

1. Logon to the KPA SRM portal.  
<https://suppliers.kpa.co.ke/iri/portal>



2. Please enter **initial1** in the 'Old Password' tab, and the password of your choice in the other two tabs.



3. Click on tab 'Rfx and Auctions', and you would get another prompt of entering the password for the first time. Enter **initial1** again in the Old password tab, and the password of your choice in the New Password and Repeat Password tabs.



**SAP NetWeaver**

 No switch to HTTPS occurred, so it is not secure to send a password

This is an initial password that must be changed

User: V100023A

Current Password: \*

New Password: \*

Repeat Password: \*

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The screenshot shows a man in a dark suit leaning over a desk, writing on a document. The background is a modern office with large windows and a person walking on a mezzanine level.



**SAP NetWeaver**

 No switch to HTTPS occurred, so it is not secure to send a password

This is an initial password that must be changed

User: V100023A

Current Password: \*

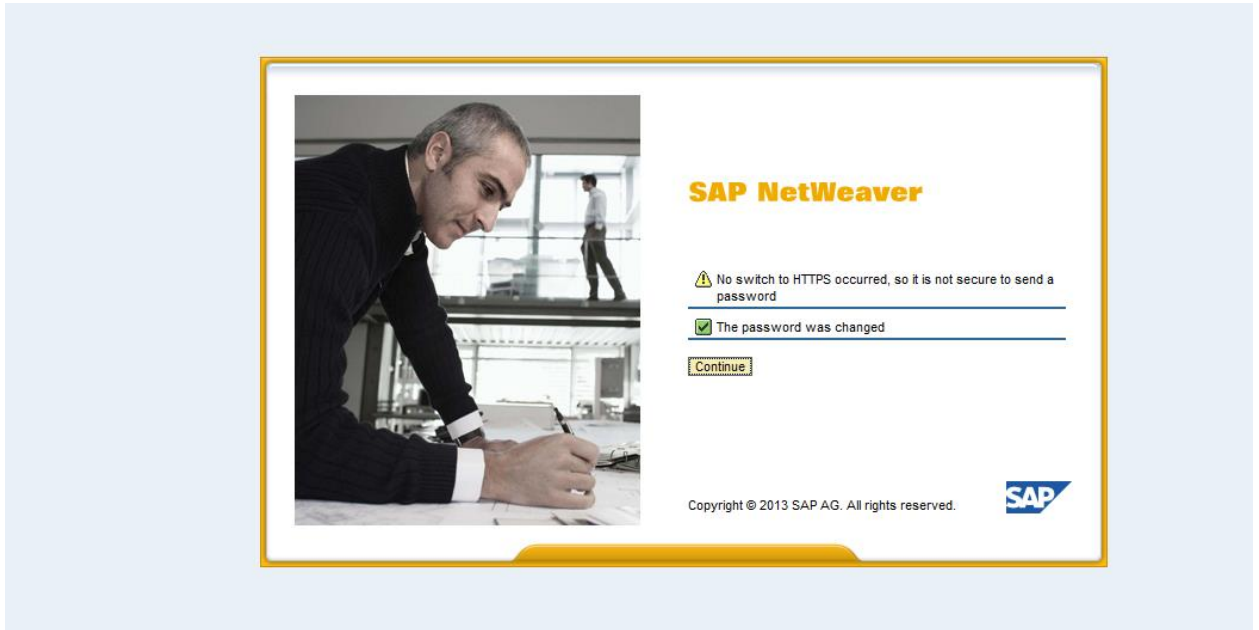
New Password: \*

Repeat Password: \*

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This screenshot is identical to the one above, but the password input fields are masked with black dots.

4. Click on Continue.



5. Click on the tab **Purchase Orders**, and you would get another prompt of entering the password for the first time. Enter **initial1** in the Old password tab, and the password of your choice in the New Password and Repeat Password tabs.



## SAP NetWeaver

 No switch to HTTPS occurred, so it is not secure to send a password


This is an initial password that must be changed

User: V100023A  
Current Password: \*   
New Password: \*   
Repeat Password: \*

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## SAP NetWeaver

 No switch to HTTPS occurred, so it is not secure to send a password

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User: V100023A  
Current Password: \*   
New Password: \*   
Repeat Password: \*

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## SAP NetWeaver

 No switch to HTTPS occurred, so it is not secure to send a password

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The password was changed

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