

USER GUIDE

HOW TO REGISTER AS A SUPPLIER AT KENYA PIPELINE COMPANY LIMITED

STEP 1: LOG INTO KPC WEBSITE AND CLICK ON TENDERS



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STEP 2: CLICK ON SUPPLIER PORTAL



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E-Procurement

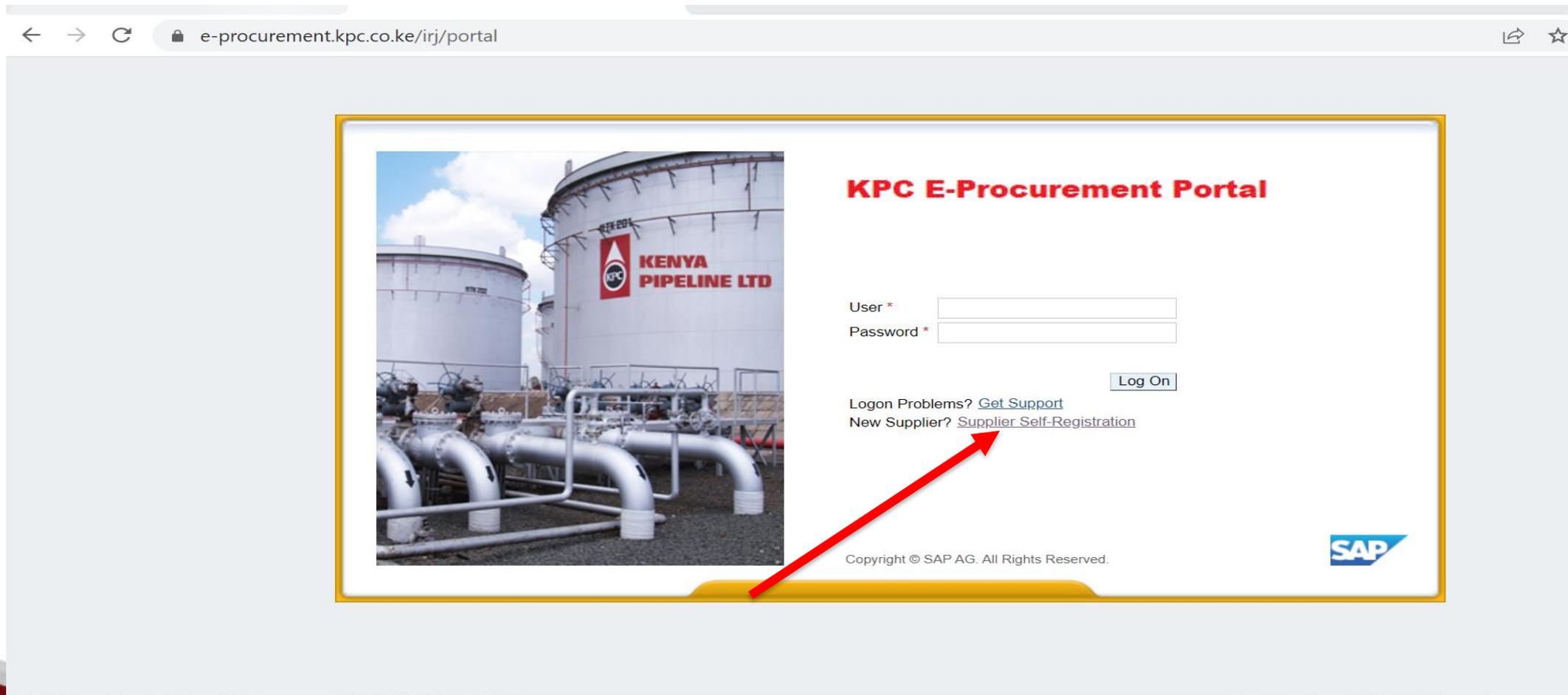
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STEP 3: E-PROCUREMENT PORTAL IS OPENED THEN CLICK ON SUPPLIER SELF REGISTRATION



e-procurement.kpc.co.ke/irj/portal

KPC E-Procurement Portal

User *

Password *

Logon Problems? [Get Support](#)

New Supplier? [Supplier Self-Registration](#)

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STEP 4: SUPPLIER REGISTRATION PAGE OPENS UP



Welcome to the Supplier Registration Page

Here, the company can provide instructions or general information that is displayed to suppliers when they are filling out the registration.

* Fields marked with an asterisk are mandatory

General Company Information

* Company Name:	<input type="text"/>		<input type="checkbox"/> Overseas Supplier
* Registration Number:	<input type="text"/>		<input type="checkbox"/> Local Supplier
* Language:	English <input type="text"/>	KRA Number:	<input type="text"/>
Website:	<input type="text"/>		
Currency:	<input type="text"/>	Category:	<input type="text"/>
			<input type="checkbox"/> AGPO
Address		PO Box Address	
* Country:	<input type="text"/>	PO Box:	<input type="text"/>
Region:	<input type="text"/>	Communication	
District:	<input type="text"/>	* Phone Number: / Extension:	<input type="text"/>
* City: / * Postal Code:	<input type="text"/>	Fax Number: / Extension:	<input type="text"/>
House Number: / Street:	<input type="text"/>	* E-Mail:	<input type="text"/>
Building: / Floor: / Room:	<input type="text"/>		



STEP 5: FILL IN THE DETAILS ON GENERAL COMPANY INFORMATION



Welcome to the Supplier Registration Page

Here, the company can provide instructions or general information that is displayed to suppliers when they are filling out the registration.

* Fields marked with an asterisk are mandatory

General Company Information

* Company Name:	XYZ COMPANY LIMITED		<input type="checkbox"/> Overseas Supplier	
* Registration Number:	CP/R 2391/2021		<input checked="" type="checkbox"/> Local Supplier	
* Language:	English	▼	KRA Number:	P123456789Z
Website:				
Currency:		▼	Category:	<input checked="" type="checkbox"/> AGPO WOMEN
Address			PO Box Address	
* Country:	Kenya	▼	PO Box:	
Region:	Nairobi	▼	Communication	
District:			* Phone Number: / Extension:	07001111111
* City: / * Postal Code:	12345	00100	Fax Number: / Extension:	
House Number: / Street:			* E-Mail:	info@xyz.co.ke
Building: / Floor: / Room:				



STEP 6: SUPPLIERS UNDER SPECIAL CATEGORY SHOULD CLICK ON AGPO CHECK BOX

ONLY THOSE WITH AGPO CERTIFICATE

Welcome to the Supplier Registration Page

Here, the company can provide instructions or general information that is displayed to suppliers when they are filling out the registration.
* Fields marked with an asterisk are mandatory

General Company Information

* Company Name:
* Registration Number:
* Language: English
Website:
Currency:
Address
* Country:
Region:
District:
* City: / * Postal Code:
House Number: / Street:
Building: / Floor: / Room:

KRA Number:
Category: **AGPO**
WOMEN
WOMEN
PWD
YOUTH

Overseas Supplier
 Local Supplier

PO Box Address
PO Box:
Communication
* Phone Number: / Extension:
Fax Number: / Extension:
* E-Mail:

STEP 7: FILL IN THE DETAILS OF THE CONTACT PERSON

Contact Details

Title:

* First Name:

* Last Name:

Department:

Function:

* Phone Number: / Extension:

Fax Number: / Extension:

* E-Mail:

* Language: English

* Country:

STEP 8: CLICK ON PRODUCT CATEGORIES AND ADD A MAXIMUM OF FIVE



Product Categories

No product categories selected

 Add

Available Product Categories

Expand All Collapse All

Category Name

- R3MATCLASSPRDCLNT400 Material Group
- M010102 Mechanical Spares
- M010104 Instrumentation and
- M010105 Aircrafts Equipments
- M010106 Sulzer Pumps
- M010107 Gear Coupling
- M010108 Air Blast Cooler
- M010109 Rotors
- M010110 Scoop Tube Section
- M010111 General Bearings
- M010112 Vehicles Spares
- M010113 Mechanical Tools
- M010114 Generators
- M010115 Earth Moving Equip
- M010116 Transformers High V
- M010117 Calibration Equipmen
- M010118 Valves Assorted
- M010119 Air Conditioning

STEP 9: READ THE DATA PRIVACY STATEMENT CLICK ON THE CHECK BOX AND SEND

Data Privacy Statement

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Log Data Like many site operators, KPC collects information that your browser sends whenever you visit the KPC site ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of the KPC site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

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Security The security of your Personal Information is important to KPC, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While KPC strives to use commercially acceptable means to protect your Personal Information, KPC cannot guarantee its absolute security.

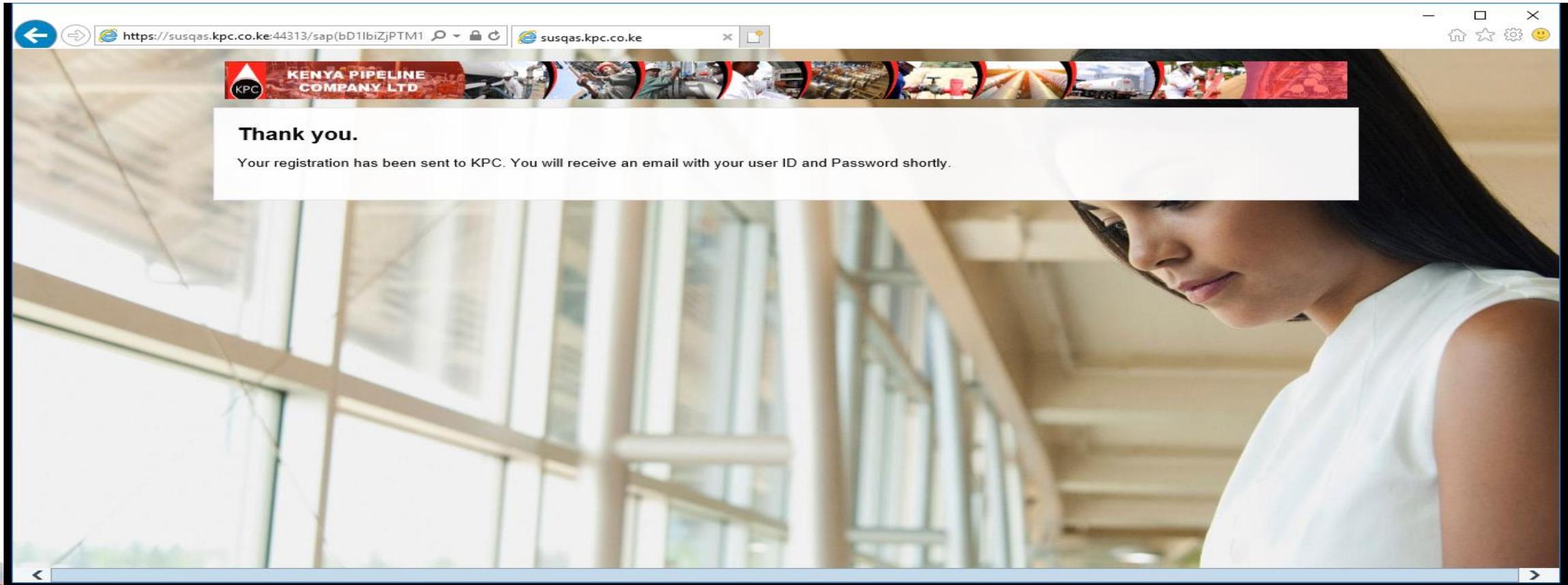
KPC will not be liable for any financial or other costs arising from third party use of illegally obtained information from the website.

Changes To This Privacy Policy This Privacy Policy is effective as from 16/04/2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

KPC reserves the right to update or change this Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

Contact Us If you have any questions about this Privacy Policy, please contact us via info@kpc.co.ke

YOU WILL RECEIVE THE BELOW MESSAGE AFTER YOU SUBMIT THE FORM SUCCESSFUL



UPON SUCCESSFUL REGISTRATION YOU WILL RECEIVE USER ID AND PASSWORD

Dear Mr. KENNEDY KEN,

We are pleased to welcome you as supplier SONY KENYA LIMITED.
The user ID EABF8CRV5JJR has been generated for you.

Please click the following URL to log on to the system with this user ID
within the next 31 days:

<http://susgas1.susgas.co.ke:53300/irj/portal>

You can then create an Employee Administrator user. With this user you
have access to all supplier qualification functions and to the user
administration.

Best regards,
Your Supplier Registration Team

You will receive your password for registration in a separate e-mail.

Within the next 31 days you can log on as supplier SONY KENYA LIMITED with
the user ID you have already received and the following password:

=TJk)G6(y

HOW TO LOG INTO THE PORTAL



KPC E-Procurement Portal

User *

Password *

Logon Problems? [Get Support](#)

New Supplier? [Supplier Self-Registration](#)

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HOW TO CHANGE PASSWORD: CLICK ON GET SUPPORT



KPC E-Procurement Portal

User *
Password *

Log On

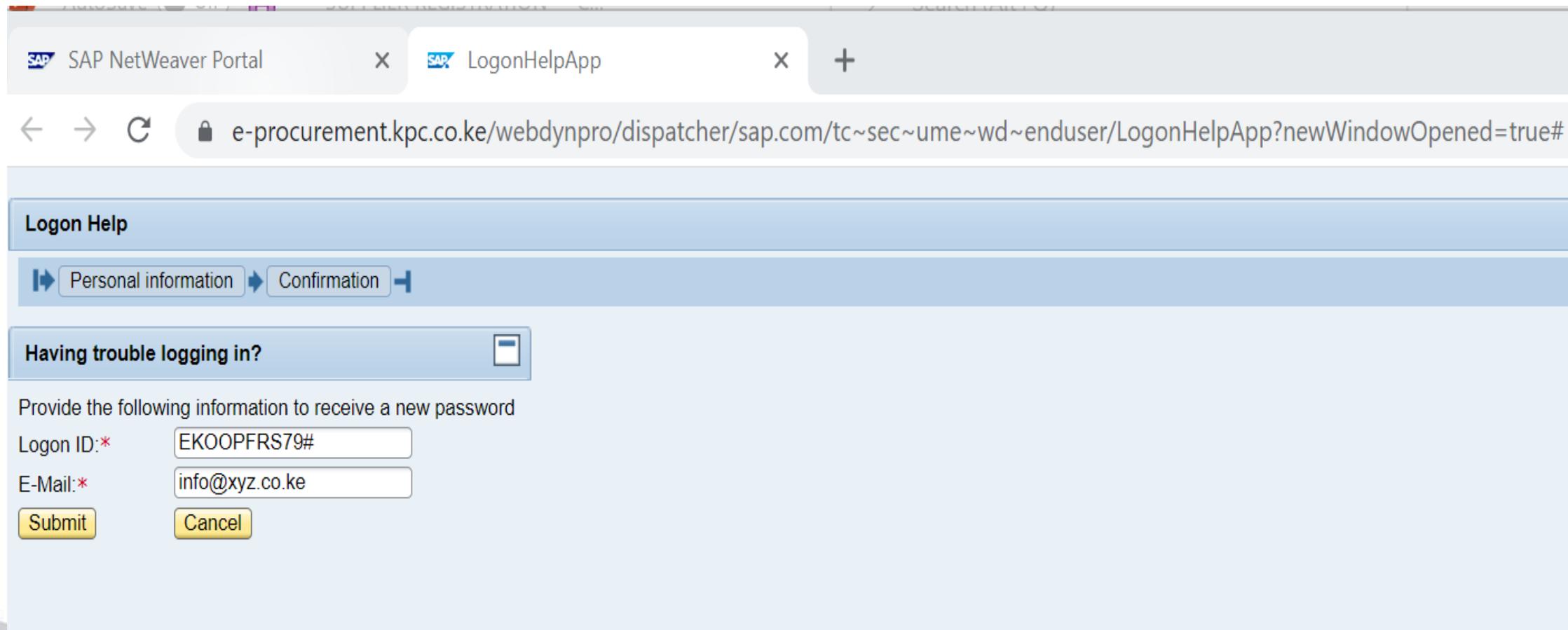
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INPUT USER ID AND THE EMAIL ADDRESS OF THE CONTACT PERSON THEN SUBMIT



The screenshot shows a web browser window with two tabs: 'SAP NetWeaver Portal' and 'LogonHelpApp'. The address bar contains the URL: `e-procurement.kpc.co.ke/webdynpro/dispatcher/sap.com/tc~sec~ume~wd~enduser/LogonHelpApp?newWindowOpened=true#`. The page title is 'Logon Help'. Below the title is a navigation bar with 'Personal information' and 'Confirmation' buttons. A section titled 'Having trouble logging in?' contains a form with the following fields and buttons:

- Logon ID:*
- E-Mail:*
-
-

**A NEW PASSWORD WILL BE SENT TO YOUR
EMAIL. INPUT THE NEW PASSWORD.**

**UPON REQUEST FOR OLD PASSWORD INPUT
THE NEW PASSWORD SENT AND THEN RESET
TO YOUR OWN PASSWORD**

*Thank
you*

A close-up image of a fountain pen nib, which is gold in color, positioned at the end of the word 'you' in the cursive text. The nib is pointing downwards and to the left, as if it has just finished writing the word.