GOVERNMENT PROCURE TO PAY PROCESS

1. Procurement Plan Preparation and approval
2. Requisition (Requester)
3. Accountant (Economic item approval)
4. Requisition Approval (AIE)
5. Select procurement method
6. Approval of procurement outcome by Head of Supply Chain Management (HSCM)
7. Publishing of Sourcing document (system)
8. Submission of bids (Supplier)
9. Closing of bids (Automatic)
10. Opening of sourcing documents
11. Evaluation by Evaluation Committee (scoring and unsealing)
12. Recommendation of award
13. Award Tender by Ministerial Tender Committee
14. Approval of Award
15. Notification of award results to suppliers
16. Generation of order / Framework agreement
17. First level approval (CFO)
18. Second/Final approval (HSCM)
19. Issuance of order to supplier (system)
20. Delivery of goods/service by supplier
21. Receipting and Inspection of goods (Inspection Committee)
22. Validation of Invoice
23. First invoice Approval (AIE Holder)
24. Invoicing (Invoicer)
25. Final Invoice approval by Head of Accounting Unit (HAU)
26. Payment and EFT generation (Cashier)
27. Internet banking transmission (Head of Accounting Unit)
28. Supplier receives notification of his payment in Kenya Supplier Portal

Direct procurement
- RFQ (Request for Quotation)
- Specially permitted tender
- Restricted tender
- Open Tender (National/ International)
- Low value procurement.

FRAMEWORK AGREEMENT FLOW

1. Approve FA
2. Raise Requisition
3. Approve Requisition
4. Auto Generation Order
5. Map to step 17

e-Procurement

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