



HOW TO REGISTER YOUR COMPANY/EXPRESS INTEREST WITH SAFARICOM

Step 1

- Visit website <http://www.safaricom.co.ke/about-us/suppliers>
- Navigate to the page **How To become Safaricom Supplier**

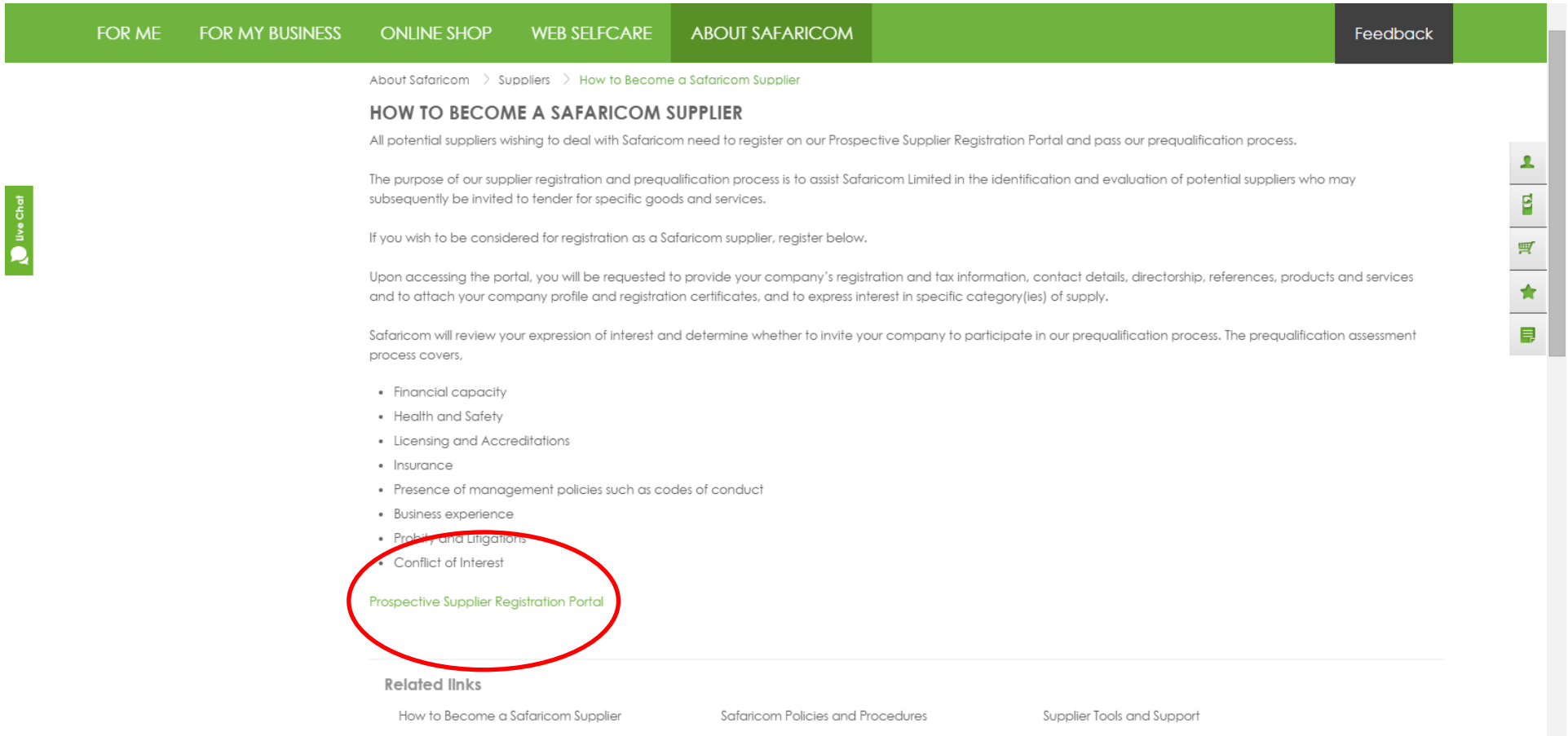
The screenshot shows the Safaricom website's navigation menu and main content area. The navigation menu includes: FOR ME, FOR MY BUSINESS, ONLINE SHOP, WEB SELFCARE, ABOUT SAFARICOM, and Feedback. The main content area is divided into several sections:

- About Safaricom**: Safaricom is one of the leading integrated communications companies in Africa with over 17 million subscribers. Includes a "VIEW MORE >" button.
- Popular**: Current Share Price, Press Releases, Sponsorships, Terms & Conditions, Annual Reports, Website Tips.
- About**: Our History/Heritage, Board Of Directors, Senior Management, Our Contact Details.
- What We Stand For**: Risk Management Policy, Corporate Responsibility, Mobile Phone Health & Safety, Sustainability Reports, Web Accessibility Statements, Terms & Conditions, Africa Against Ebola.
- Investor Relations**: Investor Information, Financial Performance, Governance, Sustainability, News And Press Releases.
- Media Centre**: Press Releases, Speeches, Media Contacts.
- Safaricom Brand**: Niko Na Safaricom, Naweza, Brand Assets, Sponsorships, Option Magazine.
- Innovation At Safaricom**: Share Your Innovations, Safaricom Spark Venture Fund, Safaricom Appwiz Challenge, The Apostar Challenge, The Safaricom Academy, Social Innovations, Safaricom Appstore.
- Suppliers** (circled in red): How To Become A Safaricom Supplier, Safaricom Policies And Procedures, Supplier Tools And Support.

A red arrow points to the "Suppliers" link with the text "Click on this link".

Step 2

On the page **How To become Safaricom Supplier**, click on **Prospective supplier Registration Portal**



The screenshot displays the Safaricom website's navigation menu and the 'How to Become a Safaricom Supplier' page. The navigation bar includes links for 'FOR ME', 'FOR MY BUSINESS', 'ONLINE SHOP', 'WEB SELFCARE', 'ABOUT SAFARICOM', and 'Feedback'. The breadcrumb trail shows 'About Safaricom > Suppliers > How to Become a Safaricom Supplier'. The main heading is 'HOW TO BECOME A SAFARICOM SUPPLIER'. The text explains that potential suppliers need to register on the Prospective Supplier Registration Portal and pass a prequalification process. It states the purpose of the process is to assist Safaricom Limited in identifying and evaluating potential suppliers. A list of criteria for prequalification is provided, including Financial capacity, Health and Safety, Licensing and Accreditations, Insurance, Presence of management policies such as codes of conduct, Business experience, Profit and Litigations, and Conflict of Interest. The link 'Prospective Supplier Registration Portal' is circled in red. The 'Related links' section at the bottom includes 'How to Become a Safaricom Supplier', 'Safaricom Policies and Procedures', and 'Supplier Tools and Support'. A 'Live Chat' button is visible on the left side of the page, and a vertical sidebar with icons for user profile, search, shopping cart, favorites, and notifications is on the right.

FOR ME FOR MY BUSINESS ONLINE SHOP WEB SELFCARE ABOUT SAFARICOM Feedback

About Safaricom > Suppliers > How to Become a Safaricom Supplier

HOW TO BECOME A SAFARICOM SUPPLIER

All potential suppliers wishing to deal with Safaricom need to register on our Prospective Supplier Registration Portal and pass our prequalification process.

The purpose of our supplier registration and prequalification process is to assist Safaricom Limited in the identification and evaluation of potential suppliers who may subsequently be invited to tender for specific goods and services.

If you wish to be considered for registration as a Safaricom supplier, register below.

Upon accessing the portal, you will be requested to provide your company's registration and tax information, contact details, directorship, references, products and services and to attach your company profile and registration certificates, and to express interest in specific category(ies) of supply.

Safaricom will review your expression of interest and determine whether to invite your company to participate in our prequalification process. The prequalification assessment process covers,

- Financial capacity
- Health and Safety
- Licensing and Accreditations
- Insurance
- Presence of management policies such as codes of conduct
- Business experience
- Profit and Litigations
- Conflict of Interest

[Prospective Supplier Registration Portal](#)

Related links

[How to Become a Safaricom Supplier](#) [Safaricom Policies and Procedures](#) [Supplier Tools and Support](#)

Step 3

On the prospective supplier registration page, enter all the information requested then click on the **“Next”** button to go to the next page (Page 2).

The image shows a screenshot of the Safaricom iSupplier Portal registration page. At the top left is the Safaricom logo and the text 'iSupplier Portal'. To the right are links for 'Close', 'Preferences', 'Personalize Page', and 'Diagnostics'. Below this is a progress bar with four steps: 'Basic Information' (active), 'Company Details', 'Additional Information', and 'Attachments'. The main content area is titled 'Prospective Supplier Registration' and includes a note '* Indicates required field'. A 'Next' button is visible at the top right of this section, with a red arrow pointing to it and the text 'Click "Next" to go to the next page'. The 'Company Details' section contains the following fields:

* Company Name	SAFARICOM LIMITED
Tax Country	Kenya
<small>Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.</small>	
* Tax Registration Number	PP05551901K
* Company Registration Number	CPRR/2016/2015
DUNS Number	

Below this is the 'Contact Information' section with the following fields:

* Email	TMuchiri@safaricom.co.ke
First Name	THOMAS
* Last Name	KANGANGI
Phone Area Code	254
Phone Number	0722005082
Phone Extension	5082

At the bottom right of the page, another 'Next' button is visible, with the text 'Step 1 of 4' next to it.

Step 4

On the next page (Page 2), click on the respective buttons shown below to add **Address Book**, **Contact Directory** and **Products and Services**. Once done, the click on the **“Next”** button to go to the next page (Page 3).

At least one entry is required.

Click “Create” to add Address

Address Name	Address Details	Purpose	Update	Delete
westland	P.o Box121, Nairobi Nairobi 00100 United States	RFQ Only		

Contact Directory

Click “Create” to add Contact Directory

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
THOMAS	KANGANGI	254-0722005082-5082	prequalifications.safaricom@gmail.comm	<input checked="" type="checkbox"/>		

Business Classifications

Classification	Applicable	Certificate Number
CO-OPERATIVE SOCIETY	<input type="checkbox"/>	
NGO/STATUTORY BOARD/COMMISSION	<input type="checkbox"/>	
PARTNERSHIP	<input type="checkbox"/>	
PRIVATE LIMITED COMPANY	<input checked="" type="checkbox"/>	CPRR/2016/2015
PUBLIC LIMITED COMPANY	<input type="checkbox"/>	
SOLE TRADER	<input type="checkbox"/>	
STATE CORPORATION	<input type="checkbox"/>	

Products and Services

Click “Create” to add Products and Services

Product Name	Description	Unit	Price	Update	Delete

Step 5

On the next page (Page 3), click on the respective buttons shown below to add **Business References** and **Directors**. Once done the click on the **“Next”** button to go to the next page (Page 4)

Click “Next” to go to the next page

Step 3 of 4 **Next**

Click “Add Another Row” to add references/customers

Click “Add Another Row” to add Directors and Shareholders

Save for Later **Back** Step 3 of 4 **Next**

Close Preferences Personalize Page Diagnostics

Step 6

On the next page (Page 4), Click on **"Add Attachment"** button to attach your company profile, tax and registration certificates.

The screenshot shows the Safaricom iSupplier Portal interface. At the top left is the logo and the text "Safaricom iSupplier Portal". On the right side of the top bar are links for "Close", "Preferences", "Personalize Page", and "Diagnostics". Below this is a navigation bar with four tabs: "Basic Information", "Company Details", "Additional Information", and "Attachments" (which is highlighted with an orange dot). To the right of the "Attachments" tab are two green buttons: "Submit" and "Back", followed by the text "Step 4 of 4".

Below the navigation bar is a green header for the "Attachments" section. Underneath is a large green bar. In the center of the page, there is a red text instruction: "Click 'Add Attachment' to add attachments". A red arrow points from this text to a green button labeled "Add Attachment..." located at the top left of a table.

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

At the bottom right of the table area are two green buttons: "Submit" and "Back", followed by the text "Step 4 of 4". At the very bottom of the page is a green footer bar containing links for "About this Page" and "Privacy Statement" on the left, and "Close", "Preferences", "Personalize Page", and "Diagnostics" in the center. On the right side of the footer bar is the copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."


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 'Safaricom iSupplier Portal' interface. At the top left is the logo and 'iSupplier Portal' text. On the top right, there are links for 'Close' and 'Preferences'. Below the header, a breadcrumb trail reads 'Create Response: 14001 (RFI 44001) >'. The main section is titled 'Add Attachment' and contains three buttons: 'Cancel', 'Add Another', and 'Apply'. A red arrow points from the text 'Click here to save and exit the page' to the 'Apply' button. Below this is the 'Attachment Summary Information' section with fields for 'Title' (containing 'Certificate of incorporation'), 'Description', and 'Category' (set to 'From Supplier'). A red arrow points from the text 'Give your attachment a name/title' to the 'Title' field. The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text', with 'File' selected. A text box contains a file path: 'C:\Users\tmuchiri\Desktop\BARTURN GROUP RAN'. A 'Browse...' button is next to it, with a red arrow pointing from the text 'Locate the attachment in your computer' to it. Below the text box is another 'Add Another' button, with a red arrow pointing from the text 'Click here to add more attachments' to it. At the bottom right of the 'Define Attachment' section are 'Cancel', 'Add Another', and 'Apply' buttons.

Step 8

On the next page (page5) that appears, click on **“Submit”** button to submit your questionnaire after which a confirmation will be displayed

Click **“Submit”** to complete the processClose 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 incorporatiom	File		Miscellaneous	GUEST	01-Jul-2015	One-Time		

Submit

Back

Step 5 of 5

Close Preferences

Privacy Statement

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Need more help?

0722005082

SupplierHelpDesk@safaricom.co.ke