CENTRAL SUPPLIER DATABASE
FOR GOVERNMENT

national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Central Supplier Database

Search Functionality Training

Agenda

| 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

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
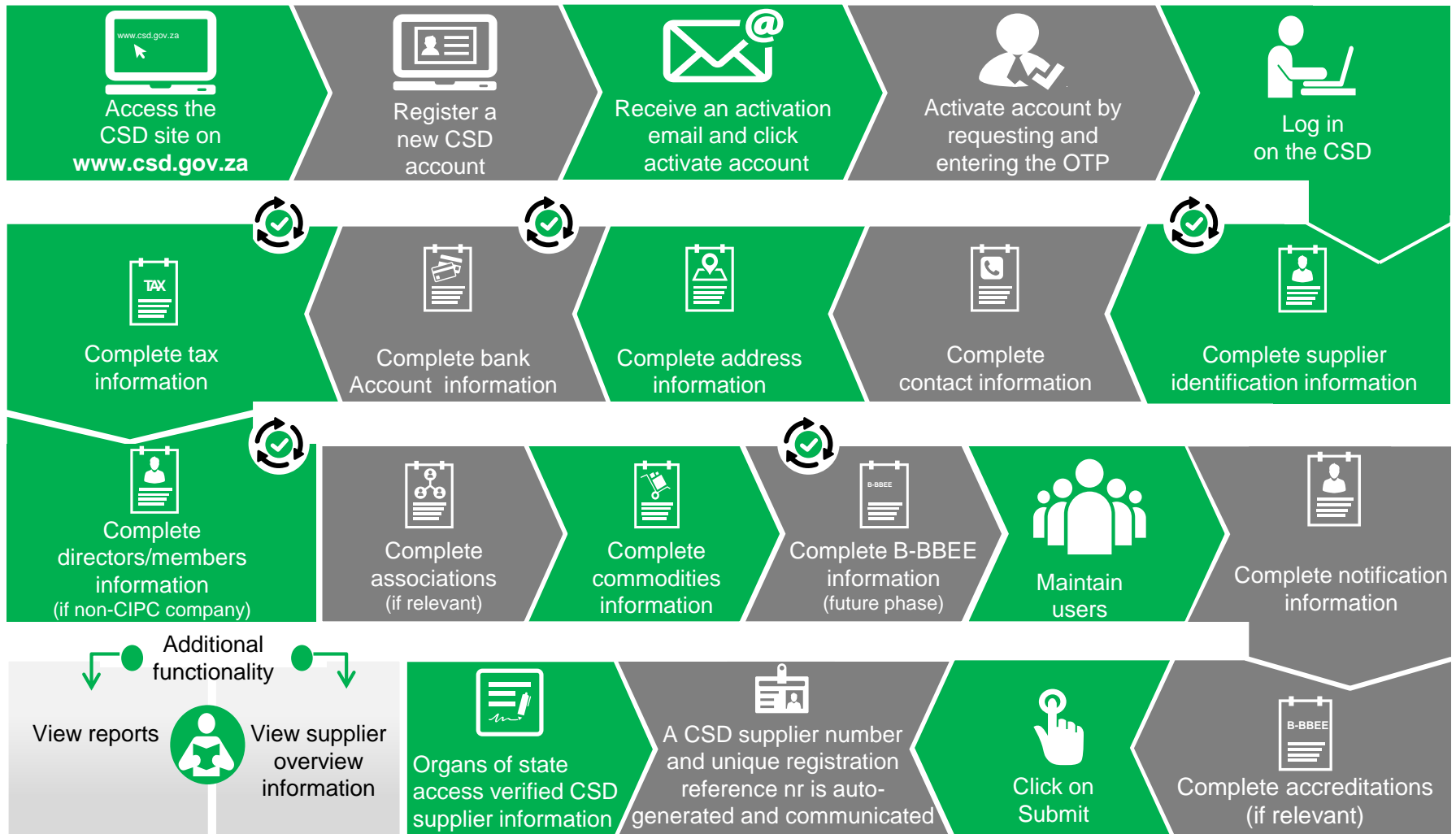
National Treasury Circular NO 3 2015/2016

National Treasury Circular NO 3 2015/2016

- 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

National Treasury circular NO 3 2015/2016

- 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.

Interim Process (1 September 2015 – 31 March 2016)

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

Manual and Other Technical Vetting e.g.:

Commercial Banks

Standard Bank — FNB
NEDBANK — ABSA

CENTRAL SUPPLIER **DATABASE** FOR GOVERNMENT

CSD

First point of Contact

sanas
South African National Accreditation System

irba
INDEPENDENT REGULATORY BOARD FOR AUDITORS

national treasury
Department: National Treasury
REPUBLIC OF SOUTH AFRICA

State employee

Supplier Summary

Supplier List

FIN

SCM

Bid and Quotations

Quotation
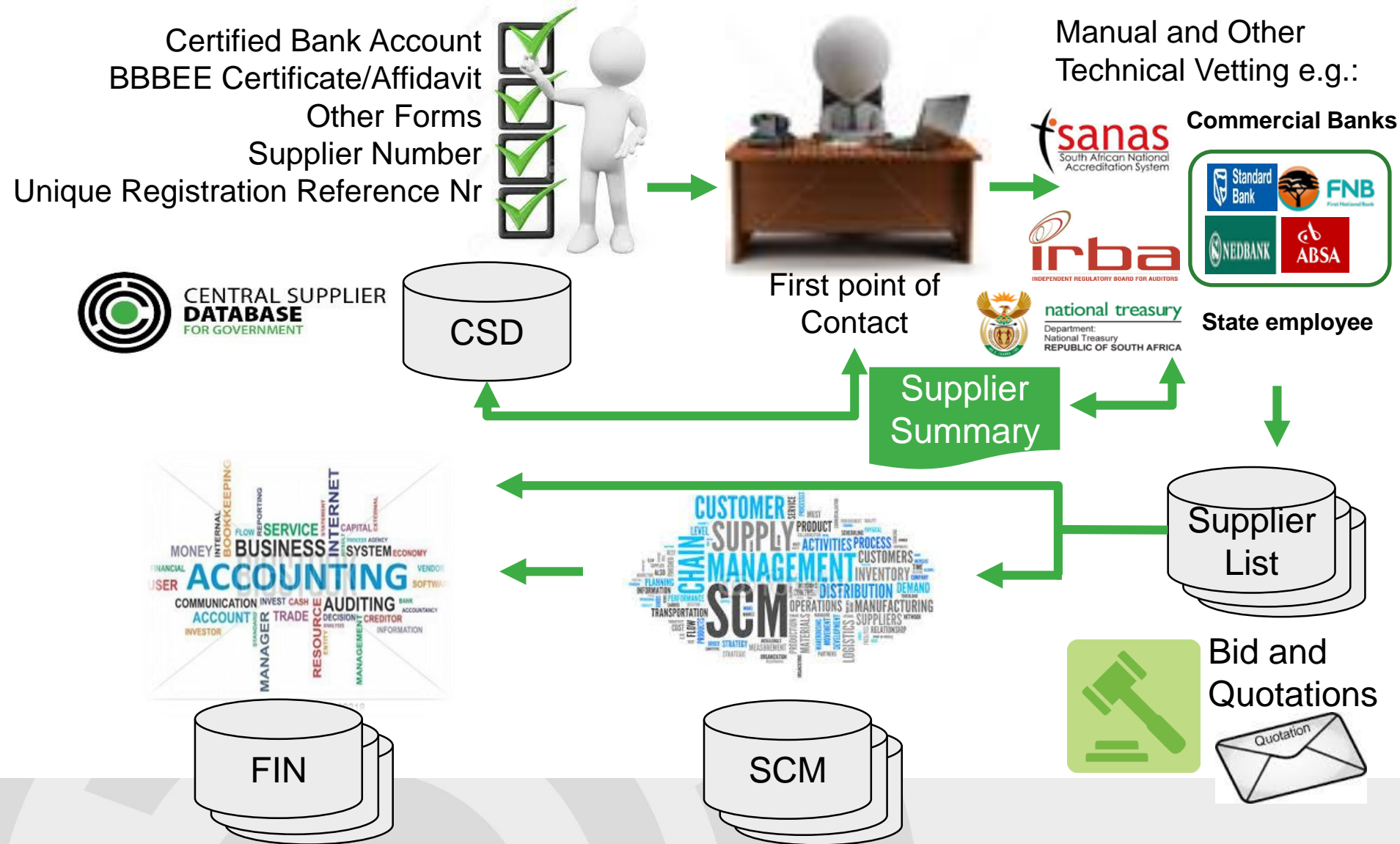
New Process (From 1 April 2016)

Other Forms
B-BBEE Certificate/Affidavit
Supplier Number
Unique Registration Reference Nr

CENTRAL SUPPLIER **DATABASE** FOR GOVERNMENT

CSD

First point of Contact

Other Manual Technical Vetting:

e.g. NIP, SETA's, SANAS, IRBA, CIDB

FIN

SCM

Bid and Quotations

Demand
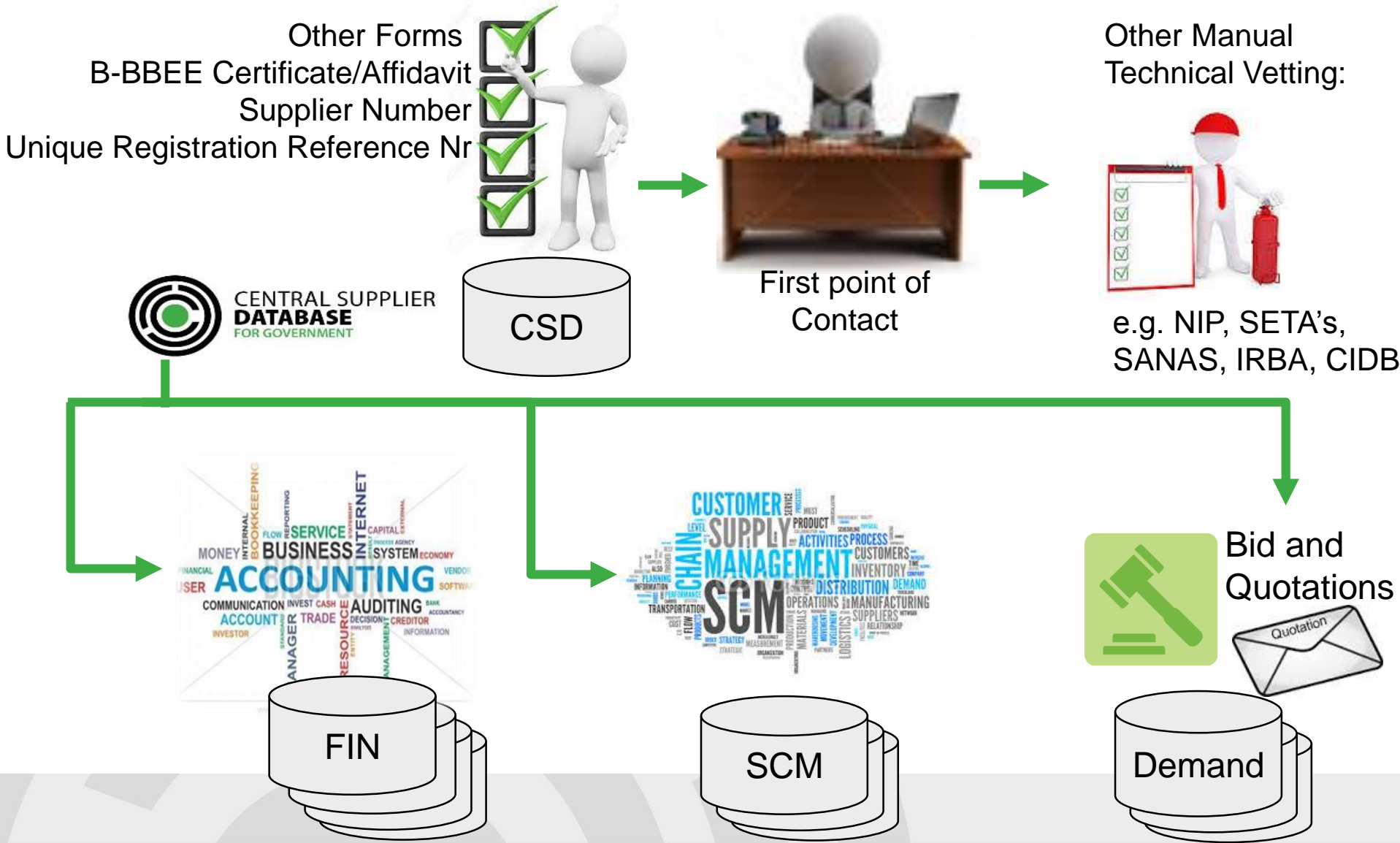
Support Approach

CSD Support Approach

Supplier

Provincial Treasury / National Department

CSD Support Team

FAQ's

User Guide

Channels

FAQ's

User Guide

Channels

Channels
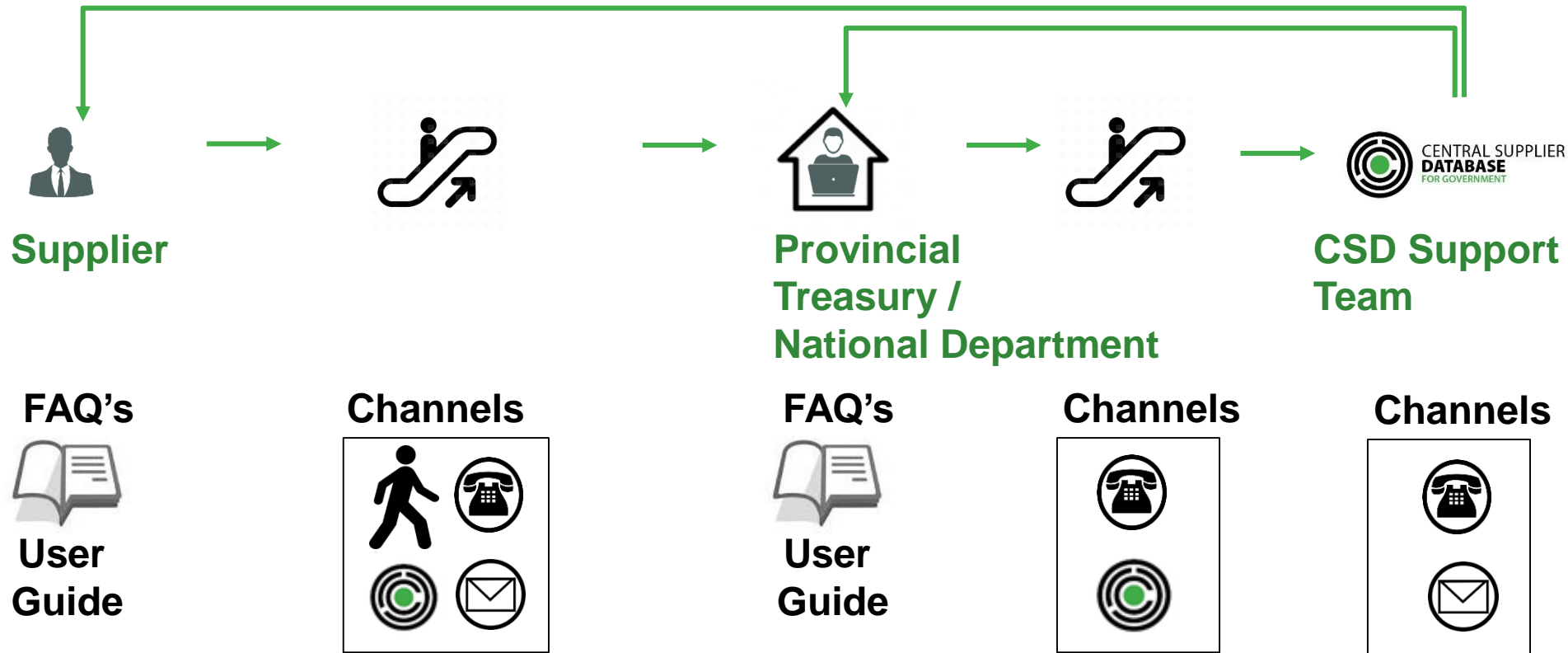
CSD Support Tool Application Process

Organ of State

| Supplier Support Representative completes application form and registers on CSD | → | Supervisor reviews and completes application form | → | CFO approves and completes application form |

National Treasury

| National Treasury approves application form | → | Access is granted to the CSD Support Tool | → | End |
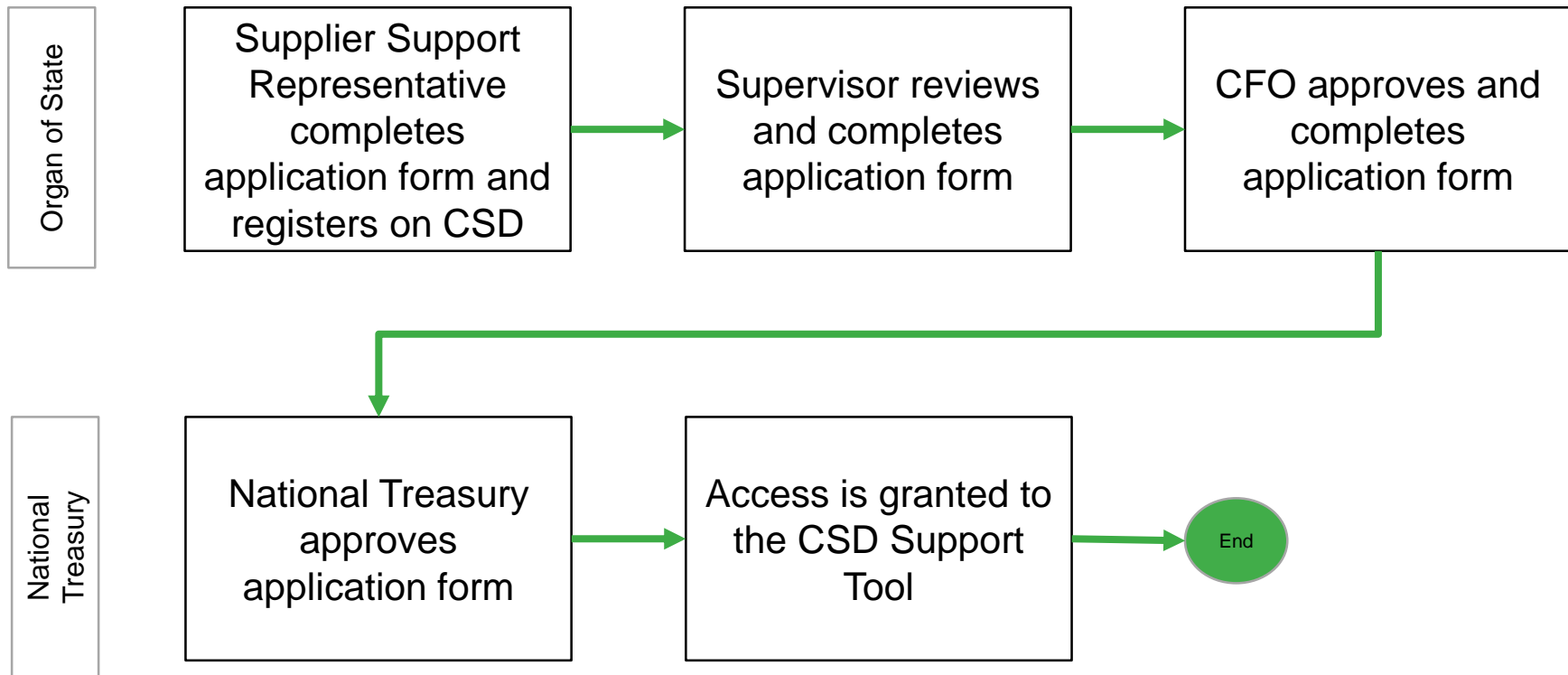
Integration Services

Consumer access to information

SCM Practitioner

Systems Landscape

Demand

SCM

Finance

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.
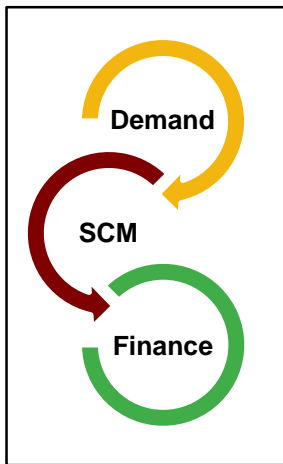
The process on how to consume CSD information

Supplier
self-registration

CSD

Extract

Bulk /
Daily /
Monthly

Transform

Mapping of Fields

Staging
Area

Mapping of
Suppliers
Load information

Real time verification
of bank and tax
additions/changes

Demand
/ SCM /
FIN
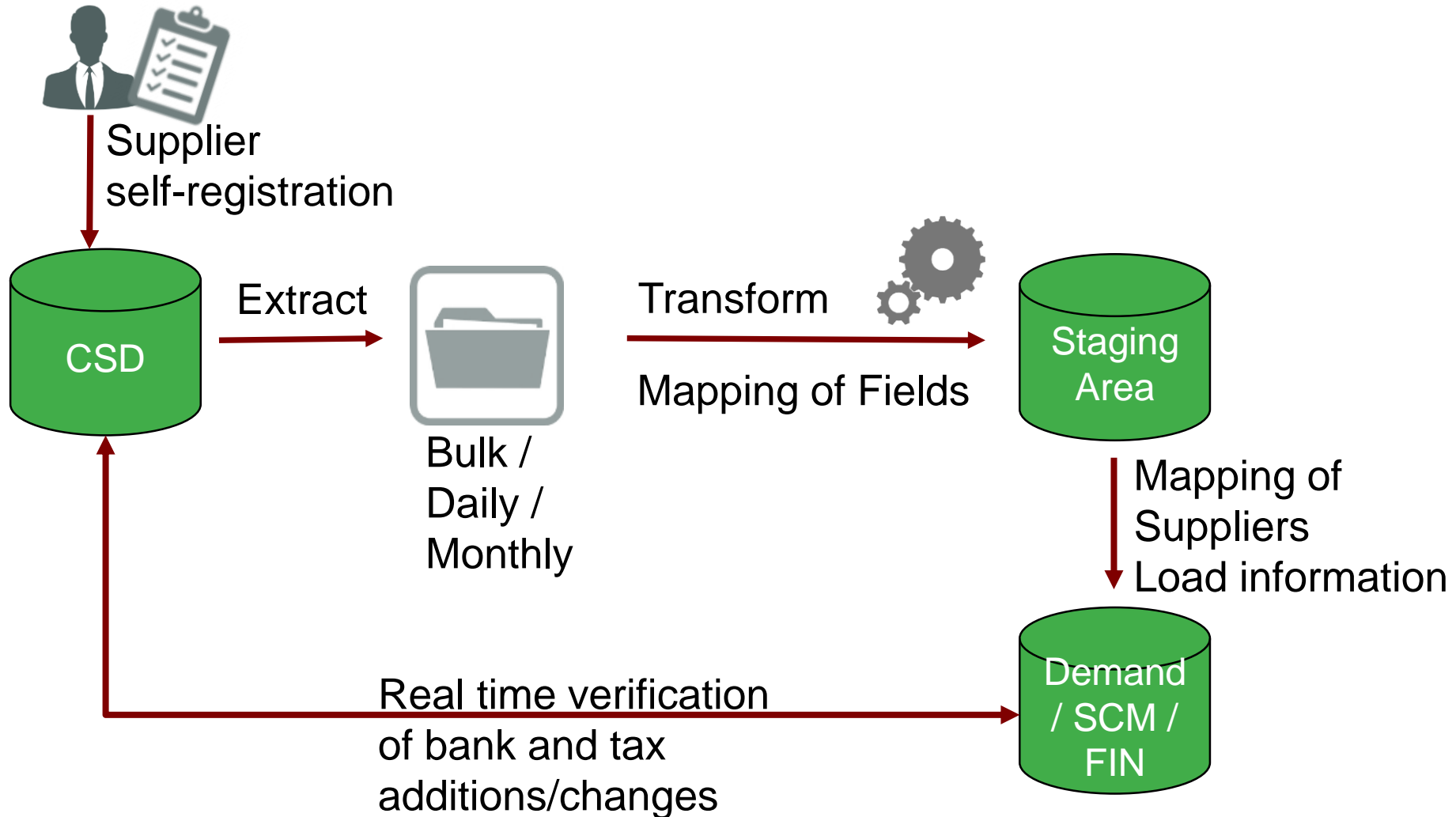
System Account to access CSD services

Organ of State

| Request OoS System Account application form business.support@csd.gov.za | OoS completes form and obtains CFO approval. Submit application | OoS access CSD services | End |

National Treasury

| OCPO office confirms and approves the identity of the requestor | CSD support returns the system account application form to the requestor | CSD support creates the system account |
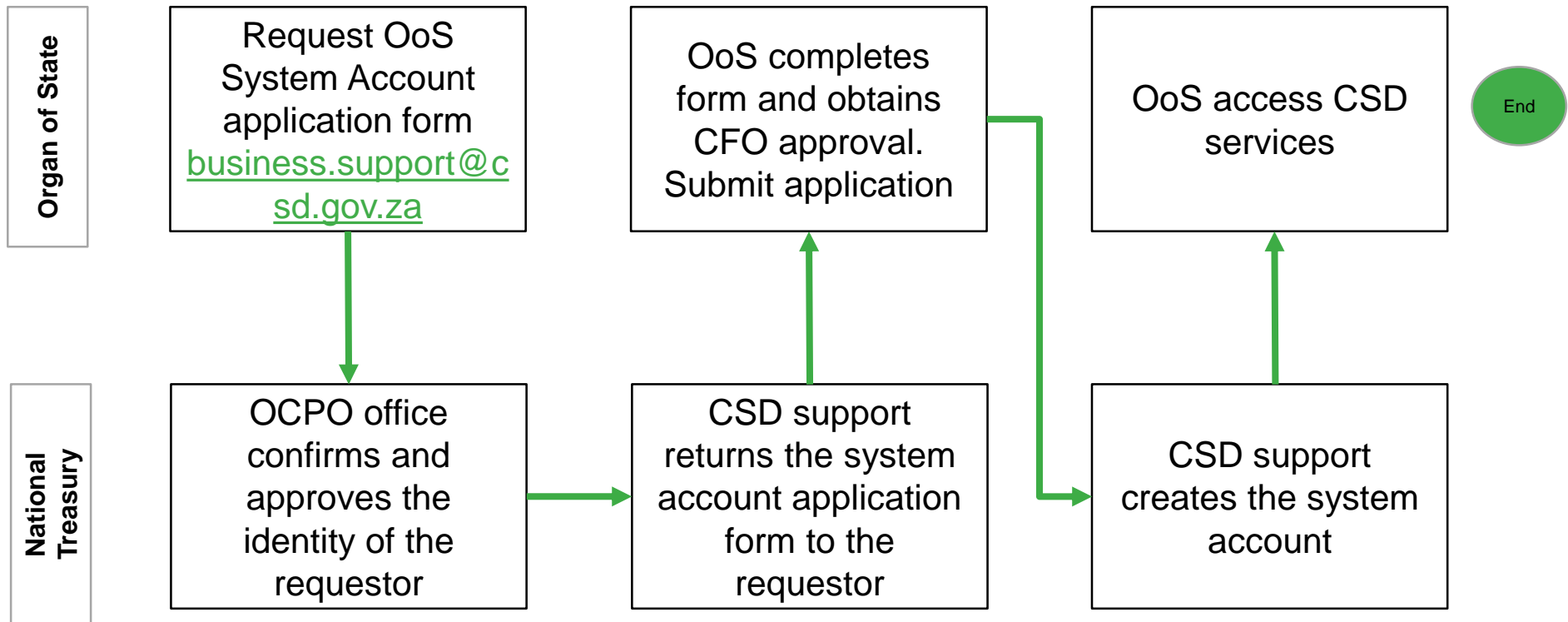
Overall Search Functionality Approach

Overall Search Functionality Approach

ON BOARD   →   LOG IN   →   SEARCH FOR SUPPLIERS   →   FILTER CRITERIA   →   REPORT AND EXPORT
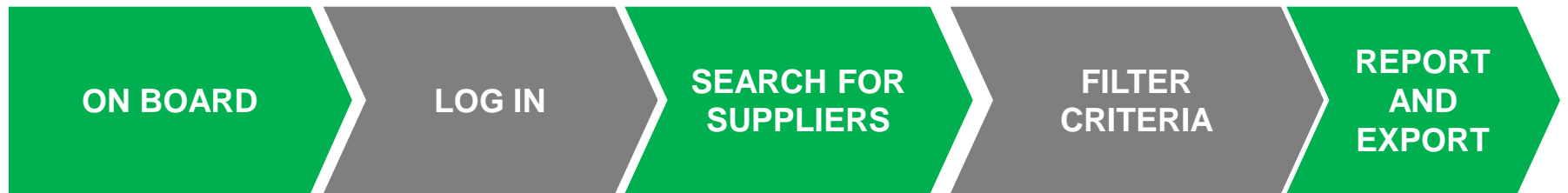
Accessing CSD Online Search Functionality (On Boarding)

Organ of State

| Request OoS Primary User application form from business.support@csd.gov.za | OoS completes form and obtains Accounting Officer's approval. Submit application | Primary user creates secondary users | End |

National Treasury

| OCPO office confirms and approves the the requestor | CSD support returns the primary user application form to the requestor | CSD support creates the primary user |

Demo of
Search Tool

Landing Page - https://www.csd.gov.za

Log In Page

Home Page

Create Secondary User

Secondary User List

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	214cdsfdffdfdf324343	070000000	Active	⏻ Deactivate

+ Add User

Secondary User Account Activation Email

NOTIFICATION

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

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-9ee8-b97507b24b48&T=eacda6f9-6c76-4248-8d2c-b9d3d9f55b53

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**

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

FOR MORE INFORMATION:
Central Supplier Database Contact Centre

eMail: 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

Secondary User Account Activation

Secondary User Security Questions and Password Reset

Search Fields

Supplier Search

Supplier Commodity	Catering services	
Supplier Location	Moretele Park, Mamelodi	Location required
Sort by	\<Sort Options\> ▾	

Tax Compliant ☐

Local Address ☐

Search

Commodity Search

Location Search

Search Results

Supplier Commodity	Catering services		**Tax Compliant**	☐	
Supplier Location	Moretele Park, Mamelodi		**Local Address**	☐	
Sort by	<Sort Options> ▾				

Search

+ Filters

20 Results

Page 1 of 1

MAAA0000061-BOATI INVESTMENTS AND PROJECTS
nontembeko sopilase   sopilasenontembeko@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: ✗

MAAA0000107-DOE DOE RESIDENCE AND GENERAL
Maria April   kkivedo@ncpg.gov.za   0828689889

Tax Status ✓
Has Local Address: ✗

Search Results - Commodity and Location Filters

Sort by

Reporting and Exporting

Supplier Registration Summary Report

Supplier List Report

|	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
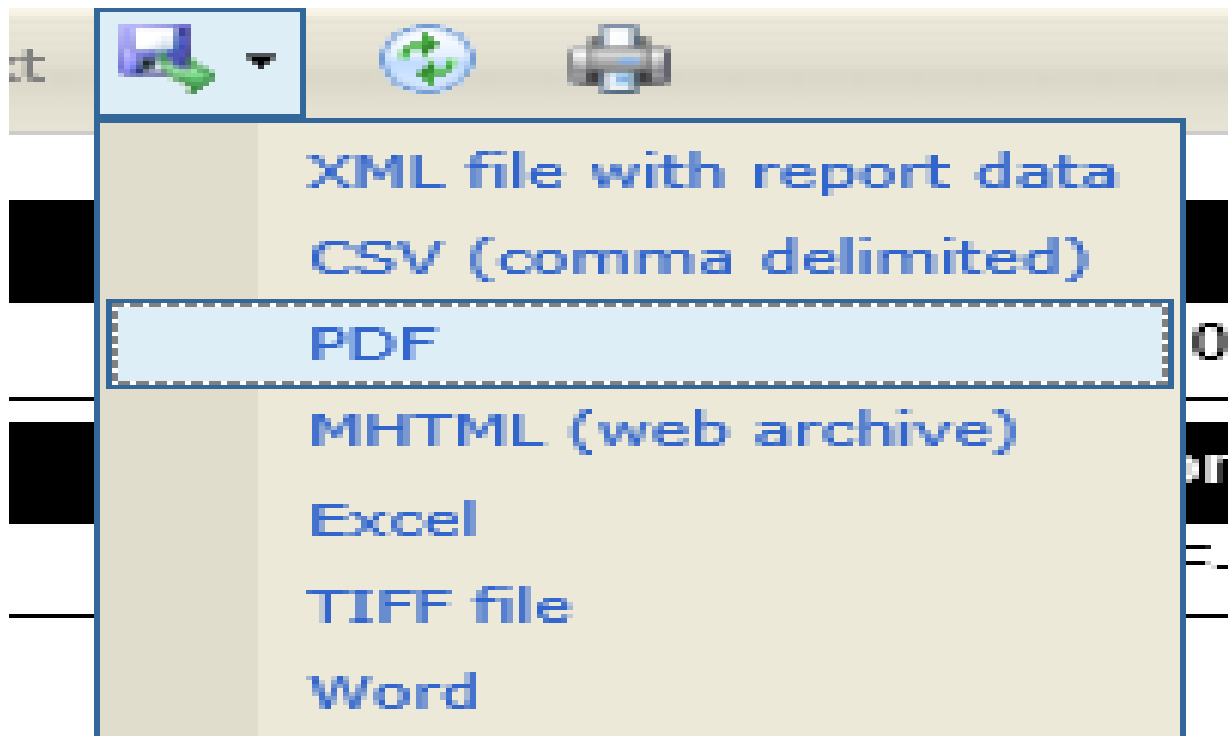
Next Steps

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