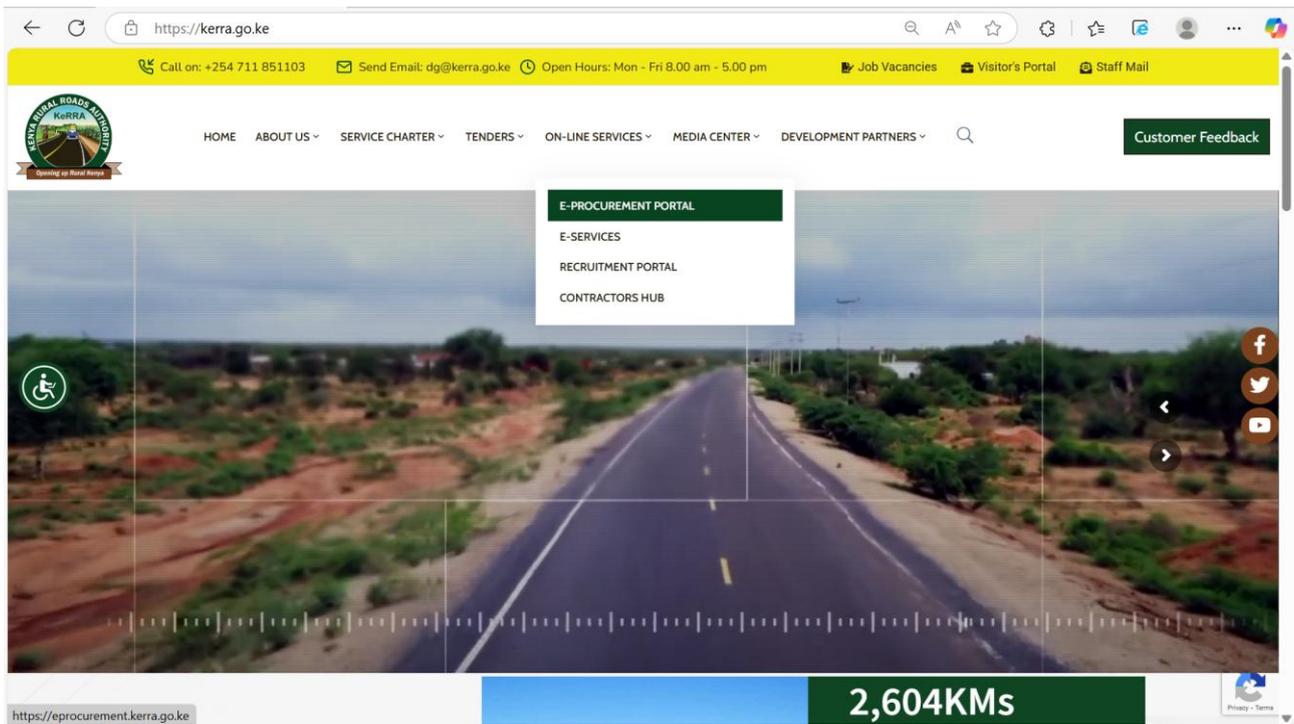
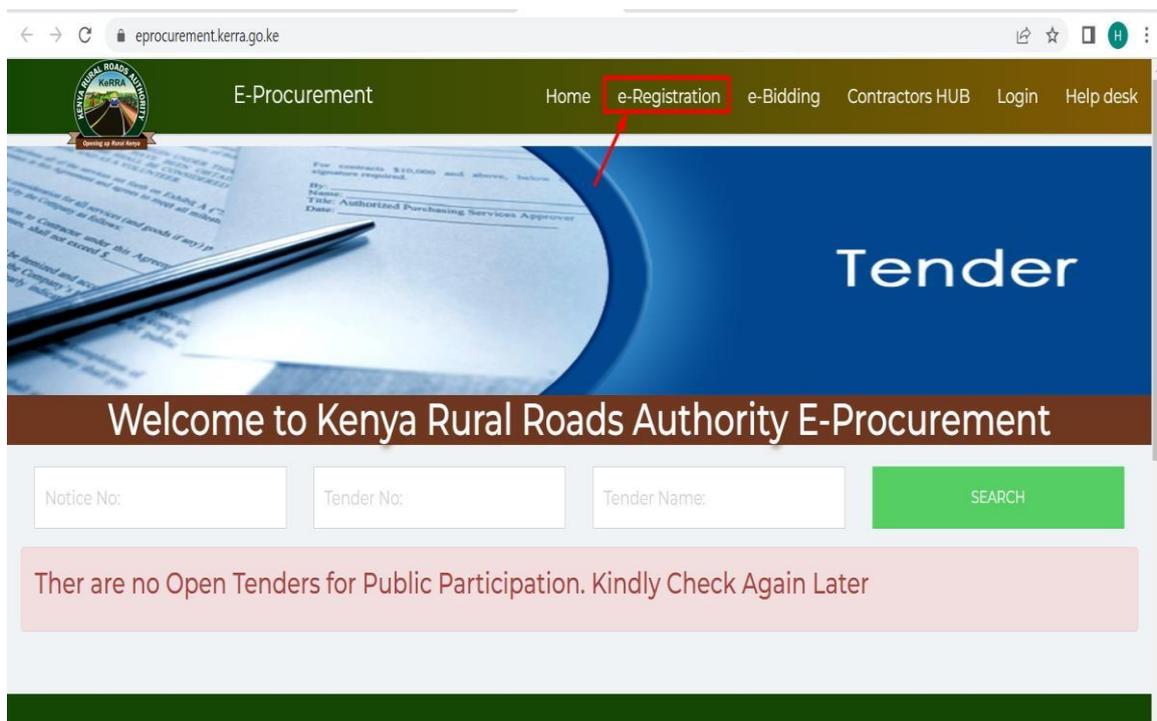


ACCESSING E-PROCUREMENT PORTAL

To access the EProcurement portal go to www.kerra.go.ke > -ON-LINE SERVICES E-Procurement Portal. Or directly through <https://eprocurement.kerra.go.ke>



For a first-time user you will need to register by going to E-registration.



Enter the registration details as shown and click on submit registration

The screenshot shows a web browser window with the URL eprocurement.kerra.go.ke/Home/Register. The page header includes navigation links: e-Registration, e-Prequalification, e-Bidding, Login, Register, and Help desk. Below the header, a green banner reads "Supplier Registration Request". The form contains several input fields: "Registered Business Name", "Tax Registration (PIN) No.", "Contact Person (Name)", "Primary Email Address", and "Mobile Phone No.". A checkbox labeled "Agree to terms and conditions" is checked, with a red arrow pointing to it. At the bottom left is a red "CANCEL" button, and at the bottom right is a green "SUBMIT REGISTRATION" button. A note above the form says "(Provide your valid Company registration details)".

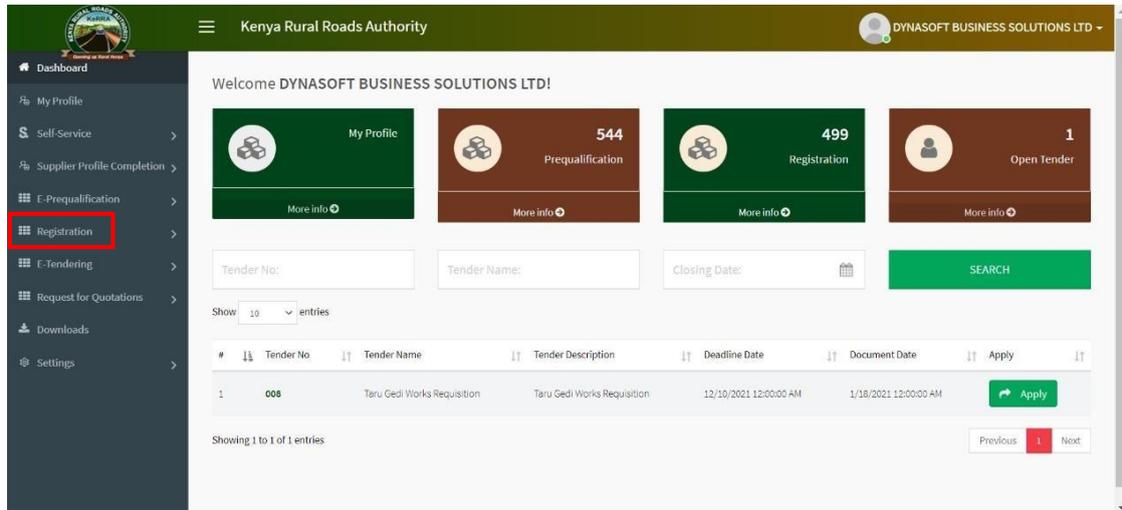
Once you submit you will be notified of successful submission and an email will be sent to the email provided. The email contains a onetime password which should be used to login to the portal the user will then be prompted to set their own password.

Use the email and the new password set to login to the portal after which you will be required to complete your supplier profile before making any applications.

Invitation for Registration Response

For a potential supplier/contractor to apply for registration, they shall access the E-Procurement portal and view the IFPs that have been published on the portal and select the respective IFP to apply.

To access the Advertised invitations for Registration, login into the E-Procurement portal. And navigate to the **Registration** tab as shown below and select **invitation for registration**



A List of all the published invitations will be displayed, Click on **View** details to view the details of the invitations.

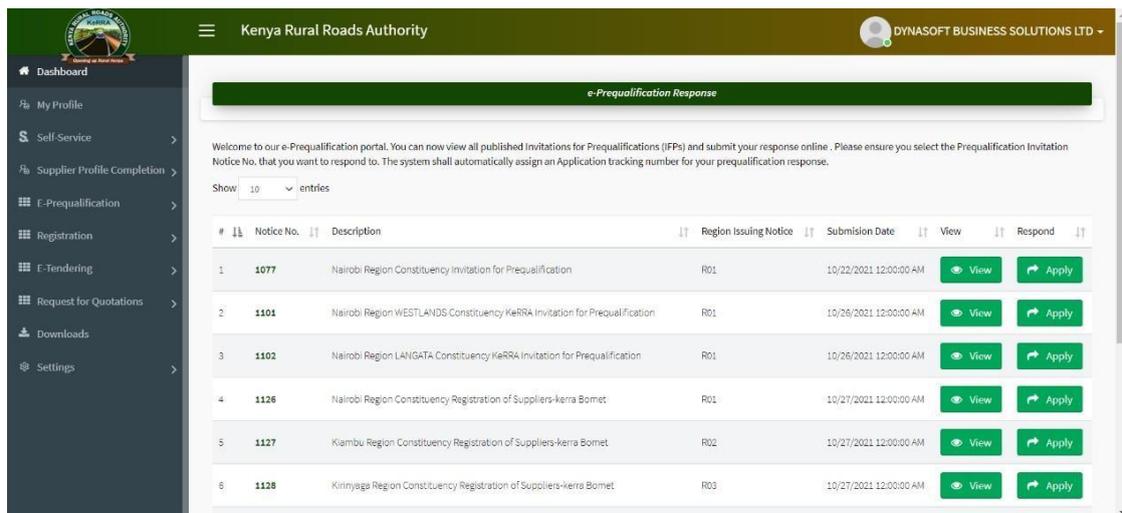


Figure 182: Published Invitation for Registration

The general tab will display the general information for the invitation as shown below.

The Procurement Categories tab will display all the advertised procurement categories that are available for the suppliers to apply.

IFP Required Documents tab will list all the mandatory and optional supporting documents that the suppliers are required to attach.

For the supplier to respond to the advertised Invitations, Click on **Apply for Prequalification** button at the top of the page.

The screenshot displays the 'Invitation For Prequalification' page on the Kenya Rural Roads Authority (KeRRA) web portal. The page is titled 'Invitation For Prequalification' and features a green header with the KeRRA logo and the text 'Kenya Rural Roads Authority'. A navigation menu on the left includes options like 'Dashboard', 'My Profile', 'Self-Service', 'Supplier Profile Completion', 'E-Prequalification', 'Registration', 'E-Tendering', 'Request for Quotations', 'Downloads', and 'Settings'. The main content area has a green bar with the text 'Invitation For Prequalification' and a green button labeled '+Apply for Prequalifications'. Below this, there are tabs for 'General Details', 'Procurement Categories', 'Evaluation Criteria', and 'Documents'. The 'General Details' tab is selected, showing a form with the following fields:

Field	Value
IFP Notice No.*	1101
External Document No.*	
Description*	Nairobi Region. WESTLANDS Constituency KeRRA Invitation for Prequalification
Tender Summary*	KeRRA Invitation for Prequalification
Prequalification Period Start Date.*	11/01/2021
Prequalification Period End Date.*	10/31/2023
Region Issuing Notice*	
Application Fees(LCY):*	

The system will open a E-registration response form for the supplier to fill.

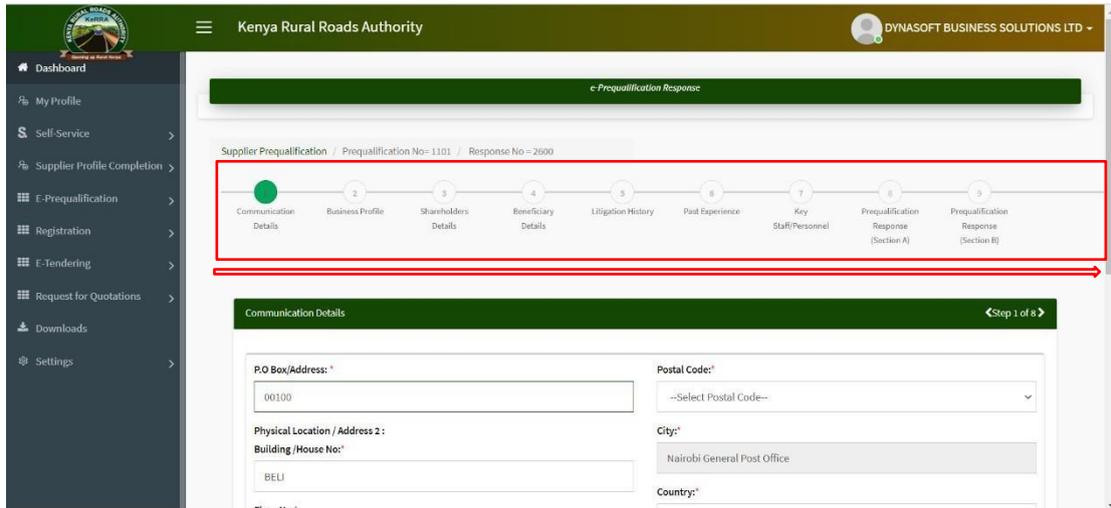
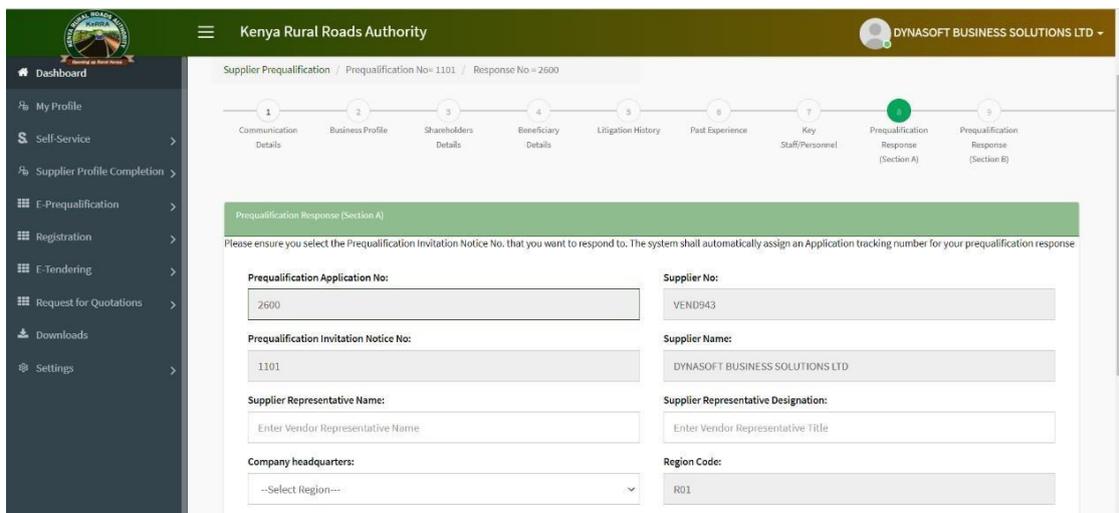
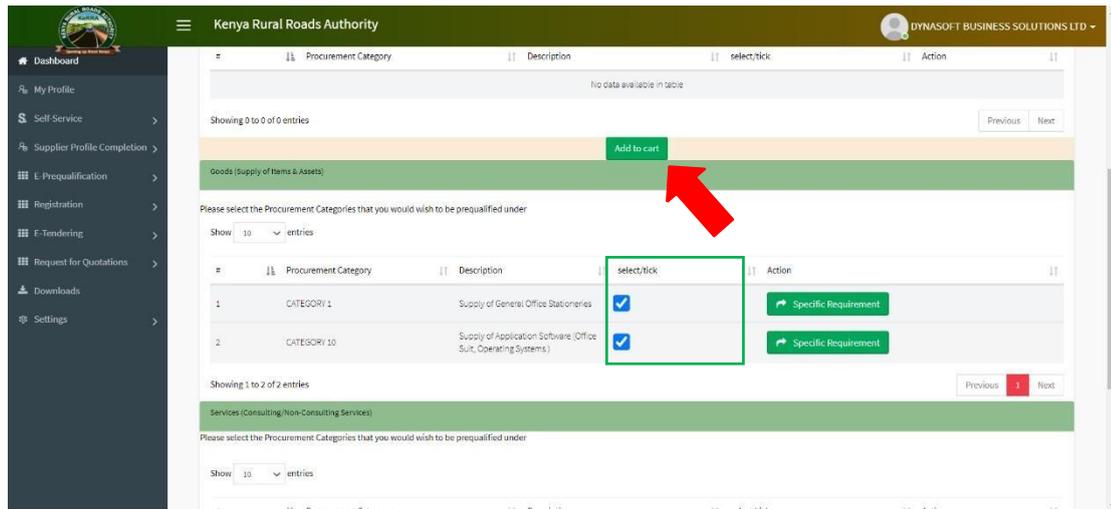


Figure 183: Invitation for Registration Response

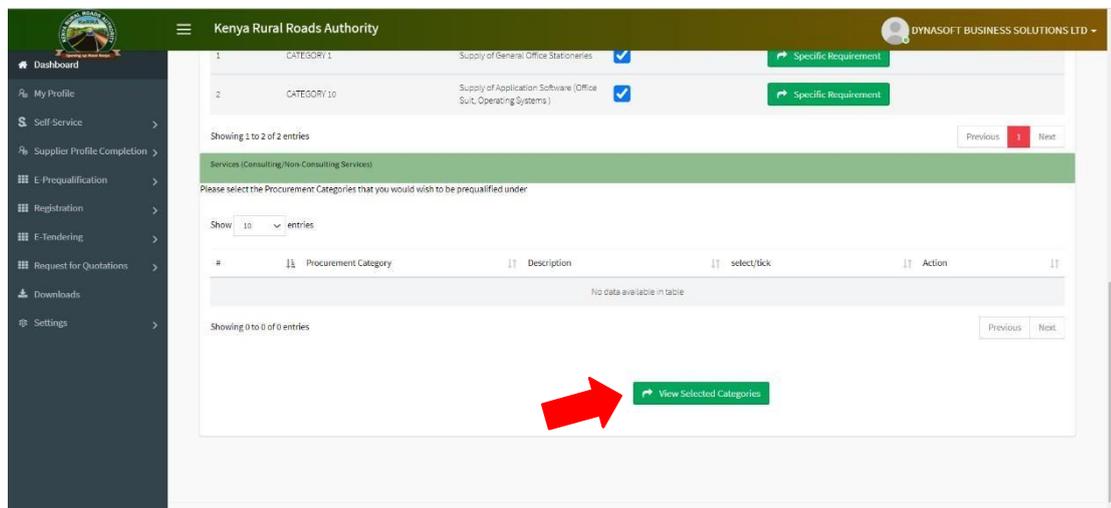
On the Registration Response(Section A), the supplier will fill in the **Supplier representative name, Supplier representative Designation and company headquarters.**



On the Prequalification Response (Section B), The supplier will select/tick the procurement categories they want to apply for. Check the select box then add to cart.

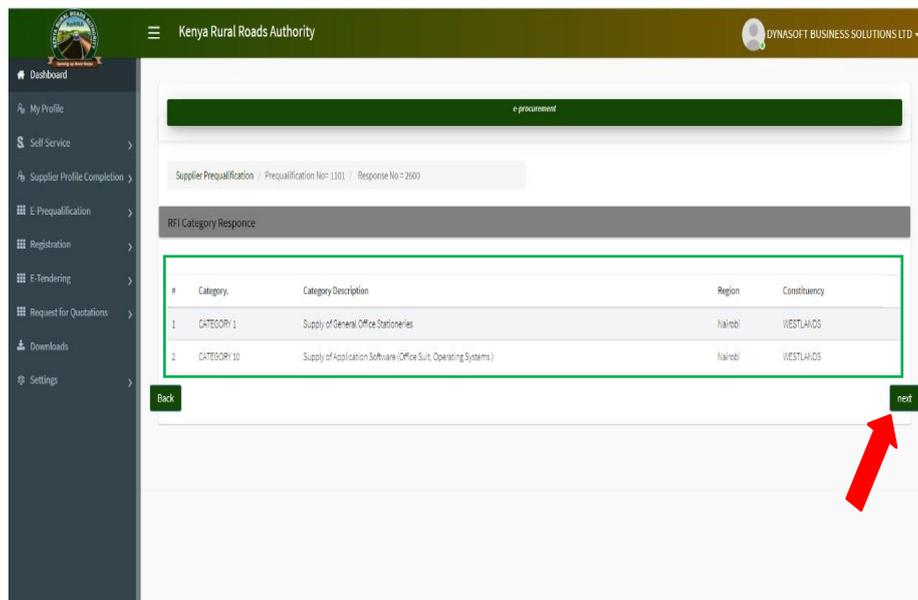


To view the selected category, click on **view selected categories**.

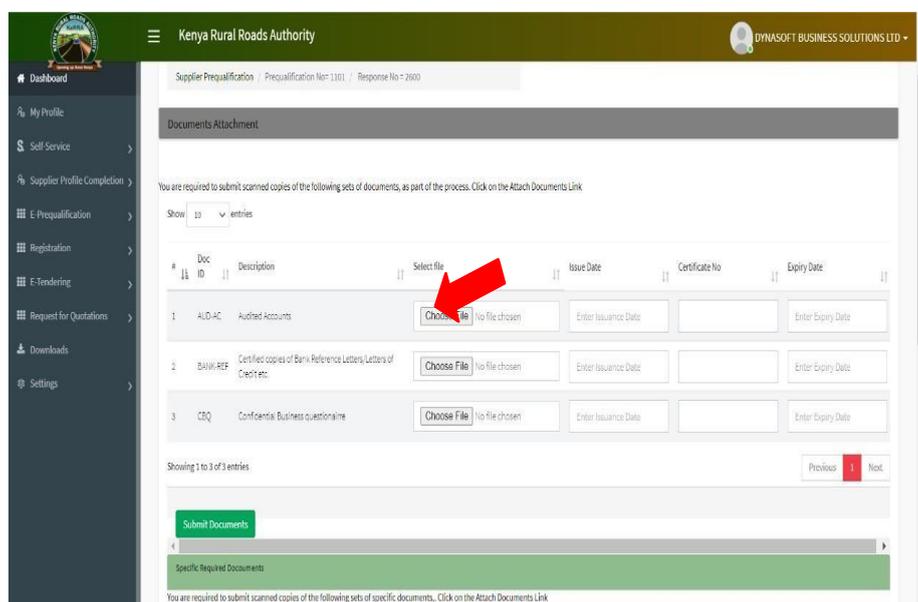


The procurement categories will populate based on the selected categories that were added to cart in the previous step.

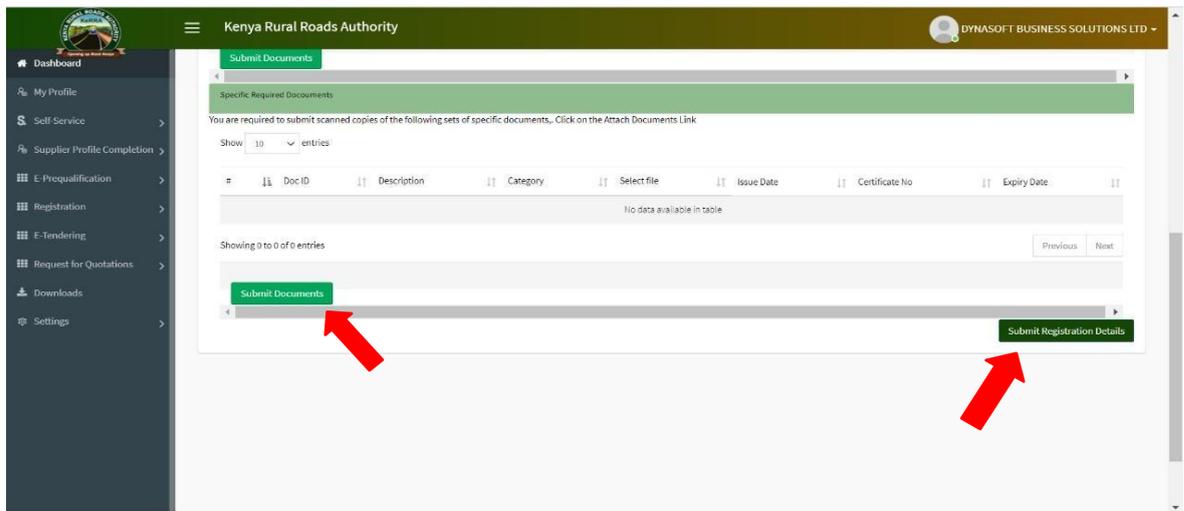
Click on next to proceed to the **next** step.



The next step is **Attachment of Mandatory documents**
 On this step, supplier attaches the documents per the line specification.



After attachment of the mandatory documents, click on **Submit documents** to upload documents into the system.
 Then click **Submit Registration Details** to proceed to vendor Declaration.



Upon clicking on submit Registration details, the vendor can view their **Application summary** and accept to the **vendor Declaration statement** by checking on the check box under vendor declaration. Then click on **Submit registration** to submit the registration/Prequalification responses into the system.

