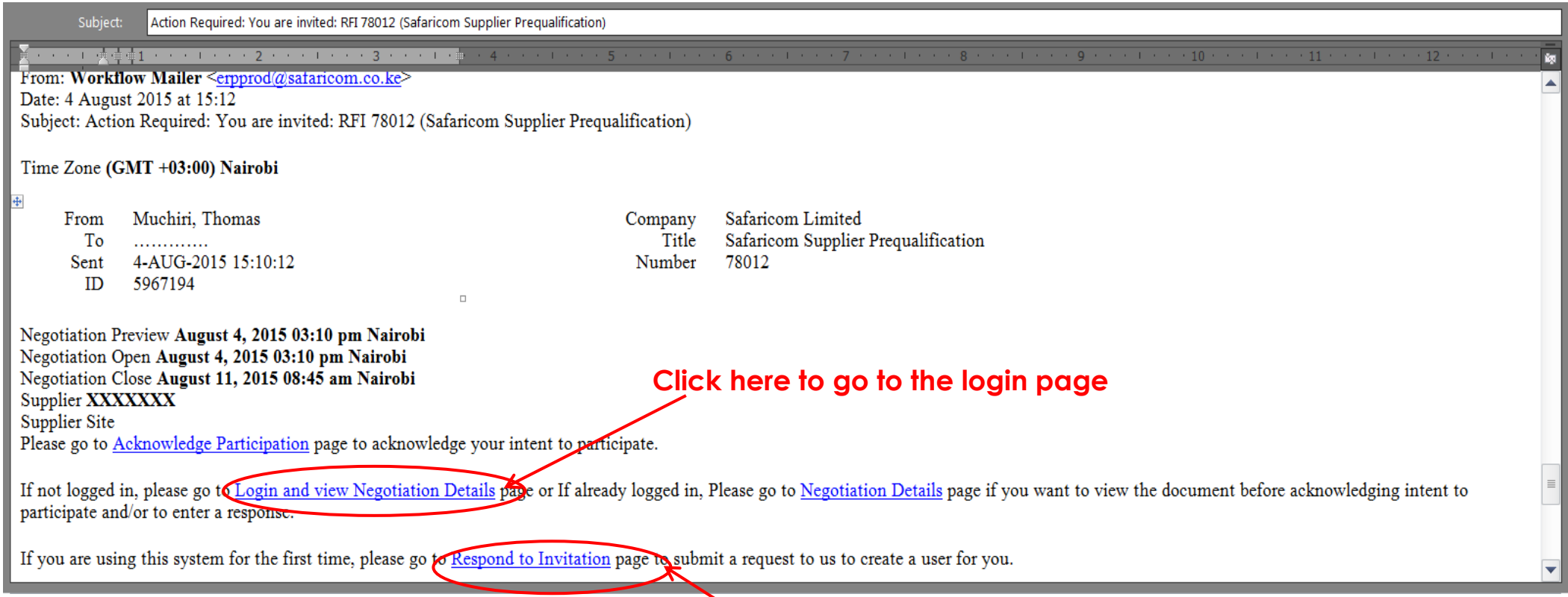
HOW TO RESPOND TO THE SAFARICOM RFQs and RFPs

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 **XXXXXXX**
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.

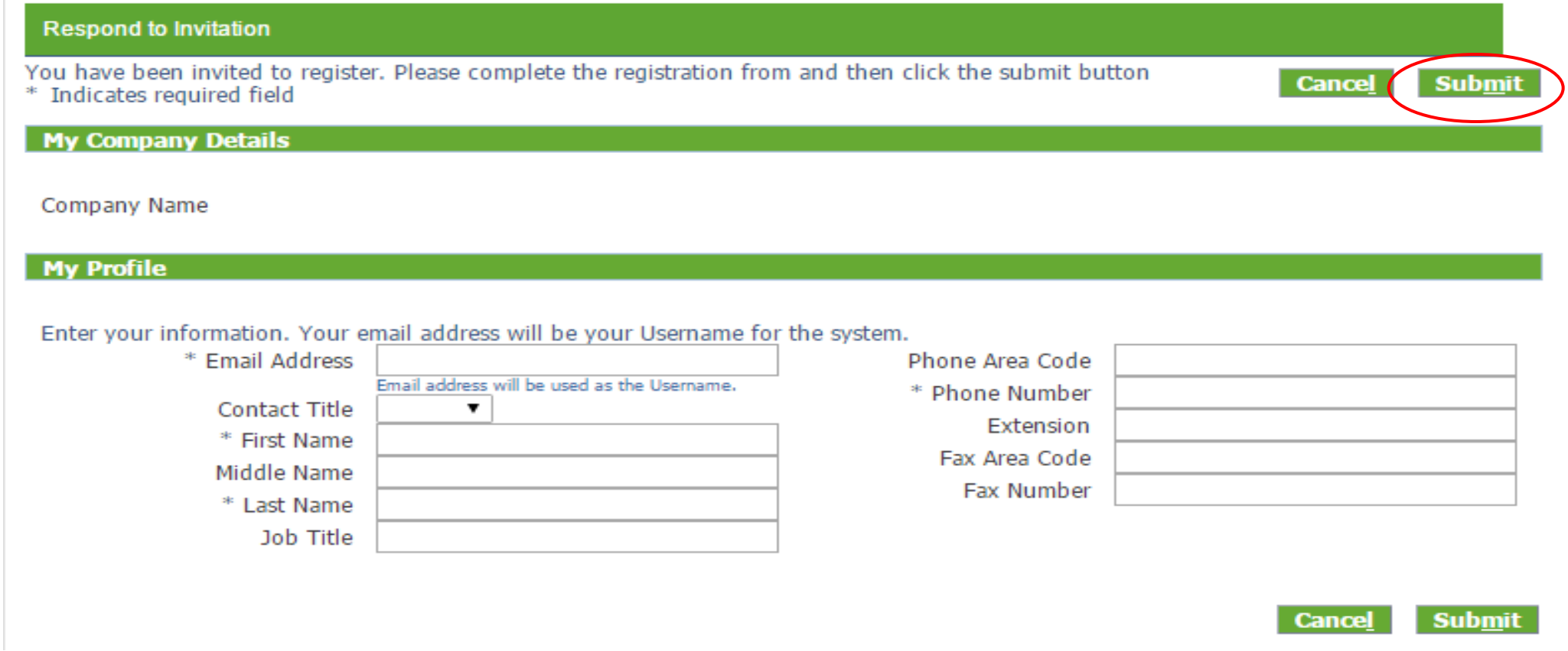
If you are using this system for the first time, please go to Respond to Invitation page to submit a request to us to create a user for you.

Click here to go to the login page

Click here to create an ccount

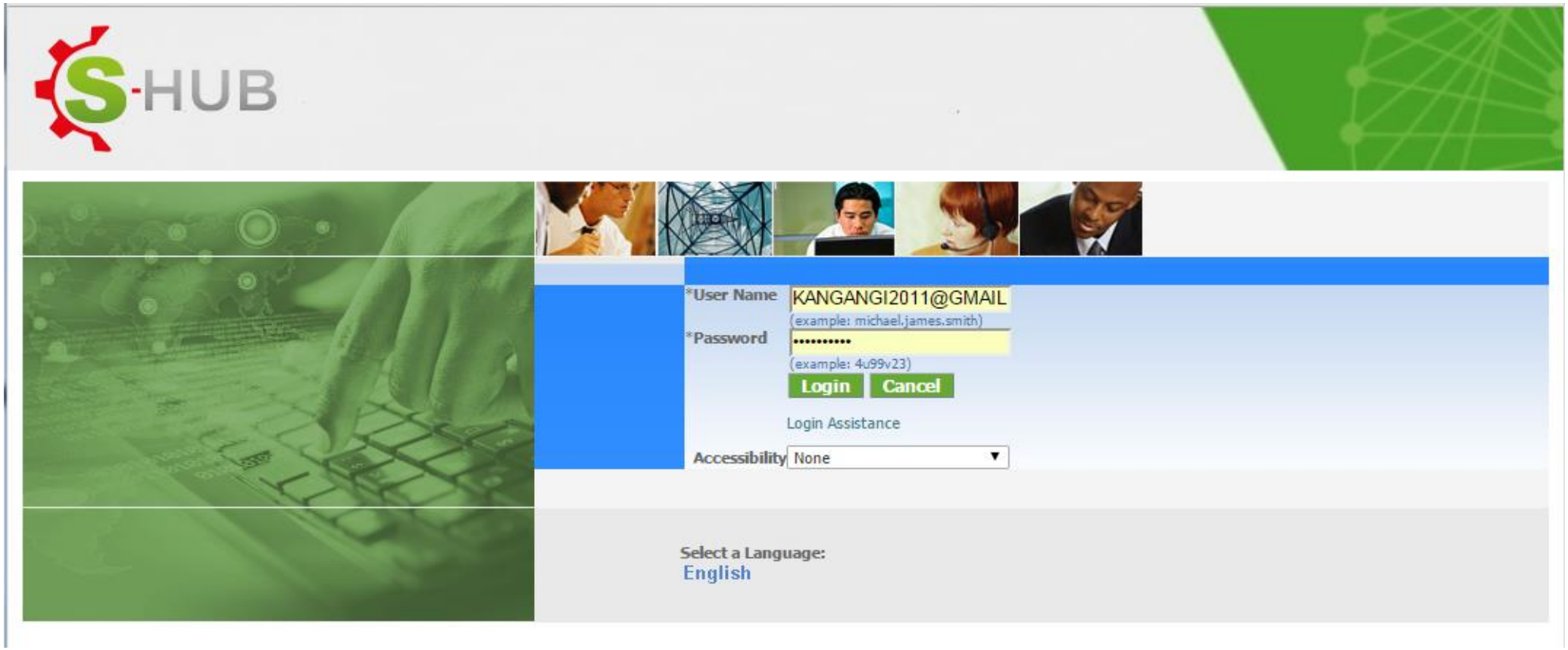
Step 2

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



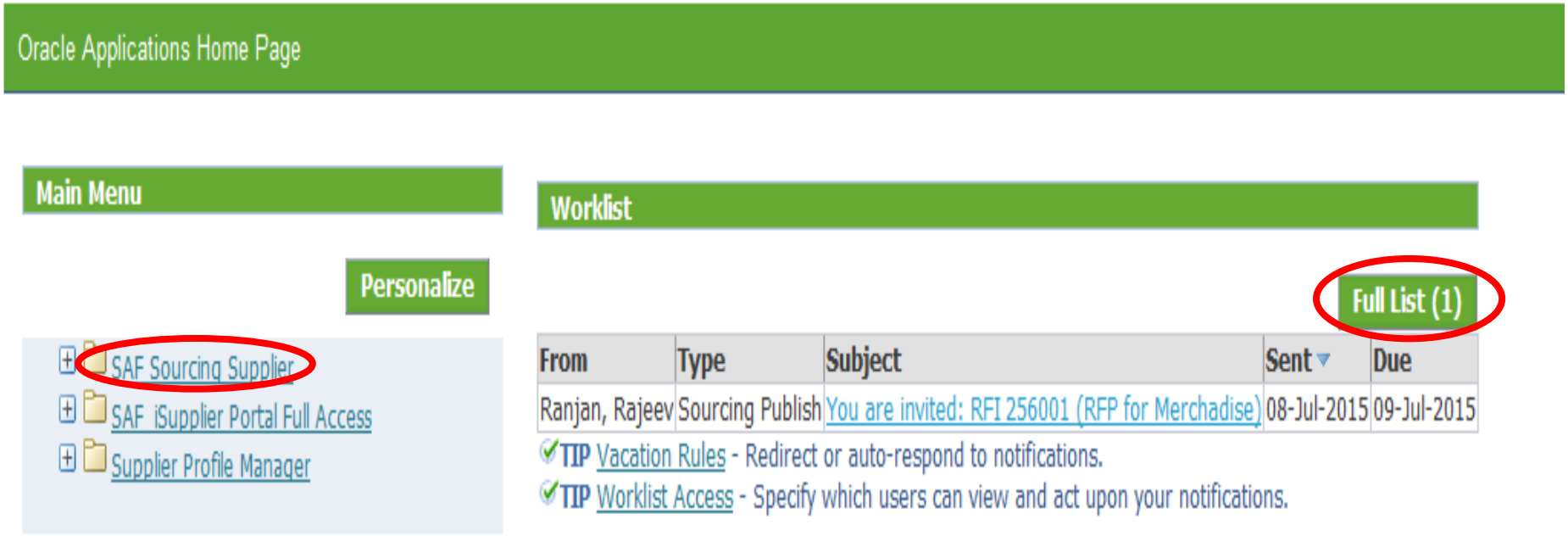
Step 3

Login to https://shub.safaricom.co.ke



Upon succesful login:

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



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

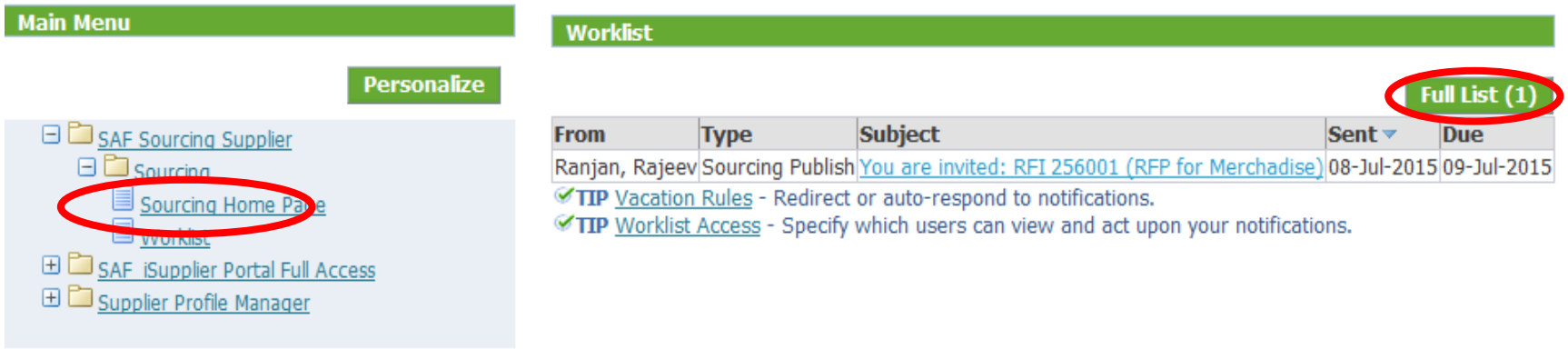
Notifications

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.

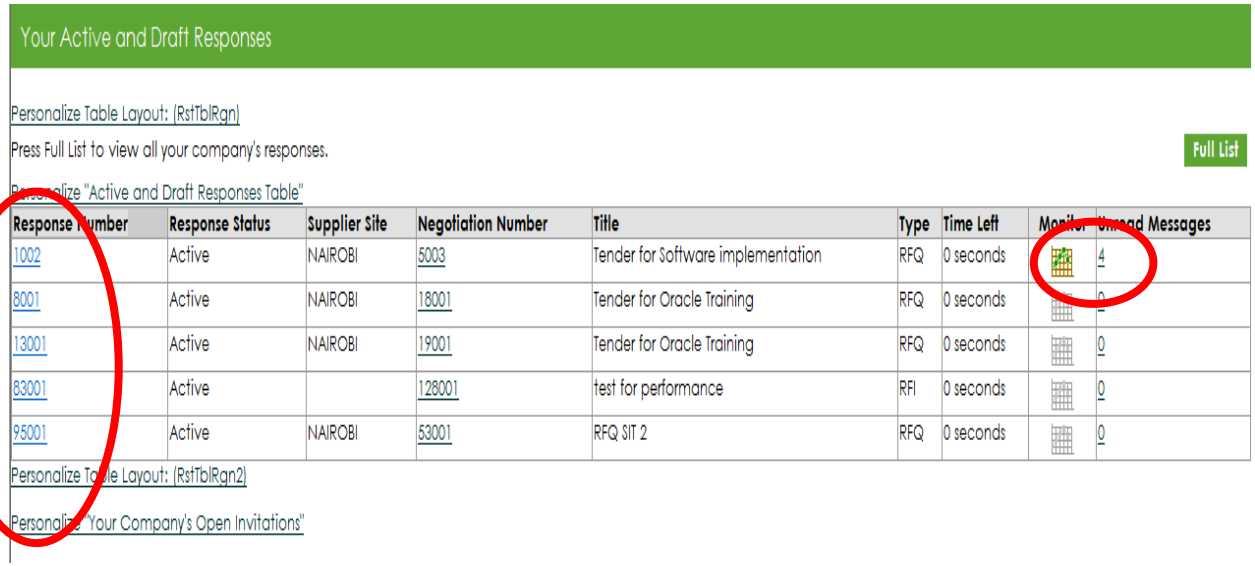
You can use the View menu to see

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



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: (RstTblRgn)

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

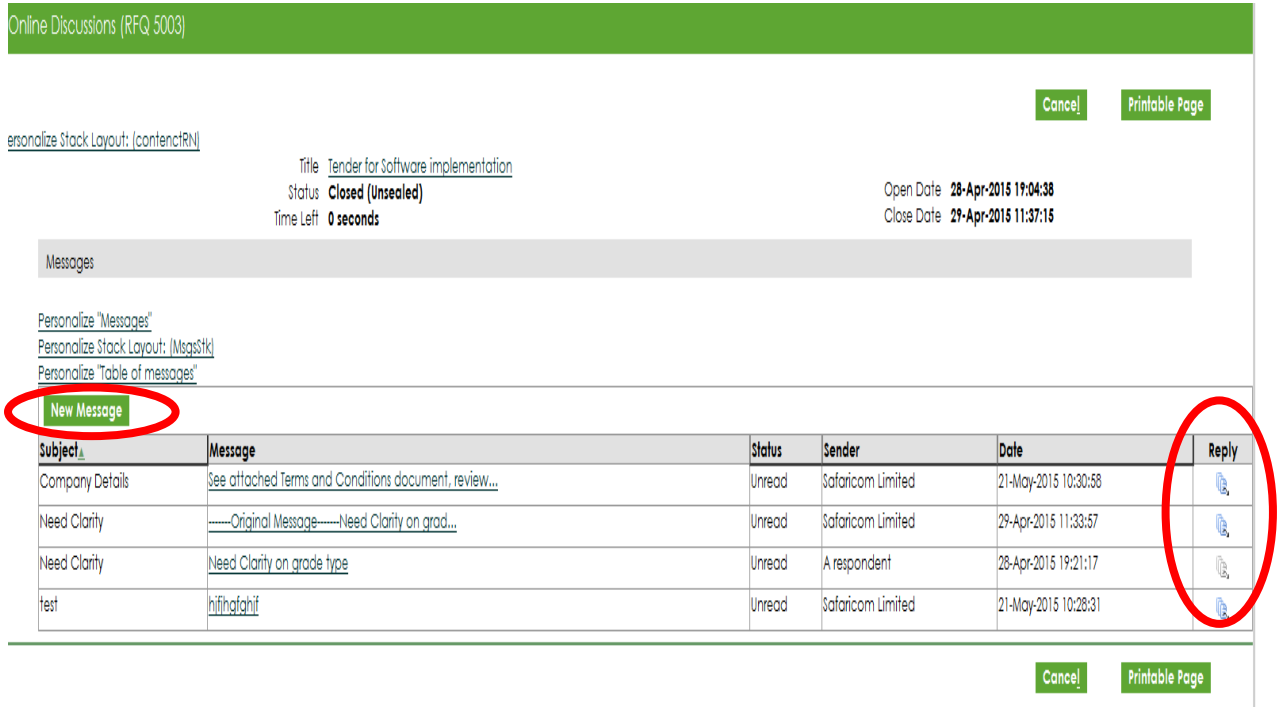
Personalize Table Layout: (RstTblRgn2)

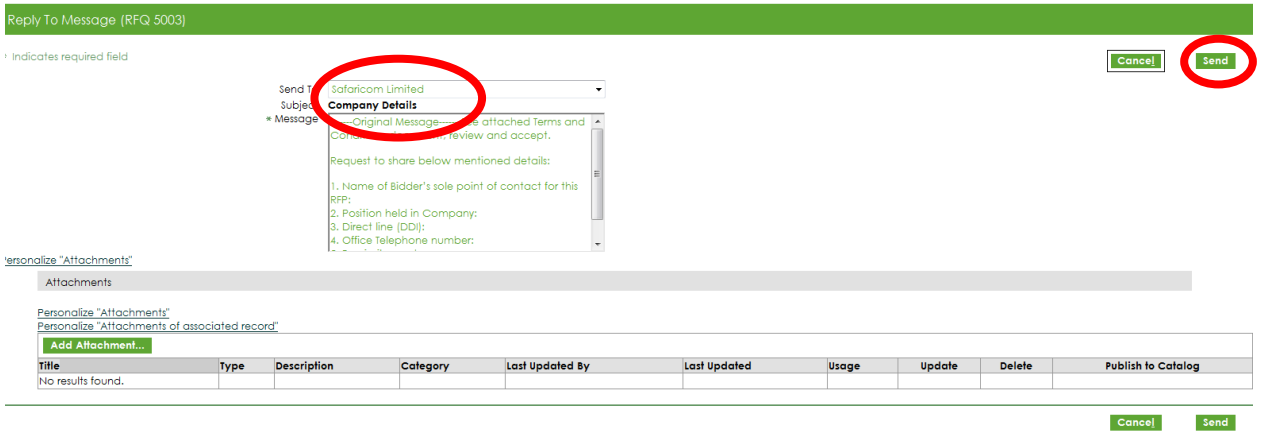
Personalize "Your Company's Open Invitations"

For unread messages

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

4. Click on send





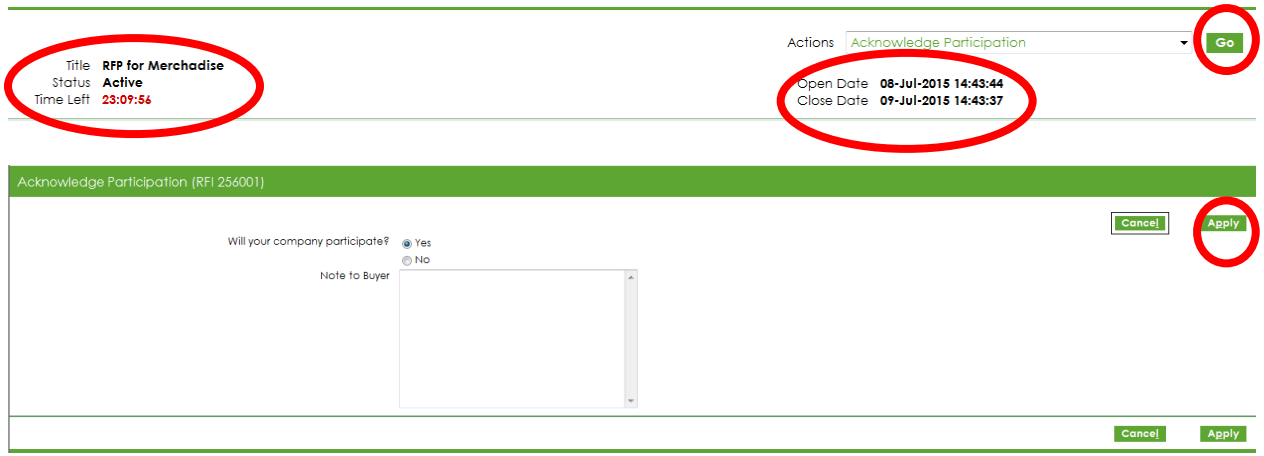
Please check on your company open invitations to check which RFx are open for your response

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

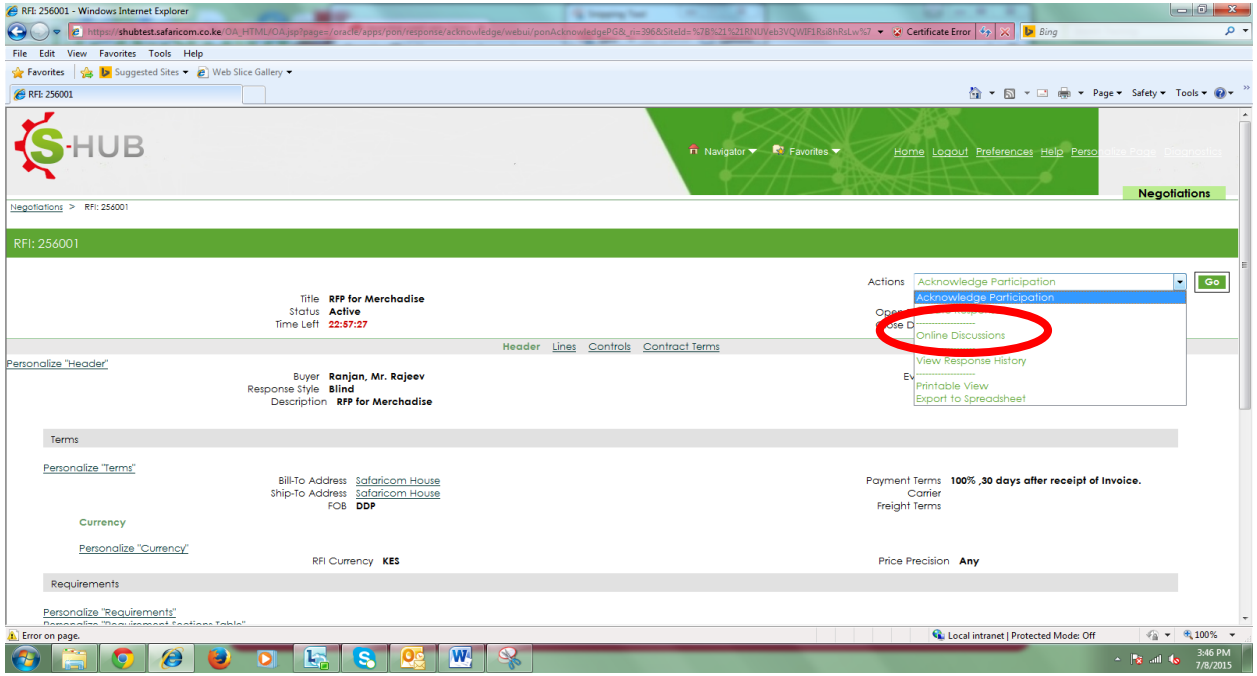
1. Click on Acknowledge participation
2. Click GO

3. Click YES
4. Click APPLY

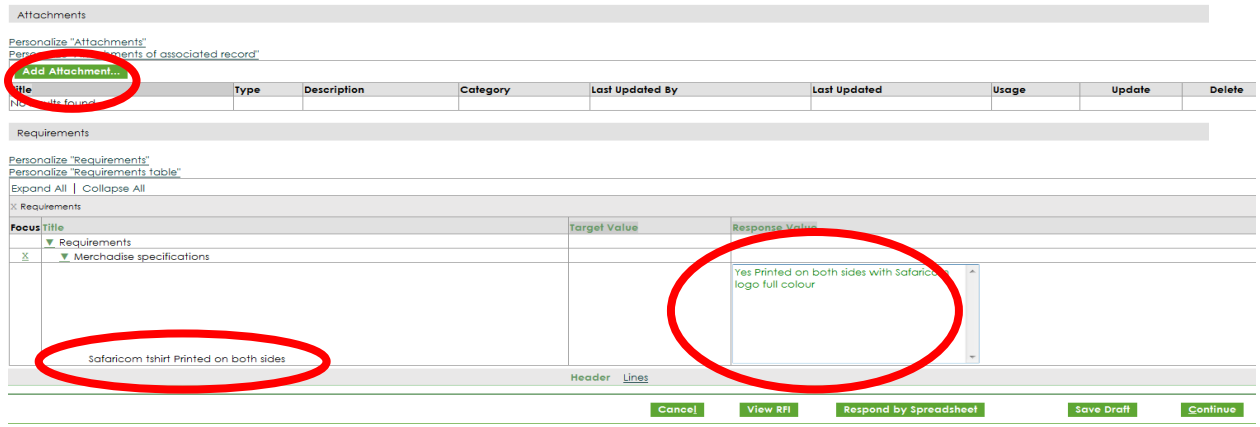


Responding to a RFx

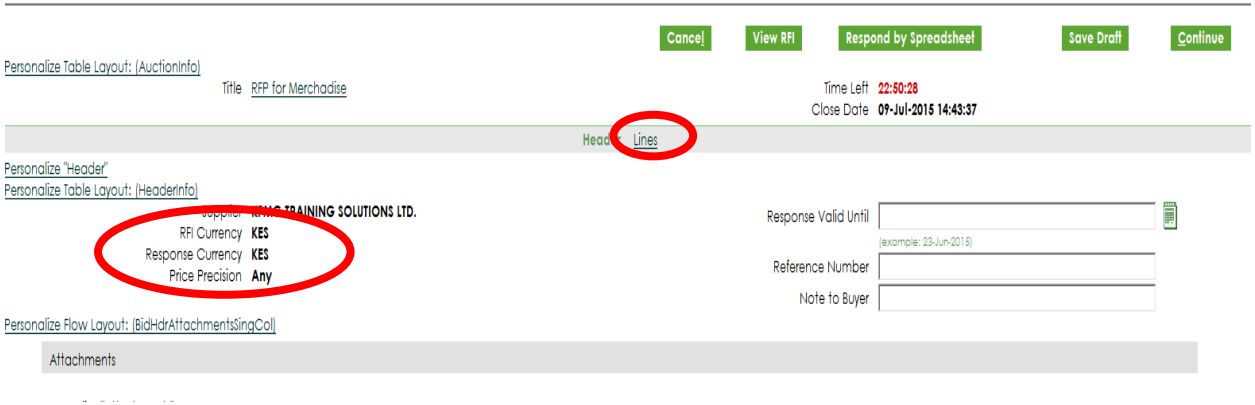
1. Click on create response
2. Click on header
3. Enter response validity (when quote is valid until)
4. Enter quote reference number
5. Enter Note if applicable
6. You can attach the quote/tender as a document here if deemed fit
7. Enter the response to the questions as set

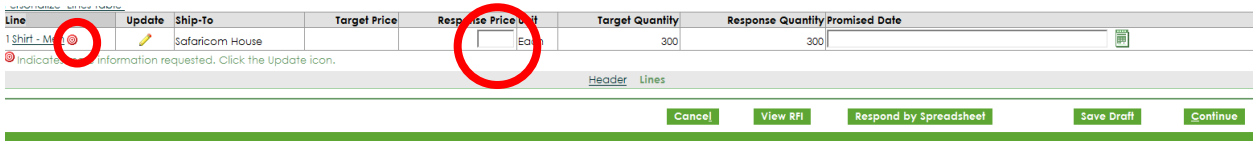

RFI: 256001 - Windows Internet Explorer
S-HUB
Navigator
Favorites
Home
Logout
Preferences
Help
Negotiations
Negotiations > RFI: 256001
RFI: 256001
Actions
Acknowledge Participation
Go
Acknowledge Participation
Online Discussions
View Response History
Printable View
Export to Spreadsheet
Title RFP for Merchadise
Status Active
Time Left 22:57:27
Header Lines Controls Contract Terms
Personalize "Header"
Buyer Ranjan, Mr. Rajeev
Response Style Blind
Description RFP for Merchadise
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"
Error on page.
Local intranet | Protected Mode: Off
100%
3:46 PM
7/8/2015

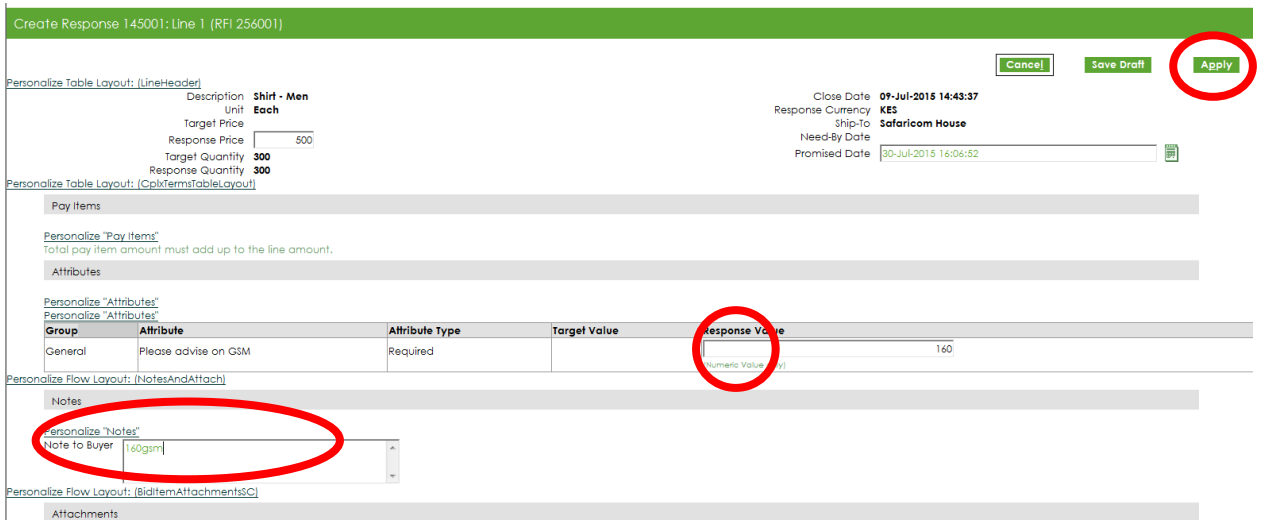
Cancel
View RFI
Respond by Spreadsheet
Save Draft
Continue
Personalize Table Layout: (AuctionInfo)
Title RFP for Merchadise
Time Left 22:50:28
Close Date 09-Jul-2015 14:43:37
Header Lines
Personalize "Header"
Personalize Table Layout: (HeaderInfo)
Supplier KPMG TRAINING SOLUTIONS LTD.
RFI Currency KES
Response Currency KES
Price Precision Any
Response Valid Until
(example: 23-Jun-2015)
Reference Number
Note to Buyer
Personalize Flow Layout: (BidHdrAttachmentsSingCol)
Attachments



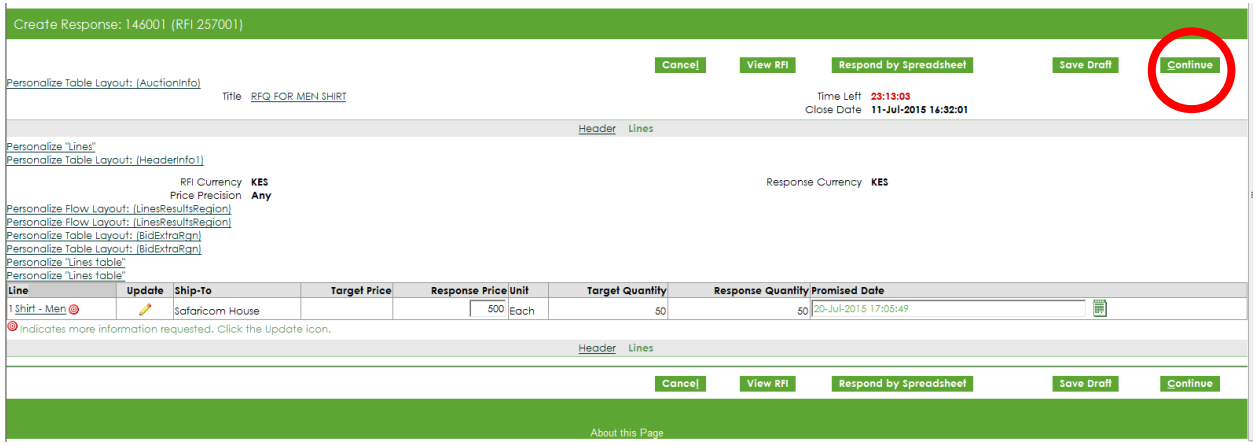
8. Click on lines
9. Enter unit price in currency stipulated as the response currency e.g.in this case price per unit of male shirt
10. Check on the small dot for additional information e.g. the GSM of the shirt or size or any other attribute required to qualify the prices
11. Click on Apply



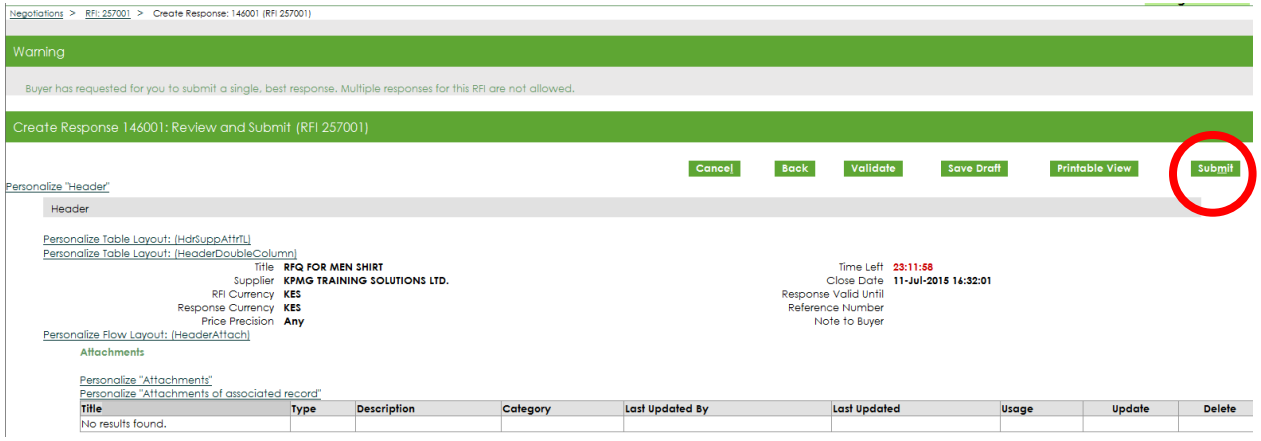


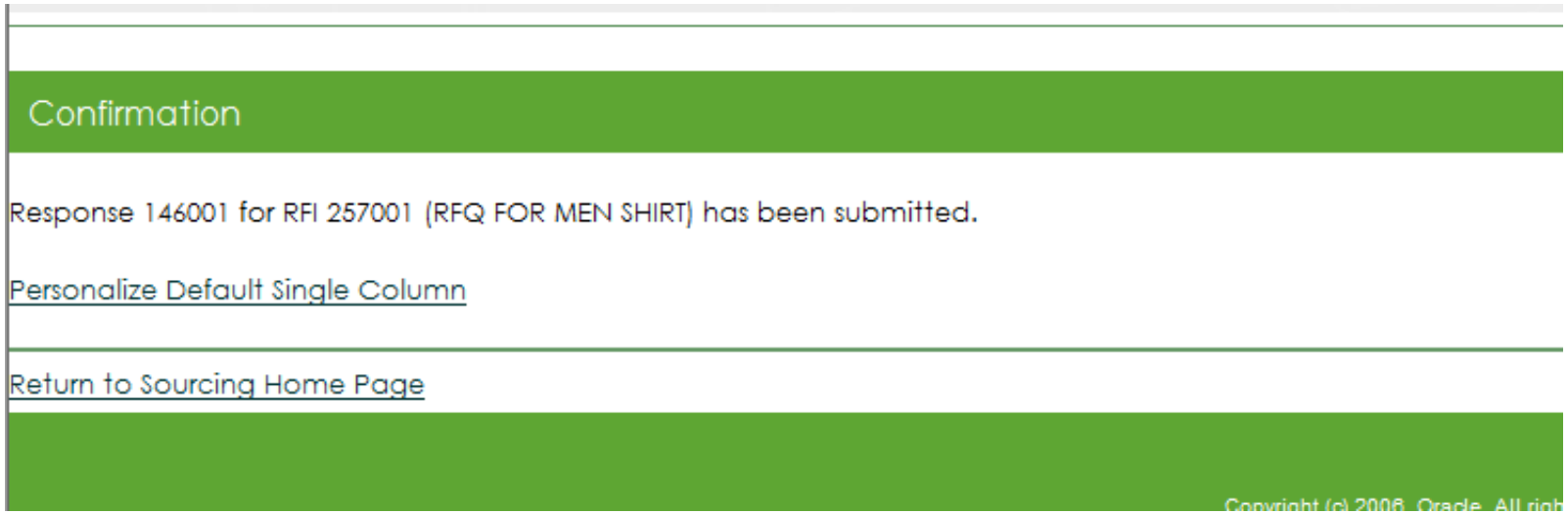


Click on continue



Click on submit and you get a confirmation





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