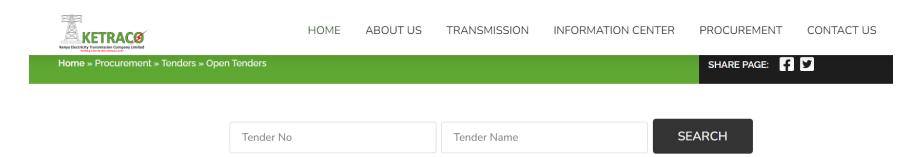
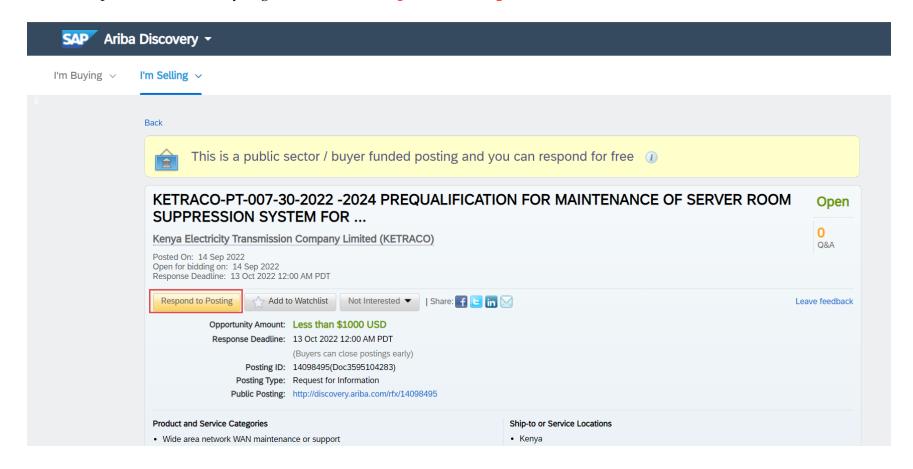
# How to Prequalify through SAP Ariba

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

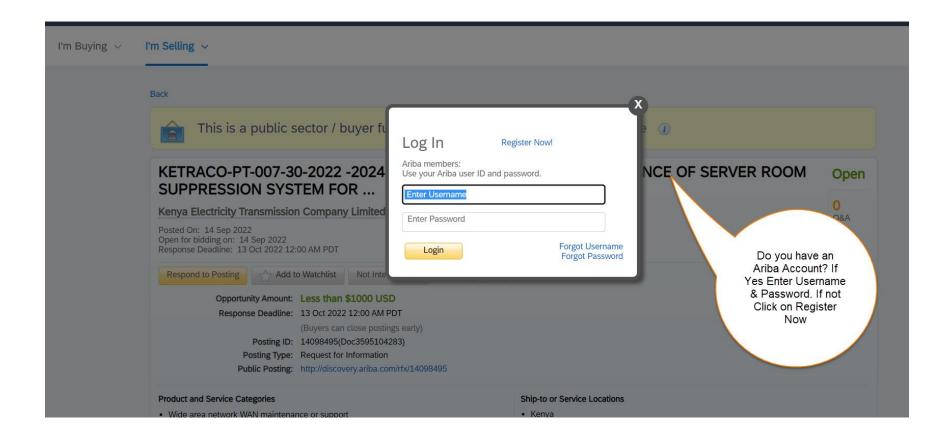


Tender No	Name	Published	Closing Date	Eligibility	Link / Advert
KETRACO-PT- 007-09-2022- 2024	SUPPLY AND DELIVERY OF COMPUTER HARDWARE, SOFTWARE AND NETWORKING EQUIPMENT AND PRINTERS	16-Sep-2022	12-Oct-2022 10:00 am	Open	Tender Link Document
KETRACO-PT- 007-08-2022- 2024	SUPPLY AND DELIVERY OF COMPUTER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

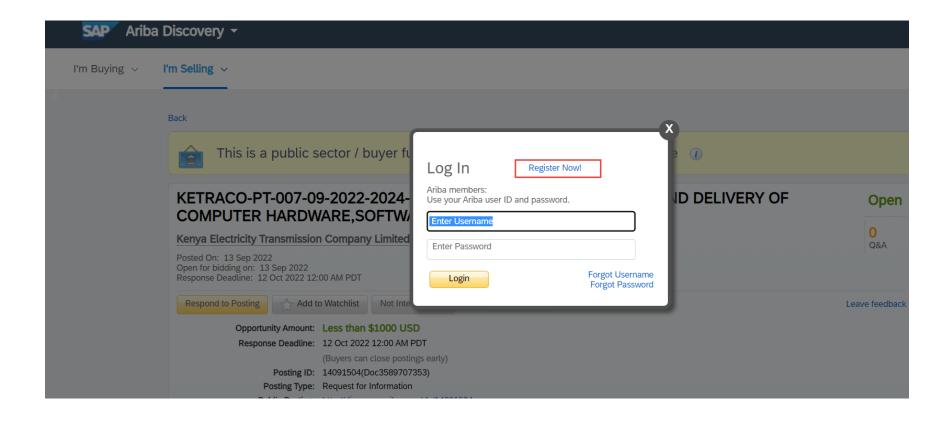
2. The Link Opens Ariba Discovery Page, then Click on Respond to Posting



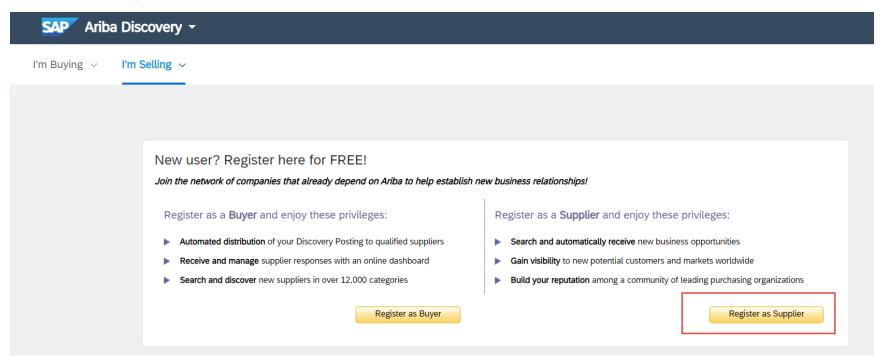
3. The Sign Up/Log In Pop Box Appears



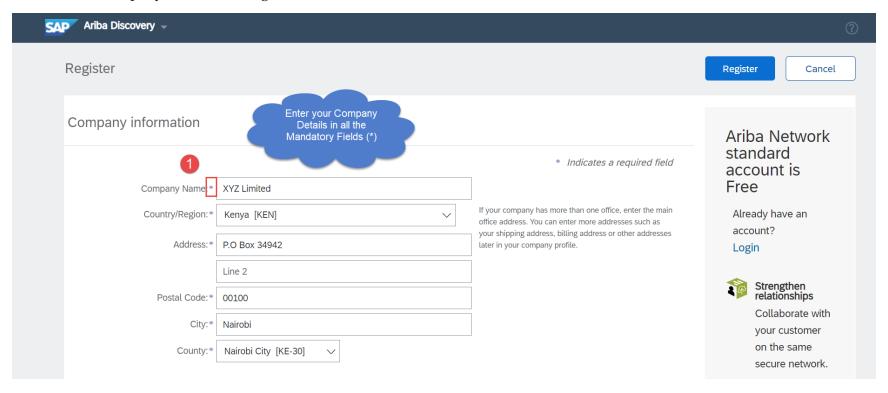
4. To Register Click on Register Now:



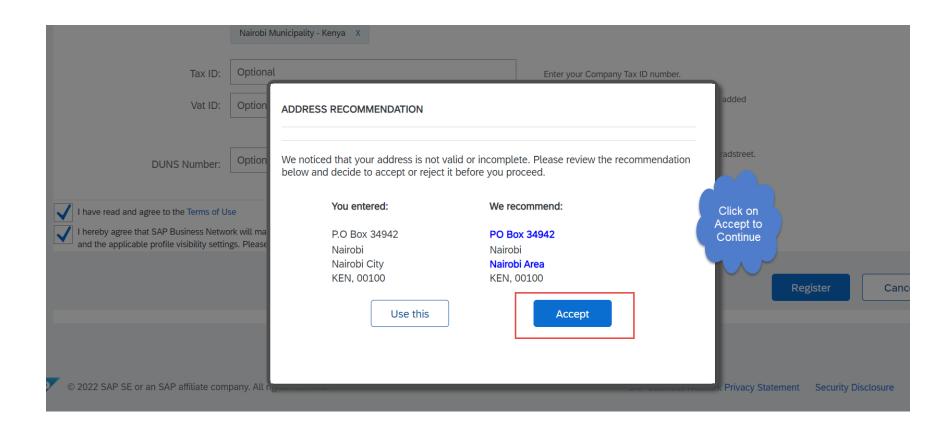
# 5. Click on Register as a Supplier



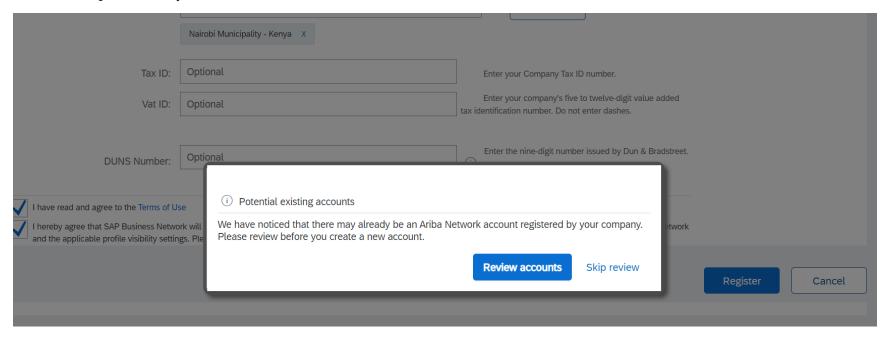
# 6. Enter Company Details and Register



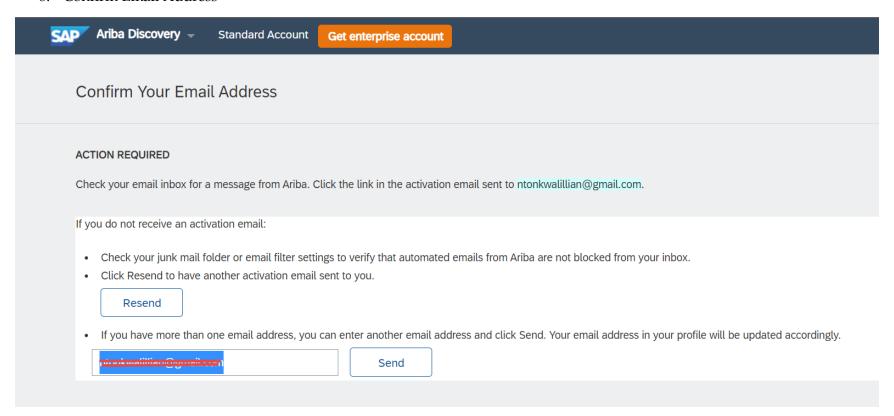
#### nom are ripped ripp Store or Google Play Tell us more about your business to your mobile device and manage customer orders on Product and Service Categories:\* Enter Product and Service Categories Add **Browse** the go. Residential construction X Ship-to or Service Locations:\* Enter Ship-to or Service Location Add Browse -or-Nairobi Municipality - Kenya X Optional Tax ID: Enter your Company Tax ID number. Enter your company's five to twelve-digit value added Vat ID: Optional tax identification number. Do not enter dashes. Enter the nine-digit number issued by Dun & Bradstreet. Optional **DUNS Number:** 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. 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



### 8. Confirm Email Address





### 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

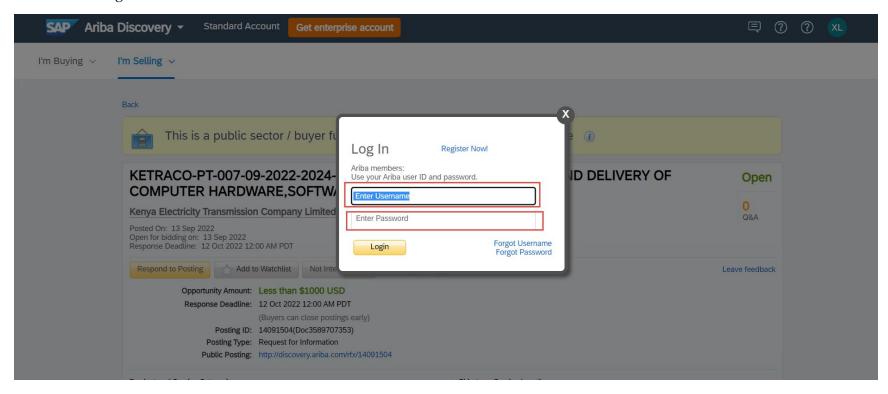
After your registration process is complete, use the following URL to log in to your account: https://discovery.ariba.com

Sincerely,

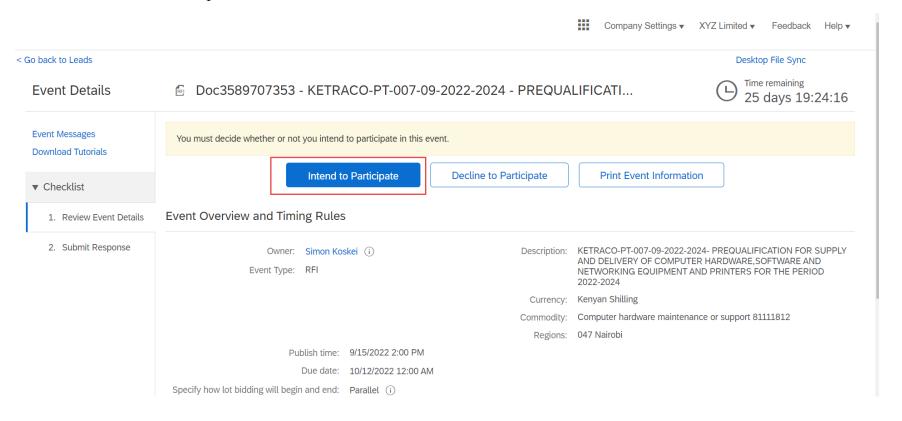
The SAP Ariba Team

https://seller.ariba.com

# 9. Now Log In:



### 10. Click on Intend to Respond



## 11. Attach the Required Documents and Submit Entire Response

