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1. About Document

The processes in this document have been constructed based on the discussions conducted with the process owners from Inventory Department

This document contains the detailed process as agreed between the process owners and supersedes any other process document detailing the mentioned process flows on 4/19/2023.

This document will hence be referred during Training for the functionalities approved by process owners.

2. Prerequisites

Suppliers using the portal should have registered using their active email address.

The registered supplier account should be confirmed in-order to access the portal.

3. Overview

The suppliers will be issued with a URL, that will allow them to access the registration platform.

Registration will be done using an active email address, enter and confirm the password and submit.

A link will be sent into your email. Once link is clicked a window for login into will open where you will be required to use the email and password used while registering.

After login suppliers will be able to view all his/her listed purchase orders not completely fulfilled and view scheduled date, time and receiving docks/doors.

For Naivas receiving team, they will be able to link the supplier portal profile to the dynamics vendor account number to allow seamless link of data. Further to this, they will be able to reschedule various suppliers on different dates, timeslots and receiving doors.

4. Registration and Login

1. Paste or type the URL on browser search bar(<https://GoodsIn.naivas.co.ke>)
2. Registration window opens
3. Click on Register as new user option

A screenshot of the Naivas website's login and registration interface. At the top is the Naivas logo with the tagline 'naivas saves you money'. Below it is the 'Login' section with the text 'Sign into your account'. There are two input fields for 'Email Address' and 'Password'. Below these are checkboxes for 'Remember me' and 'Forgot Password?'. A blue 'LOG IN' button is present. A red box highlights the 'Register as a new user' link. At the bottom right, there is a copyright notice '© 2022'.

4. Enter the registration email, password and confirm password then click on REGISTER button



Register

[Back](#)

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5. A notification message is opened advising to click link sent to your email. Clicking the link confirms the registration information.

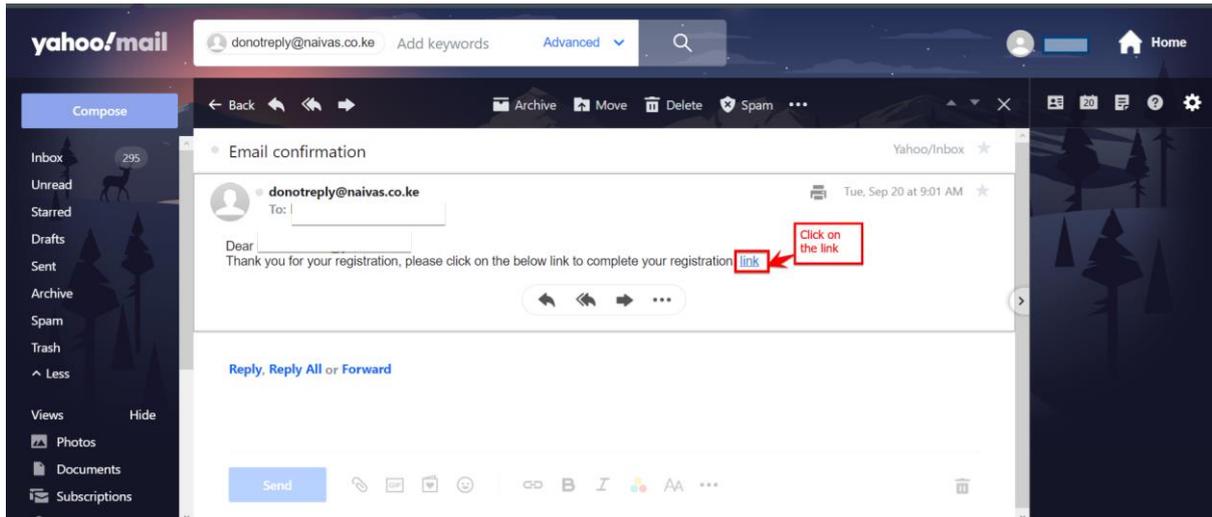


Register

Email Confirmation

Please login to your email and click on the link sent to confirm your email address.

6. Login into your email, find the sent email and click on the link



7. Login prompt window opens. Click on the highlighted link 'Click here to log in'



Confirm Email.

Thank you for confirming your email. Please

[Click here to Log in](#)

8. Enter your email and password as registered then click the LOG IN button



Login

Sign into your account

Remember me Forgot Password?

[Register as a new user](#)

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5. Supplier Portal

5.1 Supplier Profile

Supplier to complete his/her profile by entering:

- Phone number
- Postal Address
- Contact name

Click save to complete and save the updates or changes in the profile.

The screenshot shows the 'Supplier Profile' page in the Naivas system. The page title is 'Supplier Profile' and the supplier name is 'XYZ LTD'. The form contains the following fields:

- Account Id: VEN-000676
- Supplier Name: XYZ LTD
- Email Address: kjuracosmas@yahoo.com
- Contact Name: Jerry Smith
- Phone No*: 0711111111
- Lead Time In Working Days*: A toggle switch is present.
- Lead Time: 0
- Address*: PO Box 432

Buttons for 'Close' and 'Save' are visible in the top right corner of the form. The Naivas logo and navigation menu are on the left side.

5.2 Supplier Schedule

5.2.1 Creating Schedule -Main DC (Sameer) Deliveries

1. Click Delivery Schedules>Book New Delivery

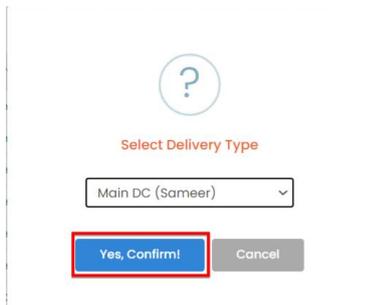
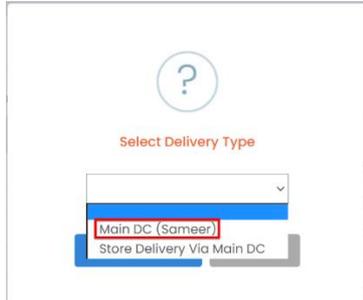
The screenshot shows the 'Delivery Schedules' page in the Naivas system. The page title is 'Delivery Schedules' and there is a '+ Book New Delivery' button in the top right corner. The page contains a search bar and a table with the following columns:

Delivery No	Delivery Type	Required By Date	Vehicle Type	Delivery Status
No data available in table				

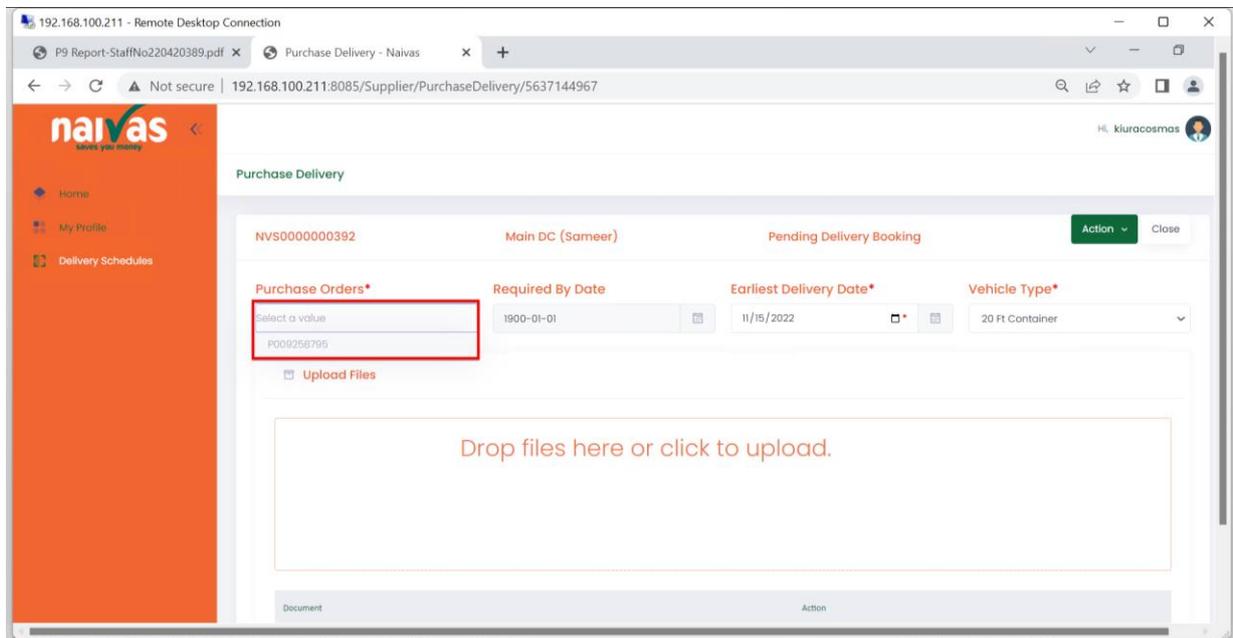
Below the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation buttons. The Naivas logo and navigation menu are on the left side.

2. On the Schedule pop-up select delivery type Main DC (Sameer) for orders created for HQ Distribution Center.

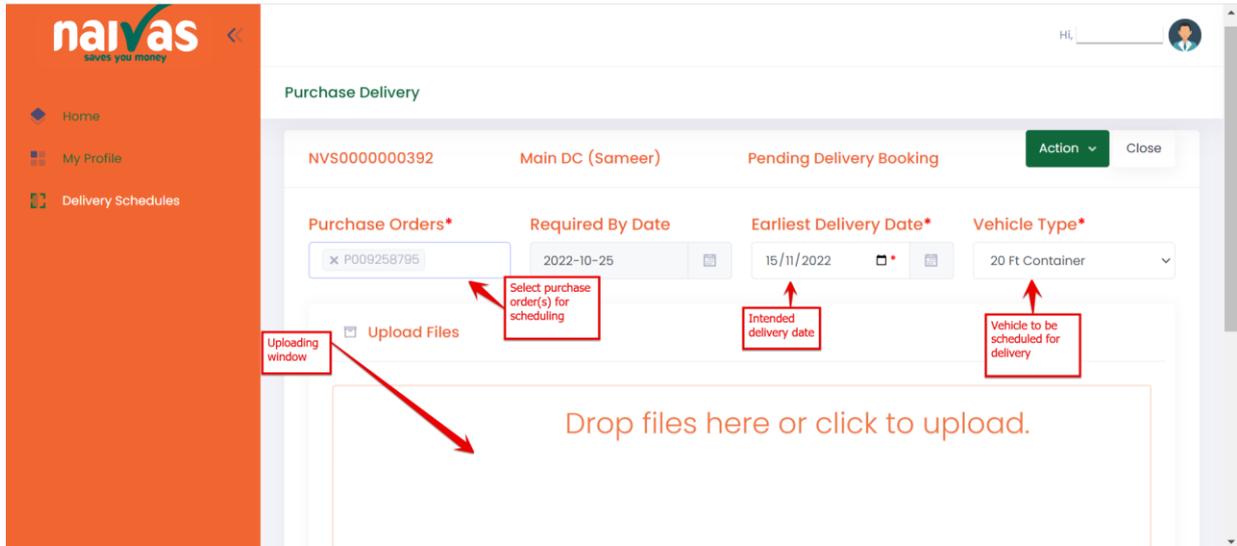
- From the select Delivery Type pop-up, select Main DC (Sameer) then click yes, confirm! button



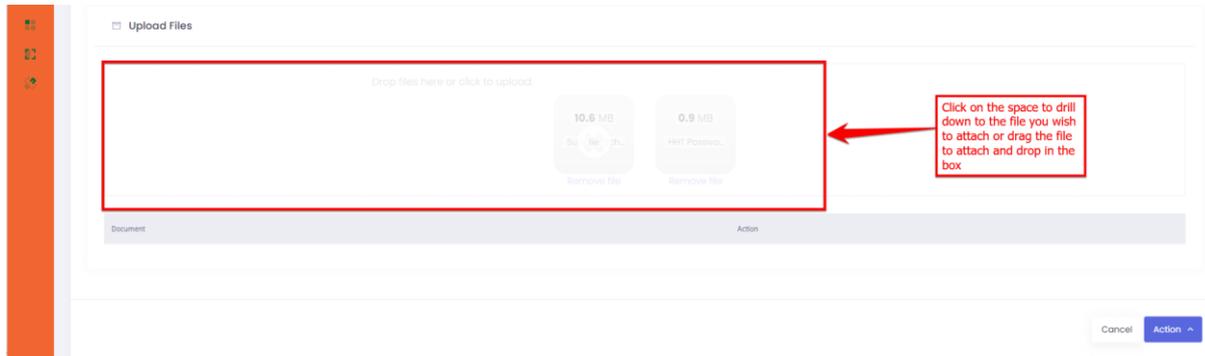
- Purchase delivery form opens
- Click on Purchase orders field. All open orders will be displayed for the supplier to select which order(s) to schedule for delivery.



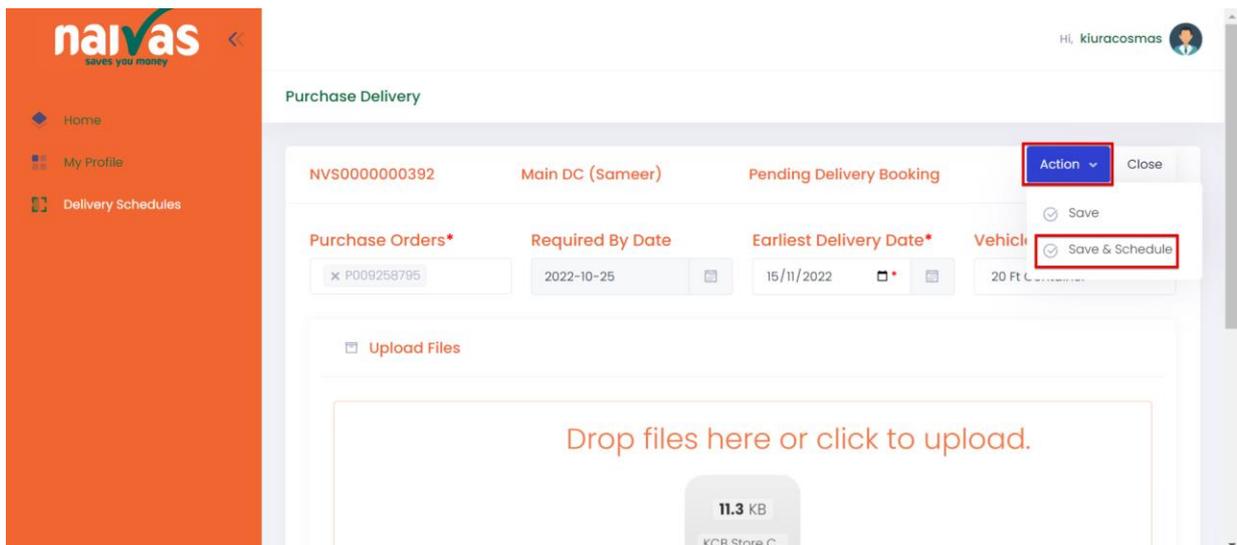
- Select the order(s) to schedule, Earliest delivery date (Date you wish to schedule the delivery for the selected purchase orders and Vehicle type.



7. Click on the space below Upload Files to drill down to the file you wish to attach or drag the file and drop in the box to upload the delivery note(s) accompanying the purchase orders



8. Click Action button and click Save & Schedule to schedule the order(s) or Save option to save the updates made.

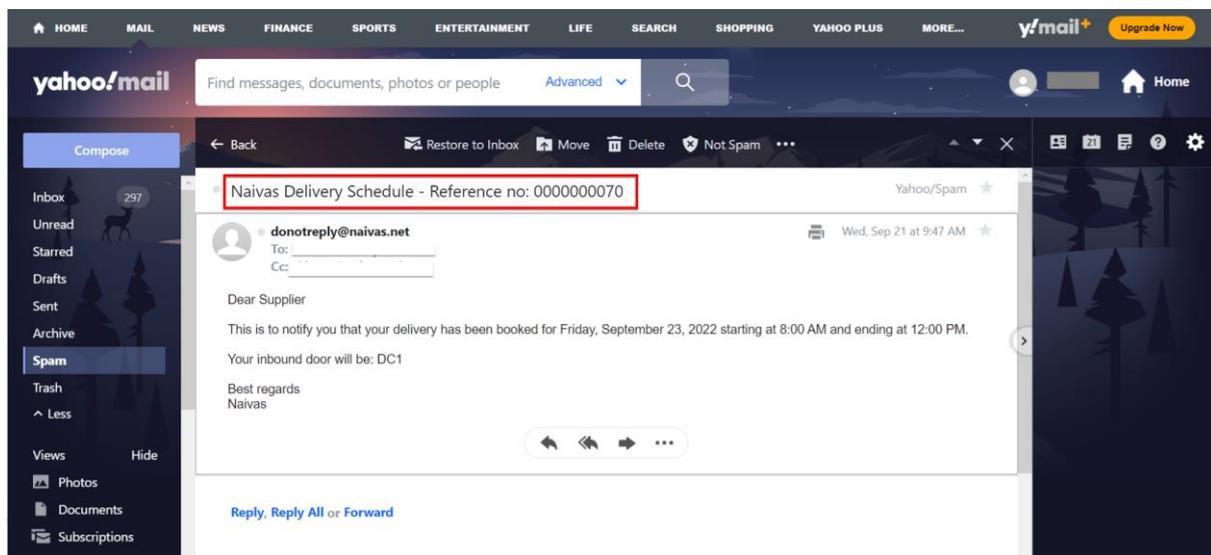


9. In the Submit window pop-up enter any comment if any then click Submit button.

Comment ×

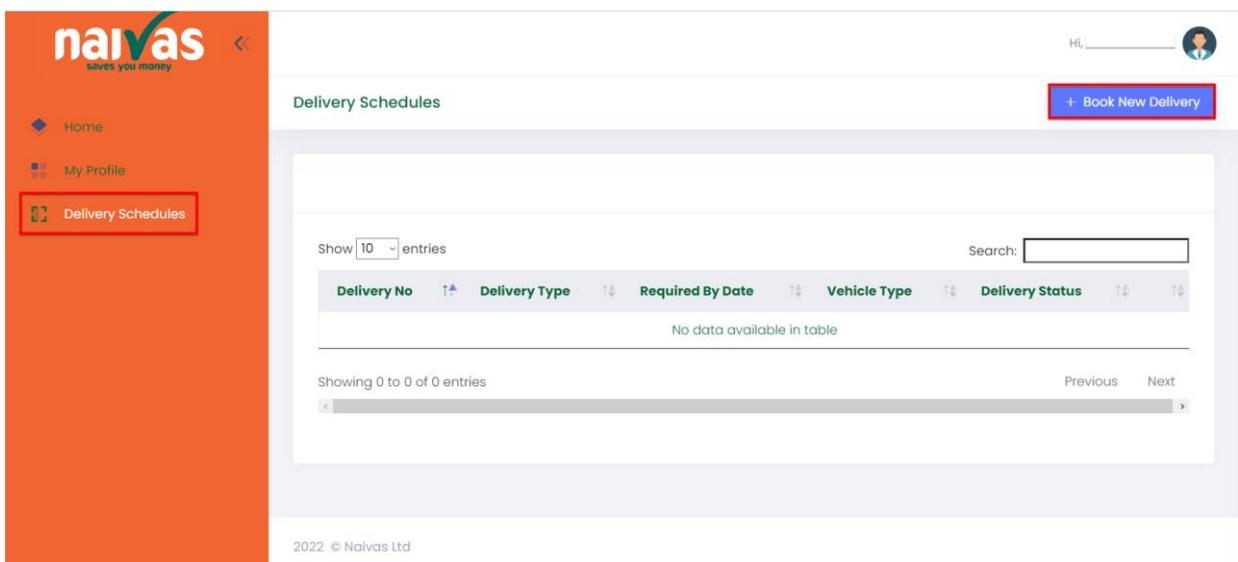
Close Submit

10. The delivery will be automatically scheduled based on availability of time slot and a door or base on a reschedule.
11. An email will also be sent showing the appointment reference number, the scheduled delivery date and the inbound door to deliver the goods on arrival.

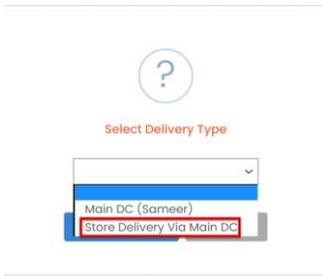


5.2.2 Creating Schedule -Store Delivery Via Main DC

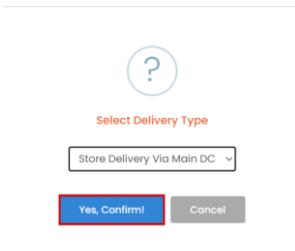
1. Click Delivery Schedule>Book New Delivery



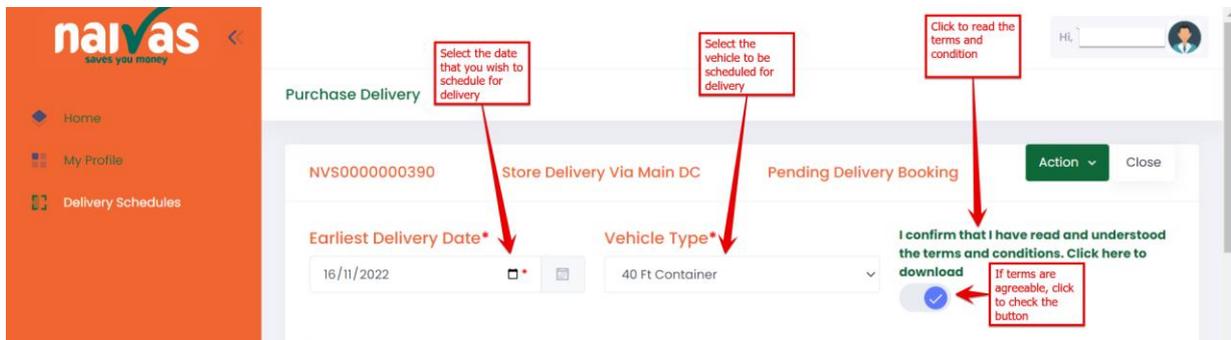
2. On the Schedule pop-up select Store Delivery Via Main DC for orders created for various retail stores but are to be delivered through HQ.



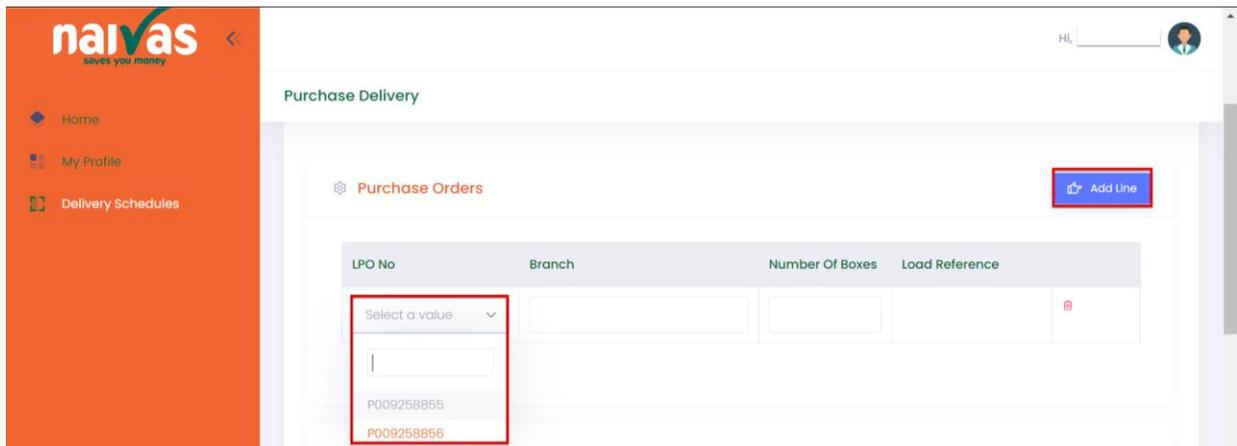
3. From the select Delivery Type pop-up, select Store Delivery Via Main DC then click yes, confirm! button



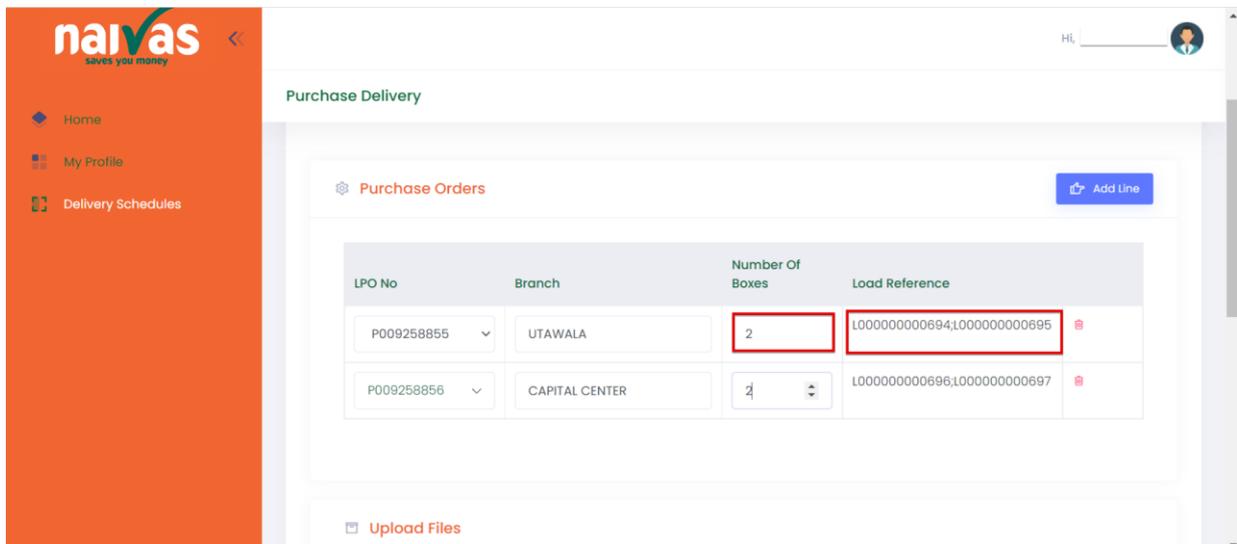
4. Purchase delivery form opens
5. Enter the Earliest delivery date (Date you wish to schedule the delivery for the selected purchase orders and Vehicle type).



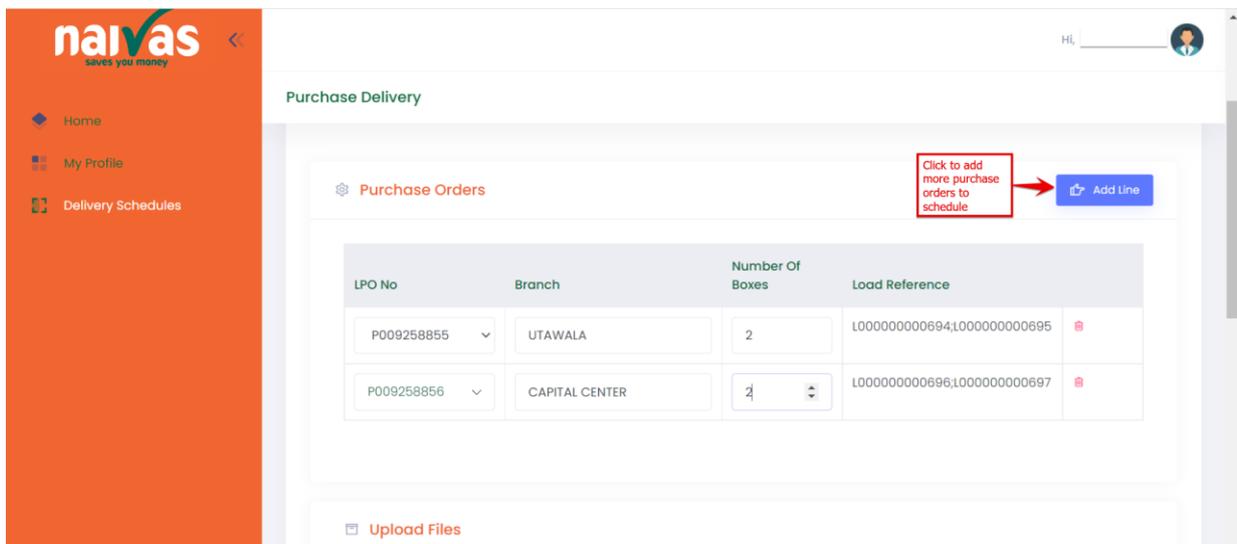
6. Under Purchase orders, LPO NO column, Click in select a Value field.
7. A list of open purchase orders will be displayed for your selection. Click on a purchase order that you wish to create a schedule.



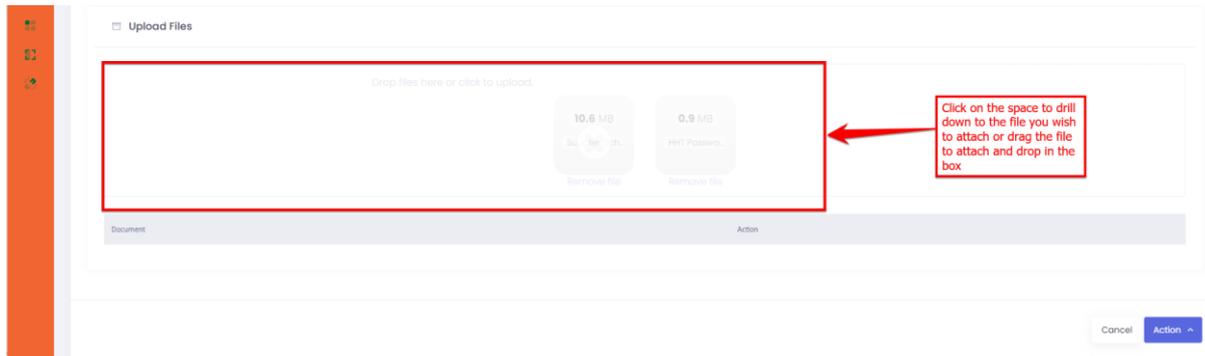
- After selecting the purchase order, enter the number of boxes under Number of Boxes field. The number of boxes will inform the Load Reference number allocation which represents each box to be delivered.



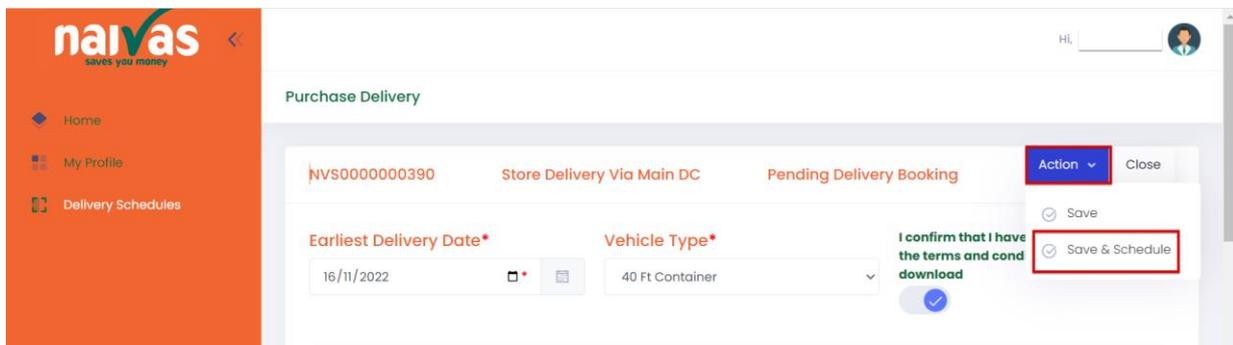
- Click New line to add an additional purchase order



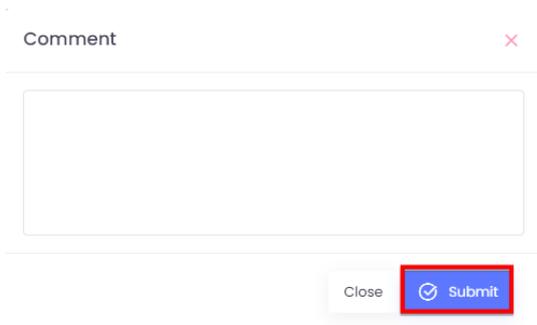
10. Click on the space below Upload Files to drill down to the file you wish to attach or drag the file and drop in the box to upload the delivery note(s) accompanying the purchase orders



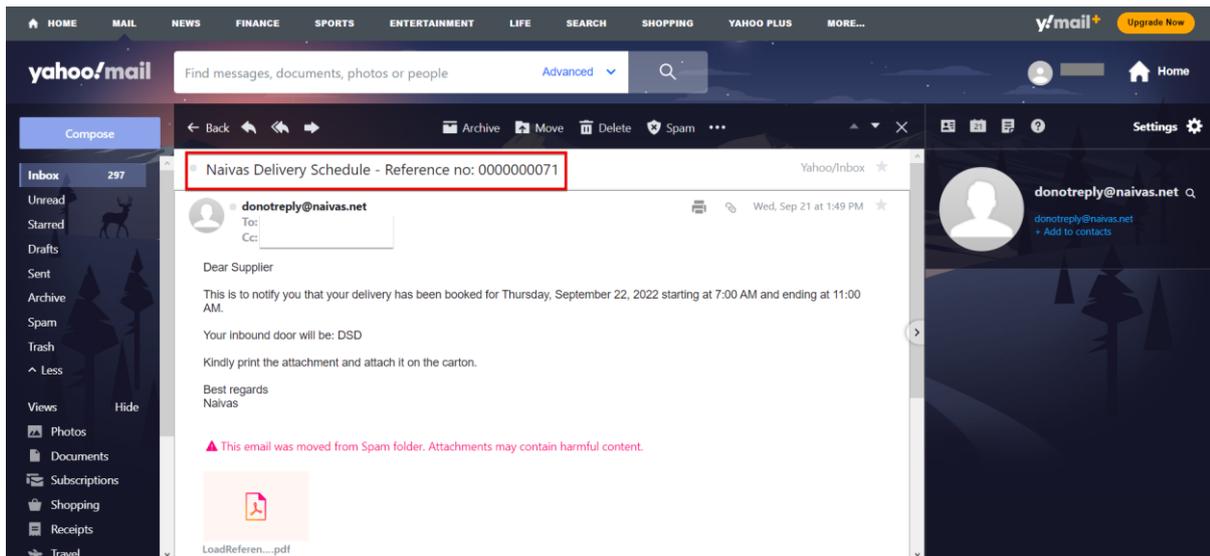
11. Click Action button and click Save & Schedule to schedule the order(s) or Save option to save the updates made.



12. In the Submit window pop-up enter any comment if any then click Submit button.

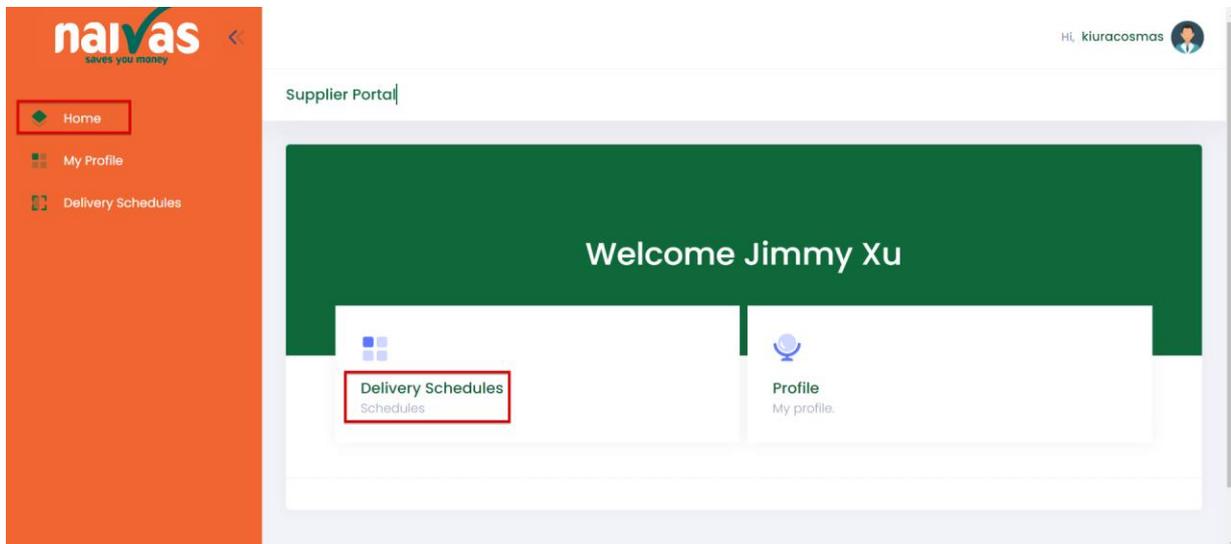


13. The delivery will be automatically scheduled based on availability of time slot and a door or base on a reschedule.
14. An email will also be sent showing the appointment reference number, the scheduled delivery date, inbound door and an attachment containing the load references to be attached to the cartons during delivery.



5.3 Supplier Receiving Schedule View

1. Go to: Home/Procurement View



2. The Delivery Schedule form opens showing a list of scheduled supplies.

Hi, 

Delivery Schedules

[+ Book New Delivery](#)

Show entries Search:

Delivery No	Delivery Type	Required By Date	Vehicle Type	Delivery Status
000000009	Store Delivery Via Main DC	8/25/2022	20 Ft Container	Delivery Booked
000000011	Store Delivery Via Main DC	8/25/2022	20 Ft Container	Delivery Booked
000000012	Store Delivery Via Main DC	8/25/2022	40 Ft Container	Delivered
000000014	Store Delivery Via Main DC	8/25/2022	40 Ft Container	Delivery Booked
000000015	Store Delivery Via Main DC	8/25/2022	40 Ft Container	Delivery Booked
000000016	Store Delivery Via Main DC	8/25/2022	40 Ft Container	Delivery Booked
000000018	Main DC (Sameer)	9/17/2022	20 Ft Container	Delivery Booked