CENTRAL SUPPLIER DATABASE
FOR GOVERNMENT

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

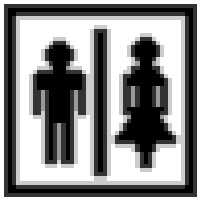
Central Supplier Database

Data Preparation & Conversion
13 August 2015

Housekeeping

Cell phones on silent

Designated smoking areas



Restrooms

Emergency exits

Questions

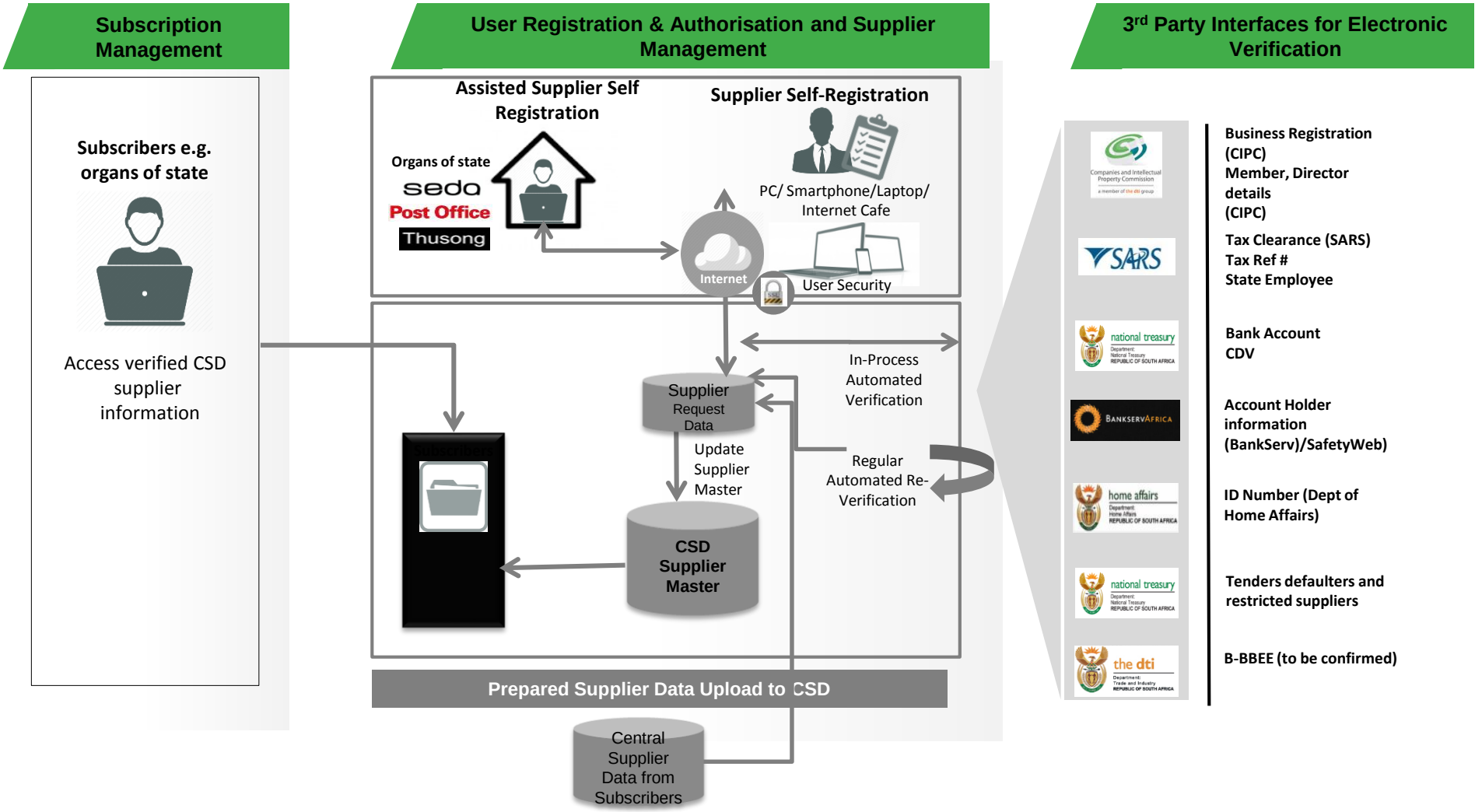
Parking lot

Agenda

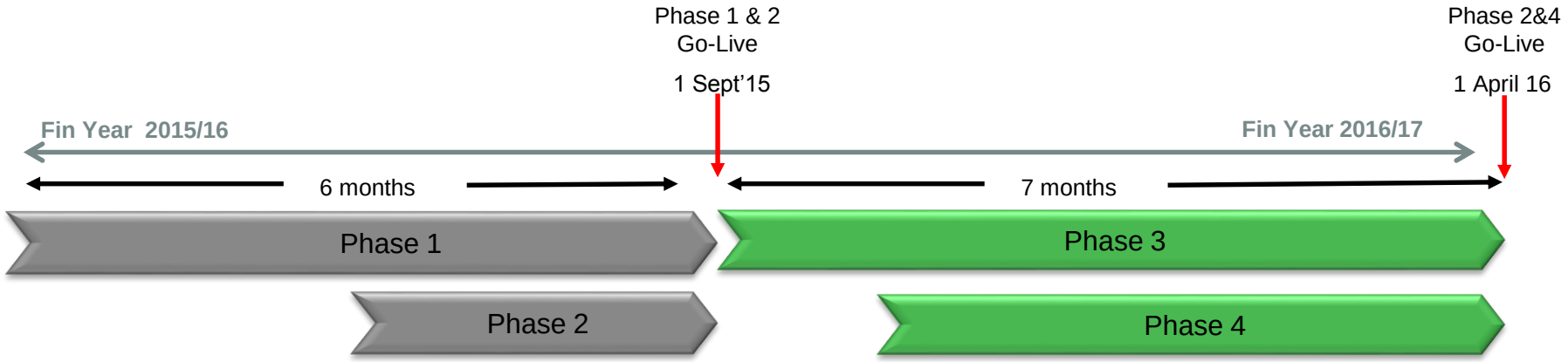
Agenda Item	Presenter	Duration	Time
Arrival, Registration & Tea			09:45 – 10:15
Welcome and Introductions	Schalk Human / Kenneth Brown	15 min	10:15 – 10:30
CSD Overview	Tumelo Ntlaba	15 min	10:30 – 10:45
Supplier Self-Registration Process	Michelle Aucamp	25 min	10:45 – 11:10
Interim Process	Michelle Aucamp	10 min	11:10 – 11:20
Data Preparation & Conversion Overview	Riaan Marx	60 min	11:20 – 12:20
LUNCH		40 min	12:20 – 13:00
Technical/System Break Away Session	Riaan Marx	120 min	13:00 – 15:00
• Contact CSD before starting		15 min	13:00 – 13:15
• Mapping from existing data fields to CSD fields		30 min	13:15 – 13:45
• Minimum data required for conversion		30 min	13:45 – 14:15
• Filter against existing registration records		15 min	14:15 – 14:30
• Job-aid/guide		30 min	14:30 – 15:00
Business/SCM Practitioner Break Away Session	CSD Team	120 min	13:00 – 15:00
• Data Preparation Approach	Michelle Aucamp	15 min	13:00 – 13:15
• Interim Registration Process	Tumelo Ntlaba / Lani Coetzee	45 min	13:15 – 14:00
• Change Enablement	Rakgadi Motseto / Michelle Aucamp	30 min	14:00 – 14:30
• CSD Support	Valieta Barnard	30 min	14:30 – 15:00
TEA		15 min	15:00 – 15:15
Next steps, Summary & Wrap-up	Tumelo Ntlaba	45 min	15:15 – 16:00

CSD Overview

High Level Solution Overview



CSD Project Phases



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

- Extend CSD application to include **commodities**

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

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

Supplier Self-Registration Process

Supplier Self-Registration Process

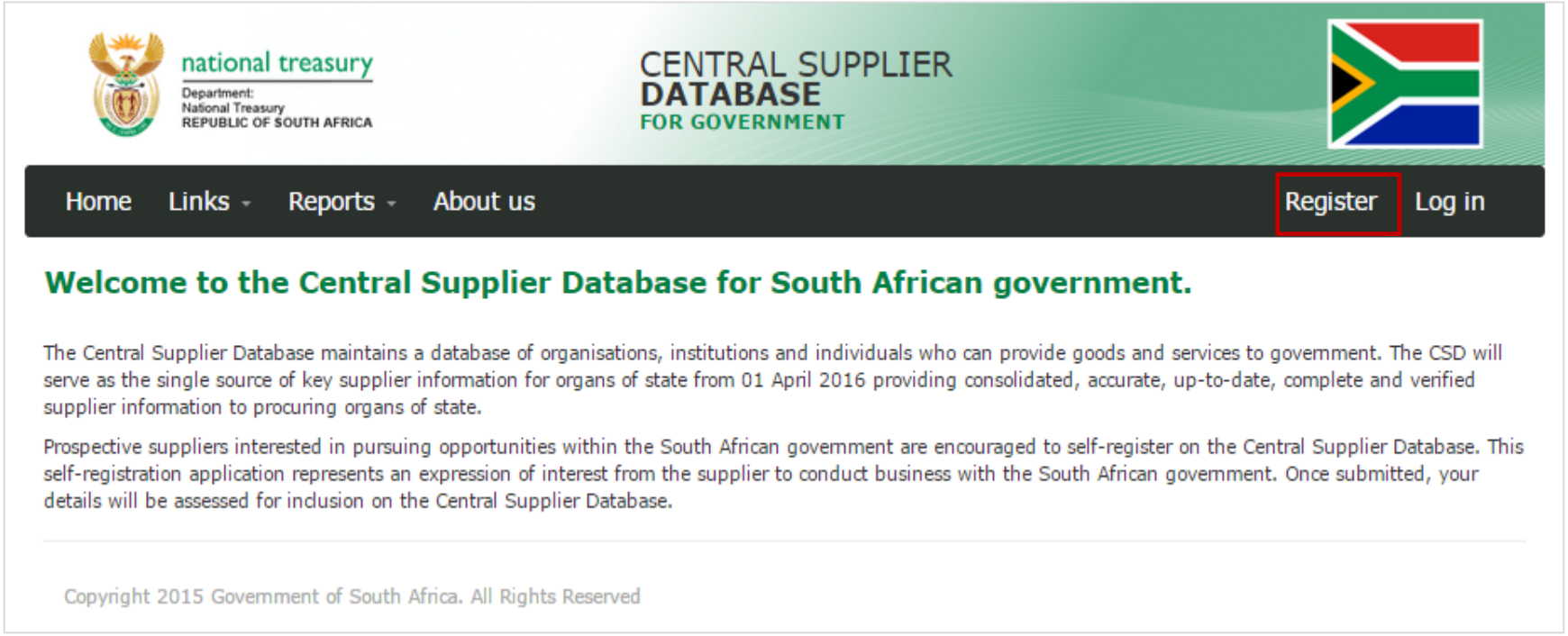
Scenario

1. Joe Blogg wants to register on the central supplier database for government. Joe Blogg has a valid bank account at Absa and does not have a tax clearance certificate.

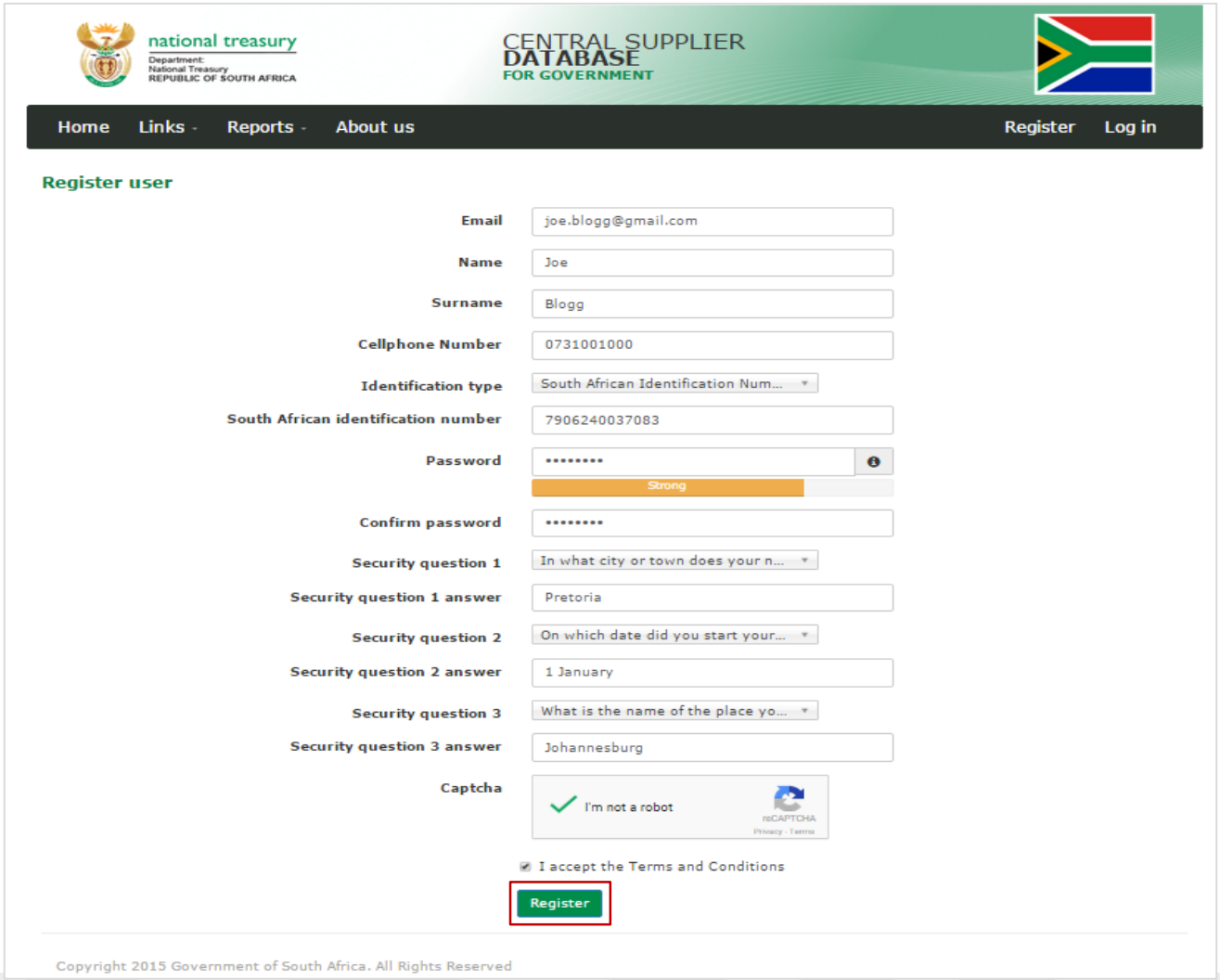
Supplier Self-Registration Process

Auto verification of supplier information with SARS, CIPC etc.

CSD Landing Page



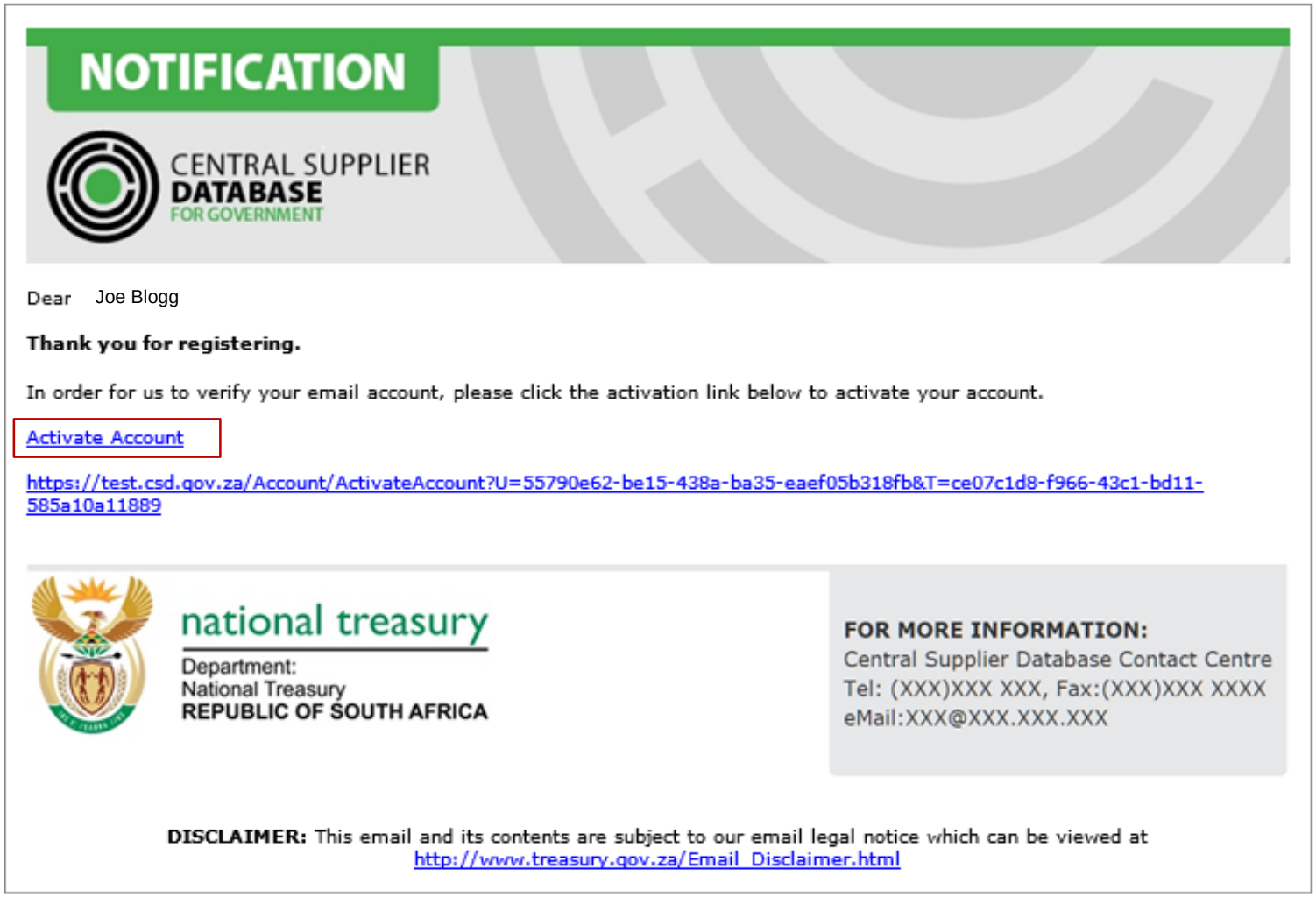
Register a New CSD Account



Supplier Self-Registration Process

Auto verification of supplier information with SARS, CIPC etc.

Account Activation Email



NOTIFICATION

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Dear Joe Blogg

Thank you for registering.

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

Activate Account

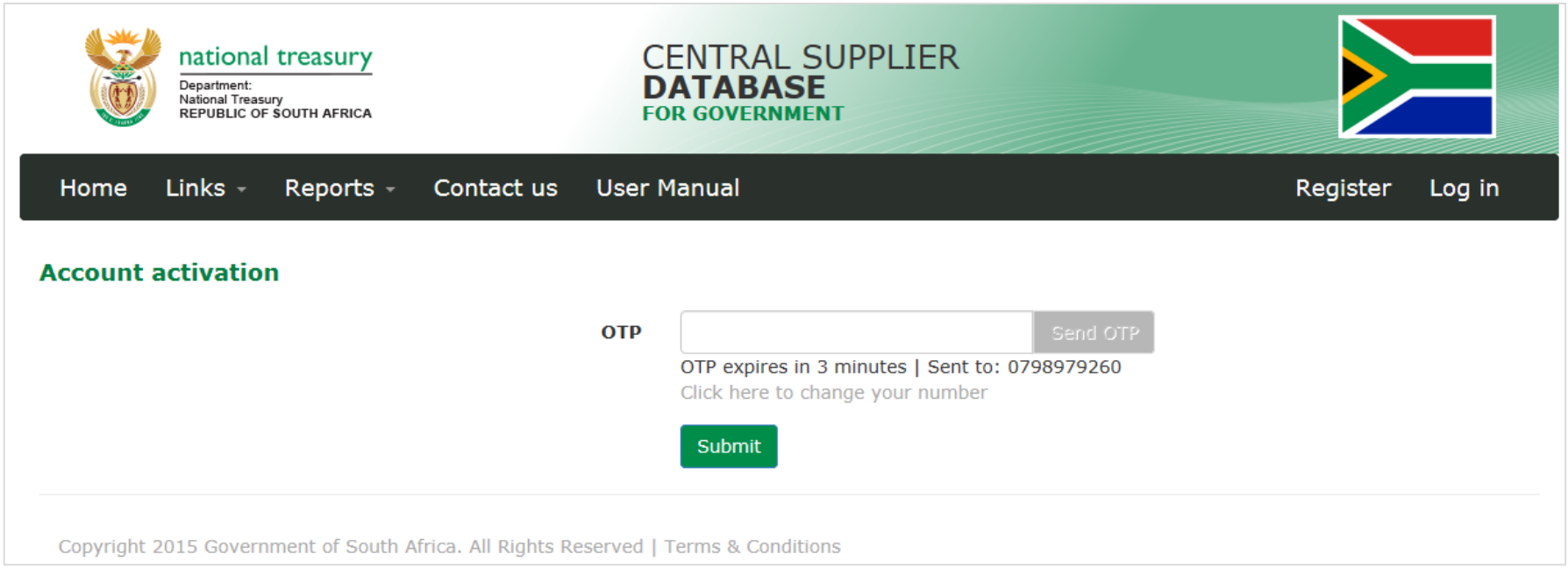
https://test.csd.gov.za/Account/ActivateAccount?U=55790e62-be15-438a-ba35-eaef05b318fb&T=ce07c1d8-f966-43c1-bd11-585a10a11889

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

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

DISCLAIMER: This email and its contents are subject to our email legal notice which can be viewed at http://www.treasury.gov.za/Email_Disclaimer.html

Enter OTP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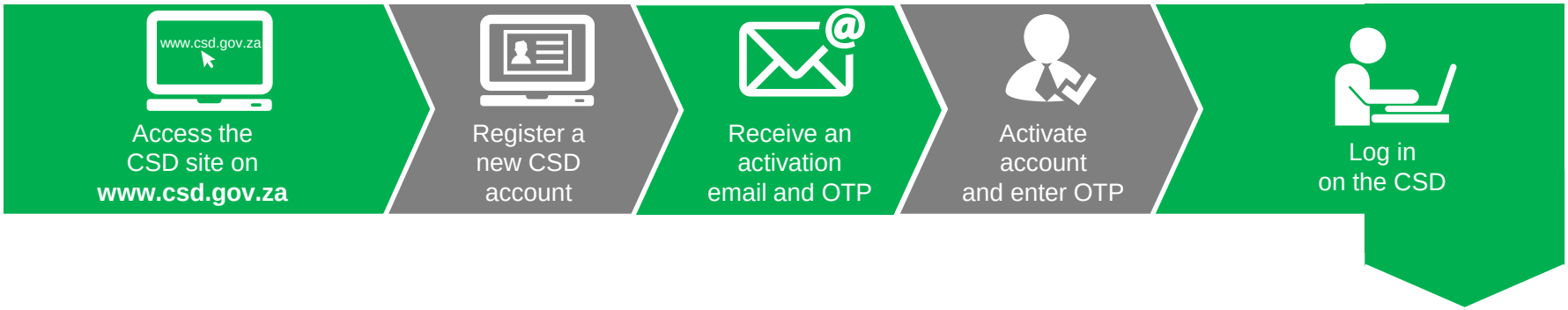
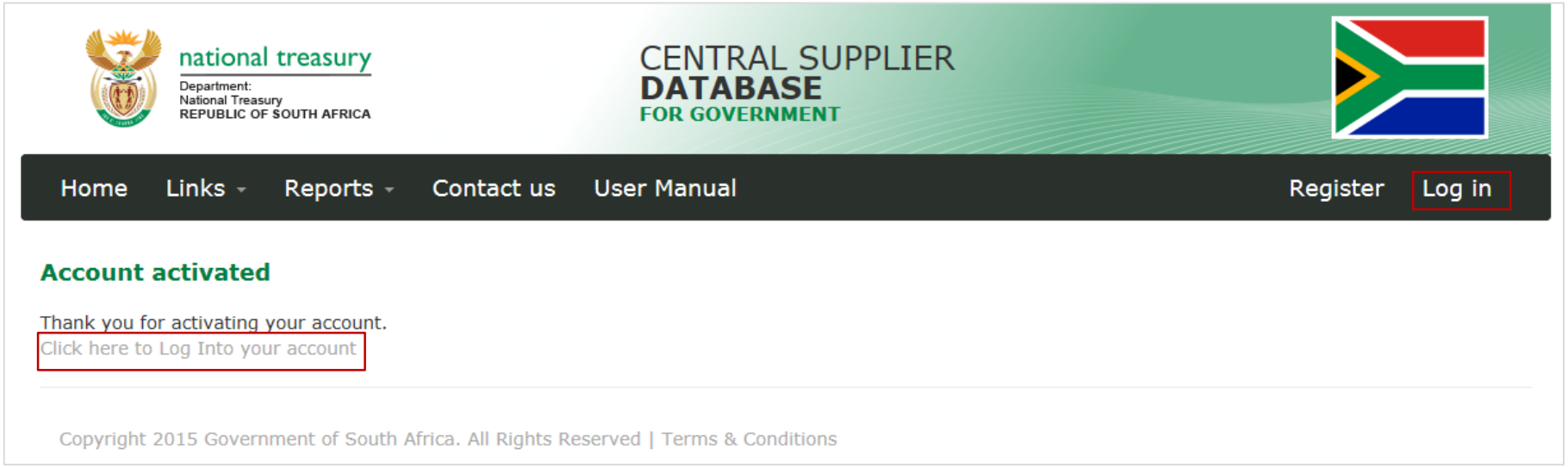
DATABASE
FOR GOVERNMENT
Home
Links
Reports
Contact us
User Manual
Register
Log in
Account activation
OTP
Send OTP
OTP expires in 3 minutes | Sent to: 0798979260
Click here to change your number
Submit
Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions

Supplier Self-Registration Process

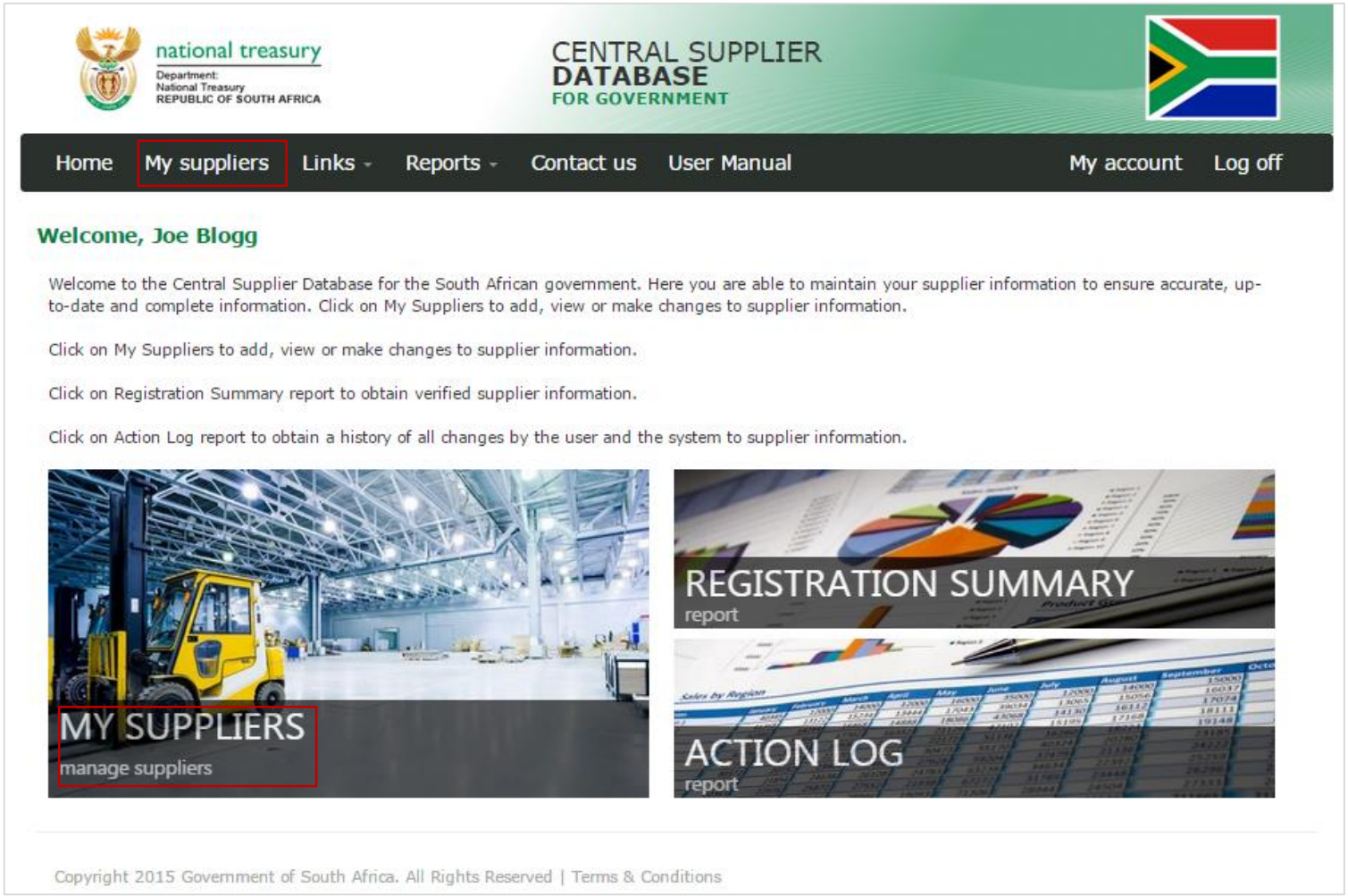


Auto verification of supplier information with SARS, CIPC etc.

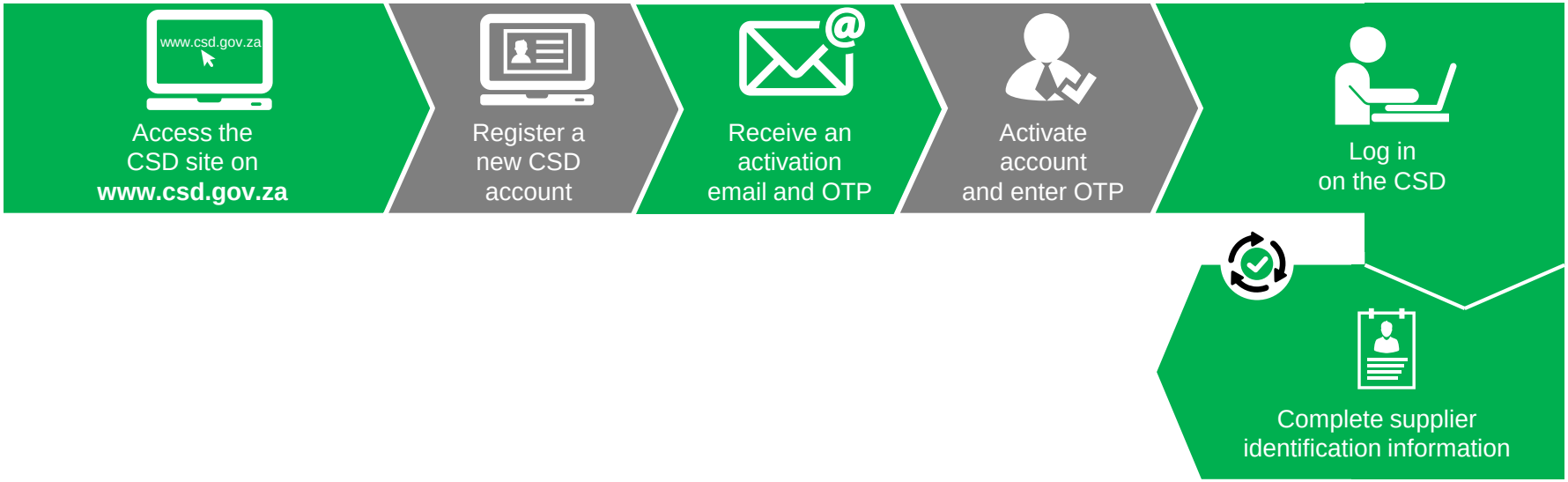
Log in on the CSD



CSD Home Page

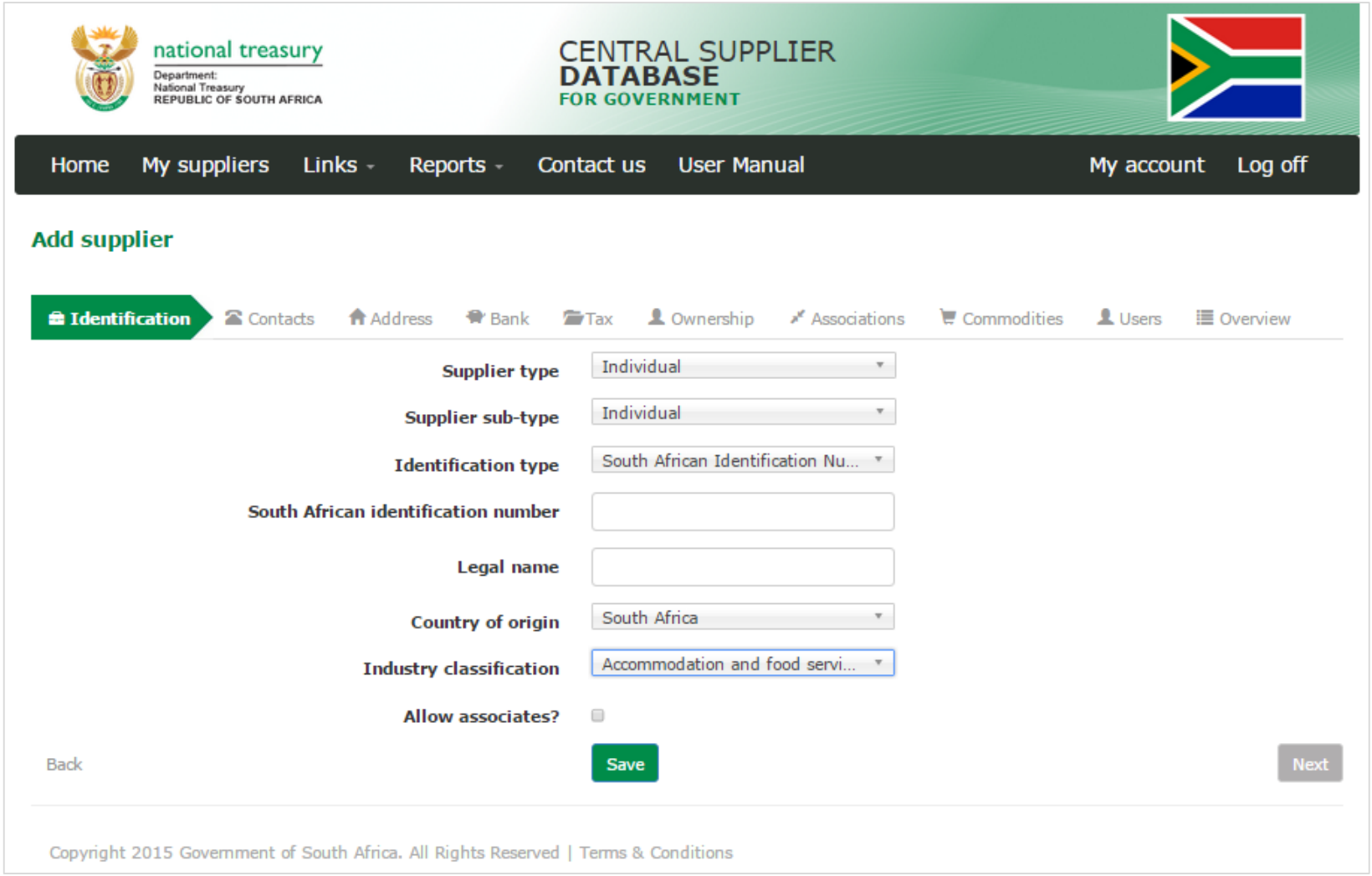


Supplier Self-Registration Process

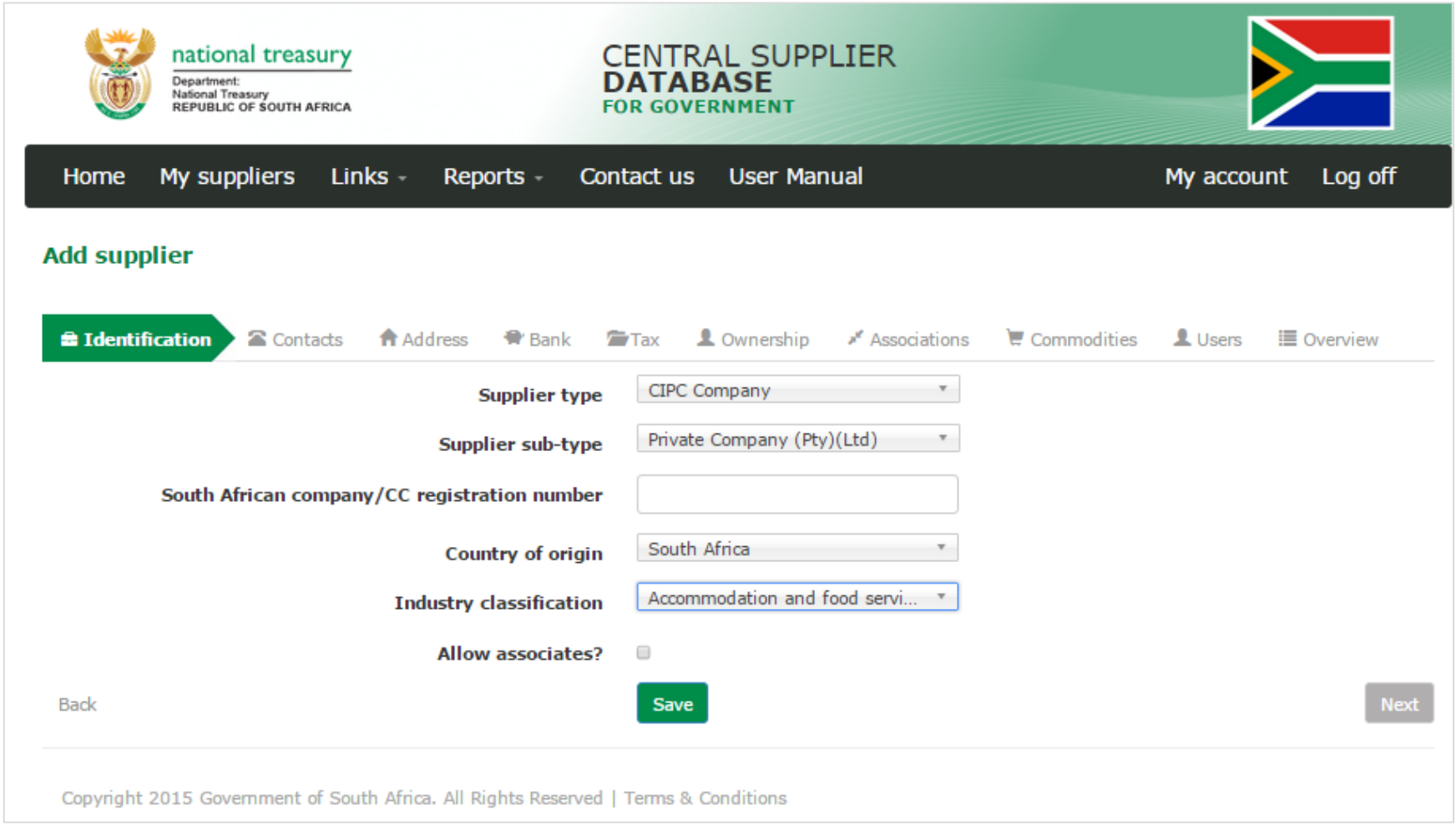


Auto verification of supplier information with SARS, CIPC etc.

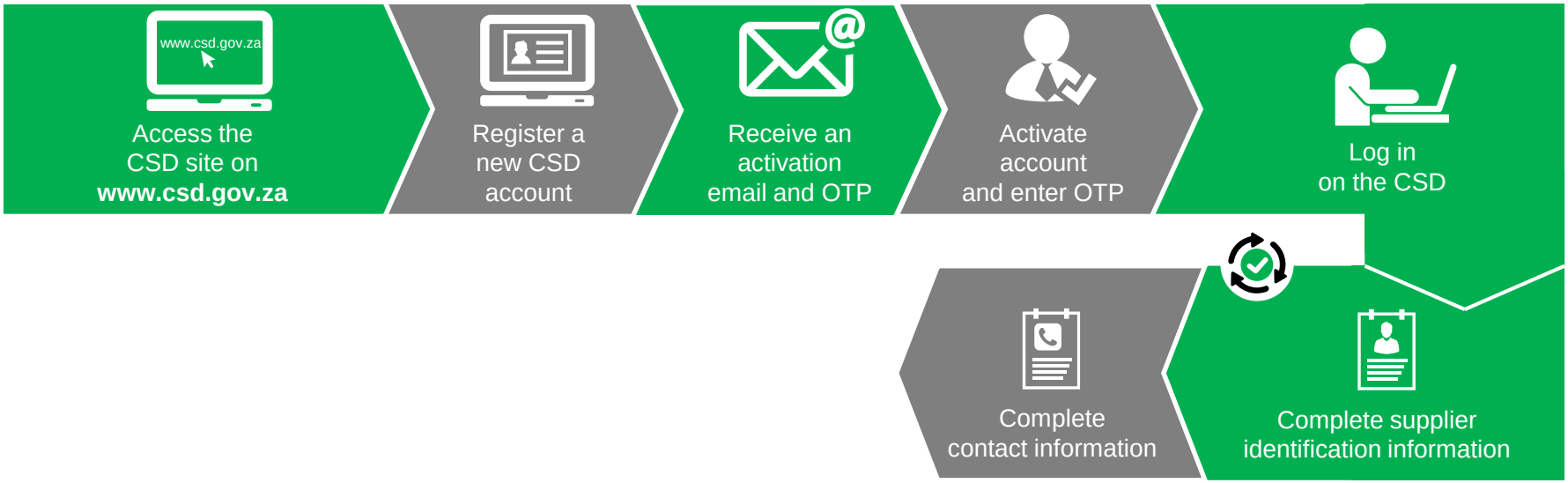
Complete Supplier Identification Information (Individual)



Complete Supplier Identification Information (CIPC Company)

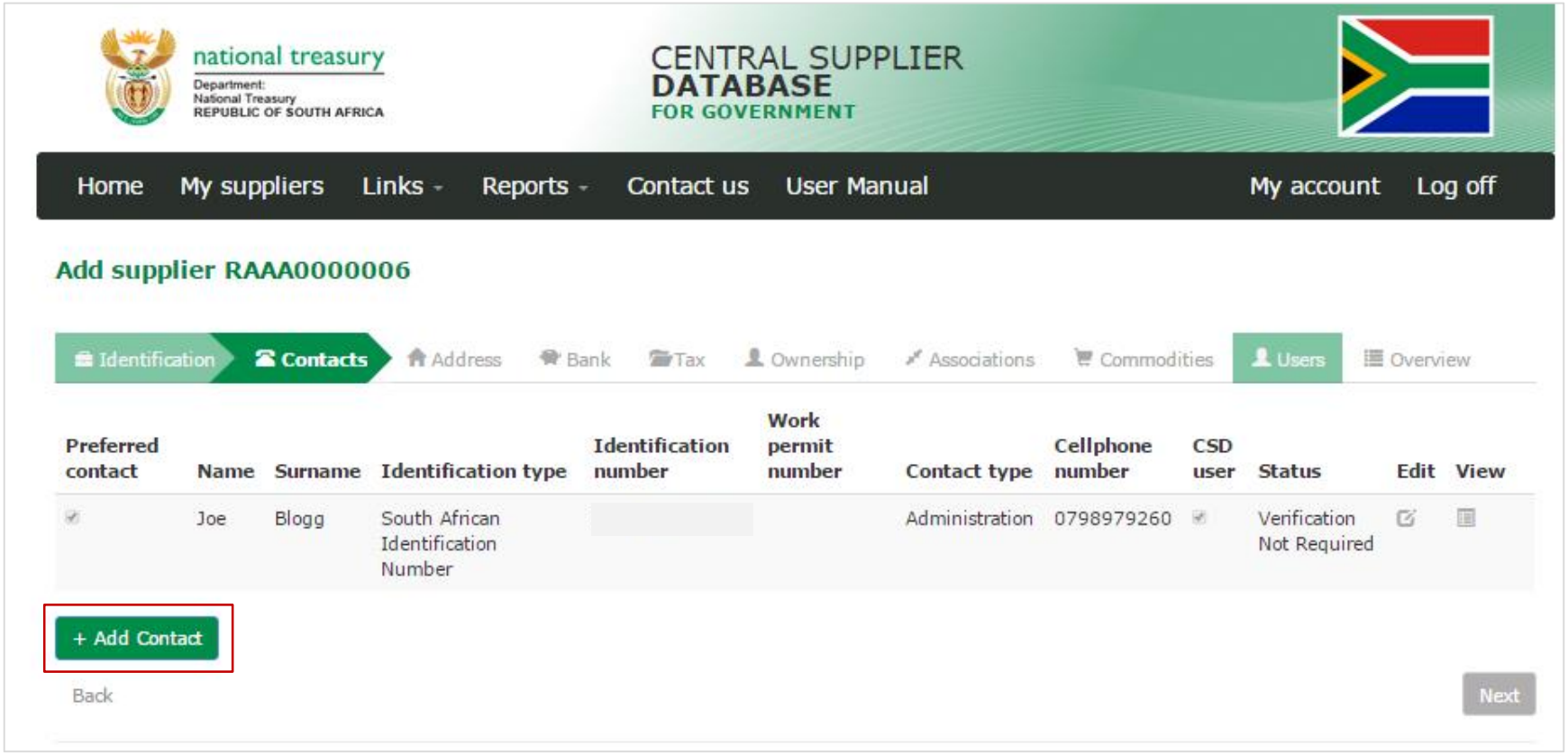


Supplier Self-Registration Process

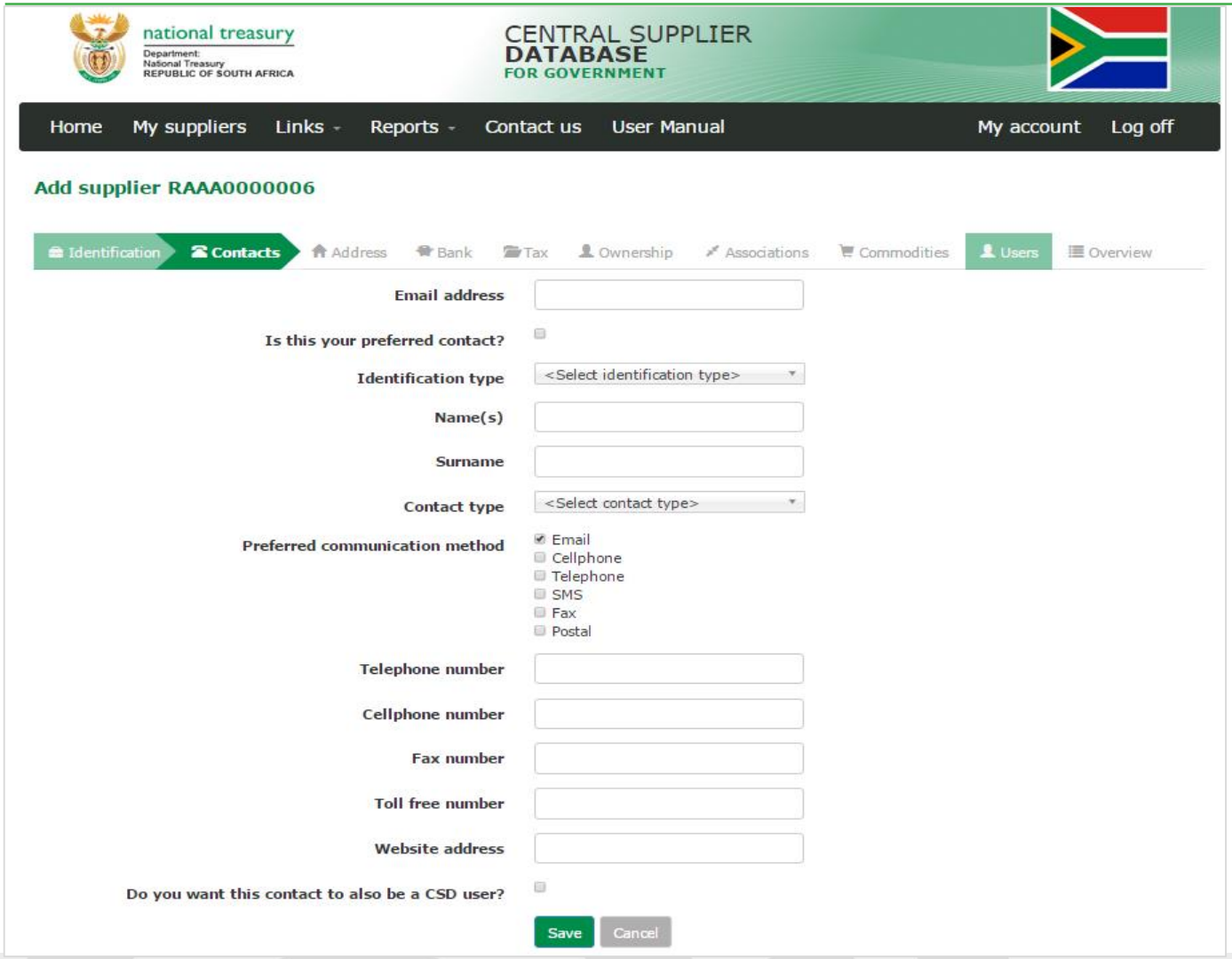


Auto verification of supplier information with SARS, CIPC etc.

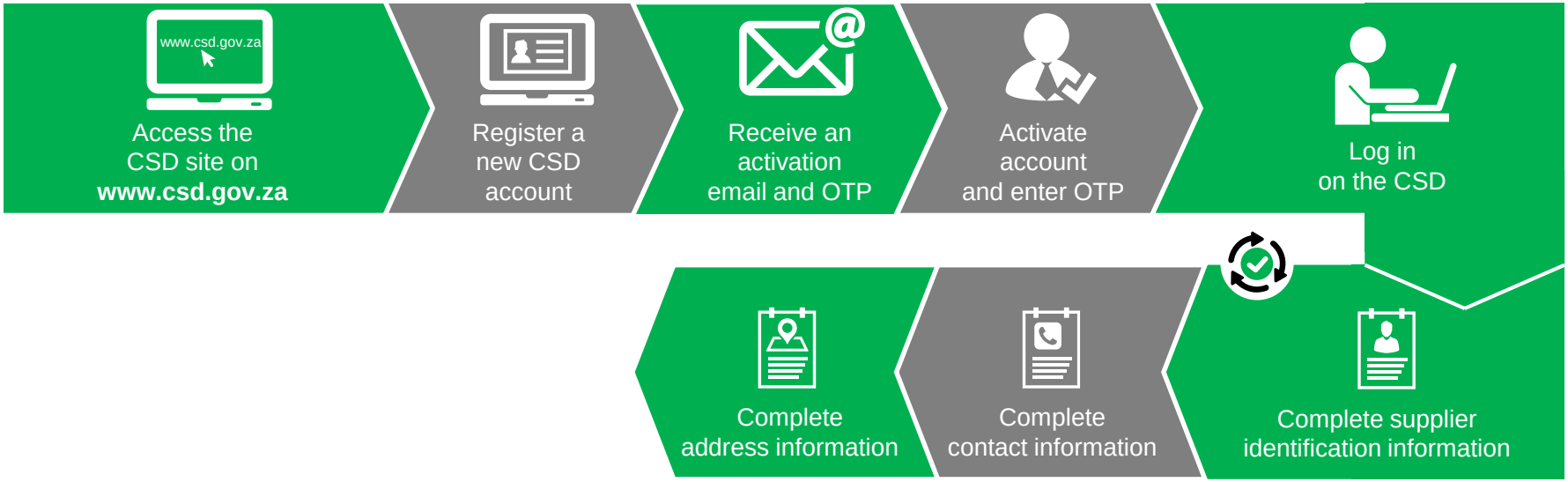
Complete Contact Information



Complete Contact Information - continued

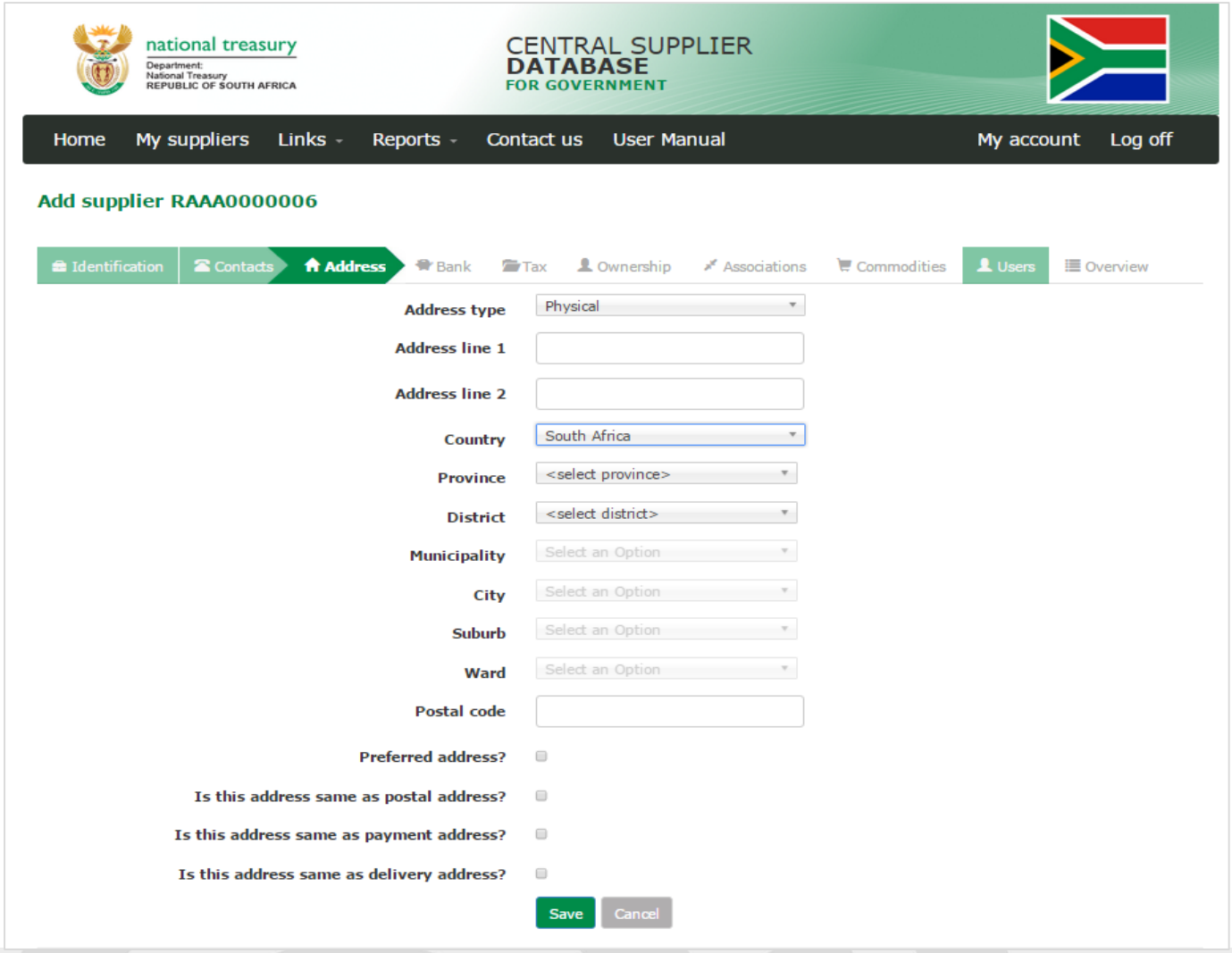


Supplier Self-Registration Process

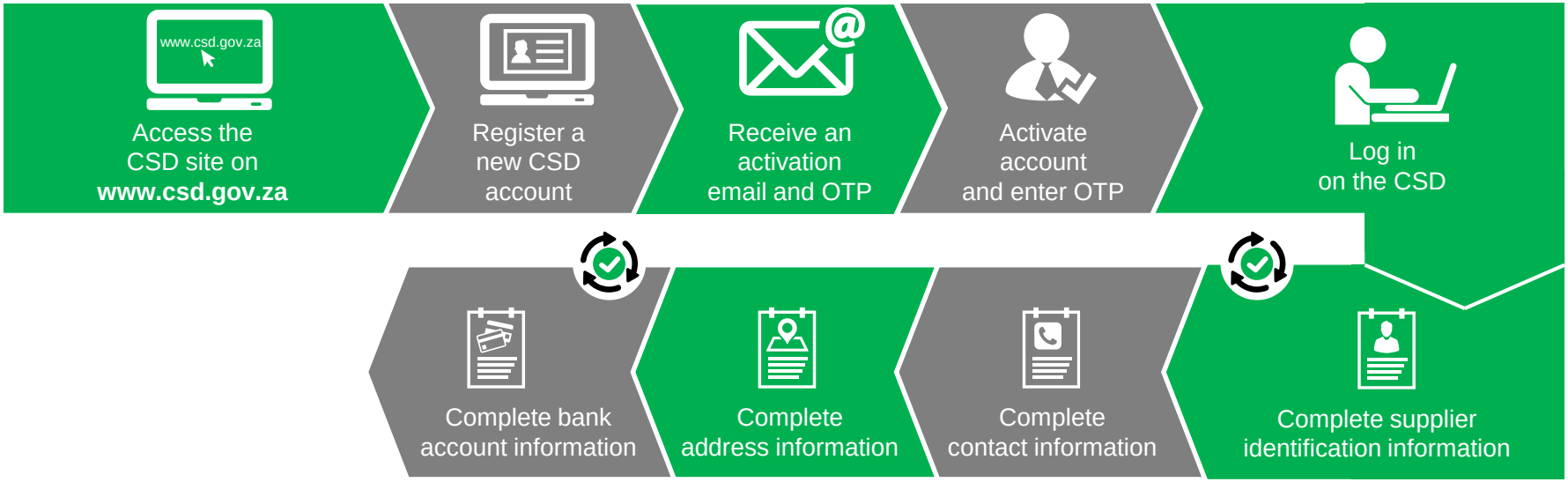


Auto verification of supplier information with SARS, CIPC etc.

Complete Address Information

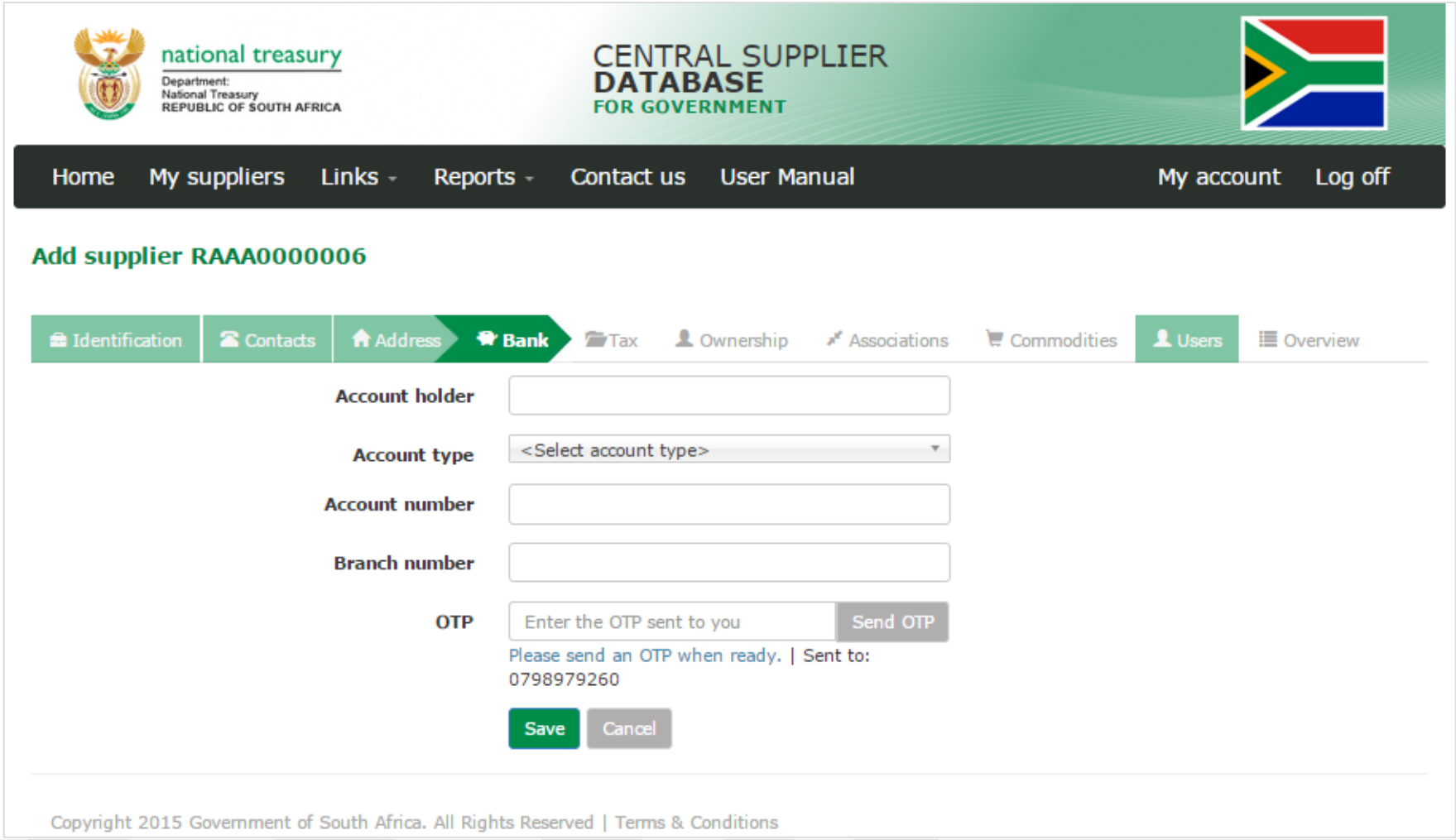


Supplier Self-Registration Process

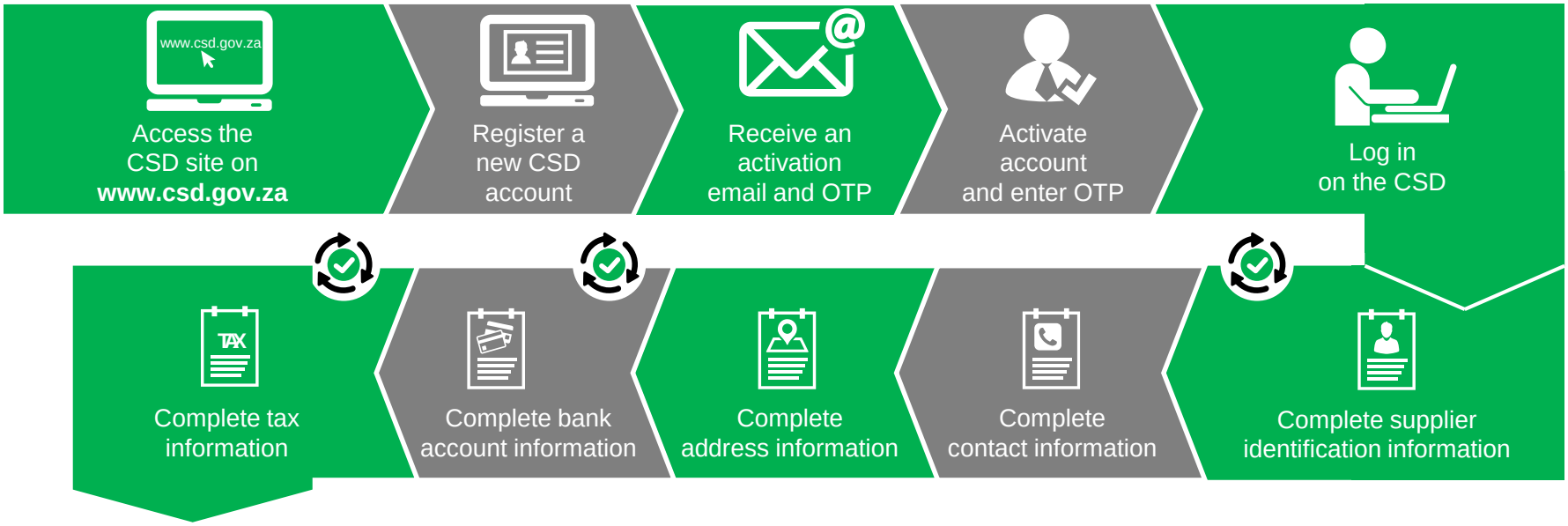


Auto verification of supplier information with SARS, CIPC etc.

Complete Bank Account Information

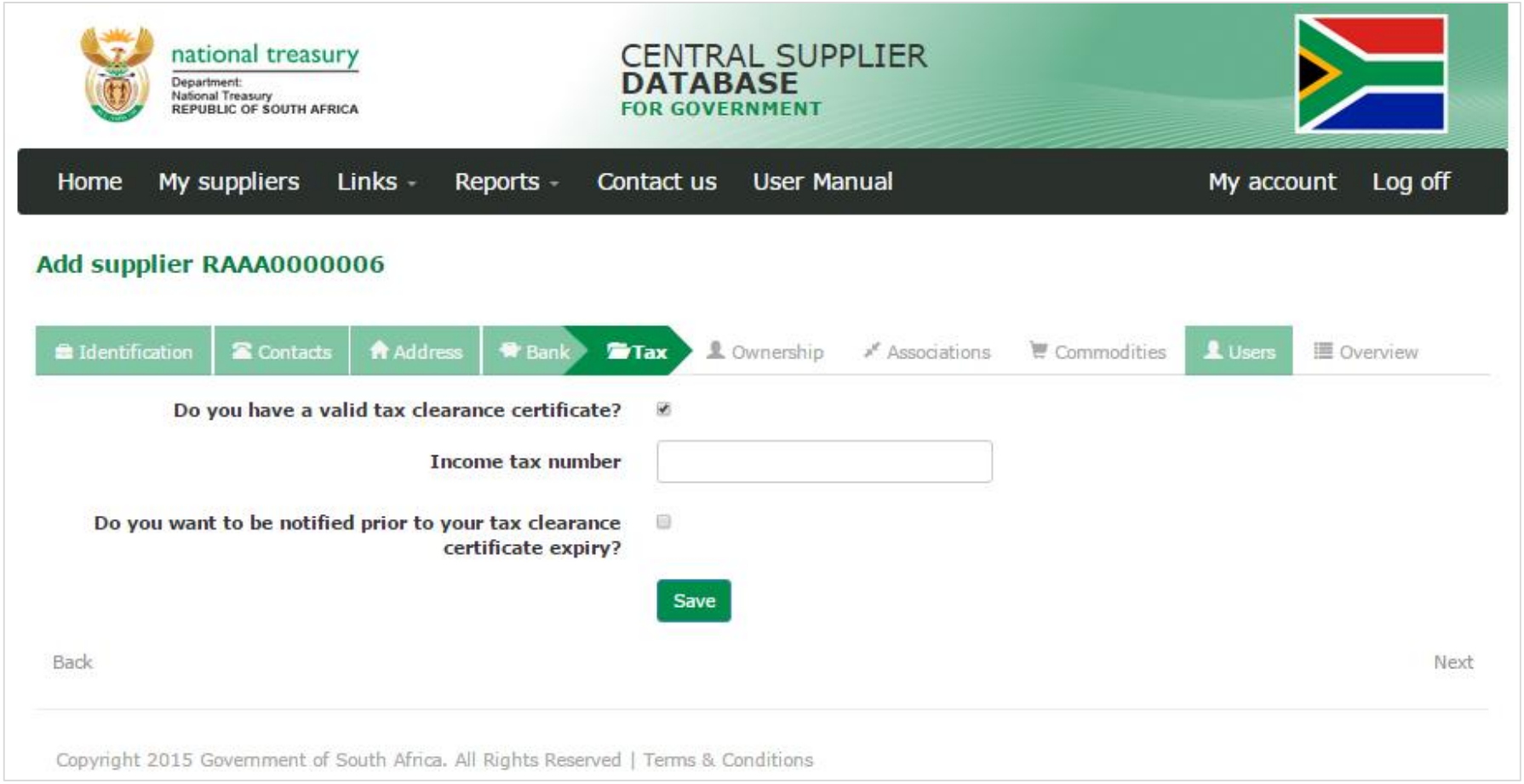


Supplier Self-Registration Process



Auto verification of supplier information with SARS, CIPC etc.

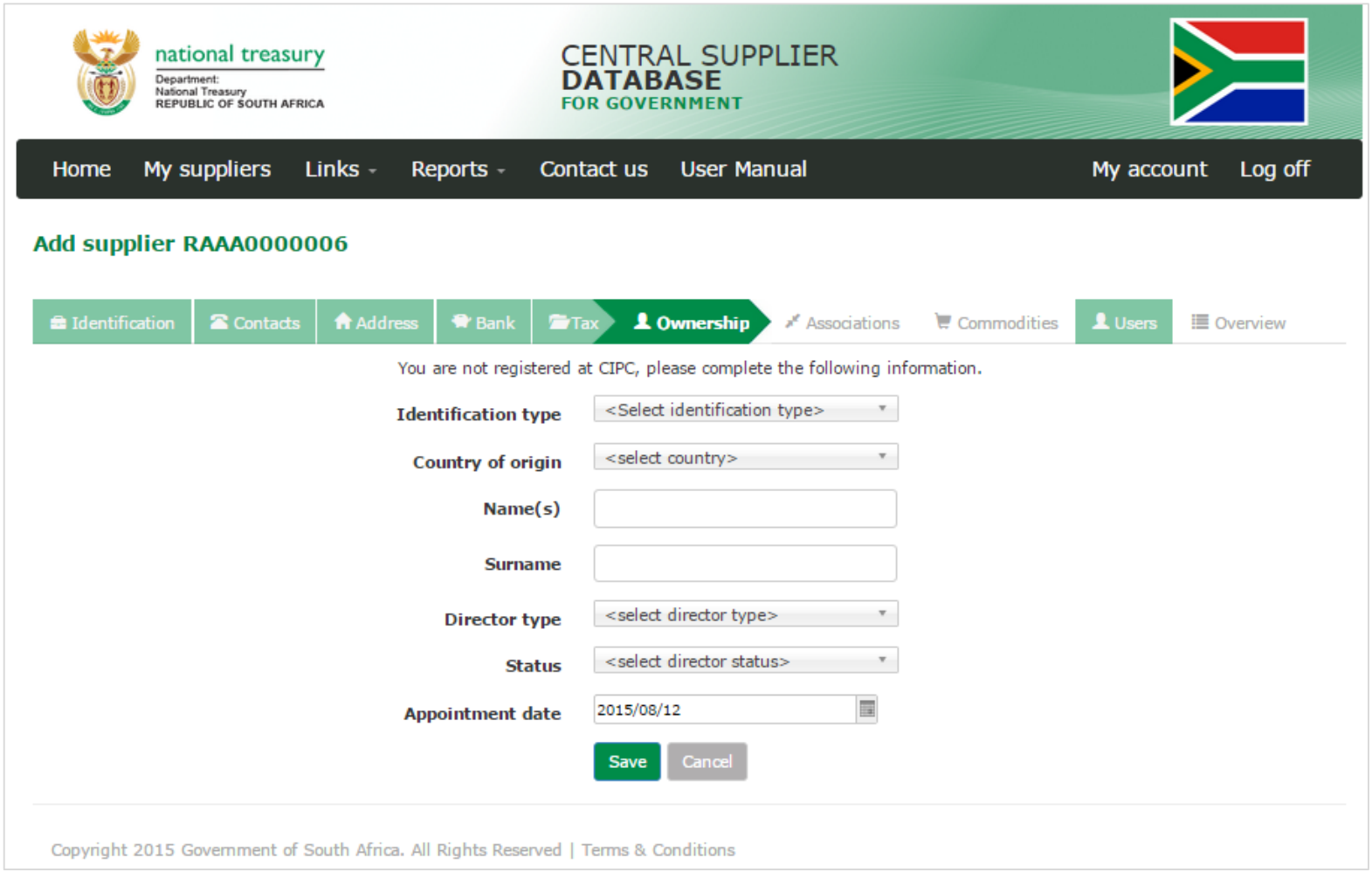
Complete Tax Information



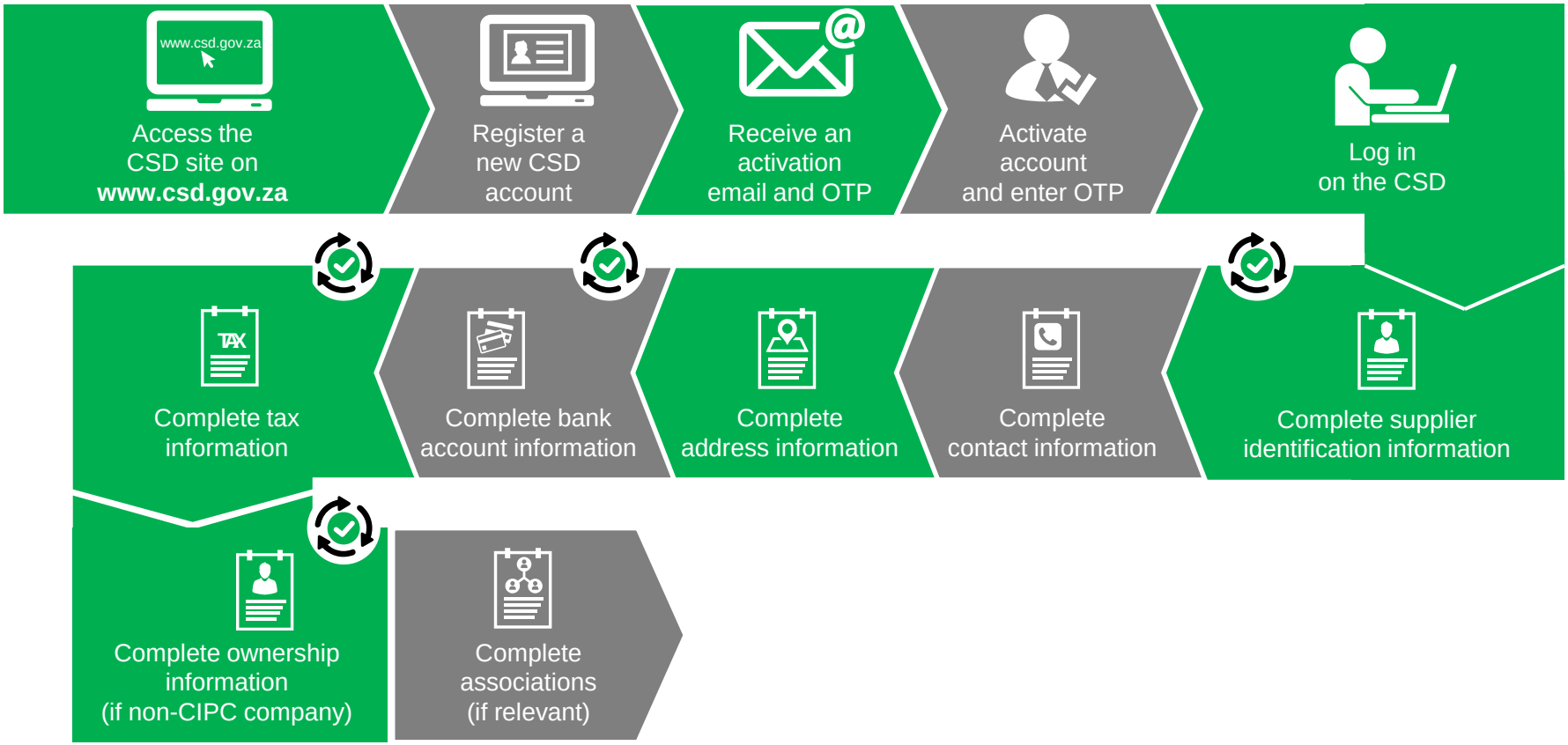
Supplier Self-Registration Process

Auto verification of supplier information with SARS, CIPC etc.

Ownership Information

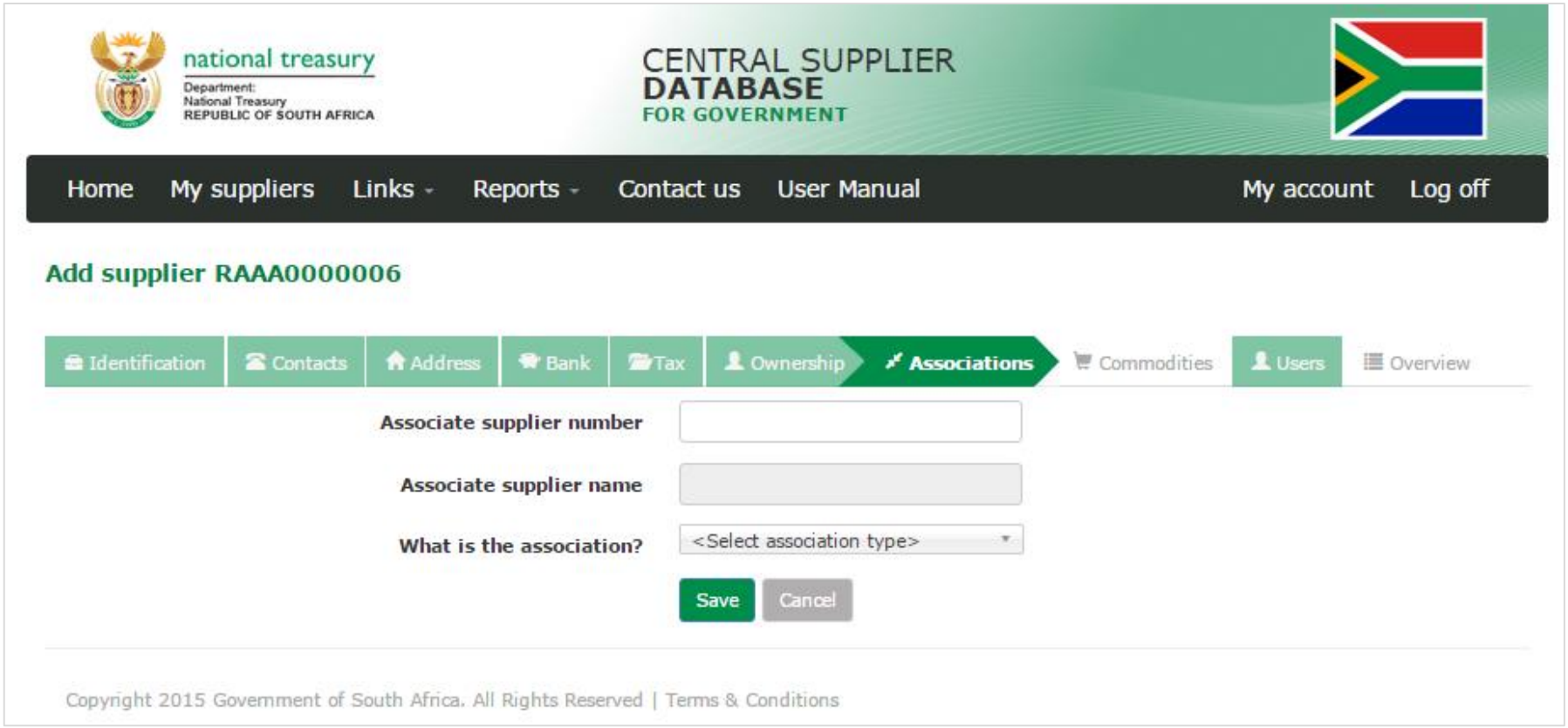


Supplier Self-Registration Process



Auto verification of supplier information with SARS, CIPC etc.

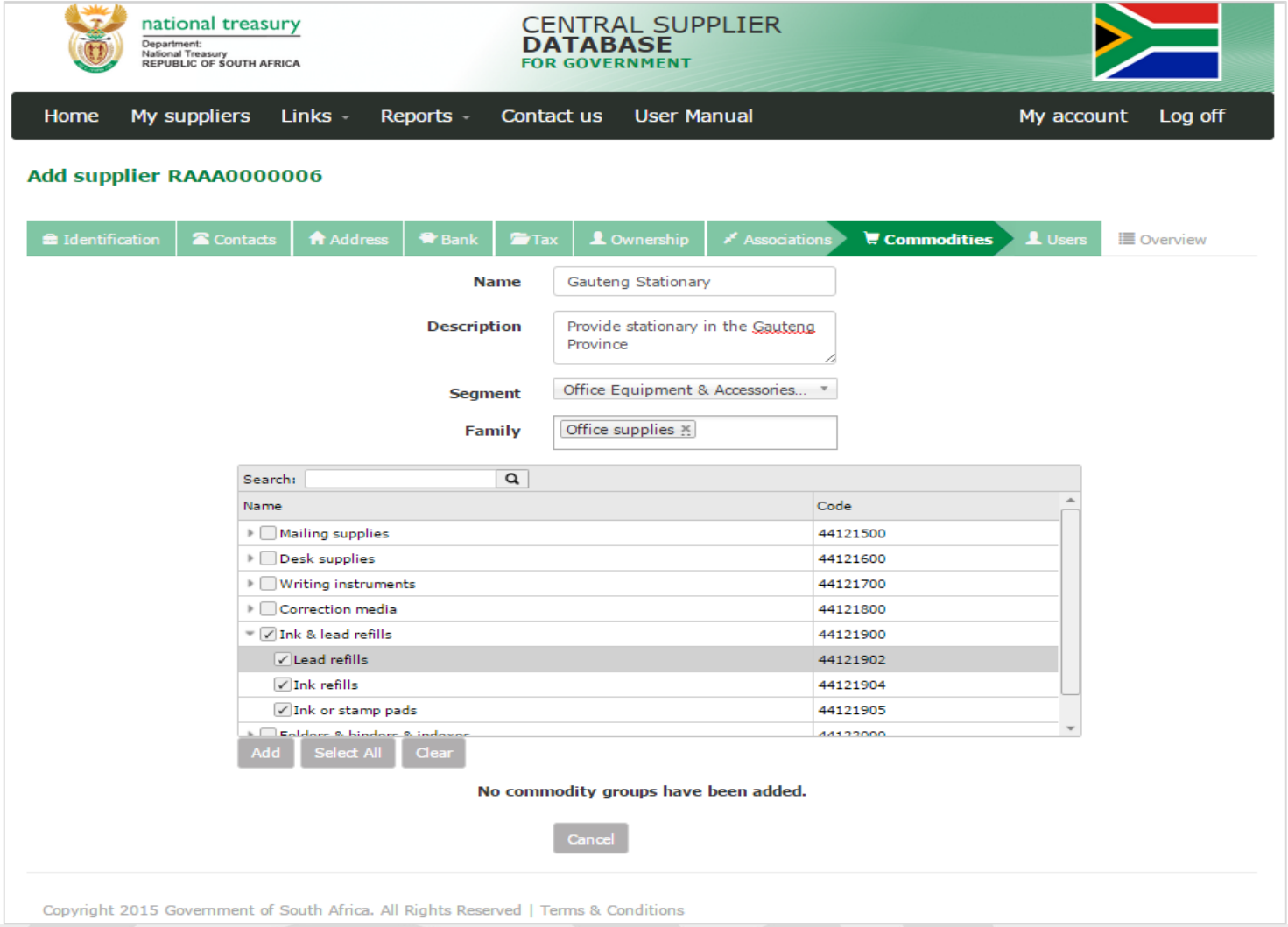
Complete Associations (if relevant)



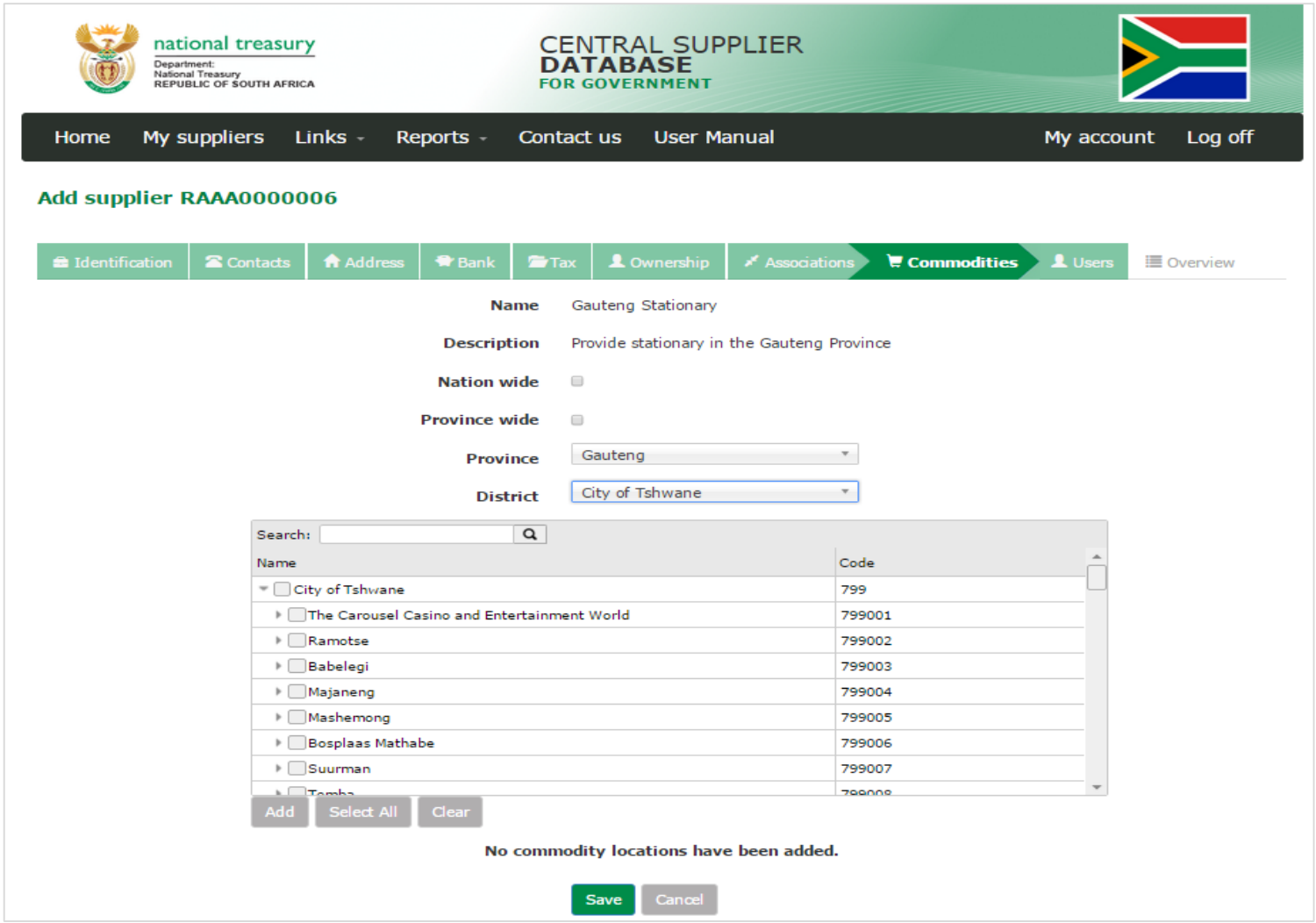
Supplier Self-Registration Process

Auto verification of supplier information with SARS, CIPC etc.

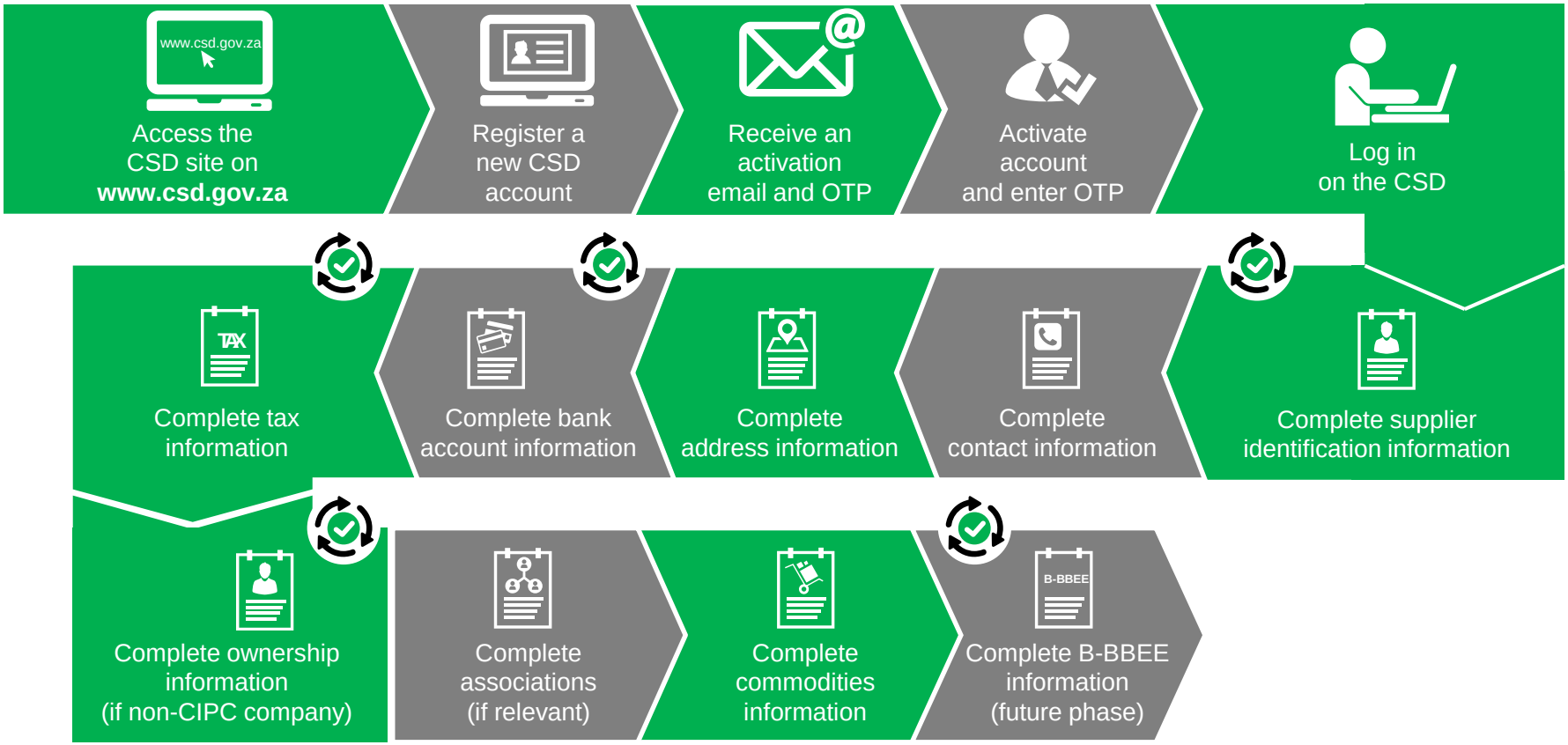
Complete Commodities Information



Complete Commodity Information - Location



Supplier Self-Registration Process

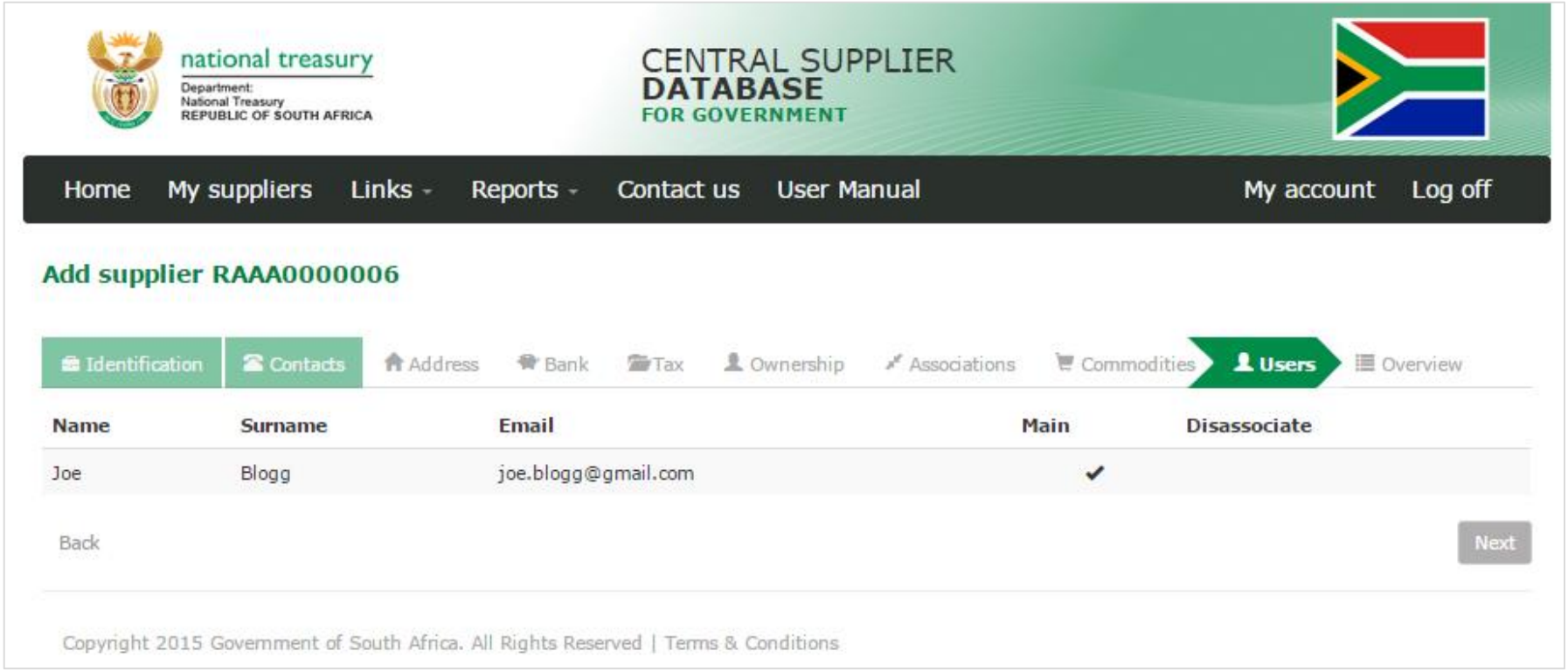


Auto verification of supplier information with SARS, CIPC etc.

Supplier Self-Registration Process

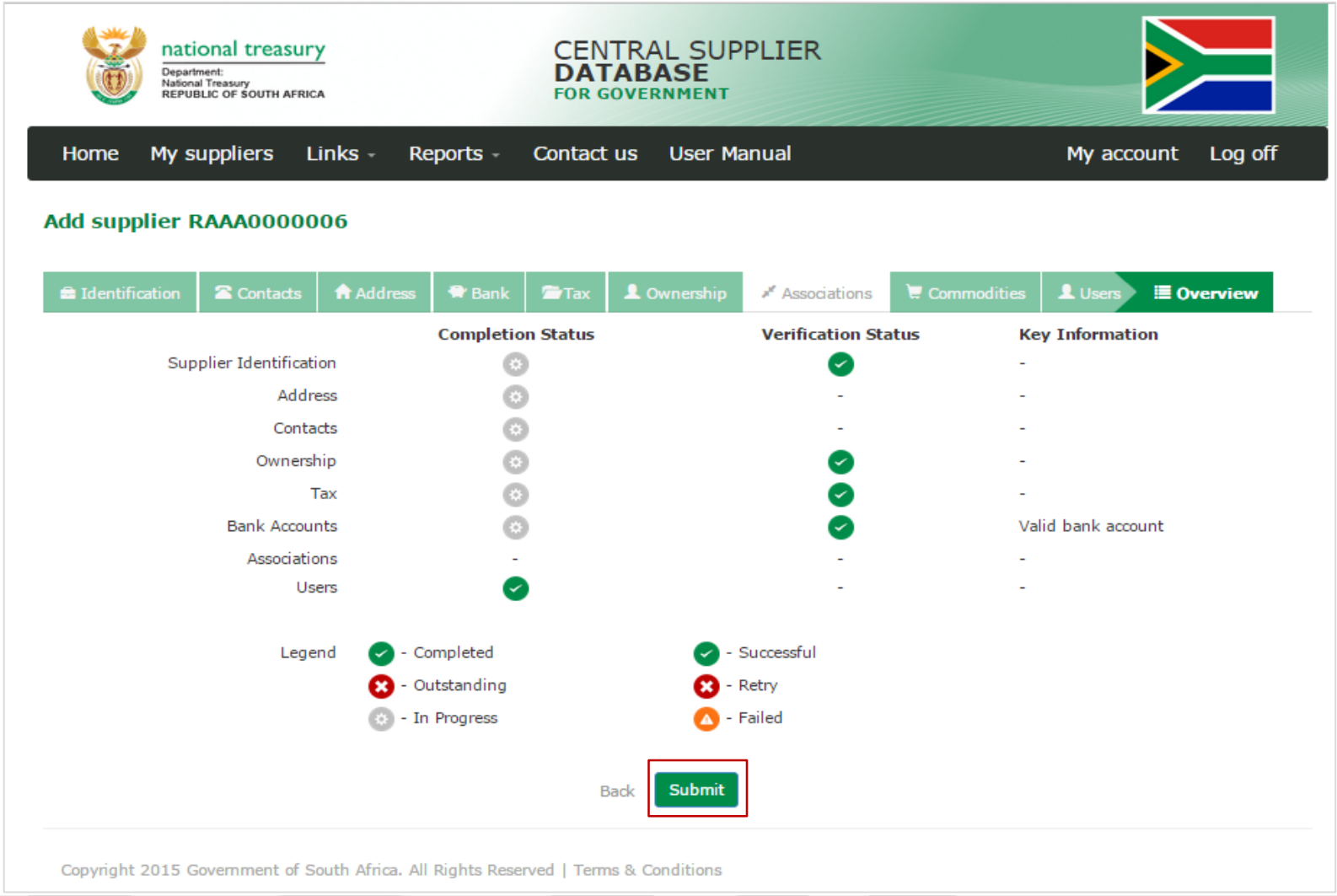
Auto verification of supplier information with SARS, CIPC etc.

Maintain Users



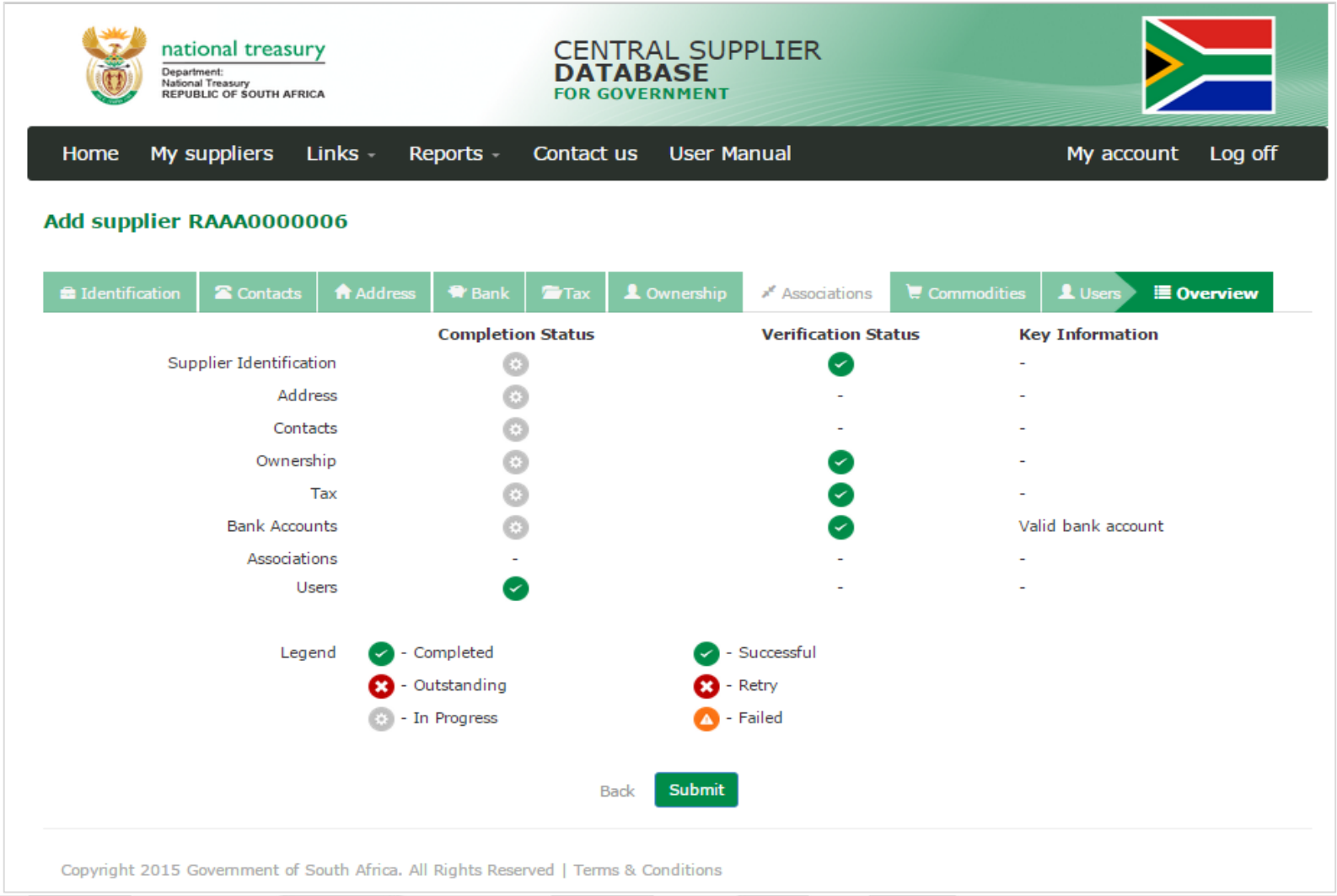
Supplier Self-Registration Process

Submit Supplier Request

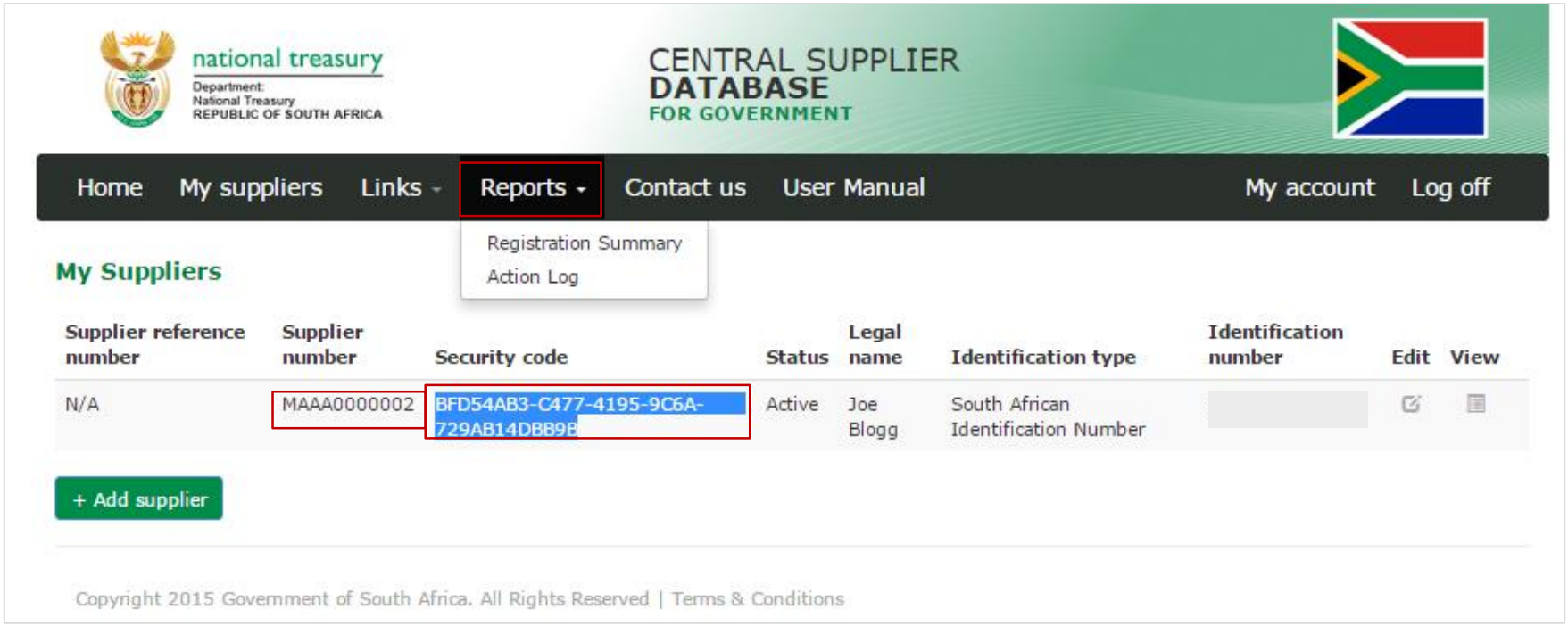


Supplier Self-Registration Process

CSD Overview Screen



CSD Reports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National Treasury
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FOR GOVERNMENT
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My suppliers
Links
Reports
Contact us
User Manual
My account
Log off
Registration Summary
Action Log
My Suppliers
Supplier reference number
Supplier number
Security code
Status
Legal name
Identification type
Identification number
Edit
View
N/A
MAAA0000002
BFD54AB3-C477-4195-9C6A-729AB14DBB9B
Active
Joe Blogg
South African Identification Number
+ Add supplier
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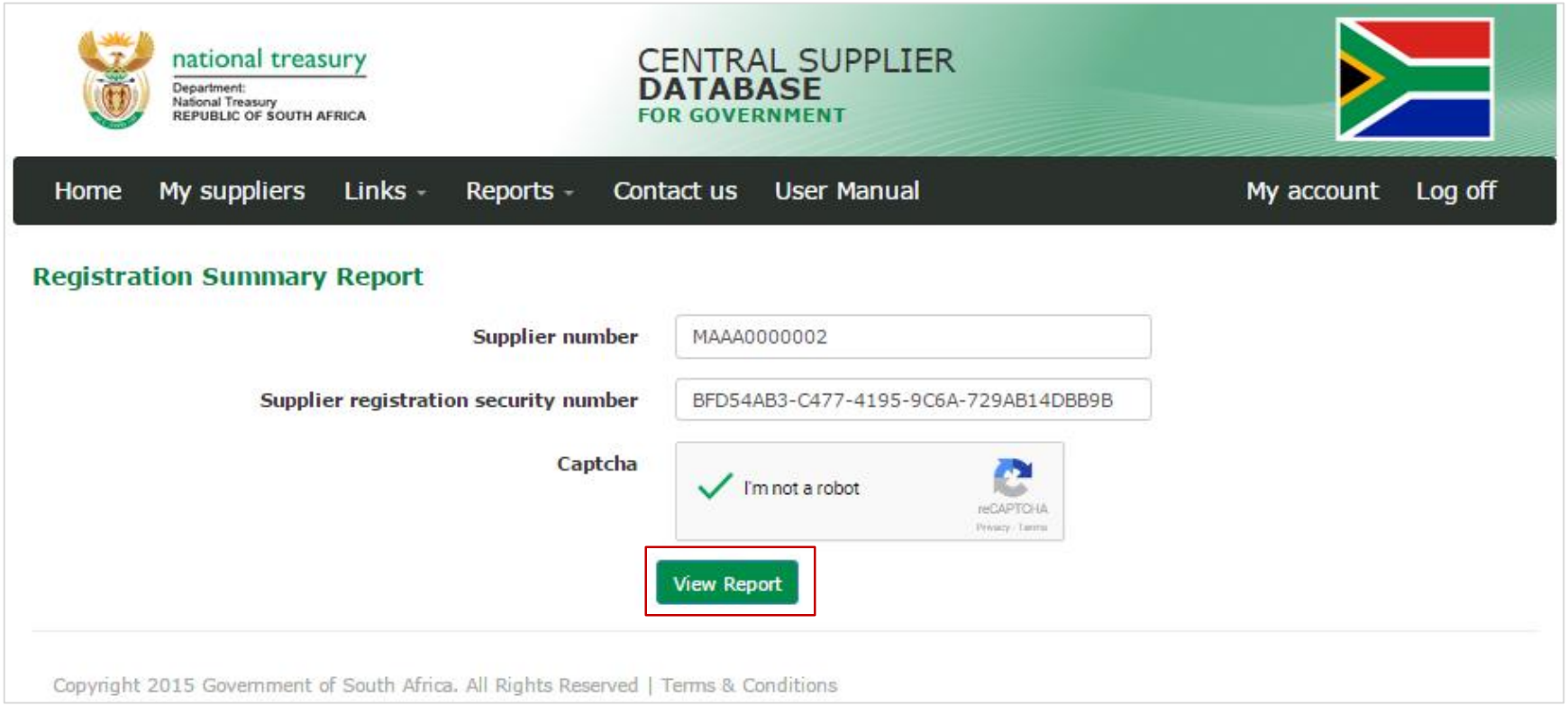
Supplier Summary Report



Supplier Summary Report - continued

Reports

Enter values below and click on View Report:

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Report Date:
12 Aug 2015 02:57:37 PM

Supplier Registration Security Code:
5E246184-1F68-4C90-9CD2-DFEA25E9D535

CSD REGISTRATION SUMMARY REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0000023	Government breakdown	Individual
Is supplier active?	Yes	Industry classification	Accommodation and food service activities
Allow associates?	Yes	Country of origin	South Africa
Supplier type	Individual	Registration date	1900-01-01 12:00:00 AM
Supplier sub-type	Individual	Created by	
Legal name	H-to-O	Created date	30 Jul 2015 09:56:40:000
Identification type	South African Identification Number	Edit by	
South African Identification number		Edit date	30 Jul 2015 09:56:40:000

SUPPLIER CONTACT INFORMATION

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

Interim Parallel Registration Process

Interim Parallel Registration Process

1 September 2015

Supplier self-registration

1

Supplier self-registers on the CSD

Interim Process

- Interim process until organs of state access the supplier information on the CSD
- Replacement of paper-based registration form

2

Supplier provides his CSD Supplier Number and Unique Security Code as well as any other relevant documentation (not yet electronically verified by the CSD) to the department(s) or organs of state.

CSD Supplier Nr | Supplier Unique Security Code | Relevant other documentation

1 April 2016

Organs of state access the supplier information on the CSD

3

Department(s) or organs of state use the supplier number and unique security code to view/ print the verified supplier information from the CSD

Interim Benefits/ Reduced administrative burden

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

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

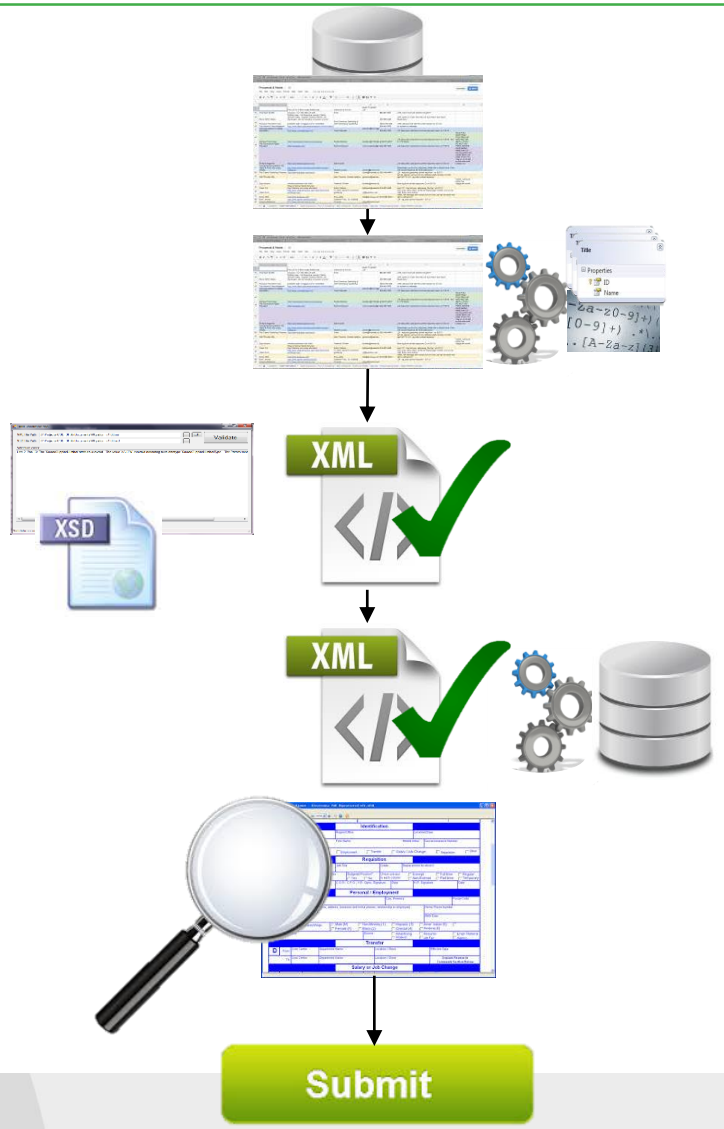
Data Preparation and Conversion Overview

Considerations

- Initial data conversion coverage (National & Provincial)
- Subsequent data conversion criteria (i.e. Unique Sector, unique suppliers)
- Data Preparation Approach (i.e. minimum required fields; clean-up effort alignment across government institutions)
- Data Conversion Approach (i.e. Data Mapping; Download and Transformation Programs; Data Validation; Upload Programs)
- Data Conversion Testing Strategy (i.e. record counts, hash totals)
- Data Conversion Implementation Strategy

Data Preparation and Conversion Overview

- Export supplier data from existing systems
- Prepare supplier data
  - reference standard CSD reference data
  - reformat to conform to CSD data format standards
- Package data into an XML file
- Validate the XML file schema
- Update as required
- Submit XML file to CSD for processing
- File is processed by CSD
  - Re-validated
  - Business rules checked
  - Pre-loaded into CSD registration/add page
  - Result file produced
- User created for each supplier as separate batch
- Supplier review pre-loaded details in CSD
- Supplier submits details



Supplier Type Requirements

Supplier Type	Supplier Sub-Type	Which ID type is required from the Supplier?	Which Tax number is required?
INDIVIDUAL	INDIVIDUAL SOLE PROPRIETORSHIP	SA ID number or Foreign ID number or Foreign Passport number. If a Foreign ID number or Foreign Passport number is provided then a Work Permit number must also be provided.	Income Tax Reference number if ID type is SA ID number. 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) STATE OWNED COMPANY (SOC LTD) NON PROFIT COMPANY (NPC) PRIVATE COMPANIES (Pty)(Ltd) PERSONAL LIABILITIES COMPANIES (INC) CLOSE CORPORATIONS PRIMARY CO-OPERATIVES SECONDARY CO-OPERATIVE TERTIARY CO-OPERATIVE LIMITED BY GUARANTEE TRANSVAAL ORDINANCE UNLIMITED NON-PROFIT EXTERNAL COMPANY EXTERNAL COMPANY	SA Company/ CC Registration number	Income Tax Reference number. VAT number is optional.
STATE OWNED ENTITY	PFMA SCHEDULE 1 - CONSTITUTIONAL INSTITUTIONS	None	PAYE Reference number or VAT number or Income Tax Reference Number.

Supplier Type Requirements - continued

Supplier Type	Supplier Sub-Type	Which ID type is required from the Supplier?	Which Tax number is required?
STATE OWNED ENTITY	PFMA SCHEDULE 1 - CONSTITUTIONAL INSTITUTIONS	None	PAYE Reference number or VAT number or Income Tax Reference Number.
	PFMA SCHEDULE 2 - MAJOR PUBLIC ENTITIES		
	PFMA SCHEDULE 3A - NATIONAL PUBLIC ENTITIES		
	PFMA SCHEDULE 3B - NATIONAL GOVERNMENT BUSINESS ENTERPRISES		
	PFMA SCHEDULE 3C - PROVINCIAL PUBLIC ENTITIES		
	PFMA SCHEDULE 3D - PROVINCIAL GOVERNMENT BUSINESS ENTERPRISES		
	TERTIARY INSTITUTION		
GOVERNMENT ENTITY	NATIONAL DEPARTMENT	None	PAYE Reference number or VAT number.
	PROVINCIAL ADMINISTRATION -GAUTENG		
	PROVINCIAL ADMINISTRATION -LIMPOPO		
	PROVINCIAL ADMINISTRATION -KWAZULU NATAL		
	PROVINCIAL ADMINISTRATION -MPUMALANGA		
	PROVINCIAL ADMINISTRATION -NORTH WEST		
	PROVINCIAL ADMINISTRATION -EASTERN CAPE		
	PROVINCIAL ADMINISTRATION -WESTERN CAPE		
	PROVINCIAL ADMINISTRATION -FREE STATE		
	PROVINCIAL ADMINISTRATION -NORTHERN CAPE		
	METROPOLITAN MUNICIPALITIES		
	DISTRICT MUNICIPALITY -GAUTENG		
	DISTRICT MUNICIPALITY -LIMPOPO		
	DISTRICT MUNICIPALITY -KWAZULU NATAL		
	DISTRICT MUNICIPALITY -MPUMALANGA		
	DISTRICT MUNICIPALITY -NORTH WEST		
	DISTRICT MUNICIPALITY -EASTERN CAPE		
	DISTRICT MUNICIPALITY -WESTERN CAPE		
	DISTRICT MUNICIPALITY -FREE STATE		
	DISTRICT MUNICIPALITY -NORTHERN CAPE		
	LOCAL MUNICIPALITY -GAUTENG		
	LOCAL MUNICIPALITY -LIMPOPO		
	LOCAL MUNICIPALITY -KWAZULU NATAL		
	LOCAL MUNICIPALITY -MPUMALANGA		
	LOCAL MUNICIPALITY -NORTH WEST		
	LOCAL MUNICIPALITY -EASTERN CAPE		
	LOCALMUNICIPALITY -WESTERN CAPE		
	LOCAL MUNICIPALITY -FREE STATE		
	LOCAL MUNICIPALITY -NORTHERN CAPE		

Supplier Type Requirements - continued

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

Technical/System Break Away Session

Data Preparation And Conversion Process

Verify minimum data requirements met

Minimum Required Data

- Supplier Classification
  - Supplier Type
  - Supplier Sub-type
  - Government Breakdown
- Identification Fields
  - Dependent on Supplier Type
- Address Details
  - Province, District, Municipality, City, Suburb, Ward
- e-Mail Address
  - user id for generated user account
- Cellphone Number
  - for sending OTPs via SMS

Data Preparation And Conversion Process

Contact CSD

- Schedule Conversion
- Supply Updated Documentation and Tools
- Current Records for Filtering Records

Demo

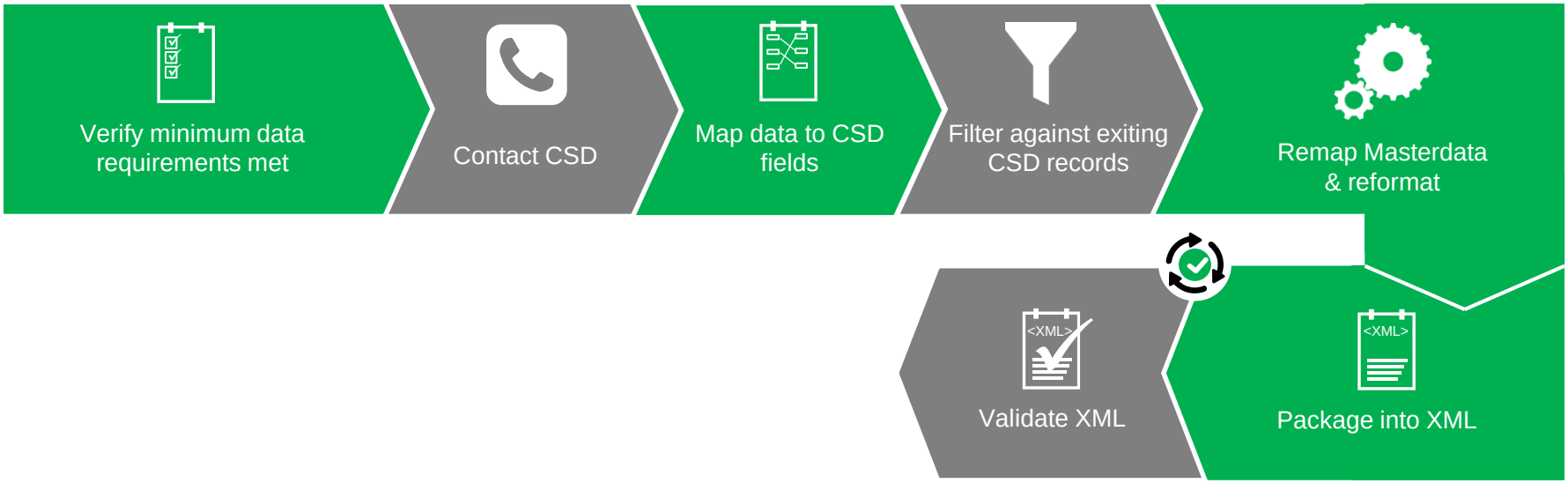
Data Conversion Job Aid

Data Preparation And Conversion Process

Demo

Mapping of Data Fields

Data Preparation And Conversion Process



Demo

XML File Validation Tool

Data Preparation And Conversion Process

Questions

& Answers

Business/SCM Break Away Session

Data Preparation Approach

- The purpose of supplier data preparation is to convert quality supplier data into the CSD
- Apply the following criteria during data preparation:
  - Ensure suppliers are in an authorised status (i.e. manually vetted) and actively in use;
  - Ensure supplier information is up to date;
  - Ensure the fields which are mandatory on the central supplier database are complete
  - Ensure no duplicate suppliers exist; and
  - The audit information of all suppliers should be retained by organs of state for record purposes.

Data Preparation Approach - continued

Mandatory supplier data fields:

Supplier Identification

- Supplier Type
- Supplier Sub-Type
- Government Breakdown
- ID Type (dependent on supplier type)
  - SA ID Number
  - Foreign ID Number
  - Foreign Passport Number
  - Work Permit Number
  - SA Company Number(Business Registration Number with CIPC)
  - Foreign Company Registration Number
  - International Securities Identification Number (ISIN)
  - SA Trust Registration Number
- Country Of Origin
- Legal Name

Contacts (at least 1 contact):

- Name
- Surname
- Email address
- Cellphone number
- Preferred communication method (default to email)

Address (if provided)

- Address type
- Is preferred address
- Address line 1
- Postal code
- Country
- Province
- District
- Municipality
- City
- Suburb

Bank Details (if provided)

- Bank account holder
- Bank branch number
- Bank account number
- Bank account type
- Is preferred account
- Active start date (of account)

Tax (if provided)

- Tax reference number (dependent on supplier type)

Ownership information (if provided and non-CIPC)

- Name and surname

Data Preparation – Lessons Learned

- Understand that it is an iterative process – SCM vs. Technical
- Understand from technical team which records can be converted and which ones not
- If record can not be converted, determine if outstanding information should be obtained in order to convert the record
- Determine if there is sufficient capacity to contact suppliers, capture updated supplier information etc.
- Don’t underestimate the effort involved, start asap!
- Focus campaign on key supplier information gap(s) e.g. email address and cellphone number
- Data conversion is aimed at converting minimum supplier information in order to create a supplier request whereby supplier can update information and submit
- If supplier information coverage is low, consider the ease of supplier self-registration vs. capturing supplier information

Interim Parallel Registration Process

1 September 2015

Supplier self-registration

1

Supplier self-registers on the CSD

Interim Process

- Interim process until organs of state access the supplier information on the CSD
- Replacement of paper-based registration form

2

Supplier provides his CSD Supplier Number and Unique Security Code as well as any other relevant documentation (not yet electronically verified by the CSD) to the department(s) or organs of state.

CSD Supplier Nr | Supplier Unique Security Code | Relevant other documentation

1 April 2016

Organs of state access the supplier information on the CSD

3

Department(s) or organs of state use the supplier number and unique security code to view/ print the verified supplier information from the CSD

Interim Benefits/ Reduced administrative burden

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

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

National Treasury Instruction No *X* Of 2014/2015

PURPOSE

The purpose of this instruction is to prescribe:

Mandatory **National Central Supplier Database** (NCSD) for **the registration of prospective suppliers** to source price quotations by Accounting Officers (AOs) of all departments and constitutional institutions and Accounting Authorities (AAs) of public entities listed in Schedule 2 and 3 to the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999); and

Verification of the following key information for bids received:

a) Business registration, including details of directorship and membership;
b) Bank account holder information;
c) In the service of the state status;
d) Tax compliance status;
e) Identity number;
f) B-BBEE status level; and
g) Tender defaulting and restriction status.

NB: Bank account holder information, in the service of the state status and B-BBEE status level would only be verified through the NCSD from 1 April 2016 and institutions are required to manually verify this information during the transitional period.

Bids: includes price quotations, advertised competitive bids, limited bids and proposals.
Transitional period: means a period from 1 September 2015 to 31 March 2016

National Treasury Instruction No *X* Of 2014/2015
(Continued…)

ESTABLISHMENT OF CENTRAL SUPPLIER DATABASE

In order to give effect to the mandatory requirements of this instruction:
AOs and AAs are required to **invite and accept price quotations from a list of prospective suppliers listed on the NCSD** up to a threshold value of R 500 000; and

Verify prospective suppliers' key information on the NCSD.

If it is not possible to obtain price quotations from the list of prospective suppliers listed on the NCSD, **the reasons should be recorded and approved by the accounting officer / authority or his / her delegate**.

From **1 April 2016**, institutions may not award any bid to a supplier who is not registered on the NCSD.

National Treasury Instruction No *X* Of 2014/2015
(continued…)

TRANSITIONAL PERIOD AND THE PERIOD THEREAFTER

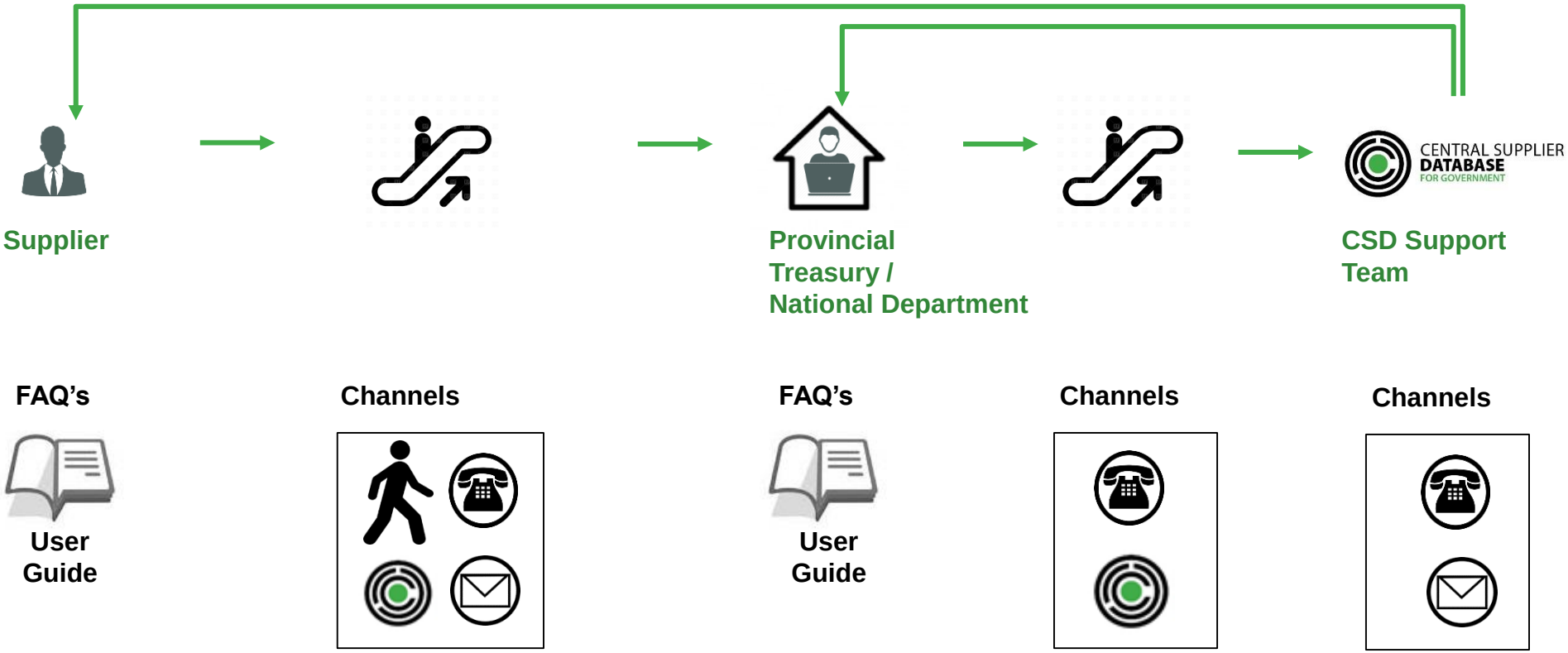
- The period from **1 September 2015** to **31 March 2016** is the transitional period.
- During the transitional period, Institutions must invite and ***accept price quotations from their own established list of prospective suppliers*** and only ***utilise the NCSD for verification of key information***.
- After the ***lapsing of the transitional period***, institutions are ***compelled*** to ***only invite*** and ***accept quotations*** from a list of prospective suppliers listed in the NCSD.
- From 1 April 2016, institutions that have procured computerised systems to manage their database of prospective suppliers ***may not extend such computerised systems or institute new computerised systems*** for managing their list of prospective suppliers.
- Computerised systems that would still be operational at the effective date of this instruction ***may be used up until such contracts lapse***.
- The computerised systems referred to above may be utilised within or outside the transitional period. ***Institutions must verify key information of prospective suppliers during this period through NCSD***.
- During the transitional period, institutions are required to obtain from a prospective supplier a **supplier number** and **Supplier Registration Security Code** to verify a prospective supplier's key information on the NCSD.

CSD Information Pack

CSD information pack contains information on the following:

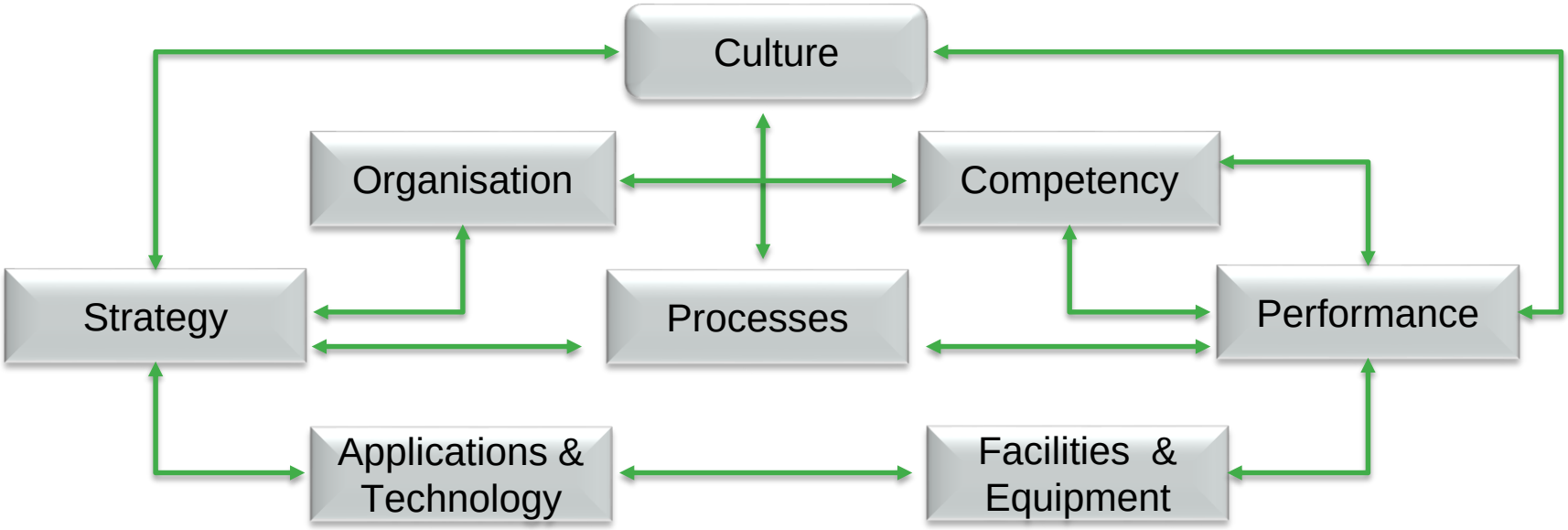
- The objectives of the CSD Change Management approach;
- High level stakeholder engagement and communication timeline;
- Guidelines on how to use the CSD information pack;
- Fact sheets f(government and suppliers)
- FAQs (internal and supplier)
- Email campaign

CSD Support Approach



Checklist and elements considered during implementation

The checklist overs all areas prevalent to the implementation of the CSD application and will ensure, if all criteria are met, a successful implementation of CSD in a particular Province.



Checklist and elements considered during implementation

- **Culture:** Behavior of people utilising the CSD application will change e.g. Suppliers will self-register and will maintain their own information on the CSD, and therefore need to be more pro-active in ensuring compliance, from paper intensive supporting documentation to electronic verification; Provincial Treasury will initially act as first point of contact to all Suppliers in the Province;
- **Organisation:** How organisational structures and personnel roles will be affected by the implementation of the CSD application;
- **Competency:** Knowledge and skills of the people utilising and supporting the CSD application;
- **Strategy:** The impact CSD will have on modernizing the Supply Change Management (SCM) landscape;
- **Processes:** The impact of processes affected by the implementation of the CSD application;
- **Performance:** Performance is expected to improve as CSD will significantly reduce the administrative burden for business and SCM practitioners;
- **Application and Technology:** The impact of the software to be implemented (CSD application); and
- **Facilities & Equipment:** The infrastructure required to ensure that the CSD is operational.

Training Approach

- A Train-the-Trainer approach will be adopted
- The goal of the train-the-trainer process is to provide identified trainers the background and practical experience to provide assisted supplier self-registration to suppliers as well as 1st line support
- During training, the trainers will receive hands-on training, a user guide for assisted supplier self-registration as well FAQs

Proposed Workshop Dates

Month	Mon	Tue	Wed	Thu	Fri
				13 Data Preparation & Conversion Workshop	14 Eastern Cape workshop
Aug 2015	17	18	19	20 Free State / North West workshop	21 Free State / North West workshop
	24 Phase 1 Pilot Mpumalanga workshop	25 Phase 1 Pilot	26 Phase 1 Pilot Northern Cape workshop	27 Phase 1 Pilot	28 Phase 1 Pilot
	31 Phase 1 Pilot	**1** **Public Go-Live**	**2**	**3**	**4**

The following workshop dates must still be confirmed:

- Gauteng, KZN, Limpopo, Western Cape, Local Government, State Owned Entities and National Departments

Questions

& Answers

Summary & Wrap Up

CSD Readiness Progress Update

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CSD Readiness Progress Update

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Report date:	**Wednesday, August 12, 2015**					
Action	**Responsible**	**Start Date**	**End Date**	**Target End Date**	**% Complete**	**Comments / Issues and Risks**
Stakeholder Engagement and Communication						
Participate in pre-go live roadshows/information sessions				31-Aug-15		
Distribute CSD information pack guidelines				31-Aug-15		
Distribute government fact sheet				31-Aug-15		
Distribute supplier fact sheet				31-Aug-15		
Distribute internal FAQs				31-Aug-15		
Distribute supplier FAQs				31-Aug-15		
Launch awareness campaigns e.g. email and radio				30-Sep-15		
Conduct supplier information session(s)				30-Sep-15		
Conduct supplier post-go-live session(s)				30-Sep-15		
Culture and Organisation						
Identify impacted government officials e.g. current supplier registration team, future assisted supplier registration team and future support team				17-Aug-15		
Determine and communicate the role changes of government officials impacted by the CSD implementation				31-Aug-15		
Deploy government officicials in their new role e.g assisted supplier registration, first line support				31-Aug-15		
Competency						
Identify government officials that will receive training (train-the-trainer) and act as first point of contact to suppliers				14-Aug-15		