



## HOW TO REGISTER YOUR COMPANY WITH SAFARICOM

### Step 1

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

### **FYI: Notification to Prospective Supplier**

S-HUB

Sent: Fri 7/3/2015 6:47 AM

To:  Thomas Kangangi Muchiri

 Message  Notification Detail.html (674 B)

**Time Zone (GMT +03:00) Nairobi**

From **Muchiri, Thomas**

To **Kangangi,Prequalifications2**

Sent **03-JUL-2015 06:45:26**

ID **5834001**

#### **Notes from Safaricom Limited:**

Please update your company registration

Click the below link to update the prospect supplier registration request.

[Prospective Supplier Registration Status Page](#) ← **Click on this link**

## Step 2

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

Close Preferences

Prospective Supplier Registration: Current Status

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

**Click “Respond”**  [Respond](#)

**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
03-JUL-2015	Supplier to Provide Details	Please update your company registration
01-JUL-2015	Supplier to Provide Details	
01-JUL-2015	Submitted	
01-JUL-2015	Draft	

[Respond](#)

## Step 3

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

Close Preferences Personalize Page Diagnostics

**Basic Information**

Company Details

Additional Information

Attachments

Prospective Supplier Registration

\* Indicates required field

Step 1 of 4

**Next**

**Company Details**

[Personalize "Company Details"](#)

* Company Name	<input type="text" value="SAFARICOM LIMITED"/>
Tax Country	<input type="text" value="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	<input type="text" value="PP05551901K"/>
* Company Registration Number	<input type="text" value="CPRR/2016/2015"/>
DUNS Number	<input type="text"/>

**Click “Next” to navigate the pages**

**Contact Information**

[Personalize "Contact Information"](#)

* Email	<input type="text" value="TMuchiri@safaricom.co.ke"/>
First Name	<input type="text" value="THOMAS"/>
* Last Name	<input type="text" value="KANGANGI"/>
Phone Area Code	<input type="text" value="254"/>
Phone Number	<input type="text" value="0722005082"/>
Phone Extension	<input type="text" value="5082"/>

Step 1 of 4

**Next**

## Step 4

On the next page (Page 2), click on the respective **“Update”** Icons 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).

Click **“update”** icon to add Address

At least one entry is required.

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

### Contact Directory

Click **“update”** icon to add Contact Directory

Create						
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

Create	
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## Step 5

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

Supplier PortalClose Preferences

Basic Information    Company Details    **Additional Information**    RFI    Attachments

Supplier Profile Attributes

\* Indicates required field

[Save For Later](#)   [Back](#)   Step 3 of 5   [Next](#)

**Directors**

*First Name	Middle Name	Other Name	*Nationality	*Identity Number/Passport Number	*Designation
sxkskcksxs	xaooxz	ZXZXZ	XZXZX	113w13sasa	asasasasa
<a href="#">Add Another Row</a>					

← Click “Add Another Row” to go to the next page

**Supplier Business Reference**

*Customer Name	*Contact Name	*Contact Number	Contact Email	Services Provided/Products Supplied	Value of the Contract (KES/USD)
ssds	ssds	79777979	dsdsd	dsds	
<a href="#">Add Another Row</a>					

← Click “Add Another Row” to add Products and Services

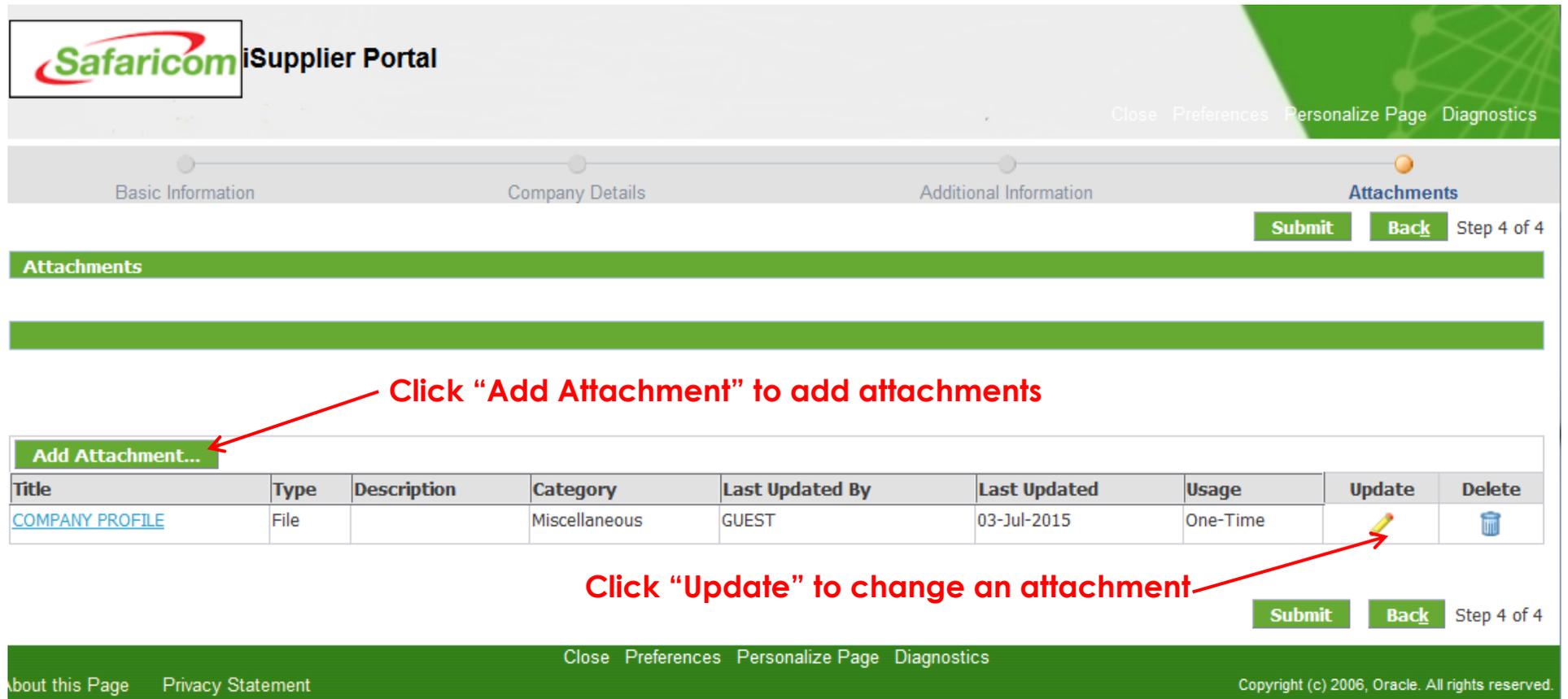
[Save For Later](#)   [Back](#)   Step 3 of 5   [Next](#)

Close Preferences

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## Step 6

On the next page (Page 4), Click on **"Add Attachment"** button to add attachments and **"Update"** icon to change an attachment



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

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">COMPANY PROFILE</a>	File		Miscellaneous	GUEST	03-Jul-2015	One-Time		

**Click "Update" to change an attachment**

Submit Back Step 4 of 4

About this Page Privacy Statement

Close Preferences Personalize Page Diagnostics

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## 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 Supplier Portal' interface. At the top left is the logo and 'Supplier 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.

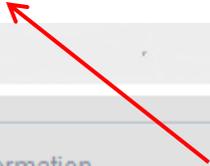
Below this is the 'Attachment Summary Information' section, which includes a 'Title' field containing 'Certificate of incorporation', a 'Description' text area, and a 'Category' dropdown set to 'From Supplier'. A red arrow points from the text 'Give your attachment a name/title' to the 'Title' field.

The 'Define Attachment' section follows, with radio buttons for 'File', 'URL', and 'Text'. The 'File' option is selected. A text input field shows 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 input field is a large empty text area. A red arrow points from the text 'Click here to add more attachments' to the 'Add Another' button at the bottom right. The 'Define Attachment' section also has '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

**Safaricom iSupplier Portal**Close Preferences

**Click “Submit” to complete the process**  


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
<a href="#">Certificate of incorporatiom</a>	File		Miscellaneous	GUEST	01-Jul-2015	One-Time		

**Submit**   **Back**   Step 5 of 5

Close PreferencesPrivacy StatementCopyright (c) 2006, Oracle. All rights reserved.

**Need more help?**

**0722005082**

**SupplierHelpDesk@Safaricom.co.ke**