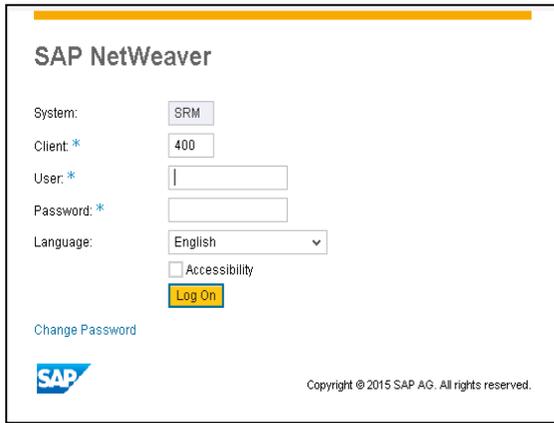


## Log On Instructions



The screenshot shows the SAP NetWeaver Log On screen. It includes the following fields and options:

- System: SRM
- Client \*: 400
- User: \*
- Password: \*
- Language: English
- Accessibility:
- Log On button
- Change Password link
- SAP logo
- Copyright © 2015 SAP AG. All rights reserved.

### In the Log-On screen

1. Confirm that the Caps lock and Number lock keys on your keyboard are off
2. Type in your username in the appropriate field
3. Type in your password in the appropriate field
4. Click on the Log On button

## Important Icons

### Company Data Maintenance



- View and Maintain company data

### Employee data maintenance



- Display and create employees

### Participate in Vendor qualification process



- Display and answer qualification questionnaires

### Self-Registration

- New suppliers can register themselves by navigating to the following link  
<https://e-stima.kplc.co.ke:8210/supplierregistration>

## Further Help

### ✓ Visit SAP Online Help

Available from the Help menu on every SAP screen OR press F1 for field-level help

### ✓ Contact Support desk

Contact any of the following persons:

Phone number: +254203201332

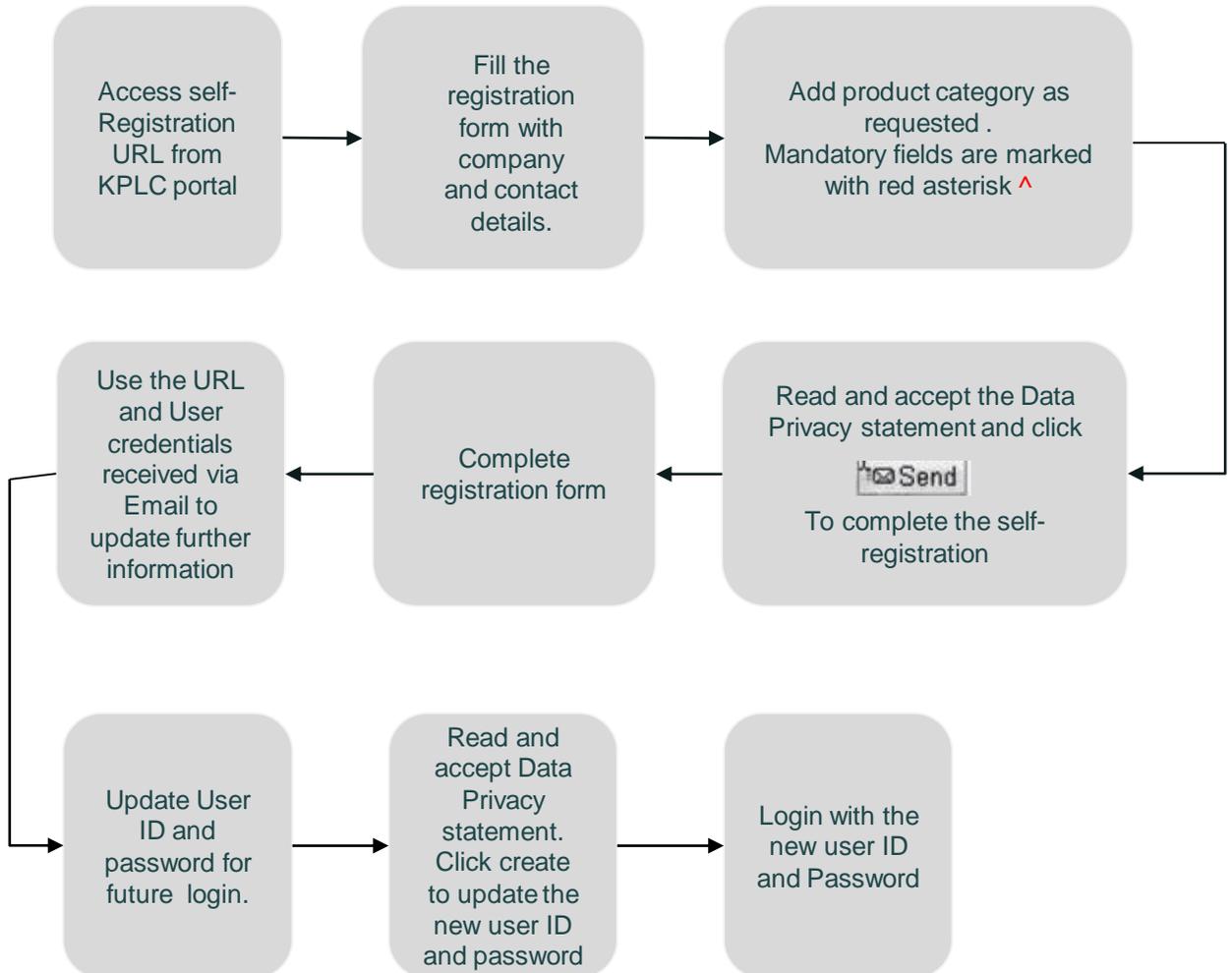
Phone number: +254203201344



**General Help:**

**sapsrmhd@kplc.co.ke**

## Supplier Registration – New Suppliers



## Supplier Registration - Existing Vendors

All Existing Vendors will receive two emails .One with User ID and URL and another email with Password

Use the URL and User credentials received via Email to update further information

Update User ID and password for future login.

Read and accept Data Privacy statement. Click create to update the new user ID and password

Login with the new user ID and Password

## Update Company Data

Login to supplier portal

Access the tab 'Company'



Click 'Edit ' from the Company data screen to update /change company data

Click send to send the changes for approval

Supplier is notified of the approval via email. The company can be reviewed again.

## Create Employee

Login to supplier portal

Access the tab 'Employee'



Enter Employee information, Accept Data privacy statement and click Create to send for approval

Supplier is notified of the approval via email. Access List of Employee from supplier portal

Edit the employee data to update user ID and assign relevant roles. Click save to complete employee creation

## Answer Qualification Questionnaire

