



Project Ufanisi Eprocurement User Manual



Title	Eprocurement Manual
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0) Company Profile

Agile Business Solutions is a solution provider in the African Market with a wide range of expertise in providing Microsoft Business Solutions and Integrated systems.

Agile Business Solutions was established in May 2013 to provide adequate and efficient IT solutions to clients.

Our culture is to satisfy our clients' needs by offering top-class customized solutions that are in line with the latest technology and best IT practices. Agile business solutions portfolio includes software development and customization, selling IT hardware, and providing IT consultancy services and training.

We aim at wider regional expansion in the field of ICT and develop a strong base of key customers, increase the assets and investments of the company to support the development of services, and build a good reputation in the field of ICT, becoming a key player in the industry.

1) Our Mission

To build a long-term relationship with customers through the provision of exceptional customer service, innovation, and advanced technology.

2) Our Vision

To be a global leader in the provision of futuristic solutions that exceed the expectations of customers.

3) Our Contacts

Physical Location Physical Location: 1st Floor, Jumuia Place II, Lenana Rd. Kilimani, Nairobi Kenya P.O. Box 76041-00508 Nairobi, Kenya. Phone: +254733290655/ (+254) 020 5270023 Email: info@agilebiz.co.ke Website: www.agilebiz.co.ke



4) Overview of the Eprocurement

This portal will streamline the vendor response process by centralizing all submissions in one place. Once a procurement process is initiated in the ERP, vendors can access the portal to submit their proposals, ensuring efficiency and transparency.

5) Access of the portal

The portal is accessed to the public using the following link.

\leftarrow	С	Ô	https://eprocuremen	t.tmrc.co.tz				
Follow	the clic	ck to c	ppen and the page	will open wi	ith the	e followin	g homepage. Morigage refinance com	IPANY
TMRC				*	HOME	TENDERS •	📽 SUPPLIERS PORTAL 🔻	
					-			
Bid	ders are pliers fr	invite	d for prequalification erested and eligible b	of idders				
for serv	the sup /ices.	ply/pro	ovision of the listed go	oods and				

6) Supplier Registration

Registration of suppliers is a process to add new vendors to TMRC's approved supplier list. This enables TMRC to expand its supplier base, ensuring a wider range of options and potential cost savings.

To perform registration.

1. Click supplier portal dropdown in the homepage.



2. Click on the registration tab and a page will open and fill all the required fields.



	Company Name*	Note: You will be required to confirm this email
		Full Name*
	Supplier Category*	Lucas Wangila
	Stationery +	Email'
	Organization Type*	
	Individual +	Password*
	Country*	
	KENYA	Confirm password*
		□ Show Passwords
	Note: For citizens of Tanzania, TIN and	VRN is mandatory
3.	After filling all the fields, click preview I	before submitting to
	effect the changes.	
	➡ Add New Director	
	Company Document Uploads	
		submit Preview

4. After successful submitting, the message will display as

Γ	
	Message
or st ic	Your account has been created check your email to confirm. You must confirm in order to log in.

- 5. Navigate to your email that was provided during registration to confirm and set your password.
- 6. Once set, navigate back to the link to login
- 7. Hover on supplier portal and select Login.



THRC	Login.	
Homeownership	Email*	
	lucas.situma+360@agilebiz.co.k Password*	e
Where your journey to financial freedom begins with a mortgage.	Remember me?	Forgotten your password?
		Log in

- 8. Supply your email and password after successful setup and click log in.
- 9. Once login, the following page will be shown.



10. The supplier will proceed to submit the responses. To submit the response.

a) Click the method that needs to be submitted i.e. tender

as shown b	elow						
TMRC		users 🕶	🖆 TENDERS 🔻	🛱 OPEN REQUESTS 🔻	🖶 SUBMITTED APP	LICATIONS 🔻	🌣 ACCOUNT 🔻
Home Page / Oper	n Tenders List						
Show 10 entries						Search:	
Tender No.	Tender Title	î↓ Ten	der Status	14 Date Published	11 Closing Date	†↓	†1
TEND-060	hfggd	Op	en	11/1/2024	1/6/2025	Μ	lore Details
Open Tenders / Tender Details							
1 Tender Number TEND-060	→ Tender hfggd	Title	Category Stationery	Required Documents for this Tender	s		
Status: New				2. Certificate of Incorporation			
Iender Documents Document Contract Milestones.pdf				3. Memarts 4. TIN			
) Downloo	ad the	tende	er docur	ment from t	he link		



Status: New
Tender Documents
Contract Milestones.pdf

c) Click submit bid – this will open an extra tab to fill in the responses and fill the bid document pages inclusive of the attachment of the required documents as shown

Bid Document Pages*		
5		
STEP 1: Required Documents		
Brela search*	Certificate of Incorporation*	Memarts*
Choose File Contract Milestones.pdf	Choose File Loan Offer Letter (1).pdf	Choose File Loan Offer Letter (1).pdf
TIN*		
Choose File Loan Offer Letter (1).pdf		

d) Follow the steps outline in the page and preview before submission to identify any errors. Once confirm that the document is okay. Click submit your bid.

STEP 2: Tender Details

Description	Quantity	Your Specifications*
Pens	10	test
Init Drice (Including VAT in	Teb)*	
Unit Price (including VAI in	Isn)"	
299		

A message will prompt for submitting including the email.





Dear Elvis Keith,

We have received your bid to tender **TEND-060: hfggd**. We appreciate your effort in making time to submit your bid to the tender..

If you do not recognize this activity in your account no further actions are required.

Regards,

The record will now move to submitted tab and it will not be resubmitted.

7) Administration of Vendors

This is a section where admin from vendor side is created. The admin that is registered as a vendor can create other users belonging to their specific organization.

Note: Only admins from specific suppliers are able to create their users and are registered as approved.

To create a vendor user,

1. Hover on users and click create organization users as shown.



2. A page will populate where the user will need to fill the details.

Full Name*			
Enter the Use	r's Full Name	e	
Email*			
Enter the Use	r's Email		
Telephone No*			
Enter the Use	r's Phone Nu	umber	
	Create	User	

- 3. Click create user. An email will be sent to the user created to confirm and setup the unique password.
- 4. After setting the unique password, the user can navigate to the link and login with the credentials that are already set.

Note: Only admins are able to create users

8) TMRC Administration

This is a section for TMRC to oversee all the activities of the procurement portal.



To navigate to admin side, login with admin credentials in the login page. The following page shows the home page of the TMRC admin.

TMRC	🚔 SUPPLIERS 👻 🚔 TENDERS 👻 🌹 O	PEN REQUESTS 👻 📾 SUBMITTED	APPLICATIONS ▼ ✿ ACCOUNT ▼
Open Tenders	Restricted Tenders	Available RFQs 99 0	Available RFPs
Welcome back Tanzania M	forgage Refinance Company. You have logged	l in successfully! ×	

This section the admin can be able to view all the records that are currently in use. Also, the admin can approve/block or reject the suppliers that are already created in the system.

To approve/block/reject the suppliers, the following are the steps.

1. Hover over the suppliers and click view suppliers.



2. Select the supplier that needs to be approved or blocked or rejected by clicking view more buttons as shown.

Show 10 entries Search:					
Email	1 Company Name		Category of Supplier	TIN	
anna-maria.shija@tmrc.co.tz	ABC company		SUPP/03	112224444	Viev
bettylyakurwa@gmail.com	BETTYCO		SUPP/01	100	View
edwin.maina+100@agilebiz.co.ke	Baldwin and Livingston Co		SUPP/02	MOLLIT EXCEPTEUR UND	Viev
edwin.maina+101@agilebiz.co.ke	Dalton Martin Inc		SUPP/04	Debitis iste aut ven	Viev
edwin.maina+1@agilebiz.co.ke	Coffey and Black Co		SUPP/06	Eiusmod eiusmod anim	View

- 3. The details of the specific supplier will be populated and the buttons.
- 4. Click the buttons depending on the object. If it's to approve a supplier and once the button has been clicked, the message will be prompted as already successfully.

imited e nçile					
THIRC	SUPPLIERS •	TENDERS • POPEN REQUESTS •	🖶 SUBMITTED .	APPLICATIONS -	ACCO
Home Page / Supplier List					
Show 10 entries		\checkmark		Search:	
Email	τL	Message	97 14	TIN	
anna-maria.shija@tmrc.co.tz		Supplier approved successfully	- 11	112224444	
bettylyakurwa@gmail.com		ОК		100	
			_		

The status of the supplier will change as approved and approval button will not be visible.

Supplier is already approved!	
Personal Information	
Email	Full Name

a) To create an admin from TMRC side

To create a new admin from TMRC side, the following are recommended steps.

1. Hover over the suppliers and click create admin.

	SUPPLIERS	Ū T
-	⊘ VIEW SUPPLIERS	
	⊠ CREATE ADMIN	nv

2. A page will populate where the user will need to fill the details.



Invite Admin User		
ull Name*		
Enter the User's Full Name		
imail*		
Enter the User's Email		
elephone No*		
Enter the User's Phone Number		
Create Admin User		

- 3. Click create Admin user. An email will be sent to the user created to confirm and setup the unique password.
- 4. After setting the unique password, the user can navigate to the link and login with the credentials that are already set.

If the user ahs lost their password, navigate to the login page and find forgot password button.

Rectand Assimute Activity Control of	209		
Homeownership	Email*		
	lucas.situma+360@agilebiz.co.ke		
	Password*		
Where your journey to financial	□ Remember me?	Forgotten your password?	
freedom begins with a mortgage.		Log in	
6	Do not have an account? Click	t here to register	

Click the forgot password and the page will be populated to fill the email.

Forgot Password.

Email*		
Enter your Email		
	Email Link	

Enter the registered email address and click email link. A link will be sent to your registered email to change your password.