



# IFMIS PROCURE TO PAY iSOURCING MANUAL

**IFMIS – HELA ZETU, HUDUMA BORA**

Protecting and utilizing public funds for optimal performance and service delivery to Kenyans

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## FOREWORD

Public procurement in Kenya has undergone significant development. In the 1960s, the system did not have regulations. This however changed in the 1970s, 1980s and 1990s with the regulation by Treasury circulars. Today, new public procurement standards lead the way premised on Public Procurement and Disposal Act of 2005 and Procurement Regulation of 2006 that created Public Procurement Oversight Authority (PPOA).

A notable transformation commenced in 2003 when the government introduced the Integrated Financial Management Information System (IFMIS) as a Public Finance Management (PFM) reform initiative to automate and streamline Government financial management processes and procedures. Procure to Pay (P2P) is a major component of the IFMIS system. Its aim is to provide an efficient and streamlined procurement and payment system by fully automating the procurement and payment process. This will among others increase control and visibility over the entire life-cycle of a procurement transaction from procurement planning to payment, reduce paperwork, eliminate physical delivery of documents and ensure that suppliers receive payments in days instead of weeks.

Some of the key procurement functionalities configured in the IFMIS Procure to Pay system are: Procurement Planning; Supplier Management; Requisition Management; Quotation Management; Purchase Order (PO) Management; Receipt Management; Invoicing and Payments Management; Inventory Management; Contract Management; Reconciliations and Period End Close.

Electronic procurement begins with the development of procurement plans to the actual procurement of goods and services as well as payment of suppliers for goods delivered or services performed. The system will also ensure compliance with legislation and regulations. But even more important, is the access the IFMIS Procure to Pay System accords suppliers to transact online during the procurement process through iSupplier Portal.



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## INTRODUCTION

IFMIS electronic procurement is a major breakthrough for public Public Finance Management. Electronic procurement plays a key role in prudent government financial management and resource allocation. It has introduced a new era to government procurement by bringing to an end manual procurement challenges the country has experienced in the past. The National Treasury's IFMIS Department and the Public Procurement Oversight Authority (PPOA) continue to work towards full automation of this process.

There are many benefits of electronic procurement. The National Treasury has committed resources to ensure Ministries, Departments, Agencies and Counties continue to enjoy the benefits of this process. These include increase in transparency and accountability at all levels of the procurement process; reduction of processing time and costs and curtailing of risks as well as errors common in a manual environment. The system also notifies suppliers of the status of the award, contract or Local Purchase Order (LPO).

## Registration

IFMIS will be responsible for registering the suppliers to enable their use of the iSourcing. Prior to registration, each supplier will be asked to provide a contact name and a phone number, as well as a "valid" "Group" email address that can be used by iSourcing for notifications and other communication. The reason a group email address is required is to allow more than one person at your facility to have access to it and to allow you to control who at your facility has access to it – without IFMIS's involvement. This allows for full coverage of work, through vacations, position change, or any other instance that might otherwise leave work undone. It's also helpful to have an email address that is used only for iSourcing communications.

When you have been registered by IFMIS, you will receive a system-generated email from IFMIS indicating your username and password. This email will be sent to the "group" email address you provided to us. It will indicate your username (generally your email address) and a randomly generated initial password.

## General Navigation Tips

Regular Internet users should feel comfortable navigating through the various iSourcing screens. The functionality is not unlike what you might find on a typical web site. Keep an eye out for vertical and horizontal scroll bars. In many cases, you will be able to scroll down and/or to the right to see additional information. As a strong recommendation, avoid using the "Back" button on your browser toolbar. This is true for all Web-based transactional applications. In most cases, you will be able to navigate to the page you want by using the buttons on the screen rather than on the toolbar.

## Logging In

To connect to the sourcing responsibility, enter the [supplier.treasury.go.ke](http://supplier.treasury.go.ke) (Note: you may want to create a shortcut for this URL for your desktop) When you are connected, you will see this Login screen:

**Figure 1**

Enter your **Username** and **Password** and click on the Login

Button. Note: The first time you log in, you will be prompted to change your password. Make sure you remember the new password!

### The Home Page

When you are successfully logged into IFMIS *Kenya Supplier portal*,

the “Home” page below will appear. This page provides you with the following information and functions:

On the personal home page you can see your name on the right top corner

1. Click the Sourcing Supplier responsibility assigned to you. Responsibility is a set of privileges assigned to User (Supplier)
2. When you will click on the Sourcing Supplier responsibility two new links will appear on the right side of the page. Sourcing Home Page Worklist
3. Click the Sourcing home page to see the responded and invited tenders.
4. Click the Work list to see the Notifications received by you.

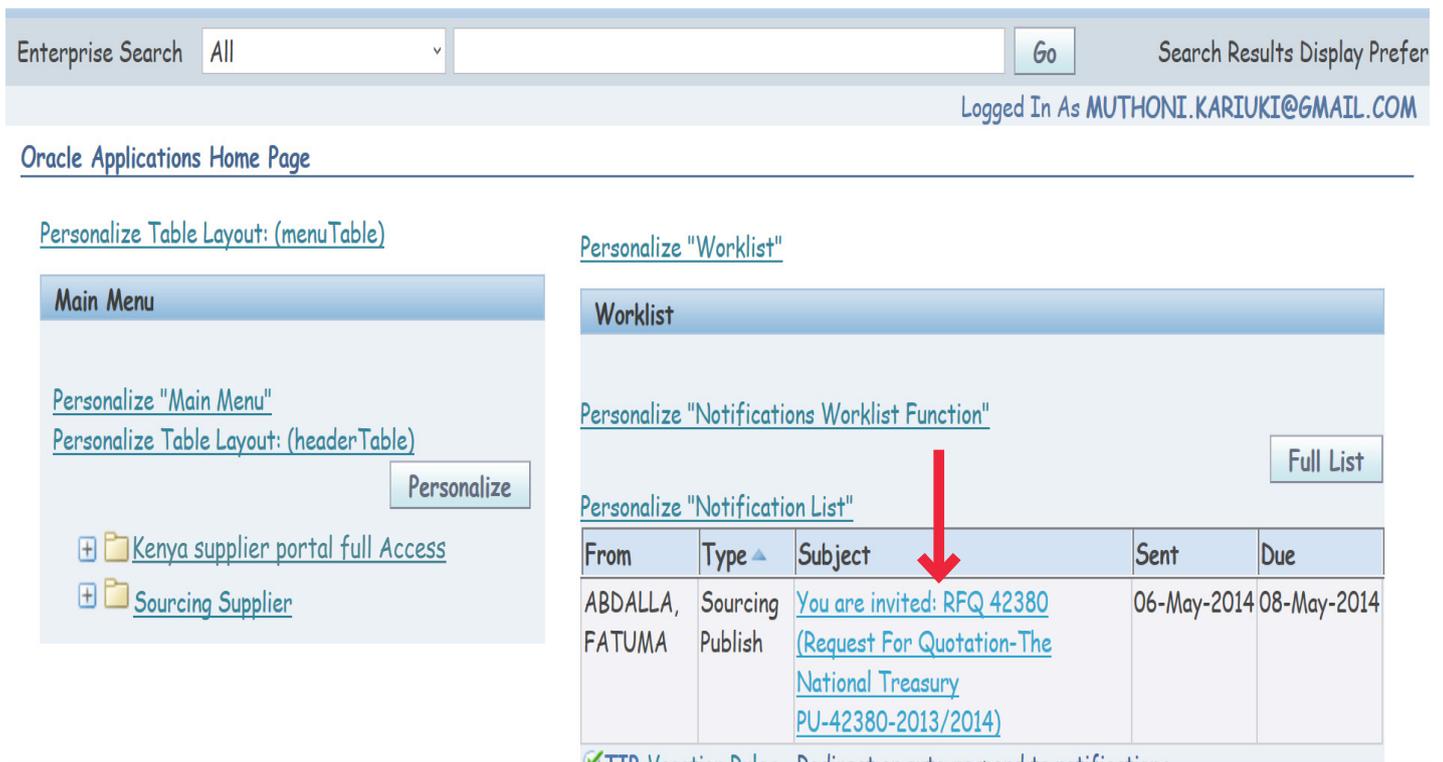


Figure 2

**Global buttons**

The following buttons display on the home page

**Home** – Returns you to the main Page where you can Select another responsibility if u have more than one.

**Logout** – Logs you out of the iSourcing Portal

**Preferences** – Displays the Preferences page.

**Help** – Accesses the help index page.

**User Preferences**

You can change your user settings or preferences at any time by clicking on the preferences icon. The following preferences can be changed:

**Password** You can reset or change your password. A valid password must be at least six, but no more than 30, characters. Passwords can be alphanumeric or special characters.

**To change your preferences:**

- a) Click the Preferences icon.
- b) Complete or update the required fields.
- c) Click Apply to save your changes. Click Cancel to return to the system without making any changes.

## Acknowledging Participation

You can acknowledge your participation in two ways one using your work list on personal home page, and other is Clicking on open invitation on Sourcing Home Page.

### Acknowledge using work list

1. Click on Work list link as shown in previous screen
2. All the Open notifications will be shown.
3. Click on the Notification's subject link.
4. A new page will be displayed on your screen
5. Enter any note to buyer in note to buyer text.
6. Press yes to acknowledge your interest to buy and quote for the tender.
7. Press No to reject to participate in the tender.

[Oracle Applications Home Page >](#)

You are invited: RFQ 42380 (Request For Quotation-The National Treasury PU-42380-2013/2014)

Yes No 

[Personalize "Notification Details Function"](#)

[Personalize "Notification Details Attributes"](#)

[Personalize Table Layout: \(leftTable\)](#)

[Personalize Stack Layout: \(rightStack\)](#)

From ABDALLA, FATUMA

[Personalize Table Layout: \(rightTable\)](#)

To KARIUKI

Company Default enterprise name

Sent 06-May-2014 06:59:07

Title Request For Quotation-The National Treasury PU-42380-2013/2014

Due 08-May-2014 07:11:03

Number 42380

ID 70548

Negotiation Preview Not specified

Negotiation Open May 06, 2014 06:59 am

Negotiation Close May 08, 2014 07:11 am

Supplier VERA BEAUTY COLLEGE

Supplier Site KISII

Figure 3

## Acknowledging Participation through Sourcing Home Page

1. Click Sourcing home page, as shown on Personal Home Page above
2. Click on the Tender number in Your Company's Open Invitations Tender details will open in a new page as shown below
3. Choose Acknowledge Participation from Actions dropdown list Press Go. Acknowledge participation page will open. Select yes to participate or no to reject.
4. Enter any information or note for the buyer. Click apply

[Personalize "Your Company's Open Invitations"](#)

Your Company's Open Invitations

[Personalize Table Layout: \(OpenInvTableRgn\)](#)

[Full List](#)

[Personalize "Open Invitations List Table"](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
KISII	<a href="#">42380</a>	Request For Quotation-The Nati...	RFQ	2 days

[Personalize Table Layout: \(RstTableRgn3\)](#)

[Personalize "Quick Links"](#)

Figure 4

Home Logout Preferences Help Personalize Page Diagnostics

Negotiations

Negotiations >

RFQ: 42380

Actions Acknowledge Participation

Title Request For Quotation-The National Treasury  
PU-42380-2013/2014

Open Date 06-May-2014 06:59:02  
Close Date 08-May-2014 07:11:03

Status Active (Locked)  
Time Left 2 days

Header Lines Controls Contract Terms

[Personalize "Header"](#)

Figure 5

## Using Online Discussion

To ask query from buyer related to this particular tender, you can use **online discussion** feature of this product, wherein you can ask your queries or doubts online to the buyers, and buyer can respond to your queries online too.

**Navigation:**

1. Sourcing Supplier Responsibility > Sourcing Home Page
2. Click the link **unread messages** on Sourcing Home Page or choose **Online Discussion** from the Action dropdown list on RFQ detail page.

You will be directed to Online Discussion Page where you will be able to see the message from the Buyer against tender and your quote

3. Click the link below message to read the message.
4. Click reply to reply the message.
5. Click New Message to create a new message.

**Reading the Message**

Clicking on the message link will show you the complete message.

1. Click Reply to reply the message.
2. Click print to print the message.
3. Click “return to Online discussion” to return

**Replying to the Message**

Click Reply to reply the message on the online discussion page or at the reply button on message read page.

Clicking on reply will show you a text box on a new page where you can type your message

1. Type the message you want to send.
2. Click “Send” to submit your query.

Online Discussions (RFQ 42380)

[Personalize Stack Layout: \(contenctRN\)](#)

Title [Request For Quotation-The National Treasury PU-42380-2013/2014](#)  
 Status Active (Locked)  
 Time Left 2 days

Open Date 06-May-2014 06:59:02  
 Close Date 08-May-2014 07:11:03

Messages					
<a href="#">Personalize "Messages"</a> <a href="#">Personalize Stack Layout: (MsgsStk)</a> <a href="#">Personalize "Table of messages"</a>					
<input type="button" value="New Message"/>					
Subject	Message	Status	Sender	Date	Reply

**Figure 6**

**Viewing Tender/RFQ Details - Header**

1. Click on the negotiation number on the home page.
2. Tender page will appear.
3. You can see tender header detail, line detail, tender terms, currency as well as notes and attachments
4. Click return to RFQ to go back to the tender details.
5. Click file name under Notes & Attachment Section to download the attachment.
6. Choose Open to open the Document.
7. Click Save to save the document and give the location where you want to save the file.
8. Click cancel to cancel the action

Negotiations >  
RFQ: 42380

Actions Acknowledge Participation

Title Request For Quotation-The National Treasury  
 PU-42380-2013/2014  
 Status Active (Locked)  
 Time Left 1 day 23 hours

Open Date 06-May-2014 06:59:02  
 Close Date 08-May-2014 07:11:03

**Header** | Lines | Controls | Contract Terms

[Personalize "Header"](#)

Buyer 7, Miss User  
 Two-Stage RFQ  
 Quote Style Sealed  
 Description purchase of laptops

Outcome Blanket Purchase Agreement  
 Event

**Terms**

[Personalize "Terms"](#)

Effective Start Date  
 Effective End Date  
 Bill-To Address [HARAMBEE - AVENUE](#)  
 Ship-To Address [HARAMBEE - AVENUE](#)  
 FOB

Total Agreement Amount  
 Minimum Release Amount  
 Payment Terms  
 Carrier  
 Freight Terms

**Currency**

[Personalize "Currency"](#)

RFQ Currency KES  
 Price Precision 2

**Requirements**

[Personalize "Requirements"](#)  
[Personalize "Requirement Sections Table"](#)  
[Show All Details](#) | [Hide All Details](#)

Details	Section	RFQ Stage
<input type="checkbox"/> Show	Preliminary Evaluation	Technical
<input type="checkbox"/> Show	TECHNICAL EVALUATION	Technical

**Additional Header Attributes (Buyer & Supplier)**

[Personalize "Additional Header Attributes \(Buyer & Supplier\)"](#)

**Notes and Attachments**

[Personalize "Notes and Attachments"](#)  
 Personalize Default Single Column: (NoteToSupplier)

Figure 7

## Viewing Tender Details -Line

1. Click on lines to see the line details  
 All the lines of the Tender will be available; you can also click on a particular line to get the details of that line.

## Viewing Tender Details – Terms

1. Click Contract terms to view terms and conditions. If Available
2. Download or open the file. Same as downloading an attachment.

## Creating Response/Quote

1. Select the tender for quoting from Your Company’s open Invitation on
2. Sourcing Home Page.
3. Click on the negotiation number.
4. Select Create Quote from Actions list
5. Press Go.

Negotiations >

RFQ: 42380

Actions Create Quote

Title **Request For Quotation-The National Treasury**  
 PU-42380-2013/2014

Status **Active (Locked)**

Time Left **1 day 23 hours**

Open Date **06-May-2014 06:59:02**

Close Date **08-May-2014 07:11:03**

**Header** | Lines | Controls | Contract Terms

Personalize "Header"

Buyer **7, Miss User**

Two-Stage RFQ

Quote Style **Sealed**

Description **purchase of laptops**

Outcome **Blanket Purchase Agreement**

Event

**Terms**

Personalize "Terms"

Effective Start Date

Effective End Date

Bill-To Address [HARAMBEE - AVENUE](#)

Ship-To Address [HARAMBEE - AVENUE](#)

FOB

Total Agreement Amount

Minimum Release Amount

Payment Terms

Carrier

Freight Terms

Figure 8

## Creating Quotation header Details

1. Enter Reference number if any.
2. Enter any message to the buyer in Note to buyer.

## Attaching the documents

1. Click Add attachment on creating Response header page and enter the description for the attachment.
2. Click browse to select the attachment location in the system.
3. Click open to add the attachment.
4. Enter a name for the attachment.
5. Click Add another to add more attachments.
6. Click Apply to add the attachment to the tender header

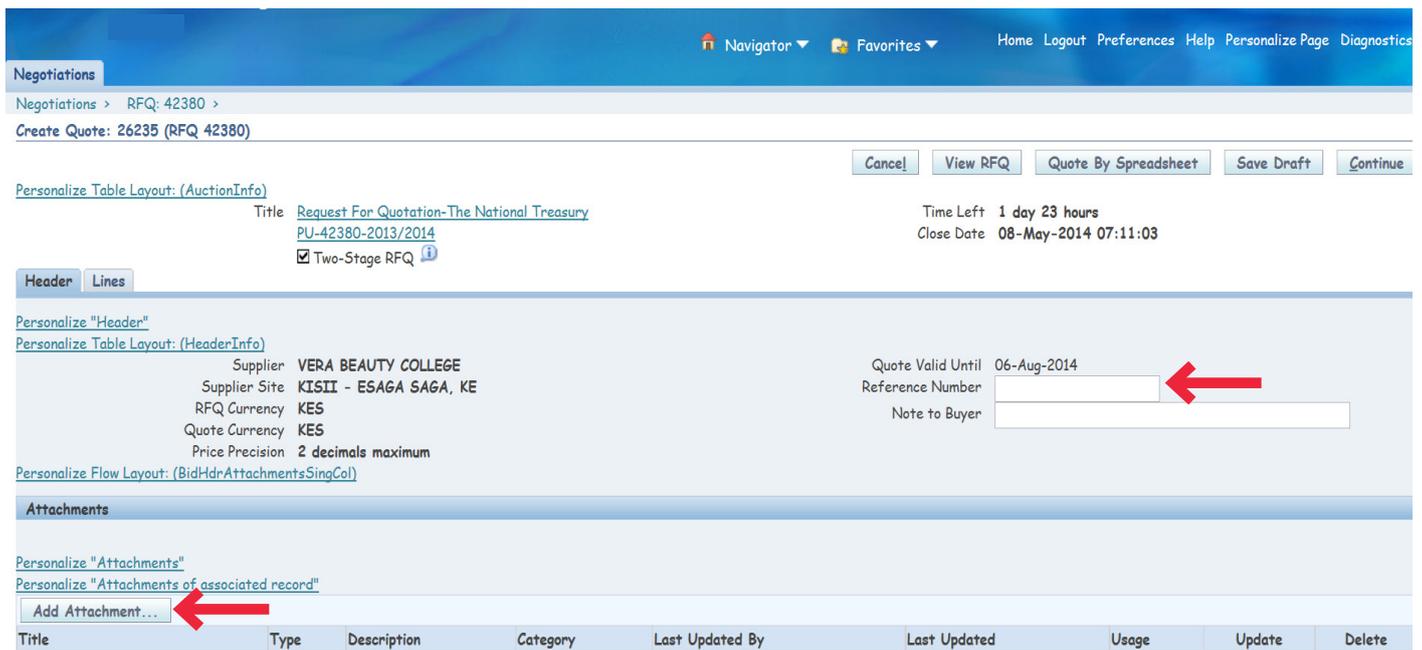


Figure 9

## Populating Tender line Details and adding Attachments

Enter the Quote Price and quote values.

### Viewing and Filling Attributes

1. Click the line link on the creating response/quote home page. Enter the Quote value for the quote.
2. You must enter a quote value for attribute type required.
3. Enter any note for the buyer for the line.
4. Click Add Attachment to add attachment at the line.
5. Click cancel to cancel the changes.
6. Click Save Draft to save the changes temporarily in the system.
7. Click apply to apply the changes

Create Quote 26235: Line 1 (RFQ 42380)

Cancel Save Draft Apply

Personalize Table Layout: (LineHeader)

Description PENCIL; HARDNESS HB, COLOR BLACK  
 Unit Each  
 Start Price  
 Target Price  
 Quote Price    
 Estimated Quantity 1  
 Close Date 08-May-2014 07:11:03  
 Quote Currency KES  
 Target Minimum Release Amount  
 Quote Minimum Release Amount

Personalize Table Layout: (CplxTermsTableLayout)

**Pay Items**

Personalize "Pay Items"

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

**Attributes**

Personalize "Attributes"

Personalize "Attributes"

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Type of Wood	Optional		<input type="text"/> 

Figure 10

### Adding line level attachment

1. Enter the description for the document.
2. Choose the document to be attached. Click open.
3. Click Add Another to add more documents
4. Click Apply to attach the document. The line level attachment can be seen below.
5. Click update to update the attachment.
6. Click delete to delete the attachment.
7. Click Save draft to save the document in drafts.
8. Click apply to save the changes

Negotiations > RFQ: 42380 > Create Quote: 26235 (RFQ 42380) >

Add Attachment

Cancel Add Another Apply

Personalize "AK Attach Upload"

Attachment Summary Information

Title

Description

Category From Supplier: Commercial

Define Attachment

Type  File  No file selected

URL

Text

Figure 11

## Reviewing and Submitting Response/Quotation

### Reviewing the Response/Quote

After completing all the details as needed,

1. Click Save Draft to save the response and submit it at a later date.
2. Click Submit to submit the quote. A warning message will be shown: multiple quotes for the tender is not allowed.

### Submitting Response/Quote

1. Confirmation message will be shown as indicated below.
2. Click "Return to Sourcing Home Page" to go to sourcing home page.

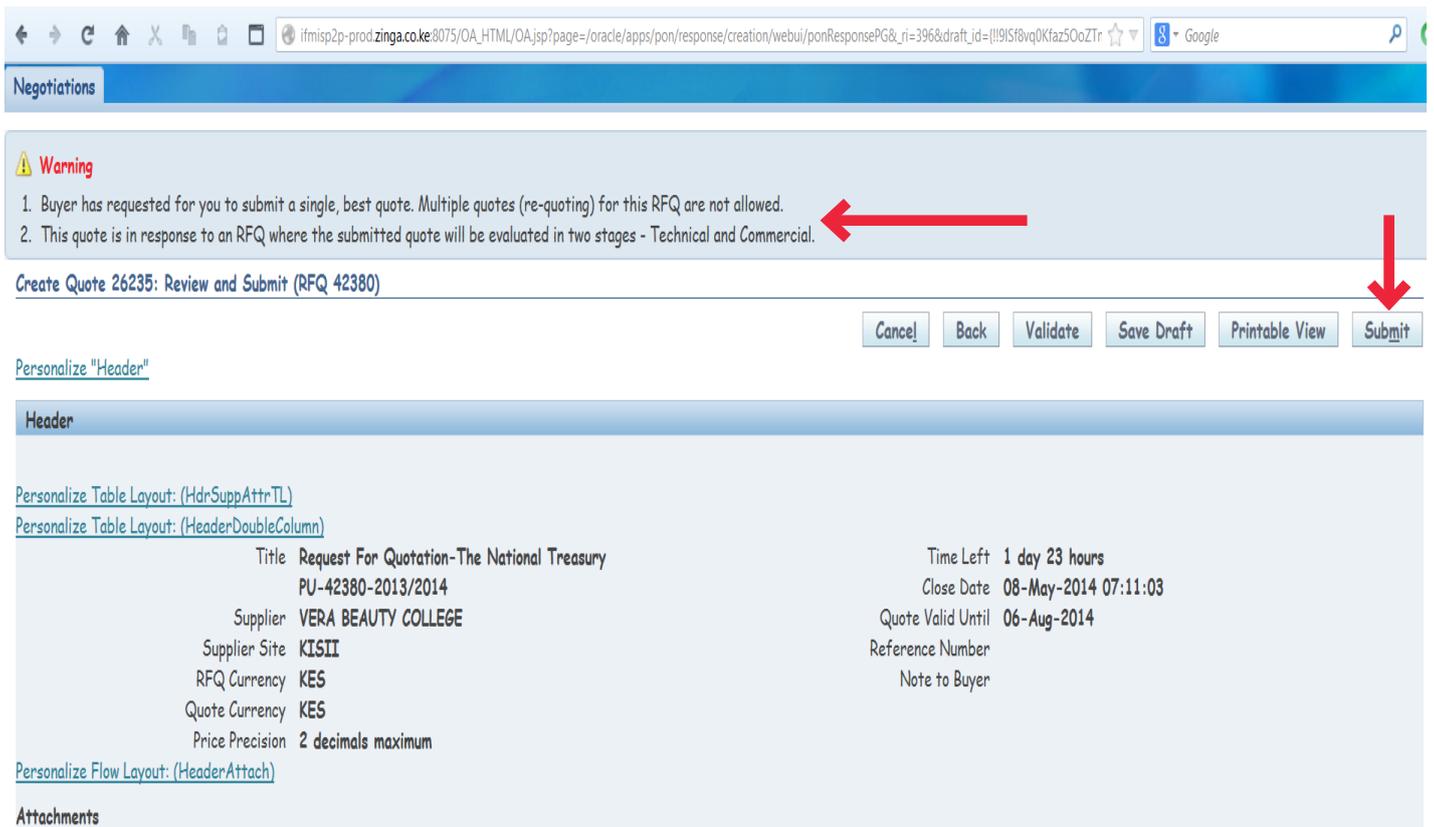


Figure 12

### Viewing details of your Response / Quote

1. Find your responses from “Your Active and Draft Response”. If it is not shown click on full list to see all your responses.
2. Select the response number you want to review or revise. Review / revise the response as needed.
3. Click Continue to submit your response/quote to the customer. If the response has already been submitted to customer you cannot submit it again.

### Viewing Active, Rejected, Awarded and Disqualified Response

#### Active Response

Click “Active” link in Quick links.

If the negotiation is still “Open”, you can select your “Active” response and click Revise to update your information and submit a new response.

**Note:** Negotiation status is different from response status.

1. Select the Response you want to see.
2. Click Revise, if you want to revise your response and submit a new response. Other processes are same as explained above

[Home](#) [Logout](#) [Preferences](#) [Help](#) [Personalize Page](#) [Diagnostics](#)

**Negotiations**

Negotiations >  
 Personalize "Active and Draft Responses"

**Active and Draft Responses**

Personalize Table Layout: (PageInstrTable)

These are your company's responses that have not been awarded, rejected or disqualified.

⚠ Negotiation has been amended and requires your action to be considered for award.

⏸ Negotiation has been paused. Only draft response can be created.

Personalize "Active Bids Table"

Select Response:

Select Response	Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Unread	Messages
<input type="radio"/>	<a href="#">26232</a>		Active	Kariuki,		<a href="#">44371</a>	Request For Quotation-The National Treasury PU-44371-2013/2014	RFQ		1 day 17 hours	<input type="checkbox"/>	0	
<input type="radio"/>	<a href="#">26233</a>		Active	Kariuki,		<a href="#">44366</a>	The National Treasury PU-44366-2013/2014	RFQ		1 day 17 hours	<input type="checkbox"/>	0	
<input type="radio"/>	<a href="#">25219</a>		Active	Kariuki,		<a href="#">44364</a>	Request For Quotation-The National Treasury PU-44364-2013/2014	RFQ		0 seconds	<input type="checkbox"/>	0	

[Return to Negotiations](#)

[Negotiations](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Personalize Page](#) [Diagnostics](#)

[About this Page](#) [Privacy Statement](#)

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**Figure 13**

## Awarded

Click "Awarded" link in Quick links

The Awarded Items page shows you all negotiation items for which you have been awarded business and also enables you to drill down for detailed information about the negotiation items and your responses to them.

Find the Response you want to see.

1. You may see the purchase order created for your response
2. You may see the reason for the awarded tender.
3. Click the response number if you want to see its details

Negotiations >

**Awarded Lines**

[Personalize Query: \(QueryRN\)](#)

---

**Search**

[Personalize "Search"](#)

[Personalize Advanced Search: \(AwardedBidsAdvSearchRN\)](#)

Specify parameters and values to filter the data that is displayed in your table.

Show table data when all conditions are met.

Show table data when any condition is met.

Negotiation Number

Category

Line Description

Item

[Personalize "My Won Bids Table"](#)

Response Number	Reference Number	Supplier Site	Negotiation Number	Type	Description	Promised Date	Award Quantity	Award Price	Purchase Order	Reason
<a href="#">26234</a>		KISII	<a href="#">44372</a>	RFQ	ENVELOPE, STATIONERY;A5BROWN			335,000.00 (KES)		

**Figure 14**

## Rejected

Click “Rejected” link in Quick links

The Rejected Items page shows you all items for which you responded but were not awarded by the Customer and also enables you to drill down for detailed information about the negotiation and your responses to it.

Find the Response you want to see.

1. You may see the reason for rejection from customer.
2. You may click the response number if you want to see the details.

## Disqualified Response

Click “Disqualified” link in Quick links

The Disqualified Responses page shows you all responses you have placed in any negotiation that have been disqualified by the customer.

If the negotiation is still open, you can select your response and click Revise to update your information and submit a new response.

1. Select the Response you want to see.
2. Click Revise, if you like to revise your response and submit a new response.
3. Other processes are same as explained above.

Manage	View Responses
<u>Personalize "Manage"</u> <ul style="list-style-type: none"><li>• <u>Drafts</u></li><li>• <u>Deliverables</u></li><li>• <u>Personal Information</u></li></ul>	<u>Personalize "View Responses"</u> <ul style="list-style-type: none"><li>• <u>Active</u></li><li>• <u>Disqualified</u> ←</li><li>• <u>Awarded</u></li><li>• <u>Rejected</u> ←</li></ul>

Figure 15

REPUBLIC OF KENYA



THE NATIONAL TREASURY



# IFMIS PROCURE TO PAY iSOURCING MANUAL

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