



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

**Central Supplier Database**

Supplier Registration Support Tips

# Housekeeping

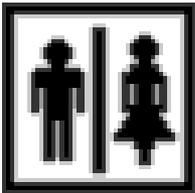
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Cell phones on silent



Designated smoking areas



Restrooms



Emergency exits



Questions



Parking lot

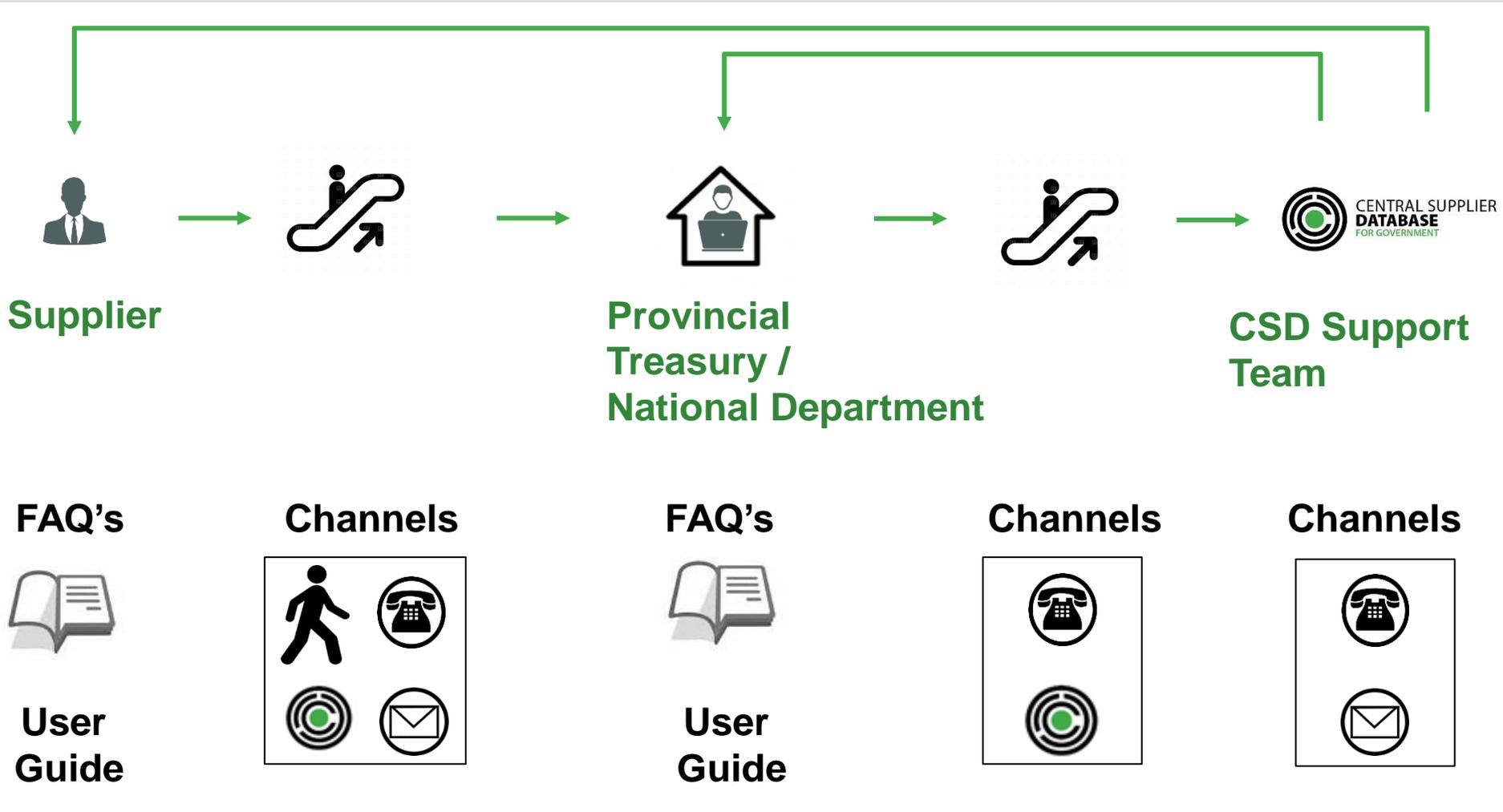
## Objective

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- To empower Organ of State Primary, Secondary and Support users to assist suppliers with problem solving

# CSD Supplier Support Approach

# CSD Overall Support Approach



## Escalation

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- Suppliers first need to reach out to the Organ of State (OoS) they interact / do business with
- If the specific OoS cannot assist the Supplier, they need to reach out to the relevant Provincial Treasury. The OoS needs to provide the relevant Provincial Treasury with an overview of the steps they have taken to try to resolve the problem
- If the relevant Provincial Treasury cannot resolve the problem, they need to escalate the problem to [csd@treasury.gov.za](mailto:csd@treasury.gov.za). The relevant Provincial Treasury needs to provide the CSD team with an overview of the steps they have taken to try to resolve the problem

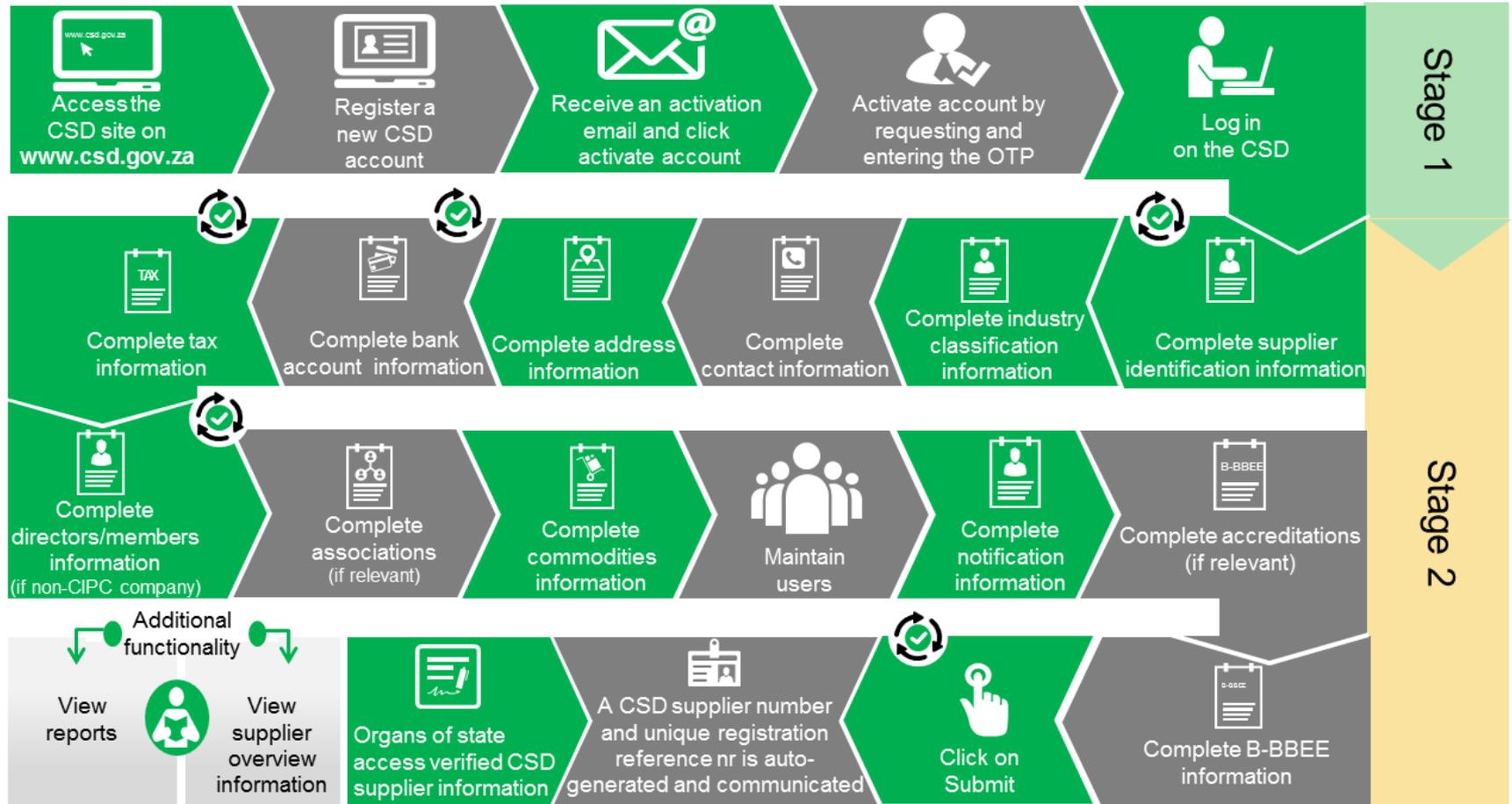
## Escalation

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- If the CSD first tier team cannot resolve the problem, they need to escalate the problem to [business.support@csd.gov.za](mailto:business.support@csd.gov.za). The CSD first tier team needs to provide the CSD second tier team with an overview of the steps they have taken to try to resolve the problem
- Requests will be redirected to the relevant teams if the required information or escalation process were not followed
- Please do not provide the personal contact numbers of the CSD team to suppliers

# Supplier Self-Registration Process

# Supplier Self-Registration Process



Auto verification of supplier information with SARS, CIPC etc.

# Supplier Self-Registration Process



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

## Recommended Browsers:

- Chrome ver 40+
- Firefox ver 36+
- IE 11+
- Opera ver 26+
- Safari ver 7+



Google Chrome



- Burger
- Pip stripes



Internet Explorer



- Gear
- Flower/Sun



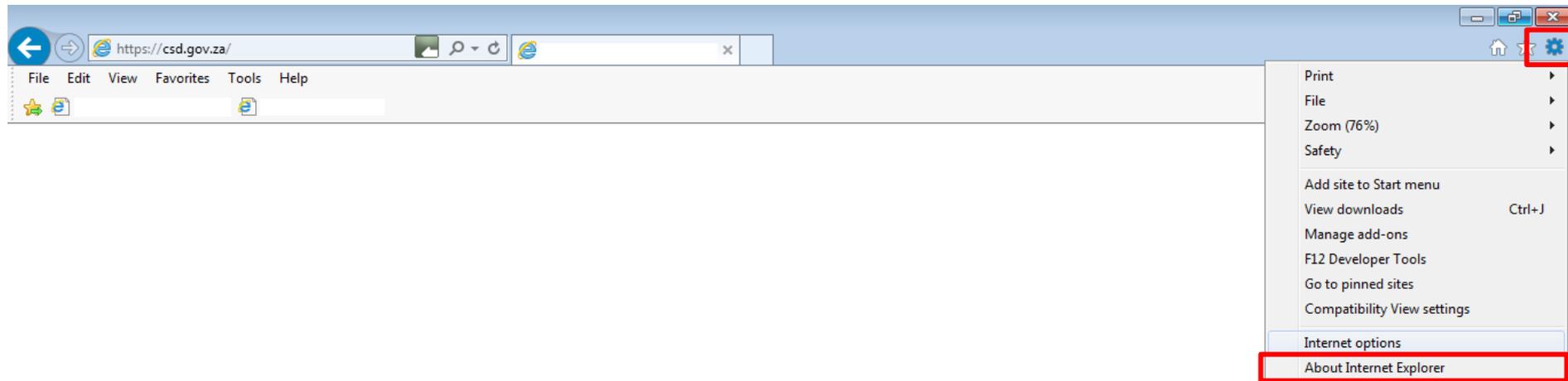
Google Chrome

# Google Chrome Browser

A screenshot of the Google Chrome browser interface. The address bar shows a search engine icon and a search bar with the text "Search Google or type URL". The main content area displays the Google logo with "South Africa" underneath. The Chrome menu is open, showing options like "New tab", "History", "Downloads", "Bookmarks", "Zoom", "Print...", "Cast...", "Find...", "More tools", "Settings", and "Exit". The "Help" option is highlighted, and a sub-menu is visible with "About Google Chrome", "Help center", and "Report an issue...". A red box highlights the menu icon in the top right corner, and a red arrow points from the "About Google Chrome" option to the "About" page shown in the next screenshot.

A screenshot of the "About" page in Google Chrome. The address bar shows "chrome://help". The page title is "About". The main content area features the Google Chrome logo and the text "Google Chrome A web browser built for speed, simplicity, and security". Below this are two buttons: "Get help with using Chrome" and "Report an issue". At the bottom, the version number "Version 52.0.2743.116 m" is displayed and highlighted with a red box. A red arrow points from the "About Google Chrome" option in the previous screenshot to this version number.

# Internet Explorer Browser



# Supplier Self-Registration Process



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



Register a  
new CSD  
account



# Register a New CSD Account



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[Home](#) [Links](#) - [Contact](#) - [Help](#)

[Register](#) [Log in](#)

## Register user

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

Email	<input type="text" value="joeblogg@gmail.com"/>
Name (s)	<input type="text" value="Joe"/>
Surname	<input type="text" value="Blogg"/>
Cellphone Number	<input type="text" value="073 100 0010"/>
Identification type	<input type="text" value="South African Identification Number"/>
South African identification number	<input type="text" value="1215245647765"/>
Password	<input type="password" value="*****"/> <span>Strong</span>
Confirm password	<input type="password" value="*****"/>
Security question 1	<input type="text" value="In what town or city was your first full time j..."/>
Security question 1 answer	<input type="text" value="Pretoria"/>
Security question 2	<input type="text" value="What is your mother's maiden name?"/>
Security question 2 answer	<input type="text" value="Blogg"/>
Security question 3	<input type="text" value="What is your oldest sibling's birthday month?"/>
Security question 3 answer	<input type="text" value="January"/>
Captcha	 Type the characters above into the field below <input type="text" value="u4yhp"/>

Register

## Password:

The Password must be strong with minimum of 8 characters and include a capital letter, a lower case letter, a number and a special character. Please refer to the FAQ for a list of special characters. Example:  
!#Password123

**Security questions** are essential in the re-set password process:

- During self-registration it is required
- When user profile is created by the Primary user, security questions need to be maintained by the user when they log into the system for the first time

**General Support** function has the answers to the security questions

# Supplier Self-Registration Process



# Account Activation Email

## NOTIFICATION



CENTRAL SUPPLIER  
**DATABASE**  
FOR GOVERNMENT

Dear Name Surname

**Thank you for registering.**

Please click the activation link below 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 0728977173

**Activate Account**

<https://uat.csd.gov.za/Account/ActivateAccount?U=b5fe1b2c-5270-4aa2-91b2-8db39259b759&T=05ee7ceb-52ba-47df-9fe5-5f34974d7df7>



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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)

## Account Activation Email

---

- Check the Junk Mailbox or Spam folder
  - Send test mail to user not receiving mail
- Incorrect email address:
  - Check details of the user via the General Support function
  - On the Log in screen select the Change incorrect email address

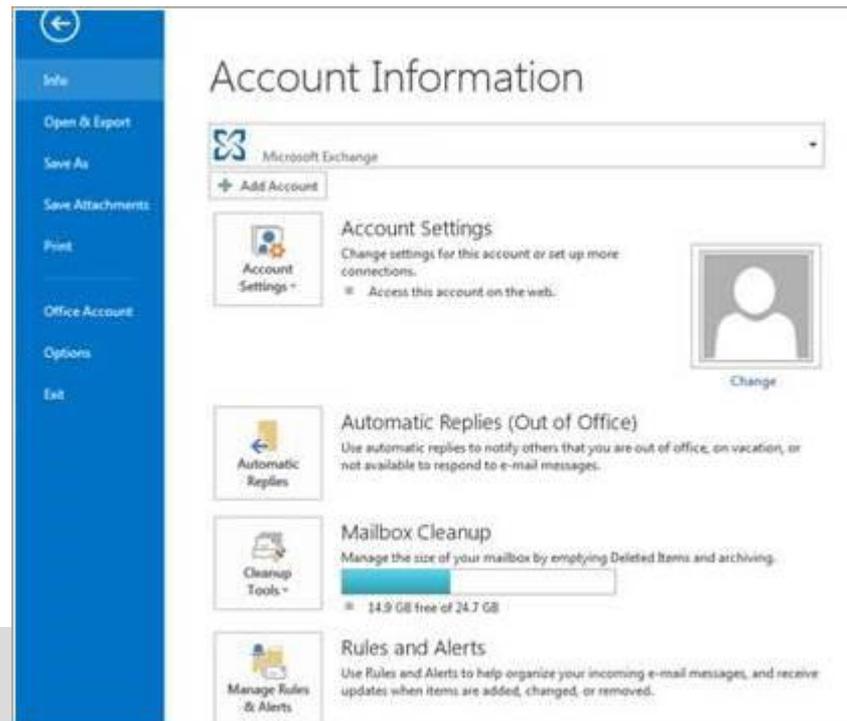
Log in

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

- Resend account activation email:
  - Click on the account activation link
  - Reset your password
  - Update security questions by clicking on My Account on the landing page

# Account Activation Email

- User needs to confirm that no local email account rules have been created, which automatically move or delete emails from [csd.info@csd.gov.za](mailto:csd.info@csd.gov.za) or [csd](#) (wording in email) based mails. View local Rules and Alerts of email Account



# Supplier Self-Registration Process



# Enter OTP



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Home Links ▾ Reports ▾ Contact us Help Register Log in

### Account activation

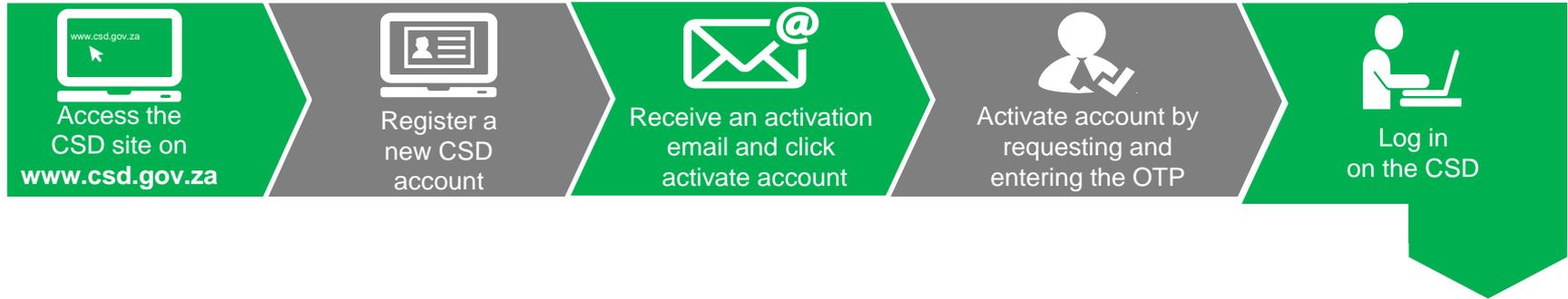
OTP   

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

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**Click on the blue button**

# Supplier Self-Registration Process



# Log in on the CSD



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[Register](#)

[Log in](#)

## Account activated

Thank you for activating your account.

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

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# CSD Home Page



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[Home](#)

[Supplier Details](#)

[Links](#)

[Reports](#)

[Contact us](#)

[Help](#)

[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.

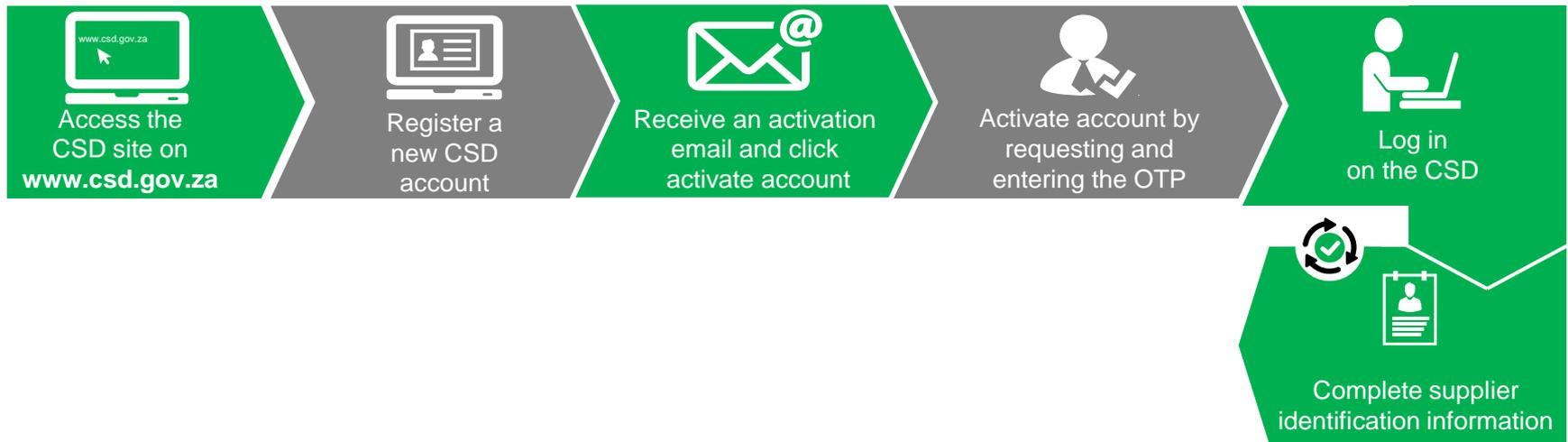
Click on Suppliers Details to add, view or make changes to supplier information.

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 Self-Registration Process



## Supplier Identification

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- This tab has a significant impact on screens/tabs to follow. Business rules are driven from this tab:
  - Bank
  - Tax
  - B-BBEE
  
- How should organizations with multiple branches register?

Allow associates?  ⓘ

Do you have any owners who are South African natural persons?  ⓘ

# Supplier Identification

← → ↻



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OCPO    About Us    Media    Careers    Contact Us    Buyers' Area    **Suppliers' Area**

OCPO > Suppliers' Area > Central Supplier Database



Transversal Tenders / Contract

- Publication of Bidders
- Finalised Contracts
- Legislation
- Designated Sectors
- Tender / Bid Opportunities
- Recent
- FAQ's
- Drop Off Library
- e-Tender Publication Portal
- Central Supplier Database**
- Online Submissions
- Deviations and Expansions



## Central Supplier Database

Currently no single consolidated comprehensive supplier database exists for national, provincial or local government causing duplication and fragmentation of supplier information across spheres of government. In addition, information related to the compliance requirements are duplicated during procurement processes, processing of payments and audit procedures, which are all examples of financial management activities dependent on supplier information.

The establishment of a Central Supplier Database (CSD) will result in one single database to serve as the source of all supplier information for all spheres of government. The purpose of centralising government's supplier database is to reduce duplication of effort and cost for both supplier and government while enabling electronic procurement processes.

### Documentation

- CSD User Guide\_Summary Master 2016-08-24
- CSD Commodity List v18
- Supplier Registration Support and Training
- CSD User Guide Master
- MasterData\_20160512**
- Supplier Leaflet
- Fact sheet

Introduction    Data Source    **Master Data Matrix**    Supplier Type    Supplier Sub-Type    Government Breakdown    OrganOfState    PFMA/Schedule    State Owned - PF ...

READY

# Supplier Type Requirements

Supplier Type	Supplier Sub-Type	Which ID type is required from the Supplier?	Which Tax number is required?
INDIVIDUAL	INDIVIDUAL	SA ID number or Foreign ID number or Foreign Passport number.	Income Tax Reference number if ID type is SA ID number.
	SOLE PROPRIETORSHIP	If a Foreign ID number or Foreign Passport number is provided, a Work Permit number is provided if applicable.	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
NON PROFIT ORGANISATION (Department of Social Development)	NON PROFIT ORGANISATION (Department of Social Development)	Non-profit organisation number	Income Tax Reference number. PAYE Reference number and VAT number is optional.

# Supplier Type Requirements - continued

Supplier Type	Supplier Sub-Type	Which ID type is required from the Supplier?	Which Tax number is required?
CIPC COMPANY	PUBLIC COMPANY (Ltd)	SA Company/ CC Registration number	Income Tax Reference number.
	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			
	VAT number is optional.		

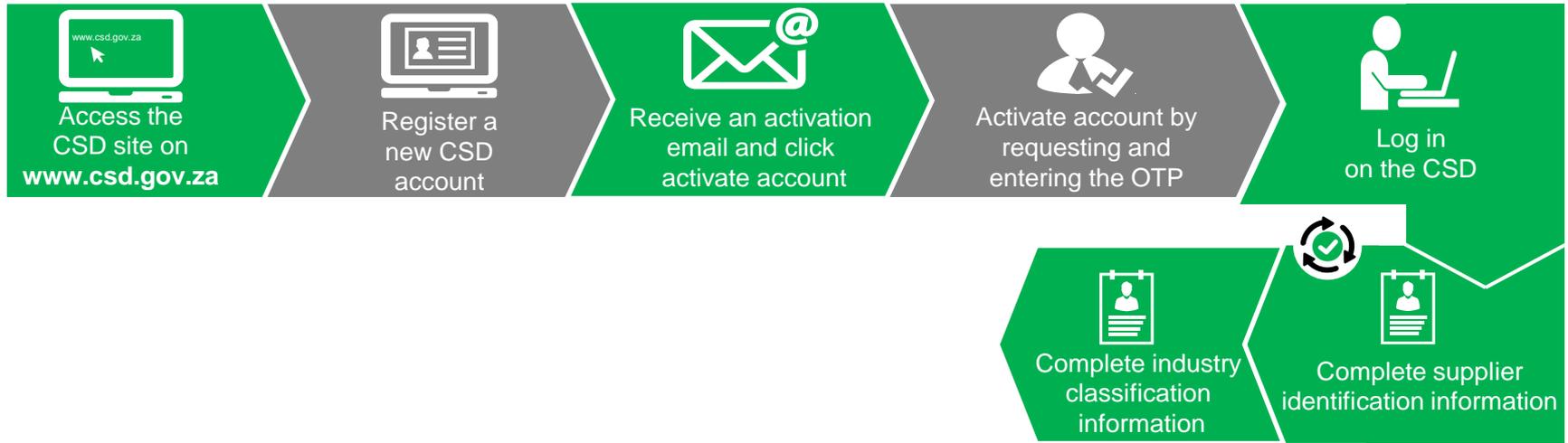
# Supplier Type Requirements - continued

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

# Supplier Type Requirements - continued

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

# Supplier Self-Registration Process



# Complete Industry Classification

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Home Search Supplier De Reports Contact Help Support count

**Add supplier R0004465033**

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

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

**Note: The industry classification represents the industries you operate in. You are required to indicate the goods and services you provide on the commodities tab.**

Click here to get more info on this section

Search:  Q

Industry classification	% share of annual turnover	Edit	Reset
▼ Accommodation and food service activities			
Accommodation	45	Edit	Reset
Food and beverage service activities	<input type="range"/>	Save Cancel	Reset
▶ Activities of households as employers, undifferentiated goods- and services producing activities of households for own use			
▶ Administrative and support activities			
▶ Agriculture, forestry and fishing			
▶ Arts, entertainment and recreation			
▶ Construction			
▶ Education			
▶ Electricity, gas, steam and air conditioning supply			

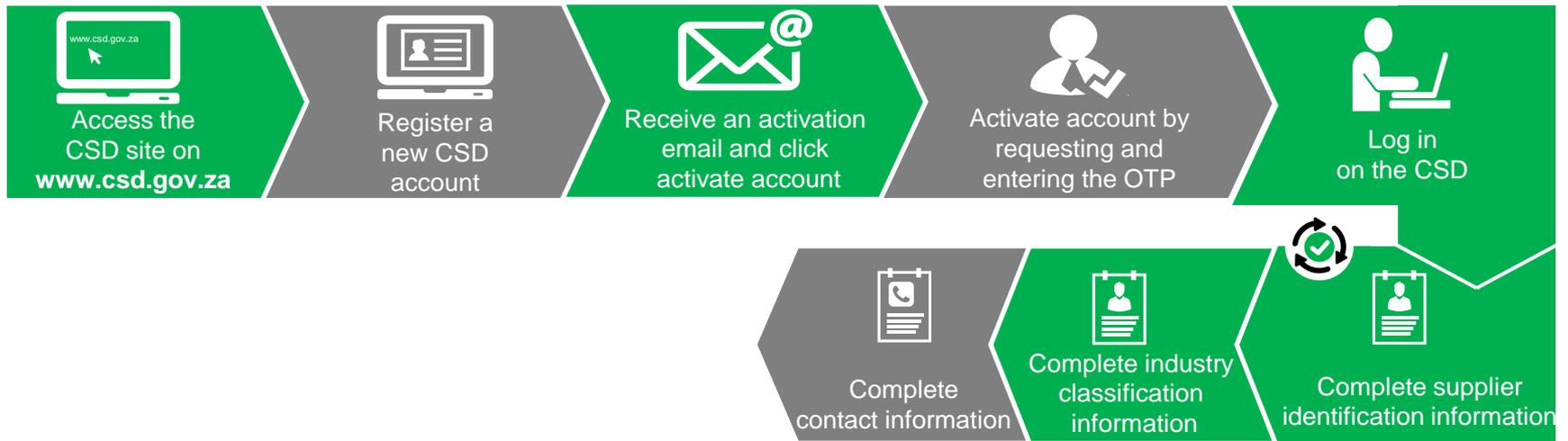
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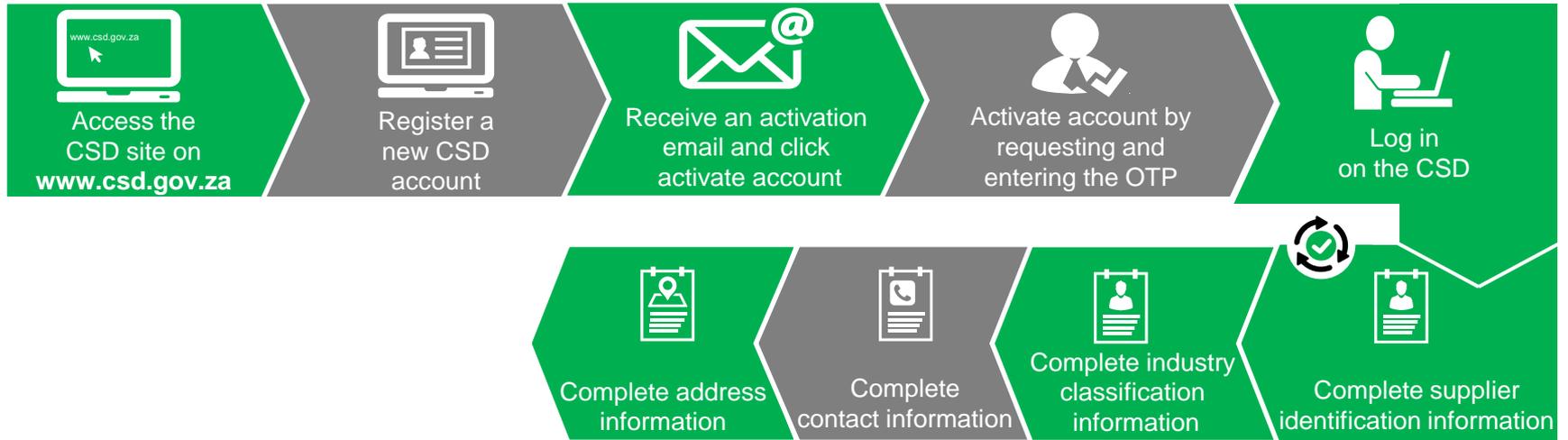
Need to identify the core industry based on annual turnover

100%

# Supplier Self-Registration Process



# Supplier Self-Registration Process



# Complete Address Information



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Home Search Supplier Details Reports Contact Help Support

Add supplier R0004463115

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

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

Address type: <select address type>  
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?   
Save Cancel

oeco.treasury.gov.za/Suppliers\_Area/Pages/Central-Supplier-Database.aspx

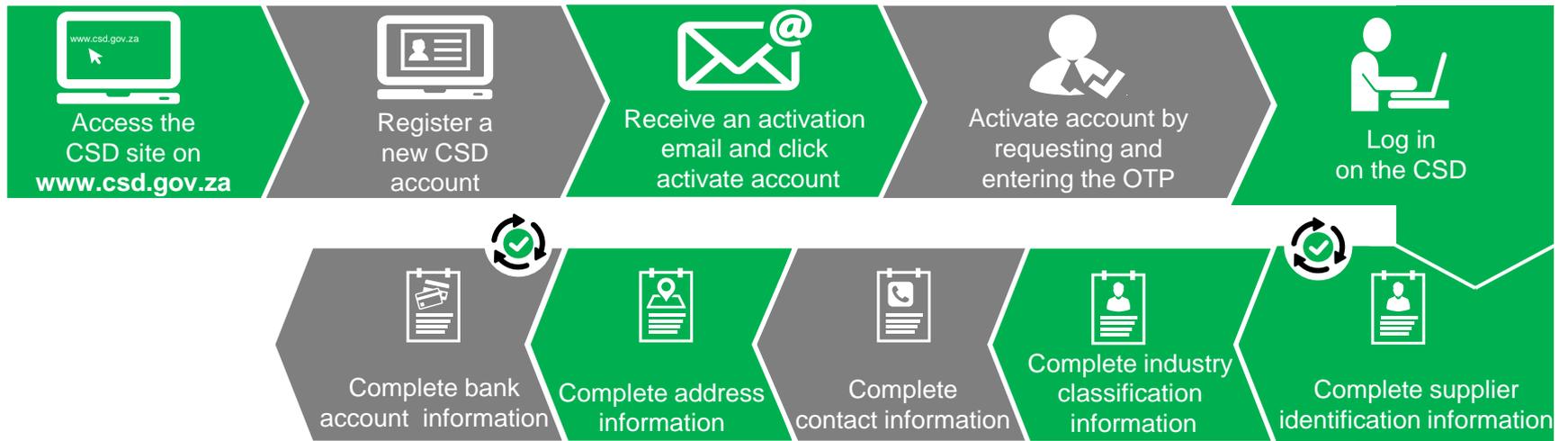
CSD User Guide Master  
MasterData\_20160512  
Supplier Leaflet

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Association Association Status Country Province District Municipality City Suburb Ward **Ward\_Sub\_City\_Mun\_Dist\_Prov\_SA** Tax Clearance Exemp ...

# Supplier Self-Registration Process



## Bank Account Page

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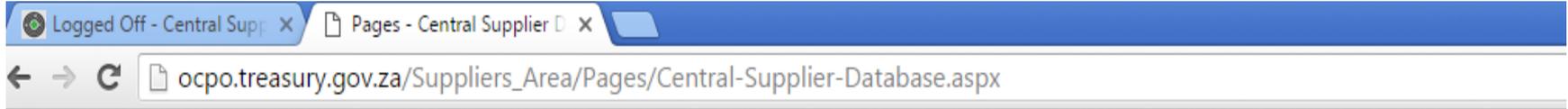
- Exactly as at the bank
- Foreign bank account verification remains a manual process
- 4 Status statuses:
  - Verification Required
  - Verification Sent
  - Verification Successful
  - Verification Failed

## Bank Account Page

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- 5 Error messages:
  - Incorrect Bank Account Number or No Match Found
  - Incorrect ID number or Company Registration Number
  - Incorrect Initials
  - Incorrect Name or Incorrect Supplier Name
  - No rejection reason. Please contact bank to verify details

# Bank Account Page



Sign In

Q: I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated.

I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The error message is:

**Incorrect Bank Account Number or No Match Found**

This implies that the **bank account number** did not match the number associated with the account or was not found at the bank. In order to resolve this issue, please follow the process below.

#### Step 1: Confirm Bank Account Details with the Bank

Obtain a bank letter from your respective bank that contains your **bank account number**.

Please ensure that the content of the bank letter is obtained from the respective screen at the bank – *we are aware of the following applications*

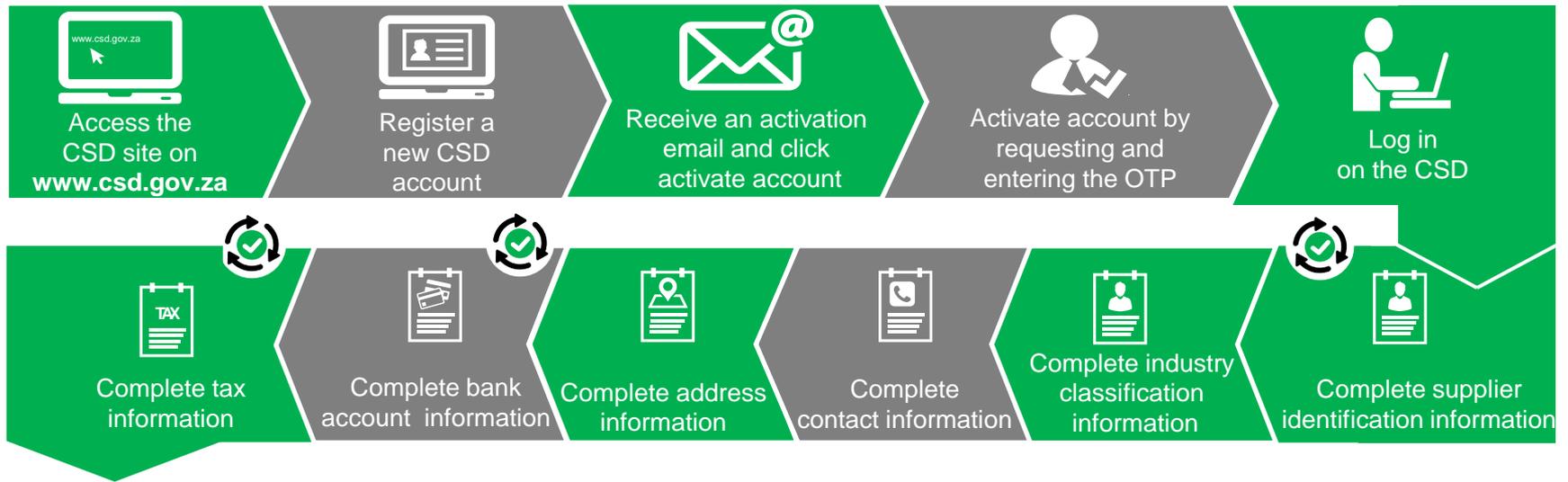
Bank	Screen Name
ABSA	CIF Screen
First National Bank	Hogans System on the CSD
Standard Bank	Bank Look-up Screen
Nedbank	Banking Platform under the CSD

For banks not listed above, ask the bank to confirm the bank account number as it is listed on their client information system (specifically the CSD).

#### Step 2: Log into the CSD and Update the Bank Account Number

To complete this step you would need to do the following:

# Supplier Self-Registration Process



## Complete Tax Information

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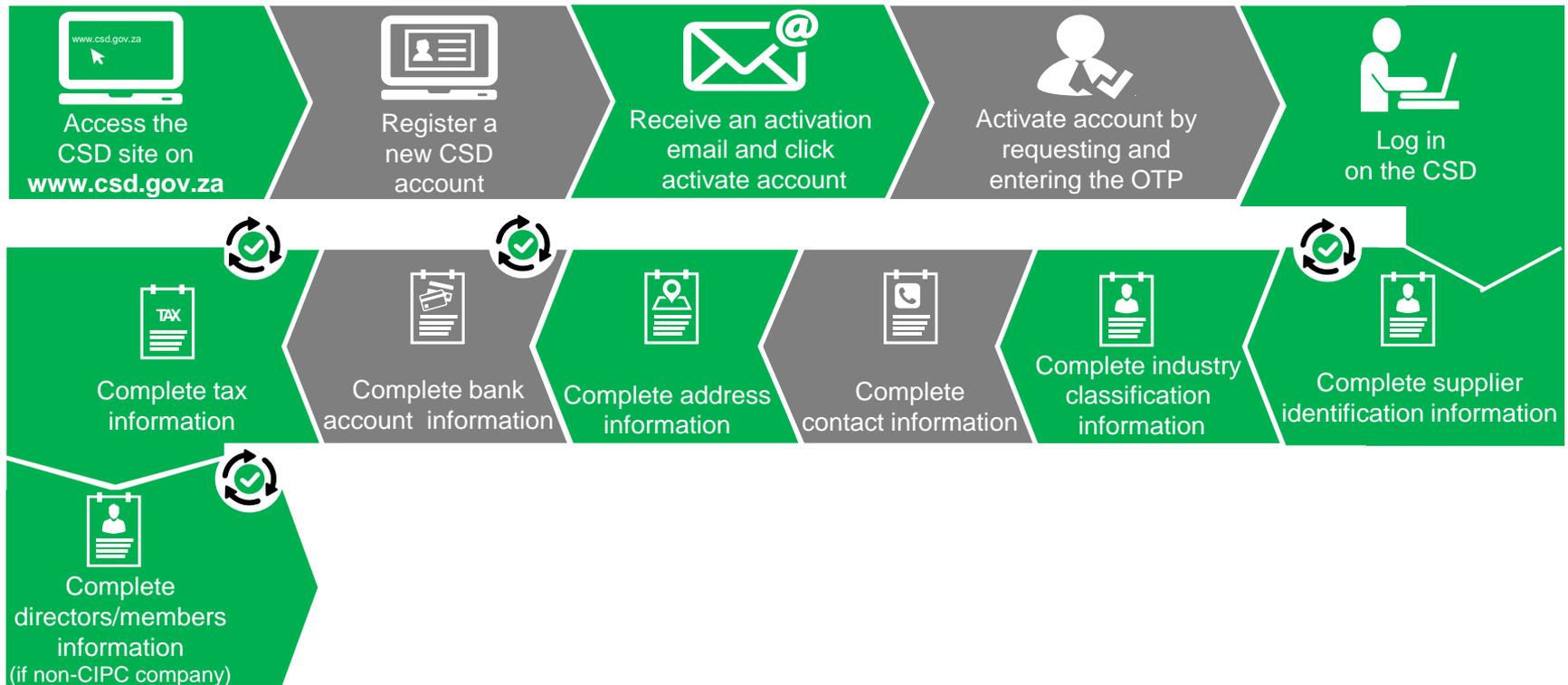
- SARS has moved away from the old paper based Tax Clearance Certificate (TCC) to a real-time Tax Clearance Status (TCS)
- The supplier is to make use of the new ***TCS system on eFiling*** and look at their ***My Compliance Profile (MCP)***.
- If the supplier disagree with the compliance status they can challenge the status on this screen by clicking the ***“Challenge Status”*** button. This will send their case to be reviewed by the SARS back office in line with the issue stated in their case.

## Complete Tax Information

---

- If the eFiling and CSD verification status differs, kindly provide a screen print of the **SARS eFiling Screen that shows the compliant tax status** and the **CSD Supplier Identification-** as well as **Tax tabs/screens** to the **SARS Contact Centre** (<http://www.sars.gov.za/Contact/Pages/Contact-SARS-by-e-mail%20or%20fax%20or%20post.aspx> ) and/or the **CSD Business Support Team** ([Business.Support@csd.gov.za](mailto:Business.Support@csd.gov.za)), to determine why the results are different.
- Expiry date: default date is 1900-01-01 00:00:00 removed from reports

# Supplier Self-Registration Process



## Directors/Members Information

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- The CSD does a real-time check against the Department of Public Service and Administration (DPSA) system during the supplier registration process, which currently contains **one month old source data** from National and Provincial Government (PERSAL) and the South African Police Service (PERSAP).
- This allows the CSD to verify if a person is employed in the Public Service (currently **excluding** those in the **Department of Defence, local government and public entities**) or not.

## Directors/Members Information

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- The CSD re-verifies supplier detail against DPSA **monthly** to ensure that the CSD status in this regard is kept up-to-date.
- The CSD **merely flags** an individual supplier or the members/ directors of a company as government employees and will not prevent a supplier from registering on the CSD.
- An Organ of State (OoS) Supply Chain Management/ Procurement Practitioner must still **apply their normal current policies and procedures** prior to utilizing such a flagged supplier within the procurement process.

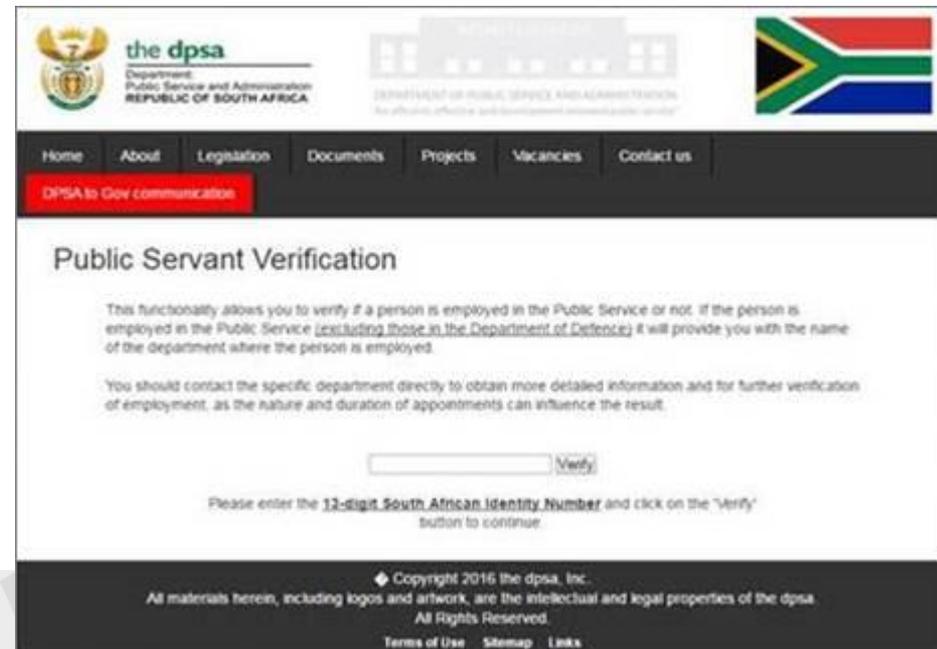
## Directors/Members Information

- They should contact the specific department directly to obtain more detailed information and for further verification of employment, as the nature and duration of appointments can influence the result.
- **Real-time re-verification** can be done by clicking on Re-verify Supplier Detail on the top left corner of the CSD Registration Report:



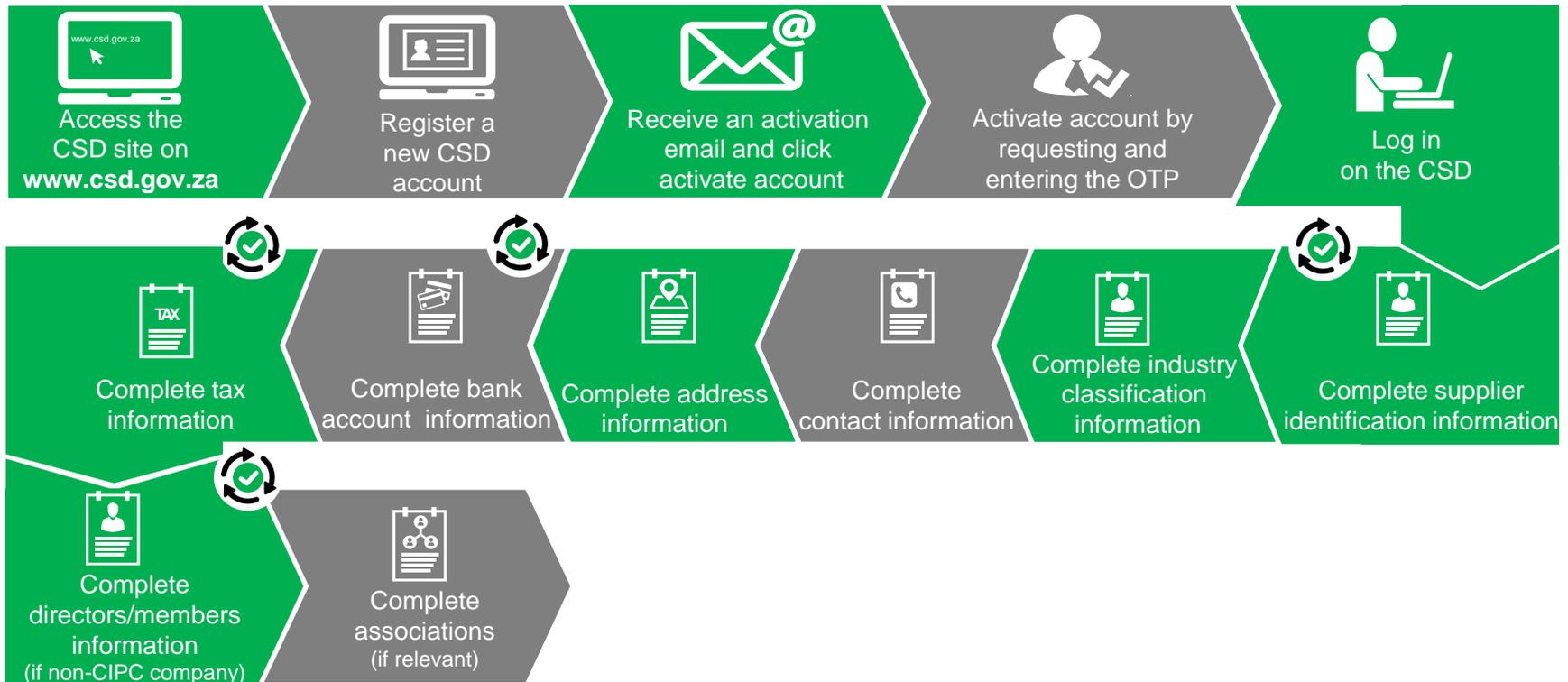
## Directors/Members Information

- In the case that an individual is still flagged as a government employee, the individual needs to contact the body to update PERSAL/PERSAP to reflect that the person is not employed by them. Please note that the update will only reflect on DPSA and the CSD a month later.
- The individual may capture their ID number on the DPSA site (<http://www.dpsa.gov.za/pssearch/>) to see which body they are linked to:



The screenshot shows the DPSA website interface for Public Servant Verification. At the top, there is a header with the DPSA logo, the text 'the dpsa Department of Public Service and Administration REPUBLIC OF SOUTH AFRICA', and the South African flag. Below the header is a navigation menu with links for Home, About, Legislation, Documents, Projects, Vacancies, and Contact us. A red button labeled 'DPSA to Gov communication' is visible. The main content area is titled 'Public Servant Verification' and contains the following text: 'This functionality allows you to verify if a person is employed in the Public Service or not. If the person is employed in the Public Service (excluding those in the Department of Defence) it will provide you with the name of the department where the person is employed.' Below this, it states: 'You should contact the specific department directly to obtain more detailed information and for further verification of employment, as the nature and duration of appointments can influence the result.' There is a text input field followed by a 'Verify' button. Below the input field, it says: 'Please enter the 11-digit South African Identity Number and click on the "Verify" button to continue.' At the bottom of the page, there is a footer with copyright information: 'Copyright 2016 the dpsa, Inc. All materials herein, including logos and artwork, are the intellectual and legal properties of the dpsa. All Rights Reserved.' and links for Terms of Use, Sitemap, and Links.

# Supplier Self-Registration Process



# Associations (if relevant)



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FOR GOVERNMENT**



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

**Add supplier R0004463115**

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

[Identification](#)   [Industry classification](#)   [Contacts](#)   [Address](#)   [Bank](#)   [Tax](#)   [Directors/Members](#)   **[Associations](#)**

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

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

[+ Add Association](#)

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

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# Complete Associations (if relevant)



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National Treasury  
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Home    Supplier Details    Links    Reports    Contact    Help    Account

**Add supplier R0004463115**

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

Identification    Industry classification    Contacts    Address    Bank    Tax    Directors/Members    **Associations**

Commodities    Users    Notifications    Accreditations    B-BBEE    Overview

Click here to get more info on this section

**Associate supplier number**

**Associate supplier name**

**What is the association?**

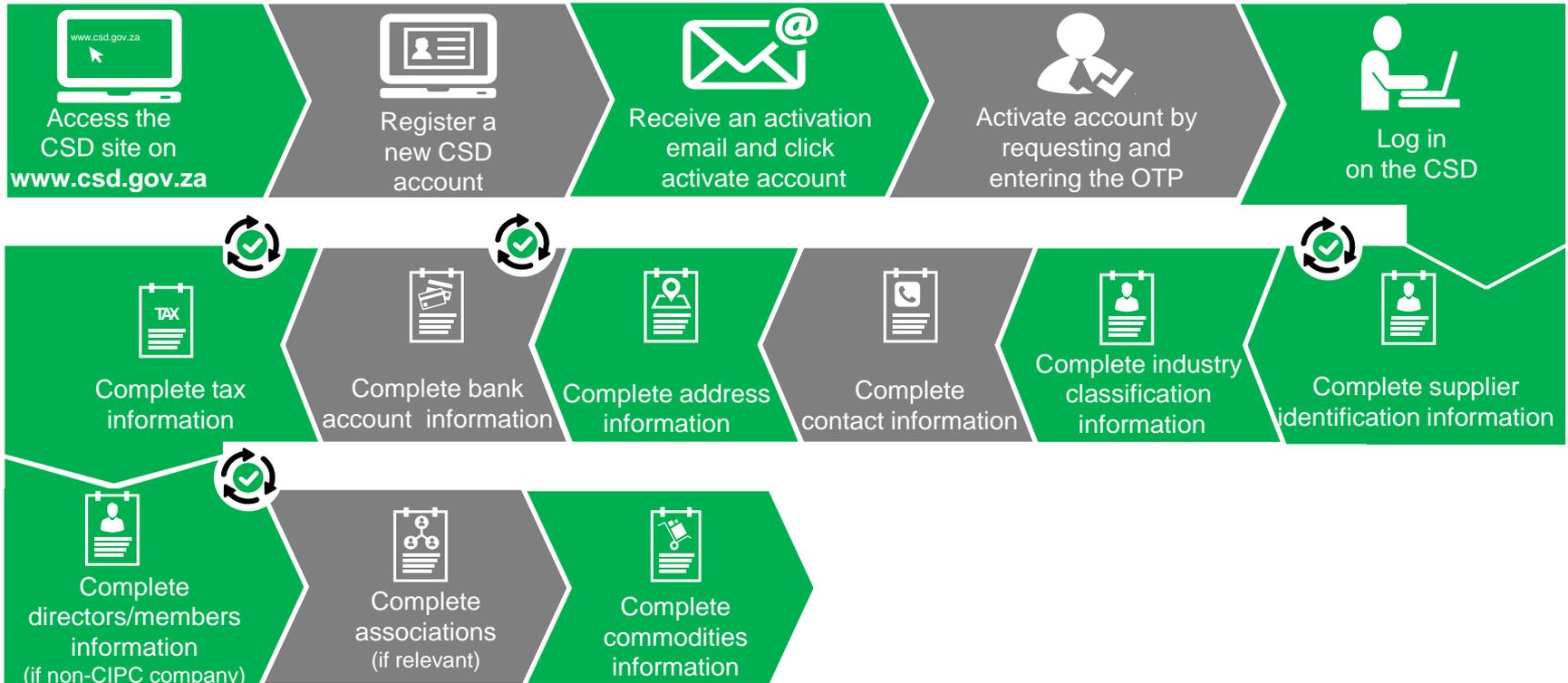
**Save** **Cancel**

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# Supplier Self-Registration Process



## Complete Commodities Information

---

- Two step process:
  - Commodity
  - Delivery Location: the opportunistic entrepreneur will select Nation Wide
- [http://ocpo.treasury.gov.za/Suppliers\\_Area/Pages/Central-Supplier-Database.aspx](http://ocpo.treasury.gov.za/Suppliers_Area/Pages/Central-Supplier-Database.aspx)
  - Currently we are using version 18 of the UNSPC
  - This is proper English!

# Supplier Self-Registration Process



# Maintain Users



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DATABASE  
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Home    Supplier Details    Links ▾    Reports ▾    Contact ▾    Help ▾    Account ▾

### Add supplier R0004463115

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

Identification    Industry classification    Contacts    Address    Bank    Tax    **Directors/Members**    Associations

Commodities    **Users**    Notifications    Accreditations    B-BBEE    Overview

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

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

Back Next

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# Supplier Self-Registration Process



# Complete Notification Information

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FOR GOVERNMENT**



Home Search Supplier Details Reports - Contact - Help- Support

**Add supplier R0004463115** Please submit the supplier on the overview tab once all tabs have been completed.

Identification Industry classification Contacts Address Bank Tax **Directors/Members** Associations

Commodities Users **Notifications** Accreditations B-BBEE Overview

**Disclaimer:** Note that no notifications are currently being sent. Notification requirements are recorded here and will be sent based on what you have indicated on this screen as soon as the functionality is available.

**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? ⓘ

- Changes are on the way
- Tender Opportunities to be aligned with Industry Classifications

# Supplier Self-Registration Process



# Complete Accreditation Information (if relevant)

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**CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT**

Home Search Supplier D ks - Reports - Contact - Help- Support Account -

**Add supplier R0004463115** Please submit the supplier on the overview tab once all tabs have been completed.

Identification Industry classification 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:

Name	Description
▶ SANAS	SANAS
▶ SETA	SETA
▶ IRBA	IRBA
▶ Security	Security
▶ Other	Other

**Accreditation Number**

**Registration Date** 2016/08/16

**Expiry Date** 2017/08/16

**Description**

**Status** <select status>

Send mail to [business.support@csd.gov.za](mailto:business.support@csd.gov.za) to add new accreditation institutions

# Supplier Self-Registration Process



# B-BBEE certificate type



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**CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT**



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

**Add supplier R0004463115**

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

Identification    Industry classification    Contacts    Address    Bank    Tax    Directors/Members    Associations

Commodities    Users    Notifications    **Accreditations**    **B-BBEE**    Overview

Click here to get more info on this section

**Which of the following certificates do you have?**

B-BBEE certificate?

Sworn Affidavit?

None

**Save**

Back Next

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# Complete B-BBEE Demographics

The screenshot shows the 'national treasury' logo and 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT' header. The navigation bar includes 'Home', 'Search', 'Supplier Det', 'Reports', 'Contact', 'Help', 'Support', and 'unt'. The main content area is titled 'Add supplier R0004' and includes a message: 'Please submit the supplier on the overview tab once all tabs have been completed.' Below this is a tabbed interface with 'B-BBEE' selected. The 'Step 2 of 3' section contains a link for more info and a table for demographic data.

Enter how many **owners** fall into each of the demographic categories below:

	Male owners	Female owners	Total % owners
Black African	<input type="text" value="1"/>	<input type="text" value="0"/>	17 %
Indian	<input type="text" value="0"/>	<input type="text" value="1"/>	17 %
Coloured	<input type="text" value="1"/>	<input type="text" value="0"/>	17 %
Asian	<input type="text" value="0"/>	<input type="text" value="1"/>	17 %
White	<input type="text" value="1"/>	<input type="text" value="0"/>	33 %
<b>Total %</b>	<b>50 %</b>	<b>50 %</b>	<b>100 %</b>

Buttons: Save and Continue, Cancel

- Only to be completed if owners are natural persons
- This is indicated on the Identification tab

# Complete B-BBEE Demographics



**CENTRAL SUPPLIER  
DATABASE  
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Home Search Supplier Data
Reports - Contact - Help- Support

**Add supplier R0004** Please submit the supplier on the overview tab once all tabs have been completed.

Identification
Industry classification
Contacts
Address
Bank
Tax
Directors/Members
Associations

Commodities
Users
Notifications
Accreditations
B-BBEE
Overview

Step 3 of 3

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

**Youth**

Are there any natural persons who are owners that are between the ages of 14 and 35 in accordance with the National Youth Development Policy Framework 2002? ?

**People with Disabilities**

Are there any natural persons who are owners classified as a person with disabilities in accordance with the Employment Equity Act 1998? ?

**Military Veterans**

Are there any natural persons who are owners in accordance with the Military Veterans Act 18 of 2011? ?

	Male owners	Female owners	Youth male (14-35 years)	Youth female (14-35 years)	Disabled male	Disabled female	Military veterans male	Military veterans female	Total % owners
Black African	1	0	0	0	0	0	0	0	20 %
Indian	0	1	0	0	0	0	0	0	20 %
Coloured	1	0	0	0	0	0	0	0	20 %
Asian	0	1	0	0	0	0	0	0	20 %
White	1	0	0	0	0	0	0	0	20 %
<b>Total %</b>	<b>60 %</b>	<b>40 %</b>	<b>0 %</b>	<b>0 %</b>	<b>0 %</b>	<b>0 %</b>	<b>0 %</b>	<b>0 %</b>	<b>100 %</b>

Save
Cancel

- Only to be completed if owners are natural persons
- This is indicated on the Identification tab

# Supplier Self-Registration Process



Auto verification of supplier information with SARS, CIPC etc.

# CSD Overview Screen



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DATABASE**  
FOR GOVERNMENT



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

**Add supplier R0000267439**

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

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

	Completion Status	Verification Status	Key Information
Supplier Identification	⚙️	✔️	In Business
Supplier Industry Classification	⚙️	-	-
Contacts	⚙️	-	-
Address	⚙️	-	-
Bank Accounts	⚙️	-	No banking details provided
Tax	⚙️	✔️	-
Directors/Members	⚙️	✔️	-
Associations	-	-	-
Commodities	⚙️	-	-
Users	✔️	-	-
B-BBEE	⚙️	-	No B-BBEE details provided

- 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

# CSD Reports



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FOR GOVERNMENT**



Home   Supplier Details   Links   **Reports**   Contact us   Help   Account   Log off

- Registration Summary
- Action Log

## Supplier Details

Supplier reference number	Supplier number	Security code	Status	Legal name	Identification type	Identification number	Edit	View
N/A	MAAA0000045	5109A0D0-2589-4BC2-88DF-6C2323A5F433	Active	Joe Blogg	South African Identification Number			

+ Add supplier

# Supplier Summary Report



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FOR GOVERNMENT



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

[Account](#) [Log off](#)

## Registration Summary Report

Supplier number

MAAA0000045

Supplier registration security number

5109A0D0-2589-4BC2-88DF-6C2323A5F433

Captcha

I'm not a robot



[View Report](#)

# Supplier Summary Report - continued

1 of 1 Find | Next



**Report Date:**  
 12 May 2016 06:52:54 PM

## CSD REGISTRATION REPORT

### SUPPLIER IDENTIFICATION

Supplier number	MAAA0000	South African company/CC registration number	2014/139532/07
Is supplier active?	Yes	Have Bank Account	Yes
Allow associates?	No	Registration date	2014-07-21 12:00:00 AM
Supplier type	CIPC Company	Created date	29 Sep 2015 10:50:27:733
Company type	Private Company (Pty)(Ltd)	Edit by	
Legal name		Edit date	29 Sep 2015 10:50:27:733
Identification type	South African Company/Close Corporation Registration Number	Restricted Supplier	No
Government breakdown	Private Companies (Pty) (Ltd)	Restriction Reason	N/A
Industry classification	Other service activities	Government Employee	No
Business status	In Business	Department	N/A
Country of origin	South Africa		

### SUPPLIER CONTACT INFORMATION

<b>CONTACT 1</b>			
Company type	Administration	Prefer communication via telephone	No
Is this your preferred Contact?	Yes	Email address	kkivedo@ncpg.gov.za
Name(s)	Maria	Cellphone number	0829889889
Surname	April	Do you want this contact to also be a CSD user?	Yes

---

# Questions & Answers

