

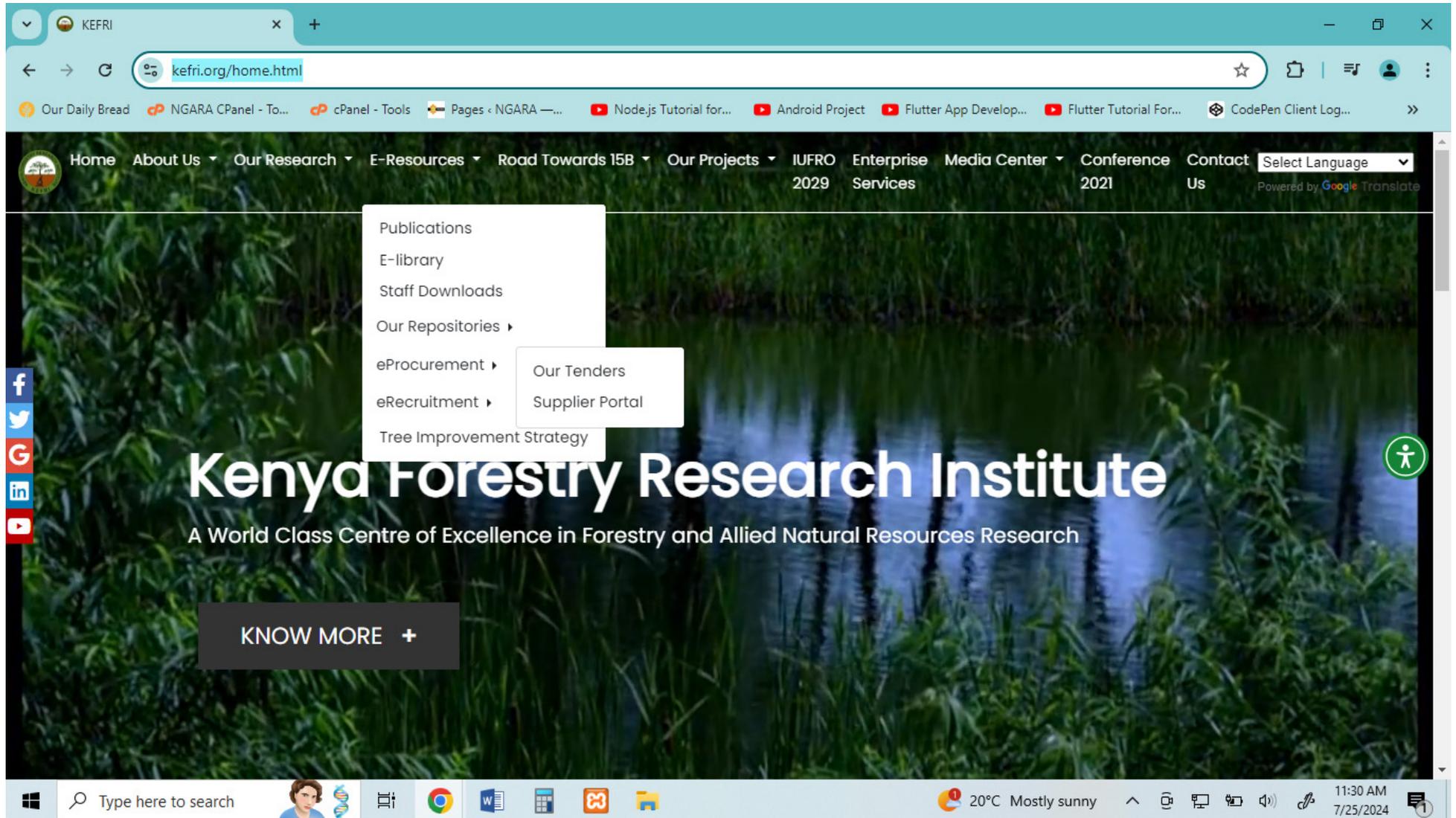


KENYA FORESTRY RESEARCH INSTITUTE

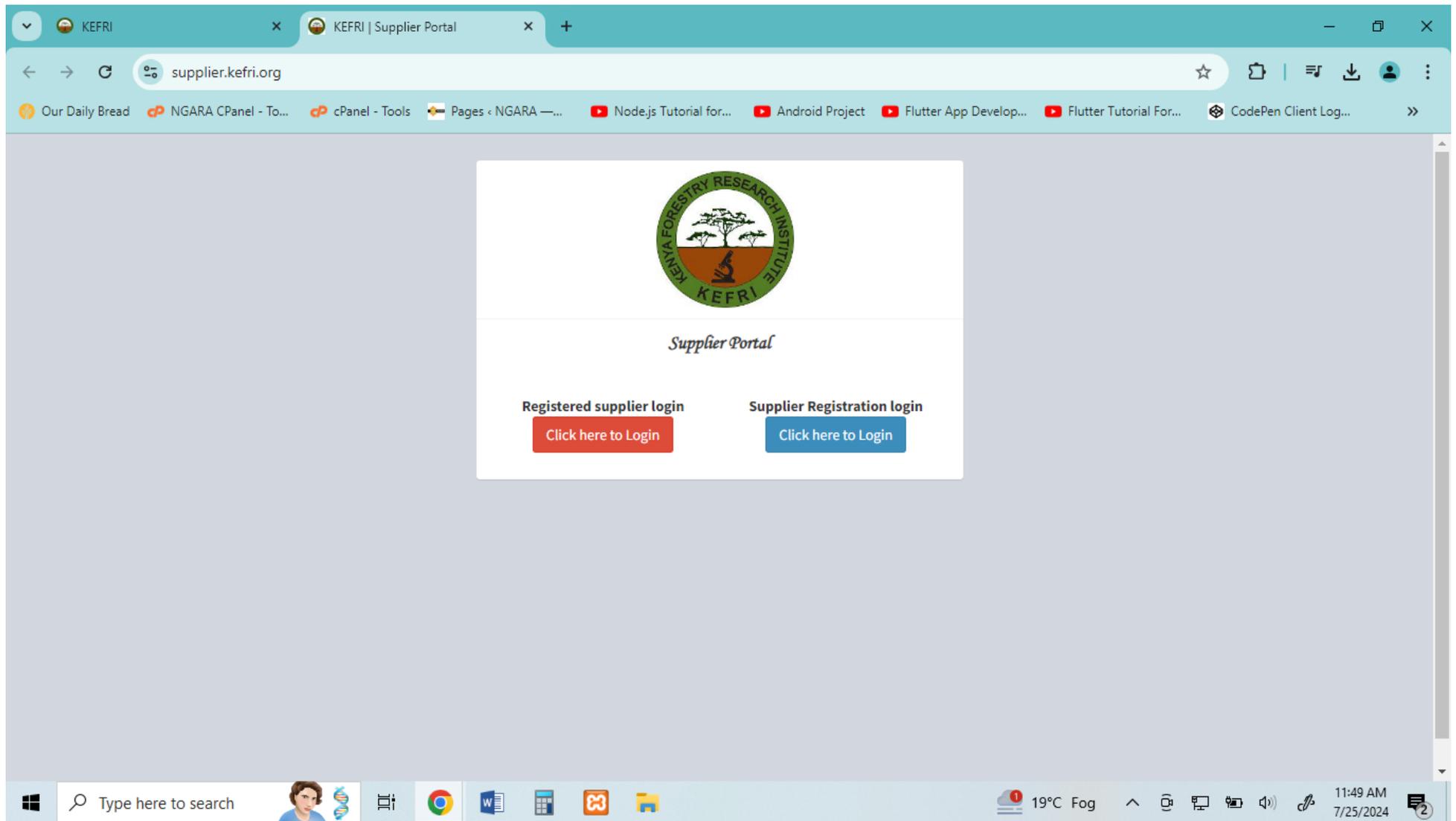
SUPPLIER REGISTRATION PORTAL USER MANUAL

2024

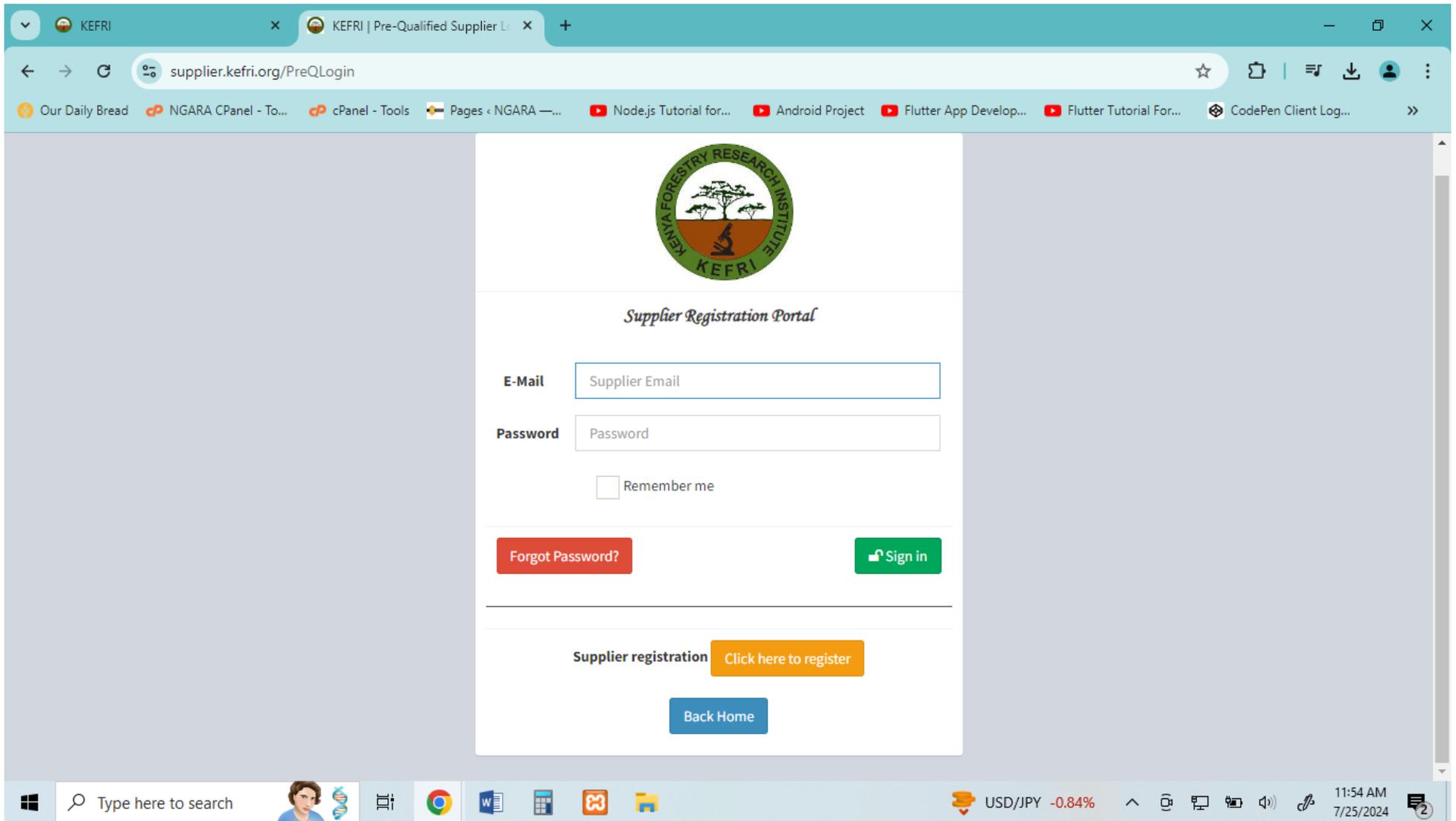
1. Open the KEFRI website www.kefri.org Hover mouse on E-Resources, eProcurement



2. Opens the supplier portal – where suppliers can register and submit their details for prequalification, or log in to bid for tenders available. To register, click on the Supplier Registration Login



3. For new applicants, click on the supplier registration – Click here to register button



4. Review the requirements needed

KEFRI Supplier Self-Registration

Welcome to KEFRI Supplier Self Registration

Welcome to KEFRI Supplier Self Registration portal. This portal serves as the initial point of entry for future vendors to do business with KEFRI.

Note: Before proceeding with the self-registration process, please make sure that you will have the following documents available in PDF format

1. PIN : KRA/Tax PIN Certificate(Mandatory)
2. TCC : Valid Tax Compliance Certificate(Mandatory)
3. REG: Certificate of Incorporation/ Registration(Mandatory)
4. CR12:Registrar of companies – List of directors(Mandatory)
5. AGPO: Special Group certificates (Required only if they are registering under special groups)
6. RAC: Regulatory authority certificates (Where required)
7. FIN: Audited Financial Statements for current 2 years or Current 3 months Bank statements
8. IDC: Scan copy of Original National ID or Passport of each director (Mandatory)
9. BPL: Valid Business Permit/License

Important: Please make sure all required attachments are in color format. Maximum recommended resolution for scanning the documents is 100 dpi and total size of documents is 50MB.

* Fields marked with an asterisk are mandatory.

General Vendor Information

* **Company Name**

Communication

Mobile Phone

5. Fill in the Vendor Information form

General Vendor Information

* **Company Name**
Jessie's C. Ltd

* **Company Registration No**
A012345BC

* **Tax Number (P.I.N)**
P05111234J

* **Ownership Type**
Kenyan

Communication

* **Mobile Phone**
+254700123456

* **E-Mail Address**
info@jessies.co.ke

Click to Save

Address

* **Company Postal Code**
Postal Code

* **Street Address/Building No**
Company Address

* **City**
City

* **Country**
Country

Director Details:

On complete, click on the save button

Address

* **Company Postal Code**
01001

* **Street Address/Building No**
5678

* **City**
Nairobi

* **Country**
Kenya

6. Add the Director details

Director Details:

* Below fields are mandatory. Input complete list of directors. Total ownership must be 100%
* Scanned copy of National ID or Passport is to be attached for each director

Director Name	Gender	Contact No.	Nationality	Ownership percentatge	ID Number	Email
<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Click to Add](#)

Director Name	Gender	Contact	Nationality	Ownership percentatge	Email	Action
Jessie Kairitu	2	0710123456	Kenyan	65	info@jessies.co.ke	Delete

Contact Person Information:

* First Name

Last Name

* Mobile Phone

* E-Mail Address

The system will display as below. Add more Directors details

Director Details:

* Below fields are mandatory. Input complete list of directors. Total ownership must be 100%
* Scanned copy of National ID or Passport is to be attached for each director

Director Name	Gender	Contact No.	Nationality	Ownership percentatge	ID Number	Email
Jesse Mwanaume	Male	07111234578	Kenyan	35	11234567	info@jessies.co.ke

[Click to Add](#)

Director Name	Gender	Contact	Nationality	Ownership percentatge	Email	Action
Jessie Kairitu	2	0710123456	Kenyan	65	info@jessies.co.ke	Delete
Jesse Mwanaume	1	07111234578	Kenyan	35	info@jessies.co.ke	Delete

Contact Person Information:

* First Name Last Name

This will display

supplier.kefri.org says
Director details added successfully, add more?

OK

7. Add contact person information: This is the person to be reached

The screenshot shows a web browser window with the URL `supplier.kefri.org/Register`. The page title is "KEFRI | Pre-Qualified Supplier A". The browser's address bar and tabs are visible at the top. The main content area is titled "Contact Person Information:" and contains the following form fields:

- * First Name**: Text input field containing "Jane".
- * Mobile Phone**: Text input field containing "0701234567".
- Last Name**: Text input field containing "Receptionist".
- * E-Mail Address**: Text input field containing "info@jessies.co.ke".

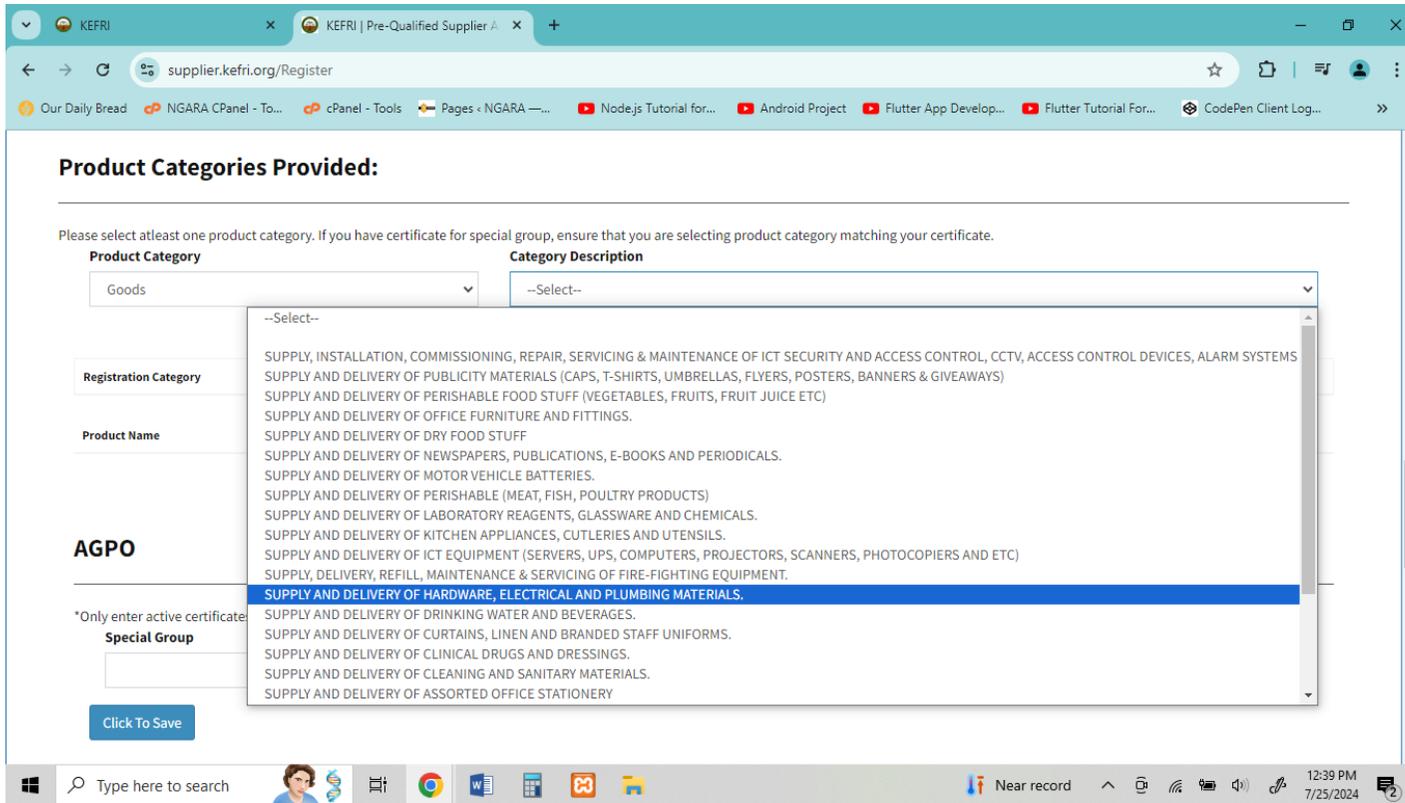
Below the contact information, there is a section titled "Product Categories Provided:". It includes a note: "Please select atleast one product category. If you have certificate for special group, ensure that you are selecting product category matching your certificate." Below this note are two dropdown menus: "Product Category" (showing "--Select--") and "Category Description". A green "Add Category" button is located to the right of these dropdowns.

At the bottom of the form, there is a table with the following columns: "Registration Category", "Description", "Eligibility Type", and "Action". Below this table, there is another table with the following columns: "Product Name", "Product Category", and "Description".

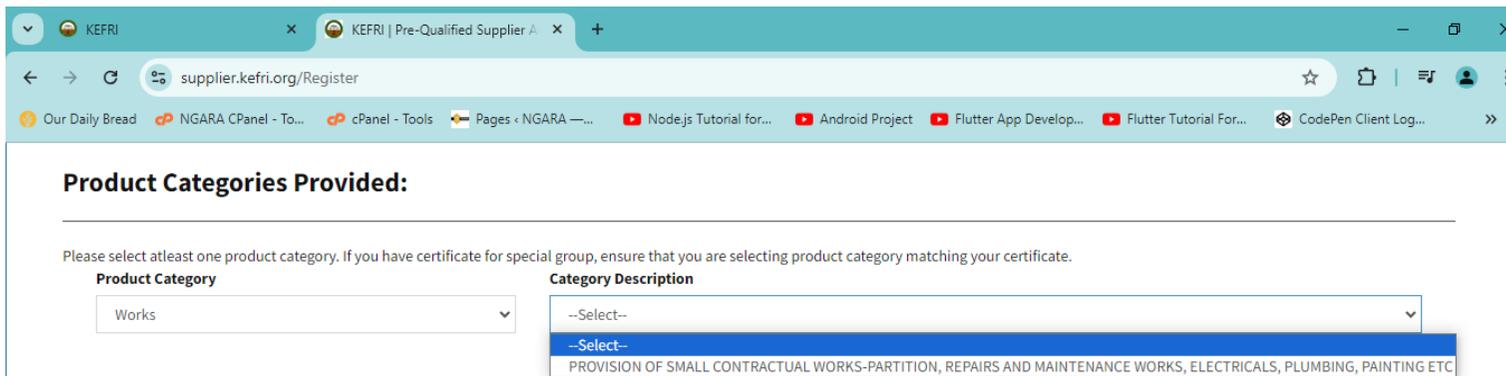
The Windows taskbar is visible at the bottom of the screen, showing the search bar, taskbar icons, system tray, and the date/time: "12:34 PM 7/25/2024".

8. Add product category you would want to be prequalified for, then click Add Category

i. Goods:



ii. Works:



iii. Consultancy Services

Product Categories Provided:

Please select atleast one product category. If you have certificate for special group, ensure that you are selecting product category matching your certificate.

Product Category
Consultancy Services

Registration Category

Category Description

- Select--
- PROVISION OF EXTERNAL QUALITY ASSURANCE OF INTERNAL AUDIT FUNCTIONS SERVICES
- PROVISION OF AUDITING SERVICES
- PROVISION OF HUMAN RESOURCE CONSULTANCY SERVICES

Product Name	Product Category	Description
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AGPO

*Only enter active certificates recognized by Kenya Public Procurement and one must fill all the fields in a given row.

Special Group

Certificate No.

Issue Date
mm/dd/yyyy

Click To Save

21°C Mostly sunny 12:44 PM 7/25/2024

iv. Non-consultancy Services

Product Categories Provided:

Please select atleast one product category. If you have certificate for special group, ensure that you are selecting product category matching your certificate.

Product Category Non-Consultancy Services **Category Description** PROVISION OF REPAIR, SERVICING AND MAINTENANCE OF LABORATORY EQUIPMENT.

[Add Category](#)

Registration Category	Description	Eligibility Type	Action
KEFRI/RG/ 027/2024 - 2026	Provision of Repair, Servicing and Maintenance of Photocopier Machines	Open/AGPO Registered	Delete
KEFRI/RG/ 012/2024 - 2026	Supply and Delivery of Office Furniture and Fittings.	AGPO Registered	Delete
KEFRI/RG/ 049/2024 - 2026	Provision of Auditing Services	Open/AGPO Registered	Delete
KEFRI/RG/ 028/2024 - 2026	Provision of Repair, Servicing and Maintenance of Laboratory Equipment.	Open/AGPO Registered	Delete

Product Name **Product Category** **Description**

supplier.kefri.org says
Category uploaded successfully, add another?

[OK](#)

9. For categories that require AGPO certificate, add the AGPO details

The screenshot shows a web browser window with the URL `supplier.kefri.org/Register`. The page title is "AGPO". Below the title, there is a note: "*Only enter active certificates recognized by Kenya Public Procurement and one must fill all the fields in a given row." The form contains three input fields: "Special Group" (a dropdown menu with options: Persons with Disability, Women, Youth), "Certificate No." (a text input field), and "Issue Date" (a date input field with a calendar icon and a placeholder "mm/dd/yyyy").

AGPO

*Only enter active certificates recognized by Kenya Public Procurement and one must fill all the fields in a given row.

Special Group	Certificate No.	Issue Date
<input type="text" value="Persons with Disability"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

10. Add the supporting documentation, then click Upload All

Attachments:

Please attach all the relevant documents as enumerated below:
Note: Scan the documents in color. The total size should not exceed 50 MB.

PIN : KRA/Tax PIN Certificate(Mandatory)
Choose File ApplicationDoc.pdf

TCC : Valid Tax Compliance Certificate(Mandatory)
Choose File No file chosen

REG: Certificate of Incorporation/ Registration(Mandatory)
Choose File No file chosen

CR12:Registrar of companies - List of directors(Mandatory)
Choose File No file chosen

AGPO: Special Group certificates (Required only if they are registering under special groups)
Choose File No file chosen

RAC: Regulatory authority certificates (Where required)
Choose File No file chosen

FIN: Audited Financial Statements for current 2 years or Current 3 months Bank statements
Choose File No file chosen

IDC: Scan copy of Original National ID or Passport of each director (Mandatory)
Choose File No file chosen

BPL: Valid Business Permit/License
Choose File No file chosen

OTH: Any other relevant document
Choose File No file chosen

Upload All

Windows taskbar: Type here to search, USD/KES -0.38%, 12:57 PM 7/25/2024

11. Add notes if any

The screenshot displays a web browser window with two tabs. The active tab is titled 'KEFRI | Pre-Qualified Supplier A'. The address bar shows the URL 'supplier.kefri.org/Register'. The browser's bookmark bar contains several items, including 'Our Daily Bread', 'NGARA CPanel - To...', 'cPanel - Tools', 'Pages < NGARA —...', 'Node.js Tutorial for...', 'Android Project', 'Flutter App Develop...', 'Flutter Tutorial For...', and 'CodePen Client Log...'. The main content area of the browser shows a registration form with the following sections:

- FIN: Audited Financial Statements for current 2 years or Current 3 months Bank statements**: A file upload field with a 'Choose File' button and the text 'No file chosen'.
- IDC: Scan copy of Original National ID or Passport of each director (Mandatory)**: A file upload field with a 'Choose File' button and the text 'No file chosen'.
- BPL: Valid Business Permit/License**: A file upload field with a 'Choose File' button and the text 'No file chosen'.
- OTH: Any other relevant document**: A file upload field with a 'Choose File' button and the text 'No file chosen'.

Below these sections is a blue 'Upload All' button. Underneath is a section titled 'Notes:' followed by a large, empty text area for entering notes. At the bottom left of the form is a red 'Go Back' button, and at the bottom right is a blue 'Register' button with a right-pointing arrow.

The Windows taskbar is visible at the bottom of the screen, showing the search bar with the text 'Type here to search', several application icons (including Chrome, Word, and File Explorer), the currency exchange rate 'USD/KES -0.38%', and the system clock displaying '12:58 PM 7/25/2024'.

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