



HOW TO RESPOND TO THE SAFARICOM PREQUALIFICATION ONLINE QUESTIONNAIRE

Step 1

Access the links provided in the notification email. The links will take you to login page.

- If you have already been provide with login credentials, click on **Login and view Negotiation Details** and proceed to **Step 3**.
- If you don't have login credentials, click on **Respond to Invitation** and proceed to **Step 2**.

Subject: Action Required: You are invited: RFI 78012 (Safaricom Supplier Prequalification)

From: **Workflow Mailer** <erpprod@safaricom.co.ke>

Date: 4 August 2015 at 15:12

Subject: Action Required: You are invited: RFI 78012 (Safaricom Supplier Prequalification)

Time Zone (GMT +03:00) Nairobi

From	Muchiri, Thomas	Company	Safaricom Limited
To	Title	Safaricom Supplier Prequalification
Sent	4-AUG-2015 15:10:12	Number	78012
ID	5967194		

Negotiation Preview **August 4, 2015 03:10 pm Nairobi**

Negotiation Open **August 4, 2015 03:10 pm Nairobi**

Negotiation Close **August 11, 2015 08:45 am Nairobi**

Supplier XXXXXXXX

Supplier Site

Please go to [Acknowledge Participation](#) page to acknowledge your intent to participate.

If not logged in, please go to [Login and view Negotiation Details](#) page or If already logged in, Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

If you are using this system for the first time, please go to [Respond to Invitation](#) page to submit a request to us to create a user for you.

Click here to go to the login page

Click here to create an account



Step 2

- Fill the below form and submit to have an account created for you.
- After submitting, a username and password will be sent to you.

Respond to Invitation

You have been invited to register. Please complete the registration form and then click the submit button

* Indicates required field

Cancel

Submit

My Company Details

Company Name

My Profile

Enter your information. Your email address will be your Username for the system.

* Email Address

Email address will be used as the Username.

Contact Title

* First Name

Middle Name

* Last Name

Job Title

Phone Area Code

* Phone Number

Extension

Fax Area Code

Fax Number

Cancel

Submit

Step 3

Login to <https://shub.safaricom.co.ke> using your Username and Password



The screenshot shows the S-HUB login interface. On the left, there is a large green graphic of a hand typing on a keyboard. On the right, there is a blue login form with the following fields and options:

- *User Name**: (example: michael.james.smith)
- *Password**: (example: 4u99v23)
-
- Login Assistance
- Accessibility: ▼

At the bottom of the page, there is a language selection option: **Select a Language:** English



Step 4

Upon successful login:

1. Click on **SAF Sourcing Supplier**;
2. Then click on **Sourcing**;
3. Then click on **Sourcing Home page**

Oracle Applications Home Page

Main Menu

Personalize

- + SAF iSupplier Portal Full Access
- Sourcing Supplier
 - Sourcing
 - Sourcing Home Page**
 - Worklist
- + Supplier Profile Manager

Worklist

Full List (1)

From	Type	Subject	Sent ▾	Due
Muchiri, Thomas	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFI 78012-2 (Safaricom Supplier Prequalification)	06-Aug-2015	07-Aug-2015

✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.



Step 5

A list of all RFI and RFQs published to your company will be displayed.

On **Your Company's Open Invitations** sections, click on the **Negotiation Number** to go to the RFI.

Welcome, THOMASS MUCHIRII.

Your Active and Draft Responses

Press Full List to view all your company's responses.

[Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1001	Active		21001	SLM Regression Test	RFI	0 seconds		0
9001	Active		32001	SLM Test-Rounds	RFI	0 seconds		0
5001	Active		28001	SLM Regression Tests	RFI	0 seconds		0

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	78012-2	Safaricom Supplier Prequalific...	RFI	2 minutes

Quick Links

[Manage](#) | [View Responses](#)

- [Drafts](#)
- [Deliverables](#)
- [Personal Information](#)
- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)



Step 6

- Acknowledge Participation
- Under the **Action** Menu, pick **Acknowledge Participation** and the click **Go**

RFI: 78012-2

Title **Safaricom Supplier Prequalification**
Status **Active**
Time Left

Open Date **06-Aug-2015 09:32:00**
Close Date **08-Aug-2015 09:30:40**

Actions Acknowledge Participation **Go**

Header Controls Contract Terms

Buyer **Muchiri, Mr. Thomas**
Response Style **Blind**
Description **How to respond to prequalification**

Event

Requirements

- On the page that appear, select **Yes**, write comment on the **Note to buyer** field then Click **Apply**

Acknowledge Participation (RFI 256001)

Will your company participate? Yes
 No

Note to Buyer

Cancel **Apply**

Cancel Apply



Step 7

Create a response

- On the **Action** menu, select **Create Response** then click **Go**.
- You will be taken to the questionnaire/RFI

RFI: 78012-2

Title **Safaricom Supplier Prequalification**
Status **Active**
Time Left

Open Date **06-Aug-2015 09:32:00**
Close Date **08-Aug-2015 09:30:40**

Actions **Create Response** **Go**

Header **Controls** **Contract Terms**

Buyer **Muchiri, Mr. Thomas**
Response Style **Blind**
Description **How to respond to prequalification**

Event

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

- [Show](#) Introduction To Safaricom
- [Show](#) Important Notes To Suppliers
- [Show](#) Mandatory Requirements For Evaluation
- [Show](#) Supplier Information
- [Show](#) Declaration and Confirmation

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Safaricom Supplier Code of Conduct	File		To Supplier	TMUCHIRI	06-Aug-2015	One-Time		



Step 8

1. Provide your response to the questions asked in the questionnaire/RFI in **Response Value**
2. Click **Add Attachments** to add supporting documents
3. Click **Save Draft** at any time to save your responses
4. Once done, click **Continue** to go to proceed

Click here to save

Click here to proceed

Click here to add attachments

Click here to provide your response

Create Response: 44002 (RFI 78012-2)

Title [Safaricom Supplier Prequalification](#)

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

Time Left
Close Date 08-Aug-2015 09:30:40

Supplier SLM Registration Test Supplier2
RFI Currency KES
Response Currency KES
Price Precision Any

Response Valid Until
(example: 23-Jul-2015)

Reference Number

Note to Buyer

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		
		THOMAS KANGANGI MUCHIRI

Full registered name of the company:



Adding Attachments

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 Supplier Portal. The form is divided into three main sections: 'Attachment Summary Information' and 'Define Attachment'. The 'Attachment Summary Information' section includes fields for 'Title' (containing 'Certificate of incorporation'), 'Description', and 'Category' (set to 'From Supplier'). The 'Define Attachment' section includes a 'Type' dropdown (set to 'File'), a file path input field (containing 'C:\Users\tmuchiri\Desktop\BARTURN GROUP RANC'), and a 'Browse...' button. At the bottom of the form are three buttons: 'Cancel', 'Add Another', and 'Apply'. Red arrows point to the 'Title' field, the 'Browse...' button, and the 'Add Another' button, with corresponding text annotations: 'Give your attachment a name/title', 'Locate the attachment in your computer', and 'Click here to add more attachments'. Another red arrow points to the 'Apply' button with the annotation 'Click here to save and exit the page'.

Safaricom Supplier Portal

Create Response: 14001 (RFI 44001) >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title Certificate of incorporation
Description
Category From Supplier

Define Attachment

Type File URL Text
C:\Users\tmuchiri\Desktop\BARTURN GROUP RANC Browse...
Click here to add more attachments

Cancel Add Another Apply

Click here to save and exit the page

Give your attachment a name/title

Locate the attachment in your computer



Step 9

- Submit
- Click **Submit** to submit your response

Click to submit

Create Response 45004: Review and Submit (RFI 78012-3)

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Header

[View Supplier Profile Attributes](#)

Title **Safaricom Supplier Prequalification**
Supplier **SLM Registration Test Supplier2**
RFI Currency **KES**
Response Currency **KES**
Price Precision **Any**

Time Left
Close Date **11-Aug-2015 07:19:04**
Response Valid Until
Reference Number
Note to Buyer

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

[Show All Details](#) | [Hide All Details](#)

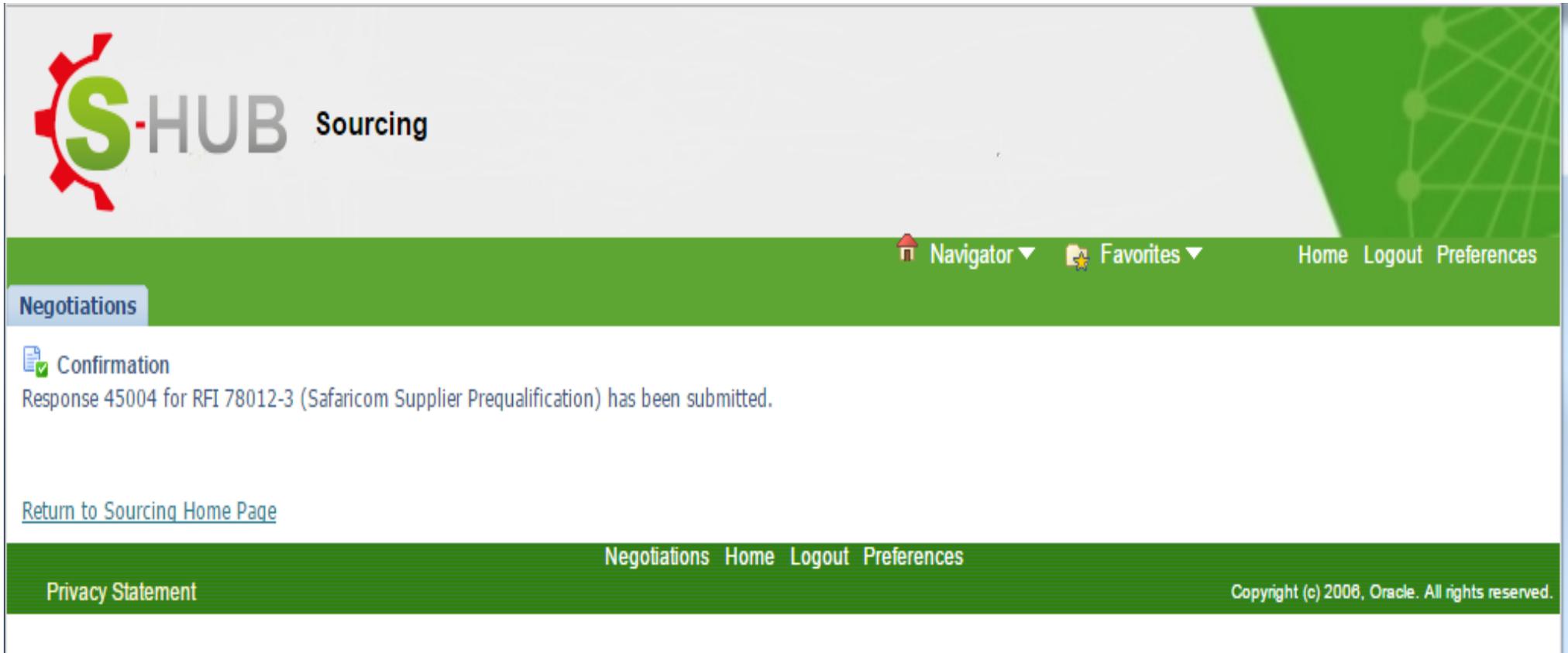
Details Section

- [Show](#) Introduction To Safaricom
- [Show](#) Important Notes To Suppliers
- [Show](#) Mandatory Requirements For Evaluation
- [Show](#) Supplier Information
- [Show](#) Declaration and Confirmation

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Step 10

- Confirmation
- Once your response has been submitted, a confirmation will be displayed



The screenshot displays the S-HUB Sourcing interface. At the top left is the S-HUB Sourcing logo. A green navigation bar contains a home icon, 'Navigator', 'Favorites', 'Home', 'Logout', and 'Preferences'. A 'Negotiations' tab is active. The main content area shows a 'Confirmation' message with a document icon and a checkmark, stating: 'Response 45004 for RFI 78012-3 (Safaricom Supplier Prequalification) has been submitted.' Below this is a link to 'Return to Sourcing Home Page'. A bottom green bar contains 'Negotiations Home Logout Preferences' and a 'Privacy Statement' link on the left, and 'Copyright (c) 2008, Oracle. All rights reserved.' on the right.

S-HUB Sourcing

Home Logout Preferences

Negotiations

 **Confirmation**
Response 45004 for RFI 78012-3 (Safaricom Supplier Prequalification) has been submitted.

[Return to Sourcing Home Page](#)

Negotiations Home Logout Preferences

[Privacy Statement](#) Copyright (c) 2008, Oracle. All rights reserved.

Click "Submit" to complete the process

Close Preferences

Basic Information

Company Details

Additional Information

RFI

Attachments

Submit

Back

Step 5 of 5

Attachments

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		

Submit

Back

Step 5 of 5

Close Preferences



Need more help?

0722005082

SupplierHelpDesk@Safaricom.co.ke