



**E-PROCUREMENT SUPPLIER PORTAL MANUAL**

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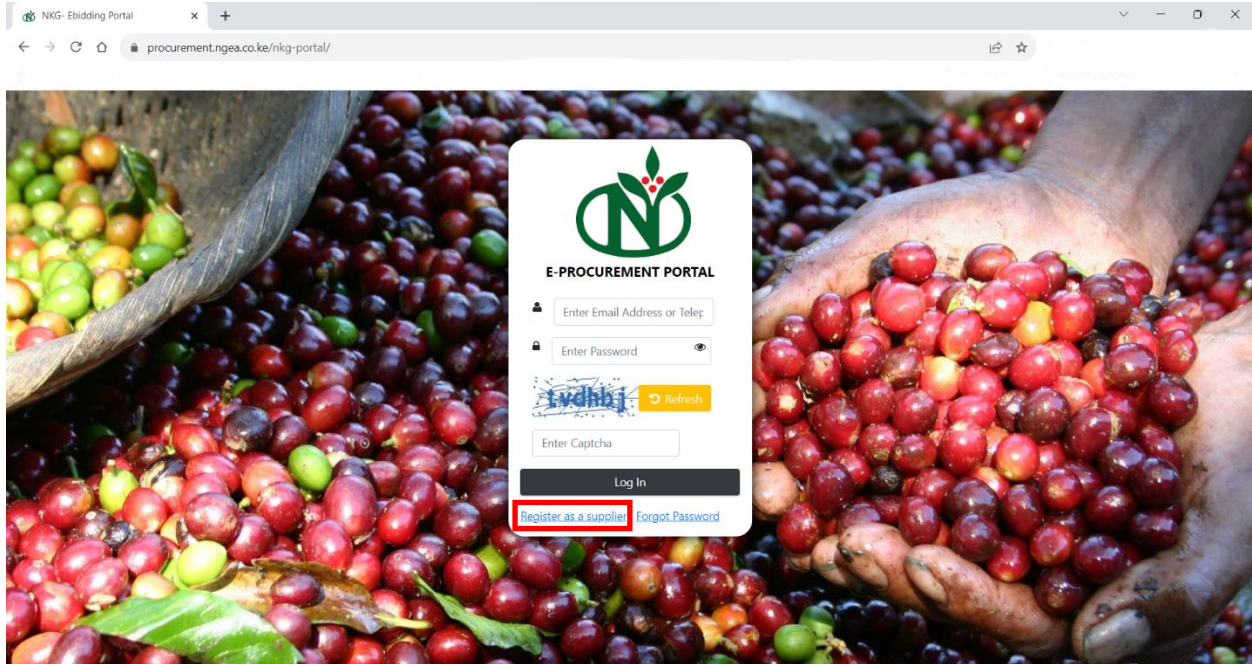
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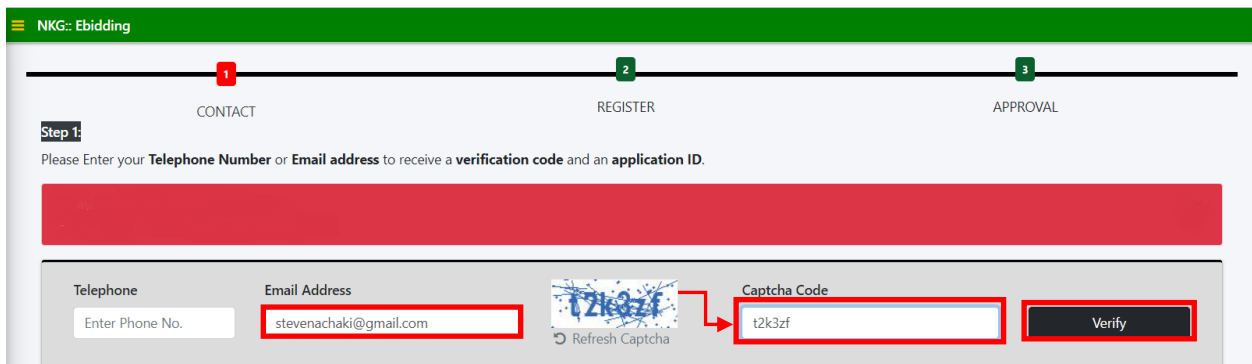
## How to Register as a Supplier

For you to register as Supplier, you will use the link <https://procurement.ngea.co.ke> and follow the steps below.

After clicking on the provided link, you will be redirected to the below Web page. Then click on “**Register as Supplier**”.



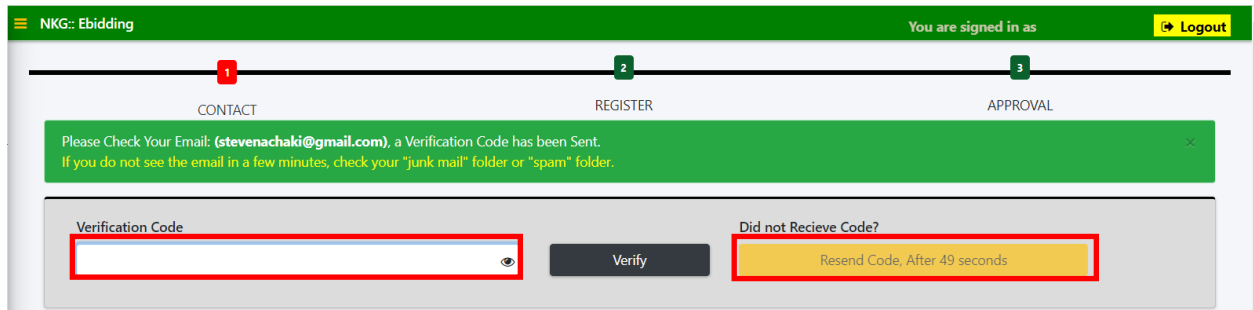
You will then key in details in the next window as requested.



### Step 1:

- Enter your company **Email Address** to receive a verification code. The email will be used as your login username.
- Enter the displayed **Captcha Code**. If the captcha is not visible, click the **Refresh Captcha** button to generate a new captcha.
- Click on **Verify**.

After clicking, log in to your email to find the verification code sent. If you do not receive the email in your inbox, check the **Spam/Junk** email folder. You can also counter check the email address you provide to make sure it is the correct one.



You will have up to 60 seconds before the sent code expires. Enter the verification code in the information box and click verify. You will be taken to **Step 2** to enter your organizations' details.

**Hint: All the fields in this step are mandatory.**

### Step 2:

This step is apportioned into 5 sections;

- I. Section 1: Account Login Information
- II. Section 2: Business Information
- III. Section 3: Financial Information
- IV. Section 4: Professional Capacity
- V. Section 5: Documents

### Section 1: Account Login Information

#### Step 2:

Fill in the application form.

*All Fields are mandatory.*

Application Form

SECTION 1: ACCOUNT LOGIN INFORMATION			
Username	Password	Confirm Password	<b>Hint:</b> Password should be at least 8 characters in length and should include at least an upper case letter(A-Z), lower case letter(a-z), number(0-9), and special character.(@ ? / # \$ %)
<input type="text" value="stevenachaki@gmail.com"/>	<input type="password" value="Enter Password"/>	<input type="password" value="Confirm Password"/>	

Enter a strong password and repeat to confirm password.

**Hint: Password should be at least 8 characters in length and should include at least an upper-case letter(A-Z), lower case letter(a-z), number (0-9), and special character. (@ ? / # \$ %).**

## Section 2: Business Information

SECTION 2: BUSINESS INFORMATION				
Country Kenya	Business Name Enter Business Name	Type of Business -----select-----	Nature of Business Enter Nature Business	Certificate of Reg /Incorporation No. Cert of Reg/Incorporation No
KRA PIN No. KRA PIN No.	Tax Compliance No. Enter Certificate No.	Tax Compliance Cert Expiry Date dd/mm/yyyy	Physical Address: Enter Physical Address	
Company Email: stevenachaki@gmail.com	Company Contact Person Contact Person	Company Telephone. Telephone No.	Contact Person Telephone Contact Person Telephone	

Fill in all the business information as requested.

## Section 3: Financial Information

SECTION 3: FINANCIAL INFORMATION			
Account Name Account Name	Bank name Bank name	Account No. Account number	Bank branch Bank branch
Bank Code Bank Code	Account Currency Account Currency	Company Financial Contact Person Financial Contact Person	Contact person email Contact person email
Contact person phone No. Contact person phone			

Fill in all the financial information as requested.

## Section 4: Professional Capacity

SECTION 4: PROFESSIONAL CAPACITY	
No of years in business No Of Permanent	Number of employees Number of employees

Fill in all the professional capacity as requested.

## Section 5: Documents

SECTION 5: DOCUMENTS				
No.	Required Document	Attach	File Name	Size
1.	Certificate of Registration/Incorporation	Attach	<input type="text"/>	<input type="text"/>
2.	KRA PIN Certificate	Attach	<input type="text"/>	<input type="text"/>
3.	Tax Compliance Certificate	Attach	<input type="text"/>	<input type="text"/>
4.	Article of Association / CR12 document	Attach	<input type="text"/>	<input type="text"/>
5.	Company profile	Attach	<input type="text"/>	<input type="text"/>
6.	Bank Reference Letter	Attach	<input type="text"/>	<input type="text"/>
7.	Audited financial reports	Attach	<input type="text"/>	<input type="text"/>
8.	Single Business permit (where applicable)	Attach	<input type="text"/>	<input type="text"/>
9.	Manufacturer's authorization letter	Attach	<input type="text"/>	<input type="text"/>
10.	Practicing certificates (where applicable)	Attach	<input type="text"/>	<input type="text"/>
11.	Recommendation letters from current clients	Attach	<input type="text"/>	<input type="text"/>
12.	LPO's or Contracts offering similar services	Attach	<input type="text"/>	<input type="text"/>

Size Limit: 2 MBs Maximum And Required Formats: pdf

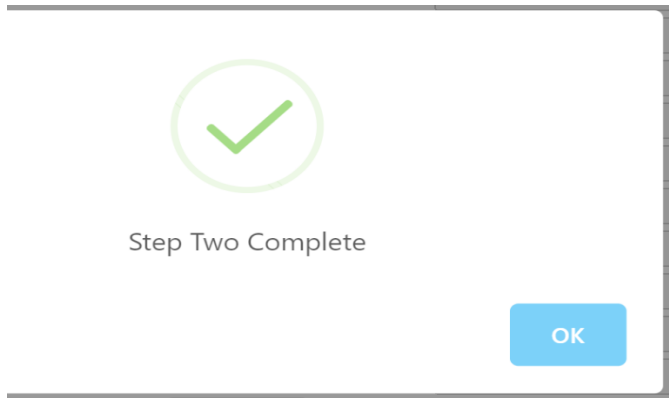
Send Application

Save & Continue Later

Upload all the required documents as requested.

**Hint: Size Limit of each document is 2MBs Maximum and Required Format is pdf.**

After finishing, click on **Send Application** to submit or save to continue with the process later. A pop-up shows Stage 2 is complete and takes to next step as below



**Step 4:**

After Clicking “**Send Application**” you will be taken to the next window to confirm your details and perform a self-declaration and agree to the terms and condition as shown below.

You will need to check the check box on bottom left to accept the terms and conditions. Then finally click on the button on bottom right, **I confirm the above details**

NGK: Ebidding

1 CONTACT ✓ 2 APPLY ✓ 3 APPROVAL

Step 3:

Business Details

Country:

Business Name:

Business type:

Cert of Reg/Incorporation No.:

KRA PIN No.:

Tax Compliance No.:

Tax Compliance Cert Expiry Date: Aug 29th 2023

Physical Address:

Company Email:

Company Telephone:

Company Contact Person:

Edit

Financial information

Account Name:

Bank name:

Account No.:

Bank branch:

Bank Code:

Account Currency:

Company Financial Contact Person:

Contact person email:

Contact person phone No.:

Edit

Professional Capacity

No of years in business:

Number of employees:

Submission Date:

Approval Date:

Edit

**SELF-DECLARATION**

I/We **Inno Tech** hereby declare;

- That the information given above is true and further state that I/We also understand the payment of the PQ Fees does not guarantee inclusion into the supplier database
- That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- That I/We have legal capacity to enter into contract.
- That I/We have fulfilled obligations to pay taxes/social security contributions.
- That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- That I/We give NKG Coffee Mills Kenya the authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Yes We/I agree to the terms and conditions

[I confirm the details above](#)

Upon completion, you will receive an email notifying on a successful submission, your username and provided password. You will be able to interact with your account once the submission has been approved.

NGK: Ebidding You are signed in as SteveTech Ltd [Logout](#)

1 CONTACT ✓ 2 APPLY ✓ 3 APPROVAL

**SUCCESSFULLY SUBMITTED**

Pending Approval. NKG is going to review your application and notify you shortly.

**Your can use your registration ID (1693310725) to follow up.**

## ACCOUNT INFORMATION SUCCESSFULLY SUBMITTED Inbox x



**NKG REQUISITION**

to me ▾

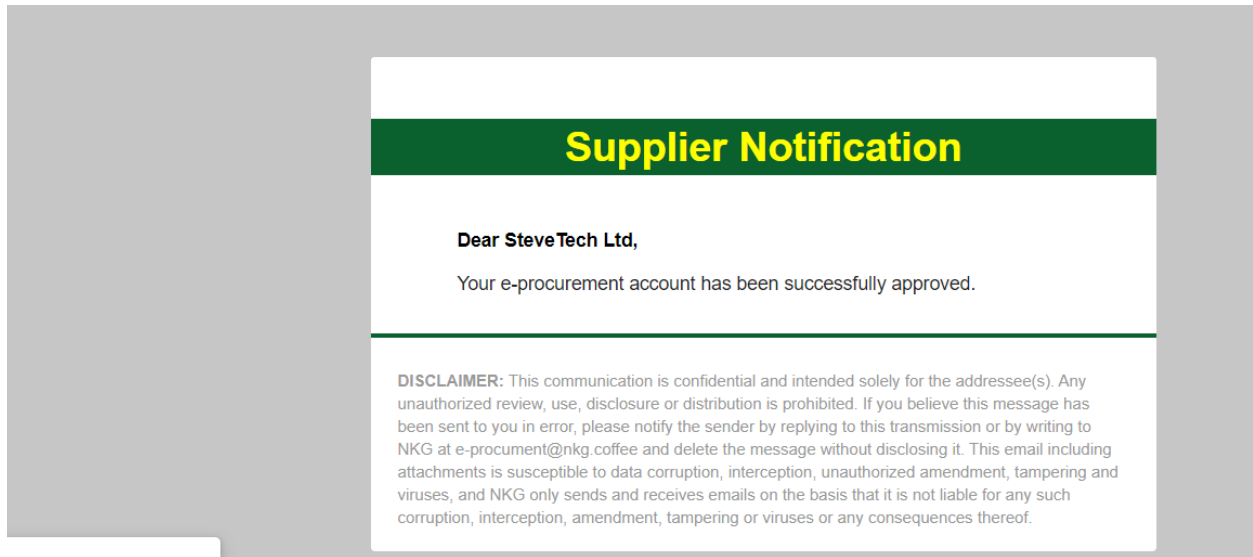
Dear SteveTech Ltd,

Your account has been created, its pending approval from NKG.

**Username:** [stevenachaki@gmail.com](mailto:stevenachaki@gmail.com)

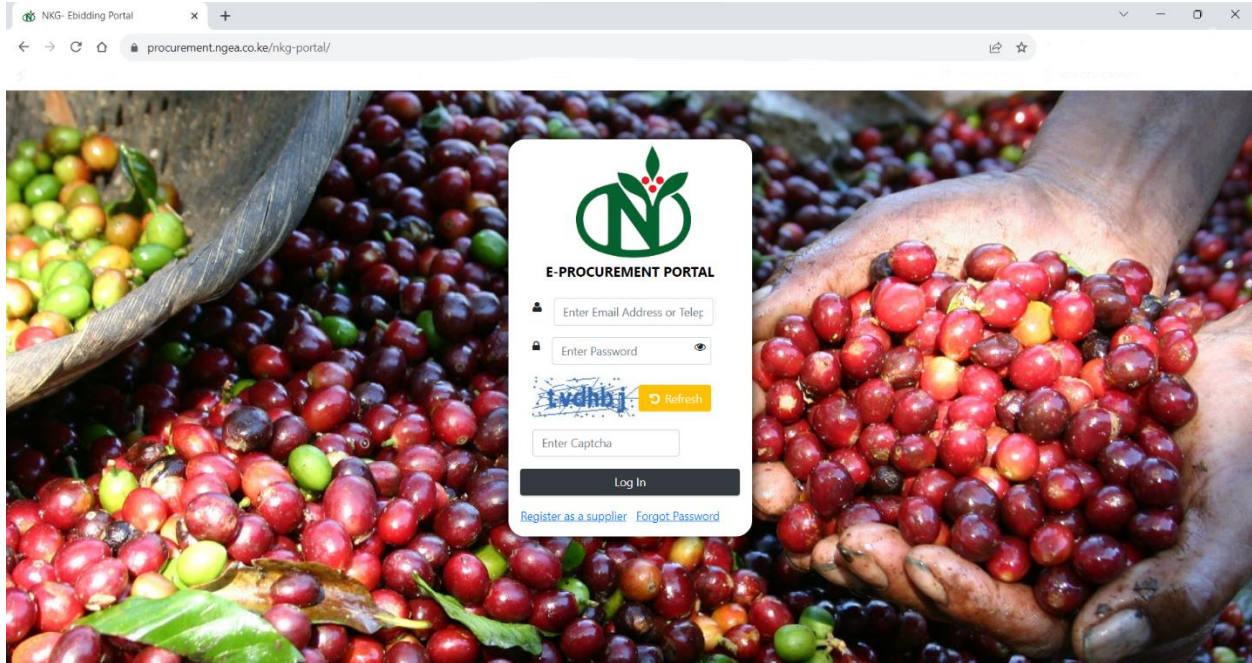
**Password:** .....

Upon approval, you will receive an email notification on the same. At this point, you can be able to actively use the account.



**Logging in the system**

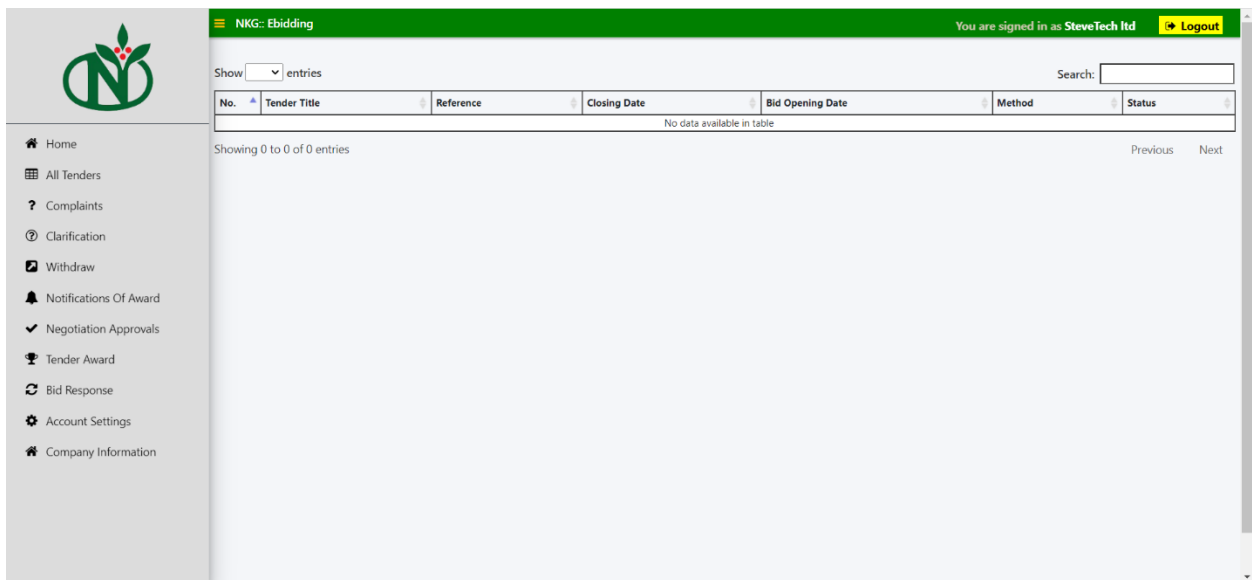




- Enter your email. As the username followed by your password.
- Enter the captcha and click log in.

In case you forgot the password, click on **Forgot Password** and follow the instructions sent in your email.

Once logged you can be able to access all the features available to you.



You can be able to see the available tenders, complaints, seek clarification on tenders, notifications of Award, negotiate on prices, bid responses, your account settings and company information.

In case of a new Request for Quotation (RFQ), the supplier will be notified via email

REQUEST TO RESPOND TO RFQ for Drills Inbox x



E-Procurement  
to ▾

4:34 PM (22 minutes ago) ☆ ↶ ⋮

Dear Supplier,  
Find the RFQ

You can use this Link: [https://procurement.ngea.co.ke/tenders/response/\[NKG/RFQ/SOG/2022-2023/00027\]](https://procurement.ngea.co.ke/tenders/response/[NKG/RFQ/SOG/2022-2023/00027])

Procurement Manager.  
Tel.: +254 20 2307423 / 2307424 | Mobile: +254 115 620546  
Email: [alex.gatoto@nkg.coffee](mailto:alex.gatoto@nkg.coffee) | [www.nkg.coffee](http://www.nkg.coffee)  
NKG Coffee Mills (K) Ltd.  
Sukari Industrial Estate - Northern Bypass Road - Ruiru/Nairobi  
P.O. Box 18170-00100 Nairobi, Kenya  
We are a Company of Neumann Kaffee Gruppe: [www.nkg.coffee](http://www.nkg.coffee)

No.	Tender Title	Reference	Closing Date	Bid Opening Date	Method	Status
1.	RFQ for 9 Makita Drills	NKG/RFQ/SOG/2022-2023/00029	Sep 30th 2023, 12:00:00 AM		Restricted	Active
2.	RFQ for Drills	NKG/RFQ/SOG/2022-2023/00027	Sep 29th 2023, 05:00:00 PM		Restricted	Active

Available open bids will display as **Active**.

To go to bid details, click on the bid reference, e.g. [NKG/RFQ/SOG/2022-2023/00029](https://procurement.ngea.co.ke/tenders/response/[NKG/RFQ/SOG/2022-2023/00029]) as shown above.

**Tender Details:**

Bid Response: [Respond](#) [Log a Complaint](#) [Seek Clarification](#)

Reference No. **NKG/RFQ/SOG/2022-2023/00027**

Title RFQ for Drills

Contracting Authority

Critical Dates: **Publication Date:** Aug 29th 2023, 12:00:00 AM  
**Tender End Date:** Aug 29th 2023, 04:38:00 PM  
**Bid Open Date:**

Tender Description: Dear Supplier,  
Find the RFQ

You can use this Link: [https://procurement.ngea.co.ke/tenders/response/\[NKG/RFQ/SOG/2022-2023/00027\]](https://procurement.ngea.co.ke/tenders/response/[NKG/RFQ/SOG/2022-2023/00027])

Procurement Manager.  
Tel.: +254 20 2307423 / 2307424 | Mobile: +254 115 620546  
Email: [alex.gatoto@nkg.coffee](mailto:alex.gatoto@nkg.coffee) | [www.nkg.coffee](http://www.nkg.coffee)  
NKG Coffee Mills (K) Ltd.  
Sukari Industrial Estate - Northern Bypass Road - Ruiru/Nairobi  
P.O. Box 18170-00100 Nairobi, Kenya  
We are a Company of Neumann Kaffee Gruppe: [www.nkg.coffee](http://www.nkg.coffee)

Bid Response: [Respond](#) [Log a Complaint](#)

From here you can log a complaint respond to the Request for Quotation (RFQ) or seek more clarification on the bid.

E.g., If you wish to seek more clarification on availability of brands and include price update.

☰ NKG: Ebidding
You are signed in as **SteveTech Ltd** [Logout](#)

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**Clarification**

Title/Reason

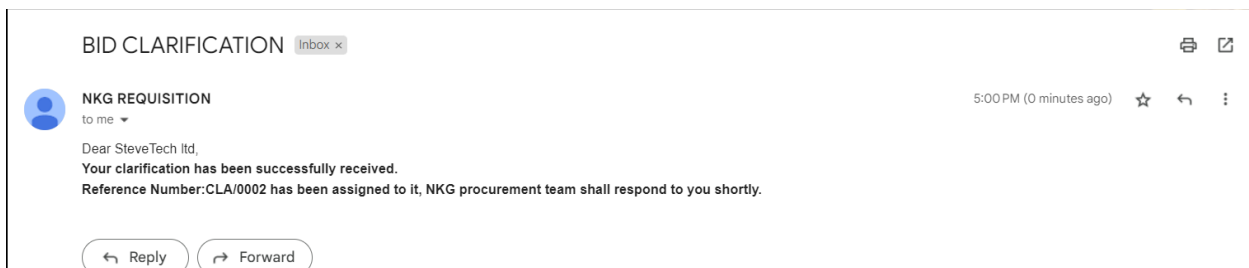
Description

**Reference Number:**  
NKG/RFQ/SOG/2022-2023/00027

**Title:**  
RFQ for Drills

**Critical Dates:**  
**Publication Date:**  
Aug 29th 2023, 12:00:00 AM  
**Tender End Date:**  
Aug 29th 2023, 05:00:00 PM  
**Bid Open Date:**

Then click submit. An email notification will be sent to your account confirming the submission.



Upon response to the clarification request, the supplier can check via the portal for more information.

☰ NKG: Ebidding
You are signed in as **SteveTech Ltd** [Logout](#)

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**My Clarification**

**Title:** Available Brands  
**Bid:** NKG/RFQ/SOG/2022-2023/00027  
**Description:** Would You be Flexible to Accept other brands in case a shortfall is experienced on the brands you requested?

📅 Aug 29th 2023, 05:01:07 PM 👤 by **snackaki**

↶ Dear SteveTech Ltd,  
 Yes, we can accept other brands in case the above are not available

### Bidding and Price Negotiations

☰ NKG: Ebidding

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**Tender Details:**

Bid Response	<input style="border: 2px solid red;" type="button" value="Respond"/> <input type="button" value="Log a Complaint"/> <input type="button" value="Seek Clarification"/>
Reference No.	<b>NKG/RFQ/SOG/2022-2023/00029</b>
Title	RFQ for 9 Makita Drills

Click on the **Respond** button to be taken to the next window.

Ref No: NKG/RFQ/SOG/2022-2023/00029  
Title: RFQ for 9 Makita Drills

Count Down: 30d 10h 0m 0s

Waiting for your response

**BOQ**

No.	Item Name	Description	Qty	UOM	TAX	Currency	Unit Price	Total (VAT Exclusive)	Total (VAT Inclusive)
1.	DRLL01 - Drill	9 Makita Drills	9	EACH	Vatable(16%)		7200	64800	75168

Comment, if any  
The unit price for each drill is as specified above

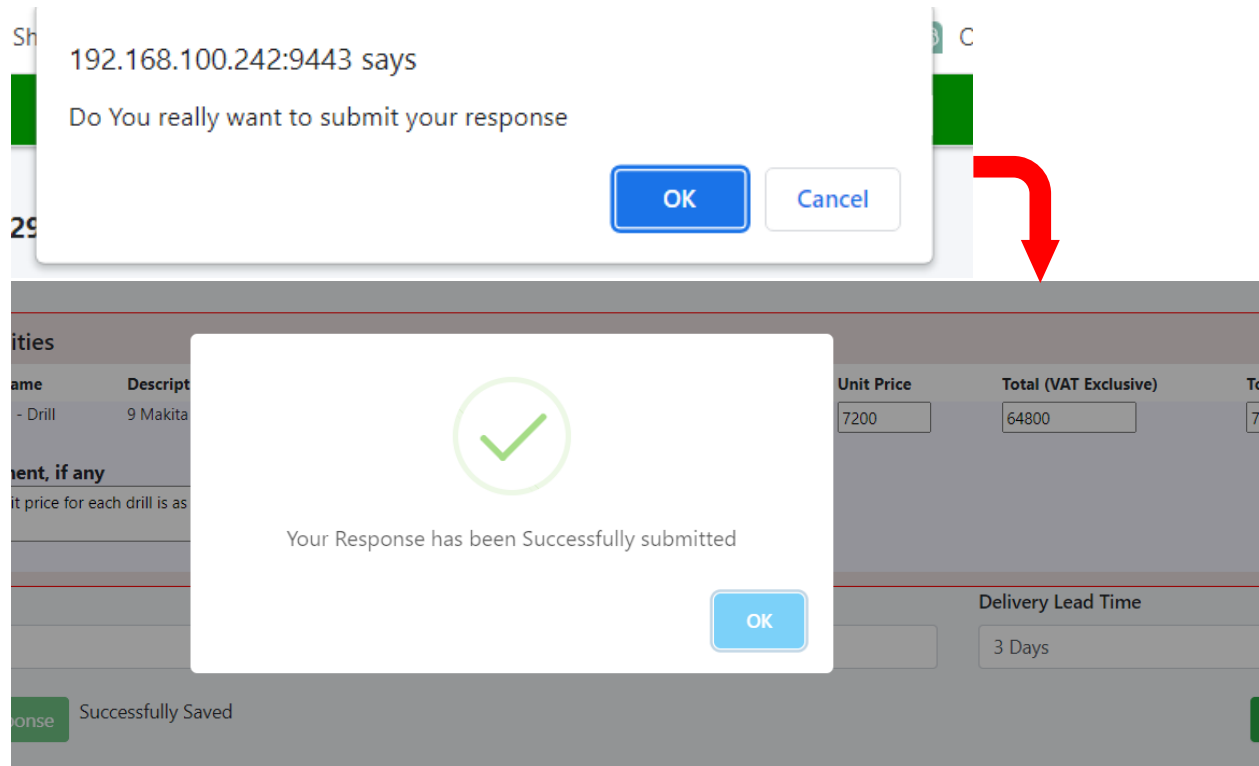
Warranty: 1 year  
Quote Validity Period: 1 week  
Delivery Lead Time: 3 Days

Submit Save & Continue Later

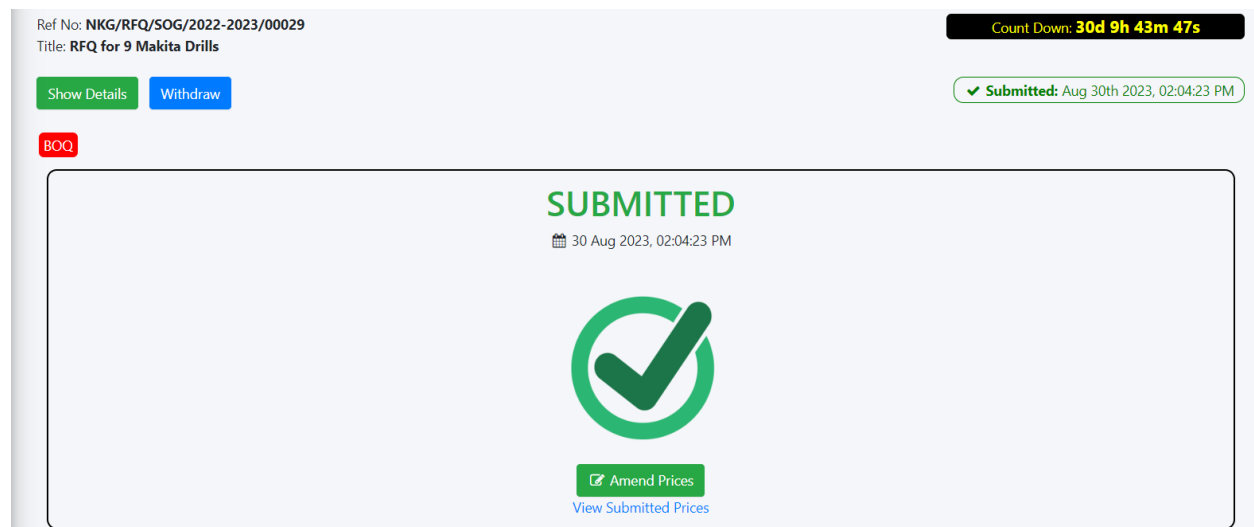
From the above window, you can be able to specify the BOQ for the products to be supplied. **Warranty** specification, the **Quote Validity Period** and **Delivery Lead Time** are also available to be specified.

From the above window, you can also be able to track the **Count Down** period on the remaining time before the bidding period is closed.

The progress can be saved for later continuation, when all the required information has been captured, click **Submit**. Once the submit button is clicked, you will be prompted to confirm the submission. For a successful submission a pop-up window will show the status. The same applies to unsuccessful submissions.

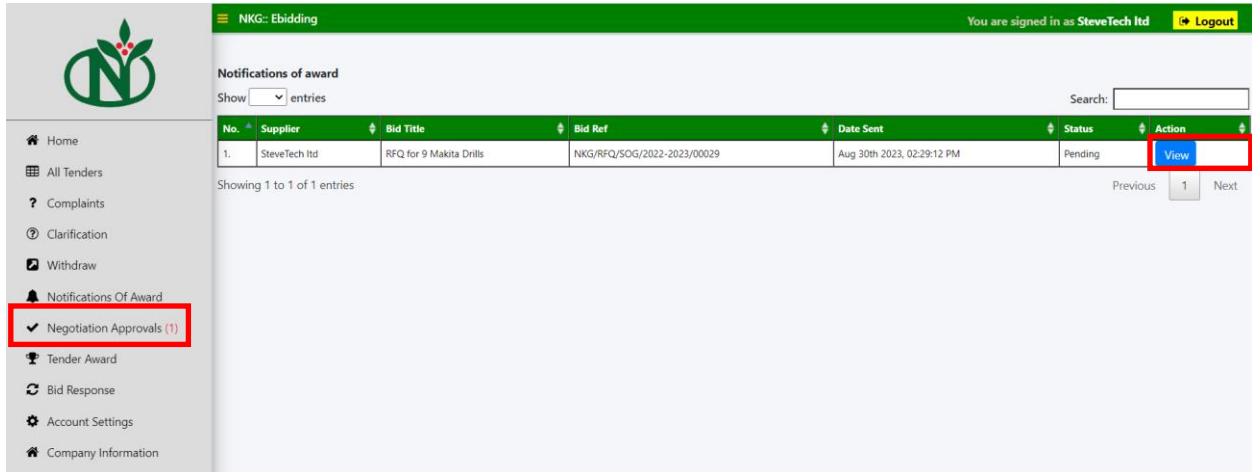
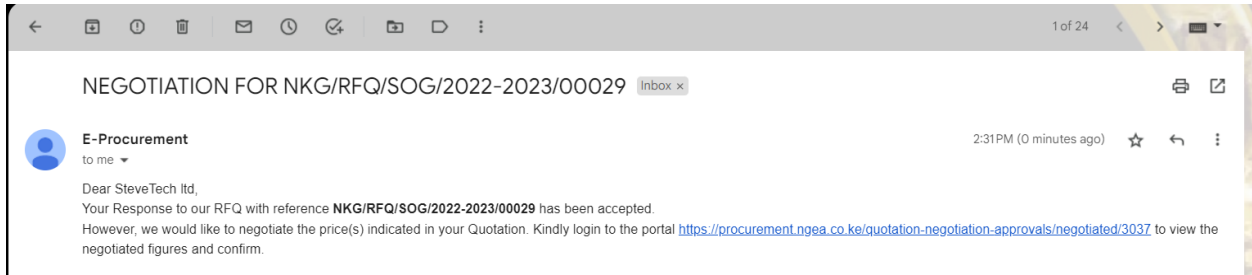


Upon a successful sub mission, suppliers have an option to amend prices if need be.



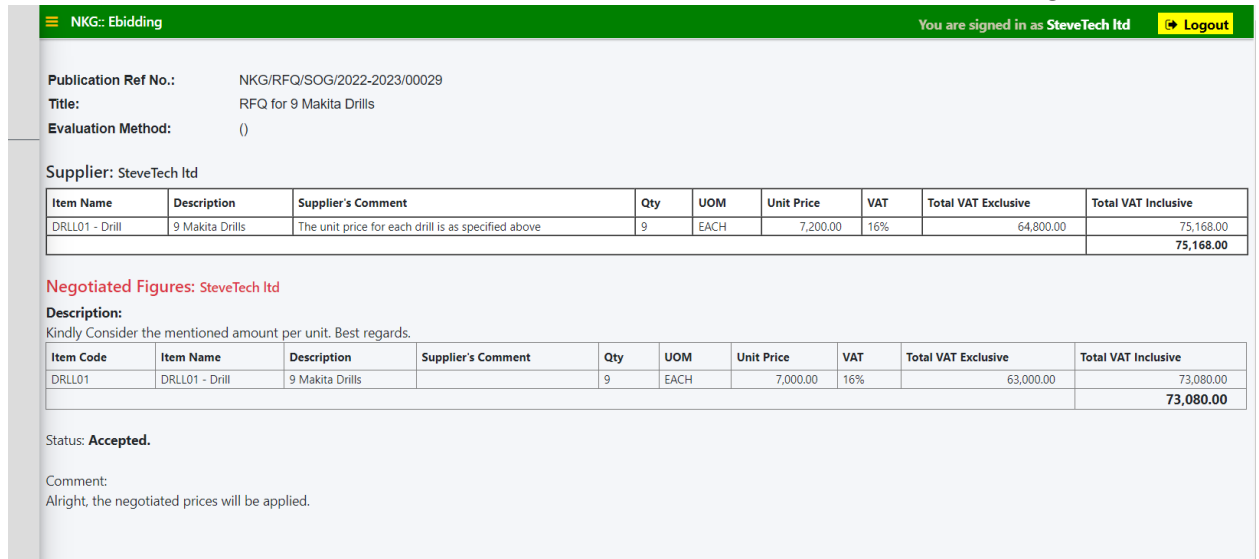
Click on amend price, set the new price and submit the amended prices.

During **Negotiations**, the supplier will receive an email notification for a pending negotiation. All the same, this will be available on the supplier portal.



On the side **Menu**, the pending negotiations will be displayed under the **Negotiation Approval** tab.

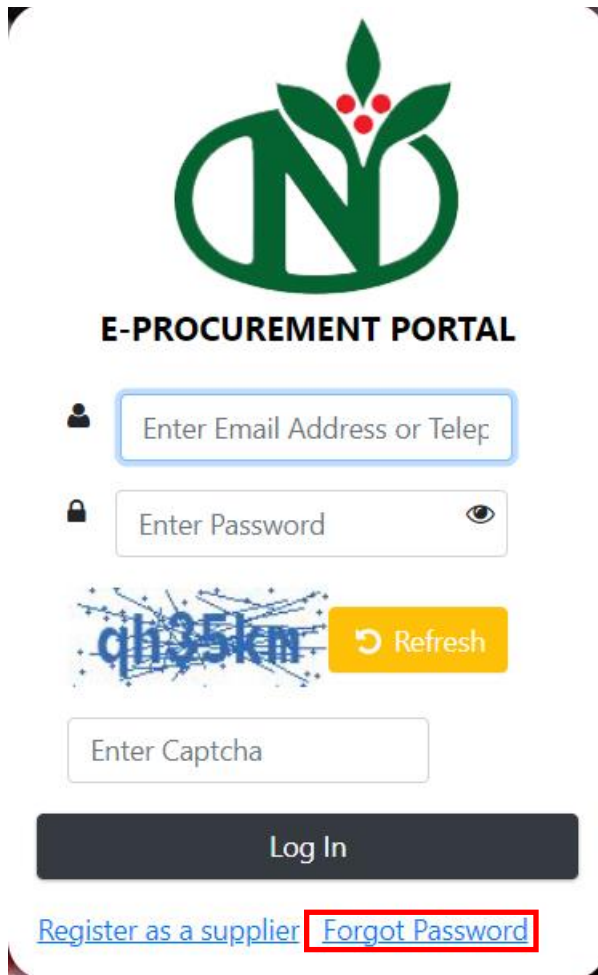
Click on the **View** button to see the details of the negotiation.



The supplier will have an option to accept or reject the negotiated price. Once done, click to submit the response.

## Forgotten Password

In a case where you have forgotten the log in password, click the **Forgot Password** button.



**E-PROCUREMENT PORTAL**

Enter Email Address or Telephone Number

Enter Password

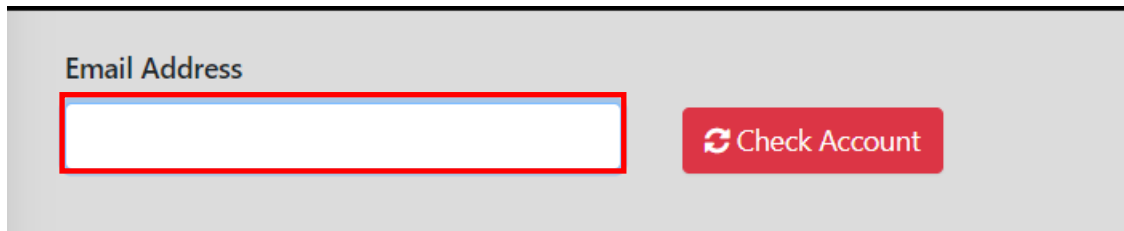
Refresh

Enter Captcha

Log In

[Register as a supplier](#) [Forgot Password](#)

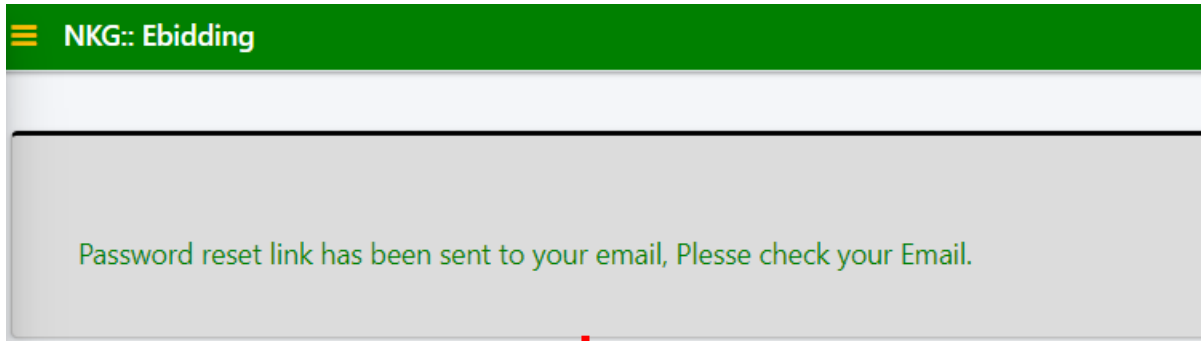
Enter the email and click Check account



Email Address

Check Account

The system will check if the email address exists in the database, If it does, a notification for resetting the password will be sent to the email address.



ATTENTION: ACCOUNT PASSWORD RESET Inbox x



**NKG REQUISITION**

to me ▾

Dear SteveTech ltd,

There is a request to reset the password for the supplier portal account associated with [wafsentinfo@gmail.com](mailto:wafsentinfo@gmail.com).

No changes have been made to your account yet.

You can reset your password by clicking the link below:

<https://192.168.100.242:9443/bidders-portal/supplier/reset-password/07851>

**Please note that the link will expire in 30 minutes.**

If you did not request a reset password do not worry, ignore the email. You can also let us know immediately by replying to this email.



Click on the link provide in order to chance the password.

Enter the new password and repeat to confirm.

Click **Reset Password**.

***Hint: Password should be at least 8 characters in length and should include at least an upper-case letter(A-Z), lower case letter(a-z), number (0-9), and special character. (@ ? / # \$ %)***

Hint: Password should be at least 8 characters in length and should include at least an upper case letter(A-Z), lower case letter(a-z), number(0-9), and special character.(@ ? / # \$ %)

New Password	Confirm Password	Reset Password
<input type="password" value="New Password"/>	<input type="password" value="Confirm Password"/>	<input type="button" value="Reset Password"/>

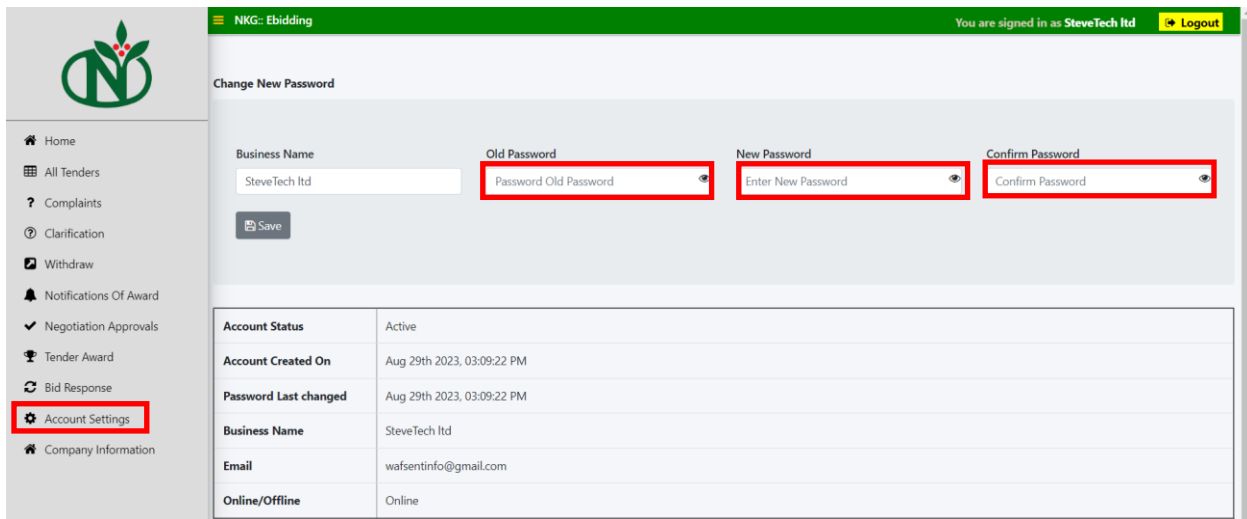
You can use the new password to log in the system.

### Changing your Password



If you need to change the existing password, you must be already logged in the system.

On the side menu, go to the **Accounts Setting** tab.



The screenshot displays the 'Change New Password' interface. The top navigation bar shows 'NKG: E-bidding' and 'You are signed in as SteveTech Ltd' with a 'Logout' button. The left sidebar menu includes 'Home', 'All Tenders', 'Complaints', 'Clarification', 'Withdraw', 'Notifications Of Award', 'Negotiation Approvals', 'Tender Award', 'Bid Response', 'Account Settings' (highlighted with a red box), and 'Company Information'. The main content area has a 'Change New Password' section with a 'Business Name' field containing 'SteveTech Ltd' and a 'Save' button. Three password fields are present: 'Old Password' (containing 'Password Old Password'), 'New Password' (containing 'Enter New Password'), and 'Confirm Password' (containing 'Confirm Password'). All three password fields are highlighted with red boxes. Below the form is a table with the following data:

Account Status	Active
Account Created On	Aug 29th 2023, 03:09:22 PM
Password Last changed	Aug 29th 2023, 03:09:22 PM
Business Name	SteveTech Ltd
Email	wafsentinfo@gmail.com
Online/Offline	Online

Enter your current password in the **Old Password** information box.

Enter new Password and repeat to confirm.

Click **Save** to save the new password.

### Logging Out

On the top right corner of the Web page interface, click on the yellow button indicating **Logout**.



**END**