

Ariba Supplier Registration through Open Tender Discovery Link

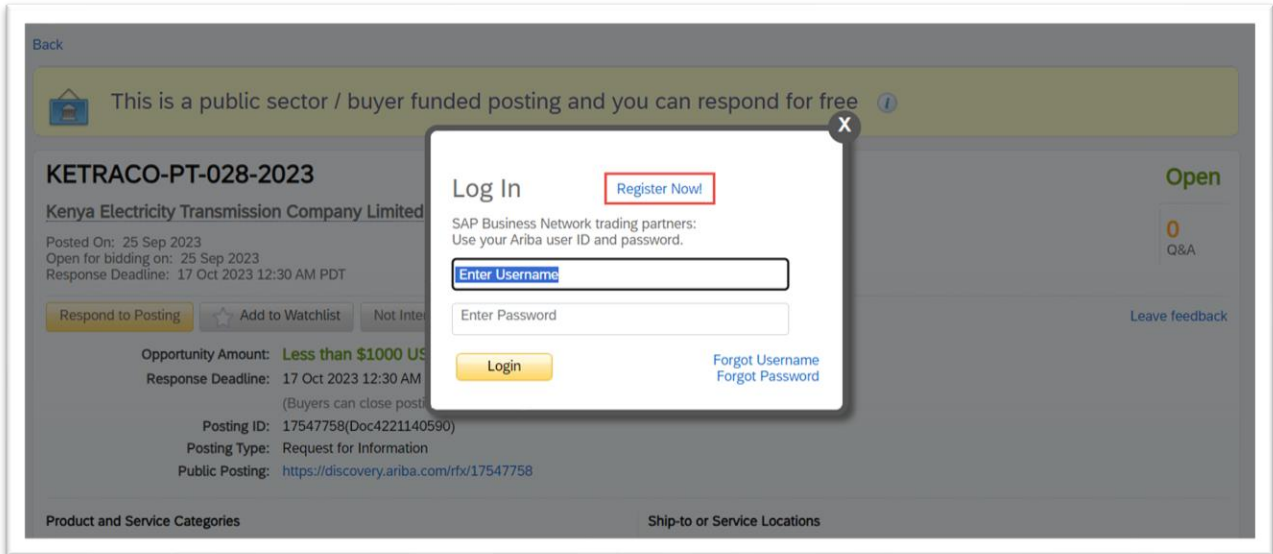
1. Go to KETRACO Website under Open Tenders and click on the Tender Link

Tender No	Name	Published	Closing Date	Eligibility	Link / Advert
KETRACO-PT-029-2023	THE PILOT DIGITAL 400/132 KV MAKINDU SUBSTATION PROCUREMENT OF PLANT - DESIGN, SUPPLY, AND INSTALLATION	27-Sep-2023	26-Oct-2023 10:00 AM	Open	Document
KETRACO-PT-028-2023	PROCUREMENT OF POWER VOLTAGE TRANSFORMERS FOR 132KV ISHIARA SWITCHING SUBSTATION	27-Sep-2023	17-Oct-2023 10:30 AM	Open	Tender Link Document 1. User Guide

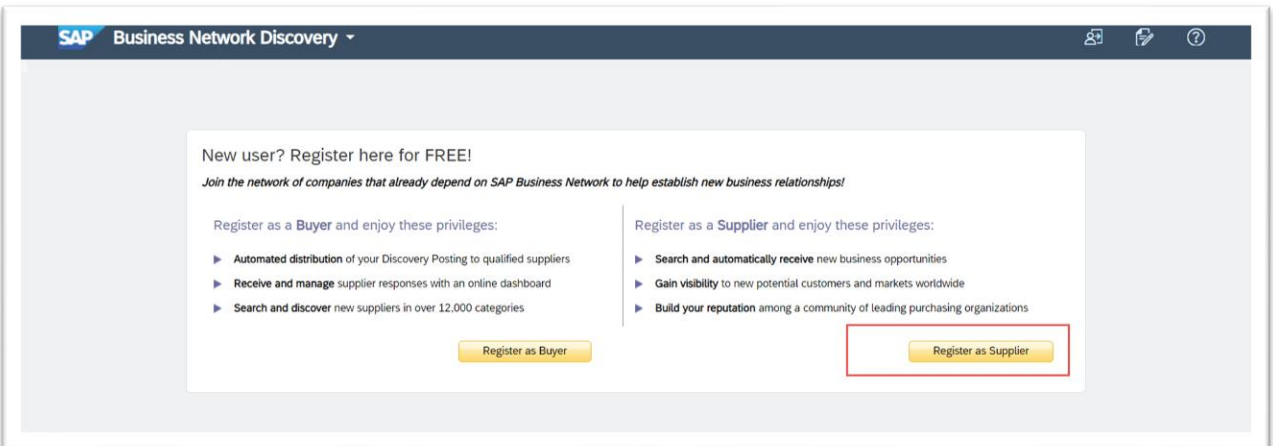
2. This Opens Ariba Discovery, Click on **Respond to Posting**

The screenshot displays the SAP Business Network Discovery interface for a tender posting. At the top, it says 'SAP Business Network Discovery'. Below that, a yellow banner indicates 'This is a public sector / buyer funded posting and you can respond for free'. The main heading is 'KETRACO-PT-028-2023' with a green 'Open' status. The posting is from 'Kenya Electricity Transmission Company Limited (KETRACO)'. Key details include: Posted On: 25 Sep 2023, Open for bidding on: 25 Sep 2023, and Response Deadline: 17 Oct 2023 12:30 AM PDT. A 'Respond to Posting' button is highlighted with a red box. Other buttons include 'Add to Watchlist', 'Not Interested', and social media share options. The opportunity amount is 'Less than \$1000 USD'. The response deadline is '17 Oct 2023 12:30 AM PDT'. The posting ID is '17547758(Doc4221140590)'. The posting type is 'Request for Information'. The public posting URL is 'https://discovery.ariba.com/rfx/17547758'. The product and service categories are 'Hydro electric generators' and the ship-to or service locations are 'Kenya'. A 'Posting Summary' section is visible at the bottom, starting with 'SUPPLY INSTALLATION AND COMMISSIONING OF 150KVA 132/0.415KV POWER VOLTAGE TRANSFORMER AT ISHIARA SWITCHING SUBSTATION'.

3. Log In/Register Window opens, Click on Register Now




4. Register as a Supplier:



5. Supplier Registration Form, Choose the Correct Region/Country

What to expect after creating an account:

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Explore new business opportunities**
Find leads from buyers looking for your products or services to keep their supply chains running
- 4. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage



Create a free company account to connect with your customers on SAP Business Network

Company information ⓘ

DUNS number

[Don't know your DUNS number?](#)


Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Note: Ignore the DUNS Number Field, it is not required for Firms registered in Kenya. It is relevant for the U.S., Australia, and the European Union.



City -

County *

Administrator account information ⓘ

First name *

Last name *

Email *

Use my email as my username

Password *

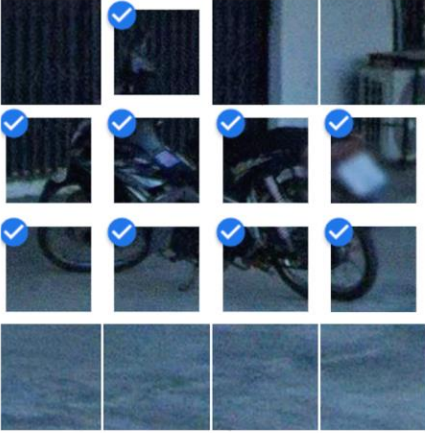
Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business

6. Follow the guidelines and Click on Create Account

Select all squares with **motorcycles**
If there are none, click skip




Password *


Repeat password *




I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  [Privacy - Terms](#)

[Create account](#)

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[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

   [VERIFY](#)

Password should contain Uppercase and lowercase letters, Digits and a Special Character i.e Nairobicounty@2023

7. For bidders with a similar Address, Name, email you will get a warning of an Already existing account if there is any, you can review the accounts or proceed to account creation.

Business Network

Create a free company account to connect with your customers on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)

8. Email Verification

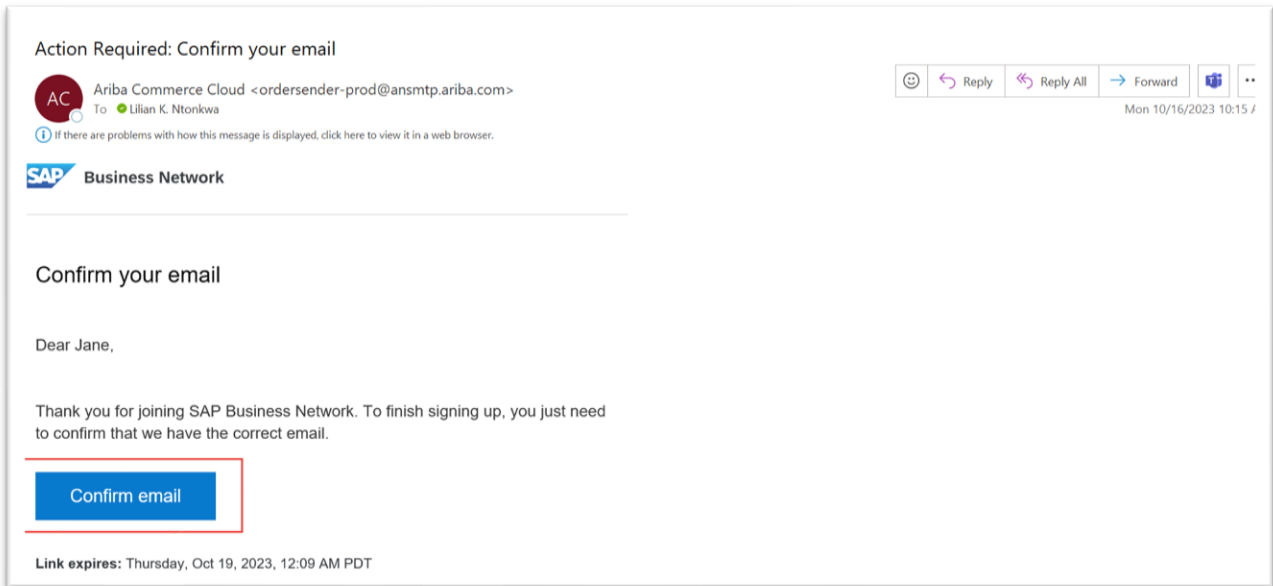
Please confirm your email address

Check your email at lnonkwa@ketraco.co.ke and follow the steps in the email to confirm your email address in the next **72 hours**.

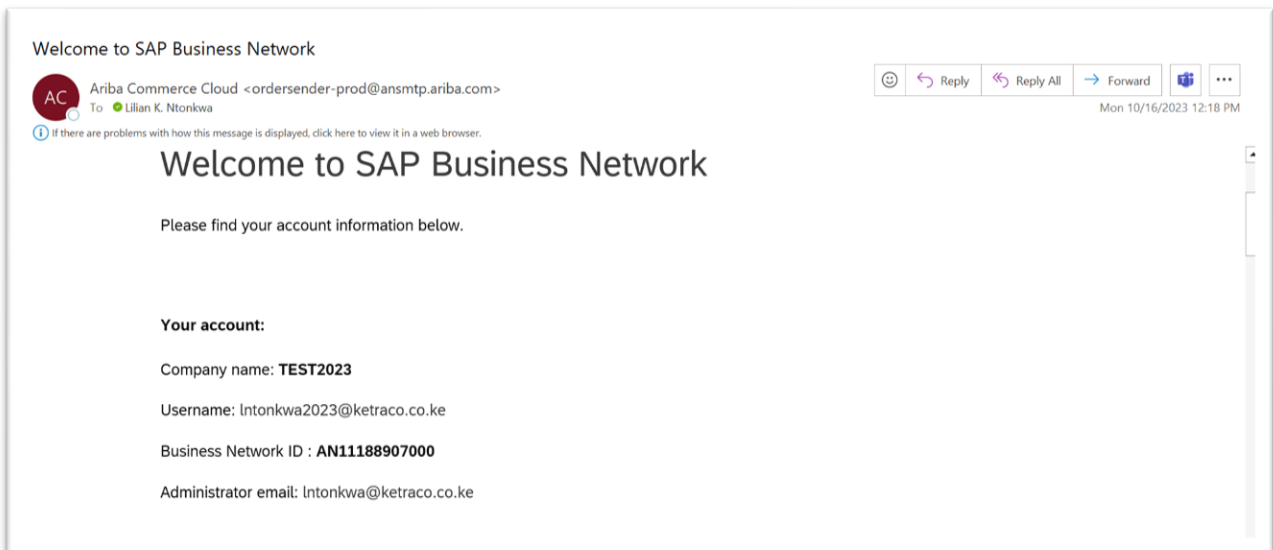
[> If you did not receive the email:](#)



9. Email Notification



10. Account has been set up Email Notification



11. Go Back to the tender Link, click on Respond to Posting and Log In using credentials that you have set up.