

2025

E- Procurement Portal User Manual

INTRODUCTION

The supplier portal holds a number of activities which acts as a medium between the suppliers and Procurement department

SUPPLIER REGISTRATION

The supplier can create an account as follows.

On a browser> Key in the URL/Link to the portal as shared or advertised/Published> Click on Create account as below with a red arrow> Choose your business type > and fill in the first required information.

Welcome to the Supplier Portal | Egerton Uni !
Login to continue...

Company Registration Number

Password

Forgot your password?

Log In

Create Account

Developed By DSL Systems and Solutions LTD

Activate Windows
Go to Settings to activate Windows.

Choose the ACCOUNT TYPE AS BELOW

Welcome to the Supplier Portal | Egerton Uni
Create Account

Create Account as:

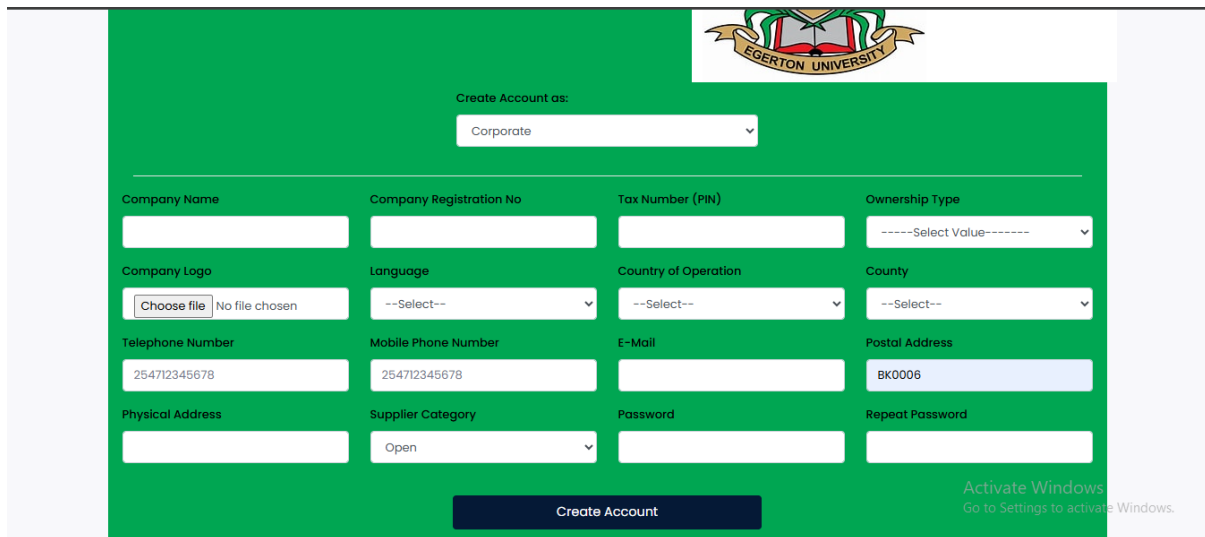
-----Select Value-----

Corporate

Back to Login

Activate Windows
Go to Settings to activate Windows.

The first page is the bio data which one is required to fill in then click on CREATE ACCOUNT <THE BLUE BUTTON> For Corporate company.

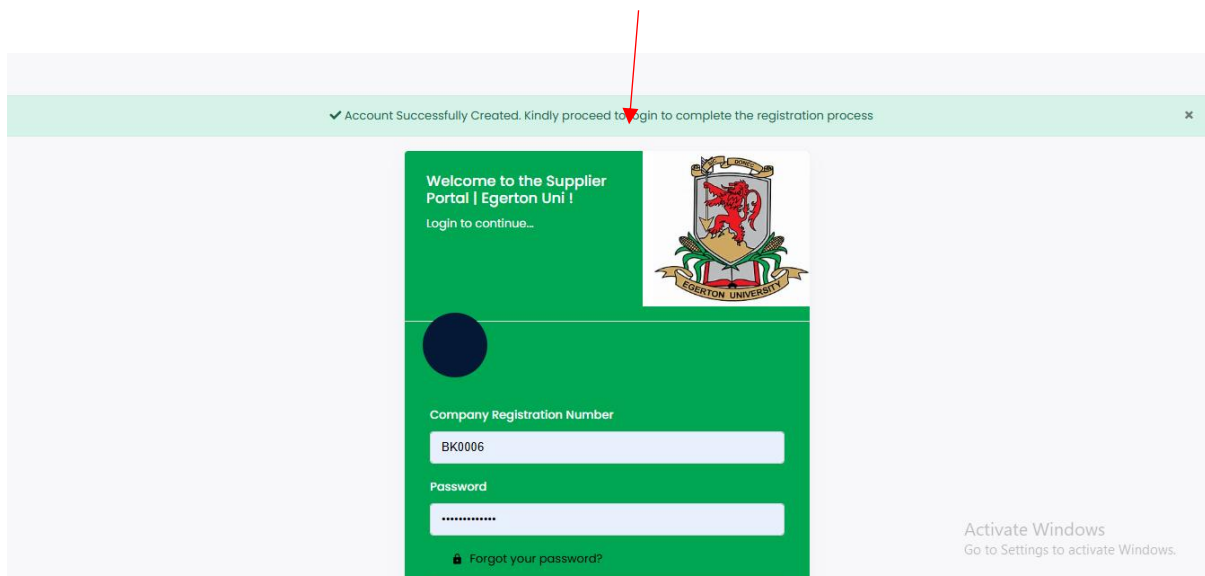


The screenshot shows the 'Create Account' form for Corporate users on the Egerton University portal. The form is set against a green background with the university's crest in the top right corner. The 'Create Account as:' dropdown is set to 'Corporate'. The form fields are arranged in a grid:

- Company Name:** Text input field.
- Company Registration No:** Text input field.
- Tax Number (PIN):** Text input field.
- Ownership Type:** Dropdown menu with '-----Select Value-----' as the placeholder.
- Company Logo:** File upload button labeled 'Choose file' with 'No file chosen' text.
- Language:** Dropdown menu with '--Select--' as the placeholder.
- Country of Operation:** Dropdown menu with '--Select--' as the placeholder.
- County:** Dropdown menu with '--Select--' as the placeholder.
- Telephone Number:** Text input field containing '254712345678'.
- Mobile Phone Number:** Text input field containing '254712345678'.
- E-Mail:** Text input field.
- Postal Address:** Text input field containing 'BK0006'.
- Physical Address:** Text input field.
- Supplier Category:** Dropdown menu with 'Open' as the selected value.
- Password:** Text input field.
- Repeat Password:** Text input field.

A dark blue 'Create Account' button is located at the bottom center. In the bottom right corner, there is a watermark that says 'Activate Windows Go to Settings to activate Windows.'

The supplier will receive an email as well a message as below that lets them know their account has been created however, they need to log in to complete registration.



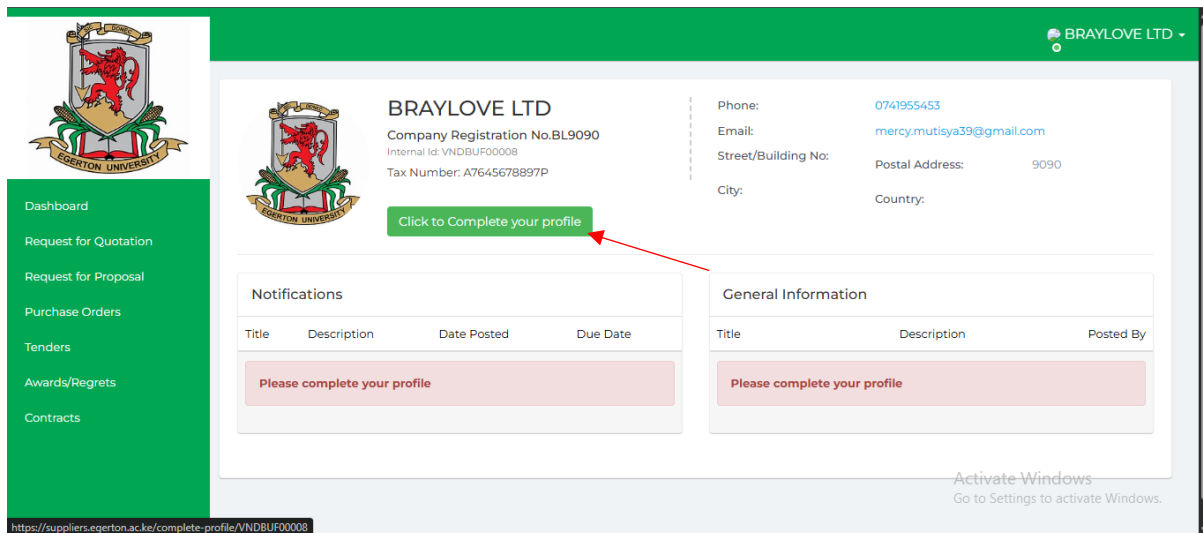
The screenshot shows a confirmation message and a login form. At the top, a green banner contains the text: '✓ Account Successfully Created. Kindly proceed to login to complete the registration process'. Below this, a central panel with a green background and the Egerton University crest contains the following elements:

- Welcome to the Supplier Portal | Egerton Uni !**
- Login to continue...**
- Company Registration Number:** Text input field containing 'BK0006'.
- Password:** Text input field with masked characters '*****'.
- Forgot your password?** Link with a lock icon.

In the bottom right corner, there is a watermark that says 'Activate Windows Go to Settings to activate Windows.'

The supplier is to key in the company registration number> password > click on Log in.

On Login the page below will open, which requires you to complete registration.



BRAYLOVE LTD
Company Registration No. BL9090
Internal Id: VNDBUF00008
Tax Number: A7645678897P

Phone: 0741955453
Email: mercy.mutisya39@gmail.com
Street/Building No: Postal Address: 9090
City: Country:

[Click to Complete your profile](#)

Title	Description	Date Posted	Due Date
Please complete your profile			

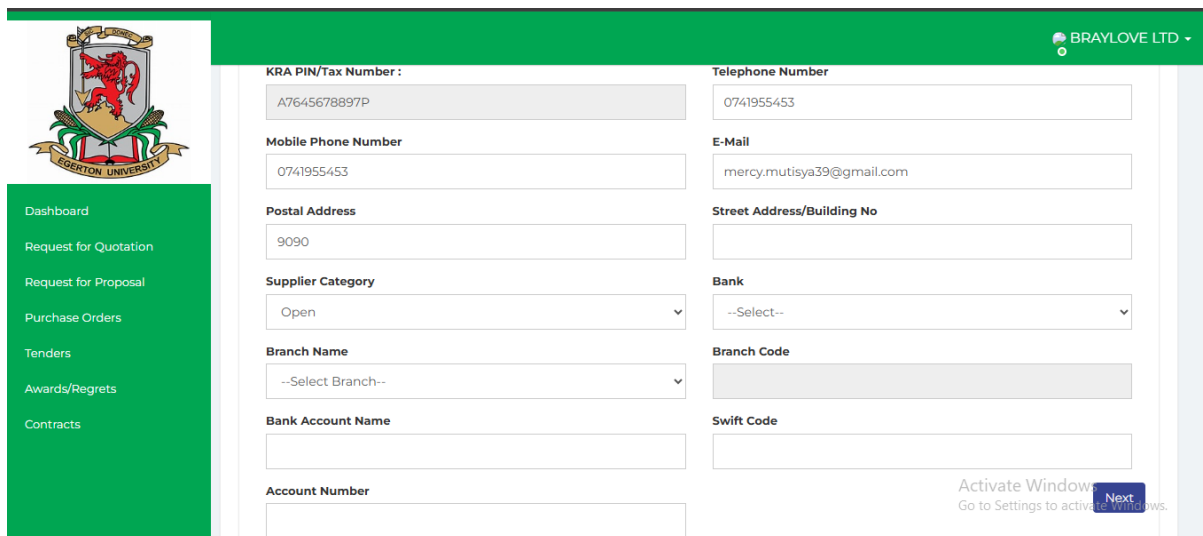
Title	Description	Posted By
Please complete your profile		

Activate Windows
Go to Settings to activate Windows.

<https://suppliers.egerton.ac.ke/complete-profile/VNDBUF00008>

Click on the GREEN Button <Click to Complete your Profile>

The page that opens will have the data earlier fed, however the supplier is required to key in their bank details THEN click on **NEXT**



BRAYLOVE LTD

KRA PIN/Tax Number :
A7645678897P

Mobile Phone Number
0741955453

Postal Address
9090

Supplier Category
Open

Branch Name
--Select Branch--

Bank Account Name

Account Number

Telephone Number
0741955453

E-Mail
mercy.mutisya39@gmail.com

Street Address/Building No

Bank
--Select--

Branch Code

Swift Code

Activate Windows
Go to Settings to activate Windows.

[Next](#)

Director and Contact Person's Details

The next page will allow the supplier to key in the director and contact person's information as follows:

Choose the Ownership Type >fill the data of the Person then Click on director

Kindly note that you can add as many as you desire but you can not surpass 100% Shares

BRAYLOVE LTD

1 General Info 2 Director and Contact Person Details 3 Product Category Attachments Director and Shareholder director

Ownership type

--Select--

--Select--

Director

Shareholder

Shareholder&Director

--Select--

Name

Telephone

Gender

--Select--

Ownership (shares)

0

Add Director

Activate Windows
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Key in the information then Click on Add Director

The portal will allow a supplier to add one or more director, shareholder, shareholder & directors'.

ON adding the director, the below page will open which allows the supplier to go to the next page. Click NEXT as shown below in Yellow.

BRAYLOVE LTD

1 General Info 2 Director and Contact Person Details 3 Product Category Attachments Director and Shareholder director

Name of Director	Email	Telephone	Gender	Nationality	Ownership Shares(In Percentage)	Action
Kariuki Kimani	kariuki@gmail.com	0723517687	Male	KE	100	Delete

Ownership type

--Select--

Name

Email

Telephone

Nationality

--Select--

Gender

--Select--

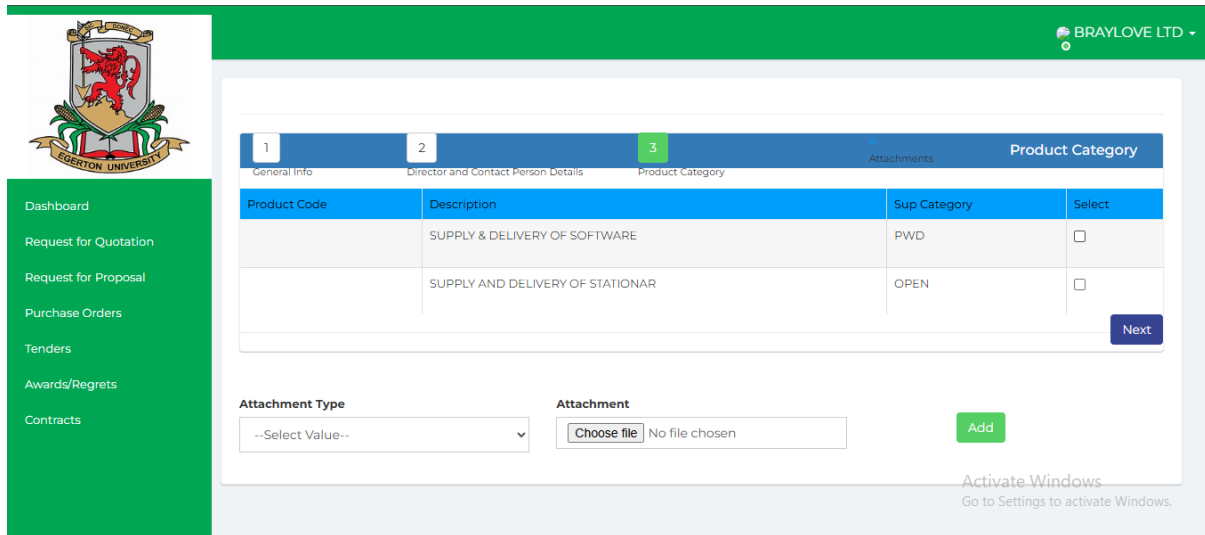
Next

Activate Windows
Go to Settings to activate Windows.

PRODUCT CATEGORY

This page allows the supplier to select by check marking on the box on the right the categories they belong to. i.e what they can supply.

N.B The supplier can only select a maximum of 4 Categories



BRAYLOVE LTD

1 2 3 4

General Info Director and Contact Person Details Product Category Attachments

Product Code	Description	Sup Category	Select
	SUPPLY & DELIVERY OF SOFTWARE	PWD	<input type="checkbox"/>
	SUPPLY AND DELIVERY OF STATIONAR	OPEN	<input type="checkbox"/>

Next

Attachment Type: --Select Value--

Attachment: Choose file No file chosen

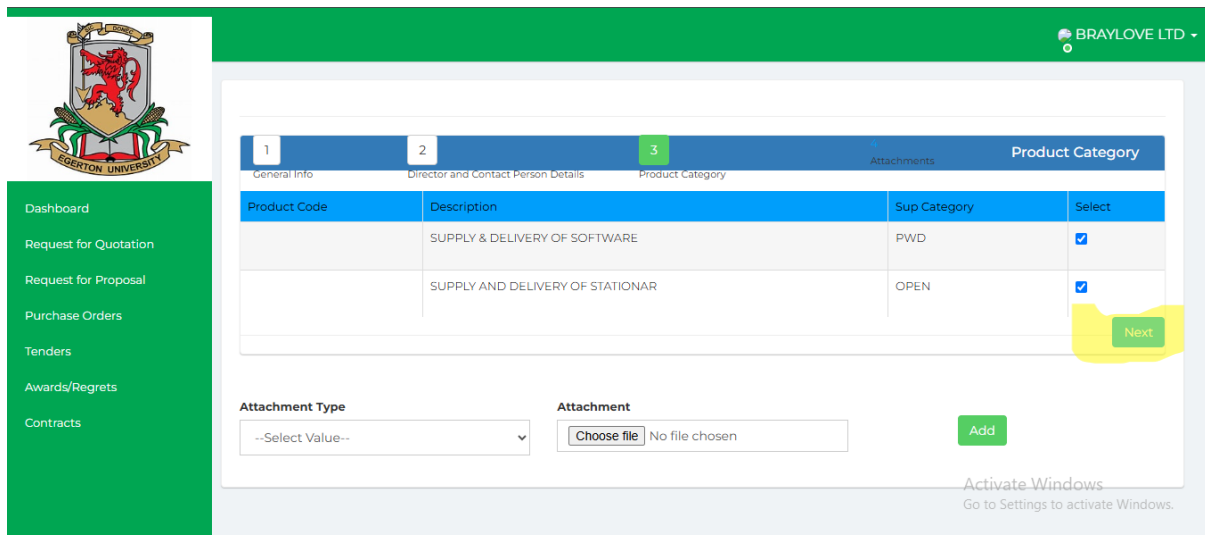
Add

Activate Windows
Go to Settings to activate Windows.

Check against the product category>Then attach any required attachments for the selected category> Click on ADD to add the Scanned document.

N.B If there are a number of attachments required Kindly add each at a time as explained above

Then Click NEXT to go to the NEXT Step



BRAYLOVE LTD

1 2 3 4

General Info Director and Contact Person Details Product Category Attachments

Product Code	Description	Sup Category	Select
	SUPPLY & DELIVERY OF SOFTWARE	PWD	<input checked="" type="checkbox"/>
	SUPPLY AND DELIVERY OF STATIONAR	OPEN	<input checked="" type="checkbox"/>

Next

Attachment Type: --Select Value--

Attachment: Choose file No file chosen

Add

Activate Windows
Go to Settings to activate Windows.

Attachments

The supplier is to attach the following valid documents which are mandatory before submitting for approval

Braylove Ltd.

General Info 2 3 4 Attachments

Type of Document	Attachment	Action
IATA CERT	Preview	Delete

☐ I confirm that the information filled and the bank details given are correct.

--Select Value--
Copy of Director's ID
KRA CERTIFICATE
Valid Tax Compliance Cert
--Select Value--

Attachment
Choose file No file chosen

Add

Submit and Send for Approval

Activate Windows
Go to Settings to activate Windows.

Click on the Document you want to attach> Choose file from your computer or phone> then click ADD. REPEAT this for all the documents that will be listed under Attachment Type.

SUBMIT APPLICATION

Braylove Ltd.

General Info 2 3 4 Attachments

Type of Document	Attachment	Action
IATA CERT	Preview	Delete

☐ I confirm that the information filled and the bank details given are correct.

--Select Value--
Copy of Director's ID
KRA CERTIFICATE
Valid Tax Compliance Cert
--Select Value--

Attachment
Choose file No file chosen

Add

Submit and Send for Approval

Activate Windows
Go to Settings to activate Windows.

After attaching all the documents click on the button in green (Marked in yellow) Submit and Send for approval.

The supplier will get an email on the email address keyed in while filling the general information for any communication.