

How to Prequalify through SAP Ariba

1. Go to KETRACO Website Under Procurement – Open Tender and Click on the Tender Link as show below:



Tender No Tender Name

Tender No	Name	Published	Closing Date	Eligibility	Link / Advert
KETRACO-PT-007-09-2022-2024	SUPPLY AND DELIVERY OF COMPUTER HARDWARE, SOFTWARE AND NETWORKING EQUIPMENT AND PRINTERS	16-Sep-2022	12-Oct-2022 10:00 am	Open	Tender Link Document
KETRACO-PT-007-08-2022-2024	SUPPLY AND DELIVERY OF COMPUTER AND PRINTER CONSUMABLES AND ACCESSORIES	16-Sep-2022	12-Oct-2022 10:00 am	AGPO	Tender Link Document
KETRACO-PT-007-07-2022-2024	SUPPLY AND DELIVERY OF MOBILE PHONES AND ACCESSORIES	16-Sep-2022	12-Oct-2022 10:00 am	Open	Tender Link Document

2. The Link Opens Ariba Discovery Page, then Click on **Respond to Posting**

The screenshot shows the SAP Ariba Discovery interface. At the top, there is a dark blue header with the SAP logo and 'Ariba Discovery' text. Below the header, there are two tabs: 'I'm Buying' and 'I'm Selling', with 'I'm Selling' being the active tab. A 'Back' link is visible in the top left of the main content area. A prominent yellow banner at the top of the main content area contains a building icon and the text: 'This is a public sector / buyer funded posting and you can respond for free'. Below this banner, the main posting title is 'KETRACO-PT-007-30-2022 -2024 PREQUALIFICATION FOR MAINTENANCE OF SERVER ROOM SUPPRESSION SYSTEM FOR ...'. To the right of the title, there is a green 'Open' status indicator and a '0 Q&A' counter. The posting is by 'Kenya Electricity Transmission Company Limited (KETRACO)'. Below the company name, it lists 'Posted On: 14 Sep 2022', 'Open for bidding on: 14 Sep 2022', and 'Response Deadline: 13 Oct 2022 12:00 AM PDT'. A row of action buttons is present: 'Respond to Posting' (highlighted with a red border), 'Add to Watchlist', and 'Not Interested'. To the right of these buttons are social media share icons for Facebook, Twitter, LinkedIn, and Email, and a 'Leave feedback' link. Below the buttons, the following details are listed: 'Opportunity Amount: Less than \$1000 USD', 'Response Deadline: 13 Oct 2022 12:00 AM PDT (Buyers can close postings early)', 'Posting ID: 14098495(Doc3595104283)', 'Posting Type: Request for Information', and 'Public Posting: http://discovery.ariba.com/rfx/14098495'. At the bottom, there are two sections: 'Product and Service Categories' with a bullet point 'Wide area network WAN maintenance or support', and 'Ship-to or Service Locations' with a bullet point 'Kenya'.

3. The Sign Up/Log In Pop Box Appears

The screenshot shows a web interface for a procurement listing. At the top, there are navigation tabs for "I'm Buying" and "I'm Selling". Below this, a "Back" link is visible. The main content area features a listing for "KETRACO-PT-007-30-2022 -2024 SUPPRESSION SYSTEM FOR ..." by Kenya Electricity Transmission Company Limited. The listing includes details such as the posting date (14 Sep 2022), the response deadline (13 Oct 2022 12:00 AM PDT), and the opportunity amount (Less than \$1000 USD). A "Log In" pop-up window is overlaid on the listing, containing fields for "Enter Username" and "Enter Password", a "Login" button, and links for "Forgot Username" and "Forgot Password". A callout bubble on the right side of the pop-up contains the text: "Do you have an Ariba Account? If Yes Enter Username & Password. If not Click on Register Now".

I'm Buying ▾ I'm Selling ▾

Back

This is a public sector / buyer fu

KETRACO-PT-007-30-2022 -2024 SUPPRESSION SYSTEM FOR ...

Kenya Electricity Transmission Company Limited

Posted On: 14 Sep 2022
Open for bidding on: 14 Sep 2022
Response Deadline: 13 Oct 2022 12:00 AM PDT

Respond to Posting Add to Watchlist Not Inter

Opportunity Amount: **Less than \$1000 USD**
Response Deadline: 13 Oct 2022 12:00 AM PDT
(Buyers can close postings early)
Posting ID: 14098495(Doc3595104283)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/14098495>

Product and Service Categories

- Wide area network WAN maintenance or support

Ship-to or Service Locations

- Kenya

Log In Register Now!

Ariba members:
Use your Ariba user ID and password.

Enter Username

Enter Password

Login Forgot Username
Forgot Password

Do you have an Ariba Account? If Yes Enter Username & Password. If not Click on Register Now

4. To Register Click on Register Now:

The screenshot displays the SAP Ariba Discovery interface. At the top, the SAP logo and 'Ariba Discovery' are visible. Below the header, there are navigation tabs for 'I'm Buying' and 'I'm Selling'. The main content area shows a listing for 'KETRACO-PT-007-09-2022-2024-COMPUTER HARDWARE, SOFTWARE' by Kenya Electricity Transmission Company Limited. A modal window is overlaid on the page, titled 'Log In'. It contains a 'Register Now!' button highlighted with a red box, an 'Enter Username' input field, an 'Enter Password' input field, and a 'Login' button. There are also links for 'Forgot Username' and 'Forgot Password'. The background listing includes details such as 'Posted On: 13 Sep 2022', 'Open for bidding on: 13 Sep 2022', 'Response Deadline: 12 Oct 2022 12:00 AM PDT', and 'Opportunity Amount: Less than \$1000 USD'.

5. Click on Register as a Supplier

SAP Ariba Discovery ▾

I'm Buying ▾ I'm Selling ▾

New user? Register here for FREE!
Join the network of companies that already depend on Ariba to help establish new business relationships!

Register as a **Buyer** and enjoy these privileges:

- ▶ **Automated distribution** of your Discovery Posting to qualified suppliers
- ▶ **Receive and manage** supplier responses with an online dashboard
- ▶ **Search and discover** new suppliers in over 12,000 categories

[Register as Buyer](#)

Register as a **Supplier** and enjoy these privileges:

- ▶ **Search and automatically receive** new business opportunities
- ▶ **Gain visibility** to new potential customers and markets worldwide
- ▶ **Build your reputation** among a community of leading purchasing organizations

[Register as Supplier](#)

6. Enter Company Details and Register

SAP Ariba Discovery ?

Register Register Cancel

Company information

Enter your Company Details in all the Mandatory Fields (*)

1

* Indicates a required field

Company Name:* XYZ Limited

Country/Region:* Kenya [KEN]

Address:* P.O Box 34942

Line 2

Postal Code:* 00100


City:* Nairobi

County:* Nairobi City [KE-30]

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Ariba Network standard account is Free

Already have an account? [Login](#)

 **Strengthen relationships**
Collaborate with your customer on the same secure network.

Tell us more about your business

Product and Service Categories:*

-or- [Browse](#)

Residential construction X

Ship-to or Service Locations:*

-or- [Browse](#)

Nairobi Municipality - Kenya X

Tax ID:

Enter your Company Tax ID number.

Vat ID:

Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number:



Enter the nine-digit number issued by Dun & Bradstreet.



I have read and agree to the [Terms of Use](#)



I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

from the App Store or Google Play to your mobile device and manage customer orders on the go.

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional

DUNS Number: Optional

- I have read and agree to the [Terms of Use](#)
- I hereby agree that SAP Business Network will make my profile visible to all users and the applicable profile visibility settings. Please see [SAP Business Network Privacy Statement](#) for more information.

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:

P.O Box 34942
Nairobi
Nairobi City
KEN, 00100

We recommend:

PO Box 34942
Nairobi
Nairobi Area
KEN, 00100

Use this

Accept



Register

Cancel

7. In Case Ariba detects there is an Account Similar to the one you have created you get this warning, Click on Review Account or Skip Review if you have never done this Process

The image shows a registration form for Ariba with a modal dialog box overlaid. The form includes fields for location (Nairobi Municipality - Kenya), Tax ID, Vat ID, and DUNS Number. The dialog box, titled "Potential existing accounts", contains a warning message and two buttons: "Review accounts" and "Skip review".

Nairobi Municipality - Kenya X

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet.

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will use my information and the applicable profile visibility settings. Please

Review accounts Skip review

Register Cancel

8. Confirm Email Address



Ariba Discovery

Standard Account

[Get enterprise account](#)

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to ntonkwalillian@gmail.com.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

Resend

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

Send



Dear XYZ Limited,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery.

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=W99QDmiSIT92nWhMsxq6aayXDdcWawFz&anp=Ariba&app=Discovery>

After your registration process is complete, use the following URL to log in to your account:

<https://discovery.ariba.com>

Sincerely,

The SAP Ariba Team

<https://seller.ariba.com>

9. Now Log In:

The screenshot shows the SAP Ariba Discovery interface. At the top, the header includes the SAP Ariba Discovery logo, a 'Standard Account' status, and a 'Get enterprise account' button. Navigation options for 'I'm Buying' and 'I'm Selling' are visible. The main content area displays a procurement posting for 'KETRACO-PT-007-09-2022-2024-COMPUTER HARDWARE, SOFTWARE' by Kenya Electricity Transmission Company Limited. A 'Log In' modal is overlaid on the page, featuring a 'Register Now!' link, a prompt for Ariba members to use their user ID and password, and two input fields: 'Enter Username' and 'Enter Password'. A yellow 'Login' button is positioned below the password field, along with links for 'Forgot Username' and 'Forgot Password'. The background posting details include a 'Response Deadline' of 12 Oct 2022 12:00 AM PDT, an 'Opportunity Amount' of 'Less than \$1000 USD', and a 'Posting ID' of 14091504(Doc3589707353).


10. Click on Intend to Respond

< Go back to Leads

Desktop File Sync

Event Details

 Doc3589707353 - KETRACO-PT-007-09-2022-2024 - PREQUALIFICATI...

 Time remaining
25 days 19:24:16

[Event Messages](#)
[Download Tutorials](#)

▼ Checklist

- 1. Review Event Details
- 2. Submit Response

You must decide whether or not you intend to participate in this event.

[Intend to Participate](#)

[Decline to Participate](#)

[Print Event Information](#)

Event Overview and Timing Rules

Owner: [Simon Koskei](#) ⓘ
Event Type: RFI

Description: KETRACO-PT-007-09-2022-2024- PREQUALIFICATION FOR SUPPLY AND DELIVERY OF COMPUTER HARDWARE, SOFTWARE AND NETWORKING EQUIPMENT AND PRINTERS FOR THE PERIOD 2022-2024

Currency: Kenyan Shilling
Commodity: Computer hardware maintenance or support 81111812
Regions: 047 Nairobi

Publish time: 9/15/2022 2:00 PM
Due date: 10/12/2022 12:00 AM

Specify how lot bidding will begin and end: Parallel ⓘ


11. Attach the Required Documents and Submit Entire Response

▼ Checklist

- 1. Review Event Details
- 2. Submit Response

▼ Event Contents

- All Content
- 1 KETRACO-PT-007-09-20...
- 2 INSTRUCTION TO TENDE...
- 3 CLARIFICATION OF DOC...
- 4 OPENING OF TENDERS
- 5 EVALUATION CRITERIA

Name ↑	
▼ 4 OPENING OF TENDERS	
4.1	The procuring entity will open all tenders in the presence of tenderers/ representatives who choose to attend at 10.00 a.m. on 12th October ,2022 in the KAWI HOUSE KETRACO Headquarters.
▼ 5 EVALUATION CRITERIA	
▼ 5.1 STAGE 1: MANDATORY REQUIREMENTS	Less... [-]
Interested Tenderers MUST attach a Valid COPY for each of the Mandatory Requirements listed below.	
5.1.1 What Category are Pre-Qualifying for?	* <input type="text"/>
5.1.2 Certificate of Registration /Incorporation	* Attach a file
5.1.3 Valid Tax Compliance	* Attach a file
5.1.4 Attach KRA Pin Certificate	* Attach a file
5.1.5 CR12/ CR 13 Certificate or Copy of National ID for Sole Proprietorship	* Attach a file
5.1.6 Confidential Business Questionnaire  References ▼	* Attach a file
5.1.7 Attach atleast three IPO's and three recommendation letters	* Attach a file

(*) indicates a required field

[Submit Entire Response](#) | [Save draft](#) | [Compose Message](#) | [Excel Import](#)

