HOW TO RESPOND TO THE SAFARICOM PREQUALIFICATION ONLINE QUESTIONAIRE

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.

Click here to go to the login page

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.

Click here to create an ccount

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.

![Safaricom]

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 from and then click the submit button   Cancel   **Submit**
* Indicates required field

My Company Details

Company Name

My Profile

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

* Email Address		Phone Area Code
Email address will be used as the Username.		* Phone Number
Contact Title	▼	Extension
* First Name		Fax Area Code
Middle Name		Fax Number
* Last Name		
Job Title		
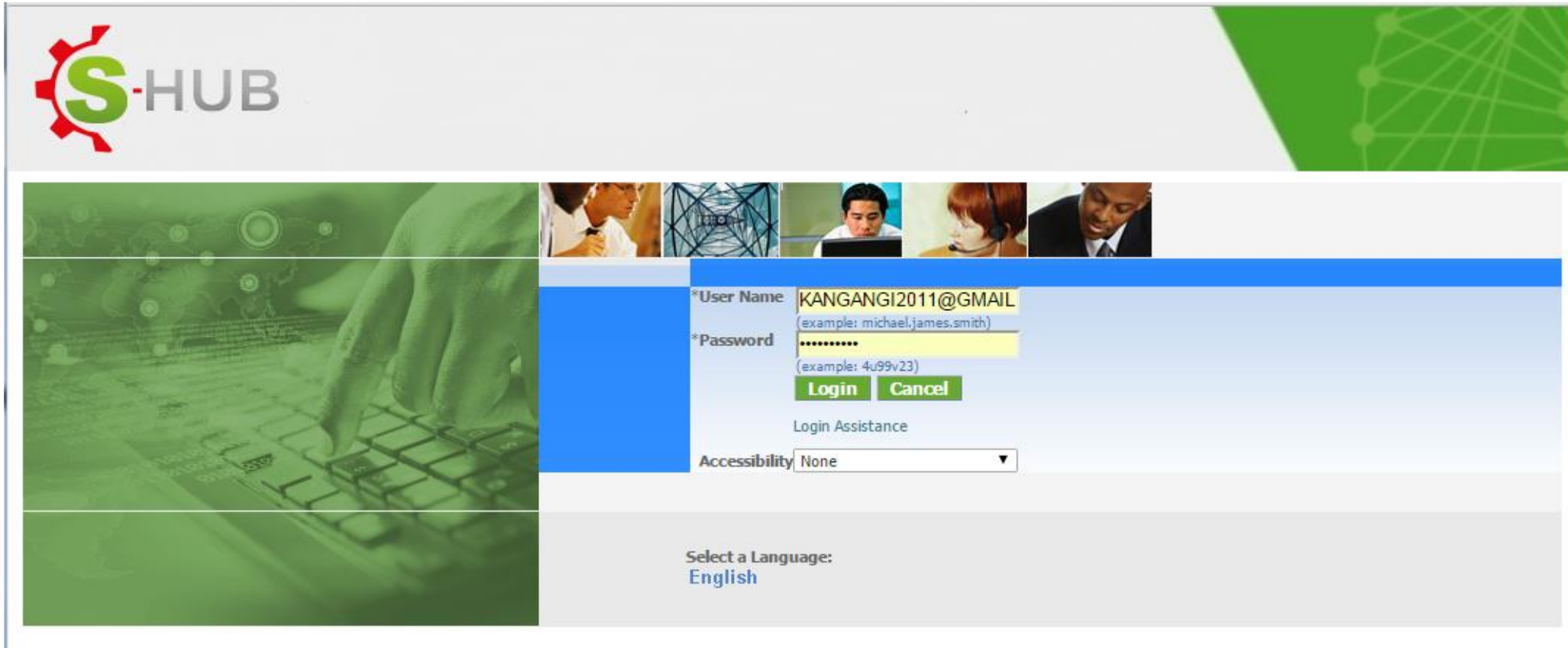
Cancel   **Submit**

Step 3

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

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~~ (circled)
    - 📄 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 you company will be displayed.

On **Your Company's Open Invitations** sections, lick 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	
	Actions [Acknowledge Participation ▼] Go

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

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

| 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)

Cancel   **Apply**

Will your company participate? ◉ Yes
        ◯ No

Note to Buyer

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

Actions [Create Response ▼] Go

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

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

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

Create Response: 44002 (RFI 78012-2)

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

Title Safaricom Supplier Prequalification

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

Header

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

Attachments

Click here to add attachments

Add Attachment...

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

Requirements

Expand All | Collapse All

Click here to provide your response

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

![Safaricom]

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	

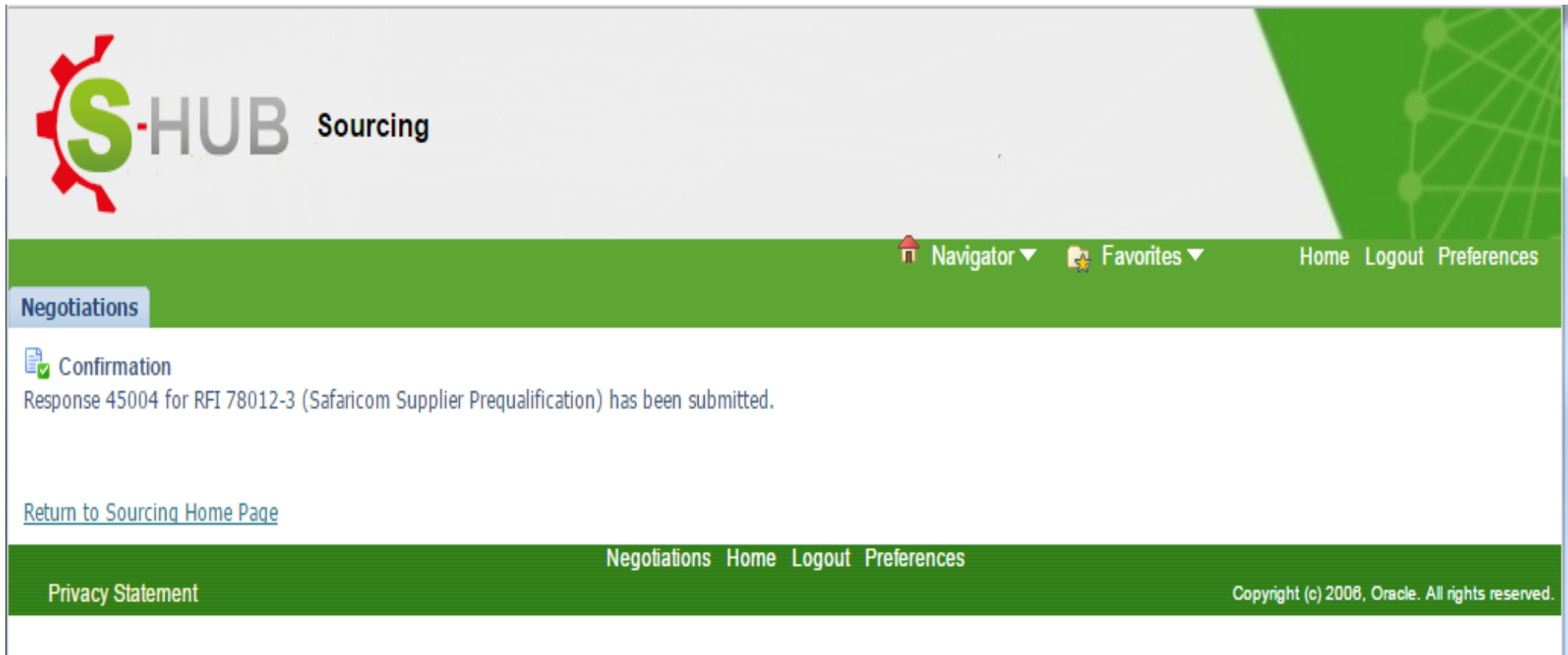| Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

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

S-HUB **Sourcing**

🏠 Navigator ▼   ⭐ Favorites ▼   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

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Safaricom

Safaricom iSupplier Portal

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 incorporatiom	File		Miscellaneous	GUEST	01-Jul-2015	One-Time	✏️	🗑️

Submit   Back   Step 5 of 5

Close   Preferences

Need more help?

0722005082

SupplierHelpDesk@Safaricom.co.ke