



SUPPLIER PORTAL USER MANUAL

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Table of Contents

INTRODUCTION.....	3
ACCOUNT CREATION/SIGNUP.....	3
PROFILE COMPLETION	6
INVITATION FOR REGISTRATION.....	13
<i>Overview</i>	<i>13</i>
<i>Features Available Under Invitation for Registration</i>	<i>14</i>
<i>Steps for Responding to an Invitation for Registration</i>	<i>14</i>

Introduction

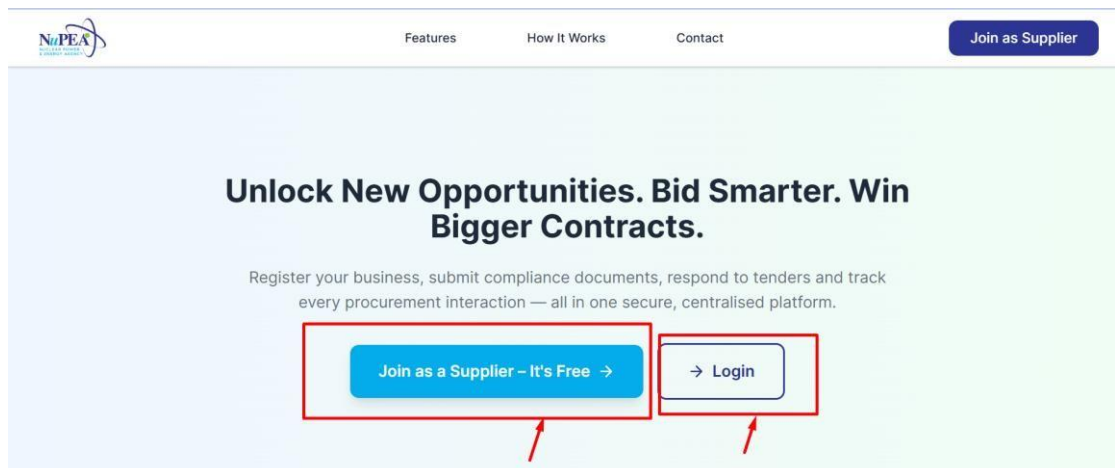
This manual provides comprehensive guidance on how suppliers can effectively use the Supplier Portal System to manage their interactions with the organization in a secure, efficient, and transparent manner. The Supplier Portal is a web-based platform designed to streamline supplier engagement processes 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

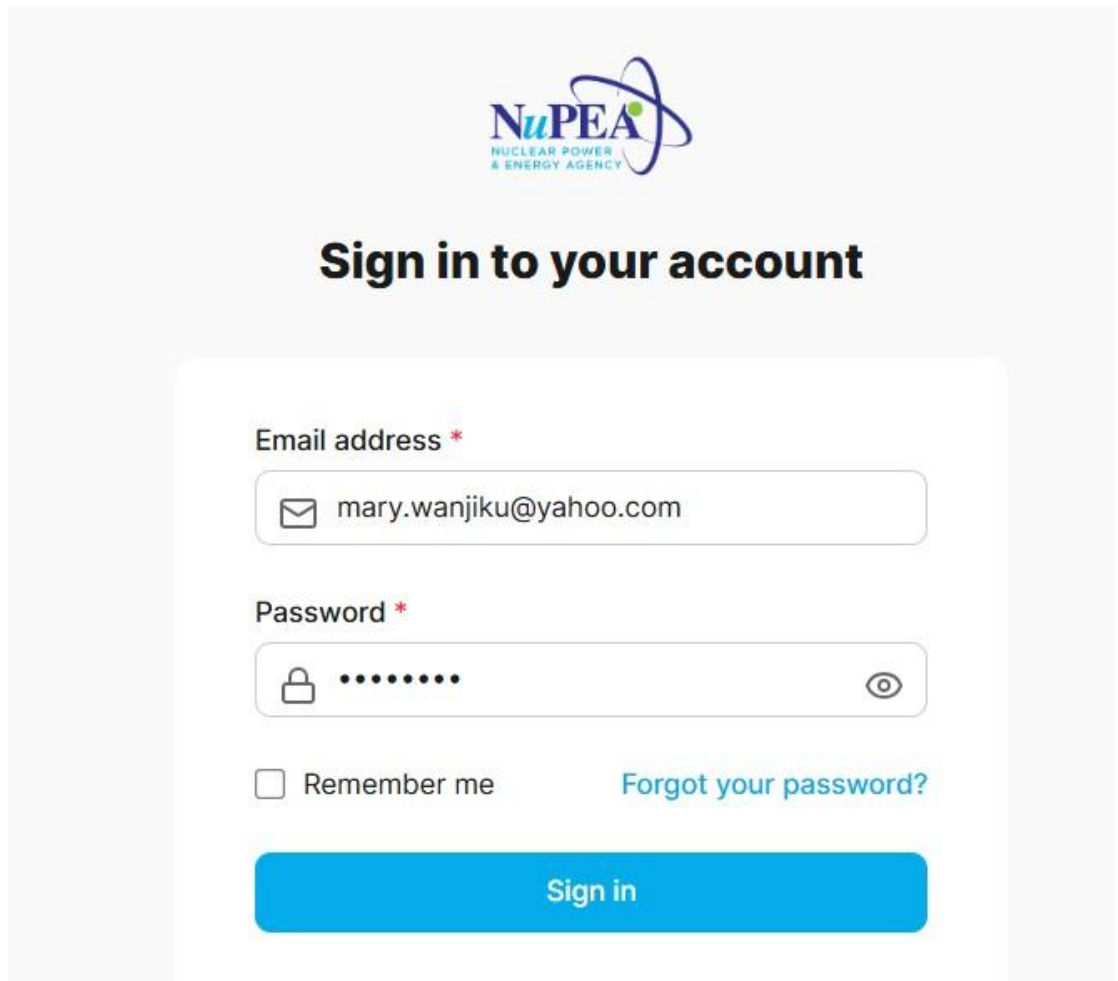
Some of the details defined during sign up include business type, Ownership type, Registered company Name, Registration Number contact Person Name. Egp Number, Pin Number, Email Address and Phone Number.

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. Once 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.

The image shows a web page for signing in to a NuPEA account. At the top center is the NuPEA logo, which consists of the text "NuPEA" in blue and green, with "NUCLEAR POWER & ENERGY AGENCY" in smaller blue text below it. Below the logo is the heading "Sign in to your account" in bold black text. Underneath the heading is a white sign-in form. The form has two main input fields: "Email address *" and "Password *". The email field contains the text "mary.wanjiku@yahoo.com" and has an envelope icon on the left. The password field contains eight dots and has a lock icon on the left and an eye icon on the right. Below the password field is a checkbox labeled "Remember me" and a link that says "Forgot your password?". At the bottom of the form is a blue button with the text "Sign in" in white.

6. After keying in your first login page a page will open for you to reset your password. Use you one time password as the current password and input your new password under the New Password field and reconfirm your set password under Confirm New Password.



Change Your Password

Please change your default password to continue.

Email address

 mary.wanjiku@yahoo.com

Current Password

 Enter your current password



New Password

 Enter your new password



Confirm New Password

 Confirm your new password



Change Password

Profile Completion

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

The screenshot shows the NTAPEA (National Tendering and Procurement Electronic Auction) system interface. On the left is a sidebar menu with options: Profile, Tenders, Invitation for Prequalification, Invitations for Registration, Request for EOI, and Settings. Below this is an 'Account' section with 'Profile & settings'. The main content area is titled 'GREENTECH BUSINESS SOLUTIONS' with 'Number: VR036' and 'Local'. Below the header is a navigation bar with tabs: Overview (selected), Contact, Banking, Branches, Shareholders, Compliance, and Documents. The 'Overview' tab displays 'General Information' with the subtitle 'Basic vendor details and classification'. The form contains the following fields: 'Vendor Name' (GREENTECH BUSINESS SOLUTIONS), 'EGP Number' (EGP/25-26/002), 'Ownership Type' (Public Limited Company), 'Vendor Type' (Local), 'Vendor Number', and 'KRA PIN'.

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.

General Information
Basic vendor details and classification

Vendor Name	EGP Number
GREENTECH BUSINESS SOLUTIONS	EGP/25-26/002
Ownership Type *	Vendor Type
Public Limited Company	Local
Vendor Number	KRA PIN
VR036	A033134254A
Incorporation Date	Business Registration Number*
2024-01-01	BRN093883

[← Back](#)
[Continue](#)

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

Contact Information
Primary contact details

Phone Number	Secondary Phone Number
[Redacted]	Enter secondary phone number
Email Address	Website
[Redacted]	Enter website URL
Alternate Email	Postal Address*
[Redacted]	P.O. Box 45678
Postal Code *	City
00100 - Nairobi	Nairobi
Country *	
Kenya	

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

The screenshot shows a mobile application interface with a modal titled "Add Bank Account". The modal has a close button (X) in the top right corner. Below the title, there is a subtitle: "Add a new bank account for this vendor. Fill in all the required fields." The form contains three required fields, each marked with a red asterisk: "Bank" (a dropdown menu showing "Kenya Commercial Bank Limited"), "Branch" (a dropdown menu showing "Ongata Rongai"), and "Account Number" (a text input field containing "678899090"). At the bottom of the modal, there are two buttons: "Cancel" and "Save Bank Details". The background of the application is dimmed, showing a sidebar with "Overview" and "Bank In" options, and a top bar with "GREENTECH BUSIN..." and a "GS" logo.

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

Add New Branch X

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 *
078363545222

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	[Redacted]
Nationality *	Citizenship Type *
Kenya	Birth
Ownership Percentage (%) *	Phone Number *
100	[Redacted]
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.

Compliance Details

Vendor compliance and registration details

GS

GREENTECH BUSIN...

KRA PIN *	Business Name *
A033134254A	GREENTECH BUSINESS SOLUTIONS
Business Registration Date *	Tax Compliance Number *
2024-01-01	TCCNUM873733
Tax Compliance Expiry Date *	CR12
2026-12-31	CR12NUM893
Trading Permit Number *	AGPO Certificate *
CGNRB/93837	Yes
AGPO Certificate Number	AGPO Expiry Date
AGPONUM8733	2026-12-31
AGPO Category	Tax Exempt Certificate Number
Youth	N/A
Tax Exempt Expiry Date	
Select tax exempt expiry date	

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

#	DESCRIPTION	STATUS	REQUIREMENT TYPE
1	AGPO Certificate	Not Attached	Optional
2	Helb clearance	Not Attached	Optional
3	Kra pin	Not Attached	Mandatory
4	Certificate of registration	Not Attached	Mandatory
5	Tax Compliance Certificate	Not Attached	Mandatory

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

File Name	Type	Actions
Register Report.pdf	PDF	View, Delete, Download, More
Register Report.pdf	PDF	View, Delete, Download, More

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.

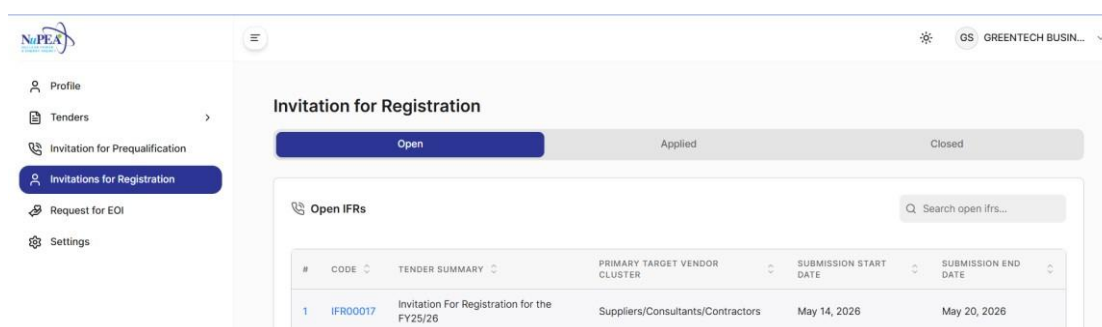
Features Available Under Invitation for Registration

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:

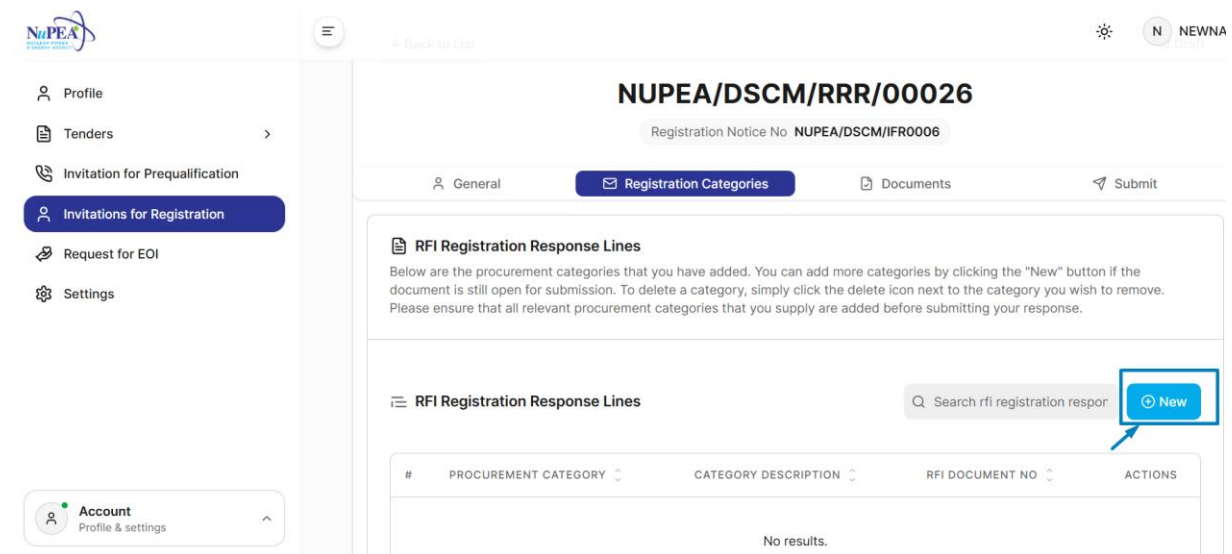
- ✚ Registration categories
 - ✚ Submission timelines
 - ✚ Attached registration/tender documents
 - ✚ Required supporting documents
-

The screenshot displays the 'Invitation For Registration for the FY25/26' page. The left sidebar contains navigation links: Profile, Tenders, Invitation for Prequalification, **Invitations for Registration**, Request for EOI, and Settings. The main content area features a header with the invitation ID 'IFR00017' and a 'Respond' button. Below this is a 'Time Remaining' counter showing 5 days, 18 hours, 30 minutes, and 16 seconds. The 'Overview & Timeline' tab is active, showing a timeline with 'SUBMISSION OPENS May 14, 2026 at 10:00 AM' and 'SUBMISSION DEADLINE May 20, 2026 at 10:00 AM'. A 'Details' section on the right lists document information: DOCUMENT DATE (May 14, 2026), DESCRIPTION (Invitation For Registration for the FY25/26), EXTERNAL DOC NO (IFR/25-26-00003), and OPENING VENUE.

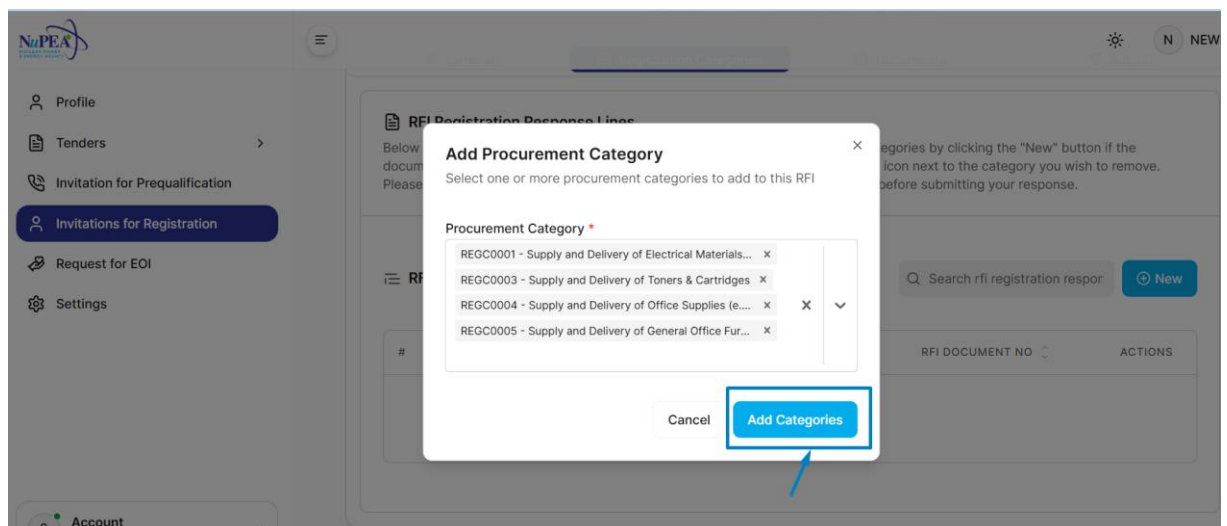
5. Click Respond to Create Your response to an Invitation for Registration.
6. On the Created Registration Response under the General tab fill in the Name of the bidder representative, Bidder representative designation, physical address and the postal address.

The screenshot shows the 'General Details' form for a registration response. The left sidebar is identical to the previous screenshot. The main content area has a header with 'Registration Notice No: NUPEA/DSCM/IFR0006' and a 'Submit' button. The 'General' tab is active, displaying the 'General Details' section with the instruction 'Please provide the bidder representative details'. The form contains the following fields: Document No (NUPEA/DSCM/RRR/00026), Document Date (July 28, 2026), RFI Document No (NUPEA/DSCM/IFR0006), Document Status (Draft), Phone No (redacted), Bidder Representative Name (Judith), Bidder Representative Designation (Manager), Physical Address (Ongata rongai), and Postal Address (redacted).

7. Under the Registration categories tab the following details will be displayed, to select a category click on the **+New** action as shown below:



8. Select all the categories and click on Add Categories action to save as shown below



9. To Upload all the required supporting documents as specified in the invitation Navigate to the documents tab. Click on **+New** action to select the document type to upload and define all the other required details such as Issuance date, Certificate number and Expiry dates where applicable.

General

Registration Categories

Documents

Submit

Documents

Add document details and upload the matching attachment in one place. The attachment status shows whether the required document has been attached.

Documents

Q Search documents...

New

#	DOCUMENT DESCRIPTION	DOCUMENT TYPE ID	ATTACHMENT STATUS	CERTIFICATE NO	ISSUE DATE	EXPIRY DATE	DATE FILED	ATTACH-
No results.								

Add New Document

Fill in the document details and upload the related PDF.

Procurement Document Type *

Valid AGPO Certificate

Document File *

AGPO.pdf

PDF only (max 10MB)

Certificate No

agpo839393

Issue Date

2026-07-01

Expiry Date

2026-12-31

Cancel

Add Document

Click on Add Document action to save the details and the file.

Note: Repeat the same for all the required documents under the categories selected.

10. Verify that all the provided information and uploaded documents are accurate and complete.
11. Under the submit section review the summary of your registration which can be downloaded by Clicking on the Download Response Summary action as shown below

NUPEA/DSCM/RRR/00026
Registration Notice No. NUPEA/DSCM/IFR0006

General Registration Categories Documents **Submit**

Submit
Review your response summary below. Once confirmed, submit your final application.

Application Status: Draft

Registration Information
Email: [REDACTED]
Phone No: [REDACTED]
Address: P.O. Box 456/78
Representative Name: Judith
Representative Designation: Manager

Required Documents Information

S/No	Procurement Document Type	Document Description	Requirement Type	Document Attached?
1	AGPO	Agro Certificate	Mandatory-Special Groups	Yes
2	LETTER	Application Submission Letter	Mandatory	No
3	TCC	Tax Compliance Certificate	Mandatory	No

Procurement Categories Applied

S/No	Category ID	Description	Preferred Cluster
1	REGC0001	Supply and Delivery of Electrical Materials, Tools and Equipment	Special Group
2	REGC0003	Supply and Delivery of Toners & Cartridges	Special Group
3	REGC0004	Supply and Delivery of Office Supplies (e.g. Groceries, Milk, Water, Beverages, Cereals Etc)	Special Group
4	REGC0005	Supply and Delivery of General Office Furniture & Equipment	Special Group

Download response Summary **Submit Application**

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