

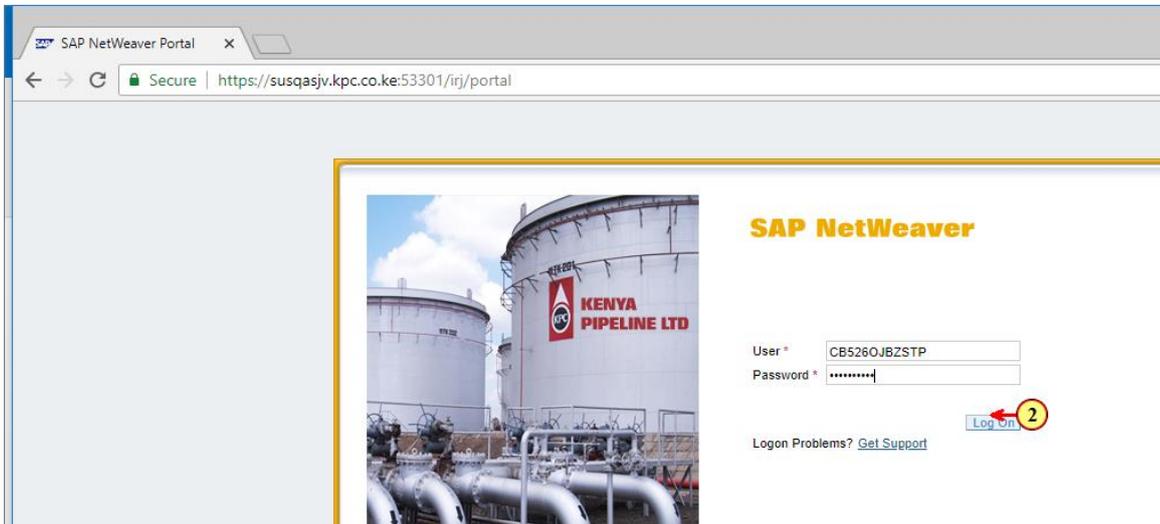
## **INTRODUCTION**

Supplier Self Service(SUS) is a solution that reduces procurement cycle by reducing the exchange of business documents between the purchaser and supplier. Supplier is able to do the following processes in the system:

- **Acknowledgement of Purchase Orders**
- **Creation of Advance Shipping Notification**
- **Creation of Invoice**

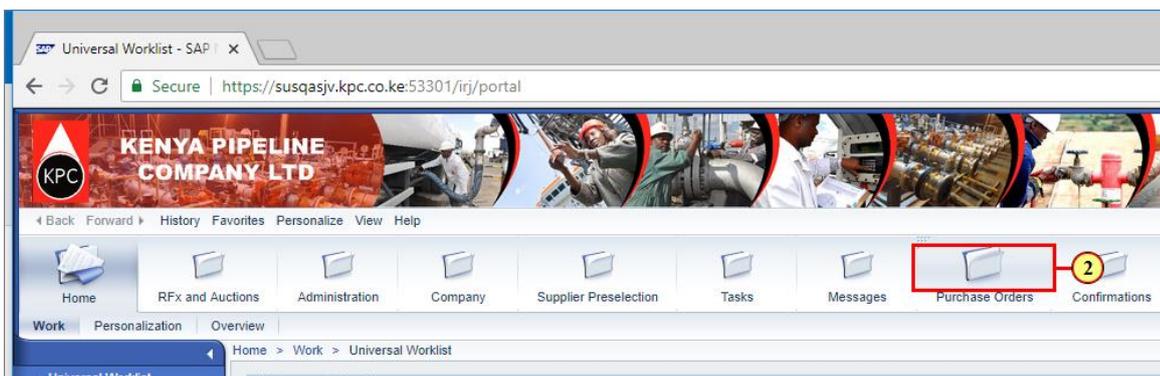
# 1. Processing Document for Materials

## STEP 1: Log on to SUS Portal



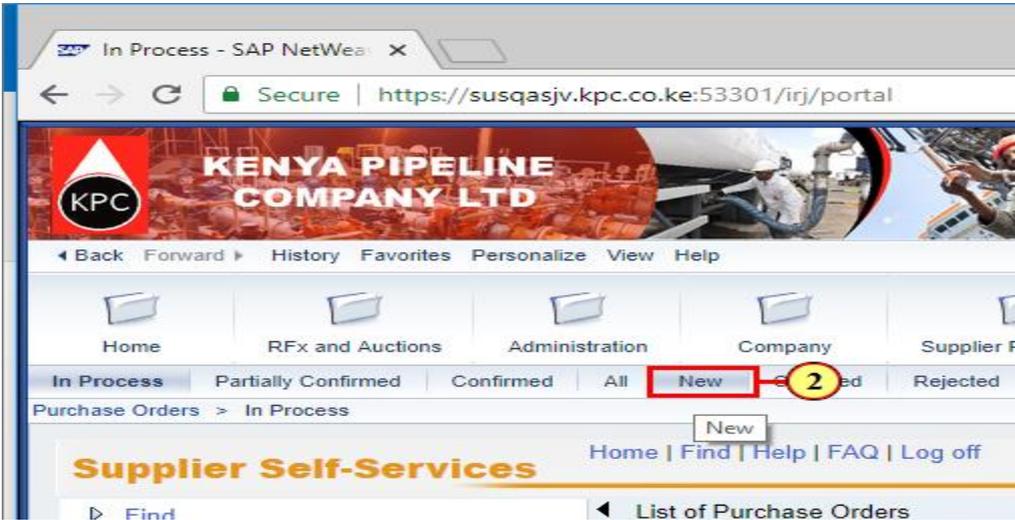
Enter The username and Password to access the Portal

## STEP2: Purchase Order Process



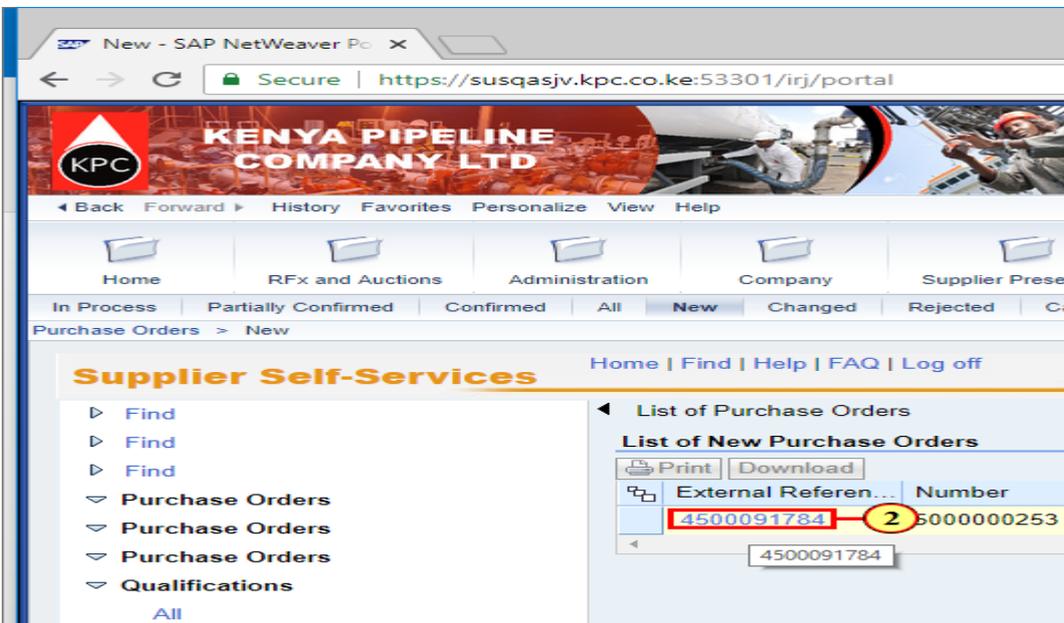
Click once on the **Purchase Order** Tab

### STEP3: New Purchase Order.



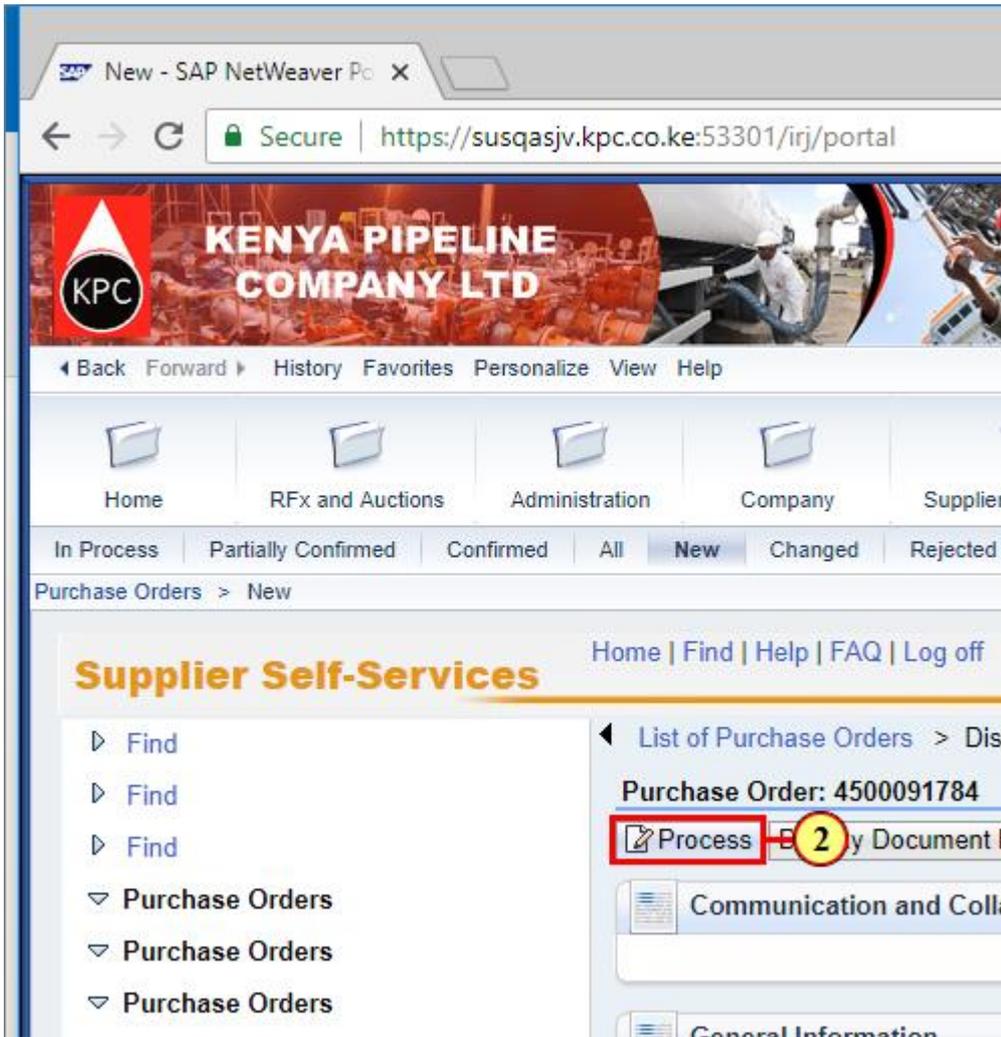
Click on **New** Tab to access all the new purchase orders which you have received and not been acted on.

### STEP 4: Select the Purchase Order (PO)



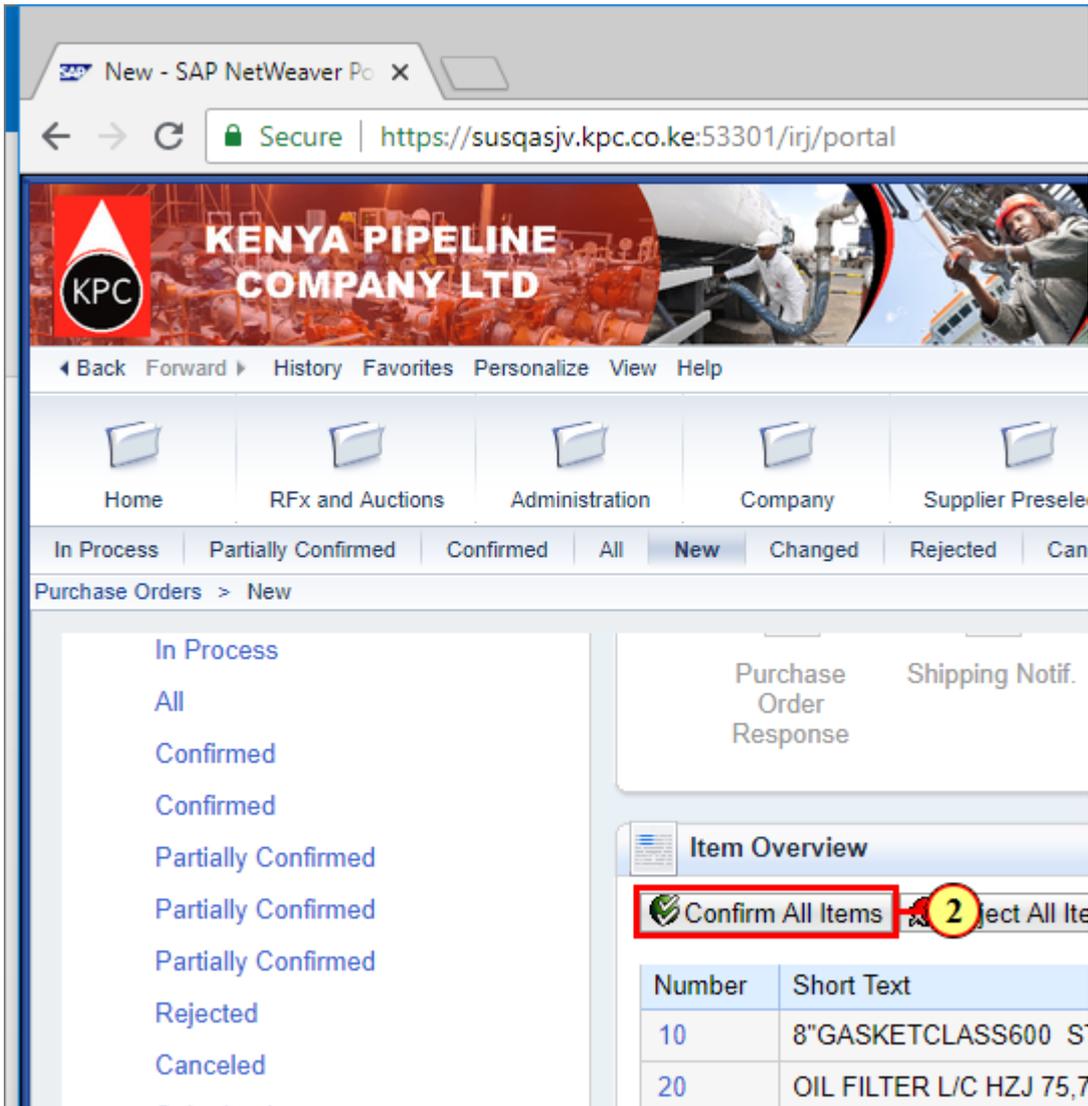
Click on the particular Purchase Order to be processed.

## STEP 5: Click on Process



- (1) Click on **Process** Tab to start the Purchase Order acknowledgement.  
NB Acknowledgement means-accepting the order as it is.

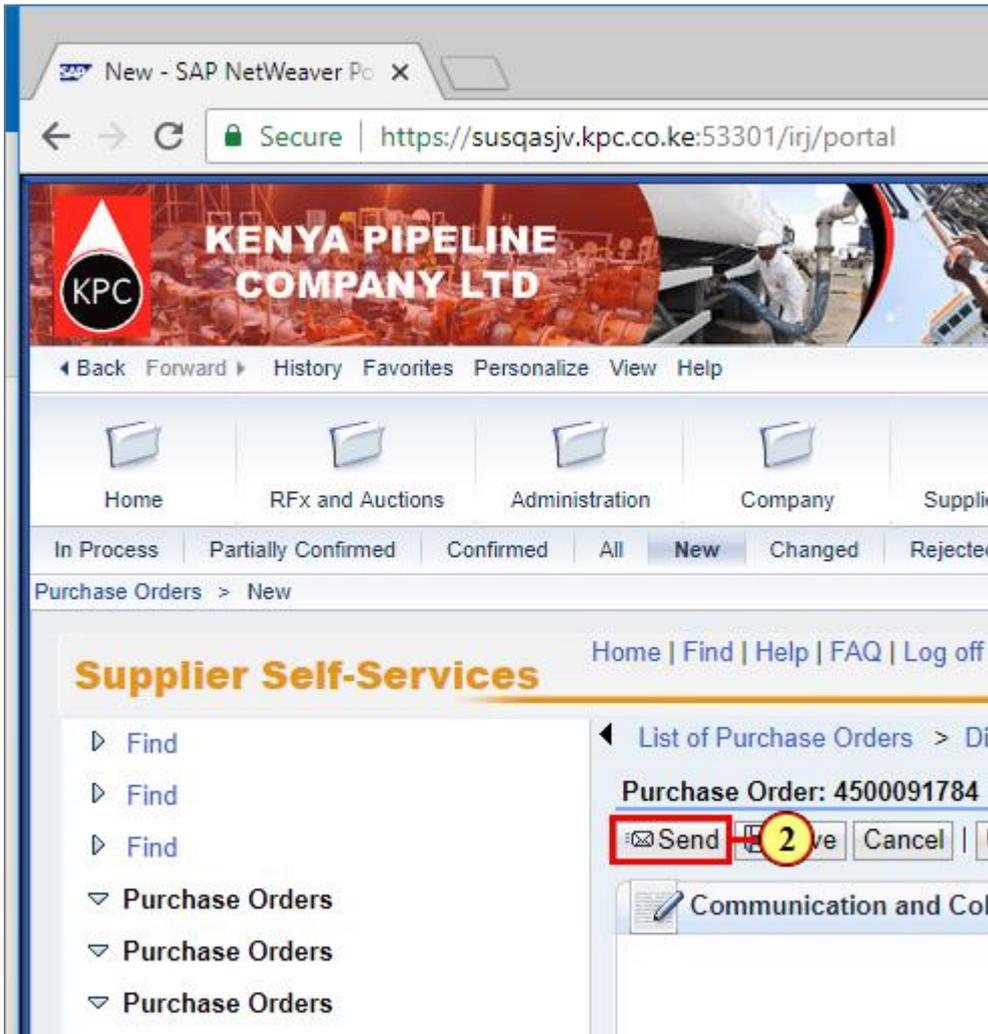
## STEP 6: Confirm the PO by clicking Confirm all items



Click on **confirm all Items** Tab.

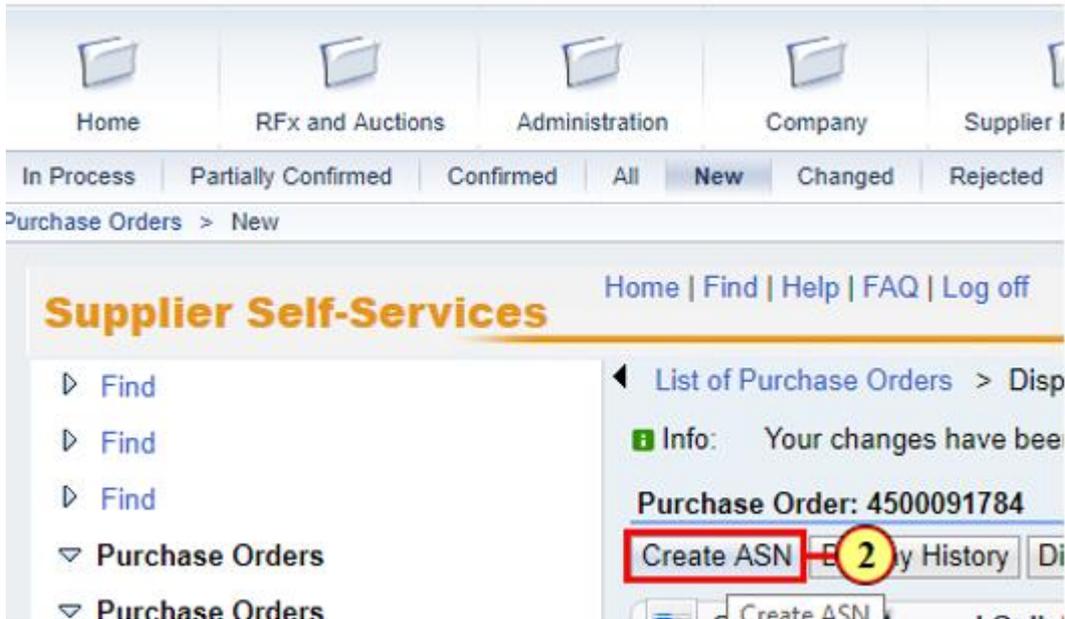
Note that it is not possible to confirm individual items.

## STEP 7: Click Send After Confirming the PO



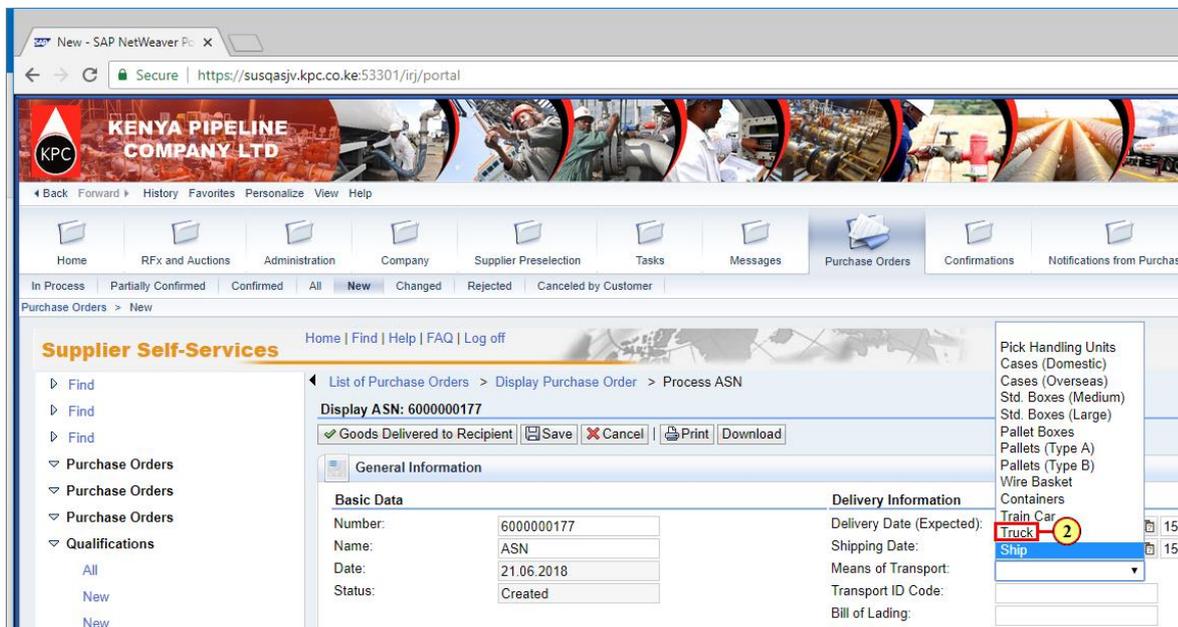
Click on **send** to Transfer the acknowledgement to the purchaser in KPC.

## STEP 8: Create ASN



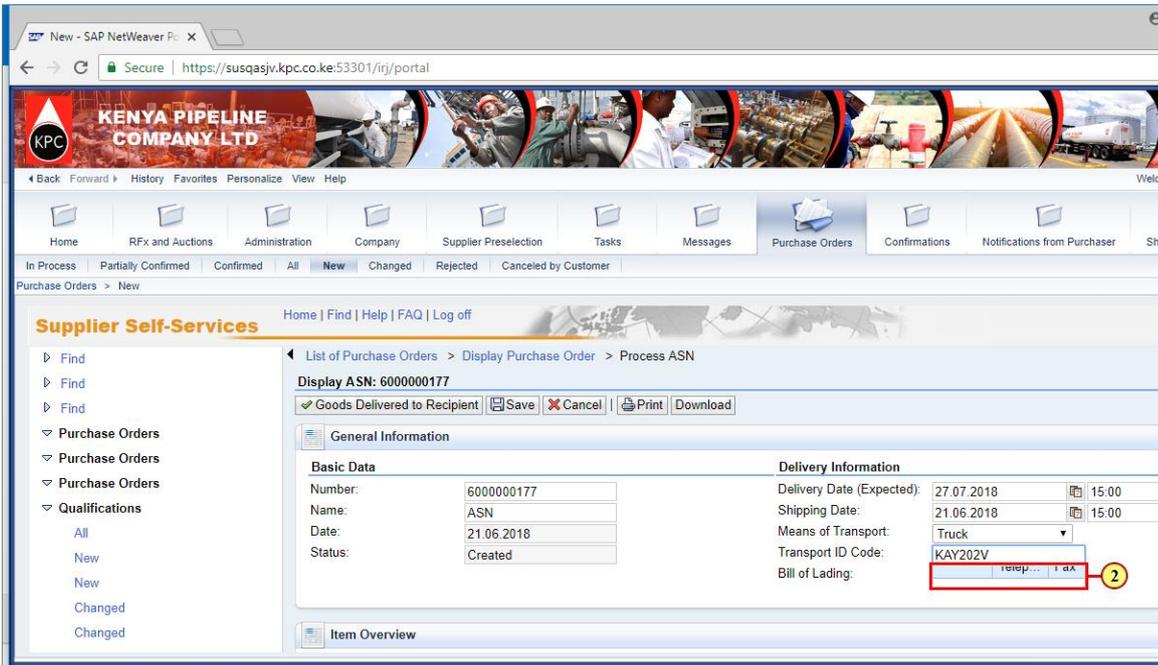
Click on **Create ASN** when ready to Deliver the materials.  
ASN means- Advance Shipping Notification. This is advance notification to the purchaser in KPC specifying what is being delivered and when.

## STEP 9: Select the Mean of Transport



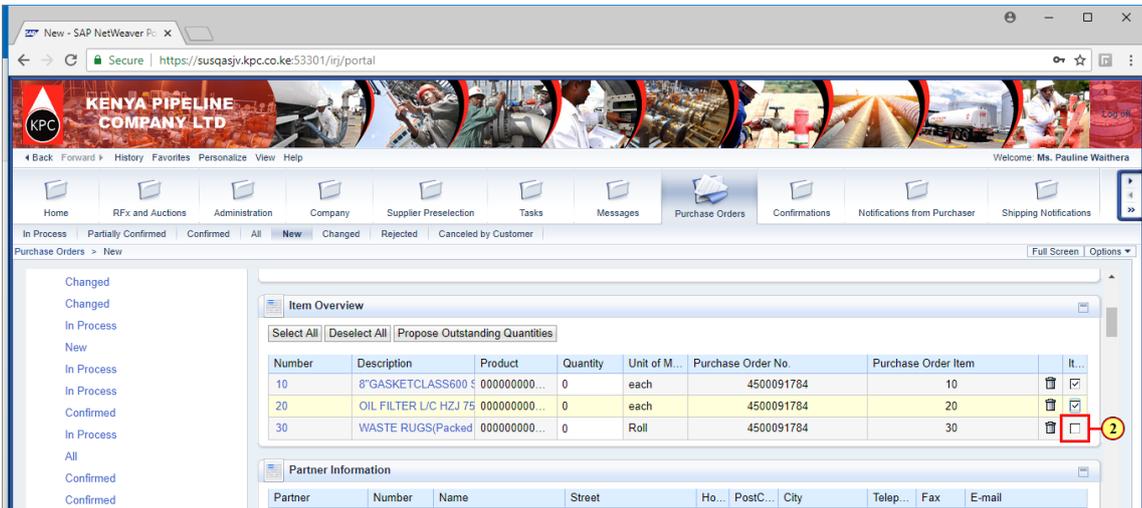
Select the means of transport to be used during delivery

## STEP 10: Put the Transport Identification



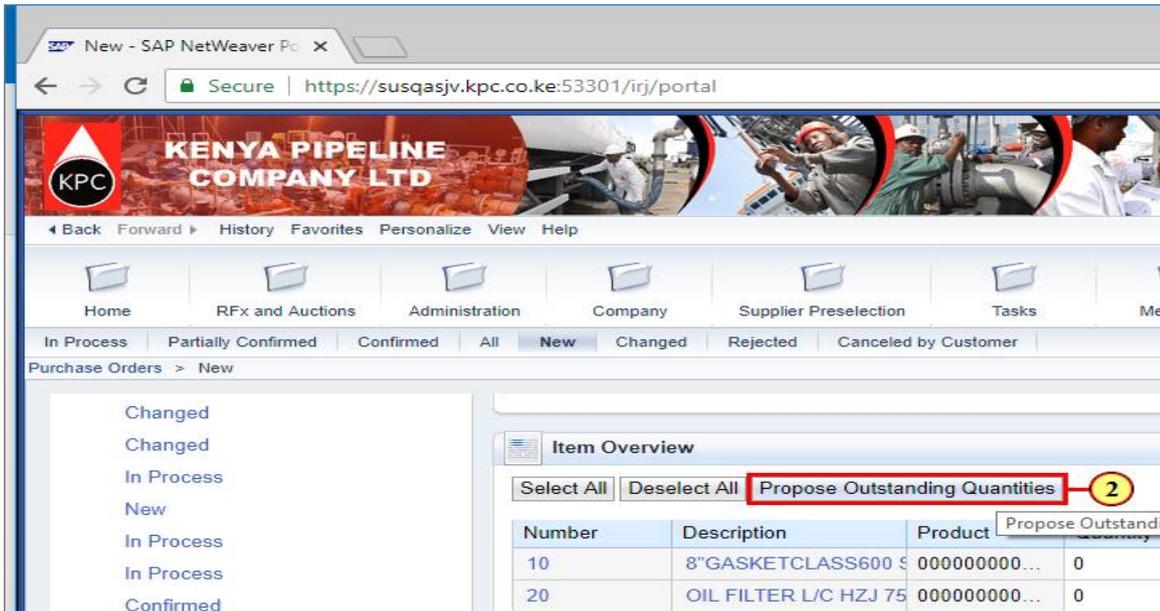
If known enter the Identification of the transporter or truck to be used otherwise leave blank

## STEP 11: Click on the Checkbox to confirm the Delivery



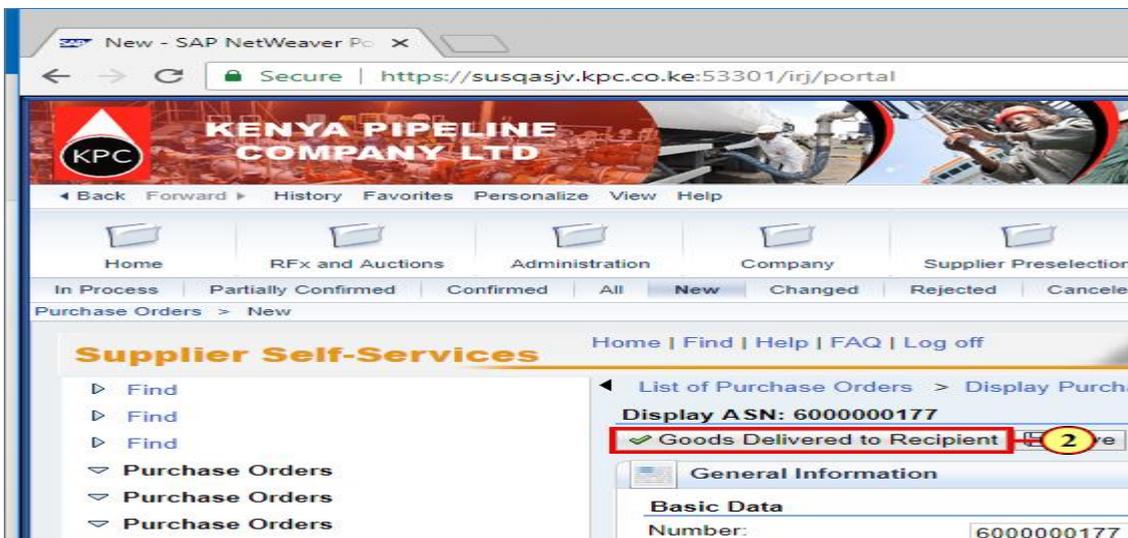
Click on Individual checkbox for materials to be delivered.

## STEP 12: Click on Propose Outstanding Quantities



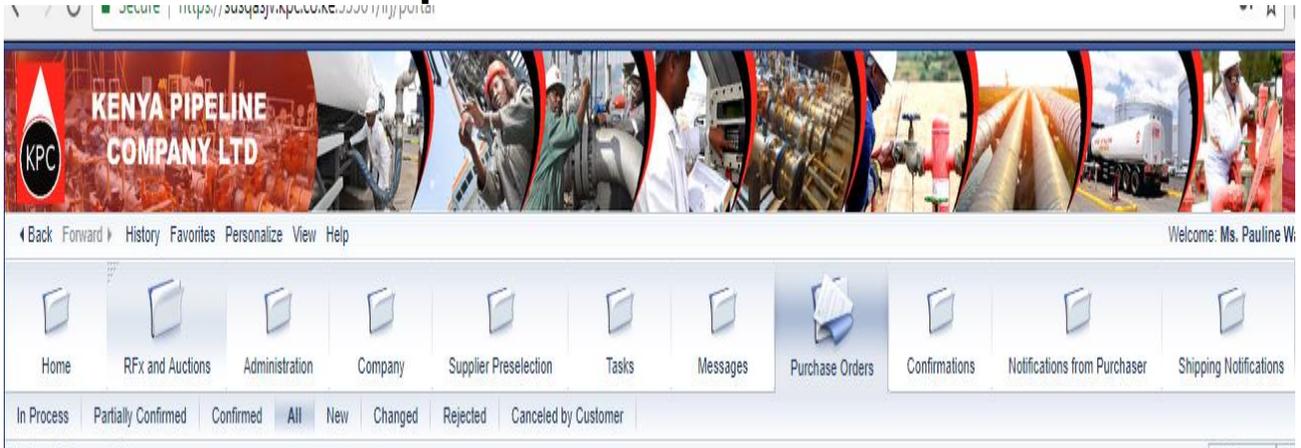
Click on **propose outstanding Quantities** Tab to populate the balances on the Purchase order.

## STEP 13: Click on Goods Delivered to Recipient



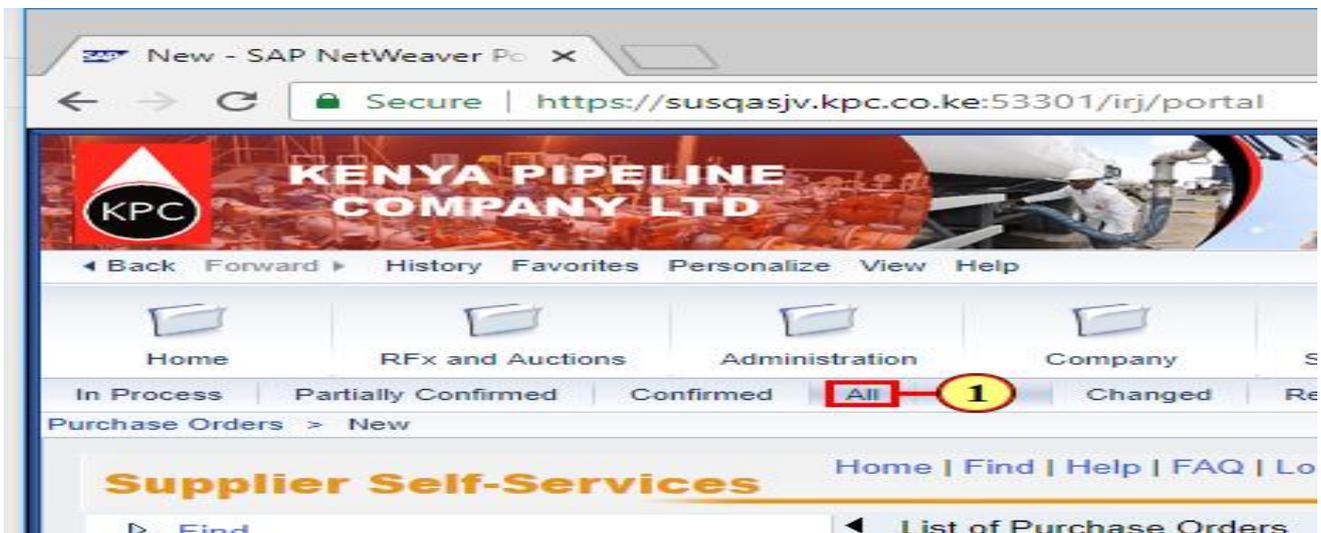
Click on **Goods Delivered to recipient** Tab to transfer the Advance Shipping Information to the Purchaser

## STEP 14: Invoice process



After the Purchaser has received the materials through a Goods Received note, the supplier starts the Invoice Process. Click on the **purchase Order** Tab .

## STEP 15: Click on All



Click on **All** on the lower Tab. This accesses all purchase orders.

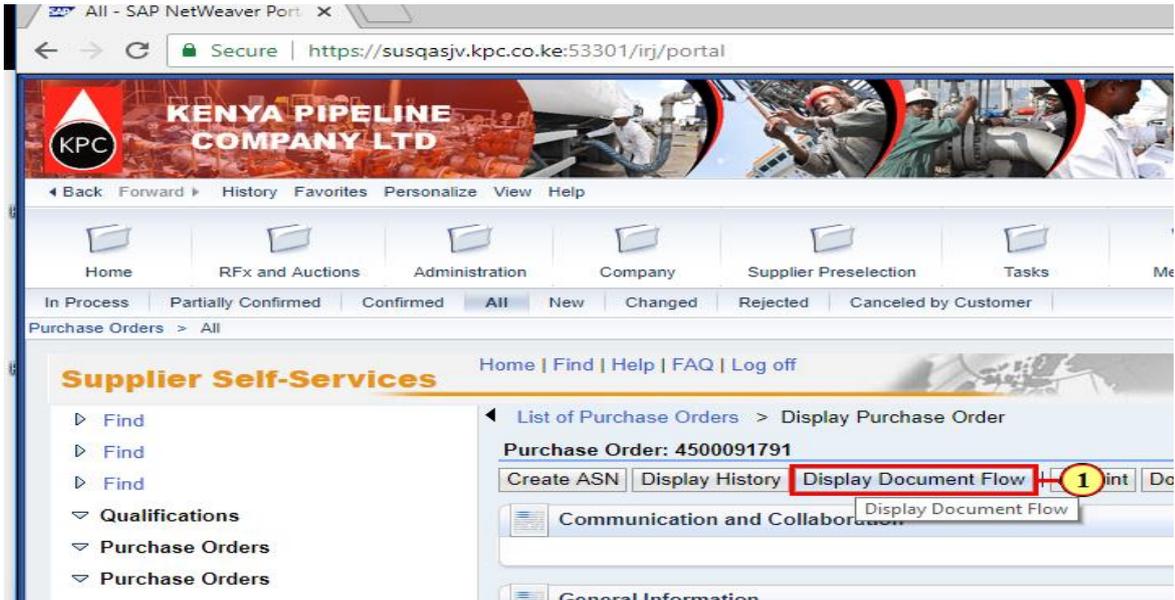
## STEP 16: Select the Purchase Order

The screenshot shows the KPC Supplier Self-Service portal. The header includes the KPC logo and the text "KENYA PIPELINE COMPANY LTD". Below the header is a navigation menu with options like "Home", "RFx and Auctions", "Administration", "Company", and "Supplier Presel". A secondary menu shows the status of purchase orders: "In Process", "Partially Confirmed", "Confirmed", "All", "New", "Changed", "Rejected", and "Ca". The main content area is titled "Supplier Self-Services" and contains a "List of Purchase Orders" table. The table has columns for "External Referen..." and "Number". The row with external reference number "4500091791" is highlighted in yellow and has a red box around it and a circled "1" next to it. A tooltip shows the full external reference number "4500091791".

External Referen...	Number
4500091810	5000000296
4500091809	5000000295
7000000248	5000000294
4500091807	5000000293
4500091805	5000000292
4500091793	5000000268
4500091792	5000000267
4500091791	5000000266
4500091795	5000000256
7000000246	5000000255

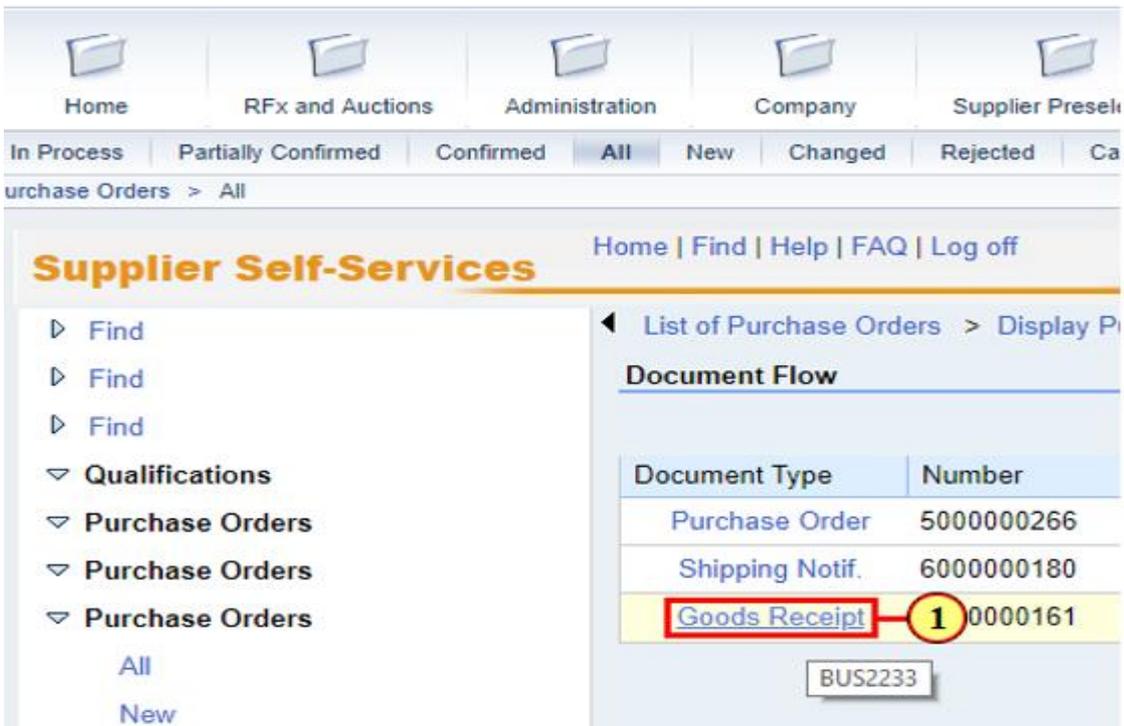
Select the Purchase Order order to be acted on

## STEP 17: Click on Display Document Flow



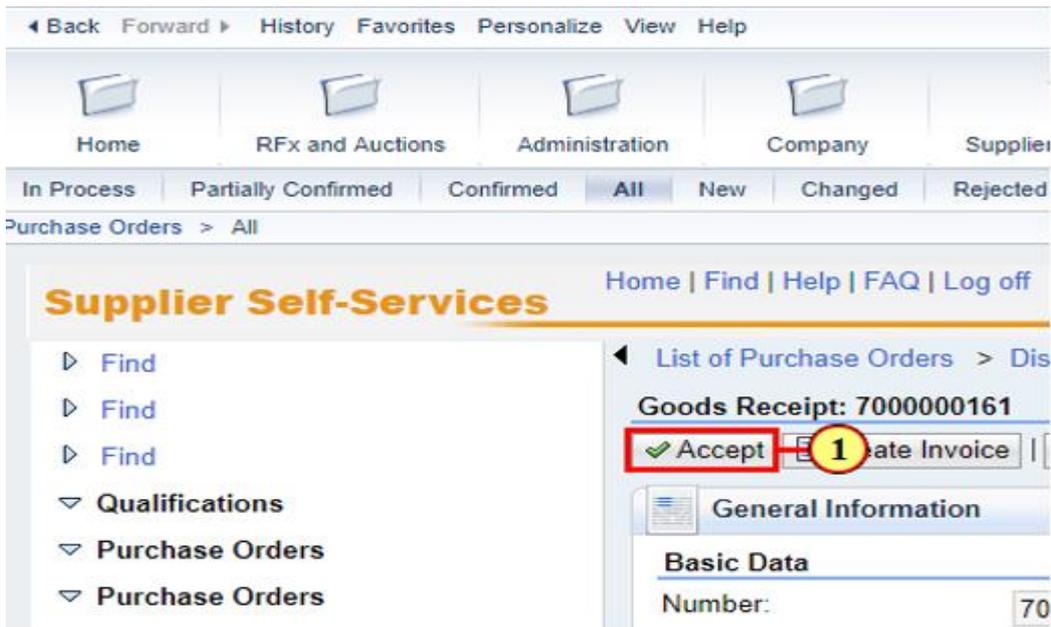
Click on **Display Document Flow**.

## STEP 18: Click on Goods Receipt



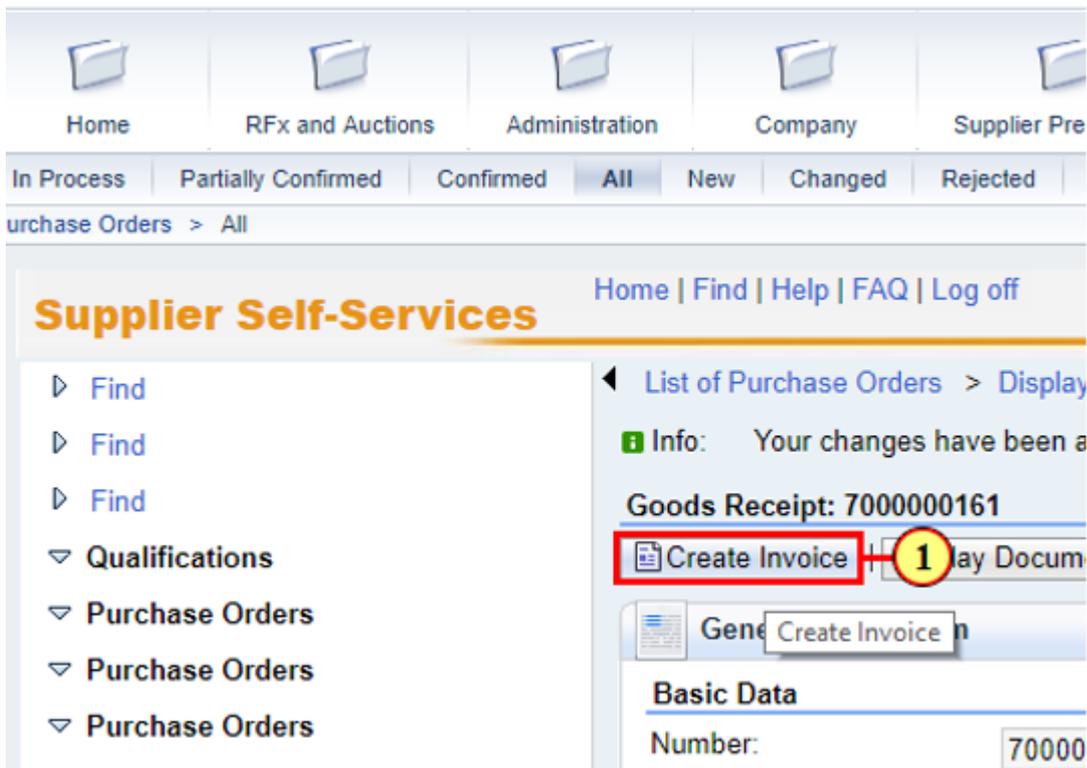
Click on **Goods Receipt**

### STEP 19: Click on Accept



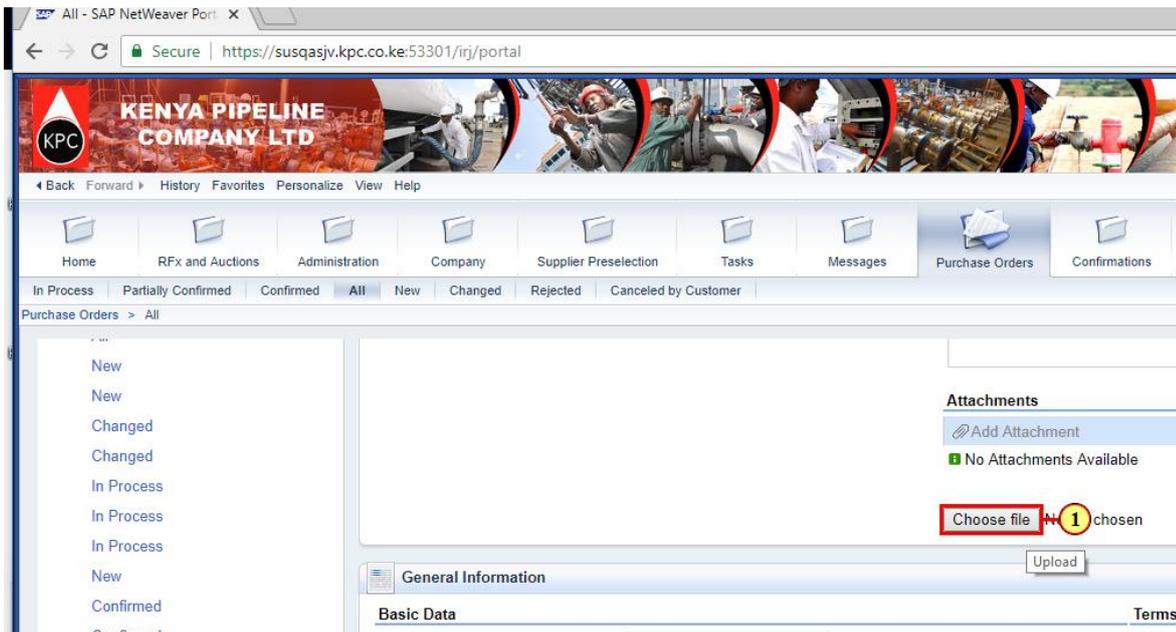
Click on Accept tab

### STEP 20: Click on Create Invoice



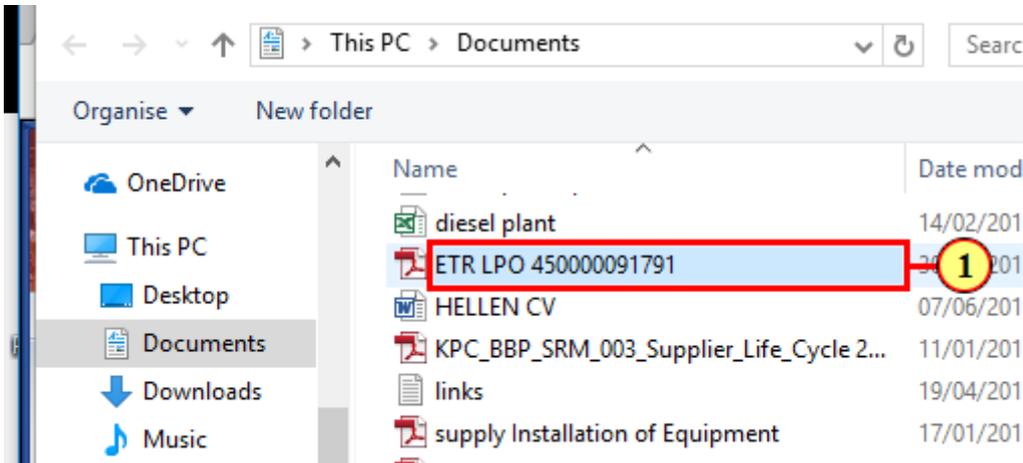
Click on Create Invoice tab.

## STEP 21: ATTACHING ETR AND OTHER DOCUMENTS



Click on **choose file** to choose a file saved in your computer.

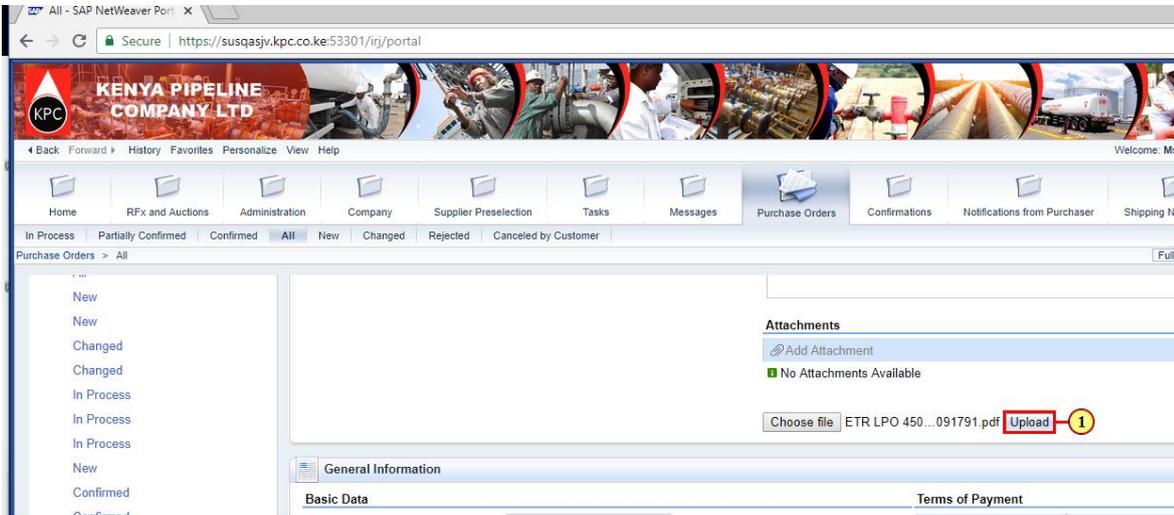
## STEP 22: Choose File



Click on the file chosen file

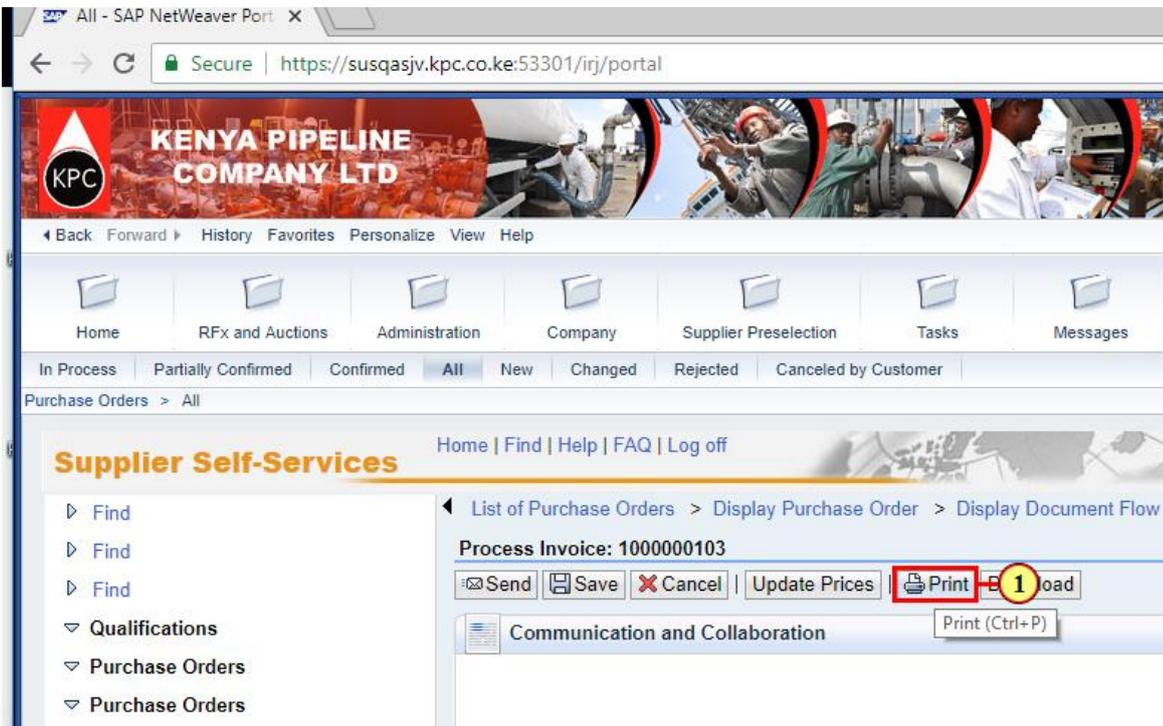
## STEP 23: UPLOAD FILE

..



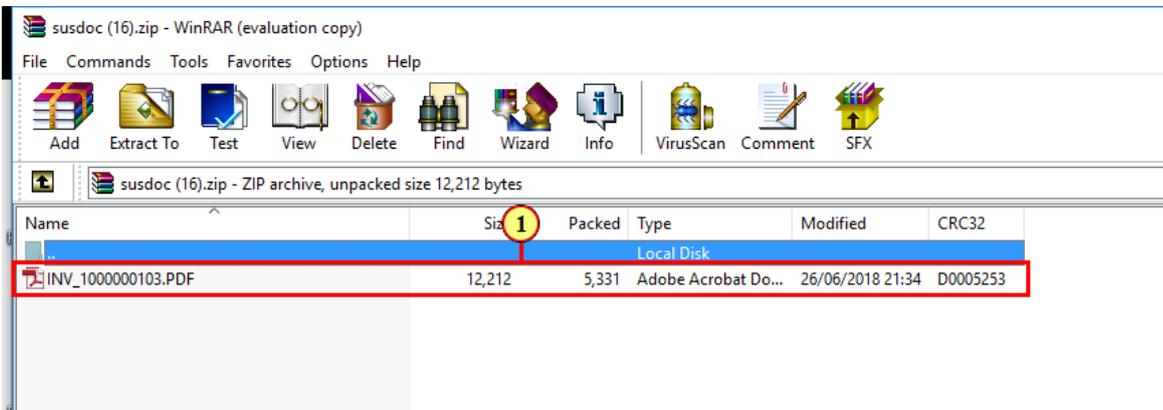
Click on upload to upload the document

## STEP 24: VIEW INVOICE IN PDF



Click on print to download the PDF

# STEP 25: Click on the PDF document to view the Invoice



Double click on the downloaded document

# STEP 26: PDF INVOICE

Vijana Enterprises  
 PO Box 6789  
 0020 NAIROBI  
 KENYA

## INVOICE

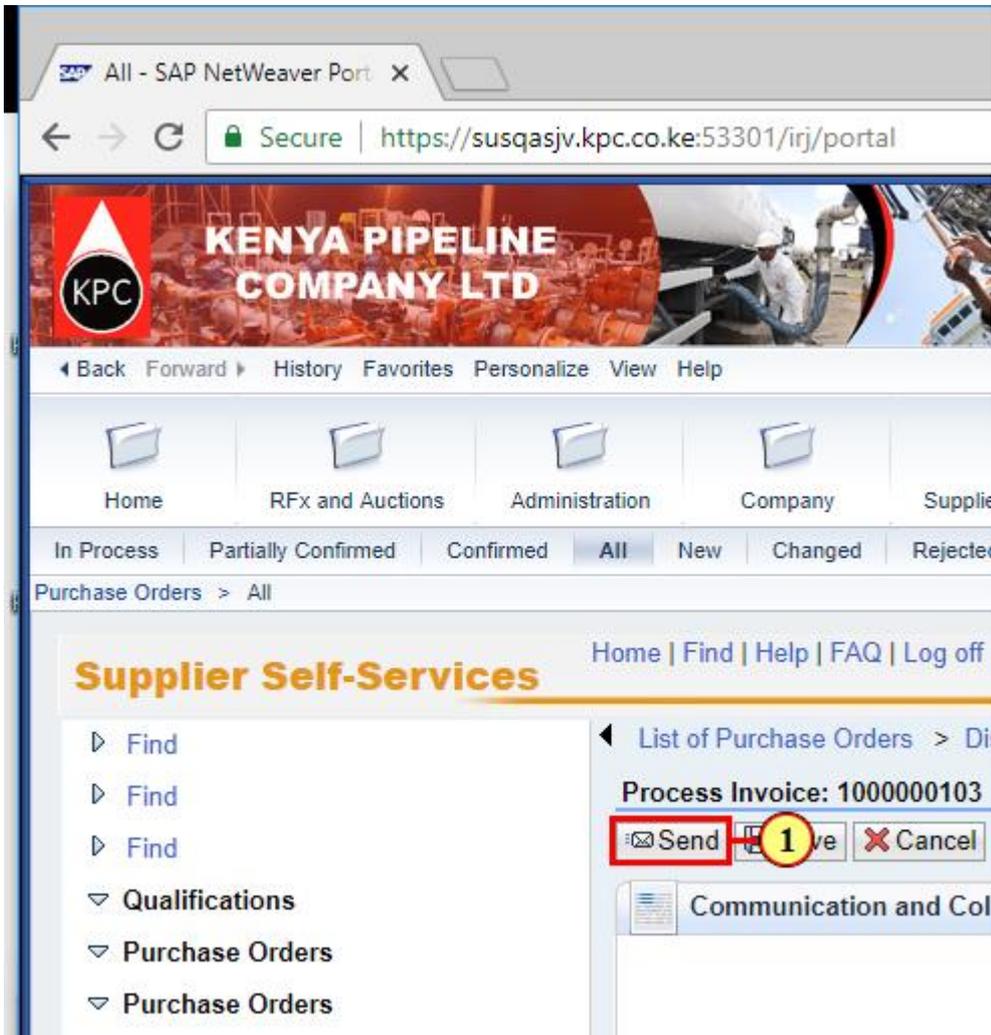
**Information**  
 Description: PO  
 Invoice number: 1000000103  
 Date: 26.06.2018  
 Contact person: Vijana Enterprises  
 Telephone: 777233445  
 Fax:  
 E-mail: vijana@vijanaent.co.ke

**Invoice recipient**  
 KPC Company  
 0000000184  
 KENYA

**Terms of payment**  
 Cash discount days 1: 0                      Cash discount % 1: 0,000 %  
 Cash discount days 2: 0                      Cash discount % 2: 0,000 %  
 Cash discount days 3: 0

Invoice details							
Item	Product number	Name	Product type	Revision level	PO number/item	Tax	Net value
	Quantity	Unit		Price per unit			
1	900175	8"GASKETCLASS600 STEEL	Material		4500091791/00000 00010	Standard Rated Input VAT: 16%	
	10	EA		3.000,00 KES / 1 EA			30.000,00 KES
<b>Net value</b>							30.000,00 KES
<b>Standard Rated Input VAT: 16%</b>							4.800,00 KES
<b>Total value</b>							34.800,00 KES

## STEP 27: SEND the invoice to KPC

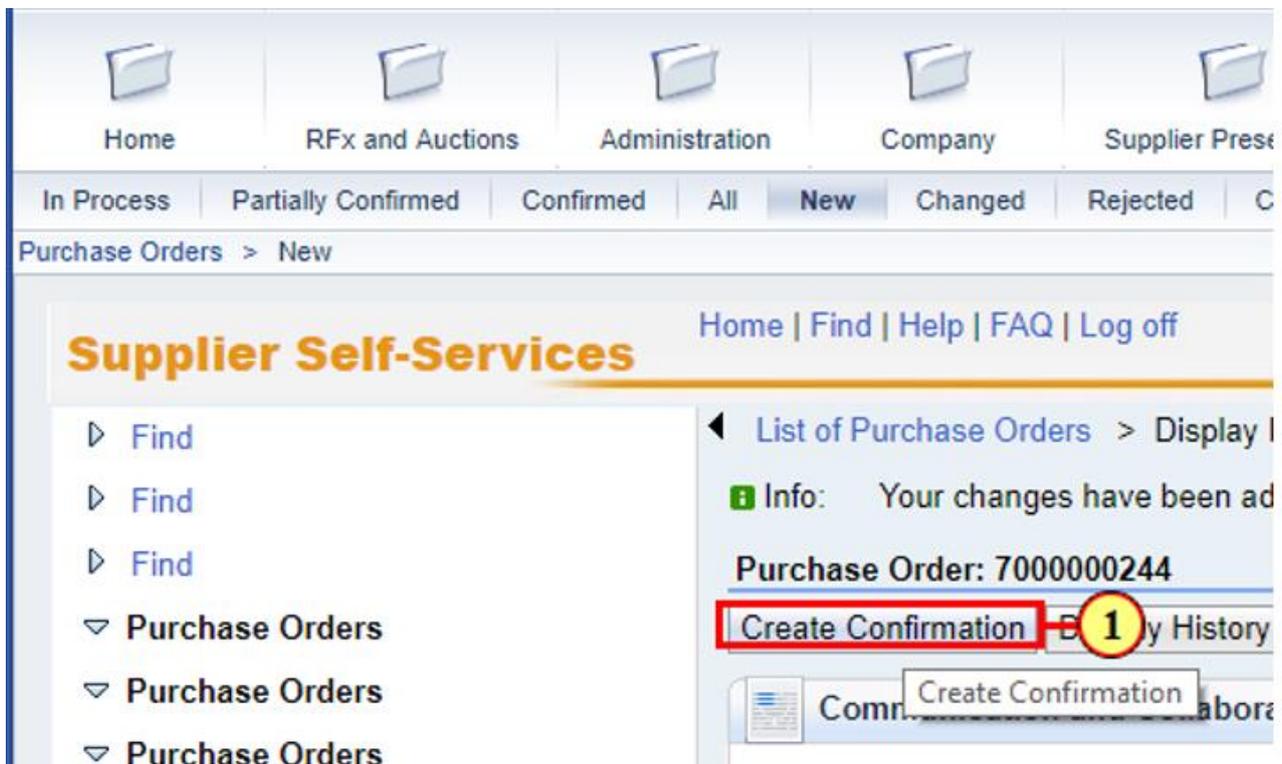


Click on send to transfer the invoice to the purchaser

## 2. Processing Document for Services

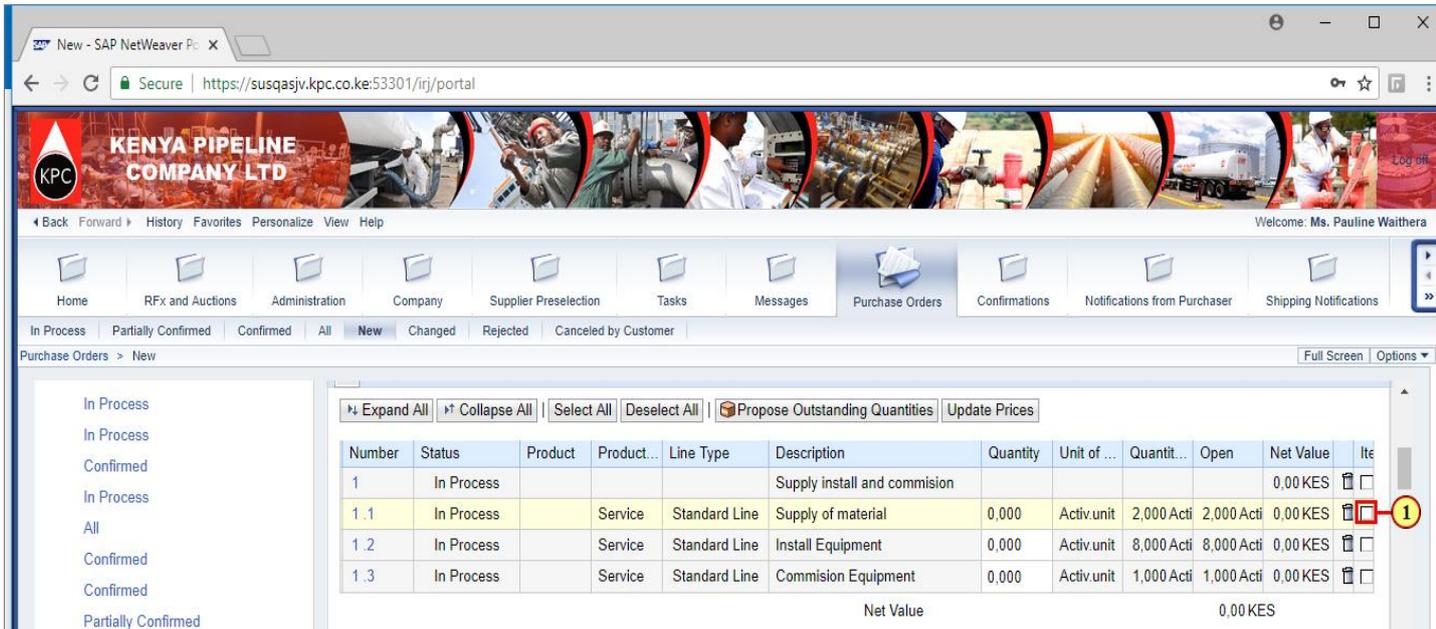
Repeat steps 1 to 7 above The follow the steps below

### STEP 8: Create confirmation of Service(SES)



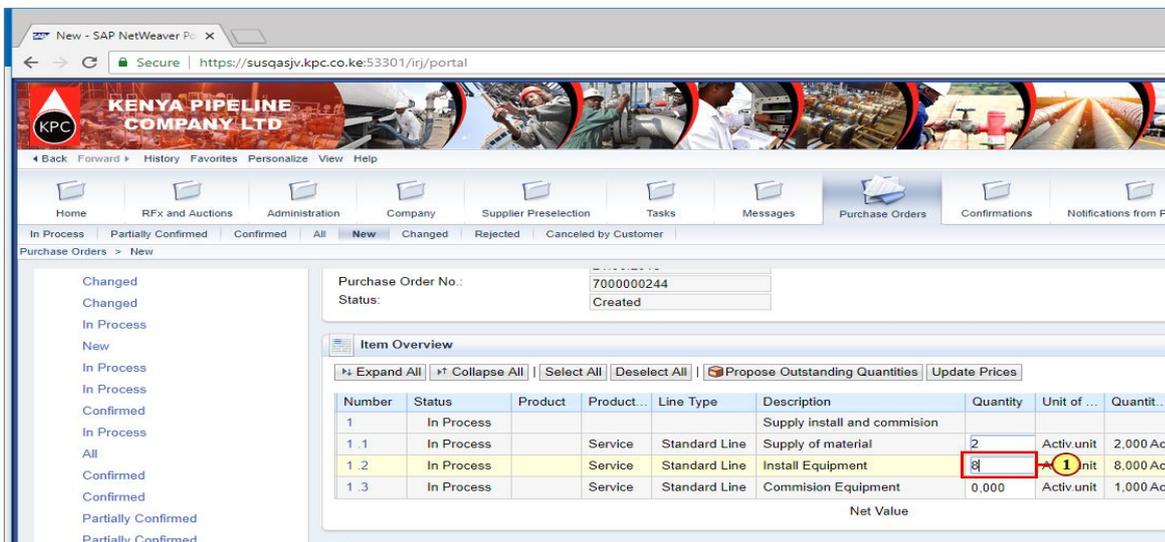
- (1) Click on create confirmation tab
- (2) This is done after service milestones have been achieved by supplier and joint inspection between supplier and purchaser is complete.

## STEP 9: Confirmation process(SES)



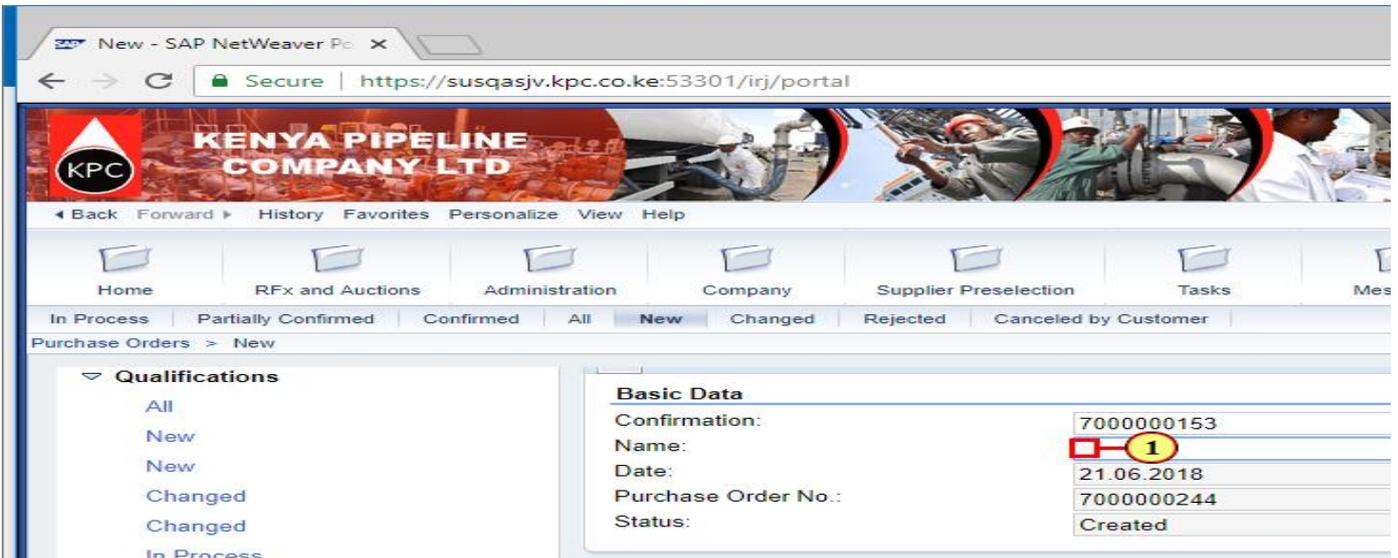
Click on the checkbox of completed service

## STEP10: Inserting Quantities



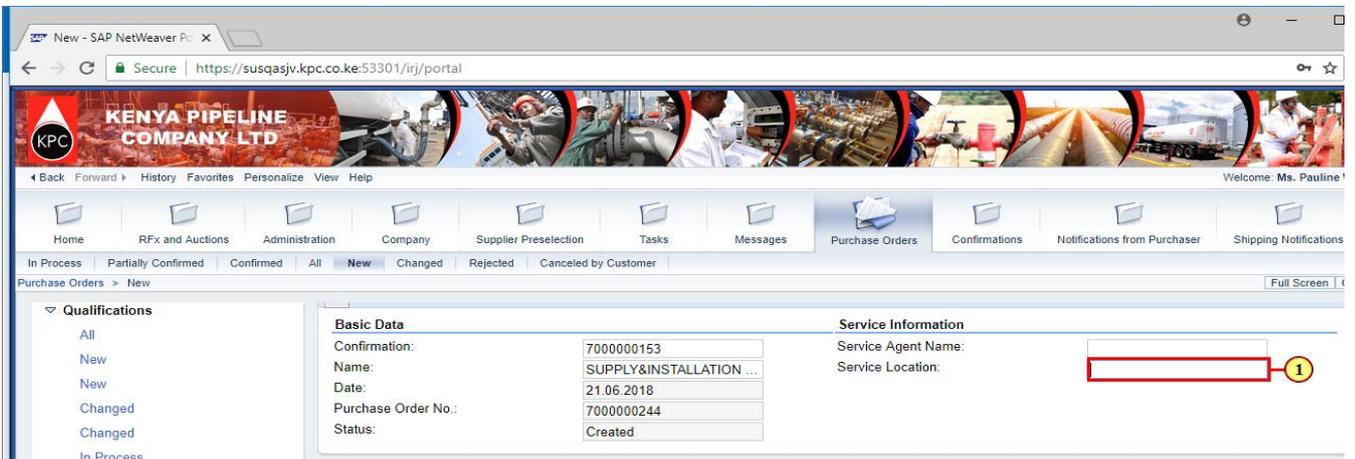
Insert the quantities in each of the corresponding service column

### STEP 11: Naming of the confirmation.



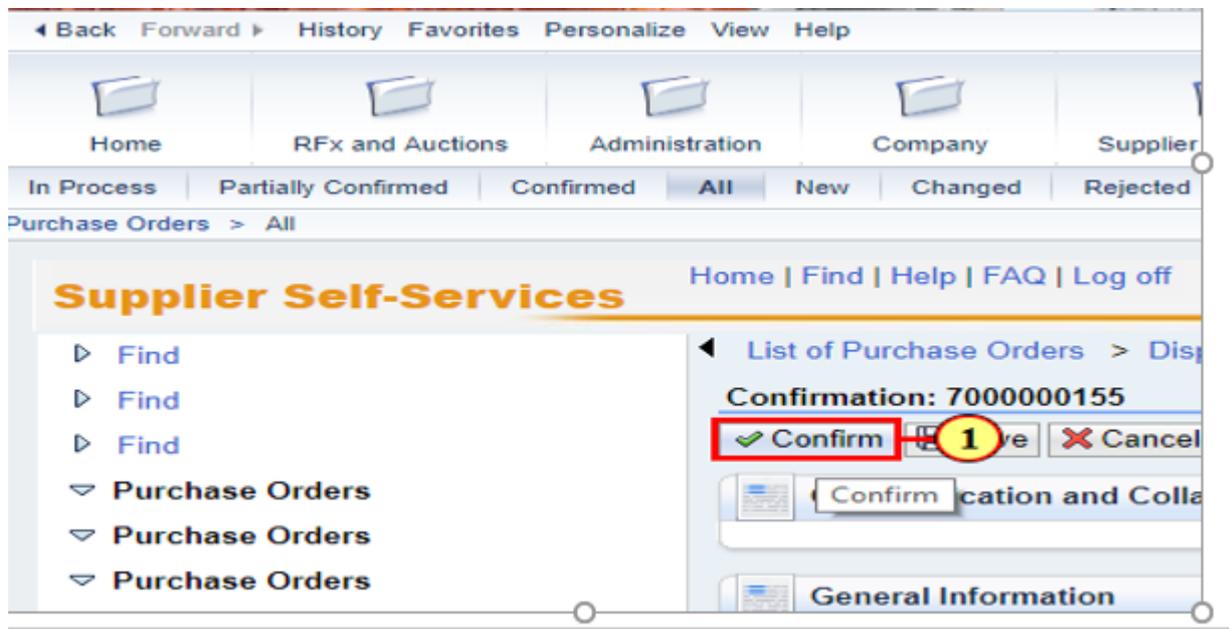
Insert a name to the created Confirmation. Supplier can give it any name of his choice.

### STEP 12: Location of Service



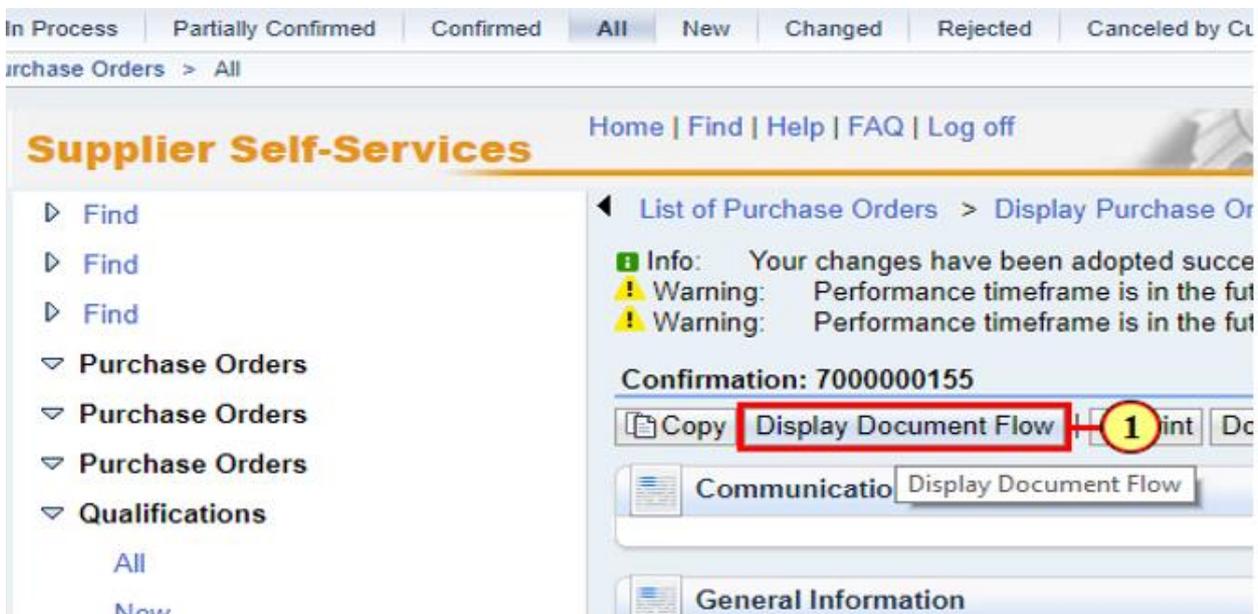
Enter the location where the service has been done.

## STEP 13 Click on Confirm



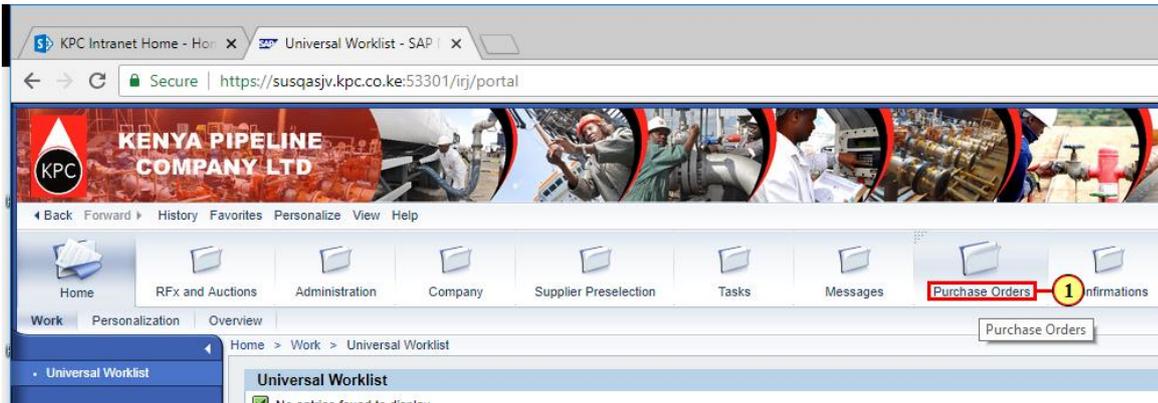
Click on confirm Tab to transfer to Purchaser

## STEP 14: Successful adoption of the confirmation



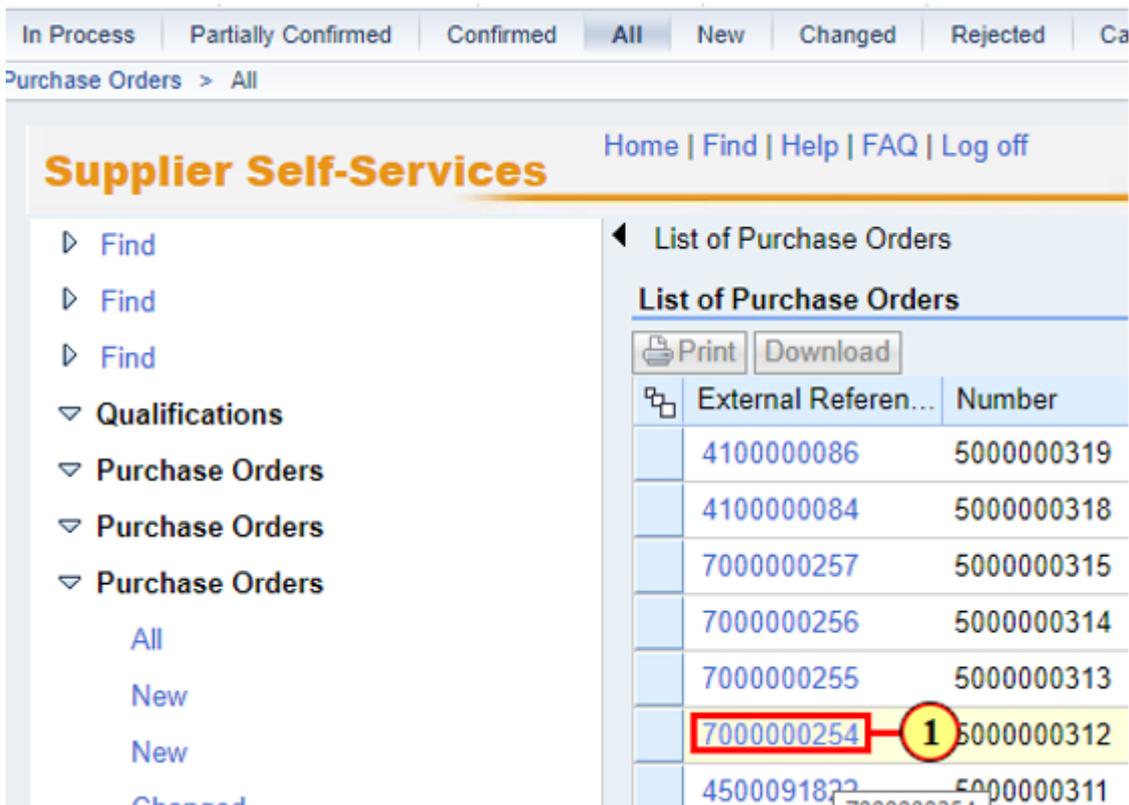
A message of successful adoption appears. If service has been done before time a warning message that timeframe is in the future appears. Ignore this.

## STEP 15: Click on Purchase Order



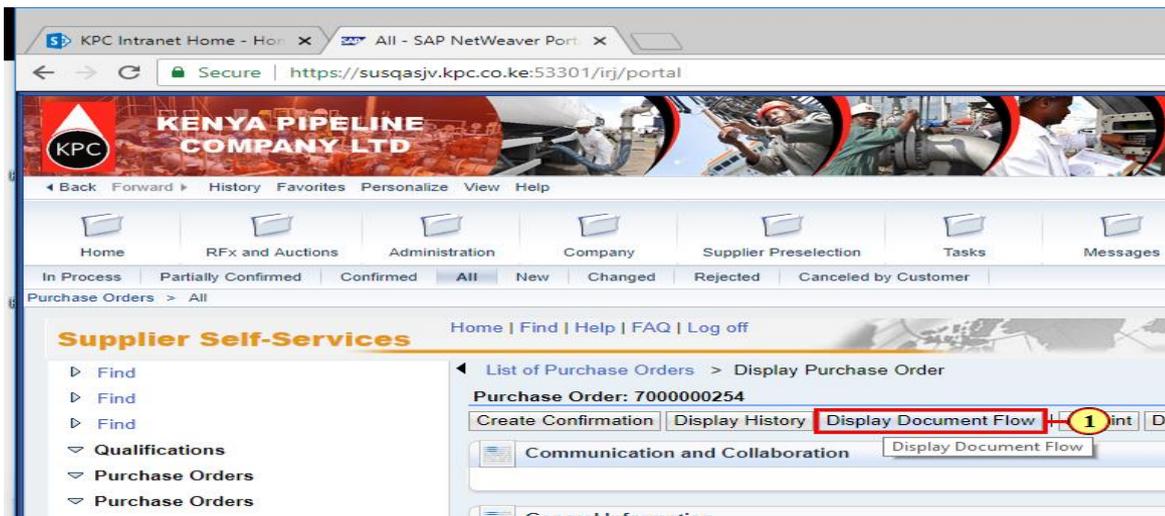
Click on purchase Order Tab

## STEP 16: Select the Purchase Order



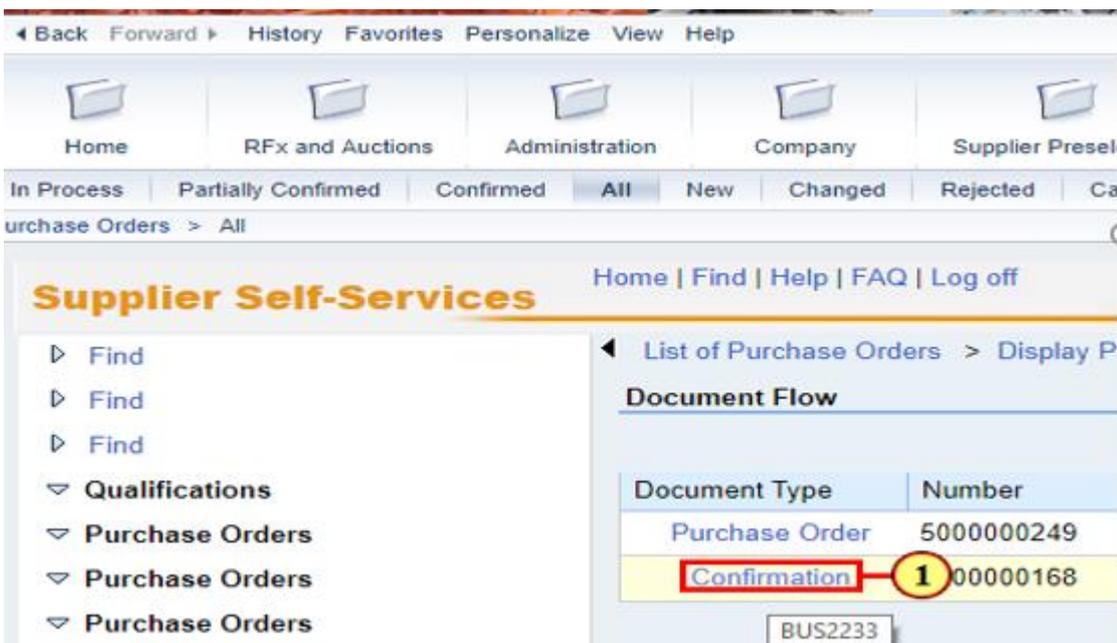
(1) Click All tab and select on the Purchase Order.

## STEP17: Click on Display Document Flow

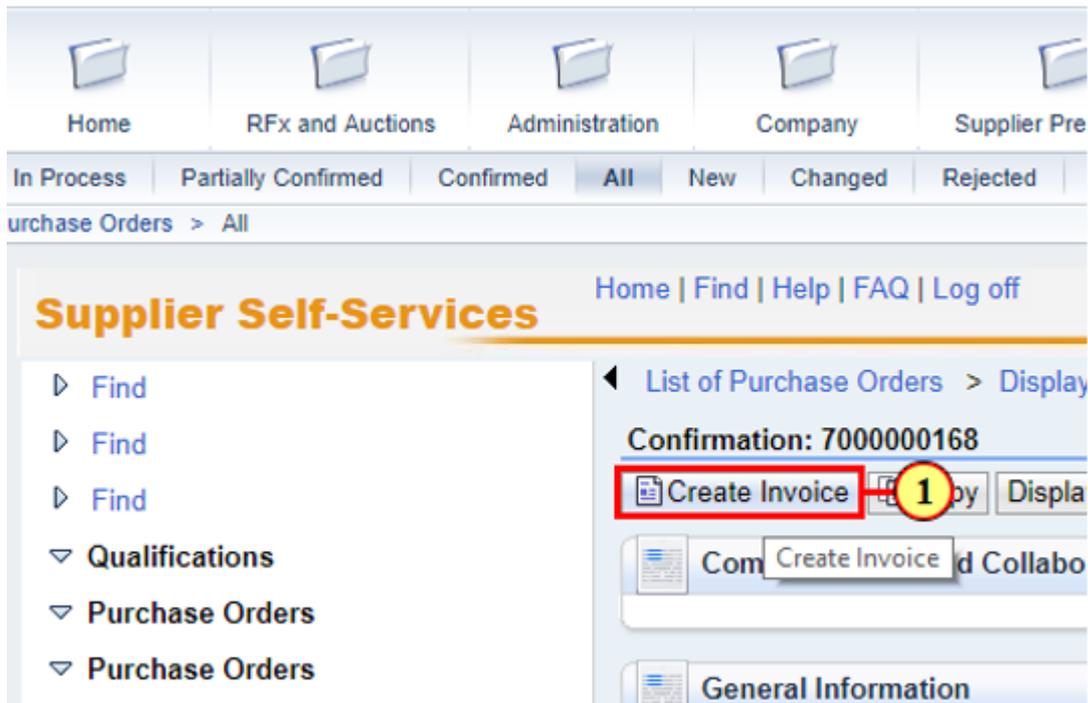


(1) Click **Display Document Flow**.

## STEP 18: Click on Confirmation



## STEP 19: Click on Create Invoice



(1) Click  Create Invoice.

# Repeat steps 20 to 27 above