



# CENTRAL SUPPLIER DATABASE FOR GOVERNMENT



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## Central Supplier Database

Train-the-Trainer and Support

# Housekeeping

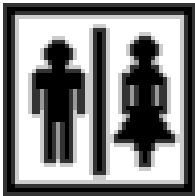
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Cell phones on silent



Designated smoking areas



Restrooms



Emergency exits



Questions



Parking lot

# Agenda

Agenda Item	Presenter	Duration
Welcome and Introductions	CSD Team	10 min
CSD Overview	CSD Team	30 min
CSD Support Process	CSD Team	20 min
Supplier Self-Registration Process (including Demo - “I show you”)	CSD Team	40 min
<b>BREAK</b>		
Practical (“You show me”)	Training Participants	60 min
Next steps, Summary & Wrap-up	CSD Team	30 min

# CSD Overview

## What Do You Know?

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I have heard about the Central Supplier Database  
before today

# Background

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From the 2015 Budget Speech:

*“.....a central supplier database will be introduced. Suppliers will only be required **to register once** when they do business with the state.*

*This will **significantly reduce the administrative burden for business, especially small and medium-sized enterprises**. The database will interface with SARS, the Companies and Intellectual Property Commission and the payroll system. It will **electronically verify** a supplier’s tax and BEE status, and enable public sector officials doing business with the state to be identified. This intervention will also **reduce the administrative burden for SCM practitioners and address many of the concerns raised by the Auditor-General every year.**”*

# High Level Solution Overview

## Subscription Management

Subscribers  
e.g. organs  
of state



Access verified  
CSD  
supplier  
information

## User Registration & Authorisation and Supplier Management

Assisted Supplier  
Self Registration

Organs of state  
seda  
Post Office  
Thusong



Supplier Self-  
Registration



PC/ Smartphone/Laptop/  
Internet Cafe



User Security



In-Process  
Automated  
Verification

Update  
Supplier  
Master

Regular  
Automated Re-  
Verification



Prepared Supplier Data Upload to CSD



## 3rd Party Interfaces for Electronic Verification



Business  
Registration (CIPC)  
Member, Director  
details (CIPC)



Tax Clearance  
Tax Ref #  
State Employee  
(SARS)



Bank Account  
CDV



Account Holder  
information  
(BankServ)/Safety  
Web)



ID Number (Dept  
of Home Affairs)

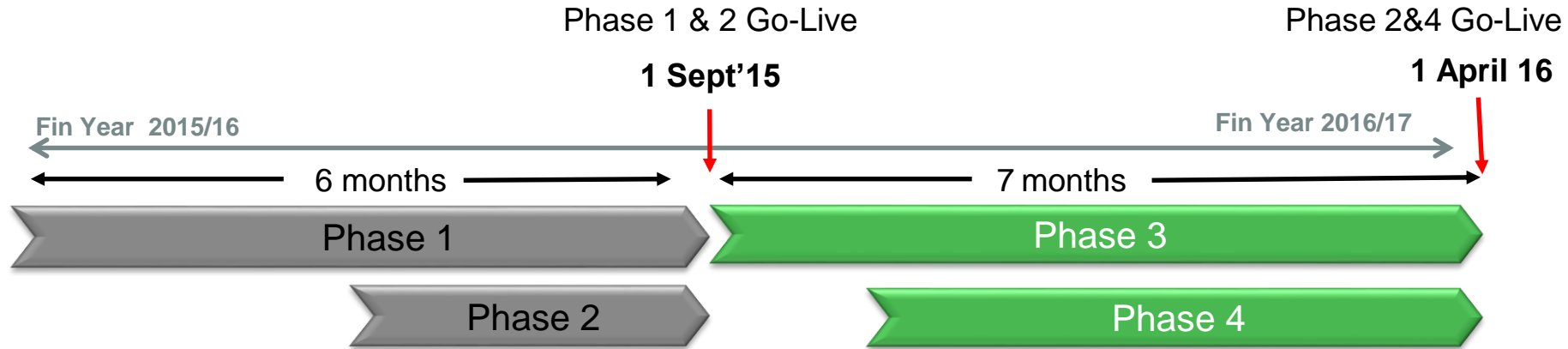


Tenders defaulters  
and restricted  
suppliers



B-BBEE (tbc)

# CSD Project Phases



## Phase 1:

- Develop **CSD Application** and **Supplier Self-Registration**
- Automated electronic Vetting –**Primary Interfaces**
  - Tax clearance verification (SARS)
  - Business registration verification (CIPC)
  - Bank account – check digit verification

## Phase 2:

- Extend CSD application to include **commodities**

## Phase 3:

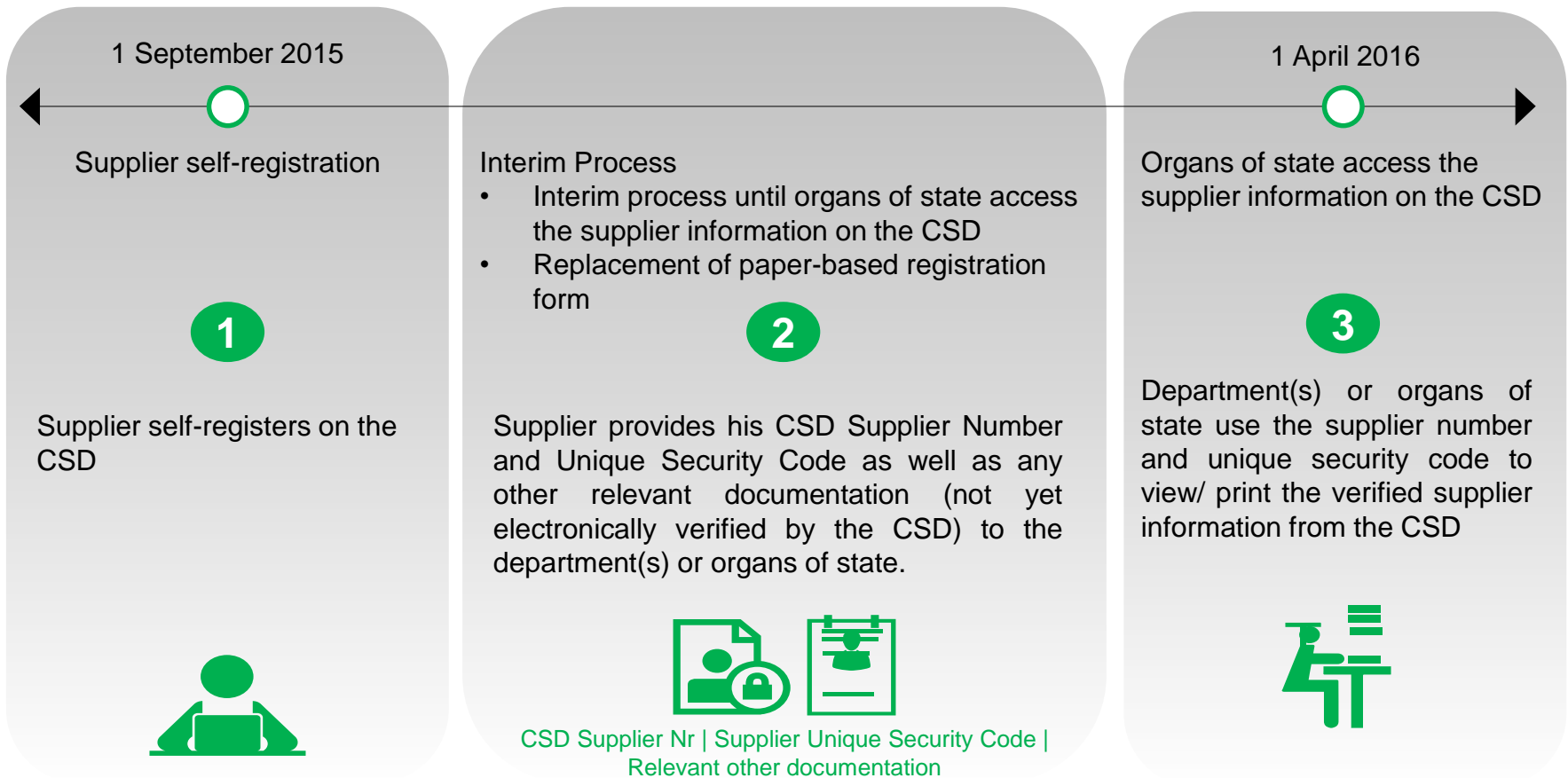
- Automated electronic Vetting – **4 Secondary**
  - Bank account verification (BankServ / Safety Web)
  - Verify ID numbers of individuals (Home Affairs)
  - Government employee verification (SARS)
  - Tax reference number verification (SARS)
- Capture B-BBEE information

## Phase 4:

- **Subscriptions** to Suppliers
- **Distribution** of Supplier Information to subscribers



# How Will the Interim Parallel Registration Process Work?



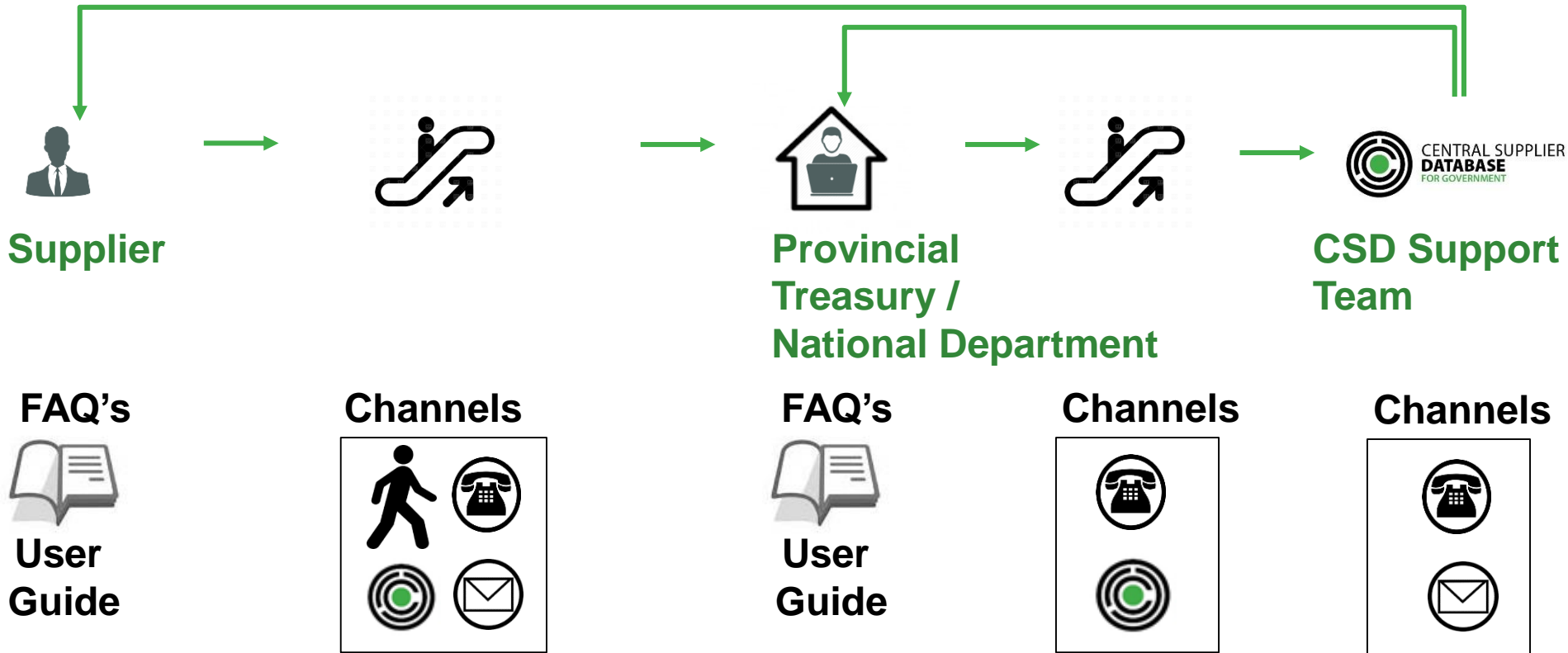
## Interim Benefits/ Reduced administrative burden

Supplier only captures registration information once (quality measures applied to ensure complete, accurate and up-to-date information) accessible by all spheres of government

In-process electronic verification (i.e. tax, business registration and bank account check-digit and branch information) and in-process member/ director detail obtainment - no paper copies required = reduced fraud

# CSD Support Approach

# CSD Support Approach



# Supplier Self-Registration Process

# Supplier Self-Registration Process



# Supplier Type Requirements

Supplier Type	Supplier Sub-Type	Which ID type is required from the Supplier?	Which Tax number is required?
INDIVIDUAL	INDIVIDUAL	SA ID number or Foreign ID number or Foreign Passport number.	Income Tax Reference number if ID type is SA ID number.
	SOLE PROPRIETORSHIP	If a Foreign ID number or Foreign Passport number is provided then a Work Permit number must also be provided.	PAYE Reference number and VAT number is optional.
FOREIGN COMPANY	FOREIGN COMPANY	Foreign Company Registration number or International Securities Identification Number (ISIN).	Optional: PAYE Reference number or VAT number or Income Tax Reference Number
INTERVIVOS TRUST	INTERVIVOS TRUST	SA Trust Registration number or Foreign Trust Registration number	Income Tax Reference number of the trust

# Supplier Type Requirements

Supplier Type	Supplier Sub-Type	Which ID type is required from the Supplier?	Which Tax number is required?
CIPC COMPANY	PUBLIC COMPANY (Ltd)	SA Company/ CC Registration number	Income Tax Reference number.  VAT number is optional.
	STATE OWNED COMPANY (SOC LTD)		
	NON PROFIT COMPANY (NPC)		
	PRIVATE COMPANIES (Pty)(Ltd)		
	PERSONAL LIABILITIES COMPANIES (INC)		
	CLOSE CORPORATIONS		
	PRIMARY CO-OPERATIVES		
	SECONDARY CO-OPERATIVE		
	TERTIARY CO-OPERATIVE		
	LIMITED BY GUARANTEE		
	TRANSVAAL ORDINANCE		
	UNLIMITED		
	NON-PROFIT EXTERNAL COMPANY		
EXTERNAL COMPANY			

# Supplier Type Requirements - continued

Supplier Type	Supplier Sub-Type	Which ID type is required from the Supplier?	Which Tax number is required?
GOVERNMENT ENTITY	NATIONAL DEPARTMENT	None	PAYE Reference number or VAT number.
	PROVINCIAL ADMINISTRATION -GAUTENG		
	PROVINCIAL ADMINISTRATION -LIMPOPO		
	PROVINCIAL ADMINISTRATION -KWAZULU NATAL		
	PROVINCIAL ADMINISTRATION -MPUMALANGA		
	PROVINCIAL ADMINISTRATION -NORTH WEST		
	PROVINCIAL ADMINISTRATION -EASTERN CAPE		
	PROVINCIAL ADMINISTRATION -WESTERN CAPE		
	PROVINCIAL ADMINISTRATION -FREE STATE		
	PROVINCIAL ADMINISTRATION -NORTHERN CAPE		
	METROPOLITAN MUNICIPALITIES		
	DISTRICT MUNICIPALITY -GAUTENG		
	DISTRICT MUNICIPALITY -LIMPOPO		
	DISTRICT MUNICIPALITY -KWAZULU NATAL		
	DISTRICT MUNICIPALITY -MPUMALANGA		
	DISTRICT MUNICIPALITY -NORTH WEST		
	DISTRICT MUNICIPALITY -EASTERN CAPE		
	DISTRICT MUNICIPALITY -WESTERN CAPE		
	DISTRICT MUNICIPALITY -FREE STATE		
	DISTRICT MUNICIPALITY -NORTHERN CAPE		
	LOCAL MUNICIPALITY -GAUTENG		
	LOCAL MUNICIPALITY -LIMPOPO		
	LOCAL MUNICIPALITY -KWAZULU NATAL		
	LOCAL MUNICIPALITY -MPUMALANGA		
	LOCAL MUNICIPALITY -NORTH WEST		
	LOCAL MUNICIPALITY -EASTERN CAPE		
LOCAL MUNICIPALITY -WESTERN CAPE			
LOCAL MUNICIPALITY -FREE STATE			
LOCAL MUNICIPALITY -NORTHERN CAPE			



# Supplier Type Requirements - continued

Supplier Type	Supplier Sub-Type	Which ID type is required from the Supplier?	Which Tax number is required?
STATE OWNED ENTITY	PFMA SCHEDULE 1 - CONSTITUTIONAL INSTITUTIONS	None	PAYE Reference number or VAT number or Income Tax Reference Number.
	PFMA SCHEDULE 2 - MAJOR PUBLIC ENTITIES		
	PFMA SCHEDULE 3A - NATIONAL PUBLIC ENTITIES		
	PFMA SCHEDULE 3B - NATIONAL GOVERNMENT BUSINESS ENTERPRISES		
	PFMA SCHEDULE 3C - PROVINCIAL PUBLIC ENTITIES		
	PFMA SCHEDULE 3D - PROVINCIAL GOVERNMENT BUSINESS ENTERPRISES		
	TERTIARY INSTITUTION		
UNINCORPORATED BODY OF PERSONS	PARTNERSHIP	SA ID number of main partner or International Securities Identification number (ISIN).	PAYE Reference number or VAT number.
	STATUTORY BODY	SA ID number of main partner or International Securities Identification number (ISIN).	PAYE Reference number or VAT number or Income Tax Reference number.
	JOINT VENTURES		
	CONSORTIUM		
	SECTION COMPANIES		
	VOLUNTARY ASSOCIATIONS		
RETIREMENT FUND			

I Show You

## Important To Note

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For training purposes do not use actual supplier cellphone numbers or email addresses – use your own cellphone number and email address to receive OTPs and notification emails

## Demo Scenarios

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1. Joe Blogg wants to register on the central supplier database for government. Joe Blogg has a valid bank account at Absa and does not have a tax clearance certificate.
2. Company XYZ Pty (Ltd) wants to register on the central supplier database for government. Company XYZ has a valid bank account at Standard Bank and has a valid tax clearance certificate.

# Supplier Self-Registration Process



Access the  
CSD site on  
[www.csd.gov.za](http://www.csd.gov.za)



Register a  
new CSD  
account



# CSD Landing Page



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CENTRAL SUPPLIER  
**DATABASE**  
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## Welcome to the Central Supplier Database for South African government.


The Central Supplier Database maintains a database of organisations, institutions and individuals who can provide goods and services to government. The CSD will serve as the single source of key supplier information for organs of state from 01 April 2016 providing consolidated, accurate, up-to-date, complete and verified supplier information to procuring organs of state.

Prospective suppliers interested in pursuing opportunities within the South African government are encouraged to self-register on the Central Supplier Database. This self-registration application represents an expression of interest from the supplier to conduct business with the South African government. Once submitted, your details will be assessed for inclusion on the Central Supplier Database.

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# Register a New CSD Account




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### Register user

<b>Email</b>	<input type="text" value="joe.blogg@gmail.com"/>
<b>Name</b>	<input type="text" value="Joe"/>
<b>Surname</b>	<input type="text" value="Blogg"/>
<b>Cellphone Number</b>	<input type="text" value="0731001000"/>
<b>Identification type</b>	<input type="text" value="South African Identification Num..."/>
<b>South African identification number</b>	<input type="text" value="7906240037083"/>
<b>Password</b>	<input type="password" value="*****"/> <div style="background-color: #f4a460; padding: 2px; display: inline-block;">Strong</div>
<b>Confirm password</b>	<input type="password" value="*****"/>
<b>Security question 1</b>	<input type="text" value="In what city or town does your n..."/>
<b>Security question 1 answer</b>	<input type="text" value="Pretoria"/>
<b>Security question 2</b>	<input type="text" value="On which date did you start your..."/>
<b>Security question 2 answer</b>	<input type="text" value="1 January"/>
<b>Security question 3</b>	<input type="text" value="What is the name of the place yo..."/>
<b>Security question 3 answer</b>	<input type="text" value="Johannesburg"/>
<b>Captcha</b>	<div style="border: 1px solid #ccc; padding: 5px;"><input checked="" type="checkbox"/> I'm not a robot  <small>reCAPTCHA Privacy - Terms</small></div>
	<input checked="" type="checkbox"/> I accept the Terms and Conditions
	<input type="button" value="Register"/>

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# Supplier Self-Registration Process





# Account Activation Email

## NOTIFICATION



CENTRAL SUPPLIER  
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Dear Joe Blogg

**Thank you for registering.**

In order for us to verify your email account, please click the activation link below to activate your account.

[Activate Account](#)

<https://test.csd.gov.za/Account/ActivateAccount?U=55790e62-be15-438a-ba35-eaef05b318fb&T=ce07c1d8-f966-43c1-bd11-585a10a11889>



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### FOR MORE INFORMATION:

Central Supplier Database Contact Centre  
Tel: (XXX)XXX XXX, Fax:(XXX)XXX XXXX  
eMail:XXX@XXX.XXX.XXX

**DISCLAIMER:** This email and its contents are subject to our email legal notice which can be viewed at  
[http://www.treasury.gov.za/Email\\_Disclaimer.html](http://www.treasury.gov.za/Email_Disclaimer.html)

# Enter OTP



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## Account activation

OTP

Send OTP

OTP expires in 3 minutes | Sent to: 0798979260

[Click here to change your number](#)

Submit

# Supplier Self-Registration Process



# Log in on the CSD



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## Account activated

Thank you for activating your account.

[Click here to Log Into your account](#)

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# CSD Home Page



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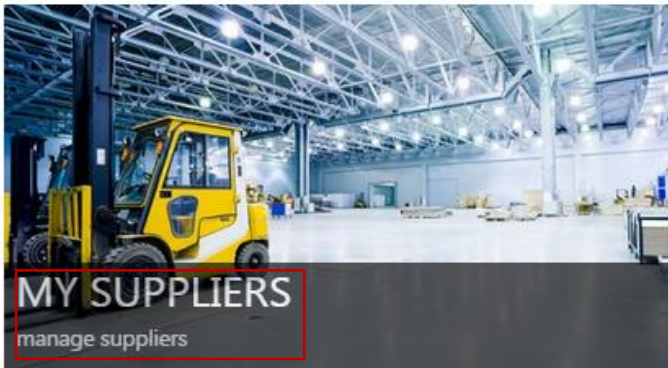
## Welcome, Joe Blogg

Welcome to the Central Supplier Database for the South African government. Here you are able to maintain your supplier information to ensure accurate, up-to-date and complete information. Click on My Suppliers to add, view or make changes to supplier information.

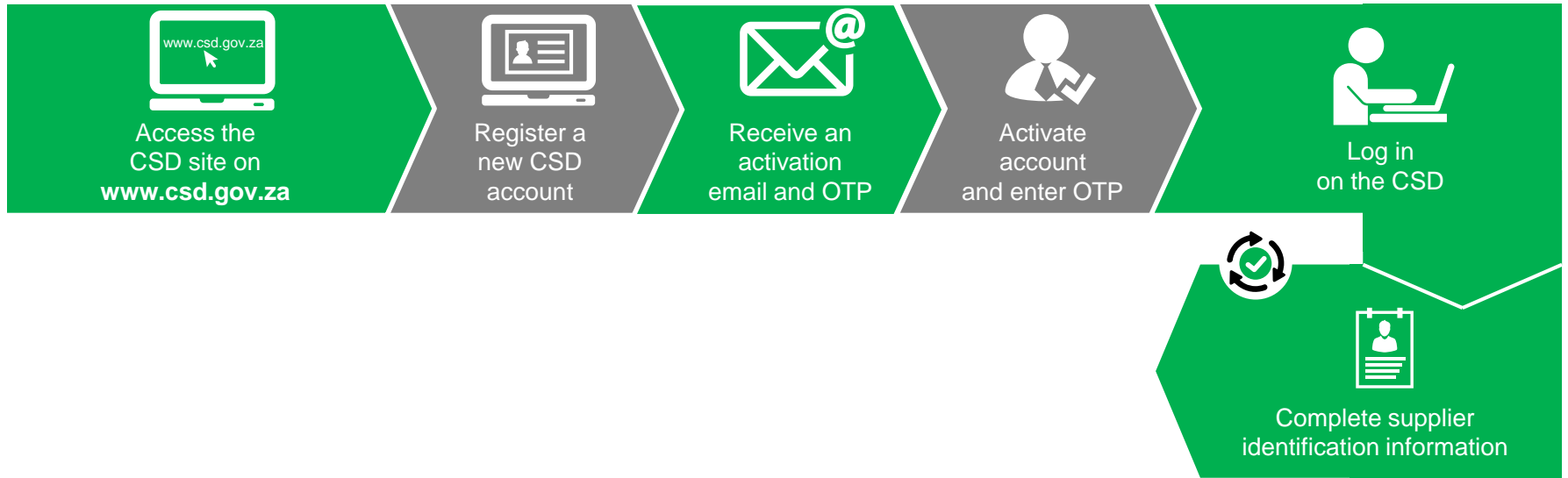
Click on My Suppliers to add, view or make changes to supplier information.

Click on Registration Summary report to obtain verified supplier information.


Click on Action Log report to obtain a history of all changes by the user and the system to supplier information.



# Supplier Self-Registration Process




# Complete Supplier Identification Information (Individual)



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## Add supplier

**Identification** [Contacts](#) [Address](#) [Bank](#) [Tax](#) [Ownership](#) [Associations](#) [Commodities](#) [Users](#) [Overview](#)

**Supplier type**

**Supplier sub-type**

**Identification type**

**South African identification number**

**Legal name**

**Country of origin**


**Industry classification**

**Allow associates?**

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# Complete Supplier Identification Information (CIPC Company)



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### Add supplier

**Identification** [Contacts](#) [Address](#) [Bank](#) [Tax](#) [Ownership](#) [Associations](#) [Commodities](#) [Users](#) [Overview](#)

**Supplier type**

**Supplier sub-type**

**South African company/CC registration number**

**Country of origin**

**Industry classification**

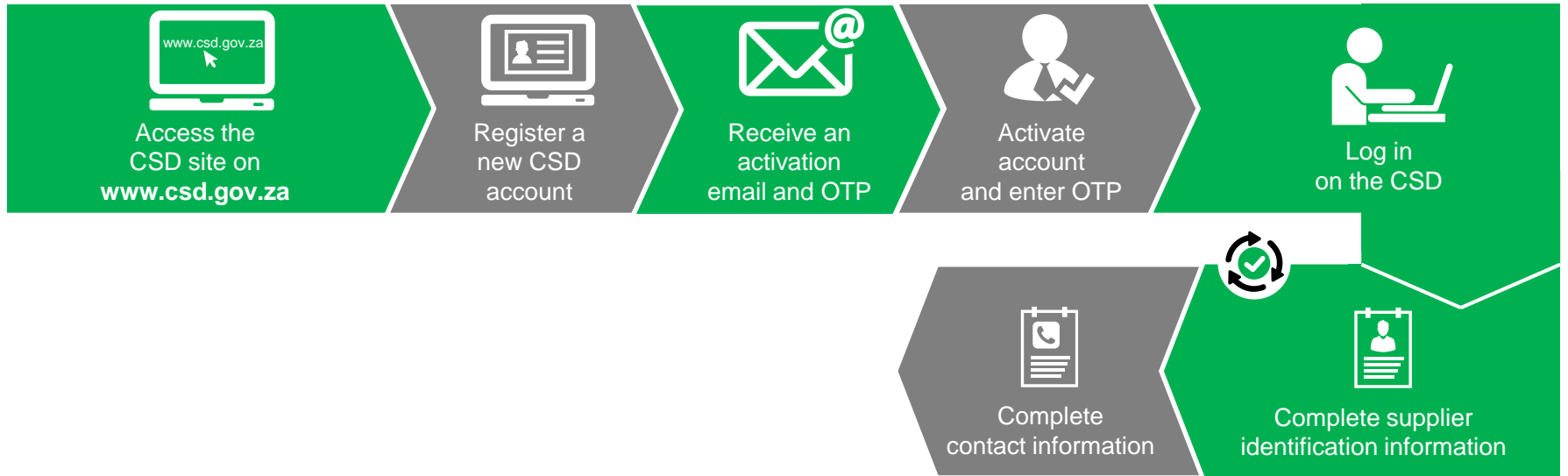
**Allow associates?**

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# Supplier Self-Registration Process




# Complete Contact Information



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## Add supplier RAA0000006

[Identification](#) **[Contacts](#)** [Address](#) [Bank](#) [Tax](#) [Ownership](#) [Associations](#) [Commodities](#) [Users](#) [Overview](#)

Preferred contact	Name	Surname	Identification type	Identification number	Work permit number	Contact type	Cellphone number	CSD user	Status	Edit	View
<input checked="" type="checkbox"/>	Joe	Blogg	South African Identification Number			Administration		<input checked="" type="checkbox"/>	Verification Not Required		

**+ Add Contact**

[Back](#) [Next](#)

# Complete Contact Information - continued



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## Add supplier RAAA0000006

[Identification](#) [Contacts](#) [Address](#) [Bank](#) [Tax](#) [Ownership](#) [Associations](#) [Commodities](#) [Users](#) [Overview](#)

Email address

Is this your preferred contact?

Identification type

Name(s)

Surname

Contact type

Preferred communication method

- Email
- Cellphone
- Telephone
- SMS
- Fax
- Postal

Telephone number

Cellphone number

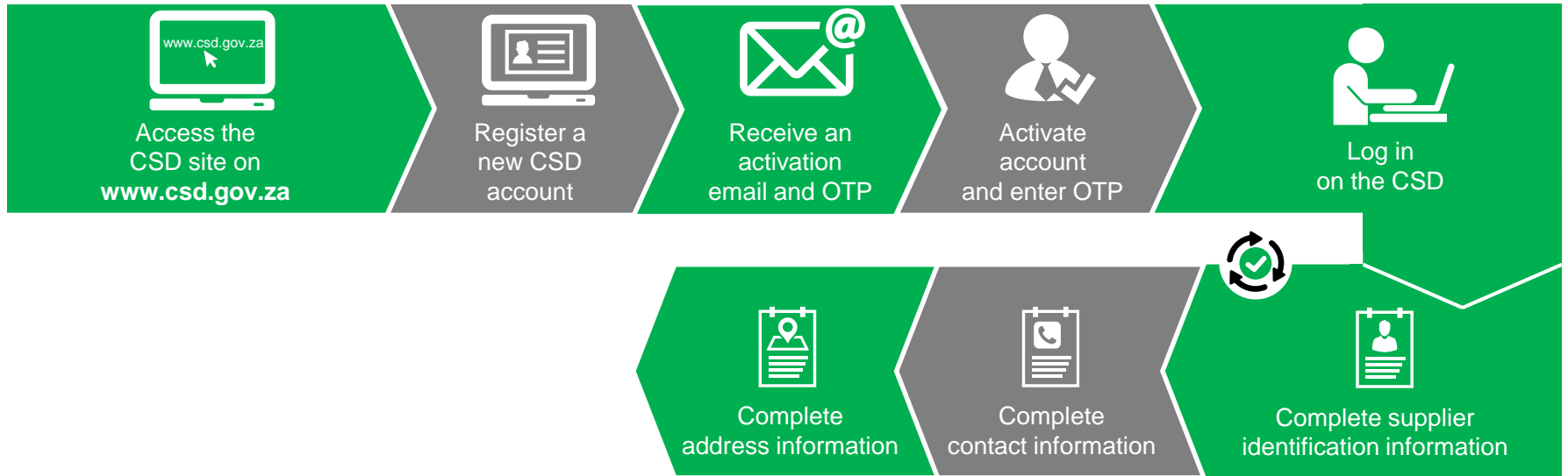
Fax number

Toll free number


Website address

Do you want this contact to also be a CSD user?

# Supplier Self-Registration Process




# Complete Address Information



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### Add supplier RAAA0000006

Identification Contacts **Address** Bank Tax Ownership Associations Commodities Users Overview

**Address type** Physical ▾

**Address line 1**

**Address line 2**

**Country** South Africa ▾

**Province** <select province> ▾

**District** <select district> ▾

**Municipality** Select an Option ▾

**City** Select an Option ▾

**Suburb** Select an Option ▾

**Ward** Select an Option ▾

**Postal code**

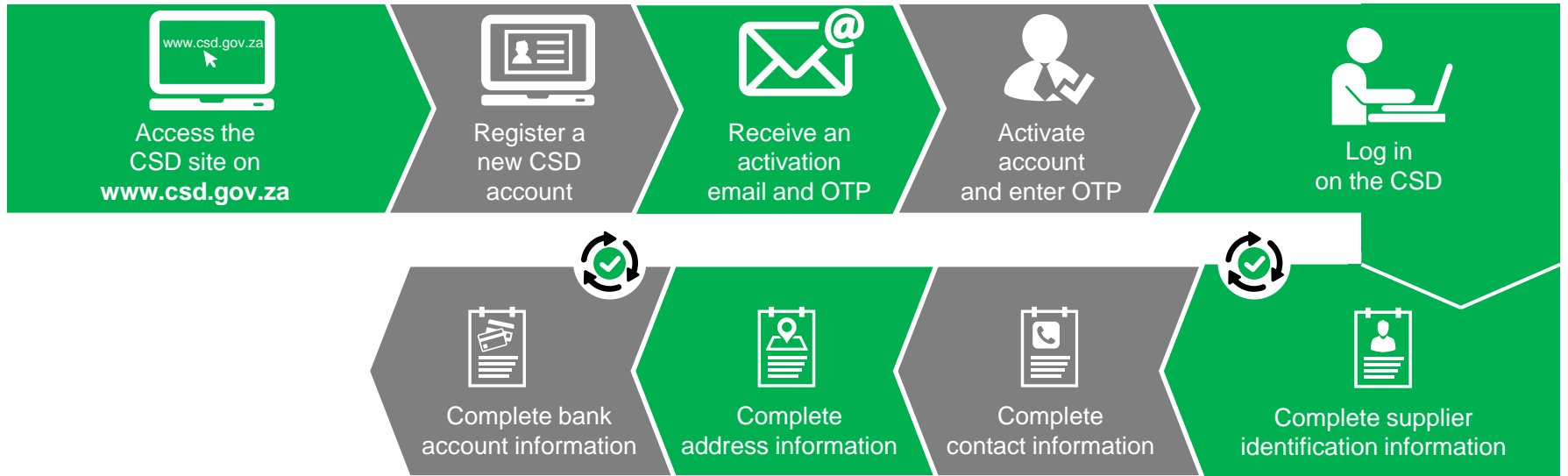
**Preferred address?**

**Is this address same as postal address?**


**Is this address same as payment address?**

**Is this address same as delivery address?**

# Supplier Self-Registration Process




# Complete Bank Account Information



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## Add supplier RAAA0000006

[Identification](#) [Contacts](#) [Address](#) **[Bank](#)** [Tax](#) [Ownership](#) [Associations](#) [Commodities](#) [Users](#) [Overview](#)

**Account holder**

**Account type**

**Account number**

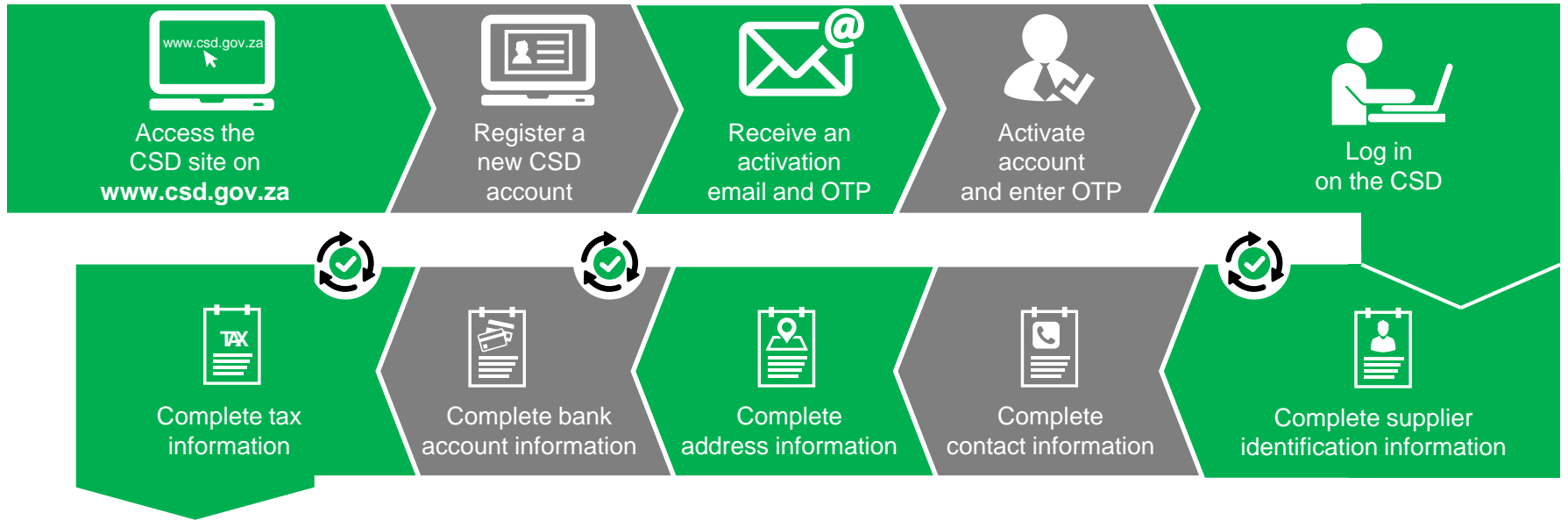
**Branch number**

**OTP**

Please send an OTP when ready. | Sent to:  
0798979260

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# Supplier Self-Registration Process





# Complete Tax Information



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## Add supplier RAAA0000006

[Identification](#)

[Contacts](#)

[Address](#)

[Bank](#)

**[Tax](#)**

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[Associations](#)

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Do you have a valid tax clearance certificate?

Income tax number

Do you want to be notified prior to your tax clearance certificate expiry?

**Save**

[Back](#)

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# Supplier Self-Registration Process



# Ownership Information



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## Add supplier RAAA0000006

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[Tax](#)

**[Ownership](#)**

[Associations](#)

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You are not registered at CIPC, please complete the following information.

**Identification type**

**Country of origin**

**Name(s)**

**Surname**

**Director type**

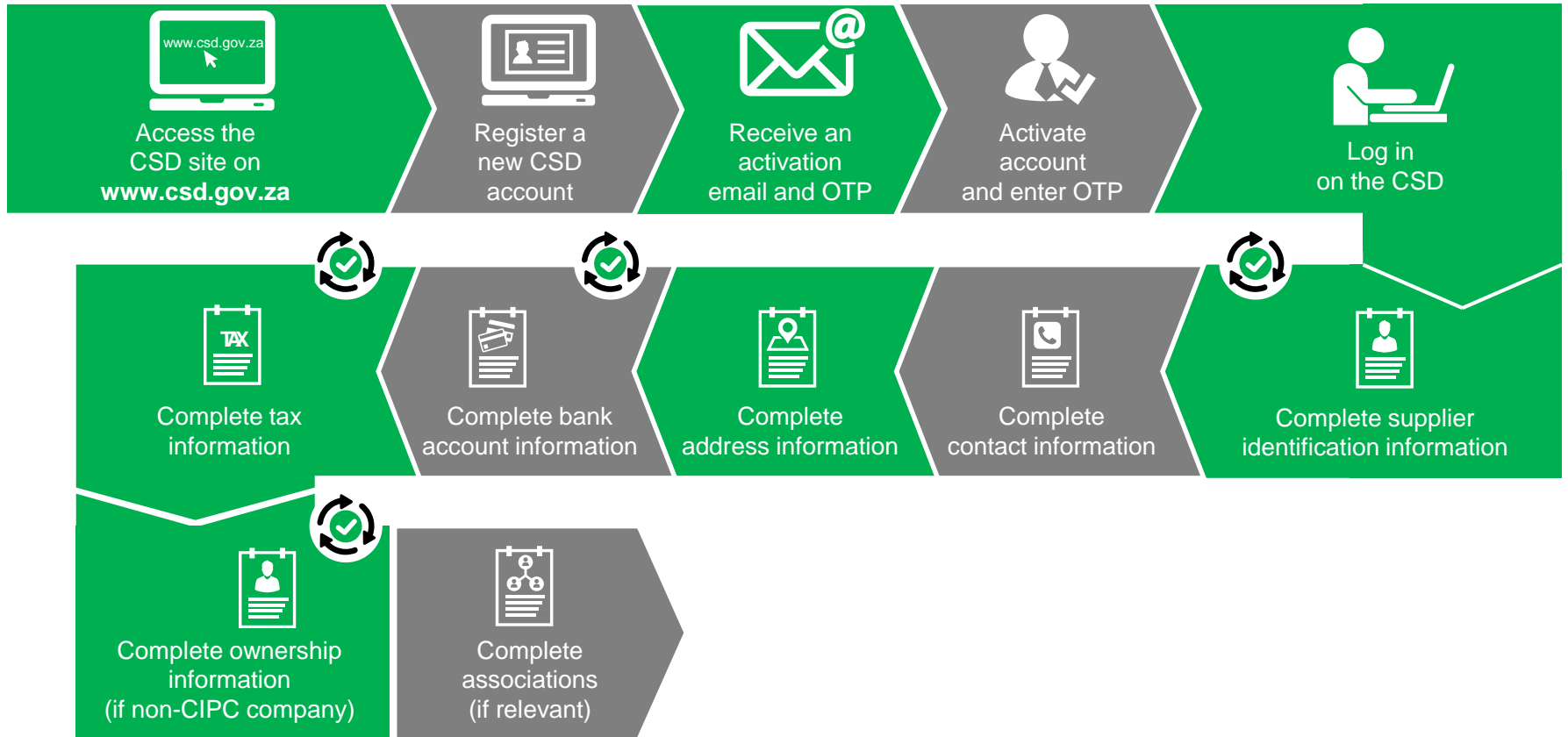
**Status**

**Appointment date**


[Save](#)

[Cancel](#)

# Supplier Self-Registration Process




# Complete Associations (if relevant)



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### Add supplier RAA0000006

[Identification](#) [Contacts](#) [Address](#) [Bank](#) [Tax](#) [Ownership](#) **[Associations](#)** [Commodities](#) [Users](#) [Overview](#)

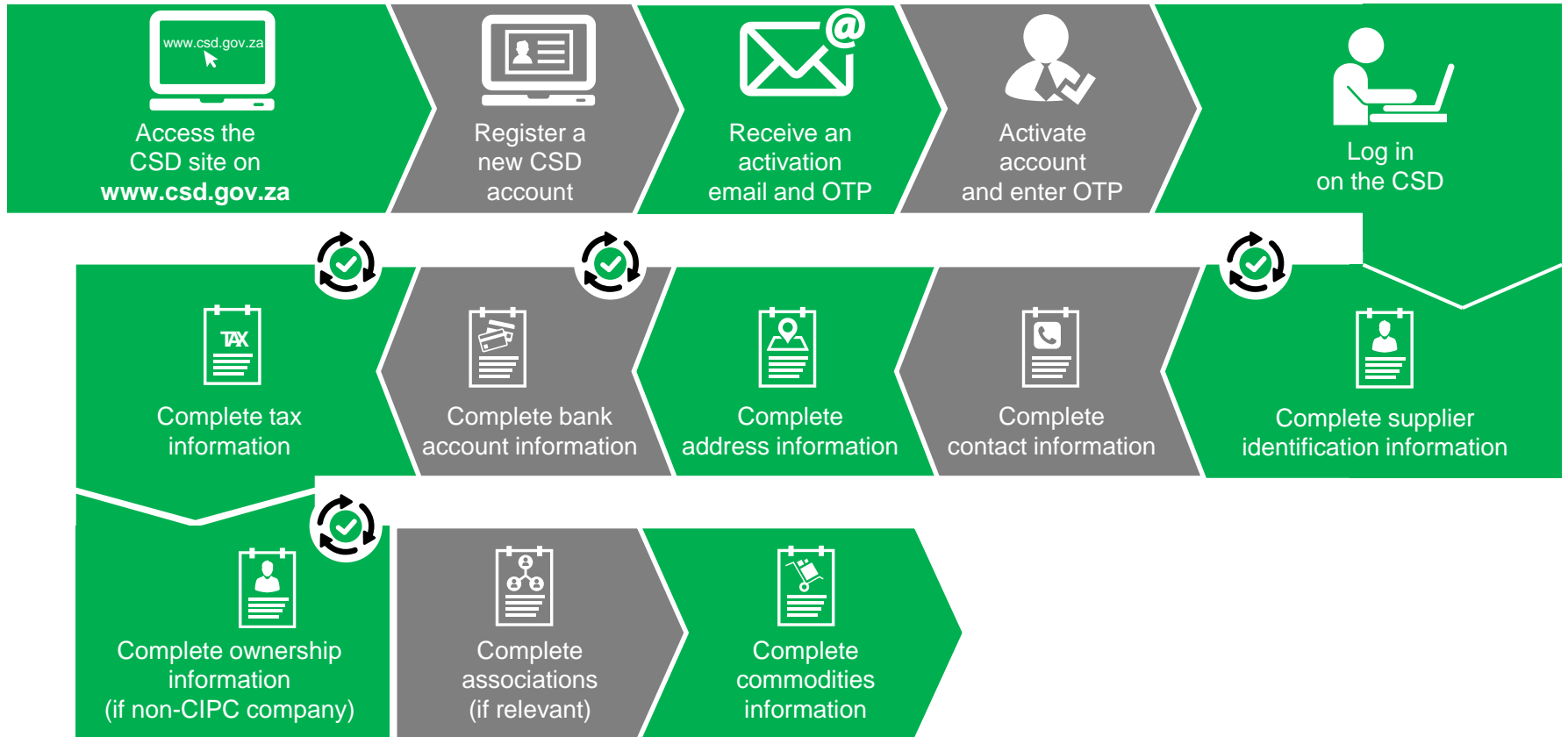
**Associate supplier number**

**Associate supplier name**

**What is the association?**

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# Supplier Self-Registration Process



# Complete Commodities Information



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## Add supplier RAAA0000006

Identification Contacts Address Bank Tax Ownership Associations **Commodities** Users Overview

Name Gauteng Stationary

Description Provide stationary in the Gauteng Province

Segment Office Equipment & Accessories...


Family Office supplies

Search:

Name	Code
<input type="checkbox"/> Mailing supplies	44121500
<input type="checkbox"/> Desk supplies	44121600
<input type="checkbox"/> Writing instruments	44121700
<input type="checkbox"/> Correction media	44121800
<input checked="" type="checkbox"/> Ink & lead refills	44121900
<input checked="" type="checkbox"/> Lead refills	44121902
<input checked="" type="checkbox"/> Ink refills	44121904
<input checked="" type="checkbox"/> Ink or stamp pads	44121905
<input type="checkbox"/> Folders & binders & indexers	44122000


No commodity groups have been added.

# Complete Commodity Information - Location



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**Add supplier RAAA0000006**

Identification Contacts Address Bank Tax Ownership Associations **Commodities** Users Overview

**Name** Gauteng Stationary

**Description** Provide stationary in the Gauteng Province

**Nation wide**

**Province wide**

**Province** Gauteng

**District** City of Tshwane

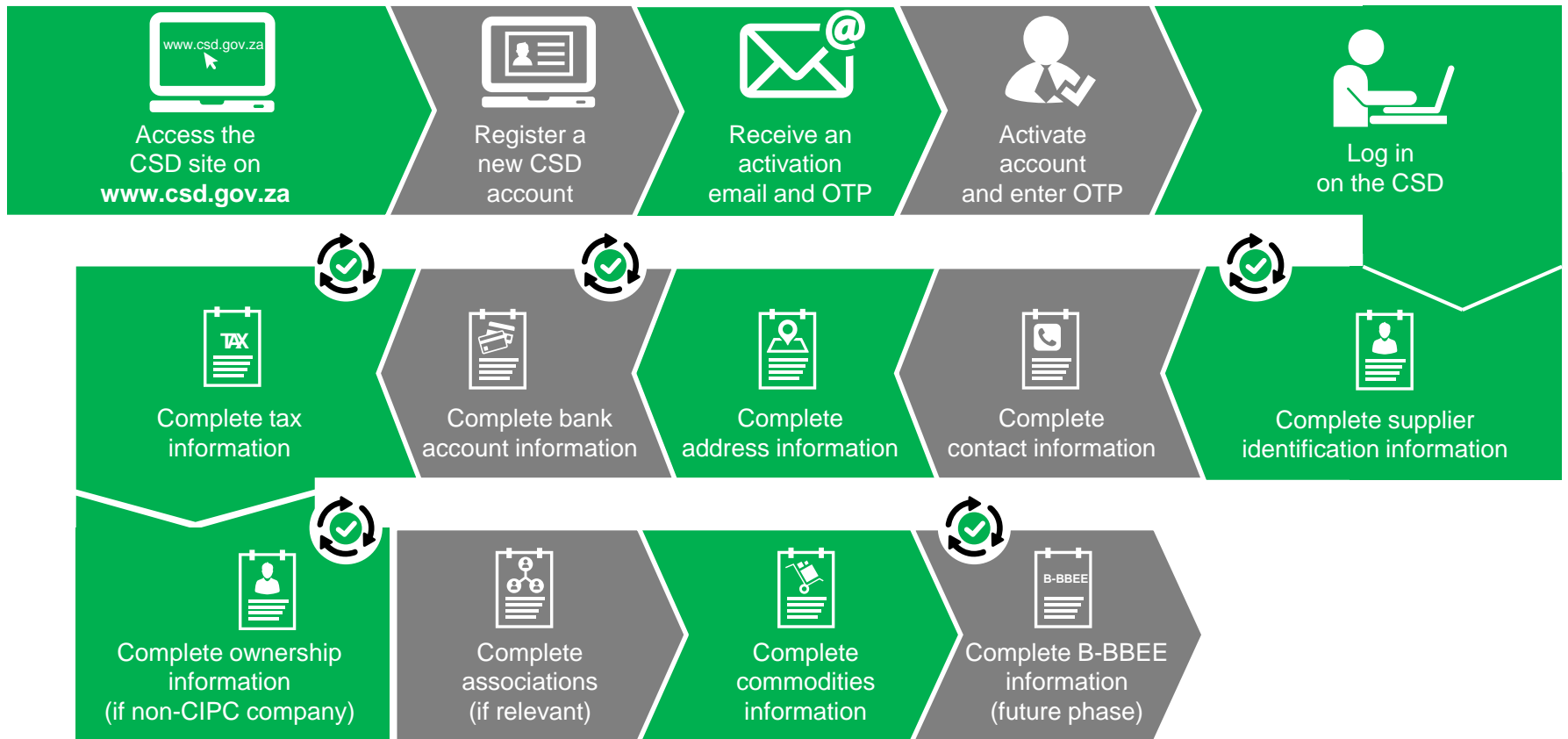
Search:

Name	Code
<input type="checkbox"/> City of Tshwane	799
<input type="checkbox"/> The Carousel Casino and Entertainment World	799001
<input type="checkbox"/> Ramotse	799002
<input type="checkbox"/> Babelegi	799003
<input type="checkbox"/> Majaneng	799004
<input type="checkbox"/> Mashemong	799005
<input type="checkbox"/> Bosplaas Mathabe	799006
<input type="checkbox"/> Suurman	799007
<input type="checkbox"/> Tombs	799008

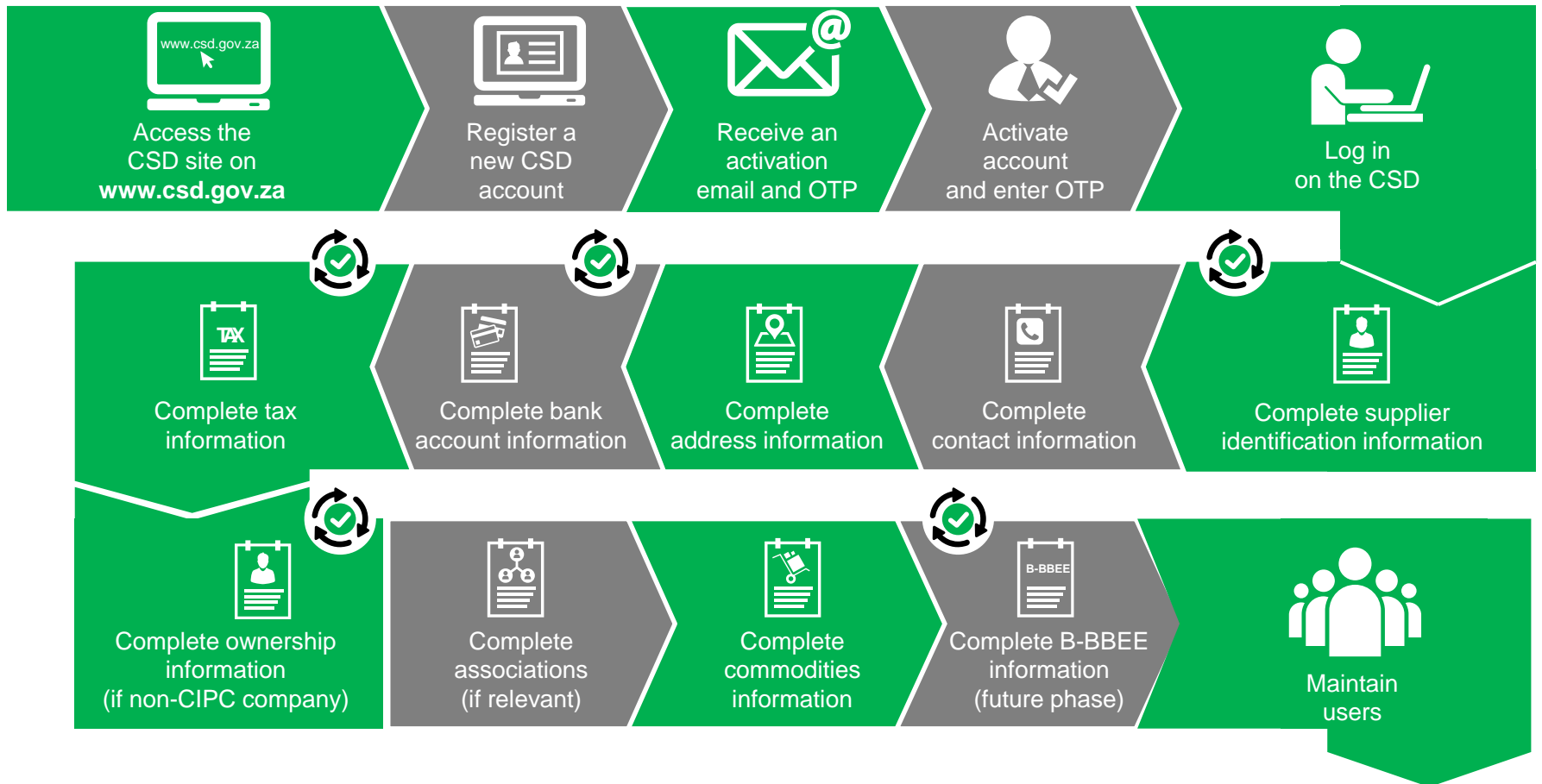
No commodity locations have been added.




# Supplier Self-Registration Process



# Supplier Self-Registration Process




# Maintain Users



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## Add supplier RAAA0000006

[Identification](#) [Contacts](#) [Address](#) [Bank](#) [Tax](#) [Ownership](#) [Associations](#) [Commodities](#) **[Users](#)** [Overview](#)

Name	Surname	Email	Main	Disassociate
Joe	Blogg	joe.blogg@gmail.com	✓	

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# Supplier Self-Registration Process



# Submit Supplier Request



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## Add supplier RAAA0000006

- Identification
- Contacts
- Address
- Bank
- Tax
- Ownership
- Associations
- Commodities
- Users
- Overview**

	Completion Status	Verification Status	Key Information
Supplier Identification			-
Address		-	-
Contacts		-	-
Ownership			-
Tax			-
Bank Accounts			Valid bank account
Associations	-	-	-
Users		-	-

- Legend
- Completed
  - Outstanding
  - In Progress
  - Successful
  - Retry
  - Failed


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[Submit](#)

# Supplier Self-Registration Process




# CSD Overview Screen



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## Add supplier RAAA0000006

Identification Contacts Address Bank Tax Ownership Associations Commodities Users **Overview**

	Completion Status	Verification Status	Key Information
Supplier Identification			-
Address		-	-
Contacts		-	-
Ownership			-
Tax			-
Bank Accounts			Valid bank account
Associations	-	-	-
Users		-	-


Legend

- Completed
- Outstanding
- In Progress
- Successful
- Retry
- Failed

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# CSD Reports



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- Registration Summary
- Action Log

### My Suppliers

Supplier reference number	Supplier number	Security code	Status	Legal name	Identification type	Identification number	Edit	View
N/A	MAAA0000002	BFD54AB3-C477-4195-9C6A-729AB14DBB9E	Active	Joe Blogg	South African Identification Number			

[+ Add supplier](#)

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# Supplier Summary Report



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## Registration Summary Report

Supplier number

MAAA0000002

Supplier registration security number

BFD54AB3-C477-4195-9C6A-729AB14DBB9B

Captcha

I'm not a robot



[View Report](#)

# Supplier Summary Report - continued

## Reports

Enter values below and click on View Report:



<b>Report Date:</b>
12 Aug 2015 02:57:37 PM
<b>Supplier Registration Security Code:</b>
5E246184-1F88-4C90-9CD2-DFEA25E9D535

## CSD REGISTRATION SUMMARY REPORT

### SUPPLIER IDENTIFICATION


Supplier number	MAAA000023	Government breakdown	Individual
Is supplier active?	Yes	Industry classification	Accommodation and food service activities
Allow associates?	Yes	Country of origin	South Africa
Supplier type	Individual	Registration date	1900-01-01 12:00:00 AM
Supplier sub-type	Individual	Created by	
Legal name	H-to-O	Created date	30 Jul 2015 09:56:40:000
Identification type	South African Identification Number	Edit by	
South African Identification number		Edit date	30 Jul 2015 09:56:40:000

### SUPPLIER CONTACT INFORMATION

CONTACT 1			
Contact type	Administration	Cellphone number	0798979260
Is this your preferred Contact?	Yes	Do you want this contact to also be a CSD user ?	Yes
Name(s)	Michelle	Status	Active
Surname	Aucamp	Created by	
Identification type	South African Identification Number	Created date	30 Jul 2015 09:56:40:000
South African Identification number		Edit by	
Prefer communication via email	True	Edit date	30 Jul 2015 09:56:40:000
Email address			

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# Questions & Answers



You Show Me

## Important To Note

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For training purposes do not use actual supplier cellphone numbers or email addresses – use your own cellphone number and email address to receive OTPs and notification emails

# Summary & Wrap Up

## Next Steps

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The following information will be made available:

- User guide for assisted supplier self-registration
- Fact sheets (government and suppliers)
- FAQs (internal and supplier)