



# CENTRAL SUPPLIER DATABASE FOR GOVERNMENT



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## Central Supplier Database

### Search Functionality Training

# Agenda

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Agenda Item	Presenter	Duration
Welcome and Introductions	CSD Team	10 min
CSD Overview	CSD Team	20 min
Circular 3 of 2015/2016	CSD Team	10 min
CSD Support Approach	CSD Team	10 min
Overall Search Functionality Approach (including Demo)	CSD Team	20 min
Next steps, Summary & Wrap-up	CSD Team	10 min

# CSD Overview

# Background

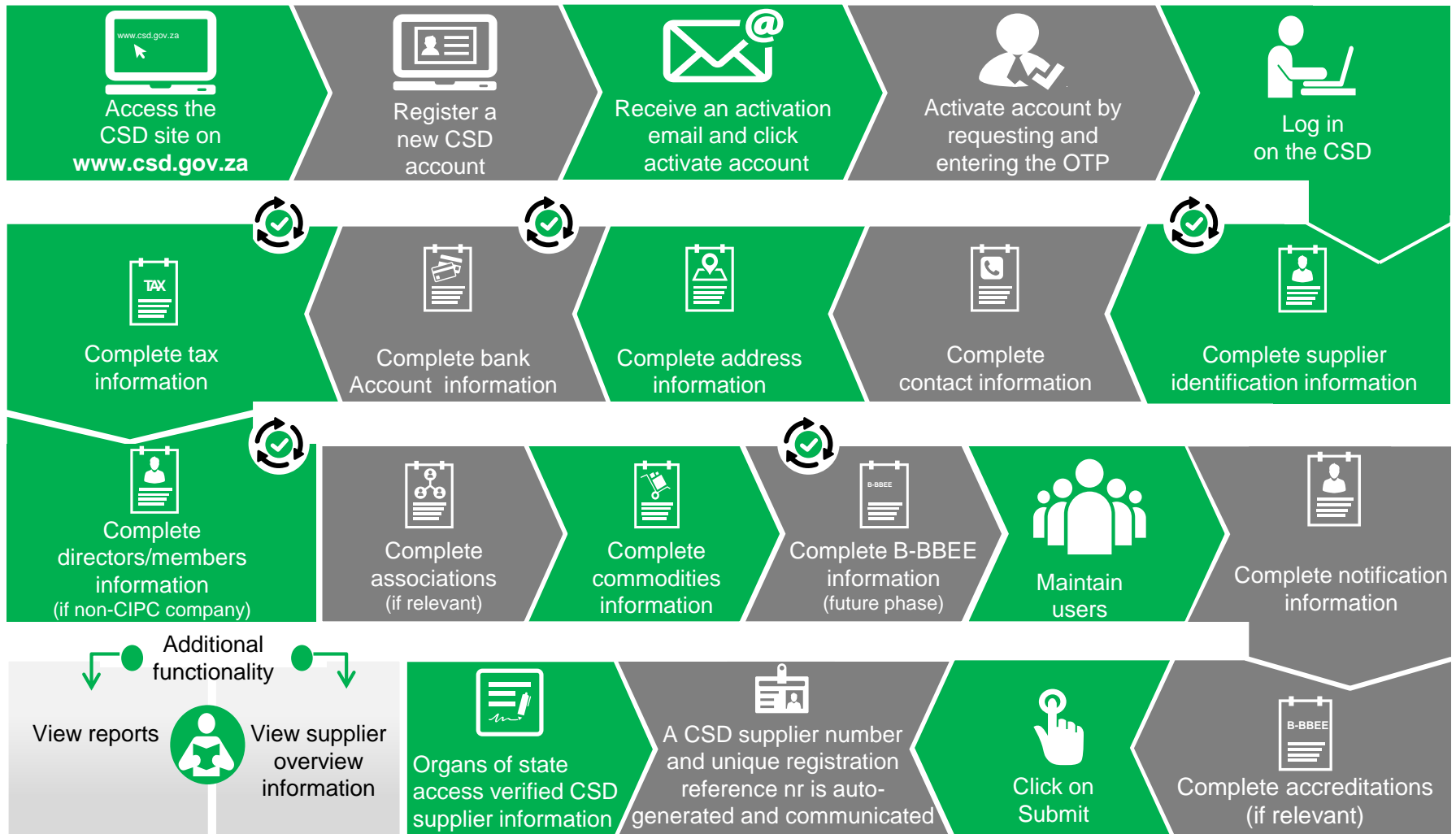
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From the 2015 Budget Speech:

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

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

# Overview of the CSD self-registration process



National Treasury Circular NO 3 2015/2016

## National Treasury Circular NO 3 2015/2016

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- In the transition period (1 September 2015 – 31 March 2016), accounting officers and accounting authorities are required to commence with the **migration of their current supplier database** to ensure accuracy and validity of information prior to mandatory implementation of the CSD.
- Institutions are required to forward their data (list of prospective suppliers) to the National Treasury. The **data preparation and conversion** job aid may be accessed on:  
[http://ocpo.treasury.gov.za/Resource\\_Centre/CSD/JOB%20AID\\_CSD%20Data%20Preparation%20and%20Conversion.pdf](http://ocpo.treasury.gov.za/Resource_Centre/CSD/JOB%20AID_CSD%20Data%20Preparation%20and%20Conversion.pdf)

## National Treasury circular NO 3 2015/2016

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- It is not necessary for prospective bidders to submit hard copies as proof of compliance to key information as mentioned paragraph 7.2 of this circular if registered on the CSD. In a case where a prospective supplier is not registered on the CSD during the transition period, institutions may verify the prospective supplier's key information manually till 31 March 2016.
- All institutions must provide CSD registration support to prospective suppliers who are unable to self-register or require assistance with registration.



Certified Bank Account  
BBBEE Certificate/Affidavit  
Other Forms  
Supplier Number  
Unique Registration Reference Nr

Manual and Other Technical Vetting e.g.

Commercial Bank



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## First point of Contact

## Supplier Summary

## Supplier List

## Bid and Quotations

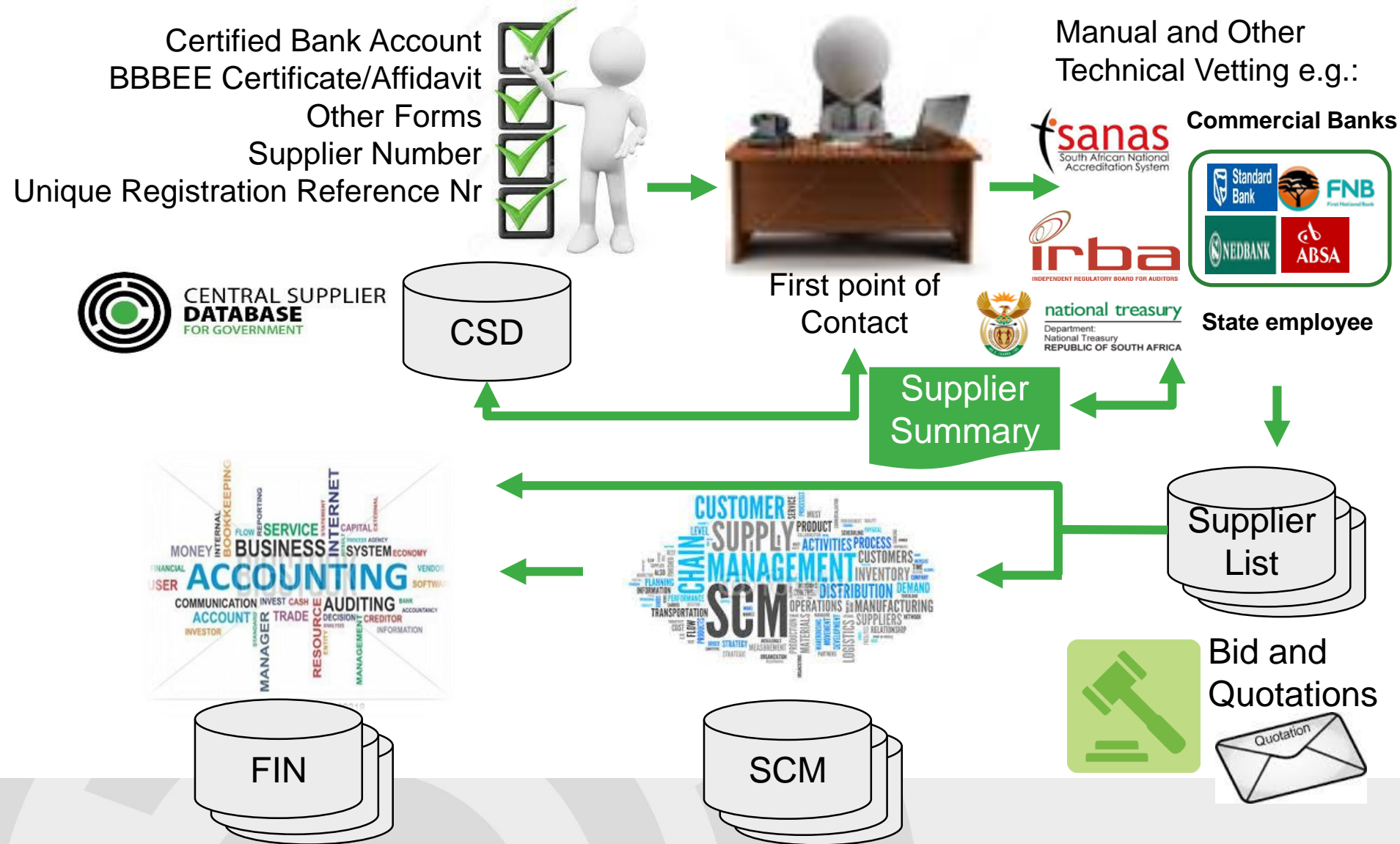


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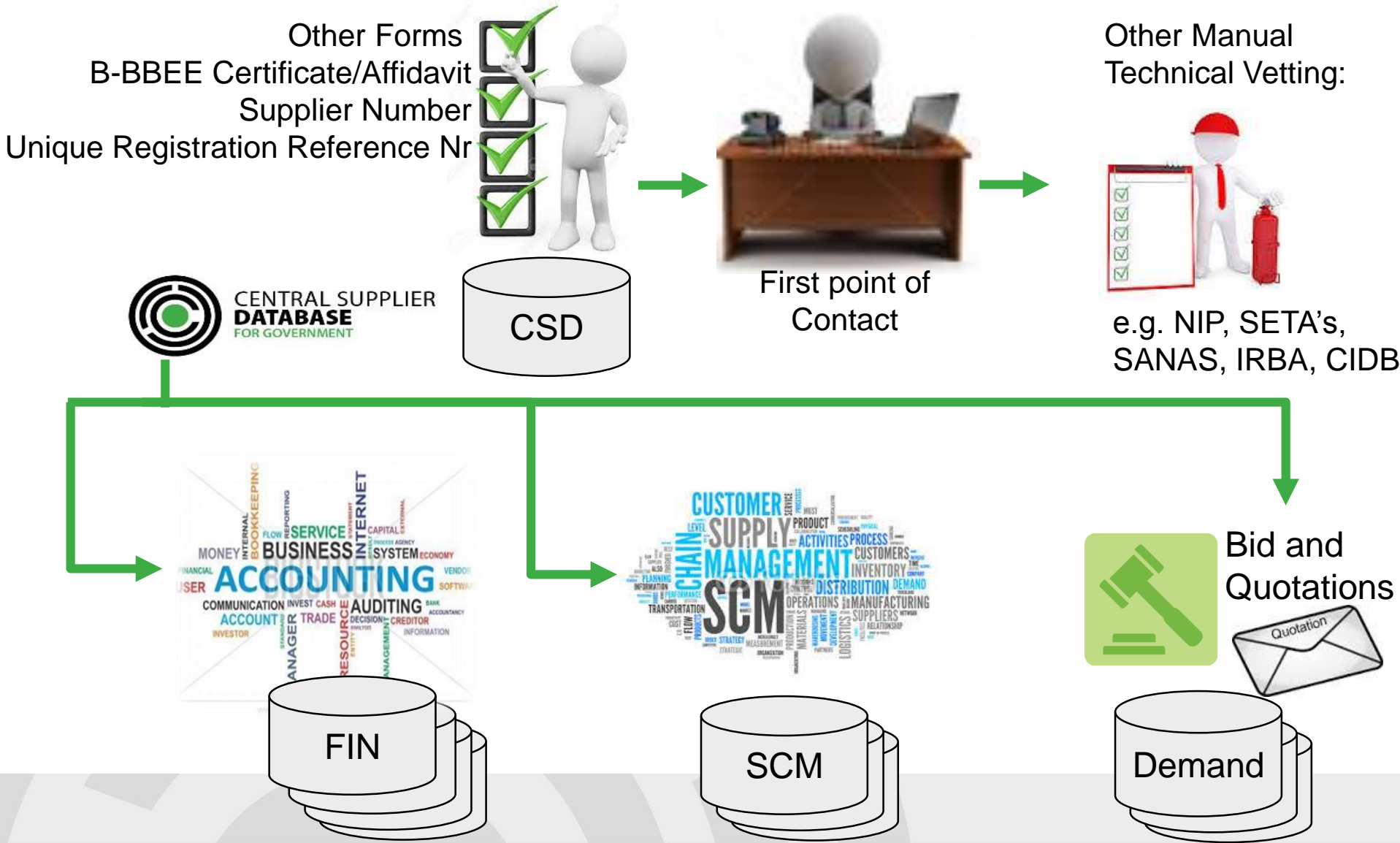
# CSD

FIN

SCM

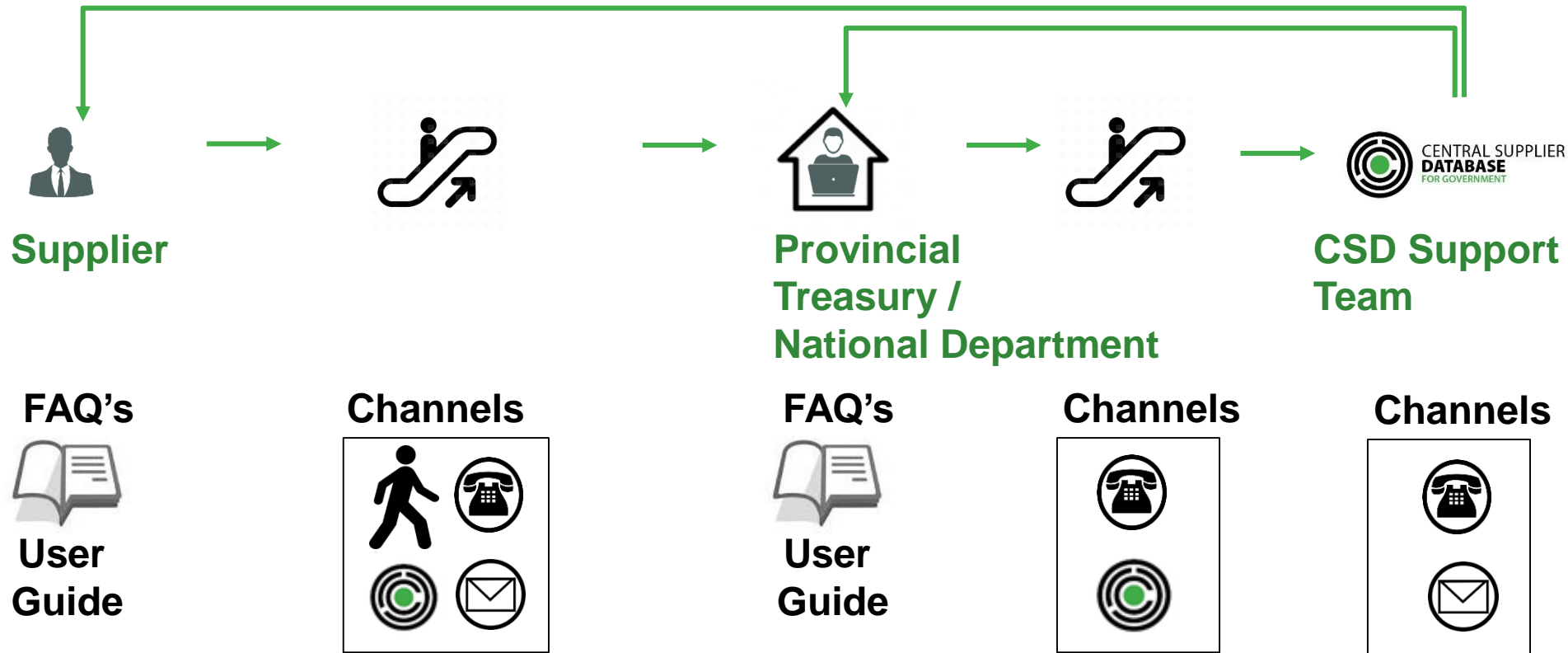


# New Process (From 1 April 2016)

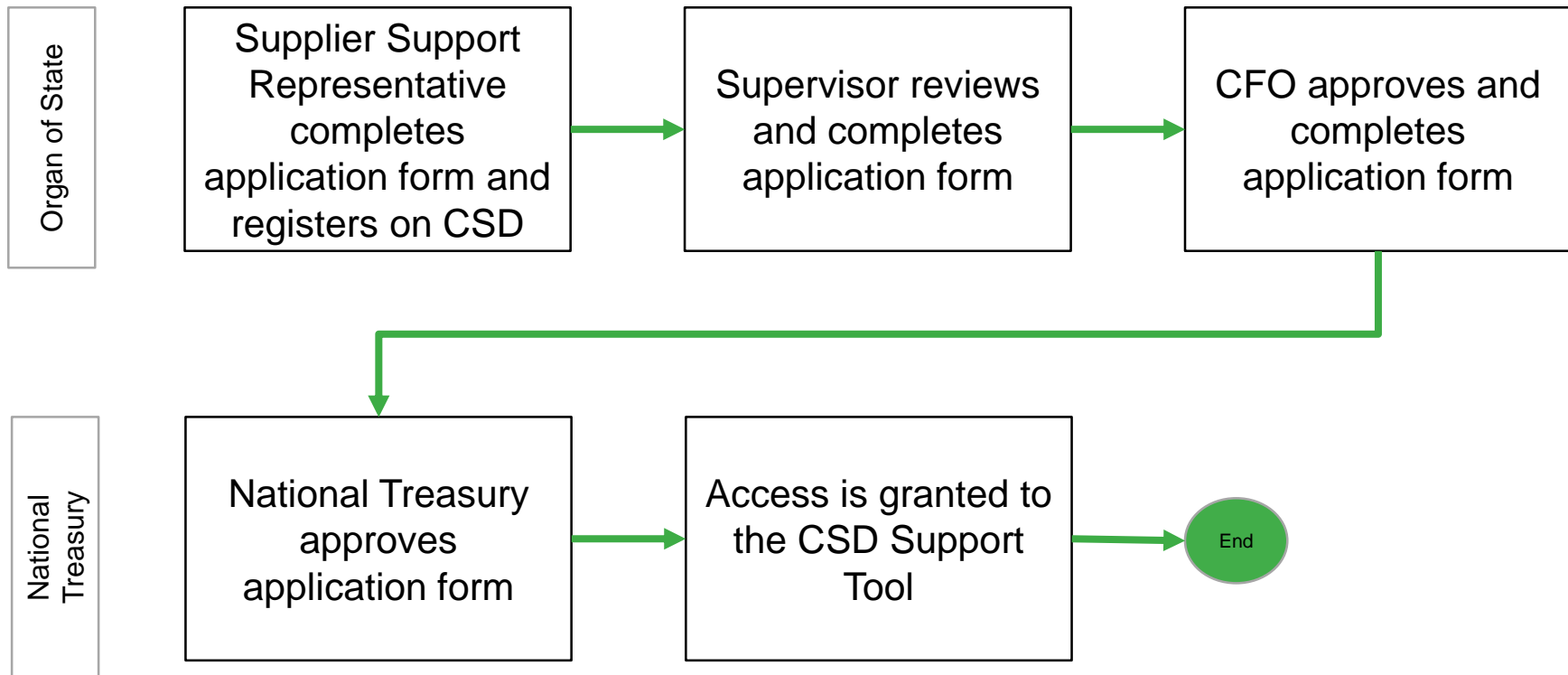


# Support Approach

# CSD Support Approach



# CSD Support Tool Application Process



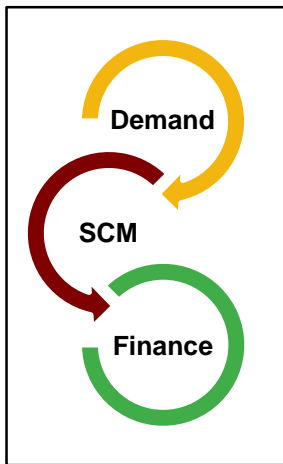
# Integration Services

# Consumer access to information



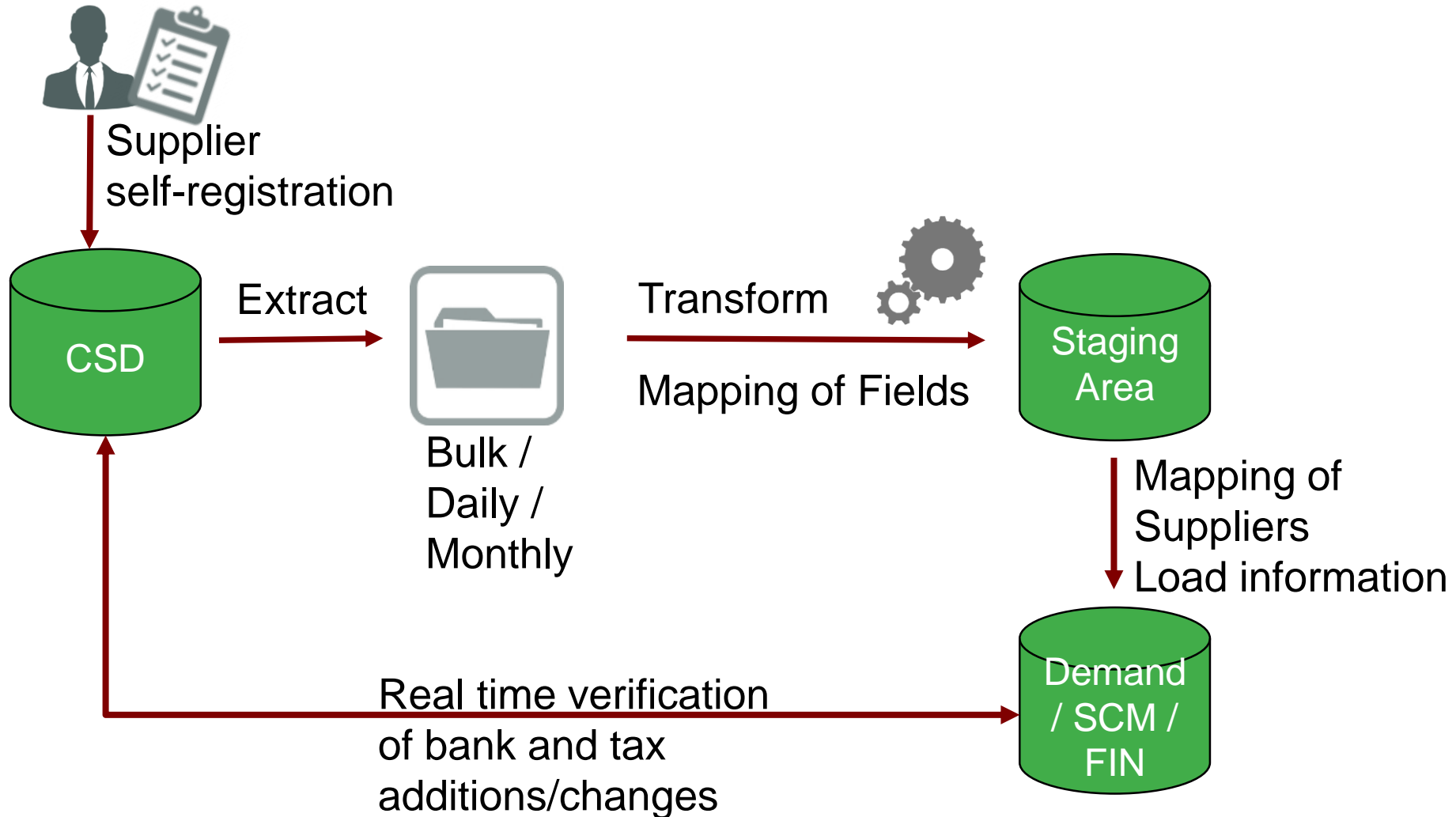
SCM Practitioner

- 1) **Online search** functionality via CSD application based on supplier Commodity and Location.
- 2) **Real time:** web services that are made available to OoS to consume supplier information from the CSD. Call and request latest update on supplier when needed.
- 3) **Bulk data:** files that are made available to OoS to consume supplier information from the CSD in bulk format.



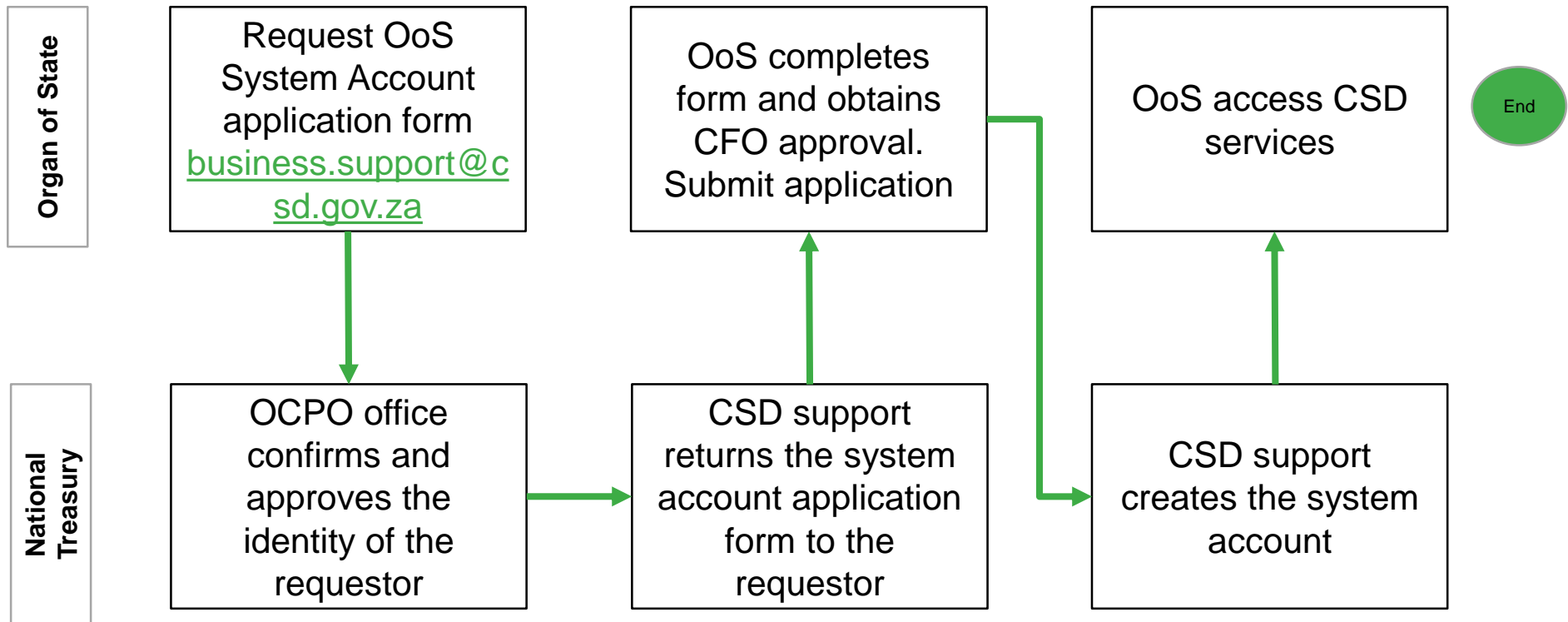
Systems Landscape

# The process on how to consume CSD information





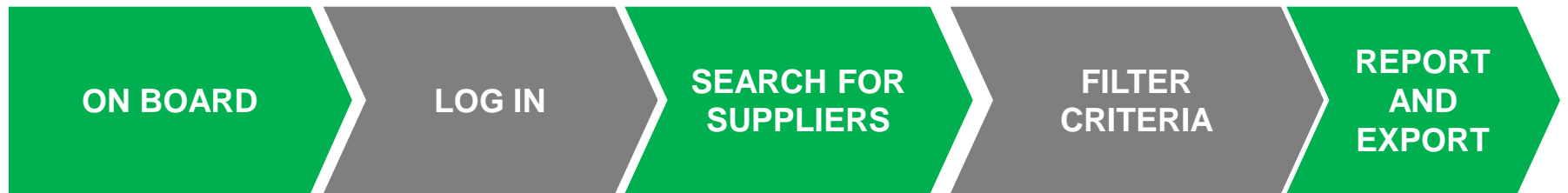
# System Account to access CSD services



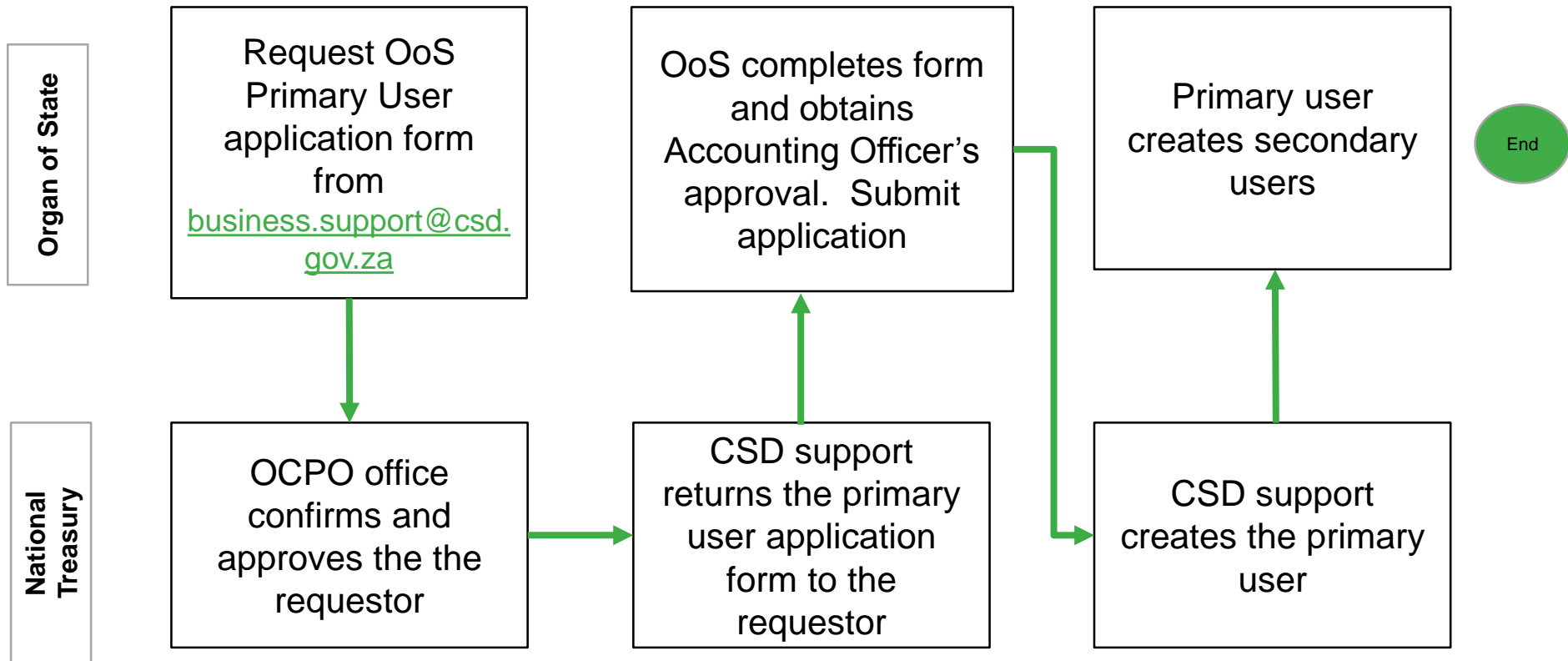
# Overall Search Functionality Approach

# Overall Search Functionality Approach

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# Accessing CSD Online Search Functionality (On Boarding)




# Demo of Search Tool

# Landing Page - <https://www.csd.gov.za>




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.

# Log In Page



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## Log in



Email

Password

Captcha




Type the characters above into the field below

Log in


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

# Home Page



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**Welcome, `OrganOfStatePrimary` `OrganOfStatePrimary`**

Welcome to the Central Supplier Database for the South African government. Here you are able to maintain your supplier information 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.

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- My account
- Manage Organ of State Users**
- Log off



# Create Secondary User



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## Create an Organ of State User

Email

Name (s)



Surname

Cellphone Number

Identification type


South African Identification Number ▼

South African identification number

Create User

Cancel


# Secondary User List



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Account

Secondary users for

Email	Name(s)	Surname	Identification type	Identification number	Work permit number	Cellphone number	Status	Activate/Deactivate
temp121@mailinator.com	Joseph	Blog	Foreign Identification Number	1212121212121	214cdsfdfdfdf324343	0700000000	Active	<div>Deactivate</div>

+ Add User

# Secondary User Account Activation Email

## NOTIFICATION



CENTRAL SUPPLIER  
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Dear Supplier

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://uat.csd.gov.za/Account/ActivateAccount?U=3cdf40fa-e830-491d-8ee8-b97507b24b48&T=ea0da6f9-6c76-4248-8d2c-b9d3d9f5b53>

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: Password18056



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### FOR MORE INFORMATION:

Central Supplier Database Contact Centre

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


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

# Secondary User Account Activation



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## Account activation

OTP


Request OTP

Enter the OTP sent to you 

OTP expires in 3 hours, resend allowed in 5 minutes  
| Sent to: 0700000000  
[Click here to change your number](#)


Submit

# Secondary User Security Questions and Password Reset



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**Password expired and must be changed**

Current password	<input type="password"/>
New password	<input type="password"/> ⓘ
Confirm password	<input type="password"/>
Security question 1	- Select a security question ▼
Security question 1 answer	<input type="text"/>
Security question 2	- Select the 1st question ▼
Security question 2 answer	<input type="text"/>
Security question 3	- Select the 1st question ▼
Security question 3 answer	<input type="text"/>


Reset

# Search Fields



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## Supplier Search

**Supplier Commodity**

Catering services

**Supplier Location**

Moretele Park, Mamelodi

Location required

**Sort by**

<Sort Options> ▾

**Tax Compliant**

☐

**Local Address**


☐

Search

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# Commodity Search



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### Supplier Search

Supplier Commodity

Banquet & catering services

Catering gloves or glove dispensers

Catering services

Construction or work site catering services

Class

Commodity

Commodity

Supplier Location

Sort by

Tax Compliant ☐


Local Address ☐

required

Search


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# Location Search



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## Supplier Search

**Supplier Commodity**

Type the commodity you looking for

Commodity required

**Supplier Location**

moretele

Location required

**Sort by**

Moretele Park, Mamelodi

Suburb

Moretele View, Mamelodi

Suburb

Moretele SP, Moretele

Suburb

Moretele SP, Moretele

Suburb

**Tax Compliant**

☐

**Local Address**

☐

Search



# Search Results



Supplier Commodity

Catering services

Supplier Location

Moretele Park, Mamelodi

Sort by

<Sort Options>

Tax Compliant

☐

Local Address

☐

Search

+


Filters

20 Results

Page 1 of 1

MAAA0000061-BOATI INVESTMENTS AND PROJECTS			Tax Status	✓
nontembeko sopilase	sopilasenontembeko@gmail.com	0781052996	Has Local Address:	✗
MAAA0000090-WHITE HALL TRADING AND PROJECTS 101			Tax Status	✓
mashego maggy komane	mashego.komane@dcs.gov.za	0799568962	Has Local Address:	✗
MAAA0000107-DOE DOE RESIDENCE AND GENERAL			Tax Status	✓
Maria April	kkivedo@ncpg.gov.za	0828689889	Has Local Address:	✗


# Search Results - Commodity and Location Filters



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×

Filters

Commodities

Search...

☐ Banquet & catering services

Class

☒ Catering services

Commodity

☐ Construction or work site catering services

Commodity

Locations

Search...

☒ Moretele Park, Mamelodi, City of Tshwane

Suburb



Apply

20 Results

Page 1 of 1



MAAA0000061-BOATI INVESTMENTS AND PROJECTS

nontembeko sopilase      sopilassenontembeko@gmail.com      0781052996


Tax Status   
Has Local Address: 

MAAA0000090-WHITE HALL TRADING AND PROJECTS 101

mashego maggy komane      mashego.komane@dcs.gov.za      0799568962


Tax Status   
Has Local Address: 

# Sort by



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## Supplier Search

**Supplier Commodity**

Catering services

**Supplier Location**

Moretele Park, Mamelodi

**Sort by**

<Sort Options>

<Sort Options>

Taxstatus

Supplier Number

Legal Name

LocalAddress

**Tax Compliant**

☐

**Local Address**

☐

Search

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Conditions

# Reporting and Exporting

# Supplier Registration Summary Report



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1 of 1 100% Find | Next



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Report Date:

26 Jan 2016 10:05:31 AM

Unique Registration Reference Nr:

04D72C28-0AD6-4EBB-B2CF-832B6713C725

### CSD REGISTRATION SUMMARY REPORT

#### SUPPLIER IDENTIFICATION

Supplier number	MAAA0000361	South African identification number	7502205012089
Allow associates?	Yes	Government breakdown	Individual
Supplier type	Individual	Industry classification	Agriculture, forestry and fishing
Supplier sub-type	Individual	Business status	No Status
Legal name	legal name	Country of origin	South Africa
Identification type	South African Identification Number	Registration date	1900-01-01 12:00:00 AM

#### PREFERRED CONTACT

Contact type	Administration	Prefer communication via email	Yes
Name(s)	Ja Te	Email address	
Identification type	South African Identification Number	Cellphone number	
South African identification number			

#### PREFERRED ADDRESS

Address type	Physical	Postal code	000000
Address line 1	address line 1	Country	Serbia
Address line 2	address line 2		

#### PREFERRED ACCOUNT

Account type	Current Accounts	Branch name	NEDBANK MONTANA PRETORIA
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# Supplier List Report



**CENTRAL SUPPLIER  
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1 of 1 100% Find | Next



**Report Start Date :**

2016/02/25

**Report End Date :**

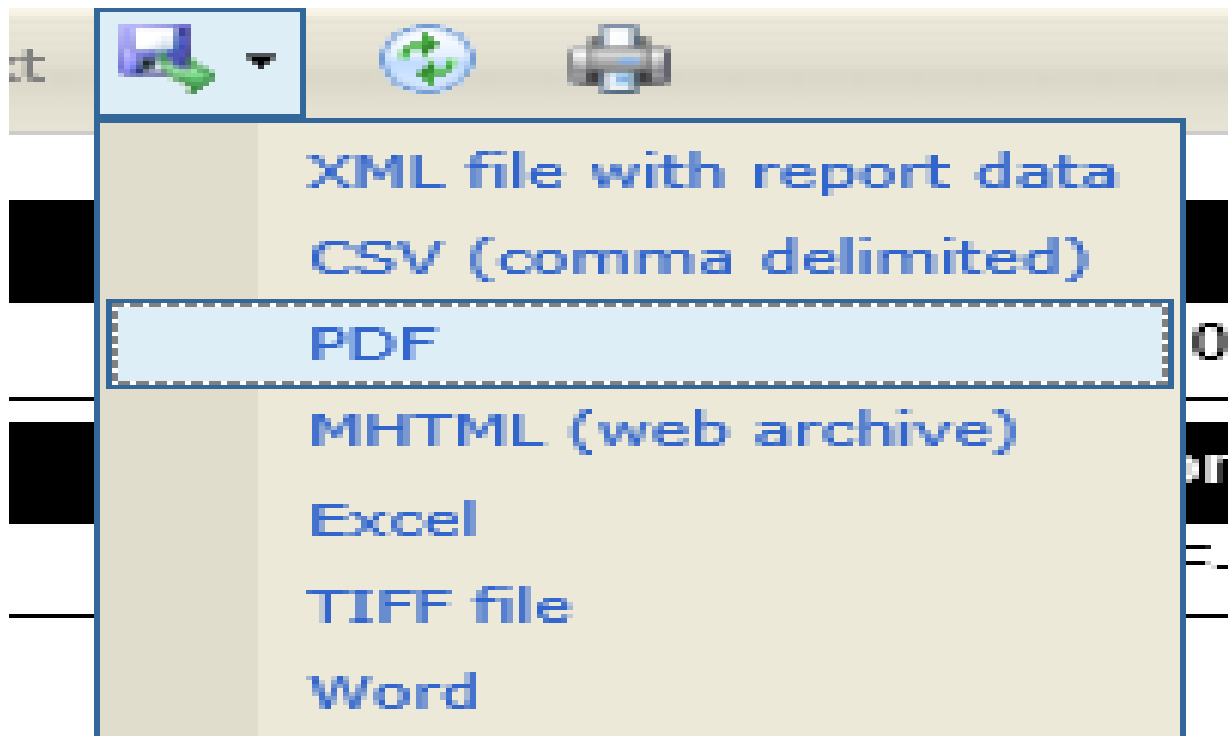
2016/02/25

**Report Ran By :**

## Supplier List

Supplier Number	Legal Name	Contact Name	Contact Number	Contact Email	Local Address	Tax Status	Not Restricted
MAAA0000001	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	Yes	Yes	No
MAAA0000002	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	No	Yes	Yes
MAAA0000003	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	No	Yes	Yes
MAAA0000004	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	Yes	Yes	No
MAAA0000005	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	Yes	No	Yes
MAAA0000006	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	No	Yes	Yes
MAAA0000007	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	No	Yes	Yes

# Exporting Report



## Next Steps

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The following need to be considered and actioned:

- Continue to support supplier to self-registration
- Complete the on-boarding processes for search functionality, system account and support tool as soon as possible
- Empower SCM practitioners within departments to use CSD search functionality