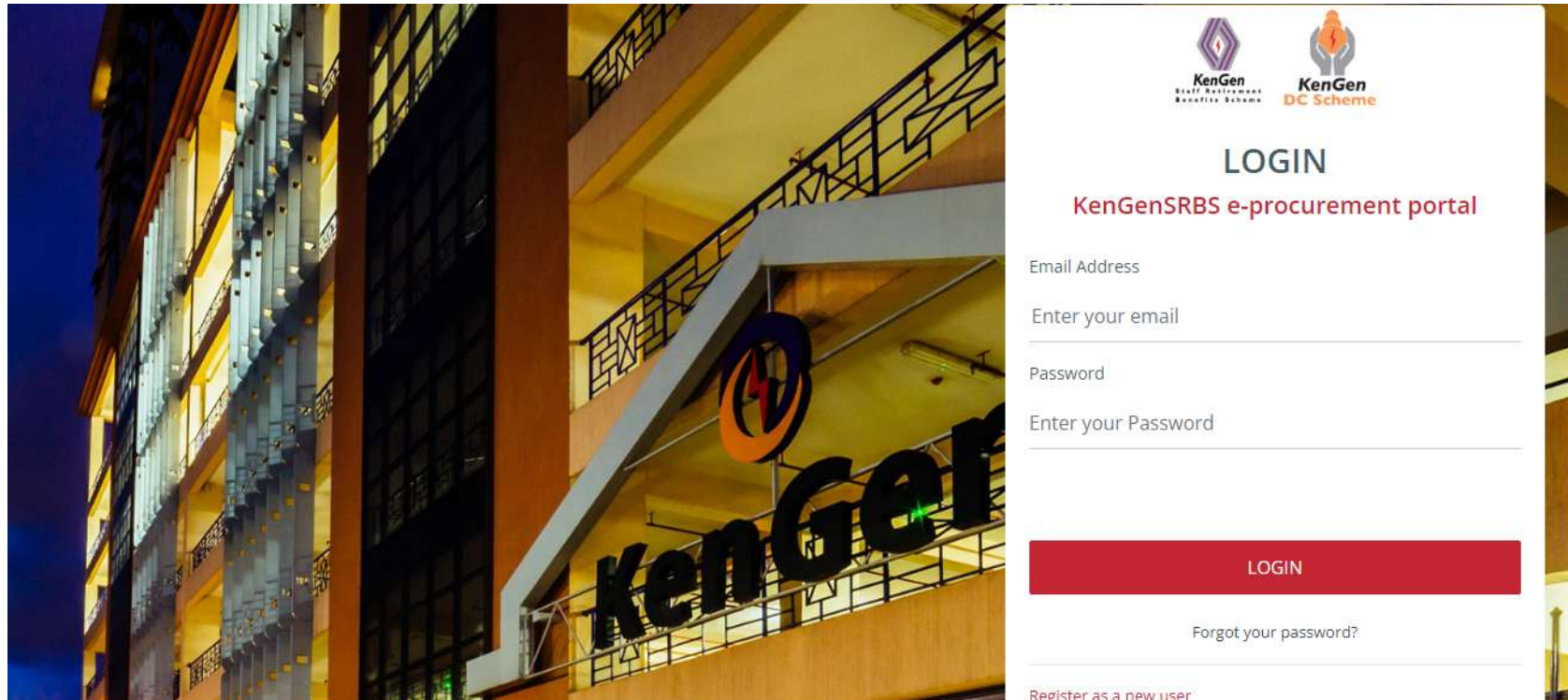


## Step One

To access the portal kindly click on the link below to the below page and then click on register as new user.

<https://eprocurement.kengensrbs.co.ke/>



Step Two

Kindly insert your company Details

Company DetailsContact InformationBank InformationSupplier CategoryDocument UploadsConfirm and Submit

COMPANY DETAILS

Company Name \*  
Test Company 28112023


KRA Pin \*  
A\*\*\*\*\*Z

Business Registration No. \*  
\*\*\*\*\*@yahoo.com


Country  
Kenya

Previous

Next



Back to LOGIN Page



Step Three

Kindly insert contact information

The screenshot shows a web form titled "ACCOUNT REGISTRATION" with a progress bar at the top. The progress bar has six steps: "Company Details" (completed, green dot), "Contact Information" (active, blue dot), "Bank Information", "Supplier Category", "Document Uploads", and "Confirm and Submit".

The "Contact Information" section is titled "COMPANY CONTACT DETAILS" and contains the following fields:

- Physical Address
- Company Telephone \*
- Company Postal Address \*
- City \*
- Company Email \*
- Company Mobile \*
- Company Postal Code \*

The "CONTACT PERSON" section contains the following fields:

- Title (dropdown menu with "Mr" selected)
- Contact Person Name \*
- Job Title \*
- Contact Person Phone \*
- Email Address

At the bottom right of the form are two buttons: "Previous" and "Next". At the bottom center is a link: "Back to LOGIN Page". At the bottom left is the "KerGene" logo with the text "KerGene" and "KerGene" below it. At the bottom right is the "KerGene" logo with the text "KerGene" and "KerGene" below it.

## Step Four

Kindly insert company banking details

### ACCOUNT REGISTRATION

Company Details

Contact Information

Bank Information

Supplier Category

Document Uploads


Confirm and Submit

#### BANK INFORMATION


Bank Code *	Branch Code *
KENYA COMMERCIAL BANK LTD	Kencom House Branch
Account Name *	Bank Account Number *

Previous

Next

KenGen

Back to LOGIN Page

KenGen

Step Five

Kindly upload the required documents

Company DetailsContact InformationBank InformationSupplier CategoryDocument UploadsConfirm and Submit

UPLOAD DOCUMENTS

Document Type	Mandatory	Choose File	View File
Tax Compliance Certificate	Mandatory	<div>Choose File</div> No file chosen	<div>View</div>
CR12	Mandatory	<div>Choose File</div> No file chosen	<div>View</div>
AGPO Certificate	Not Mandatory	<div>Choose File</div> No file chosen	<div>View</div>
Valid Specialization License/Certification e.g., LSK, NCA, IATA, CAK e.t.c.	Not Mandatory	<div>Choose File</div> No file chosen	<div>View</div>

Previous

Next

## Step Six

Kindly confirm and submit. You will get a confirmation email.



Company Details

Contact Information

Bank Information

Supplier Category

Document Uploads

Confirm and Submit

### LOGIN INFORMATION

Email \*

\*\*\*\*\*@yahoo.com

Password \*

.....

Confirm Password \*


.....

Passwords do not match!


Previous

Next

Submit

**KenGen**  
KEATTA RUTIRAMBA

Back to LOGIN Page

**KenGen**

## Step Seven

Go back to the log in page, log in. Once done select the categories you want and submit.

