

TMEA Contracts Management System

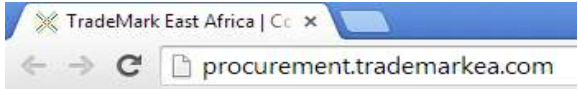
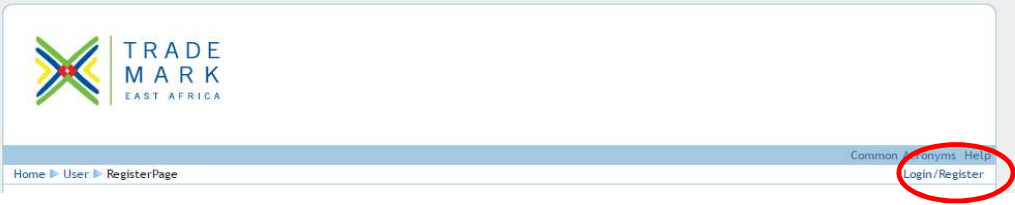
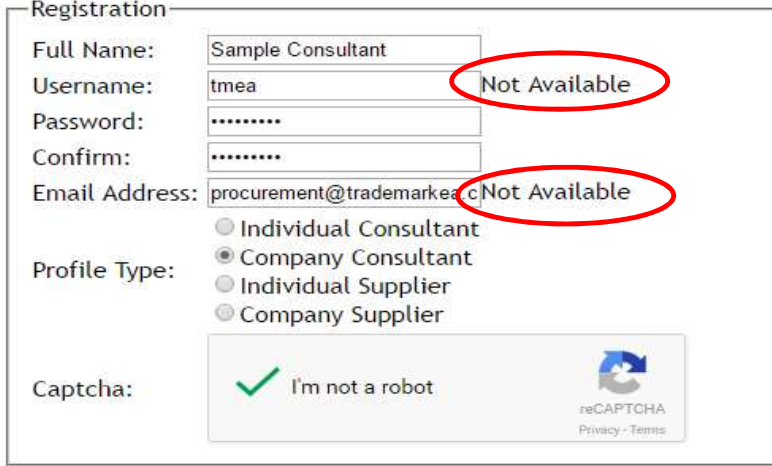
USER GUIDE


Registration and Application Process

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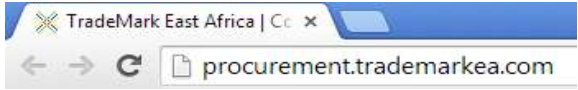

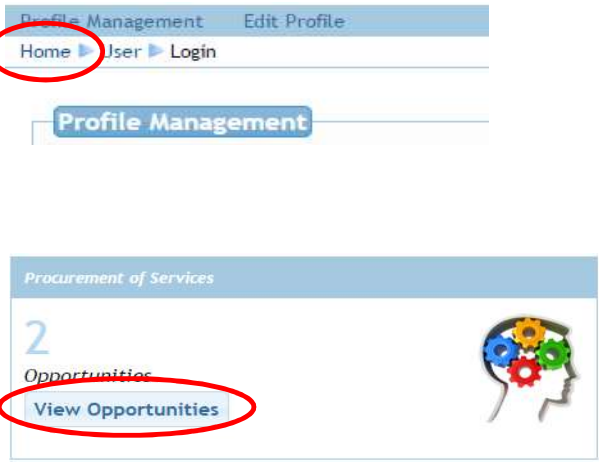
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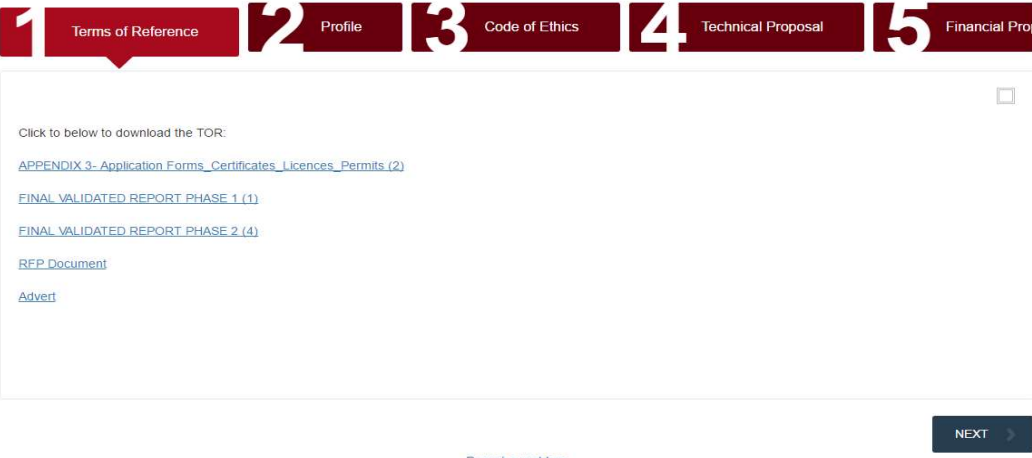
Registration

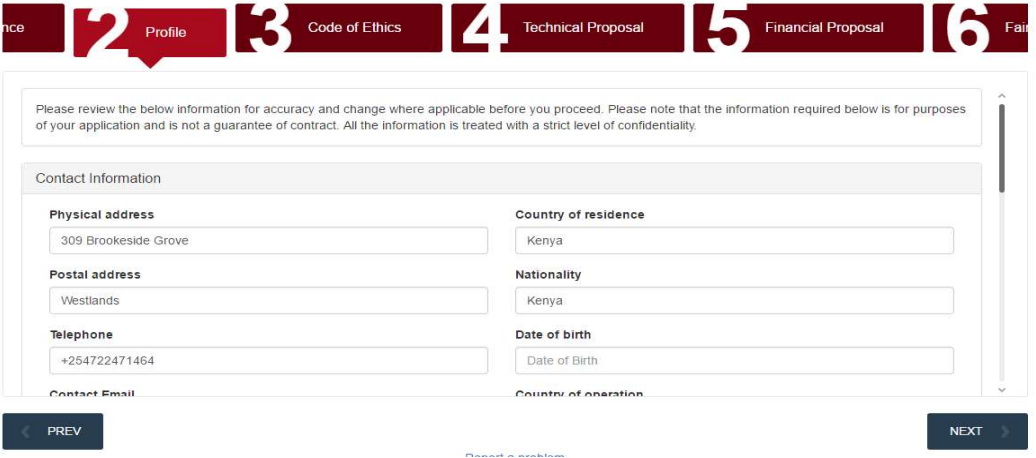
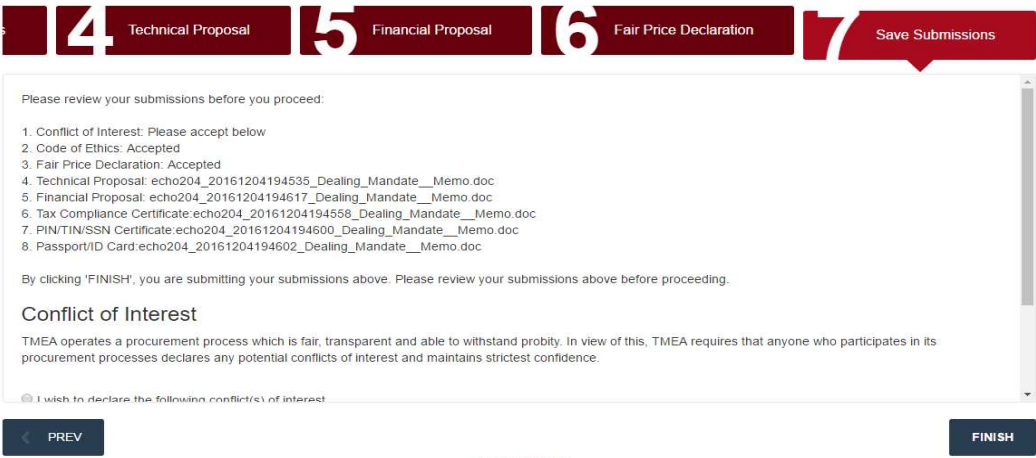
	Steps	Detailed Steps	Snapshot	Notes
1	Learn about opportunity	You hear from a source that TMEA has put up an opportunity		e.g. Word of mouth, Newspaper, Website
2	Visit Procurement Site	Visit the procurement site on http://procurement.trademarka.com		It is best that you use Firefox Browser or Chrome Browser
3	Register Button	If you have not registered before, register on the site by clicking on the Register link at the top-right corner		Before registering please ensure there is no other account for your organization by consulting with colleagues. If there exists an account under the same email you intend to register with, you will be alerted as per the next step below.
4	Fill Registration Form	<p>Enter the Full Name of Individual or Company/Supplier followed by the username.</p> <p>Username must not contain any spaces and must have not been used before.</p> <p>If you receive a message "Not Available", it means that the username is already used in the system.</p> <p>The same applies to the email address.</p>		Only when you enter a unique username and email address and check the captcha, the register button will appear.

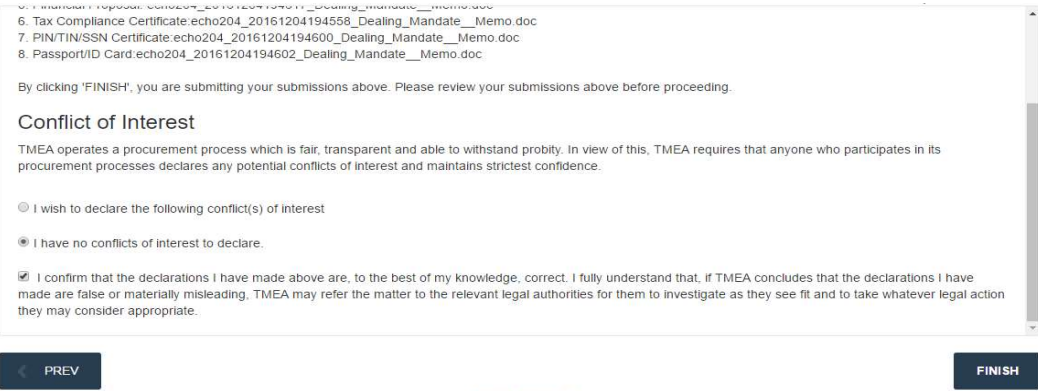

	Steps	Detailed Steps	Snapshot	Notes
5	Complete registration	If you insert a unique username, email address and select the Captcha correctly, a register button will appear, click to complete your registration.	<p>Registration</p> <p>Full Name: <input type="text" value="Sample Consultant"/></p> <p>Username: <input type="text" value="tmea12"/> Available</p> <p>Password: <input type="password" value="....."/></p> <p>Confirm: <input type="password" value="....."/></p> <p>Email Address: <input type="text" value="procurement12@trademark"/> Available</p> <p>Profile Type:</p> <ul style="list-style-type: none"> <input type="radio"/> Individual Consultant <input checked="" type="radio"/> Company Consultant <input type="radio"/> Individual Supplier <input type="radio"/> Company Supplier <p>Captcha: <input checked="" type="checkbox"/> I'm not a robot </p> <p><input type="button" value="Register"/></p>	

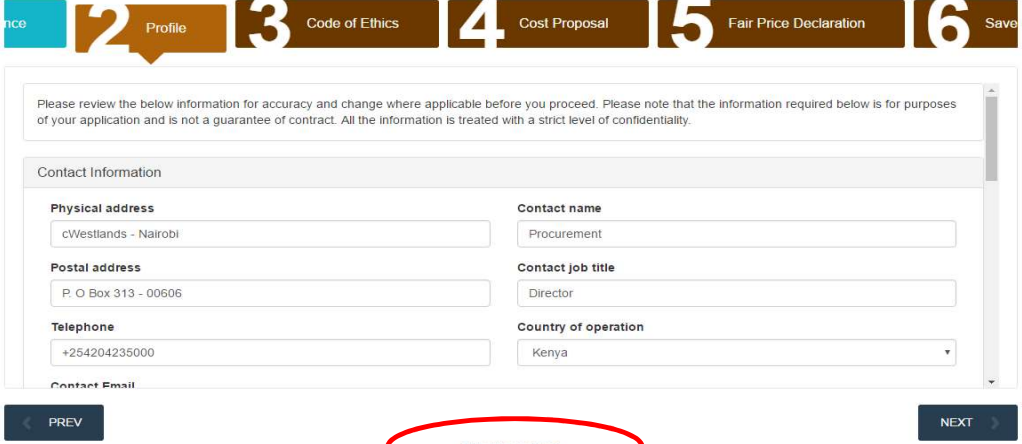
Application Process

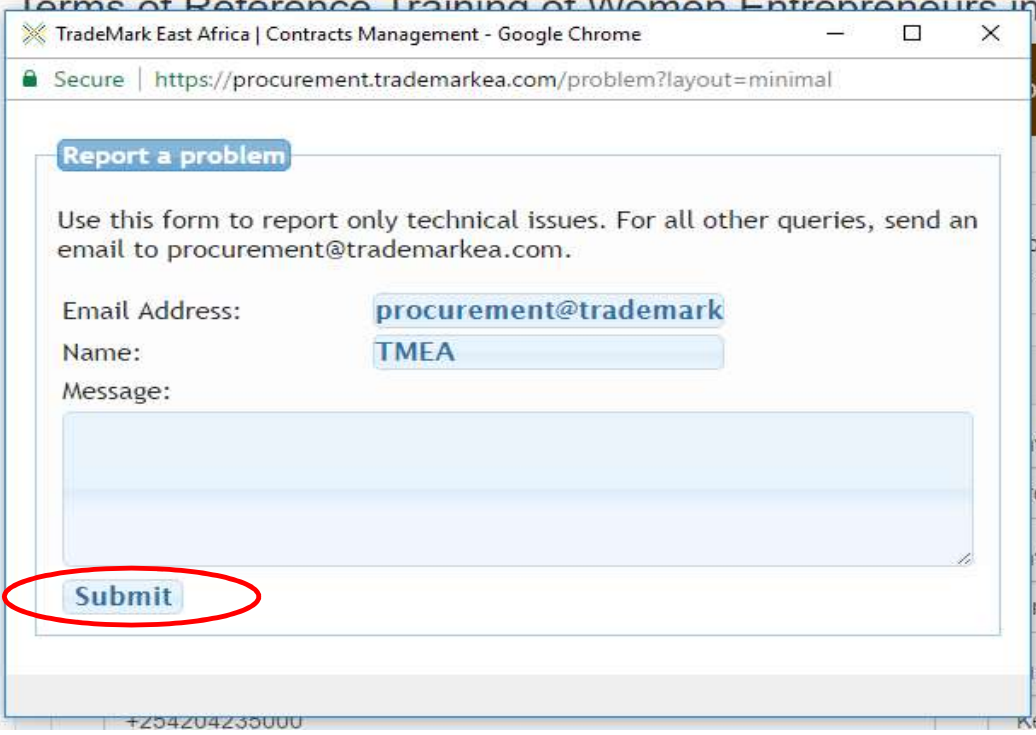
	Steps	Detailed Steps	Snapshot	Notes
1	Learn about opportunity	You hear from a source that TMEA has put up an opportunity		e.g. Word of mouth, Newspaper, Website
2	Visit Procurement Site	Visit the procurement site on http://procurement.trademarka.com		It is best that you use Firefox Browser or Chrome Browser
3	Register/ Login	If you have not register before, you are required to register on the site, if already registered, log in using the user name and password generated during registration process.		Before registering please ensure there is no other account for your organization by consulting with colleagues.
4	Locate Opportunity on Home Page	Visit the home page by clicking "Home" in the menu. Click on "view opportunities" on either the procurement of service section or procurement of goods section depending with the area of interest.		All the open opportunities are listed on the home page except opportunities invited to individuals which are only visible on company/individual profile page.

	Steps	Detailed Steps	Snapshot	Notes								
5	Click "Apply" against opportunity and review TOR	If you are interested in an opportunity, you may view its details by clicking "Apply" to view the entire Terms of Reference for the opportunity.	 <table border="1"> <thead> <tr> <th>Ref. No.</th> <th>Project Title</th> <th>Closing Date</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td>2916</td> <td>CONSULTANCY FOR THE DESIGN, DEVELOPMENT, SUPPLY AND INSTALLATION OF AN INTEGRATED AGRICULTURE MANAGEMENT INFORMATION SYSTEM FOR THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES (MALF)</td> <td>19-Dec-16</td> <td>Apply</td> </tr> </tbody> </table>	Ref. No.	Project Title	Closing Date	Apply	2916	CONSULTANCY FOR THE DESIGN, DEVELOPMENT, SUPPLY AND INSTALLATION OF AN INTEGRATED AGRICULTURE MANAGEMENT INFORMATION SYSTEM FOR THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES (MALF)	19-Dec-16	Apply	
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2916	CONSULTANCY FOR THE DESIGN, DEVELOPMENT, SUPPLY AND INSTALLATION OF AN INTEGRATED AGRICULTURE MANAGEMENT INFORMATION SYSTEM FOR THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES (MALF)	19-Dec-16	Apply									
6	Review TOR, Attachments	You can review the TOR and attachments to the TOR by clicking on the respective links. Once done, Click "next" to proceed with application process.	 <p>CONSULTANCY FOR THE DESIGN, DEVELOPMENT, SUPPLY AND INSTALLATION OF AN INTEGRATED AGRICULTURE MANAGEMENT INFORMATION SYSTEM FOR THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES (MALF)</p> <p>1 Terms of Reference 2 Profile 3 Code of Ethics 4 Technical Proposal 5 Financial Proposal</p> <p>Click to below to download the TOR:</p> <p>APPENDIX 3- Application Forms, Certificates, Licences, Permits (2)</p> <p>FINAL VALIDATED REPORT PHASE 1 (1)</p> <p>FINAL VALIDATED REPORT PHASE 2 (4)</p> <p>RFP Document</p> <p>Advert</p> <p>NEXT</p>									

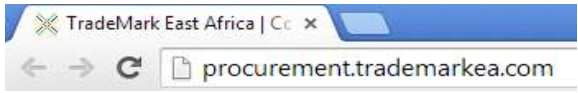


	Steps	Detailed Steps	Snapshot	Notes
	7 Update Profile	You will need to fill in all sections and attachments to the profile. All the fields and statutory documents are mandatory and must be provided in order to proceed. Click 'next' once done.	<p>CONSULTANCY FOR THE DESIGN, DEVELOPMENT, SUPPLY AND INSTALLATION OF AN INTEGRATED AGRICULTURE MANAGEMENT INFORMATION SYSTEM FOR THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES (MALF)</p> 	
	8 Follow through all sections of the guided application process	At the end of the guided process, the system will list all the documents you have uploaded and section you have completed for purposes of verification.	<p>CONSULTANCY FOR THE DESIGN, DEVELOPMENT, SUPPLY AND INSTALLATION OF AN INTEGRATED AGRICULTURE MANAGEMENT INFORMATION SYSTEM FOR THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES (MALF)</p> 	You can click 'PREV' to review all the previous steps of the process.


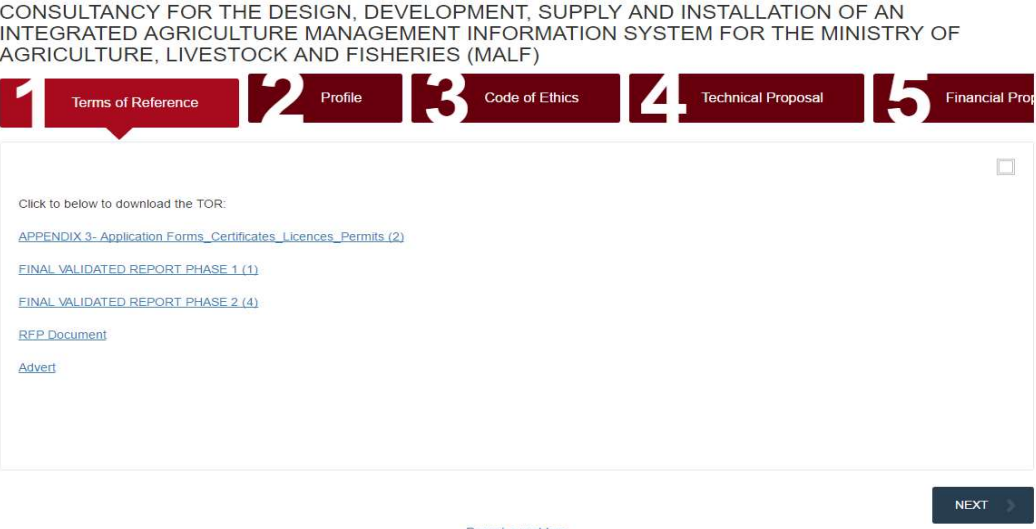
	Steps	Detailed Steps	Snapshot	Notes
9	Conflict of interest	<p>If you have any conflict of interest to declare, please declare it on this page.</p> <p>Finally, tick the checkbox for declaring that you have to the best of your knowledge provided accurate information.</p>		
10	Submission	Click "FINISH" to confirm your application.		You will be informed on the status of your application. You will also receive an email to confirm your submission.

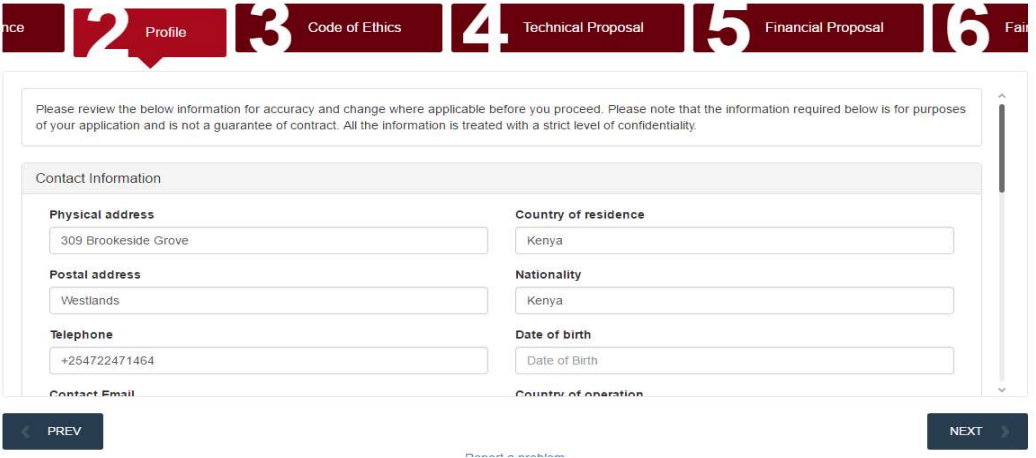
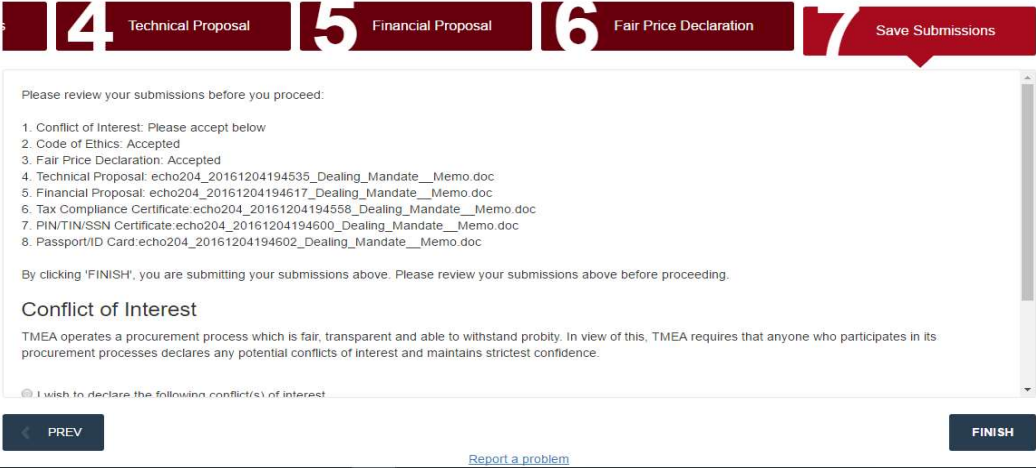
	Steps	Detailed Steps	Snapshot	Notes
11	Reporting Problems	In case you face any technical problems in your submission process, please use the "Report a problem" link at the bottom of the page.	<p>Terms of Reference Training of Women Entrepreneurs in Processing of Shea Butter and Honey</p>  <p>Please review the below information for accuracy and change where applicable before you proceed. Please note that the information required below is for purposes of your application and is not a guarantee of contract. All the information is treated with a strict level of confidentiality.</p> <p>Contact Information</p> <p>Physical address cWestlands - Nairobi</p> <p>Postal address P. O Box 313 - 00606</p> <p>Telephone +254204235000</p> <p>Contact name Procurement</p> <p>Contact job title Director</p> <p>Country of operation Kenya</p> <p>Report a problem</p>	

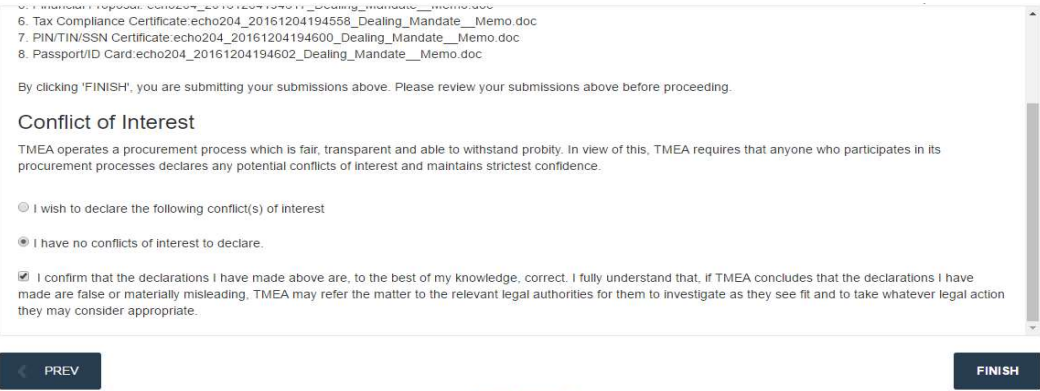

	Steps	Detailed Steps	Snapshot	Notes
12	Submit report	You will see a popup that will allow you to enter the problem you are facing. Once entered, click "Submit" and your query will be responded to as soon as possible.	 <p>The screenshot shows a browser window titled 'TradeMark East Africa Contracts Management - Google Chrome'. The address bar shows 'Secure https://procurement.trademarka.com/problem?layout=minimal'. The main content is a 'Report a problem' form with the following fields:</p> <ul style="list-style-type: none"> Email Address: <input type="text" value="procurement@trademark"/> Name: <input type="text" value="TMEA"/> Message: <input type="text"/> Submit: <input type="button" value="Submit"/> (highlighted with a red circle) 	

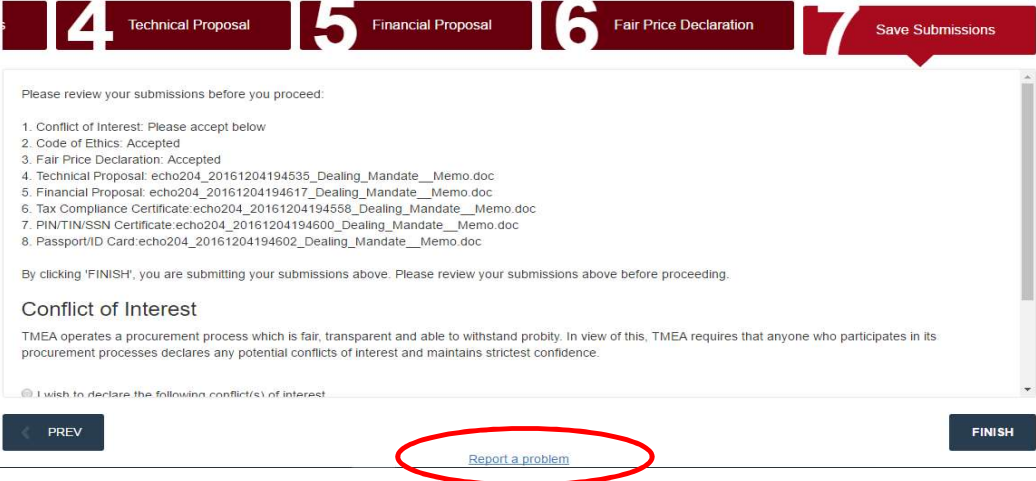
Application Process for Opportunities you are Invited to

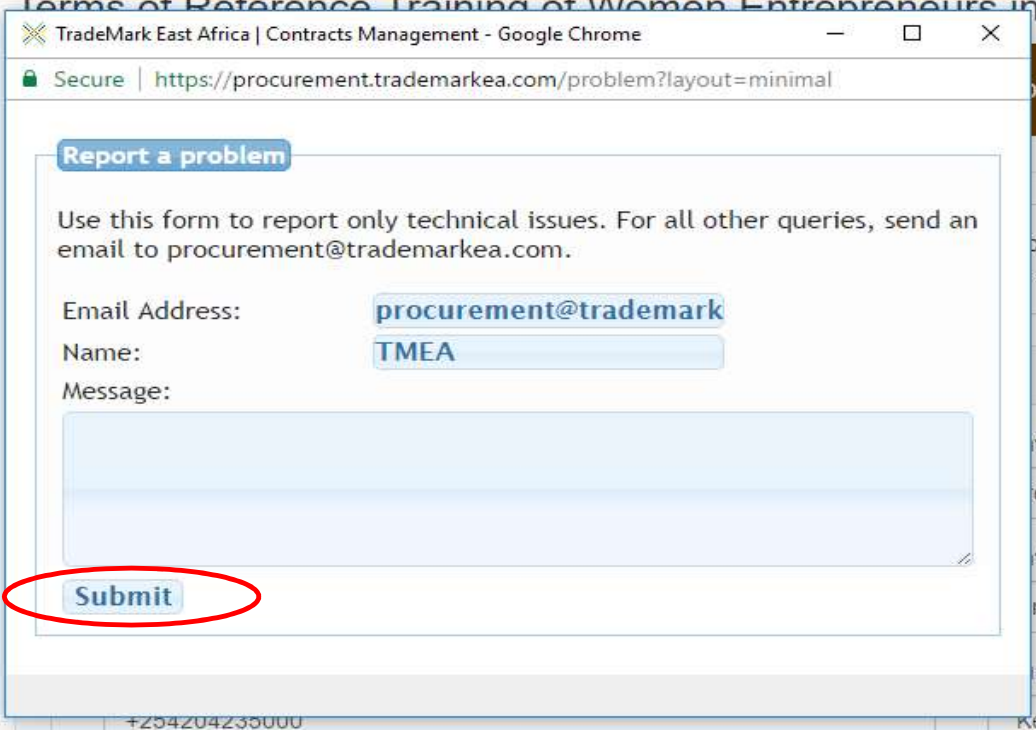
	Steps	Detailed Steps	Snapshot	Notes
1	Learn about opportunity	You receive an email from TMEA informing you that you have been invited to submit an application.		
2	Visit Procurement Site	Visit the procurement site on http://procurement.trademarka.com		It is best that you use Firefox Browser or Chrome Browser
3	Register/ Login	If you have not register before, you are required to register on the site, if already registered, log in using the user name and password generated during registration process.		Please login/register using the email address to which you received the invitation.
4	Locate Opportunity on the Profile Management Page	When you log in, you are directed to the "Profile Management" page. This is where you will see a section named "Opportunities Invited by TMEA".		In case you do not see the opportunity you expect to see here, please confirm that the email address you received the invite to is the same that you logged in with. Otherwise contact procurement@trademarka.com .

	Steps	Detailed Steps	Snapshot	Notes
	5 Click "Apply" against opportunity and review TOR	To respond to the invite, click "View Details".		
	6 Review TOR, Attachments	You can review the TOR and attachments to the TOR by clicking on the respective links. Once done, Click "next" to proceed with application process.		

	Steps	Detailed Steps	Snapshot	Notes
7	Update Profile	You will need to fill in all sections and attachments to the profile. All the fields and statutory documents are mandatory and must be provided in order to proceed. Click 'next' once done.	<p>CONSULTANCY FOR THE DESIGN, DEVELOPMENT, SUPPLY AND INSTALLATION OF AN INTEGRATED AGRICULTURE MANAGEMENT INFORMATION SYSTEM FOR THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES (MALF)</p> 	
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