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## 1. Introduction

The purpose of this document is to serve as a reference guide on how to register as a 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

CAPTCHA service: Note the Captcha 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](http://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
<b>Bold</b>	Button, link, message wordings or tab on screen or toolbar	Click on <b>Register</b>

Convention / Icon	Object or term	Example
 Automatic verification	The CSD verifies supplier information with third party interfacing systems e.g. SARS, CIPC etc.	If supplier is a CIPC company e.g. Private Company Pty (Ltd) then the CSD verifies the supplier's business registration and directors/ members information with CIPC.
 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 and One Time Pin (OTP) 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.

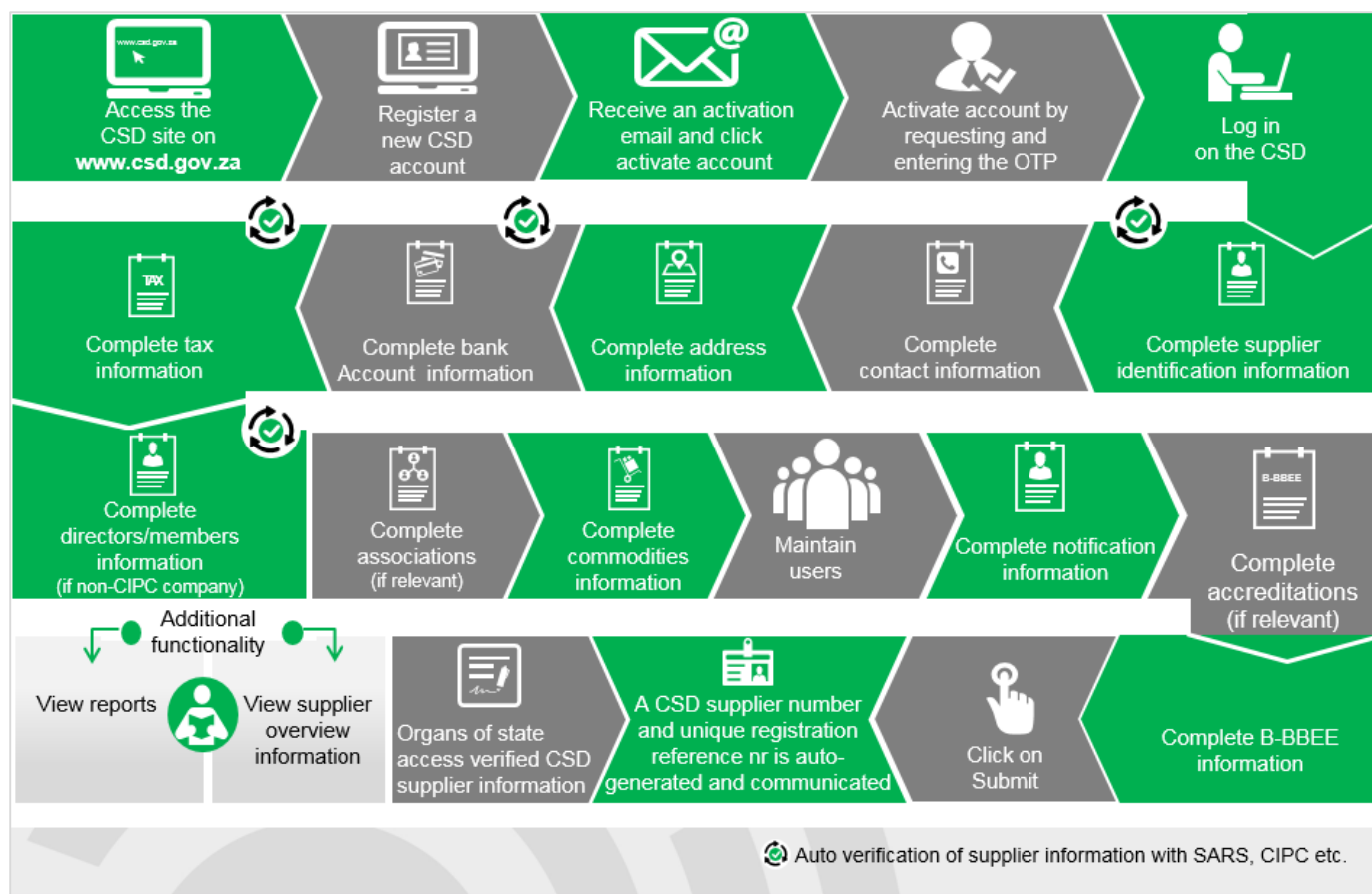


Figure 1 – CSD Supplier Management Process

## 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](http://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

4. Select an identification type in the identification type dropdown

5. Enter identification number



If a foreign passport number or foreign ID number is captured, the work permit number is optional and can be entered if available.

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. Click on **Request OTP** (One Time Pin) in order to receive the OTP on <Cell-phone number>*



**Welcome to the Central Supplier Database for the 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.

**Figure 2 – CSD home page**

## Register user

[Click here to get more info on this section](#)

Email	<input type="text" value="joeblogg423@gmail.com"/>
Name (s)	<input type="text" value="Joe"/> <a href="#">i</a>
Surname	<input type="text" value="Blogg"/>
Cellphone Number	<input type="text" value="0710000000"/>
Identification type	<input type="text" value="South African Identification Number"/>
South African identification number	<input type="text"/>
Password	<input type="password" value="....."/> <a href="#">i</a> <div>Very Strong</div>
Confirm password	<input type="password" value="....."/>
Security question 1	<input type="text" value="In what town or city was your first full time jo..."/>
Security question 1 answer	<input type="text" value="Pretoria"/>
Security question 2	<input type="text" value="What is your eldest child's middle name?"/>
Security question 2 answer	<input type="text" value="Tom"/>
Security question 3	<input type="text" value="What is your oldest sibling's birthday month?"/>
Security question 3 answer	<input type="text" value="September"/>
Captcha	 <p>Type the characters above into the field below</p> <input type="text" value="nVT2S"/>  
<input type="button" value="Register"/>	

**Figure 3 – Register user**



### Registration Confirmation

Thank you for registering. An account activation email has been sent to n.mafeje@gmail.com.  
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. Click on Send OTP (One Time Pin) in order to receive the OTP on 0700000001

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**Figure 4 – Registration Confirmation**

## 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 **Request OTP**



A One Time Pin (OTP) is sent as an SMS to the cellphone number provided on the registration screen.



International suppliers with a foreign cellphone number will not be required to capture the OTP

3. Enter the OTP in the Account Activation screen

4. Click on the **Submit** button

- The following message will be displayed: *Account activated.*
- The message will have a **Log In** link

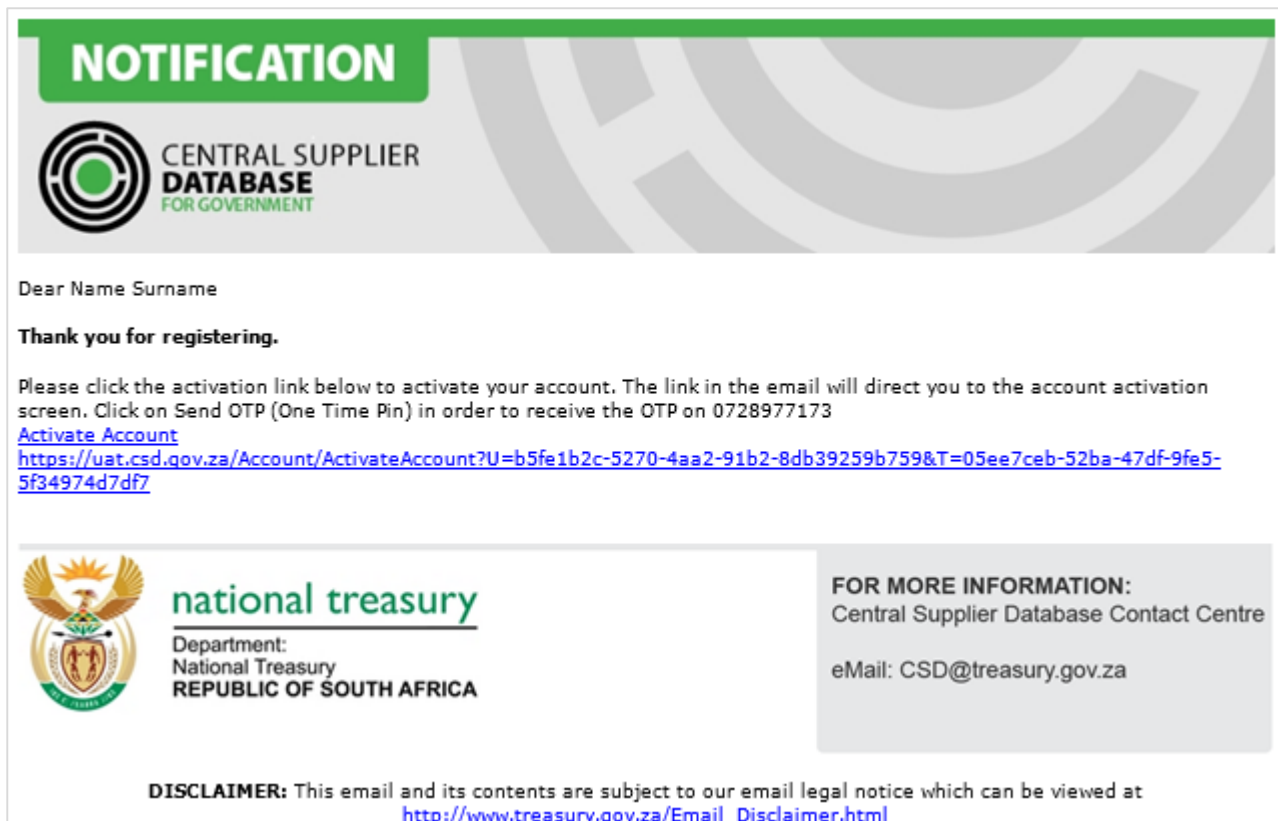


Figure 5 – Account activation email

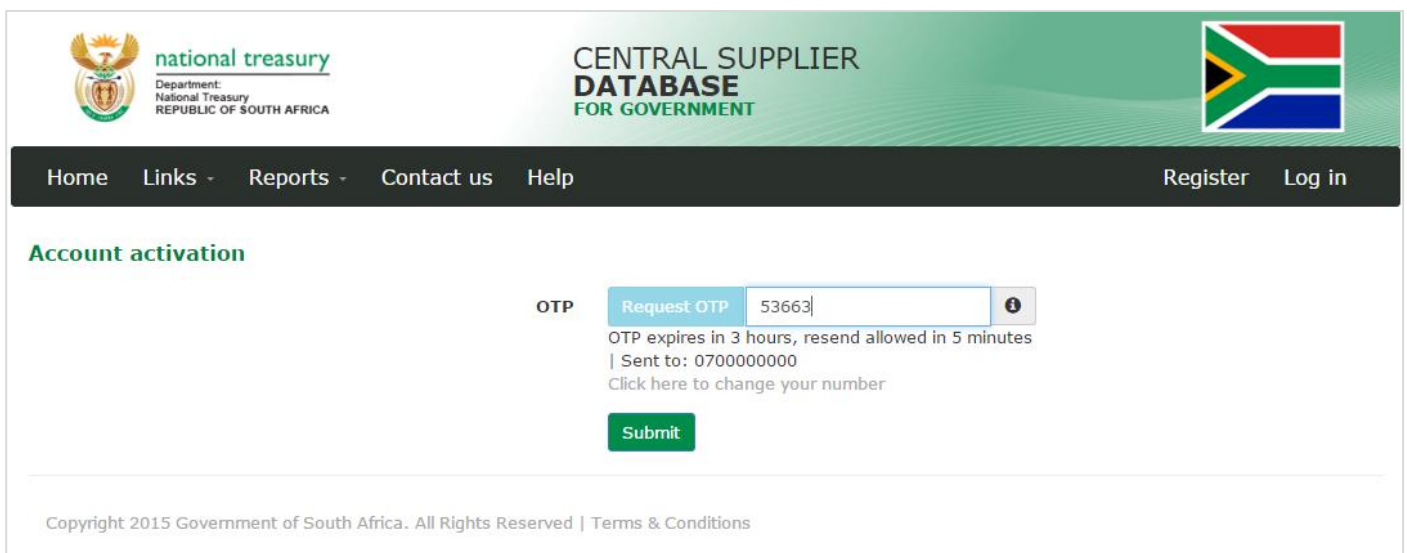


Figure 6 – Account activation screen

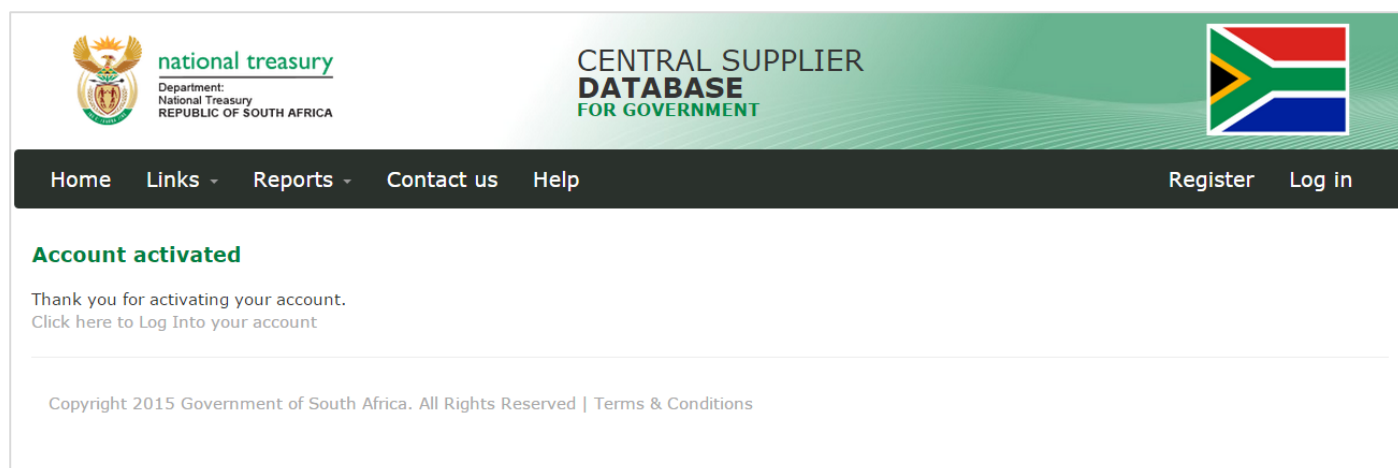



Figure 7 – Account activation message

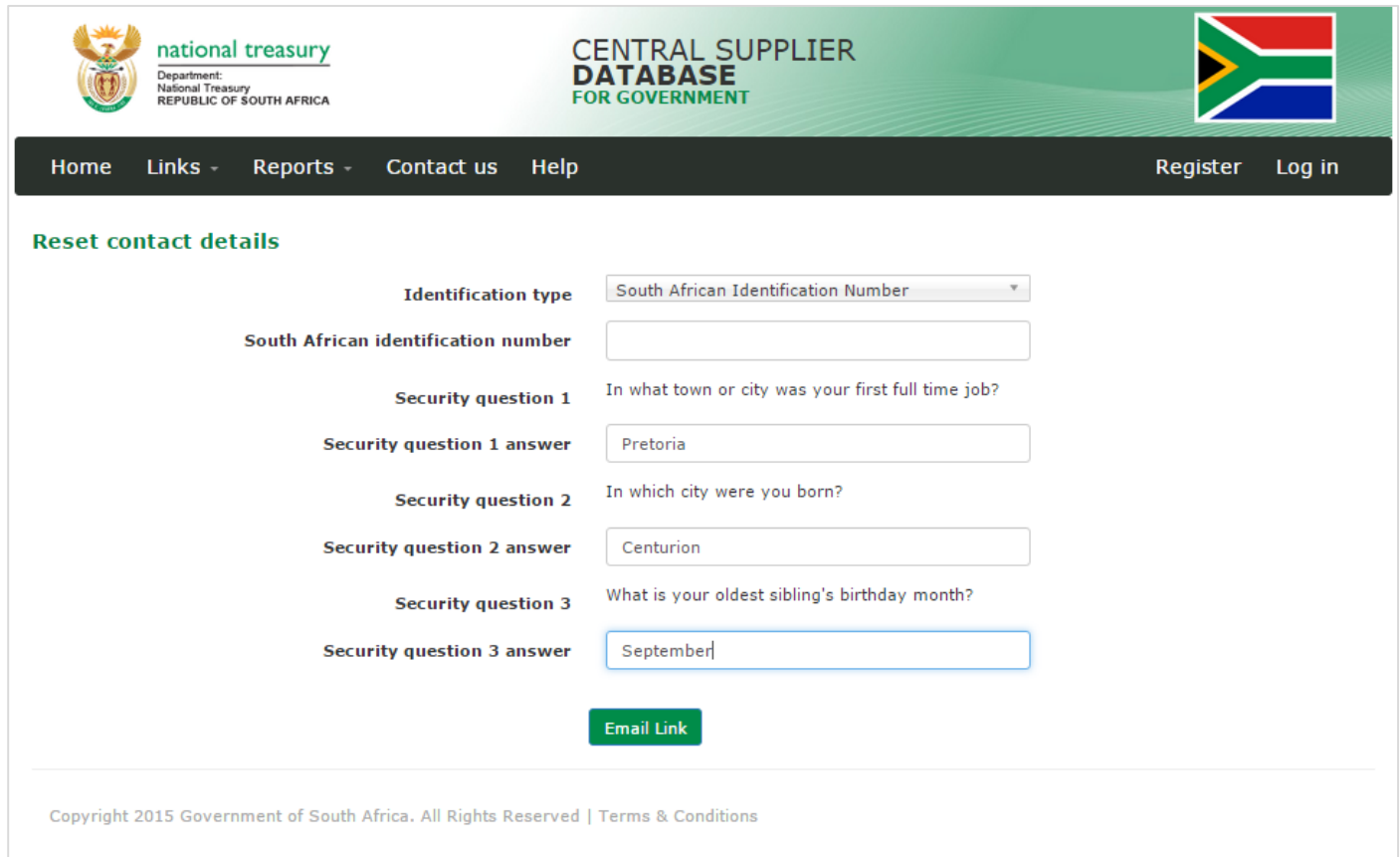
### 5.3. Reset cellphone number

Users can reset their cellphone number for an OTP to be sent to a different cellphone number or if captured incorrectly during registration.

Actions:	
1.	Click on <b>Click here to change your number</b> on the <b>Account Activation</b> screen <ul style="list-style-type: none"> <li>Alternatively click on <b>Click here to change your number</b> on the <b>Reset Password</b> screen</li> </ul>
2.	Select identification type
3.	Enter identification number
4.	Enter security question answer 1
5.	Enter security question answer 2
6.	Enter security question answer 3
7.	Click on <b>Email Link</b>
5.	Open the CSD reset contact details e-mail and click on the <b>Reset Contact Details</b> link <ul style="list-style-type: none"> <li>The system will open the Change Contact Details screen on CSD</li> </ul>
6.	Enter New cellphone number
7.	Click on <b>Change</b> <ul style="list-style-type: none"> <li>The following message will be displayed: <i>Your contact details have been changed successfully.</i></li> </ul>
8.	Open the CSD activation e-mail and click on the <b>Activate Account</b> link. Click on <b>Request OTP</b> <div>  <p>A One Time Pin (OTP) is sent as an SMS to the cellphone number provided on the Reset Cellphone number window.</p> <p>International suppliers with a foreign cellphone number will not be required to capture the OTP.</p> </div>
9.	Enter the OTP in the Account Activation screen

10. Click on the **Submit** button

User will receive an account activation message with a log in link.



The screenshot shows the 'Reset contact details' form on the Central Supplier Database for Government website. The header includes the National Treasury logo, the database name, and the South African flag. A navigation bar contains links for Home, Links, Reports, Contact us, and Help, along with Register and Log in buttons. The form itself has a title 'Reset contact details' and contains several input fields: a dropdown for 'Identification type' (set to 'South African Identification Number'), a text field for 'South African identification number', and three security questions with their respective answers: 'In what town or city was your first full time job?' (Pretoria), 'In which city were you born?' (Centurion), and 'What is your oldest sibling's birthday month?' (September). A green 'Email Link' button is at the bottom of the form. The footer contains copyright information for the Government of South Africa.

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CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT

Home Links Reports Contact us Help Register Log in

**Reset contact details**

Identification type South African Identification Number

South African identification number

Security question 1 In what town or city was your first full time job?

Security question 1 answer Pretoria

Security question 2 In which city were you born?

Security question 2 answer Centurion

Security question 3 What is your oldest sibling's birthday month?

Security question 3 answer September

Email Link

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**Figure 8 – Reset contact details**

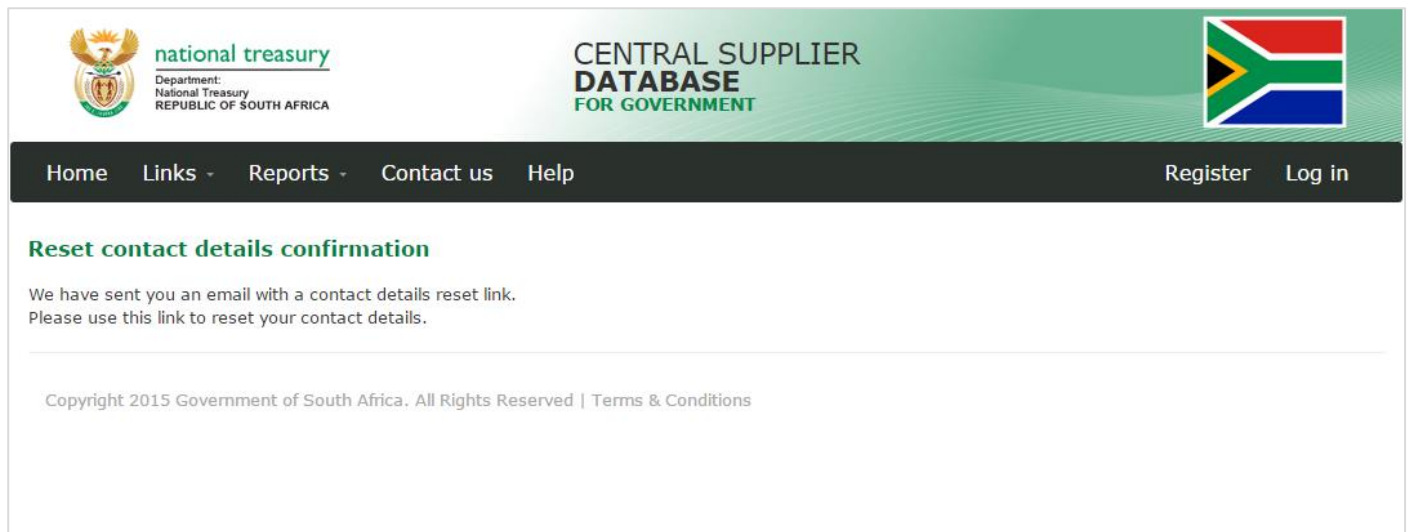


Figure 9 – Reset contact details confirmation

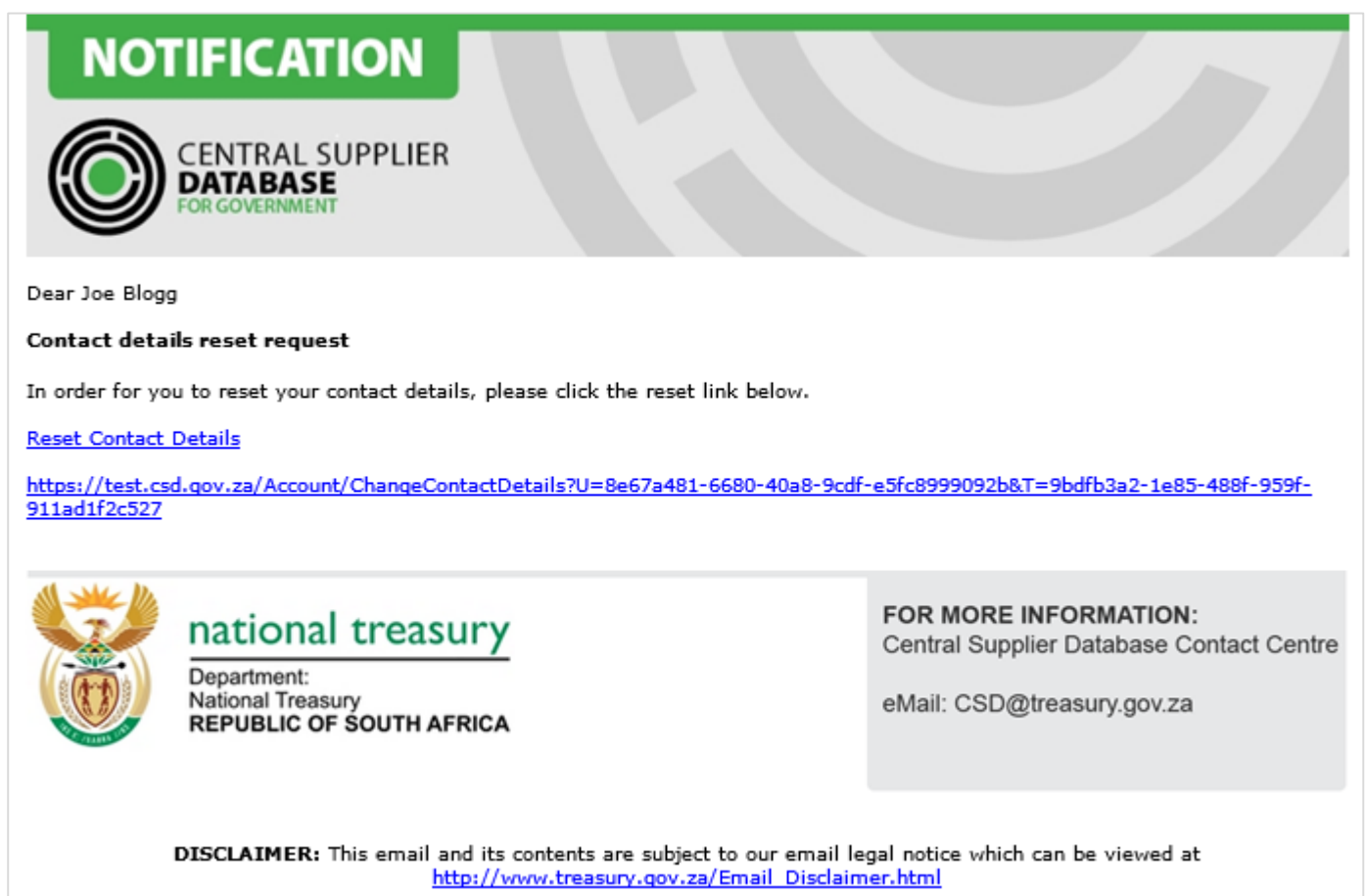
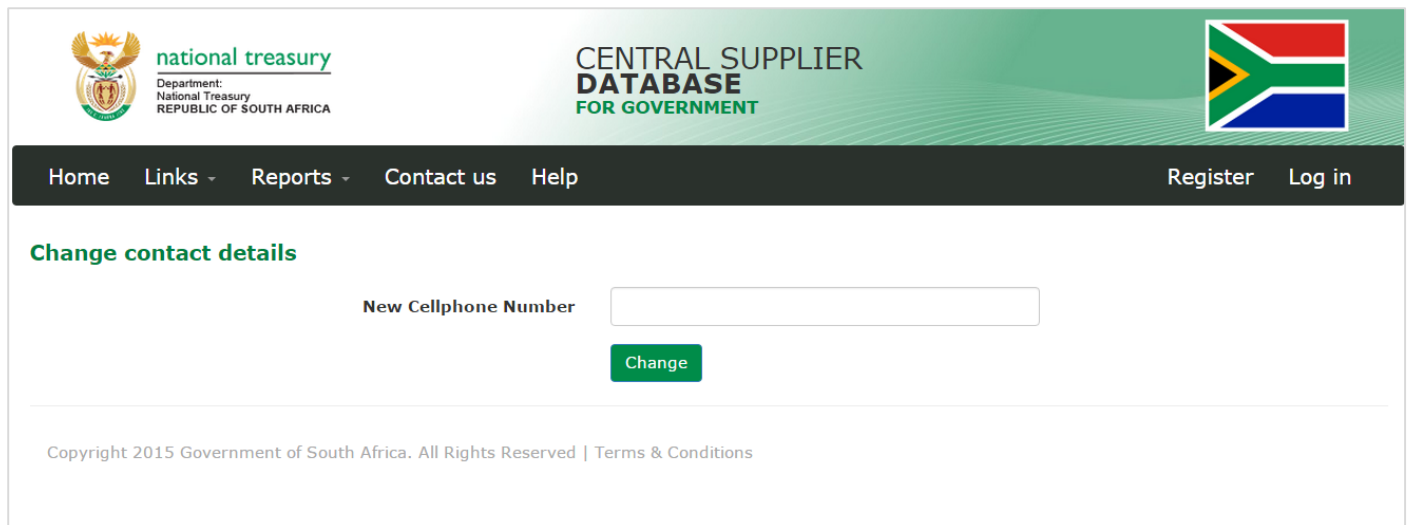


Figure 10 – Reset contact details email



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CENTRAL SUPPLIER  
**DATABASE**  
FOR GOVERNMENT

Home Links Reports Contact us Help Register Log in

**Change contact details**

New Cellphone Number

Change

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**Figure 11 – Change contact details**



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CENTRAL SUPPLIER  
**DATABASE**  
FOR GOVERNMENT

Home Links Reports Contact us User Manual Register Log in

**Contact details changed**

Your contact details have been changed successfully.

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**Figure 12 – Contact details changed**


## 5.4. 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
11. Click on <b>Request OTP</b>
 A One Time Pin (OTP) is sent as an SMS to the cellphone number provided on the registration screen International suppliers with a foreign cellphone number will not be required to capture the OTP.
12. Enter the OTP in the Change incorrect email screen
13. Click on <b>Submit</b> <ul style="list-style-type: none"> <li>The following message will be displayed: Your email address have been changed successfully. You can now log in using the new email address.</li> </ul>
14. Click on <b>Log In</b>
15. Click on <b>Resend account activation e-mail</b> link in the Login page User is navigated to the Activate Account screen
16. Enter registered e-mail
17. Click <b>E-mail link</b> button
18. Receive a Resend Activation message on CSD notifying the user that an activation e-mail has been sent
19. Open the CSD activation e-mail and click on the <b>Activate Account</b> link



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[Home](#)
[Links](#)
[Reports](#)
[Contact us](#)
[Help](#)
[Register](#)
[Log in](#)

### Change incorrect email Questions

**Security question 1** In what town or city was your first full time job?

**Security question 1 answer**

**Security question 2** In which city were you born?

**Security question 2 answer**


**Security question 3** What is your oldest sibling's birthday month?

**Security question 3 answer**

**New email address**

**OTP**

[Request OTP](#)



Please click Request OTP when you are ready.  
Click here to change your number

[Submit](#)

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**Figure 13 – Change incorrect email address**

## 5.5. 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. Enter the characters displayed in the captcha
5. Click on **Log in** button
  - User is navigated to the **CSD landing page**



## Log in

Email

Password


Captcha



[Log in](#)


[Forgot password](#) | [Register as a new user](#) |  
[Resend account activation email](#) | [Change incorrect email address](#)

Figure 14 – Log In



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[Home](#)
[Supplier Details](#)
[Links](#)
[Reports](#)
[Contact us](#)
[Help](#)

[My account](#)
[Log off](#)


**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 Suppliers Details 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 DETAILS**  
manage suppliers



**REGISTRATION SUMMARY**  
report

**ACTION LOG**  
report

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**Figure 15 – CSD landing page**

## 5.6. 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:

20. Click on **Log in** on Home page
21. Click on **Resend account activation e-mail** link in the Login page
  - User is navigated to the **Activate Account** screen
22. Enter registered e-mail
23. Click **E-mail link** button
24. Receive a **Resend Activation** message on CSD notifying the user that an activation e-mail has been sent
25. Open the CSD activation e-mail and click on the **Activate Account** link. Click on **Request OTP**

#### Actions:

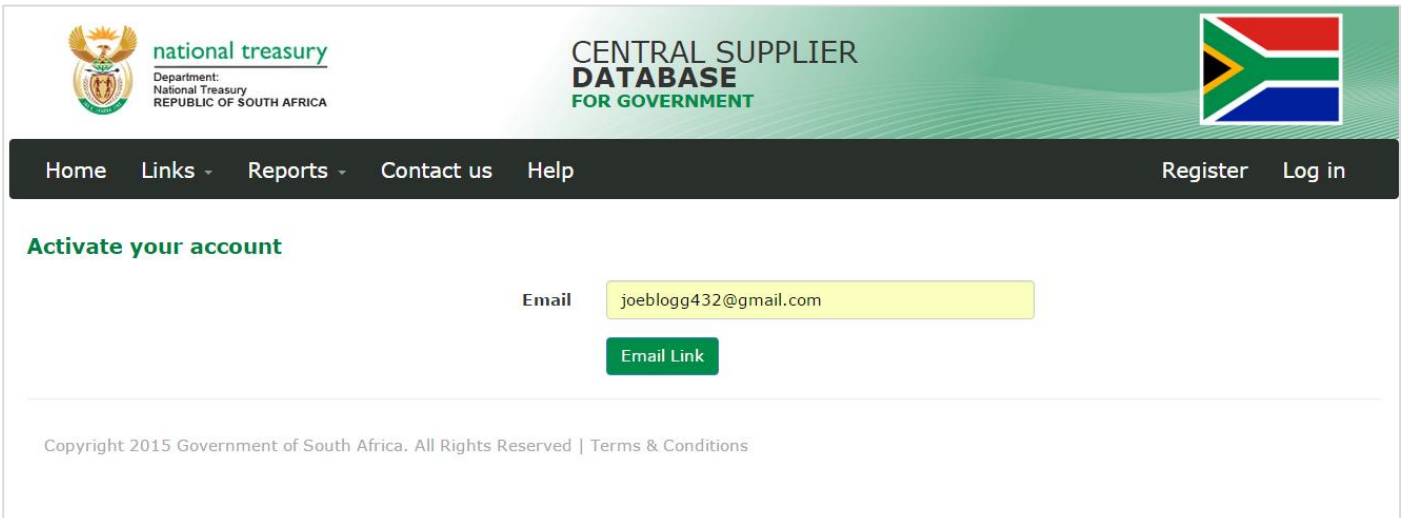


A One Time Pin (OTP) is sent as an SMS to the cellphone number provided on the registration window

26. Enter the OTP in the Account Activation screen

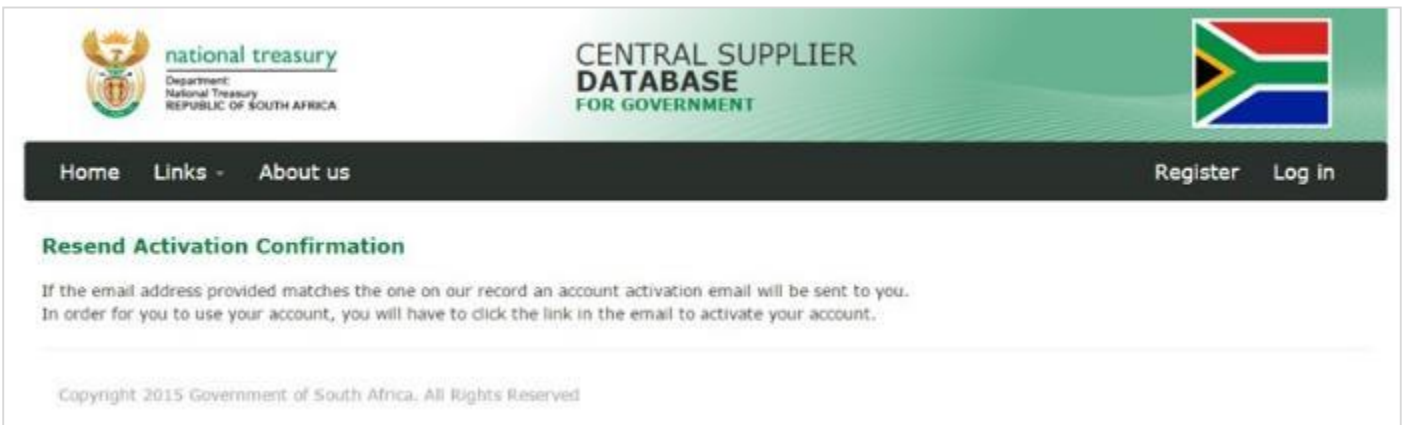
27. Click on the **Submit** button

- User will receive an account activation message with a log in link.



The screenshot shows the 'Activate your account' page. At the top, there is a header with the National Treasury logo, the text 'national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA', the 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT' logo, and the South African flag. Below the header is a navigation bar with links: Home, Links, Reports, Contact us, Help, Register, and Log in. The main content area has the heading 'Activate your account'. Below this, there is an 'Email' label and a text input field containing 'joeblogg432@gmail.com'. Below the input field is a green button labeled 'Email Link'. At the bottom, there is a footer with the text 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 16 – Activate your account



The screenshot shows the 'Resend Activation Confirmation' page. At the top, there is a header with the National Treasury logo, the text 'national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA', the 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT' logo, and the South African flag. Below the header is a navigation bar with links: Home, Links, About us, Register, and Log in. The main content area has the heading 'Resend Activation Confirmation'. Below this, there is a paragraph of text: 'If the email address provided matches the one on our record an account activation email will be sent to you. In order for you to use your account, you will have to click the link in the email to activate your account.' At the bottom, there is a footer with the text 'Copyright 2015 Government of South Africa. All Rights Reserved'.


Figure 17 – Activate your account

## 5.7. 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
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 **Request OTP**
  - The system will send an OTP via SMS
9. Enter the OTP
  -  International suppliers with a foreign cellphone number will not be required to capture the OTP.
10. 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



### Log in

Email

Password

Captcha

**WZ68D**

Type the characters above into the field below

[Refresh](#) [Audio](#)

[Log in](#)

[Forgot password](#) | [Register as a new user](#) |  
[Resend account activation email](#) | [Change incorrect email address](#)

Figure 18 – Log in – Forgot Password



### Forgot your password?

Email

joeblogg432@gmail.com

[Email Link](#)

Figure 19 – Forgot your password




### Forgot Password Confirmation

We have sent you an email with a password reset link.  
Please use this link to reset your password.

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Figure 20 – Forgot password confirmation

**NOTIFICATION**

**CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT**


Dear Joe Blogg

**You have requested to reset your password.**

In order for us to verify your email account and reset your password, please click the reset link below.

[Reset Password](#)

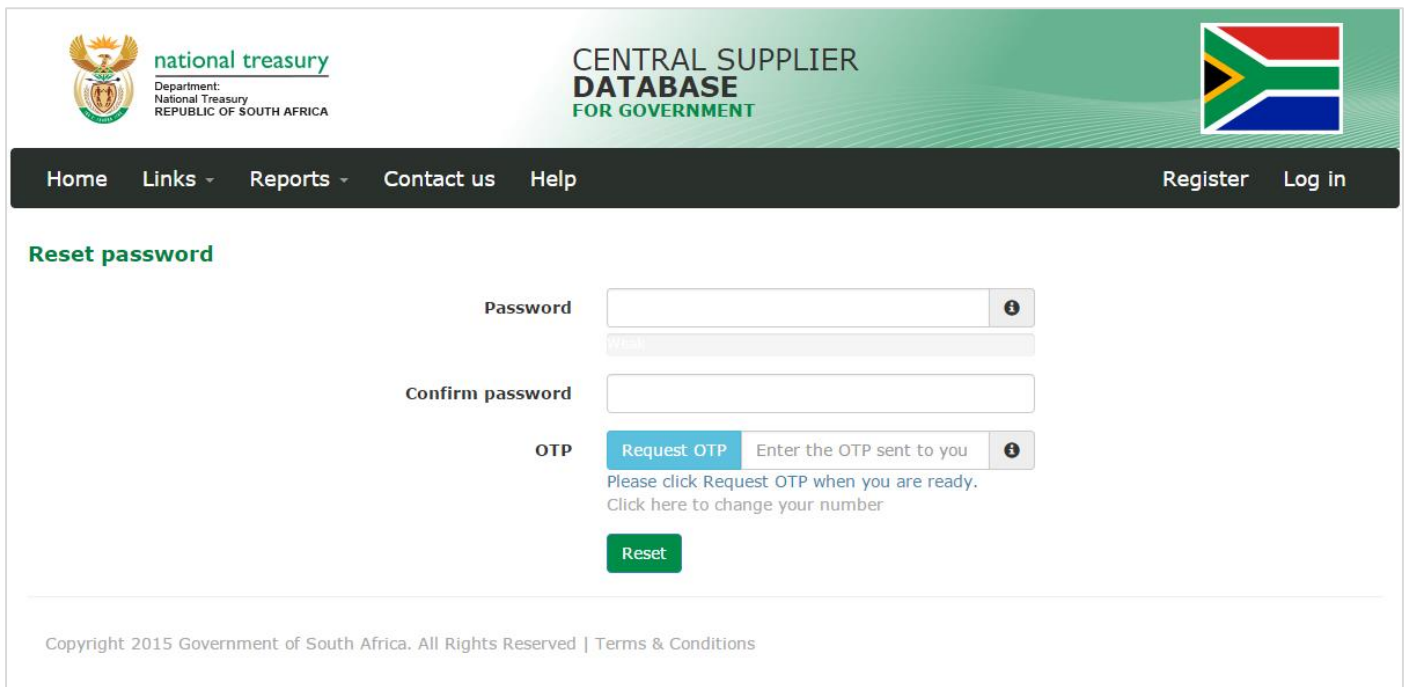
<https://test.csd.gov.za/Account/ResetPassword?U=8e67a481-6680-40a8-9cdf-e5fc8999092b&T=6ed9434b-6b43-449b-9512-229484aa4702>

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**FOR MORE INFORMATION:**  
Central Supplier Database Contact Centre  
  
eMail: [CSD@treasury.gov.za](mailto:CSD@treasury.gov.za)

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[http://www.treasury.gov.za/Email\\_Disclaimer.html](http://www.treasury.gov.za/Email_Disclaimer.html)

Figure 21 – Reset password e-mail

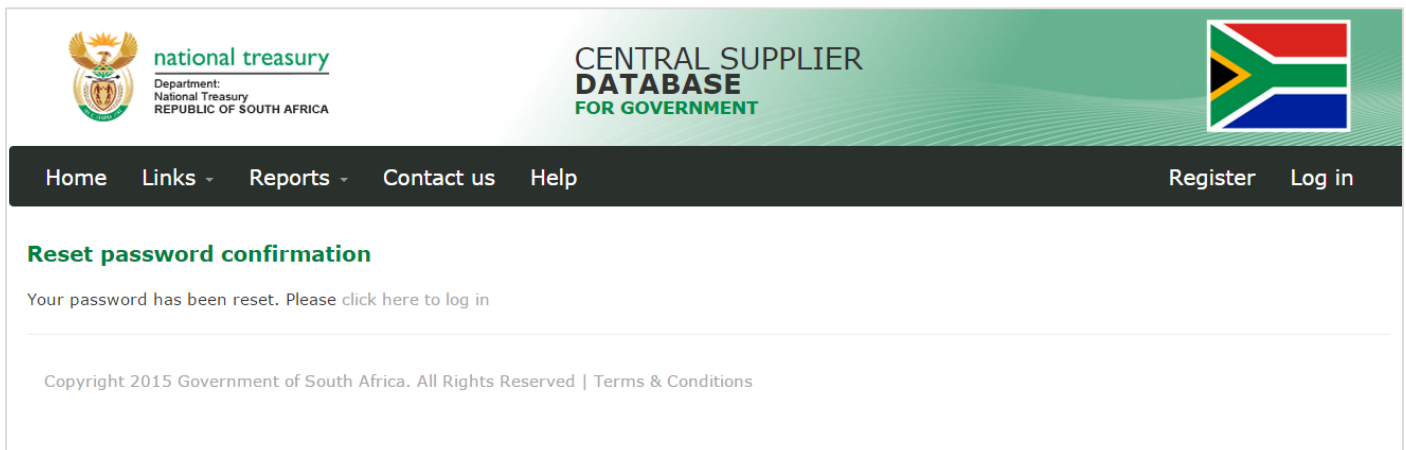


The screenshot shows the 'Reset password' screen of the Central Supplier Database for Government. The header includes the National Treasury logo, the text 'national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA', the 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT' logo, and the South African flag. A navigation bar contains links: Home, Links, Reports, Contact us, Help, Register, and Log in. The main content area has a heading 'Reset password' and a form with the following fields and elements:

- Password:** A text input field with a 'Show' button and an information icon.
- Confirm password:** A text input field.
- OTP:** A section with a 'Request OTP' button, the text 'Enter the OTP sent to you', an information icon, and instructions: 'Please click Request OTP when you are ready. Click here to change your number'.
- Reset:** A green button at the bottom of the form.

At the bottom, a footer states: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 22 – Reset Password screen



The screenshot shows the 'Reset password confirmation e-mail' screen. The header is identical to Figure 22. The main content area has a heading 'Reset password confirmation' and a message: 'Your password has been reset. Please click here to log in'. A footer at the bottom states: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 23 – Reset password confirmation e-mail

## 5.8. Edit Account details

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


### Actions:

1. Click on **Account** on the Landing page
2. Click on **Account**
  - The information of the user that is logged in will be displayed
3. Edit any of the fields




**Actions:**

4. Click on **Submit**
  - A message will display saying *Account details updated successfully*



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[Home](#) [Supplier Details](#) [Links](#) [Reports](#) [Contact us](#) [Help](#) [My account](#) [Log off](#)

### My Account Detail

Name	<input type="text" value="Joe"/>
Surname	<input type="text" value="Blogg"/>
Cellphone number	<input type="text" value="0700000000"/>
Email	<input type="text" value="joeblogg432@gmail.com"/>
Identification type	<input type="text" value="South African Identification N..."/>
South African identification number	<input type="text"/>
Security question 1	<input type="text" value="In what town or city was your..."/>
Security question 1 answer	<input type="text" value="Pretoria"/>
Security question 2	<input type="text" value="In which city were you born?"/>
Security question 2 answer	<input type="text" value="Centurion"/>
Security question 3	<input type="text" value="What is your oldest sibling's b..."/>
Security question 3 answer	<input type="text" value="September"/>

[Change Password](#)

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**Figure 24 – Account detail**

## 5.9. Change password

**Actions:**

1. Click on **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



**Actions:**

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

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CENTRAL SUPPLIER  
DATABASE  
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Home Supplier Details Links Reports Contact us Help My account Log off

**Change password**

Current password

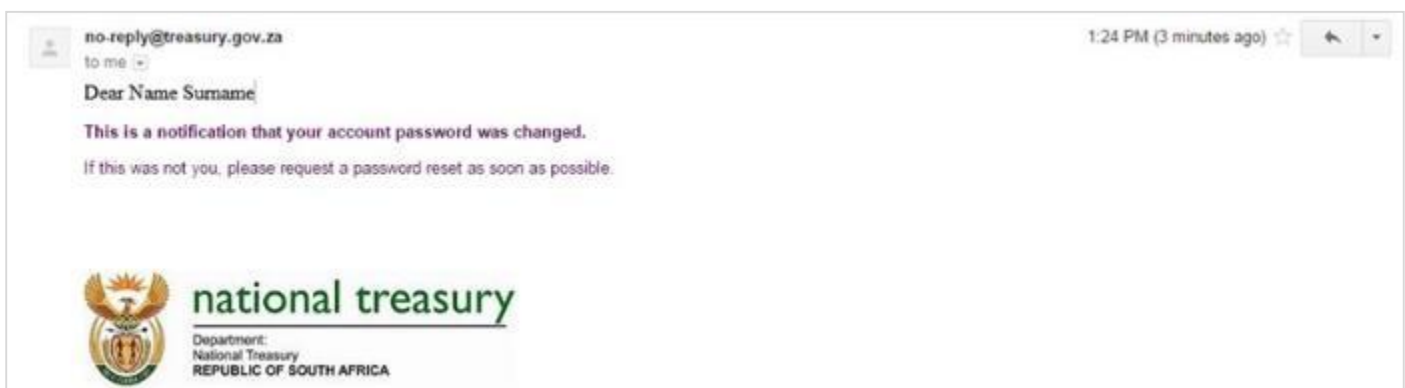
New password  Very Strong

Confirm password

**Reset**

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**Figure 25 – Change password**





**Figure 26 – Change password confirmation e-mail**

## 6. Am I Registered?

This section outlines how the 'Am I registered?' screen can assist a supplier in verifying if they are registered on the Central Supplier Database (CSD). This is indicated by the registration status of a supplier. A user can search for the registration status of a supplier using some of the information linked to the supplier. If the search value matches one of the CSD supplier records, the search functionality will display all the results.

### Actions:


1. Click on **Help**
  2. Select **Am I Registered?**
  3. Enter a value.  
Any one of the following can be used to search for a supplier (the full value must be provided, unless stated otherwise):
    - Legal name
    - Trading name
    - Supplier application reference number
    - South African identification number
    - South African company registration number
    - South African trust registration number
    - Foreign identification number
    - Foreign passport number
    - Foreign company registration number
    - Foreign trust registration number
    - Work permit number
    - International securities identification Number
-  Partial value for legal name and trading name is allowed.
4. Enter the characters displayed in the captcha
  5. Click on **Search**
    - If the search value matches the supplier information on one of the CSD records. This will display four columns of information, the legal name, trading name (if relevant), request status and the registration status of the supplier.
  6. The **Request status** will be one of two options:
    - **Data Converted** indicates that supplier information was migrated from an existing Organ of State (OoS) database into the CSD.
    - **Self Registered** indicates that the supplier started the CSD registration process from the beginning.
-  The **Request status** is only displayed before the supplier information is submitted.
7. The **Registration Status** is indicated by three icons:
    - **Registered** indicates the supplier is successfully registered on the CSD.



- **In progress** indicates the supplier has started the registration process and has not completed it. The user must log into their CSD account, ensure that all the information is complete and click on Submit on the Overview screen.
- **Not registered** indicates the supplier is not registered on the CSD. To register, the user must ensure a CSD account is created. Once created, the user can log into the CSD to complete the supplier information.




Figure 27 - Help. Am I registered?



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DATABASE**  
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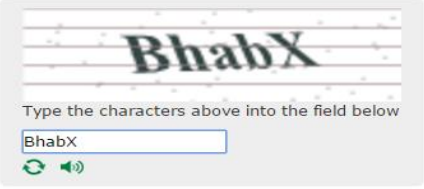
[Home](#)
[Links -](#)
[Reports -](#)
[Contact us](#)
[Help -](#)
[Register](#)
[Log in](#)

### Am I Registered?

Click here to get more info on this section

Search Supplier

Captcha



Type the characters above into the field below

Search

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Figure 28 – Capture search value



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[Home](#)
[Links -](#)
[Reports -](#)
[Contact us](#)
[Help -](#)
[Register](#)
[Log in](#)

For more information about your supplier details contact us here

Results for "trading"

Registered
In progress
Not Registered

Legal Name	Trading Name	Request status	Registration status
ZIMBINI TRADING			Registered
PETER AND SONS TRADING		DATA CONVERTED	In progress
AZANIA TRADING	AZANIA TRADING		Registered
CAPITAL TRADING ENTERPRISE			Registered
OMEGA TRADING KINGS			Registered

Back

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Figure 29 – Am I registered search results.

## 7. Maintain Supplier Information

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

### 7.1. Supplier Type Requirements

The supplier type requirements table outlines the different supplier types and supplier sub-types as well as the identification number and tax reference number that must be provided per supplier type.

The supplier type, supplier sub-type will be selected and identification type entered on the supplier identification section of the CSD. The tax reference number will be entered on the tax section of the CSD.




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, a Work Permit number can be captured if available.	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
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		
	TRANSCAAL ORDINANCE		
	UNLIMITED		
	NON-PROFIT EXTERNAL COMPANY		
	EXTERNAL COMPANY		
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		
GOVERNMENT ENTITY	NATIONAL DEPARTMENT	None	PAYE Reference number or VAT number.
	PROVINCIAL ADMINISTRATION -GAUTENG		
	PROVINCIAL ADMINISTRATION -LIMPOPO		
	PROVINCIAL ADMINISTRATION -KWAZULU NATAL		
	PROVINCIAL ADMINISTRATION -MPUMALANGA		

Supplier Type	Supplier Sub-Type	Which ID type is required from the Supplier?	Which Tax number is required?
	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		
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		

## 7.2. 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:


- Log in** on the CSD
  - The user is navigated to the CSD landing page
- Click on **Supplier Details**
  - The **Supplier List** screen will be displayed
- Click on **Add supplier**  to add a new supplier
- Click on **Edit**  to make changes to an existing supplier
- Click on **View**  to view the supplier information added



No changes can be made when in view mode



## Actions:

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



## 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 Suppliers Details 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.




Figure 30 – CSD landing page



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[Home](#)
[Supplier Details](#)
[Links](#)
[Reports](#)
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[Help](#)
[My account](#)
[Log off](#)

### Supplier Details

You do not currently have any suppliers.

[+ Add supplier](#)

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Figure 31 – Supplier Details list

## 7.3. 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.

### 7.3.1. Add supplier identification for non-CIPC entity

Follow the below steps when adding the following supplier types (as per supplier type requirements table):

- Individual
- Foreign company
- Trust
- Unincorporated body of persons

#### Actions:

1. **Log in** on the CSD
2. Click on **Supplier Details**
3. Click on **Add supplier**
4. Select supplier type
5. Select supplier sub-type
6. Select identification type
7. Enter identification number



If a foreign passport number or foreign ID number is captured, the work permit number is optional and can be entered if available.

8. Enter legal name
9. Select country of origin



### Actions:



If a South African ID number or SA Trust Registration number is selected as the identification type then the country of origin will default to South Africa and the field will not be editable

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.

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REPUBLIC OF SOUTH AFRICA

**CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT**

Home Supplier Details Links - Reports - Contact us Help - Support - Account -

**Add supplier**

**Identification** Contacts Address Bank Tax Directors/Members Associations Commodities Users

Notifications Accreditations B-BBEE Overview

Supplier type Individual

Supplier sub-type Individual

Identification type South African Identification Nu...

South African identification number 0123456789089

Country of origin South Africa

Industry classification Accommodation and food servic...


Allow associates? ☐

Back Save Next

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SECURED**  
powered by Symantec  
ABOUT SSL CERTIFICATES


Figure 32 – Add a supplier identification (non-CIPC)



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Supplier identification added successfully.

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[Home](#)
[Supplier Details](#)
[Links](#)
[Reports](#)
[Contact us](#)
[Help](#)
[My account](#)
[Log off](#)

Add supplier RAAA0000322

Please submit the supplier on the overview tab once all tabs have been completed.

**Identification**
[Contacts](#)
[Address](#)
[Bank](#)
[Tax](#)
[Directors/Members](#)
[Associations](#)
[Commodities](#)
[Users](#)

[Notifications](#)
[Accreditations](#)
[B-BBEE](#)
[Overview](#)

**Supplier reference number** RAAA0000322

**Created by** joeblogg432@gmail.com

**Created date** 2015-09-23 11:22:29 AM

**Supplier type** Individual

**Supplier sub-type** Individual

**Identification type** South African Identification N...

**South African identification number**

**Legal name** Joe Blogg

**Country of origin** South Africa

**Industry classification** Accommodation and food serv...

**Allow associates?** ☐

Back Save Next

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Figure 33 – Supplier identification added successfully message

### 7.3.2.Edit supplier identification request for non-CIPC entity

#### Actions:

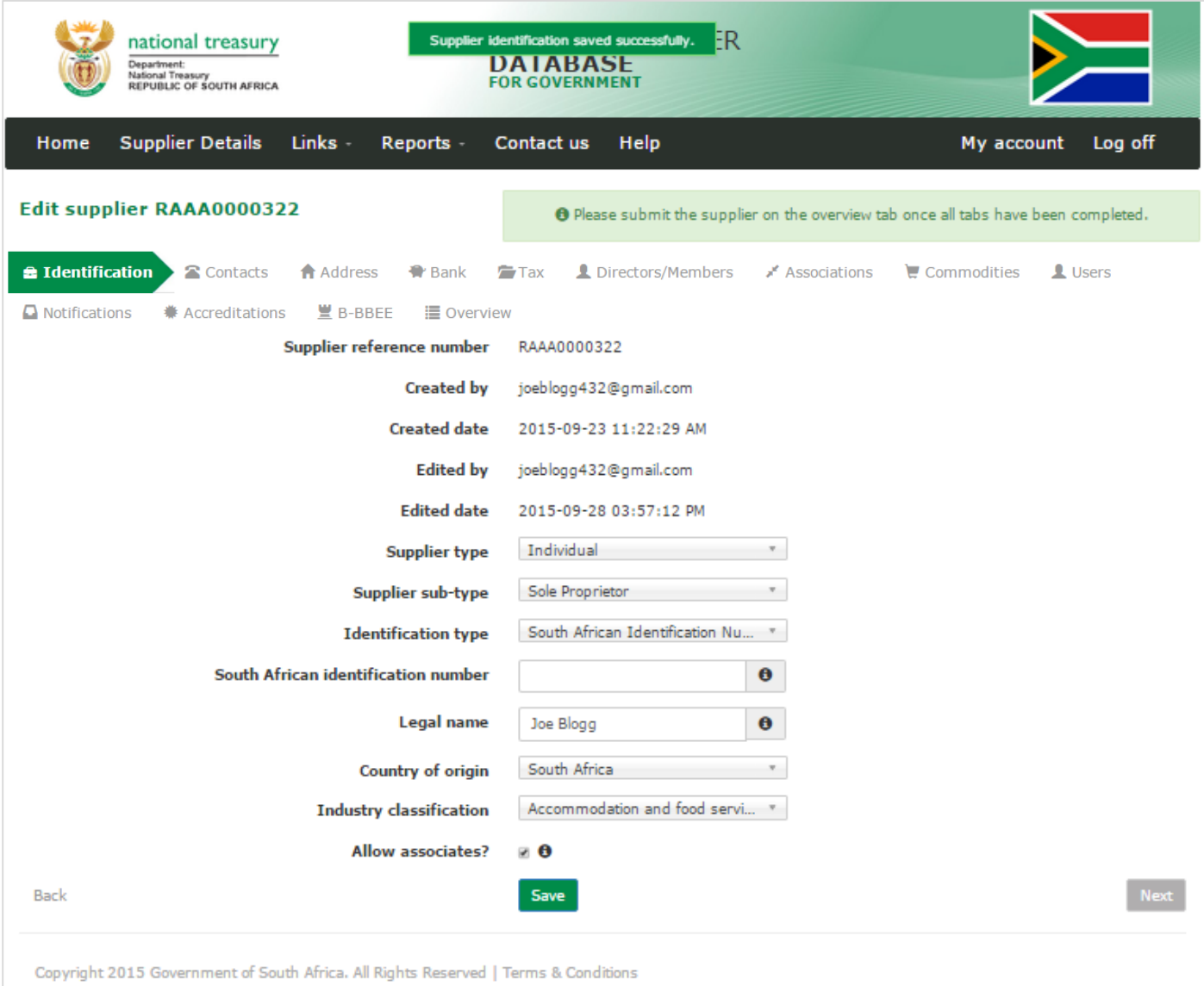
1. Click on **Supplier Details**
2. Click on **Edit** next to the supplier
3. The following fields can be edited if the supplier request has not been submitted:
  - Supplier type
  - Supplier sub-type
  - Identification number
  - Legal name
  - Industry classification

#### Actions:

- Allow associates

#### 4. Click on **Save**

- A message will display: *Supplier identification saved successfully!*
- The supplier will be listed in the supplier list with a status of Created.



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National Treasury  
REPUBLIC OF SOUTH AFRICA

Supplier identification saved successfully.

**DATABASE  
FOR GOVERNMENT**

Home Supplier Details Links - Reports - Contact us Help My account Log off

**Edit supplier RAAA0000322**

Please submit the supplier on the overview tab once all tabs have been completed.

Identification Contacts Address Bank Tax Directors/Members Associations Commodities Users

Notifications Accreditations B-BBEE Overview

**Supplier reference number** RAAA0000322

**Created by** joeblogg432@gmail.com

**Created date** 2015-09-23 11:22:29 AM

**Edited by** joeblogg432@gmail.com

**Edited date** 2015-09-28 03:57:12 PM

**Supplier type** Individual

**Supplier sub-type** Sole Proprietor

**Identification type** South African Identification Nu...

**South African identification number**

**Legal name** Joe Blogg

**Country of origin** South Africa

**Industry classification** Accommodation and food servi...

**Allow associates?** ☒

Back Save Next

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**Figure 34 –Edited supplier identification saved successfully message**

#### 7.3.3.Add supplier identification for a CIPC company

Follow the below steps when adding a **CIPC company** (as per supplier type requirements table):

#### Actions:

1. **Log in** on the CSD
2. Click on **Supplier Details**
3. Click on **Add supplier**
4. Select **CIPC Company** as supplier type
5. Select supplier sub-type
6. Enter South African / CC registration number



The country of origin will default to South Africa and the field will not be editable

7. Select industry classification
8. Select allow associates if you want to allow other CSD suppliers to associate themselves to this supplier
9. 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. RAAA0000022.



The **business registration and directors/ members information** of the CIPC company will **automatically be verified with CIPC**. The Legal name, Trading name (if relevant), Business status and Registration date will automatically be returned by CIPC and will display on the Supplier Identification screen. Trading name field is enabled for all CIPC supplier types that wish to update their trading name. The directors/ members details e.g. director name, surname, identification number etc. will automatically be returned by CIPC and will display on the Directors/members screen (refer to Directors/ members section of this document).



These fields are **not editable** and the supplier should **contact CIPC directly** if any of the information is inaccurate.



## Add supplier

### Identification

[Contacts](#)

[Address](#)

[Bank](#)

[Tax](#)

[Directors/Members](#)

[Associations](#)

[Commodities](#)

[Users](#)

[Notifications](#)

[Accreditations](#)

[B-BBEE](#)

[Overview](#)

Supplier type

CIPC Company

Supplier sub-type

Private Company (Pty)(Ltd)

South African company/CC registration number

1999/001899/07

Country of origin

South Africa

Industry classification

Information and communication

Allow associates?


☒ [i](#)

[Back](#)

[Save](#)

[Next](#)

Figure 35 – Add supplier identification (CIPC Company)




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Supplier identification added successfully.

**Supplier**

**DATABASE FOR GOVERNMENT**



[Home](#)
[Supplier Details](#)
[Links](#)
[Reports](#)
[Contact us](#)
[Help](#)
[My account](#)
[Log off](#)

**Add supplier RAAA0000373**

Please submit the supplier on the overview tab once all tabs have been completed.

**Identification**

[Contacts](#)
[Address](#)
[Bank](#)
[Tax](#)
[Directors/Members](#)
[Associations](#)
[Commodities](#)
[Users](#)

[Notifications](#)
[Accreditations](#)
[B-BBEE](#)
[Overview](#)

**Supplier reference number** RAAA0000327

**Created by** joeblogg432@gmail.com

**Created date** 2015-09-23 11:47:00 AM

**Supplier type** CIPC Company

**Supplier sub-type** Private Company (Pty)(Ltd)

**South African company/CC registration number** 1999/001899/07

**Legal name** STATE INFORMATION TECH?

**Trading name**

**Business status** In Business

**Country of origin** South Africa

**Industry classification** Information and communication

**Registration date** 1999-01-29 12:00:00 AM

**Allow associates?** ☐

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

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Figure 36 – CIPC Company added successfully message

#### 7.3.4.Edit supplier identification request for CIPC company

##### Actions:

1. Click on **Supplier Details**
2. Click on **Edit** next to the supplier
3. The following fields can be edited on both a supplier request and when a supplier master record is created on submit:
  - Supplier type
  - Supplier sub-type



**Actions:**

- South African company / CC registration number
- Industry classification
- Allow associates

4. Click on **Save**

- A message will display: *Supplier edited successfully!*
- The supplier will be listed in the supplier list with a status of Created.

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Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

Supplier identification saved successfully.  
**DATABASE  
FOR GOVERNMENT**

Home Supplier Details Links - Reports - Contact us Help My account Log off

**Add supplier RAAA0000328** Please submit the supplier on the overview tab once all tabs have been completed.

**Identification** Contacts Address Bank Tax Directors/Members Associations Commodities Users

Notifications Accreditations B-BBEE Overview

**Supplier reference number** RAAA0000327

**Created by** joeblogg432@gmail.com

**Created date** 2015-09-23 11:47:00 AM

**Edited by** joeblogg432@gmail.com

**Edited date** 2015-09-28 04:06:19 PM

**Supplier type** CIPC Company

**Supplier sub-type** Private Company (Pty)(Ltd)

**South African company / CC registration number** 1999/001899/07

**Legal name** STATE INFORMATION TECHN

**Trading name**

**Business status** In Business

**Country of origin** South Africa

**Industry classification** Information and communication

**Registration date** 1999-01-29 12:00:00 AM

**Allow associates?** ☐

Back Save Next

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Figure 37 – CIPC Company saved successfully message

7.3.5.Add supplier identification for state owned entity or government entity

Follow the below steps when adding a **State Owned Entity** (not registered at CIPC) or **Government Entity** (as per supplier type requirements table).



If a state owned entity is registered at CIPC then follow the maintain supplier identification for a CIPC company steps.

**Actions:**

1. **Log in** on the CSD
2. Click on **Supplier Details**
3. Click on **Add supplier**
4. Select supplier type
5. Select supplier sub-type
6. Select government breakdown



The legal name will automatically be populated with the government breakdown selected and the field will not be editable. The country of origin will default to South Africa will not be editable.

7. Select industry classification
8. Select allow associates if you want to allow other CSD suppliers to associate themselves to this supplier
9. 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. RAAA0000023.



## Add supplier

### Identification

[Contacts](#) [Address](#) [Bank](#) [Tax](#) [Directors/Members](#) [Associations](#) [Commodities](#) [Users](#)

[Notifications](#) [Accreditations](#) [B-BBEE](#) [Overview](#)

**Supplier type**

**Supplier sub-type**

**Government breakdown**

**Legal name**  [i](#)

**Country of origin**

**Industry classification**


**Allow associates?** ☐ [i](#)

[Back](#)

[Save](#)

[Next](#)


Figure 38 – Add Government entity



**national treasury**  
Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

Supplier identification added successfully.

**DATABASE  
FOR GOVERNMENT**



[Home](#)
[Supplier Details](#)
[Links](#)
[Reports](#)
[Contact us](#)
[Help](#)
[My account](#)
[Log off](#)

**Add supplier RAAA0000328**

Please submit the supplier on the overview tab once all tabs have been completed.

**Identification**

[Contacts](#)
[Address](#)
[Bank](#)
[Tax](#)
[Directors/Members](#)
[Associations](#)
[Commodities](#)
[Users](#)

[Notifications](#)
[Accreditations](#)
[B-BBEE](#)
[Overview](#)

**Created by** joeblogg432@gmail.com

**Created date** 2015-09-23 11:49:11 AM

**Supplier type** Government Entity

**Supplier sub-type** National Department

**Government breakdown** National Treasury

**Legal name** National Treasury

**Country of origin** South Africa

**Industry classification** Other service activities

**Allow associates?** ☐

Back

Save

Next

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Figure 39 – Government entity added successfully message

### 7.3.6.Edit supplier identification request for state owned entity or government entity

#### Actions:

- Click on **Supplier Details**
- Click on **Edit** next to the supplier
- The following fields can be edited if the supplier request has not been submitted:
  - Supplier type
  - Supplier sub-type
  - Identification number
  - Legal name
  - Industry classification
  - Allow associates



#### Actions:

4. Click on **Save**

- A message will display: *Supplier identification saved successfully!*
- The supplier will be listed in the supplier list with a status of Created.

The screenshot displays the 'national treasury' website for the Department of National Treasury, Republic of South Africa. A green banner at the top right states 'Supplier identification saved successfully.' and 'DATABASE FOR GOVERNMENT'. The navigation bar includes links for Home, Supplier Details, Links, Reports, Contact us, Help, My account, and Log off. The main content area shows 'Add supplier RAAA0000328' with a green message box: 'Please submit the supplier on the overview tab once all tabs have been completed.' Below this is a tabbed interface with 'Identification' selected. The 'Identification' tab shows a form with the following fields and values:

Field	Value
Supplier reference number	RAAA0000328
Created by	joeblogg432@gmail.com
Created date	2015-09-23 11:49:11 AM
Edited by	joeblogg432@gmail.com
Edited date	2015-09-23 11:54:28 AM
Supplier type	Government Entity
Supplier sub-type	National Department
Government breakdown	National Treasury
Legal name	National Treasury
Country of origin	South Africa
Industry classification	Other service activities
Allow associates?	<input type="checkbox"/>

At the bottom of the form are 'Back', 'Save', and 'Next' buttons. The footer contains the text: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 40 – Government entity edited successfully message

#### 7.3.7. Submit identification information

#### Actions:

1. Click on **Overview** in the menu bar
2. Click on **Submit**

#### Actions:

3. The submit button will only be enabled when all the required supplier information have been completed
4. When making changes to the identification information after submitting, Click on Submit to for changes to reflect.
5. A supplier number and unique registration reference number are auto-generated when a supplier master record is created



If a non-CIPC company then the user can not edit the supplier type e.g. change the supplier type from Individual to Partnership. The user must create a new supplier.



The **business registration and directors/ members information** of the CIPC company will **automatically be verified with CIPC**. The Legal name, Trading name (if relevant), Business status and Registration date will automatically be returned by CIPC and will display on the Supplier Identification screen. Trading name field is enabled for all CIPC supplier types that wish to update their trading name. The directors/ members details e.g. director/member name, surname, identification number etc. will automatically be returned by CIPC and will display on the Directors/ members screen (refer to Directors/ members section of this document). These fields are **not editable** and the supplier should **contact CIPC directly** if any of the information is inaccurate.

## 7.4. 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.

### 7.4.1. 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.

#### Actions:

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 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 captured, the work permit number is optional and can be entered if available.

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!*

#### Actions:




If a user with the same e-mail address already exist then the existing user will be linked to the supplier contact. If no user exists with the contact's e-mail address then a new user is created with the contact's details and an activation e-mail with an activate account link and temporary password is sent to the new user. Once the user activates his/her account (receives OTP via SMS) the user will be prompted to enter the temporary password and create a new password. The new user is also created on the users list.



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**CENTRAL SUPPLIER  
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[Home](#)
[Supplier Details](#)
[Links](#)
[Reports](#)
[Contact us](#)
[Help](#)
[My account](#)
[Log off](#)

**Add supplier RAAA0000328**

Please submit the supplier on the overview tab once all tabs have been completed.

[Identification](#)
[Contacts](#)
[Address](#)
[Bank](#)
[Tax](#)
[Directors/Members](#)
[Associations](#)
[Commodities](#)
[Users](#)

[Notifications](#)
[Accreditations](#)
[B-BBEE](#)
[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	6212120172080		Administration	0742617395	<input checked="" type="checkbox"/>	Verification Not Required	<a href="#">✎</a>	<a href="#">📄</a>

[+ Add Contact](#)

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

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**Figure 41 – Contact list**



**Add supplier RAAA0000328**

 Please submit the supplier on the overview tab once all tabs have been completed.

[Identification](#) [Contacts](#) [Address](#) [Bank](#) [Tax](#) [Directors/Members](#) [Associations](#) [Commodities](#) [Users](#)

[Notifications](#) [Accreditations](#) [B-BBEE](#) [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

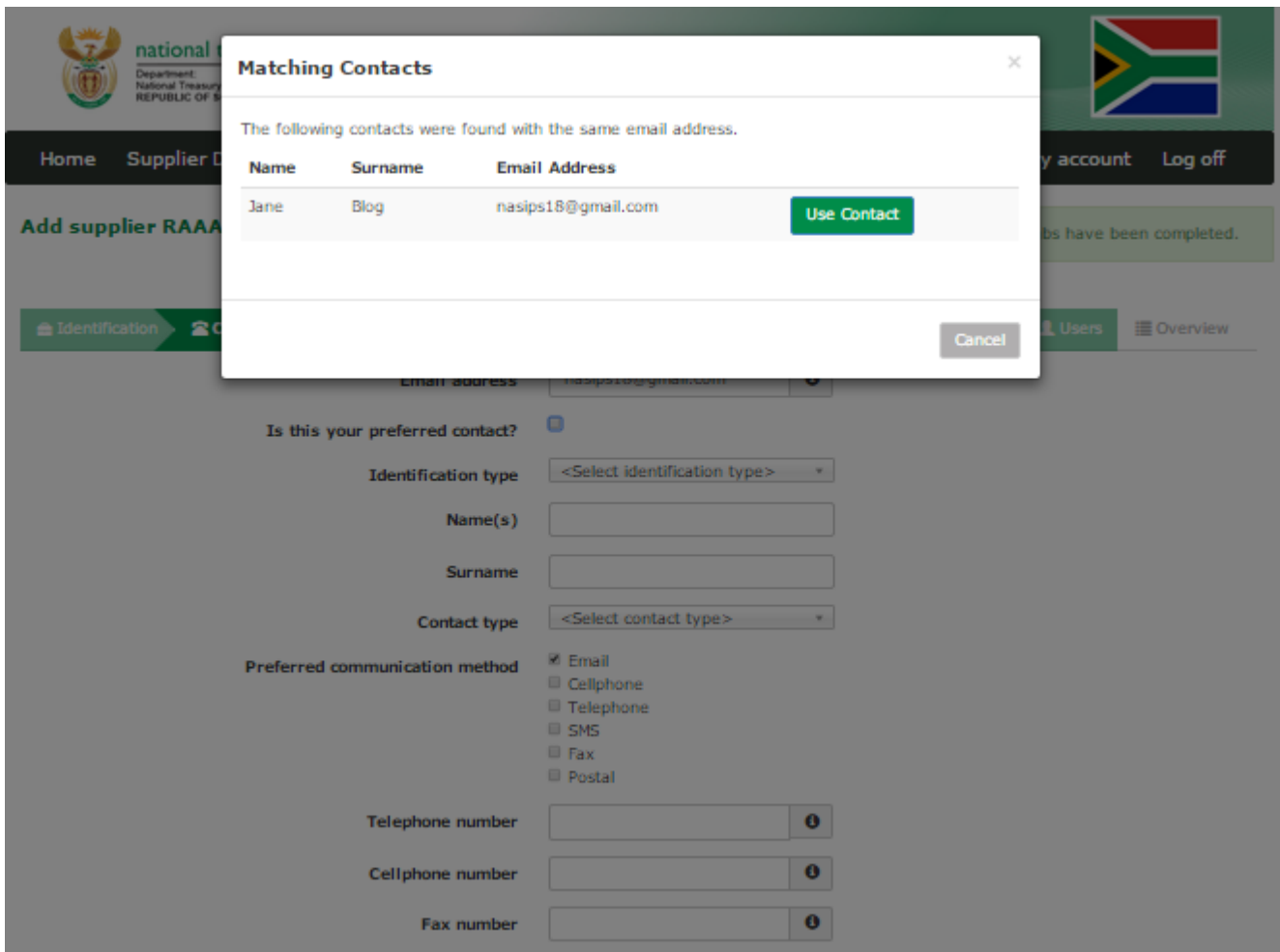
Toll free number

Website address

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

[Save](#) [Cancel](#)

Figure 42 – Add Contact



**Matching Contacts**

The following contacts were found with the same email address.

Name	Surname	Email Address
Jane	Blog	nasips18@gmail.com

[Use Contact](#)

[Cancel](#)

Home Supplier D

Add supplier RAAA

Identification

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Log off

Users Overview

Is this your preferred contact?

Identification type <Select identification type>

Name(s)

Surname

Contact type <Select contact type>

Preferred communication method

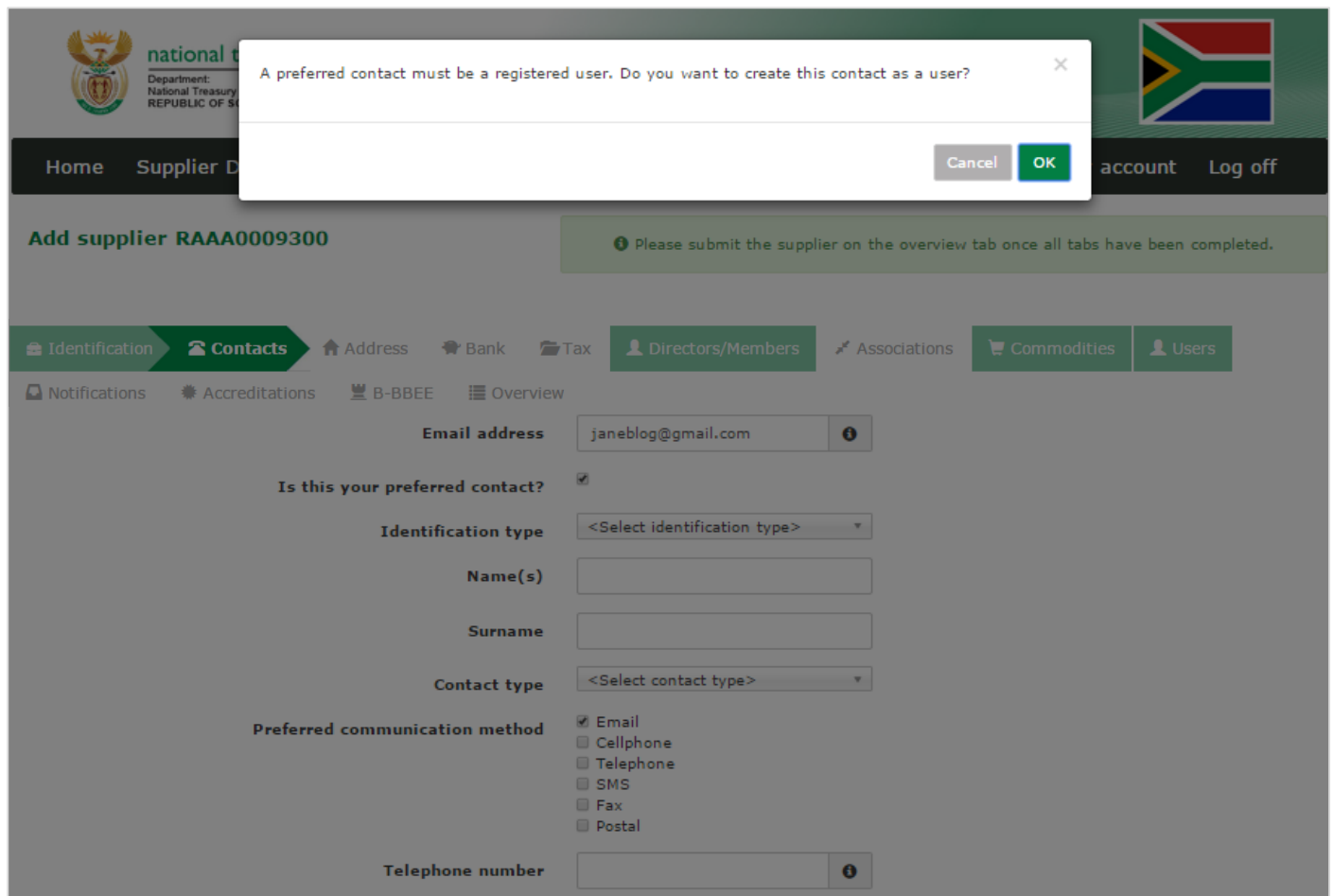
- ☒ Email
- ☐ Cellphone
- ☐ Telephone
- ☐ SMS
- ☐ Fax
- ☐ Postal

Telephone number

Cellphone number


Fax number

Figure 43 – Add existing contact




The screenshot shows the Central Supplier Database interface. A modal dialog is displayed in the center, asking: "A preferred contact must be a registered user. Do you want to create this contact as a user?". The dialog has "Cancel" and "OK" buttons. The background shows the "Add supplier RAAA0009300" page. The top navigation bar includes "Home", "Supplier D", "account", and "Log off". The main navigation bar includes "Identification", "Contacts", "Address", "Bank", "Tax", "Directors/Members", "Associations", "Commodities", and "Users". The "Contacts" tab is active. The form fields include: "Email address" (janeblog@gmail.com), "Is this your preferred contact?" (checked), "Identification type" (dropdown), "Name(s)" (text), "Surname" (text), "Contact type" (dropdown), "Preferred communication method" (checkboxes for Email, Cellphone, Telephone, SMS, Fax, Postal), and "Telephone number" (text).

**Figure 44 – Preferred contact to be created as CSD user**



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Another contact is already marked as the preferred contact and will automatically be changed to not preferred.



Home Supplier Details Links Reports Contact us Help
My account Log off

**Add supplier RAAA0000328** Please submit the supplier on the overview tab once all tabs have been completed.

Identification **Contacts** Address Bank Tax Directors/Members Associations Commodities Users

Notifications Accreditations B-BBEE Overview

**Email address**

**Is this your preferred contact?** ☒

**Identification type** <Select identification type>

**Name(s)**

**Surname**

**Contact type** <Select contact type>


**Preferred communication method**

☒ Email  
☐ Cellphone  
☐ Telephone  
☐ SMS  
☐ Fax  
☐ Postal

**Telephone number**

**Cellphone number**


Figure 45 – Another contact marked as preferred contact



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Contact saved successfully

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[Home](#)
[Supplier Details](#)
[Links](#)
[Reports](#)
[Contact us](#)
[Help](#)
[My account](#)
[Log off](#)

**Add supplier RAAA0000328**

Please submit the supplier on the overview tab once all tabs have been completed.

[Identification](#)
[Contacts](#)
[Address](#)
[Bank](#)
[Tax](#)
[Directors/Members](#)
[Associations](#)
[Commodities](#)
[Users](#)

[Notifications](#)
[Accreditations](#)
[B-BBEE](#)
[Overview](#)

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

**+ Add Contact**

Back

Next

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**Figure 46 – Contact saved successfully**



## NOTIFICATION



CENTRAL SUPPLIER  
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Dear Fred Blogg

**You have been registered on the CSD system.**

Please click the link below to activate your account.

[Activate Account](#)

Please copy and paste the url below to your internet browser if the above link does not work.

<https://test.csd.gov.za/Account/ActivateAccount?U=0415f699-384e-4042-a059-ad7eee2f33fd&T=5017fec2-0c50-4931-8655-96b990b5a30b>

Once your account has been activated, you can use the following password to log in. You will be prompted to change your password after logging in.

Password: **Password45963**



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**FOR MORE INFORMATION:**  
Central Supplier Database Contact Centre

eMail: [CSD@treasury.gov.za](mailto:CSD@treasury.gov.za)


Figure 47 – Account activation email with temporary password

### 7.4.2.Edit contact information

Follow the below steps when making changes to a contact:

#### Actions:


1. Click on **Supplier Details**
2. Click on **Edit** next to the supplier on the Supplier List
3. Click on **Contacts** in the menu bar
4. All the contact information can be edited.
5. Click on **Save**
  - A message will display: *Contact saved successfully!*



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Contact saved successfully

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[Help](#)
[My account](#)
[Log off](#)

Add supplier RAAA0000328

Please submit the supplier on the overview tab once all tabs have been completed.

**Identification**

[Contacts](#)
[Address](#)
[Bank](#)
[Tax](#)
[Directors/Members](#)
[Associations](#)
[Commodities](#)
[Users](#)

[Notifications](#)
[Accreditations](#)
[B-BBEE](#)
[Overview](#)

Preferred contact	Name	Surname	Identification type	Identification number	Work permit number	Contact type	Cellphone number	CSD user	Status	Edit	View	Remove
<input checked="" type="checkbox"/>	Joe	Blogg	South African Identification Number	6212120172080		Administration	0742617395	<input checked="" type="checkbox"/>	Verification Not Required			
<input type="checkbox"/>	Name	Surname	South African Identification Number	9009170897088		Administration	0742617395	<input checked="" type="checkbox"/>	Verification Not Required			

[+ Add Contact](#)

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

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Figure 48 – Contact edited successfully

### 7.4.3.Submit contact

#### Actions:

- Click on **Overview** in the menu bar
- Click on **Submit**
  - The submit button will only be enabled when all the required supplier information have been completed
  - When making changes to the contact information after submitting, click on submit to for changes to reflect.

## 7.5.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.

### 7.5.1.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!*



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[Home](#) [Supplier Details](#) [Links](#) [Reports](#) [Contact us](#) [Help](#) [My account](#) [Log off](#)

**Add supplier RAAA0000328**

Please submit the supplier on the overview tab once all tabs have been completed.

[Identification](#) [Contacts](#) [Address](#) [Bank](#) [Tax](#) [Directors/Members](#) [Associations](#) [Commodities](#) [Users](#)

[Notifications](#) [Accreditations](#) [B-BBEE](#) [Overview](#)

You do not currently have any addresses.


+ Add address

Back

Next

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Figure 49 – Address list



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Home   Supplier Details   Links   Reports   Contact us   Help
My account   Log off

**Add supplier RAAA0000328**

Please submit the supplier on the overview tab once all tabs have been completed.

Identification
Contacts
Address
Bank

Tax
Directors/Members
Associations
Commodities
Users

Notifications
Accreditations
B-BBEE
Overview

Address type

Physical

Address line 1

Address line 2

Country

South Africa

Province

<select province>

District

<select district>

Municipality

<select municipality>

City

<select city>

Suburb

<select suburb>

Ward

<select ward>

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? ☐

Save
Cancel

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**Figure 50 – Add South African address**



**Add supplier RAAA0000328**

Please submit the supplier on the overview tab once all tabs have been completed.

[Identification](#) [Contacts](#) [Address](#) [Bank](#) [Tax](#) [Directors/Members](#) [Associations](#) [Commodities](#) [Users](#)

[Notifications](#) [Accreditations](#) [B-BBEE](#) [Overview](#)

**Address type**

**Address line 1**

**Address line 2**

**Country**

**Preferred address?** ☐

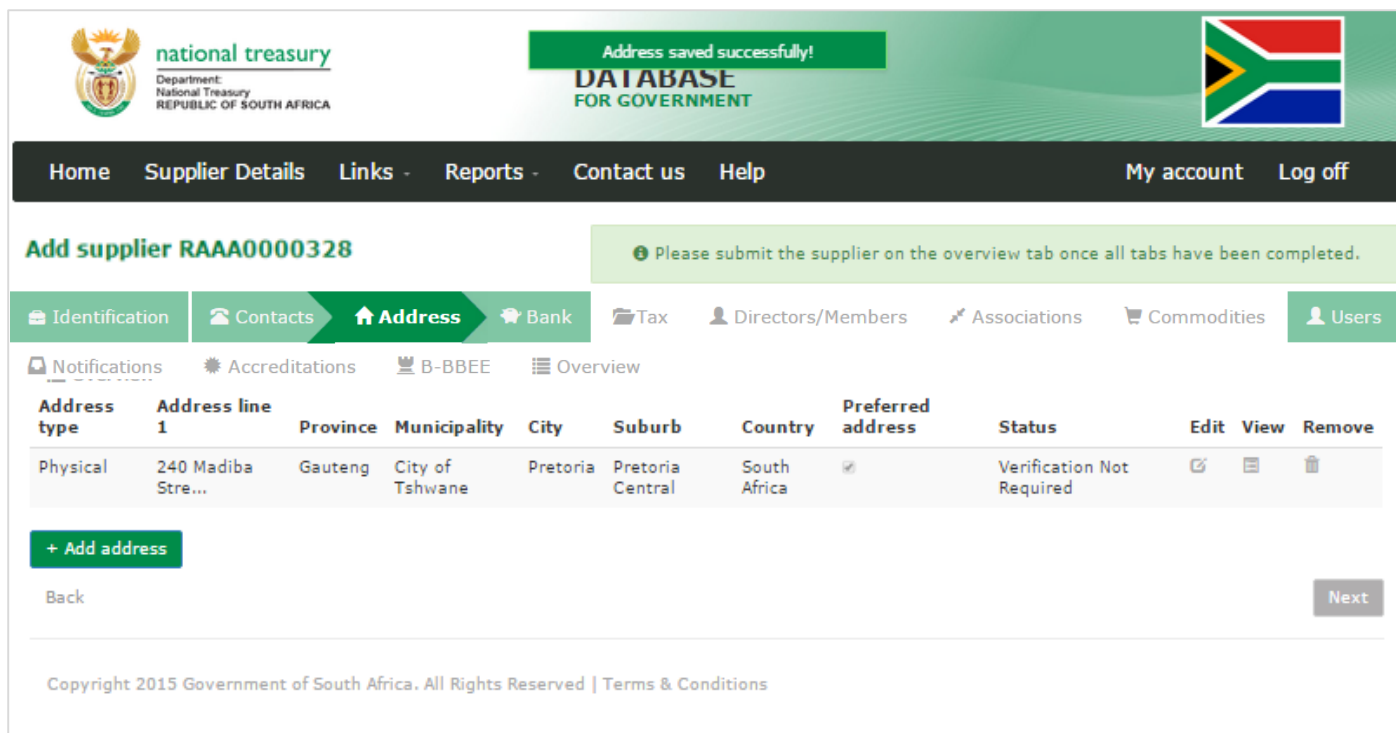
**Is this address same as postal address?** ☐

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

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

[Save](#) [Cancel](#)

**Figure 51 – Add Address other than South Africa**



The screenshot shows the 'national treasury' logo and 'DATABASE FOR GOVERNMENT' header. A green banner at the top right says 'Address saved successfully!'. The navigation bar includes 'Home', 'Supplier Details', 'Links', 'Reports', 'Contact us', 'Help', 'My account', and 'Log off'. Below the navigation bar, there's a section for 'Add supplier RAAA0000328' with a note: 'Please submit the supplier on the overview tab once all tabs have been completed.' The main menu has tabs for 'Identification', 'Contacts', 'Address' (selected), 'Bank', 'Tax', 'Directors/Members', 'Associations', 'Commodities', and 'Users'. Under the 'Address' tab, there's a sub-menu with 'Notifications', 'Accreditations', 'B-BBEE', and 'Overview'. A table displays address information for 'Physical' type, '240 Madiba Stre...' address line, 'Gauteng' province, 'City of Tshwane' municipality, 'Pretoria' city, 'Pretoria Central' suburb, and 'South Africa' country. The status is 'Verification Not Required'. Below the table, there's a '+ Add address' button, a 'Back' button, and a 'Next' button. The footer contains the copyright notice: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

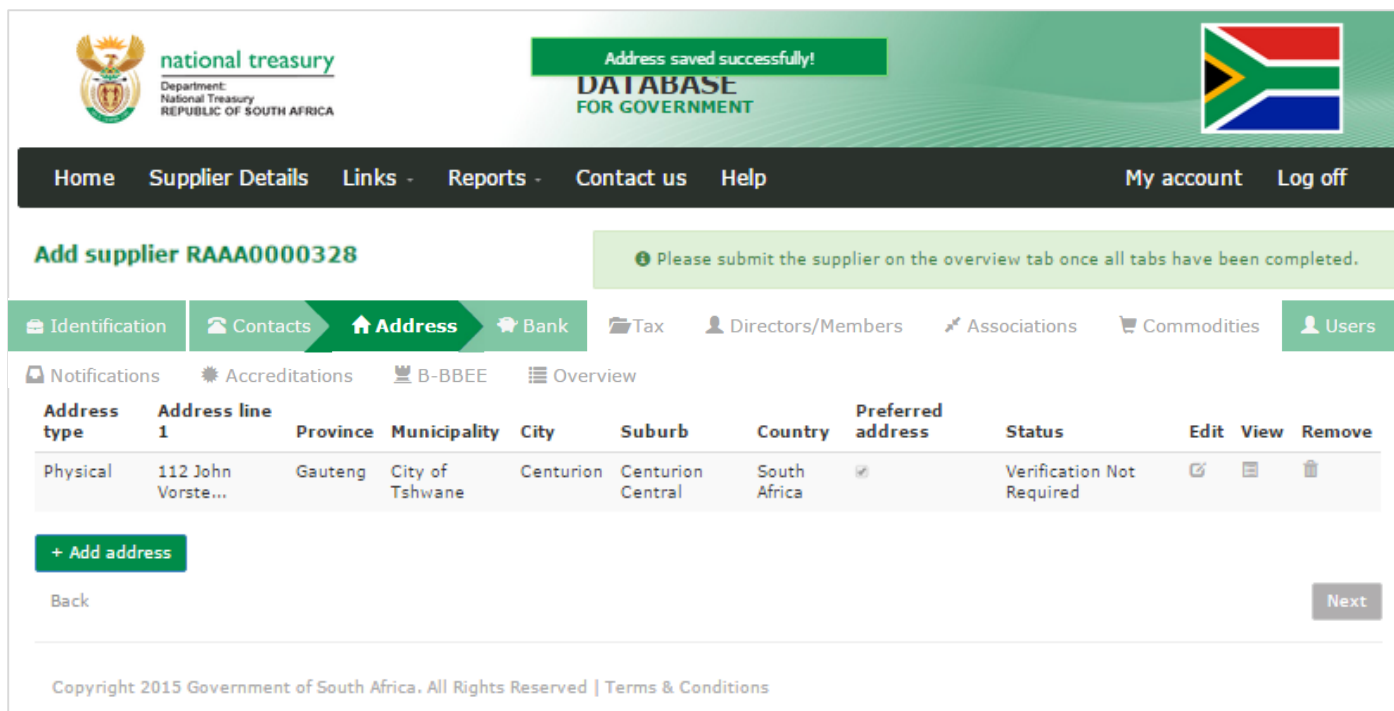
Figure 52 – Address saved successfully

### 7.5.2.Edit address information

Follow the below steps when making changes to an address:

#### Actions:

1. Click on **Supplier Details**
2. Click on **Edit** next to the supplier on the Supplier List
3. Click on **Address** in the menu bar
4. All the address information can be edited.
5. Click on **Save**
  - A message will display: *Address saved successfully!*



The screenshot shows the 'national treasury' logo and 'DATABASE FOR GOVERNMENT' header. A green banner at the top says 'Address saved successfully!'. The navigation bar includes 'Home', 'Supplier Details', 'Links', 'Reports', 'Contact us', 'Help', 'My account', and 'Log off'. The main content area shows 'Add supplier RAAA0000328' and a message: 'Please submit the supplier on the overview tab once all tabs have been completed.' Below this is a menu with tabs: Identification, Contacts, Address (selected), Bank, Tax, Directors/Members, Associations, Commodities, and Users. Under the 'Address' tab, there are sub-tabs: Notifications, Accreditations, B-BBEE, and Overview. A table displays address information:

Address type	Address line 1	Province	Municipality	City	Suburb	Country	Preferred address	Status	Edit	View	Remove
Physical	112 John Vorste...	Gauteng	City of Tshwane	Centurion	Centurion Central	South Africa	<input checked="" type="checkbox"/>	Verification Not Required			

Below the table is a '+ Add address' button, a 'Back' button, and a 'Next' button. The footer states: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 53 – Edited address saved successfully

### 7.5.3. Submit address

#### Actions:

1. Click on **Overview** in the menu bar
2. Click on **Submit**
  - The submit button will only be enabled when all the required supplier information have been completed
  - When making changes to the address information after submitting, click on submit to for changes to reflect.

### 7.6. 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.

When a new South African bank account is added or any existing bank accounts are edited, an OTP will be sent to the preferred contact. 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.

The South African 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.

### 7.6.1.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.


### 7.6.2.Add South African bank account:


#### Actions:

1. Enter account holder
 

 Capture the account holder name as registered at the bank institution
2. Select the account type
3. Enter account number
4. Select the bank
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 **Request OTP**

 A One Time Pin (OTP) is sent as an SMS to the cellphone number of the preferred contact.
7. Enter OTP
8. Click on **OTP Submit**
  - 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.



**Actions:**

- 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.*

**7.6.3.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**



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Home Supplier Details Links Reports Contact us Help Support Account

Add supplier RAAA0000328

Please submit the supplier on the overview tab once all tabs have been completed.

Identification Contacts Address Bank Tax Directors/Members Associations Commodities Users


Notifications Accreditations B-BBEE Overview

This supplier does not have any banking accounts.

+ Add Bank Account Don't have a Bank Account

Back Next

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**Figure 54 – Bank Account page**



**Add supplier RAAA0000328'**

**Please submit the supplier on the overview tab once all tabs have been completed.**

[Identification](#)

[Contacts](#)

[Address](#)

**[Bank](#)**

[Tax](#)

[Directors/Members](#)

[Associations](#)

[Commodities](#)

[Users](#)

[Notifications](#)

[Accreditations](#)

[B-BBEE](#)

[Overview](#)

**Click here to get more info on this section**

**Account holder**

**Account type**

**Account number**

**Branch number**

**OTP**

[Request OTP](#)

Enter the OTP sent to you

Please click Request OTP when you are ready.

[Save](#)

[Cancel](#)

**Figure 55 – Add South African bank account**



## Add supplier RAAA0000328

Please submit the supplier on the overview tab once all tabs have been completed.

- Identification
  - Contacts
  - Address
  - Bank**
  - Tax
  - Directors/Members
  - Associations
  - Commodities
  - Users
- Notifications Accreditations B-BBEE Overview

Click here to get more info on this section

- ☐ I have a South African Bank Account ☒ I have a non-South African Bank Account

Account holder

Account number

Bank name

Address line 1

Address line 2

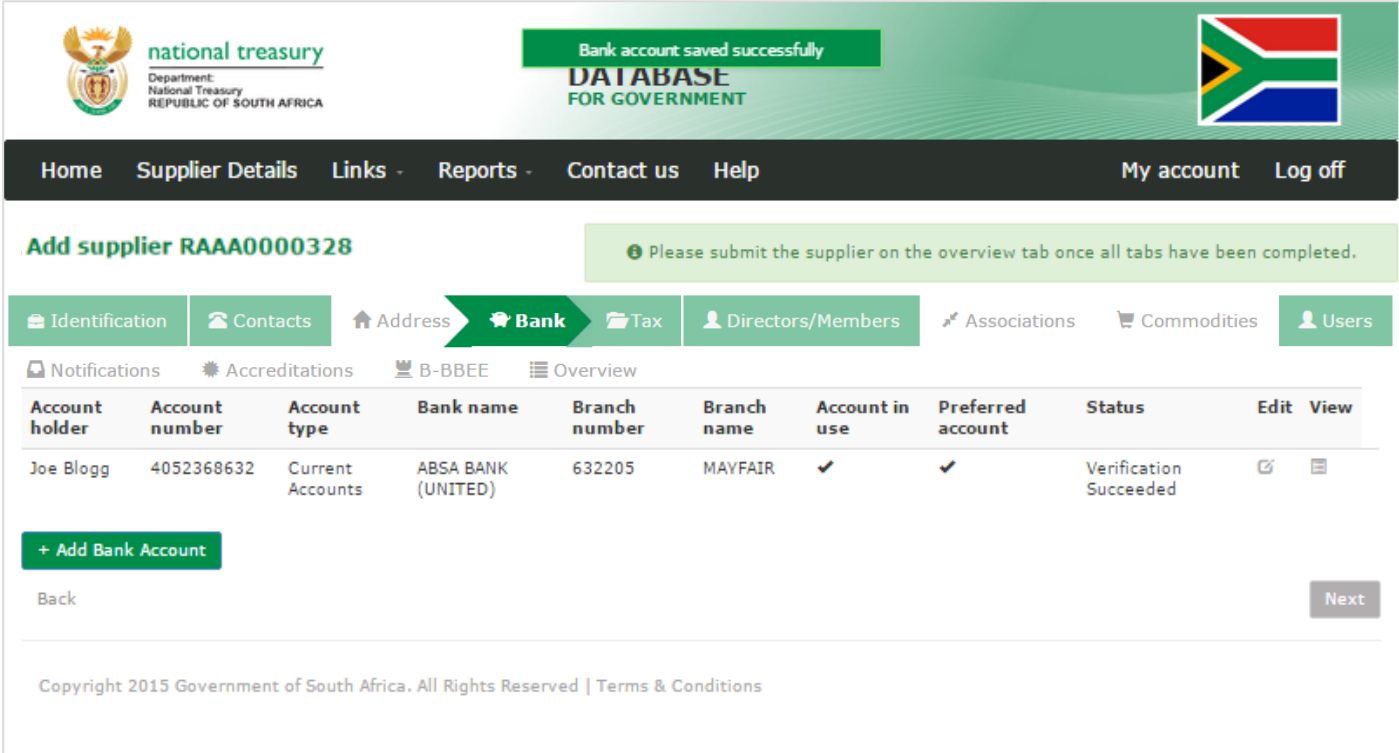
Country

Zip code

Save

Cancel

Figure 56 - Add a non-South African bank account



The screenshot shows the 'national treasury' header with the South African flag. A green banner at the top states 'Bank account saved successfully'. The navigation bar includes 'Home', 'Supplier Details', 'Links', 'Reports', 'Contact us', 'Help', 'My account', and 'Log off'. The main content area shows 'Add supplier RAAA0000328' and a message: 'Please submit the supplier on the overview tab once all tabs have been completed.' Below this is a menu bar with tabs: Identification, Contacts, Address, **Bank** (active), Tax, Directors/Members, Associations, Commodities, and Users. Under the 'Bank' tab, there are sub-tabs: Notifications, Accreditations, B-BBEE, and Overview. A table lists bank accounts with columns: Account holder, Account number, Account type, Bank name, Branch number, Branch name, Account in use, Preferred account, Status, Edit, and View. The table contains one entry for Joe Blogg with ABSA BANK (UNITED) and status 'Verification Succeeded'. Below the table is a '+ Add Bank Account' button and 'Back'/'Next' navigation links. The footer states 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 57 – Bank account saved successfully

#### 7.6.4.Edit a bank account

Follow the below steps when making changes to a bank account:

##### Actions:

1. Click on **Supplier Details**
2. Click on **Edit** next to the supplier on the Supplier List
3. Click on **Bank** in the menu bar
4. The following fields can be edited if the supplier request has not been submitted:
  - Account holder
  - Account type
  - Account number
  - Branch number
5. Select account in use



Only after the bank account information is successfully **submitted** can the user uncheck the account in use indicator. If it is the preferred bank account and the user attempts to remove the Account in use indicator then a message will display *The preferred account must be in use.*

### Actions:

If the user removes the account in use indicator then the account in use end date will automatically be populated by the system with the date the user removed the account in use indicator.

#### 6. Select preferred account



When **adding more than one bank account** to a supplier the user can change the preferred account indicator on a bank account.

If the user selects the preferred bank account indicator and another bank account also has a preferred indicator then a message will display *Another bank account is already marked as the preferred account and will automatically be changed to not preferred.*

#### 7. Click on **Request OTP** if editing a South African bank account.



A One Time Pin (OTP) is sent as an SMS to the cellphone number of the preferred contact.

#### 8. Enter OTP


#### 9. Click on **Submit**



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.


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.*



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**Add supplier RAAA0000328**

Please submit the supplier on the overview tab once all tabs have been completed.

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[Overview](#)

Click here to get more info on this section

**Status** Verification Succeeded, Pending bank verificati

**Account holder** Joe Blogg

**Bank name** ABSA BANK (UNITED)

**Branch name** ABSA ELECTRONIC SETTLEMENT CNT

**Account type** Current Accounts

**Account number** 4052368632

**Branch number** 632005

**In use start date** 2016-01-21 04:15:45 PM

**OTP** Request OTP Enter the OTP sent to you

OTP expires in 3 hours, resend allowed in 4 minutes | Sent to: 0740000000

Save Cancel

Figure 58 – Edit Bank Account

#### 7.6.5.Submit bank account

##### Actions:

- Click on **Overview** in the menu bar
- Click on **Submit**
  - The submit button will only be enabled when all the required supplier information have been completed
  - When making changes to the bank account information after submitting, click on Submit to for changes to reflect
  - The Account in use and Preferred account indicators will automatically be selected if it is the only bank account of the supplier

#### Actions:



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.

## 7.7. Tax information

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

The tax information 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. These fields are not editable.

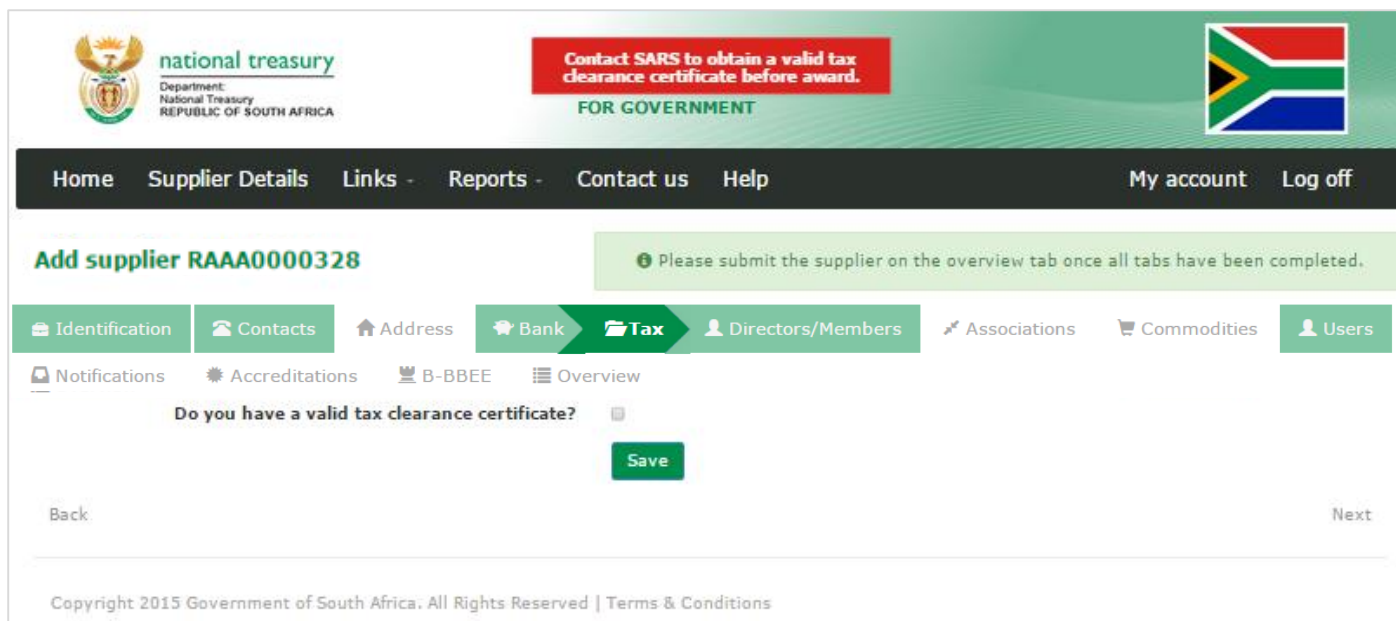
A notification e-mail will be sent to the supplier's preferred contact when a supplier's tax clearance status changes and when the tax clearance certificate is due to expire (if the supplier opted to be notified).

### 7.7.1.No tax clearance certificate

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

#### Actions:

8. Click on **Tax** in the menu bar
  - Do you have a valid tax clearance certificate is preselected
9. Unselect **Do you have a valid tax clearance certificate**
  - A message will display: *Contact SARS to obtain a valid tax clearance certificate before award*
10. Click on **Save**



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Contact SARS to obtain a valid tax clearance certificate before award.  
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Add supplier RAAA0000328

Please submit the supplier on the overview tab once all tabs have been completed.

Identification Contacts Address Bank **Tax** Directors/Members Associations Commodities Users

Notifications Accreditations B-BBEE Overview

Do you have a valid tax clearance certificate? ☐

Save

Back Next

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Figure 59 – Tax screen where supplier does not have a valid tax clearance certificate

### 7.7.2.Add tax information

If a supplier **has a valid tax clearance certificate** then follow the following steps:

#### Actions:


- Click on **Tax** in the menu bar
  - Do you have a valid tax clearance certificate is preselected
- Enter tax reference number(s)
- Select **Do you want to be notified prior to your tax clearance certificate expiry**
  - If the user selects this option, a notification e-mail will be sent to the supplier's preferred contact 30 days, 7 days and 1 day before the tax clearance certificate expiry date.
- Click on **Save**
  - A message will be displayed: *Tax saved successfully!*



The **tax information** of the supplier will **automatically be verified with SARS**. The tax clearance certificate status and tax clearance certificate expiry date (if a valid tax clearance certificate) will automatically be returned by SARS and will display on the tax screen. These fields are **not editable** and the supplier should **contact SARS directly** if any of the information is inaccurate.


Once the tax information has been verified with SARS, the system will display the date the tax clearance certificate was verified with SARS. This field is not editable.



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Tax saved successfully

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Add supplier RAAA0000328

Please submit the supplier on the overview tab once all tabs have been completed.

IdentificationContactsAddressBankTaxDirectors/MembersAssociationsCommoditiesUsers

NotificationsAccreditationsB-BBEEOverview

Subset StatusVerification Succeeded

Do you have a valid tax clearance certificate?☒

Income tax number0019219922

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

Valid tax clearance certificate✓ Tax Clearance Compliance Status / Certificate Verified

Last verification date2015-09-23 02:16:00 PM

Tax clearance certificate expiry date2016-01-14 12:00:00 AM

SaveCancel

BackNext

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Figure 60 – Add Tax Screen where supplier does have a valid tax clearance certificate

### 7.7.3.Edit tax information

#### Actions:

1. Click on **Tax** in the menu bar
2. Click on **Edit**
3. The following fields can be edited:
  - Do you have a valid tax clearance certificate
  - Tax reference number
  - Do you want to be notified prior to your tax clearance certificate expiry
4. Click on **Save**
  - A message will be displayed: *Tax saved successfully!*



The **tax information** of the supplier will **automatically be verified with SARS**. The tax clearance certificate status and tax clearance certificate expiry date (if a valid tax clearance certificate) will automatically be returned by

SARS and will display on the tax screen. These fields are **not editable** and the supplier should **contact SARS directly** if any of the information is inaccurate.

Once the tax information has been verified with SARS, the system will display the date the tax clearance certificate was verified with SARS. This field is not editable.

### 7.7.3.Submit tax

#### Actions:

1. Click on **Overview** in the menu bar
2. Click on **Submit**
  - The submit button will only be enabled when all the required supplier information have been completed
  - When making changes to the tax information after submitting, click on submit to for changes to reflect.



The **tax information** of the supplier will **automatically be verified with SARS**. The tax clearance certificate status and tax clearance certificate expiry date (if a valid tax clearance certificate) will automatically be returned by SARS and will display on the tax screen. These fields are **not editable** and the supplier should **contact SARS directly** if any of the information is inaccurate.

Once the tax information has been verified with SARS, the system will display the date the tax clearance certificate was verified with SARS. This field is not editable.

## 7.8. Directors/ members information

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

The directors/ members information of a CIPC company will automatically be verified with CIPC. The directors/ members details e.g. director name, surname, identification number, director type, director status and appointment date will automatically be returned by CIPC and will display on the Directors/ members screen. These fields are not editable.

### 7.8.1.Maintain directors/ members information of a non-CIPC entity

If the company is **not registered at the CIPC** then follow the following steps:

#### Actions:

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

#### Actions:

3. Select identification type

4. Enter identification number



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

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!*



The directors/members added will be displayed on the director/member list with the following flags:


**Government Employee** – Indicates if the directors/members is a government employee

**Restricted Supplier**- Indicates if the directors/members is a restricted supplier



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**Add supplier RAAA0009240**

Please submit the supplier on the overview tab once all tabs have been completed.

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


**This supplier does not have any Owners.**

[+ Add Directors/Members](#)

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**Figure 61 – Directors/ members list**



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**Add supplier RAAA0000328**

Please submit the supplier on the overview tab once all tabs have been completed.

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[Directors/Members](#)
[Associations](#)
[Commodities](#)
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**Identification type** <Select identification type>

**Country of origin** South Africa

**Name(s)**

**Surname**

**Director type** <select director type>

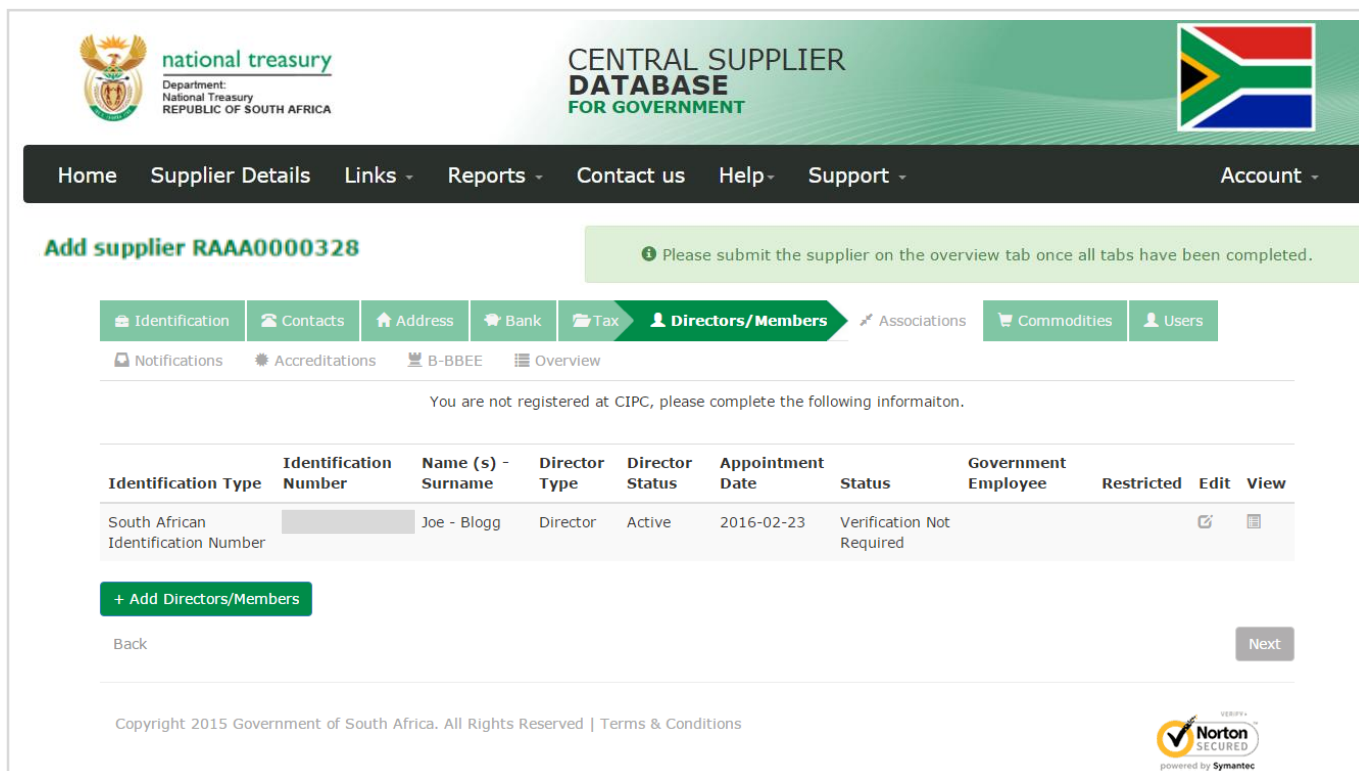
**Status** <select director status>

**Appointment date** 2015/09/23

[Save](#)
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**Figure 62 – Add directors/ members for a supplier not registered on CIPC**



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**Add supplier RAAA0000328**

Please submit the supplier on the overview tab once all tabs have been completed.

Identification Contacts Address Bank Tax **Directors/Members** Associations Commodities Users

Notifications Accreditations B-BBEE Overview


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

Identification Type	Identification Number	Name (s) - Surname	Director Type	Director Status	Appointment Date	Status	Government Employee	Restricted	Edit	View
South African Identification Number		Joe - Blogg	Director	Active	2016-02-23	Verification Not Required				

+ Add Directors/Members

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 powered by Symantec

**Figure 63 – Directors/ members successfully added for a company not registered at CIPC**

### 7.8.2.View directors/ members information of a CIPC company

If the company **is registered at the CIPC** then follow the following steps to view directors/ members information automatically returned by CIPC:

#### Actions:

- Click on **Directors/ members** in the menu bar
  - 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.
- View the directors/ members information automatically returned by CIPC.



The **business registration and directors/ members information** of the CIPC company will **automatically be verified with CIPC** when the user clicks on **Save** on the Supplier Identification screen and again when the user clicks on **Submit**. The directors/ members details e.g. director name, surname, identification number, director type, director status and appointment date will automatically be returned by CIPC and will display on the Directors/ members screen.

These fields are **not editable** and the supplier should **contact CIPC directly** if any of the information is inaccurate.

### 7.8.3. Submit directors/ members

#### Actions:

1. Click on **Overview** in the menu bar
2. Click on **Submit**
  - The submit button will only be enabled when all the required supplier information have been completed
  - When making changes to the directors/ members information after submitting, click on submit to for changes to reflect.



The **business registration and directors/ members information** of the CIPC company will **automatically be verified with CIPC** when the user clicks on **Save** on the Supplier Identification screen and again when the user clicks on **Submit**. The directors/ members details e.g. director name, surname, identification number, director type, director status and appointment date will automatically be returned by CIPC and will display on the Directors/ members screen.

These fields are **not editable** and the supplier should **contact CIPC directly** if any of the information is inaccurate.

## 7.9. 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".

### 7.9.1. 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**
  - A message will be displayed: *Association added successfully!*
  - The association status will be Pending on the association list



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**Add supplier RAAA0000322**

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This supplier does not have any associations.

[+ Add Association](#)

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**Figure 64 – Association List**



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Associate supplier number

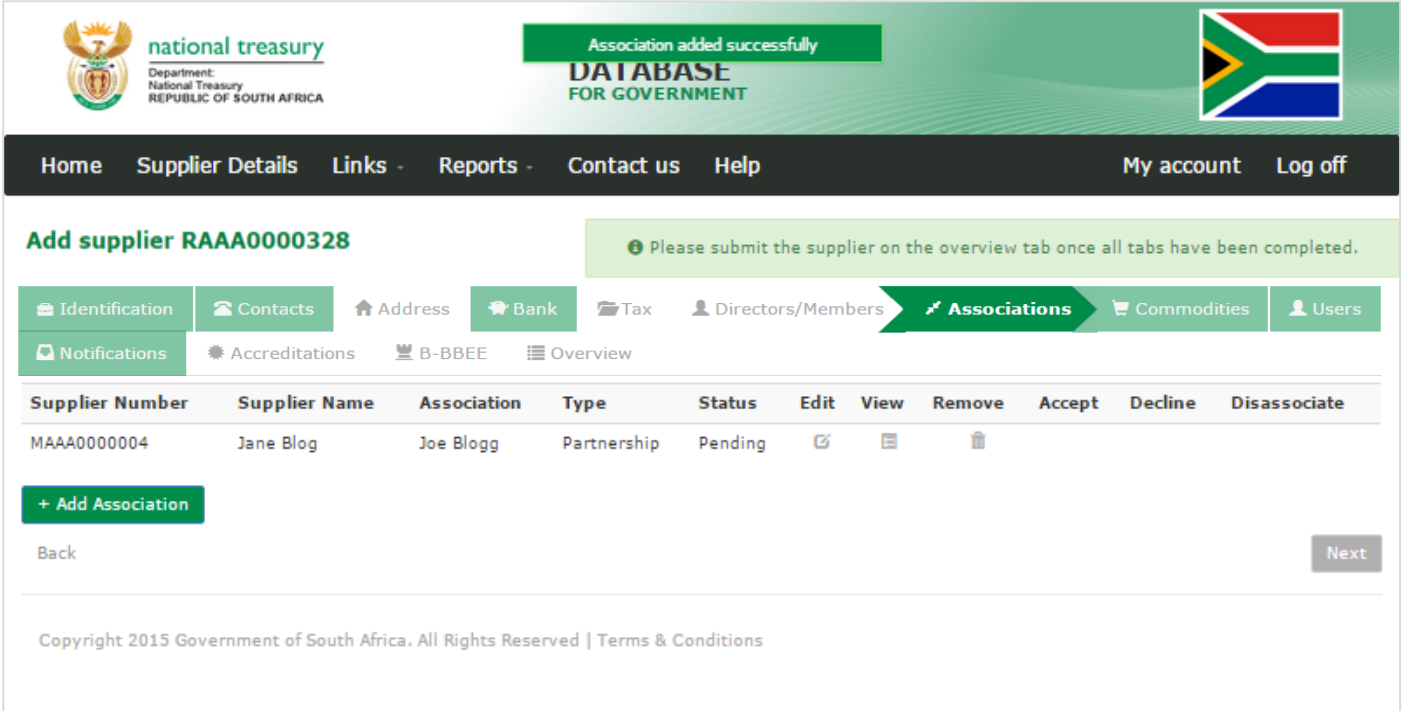
Associate supplier name

What is the association?

[Save](#) [Cancel](#)

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**Figure 65 – Add Association**



The screenshot shows the 'national treasury' logo and the 'DATABASE FOR GOVERNMENT' header. A green banner at the top states 'Association added successfully'. The navigation bar includes 'Home', 'Supplier Details', 'Links', 'Reports', 'Contact us', 'Help', 'My account', and 'Log off'. The main content area is titled 'Add supplier RAAA0000328' and includes a message: 'Please submit the supplier on the overview tab once all tabs have been completed.' Below this is a menu with tabs: Identification, Contacts, Address, Bank, Tax, Directors/Members, Associations (highlighted), Commodities, and Users. Under the 'Associations' tab, there is a table with one entry:

Supplier Number	Supplier Name	Association	Type	Status	Edit	View	Remove	Accept	Decline	Disassociate
MAAA0000004	Jane Blog	Joe Blogg	Partnership	Pending						

Below the table is a '+ Add Association' button and 'Back' and 'Next' buttons. The footer contains the copyright notice: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 66 – Pending Association

### 7.9.2. Submit association

#### Actions:

1. Click on **Overview** in the menu bar
2. Click on **Submit**
  - The submit button will only be enabled when all the required supplier information have been completed
  - When making changes to the association information after submitting, click on submit to for changes to reflect.



An e-mail notification will be sent to the supplier's preferred contact that's being associated with: *You have an association request for supplier XYZ. Please click on the link to accept/decline the association request.*

- When the user clicks on the association e-mail link then the user is navigated to the log-in screen.

### 7.9.3. 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




#### Actions:

- 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?*


#### 3. Click on **OK**

- If the user clicked on **Accept** then an e-mail notification will be sent to the associated supplier's preferred contact indicating that the association was accepted.
- If the user clicked on **Decline** then the system will automatically remove the association from both association lists and an e-mail notification will be sent to the associated supplier's preferred contact indicating that the association was declined.



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Add supplier RAAA0000328

Identification Contacts Address Bank Tax Directors/Members Associations Commodities Users

Notifications Accreditations B-BBEE Overview

Supplier Number	Supplier Name	Association	Type	Status	Edit	View	Remove	Accept	Decline	Disassociate
MAAA0000045	Joe Blogg	Jane Blog	Partnership	Pending				✓	✗	

+ Add Association

BackNext

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Figure 67 – Accept / Decline Association

#### 7.9.4. 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.



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**Add supplier RAAA0000328**

Identification Contacts Address Bank Tax Directors/Members **Associations** Commodities Users

Notifications Accreditations B-BBEE Overview

Supplier Number	Supplier Name	Association	Type	Status	Edit	View	Remove	Accept	Decline	Disassociate
MAAA0000046	Jane Blog	Joe Blogg	Partnership	Approved						

**+ Add Association**

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**Figure 68 –Disassociate a supplier**

## 7.10. Commodities


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

### 7.10.1. 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
8. Click on **Add**
  - The commodity selection will then be saved to the list below



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**Add supplier RAAA0000328**

*Please submit the supplier on the overview tab once all tabs have been completed.*

Identification
Contacts
Address
Bank
Tax
Directors/Members
Associations
**Commodities**
Users

Notifications
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Overview


**This supplier does not have any commodities.**

+ Add Commodity


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**Figure 69 – Commodity list**



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**Add supplier RAAA0000328**

*Please submit the supplier on the overview tab once all tabs have been completed.*

Identification
Contacts
Address
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Directors/Members
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**Step 1 of 2** [Click here to search for your commodity codes](#)

*Click here to get more info on this section*

Name
Description
Segment
Family

Building & Construction & Main...
Select Some Options

**No commodity groups have been added.**

Cancel

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**Figure70 – Add Commodity**



## Add supplier RAAA0000328

Please submit the supplier on the overview tab once all tabs have been completed.

- Identification
- Contacts
- Address
- Bank
- Tax
- Directors/Members
- Associations
- Commodities**
- Users
- Notifications
- Accreditations
- B-BBEE
- Overview

Step 1 of 2

[Click here to search for your commodity codes](#)

[Click here to get more info on this section](#)

Name

Description

Segment

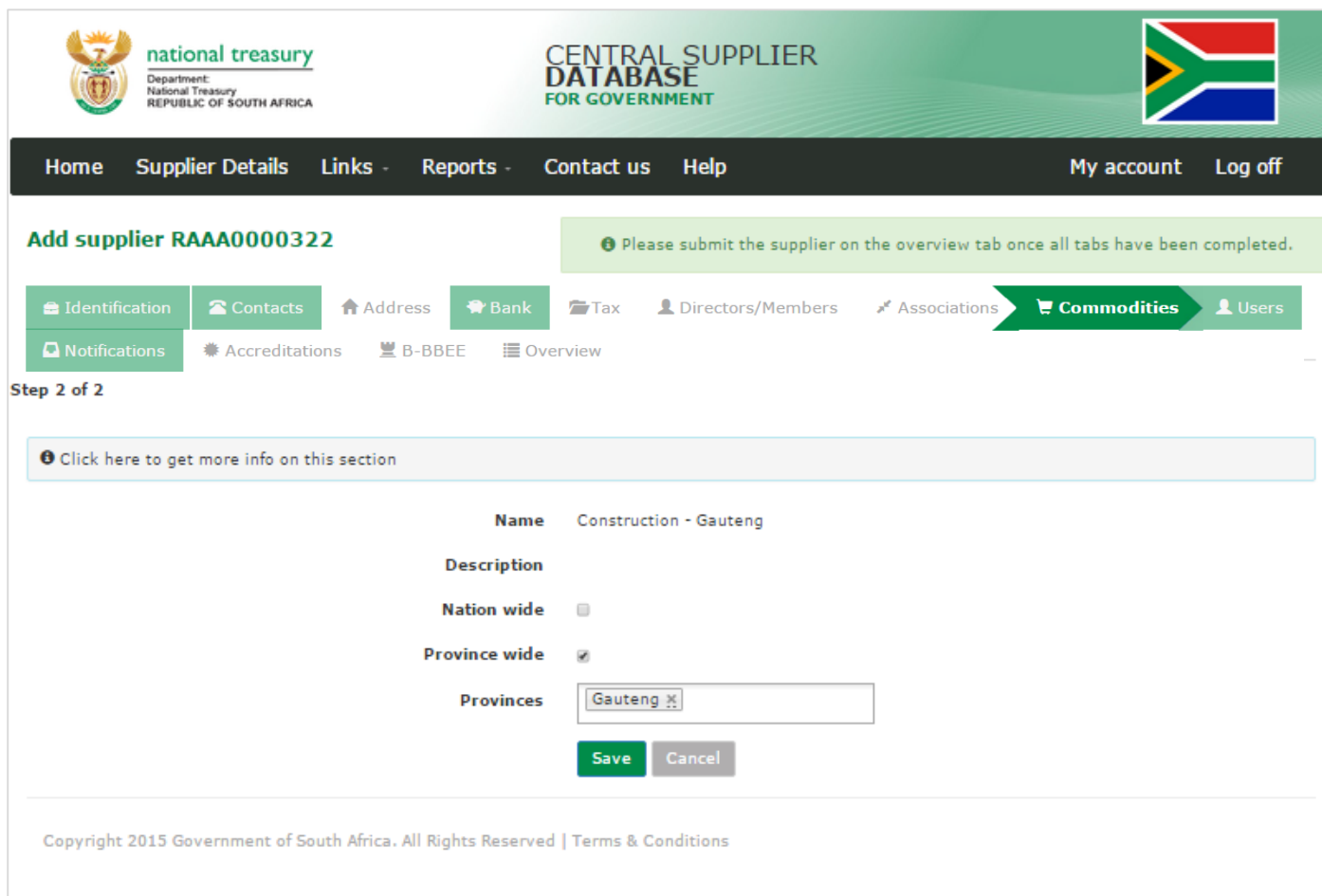
Family

Segment	# Families	# Classes	# Commodities
Building & Construction & Maintenance Services	1	3	5

[Save and Continue](#)

[Cancel](#)

Figure 71 – Commodity saved successfully



The screenshot shows the 'Add supplier RAAA0000322' page. At the top, there's a header with the national treasury logo, the text 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT', and the South African flag. Below the header is a navigation bar with links: Home, Supplier Details, Links, Reports, Contact us, Help, My account, and Log off. A green banner at the top right says 'Please submit the supplier on the overview tab once all tabs have been completed.' Below the navigation bar is a tabbed interface with tabs: Identification, Contacts, Address, Bank, Tax, Directors/Members, Associations, Commodities (selected), and Users. Below the tabs is a sub-tabbed interface with sub-tabs: Notifications, Accreditations, B-BBEE, and Overview. The main content area is titled 'Step 2 of 2' and contains a form for adding a location. The form has a header 'Click here to get more info on this section'. Below this, there are fields for 'Name' (Construction - Gauteng), 'Description', 'Nation wide' (checkbox), 'Province wide' (checkbox), and 'Provinces' (dropdown menu showing 'Gauteng'). At the bottom of the form are 'Save' and 'Cancel' buttons. At the very bottom of the page, there is a footer: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 72 – Add Location

### 7.10.2. 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**

#### Actions:

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

### 7.10.3. Edit commodity group information

Follow the below steps when making changes to a commodity group:


#### Actions:

- 1. Click on **Supplier Details**
- 2. Click on **Edit** next to the supplier on the Supplier List
- 3. Click on **Commodity** in the menu bar
- 4. All the commodity information can be edited.
- 5. Click on **Save**
  - A message will display: *Commodity saved successfully!*



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Commodity saved successfully  
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### Add supplier RAAA0000322

Please submit the supplier on the overview tab once all tabs have been completed.

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Notifications Accreditations B-BBEE Overview

Step 1 of 2 [Click here to search for your commodity codes](#)

[Click here to get more info on this section](#)

Name Clothing- North West

Description Men's and women's clothing

Segment <Select segment>

Family Select Some Options

Segment	# Families	# Classes	# Commodities
Apparel & Luggage & Personal Care Products	1	17	97

Save and Continue Cancel

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Figure 72 – Edited commodity saved successfully

#### 7.10.4. Submit commodity

##### Actions:

- Click on **Overview** in the menu bar
- Click on **Submit**
  - The submit button will only be enabled when all the required supplier information have been completed
  - When making changes to the commodity information after submitting, click on submit to for changes to reflect.

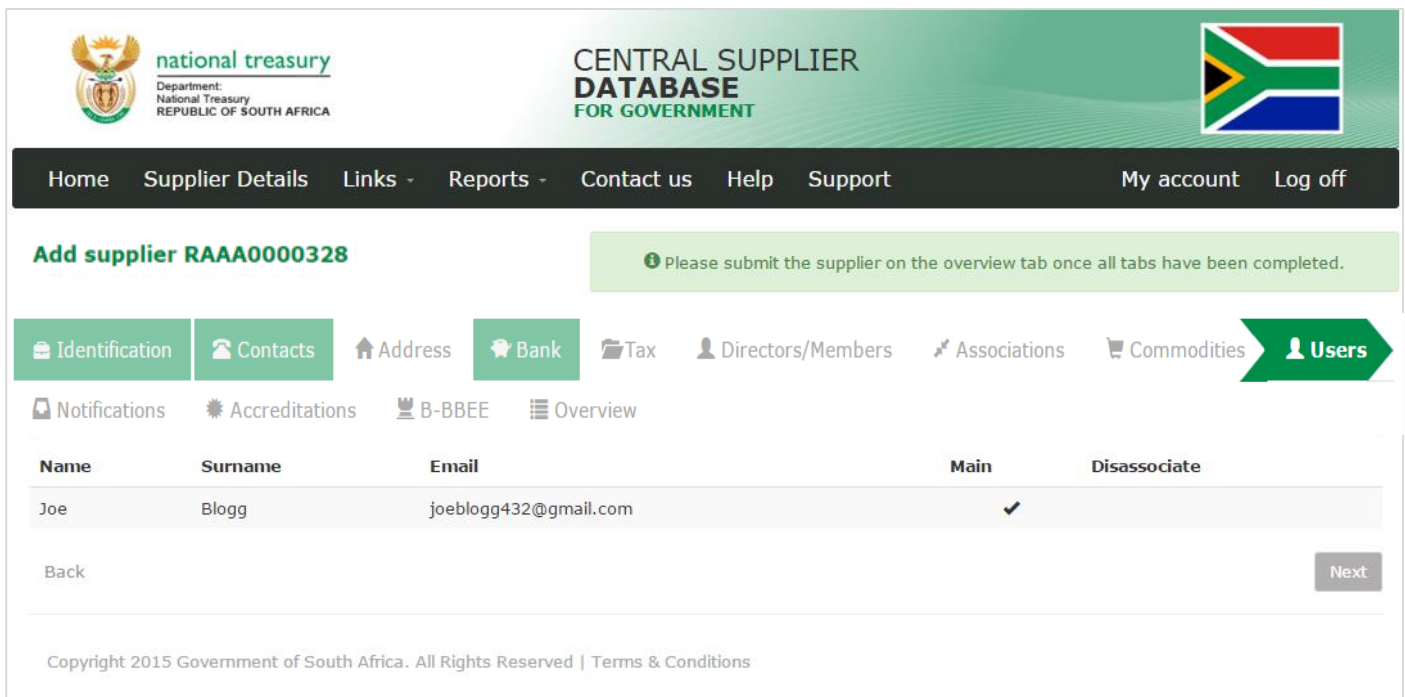
#### 7.11. Maintain Users

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.

### 7.11.1. 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



The screenshot shows the Central Supplier Database for Government interface. At the top, there is a header with the National Treasury logo, the text 'national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA', the 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT' logo, and the South African flag. Below the header is a navigation bar with links: Home, Supplier Details, Links, Reports, Contact us, Help, Support, My account, and Log off. A green banner below the navigation bar says 'Add supplier RAAA0000328' and 'Please submit the supplier on the overview tab once all tabs have been completed.' Below the banner is a row of tabs: Identification, Contacts, Address, Bank, Tax, Directors/Members, Associations, Commodities, and Users. The 'Users' tab is selected. Below the tabs is a table with columns: Name, Surname, Email, Main, and Disassociate. The table contains one row with the following data: Name: Joe, Surname: Blogg, Email: joeblogg432@gmail.com, Main: checked, Disassociate: (link). Below the table are 'Back' and 'Next' buttons. At the bottom, there is a copyright notice: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 74 – Users list

### 7.11.2. 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

#### Actions:

- 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

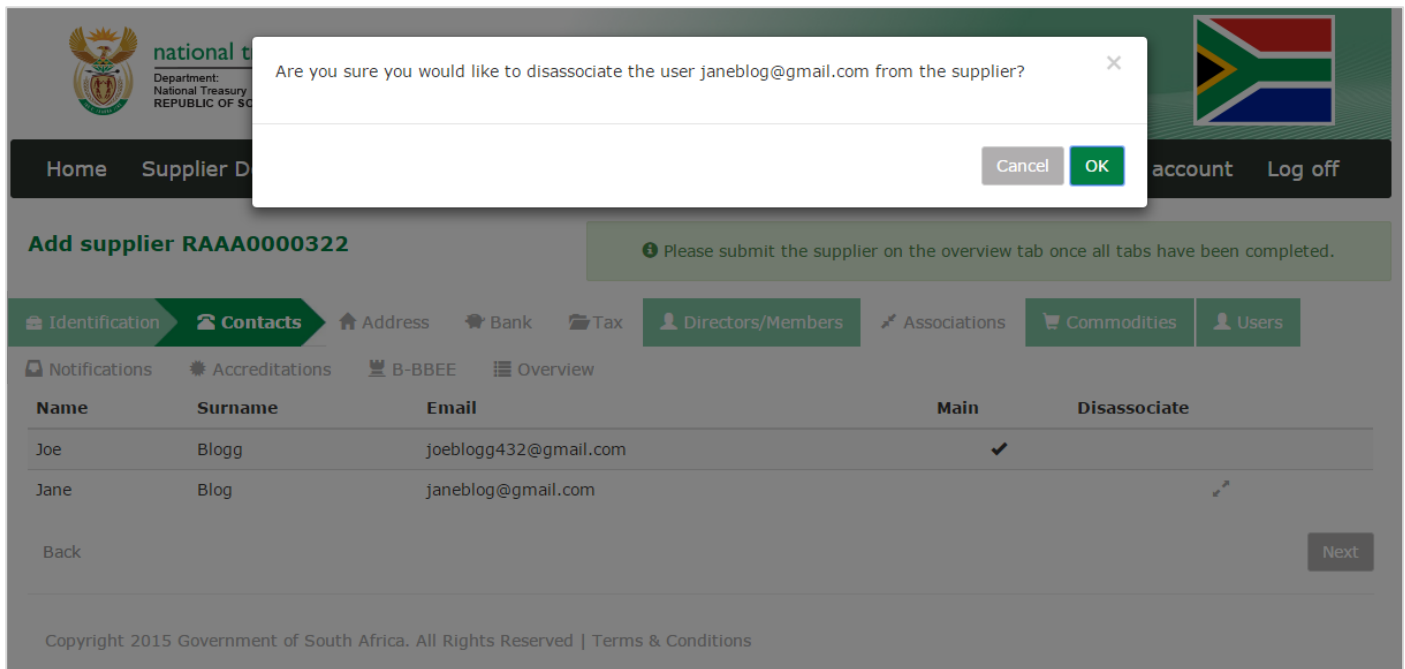


Figure 7573 – Dis-associate user confirmation

## 7.12. Notifications information

This section outlines how the user can maintain supplier notification information. A supplier can indicate to receive multiple notifications. A user can indicate if they would like to receive a notification prior to the tax certificate expiry, prior to B-BBEE affidavit expiry, changes in the CIPC business status and information regarding tender and funding opportunities.

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

### 7.12.1. Add notification

#### 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!*



<b>Actions:</b>


### 7.12.2. Edit notification

Follow the below steps when making changes to a notification

<b>Actions:</b>
6. Click on <b>Supplier Details</b>
7. Click on <b>Edit</b> next to the supplier on the Supplier List
8. Click on <b>Notifications</b> in the menu bar
9. All the notifications can be edited.
10. Click on <b>Save Notifications</b>
• A message will display: <i>Notifications saved successfully!</i>


- A message will display: *Notifications saved successfully!*





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Home · Supplier Details · Links · Reports · Contact us · Help · Support

My account · Log off

Add supplier RAAA0091227

Please submit the supplier on the overview tab once all tabs have been completed.

Identification · Contacts · Address · B-BBEE · Overview · Directors/Members · Associations · Commodities · Users

Notifications · Accreditations · Overview

**Tax**

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

**Supplier Identification**

☐ Do you want to be notified when your CIPC Business Status changes? ⓘ

☐ Do you want to be notified when your annual return at CIPC is due for submission? ⓘ

**B-BBEE Affidavit or Certificate Expiry Notification**

☐ Do you want to be notified prior to your B-BBEE affidavit or certificate expiry? ⓘ

**Tender Opportunities**

☐ Building Services ⓘ

☐ Civil Services ⓘ

☐ Electrical Services ⓘ

☐ Functional Services ⓘ

☐ Professional Services ⓘ

☐ Supplies: Clothing/Textiles/Footwear ⓘ

☐ Supplies: Computer Equipment ⓘ

☐ Supplies: Electrical Equipment ⓘ

☐ Supplies: Medical ⓘ

☐ Supplies: Perishable Provisions ⓘ

☐ Supplies: Stationery/Printing ⓘ

☐ Supplies: General ⓘ

☐ General Disposal ⓘ

**Funding Opportunities**

☐ Do you want to be notified of any funding opportunities? ⓘ

Save Notifications

Back

Next


Figure 76 – Notifications Screen

Add supplier RAAA0000328


Please submit the supplier on the overview tab once all tabs have been completed.


Identification Contacts Address Bank Tax Directors/Members Associations Commodities Users  
Notifications Accreditations B-BBEE Overview

#### Tax


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

#### Supplier Identification

☒ Do you want to be notified when your CIPC Business Status changes? 

☒ Do you want to be notified when your annual return at CIPC is due for submission? 

#### B-BBEE Affidavit or Certificate Expiry Notification


☒ Do you want to be notified prior to your B-BBEE affidavit or certificate expiry? 

#### Tender Opportunities


☒ Building Services 


☒ Civil Services 

☒ Electrical Services 


☒ Functional Services 


☒ Professional Services 


☒ Supplies: Clothing/Textiles/Footwear 


☒ Supplies: Computer Equipment 


☒ Supplies: Electrical Equipment 

☒ Supplies: Medical 


☒ Supplies: Perishable Provisions 

☒ Supplies: Stationery/Printing 

☒ Supplies: General 

☒ General Disposal 

#### Funding Opportunities

☒ Do you want to be notified of any funding opportunities? 

Save Notifications

Back

Next

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Figure 77 – Add Notifications

### 7.12.3. Submit notifications

#### Actions:

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

**Actions:**

2. Click on **Submit**

- The submit button will only be enabled when all the required supplier information have been completed
- When making changes to the notification information after submitting, click on submit to for changes to reflect.

## 7.13. Accreditations

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

### 7.13.1. Add accreditation information

Follow the below steps when adding an accreditation:

**Actions:**

9. Click on **Accreditations** in the menu bar

- This will display the Accreditation list. The list will be empty if no commodity groups have been added alternatively it will list all commodities linked to a supplier.

10. Click on **Add Accreditation**

11. Select Accreditation body e.g. Construction Industry Development Board

12. Enter Accreditation Number


13. Enter Registration Date

14. Enter Expiry Date

15. Enter Description


16. Select Status

17. Click on **Save**



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[Home](#) [Supplier Details](#) [Links](#) [Reports](#) [Contact us](#) [Help](#) [Support](#) [Account](#)**Add supplier RAAA0000328**

Please submit the supplier on the overview tab once all tabs have been completed.

[Identification](#) [Contacts](#) [Address](#) [Bank](#) [Tax](#) [Directors/Members](#) [Associations](#) [Commodities](#) [Users](#)[Notifications](#) **Accreditations** [B-BBEE](#) [Overview](#)**This supplier does not have any accreditations.**[+ Add Accreditation](#)[Back](#) [Next](#)Copyright 2015 Government of South Africa. All Rights Reserved | [Terms & Conditions](#)

**Figure 78 – Accreditation list**



Add supplier RAAA0000328

Please submit the supplier on the overview tab once all tabs have been completed.

- Identification Contacts Address Bank Tax Directors/Members Associations Commodities Users  
Notifications **Accreditations** B-BBEE Overview

Click here to get more info on this section

Accreditation Body

Search:	<input type="text"/>	Q
Name	Description	
▶ SANAS	SANAS	
▶ SETA	SETA	
▶ IRBA	IRBA	
▶ Security	Security	
▶ Other	Other	

Accreditation Number

Registration Date

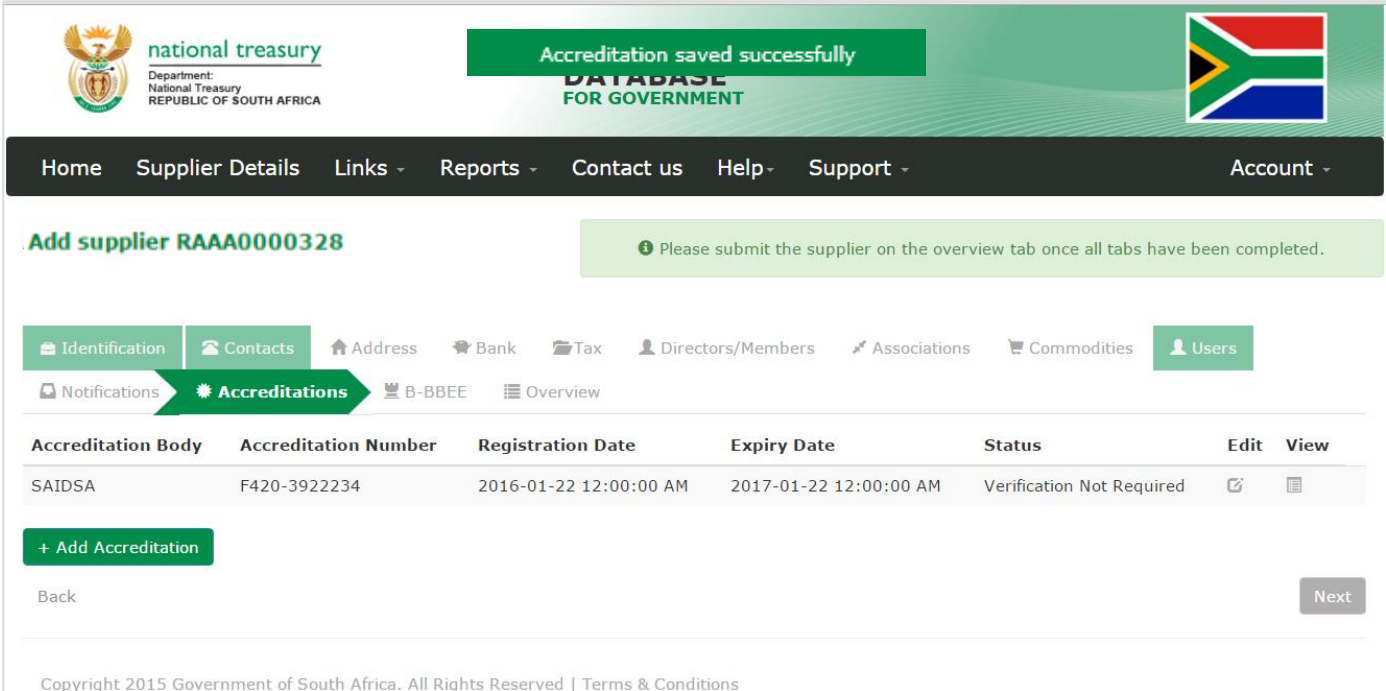
Expiry Date

Description

Status

Save Cancel

Figure 79 – Add Accreditation



The screenshot shows the 'national treasury' header with the South African flag. A green banner at the top reads 'Accreditation saved successfully'. Below the navigation bar, a message states: 'Please submit the supplier on the overview tab once all tabs have been completed.' The 'Accreditations' tab is active, displaying a table with one entry for SAIDSA. A '+ Add Accreditation' button is visible, along with 'Back' and 'Next' navigation links.

Accreditation Body	Accreditation Number	Registration Date	Expiry Date	Status	Edit	View
SAIDSA	F420-3922234	2016-01-22 12:00:00 AM	2017-01-22 12:00:00 AM	Verification Not Required		

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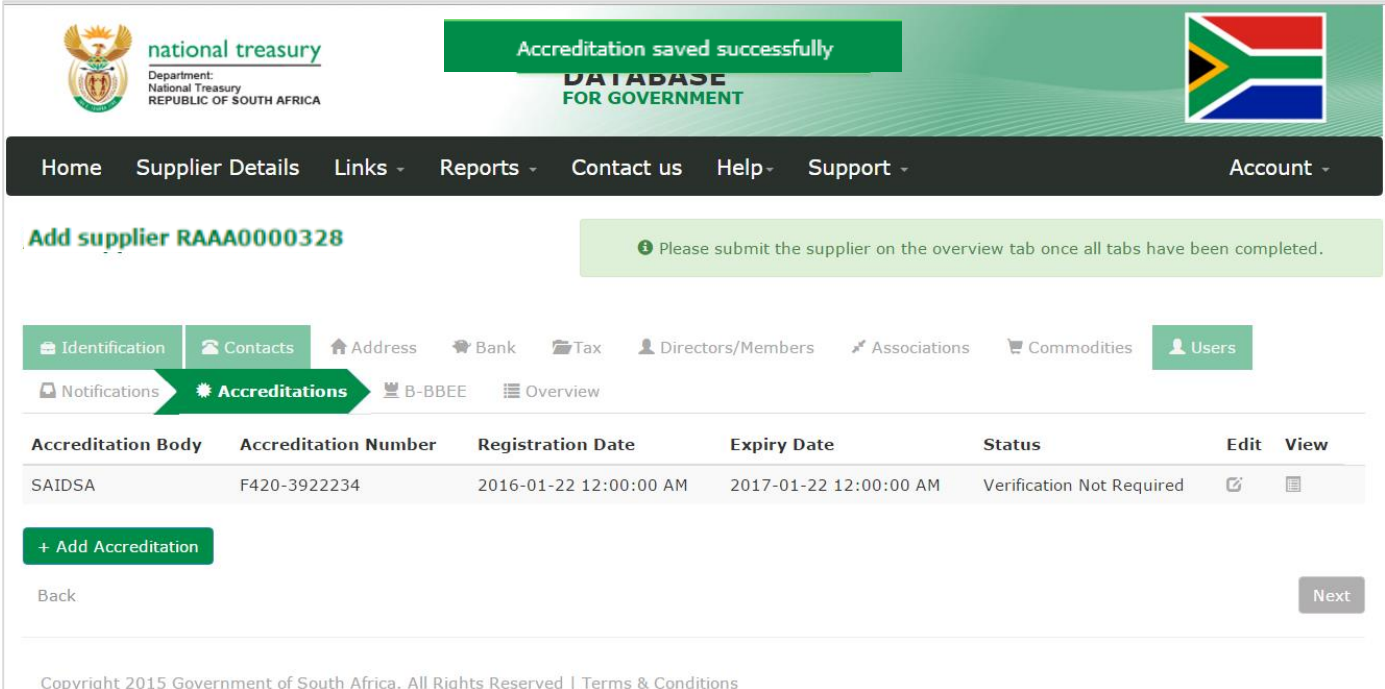
**Figure 80 – Accreditation saved successfully**

### 7.13.2. Edit accreditation information

Follow the below steps when making changes to an accreditation:

**Actions:**

11. Click on **Supplier Details**
12. Click on **Edit** next to the supplier on the Supplier List
13. Click on **Accreditations** in the menu bar
14. All the accreditation information can be edited.
15. Click on **Save**
  - A message will display: *Accreditation saved successfully!*



The screenshot shows the 'national treasury' logo and 'Department: National Treasury REPUBLIC OF SOUTH AFRICA'. A green banner at the top states 'Accreditation saved successfully'. The navigation bar includes 'Home', 'Supplier Details', 'Links', 'Reports', 'Contact us', 'Help', 'Support', and 'Account'. A message says 'Add supplier RAAA0000328' and 'Please submit the supplier on the overview tab once all tabs have been completed.' The 'Accreditations' tab is active, showing a table with one entry: SAIDSA, F420-3922234, 2016-01-22 12:00:00 AM, 2017-01-22 12:00:00 AM, Verification Not Required. There are 'Edit' and 'View' icons for this entry. A '+ Add Accreditation' button is at the bottom left, and 'Back' and 'Next' buttons are at the bottom right. The footer says 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 81 – Edited accreditation saved successfully

### 7.13.3. Submit accreditation

#### Actions:

1. Click on **Overview** in the menu bar
2. Click on **Submit**
  - The submit button will only be enabled when all the required supplier information have been completed

When making changes to the accreditation information after submitting, click on submit for changes to reflect.

## 7.14. Complete B-BBEE information

This section outlines how the user can add, edit, view and remove B-BBEE information. Users also have an option to declare that they do not have a B-BBEE certificate.



### 7.14.1. Select the type of certificate

Follow the below steps when adding B-BBEE information:

#### Actions:

1. Click on **B-BBEE** in the menu bar
2. Select the certificate that you have. Options available: **B-BBEE certificate**, **Sworn Affidavit** or **None**.  
A message will display: *Certificate type saved successfully*

### 7.14.2. Add B-BBEE Certificate

<b>Actions:</b>
1. Select the B-BBEE verification regulator
2. Select Sector charter
3. Select Sub Sector charter if applicable
4. Select value adding supplier or Empowering supplier if applicable
5. Enter B-BBEE certificate number
6. Enter B-BBEE certificate issue date
7. Enter B-BBEE certificate expiry date
8. Enter Black ownership/ beneficiaries%
9. Enter Black ownership/ beneficiaries %
10. Select B-BBEE status level of contributor
 The B-BBEE procurement recognition % is populated automatically based on the status level
11. Enter the values of the following scores if applicable: <ul style="list-style-type: none"> <li>• Ownership Score</li> <li>• Management Control Score</li> <li>• Employment Equity Score</li> <li>• Skills Development Score</li> <li>• Preferential Procurement Score</li> <li>• Enterprise Development Score</li> <li>• Socio-Economic Development Score</li> <li>• Enterprise and Supplier Development Score</li> </ul>
 If the total score is greater than 150, a <i>Value cannot be greater than 150</i> message will appear
12. Click on <b>Save</b>

### 7.14.3. Add Sworn Affidavit

<b>Actions:</b>
1. Select Annual turn over
2. Enter Financial year of total annual turnover start date
3. Enter Financial year total annual turnover end date
4. Select Empowering supplier if applicable
5. Enter Black ownership/ beneficiaries%
6. Enter Black ownership/ beneficiaries %
13. Select B-BBEE status level of contributor



The BBEE procurement recognition % is populated automatically based on the status level.

14. Select acceptance of oath

15. Enter commissioner of oath's name

16. Enter the date affidavit was signed by commissioner of oaths



The sworn affidavit is valid for 12 months from the date signed by the commissioner of oaths.

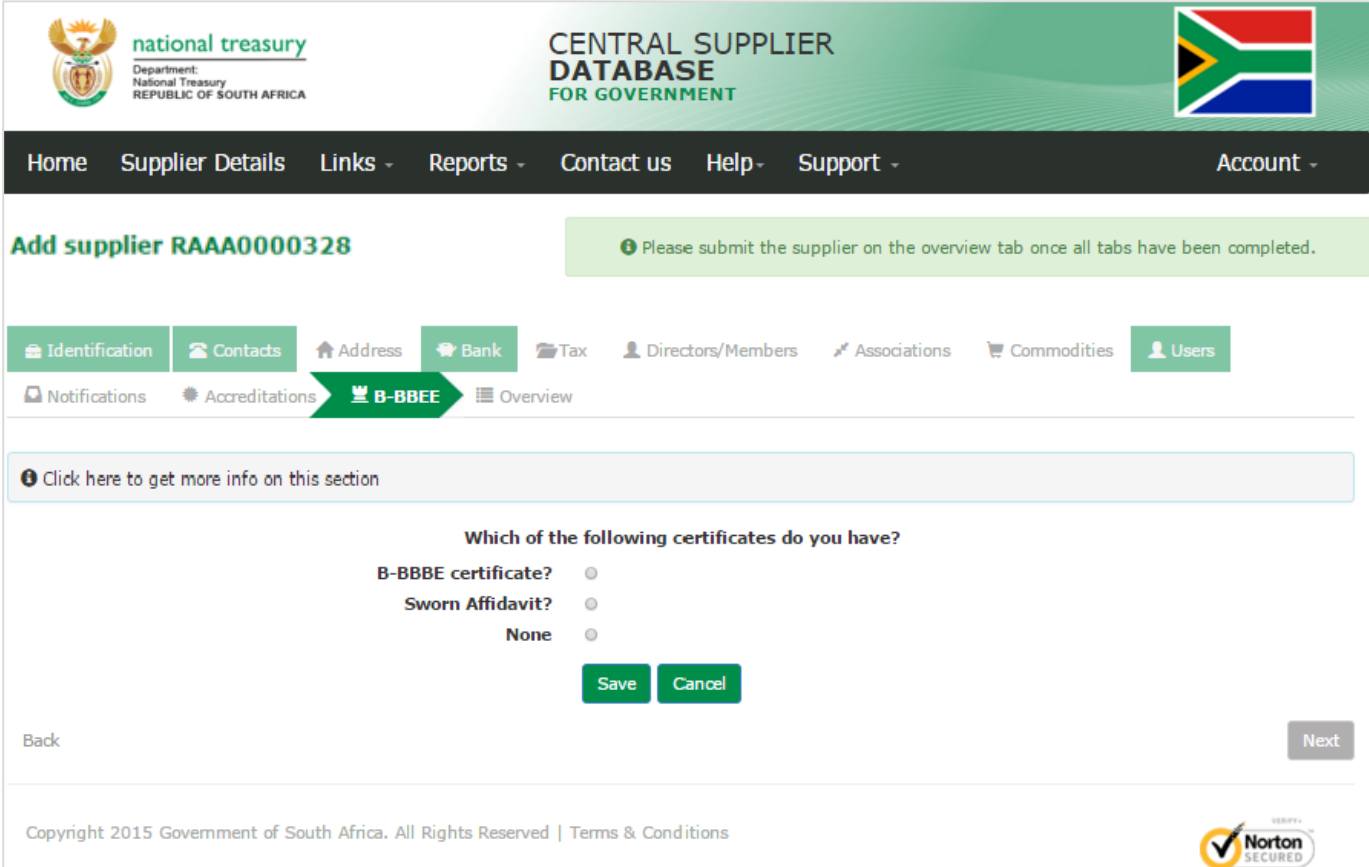
17. Click on **Save**

#### 7.14.4. No B-BBEE information

##### Actions:

1. Select None

2. Click on **Save**



The screenshot shows the 'Add supplier RAAA0000328' page in the Central Supplier Database for Government. The page header includes the National Treasury logo and the South African flag. The navigation bar contains links for Home, Supplier Details, Links, Reports, Contact us, Help, Support, and Account. The main content area has a green banner with the text 'Please submit the supplier on the overview tab once all tabs have been completed.' Below this is a row of tabs: Identification, Contacts, Address, Bank, Tax, Directors/Members, Associations, Commodities, and Users. The 'B-BBEE' tab is selected and highlighted in green. Below the tabs is a message: 'Click here to get more info on this section'. The main form area asks 'Which of the following certificates do you have?' and provides three radio button options: 'B-BBEE certificate?', 'Sworn Affidavit?', and 'None'. The 'None' option is selected. There are 'Save' and 'Cancel' buttons at the bottom of the form. A 'Back' button is on the left and a 'Next' button is on the right. The footer contains the copyright notice 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions' and a Norton Secured logo.

Figure 82: B-BBEE certificate type



## Add supplier RAAA0000328

Please submit the supplier on the overview tab once all tabs have been completed.

- Identification
- Contacts
- Address
- Bank
- Tax
- Directors/Members
- Associations
- Commodities
- Users
- Notifications
- Accreditations
- B-BBEE**
- Overview

B-BBEE verification regulator <Select verification regulator>

Sector charter <Select sector charter>

Sub sector charter <Select sub sector charter>

Value adding supplier or Empowering supplier ☐

B-BBEE certificate number

B-BBEE certificate issue date 1900/01/01

B-BBEE certificate expiry date 1900/01/01

Black ownership/ beneficiaries % 0.000

Black women ownership/ beneficiaries % 0.000

B-BBEE status level of contributor <Select contribution level>

Preferential Procurement Score 0.000

Enterprise Development Score 0.000

Socio-Economic Development Score 0.000

Enterprise and supplier development score 0.000

Total Score 0

Save Cancel

Figure 83 – B-BBEE certificate

Add supplier RAAA0000328

Please submit the supplier on the overview tab once all tabs have been completed.

Identification Contacts Address Bank Tax Directors/Members Associations Commodities Users  
Notifications Accreditations **B-BBEE** Overview

**Total annual turnover** <Select total annual turn... ⓘ

**Financial year of total annual turnover start date** 1900/01/01 ⓘ

**Financial year of total annual turnover end date** 1900/01/01 ⓘ

**Empowering supplier** ⓘ

**Black ownership/ beneficiaries %** 0.000 ⓘ

**Black women ownership/ beneficiaries %** 0.000 ⓘ

**B-BBEE status level of contributor** <Select contribution level>

**B-BBEE procurement recognition %**

I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter. ☐

**Commissioner of oath's name**

**Date affidavit signed by commissioner of oaths** 1900/01/01 ⓘ

The sworn affidavit is valid for 12 months from the date signed by the commissioner of oaths.

**Save** Cancel

Back **Next**

**Figure 84 - Sworn Affidavit**

#### 7.14.5. Edit B-BBEE information

Follow the below steps when making changes to an accreditation:

#### Actions:

1. Click on **Supplier Details**

**Actions:**

3. Click on **Edit** next to the supplier on the Supplier List
4. Click on **B-BBEE** in the menu bar
5. All the B-BBEE information can be edited.
6. Click on **Save**
  - A message will display: *B-BBEE saved successfully!*

**7.14.6. Submit B-BBEE**

**Actions:**

1. Click on **Overview** in the menu bar
2. Click on **Submit**
  - The submit button will only be enabled when all the required supplier information have been completedWhen making changes to the B-BBEE information after submitting, click on submit for changes to reflect.



Add supplier RAAA0000328

Please submit the supplier on the overview tab once all tabs have been completed.

Identification Contacts Address Bank Tax Directors/Members Associations Commodities Users  
Notifications Accreditations **B-BBEE** Overview

Total annual turnover <Select total annual turn... >

Financial year of total annual turnover start date 1900/01/01

Financial year of total annual turnover end date 1900/01/01

Empowering supplier ☐

Black ownership/ beneficiaries % 0.000

Black women ownership/ beneficiaries % 0.000

B-BBEE status level of contributor <Select contribution level>

B-BBEE procurement recognition %

I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

☐

Commissioner of oath's name

Date affidavit signed by commissioner of oaths 1900/01/01

The sworn affidavit is valid for 12 months from the date signed by the commissioner of oaths.

Save Cancel

Back

Next

Figure 85 – Edited B-BBEE saved successfully

## 7.15. 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



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[Home](#)
[Supplier Details](#)
[Links -](#)
[Reports -](#)
[Contact us](#)
[Help -](#)
[Support -](#)
[Account -](#)

Add supplier RAAA0000328

Please submit the supplier on the overview tab once all tabs have been completed.

[Identification](#)
[Contacts](#)
[Address](#)
[Bank](#)
[Tax](#)
[Directors/Members](#)
[Associations](#)
[Commodities](#)
[Users](#)

[Notifications](#)
[Accreditations](#)
[B-BBEE](#)
[Overview](#)

	Completion Status	Verification Status	Key Information
Supplier Identification		-	-
Contacts		-	-
Address		-	-
Bank Accounts		-	Valid bank account
Tax			Compliant tax status Verified
Directors/Members		-	-
Associations		-	-
Commodities		-	-
Users		-	-
B-BBEE		-	Requires manual verification by Organ of State

Legend

- Completed
 - Outstanding
 - In Progress

- Successful
 - Retry
 - Failed

In order to submit please address all outstanding issues marked with X or where verification failed.

[Back](#)
[Submit](#)

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Figure 86 – Supplier Overview

## 7.16. Edit a supplier master record

When a supplier request is successfully submitted then a supplier master record is created. When the supplier master record is edited then a new supplier request is created.

### Actions:

- Click on **Edit** next to the supplier with a supplier number e.g. MAAA0000011



If a non-CIPC company then the user can not edit the supplier type e.g. change the supplier type from Individual to Partnership. The user must create a new supplier.

- Unselect **Is Supplier Active** indicator on identification tab

#### Actions:

- A message will display “Are you sure you want to continue? Organs of state will not be able to access your information and information that have not been submitted will not be processed.”



This indicator will only display on Edit if a supplier master record exist

- A user can remove “Is Supplier Active?” indicator if the no longer want to do business with Government
- If the Supplier is inactive then no changes to the supplier information can be made . The user must first select the Is Supplier Active indicator before changes can be made
- When a supplier is inactive then the supplier information will not be verified or re-verified

## 8. Reports

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.

Alternatively, the report can be accessed using the following steps:

#### Actions:

1. Click on **Supplier Details** on the menu bar
2. Click on registration report icon of the supplier details

## 9. Contact Details

Contact National Treasury for further clarity on the process on [csd@treasury.gov.za](mailto:csd@treasury.gov.za) or 012 406 9222.

### 9.1. 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
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.

## 10. Glossary of Descriptions

Term / Abbreviation	Description
Account type	The type of bank account held by a supplier, e.g. Savings, Cheque/Current, etc.
Accreditation	Industry related certifications required in the procurement process
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.
B-BBEE	Broad-Based Black Economic Empowerment.
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

Term / Abbreviation	Description
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
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
Government breakdown	Applicable to entities which are national provincial/ local government excluding parastatals and universities
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
Internal identification number	The internal identification number is the unique supplier number or the supplier application reference number
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
Next verification date	The date that the tax clearance status should be verified with SARS
OTP	One time pin sent to a user per SMS
PAYE number	The number issued by SARS for entities who are legible to pay PAYE tax

Term / Abbreviation	Description
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.
Registration date	The date the entity was registered at CIPC
SA Company/CC Registration number	The registration number of the entity on CIPC (Formally known CIPRO)
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
Sworn Affidavit	Sworn affidavit signed by a Commissioner of Oaths confirming black ownership/beneficiaries
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



Term / Abbreviation	Description
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