



**Kenya Bureau of  
Standards**

Standards for Quality life

# **KIMS USER MANUAL- Quality Assurance & Standards Levy**

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**SYSTEM USER INTERFACE MANUAL FOR KIMS WEB BASED SYSTEM**

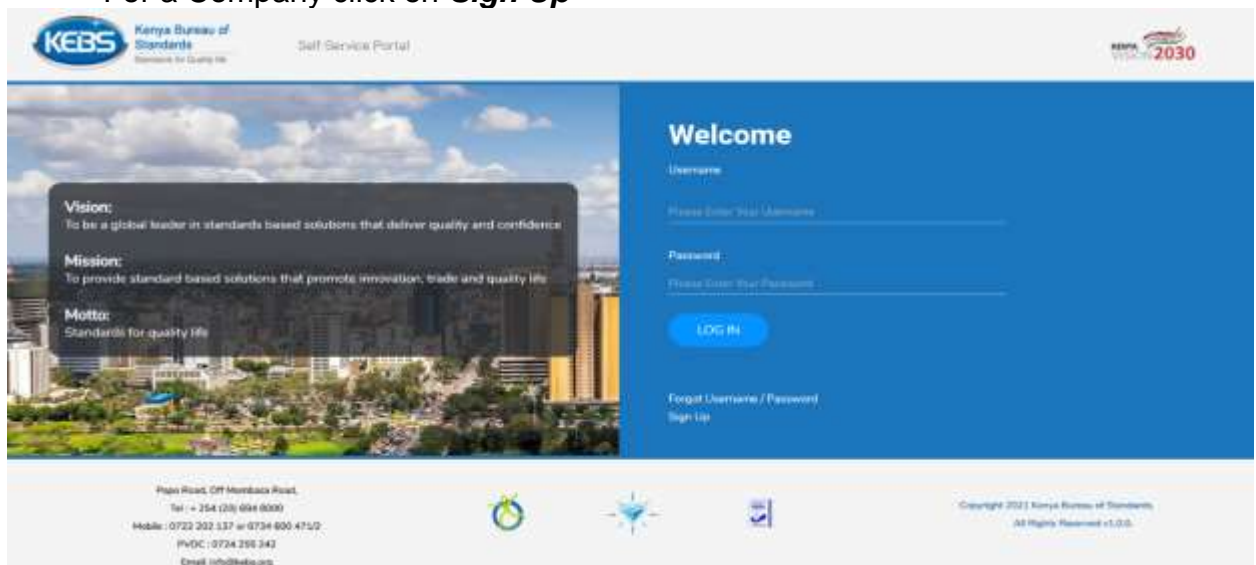
## Contents

Contents.....	2
Manufacturer Application- Standards Levy & Quality Assurance.....	3
1. Manufacturer/Contractor Registration.....	3
2. Manufacturer/Contractor LOG-IN Process.....	11
3. Standards Levy Registration (Manufacturer) .....	12
4. Standards Levy Registration (Contractor).....	15
5. SMARK Application & Payment (New Application) .....	18
6. SMARK Renewal Application and Payment .....	36
7. DMARK New Application & Payment.....	40
8. DMARK Renewal & Payment .....	51
9. FMARK New Application and Payment .....	59
10. FMARK Renewal and Payment.....	65
11. MIGRATION AND RENEWAL OF EXISTING PERMITS .....	69

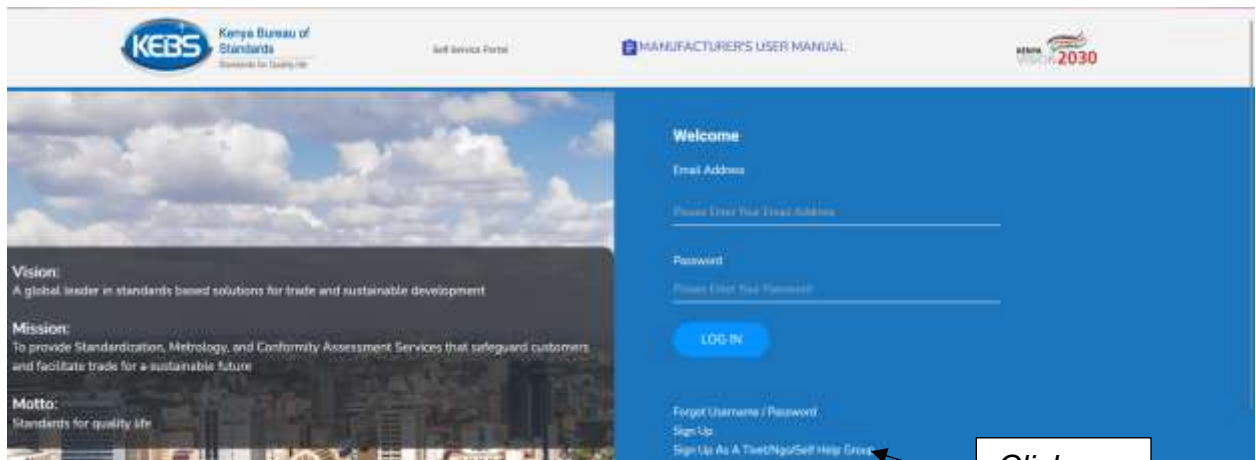
# Manufacturer Application- Standards Levy & Quality Assurance

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

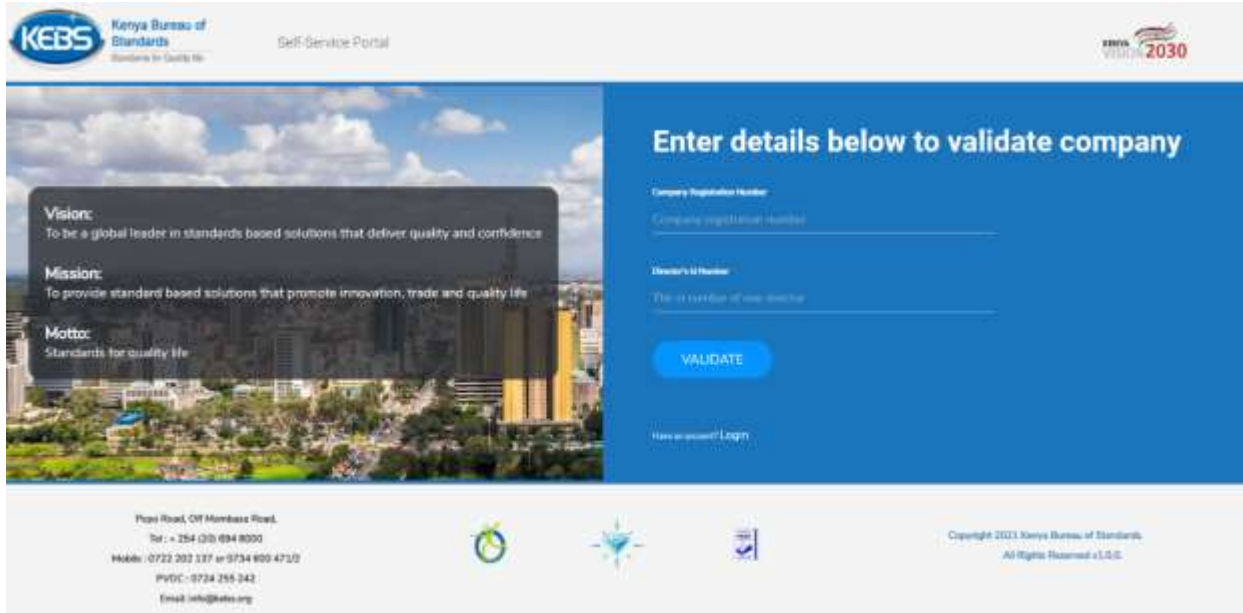
1. Access the KIMS portal through the link <https://kims.kebs.org>
  - For a Company click on **Sign Up**



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



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



Kenya Bureau of Standards  
Standards for Quality life

Self-Service Portal

Home About Us Services Contact Us E-Citizen

Sign Up

**Enter details below to validate company**

Company Registration Number

Director's Id Number

**VALIDATE**

Have account? Login

**Vision:**  
To be a global leader in standards based solutions that deliver quality and confidence

**Mission:**  
To provide standard based solutions that promote innovation, trade and quality life

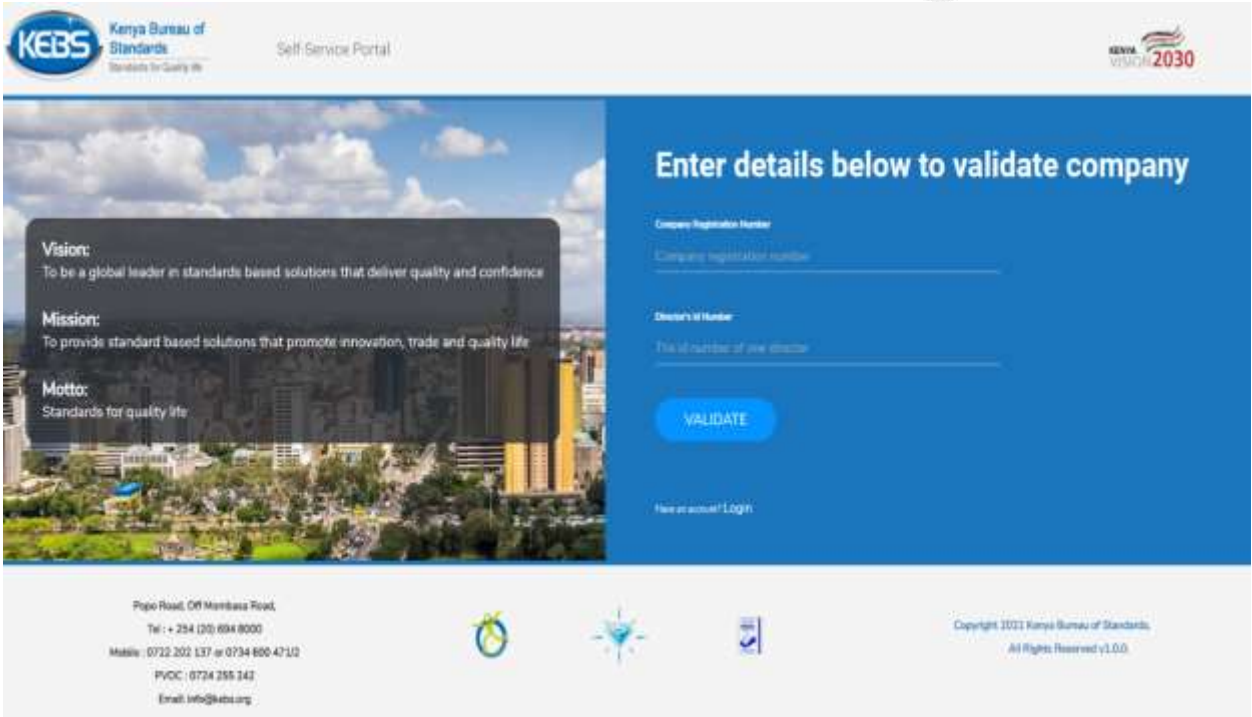
**Motto:**  
Standards for quality life

Picnic Road, Off Mombasa Road,  
Tel : + 254 (20) 694 8000  
Mobile : 0722 202 137 or 0734 600 471/2  
PVDC : 0724 255 342  
Email : info@kebs.org

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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.*



The screenshot shows the KEBS Self-Service Portal. On the left, there is a banner with the KEBS logo and the text "Kenya Bureau of Standards Standards for Quality life". Below this, a dark box contains the following information:

- Vision:** To be a global leader in standards based solutions that deliver quality and confidence
- Mission:** To provide standard based solutions that promote innovation, trade and quality life
- Motto:** Standards for quality life

On the right, there is a blue box with the heading "Enter details below to validate company". Below this heading, there are two input fields:

- Company Registration Number**: Company registration number
- Director's Id Number**: The id number of one director

Below the input fields is a blue button labeled "VALIDATE". At the bottom of the blue box, there is a link that says "Have an account? Login".

At the bottom of the page, there is a footer with the following information:

- Popo Road, Off Mombasa Road,  
Tel : + 254 (20) 694 8000  
Mobile : 0722 202 137 or 0734 600 471/2  
PVOC : 0734 255 142  
Email : info@kebs.org

There are also three logos in the footer: a green circular logo, a blue circular logo, and a purple circular logo. On the right side of the footer, there is a copyright notice: "Copyright 2021 Kenya Bureau of Standards. All Rights Reserved v1.0.0".

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

Company Registration Number

Company registration nu \_\_\_\_\_

The id number of one director is required

Director's Id Number

The id number of one dir \_\_\_\_\_

The id number of one director

Company Name

The Company name \_\_\_\_\_

The Company name required

KRA Pin

The kraPin \_\_\_\_\_

The Company name required

Yearly Turnover

The yearly Turnover \_\_\_\_\_

The yearly Turnover is required

Line Of Business

Please select

Nature of Business

Please select

PREV

NEXT

5. Fill Below details and click **NEXT**

- Postal Address.
- Physical Address.
- Plot Number.
- Company Email.
- Company Phone.

## Address & Contact Information

### Postal Address

Company postal address

The Postal Address is required

### Physical Address

The physical address

The physical address is required

### Plot Number

The plot number

The Plot Number is required

### Company Email

The company email addr

The company email address is required

### Company Phone

The company phone num

The company phone number is required

PREV

NEXT

6. Fill Below Physical Location details and click **NEXT**.

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

## Physical Location Information

Building Name

Building Name:

Street Name

The street name

The street name is required

Region

The Region is required

County

The County is required

Town

The town is required

PREV

NEXT

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

First Name

\_\_\_\_\_

Last Name

The last name is required

User Name

The userName is required

Email address

The email is required

Password

enter password

The credentials is required

Confirm Password

password confirmation

The confirm Credentials is required

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.**



## Contact Person Phone Information

Please Enter Your Phone Number To Receive Your OTP

Enter Your Phonenumber

e.g 254xxxxxx

The call phone is required

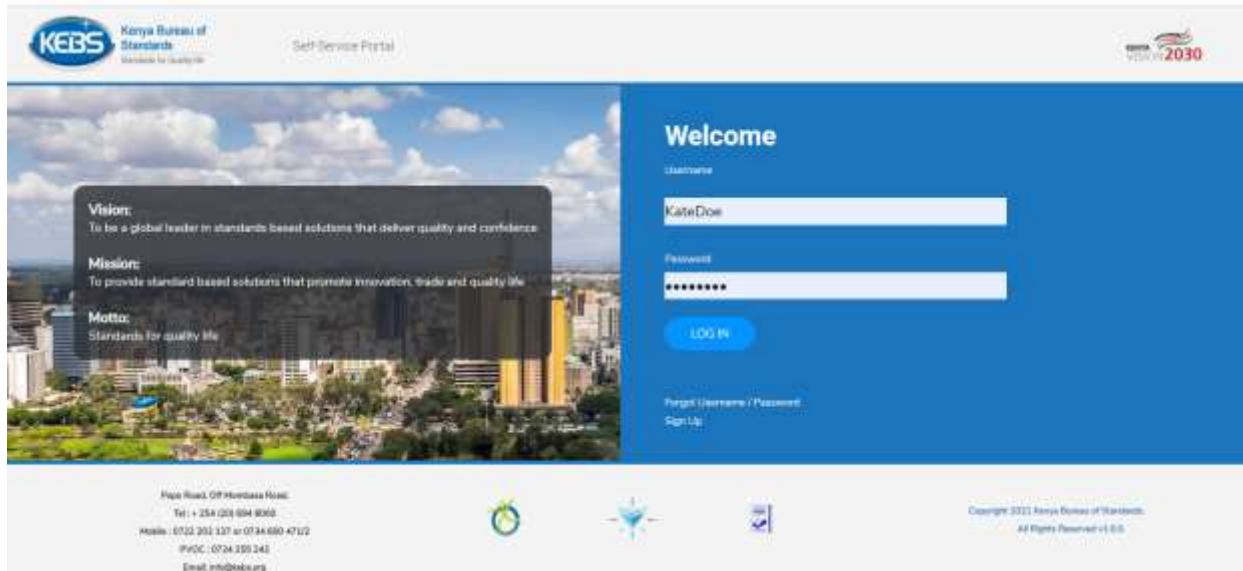
OTP

The OTP

PREV

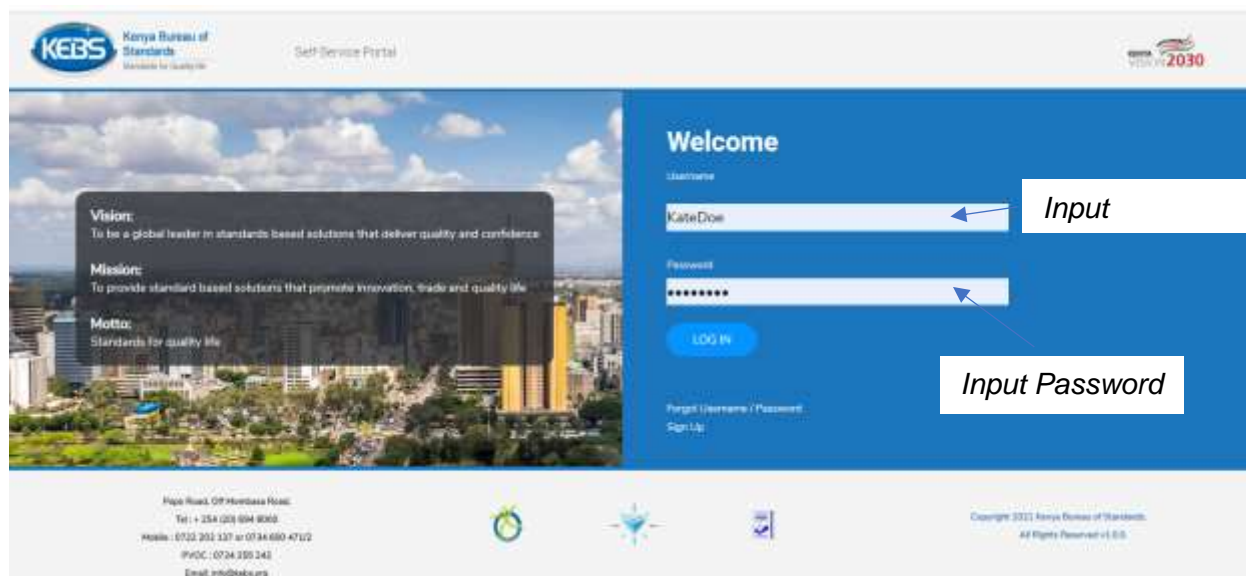
## 2. Manufacturer/Contractor LOG-IN Process

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

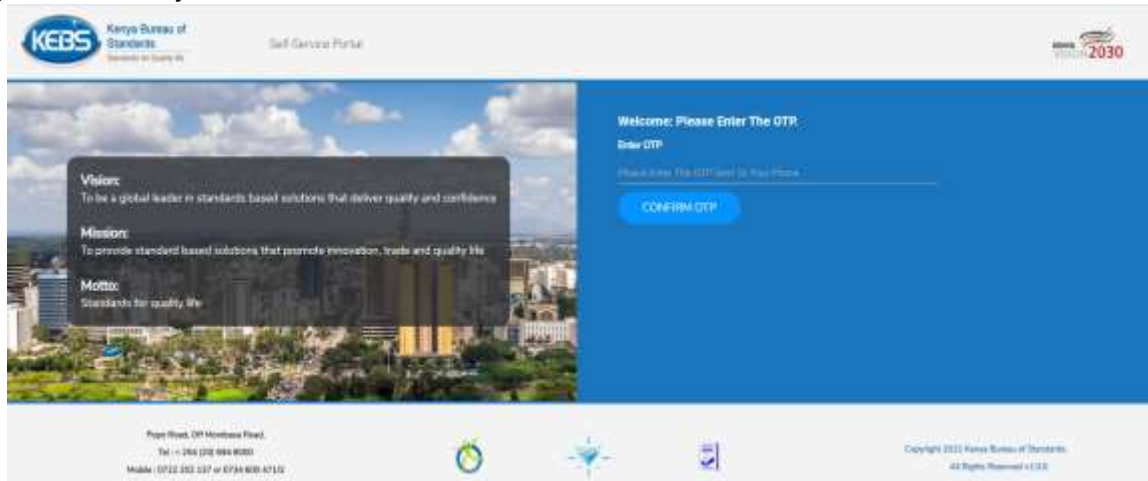


### Registered Manufacturer

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



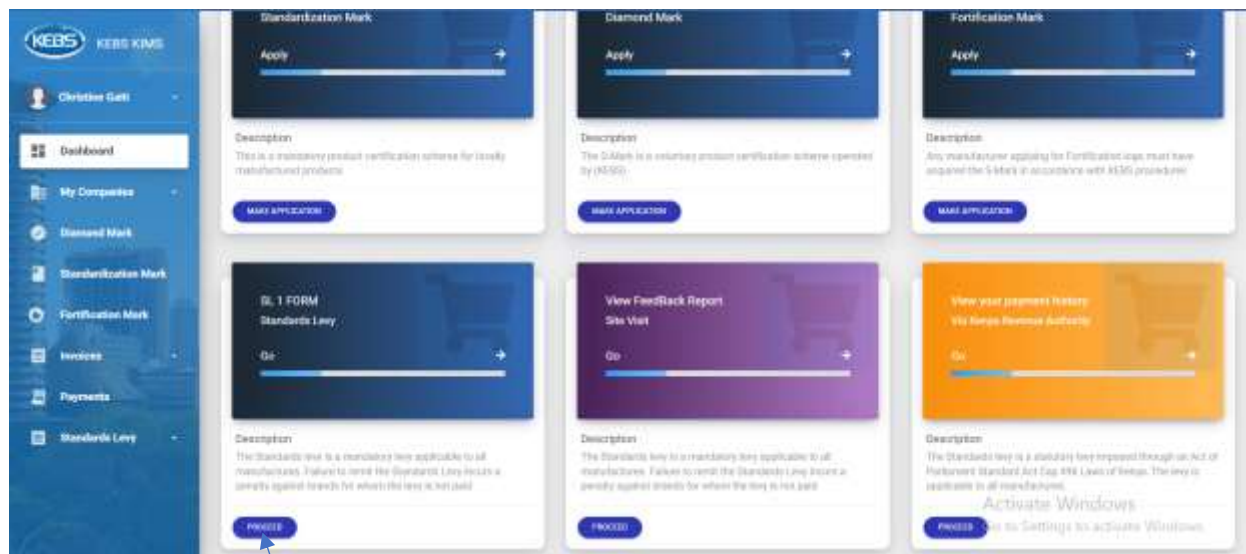
- An OTP (One Time Password) will be sent to the number registered during registration. Key in the OTP shared and click on confirm OTP.



### 3. Standards Levy Registration (Manufacturer)

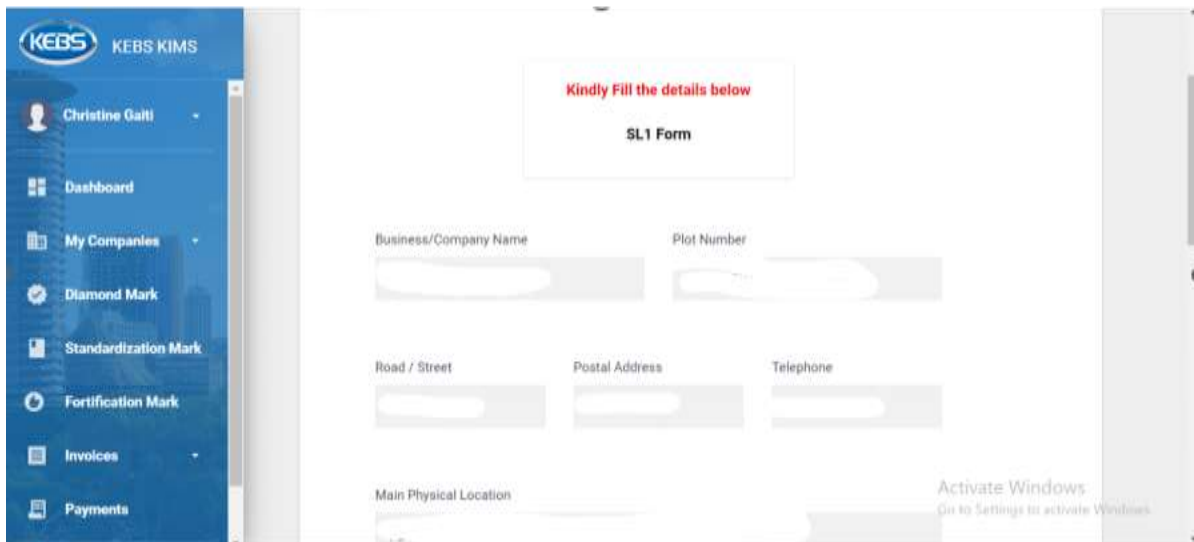
- On login, the below dashboard will be displayed. The first process is to register for Levy before making any application in SMARK, FMARK or DMARK.

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



Click Proceed

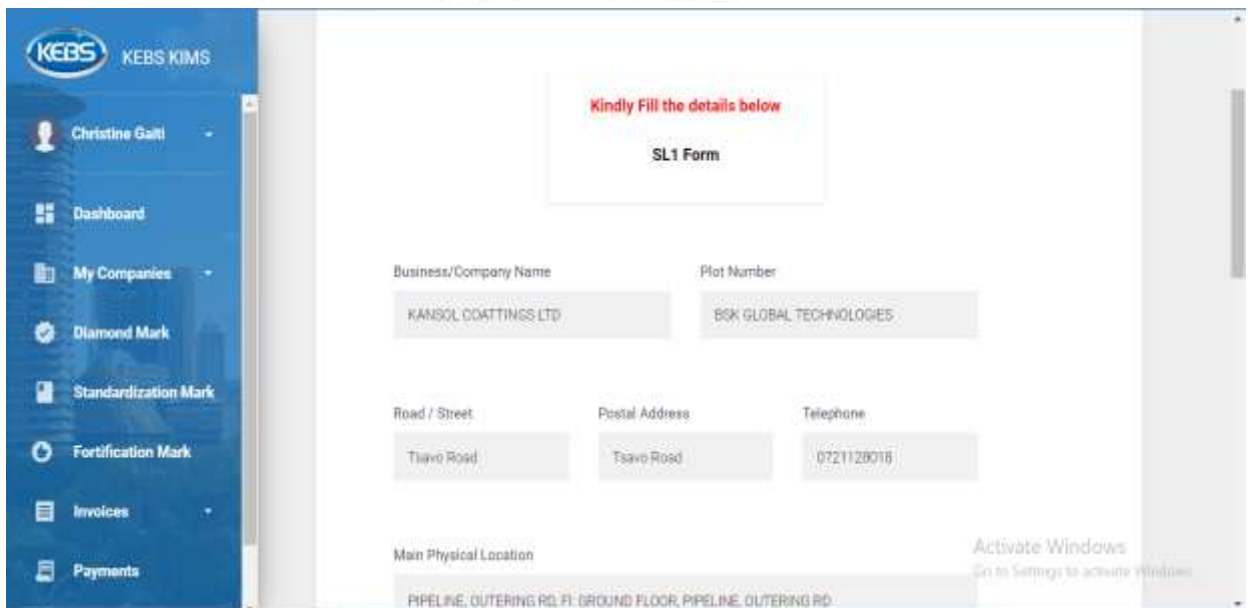
2. Fill in **ALL** the required fields in the SL1 form and click **Apply**.



The screenshot shows the KEBS KIMS interface with a sidebar menu on the left containing options like Dashboard, My Companies, Diamond Mark, Standardization Mark, Fortification Mark, Invoices, and Payments. The main content area displays the 'SL1 Form' with a heading 'Kindly Fill the details below'. The form fields are empty:

- Business/Company Name:
- Plot Number:
- Road / Street:
- Postal Address:
- Telephone:
- Main Physical Location:

An 'Activate Windows' watermark is visible in the bottom right corner of the form area.



This screenshot shows the same KEBS KIMS SL1 Form, but with the input fields filled with example data:

- Business/Company Name:
- Plot Number:
- Road / Street:
- Postal Address:
- Telephone:
- Main Physical Location:

The 'Activate Windows' watermark is also present in the bottom right corner.

Name and Business of Proprietors and Partners, and in the case of Companies, the Chief Executive and Directors  
ABUJA CHAMWADA AYIDA

All Commodities Manufactured or to be Manufactured(Commodities are concrete separated)  
[Empty field]

Date upon which Manufacture Commenced or will Commence: [mm/dd/yyyy] Total value of Manufacture in last Calendar Year KSH: [Empty field]  
Total value of Manufacture in last Calendar Year USD: [Empty field]

If you have branches kindly add them here:

Name of Branch: WATERMARK Location: PAFELINE, OUTRINERD #1 GROUND FLOOR PAFELINE, OUTRINERD

Activate Windows  
Go to Settings to activate Windows

APPLY

Click APPLY

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

Dashboard

USER MAIL

OK  
Entry number is 20230405000024,  
Check your E-mail for registration  
details

Saved  
Entry number is 20230405000024, Check your E-mail for registration details  
OK

No. of Branches: 1 Turnover: KES 500,000.00

Fertification Mark  
Apply

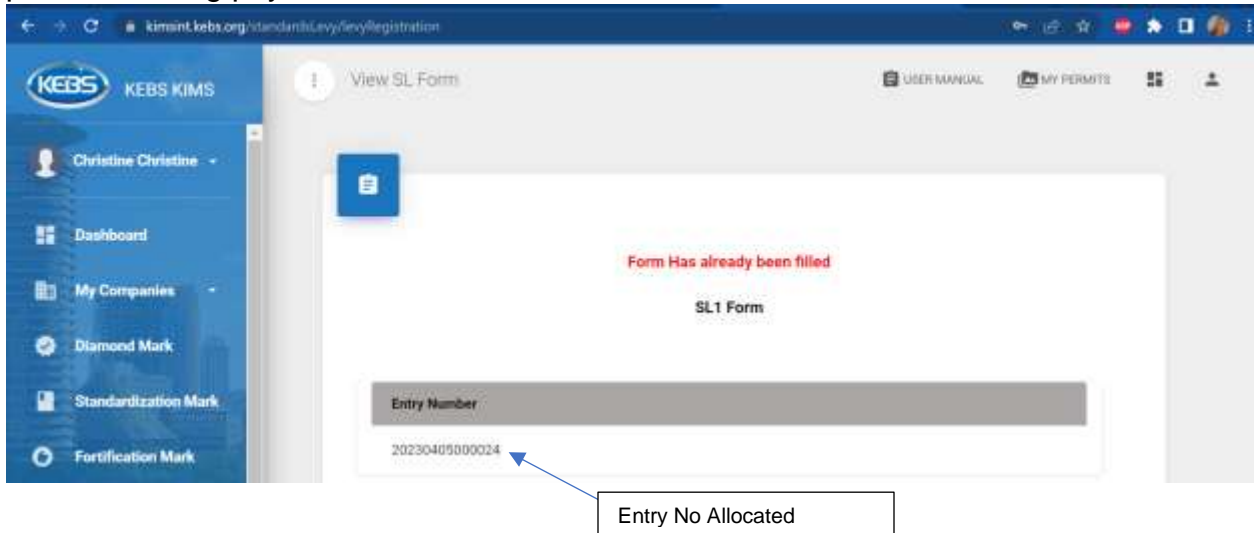
Description: This is a mandatory product certification scheme for locally manufactured

Description: The D-Mark is a mandatory product certification scheme operated by KEBS

Description: Any manufacturer applying for Fertification logs must have assigned the



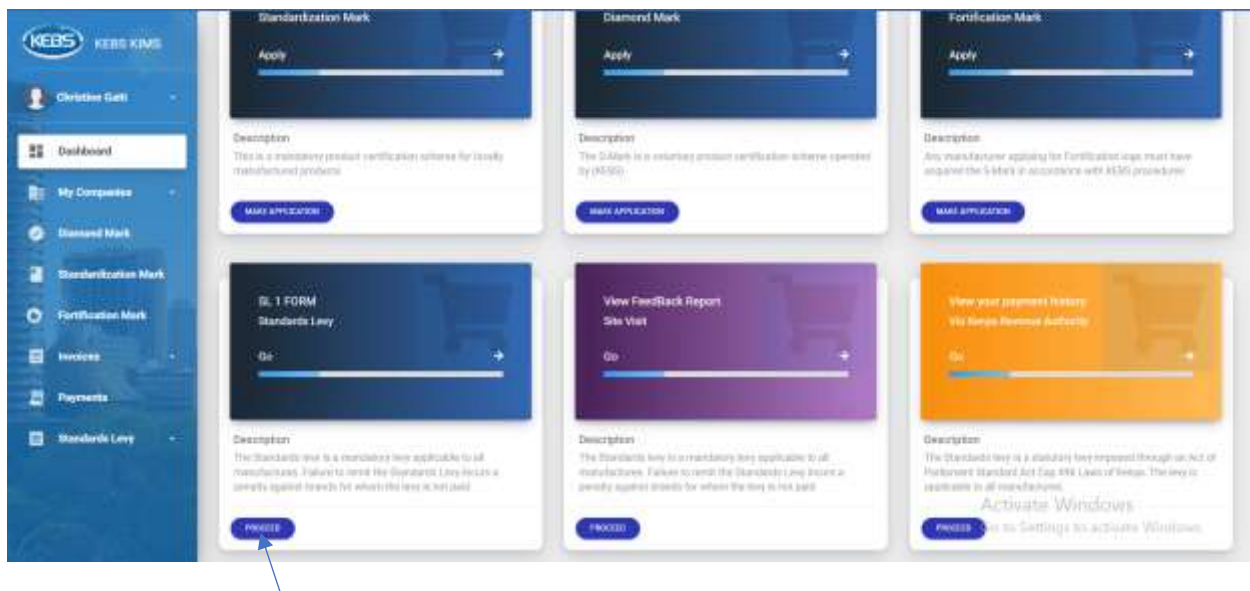
- After filling in the SL1 form, to view the entry number that will be referenced at the point of making payment on ITAX, click on the SL 1 form filled to view.



## 4. Standards Levy Registration (Contractor)

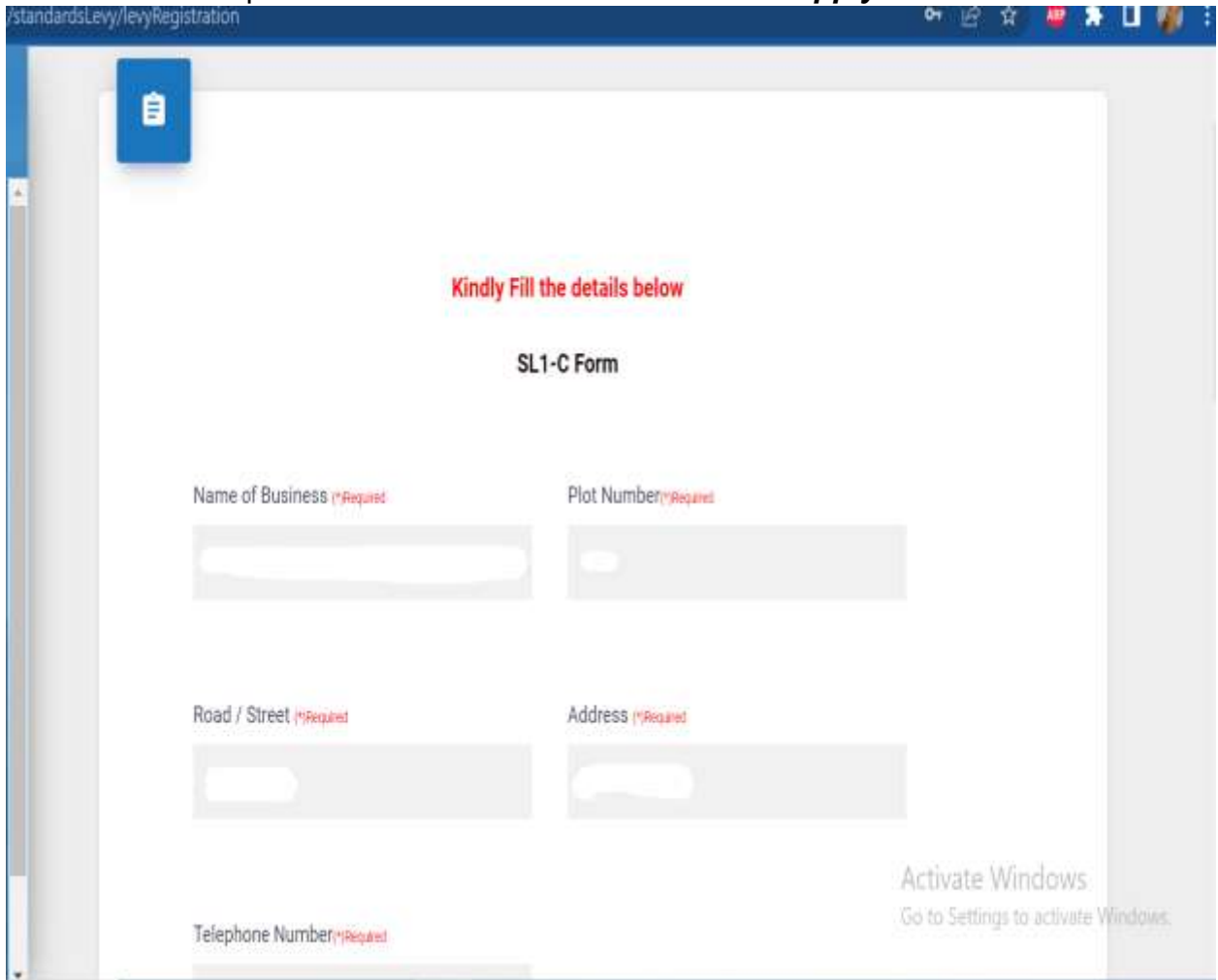
- On login, the below dashboard will be displayed. The first process is to register for Levy.

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**.



The screenshot shows a web browser window with the URL `/standardsLevy/levyRegistration`. The page content includes:

- A blue header bar with a home icon.
- Red text: "Kindly Fill the details below"
- Section title: "SL1-C Form"
- Form fields with red asterisks indicating they are required:
  - Name of Business (\*Required)
  - Plot Number (\*Required)
  - Road / Street (\*Required)
  - Address (\*Required)
  - Telephone Number (\*Required)
- Input fields for each of the above categories.
- Windows watermark: "Activate Windows. Go to Settings to activate Windows."



Date upon which Contracting Commenced or will Commence *(Required)*  
dd/mm/yyyy

Total value of Contract undertaken in last Calendar Year KSH

Total value of Manufacture in last Calendar Year KSH

If you have branches kindly add them here

Name of Branch *(Required)*

Location *(Required)*

**APPLY**

Click Apply

Activate Windows  
Go to Settings to activate Windows.

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

KEBS KIMS

Dashboard

USER MAN

OK  
Entry number is 20230405000024,  
Check your E-mail for registration  
details

No. of  
Branches  
1

Turnover  
KES  
500,000.00

**Saved**

Entry number is 20230405000024, Check your E-mail for registration details

OK

Fortification Mark

Apply

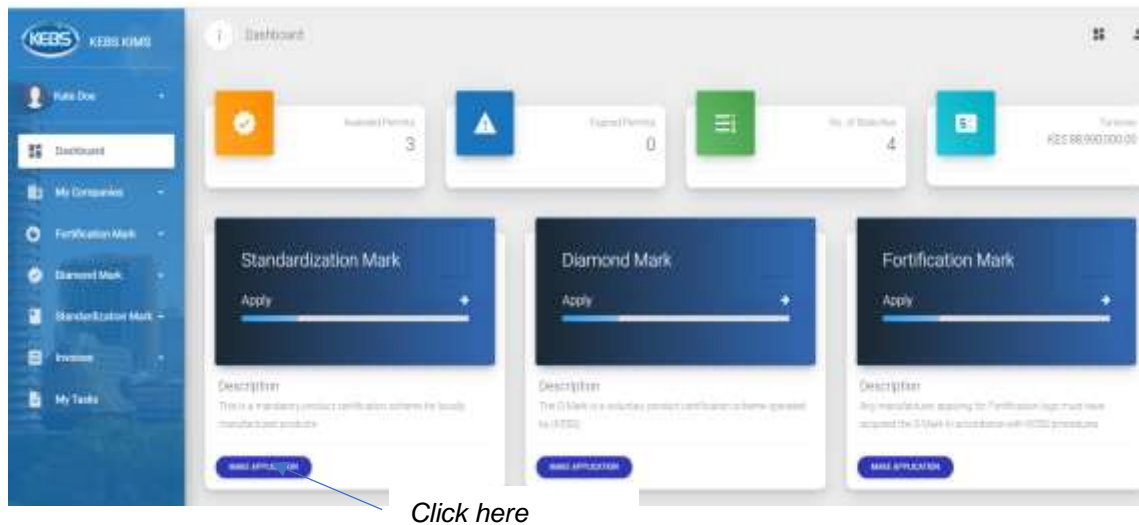
Description  
This is a mandatory product certification scheme for locally manufactured

Description  
The D-Mark is a mandatory product certification scheme operated by (KEBS)

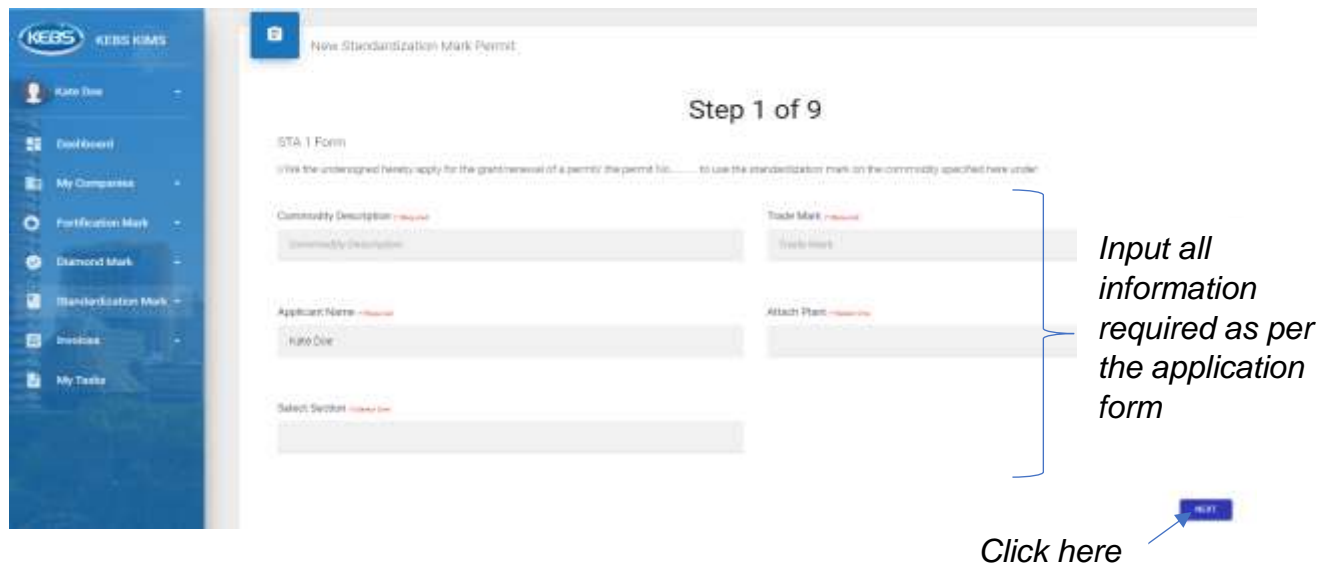
Description  
Any manufacturer applying for Fortification logo must have assumed the

## 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)

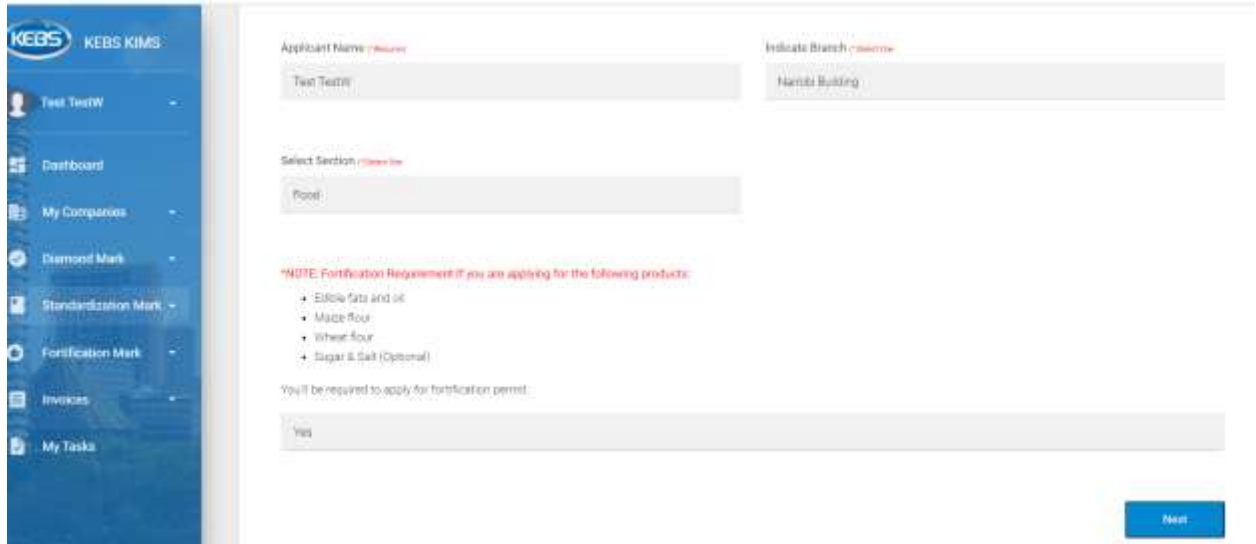


2. Fill in all the required fields on STA 1 form and click next



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:

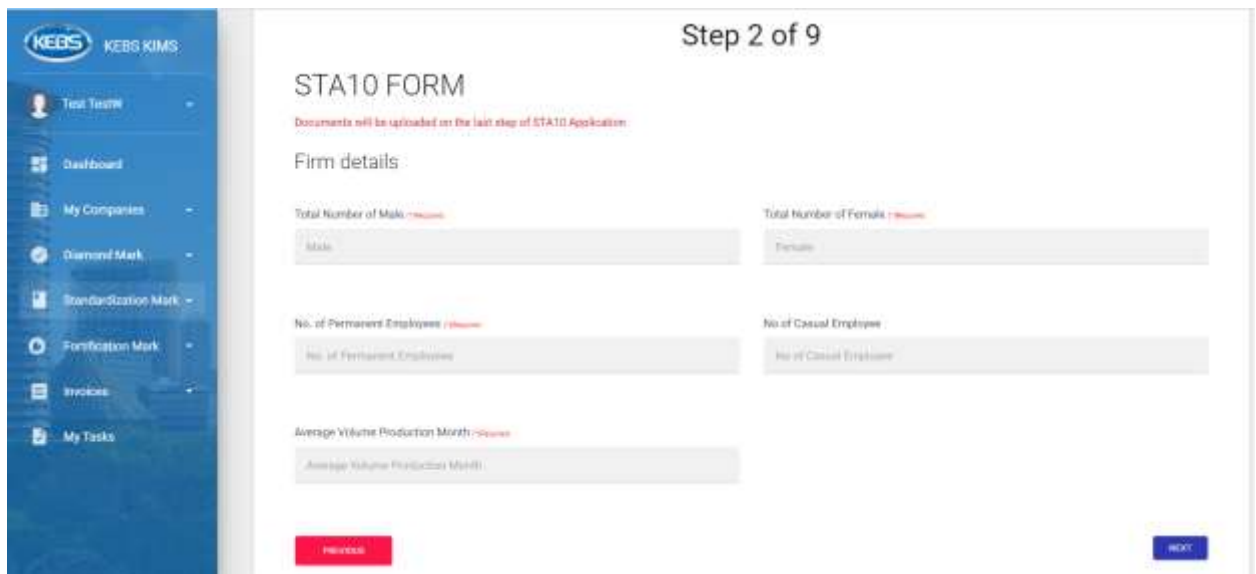
- Edible fats and oil
- Maize flour
- Wheat flour
- Sugar & Salt (Optional)



The screenshot shows the 'Fortification Mark' selection step in the KEBS KIMS application. The left sidebar contains navigation options: Test TestW, Dashboard, My Companies, Diamond Mark, Standardization Mark, Fortification Mark, Invoices, and My Tasks. The main form area includes:

- Applicant Name:** Test TestW
- Indicate Branch:** Nairobi Building
- Select Section:** Food
- \*NOTE: Fortification Requirement if you are applying for the following products:**
  - Edible fats and oil
  - Maize flour
  - Wheat flour
  - Sugar & Salt (Optional)
- You'll be required to apply for fortification permit:** Yes
- Next** button

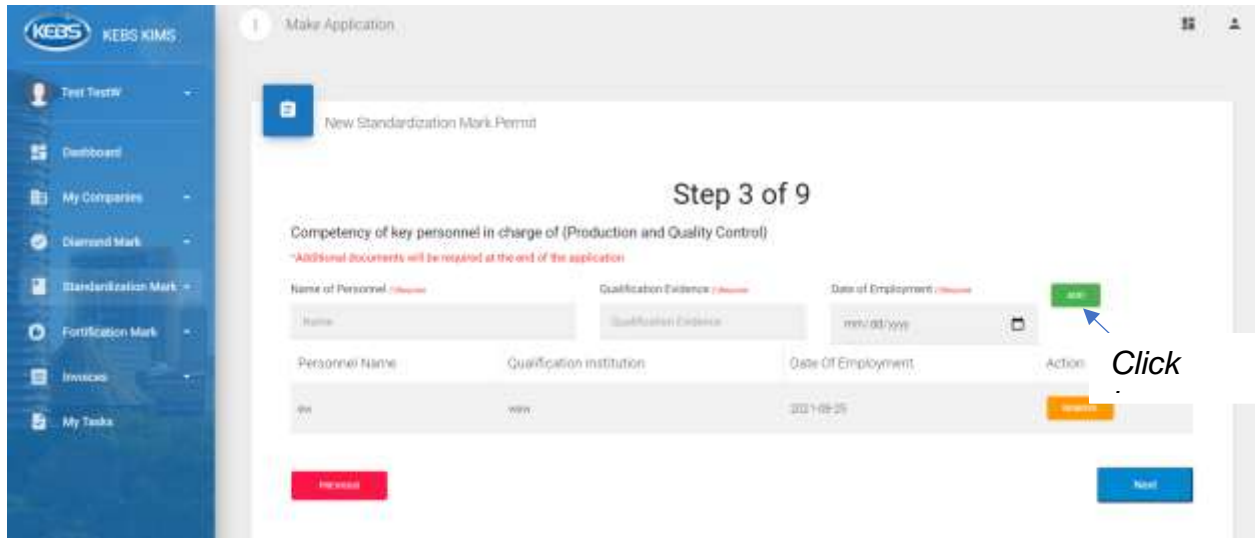
4. input all information required as per the STA 10 questionnaire and upload documents as required on steps 2 to 9:



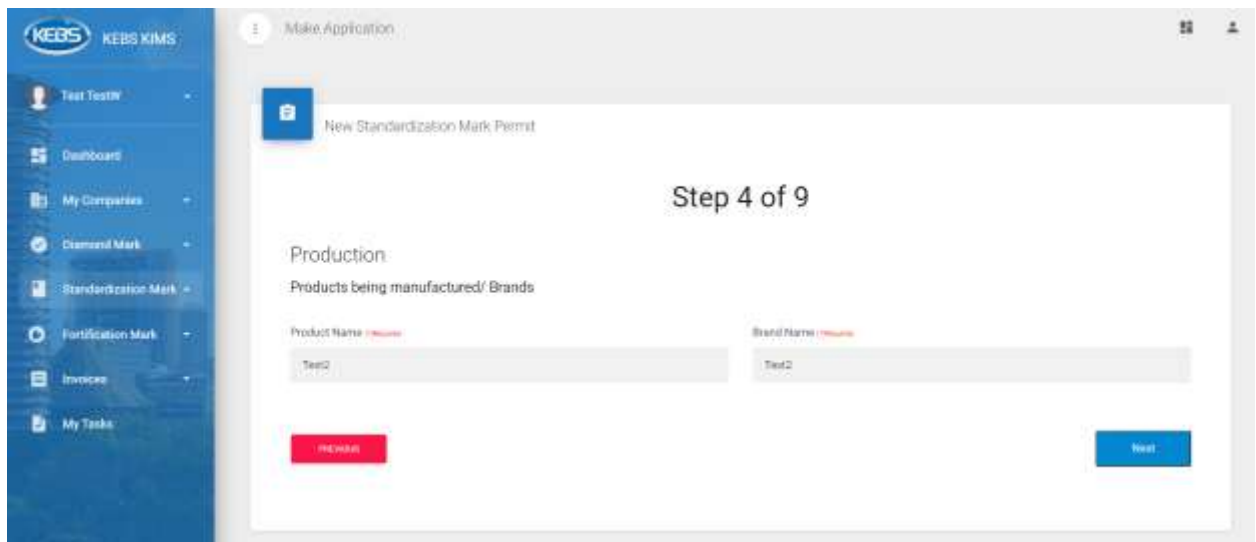
The screenshot shows the 'STA10 FORM' step in the KEBS KIMS application. The left sidebar is the same as in the previous screenshot. The main form area includes:

- Step 2 of 9**
- STA10 FORM**
- Documents will be uploaded on the last step of STA10 Application**
- Firm details**
- Total Number of Male:** Male
- Total Number of Female:** Female
- No. of Permanent Employees:** No. of Permanent Employees
- No of Casual Employee:** No of Casual Employees
- Average Volume Production Month:** Average Volume Production Month
- PREVIOUS** and **NEXT** buttons

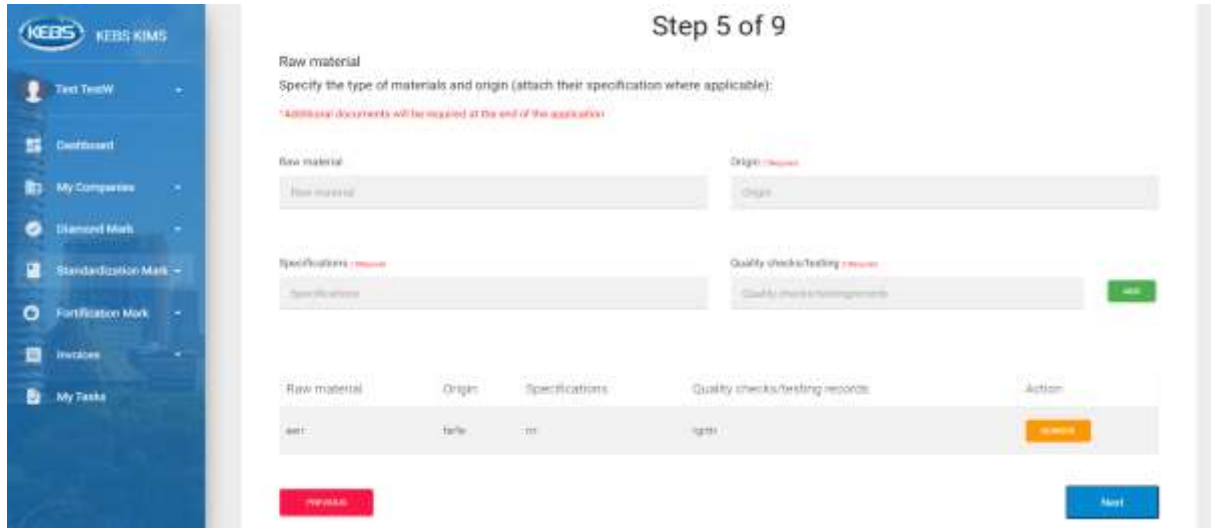
Input information as required, click on add to add several items then click on next



Click on next



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



**Step 5 of 9**

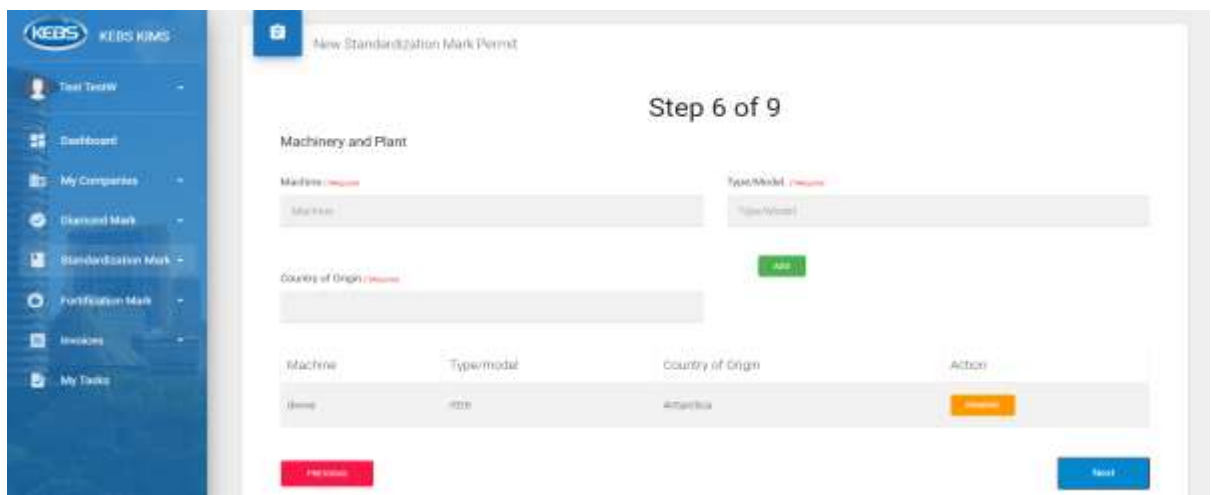
Raw material  
Specify the type of materials and origin (attach their specification where applicable):  
*\*Additional documents will be required at the end of the application*

Raw material:  Origin:

Specifications:  Quality checks/testing records:

Raw material	Origin	Specifications	Quality checks/testing records	Action
Raw material	Origin	Specifications	Quality checks/testing records	<input type="button" value="add"/>

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



**Step 6 of 9**

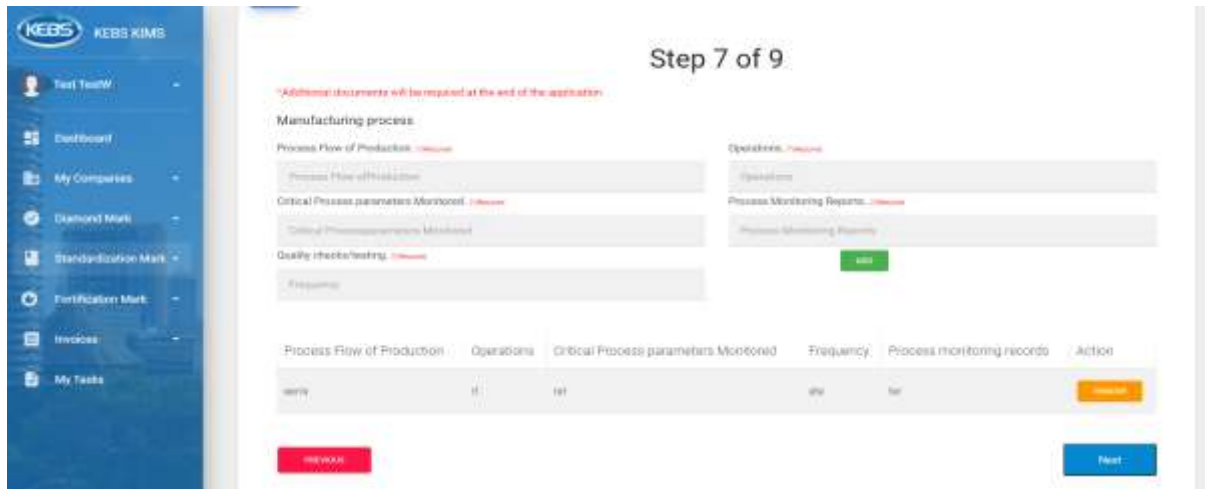
Machinery and Plant

Machine:  Type/Model:

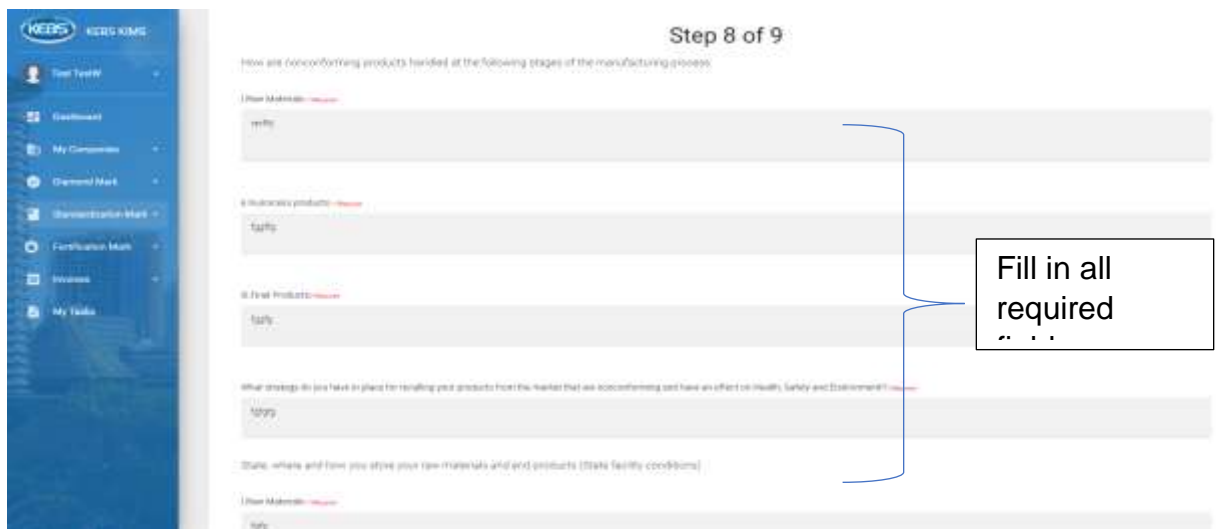
Country of Origin:

Machine	Type/model	Country of Origin	Action
Machine	Type/model	America	<input type="button" value="add"/>

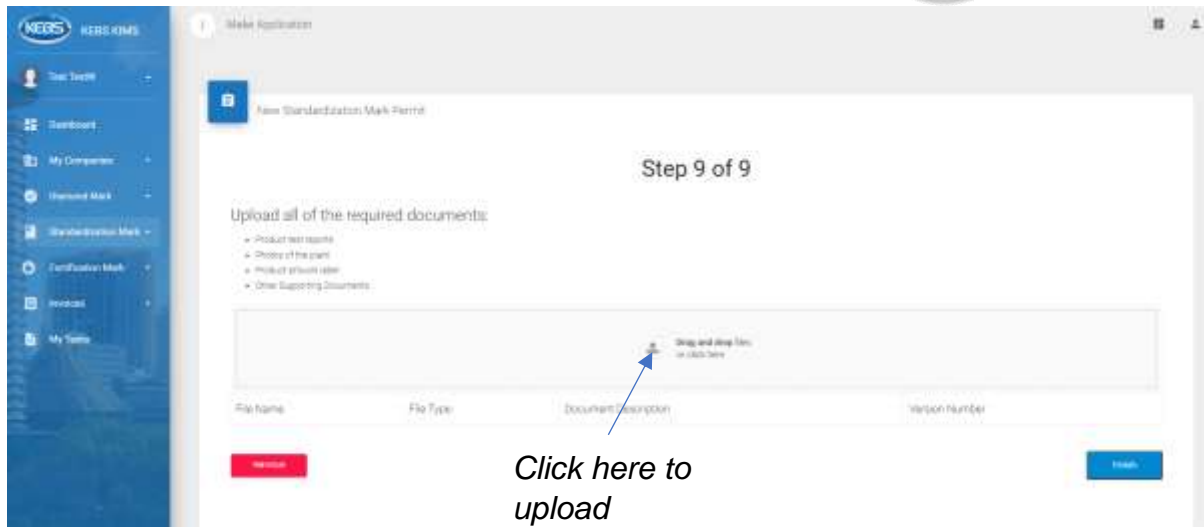
Input information as required, click on add to add several items then click on next



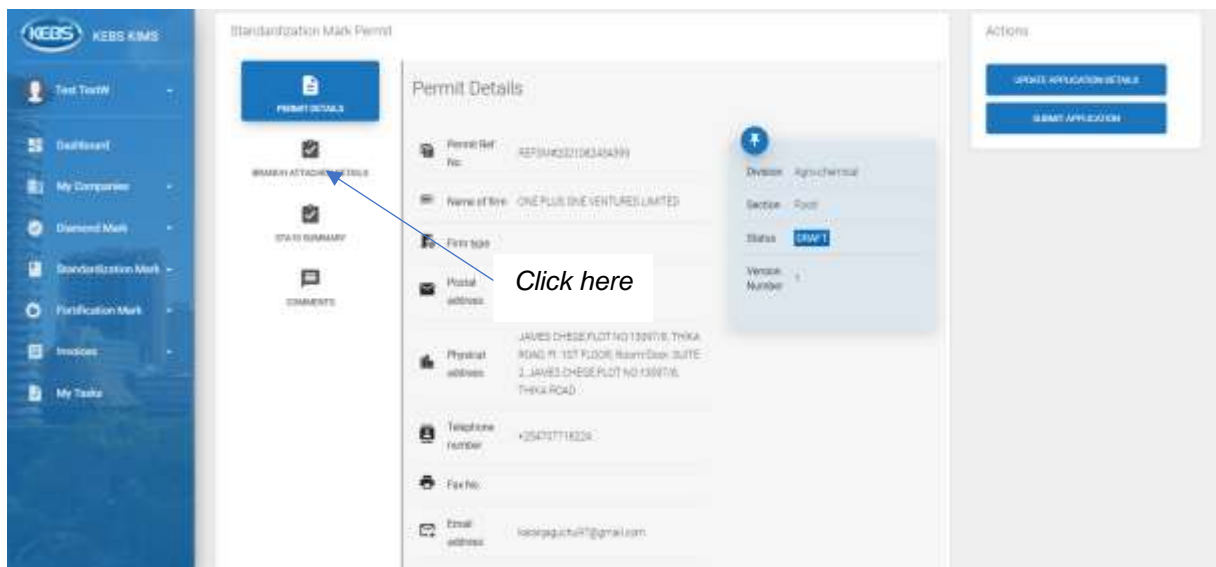
Input information as required then click next



Upload all the necessary documents then click on finish

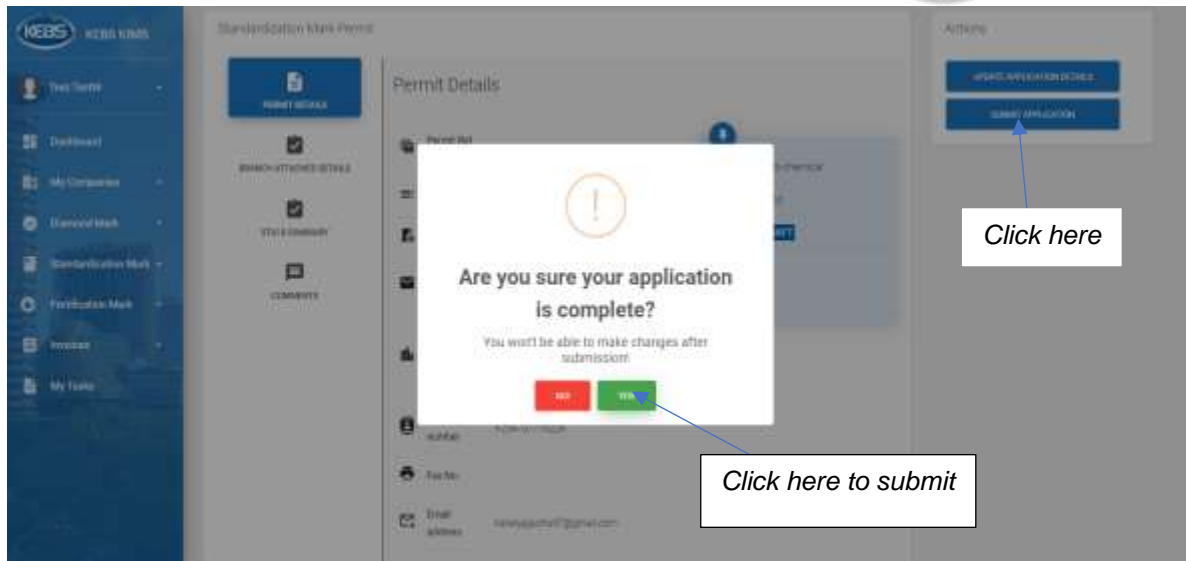


- Click on Branch details to view attached branch details, sta10 summary to view sta details and Update Application Details to make changes to the filled application details

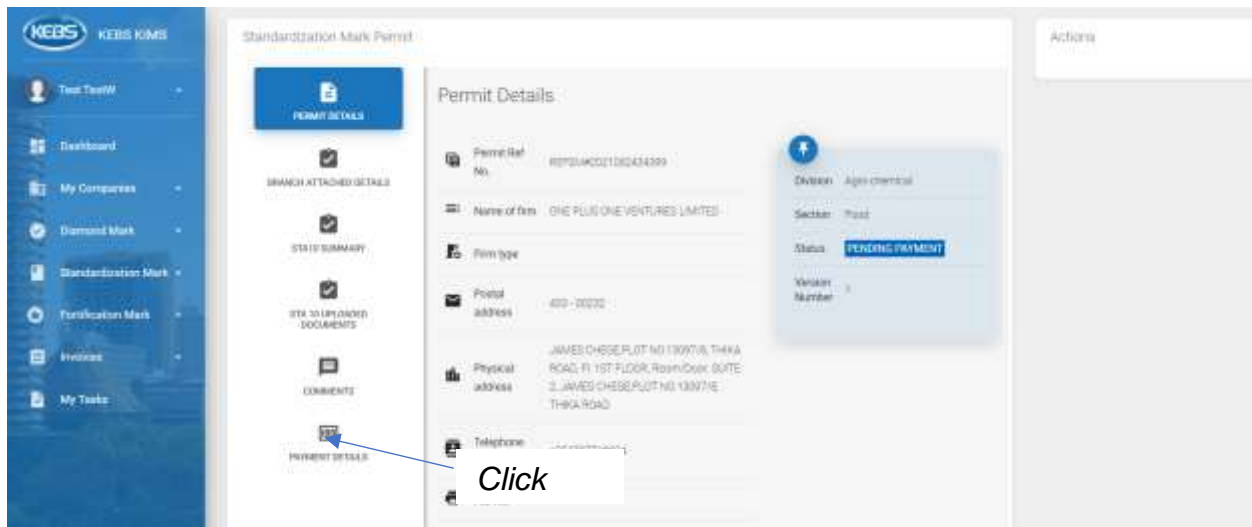


- Click on **Submit Application** to submit application then click on Yes! If application is complete



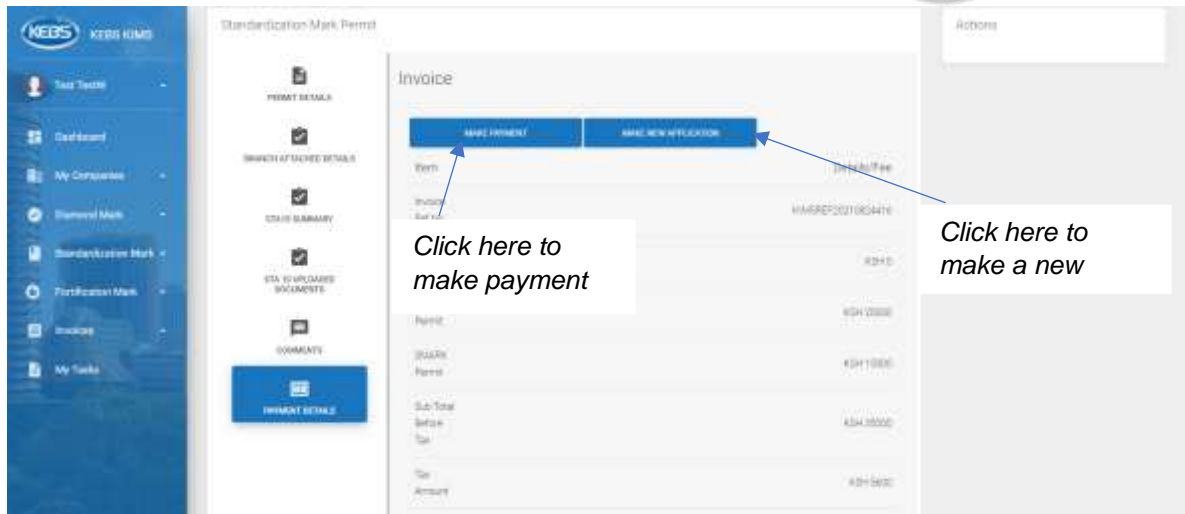


7. Click on **Payment Details** to view the invoice generated

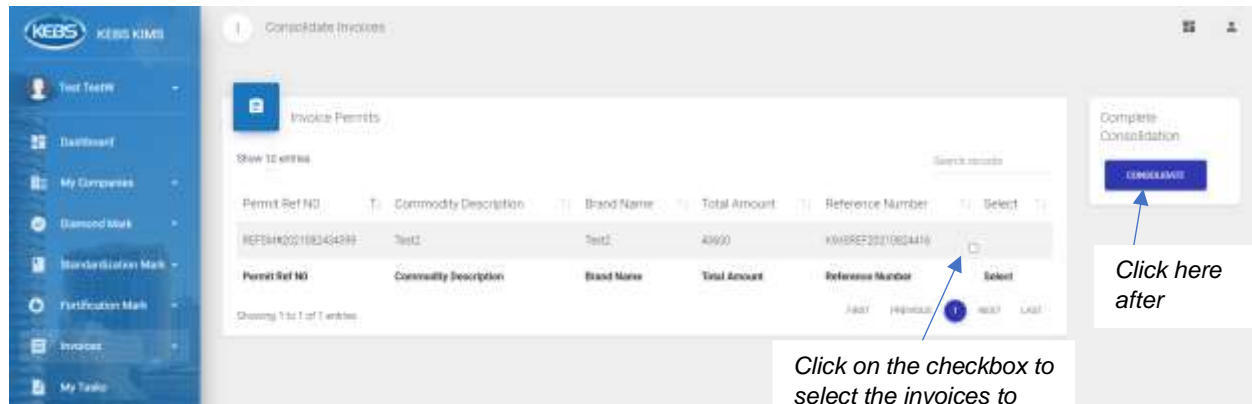


8. Click **Make Payment** to make payment and **Make New Application** to make another application

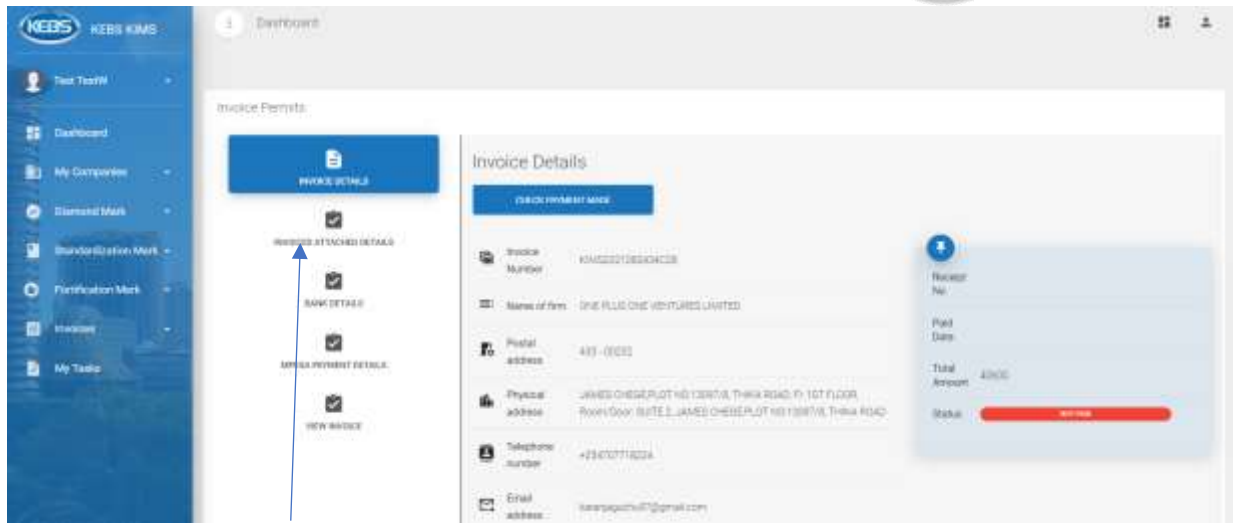




9. Click on **Make Payment** and select the invoice/s that you want to pay then click on consolidate

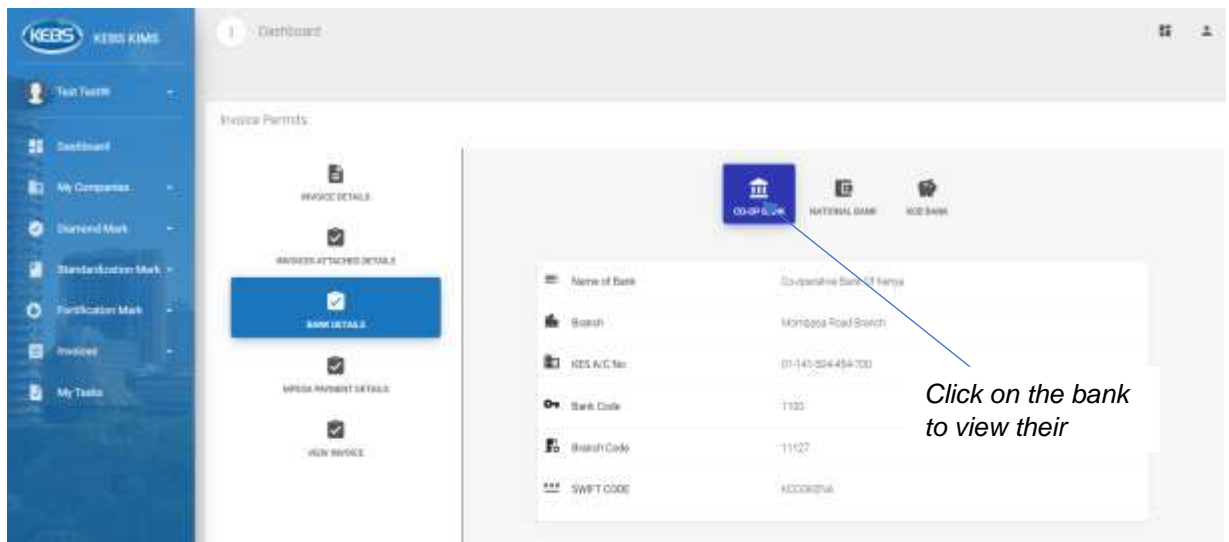


10. Click on invoice details to view the consolidated Invoice Details, Invoices Attached Details to view the selected invoices



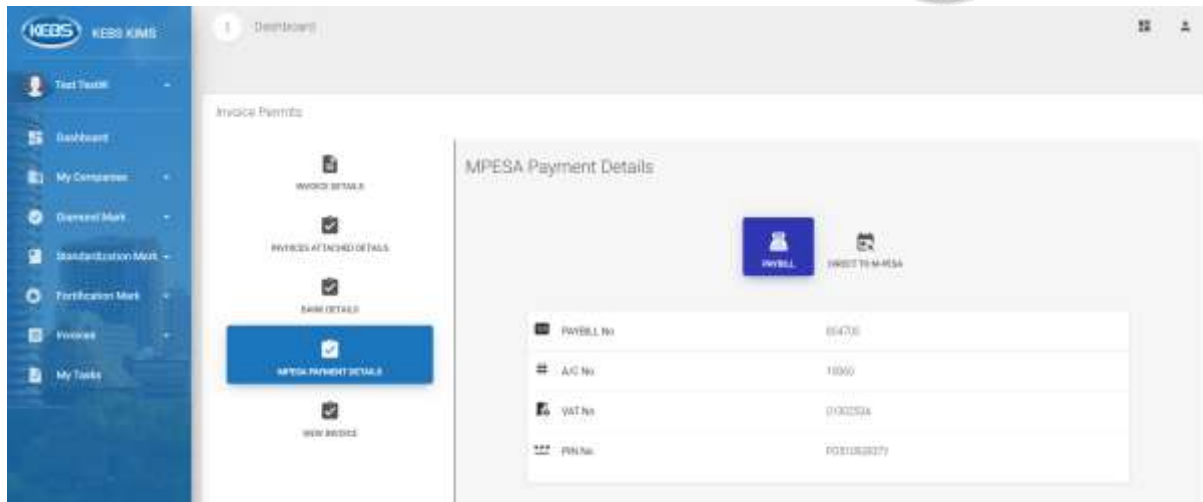
Click here

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

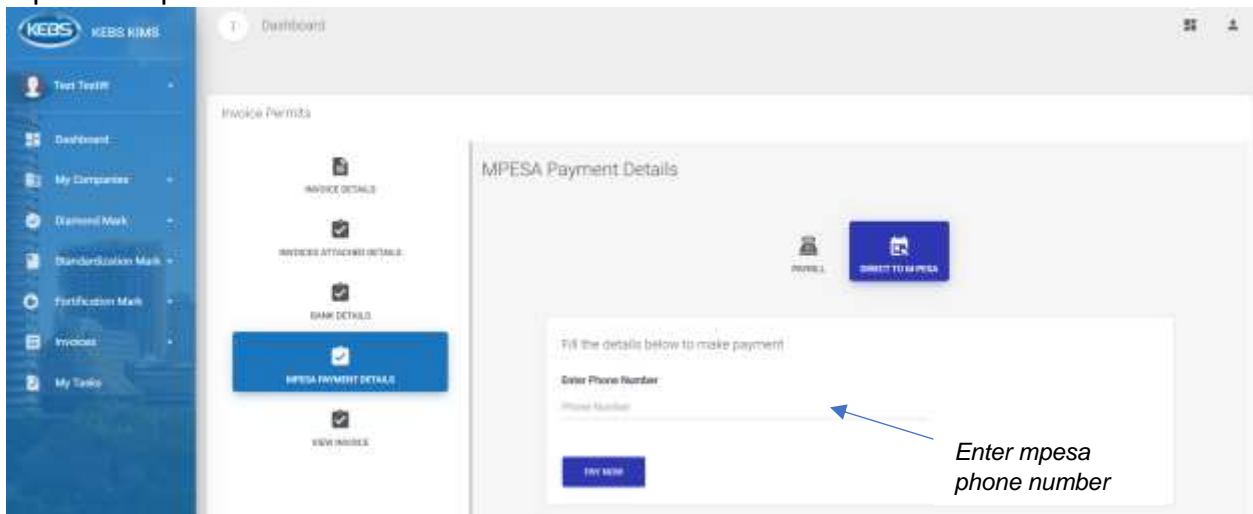


Click on the bank to view their

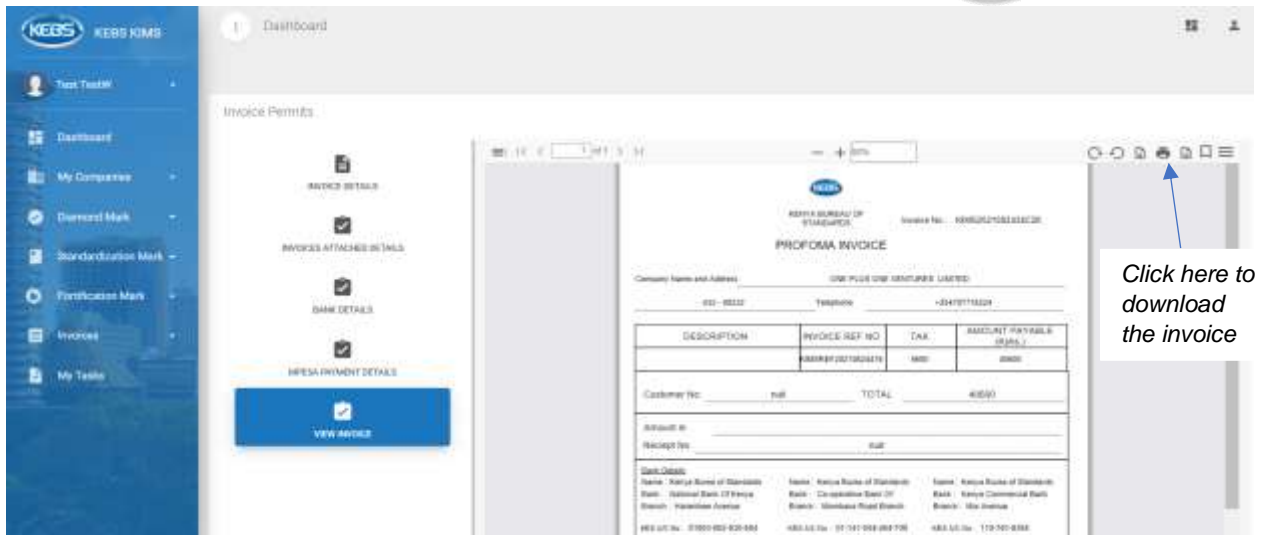
12. Click on MPESA Payment Details and click on paybill to view mpesa paybill details



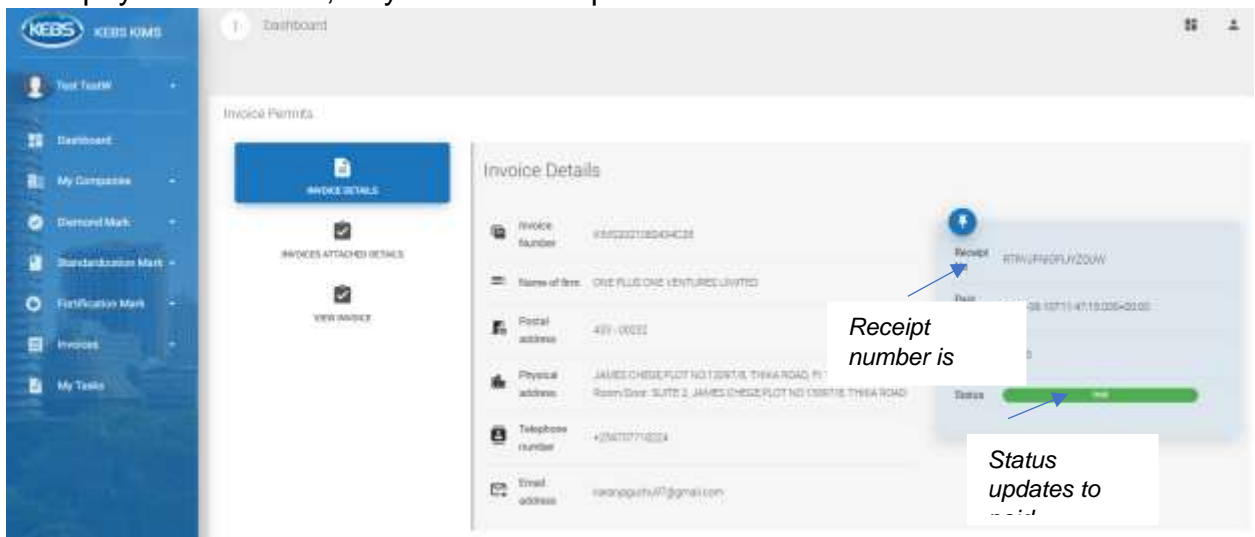
13. Click on Direct to mpesa ,enter Mpesa number and click on **PAY NOW** to pay via mpesa stk push



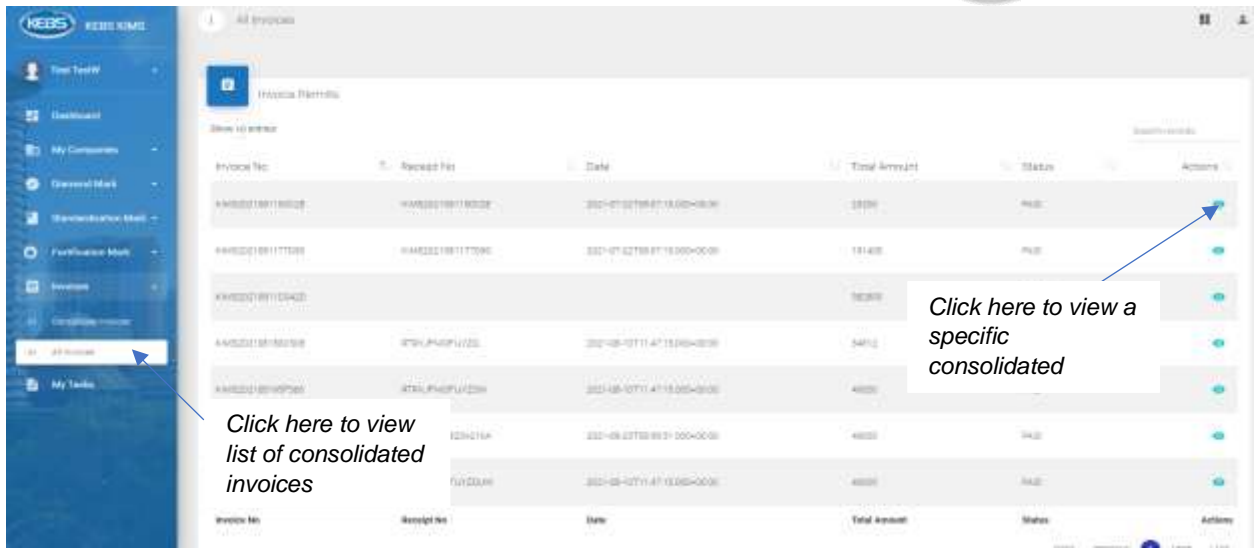
14. Click on View Invoice to view and download the generated invoice



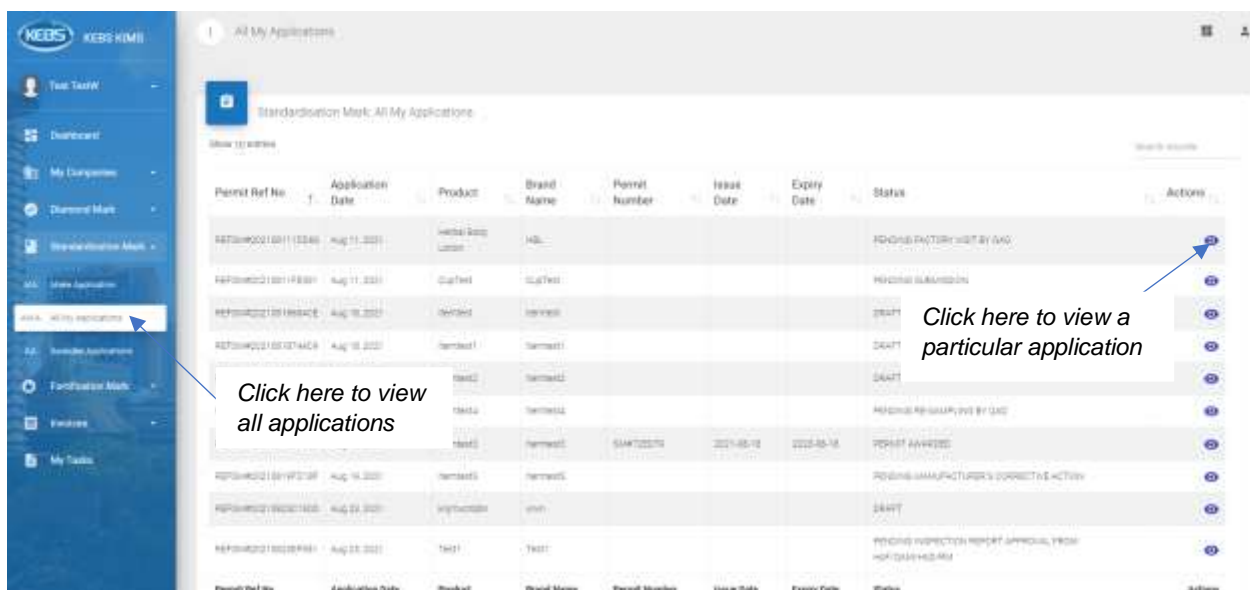
15. After payment is made, Payment status updates to Paid under Invoice details



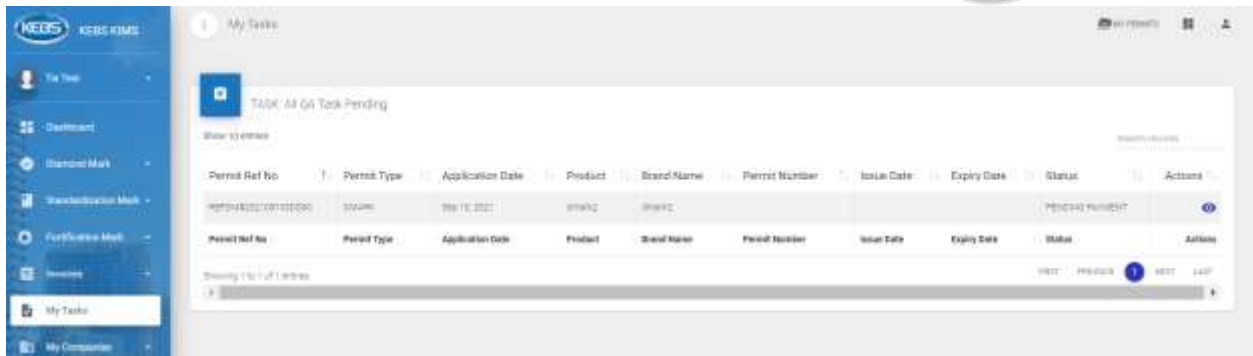
16. To view the invoice after logging out, click on the invoice drop down and then click on All Invoices



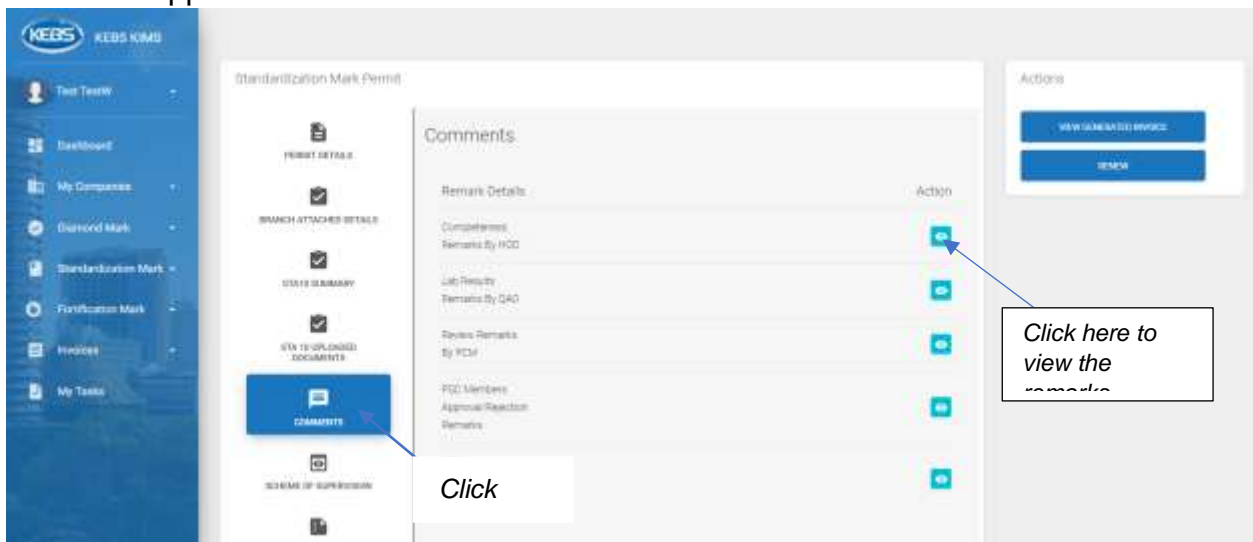
17. To view the applications applied and their progress status, click on **Standardization mark** on the side bar then select **All My Applications**



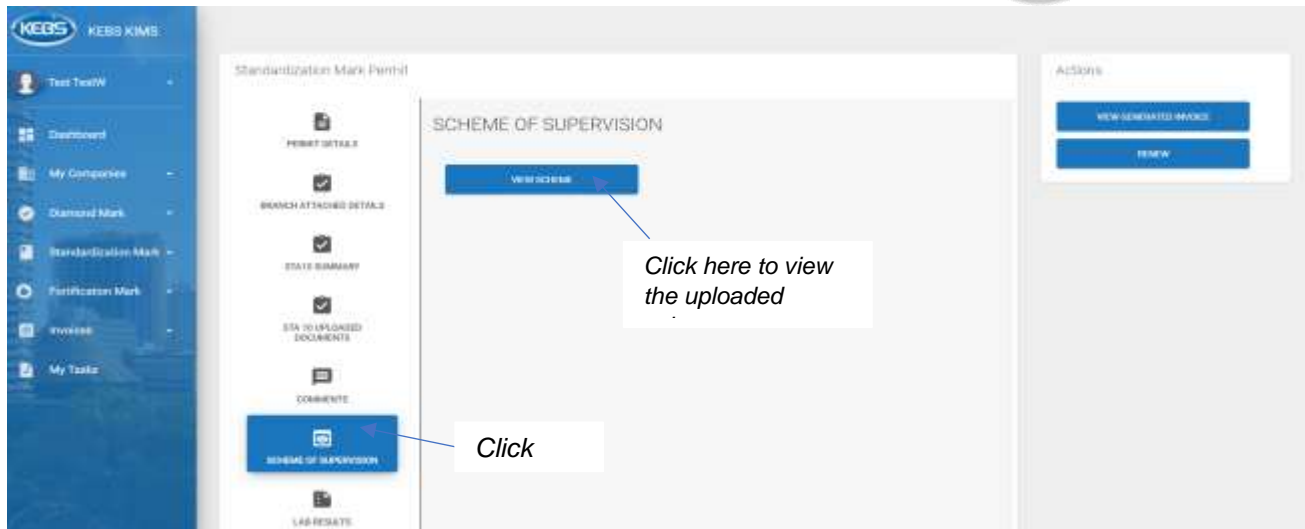
18. To view the applications that require manufacturer's action, click on My Tasks on the sidebar



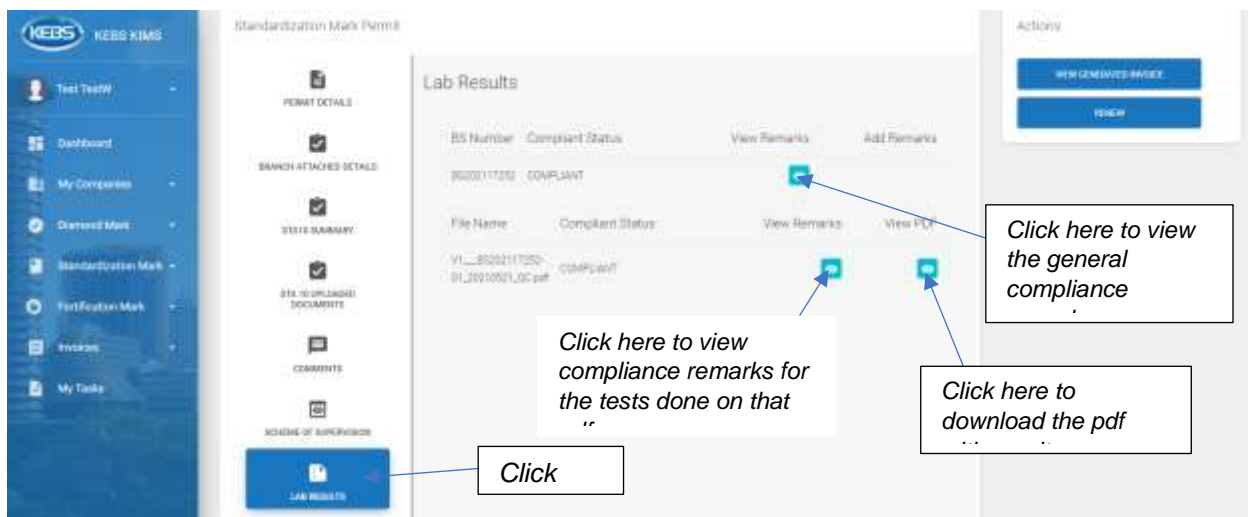
19. To view the various remarks given during application review, click on Comments under the application then click on view



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**

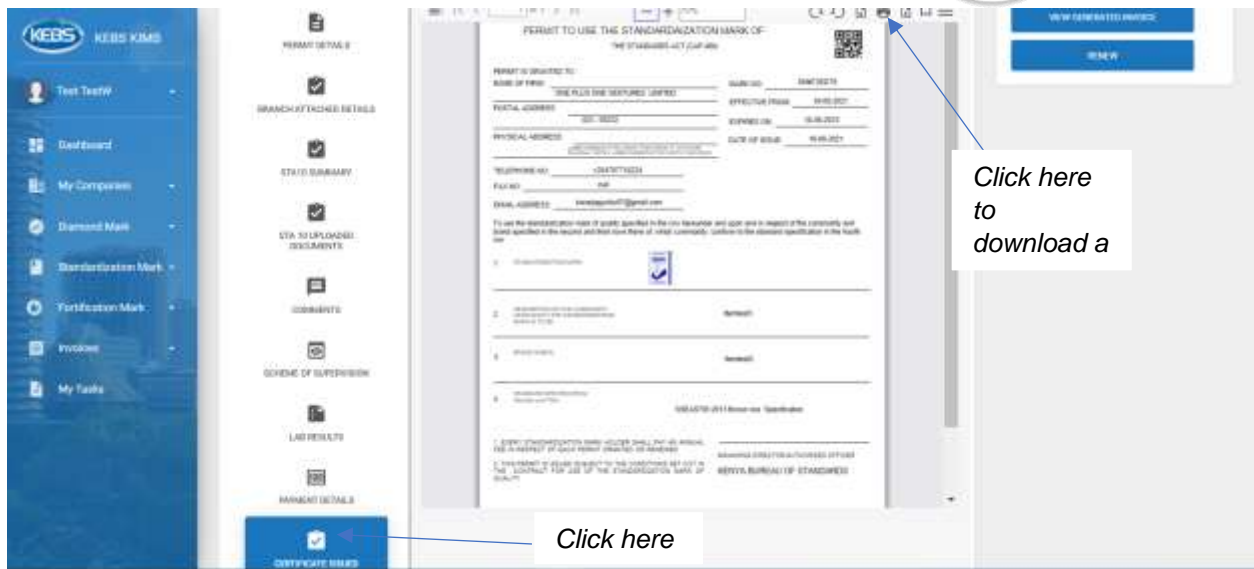


21. To view the Lab results for samples collected during inspection, click on Lab Results on the sidebar of the application, then click on view to view the lab results and the compliance statuses assigned to the samples collected

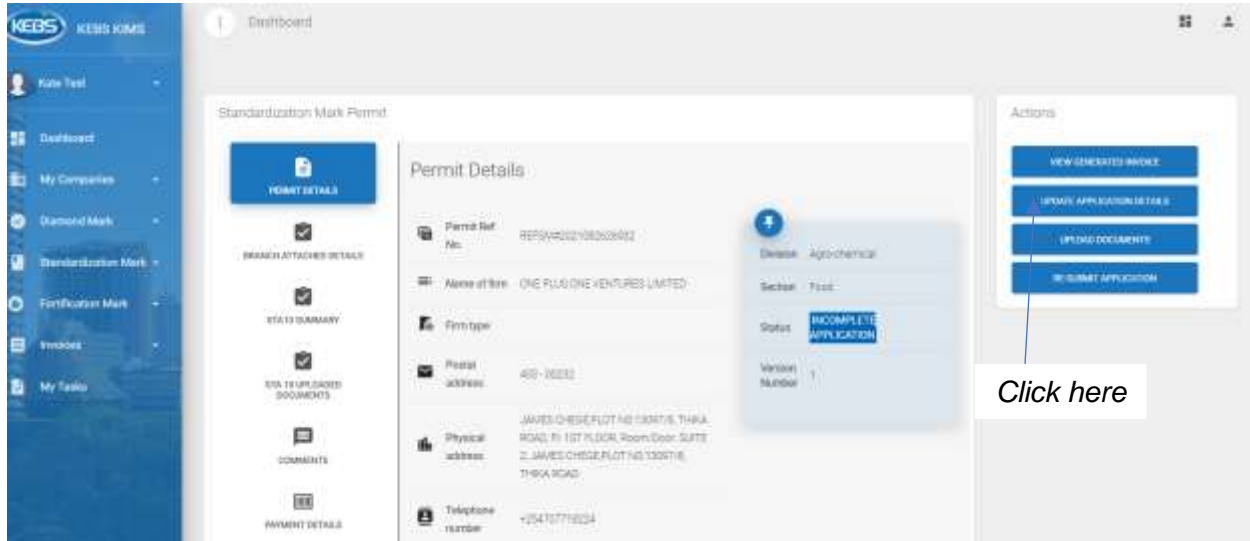


22. To view the Permit certificate awarded, click on Certificate Issued on the sidebar of the application



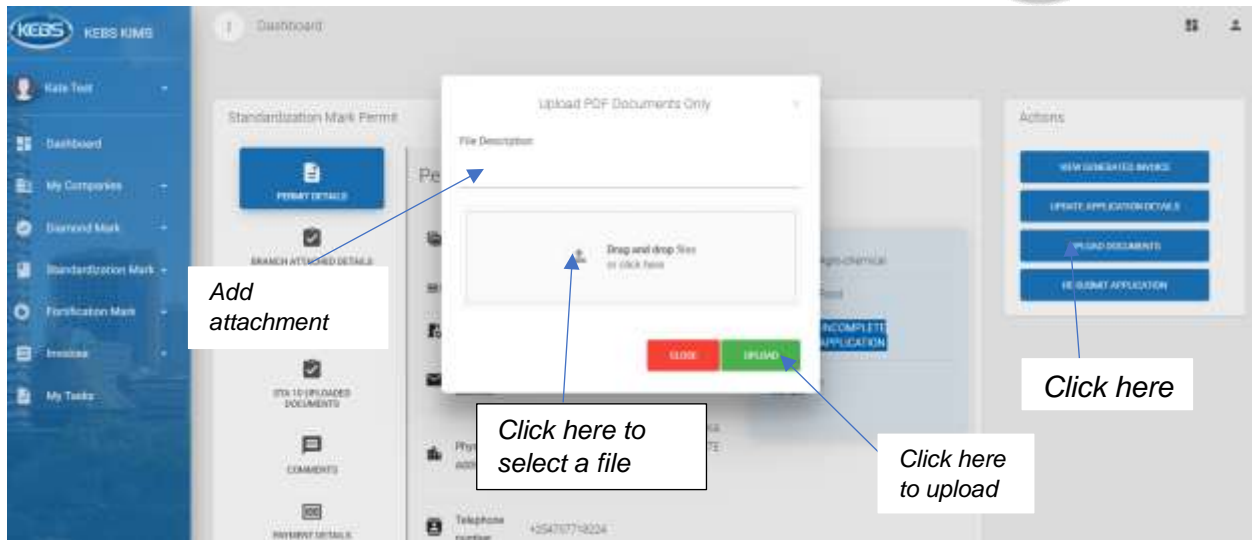


23. To resubmit an application in case it is rejected or the application requires an update from the manufacturer, click on Update Application Details to update sta 10 details

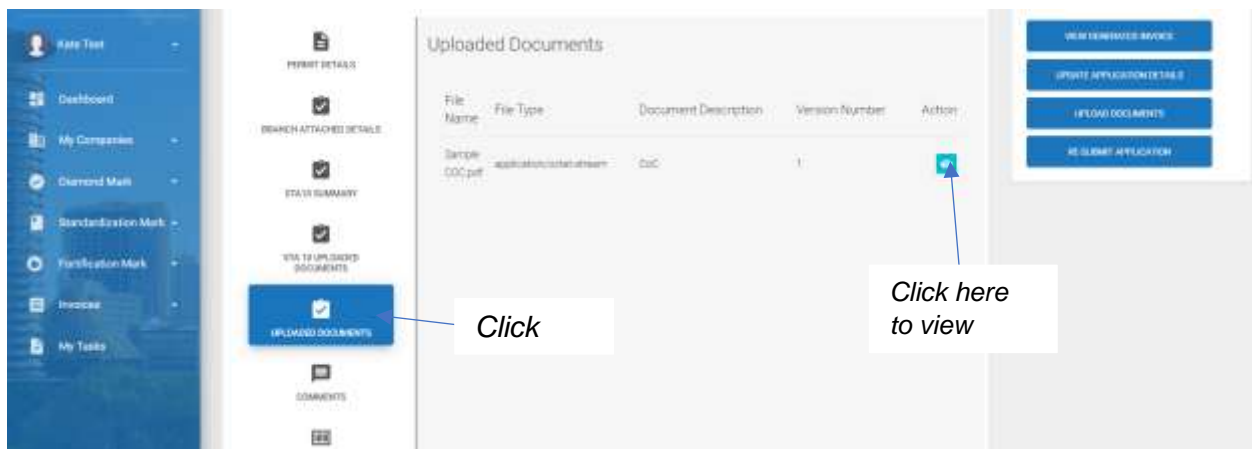


24. To upload a document, click on upload documents under actions tab, fill in file description then click on drag and drop to select a file then click on Upload

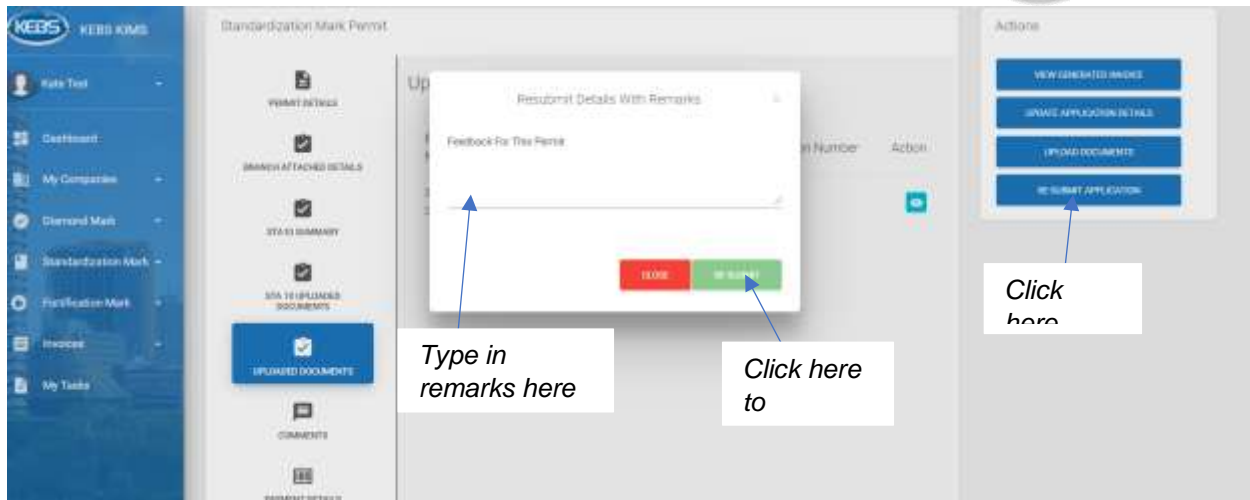




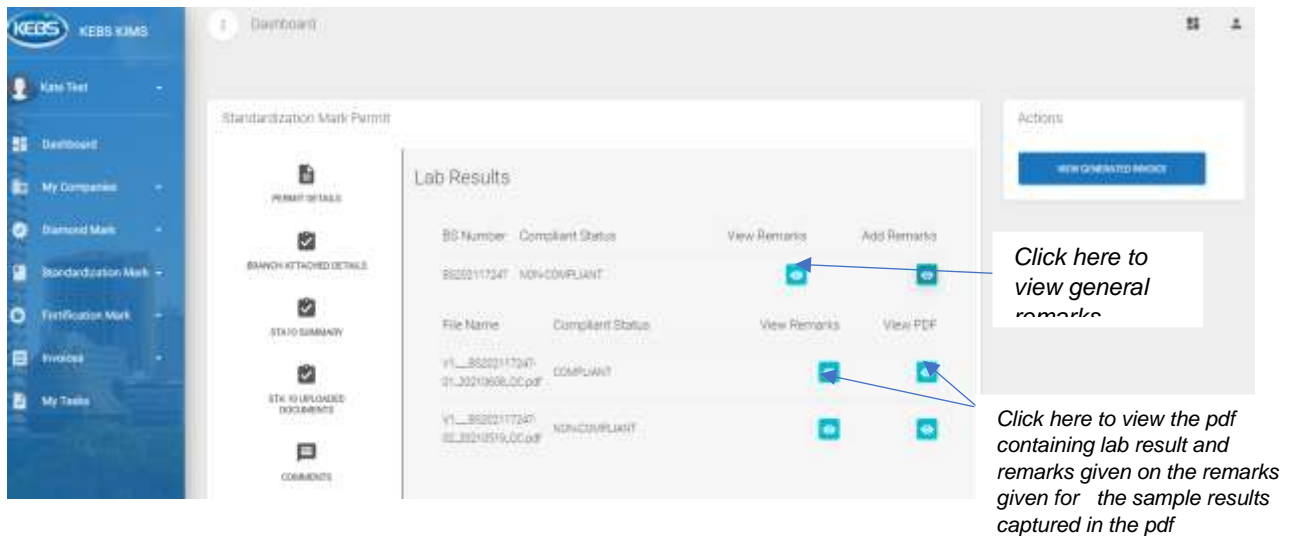
25. To view uploaded documents, click on **Uploaded Documents** on the sidebar of the application and click on view.



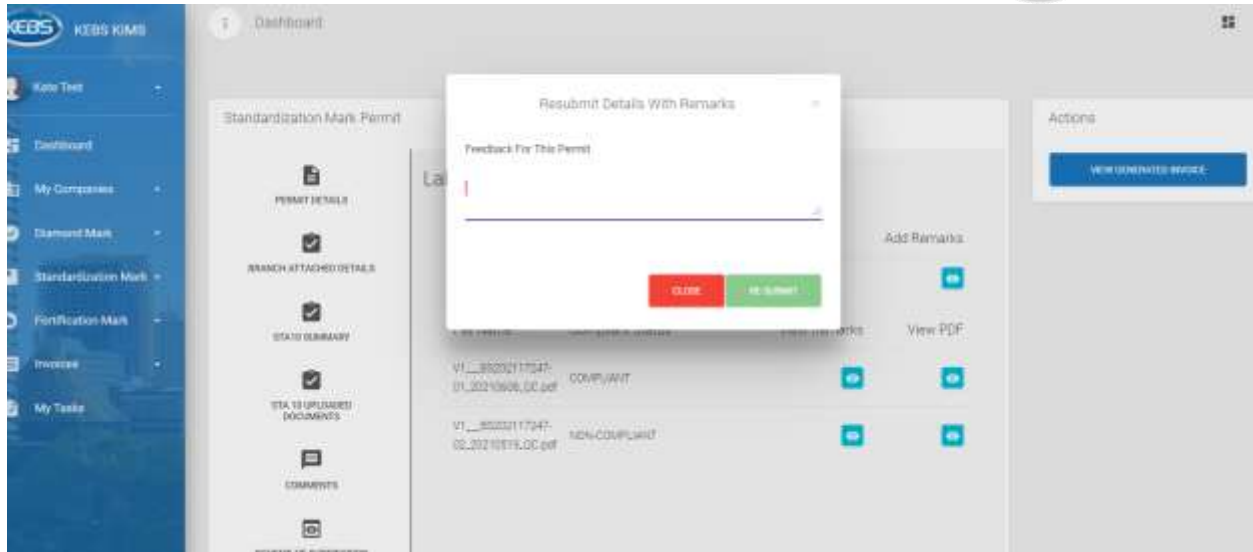
26. To resubmit, click on Re-submit Application to resubmit application after amendment, key in remarks and click on re-submit



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

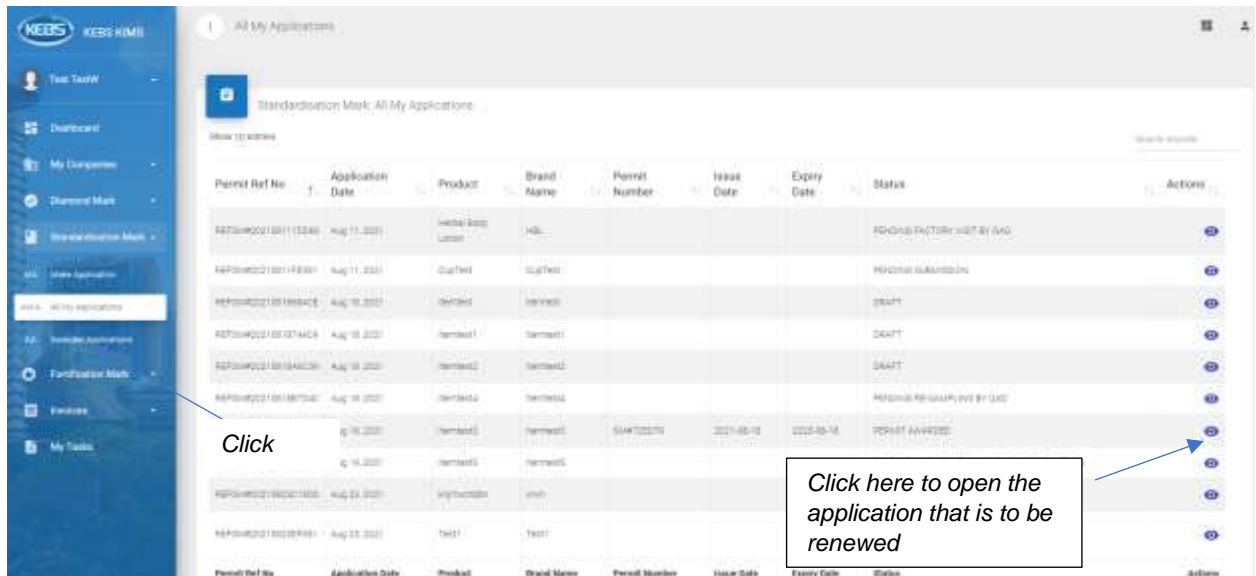


28. To resubmit application for re-sampling, click on re-submit for resampling on the actions tab ,input remarks then click on resubmit



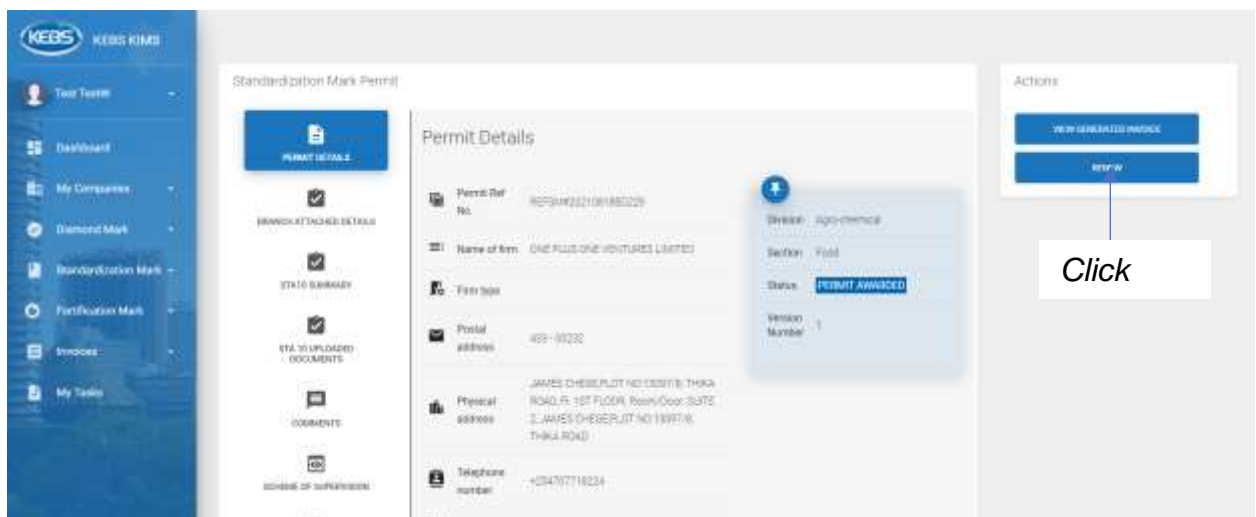
## 6. SMARK Renewal Application and Payment

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



Permit Ref No.	Application Date	Product	Brand Name	Permit Number	Issue Date	Expiry Date	Status	Actions
KP2019021101110346	Aug 11, 2021	Welding Equip. Labels	H&L				PERMITS FACTORY UNIT BY GAO	
KP2019021101110351	Aug 11, 2021	Clay Tiles	Clay Tiles				PERMITS KILN/SHEDS	
KP2019021101110352	Aug 10, 2021	Welding	Welding				DRAFT	
KP201902110111037463	Aug 10, 2021	Permit 1	Permit 1				DRAFT	
KP201902110111037463	Aug 10, 2021	Permit 2	Permit 2				DRAFT	
KP201902110111037463	Aug 10, 2021	Permit 3	Permit 3				PERMITS RE-SUBMITTED BY GAO	
KP201902110111037463	Aug 10, 2021	Permit 4	Permit 4				PERMITS RE-SUBMITTED BY GAO	
KP201902110111037463	Aug 10, 2021	Permit 5	Permit 5	SM722576	2021-05-18	2023-05-18	PERMITS AWARDED	
KP201902110111037463	Aug 10, 2021	Permit 6	Permit 6					
KP201902110111037463	Aug 10, 2021	Permit 7	Permit 7					
KP201902110111037463	Aug 10, 2021	Permit 8	Permit 8					
KP201902110111037463	Aug 10, 2021	Permit 9	Permit 9					
KP201902110111037463	Aug 10, 2021	Permit 10	Permit 10					

2. Click on **Renew**



Standardization Mark Permit

Permit Details

Permit Ref No. KP2019021101110352

Name of firm ONE PLUS ONE VENTURES LIMITED

Firm type

Postal address 400 - 00200

Physical address JAMES CHEGE PLLOT NO 10301/10 THIKA ROAD, 1ST FLOOR, ROOM/DOOR: SUITE 2, JAMES CHEGE PLLOT NO 10301/10 THIKA ROAD

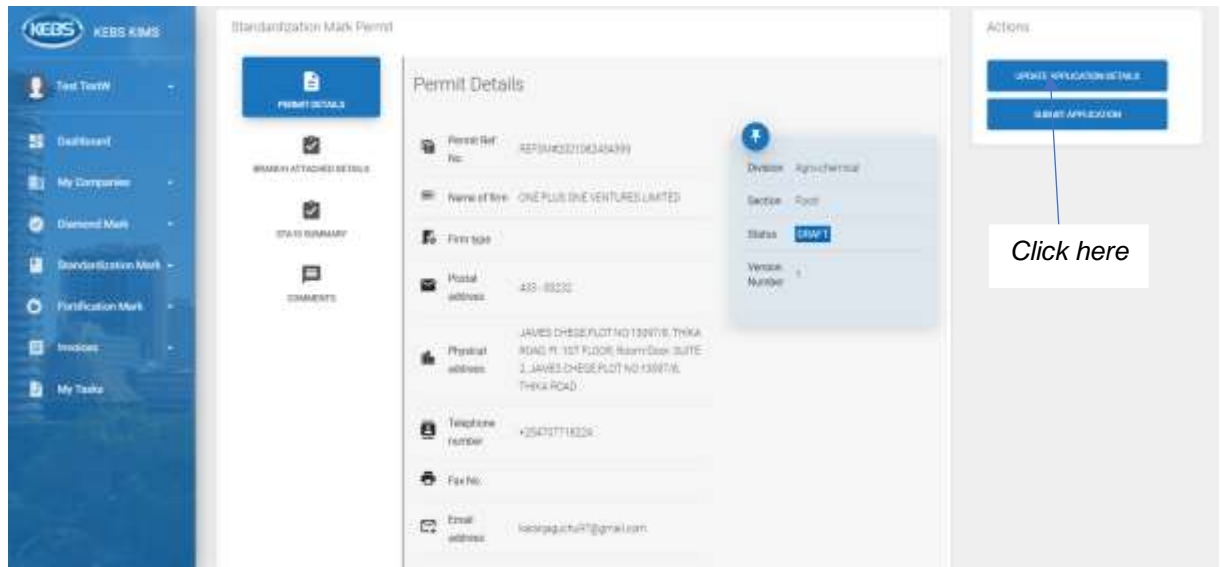
Telephone number +254707718234

Actions

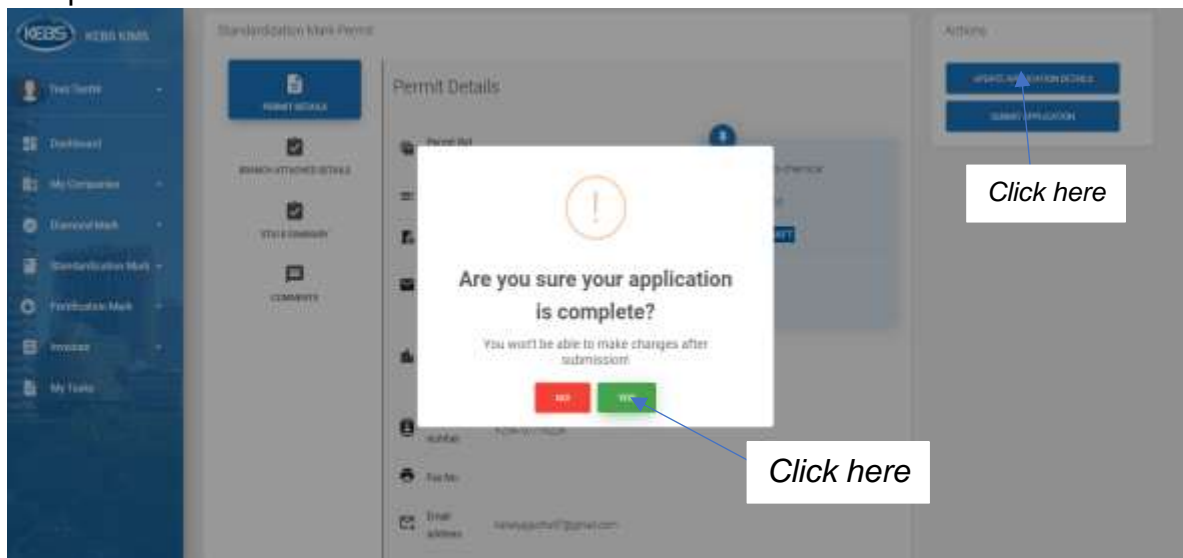
VIEW GENERATED MARKS

RENEW

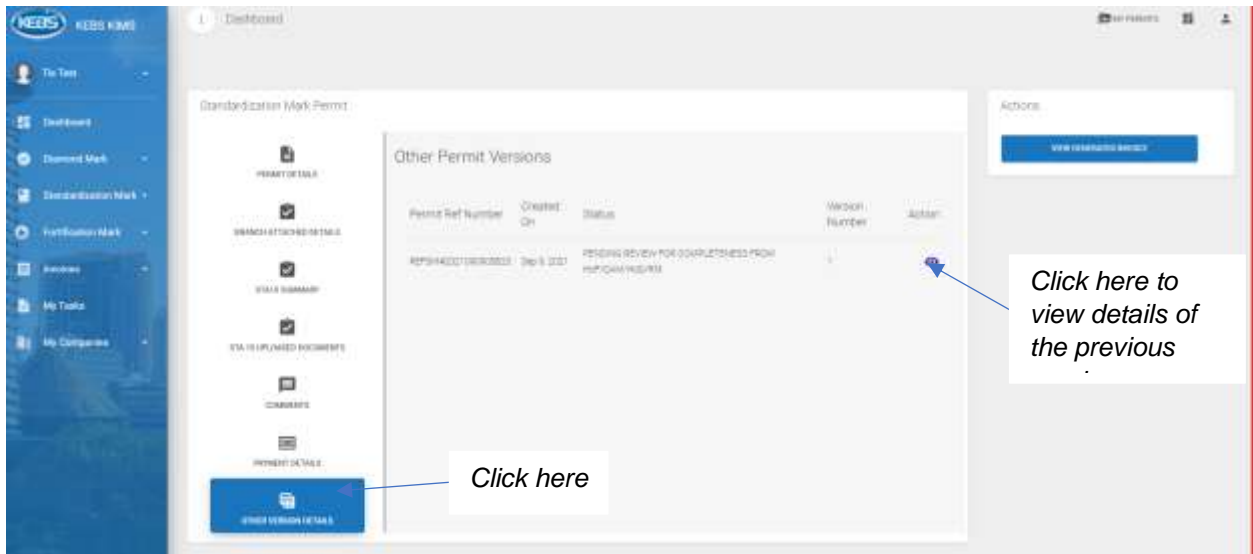
3. Click on **Update Application** to make updates to STA 10 details



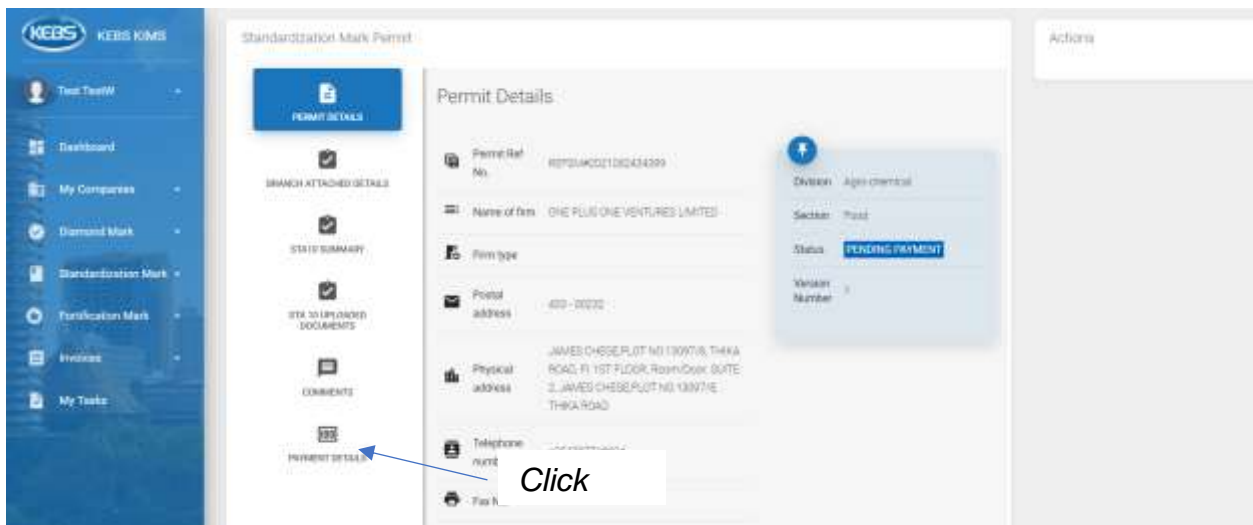
4. Click on **Submit Application** to submit the renewed Application and click on Yes if complete



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



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



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



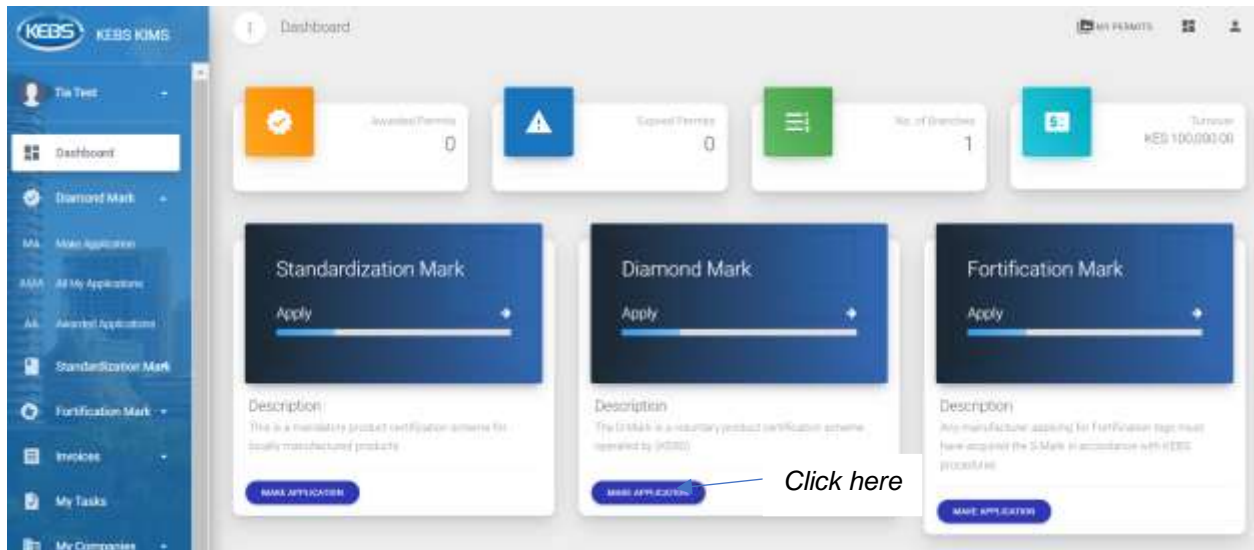
The screenshot displays the 'Standardization Mark Permit' interface. On the left is a navigation menu with options like 'Test Results', 'Dashboard', 'My Companies', 'Standardization Mark', 'Certification Mark', 'Invoice', and 'My Tasks'. The main content area is titled 'Standardization Mark Permit' and includes a 'PAYMENT DETAILS' section with a 'PAYMENT DETAILS' button. Below this is a 'SEARCH ATTACHED DETAILS' section with a 'STATUS SUMMARY' and 'STATUS INFORMATION DOCUMENTS' section. The central part of the screen shows an 'Invoice' with two buttons: 'MAKE PAYMENT' and 'MAKE NEW APPLICATION'. A callout box with the text 'Click here to proceed to make payment' points to the 'MAKE PAYMENT' button. The invoice table lists items and their amounts:

Item	Details/Fee
Invoice	HSMSREP2021062470
Permit	KSH 10000
Quality Permit	KSH 10000
Sub-Total	KSH 20000
Tax	
Amount	KSH 20000

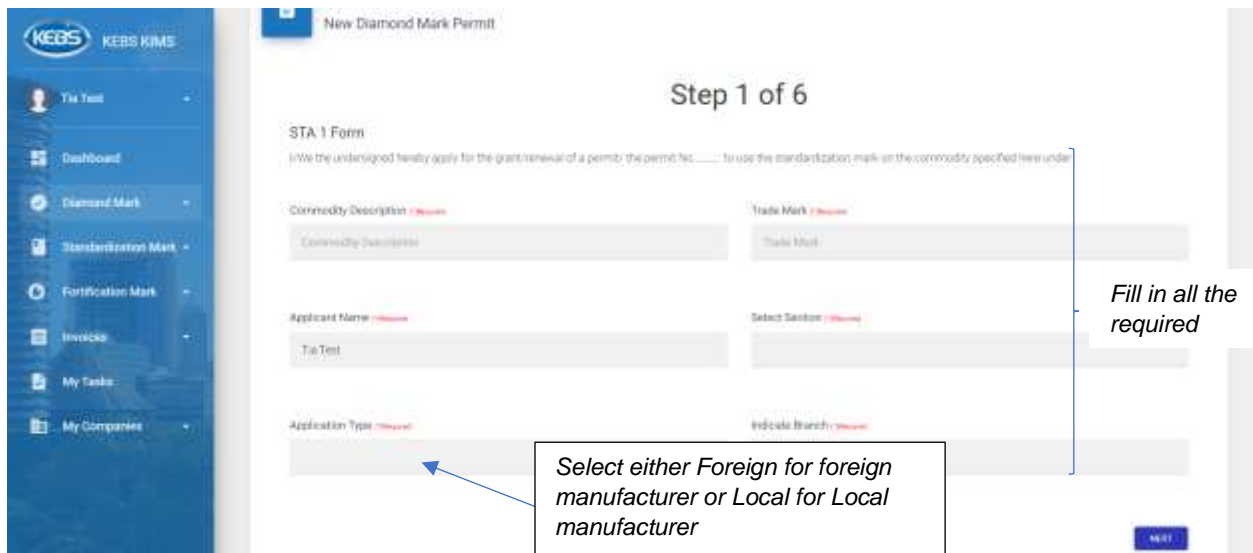


## 7. DMARK New Application & Payment

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



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



The screenshot shows the 'New Diamond Mark Permit' form, Step 1 of 6. The form is titled 'STA 1 Form' and contains the following fields: 'Commodity Description', 'Trade Mark', 'Applicant Name', 'Select Sector', 'Application Type', and 'Inchale Branch'. A blue arrow points to the 'Application Type' field with the text 'Select either Foreign for foreign manufacturer or Local for Local manufacturer'. Another blue arrow points to the 'Commodity Description' field with the text 'Fill in all the required'. A 'NEXT' button is visible at the bottom right.







Step 4 of 6

**MATERIALS OR COMPONENTS:**  
PURCHASE SPECIFICATION/MATERIALS QUALITY ASSURANCE

Please detail main materials purchased, specifications used and major supplies involved.

Please also give quality assurance method adopted on receipt of materials or components including action taken on rejects.

What storage facilities used for incoming materials and finished products?

PREVIOUS NEXT

Fill in Manufacture Details and click next



Step 5 of 6

**MANUFACTURE SYSTEM**

Please detail various steps in manufacture - A production schedule and its supplement in chart form showing stages which may be advantageous.

**MAINTENANCE SYSTEM - PLANT AND EQUIPMENT**

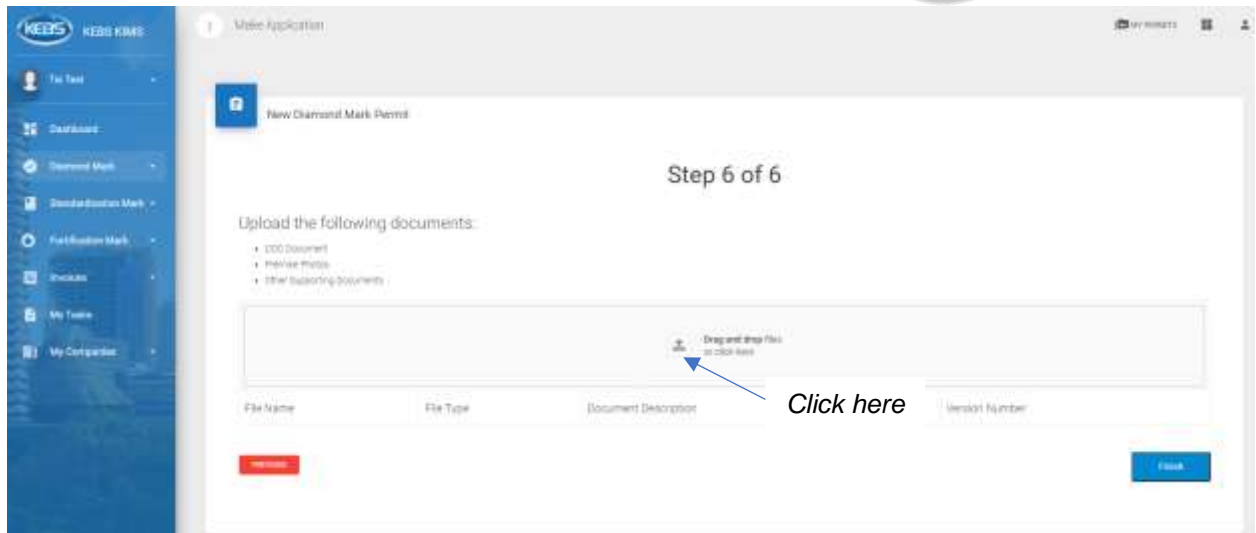
What maintenance system is in operation?

**QUALITY CONTROL AND TESTING SYSTEM**

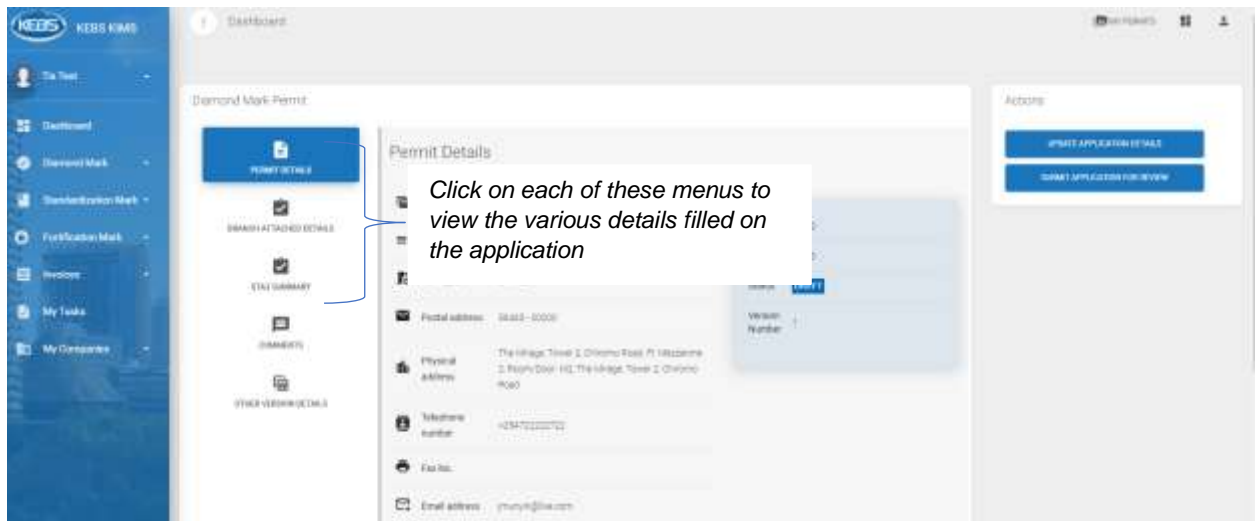
Please detail Quality Control System, including sampling followed with particular reference to the tests in the relevant Standard. A quality Control Schedule or agreement cross reference to Chart required in 3.1 is advantageous.

PREVIOUS NEXT

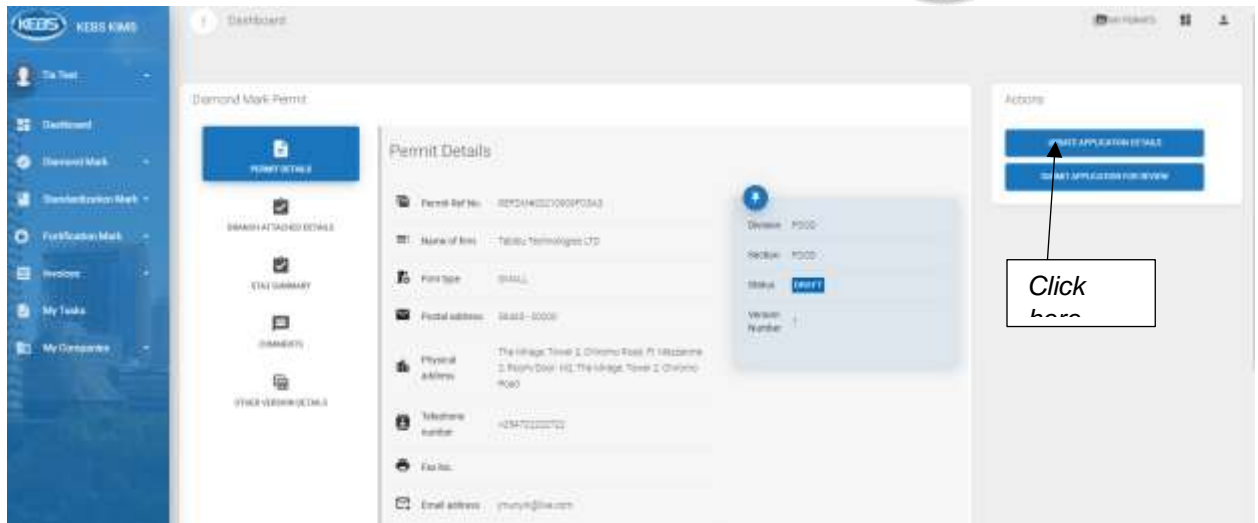
Upload all the required documents to support your application. Click on drag and drop files and select the files to attach and the click finish



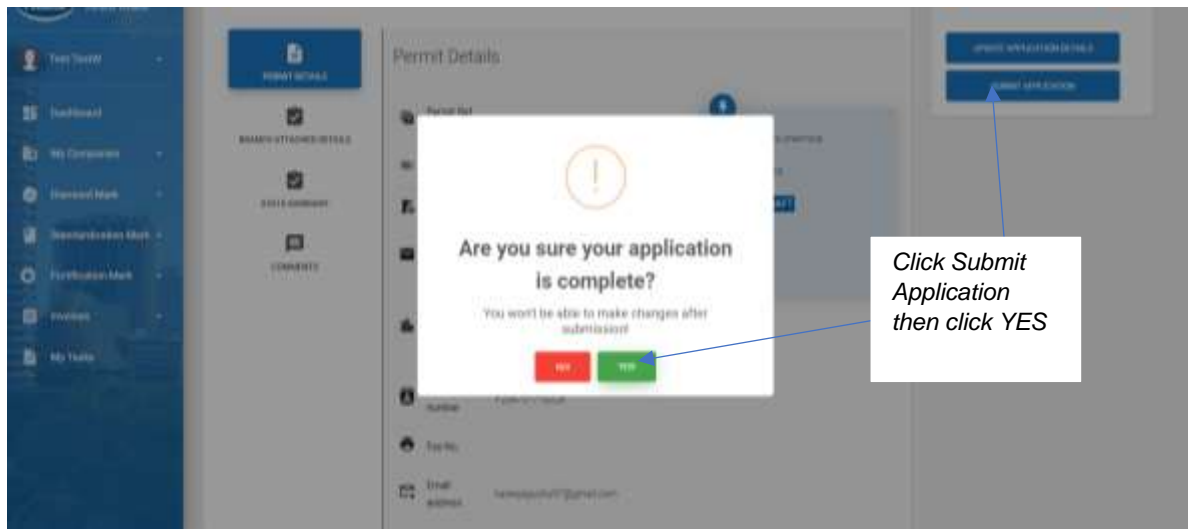
- Click on the various menus on the application to view the details filled on the application



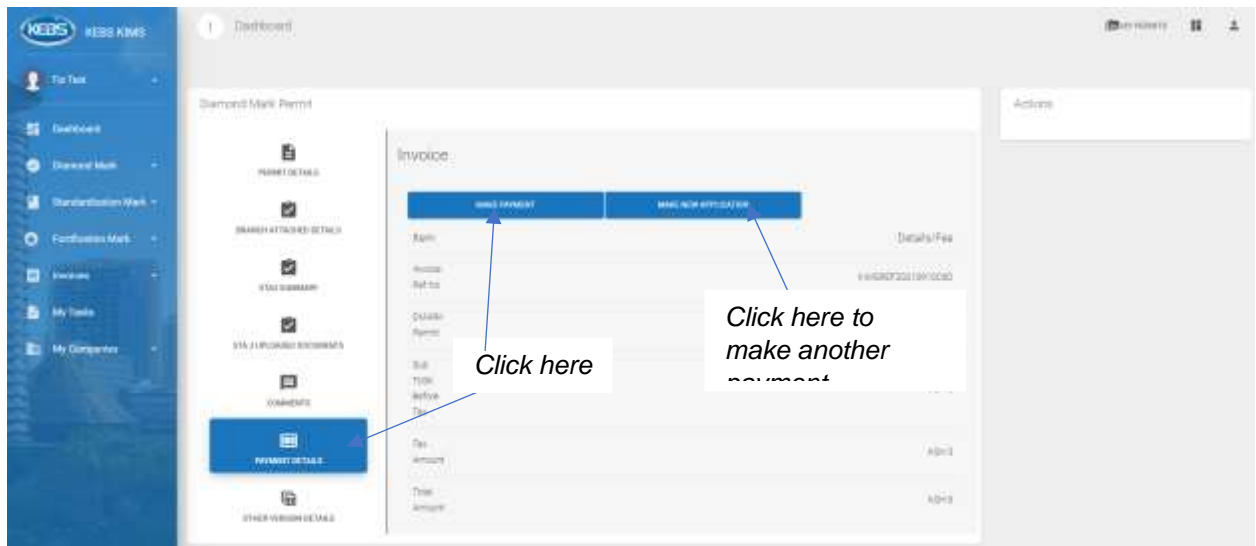
- Click on Update application in order to make any changes on the STA forms details



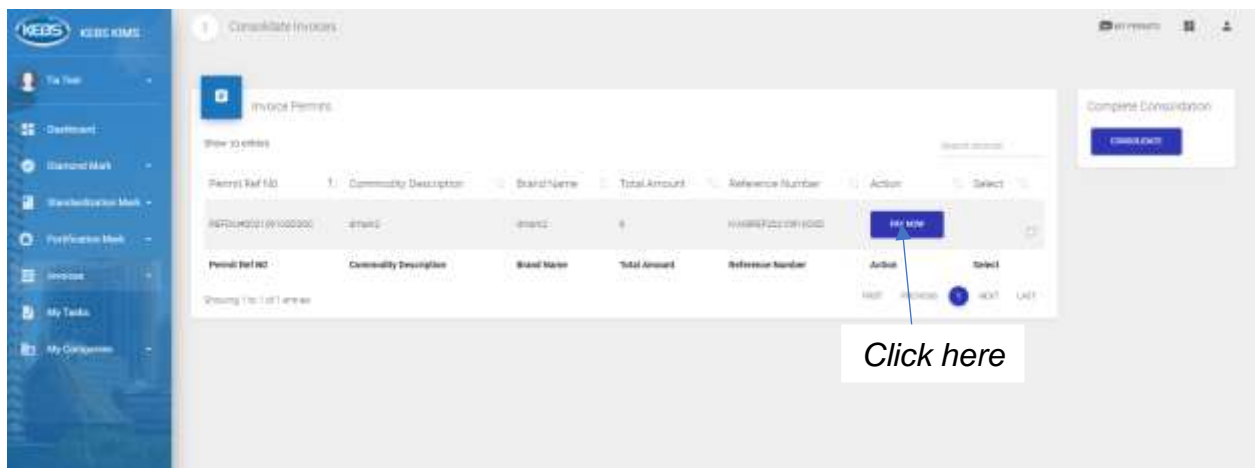
6. Click on **Submit Application** then click on Yes in order to submit application



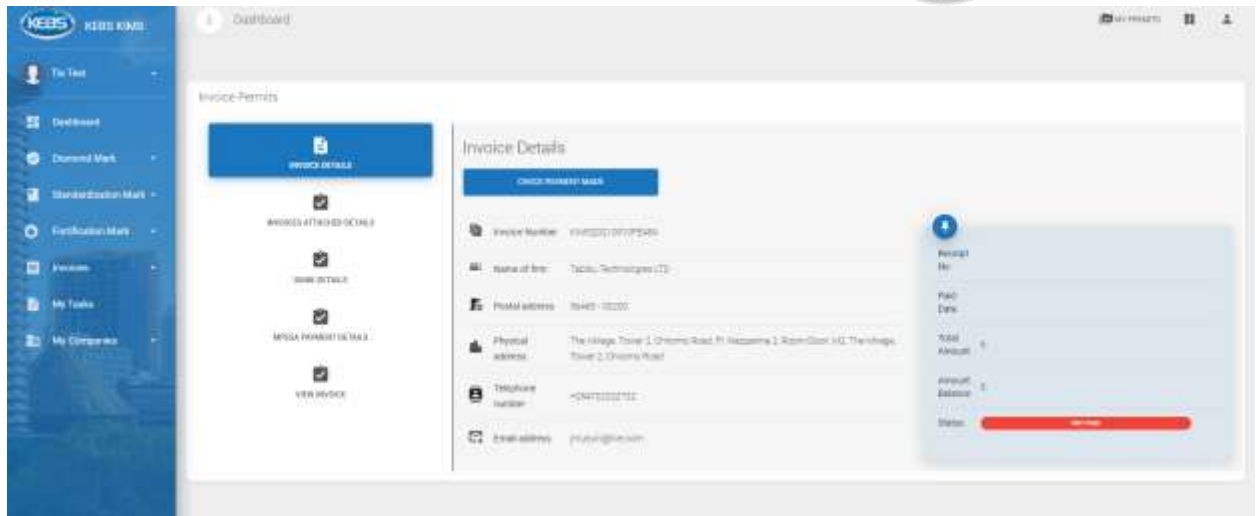
7. Click on **Payment Details** to view payment breakdown. Then click on Make payment to make payment



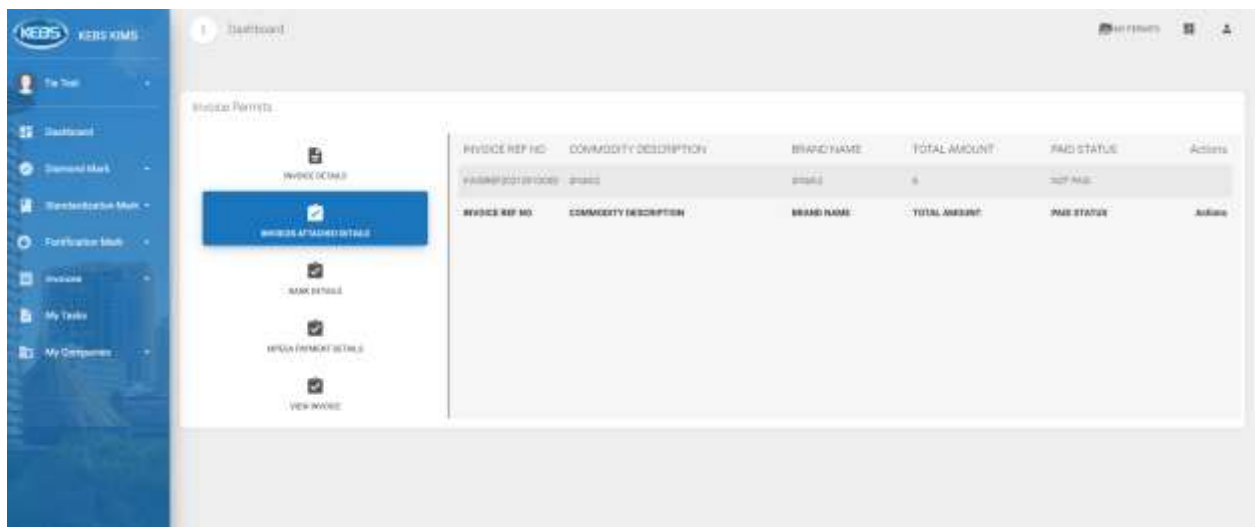
8. Click on **Pay Now** to make payment to that one application



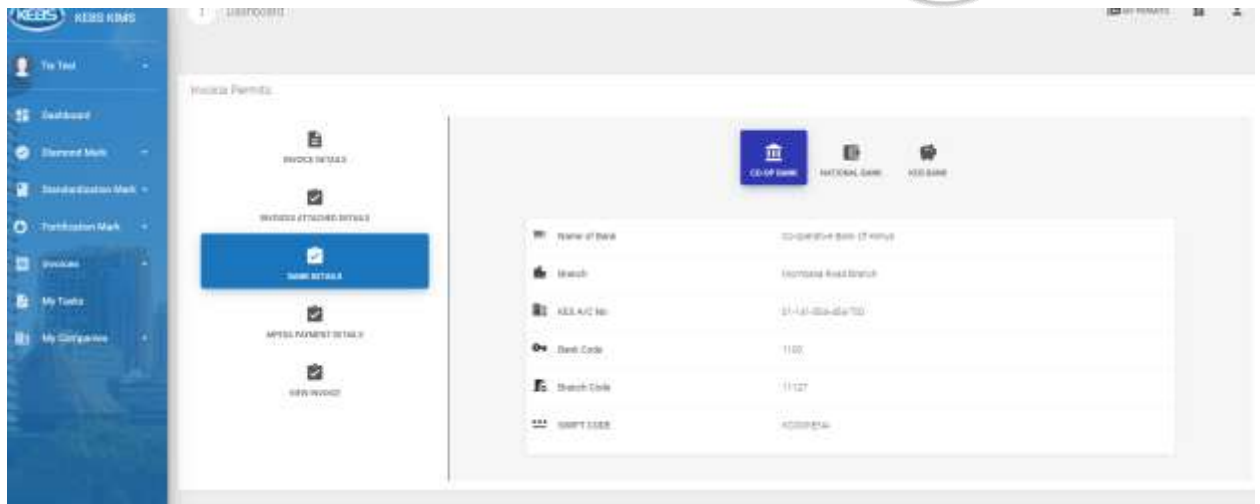
9. Click on **Invoice Details** to view the general invoice details



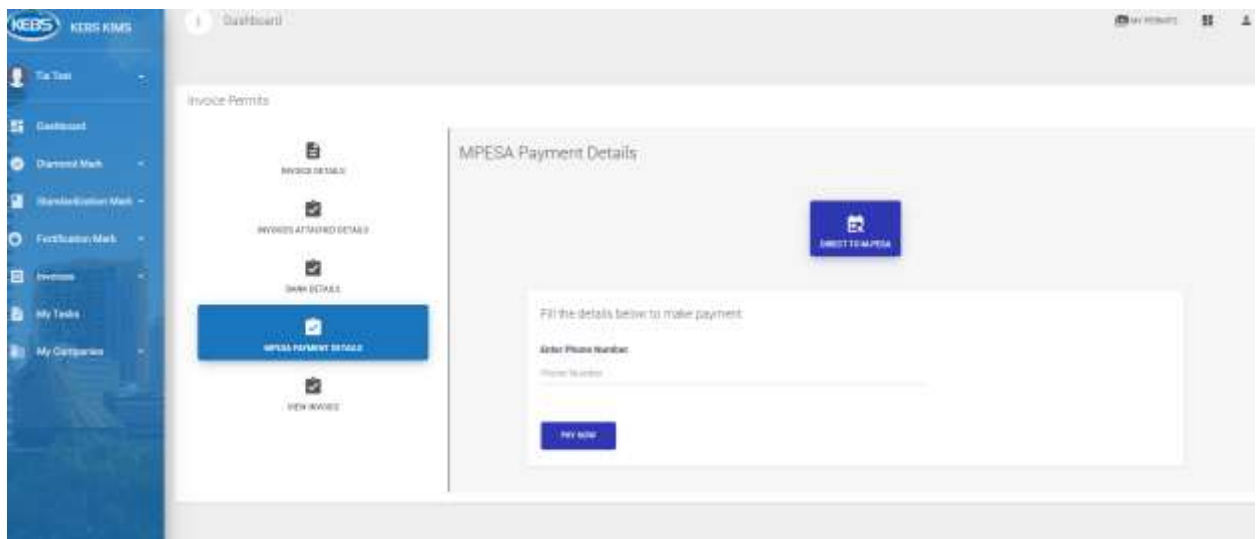
10. Click on **Invoice Attached Details** to view the consolidated invoice, if several they will be listed here



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

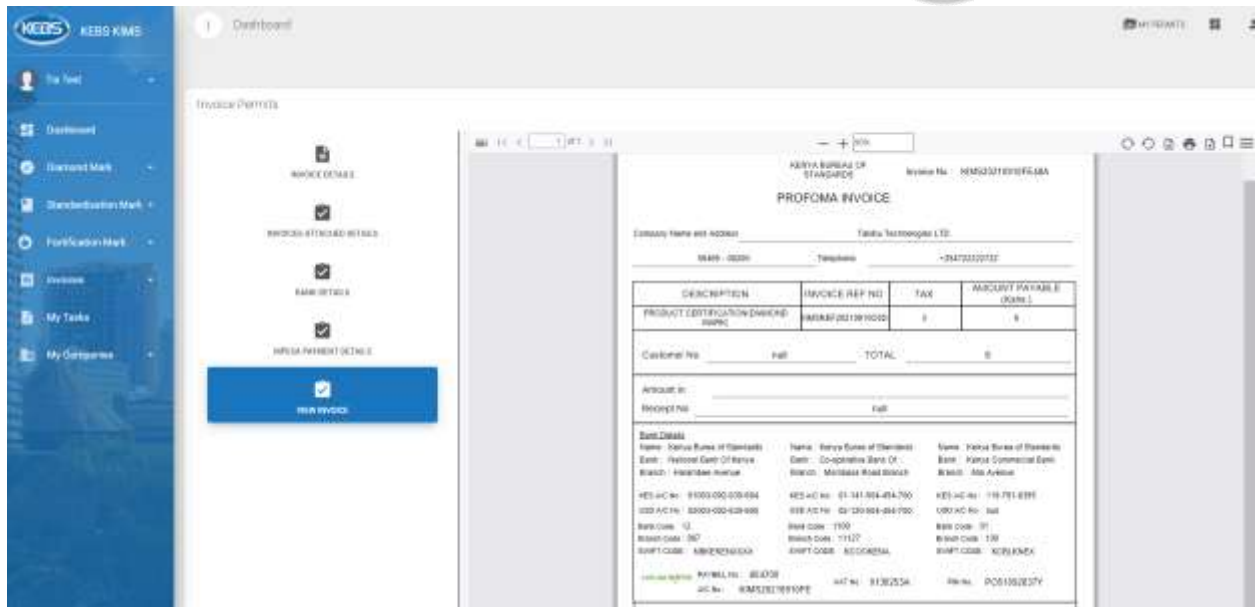


12. Click on **Mpesa payment Details** to pay through Mpesa stk push. Key in mpesa number and click on pay now

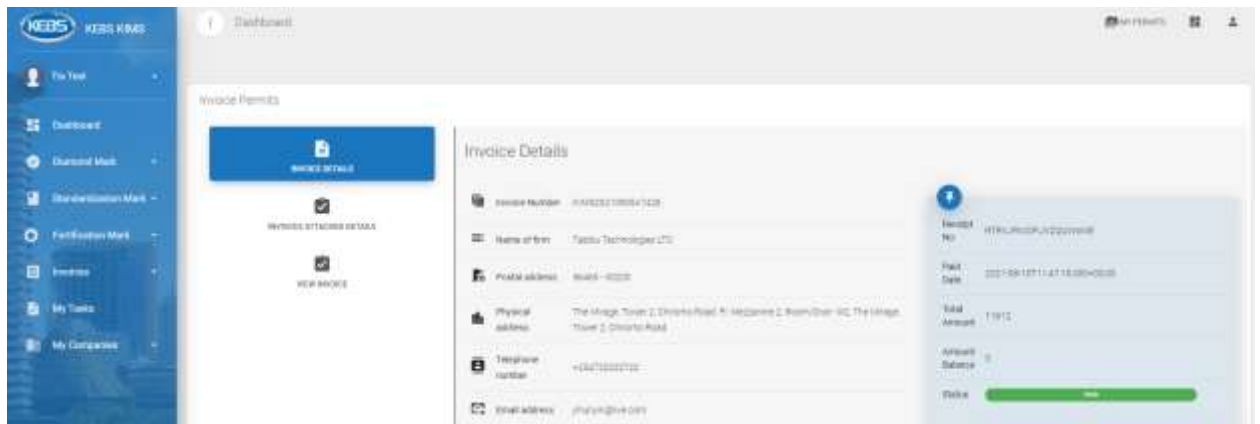


13. Click on **View Invoice** to view and download the generated invoice

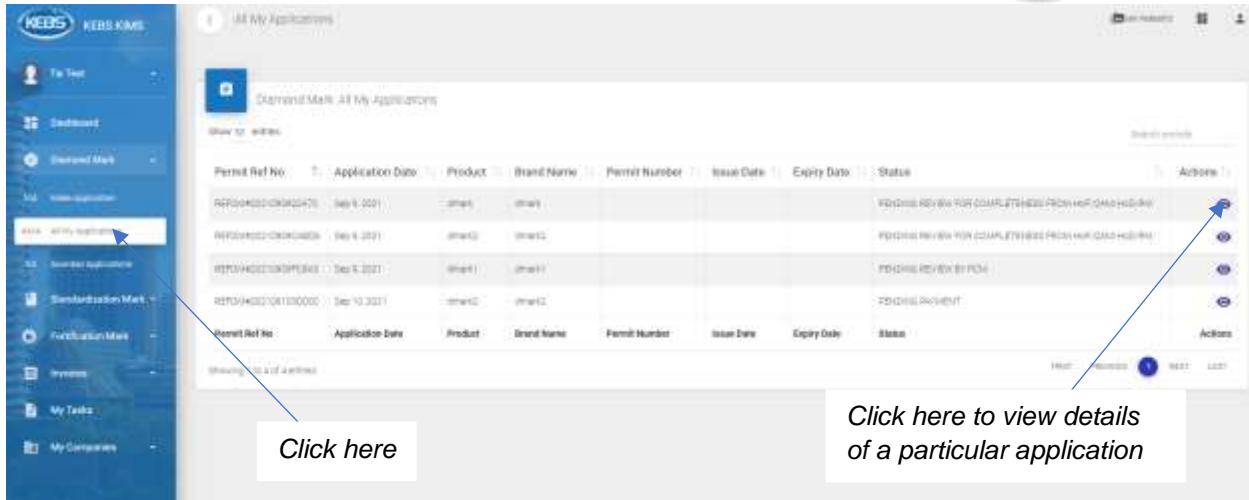




14. After payment is made, invoice status updates to paid



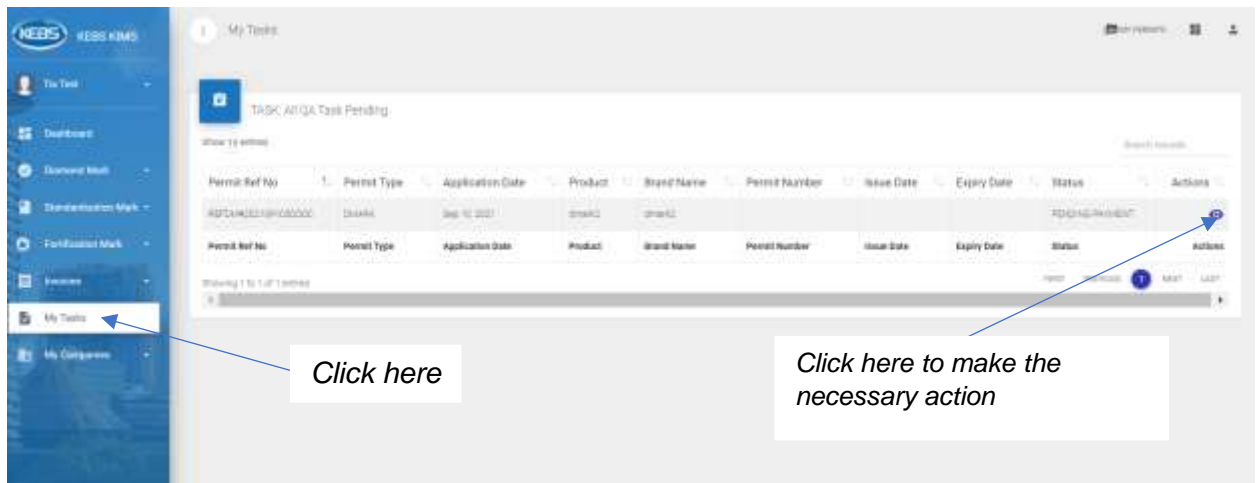
15. Select Diamond Mark then All My Applications on the side bar to view progress of the Dmark applications made



Click here

Click here to view details of a particular application

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



Click here

Click here to make the necessary action

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



**PERMIT DETAILS**

Permit Ref No. ABFD0402100002470

Name of Firm Tattva Technologies LTD

Firm type SMALL

Postal address 09425-00000

Physical address The Village Tower 2, Chomoro Road P.O. Wazirwani 2, Room 200-102, The Village Tower 2, Chomoro Road

Telephone number +254713333713

Fax No.

Email Address jphung@tattva.com

Date of Application 2021-09-07 12:00:00

Date of Issue 2021-09-10

Date of Expiry 2024-09-10

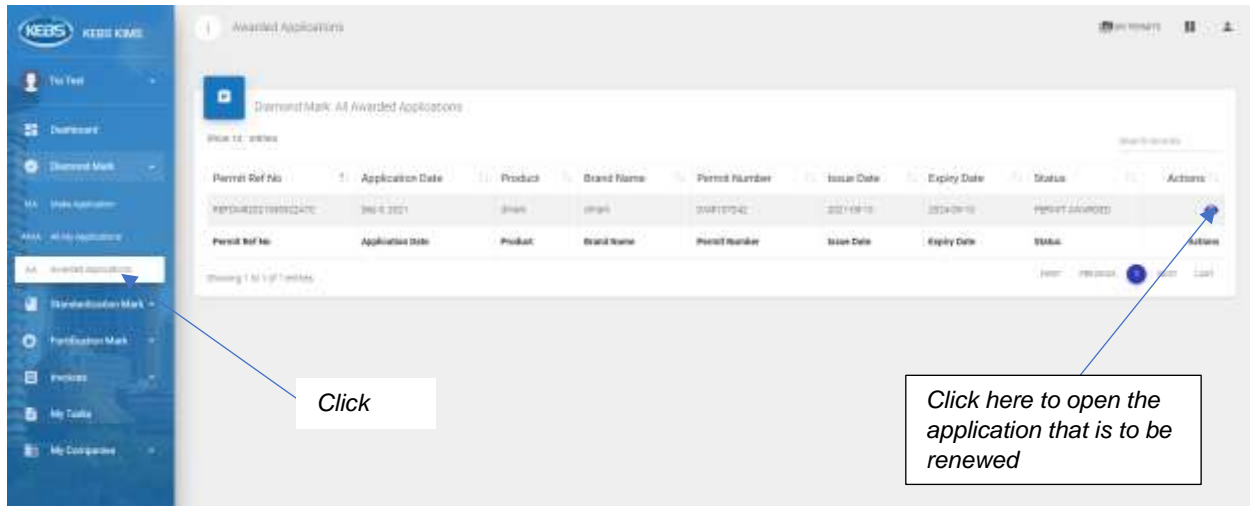
Description of commodity 07000

PERMIT DETAILS

Click on each of the submenus to view outcome of the application review after submission and

## 8. DMARK Renewal & Payment

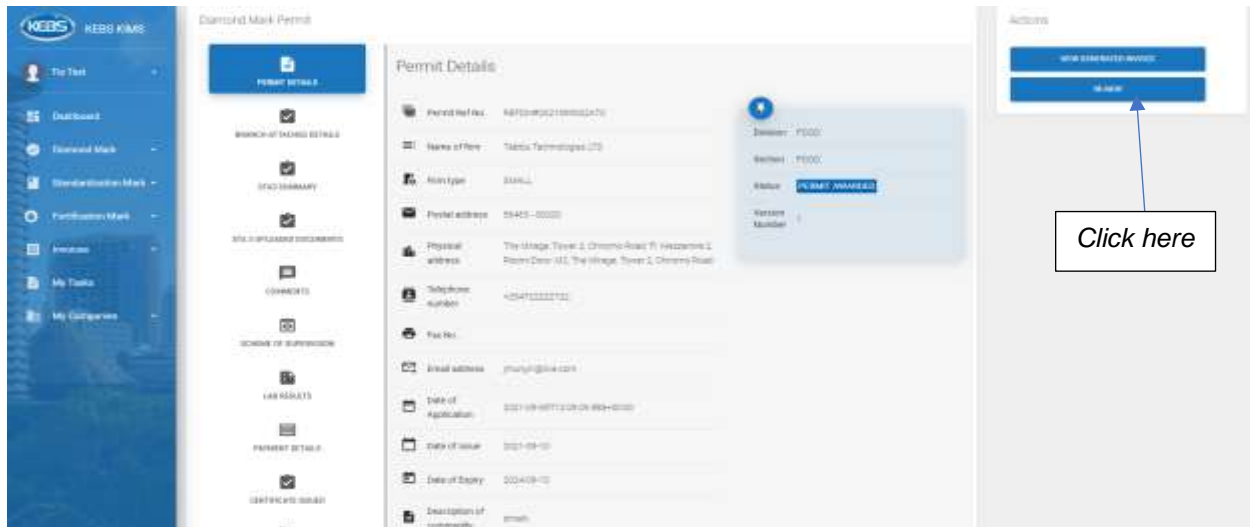
1. Click on Diamond Mark on the sidebar, Awarded permits then click on view the application that is to be renewed



Click

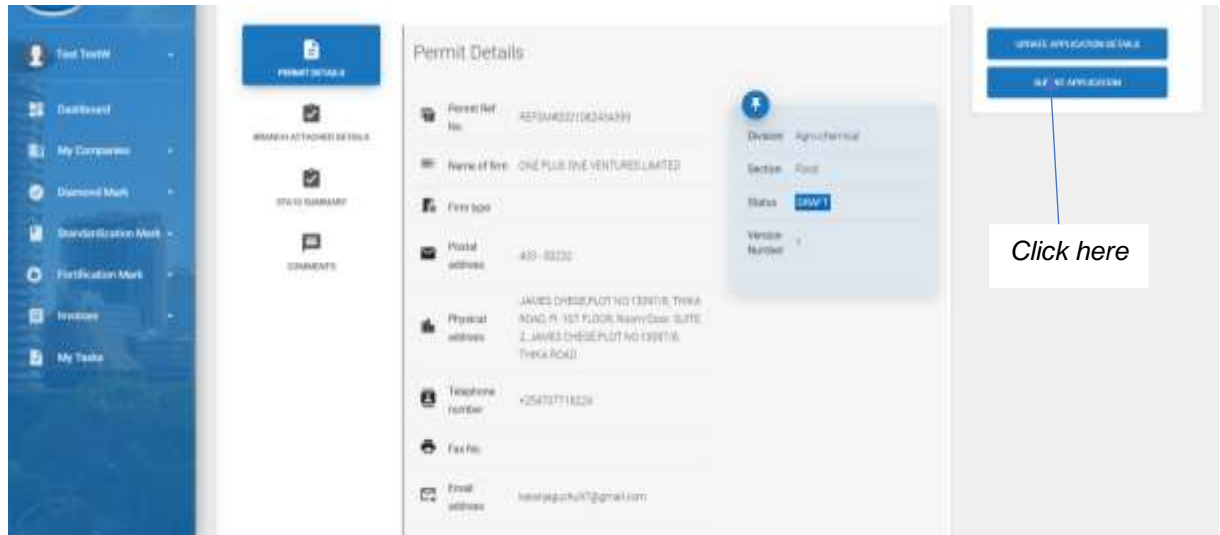
Click here to open the application that is to be renewed

2. Click on **Renew**

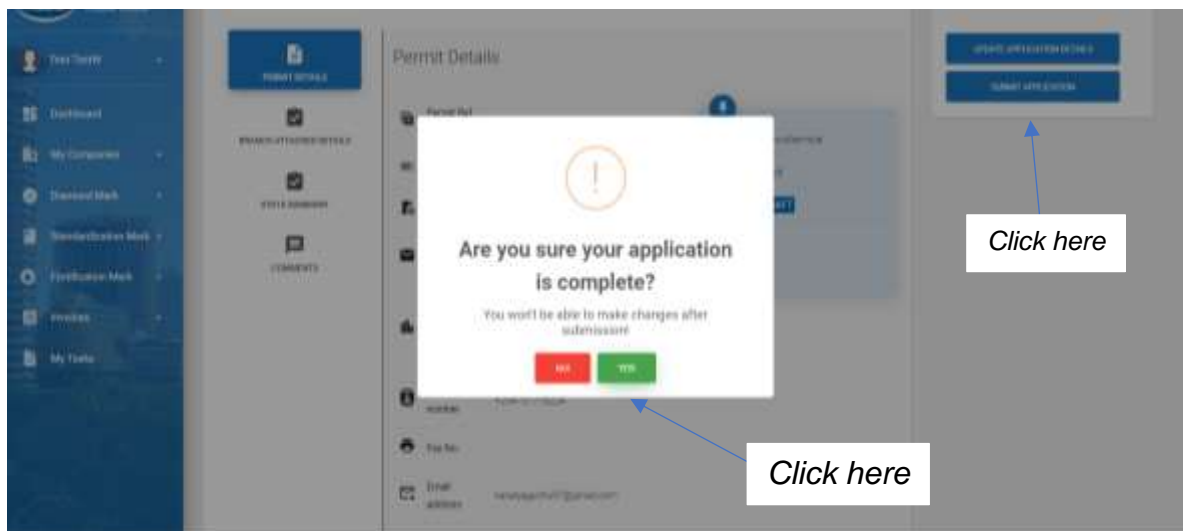


Click here

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



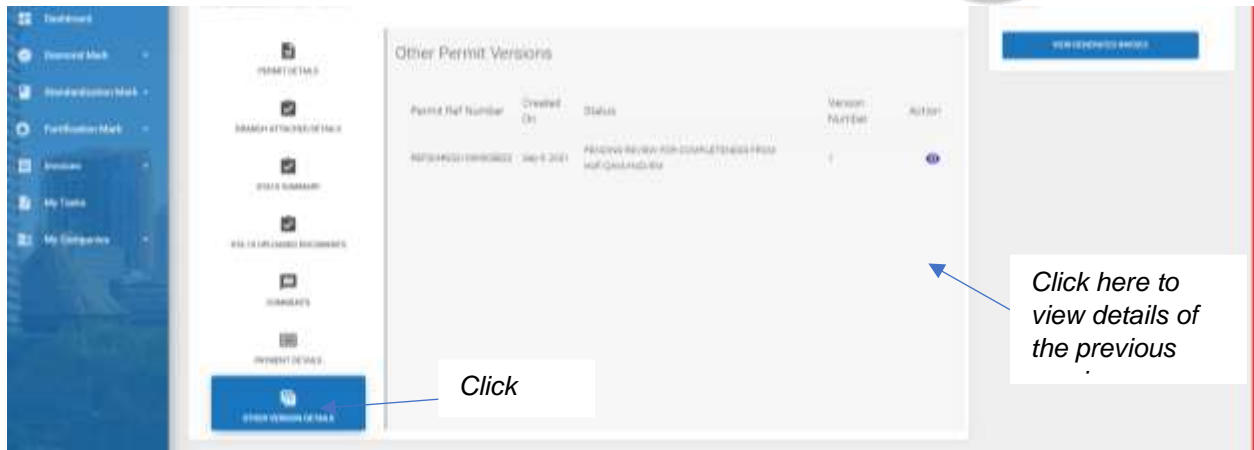
4. Click on **Submit Application** to submit the renewed Application and click on Yes if complete



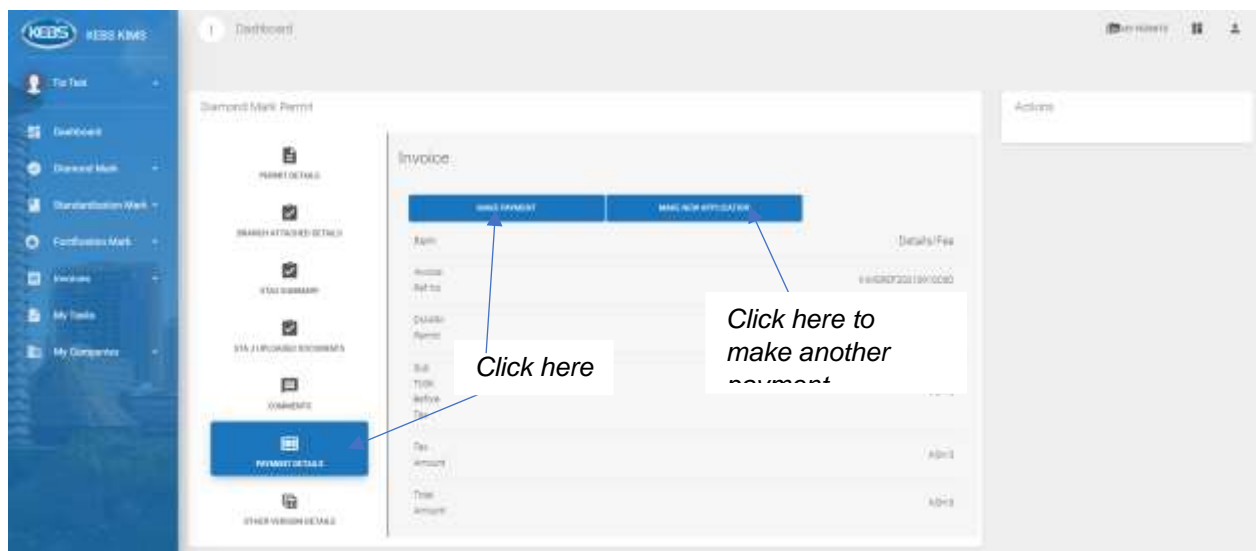
5. To view the version of the previous awarded application before renewal, click on **other versions**



Kenya Bureau of  
Standards  
Standards for Quality life

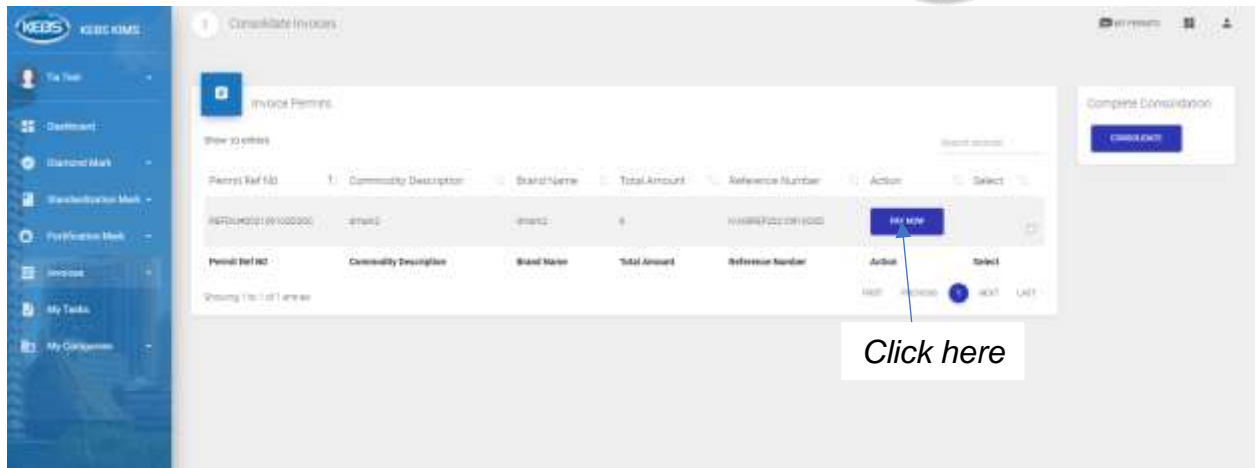


6. Click on **Payment Details** to view payment breakdown. Then click on Make payment to make payment

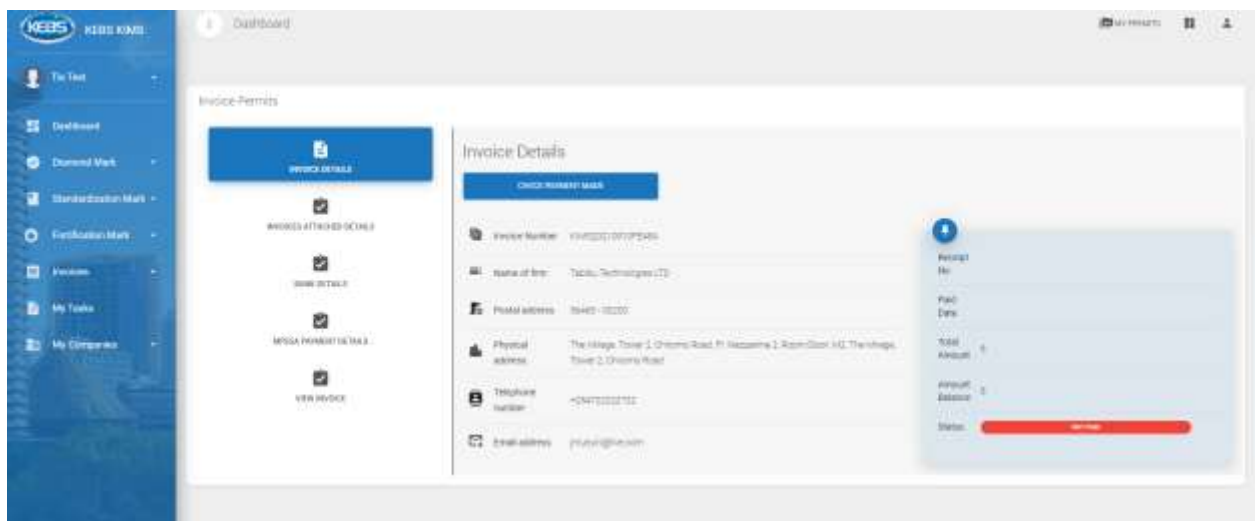


7. Click on **Pay Now** to make payment to that one application

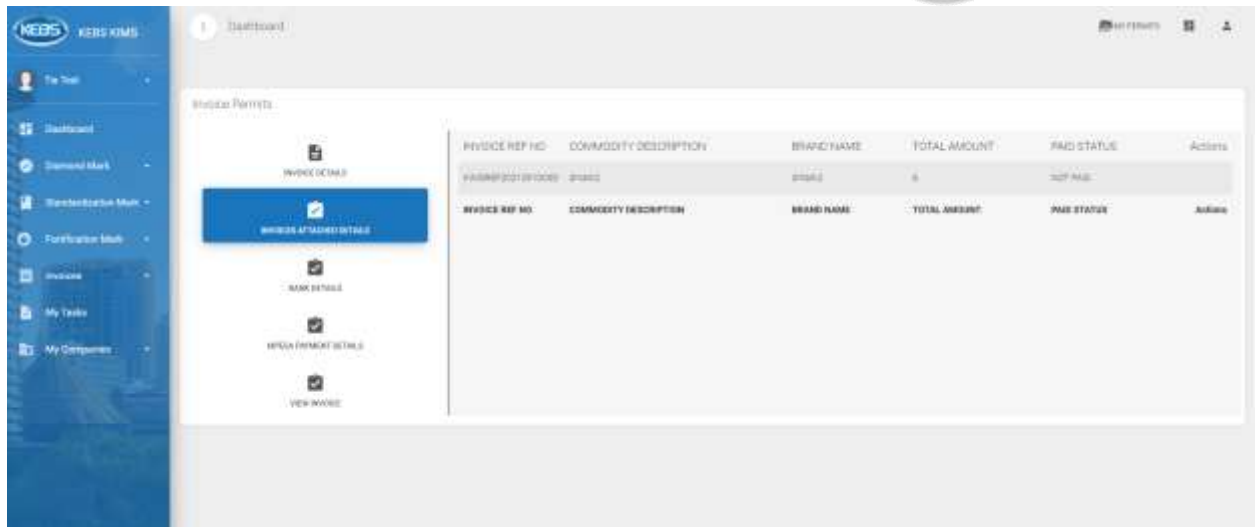




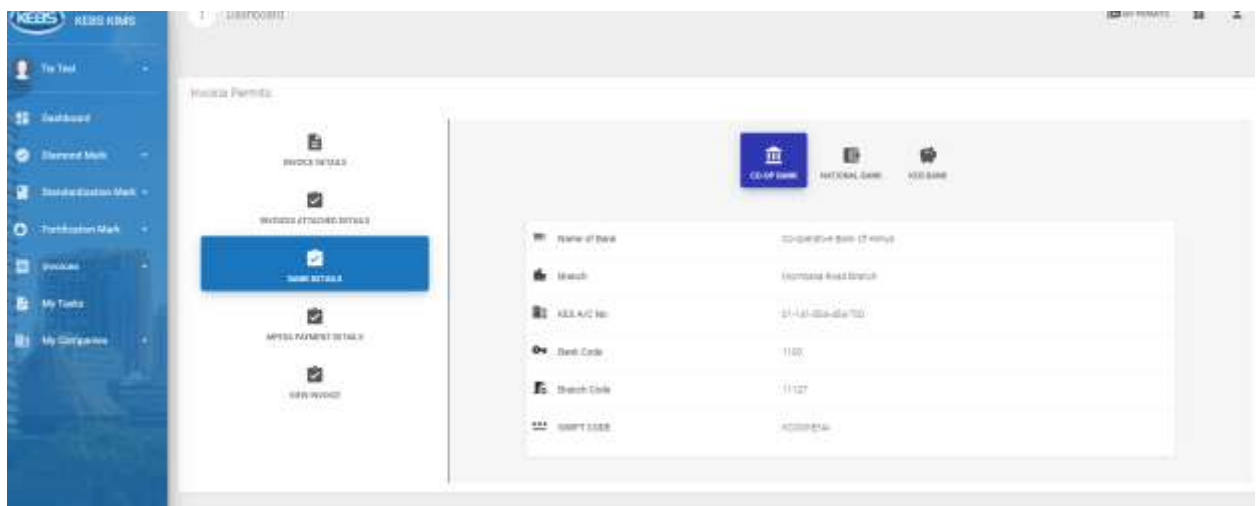
8. Click on **Invoice Details** to view the general invoice details



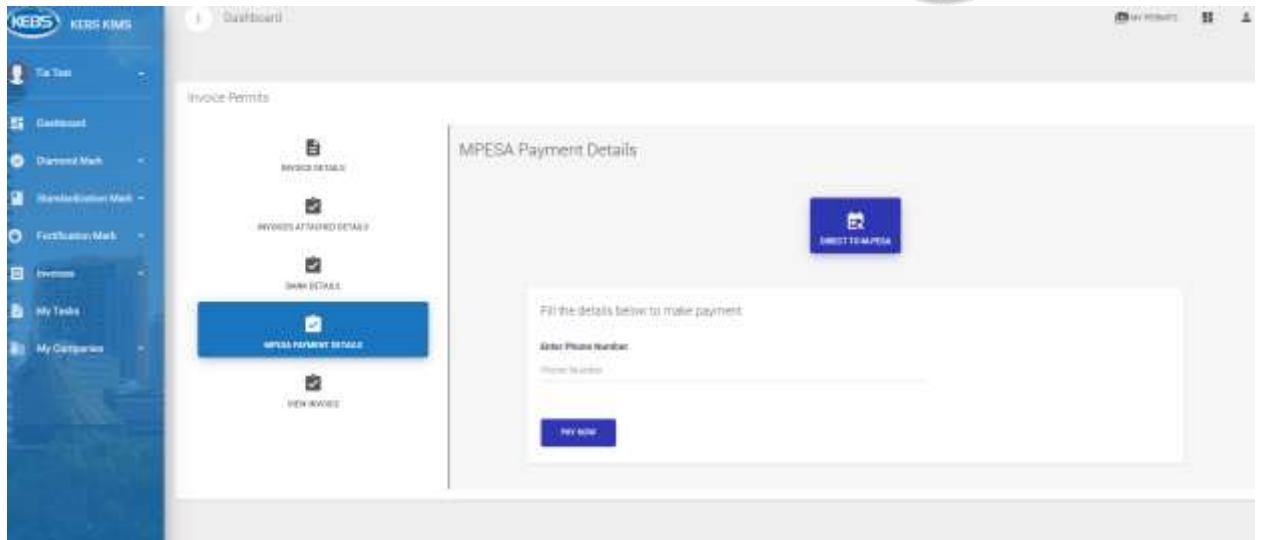
9. Click on **Invoice Attached Details** to view the consolidated invoice, if several they will be listed here



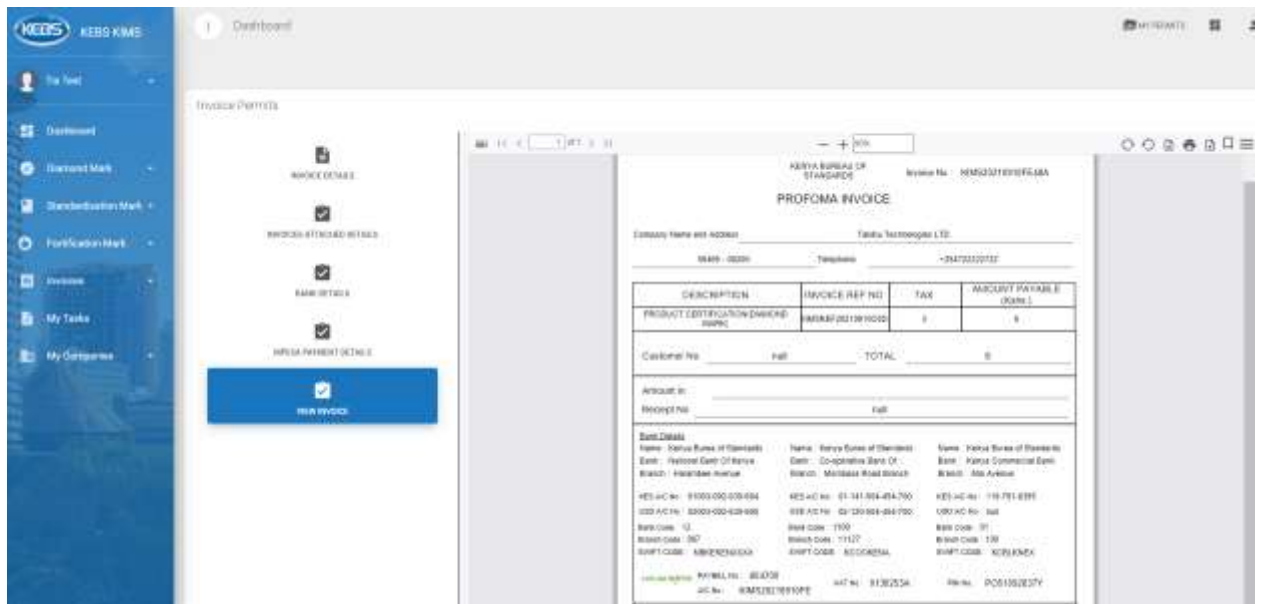
10. Click on **Bank Details** to view the various banks details through which payment can be made



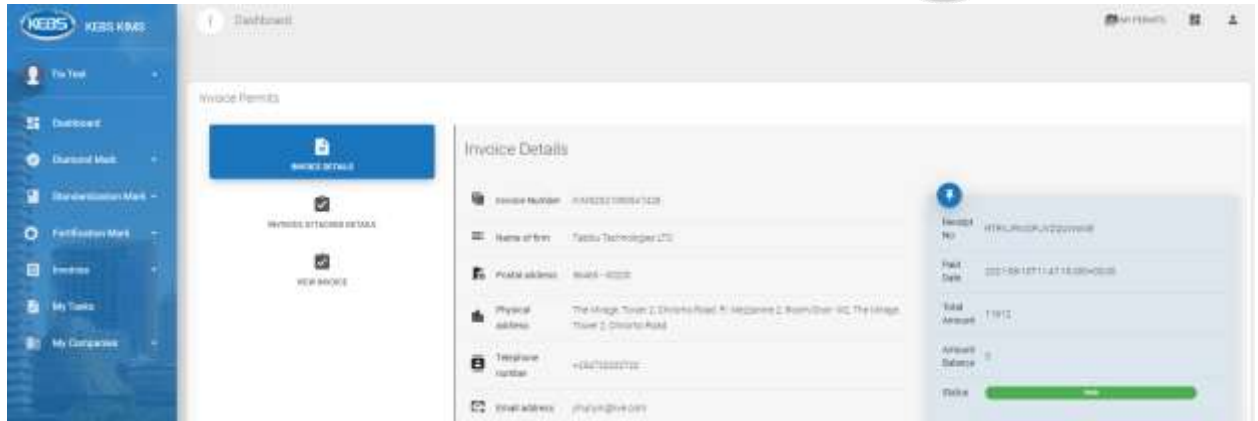
11. Click on **Mpesa payment Details** to pay through Mpesa stk push. Key in mpesa number and click on pay now



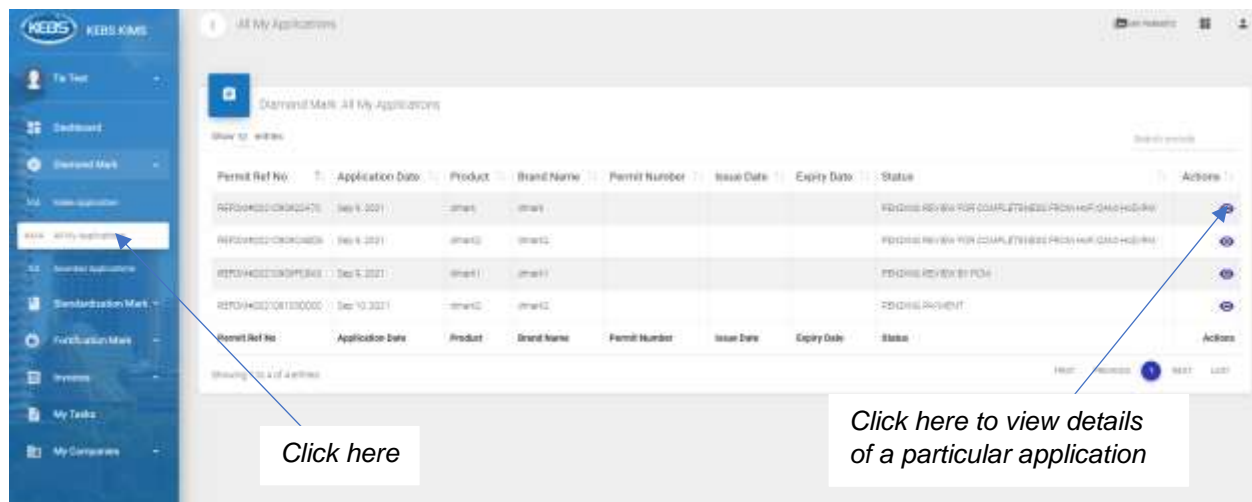
12. Click on **View Invoice** to view and download the generated invoice



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

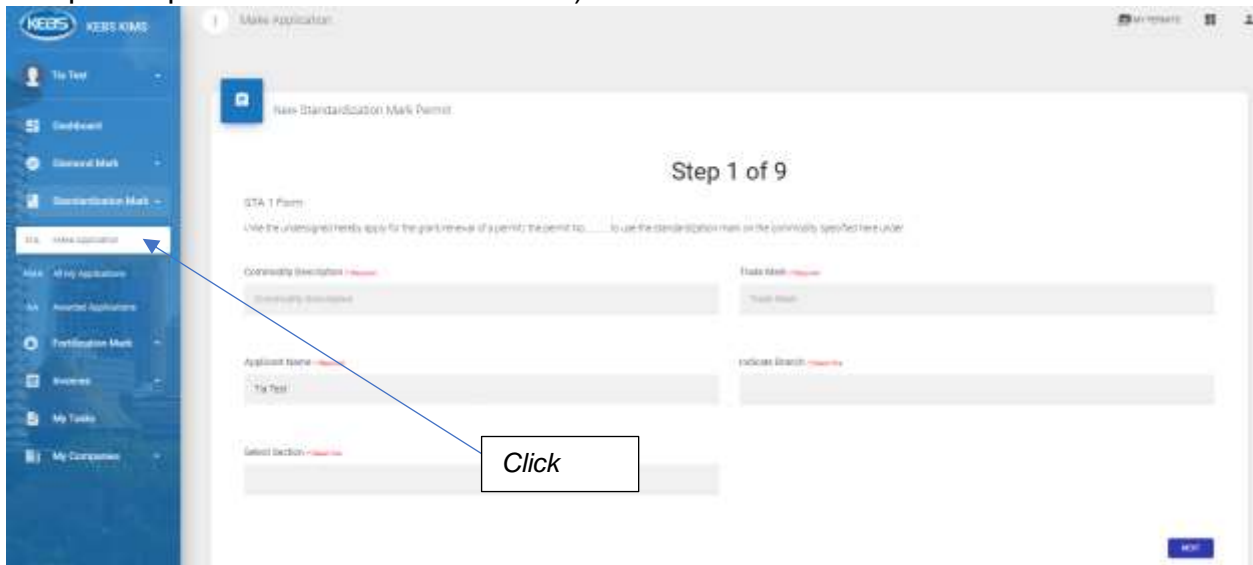


14. Select Diamond Mark then All My Applications on the side bar to view progress of the Dmark applications made



## 9. FMARK New Application and Payment

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



KEBS KIMS

1 Make Application

New Standardization Mark Permit

### Step 1 of 9

STA 1 Form  
Use the unassigned items apply for the grant/renewal of a permit to permit to use the standardization mark on the commodity specified here under

Commodity Description

Trade Mark

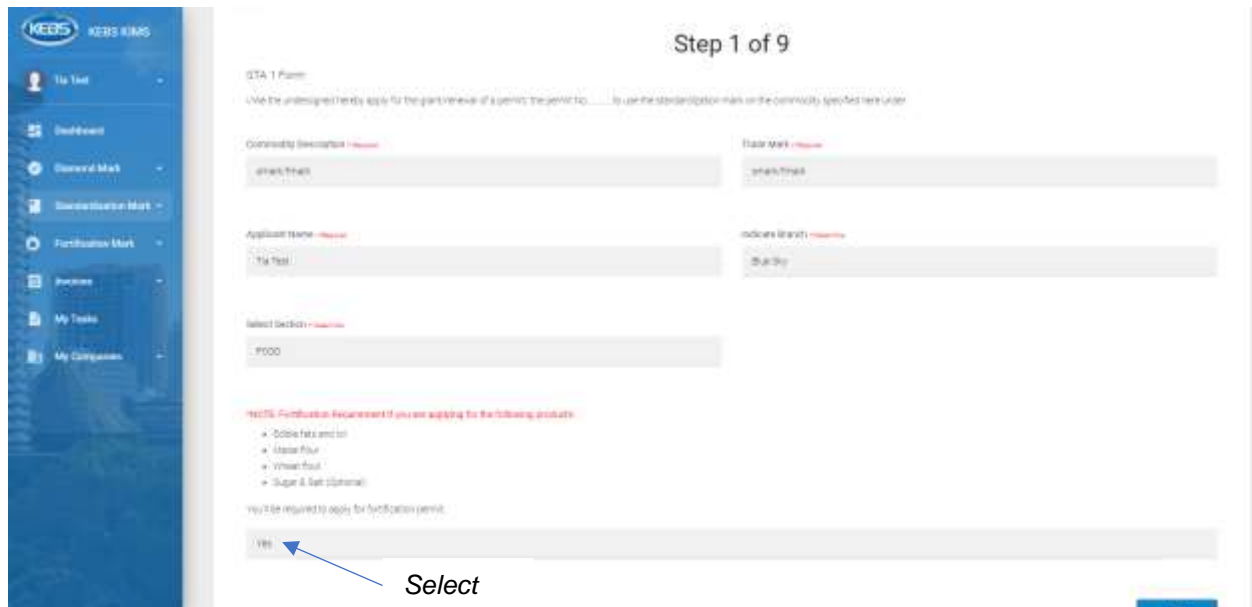
Applicant Name

Product Brand

Select section

*Click*

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.



KEBS KIMS

1 Make Application

New Standardization Mark Permit

### Step 1 of 9

STA 1 Form  
Use the unassigned items apply for the grant/renewal of a permit to permit to use the standardization mark on the commodity specified here under

Commodity Description

Trade Mark

Applicant Name

Product Brand

Select section

**FMARK Requirement if you are applying for the following products:**

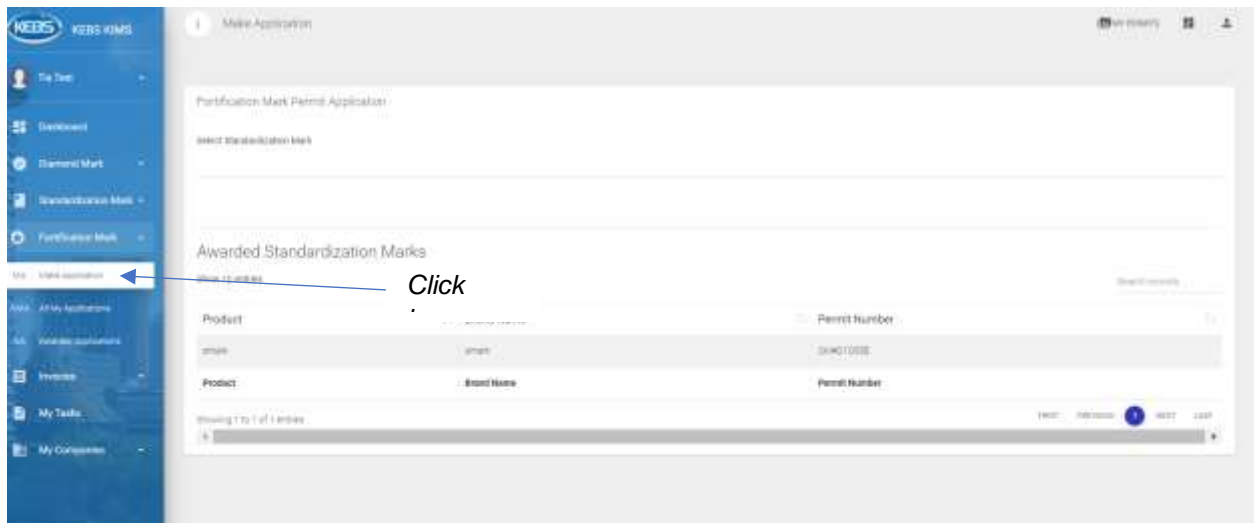
- Cereal (wheat, maize)
- Cereal Flour
- Wheat Flour
- Sugar & Salt (General)

You'll be required to apply for FMARK permit:

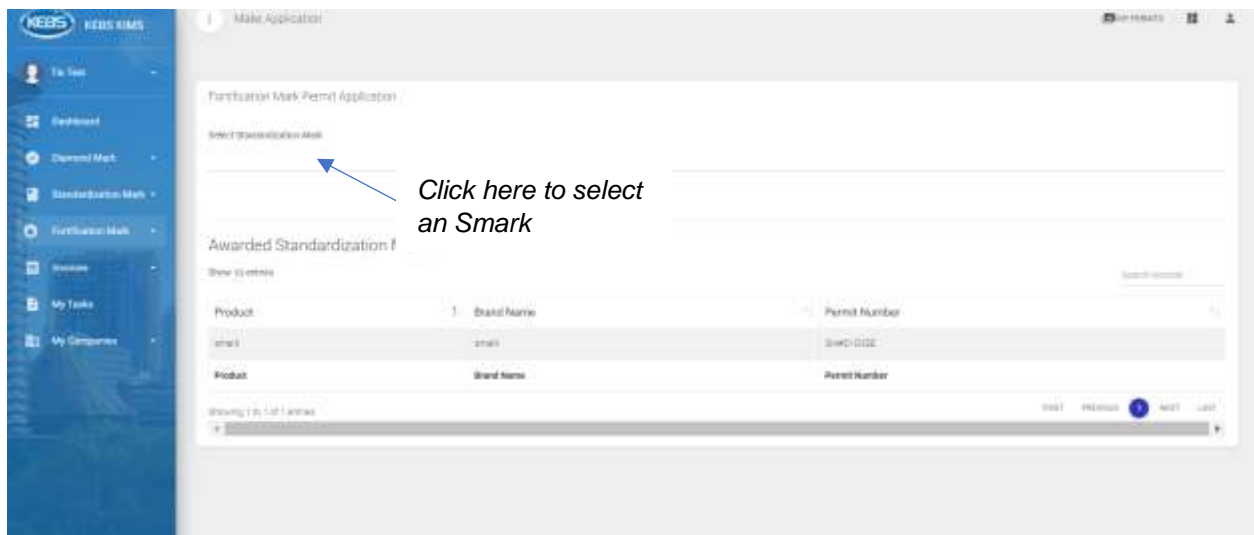
Yes  No

*Select*

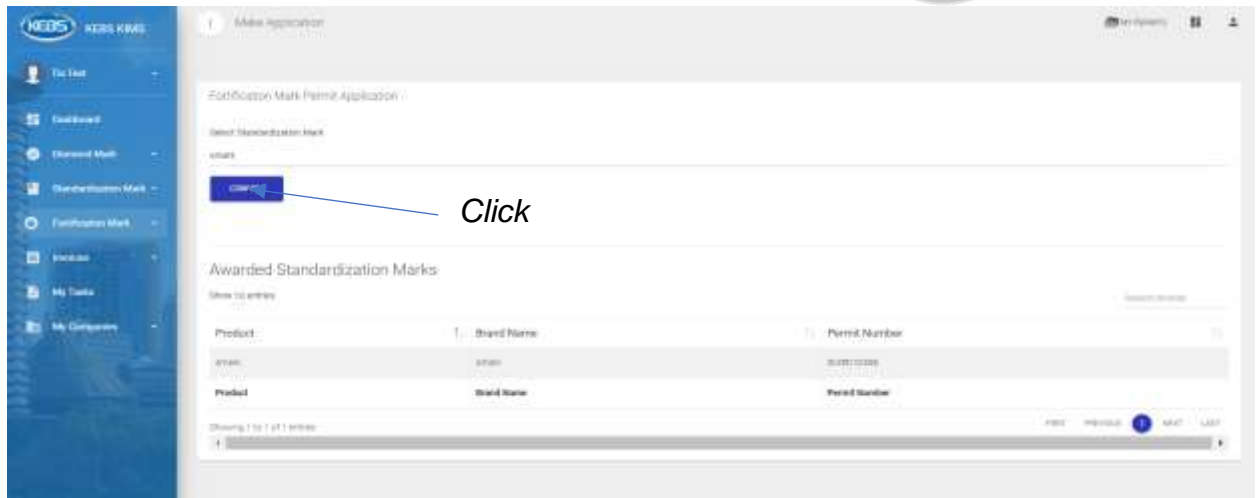
- If the Smark permit is already applied separately, Click on Make Application Under Fmark



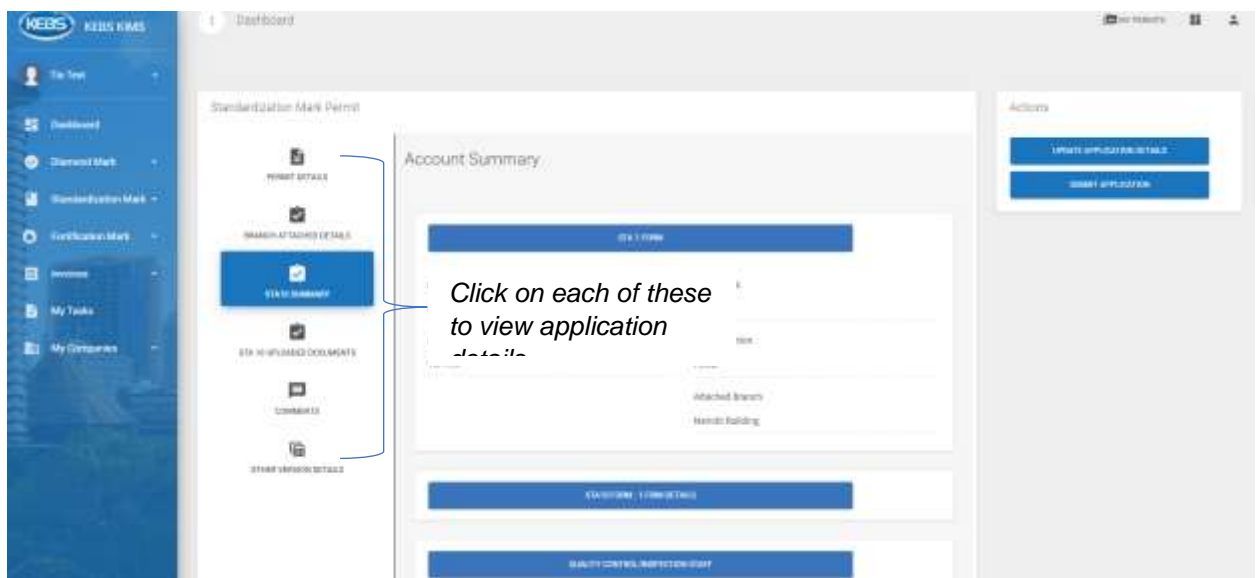
- Under Select Standardization Mark, select the Smark that needs an Fmark



- Click on **Confirm**

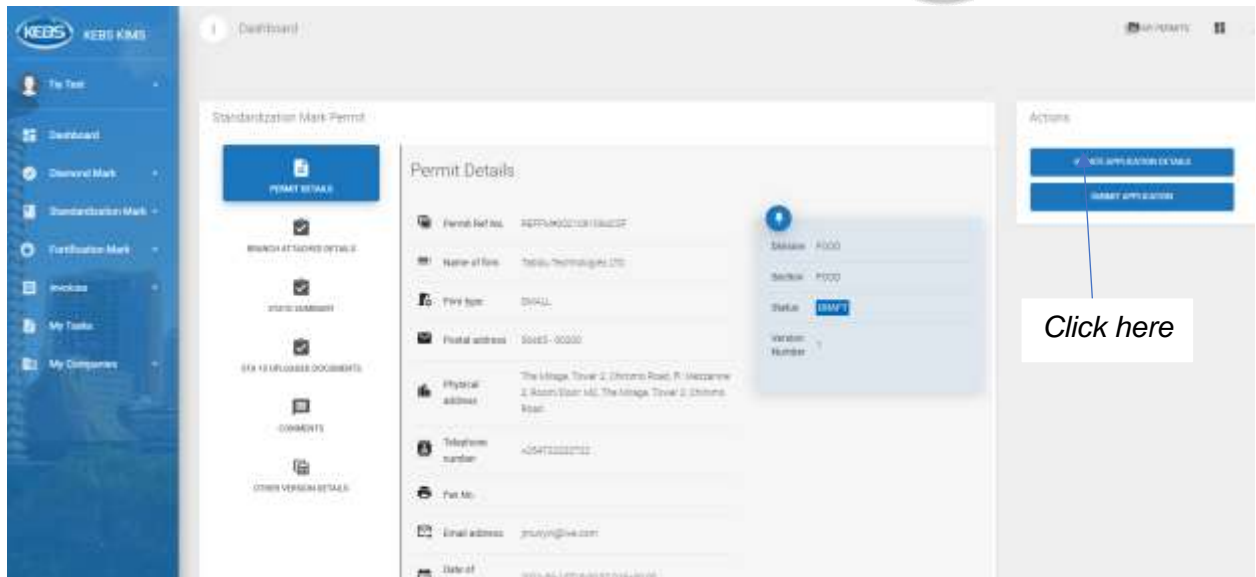


- Click on each of the sub menus to view details of sta10 that are already pre-filled based on what was filled during the selected Smark application

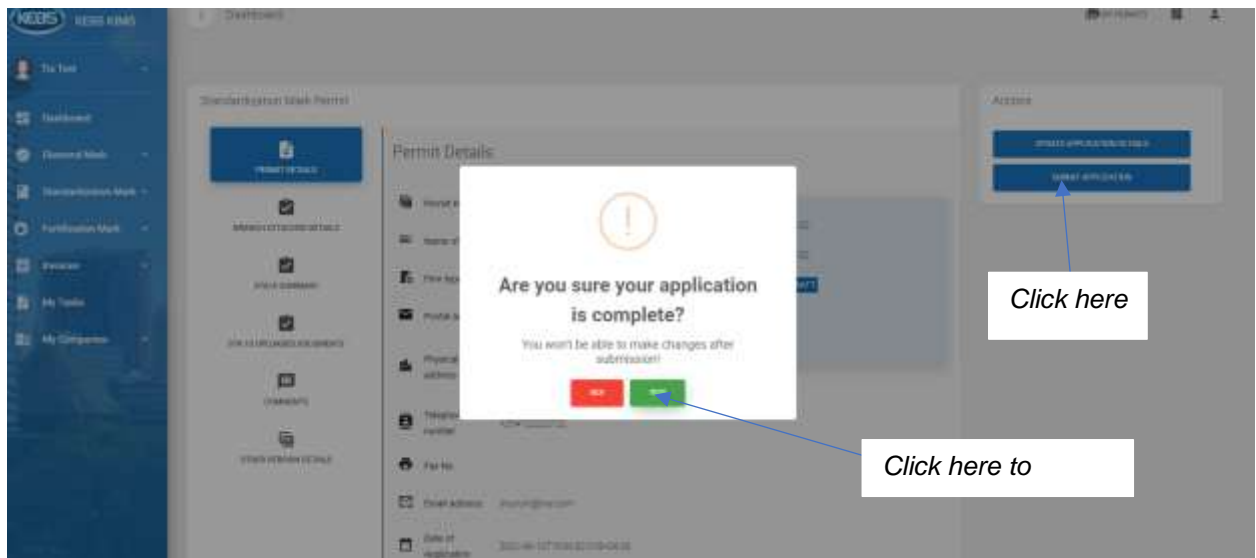


- To make an update to the application details, Click on **Update Application** under Actions Tab





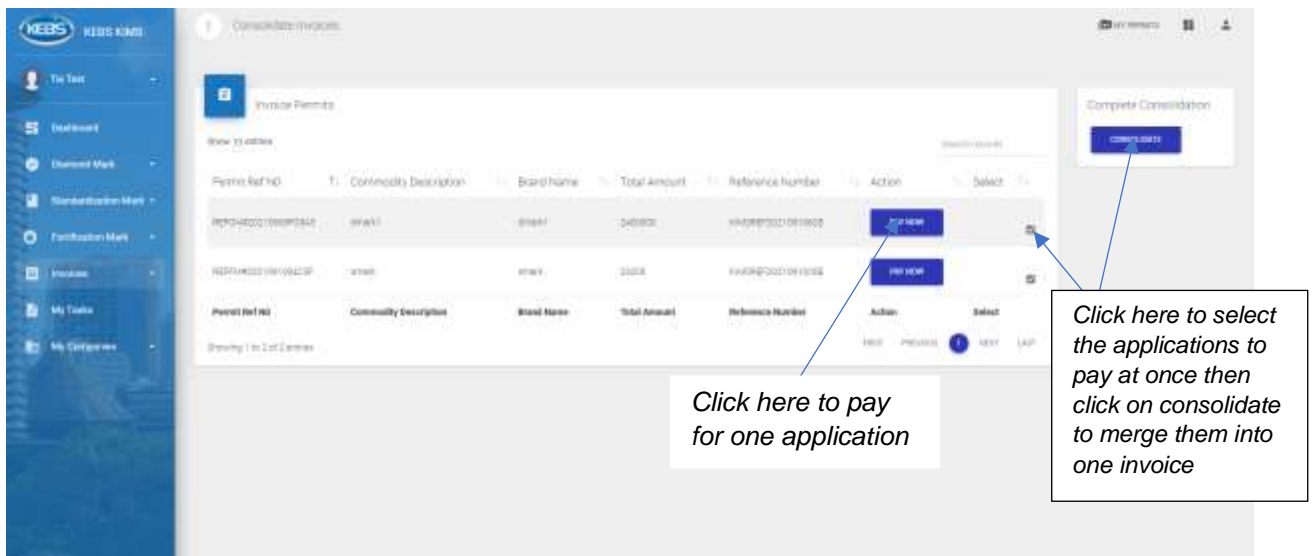
8. After Reviewing the application, click on submit Application then click on Yes



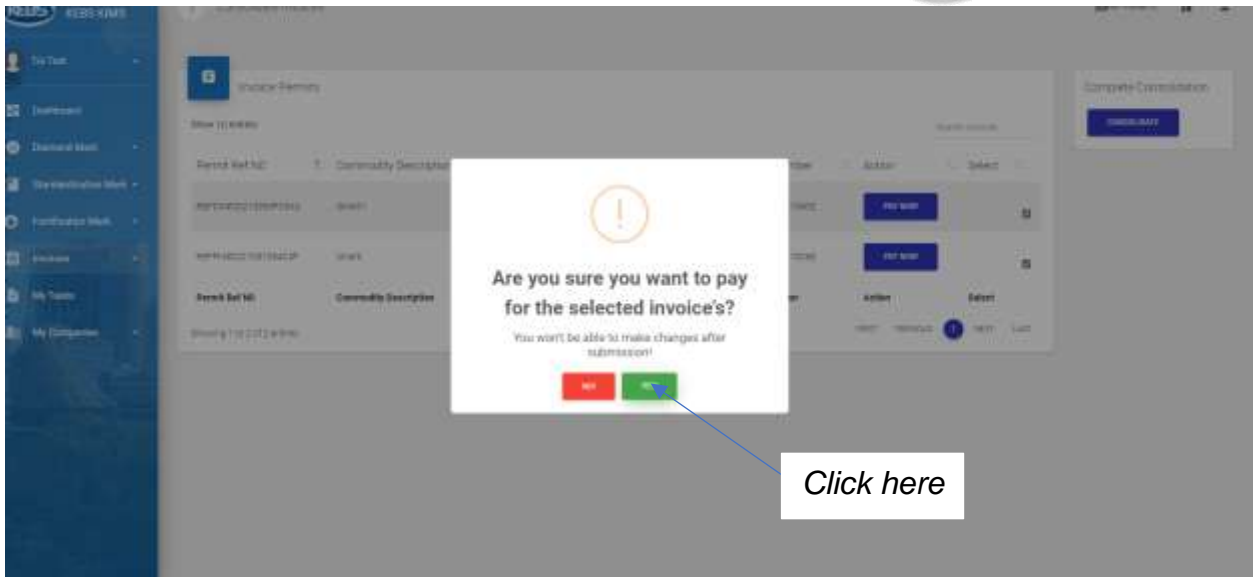
9. Click on payment details to view Payment details then click on Pay Now to make payment



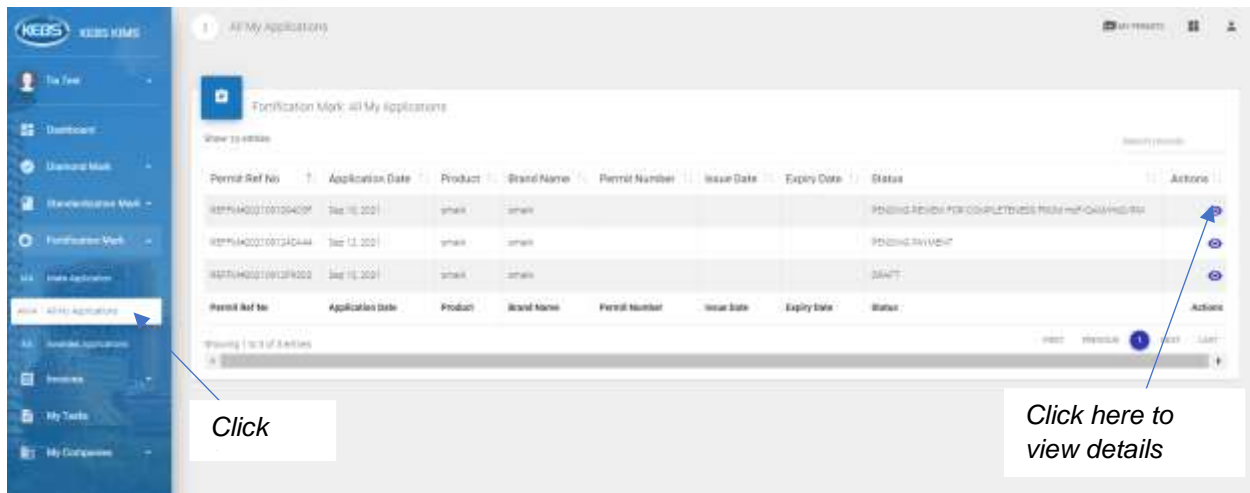
10. Select the application you want to pay and click on Pay Now, or consolidate several invoices and pay for them at once



11. Click Yes in order to generate invoice and make payment

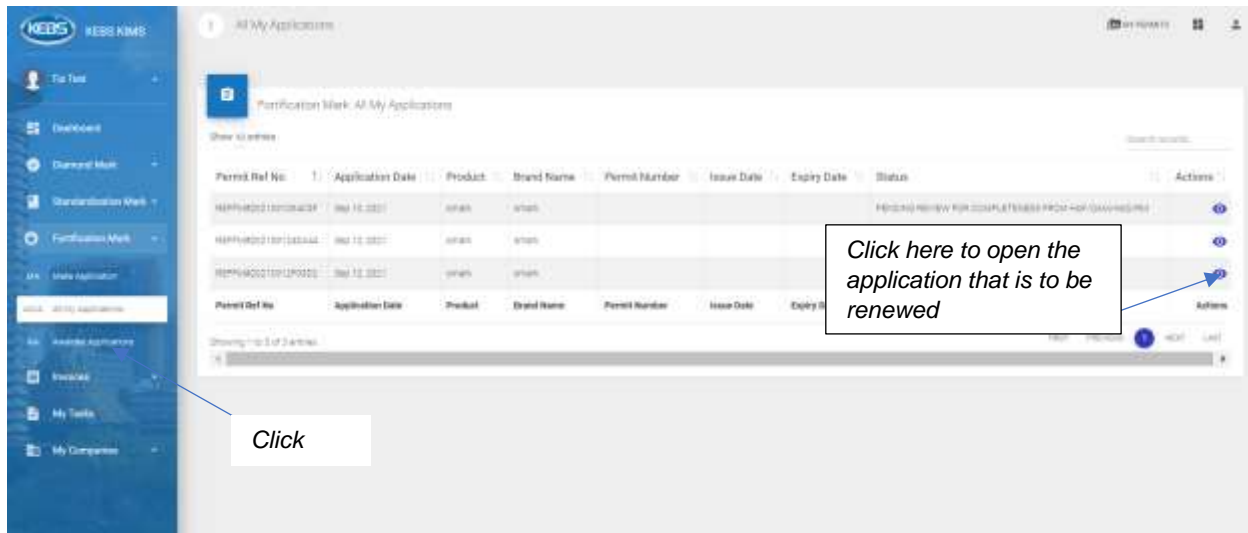


12. Click on All My Applications under Fmark to view and keep track of the progress of all the Fmark Applications made

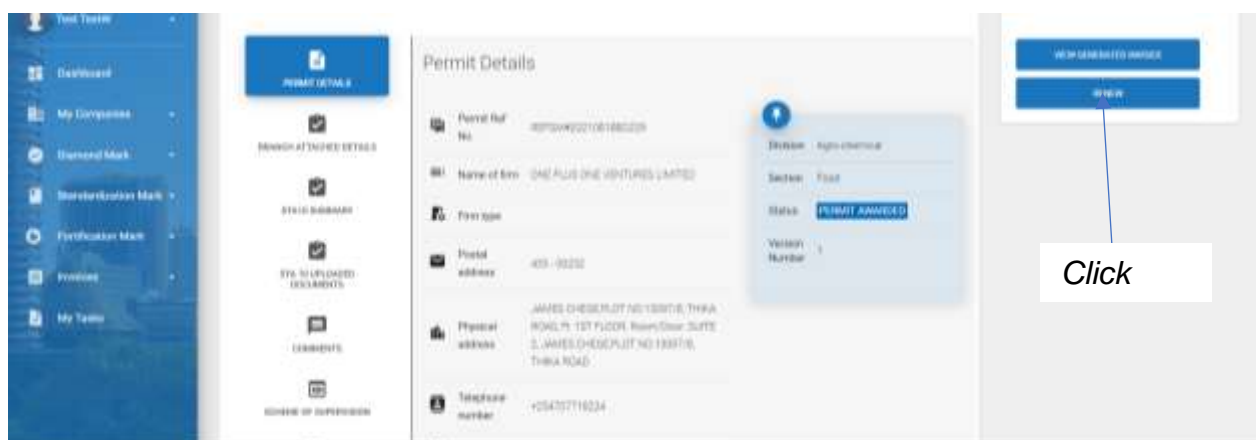


## 10. FMARK Renewal and Payment

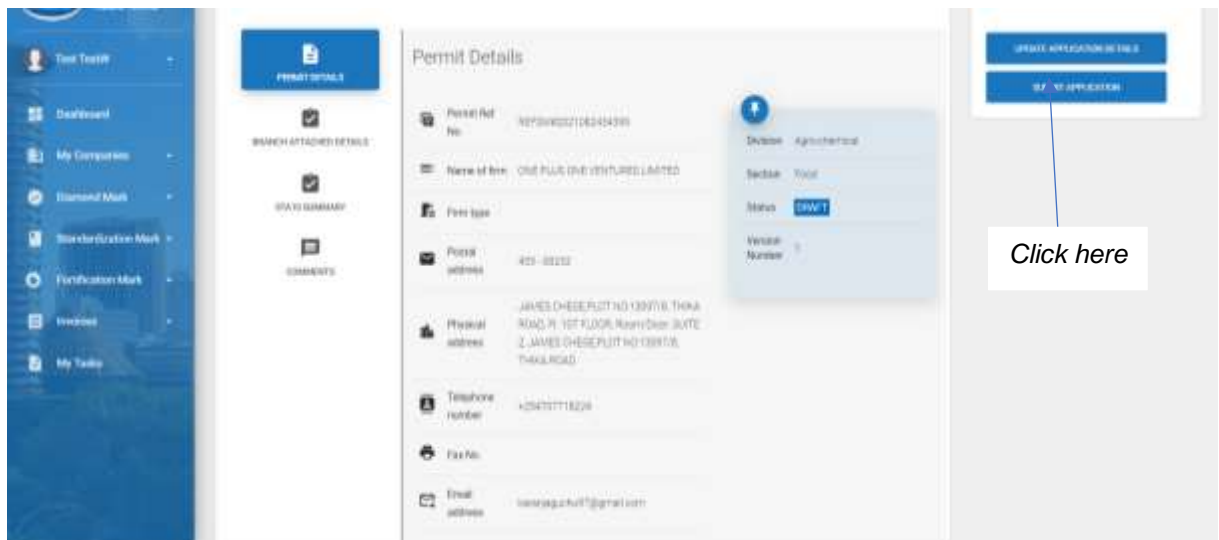
1. Click on Fortification Mark on the sidebar, Awarded permits then click on view on the application that is to be renewed .(For Fmarks that applied alongside smark, their renewal can be done when renewing the smark)



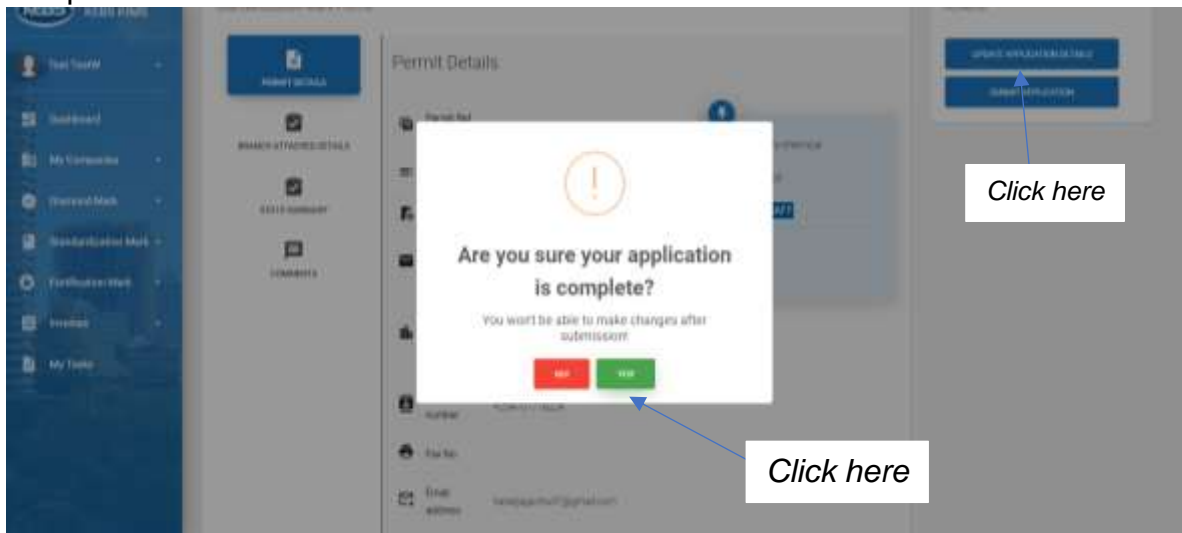
2. Click on **Renew**



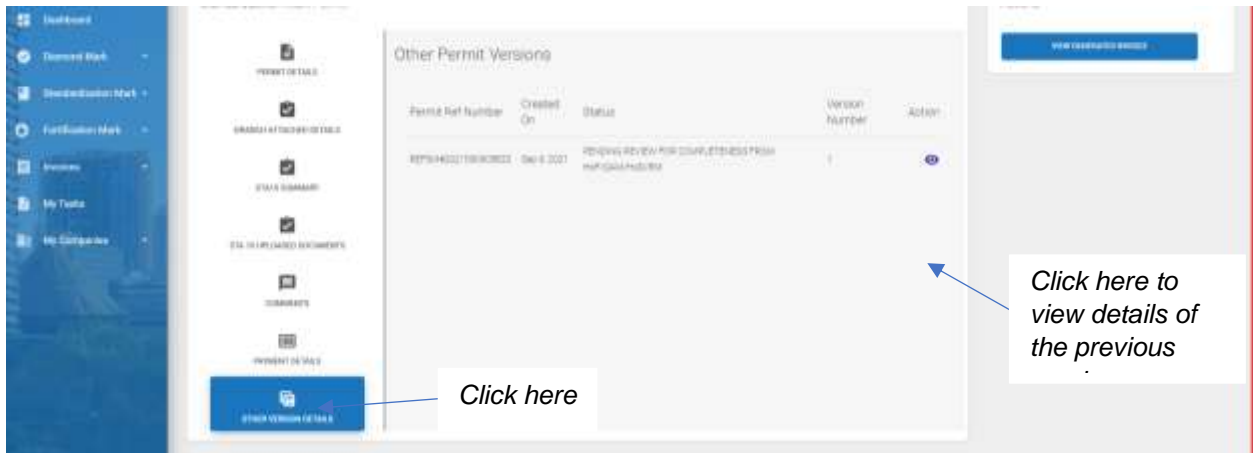
3. Click on **Update Application** to make updates to STA 10 details



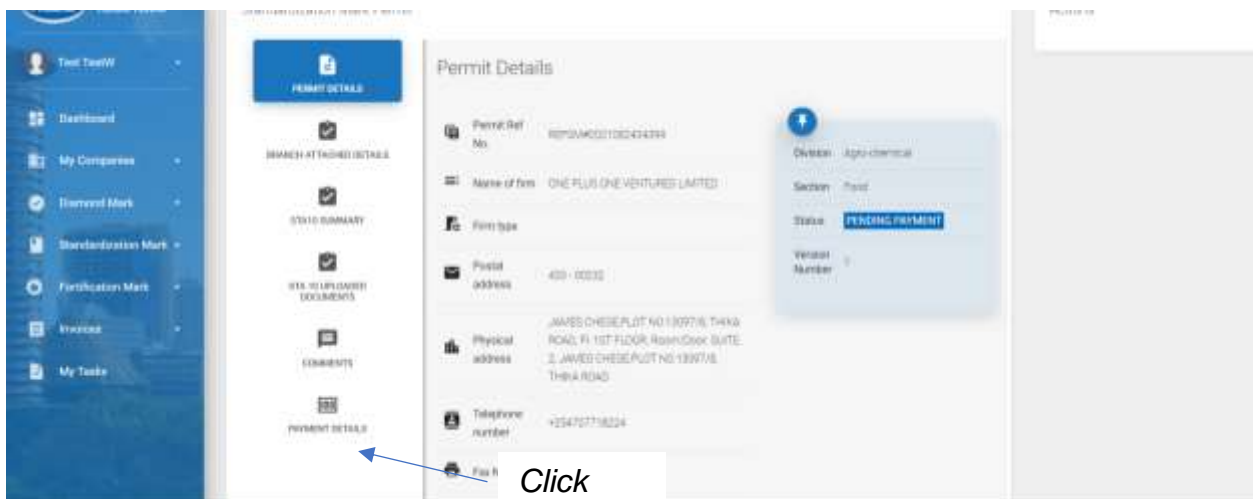
4. Click on **Submit Application** to submit the renewed Application and click on Yes if complete



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



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



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



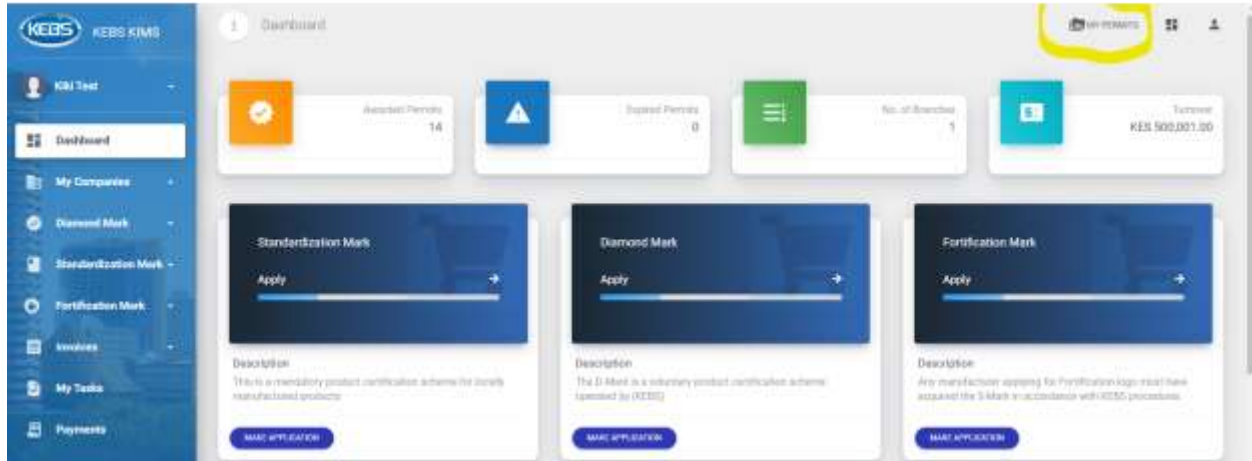
The screenshot shows the KEBS portal interface. On the left is a navigation menu with options like 'Test Results', 'Dashboard', 'My Companies', 'Standard Mark', 'Standardization Mark', 'Certification Mark', 'Invoice', and 'My Tasks'. The main content area is titled 'Invoice' and contains two buttons: 'MAKE PAYMENT' and 'MAKE NEW APPLICATION'. An arrow points to the 'MAKE PAYMENT' button, with a callout box containing the text: 'Click here to proceed to make payment'. Below the buttons, there is a table with invoice details:

Item	Details/Fee
INDCO- KIP 142	MEMBER REGISTRATION
	KSH 0
	KSH 20000
	KSH 15000
Sub Total	KSH 35000
Tax	KSH 9000
Amount	

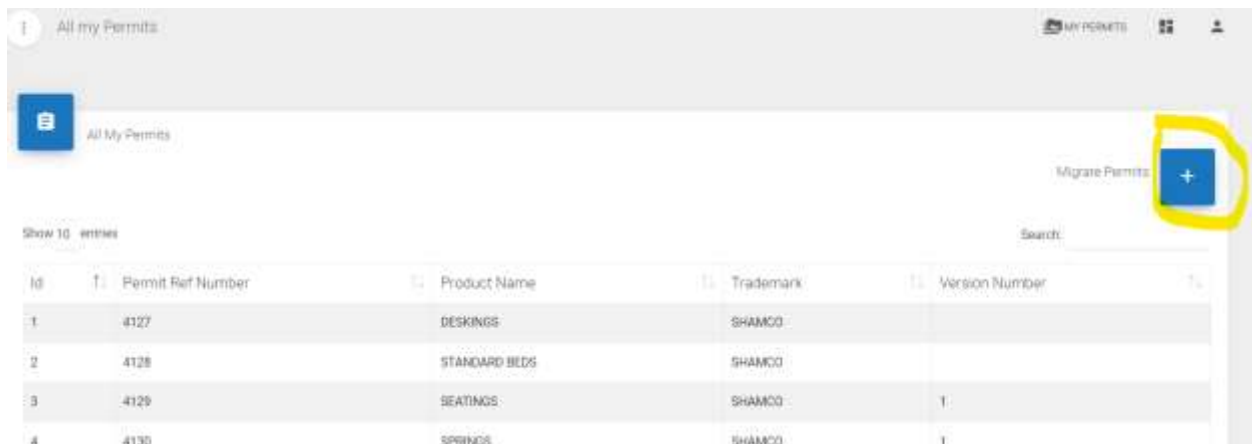


## 11. MIGRATION AND RENEWAL OF EXISTING PERMITS

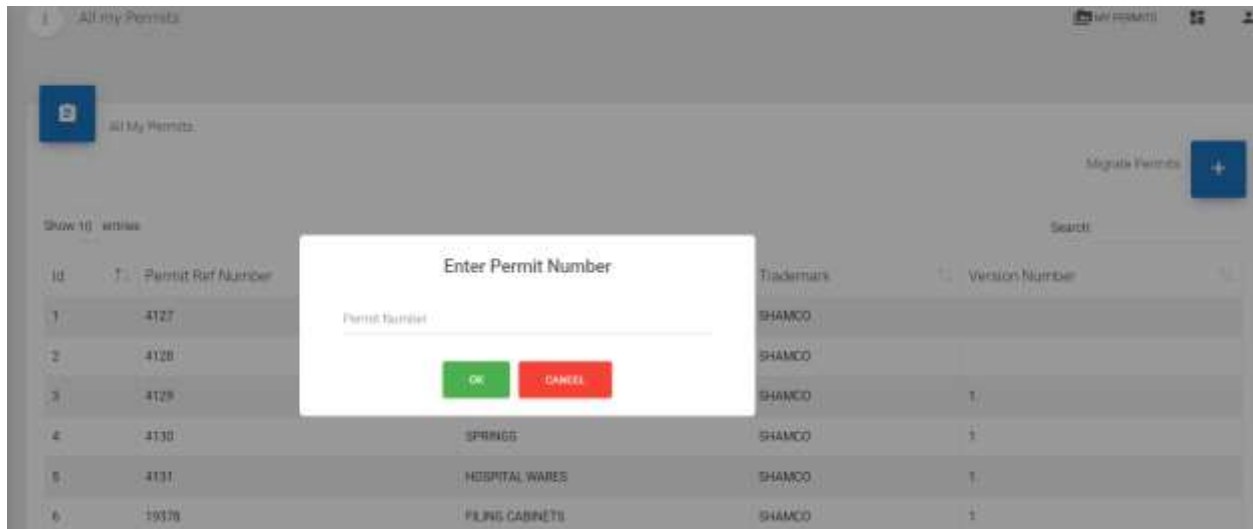
1. Click on **My Permits** on the top right



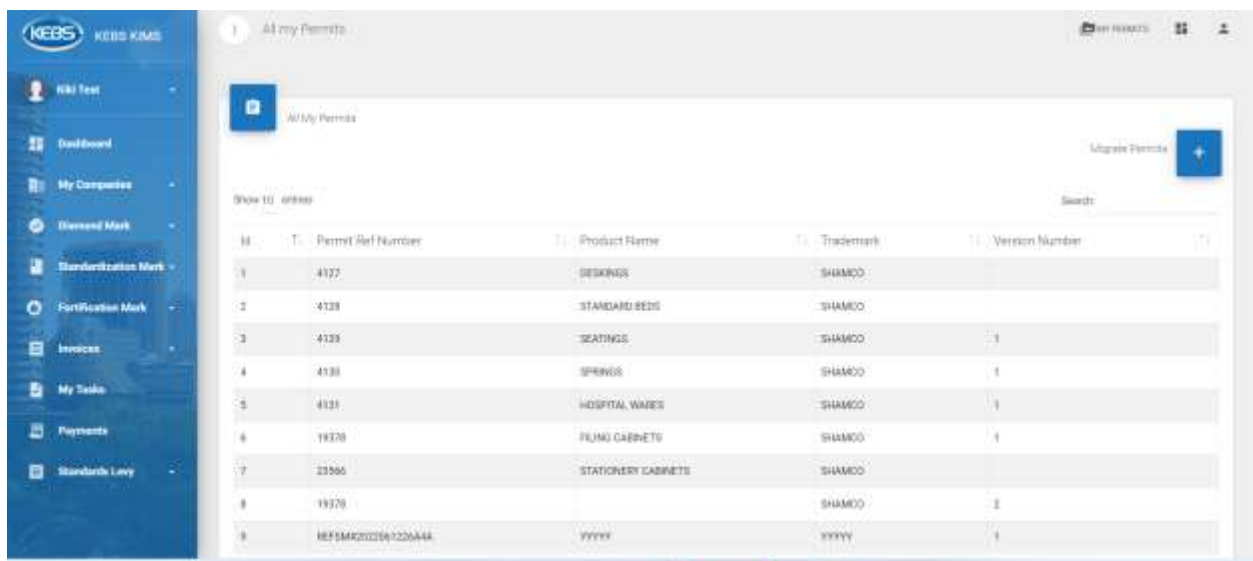
2. Click on the Plus sign next to Migrate Permit



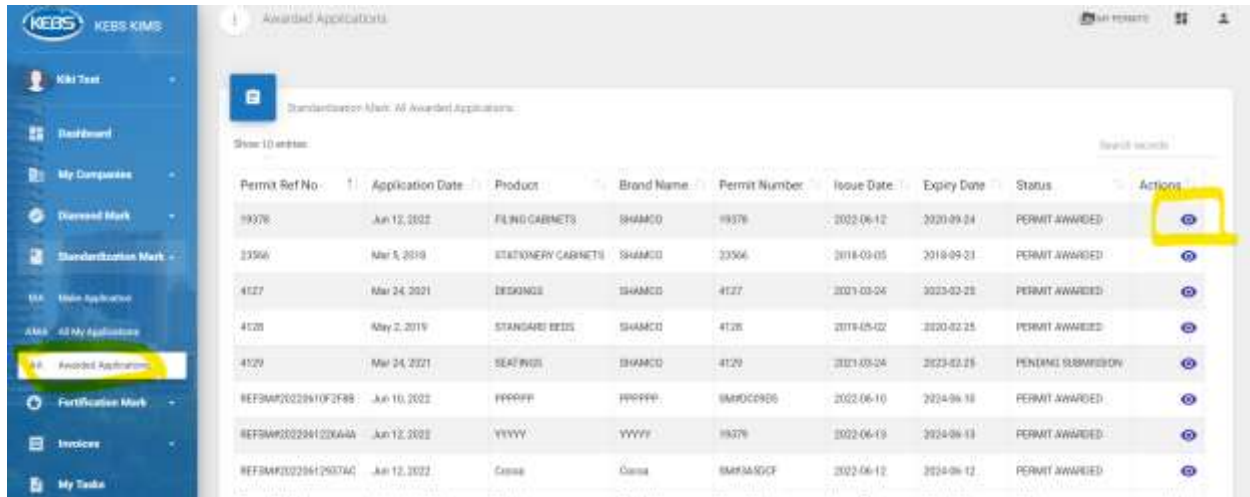
3. Enter one of the manufacturer's smark permit numbers and click OK











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

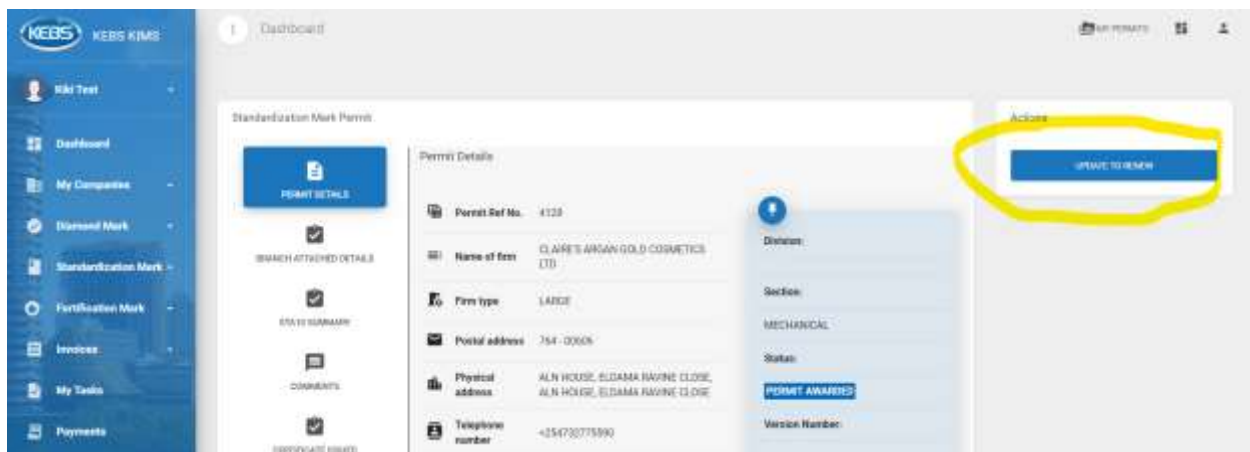


5. Click on Standardization Mark, Select Awarded Permits then view the permit that needs renewal



Permit Ref No.	Application Date	Product	Brand Name	Permit Number	Issue Date	Expiry Date	Status	Actions
4127	Jun 12, 2022	FILING CABINETS	SHAMCO	4127	2022-06-12	2023-09-24	PERMIT AWARDED	
2356	Mar 9, 2019	STATIONERY CABINETS	SHAMCO	2356	2019-03-05	2019-09-23	PERMIT AWARDED	
4127	Mar 24, 2021	DESIGNS	SHAMCO	4127	2021-03-24	2023-02-25	PERMIT AWARDED	
4128	May 2, 2019	STANDARDS BEES	SHAMCO	4128	2019-05-02	2020-02-25	PERMIT AWARDED	
4129	Mar 24, 2021	SEAFINCS	SHAMCO	4129	2021-03-24	2023-02-25	PENDING SUBMISSION	
REFSMK022284102F88	Jun 10, 2022	FFFFF	FFFFF	SMK022284102F88	2022-06-10	2024-06-10	PERMIT AWARDED	
REFSMK0222841206AA	Jun 12, 2022	YYYYY	YYYYY	SMK0222841206AA	2022-06-12	2024-06-12	PERMIT AWARDED	
REFSMK02228412607AC	Jun 12, 2022	Ccccc	Ccccc	SMK02228412607AC	2022-06-12	2024-06-12	PERMIT AWARDED	

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



Permit Details

Permit Ref No. 4128

Name of firm CLAIRE'S ARIAN GOLD COSMETICS LTD

Firm type LARGE

Postal address 754 - 00005

Physical address ALN HOUSE, ELDAMA RAVINE CLOSE, ALN HOUSE, ELDAMA RAVINE CLOSE

Telephone number +254730775990

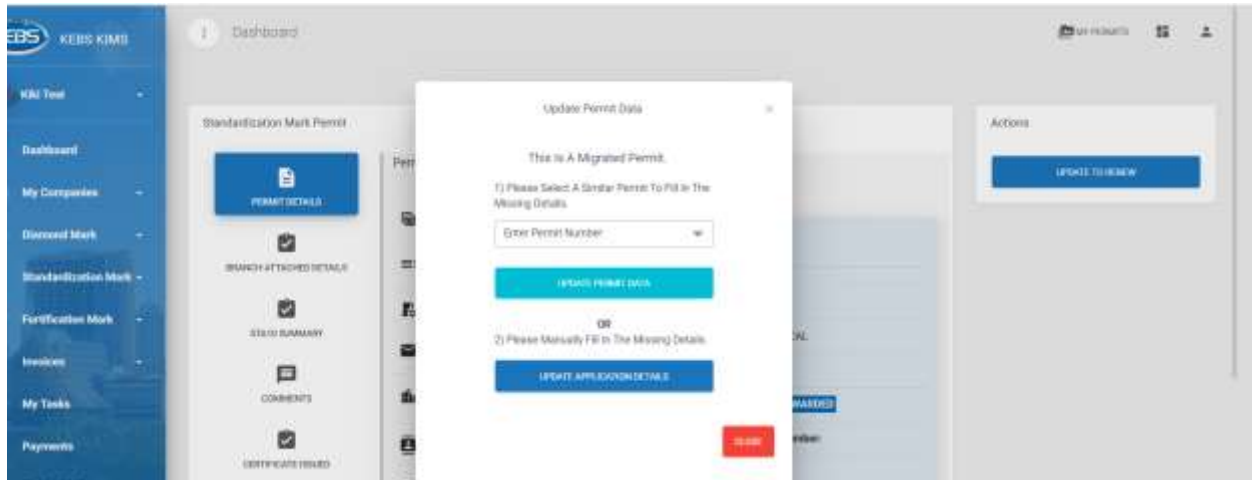
Section: MECHANICAL

Status: PERMIT AWARDED

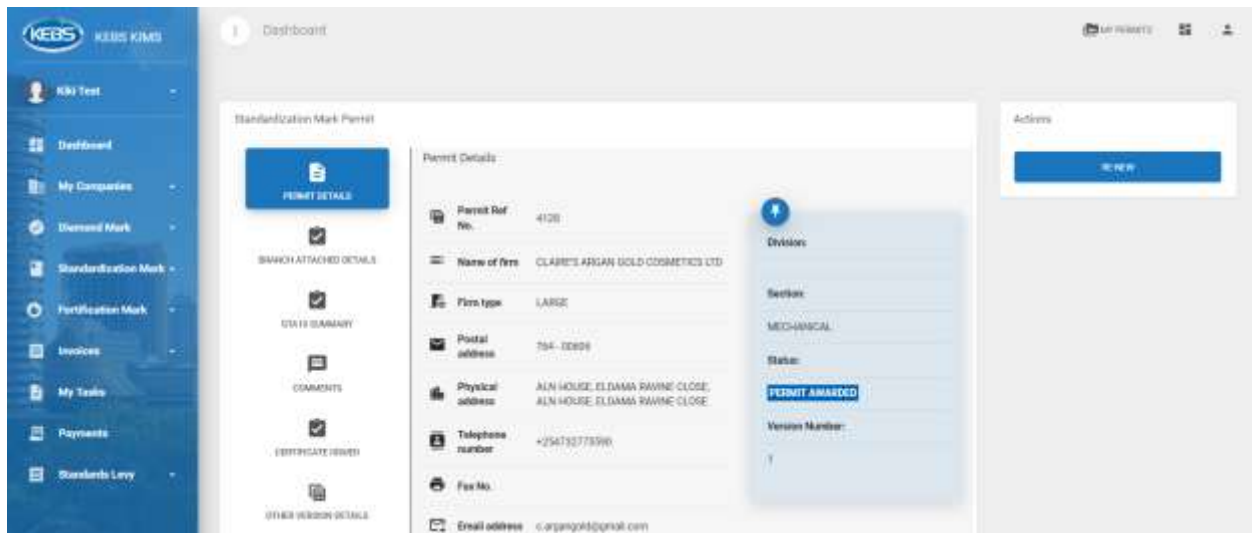
Version Number:

**UPDATE TO RENEW**

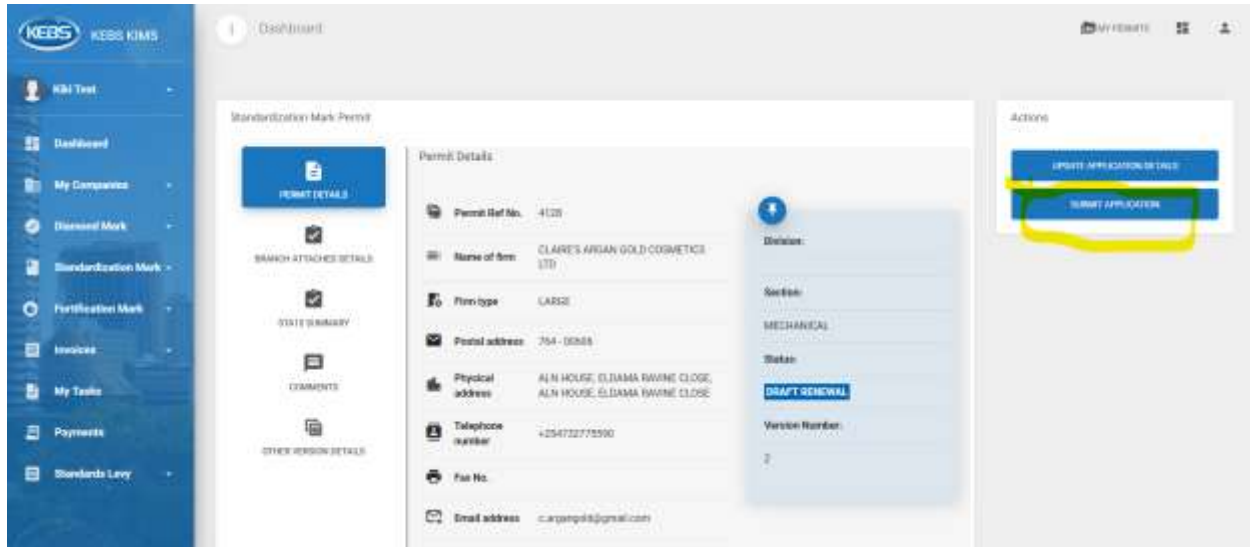
7. In order to update sta10 details, either select an existing permit, that's updated on the application or update the sta 10 form details



8. After Updating, Click on RENEW



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



10. Click on Proceed to Payment to make payment

