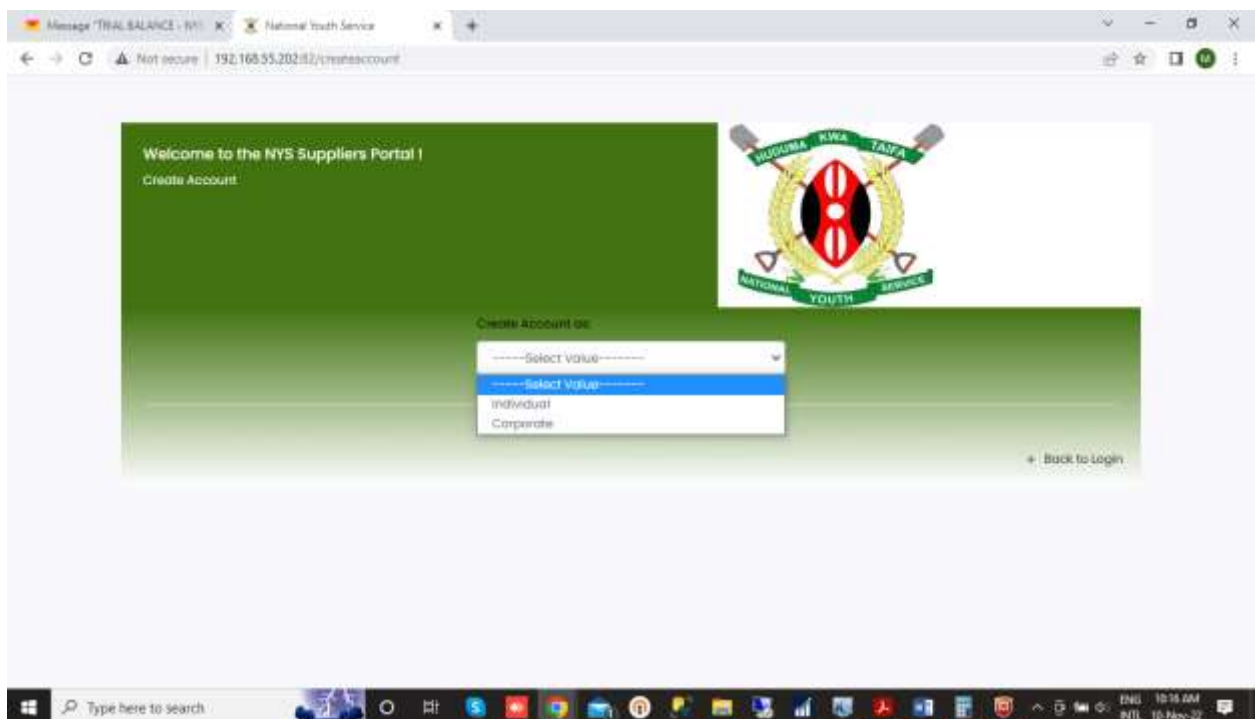


NYS Supplier Portal User Guidelines

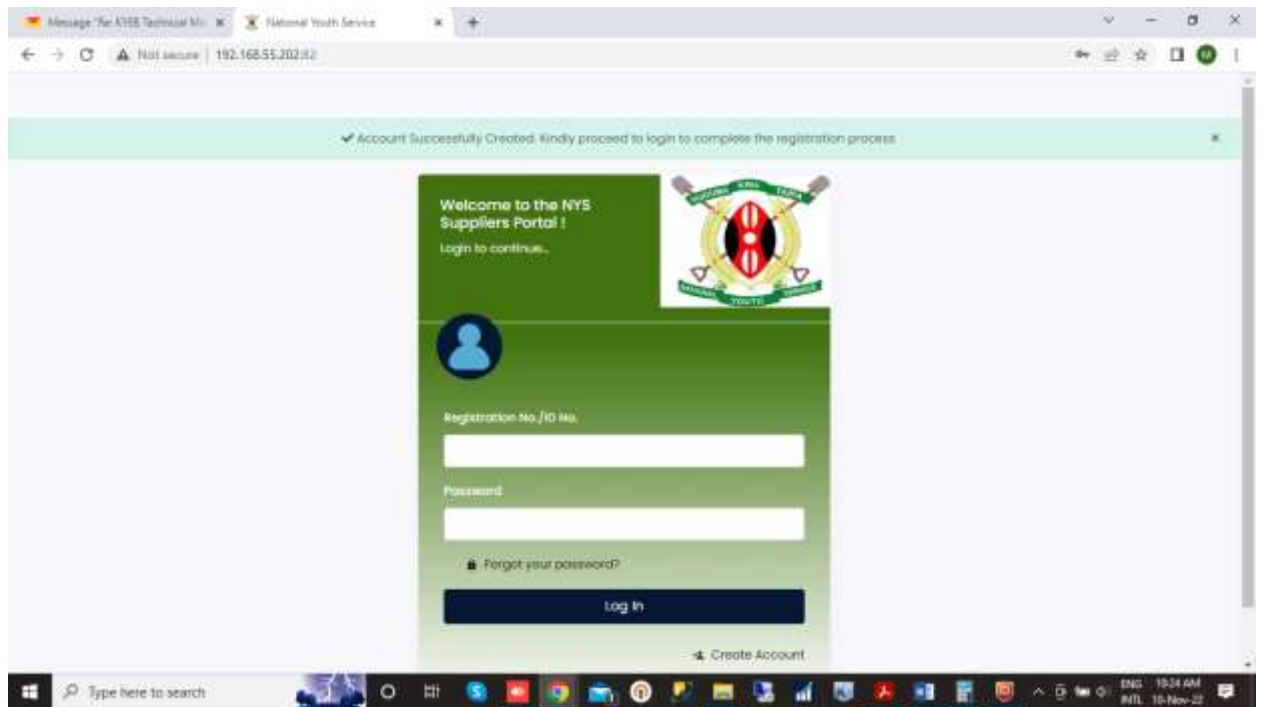
- 1) Using a laptop, smartphone or computer connected to the internet, type this link in the browser <https://supplier.nys.go.ke/>
- 2) The browser will open the NYS Supplier Portal dashboard for creating a new account and for subsequent logins.



- 3) Click on the 'Create Account' button
- 4) Select whether you want to create a company account or individual account.



- 5) The system will open the next dashboard depending on the option selected in no. 4 above. Fill in the basic information of the company or individual. Take note of the ID number or the Company Registration number and the password since they will be required when you want to log in into the system.
- 6) After filling all the information, click on the 'Create Account' button. The window will close and a message on top of the screen confirming account successfully created.



- 7) To log into the account, type your company registration number or the ID for the individual and the password and click 'Log In'.
- 8) Click the green button showing "Click to complete your profile" for you to continue putting the company information.
- 9) Click 'Next' to key in director's details
- 10) Click 'Add Director' to update the director's details in the system. You can have as many directors as possible by typing the details and clicking 'Add Director'.
- 11) Click 'Next' to select the products that you trade in. You can select several products if need be.
- 12) Click 'Next' to attach the mandatory documents. Select each document and click on the 'Choose File' button to attach.
- 13) Click 'Add' to update one document at a time in the system. To attach other special documents for the industry, select 'Other Documents' and attach.
- 14) Click 'Submit and send for Approval' to submit your application for prequalification.
- 15) The window will close and the message 'You have successfully completed your profile and is currently under approval' will be displayed. Once your application is approved, you will get an email in the email provided during application.

- 16) In the portal, click on the "Request for Quotation" link on the left side of the dashboard to view and download RFQs sent to you.
- 17) Click on the 'Place Quote' button to type the amounts of the items listed and to attach the quotation and other documents.
- 18) Click 'Submit Quote' to submit your Quotation. The system will give you a message that 'You have successfully placed your quote'.
- 19) Click on the 'Awards\Regrets' link to access award or regret letters sent to you. Download the award letter and upload your acceptance letter.
- 20) Click on 'Purchase Order' link to access the orders sent to you.
- 21) Click on 'Download' to download the Order
- 22) Click on 'Delivery Notification' to inform NYS of when you will deliver the goods.
- 23) Click on Add
- 24) Type the date and attach relevant documents.
- 25) Click submit.
- 26) Click on the 'Tenders' link to download and submit tender.

For any queries on application for prequalification contact;

prequalification@nys.go.ke