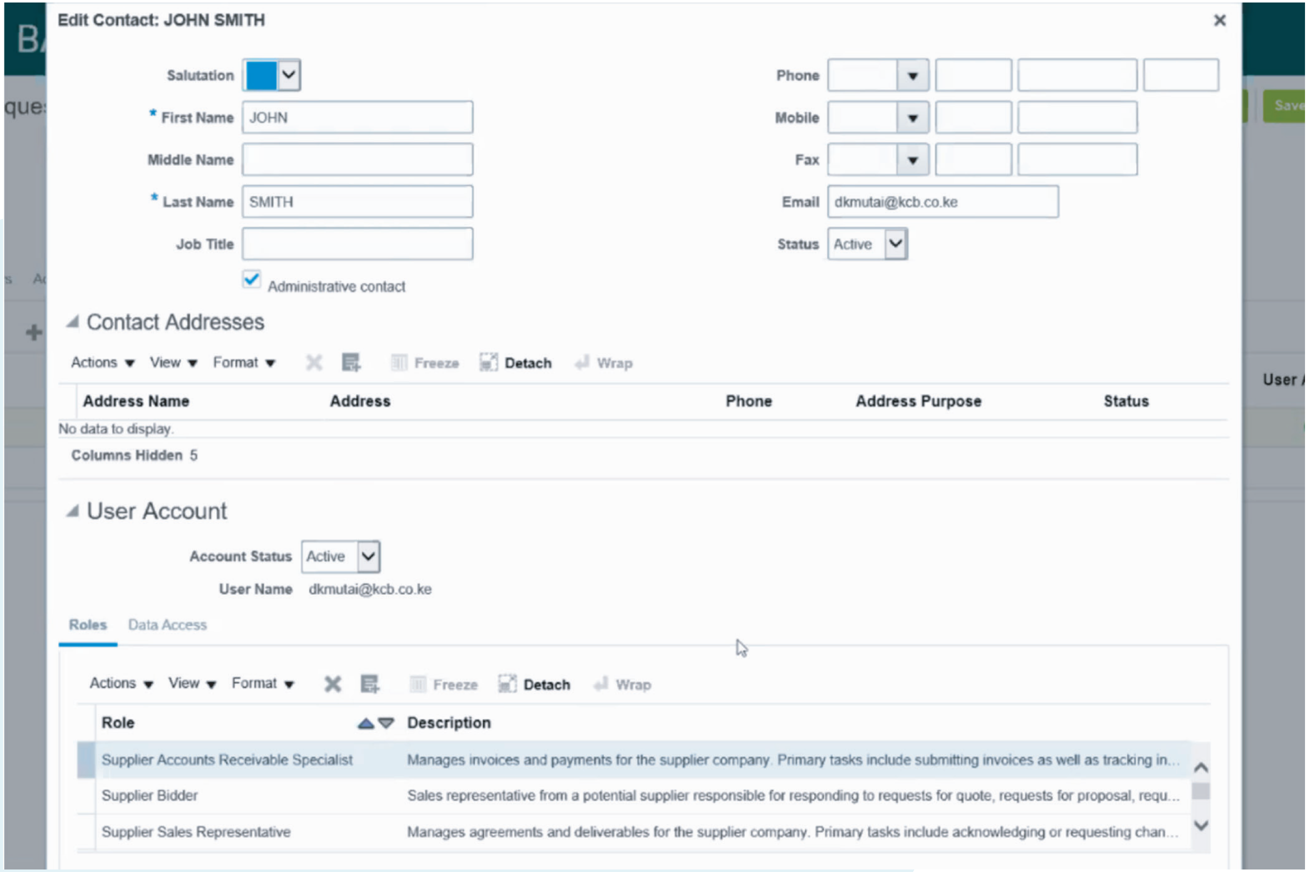
STEP 5

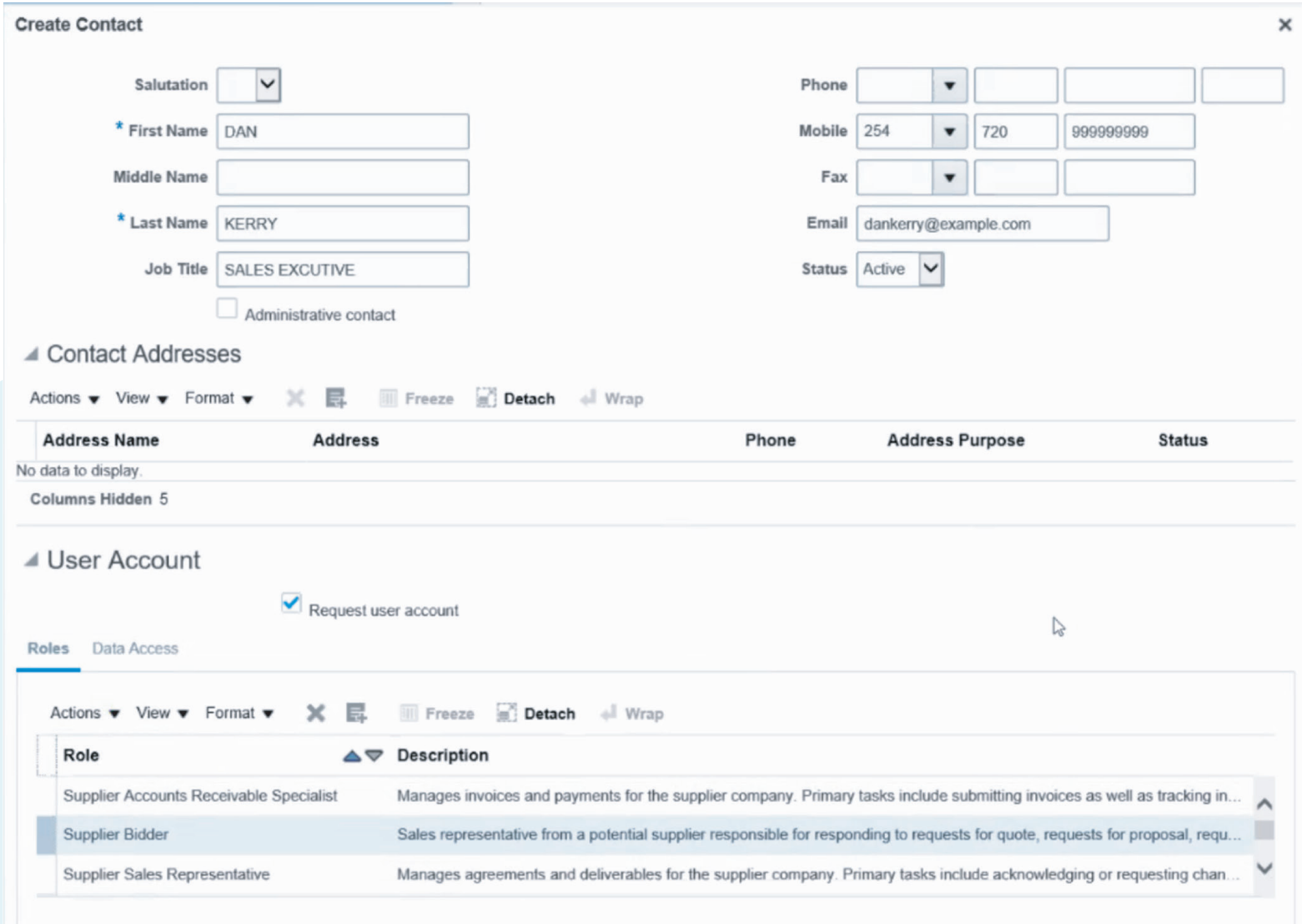
Click on the Pen icon to edit the supplier user details or the "+" icon to add a new user



STEP 6

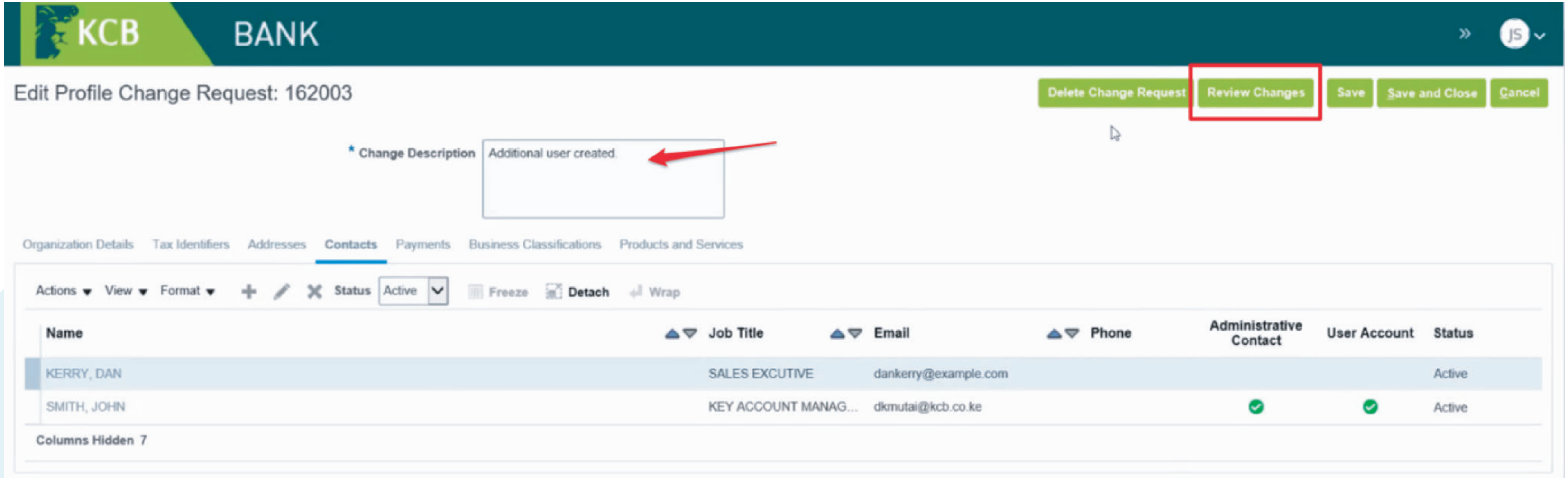
Make the required supplier user changes. You can edit the names, email address, activate or deactivate the user, or change the user roles that are applicable to the user. Once done, save the changes




Create Contact
Salutation
* First Name DAN
Middle Name
* Last Name KERRY
Job Title SALES EXCUTIVE
Administrative contact
Phone
Mobile 254 720 999999999
Fax
Email dankerry@example.com
Status Active
Contact Addresses
Actions View Format Freeze Detach Wrap
Address Name Address Phone Address Purpose Status
No data to display.
Columns Hidden 5
User Account
Request user account
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, requ...
Supplier Sales Representative Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...

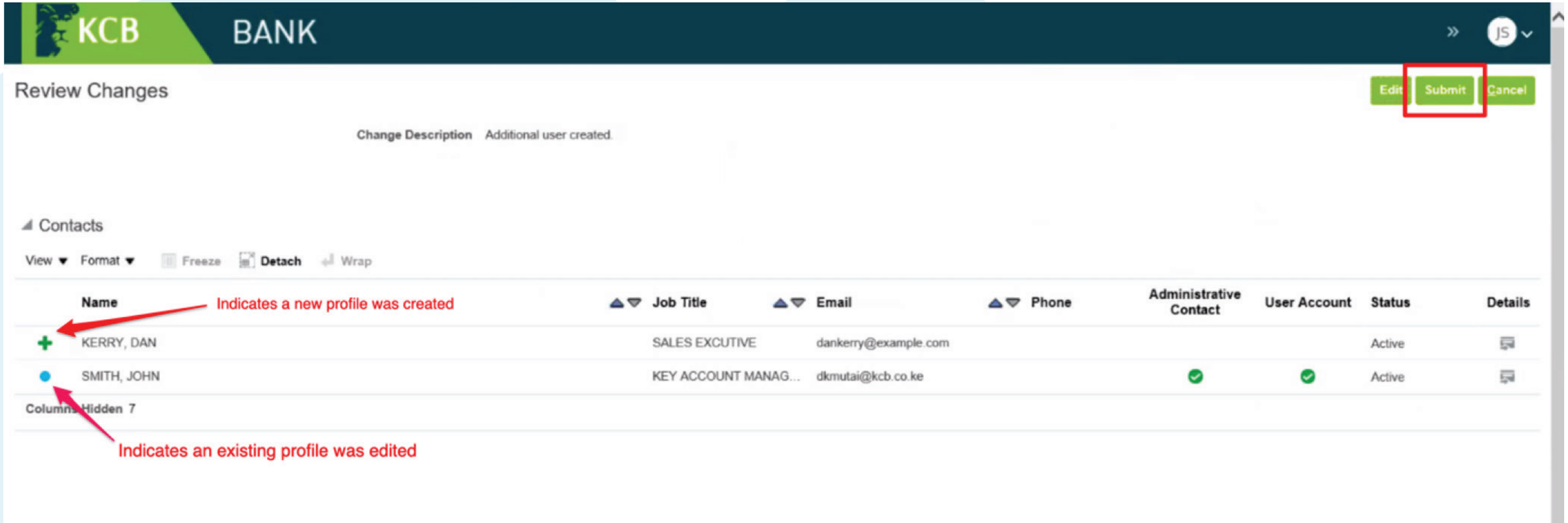
STEP 7

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



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 use 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




Thank You
for your time.