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

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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:
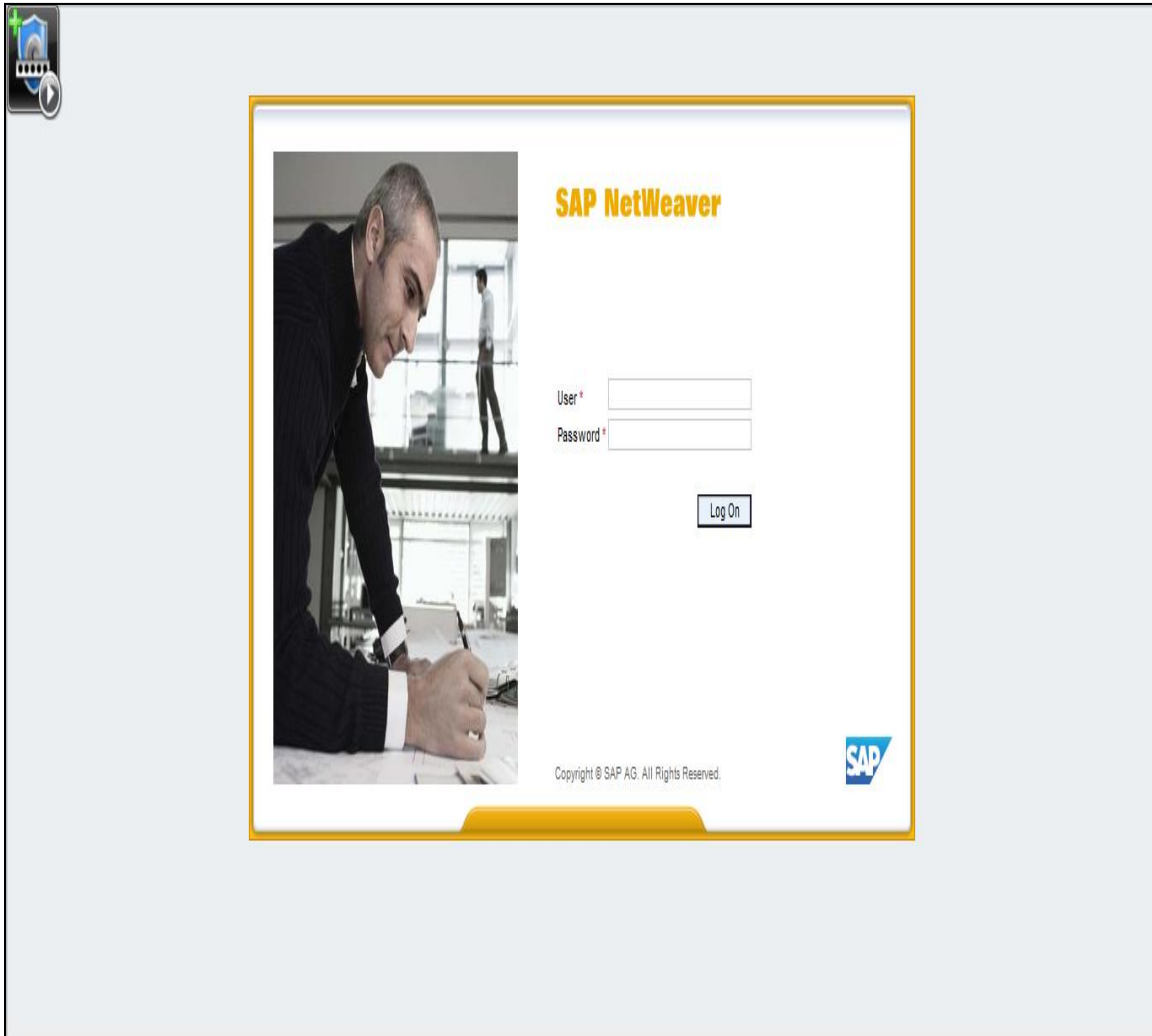
2.1   Logging in SRM
To access the application you enter /type the web address below and click enter.

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.

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

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:

You click Technical RFx button Technical RFx.

The cFolder Logon screen appears as below :
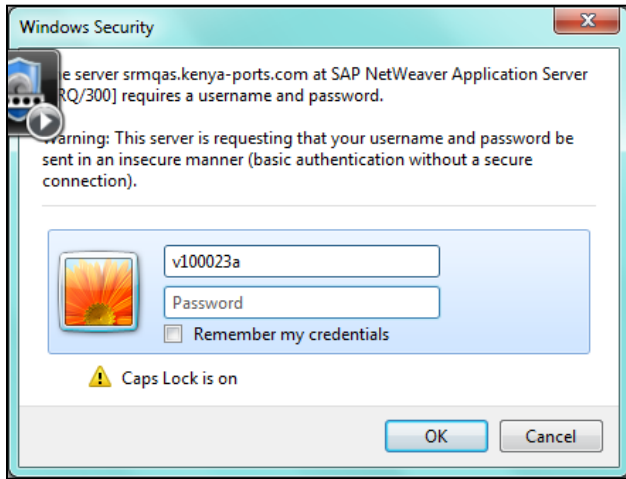
You enter the following details :

       Vendor Code :
       Password   :

Click the O.K. Button:

The cFolder screen appears as shown below:

cFolders

Follow the path Technical Details>External area>New document

Click the New Document (Attached File).

The file attachment screen appears as below:
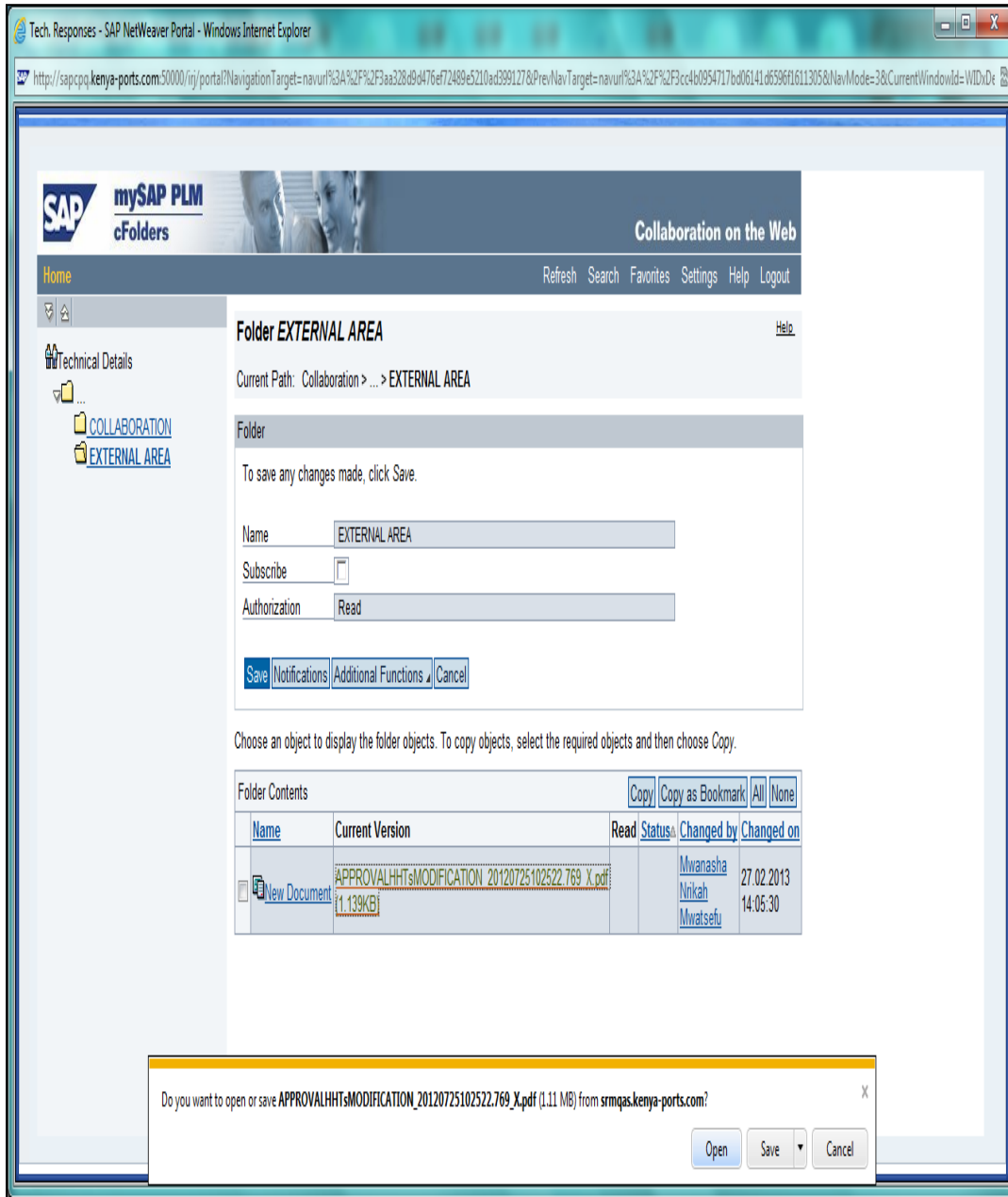
Select open button [Open]
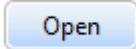
The Attachment opening screen appears as shown below:

Print Preview Screen
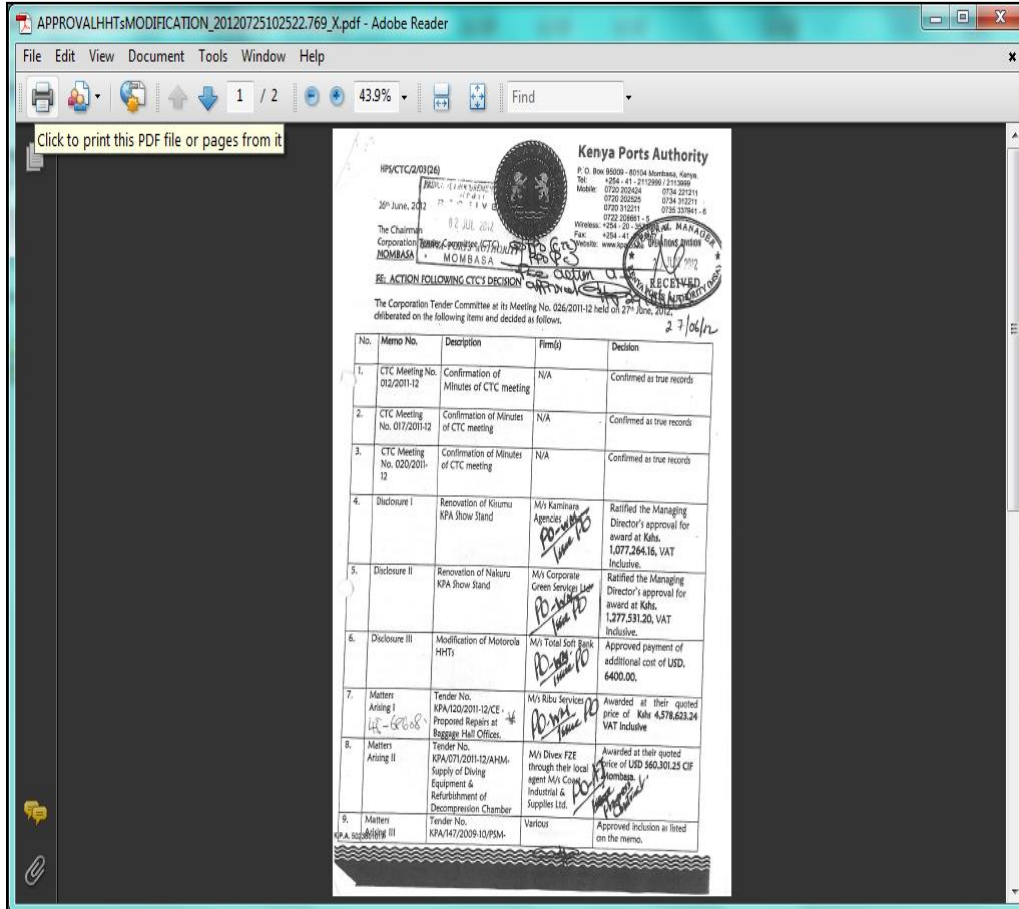
3.3 Printing RFX From cFolders

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

The Printer tab appears as below:
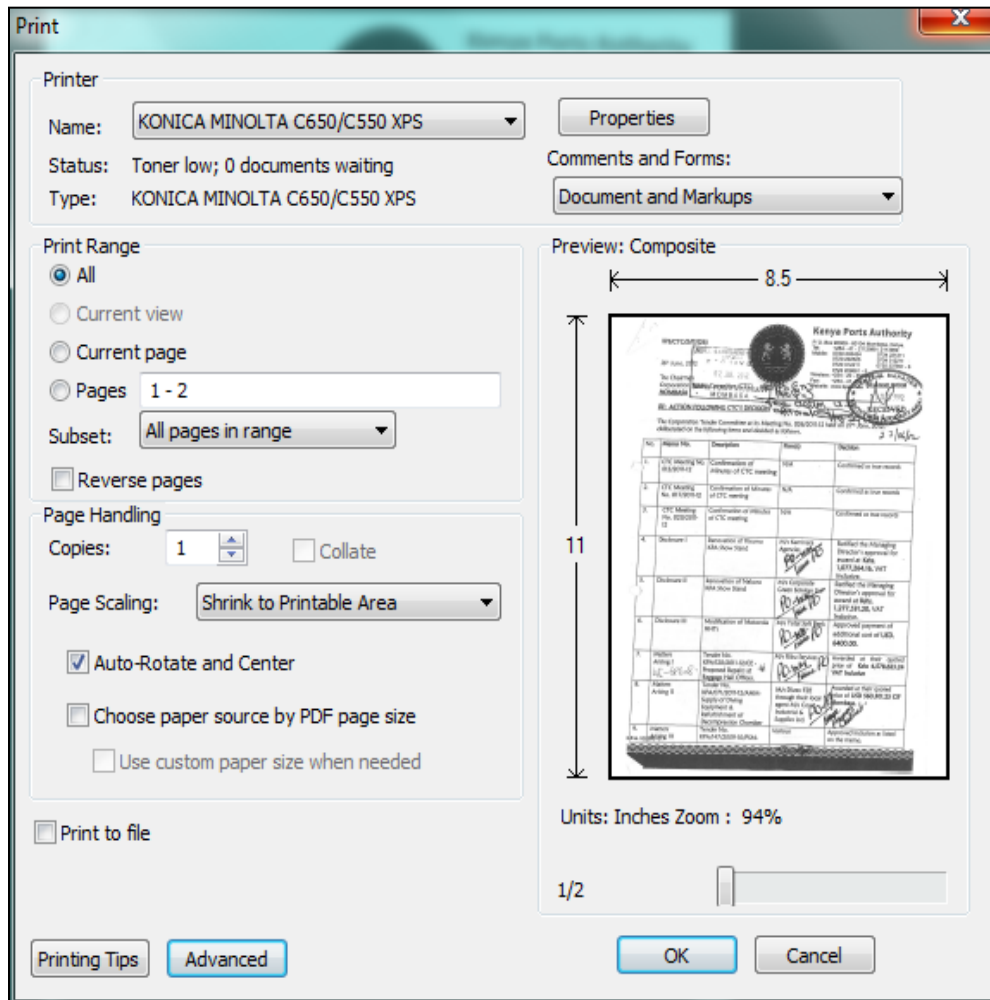
Select the O.K. tab

The print preview tab appears as below:

Print Preview

Select the print icon to print the document

The cFolder screen appears as below upon printing:

cFolders

To exit the cFolder screen select the log out tab   Logout

The cFolder Exit screen appears as below:

cFolder Screen
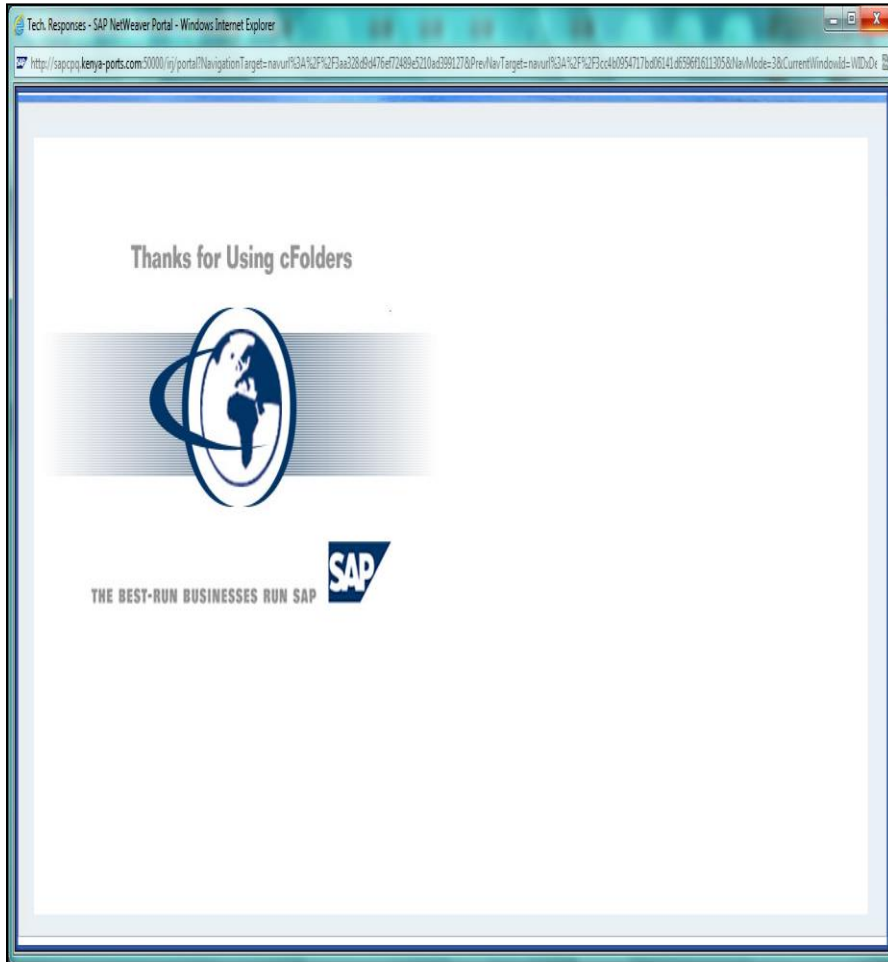
Click the close button ![X] to exit the cFolder screen

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

Click Create Response button Create Response :

The cFolder screen appears as shown below:

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

The cFolder screen appears as below:
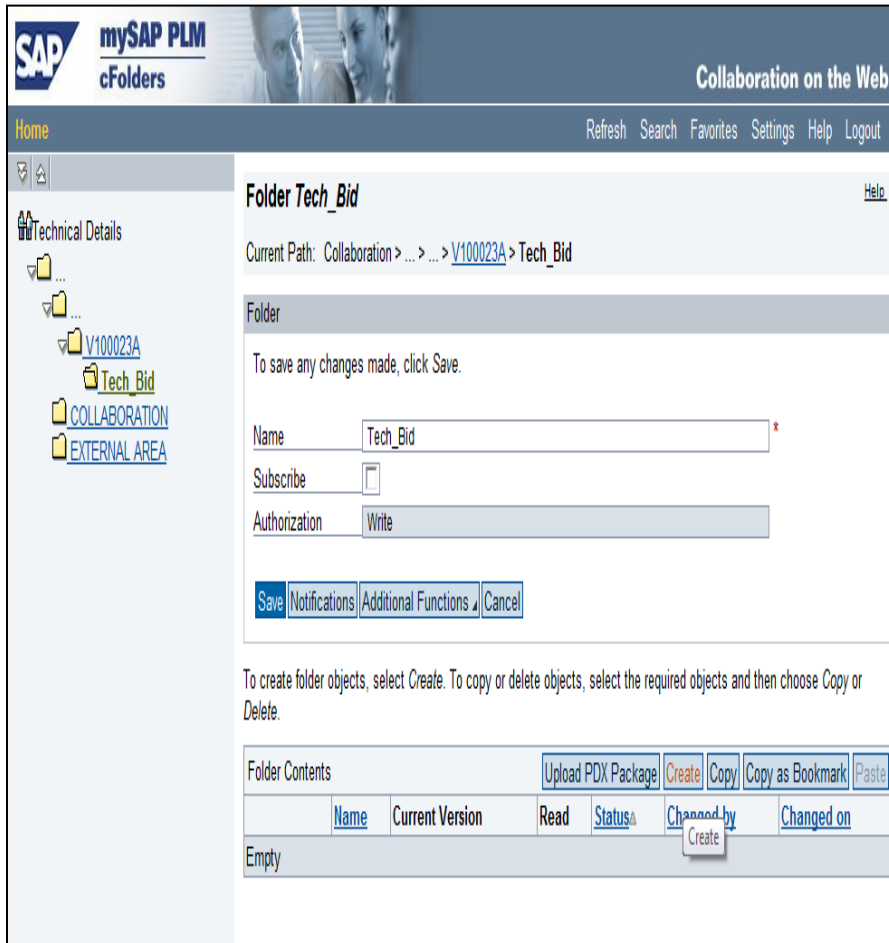
Click the Create Button:

The cFolder Screen appears as below:

cFolders

Click Continue Tab Continue.

The cFolders Appears as below:
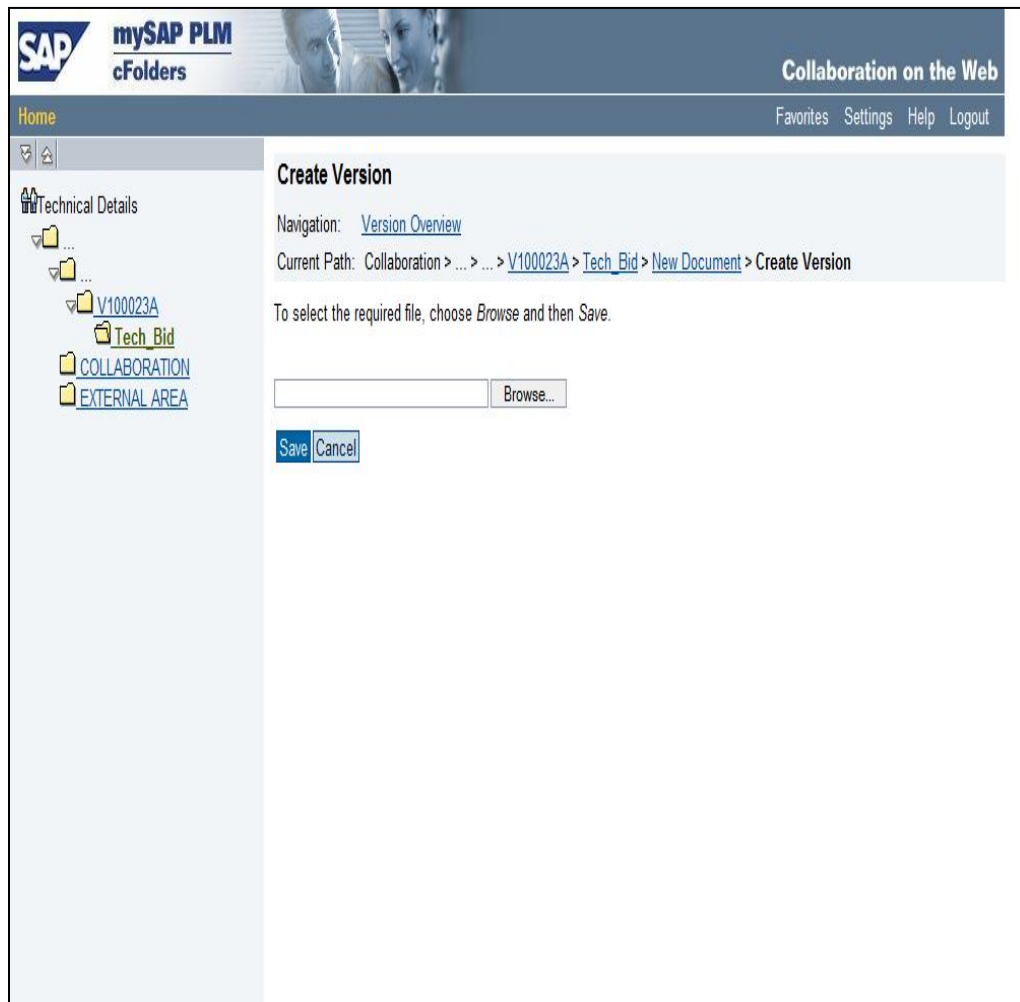
Select browse

The file to Upload screen appears as below

Click Open button ![Open].
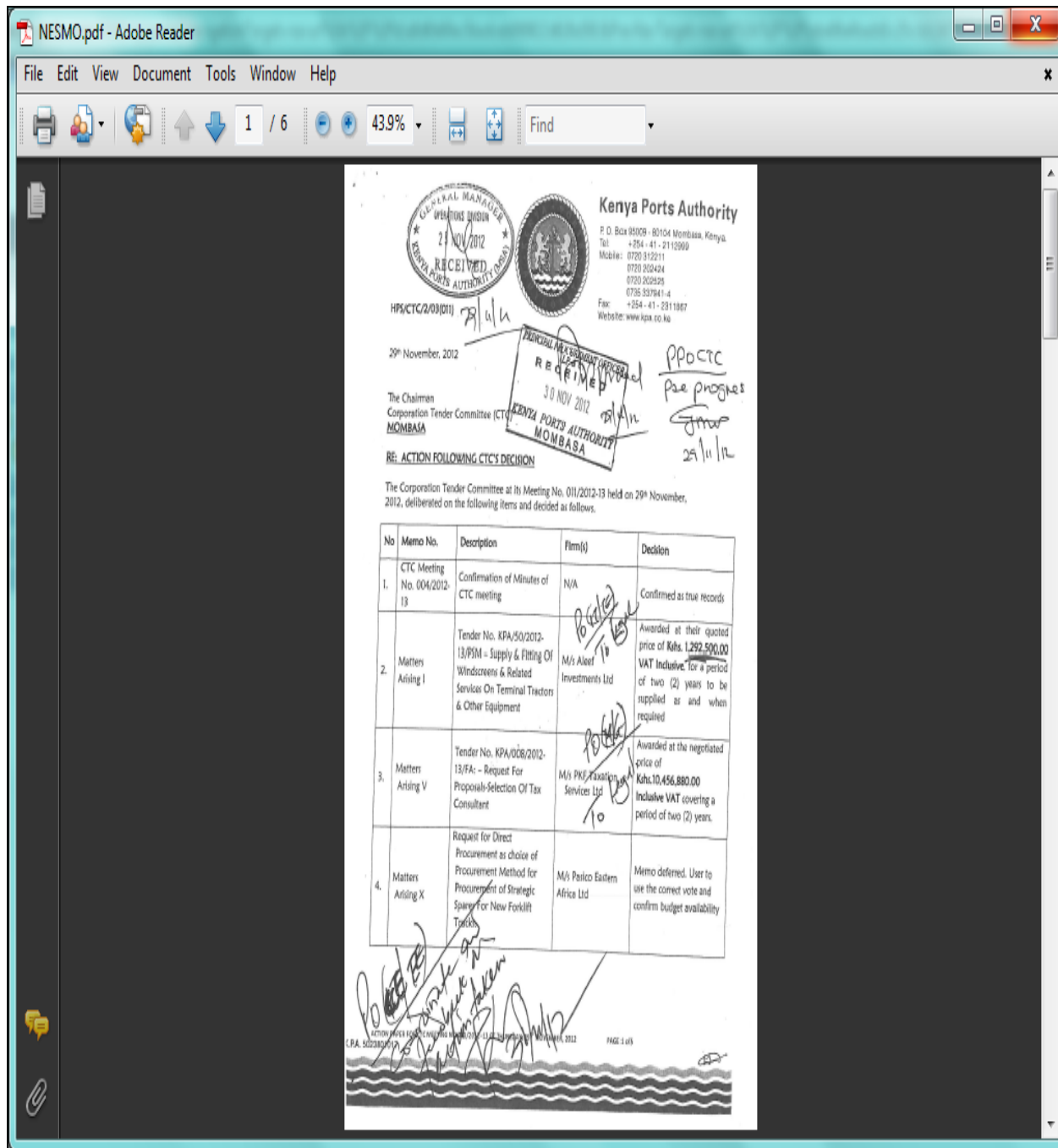
The cFolder Screen appears as below:

Click Save tab.

The cFolders screen appears as below:

Click Save Button Save.

The cFolder screen appears as below:

3.5 Submitting the RFx Responses

To submit the result display the create response tab to view the screen below

Create RFx Response

Click Check button[Check]. to verify if everything is O.K.

Click Submit button[Submit].
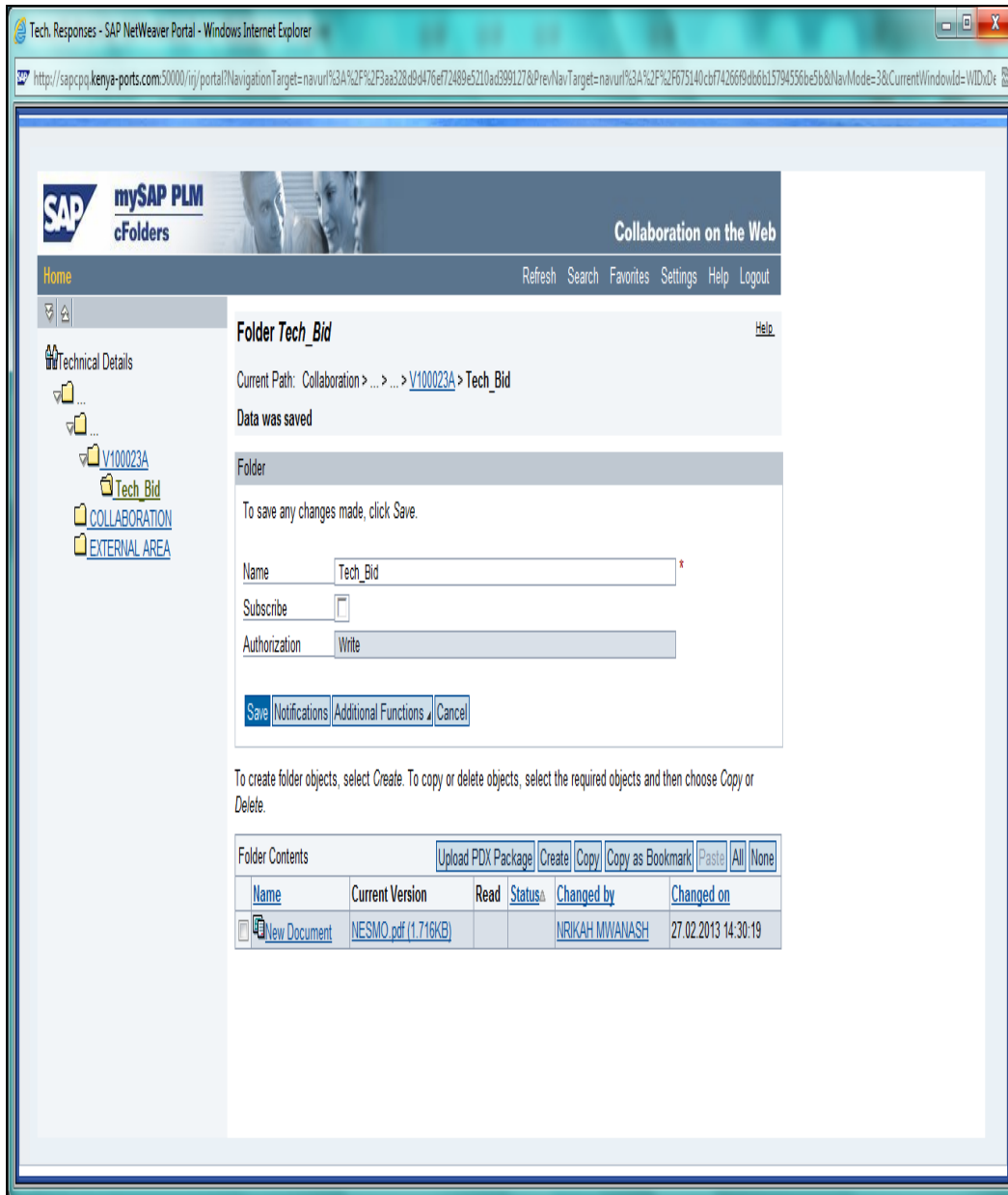
The RFx response message appears as shown below:

Display RFx Response Screen

Click Close button ![Close].

The report shows that the status has been submitted

3.6 Opening C-Folders

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

Display RFx Screen

Click Technical RFx button .

The cFolder log on screen appears as below:

Click OK button .

The cFolder screen appears as below:

Expand the folder

The cFolders screen appears as below**:**
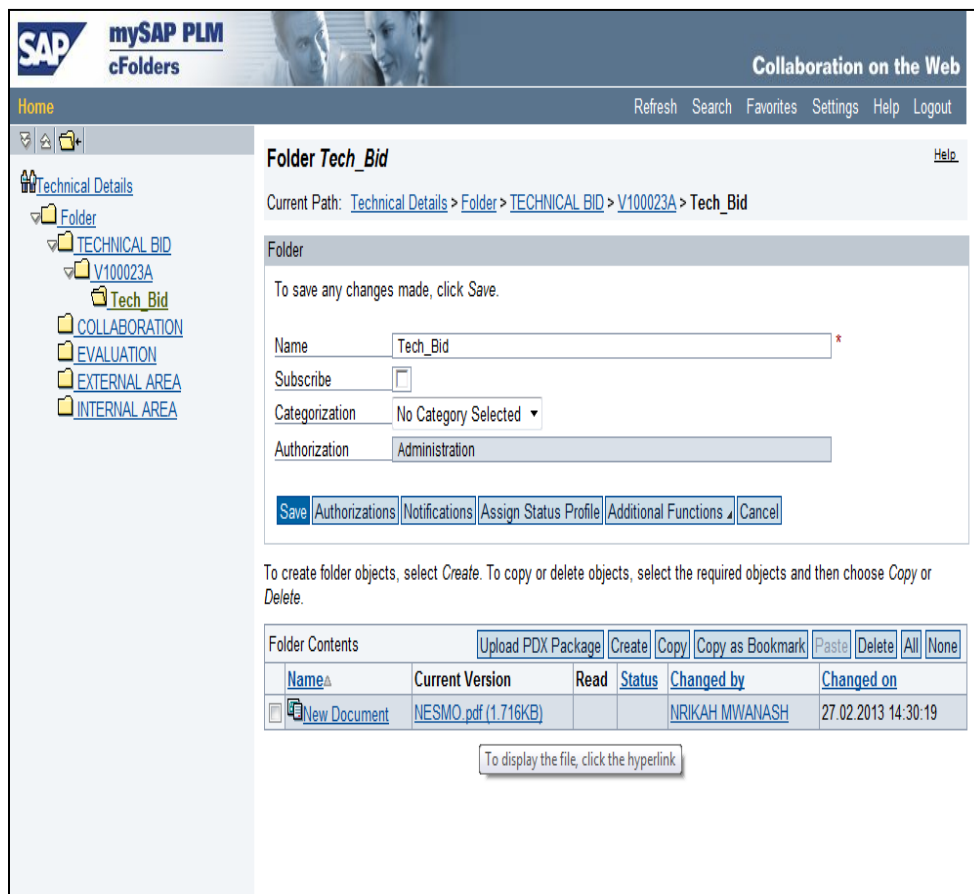
Select the attachment.

The cFolder screen appears as below:
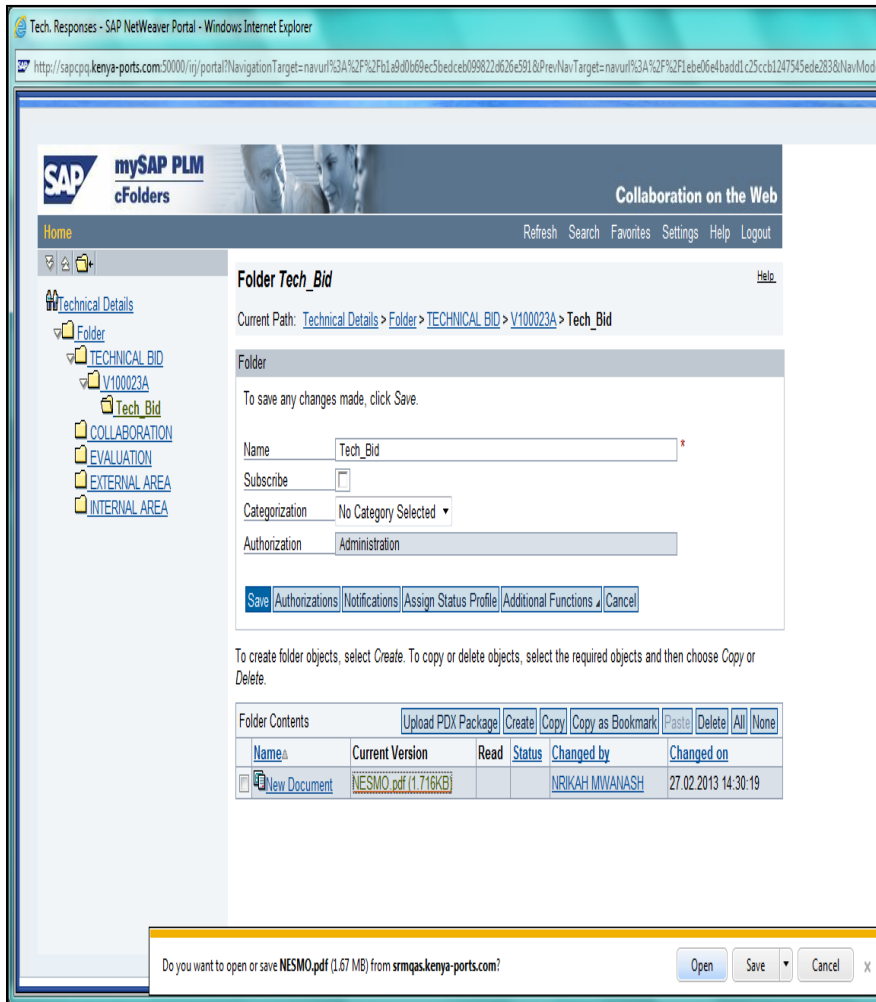
Click Open button [Open] .

The PDF document screen appears as below:

:

Click Close button .

The cFolder Screen appears as below:

Click Logout button Logout.

The cFoder exit screen appears as below:
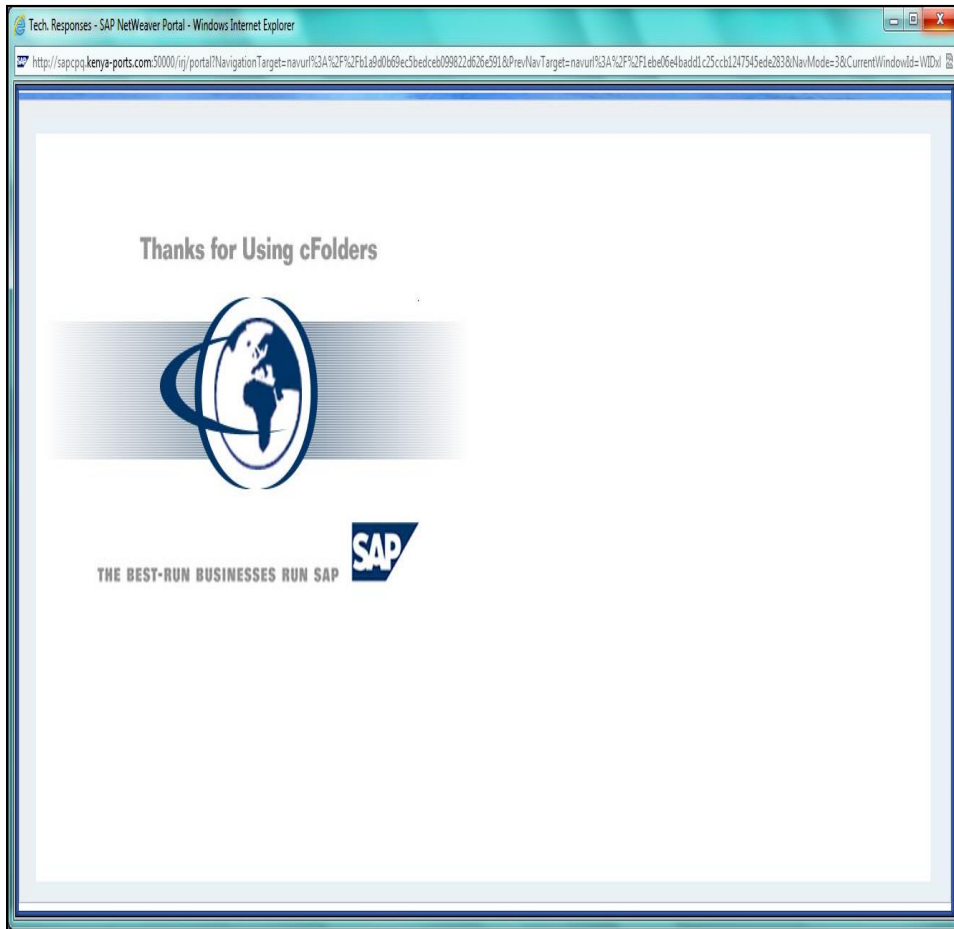
4 SUPPLIER SELF SERVICE

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

New - SAP Net Weaver Portal - Windows Internet Explorer

Click Process button Process .

The process Purchase Order Screen appears as below:

Select the confirm all items tab

Process Purchase Order Screen
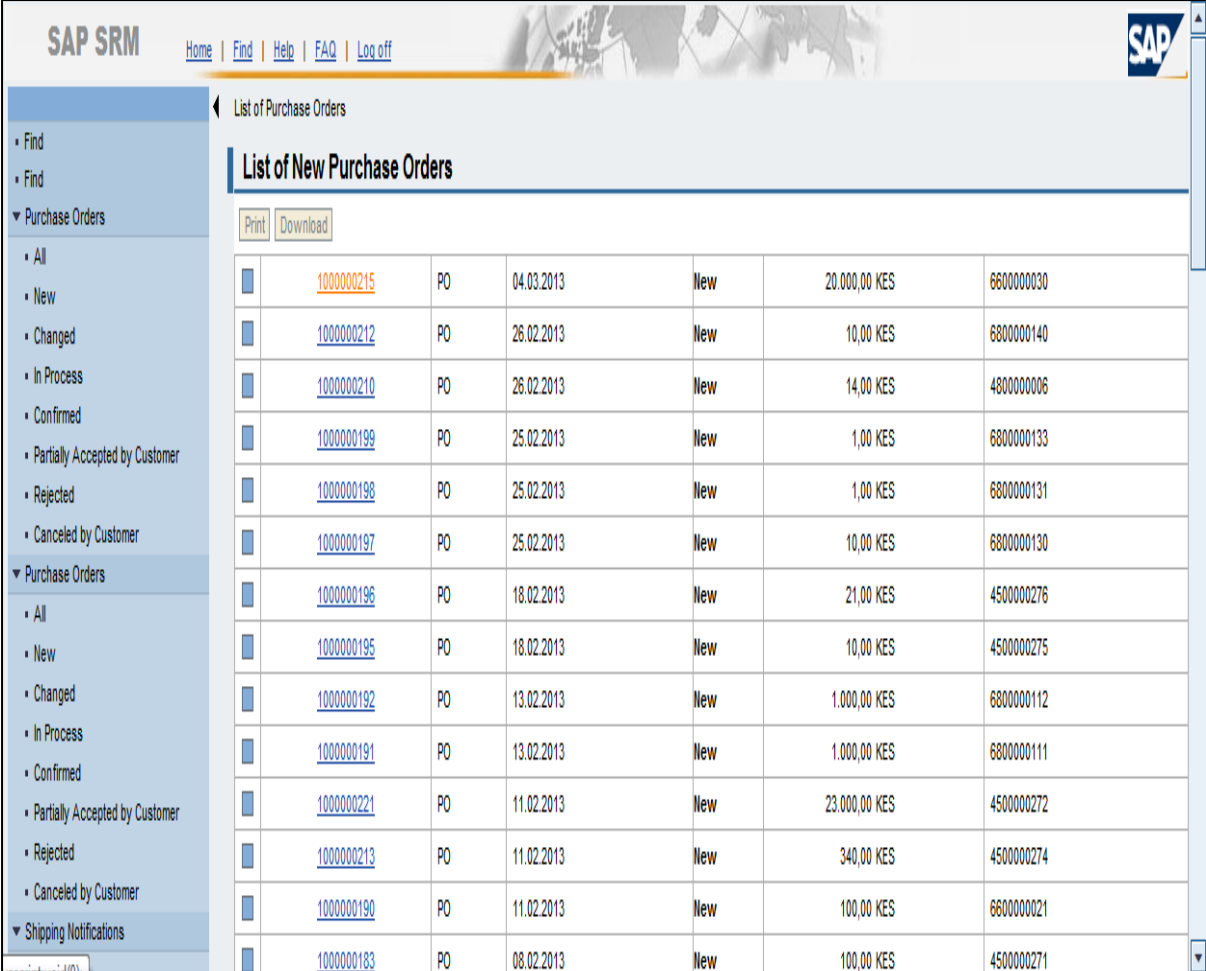
Click Send button Send.

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:

Click the confirmation response number

The Display Purchase Order screen appears as below:

Display Purchase Order Screen.

Select the Create ASN Tab.

The Process ASN screen appears as below:

The Process ASN Screen:

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:

Select the goods delivered to recipient.

The Messages Screen appears as below:
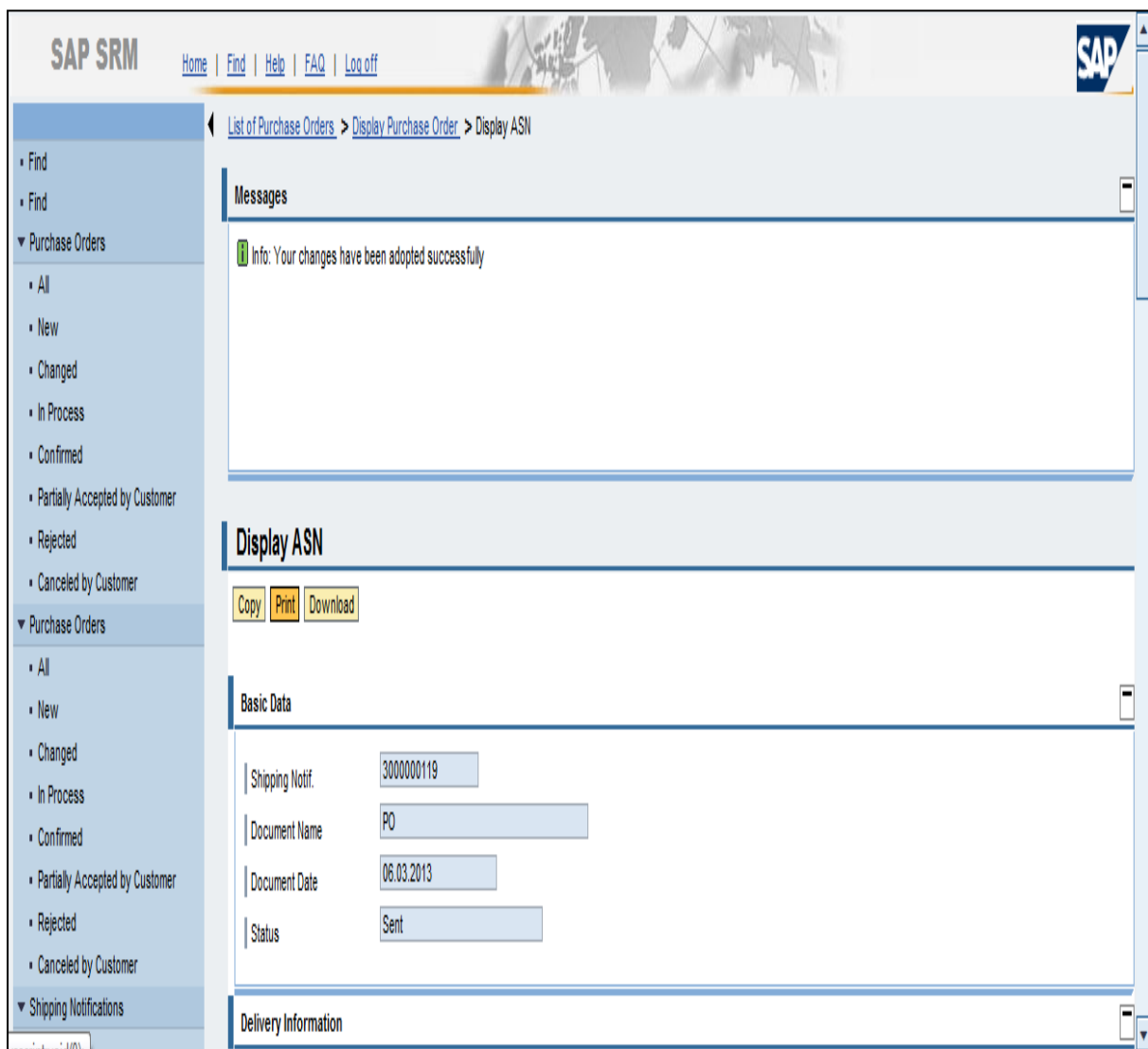
The message changes have been adopted successfully appears

Printing ASN

Select the Print tab

4.3 Creating invoice for goods

Access the tabNotification from Purchaser to view list Goods receipt processed

Select the one with a new status

Select accept

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

Select browse button

Find the file where it has been saved by the browser

Select open

Select upload button
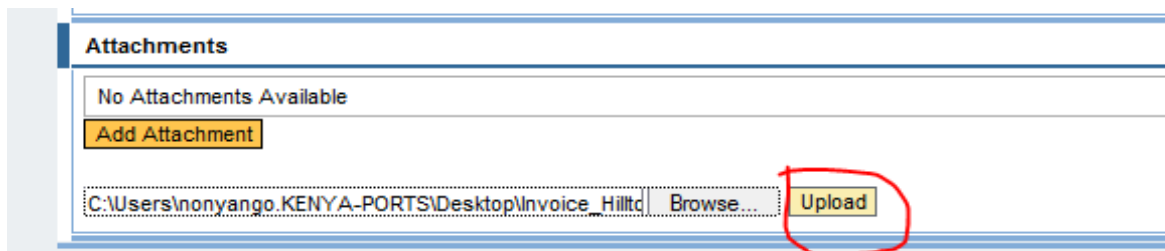
The add attachment will appear as below

Select the send button

The message will read 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:

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

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

Select the purchase order with the status accepted by supplier

The display confirmation screen will appear as shown below:

Click display document flow button

The display confirmation screen will appear as below:

Click Display Document Flow button

The document flow screen will appear as below:
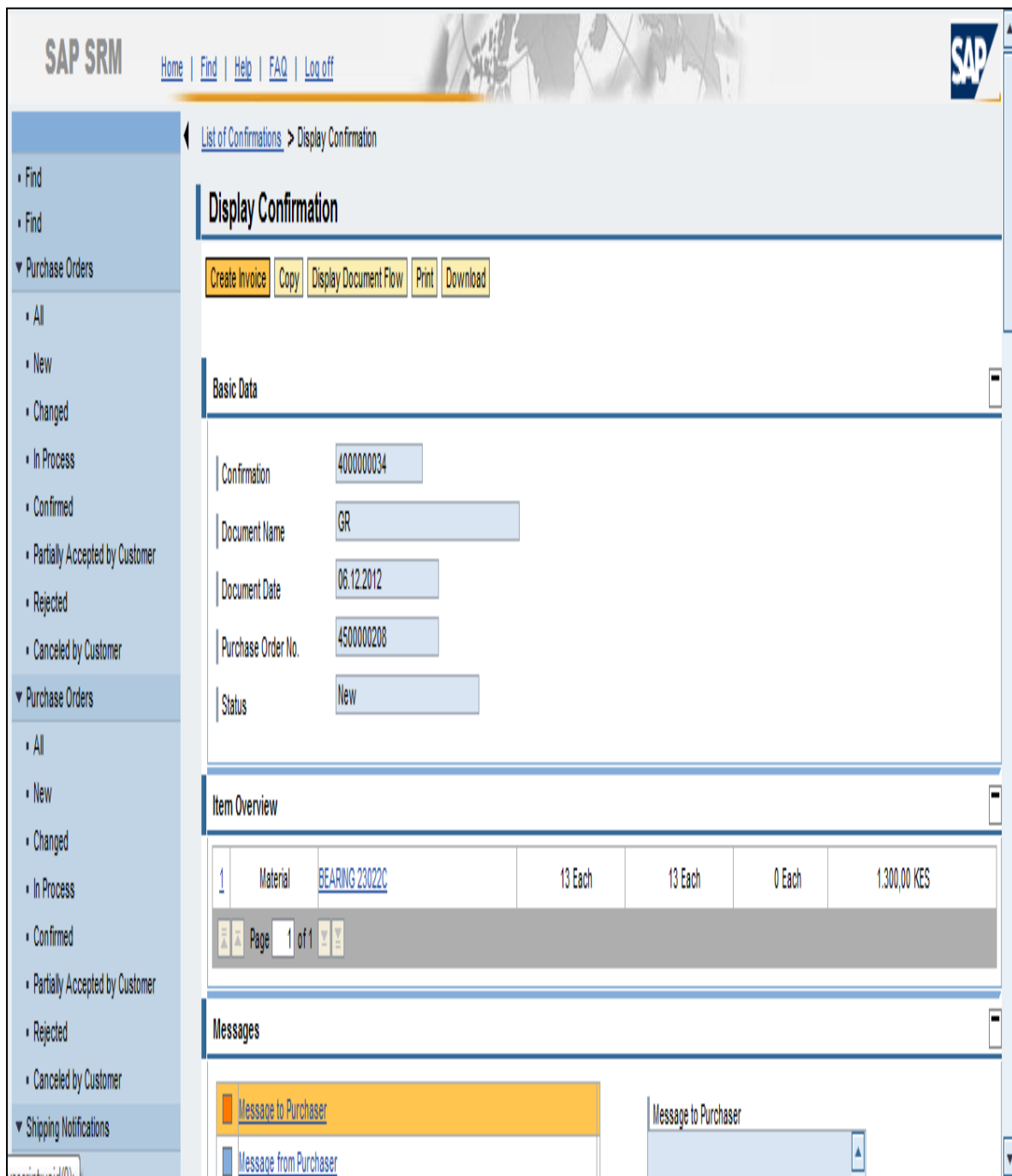
You will note that a goods receipt exists

Click Back to Document link label Back to Document

The display confirmation screen will appear as below:

Select the create invoice button

The process invoice screen shall appear as shown below:

Enter the following:
       i.   tax
     ii.   Quantity

Click Update Prices button

4.4.1 Create invoice attachments

Select the add attachment button
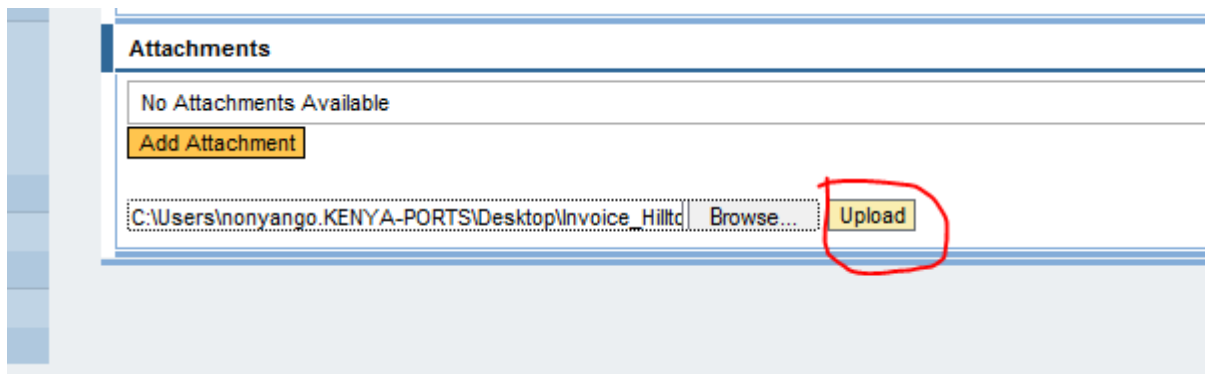

Select browse button

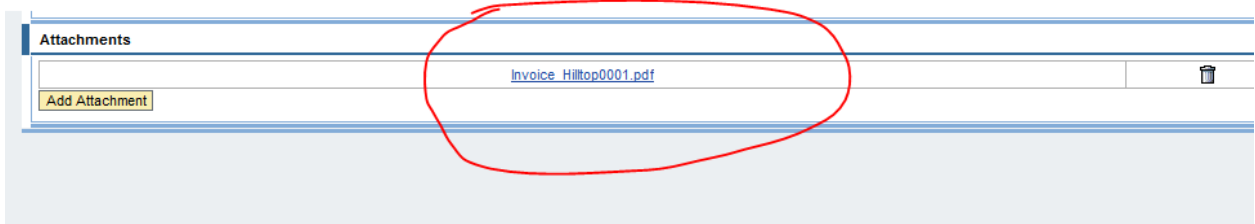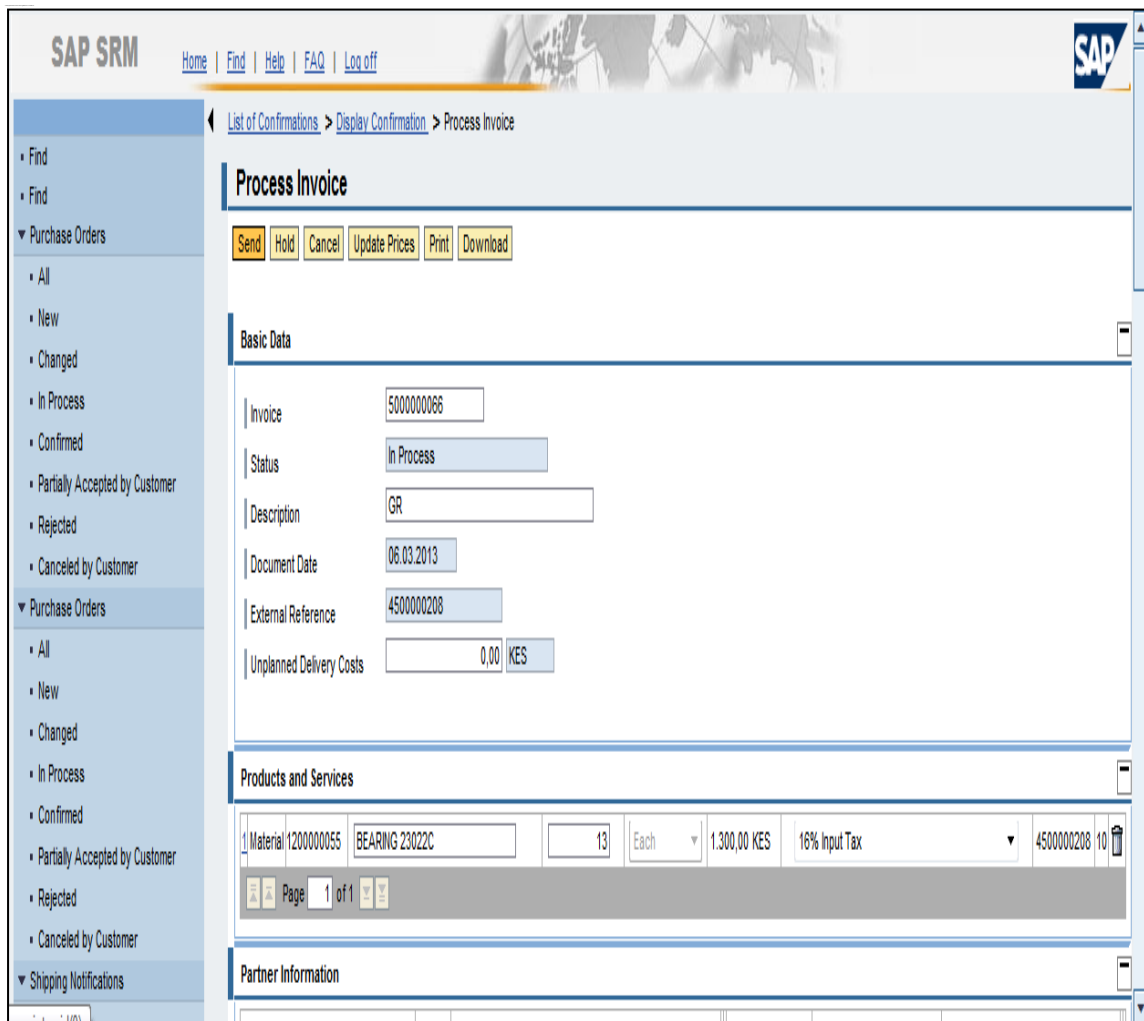Find the file where it has been saved by the browser

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