



**THE SAP SRM
(SUPPLIER RELATIONSHIP
MANAGEMENT)
SUPPLIER'S USER GUIDE**

Table of Contents

1	INTRODUCTION	2
1.1	The KPA ICT development.....	2
1.2	The SAP SRM (E-Procurement)	2
2	GETTING STARTED IN SRM.....	2
2.1	Logging in SRM.....	2
3	THE RFx RESPONSE.....	4
3.1	Confirmation of RFx Participation.....	4
3.2	To display attachments on RFx cFolder.....	6
3.3	Printing RFX From cFolders.....	11
3.4	Uploading attachment on RFX cFolder	15
3.5	Submitting the RFx Responses	24
3.6	Opening C-Folders	27
4	SUPPLIER SELF SERVICE	35
4.1	Create confirmation for Purchase Orders.....	35
4.2	Creating Advance Shipping Notification	39
4.3	Creating invoice for goods	46
4.3.1	Create invoice attachments	48
4.4	Create invoice for services	53
4.4.1	Create invoice attachments	60

THE SRM SUPPLIERS USER GUIDE

1 INTRODUCTION

1.1 The KPA ICT development

The Kenya Ports Authority embarked on automation of the port operations in the year 2000 and deployed the SAP ERP (Enterprise Resources Planning) system for all its Financial, Procurement, Human resources and Engineering functions.

The Authority successfully upgraded its SAP ERP infrastructure to ECC 6.0 from R/3 4.6 C early last year. In an effort to realize the governments' vision of e-procurement, the Authority has sourced for SAP SRM (Supplier Relationship Management) to facilitate Supplier Collaboration

1.2 The SAP SRM (E-Procurement)

The SAPSRM solution offers an e-procurement platform for the Kenya Ports Authority and its Suppliers. The SAPSRM shall enable the Suppliers to receive and respond to request for quotations and Tenders online via the SAPNetweaver portal. The Suppliers shall also be able to receive the Purchase order and creates a Purchase order response, confirmation, advance shipping notification (Delivery Note Processing) and Invoice on the Supplier portal. The tender opening process shall be done via the portal.

2 GETTING STARTED IN SRM

The SAP SRM is a web based application that requires one to log in to the web to access it:

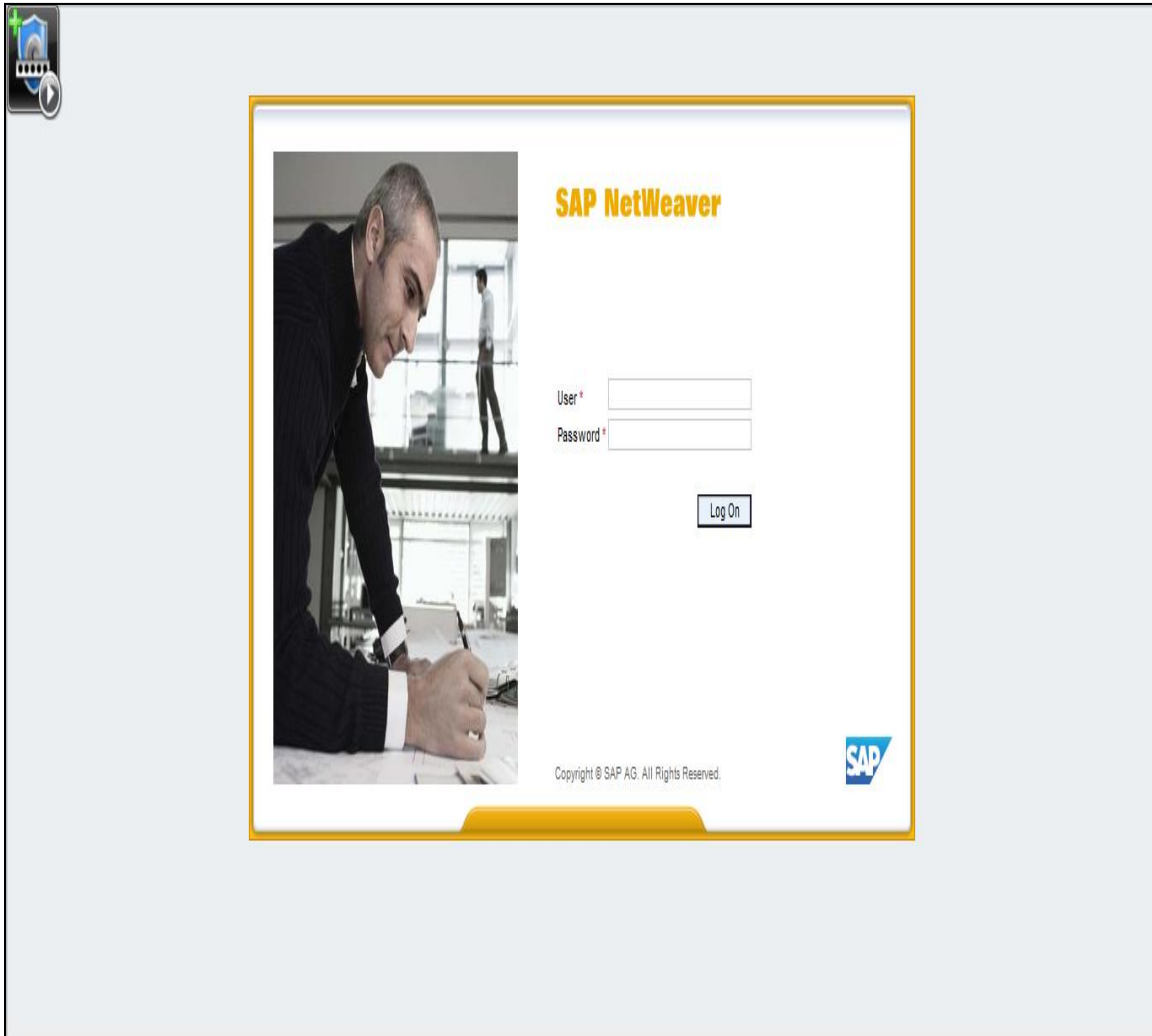
2.1 Logging in SRM

To access the application you enter /type the web address below and click enter.

<http://sapcpq.kenya-ports.com:50000/irj/portal>

Input the Portal address and clicking enter:

The SAPNetweaver Screen appears as shown below:



Input the log on credentials as below

- i. User : *(to be provided)*
- ii. Password:

3 THE RFx RESPONSE

The submission of the RFx (Quotation and Tenders) using the SAPSRM shall be done online and therefore the Supplier shall be expected to execute the confirmation in the SAPSRM via the confirmation process mentioned here under.

3.1 Confirmation of RFx Participation

To view new quotation and tenders you log in to go to your SAPSRM and display the tab **RFx** and Auction.

The screenshot shows the SAPSRM interface for Kenya Ports Authority. The main content area is titled 'Active Queries' and contains a table of RFx events. The table has the following columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, and Q&A. The 'Response Status' column is highlighted in yellow, and the first row shows 'Submitted'.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
6000000032	KPA90436 14.01.2013 09:31:34	Public Tendering	Published		14.01.2013	5300000022	Submitted		2	0
6000000023	GRISH 04.01.2013 09:55	Public Tendering	Published		04.01.2013	5300000013			2	0
6000000012	GRISH 19.12.2012 12:09	Public Tendering	Published		19.12.2012	5300000001		1	2	0
3000000279	supply of bulbs	Request for Quot.	Published		28.02.2013	5300000173		1	2	0
3000000277	LP/0010/2013	Request for Quot.	Published		27.02.2013	5300000171		1	2	0
3000000267	analogue	Request for Quot.	Published		19.02.2013	5300000114		1	2	0
3000000265	KPA05851 19.02.2013 12:05:58	Request for Quot.	Published		19.02.2013	5300000113		1	2	0
3000000259	anne & fatma	Request for Quot.	Published		19.02.2013	5300000112		1	2	0
3000000256	PURCHASE OF TESTING KITS	Request for Quot.	Published		19.02.2013	5300000111		1	2	0
3000000253	Wethuka Polo	Request for Quot.	Published		19.02.2013	5300000110		1	2	0

Last Refresh 28.02.2013 13:16:08 UTC+3 Refresh

Select the line item with the status not submitted
 Select the tab create response:

The SRM display RFX Screen appears as below:

Display RFX Screen

Display RFX : 6000000284 [Help](#)

RFX Number 600000284 RFX Name Supplier RFX2 training RFX Status Published RFX Start Date Submission Deadline 27.02.2013 15:00:00 UTC+3 Remaining Time 0 Days 00:34:48
 RFX Owner Mr Stephen Chepkangor RFX Version Number 1 RFX Version Type Active Version

[Related Links](#)

Time Zone: <input type="text" value="UTC+3"/>	Tender Fee Amount: * <input type="text" value="3,500.00"/>
Start Date: <input type="text" value="00:00:00"/>	Tender Fee Submission Deadline: <input type="text" value="27.02.2013 15:00:00"/>
Submission Deadline: * <input type="text" value="27.02.2013 15:00:00"/>	Earnest Money Deposit Amount: * <input type="text" value="100,000.00"/>
Commercial Date: * <input type="text" value="27.02.2013 16:00:00"/>	Earnest Money Deposit Submission Deadline: <input type="text" value="27.02.2013 15:00:00"/>
End of Binding Period: <input type="text"/>	Technical RFX Response Opening Date: <input type="text" value="27.02.2013 15:30:00"/>
Currency: <input type="text" value="KES"/>	

Function	Number	Name	Phone Number
▪ Requester		Stephen Chepkangor	
▪ Goods Recipient		RFC_QAS	
▪ Ship-To Address		CENTRAL STORE	
▪ Location		Mombasa	254 11 312211

[Related Links](#)

Click on the Participate button on the RFX to confirm that you will respond to the tender.

Note that the icon Participate button is visible subject to payment of the tender fee .

3.2 To display attachments on RFX cFolder

Upon payment of the tender fee you shall be able to view the tender document and download it to print or save on your computer as shown by the process below hereunder:

To access the Technical RFX you go and display the RFX as shown on the previous process and select the Create response tab to view the screen below:

Display RFX : 6000000284 [Help](#)

RFX Number: 6000000284 RFX Name: Supplier RFX2 training RFX Status: Published RFX Start Date: Submission Deadline: 27.02.2013 15:00:00 UTC+3 Remaining Time: 0 Days 00:34:40
RFX Owner: Mr Stephen Chepkangor RFX Version Number: 1 RFX Version Type: Active Version

[Close](#) [Print Preview](#) [Refresh](#) [Technical RFX](#) [Do Not Participate](#) [Tentative](#) [Create Response](#) [Questions and Answers \(0\)](#) [Export](#) [Related Links](#)

RFX Information | [Items](#) | [Notes and Attachments](#)

RFX Parameters | [Questions](#) | [Note and Attachments](#) | [Conditions](#)

Time Zone: Tender Fee Amount: *
Start Date: Tender Fee Submission Deadline:
Submission Deadline: * Earnest Money Deposit Amount: *
Commercial Date: * Earnest Money Deposit Submission Deadline:
End of Binding Period: Technical RFX Response Opening Date:
Currency:

Partners and Delivery Information [Filter Settings](#)

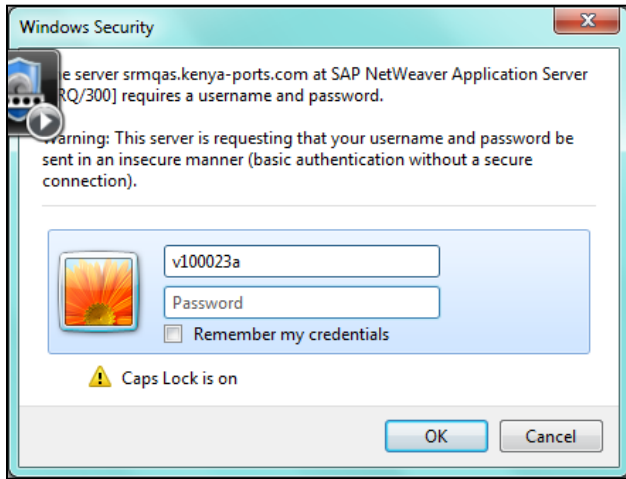
[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#)

Function	Number	Name	Phone Number
• Requester		Stephen Chepkangor	
• Goods Recipient		RFC_QAS	
• Ship-To Address		CENTRAL STORE	
• Location		Mombasa	254 11 312211

[Close](#) [Print Preview](#) [Refresh](#) [Technical RFX](#) [Do Not Participate](#) [Tentative](#) [Create Response](#) [Questions and Answers \(0\)](#) [Export](#) [Related Links](#)

You click Technical RFX button [Technical RFX](#).

The cFolder Logon screen appears as below :



You enter the following details :

Vendor Code :

Password :

Click the O.K. Button:

The cFolder screen appears as shown below:

cFolders

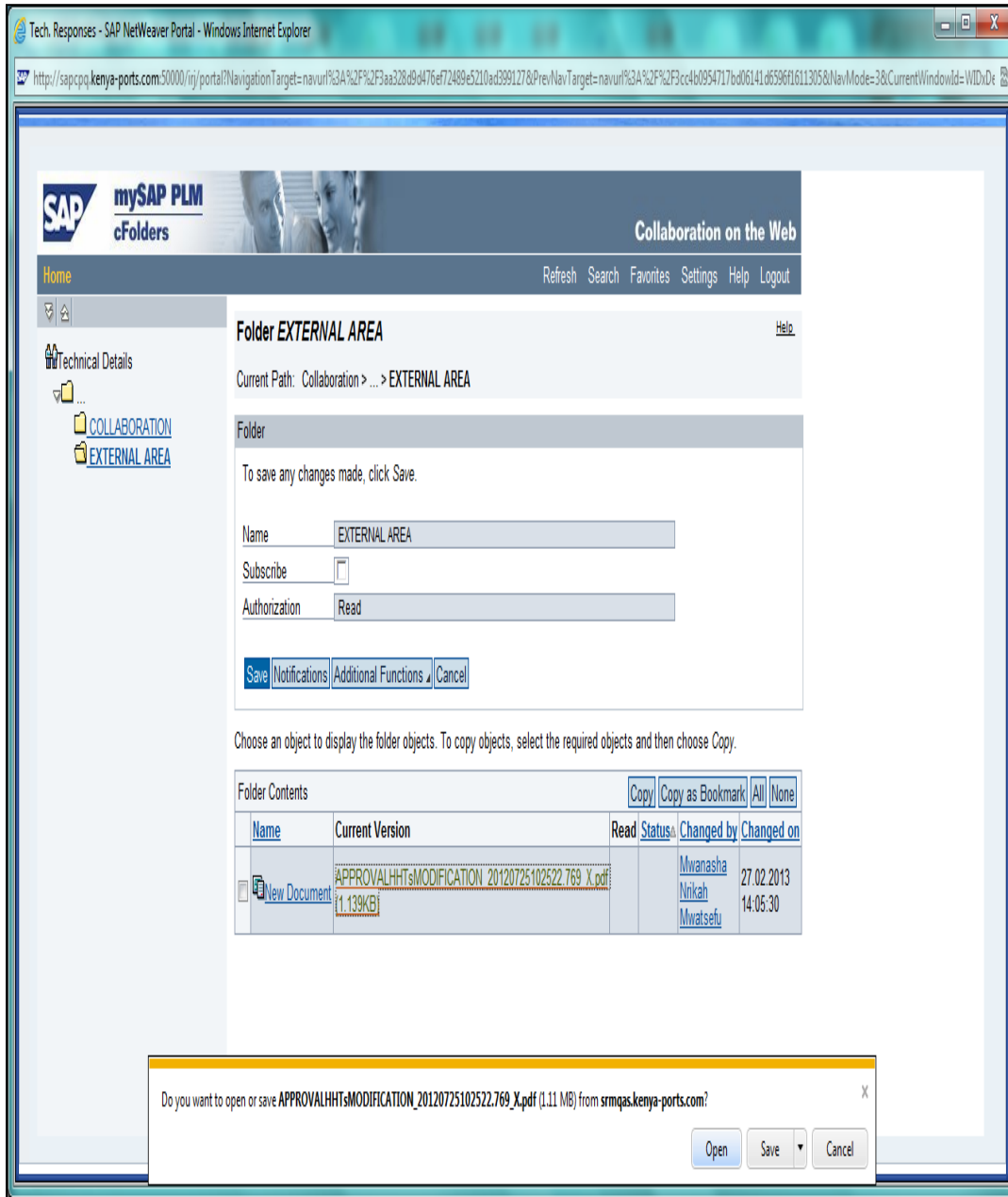
The screenshot displays the SAP mySAP PLM cFolders interface. The top navigation bar includes the SAP logo, 'mySAP PLM cFolders', and 'Collaboration on the Web'. Below this, there are links for 'Home', 'Refresh', 'Search', 'Favorites', 'Settings', 'Help', and 'Logout'. The main content area is titled 'Folder EXTERNAL AREA' and shows the current path as 'Collaboration > ... > EXTERNAL AREA'. The folder configuration section includes fields for 'Name' (EXTERNAL AREA), 'Subscribe' (unchecked), and 'Authorization' (Read). Below these fields are buttons for 'Save', 'Notifications', 'Additional Functions', and 'Cancel'. A message states: 'To save any changes made, click Save.' The 'Folder Contents' section includes a table with columns for Name, Current Version, Read, Status, Changed by, and Changed on. A tooltip points to the file name in the table, stating: 'To display the file, click the hyperlink.'

Name	Current Version	Read	Status	Changed by	Changed on
New Document	APPROVALHHTsMODIFICATION_20120725102522.769_X.pdf (1.139KB)			Mwanasha Nriah Mwatsefu	27.02.2013 14:05:30

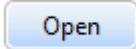
Follow the path Technical Details>External area>New document

Click the New Document (Attached File).

The file attachment screen appears as below:

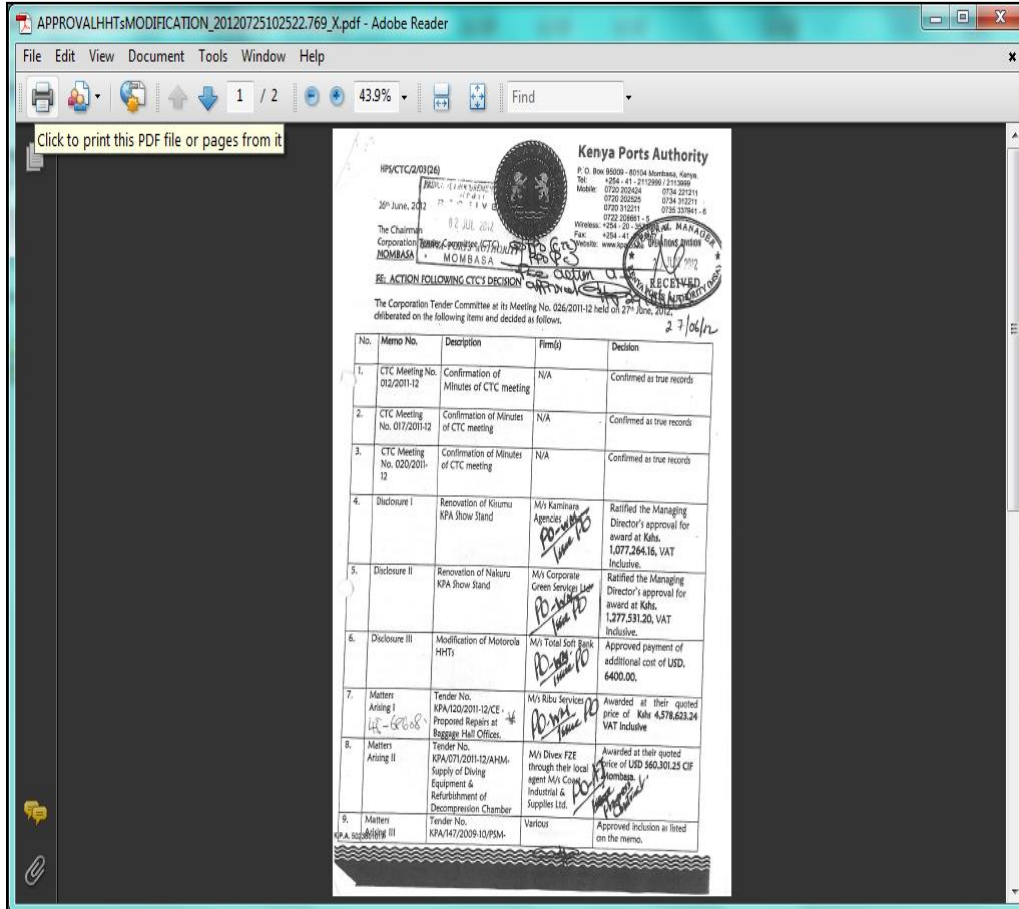


Select open button




The Attachment opening screen appears as shown below:

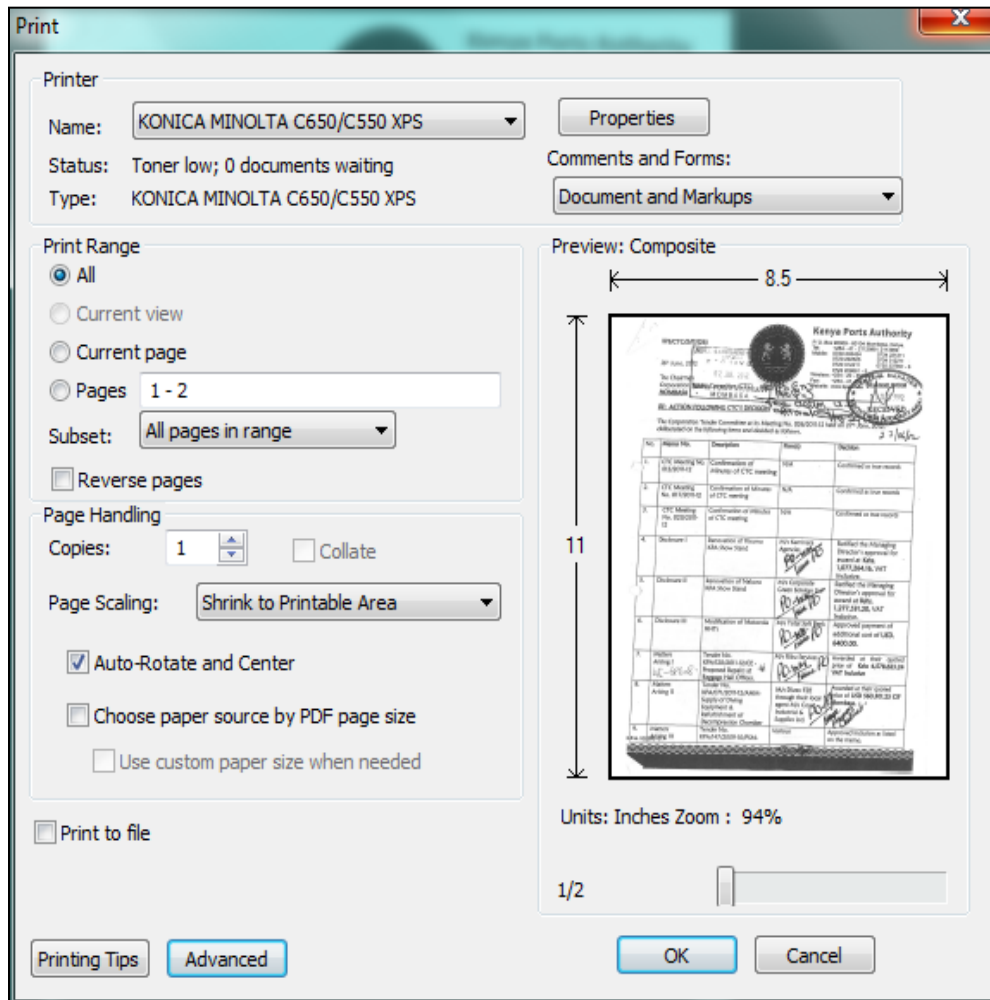
Print Preview Screen



3.3 Printing RFX From cFolders

To print the RFX document from the cFolder, you select the print icon  from the print preview tab.

The Printer tab appears as below:



Select the O.K. tab

The print preview tab appears as below:

Print Preview

Kenya Ports Authority
P. O. Box 95029 - 80104 Mombasa, Kenya
Tel: +254 - 41 - 2112990 / 2113009
Mobile: 0720 202424 0734 212111
0720 202525 0734 312211
0720 312211 0734 312211
0722 20861 - 5
Wireless: +254 - 20 - 300000
Fax: +254 - 41 - 2113009
Website: www.kpa.co.ke

20th June, 2012
The Chairman
Corporation
MOMBASA

RE: ACTION FOLLOWING CTC'S DECISION

The Corporation Tender Committee at its Meeting No. 026/2011-12 held on 27th June, 2012, deliberated on the following items and decided as follows.

No.	Memo No.	Description	Firm(s)	Decision
1.	CTC Meeting No. 012/2011-12	Confirmation of Minutes of CTC meeting	N/A	Confirmed as true records
2.	CTC Meeting No. 017/2011-12	Confirmation of Minutes of CTC meeting	N/A	Confirmed as true records
3.	CTC Meeting No. 020/2011-12	Confirmation of Minutes of CTC meeting	N/A	Confirmed as true records
4.	Disclosure I	Renovation of Kinumu KPA Show Stand	M/s Kamirani Agencies <i>PO - M/s Kamirani June 12</i>	Ratified the Managing Director's approval for award at Kshs. 1,077,264.16, VAT Inclusive.
5.	Disclosure II	Renovation of Nakuru KPA Show Stand	M/s Corporate Green Services Ltd <i>PO - M/s Corporate Green Services Ltd June 12</i>	Ratified the Managing Director's approval for award at Kshs. 1,277,531.20, VAT Inclusive.
6.	Disclosure III	Modification of Motorola HHTs	M/s Total Soft Bank <i>PO - M/s Total Soft Bank June 12</i>	Approved payment of additional cost of USD. 6400.00.
7.	Matters Arising I	Tender No. KPA/120/2011-12/CE - Proposed Repairs at Baggage Hall Offices.	M/s Ribu Services <i>PO - M/s Ribu Services June 12</i>	Awarded at their quoted price of Kshs 4,578,623.24 VAT Inclusive
8.	Matters Arising II	Tender No. KPA/071/2011-12/AHM- Supply of Diving Equipment & Refurbishment of Decompression Chamber	M/s Dives FZE through their local agent M/s Coast Industrial & Supplies Ltd. <i>PO - M/s Dives FZE June 12</i>	Awarded at their quoted price of USD 560,301.25 CIF Mombasa.
9.	Matters Arising III	Tender No. KPA/147/2009-10/PSM-	Various	Approved inclusion as listed on the memo.

Select the print icon  to print the document

The cFolder screen appears as below upon printing:

cFolders

Folder **EXTERNAL AREA** [Help](#)

Current Path: Collaboration > ... > EXTERNAL AREA

Folder

To save any changes made, click Save.

Name: EXTERNAL AREA

Subscribe:

Authorization: Read

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

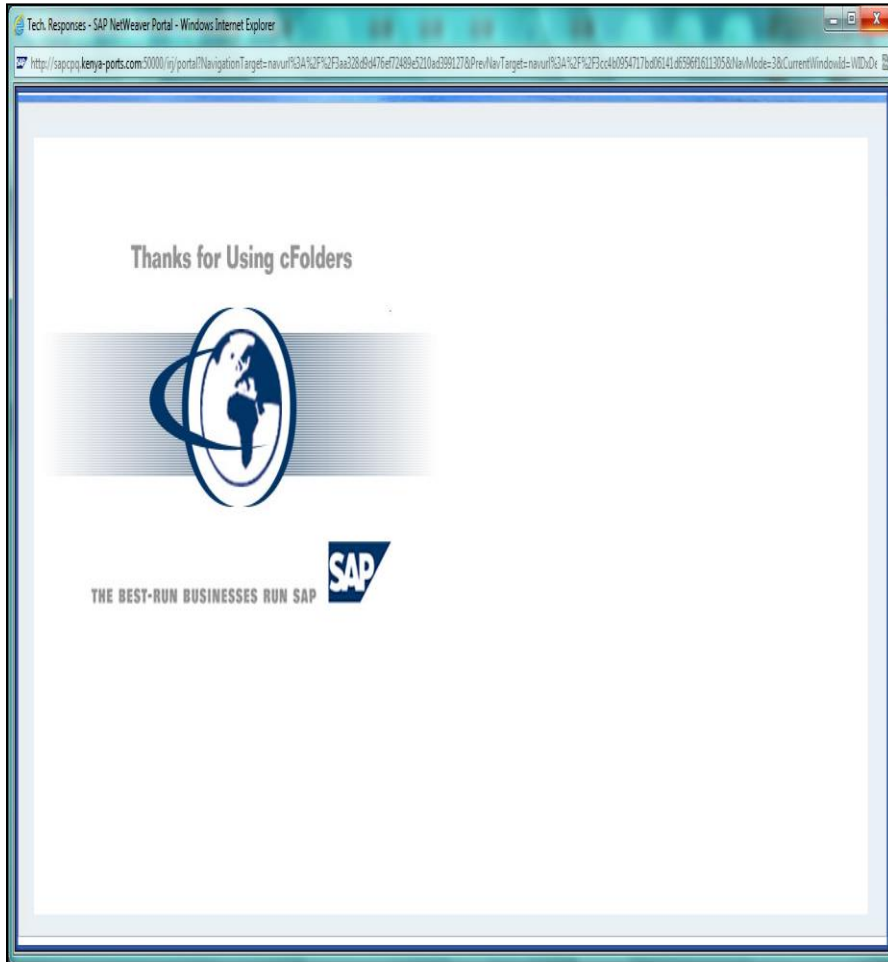
Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents							Copy	Copy as Bookmark	All	None
Name	Current Version	Read	Status	Changed by	Changed on					
New Document	APPROVALHHTsMODIFICATION_20120725102522.769_X.pdf 1.139KB			Mwanasha Nrikan Mwatsefu	27.02.2013 14:05:30					

To exit the cFolder screen select the log out tab [Logout](#)

The cFolder Exit screen appears as below:

cFolder Screen



Click the close button  to exit the cFolder screen

3.4 Uploading attachment on RFX cFolder

Once you have responded to the RFX on soft copy and want to submit your response you shall follow this procedure.

To access the Technical RFX you go and display the RFX as shown on below:

Display RFX Screen

Display RFX : 600000284

Rfx Number 600000284 Rfx Name Supplier RFX2 training Rfx Status Published Rfx Start Date Submission Deadline 27.02.2013 15:00:00 UTC+3 Remaining Time 0 Days 00:34:40
Rfx Owner Mr Stephen Chepkangor Rfx Version Number 1 Rfx Version Type Active Version

[Close](#) [Print Preview](#) [Refresh](#) [Technical RFX](#) [Do Not Participate](#) [Tentative](#) [Create Response](#) [Questions and Answers \(0\)](#) [Export](#)

RFX Information Items Notes and Attachments

Rfx Parameters Questions Note and Attachments Conditions

Time Zone: Tender Fee Amount: *
Start Date: Tender Fee Submission Deadline:
Submission Deadline: * Earnest Money Deposit Amount: *
Commercial Date: * Earnest Money Deposit Submission Deadline:
End of Binding Period: Technical RFX Response Opening Date:
Currency:

▼ Partners and Delivery Information

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#)

Function	Number	Name	Phone Number
▪ Requester		Stephen Chepkangor	
▪ Goods Recipient		RFC_QAS	
▪ Ship-To Address		CENTRAL STORE	
▪ Location		Mombasa	254 11 312211

[Close](#) [Print Preview](#) [Refresh](#) [Technical RFX](#) [Do Not Participate](#) [Tentative](#) [Create Response](#) [Questions and Answers \(0\)](#) [Export](#)

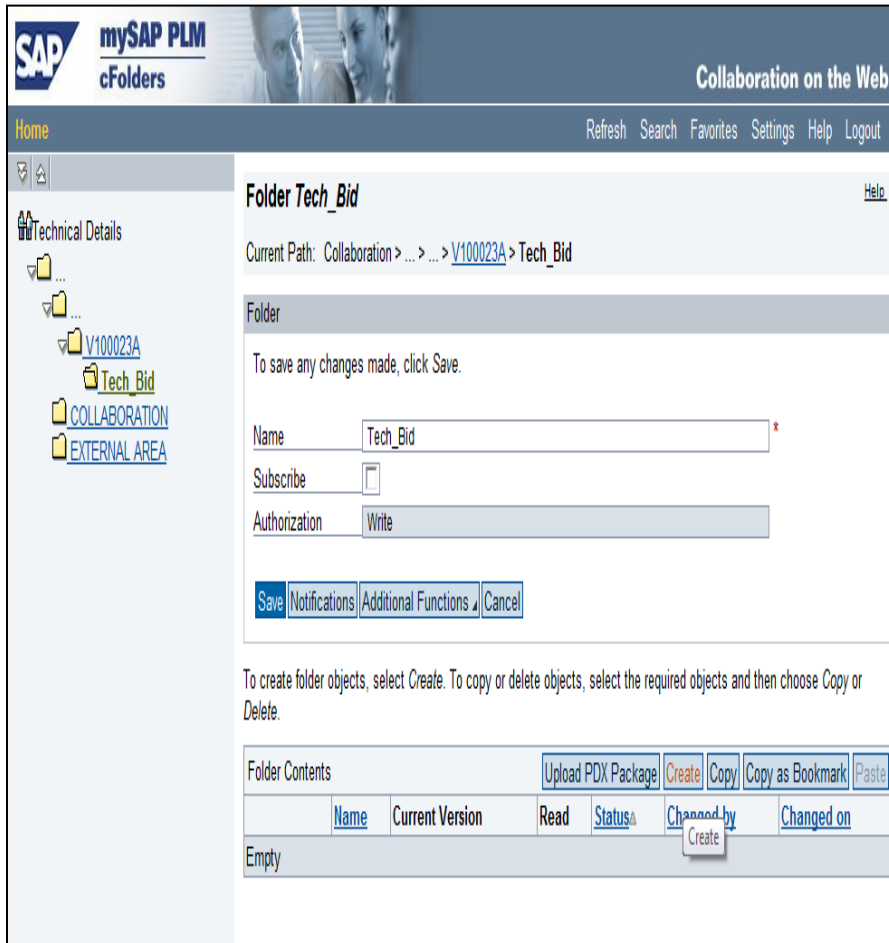
Click Create Response button [Create Response](#) :

The cFolder screen appears as shown below:

The screenshot shows the SAP mySAP PLM cFolders interface. The header includes the SAP logo, 'mySAP PLM cFolders', and 'Collaboration on the Web'. A navigation bar contains 'Home', 'Refresh', 'Search', 'Favorites', 'Settings', 'Help', and 'Logout'. The left sidebar shows a tree view with 'Technical Details' expanded, containing folders for '...', '...', 'V100023A', 'COLLABORATION', and 'EXTERNAL AREA'. The main content area is titled 'Folder V100023A' and shows the current path as 'Collaboration > ... > ... > V100023A'. Below this, there is a 'Folder' section with a 'Save' button and instructions: 'To save any changes made, click Save.' The configuration fields are: Name: V100023A, Subscribe: , and Authorization: Read. At the bottom, there is a 'Folder Contents' table with buttons for 'Copy', 'Copy as Bookmark', 'All', and 'None'. The table contains one entry: 'Tech_Bid' with 'Current Version' empty, 'Read' empty, 'Status' empty, 'Changed by' 'RFC_QAS', and 'Changed on' '27.02.2013 14:25:28'.

Follow the path: technical details collaboration >tech bid (file name)

The cFolder screen appears as below:



Click the Create Button:

The cFolder Screen appears as below:

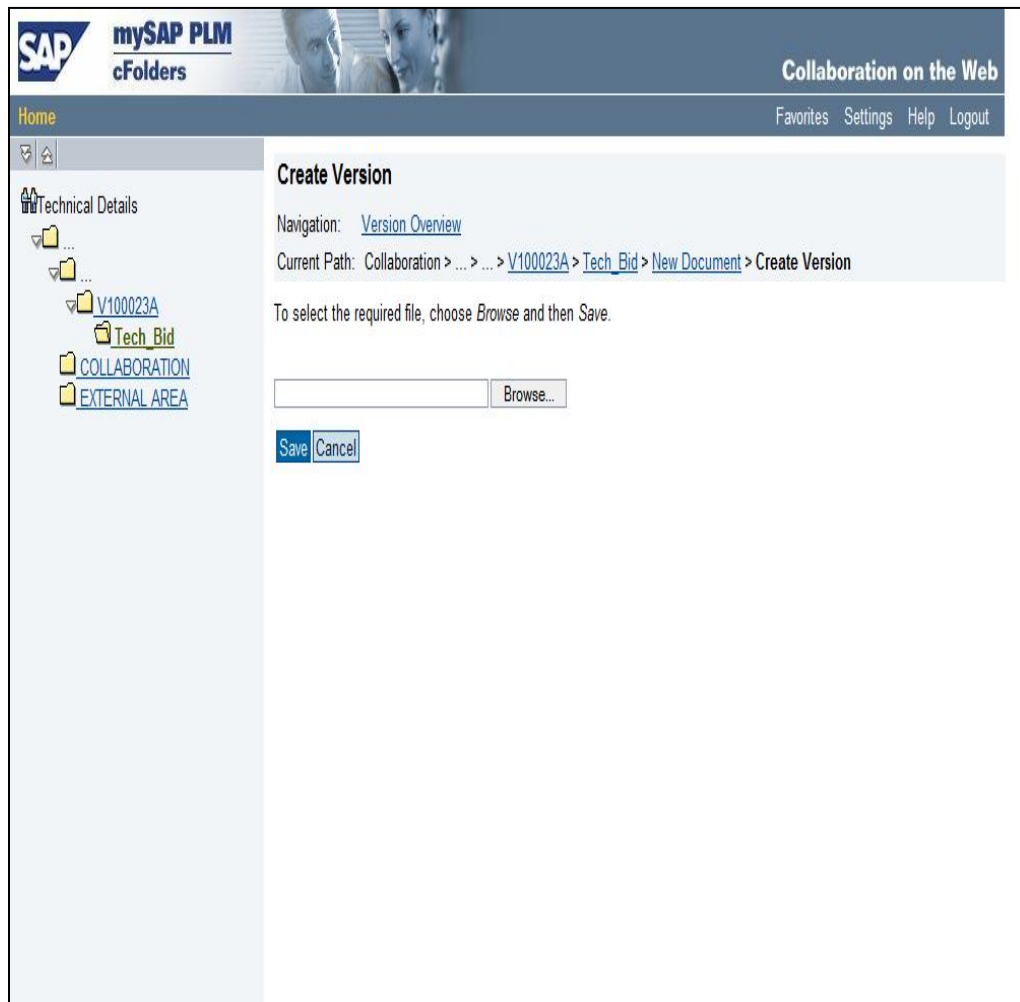
cFolders

The screenshot shows the SAP mySAP PLM cFolders interface. At the top, there is a header with the SAP logo, 'mySAP PLM cFolders', and 'Collaboration on the Web'. Below the header, there is a navigation pane on the left with a tree view showing folders: 'Technical Details', 'V100023A', 'Tech Bid', 'COLLABORATION', and 'EXTERNAL AREA'. The main content area is titled 'Create Document' and contains the following elements:

- Navigation: [Folder Overview](#)
- Current Path: Collaboration > ... > ... > V100023A > Tech Bid > Create Document
- Form fields:
 - Name: New Document *
 - Description: (empty text area)
- Subscribe:
- PGP Documents: You are only allowed to use PGP files in this document.
- Radio buttons:
 - Upload Local File
 - Create File Later
- Buttons: Continue, Cancel

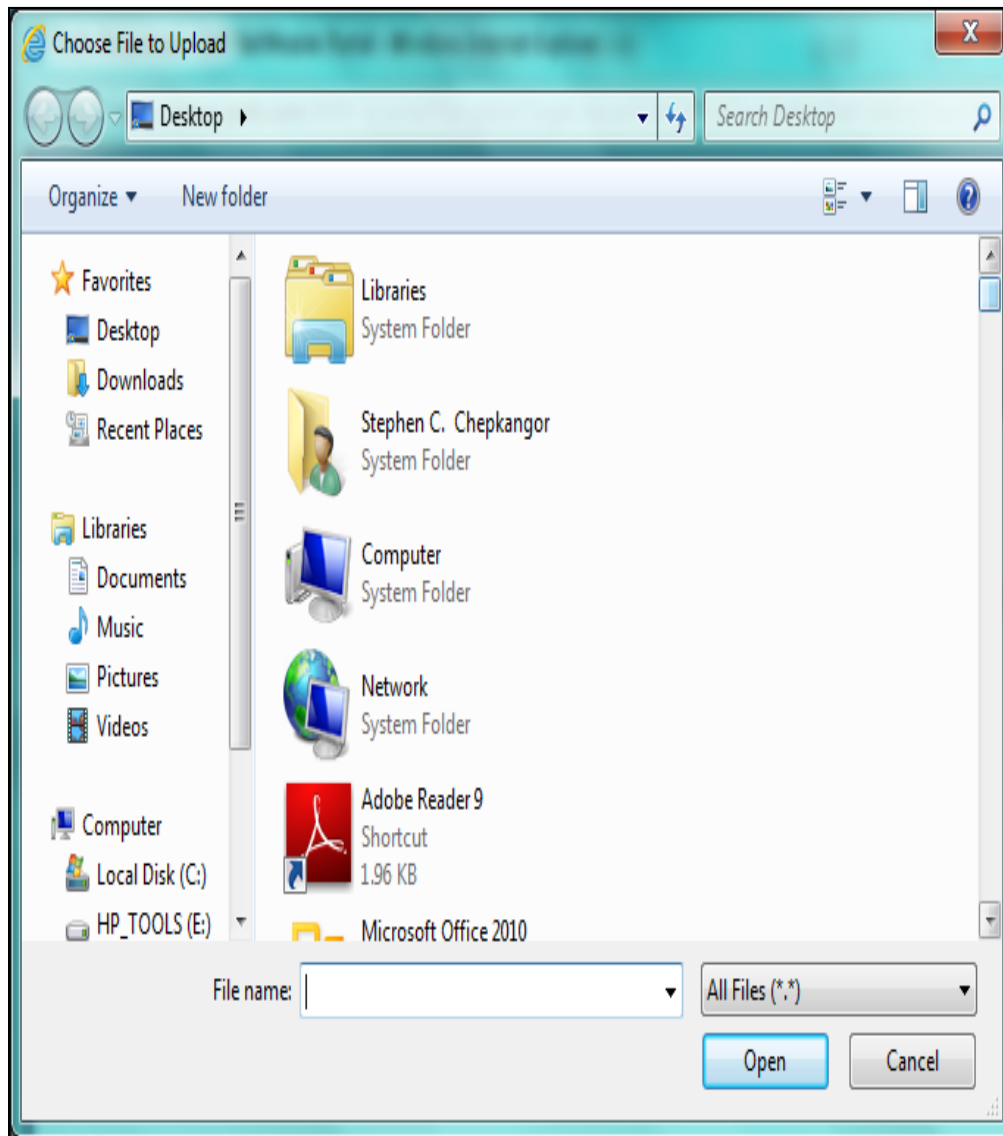
Click Continue Tab **Continue**.

The cFolders Appears as below:



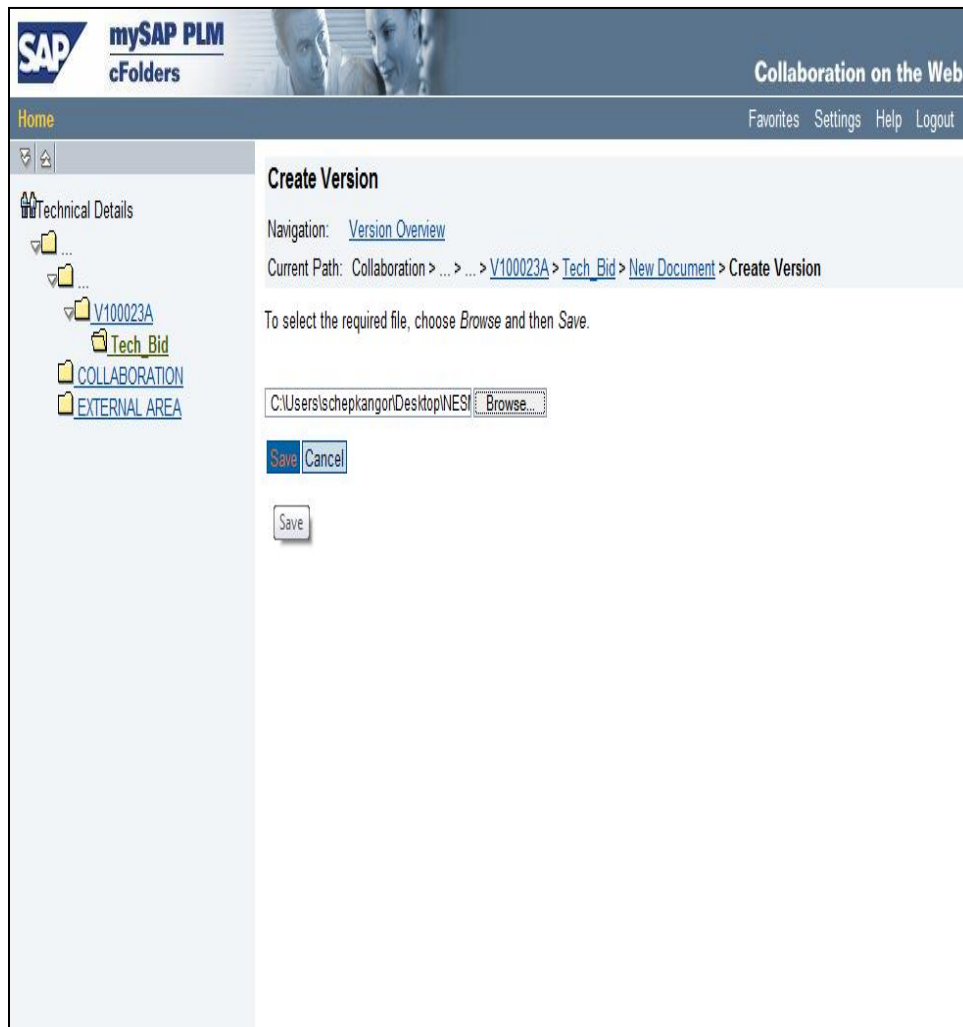
Select browse

The file to Upload screen appears as below



Click Open button  .

The cFolder Screen appears as below:



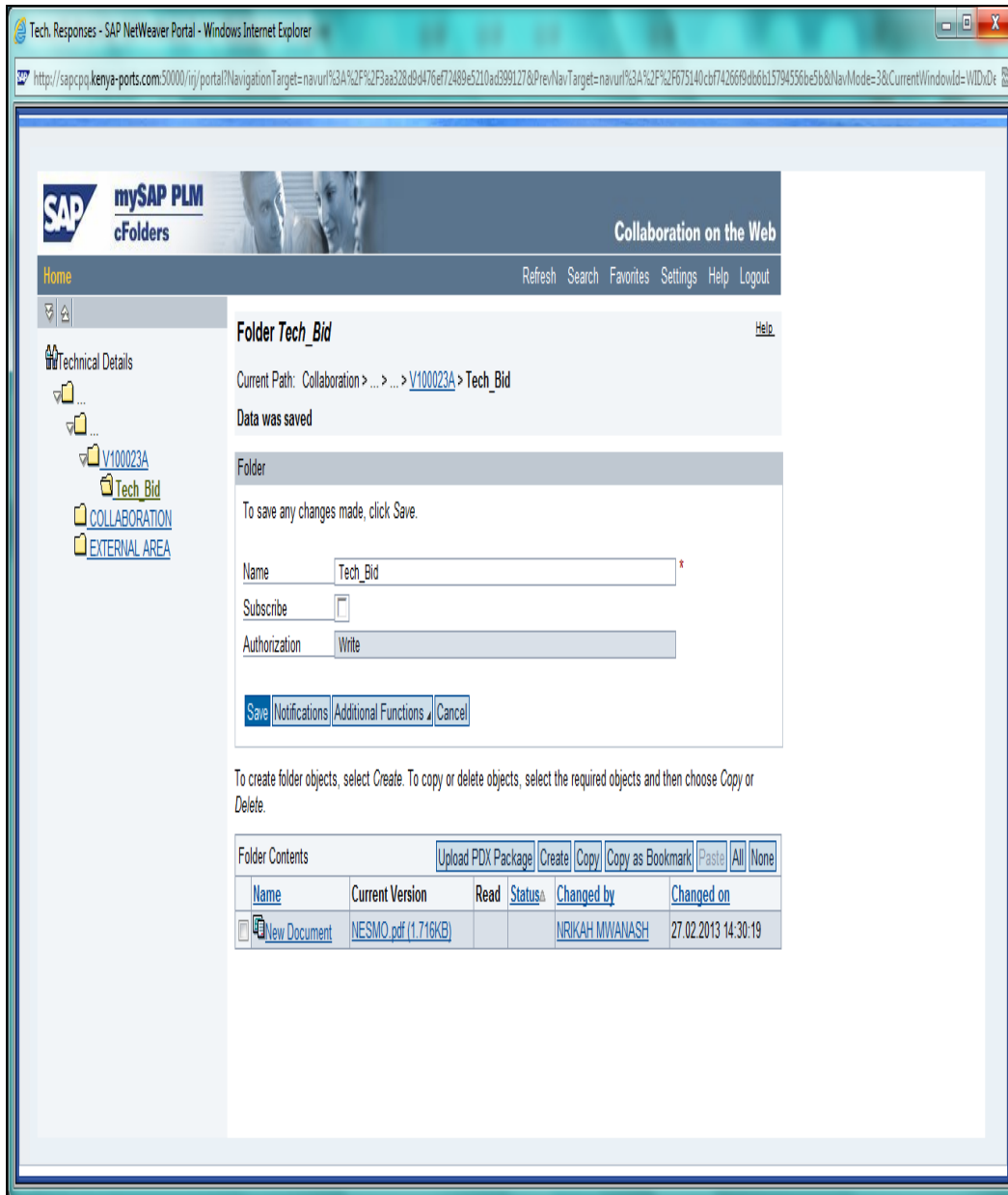
Click Save tab **Save**.

The cFolders screen appears as below:

The screenshot shows the SAP mySAP PLM cFolders interface. The top navigation bar includes the SAP logo, 'mySAP PLM cFolders', and 'Collaboration on the Web'. Below this is a 'Home' bar with 'Refresh Search Favorites Settings Help Logout' options. The left sidebar shows a tree view with folders like 'Technical Details', 'V100023A', 'Tech_Bid', 'COLLABORATION', and 'EXTERNAL AREA'. The main area is titled 'Folder Tech_Bid' and contains a configuration form with fields for 'Name' (Tech_Bid), 'Subscribe' (checkbox), and 'Authorization' (Write). Below the form are buttons for 'Save', 'Notifications', 'Additional Functions', and 'Cancel'. A message states: 'To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.' Below this is a 'Folder Contents' table with columns for Name, Current Version, Read, Status, Changed by, and Changed on. The table contains one row: 'New Document' with 'NESMO.pdf (1.716KB)' as the current version, 'NRIKAH MWANASH' as the user who changed it, and '27.02.2013 14:30:19' as the timestamp. A tooltip 'Row 1 Column For Row Selection' is visible over the first cell of the table.

Click Save Button **Save**.

The cFolder screen appears as below:



The RFX response message appears as shown below:

Display RFX Response Screen

Display RFX Response 5300000170

RFX Response Number: 5300000170 RFX Number: 6000000284 Status: Submitted Submission Deadline: 27.02.2013 15:00:00 UTC+3 Opening Date: 27.02.2013 16:00:00 UTC+3 RFX Owner: Mr Stephen Chepkangor Total Value: 1,000,000.00 KES RFX Response Version Number: Active Version RFX Version Number: 1

RFx response 5300000170 submitted

Close Print Preview Refresh Technical RFX Response Withdraw Export Questions and Answers (0)

Close Application

RFX Information **Items** Notes and Attachments Conditions Summary Tracking

▼ Item Overview

Details Add New Copy Paste Delete Calculate Value Filter

Line Number	Description	Item Type	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response
00001	NON STOCK	Material	Non Stock	1	1	EA	1,000,000.00	KES	1	On 31.03.2013	1,000,000.00	0/0

Click Close button **Close**.

The report shows that the status has been submitted

The screenshot shows the SAP NetWeaver Portal interface for the Kenya Ports Authority. The main content area displays a table of Active Queries. The table has columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, and Q&A. The second row is highlighted with a red circle, showing an event with the status 'Submitted'.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
6000000284	Supplier RFX2 training	Public Tendering	Published		27.02.2013		No Bid Created	1		0
6000000284	Supplier RFX2 training	Public Tendering	Published		27.02.2013	5300000170	Submitted	1	2	0
6000000281	TENDER NO KPA 105/2012-13	Public Tendering	Published		27.02.2013		No Bid Created	3		0
6000000280	TENDER NO KPA 001	Public Tendering	Published		27.02.2013		No Bid Created	3		0
6000000279	Tender 88888	Public Tendering	Published		27.02.2013	5300000168	Submitted	1	2	0

3.6 Opening C-Folders

You shall be required to display the RfX in order to view the cFolder

Display RfX Screen

Display RfX : 600000284

RfX Number: 600000284	RfX Name: Supplier RFX2 training	Type: Public Tendering	Status: Published	Created On: 27.02.2013 13:59:48	Created By: Mr Stephen Chepkangor	Time Zone: UTC-3
Number of Suppliers: 1	Number of Items: 1	Version Number: 2	Version Type: Active Version	External Version Number: 1		

Edit	Close	Refresh	Open Technical RfX Response	Technical RfX	Permissions	Copy	Check	Close RfX	Responses and Awards	Create Follow-on RfX	Convert to Auction	Export	Print Preview
Questions and Answers (0)													

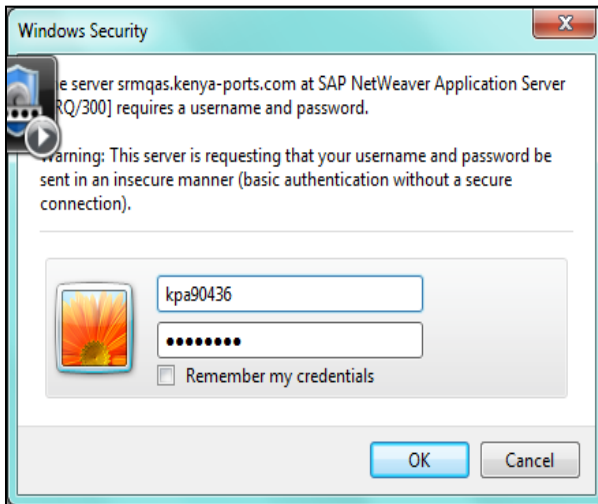
RfX Information	Bidders	Items	Notes and Attachments	Conditions	Weights and Scores	Approval	Tracking
-----------------	---------	-------	-----------------------	------------	--------------------	----------	----------

RfX Parameters	Questions	Notes and Attachments	Conditions
----------------	-----------	-----------------------	------------

<p>Identification</p> <p>RfX Name: <input type="text" value="Supplier RFX2 training"/></p> <p>RfX Type: <input type="text" value="Public Tendering"/></p> <p>Product Category: <input type="text"/></p> <p>Publication Type: <input type="text" value="Public RfX"/></p> <p>Organization</p> <p>Purchasing Organization: <input type="text" value="0001 Procurement Dept"/></p> <p>Purchasing Group: <input type="text" value="101 Container Terminal"/> Show Members</p> <p>Dates</p> <p>Start Date: <input type="text" value="00:00:00"/></p> <p>Submission Deadline: * <input type="text" value="27.02.2013 15:00:00"/></p> <p>Technical RfX Response Opening Date: <input type="text" value="27.02.2013 15:30:00"/></p> <p>Commercial Opening Date: * <input type="text" value="27.02.2013 16:00:00"/></p> <p>End of Bidding Period: <input type="text"/></p>	<p>Event Parameters</p> <p>Currency: <input type="text" value="KES"/></p> <p>Detailed Price Information: <input type="text" value="Price with Conditions"/></p> <p>Follow-On Document: <input type="text" value="Purchase Order"/></p> <p>Bidder Can Change RfX Responses: <input type="checkbox"/></p> <p>Allow Multiple RfX Responses for Each Company: <input checked="" type="checkbox"/></p> <p>Display Weighting to Bidders: <input type="checkbox"/></p> <p>Tender Fee</p> <p>Required: <input checked="" type="checkbox"/></p> <p>Tender Fee: * <input type="text" value="3,500.00"/> KES</p> <p>Submission Deadline: <input type="text" value="27.02.2013 15:00:00"/></p> <p>Earnest Money Deposit</p> <p>Required: <input checked="" type="checkbox"/></p> <p>Amount: * <input type="text" value="100,000.00"/> KES</p> <p>Submission Deadline: <input type="text" value="27.02.2013 15:00:00"/></p>
--	---

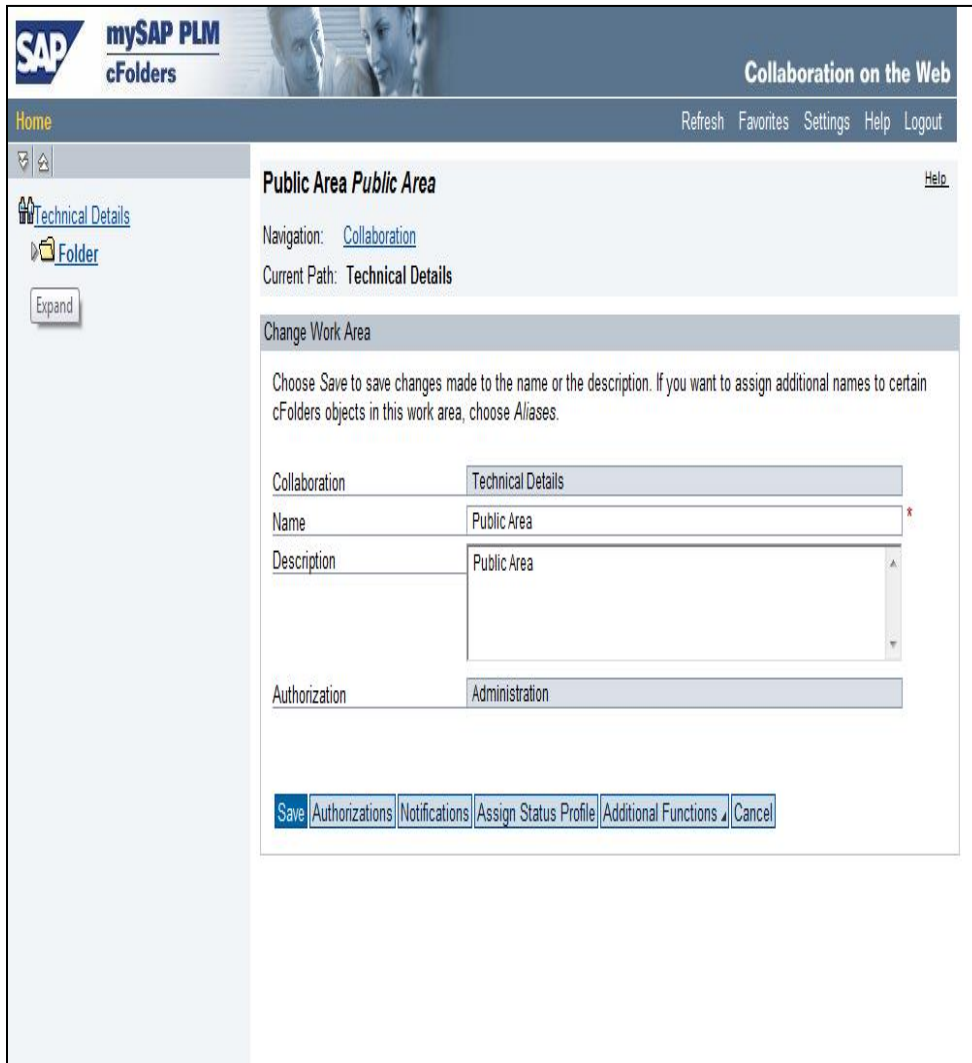
Click Technical RFx button **Technical RFx**.

The cFolder log on screen appears as below:



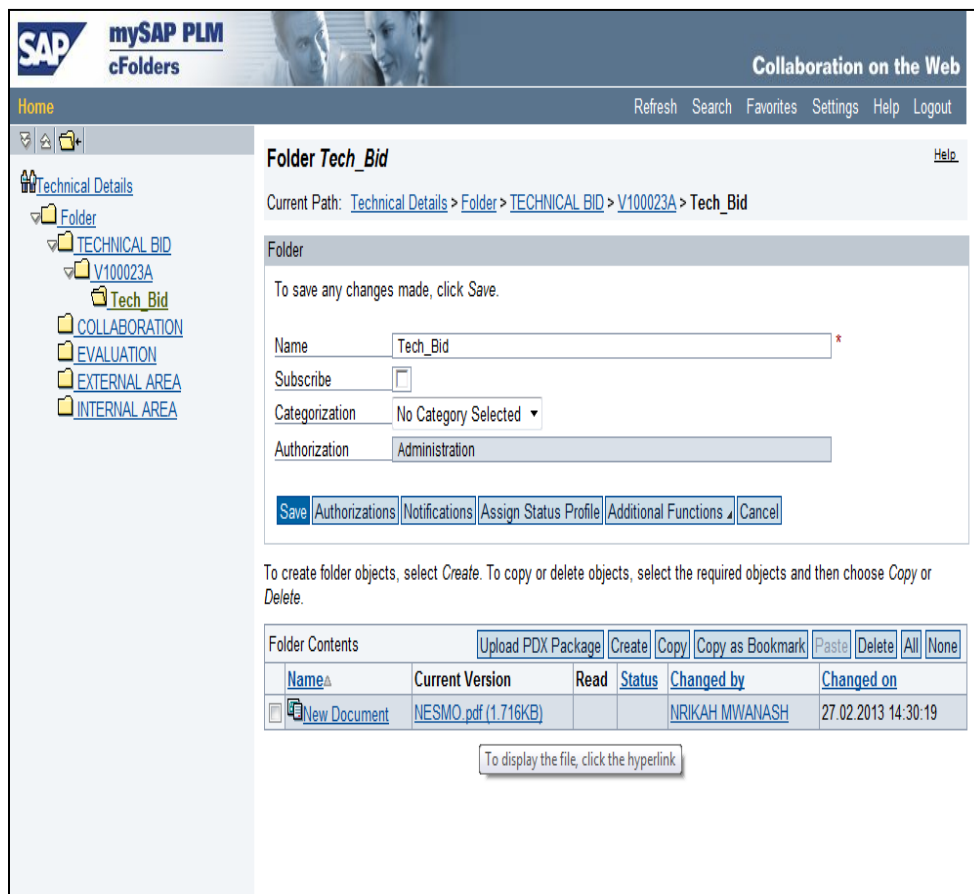
Click OK button **OK**.

The cFolder screen appears as below:



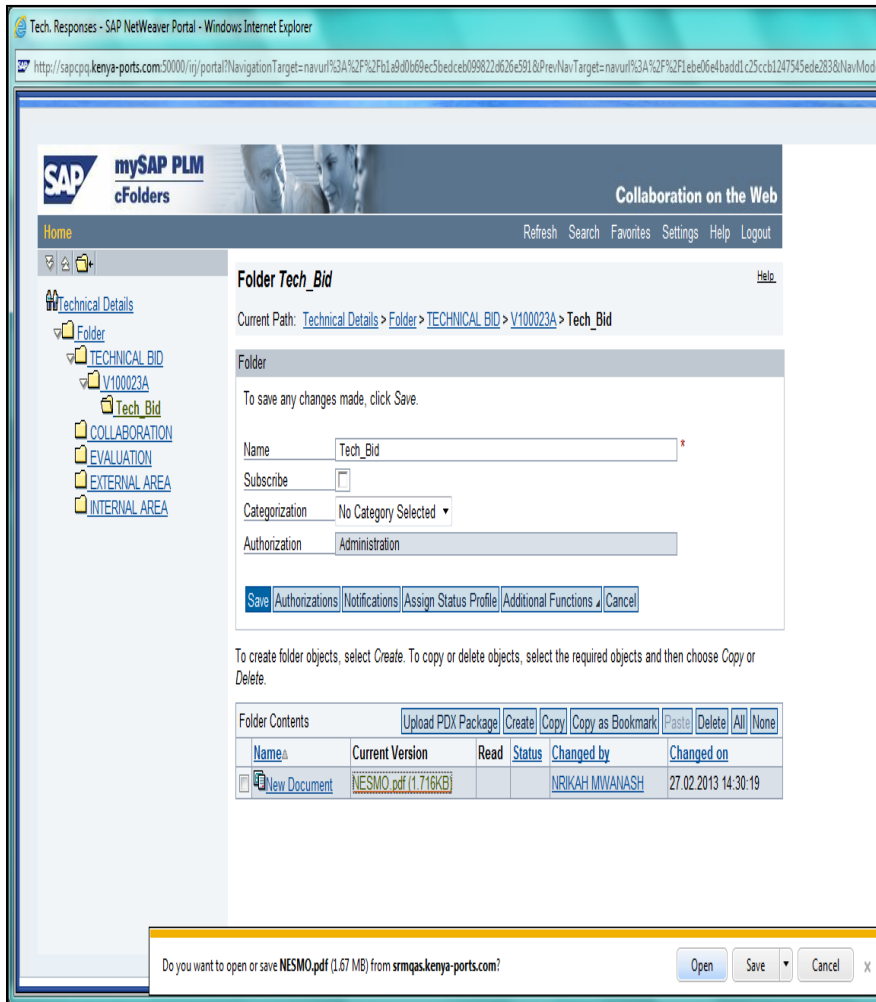
Expand the folder

The cFolders screen appears as below:



Select the attachment.

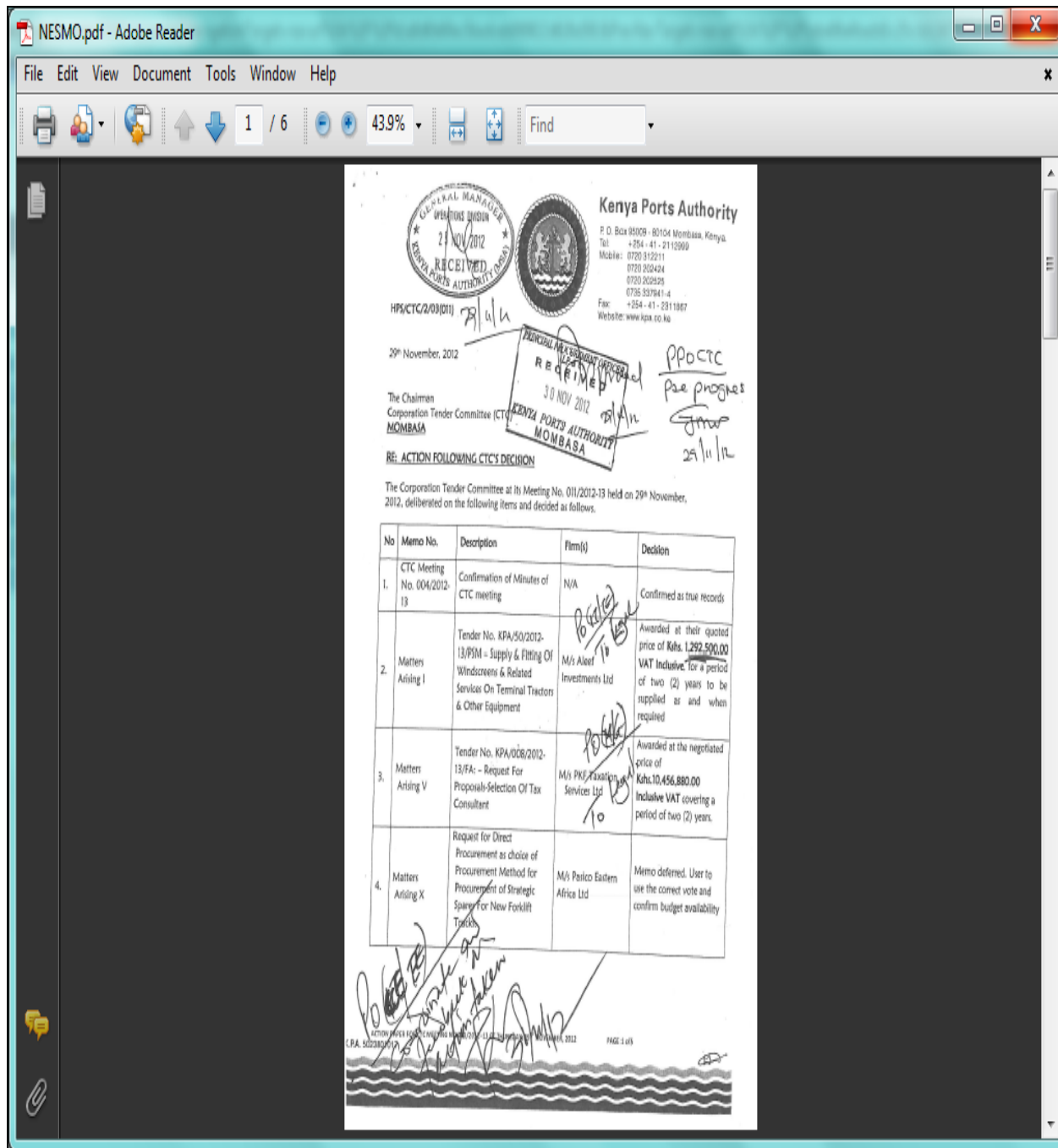
The cFolder screen appears as below:




Click Open button  .

The PDF document screen appears as below:

:



Click Close button .

The cFolder Screen appears as below:

The screenshot displays the SAP mySAP PLM cFolders interface. The top navigation bar includes the SAP logo, 'mySAP PLM cFolders', and 'Collaboration on the Web'. Below this is a secondary bar with 'Home', 'Refresh', 'Search', 'Favorites', 'Settings', 'Help', and 'Logout'. The left-hand navigation pane shows a tree structure: 'Technical Details' > 'Folder' > 'TECHNICAL BID' > 'V100023A' > 'Tech_Bid'. Other folders listed include 'COLLABORATION', 'EVALUATION', 'EXTERNAL AREA', and 'INTERNAL AREA'. The main content area is titled 'Folder Tech_Bid' and contains the following configuration fields:

- Name: Tech_Bid *
- Subscribe:
- Categorization: No Category Selected
- Authorization: Administration

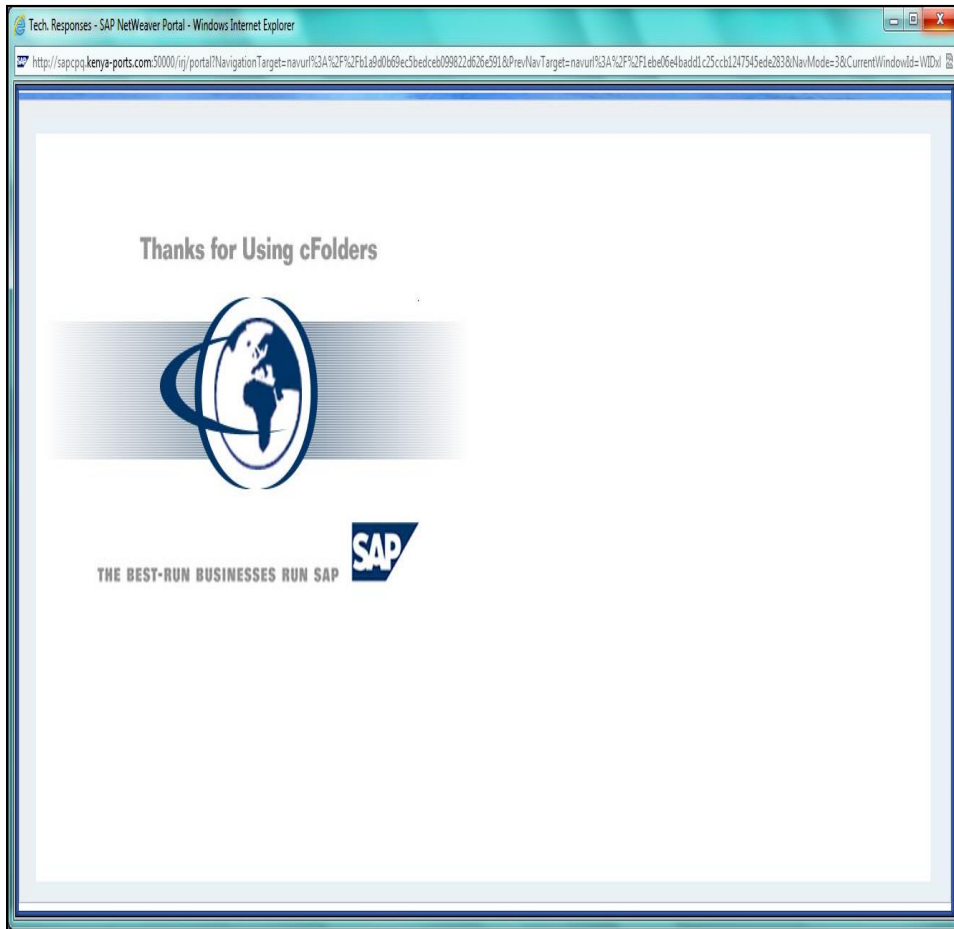
Below the configuration fields are buttons for 'Save', 'Authorizations', 'Notifications', 'Assign Status Profile', 'Additional Functions', and 'Cancel'. A note states: 'To save any changes made, click Save.' Another note states: 'To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.'

The 'Folder Contents' table is shown below:

Name	Current Version	Read	Status	Changed by	Changed on
New Document	NESMO.pdf (1.716KB)			NRICAH MWANASH	27.02.2013 14:30:19

Click Logout button **Logout**.

The cFoder exit screen appears as below:



4 SUPPLIER SELF SERVICE

This is the process ensuring online collaboration with the supplier for the Purchase Order Confirmation process, advance shipping notification process. And invoicing process

4.1 Create confirmation for Purchase Orders

The Supplier acknowledge receipt of Purchase order online in this process .To execute this function go to Purchase order tab to view the screen below

New - SAP Net Weaver Portal - Windows Internet Explorer

	PO Number	Type	Date	Status	Amount	ID
<input type="checkbox"/>	100000161	PO	08.02.2013	New	100.00 KES	680000082
<input type="checkbox"/>	100000159	PO	07.02.2013	New	1,324.00 KES	660000043
<input type="checkbox"/>	100000141	PO	06.02.2013	New	100.00 KES	480000207
<input type="checkbox"/>	100000140	PO	06.02.2013	New	100.00 KES	480000206
<input type="checkbox"/>	100000131	PO	05.02.2013	New	100.00 KES	480000205
<input type="checkbox"/>	100000130	PO	05.02.2013	New	100.00 KES	480000204
<input type="checkbox"/>	100000129	PO	05.02.2013	New	100.00 KES	480000203
<input type="checkbox"/>	100000128	PO	05.02.2013	New	100.00 KES	680000072
<input type="checkbox"/>	100000126	PO	25.01.2013	New	1,000.00 KES	4500070546
<input type="checkbox"/>	100000125	PO	25.01.2013	New	1,000.00 KES	4500070545
<input type="checkbox"/>	100000124	PO	25.01.2013	New	1,000.00 KES	4500070544
<input type="checkbox"/>	100000123	PO	25.01.2013	New	1,000.00 KES	4500070543
<input type="checkbox"/>	100000122	PO	25.01.2013	New	1,000.00 KES	4500070542
<input type="checkbox"/>	100000121	PO	25.01.2013	New	1,000.00 KES	4500070541

New - SAP Net Weaver Portal - Windows Internet Explorer

SAP SRM Home | Find | Help | FAQ | Log off

List of Purchase Orders > Display Purchase Order

Display Purchase Order

Process | Display Document Flow | Print | Download

Basic Data

Document Number: 100000161
Document Name: PO
Document Date: 08.02.2013
Purchase Order No.: 6800000082
Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Confirmation, Goods Receipt, Invoice
Status: New

Item Overview

1	New	test	1 each	100.00 KES	0 each	08.02.2013
---	-----	------	--------	------------	--------	------------

Page 1 of 1

Messages

Click Process button **Process**.

The process Purchase Order Screen appears as below:

SAP SRM Home | Find | Help | FAQ | Log off

List of Purchase Orders > Display Purchase Order > Process Purchase Order

Process Purchase Order

Send Hold Cancel Update Prices Print Download

Basic Data

Document Number: 1000000161
 Document Name: PO
 Document Date: 08.02.2013
 Purchase Order No.: 6800000082
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Confirmation, Goods Receipt, Invoice
 Status: In Process

Item Overview

1			Confirmed	test	1 each	100.00 KES	1	each	08.02.2013	08.02.2013
---	--	--	-----------	------	--------	------------	---	------	------------	------------

Page 1 of 1

Confirm All Items Reject All Items Deselect All Items

Select the confirm all items tab

Process Purchase Order Screen

SAP SRM Home | Find | Help | FAQ | Log off

List of Purchase Orders > Display Purchase Order > Process Purchase Order

Process Purchase Order

Send Hold Cancel Update Prices Print Download

Basic Data

Document Number: 100000161
Document Name: PO
Document Date: 08.02.2013
Purchase Order No.: 6800000082
Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Confirmation, Goods Receipt, Invoice
Status: In Process

Item Overview

1	In Process	test	1 each	100.00 KES	1	each	08.02.2013	08.02.2013
---	------------	------	--------	------------	---	------	------------	------------

Page 1 of 1

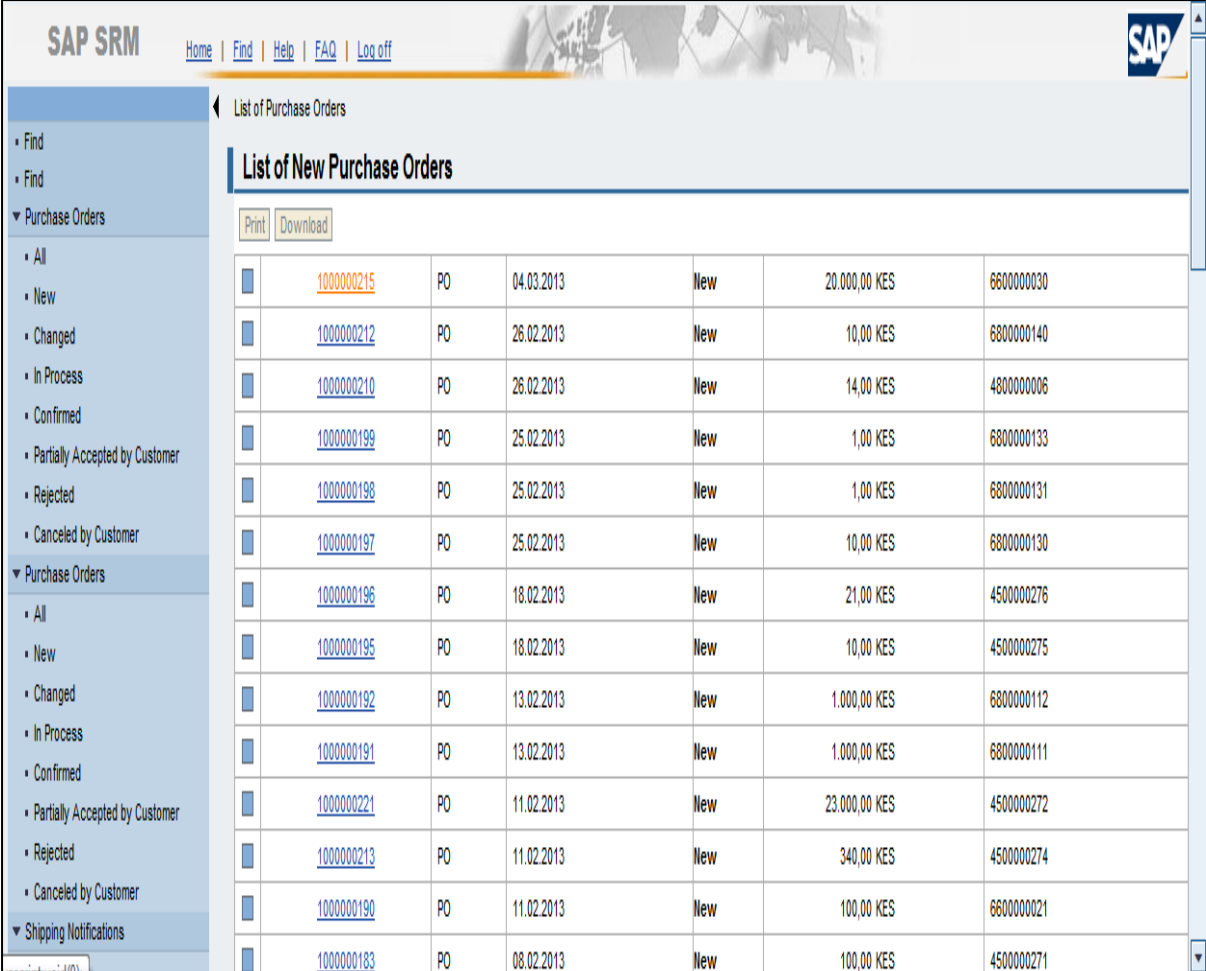
Confirm All Items Reject All Items Deselect All Items

Click Send button **Send**.

4.2 Creating Advance Shipping Notification

After successful confirmation of receipt of Purchase Order, you shall process an advance shipping notification for the goods you want to deliver.

You select the tab Purchase order in SAPSRM and select the one from the list of Purchase orders with the status as new:



The screenshot displays the SAP SRM interface. At the top, there is a navigation bar with 'SAP SRM' on the left, a menu with 'Home | Find | Help | FAQ | Log off', and the SAP logo on the right. Below this is a breadcrumb trail 'List of Purchase Orders'. The main content area is titled 'List of New Purchase Orders' and contains a table with columns for selection, PO number, PO type, date, status, amount, and confirmation number. The table lists 14 purchase orders, all with a status of 'New'. A left-hand navigation pane shows a tree structure with 'Purchase Orders' expanded to show various status filters like 'All', 'New', 'Changed', etc.

	PO Number	PO Type	Date	Status	Amount	Confirmation Number
<input type="checkbox"/>	1000000215	PO	04.03.2013	New	20,000,00 KES	6600000030
<input type="checkbox"/>	1000000212	PO	26.02.2013	New	10,00 KES	6800000140
<input type="checkbox"/>	1000000210	PO	26.02.2013	New	14,00 KES	4800000006
<input type="checkbox"/>	1000000199	PO	25.02.2013	New	1,00 KES	6800000133
<input type="checkbox"/>	1000000198	PO	25.02.2013	New	1,00 KES	6800000131
<input type="checkbox"/>	1000000197	PO	25.02.2013	New	10,00 KES	6800000130
<input type="checkbox"/>	1000000196	PO	18.02.2013	New	21,00 KES	4500000276
<input type="checkbox"/>	1000000195	PO	18.02.2013	New	10,00 KES	4500000275
<input type="checkbox"/>	1000000192	PO	13.02.2013	New	1,000,00 KES	6800000112
<input type="checkbox"/>	1000000191	PO	13.02.2013	New	1,000,00 KES	6800000111
<input type="checkbox"/>	1000000221	PO	11.02.2013	New	23,000,00 KES	4500000272
<input type="checkbox"/>	1000000213	PO	11.02.2013	New	340,00 KES	4500000274
<input type="checkbox"/>	1000000190	PO	11.02.2013	New	100,00 KES	6600000021
<input type="checkbox"/>	1000000183	PO	08.02.2013	New	100,00 KES	4500000271

Click the confirmation response number

The Display Purchase Order screen appears as below:

Display Purchase Order Screen.

SAP SRM Home | Find | Help | FAQ | Log off

◀ List of Purchase Orders > Display Purchase Order

Display Purchase Order

Create ASN | Display Document Flow | Print | Download

Basic Data

Document Number: 100000215
Document Name: PO
Document Date: 04.03.2013
Purchase Order No.: 660000030
Requested Follow-On Documents: Shipping Notif., Confirmation, Goods Receipt, Invoice
Status: New

Item Overview

1	New	1200000054	BEARING PIN 22314C	2 Each	20.000,00 KES	04.04.2013
---	-----	------------	------------------------------------	--------	---------------	------------

Page 1 of 1

Messages

Select the Create ASN Tab.

The Process ASN screen appears as below:

The Process ASN Screen:

The screenshot displays the 'Process ASN' screen with a left-hand navigation menu and a main content area. The navigation menu includes sections for 'In Process', 'Shipping Notifications', and 'Confirmations', each with sub-items like 'Confirmed', 'Partially Accepted by Customer', 'Rejected', 'Canceled by Customer', 'All', 'In Process', and 'Sent'. The main content area is divided into three sections: 'Shipping Details', 'Item Overview', and 'Partner Information'.

Shipping Details:

- Shipping Date: 06.03.2013
- Shipping Time: 13:00
- Means of Transport: Truck
- Transport ID Code: KBD979T
- KRA Number: 87659235

Item Overview:

10	120000054	BEARING PIN 22314C	0	Each	6600000030	1	<input checked="" type="checkbox"/> Propose Quantity
----	-----------	--------------------	---	------	------------	---	--

Page 1 of 1

Select All Deselect All Propose Outstanding Quantities

Partner Information:

Sold-to Party	33	KPA Company Code	95009	Mombasa	254-2113600	
Ship-To Address	33	Entry Chanl	95009	Mombasa	2542113600	dummy@dummy.com

Input the details:

- Delivery time:
- Means of transport:
- Transport ID Code:
- KRA Number:

Tick the propose quantity
Select propose outstanding quantities tab:

The Process ASN screen appears as below:

SAP SRM Home | Find | Help | FAQ | Log off

List of Purchase Orders > Display Purchase Order > Process ASN

Process ASN

Goods Delivered to Recipient Hold Cancel Print Download

Basic Data

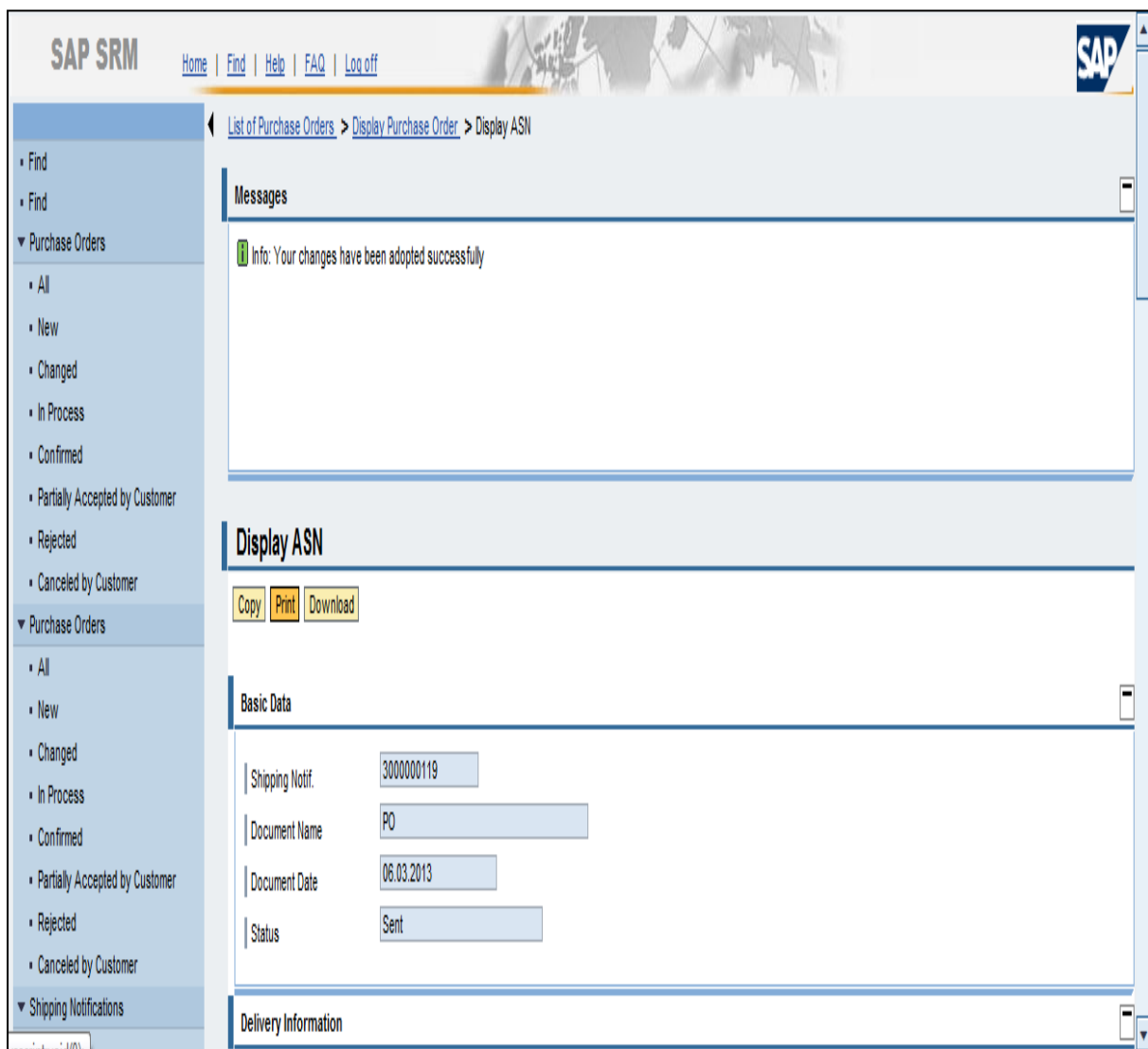
Shipping Notif.	3000000119
Document Name	PO
Document Date	06.03.2013
Status	Created

Delivery Information

Delivery Date (Expected)	06.03.2013
Delivery Time (Expected)	13:00
Shipping Date	06.03.2013
Shipping Time	13:00
Means of Transport	Truck
Transport ID Code	KBD979T
Vpn. Number	87659235

Select the goods delivered to recipient.

The Messages Screen appears as below:



The message changes have been adopted successfully appears

Printing ASN

Browser address bar: <http://sapcpd.kenya-ports.com:50000/rijj/portal>

Page Header: KENYA PORTS AUTHORITY | Log off | Welcome: Mr. NRIKAH MWANASH

Navigation: Back Forward History Favorites Personalize View Help

Menu: RFx and Auctions Administration Confirmations Invoices and Credit Memos Messages Notification from Purchaser **Purchase Orders** Scheduling Agreement Releases Shipping Notifications

Filter: All New Changed In Process Confirmed Partially Confirmed Rejected Canceled by Customer

SAP SRM | Home | Find | Help | FAQ | Log off

Navigation: List of Purchase Orders > Display Purchase Order > Display ASN

Display ASN

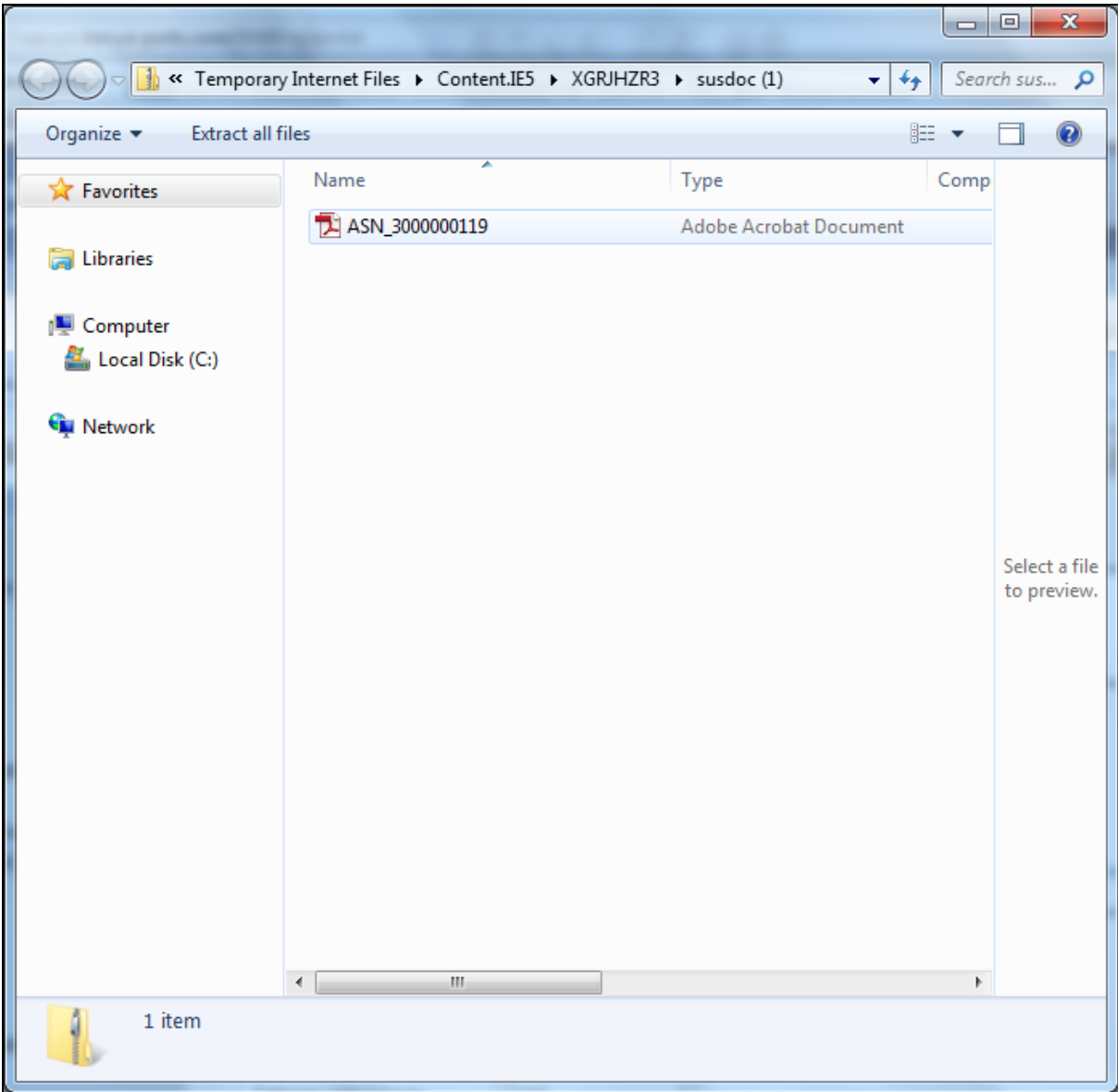
Copy Print Download

Basic Data	
Shipping Notif.	3000000119
Document Name	PO
Document Date	06.03.2013
Status	Sent

Delivery Information	
Delivery Date (Expected)	06.03.2013
Delivery Time (Expected)	13:00
Shipping Date	06.03.2013
Shipping Time	13:00
Means of Transport	Truck

Do you want to open or save susdoc.zip (7.98 KB) from srmdev.kenya-ports.com? | Open Save Cancel

Select the Print tab



4.3 Creating invoice for goods

Access the tab Notification from Purchaser to view list Goods receipt processed

The screenshot shows the 'Goods Receipt List' page in the SRM Suppliers User Guide. The page has a navigation bar at the top with tabs for 'Confirmation', 'Invoices and Credit Memos', 'Messages', 'Notification from Purchaser', 'Purchase Orders', and 'Scheduling Agreement Releases'. Below the navigation bar, there are sub-tabs for 'Receipt - New', 'Cancellation of Goods Receipt - All', 'Cancellation of Goods Receipt - New', 'Return Delivery - All', and 'Return Delivery - New'. The main content area is titled 'Goods Receipt List' and contains a table with the following data:

ID	Type	Date	Status
4000000214	GR	23.10.2013	Document Read
4000000201	GR	18.09.2013	Document Read
4000000182	GR	27.05.2013	Document Read
4000000175	GR	21.05.2013	Document Read
4000000176	GR	13.05.2013	Document Read
4000000174	GR	13.05.2013	Document Read
4000000173	GR	10.05.2013	Document Read
4000000172	GR	10.05.2013	New
4000000171	GR	10.05.2013	Document Read
4000000170	GR	09.05.2013	New
4000000169	GR	09.05.2013	Document Read
4000000168	GR	09.05.2013	Document Read
4000000152	GR	29.04.2013	Document Read
4000000146	GR	25.04.2013	Document Read
4000000145	GR	24.04.2013	New

At the bottom of the page, there is a pagination control showing 'Page 1 of 3'.

Select the one with a new status

Select accept

Display Goods Receipt

[Accept](#) [Create Invoice](#) [Display Document Flow](#) [Print](#)

Basic Data

Document Number	400000035
Document Name	GR
Document Date	06.12.2012
Status	New

Item Overview

1	120000059	BEARING 6008 RS	450000211	10	10 Each	1 Each
---	-----------	---------------------------------	-----------	----	---------	--------

Page 1 of 1

Partner Information

Sold-to Party	33	KPA Company Code	95009	Mombasa	254-2113600
---------------	----	------------------	-------	---------	-------------

Select create invoice

Enter the invoice no on the description
 Select the appropriate tax

Select update prices button

4.3.1 Create invoice attachments

Select the add attachment button

KENYA PORTS AUTHORITY

New Session Log

Welcome: Mr. NRIKAH MWANA

Navigation: RFX and Auctions, Administration, Confirmations, Invoices and Credit Memos, Messages, Notification from Purchaser, Purchase Orders, Scheduling Agreement Releases, Shipping Notifications

Sub-navigation: Goods Receipt - All, Goods Receipt - New, Cancellation of Goods Receipt - All, Cancellation of Goods Receipt - New, Return Delivery - All, Return Delivery - New

Page: 1 of 1

Partner Information

Sold-to Party	33	KPA Company Code			95009	Mombasa	254-2113600
Ship-To Address	33	KPA Storage location	111	11	560037	mombasa	

Price Information

Net Value	20,00 KES
Unplanned Delivery Costs	0,00 KES
Tax	0,00 KES
Gross Price	20,00 KES

Terms of Payment

<input type="text" value="0"/>	<input type="text" value="0,000"/>
<input type="text" value="0"/>	<input type="text" value="0,000"/>
<input type="text" value="0"/>	

Attachments

No Attachments Available

[Add Attachment](#)

Select browse button

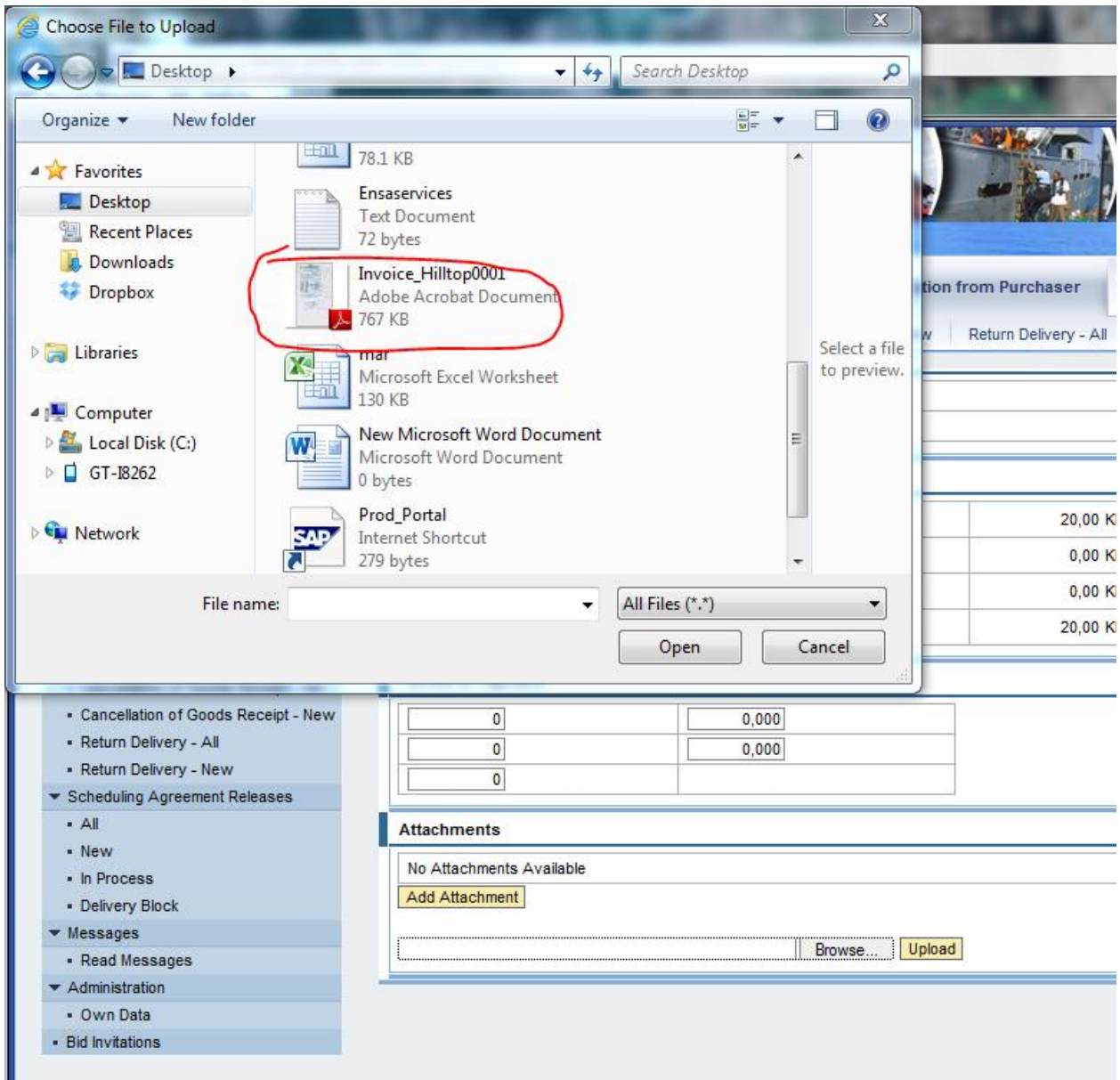
Attachments

No Attachments Available

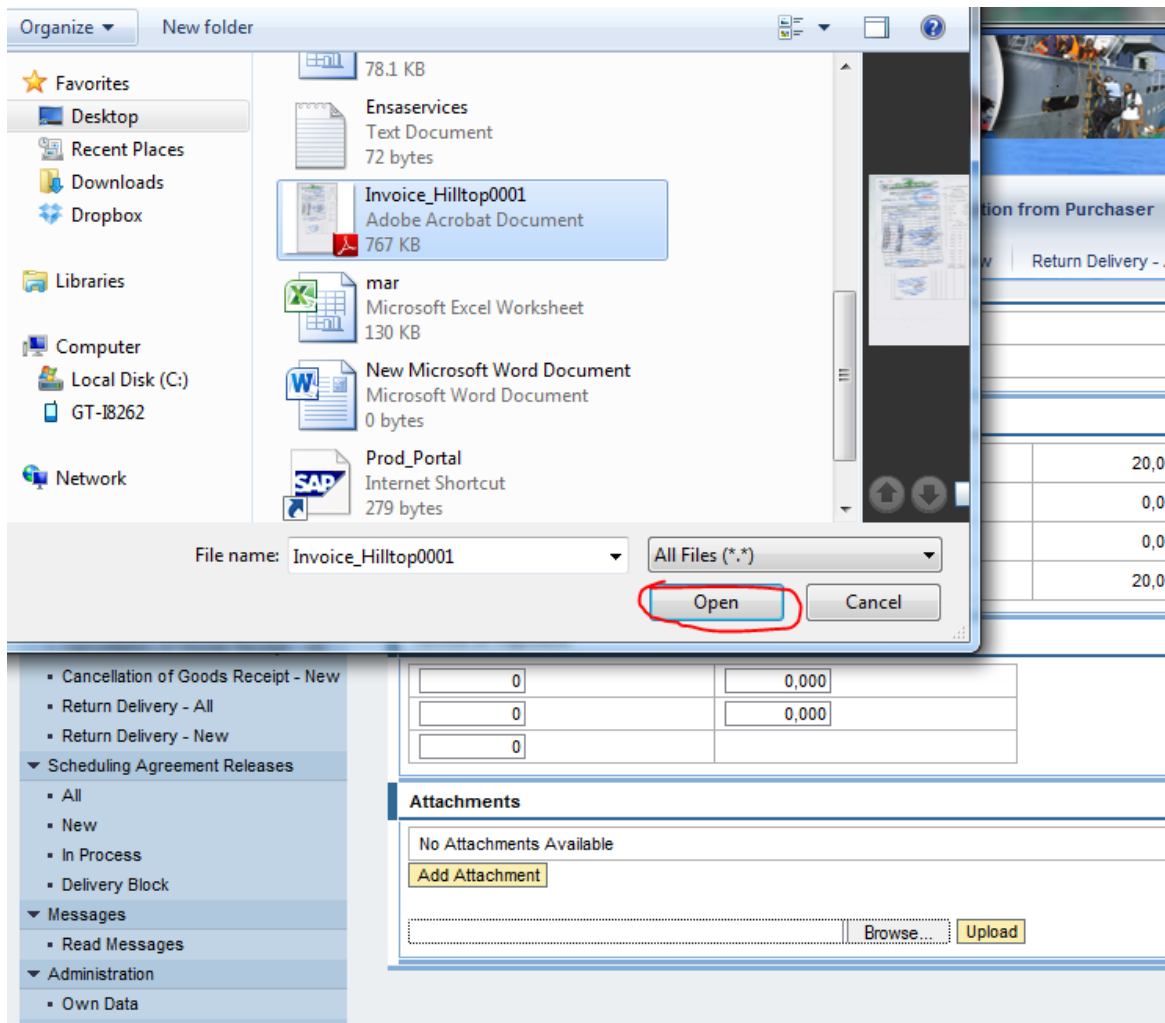
[Add Attachment](#)

[Browse...](#) [Upload](#)

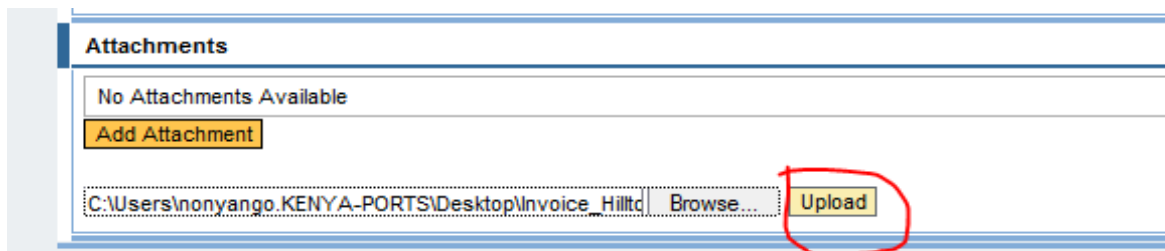
Find the file where it has been saved by the browser



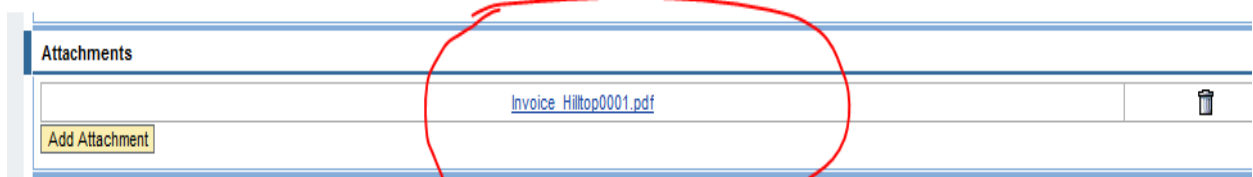
Select open



Select upload button



The add attachment will appear as below



Select the send button

SAP SRM Home | Find | Help | FAQ | Log off

Goods Receipt List > Display Goods Receipt > Process Invoice

Process Invoice

Send Hold Cancel Update Prices Print Download

Basic Data

Invoice: 500000064
Status: In Process
Description: GR
Document Date: 06.03.2013
External Reference: 450000211
Unplanned Delivery Costs: 0,00 KES

Products and Services

1	Material 120000059	BEARING 6008 RS	1	Each	100,00 KES	16% Unclaimable Input Tax	450000211	10
---	--------------------	-----------------	---	------	------------	---------------------------	-----------	----

Page 1 of 1

Partner Information

The message will read your changes have been adopted successfully

Home | Find | Help | FAQ | Log off

Goods Receipt List > Display Goods Receipt > Display Invoice

Messages

i Info: Your changes have been adopted successfully

Note the invoice reference number from the system.

4.4 Create invoice for services

Once you confirmation for services has been accepted by the Purchaser, the information shall be relayed to you on SRM, and You will open the tab of Confirmations, and view the acceptance status:

The screenshot displays the SAP SRM interface for the Kenya Ports Authority. The top navigation bar includes 'Back', 'Forward', 'History', 'Favorites', 'Personalize', 'View', and 'Help'. The user is logged in as 'Mr. NRIKAH MWANASH'. The main menu includes 'RFx and Auctions', 'Administration', 'Confirmations', 'Invoices and Credit Memos', 'Messages', 'Notification from Purchaser', 'Purchase Orders', 'Scheduling Agreement Releases', and 'Shipping Notifications'. The 'Purchase Orders' tab is active, showing a list of orders with columns for selection, PO number, type, date, status, amount, and ID.

	PO Number	Type	Date	Status	Amount	ID
<input type="checkbox"/>	1000000224	PO	05.03.2013	Confirmed	64,00 KES	4500000277
<input type="checkbox"/>	1000000223	PO	05.03.2013	Confirmed	20,000.00 KES	6600000041
<input type="checkbox"/>	1000000222	PO	05.03.2013	Confirmed	20,000.00 KES	6600000042
<input type="checkbox"/>	1000000220	PO	04.03.2013	Confirmed	1,000.00 KES	6600000040
<input type="checkbox"/>	1000000216	PO	04.03.2013	Confirmed	1,000.00 KES	6600000032
<input type="checkbox"/>	1000000215	PO	04.03.2013	New	20,000.00 KES	6600000030
<input type="checkbox"/>	1000000214	PO	28.02.2013	Confirmed	1,000.00 KES	6800000143
<input type="checkbox"/>	1000000212	PO	26.02.2013	New	10,00 KES	6800000140
<input type="checkbox"/>	1000000211	PO	26.02.2013	Confirmed	14,00 KES	4800000007
<input type="checkbox"/>	1000000210	PO	26.02.2013	New	14,00 KES	4800000006
<input type="checkbox"/>	1000000203	PO	25.02.2013	Confirmed	14,00 KES	4800000005
<input type="checkbox"/>	1000000202	PO	25.02.2013	Confirmed	14,00 KES	4800000004
<input type="checkbox"/>	1000000201	PO	25.02.2013	Confirmed	1,200.00 KES	4800000003
<input type="checkbox"/>	1000000200	PO	25.02.2013	Confirmed	1,200.00 KES	6800000136

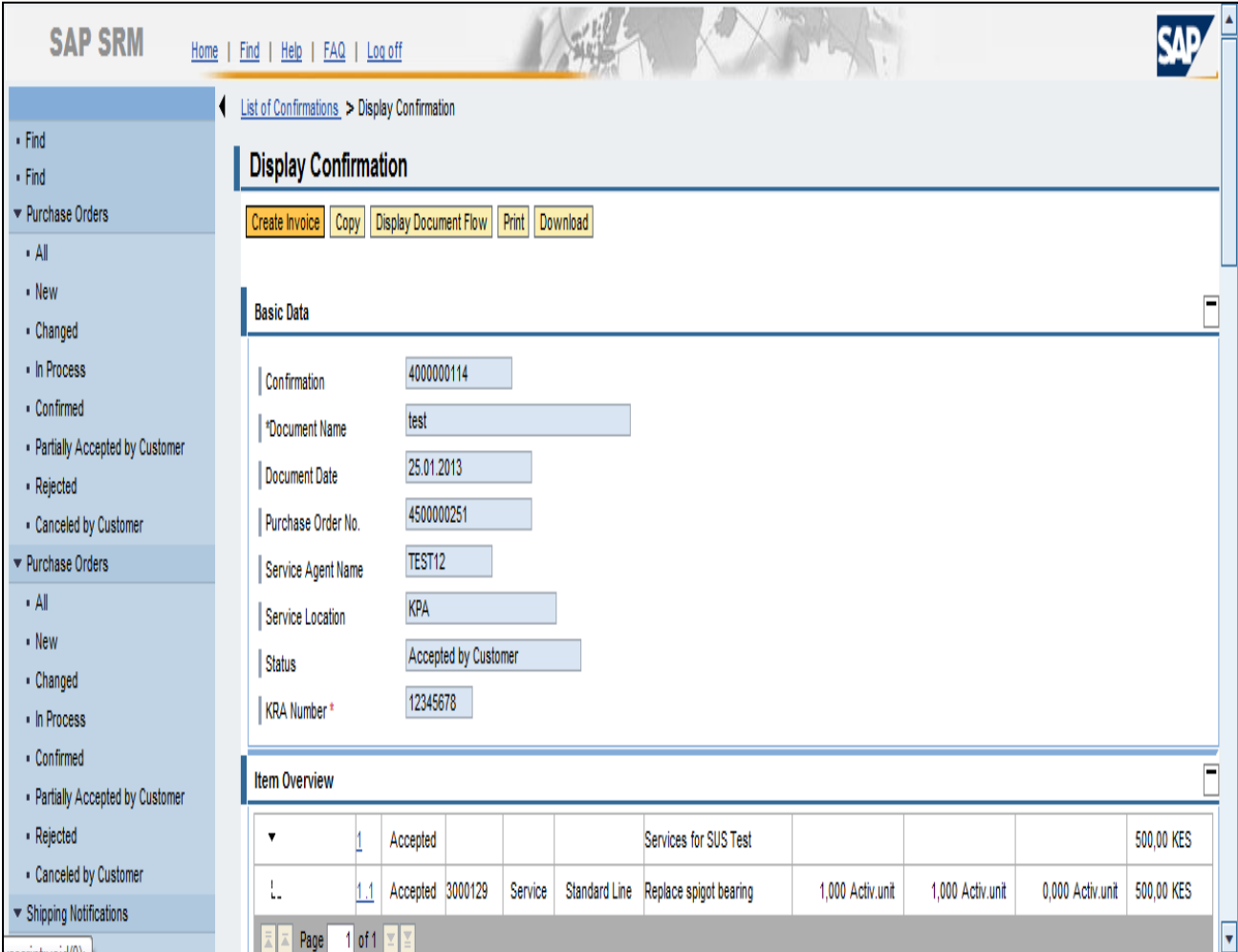
To view the confirmations tab from the SRM window select the confirmation tab

The report of list of confirmations will appear as shown below:

<input checked="" type="checkbox"/>	400000114	test	25.01.2013	Accepted by Customer	500,00 KES
<input type="checkbox"/>	400000113	deviprasad	11.01.2013	Accepted by Customer	500,00 KES
<input type="checkbox"/>	400000112	chandrachur testing	11.01.2013	Accepted by Customer	500,00 KES
<input type="checkbox"/>	400000111	devi prasad	11.01.2013	Accepted by Customer	500,00 KES
<input type="checkbox"/>	400000110	devi prasad	11.01.2013	Completion Reported	500,00 KES
<input type="checkbox"/>	400000109	Devi testing	11.01.2013	Completion Reported	23.000,00 KES
<input type="checkbox"/>	400000108	Devi testing for girish	11.01.2013	Completion Reported	500,00 KES
<input type="checkbox"/>	400000107	Service entry sheet	11.01.2013	Rejected by Customer	500,00 KES
<input type="checkbox"/>	400000106	GR	04.01.2013	Document Read	1.200,00 KES
<input type="checkbox"/>	400000105	GR	02.01.2013	Document Read	1.200,00 KES
<input type="checkbox"/>	400000100	test Inv 1	28.12.2012	Completion Reported	10,00 KES
<input type="checkbox"/>	400000102	GR	18.12.2012	Document Read	100,00 KES
<input type="checkbox"/>	400000080	SES	14.12.2012	Completion Reported	37.444,00 KES
<input type="checkbox"/>	400000104	GR	13.12.2012	Document Read	10.000,00 KES

Select the purchase order with the status accepted by supplier

The display confirmation screen will appear as shown below:



The screenshot shows the SAP SRM interface for displaying a confirmation. The top navigation bar includes 'SAP SRM', 'Home', 'Find', 'Help', 'FAQ', and 'Log off'. The breadcrumb trail is 'List of Confirmations > Display Confirmation'. The main title is 'Display Confirmation'. Below the title are buttons for 'Create Invoice', 'Copy', 'Display Document Flow', 'Print', and 'Download'. The 'Basic Data' section contains the following fields:

Confirmation	4000000114
*Document Name	test
Document Date	25.01.2013
Purchase Order No.	4500000251
Service Agent Name	TEST12
Service Location	KPA
Status	Accepted by Customer
KRA Number *	12345678

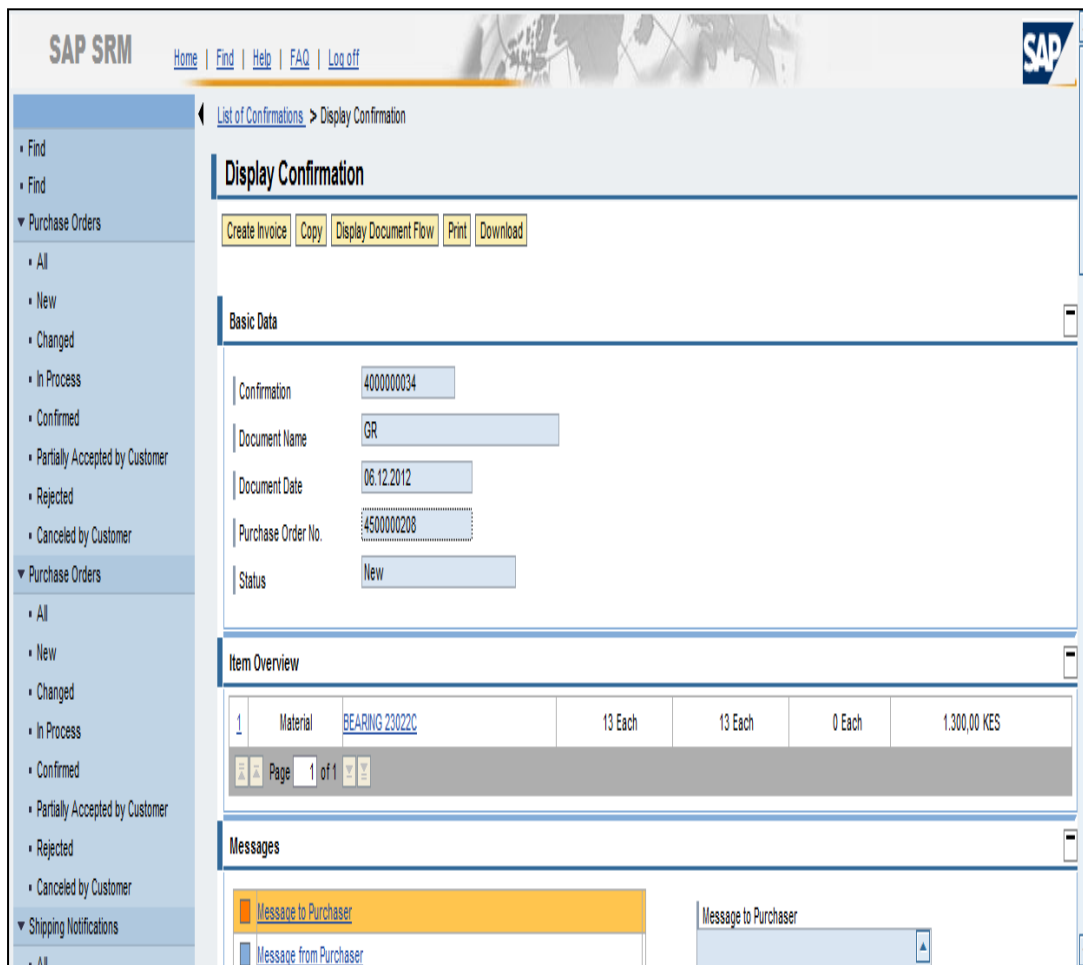
The 'Item Overview' section displays a table with the following data:

Item	Quantity	Status	Material	Description	Unit	Price
1	1	Accepted		Services for S/US Test		500,00 KES
1.1	1,000	Accepted	3000129	Service Standard Line Replace spigot bearing	1,000 Activ.unit	1,000 Activ.unit
					0,000 Activ.unit	500,00 KES

Page 1 of 1

Click display document flow button **Display Document Flow**

The display confirmation screen will appear as below:



The screenshot shows the SAP SRM interface for displaying a confirmation. The top navigation bar includes 'SAP SRM', 'Home', 'Find', 'Help', 'FAQ', and 'Log off'. The left sidebar contains a navigation menu with categories like 'Purchase Orders' and 'Shipping Notifications'. The main content area is titled 'Display Confirmation' and includes a breadcrumb 'List of Confirmations > Display Confirmation'. Below the title are buttons for 'Create Invoice', 'Copy', 'Display Document Flow', 'Print', and 'Download'. The 'Basic Data' section contains the following information:

Confirmation	400000034
Document Name	GR
Document Date	06.12.2012
Purchase Order No.	4500000208
Status	New

The 'Item Overview' section displays a table with one item:

Item	Material	Unit	Quantity	Unit Price	Total Price
1	BEARING 23022C	Each	13	0	1.300,00 KES

The 'Messages' section shows two messages: 'Message to Purchaser' and 'Message from Purchaser'.

Click Display Document Flow button **Display Document Flow**

The document flow screen will appear as below:

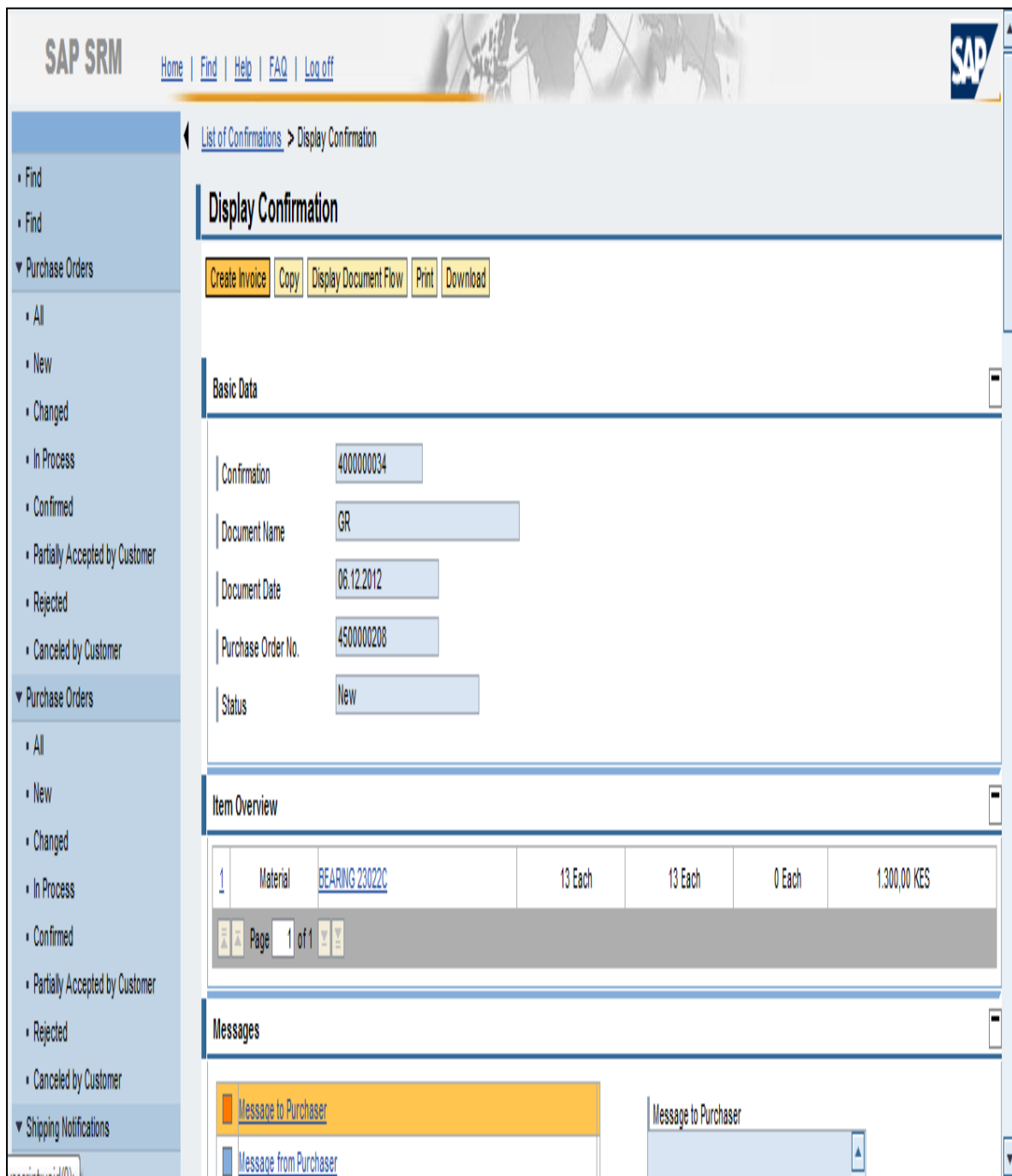
The screenshot shows the SAP SRM interface. At the top left, it says 'SAP SRM' with navigation links for Home, Find, Help, FAQ, and Log off. The breadcrumb trail is 'List of Confirmations > Display Confirmation > Display Document Flow'. The main heading is 'Document Flow'. Below the heading is a 'Back to Document' link. A table displays the following data:

Purchase Order	1000000052	PO	06.12.2012	Confirmed	1,300.00 KES
Goods Receipt	4000000034	GR	06.12.2012	New	1,300.00 KES

You will note that a goods receipt exists

Click Back to Document link label [Back to Document](#)

The display confirmation screen will appear as below:



The screenshot shows the SAP SRM interface for displaying a confirmation. The top navigation bar includes 'SAP SRM', 'Home', 'Find', 'Help', 'FAQ', and 'Log off'. The left sidebar contains a menu with categories like 'Purchase Orders' and 'Shipping Notifications'. The main content area is titled 'Display Confirmation' and includes a breadcrumb 'List of Confirmations > Display Confirmation'. Below the title are buttons for 'Create Invoice', 'Copy', 'Display Document Flow', 'Print', and 'Download'. The 'Basic Data' section contains the following information:

Confirmation	400000034
Document Name	GR
Document Date	06.12.2012
Purchase Order No.	450000208
Status	New

The 'Item Overview' section displays a table with one item:

1	Material	BEARING 23022C	13 Each	13 Each	0 Each	1,300,00 KES
---	----------	--------------------------------	---------	---------	--------	--------------

Below the table is a pagination control showing 'Page 1 of 1'. The 'Messages' section at the bottom contains two messages: 'Message to Purchaser' (highlighted in orange) and 'Message from Purchaser'.

Select the create invoice button

The process invoice screen shall appear as shown below:

Process Invoice

Send Hold Cancel Update Prices Print Download

Basic Data

Invoice: 500000066
Status: In Process
Description: GR
Document Date: 06.03.2013
External Reference: 450000208
Unplanned Delivery Costs: 0,00 KES

Products and Services

1	Material	120000055	BEARING 23022C	13	Each	1.300,00 KES	16% Input Tax	450000208	10
---	----------	-----------	----------------	----	------	--------------	---------------	-----------	----

Page 1 of 1

Partner Information

Sold-to Party	33	KPA Company Code	95009	Mombasa	254-2113600
---------------	----	------------------	-------	---------	-------------

Price Information

Net Value	1.300,00 KES
-----------	--------------

Enter the following:

- i. tax
- ii. Quantity

Click Update Prices button **Update Prices**

4.4.1 Create invoice attachments

Select the add attachment button

The screenshot shows the Kenya Ports Authority SRM interface. The top navigation bar includes the logo and 'KENYA PORTS AUTHORITY'. Below it, there are tabs for 'RFX and Auctions', 'Administration', 'Confirmations', 'Invoices and Credit Memos', 'Messages', 'Notification from Purchaser', 'Purchase Orders', 'Scheduling Agreement Releases', and 'Shipping Notifications'. The 'Notification from Purchaser' tab is active. The main content area displays 'Partner Information', 'Price Information', and 'Terms of Payment'. The 'Attachments' section is highlighted with a red box, showing 'No Attachments Available' and an 'Add Attachment' button.

Partner Information						
Sold-to Party	33	KPA Company Code		95009	Mombasa	254-2113600
Ship-To Address	33	KPA Storage location	111	11	560037	mombasa

Price Information	
Net Value	20,00 KES
Unplanned Delivery Costs	0,00 KES
Tax	0,00 KES
Gross Price	20,00 KES

Terms of Payment	
<input type="text" value="0"/>	<input type="text" value="0,000"/>
<input type="text" value="0"/>	<input type="text" value="0,000"/>
<input type="text" value="0"/>	

Attachments

No Attachments Available

[Add Attachment](#)

Select browse button

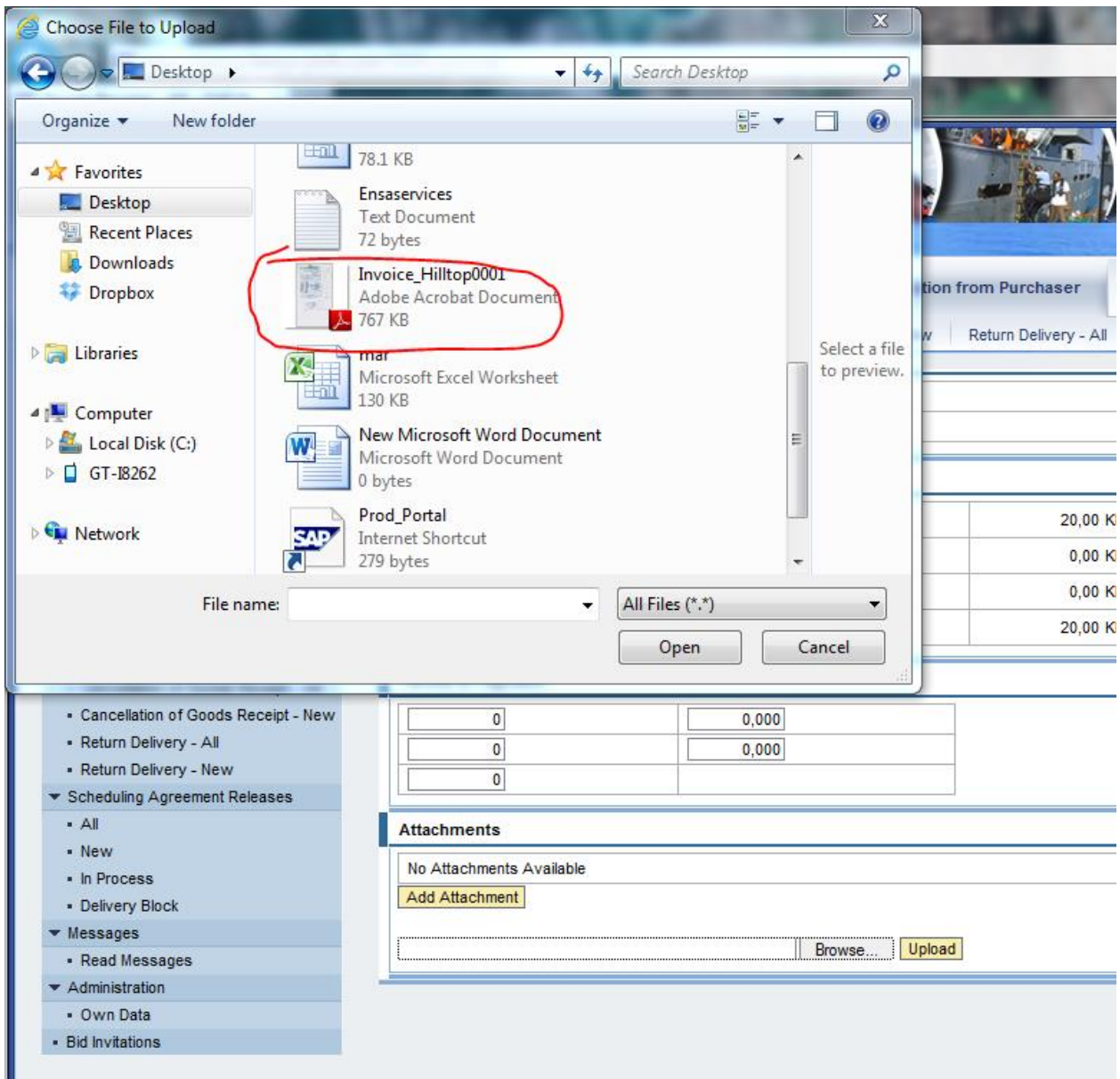
The close-up screenshot shows the 'Attachments' section. It displays 'No Attachments Available' and an 'Add Attachment' button. Below this, there is a text input field, a 'Browse...' button, and an 'Upload' button.

Attachments

No Attachments Available

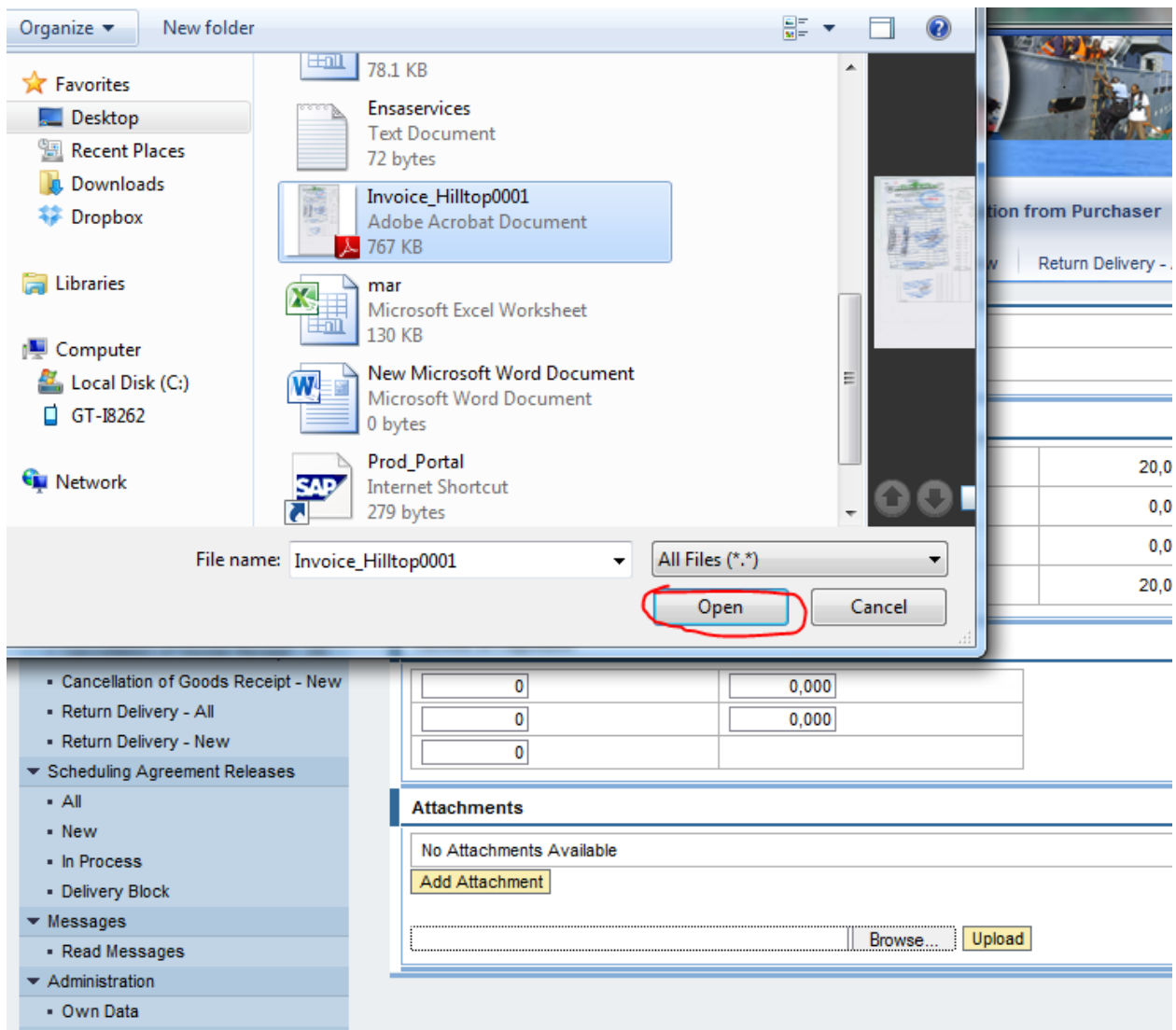
[Add Attachment](#)

[Browse...](#) [Upload](#)

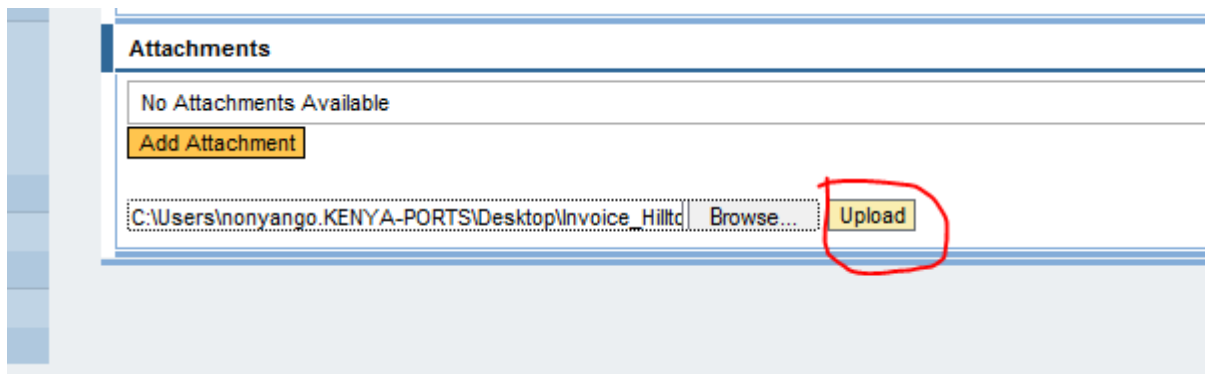


Find the file where it has been saved by the browser

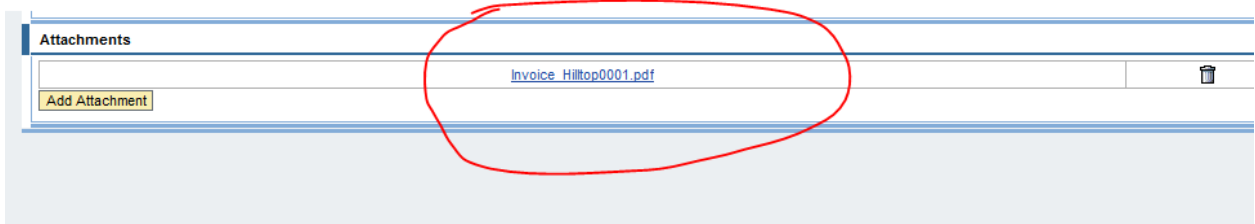
Select open



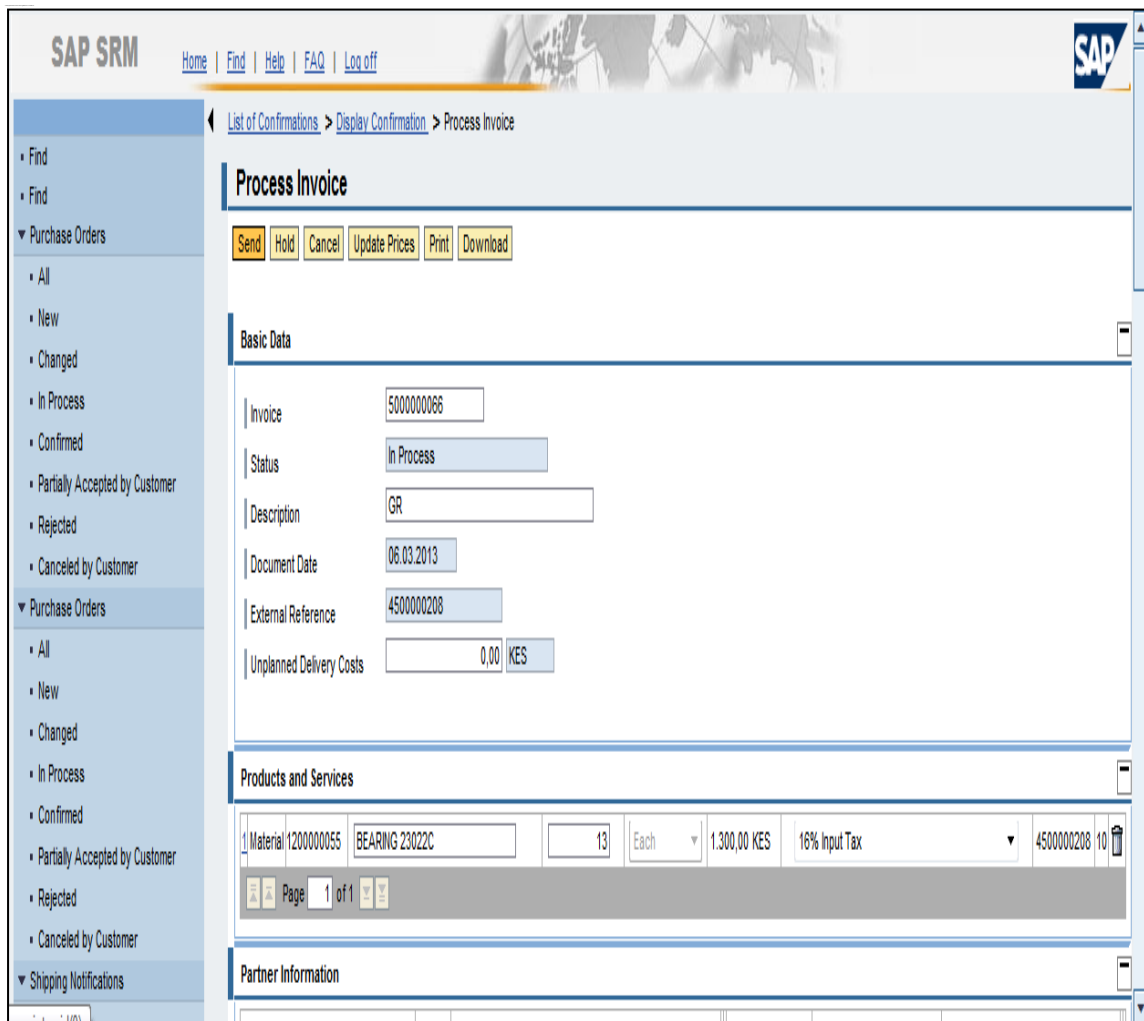
Select upload



The add attachment will appear as below



The Process invoice screen shall appear as below:



Click Send button **Send**.

The SRM Message screen will appear as below:

The screenshot displays the SAP SRM interface. At the top, the 'SAP SRM' logo is on the left, and navigation links for 'Home', 'Find', 'Help', 'FAQ', and 'Log off' are on the right. A breadcrumb trail shows the path: 'List of Confirmations > Display Confirmation > Display Invoice'. Below this, a 'Messages' section contains an information message: 'Info: Your changes have been adopted successfully'. The main content area is titled 'Display Invoice' and includes a toolbar with buttons for 'Set Status', 'Copy', 'Create Credit Memo', 'Display Document Flow', 'Print', and 'Download'. Underneath, the 'Basic Data' section lists the following invoice details:

Invoice	5000000066
Status	Document Sent
Status (New)	Accepted by Customer
Description	GR
Document Date	06.03.2013
External Reference	4500000208

The message will read your changes have been adopted successfully
Note the invoice reference number from the system.