
S R M

EPROCUREMENT

SUPPLIER GUIDE



Content

Key Processes:

- ◆ Create a user account
- ◆ Add Business Details
- ◆ Your Dashboard
- ◆ Apply bid online
- ◆ Submit Response





Create User Account



Welcome, Let's get you started

Full Name	Email Address
Fullname	Franklin Njeru
Phone number	
Phone number	
Password	Confirm Password
.....	Confirm password
<input type="checkbox"/> I Agree the terms and conditions.	
I have account, take me to login	Create Account

The user whether a buyer or a supplier will create secure credentials for interacting with SRM including:

Create user profile

Add contact information

Set user password

Accept terms

Add Business Information

SRM

The user is prompted to create business details including logo, products categories, Business contacts info

Tell us about your business

Business Name:

Easy SRM

VatNumber:

0000

Physical Address:

Nairobi Road, NBI House, First floor

Postal Address:

PO Box 0000 - 0000 Nairobi

Country:

Kenya

Phone number:

0722123456

Email:

supplier3@srmhub.com

Save Changes & Continue

Dashboard - Confirm Email

SRM

The User needs to confirm email by clicking on link sent to their account.
User can also request SRM team to verify their business and documents

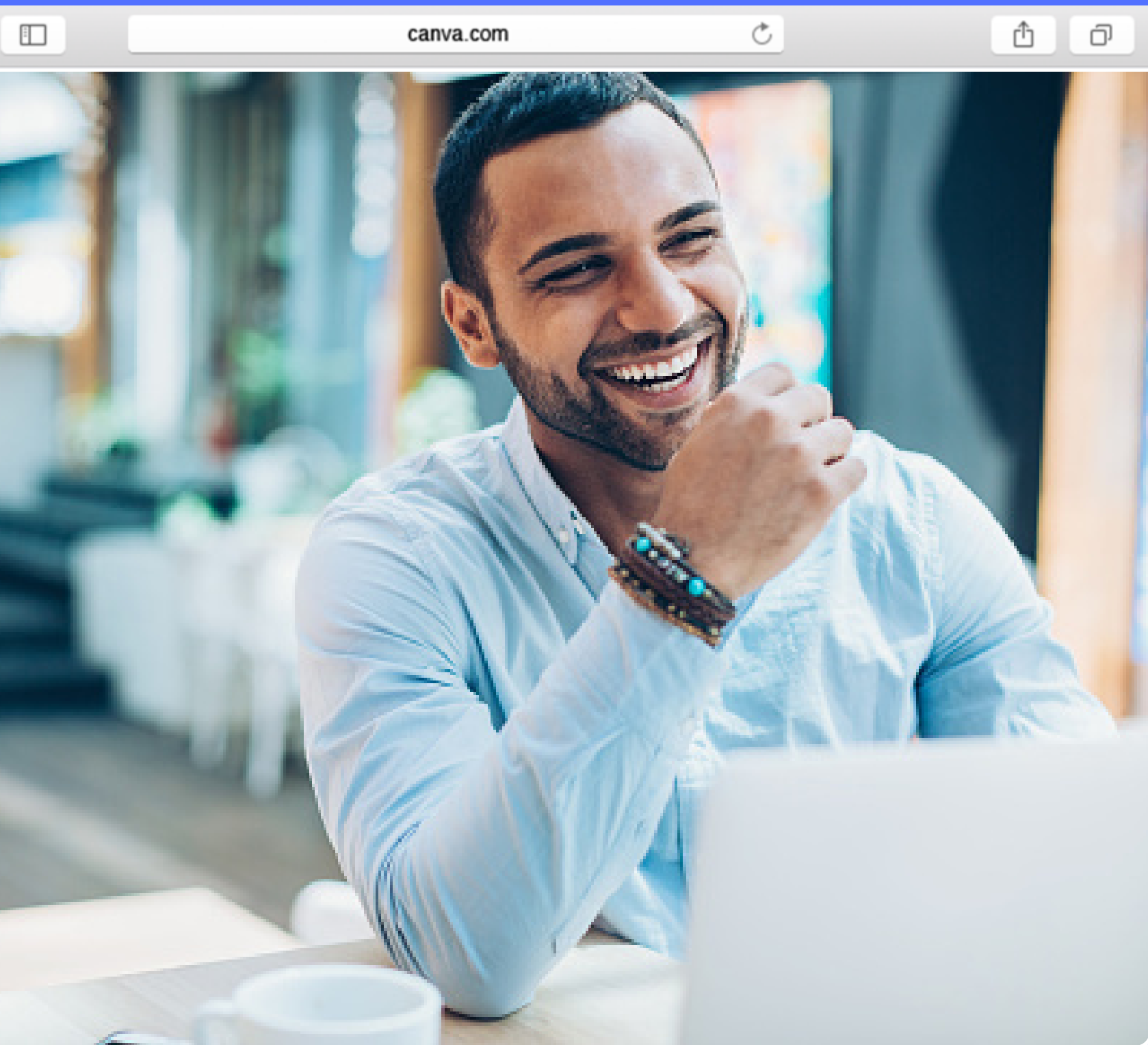
Confirm Your email

We sent a confirmation link to supplier3@srmhub.com, [Change Email](#) or [Resend Link](#)

Verify your account

Buyer-supplier verification

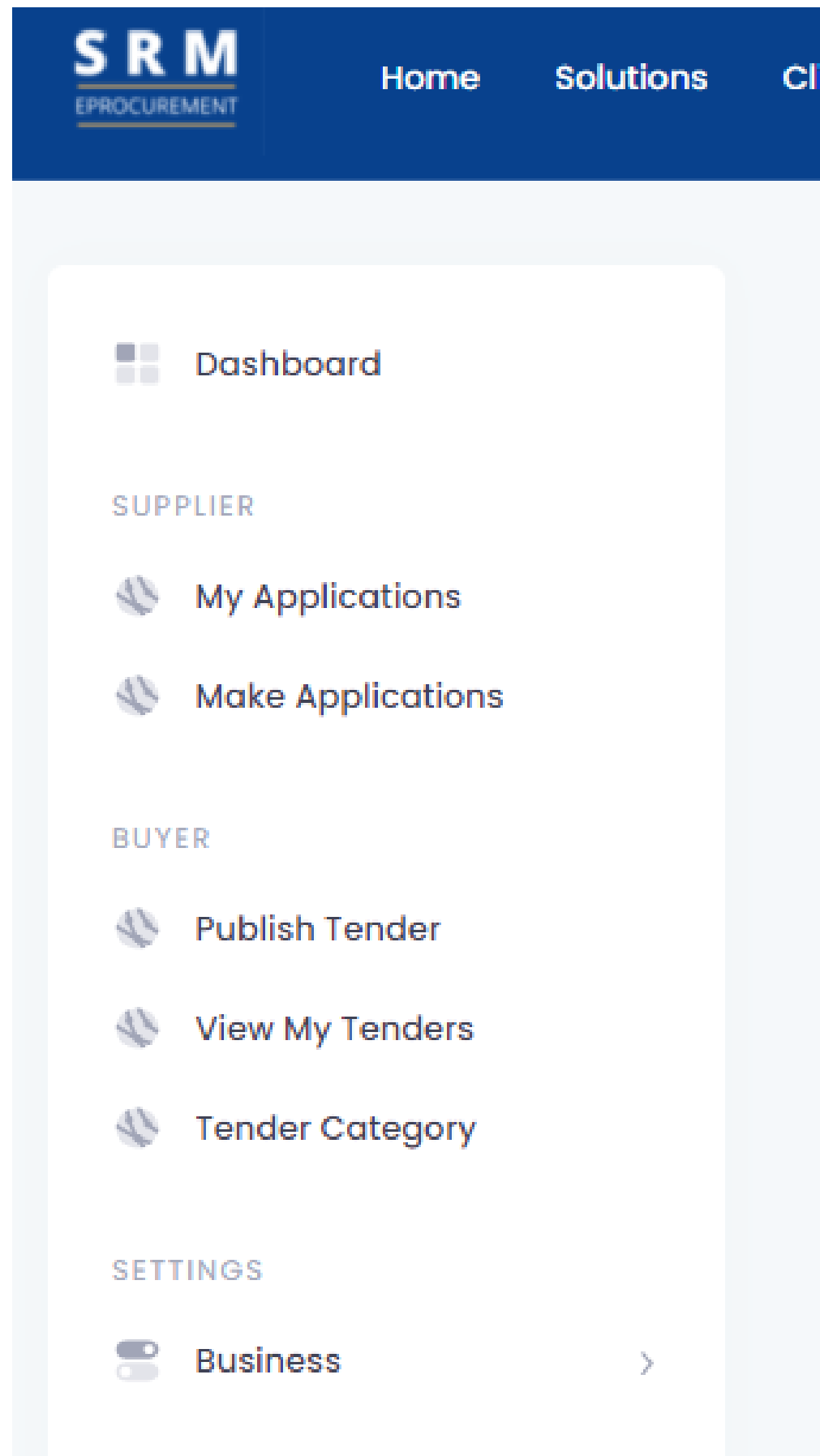
Request Verification



Givers gain!

Once you are in SRM community, you gain business by participating in bids.

You too can save time and money down by publishing and processing bids via SRM's large network of suppliers



Your Dashboard

SRM

My Applications :

Lists all draft and submitted applications

Make Applications :

Supplier views all open RFX and can participate

Publish Tender:

Buyer can create a tender, quotation or prequalification

View my tenders :

Buyer can review all tenders they have created in SRM

Tender Category

Buyer can review all product categories for his business

Request Verification

SRM

The User can request SRM team to verify documents uploaded in SRM. This labels supplier /buyer as VERIFIED and can access RFX marked for [Verified Accounts Only](#)

Request Account Verification

Required documents for verification

Name	Description	File	
Business Permit	Statutory	(Not uploaded)	Upload
Business Registration Certificate	Statutory	(Not uploaded)	Upload
CVs or Resume	Employees	(Not uploaded)	Upload
AGPO Certificate	Statutory	(Not uploaded)	Upload
Audited Financial Reports	Business documents	(Not uploaded)	Upload
Bankers Letter	Business documents	(Not uploaded)	Upload
Certificates of Good Conduct	Employees	(Not uploaded)	Upload

Dashboard - Apply Tender

SRM

Tenders, Prequalifications, Quotations,

Find the tender by status

All

Running

Closed pending evaluation

Evaluation

Closed & Awarded



PREQUALIFICATION/REGISTRATION OF SUPPLIERSSUPPLY AND DELIVERY OF GOODS AND SERVICES FOR THE PERIOD 1 - Catholic Medical Mission Board

Closed & Awarded

PREQUALIFICATION/REGISTRATION OF SUPPLIERSSUPPLY AND DELIVERY OF GOODS AND SERVICES FOR THE PERIOD 1

[View details](#)



(INVITATION) PREQUALIFICATION/REGISTRATION OF SUPPLIERSSUPPLY AND DELIVERY OF GOODS AND SERVICES - Catholic Medical Mission Board

Closed & Awarded

A listing of a RFX is displayed for supplier to review.

[View Details](#) provides further information

Express interest

SRM

Display of available bids for supplier to express interest

Find the tender by status

All

Running

Closed pending evaluation

Evaluation

Closed & Awarded

SRM

Provision of Guarding Security Services - Easy SRM

Running

Provision of Guarding Security Services in SRM offices

Express interest

Express interest

SRM

Additional details of choosen bid are displayed for supplier

Express Interest

SRM Easy SRM Tender No: Provision of Guarding Security Services

Provision of Guarding Security Services in SRM offices

1.GENERAL TENDER DETAILS

Project Name/ID	Provision of Guarding Security Services	Supporting Document (0)
Current Status	Running	
Publish Date	Nov. 29, 2021	
Closing Date	Nov. 29, 2021 at 3:34 p.m.	
Supplier Access	Open to all	



**Work from
anywhere,
anytime**

Application dashboard

SRM

Supplier selects category and proceeds the next 4 stages of responding to questionnaires, uploading documents, making tender payments and then submitting response

SRM

Provision of Guarding Security Services
Easy SRM

Tender closes in
Nov. 29, 2021 3:34 p.m.

Status: Running

1. Tender Categories

2. Bid Envelopes

3. Upload Documents

4. Tender Fee

5. Review & Submit

select tender categories you are applying for

	Code	Description
<input checked="" type="checkbox"/>	SRM/098	Provision of Guarding Security Services

Save

Save & Continue

Bid application process

SRM

Supplier completes each of the 5 stages for a successful bid application

1. Tender Categories

2. Bid Envelopes

3. Upload Documents

4. Tender Fee

5. Review & Submit

Prequalification

[Learn more](#)

0 responses submitted out of 2

Respond Now

Request for Quotation

[Learn more](#)

Total quoted amount **KES. 0.0**

0 responses submitted out of 3

Respond Now

Technical envelope

[Learn more](#)

0 responses submitted out of 0

Respond Now

Response To Questionnaires

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Supplier responds to questionnaires in specified formats

SRM

Provision of Guarding Security Services

Easy SRM

Tender closes in
Nov. 29, 2021 3:34 p.m.

Status: Running

CBQ

Does your company pay taxes to National Government

- Yes
- No

Next

Financial Envelope

Supplier only creates unit prices while taxes and totals auto-computes

Provision of Guarding Security Services

Changes saved

#	Item	Units	Quantity	Unit Price (KES)	Total
1	Guards	Pax	4.0	<input type="text" value="22600"/>	90,400
2	Supervisor	Pax	1.0	<input type="text" value=""/>	
3	Alarm response	units	1.0	<input type="text" value=""/>	

Total Amount quoted **0**

Response Tracking

As you respond the green bar shows level of completion for specific sections

1. Tender Categories

2. Bid Envelopes

3. Upload Documents

4. Tender Fee

5. Rev

Prequalification

[Learn more](#)

2 responses submitted out of 2



Respond Now

Request for Quotation

[Learn more](#)

Total quoted amount **KES. 131,250.0**

3 responses submitted out of 3



Respond Now

Technical envelope

[Learn more](#)

0 responses submitted



Respond Now

Documents Upload

SRM

1.Tender Categories

2. Bid Envelopes

3.Upload Documents

4.Tender Fee

Upload Documents or Attach a document from your profile

»NB: Instructions on document Upload

Business documents

Bankers Letter

Upload

No Bankers Letter Document Uploaded yet.

Employees

CVs or Resume

Upload

No CVs or Resume Document Uploaded yet.

Statutory

Business Permit

Upload

No Business Permit Document Uploaded yet.

Display of documents to upload.

SRM does not support batching documents.

Uploaded Documents

- 1.Tender Categories
- 2. Bid Envelopes
- 3.Upload Documents
- 4.Tender Fee
- 5

Upload Documents or Attach a document from your profile

>>NB: Instructions on document Upload

Business documents

Bankers Letter

Upload

1. TSC advert.pdf Remove

Employees

CVs or Resume

Upload

1. TSC advert.pdf Remove

2. Easy SoftwareTender Application - SRMHUB (1).pdf Remove

3. OPENING PROCEDURE 3.pdf Remove

Display of documents uploaded ready to submit.

The criteria provides number of files needed to support each document request

Review and Submit

SRM

Supplier can make tender payment, review application, download and submit

1.Tender Categories

2. Bid Envelopes

3.Upload Documents

4.Tender Fee

!

Tender Fee

Number of categories

1

Fee per category

Kes 2,500.0

Received payments

Enter Mpesa phone number to pay from

Enter Phone number

Request will be send to your phone, Kindly er okay

Pay Now

**Submit
your
bid.**



Contact Us

We'd love to talk about all things eProcurement

Phone Number

254 722 345 451

Email Address

admin@srmhub.com

Website

www.srmhub.com