

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:

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.

EGERTON UNIVERSITY

Create Account as:  
Corporate

Company Name  
Company Registration No  
Tax Number (PIN)  
Ownership Type  
----Select Value-----

Company Logo  
Choose file | No file chosen  
Language  
--Select--  
Country of Operation  
--Select--  
County  
--Select--

Telephone Number  
254712345678  
Mobile Phone Number  
254712345678  
E-Mail  
Postal Address  
BK0006

Physical Address  
Supplier Category  
Open  
Password  
Repeat Password

Create Account

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.

Account Successfully Created. Kindly proceed to login to complete the registration process

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

EGERTON UNIVERSITY

Company Registration Number  
BK0006

Password  
\*\*\*\*\*

Forgot your password?

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

Telephone Number  
0741955453

Mobile Phone Number  
0741955453

E-Mail  
mercy.mutisya39@gmail.com

Postal Address  
9090

Street Address/Building No

Supplier Category  
Open

Bank  
--Select--

Branch Name  
--Select Branch--

Branch Code

Bank Account Name

Swift Code

Account Number

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

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

Ownership type: --Select-- (dropdown menu showing Director, Shareholder, Shareholder&Director)

Name: [Text Input]

Telephone: [Text Input]

Gender: --Select-- (dropdown menu)

Ownership (shares): 0 [Text Input]

Add Director

Activate Windows  
Go to Settings to activate Windows.

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.

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-- (dropdown menu)

Name: [Text Input]

Email: [Text Input]

Telephone: [Text Input]

Nationality: --Select-- (dropdown menu)

Gender: --Select-- (dropdown menu)

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**

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

Attachment Type: --Select Value--  
Attachment: Choose file No file chosen  
Add

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

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"/>

Attachment Type: --Select Value--  
Attachment: Choose file No file chosen  
Add

## Attachments

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

The screenshot shows the 'Attachments' section of the Braylove Ltd system. The interface includes a navigation menu on the left with options like 'Dashboard', 'Request for Quotation', and 'Contracts'. The main content area has a breadcrumb trail: 'General Info' (2), 'Director and Contact Person Details' (3), 'Product Category', and 'Attachments' (4). A table lists attachments with columns for 'Type of Document', 'Attachment', and 'Action'. One entry is 'IATA CERT' with a 'Preview' button and a 'Delete' button. Below the table, there is a confirmation checkbox and a 'Submit and Send for Approval' button highlighted in green. A dropdown menu is open, showing options: '--Select Value--', 'Copy of Director's ID', 'KRA CERTIFICATE', 'Valid Tax Compliance Cert', and '--Select Value--'. An 'Attachment' section includes a 'Choose file' button and 'No file chosen' text. An 'Add' button is also visible.

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

This screenshot is similar to the previous one, showing the 'Attachments' section. The 'Submit and Send for Approval' button is highlighted in yellow. The 'Attachment' section shows the 'Choose file' button and 'No file chosen' text. The 'Add' button is also visible. The 'Submit and Send for Approval' button is highlighted in yellow.

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.