

# KIMS USER MANUAL- Quality Assurance & Standards Levy

SYSTEM USER INTERFACE MANUAL FOR KIMS WEB BASED SYSTEM

KENYA BUREA OF STANDARDS WWW.KEBS.COM



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# Manufacturer Application- Standards Levy & Quality Assurance

#### 1. Manufacturer/Contractor Registration (Creation of an account on KIMS)

#### 1. Access the KIMS portal through the link <u>https://kims.kebs.org</u>

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• For Tivet/NGO/Institutions/Self-help Group Click on *Sign up as A Tivet/NGO/Self-help Group* 

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-	-	Welcome	
		Sector Sector	
<b>Vision.</b> A global leader in standards based solutions for trade and sus	tainable development	Property Property State Research	
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Motto: Randants for guility Mr.		Forget Unarrante / Passavott Sign Up	
		Sign ( Ja As A Tant Nga Sait Heig Enco	Click
3 <u>www.kebs.com</u>	<u>kims-supr</u> 471/2	oort@kebs.org   072220	2 137 or 0734 600



2. This is the page that will be opened on clicking sign up.

KEBS Renderds of Bundards Bell-Se	evice Portal		2030
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- 3. Fill form with below details and click Login.
  - Company Registration Number
  - Director's Id Number

NB: Please ensure that details are updated on BRS(Business Registration Service) portal which can be accessed through the E-Citizen platform.



- 4. Fill Below company information details and click NEXT
  - Company Registration Number.
  - Director's Id Number.
  - Company Name.
  - KRA pin. (*Please ensure the KRA pin input is correct*)
  - Yearly Turnover.
  - Line Of Business.
  - Nature of Business.



# **General Company Information**

Director's Id Number
The id number of one dir
KRA Pin
The kraPin
Line Of Business
Please select
NEXT

- 5. Fill Below details and click **NEXT** 
  - Postal Address.
  - Physical Address.
  - Plot Number.
  - Company Email.
  - Company Phone.

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# **Address & Contact Information**

Postal Address	Physical Address
Company postal address 🔔	The physical address
Plat Musiker	Common Front
FICENUMBER	
The plot number	The company email addr
Company Phone	
The company phone nur	
PDEV	NEXT
THEY	NEXT

6. Fill Below Physical Location details and click NEXT.

- Building Name.
- Street Name.
- Region.
- County.

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- 7. Fill below details for the super user and click **NEXT**.
  - First Name.
  - Last Name.
  - User Name.
  - Email Address.
  - Password.
  - Confirm Password.





# **Contact Person Information**

User Name	Email address
Password	Confirm Password
	password confirmation
PREV	NEXT

- 8. Fill Below details and click **NEXT** 
  - Phone Number. (*Do not use a landline*)
  - Click on **Send OTP**
  - OTP (sent to the phone number keyed in).
  - Click on validate and create.

NB: If you do not receive an OTP dial \*100# and activate promotional Messages.

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	KEBS Sta	enya Bureau of tandards andards for Quality life
	VISION 2030	
Contact Person Phone Please Enter Your Phone Number To Receive	e Information	
Enter Your Phononumber		
OTP		
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#### 2. Manufacturer/Contractor LOG-IN Process

1. Login to the KIMS portal using the provided username and password and click on *Login*.

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Motto: Starstenk for suality life	(100 H)
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Нура Кана, ОТ Ноглана Исан. Тел - 136. 100 (89) 8000. Наций - 1012 203 137 аг 073400 АТU2 РИСС. (0734.039 340 Елист Нобрански у	County 2011 Asing Donas of Sandards. 44 Right Neurosci vi 88

## **Registered Manufacturer**

2. Login to the KIMS portal using the provided username and password and click on *Login*.

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Mission: To provide standard based solutions that promote knowators trade and quality ble	Personal Records and Records a
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age   11 <u>www.kebs.com</u>   <u>kims</u> 600	-support@kebs.org   0722 202 137 or 0734 471/2



3. An OTP (One Time Password) will be sent to the number registered during registration. Key in the OTP shared and click on confirm OTP.

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## 3. Standards Levy Registration (Manufacturer)

1. On login, the below dashboard will be displayed. The first process is to register for Levy before making any application in SMARK, FMARK or DMARK.

Click on Proceed on SL 1 form Standards Levy.

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Γ			
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2. Fill in *ALL* the required fields in the SL1 form and click *Apply*.

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Christine Galti -		Kindly Fill the details below SL1 Form	N	
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My Companies -	Business/Company Name	Plot Numbe		
Diamond Mark				
Standardization Mark	Road / Street	Postal Address	Telephone	
O Fortification Mark				
🔲 Invoices 🔫				
Payments	Main Physical Location			Activate Windows On to Settings to ectivate Windows
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Standardization Mark	Road / Street	Postal Address	Telephone	
O Fortification Mark	There Road	Taavo Road	0721128016	
E Invoices +				
Payments	Main Physical Location			Activate Windows So to Setting: to activity Windows
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Standards Levy	WETERLARD	REFLEC DUTING AD R GROUND PLOSE PREJINE CUTERINI
		Activate Windows Co. In Settings to activate Windows
		Click APPLY

3. A confirmation message is received, and an entry number allocated.





4. After filling in the SL1 form, to view the entry number that will be referenced at the point of making payment on ITAX, click on the SL 1 form filled to view.

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0 5	ortification Mark	20230405000024						
		Entry No Allocated						

### 4. Standards Levy Registration (Contractor)

1. On login, the below dashboard will be displayed. The first process is to register for Levy.



#### Click on Proceed on SL 1 form Standards Levy.



Click Proceed

#### 2. Fill in ALL the required fields in the SL1/C form and click Apply.

	Kindly Fill the details below	
	SL1-C Form	
Name of Business (*Required	Plot Number("Request	
Road / Street (*Request	Address ("Required	
Telephone Number		Activate Windows Go to Settings to activate Windows.

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 		KEBS Star	nya Bureau o andards ndards for Quality life
Date upon which Contracting Commenced or will Commence (Network)	Total value of Contract undertaken in last Calender Year KSH		
dd/mm/yyyy	Total value of Manufacture in fast Caler		
If you have branches kindly add them here			
Name of Branch ("Nequel	Location ("pleased		
			1
APPLY		Activate Windows	
		Go to Settings to activate Win	denes.
Click Apply			

3. A confirmation message is received, and an entry number allocated.



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## 5. SMARK Application & Payment (New Application)

1. Click on *Make Application* on *Standardization Mark. (Please ensure that levy registration is done before making an application)* 

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2. Fill in all the required fields on STA 1 form and click next

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		Step 1 of 9	
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- 3. For section food, select whether an fmark is required for that product and click next. The list of products that require an fmark include:
  - Edible fats and oil
  - Maize flour
  - Wheat flour

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• Sugar & Salt (Optional)

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4. input all information required as per the STA 10 questionnaire and upload documents as required on steps 2 to 9:

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#### Input information as required, click on add to add several items then click on next

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Input information as required, click on add to add several items then click on next

Input information as required, click on add to add several items then click on next

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Input information as required then click next

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Kenya Bureau of

 Click on Branch details to view attached branch details,sta10 summary to view sta details and Update Application Details to make changes to the filled application details



6. Click on **Submit Application** to submit application then click on Yes! If application is complete



7. Click on Payment Details to view the invoice generated

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8. Click *Make Payment* to make payment and *Make New Application* to make another application



**9.** Click on *Make Payment* and select the invoice/s that you want to pay then click on consolidate

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10. Click on invoice details to view the consolidated Invoice Details, Invoices Attached Details to view the selected invoices



11. Click on Bank Details to view the various banks that payment can be made through. Click on a particular bank to view details for that bank

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12. Click on MPESA Payment Details and click on paybill to view mpesa paybill details

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13. Click on Direct to mpesa ,enter Mpesa number and click on **PAY NOW** to pay via mpesa stk push

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14. Click on View Invoice to view and download the generated invoice





15. After payment is made, Payment status updates to Paid under Invoice details

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16. To view the invoice after logging out, click on the invoice drop down and then click on All Invoices

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17. To view the applications applied and their progress status, click on **Standardization** *mark* on the side bar then select **All My Applications** 

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18. To view the applications that require manufacturer's action, click on My Tasks on the sidebar

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19. To view the various remarks given during application review, click on Comments under the application then click on view

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20. To view the Scheme of supervision uploaded, click on *Scheme of Supervision* on the side bar of the application and click on *view scheme* 



21. To view the Lab results for samples collected during inspection, click on Lab Results on the sidebar of the application, then click on view to view the lab results and the compliance statuses assigned to the samples collected

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22. To view the Permit certificate awarded, click on Certificate Issued on the sidebar of the application



23. To resubmit an application incase it is rejected or the application requires an update from the manufacturer, click on Update Application Details to update sta 10 details

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24. To upload a document, click on upload documents under actions tab, fill in file description then click on drag and drop to select a file then click on Upload

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25. To view uploaded documents, click on *Uploaded Documents* on the sidebar of the application and click on view.

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26. To resubmit, click on Re-submit Application to resubmit application after amendment, key in remarks and click on re-submit



27. To view lab results and compliance status, click on lab results on the side bar of the application then click on view

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28. To resubmit application for re-sampling, click on re-submit for resampling on the actions tab ,input remarks then click on resubmit



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### 6. SMARK Renewal Application and Payment

1. Click on Standardization Mark on the sidebar, Awarded permits then click on view the application that is to be renewed

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#### 2. Click on Renew



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- 3. Click on Update Application to make updates to STA 10 details

4. Click on **Submit Application** to submit the renewed Application and click on Yes if complete



5. To view the version of the previous awarded application before renewal, click on *other versions* 

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6. Click on Payment Details to view the payment breakdown

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7. Click *Make Payment* to make payment and *Make New Application* to make another application



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# 7. DMARK New Application & Payment

1. Click on *Make Application* on the Diamond Mark tab or click on make application under Diamond Mark menu on the side bar

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2. Fill in the STA 1 form details. Under Application Type select whether it's a foreign or Local Dmark you are applying for and click next

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#### 3. Fill in the required sta 3 form details from steps 2 to 6 clicking next after each step

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4. Click on the various menus on the application to view the details filled on the application

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5. Click on Update application in order to make any changes on the STA forms details

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6. Click on **Submit Application** then click on Yes in order to submit application





7. Click on *Payment Details* to view payment breakdown.Then click on Make payment to make payment

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8. Click on *Pay Now* to make payment to that one application

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9. Click on Invoice Details to view the general invoice details



10. Click on *Invoice Attached Details* to view the consolidated invoice, if several they will be listed here

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11. Click on *Bank Details* to view the various banks details through which payment can be made



12. Click on *Mpesa payment Details* to pay through Mpesa stk push.Key in mpesa number and click on pay now

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13. Click on *View Invoice* to view and download the generated invoice

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14. After payment is made, invoice status updates to paid



15. Select Diamond Mark then All My Applications on the side bar to view progress of the Dmark applications made

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16. Click on *My Tasks* on the side bar menu to view applications that need manufacture's action

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17. To view updates given during the review process, Click on each of the sub-menus on the side bar of the application



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# 8. DMARK Renewal & Payment

1. Click on Diamond Mark on the sidebar, Awarded permits then click on view the application that is to be renewed

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#### 2. Click on *Renew*

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3. Click on Update Application to make updates to STA 3 details



4. Click on **Submit Application** to submit the renewed Application and click on Yes if complete

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5. To view the version of the previous awarded application before renewal, click on *other versions* 





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6. Click on *Payment Details* to view payment breakdown.Then click on Make payment to make payment

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7. Click on Pay Now to make payment to that one application

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9. Click on *Invoice Attached Details* to view the consolidated invoice, if several they will be listed here



10. Click on *Bank Details* to view the various banks details through which payment can be made

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11. Click on *Mpesa payment Details* to pay through Mpesa stk push.Key in mpesa number and click on pay now



12. Click on *View Invoice* to view and download the generated invoice

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14. Select Diamond Mark then All My Applications on the side bar to view progress of the Dmark applications made

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# 9. FMARK New Application and Payment

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1. To apply Fmark alongside Smark, select Make application on Smark. (Only applicable for specific products under Food section)

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2. On STA 1 form on selecting food section, a list of the products that need Fmark are listed and if your product is among the listed ones, select Yes then proceed with the application like that of Smark application process.

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3. If the Smark permit is already applied separately, Click on Make Application Under Fmark

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4. Under Select Standardization Mark, select the Smark that needs an Fmark

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5. Click on *Confirm* 

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6. Click on each of the sub menus to view details of sta10 that are already pre-filled based on what was filled during the selected Smark application

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7. To make an update to the application details, Click on *Update Application* under Actions Tab



8. After Reviewing the application, click on submit Application then click on Yes

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9. Click on payment details to view Payment details then click on Pay Now to make payment

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10. Select the application you want to pay and click on Pay Now,or consolidate several invoices and pay for them at once

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11. Click Yes inorder to generate invoice and make payment



12. Click on All My Applications under Fmark to view and keep track of the progress of all the Fmark Applications made

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# **10. FMARK Renewal and Payment**

1. Click on Fortification Mark on the sidebar, Awarded permits then click on view on the application that is to be renewed .(For Fmarks that applied alongside smark, their renewal can be done when renewing the smark)

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### 2. Click on *Renew*

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3. Click on Update Application to make updates to STA 10 details

4. Click on **Submit Application** to submit the renewed Application and click on Yes if complete



5. To view the version of the previous awarded application before renewal, click on *other versions* 

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6. Click on *Payment Details* to view the payment breakdown

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7. Click *Make Payment* to make payment and *Make New Application* to make another application

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# **11. MIGRATION AND RENEWAL OF EXISTING PERMITS**



## 1.Click on *My Permits* on the top right

#### 2.Click on the Plus sign next to Migrate Permit

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### 3.Enter one of the manufacturer's smark permit numbers and click OK

4.All permits connected to the manufacturer should be displayed on the list of All Permits

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5. Click on Standardization Mark , Select Awarded Permits then view the permit that needs renewal

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6.Click on Update to Renew in order to update STA 10 details

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7.In order to update sta10 details, either select an existing permit , that's updated on the application or update the sta 10 form details

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9.Click on Submit Application if all details are okay (If you need to update the sta10 details,Click on update application Details)

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## 10.Click on Proceed to Payment to make payment

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