1. Logon to the KPA SRM portal.
   https://suppliers.kpa.co.ke/irj/portal

2. Please enter **initial1** in the 'Old Password' tab, and the password of your choice in the other two tabs.

3. Click on tab 'RFx and Auctions', and you would get another prompt of entering the password for the first time. Enter **initial1** again in the Old password tab, and the password of your choice in the New Password and Repeat Password tabs.

4. Click on Continue.

5. Click on the tab **Purchase Orders**, and you would get another prompt of entering the password for the first time. Enter **initial1** in the Old password tab, and the password of your choice in the New Password and Repeat Password tabs.

SAP NetWeaver

⚠ No switch to HTTPS occurred, so it is not secure to send a password

☑ This is an initial password that must be changed

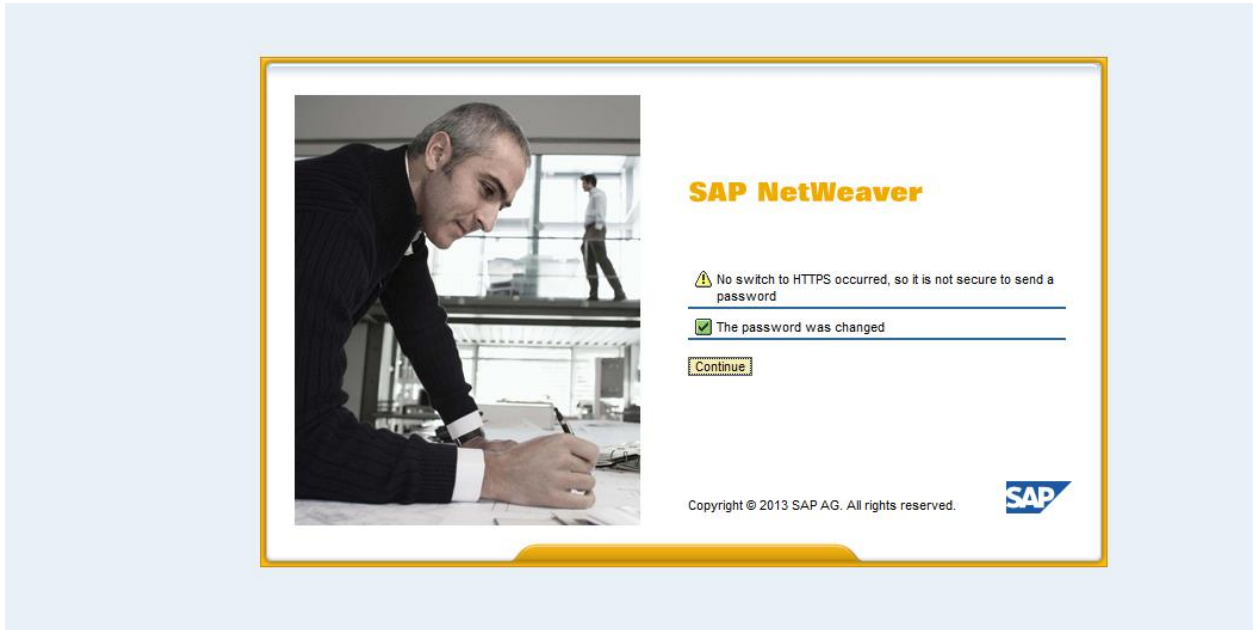| User:	V100023A
Current Password: *	
New Password: *	
Repeat Password: *	

[Change] [Delete Password]

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SAP

SAP NetWeaver

⚠ No switch to HTTPS occurred, so it is not secure to send a password

☑ This is an initial password that must be changed

User:	V100023A
Current Password: *	••••••••
New Password: *	••••••••
Repeat Password: *	••••••••

[Change] [Delete Password]

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SAP

SAP NetWeaver

⚠ No switch to HTTPS occurred, so it is not secure to send a password

✅ The password was changed

Continue

SAP