



Project Ufanisi Eprocurement User Manual

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0) Company Profile

Agile Business Solutions is a solution provider in the African Market with a wide range of expertise in providing Microsoft Business Solutions and Integrated systems.

Agile Business Solutions was established in May 2013 to provide adequate and efficient IT solutions to clients.

Our culture is to satisfy our clients' needs by offering top-class customized solutions that are in line with the latest technology and best IT practices. Agile business solutions portfolio includes software development and customization, selling IT hardware, and providing IT consultancy services and training.

We aim at wider regional expansion in the field of ICT and develop a strong base of key customers, increase the assets and investments of the company to support the development of services, and build a good reputation in the field of ICT, becoming a key player in the industry.

1) Our Mission

To build a long-term relationship with customers through the provision of exceptional customer service, innovation, and advanced technology.

2) Our Vision

To be a global leader in the provision of futuristic solutions that exceed the expectations of customers.

3) Our Contacts

Physical Location

Physical Location: 1st Floor, Jumuia Place II, Lenana Rd.

Kilimani, Nairobi Kenya

P.O. Box 76041-00508 Nairobi, Kenya.

Phone: +254733290655/ (+254) 020 5270023

Email: info@agilebiz.co.ke

Website:

www.agilebiz.co.ke

4) Overview of the Eprocurement

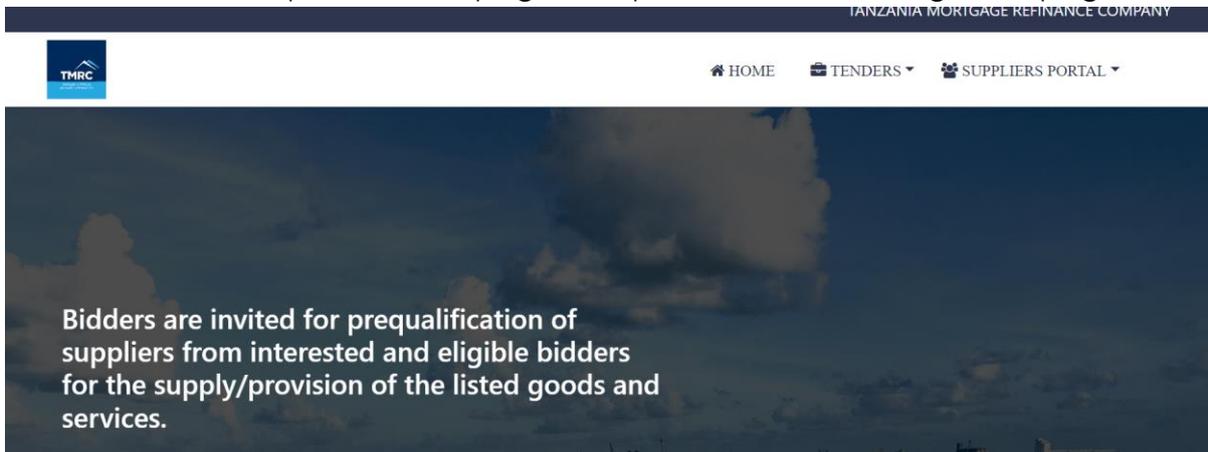
This portal will streamline the vendor response process by centralizing all submissions in one place. Once a procurement process is initiated in the ERP, vendors can access the portal to submit their proposals, ensuring efficiency and transparency.

5) Access of the portal

The portal is accessed to the public using the following link.



Follow the click to open and the page will open with the following homepage.

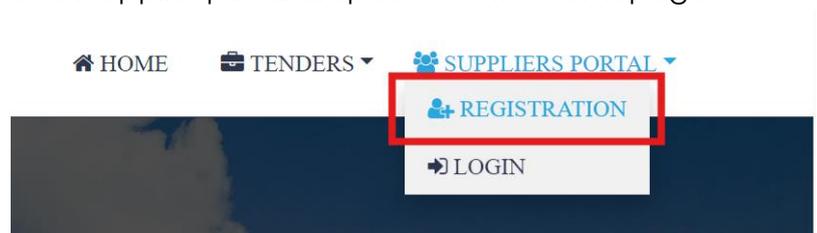


6) Supplier Registration

Registration of suppliers is a process to add new vendors to TMRC's approved supplier list. This enables TMRC to expand its supplier base, ensuring a wider range of options and potential cost savings.

To perform registration.

1. Click supplier portal dropdown in the homepage.



2. Click on the registration tab and a page will open and fill all the required fields.

<p>Company Name*</p> <input type="text" value="Agile Solutions Limited"/> <p>Supplier Category*</p> <input type="text" value="Stationery"/> <p>Organization Type*</p> <input type="text" value="Individual"/> <p>Country*</p> <input type="text" value="KENYA"/>	<p>Note: <i>You will be required to confirm this email before you can access your account</i></p> <p>Full Name*</p> <input type="text" value="Lucas Wangila"/> <p>Email*</p> <input type="text" value="lucawangila@gmail.com"/> <p>Password*</p> <input type="password" value="....."/> <p>Confirm password*</p> <input type="password" value="....."/> <p><input type="checkbox"/> Show Passwords</p>
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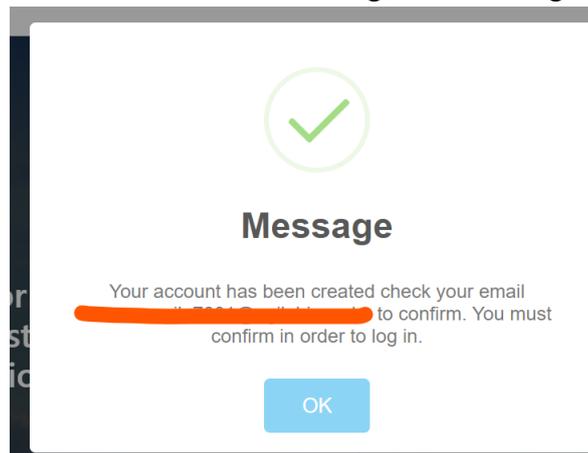
Note: For citizens of Tanzania, TIN and VRN is mandatory

- After filling all the fields, click preview before submitting to effect the changes.

+ Add New Director

Company Document Uploads

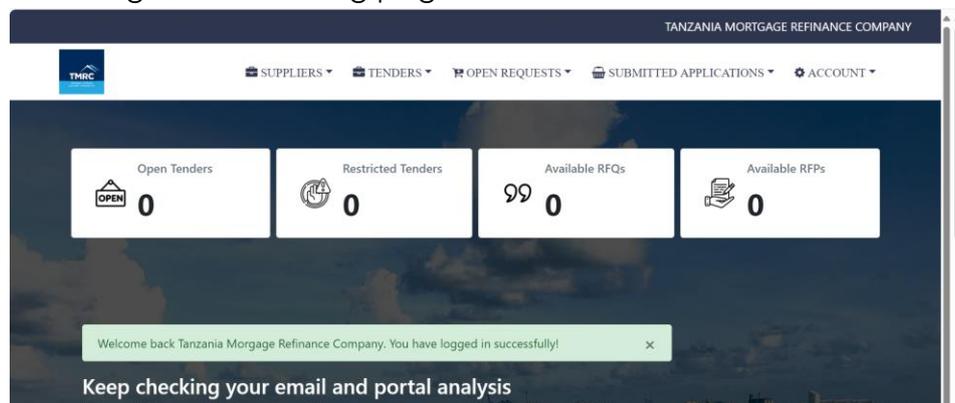
- After successful submitting, the message will display as



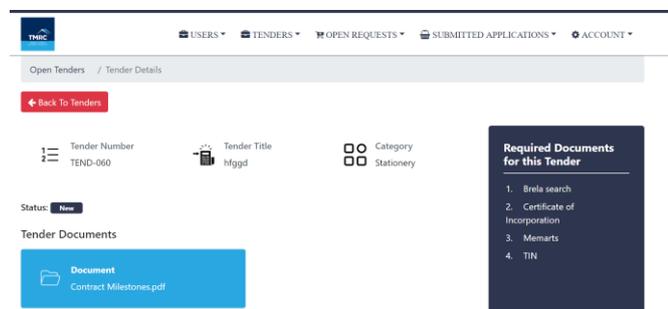
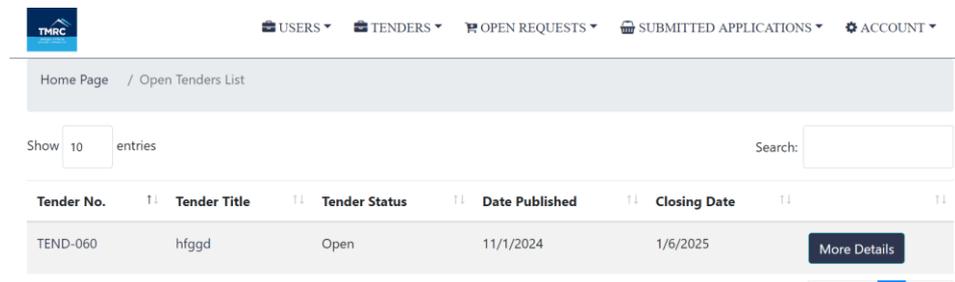
- Navigate to your email that was provided during registration to confirm and set your password.
- Once set, navigate back to the link to login
- Hover on supplier portal and select Login.



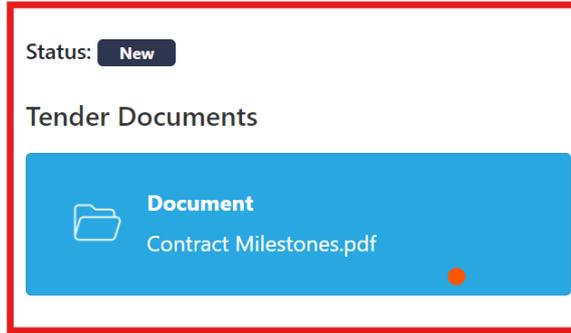
8. Supply your email and password after successful setup and click log in.
9. Once login, the following page will be shown.



10. The supplier will proceed to submit the responses. To submit the response.
 - a) Click the method that needs to be submitted i.e. tender as shown below



- b) Download the tender document from the link



c) Click submit bid – this will open an extra tab to fill in the responses and fill the bid document pages inclusive of the attachment of the required documents as shown

Bid Document Pages*

STEP 1: Required Documents

Brela search* Contract Milestones.pdf

Certificate of Incorporation* Loan Offer Letter (1).pdf

Memarts* Loan Offer Letter (1).pdf

TIN* Loan Offer Letter (1).pdf

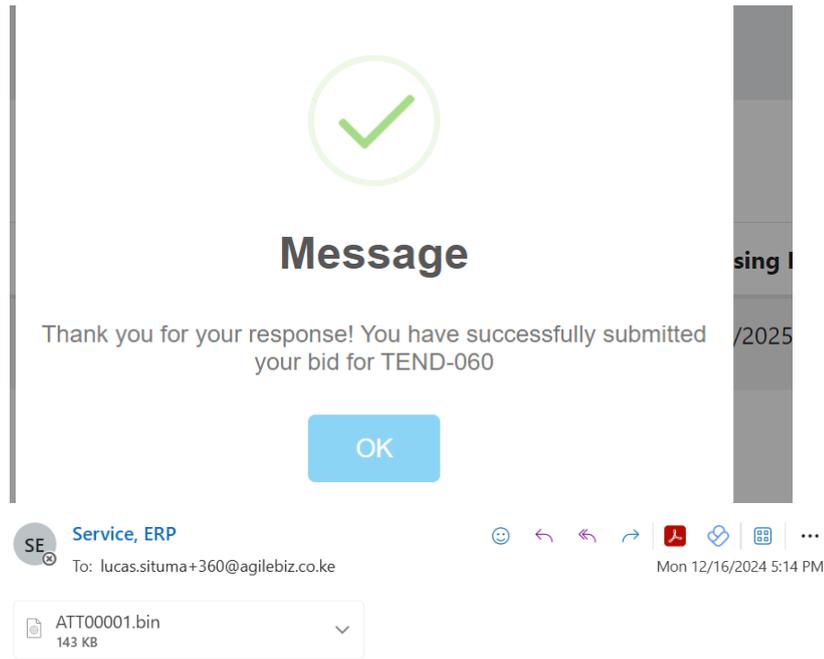
d) Follow the steps outline in the page and preview before submission to identify any errors. Once confirm that the document is okay. Click submit your bid.

STEP 2: Tender Details

Description	Quantity	Your Specifications*
Pens	10	test

Unit Price (Including VAT in Tsh)*

A message will prompt for submitting including the email.



Dear Elvis Keith,

We have received your bid to tender **TEND-060: hfggd**. We appreciate your effort in making time to submit your bid to the tender..

If you do not recognize this activity in your account no further actions are required.

Regards,

The record will now move to submitted tab and it will not be resubmitted.

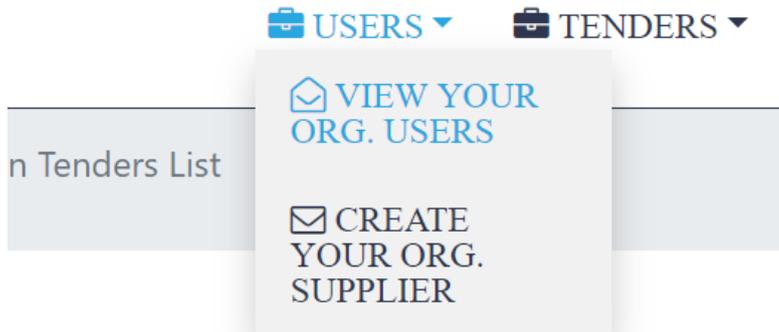
7) Administration of Vendors

This is a section where admin from vendor side is created. The admin that is registered as a vendor can create other users belonging to their specific organization.

Note: Only admins from specific suppliers are able to create their users and are registered as approved.

To create a vendor user,

1. Hover on users and click create organization users as shown.



2. A page will populate where the user will need to fill the details.

Invite User

Full Name*

Email*

Telephone No*

Create User

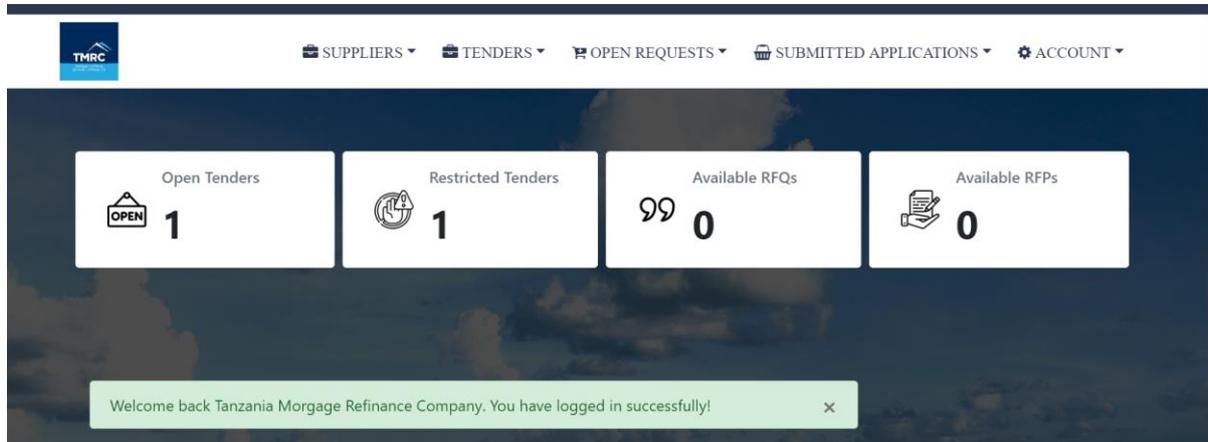
3. Click create user. An email will be sent to the user created to confirm and setup the unique password.
4. After setting the unique password, the user can navigate to the link and login with the credentials that are already set.

Note: Only admins are able to create users

8) TMRC Administration

This is a section for TMRC to oversee all the activities of the procurement portal.

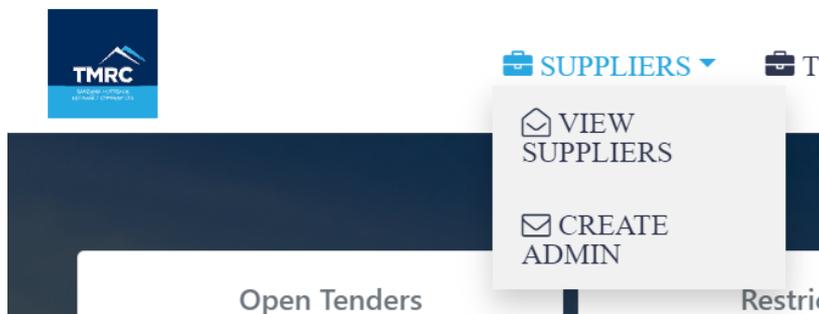
To navigate to admin side, login with admin credentials in the login page. The following page shows the home page of the TMRC admin.



This section the admin can be able to view all the records that are currently in use. Also, the admin can approve/block or reject the suppliers that are already created in the system.

To approve/block/reject the suppliers, the following are the steps.

1. Hover over the suppliers and click view suppliers.

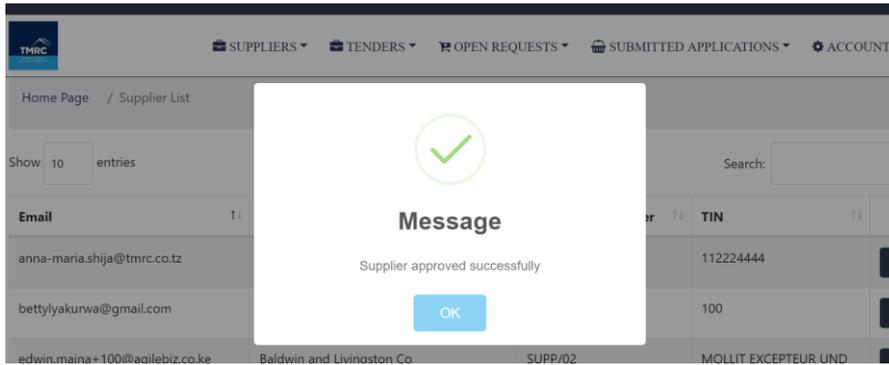


2. Select the supplier that needs to be approved or blocked or rejected by clicking view more buttons as shown.

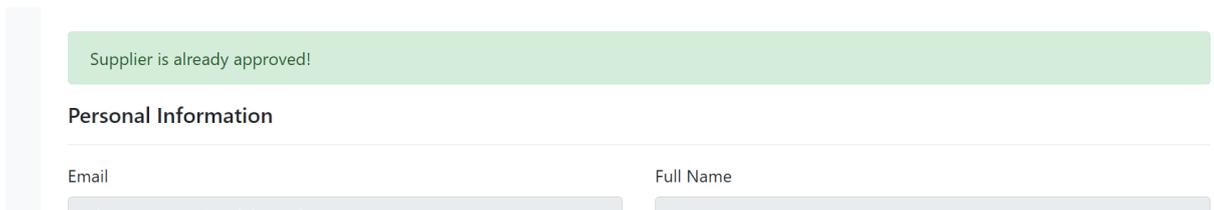
Show entries Search:

Email	Company Name	Category of Supplier	TIN	
anna-maria.shija@tmrc.co.tz	ABC company	SUPP/03	112224444	View
bettyyakurwa@gmail.com	BETTYCO	SUPP/01	100	View
edwin.maina+100@agilebiz.co.ke	Baldwin and Livingston Co	SUPP/02	MOLLIT EXCEPTEUR UND	View
edwin.maina+101@agilebiz.co.ke	Dalton Martin Inc	SUPP/04	Debitis iste aut ven	View
edwin.maina+1@agilebiz.co.ke	Coffey and Black Co	SUPP/06	Eiusmod eiusmod anim	View

3. The details of the specific supplier will be populated and the buttons.
4. Click the buttons depending on the object. If it's to approve a supplier and once the button has been clicked, the message will be prompted as already successfully.



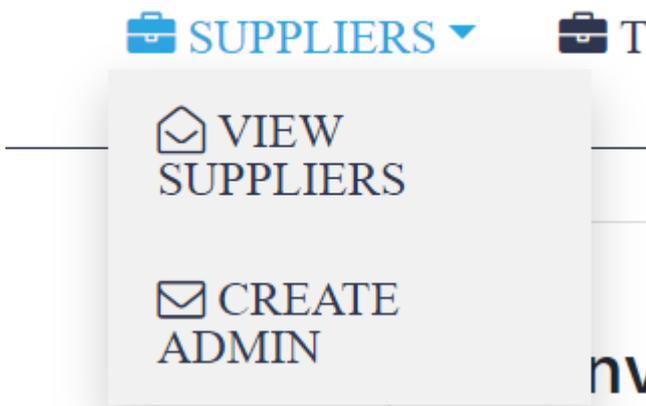
The status of the supplier will change as approved and approval button will not be visible.



a) To create an admin from TMRC side

To create a new admin from TMRC side, the following are recommended steps.

1. Hover over the suppliers and click create admin.



2. A page will populate where the user will need to fill the details.

Invite Admin User

Full Name*

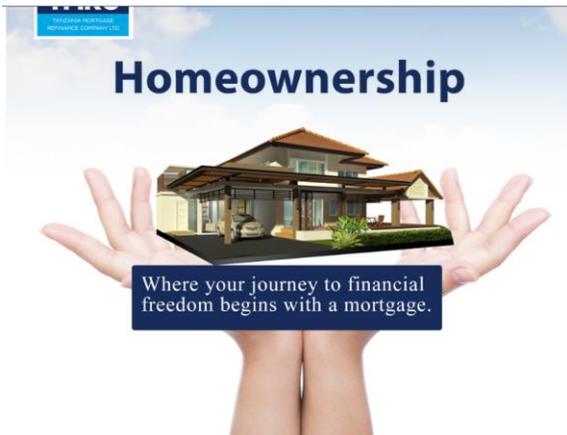
Email*

Telephone No*

Create Admin User

3. Click create Admin user. An email will be sent to the user created to confirm and setup the unique password.
4. After setting the unique password, the user can navigate to the link and login with the credentials that are already set.

If the user has lost their password, navigate to the login page and find forgot password button.



Log in

Email*

Password*

Remember me? Forgotten your password?

Log in

Do not have an account? [Click here to register](#)

Click the forgot password and the page will be populated to fill the email.

Forgot Password.

Email*

Email Link

Enter the registered email address and click email link. A link will be sent to your registered email to change your password.