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1. Introduction

The purpose of this document is to serve as a reference guide on how to register as an international supplier on the Central Supplier Database (hereafter referred to as the CSD).

Suppliers will be required to have a valid e-mail address, cellphone number and bank account to register on the CSD.

Recommended browsers include:

- Chrome from version 40
- Firefox from version 36
- Internet Explorer from version 11
- Opera from version 26
- Safari from version 7

Note the reCAPTCHA service is used to prevent irrelevant or unsolicited messages sent over the Internet.

2. Access to the CSD

Suppliers will be required to have access to the internet.

The www.csd.gov.za URL needs to be entered in the user's web browser to access the CSD.

3. Typographical conventions and icons

The typographical conventions used in this document are illustrated in the table below:

Convention / Icon	Object or term	Example
Bold	Button, link, message wordings or tab on screen or toolbar	Click on Register
 Automatic verification	The CSD verifies supplier information with third party interfacing systems e.g. SARS	If supplier has South African tax information, CSD verifies the tax information with SARS.
 Note	Look out for important information.	A password must contain a minimum of 8 characters and include a capital letter, a lower case letter, a number and a special character.
 System task	Tasks which are performed by the CSD application – in the background.	When registering on the CSD, the system sends an activation e-mail to the user.

4. CSD Supplier Management Process

The CSD supplier management process outlines from when a user registers a new account on the CSD to when the organs of state access the verified supplier information on the CSD.

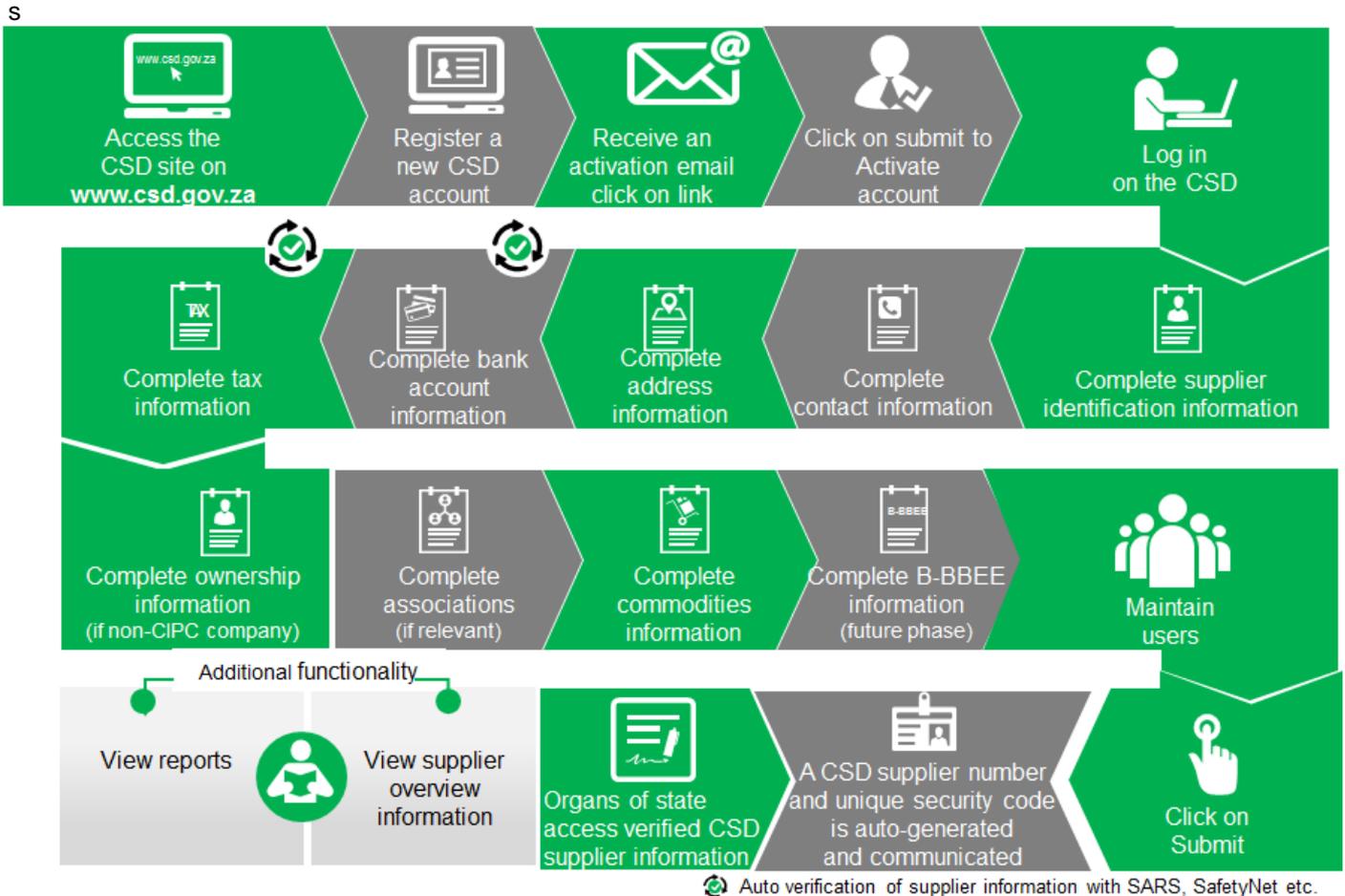


Figure 1 – CSD Supplier Management Process

5. Supplier User Registration Process

The following section describes the user registration process in more detail.

5.1. Register a new CSD account

A new CSD account must be registered in order for a user to create and maintain other users and suppliers. Various security functions have been built into the CSD to ensure that the registration process of a CSD account is secure. In order to register, a user must have a valid e-mail address and cellphone number.

Actions:

1. Enter www.csd.gov.za in web browser



- The user is navigated to the CSD Home Page

2. Click on **Register** on the menu bar on the CSD Home Page

3. Enter your:

- E-mail address
- Name
- Surname
- Cellphone number



International cellphone numbers must adhere to the following format:

- Start with a “+” (plus)
- Followed by a minimum of 2 digits (0 to 9)
- Separator required (space or “-“)
- 2 to 5 groups of digits
- Each group consists of 2 to 4 digits (0-9), separated by space and/or “-“
- Minimum length of the field is 15
- Maximum length of the field is 20
- Acceptable format of international numbers include:
- +12-12-12-12-1234
- +12 123 123 123 1234
- +123 12 12 1234
- +123-12-123-1234
- +123 123456 123

4. Select an identification type in the identification type dropdown



- Select only of the following identification types for international suppliers:
 - Foreign identification number
 - Foreign passport number

5. Enter identification number

- Work permit number is optional

6. Enter a password



A password must contain a minimum of 8 characters and include a capital letter, a lower case letter, a number and a special character

7. Confirm password

8. Select and complete 3 security questions

9. Enter characters displayed in the captcha

10. Click on the **Register** button



- The following message will be displayed: *Thank you for registering. An account activation email has*

been sent to <Email address>. In order for you to use your account, you will have to click the link in the email to activate your account. The link in the email will direct you to the account activation screen.

5.2. Activate account

Once the user has captured their information and registered on the system, the account must now be activated. This is done by means of confirming that the e-mail and cellphone details provided are indeed accurate and linked to an individual.

Actions:

1. Open the CSD activation e-mail and click on the **Activate Account** link
2. Click on the **Submit** button
 - The following message will be displayed: *Account activated.*
 - The message will have a **Log In** link

5.3. Change incorrect email address

Users can change their email address for the account activation email to be sent to a different email address if captured incorrectly during registration.

Actions:

1. Click on **Log In** on the **Home page**
2. Click on **Change incorrect email address**
3. Select identification type
4. Enter identification number
5. Enter security question answer 1
6. Enter security question answer 2
7. Enter security question answer 3
8. Enter New email address
9. Click on **Submit**
 - The following message will be displayed: Your email address have been changed successfully.
You can now log in using the new email address.
10. Click on **Log In**
11. Click on **Resend account activation e-mail** link in the Login page. User is navigated to the Activate Account screen
12. Enter registered e-mail
13. Click **E-mail link** button
14. Receive a Resend Activation message on CSD notifying the user that an activation e-mail has been sent

15. Open the CSD activation e-mail and click on the **Activate Account** link

5.4. Log in

Once the user has successfully registered and activated their CSD account, the user can then log in on the CSD.

Actions:

1. Click on **Log in** on Home page
2. Enter registered e-mail address
3. Enter password
4. Check the **I accept the terms and conditions**
5. Click on **Log in** button
 - User is navigated to the **CSD landing page**

5.5. Resend account activation e-mail

If the link or the one-time-pin expired, or the user lost the original activation e-mail a new account activation link can be requested. For security reasons, the CSD does not re-send the original activation e-mail.

Actions:

1. Click on **Log in** on Home page
2. Click on **Resend account activation e-mail** link in the Login page
 - User is navigated to the **Activate Account** screen
3. Enter registered e-mail
4. Click **E-mail link** button
5. Receive a **Resend Activation** message on CSD notifying the user that an activation e-mail has been sent
6. Open the CSD activation e-mail and click on the **Activate Account** link.
7. Click on the **Submit** button
 - User will receive an account activation message with a log in link.

5.6. Reset password

A password can be reset in cases where it is lost, stolen, forgotten or compromised.

Actions:

1. Click on **Log in** on the **Home Page**
2. Click on **Forgot Password**
3. Enter registered e-mail address and click on **E-mail link**
 - The user will be notified if the e-mail address that is entered does not exist

Actions:

4. System sends the new **reset password** e-mail with a link
5. Click on the reset password link in the e-mail.
 - When clicking on the reset link in the e-mail the system will open the Account Activation screen on CSD
6. Enter a new password
7. Confirm the password
8. Click on **Reset**
 - A reset password confirmation message is displayed: *Your password has been reset. Please click here to log in.*
 - Click on **Click Here** to access the **Log In** page

5.7. Edit My Account details

Users can make changes to their account details e.g. name, surname, e-mail etc.

Actions:

1. Click on **My Account** on the Landing page
 - The information of the user that is logged in will be displayed
2. Edit any of the fields
3. Click on **Submit**
 - A message will display saying *Account details updated successfully*

5.8. Change password

Actions:

1. Click on **My Account** on the Landing page
 - The information of the user that is logged in will be displayed
2. Click on **Change Password**
 - The Change Password screen will be displayed
3. Enter current password
4. Enter new password
5. Confirm password
6. Click on **Reset**
 - Reset password confirmation message is displayed *Password changed successfully*
 - A notification e-mail will be sent to confirm the change of the password

6. Maintain Supplier Information

The following section describes how to maintain supplier information on the CSD.

6.1. Navigate Supplier Details

Suppliers are maintained in the **Supplier Details** section of the CSD. Here suppliers can be added, edited, viewed, removed and supplier information submitted.

Actions:

1. **Log in** on the CSD

- The user is navigated to the CSD landing page

2. Click on **Supplier Details**

- The **Supplier List** screen will be displayed

3. Click on **Add supplier**  to add a new supplier

4. Click on **Edit**  to make changes to an existing supplier

5. Click on **View**  to view the supplier information added



No changes can be made when in view mode

6. Click on **Remove**  to remove supplier information.

- A message will display: *Are you sure you would like to remove this supplier?*



Supplier information can only be removed if the information has not yet been submitted

6.2. Supplier identification information

Once the user is logged in to the CSD, the user can add, edit, view, remove and submit supplier information.



When a new supplier is added, the user must first complete the supplier identification section before they can complete the other supplier information sections.

6.2.1. Add supplier identification for international suppliers

Actions:

1. **Log in** on the CSD

2. Click on **Supplier Details**

3. Click on **Add supplier**

4. Select supplier type



- Select only one of the following supplier types for international suppliers:
 - Individual
 - Foreign company
 - Inter-vivosTrust

5. Select supplier sub type

6. Select identification type

Actions:



- Select only of the following identification types for international suppliers:
 - If it is an individual, select Foreign identification number or Foreign passport number (Work permit is not compulsory)
 - If it is an Inter-vivos trust select Foreign trust registration number

7. Enter identification number

8. Enter legal name

9. Select country of origin

10. Select industry classification

11. Select allow associates if you want to allow other CSD suppliers to associate themselves to this supplier

12. Click on **Save**

- A message will display: *Supplier identification added successfully!*
- The supplier request will be listed in the supplier list with a status of Created and a supplier application reference number will be auto generated e.g. RAAA0000021.

6.3. Contacts information

This section outlines how the user can add, edit, view, remove and save contact information. A supplier can have multiple contacts of which one must be indicated as the preferred contact.

6.3.1. Add contact information

Follow the below steps when adding a contact:

Actions:

1. Click on **Contacts** in the menu bar

- This will display the Contacts list.



The contact that is logged in will automatically be linked to the new supplier as a contact because a supplier must have at least one contact. This user will default to the **Administration** contact type for the supplier.

2. Click on **Add Contact**

3. Enter E-mail address



If the e-mail address already exist on the CSD, a message will display *The following contacts were found with the same e-mail address*. Click on **Use Contact** if you want to use an existing contact. The contact screen will be prepopulated with the existing contact's information.

4. Select '**Is this your preferred contact?**' if the contact is the supplier's preferred contact



There can be multiple contacts but only one preferred contact.

If this option is selected and the contact is not a CSD user, then a message will display *A preferred contact must be*

Actions:

a registered user. Do you want to create this contact as a user? Select **OK** or **Cancel**. If the user selects OK then the 'Do you want this contact to also be a CSD user?' indicator is automatically checked. If the user selects Cancel then the preferred contact indicator will not be checked.

If the preferred contact indicator is selected and another contact also has a preferred indicator then a message will display: *Another contact is already marked as the preferred contact and will automatically be changed to not preferred.*

5. Select identification type

6. Enter identification number



If a foreign passport number or foreign ID number is entered then a work permit number must also be entered.

7. Enter name(s)

8. Enter surname

9. Select contact type

10. Select preferred communication method



Multiple communication methods can be selected. The **default will be set as e-mail**. If a communication method is selected then the corresponding field must be entered e.g. if telephone is selected then the Telephone field must be entered.

If Postal address is selected and a postal address does not exist for the supplier then a message will display: *No postal address exist for this supplier.*

11. Enter telephone number

12. Enter cellphone number

13. Enter fax number

14. Enter toll free number. This is an optional field.

15. Enter website address. This is an optional field.

16. Select **Do you want this contact to also be a CSD user?**

17. Click on **Save**

- A message will display *Contact saved successfully!*

6.4. Address information

This section outlines how the user can add, edit, view, remove and save contact information. A supplier can have multiple addresses of which one must be indicated as the preferred address. At a minimum a supplier must have a physical and postal address.

6.4.1. Add address information

Follow the below steps when adding an address:

Actions:

1. Click on **Address** in the menu bar
 - This will display the Address list. The list will be empty if no addresses have been added alternatively it will list all addresses linked to a supplier.
2. Click on **Add address**
3. Select Address type
4. Enter Address Line 1



If the physical address is selected as the address type then the address line cannot contain a PO Box or private bag in the text

5. Enter Address Line 2
 - This is an optional field

6. Select Country



If a country other than South Africa is selected then the Province, District, Municipality, City, Suburb and Ward fields will not be displayed

7. Select Province
8. Select District
9. Select Municipality
10. Select City
11. Select Suburb
12. Select Ward

13. Enter Postal Code



The postal code cannot be all zeros

14. Select Preferred address



There must be **one** preferred address per supplier. A supplier must have at minimum one a physical address and one postal address. If the preferred address indicator is selected and another address also have a preferred indicator then a message will display: *Another address is already marked as the preferred address and will automatically be changed to not preferred.*

Actions:

15. Select the following if the address captured is the same as physical, postal, payment and or delivery address:

- Is this address same as physical address?
- Is this address same as postal address?
- Is this address same as payment address?
- Is this address same as delivery address?

16. Click on **Save**

- A message will display *Address saved successfully!*

6.5. Bank account information

This section outlines how the user can add, edit, view, remove and save bank account information. A supplier can have multiple bank accounts of which one must be indicated as the preferred bank account.

A notification e-mail will be sent to the supplier's preferred contact and the user making the changes when changes are made to the supplier's banking information.

6.5.1. Add a new bank account

Follow the below steps when adding a bank account:

Actions:

1. Click on **Bank** in the menu bar

- This will display the Bank Account Page. On this page is the option to select **Add Bank Account** or **Don't have a Bank Account**.

2. If do not have a bank account, click on **Don't have a Bank Account**

- A message will display *Are you sure you don't have a bank account?*
- Click **OK**

3. If you have a bank account, click on **Add bank account**

- The list will be empty if no bank accounts have been added alternatively it will list all bank accounts linked to a supplier.

6.5.2. Add South African bank account:

To add a South African bank account, the bank must have a physical branch available in South Africa.

Actions:

1. Enter account holder



Capture the account holder name exactly as registered at the bank institution

Supplier can obtain a letter from the bank containing banking information. Suppliers should request their



Actions:

banking information to be obtained from the following specific screen names (the screen name should be mentioned to the banks):

Bank	Screen Name
a. ABSA	CIF screen
b. First National Bank	Hogans system on the CIS4
c. Standard Bank	Customer-screen
d. Nedbank	Banking Platform under the Client Details Tab

2. Select the account type

3. Enter account number

4. Select the bank

- **If you don't bank with any of the major banks in South Africa, select the other option**

5. Enter branch number



The branch number can only contain numeric values and must be six digits. Leading zeros can be captured to have a number with six digits.

6. Click on **Save**

- A message will display *Bank account saved successfully!*
- An in use start date is automatically displayed. This field is not editable.
- The bank account information will automatically be verified with the Basic Accounting System (BAS) of Government. The **bank name** and **branch name** will automatically be returned by the CSD and will display on the Bank Account list. These fields are not editable.
- The banking information will be verified with Safetynet to ensure the account details belong to the account holder. The status will remain as *Verification required* until the verification is complete.
- If the bank account details already exist then a message will display: *Bank details already exist.*
- If the bank name or branch name is not correct a message will display *The information you have entered is incorrect. Review and correct to continue.*
- The following verification response values will be displayed:



Verification Response	Description
Verification Required	Pending account holder bank verification
Verification Failed	Bank account holder verification failed. View the verification status for possible reasons for the failure
Verification Halted	Bank account holder verification halted for investigation. Too many retries
Verification Succeeded	Supplier banking information was verified
Verification Sent	Bank account holder sent for verification and pending response from bank
Manual Verification Required	Manual verification of bank account holder is required. This is typically applicable to foreign bank account information for foreign suppliers

6.5.3. Add non South African bank account:

Actions:

1. Enter account holder



Capture the account holder name as registered at the bank institution

2. Enter account number

3. Enter bank name

4. Enter bank address

5. Select country

6. Enter zip code

7. Click on **Save**

6.6. Tax information

This section outlines how the user can add, edit, view, remove and save supplier tax information.

Only South African registered tax information can be captured and will automatically be verified with SARS and a tax clearance status and tax clearance certificate date (if a valid tax clearance certificate) will be automatically be returned by SARS.

6.6.1. No tax clearance certificate

If a supplier does not have a valid **South African tax clearance certificate** then follow the following steps:

Actions:

1. Click on **Tax** in the menu bar

- Do you have a valid tax clearance certificate is preselected

2. Unselect **Do you have a valid tax clearance certificate**

- A message will display: *Contact SARS to obtain a valid tax clearance certificate before award*

3. Click on **Save**

6.7. Directors/ members information

This section outlines how the user can add, edit, view, remove and save directors/ members information..

6.8. Maintain directors/ members information

To add directors/members information then action the following steps:

Actions:

1. Click on **Directors/ members** in the menu bar



Actions:

- This will display the Directors/ members List. The list will be empty if no directors/ members have been added alternatively it will list all owners linked to a supplier.
- Alternatively click on **Edit** next to the applicable supplier on the Supplier List and then click on **Directors/ members** in the menu bar.

2. Click on **Add Director/member**

3. Select identification type

4. Enter identification number

5. Enter country of origin

 If a South African identification number was selected then the country will default to South African and not be editable. If a foreign identification number was selected then the user must select the country of origin.

6. Enter name(s)

7. Enter surname

8. Select the director type

9. Select the status

10. Select the appointment date

11. Click on **Save**

- A message will display *Supplier directors/ members saved successfully!*

6.9. Associations information

This section outlines how the user can maintain supplier association information. A supplier can have multiple associations. An association simply reflects that one supplier has a relationship with another and the type of association can be specified.

A supplier can only associate itself to another supplier that is registered on the CSD and have a master supplier number that start with an "M".

6.9.1. Add association

Actions:

1. Click on **Associations** in the menu bar

- This will display the Association List. The list will be empty if no associations have been added alternatively it will list all suppliers associated or pending association to a supplier.

2. Click on **Add Association**

3. Enter associate supplier number (supplier master number that starts with an "M")

- The associate supplier name will automatically be returned by the system.

4. Select what is the association

5. Click on **Save**



Actions:

- A message will be displayed: *Association added successfully!*
- The association status will be Pending on the association list

6.9.2. Approve / Decline association

Actions:

1. Click on **Associations** in the menu bar
 - This will display the Association List. The list will be empty if no associations have been added alternatively it will list all suppliers associated or pending association to a supplier.
2. Click on **Accept / Decline** in the association list
 - A message will display: *Are you sure you would like to accept this association? Or Are you sure you would like to decline this association?*

6.9.3. Disassociate association

Actions:

1. Click on **Disassociations** in the association list
 - A message will display: *Are you sure you would like to disassociate?*
2. Click on **OK**
 - The system will automatically remove the association from both association lists and an email notification will be sent to the supplier's primary user indicating the disassociation.

6.10. Commodity information

This section outlines how the user can add, edit, view, remove and save commodity information.

6.10.1. Add commodity information

Follow the below steps when adding a commodity:

Actions:

1. Click on **Commodity** in the menu bar
 - This will display the Commodity list. The list will be empty if no commodity groups have been added alternatively it will list all commodities linked to a supplier.
2. Click on **Add Commodity**
3. Enter Name
4. Enter Description. This is an optional field.
5. Select Segment
6. Select Family
7. Select Classes/ Commodities

Actions:

8. Click on **Add**
 - The commodity selection will then be saved to the list below

6.10.2. Add location information

If a commodity location is **Nationwide** then follow the following steps:

Actions:

1. Click on **Save and Continue**
 - This will display the Location where the commodities can be delivered at. The default location for the commodity will be Nationwide.
2. Click on **Save**
 - A message will display *Commodity added successfully!*

If a commodity location is **Province wide** then follow the following steps:

Actions:

1. Click on **Save and Continue**
 - This will display the Location where the commodities can be delivered at. The default location for the commodity will be Nationwide.
2. To add provinces to a commodity. Unselect **Nationwide**
3. Select Provinces
4. Click on **Save**
 - A message will display *Commodity added successfully!*

If a commodity location is **District wide** then follow the following steps:

Actions:

5. Click on **Save and Continue**
 - This will display the Location options to add to the commodity. The default location for the commodity will be Nationwide.
6. Unselect **Nationwide**
7. Unselect **Province wide**
8. Select Province
9. Select District
10. Select Municipalities

Actions:

11. Click on **Save**
 - A message will display: *Commodity added successfully!*

6.11. Maintain Users

Users or Contacts that are linked to a supplier must be maintained. To maintain users, select the edit option from the user list linked to the suppliers. It is also important to disassociate users that are no longer with the supplier to prevent security breach of actions on CSD.

6.11.1. View a list of all users

Actions:

1. Click on **Supplier Details**
2. Click on the **User** tab of the specific supplier
 - The system will display a list of users that are associated with the supplier
 - The only function that can be performed from here is the dis-association of users
3. Click on **Next** or **Back** to move to the next pages

6.11.2. Dis-associate a user

Because it is possible for a user to be associated with multiple suppliers, it could be required for a user to be dis-associated with a supplier.

Actions:

1. Click on **Supplier Details**
4. Click on the **User** tab of the specific supplier
 - The system will display a list of users that are associated with the supplier
2. Click on the **dis-associate** link in the list
 - A pop-up will be displayed to confirm the dis-association
 - Should the user decide to not continue with this action, click on **cancel** to cancel the action
3. Click on **OK**
 - The user will be dis-associated from the supplier and will no longer appear on the user list of the supplier

6.12. Notification Information

This section outlines how the user can maintain supplier notification information. A supplier can indicate to receive multiple notifications e.g. information regarding tender and funding opportunities.

The notifications will be sent to the preferred contact of the supplier.

6.12.1. Add notifications

Actions:

1. Click on **Notifications** in the menu bar
2. All the notifications have been pre-selected
3. Unselect notifications for which you do not wish to be notified
4. Click on **Save Notifications**
 - A message will be displayed: *Notification saved successfully!*

6.13. B-BBEE information

This section outlines how the user can add, edit, view and remove B-BBEE information. It is unlikely that an international supplier will have a B-BBEE certification, in this event there is an option to declare no B-BBEE certificate.

6.13.1. No B-BBEE certificate

Follow these steps for no B-BBEE certificate:

Actions:

1. Click on **B-BBEE** in the menu bar
2. Select None
3. Click on **Save**
 - A message will display: *Certificate type saved successfully*

6.14. Supplier Overview

The Overview Screen provides the status of a supplier. The icons are hyperlinks and can be clicked to navigate the user to the relevant screen.

Actions:

1. Click on **Overview** in the menu bar
 - This will display three columns of information: an overview of the completion status of the supplier information, the verification status of the information verified with external systems e.g. SARS, CIPC etc. as well as key information
 - The **Completion Status** informs the supplier on the status of their information. The information will be either Completed, In Progress or Outstanding. Before the information is submitted, the Completion status will be In Progress, only when the supplier information is submitted, the Completion status will be updated to Completed.
 - The **Verification Status** informs the supplier on the status of the information that must be verified by external systems e.g. SARS, CIPC etc. The information will either be Successful, Retry or Failed.
 - The **Key Information** include business status, tax compliance status and bank account status
 - The icons are hyperlinks that navigates the user to the relevant supplier section

-  If the supplier has been flagged as a restricted supplier, tender defaulter or a finally deregistered supplier, an indicator will be displayed under the Key Information heading

2. Click on **Submit**

- If submit is successful then a CSD supplier number and unique registration reference number will be auto-generated
- Refer to submit section of the document for details on submit action

7. Reports

Registration Report The purpose of the registration report is to provide a summary of verified supplier information and only displays supplier information that has been submitted and verified.

Actions:

1. Click on **Reports** on the menu bar
2. Click on **Registration Summary**
3. Enter a supplier number
4. Enter a unique registration reference number
5. Enter characters displayed in the captcha
6. Click on **View Report**
 - A registration summary report is generated with the supplier information.

8. Contact Details

Contact National Treasury for further clarity on the process on csd@treasury.gov.za or +27 12 406 9222.

8.1. Action log report

The purpose of the action log report is to indicate which user performed which action to any supplier of the logged in user and when (date and time) the action was performed. A user must be logged in to be able to view the action log report.

Actions:

1. Click on **Reports** on the menu bar
2. Click on **Action Log**
 - The action log report will run automatically and display all results using the current date as start and end dates
3. Unselect Null next to supplier number
 - User can filter the action log report by entering a specific supplier number
4. Unselect Null next to supplier application reference number
 - User can filter the action log report by entering a specific supplier application reference number

Actions:

1. Click on **Reports** on the menu bar
2. Click on **Action Log**
 - The action log report will run automatically and display all results using the current date as start and end dates
3. Unselect Null next to supplier number
 - User can filter the action log report by entering a specific supplier number
5. Unselect Null next to UserID
 - User can filter the action log report by entering a specific user id
6. Click on **View Report**
 - An action log report is generated with the supplier information.

9. Glossary of Descriptions

Term / Abbreviation	Description
Account type	The type of bank account held by a supplier, e.g. Savings, Cheque/Current, etc.
Address line	The location address e.g. Street, road name, name of building
Address list	The address list contains the address details of the supplier address(s).
Address type	The type of address e.g. Physical, postal etc.
Allow associations	Indicates if the supplier allows associations with other suppliers
Appointment Date	The date the director was appointed
Association status	The status of the association request e.g. pending or approved.
Bank account holder name	The name of the person / institution in whose name the bank account is registered
Bank account list	The bank account list contains the bank account details of the supplier bank account(s).
Bank account number	The account number of the supplier into which payments should be made
Bank branch name	The branch name of the bank where the supplier's bank account is held, e.g. Van Der Walt Street.
Bank branch number	The branch code of the bank where the supplier's bank account is held
Bank name	This field indicates the name of the bank where the supplier's bank account is held, e.g. Standard Bank SA.
Business Status	The status returned by CIPC indicating if the enterprise is in business
Cellphone Number	The mobile number of the contact
City	The city in which the address is located in
Closed Date	The date that the supplier request was closed and the supplier master was updated
Closed By	User ID of the system that closed the supplier request
Contact list	The contact list contains the contact details of the supplier contacts.
Contact Type	The type of contact e.g. Sales, Administration, Finance
Country	User must enter their country of origin
Country of origin	The country that supplied the identification document

Term / Abbreviation	Description
Created Date	The date the supplier request was created
Created By	The user that created the supplier request
Delivery address same as physical address	Indicates that the delivery address is the same as the physical address. The delivery address is used to indicate to the supplier or external store where the items must be delivered to.
Director type	The type of director e.g. Director Member, Founder etc.
Do you have a tax clearance certificate?	Indicates if supplier is registered at SARS for tax
E-mail address	This field displays the contact e-mail address
Fax number	The contact facsimile number
Foreign company registration number	The registered number of a foreign entity on CIPC
Foreign ID number	A national identification number issued to citizens who are outside of South Africa appearing on an identity document issued by a country which is outside of South Africa
Foreign passport number	An identification number in a passport is a travel document, usually issued by the government of a nation that certifies the identity and nationality of its holder for the purpose of international travel
Foreign trust registration number	The Trust registration number of a foreign entity
ID Type	The type of identification that uniquely identifies the entity
Identification Number	Dependent on the ID type the user selects i.e. SA ID Number or Foreign Passport Number
In use end date	Indicates the date of when the bank account was in use to
In use start date	Indicates the date of when the bank account was in use from
Income tax number	The number issued by SARS for entities who are legible to pay income tax
International securities identification number (ISIN)	An International Securities Identification Number (ISIN) uniquely identifies a security. Securities for which ISINs are issued include bonds, commercial paper, stocks and warrants.
Is supplier active?	Indicates whether the Supplier in the Supplier Master is currently open to do doing business with Government
Is the bank account in use?	Indicates if the bank account is in use or not
Do you want this contact to also be a CSD user?	Indicates if the contact must also be created as a CSD user
Is this the preferred account?	To indicate the primary bank account for transactions
Is this your preferred contact?	Used to indicated if a contact is the preferred and therefore the primary contact
Last verification date	The latest date that the tax clearance status was verified with SARS
Legal name	The registered name of the entity on an legal document
Municipality	The municipal district of which the address is located in
Name(s)	The given name of the contact person
PAYE number	The number issued by SARS for entities who are legible to pay PAYE tax
Payment address same as physical address	Indicates that the payment address is the same as the physical address. The payment address field indicates the supplier's address to where the payment must be sent. This address will be print on all payment advices.
Postal address same as physical address	Indicate that the postal address is the same as the physical address. The postal address indicates the supplier's post box number that must be used when posting the printed orders to the supplier.
Postal Code	Retrieved from SAPO stating the area code of the suburb
Preferred address?	The preferred and therefore the primary address
Preferred Communication Method	The method/s of communication the user prefers to be used when they are contacted e.g. e-mail, cellphone etc.
Province	The province of the address line e.g. Gauteng, North West, Western Cape etc.

Term / Abbreviation	Description
Registration date	The date the entity was registered at CIPC
SA ID number	The identification number allocated to the delegated official on his identity document (issued by department of Home Affairs)
SA trust registration number	The South African registration number of a Trust issued by the Master of the High court
Status (Director)	The status of the director e.g. active, deceased etc.
Submitted Date	The date that the supplier request was submitted
Submitted By	The user who submitted the supplier request
Suburb	The suburb the address is situated in
Supplier	A supplier is an entity that supplies goods or services to government. Therefore the supplier will be at the level where the goods and services are provided. CSD caters for all the scenarios.
Supplier inactive date	The date indicating when the Supplier became inactive
Supplier inactive reason	The reason the Supplier is inactive
Supplier list	The supplier list contains the supplier requests and/or supplier master records in its final state.
Supplier name (of Associate)	The Legal name of the supplier that another supplier is associated with
Supplier number	The unique number of the supplier registered on the CSD
Supplier number (of Associate)	The unique supplier number of the supplier that an another supplier is related to
Supplier reference number	The unique supplier application reference number when a Supplier Request is in a "Created" status
Supplier request state	The state that describes the conditions that the Supplier Request passes through e.g. created, submitted, approved, authorised and closed
Supplier sub-type	The sub-grouping for suppliers based on the directors/ members and registration
Supplier type	A grouping for suppliers based on the directors/ members and registration
Surname	The surname/ last name of the contact person
Tax clearance certificate status	Confirmation from SARS whether a supplier's tax affairs are in order or not
Telephone Number	The contact landline number
Toll free number	The toll-free number of the supplier
Trading name	The name that the entity trades under
VAT number	The number issued by SARS for entities This field indicates the VAT (Value Added Tax) number of the supplier. Some companies do not have VAT numbers thus this field may be left blank.
Website address	The website of the supplier
What is the association	Describes the type of relationship between suppliers e.g. Head Office/Branch, Consortium etc.
Work permit number	The number issued to a citizen to grant permission to work in a country
You are not registered at CIPC, please complete the following information	A label describing informing the supplier that they are not a CIPC registered entity which requires them to complete directors/ members information

Figure 2