

HOW TO RESPOND TO THE SAFARICOM RFQs and RFPs

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>



*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

[Login Assistance](#)

Accessibility

Select a Language:
English



Upon succesful login:

1. Click on SAF Sourcing Supplier
2. Click on Sourcing
3. Click on Sourcing Home page

Oracle Applications Home Page

Main Menu

Personalize

- [SAF Sourcing Supplier](#)
- [SAF iSupplier Portal Full Access](#)
- [Supplier Profile Manager](#)

Worklist

Full List (1)

From	Type	Subject	Sent ▾	Due
Ranjan, Rajeev	Sourcing Publish	You are invited: RFI 256001 (RFP for Merchadise)	08-Jul-2015	09-Jul-2015

✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

Check the full list of notifications to get the whole available details



Notifications

Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action. To view your notifications, click the linked subject to open the Notification Details page. This page provides complete notification details, as well as the appropriate action button.

On this page you can view all your notifications.

You can use the View menu to see

- All your notifications
- Information only (FYI) notifications
- Notifications you have sent
- Open notifications
- Notifications requiring action by you (To Do Notifications)

The screenshot displays the Safaricom iSourcing interface. On the left, the 'Main Menu' is visible with a 'Personalize' button. The 'Sourcing Home Page' link is circled in red. On the right, the 'Worklist' section shows a table with one notification. The 'Full List (1)' link is also circled in red.

From	Type	Subject	Sent	Due
Ranjan, Rajevee	Sourcing Publish	You are invited: RFI 256001 (RFP for Merchandise)	08-Jul-2015	09-Jul-2015

✓ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
✓ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.



Please note:

1. The response number refers to the number of the response
2. Active status means the RFX is still active for award and has not been closed yet
3. Title of the RFQ is the sourcing document title for which you are meant to respond to
4. Time left is the time left before the RFX closes
5. Unread messages are conversation between Safaricom and your company

Your Active and Draft Responses

Personalize Table Layout: (RstTb|Rgn)

Press Full List to view all your company's responses. [Full List](#)

Personalize "Active and Draft Responses Table"

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1002	Active	NAIROBI	5003	Tender for Software implementation	RFQ	0 seconds		4
8001	Active	NAIROBI	18001	Tender for Oracle Training	RFQ	0 seconds		0
13001	Active	NAIROBI	19001	Tender for Oracle Training	RFQ	0 seconds		0
83001	Active		128001	test for performance	RFI	0 seconds		0
95001	Active	NAIROBI	53001	RFQ SIT 2	RFQ	0 seconds		0

Personalize Table Layout: (RstTb|Rgn2)

Personalize "Your Company's Open Invitations"

For unread messages

1. Click the unread message
2. Click on reply
3. Create respond to Safaricom Limited

4. Click on send

Online Discussions (RFQ 5003)

Personalize Stack Layout: (contentRN) Cancel Printable Page

Title: Tender for Software implementation
 Status: **Closed (Unsealed)** Open Date: **28-Apr-2015 19:04:38**
 Time Left: **0 seconds** Close Date: **29-Apr-2015 11:37:15**

Messages

Personalize "Messages"
 Personalize Stack Layout: (MsgsStk)
 Personalize "Table of messages"

New Message

Subject	Message	Status	Sender	Date	Reply
Company Details	See attached Terms and Conditions document, review...	Unread	Safaricom Limited	21-May-2015 10:30:58	
Need Clarity	-----Original Message-----Need Clarity on grad...	Unread	Safaricom Limited	29-Apr-2015 11:33:57	
Need Clarity	Need Clarity on grade type	Unread	A respondent	28-Apr-2015 19:21:17	
test	hifinahif	Unread	Safaricom Limited	21-May-2015 10:28:31	

Cancel Printable Page

Reply To Message (RFQ 5003)

* Indicates required field

Send To: Safaricom Limited

Subject: **Company Details**

* Message: Original Message: Please attached Terms and Conditions, review and accept.
Request to share below mentioned details:
1. Name of Bidder's sole point of contact for this RFP:
2. Position held in Company:
3. Direct line (DOL):
4. Office Telephone number:

Personalize "Attachments"

Attachments

Personalize "Attachments"

Personalize "Attachments of associated record"

Add Attachment...

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

Cancel Send

Please check on your company open invitations to check which RFx are open for your response

Your Company's Open Invitations

Personalize Table Layout: (Rsfrd...TableRgn)

Full List

Supplier Site	Region/Item Number	Title	Type	Time Left
	256001	RFP for Merchadise	RFI	23 hours 14 minutes

Personalize Table Layout: (Rsfrd...TableRgn)

Personalize "Quick Links"

Acknowledge Participation

Acknowledge Participation before you can start a response this allows Safaricom to know that you have received the RFx and will be participating in the tender

1. Click on Acknowledge participation
2. Click GO



3. Click YES
4. Click APPLY

The screenshot shows the 'Acknowledge Participation' form for RFI 256001. The form is titled 'Acknowledge Participation (RFI 256001)'. It contains the following elements:

- Title:** RFP for Merchandise
- Status:** Active
- Time Left:** 23:09:56
- Actions:** Acknowledge Participation (dropdown menu)
- Open Date:** 08-Jul-2015 14:43:44
- Close Date:** 09-Jul-2015 14:43:37
- Form Content:**
 - Will your company participate? Yes No
 - Note to Buyer: [Text area]
- Buttons:** Cancel, Apply (top right), Cancel, Apply (bottom right)

Red circles highlight the 'Go' button, the 'Open Date' and 'Close Date' fields, and the 'Apply' button.

Responding to a RFX

1. Click on create response
2. Click on header
3. Enter response validity (when quote is valid until)
4. Enter quote reference number
5. Enter Note if applicable
6. You can attach the quote/tender as a document here if deemed fit
7. Enter the response to the questions as set



RFI: 256001 - Windows Internet Explorer

https://shubtest.safaricom.co.ke/oa_html/oa.jsp?page=onade/app/25601/response/acknowledge/webui/ponAcknowledgePGR... Certificate Error

File Edit View Favorites Tools Help

RFI: 256001

SHUB

Home Logout Preferences Help Personalize Page

Negotiations

Negotiations > RFI: 256001

RFI: 256001

Title: **RFP for Merchandise**
Status: **Active**
Time Left: **22:57:27**

Actions: Acknowledge Participation
Acknowledge Participation
Close Discussion
Online Discussions
View Response History
Printable View
Export to Spreadsheet

Buyer: **Ranjan, Mr. Rajeev**
Response Style: **Blind**
Description: **RFP for Merchandise**

Terms

Personalize "Terms"

Bill-To Address: [Safaricom House](#)
Ship-To Address: [Safaricom House](#)
FOB: **DDP**

Payment Terms: **100% ,30 days after receipt of invoice.**
Carrier:
Freight Terms:

Currency

Personalize "Currency"

RFI Currency: **KES**

Price Precision: **Any**

Requirements

Personalize "Requirements"

Local intranet | Protected Mode: Off

3:46 PM
7/8/2015

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

Personalize Table Layout: (AuctionInfo)

Title: **RFP for Merchandise**

Time Left: **22:50:28**
Close Date: **09-Jul-2015 14:43:37**

Header

Personalize "Header"

Personalize Table Layout: (HeaderInfo)

Supplier: **KPMG TRAINING SOLUTIONS LTD.**

RFI Currency: **KES**

Response Currency: **KES**

Price Precision: **Any**

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

Reference Number:

Note to Buyer:

Personalize Flow Layout: (BidHdrAttachmentsSingCol)

Attachments

Attachments

Personalize "Attachments"
Personalize "Attachments of associated record"

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No Attachments Found								

Requirements

Personalize "Requirements"
Personalize "Requirements table"
Expand All | Collapse All

Requirements

Focus	Title	Target Value	Response Method
Requirements	Merchandise specifications		Yes Printed on both sides with safaricom logo full colour
	Safaricom tshirt Printed on both sides		

Header Lines

Cancel View RFI Respond by Spreadsheet Save Draft Continue

8. Click on lines
9. Enter unit price in currency stipulated as the response currency e.g.in this case price per unit of male shirt
10. Check on the small dot for additional information e.g. the GSM of the shirt or size or any other attribute required to qualify the prices
11. Click on Apply

Cancel View RFI Respond by Spreadsheet Save Draft Continue

Personalize Table Layout: (AuctionInfo) Title RFP for Merchandise Time Left **22:50:28** Close Date **09-Jul-2015 14:43:37**

Header Lines

Personalize "Header"
Personalize Table Layout: (HeaderInfo)

Supplier: **INNOVATION TRAINING SOLUTIONS LTD.**

RFI Currency **KES**

Response Currency **KES**

Price Precision **Any**

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

Reference Number

Note to Buyer

Personalize Flow Layout: (BidHdrAttachmentsSingCol)

Attachments





Line	Update	Ship-To	Target Price	Response Price Unit	Target Quantity	Response Quantity	Promised Date
1		Safaricom House		Each	300	300	

Indicates information requested. Click the Update icon.

Header Lines

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

Create Response 145001: Line 1 (RFI 256001)

[Cancel](#) [Save Draft](#) [Apply](#)

Personalize Table Layout: (LineHeader)

Description	shirt - Men	Close Date	09-Jul-2015 14:43:37
Unit	Each	Response Currency	KES
Target Price		Ship-To	Safaricom House
Response Price	500	Need-By Date	
Target Quantity	300	Promised Date	30-Jul-2015 16:06:52
Response Quantity	300		

Personalize Table Layout: (CplxTermsTableLayout)

Pay Items

Personalize "Pay Items"

Total pay item amount must add up to the line amount.

Attributes

Personalize "Attributes"

Group	Attribute	Attribute Type	Target Value	Response Value
General	Please advise on GSM	Required		160

Personalize Flow Layout: (NotesAndAttach)

Notes

Personalize "Notes"

Note to Buyer: 160gsm

Personalize Flow Layout: (BidItemAttachmentsSC)

Attachments

Click on continue



Create Response: 146001 (RFI 257001)

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

Personalize Table Layout: (AuctionInfo) Title RFQ FOR MEN SHIRT Time Left 23:13:03
Close Date 11-Jul-2015 14:32:01

Header Lines

Personalize "Lines"
Personalize Table Layout: (HeaderInfo)
RFI Currency KES Response Currency KES
Price Precision Any

Personalize Flow Layout: (LinesResultsRegion)
Personalize Table Layout: (BidExtraRgn)
Personalize "Lines Table"
Personalize "Lines Table"

Line	Update	Ship-To	Target Price	Response Price Unit	Target Quantity	Response Quantity	Promised Date
1	Shirt - Men	Safaricom House		500 Each	50	50	20-Jul-2015 17:05:49

ⓘ indicates more information requested. Click the Update icon.

Header Lines

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

About this Page

Click on submit and you get a confirmation

Negotiations > RFI: 257001 > Create Response: 146001 (RFI 257001)

Warning

Buyer has requested for you to submit a single, best response. Multiple responses for this RFI are not allowed.

Create Response 146001: Review and Submit (RFI 257001)

Cancel Back Validate Save Draft Printable View **Submit**

Personalize "Header"
Header
Personalize Table Layout: (HdrSuppAttr)
Personalize Table Layout: (headerDoubleColumn)
Title RFQ FOR MEN SHIRT Time Left 23:11:58
Supplier KPMG TRAINING SOLUTIONS LTD. Close Date 11-Jul-2015 14:32:01
RFI Currency KES Response Valid Until
Response Currency KES Reference Number
Price Precision Any Note to Buyer

Personalize Flow Layout: (HeaderAttach)
Attachments
Personalize "Attachments"
Personalize "Attachments of associated record"

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



Confirmation

Response 146001 for RFI 257001 (RFQ FOR MEN SHIRT) has been submitted.

[Personalize Default Single Column](#)

[Return to Sourcing Home Page](#)

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In case of further help please write to SupplierHelpDesk@Safaricom.co.ke