



HOW TO RESPOND TO THE SAFARICOM PREQUALIFICATION ONLINE QUESTIONNAIRE

Step 1

Access the link provided in the notification email. The link will take you to your registration status page

FYI: Action Required: Please fill out the Supplier pre-qualification questionnaire

S-HUB

Sent: Wed 7/1/2015 7:50 PM

To: Thomas Kangangi Muchiri

Message Notification Detail.html (671 B)

Time Zone (GMT +03:00) Nairobi

From **Muchiri, Thomas**
To TMuchiri@safaricom.co.ke
Sent **01-JUL-2015 19:48:24**
ID **5810268**

Company	Safaricom Limited
Title	Responding to Prequalification Request
Number	44001


Safaricom Limited has requested you to fill out a pre-qualification questionnaire. Please follow these steps to respond:

1. Click [here](#) to view the registration status page.
2. Click on Respond.
3. Navigate to 'RFI' page.
4. Click on Update icon for RFI: 44001, Responding to Prequalification Request.
5. Answer questions and submit your response.

Note: This questionnaire expires on July 02, 2015 07:48 pm Nairobi.

Step 2

On the registration status page, click on the “Respond” button shown below.



Supplier Portal

ferences

Click on the “Respond” button

Prospective Supplier Registration: Current Status

Respond

Thank you for registering with us. Here’s the current status of your registration request.

Registration Details and Status

Company Name	SLM Registration Test Supplier5	Status	Supplier to Provide Details
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Email	TMuchiri@safaricom.co.ke	Phone Area Code	254
First Name	Prequalifications2	Phone Number	0726740836
Last Name	Kangangi	Phone Extension	5082

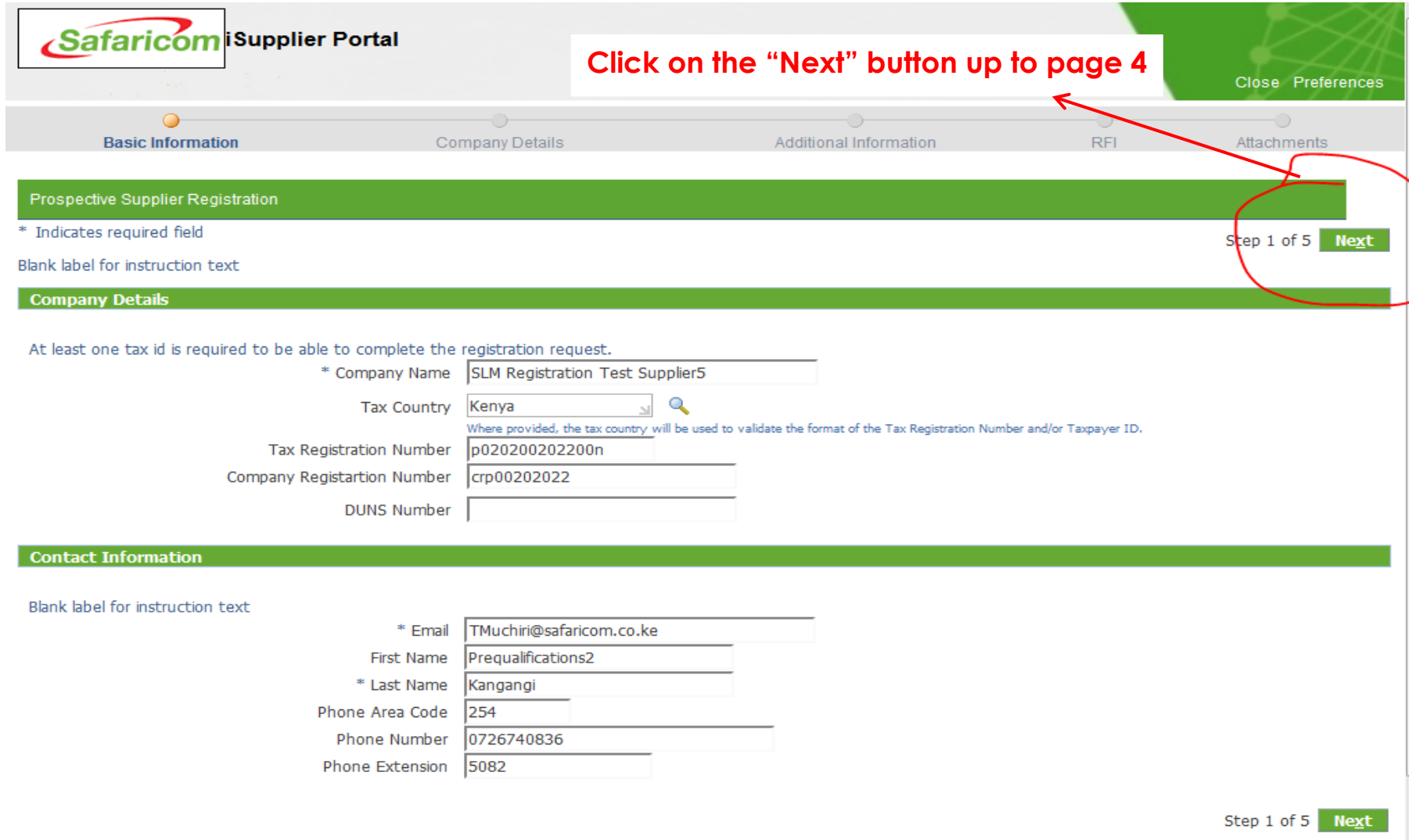
Status History

Date	Status	Note
01-JUL-2015	Supplier to Provide Details	
01-JUL-2015	Submitted	
01-JUL-2015	Draft	

Respond

Step 3

Navigate through the pages by clicking on the “Next” button up to page 4. You can update your registration details in any of the pages by clicking on update icon (optional).



Safaricom iSupplier Portal

Close Preferences

Basic Information Company Details Additional Information RFI Attachments

Prospective Supplier Registration

* Indicates required field

Blank label for instruction text

Step 1 of 5 **Next**

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name SLM Registration Test Supplier5

Tax Country Kenya

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number p020200202200n

Company Registration Number crp00202022

DUNS Number

Contact Information

Blank label for instruction text

* Email TMuchiri@safaricom.co.ke

First Name Prequalifications2

* Last Name Kangangi

Phone Area Code 254

Phone Number 0726740836

Phone Extension 5082

Step 1 of 5 **Next**

Step 4

Click on the **“Update”** icon on page 4. This will take you to the prequalification questionnaire.

The screenshot displays the Safaricom iSupplier Portal interface. At the top left is the Safaricom logo and the text 'iSupplier Portal'. A progress bar below the header shows five steps: 'Basic Information', 'Company Details', 'Additional Information', 'RFI' (which is highlighted with an orange dot), and 'Attachments'. Below the progress bar are buttons for 'Save For Later', 'Back', 'Step 4 of 5', and 'Next'. The main content area is titled 'Pre-Qualification and Evaluation RFI' and contains a table with the following data:

Title	Update
Responding to Prequalification Request	

Below the table are buttons for 'Save For Later', 'Back', 'Step 4 of 5', and 'Next'. At the bottom of the page, there is a green footer bar containing 'Privacy Statement', 'Close Preferences', and 'Copyright (c) 2006, Oracle. All rights reserved.' A red circle highlights the 'Update' icon in the table, and a red arrow points from the text 'Click on the Update icon to go to the questionnaire' to this icon.

Step 5

Provide your response to the questions. If for any reason you are unable to complete the questionnaire, you can save and continue later by clicking on the **“Save Draft”** button

Click “Save Draft” to save your responses

Create Response: 14001 (RFI 44001)

Title [Responding to Prequalification Request](#)

Cancel View RFI Respond by Spreadsheet **Save Draft** Continue

Time Left
Close Date 02-Jul-2015 19:48:26

Header

Supplier **SLM Registration Test Supplier5**
RFI Currency **KES**
Response Currency **KES**
Price Precision **Any**

Response Valid Until
(example: 16-Jun-2015)

Reference Number

Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

[Expand All](#) | [Collapse All](#)

Focus Title	Target Value	Response Value
Requirements		
Introduction To Safaricom		
Important Notes To Suppliers		
Mandatory Requirements For Evaluation		
Supplier Information		
Previous		
Full registered name of the company:		DEMONSTRATION FOR SUPPLIERS LIMITED

Provide your responses in the response areas provide against each question

Step 6

Click on **"Add Attachment"** button to add attachments

Create Response: 14001 (RFI 44001)

Title [Responding to Prequalification Request](#)

[Cancel](#) [View RFI](#) [Respond by Spreadsheet](#) [Save Draft](#) [Continue](#)

Time Left
Close Date **02-Jul-2015 19:48:26**

Header

Supplier **SLM Registration Test Supplier5**
RFI Currency **KES**
Response Currency **KES**
Price Precision **Any**

Response Valid Until
(example: 16-Jun-2015)

Reference Number
Note to Buyer

Attachments

Add Attachment... Click here to add attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

[Expand All](#) | [Collapse All](#)

Focus Title	Target Value	Response Value
☑ Requirements		
⊕ Introduction To Safaricom		
⊕ Important Notes To Suppliers		
⊕ Mandatory Requirements For Evaluation		
☑ Supplier Information		
⏪ Previous		
Full registered name of the company:		DEMONSTRATION FOR SUPPLIERS LIMITED

Step 7

Adding attachment-Give your attachment a name/title as shown below then click on **“Browse”** to locate the attachment in your computer, click **“Add Another”** to add more attachment and click **“Apply”** to save and exit

The screenshot shows the 'Add Attachment' form in the Safaricom iSupplier Portal. The form is divided into three main sections: 'Attachment Summary Information', 'Define Attachment', and a bottom control bar. The 'Attachment Summary Information' section contains a 'Title' field with the text 'Certificate of incorporation', a 'Description' text area, and a 'Category' dropdown set to 'From Supplier'. The 'Define Attachment' section has a 'Type' section with radio buttons for 'File' (selected), 'URL', and 'Text'. Below this is a file path input field containing 'C:\Users\tmuchiri\Desktop\BARTURN GROUP RANC' and a 'Browse...' button. The bottom control bar contains three buttons: 'Cancel', 'Add Another', and 'Apply'. Red arrows and text annotations provide instructions: 'Click here to save and exit the page' points to the 'Apply' button; 'Give your attachment a name/title' points to the 'Title' field; 'Locate the attachment in your computer' points to the 'Browse...' button; and 'Click here to add more attachments' points to the 'Add Another' button.

Safaricom iSupplier Portal Close Preferences

Create Response: 14001 (RFI 44001) >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title Certificate of incorporation ← Give your attachment a name/title

Description

Category From Supplier

Define Attachment

Type File URL Text

C:\Users\tmuchiri\Desktop\BARTURN GROUP RANC Browse... ← Locate the attachment in your computer

Click here to add more attachments

Cancel Add Another Apply

Step 8

Once done with providing your responses and attaching documents, click on **“Continue”**

Click **“Continue”** to proceed

Create Response: 14001 (RFI 44001)

Title [Responding to Prequalification Request](#)

Cancel
View RFI
Respond by Spreadsheet
Save Draft
Continue

Time Left
Close Date **02-Jul-2015 19:48:26**

Header

Supplier SLM Registration Test Supplier5	Response Valid Until <input type="text" value=""/>
RFI Currency KES	<small>(example: 16-Jun-2015)</small>
Response Currency KES	Reference Number <input type="text" value=""/>
Price Precision Any	Note to Buyer <input type="text" value=""/>

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Certificate of incorporation	File		From Supplier	GUEST	01-Jul-2015	One-Time		

Requirements

[Expand All](#) | [Collapse All](#)

	Focus Title	Target Value	Response Value
	[-] Requirements		
	[-] Introduction To Safaricom		
	[-] Important Notes To Suppliers		
	[-] Mandatory Requirements For Evaluation		
	[-] Supplier Information		
	[-] Previous		
			DEMONSTRATION FOR SUPPLIERS LIMITED

Step 9

On the next page that appears, click on **“Submit”** button to submit your questionnaire after which a confirmation will be displayed

The screenshot displays the Safaricom iSupplier Portal interface. At the top left is the logo and the text "Safaricom iSupplier Portal". On the right, there are links for "Close" and "Preferences". A progress bar below the header shows five steps: "Basic Information", "Company Details", "Additional Information", "RFI", and "Attachments". The "RFI" step is currently active, indicated by an orange dot. Below the progress bar, there are two buttons: "Submit" and "Back". The "Submit" button is circled in red, and a red arrow points to it from a text box that says "Click 'Submit' to complete the process". Below the buttons, there is a section titled "Attachments" with a green header. Underneath, there is a table with the following data:

Add Attachment...								
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Certificate of incorporation	File		Miscellaneous	GUEST	01-Jul-2015	One-Time		

At the bottom right of the page, there are "Submit" and "Back" buttons, followed by "Step 5 of 5". At the very bottom, there is a green bar with "Close Preferences" on the left, "Privacy Statement" on the bottom left, and "Copyright (c) 2006, Oracle. All rights reserved." on the bottom right.

Need more help?

0722005082

SupplierHelpDesk@Safaricom.co.ke