



SUPPLIER PORTAL USER MANUAL

Nuclear Power and Energy Agency

Kawi House, Off Red Cross

Road Nairobi.

P.O. Box 26374-00100

Email: info@nuclear.co.ke

Table of Contents

INTRODUCTION	3
ACCOUNT CREATION/SIGNUP	3
PROFILE COMPLETION	6
INVITATION FOR REGISTRATION	14
Overview	14
<i>Features Available Under Invitation for Registration</i>	15
<i>Steps for Responding to an Invitation for Registration</i>	15

Introduction

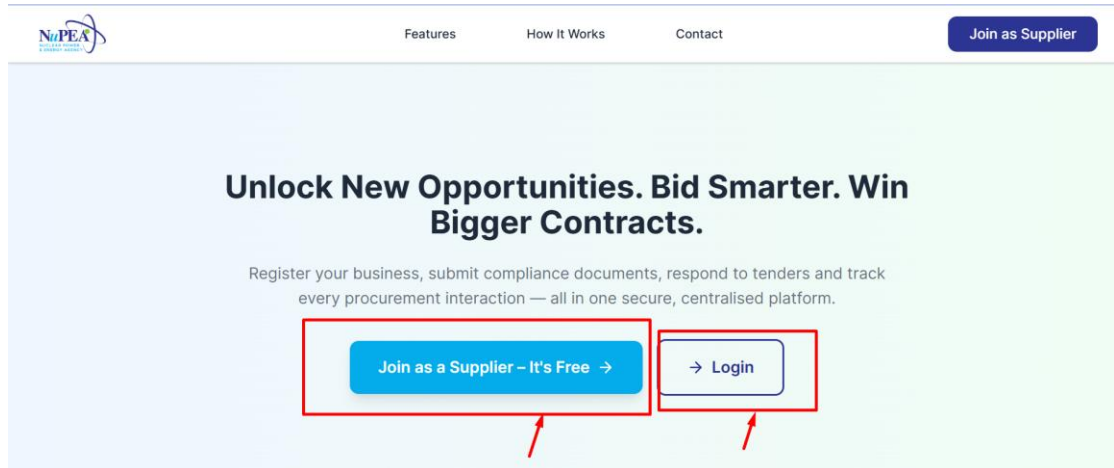
This manual provides comprehensive guidance on how suppliers can effectively use the Supplier Portal System to manage their interactions with the organization in a secure, efficient, and transparent manner. The Supplier Portal is a web-based platform designed to streamline supplier engagement processes by enabling suppliers to access procurement opportunities, manage their company information, and monitor transaction progress online. The system enhances communication between suppliers and the organization while promoting efficiency, accountability, and timely service delivery. This user manual is intended to assist suppliers in navigating and utilizing the key functionalities available within the portal. The manual covers step-by-step procedures for:

- ✚ Supplier account registration and sign-up
- ✚ Completing and updating supplier profiles
- ✚ Responding to invitations for supplier registration/prequalification

The guide is designed for both new and existing suppliers and aims to provide clear instructions that will enable users to successfully perform activities within the system with minimal assistance.

Account Creation/Signup

1. Open the supplier portal link provided to open the page as shown by the below screenshot



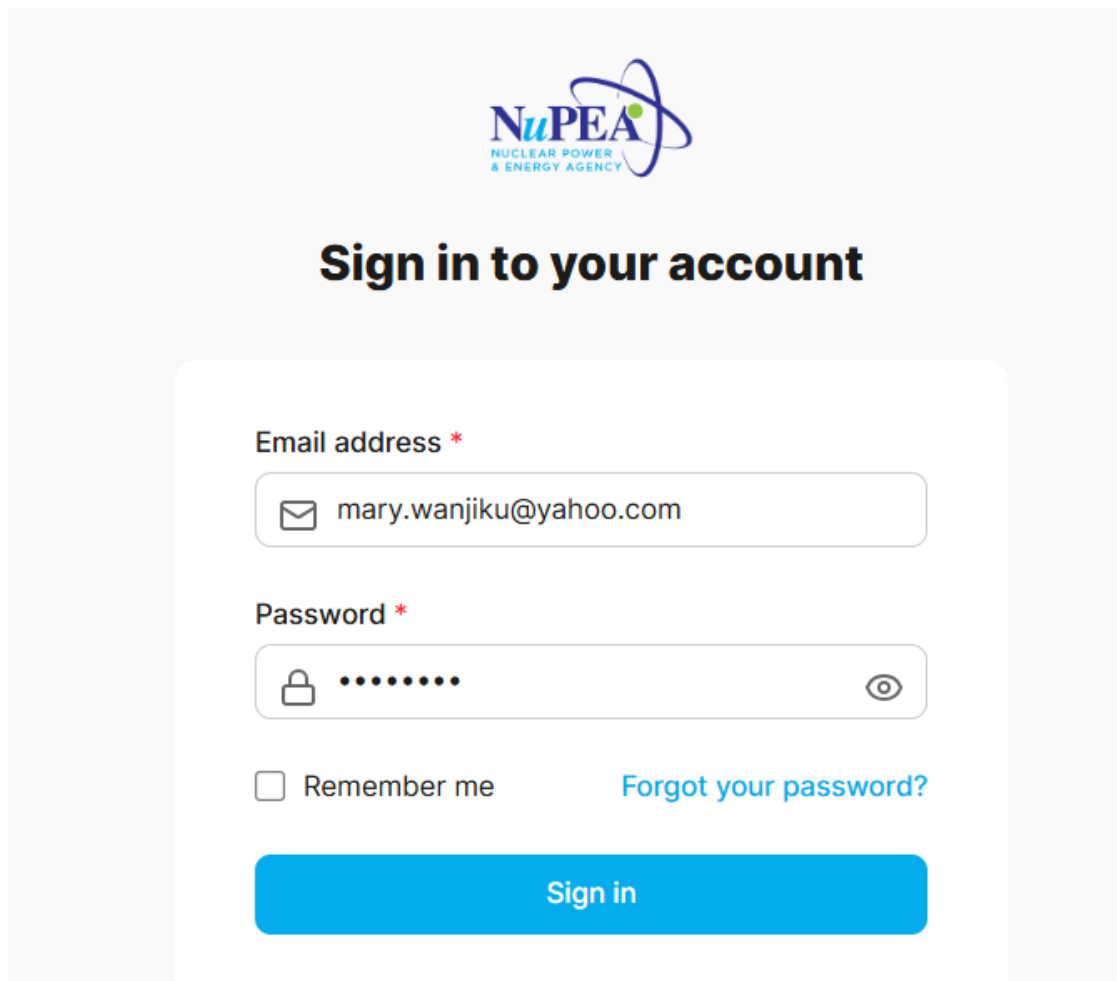
2. For new prospective suppliers Click on the Join as a supplier action for the sign- up form to open. Fill in all the required parameters for signup

Some of the details defined during sign up include business type, Ownership type, Registered company Name, Registration Number contact Person Name. Egp Number, Pin Number, Email Address and Phone Number.

Note: Confirm Email and Number before Registration (Login details will be sent to the email provided)

3. Click Register to Submit the Signup details. Login details and one time password will be sent to the email address provided.
4. For existing suppliers Click on Login to proceed to the Login page. One on the login page fill in your user name and password and Click Login.

-
5. The sign in page will require you to input your registered email address and Password.



NuPEA
NUCLEAR POWER
& ENERGY AGENCY

Sign in to your account

Email address *

mary.wanjiku@yahoo.com

Password *

Remember me [Forgot your password?](#)

Sign in

6. After keying in your first login page a page will open for you to reset your password. Proceed to change password and login with your new set password.



Change Your Password

Please change your default password to continue.

Email address

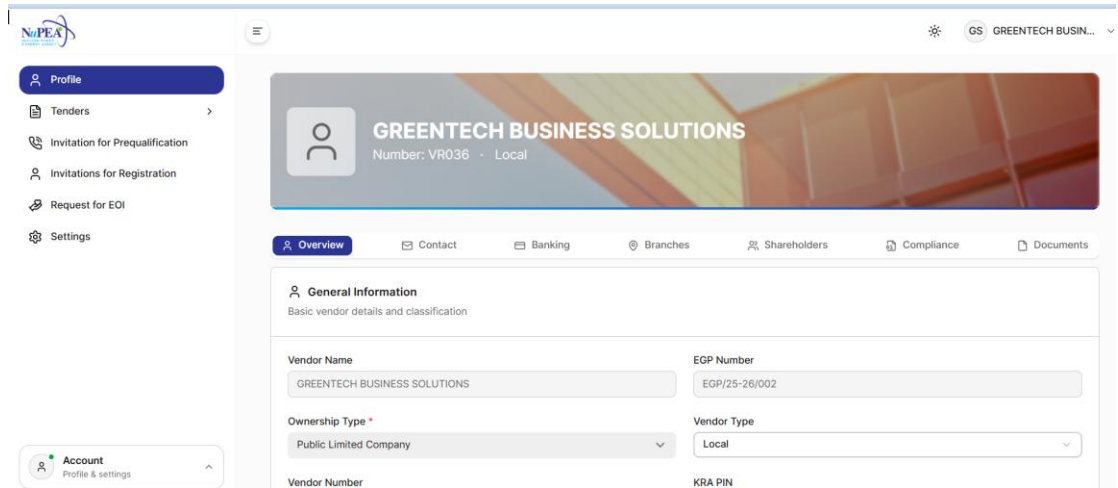
Current Password

New Password

Confirm New Password

Profile Completion

After log in the following landing page will open for you to proceed with profile completion.



The Profile Completion section is divided into seven categories: Overview, Contacts, Banking, Branches, Shareholders, Compliance, and Documents.

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- **Overview:** Contains information captured during sign-up, with an additional field for entering the incorporation date.

☰
⚙️ GS GREENTECH BUSIN... ▾

Overview
Contact
Banking
Branches
Shareholders
Compliance

👤

General Information

Basic vendor details and classification

Vendor Name

EGP Number

Ownership Type *

Vendor Type

Vendor Number

KRA PIN

Incorporation Date

Business Registration Number*

← Back
Continue

- **Contacts:** Enter the alternative email address, secondary phone number, postal code, country, and physical address.

Overview Contact Banking Branches Shareholders Compliance

GS GREENTECH BUSIN...

Contact Information

Primary contact details

Phone Number 07 [REDACTED]	Secondary Phone Number Enter secondary phone number
Email Address mary.wanjiku@yahoo.com	Website N/A Invalid website URL
Alternate Email testmail@yahoo.com	Address P.O. Box 45678
Postal Code * 00100 - Nairobi	City Nairobi
Country * Kenya	

- **Banking:** Provide the organization's bank account details. Only one bank account can be added.

Add Bank Account ✕

Add a new bank account for this vendor. Fill in all the required fields.

Bank *

Kenya Commercial Bank Limited ▼

Branch *

Ongata Rongai ▼

Account Number *

678899090

Cancel Save Bank Details

- **Branches:** Fill in details of all organization branches. If there are no branches, provide the main office details only.

Add New Branch ✕

Add a new branch location for this vendor. Fill in all the required fields.

Branch Name *

Kisumu

Physical Address *

PO BOX 672

Physical Address Line 2 (Optional)

Enter additional address details (optional)

Branch Telephone Number *

0783 [REDACTED]

Branch Email Address *

grace@yahoo.com

Cancel Save Branch

- **Shareholders:** Capture shareholder information including name, shareholding percentage, identification number, and email address. The total shareholding percentage should not exceed 100%.

Add New Shareholder

Add a new shareholder for this vendor. Fill in all the required fields.

Shareholder Name *	ID Number / Passport No *
Judith	32344555
Nationality *	Citizenship Type *
Kenya	Birth
Ownership Percentage (%) *	Phone Number *
100	0
Email Address *	Address *
Judith@yahoo.com	PO.BOX 6725

Cancel Save Shareholder

- **Compliance:** Enter compliance details such as Tax Compliance Number, Certificate of Registration Number, Trade Permit details, Vendor Category, AGPO Certificate Number (for special categories), and Tax Exemption Certificate Number and expiry date where applicable.



KRA PIN *

A03 [REDACTED]

Business Name *

GR [REDACTED] SS SOLUTIONS

Business Registration Date *

📅 2024-01-01

Tax Compliance Number *

TCCNUM873733

Tax Compliance Expiry Date *

📅 2026-12-31

CR12

CR12NUM893

Trading Permit Number *

CGNRB/93837

AGPO Certificate *

Yes ▾

AGPO Certificate Number

AGPNUM8733

AGPO Expiry Date

📅 2026-12-31

AGPO Category

Youth ▾

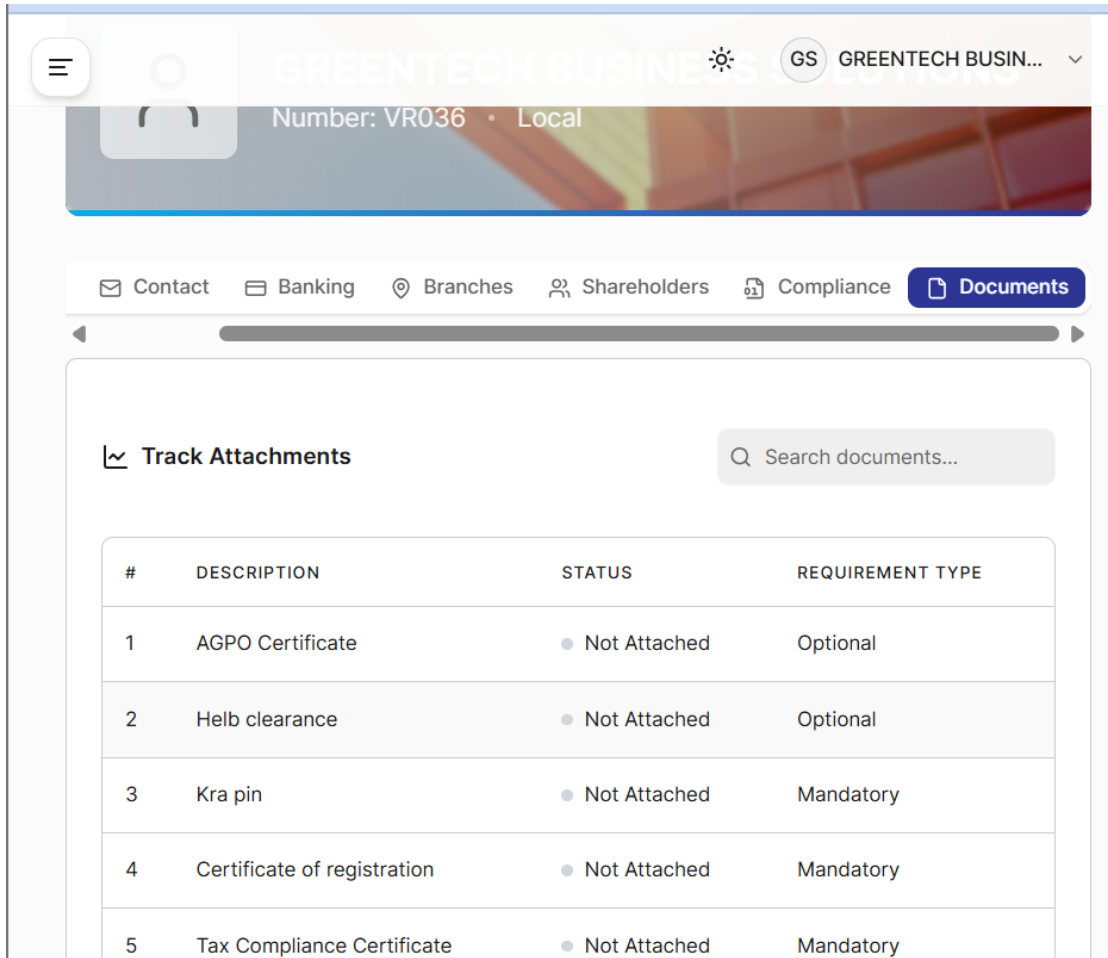
Tax Exempt Certificate Number

N/A

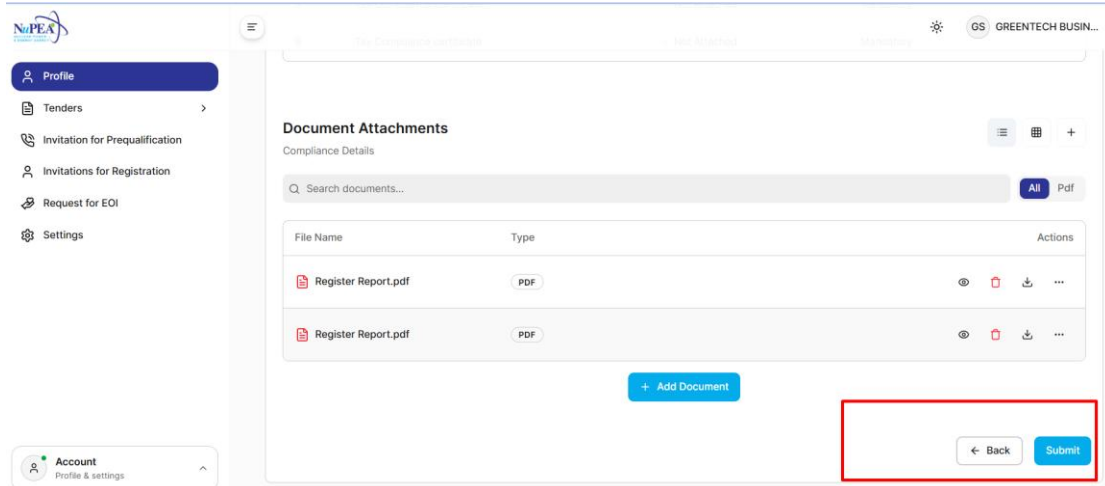
Tax Exempt Expiry Date

📅 Select tax exempt expiry date

- **Documents:** Upload all required compliance and supporting documents for profile completion.



Once all sections are completed, click **Submit** to finalize and submit the supplier profile.



Invitation for Registration

Overview

The Invitation for Registration process enables an organization to invite interested suppliers or bidders to submit registration requests for specific supplier categories. The invitation outlines the categories open for registration together with the eligibility requirements that suppliers must meet to qualify under each category.

Through the Supplier Portal, suppliers can access all active registration invitations and submit their applications online within the specified response timelines.

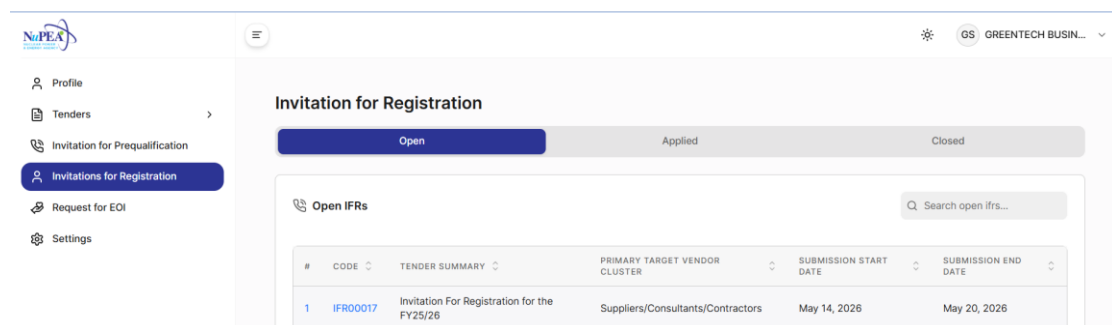
Features Available Under Invitation for Registration

The Supplier Portal provides the following information and functionalities:

- ✚ Viewing active invitations for registration
- ✚ Accessing registration response timelines and closing dates
- ✚ Viewing categories open for registration
- ✚ Downloading tender or registration documents attached to the invitation
- ✚ Viewing the list supporting documents required and the requirement type(mandatory/optional)
- ✚ Submitting registration requests under selected categories
- ✚ Uploading supporting documents for the registration application

Steps for Responding to an Invitation for Registration

1. Log in to the Supplier Portal using your registered credentials.
2. Navigate to the **Invitation for Registration** section.



3. Select the available registration invitation you wish to respond to.
4. Review the invitation details, including:
 - ✚ Registration categories
 - ✚ Submission timelines

Attached registration/tender documents

Required supporting documents

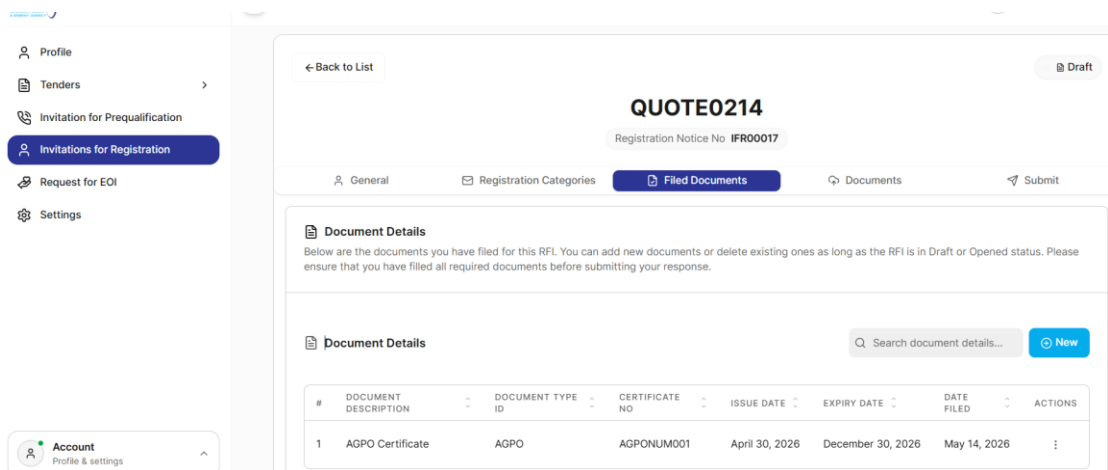
The screenshot shows the NUPEA portal interface. The left sidebar contains navigation options: Profile, Tenders, Invitation for Prequalification, Invitations for Registration (highlighted), Request for EOI, and Settings. The main content area displays the details for 'IFR00017' (Invitation For Registration for the FY25/26). A 'Respond' button is visible in the top right. Below it is a 'Time Remaining' counter showing 5 Days, 18 Hrs, 30 Mins, and 16 Secs. The 'Timeline' section indicates the submission opens on May 14, 2026 at 10:00 AM and the deadline is May 20, 2026 at 10:00 AM. The 'Details' section includes fields for Document Date (May 14, 2026), Description (Invitation For Registration for the FY25/26), External Doc No (IFR/25-26-00003), and Opening Venue.

5. Click Respond to Create Your response to an Invitation for Registration.
6. On the Created Registration Response fill in the Name of the bidder Representative, Select the category or categories you intend to register under.

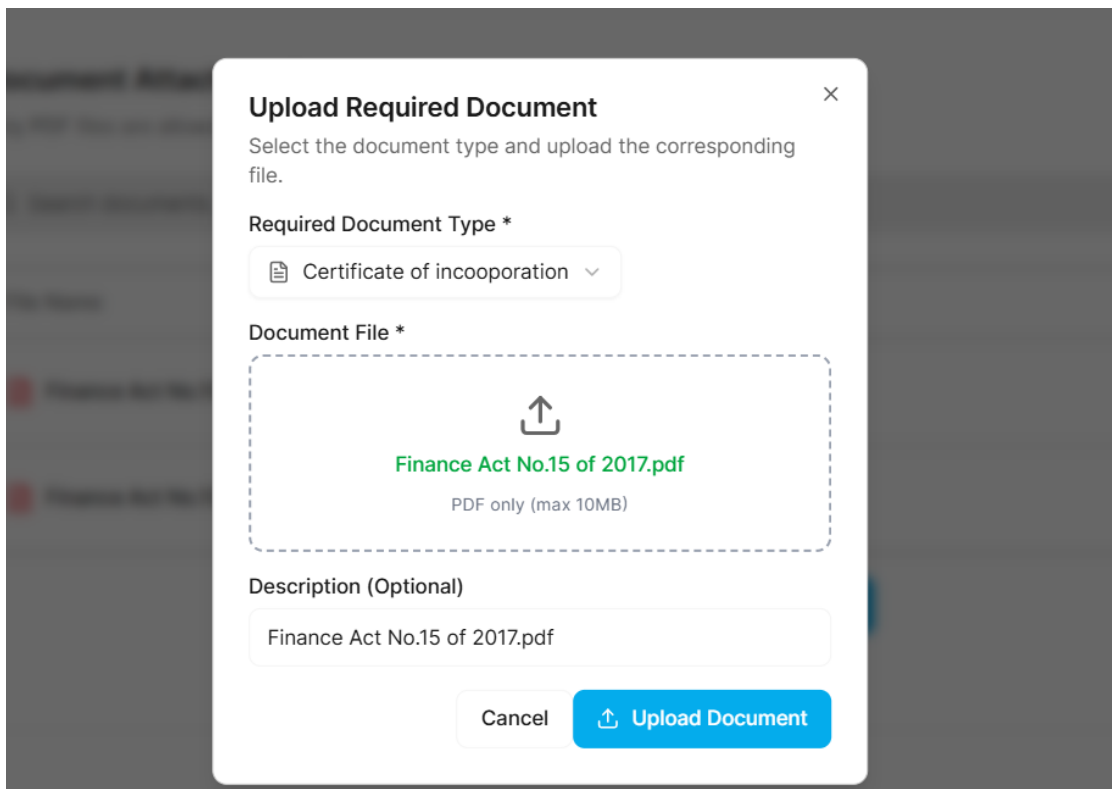
The screenshot shows the 'General Details' form for a registration response. The form includes the following fields: Document No (QUOTE0214), Document Date (May 14, 2026), RFI Document No (IFR00017), Document Status (Draft), Phone No (redacted), Bidder Representative Name (Judith), Bidder Representative Designation (Manager), and Physical Address (Nairobi). The 'Postal Address' field is highlighted in blue and contains 'P.O. Box 45678'. The form is titled 'General Details' and includes a sub-header 'Please provide the bidder representative details'.

The screenshot shows the 'RFI Registration Response Lines' table. The table has the following columns: #, PROCUREMENT CATEGORY, CATEGORY DESCRIPTION, RFI DOCUMENT NO, and ACTIONS. The table contains three rows of data:

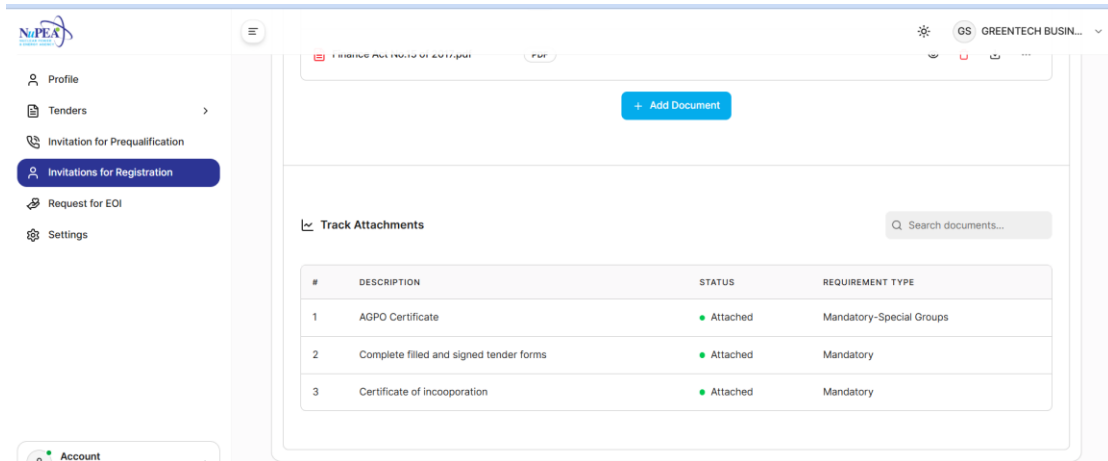
#	PROCUREMENT CATEGORY	CATEGORY DESCRIPTION	RFI DOCUMENT NO	ACTIONS
1	NUPEA/REG/007/26-27	Supply of Computers & Accessories	IFR00017	:
2	NUPEA/REG/031/26-27	Provision of Printing Services (Annual Reports, Corporate News, etc)	IFR00017	:
3	NUPEA/REG/048/26-27	Repair and Maintenance of Office Furniture and Fittings	IFR00017	:



7. Upload all the required supporting documents as specified in the invitation.



8. Verify that all the provided information and uploaded documents are accurate and complete.



9. Preview the Registration Summary Report .

10. Click **Submit Application** to send the registration request.

